



## Related links

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[Guidance Note 15](#)

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[Guidance Note 15A](#)

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[Guidance Note 25](#)

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**Companies Update**  
**04 March 2011**

**Update no 02/11**

## Company Announcement Office (CAO) matters

### 1. Company Announcement Office (CAO) matters

ASX has decided to adopt a new policy in relation to announcements that contain live hyperlinks in the documents lodged on the Company Announcements Platform (CAP) for release to the market. Until now it has been CAO's practice not to release such documents if they contained live hyperlinks, subject to certain exceptions (as explained in Companies Updates [07/10](#) and [05/09](#)). Henceforth ASX will not object to the release over CAP of an announcement only for the reason that the document contains live hyperlinks.

ASX asks listed entities to ensure that they continue to draft each announcement in such a way that all necessary information is set out in the announcement itself. Links embedded within the announcement to another website or document should not be used as a substitute for setting out in full in the body of the announcement any text or illustration that is needed to convey the essential information.

ASX retains the discretion not to release on CAP a document with a live hyperlink if the document has been lodged only in order to make available a link to a document or website which has content that would not itself be appropriate for release over CAP. For example, ASX's policy is not to permit listed entities to release on CAP research reports about the entity or its securities; ASX would therefore be likely not to permit the release of an announcement that had a live link to such a report.

### 2. Revision of Guidance Note 15 on Fees

[Guidance Note 15](#) (PDF 146KB) on Listing Fees has been revised and simplified. The Guidance Note has been split into two parts. [Guidance Note 15](#) (PDF 146KB) sets out the basis on which ASX levies fees, and [Guidance Note 15A](#) (PDF 102KB) contains schedules showing how fees are calculated and the amounts of fees payable. The text of [Guidance Note 15](#) (PDF 146KB) has been revised to simplify its structure, and to delete some out of date or redundant references.

No fees have been increased in the revision of the Guidance Note.

### 3. Revision of Guidance Note 16 on Trading Halts and Suspensions

[Guidance Note 16](#) (PDF 107KB) on Trading Halts and Suspensions has been revised to clarify certain points of ASX's policy and practice on the granting of trading halts and suspensions from quotation, and to include more examples. Minor amendments to the paragraphs in [Guidance Note 25](#) (PDF 103KB) relevant to trading halts and suspensions have also been made.

#### **4. New ASX Investor Relations Initiative - *Corporate Profile***

ASX has just launched Corporate Profile, an initiative that allows senior executives of ASX-listed companies to record a short video interview and distribute it across a wide range of channels, including the ASX website. For more information, please visit the [ASX website](#).

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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.

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