NEW ZEALAND'S EXCHANGE
TE PAEHOKO O AOTEAROA

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, in section "Type of distribution"
- Complete a general sense check before release
- For a dividend, that any cash amounts are given to 8.dp

☐ 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

- If the data entered is applicable to both Issuers, ensure that it is entered in for both Issuers (i.e. under both ticker codes).

☐ 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 substantial product holder disclosure; or
- Information required to be provided to the Market Operator under the Takeovers Code

* Issuers should release directors and senior managers relevant interests notices over MAP under the SHINTR category. These announcements can also be sent to announce@nzx.com.

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.