

Guidance Note 14

Company Announcements Platform

Issued: May 2008

Key topics

1. Company Announcements Platform (CAP)
2. Lodging announcements through CAP
3. Processing of announcements
4. Acknowledgement of announcement
5. Home branch responsibilities

Listing Rules

1. Listing rule 15.2
2. Listing rule 15.3
3. Listing rule 15.4
4. Listing rule 15.7
5. Chapter 15 Listing Rules

Cross-Reference

1. Guidance Note 8 – Continuous Disclosure: Listing Rule 3.1
2. Guidance Note 20 – ASX Online

Guidance Note History

Re-issued	1/7/2000
	September 2001
	05/05/2008

Introduction

1. This Guidance Note is published to explain the ASX Limited (ASX) company announcements platform (CAP).
2. An entity must use the electronic facility, known as ASX Online (see Guidance Note 20 - ASX Online) for giving announcements to Company Announcements Office (“eLodgement”). Company Announcements Office (CAO) does not accept handwritten or hand delivered documents. An announcement given to company announcements office is electronically processed and released, and is then electronically stored. The process of what happens to an announcement once it is received by company announcements office is described at paragraphs 18 and 19 of this Guidance Note.

Giving documents to ASX through CAP

3. Announcements for release to the market must be given to ASX’s company announcements office. Listing rule 15.2.1 provides that to give a document to ASX, an entity must give it to the +company announcements office, if any of the following apply.
 - *The document is for release to the market.*
 - *ASX has specified the +company announcements office as the place for giving ASX the document.*
 - *The document is in response to correspondence from the +company announcements office.*
 - *The document was sent to holders of the entity’s +securities.*
 - *The document is a disclosure document, Product Disclosure Statement, information memorandum, +takeover document, document setting out the*

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terms of +debt securities or +convertible debt securities, or copy of the entity's constitution.

- *The document is an Appendix 3B.*
4. ASX provides the facilities for fax lodgement of documents. However, use of these facilities for documents other than proxy voting notifications under section 251AA of the Corporations Act will be a breach of listing rule 15.3. The facilities are provided to cater for proxy voting notifications until it is possible to eLodge them, and as an emergency back-up facility in case ASX Online is unavailable. They are not intended to be used as an alternative to ASX Online.
 5. ASX may, under listing rule 18.5, take no action in response to a breach of a listing rule. ASX would be likely to take no action for breach of listing rule 15.3 if it is satisfied that the entity was genuinely unable to utilise ASX Online to give ASX an announcement, due to circumstances beyond its own control – for example, the unexpected failure of its internet service provider. ASX expects an entity that needs to urgently give ASX an announcement and is unable to access ASX Online to contact the company announcements office on (02) 9227 0334 or the ASX Online Help Desk on 1800 028 302 (for international callers +61 2 9227 0905).
 6. ASX expects an entity that experiences problems in accessing ASX Online to address those problems. For example, if the entity's internet service provider is unreliable, ASX expects the entity to transfer to another internet service provider. ASX is willing to assist entities in learning to use ASX Online. Simply contact the ASX Online Help Desk on 1800 028 302.
 7. If it is necessary for an entity to use the emergency back-up fax facilities, local call charges will apply. This is discussed further at paragraph 21 below.

Home branch

8. Discussions on all matters relating to the Listing Rules (including compliance with listing rule 3.1 and reporting obligations) should continue to be held directly with an entity's home branch.
9. Draft documents are given to an entity's home branch, refer listing rule 15.2.
10. Documents for release to the market should not be sent to the entity's home branch. The only exception is a reply to a query from home branch, which is flagged as correspondence which may be released to the market. A reply to such a query should be sent to home branch even though it is possible it may be released to the market.
11. Hand delivered announcements for release to the market are not accepted by home branch.

Company announcements office hours

12. The company announcements office is open on trading days between 8.30 am and 7.30 pm Sydney time. Announcements received by 7.30 pm Sydney time on a

trading day will be released to the market that day. Announcements received after that time will be released to the market on the next trading day.

13. Hand delivered announcements are not accepted by Company Announcements Office.

Announcements received from third parties

14. ASX will generally only release announcements that it receives from a listed entity, in accordance with the procedures outlined in this Guidance Note, and taking into account the content requirements set out in Guidance Note 8 – Continuous Disclosure: Listing Rule 3.1. From time to time ASIC, the Australian Competition and Consumer Commission (ACCC) and the Takeovers Panel may make an announcement in relation to a listed entity. Pursuant to arrangements with ASX, announcements received by these bodies will be released through CAP as exceptions to ASX’s general policy of only releasing announcements received from a listed entity. ASX also liaises with the Foreign Investment Review Board (FIRB) in relation to release of decisions. This is to ensure that the market is kept fully informed and to achieve the widest and most efficient dissemination of this type of information. ASX has entered into arrangements with these bodies to enable documents to be given to ASX electronically. In addition, ASX will also release documents required to be given to ASX under the Corporations Act.

Announcement process – all documents

15. CAP receives, processes, releases and stores announcements electronically (ie. without needing or using a printed document). It saves handling millions of pieces of paper a year within ASX.
16. When an announcement is received by company announcements office, it is examined on-screen. Specialist staff decide whether trading in the stock needs to be placed in a ‘Pre-Opening Session State’ on the ASX Integrated Trading System (ITS). This temporarily halts trading in the securities to enable the contents of the announcement to be assessed by the market.
17. On release of an announcement, the following occurs.
 - 17.1 A brief ‘header’ is transferred to ITS for display on trading terminals. ASX will generally use the heading provided by the entity.
 - 17.2 The announcement is forwarded from CAP to a Dissemination Server. The Dissemination Server stores the following.
 - A text file
 - A pdf file of the announcement. If the announcement was electronically lodged using ASX Online, this will be the native document lodged with ASX. If the announcement was faxed, the document will be an “image” pdf, ie a picture of the announcement received by ASX.

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- 17.3 ASX Market Information makes the information on the Dissemination Server available to ASIC and subscribers such as information vendors for further distribution to the market.
- 17.4 If, in ASX's opinion, the announcement is market sensitive, ASX 'voicelines' a summary of it. This is a broadcast to participating organisations and other subscribers to this service.
- 17.5 Once an announcement has been released to the market, a copy in pdf format is available from the ASX website (www.asx.com.au). A copy can also be obtained from ASX customer service centre (1300 300 279) on payment of a fee. The fee is a small initial fee plus a photocopying charge for each page of the announcement. Company announcements office is not able to provide copies of announcements.
- 17.6 A fax acknowledgement is sent to all listed entities referred to in the announcement and logged by CAO during processing. The faxed acknowledgement will be sent even if the announcement is eLodged.
18. The acknowledgement gives each entity mentioned in the release a record of the release and notice of an announcement made by someone else (eg. substantial holder notices). If an entity has any concerns about an acknowledgement of which it has been notified, it is recommended that the entity promptly contact its home branch or the company announcements office.

CAP fax numbers

19. The fax numbers for CAP are as follows.

For announcements sent within Australia	1300 135 638
For announcements sent from New Zealand	0800 449 707
For announcements not sent from Australia or New Zealand	61 2 9347 0005 61 2 9778 0999

20. These fax numbers have access to a number of lines and an announcement is automatically directed to the next available line.
21. The cost of sending a fax to CAP from anywhere in Australia or New Zealand to the relevant 1300 or 0800 fax numbers will be the price of a local telephone call.
22. The 61 2 9347 0005 and 61 2 9778 0999 fax numbers are available if faxing an announcement to CAP from a country other than New Zealand.

Acknowledgements – faxed documents

23. Listing rule 15.7 states:

An entity must not release information that is for release to the market to any person until it has given the information to ASX and has received an acknowledgement that ASX has released the information to the market.

24. This Guidance Note only describes the processes for verifying and acknowledging announcements which are faxed to company announcements office. For further details in respect of announcements which are eLodged and for a discussion of the processes for verifying and acknowledging eLodged announcements, refer Guidance Note 20 – ASX Online.
25. When an announcement is given to company announcements office by fax and the fax machine the announcement is sent from is set up to provide a transmission report, a report of receipt by ASX will be received (generated by the fax machine). This is *not* an acknowledgement that the announcement has been released.
26. After release of a faxed announcement by ASX, an automatically generated acknowledgement is faxed from the company announcements office to the listed entity. It is sent to the fax number in ASX's records. This fax acknowledgement *is* acknowledgement that the announcement has been released and satisfies listing rule 15.7. The acknowledgement is also automatically faxed to any other listed entity mentioned in the announcement and logged by CAO during processing.
27. If the transmission of a fax acknowledgement is unsuccessful at the first attempt, CAP will attempt to re-transmit it twice more at three minute intervals, then three more times at five minute intervals, and finally twice at thirty minute intervals. If the transmission remains unsuccessful, an acknowledgement will not be sent.

“Bundling” periodic reports – faxed documents

28. Listing rule 4.2C.1 requires all half year information or documents to be given to ASX at the same time and clearly identified on the first page or any covering page as half year information given to ASX under listing rule 4.2A. This requires all the information or documents to be “bundled” together and faxed to ASX at the same time. Similar issues may arise in relation to preliminary final reports or reports on change of balance date, where the entity has prepared several documents which together satisfy the reporting requirements. The documents need to be bundled together before being faxed, and an entity should be careful to ensure that the information identified as “Results for announcement to the market” is placed at the beginning of the document as required by the listing rules. The issues that arise where documents are eLodged are discussed in Guidance Note 20 – ASX Online.

Getting the most from CAP – faxed documents

29. To help entities make the best use of CAP, a 7 point checklist has been drawn up for use when faxing announcements, refer attachment to this Guidance Note. It is recommended that an entity refer to the checklist when preparing announcements for release to the market. This continues to apply to an entity faxing a proxy voting notification, or using the fax facility as an emergency back-up to ASX Online. The important points are as follows.

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- Announcements should be sent direct to the company announcements office. Delays will occur if announcements are sent to an entity's home branch, which must forward them to the company announcements office for release.
- Handwritten announcements are not acceptable.
- Use pro-formas of reports where they are available (eg. Appendix 5B). Extra information can be included on the pro-forma or separately if necessary.
- To achieve faster dissemination of the information to the market, preferred formatting is:
 - Courier, Helvetica, Times or Times New Roman;
 - 12 point type;
 - no background shading;
 - originals not photocopies;
 - plain, white or gloss paper;
 - double spacing between bullet points and paragraphs.
 - no underlining (if it is unavoidable, keep the lines as far away from the text as possible);
 - single column layout;
 - graphics and charts that are clear (they should be positioned at the top or bottom of a page, or on a separate page);
 - tables that are clear and well spaced;
 - fax on 'fine' mode; and
 - no colour (it cannot be reproduced by CAP).
- A brief summary of the announcement's contents should be included on the first page of the announcement (eg, '1:4 rights issue of ordinary shares at \$1' or 'Full year profit forecast up by 20%').
- A heading should be provided.
- A fax cover sheet should be provided showing contact details and number of pages in the transmission.

Fax Cover Sheets

30. Fax cover sheets are also included in the release of a faxed announcement and to avoid delay should always show contact details and total number of pages in case of query.

If something goes wrong – faxed announcements

31. If an entity is not able to get through to the fax number to send an announcement or is experiencing difficulties with the lodgement of a document, the entity should contact the company announcements office on (02) 9227 0334, or its home branch.

Attachment

CAP cue card for Faxed Announcements

- Preferred format used.
- Pro-forma used (if applicable).
- Fax cover sheet with contact details and number of pages.
- Summary of announcement on first page.
- Centralised fax number or address used.
- Fax on 'fine' mode.
- ASX acknowledgement received before release elsewhere.

Announcement sent from	Fax Number
Australia	1300 135 638
New Zealand	0800 449 707
Outside Australia and New Zealand	+61 2 9347 0005 +61 2 9778 0999