

ASX

# Listed Entities Update

18 December 2014

## Update no 12/14

### 1. Dividend and distribution information

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Listed entities declaring a dividend or distribution for the period ending 31 December 2014 who wish to set a record date of 31 December 2014 are reminded that they need to announce the dividend or distribution by no later than **22 December 2014** (Day 0).

Listed entities should include the following information in such announcements (see [Appendix 6A](#) paragraph 1):

- Conduit foreign income** - where an entity announces a dividend or distribution that is fully or partially unfranked, ASX requests that the announcement make clear the conduit foreign income (CFI) component of that dividend or distribution, even if the CFI component is nil.
- Dividend/distribution reinvestment plans (DRP)** - where an entity has a DRP in place, ASX requests that the entity make it clear in the announcement whether the DRP will operate or will be suspended for that particular dividend or distribution. If the DRP will operate, the following information should also be given:
  - the last date for electing to participate in the DRP;
  - the discount rate, if applicable;
  - the ranking of the securities to be issued pursuant to the DRP; and
  - the pricing methodology and pricing period for determining the issue price under the DRP.

If at the time when the dividend or distribution is announced it has not been decided by the entity whether the DRP will operate, or the above details are not known, the entity should give an indication of when the entity expects to confirm details of the DRP's operation.

The above matters are all covered in the ASX Online form for announcing dividends/distributions.

ASX encourages listed entities to use ASX Online forms to announce December dividends/distributions. We have recently received feedback from many market users of dividend and distribution information that the new online form-generated information about distributions is far preferable to the old manually generated market information for a variety of reasons. These are primarily to do with the detail and completeness of the information and compatibility of the information from the online forms with the latest standards in international securities information messaging. Amongst other things the new system generates information that can seamlessly feed into processing systems for corporate action information, allowing end-investors to more efficiently receive details of entitlements and also the information they need to make choices relating to those entitlements (for example currency elections and DRP participation).

For those trusts that are part of a stapled group, ASX advises that question 1.2 - registration number has

been modified to expand the size of the text box so that multiple registration numbers fit comfortably into the field and display appropriately in the PDF announcement. Select registration number type "other" in order to enter multiple names and numbers.

ASX has written separately to trusts encouraging the use of online forms and providing guidance on filling in the form.

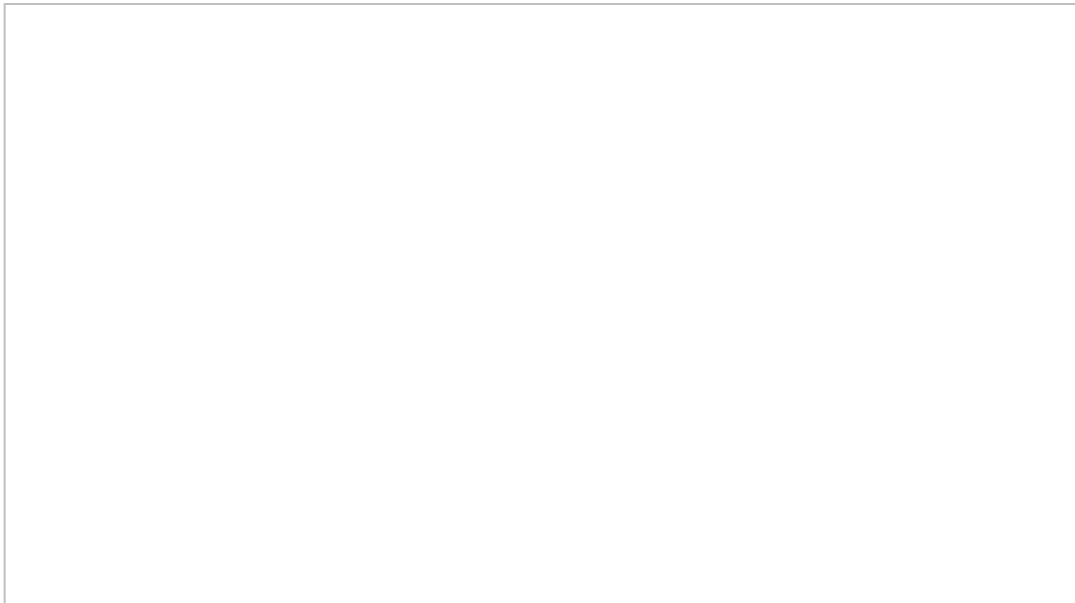
If you have any questions please contact your listings adviser or email: [onlineforms@asx.com.au](mailto:onlineforms@asx.com.au).

## 2. Updated information regarding dividends/distributions announced by online form

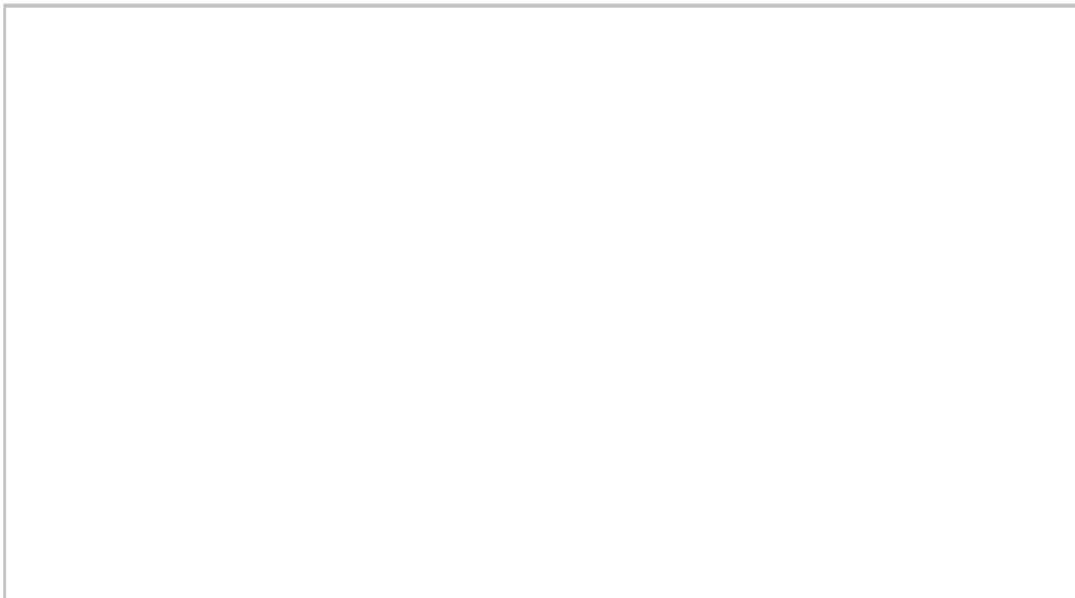
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Where an online form is used to announce a dividend or distribution ASX expects that the announcement of further information such as actual amount following an estimate, DRP prices or foreign currency information will be done by way of update to the online form. There may be more than one update depending upon when information becomes available. The lodgement of multiple updates is expected behaviour and should not deter companies from using the update feature. Once online forms are mandatory from 22 March 2015 it will be compulsory to provide all subsequent information about a corporate action initially announced by online form by lodging an update to the online form rather than a separate PDF announcement.

This is done by accessing the original announcement from the "Manage Online Forms" screen in ASX Online, pressing "update" to open up the form, prefilled with information from the initial (new) announcement.



The Update requires population of question 1.4a - "reason for update" (common reasons for updates include advising the DRP price, announcing foreign currency rates or advising an "actual" amount when an estimated distribution has initially been provided). The new information should then be entered into the relevant fields in the form. Ideally the "reason for update" would note the specific question numbers which have been updated. See example below.



### 3. Online forms training

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ASX online forms for announcing corporate actions will become compulsory from 22 March 2015. ASX will run training sessions by webinar in early February 2015. Details will be announced in late January 2015.

Further information about online forms is available on the log-in page for ASX Online:

<https://www.asxonline.com/login/>

### 4. Christmas/New Year period closures

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The following dates over the Christmas/New Year period are non-business days and non-settlement days:

- 25 December 2014;
- 26 December 2014;
- 1 January 2015.

ASX will be closed on these days.

On Christmas Eve, Wednesday 24 December 2014 and New Year's Eve, Wednesday 31 December 2014, ASX Market Announcements Office will close at 4.30pm.

### 5. Periodic report due date reminder

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Listed entities are reminded of upcoming deadlines for periodic reports:

- Quarterly reports for Mining and Commitments Test Entities - Friday 30 January 2015;
- Half Yearly reports & Half Year accounts/ Preliminary Final reports - Friday 27 February 2015;
- Half Year accounts - Mining Exploring Entities only - Monday 16 March 2015;
- Full Year audited accounts/auditor's report/directors statement - Tuesday 31 March 2015.

### 6. Listed@ASX app

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ASX recently launched the free [Listed@ASX app](#) to distribute the Listed@ASX magazine - downloadable from the Apple App Store. From January 2015, ASX will distribute Listed Entities Updates using the app in addition to the current email service.

## 7. Correction

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In the last Listed Entities Update an incorrect hyperlink was provided. ASX Listing Rules [Guidance Note 12 Significant Changes to Activities](#) can be accessed on the ASX Website

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