

ASX online forms update



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Overview

- Background
- Transition to mandatory use of online forms
- When to lodge the online form
- Changes to online forms implemented on 29 June
- T+2 update - further changes to online forms
- ASX Online training environment
- Basic tutorial using dividend form

Background

- ASX online forms introduced 22 September 2014 on a voluntary basis
- 4 corporate actions (dividends/distributions, interest payments on retail debt securities, cash capital return, reconstructions)
- Great uptake - close to 400 forms lodged so far
- Feedback led to some changes before mandatory date of 29 June 2015

Transition to mandatory

- Mandatory date 29 June 2015
- For corporate actions straddling the mandatory date - start and finish same way (PDF » PDF, online form » online forms)
- First time you announce a corporate action on or after 29 June you have to use the forms
- Announce means minimum information – dates, amount (questions with an asterisk)
- What happens when you lodge old online form (before 29/6) and update new online form (on or after 29/6) – the update will have the changes which were introduced on 29 June. Ring your listings adviser to check how this will work if you are in this situation.

When to lodge the online form

- When you announce dividends at the same time as your financial results make sure you lodge online form immediately after App 4D/E/F but before media release and investor presentations etc. Refer [GN 14: Market Announcements Platform](#), section 15, page 11.

ASX Online training environment

- [Training environment](#) accessible from [ASX Online companies log in page](#)
- Indicated by orange banner across top of the page
- Data refresh every Friday
- Use your ASX Online credentials but training environment prompts change in password
- All ASX online functionality but not connected to any live systems

Changes to the forms implemented 29 June

- Mark up of changes to forms posted on [ASX Online log in page](#)
- Changes to questions
 - Mostly language – clarifying what we want
 - Currency questions
 - Franking questions
 - Approvals
- Changes to appearance
 - PDF cleaner with less text, includes summary at front
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T+2 update – more changes to online forms

Key information for listed entities

- 27 May 2015 ASX published **consultation paper** on the proposed rule changes, deadline for responses on 8 July. <http://www.asx.com.au/regulation/public-consultations.htm>
- 3rd qtr 2015 (date tbc) **Online forms** will be amended, such that if a listed entity prepares and submits a corporate action with record date falling on or after 9 March 2016, the ex period will be automatically calculated as 2 days rather than 3 days. Some other timetable changes – e.g. 1st settlement day of trades on a normal basis following payment or issue date for a corporate action.
- 3rd qtr 2015 ASX will publish **educational information for shareholders** so they are aware of the changes. Brokers will also share this information with their clients. If any issuers would like to have this information for publication on their on websites, please contact the project team.
- Mon 7 March 2016 **target transition date** - all trades conducted on and after this date will be settled on a T+2 basis
- Note that NZX have indicated they will transition to T+2 at the same time – refer <https://www.nzx.com/regulation/T2-settlement>
- Wed 9 March 2016 All **corporate actions** with record date on or after Wed 9 March 2016 with have a 2 day ex period (ex date and record date) to match the settlement period. Similar to changes made in April 2014

More information available at www.asx.com.au/t2; or email the ASX project team at T2Settlement@asx.com.au

T+2 update cont'd

ASX has published an **Industry Readiness Guide** for stakeholders, including share registries and issuers

Now available for you to download from www.asx.com.au/t2



The image shows the cover of the 'T+2 Industry Readiness Guide'. It features a dark background with teal and white text and graphics. At the top left is a circular logo with 'T+2 SETTLEMENT' inside. The main title 'T+2 INDUSTRY READINESS GUIDE' is in large, bold, teal letters. Below the title is a paragraph of text explaining the T+2 settlement cycle and the purpose of the guide. To the right, there is a large teal arc graphic. Below this arc, the text 'ARE YOU READY FOR T+2?' is followed by a checklist of five items, each with a teal checkmark icon. At the bottom, there is a call to action to visit the website or email, and a small disclaimer and ASX logo.

T+2 SETTLEMENT

T+2 INDUSTRY READINESS GUIDE

ASX will implement a T+2 Settlement cycle in March 2016, as endorsed by the Australian industry. To assist industry stakeholders with their own and their customer's readiness ASX has developed a readiness guide. Ask yourself if you have considered these questions in your plans and preparedness for T+2.

ARE YOU READY FOR T+2?

- ✓ COMMUNICATION WITH CLIENTS AND COUNTERPARTIES
- ✓ OPERATIONAL AND TECHNICAL PROCESSES IMPACTED BY T+2
- ✓ CORPORATE ACTIONS
- ✓ REGULATORY, CONTRACT AND INFORMATION CHANGES IMPACTED BY T+2
- ✓ GO LIVE READINESS AND TIMING

For more information go to www.asx.com.au/t2 or T2Settlement@asx.com.au

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Basic tutorial – dividend form example

- Get on-line and have a go – best way to learn is have a play and you can now do it in the training environment
- Create online forms / Manage online forms pages (Manage online forms page is where drafts and updates are accessed)
- Save regularly!
- Form features:
 - Draft PDF (get approval/review using this)
 - mandatory fields
 - Pre-population, calculation and validation
 - Cascading structure
 - Warnings
 - Input field values/units

Resources

- Resources are all on the [log in page for ASX online](#)
 - Recorded copy of [June update webinar](#)
 - Recorded [basic tutorial webinar](#)
 - This presentation
 - User manual to be updated soon

Thank you

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