



ASX Listed Entities Update

22 July 2013

Update no 04/13

ASX Online Companies

Announcement Notification Enhancement: External Notifications

The announcement notification functionality in ASX Online Companies has been enhanced to allow a listed entity to include email addresses for external groups or individuals. This enhancement means that when an announcement has been released those external parties included receive the same email acknowledgment as ASX Online Companies users for your listed entity.

This enhancement will be implemented effective Saturday 20 July 2013. Subsequently, ASX Online Companies users, using the External Notifications menu item, under E-lodgement centre, can add any third party to receive an email notifying that your listed entity has released an announcement with a copy of the announcement attached.

Consistent with the existing process, the announcement PDF will only be attached to notification emails if the file size is less than 5MB. To view released announcements please go to www.asx.com.au

A maximum of 30 external recipients can be set to receive email notifications and any valid email address can be included (distribution lists, individuals, etc.). All external recipients are sent the email BCC.

Please note that administration of email addresses are the responsibility of the Listed Entity through its ASX Online Companies administrators.

Examples of screens:

Select E-lodgement centre then External Notifications

Select Add in the main screen and complete all the fields presented to add an external recipient:

The screenshot shows the ASX Online Companies interface. On the left is a navigation menu with the following items: Home, Company Details (Details, Address, Directors/Management), E-lodgement centre (E-lodge Announcement, Status of Announcements, User Email Preferences, External Notifications, E-lodgement admin). The main content area is titled 'Add to Email Notification List' and contains the following text: 'Add recipient to receive email notifications for TEST SECURITY'. Below this are three input fields: 'Full Name :', 'Email Address :', and 'Reason :'. At the bottom of the form are two buttons: a blue 'SAVE' button and a red 'Cancel' button.

Once saved a list of all current external recipients is presented along with the option to remove any record:

ASX
ASX Online
Help Desk: 1800 028 302

Home

Company Details
Details
Address
Directors/Management

E-lodgement centre
E-lodge Announcement
Status of Announcements
User Email Preferences

External Notifications

E-lodgement admin
Maintain Header Text

Administration
Search Users

External Notifications

Use the form below to specify which external recipients will receive email notifications.
A maximum of 30 external recipients can be set to receive email notifications at any point in time.

Listed Entity:

Show historical data

Full Name	Email Address	Reason	Entered By	Entered Date	Removed By	Removed Date
John Otzen	John.Otzen@sydney.com.au	test	Kim Blady	2013-07-18 11:45:26.0		Barrood

One item found.

[ADD](#)

Any questions regarding the external notifications functionality should be directed to the ASX Customer Service team and ASX Online Help Desk on 1800 028 302 or by email to ASX.Online@asx.com.au

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.