



# ASX Online – Listed Companies

## User Guide

30 July 2024

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## 1. ASX Online Introduction

The [ASX Online facility](#) is a secure extranet site established by ASX Limited (ASX) to allow ASX listed entities, the issuers of other ASX quoted products and authorised professional advisers (such as accountants and lawyers) to lodge documents with ASX electronically.

ASX Online requires users to have a username and password to enter the system. Each individual granted access to ASX Online by an Administrator must have a separate unique username and password.

ASX Online allows users to access copies of the ASX Listing Rules, Listed@ASX Compliance Updates, the ASX reporting calendar and other useful information located on the home page.


Need Help?  
Help Desk: 131 279 or +61 2 9338 0000

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### Welcome to Companies

Hello, \_\_\_\_\_ of \_\_\_\_\_

**ASX Listings Adviser**

Every listed entity is assigned a Listings Adviser to be the entity's primary ASX contact for Listing Rule matters. The role of the Listings Adviser is to assist the entity on any questions or concerns it may have, and liaise with the entity on any questions or concerns ASX Compliance may have, under the ASX Listing Rules.

If you are logged on through a listed entity account, the contact details for your Listings Adviser can be found [here](#). These contact details are refreshed monthly. If you have recently changed Listings Adviser, there may be a short lag before the details of your current Listings Adviser appear.

If you are unable to contact a Listings Adviser for any reason, you can contact ASX Compliance directly during business hours by calling (02) 8298 1671 or (08) 9224 0000 if you are based in Western Australia. You will be directed to someone who can assist.

You can also contact the following personnel within ASX Compliance:

<b>Adrian Smythe</b> Head of Listings Compliance (Sydney)  +61 2 9227 0640 <a href="mailto:Adrian.Smythe@asx.com.au">Adrian.Smythe@asx.com.au</a>	<b>James Gerraty</b> Head of Listings Compliance (Melbourne)  +61 3 9617 7842 <a href="mailto:James.Gerraty@asx.com.au">James.Gerraty@asx.com.au</a>	<b>James Rowe</b> Head of Listings Compliance (Perth)  +61 8 9224 0001 <a href="mailto:James.Rowe@asx.com.au">James.Rowe@asx.com.au</a>	<b>Garth Riddell</b> General Manager, Listings Compliance  +61 2 9227 0324 <a href="mailto:Garth.Riddell@asx.com.au">Garth.Riddell@asx.com.au</a>
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**ASX Listing Rules**

- [Introduction](#) (PDF 31KB)
- [Chapters](#)
- [Appendices](#)
- [Guidance Notes](#)

**Market Announcements Reporting Calendar**

- [Market Announcements Reporting Calendar](#) - to 31 Dec 2024
- [Market Announcements Reporting Calendar](#) - to 31 Dec 2023
- [Market Announcements Reporting Calendar](#) - to 31 Dec 2022

[Guidance Note 20 ASX Online](#) explains the regulatory and operational framework for ASX Online.

## 2. Account Administration

The Administrator is responsible for adding new users, updating user details and disabling redundant users.

### 2.1. How to search users

ASX Online has a user details screen that allows Administrators to reset passwords, change roles and update details for accounts.

To access the details screen for an individual user, search using a login name or first or last name and to click on the relevant Login ID as per below.

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**Help**

### Search Users

Looking for a specific user? Use the form below

User Login :

First Name :

Last Name :

Email Address :

Issuer Code :

Advisor Firm Name :

Search Active Users:

(All fields perform case-insensitive wild card search)

**USER LOOKUP**

Login Id	Full Name	Active	Issuer Code	Advisor Firm	Email Address
<a href="#">newuser</a>	MAO Group	No	TES		maogroup@e

One item found.

## 2.2. Types of user roles

Please contact your Administrator (usually the company secretary) or ASX Online Help Desk to change access levels on ASX Online. There are five access types:

- **Read-only Access** - This role cannot log on to ASX Online, but receives announcement acknowledgement emails
- **Updating Company Details** - Can update company details which are reflected on [www.asx.com.au](http://www.asx.com.au)
- **mFund announcement lodgement** - Used by mFund Users to lodge mFund announcements
- **Announcement Lodgement** - Used by listed companies to lodge online forms and PDF documents
- **User Administration** - Can add new users, change the contact details of existing users, set the access level of other users and change passwords

## 2.3. How to change user roles as an administrator

Search users, click on the user's Login ID as shown in section 2.1 above and tick/un-tick the relevant roles as indicated below.

<b>Email Address :</b>	<input type="text" value="test@asx.com.au"/>
<b>Email Confirmed:</b>	<input checked="" type="checkbox"/>
<b>Date of Birth :</b>	<input type="text" value="01/01/1970"/> <small>Please enter as dd/MM/yyyy</small>
<b>Mothers Maiden Name :</b>	<input type="text" value="Test"/>
<b>Receive Announcement Reminder:</b>	<input checked="" type="checkbox"/>
<b>Receive Acknowledgements:</b>	<input checked="" type="checkbox"/>
<b>Current Employee:</b>	<input checked="" type="checkbox"/>

**Roles Assignment:**

- Read-only access
- Announcement lodgement
- mFund announcement lodgement
- Updating company details
- User administration

Enter your password and click save. There is no need to fill in the “**Password Control**” section unless you are resetting a password.

## 2.4. How to create new users as an administrator

### 1. Create new user

Under the Administration heading, click on “Create New User” and input the required fields.

- The username must be between 6-15 characters long, and cannot contain special characters (spaces and full stops are not permitted)
- The username cannot be changed after the new account is created
- The date of birth and mother’s maiden name is required for security identification purposes
- All fields must be populated (with the exception of the middle name)
- Check the checkboxes to receive announcement reminders and acknowledgements

#### Create New User

##### User Details

User Name :

User Name Available.

must be between 6-15 characters long, cannot contain special characters.

Please select which entity you would like to create.

Entity Type:

Company ▾

Company's ASX code:

GET COMPANY

CLEAR

Company Name :

First Name :

Middle Name :

Last Name :

Work Telephone :

Email Address :

Date of Birth :

Please enter as dd/MM/yyyy

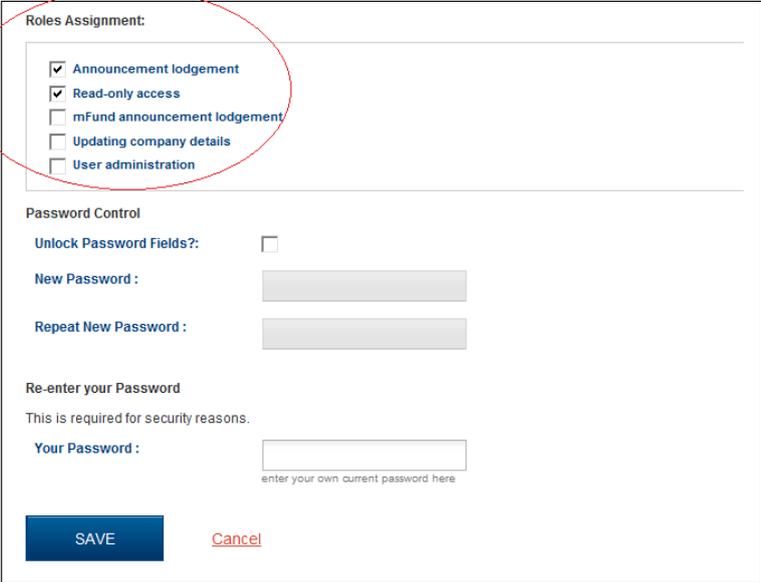
Mothers Maiden Name :

Receive Announcement  
Reminder:

Receive Acknowledgements:

## 2. Assign roles

Tick the relevant boxes under 'Roles Assignment' (refer to section 2.2 "Types of user roles").



Roles Assignment:

- Announcement lodgement
- Read-only access
- mFund announcement lodgement
- Updating company details
- User administration

Password Control

Unlock Password Fields?:

New Password :

Repeat New Password :

Re-enter your Password

This is required for security reasons.

Your Password :   
enter your own current password here

**SAVE** [Cancel](#)

## 3. Complete fields

Enter the user's new password, they will be required to re-set their password at first log-in.

Enter your own password for security reasons.

Click **Save** to complete the process. If there is an incorrect field, it will be highlighted in red.

## 4. Confirm email address

When a new user account is created, an email is sent to the nominated address for verification purposes. The user needs to click on the URL in the email received to confirm that the email address is correctly recorded.

**Until the email is confirmed, no announcement acknowledgements or reminders will be sent to that email address.**

### 2.5. Password standards

Passwords expire every 45 days, unless changed earlier. A user can reset their own password by navigating to User Details --> Update My Password.

## Update My Password

### ASX Online Password Guidelines

- Password must be between 8 and 12 characters.
- It must contain at least one capitalised letter, numeral and symbol (eg @,\*,\$,?).

Current Password :

New Password :

Repeat New Password :

**SUBMIT**

[Cancel](#)

Passwords must:

- be from 8 to 12 characters in length;
- contain at least one upper case letter;
- contain at least one lower case letter; and
- contain at least one number or symbol.

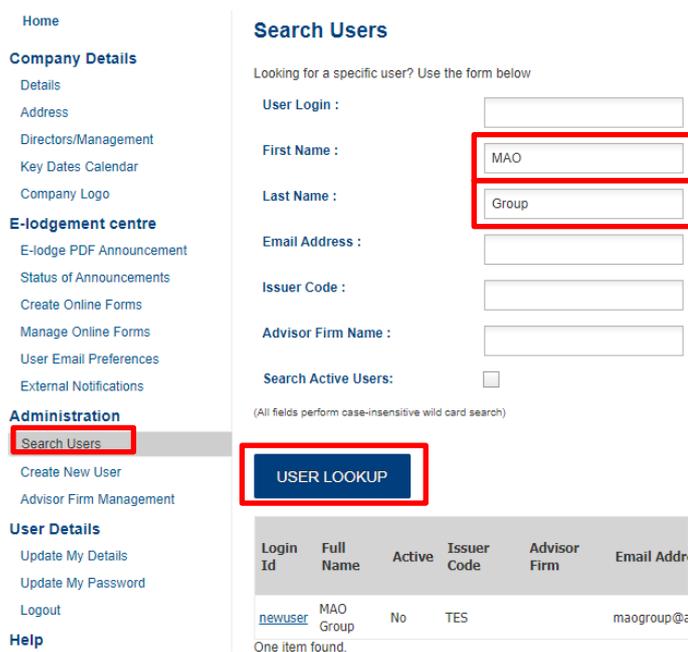
ASX Online is case sensitive, so users need to make sure that capital and lower case letters are correctly used when entering their username and password. A new password cannot be the same as a current password.

## 2.6. How to re-set a password as an administrator

A user who forgets their password can have it re-set by their Administrator.

### 1. Search Users

Search Users --> Enter relevant details --> Click on User Look Up --> Select the User by clicking on their Login ID.



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**Administration**

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**User Details**

- Update My Details
- Update My Password
- Logout

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### Search Users

Looking for a specific user? Use the form below

User Login :

First Name :

Last Name :

Email Address :

Issuer Code :

Advisor Firm Name :

Search Active Users:

(All fields perform case-insensitive wild card search)

**USER LOOKUP**

Login Id	Full Name	Active	Issuer Code	Advisor Firm	Email Address
<a href="#">newUser</a>	MAO Group	No	TES		maogroup@z

One item found.

## 2. Reset password

Tick “Unlock Passwords Fields?” --> Enter a new password for the user, repeat the new password --> Enter your account password --> Click on **Save**

Password Control

Unlock Password Fields?:

New Password :  Password Strength: Strong

Repeat New Password :

Re-enter your Password

This is required for security reasons.

Your Password :   
enter your own current password here

[Cancel](#)

### 2.7. Re-activating an inactive account

Administrators should contact the [ASX Online Help Desk](#) to re-activate an inactive account.

### 2.8. Deleting users

The Administrator can disable users by un-ticking ‘Current Employee’ in the user’s profile as per the screenshot below.

Receive Announcement Reminder:

Receive Acknowledgements:

Current Employee:

### 3. E-lodgement Centre

ASX will not accept any announcements that are handwritten or hand delivered to ASX Offices. It is mandatory for announcements to be e-lodged to ASX using ASX Online. (Refer [Guidance Note 14 - Market Announcements Platform](#) and [Guidance Note 20 ASX Online](#) - for more details).

#### 3.1. How to e-lodge an announcement

1. Logon using your user name and password.
2. Under the **E-Lodgement centre tab** on the left-hand side of the page you should see **the E-lodge PDF Announcement** link. Select 'E-Lodge PDF Announcement' and you will be taken to a page corresponding to the image on the following page of this guide.

*Note: Only one file can be e-lodged to ASX at any one time. Please see sections below for PDF requirements and instructions on attachments/merging files.*

3. Click on the '**Browse**' button to find your announcement on your computer. By double clicking, the file will appear in the "Insert Announcement" field.
4. In the '**Announcement Header**' field, enter an appropriate title for the announcement or select a standard title from the optional dropdown list. The standard title can be modified as required. ASX recommends use of meaningful titles and avoidance of generic titles such as 'ASX Announcement' or 'Media Release'. Titles are up to 60 characters long. Please refer to [Help](#) for further details.
5. The ASX Code is pre-populated. Please ensure that the ASX code shown is appropriate for the announcement being e-lodged with ASX.
6. **Need to Cross Release.** Please indicate whether the announcement involves, and should be cross-released against, another ASX listed entity or entities. (This is an indication only. ASX will make the final determination whether an announcement needs to be cross released against another listed entity.)

*Note: Contact Name and telephone number are pre-populated from the ASX Online user profile page*

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  - Update My Password
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- Help**
  - Help
  - Forms
  - Directors/Management Search
  - ASX Waivers Registry Search
  - Contact ASX

### E-lodge Announcement for ZOR - ORDINARY (UNLISTED/LISTED - COSACS)

Insert Announcement :  ASX Online List...ies Guide (3).pdf

Select or type below:  ▼  
\*: Indicates price sensitive

Announcement Header :   
(Note: This may be released to market)

Market Sensitive:  Yes  No  
Please indicate whether you consider this announcement to be market sensitive. This is an indication only. ASX will make the final determination whether an announcement is market sensitive and tag it accordingly. ⓘ

Company Name: ORDINARY (UNLISTED/LISTED - COSACS)  
 ASX Code: ZOR  
 Need to Cross Release :   
Please indicate whether this announcement involves, and should be cross-released against, another ASX listed entity or released against another listed entity. ⓘ

Contact Name :

Contact Phone :

Password :   
Please use your password - NOT pin

[Cancel](#)

Click NEXT to preview the announcement prior to lodgement.

7. After re-entering your password, click on 'NEXT', the input data will be validated and, if successful, you will be taken to a preview page as per below.

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  - E-lodge PDF Announcement**
  - Status of Announcements
  - Create Online Forms
  - Manage Online Forms
  - User Email Preferences
  - External Notifications
- Administration**
  - Search Users
  - Create New User
  - Advisor Firm Management
- User Details**
  - Update My Details
  - Update My Password
  - Logout

### Preview e-Lodge Announcement for ZOR - ORDINARY (UNLISTED/LISTED - COSACS)

Please review your announcement before submitting.

ASX strongly recommends that you preview the entire PDF document checking that: 1) a correct PDF has been selected, 2) no pages are missing, and 3) all content is viewable. In particular if the document contains embedded images please ensure they are viewable and text has not been corrupted in any way. Further details can be found [here](#).

You can preview your announcement document by clicking on the 'Preview File' link below.

Announcement File Preview :

Announcement Header Text : TEST Change of Company Name  
 Company Name: ORDINARY (UNLISTED/LISTED - COSACS)  
 ASX Code : ZOR  
 Market Sensitive : N  
 Cross Release : None  
 Contact Name : Test Test  
 Contact Phone : 02 0000 0000

[Cancel](#)

8. On this page, you can verify entered information and preview your file to ensure that you have attached the correct document. Once verified, click on the 'Submit' button to finalise e-lodgement.

Where a user e-lodges a document using ASX Online, their name, telephone number and email address are automatically captured as part of the lodgement, based on their username, password and their personal details recorded in the ASX Online user details screen. If ASX has a query or concern about an e-Lodgement, it will contact the user who lodged it using that telephone number or email address.

ASX asks that administrators are diligent in keeping these fields up-to-date at all times, particularly the telephone number, so that if ASX has an issue with an announcement, ASX Market Announcements office can contact the relevant user promptly. In this regard, it is generally better for users to supply mobile rather than office phone numbers, to facilitate contact outside of office hours.

### 3.2. Document requirements

#### Size

- Maximum file size for each announcement is 20 MB (in PDF)
- All pages must be A4 in size

#### Announcement Header

The E-Lodgement centre includes an 'Announcement Header' field where a title for an announcement can be inserted. ASX will generally use the title header supplied in that field as the name for the announcement on the ASX website and in the message about the announcement that gets published on its trading platform and displayed on broker trading terminals.

- The title is limited to 60 characters. At times the ASX Market Announcements office will alter titles as required without prior consultation with the sender.
- Due to security reasons, the symbols # ; " ® [ ] + \ cannot be used in the 'Announcement Header' field

#### PDF format

- To convert documents to PDF, you will need appropriate software such as Adobe Acrobat version 6.0 or later. 200 DPI or 300 DPI
- PDF documents should use a True Type font such as Arial, Times New Roman, Helvetica or Times

#### Features not supported by ASX Online:

- Web links or cross-document links
- Any passwords or any document security controls
- Characters printed on a dark background if reading any of the characters may be difficult
- Form fields or form actions
- JavaScript
- Page actions
- Embedded audio or video
- Digital signatures
- "Article threads"
- Adobe Acrobat attachment facility

### 3.3. Notification of receipt / release of your announcement

Where an announcement is successfully lodged using ASX Online, an on-screen message will appear confirming that the transmission has been successful. The entity's **Status of Announcements** page will be updated with a document ID to show that the announcement has been **Delivered** as per below.

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E-lodge PDF Announcement

**Status of Announcements**

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**Help**

Help

Forms

Directors/Management Search

ASX Waivers Registry Search

Contact ASX

#### 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 Tel: 1800 021 965 (+61 2 8298 8044 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
<a href="#">2153834(59kb)</a>	Released	09-Dec-2020 06:52	ZOR		KC
<a href="#">2153616(124kb)</a>	Released	08-Dec-2020 15:00	ZOR		KC
<a href="#">2153287(11MB)</a>	Released	08-Dec-2020 08:41	ZOR		KC
<a href="#">2153233(59kb)</a>	Released	08-Dec-2020 06:48	ZOR		E Map Test
<a href="#">2153178(46kb)</a>	Released	07-Dec-2020 20:30	ZOR		ST
<a href="#">2153049(162kb)</a>	Released	07-Dec-2020 16:42	ZOR		ST
<a href="#">2152884(106kb)</a>	Released	07-Dec-2020 11:07	ZOR		KC
<a href="#">2152783(133kb)</a>	Released	07-Dec-2020 09:38	ZOR		Change in substantial holding
<a href="#">2152769(87kb)</a>	Released	07-Dec-2020 09:34	ZOR		KC
<a href="#">2152639(11MB)</a>	Released	07-Dec-2020 08:24	ZOR		KC
<a href="#">2152634(59kb)</a>	Released	07-Dec-2020 06:47	ZOR		E Map Test
<a href="#">2152558(46kb)</a>	Released	04-Dec-2020 20:30	ZOR		ST
<a href="#">2152158(133kb)</a>	Released	04-Dec-2020 11:20	ZOR		Becoming a substantial holder
<a href="#">2151953(59kb)</a>	Released	04-Dec-2020 06:49	ZOR		E Map Test
<a href="#">2151908(46kb)</a>	Released	03-Dec-2020 20:31	ZOR		End of Day
<a href="#">2151880(215kb)</a>	Released	03-Dec-2020 18:56	ZOR		KC
<a href="#">2151815(118kb)</a>	Released	03-Dec-2020 16:48	ZOR		KC
<a href="#">2151769(447kb)</a>	Released	03-Dec-2020 15:49	ZOR		ASX Market Release - Admission and Quotation
<a href="#">2151674(83kb)</a>	Released	03-Dec-2020 13:09	ZOR		Change in substantial holding
<a href="#">2151673(104kb)</a>	Released	03-Dec-2020 13:09	ZOR		Change in substantial holding

Results 1 - 20 of 14,835.

Next > Last >>

- As the announcement is processed by the ASX Market Announcements office, its status is updated from **Delivered to Accepted, In Progress** and then finally **Released**.
- Once an announcement has been released, ASX will send an e-mail to the entity confirming that fact. The email will attach a copy of the released announcement, provided it has a file size of no more than 5 MB.
- If the announcement is tagged by the ASX Market Announcements office as relating to or affecting another listed entity (for example, where the lodging entity is announcing a takeover offer for the other entity or lodging a substantial holding notice relating to the other entity), ASX will also send the other entity an email advising of the release of the announcement. Again, the email will attach a copy of the released announcement, provided it has a file size of no more than 5 MB.
- Where the lodgement of an announcement on ASX Online fails, an on-screen message will appear in red showing any identifiable cause for the failure, such as "Incorrect password".

## 4. Email Notifications

### 4.1. External notifications

This screen may be used to add email addresses for external groups or individuals so that when an announcement is released they receive the same email acknowledgment as ASX online users for your listed entity. You do not need to make an ASX Online account to add a person to the External Notifications list.

**External Notifications**

Use the form below to specify which external recipients will receive email notifications.  
A maximum of 30 external recipients can be set to receive email notifications at any point in time.

Listed Entity:

Show historical data

Full Name	Email Address	Reason	Entered By	Entered Date	Removed By	Removed Date
Test User	asxtest@asx.com.au	To monitor releases against AXA release	Amy_Ha	2014-06-18 10:08:34.0		<a href="#">Remove</a>

One item found.

[ADD](#)

A maximum of 30 external recipients can be set to receive email notifications. Any valid email address can be included (distribution lists, individuals, etc.).

#### 4.2. User email preferences

**User Email Preferences**

Use the form below to bulk change email preferences.

Person Full Name	Email Address	Email Confirmed	Receive Acknowledgements	Receive Announcement Reminder
Asxtest User	asxtest@asx.com.au	No	<input type="checkbox"/>	<input type="checkbox"/>
MAO Group		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test user		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This screen may be used to select those users who have an ASX Online account who wish to:

- Receive Acknowledgements – tick this to receive email confirmation following the release of announcements
- Receive Announcement Reminders – tick this to receive courtesy reminders in relation to upcoming reporting deadlines for periodic reports and ASX notification of outstanding reports

Update the settings for one or more active users by and click on the **Save** button to save any changes.

**Administration of user email addresses is the responsibility of the listed entity. The Market Announcements Office (MAO) will call the Administrators due to receiving error emails for redundant email addresses and ask that they amend their ASX Online details.**

## 5. Change Company Details

ASX Online includes an “Entity Details Facility”, which enables a listed entity to notify ASX of changes in its details (such as its registered address, address for correspondence with ASX, internet address, head office telephone, head office fax, principal activities, directors, senior management). Changes to these details are updated directly to ASX’s database and, where relevant, are updated overnight to the listed entity information pages on [www.asx.com.au](http://www.asx.com.au).

1. To update 'Directors/Senior Management' go to 'Company Details' --> 'Directors/Management'
2. To update 'Address' go to 'Company Details' --> 'Address'
3. To update 'Principal Activities' go to 'Company Details' --> 'Details' --> 'Principal Activities'

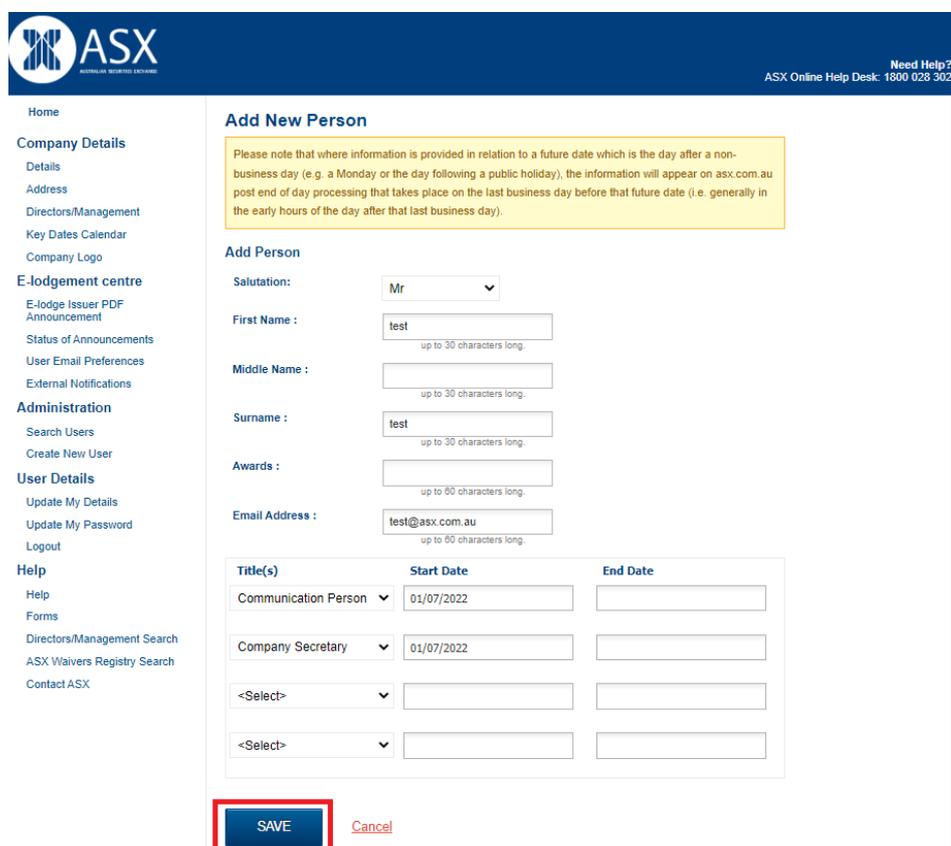
Note: To change details of the share registry, the entity is required to e-Lodge a market announcement. ASX will change the details on the ASX website.

### 5.1. Directors / senior management

#### 1. Add a new person

If you are entering the details of person who does not have an existing entry in the ‘Directors/Management’ page, select ‘Add’ person, fill in the relevant details including salutation, name, email address, title(s) and start date for each title, and click ‘Save’. A person may be allocated more than one title.

If the person is allocated the title ‘Communication Person’, they will be one of the entity’s nominated ASX contacts responsible for communications with ASX in relation to listing rule matters.



**ASX**  
ASX Online Help Desk: 1800 028 302

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Administration  
Search Users  
Create New User

User Details  
Update My Details  
Update My Password  
Logout

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### Add New Person

Please note that where information is provided in relation to a future date which is the day after a non-business day (e.g. a Monday or the day following a public holiday), the information will appear on [asx.com.au](http://asx.com.au) post end of day processing that takes place on the last business day before that future date (i.e. generally in the early hours of the day after that last business day).

**Add Person**

Salutation:

First Name :   
up to 30 characters long.

Middle Name :   
up to 30 characters long.

Surname :   
up to 30 characters long.

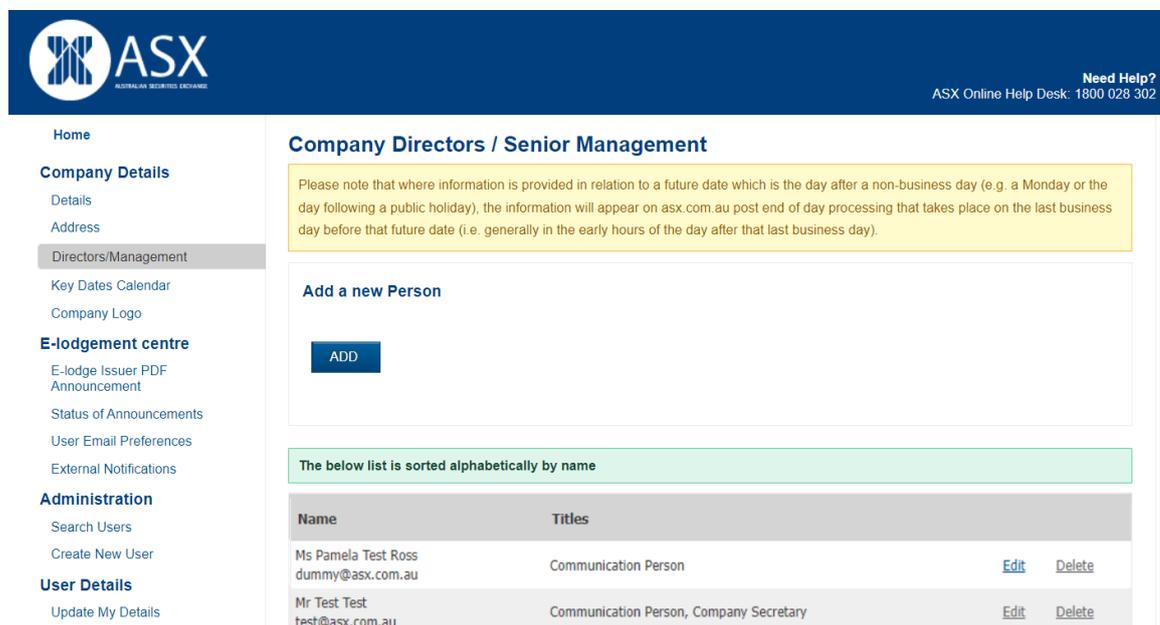
Awards :   
up to 60 characters long.

Email Address :   
up to 60 characters long.

Title(s)	Start Date	End Date
Communication Person	01/07/2022	
Company Secretary	01/07/2022	
<Select>		
<Select>		

**SAVE** Cancel

After adding a new person, you will see the page in the image below.



**Company Directors / Senior Management**

Please note that where information is provided in relation to a future date which is the day after a non-business day (e.g. a Monday or the day following a public holiday), the information will appear on asx.com.au post end of day processing that takes place on the last business day before that future date (i.e. generally in the early hours of the day after that last business day).

**Add a new Person**

[ADD](#)

The below list is sorted alphabetically by name

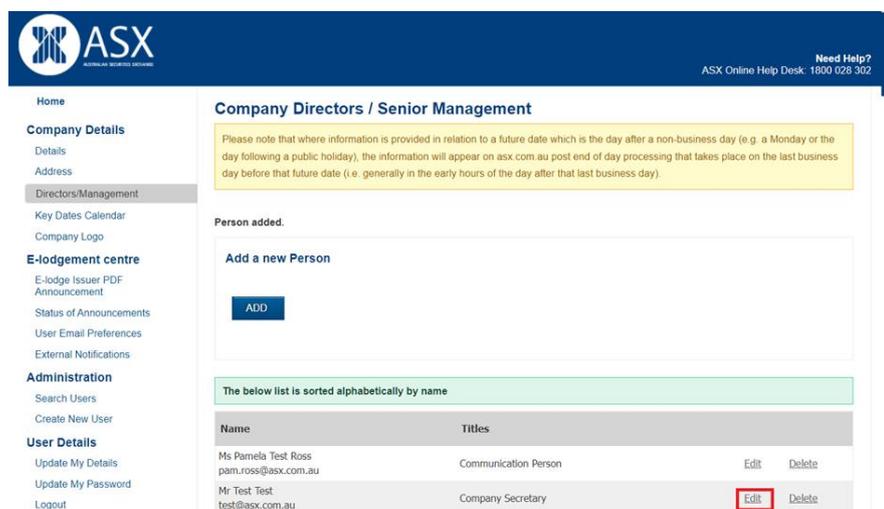
Name	Titles		
Ms Pamela Test Ross dummy@asx.com.au	Communication Person	<a href="#">Edit</a>	<a href="#">Delete</a>
Mr Test Test test@asx.com.au	Communication Person, Company Secretary	<a href="#">Edit</a>	<a href="#">Delete</a>

If the person has a title other than or in addition to 'Communication Person', the new entry will appear on your listed entity's page on asx.com.au the day after the change is made. If the person only has the title 'Communication Person', this will not appear on your listed entity's page on asx.com.au.

In this example, both Ms Pamela Test Ross and Mr Test Test are nominated ASX contacts and Mr Test Test is also the Company Secretary. Accordingly, Mr Test Test will be listed on the entity's page on asx.com.au with the title 'Company Secretary' the day after his details are updated on ASX Online. Ms Pamela Test Ross will not be listed on the entity's page on asx.com.au.

## 2. Designating an additional title for an existing person in ASX Online

If you would like to inform ASX that an existing person has been appointed to an additional role, locate the 'Directors/Management' page by following steps 1 and 2 described above and select 'Edit' in the row containing the relevant person's name.



**Company Directors / Senior Management**

Please note that where information is provided in relation to a future date which is the day after a non-business day (e.g. a Monday or the day following a public holiday), the information will appear on asx.com.au post end of day processing that takes place on the last business day before that future date (i.e. generally in the early hours of the day after that last business day).

Person added.

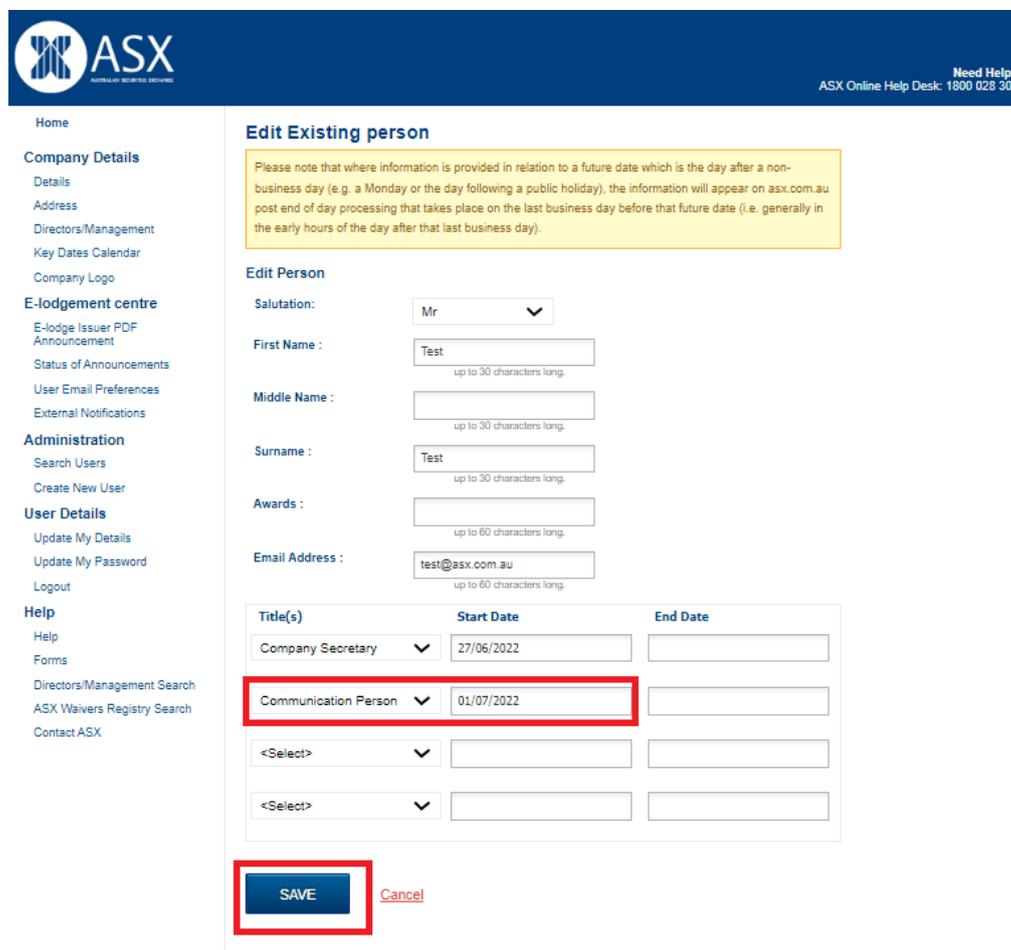
**Add a new Person**

[ADD](#)

The below list is sorted alphabetically by name

Name	Titles		
Ms Pamela Test Ross pam_ross@asx.com.au	Communication Person	<a href="#">Edit</a>	<a href="#">Delete</a>
Mr Test Test test@asx.com.au	Company Secretary	<a href="#">Edit</a>	<a href="#">Delete</a>

Update personal and contact details as necessary, allocating the additional title as appropriate. Enter the start date for this role and click 'Save'.



**Edit Existing person**

Please note that where information is provided in relation to a future date which is the day after a non-business day (e.g. a Monday or the day following a public holiday), the information will appear on asx.com.au post end of day processing that takes place on the last business day before that future date (i.e. generally in the early hours of the day after that last business day).

**Edit Person**

Salutation:

First Name:  up to 30 characters long.

Middle Name:  up to 30 characters long.

Surname:  up to 30 characters long.

Awards:  up to 60 characters long.

Email Address:  up to 60 characters long.

Title(s)	Start Date	End Date
Company Secretary <input type="text" value="v"/>	<input type="text" value="27/06/2022"/>	<input type="text"/>
Communication Person <input type="text" value="v"/>	<input type="text" value="01/07/2022"/>	<input type="text"/>
<Select> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
<Select> <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

[Cancel](#)

In this example, Mr Test Test was previously designated as the Company Secretary, effective 27 June 2022. The entity is now advising ASX that Mr Test Test is also the Communication Person, effective 1 July 2022.

Mr Test Test will be listed on the entity's page on asx.com.au with the title 'Company Secretary' but will not be listed on asx.com.au as the entity's 'Communication Person', 'nominated ASX contact' or any other term denoting this role.

## 5.2 Key dates calendar

To add an event to the key date calendar, click on Key Dates Calendar below the heading of Company Details. On the following page, click on 'Add'

- Enter the Event Date
- Select the Event Type from the drop down menu
- Enter the Event Name/Type
- Provide a short description of the event
- Enter the Event End Date. The time component can be entered beside the date in 12 hour format

- Home
- Company Details**
  - Details
  - Address
  - Directors/Management
  - Key Dates Calendar**
  - Company Logo
- E-lodgement centre**
  - E-lodge PDF Announcement
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  - Create Online Forms
  - Manage Online Forms
  - User Email Preferences
  - External Notifications
- Administration**
  - Search Users
  - Create New User
  - Advisor Firm Management
- User Details**
  - Update My Details
  - Update My Password
  - Logout

### Add event to Key Dates

Add this event to the key dates for ORDINARY (UNLISTED/LISTED - COSACS)

Event Type \* :

Event Date \* :

Event Time :   
Please enter in HH24:MM format i.e. 17:30

Event Name / Title \* :

Description :   
(free-form text)

Event End Date :   
(This field is required. The time component can be entered beside the date in 12 hour format)

Please note: your key dates calendar will be updated on your Company Information page on [www.asx.com.au](http://www.asx.com.au) within one hour

### 5.3 Company logo

All listed companies are eligible to upload a company logo for use on CHES holding statements. Your company logo will provide an opportunity for shareholders to identify your company brand.

In order to replace or delete a logo, email ASX at [EquityOperations@asx.com.au](mailto:EquityOperations@asx.com.au)

**Logo Upload** – This logo will be used on the CHES holding statements received by shareholders.

### Sample CHES Holding Statement



## 6. ASX Online Forms

### ASX Online forms for announcing corporate actions and capital changes

ASX online forms for announcing certain corporate actions were introduced on 22 September 2014. The first set of online forms (Dividends, Interest Payment, Consolidation/Split, and Return of Capital (Cash)) became mandatory on 29 June 2015. A second set of online forms (new Appendix 3B and Appendix 4A) were introduced on 1 December 2019 and became mandatory on 1 February 2020 (a summary of the online and word form changes that came into effect on 1 December 2019 is available [here](#) )

The online forms are required to first announce and subsequently update details for these events. They include guidance to issuers on completing the forms and data validation controls. They also allow for straight-through-processing of corporate action data both within ASX and externally, thereby introducing greater efficiency and accuracy in corporate action processing across the industry.


Need Help?  
Help Desk: 131 279 or +61 2 9338 0000

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**Company Details**

- [Details](#)
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**E-lodgement centre**

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- [Create Online Forms](#)
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**Administration**

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**User Details**

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**Help**

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### Create Online Forms

**ASX Online forms frequently asked questions (FAQs)**

This [FAQ](#) document has been prepared to assist listed entities with common queries they may have in relation to the usage of ASX online forms and ASX Listing Rule changes which came into effect on 5 June 2021. Given the content and technical releases to the online form and ASX Online platform continues to evolve, the information is subject to change.

**Online Forms**

Click on the appropriate link below to create a new online form to announce a corporate action or changes to securities on issue.

- [Appendix 2A - Application for quotation of securities](#)
- [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](#)
- [Appendix 3A.4 - Notification of cash return of capital](#)
- [Appendix 3B - Proposed issue of securities](#)
- [Appendix 3C - Notification of buy-back](#)
- [Appendix 3G - Notification of issue, conversion or payment up of unquoted equity securities](#)
- [Appendix 3H - Notification of cessation of securities](#)
- [Appendix 4A - Statement of CDIs on Issue](#)

**Important information about the use of online forms**

*Note that information and documents given to ASX become ASX's property and may be made public.*

Under Listing Rule 15.3, where ASX has made an online form available relating to a matter, a document for release to the market in relation to that matter must be generated by completing the online form and using the 'submit' function to lodge it with ASX.

On each online form:

- \* Denotes minimum information required for first lodgement of an online 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 required by an online form, where applicable, must be provided as soon as reasonably practicable after the initial lodgement of the form for release to the market using the "update" function on the Manage Online Forms page. Updates should also be lodged for release to the market if any of the key information in an online form, including timetable dates, has changed.

Each online form has predetermined rules and validations regarding the information that can be updated once it has been lodged with ASX for release to the market. ASX recommends that entities consult with their ASX Listings Compliance Adviser before submitting an update that involves a material change to the information previously announced.

**Foreign entities – request for ISINs**

### Accessing online forms and resources

The online forms are only accessible to those users with an ASX Online Companies account with announcement lodgement privileges. The relevant pages within ASX Online are the ‘**Create Online Forms**’ page and the ‘**Manage Online Forms**’ page that appear in the menu on the left hand side of the home page after login. The Create Online Forms page also outlines the key listing rule requirements governing the use of the online forms.

User guides, webinars and training material for the online forms are available from the Help page, under the heading **Online Forms - Resources**.

## Help

**Help**

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Directors/Management Search

ASX Waivers Registry Search

Contact ASX

## Help

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A full list of forms can be found [here](#).

Guidance Note 14 (ASX Market Announcements Platform) and Guidance Note 20 (ASX Online) also include guidance on the online forms.

If you have questions about the online forms please contact your Listings Adviser.

## 7. ASIC Forms

There is a list of ASIC forms in Microsoft Word format for the convenience of listed entities. To access these forms click on “**Forms**” under the “**Help**” tab.

### ASIC Forms

Below is a list of ASIC Forms that can be completed and eLodged. Please convert to pdf format to successfully eLodge.

ASIC Form	Description
<a href="#">603</a>	Notice of initial substantial holder
<a href="#">604</a>	Notice of change of interests of substantial holder
<a href="#">605</a>	Notice of ceasing to be a substantial holder
<a href="#">6021</a>	Compulsory acquisition following takeover bid
<a href="#">6022</a>	Right of buy out to remaining holder of securities following a takeover bid
<a href="#">6023</a>	Right of buy out to holders of convertible securities following a takeover bid
<a href="#">6024</a>	Notice of compulsory acquisition
<a href="#">6025</a>	Right of buy out to holders of convertible securities by 100% holder

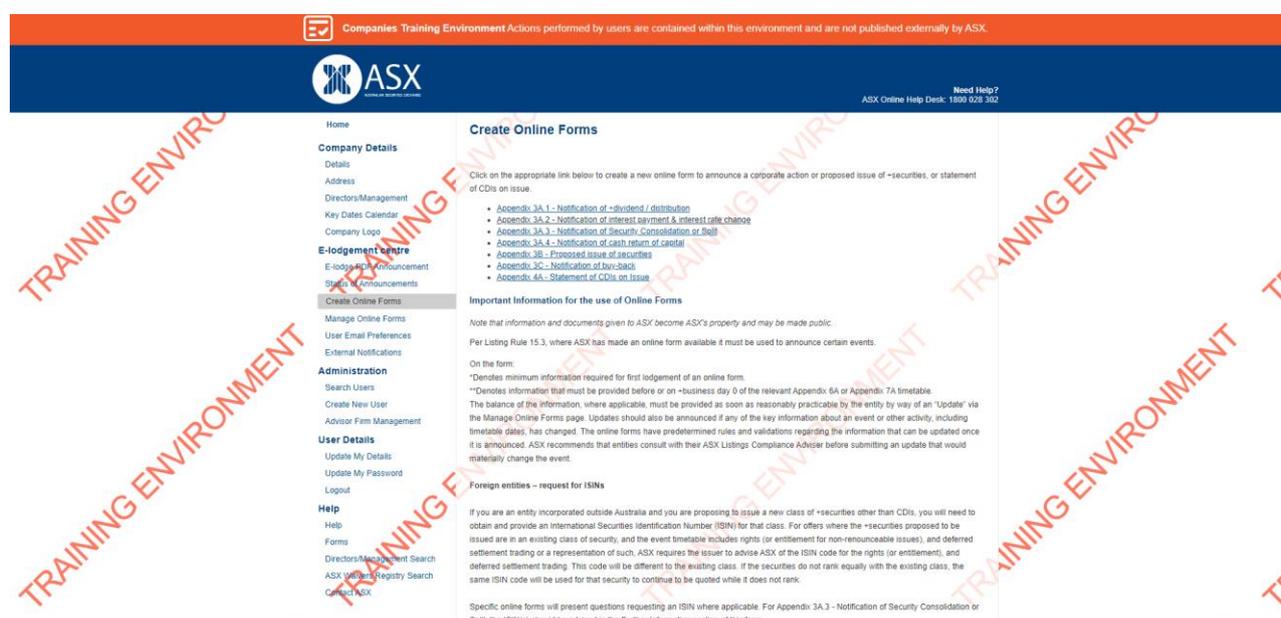
## 8. Training Environment

ASX has created an ASX Online training environment which is available [here](#).

You will be able to log in using your existing credentials for ASX Online but will be prompted to change your password for the training environment.

The training environment reproduces ASX Online for Companies but is not connected to the ASX market announcements platform or any other system (for example, you can use the PDF or online form announcement process, but the release of the announcement and resulting confirmations are simulated). The data on the ASX Online training environment will be refreshed every week on Friday evening. Data changes saved by users in the training environment (including any announcements drafted or submitted) will be deleted at the time this data refresh occurs.

Please ensure you are in the training environment before testing announcement lodgements. You will find the training environment has red a banner and background text denoting the platform. When creating forms in the training environment you will notice the URL is [trainwww.asxonline.com](http://trainwww.asxonline.com), announcements will not be published when created in this area.



Companies Training Environment Actions performed by users are contained within this environment and are not published externally by ASX.

ASX  
ASX Online Help Desk: 1800 028 302

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ASX Website Registry Search

Contact ASX

**Create Online Forms**

Click on the appropriate link below to create a new online form to announce a corporate action or proposed issue of +securities, or statement of CDIs on issue.

- 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
- Appendix 3A.4 - Notification of cash return of capital
- Appendix 3B - Proposed issue of securities
- Appendix 3C - Notification of buy-back
- Appendix 4A - Statement of CDIs on Issue

**Important Information for the use of Online Forms**

Note that information and documents given to ASX become ASX's property and may be made public.

Per Listing Rule 15.3, where ASX has made an online form available it must be used to announce certain events.

On the form:

\*Denotes minimum information required for first lodgement of an online 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 by way of an 'update' via the Manage Online Forms page. Updates should also be announced if any of the key information about an event or other activity, including timetable dates, has changed. The online forms have predetermined rules and validations regarding the information that can be updated once it is announced. ASX recommends that entities consult with their ASX Listings Compliance Adviser before submitting an update that would materially change the event.

**Foreign entities - request for ISINs**

If you are an entity incorporated outside Australia and you are proposing to issue a new class of +securities other than CDIs, you will need to obtain and provide an International Securities Identification Number (ISIN) for that class. For offers where the +securities proposed to be issued are in an existing class of security, and the event timetable includes rights (or entitlement for non-renounceable issues), and deferred settlement trading or a representation of such, ASX requires the issuer to advise ASX of the ISIN code for the rights (or entitlement), and deferred settlement trading. This code will be different to the existing class. If the securities do not rank equally with the existing class, the same ISIN code will be used for that security to continue to be quoted while it does not rank.

Specific online forms will present questions requesting an ISIN where applicable. For Appendix 3A.3 - Notification of Security Consolidation or Split, the ISIN(s) should be advised in the Further Information section of this form.

## 9. Contact

### Help Desk

[www.asx.com.au/contact](http://www.asx.com.au/contact)

Phone: 131 279

Email: [info@asx.com.au](mailto:info@asx.com.au)

Phone (from overseas): +61 2 9338 0000

### Market Announcement Office

Phone: 1800 021 965 or (02) 9227 0335

Fax: 1300 135 638

If you are logged on through a listed entity account, the contact details for your Listings Adviser can be found on the Contact ASX page.