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**Companies Update
17 December 2010**

Update no 12/10

Important information for ASX Listed Entities

1. Diversity policy resources

ASX has developed a [diversity resources web page](#) to assist listed companies in implementing the diversity measures in the recent amendments to the ASX Corporate Governance Council Principles and Recommendations. The page will be updated regularly as more information and resources become available.

2. Minor amendments to Listing Rules on financial reporting

A number of minor amendments to some of the Listing Rules and the Appendices to the Listing Rules, principally in relation to periodic financial reporting, came into effect on 17 December 2010. The amendments were to update references to Financial Reporting standards, to update some references to ASIC Regulatory Guides, to delete some obsolete references to time periods that have passed, and to correct some minor typographical errors. The amended [listing rules](#) may be accessed on the ASX website: [Chapter 1](#) (PDF 119KB), [Chapter 4](#) (PDF 108KB), [Chapter 8](#) (PDF 98KB), [Chapter 19](#) (PDF 178KB), [Appendix 4C](#), [Appendix 4D](#), [Appendix 4E](#), [Appendix 4F](#), [Appendix 5B](#).

3. Trading hours and Company Announcement Office (CAO) hours over the Christmas and New Year holidays

The early closing times for ASX Trade and CAO on the trading days preceding Christmas Day and New Year's Day were announced on 10 November 2010. Normal trading will cease at 2.00 pm AEDT on each of Friday 24 December 2010 and Friday 31 December 2010. A summary of the trading schedule on those dates is set out in [ITS Circular 2010/031](#) (PDF 39KB).

Market Control will be closed from 3.30 pm AEDT on each of these days.

CAO will be closed from 4.30 pm AEDT on each of these days.

4. Non-business and non-trading days in 2011

The non-business and non-trading days for 2011 have been declared.

'Business day' is defined in listing rule 19.12 as:

Monday to Friday inclusive, except New Year's Day, Good Friday, Easter Monday, Christmas Day, Boxing Day, and any other day that ASX declares is not a business day.

The ASX Operating Rules define 'trading day' as:

a day determined by ASX to be a Trading Day and notified to Market Participants.

The Trading Calendar for the 2011 year identifying public holidays, both national and state, is available on the [ASX website](#).

It indicates whether these holidays are non-business days (no ASX settlement) and/or non-trading days (equities market closed). Any weekday not included in the attached calendar is a 'business day' and 'trading day' as defined.

ASX reserves the right to declare other days as non-business days and non-trading days.

All home branches for listed entities and CAO will be open for business on all trading days, even though that day may be a non-business day or a public holiday in the State of that home branch.

The time limits set out in the timetables contained in the Appendices to the Listing Rules are calculated by reference to business days. Listed entities are reminded that if they are preparing a timetable for an issue or offer to existing security holders, a dividend, a call, a capital reorganisation, or any similar corporate action, the draft timetable may be lodged with ASX on a confidential basis for discussion with their Listings Adviser.

5. Deadlines for periodic reports, 2011

The Reporting Calendar for the 2011 calendar year identifying the deadlines for periodic reports of listed entities with balance dates of 30 June or 31 December is available on the [ASX website](#) (PDF 23KB).

Listed entities are referred to [Chapter 4](#) (PDF 108KB) and [Chapter 5](#) (PDF 68KB) of the Listing Rules, and [Listing Rule 17.5](#) (PDF 75KB), in relation to their periodic reporting obligations.

To help keep our Listed Entities informed of information and events ASX will be sending emails to the Company Secretary's Office from time to time. You are receiving this email because you have been identified as a key contact within the Company Secretary's Office at your organisation. If you would like to update your email address please do so via the Directors/Senior Management page on [ASX Online for](#)

[Companies](#). Feel free to forward this email to any relevant parties within your organisation.
