



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'
- 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 NXT issuers, additional templates can be found on the NXT website under Rules and Resources
- For **Appendix 7 or Appendix 4 announcements**, 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

** Effective from Monday 28 May 2018 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) in the forms section under Resources and Documents for more information.*