

The NZX Listing Rules dated 10 December 2020 (**Rules**) refer in various places to an obligation to release information in a “prescribed form”, or require issuers to release specific information. NZX has created a number of editable templates to assist issuers to release information in the prescribed form as easily as possible. This document sets out both general instructions for the use of all templates, as well as specific instructions for the use of the following templates:

- Capital Change Notice (Rule 3.13.1);
- Corporate Action notice for a Distribution (Rule 3.14.1);
- Corporate Action other than for a Distribution;
- Results Announcements; and
- Meeting Results Announcements.

Instructions applicable to all templates

The templates are intended to be editable by issuers and, in particular, issuers are encouraged to uplift the content from the templates onto their own letterhead, per Rule 3.26.2.

Issuers may edit the style of the templates (such as font and spacing). Issuers may also want to create versions of these templates in other formats, such as Excel, to better align with their specific internal processes. Please keep in mind that the Market Announcements Platform (**MAP**) requires attachments to be in PDF.

However, as the templates relate to prescribed content, changes to the content should only be made where it is clearly indicated that this is permitted (for example, where the template or these instructions state that a section, footnote or other material may be added or deleted). If an issuer thinks a particular element of a template does not apply, they can mark this as N/A.

Where issuers are unsure about the edits they propose to make to a template, they should contact NZ RegCo, Issuer Regulation at issuer@nzregco.com in the first instance.

The following is a high level checklist of the matters that apply to all templates. .

	✓
The form is attributed to an authorised representative of the issuer	
The form includes details of a contact person for the announcement	
Cash amounts are expressed in one of the following currencies: NZD, AUD, CAD, EUR, GBP or USD	
All announcements released using MAP comply with the requirements of Rule 3.26	
Footnotes and instructions have been deleted before release	

Instructions specific to the Capital Change Notice

This form is required by Rule 3.13.1, and all sections are compulsory. It must be completed by an Issuer and released through MAP no later than one business day after:

- An issue of Quoted Financial Products (which includes issue on Conversion) or issue of Financial Products Convertible into Quoted Equity Securities or Options to acquire Quoted Equity Securities; or
- A redemption or acquisition of Quoted Financial Products.

If an Issuer of Fund Securities is a Continuous Issuer, the Issuer may instead use this form to announce issues, acquisitions or redemptions of Fund Securities on a consistent monthly basis (for example, by announcing the issues on the first Business Day, or second Friday, of each month) as per Rule 3.13.2.

Corporate Action notice (other than for a distribution)

This form must be used by an Issuer to notify the market of a corporate action other than a distribution (for example: a Rights issue, bonus issue, or a Share Purchase Plan).

Sections 1 and 7 of this form must be completed along with whichever one of sections 2 to 6 is relevant to the proposed corporate action. Issuers may delete the sections that are not applicable.

This form must be submitted to NZX for release through MAP:

- In compliance with Rule 4.17.6 or 4.17.7, at least five Business Days prior to the Ex Date for a rights issue; or
- In compliance with Rule 4.17.8 for a Share Purchase Plan, one Business Day after the Record Date; and
- In compliance with Rule 3.14.1, at least five Business Days before the Record Date for another type of corporate action.

For a Rights issue (whether or not Renounceable), this form should be released through MAP with the relevant notice required by clause 19 of Schedule One of the Financial Markets Conduct Act 2013.

Distribution Notice

This form must be completed by an Issuer to notify the market of a distribution on Quoted Financial Products. Sections 1 to 3 and 5 are compulsory. Section 4 may be deleted if it is not applicable. Issuers should pay careful attention to the footnotes on this particular form.

Debt issuers should note that this form is not required in the circumstances described in Rule 3.14.3 (routine interest payments and the redemption of Debt Securities on the scheduled maturity date).

This form must be submitted to NZX for release through MAP at least 5 Business Days before the Record Date for the distribution, in accordance with Rule 3.14.1(a).

All cash amounts (if any) are expressed to **8** decimal places

Results Announcements

Results Announcements are required by Rule 3.5.1 and paragraph 1 of Appendix 2 of the Rules. NZX has created separate templates for:

- Issuers of Debt Securities only; and
- Issuers that issue Equity Securities, or Equity and Debt Securities –

to reflect the differing information required for Issuers of different types of products. The following instructions apply to both forms.

The forms must be completed by an Issuer and released through MAP no later than 60 days after the end of each financial year or half year. All sections of the forms are compulsory.

A Results Announcement for a full financial year may be made before or together with the release of an annual report.

If an Issuer is required to consolidate the financial results of another listed issuer, it may make its Results Announcement up to 5 Business Days after the earlier of the release of the other Listed Issuer's Results Announcement and the timeframe above.

All number values are expressed throughout as 000s.

Meeting Results Announcement

The Announcement of Shareholder Meetings results template is not required to be used, however any announcement for results of a meeting of Quoted Financial Product must contain all information as required by Rule 3.19.1.

It must be released via MAP in compliance with Rule 3.19, announcing the outcome of each resolution put to a meeting of quoted financial product holders, including the results of polls conducted under Rule 6.1.1. The announcement must be released promptly and without delay, following the conclusion of the meeting.