

Operational Procedures for Approved Market Operators

V15.0

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Table of Contents

1.	Introduction.....	7
1.1	Notification of changes to these procedures.....	9
2.	Event Notification.....	9
3.	Contact and Assistance.....	10
4.	Transfer Service, DvP Facilitation Service, Product Services	11
4.1	Issuer Record and CHESSE Subregister Management.....	11
4.1a	New Issuers – excluding warrants	11
4.1b	Fees.....	13
4.1c	New Issuers - Warrants	14
4.1d	Fees.....	16
4.1e	Additional Securities – excluding warrants.....	16
4.1f	Creation of Securities – warrants (product (warrant) series creation).....	18
4.1g	Edit Securities – warrants (product (warrant) series).....	20
4.1h	Issuer / Security Subregister Suspensions, Revocation and Closures	21
4.1i	Issuer / Security Subregister Reinstatements	22
4.1j	Change of Issuer Name	22
4.1k	Change of Share Registry Notification.....	23
4.1l	Change of Listing Exchange	25
4.1m	Dual Listing in Australia	28
5.	PMF Facility.....	28
6.	Corporate Actions Service	29
6.1	Contact and Assistance.....	30
6.2	Eligible corporate actions.....	30
6.3	Notification of a new corporate action (excluding warrants)	32
6.4	Notification of an update to an existing corporate action (excluding warrants)	34
6.5	Notification of cancellation of an existing corporate action (excluding warrants)	35
6.6	Warrant Rollovers.....	37
6.7	Warrant Series Dividends (ASX listed/quoted underlying).....	38
6.8	Warrant Series Dividends (non-ASX listed/quoted underlying security)	38
6.9	Completion of a Corporate Action.....	38
6.10	Fees.....	39
6.11	Processing by CHESSE	39
6.11a	Dividends, Trust Distributions, Interest Payments, Capital Returns (cash).....	40
6.11b	Pro rata Issues.....	41
6.11c	Call on Partly Paid Securities.....	43
6.11d	Consolidation / Split of capital (reconstruction).....	44
6.11e	Equal Access Buy Back Scheme	44
7.	Reports	45
7.1	Daily Transaction Reports	45
7.2	Current securities in CHESSE	46
7.3	List of issuers, securities and market capitalisation report by AMO to ASX.....	47
8.	CHESSE Depositary Interests (CDIs)	48
9.	Access Procedures and Change Requests.....	49

Services for Approved Market Operators	49
Services for Approved Listing Market Operators	49
A. Appendices	50
Appendix 1a: New Listing Notification (new issuer, initial securities)	51
Appendix 1b: New Issuer Notification – Warrant Issuer	53
Appendix 1c: New Listing or Additional Securities Notification -	55
Notification of non-ASX listed/quoted underlying security	55
Appendix 2: Additional Securities Notification (excluding warrants)	57
Appendix 3: Request to Suspend, Revoke or Close CHESSE Subregister	59
Appendix 4: Issuer Name Change Notification	61
Appendix 5: Change of Share Registry Notification.....	63
Appendix 6: ASX PMF Application	65
Appendix 7: ASX PMF Application Guidance	68
Appendix 8: Deed Poll (PMF)	70
Appendix 9: Deed Poll (New Issuer).....	73
Appendix 10: Sample ASX PMF Confirmation Letter	74
Appendix 11: Sample ASX PMF Notice	76
Appendix 12: Event Notification.....	77
Appendix 13: Withdrawal Notification	79
Appendix 14: Memo from ASX to AMO regarding new issuer set up	80
Appendix 15: Corporate Action Notification Templates	82
Appendix 16: Template for Market Notice – cancellation of event.....	84
Appendix 17: Request for ISIN creation for non-CHESSE eligible securities	85
Appendix 18: Coding conventions for ETFs and warrants.....	88
Appendix 19: Appointment of Depository Nominee (Sample)	92

Document History

Version No.	Date	Author	Information
1.0	May 2012	ASX	
2.0	Dec 2013	K. Webb	Draft changes following ALMO feedback, includes new section re Change of Listing Exchange, Dual Listing in Australia, Corporate Actions Service, Reports; change to timing for notification of new issuer, security, additional security, new Appendix – Withdrawal notification. Updated contact information.
3.0	20 Jan 2014	K. Webb	Revised draft following ALMO feedback to various sections, proposed change to PMF Facility process, inclusion of Corporate Actions Service detailed procedures and appendices, include market cap report in Reports section
4.0	14 April 2014	K. Webb	Updated Corporate Action Service – any reference to ex period / timetable dates – now aligned to post “rights timetable/shortened ex period” changes. Includes updates to corporate action notification templates. 3 additional templates for accelerated entitlement offers. Updates to Appendix 1 – inclusion of additional fields.
5.0	23 June 2014 11 July 2014	J.Hoang Agreed by ASX	Inserted SLA for Daily Transaction Reports. Updates to Appendix 4 – Inclusion of additional fields
6.0	2 March 2015	K. Webb	Section 4.1a, 4.1e, 4.1g – change to period for code reservations re-name of Appendices section – now Section A Updated to Appendix 1 Inclusion of new Appendix 17 – request for ISIN creation for non-CHESS eligible securities
7.0	November 2015	K Webb	Amend references to “ALMO” - now “AMO” Section 1 - inclusion of Issuer Administration Service New section 1.1 Re-number section 4, new sections 4.1b, 4.1d, 4.1e Re-number section 6, new sections 6.6, 6.7, 6;8 Re-number Appendix 1 to 1a, new Appendices 1b, 1c, 18 General amendments throughout
8.0	December 2015	K. Webb	Amend section 4.1d(i) – removal of requirement for PDS for warrants Amend section 6.1 – contact details
9.0	March 2016	K. Webb	Amendments to reflect changes to a T+2 Settlement cycle and associated impact on corporate action timetables; additional changes

			<p>regarding issuer/security subregister suspensions, revocation and closures, change of listing exchange; coding conventions for ETFs:</p> <p>Section 2 – Contacts</p> <p>Section 4.1a</p> <p>Section 4.1f</p> <p>Section 4.1j</p> <p>Section 6 – Corporate Actions</p> <p>Section 7 – Reports</p> <p>Appendix 3 – Request to Suspend, Revoke or Close CHES Subregister</p> <p>Appendix 15 – Corporate Action notification templates</p> <p>Appendix 18</p>
10.0	June 2016	S. Ball	<p>Removal of the term 'typical' from Appendix 18 and associated references.</p> <p>Re-number section 4, new sections 4.1b, 4.1d</p>
11.0	March 2017	S. Ball	<p>Terminological changes, as defined in the Product Services Legal Terms, as part of the provision of a Trade Acceptance Service.</p> <p>Section 3 – updates to contact and assistance information.</p> <p>Sections 4.1a, 4.1c, 4.1f, 4.1j, 4.1l – change to period for code reservation.</p> <p>Section 4.1h – additional procedural information added and removal of Step 6.</p> <p>Section 7.3 – updates to Equity and Fund Issuer Annual Operating Charge</p> <p>New Section 8 – CHES Depository Interests (CDIs)</p> <p>New Section 9 – Access Procedures and Change Requests</p> <p>Additional fields added to Appendices 1a and 2, procedural cross-references updated for Appendices 1b, 1c, 2, 3, 4 and 5.</p> <p>New Appendix 19 – Appointment of Depository Nominee (Sample)</p>
12.0	July 2017	S. Ball	<p>Section 4.1l – Change of Listing Exchange procedure updates</p> <p>Section 7.1 – Change to contact information</p> <p>Appendix 17 – Change to contact information</p>
13.0	September 2020	S. Ball	<p>Hyperlink url updates and amendments to Section 3 – Contacts and Assistance</p>
14.0	November 2021	S. Ball	<p>Section 4.1l – Change of Listing Exchange procedure updates</p> <p>Section 7.1 – Change to contact information</p> <p>Appendix 15 – Multiple additional information fields added to various Corporate Action notification templates</p>
15.0	July 2022	K. Webb	<p>Changes to coincide with implementation of</p>

			<p>Issuer Services pricing changes effective 1 July 2022:</p> <ul style="list-style-type: none">s4.1b and 4.1d – updated reference to schedule of feess6.10 – removal of references to fees to be charged for establishment of a corporate actions7.3 - List of issuers, securities and market capitalisation report by AMO to ASXAppendix 15 – updated templates for notification of corporate actions (removed last line re fee payable)Appendix 17 – updated link for schedule of fees
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1. Introduction

This document sets out the operational procedures that will apply to an Approved Market Operator (as defined in the ASX Settlement Operating Rules) (“**AMO**”), receiving either:

- a) **Settlement Facilitation Services**, as defined in the Settlement Facilitation Service Agreement; or
- b) **Product Services**, as defined in the Product Services Legal Terms, as part of the provision of a Trade Acceptance Service to the AMO.

Settlement Facilitation Services and Product Services include the following:

- **Primary Market Facility (PMF)**

The PMF enables AMO listed Issuers to use DvP settlement for certain capital raisings. AMO listed Issuers must apply to ASX Settlement to use the PMF for capital raisings. The procedures cover the application process. The fees payable by Issuers for using the PMF are the same irrespective of whether they are ASX-listed or AMO listed.

(ASX Settlement Operating Rule reference: Section 4)

- **Transfer Facilitation Service**

The Transfer Facilitation Service enables transactions in AMO listed financial products to be transferred in real time between ASX Settlement Participants. The procedures cover the establishment and maintenance of records for listed Issuers and their securities on CHESSE.

(ASX Settlement Operating Rule reference: Section 3)

- Contact and Assistance
- General Account Management
- Issuer Record and CHESSE Subregister Maintenance:
 - New Issuer Listings
 - Additional Securities
 - Issuer and Security Subregister closures
 - Issuer and Security Subregister reinstatements
 - Change of Share Registry
 - Change of Issuer Name
 - Change of Listing Exchange
 - Dual Listing in Australia

- **DvP Facilitation Service**

The DvP Facilitation Service provides a DvP settlement mechanism (settlement only) for ASX Settlement Participants to settle transactions in AMO listed financial products. The procedures cover the establishment and maintenance of records for listed Issuers and their securities on CHESSE.

(ASX Settlement Operating Rule reference: Section 3)

- Contact and Assistance
- General Account Management
- Issuer Record and CHESS Subregister Maintenance:
 - New Issuer Listings
 - Additional Securities
 - Issuer and Security Subregister closures
 - Issuer and Security Subregister reinstatements
 - Change of Share Registry
 - Change of Issuer Name
 - Change of Listing Exchange
 - Dual Listing in Australia

(Please refer to ASX Settlement Operating Rules - Section 2 for definitions and interpretations of the services described in this document)

Corporate Actions Service The service includes manual processing, through the Settlement Facility, of corporate actions in relation to Approved Financial Products of the Listing Market where the holdings of those products are eligible for registration on the CHESS system. The service is only available to Issuers/securities already using the ASX Settlement Services. The procedures cover the following actions:

- Notification and establishment of a corporate action record
- Maintenance of the corporate action record, including processing any notifications of changes or cancellations by the AMO
- CHESS and Operational Support for the corporate action

Note:

- 'non-standard' actions will not be processed; and
- the corporate action timetables in the rules of the AMO must align with those of ASX (including the definition of "Business Day").

Product Services:

- **Issuance Set Up:** This includes setting up non-ASX quoted financial products in ASX systems, including but not limited to the Warrants Management System (WMS), creation of the sub-registry and CHESS custom report confirming the available sub-registry, ticker and ISIN code allocation and management including publication in ReferencePoint® Master List file.
- **Maintenance:** This includes suspensions and terminations of non-ASX quoted financial products.

Participant related procedures and supporting documentation pertaining to the described services are outlined in the [ASX Settlement Procedure Guidelines](#) (APG) and the [External Interface Specification](#) (EIS). These are both available on the ASX Online website.

The Warrants Management Interface Specification document (version 1.6) describes use cases, file formats, file names, and connectivity that comprise a straight through processing interface for direct customer management of listed warrants.

1.1 Notification of changes to these procedures

From time to time, changes must be made to the Operating Procedures for Approved Market Operators using the Settlement Facilitation Services and Product Services. AMOs are advised of procedural changes in ASX Notices.

Revisions are marked in the following manner;

- deleted text is struck out;
- new text is underlined;
- changes are highlighted by vertical bars in the margin; and
- other notations may be used where required.

Updates are made as either a partial or full re-issue of the document according to the scope of changes.

Updates requiring system changes are announced a minimum of 3 months in advance. The notice period runs from when the end to end test environment is available.

Updates not requiring system changes will be announced a minimum 1 month in advance unless agreed otherwise by ASX and AMOs utilising the Settlement Facilitation Services and Product Services.

2. Event Notification

ASX Operations will provide AMO with notifications regarding certain events outlined in the ASX Settlement Operating Rules. These events and the ASX Operations response for these events are set out in Appendix 12.

3. Contact and Assistance

All day-to-day contact by AMO using each Service as covered by these Operational Procedures should occur through ASX Operations. Subsequent parts of this document may provide specific contact details relevant to each procedure.

The **general** contact details are:

Email: ALMONotifications@asx.com.au

Note: this email group includes the Issuer Services Operations and Settlement Operations teams.

CHESS, Settlement Support and PMF Applications:

Phone: Settlement Operations
1800 814 051

Corporate Actions & New Issuers / Additional Securities:

Phone: Issuer Services Operations
1300 300 289

General Service Matters:

Escalation of service matters relating to Settlement Operations should be directed to the Senior Manager, Settlement Operations on 1800 814 051.

Commercial:

Commercial enquiries in relation to Product Services should be directed to Karen Webb, Senior Manager, Issuer Services on +61 2 9227 0445 Email: karen.webb@asx.com.au

4. Transfer Service, DvP Facilitation Service, Product Services

4.1 Issuer Record and CHESSE Subregister Management

This section specifies the procedures to apply for an AMO to lodge details relating to their listed or quoted Issuers to establish and update records on CHESSE. This will require the completion of standard forms by the AMO and Issuer which are to be emailed to ASX Operations for action and confirmation via reply email. ASX Operations (the Settlement Operations team) can also be contacted for assistance with completing any of these forms.

(ASX Settlement Operating Rule reference: Section 5.2)

The forms are attached as appendices to this document.

4.1a New Issuers – excluding warrants

Procedure for:

- Notification and set up of new cash market equity, debt and ETF issuers and their initial securities for quotation.
- Notification and set up of additional ETF security for an existing ETF issuer, where that security has unique first 3 characters and therefore will require a new unique 3 character issuer code and User Identification Code (UIC) in ASX systems.

Also refer to section 4.1j of these procedures with regard to changes to listing exchange, and section 4.1k with regard to dual listings.

ASX Operations require notice as soon as practicable after AMO receipt and initial review of a new listing or quotation application (and no later than 12pm 5 business days prior to the intended listing or quotation date) in order to set up all new Issuers and the initial/primary security(ies) that will require the creation of a CHESSE Subregister.

The steps are as follows:

1. **Code reservation:** The AMO can email ASX Operations at ALMONotifications@asx.com.au for attention of “Quotations” prior to or at the same time as notice of a new listing or quotation application to request and reserve the Issuer code and that Issuer’s security code(s) that will be quoted on commencement of listing/quotation. ASX has published guiding [principles](#) that it will consider when allocating codes to issuers and their securities.

Note for ETFs:

For each ETF security where the first 3 characters of the security code are unique, a corresponding issuer code must also be reserved. ASX processing requires an issuer record to be set up first with that unique 3 character issuer code followed by set up of the corresponding ETF security(ies). Refer to Appendix 18 for coding conventions for ETFs.

If an AMO wishes to reserve a unique ETF issuer code for its own purposes, the AMO is to follow this code reservation process. For example if ETF issuer ABC has a number of ETF securities issued each with a unique 4 character security code like BCDE, EFGH, HIJK, then the AMO may wish to reserve the code ABC as a single identifier for that issuer for its own purposes.

Reservation of the code will ensure code uniqueness across all Australian markets. This code will not be disseminated externally by ASX.

If the issuer's securities include ETFs that are to be quoted over a non-ASX listed/quoted underlying security then the AMO must also request and reserve the security code (unique 3 character code) to represent that underlying security. This code can be a mix of alpha and numeric characters. For this example, the AMO must also provide a completed *Appendix 1c: New Listing or Additional Securities Notification - Notification of non-ASX listed/quoted underlying security* in step 2 below.

ASX Operations will contact the AMO and confirm the code reservation or, where the codes requested are not available, AMO to advise of alternative codes. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 2.00pm that day.

Note: code reservations may remain reserved for up to 12 months pending commencement of quotation. Where quotation has not commenced within 12 months of reservation, the reservation will lapse unless the issuer notifies ASX by email that it wishes ASX to maintain the reservation, in which case the code may remain reserved for one further period of up to 12 months and at the expiration of which the reservation will lapse. ASX may agree to a short extension of the deadline for expiration of the reservation if the issuer can demonstrate to ASX's satisfaction that quotation is imminent.

Where a reservation of a code has lapsed, a request to reserve that code again cannot be made by the same issuer for a period of 1 month from the lapsing of the reservation unless accepted by ASX in its absolute discretion.

If the issuer/AMO decides to cancel the reservation of a code prior to submission of *Appendix 1a: New Listing Notification*, AMO is to send an email to ALMONotifications@asx.com.au for attention of "Quotations" to advise of the cancellation.

- 2. Notification of New Listing or New Quotation:** The AMO emails completed *Appendix 1a: New Listing Notification* to ALMONotifications@asx.com.au as soon as practicable after receipt and initial review of a listing or quotation application (and no later than 12pm 5 business days prior to the intended listing or quotation date). The New Listing Notification is to be accompanied by a copy of the Prospectus or Product Disclosure Statement ("PDS" – in PDF format) and a completed *Appendix 9 - Deed Poll* executed by the Issuer to which the New Listing Notification relates. The Deed Poll confirms that the Issuer agrees to be bound by and comply with the ASX Settlement Operating Rules.

Note: If the New Listing Notification is incomplete, or is not accompanied by a PDS and an executed Deed Poll, there may be a delay in creating the Issuer and Subregister by the listing/first quotation date on CHESS. The AMO may also consider the issuer requirements for CHESS Holding Statement set up and provide the necessary advice/documentation to ASX at the same time as notification of a new listing. Refer Appendix 14 for further information.

- 3. Issuer set up:** ASX Operations will liaise with the AMO as required through the set-up stage including the creation of CHESS Holding Statement templates for the Issuer.

Note: ASX Operations will set up the Issuer and securities and linkage to Share Registry in the nCore database and data flows via signals to CHESS. ASX Operations will confirm set up at this point to the AMO including the ISIN of securities. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 12.00pm that day, otherwise confirmation will be provided no later than 4 business days prior to the intended listing or quotation date

Note: ASX is proposing to change the numbering convention for new ISINs issued. Once the new convention is adopted, the AMO may contact ASX Operations initially by phone to request immediate confirmation of a new ISIN.

ASX Operations will manually create the User Identification Code (UIC) and suspend the Subregister.

4. ASX Operations will then notify the Issuer's Registry by letter via email of the new UIC, by no later than 2 business days prior to the listing or quotation date
5. ASX Operations will reply within 5 business days of the original email notification request from the AMO (and no later than 2 business days prior to the listing or quotation date) confirming the successful set-up of the records and Subregister(s) upon completion. This notification will include a memo in the form of *Appendix 14*.
6. **Readiness for start date:** AMO is to re-confirm the listing/first quotation date to ALMONotifications@asx.com.au no later than 12.00pm the day before the listing/first quotation date.

Note: ASX Operations processes the update, including any change to the listing/quotation dates in the nCore database, with similar updates to the CHESS records. ASX Operations will re-open the Subregister for the quotation date.

7. **Withdrawal of application:** If the listing or quotation application is not approved by the AMO, or the Issuer seeks withdrawal of the application, the AMO is to complete *Appendix 13 - Withdrawal Notification* and email to ALMONotifications@asx.com.au as soon as practicable, and no later than 12.00pm the day before the proposed listing/first quotation date.

Note: ASX Operations will proceed to close the Issuer and security records. The code reservation will cease at that time.

8. Once issuer and security data is captured by ASX, details of the issuer and securities will be included in the relevant ReferencePoint® Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The information will be included in the next available published files.

4.1b Fees

An Issuer Establishment Fee of \$500.00 +GST is applicable for all new cash market equity, debt and ETF issuers.

Upon completion of the setup of an issuer record in CHESS, ASX Operations will generate an invoice to the Issuer. The Issuer Establishment Fee is payable per the Issuer Services Schedule of Fees and will appear on an Issuer's first CHESS billing statement. The schedule of fees is available from this page: <https://www2.asx.com.au/markets/market-resources/asx-schedule-of-fees>

NB: Fees may change from time to time.

4.1c New Issuers - Warrants

Procedure for the notification and set up of new warrant issuers.

Note this procedure is required to be followed for the notification of a warrant issuer that has not previously been set up by or notified to ASX.

For example, if issuer ABC is set up to allow the quotation of warrants on ASX, and issuer ABC has applied to quote warrants on another AMO, then the issuer ABC is considered existing and this procedure (4.1c) is not necessary. In that case, the AMO should follow the procedure in section 4.1f – Creation of Securities – warrants, to advise of the creation of warrants for that issuer (to be quoted and traded on AMO).

ASX Operations require notice as soon as practicable after AMO receipt and initial review of a new issuer application (and no later than 12pm 5 business days prior to the intended quotation date of that issuer's initial securities) in order to set up all new issuers and the initial security (ies) that will require the creation of a CHES Subregister. A new warrant issuer is required to be set up by ASX, to then allow creation of warrant series associated with that issuer.

The steps are as follows:

- 1. Code reservation:** The AMO can email ASX Operations at ALMONotifications@asx.com.au for attention of "Quotations" prior to or at the same time as notice of a new issuer application to request and reserve the Issuer code (unique 3 character code). ASX has published guiding [principles](#) that it will consider when allocating codes to issuers and their securities. Refer to Appendix 18 for coding conventions.

ASX Operations will contact the AMO and confirm the code reservation or, where the codes requested are not available, AMO to advise of alternative codes. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 2.00pm that day.

Note: code reservations may remain reserved for up to 12 months pending commencement of quotation. Where quotation has not commenced within 12 months of reservation, the reservation will lapse unless the issuer notifies ASX by email that it wishes ASX to maintain the reservation, in which case the code may remain reserved for one further period of up to 12 months and at the expiration of which the reservation will lapse. ASX may agree to a short extension of the deadline for expiration of the reservation if the issuer can demonstrate to ASX's satisfaction that quotation is imminent.

Where a reservation of a code has lapsed, a request to reserve that code again cannot be made by the same issuer for a period of 1 month from the lapsing of the reservation unless accepted by ASX in its absolute discretion.

If the issuer/AMO decides to cancel the reservation of a code prior to submission of *Appendix 1b: New Issuer Notification - Warrants*, AMO is to send an email to ALMONotifications@asx.com.au for attention of "Quotations" to advise of the cancellation.

- 2. Notification of New Issuer:** The AMO emails completed *Appendix 1b: New Issuer Notification - Warrants* to ALMONotifications@asx.com.au as soon as practicable after receipt and initial review of a new issuer application (and no later than 12pm 5 business days prior to the intended quotation date of that issuer's initial securities). The New Issuer Notification is to be accompanied by a completed *Appendix 9 - Deed Poll* executed by the Issuer to which the New Issuer Notification relates. The Deed Poll confirms that the Issuer agrees to be bound by and comply with the ASX Settlement Operating Rules.

Note: If the New Issuer Notification is incomplete, or is not accompanied by an executed Deed Poll, there may be a delay in creating the Issuer and Subregister by the first quotation date on CHESS. The AMO may also consider the issuer requirements for CHESS Holding Statement set up and provide the necessary advice/documentation to ASX at the same time as notification of a new issuer. Refer Appendix 14 for further information.

- 3. Issuer set up:** ASX Operations will liaise with the AMO as required through the set-up stage including the creation of CHESS Holding Statement templates for the Issuer.

Note: For warrant issuers ASX Operations will set up the Issuer and linkage to Share Registry in the nCore database and WMS. ASX Operations will confirm set up at this point to the AMO. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 12.00pm that day, otherwise confirmation will be provided no later than 4 business days prior to the intended quotation date.

- 4.** Refer to section 4.1d below for the procedures for creation of warrant securities. Note that warrant series creation (including AMO upload) cannot commence until the business day after confirmation has been received by the AMO from ASX Operations that the issuer has been set up.

ASX Operations will manually create the User Identification Code (UIC).

- 5.** ASX Operations will then notify the Issuer's Registry by letter via email of the new UIC, by no later than 2 business days prior to the quotation date.
- 6.** ASX Operations will reply within 5 business days of the original email notification request from the AMO (and no later than 2 business days prior to the quotation date of the issuer's initial securities) confirming the successful set-up of the records and Subregister(s) upon completion. This notification will include a memo in the form of *Appendix 14*.
- 7. Readiness for start date:** AMO is to re-confirm the first quotation date to ALMONotifications@asx.com.au no later than 12.00pm the day before the first quotation date.

Note: The AMO should follow the procedures outlined in section 4.1d and 4.1e to notify any change to the terms of the warrant securities, including the first active/listing dates.

- 8. Withdrawal of application:** If the new issuer application is not approved by the AMO, or the Issuer seeks withdrawal of the application, the AMO is to complete *Appendix 13 - Withdrawal Notification* and email to ALMONotifications@asx.com.au as soon as practicable, and no later than 12.00pm the day before the proposed first quotation date for that issuer's initial securities.

Note: ASX Operations will proceed to close the Issuer and security records. The code reservation will cease at that time.

- 9.** Once issuer and security data is captured by ASX, details of the issuer and securities will be included in the relevant ReferencePoint® Master List files. These files are produced and disseminated by ASX according to [published schedules](#). The information will be included in the next available published files.

4.1d Fees

An Issuer Establishment Fee of \$500.00 +GST is applicable for all new warrant issuers.

Upon completion of the setup of an issuer record in CHESS, ASX Operations will generate an invoice to the Issuer. The Issuer Establishment Fee is payable per the Issuer Services Schedule of Fees and will appear on an Issuer's first CHESS billing statement. The schedule of fees is available from this page: <https://www2.asx.com.au/markets/market-resources/asx-schedule-of-fees>

NB: Fees may change from time to time

4.1e Additional Securities – excluding warrants

Procedure for the notification and set up of an additional class of securities (excluding warrants) for an existing issuer where existing issuer code and associated security code(s) have been set up by ASX.

ASX Operations require notice as soon as practicable and at least 2 business days' prior to the quotation date to set up any additional securities for an existing Issuer (existing 3 character issuer code) which requires the creation of a CHESS Subregister.

(ASX Settlement Operating Rule reference: Section 5.2)

The steps are as follows:

1. **Notification of Additional Security:** AMO emails completed *Appendix 2: Additional Securities Notification* to ASX Operations at ALMONotifications@asx.com.au at least 2 business days prior to the quotation date of the new securities. The AMO is to complete one form per additional security.

Note for ETFs:

Refer to Appendix 18 for coding conventions for ETFs

If the additional ETF security for an existing ETF issuer requires a new unique 3 character issuer code, then the AMO must follow the process described in section 4.1a.

If the additional security is an ETF that is to be quoted over a non-ASX listed/quoted underlying security then the AMO must also request and reserve the security code (unique 3 character code) to represent that underlying security. This code can be a mix of alpha and numeric characters. Refer to Appendix 18 for further information on code conventions. The AMO must also provide a completed *Appendix 1c: New Listing or Additional Securities Notification - Notification of non-ASX listed/quoted underlying security*.

2. *Note: If the form is incomplete, there may be a delay in creating the Subregister by the quotation date on CHESS.* **Security set up:** ASX Operations will liaise with the AMO as required through the set-up stage particularly if there are any queries regarding the information provided.

Note: ASX Operations will set up the security in the nCore database and data flows via signals to CHESS. At this point in the process the Quotation date will be filled. ASX Operations will suspend the Subregister until the quotation date (this is a manual process).

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3. *ASX Operations* will reply to the original email notification request from the AMO confirming set up of the security including confirmation of the ISIN. *ASX Operations* will reply to the AMO same day (by 5.00pm) if the request is received prior to 12.00pm that day.

 4. **Readiness for start date:** Should there be any change to the quotation date (i.e. a later date is determined) the AMO must confirm the new quotation date by email to ALMNotifications@asx.com.au no later than 12.00pm the day before the previously advised quotation date.
Note: the update is processed by ASX Operations, including re-setting the quotation date with a similar update to CHESS records. ASX Operations will re-open the Subregister ready for quotation based on the original or changed quotation date.

 5. Once security data is captured by ASX, details of the securities will be included in the relevant ReferencePoint® Master List files. These files are produced and disseminated by ASX according to [published schedules](#). The information will be included in the next available published files.

4.1f Creation of Securities – warrants (product (warrant) series creation)

Procedure for the notification and set up of warrant securities for a new or existing issuer of warrants.

Note this procedure (4.1f) is required to be followed for the notification of a creation of securities for a new warrant issuer (as advised per section 4.1c), or for an existing warrant issuer.

New issuer:

For example, if issuer XYZ is not an existing warrant issuer in ASX's systems then the AMO must follow the procedure in section 4.1b to advise of the new issuer, and this procedure (4.1d) to create warrants for that issuer (to be quoted and traded on AMO).

Existing issuer:

For example, if issuer ABC is set up to allow the quotation of warrants on ASX, and issuer ABC has applied to quote warrants on another AMO, then the issuer ABC is considered existing and the AMO should follow this procedure (4.1d) to create additional warrants for that issuer (to be quoted and traded on AMO).

ASX Operations requires notice no later than 5pm on the business day prior to the intended quotation date of a new warrant series. Part of this process follows technical solutions for an automated interface file found in The Warrants Management Interface (WMI) Specification document with the steps outlined below:

4.1f (i) Warrants issued over ASX listed/quoted underlying security:

1. **Notification of new Warrant Series:** AMO can access the current list of warrant security codes already in use to determine new security codes for a new Warrant Series. This file is updated daily and available on the SFTP directory. Once new security codes are determined the AMO submits CREATE_SERIES file by FTP to ASX Operations by no later than 5pm on the business day prior to the intended quotation date.

Note: the notification and creation of warrant series is based on the use of existing “approved” product or warrant types. The description of these types is available in the Appendices to the WMI Specification document.

2. **Security set up:** The ASX WMS Interface will accept the file and process line by line. If the security additions are successful they are applied to nCORE instantly. The system will send back to the AMO via FTP a CREATE_SERIES_RECEIPT file. The approximate timing for the send back is 2 minutes.
3. The AMO is to review the CREATE_SERIES_RECEIPT file for any rejections and the reasons for those rejections. If rejections are received the AMO is to rectify the information and send a replacement CREATE_SERIES file including just the corrected rows. Any rows successfully processed should not be resubmitted. Steps 2 and 3 will continue (with files notated with appropriate sequence numbers) until ASX has provided a CREATE_SERIES_RECEIPT file without rejections.
4. The securities are then committed in ASX's WMS with feed to appropriate database, CHES and risk systems.

Note that the Subregister for warrant securities is not suspended prior to quotation. Issues such as rejections must be monitored and investigated by the AMO and raised with ASX Operations if assistance is needed to resolve the issue.

5. Once security data is captured by ASX Operations, details of the securities will be included in the relevant ReferencePoint® Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The information will be included in the next available published files.

4.1f (ii) Warrants issued over non ASX listed/quoted underlying security:

If a warrant is to be issued over a non ASX listed/quoted underlying security, additional steps are required prior to following steps 1 to 5 in section 4.1d (i) above to allow for the manual set up of the new underlying security.

The steps are as follows:

1. **Code reservation:** The AMO can email ASX Operations at ALMONotifications@asx.com.au for attention of “Quotations” to request and reserve the security code (unique 3 character code). This code can be a mix of alpha and numeric characters. Refer to Appendix 18 for further information on code conventions.

ASX Operations will contact the AMO and confirm the code reservation or, where the codes requested are not available, AMO to advise of alternative codes. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 2.00pm that day.

Note: code reservations may remain reserved for up to 12 months pending commencement of quotation. Where quotation has not commenced within 12 months of reservation, the reservation will lapse unless the issuer notifies ASX by email that it wishes ASX to maintain the reservation, in which case the code may remain reserved for one further period of up to 12 months and at the expiration of which the reservation will lapse. ASX may agree to a short extension of the deadline for expiration of the reservation if the issuer can demonstrate to ASX’s satisfaction that quotation is imminent.

Where a reservation of a code has lapsed, a request to reserve that code again cannot be made by the same issuer for a period of 1 month from the lapsing of the reservation unless accepted by ASX in its absolute discretion.

If the issuer/AMO decides to cancel the reservation of a code prior to submission of *Appendix 1c: New Listing or Additional Securities Notification – Notification of non-ASX listed/quoted underlying security*, AMO is to send an email to ALMONotifications@asx.com.au for attention of “Quotations” to advise of the cancellation.

2. **Notification of new non ASX listed/quoted underlying security:** The AMO emails completed *Appendix 1c: New Listing or Additional Securities Notification – Notification of non-ASX listed/quoted underlying security* to ALMONotifications@asx.com.au as soon as practicable. This must be done prior to create of new warrant series.

Note: If Appendix 1c is incomplete there may be a delay in creating the new underlying security.

3. **New non ASX listed/quoted underlying security set up:** ASX Operations will liaise with the AMO as required through the security set-up stage.

Note: For new non ASX listed/quoted underlying securities ASX Operations will set up the security in the nCore database and WMS. ASX Operations will confirm set up at this point to the AMO. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 12.00pm that day, otherwise confirmation will be provided the following day.

4. Once the new non ASX listed/quoted underlying security is confirmed as set up, the AMO can then proceed to follow the process in section 4.1d (i) above.

4.1g Edit Securities – warrants (product (warrant) series)

Procedure for the notification of any change to existing warrant securities.

4.1g (i) Changes to existing warrant series

ASX Operations requires notice no later than 5pm on the business day prior to the intended change date of a warrant series. Such changes may include a series restrike or series adjustment. This process follows technical solutions for an automated interface file found in The Warrants Management Interface Specification document with the steps outlined below:

1. **Notification of change Warrant Series:** AMO submits EDIT_SERIES file by FTP to ASX by no later than 5pm on the business day prior to the intended quotation date.
2. **Security edit:** The ASX WMS Interface will accept the file and send back via FTP an EDIT_SERIES_RECEIPT file. The approximate timing for the send back is 2 minutes.
3. The AMO is to review the EDIT_SERIES_RECEIPT file for any rejections and the reasons for those rejections. If rejections are received the AMO is to rectify the information and send a replacement EDIT_SERIES file. Steps 2 and 3 will continue until ASX Operations has provided an EDIT_SERIES_RECEIPT file without rejections.

The securities are then amended with the changed information in WMS with feed to appropriate database and risk systems. *Issues such as rejections must be monitored and investigated by the AMO and raised with ASX Operations if assistance is needed to resolve the issue.*

4. Once security data amendments are captured by ASX Operations, details of the amended securities will be included in the relevant ReferencePoint® Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The information will be included in the next available published files.

Refer to Section 6 for procedures regarding warrant series Rollover and corporate action processing.

4.1g (ii) Expiry / Delisting of warrant

Procedure for the expiry or delisting of an existing warrant security.

The delisting of a warrant is triggered by the Expiry / Last Active / Last Listing Dates captured in the ASX WMS. For the majority of warrants this date will be set on the initial set up of the warrant and will likely not change during the life of the warrant, resulting in automatic expiry when the nominated date is reached.

For some warrants the Expiry / Last Active / Last Listing Dates may be manually altered by the AMO using the Edit function in the ASX WMS Interface. This may be required in relation to stop loss events where the issuer notifies the AMO that a warrant needs to expire. The process to edit these dates is similar to steps 1 to 4 in section 4.1g (i) above.

4.1h Issuer / Security Subregister Suspensions, Revocation and Closures

ASX Operations requires notice prior to the effective date (where possible) of any Issuer record suspension, revocation or closure on CHESS arising as follows:

- Suspension of a subregister is applied in the event of liquidation or administration. ASX Operations should be advised as soon as practicable following the appointment of an external administrator or other controller.
- Revocation of a subregister is applied in the event that the Issuer/Security is delisting or removed from official quotation. ASX Operations requires a minimum of 2 business days' notice prior to the delisting or removal date. The process of revocation converts any existing CHESS Subregister holdings to the Issuer Sponsored Subregister and closure of the CHESS Subregister.
- A closure only of a subregister is applied when revocation (conversion) is not required. ASX Operations requires a minimum of 2 business days' notice prior to the effective date.

(Suspension, Revocation and Cessation of approval of Financial Products is provided for and conducted in accordance with the relevant sections contained under Section 8 of the ASX Settlement Operating Rules and associated Procedures)

The steps are as follows:

1. **Notification of closure:** AMO emails completed *Appendix 3: Request to Remove CHESS Subregister* to ASX Operations at ALMONotifications@asx.com.au prior to the effective date of the closure of the Issuer's record and all Subregisters to be closed for the individual securities.

Note: If the form is incomplete, or there are outstanding settlements for that Issuer's securities there may be a delay in applying the closure by the effective date on CHESS. ASX Operations will liaise with the AMO on a case by case basis.

2.
 - a. **Suspension and Closure only process:** ASX Operations will process the notification and subject to certain exceptions CHESS will automatically archive the Subregister 20 Business Days from the close date.

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- b. **Revocation process:** ASX Operations will process the notification and convert the CHES Subregister holdings to the Issuer Sponsored Subregister and close the CHES Subregister five business days from the Official Close Date.

ASX Operations will apply end dates to the Issuer's securities in the nCore database and data flows via signals to CHES.

3. ASX Operations will reply to the original email notification request from the AMO confirming the application of the Issuer record and Subregister closures on CHES in accordance with the Notification submitted.
4. A CHES (528) Archive Subregister message will be sent to Participants and Registries as notification of the closure.
5. 23 Business Days after the archive date CHES will remove the Subregister.

4.1i Issuer / Security Subregister Reinstatements

Any requests to reinstate an Issuer and/or Subregister once they have been archived (i.e. more than 20 business days from the closure effective date) will be treated as a new request. New UICs would need to be established in CHES. These requests will follow the procedures outlined for setting up new Issuers and additional securities.

AMOs are advised to contact the Settlement Operations team directly on ph 1800 814 051 to discuss arrangements for a reinstatement.

(ASX Settlement Operating Rule reference: Section 5.2)

4.1j Change of Issuer Name

ASX Operations requires 2 business days' notice prior to the effective date of any name change to an Issuer established in CHES.

(ASX Settlement Operating Rule reference: Section 4.6.1)

The steps are as follows:

1. **Code reservation:** If the change of name also involves a change of Issuer code, the AMO can email ASX Operations at ALMONotifications@asx.com.au for the attention of "Quotations" prior to or at the same time as notice of a change of Issuer name to request and reserve the Issuer and security code(s). The AMO should clearly state that the code reservation request relates to a change of name. ASX has published guiding [principles](#) that it will consider when allocating codes to issuers and their securities.

ASX Operations will contact the AMO and confirm the code reservation, or where the codes are requested are not available, AMO to advise of alternative codes. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 2.00pm that day

Note: code reservations may remain reserved for up to 12 months pending commencement of quotation. Where quotation has not commenced within 12 months of reservation, the reservation will lapse unless the issuer notifies ASX by email that it wishes ASX to maintain the reservation, in which case the code may remain reserved for one further period of up to 12 months and at the expiration of which the reservation will lapse. ASX may agree to a short extension of the deadline for expiration of the reservation if the issuer can demonstrate to ASX's satisfaction that quotation is imminent.

Where a reservation of a code has lapsed, a request to reserve that code again cannot be made by the same issuer for a period of 1 month from the lapsing of the reservation unless accepted by ASX in its absolute discretion.

2. **Notification of name change:** AMO emails completed *Appendix 4: Issuer Name Change Notification* to ALMONotifications@asx.com.au at least 2 business days prior to the effective date for the Change of Name.

*Note: If the Issuer is foreign and its securities have been assigned a non AU ISIN the AMO must also confirm if the ISIN(s) change or not and the ISIN details. A change of name that also requires a change to a foreign issued ISIN must be made effective on a **Monday – on a date determined by ASX**. This is to allow weekend scheduling of the change in CHESS outside of any other changes.*

Note: If the form is incomplete, there may be a delay in applying the Issuer Name Change on CHESS by the effective date.

Note: the effective date for any change in an Issuer's name including a code change must be scheduled outside of a corporate action event (i.e. it cannot become effective between the ex date and the payment or issue date + 1 business day).

3. ASX Operations will reply to the original email notification request from the AMO confirming the application of the Issuer Name Change in accordance with the Notification submitted.

4.1k Change of Share Registry Notification

ASX Operations requires 5 business days' notice prior to the effective date of a change of share registry by an Issuer.

Note: while ASX Settlement Operating Rule 5.17.1 refers to a notice requirement of 1 business day, all Issuers (regardless of listing exchange) are advised by ASX Operations to provide at least 5 business days' notice.

ASX Settlement also requests that any change of share registry become effective on a Monday (or next business day if the nominated Monday is a non-business day) and at the start of that day. This allows for the system change to occur over a weekend.

The steps are as follows:

1. **Notification:** AMO emails completed *Appendix 5: Change of Share Registry Notification* ASX Operations at ALMONotifications@asx.com.au at least 5 business days prior to the effective date.

Note: If the form is incomplete, there may be a delay in applying the registry change and it may miss the stated cut-over date.

Note: The effective date for any change of share registry must be scheduled outside of a corporate action event (i.e. it cannot become effective between the ex date and the payment or issue date + 1 business day).

Should the effective date change (to a future date), the AMO must provide at least 1 business days' notice (before currently planned effective date).

2. **Confirmation:** ASX Operations will reply to the original email notification request from the AMO confirming the application of the change of share registry as per the details submitted on the form. The AMO will also need to ensure that the old and new share registries are aware of the change.

4.11 Change of Listing Exchange

An Issuer may choose to delist from one Australian listing exchange and list on another Australian listing exchange. If the securities quoted on each exchange are CHESSE eligible such a change has implications for the CHESSE Subregister, in terms of maintaining unique records, and hence requires careful coordination. The procedure for such a change is outlined below. It is noted that an Issuer may continue to use the same Issuer and security codes, pre and post change, if these procedures are adhered to.

The possible scenarios are:

- a. *Change from ALMO to ASX listing*
- b. *Change from ASX to ALMO listing*
- c. *Change from one ALMO to another ALMO listing*

Coordination of delisting and listing dates: Each ALMO/ASX should coordinate with the issuer and its share registry to agree the timing of the relevant delisting from one exchange and listing on the other exchange, with appropriate consideration given to a period of suspension of trading prior to the delist. This will ensure trades executed on the existing market have sufficient time to be settled prior to the change. As this is primarily a listing matter, the relevant Listings compliance staff from each ALMO/ASX should coordinate this change, in consultation with operational teams and the ASX issuer services and settlement operations teams to ensure appropriate consideration is given to issuer and security record keeping and CHESSE changes. Key tasks and actions should be agreed as part of that coordination.

Once the dates and key tasks have been agreed and informed to all parties, the change can be processed. For example, a suitable timetable may be:

[Date] Announcement by issuer informing the market of the change, key dates, and information for investors (including security code details, trading arrangements post the change), and details of the share registry

[Date] Security is suspended from trading on the market from which it will delist (these details must be informed to ASX Settlement Operations]

[Date] (2-3 days following suspension) Issuer/securities are delisted

[Date] (at least 1 day after delist) issuer/securities commence trading on new market

As long as the above arrangements and key dates have been agreed:

- If there is **no change to the Issuer code/security codes associated with the change of listing exchange**, ASX Operations requires a minimum 5 business days' notice before the proposed effective date (i.e. the listing date on the new exchange).
- If there is **a change to the Issuer code associated with the change of listing exchange**, ASX Operations requires a minimum 5 business days' notice before the proposed effective date (i.e. the listing date on the new exchange). *Note: a code change is treated as a new set up in ASX database and CHESSE by ASX Operations.*

For scenarios b. and c. above the steps for the AMO (location of new listing) are as follows:

1. **Code reservation:** If a new Issuer code is required, the AMO (location of new listing) can email ASX Operations at ALMONotifications@asx.com.au for the attention of "Quotations" prior to or at the same time as notice of a new listing application to request and reserve the Issuer and security

code(s). ASX has published guiding [principles](#) that it will consider when allocating codes to issuers and their securities.

ASX Operations will contact the ALMO and confirm the code reservation or, where the codes requested are not available, AMO to advise of alternative codes. ASX Operations will reply to the ALMO same day (by 5.00pm) if the request is received prior to 2.00pm that day

Note: code reservations may remain reserved for up to 12 months pending commencement of quotation. Where quotation has not commenced within 12 months of reservation, the reservation will lapse unless the issuer notifies ASX by email that it wishes ASX to maintain the reservation, in which case the code may remain reserved for one further period of up to 12 months and at the expiration of which the reservation will lapse. ASX may agree to a short extension of the deadline for expiration of the reservation if the issuer can demonstrate to ASX's satisfaction that quotation is imminent.

Where a reservation of a code has lapsed, a request to reserve that code again cannot be made by the same issuer for a period of 1 month from the lapsing of the reservation unless accepted by ASX in its absolute discretion.

If the issuer/AMO decides to cancel the reservation of a code prior to submission of *Appendix 1a: New Listing Notification* or *Appendix 1b: New Issuer Notification - Warrants*, ALMO is to send an email to ALMONotifications@asx.com.au for the attention of "Quotations" to advise of the cancellation.

- 2. Notification of New Listing:** The ALMO (location of new listing) emails completed *Appendix 1a: New Listing Notification* or *Appendix 1b: New Issuer Notification - Warrants* to ALMONotifications@asx.com.au as soon as practicable after receipt and initial review of a listing application adhering to the timeframes described above. The New Listing Notification is to be accompanied by a PDS (except for warrants) and a completed *Appendix 9 – Deed Poll* executed by the Issuer to which the New Listing Notification relates. The Deed Poll confirms that the Issuer agrees to be bound by and comply with the ASX Settlement Operating Rules.

The ALMO must clearly state in the email that the Issuer is delisting from another exchange, the name of the other exchange and whether the same or new codes will be used.

Note: If the New Listing Notification is incomplete, or is not accompanied by a PDS and an executed Deed Poll, there may be a delay in creating/changing the Issuer and Subregister on CHES by the listing date.

- 3. Issuer set up:** ASX Operations will liaise with the AMO as required through the set-up stage including the creation (if new code) / change (if same code) of CHES Holding Statement templates for the Issuer.

Note that if the new listing includes a new code ASX Operations will set up the Issuer and securities in the nCore database and data flows via signals to CHES. ASX Operations will confirm set up at this point to the AMO including the ISIN of the securities. ASX Operations will reply to the AMO same day (by 5.00pm) if the request is received prior to 2.00pm that day.

If the code does not change for the new listing ASX Operations will amend the CHES Exception indicator (to indicate the listing exchange) on each security.

ASX Operations will liaise with the Issuer registry and determine whether a change of UIC is necessary.

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4. ASX Operations will then notify the Issuer's Registry via Fax or email of the new UIC.
 5. If the code does not change for the new listing ASX Operations will issue a market notice to advise the details of the changes made in Reference Data to indicate the change in listing exchange etc.
 6. **Readiness for start date:** AMO is to re-confirm the listing date to ALMNotifications@asx.com.au no later than 12.00pm the day before the listing date.

Note: the update is processed by ASX Operations, including setting the listing/quotation dates in nCore database, with a similar update of CHESS records. ASX Operations will re-open the Subregister.

7. **Withdrawal of Application:** If the listing application is not approved by the AMO, or the Issuer seeks to withdraw the application, the AMO is to complete *Appendix 13 - Withdrawal Notification* and email this to ALMNotifications@asx.com.au as soon as practicable, and no later than 12.00pm the day before the proposed listing date.

Note: ASX Operations will proceed to close the Issuer and security records. The code reservation will cease at that time.

4.1m Dual Listing in Australia

If an Issuer (other than a warrant issuer) wishes to list on more than one listing exchange in Australia, and the securities quoted on each exchange are CHESSE eligible, each listing will require a different UIC, Issuer code, security codes and ISINs. This will ensure efficient record keeping in the CHESSE Subregister and due recognition of trading on and settlement for different markets.

5. PMF Facility

PMF applications and specific enquiries relating to the operation of the PMF should be submitted to ASX Operations – for the attention of the Corporate Actions & Depository team at pmf@asx.com.au or ph: 1800 623 571.

An AMO listed Issuer (Applicant) that wishes to apply to use the PMF for a capital raising should follow the steps set out below:

The steps are as follows:

5.1 The prospective Applicant can contact the Corporate Actions & Depository team (refer contact details above) with regard to PMF Application and any questions regarding the service.

Note: This is suggested for first time applicants

5.2 Applicant completes a PMF Application and lodges with the AMO who then lodges the application with the Corporate Actions & Depository team (together with the Deed Poll described in section 5.3 below).

Note: There is no prescribed lead time for this, but ASX Corporate Actions & Depository staff will address this at the time of lodgement.

It is suggested that the Applicant/AMO consult with ASX's Corporate Actions & Depository staff particularly for first time applicants. This is important for free form questions in Parts B & C where the extent of details required may not be fully understood. For example Part B, Question 1 requires that applicants provide detail outlining the:

- a. Type of capital raising
- b. Value of capital raising
- c. Proposed cut-off date for PMF transactions
- d. Proposed security transformation date

Refer to Appendix 6 - PMF Application and Appendix 7 - PMF Application Guidance

5.3 Applicant executes a Deed Poll and submits it to the AMO who then submits it to the Corporate Actions & Depository team. This Deed Poll confirms that the Applicant Issuer is bound by the ASX Settlement Operating Rules.

Refer to Appendix 8 – Deed Poll

5.4 The Corporate Actions & Depository team will provide ongoing assistance as part of the lodgement process as well as during the DvP settlement timeline.

5.5 PMF Application approval

The Corporate Actions & Depository team will confirm approval of the PMF Application via a letter to the Applicant, forwarded via the ALMO. This letter will also confirm the dates and PMF fees relating to the capital raising.

Refer to Appendix 10 – Sample ASX PMF Confirmation Letter.

Note: The PMF processing fee is usually charged to the Issuer, including the DvP Settlement messages relating to the PMF capital raising. No fees are charged to the Approved Listing Market Operators for use of the ASX PMF by Issuers. The same fees are applicable to Issuers for use of the ASX PMF, irrespective of the AMO market on which they are listed.

On occasion, the PMF processing fee may be billed to another entity, for example the Applicant based on instructions received by the Corporate Actions & Depository team from a duly authorised person.

- 5.6 The Corporate Actions & Depository team creates the appropriate structures to facilitate DvP transaction processing of the PMF offering. Note that this step is not commenced until the Applicant/AMO has confirmed to the Corporate Actions & Depository team that an appropriate announcement has been released to market regarding the capital raising, with a hyperlink to that announcement:
- a. Set-up allocation interest code and ISIN for the PMF capital raising;
 - b. Set-up CHESS Subregisters;
 - c. Assign registrar to Subregister.

5.7 An ASX Participant Notice is disseminated detailing the PMF offering.

Refer to Appendix 11- Sample ASX PMF Notice

5.8 DvP transaction processing commences as per the PMF offering timetable

5.9 The registrar transforms the allocation interests (PMF securities) into the Issuer's new securities for each holding and reconciles the issued capital.

Note: An Applicant may be an Issuer, Issuer's Agent, Registry or an ASX Participant.

6. Corporate Actions Service

For terms of the service, refer to the standard form [Settlement Facilitation Service Agreement](#) or Product Services Legal Terms.

Note that the procedures have been updated effective 7 March 2016 to reflect the change to ASX Listing Rules and other rules with regard to various corporate action timetables as a result of the transition to T+2 Settlement and the associated reduction of the ex period from three business days to two business days (ex date to record date inclusive). The notification template for each corporate action available in Appendix 15 has been amended, including amendments to other impacted timetable dates.

6.1 Contact and Assistance

All day-to-day contact by AMO using the Corporate Action Service should occur via email to ASX Operations at the email address provided below. This includes all contact and lodgement of information relating to the procedures outlined in this section with regard to the Corporate Actions Service. A subject should be included in the email of "Corporate Action Notification – New" (or Update or Cancel) as appropriate.

The contact details are:

Email: ALMOnotifications@asx.com.au

Escalation of any operational matters related to this service can be directed to the following:

Senior Manager, Issuer Services Operations
Ph: 02 9227 0461

The first line in the email body is to state "For the attention of Issuer Services Operations team".

The ALMO should also provide its own contact information in the same email.

6.2 Eligible corporate actions

Eligible corporate action events covered by the Corporate Actions Service are listed below:

Corporate Action Event Type	Level of Complexity
Dividend (including Trust distributions, ETFs, warrants)	Medium
Interest payment	Medium
Equal access buy back scheme	Medium
Capital return – cash	Medium
Bonus entitlement offer	High
Non-Renounceable entitlement offer (including accelerated offers)	High
Renounceable entitlement offer (including accelerated offers)	High
Consolidation / split of capital (reconstruction)	High
Capital return – securities (in-specie and processed by ASX as a bonus offer)	High
Call on partly paid securities (interim and final)	High
Rollover (warrants)	High

A notification template for each corporate action event type (excluding Rollover) has been provided in Appendix 15 in excel format. Each template includes questions required to be completed by the AMO. These include:

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- Name of AMO, name of Issuer, identifiers for Issuer and the relevant security, event specific information and whether the notification is New, Update or Cancellation.
 - The list of event specific questions includes all possible questions to cover various scenarios and options that may be offered by issuers for that event type. The questions are organised in sub-groups of related questions (e.g. payment details, conditions, multicurrency, plans). The template identifies those questions that are considered mandatory in order for ASX Operations to capture, support and disseminate the corporate action event information. The template also provides guidance as to the format of each question, where necessary (e.g. \$, %, date); as well as additional notes to assist the person completing the template.

Please note the following:

- 'non-standard' actions will not be processed (i.e. a standard corporate action is as described in the listing rules and procedures of the AMO); and
- the corporate action timetables described in the listing rules and procedures of the AMO must align with those of ASX, including the definition of "Business Day".

6.3 Notification of a new corporate action (excluding warrants)

This procedure (6.3) may also include the notification of a dividend/distribution for a non-ASX listed/quoted underlying security for a warrant (per procedure 6.8)

ASX Operations requires notice as soon as practicable before or on day 0 of a corporate action timetable (day 0 is the latest day that the issuer can announce the corporate action).

Notices provided to ASX Operations by 12.00pm will be processed same day. Notices received after 12.00pm may not be processed until the next business day. ASX Operations will prioritise those corporate actions notifications that are nearer to the ex / effective date.

The steps for notification of a new corporate action event are as follows:

1. The issuer announces the corporate action to AMO per AMO listing (or other) rules and procedures (or for non-ASX listed/quoted underlying security for a warrant, the AMO may obtain that information by checking that issuer's announcements to other markets).
2. AMO to review details of the corporate action and validate against AMOs listing rules and procedures that govern corporate actions. This may not be applicable to non-ASX listed/quoted underlying security for a warrant.
3. **Notification of corporate action:** The AMO sends an email to ASX Operations at ALMOnotifications@asx.com.au with an attached completed corporate action event template (for the relevant corporate action as provided in Appendix 15).
 - The AMO is to clearly mark on the template (as provided) that it is a New Notification.
 - The AMO is to include the subject "Corporate Action Notification - New" in the email.
 - For those Corporate Actions that require the set-up of a temporary or new financial product record, and the issuer is foreign with a foreign issued ISIN, the AMO is to confirm ISIN details with the notification.
 - For those Corporate Actions that require a manually calculated "Cash Adjustment Amount" (as noted in the template), the AMO is to provide the Cash Adjustment Amount. If the AMO does not provide the Cash Adjustment Amount, ASX will apply a default of 1 cent. Refer section 6.8 regarding processing by CHESS and further information regarding Cash Adjustments. Details regarding Cash Adjustments will also be included in appropriate corporate action templates.

Note:

- *If the Corporate Action Notification is incomplete there may be a delay in creating the Corporate Action record in ASX's systems.*
 - *Some corporate actions may be conditional upon certain events taking place (e.g. shareholder approval, court approval). The AMO is required to advise ASX Operations of the outcome of the conditions as contemplated by listing rules and procedures. Appropriate questions will be included in the corporate action notification templates.*
4. ASX Operations will review the content of the notification and liaise with the AMO as required during the set up stage.

Note:

- ASX Operations will not validate that the information included in the notification is correct/compliant with regard to that AMOs rules and procedures (e.g. timetable dates) that govern corporate actions.
- ASX Operations will review the corporate action with regard to other current corporate action records (if any) maintained by ASX for the same security. Please note that for the purposes of information capture and CHESSE support of the corporate action - two or more corporate actions on the same security may not run with different record dates if the timetables result in overlapping (but not identical) ex-periods. It is permissible to run different corporate actions with the same record date except in the case of reorganisations – consolidations/splits which cannot run at the same time as any other corporate action for that entity. Should ASX Operations receive notice of corporate actions that may fit the above scenario, ASX Operations would liaise with the AMO to agree appropriate actions.

5. ASX Operations will create corporate action record(s) (and any associated Financial Product record), in the ASX corporate action database;

Note: ASX Operations will set up the corporate action record (and financial product) in the database and data then flows via signals to CHESSE.

6. **Confirmation of corporate action set up:** ASX Operations will confirm by reply email to the AMO that the corporate action record (and any associated Financial Product record) has been created. For corporate action notifications received by 12.00pm confirmation will be provided within 3 hours from receipt. For corporate action notifications received after 12.00pm, confirmation may not be provided until the next business day. The confirmation will include a copy of the notification template including details of the Corporate Action id, and the ISIN for any additional security created.
7. Once captured by ASX Operations, details of the corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The event information will be included in the next available published files.
8. The Master List file will automatically include basis of quotation details for securities that are the subject of a corporate action event. ASX Market Information subscribers have been advised to not rely on this information, but instead to rely on any market notices provided directly by the AMO with references to securities quoted on their own market. AMOs are encouraged to provide basis of quotation information for corporate action events directly to its own participants and stakeholders.
9. ASX Operations will provide support to external stakeholders including participants and information vendors per existing processes for corporate actions, including CHESSE support, and market information.

If an issuer has failed to advise the AMO of a corporate action event that is actually proceeding and that advice is provided during or after completion of the corporate action, ASX considers it desirable to still provide that information to ASX for the purposes of data capture and a comprehensive information service. If advice is provide on or later than ex date, CHESSE support is not available. There may be circumstances in which the event cannot be captured and this will be advised to the AMO on a case by case basis. The provision of the service to capture events of this nature will be available from April 2014.

6.4 Notification of an update to an existing corporate action (excluding warrants)

ASX Operations requires notice as soon as practicable of any update to an existing corporate action event record.

Notices provided to ASX Operations by 12.00pm each day will be processed same day. Notices received after 12.00pm may not be processed until the next business day. ASX Operations will prioritise those corporate actions notifications that are nearer to the ex / effective date.

In most circumstances an update is expected to include additional information about the event.

There may be circumstances where the update notification changes information that has already been announced. ASX Operations will review each update and may advise that the update cannot be technically captured in ASX's systems. For example, ASX specifies in its own listing rules that changes to certain information in relation to corporate action events require due notice periods. For example, ASX currently requires 4 days' notice of a record date, including any change to a record date. The change to a record date will usually have knock on consequences for other timetable dates and due notice is therefore critical. Changes to material information about an event (such as the event pricing) should not be changed once the ex date has been reached given the impact on market trading and CHES adjustments.

Where ASX Operations is unable to technical accommodate an update (and therefore disseminate update signals to both CHES and market information subscribers), ASX Operations would issue a Market Information Notice (similar to standard template per Appendix 16) to market information subscribers to advise of the update and for subscribers to adjust their own systems.

The steps for notification of an update to a corporate action event are as follows:

1. The issuer announces the update to the corporate action event to AMO per AMO listing rules and procedures.
2. AMO to review details of the corporate action update and validate per AMOs listing rules and procedures that govern corporate actions.
3. **Notification of an update to Corporate Action:** The AMO sends an email to ASX Operations at ALMOnotifications@asx.com.au with attached updated corporate action template (note this should be an update to the template provided previously per "Notification of a new corporate action"). The AMO is to clearly mark on the template that it is an Update Notification and highlight any changed fields (e.g. in a different colour text or shading). The AMO is to include the subject "Corporate Action Notification - Update" in the email.

Note: If the Corporate Action Update notification is incomplete there may be a delay in updating the Corporate Action record in ASX's systems. Some corporate actions may be conditional upon certain events taking place (e.g. shareholder approval, court approval). The AMO is required to advise ASX of the outcome of the conditions as contemplated by listing rules and procedures. Appropriate questions will be included in the corporate action notification templates.

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4. ASX Operations will review the content of the notification and liaise with the AMO as required during the update stage.
Note: ASX Operations will not validate that the information is correct/compliant with regard to that AMOs rules and procedures (e.g. timetable dates) that govern corporate actions.
 5. ASX Operations will update the corporate action record(s) (and any associated Financial Product record), in ASX corporate action database
Note: ASX Operations will update the corporate action and financial product in the database and data will flow via signals to CHESSE.
 6. **Confirmation of Update:** ASX Operations will confirm by reply email that the corporate action record (and any associated Financial Product record) has been updated. For update notifications received by 12.00pm confirmation will be provided within 3 hours from receipt. For update notifications received after 12.00pm, confirmation may not be provided until the next business day.
 7. If a Market Information Notice is required to be issued by ASX Operations, a draft copy will be provided to the AMO by email for review. A standard template for the Market Information Notice is provided in Appendix 16 (references to cancellation will be changed to update information). The AMO is requested to advise acknowledgement of receipt of the draft notice immediately and advise ASX within 2 hours or by 4.00pm from the time ASX Operations sent the email, if AMO does not want the Market Information Notice to be issued. Unless advised otherwise, the Market Information Notice will be released as drafted approximately 2 hours after the initial email sent by ASX Operations to the AMO. Note that the last deadline for ASX Operations to issue the Market Information Notice is 5.00pm. Where a cancellation notification is received by ASX Operations after 12.00pm the Market Information Notice may not be drafted or released until the next business day.
 8. If the update is technically captured by ASX Operations, details of the updated corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The updated event information will be included in the next available published files.
 9. ASX Operations will provide support to external stakeholders including participants and information vendors) per existing processes for corporate actions, including CHESSE support, and market information.

6.5 Notification of cancellation of an existing corporate action (excluding warrants)

ASX Operations requires notice as soon as practicable of any cancellation of an existing corporate action record.

Notices provided to ASX Operations by 12.00pm each day will be processed same day. Notices received after 12.00pm may not be processed until the next business day. ASX Operations will prioritise those corporate actions notifications that are nearer to the ex / effective date.

There may be circumstances in which the cancellation may not be accommodated by ASX technically and ASX Operations can advise on a case by case basis. Where ASX is unable to technically accommodate a cancellation (and therefore disseminate cancellation signals to both CHESSE and market information subscribers), ASX Operations would issue a Market Information Notice (standard

template per Appendix 16) to market information subscribers to advise of the cancellation and for subscribers to adjust their own systems.

The steps are as follows:

1. The issuer announces the cancellation of the corporate action to AMO per AMO's listing rules and procedures.
2. AMO to review details of the corporate action cancellation and validate per AMO's listing rules and procedures that govern corporate actions.
3. **Notification of cancellation:** The AMO sends an email to ASX Operations at ALMOnotifications@asx.com.au with attached updated corporate action template (note this should be an update to the template provided previously per "Notification of a new (or update) corporate action"). The AMO is to clearly mark on the template (as provided) that it is a Cancellation Notification and highlight any changed fields (e.g. in a different colour text or shading). The AMO is to include the subject "Corporate Action Notification - Cancellation" in the email.

Note: If the Corporate Action Cancellation notification is incomplete there may be a delay in updating the Corporate Action record in ASX's systems.

4. ASX Operations will review the content of the notification and liaise with the AMO as required during the update stage, including advice as to whether the cancellation can be processed and if a Market Information Notice is required.

Note: ASX Operations will not validate that the information is correct/compliant with regard to that AMOs rules and procedures (e.g. timetable dates) that govern corporate actions.

5. Where possible, ASX Operations will update corporate action record(s) (and any associated Financial Product record), in corporate action database to indicate a cancelled status;

Note: ASX Operations will update the corporate action and financial product in the database and data then flows via signals to CHESS.

6. **Confirmation of cancellation:** ASX Operations will confirm by reply email that the corporate action record (and any associated Financial Product record) has been cancelled. For cancellation notifications received by 12.00pm confirmation will be provided within 3 hours from receipt. For cancellation notifications received after 12.00pm, confirmation may not be provided until the next business day.
7. If a Market Information Notice is required to be issued by ASX Operations, a draft copy will be provided to the AMO by email for review. A standard template for the Market Information Notice is provided in Appendix 16. The ALMO is requested to advise acknowledgement of receipt of the draft notice immediately and advise ASX Operations within 2 hours or by 4.00pm from the time ASX Operations sent the email, if AMO does not want the Market Information Notice to be issued. Unless advised otherwise, the Market Information Notice will be released as drafted approximately 2 hours after the initial email sent by ASX Operations to the AMO. Note that the last deadline for ASX Operations to issue the Market Information Notice is 5.00pm. Where a cancellation notification is received by ASX Operations after 12.00pm the Market Information Notice may not be drafted or released until the next business day.
8. If the cancelled status is technically captured by ASX Operations, details of the cancelled corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX according to [published schedules](#). The updated event information will be included in the next available published files.

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9. ASX Operations will provide support to external stakeholders including participants and information vendors per existing processes for corporate actions, including CHESSE support, and market information.

6.6 Warrant Rollovers

The WMI allows Issuers and AMOs to manage a rollover process. This process follows technical solutions for an automated interface file found in The Warrants Management Interface Specification document with the steps outlined below:

1. The rollover process requires that the AMO populates various fields that are relevant to the Rollover process either at the time the warrant is first created or at a later time. ASX Operations requires AMO notification of a Rollover event 4 weeks prior to the reset date or at the time the Issuer makes a Market Announcement of the event. ASX Operations also requires all relevant fields to support a rollover to be populated by no later than 3pm on the reset date of a rollover event.
2. **Issue creation:** for creation of a warrant series that has a “Type” with a Rollover feature, AMO should populate the Reset Date field. This is the last date that the issue will trade before the strike is rolled over.
3. **Set of Rollover Strike:** by no later than 3pm on the reset date, the AMO is to populate the Reset Level field of the “Edit Series” file with the rollover strike.
4. **Creation of the Deferred Trading Series:** ASX WMS will automatically create the deferred trading series for clearing on the day following the reset date. WMS will also update nCORE with the last active/quotation date on the series to equal the reset date. WMS will validate that a “Reset level” has been provided for all series with a “Reset Date” equal to today. If not, an email alert will be sent to ASX Operations who will follow up with the AMO for action.
5. **Creation of Corporate Action:** ASX Operations will create a deferred settlement corporate action related to the rollover. This will ensure CHESSE performs the correct diary adjustment processing during the corporate action.
6. Once captured by ASX Operations, details of the corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The event information will be included in the next available published files.
7. **Update Reset Date:** After the Reset Date but before the Issue Date (despatch date), the AMO is to Update the “Reset Date” in the original series using the “Edit Series” field to reflect the next Reset Date, if applicable.
8. **Issue Date:** on the day prior to the resumption of normal settlement ASX WMS will automatically update the original series with “Strike Price” (taken from the deferred series); clear “Reset level” and reset the last active/quotation dates back to original values in nCORE. This will ensure the original series are ready for clearing and settlement. ASX WMS will process a code change on the securities back to the original code.

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9. *CHESS Diary Adjustments processing (if applicable) is applied to outstanding settlement obligations on Record date + 1 business day.*

6.7 Warrant Series Dividends (ASX listed/quoted underlying)

Where a CHESS eligible warrant is linked to an ASX listed/quoted underlying security, ASX Operations will apply the underlying security dividend corporate action information¹ to that warrant. This process is automated.

Once captured by ASX Operations, details of the warrant corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The event information will be included in the next available published files.

6.8 Warrant Series Dividends (non-ASX listed/quoted underlying security)

Where a warrant is quoted over a non-ASX listed/quoted security, the AMO is required to notify ASX of the details of the dividends/distribution applicable for that underlying security. Once that corporate action information is captured by ASX Operations, the automated process of applying that corporate action to warrants with that underlying stock will proceed.

1. The AMO is requested to follow the procedure in section 6.3 above to advise details (on behalf of the warrant issuer) of the dividend applicable to the underlying security. As part of that procedure ASX Operations will then manually capture details of that corporate action for that underlying security in its own systems.
2. Once the corporate action on the underlying security has been manually captured, and where a CHESS eligible warrant is linked to that non-ASX listed/quoted underlying security, ASX Operations will apply the dividend corporate action information to that warrant. This process is automated.

Once captured by ASX Operations, details of the corporate action event will be included in the relevant ReferencePoint® Corporate Action and Master List files. These files are produced and disseminated by ASX Operations according to [published schedules](#). The event information will be included in the next available published files.

6.9 Completion of a Corporate Action

¹ ASX listed/quoted issuers are required to notify ASX by way of company announcement of dividends/distributions. Once the dividend is announced ASX Operations will capture details of that corporate action to that issuer's securities in its own systems. Once the corporate action is recorded for the security it is then available for the automated process for warrants.

For the purposes of complete record keeping, ASX Operations will assume that the corporate action event has proceeded and completed as planned. Should that not be the case, the AMO is requested to advise ASX Operations by email to ALMOnotifications@asx.com.au (with relevant heading) immediately and no later than 12.00pm on the issue (despatch) date or payment date. If the event has not proceeded as planned, ASX Operations would expect that the AMO provide either an Update or Cancellation notification.

6.10 Fees

Fees for the establishment of a corporate action record were removed effective 1 July 2022.

6.11 Processing by CHESS

The following information provides a summary of the processes accommodated in CHESS for corporate actions.

Also refer to the ASX Settlement Procedure Guidelines Sections 11, 12, 14 available [here](#).

The CHESS system and the ASX Corporate Actions & Depository team will provide support for the corporate action event as described in the ASX Settlement Operating Rules.

For CHESS eligible securities, CHESS receives notification of key details of corporate actions via the ASX internal systems, which drives corporate action processing within CHESS, including but not limited to:

Process	ASX Settlement Operating Rule References:
Establishment of a CHESS Subregister	8.23.1 ASX Settlement to establish a CHESS Subregister
Suspension of processing on a CHESS Subregister for a reconstruction ²	8.26.1 Suspension of processing on a CHESS Subregister for a reconstruction
Cum entitlement daily balances	9.2.1 Cum entitlement balance for distributions
Adjustment for cash benefits owed and owing (Diary Adjustments)	10.17.5 Calculation of settlement amount
Adjustment and accrual for asset benefits owed and owing (Diary Adjustments)	10.18.1 Cash distributions for parent DvP batch instructions
	10.19.1 Settlement powers where parent batch instruction does not settle
	10.22.1 ASX settlement actions upon receipt of notification – reconstructions
Issuer code changes	

² ASX reconstruction signals and ASX timetables are also used for a number of events other than reorganisations of capital, e.g. Warrant Rollovers and the de-stapling of securities.

An important role of CHESS is the processing of corporate action protection by '**diary adjustments**' to outstanding cum entitlement transactions executed by Market Participants as well as off-market transactions and related legs to market trades.

The CHESS diary adjustment principle is to place an *unregistered* buyer in the same position, or as close as possible, as to a registered holder in the event of non-delivery of financial products by a seller.

CHESS diary adjustments are applied to all pro-rata corporate actions unless the event cannot be supported for technical reasons, i.e. a multi-listed entity where numerous international laws and processes need to be taken into account and certain elective non pro-rata events.

Despite the current leeway of two business days between ex date and record date (inclusive of ex and record dates), there are instances of transactions outstanding, where securities are not transferred out of the sellers' names in favour of the buyers (e.g. failed trades) and as a result will not appear on the company register at record date.

CHESS electronically adjusts outstanding scheduled cum entitlement settlement obligations to reflect entitlements owed and owing.

All transfers during the ex period of a corporate action are designated as either "cum" or "ex". CHESS will default transfers in most circumstances to cum if the trade date is prior to the ex date, and default to ex if the trade date is on or after the ex date. Other types of transactions will default to cum throughout the ex period. For further information refer ASX Settlement Procedure Guidelines [Section 11.1.2 'Basis of Movement'](#).

Participants have the ability to override the default basis of movement applied by CHESS.

The AMO may establish a deferred settlement market for a financial product that has not yet been issued, and as part of a corporate action such as a pro rata issue, calls or reconstructions. CHESS calculates the settlement date for market trades executed within the deferred settlement period as the issue date plus the settlement offset plus the fixed period.

The processes related to specific corporate action events are described below:

6.11a Dividends, Trust Distributions, Interest Payments, Capital Returns (cash)

On the night of record date, CHESS transmits final cum entitlement balances for holdings on the CHESS Subregister to the company's registry. [Rule reference 9.2.1]

The registry calculates the entitlement and forwards payments to security holders on payment date.

Within CHESS, cum transactions which have not been delivered by the selling broker by record date are subject to a cash adjustment representing the payment component (e.g. dividend amount, interest payment amount) whereby the relevant payment amount is deducted from the selling broker's contract value and applied against the buying broker's contract value. As a result the buying broker's client will settle the proceeds of the contract, less the payment amount. For dividends and distributions that contain a franking component the selling broker should also supply the buying broker with a dividend imputation credit advice upon request from the buying broker to reflect the "franked amount" of the dividend for which the buying client has been effectively credited. This advice replaces the dividend

advice which would have otherwise been received direct from the company registry had the buying client been registered on “record date”. [Rule reference – 10.18.1]

Adjustment = payment amount (e.g. dividend amount, interest payment amount, capital return amount)

Refer ASX Settlement Procedure Guidelines Section [12.9 Dividend, Interest and Trust Distribution Payments, and 12.4 Capital Repayment](#).

6.11b Pro rata Issues

Entitlement and protection principles for pro rata issues are the same as those for dividends insofar as that there is a record date, and an ex date one day prior to the record date³, and all clients who purchase securities prior to the ex date are entitled to participate in the issue.

Within CHESS cum transactions which have not been delivered by the selling broker by record date, and/or applications close date, are subject to an adjustment for the owing entitlement whereby an accrual obligation, in addition to a cash adjustment, is raised which reflects the owed entitlement. In certain circumstances a buying broker should liaise with the selling broker, if an underlying client does not wish to participate in an offer, and make arrangements for the cancellation of diary adjustment accruals.

Accelerated entitlement offers:

To accommodate the capture of accelerated entitlement offers, ASX notes the following:

- ASX Operations captures the retail component only of the accelerated entitlement offer in ASX database, ReferencePoint® files and CHESS.
- The “deemed ex date” is recorded in ASX database and ReferencePoint® files as the first day that the trading halt is lifted.
- The equivalent corporate action record maintained in CHESS is modified to record the first day of trading halt as the “deemed ex date”. This is then appropriate for settlement processing.

ASX has published an [FAQ document with regard to Accelerated Entitlement Offers](#) and information included in ReferencePoint® Products.

6.11b(i) Renounceable issue:

A renounceable issue is where Security holders are able to renounce (sell or transfer to another party) their entitlement (rights).

The Security holder has three choices with respect to a renounceable issue:

- to apply for the new securities and pay application monies;
- to renounce (sell or transfer to another party) their entitlement (rights); or
- to allow the rights/offer to lapse

Renounceable rights are traded on the AMO. When the registry despatches Entitlement & Acceptance forms to each Security holder they must also create a NIL paid rights register to enable rights to be

³ Ibid, 1.

transferred (renounced) in the same way as any other CHESSE eligible listed security. The registry therefore receives electronic transfers for rights. However, Entitlement & Acceptance documentation is not always sent to new holders of rights (e.g. clients who purchased rights on-market during the trading period).

When rights have been purchased on-market, the application money for the new securities is sometimes facilitated by the buying client's broker who advises the registry of the transaction ID number and name of the holder for whom the payment is made. The name and transaction ID number must correspond with the NIL paid rights register. The transaction ID is a unique number given to each transaction that is processed through CHESSE, which identifies the electronic message that is sent to CHESSE (e.g. a message registering the rights to the buying client).

Alternatively, depending on a broker's level of service, a holder of NIL-paid rights who does not sell their rights and wishes to accept the offer may need to deal directly with the Issuer's registrar and send payment for the new securities direct to the registry. The registry records the holder who paid, in preparation for allotment. During the rights trading period, rights may be freely traded and transferred without payment of application money by buyers, as a separate holding for the NIL paid rights register has been created on the CHESSE Subregister.

Rights may also be traded off-market. A special renunciation transfer form, similar to an off-market transfer form, is completed and forwarded to the registry with the E&A form and payment for the new securities. The registry processes the renunciation form and records the transferee as the holder entitled to be allotted the new securities upon despatch date.

Cash Adjustment

$$\text{Renounceable} = [\{ (X \times Z) + (W \times Y) \} / (Y + Z)] - W$$

X = cum market price (usually around when the bonus / rights issue is announced)

Y = terms multiplier

Z = terms divisor

W = application money (subscription price)

The amount from the calculation is rounded down or up to the nearest 5 cent increments

The minimum cash adjustment is 1 cent

Note: ASX applies a standard 1c cash adjustment for any security type other than shares or units (e.g. for options, convertible notes).

Refer ASX Settlement Procedure Guidelines [Section 12.18 Rights \(Renounceable\) issue](#).

6.11b(ii) Non-Renounceable offers (including bonus, in-specie):

A non-renounceable issue is where the 'right' or 'entitlement' to take up new securities cannot be sold or transferred (i.e. renounced). As a result there is no on-market trading of entitlements. In addition CHESS does not maintain a NIL paid rights Subregister. Records are only created at "allotment date", when the registry notifies CHESS of acceptance by Security holders of the new securities.

The Security holder has two choices with respect to a non-renounceable issue:
to apply for the new securities and pay application monies; or
to allow the offer to lapse

As with renounceable issues, new records must be raised to reflect accruals for outstanding cum transactions which have not settled by the record date. A cash adjustment is deducted from the original transaction on the evening of record date for CHESS securities in the same manner as renounceable issues.

As with a renounceable issue, the buying broker should correspond with the client to ascertain whether the client wishes to accept the offer and should, in certain circumstances, liaise with the selling broker if an underlying client does not wish to participate in an offer

It should be noted that unless the buying broker advises the selling broker to the contrary, protection of new securities is automatic for both Non-Renounceable and Renounceable entitlement offers.

Cash Adjustment:

$$\begin{aligned} \text{Bonus} &= X / (Y + Z) \\ \text{Non-Renounceable} &= [\{ (X \times Z) + (W \times Y) \} / (Y + Z)] - W \\ \text{In-Specie} &= 1 \text{ cent} \end{aligned}$$

The amount from the calculation is rounded down or up to the nearest 5 cent increments
The minimum cash adjustment is 1 cent

Note: ASX Operations applies a standard 1c cash adjustment for any security type other than shares or units (e.g. for options, convertible notes).

Refer ASX Settlement Procedure Guidelines [Section 12.1 Bonus Issue, 12.8 Distribution In Specie, 12.10 Entitlement \(Non Renounceable\) Issue.](#)

6.11c Call on Partly Paid Securities

Market Protection procedures and the treatment of calls, as determined by the ASX Operating Rules, vary considerably between "limited" and "no liability" (NL) companies. The major difference between the two is the treatment of outstanding settlement obligations, which are subject to a call payment:

- with respect to a limited company the onus is on the selling broker to ensure the call is paid and the buyer is protected
- with respect to a NL company the onus is on the buying broker to instruct the selling broker to pay the call and provide the selling broker with funds

Within CHESSE transactions in partly paid securities, which have not been delivered by the selling broker by record date, are subject to an adjustment for the owing fully paid securities whereby an accrual obligation, in addition to a cash adjustment (i.e. call payment), is raised. In these circumstances a buying broker must liaise with the selling broker in accordance with the ASX Operating Rules in order to arrange protection.

NB: CHESSE does not perform diary adjustments for the call payment 'cash' component pertaining to transactions in "No Liability" companies.

Refer ASX Settlement Procedure Guidelines [Section 12.2 Calls](#).

6.11d Consolidation / Split of capital (reconstruction)

Within CHESSE transactions in pre-reorganised securities subject to reconstruction, which have not been delivered by the selling broker by record date, are subject to a unit adjustment which reorganises the obligation in accordance with the terms of the reconstruction of capital.

Refer ASX Settlement Procedure Guidelines [Section 12.3 Capital Reconstruction](#).

6.11e Equal Access Buy Back Scheme

CHESSE diary adjustment processing does not occur for Equal Access Schemes and analogous Off-Market Buy back offers. However, as with all other offers that contain an ex period, CHESSE creates and transmits cum entitlement balances for holdings on the CHESSE Subregister to the company's registry. [Rule 9.2.1]

Refer ASX Settlement Procedure Guidelines [Section 12.11 Equal Access Buy Back](#).

7. Reports

ASX Settlement has developed standard reports for AMOs to assist AMOs with their own business processes. The reports are outlined in the sections 7.1 and 7.2. ASX also requires AMOs to provide a report to ASX as outlined in section 7.3.

7.1 Daily Transaction Reports

ASX Settlement will provide daily transaction reports to AMOs utilizing the Settlement Facilitation Service as follows:

File Format	Csv
Frequency	Daily (business day)
Timing	DvP Settlement Report: a. Delivered post settlement, each settlement day. Note the timing of the report delivery may differ as it is dependent on the completion of Batch Settlement (and this will be at least one hour later under a T+2 Settlement regime). b. At end of day, delivered next business day before 8.30am Transfers and Conversions Report: a. At end of day, delivered next business day before 8.30am
Delivery	By email to nominated email address

If the AMO has any query regarding the daily transaction reports, including non-receipt, contact Settlement Operations on 1800 814 051.

7.1a DvP settlement report:

A daily MT101 matching and settlement report is produced for each AMO. The purpose of this report is to provide the AMO with transaction outcome reporting pertaining to that AMO's CHESSE eligible securities. Transactions will be reported through to either settlement or where a transaction remains unmatched on the prescribed settlement date and is removed from CHESSE (EOD housekeeping function).

Where no data is found, on the day, associated with MT101 matching and/or settlement – the following text is to be provided in each report section:

'No data today'

The report headings are as follows:

Sett status
Settlement units
Orig sett units
Settlement amt
Orig sett amt
Sett date
Orig sett date
Matching status
Match reference
Receiving pid
Part reference
Delivering pid
Initiating pid
Trans date
Transaction id
Security code
Process date
Exchange

7.1b Transfers and Conversions report:

This report includes CHES messages related to transfers and conversions, including messages 001/002, 015/016, 007/008, 005/006. Only effected transfers are reported on a given day. That is if effected date = current environment date then a report item is included.

The report headings are as follows:

Registration details
units
shareholder reference
override basis of mov5
override basis of mov4
override basis of mov3
override basis of mov2
Override basis of mov1
Delivering pid
Receiving pid
Delivering hn
Receiving hn
Trans basis
Transaction id
Security code
Trans date
Process date (effected)
Message type
Exchange

7.2 Current securities in CHES

ASX Operations will provide a report to AMO that will list the current securities recorded in CHES. The report will be provided as follows:

File Format	excel
Content	For each CHES eligible security: Exchange identity Report date Security code ISIN code Issuer Name Security description Any notes / queries
Frequency	Beginning of each month
Delivery	By email to nominated email address

This report is intended to assist with regular reconciliation of CHES records versus records of the AMO. Any discrepancies identified by the AMO should be notified to ASX Operations - Settlement Operations team immediately.

7.3 List of issuers, securities and market capitalisation report by AMO to ASX

The following fees are calculated and invoiced by ASX on an annual basis as described in the Clearing & Settlement Schedule of Fees, dependent upon information provided by the AMO.

- 06200501 – ASX Settlement Licence Compliance (Settlement Facilitation Service only)
- 06200506 – Operations and Support (Settlement Facilitation Service only)

The AMO is requested to provide the following information:

File Format	excel
Content (data items as separate column headings)	For each CHESS Eligible security at file production date: Exchange identity Issuer code Security code Security description Security type Security status – suspended or active Last trade price or NAV* Last trade date Current number of shares or units on issue Per AMO: Total number of Chess Eligible securities (e.g. 1 count per security code) Total market capitalisation or FUM
File Production Date	As at end of day on 31 May each year
Frequency	Annually – to be provided to ASX as soon as possible after 31 May
Delivery	By email to ALMNotifications@asx.com.au attention of Settlement Operations

*if no trading on 31 May, the AMO should use the last trade price

Based on the information provided by the AMO, and reconciliation of security details with CHESS records, ASX Operations will prepare and invoice annual fees.

ASX Settlement will send a reminder email to the AMO in the last week of May each year.

8. CHESS Depository Interests (CDIs)

The following information will assist issuers of certain financial products that cannot be settled through CHESS understand how to use CHESS Depository Interests (“CDIs”). An example is company shares, where the issuing company is domiciled in a foreign country whose laws do not recognise uncertificated holdings or electronic transfer of legal title. Another example is Australian Government Bonds, where the characteristics of the debt instrument means it cannot be settled directly through CHESS.

It is a matter for the issuer whether it must have CDIs issued over its quoted securities, whether as a consequence of the characteristics of those securities or the laws of the relevant jurisdiction.

If an issuer determines that CDIs are necessary, the issuer must carefully read [Section 13 of the ASX Settlement Operating Rules](#) and related [Procedures](#) (“Rules”). The Rules include information relating to the approval by ASX Settlement of issuers that may act as Principal Issuers of CDIs, the approval of CDIs (and types of CDIs permitted under the Rules) and the appointment of a nominee company that will hold the underlying financial products on behalf of CDI holders.

The Rules are available online at: <http://www.asx.com.au/regulation/rules/asx-settlement-operating-rules.htm>

The Procedures to the Rules are available online at:

http://www.asx.com.au/documents/rules/asx_settlement_procedures.pdf

In the first instance, ASX Settlement requires two documents:

- the appointment of the Depository Nominee under Rule 13.2.2 by way of either a formal letter addressed to ASX Settlement Pty Ltd or by using the Appointment of Depository Nominee template (Appendix 19); and
- a letter addressed to ASX Settlement Pty Ltd making the appropriate affirmations in compliance with Rule 13.2.3(b) and (c).

Contact and Assistance:

Any enquiries with regard to CDIs and CHESS Depository Nominees Pty Ltd can be directed as follows:

Initial enquiry: Steven Ball
Responsible Manager,
CHESS Depository Nominees Pty Limited
Ph: 61 2 9227 0820
Email: steven.ball@asx.com.au

9. Access Procedures and Change Requests

Services for Approved Market Operators

Procedures for Access Requests by AMOs can be viewed [here](#) for the TAS.

The access procedures set out the processes and timeframes for ASX to respond to new customer enquiries for standard services under the TAS and customer requests for the enhancement or expansion of the TAS.

The access procedures also provide an overview of the TAS service monitoring and the Information Handling Standard for the protection of AMO competitively sensitive information that may be acquired by ASX Clear and ASX Settlement in the provision of the TAS.

An Application Form for an AMO seeking to put in place clearing and settlement arrangements under the TAS is available [here](#).

A Change Request Application Form for existing or prospective customers requesting an enhancement to the standard TAS is available [here](#).

Services for Approved Listing Market Operators

Procedures for Access Requests by ALMOs can be viewed [here](#) for the SFS.

The access procedures set out the processes and timeframes for ASX to respond to new customer enquiries for standard access to the Settlement Facilitation Service, new service enquiries by existing customers and enquiries by existing or prospective customers for the enhancement of the Settlement Facilitation Service. The access procedures also provide an overview of the operational support provided under the Settlement Facilitation Service and the Information Handling Standards that will be implemented to protect ALMO competitively sensitive information that may be acquired by ASX Settlement in connection with the provision of the Settlement Facilitation Service.

A new customer Application Form for an ALMO requesting provision of a Settlement Facilitation Service is available [here](#).

A new service Application Form for existing customers requesting a new standard service within the Settlement Facilitation Service is available [here](#).

A Change Request Application Form for existing or prospective customers requesting an enhancement to the standard Settlement Facilitation Service is available [here](#).

A. Appendices

Appendix 1a: New Listing Notification (new issuer, initial securities)

(excluding warrant issuers)

Email to: ALMNotifications@asx.com.au

DATE: **AMO:**

This form must be submitted as soon as practicable after AMO receipt and initial review of a listing application (per section 4.1a)

Information required to set up new CHESS Subregisters:

- Include Prospectus or PDS (PDF version)
 Include Deed Poll (Appendix 9)

Issuer information	
Requested Issuer Code:	
Full Issuer Name* (max 60 characters):	<input type="text"/>
Abbreviated Issuer Name* (max 20 characters):	<input type="text"/>
Short Issuer Name* (max 10 characters):	<input type="text"/>
Issuer A.B.N. or A.R.B.N.:	<input type="text"/>
Issuer Address (for ASX billing purposes, if applicable):	<input type="text"/>
Issuer Contact Name:	<input type="text"/>
Issuer Contact email, phone no. : (note will be used for ASX billing, if applicable)	<input type="text"/>
Place of Incorporation Of Issuer:	<input type="text"/>
Share Registry Name:	<input type="text"/>
Share Registry Address:	<input type="text"/>

Cont'd

Appendix 1a (page 2)

Security information

Repeat this section if more than one initial security

If the issuer is foreign and the securities to be quoted are not CDIs please also provide ISIN details for each security

Security Type (select appropriate type): Ordinary Option CDI Debt ETF Depository Receipt Other?

Full Security Description* (including options etc.):

Abbreviated Security Name* (max 20 characters):

Short Security Name* (max 10 characters):

Total issue

Requested Security Code:

Proposed First Quotation Date:

Additional Information Required for Debt Securities:

Face Value:

Maturity Date:

First Ex Date:

First Payment Date:

Proceeds Date:

Interest Rate % (pa):

Interest Payable Date (day/month):

Number of Payments per year:

Requested By: Name: _____

Email: _____

Authorised Signatory

Phone no: _____

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

*these descriptions will be stored in ASX's database, CHESS and disseminated in ReferencePoint® products.

Appendix 1b: New Issuer Notification – Warrant Issuer

Email to: ALMONotifications@asx.com.au

DATE: **AMO:**

This form must be submitted per section 4.1c

Information required to set up new CHESS Subregisters:

Include Deed Poll (Appendix 9)

Issuer information:	
Requested Issuer Code:	
Full Issuer Name* (<i>max 60 characters</i>):	<input type="text"/>
Abbreviated Issuer Name* (<i>max 20 characters</i>):	<input type="text"/>
Short Issuer Name* (<i>max 10 characters</i>):	<input type="text"/>
Issuer A.B.N. or A.R.B.N.:	<input type="text"/>
Issuer Address (<i>for ASX billing purposes, if applicable</i>):	<input type="text"/>
	<input type="text"/>
Issuer Contact Name:	<input type="text"/>
Issuer Contact email, phone no.: (<i>note will be used for ASX billing, if applicable</i>)	<input type="text"/>
Place of Incorporation Of Issuer:	<input type="text"/>
	<input type="text"/>
Share Registry Name:	<input type="text"/>
Share Registry Address:	<input type="text"/>
	<input type="text"/>

Issuer Agent:	
CHESS Broker Name:	<input type="text"/>
CHESS Broker PID::	<input type="text"/>
(CHESS Broker Participant to facilitate CHESS message processing)	

Requested By: Name: _____ Email: _____

Phone no: _____

Authorised Signatory

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

*these descriptions will be stored in ASX's database, CHESS and disseminated in ReferencePoint® products.

Appendix 1c: New Listing or Additional Securities Notification - Notification of non-ASX listed/quoted underlying security

Email to: ALMONotifications@asx.com.au

DATE: **AMO:**

If applicable, this form must be submitted as soon as practicable after AMO receipt and initial review of a listing application, and together with Appendix 1b; or prior to advice of additional warrant series for existing issuer (per section 4.1f(ii))

Issuer responsible for new Underlying set-up:
(e.g. warrant or ETF issuer)

Underlying Issuer information:	
Underlying: Full Issuer Name* (max 60 characters):	<input type="text"/>
Underlying: Abbreviated Issuer Name* (max 20 characters):	<input type="text"/>
Underlying: Short Issuer Name* (max 10 characters):	<input type="text"/>
Underlying: Issuer A.B.N. or A.R.B.N (if applicable):	<input type="text"/>
Underlying: Place of Incorporation Of Issuer (if applicable):	<input type="text"/>
Underlying: Primary Listing Exchange (if applicable):	<input type="text"/>

Underlying Security information:	
Underlying Type (select appropriate type):	<input type="checkbox"/> Equity <input type="checkbox"/> Commodity <input type="checkbox"/> Index <input type="checkbox"/> Other?
Underlying: Official Listing Date on relevant exchange (if applicable):	<input type="text"/>
Full Security Description*:	<input type="text"/>
Abbreviated Security Name* (max 20 characters):	<input type="text"/>
Short Security Name* (max 10 characters):	<input type="text"/>
Requested Underlying Security Code:	<input type="text"/>

Requested By: Name: Email:
 _____ Phone no:
 Authorised Signatory

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

*if the security is not issued by an issuer, but instead a commodity, index or the like, please provide a suitable description. These descriptions will be stored in ASX's database, CHES and disseminated in ReferencePoint® products.

Appendix 2: Additional Securities Notification (excluding warrants)

Email to: ALMONotifications@asx.com.au

DATE:

AMO:

This form must be submitted at least 2 business days prior to the quotation date of the new class of securities (per section 4.1e). Use one form per additional security.

Information required to set up new CHESS Subregisters

Include Prospectus or PDS (PDF version), if applicable

Issuer information

Issuer Code (same 1st 3 characters of security code)

Full Issuer Name:

Place of Incorporation Of Issuer:

Security information

Note: if the issuer is foreign and securities to be quoted are not CDIs please also provide ISIN details for each security

Security Type (select appropriate type):

Ordinary Option CDI Debt ETF Depository Receipt Other?

Full Security Description (including Options etc.):

Abbreviated Security Name* (max 20 characters):

Short Security Name* (max 10 characters):

Total # securities on issue or to be issued:

Requested Security Code:

First Quotation Date:

Share Registry Name:

Share Registry Address:

Additional Information Required for Debt Securities:

Face Value:

Maturity Date:

First Ex Date:

First Payment Date:

Proceeds Date:

Interest Rate % (pa):

Interest Payable Date (day/month):

Number of Payments per year:

Requested By:

Name:

Email:

Authorised Signatory

Phone no: _____

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

Appendix 3: Request to Suspend, Revoke or Close CHES Subregister

Email to: ALMONotifications@asx.com.au

DATE

This form must be submitted prior to scheduled CHES Subregister update (per section 4.1h)

AMO:

Information required to Update CHES Subregisters

Please tick one

Suspension

OR

Revocation

OR

Closure Only

Issuer Code:

Full Issuer Name:

All Security Code(s)
(including Options etc.)

Official Close Date

Requested By:

Name:

Email:

Phone no:

Authorised Signatory

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

Appendix 4: Issuer Name Change Notification

Email to: ALMNotifications@asx.com.au

DATE

This form must be submitted a minimum of 2 business days prior to the scheduled effective date for the change of name (per section 4.1j)

ALMO:

Information required for change of Issuer name

- Include ASIC Certificate of Change of Name or Certificate of Incorporation from relevant country

Current Full Issuer Name:

Current Abbreviated Issuer Name (max 20 characters):

Current Short Issuer Name (max 10 characters):

Current Issuer Code:

Current Security Code(s):
(including Options etc.)

New Full Issuer Name* (max 60 characters):

New Abbreviated Issuer Name* (max 20 characters):

New Short Issuer Name* (max 10 characters):

Place of Incorporation of Issuer:

Note: if the Issuer is foreign, and securities quoted are not CDIs, please also provide ISIN details for each security following the change

Requested New Issuer Code:

New Security Code(s):
(including Options etc.)

Effective Date

Note: if a foreign issued ISIN is applicable for this Issuer and it also changes on the Effective Date, the Effective Date must be a Monday

Requested By: Name:

Email:

Phone no:

Authorised Signatory

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

Appendix 5: Change of Share Registry Notification

Email to: ALMONotifications@asx.com.au

DATE

This form must be submitted a minimum of 5 business days prior to the scheduled change of share registry with effective date on a Monday (per section 4.1k)

AMO:

Please tick one

Change of Registry (different registries)

OR

Change of Location (same registry different state)

Information required by for change of share registry

➤ Change of Registry: include Letter from the Issuer requesting a new UIC

➤ Change of Location: include Letter from the Issuer requesting change of location (*new UIC not required*)

Full Issuer Name:

Current Issuer Code:

Current Security Code(s)
(including Options etc.)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Registry Name

Current Registry Address

Security Code(s) to move
(including Options etc.)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

New Registry Name

New Registry Address

Effective Date

Note: must be a Monday

Requested By:

Name:

Email:

Authorised Signatory

Phone no: _____

ASX Operations will email the above contact to confirm the request has been actioned.

Note: If all required details are not provided, or the details are not provided within the specified timeframe, this request may not be actioned by the due date.

Appendix 6: ASX PMF Application

APPLICATION FOR THE ADMISSION
OF A CLASS OF BATCH INSTRUCTIONS
IN DvP BATCH SETTLEMENT

To: ASX Settlement Pty Limited ("ASXS")
Level 5, 20 Bridge Street
SYDNEY, NSW 2000

Email: pmf@asx.com.au
Fax: (02) 9227 0264
Tel: 1800 623 571

PART A - Applicant's Details

Name of the Entity:

Name of AMO:

Business Name (if applicable):

Australian Company Number (if applicable):

Australian Registered Business Number (if applicable):

Registered Business Address:

Mailing Address:

Facsimile Number:

Contact Name:

Contact Telephone Number:

PART B - The Class of Batch Instructions to be Admitted to DvP Batch Settlement

1. Please provide a description of the class or classes of Batch Instructions to be included in DvP Batch Settlement (including details of counterparties, etc.).

2. Are the Participants that will be parties to the class or classes of Batch Instructions aware that there is no National Guarantee Fund (“NGF”) coverage for the Batch Instructions? Yes / No

3. It is a condition of admission to DvP Batch Settlement that if the Batch Instructions do not receive the benefit of NGF coverage, that parties to the Batch Instructions are aware of this fact. Accordingly, if you answered ‘no’ to Question #2 above, please explain how it is proposed to advise those parties that the Batch Instructions will not receive the benefit of NGF coverage.

4. Please describe the measures, which you have put in place to reduce the risk of default by the counterparties to the Batch Instruction.

5. Have you advised ASIC of details of the Batch Instructions to be included in DvP Batch Settlement? Yes / No

Does ASIC require that the Batch Instructions be the subject of an investor protection regime?

If no, please explain why and provide evidence.

Yes / No

6. If ASIC does require the Batch Instructions to be the subject of an investor protection regime, please attach evidence that the proposed investor protection regime is acceptable to ASIC.

PART C – General Settlement Participant								
7.	Does the inclusion of the Batch Instructions in DvP Batch Settlement mean that the Entity needs to be either a General Settlement Participant or communicate details of the Batch Instructions to be included in DvP Batch Settlement?	Yes / No						
8.	If the Entity needs to be a General Settlement Participant: is the Entity a General Settlement Participant? If no, attach your application to be admitted as a General Settlement Participant.	Yes / No						
9.	If the Entity does not need to be a General Settlement Participant but is required to communicate details of the Batch Instructions, please provide details of: (a) how it is proposed this communication will be effected; and (b) through whom the communication will be made (e.g., the particular Participant).							
10.	What is the proposed date of commencement for the Batch Instructions to settle in DvP Batch Settlement?							
<p>.....</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Name</td> <td style="width: 50%; text-align: center;">Signature</td> </tr> <tr> <td style="width: 50%; text-align: center;">.....</td> <td style="width: 50%; text-align: center;">.....</td> </tr> <tr> <td style="width: 50%; text-align: center;">Title</td> <td style="width: 50%; text-align: center;">Date</td> </tr> </table>			Name	Signature	Title	Date
Name	Signature							
.....							
Title	Date							

PRIVACY COLLECTION STATEMENT: As part of this application, ASXS requires you to submit personal information about your employees, principles, agents and service providers. This information is required to enable ASXS to assess whether the applicant will meet the obligations required pursuant to ASX Settlement Operating Rules for admission of class or classes of Batch Instructions in DvP Batch Settlement. Failure to provide this information in whole or in part may mean that ASXS is unable to assess whether the applicant will satisfy the obligations for use of DvP Batch Settlement pursuant to the ASX Settlement Operating Rules.

ASXS does not use or disclose this information for other purposes without the individual's consent or unless permitted to do so under the *Privacy Act 1988* (Cth).

This information may be disclosed to the National Adjudicatory Tribunal, ASX, the ASX Appeals Tribunal, or the Australian Securities and Investments Commission in the event that action is taken against you pursuant to the *Corporations Act 2001* (Cth) or the ASX Settlement Operating Rules.

Enquiries concerning access to personal information can be directed to the ASX Chief Privacy Officer at PO Box H224, Australia Square, NSW 1215.

Appendix 7: ASX PMF Application Guidance



ASX Settlement Pty Limited
ABN 49 008 504 532
Level 4
20 Bridge Street
Sydney NSW 2000

PO Box H227
Australia Square
NSW 1215

Telephone 61 2 9227 0820
Facsimile 61 2 9227 0265
Internet <http://www.asx.com.au>

Guide to Completing the Admission of a Class of Batch Instructions in DvP Batch Settlement Application Form

1. Introduction

In accordance with ASX Settlement Operating Rule 10.4.1, ASX Settlement Pty Limited ("ASX Settlement"), has the right to determine if new classes of Batch Instructions are eligible for DvP Batch Settlement.

In determining whether a class of Batch Instructions is eligible, ASX Settlement must have regard to the following:

- a) that the applicant is able to communicate reliably with CHESS (if this is necessary);
- b) the ability of ASX Settlement to distinguish these additional Batch Instructions from Batch Instructions which receive coverage from the National Guarantee Fund ("NGF");
- c) evidence that the inclusion of the additional Batch Instructions will not adversely affect NGF coverage;
- d) evidence that the Participants who are parties to the additional Batch Instructions have advised clients who wish to have these Batch Instructions settled in DvP Batch Settlement, that there is no NGF coverage;

that if the applicant needs to be a General Settlement Participant, it is a General Settlement Participant, or appoints a General Settlement Participant to act on its behalf, and

- e) evidence that ASIC has been told of the application and evidence that:
 - it does not require an investor protection regime in respect of the additional Batch Instructions; or
 - if it does require an investor protection regime, that the investor protection regime proposed by the applicant is acceptable to ASIC.

2. What Details ASX Settlement Expects to Receive in the Application Form

PART A – Applicant's Details

Name of the Entity: In the case of an initial public offering ("IPO"), a decision will need to be made as to who is the appropriate entity to fill out the application. For example, it may be the Issuer who wishes to use DvP Batch Settlement, or it may be the underwriter. The appropriate entity to complete the form is the entity that actually wishes to use DvP Batch Settlement.

PART B – The Class of Batch Instructions to be Admitted to DVP Batch Settlement

Point #1: The description of the class of Batch Instructions to be included in DvP Batch Settlement should include:

- a) details of the counterparties to the Batch Instructions;
- b) whether the parties to the Batch Instructions are all presently Participants or will be required to become Participants in the future; and
- c) the source of the Batch Instructions (e.g., the settlement of the deliverable share futures contracts).

Point #2: In the past when ASIC originally considered if additional instructions should be included in daily settlement, ASIC raised concern that sufficient notification was provided to indicate that those additional instructions would be excluded from NGF coverage. Specifically, they required that parties to those additional instructions (and their clients) did not automatically assume, that because the instruction was included in settlement, it received the protection of NGF. ASIC determined that it was therefore necessary for parties to a non-NGF instruction for settlement understood that if there was a default the nondefaulting party would not be able to look to NGF for completion of the instruction.

Points #3 & #4: These points relate to ensuring that the integrity of CHES is not compromised as a result of the inclusion of the additional Batch Instructions in DvP Batch Settlement. For example, a Participant with a payment obligation arising out of the additional Batch Instruction may not have made arrangements with its bank to ensure that it could meet that increased payment obligation. As a result, the Participant may default on its payment obligations not only in relation to the "additional" Batch Instructions but also in relation to other Batch Instructions. Therefore, it is important that the applicant be able to demonstrate that default is unlikely.

Points #5 & #6: –Again in the original discussions with ASIC, they also wanted to ensure that from an investor protection point of view, they had some involvement in vetting any application for inclusion of additional instructions in settlement. In particular, ASIC wished to ensure that there was an acceptable investor protection regime in place, if they felt that such a regime was required.

PART C – General Settlement Participant

Part C requires details of how it is proposed that the additional Batch Instructions will settle in DvP Batch Settlement. There are two possibilities:

- a) that the applicant entity is a General Settlement Participant that provides details of the additional Batch Instructions to be settled in DvP Batch Settlement to the various counterparties; or
- b) the applicant communicates details of the additional Batch Instructions either to ASX Settlement, or to the parties to the additional Batch Instructions.

In relation to Point #b above, the communication could be in hard copy form or in electronic format. Details should be included.

These questions will assist ASX Settlement in identifying what risks (if any) are associated with these additional Batch Instructions.

Appendix 8: Deed Poll (PMF)

Application to process an Allocation Component of an Offer of Approved Financial Products as a class of transactions in DvP Settlement

Date:

This Deed Poll is made as a deed poll by: Name:
 ABN:
 Registered Office:
(“Applicant”)

In favour of: ASX Settlement Pty Limited (**“ASX Settlement”**)

- Background:**
1. The Applicant has made available forms of application for an Offer of Financial Products;
 2. The Approved Market Operator has given the Applicant approval for quotation of that class of Financial Products;
 3. The Applicant wishes to apply to ASX Settlement to act as Issuer in relation to that class of Financial Products and to have the class of Financial Products approved under the ASX Settlement Operating Rules (as “Approved Financial Products”);
 4. The Applicant wishes to apply to ASX Settlement to process an Allocation Component of the Offer of Financial Products as a class of transactions in DvP Settlement;
 5. The Applicant makes this Deed Poll in connection with its application.

This Deed Poll witnesses as follows:

Unless defined in this Deed Poll, capitalised terms have the meaning given to them in the operating rules of ASX Settlement Pty Limited.

The Applicant:

- (a) represents and warrants to ASX Settlement that the information the Applicant has provided or will provide to ASX Settlement in connection with its application including, without limitation, information in its application form and any annexures to its application form, is true and correct;
- (b) acknowledges that ASX Settlement will rely on the information provided in considering its application and acknowledges that any wilful omission or misstatement on a material point in or in connection with its application may lead to rejection of the application or, if the application is approved, subsequent revocation of approval of the application and/or cessation of the provision of services to the Applicant;
- (c) undertakes and agrees to be bound by the operating rules of ASX Settlement (as at the date hereof and as amended from time to time) and to observe and perform the obligations, conditions and other requirements that apply to an Issuer under those operating rules including, without limitation, the rules relating to the processing of Allocation Components of an Offer of Approved Financial Products and the processing of Allocation Interests in DvP Settlement.

EXECUTED AS A DEED POLL by:
)
)
 in accordance with section 127(1) of the
)
Corporations Act 2001 (Cth)
)
)
)
)
)

Signature of director

Signature of director/company secretary

Name (print)

)
)
)
)

Name (print)

Appendix 9: Deed Poll (New Issuer)

(per section 4.1a or 4.1b)

New Issuer set up

Date:

This Deed Poll is made as a deed poll by:

Name:
ABN:
Registered Office:
("Applicant")

In favour of: ASX Settlement Pty Limited ("ASX Settlement")

Background:

1. The Applicant is admitted to, or has applied for admission to, the official list of [the Approved Market Operator] and has applied for or received approval for quotation of one or more classes of Financial Products issued by the Applicant on the financial market of [the Approved Market Operator];
2. The Applicant wishes to apply to ASX Settlement to act as Issuer in relation to those classes of Financial Products and to have each class of Financial Products approved under the ASX Settlement Operating Rules (as "Approved Financial Products");
3. The Applicant makes this Deed Poll in connection with its application.

This Deed Poll witnesses

as follows:

Unless defined in this Deed Poll, capitalised terms have the meaning given to them in the operating rules of ASX Settlement Pty Limited.

The Applicant undertakes and agrees to be bound by the operating rules of ASX Settlement (as at the date hereof and as amended from time to time) and to observe and perform the obligations, conditions and other requirements (including without limitation the obligation to pay all applicable fees and charges to ASX Settlement) that apply to an Issuer under those operating rules.

EXECUTED AS A DEED POLL by:

in accordance with section 127(1) of the Corporations Act 2001 (Cth)

Signature of director

Signature of director/company secretary

Name (print)

Name (print)

Appendix 10: Sample ASX PMF Confirmation Letter



ASX Settlement Pty Limited
ABN 49 008 504 532
Level 4
20 Bridge Street
Sydney NSW 2000

PO Box H227
Australia Square
NSW 1215

Telephone 61 2 9227 0820
Facsimile 61 2 9227 0265
Internet <http://www.asx.com.au>

2 August 2013

Mr John Smith
ABC Securities Pty Ltd
Level 41
1 George Street
Sydney NSW 2000

By Email: john.smith@abc.com.au

Dear John,

SilverLode Limited – DvP Settlement of Placements

I refer to the application dated 2 August 2013 requesting inclusion of the SilverLode Limited offer in scheduled Delivery versus Payment ("DvP") Settlement through CHES.

ASX Settlement Pty Limited ("ASX Settlement") is the holder of an Australian CS facility licence granted under the *Corporations Act 2001* (Cth) and provides a Settlement Facility. The ASX Settlement Operating Rules ("Rules") are the operating rules of that Settlement Facility. It is under these Rules that ASX Settlement is responsible for making decisions regarding the inclusion of transactions in DvP Settlement.

In this case, ASX Settlement has accepted the application made. Please note, this in no way implies that admission to the official list or approval for quotation of the associated Financial Products will be granted by ASX Limited ("ASX").

Details of the Offer

The transaction to be settled in CHES involves the placement of approximately 163,571,300 fully ordinary shares. The settlement date will be on Thursday, 08 August 2013. This date may be negotiable and will be subject to agreement by both ASX Settlement and the Company.

I note that ABC Securities Pty Limited will act as Settlement Agent for the transaction under CHES User Identification Code 00000.

Fees and Charges

The base fee for inclusion of this transaction in DvP Settlement through CHES will be \$5,000.00 (+GST) in accordance with the ASX Settlement schedule of fees.

In addition, mandatory use of the transaction basis 'I' (standing for "IPO Transaction") will direct all CHES message costs to the Company, rather than Participants. Please advise your client of both the base fee and message charges accordingly.

Additional Information

A draft ASX Settlement Corporation Bulletin will be forwarded to the Settlement Agent shortly for review and comment. There is scope for inclusion of specific additional information or comments.


Contact Details

Please feel free to contact me on (02) 9227 0838 should you have any queries.

Yours sincerely,

Appendix 11: Sample ASX PMF Notice

Notice



Notice reference number: [Insert ref number]

Notice date: 11/03/2016

What's this about?

Effective date: 11/03/2016

ASX Trade

ASX 24

ASX TECH

Trading

Clearing

Settlement

ALC

ASX NET

Operations

Technology

Market Data

Rules

Compliance

Risk

Other

XXX Limited—~~DvP~~ Settlement of Placement ASX Code: XXXXX

This Notice is being issued to provide Participants with further information on the DvP Settlement service extended to support the Placement by XXX Limited.

What do I need to do and by when?

ISIN	AU0000XXXXXX
15 March 2016	Deadline for all parties to transmit Dual Entry Settlement Instructions to effect CHES DVP Settlement between the two parties ^[1]
16 March 2016†	Settlement Date
17 March 2016	XXXXX holdings to be transformed to XXX by <Registry>
Settlement Agent:	<Settlement Participant> (PID 00000)
Contact:	<Contact Name>
Phone:	(00) 0000 0000
Fax:	(00) 0000 0000
Email:	<Email Address>

^[1] An existing market convention states that transactions should be matched before 4 pm on S-1. Unmatched transactions after this time may be matched up until 9.30 am on S without prior agreement with the counterparty. Any transactions remaining should only be matched in the last hour with agreement with the counterparty.

† The CHES Subregister will close at 7.00pm.

CHES Charges
The CHES tariffs for processing individual transactions will not apply to Participants in the processing of XXXXX where the Transaction Basis "I" (IPO) is used in CHES messages.

Participants should be aware that transactions do not receive the benefit of central counterparty backing. Therefore, if there were a default the non-defaulting party would not be able to look to ASX Clear for completion of the transaction.

Need more information?

Issued by
<Name>

Contact Details
<Name, ~~Tel. No.~~ Email Address>

Disclaimer

Appendix 12: Event Notification

The following events will be notified to AMO by ASX Operations.

ASX Settlement Operating Rule Reference	ASX Response
Section 8 – Holding Financial Products in the Settlement Facility	
8.4.2 Notice of intention to suspend or revoke approval	<p>Formal Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Notice to the AMO • ASX Settlement Notice to participants • ASX Settlement Notice posted online (public) <p>Timing: As it occurs</p>
8.4.3 Notice of suspension or revocation	<p>Formal Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Notice to the AMO • ASX Settlement Notice to participants • ASX Settlement Notice posted online (public) <p>Timing: As it occurs</p>
8.5.2 Discretion to allow Instruction	<p>Email Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO <p>Timing: As it occurs</p>
8.15.12 Applications of a Holder Record Lock by ASX Settlement to a Holder Record	<p>Email Notification</p> <p>Settlement Operations or CSD Support to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO (intention to automate through CHES but may need manual process when first implemented) <p>Note: ASX Legal have approved the notification of Holder Lock details to an AMO.</p> <p>Timing: As it occurs</p>

ASX Settlement Operating Rule Reference	ASX Response
8.25.1 Ceasing quotation of Financial Products	<p>Email Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO <p>Timing: As it occurs</p>
Section 12 – Compliance, Enforcement Actions and Appeals	
12.17.1 Failure to pay amounts by an Issuer or Participant	<p>Email Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO <p>Note: the determination as to when or if to send a notification is wider than just ASX Operations. Input from ASX Finance, ASX Compliance would be needed. This action would ultimately result in 8.4.2</p> <p>Timing: As it occurs</p>
12.17.2 Failure by Issuer to comply with other directions	<p>Email Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO <p>Timing: As it occurs</p>
12.17.4 Revocation of ASX Settlement approval	<p>Email Notification</p> <p>ASX Operations division <i>Corporate Actions & Depository</i> to provide.</p> <p>The following communications will be provided:</p> <ul style="list-style-type: none"> • ASX Settlement Email to the AMO <p>Timing: As it occurs</p>

Appendix 13: Withdrawal Notification

Email to: ALMOnotifications@asx.com.au

DATE:

This form must be submitted as soon as practicable following non approval by the ALMO or where the Issuer withdraws its listing application, and no later than 12.00pm the day before the originally proposed listing date.

AMO:

Issuer Details:

Full Issuer Name:

Issuer Code:

Security Type(s):

Ordinary ETF Option CDI Debt Warrants
Other?

Full Security Description(s) (including Options etc.):

Security Code(s) (including Options etc.):

Proposed Official Listing Date:

Share Registry Name:

Share Registry Address:

Requested By:

Name:

Email:

Authorised Signatory

Phone no:

Note: Upon receipt of a Withdrawal Notification ASX Operations will proceed to close the Issuer and security records. The code reservation will cease at that time.

Appendix 14: Memo from ASX to AMO regarding new issuer set up

ASX Operations will send a memo to the AMO per procedure 4.1a paragraph 5. This memo also includes information regarding issuer information on CHESS Holdings Statements and the requirements for inclusion of an issuer's logo. An AMO can use this information to provide any desired logo set up at the same time as submission of Appendix 1 – New Listing Notification.



Memo

To [AMO]

Cc

From

Business unit Settlement Operations

Phone 1800 814 051

Date 30/09/2015

Subject <Insert Issuer Name>

Dear <Insert Name>,

ASX Settlement Operating Rule 8.3 generally requires new issues of securities to be approved from the date of quotation. The application by <Insert Issuer Name> (the "Company") falls within the scope of this Rule.

The Company proposes using <Insert Registry Name>, an accredited Third Party Provider in CHESS, as its registry. We understand that the Company proposes to operate a CHESS Subregister and Issuer Sponsored Subregister for its securities.

Based on the documentation supplied, ASX Settlement Pty Limited (ASX Settlement) confirms that the company satisfies the requirements for its securities to be approved securities. Accordingly, unless otherwise agreed between the Company and ASX Settlement, those securities will be approved securities from the date of admission to the Official List of <Insert exchange Code, i.e.: NSX, SIM, SSX>.

The class of securities to which approval has been granted is:

ASX Code	Class	ISIN Code	UIC

The Company has been allocated a User Identification Code ("UIC") noted above.

The CHESS subregister will need to be established and open prior to quotation to permit the Company to deposit securities into CHESS Holdings.

I also advise that any correspondence ASX Settlement has with an entity prior to approval of its listing application states that approval and any action undertaken on behalf of the entity is conditional and subject to the entity gaining approval for listing

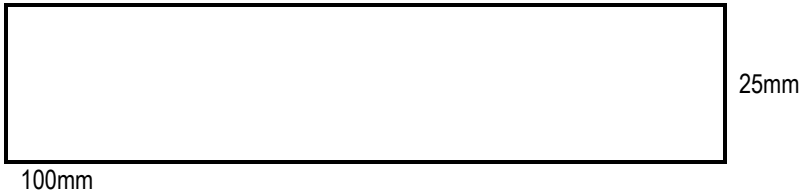
HOLDING STATEMENTS

In the CHESSE environment, statements for holdings sponsored by ASX participants (brokers and non-broker participants) are generated and mailed by the Clearing House. ASX Settlement has engaged Fuji Xerox Document Management Solutions Pty Limited as the mailing house for this purpose.

The statement permits, within limits, the inclusion of an organisation's logo and name, in black and white only, on the statement in the form of an image which conforms to your Issuer organisation's standards.

Please provide a logo in file formats TIFF or JPEG or BITMAP with a minimum 300dpi. The Logo should be a minimum of 50mm in height (approximately 560 pixels) and the width should maintain an aspect ratio relative to the height. It would be much appreciated if the company logo states the company's full name.

ASX Settlement will then add the ABN (if applicable) into the area and store the whole as an image which will be reproduced on statements sent to sponsored holders of the Issuer's securities on the CHESSE subregister. Note the image that appears on the statements will be a maximum width of 100mm and depth of 25mm as set out below:



Alternatively, you can simply advise ASX Settlement that the Issuer has no special requirements in this area, and arrangements will be made for the inclusion of the Issuer's name and ABN (if applicable) in a standard font in this image area of the statements. This is known as "typeset".

You may provide an electronic version of this logo to Equity Settlement Operations (CHESSEHELP@asx.com.au).

On receipt of a logo from your organization, ASX Settlement will forward to you a proof of a CHESSE holding statement that includes your Issuer's logo requirements for checking and sign-off by your Issuer before production of the first tailored statements.

If ASX Settlement, does not receive a logo by 20 <Insert Month and Year>, then a typeset will be used for this month. If you wish to use a logo for subsequent months, you will need to contact us and supply that logo ASAP.












Please contact me on 1800 814 051 if you have any queries concerning the contents of this memo or if you require more information in relation to the entity's participation in CHESSE.



Regards,

<Insert PTOps Officer Name>
Settlement Operations

Appendix 15: Corporate Action Notification Templates


Link to each corporate action template (excel format file), last updated July 2022:

Type of corporate action	Notification template
Bonus issue	 Notification of bonus issue v15.xlsx
Call	 Notification of call on partly paid security v1
Dividend / Distribution	 Notification of dividend_distribution
Equal Access Buy Back	 Notification of equal access buy back v15.x
Interest Payment	 New Notification of interest payment v15:
Non-renounceable issue (standard)	 Notification of non-renounceable issi
Renounceable issue (standard)	 Notification of renounceable issue v1
Consolidation or split	 New Notification of reorganisation of capi
Return of Capital (cash)	 New Notification of return of capital (Cash
Return of Capital (in-specie)	 Notification of return of capital (in-specie) v
Accelerated non-renounceable entitlement offer (known as JUMBO)	 Notification of JUMBO v15.xlsx

Accelerated renounceable entitlement offer and simultaneous accelerated renounceable entitlement offer (known as RAPID, AREO or SAREO)	 Notification of RAPID AREO SAREO v15.xlsx
Accelerated renounceable entitlement offer with retail rights trading (known as PAITREO)	 Notification of PAITREO v15.xlsx

Appendix 16: Template for Market Notice – cancellation of event

To be used by ASX Operations in the circumstances where ASX Operations is unable to technically capture the cancellation of a corporate action. Note a similar notice may be issues if ASX is unable to technically capture an update to a corporate action.



Notice

Notice reference number: **[Insert ref number]** Notice date: **[Select date]**

What's this about? Effective date: **[Select date]**

ASX Trade ASX 24 ASX TECH

Trading Clearing Settlement ALC ASX NET

Operations Technology Market Data Rules Compliance Risk Other

Cancellation of NAME (CODE) TYPE Corporate Action with ex date of DD MONTH YYYY as quoted on NAME (exchange)

ReferencePoint Corporate Actions subscribers are advised that the NAME (CODE) TYPE Corporate Action detailed below has been withdrawn. For further information refer to [ALMO name or hyperlink].

Due to ASX system limitations, ASX will not be disseminating a cancellation corporate action for this withdrawn CORPORATE ACTION TYPE.

The original corporate action message was disseminated in the DD MONTH YYYY ReferencePoint Corporate Action file E34 with the below details:

Corporate Action I.D
Corporate Action Type Code
Corporate Action Tran Type Code
Ex-Date
Record Date Parent
Application Close Date
Issue Date New Shares
Subject Parent Issuer Code
Object Entitlement Security Code

What do I need to do and by when?

Subscribers are requested to manually remove this cancelled corporate action record in their system. |

Need more information?

Issued by
Edwina Glinoga

Contact Details
Customer Technical Support
CTS@asx.com.au
1800 663 053, +61 2 9227 0372 (from outside Australia)

Appendix 17: Request for ISIN creation for non-CHESS eligible securities

ASX is the National Numbering Agency for the creation of ISINs for ASX domiciled entity issued securities. Should an AMO issuer require an ISIN for any non-CHESS eligible security (i.e. where an ISIN is not normally provided via the Settlement Facilitation Service), the procedure is as follows. Note this procedure is the same for any request to ASX Operations for an ISIN for cash equity market type securities⁴.

1 Contact and Assistance

Requests for ISINs are managed by ASX Operations via a dedicated email address, details as follows. Either the issuer or the AMO on behalf of the issuer can make a request:

Email: ISINS.AU@asx.com.au

Escalation of any operational matters related to this service can be directed to the following:

Issuer Services Operations
Ph: 1300 300 289

2 Request and Confirmation

The AMO or issuer emails ISINS.AU@asx.com.au and includes the following information in the request:

- The subject line of the email should state "Request for ISIN"
- Confirmation that the entity is Australian domiciled
- Confirmation of the security(ies) for which the request is made, including security description (i.e. ordinary shares, options)
- Confirmation that the company is not intending to have its securities subject to Settlement Facilitation Service
- The AMO or issuer should also provide its own contact information in the email.

The AMO or issuer is to attach the following documents to the request:

- Copy of ASIC certificate of incorporation
- Copy of completed New Customer Form (refer to New Customer Template on following page), if a new customer to ASX.

Once the request is received, ASX Operations will confirm if the request is complete, or seek further information. ASX Operations will also re-confirm the process and cost of the request (see section 8.3 below) and seek final confirmation to proceed.

Once confirmation is received, ASX Operations will respond by email with details of the assigned ISIN. Once the ISIN has been confirmed by ASX Operations, an invoice will be issued to the requestor.

⁴ Note that ISINs for non-cash equity type securities such as units of unlisted managed funds are managed via sub-agency APIR Systems, and wholesale debt securities by sub-agency Austraclear.

3 Fees

An ISIN request fee of \$100 + GST is applicable, per ISIN. This fee is outlined in the ASX Trade: Markets Participant and Trading Schedule of Fees – section 4.5, available at the following page:

<https://www2.asx.com.au/markets/market-resources/asx-schedule-of-fees>

Template for New Customer Form – ISIN requests



New Customer form

Customer Number	[completed by ASX]
Customer Name	
A.B.N.	
Billing Address (i.e. To send invoices)	
Address line 1	
Address Line 2	
Phone No	
Fax No	
Billing Contact details (i.e. To receive invoices)	
Primary Contact Name (i.e. invoice authoriser)	
Primary Contact Email Address	
Secondary Contact Name (i.e. Accounts Payable)	
Secondary Contact Email Address	

ASX Accounts Receivable Use Only	
Date Created	
Created by	
Contact ID	

Appendix 18: Coding conventions for ETFs and warrants

ASX Operations can accommodate a four character coding convention for ETFs, and there are conventions for warrant coding. The conventions are also document in the ReferencePoint® Master List specifications.

ETFs:

Any new exchange traded funds and managed funds will have only a four character code that reflects the name of the fund. Structured products and single asset funds will continue to have a six character code with the first three characters reflecting the name of the issuer or fund. There will be no obligation to change existing ETF codes.

An ETF security code must be 4 characters in length, with a combination of alpha and numeric characters.

For each ETF security where the first 3 characters of the security code are unique, a corresponding issuer code must also be reserved. ASX technical processes require an issuer record to be set up first with that unique 3 character code and then the corresponding ETF security(ies) is set up.

Some examples are provided in the table below:

Scenario	Issuer code	Security code	Comment
ETF security assigned a 4 character code	3 characters Any combination of a or n Sample issuer code: BON	4 characters Any combination of a or n – matches issuer code First 3 characters match the issuer code Sample security code (s): BOND BON1 BONZ	More than one ETF may be associated with an issuer. Each security code must be unique (with first 3 characters matching the issuer code)
A number of ETFs by same issuer assigned various security codes with different 1 st 3 characters	3 characters Any combination of a or n Sample issuer: Issuer “ETF issuer” Sample issuer codes: AAA XYZ	4 characters First 3 characters match the issuer code Sample security codes: AAAB AAAC AAAD AAAE XYZ1 XYZ2 XYZ3 XYZ4	More than one ETF may be associated with an issuer. Each security code must be unique (with first 3 characters matching the issuer code(s)) Note the different issuer codes are not linked by ASX.
A number of ETFs by same issuer assigned	3 characters Any combination of a or n	4 characters Any combination of a or n	More than one ETF may be associated with an

various security codes with different 1 st 3 characters; and a single unique issuer code is assigned to the issuer	For example: Issuer “ETF issuer” – assigned unique issuer code of ETF Sample issuer codes: AAA	– matches issuer code First 3 characters match the issuer code (no corresponding security code) Sample security codes: AAAB AAAC AAAD AAAE	issuer. Each security code must be unique (with first 3 characters matching the issuer code(s)) Note the different issuer codes are not linked by ASX. Note that the unique issuer code may be required for the AMO’s own purposes. Reservation of the code will ensure code uniqueness across all Australian markets.
	XYZ	XYZ1 XYZ2 XYZ3 XYZ4	

a = alpha
n = number

Warrants:

Coding conventions for warrants are described in the ASX ReferencePoint® Master List Specification, with extract below:

ASX Code

Description continuation...

Warrants:

The first three characters refer to the underlying security; the fourth character signifying a warrant group may be a 'W', 'V', 'U', 'T', 'I', 'J', 'S', 'E', 'X', 'Y', 'Z', 'D', 'K', 'L', 'M', 'F' or 'Q' the fifth character indicates the warrant issuer; and the sixth character identifies the warrant series.

Warrant Group	Description
---------------	-------------

W, V, U or T	Trading style warrants including equity calls and puts, index calls and puts, currency calls and puts.
I or J	Instalments
S	Self Funding Instalments (SFIs) and Structured Investment Products (SIPs – these include longer-term investment style products).
E	Endowments
X, Y or Z	Warrants which have significantly different structures to any of the above. Examples include equity and index knock-out warrants and Capital Plus Warrants.
D	This is a temporary code assigned to a warrant trading on a <u>deferred settlement</u> basis. The warrant will revert to its original code on the first day of normal trading after deferred settlement ends.
K or Q	MINIs
L	Guaranteed Stop Loss (GSL) MINIs
M	Listed Protected Loan
F	New Product Types

In relation to warrant codes, there is no standard time frame for reusing codes that have previously been allocated to securities. This means that a given ASX warrant code may be reused within a period of 2 months.

Warrants or ETFs with non ASX quoted underlying security or other type of instrument, commodity etc:

Where an issuer will issue warrants or ETFs over a non ASX quoted underlying security, a coding convention may be:

Reserved code for underlying security/instrument	Warrant code:	ETF code
JJJ	JJJWPA (first 3 characters indicate underlying security code) JJJWPB JJJWPC etc	XYZ (but linked by ASX systems to underlying) XYZ123

An underlying security code can be a combination of alpha and numeric characters.

Appendix 19: Appointment of Depository Nominee (Sample)

[COMPANY letterhead]

[COMPANY NAME] – Appointment of Depository Nominee and issue of CHESS Depository Interests (“CDIs”)

[COMPANY NAME] appoints [Name of Depository Nominee] for the purposes of ASX Settlement Operating Rule 13.2.2(a) (the “Rules”) to hold title to the Principal Financial Products (defined below) to enable CDIs to be issued by [COMPANY NAME].

Subject to and in accordance with the Rules, the terms of the issue of the CDIs will be as follows:

Principal Issuer and CDI Issuer	[COMPANY NAME]
Principal Financial Product	[Security description, e.g. Common Stock]
Depository Nominee	[Name of Depository Nominee]
Principal Register	All common stock will be held on a register maintained by [Name of Registrar]
Transmutation ratio for Principal Financial Product	(for example 1 CDI:1 common stock)
CDI Register	[Name of Registrar]

The Rules, and in particular ASX Settlement Operating Rules 13.1 to 13.13, are taken to apply to this letter. [COMPANY NAME] acknowledges the position of the Depository Nominee under, and in accordance with, the Rules and acknowledges its appointment as the Depository Nominee's attorney under Rule 13.5.8.

Yours faithfully

For and on behalf of
[COMPANY NAME]