



NEW ZEALAND'S EXCHANGE
TE PAEHOKO O AOTEAROA

Market Announcement Platform ("MAP")

User Guide

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1. Introduction

This User Guide sets out instructions on how to use the Market Announcement Platform (“MAP”) provided by NZX to release announcements to the market.

What is MAP?

MAP is the platform provided by NZX to assist listed issuers with discharging their obligations under the NZX Listing Rules to release information to the market. Listed issuers can access MAP through the internet to create an announcement, and release the announcement directly to the market.

Issuers with securities quoted on the NZX Main Board or Debt Market can access MAP through the website address: <https://map.nzx.com>.

MAP is only for the release of announcements by an issuer about that issuer.

When using MAP issuers are required to enter certain data points. This allows issuers to have control over what displays on their NZX.com page.

Issuers will at times be required to release information under legislation in relation to another issuer, for example, announcements prescribed by the Takeovers Code and substantial product holder disclosures. Issuers will also sometimes release disclosure notices on behalf of their directors and senior managers. An outline of the process issuers should follow in these circumstances is provided in the practice note “Providing information, as required under legislation, to NZX”. A copy of this practice note is included in Appendix 1.

When does an issuer need to make a Market Announcement?

Issuers are required to release information to the market under the NZX Listing Rules. Copies of these rules can be found at:

[Main Board and Debt Market Rules](#)

[NZX Listing Rules](#)

Issuers should also consider the NZX Guidance Note on continuous disclosure, available on NZX’s website at <https://www.nzx.com/regulation/guidance-notes>.

When can issuers submit announcements over MAP?

Announcements submitted over MAP are automatically released to the market on a trading day. Announcements submitted by issuers outside the hours of 8.30am to 5.30pm on a trading day will be held in the system and released at 8.30am on the next trading day.

Where do announcements appear when released by an issuer?

On release of an announcement by an issuer, the announcement appears on NZX’s public website, NZX.com. Announcements are also provided to third party organisations which



subscribe to NZX's market depth feed. These subscribers will then display the announcement on their own systems and websites.

Where does data entered into MAP appear when released by an issuer?

Data entered into MAP is not displayed alongside the announcement on NZX.com. It is used to update an issuers NZX.com page overnight and is sent out to various data vendors.

What is an administrative trading halt and when is it applied?

An administrative trading halt is a short trading halt applied to an issuer's quoted securities following the release of some announcements during trading hours or in the 15 minutes leading up to open of trading.

An administrative trading halt will be applied if, when releasing the announcement, the issuer confirms the announcement contains material information or falls within a prescribed category. In these circumstances, a short trading halt is applied to all of the issuers' listed securities when the announcement is released.

This trading halt is 15 minutes for both issuers with a primary listing on the NZX and for a NZX Foreign Exempt Issuer (as defined in the NZX Listing Rules).

What if I can't access MAP?

From time to time a situation may arise where an issuer is unable to access MAP, either due to technology issues, or all MAP users being unavailable. In these situations issuers should [contact their Issuer Relationship Manager](#), to discuss alternative ways to provide the announcement.

Where can I get further help?

There is a list of [frequently asked questions and answers](#) on page 29.

The terms used in this user guide are explained in the [glossary](#) on page 38.

The data guide gives detailed instructions for each of the required data points. The data guide can be found [here](#).

If you have any further queries, please contact your Relationship Manager.

For urgent announcement and data retractions contact Product Operations at productoperations@nzx.com or +64 4 496 2853.

Set-Up and Users



What you need

- A modern web browser
- An internet connection
- An email address
- For issuers who have not yet got access to MAP, to complete and return the MAP agreement on behalf of the issuer
- A MAP user account and password (obtained from NZX upon completion of the MAP agreement)

MAP Agreement

The MAP agreement sets out the terms and conditions under which Main Board and Debt Market issuers release announcements electronically.

An issuer needs to complete an agreement to gain access to MAP. This should be done as part of the listing process.

To be granted access to MAP, a copy of the agreements must be completed and emailed to your Relationship Manager.

NZX will create a MAP user account for the requested user and email the password to them. This user account will have admin access to the MAP system for that issuer and can use the MAP system to [request additional user accounts](#).

A copy of either agreement can be requested by emailing [your Relationship Manager](#).

MAP User Accounts

MAP users have one of two security levels, each with different rights:

Level	Rights
Admin	<ul style="list-style-type: none">• Create, edit and delete announcements• Attach files to announcements• Edit descriptions on file attachments and reorder attachments• Release announcements to the market• Take or transfer ownership of an announcement entered by another user• Request user accounts to be added or deleted
Restricted	<ul style="list-style-type: none">• Create, edit and delete announcements



- | | |
|--|---|
| | <ul style="list-style-type: none">• Attach files to announcements• Edit descriptions on file attachments and reorder attachments |
|--|---|

Requesting additional MAP user accounts (Admin only)

1. Login to MAP with a user account that has admin rights
2. Click the [user](#) tab
3. Click the [request new user](#) link
4. Enter the user's email address and name, select the required access level and click the [submit](#) button
5. The request is sent to NZX which then creates the account and emails the password to the new user

The status of pending user requests can be displayed by clicking on the [show pending/approved user requests](#) link on the [user](#) tab.

Deleting MAP user accounts (Admin only)

1. Login to MAP with a user account that has admin rights
2. Click the [user](#) tab
3. Click the [request user deletion](#) link
4. Find the account to be removed and click the [delete](#) icon next to it
5. A confirmation screen will be displayed – click the [delete](#) button to confirm the deletion
6. The request is sent to NZX which then deletes the user account

The status of pending user requests can be displayed by clicking on the [show pending/approved user requests](#) link on the [user](#) tab.

View current users (Admin only)

1. Login to MAP with a user account that has admin rights
2. Click the [user](#) tab
3. Click the [show company users](#) link



View pending user requests (Admin only)

1. Login to MAP with a user account that has admin rights
2. Click the user tab
3. Click the show pending/approved user requests link

Change password

Passwords must be at least 12 characters in length and contain both upper and lower case letters and at least one number.

1. Login to MAP
2. Click the user tab
3. Click the change my password link
4. Enter your current password and the new password (twice) and click the submit button
5. The password is changed immediately

If you have forgotten your password, there is a forgot password link on the MAP login screen.

Change user account details

To update an email address, a new user request must be submitted for the new email by a current admin. Once this has been actioned, a delete request must then be submitted to remove the old email address.

To update a user's user level, a new request must be submitted through MAP by a current admin. For example, if someone has restricted access but wants to be upgraded to admin – a current admin will need to re-add them in MAP with the 'admin' access type. Once authorised by NZX, this will override the old access level.

To reactivate a deleted MAP user – as above, a new request will need to be loaded into MAP by a current admin.

Accessing multiple issuers

Some MAP users will need access to release announcements for more than one issuer. A MAP agreement must be completed and returned for each issuer.

There are two ways you can access multiple issuers on MAP:

- A. Create one user account which is linked with multiple issuers; or
- B. Create a different user account for each issuer

Users with one account which is linked with multiple issuers can enter announcements for multiple issuers at one time. If an announcement needs to be released in relation to two listed



issuers which the user has access to, then the announcement can be created under one issuer's name and the other issuer can be added during the release process.

A. Create one user account associated with multiple users

1. Decide which email address you will use for the MAP username
2. Request a user with admin rights for the issuer to login and [request a new MAP account](#), specifying that email address as the username
3. Repeat the above step for each additional issuer, specifying the same email address as the username each time

When you login with that user account, there will be a dropdown option with a list of issues. You must select one to complete the login process. To switch to a different issuer, you will need to log out then log in again.

B. Create a different user account for each issuer

If you wish to use a separate user account for each issuer, follow the standard process for [requesting additional MAP user accounts](#). You will need to use a different email address for each account username.

MAP Security System

The MAP security system is designed to ensure that only authorised users can login, create and release announcements.

All data passing between your web browser and MAP is encrypted. This means all communications between your computer and the NZX MAP server are protected by data encryption.

Each user must login to MAP by using their username (their email address) and password. Users are automatically logged out of MAP after 60 minutes of inactivity.

If a user does not log in after 400 days, the user account will be deactivated. To reactivate the account, please contact your Relationship Manager.

A user can only be logged in for one issuer at a time. To switch to a different issuer, the user is required to log out of MAP and log in again. This reduces the possibility of an announcement being released under the wrong issuer name where a user is authorised to release announcements for more than one issuer.

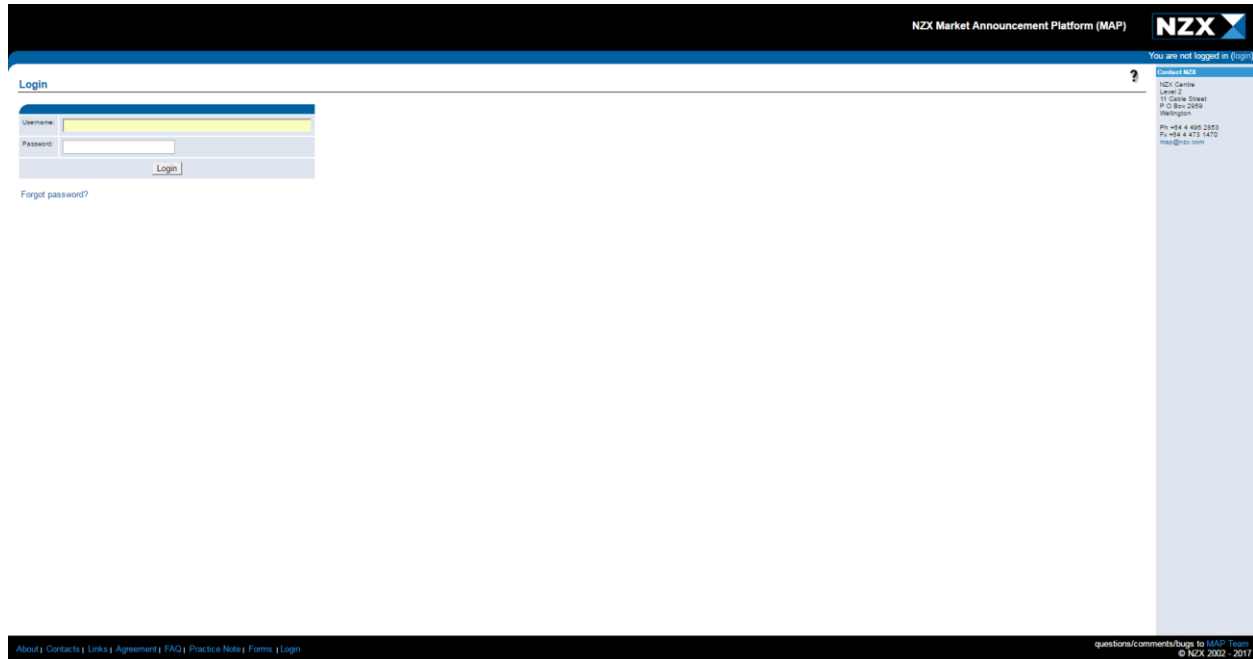
Each announcement has an owner who is the only person who can work on it. A user with admin access can take ownership of any announcement or give ownership to another user to work on.



2. Logging in and out of MAP

Login to MAP

1. Start your web browser and type map.nzx.com into the address bar
2. Your web browser will display the [login](#) screen



3. If the [login](#) screen does not display, speak to your local system administrator before contacting NZX
4. Enter your:
 - username (this is the email address supplied when requesting the MAP account); and
 - password (the password is emailed to you when the account is created);and click the [login](#) button.
5. If your user account is linked to multiple issuers, you will be presented with the [choose company](#) screen. Select the desired issuer from the drop-down list and click the [choose company](#) button
6. You are now logged in to the MAP system

Incorrect entry of a password six times will lock the user account. To unlock the account, contact your Relationship Manager.

Forgot password

1. Start your web browser and type map.nzx.com into the address bar

2. Your web browser will display the login screen
3. Click the forgot password link
4. Enter your username (this is the email address used when requesting the MAP account) and click the submit button
5. The MAP system will send you a new password by email. This will not be the same as your previous password

Call your Relationship Manager if:

- You can't remember your username
- Your email address has changed and you would like to update your details
- The email with your new password does not arrive within ten minutes

Log out of MAP

1. Click the logout tab at the top of the screen
2. Click the logout button

MAP will display the login screen to confirm that you are now logged out of MAP.



3. Form of an announcement

What are the different parts of the announcement?

An announcement consists of the following:

Item	Explanation
Issuer Code and Name	The Code and Name of the issuer. This is automatically created by the MAP system.
Announcement Type	<p>Each announcement has a type. Please select the most appropriate type for the content of your announcement</p> <p>Some announcement types are a prescribed category. A prescribed category is an announcement type which will always be flagged to the market on release and, if released during market hours, will result in an administrative trading halt.</p> <p>The prescribed categories are:</p> <ul style="list-style-type: none">• Fund Update• Preliminary Half Year Result;• Preliminary Full Year Result;• Half Yearly (Interim) Report;• Annual Report; and
Headline	<p>The announcement headline is very important as it is what is seen first by users of trading systems and the NZX website.</p> <p>Issuers should take care when constructing headlines to ensure that they accurately summarise the content of the announcement. Please do not enter headlines all in capital letters, and ensure that your headline fits within the character limit (59 characters).</p>
Announcement Text	<p>Only plain, unformatted text can be entered in this mandatory field.</p> <p>Information provided by issuers in this section should be either the full announcement text or a summary of the salient points of the announcement.</p> <p>This summary will be delivered to all NZX firms and NZX Data Distributors (such as Reuters, NZPA and Bloomberg) immediately on release of the announcement. This is also the information that will be available on the NZX website.</p>



	<p>If it is not practicable to produce a summary, you can copy the text from the announcement into this section. This text must be copied from a word document or plain text file. PDF or scanned documents cannot be added at this time. Up to 240,000 characters or approximately 30,000 words can be entered here.</p>
Material Information	<p>Issuers are required to confirm whether the announcement they are releasing contains material information.</p> <p>The NZX Listing Rules adopt the meaning of “material information” found in the Financial Markets Conduct Act 2013 (FMC Act). Section 231 of that Act defines material information as information that:</p> <ol style="list-style-type: none"> 1. a reasonable person would expect, if it were generally available to the market, to have a material effect on the price of quoted financial products of the issuer; and 2. relates to particular financial products, a particular listed issuer, or particular listed issuers, rather than to financial products generally or listed issuers generally. <p>If an issuer needs further assistance in determining whether information may be material, please consult the continuous disclosure guidance note.</p> <p>This selection cannot be completed if the announcement is in a prescribed category.</p>
Embargo Time	<p>Announcements which are not in a prescribed category or do not contain material information may be embargoed for up to 24 business hours.</p>
Add Security	<p>This allows you to select the security your announcement specifically relates to.</p>
Data	<p>The below data is to be entered into MAP when announced to the market:</p> <ul style="list-style-type: none"> • Allotment of financial products • Gender diversity data • Earnings data • Key dates • Change current director or officer • Add new director or officer • Net tangible asset figures



Attachments	<p>Files containing additional information relevant to the announcement. Each announcement must include at least one attached file.</p> <p>Please note that <u>only</u> PDF documents can be attached.</p>
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4. Creating and releasing announcements

1. [Login to MAP](#)
2. At this point, MAP users with access to multiple issuers will be asked to choose which issuer they want to log in under. All other MAP users will go straight to the [status](#) screen
3. Click the [new](#) tab at the top of the screen
4. The [create new announcement](#) screen will be displayed

The screenshot displays the 'Create New Announcement' interface. At the top, there's a navigation bar with 'status', 'new', 'search', 'user', 'help', and 'logout' tabs. The main header includes the NZX logo and the text 'NZX Market Announcement Platform (MAP) TEST region (external)'. Below the header, a status bar indicates 'You are logged in as Gemma Campbell (NZX Limited - NZX)'. The main content area is titled 'Create New Announcement' and contains a form with the following fields:

- Headline:** A text input field.
- Announcement Type:** A dropdown menu with the text 'Please select an announcement type...'. The dropdown is highlighted in blue.
- Announcement Text:** A large text area for the announcement content.
- Material Information:** A dropdown menu with the text 'Please select whether the announcement contains material information...'. The dropdown is highlighted in blue.
- Embargo Until:** A dropdown menu with the value 'N/A'.

A 'Create' button is located at the bottom of the form. On the right side, there's a sidebar with several sections, each highlighted in blue:

- Being Worked On (0):** No announcements are being worked on.
- Waiting for Release (0):** No announcements pending.
- Last 0 Released Announcement(s):** There aren't any released Announcements.
- Last 0 Rejected Announcement(s):** There aren't any rejected Announcements.
- Logged in (1):** G Campbell

At the bottom of the page, there's a footer with navigation links: 'About | Contacts | Links | Agreement | FAQ | Practice Note | Forms | Logout'. On the right side of the footer, it says 'questions/comments/bugs to MAP Team © NZX 2002 - 2017'.

5. **Headline:** enter the headline. This should summarise the content of the announcement.

Headlines are important - issuers should take care when constructing headlines to ensure that they accurately summarise the content of the announcement and are not misleading. Please do not enter the full headlines in capital letters, and ensure that your headline fits within the character limit (59 characters).

6. **Announcement type:** select the announcement type from the drop down list of announcement types available. Announcement types which are highlighted blue are a [prescribed category](#)

status new search user help logout

Create New Announcement

Create New Announcement

Headline:

Announcement Type:

Announcement Text:

- ADMIN | Administrative Issuer Announcements (LR 10.6)
- *ANNREP | Annual Report Issued/Matters Relating to Annual Report
- AUDITORS | Auditors/Matters in Relation to Audit
- CORPACT | Corporate Action
- CREDIT | Credit Rating Change
- *FLLYR | Preliminary Full Year Result
- *FNDUPDTE | Fund Update
- GENERAL | General Release by Issuer in relation to Activities
- *HALFYR | Preliminary Half Year Result
- *INTERIM | Half Yearly Report
- MEETING | Notice and Results of Meeting
- MKTUPDTE | Market Update
- *NXTUPDTE | NXT Interim Updates
- OFFER | Offer
- RA | Appointment of Receivers, Liquidators, Statutory Managers
- RESEARCH | Independent Research
- SECISSEU | Securities on Issue
- SHINTR | Shareholder Interests
- TRANSACT | Transaction

Material Information:

Embargo Until:

Create

How to select the announcement type - when selecting an announcement type, the issuer should choose the type most related to the announcement. If part of the announcement should fall under a prescribed category, the prescribed category should always be chosen.

More information on the announcements that will go under each announcement type is included in “Using announcements types when releasing announcements” [Practice Note](#).

How to use a prescribed category - an announcement released in a [prescribed category](#) results in an automatic [administrative trading halt](#) being applied when the announcement is released to the market.

If an issuer is releasing a number of announcements under a prescribed category, the issuer may wish to release the first announcement under the prescribed category type and the following announcements under the general category.

For example, if the issuer is releasing its annual report and related presentations as separate announcements, the issuer may choose to release the annual report under that category type and the follow up announcements under general. This will mean that the follow up announcements do not result in another administrative trading halt (unless these announcements contain material information).

More information on using prescribe categories is available in “Using announcements types when releasing announcements” [Practice Note](#).

- Announcement text:** enter the announcement text. This should be either the full announcement text or be a summary of the salient points contained in the announcement

This section only accepts plain text. Please note tables, charts and pictures cannot be included. You will need to remove these and replace with: “please see [insert relevant description] in the attached document”.

8. **Material information:** if an announcement is not in a prescribed category, you must confirm whether the announcement contains material information.

Material information is defined in NZX's Listing Rules. Material information must be released in accordance with the continuous disclosure requirements of these Rules. Issuers should have determined whether information is material in advance of its release to the market.

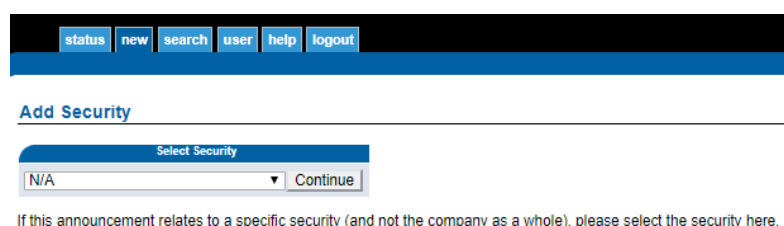
9. **Embargo:** if the announcement is to be embargoed until a particular time, choose the release time from the drop-down list. Leave it as N/A if you wish the announcement to be released immediately. Announcements which contain material information or fall within a prescribed category cannot be embargoed

10. Click the create button

Foreign Exempt issuers and material information - foreign exempt issuers are a specific listing type under the NZX Listing Rules. Foreign exempt issuers need to assess whether the information they hold is material or is required to be released subject to the continuous disclosure regime of the issuer's home exchange.

For example, ASX listed issuers are required to consider whether the release of information is required under ASX Listing Rules 3.1 and 3.1A. Where a foreign exempt issuer is required to disclose information under its home jurisdiction continuous disclosure regime, the issuer should confirm that the announcement contains material information when releasing the announcement over MAP.

11. Now the add security screen will appear:



12. If the announcement relates to the issuer generally, leave the selection as N/A and click continue

If the announcement relates to a specific security (for example, a specific line of debt), select the security from the drop down list and then click continue

13. Now the add issuer data screen will appear. Add in the below data points if they are being disclosed in your announcement. A detailed description of what is required to be entered for each of the data points can be found in the data guide under Documents and Resources here: <https://map.nzx.com/static/forms/>

Once the relevant data points have been entered hit confirm.

An alert will be received for any missing data points of the following announcement types:

- Announcements released under “FLLYR” with missing Earnings and NTA data points
- Announcements released under "HALFYR" with missing Earnings and NTA data points
- Announcement released under "ANNREP" with missing Gender Diversity data.

The following issuers **will not** receive the alert above:

- Debt Only Issuers who have not entered Earnings, NTA or Gender Diversity data
- Fund Only Issuers who have not entered Earnings, NTA or Gender Diversity data
- Foreign Exempt Issuers who have not entered Gender Diversity data

14. Now the view announcement screen will appear:

Why is the attachment description important? The attachment description is what will be seen by the market i.e. it is the name of the PDF. Please ensure all announcements are clearly labelled and relate to what is in the PDF, especially when an announcement has multiple attachments.

15. An attachment must be added to the announcement before it can be released to the

Add Attachment

Adding attachment for **FLLYR: Full Year Results**
 Choose a file that has information supporting your announcement and upload it for viewing.
 Please note that you can only upload the following file types:

- PDF (Acrobat) document (".pdf" extension)

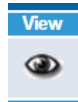
The file size may not be larger than 30 megabytes (larger files will not upload).
 If you experience issues with uploading an attachment please contact Product Operations on 04 496 2853.

market. Click add attachment. The add attachment screen will now appear.

Saving announcements - once you reach this screen, the announcement has been created in the MAP system. If you choose not to release the announcement at this time, the announcement will be saved. You can come back to this announcement at any time – see [section 6: actions on created announcements](#).
 Another user from your company can pick up this announcement to work on - see [transferring ownership of announcements](#).

16. Click choose file or drag and drop to upload the relevant PDF documents

17. Add an attachment description in the description field
18. Click submit. Multiple attachments can be added (up to 30 MB per attachment)
19. To view a file once it has been attached to an announcement click the eye icon under the attachments heading on the view announcement screen. More information on attachments is available on page 24



20. Review the announcement on the view announcement screen.

21. From this screen you can do also any of the following:

- Edit the announcement
- Delete the announcement
- Transfer ownership of the announcement (admin users only)
- Edit Data

22. Once you are comfortable with the announcement click the release announcement icon



23. Now the release announcement screen is displayed. You can complete a final review of the announcement on this screen

Checking announcements internally - Issuers can set up a system where one staff member creates the announcement and another staff member releases the announcement, by [transferring the ownership of the announcement](#).

View Announcement

Announcement						
	Edit	Delete	Transfer	Add attachment	Add issuer data	Release
Issuer	NZX Limited					
Headline	Notice of Meeting					
Announcement Type	MEETING					
Announcement Text	Notice of meeting					
Material Information	No					
Third Party	No					
Embargo Until	None					

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

Attachments				
Description	Type	Size (kb)	Delete	View
Notice of Meeting	PDF (Acrobat) document	58		
Add attachment				

Issuer Data				
Company	Type	Detail	Delete	Edit
NZX000000	keydates	Annual General Meeting event 2019-04-01 10:00 at Wellington		
Add issuer data				

24. Now click the release button to release the announcement to market

Who can release an announcement? Only admin users have the ability to release announcements. If you cannot release the announcement, an admin user can take ownership of the announcement– see [transfer ownership of announcements](#).



Please note you can monitor the progress of the announcement to the right of the MAP screen and from the status tab within MAP. The status screen will refresh automatically every 30 seconds.

When the announcement appears under the heading last released announcements, it has been released to the market.

An email will be sent to the user who released the announcement along with all other registered MAP users for that issuer to confirming release.



6. Actions on created announcement

Edit an announcement you or someone else has created prior to release

1. Click the status tab
2. Click the edit icon next to the announcement you wish to edit
3. Make the required changes and click the save button

The changes have now been saved.

Announcements that have been released cannot be edited. If there is an error that must be corrected, immediately call Product Operations on +64 4 496 2853, who can assist with the [retraction process](#).

Delete an announcement prior to release

1. Click the status tab
2. Click the delete icon next to the announcement you wish to delete
3. The delete announcement confirmation screen will be displayed
4. Click the delete button

The announcement is now deleted and is no longer displayed on the MAP screen or under the status tab.

Announcements that have been released cannot be deleted.

Transfer ownership of an announcement (Admin only)

1. Click the status tab
2. Click the view icon next to the announcement you wish to change ownership of
3. Click the transfer ownership icon (two arrows)
4. The announcement ownership screen will be displayed
 - If you are taking ownership of the announcement, click the yes button
 - If you are transferring ownership to another user, choose the user from the drop-down list and click the yes button

The announcement status at the right of the MAP screen now shows that the announcement is owned by the new user.



File attachments

Further files containing additional relevant information (documents, spread sheets and pictures for example) can be added to the announcement.

All announcements must have at least one file attached and this must be on letterhead of the issuer and attributed to an authorised person at the issuer.

All files must be submitted as PDF documents and each document cannot be larger than 30MB.

Add attachments to an announcement




1. View the announcement (e.g. by displaying the status screen and clicking the view icon next to the announcement)
2. Click the add attachment icon below the attachments heading
3. The add attachment screen will be displayed
4. Click the choose file button or drag and drop a file to add to your announcement
5. Your computer should display a file upload window
6. Select the file and click the open button
7. Enter a short description of the attached file in the description field. This description is the name of the document on release.
8. Click the submit button to attach the file to the announcement
9. Now the view announcement screen will be displayed and the new attachment will be listed below the attachments heading

Repeat the above to add more attachments.

You can also edit the description of an existing attachment using the “edit” button next to the attachment. Once the new description has been added, click on the “update” to display the new description.

All attachments are displayed in a list where users can both select attachments for description updates and reorder attached using the “up/down” controls provided.

To view a file once it has been attached to an announcement click the eye icon under the attachments heading on the view announcement screen

Attachments				
Description	Type	Size (kb)	Delete	View
Change of Address	PDF (Acrobat) document	181		
Add attachment 				

Delete attachments from an announcement

1. View the announcement (from the [status](#) screen and click the [view](#) icon next to the announcement)
2. Click the [delete](#) icon next to the attached file you wish to remove
3. The [delete attachment](#) confirmation screen will be displayed
4. Click the [delete attachment](#) button

The attachment is now removed from that announcement

Edit Data

1. View the announcement (from the [status](#) screen and click the [view](#) icon next to the announcement)
2. Under Issuer Data click the [edit](#) icon
3. This will take you back to the edit data screen
4. Amend the data and click [confirm](#)

Releasing announcements

You must own the announcement and have admin rights to be able to release an announcement.

1. View the announcement (from the [status](#) screen and click the [view](#) icon next to the announcement)
2. Check the announcement (you can use the [announcement checklist](#) to assist with this)
3. Click the [release announcement](#) icon (a tick mark)
4. The [release announcement](#) screen is now displayed. You can complete a final review of the announcement on this screen
5. Click the [release](#) button, to release the announcement to market

Please note, you can monitor the progress of the announcement to the right of the MAP screen and from the [status](#) tab within the MAP application. The status screen will refresh automatically every 30 seconds.

When the announcement shows up in the Last Released Announcements area, this means that it has been sent to the market and can now be released to other outlets.

An email will be sent to the user who released the announcement along with all other users associated with that ticker to confirm that it has been released to market.



7. Search for released announcements

1. Click the search tab
2. Enter the parameters for your search into the fields
3. Click the search button

You can only search for announcements released by the issuer you are currently logged in for.



8. Retracting Announcements

Once an announcement has been released to the market it cannot be amended.

NZX can retract announcements from the NZX websites so that they are no longer visible and the URL to the announcement is broken - but the announcement may still be visible via all downstream systems, third party data vendors etc.

Should NZX hide an announcement from its websites, NZX advise Data Vendors of this, so they can update their own systems accordingly. This is done by the distribution of a retraction memo directly to Data Vendors.

Announcement retractions will only be made in the case of a significant change to the original announcement or a change to material information in the announcement.

Minor spelling errors and typos do not warrant a retraction.

Please refer to the practice note attached [here](#).

Retracting a released announcement

1. Call Product Operations on +64 4 496 2853 to request the use of the retraction process. Product Operations retains discretion regarding when the process can be used.
2. Create an amended announcement in MAP. The headline should start with “Amended” e.g. “Amended Full Year Results”.
3. The first line of the announcement text should explain what has changed from the initial announcement. For example: “The attached presentation has been amended to correct incorrect earnings figures provided in the table on page 8. \$1,000,000 should have been \$1,000,000,000.” The rest of the announcement will be the same as the original minus the error.
4. If an announcement was marked as material or was part of a prescribed category when released the first time, the same approach should be taken for the second release. This will mean an additional trading halt is applied, if the second release is during trading hours.
5. As soon as the announcement has been released Product Operations will hide the original and issue a retraction memo.

Retracting where data is incorrect

If you notice that the data you have entered into MAP was incorrect, please contact your Relationship Manager. Where an immediate retraction is required please contact NZX's Product Operations team at productoperations@nzx.com or on +64 4 496 2853.



Retracting an embargoed announcement

Admin users can retract or recall embargoed announcements by clicking the 'Recall Announcement' icon (white hand) on the announcement whilst it is in a 'Pending' status. Once recalled, all aspects of the announcement can be changed.

- If the price materiality flag is changed to Yes for a recalled announcement, the announcement will not be able to go back into an embargo.



9. Frequently Asked Questions on Operational Matters (FAQs)

System

What does my computer need to run MAP?

You need a modern web browser and an Internet connection.

What web browser settings do I need to run MAP?

MAP requires your web browser to have cookies enabled for the NZX website.

Connecting to MAP

Do I need to put 'www' in front of map.nzx.com?

No, enter map.nzx.com or <https://map.nzx.com> into the address bar of your web browser.

I try to go to map.nzx.com but I get an error message, what do I do?

If the MAP login screen is not displayed, there are two possible explanations:

- There may be an issue with your network or Internet connection or Internet setting (i.e. Cookies are blocked). Try checking a different website or talk to your system administrator.
- There might be a problem with the MAP website. Report the problem to your Relationship Manager.

If our system fails for whatever reason, what is the back up?

You can email your announcement in word and PDF format to announce@nzx.com.

Login

Why do I get returned to the login page when I try to login?

Your web browser is not configured to allow cookies from nzx.com. Update your settings and try again.

Why do I have to login again after not using MAP for a while?

The MAP system logs out users after 60 minutes of inactivity.



If the system times out after 60 minutes, does it save the work I am working on?

The system will not save anything that has not been saved. For example, if you leave the MAP application for more than 60 minutes having made some edits to the announcement text box without saving, these changes will not be saved. It is advised when making a new / editing an announcement, that you create / save the announcement to avoid losing any information.

What is my username?

Your username is the email address specified when your account was created. Enter your full email address (e.g. yourname@issuer.co.nz) in the username field when logging into MAP. The username is case sensitive.

How do I change my account name and/or email address?

An admin user must resubmit the request through MAP.

How long does my password remain valid for?

Your password does not expire, however NZX recommends changing your password every three months.

Are there any requirements I should take into account when choosing a password?

Passwords should be a minimum of 12 characters in length, and must contain a mixture of upper and lower case letters and at least one digit.

Passwords are case sensitive. This means that 'SECret' is different from 'secret'.

Why doesn't my password work?

There are a number of reasons your password might not work:

- You might have made a mistake in entering your username
- The password is case sensitive. Make sure your keyboard doesn't have caps lock on and try again
- You can't remember what your password is anymore. See the answer to *I've forgotten my password, how do I get it reset?*



I got my password wrong multiple times and now the system says I'm locked out. What do I do?

Call your Relationship Manager or email issuerrelationships@nzx.com.

I tried to login but the system says I'm locked out due to inactivity. What do I do?

Have an admin user re-add you. If there is no one available to add you, then email your announcement to announce@nzx.com. The Product Operations team will then be able to release your announcement.

When doing this please advise the following:

- Title of the announcement
- Text of the announcement
- Whether or not it contains material information
- Attach the relevant pdf and provide the title of this

I've forgotten my password, how do I get it reset?

Click the ['forgot password?'](#) link on the MAP login screen, enter your username on the next screen and Click the [reset password](#) button.

A new password will be created and emailed to you. Contact your Relationship Manager if your new password hasn't arrived within ten minutes.

Can I use the same user account for multiple issuers?

Yes. Each issuer needs to complete and return the MAP agreement. Then a MAP user account will have to be requested for each issuer, specifying the same username/email address each time.

How do I login to MAP for a different issuer?

Log out and then login again with a user account that is set up for that issuer.

Why don't I get a list of issuers to choose from when I login?

Your user account is currently only set up for a single issuer.

How can I display the list of users for my issuer?



Login with an admin user account, select the user tab and click on show issuer users.

Announcements

What is the maximum number of characters accepted in the announcement text field?

240kb or 240,000 characters (approximately 30,000 words)

What text format can I use in the announcement text?

Plain, unformatted text only.

Can I cut, copy and paste text from my file attachment into the text box?

This is perfectly acceptable, bearing in mind that all formatting will be lost. Please only cut or copy information from a word or plain text file, not a PDF or similar scanned document.

Can I use HTML tags in the announcement text?

No.

Can I enter an announcement for multiple issuers at once?

Yes, if an announcement is to be identical for two entities which the user account has admin rights for, you can choose to release under more than one entity name in the edit announcement screen.

Is it acceptable to put one line in the announcement text saying: “please see attached announcement”?

No. The announcement text box must include either the full announcement or the salient points of the announcement.

If I enter the announcement into the announcement text, why do I also need to file an attachment?

The summary text is delivered to NZX trading terminals and real time news vendors such as Reuters, Bloomberg and IRESS for immediate display. The attachment is sent in support of the announcement, usually to a wider audience such as analysts who do not necessarily have access to the real time system.



How can I embargo an announcement until a particular time?

Select an embargo time when creating/editing the announcement. Please note this is not available for announcements that contain any material content.

What is the maximum period an announcement can be embargoed for?

An announcement can be embargoed for up to 24 hours.

My announcement has been released but I have noticed an error in it, what do I do?

Call Product Operations on +64 4 496 2853. See further information in the section [Retracting Announcements](#).

How can I tell when my announcement has been released to the market?

The announcement will move from 'waiting for release' to 'released announcements'. Note announcements are no longer reviewed by NZX.

Can I search for an announcement based on its content?

No, you can search by date range and announcement type.

I have transferred my announcement to another user, how do I get it back again?

On the right side of the screen, click on the announcement and transfer the announcement back to yourself. The announcement will now appear under your name in the [announcements being worked on](#) to the right of the screen.

Attachments

What types of files can be attached to announcements?

Files that are PDF documents only.

Why isn't the file displayed in the View Announcement screen after I attach it and clicked Submit?

This could be for any of the following reasons:

- That type of file cannot be attached to an announcement. Check that the file extension is .pdf



- The file upload didn't work. Try it again
- The file was too large and/or your internet connection is too slow
- Your web proxy server permissions are not right – contact your IT support for assistance

How large can a file attachment be?

Each file attachment can be up to 30MB (30 megabytes).

Why won't the system let me attach a file that is only 1MB?

Your web proxy server may have settings that require changing. Contact your IT support for assistance.

How many files can I attach to an announcement?

There is no limit to the number of files you can attach.

How should I name my attachment?

The name of the attachment should logically reflect the content.

Can I add multiple attachments at the same time?

No, each attachment must be added separately. This can be done using the drag and drop functionality making it easier to upload files.

Can I view the file path of the announcement I've attached?

No, you cannot.

How can I change the description of an attachment?

Click on the edit button next to the attachment you would like to update, enter the new description and update.

How do I close the view of my announcement's attached file, without closing down my web browser?



Click your browser back button to take you back to the [view announcement](#) screen.



10. Contacting NZX

Method	Details
Physical Address	Level 2, NZX Centre, 11 Cable Street, Wellington 6011, New Zealand
Postal Address	PO Box 2959, Wellington 6140, New Zealand
Email	issuerrelationships@nzx.com
Web	www.nzx.com

Capital Markets Origination

NZX's Capital Markets Origination team are available for all issuer queries from 7.30am to 5.30pm (New Zealand Standard Time), every trading day.

Name	Email	Phone
Philke Flitcroft - Head of Issuer Relationships	philke.flitcroft@nzx.com	+64 4 496 2852
Anna De Souza - Head of Origination	anna.desouza@nzx.com	+
Joseph Redpath – Relationship Manager	joe.redpath@nzx.com	+
Georgia Thompson - Relationship Manager	georgia.thompson@nzx.com	+

NZX Product Operations

NZX Product Operations administer the MAP system. Product Operations is available for urgent announcement and data retractions from 7.30am to 5.30pm (New Zealand Standard Time), every trading day.

Method	Details
Phone	+64 4 496 2853
Email	productoperations@nzx.com



11. Glossary

Word	Meaning
Admin	Admin users have more rights than restricted users. They can take ownership of announcements and release them directly to the market.
Announcement	An announcement contains information that an issuer must release to the market to meet its obligations under the NZX Listing Rules, including for the purposes of continuous disclosure
Attachment	Files containing additional information that are attached to the announcement
Embargo	Embargoes are used to delay an announcements release to a specified time
Issuer	Issuer means any person which is listed on a market provided by NZX
MAP	Market Announcement Platform – the system provided to listed issuers by NZX to release announcements to the market
MAP Agreement	The MAP Agreement establishes the terms and conditions under which Main Board, Debt Market and Alternative Market issuers can release announcements electronically
Market	Announcements are released to ‘the market’ and made available via NZX Data Distributors and the NZX website so that everyone can read them
NZX	NZX Limited – operator of the New Zealand securities trading markets
Owner	Each announcement has one user who is the owner, and is the only one who can work on that announcement. Users with Admin rights can change the ownership of any announcement for that issuer
Password	The password is used in combination with the username login to the MAP system
Product Operations	The department within NZX that administers the MAP system
Username	The username is used in combination with the password to login to the MAP system