

Listed@ASX Compliance Update no. 5/21

2 June 2021

LISTING RULE AND ONLINE FORM CHANGES EFFECTIVE 5 JUNE 2021

ASX confirms that it has now received the necessary regulatory approvals for the Listing Rule and online form changes outlined in the [Listed@ASX Compliance Update no. 4/21](#) dated 27 May 2021 to come into effect, as planned, on 5 June 2021.

The updated Listing Rules and new versions of Guidance Notes 14, 20 and 30 reflecting the changes in those rules will be available on the [ASX website](#) on 5 June 2021.

Listed entities are reminded of the following arrangements:

ASX Online Companies website and training environment availability

To implement the new and amended forms and have them available from Monday, 7 June 2021, ASX will be making changes to the [ASX Online Companies](#) website and the associated [training environment](#) during the weekend of 5 and 6 June. The websites will not be available during that weekend.

The changes to ASX Online Companies will include:

- Updated Login page to outline the changes coming into effect on 5 June, including updates to the list of available MS Word forms. Listed entities are reminded that all Appendices (forms) are now published on the ASX Online Companies website. The following forms will be updated:
 - Appendix 2A – Application for quotation of securities (new online form / updated emergency MS Word form)
 - Appendix 3A.1 – Notification of dividend/distribution (updated online form / updated emergency MS Word form)
 - Appendix 3A.2 – Notification of interest payment & interest rate change (updated online form / updated emergency MS Word form)
 - Appendix 3A.5 – Notification of return of capital by way of in specie distribution of securities in another entity (updated MS Word form)
 - Appendix 3A.6 – Notification of call/instalment on quoted partly paid equity securities (updated MS Word form)
 - Appendix 3B – Proposed issue of securities (updated online form / updated emergency MS Word form)
 - Appendix 3C – Notification of buy-back (new online form / new emergency MS Word form)
 - Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities (new online form / updated emergency MS Word form)
 - Appendix 3H – Notification of cessation of securities (new online form / new emergency MS Word form)
- Updated Create Online Forms page to include the updated and new online forms
- Updated Forms page to include the updated and new available MS word forms
- Updated training information is already available on the [Help page](#).

Transition arrangements:

Listed entities are reminded that transition arrangements will be in place for the implementation of the new and changed online or MS word forms. These arrangements are outlined in section 5 of ASX's [Consultation Response](#) to its 30 November 2020 consultation paper [Proposed Listing Rules changes: online forms](#),

[notification of security issues and corporate action timetables](#) dated 24 March 2021, as well as in the training material available from the ASX Online Companies Help Page.

ASX has received some queries regarding the transition arrangements for buy-back notifications. To reiterate, entities that have already announced buy-backs via an existing paper-based Appendix 3C prior to 5 June 2021 will continue to use the existing paper-based Appendices 3D, 3E and 3F to notify changes and give daily and final notifications in relation to the buy-back.

Under the changes to Listing Rule 3.8A that will come into effect on 5 June 2021, if and when an entity announces a new buy-back post 5 June 2021:

- it will fill out sections 1, 2, 3A, 3B, 3C and 3D of the new online Appendix 3C (which more or less asks for the equivalent information as the existing paper-based Appendix 3C *Announcement of Buy-back*);
- if there are changes to the buy-back terms, it will update section 1 and whichever of sections 2, 3A, 3B, 3C or 3D of the new online Appendix 3C are appropriate (rather than lodge the current paper-based Appendix 3D);
- it will give daily updates by updating part 4 of the new online Appendix 3C on a daily basis (rather than lodge the current paper-based Appendix 3E on a daily basis); and
- it will give its final buy-back notification by completing part 5 of the new online Appendix 3C (rather than lodge the current paper-based Appendix 3F).

A [recorded webinar](#) is available to provide an overview of the new buy-back online form.

ASX also recommends that listed entities delete any saved drafts of existing online forms Appendix 3A.1, 3A.2, and 3B (saved drafts can be managed/deleted on the Manage Online Forms page). The updated versions of the online forms should be used after 5 June 2021.

Listed entities are also reminded of the workflow arrangement for online forms. For the announcement of a particular event, the forms cater for a new announcement, then updates, should any details about the event change or need updating. This workflow must be used instead of entities lodging 'new' announcements each time. A [recorded webinar](#) is available to provide a general overview of the basics of online form usage.

Training and listed entity support, drop-in sessions:

Listed entities are reminded that recorded training webinars are available on the [Help page](#) of ASX Online Companies, outlining the changes effective this Saturday, including demonstrations of the new and changed online forms.

ASX has also scheduled a number of Microsoft Teams '**drop-in**' sessions where ASX staff will be available to answer listed entity questions about the rule or online form changes. The schedule for the drop-in sessions is available [here](#), with the first session to be held at 3.30pm on Thursday 3 June.

If you require any assistance regarding ASX Online access please contact ASX.Online@helpdesk.com.au, Tel: 1800 028 302 or +61 2 9227 0905.

For all other queries please contact your ASX Listings Compliance Adviser.
