



# Overview of new online form – Appendix 3G (scenario - previous Appendix 3B)

**2021**

# Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities

## Overview

- Equivalent emergency MS Word form
- Listing rule references
  - Previous Appendix 3B - LR 3.10.3
  - Other scenarios - 3.10.3A, 3.10.3B(a-d), 3.10.3C, 3.10.3D(c)
  - Appendix 7A
- Scenarios outlined in updated Guidance Note 30 – Notifying changes in issued securities and applying for quotation of new or additional securities
- Limited time available to do update or cancel of previously lodged Appendix 3G
- Transition arrangements following effective date for use of new online form:

Appendix	Transition from?	Transition arrangements
Appendix 3G - Notification of issue, conversion or payment up of unquoted equity securities	Yes – MS word form	If an issuer has already announced a proposed issue of unquoted securities via an Appendix 3B prior to the effective date, they should confirm the issue using the existing MS Word version of Appendix 3G.  Otherwise, issuers should use the new online form.

# Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities

## Online form demonstration topics

### Workflow for a proposed issue

- Lodge Appendix 3B as soon as details of proposed issue known
- If any details of proposed issue change – lodge updated Appendix 3B
- If issue date changes (e.g. delayed), must lodge updated Appendix 3B to advise change
- ASX operations will contact issuer before issue date for certain events to confirm the actions required by the issuer
- Once issue has occurred or will occur today – must lodge Appendix 3G on issue date (as previously advised in Appendix 3B) to notify securities issued – ASX is expecting a confirmation
- Linkages between Appendix 3B and Appendix 3G online forms – pre-populates information and allows linkages in corporate action or other event in ASX systems



# Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities

## Online form demonstration topics



- Where to find the online form
- Creating a new form
- Typical parts of the form – Part 1, 2, 3A (previous 3B), 3B (other), 4
- Scenarios related to previous Appendix 3B – proposed issue
  - As selected in Part 2 – Type of issue (can only select one type per form/submission)
    - +Securities issued as part of a transaction or transactions previously announced to the market in an Appendix 3B that are not quoted, and are not intended to be quoted, on ASX
    - Select the date of Appendix 3B lodged to notify the market of the proposed issue – input date range. If prior Appendix 3B was lodged, will be presented in list (only last version of 3B will be displayed (e.g. whether new or update)). Pick applicable Appendix 3B

### Sample: Placement

**i** 2.3a.1 Date of Appendix 3B notifying the market of the proposed issue of +securities the subject of this notification

\* From   \* To  

Please select the Appendix 3B for which the issue request is being submitted

Announcement Date and Time	Announcement Title	Select only one Appendix 3B to submit quotation request	
10-May-2021 15:50	New - Proposed issue of securities - TES	<input checked="" type="checkbox"/> A placement or other type of issue	
10-May-2021 15:48	New - Proposed issue of securities - TES	<input type="checkbox"/> A +bonus issue	

# Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities

## Online form demonstration topics

- Part 3A – displayed
  - Security class of proposed security to be issued is automatically populated (from previous Appendix 3B); or for non corporate action, may need to be selected
  - Issue date automatically populated (from previous Appendix 3B); or for non corporate action, may need to be selected

### Sample: Placement

The screenshot displays the ASX online form titled "Notification of Issue, Conversion or Payment up of Unquoted Equity Securities". The form is divided into four parts, with Part 3A - number and type of securities currently selected and highlighted in blue. The left sidebar shows the navigation menu with "Part 3A - number and type ..." selected. The main content area shows the details for Part 3A, including a description of the placement details and a section for adding securities. The "Add +Security" button is visible, and the first security entry is shown with the ASX security code "TESAI : TEST UNQUOTED OPTION" and an issue date of "18/5/2021". There is also a text area for "Any other information the entity wishes to provide about the +securities the subject of this notification".

Notification of Issue, Conversion or Payment up of Unquoted Equity Securities

Part 1 - Entity and announ... Part 3A - number and type of +securities the subject of this notification (existing class or new class) where issue has previously been notified to ASX in an Appendix 3B

Part 2 - Issue details

Part 3A - number and type ...

Placement Details

Part 4 - +Securities on issue

3 of 4

Placement Details

+ Add +Security

\* ASX +security code and description

TESAI : TEST UNQUOTED OPTION

\* Date the +securities the subject of this notification were issued

18/5/2021

Any other information the entity wishes to provide about the +securities the subject of this notification

Any other information

Issue details

# Appendix 3G – Notification of issue, conversion or payment up of unquoted equity securities

## Online form demonstration topics

- Complete issue details (note the hint that if the securities have been issued for more than one issue price or purpose (considered “tranches”) on the same issue date, then specify each by clicking on + sign.)
  - Fill number of +securities issued
  - Fill issue currency and price or consideration details per questions (may automatically populate if corporate action)

Sample:  
Placement


Part 3A - number and type ...

Placement Details

Part 4 - +Securities on issue

< 3 of 4 >

▼ Issue details

 +

▼

If the +securities have been issued for more than one issue price or purpose (each is considered a "tranche") on the same issue date, please specify the details of each tranche by clicking on the + sign.

\* Number of +securities

10,000

Enter whole number, without commas

\* Were the +securities issued for a cash consideration?

Yes

No

If the securities are being issued for a non cash consideration, or are free attaching securities and the offer price is nil answer this question as "No".

\* Please describe the consideration being provided for the +securities

Please provide a text description of the consideration, or input 'nil' if free

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## Online form demonstration topics

What should you do if you overlooked lodging an Appendix 3B and you are about to or have issued the additional securities?

- Contact your listings compliance adviser
- You can still lodge an Appendix 3B for events such as placements/other types of issues to satisfy listing rule requirements
  - You must lodge the related Appendix 3G at least the day after the Appendix 3B was lodged

## Online form demonstration topics

### Shortfall issues

- If the initial issue (on timetabled issue date) is partial, i.e. not all securities issued yet, then you can indicate that at Q2.3a.2, and answer the following question

**i \*** 2.3a.2 Are there any further issues of +securities yet to take place to complete the transaction(s) referred to in the Appendix 3B?

Yes

No

**i \*** 2.3a.3 Please provide details of the further issues of +securities yet to take place to complete the transaction(s) referred to in the Appendix 3B

Expect shortfall to be issued in one week's time

- Then once shortfall securities issued, create another Appendix 3G (new) to notify issue of the securities, select date for previous 3B and complete issue details



Thank you.



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