

ASX online and word forms



Summary of changes effective 1 December 2019

Table of Contents

ASX Listing Rule changes effective 1 December 2019.....	2
Online and word form changes, new forms.....	2
Transition arrangements	3
Existing online forms	3
New online forms and word format Appendices	3
Summary of key changes to existing online forms.....	8
Summary of changes to existing word forms.....	11

ASX Listing Rule changes effective 1 December 2019

ASX provided details of the Listing rule reforms that come into effect on 1 December 2019, subject to regulatory approvals in the [Listed@ASX Compliance update](#) published on 14 October 2019. Details of the changes are also **available** from the [Public Consultations page](#) on asx.com.au.

Online and word form changes, new forms

A number of the reforms affect the existing online forms available to issuers for the announcement of certain events, other existing word format Appendices for the announcement of certain events and introduces additional online forms or word format Appendices (that will become future online forms). The forms in scope for the 1 December updates include:

Appendix / event	Type of form
Appendix 3A.1 - Notification of +dividend / distribution	Online form (updated)
Appendix 3A.2 - Notification of interest payment & interest rate change	Online form (updated)
Appendix 3A.3 - Notification of Security Consolidation or Split	Online form (updated)
Appendix 3A.4 - Notification of cash return of capital	Online form (updated)
Appendix 3A.5 - Notification of return of capital by way of in specie distribution of +securities in another entity	Word form (updated)
Appendix 3A.6 - Notification of call – no liability company; or call/instalment – entities except no liability companies	Word form (updated)
Appendix 3B - Proposed issue of securities	New Online form
Appendix 4A - Statement of CDIs on Issue	New Online form
Appendix 2A - Application for quotation of +securities	New word form
Appendix 3G - Notification of Issue, Conversion or Payment up of Unquoted Equity Securities	New word form

The updated online forms or word format Appendices will be available for use from Monday 2 December 2019. The online forms can be found on the “Create Online Forms” page on ASX Online for Companies. The information available on the Create Online Forms page has also been updated to include key information about the circumstances in which each form should be used and particular notes for issuers.

ASX will publish an equivalent word version of each online form and the new word forms on ASX Online for Companies for the information of issuers. If a form is available as an online form this will be identified in the header of the equivalent word form, per the following example:

This appendix is available as an online form

Appendix 3A.1
Notification of dividend / distribution

ASX has also provided additional information for issuers about the key changes – some available in recorded webinar format from the Help page on ASX Online for Companies.

Transition arrangements

Existing online forms

The changes made to the online forms listed below are effective 1 December 2019, with use of these online forms continuing to be mandatory. Issuers should note that any in-flight announcements (e.g. a new announcement has been made using an online form prior to 1 December, with an update announcement possible after 1 December 2019) will not be affected by any changed features to the online forms. **The changed features will be visible in new announcements only. For that reason, ASX suggests that issuers delete any drafts saved prior to 1 December and re-create the drafts post 1 December.**

Details of the key changes to these forms are outlined later in this document.

Appendix / event	Type of form
Appendix 3A.1 - Notification of +dividend / distribution	Online form (updated)
Appendix 3A.2 - Notification of interest payment & interest rate change	Online form (updated)
Appendix 3A.3 - Notification of Security Consolidation or Split	Online form (updated)
Appendix 3A.4 - Notification of cash return of capital	Online form (updated)

New online forms and word format Appendices

As outlined in section 5.11 of the “Consultation Response – Simplifying, clarifying and enhancing the integrity and efficiency of the ASX listing rules” dated 1 October 2019, a number of changes have been made to the way issuers will announce issues of securities and seek their quotation. Section 5.11 states:

ASX proposed changes to simplify and rationalise the current process for announcing issues of securities and applying for their quotation. This included changes to existing LR 2.7, 2.8 and 3.10.3 and Appendix 3B; the replacement of LR 3.10.5; and the introduction of new LR 3.10.3A, 3.10.3B and 3.10.3C and a new Appendix 2A.¹ Respondents generally supported ASX’s proposed changes. ASX is therefore proceeding with them, with the modifications mentioned below.

¹ See section 3.1 of the consultation paper.

Transition date

These changes will come into effect on 1 December 2019. Entities will be able to use the new online Appendix 3B to notify a proposed issue of securities to ASX on and from that date.

To assist listed entities to make the transition to the new online Appendix 3B, ASX will also make that Appendix available as a normal electronic document (MS Word) for 2 months. The electronic version will be available in ASX Online to download, complete, convert to a PDF and then lodge on MAP in the same way as any other announcement.

From 1 February 2020, ASX will only accept online lodgement of the new Appendix 3B. It will not accept lodgement of PDFs.

Unfortunately, through events beyond ASX's control, the development of the new online Appendix 2A has been delayed. Pending its completion, ASX will make the new Appendix 2A available as a normal electronic document (MS Word). The electronic version will be available in ASX Online to download, complete, convert to a PDF and then lodge on MAP in the same way as any other announcement. ASX will make a further announcement to the market when the online version of the Appendix 2A is available for use and the transitional arrangements that will apply.

As a further accommodation to listed entities and to facilitate transition to the new arrangements, ASX will continue accepting notifications of proposed issues of securities and applications for quotation on the current (paper-based) form of Appendix 3B up until 31 January 2020. Consequently, if an entity notifies a proposed issue of securities and applies for their quotation on the current Appendix 3B on or before 31 January 2020, it will not be required to lodge a new Appendix 2A to have those securities quoted, even where the securities are not issued until after that date.

With one exception, any Appendix 3B lodged in the old form after 31 January 2020 will be rejected by ASX and returned to the entity for the correct forms to be completed. The one exception is issuers of wholesale debt securities seeking quotation of additional or new classes of debt securities, who should continue to use the current (paper-based) form of Appendix 3B until advised otherwise by further announcement by ASX.

A number of respondents asked ASX to consider introducing a new online form to cater for the notification to ASX of issues and the payment up of securities required under the proposed new LR 3.10.3A, 3.10.3B and 3.10.3C,² rather than entities having to prepare such notifications in "free form". ASX thinks this has considerable merit. It has modified the Appendix 2A to cater for this where the securities in question are to be quoted and is developing a new online Appendix 3G to cater for this where the securities in question are to be unquoted. Pending its completion, ASX will make the new Appendix 3G available as a normal electronic form (MS Word). The electronic version will be available in ASX Online to download, complete, convert to a PDF and then lodge on MAP in the same way as any

² That is, an issue to be made under an employee incentive scheme or as a consequence of the conversion of any convertible securities, and the payment up of partly paid securities. None of these requires the filing of an Appendix 3B.

other announcement. ASX will make a further announcement to the market when the online version of the Appendix 3G is available for use and the transitional arrangements that will apply.

Additional Announcement headers have been made available in ASX Online for elodged announcements to accommodate the new Appendices – Appendix 4A, Appendix 2A, Appendix 3G, sample below. These should be used in the circumstances where an online form is not available, such as for Appendix 2A and Appendix 3G.

Company Details Details Address Directors/Management Key Dates Calendar Company Logo	Insert Announcement : <input type="button" value="Choose File"/> No file chosen
E-lodgement centre E-lodge PDF Announcement Status of Announcements Create Online Forms	Select or type below: Appendix 3G <small>*: Indicates price sensitive</small>
	Announcement Header : Appendix 3G <small>(Note: This may be released to market)</small>
	Market Sensitive:

ASX will release the electronic versions of the Appendix 2A and Appendix 3G, and the new online Appendix 3B, ahead of the 1 December 2019 transition date to give entities and their advisers an opportunity to familiarise themselves with the new forms.

The table below summarises the transition arrangements:

	Form	Announcement method	Permitted use		
			1 Dec 2019 effective date	To 31 Jan 2020	From 1 Feb 2020
Use old version of Appendix 3B	Old version Appendix 3B – word document (including quotation request)	Complete word document, convert to PDF and elodge	✓	✓	✘
	Old version Appendix 3B – word document – wholesale debt issuers only (including quotation request)	Complete word document, convert to PDF and elodge	✓	✓	✓ (end date TBC)
OR					
Use new replacement forms in combination	New version of Appendix 3B – online form (can use word equivalent to 31 Jan 2020)	Create online form and submit	✓	✓	✓
	New Appendix 2A – word form*	Complete word document, convert to PDF and elodge	✓	✓	✓ (end date TBC)
	New Appendix 3G – word form*	Complete word document, convert to PDF and elodge	✓	✓	✓ (end date TBC)
	New Appendix 4A – online form	Create online form and submit	✓	✓	✓

*Online form versions of the Appendix 2A and Appendix 3G will be made available in 2020, with appropriate advice to issuers

The scope of each of the new forms to replace the old version of the Appendix 3B is outlined below:

	Appendix 3G	Appendix 3B	Appendix 2A	Appendix 4A
Purpose of form	Notification of issue, conversion or payment up of equity securities	Proposed issue of securities LR3.10.3 LR7.11, Appendix 7A	Application for quotation of securities LR2.7, 2.8	Statement of CDIs on issue LR4.11
Timing of announcement:	Per notifications rules	Announcement by issuer at the time the issue is proposed	per quotation rules; on issue date for offer events per Appendix 7A	monthly, regardless of any change, some exceptions on issuer type
Types of issues:	Issue, but quotation not being sought : <ul style="list-style-type: none"> Employee incentive scheme (e.g. new) (LR3.10.3A) Conversions (e.g. unquoted to unquoted) (LR3.10.3B) Part paid to fully paid (e.g. unquoted to unquoted) (LR3.10.3C) 	Proposed issues: <ul style="list-style-type: none"> Entitlement offers (pro-rata) Security Purchase Plan Non-Pro rata offer Placement or other type of issue 	Quotation of issues advised via Appendix 3B PLUS <ul style="list-style-type: none"> DRP (LR3.10.3) Employee (LR3.10.3A) Conversion (LR3.10.3B) Part paid to fully paid (unquoted to quoted only) (LR3.10.3C); otherwise Call form (quoted to quoted) 	n/a

Summary of key changes to existing online forms

A marked up version of the existing equivalent word Appendices and the updated online forms have been made available on the new training environment from 30 October until 29 November 2019. From 1 December 2019 the forms effective from that date will be available on the ASX Online for Companies live and training environments.

The key changes are summarised below.

Form name	Changes
Online forms generally	<ul style="list-style-type: none"> Review and update of error message presence for mandatory fields and other formats, and wording of error messages General references to “business day” checked and updated where necessary [a business day is any day that ASX is open. Refer to ASX calendars available here] Saved draft versions of a form: ASX has introduced more checks to ensure timetable validity if a user opens a previously saved draft and prepares it for submission.
Appendix 3A.1 - Notification of +dividend / distribution	<ul style="list-style-type: none"> Noted specific rule reference for use of online form – LR3.21 Q2A.6 – Payment date: <ul style="list-style-type: none"> Additional information text to match updated Appendix 6A – payment date must be at least 2 business days after the record date if the entity has a DRP BSP or other plan; plus validation on the date Tightened validation on Q2A.6 - Payment date – any update to change the date, cannot make the date earlier than today Q2A.9 – Total Dividend Amount – <ul style="list-style-type: none"> Introduced additional validation for entities that are permitted to advise ‘estimated’ distributions. Q2A.9 must be noted as ‘estimated’ if one or more components of the distribution are estimated. Introduced additional validation compared to the distribution amount announced for the corresponding period in previous year. This is a variance check to ensure the user has entered a reasonable figure, and not made an error like entering cents rather than \$. The current threshold is set at 51%. If the check fails, user will be presented with an information alert “ASX has checked the amount you have entered and found that the ‘Total dividend/distribution amount per security’ entered varies by at least <Variance Check Threshold%> compared to the amount announced for the same period last year. Please check that the amount you have entered is correct before submitting the announcement.” ASX will monitor any feedback received from issuers on this check to see if the threshold should be modified. Q2A.13 – Withholding tax rate – update to form to ensure % format is evident

Form name	Changes
Appendix 3A.1 - Notification of +dividend / distribution	<ul style="list-style-type: none"> • Q4A.2, 4B.2, 4C.3 – plan election dates – the election date will be prepopulated based on Appendix 6A timetable – minimum Record date + 1 business day. The user can modify the date. The time component needs to be manually entered by the user. Error message will be displayed if time is not entered. • Q4A.7, Q4B.7, Q4C.8 - plan issue date - update to information text to match the updated Appendix 6A – issue of any new securities should be no later than 5 business days after the payment date. • Q4A.8, Q4B.8, Q4C.9 – plans - will securities be a new issue? Update to information text to confirm the entity must apply for quotation of the securities using an Appendix 2A (per notes in updated Appendix 6A)
Appendix 3A.2 - Notification of interest payment & interest rate change	<ul style="list-style-type: none"> • Noted specific rule reference for use of online form – LR3.22 • Noted simplification of timetable in updated Appendix 6A where the rules regarding the relationship between the record date and payment date have been removed. Related changes to key timetable dates and information text in Part 2, including: <ul style="list-style-type: none"> • Removal of interest rate calendar type at beginning of Part 2 • Q2A.1 – Payment Date - The user now inputs the payment date and it can be any day after the Record Date. Updated information text. • Q2A.2 – Record Date. Removed auto calculation of Record Date based on interest rate calendar type and payment date. Record Date is now input by the user. ASX will validate the date input - must be at least 4 business days from current date; can be changed. • Q2A.3 - Ex date - is auto calculated and determined by ASX (1 business day prior to the Record Date) • Q2D.6 – will the securities be a new issue – update to information text to note the entity must apply for quotation of the securities using an Appendix 2A (per notes in updated Appendix 6A)

Form name	Changes
Appendix 3A.3 – Notification of Security Consolidation or Split	<ul style="list-style-type: none"> • Noted specific rule reference for use of online form – LR3.10.1 • Simplification of terminology to ‘consolidation’ or ‘split’ rather than ‘reorganisation’. Name of form, and references within updated (per updated Appendix 7A) • Part 2 – Timetable changes per updated Appendix 7A – Paragraph 7 <ul style="list-style-type: none"> • Removal of references to ‘no court approval’, ‘court approval’ in information text, simplified references • Additional field in timetable “Q4.2a – Effective date of consolidation or split” (per updated Appendix 7A). Field will be auto populated with date that is 3 business days prior to the Record Date. The user can modify. Validation to ensure it is prior to the date in Q3.4 – date that trading in the consolidation or split securities commences on a deferred settlement basis. • Q3.4 renamed to remove reference to ‘effective date’. • Q3.6 – First day for entity to update its register ... changed to an auto-populated field - Record date + 1 Business day. Will recalculate if record date changes. • Q3.7 – Issue Date reworded. • Part 4 - modified circumstances in which a user can make updates to Q4.1a and b - ratio fields. Can allow changes to ratios up to the day before “Q3.4 - Trading in the post consolidated or split securities commences on a deferred settlement basis”; changes not allowed after 12pm on that day.
Appendix 3A.4 - Notification of cash return of capital	<ul style="list-style-type: none"> • Noted specific rule reference for use of online form – LR3.10.1 • Simplification of terminology to ‘cash return of capital’ rather than ‘reorganisation’. Name of form, and references within (per updated Appendix 7A) • Additional field in timetable “Q3.1a – Effective date of the cash return of capital” (per updated Appendix 7A). Field will be auto populated with date that is 3 business days prior to the Record Date. The user can modify. Validation to ensure it is prior to the date in Q3.3 – date that trading in the reorganised securities on an ‘ex return of capital’ basis commences. • If an issuer answers Yes to Q2.2 ‘is the return of capital a selective reduction of capital’, a warning message will appear. Please note that you have indicated in your response to Q2.2 that the event is a selective return of capital (i.e. it is not an equal return where all holders receive an equal return). Please check that this is correct. You may submit this announcement, however a warning will be presented to ASX Market Announcements Office for review prior to release to market. ASX will contact the entity to confirm it is in fact a selective return of capital. Why? Selective events are managed differently by ASX as not all holders are treated equally. ASX may need to liaise with the issuer to manage the event appropriately.

Summary of changes to existing word forms

Two additional Appendices currently available in word format for elodgement to announce certain events have been changed as a result of the listing rule changes. Marked up versions of these word Appendices have been made available on the new training environment from 30 October until 29 November 2019. From 1 December 2019 the word forms effective from that date will be available on the ASX Online for Companies live and training environments.

These changes are summarised below.

Form name	Changes
Appendix 3A.5 - Notification of return of capital by way of in specie distribution of +securities in another entity	<ul style="list-style-type: none"> • Noted specific rule reference for use of form – LR3.10.1 • Simplification of terminology to ‘return of capital’ rather than ‘reorganisation of capital’. Name of form, and references within (per updated Appendix 7A) • Additional field in timetable “Q3.1a – Effective date of the return of capital” (per Appendix 7A changes). • Re-naming of some Parts, questions and re-numbering to align with other forms and Appendix 7A changes
Appendix 3A.6 - Notification of call – no liability company; or call/instalment – entities except no liability companies	<ul style="list-style-type: none"> • Noted specific rule reference for use of form – LR3.10.2 • Q2.6 – call (instalment) due date removed – this was a repeat of existing Q2.3, which is considered no longer necessary. Notes and remaining questions re-numbered. • Q2.6a – Record date for NL companies - removed – this was a repeat of existing Q2.5c, which is considered no longer necessary. Notes and remaining questions re-numbered. • Removed existing questions 2.10a, 2.10b – call (instalment) capital amount, and call (instalment) premium amount (and AUD equivalent questions). Only the total call amount is required. • Re-naming of some Parts, questions and re-numbering to align with other forms and Appendix 6A changes