



ASX CORPORATE ACTIONS STRAIGHT THROUGH PROCESSING

ONLINE FORMS FOR ANNOUNCING CORPORATE ACTIONS

USER GUIDE

ASX ONLINE FORMS USER GUIDE

Contents

1	Background	4
2	Objectives	4
3	Summary of ASX rule framework & other sources of information about online forms.....	4
4	System requirements and user access	6
5	When you must use an online form to announce a corporate action	7
6	When you don't need to use an online form.....	7
6.1	Wholesale debt securities	7
6.2	Waivers	7
6.3	Announcements of "corporate calendars" or financial reporting timetables.....	8
6.4	Foreign issuers of ETFs and ETFs that do not follow standard ASX Listing Rule timetables	8
6.5	Calls and in specie return of capital	8
6.6	Insufficient detail or certainty regarding the corporate action.....	8
6.7	Concurrent corporate actions.....	8
7	Online forms and other ASX-required announcements relating to dividends/distributions.....	8
8	Accessing online forms	9
8.1	Accessing online forms	9
8.2	Session time-out	11
9	Creating and completing online forms.....	11
9.1	Process flow.....	11
9.2	Create online forms.....	12
9.3	Form structure and navigation.....	13
9.3.1	Cascading structure	13
9.4	Information icon.....	14
9.5	Hints	15
9.6	Pre-population.....	16
9.7	Selection from drop down menus.....	17
9.7.1	Issuer registration number	18
9.7.2	Security Code.....	18
9.8	Auto calculation.....	18
9.9	Field input formats.....	18
9.9.1	Do not enter N/A or zero into non-applicable fields.....	18
9.10	Date fields	18
9.10.1	Autocalculation of date fields for timetables.....	20
9.11	Add row feature.....	20
9.12	Information, warning and error messages.....	21
9.12.1	Black information messages.....	21
9.12.2	Orange warning messages.....	23
9.12.3	Red error messages	26
10	Saving, reviewing and submitting online forms	28
10.1	Saving a draft form.....	28
10.2	Reviewing the content of an online form	29
10.3	Create draft PDF feature.....	31
10.4	Submitting an online form (for release to market)	32
11	What happens after you submit an online form (acknowledgement of submission).....	33
11.1	Announcement header text.....	33
12	Manage Online Forms screen.....	34
12.1	Tracking the progress of a submitted form.....	35
12.2	Modifying drafts.....	36
12.3	Comments feature.....	36
12.4	Delete feature.....	40
13	Status of announcements screen.....	40
14	What happens if you submit an online form in error.....	40
15	Updating a corporate action initially announced through an online form.....	41
15.1	Mandatory updates	43

ASX ONLINE FORMS USER GUIDE

15.1.1	Conditions.....	43
15.1.2	Estimates.....	43
15.2	Submission of an update announcement.....	44
15.3	PDF announcement of an update.....	44
16	labelling a corporate action initially announced through an online form.....	44
16.1	Submission of a cancel announcement.....	45
16.2	PDF announcement of an update.....	45
17	Concurrent corporate action constraint.....	46
18	Features specific to particular corporate actions.....	46
18.1	Dividends.....	46
18.1.1	“Amount field” – question 2A.9.....	46
18.1.2	Estimated dividend/distribution for units of trusts, preference securities and units ETFs.....	47
18.1.3	Franking and Conduit Foreign Income information.....	49
18.1.4	Withholding tax.....	51
18.1.5	DRP and other plan data.....	51
18.1.6	Supplementary Dividend for NZ Issuers.....	51
18.2	Interest payments.....	52
18.2.1	Period between payment date and record date.....	52
18.3	Return of capital (cash).....	53
18.3.1	Changes to option pricing as a result of the return of capital.....	53
18.4	Security splits/consolidations.....	54
18.4.1	Multiple securities as part of announcement.....	54
18.4.2	Ratios for questions 4.1a or 4.1b.....	54
18.4.3	ISIN for foreign entities.....	54
18.4.4	Specific concurrency for security splits/consolidations.....	54
18.5	Which form should you use?.....	54
	ANNEXURE A – Fields which generate internal flags for ASX following an orange warning message.....	55
	ANNEXURE B – List of mandatory fields for each online form.....	58
	ANNEXURE C – Limitations relating to the use of online forms by issuers of exchange traded funds.....	67
	ANNEXURE D – Information about ISINs for foreign entities.....	68

1 Background

ASX Online Companies ("ASX Online") is ASX's system for the electronic lodgement and dissemination of market announcements by listed entities.¹ Listed entities are required to lodge an announcement to the market by uploading a PDF file of the announcement to ASX Online.

On 22 September 2014 ASX introduced a process for straight through processing of certain corporate action announcements. This process requires that listed entities notify certain corporate actions using an online form accessible through ASX Online, instead of uploading a PDF announcement².

The benefits of adopting an online form process include:

- Work flow for announcement of a new, updated or cancelled corporate action
- Automatic production of an equivalent PDF announcement, in draft and post submission.
- Incorporation of online form announcements with existing status of announcement functionality
- In-form validation of listed entity answers with regard to format, timetable dates
- In-form help and hints to assist the listed entity to understand the nature of the question
- Presentation of questions relevant to that corporate action and specific circumstances for that security
- Pre-population of certain information in the form based on issuer and security data held in ASX database
- Consistency of presentation of corporate action information to listed entities, and to the market

When a listed entity announces a corporate action via an online form and the equivalent PDF announcement is released to market, ASX will automatically capture the data contained in that announcement as a corporate action record against the relevant security. This process replaces the otherwise manual process undertaken by ASX to capture corporate action information announced in PDF format by listed entities. That corporate action data is then used to inform other ASX systems such as ASX Trade and CHESS, as well as market information subscribers.

2 Objectives

The purpose of this user guide is to inform listed entities³:

- when they must use an online form to announce a corporate action to the market;
- how and where to access online forms for this purpose;
- how to use online forms (create, save, annotate, modify, lodge, update and cancel);
- what happens after you lodge an online form;
- what to do if you are having trouble with an online form; and
- what other information is available to assist you with online forms.

3 Summary of ASX rule framework & other sources of information about online forms

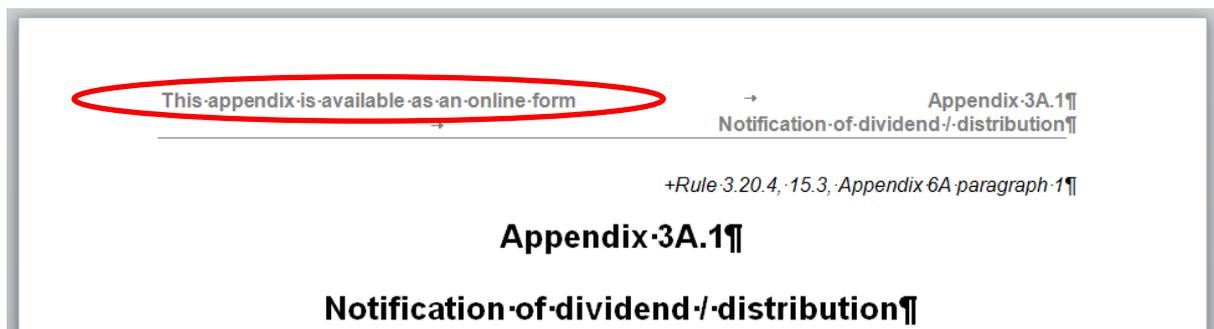
Effective 22 September 2014 ASX Listing Rule 15.3 (b) states "Unless ASX agrees otherwise, where ASX makes available an online form relating to a matter, a document for release to the market in relation to that matter must be generated by completing the relevant online form and lodging it through the facility provided by ASX to lodge the online form". ASX has made available online forms in respect of certain corporate actions, described in new Appendices to the ASX Listing Rules. ASX Listing Rule 3.20.4 states that "Unless ASX agrees otherwise, an entity must provide the information in the numbered parts to Appendix 3A within the timeframes specified therein." Appendices that are available as online forms will be annotated as such in the hard copy ASX Listing Rules.

¹ Certain other entities that make announcements concerning listed entities may also access ASX Online Companies, for example superannuation funds & other investment bodies, advising substantial holdings in listed entities under the Corporations Act and non-listed issuers of ASX traded products such as ETFs.

² Issuers of ETFs who are able to use online forms are also required to do so under the ASX Market Rules - see "When you must use an online form to announce a corporate action" below.

³ and issuers of ETFs.

Diagram 1



ASX has made available online forms for the following matters:

- Appendix 3A.1: Notification of dividend/distribution
- Appendix 3A.2: Notification of interest payment & interest rate change
- Appendix 3A.3: Notification of reorganisation of capital – consolidation or split
- Appendix 3A.4: Notification of reorganisation of capital – return of capital (cash)

The above Appendices set out the information requirements and timeframes which are embodied in the corresponding online forms.

Accordingly entities should announce the above corporate actions using the online forms or submit an online form at the same time as announcing the corporate action if it is announced in another document (for example a PDF announcement containing background and rationale for the corporate action or in respect of a dividend, in an Appendix 4D (half yearly report), Appendix 4E (preliminary final report), Appendix 4F (change of balance date 12 month period report).

There are two additional numbered parts to Appendix 3A:

- Appendix 3A.5: Notification of reorganisation of capital – return of capital by way of in-specie distribution of securities in another entity
- Appendix 3A.6: Notification of call – no liability company or call/instalment – entities except no liability companies

There are no corresponding online forms for these two Appendices so matters relating to those Appendices should simply be dealt with by filling out the relevant Appendix in Microsoft Word, converting the document to PDF format and lodging the PDF document as a market announcement.

ASX Listing Rule 15.3 (c) states “Unless ASX agrees otherwise, where an entity has lodged an online form in respect of a matter, any change to the information in the online form must be made by lodging an online form which is an update to or cancellation of the original online form”.

ASX ONLINE FORMS USER GUIDE

As the new numbered Parts to Appendix 3A relate to corporate actions with specified timetables in the ASX Listing Rules, they cross reference the ASX Listing Rule Appendices that deal with timetables as follows:

Corporate action forms (Appendices 3A.1-3A.6)	Timetable Appendix
Appendix 3A.1: Notification of dividend/distribution, Appendix 3A.2: Notification of interest payment & interest rate change Appendix 3A.6: Notification of call – no liability company or call/instalment – entities except no liability companies	Appendix 6A
Appendix 3A.3: Notification of reorganisation of capital – consolidation or split, Appendix 3A.4: Notification of reorganisation of capital – return of capital (cash) Appendix 3A.5: Notification of reorganisation of capital – return of capital by way of in-specie distribution of securities in another entity	Appendix 7A

ASX also sets out information about online forms in ASX Listing Rule [Guidance Note 20 ASX Online](#) including the requirement to generate some announcements by way of online form, the ASX system generated headers for online form announcements and the “ASX policy requirements for use of electronic lodgement facility and entity details facility”. The policy requirements form part of the agreement between listed entities and ASX regarding the use of ASX Online. They require listed entities to use online forms in the ways set out in the ASX Listing Rules as well as noting that ASX will give precedence to information lodged by way of an online form over information lodged by way of PDF where the two are contradictory. ASX Listing Rule [Guidance Note 14 ASX Market Announcements Platform](#) sets out how the ASX Market Announcements Office processes announcements for release to the market including announcements that are generated from an online form, and the order in which financial results announcements should be lodged including the online form for a dividend or distribution (Appendix 3A.1).

In addition to the above ASX has created an [online tutorial](#) which demonstrates how online forms work. This tutorial is available from the Companies Log in page on ASX Online (refer to Online forms webinar link) or from the Create Online Forms page (refer to ASX Online Forms Webinar link).

4 System requirements and user access

The system requirements are no different to the existing system requirements to use ASX Online, namely a computer and access to the internet through a compatible web browser. You will also need software that allows you to access PDF documents⁴.

ASX Online is compatible with the following browsers:

- Internet Explorer - version 8+ (9+ recommended)
- Firefox - latest version
- Chrome - latest version
- Opera - latest version
- Safari - latest version

Only users that have been granted permission for “Announcement lodgement” in ASX Online can access, edit and submit online forms. This role is the same as that assigned to users for the lodgement of PDF announcements.

⁴ For the purpose of lodging announcements that are not online forms you will also need software that enables you to create PDF documents.

5 When you must use an online form to announce a corporate action

When ASX makes an online form available to announce a corporate action, listed entities must use the online form to announce a corporate action of that type unless ASX advises them otherwise. When a corporate action has been first announced by an online form any subsequent updates to or cancellation of the corporate action must also be done by online form.⁵

Currently the following corporate actions must be announced by way of completion and submission of an online form:

- Dividend/distribution (refer ASX Listing Rule Appendix 3A.1)
- Interest payment & interest rate change (refer ASX Listing Rule Appendix 3A.2)
- Re-organisation of capital - security consolidation or split (refer ASX Listing Rule Appendix 3A.3)
- Re-organisation of capital - return of capital (cash) (refer ASX Listing Rule Appendix 3A.4)

Where online forms apply to corporate actions, generally, a separate online form is required to be completed and submitted for each security to which the announced corporate action applies (with the exception of security consolidations and security splits in which case one online form announces the corporate action and how it will affect all entity-issued securities). A separate online form is required where a security may rank on a different basis for the corporate action – for example in respect of a dividend or distribution where the entity has securities on issue which will receive a lower or pro rata amount due to their issue part way through the period to which the dividend or distribution relates.

Issuers of ETFs which follow the standard ASX Listing Rule timetable requirements are required to use the online forms to announce the prescribed corporate actions unless ASX advises otherwise. Limitations relating to the use of online forms by issuers of ETFs are set out in **Annexure C**.

6 When you don't need to use an online form

You do not need to use an online form to announce any other matter to the market – all other market announcements may be made by lodging a PDF document using ASX Online. The following situations are situations in which ASX may permit an entity not to use an online form even where an online form is made available by ASX.

6.1 Wholesale debt securities

Listed entities who are issuers of wholesale debt securities do not need to (and cannot due to form limitations⁶) use the Interest Payment online form to announce interest payments on wholesale debt securities. ASX will exercise its discretion to allow such entities not to use an online form.

6.2 Waivers

Where a listed entity has obtained a timetable related waiver for a corporate action in respect of which an online form exists, the listed entity will be asked to announce the corporate action using a PDF announcement. This is because the online forms validate against standard time-table business rules, as described in Appendix 6A and 7A of the ASX Listing Rules. The online forms will not permit lodgement if the timetable information does not conform to the relevant business rules.

In this case the entity will be asked to provide the same information as would be required using the online form, by filling in the relevant Listing Rule Appendix – Appendix 3A.1 (Dividend/distribution), Appendix 3A.2 (Interest payment), Appendix 3A.3 (return of capital (cash)) or Appendix 3A.4 (security consolidation or split). The listed entity should access the Microsoft Word versions of the appendices from the [ASX website](#), fill them in and lodge them as PDF announcements.

⁵ See ASX Listing Rule 15.3 (b) and (c)

⁶ The Interest Payment form only validates against the payment calendars that apply to retail debt securities. Refer to the notes under ASX Listing Rule Appendix 6A Paragraph 2.

6.3 Announcements of “corporate calendars” or financial reporting timetables

Many listed entities announce a “corporate action calendar” or provide a financial reporting timetable each year to let stakeholders know when to expect such events. When the only information available is a set of dates or other minimal information there is no need to submit an online form as it is not likely that the minimum information requirements of the online form will be met. If in doubt the numbered parts to ASX Listing Rule Appendix 3A (Appendix 3A.1: Notification of dividend/distribution; Appendix 3A.2: Notification of interest payment & interest rate change; Appendix 3A.3: Notification of reorganisation of capital – return of capital (cash); and Appendix 3A.4: Notification of reorganisation of capital – consolidation or split), indicate the minimum requirements by way of an asterisk (*) next to fields that are mandatory for the first notification of the corporate action. Appendix B also lists the mandatory fields for each form.

6.4 Foreign issuers of ETFs and ETFs that do not follow standard ASX Listing Rule timetables

Where ASX advises that an issuer of an ETF or similar product does not need to use online forms then the issuer does not need to use online forms in respect of the relevant security. Primarily this will be foreign issuers or domestic issuers in respect of securities which do not follow standard ASX Listing Rule timetables, for example because they are required to follow timetables compatible with other markets. Limitations relating to the use of online forms by issuers of ETFs are set out in **Annexure C**.

6.5 Calls and in specie return of capital

There are two new Listing Rule Appendices for corporate actions which do not need to be lodged as online forms:

- Appendix 3A.5: Notification of reorganisation of capital – return of capital by way of in-specie distribution of securities in another entity
- Appendix 3A.6: Notification of call – no liability company or call/instalment – entities except no liability companies

To announce these corporate actions listed entities should access the Microsoft Word versions of the listing rule appendices from the [ASX website](#), fill them in and lodge them as PDF announcements.

6.6 Insufficient detail or certainty regarding the corporate action

Further to section 6.3, where a listed entity announces a proposed corporate action, and only minimal or draft information is available, the entity does not need to announce via an online form. ASX does not capture corporate action records for proposed corporate actions where they are insufficiently certain or the level of detail is minimal. This does however exclude those corporate actions that are certain but subject to conditions precedent. A corporate action that will proceed subject to conditions precedent (such as shareholder, court or regulatory approval) should be announced using an online form. Each form contains a question about whether there are any conditions precedent to the corporate action, and whether or not the condition has been met or is awaiting approval.

6.7 Concurrent corporate actions

Section 17 of this user guide describes the process where a listed entity may conduct more than one corporate action at the same time. Depending on the nature of the corporate actions and timing there may be restrictions as to the use of the online forms, as advised by ASX at that time. Refer to Section 17 for further information.

7 Online forms and other ASX-required announcements relating to dividends/distributions

ASX Listing Rule Appendix 4D (half yearly report), Appendix 4E (preliminary final report), Appendix 4F (change of balance date 12 month period report) and Appendix 6A (Timetables) require certain information to be provided in respect of dividends/distributions.

Appendices 4D/E/F require the following information (amongst other things) to be provided and identified as “Results for announcement to the market”:

ASX ONLINE FORMS USER GUIDE

- The amount per security and franked amount per security of final and interim dividends or a statement that it is not proposed to pay dividends; and
- The record date for determining entitlements to the dividends (if any).

This information must be provided as required under Appendix 4D/E/F and at the relevant questions in the online form for announcing dividends and distributions to the market (Appendix 3A.1).

It is expected that the online form for dividends/distributions will be lodged at the same time as an entity lodges its Appendix 4D/E/F. The online form should be lodged immediately after the Appendix 4D or 4E and before the other information associated with results such as media releases and investor or analyst presentations.

Appendix 6A paragraph 1 - Dividends or distributions requires the entity to provide the following information about a dividend or distribution at the same time that the entity announces the dividend or distribution:

- a bonus share plan or dividend reinvestment plan that operates on the dividend or distribution, including whether any discount is available under the plan
- the last election date for the dividend reinvestment plan
- the period over which the dividend reinvestment plan share price will be determined
- whether there is any foreign conduit income attributed to the dividend

Filling in the relevant questions of the online form for dividends/distributions will satisfy the requirement in Appendix 6A to provide this information.

If a dividend/distribution has already been announced prior to the lodgement of Appendix 4D/E/F then an online form does not need to be lodged again along with the Appendix 4D/E/F. The online forms are for the first announcement of a dividend/distribution and an "update" to the form can be used to supply further information relating to it. The online form only needs to be lodged with Appendix 4D/E/F when that is the first announcement of the dividend/distribution.

8 Accessing online forms

8.1 Accessing online forms

Online forms are available from ASX Online: <https://www.asxonline.com/>

To access online forms you must have a "Listed Company" account (not "Professional Adviser"). If in doubt, contact ASX to determine which type of account you have. Click on the Listed Company icon.

Diagram 2



ASX ONLINE FORMS USER GUIDE

Log into ASX Online companies using your username and password.

Diagram 3

The screenshot shows the ASX Online Companies Login page. At the top left is the ASX logo (Australasian Securities Exchange). At the top right, it says "Need Help? ASX Online Help Desk: 1800 028 302". The main heading is "Companies Login". Below this, it says "Welcome to the ASX Online Companies page" and "This page is the logon page for both ASX Online Companies and ASX Online Professional Advisors." In the center is a login form with fields for "User name:" and "Password:", a "Forgotten your password?" link, and a "LOGIN" button. Below the form, it states "By logging in, you are agreeing to the Terms and Conditions of ASX Online - Companies." On the left side, there is a "News & Information" section with links to "Listing on ASX", "Sign up for the Listed @ ASX e-newsletter", and "Log on to ASX IR Intelligence". Below this is a link to "ASX Online forms for announcing corporate actions". On the right side, there is an "Events/Sponsorships" section with a link to "ASX Mid Caps - international investor conferences". Below that is a "Listed Companies" section with links to "Market Announcements Reporting Calendar - to 31 Dec 2014 (PDF 40KB)" and "Market Announcements Reporting Calendar - to 31 Dec 2013 (PDF 43KB)".

Additional menu items are available on ASX Online to access online forms. Refer to "Create Online Forms" and "Manage Online Forms".

Diagram 4

The screenshot shows the ASX Online Companies main page. At the top left is the ASX logo. At the top right, it says "Need Help? ASX Online Help Desk: 1800 028 302 000". The main heading is "Welcome to Companies". Below this is the "ASX Listing Rules" section with links to "Introduction (PDF 66KB)", "Chapters", "Appendices", "Guidance Notes", and "History of the Listing Rules (PDF 60KB)". Below that is the "Market Announcements Reporting Calendar" section with links to "Market Announcements Reporting Calendar - to 31 Dec 2013 (PDF 43KB)", "Market Announcements Reporting Calendar - to 31 Dec 2012 (PDF 19KB)", "Market Announcements Reporting Calendar - to 31 Dec 2011 (PDF 19KB)", "Market Announcements Reporting Calendar - to 31 Dec 2010 (PDF 25KB)", and "Market Announcements Reporting Calendar - to 31 Dec 2009 (PDF 25KB)". Below that is the "JORC Code" section. It states "The existing requirements, which will apply until 30 November 2013, include:" and lists "Appendix 5A - Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves (The JORC Code)", "List of Recognised Overseas Professional Organisations accepted for reporting under Appendix 5A (JORC Code)", and "Competent Person's Consent Form". It then states "The new reporting requirements, which will be effective from 1 December 2013, include:" and lists "Amended rules", "Amended rules in mark-up", "Consequential amendments", "Guidance Note 31 - Reporting on Mining Activities", "Guidance Note 32 - Reporting on Oil and Gas Activities", and "Appendix 5A - Australasian Code for Reporting of Exploration Results, Mineral Resources and Ore Reserves". On the left side, there is a navigation menu with links to "Home", "Company Details" (Details, Address, Directors/Management, Company Logo), "E-lodgement centre" (E-lodge PDF Announcement, E-lodge mFund Announcement, Status of Announcements, "Create Online Forms", "Manage Online Forms", User Email Preferences, External Notifications), "User Details" (Update My Details, Update My Password, Logout), "Help" (Help, Forms, Directors/Management Search, ASX Waivers Registry Search, Contact ASX).

8.2 Session time-out

Before starting work on an online form the user should be aware of the two relevant "time-out" functions when a user is logged in to ASX Online.

ASX Online has a time-out feature which automatically requires re-entry of username and password after 30 minutes of inactivity on the ASX Online site. *Importantly, if a user is in an online form, this does not register as activity in ASX Online so the ASX Online time-out will be in operation from the time that a user enters an online form.*

The online forms have their own 30 minute timeout feature which operates independently of the ASX Online time-out feature. After thirty minutes of inactivity in an online form the user will be required to re-enter their ASX Online username and password to access the form. A user may re-enter the form even if they are "timed out" of ASX Online.

ASX strongly recommends regular saving of online forms in progress in order to avoid loss of information which may occur given there is no "auto save" feature.

9 Creating and completing online forms

ASX has made available a process whereby listed entities can announce:

- A new notification of a corporate action (via "Create Online Forms" menu item)
- An update notification to an existing corporate action (via "Manage Online Forms" menu item)
- A notification of cancellation of an existing corporate action (via "Manage Online Forms" menu item)

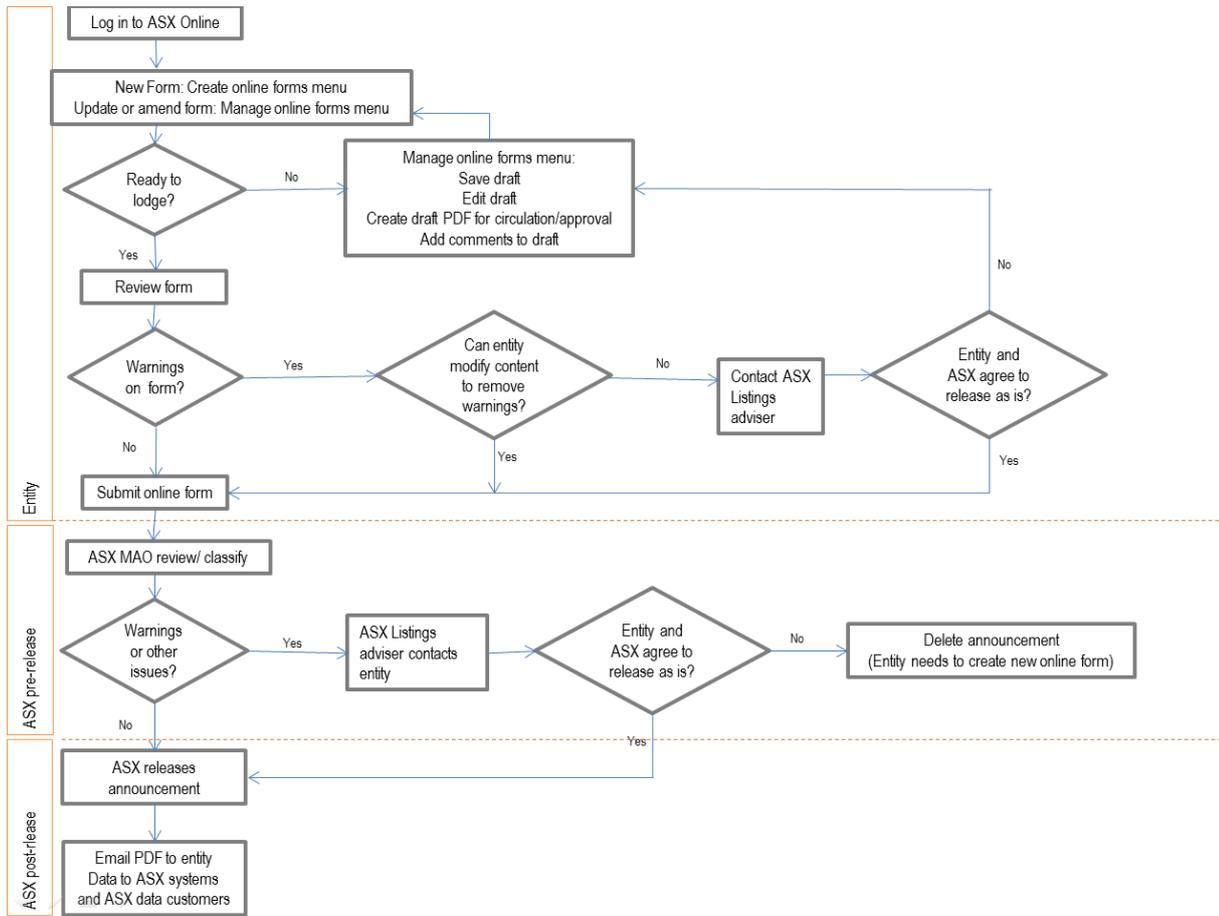
An explanation of each process is described in the following sections.

9.1 Process flow

The below diagram illustrates the process flow for access, edit and submission of a new online form.

ASX ONLINE FORMS USER GUIDE

Diagram 5



9.2 Create online forms

To create a new online form, select the desired form from the “Create Online forms” screen of ASX Online. This action will open a new window for the new online form, the features of which are described below.

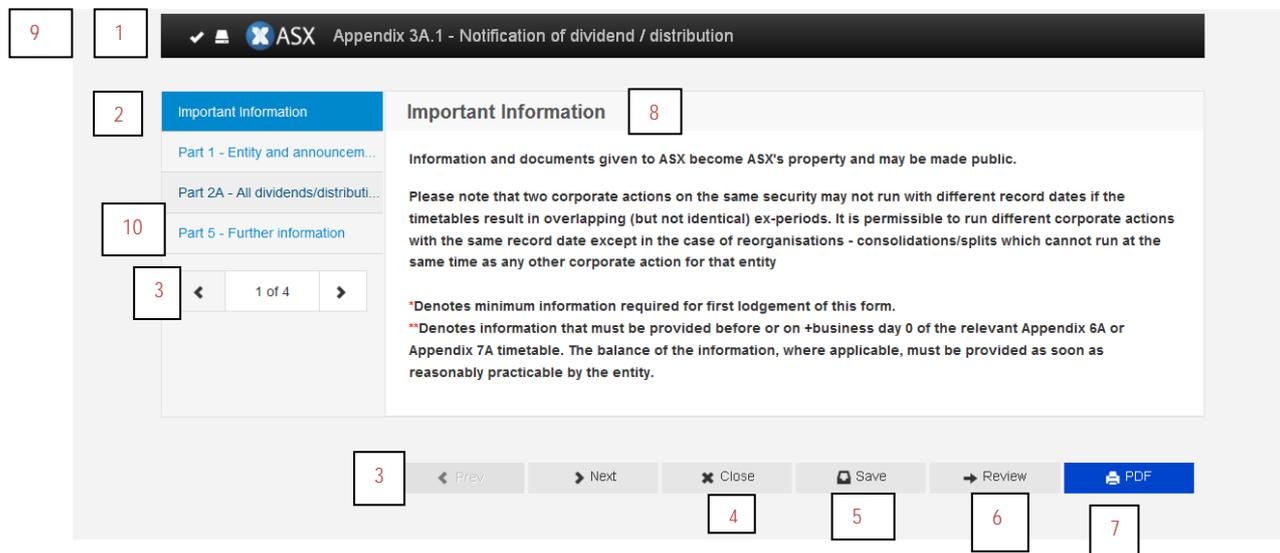
Diagram 6

The screenshot shows the ASX Online interface. At the top left is the ASX logo with the text 'ASX AUSTRALIAN SECURITIES EXCHANGE'. At the top right, it says 'Need Help? ASX Online Help Desk: 1800 028 302'. On the left side, there is a navigation menu with categories: Home, Company Details (Details, Address, Directors/Management, Company Logo), E-lodgement centre (E-lodge PDF Announcement, ETF basket lodgement, E-lodge mFund Announcement, View ETF basket Details, E-lodge Issuer PDF Announcement, Status of Announcements), and Create Online Forms (highlighted with a red arrow) and Manage Online Forms. The main content area is titled 'Create Online Forms' and contains the following text: 'Click on one of the links below to create a new online form to announce a corporate action.' followed by four links: 'Appendix 3A.1 - Notification of dividend / distribution', 'Appendix 3A.2 - Notification of interest payment & interest rate change', 'Appendix 3A.3 - Notification of Security Consolidation or Split', and 'Appendix 3A.4 - Notification of reorganisation of capital - return of capital (cash)'. Below this is a 'Resources' section with three links: 'ASX Online forms user manual', 'ASX Online forms webinar', and 'Information on ISINs for foreign issuers in respect to security consolidation/splits, in-specie capital returns and calls'. At the bottom, there is a 'Help' section with the text: 'Email onlineforms@asx.com.au if you require help or want to provide feedback regarding ASX online forms.'

9.3 Form structure and navigation

The below features relating to form structure and navigation are common to all online forms except that the title/header in each case will describe the relevant form.

Diagram 7



1. Form title/header. This appears on each page of the form and the PDF announcement.
2. Menu of parts of the form. The parts shown are minimum parts which need to be filled for that online form. Further form parts may appear as the form is filled out and the users' answers to certain questions indicate that those parts are relevant. See the section on "Cascading form structure" below. The part of the form that the user is currently editing will be highlighted in blue.
3. Navigation arrows. A user may navigate between form parts using these arrows.
4. Close form button. See the section "Saving a draft form" below
5. Save form button. See the section "Saving a draft form" below
6. Review form button. See the section "Reviewing the content of an online form" below
7. Create draft PDF button. See the section "Create draft PDF feature" below
8. Important information notes. The notes cover "concurrency" - see the section "Concurrent corporate action constraint" below and outline the timeframes for provision of information on the form. One asterisk against a question indicates minimum information required to submit an online form and two asterisks against a question indicates information to be provided before or on Business Day 0 of the relevant ASX Listing Rule Appendix 6A or Appendix 7A timetable.
9. Error/warning/information message counter. A tick indicates no error/warning/information messages. To understand the behaviour of information/warning/error messages see the section "Information, warning and error messages" below. Save form icon – indicates that there is unsaved information in the form.
10. Each form contains an optional "Further Information" Part at the end of the form. This can be used to provide all additional information that a listed entity considers appropriate to provide in the context of announcing the corporate action. The field can contain hyperlinks to other documents.

9.3.1 Cascading structure

The online forms have a cascading structure whereby answers to certain questions will determine whether further questions or further parts of the form appear. The Appendices that form part of Appendix 3A of the ASX Listing Rules include every possible question for a corporate action. The online forms present only those questions relevant to the circumstances described by the listed entity and the relevant security.

For example, question 2A.11 in the Dividend/distribution form asks whether the entity has a Dividend Reinvestment Plan, Bonus Share Plan, Other Plan or No Plan. If the user selects one of the plans, question 2A.11a, b and c ask whether the selected plan is applicable to the dividend/distribution the subject of the online

ASX ONLINE FORMS USER GUIDE

form. If the user answers “yes” to that question, a further question then appears in relation to DRPs and BSPs⁷ confirming the coverage of the plan for the event (e.g. full, retail only).

Diagram 8

The screenshot shows a section of the ASX online form titled 'Part 2A - All dividends/distributions basic details'. It contains the following questions and options:

- * 2A.11 Does the +entity have a**
 - Dividend/distribution reinvestment plan (DRP)
 - Bonus Security Plan (BSP)
 - Other security plan
 - There is no plan
- * 2A.11a If the +entity has a DRP, is the DRP applicable to this dividend/distribution?**
 - Yes
 - No
- * 2A.11a(i) DRP Status in respect of this dividend/distribution**
 - Full DRP

Going further if the selected plan does apply to the dividend/distribution, the relevant parts of Part 4A – Dividend Reinvestment Plan, 4B – Bonus Share Plan or 4C – Other plan appear in the Parts menu on the left hand side of the screen. The only way to remove those parts is to modify answers to the questions above in Part 2A indicating that the relevant plans do not apply to the dividend/distribution being notified.

Diagram 9

The screenshot shows the ASX online form interface. The top navigation bar displays 'ASX Appendix 3A.1 - Notification of dividend / distribution'. On the left, a navigation menu lists several parts, with 'Part 2A - All dividends/distributions basic details' highlighted in blue. A red arrow points to this menu item. The main content area shows 'Part 2A - All dividends/distributions basic details' with the following questions and options:

- * 2A.1 Type of dividend/distribution**
 - Ordinary
 - Special
 - Scrip
- * 2A.2 Dividend/distribution period (frequency)**
 - Six Monthly

If the dividend/distribution is special and/or scrip only then 'N/A' may be applicable.

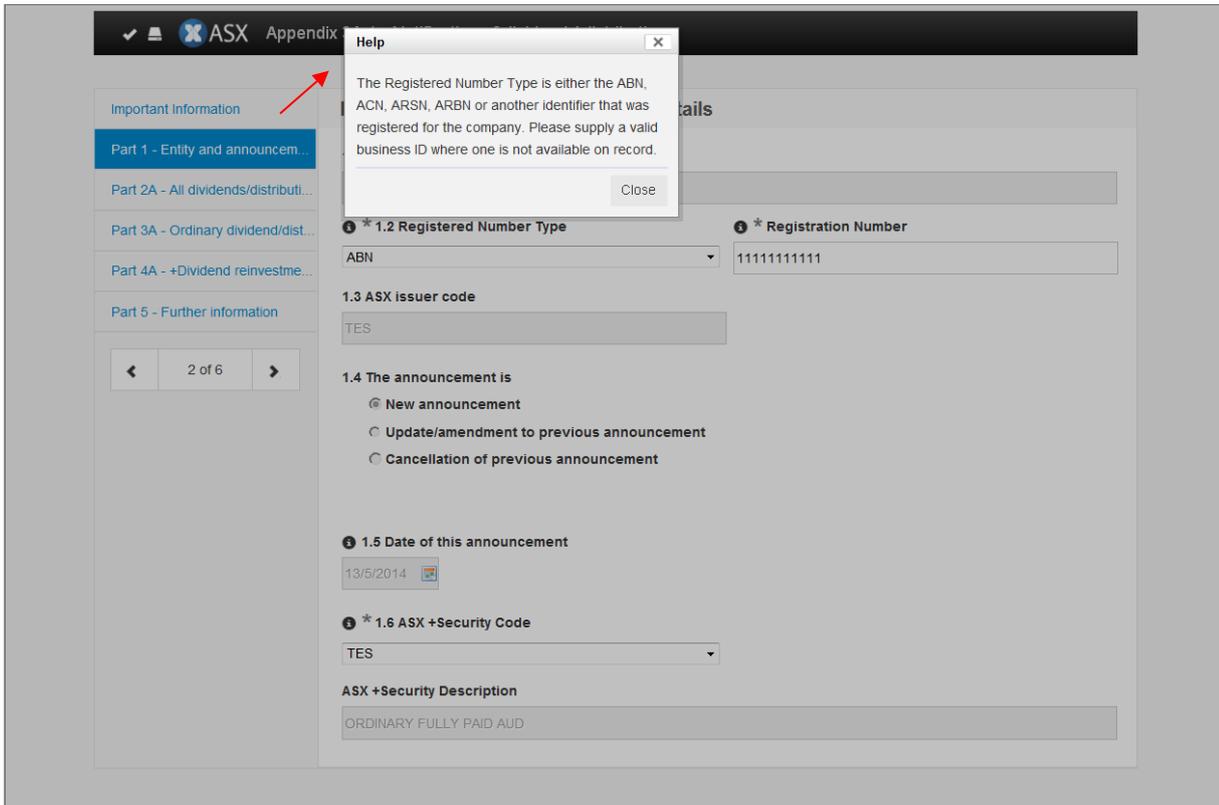
9.4 Information icon

Many questions have an information icon  displayed before the question number.

If you click on the information icon a dialogue box will appear with further information about the question and the rest of the form is “greyed out”. To continue editing the form you must close the information dialogue box.

⁷ For plans other than dividend reinvestment plans and bonus security plans ASX information is more limited hence the questions regarding coverage of the plan do not arise if the user selects “Other Plan” at item 2A.11 and answers “yes” to item 2A.11(c).

Diagram 10



9.5 Hints

Some questions have a hint displayed below them to assist you to answer the question or to let you know about form functionality or answer format. These hints are in grey text and always visible under the relevant question. By way of example, questions 2A.2, 2A.3 and 2A.5 in the Dividend/distribution form contain hints.

Diagram 11

9.6 Pre-population

Where an online form asks for information that ASX already stores in its database the form will “prepopulate” the relevant fields with that information. This will occur where information is of a permanent nature rather than information pertaining to the last corporate action which is likely to change for the next corporate action. For example the name and entity details will be prepopulated but the amount of a dividend or whether or not a dividend reinvestment plan is active for a dividend will not be prepopulated.

Details that are known about the listed entity based upon log-on information are prepopulated onto the form. These fields are “greyed out” to indicate you may not change these details. Some examples in the diagram below include:

- Question 1.1 Name of entity and 1.3 ASX Issuer Code – this is known from the log-in details for the user
- as the announcement type is known based upon whether the form is newly created or is an “update” or “cancel” of a previously lodged form, the relevant option is prepopulated and cannot be changed.
- Question 1.5 Date of announcement. This field is prepopulated with the current date whenever a new form, update or cancellation is created and it is refreshed upon opening of saved drafts.

Diagram 12

ASX Appendix 3A.1 - Notification of dividend / distribution

Important Information

- Part 1 - Entity and announcem...
- Part 2A - All dividends/distributi...
- Part 3A - Ordinary dividend/dist...
- Part 4A - +Dividend reinvestme...
- Part 5 - Further information

2 of 6

Part 1 - Entity and announcement details

1.1 Name of +Entity
TEST SECURITY

1.2 Registered Number Type: ABN
1.3 ASX issuer code: TES
1.4 The announcement is: New announcement
1.5 Date of this announcement: 13/5/2014

9.7 Selection from drop down menus

Certain questions contain drop-down menus – for example issuer registration number, security code, currency of payment. The form allows you to select the appropriate option.

Diagram 13

ASX Appendix 3A.2 - Notification of interest payment & interest rate change

Important Information

- Part 1 - Entity and announcem...
- Part 2A - Interest period dates ...
- Part 2B - Conditionality of Inter...
- Part 4 - Further Information

2 of 5

Part 1 - Entity and announcement details

1.1 Name of +Entity
TEST SECURITY

1.2 Registered Number Type: ABN
1.3 ASX issuer code: TESHA
1.4 The announcement is: New announcement
1.5 Date of this announcement: 15/5/2014
1.6 ASX +Security Code for Interest Payment: TESHA
ASX +Security Description: FRN SECURITY AUD

ASX ONLINE FORMS USER GUIDE

9.7.1 Issuer registration number

The issuer registration number (question 1.2) has a drop down menu to select the applicable registration number type. The registration numbers are uploaded from the ASX database (where available) when the user selects which type of registration number it wishes to use for example ACN, ABN, ARSN.

In the case of stapled entities the registration number will not pre-populate as there are multiple entities attached to the "stapled issuer" in the ASX system. Stapled entities should select "other" from the "Registered number type" drop down menu and then enter each entity name and registration number in the free text field for "Registration Number". Data can be cut and paste into this field to avoid having to type it each time.

9.7.2 Security Code

Question 1.6 (Security code) will allow you to select any ASX quoted security to which the corporate action applies. Once the security code is selected the appropriate ASX stored security description will appear in the security description box. Only securities relevant to each corporate action may be selected. For example equity securities do not appear in the drop down menu for question 1.6 in the Interest Payment form. Only one security may be selected for each form with the exception of reconstructions (Appendix 3A.4) - as reconstructions affect all securities.

9.8 Auto calculation

The forms will perform calculations in some but not all instances. Auto calculation will only take place where there is only one possible answer to the question or the answer is ASX derived. For example, simple mathematical calculations such as the number of days in a period when the first and last dates are specified, or the values relating to fully franked and fully unfranked dividends. Other examples of fields which are auto calculated include the change to exercise price of options in a return of capital (Question 4.1a) and the numbers of securities on issue after a reconstruction (Question 5.1).

Auto calculated amounts may be changed by the user in some instances and are not able to be changed in other instances. The form will not allow the value to be changed if it relates to an ASX business rule or if there can be only one correct answer to the question.

For example the 'Ex Date' calculation in a timetable may not be changed as this is determined by an ASX business rule. The "percentage franked" in a fully franked dividend can only be 100% (otherwise it would not be fully franked) so again this value may not be changed. On the other hand the number of securities on issue after a reconstruction (Question 5.1) may vary depending upon rounding so that field may be changed by the user to replace the auto calculated value.

9.9 Field input formats

The forms convert information to the correct format or provide guidance on the correct format for information. A symbol may be displayed beside the field to clarify the format, such as currency (e.g. AUD), or a percentage, %. Certain characters or symbols may also be blocked from input due to downstream data limitations. For any field preceded by a currency symbol, the format of input is in dollars, i.e. 0.00.

9.9.1 Do not enter N/A or zero into non-applicable fields

If a non-mandatory question (no asterisk) is not applicable to the corporate action or the information is not yet known, simply leave the field blank. Do not enter a zero (in the case of numerical fields) as the forms and downstream systems have a specific interpretation for zero. It is also not necessary to enter N/A whether for number or text fields.

9.10 Date fields

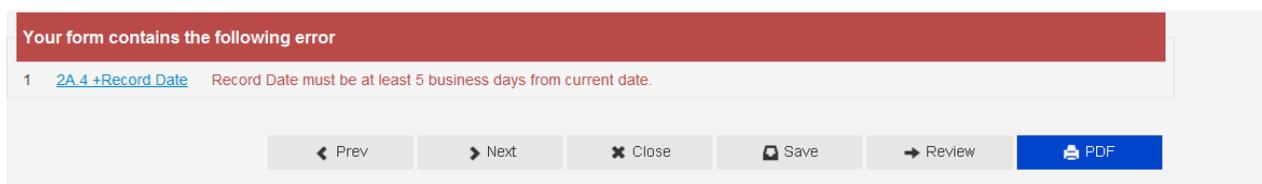
All dates are able to be selected using a pop-up calendar.

Diagram 14

Some dates are validated against ASX Listing Rule and other business rule requirements. For instance in the below example for initial notification of a dividend, the record date entered by the user is not more than 5 Business Days from the current Business Day. This error will result in a message under the field, an error in the error counter at the top left hand corner of the screen and an error message at the bottom of the screen. When you move to another part of the form the part with this date error will also be highlighted in red (not shown below – refer to the section on “Red error messages” below).

Diagram 15

Diagram 16

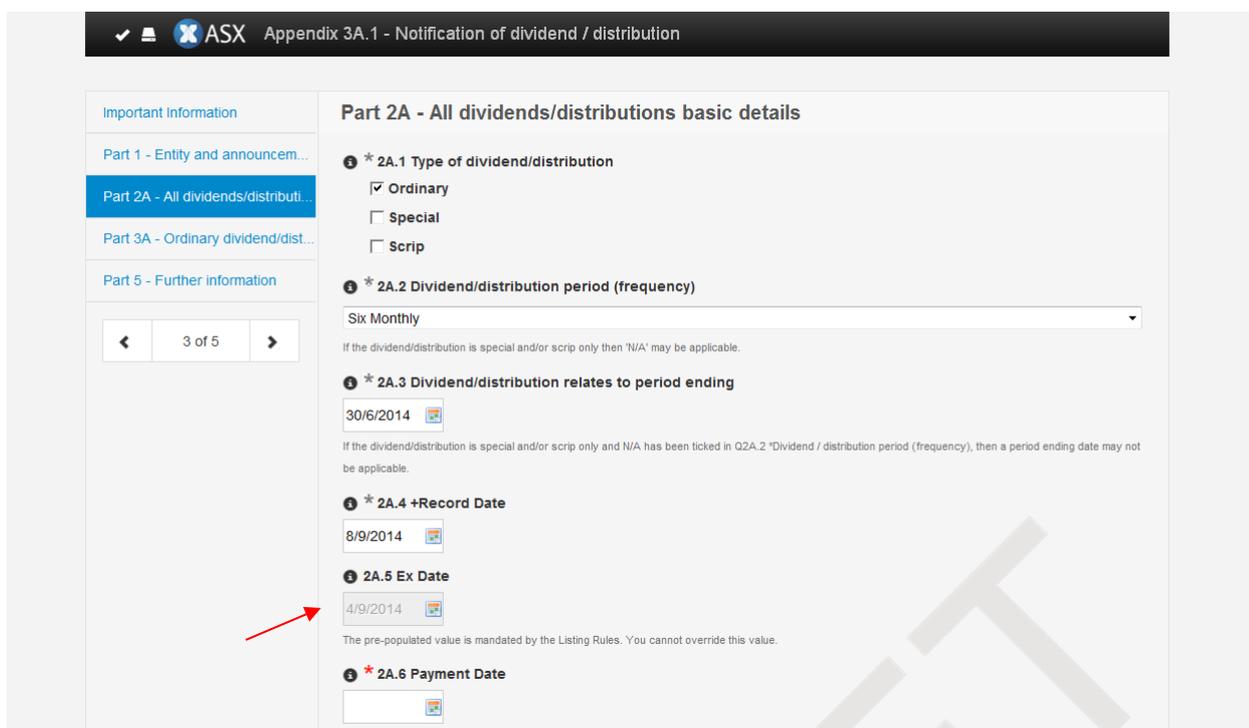


9.10.1 Autocalculation of date fields for timetables

Dates relating to timetables are autocalculated by the form to comply with relevant ASX business rules.

In the example below a business rule-compliant date has been entered in Question 2A.4 Record Date field, so the ex-date has been autocalculated and appears in question 2A.5 Ex Date. As the ASX business rules only allow one possible ex date for a particular record date, question 2A.5 may not be changed and appears "greyed out". The hint below question 2A.5 notes this. The autocalculated answer to question 2A.5 will only change by reference to any different record date entered in question 2A.4 Record Date. As there are multiple possible correct answers for the next question 2A.6 Payment Date, the answer to that question will not be autocalculated.

Diagram 17



9.11 Add row feature

Where forms contain tables of information such as the condition table (Dividend/distribution question 2A.7, Interest payment question 2A.11, Reconstruction question 2A.1 and return of capital question 2.1) further rows can be added to the table by clicking the icon with a plus sign in it. To remove the row, simply click the icon with a minus sign in it.

Diagram 18

2A.7a Conditions applicable to the dividend /distribution

Condition	Date for determination	Is the date estimated or actual?	**Condition met?
Securityholder approv	3/10/2014	<input type="radio"/> Estimated <input checked="" type="radio"/> Actual	[Select...] <small>Only answer this question when you know the outcome of the condition - please advise at least seven +business days before +record date.</small>
[Select...]		<input type="radio"/> Estimated <input type="radio"/> Actual	[Select...] <small>Only answer this question when you know the outcome of the condition - please advise at least seven +business days before +record date.</small>

9.12 Information, warning and error messages

There are three types of messages displayed on the online forms, generally presented after a field is filled (or a mandatory field not filled) and the online form validates the value.

- Information messages in black text won't prevent the user from reviewing or submitting the form – the message is for the information of the user and does not require rectification;
- Warning messages with orange coloured text won't prevent the user from reviewing and submitting the form but will generate an internal flag for ASX staff; and
- Error messages with red coloured text will prevent the user from reviewing and submitting the form until the error is rectified.

9.12.1 Black information messages

Black information messages are for the information of the user only and will not prevent the user from reviewing or submitting an online form. The message will appear in black under the relevant question. The black message is indicated in the blue oval in the error counter and is detailed at the bottom of the form. The information message relating to a field will appear when the user tabs into another field or part of the online form.

In the example below if the start and end period of the DRP calculation period are the same day the form generates a message in black text which appears below the field in question. This message will not appear on the draft PDF or on the final announcement to market.

ASX ONLINE FORMS USER GUIDE

Diagram 19

ASX Appendix 3A.1 - Notification of dividend / distribution

Part 4A - +Dividend reinvestment plan (DRP)

* 4A.1 What is the default option if +security holders do not indicate whether they want to participate in the DRP?

Do not participate in DRP (i.e. cash payment)
 Participation in DRP (i.e. +securities issued)

* 4A.2 Last date and time for lodgement of election notices to share registry under DRP

14/4/2014 5:00:00 pm

Please enter the time in Sydney time (i.e. AEST or, when daylight savings is in operation, ADST). Use a colon to separate hours, minutes and seconds. You may enter "am" / "pm" or use twenty-four hour time to indicate the time of day.

4A.3 DRP discount rate

0.2000 %

If there is no discount please answer "0%". Either the "DRP discount rate or the "Period of calculation of reinvestment price (Start and End) must be completed by the user (at least 1 of these is mandatory).

4A.4 Period of calculation of reinvestment price

Start Date: 11/4/2014 End Date: 11/4/2014

The Start date of the calculation period is usually less than the End Date.

One of either 4A.3 or 4A.4 must be answered.

Diagram 20

Your form contains the following informational message

1. [Start Date](#) The Start date of the calculation period is usually less than the End Date.

Prev Next Close Save Review PDF

A form may be submitted with a black information message present. The message will not appear in the PDF announcement. When the user hits "review" - which is a prerequisite to submitting the form (refer to the section "Saving, review and submitting online forms" below), a message will appear stating "Your form contains one informational message. You can review it first or ignore it and continue with the operation. You can review it first or ignore it and continue with the operation.

Diagram 21

Review Form Validation Messages

Your form contains one informational message. You can choose to review it first or to ignore it and continue with the operation.

Continue Review

Your form contains the following informational message

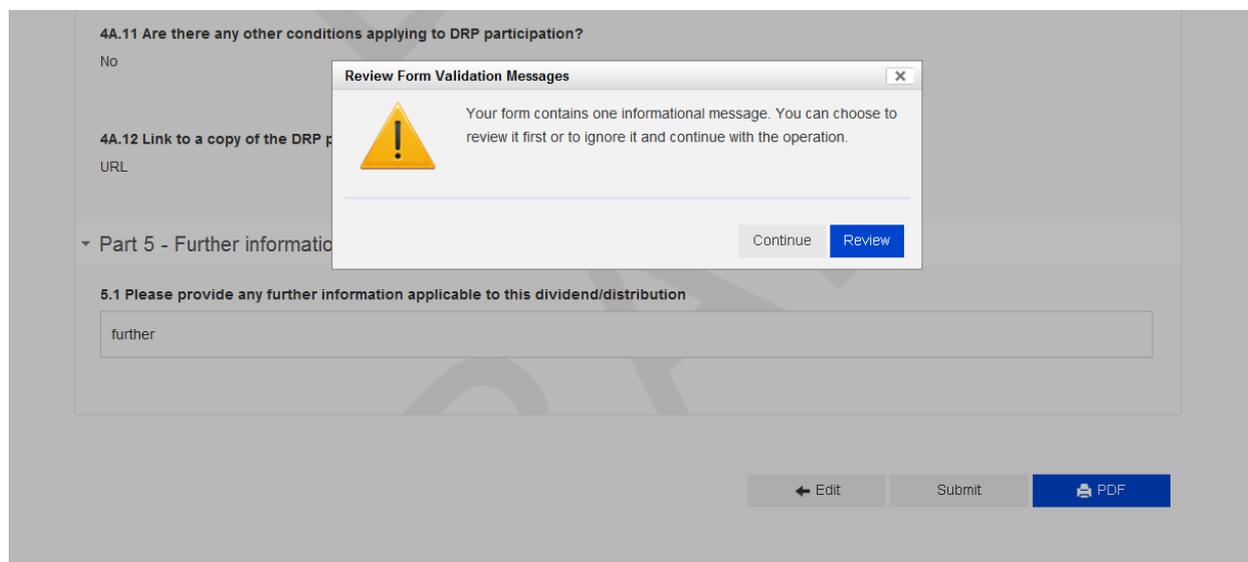
1. [Start Date](#) The Start date of the calculation period is usually less than the End Date.

Prev Next Close Save Review PDF

ASX ONLINE FORMS USER GUIDE

If the user presses “Review” they will be directed back to the form for review. If the user presses “Continue” the preview of the form will come up for review.

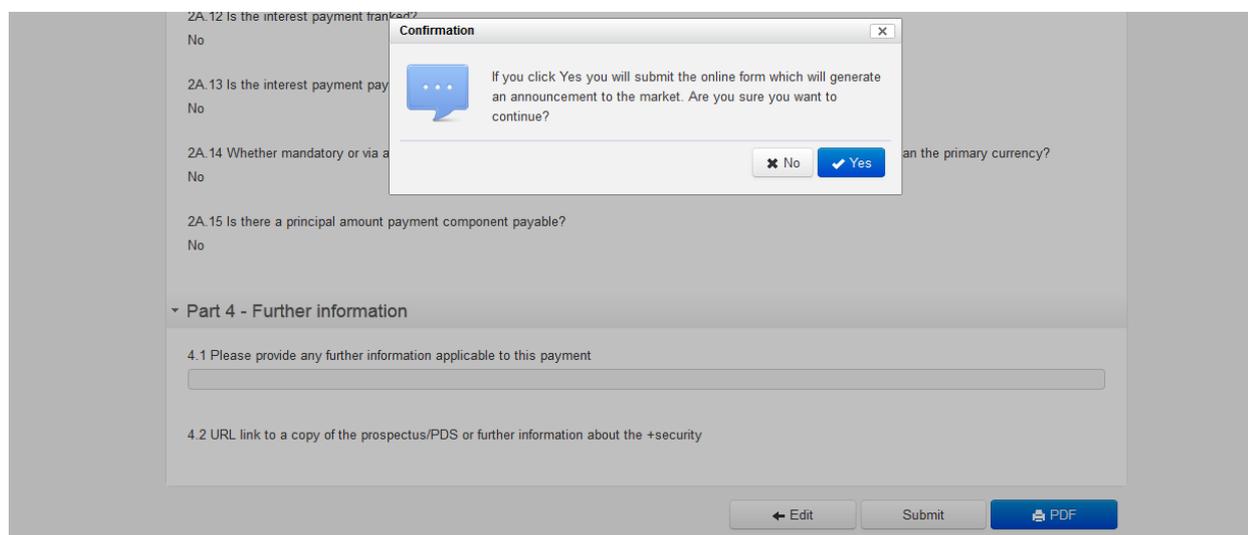
Diagram 22



The screenshot shows a web form with several sections. A modal dialog box titled "Review Form Validation Messages" is open in the center. The dialog contains a yellow warning triangle icon and the text: "Your form contains one informational message. You can choose to review it first or to ignore it and continue with the operation." Below the text are two buttons: "Continue" and "Review". The background form is dimmed and shows questions such as "4A.11 Are there any other conditions applying to DRP participation?", "4A.12 Link to a copy of the DRP...", and "5.1 Please provide any further information applicable to this dividend/distribution". At the bottom of the form are buttons for "Edit", "Submit", and "PDF".

If the user then presses “Submit” the same message as for the previous step appears (“Your form contains one informational message. You can review it first or ignore it and continue with the operation”). Again if the user presses review they will be directed back to the form for review. If the user presses “Continue”, the pre-submission confirmation message will appear on the screen.

Diagram 23



The screenshot shows a web form with a modal dialog box titled "Confirmation" open in the center. The dialog contains a blue speech bubble icon and the text: "If you click Yes you will submit the online form which will generate an announcement to the market. Are you sure you want to continue?" Below the text are two buttons: "No" and "Yes". The background form is dimmed and shows questions such as "2A.12 Is the interest payment tran...", "2A.13 Is the interest payment pay...", "2A.14 Whether mandatory or via a...", "2A.15 Is there a principal amount payment component payable?", and "Part 4 - Further information". At the bottom of the form are buttons for "Edit", "Submit", and "PDF".

If the user presses “yes” the online form will be submitted. Refer to the section “Submitting an online form” below.

9.12.2 Orange warning messages

Orange warning messages are for the information of the user and ASX and will not prevent the user from reviewing or submitting an online form when an orange warning message is present. The messages are designed to cause the user to check the information entered. By way of example the interest payment form issues a warning if the record date is more than 30 days before the payment date (refer the section Features specific to particular corporate actions/ Interest Payments). The orange message is indicated in the error counter in an

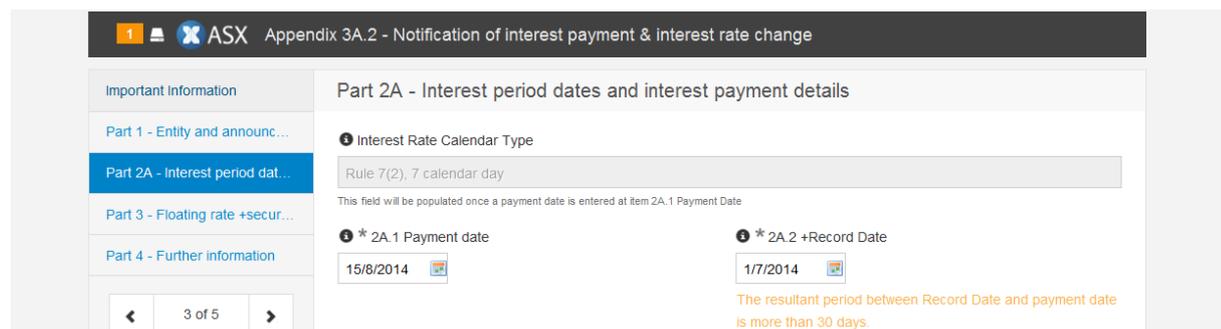
ASX ONLINE FORMS USER GUIDE

orange square and is detailed at the bottom of the form. A list of all the instances in each form that will generate an internal flag for ASX operational staff (post submission of the online form by the user/pre-release to market by ASX) is provided in **Annexure A**.

Note that the orange warning message is not published in the equivalent PDF announcement to market. It is for issuer and ASX internal use only.

The warning message relating to a field will appear when the user tabs into another field or part of the online form.

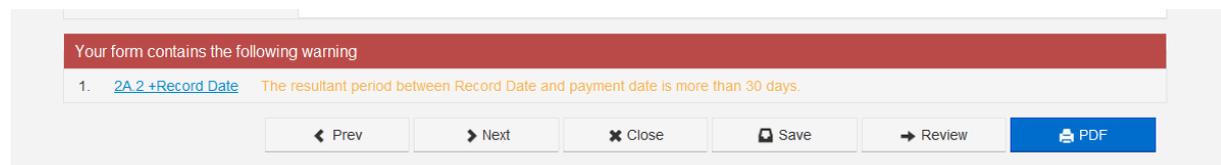
Diagram 24



The screenshot shows the ASX online form interface for 'Appendix 3A.2 - Notification of interest payment & interest rate change'. The left sidebar contains a navigation menu with 'Part 2A - Interest period dates and interest payment details' selected. The main content area displays the 'Interest Rate Calendar Type' as 'Rule 7(2), 7 calendar day'. Below this, there are two date fields: '* 2A.1 Payment date' (15/8/2014) and '* 2A.2 +Record Date' (1/7/2014). An orange warning message at the bottom right states: 'The resultant period between Record Date and payment date is more than 30 days.'

Orange information messages are described at the bottom of each page.

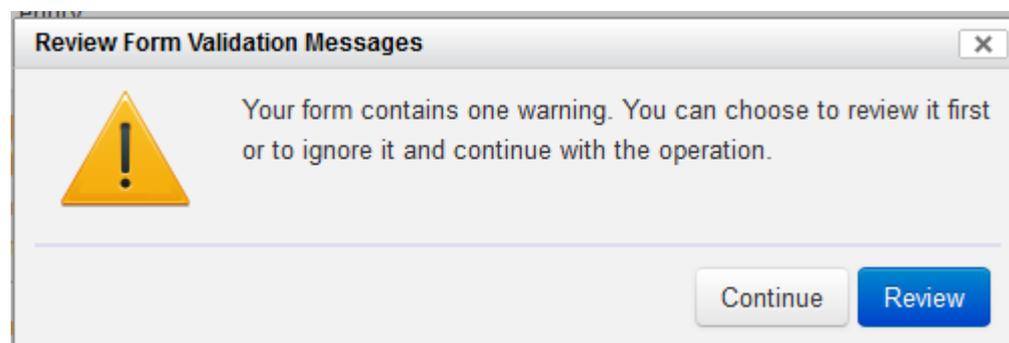
Diagram 25



The screenshot shows a warning message box with a red header: 'Your form contains the following warning'. Below the header, a list contains one warning: '1. [2A.2 +Record Date](#) The resultant period between Record Date and payment date is more than 30 days.' At the bottom of the box are buttons for 'Prev', 'Next', 'Close', 'Save', 'Review', and 'PDF'.

When an orange warning message (or multiple messages) exist(s) and the user clicks on the "review" button, a dialogue box will appear on the screen stating "Your form contains [one] warning. You can choose to review it first or to ignore it and continue with the operation." It will allow the user to "continue" or "review". If the user selects "review" this will navigate back to the form for further editing. If the user selects "continue" a preview of the form will be presented for review, after which the form may be submitted by pressing the "submit" button.

Diagram 26



The screenshot shows a dialog box titled 'Review Form Validation Messages' with a yellow warning icon. The text inside reads: 'Your form contains one warning. You can choose to review it first or to ignore it and continue with the operation.' At the bottom of the dialog are two buttons: 'Continue' and 'Review'.

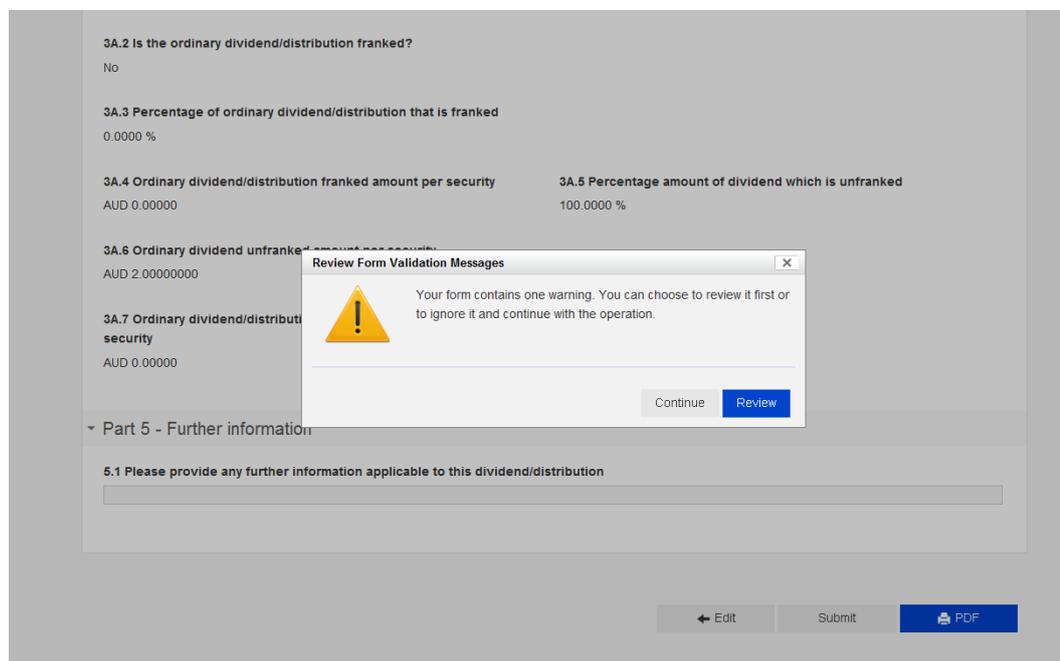
When a form has been reviewed it is then possible to submit the form to ASX.

When an orange warning message (or multiple messages) exist(s) and the user clicks on the "submit" button, a dialogue box will appear on the screen stating "Your form contains [one] warning. You can choose to review it first

ASX ONLINE FORMS USER GUIDE

or to ignore it and continue with the operation." It will allow the user to "continue" or "review". If the user selects "review" this will navigate back to the form for further editing.

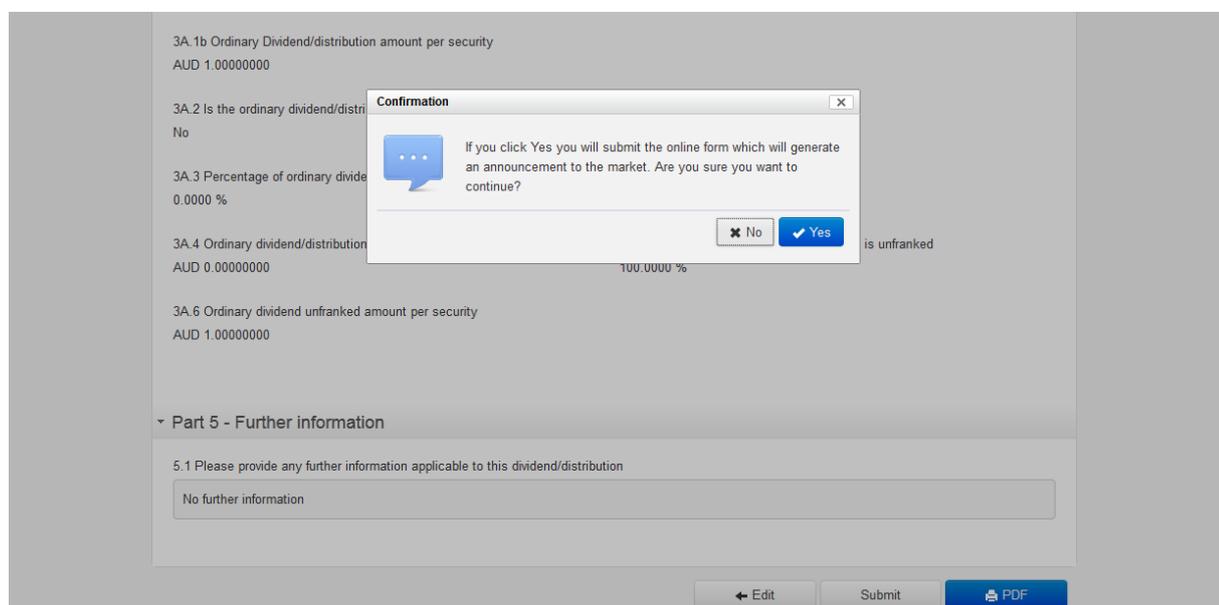
Diagram 27



The screenshot shows a web form with several fields. A modal dialog box titled "Review Form Validation Messages" is open in the center. The dialog contains a yellow warning triangle icon and the text: "Your form contains one warning. You can choose to review it first or to ignore it and continue with the operation." Below the text are two buttons: "Continue" and "Review". The background form shows fields for "3A.2 Is the ordinary dividend/distribution franked?", "3A.3 Percentage of ordinary dividend/distribution that is franked", "3A.4 Ordinary dividend/distribution franked amount per security", "3A.5 Percentage amount of dividend which is unfranked", "3A.6 Ordinary dividend unfranked amount per security", and "3A.7 Ordinary dividend/distribution security". At the bottom of the form, there are buttons for "Edit", "Submit", and "PDF".

If the user presses "Continue", the pre-submission confirmation message will appear on the screen.

Diagram 28

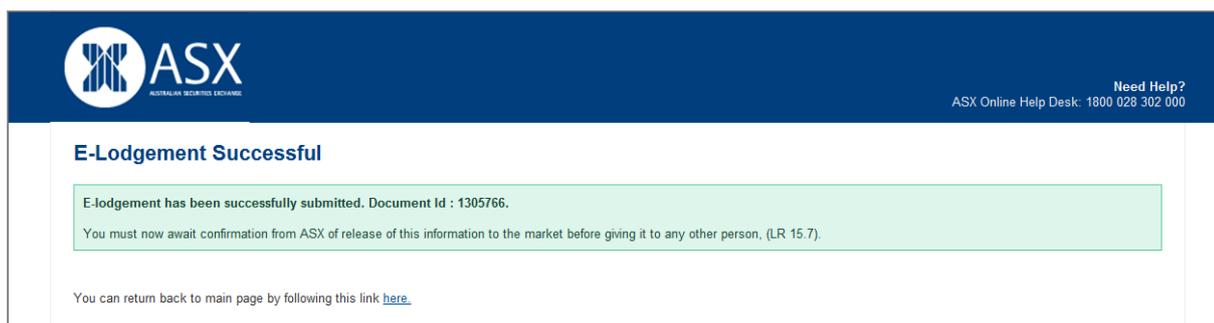


The screenshot shows the same web form as in Diagram 27. A modal dialog box titled "Confirmation" is open in the center. The dialog contains a blue speech bubble icon and the text: "If you click Yes you will submit the online form which will generate an announcement to the market. Are you sure you want to continue?" Below the text are two buttons: "No" and "Yes". The background form shows fields for "3A.1b Ordinary Dividend/distribution amount per security", "3A.2 Is the ordinary dividend/distribution franked?", "3A.3 Percentage of ordinary dividend/distribution that is franked", "3A.4 Ordinary dividend/distribution franked amount per security", "3A.5 Percentage amount of dividend which is unfranked", "3A.6 Ordinary dividend unfranked amount per security", and "Part 5 - Further information". At the bottom of the form, there are buttons for "Edit", "Submit", and "PDF".

If the user presses "Yes" the online form will be submitted. Refer "Submitting an online form" below.

After submitting the form the user will receive an acknowledgement that the form has successfully submitted to ASX. For information on what happens after submission see the section "What happens after you submit and online form" below.

Diagram 29



When a form with a warning is submitted, it will be flagged to ASX operations staff upon submission. ASX will review the relevant item and the answer, and if it appears to be something that may cause an operational issue or difficulty, ASX will contact the person nominated by the entity under ASX Listing Rule 12.6 as the person responsible for communication with ASX, to resolve the issue prior to continuing the processing of the form (i.e. before release to market).

A list of all the fields in each form which will generate an internal flag for ASX Operations staff is provided in **Annexure A**.

One type of orange warning message the user may receive is a “concurrency warning” – see “Concurrent corporate action constraints” below.

It is very important to note that if a user cannot arrive at an answer for an online form that removes an orange warning, the best course of action is to contact the ASX Listing Compliance adviser for the listed entity (or equivalent ASX contact in the case of ETF issuers). This is because once the online form has been submitted to ASX and the ASX Listing Compliance Adviser contacts the listed entity regarding the warning, the only courses of action available are to release the announcement as is, or delete the announcement. Once the announcement is deleted the user cannot access the online form again and must create a new online form for re-submission. On the other hand if the user contacts ASX before the form has been submitted the user has the option of modifying the draft form (if that is considered the appropriate course of action after discussion with ASX), and then submitting the form.

9.12.3 Red error messages

Red error messages will prevent the user from reviewing or submitting an online form. Red error messages point out incorrect information or missing answers to mandatory fields. If you do not populate a mandatory field and move to another field or part of the form, or, if you give an incorrect answer to a question relating to an ASX business rule, an error message will appear in red below the relevant field.

ASX ONLINE FORMS USER GUIDE

Diagram 30

ASX Appendix 3A.1 - Notification of dividend / distribution

Important Information

- Part 1 - Entity and announcement...
- Part 2A - All dividends/distributi...
- Part 3A - Ordinary dividend/dist...
- Part 5 - Further information

2 of 5

Part 1 - Entity and announcement details

1.1 Name of +Entity
TEST SECURITY

*** 1.2 Registered Number Type**
[Select...]
Missing or incorrect value

*** Registration Number**

The ABN is an 11 digit number while the ARBN, ACN and ARSN are 9 digit numbers. Registration Number Type of "Other" accepts all characters with a maximum of up to 300 characters.

1.3 ASX issuer code
TES

1.4 The announcement is

- New announcement
- Update/amendment to previous announcement
- Cancellation of previous announcement

A number in a red square will also appear in the error counter at the top left hand corner of the screen and the Parts Menu will appear red for whichever part of the menu contains a red error.

Diagram 31

ASX Appendix 3A.1 - Notification of dividend / distribution

Important Information

- Part 1 - Entity and announcem...
- Part 2A - All dividends/distributi...
- Part 3A - Ordinary dividend/dist...
- Part 5 - Further information

3 of 5

Part 2A - All dividends/distributions basic details

*** 2A.1 Type of dividend/distribution**

- Ordinary
- Special
- Scrip

*** 2A.2 Dividend/distribution period (frequency)**
Six Monthly
If the dividend/distribution is special and/or scrip only then 'N/A' may be applicable.

*** 2A.3 Dividend/distribution relates to period ending**
30/6/2014
*If the dividend/distribution is special and/or scrip only and N/A has been ticked in Q2A.2 *Dividend / distribution period (frequency), then a period ending date may not be applicable.*

*** 2A.4 +Record Date**
10/10/2014

2A.5 Ex Date
8/10/2014
The pre-populated value is mandated by the Listing Rules. You cannot override this value.

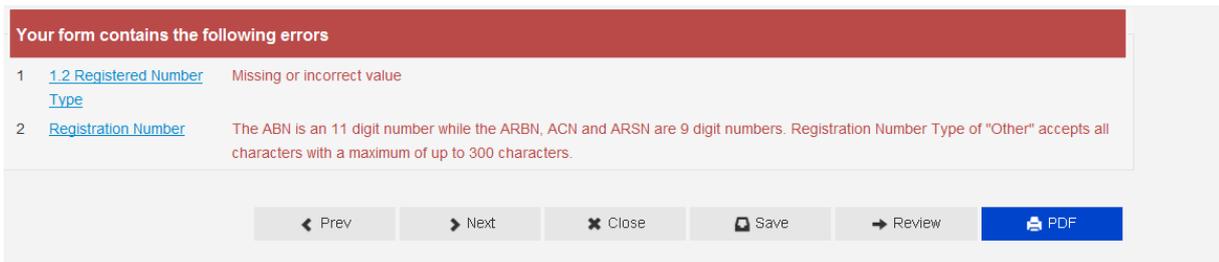
*** 2A.6 Payment Date**
31/10/2014

*** 2A.7 Is the payment of dividend/distribution conditional?**

- Yes
- No

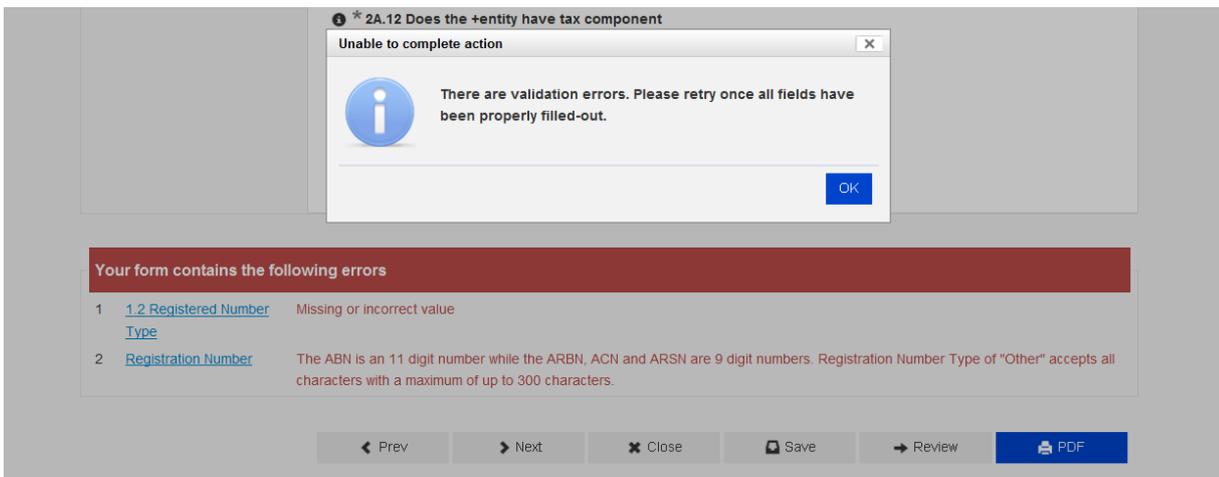
A description of the error(s) will also appear at the bottom of the page (see below). Each error has a number, a reference to the question and a description of the error.

Diagram 32



When a red error message is present and has not been rectified the form may not be reviewed or submitted.

Diagram 33

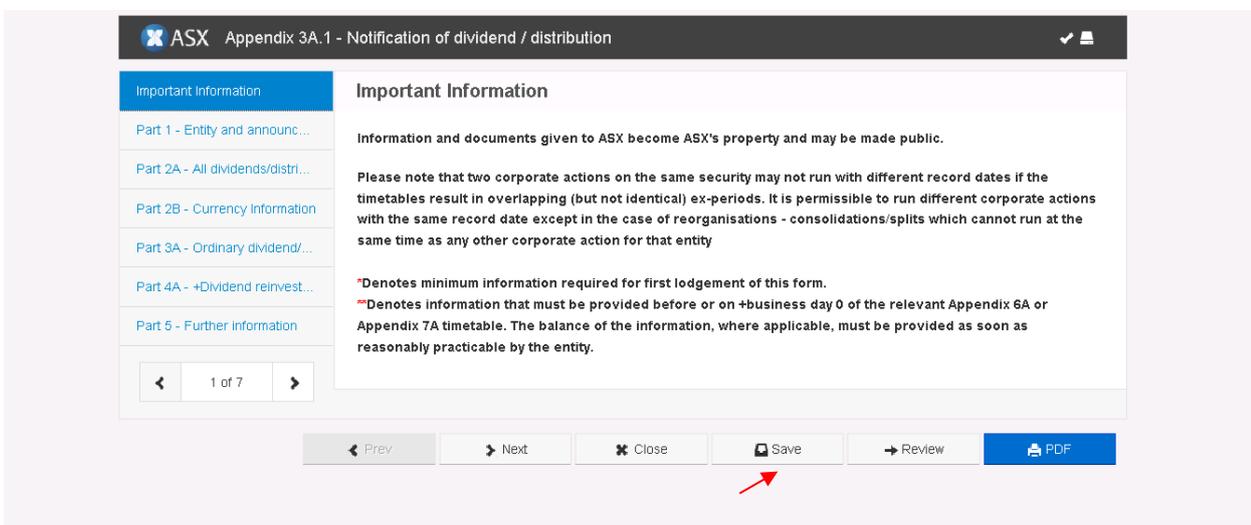


10 Saving, reviewing and submitting online forms

10.1 Saving a draft form

A form in progress may be saved at any time by pressing the “save” button at the bottom of the screen. The save function is available regardless of errors present in the form.

Diagram 34



ASX ONLINE FORMS USER GUIDE

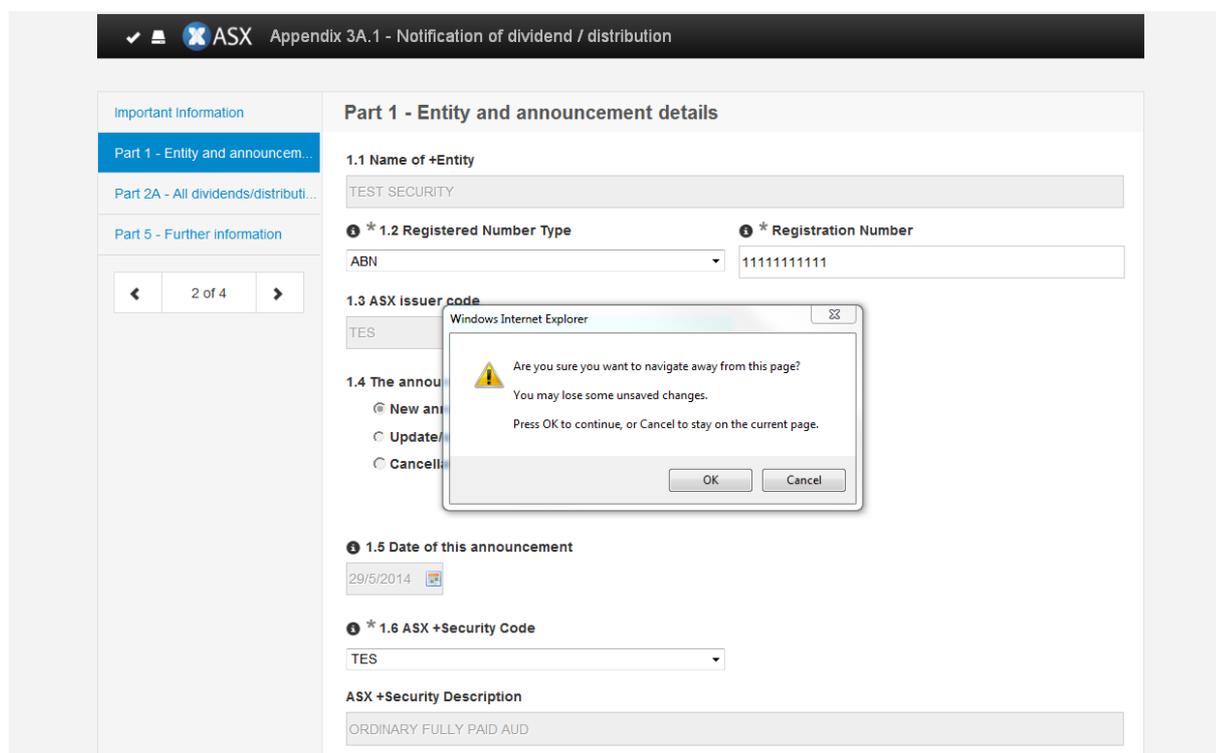
A message will appear at the bottom of the screen advising that the draft has been successfully saved.

Diagram 35



It is very important to save a draft form shortly after creating a draft from or commencing the editing of a form. If the user clicks on the “close” button without saving or reviewing/submitting the form, the information in the form will be lost. When the user clicks on “close” most web browsers will generate a message asking the user if they wish to navigate away from the page, in order to safeguard against accidental loss of information.

Diagram 36



The form does not have an “auto save” feature. ASX recommends saving a form regularly while the form is in progress in order to avoid accidental loss of information.

Once a draft has been saved it can be accessed from the “Manage online forms” screen – refer to the section “Manage Online Forms screen” below.

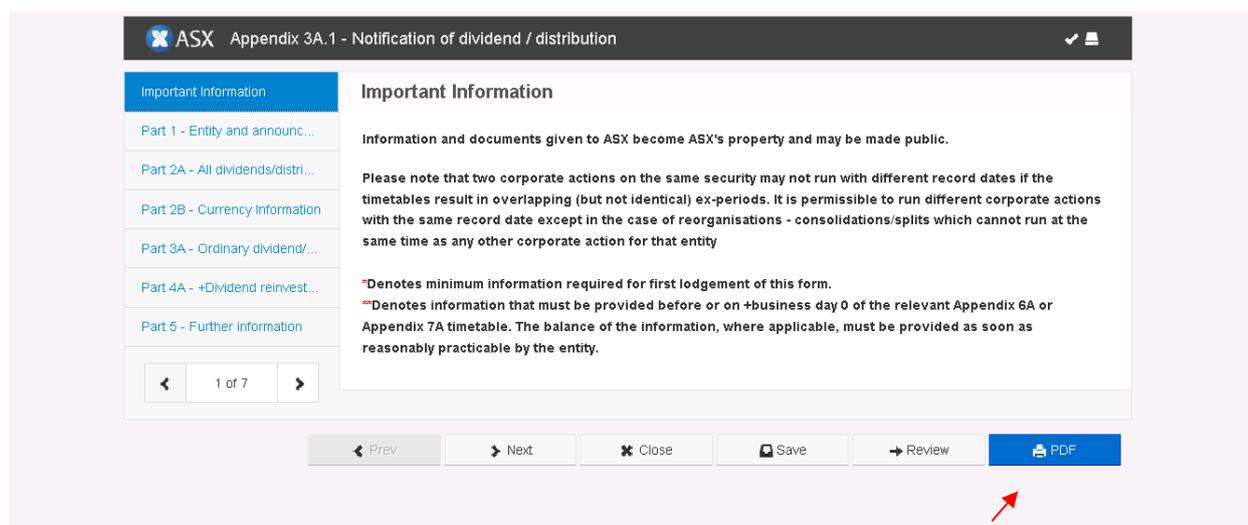
10.2 Reviewing the content of an online form

At any time during the creation of a new online form, update or cancellation the user may review the content of the form to date by pressing the “review” button. The form will not allow review when red error messages are present (refer to the section “Red error messages” above).

10.3 Create draft PDF feature

A draft of the PDF announcement to market may be created at any time while a form is in progress even if there are error messages present.

Diagram 39



The PDF will be watermarked "DRAFT" to ensure that listed entities do not print the PDF of a draft online form and lodge it separately as a PDF announcement. The Draft PDF is available for the listed entity to save to its own systems or print to use for own review processes pre-submission. Any changes identified must be completed via the online form. Note that the draft PDF (as for the final PDF) will only show the questions that have been completed by the user.

Diagram 40

Appendix 3A.1 - Notification of dividend / distribution

Appendix 3A.1 - Notification of dividend / distribution

Important Information

Information and documents given to ASX become ASX's property and may be made public.

Please note that two 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

***Denotes minimum information required for first lodgement of this form.**

****Denotes information that must be provided before or on +business day 0 of the relevant Appendix 6A or Appendix 7A timetable. The balance of the information, where applicable, must be provided as soon as reasonably practicable by the entity.**

Part 1 - Entity and announcement details

1.1 Name of +Entity

TEST SECURITY

1.2 Registered Number Type

other

Registration Number

12345

1.3 ASX issuer code

TES

1.4 The announcement is

New announcement

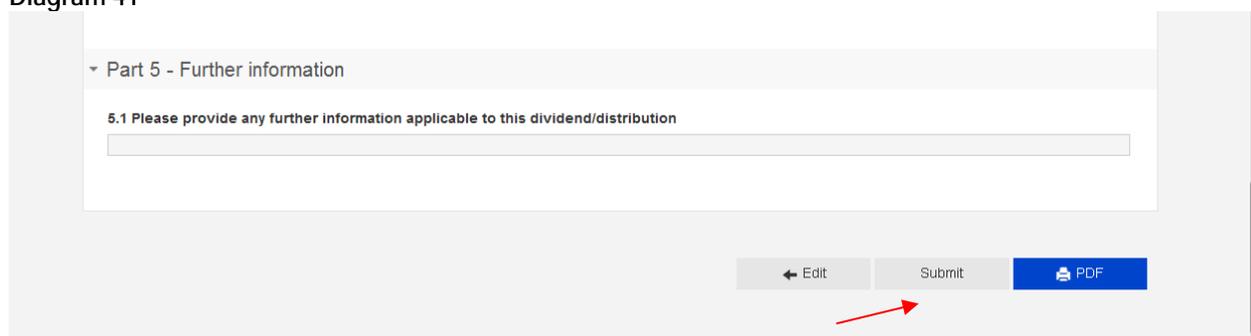
10.4 Submitting an online form (for release to market)

A completed online form can be submitted to ASX at any time (as for a PDF elodgement), ready for release to market. The Submit button on the online form is the equivalent in process to the Submit button for elodgement of PDF announcements. As with PDF announcements, the release to the market will only take place during the ASX Market Announcements Office operating hours.

An online form may not be submitted without a user first going through the “review” process. This is to ensure that the user has looked at the information contained in the form prior to submitting it.

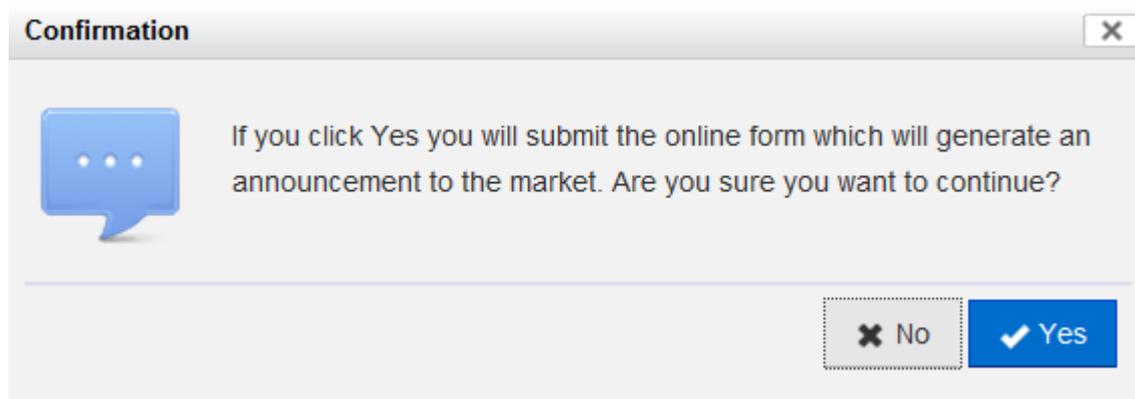
If you wish to change information prior to submitting the online form simply press the “edit” button available on the Review screen. This will return you to the form content.

Diagram 41



To submit the form press the “Submit” button visible from the Review screen. After pressing this button a dialogue box will appear asking you to confirm that you wish to submit the form.

Diagram 42



If you press “no” you will be returned to the “review” screen. If you press “yes” the form will be submitted and you will receive an acknowledgement that the form has been successfully lodged (the acknowledgement is the same as that for a PDF announcement lodgement).

Diagram 43



11 What happens after you submit an online form (acknowledgement of submission)

Submission of an online form causes the information in the form to be transmitted to ASX. ASX's systems will automatically produce a PDF announcement of the form ready for ASX review and release to the market. This announcement undergoes the same processing by ASX Market Announcements Office as all other announcements with the addition of the processing of the orange warning message alerts in the case of those forms which are submitted with an orange alert message.

As with announcements generated by elodgement of a PDF file, ASX Online sends an email confirmation to the listed entity users to confirm that the announcement has been released to the market. A listed entity can determine who receives this email using the "External Notifications" screen on ASX Online. A PDF copy of the online form-generated announcement is included in the email notification from ASX Online. The final PDF announcement is also available from the "Manage online forms" page and the "Status of announcements" page in ASX Online. If the entity wishes to maintain PDF copies for its own records either of these sources can be used to download and save the PDF announcement in its final form.

After ASX has released the equivalent PDF announcement to the market, ASX also transmits the information from the form to its own database for the purposes of creating or updating corporate action records. This information is then available for other ASX systems such as ASX Trade and CHESS, as well as for dissemination externally in market information files.

11.1 Announcement header text

Unlike the Announcement header text for PDF announcements elodged to ASX, Listed entities are not able to edit the header text derived for online forms.

The announcements to market generated from online forms have a standard announcement header text derived by ASX to help readers quickly identify the security and the corporate action. The headers consist of:

- Announcement type (new/update/cancel);
- ASX Listing Rule Appendix reference;
- Name of corporate action;
- Security code (for Dividend/distribution, Interest payment and Return of capital or issuer code in the case of a Reconstruction (consolidation /split) as this corporate action affects all securities issued by the entity.

ASX ONLINE FORMS USER GUIDE

The announcement headers are summarised below:

Form	Header
Appendix 3A.1	Type (1) - Appx 3A.1 Notification of Distribution – Security code (2)
Appendix 3A.2	Type (1) - Appx 3A.2 Notification of Interest Payment – Security code (2)
Appendix 3A.3	Type(1) - Appx 3A.3 Notification of Consolidation/Split – ASX issuer code (3)
Appendix 3A.4	Type (1) - Appx 3A.4 Notification of Return of Capital – Security code (2)

(1) New, Update or Cancel

(2) the ASX security code to which the form relates (as provided in Part 1 of the form) (except for reconstructions – see note 3 below).

(3) For reconstructions the ASX issuer code is used as there are usually multiple securities to which the form relates.

12 Manage Online Forms screen

The workflow of an online form can be tracked through the “Manage Online Forms” screen.

Diagram 44

The screenshot shows the ASX online forms user interface. The top navigation bar includes the ASX logo and "Need Help? ASX Online Help Desk: 1800 028 302 000". The left sidebar contains a menu with categories: Home, Company Details, E-lodgement centre, User Details, and Help. A red arrow points to "Manage Online Forms" in the E-lodgement centre section. The main content area is titled "Welcome to Companies" and contains sections for ASX Listing Rules, Market Announcements Reporting Calendar, JORC Code, and Listed Entities Updates.

The Manage Online Forms screen presents saved drafts, all stages of processing of a submitted form and released forms. From this screen you can access a draft to continue editing it or to delete it, observe the progress of a submitted form, access a released form to create an update or to cancel the corporate action, access a PDF of the released announcement for released forms, and annotate forms using the “comments” feature (for more on comments refer to section “Comments feature”).

Diagram 45

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms**
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password

Manage Online Forms

The update link will allow you to announce new or changed information in relation to your previously announced corporate action.

The cancel link will allow you to announce the cancellation of your previously announced corporate action.

The link will allow you to modify a saved draft corporate action online form.

The link will delete a draft corporate action online form. The form will no longer be accessible after deletion.

The link is for comments about the online form, and is not included in the content of the announcement. The comments function is for audit trail and communication purposes within your company.

Corporate Action Forms

This list does not auto refresh. Please refresh as necessary via your browser.

Status	Status Date/ Time	Contact Name	Announcement Title
Draft(New)	17-Sep-2014 17:39	tes user	New - Appx 3A.1 Notification of Distribution - TESPA

The Manage online forms screen is not automatically refreshed, you can refresh the display by clicking on your browser refresh button.

12.1 Tracking the progress of a submitted form

After an online form has been submitted to ASX its progress through to release of the automatically generated ASX market announcement (PDF) can be observed from the “Manage online forms” screen. There are four processing stages:

- Delivered – signifies ASX has received the form;
- Accepted – signifies it is on the ASX Market Announcement Platform work-list;
- In-Progress – signifies that various workflows are in progress (for example if the announcement has been placed on “Internal” for review by an ASX listing adviser);
- Deleted (pre-release) – signifies an announcement that has been deleted by ASX and not released to market; and
- Released – signifies that the announcement generated from the online form has been released to the market.

These are the same stages that apply to announcements generated by elodging a PDF.

The Manage online forms screen will also display in brackets after the status the type of form lodged. For example “Accepted(new)” means the user has submitted a New online form and it is currently on the ASX work list, or “Released(Update)” means the user has submitted an Update online form, and it has been released.

The diagram below shows the “Accepted” and “Released” statuses.

Diagram 46

ASX
AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms**
- User Email Preferences
- External Notifications

User Details

- ASX Waivers Registry Search
- Contact ASX

Manage Online Forms

The update link will allow you to announce new or changed information in relation to your previously announced corporate action.

The cancel link will allow you to announce the cancellation of your previously announced corporate action.

The link will allow you to modify a saved draft corporate action online form.

The link will delete a draft corporate action online form. The form will no longer be accessible after deletion.

The link is for comments about the online form, and is not included in the content of the announcement. The comments function is for audit trail and communication purposes within your company.

Corporate Action Forms

This list does not auto refresh. Please refresh as necessary via your browser.

Status	Status Date/Time	Contact Name	Announcement Title
Accepted(New)	16-Sep-2014 14:46	tes user	New - Appx 3A.1 Notification of Distribution - TES
Released(Update)	10-Sep-2014 17:57	tes user	Update - Appx 3A.3 Notification of Consolidation/Split - TES update cancel
Released(New)	04-Sep-2014 15:00	tes user	New - Appx 3A.1 Notification of Distribution - TES update cancel

12.2 Modifying drafts

Any draft online form that is saved by a user is available for access from the Manage online forms screen. The status for that form could be:

- “Draft(New)” – a draft of a new corporate action announcement form;
- “Draft(Update)” – a draft update to an initial corporate action notification online form that has been submitted and released to the market; or
- “Draft(Cancel)” – a draft of an online form to cancel a corporate action which has been notified initially by way of online form and may also have been updated by way of online form.

To modify a draft form click on the “modify draft form” icon and the online form will appear in a new window in editable format. When you save the form it will replace the last saved draft.

12.3 Comments feature

The comment feature on the Manage online forms screen allows you to annotate draft online forms and track progress of a draft form through its various iterations. The comment feature is only visible to the entity's users. To add a comment to a draft form, press the comment icon next to the relevant form in the “manage online forms” screen.

ASX ONLINE FORMS USER GUIDE

Diagram 47

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms**
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password

Manage Online Forms

The update link will allow you to announce new or changed information in relation to your previously announced corporate action.

The cancel link will allow you to announce the cancellation of your previously announced corporate action.

The link will allow you to modify a saved draft corporate action online form.

The link will delete a draft corporate action online form. The form will no longer be accessible after deletion.

The link is for comments about the online form, and is not included in the content of the announcement. The comments function is for audit trail and communication purposes within your company.

Corporate Action Forms

This list does not auto refresh. Please refresh as necessary via your browser.

Status	Status Date/Time	Contact Name	Announcement Title	
Draft(New)	17-Sep-2014 17:39	tes user	New - Appx 3A.1 Notification of Distribution - TESPA	

The “comment” screen for that corporate action will appear.

Diagram 48

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302 000

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- E-lodge mFund Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password
- Logout

Help

- Help
- Forms
- Directors/Management Search
- ASX Waivers Registry Search
- Contact ASX

Corporate Action Comments

Use the form below to view or add comments associated with your Corporate Actions.

These comments are for the benefit of the listed entity and are not accessed by ASX.

Announcement Title: Appendix 3A.1 - Notification of +dividend / distribution

Date	Entered By	Activity
31-Mar-2014 11:14:30	System	Status change: Accepted
31-Mar-2014 11:13:51	System	Status change: Delivered

2 items found, displaying all items.

[ADD](#) [Back to Status of Online forms](#)

The comment screen automatically updates with all actions on the form such as saving a draft and the stages of ASX processing of a lodgement announcement (delivered, accepted, in-progress and released). To add a comment press the “add” button. This will bring up the “Add corporate action comment” screen.

ASX ONLINE FORMS USER GUIDE

Diagram 49

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302 000

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- E-lodge mFund Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms
- User Email Preferences
- External Notifications

Add Corporate Action Comment

Use the form below to add comments associated with your Corporate Actions.
Comments entered here are for the benefit of the listed entity and are not accessed by ASX.

Announcement Title: Appendix 3A.1 - Notification of +dividend / distribution

Comment Text:

[SAVE](#) [Cancel](#)

At this point you add your comment in the "comment text" screen and press "save".

Diagram 50

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302 000

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- E-lodge mFund Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms
- User Email Preferences
- External Notifications

Add Corporate Action Comment

Use the form below to add comments associated with your Corporate Actions.
Comments entered here are for the benefit of the listed entity and are not accessed by ASX.

Announcement Title: Appendix 3A.1 - Notification of +dividend / distribution

Comment Text: Draft amended by Coy Sec 1 and PDF sent to CFO for review and sign off prior to submission of online form

[SAVE](#) [Cancel](#)

The comment will then appear as the latest step in the Corporate Action Comment screen.

Diagram 51

ASX
AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password
- Logout

Help

- Help
- Forms
- Directors/Management Search
- ASX Waivers Registry Search
- Contact ASX

Corporate Action Comments

Use the form below to view or add comments associated with your Corporate Actions.
These comments are for the benefit of the listed entity and are not accessed by ASX.

Corporate Action comment successfully added.

Announcement Title: Appendix 3A.3 - Notification of Security Consolidation or Split

Date	Entered By	Activity
17-Sep-2014 17:28:14	tes user	Comment added: Need to update once conditions are met
10-Sep-2014 17:57:10	System	Status change: Released
10-Sep-2014 17:57:08	System	Status change: In-Progress
10-Sep-2014 17:55:30	System	Status change: Accepted
10-Sep-2014 17:54:29	System	Status change: Delivered
10-Sep-2014 17:53:51	System	Status change: Draft saved
10-Sep-2014 17:52:52	System	Status change: Draft saved
10-Sep-2014 17:42:17	System	Status change: Released
10-Sep-2014 17:42:12	System	Status change: In-Progress
10-Sep-2014 17:18:30	System	Status change: Accepted
10-Sep-2014 17:17:40	System	Status change: Delivered
10-Sep-2014 17:17:11	System	Status change: Draft saved

12 items found, displaying all items.

ADD [Back to Manage Online Forms](#)

ASX's system will automatically update the comment trail with information about the document trail for example when a form is lodged or updated. The comment must be between 2 and 255 characters. The following characters are accepted:

- A-Z
- a-z
- 0-9
- -
- .
- ,
- ;
- @
- :
- ?
- !
- (
-)
- \$
- #
- %
- +
- -
- {
- }
- [
-]
- /

ASX ONLINE FORMS USER GUIDE

- _ [underscore]
- [space]

Comments are only accessible from the Manage Online Forms screen and are not attached to the form or transmitted to any third party. ASX stores comment information securely and applies the same standards as to other information pertaining to specific listed entities in the ASX Online system (that is, it is kept secure and confidential). The comment feature is purely for the benefit of the listed entity and is treated as such by ASX. ASX Operational staff do not have access to this information in the normal course of business and it is encrypted in ASX's storage facility.

Comments cannot be edited or deleted once they have been added to the corporate action. This is in order to preserve the listed entity's audit trail in relation to the corporate action in question.

12.4 Delete feature

The delete feature on the Manage online forms screen allows you to delete a saved draft online form.

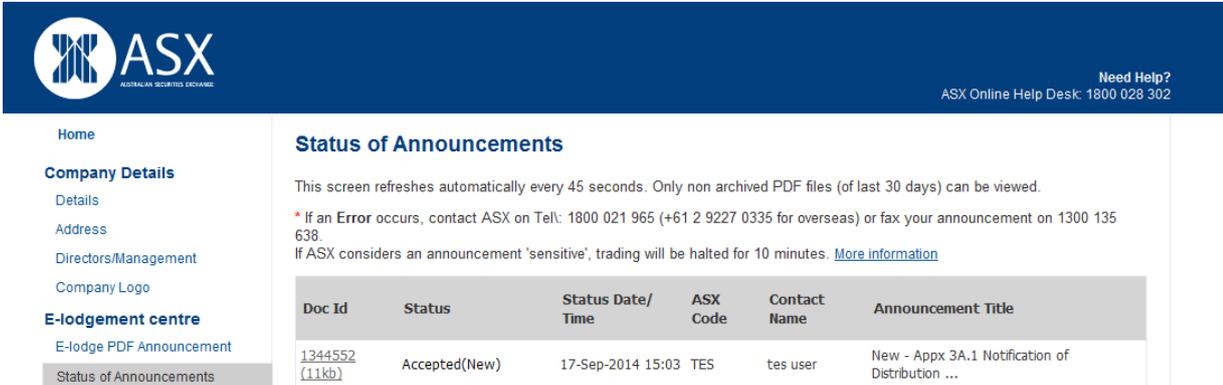
To delete a draft form click on the "delete" icon . You will be prompted by a pop up box to confirm you want to delete the draft announcement. Click on "OK" if you are sure, otherwise cancel the operation.

Deleted drafts will be removed from the list on the Manage online forms screen and will no longer be available to edit.

13 Status of announcements screen

Announcements generated via online forms are visible in the "Status of Announcements" screen in the same way as announcements generated by elodgement of a PDF. A copy of the PDF announcement can be accessed from this screen and saved for entity records.

Diagram 52



Status of Announcements

This screen refreshes automatically every 45 seconds. Only non archived PDF files (of last 30 days) can be viewed.

* If an **Error** occurs, contact ASX on Tell: 1800 021 965 (+61 2 9227 0335 for overseas) or fax your announcement on 1300 135 638.
If ASX considers an announcement 'sensitive', trading will be halted for 10 minutes. [More information](#)

Doc Id	Status	Status Date/ Time	ASX Code	Contact Name	Announcement Title
1344552 (11kb)	Accepted(New)	17-Sep-2014 15:03	TES	tes user	New - Appx 3A.1 Notification of Distribution ...

14 What happens if you submit an online form in error

If you submit an online form in error you must follow the existing process and immediately contact ASX Market Announcements Office by telephone 1800 021 965 (+61 2 9227 0335 if calling from overseas).

If the equivalent PDF announcement has already been released to market by the time you realise the error or contact ASX, you may need to submit a cancellation form. Please speak to ASX first. Refer to the section "Cancelling a corporate action initially announced through an online form" below.

15 Updating a corporate action initially announced through an online form

In some cases listed entities do not have all the information about a corporate action available at the time of first announcement. For example in respect of a dividend announcement where a dividend reinvestment plan is in operation the price at which DRP securities will be issued is often advised after the initial announcement. The foreign currency rate relating to dividends paid in multiple currencies is also often advised after the initial announcement.

With respect to corporate actions announced using online forms, any subsequent information about the corporate action which is covered by the online form must be announced by way of an update to the original notification.⁸ There is no restriction to the number of update announcements made by the listed entity.

An update announcement to the market will consist of the content of the previously submitted (and released) online form announcement but with “update” selected at question 1.3 and with a visual highlight of any new or changed information provided by the entity in the update. The user will also be required to complete Question 1.4a “reason for update” field. This allows the reader of the announcement to have access to all the information about the corporate action without having to access prior market announcements. ASX’s market information products will also be designed to highlight new or changed information provided by the entity in the update.

To create an update announcement go the “Manage online forms” screen. The previously released online form is available for update. In order to preserve the sequence of announcements for each corporate action each online form will only be editable from the last announced/released form. For example if a new dividend form is submitted and released to market, it would then be available in the Manage online forms screen for Update or Cancel. If an Update announcement is subsequently submitted the original new dividend notification form will no longer be able to be edited from the “Manage online forms” screen. Only the last released update form will be available for editing.

To prepare an Update announcement select the corporate action announcement you wish to update (note only a released announcement may be “updated”) by clicking on ‘update’.

⁸ ASX Listing Rule 15.3(c)

ASX ONLINE FORMS USER GUIDE

Diagram 53

ASX AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms**
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password
- Logout

Help

- Help
- Forms
- Directors/Management Search
- ASX Waivers Registry Search
- Contact ASX

Manage Online Forms

The update link will allow you to announce new or changed information in relation to your previously announced corporate action.

The cancel link will allow you to announce the cancellation of your previously announced corporate action.

The link will allow you to modify a saved draft corporate action online form.

The link will delete a draft corporate action online form. The form will no longer be accessible after deletion.

The link is for comments about the online form, and is not included in the content of the announcement. The comments function is for audit trail and communication purposes within your company.

Corporate Action Forms

This list does not auto refresh. Please refresh as necessary via your browser.

Status	Status Date/Time	Contact Name	Announcement Title	
Accepted(New)	17-Sep-2014 15:03	tes user	New - Appx 3A.1 Notification of Distribution - TES	
Deleted Pre Release (New)	16-Sep-2014 17:02	Kim Blady	New - Pre-NR Request Notice - TES	
Accepted(Update)	16-Sep-2014 14:51	tes user	Update - Appx 3A.4 Notification of Capital Return - TES	
Accepted(New)	16-Sep-2014 14:46	tes user	New - Appx 3A.1 Notification of Distribution - TES	
Released(Update)	10-Sep-2014 17:57	tes user	Update - Appx 3A.3 Notification of Consolidation/Split - TES	update cancel
Released(New)	04-Sep-2014 15:00	tes user	New - Appx 3A.1 Notification of Distribution - TES	update cancel
Draft(New)	04-Sep-2014 14:50	tes user	New - Appx 3A.2 Notification of Interest Payment - TES	

This will open the online form in a new window. The form will look like the initial announcement form however question 1.3 will have "update" preselected, and question 1.4a will be mandatory.

Diagram 54

ASX Appendix 3A.3 - Notification of Consolidation/Split

Appendix 3A.3 - Notification of Consolidation/Split

Part 1 - Entity and announcement details

1.1 *Name of +Entity
TEST SECURITY

1.2 *Registered Number Type: other | *Registration Number: 12345

1.3 *ASX issuer code
TES

1.4 *The announcement is
 New announcement
 Update/amendment to previous announcement
 Cancellation of previous announcement

* 1.4a Reason for update to a previous announcement
 updated because conditions now no longer apply

ASX ONLINE FORMS USER GUIDE

For question 1.4a you should include any information to summarise the reason for the update, including the deletion of any previously announced features of the corporate action, for example if a condition is removed.

The form will be prepopulated with answers from the previously released announcement. Fields previously entered may be changed or new information may be added to fields which were not previously populated. The form behaviour is the same as for an initial notification although validations on dates will recognise that the form is an update rather than a new notification. The form will also recognise the current status of the corporate action timetable dates versus today. For instance, the user may be prohibited from changing certain fields as the ex date may be current or in the past.

Where questions in the online form do not have an asterisk or two asterisks indicating that the information is required upon first lodgement or by another time, and are applicable to the entity, the entity should provide the information by way of an update as soon as reasonably practicable. This means that the entity should provide the information as soon as it can.

15.1 Mandatory updates

Updates are mandatory in relation to confirming the status of any conditions applying to the corporate action (for example shareholder approval) and where the initial notification provided an answer which indicated it was an estimate only. Refer to the following sections for more information.

15.1.1 Conditions

Each form contains a question about whether there are any conditions precedent to the corporate action – for example shareholder approval, court or regulatory approval, or other conditions that may be specified by the user. When a new online form is submitted, the information may be presented per below diagram, where the meeting is to be held in the future and it is not yet known whether the condition is met or not.

Diagram 55

The screenshot displays a form section for question 2A.7. The question is: "2A.7 Is the payment of dividend/distribution conditional?". Below the question are two radio buttons: "Yes" (selected) and "No".

Below the question is a sub-section titled "2A.7a Conditions applicable to the dividend /distribution". This section contains a table with four columns:

* Condition	* Date for determination	* Is the date estimated or actual?	**Condition met?
Securityholder appro	20/1/2014	<input type="radio"/> Estimated <input checked="" type="radio"/> Actual	[Select...] <small>Only answer this question when you know the outcome of the condition - please advise at least seven +business days before +record date.</small>

Below the table is a "Comments" field with a text area containing the following text: "The security holder meeting is on 20 January 2014. TES will lodge an update on that day to advise the outcome of the meeting and confirm whether the dividend will proceed."

Where conditions are indicated it is mandatory to submit an update confirming that the conditions have been met and the corporate action can go ahead or to submit a cancellation of the corporate action on the basis that the condition has not been met (see the section "Cancelling a corporate action initially announced through an online form" below). The deadline for submitting the update or cancellation is Business Day 0 of the relevant ASX Listing Rule timetable (as indicated by the double asterisk against the question). The timetables are found in Appendix 6A for dividends/distributions and interest payments and Appendix 7A for other corporate actions.

15.1.2 Estimates

An update is mandatory in relation to any question marked with an asterisk where the initial notification provided an estimated date or amount.

15.2 Submission of an update announcement

The process for review and submission of an Update announcement is the same as for a new announcement.

15.3 PDF announcement of an update

The PDF of a submitted and released update announcement will visually highlight new or changed information.

Diagram 56

1.4 The announcement is

Update/amendment to previous announcement

1.4a Reason for update to a previous announcement

UPDATE 1

1.4b Date of previous announcement(s) to this update

Thursday September 4, 2014

1.5 Date of this announcement

Thursday September 4, 2014

16 Cancelling a corporate action initially announced through an online form

The ASX Listing Rules require that a corporate action initially announced via an online form must also be notified as cancelled via an online form⁹. This is to ensure that the cancellation is captured in ASX systems and notified to the market and users of ASX's market data products. The cancellation of a corporate action means that the event is no longer proceeding or has been withdrawn, for example a dividend will not now be paid. Prior to submitting an online form cancelling a corporate action ASX strongly advises that users contact their ASX listing adviser to discuss the matter.

To announce the cancellation of a corporate action go to the Manage online forms screen and select "cancel" next to the latest announcement concerning the corporate action you wish to cancel.

Diagram 57

ASX
AUSTRALIAN SECURITIES EXCHANGE

Need Help?
ASX Online Help Desk: 1800 028 302

Home

Company Details

- Details
- Address
- Directors/Management
- Company Logo

E-lodgement centre

- E-lodge PDF Announcement
- E-lodge mFund Announcement
- Status of Announcements
- Create Online Forms
- Manage Online Forms
- User Email Preferences
- External Notifications

User Details

- Update My Details
- Update My Password
- Logout

Manage Online Forms

The Update link will bring up an online form to announce new or changed information in relation to your previously announced corporate action.

The Cancel link will bring up an online form to announce the cancellation of your previously announced corporate action.

The link will modify a draft corporate action.

The link will delete a draft corporate action.

The link is for comments.

Corporate Action Forms

This list does not auto refresh. Please refresh as necessary via your browser.

Status	Status Date/ Time	Contact Name	Announcement Title	
Released(New)	04-Sep-2014 15:00	tes user	New - Appx 3A.1 Notification of Distribution - TES	update cancel
Draft(New)	04-Sep-2014 14:50	tes user	New - Appx 3A.2 Notification of Interest Payment - TESHA	

2 items found, displaying all items.

⁹ ASX Listing Rule15.3(c).

ASX ONLINE FORMS USER GUIDE

This will open the online form in a new window. The form will be prepopulated with the information from the previously released announcement but with "Cancel" selected at question 1.4. Note that Question 1.4c – reason for cancellation is a mandatory field.

No other fields in a "Cancel" online form are able to be populated or changed.

Diagram 58

The screenshot shows the 'Part 1 - Entity and announcement details' section of an online form. The form is prepopulated with the following information:

- 1.1 Name of +Entity:** TEST ISSUER
- 1.2 Registered Number Type:** ABN
- 1.2 Registration Number:** 1111111111
- 1.3 ASX issuer code:** TES
- 1.4 The announcement is:** Cancellation of previous announcement
- 1.4c Reason for cancellation of previous announcement:** The payment of the dividend was not approved by shareholders so the payment will not go ahead.

16.1 Submission of a cancel announcement

The process for review and submission of a Cancel announcement is the same as for a new or update announcement. Once a cancel announcement has been submitted it will no longer be available for edit or update via the Manage online forms page.

16.2 PDF announcement of an update

The PDF of a submitted and released "Cancel" announcement will visually highlight question 1.4 response – reason for cancellation.

Diagram 59

1.4 The announcement is

Cancellation of previous announcement

1.4c Reason for cancellation of previous announcement

Previous announcement was made in error

1.4d Date of previous announcement(s) to this cancellation

Thursday September 4, 2014

1.5 Date of this announcement

Thursday September 4, 2014

Once the form is submitted and ASX has released the equivalent PDF announcement to the market, ASX's systems will notate the corporate action event as cancelled, and generate a workflow item for ASX Operational staff to check the details. This will include any associated changes to securities subject of the corporate action for trade or settlement purposes. ASX market information products will also include notification of the cancellation.

In the case of a reconstruction which affects multiple securities, the corporate action may only be cancelled as a whole, not in relation to a subset of securities.

17 Concurrent corporate action constraint

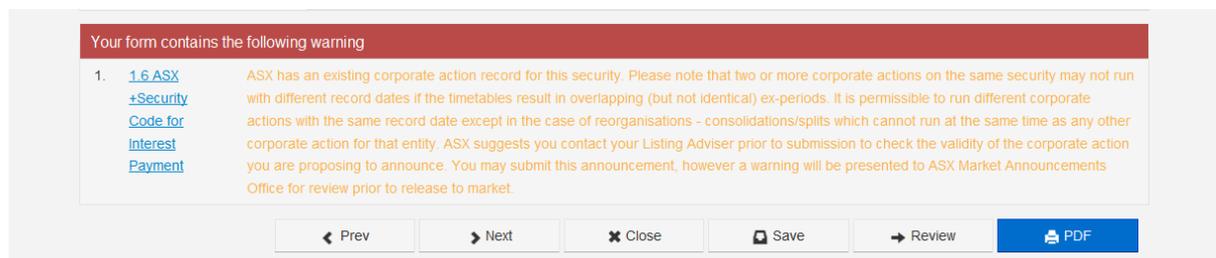
ASX systems are constrained in how they may process corporate actions with the same or overlapping dates for the same security. A note appears on the “information” section (first page) of each online form stating:

“Please note that 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.”

The online forms system is designed to detect the lodgement of a corporate action when any current or future corporate action has been set up in the ASX securities database against that security. At the time a new online form is created or an update is opened, the ASX system performs the check (regardless of the proposed dates for the corporate action being created or updated). This check is wider than the concurrent corporate action constraint and will pick up corporate actions that don't in fact breach the concurrency constraint. When the ASX online forms system detects a current or future corporate action the user will be given this warning:

“ASX has an existing corporate action record for this security. Please note that 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. ASX suggests you contact your Listing Adviser prior to submission to check the validity of the corporate action you are proposing to announce. You may submit this announcement, however a warning will be presented to the Market Announcements Office for review prior to release to market.”

Diagram 60



If a corporate action does not breach the concurrency rule but the user receives this warning as there is more than one corporate action in ASX's database for the security the best course of action is to contact your ASX Listings Adviser and alert them to this situation. ASX will advise whether the proposed concurrent corporate actions are acceptable and can therefore be submitted via an online form, or they are not acceptable and the proposed course of action. If the listed entity contacted ASX prior to submitting the online form and ASX advised that the corporate actions could be submitted via an online form, there should be no delay in approval and release of the announcement, despite the internal alert.

18 Features specific to particular corporate actions

18.1 Dividends

18.1.1 “Amount field” – question 2A.9

This amount is the total amount payable in the corporate action. If an entity is advising more than one dividend/distribution payable on the same security at the same time (for example an ordinary and a special dividend), the amount at question 2A.9 should be the total of both of those amounts.

ASX ONLINE FORMS USER GUIDE

18.1.2 Estimated dividend/distribution for units of trusts, preference securities and units ETFs

An estimate is only permitted to be announced in the case of units of trusts, units of ETFs and preference +securities. It is expected that at the time the estimated distribution is announced the entity would answer “yes” to “is the dividend/distribution estimated at this time” and provide the estimated amount in the resultant “estimated dividend/distribution” field.

Diagram 61

* 2A.9 Total dividend/distribution amount per +security (in primary currency)

AUD 0.06800000

This amount should be the total of any Ordinary, Scrip, Special and Supplementary dividend announced using this form. Your answer will not be validated. An estimate is only permitted in the case of units of trusts, units of ETFs and preference +securities.

* Estimated or Actual?

Estimated

Actual

An estimate is only permitted in the case of units of trusts, units of ETFs and preference +securities.

Diagram 62

Part 3A - Ordinary dividend/distribution

3A.1 Is the ordinary dividend/distribution estimated at this time?

Yes

No

* 3A.1a Ordinary dividend/distribution estimated amount per +security

AUD 0.06800000

Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement

* 3A.1a(i) Date that actual ordinary amount will be announced

29/10/2014

* Estimated or Actual?

Estimated

Actual

Once the final distribution amount is known the entity should lodge an “update” to the original announcement and note that the reason for update is to provide the final distribution amount.

Diagram 63

* 1.4a Reason for update to a previous announcement

update to provide actual distribution amount

The radio button at 2A.9 should be changed to “actual” and if the amount has changed this should be reflected in the amount given at 2A.9

Diagram 64

*** 2A.8** Currency in which the dividend/distribution is made ("primary currency")

AUD - Australian Dollar

*** 2A.9** Total dividend/distribution amount per +security (in primary currency)

AUD 0.0700000

*** Estimated or Actual?**

Estimated

Actual

This amount should be the total of any Ordinary, Scrip, Special and Supplementary dividend announced using this form. Your answer will not be validated. An estimate is only permitted in the case of units of trusts, units of ETFs and preference +securities.

An estimate is only permitted in the case of units of trusts, units of ETFs and preference +securities.

In the section specific to the particular dividend/distribution, e.g. Part 3A – Ordinary dividend/distribution, the entity should change the radio button at 3A.1 "Is the ordinary dividend/distribution estimated at this time?" to "no" and then enter the final amount in 3A.1b "Ordinary dividend/distribution amount per security". Similar changes will need to be made in the case of a special or scrip dividend/distribution.

Diagram 65

Part 3A - Ordinary dividend/distribution

3A.1 Is the ordinary dividend/distribution estimated at this time?

Yes

No

*** 3A.1a(i)** Date that actual ordinary amount will be announced

19/9/2014

*** 3A.1b** Ordinary Dividend/distribution amount per security

AUD 0.07000000

Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement

*** 3A.1a** Ordinary dividend/distribution estimated amount per +security

AUD 0.06800000

Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement

*** Estimated or Actual?**

Estimated

Actual

ASX ONLINE FORMS USER GUIDE

18.1.3 Franking and Conduit Foreign Income information

A dividend announcement may include information that the dividend is fully franked, partially franked and/or include a conduit foreign income (CFI) component. Questions on franking and CFI (where applicable) are included in each of the breakdown sections such as Ordinary, Special, Scrip, etc. and are mandatory questions. For each circumstance, ASX has provided examples of preferred input below – for an ordinary dividend example. Each component (except where a distribution may have additional tax components) should add up to the amount included in question 3A.1b for example for ordinary dividends. Some of these questions are automatically populated on the form based on the answers to certain radio button questions. The user may need to over-ride the pre-populated answers to achieve the desired answers.

Example where the dividend is fully franked (and no CFI component):

Diagram 66

The screenshot displays a form for entering dividend information. It includes several fields and radio button questions. The values entered are as follows:

Question ID	Question Text	Value
* 3A.1b	Ordinary Dividend/distribution amount per security	AUD 0.11000000
* 3A.2	Is the ordinary dividend/distribution franked?	Yes
* 3A.2a	Is the ordinary dividend/distribution fully franked?	Yes
* 3A.3	Percentage of ordinary dividend/distribution that is franked	100.0000 %
3A.3a	Applicable corporate tax rate for franking credit (%)	30.0000 %
* 3A.4	Ordinary dividend/distribution franked amount per security	AUD 0.11000000
* 3A.5	Percentage amount of dividend which is unfranked	0.0000 %
* 3A.6	Ordinary dividend unfranked amount per security	AUD 0.00000000
* 3A.7	Ordinary dividend/distribution conduit foreign income amount per security	AUD 0.00000000

Additional text on the form: "Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement"

ASX ONLINE FORMS USER GUIDE

Example where the dividend is partially franked, unfranked:

Diagram 67

* 3A.1b Ordinary Dividend/distribution amount per security AUD 0.03500000	
Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement	
* 3A.2 Is the ordinary dividend/distribution franked? <input checked="" type="radio"/> Yes <input type="radio"/> No	* 3A.2a Is the ordinary dividend/distribution fully franked? <input type="radio"/> Yes <input checked="" type="radio"/> No
* 3A.3 Percentage of ordinary dividend/distribution that is franked 12.5000 %	3A.3a Applicable corporate tax rate for franking credit (%) 30.0000 %
* 3A.4 Ordinary dividend/distribution franked amount per security AUD 0.00437500	* 3A.5 Percentage amount of dividend which is unfranked 87.5000 %
* 3A.6 Ordinary dividend unfranked amount per security AUD 0.03062500	
* 3A.7 Ordinary dividend/distribution conduit foreign income amount per security AUD 0.00000000	

Example where the dividend is unfranked, with full CFI component:

Diagram 68

*** 3A.1b Ordinary Dividend/distribution amount per security**

AUD 0.23500000

Only 3A.1a (estimated amount) or 3A.1b (amount) should be completed on a new announcement

*** 3A.2 Is the ordinary dividend/distribution franked?**

Yes

No

*** 3A.3 Percentage of ordinary dividend/distribution that is franked**

0.0000 %

*** 3A.4 Ordinary dividend/distribution franked amount per security**

AUD 0.00000000

*** 3A.5 Percentage amount of dividend which is unfranked**

0.0000 %

*** 3A.6 Ordinary dividend unfranked amount per security**

AUD 0.00000000

*** 3A.7 Ordinary dividend/distribution conduit foreign income amount per security**

AUD 0.23500000

18.1.4 Withholding tax

Non-Australian listed entities (i.e. those entities not incorporated in Australia) will have question 2A.13 presented to them: “withholding tax rate applicable to the dividend/distribution”. ASX only captures the dividend/distribution withholding tax rate in respect of dividends/distributions paid by foreign resident listed entities to Australian resident +security holders. If a dividend/distribution is payable to an Australian resident +security holder, the entity should advise the applicable dividend/distribution withholding tax rate (assuming no exemptions are sought by and granted to the holder). If the entity wishes to provide further information it may use Part 5 of the form “Further information” to do so.

18.1.5 DRP and other plan data

The Dividend Reinvestment Plan, Bonus Security Plan or other plan parts of the form contain detailed information about the operation of the plan. The text fields can be “cut and paste” in order to avoid retyping blocks of text however the other questions must be answered in respect of each dividend/distribution.

18.1.6 Supplementary Dividend for NZ Issuers

For New Zealand incorporated entities, where a security is recorded as NZ currency, Part 3F of the form will be presented. If New Zealand-incorporated entities announce a supplementary NZD dividend, this amount should be included together with the ordinary or other dividend amount at question 2A.9 – Total dividend/distribution amount per security. The AUD equivalent provided at 2A.9a should also include the amount of the supplementary dividend in addition to any other dividend being paid at that time that is advised on that form.

Diagram 69

ASX Appendix 3A.1 - Notification of dividend / distribution

Important Information

Part 1 - Entity and announ...

Part 2A - All dividends/dist...

Part 3A - Ordinary dividend...

Part 3F - NZD declared divi...

Part 5 - Further information

5 of 6

Part 3F - NZD declared dividends/distributions - supplementary dividend/distribution

3F.1 Is a supplementary dividend/distribution payable?

Yes
 No

3F.2 Is the supplementary dividend/distribution estimated at this time?

Yes
 No

3F.2a Supplementary dividend/distribution estimated amount per +security

NZD

3F.2b Supplementary dividend/distribution amount per +security

NZD

3F.3 Is the Supplementary dividend/distribution franked?

Yes
 No

3F.4 Percentage of Supplementary dividend/distribution that is franked

%

3F.4a Applicable corporate tax rate for franking credit (%)

%

3F.5 Supplementary dividend/distribution franked amount per +security

NZD

3F.6 Percentage of Supplementary dividend/distribution that is unfranked

%

3F.7 Supplementary dividend/distribution unfranked amount per security

NZD

Prev Next Close Save Review PDF

18.2 Interest payments

18.2.1 Period between payment date and record date

There are two relevant interest payment “calendars” built into the interest payments online form (Appendix 3A.2).

- The first is for securities issued on or after 1 October 2001 where the record date is typically 8 calendar days before the payment date. (displayed as Rule 7(2), 7 calendar day)
- The second is for securities issued on or before 30 September 2001 where the record date is typically 11 business days before the payment date. (displayed as Rule 11, 11 business day)

Based on the terms of each security, ASX has applied one of the standard “calendar” types described above to each interest payment security. In all cases the relevant ASX Listing Rule timetable (Appendix 6A paragraph 2) is expressed in terms of the relativity of the record date to the payment date which in some cases is calculated on calendar days rather than business days. Once the user selects the security at Q1.6, and then enters a payment date at Q2A.1, the form will invoke the calendar recorded by ASX for that security and automatically calculate the record and ex dates. The calendar is displayed at the top of Part 2A of the online form, as shown below.

Diagram 70

i Interest Rate Calendar Type

Rule 7(2), 7 calendar day

This field will be populated once a payment date is entered at item 2A.1 Payment Date

Diagram 71

i Interest Rate Calendar Type

Rule 11, 11 business day

This field will be populated once a payment date is entered at item 2A.1 Payment Date

In the first instance, if the record or ex dates land on non-business days, the online form will calculate a good business day based on embedded rules. After that initial calculation a listed entity can change the record date to match the terms regarding calculation of the date for that security. The online form will not re-invoke the calculation between payment date and record date, but accept the record date entered by the listed entity. The ex date will be recalculated relevant to the record date. As the form will allow issuers to over-ride the record date, the online forms will invoke an additional check for “reasonableness” where the payment date may not be more than 30 days from the record date. If this check is breached an error message will appear. This process allows listed entities some flexibility in setting their payment and record dates in compliance with their governing documents and the Listing Rule timetable.

Diagram 72

Appendix 3A.2 - Notification of interest payment & Interest rate change

Part 2A - Interest period dates and interest payment details

i Interest Rate Calendar Type
Rule 7(2), 7 calendar day
This field will be populated once a payment date is entered at item 2A.1 Payment Date

*** 2A.1 Payment date**
15/8/2014

*** 2A.2 +Record Date**
1/7/2014
The resultant period between Record Date and payment date is more than 30 days.

i 2A.3 Ex-Date
27/6/2014

*** 2A.4 First day of payment period**
1/4/2014

*** 2A.5 Last day of payment period**
30/6/2014

i 2A.6 Number of days in the payment period
91

Your form contains the following warning

1. [2A.2 +Record Date](#) The resultant period between Record Date and payment date is more than 30 days.

Prev Next Close Save Review PDF

18.3 Return of capital (cash)

18.3.1 Changes to option pricing as a result of the return of capital

Listing rule 7.22.3 governs the change in exercise price of options in a return of capital. The online form provides the user with questions in Part 4 to confirm the options affected and resulting exercise price. The form will automatically calculate the resulting exercise price (based on existing exercise price less the return of capital amount). This amount may be overridden by the listed entity and will not be validated. If the resulting exercise price is negative an error message will be presented.

18.4 Security splits/consolidations

18.4.1 Multiple securities as part of announcement

Appendix 3A.3 – Notification of Consolidation/Split is the only online form that allows the announcement of a corporate action with reference to more than one security. The terms of the reconstruction (i.e. the ratio) are generally the same for all securities. This will assist listed entities that have more than one security on issue, and also consumers of the market announcement. More than one security may be selected at question 1.6, and can include unquoted securities impacted. A listed entity may select additional securities (but cannot remove securities) on an update.

18.4.2 Ratios for questions 4.1a or 4.1b

The ASX online form system will only accept whole number ratios for security splits and consolidations. This means that where an issuer has a ratio expressed as a fraction this will need to be multiplied up to a whole number (for example 1:1.5 should be expressed as 2:3). If the listed entity does not feel that it is appropriate to express the ratio in this way it should contact ASX prior to lodging the online form for the corporate action.

18.4.3 ISIN for foreign entities

In regard to reconstructions, foreign listed entities are required to obtain and advise an "ISIN" for any temporary security that represents the deferred settlement trading part of the timetable. The ISIN is required for quoted securities only. The following information appears on the "Information" part of the reconstruction form.

"If you are an entity incorporated outside Australia, for securities other than CDIs / depository interests, please obtain and provide an International Securities Identification Number (ISIN) for the class(es) of securities to be created during your corporate action. The ISIN(s) should be advised in the Further Information section of this form. Further information on this requirement can be found in the Online Forms section of ASX Online for companies."

The relevant information is set out in **Annexure D**.

18.4.4 Specific concurrency for security splits/consolidations

ASX's system is unable to process a security split/consolidation at the same time as any other corporate action (even if the key dates such as record date and ex date are the same for both corporate actions). Accordingly if an entity has a security split/consolidation which is likely to involve other elements such as the payment of a dividend or return of capital it should discuss the matter with ASX before lodging any online forms for the corporate actions in question.

18.5 Which form should you use?

Some corporate actions have characteristics that may cross over some of the ASX online forms. For example a return of capital may be characterised as a special dividend or a security split/consolidation may involve the payment of a dividend or return of capital at the same time. In such cases please contact your ASX Listing Compliance adviser in the first instance to confirm which form should be used and ensure that ASX and the listed entity understand the details of the corporate action and how it will be processed by ASX. In some cases two corporate action online forms may need to be lodged to cover the separate aspects of a particular transaction.

ASX ONLINE FORMS USER GUIDE

ANNEXURE A – Fields which generate internal flags for ASX following an orange warning message

Online Form	Question/form type/rule	Warning message	Trigger for validation and message
All forms	<p>1.6 ASX Security Code on new form Can't have more than one corporate action with different record dates if ex periods overlap.</p> <p>Note that the system will generate a concurrency warning when it detects any corporate action in the system for the same security - even if the dates do not overlap. This is due to limits in the form design and interaction with ASX systems. Even if your corporate actions do not breach the concurrency constraint it is still advisable to contact ASX upon generation of the warning to ensure ASX will process the online form appropriately upon receipt.</p>	ASX has an existing corporate action record for this security. Please note that 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. ASX suggests you contact your Listing Adviser prior to submission to check the validity of the corporate action you are proposing to announce. You may submit this announcement, however a warning will be presented to ASX Market Announcements Office for review prior to release to market.	Select the security and ASX system detects a corporate action already on foot for the same security.
Appendix 3A.1: Notification of dividend/ distribution	<p>2A.4 +Record Date On update The Record Date and resulting Ex Date can only be amended up to 12 noon on previously announced Ex Date minus 1 settlement day</p>	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	<p>2A.6 Payment Date On update Payment Date can only be amended up to 12 noon on previously announced Payment Date</p>	Note that the previously announced Payment Date has been reached.	<date> on previously announced Payment Date
Appendix 3A.2: Notification of interest payment & interest rate change	<p>2A.2 +Record Date On update The Record Date and resulting Ex Date can only be amended up to 12 noon on previously announced Ex Date minus 1 settlement day</p>	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	<p>2A.2 +Record Date On new form and update. Period between Record and</p>	The period between record date and payment date is more than 1 month	<Payment date> where Record Date is more than a month prior

ASX ONLINE FORMS USER GUIDE

	<p>Payment is > 1 month on override</p> <p>Note that this does not reflect the ASX Listing Rule requirement. In the case of interest payments the relevant ASX Listing Rule timetable (Appendix 6A paragraph 2) is expressed in terms of the relativity of the record date to the payment date which in some cases is calculated on calendar days rather than business days. Due to the complexities of validating the record date relative to payment date when the payment date may not fall on a business day, the online forms simply enforce that the payment date may not be more than 30 days from the record date. This allows listed entities some flexibility in setting their payment and record dates in compliance with their governing documents and the Listing Rule timetable.</p>		
Appendix 3A.3: Notification of reorganisation of capital – consolidation or split	3.1 +Record Date On update The Record Date and resulting Ex Date can only be amended up to 12 noon on the previously announced Ex Date minus 1 settlement day	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	3.7 *Issue Date On update The Issue Date can only be amended up to 12 noon on the previously announced Issue Date	Note that the previously announced Issue Date has been reached.	<date> on Issue Date
	4.1 *Consolidation ratio: the +securities will be consolidated on the basis that every XXXXXX On update Ratio can only be amended up to 12 noon on previously announced Ex Date minus 1 settlement day	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	4.1a (pre-consolidation) +securities will be consolidated into XXXXXX (post-consolidation) +security (/ies). On update Ratio can only be amended up to 12 noon on previously announced	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date

ASX ONLINE FORMS USER GUIDE

	Ex Date minus 1 settlement day		
	<p>4.1b *Split ratio: the +securities will be split on the basis that every XXXXXX On update Ratio can only be amended up to 12 noon on previously announced Ex Date minus 1 settlement day</p>	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	<p>4.1b (pre-split) +security (ies) will be divided into XXXXXX (post-split) +securities On update Ratio can only be amended up to 12 noon on previously announced Ex Date minus 1 settlement day</p>	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
<p>Appendix 3A.4: Notification of reorganisation of capital – return of capital (cash)</p>	<p>5.1 ASX Security Code and selected security is a “Quoted” security. On new form Can't have more than one corporate action with different record dates if ex periods overlap.</p> <p>Note that the system will generate a concurrency warning when it detects any corporate action in the system for the same security - even if the dates do not overlap. This is due to limits in the form design and interaction with ASX systems. Even if your corporate actions do not breach the concurrency constraint it is still advisable to contact ASX upon generation of the warning to ensure ASX will process the online form appropriately upon receipt.</p>	Same as for 1.6 on all forms above.	Select the security and ASX system detects a corporate action already on foot for the same security.
	<p>3.1 +Record Date On update The Record Date and resulting Ex Date can only be amended up to 12 noon on the previously announced Ex Date minus 1 settlement day</p>	Note that the previously announced Ex Date has been reached.	<date> on Ex-Date – 1 Settlement Date
	<p>3.5 *Issue Date (Payment date) On update The Issue Date can only be amended up to 12 noon on the previously announced Issue Date</p>	Note that the previously announced Issue Date has been reached.	<date> on Issue Date

ASX ONLINE FORMS USER GUIDE

ANNEXURE B – List of mandatory fields for each online form

All forms		
Question No.	Description	Mandatory upon
1.1	*Name of entity	Initial notification
1.2	*Registration type and number	Initial notification
1.3	*ASX issuer code	Initial notification
1.4	*The announcement is New announcement/ Update to previous announcement/ Cancellation of previous announcement	Initial notification
1.4a	*Reason for update	Update
1.4b	*Date of previous announcement to this update	Update
1.4c	*Reason for cancellation	Cancellation
1.4d	*Date of previous announcement to this cancellation	Cancellation
1.5	*Date of this announcement	Initial notification/Update/Cancellation
1.6	*Applicable ASX +security code and description	Initial notification (will not be able to be changed in any update/cancellation)
Appendix 3A.1		Dividend/distribution
	Part 2A	All dividends/distributions
2A.1	*Type of dividend / distribution (ordinary/special/scrip)	Initial notification
2A.2	*Dividend / distribution period (frequency) (monthly/quarterly/six monthly/once a year/N/A)	Initial notification
2A.3	*Dividend/distribution relates to the period ending (date)	Initial notification
2A.4	*+Record date	Initial notification
2A.5	*Ex date	Initial notification
2A.6	*Payment date	Initial notification
2A.7	*Is the payment of the dividend/distribution conditional - Y / N	Initial notification
2A.7a	Conditions applicable to the dividend/distribution Date for determination of condition Whether date is actual or estimated	Initial notification, if conditions apply
2A.7a	Condition met	If conditions apply – upon update - by Business Day 0 of the timetable
2A.8	*Currency in which the dividend/distribution is made ("primary currency")	Initial notification
2A.9	*Total dividend/distribution amount per +security (in primary currency): (and for units of trusts and units of ETFs or preference securities – whether it is an estimated or	Initial notification

ASX ONLINE FORMS USER GUIDE

	actual amount)	
2A.10	*Whether mandatory or via an optional plan or facility, will or can the dividend/distribution be <u>paid</u> in a currency other than the primary currency	Initial notification
2A.11	*Does the entity have a Dividend/Distribution Reinvestment Plan (DRP)/a Bonus +Security Plan (BSP)/another +security plan (Plan)/no plan	Initial notification
2A.11a	*If the entity has a DRP, is the DRP applicable to this dividend/distribution	Initial notification, if entity has a DRP
2A.11a(i)	*DRP Status in respect of this dividend/distribution (DRP for retail +security holders only/ Full DRP offered /DRP subject to +security holder approval)	Initial notification, if entity has a DRP applicable to the dividend/distribution
2A.11b	*If the entity has a BSP, is the BSP applicable to this +dividend/distribution?	Initial notification, if entity has a BSP
2A.11b(i)	*BSP status in respect of this dividend/distribution distribution (BSP for retail +security holders only/ Full BSP offered)	Initial notification, if entity has a BSP applicable to the dividend/distribution
2A.11c	*If the entity has another +security plan, is that +security plan applicable to this +dividend/distribution? <i>If "yes" please complete Part 4C.</i>	Initial notification
2A.12	*Does the entity have tax component information apart from franking? (Y/N) <i>If "yes" please complete Part 3E.</i>	Initial notification
	Part 2B	Currency information
2B.1	*Does the entity pay in certain currencies dependent upon the registered address of the +security holder (for example NZD to residents of New Zealand and/or USD to residents of the U.S.A.)?	Initial notification, if yes to 2A.10
2B.1a	Other currency/currencies in which the dividend/distribution will be paid	Only if entity ticks " yes- details of the currencies and payment currency equivalent amounts are provided in this announcement below"
2B.2	*Does the entity offer all +security holders a documented plan under which they may apply to receive their payment in a foreign currency?	Initial notification, if yes to 2A.10
	Part 3A	Ordinary dividend/distribution
3A.1	*Is the ordinary dividend/distribution estimated at this time	Units of trusts and ETFs and preference securities only - Initial notification if selected "ordinary" dividend/distribution
3A.1a	*Ordinary dividend/distribution estimated amount per +security	Units of trusts and ETFs and preference securities only - Initial notification if selected "ordinary" dividend/distribution and it is estimated
3A.1a(i)	*Date that actual ordinary amount will be announced and whether estimated or actual	Units of trusts and ETFs and preference securities only - Initial notification if selected "ordinary" dividend/distribution and it is estimated
3A.1b	*Ordinary dividend/distribution amount per +security	Initial notification if selected "ordinary"

ASX ONLINE FORMS USER GUIDE

		dividend/distribution
3A.2	*Is the ordinary dividend/distribution franked? Y/N	Initial notification if selected "ordinary" dividend/distribution
3A.2a	*Is the ordinary dividend/distribution fully franked?	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.3	*Percentage of ordinary dividend/distribution that is franked	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.3a	*Applicable corporate tax rate for franking credit (%)	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.4	*Ordinary dividend/distribution franked amount per +security	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.5	*Percentage of ordinary dividend/distribution that is unfranked	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.6	*Ordinary dividend/distribution unfranked amount per +security	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3A.7	*Ordinary dividend/distribution conduit foreign income amount per +security	Initial notification if selected "ordinary" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities. This question is not mandatory for foreign entities.
	Part 3B	Special dividend/distribution
3B.1	*Is the special dividend/distribution estimated at this time	Units of trusts and ETFs and preference securities only - Initial notification if selected "special" dividend/distribution
3B.1a	*Special dividend/distribution estimated amount per +security	Units of trusts and ETFs and preference securities only - Initial notification if selected "special" dividend/distribution and it is estimated
3B.1a(i)	*Date that actual special amount per +security will be announced and whether estimated or actual	Units of trusts and ETFs and preference securities only - Initial notification if selected "special" dividend/distribution and it is estimated
3B.1b	*Special dividend/distribution amount per +security	Initial notification if selected "special" dividend/distribution
3B.2	*Is special dividend/distribution franked?	Initial notification if selected "special" dividend/distribution
3B.2a	*Is the special dividend/distribution fully franked?	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3B.3	*Percentage of special dividend/distribution that is franked	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of

ASX ONLINE FORMS USER GUIDE

		trusts, units of ETFs and preference +securities.
3B.3a	*Applicable corporate tax rate for franking credit (%)	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3B.4	*Special dividend/distribution franked amount per +security	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3B.5	*Percentage of special dividend/distribution that is unfranked	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3B.6	*Special dividend/distribution unfranked amount per +security	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3B.7	*Special dividend/distribution conduit foreign income amount per +security	Initial notification if selected "special" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities. This question is not mandatory for foreign entities.
	Part 3C	Scrip dividend/distribution
3C.1	*Is the scrip dividend/distribution estimated at this time	Units of trusts and ETFs and preference securities only - Initial notification if selected "scrip" dividend/distribution
3C.1a	*Scrip dividend/distribution estimated amount per +security	Units of trusts and ETFs and preference securities only - Initial notification if selected "scrip" dividend/distribution and it is estimated
3C.1a(i)	*Date that actual scrip amount will be announced	Units of trusts and ETFs and preference securities only - Initial notification if selected "special" dividend/distribution and it is estimated
3C.1b	*Scrip dividend/distribution amount per +security	Initial notification if selected "scrip" dividend/distribution
3C.2	*Scrip ratio (the scrip dividend/distribution will be on the basis that ____ +security (/ies) will be paid for every ____ +security (/ies) held	Initial notification if selected "scrip" dividend/distribution
3C.3	*Scrip fraction rounding	Initial notification if selected "scrip" dividend/distribution
3C.4	*Scrip dividend/distribution +securities +issue date	Initial notification if selected "scrip" dividend/distribution
3C.5	*Will the scrip dividend/distribution +securities be a new issue <i>If "yes" please answer Q3C.5a. If "no" go straight to Q3C.6.</i>	Initial notification if selected "scrip" dividend/distribution
3C.6	*Is scrip dividend/distribution franked (Y/N).	Initial notification if selected "scrip" dividend/distribution
3C.6a	*Is the scrip dividend/distribution fully franked	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3C.7	*Percentage of scrip dividend/distribution that is franked	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3C.7a	*Applicable corporate tax rate for franking credit (%)	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3C.8	*Scrip dividend/distribution franked amount per +security	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of

ASX ONLINE FORMS USER GUIDE

		trusts, units of ETFs and preference +securities.
3C.9	*Percentage of scrip dividend/distribution that is unfranked	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3C.10	*Scrip dividend/distribution unfranked amount per +security	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities.
3C.11	*Scrip dividend/distribution conduit foreign income amount per +security	Initial notification if selected "scrip" dividend/distribution This question is not mandatory in relation to units of trusts, units of ETFs and preference +securities. This question is not mandatory for foreign entities.
	Part 3D	Preference +security distribution rate details
		No mandatory fields in this section
	Part 3E	Other – distribution components / tax
		No mandatory fields in this section
	Part 3F	NZD dividend/distribution – supplementary dividend/distribution
		No mandatory fields in this section
	Part 4A	Dividend/distribution Reinvestment Plan (DRP)
4A.1	*What is the default option if +security holders do not indicate whether they want to participate in the DRP? (participate/ do not participate)	Initial notification, DRP applicable to the dividend/distribution selected
4A.2	*Last date and time for lodgement of election notices to share registry under DRP	Initial notification, DRP applicable to the dividend/distribution selected
4A.3	*DRP discount rate	Initial notification, DRP applicable to the dividend/distribution selected
4A.4	*Period of calculation of reinvestment price (start and end date)	Initial notification, DRP applicable to the dividend/distribution selected
4A.5	*DRP price calculation methodology	Initial notification, DRP applicable to the dividend/distribution selected
4A.8	*Will DRP +securities be a new issue?	Initial notification, DRP applicable to the dividend/distribution selected
	Part 4B	Bonus +Security Plan (BSP)
4B.1	*What is the default option if +security holders do not indicate whether they want to participate in the BSP? (participate/do not participate)	Initial notification, BSP applicable to the dividend/distribution selected
4B.2	*Last date and time for lodgement of election notices to share registry under BSP	Initial notification, BSP applicable to the dividend/distribution selected
4B.3	*BSP discount rate	Initial notification, BSP applicable to the dividend/distribution selected
4B.4	*Period of calculation of BSP price (start date and end date)	Initial notification, BSP applicable to the dividend/distribution selected
4B.5	*BSP price calculation methodology	Initial notification, BSP applicable to the dividend/distribution selected
4B.8	*Will BSP +securities be a new issue	Initial notification, BSP applicable to the

ASX ONLINE FORMS USER GUIDE

		dividend/distribution selected
	Part 4C	Other Plan
4C.1	*Name of the Plan	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.2	*What is the default option if *security holders do not indicate whether they want to participate in the Plan? (participate/ do not participate)	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.3	*Last date and time for lodgement of election notices to share registry under Plan	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.4	*Plan discount rate	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.5	*Period of calculation of Plan price (start and end date)	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.6	*Plan price calculation methodology	Initial notification, Other Plan applicable to the dividend/distribution selected
4C.9	*Will Plan *securities be a new issue	Initial notification, Other Plan applicable to the dividend/distribution selected
	Part 5	Further Information
		No mandatory questions in this part
Appendix 3A.2		Interest payment & interest rate change
	Part 1	Entity and announcement details
		See above – same for all forms
	Part 2A	Interest period dates and interest payment details
2.A.1	*Payment date	Initial notification
2A.2	**Record date	Initial notification
2A.3	*Ex date	Initial notification
2A.4	*First day of payment period	Initial notification
2A.5	*Last day of payment period	Initial notification
2A.8	*Interest payment rate for the period	Initial notification
2A.9	*Currency in which the interest payment is made ("primary currency")	Initial notification
2A.10	*Interest payment amount per *security	Initial notification
2A.11	*Is the payment of the interest payment conditional Y/N	Initial notification
2A.13	*Is the interest payment payable in the form of *securities rather than cash	Initial notification
2A.14	*Whether mandatory or via an optional plan or facility, will or can the interest payment be <u>paid</u> in a currency other than the primary currency	Initial notification
2A.15	*Is there a principal amount payment component payable	Initial notification
	Part 2B	Conditionality of interest payment
2B.1	Conditions applicable to the dividend/distribution Date for determination of condition Whether date is actual or estimated	If conditions apply

ASX ONLINE FORMS USER GUIDE

2B.1	Condition met	If conditions apply – upon update - by Business Day 0 of the timetable
	Part 2C	Franking
		No mandatory questions in this Part
	Part 2D	Issue of +securities in satisfaction of interest payment
2D.1	*ASX +security code	Initial notification if yes to 2A.13
2D.2	*ASX +security description	Initial notification if yes to 2A.13
2D.3	*Number of payment +securities to be issued for each interest rate +security held	Initial notification if yes to 2A.13
2D.5	*Securities +issue date and whether estimated or actual	Initial notification if yes to 2A.13
2D.6	*Will these +securities be a new issue	Initial notification if yes to 2A.13
2D.6a	*Do the payment +securities rank pari passu from +issue date	Initial notification if yes to 2A.13
2D.6b	*Non-ranking period end date	Initial notification if yes to 2A.13
	Part 2E	Currency information
2E.1	*Does the entity pay in certain currencies dependent upon the registered address of the +security holder (for example NZD to residents of New Zealand and/or USD to residents of the U.S.A.)?	Initial notification if yes to 2A.14
2E.1a	Other currency/currencies in which the payment will be paid	Only if entity ticks " yes- details of the currencies and payment currency equivalent amounts are provided in this announcement below"
2E.2	*Does the entity offer all +security holders a documented plan under which they may apply to receive their payment in a foreign currency?	Initial notification if yes to 2A.14
	Part 3	Floating rate securities - notification of new interest rate applicable to the payment confirmed in Part 2A
		No mandatory questions in this Part
	Part 4	Further Information
		No mandatory questions in this Part
Appendix 3A.3		Security consolidation or split
	Part 1	Entity and announcement details
		See above – same for all forms
	Part 2	conditions, approval requirements and dates
2.1	*Is the reorganisation conditional?	Initial notification
2.2	Conditions applicable to the dividend/distribution, date for determination of condition, whether date is actual or estimated	If conditions apply
2.2	Condition met	If conditions apply – upon update - by Business Day 0 of the timetable
	Part 3	timetable and details
3.1	*+Record date	Initial notification

ASX ONLINE FORMS USER GUIDE

3.4	*Effective date	Initial notification
3.5	+Record date	Initial notification
3.7	*+Issue date.	Initial notification
	Part 4	reorganisation type and details
4.1	*The reorganisation is: +Security consolidation or +Security split	Initial notification
4.1a	*Consolidation ratio: the +securities will be consolidated on the basis that every _____ (pre-consolidation) +securities will be consolidated into _____ (post-consolidation) +security (/ies)	Initial notification if consolidation selected at 4.1
4.1b	*Split ratio: the +securities will be split on the basis that every _____ (pre-split) +security (/ies) will be divided into _____ (post-split) +securities.	Initial notification if split selected at 4.1
4.2	*Scrip fraction rounding: <ul style="list-style-type: none"> • Fractions rounded up to the next whole number • Fractions rounded down to the nearest whole number or fractions disregarded • Fractions sold and proceeds distributed • Fractions of 0.5 and over rounded up • Fractions over 0.5 rounded up 	Initial notification
	Part 5	+Securities on issue before and after reorganisation
5.1	*+Securities on issue before and after the reorganisation: <ul style="list-style-type: none"> • ASX Security code • ASX +security description • Quoted/unquoted • Number on issue before reorganisation • Number on issue after reorganisation (Estimate/Actual) 	Initial notification
5.2	*Exercise price of options: <ul style="list-style-type: none"> • ASX Security code • ASX +security description • Quoted/unquoted • Currency • Exercise price before reorganisation • Exercise price after reorganisation 	Initial notification
5.3	*Partly paid +securities affected by the reorganisation: <ul style="list-style-type: none"> • ASX Security code • ASX +security description • Quoted/unquoted • Currency • Paid up amount before reorganisation • Paid up amount after reorganisation • Unpaid amount before reorganisation • Unpaid amount after reorganisation 	Initial notification
	Part 6	Further Information
		No mandatory questions in this Part
	Appendix 3A.4	Return of capital (cash)
	Part 1	Entity and announcement details
		See above – same for all forms

ASX ONLINE FORMS USER GUIDE

	Part 2	return of capital conditions, approval requirements and dates
2.1	*Is the return of capital conditional	Initial notification
2.1a	*Conditions applicable to the return of capital	Initial notification, if conditions apply
2.1a	**Condition met?	If conditions apply – upon update - by Business Day 0 of the timetable
2.2	*Is the return of capital a selective reduction of capital	Initial notification
2.2a	*Date of lodgement of +security holder resolution approving the return of capital with +ASIC (and whether estimated/actual)	Initial notification if selective reduction of capital
2.2b	*Date that is fourteen days after date of lodgement of +security holder resolution approving the capital return with +ASIC	Initial notification if selective reduction of capital
	Part 3	return of capital timetable and details
3.1	*Record date	Initial notification
3.2	*Does the entity have quoted options on issue	Initial notification
3.3	*Effective date	Initial notification
3.5	*Issue date (payment date)	Initial notification
3.6	*Currency in which the return of capital is made	Initial notification
3.7	*Return of capital amount per +security	Initial notification
	Part 4	Changes to option pricing as a result of the return of capital
4.1	*Will the return of capital affect the exercise price of any entity-issued options	Initial notification
4.1a	*Exercise price of options: <ul style="list-style-type: none"> • ASX Security code • ASX +security description • Quoted/unquoted • Currency • Exercise price before return of capital • Exercise price after return of capital 	Initial notification
	Part 5	Further Information
5.1	*Has the entity applied for an ATO class ruling relating to this capital return?	Initial notification

ANNEXURE C – Limitations relating to the use of online forms by issuers of exchange traded funds

Issuers of Exchange Traded Funds are required to use online forms to announce prescribed corporate actions relating to their ETF securities where they can meet the requirements of the system. These are:

- The timetable must meet the standard ASX Listing Rule timetable for the relevant corporate action;
- The Issuer must open an ASX Online “Companies” account as the forms are not able to be accessed from the “Professional Adviser” account;
- A separate online form must be submitted for each quoted security.

Issuers of ETFs are advised to contact ASX to discuss their ability to use online forms to announce dividends and other relevant corporate actions using online forms.

ANNEXURE D – Information about ISINs for foreign entities

OBTAINING AN ISIN

This information is relevant to non-Australian issuers (“Overseas Entities”) undertaking consolidations/splits, in-specie capital returns and calls/instalments. The notification requirements for these corporate actions are contained in the following ASX listing Rule Appendices:

- Appendix 3A.3: Notification of reorganisation of capital – consolidation or split (to be completed as an online form and lodged through ASX Online);
- Appendix 3A.5: Notification of reorganisation of capital – return of capital by way of in-specie distribution of securities in another entity (to be filled out as a word document and lodged as a PDF document through ASX Online); and
- Appendix 3A.6: Notification of call – no liability company or call/instalment – entities except no liability companies (to be filled out as a word document and lodged as a PDF document through ASX Online).

Summary

This requirement arises in connection with the issue or creation of new classes of securities by Overseas Entities. In summary we need you to find the appropriate agency which will issue you with an ISIN (defined below) for the class(es) of securities created under this corporate action and then advise ASX.

ISINs

Every class of securities created by an entity that is listed and/or quoted on a securities exchange is assigned a unique identifying number under the International Securities Identification Numbering system, known as “ISIN”. This is a universal standard coding identifier for securities. The purpose of ISINs is to facilitate clearing, settlement and custody processes, as well as in transaction reporting.

An ISIN is needed for any new class of securities, whether created by issue (e.g., under a capital raising), or by a corporate action (e.g., the tradeable rights created under a renounceable right issue). This requirement applies whether the class of securities is tradable or non-tradable, and whether the class of securities will exist on a temporary or long term basis.

Numbering Agencies

The ISIN for each class of securities of a particular entity is assigned by the body that is the responsible “National Numbering Agency” (or “NNA”) for the jurisdiction of the particular entity, (or a “Substitute Numbering Agency” (“SNA”) in countries that do not have their own NNA). Further information can be found on the Association of National Numbering Agencies (“ANNA”) website <http://www.anna-web.com>.

Where an NNA recognised by ANNA operates, that organisation issues the ISIN for securities of entities that are registered in the country where that NNA operates – as, for example, ASX operates as the NNA for Australian incorporated companies. Entities that are incorporated in countries which do not have their own NNA have the ISIN for their securities assigned by the appropriate SNA. ASX is the NNA for Australia and does not have the authority to issue ISINs for securities issued by Overseas Entities¹⁰.

Because the corporate action you are proposing to notify requires the creation of a new class of securities, it calls for a new ISIN to be assigned.

It is critical to ASX’s ability to process the necessary information in relation to this corporate action that the ISIN for the new class of securities be provided to ASX by Day 0 as set out in the relevant timetable in Appendix 6A or 7A.

Because ASX is not the responsible NNA for Overseas Entities, the ISIN must be obtained by you from your relevant NNA or SNA *before* the commencement of the timetable for the corporate action or proposed date of quotation of the new class of securities. This will require you to liaise with the relevant NNA or SNA in advance of

¹⁰ except where CDIs or other depository interests are quoted in Australia and an Australian ISIN is assigned by ASX

ASX ONLINE FORMS USER GUIDE

the commencement of the timetable or proposed date of quotation. If you have not obtained an ISIN before the commencement of the corporate action or the proposed date of quotation, then ASX will not have all the information it needs to set up and process the corporate action data, and your timetable will have to change.

Finding your numbering agency

You can find your NNA or SNA using the below links which contain a list of all countries with their NNA or SNA and contact details for the organisations in question. The ISIN can be obtained by contacting the NNA or SNA directly.

<http://www.anna-web.com/index.php/numbering-agencies>

<http://www.anna-web.com/index.php/substitute-agencies>

Any other queries with regards to an ISIN allocation practice for a specific country of incorporation should be directed to your designated NNA or SNA.

Queries

ASX would appreciate your co-operation in relation to this aspect of corporate action processing. Attention to this matter at an early stage in planning a corporate action or proposed quotation of a new class of securities will enable your timetable to run smoothly. If you have any questions about this matter, please do not hesitate to contact ASX by email at ASX.Online@asx.com.au or telephone on 1800 028 302.