



# Market Announcement Platform (“MAP”)

Data Guide – Debt Only Issuers

November 2021



## Purpose

This User Guide instructs NZX Listed Issuers on how to disclose data through the Market Announcement Platform (“MAP”).

Data is required to be entered into MAP under Listing Rule 3.26.1.

This document will provide Issuers with:

- Instructions on when to enter data into MAP
- Clear guidelines on how to enter data into MAP
- Screenshots and examples

This guide covers data entry only. For additional information on the MAP platform, such as creating and releasing announcements, please refer to the [MAP User Guide](#).

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## Key information

### What data do I need to disclose?

The below data must be entered into MAP when announced to the market:

- Allotment/Redemption of quoted financial products
- Earnings data
- Net tangible asset figures
- Key dates (AGM/SSM, or the date you intend to release preliminary results)
- Change current Director or Senior Manager
- Add new Director or Senior Manager

### When and how do I enter the above data into MAP?

You will need to enter any of the above data points into MAP whenever you announce the information to market.

You will enter your data in the **Add Issuer Data** screen in MAP, which will appear as part of the announcement creation process.

Any time you release an announcement through MAP, you should consider whether or not the announcement contains any of the above data. If it does, you must enter the data.

### Why do I need to enter data?

Data is required to be entered into MAP under Listing Rule 3.26.1.

The majority of required data points flow through onto NZX.com to update your issuer page.

## Additional Resources

Please refer to our [documents and resources section](#) on MAP.

This page contains:

- The MAP User Guide – details out how to create and release announcements in MAP.
- Practice Notes
- Forms required to be released under NZX Listing Rules

If you have any further queries about this Data Guide, or using MAP, please contact your Relationship Manager.

If you have any questions about the Listing Rules, please contact NZ RegCo – [issuer@nzregco.com](mailto:issuer@nzregco.com)



## Allotment/Buyback of Financial Products

### When do I need to announce this?

You are required to announce any change in number to your total number of Financial Products on issue via MAP under Rule 3.13.1.

You are also required to release a Capital Change Notice found [here](#). This Notice is required to be released within one Business Day after the allotment/redemption.

### When do I need to enter this data into MAP?

You must enter this data into MAP when you are releasing your Capital Change Notice.

- Please note that you do not need to enter allotment data for any changes to unquoted securities.

### What Announcement Type should I use?

You should always release your Capital Change Notice under the announcement type **SECISSUE**.

### What data validations are in place?

MAP will alert you if:

- The number you are allotting/redeeming and your new total on issue don't add up, based on what is currently in NZX's system.
- If you disagree with the warning, you have the option to ignore it and continue creating your announcement.

### Where does my allotment data go?

Your allotment data feeds through to two sections on NZX.com

- **Securities issued** – this will be updated to reflect the number of securities on issue.



## Example – Allotment/Buyback of Financial Products

Overview		Instrument Name			
<b>NZX</b> <b>\$1.890</b> + \$0.070 / 3.85% 52 Week Change: + \$0.550 / 39.56%		NZX Limited Ordinary Shares			
Dividends Company Announcements		Issued By: NZX Limited ISIN: NZNZXE000157 Type: Ordinary Shares			
Activity		Performance		Fundamental	
Trading status	Trading	Open	\$1.820	P/E	29.060
Trades	195	High	\$1.920	EPS	\$0.063
Value	\$203,150.96	Low	\$1.830	NTA	-\$0.015
Volume	107,399	High Bid	\$1.880	Gross Div Yield	4.655%
Capitalisation (000s)	\$525,422	Low Offer	\$1.890	Securities Issued	278,001,131

## Reason for Issue

You will need to select the most relevant reason for issue:

### Add Issuer Data

Adding issuer data for [SECISSUE: Allotment Test](#)

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1.

- Allotment/Buyback of Financial Products
- Gender diversity data
- Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- No data to declare (not applicable for issuers releasing their half year or full year results)

Company	NZX   NZX Limited
Date of allotment/buyback	30/10/2020
Financial Product	NZX   NZX 1 Limited Ordinary Share
Reason for issue/buyback	Further issue
Number of Financial Products allotted/bought back	100000
Total number of Financial Products in existence after allotment/buyback (Excluding Treasury)	23000000
Issue/acquisition/buyback price per share (in dollars)	2.00
Issue currency	NZD (New Zealand Dollar)
<input type="button" value="Confirm"/> <input type="button" value="Confirm and add another"/>	



<b>Buyback</b>	An acquisition by the company of its own shares either for cancellation or to be held in treasury
<b>DRP/Saving Scheme</b>	N/A
<b>Employee/Director Share Scheme</b>	N/A
<b>Initial allotment</b>	Initial allotment of rights/warrants/options/Debt. Not to be confused with IPO
<b>Further issue</b>	Further issue of any type of Financial Product. The difference between further issue and placement is further issues are offered to the general public, whereas placement is for selected few investors.

## Gender Diversity Data

Issuers of only debt securities (i.e. who are not Issuers of quoted equity securities) are not required to include gender diversity information in their Annual Report as this is a requirement for equity issuers under Listing Rule 3.8.1(c). Therefore, there is no requirement for debt only Issuers to enter this information into MAP.



## Earnings Data

### What is Earnings Data?

Earnings data refers to the following pieces of information from your preliminary full year or half year financial statements:

- Total profit/loss after tax
- Shareholder funds
- Intangibles
- Number of shares on issue as at the Balance Date (**note** – for debt only issuers who do not have quoted shares on issuer – enter 1 for this field)

Note – you must enter the whole number i.e., do not enter it in thousands or millions.

### When do I enter Earnings Data into MAP?

You should enter your Earnings Data into MAP when you release your:

- Preliminary full year results, AND
- Preliminary half year results

### What announcement type should I use?

- **FLLYR** - if you are releasing your preliminary full year results
- **HALFYR** – if you are releasing your preliminary half year results

### What if I am releasing my Annual Report as my preliminary full year results:

You will still need to enter the following information:

- Earnings data
- Release under the announcement type **FLLYR**



## Example – Earnings Data entry

- Negative amounts should be entered with a negative sign ( - ) and not with brackets.
- Do not enter a dollar sign.
- The system will give a warning if a figure entered is substantially different to the previous results. In order for the data to pull through the warning will need to be acknowledged (as noted in the FAQ section).

### Edit Issuer Data

Editing issuer data for FLLYR: Full year Test

Company	NZX   NZX Limited ▾
Balance date	31/03/2021 <input type="calendar"/>
Previous EOY date	30/12/2020 <input type="calendar"/>
Reporting currency	NZD (New Zealand Dollar) ▾
Amount: total profit/loss (after tax) attributable to holders for the period (excluding treasury). <i>Enter the exact number.</i>	5544654544
Shareholder funds: total equity attributable to holders for the period. <i>Enter the exact number.</i>	455858
Intangibles: inclusive of Goodwill, Patents and Trademarks, Software and Deferred Tax. <i>Enter the exact number.</i>	55255655
Issued Shares: total shares on issue at the Balance Date (excluding treasury)	1
<input type="button" value="Confirm"/> <input type="button" value="Confirm and add another"/>	

## Net Tangible Asset Values (NTA)

Issuers of only debt securities are not required to disclose a Net Tangible Asset Value (per share). Therefore, this information is not required to be entered in MAP.





## Key Dates

### What counts as a Key Date?

The following are classified as Key Dates:

- Annual General Meeting (AGM)
- Special Shareholder Meetings (SSM)
- Date that preliminary full year or half year results will be released to market.

### When do I need to release Key Date information?

- If applicable, issuers are required to release the Notice of Meeting for your AGM/SSM over MAP under Listing Rule 3.23.1.
- You are not required to announce to market the date you intend to announce your preliminary results. However, if you do choose to announce this information, you must enter the date into the Key Dates data field.

### When do I need to enter Key Dates into MAP?

#### AGM/SSM

You must enter the following information if you release a Notice of Meeting:

- Time
- Date
- Location

You should not fill out the Key Dates data field for a meeting until the above three fields are known.

#### Preliminary Results Release Dates

When you announce the date you intend on releasing your preliminary results, you must enter this date into the Key Dates field.

### What announcement type should I use?

- If you are releasing an announcement in relation to a meeting, either annual or special, the announcement type **MEETING** must be used
- If you are releasing an announcement in relation to the release date of a Results Announcement either full or half year, the announcement type **GENERAL** must be used.



## Where does my Key Date data go?

Your key date data will update the Upcoming Meetings and/or the Upcoming Results pages on NZX.com as below:

HOME / MARKETS / NZSX / NZSX UPCOMING MEETINGS

Overview >  
Announcements >  
Dividends >  
Upcoming Listings >  
**Upcoming Meetings >**  
Upcoming Results >

### NZX Main Board Upcoming Meetings

Company	Type	Date	Time	Location
CEN	AGM	11 Nov 2020	9.00AM	-
VHP	AGM	17 Nov 2020	10.00AM	Makora Room Generator Commercial Bay Level 2 PwC Tower 15 Customs Street Auckland
PCT	AGM	17 Nov 2020	11.30AM	Toroa Room Level 2 PwC Tower 15 Customs St West Auckland

HOME / MARKETS / NZSX / NZSX UPCOMING RESULTS

Overview >  
Announcements >  
Dividends >  
Upcoming Listings >  
**Upcoming Meetings >**  
**Upcoming Results >**

### NZX Main Board Upcoming Results

There is no obligation under the NZX Listing Rules for an issuer to disclose the date on which it proposes to release its financial preliminary results to the market. Therefore, this list of issuers cannot be guaranteed as a comprehensive list of all issuers' upcoming financial results releases. Release dates may also be brought forward or delayed without notice.

Company	Type	Date
SAN	FLLYR	12 Nov 2020
IPL	HALFYR	17 Nov 2020
NPH	FLLYR	18 Nov 2020
SKO	HALFYR	18 Nov 2020
AFT	HALFYR	19 Nov 2020



## Example – Meeting Entry

### Add Issuer Data

Adding issuer data for **SECISSUE: Allotment Test**

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Please enter all Issuers who are releasing their **half year or full year results** must ensure that they enter both the earnings data point and the net tangible

- Allotment/Buyback of Financial Products
- Gender diversity data
- Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- No data to declare (not applicable for issuers releasing their half year or full year results)

Company	NZX   NZX Limited
Type of event	Annual General Meeting
Date of event	20 / 08 / 2021
Time of event (if applicable)	10:00
Location of event (if applicable)	11 Cable Street, Wellington
<input type="button" value="Confirm"/> <input type="button" value="Confirm and add another"/>	



## Example – Results release date

### Add Issuer Data

Adding issuer data for SECISSUE: Allotment Test

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Please enter Issuers who are releasing their half year or full year results must ensure that they enter both the earnings data point and the net tang

- Allotment/Buyback of Financial Products
- Gender diversity data
- Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- No data to declare (not applicable for issuers releasing their half year or full year results)

Company	NZX   NZX Limited
Type of event	Full-year results
Date of event	20 / 08 / 2021
Time of event (if applicable)	
Location of event (if applicable)	
<input type="button" value="Confirm"/> <input type="button" value="Confirm and add another"/>	

## Change Current Director or Senior Manager AND Add new Director or Senior Manager

### What is this data?

“Senior Manager” is defined in the Listing Rules. The definition comes from section 6 of the Financial Markets Conduct Act 2013 and is:

A person who is not a Director but occupies a position that allows that person to exercise significant influence over the management or administration of the issuer (for example, a Chief Executive Officer or a Chief Financial Officer).

“Director” is also defined in the Listing Rules and means:

(a) in relation to a company incorporated in New Zealand, a Director within the meaning of section 126(1)(a) of the Companies Act 1993,

(b) in relation to a Managed Investment Scheme, a Director (within the meaning of section 126(1)(a) of the Companies Act 1993) of the Manager, or



(c) in relation to any other entity where paragraph (a) or (b) does not apply, any person occupying a position in that entity, or in the Manager of such entity, that is comparable with that of a Director of a company,

### When do I need to announce this data?

You must release an announcement detailing any changes to Directors or Senior Managers under Listing Rule 3.20.1. You must still make an announcement promptly and without delay, even if the change is effective at a later date.

### When do I enter this information into MAP?

You should enter this information into MAP when you are making your announcement of the change **provided the effective date is known**.

If you have a last possible date (e.g., this change will take place during August), then enter the last day of the month. If the date moves forward, you can contact your Relationship Manager who will be able to arrange for your data to get updated.

If you do not have an effective date, please contact your Relationship Manager, and advise that you have released the announcement without data due to the unknown date.

### What to do if a Director or Senior Manager resigns?

This change is made using the **Change Director or Senior Manager** data point.

Select **[End of Directorship or Office]**

### What is the effective date?

- For a new Director or Senior Manager – the first date they are in the role
- For a resignation of a Director or Senior Manager – the last date they are in the role
- For a change in Director or Senior Manager – the date they are first in the new role

### Where does my Director and Senior Manager data go?

Your Director and Senior Manager data feeds through onto your Issuer page on NZX.com.



HOME / NZX LIMITED / OVERVIEW

- Overview >
- Announcements >
- Documents >
- Meetings >
- Results >
- Listings >
- Analysis >

#### Contact

Graham Law  
PO Box 2959 Wellington  
6140  
+64 4 472 7599  
NZX Limited website

## NZX Limited

### NZX

\$1.890

+ \$0.070 / 3.85%

52 Week Change: + \$0.550 / 39.36%

Instrument Name	NZX Limited Ordinary Shares
Issued By	NZX Limited
ISIN	NZNXZE000157
Type	Ordinary Shares

### NZX010

2.80%

0.00% / 0.00%

52 Week Change: No change

Instrument Name	NZX 20/06/2033 5.40% NZX Limited Notes
Issued By	NZX Limited
ISIN	NZNXD0010L5
Type	Structured Debt
Price Per \$100	\$107.294
Maturity Date *	20 Jun 2033
Previous Payment Date	20 Sep 2020

Mark Peterson	Chief Executive Officer
Graham Law	Chief Financial Officer
James Miller	Chairman
Frank Aldridge	Independent Director
Nigel Babbage	Independent Director
Richard Bodman	Independent Director
Elaine Campbell	Independent Director
Jon Macdonald	Independent Director
John McMahon	Independent Director
Lindsay Wright	Independent Director
Hamish Macdonald	Company Secretary

## The Senior Manager title I want is not available

We have a set list of Director and Senior Manager titles available. You must show the following roles at least:

- All Directors (correctly classed as Independent or not)
- CEO
- CFO

Any additional Senior Manager roles can be added if their role (or one similar) is available in the drop-down menu.

If there is no applicable role available, then **you do not need to enter the name of the relevant Director or Senior Manager.**



## Example – Changing a Director or Senior Manager

### Add Issuer Data

Adding issuer data for ADMIN: Change of Director Test

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Please enter Issuers who are releasing their **half year or full year results** must ensure that they enter both the earnings data point and the net tangi

- Allotment/Buyback of Financial Products
- Gender diversity data
- Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- No data to declare (not applicable for issuers releasing their half year or full year results)

Director or Senior Manager	Patrick Strange (NZX000000 Independent Director) ▼
New position	[End of directorship or office] ▼
Effective date	10/11/2020 📅
<input type="button" value="Confirm"/> <input type="button" value="Confirm and add another"/>	

## No Data to Declare

### When can I select this?

If your announcement does not contain any of the listed data points in the Add Issuer Data screen, then you can select “No Data to Declare”.

- Please note this option is **not applicable** for issuers releasing preliminary full year or half year results.



## Add Issuer Data

Adding issuer data for ADMIN: No Data Test

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Please enter Issuers who are releasing their half year or full year results must ensure that they enter both the earnings data point and the net tang

- Allotment/Buyback of Financial Products
- Gender diversity data
- Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- No data to declare (not applicable for issuers releasing their half year or full year results)

By selecting this, I confirm that this announcement does not contain any issuer data required under the listing rules



Confirm

What happens if I select this option and I actually had data to enter?

Please contact your Relationship Manager as soon as you have realised the error and they will be able to advise you.





## FAQ

How do I know my data has been added successfully, AND can I edit my data once added?

You will see your data on the view announcements screen. An example of how this should look is shown below.

At the top of the view announcement screen, it will also state “successfully added issuer data!”. If you cannot see your data here, it means it has not been captured by the system and you will need to re-add it.

### View Announcement

Successfully added issuer data!

Announcement						
	Edit	Delete	Transfer	Add attachment	Add issuer data	Release
Issuer	NZX Limited					
Headline	Allotment Test					
Announcement Type	SECISSUE					
Announcement Text	Test for MAP Data Guide.					
Material Information	No					
Third Party	No					
Embargo Until	None					

Companies			
Company	Security	Del	Edit
(NZX) NZX Limited			
			Add company

Attachments
This announcement has no attachments.
Add attachment

Issuer Data				
Company	Type	Detail	Delete	Edit
NZX000000	allotment	Allotment of NZX as at 2020-10-30 Buyback/Redeem of 100,000 securities Total shares after issue is 23,000,000 Allotment price 0.13 NZD		



You can edit your data in the view announcement screen as shown above.

Note – you cannot edit your data once it has been released.

### What do I do if I make a mistake in entering my data?

Please contact your Relationship Manager and they will be able to assist you.

### Does this data show with my announcement?

No. The data you enter is not visible to the public within your announcement. Instead, your data will feed into our database and will be used to update your issuer page on NZX.com overnight.

### Where do I enter my primary contact information for NZX.com?

This data is not captured within MAP. Please contact your Relationship Manager and they will be able to arrange for this to be updated for you.

### What do I do if I see a warning when I enter my Data?

You have two options when you see a warning:

1. If you are confident your data is correct, then you may click “**I acknowledge the warnings and wish to continue**” as per the below example.

The screenshot shows a light blue dialog box with two buttons at the top: "Confirm" and "Confirm and add another". Below the buttons is a checked checkbox with the text "I acknowledge the warnings and wish to continue".

Warning:

These figures represent a previous total issue of 23100000, this differs from the expected figure of 268476400

2. If you realise the data is incorrect, amend the figures.

### What do I do if data I have previously added needs to be updated?

Please contact your Relationship Manager who will be able to assist you. MAP will not allow you to re-enter this data into the system – we will be able to correct this for you.