

ASX

Listed Entities Update

8 September 2014

Update no 08/14

Online forms for announcing corporate actions - commencing 22 September 2014

ASX online forms for announcing corporate actions will now commence on [Monday 22 September 2014](#). In summary the benefits of the new process include:

- providing listed entities with certainty in the announcement process, including pre-lodgement compliance checks and work flow;
- more detailed and consistent information requirements that will reduce the number of post-announcement queries; and
- improvement to the quality and timeliness of information delivery to investors through straight through processing.

It will not be mandatory to use online forms for the first six months from implementation (that is, until Monday 23 March 2015). However given the above-mentioned benefits, ASX encourages listed entities to become familiar with the new forms and utilise this improved service in a timely manner. More information on training is provided below.

At the same time as the online forms for the announcement of Dividends, Interest Payments, Return of Capital (Cash) and Reorganisations (Consolidations/Splits), ASX is also introducing new Appendices for Calls and In-specie Capital Returns to be filled out and lodged as PDF announcements. T

Revised Listing Rules, Guidance Notes and Appendices applicable to the introduction of online forms will be published on the ASX and ASX Online Companies websites on 22 September 2014.

ASX has made available the following materials on the ASX Online Companies landing page:

- A mark-up of changes to ASX Listing Rules and Guidance Notes 14 and 20 together with the new ASX Listing Rule Appendices which set out the information to be included in the online forms;
- A webinar demonstrating the features of online forms and how to access the forms through ASX Online; and
- An online forms user manual.

ASX will conduct free online training to educate listed entities on how to access and use the new ASX online forms. The sessions will consist of a teleconference and screen sharing facility to demonstrate the new functionality in ASX Online. Details of the training seminars are below:

Seminars

Tuesday 16 September 2014
2:00pm AEDST

[Register](#) >

Wednesday 17 September 2014
2:00pm AEDST

[Register](#) >

Further seminars will be held in late 2014/early 2015 to assist companies who will first use the new forms in February 2015. Dates for these seminars will be announced in due course.

ASX notes that the last announcement date for trusts requiring a record date of 30 September is Tuesday 23 September 2014. Any trust wishing to use online forms to announce a distribution with a record date of 30 September 2014 is welcome to contact ASX for assistance - [e: ASXCorporateInformation.STP@asx.com.au](mailto:ASXCorporateInformation.STP@asx.com.au) or call Giri Tenneti on [+61 2 9227 0594](tel:+61292270594).

Listed entities who anticipate announcing an interest payment in the near future should first contact their listings compliance adviser to discuss the matter. In the past ASX has routinely set up interest payment corporate actions well in advance of the payments which means the lodgement of an online form could result in a duplication of corporate action. If a corporate action already exists in ASX's system for an upcoming payment the listed entity will be asked to use a PDF announcement for the coming payment and progress to using online forms for the next payment.

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