Checklist of administrative matters to review before an announcement release

This checklist can be used when reviewing your announcement in the 'view announcement' screen on the market announcement platform (**MAP**), before it is released to the market.

If you need to edit the announcement at any time please click 'edit'.

☐ Check the spelling of the announcement **headline**

☐ Check you have selected the correct **announcement type**

☐ Ensure the **material information** selection correctly reflects whether announcement contains Material Information or falls within a prescribed category

On the 'view announcement' page, the Material Information selection will say 'yes' if you have selected a prescribed category or confirmed the announcement contains Material Information

☐ Read the **announcement text** one final time and check the following:

- Ensure the announcement text includes the salient points of the attached announcement. This text must be more than 'please see attached'
- Is the formatting i.e. tables, charts, bullets points presented clearly in the announcement text box? If required, remove these and replace with 'refer to the table in attached'

☐ Ensure that all data points have been added in the data screen where required. Check the following:
- Have all required data points been entered in the data screen?
- Are all data points entered correctly?
- Have all entered data points been disclosed in the announcement?

☐ Check the **attachment** to check the following:

- Is attached document the correct version of the announcement?
- Is the date on the attached announcement correct?
- Is this announcement on a company letter?
- Is all the relevant information attached?
- Is the announcement attributed to a director or officer of the company?
- Is the "Description" for the attachment correct? This will be the name of the attachment when released to market

☐ Check that any **NZX forms** used as part of the announcement release are the current versions. These can be found on the MAP system at the bottom of the page under 'forms'.

☐ For a **dividend** or **other corporate action announcement**, please check the following:

- That each date is a Business Day
- That the figures make sense when compared to each other
- For a dividend ensure you select whether a Dividend Reinvestment Plan (**DRP**) applies, under the heading, 'Nature of event'
- Complete a general sense check before release

☐ When an announcement is being **released by more than one Issuer** please ensure that all Issuers been selected. Note this is only applicable when a MAP user has access to more than one Issuer

☐ Check the **time** you are releasing the information – if the announcement is being released between 4.45pm and 5pm on a trading day and contains Material Information or falls in a prescribed category, please call NZX Product Operations on +64 496 2853, at the point of release of the announcement

☐ **Third party announcements*** - please follow the third party announcement release process, by sending the announcement to announce@nzx.com, if the announcement is:

- A director or senior manager relevant interest notice;
- A substantial product holder disclosure; or
- Information required to be provided to the Market Operator under the Takeovers Code

* *Issuers can use the SHINTR category in MAP to release directors and senior managers relevant interests disclosures.*

Please refer to the practice note "Providing information, as required under legislation, to NZX (3rd Party Announcements)" for more information.