



# ASX SETTLEMENT OPERATING RULES PROCEDURES

ASX Settlement  
ABN 49 008 504 532  
Exchange Centre  
20 Bridge Street  
Sydney NSW 2000 Australia

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# SECTION 1

## PROCEDURE 1.10.1 METHODS OF GIVING NOTICE IN WRITING

Unless otherwise specified in correspondence with a Facility User, documents addressed to ASX Settlement should be addressed to:

General Manager, Clearing and Settlement

ASX Settlement Pty Ltd  
Level 4, Exchange Centre  
20 Bridge Street  
SYDNEY NSW 2000

Telephone: 1800 814 051  
Facsimile: 02 9227 0265

Notice to ASX Settlement may be given by:

1. Delivering it personally to the person specified above or otherwise specified in correspondence with the Facility User;
2. Leaving it at or by sending it by courier or post to the address specified above or otherwise specified in correspondence with the Facility User;
3. Sending it by facsimile to the facsimile number specified above or otherwise specified in correspondence with the Facility User;
4. Updating the Facility User's corporate details on asxonline where applicable, unless otherwise directed by ASX Settlement;
5. Submitting it via the web-based system interface known as ASX Compliance Monitor ("ACM") where applicable, unless otherwise directed by ASX Settlement; or
6. Specific email by any method which identifies an ASX Settlement department or an ASX Settlement employee's name or title as addressee and no notice of non-delivery has been received.

Where a Facility User is also a participant in another market or clearing and settlement facility operated by ASX Settlement or a Related Body Corporate of ASX Settlement and the notice being provided relates both to its role as a Facility User and that other participation, a notice given to ASX Settlement or a Related Body Corporate of ASX Settlement in accordance with the operating rules of that other market or facility is taken to be given to ASX Settlement in accordance with these Rules.

ASX Settlement may give notice to any person, firm or corporation by any of the following methods:

1. Delivering it to the recipient personally;
2. Leaving it at, or by sending it by courier or post to, the address of the recipient last notified to ASX Settlement;
3. Sending it by facsimile to the recipient's facsimile number last notified to ASX Settlement;

4. A circular or bulletin addressed to a class of persons and delivered or communicated by any means permitted under this Procedure;
5. Specific email by any method which identifies a person or person's title as addressee and no notice of non-delivery has been received;
6. Broadcast email by any method which identifies the addressee and which, having regard to all relevant circumstances at the time, was reliable as appropriate for the purposes for which the information was communicated; or
7. Sending it via the web-based system interface known as ACM.

Introduced 09/07/08 Amended 02/02/09, 19/02/10 Amended 15/06/15

## PROCEDURE 1.10.2 DELIVERY OF NOTICE

Notice by:

1. Post is taken to be given on the second Business Day after the document is put in the post, in a stamped envelope or other covering addressed to the recipient;
2. Courier is taken to be given at the time of delivery to the address referred to in Procedure 1.10.1;
3. Facsimile is taken to be given when the sender's facsimile machine indicates a successful transmission to the facsimile number referred to in Procedure 1.10.1;
4. Email, under Procedure 1.10.1 is taken to be given 2 hours after the time the email enters the recipient's information system, unless a response to the contrary is received (e.g. an out of office notification); and
5. The web-based system interface known as ACM is taken to be given at the time which that system records the transmission.

For the purposes of the Rules, a notice given in accordance with Procedure 1.10.1 to a person is taken to be received by that person at the time it is given to that person under this Procedure 1.10.2.

Introduced 11/03/04 Amended 09/07/08, 02/02/09

## SECTION 2 DEFINITIONS AND INTERPRETATION

“**Approved Clearing Facility**” – ASX Settlement has approved ASX Clear Pty Limited as an Approved Clearing Facility.

“**Approved Market Operator**” – ASX Settlement has approved the market licensees listed below as Approved Market Operators in relation to the following services and for the purpose of the rules and procedures pertaining to those services:

Clearing and Settlement Arrangements (including Trade Acceptance Service)	Settlement Facilitation Service			
	Transfer Facilitation Service	DvP Facilitation Service <sup>1</sup>	Corporate Actions Service <sup>2</sup>	ASX Primary Market Facility <sup>3</sup>
<ol style="list-style-type: none"> <li>1. ASX Limited</li> <li>2. Chi-X Australia Pty Limited</li> </ol>		<ol style="list-style-type: none"> <li>1. National Stock Exchange of Australia Limited</li> <li>2. Sydney Stock Exchange Limited</li> </ol>	<ol style="list-style-type: none"> <li>1. National Stock Exchange of Australia Limited</li> <li>2. Sydney Stock Exchange Limited</li> </ol>	<ol style="list-style-type: none"> <li>1. National Stock Exchange of Australia Limited</li> <li>2. Sydney Stock Exchange Limited</li> </ol>

<sup>1</sup> A market licensee that receives the DvP Facilitation Service also receives the Transfer Facilitation Service as the ability to transfer financial products is an integrated component of the DvP settlement function.

<sup>2</sup> The ASX Corporate Actions Service includes the processing of corporate actions by ASX Settlement for Issuers of Approved Financial Products quoted on or approved for quotation on the market of the market licensee where the holdings of those products are eligible for registration on the CHES system.

<sup>3</sup> The ASX Primary Market Facility includes the provision by ASX Settlement of settlement services to Participants and Issuers of Approved Financial Products quoted on or approved for quotation by the market licensee in connection with the processing of Allocation Components of Offers of such financial products and the processing of Allocation Interests in DvP Settlement under Section 15 of the ASX Settlement Operating Rules.

Introduced 23/09/05 Amended 20/07/07, 27/06/11, 15/08/11, 28/12/11, 20/01/14, 17/04/14, 20/01/16, 29/06/18

“**Email Purpose**” – The categories of communications that a Holder may indicate a preference to receive by delivery to an email address are:

- (a) ASX Settlement communications only;
- (b) Issuer communications only; or



(c) ASX Settlement and Issuer communications.

Introduced 02/11/09

“**PID**” – where requested by a Participant in accordance with any requirements (including the payment of any fee) notified by ASX Settlement from time to time, ASX Settlement may allocate more than one PID per Participant up to a maximum number of five (5) PIDs per Participant.

Introduced 08/08/13

## SECTION 4      **ADMISSION OF OTHER SETTLEMENT PARTICIPANTS**

### PROCEDURE 4.2.1      **APPLICATION FOR ADMISSION AS A PARTICIPANT**

An application will comply with the Procedures if the application:

- (a) is on the Admission Form published by ASX Settlement;
- (b) is accompanied by any application fee specified in the Fees and Charges Schedule;
- (c) contains a covenant by the applicant that, if the application is accepted, the applicant undertakes to ASX Settlement to observe and comply with the provisions of these Rules that purport to apply in relation to it;
- (d) contains all the information required by the Admission Form; and
- (e) is executed by or on behalf of the applicant or, if the applicant consists of two or more partners or trustees, by or on behalf of each partner or trustee, as the case requires.

Introduced 11/03/04

### PROCEDURE 4.2.2A      **APPLICANTS INCORPORATED OR CARRYING ON BUSINESS OUTSIDE AUSTRALIA**

If an applicant is incorporated or intends to carry on any part of its business as a Participant outside Australia:

- (a) ASX Settlement may require that the applicant (or a Related Body Corporate) currently conducts clearing and settlement operations which are regulated by a foreign clearing and settlement facility, a foreign financial market or a foreign regulatory authority acceptable to ASX Settlement; or
- (b) ASX Settlement may require that the applicant is:
  - (i) a clearing and settlement facility which holds an Australian CS Facility licence; or
  - (ii) operates as a clearing and settlement facility in an overseas jurisdiction in accordance with the legal requirements of that jurisdiction and ASX Settlement considers the applicant to be adequately regulated in that jurisdiction; and
- (c) ASX Settlement may require the applicant (or persons connected with the applicant) to give an additional undertaking or undertakings governed by Australian law in respect of any matter which ASX Settlement considers reasonable or in the interest of the public or ASX Settlement including, without limitation, undertakings as to:
  - (i) the amount of resources and number of Employees to be located in Australia;
  - (ii) access by ASX Settlement to records required to be kept under these Rules;
  - (iii) foreign taxes that might be payable;

- (iv) the law governing the applicant's activities under the Rules and the applicant's submission to jurisdiction;
  - (v) whether the law of the applicant's incorporation would recognise protections which are substantially equivalent to those afforded by Australian law to clients' money and property in a winding-up of the applicant; and
  - (vi) the ranking of creditors on a winding-up of the applicant; and
- (d) ASX Settlement may require the applicant to provide a legal opinion, from independent lawyers acceptable to ASX Settlement and paid for by the applicant, which deals with matters required by ASX Settlement and which is acceptable to ASX Settlement; and
- (e) ASX Settlement may require a performance bond in the form and substance acceptable to ASX Settlement; and
- (f) if the applicant proposes to conduct any Overseas Activity (as defined in Rule 4.12.1), ASX Settlement may require the applicant to notify ASX Settlement of the details of the proposed Overseas Activity and to demonstrate that the proposed Overseas Activity will comply with Procedure 4.12.1.

Introduced 15/06/15

#### **PROCEDURE 4.6.2 PARTICIPANT TO SUBMIT DETAILS OF AUTHORISED SIGNATORIES**

A Participant must submit to ASX Settlement a list of persons authorised by the Participant to sign documentation and to deal with settlement issues in connection with the operation of its business as a Participant in such form and manner as may be prescribed by ASX Clear from time to time.

Introduced 15/06/15

#### **PROCEDURE 4.7 TECHNICAL AND PERFORMANCE REQUIREMENTS – [Deleted]**

Introduced 11/03/04 Deleted 23/07/18

#### **PROCEDURE 4.8.1 PERFORMANCE BONDS**

A Settlement Bond and a Sponsorship Bond must be in a form approved by ASX Settlement and issued by an Australian bank (other than the Participant or a subsidiary of the Participant).

Introduced 11/03/04 Amended 23/07/18

#### **PROCEDURE 4.9.1 SETTLEMENT PARTICIPANT TO LODGE SETTLEMENT BOND**

For the purpose of Rule 4.9.1, the following Approved Market Operators are specified:

- (a) ASX Limited (ACN 008 624 691);
- (b) Chi-X Australia Pty Limited (ACN 129 584 667).

Introduced 27/06/11 Amended 21/03/14

## PROCEDURE 4.9.3 SPONSORING PARTICIPANT TO LODGE SPONSORSHIP BOND

For the purpose of Rule 4.9.3 the following are the specified compensation arrangements:

- (a) the National Guarantee Fund compensation regime under Division 4 of Part 7.5 of the Corporations Act and Corporations Regulations; and
- (b) compensation arrangements approved for an Approved Market Operator under Division 3 of Part 7.5 of the Corporations Act and Corporations Regulations.

Introduced 23/09/05 Amended 21/03/14

## PROCEDURE 4.10 CAPACITY REQUIREMENTS – [Deleted]

Introduced 11/03/04 Deleted 03/02/06

## PROCEDURE 4.11.1 BUSINESS INTEGRITY REQUIREMENTS

In order to satisfy ASX Settlement that it meets Rule 4.11.1, an applicant must provide to ASX Settlement one of the following:

- (a) If the applicant is an ADI, the applicant must confirm to ASX Settlement that it has in place a ‘fit and proper’ policy that meets the requirements of the Australian Prudential Regulation Authority Prudential Standard CPS 520.

The applicant must be able to provide evidence of that policy to ASX Settlement upon request at any time.

- (b) If the applicant holds an Australian financial services licence which authorises it to carry on business as a Participant, the applicant must confirm to ASX Settlement that it has in place measures to ensure its responsible managers are of good fame and character, as required in ASIC Regulatory Guides 105.33 and 2.162, which are also applied to any of its directors who are not responsible managers.

The applicant must be able to provide evidence of those measures to ASX Settlement upon request at any time.

- (c) In any other case, the applicant must provide a statutory declaration to ASX Settlement in relation to itself and from each of its directors confirming that:
  - (i) they have not been the subject of any previous bankruptcy, insolvency, receivership, administration, or similar event;
  - (ii) they have not been charged with or convicted of any offences relating to dishonesty, fraud, financial markets-related conduct, or money laundering;
  - (iii) they have not been the subject of any fines, civil penalties, banning, suspension or other disciplinary measures for financial markets-related conduct;
  - (iv) they have not been the subject of any disciplinary action or adverse mention in a report made by, or at the request of, any government or governmental authority or agency, the Commission, ASX, an Approved Clearing Facility, an Approved

Settlement Facility, and any other exchange, market operator or clearing and/or settlement facility;

- (v) they have not been refused membership of any financial markets-related, legal or accounting professional organisation or had such a membership revoked; and
- (vi) they have not had an application for Participant status (or equivalent status) on another exchange, market, Approved Clearing Facility or Approved Settlement Facility refused,

whether in Australia or elsewhere, or, if that is not the case, a statement to that effect and a detailed explanation of the circumstances involved.

The applicant must also consent to ASX Settlement obtaining information on the creditworthiness of the applicant.

ASX Settlement may also have regard to any other information in its possession from any source in assessing whether the applicant meets Rule 4.11.1.

Introduced 02/08/13 Amended 15/06/15

#### **PROCEDURE 4.12.1 LOCATION REQUIREMENTS**

For the purposes of Rule 4.12.1, the requirements are as follows:

- (a) provide prior written notification to ASX Settlement including details of the proposed Overseas Activity;
- (b) obtain and maintain all necessary regulatory approvals from any relevant governmental agency or regulatory authority in Australia or elsewhere in respect of the Overseas Activity and provide a copy of those regulatory approvals to ASX Settlement upon request;
- (c) comply with the directions of ASX Settlement and any relevant governmental agency or regulatory authority in Australia or elsewhere concerning the conduct and supervision of the Overseas Activity; and
- (d) not engage in Overseas Activity of a type which would result in ASX Settlement becoming subject to the jurisdiction of any relevant government agency or regulatory authority outside Australia without the prior written consent of ASX Settlement.

Note: This Procedure applies to all Participants who locate aspects of their activities as a Participant overseas, regardless of where they are incorporated or carry on business.

Introduced 15/06/15

#### **PROCEDURE 4.13.1 PERSON TO HAVE A PAYMENT FACILITY**

For the purposes of Rule 4.13.1(a), the person must have the following number of Payment Facilities with a Payments Provider:

- a) if the person is making and receiving payments in respect of AQUA Payment Batch Instructions, at least two Payment Facilities;

- b) if the person is making and receiving payments in respect of any other payment obligations and entitlements under Section 10 of these Rules, at least one Payment Facility.

Introduced 21/03/14

## PROCEDURE 4.18.1 ORGANISATIONAL REQUIREMENTS

In order to satisfy ASX Settlement that it meets Rule 4.18.1, an applicant must provide to ASX Settlement on or before its admission as a Participant a certification in the form prescribed by ASX Settlement from time to time that the applicant has the resources and processes in place to comply with its obligations under the Rules.

For these purposes, “resources” and “processes” have the same meaning as in Rule 4.18.1.

In providing this certification to ASX Settlement the applicant must have regard to:

- the Rules;
- ASX Settlement Operating Rules Guidance Note 1 *Admission as a Participant*;
- ASX Settlement Operating Rules Guidance Note 9 *Offshoring and Outsourcing*;
- ASX Settlement Operating Rules Guidance Note 10 *Business Continuity and Disaster Recovery*;
- the standards expected of financial services licensees set out in ASIC Regulatory Guide 104 *Licensing: Meeting the general obligations* and ASIC Regulatory Guide 105 *Licensing: Organisational competence* (this applies even if the applicant does not hold an Australian Financial Services Licence); and
- any other matters specified in the form prescribed by ASX Settlement for these purposes.

If required by ASX Settlement, the applicant must be able to demonstrate to the satisfaction of ASX Settlement, at any time, the basis on which the certification is or was provided.

Introduced 01/01/12 Amended 15/06/15

## SECTION 5 RIGHTS AND OBLIGATIONS OF ISSUERS

### PROCEDURE 5.19.1 PROVISION OF APPLICATION FORMS

The application form made available by an Issuer must make provision for the applicant to:

- (a) instruct the Issuer on which Subregister the applicant wishes to hold the Financial Products; and
- (b) if the applicant is a Participant or a Participant Sponsored Holder, advise the Issuer of a HIN for that applicant.

Introduced 11/03/04

### PROCEDURE 5.19.2 INFORMATION ON APPLICATION FORMS

The details to be included in an entitlement and acceptance form by an Issuer are:

- (a) a notation to denote on which Subregister the Parent Financial Products are held;
- (b) a unique reference number to identify the entitlement and acceptance form;
- (c) if the Parent Financial Products are held on:
  - (i) an Issuer Operated Subregister, the Securityholder Reference Number of the Holder; or
  - (ii) the CHESS Subregister, the HIN for the Holder; and
- (d) a warning in a prominent place to the following effect:
  - (i) that the rights referred to in the entitlement and acceptance form may be transferred electronically in CHESS without surrendering the entitlement and acceptance form; and
  - (ii) that the entitlement and acceptance form should not be relied upon as evidence of the current Entitlement of the person named in the entitlement and acceptance form.

Introduced 11/03/04

### PROCEDURE 5.22.1 CORPORATE ACTIONS – CHANGES TO HOLDINGS – [Deleted]

Introduced 11/03/04 Deleted 03/02/06

### PROCEDURE 5.23.1 REVIEW OF REGISTRY FUNCTIONS

For the purposes of Rule 5.23.1(b), the audit of registry functions is required to assess whether the registry has maintained effective control procedures in relation to:

- (a) the registry operation's information processing facilities and integrity, including:
  - (i) maintenance of security and confidentiality over the data of security holders, including non-disclosure of SRNs and HINs;
  - (ii) security over the physical operation of the registry operation;
  - (iii) registry system backup and disaster recovery procedures; and
  - (iv) registry system access controls; and
- (b) the integrity and accuracy of information generated by the registry operation , including:
  - (i) internal controls over data input and output by the registry; and
  - (ii) processing and reporting of transaction data, including compliance with ASX Settlement message response time.

Introduced 18/12/06

#### PROCEDURE 5.25.1 ISSUER REPORTING TO SPONSORED HOLDINGS

An Issuer which is a Principal Issuer who has appointed CHES Depositary Nominees as its Depositary Nominee must include the following statement on the front of a Holding Statement sent to an Issuer Sponsored Holder:

**To obtain a copy of CHES Depositary Nominee's Financial Services Guide, go to [www.asx.com.au/CDIs](http://www.asx.com.au/CDIs) or phone 1300 300 279 if you would like one sent to you by mail.**

Introduced 10/06/04



## SECTION 6

### PROCEDURE 6.3.4 SETTLEMENT AND ACCUMULATION ACCOUNTS

A Settlement Participant which is a Clearing Participant must establish both a Settlement Account and an Accumulation Account in respect of each PID allocated by ASX Clear to the Clearing Participant under the ASX Clear Operating Rules.

A Settlement Participant which is a Clearing Participant must establish both a Settlement Account and an Accumulation Account with a residence indicator of “F” to facilitate Foreign to Foreign Allocations in respect of each PID allocated by ASX Clear to the Clearing Participant under the ASX Clear Operating Rules.

All other Settlement Participants need not establish both a Settlement Account and Accumulation Account but may do so if they wish to.

Introduced 11/03/04 Amended 08/08/13

### PROCEDURE 6.3A.3 RECONCILIATION OF ACCUMULATION ACCOUNT

For the purposes of Rule 6.3A.3, the reconciliation must be prepared on a daily basis by 7.00pm on the Business Day after the Business Day to which the reconciliation relates.

Introduced 28/04/14 Amended 23/07/18

### PROCEDURE 6.3A.4 OBLIGATION TO NOTIFY ASX SETTLEMENT IN RESPECT OF RECONCILIATION

For the purposes of Rule 6.3A.4, the notification must be lodged via ASX Compliance Monitor or forwarded to:

The Manager, Participants Compliance  
ASX Limited  
Level 6, 20 Bridge Street  
SYDNEY NSW 2000

Introduced 28/04/14

### PROCEDURE 6.3B.2 TRANSFER OF FINANCIAL PRODUCTS FROM ACCUMULATION ACCOUNT TO SETTLEMENT ACCOUNT

For the purposes of the Valid Single Entry Batch Message under Rule 6.3B.2:

- (a) the Message type to be used is a MT107 (or such other Message type as determined and notified by ASX Settlement from time to time);
- (b) a separate Message is required in respect of each class of Financial Product sold under a Cash Market Transaction which is due for settlement on the relevant Settlement Date;
- (c) The Client Trust Receivable Amount must be specified as a value of zero or greater;

- (d) The Message must include the scheduled Settlement Date in respect of the Transfer of Financial Products under the Batch Instruction arising from that Message. Transfers may be scheduled for a future Settlement Date;
- (e) Participants may send more than one Message for a Settlement Date or a single Message that covers the net settlement obligations for that Settlement Date in respect of that class of Financial Product;
- (f) Where the Message provides for the Transfer of Financial Products relating to more than one Cash Market Transaction, the Client Trust Receivable Amount to be included is to represent the gross Client Trust Receivable Amount in respect of each of those Financial Products.

Introduced 25/05/15

### **PROCEDURE 6.3B.3 TRANSFER OF FINANCIAL PRODUCTS FROM CHESS HOLDING (OTHER THAN ACCUMULATION ACCOUNT) TO SETTLEMENT ACCOUNT**

For the purposes of the Valid Single Entry Batch Message under Rule 6.3B.3:

- (a) the Message type to be used is a MT107 (or such other Message type as determined and notified by ASX Settlement from time to time);
- (b) a separate Message is required in respect of each class of Financial Product sold under a Cash Market Transaction which is due for settlement on the relevant Settlement Date;
- (c) The Client Trust Receivable Amount must be specified as a value of zero or greater;
- (d) The Message must include the scheduled Settlement Date in respect of the Transfer of Financial Products under the Batch Instruction arising from that Message. Transfers may be scheduled for a future Settlement Date;
- (e) Participants may send more than one Message for a Settlement Date or a single Message that covers the net settlement obligations for that Settlement Date in respect of that class of Financial Product;
- (f) Where the Message provides for the Transfer of Financial Products relating to more than one Cash Market Transaction, the Client Trust Receivable Amount to be included is to represent the gross Client Trust Receivable Amount in respect each of those Financial Products.

Introduced 25/05/15

### **PROCEDURE 6.3B.4 TRANSFER OF FINANCIAL PRODUCTS FROM SETTLEMENT ACCOUNT TO A HOLDING OTHER THAN ACCUMULATION ACCOUNT**

For the purposes of the Valid Single Entry Batch Message under Rule 6.3B.4:

- (a) the Message type to be used is a MT107 (or such other Message type as determined and notified by ASX Settlement from time to time);

- (b) a separate Message is required in respect of each class of Financial Product purchased under a Cash Market Transaction which is due for settlement on the relevant Settlement Date;
- (c) The Client Trust Deductible Amount must be specified as a value of zero or as a negative amount;
- (d) The Message must include the scheduled Settlement Date in respect of the Transfer of Financial Products under the Batch Instruction arising from that Message. Transfers may be scheduled for a future Settlement Date;
- (e) Participants may send more than one Message for a Settlement Date in respect of a CHES Holding for that class of Financial Product or a single Message that covers the net settlement obligations for that Settlement Date in respect of a CHES Holding for that class of Financial Product;
- (f) Where the Message provides for the Transfer of Financial Products relating to more than one Cash Market Transaction and it is intended that a Client Trust Deductible Amount be included in respect of some or all of those Financial Products, the Client Trust Deductible Amount to be included is to represent the gross Client Trust Deductible Amount in respect of each of those Financial Products it is intended that a Client Trust Deductible Amount be included for.

Introduced 25/05/15

#### **PROCEDURE 6.8A.2 IDENTITY OF CLIENT IN A SECURITIES LENDING TRANSACTION**

A Participant must disclose required information to ASX Settlement in writing or as otherwise directed by ASX Settlement.

Introduced 02/11/09

#### **PROCEDURE 6.8A.4 REGISTERING AS A SECURITIES LENDING PARTICIPANT**

A Participant must inform ASX Settlement via ASX Online or as otherwise directed by ASX Settlement.

Introduced 14/12/09

#### **PROCEDURE 6.8A.5 REPORTING OF SECURITIES LENDING ACTIVITY**

A Securities Lending Participant must advise ASX Settlement via ASX Online or as otherwise directed by ASX Settlement:

- (a) by 9.00am on each Business Day, of its Securities On Loan Position, for each class of Approved Financial Products, as at close of business (in each place of business of the Participant and its Related Bodies Corporate) two Business Days prior;
- (b) by 9.00am on each Business Day, of its Securities Borrowed Position, for each class of Approved Financial Products, as at close of business (in each place of business of the Participant and its Related Bodies Corporate) two Business Days prior; and

(c) by 9.00am on the third Business Day of each Quarter, of its Securities Committed Position for each class of Approved Financial Products, as at close of business (in each place of business of the Participant and its Related Bodies Corporate) on the last Business day of the previous Quarter,

unless its Securities On Loan Position, Securities Borrowed Position or Securities Committed Position (as applicable) is equal to zero.

In this Procedure 6.8A.5, "Quarter" means each calendar quarter ending 31 March, 30 June, 30 September and 31 December.

Introduced 14/12/09

## SECTION 8 APPROVAL OF ISSUERS AND FINANCIAL PRODUCTS

### PROCEDURE 8.1.1

Persons must submit a copy of an executed Appendix 1A, 1B or 1C of the ASX Listing Rules or Appendix 10.3.3 or 10A.3.3 of the ASX Operating Rules Procedures, as well as a prospectus or Product Disclosure Statement, to create a CHESSE sub register.

Introduced 11/03/04 Amended 23/09/05, 30/03/09

### PROCEDURE 8.1.2

An application form for a person to act as an Issuer in relation to a class of Financial Products which is not to be quoted on the market of an Approved Listing Market Operator, and to have that class of Financial Products Approved, is to be completed in the form which is available from ASX Settlement.

Introduced 11/03/04 Amended 15/10/04, 27/06/11

### PROCEDURE 8.7.2 ESTABLISHING A HOLDER RECORD

The matters to be specified in the Message from the Participant to ASX Settlement requesting the establishment of a Holder Record are:

- (a) the Participant's PID;
- (b) a Holder Type;
- (c) a Residency Indicator; and
- (d) in the case of a Clearing Account, a designation to identify that Clearing Account as either:
  - (i) a Settlement Account; or
  - (ii) for a Clearing Participant, an Accumulation Account, and
- (e) where the Clearing Account is to be used for the purposes of Foreign to Foreign Allocations, a Residency Indicator of "F".

Introduced 11/03/04

### PROCEDURE 8.15.7 ACTION FOLLOWING THE APPLICATION OF A HOLDING LOCK

The Notice to be given by ASX Settlement is a Notice:

- (a) notifying the Controlling Participant that the Holding Lock has been applied; and
- (b) to:
  - (i) if an Issuer requested the Holding Lock to be applied, that Issuer;

- (ii) if the Locked Holding is a Participant Sponsored Holding, the Holder;
- (iii) if some or all of the Financial Products in the Locked Holding are reserved in a Subposition, the Participant in whose favour the Financial Products are reserved; and
- (iv) the Exchange.

Introduced 11/03/04

#### **PROCEDURE 8.15.14 APPLICATION OF HOLDING LOCK FOR THE PURPOSES OF FREEZING ASSETS**

The relevant legislation and regulations are:

- (a) Charter of the United Nations Act (Cth) 1945
- (b) Charter of the United Nations (Sanctions – Afghanistan) Regulations (Cth) 2001
- (c) Charter of the United Nations (Terrorism and Dealings with Assets) Regulations (Cth) 2002

Introduced 11/03/04

#### **PROCEDURE 8.15.15 APPLICATION OF HOLDING LOCK BY ASX SETTLEMENT FOR THE PURPOSE OF FREEZING ASSETS**

The relevant legislation and regulations are:

- (a) Charter of the United Nations Act (Cth) 1945
- (b) Charter of the United Nations (Sanctions – Afghanistan) Regulations (Cth) 2001
- (c) Charter of the United Nations (Terrorism and Dealings with Assets) Regulations (Cth) 2002

Introduced 09/05/06

#### **PROCEDURE 8.16.4 ACTION FOLLOWING THE REMOVAL OF A HOLDING LOCK OR A HOLDER RECORD LOCK**

The Notice to be given by ASX Settlement is a Notice:

- (a) notifying the Controlling Participant that the Holding Lock or Holder Record Lock has been removed; and
- (b) of the removal to:
  - (i) the relevant Issuer(s);
  - (ii) if the Holding is a Participant Sponsored Holding, the Holder;
  - (iii) if some or all of the Financial Products in the Locked Holding are reserved in a Subposition, the Participant in whose favour the Financial Products are reserved; and

- (iv) the Exchange.

Introduced 11/03/04

## PROCEDURE 8.18.2 CHANGE OF HOLDER RECORD DETAILS

The action to be taken by a Participant where there is a change to Registration Details recorded in a Holder Record is as follows:

- (a) the Participant must Transmit a Valid Originating Message that specified the existing HIN for the Holder Record and the New Registration Details;
- (b) the Controlling Participant must maintain documentation to verify that the Registration Details relating to the change are noted in the Valid Originating Message, are correct and authorised by the client;
- (c) on receipt of notification from ASX Settlement that the change to the Registration Details has been made in accordance with the Valid Originating Message, the Participant must check to make sure that the change to the Registration Details of the Holder have been made to the correct Holding; and
- (d) if the change to the Registration Details were not made to the correct Holding, then the Controlling Participant must liaise with ASX Settlement as soon as possible, and in any event no later than two Business Days, to rectify the error.

Introduced 11/03/04

## PROCEDURE 8.18.3

The Notice to be given by ASX Settlement is a Notice:

- (a) notifying:
  - (i) the Controlling Participant that the requested change has been made; and
  - (ii) in respect of each class of Financial Products in a CHESS Holding of that person, the Issuer of those Financial Products that there has been a change of Holder Record details for that person; and
- (b) if the Holder Record has been established on behalf of a Participant Sponsored Holder:
  - (i) give Notice of the change to that Participant Sponsored Holder; and
  - (ii) if the change to the Holder Record includes is a change of address, send the Notice to the old address of that Participant Sponsored Holder.

Introduced 11/03/04

## PROCEDURE 8.18.9 CHANGE OF RESIDENCY INDICATOR

The action to be taken by a Participant where there is a change to a Residency Indicator is as follows:

- (a) the Participant must Transmit a Valid Originating Message that specifies the existing HIN for the Holder Record and the new Residency Indicator;
- (b) prior to sending the Valid Originating Message check that the details in the Valid Originating Message are correct;
- (c) at the time it transmits the Valid Originating Message have the authority of the Holder to make the changes noted in the Valid Originating Message; and
- (d) where relevant, maintain documentation which is sufficient to verify that it has been directed by the Holder to change the Residency Indicator.

Introduced 11/03/04

### **PROCEDURE 8.18.10**

ASX Settlement will take the following action upon receipt of the Message:

- (a) change the Residency Indicator recorded in the Holder Record in accordance with the specified details in the Valid Originating Message;
- (b) notify the Controlling Participant and the Issuer or Issuers whose Financial Products are included in Schedule 1 to which the change in Residency Indicator relates that the requested change has been made;
- (c) if the Holder Record has been established on behalf of a Participant Sponsored Holder, give Notice of that change to the Participant Sponsored Holder

Introduced 11/03/04

### **PROCEDURE 8.19.3 ACTION BY ASX SETTLEMENT FOLLOWING RECEIPT OF TFN, ABN OR EXEMPTION CODE DETAILS**

The Notice to be given by ASX Settlement is a Notice notifying:

- (a) the Issuer of the Financial Products, of the TFN, ABN or Exemption Code details; and
- (b) the Controlling Participant that the TFN, ABN or Exemption Code details have been notified to the Issuer; or
- (c) the Issuer of those details by including them in the Message Transmitted by ASX Settlement to the Issuer under Rule [9.7.2(b)]

Introduced 11/03/04

### **PROCEDURE 8.20.2 SUPPRESSION OR REINSTATEMENT OF PRODUCTION OF HOLDING STATEMENTS**

The entities are:

- (a) a related body corporate of the Participant making the request; or
- (b) an entity that is any one of the following:



- (i) a bank;
- (ii) a merchant bank;
- (iii) a building society or credit union;
- (iv) a life insurance company;
- (v) a general insurance company;
- (vi) a superannuation fund with net assets of not less than \$5 million at the date of its last audited balance sheet;
- (vii) an investment company or investment trust with net assets of not less than \$5 million at the date of its last published audited balance sheet; and
- (viii) such other bodies corporate as ASX Settlement may from time to time determine

Introduced 11/03/04

## PROCEDURE 8.20.2

The Notice must:

- (a) quote the HIN of the Participant Sponsored Holder; and
- (b) be accompanied by written instructions signed by the Participant Sponsored holder in support of the request.

Introduced 11/03/04

## PROCEDURE 8.22.2 ACTION FOLLOWING RECEIPT OF NOTICE FOR RECTIFICATION OF REGISTER

The Notice to be given by ASX Settlement is:

- (a) Notice of the rectification to the Issuer;
- (b) Notice of the rectification and the reason for the rectification to the Participant that controls the Holding; and
- (c) if the Holding is a Participant Sponsored Holding, Notice to the Holder, or to the former Holder, as the case requires.

Introduced 11/03/04

## SECTION 9

### PROCEDURE 9.4.1 VALID ORIGINATING MESSAGE FOR SINGLE ENTRY DEMAND TRANSFER

A Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message:

- (a) includes a Participant's PID as that of the Participant Transmitting the Message;
- (b) specifies as the Source Holding, a CHES Holding Controlled by the Participant;
- (c) specifies as the Target Holding, a different CHES Holding;
- (d) specifies the number and class of Financial Products to be Transferred; and
- (e) in the case of a Foreign to Foreign Allocation:
  - (i) includes a Confirmed FOR Indicator; and
  - (ii) specifies a Source Holding which has a Residency Indicator of "F".

Introduced 11/03/04

### PROCEDURE 9.5.1 INITIATION OF DUAL ENTRY DEMAND TRANSFER

A Dual Entry Message will be transmitted to ASX Settlement in accordance with the Procedures if the Message:

- (a) includes the PID of:
  - (i) the Participant Transmitting the Message; and
  - (ii) the counterparty Participant;
- (b) specifies:
  - (i) the number and class of Financial Products to be Transferred;
  - (ii) if the Participant Transmitting the Message is the delivering Participant, specifies as the Source Holding, a Holding controlled by the Participant;
  - (iii) if the Participant Transmitting the Message is the receiving Participant, specifies as the Target Holding, a Holding controlled by the Participant;
- (d) designates the transaction as either On Market or Off Market as the case requires;
- (e) designates the transaction as Cum Entitlement or Ex Entitlement.
- (f) in the case of a Foreign to Foreign Allocation:
  - (i) includes a Confirmed FOR Indicator; and

- (ii) if the Participant Transmitting the Message is the Delivering Participant, specifies a Source Holding which has a Residency Indicator of “F”.

Introduced 11/03/04

## PROCEDURE 9.5.2 MATCHING DUAL ENTRY DEMAND TRANSFERS

A Valid Dual Entry Demand Message will be Transmitted in accordance with the Procedures if it specifies or implies:

- (a) the number and class of Financial Products to be Transferred;
- (b) the designation as On or Off Market;
- (c) the designation as Cum Entitlement or Ex Entitlement;
- (d) the PID of the delivering Participant;
- (e) the PID of the receiving Participant;
- (f) in the case of a Foreign to Foreign Allocation, a Confirmed FOR Indicator.

Introduced 11/03/04

## PROCEDURE 9.7.1 TRANSFERS FROM CHESS HOLDINGS

A Valid Originating Message will be Transmitted ASX Settlement in accordance with the Procedures if the Message:

- (a) includes a Participant's PID as that of the Participant Transmitting the Message;
- (b) specifies as the Source Holding, a CHESS Holding controlled by the Participant;
- (c) in the case of a Message initiating a Transfer, specifies the Registration Details for a Target Holding on the Issuer Sponsored Subregister;
- (d) specifies the number of Financial Products to be Transferred or Converted, as the case requires; and
- (e) in the case of a Foreign to Foreign Allocation
  - (i) includes a Confirmed FOR Indicator; and
  - (ii) specifies a Source Holding which has a Residency Indicator of “F”.

A CHESS to Issuer Sponsored Demand Transfer or Conversion is not permitted for Government Bond Depository Interests.

Introduced 11/03/04 Amended 21/05/13

## PROCEDURE 9.8.1 TRANSFERS INTO CHESS HOLDINGS

A Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message:

- (a) includes a Participant's PID as that of the Participant Transmitting the Message;
- (b) specifies as the Source Holding, an Issuer Sponsored Holding by quoting the SRN for the Holder of that Holding;
- (c) specifies as the Target Holding, a CHESS Holding controlled by that Participant;
- (d) specifies the number of Financial Products to be Transferred or Converted, as the case requires; and
- (e) in the case of a Foreign to Foreign Allocation:
  - (i) includes a Confirmed FOR Indicator; and
  - (ii) specifies a Source Holding which has a Residency Indicator of "F".

Introduced 11/03/04 Amended 23/09/05

## PROCEDURE 9.9.1 STANDING HINS

The manner for determining whether a Message of a type listed in Appendix 2 specifies a Source Holding or a Target Holding is as follows:

- (a) If:
  - (i) the Message does not specify a HIN for the Source Holding; and
  - (ii) the Participant specified in the Message as the Transmitting Participant has given Notice of a Standing HIN for that Message type,the Message will be taken to specify that Standing HIN as the HIN of the Source Holding;
- (b) If:
  - (i) the Message does not specify a HIN for the Target Holding;
  - (ii) the Participant specified in the Message as the Controlling Participant for the Target Holding has given Notice of a Standing HIN for that Message type; and
  - (iii) paragraph (a) applies to the Message and the Transmitting Participant is not the Controlling Participant for the Target Holding, the Message will be taken to specify the Standing HIN as the HIN of the Target Holding.

Introduced 11/03/04

## SECTION 10

### PROCEDURE 10.4.5 NOTIFICATION OF BATCH INSTRUCTIONS

1. A Settlement Participant must notify ASX Settlement if it wishes to schedule for settlement in DvP Batch Settlement any Batch Instruction other than a Batch Instruction which is for the purpose of:
  - (a) settling a transaction which was entered into in the ordinary course of trading on the market of an Approved Market Operator
  - (b) settling a transaction which was entered into off-market and reported to an Approved Market Operator in accordance with applicable law and the operating rules of the Approved Market Operator
  - (c) settling a transaction which the Settlement Participant reasonably believes is for the purpose of facilitating settlement of a transaction which falls within (a) or (b) above
  - (d) settling a transaction which relates to either a loan of Financial Products or return of a loan of Financial Products
  - (e) transferring a portfolio of Financial Products the subject of an ETF Application
  - (f) settling a transaction which relates to Allocation Components for an Offer of Approved Financial Products
2. The Settlement Participant must notify ASX Settlement by email to [CHESSHelp@asx.com.au](mailto:CHESSHelp@asx.com.au), before 11.00 am (Sydney time) on the Business Day prior to the settlement day or the Business Day prior to the first settlement day in the case of a series of similar transactions.
3. The email must include the following information in the notification:
  - (a) the business reason for the settlement (ASX Settlement retains the right to request clarification of these reasons);
  - (b) whether the notification is for a one off transaction or a series of similar transactions; and
  - (c) where the transaction is one in a series of similar transactions a description of the expected duration and frequency.

Introduced 11/03/04 Amended 15/10/04, 27/06/11, 28/12/11

### PROCEDURE 10.4.5A POWER TO IMPOSE CONDITIONS ON SCHEDULING OF BATCH INSTRUCTIONS

ASX Settlement may at any time impose any conditions on the scheduling for settlement in DvP Batch Settlement of any Batch Instruction, other than a Batch Instruction described by paragraphs

1(a) – (f) of Procedure 10.4.5, that it considers reasonably necessary to preserve the integrity, reliability and efficiency of the Settlement Facility.

Introduced 28/12/11

## PROCEDURE 10.4.5B DESIGNATION OF BATCH INSTRUCTIONS

A Settlement Participant must designate **using a Transaction Basis of “F”**:

1. any Batch Instruction in respect of which the Settlement Participant is required (or would, but for the grant of a waiver by ASX Settlement, be required) to give notice to ASX Settlement under Rule 10.4.5; and
2. any Batch Instruction which is for one of the purposes mentioned in paragraphs 1(a) – (c) of Procedure 10.4.5 where the Approved Market Operator on whose market the transaction was executed or to whom the off-market transaction was reported (as the case may be) is provided with a Settlement Facilitation Service under Rule 4.1A.

Introduced 28/12/11

## PROCEDURE 10.9.2 DUAL ENTRY BATCH INSTRUCTIONS

A Valid Dual Entry Batch Message will be Transmitted in accordance with the Procedures if the Message:

- (a) specifies:
  - (i) the number and class of Financial Products to be Transferred;
  - (ii) a Source Holding controlled by the delivering Settlement Participant, or a Target Holding controlled by the receiving Settlement Participant, as the case requires;
  - (iii) in the case of a DvP Batch Instruction, the Settlement Amount;
  - (iv) in the case of a DvP Batch Instruction (excluding a Wholesale Loan or a Wholesale Return Loan), a Trade Date;
  - (v) a Settlement Date;
  - (vi) in the case of a Foreign to Foreign Allocation:
    - (A) a Confirmed FOR Indicator; and
    - (B) if the Settlement Participant Transmitting the Message is the Delivering Participant, a Source Holding controlled by the Participant which has a Residency Indicator of “F”, and
- (b) includes the PID of:
  - (i) the Settlement Participant Transmitting the Message; and
  - (ii) the counterparty Settlement Participant; and

- (c) designates the transaction as On Market or Off Market as the case requires.

Introduced 11/03/04

### PROCEDURE 10.9.3 DUAL ENTRY BATCH INSTRUCTIONS – MATCHING

The details to be specified or implied in a Dual Entry Batch Message are:

- (a) the number and class of Financial Products to be Transferred;
- (b) the designation as On Market or Off Market;
- (c) the designation as Cum Entitlement or Ex Entitlement;
- (d) the PID of the delivering Participant (or, if a DvP Transaction the relevant Clearing Participant);
- (e) the PID of the receiving Participant;
- (f) the Settlement Date;
- (g) if required, the Trade Date;
- (h) if required, a Settlement Amount; and
- (i) in the case of a Foreign to Foreign Allocation, a Confirmed FOR Indicator.

Introduced 11/03/04

### PROCEDURE 10.9.11 SINGLE ENTRY BATCH INSTRUCTIONS

The details to be specified in a Single Entry Batch Message are:

- (a) the Source Holding and another Holding as the Target Holding, each of which must be controlled by the Participant that Transmits the Message;
- (b) the number and class of Financial Products to be Transferred;
- (c) the Settlement Date;
- (d) includes the PID of the Participant Transmitting the Message;
- (e) designates the transaction as On Market or Off Market, as the case requires; and
- (f) in the case of a Foreign to Foreign Allocation:
  - (i) a Confirmed FOR Indicator; and
  - (ii) a Source Holding which has a Residency Indicator of “F”

Introduced 11/03/04

## PROCEDURE 10.17.2 ACCRUED BATCH INSTRUCTIONS

An Accrued Batch Instruction must:

- (a) specify:
  - (i) a Settlement Date;
  - (ii) the number and class of Financial Products to be Transferred;
  - (iii) the Source and Target Holdings specified in the Parent Batch Instruction; and
  - (iv) in the case of an Accrued DvP Batch Instruction, the Settlement Amount;
- (b) include the PID of the delivering Participant and receiving Participant; and
- (c) be designated as On Market or Off Market in accordance with the designation of the Parent Batch Instruction.

Introduced 11/03/04



## SECTION 12

### PROCEDURE 12.1.1 – [Deleted]

Introduced 11/03/04 Deleted 23/09/05

### PROCEDURE 12.1.2 – [Deleted]

Introduced 11/03/04 Deleted 23/09/05

### PROCEDURE 12.2.4 NOTICE, REPORTING AND COSTS OF AUDIT OF CLEARING ACCOUNTS

A Notice will be accordance with the Procedures if the Notice:

- (a) identifies the Clearing Account or Clearing Accounts that ASX Settlement proposes to audit; and
- (b) specifies the date and time at which ASX Settlement will commence the audit.

Introduced 23/09/05

### PROCEDURE 12.3.1 ASX SETTLEMENT TO CONDUCT ANNUAL REVIEW

The review of CHESS is to comprise:

- (a) reviewing ASX Settlement's information processing facilities and the integrity of CHESS including:
  - (i) maintenance of security and confidentiality over the data of Facility Users;
  - (ii) security over the physical operation of CHESS;
  - (iii) CHESS backup and disaster recovery procedures; and
  - (iv) CHESS access controls; and
- (b) assessing the integrity and accuracy of information generated by CHESS including:
  - (i) internal controls over data input by ASX Settlement; and
  - (ii) processing and reporting of transaction data.

Introduced 23/09/05

### PROCEDURE 12.9.1 – [Deleted]

Introduced 11/03/04 Deleted 23/09/05

### PROCEDURE 12.9.5 – [Deleted]

Introduced 11/03/04 Deleted 23/09/05

## PROCEDURE 12.10.2 – [Deleted]

Introduced 11/03/04 Deleted 23/09/05

## PROCEDURE 12.17.5 APPEAL AGAINST REVOCATION OF ASX SETTLEMENT APPROVAL

An Appeal Notice complies with the Procedures if the Notice:

- (a) identifies the decision against which appeal is made;
- (b) sets out the grounds of the appeal; and
- (c) is given no later than 10 Business Days after the revocation takes effect.

Introduced 23/09/05

## PROCEDURE 12.19.5 CONTENT OF NOTICES

The matters to be specified in the Notice are:

- (a) the reason for the Restrictions, suspension or termination;
- (b) the date on which the Restrictions, suspension or termination will become effective;
- (c) the nature and extent of the Restrictions to apply to the participation of the non-compliant Participant;
- (d) the period for which the Restrictions will apply;
- (e) the date by which outstanding transactions of the non-compliant Participant that affect a CHESS Holding under the control of that Participant must be completed; and
- (f) the date by which all CHESS Holdings under the control of the non-compliant Participant must be:
  - (i) removed from the CHESS Subregister; or
  - (ii) removed from the control of that Participant.

Introduced 23/09/05

## PROCEDURE 12.21.1 APPEAL BY NON-COMPLIANT PARTICIPANT

An Appeal Notice complies with the procedures if it:

- (a) identifies the decision against which appeal is made;
- (b) sets out the grounds of appeal; and
- (c) is given no later than 10 Business Days after receipt by the non-compliant Participant of a Notice under Rule 12.19.

Introduced 23/09/05

## SECTION 13

### PROCEDURE 13.2.1 APPROVAL OF PERSON AS PRINCIPAL ISSUER

Persons must submit a copy of an executed Appendix 1A of the ASX Listing Rules or Appendix 10.3.3 or 10A.3.3 of the ASX Operating Rules Procedures, as well as a prospectus or Product Disclosure Statement (except in the case of a Principal Financial Product that is a Government Bond), to create a CHES Subregister.

Introduced 06/06/05 Amended 30/03/09, 21/05/13

### PROCEDURE 13.3 TRANSMUTATION AND ALTERATIONS OF PRINCIPAL FINANCIAL PRODUCTS

For the purpose of Rule 13.3, in the case of a Principal Financial Product that is a Government Bond, a Principal Financial Product to CDI Transmutation may only be initiated by a Holder that is approved by ASX Settlement to initiate such Transmutation or by the Government Bond Issuer acting under an authority granted by a Holder.

Introduced 21/05/13

### PROCEDURE 13.5.2 REGISTERS AND PROCESSING OF TRANSFERS AND TRANSMUTATIONS

For the purpose of rule 13.5.2(a), noting that a Depository Nominee's holding of a Government Bond is in the form of beneficial ownership in the Austraclear System, the Principal Issuer must ensure that the face value of Government Bond CDIs on the CDI Register reconciles to the face value of Government Bonds held by the Depository Nominee in the Austraclear System.

Introduced 21/05/13

### PROCEDURE 13.5A.1 TERMINATION OF TRUST OVER PRINCIPAL FINANCIAL PRODUCTS

The affected Holders of CDIs will be notified in accordance with the Procedures if:

- (a) a Notice is sent to each Holder of CDIs in respect of the relevant class of Principal Financial Products for whom a complete address is recorded in the CDI Register;
- (b) the Notice states (or contains words to the following effect):
  - (i) that approval of CDIs in respect of the relevant class of Principal Financial Products has been revoked by ASX Settlement;
  - (ii) that the Depository Nominee has, by resolution of its board of directors, revoked the trust under which it holds the relevant Principal Financial Products; and
  - (iii) the effective date of the revocation of trust, as specified in the resolution of the Depository Nominee's board of directors; and

- (c) the Notice contains such other information (including, without limitation, details of the procedure by which the Principal Financial Products and any other relevant property will be distributed to CDI Holders) as the Depository Nominee in its absolute discretion may choose to include in the Notice.

Introduced 17/03/08

## PROCEDURE 13.5A.2 DISTRIBUTION OF PRINCIPAL FINANCIAL PRODUCTS AND POWER OF SALE

- (a) For the purpose of Rule 13.5A.2(a), the affected Holders of CDIs will be notified in accordance with the Procedures if:
  - (i) the Notice sent under Procedure 13.5A.1; or
  - (ii) any other Notice which is sent to each Holder of CDIs in respect of the relevant class of Principal Financial Products for whom a complete address is recorded in the CDI Register,

contains details of the procedure by which the Principal Financial Products and any other relevant property will be distributed to Holders.

- (b) For the purpose of Rule 13.5A.2(c):
  - (i) the Depository Nominee may not sell Principal Financial Products and any other relevant property unless 60 days have elapsed since the date of the Depository Nominee's Notice sent under Procedure 13.5A.1;
  - (ii) the Depository Nominee may, in its absolute discretion, publicly advertise in an Australian national newspaper its intention to sell Principal Financial Products and any other relevant property before doing so.

Introduced 17/03/08

## PROCEDURE 13.7.3 ACCEPTANCE OF TAKEOVERS

The Notice will be given in accordance with the Procedures if the Notice:

- (a) informs the Holder of CDIs that they are entitled to accept the offer with respect to the Principal Financial Products corresponding to their CDI Holding;
- (b) informs the Holder of CDIs that acceptance of the offer must be by completion of the acceptance form in accordance with the offer documentation; and
- (c) advises the Holder of CDIs of the date by which the acceptance must be received by the offeror's receiving agent to enable the receiving agent to process the acceptances and the Depository Nominee to lodge an acceptance as holder of the Principal Financial Products prior to close of the offer.

Introduced 11/03/04 Amended 06/06/05

## PROCEDURE 13.8.9 NOTICE OF MEETING

The Notice will be given in accordance with the Procedures if the Notice:

- (a) informs the Holder of CDIs of his or her right to direct the Depository Nominee on how it should vote with respect to the resolutions described in the Notice;
- (b) makes provision for a direction to be given by the Holder of CDIs in relation to how the Depository Nominee should so vote; and
- (c) specifies the time and date by which Holders of CDIs must provide their directions to the Depository Nominee.

A Principal Issuer who has appointed CHESS Depository Nominees as its Depository Nominee, must also include in the next Notice of annual general meeting sent to Holders of CDI's after 30 June 2004 the following statement:

**To obtain a copy of CHESS Depository Nominee's Financial Services Guide, go to [www.asx.com.au/CDIs](http://www.asx.com.au/CDIs) or phone 1300 300 279 if you would like one sent to you by mail.**

Introduced 11/03/04 Amended 10/06/04

## PROCEDURE 13.9.2 CDI TO PRINCIPAL FINANCIAL PRODUCT TRANSMUTATION

A Valid Originating Message is Transmitted to ASX Settlement in accordance with the Procedures if the Message:

- (a) includes a Participant's PID as that of the Participant Transmitting the Message;
- (b) specifies as the Source Holding, a CHESS Holding Controlled by the Participant;
- (c) specifies the Registration Details to enable registration of the Holder of CDIs on the Principal Register of the Principal Issuer, where applicable; and
- (d) specifies the number of CDIs to be transferred.

For the purpose of rule 13.9.2, in the case of a Principal Financial Product that is a Government Bond, a CDI to Principal Financial Product Transmutation may only be initiated by:

- (e) a Participant that is acting on instructions from a Holder that is approved by ASX Settlement; or
- (f) a Participant that is acting on instructions from the Government Bond Issuer acting under an authority granted by a Holder.

In the case of a Transmutation initiated in accordance with (e) above, the Transmutation may only be in multiples of 10 Government Bond Depository Interests. This restriction does not apply in relation to a transmutation initiated in accordance with (f) above.

Introduced 11/03/04 Amended 06/06/05, 21/05/13

## PROCEDURE 13.9.4 TRUSTEE TRANSFER FORMS

A Trustee Transfer Form is in accordance with the Procedures if the Form quotes:

- (a) the Depository Nominee as the transferor;
- (b) the person whose Registration Details for the Target Holding are quoted in the Message transmitted by ASX Settlement under Rule 13.9.3 as the transferee;
- (c) the number of Principal Financial Products specified in the Message Transmitted by ASX Settlement under Rule 13.9.3; and
- (d) such other information specified in the Message Transmitted by ASX Settlement under Rule 13.9.3 as is necessary to give effect to the Transfer.

Introduced 11/03/04 Amended 06/06/05

## PROCEDURE 13.9.7 PRINCIPAL FINANCIAL PRODUCTS TO CDI TRANSMUTATION

A valid Originating Message is Transmitted to ASX Settlement in accordance with the Procedures if the Message:

- (a) includes a Participant's PID as that of the Participant Transmitting the Message;
- (b) where the Principal Financial Product is held in certificated form, specifies as the Source Holding, a Certificated Holding by supplying:
  - (i) the Certificate Number of a Certificate issued for that Holding;
  - (ii) the Marking Number of a Marked Transfer raised pursuant to a Certificate previously Issued for that Holding; or
  - (iii) in the case of a Message Transmitted by a Participant to Transfer Financial Products from a Held Balance, the Held Balance Reference Number;
- (c) where the Principal Financial Product is held in electronic form, specifies as the Source Holding, the account number;
- (d) specifies the SRN for the Holder of the Source Holding where the Principal Issuer of the Principal Financial Products held in the Source Holding has given Notice to ASX Settlement requiring that an SRN be specified in any Message initiating a Principal Financial Product to CDI Transmutation in that class of Principal Financial Product;
- (e) specifies as the Target Holding, a CHES Holding controlled by that Participant; and
- (f) specifies the number of Principal Financial Products to be Transmuted.

For the purpose of Rule 13.9.7, in the case of a Principal Financial Product that is a Government Bond, a Principal Financial Product to CDI Transmutation may only be initiated by a Participant that is acting on instructions from a Holder that is approved by ASX Settlement or a Participant that is

acting on instructions from the Government Bond Issuer acting under an authority granted by a Holder.

Introduced 06/06/05 Amended 21/05/13

#### **PROCEDURE 13.19.4 FDI REGISTER**

An FDI Register will be maintained in accordance with the Procedures if it contains:

- (a) the name and address of the Holder;
- (b) the date of acquisition or disposal of the Participating International Financial Products;
- (c) for each type and class of Participating International Financial Products the number acquired or disposed of and the total number held from time to time; and
- (d) all other details which are provided to the Depository Nominee by the entity issuing or holding the Participating International Financial Products being details relevant to identifying the type or class of Participating International Financial Products.

Introduced 11/03/04

#### **PROCEDURE 13.21.2 ACCEPTANCE OF TAKEOVER BID ON BEHALF OF HOLDERS OF FDIS**

A Notice under Rule 13.21.2 (b) is in accordance with the Procedures if the Notice:

- (a) informs the Holder of FDI that they are entitled to accept the offer with respect to the Participating International Financial Products corresponding to their holding of FDI;
- (b) informs the Holder of FDI that acceptance of the offer must be by completion of the acceptance form in accordance with the offer documentation or provided the consent of ASX Settlement has been first obtained, through a CHESSE Provision; and
- (c) advises the Holder of FDI of the date by which the acceptance must be received by the Depository Nominee's receiving agent to enable the receiving agent to process the acceptances and the Depository Nominee to lodge an acceptance as holder of the Participating International Financial Products prior to close of the offer.

Introduced 11/03/04 Amended 06/06/05

#### **PROCEDURE 13.22.10 NOTICE TO HOLDERS OF RIGHTS IN RELATION TO VOTING**

A Notice is in accordance with the Procedures if the Notice:

- (a) informs the Holder of FDI of his or her right to direct the Depository Nominee on how it should vote with respect to the resolutions described in the notice;
- (b) makes provision for a direction to be given by the Holder of FDI in relation to how the Depository Nominee should so vote; and
- (c) specifies the time and date by which Holders of FDI must provide their directions to the Depository Nominee.

Introduced 11/03/04

## SECTION 14

### PROCEDURE 14.6.1 RESERVATION OF SECURITIES IN CHESS HOLDINGS AS COVER

A Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if it:

- (a) specifies the Clearing Participant, ASX Clear Account and ASX Clear Lodgement Number in respect of which the Financial Products are to be reserved; and
- (b) specifies the number and class of Financial Products to be reserved in the Subposition; and
- (c) specifies the source HIN.

Introduced 11/03/04 Amended 07/06/13

### PROCEDURE 14.9.1 COVER RELEASE AND TRANSFER

A Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if it:

- (a) specifies a Source Holding that contains Financial Products that have been reserved in a Subposition in favour of ASX Clear;
- (b) specifies another CHESS Holding as the Target Holding; and
- (c) specifies the ASX Clear Lodgement Number and number of Financial Products to be released from that Subposition and Transferred to the Target Holding.

Introduced 11/03/04 Amended 07/06/13



## SECTION 18

### PROCEDURE 18.3.1 VALID ORIGINATING MESSAGE FOR AQUA PRODUCTS – INITIATION OF REQUEST

#### **Initial Application for issue**

“**Initial Application**” means an application for units in a Financial Product where the investor does not have a Holding in that Financial Product at the time the application is made.

For the purposes of Rule 18.3.1, a Valid Originating Message in respect of an Initial Application for issue of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the amount to be invested;
- (d) the identification number for the request transaction;
- (e) all required account type details;
- (f) all required investor details;
- (g) all required tax residency details;
- (h) all required details of the investor’s advisor; and
- (i) the distribution preference of the investor (full distribution reinvestment plan, partial distribution reinvestment plan or cash); and where a partial distribution reinvestment plan or cash is nominated; the bank account details of the investor.

If the matters specified above are not received by ASX Settlement within 5 Business Days of the Originating Message being sent, ASX Settlement will cancel the Originating Message and notify the Settlement Participant of such cancellation.

#### **Subsequent Application for issue**

“**Subsequent Application**” means an application for units in a Financial Product where the Holding Balance of that Financial Product of a Holder is greater than zero at the time the application is made.

For the purposes of Rule 18.3.1, a Valid Originating Message in respect of a Subsequent Application for issue of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the amount to be invested; and

- (d) the identification number for the request transaction.

### **Application for redemption**

For the purposes of Rule 18.3.1, a Valid Originating Message in respect of an application for redemption of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the number of AQUA Products to be redeemed;
- (c) the identification number for the request transaction;
- (d) the HIN;
- (e) a statement as to whether the redemption is to be net or gross; and
- (f) indication if a full or partial redemption is requested.

Introduced 21/03/14 Amended 01/07/14, 15/08/16, 12/11/18

## **PROCEDURE 18.3.3 VALID MESSAGE FOR AQUA PRODUCTS – ACCEPTING, REJECTING OR DEFERRING A REQUEST**

### **Issue**

For the purposes of Rule 18.3.3(b), a Valid Message in respect of an acceptance or rejection of an application for issue of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;
- (b) the identification number for the acceptance or rejection transaction (as applicable);
- (c) the identification number of the originating request transaction;
- (d) a statement as to whether the request under Rule 18.3.1 is accepted or rejected ;
- (e) if the request under Rule 18.3.1 is accepted, the day on which the price of the AQUA Product units will be determined and the day for delivery of AQUA Products to an applicant for issue of AQUA Products; and
- (f) if the request under Rule 18.3.1 is rejected, the reason must be provided.

### **Redemption**

For the purposes of Rule 18.3.3(b), a Valid Message in respect of an acceptance, rejection or deferral of an application for redemption of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;

- (b) the identification number for the acceptance, rejection or deferral transaction (as applicable);
- (c) the identification number of the originating request transaction;
- (d) a statement as to whether the request under Rule 18.3.1 is accepted, rejected or deferred;
- (e) if the request under Rule 18.3.1 is accepted, the day on which the price of the AQUA Product units will be determined and the Settlement Date;
- (f) if the request under Rule 18.3.1 is deferred, the reason must be provided; and
- (g) if the request under Rule 18.3.1 is rejected, the reason must be provided.

Introduced 21/03/14 Amended 15/08/16, 12/11/18

### **PROCEDURE 18.3.6 VALID MESSAGE FOR AQUA PRODUCTS – HOLDING ADJUSTMENT REQUEST**

For the purposes of Rule 18.3.6(b), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the identification number for the transaction;
- (d) the identification number for the originating request transaction;
- (e) the number of AQUA Product units to be increased or decreased (as applicable); and
- (f) the reason for the transaction type.

Introduced 15/08/16

### **PROCEDURE 18.3.6A VALID MESSAGE FOR AQUA PRODUCTS – INFORMATION TO BE PROVIDED PRIOR TO ISSUE OR REDEMPTION**

#### **Issue**

For the purposes of Rule 18.3.6A(a), a Valid Message in respect of an application for issue of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;
- (b) the Controlling Participant's UIC;
- (c) the identification number for the transaction;
- (d) the identification number for the originating request transaction;

- (e) the number of AQUA Product units for issue;
- (f) the price per AQUA Product unit for issue;
- (g) the transaction status; and
- (h) the order type.

### **Redemption**

For the purposes of Rule 18.3.6A(a), a Valid Message in respect of an application for redemption of AQUA Products will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;
- (b) the Controlling Participant's UIC;
- (c) the identification number for the transaction;
- (d) the identification number for the originating request transaction;
- (e) the price per AQUA Product unit for redemption;
- (f) any change to the day on which the price of the AQUA Product units will be determined or the Settlement Date (as applicable);
- (g) the transaction status; and
- (h) the order type.

Introduced 15/08/16

### **PROCEDURE 18.4.1 VALID ORIGINATING MESSAGE FOR AQUA PRODUCTS – INITIATION OF REQUEST TO SWITCH**

For the purposes of Rule 18.4.1, a Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product that is to be redeemed;
- (b) the code for the AQUA Product that is to be issued;
- (c) the identification number for the switch request transaction;
- (d) the HIN; and
- (e) indication if a full or partial switch is requested. If a partial switch is requested, the number of AQUA Products that are to be switched.

Introduced 21/03/14 Amended 01/07/14, 15/08/16, 12/11/18

### **PROCEDURE 18.4.3 VALID MESSAGE FOR AQUA PRODUCTS – ACCEPTING, REJECTING OR DEFERRING THE SWITCH REQUEST**

For the purposes of Rule 18.4.3(b), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product that is to be redeemed;
- (b) the code for the AQUA Product that is to be issued;
- (c) the identification number for the acceptance, rejection or deferral transaction (as applicable);
- (d) the identification number for the originating switch request transaction;
- (e) the HIN;
- (f) a timestamp to show the time of processing; and
- (g) the transaction status.

Introduced 21/03/14 Amended 15/08/16, 12/11/18

### **PROCEDURE 18.4.4 VALID MESSAGE FOR AQUA PRODUCTS – HOLDING ADJUSTMENT REQUEST**

For the purposes of Rule 18.4.4(b), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the identification number for the transaction;
- (d) the identification number for the originating request transaction;
- (e) the number of AQUA Product units to be increased or decreased (as applicable); and
- (f) the reason for the transaction type.

Introduced 15/08/16

### **PROCEDURE 18.5 VALID MESSAGE FOR AQUA PRODUCTS – CANCELLATION BY PRODUCT ISSUER SETTLEMENT PARTICIPANT**

For the purposes of Rule 18.5.1, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Product Issuer Settlement Participant Transmits the Message to ASX Settlement prior to:

- (a) settlement of the AQUA Application Payment Batch Instruction or AQUA Redemption Payment Batch Instruction, as the case requires, that relates to the request; and

- (b) initiation of the Holding Adjustment to increase or decrease the Holding Balance of the CHESSE Holding, as the case requires, that relates to the request; and

the Message includes the following:

- (c) a timestamp to show the time of processing;
- (d) the Controlling Participant's UIC;
- (e) the identification number for the cancellation transaction;
- (f) the identification number for the originating transaction;
- (g) the transaction status; and
- (h) the order type.

For the purposes of Rule 18.5.2, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;
- (b) the Controlling Participant's UIC;
- (c) the identification number for the cancellation transaction;
- (d) the identification number for the originating transaction;
- (e) the transaction status; and
- (f) the order type.

Introduced 15/08/16

#### **PROCEDURE 18.6.1 VALID MESSAGE FOR AQUA PRODUCTS – CANCELLATION BY APPLICANT**

For the purposes of Rule 18.6.1, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Settlement Participant Transmits the Message to ASX Settlement prior to:

- (a) settlement of the AQUA Application Payment Batch Instruction or AQUA Redemption Payment Batch Instruction, as the case requires, that relates to the request; and
- (b) initiation of the Holding Adjustment to increase or decrease the Holding Balance of the CHESSE Holding, as the case requires, that relates to the request; and

the Message includes the following:

- (a) the identification number for the cancellation request transaction; and
- (b) the identification number for the originating transaction.

For the purposes of Rule 18.6.1(d), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show the time of processing;
- (b) the Controlling Participant's UIC;
- (c) the identification number for the cancellation transaction;
- (d) the identification number for the originating cancellation request transaction;
- (e) the transaction status; and
- (f) the order type.

Introduced 21/03/14 Amended 15/08/16

#### **PROCEDURE 18.7.1 VALID MESSAGE FOR AQUA PRODUCTS – CHANGE OF DETAILS NOTIFIED BY PRODUCT ISSUER SETTLEMENT PARTICIPANT**

For the purposes of Rule 18.7.1, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if:

- (a) for the issue of AQUA Products or the issue component of a switch between AQUA Products, the Message relates to a change of details for the day for delivery of AQUA Products to an applicant for issue of AQUA Products; or
- (b) for the redemption of AQUA Products or the redemption component of a switch between AQUA Products, the Message relates to a change of details for the Settlement Date, and

includes the following:

- (c) a timestamp to show the time of processing;
- (d) the status of the transaction;
- (e) the identification number of the change request transaction;
- (f) the identification number of the originating transaction;
- (g) the order type; and
- (h) a reason for the change request must be provided.

Introduced 21/03/14 Amended 15/08/16

#### **PROCEDURE 18.9.1 VALID ORIGINATING MESSAGE FOR AQUA PRODUCTS – INITIATION OF REQUEST FOR INCOME ADVICE**

For the purposes of Rule 18.9.1, a Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;

- (c) the identification number for the income advice request transaction; and
- (d) the income advice preference of the investor; and where income advice is nominated; the preference of the investor for an annual income advice or a periodic income advice.

Introduced 15/08/16

#### **PROCEDURE 18.9.2 VALID MESSAGE FOR AQUA PRODUCTS – ACCEPTING OR REJECTING REQUEST FOR INCOME ADVICE**

For the purposes of Rule 18.9.2(b), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the identification number for the acceptance or rejection transaction (as applicable);
- (b) the identification number for the originating income advice request transaction; and
- (c) a statement as to whether the request under Rule 18.9.1 is accepted or rejected. If the request is rejected, a reason must be provided.

Introduced 15/08/16

#### **PROCEDURE 18.9.4 VALID MESSAGE FOR AQUA PRODUCTS – INCOME ADVICE DETAILS**

##### **Periodic Income Advice**

Where the preference of the investor is for a periodic income advice, for the purposes of Rule 18.9.4(a), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show time of processing;
- (b) the code for the AQUA Product;
- (c) the HIN;
- (d) the identification number for the income advice transaction;
- (e) the identification number for the originating income advice request transaction;
- (f) the gross amount of the income distribution entitlement;
- (g) the net amount of the income distribution entitlement;
- (h) a statement as to whether the income advice is an initial income advice or an amended income advice;
- (i) the payment date; and
- (j) the record date.



Where the preference of the investor is for a periodic income advice, for the purposes of Rule 18.9.4(b), a Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the relevant AQUA Product;
- (b) the gross amount of the income distribution entitlement;
- (c) the identification number of the income advice transaction;
- (d) the HIN;
- (e) the PID;
- (f) the income distribution entitlement amount per AQUA Product unit;
- (g) the number of AQUA Product units participating;
- (h) the payment date; and
- (i) the record date.

#### **Annual Income Advice**

Where the preference of the investor is for an annual income advice, for the purposes of Rule 18.9.4(a), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) a timestamp to show time of processing;
- (b) the code for the AQUA Product;
- (c) the HIN;
- (d) the identification number for the income advice transaction;
- (e) the identification number for the originating income advice request transaction;
- (f) the net amount of the income distribution entitlement;
- (g) the identification number of the set transaction for the income advice;
- (h) the period that the income advice relates to; and
- (i) a statement as to whether the income advice is an initial income advice or an amended income advice.

The information included in a Valid Message must be provided in accordance with the tax reporting requirements of the relevant AQUA Product.

Where a Product Issuer Settlement Participant provides details of the relevant income distribution entitlement in a series Valid Messages, it must also provide a Valid Message with consolidated details of the relevant income distribution entitlement.

Where the preference of the investor is for an annual income advice, for the purposes of Rule 18.9.4(b), no details for the reinvestment of income distribution entitlements in respect of each CHESS Holding of AQUA Products are prescribed in the Procedures.

Introduced 21/03/14 Amended 15/08/16

#### **PROCEDURE 18.9.6 VALID MESSAGE FOR AQUA PRODUCTS – CANCELLATION OF ACCEPTED REQUEST FOR INCOME ADVICE**

For the purposes of Rule 18.9.6, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the Controlling Participant's UIC;
- (b) the identification number for the cancellation request transaction; and
- (c) the identification number for the originating income advice request transaction.

Introduced 15/08/16

#### **PROCEDURE 18.9A.1 VALID ORIGINATING MESSAGE FOR AQUA PRODUCTS – INITIATION OF REQUEST TO CHANGE HOLDER'S STANDING INSTRUCTIONS**

The details specified in Procedure 18.3.1(f) may only be changed by a Settlement Participant initiating a request in accordance with Rule 18.9A.1.

For the purposes of Rule 18.9A.1, a Valid Originating Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message relates to the details specified in Procedure 18.3.1(f) and includes the following:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the identification number for the change request transaction;
- (d) the distribution preference of the investor; and where cash or a partial distribution reinvestment plan is nominated; the Bank Account details of the investor; and
- (e) confirmation that the Holder has received a copy of the current version of the Product Disclosure Statement specified by date required to be given in connection with issue of the AQUA Product to a person as a retail client under the Corporations Act.

Introduced 15/08/16

#### **PROCEDURE 18.9A.2 VALID MESSAGE FOR AQUA PRODUCTS – ACCEPTING OR REJECTING REQUEST TO CHANGE DETAILS**

For the purposes of Rule 18.9A.2(b), a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the identification number for the acceptance or rejection transaction (as applicable);

- (b) the identification number for the originating change request transaction; and
- (c) a statement as to whether the request under Rule 18.9A.1 is accepted or rejected. If the request is rejected a reason must be provided.

Introduced 15/08/16

#### **PROCEDURE 18.10.1 VALID MESSAGE FOR AQUA PRODUCTS – HOLDING ADJUSTMENT REQUEST**

For the purposes of Rule 18.10.1, a Valid Message will be Transmitted to ASX Settlement in accordance with the Procedures if the Message includes:

- (a) the code for the AQUA Product;
- (b) the HIN;
- (c) the identification number for the transaction;
- (d) the identification number for the originating request transaction;
- (e) the number of AQUA Product units to be increased or decreased (as applicable); and
- (f) the reason for the transaction type.

Introduced 15/08/16

#### **PROCEDURE 18.11.1 TECHNICAL ACCREDITATION**

A prospective Product Issuer Settlement Participant seeking technical accreditation must contact ASX Settlement to arrange for access to the CHES external test environment for AQUA Products. ASX Settlement will provide each prospective Product Issuer Settlement Participant with a CHES test kit and an accreditation script.

A Product Issuer Settlement Participant obtains technical accreditation when it has, to the reasonable satisfaction of ASX Settlement:

- (a) demonstrated the capacity to communicate reliably with CHES using Messages required for the issue, redemption and switch of AQUA Products; and
- (b) adhered to and successfully completed each of the testing scenarios outlined in the accreditation script.

Introduced 21/03/14

## PROCEDURE – SCHEDULE 1 FOR FINANCIAL PRODUCTS

The following classes of Financial Products are the FOR Financial Products which have been included in Schedule 1.

Issuer	Financial Product	ASX Code	Effective Date
Telstra Corporation Limited	Fully Paid Ordinary shares	TLS	27 October 1998 [Bulletin P98/294]
Sydney Airport Limited	Stapled Securities Fully Paid	SYD	14 August 2002 [Bulletin P2005/382]
Valad Property Group	Stapled Securities	VPG	10 July 2007 [Bulletin P2007/343]
DUET Group	Stapled Securities	DUE	21 April 2009 [Bulletin P2009/148]
Charter Hall Group	Stapled Securities	CHC	11 June 2009 [Bulletin P2009/261]
GI Dynamics, Inc	CDIs US Prohibited	GID	5 September 2011 [Bulletin P2011/512]
Astro Japan Property Group	Stapled Securities – Excluded U.S. Person Prohibited	AJA	23 January 2013 [Bulletin P2013/032]
ASX Limited	Entitlements Excluded Shareholders	ASXR	14 June 2013 [Bulletin P2013/271]
ALS Limited	Entitlements Excluded Shareholders	ALQR	19 July 2013 [Bulletin P2013/318]
Billabong International Limited	Entitlements – Excluded Investor	BBGR	26 February 2014 [ASX Notice 0110.14.02]
Spark Infrastructure Group	Stapled Securities – Excluded U.S. Person Prohibited	SKI	19 March 2014 [ASX Notice 0230.14.03]
AGL Energy Limited	Entitlements – Excluded Investor	AGKRA	25 August 2014 [ASX Notice 0913.14.08]
Arrium Limited	Entitlements – Excluded Investor	ARIR	18 September 2014 [ASX Notice 1042.14.09]
Boart Longyear Limited	Rights – Excluded Investors	BLYR	22 December 2014 [ASX Notice 1494.14.12]

Issuer	Financial Product	ASX Code	Effective Date
Tabcorp Holdings Limited	Entitlements – Excluded Investor	TAHR	10 February 2015 [ASX Notice 0080.15.02]
National Australia Bank Limited	Entitlements – Excluded Investor	NABR	12 May 2015 [ASX Notice 0477.15.05]
Templeton Global Growth Fund Limited	Entitlements – Excluded Investor	TGGR	3 June 2015 [ASX Notice 0608.15.06]
Commonwealth Bank of Australia	Entitlements – Excluded Investor	CBAR	17 August 2015 [ASX Notice 0952.15.08]
Origin Energy Limited	Entitlements – Excluded Investor	ORGR	5 October 2015 [ASX Notice 1142.15.10]
Treasury Wine Estates Limited	Entitlements – Excluded Investor	TWER	19 October 2015 [ASX Notice 1216.15.10]
Westpac Banking Corporation	Entitlements – Excluded Investor	WBCR	19 October 2015 [ASX Notice 1221.15.10]
Santos Limited	Entitlements – Excluded Investor	STOR	12 November 2015 [ASX Notice 1381.15.11]
Transurban Group	Entitlements – Excluded Investor	TCLR	27 November 2015 [ASX Notice 1463.15.11]
Updater Inc.	CHESS Depository Interests	UPD	4 December 2015 [ASX Notice 1521.15.12]
Vocus Communications Limited	Entitlements – Excluded Investor	VOCR	4 July 2016 [ASX Notice 0777.16.07]
Osprey Medical Inc.	CHESS Depository Interests	OSP	5 August 2016 [ASX Notice 0916.16.08]
Propertylink Group	Stapled Securities – Excluded U.S. Person Prohibited	PLG	5 August 2016 [ASX Notice 0921.16.08]
JB Hi-Fi Limited	Entitlements – Excluded Investor	JBHR	19 September 2016 [ASX Notice 1107.16.09]
Boral Limited	Entitlements – Excluded Investor	BLDR	24 November 2016 [ASX Notice 1405.16.11]
Downer EDI Limited	Entitlements – Excluded Investor	DOWR	24 March 2017 [ASX Notice 0295.17.03]

Issuer	Financial Product	ASX Code	Effective Date
Visioneering Technologies, Inc.	CHESS Depository Interests 1:1 – Excluded U.S. Person Prohibited	VTI	28 March 2017 [ASX Notice 0321.17.03]
Link Administration Holdings Limited	Entitlements – Excluded Investor	LNKR	29 June 2017 [ASX Notice 0710.17.06]
Yancoal Australia Limited	Entitlements – Excluded Investor	YALRA	4 August 2017 [ASX Notice 0812.17.08]
Nufarm Limited	Entitlements – Excluded Investor	NUFR	27 October 2017 [ASX Notice 1185.17.10]
Credible Labs Inc.	CHESS Depository Interests (25 CDIs: 1 share) – U.S. Person Prohibited	CRD	8 December 2017 [ASX Notice 1450.17.12]
Transurban Group	Entitlements – Excluded Investor	TCLRA	15 December 2017 [ASX Notice 1505.17.12]
Building IQ Inc.	CHESS Depository Interests (1 CDIs: 1 share) – U.S. Person Prohibited	BIQ	22 December 2017 [ASX Notice 1557.17.12]
Orocobre Limited	Entitlements – Excluded Investor	ORER	19 January 2018 [ASX Notice 0048.18.01]
Woodside Petroleum Limited	Entitlements – Excluded Investor	WPLR	19 February 2018 [ASX Notice 0150.18.02]
APA Group	Entitlements – Excluded Investor	APARA	26 February 2018 [ASX Notice 0176.18.02]
Pivotal Systems Corporation	CHESS Depository Interests 1:1 – Excluded U.S. Person Prohibited	PVS	2 July 2018 [ASX Notice 0718.18.06]
Transurban Group	Entitlements - Excluded Investor	TCLRB	5 September 2018 [ASX Notice 0987.18.09]
Nufarm Limited	Entitlements - Excluded Investor	NUFRA	1 October 2018 [ASX Notice 1095.18.09]
Coronado Global Resources Inc.	CHESS Depository Interests 10:1 – U.S. Person Prohibited Excluding QIB	CRN	23 October 2018 [ASX Notice 1197.18.10]

Issuer	Financial Product	ASX Code	Effective Date
PINCHme.com Inc.	CHESS Depository Interests 355:1 – Excluded U.S. Person Prohibited	PIN	24 October 2018 [ASX Notice 1207.18.10]

Introduced 18/12/06 Amended 02/02/07, 10/07/07, 03/08/07, 21/01/08, 29/10/08, 21/04/09, 11/06/09, 04/11/09, 11/05/10, 03/12/10, 18/03/11, 30/06/11, 18/07/11, 05/09/11, 30/09/11, 30/05/12, 07/06/12, 27/07/12, 11/09/12, 20/11/12, 30/11/12, 23/01/13, 03/04/13, 14/06/13, 01/07/13, 19/07/13, 06/09/13, 13/09/13, 07/02/14, 26/02/14, 19/03/14, 11/07/14, 25/08/14, 18/09/14, 22/12/14, 10/02/15, 12/05/15, 03/06/15, 17/08/15, 05/10/15, 19/10/15, 12/11/15, 27/11/15, 04/12/15, 21/03/16, 08/06/16, 04/07/16, 05/08/16, 19/09/16, 24/11/16, 01/02/17, 24/03/17, 28/03/17, 29/06/17, 04/08/17, 27/10/17, 08/12/17, 15/12/17, 22/12/17, 19/01/18, 19/02/18, 26/02/18, 15/05/18, 02/07/18, 05/09/18, 07/09/18, 01/10/18, 23/10/18, 24/10/18

## APPENDIX 1 SCHEDULED TIMES

ASX Settlement will provide 30 days' notice of any amendments to the Scheduled Times in this appendix, other than in exceptional circumstances where an urgent amendment is required.

<b>Rule Number</b>	<b>Sydney Time</b>
<b>Rule 2.13.1</b> (Fund Request Cut-Off)	11:00am on any Business Day.
<b>Rule 18.3.1</b>	A Message Transmitted by a Settlement Participant under Rule 18.3.1 will be cancelled if all relevant information is not provided within 5 Business Days of the Message being sent.
<b>Rule 18.3.3(a)</b>	Where the Message Transmitted by a Settlement Participant under Rule 18.3.1 was Transmitted before Fund Request Cut-Off: Settlement Cut-Off on the same Business Day.  Where the Message Transmitted by a Settlement Participant under Rule 18.3.1 was Transmitted after Fund Request Cut-Off: Settlement Cut-Off on the next Business Day.
<b>Rule 18.3.3(b)</b>	Where the Message Transmitted by a Settlement Participant under Rule 18.3.1 was Transmitted before Fund Request Cut-Off: Settlement Cut-Off on the same Business Day.  Where the Message Transmitted by a Settlement Participant under Rule 18.3.1 was Transmitted after Fund Request Cut-Off: Settlement Cut-Off on the next Business Day.
<b>Rule 18.3.6(b)</b>	Prior to CHES End of Day on the day on which the issue is to occur, as specified by the Product Issuer Settlement Participant in the Message Transmitted under Rule 18.3.3(b) or Rule 18.7.
<b>Rule 18.3.6A(a)</b>	In relation to a request for issue of AQUA Products: as soon as reasonably practicable prior to the issue of AQUA Product units on the day on which the issue is to occur.  In relation to a request for redemption of AQUA Products: as soon as reasonably practicable prior to settlement on the Settlement Date.
<b>Rule 18.3.6A(b)</b>	Within 4 Business Hours of receipt of a Message from a Product Issuer Settlement Participant Transmitted under Rule 18.3.6A(a).
<b>Rule 18.4.3(a)</b>	Within 4 Business Hours of receipt of a Message from a Settlement Participant Transmitted under Rule 18.4.1.
<b>Rule 18.4.3(b)</b>	Within 12 Business Hours of receipt of a Message from ASX Settlement Transmitted under Rule 18.4.3(a).
<b>Rule 18.4.4(b)</b>	Prior to CHES End of Day on the day on which the Switch is to occur, as specified by the Product Issuer Settlement Participant in the Message Transmitted under Rule 18.4.3(b).



<b>Rule 18.5.1</b>	Within 90 calendar days of the day on which the Message under Rule 18.3.1 was Transmitted.
<b>Rule 18.5.2</b>	Within 90 calendar days of the day on which the Message under Rule 18.4.1 was Transmitted.
<b>Rule 18.6.1</b>	Within 90 calendar days of the day on which the Message under Rule 18.3.1 or 18.4.1 was Transmitted.
<b>Rule 18.6.1(c)</b>	Within 4 Business Hours of receipt of a Message from a Settlement Participant under Rule 18.6.1 (a) or (b).
<b>Rule 18.6.1(d)</b>	Within 12 Business Hours of receipt of a Message in accordance with Rule 18.6.1(c).
<b>Rule 18.7.1</b>	<p>In relation to a request for issue of AQUA Products, or a Switch between AQUA Products: prior to CHES End of Day on the day on which the issue is to occur, as specified by the Product Issuer Settlement Participant in the Message Transmitted under Rule 18.3.3(b) or 18.4.3(b), as the case may be.</p> <p>In relation to a request for redemption of AQUA Products: prior to Settlement Cut-Off on the day specified as the payment date by the Product Issuer Settlement Participant in a Message Transmitted under Rule 18.3.3(b).</p>
<b>Rule 18.9.2(a)</b>	Within 4 Business Hours of receipt of a Message from a Settlement Participant Transmitted under Rule 18.9.1.
<b>Rule 18.9.2(b)</b>	Within 12 Business Hours of receipt of a Message from ASX Settlement Transmitted under Rule 18.9.2(a).
<b>Rule 18.9.4</b>	<p>Where the Message Transmitted by a Product Issuer Settlement Participant under Rule 18.9.4 relates to a periodic income advice: no later than five (5) Business Days after each periodic income distribution or reinvestment of income distribution (as applicable) occurs.</p> <p>Where the Message Transmitted by a Product Issuer Settlement Participant under Rule 18.9.4 relates to an annual income advice: no later than five (5) Business Days after details of the annual income distribution entitlements or reinvestment of income distribution entitlements (as applicable) is sent or made available to that investor.</p>
<b>Rule 18.9.6(a)</b>	Within 4 Business Hours of receipt of a Message from a Settlement Participant Transmitted under Rule 18.9.6.
<b>Rule 18.9.6(b)</b>	Within 12 Business Hours of receipt of a Message from ASX Settlement Transmitted under Rule 18.9.6(a).
<b>Rule 18.9A.2(a)</b>	Within 4 Business Hours of receipt of a Message from a Settlement Participant Transmitted under Rule 18.9A.1.
<b>Rule 18.9A.2(b)</b>	Within 12 Business Hours of receipt of a Message from ASX Settlement Transmitted under Rule 18.9A.2(a).

<b>Rule 18.9A.4</b>	Within 12 Business Hours of Transmitting a Valid Message to ASX Settlement accepting the request under Rule 18.9A.2(b).
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Introduced 21/03/14 Amended 07/03/16, 15/08/16, 12/11/18

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