

# **ASX Online forms**

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

OCTOBER 2021 V1.0

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### Purpose of this document

This document has been prepared by ASX to assist Issuers with common queries they may have in relation to the usage of ASX Online forms and the ASX Listing Rules changes that came into effect on 5 June 2021.

The information in this document is current as of 29 October 2021. Given the content and potential technical updates to the online form or ASX Online platform continues to evolve, the information in this document is subject to change.

### Background

ASX has introduced an enhanced process for the announcement of certain corporate action and capital change events by Issuers. The announcement process for ASX listed Issuers and their corporate action or capital change events is mandated via structured Appendices to the ASX Listing Rules. Should an Appendix to the ASX Listing Rules be identified as an “online form”, the Issuer is obliged to make that announcement by completing and lodging an online form via ASX’s online announcement service, ASX Online Companies. Once an Issuer completes an online form for announcement submission, a PDF announcement will be generated by ASX for review by the market announcements office and released to the market. The introduction of the online forms has made it possible for ASX to:

- Provide requirements that are more prescriptive to Issuers about the information required to be announced for a certain event, presenting only relevant questions and identifying mandatory vs. non-mandatory questions.
- Validate and prefill information as the Issuer is filling in the online form.
- Provide information or warning messages to Issuers for certain scenarios that may also be presented to the market announcements office and referred to Listings Compliance pre-release.
- Manage the workflow for an event, requesting Issuers follow a ‘New’, ‘Update’ and ‘Cancel’ (if needed) process for an event.
- More easily classify certain types of announcements, standardise the format of the announcement, and to automate and release structured information about an event as soon as possible after the PDF announcement is released. This structured data forms the content of corporate action and capital change event records and notifications managed by ASX and used in other ASX systems such as Trade and CHES and made available in information services.

## Where else to find help

In addition to this document, Issuers can find more information about the online forms and their use on the Help page of ASX Online Companies, including recorded webinars for each form, and overviews of key changes. <https://www.asxonline.com/companies/html/help.html>

If you need to ask a question, ASX suggests you contact your ASX Listings Compliance Adviser in the first instance before completing or submitting a form.

As part of the June 2021 Listing Rule changes, ASX also provided updates to the following Guidance Notes. ASX recommends that Issuers review these updated Guidance Notes, particularly the new scenario information included in Guidance Note 30.

### **GN 14 - ASX Market Announcements Platform**

[https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn14\\_asx\\_market\\_announcements\\_platform.pdf](https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn14_asx_market_announcements_platform.pdf)

Refreshed and updated to reflect introduction of new and amended online forms

### **GN 20 ASX Online**

[https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn20\\_asx\\_online.pdf](https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn20_asx_online.pdf)

Refreshed and updated to reflect introduction of new and amended online forms. Additional guidance on:

- not lodging draft online forms in PDF format
- how to allow external advisers to access ASX Online to assist in preparing online forms
- how to deal with technical difficulties accessing ASX Online or the online forms
- how to deal with problems in completing an online form

### **GN30 Notifying changes in issued securities and applying for quotation of new or additional securities**

[https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn30\\_quotation\\_of\\_additional\\_securities.pdf](https://www2.asx.com.au/content/dam/asx/rules-guidance-notes-waivers/asx-listing-rules/guidance-notes/gn30_quotation_of_additional_securities.pdf)

- Refreshed and updated to reflect introduction of new and amended online forms
- Section 2 (*Notification obligations relating to changes in issued securities*) substantially re-written and expanded to include all notifications required about changes in issued securities
- New Annexure A (*Summary of notification obligations relating to changes in issued securities*) explaining what notifications are required for common corporate actions and events

## Questions and Answers

Frequently asked questions and answers are provided below, grouped by category/form.

ASX LISTING RULES CHANGES		
Topic	Question	Answer
<b>Listing Rule changes</b>	<i>Where can I find details about the latest Listing Rule changes (June 2021)</i>	Refer to the consultation response and attached documents published on this web page on 24 March 2021.  <a href="https://www2.asx.com.au/about/regulation/public-consultations">https://www2.asx.com.au/about/regulation/public-consultations</a>
<b>Online forms available for use</b>	<i>How do I know which online form to lodge?</i>	Please see Annexure A to <a href="#">Guidance Note 30</a> for an overview of the scenarios for form usage. Please also refer Help material available in the ASX Online - Help section.
<b>Word version of the online forms</b>	<i>When can a word version of the online form be used?</i>	<p>If an online form has been made available by ASX (on ASX Online Companies – Create Online Forms page) then it must be used to announce the referenced events (refer to Listing Rule 15.3). When a transaction has been first submitted to ASX using an online form, any subsequent updates to or cancellation of the event must also be done using the online form.</p> <ul style="list-style-type: none"> <li>- The equivalent emergency Microsoft word forms which is also made available on ASX Online Companies – Login and Forms pages are intended for emergency use only. Details of what qualifies as emergency use outlined in Guidance Note 20: ASX Online – section 14 and 15.</li> </ul> <p>Unless ASX has specifically requested the Issuer to submit a paper-based form such as event previously submitted as a word form and therefore no system workflow exists or where a corporate action cannot be supported, the word form should be only be used in limited circumstances.</p> <p>If there is a technical issue, please check with your Listings Compliance Adviser or ASX Online Help Desk.</p>

## ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

<b>ONLINE FORM FUNCTIONALITY</b>		
<b>Topic</b>	<b>Question</b>	<b>Answer</b>
<b>Lodging, updating and cancelling an online form</b>	<i>How do I create, or update/cancel a previous announcement?</i>	<p>ASX has implemented a workflow in ASX Online Companies, to ensure announcements related to a single event are linked and processed chronologically.</p> <p><b>New:</b> To announce an event for the first time choose the appropriate form from the ‘Create Online Forms’ screen of ASX Online.</p> <p><b>Update:</b> Once that announcement has been released, to announce an update go to the ‘Manage Online Forms’ page. The previously submitted announcement will be available to do an ‘update’ or ‘cancel’ via an online form.</p> <p>If the user instead chooses (in error) to create a new form, this will have the effect of creating a duplicate event in ASX and external systems resulting in potential downstream issues. If that occurs ASX will contact the Issuer to advise of this error and remove one of the events from its system.</p> <p><b>Cancel:</b> To announce the cancellation of a corporate action go to the Manage online forms screen and select “cancel” next to the latest announcement concerning the event you wish to cancel. Once you submit a cancellation, the announcement will no longer be available for any further updates in the Manage Online Forms page. Prior to submitting an online form cancelling a corporate action ASX strongly advises that users contact their ASX listing adviser to discuss the matter.</p> <p>These functions are also covered in the recorded webinar available on the Help page of ASX Online Companies called <a href="#">“Online Forms - the basics 2021 webinar”</a>.</p>

ONLINE FORM FUNCTIONALITY																																
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		<p><i>Diagram: ASX Online – Manage Online Forms</i></p> <p>The screenshot shows the 'Manage Online Forms' page. On the left, a navigation menu includes 'E-lodgement centre', 'E-lodge PDF Announcement', 'Status of Announcements', 'Create Online Forms', 'Manage Online Forms' (highlighted), 'User Email Preferences', 'External Notifications', 'User Details', 'Update My Details', 'Update My Password', 'Logout', 'Help', 'Forms', 'Directors/Management Search', 'ASX Waivers Registry Search', and 'Contact ASX'. The main content area contains text explaining the 'cancel' link, the 'update' link, and the 'delete' link. It also includes a table of announcements with columns for Status, Status Date/Time, Contact Name, and Announcement Title. The 'update' and 'cancel' links for each announcement are highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Status Date/Time</th> <th>Contact Name</th> <th>Announcement Title</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Released(Cancel)</td> <td>03-Jun-2021 14:43</td> <td>Steven Ball</td> <td>Cancel - Notification of buy-back - AKN</td> <td></td> </tr> <tr> <td>Released(New)</td> <td>01-Jun-2021 13:28</td> <td>Steven Ball</td> <td>Application for quotation of securities - AKN</td> <td><a href="#">update</a> <a href="#">cancel</a></td> </tr> <tr> <td>Released(New)</td> <td>27-May-2021 14:39</td> <td>Steven Ball</td> <td>Application for quotation of securities - AKN</td> <td><a href="#">update</a> <a href="#">cancel</a></td> </tr> <tr> <td>Released(Update)</td> <td>03-May-2021 11:18</td> <td>Steven Ball</td> <td>Update - Proposed issue of securities - AKN</td> <td><a href="#">update</a> <a href="#">cancel</a></td> </tr> <tr> <td>Released(New)</td> <td>26-Mar-2021 11:40</td> <td>Jonathan Paul Kershaw Marshall</td> <td>Proposed issue of Securities - AKN</td> <td><a href="#">update</a> <a href="#">cancel</a></td> </tr> </tbody> </table>	Status	Status Date/Time	Contact Name	Announcement Title	Actions	Released(Cancel)	03-Jun-2021 14:43	Steven Ball	Cancel - Notification of buy-back - AKN		Released(New)	01-Jun-2021 13:28	Steven Ball	Application for quotation of securities - AKN	<a href="#">update</a> <a href="#">cancel</a>	Released(New)	27-May-2021 14:39	Steven Ball	Application for quotation of securities - AKN	<a href="#">update</a> <a href="#">cancel</a>	Released(Update)	03-May-2021 11:18	Steven Ball	Update - Proposed issue of securities - AKN	<a href="#">update</a> <a href="#">cancel</a>	Released(New)	26-Mar-2021 11:40	Jonathan Paul Kershaw Marshall	Proposed issue of Securities - AKN	<a href="#">update</a> <a href="#">cancel</a>
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<b>Announcement header (title)</b>	<i>Can I change the announcement header associated with the online forms?</i>	<p>If an announcement is submitted using an online form, the announcement header (title) and associated report types are automatically assigned. The user cannot select or modify the header.</p> <p>Refer section 10 of updated Guidance Note 20 for a list of the automatically derived announcement headers for online forms.</p>																														
<b>Online form error, information and warning messages</b>	<i>What happens if I see a warning message or error while completing the form?</i>	<p>There are three types of messages displayed on the online forms, generally presented after a field is filled (or a mandatory field not filled) and the online form validates the value.</p>																														

## ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

<b>ONLINE FORM FUNCTIONALITY</b>		
<b>Topic</b>	<b>Question</b>	<b>Answer</b>
		<ul style="list-style-type: none"> <li>• Information messages in black text won't prevent the user from reviewing or submitting the form – the message is for the information of the user and does not require rectification;</li> <li>• Warning messages with orange coloured text won't prevent the user from reviewing and submitting the form but will generate an internal flag for ASX staff (post submission of the online form by the user/pre-release to market by ASX); and</li> <li>• Error messages with red coloured text will prevent the user from reviewing and submitting the form until the error is rectified.</li> </ul> <p>Note that the orange warning message is not published in the equivalent PDF announcement to market. It is for issuer and ASX internal use only.</p> <p>When a form with a warning is submitted, it will be flagged to ASX operations staff upon submission. ASX will review the relevant item and the answer, and if it appears to be something that may cause an operational issue or difficulty, ASX will contact the person nominated by the entity under ASX Listing Rule 12.6 as the person responsible for communication with ASX, to resolve the issue prior to continuing the processing of the form (i.e. before release to market). A list of all the fields in each form which will generate an internal flag for ASX Operations staff is provided in Annexure A.</p>
<b>Only one 'purpose' per form</b> Appendix 2A and Appendix 3G	<i>I can only select one purpose/reason under Q2.1, is it my understanding a new form is therefore required for each new reason?</i>	That is correct, only one purpose or type of issue is available for selection under Part 2 - Q2.1 of Appendix 2A or Appendix 3G. A separate application is to be submitted if another purpose is required.
<b>Conflicting date error</b>	<i>Why am I being blocked from announcing another corporate action using an online form? The</i>	The online forms are designed to prevent concurrent corporate action events with overlapping dates for the same security. Please note that two or more corporate actions on the same security may not run with different record dates if the timetables result in overlapping (but not identical) ex-periods. It is permissible to run different corporate actions with the same record date except in the case of reorganisations –



ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

<b>ONLINE FORM FUNCTIONALITY</b>		
<b>Topic</b>	<b>Question</b>	<b>Answer</b>
	<p><i>following error message is being presented in the form:</i></p> <p>Error text:  <i>"ASX has an existing corporate action record for one or more securities with conflicting dates. Submission of your proposed corporate <u>action will not be permitted</u> using the Online Form. Please contact your ASX listings compliance adviser for further clarification.</i></p> <p><i>Impacted securities: ASX Code 1, ASX Code 2"</i></p>	<p>consolidations/splits that cannot run at the same time as any other corporate action for that entity. Also refer to Listing Rule 7.14.</p> <p>If a corporate action does not breach the concurrency rule but the user receives this warning as there is more than one corporate action in ASX's database for the security, the best course of action is to contact your ASX Listings Adviser and alert them to this situation.</p> <p>ASX will advise whether the proposed concurrent corporate actions are acceptable and can therefore be submitted via an online form, or they are not acceptable and the proposed course of action.</p>
<p><b>Discrepancy in Issued Capital</b></p> <p>Part 4 of Appendices 2A and 3G</p> <p>Part 3 of Appendix 3H</p>	<p><i>The number of securities is not correct as presented in the total issued capital section of the form? It appears there is no way to update this.</i></p>	<p>The number of securities in Part 4 of Appendix 2A/3G (or Part 3 in the Appendix 3H) representing the total securities on issue automatically calculated and cannot be changed in the online forms. The calculation takes into account existing data held within ASX system records and form will perform the necessary security adjustments (being the subject of the application). If there is a discrepancy in the total number of securities, this is typically due to:</p> <p><b>1. Timing Issue</b> - if a user is attempting to lodge multiple forms on the same day, a discrepancy will exist while ASX is yet to process the outstanding forms.</p> <p>There is a timing consideration to enable adjustment of the new totals across all the online forms based on its effective date and/or quotation date including system timing to inform other ASX systems such as ASX Trade and CHESS, as well as market information subscribers.</p> <p>Any outstanding applications still pending ASX processing will not be automatically updated intra-day and therefore will not carry the new balances in the current online form.</p>

ONLINE FORM FUNCTIONALITY						
Topic	Question	Answer				
		<p>ASX will take into account the application 'Issue Date', 'Cessation Date', or any other key timetable dates along with time when the form is released to market before the actual security adjustment is recorded within ASX's database.</p> <p>An Issuer can continue to lodge additional forms, however any discrepancies in the total figures under Issued capital across Quoted and Unquoted securities is likely due to timing and requires the adjustment or quotation of the securities to take effect. Refer to the respective Appendices for ASX timings on application processing.</p> <p>Diagram: <i>Note relating to the potential discrepancy highlighted in Part 4 - Appendix 2A online form</i></p> <div style="background-color: #f2f2f2; padding: 5px; margin: 10px 0;"> <p>Part 4 - Issued capital following quotation</p> </div> <p><b>i</b> Following the quotation of the +securities the subject of this application, the issued capital of the entity will comprise:</p> <p style="background-color: #e1e5e9; padding: 2px;">(A discrepancy in these figures compared to your own may be due to a matter of timing if there is more than one application for quotation/issuance currently with ASX for processing.)</p> <p><small>This section is read only. ASX will include the relevant +securities and total number on issue based on existing ASX records plus the changes noted in this application.</small></p> <p><small>The figures provided below are used to calculate the total market capitalisation of the entity published by ASX from time to time.</small></p> <p><b>i</b> 4.1 Quoted +securities (total number of each +class of +securities quoted on ASX following the +quotation of the +securities subject of this application)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"><small>ASX +security code and description</small></th> <th style="width: 20%;"><b>i</b> <small>Total number of +securities on issue</small></th> </tr> </thead> <tbody> <tr> <td>FPH : ORDINARY FULLY PAID FOREIGN EXEMPT NZX</td> <td style="text-align: right;">576,371,510</td> </tr> </tbody> </table>	<small>ASX +security code and description</small>	<b>i</b> <small>Total number of +securities on issue</small>	FPH : ORDINARY FULLY PAID FOREIGN EXEMPT NZX	576,371,510
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ONLINE FORM FUNCTIONALITY		
Topic	Question	Answer
		<p>The preference to deal with legacy issues is for the listed entity to report the security changes to market using the available online forms.</p> <p>If any of the online forms is not fit for purpose regarding the adjustment, please contact your Listings Compliance Adviser for guidance.</p>
<b>Wholesale Debt Notes</b>	<i>I am unable to verify how ASX has calculated the number of debt securities in the debt classes</i>	<p>Although an Issuer will typically announce a monetary (dollar figure e.g. \$) for the amount issued against wholesale debt securities, ASX will convert this amount to represent the notional 'Number of securities' on issue taking into account the 'Face value' of the notes.</p> <p>For example, when an Issuer is looking to issue new or top-up an existing class of notes using the online form, the Issuer will be requested to provide the 'Total Principal Amount (\$)', and the online form will calculate the number of securities to be added/adjusted based on the Face Value recorded against the note in ASX systems.</p> <div data-bbox="974 906 2027 1396" style="border: 1px solid #ccc; padding: 10px;"> <p>▾ Wholesale debt securities details</p> <p> <span> ⓘ * +Security currency      * Total principal amount of class      ⓘ Face value</span>  <input type="text" value="USD - US Dollar"/> <input type="text" value="USD 1,000,000.000000"/> <input type="text" value="USD 20,000.000000"/>  <small>This must be input as a \$ amount per security.</small> </p> <p>Number of +securities  <input type="text" value="50"/> </p> <p> ⓘ * Please provide any further information relating to the principal terms of the +securities  <input style="width: 100%; height: 40px;" type="text"/> </p> </div>

## ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

### ONLINE FORM FUNCTIONALITY


Topic	Question	Answer
		Part 4 of the online form will always populate the 'total number of securities' on issue, rather than the Principal amount of the class/note.

ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

APPENDIX 3B – Proposed issue of securities		
Topic	Question	Answer
<b>Relationship between online forms Appendix 3B, Appendix 2A and Appendix 3G</b>	<i>I am trying to lodge an Appendix 2A / 3G online, but the form is advising it cannot locate the original Appendix 3B.</i>	<p>If an Appendix 3B was originally submitted using a Microsoft word form, any subsequent Appendix 2A/3G relating to that proposal will need to be submitted as an unstructured word form.</p> <p>This is due to there being no existing system workflow and as such the user will not be able to locate the Appendix 3B when they attempt to lodge the Appendix 2A/3G online form.</p>
<b>Deferred Settlement Trading requested outside corporate action events</b>	<i>Appendix 3B does not have any questions to allow for deferred trading e.g. Placement of retail debt securities, preference shares type offers. How should this be handled?</i>	<p>If an entity is seeking a deferred settlement trading timetable for the issuance of new securities not resulting from a corporate action event, ASX requests they contact their Listings Compliance Adviser before submitting the Appendix 3B.</p>
<b>Lodgement timing between Appendix 3B and Appendix 2A</b>	<i>Can I lodge an Appendix 3B and Appendix 2A for the same event on the same day?</i>	<p>ASX has observed that some Issuers have lodged Appendix 3B and Appendix 2A on the same business day and the typical circumstance has been that the Issuer overlooked lodging the Appendix 3B for the proposed issue. Lodgement of these two forms on the same day should be avoided. There is a need for a 1 business day gap between lodgement of the proposed issue of new securities (Appendix 3B) and the confirmation of its issue (Appendix 2A). This is particularly the case if the Issuer is proposing to issue a 'new' class of securities.</p> <p>If the securities have already been issued, it is acceptable that only an Appendix 2A for application of securities is submitted, no need for Appendix 3B (proposed issue). Please see GN 30.</p> <p>Appendix 2A is to be submitted with ASX when the entity knows the final number of securities to be issued being on or closer to the advised Issue Date of the event.</p>

APPENDIX 3B – Proposed issue of securities		
Topic	Question	Answer
Scope of Appendix 3B	<i>Are there events where an Appendix 3B should not be used?</i>	<p>The proposed issue of equity securities for the following event falls outside Listing Rule 3.10.3A and <u>do not</u> require notification via an Appendix 3B.</p> <ul style="list-style-type: none"> <li>- Employee incentive scheme.</li> <li>- Conversion of any convertible securities (including company options).</li> <li>- Payment up of partly paid securities.</li> </ul> <p>For Dividend or distribution reinvestment plan (DRP), Appendix 2A or Appendix 3G will serve as the appropriate notification (see LR 3.10.3A - LR 3.10.3C).</p> <p>ASX has observed that some Appendix 3B has been received with the selection being 'Placement or <u>Other</u>' to declare the proposed issuance of securities for the above events. Please note that Appendix 3B is not the appropriate form, and will result in inappropriate processing.</p>

**APPENDIX 2A – Application for quotation of securities**

Topic	Question	Answer
<p><b>Frequency of form lodgements – active employee plans</b></p>	<p><i>We have a very active employee plan with a number of different classes of securities recorded at ASX. That means we are having to lodge multiple forms for any plan changes. How can we minimise this?</i></p>	<p>Please refer to section 2.7 of Guidance Note 30, where it proposes that an Issuer can combine classes of securities issued under an employee scheme to reduce the number of classes a company has on issue despite the securities having different strike process, expiry dates or performance hurdles.</p> <p>Please consult your Listings Compliance Adviser to review the security class list and any possible combinations.</p>
<p><b>FROM (Existing Class) security</b></p>	<p><i>What if I don't require a FROM class to be selected or if one does not exist?</i></p>	<p>The FROM (Existing Class) was added to allow flexibility to the online form structure depending on the scenario. Some of the presentation within the online forms is standardised to allow for multiple types of scenarios.</p> <p>If 'no security currently exists' is selected, the user will be asked for a 'Security description' box to fill. Where this is not relevant, ASX guidance is to enter 'not applicable' or 'n/a'.</p> 
	<p><i>Securities issued under employment incentive scheme that are not subject to a restriction or transfer or that are to be quoted notwithstanding there is a restriction or transfer</i></p>	<p>As above, if there is no conversion, there is an option in the 'FROM (Existing Class)' dropdown to select 'No security currently exists'.</p> <p>If 'No security currently exists' is selected then ASX system processing will recognise there is no adjustment needed to take place in the 'FROM' security for this scenario.</p>

**APPENDIX 2A – Application for quotation of securities**

Topic	Question	Answer
	<p><i>there should not be a FROM and TO, there is no conversion or transfer?</i></p>	
<p><b>Update to Issue Date</b></p>	<p><i>I am unable to extend or push out the Issue Date in the Appendix 2A e.g. for a Rights issue or Security Purchase Plan (SPP).</i></p>	<p><b>For corporate action events such as Bonus issues, Non-Renounceable, Renounceable, Accelerated entitlement offers</b> there is a system workflow that should be considered based on the timetable previously advised via an Appendix 3B.</p> <p>Appendix 2A Issue Date is automatically derived from the related Appendix 3B. For corporate action events, this date will be greyed out (not editable) if the Issue Date is today or future dated. To amend the Issue date to another future date, user must retrieve the Appendix 3B form via 'Manage Online Forms' and update the Issue Date prior 12pm (Sydney time).</p> <p>The cut-off time on 'Issue Date' is common across all corporate action events. This is because the Issue Date is recorded in the corporate action event, and any change has knock-on market ramifications to the management of the event lifecycle (i.e. for ending or extending the deferred settlement period and to allow normal trading next business day) and that ASX systems such as ASX Trade and CHES, as well as market information subscribers receives appropriate notification relating to the change.</p> <p>For corporate action events, ASX Operations sends an email to the recorded Company Secretary to remind them of the actions needed prior to the Issue Date. This reminder will include instructions on how to amend the Issue Date if needed (via Appendix 3B), and how to confirm the number of securities to be issued under Appendix 2A/3G event on Issue Date.</p> <p><b>For Security Purchase Plan (SPP)</b>, update to the Issue Date within the Appendix 3B is to occur prior to 12pm (Sydney time) on or before the previously advised Issue Date. If the Issue Date is in the past, there is system logic that will prevent certain fields from being updated as the event is now deemed complete or the workflow perspective an Appendix 2A/3G is expected to be lodged with ASX.</p> <p>If the Issue Date is now a past date, given the event has no deferred trading impact, it is acceptable for lodgement of the Appendix 2A/3G to represent confirmation for security quotation. The user will be presented with the 'old' Issue Date from the Appendix 3B (proposed issue) and the user can update this date as part of the application process in the Appendix 2A/3G.</p>

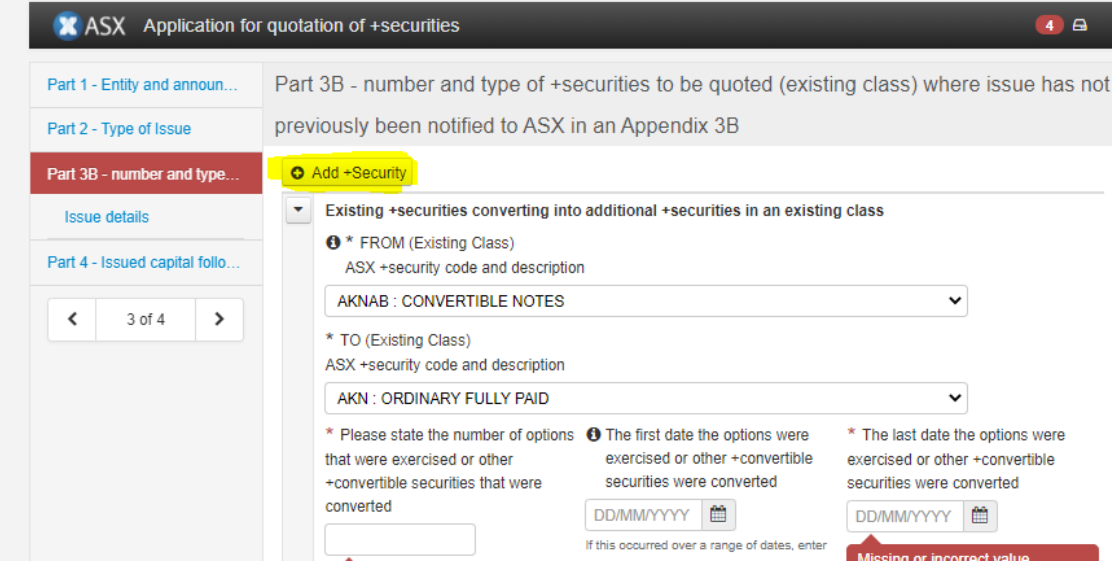


**APPENDIX 2A – Application for quotation of securities**


Topic	Question	Answer
		<p><b>For Placements/Non Pro Rata events</b>, similar to SPP above, the same Appendix 3B Issue Date extension and time limits apply. It is acceptable that confirmation of these details (once the Issue Date has lapsed) reflects the latest information in the Appendix 2A/3G should an Issuer be prevented from updating these details in the existing Appendix 3B.</p>
<p><b>On Issue Date</b></p>	<p><i>What happens on Issue Date, and what if the entity cannot confirm the issue of securities and apply for quotation on the Issue Date for corporate action events?</i></p>	<p><b>Securities to be issued under a corporate action event (e.g. Non-Renounceable, Renounceable and Bonus issue)</b> must be confirmed with ASX via an Appendix 2A and/or Appendix 3G on the Issue Date unless otherwise extended.</p> <p>The Issue Date marks the completion of the corporate action event and the end of deferred settlement trading of new securities being issued. If the entity is unable to confirm the number of securities on Issue Date, or the date is not extended via an updated Appendix 3B, then ASX Operations will defer the corporate action Issue Date in ASX’s database. This will then set the new corporate action Issue Date to another future date for the entity to confirm issuance of the securities (typically the next business day). The event will continue to be deferred by ASX until confirmation is satisfied by an Issuer. Please contact your Listing Compliance Adviser immediately if this occurs.</p> <p>If there are additional securities to be allocated following the corporate action event such as a <b>Shortfall allocation or other security placement</b>, any new Appendix 2A created will retrieve the Issue Date as recorded based on the related Appendix 3B. This is expected, and the user can now amend the corporate action Issue Date (now in the past) to the relevant Issue Date. There is no longer a dependency on the corporate action event, as it has concluded from a workflow perspective in ASX systems.</p>
<p><b>Distribution schedule</b></p>	<p><i>Will the distribution schedule only be presented in the form for a new class of quoted securities?</i></p> <p><i>Practically we only need distribution schedule and top twenty if it is a <u>new</u> class of quoted security.</i></p>	<p>The distribution schedule will be presented correctly for completion for the following conditions:</p> <ul style="list-style-type: none"> <li>- If the Issuer picks responses in Q2.1 other than ‘previous 3B’, then distribution schedule will only be displayed for new class of security, except as noted below.</li> <li>- The form won’t display distribution schedule if the Issuer is retail debt or wholesale debt, or if the Issuer is foreign exempt.</li> <li>- The form will display distribution schedule if Issue Date is past or current (otherwise shows a pop up message to remind Issuers of future requirement).</li> <li>- The form will display distribution schedule for ordinary / part paid shares, options, convertible debt.</li> </ul>

APPENDIX 2A – Application for quotation of securities		
Topic	Question	Answer
		<p>For the following scenarios, the distribution schedule will be displayed, but can be ignored as it is a non-mandatory question:</p> <ul style="list-style-type: none"> <li>- If the Issuer picks response in Q2.1 'previous 3B', the distribution schedule question will be displayed regardless of whether the securities are new or existing class. If the securities to be issued are in an existing class the Issuer can ignore this question.</li> </ul>
<p><b>ASX escrowed securities now being quoted</b></p>	<p><i>Why do we need to advise the Issue Date? They would have been on issue for some time as an unquoted security.</i></p> <p><i>The Issue Price would have been asked when the securities were issued and is not now relevant.</i></p> <p><i>What security class should be selected in 'from' and 'to'?</i></p> <p><i>What ranking information should I input?</i></p>	<p><b>Issue Date:</b> ASX requires an Issue Date to schedule when the change is to be processed within ASX systems and to market data subscribers. The quotation date for new securities is calculated from the advised Issue Date even if this date is retrospective. ASX advice is to provide the original Issue Date of the securities to be quoted (e.g. per original prospectus/IPO date). ASX also notes the timing requirement for application of quotation of previously escrowed securities it should be after the escrow has expired, noting the timing requirement in Listing Rules 2.8.5.</p> <p><b>Issue price:</b> ASX requires an Issue Price in order to determine the appropriate subsequent listing fee. For securities coming out of escrow it is the initial price under the prospectus/offer document per Guidance Note 15.</p> <p><b>Security:</b> Select the "FROM (existing)" security being the unquoted ASX code assigned for the restricted security provided to the entity in prior notifications. If in doubt, the user can also refer to Part 4 of the online form to view all the active security classes on issue. Please contact your Listings Compliance Adviser for guidance if the security class cannot be located.</p> <p><b>Ranking:</b> Please select 'Yes – ranks equally' for when seeking quotation of securities that were previously escrowed if you have selected an existing 'TO' security being the fully paid ordinary class of the entity. ASX system processing will reduce the number of securities against the restricted class and quote the additional securities in the 'TO' class being the subject to the application. Important: If you answer as No, this will (incorrectly) trigger the set-up of a new quoted class of security.</p>
<p><b>Add row feature: Multiple security changes / Issue dates</b></p>	<p><i>Can you add multiple security class adjustment in the one Appendix 2A for the same purpose/type of issue?</i></p>	<p>Although the Appendix 2A application can only support one purpose or type of issue per user response under Q 2.1, additional securities to be quoted across different security classes, or different Issue dates can be supported by using the "Add Security" with a plus sign in it under Part 3B of the form.</p> <p>This will create another table requesting for additional security details of change or adjustment for that class. To remove the row, simply click the icon with a minus sign in it.</p>

**APPENDIX 2A – Application for quotation of securities**

Topic	Question	Answer
		<p>Refer diagram below:</p> 
<p><b>Security quotation Date (effective Date)</b></p>	<p><i>When will my securities be quoted following lodgement of an Appendix 2A?</i></p>	<p>Unless the listed entity has arranged for DVP settlement for the issue (per Primary Market Facility), the date for when quotation of new securities is granted (and the new number reflected in ASX’s system) is calculated from the Issue Date and the time in which the Appendix 2A is lodged to ASX.</p> <p>If Issue Date is:</p> <ul style="list-style-type: none"> <li>- Today or in the past (i.e. securities have already been issued) and online form is lodged <u>before 12pm</u> (Sydney time), the quotation of shares and update to ASX’s database will occur overnight. The event details will be disseminated to market data subscribers that business day for overnight effect.</li> <li>- If online form is <u>lodged after 12pm</u>, quotation of securities is not reflected overnight and is effective two business days from the advised Issue Date – again to give the market data subscribers sufficient time to be advised of the security changes before quotation is granted.</li> </ul>

**APPENDIX 2A – Application for quotation of securities**

Topic	Question	Answer
		<p>- If Issue Date is in the future, the event will be processed by ASX system based on that future date with overnight effect (so no change to security class total until the event is processed by ASX).</p> <p>The listed entity will receive an email confirmation granting official quotation of the securities once this occurs.</p>
<p><b>Transfer of existing securities already quoted</b></p>	<p><i>I wish to advise a 'transfer of existing securities'. Appendix 2A form stops me from proceeding in the next question on resultant securities.</i></p>	<p>For transfers, if a user is selecting that the resultant securities are:</p> <p>- <i>Intended to be, but are not yet, quoted by ASX (greyed out):</i> This is not permissible in Appendix 2A (for application for quotation of new securities) since transfers of securities implies the securities are already quoted.</p> <p>If there is a 'transfer' of existing securities and the resultant securities are already quoted by ASX, <b>Appendix 3G</b> online form is the appropriate form and will cover this notification.</p>
<p><b>Quoted option class is not available for conversion</b></p>	<p><i>Why can't I locate my quoted option class in drop down list to advise the exercise of options into shares?</i></p>	<p>A quoted option will cease 4 business days before its expiry/maturity pursuant to the timetable in Appendix 6A. ASX Online is currently unable to retrieve inactive instruments that have ceased quotation (end-dated) which is preventing the option/convertible note to appear in Appendix 2A to allow for quotation of shares following exercise/conversion. The use of an Appendix 2A Microsoft Word form is therefore the preferred method.</p> <p> Some users have incorrectly selected the new deferred line (e.g. ABCN) to represent the fully paid ordinary shares for option conversion. The deferred line is created pursuant to Appendix 6A timetable and should not be used for adjustment in the online form.</p>

**APPENDIX 3G – Notification of issue, conversion or payment up of unquoted equity securities**

Topic	Question	Answer
<p><b>Frequency of announcements – active employee plans</b></p>	<p><i>We have a very active employee plan with a number of different classes of securities recorded at ASX. That means we are having to lodge multiple forms for any plan changes. How can we minimise this?</i></p>	<p>Please refer to section 2.7 of Guidance Note 30, it proposes that an Issuer can combine classes of securities issued under an employee scheme to reduce the number of classes a company has on issue despite the securities having different strike process, expiry dates or performance hurdles. Please consult your Listings Compliance Adviser to review the security class list and any possible combinations.</p>
<p><b>Frequent notification permissible?</b></p>	<p><i>We have frequent movements due to employee changes/resignation in our company. Do we need to wait until the end of the quarter (i.e. lodgement 10 days after quarter) for notification?</i></p>	<p>The Listing Rule changes in June 2021 allowed for less frequent notification being the quarterly advice of employee plan changes. ASX notes that flexibility is permitted and the rule surrounding quarterly reporting is considered a backstop (deadline date). The timing was also considered following feedback from Issuers who found it to be onerous and highly administrative if they were subject to frequent notifications due to employee change.</p> <p>A listed entity is however not prevented from lodging Appendix 3G more frequently if they wish to report regular changes and to keep their capital structure up to date with ASX.</p>
<p><b>Advice of new unquoted security</b></p>	<p><i>I am trying to advise a new unquoted security class in Appendix 3G (e.g. unquoted options). For the question re details of the security that will be issued upon exercise or conversion, I cannot find quoted fully paid ordinary shares in the drop down list. What do I do?</i></p>	<p>There is a current technical limitation within the Appendix 3G form (to be addressed by ASX) that is only retrieving unquoted securities for this particular question. As a workaround, user can select 'Other' in the drop-down, and under Description box to advise the existing class the securities will be issued upon exercise/conversion (e.g. fully paid ordinary shares).</p> <p>Please refer screen shot below:</p>

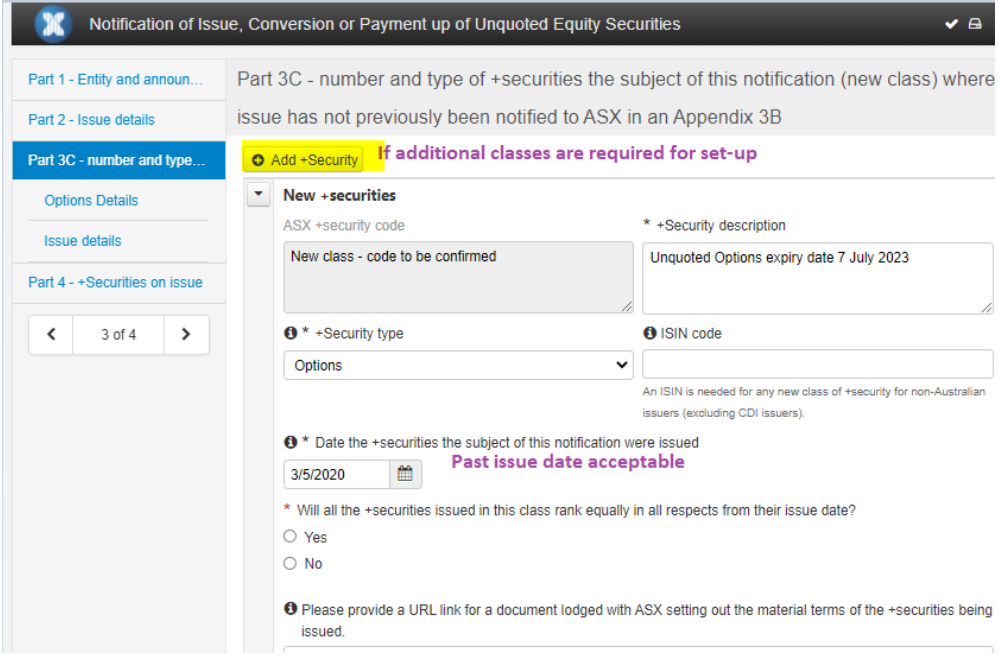
**APPENDIX 3G – Notification of issue, conversion or payment up of unquoted equity securities**

Topic	Question	Answer
		<p><b>i *</b> Details of the existing class of +security that will be issued upon exercise or conversion of this new class of company option</p> <p>Please select: <input type="text" value="Please select"/></p> <p>Please select:</p> <ul style="list-style-type: none"> <li>FPHAZ : PERFORMANCE SHARE RIGHTS EXPIRING 11-SEP-2024</li> <li>FPHAAA : OPTION EXPIRING 11-SEP-2024 EX \$17.21</li> <li>FPHAB : OPTION EXPIRING 06-SEP-2021 EX \$9.82</li> <li>FPHAW : PERFORMANCE SHARE RIGHTS EXPIRING 13-SEP-2023</li> <li>FPHAX : OPTION EXPIRING 13-SEP-2023 EX \$14.91</li> <li>FPHAY : EMPLOYEE SHARE RIGHTS</li> <li>FPHAV : OPTION EXPIRING 07-SEP-2022 EX \$11.81</li> <li>FPHAU : OPTION EXPIRING 05-SEP-2022 EX \$11.81</li> <li>FPHAAC : PERFORMANCE SHARE RIGHTS EXPIRING 04-SEP-2025</li> <li>FPHAAB : OPTION EXPIRING 04-SEP-2025 EX \$36.54</li> <li>FPHAAD : EMPLOYEE SHARE RIGHTS EXPIRING 04-SEP-2025</li> <li><b>Other</b></li> </ul> <p>* Description</p> <p><input type="text" value="FPH - Fully Paid Ordinary Share"/></p> <p>Or as per Appendix 3G word form example: <i>If the option can be exercised to receive one fully paid ordinary share with ASX security code ABC, please insert “One fully paid ordinary share (ASX:ABC).</i></p> <p>Additional note: If an Issuer only has one class on issue (e.g. ASX: ABC), unfortunately the drop-down selection included ‘Other’ does not appear. Given a mandatory response is required for this question, the Issuer can therefore use the Appendix 3G word form until this technical limitation is resolved.</p>
<p><b>New unquoted classes not previously notified to ASX</b></p>	<p><i>What is the best method to notify ASX of unquoted classes already on issue, but not</i></p>	<p>An Issuer can submit an Appendix 3G to advise of securities not previously disclosed to ASX. In Q2.1 select the purpose (e.g. issued under an employee incentive scheme) for which the notification is required. If current categories are not applicable, the Issuer can select ‘Other’. Then in Q2.2a, there is an option to select ‘does not</p>

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

Topic	Question	Answer
	<p><i>previously disclosed via a market announcement?</i></p>	<p>have an existing ASX security code (new class)' which will trigger the requirement for a new unquoted class to be created by ASX once received.</p> <p><input checked="" type="radio"/> Other</p> <p>Note that your selection of items from this list will determine the items then available for selection in Q2.2 and other questions in Part 2. If you change your selection in this list (e.g. remove a previously selected item) it will have an affect on the items available in Q2.2.</p> <p>* Please specify</p> <div data-bbox="987 576 2078 683" style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>notification of unquoted classes</p> </div> <p><b>i</b> * 2.2a This notification is given in relation to an issue of +securities in a class which is not quoted on ASX and which:</p> <p><input type="checkbox"/> has an existing ASX security code ("existing class")</p> <p><input checked="" type="checkbox"/> does not have an existing ASX security code ("new class")</p>

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

Topic	Question	Answer								
		 <p>Part 3C - number and type of +securities the subject of this notification (new class) where issue has not previously been notified to ASX in an Appendix 3B</p> <p><b>Add +Security</b> <b>If additional classes are required for set-up</b></p> <p><b>New +securities</b></p> <p>ASX +security code: New class - code to be confirmed</p> <p>* +Security description: Unquoted Options expiry date 7 July 2023</p> <p>* +Security type: Options</p> <p>* ISIN code: (Empty field)</p> <p><small>An ISIN is needed for any new class of +security for non-Australian issuers (excluding CDI issuers).</small></p> <p>* Date the +securities the subject of this notification were issued: 3/5/2020 <b>Past issue date acceptable</b></p> <p>* Will all the +securities issued in this class rank equally in all respects from their issue date?  <input type="radio"/> Yes  <input type="radio"/> No</p> <p>* Please provide a URL link for a document lodged with ASX setting out the material terms of the +securities being issued.</p> <p><b>4.2 Unquoted +Securities (Total number of each +class of +securities issued but not quoted on ASX)</b></p> <table border="1"> <thead> <tr> <th>ASX +security code and description</th> <th>Total number of +securities on issue</th> </tr> </thead> <tbody> <tr> <td>ANZAA : OPTION EXPIRING VARIOUS DATES EX VARIOUS PRICES</td> <td>7,091,818</td> </tr> <tr> <td>New class - code to be confirmed : Unquoted Options expiry date 7 July 2023</td> <td>15,000</td> </tr> <tr> <td>New class - code to be confirmed : Unquoted Options expiry date 31 December 2025</td> <td>50,000</td> </tr> </tbody> </table>	ASX +security code and description	Total number of +securities on issue	ANZAA : OPTION EXPIRING VARIOUS DATES EX VARIOUS PRICES	7,091,818	New class - code to be confirmed : Unquoted Options expiry date 7 July 2023	15,000	New class - code to be confirmed : Unquoted Options expiry date 31 December 2025	50,000
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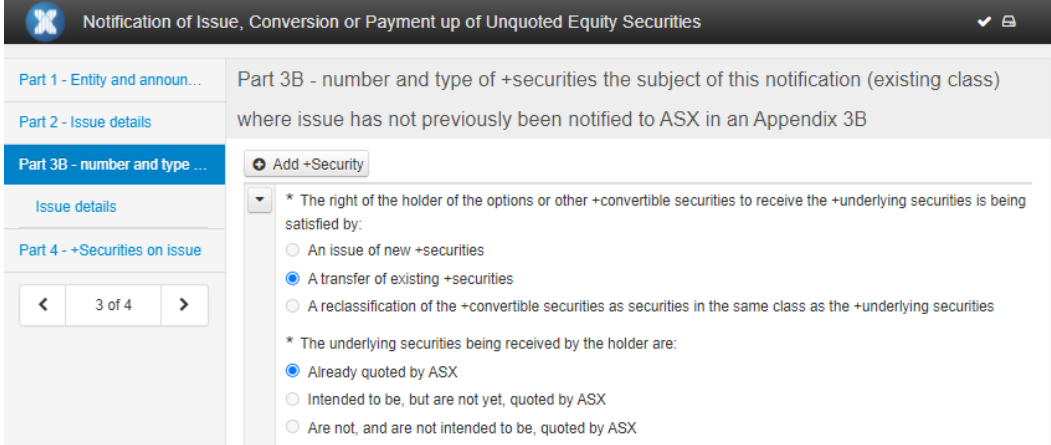
**APPENDIX 3G – Notification of issue, conversion or payment up of unquoted equity securities**

Topic	Question	Answer
		<p>Upon receipt by ASX, ASX Operations will set-up the new unquoted securities and the Issuer (. Company Secretary recorded) will receive an email confirmation when this occurs including the relevant ASX codes allocated.</p>
<p><b>Exercise of an existing class into ‘already quoted’ securities/shares</b></p>	<p><i>How do I report exercise/conversion of securities which will be satisfied by existing shares? I am not seeking quotation of new shares.</i></p>	<p>For quoted/unquoted securities exercised or converted, satisfied through the issue of existing ‘quoted’ shares, the Issuer can use the Appendix 3G form for this notification.</p> <p>There is system logic within the form that does not result in a change to the total number of securities on issue in the resultant quoted security class.</p> <p>The applicable workflow to select in Appendix 3G as follows:</p>

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

Topic	Question	Answer
		<p>Notification of Issue, Conversion or Payment up of Unquoted Equity Securities</p> <p>Part 1 - Entity and announ... Part 2 - Issue details</p> <p>Part 2 - Issue details</p> <p>Part 3B - number and type ...</p> <p>Part 4 - +Securities on issue</p> <p>&lt; 2 of 4 &gt;</p> <p>* 2.1 The +securities the subject of this notification are:</p> <ul style="list-style-type: none"> <li><input type="radio"/> +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</li> <li><input type="radio"/> +Securities issued under a +dividend or distribution plan that are not quoted, and are not intended to be quoted, on ASX</li> <li><input type="radio"/> Unquoted options that have been exercised or other unquoted +convertible securities that have been converted</li> <li><input checked="" type="radio"/> Quoted options that have been exercised or other quoted +convertible securities that have been converted where the +securities received as a result of the exercise or conversion either are already quoted on ASX or are not intended to be quoted on ASX</li> <li><input type="radio"/> Unquoted partly paid +securities upon which a call or instalment has been paid</li> <li><input type="radio"/> +Securities issued under an +employee incentive scheme that are subject to a restriction on transfer and are not being quoted on ASX until the restriction ends</li> <li><input type="radio"/> +Other securities issued under an +employee incentive scheme that are not intended to be quoted on ASX</li> <li><input type="radio"/> Other</li> </ul> <p>Note that your selection of items from this list will determine the items then available for selection in Q2.2 and other questions in Part 2. If you change your selection in this list (e.g. remove a previously selected item) it will have an affect on the items available in Q2.2.</p> <p>* 2.2b The +securities being issued, transferred or re-classified as a result of the options being exercised or other +convertible securities being converted are:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> securities that have already been quoted on ASX ("existing class")</li> <li><input type="checkbox"/> in a class which is not quoted on ASX but which has an existing ASX security code ("existing class")</li> <li><input type="checkbox"/> in a class which is not quoted on ASX and which does not have an existing ASX security code ("new class")</li> </ul> <p>Select "securities that have already been quoted on ASX ("existing class")" only if quoted +securities are being transferred as a result of the options being exercised or other +convertible securities being converted.</p> <p>&lt; Prev Next Close Save Review then Submit Draft PDF</p>

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

Topic	Question	Answer
		 <p>This will result in a reduction of the FROM class (option/note being converted), however will not adjust the number of securities on issue in the ordinary share class in Part 4 of the form.</p>
<p><b>Unquoted Entitlement (Intermediate) security for non-renounceable issues</b></p>	<p><i>I can see this security in the Unquoted summary in Part 4 of the form. What is this class?</i></p>	<p>This temporary security was introduced in July 2020 to assist settlement participants in dealing with Non-renounceable corporate action processing. It has a similar function to Rights code for Renounceable events, though is not quoted or traded, it is for information purposes only. The security is active from the ex date to the applications close date and will remain on the company records until completion of the non-renounceable offer. For more information regarding the code, this following notice was issued to the market:</p> <p><a href="#">#0839.20.07: 0920 – New ISIN for Entitlement in Non-Renounceable rights issue</a></p>

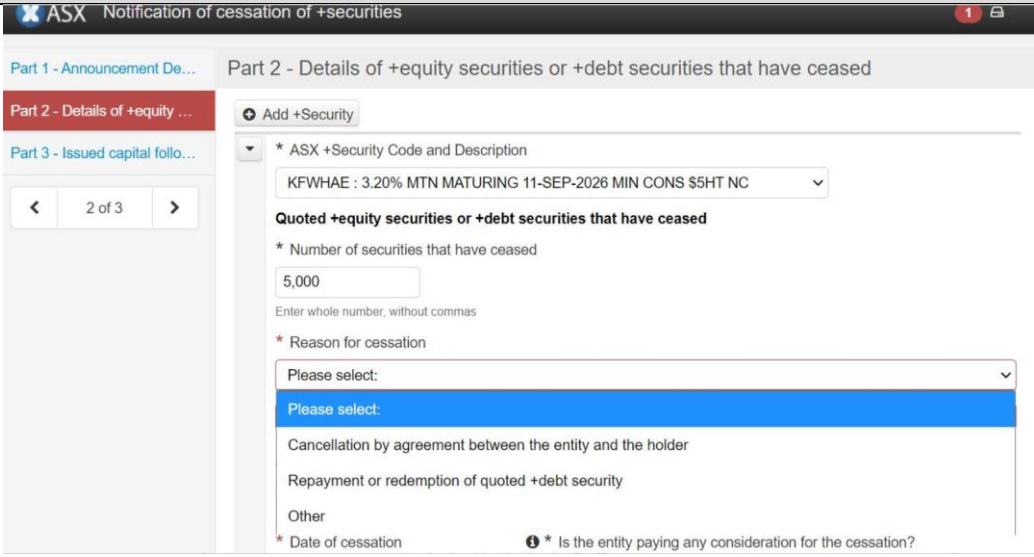
**APPENDIX 3H – Notification of cessation of securities**

Topic	Question	Answer
<b>Date of Cessation</b>	<i>What Date of Cessation should I use if it covers a period of time (e.g. due to quarterly lodgement of cessations)?</i>	<p>Where cessation has occurred over a range of dates, enter the date for when the last cessation occurred. ASX expects this to be the end of the quarter as the relevant date (e.g. 30 June 2021, 30 September 2021) and recommends an Issuer includes a note in the “any other information” field to say that it covers securities issued under an employee incentive scheme that ceased to exist over the quarter ending on that date.</p> <p>Note: ASX plans to make a future enhancement to the form to include a From – To date range.</p>
<b>Effective Date of reduced balance</b>	<i>When will I see the change reflecting the reduced balance?</i>	<p>The processing timing by ASX depends on the ‘Cessation Date’ advised, along with the timing of form lodgement.</p> <p>If Cessation Date is:</p> <ul style="list-style-type: none"> <li>- Today or in the past (i.e. cancellation of securities has occurred) and form is lodged <u>before 12pm</u> (Sydney time), the adjustment of securities to ASX’s database will occur overnight. The event will be disseminated to market data subscribers that business day for overnight effect.</li> <li>- If form is <u>lodged after 12pm</u>, the change is not reflected overnight and will be adjusted the following business day (extra day) – again to give the market data subscribers sufficient time to be advised of the security changes before the cancellation/cessation of securities take place.</li> <li>- If Cessation Date is set in the future, the event will be processed by ASX’s system based on that future date (so no change in security class total until the event is processed by ASX).</li> </ul> <p>The listed entity will receive an email confirmation granting official quotation of the securities once this occurs.</p>
<b>Expired or lapsed Quoted Options /Convertible notes not visible in security list</b>	<i>I am unable to locate my quoted option class to advise of its cessation/lapse.</i>	<p>ASX Online is currently unable to retrieve inactive instruments that have ceased quotation or have matured which is preventing the option/convertible note to appear in Appendix 3H (for cancellation/lapse). This is due to the security being end-dated by ASX 4 business days before its expiry/maturity date pursuant to the</p>

**APPENDIX 3H – Notification of cessation of securities**

Topic	Question	Answer
		<p>timetable in Appendix 6A. ASX does not therefore expect an Appendix 3H to be lodged in these circumstances, however if required the use of a word form is therefore the preferred method.</p> <p>Note: ASX plans to update the Listing Rules to reflect this.</p>
<p><b>Instrument removal and maturity</b></p>	<p><i>Does Appendix 3H deal with the maturity and security removal on issue?</i></p>	<p>Security removal does not occur in all scenarios following lodgement of the online form.</p> <p>Appendix 3H online form will automatically reduce (negatively adjust) the total number of securities based on the cancellation or cessation notification within ASX system.</p> <p>The automatic removal of the instrument only occurs in limited scenarios as outlined below:</p> <p><b><u>Unquoted instruments</u></b> Once the number of securities is reduced to zero, ASX systems will automatically end-date that unquoted class. Once end-dated, the instrument will no longer appear in the Issuer’s security list.</p> <p><b><u>Quoted company options, convertible notes</u></b> Similar to cancellation of ordinary fully paid ordinary shares, the Appendix 3H online form can be sent for partial adjustment following cessations/cancellations of securities in that quoted class.</p> <p>For options/convertible note the actual cessation/expiry of the security is dealt by Appendix 6A timetable whereby ASX systems will automatically end-date the instrument 4 business days before the expiry date. Once end-dated, the instrument will no longer appear in the Issuer’s security list.</p>
<p><b>Wholesale Debt Issuer</b></p>	<p><i>Can wholesale debt Issuers use the Appendix 3H?</i></p>	<p>Yes, Appendix 3H extends to all quoted equity instruments including wholesale debt instruments.</p> <p>The Reason for cessation allows for cancellation by agreement between entity and holder, along with Repayment/redemption scenarios. If a negative adjustment be required outside the listed selection, the Issuer can select ‘Other’ in the drop-down which will then allow them to provide additional information, as shown below.</p>

APPENDIX 3H – Notification of cessation of securities

Topic	Question	Answer
		 <p>The screenshot shows the ASX online form for 'Notification of cessation of securities'. It is currently on 'Part 2 - Details of +equity securities or +debt securities that have ceased'. The form includes a dropdown menu for 'ASX +Security Code and Description' with the value 'KFWHAE : 3.20% MTN MATURING 11-SEP-2026 MIN CONS \$5HT NC'. Below this, there is a section for 'Quoted +equity securities or +debt securities that have ceased' with a field for 'Number of securities that have ceased' containing '5,000'. There is also a dropdown for 'Reason for cessation' with 'Please select:' visible, and a checkbox for 'Is the entity paying any consideration for the cessation?'.</p>
<p><b>Timing for notification of cancellation of securities pursuant to buy-back</b></p>	<p><i>The Listing Rule notes that cancellation of securities should be notified within 5 business days of the Final Buy-Back Notice for an on market buy-back. Can I lodge cancellations more frequently?</i></p>	<p>Appendix 3H is appropriate to advise the cancellation of securities during a buy-back and there is no prevention from lodging more frequently and waiting until the final notice. The rule is a backstop date (after buyback notice) to announce final cancellation of securities.</p> <p>ASX notes that Issuers should be aware of any other capital changes going on during buy-back and possible balance differences between Issuer and ASX, particularly if cancellations from buy-backs have not been advised to ASX. On that basis it is better that an Issuer advises cancellations more frequently, rather than waiting until the final notice.</p>
<p><b>KMP lapses</b></p>	<p><i>Do we need to provide details of the lapse of KMP holdings?</i></p>	<p>ASX has planned additional enhancement to the form to include a specific question regarding these details. ASX suggests for now that Issuers use text field to provide KMP details.</p>

APPENDIX 3C – Notification of buy-back		
Topic	Question	Answer
<b>New buy-back notification</b>	<i>Should entities use the Appendix 3C for new buybacks?</i>	<p>Yes, under Listing Rule 3.8A that came into effect 5 June 2021 all new buybacks events must be notified using the available online form. This will allow the listed entity to update the buyback event lifecycle electronically and retain pre-existing data based on original notification. The new Appendix 3C will now include the daily buyback notification (previously known as Appendix 3E), any key updates (previously known as Appendix 3D) and final buyback notification (previously known as Appendix 3F).</p> <p>Please note, if a word form is used for an Appendix 3C to notify of a new buyback e.g. due to a technical issue or other, all subsequent notifications about the buyback will need to be lodged by way of a word form (updated Appendix 3C). There is no system workflow to retrieve existing data from the original Appendix 3C.</p>
<b>Buy-back cancellation of shares</b>	<i>Is Appendix 3H for cancellation of securities necessary following a buy-back?</i>	<p>Yes, in order to reflect the actual cancellation of securities recorded on ASX following a buyback, an Appendix 3H is necessary. The Appendix 3C is for buyback event notification.</p> <p>Also noting that the Appendix 3H (cancellation/cessation of securities) has superseded the ASIC form 484 for ASX internal processing. An ASIC form 484 should therefore not be lodged on ASX market announcement platform.</p> <p>Note: Please also refer to Appendix 3H section of this document for frequency and timing of notification relating to buybacks</p>
<b>On market buy-back – daily updates</b>	<i>I have an active buy-back in progress, and lodging Daily buy-back notifications via updates. I have noticed that I am unable to update some fields in section 3A – particularly Q3A.1 – ‘Total number of securities on issue in the class of securities to be</i>	<p>The figure at 3A.1 is intended to be static as at the time of the original announcement of the buy-back and not reflect cancellations. Even if Issuers could change this figure, ASX would not use that as a basis to change its records for total number of securities on issue.</p> <p>Issuers are reminded to advise ASX of any cancellations via lodgement of the Appendix 3H. This can be done as frequently as desired - which is a better outcome for record keeping rather than waiting until the</p>

**APPENDIX 3C – Notification of buy-back**

Topic	Question	Answer
	<p><i>bought back'. I have been cancelling securities as the buy-back progresses, so should I reduce this figure?</i></p>	<p>buy-back is concluded and to meet the 'back stop' requirements of the buy-back timetable, where the cancellation needs to be advised within 5 business days of the Final notice.</p>



**APPENDIX 4A – Statement of CDIs on Issue**

Topic	Question	Answer
<p><b>Keeping security total up to date with ASX</b></p>	<p><i>What is the relationship of Appendix 3H and Appendix 3G to the Appendix 4A for CDIs (transmutation). We often have unquoted changes. When is it best to lodge so that all security balances marry up?</i></p>	<p>A good starting point to use the online forms to ensure balances is looking at the Appendices 3G and 3H to perform necessary adjustments. Issuer can also check balances in Part 4, without lodging the form.</p> <p>Although the Appendix 4A is not intended for unquoted security changes (e.g. employee securities), any transmutation changes to be noted on quoted CDI class should also have a corresponding change to ‘unquoted’ class that represents the underlying security.</p> <p>If an Issuer reports unquoted changes via Appendix 3G/3H (e.g. for new or updated employee related securities), the instrument updates will then flow (once processed) into the Appendix 4A by the end of the month.</p> <p>Noting that if an Issuer lodges multiple forms in the same day (e.g. Appendix 2A, 3G, 3H and 4A), there is no automatic balance updates between the forms intra-day. As previously noted, there is a timing consideration to enable the new totals to be adjusted across all the online forms based on its effective date and system timing. Refer to respective forms for processing timing (effective date).</p>

**ANNEXURE 1 – Online form fields which generate warning messages and/or internal flags for ASX**

Appendix Type of change	Warning message:	ASX response once announcement is received
<p><b>Appendix 2A</b> <b>(application for quotation)</b></p> <p><b>Field: Issue date</b></p>	<p>Any updates to the Issue date will need to be reviewed by your ASX listings compliance adviser before the announcement will be released to market.</p> <p><i>Triggered when ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX will check the changed issue date vs. existing events and processing and will act appropriately<sup>1</sup></p>
<p><b>Appendix 2A</b> <b>(application for quotation)</b></p> <p><b>Type of announcement: Cancellation</b></p>	<p>Any cancellations will need to be reviewed by your ASX listings compliance adviser before the announcement will be released to market.</p> <p><i>ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX will check any processing that has already occurred before accepting the cancellation</p>
<p><b>Appendix 2A</b> <b>(application for quotation)</b></p> <p><b>Field: Date of +disclosure document or +PDS</b></p>	<p>Date of +disclosure document or +PDS is more than 7 days in past.</p>	<p>ASX Listings Compliance will review the dates provided</p>
<ul style="list-style-type: none"> <li>• <b>Appendix 3B (proposed issue)</b></li> <li>• <b>Appendix 2A (application for quotation)</b></li> </ul>	<p>If the securities have any unusual terms, you should approach ASX as soon as possible for confirmation under listing rule 6.1 that the terms are appropriate and equitable.</p>	<p>ASX Listings Compliance will review the security information</p>

<sup>1</sup> The reference to ‘act appropriately’ throughout Appendix 1 means that ASX will need to consider each scenario on a case by case basis, depending on the timing of the change versus the original announcement, any processing and the event timetable. It may be that ASX ignores the update or change, allows the change or makes some other arrangements. The Issuer will be informed of any exceptional response.

**ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS**

Appendix Type of change	Warning message:	ASX response once announcement is received
<ul style="list-style-type: none"> <li>• Appendix 3G (notification of unquoted securities)</li> </ul> <p>Field: Part 3B - Details of +securities proposed to be issued</p>		
<ul style="list-style-type: none"> <li>• Appendix 3B (proposed issue),</li> <li>• Appendix 3C (notification of buy-back (re off-market buyback)),</li> <li>• Appendix 3A.1 (Dividend)</li> <li>• Appendix 3A.2</li> <li>• (Interest payment)</li> <li>• Appendix 3A.3 (Consolidation/Split)</li> <li>• Appendix 3A.4 (Capital Return)</li> </ul>	<p>ASX checks each announcement for any other corporate action event currently in progress for your entity. This is done to avoid overlapping timetables (i.e. concurrent events). The normal concurrent event check has encountered a technical issue. You may still submit the announcement - it will be sent to Market Announcement Operations and the ASX listings compliance adviser for review prior to the announcement's release to market.</p> <p><i>ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX will check the event vs. existing events and will act appropriately</p>
<p>Appendix 3B (proposed issue)</p> <p>Field: Non renounceable offer – offer ratio</p>	<p>You have selected a <b>ratio greater than 1:1</b>. Listing rule 7.11.3 requires that non-renounceable offers must not exceed a ratio of 1:1. Please ensure that you comply with listing rule 7.11.3 or have a waiver from that rule.</p>	<p>ASX Listings Compliance will review the ratio information and ASX will act appropriately</p>
<p>Appendix 3B (proposed issue)</p> <p>Field: issue date (Bonus issue, Non Renounceable,</p>	<p>You have selected a <b>date for Issue date</b> for retail security holders that is more than 5 after the prescribed listing rule timetable for Issue date for retail +security holders. Please review the date</p>	<p>ASX Listings Compliance to review the timetable dates provided and act appropriately</p>

## ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS

Appendix Type of change	Warning message:	ASX response once announcement is received
<b>Renounceable, Accelerated and SPP event)</b>	input and consult your ASX listings compliance adviser. You may continue to submit this form with the warning present. The warning message will be reviewed by ASX staff prior to release of the announcement to market.	
<b>Appendix 3B (proposed issue)</b>  <b>Field: For SPP events – issue date</b>	You have selected a date for Issue date and last day for entity to announce results of <b>security purchase plan offer</b> that is more than 5 business days after the prescribed listing rule timetable for Issue date and last day for entity to announce results of security purchase plan offer. Please review the date input and consult your ASX listings compliance adviser. You may continue to submit this form with the warning present. The warning message will be reviewed by ASX staff prior to release of the announcement to market	ASX Listings Compliance to review the timetable dates provided and act appropriately
<b>Appendix 3B (proposed issue)</b>  <b>Field – for SPP events: date of announcement in timetable</b>	Are you sure you wish to enter a past date?  * Date of announcement of +security purchase plan	Noting the announcement of the security purchase plan must preferably be made prior to the commencement of trading on the announcement date. ASX Listings Compliance will review the dates and act appropriately.
<b>Appendix 3G (notification of unquoted changes)</b>  <b>Update announcement</b>	Downstream events for this announcement may have already been processed as part of the previous submission. Please consider this before approving this <b>update</b> announcement  <i>ASX may be experiencing a technical issue regarding validation.</i>	ASX Listings Compliance to review the notified changes with operations and act appropriately

**ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS**

Appendix Type of change	Warning message:	ASX response once announcement is received
<p><b>Appendix 3G (notification of unquoted changes)</b></p> <p><b>Cancel announcement</b></p>	<p>Downstream events for this announcement may have already been processed as part of the previous submission. Please consider this before approving this <b>cancel</b> announcement</p> <p><i>ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX Listings Compliance to review the notified cancellation with operations and act appropriately</p>
<p><b>Appendix 3H (cessation of securities)</b></p> <p><b>Update to date of cessation</b></p>	<p>Any updates to the <b>Date of cessation</b> will need to be reviewed by your ASX listings compliance adviser before the announcement will be released to market.</p> <p><i>ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX Listings Compliance to review the notified changes with operations and act appropriately</p>
<p><b>Appendix 3H (cessation of securities)</b></p> <p><b>Cancel announcement</b></p>	<p>Any <b>cancellations</b> will need to be reviewed by your ASX listings compliance adviser before the announcement will be released to market.</p> <p><i>ASX may be experiencing a technical issue regarding validation.</i></p>	<p>ASX Listings Compliance to review the notified cancellation with operations and act appropriately</p>
<p><b>Appendix 3A.1 (Dividend)</b></p> <p><b>Cancel announcement</b></p>	<p>You appear to be announcing a <b>cancellation</b> of a previously announced dividend or distribution. Please note the obligation in listing rule 3.21 to include in the announcement an explanation satisfactory to ASX of your reasons for the cancellation. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.</p>	<p>ASX Listings Compliance to review the notified cancellation with operations and act appropriately</p>

**ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS**

Appendix Type of change	Warning message:	ASX response once announcement is received
<p><b>Appendix 3A.1 (Dividend)</b></p> <p><b>Change to payment date (deferral)</b></p>	<p>You appear to be announcing a <b>deferral</b> of a previously announced dividend or distribution. Please note the obligation in listing rule 3.21 to include in the announcement an explanation satisfactory to ASX of your reasons for the deferral. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.</p>	<p>ASX Listings Compliance to review the notified deferral with operations and act appropriately</p>
<p><b>Appendix 3A.1 (Dividend)</b></p> <p><b>Change (reduction) to payment amount</b></p>	<p>You appear to be announcing a <b>reduction</b> of a previously announced dividend or distribution. Please note the obligation in listing rule 3.21 to include in the announcement an explanation satisfactory to ASX of your reasons for the reduction. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.</p>	<p>ASX Listings Compliance to review the notified reduction with operations and act appropriately</p>
<p><b>Appendix 3A.2 (Interest Payment)</b></p> <p><b>Cancel announcement</b></p>	<p>You appear to be announcing a <b>cancellation</b> of a previously announced interest payment. Please note the obligation in listing rule 3.22 to include in the announcement an explanation satisfactory to ASX of your reasons for the cancellation. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.</p>	<p>ASX Listings Compliance to review the notified cancellation with operations and act appropriately</p>
<p><b>Appendix 3A.2 (Interest Payment)</b></p>	<p>You appear to be announcing a <b>deferral</b> of a previously announced interest payment. Please note the obligation in listing rule 3.22 to include in the announcement an explanation satisfactory to</p>	<p>ASX Listings Compliance to review the notified deferral with operations and act appropriately</p>

**ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS**

Appendix Type of change	Warning message:	ASX response once announcement is received
Change to payment date (deferral)	ASX of your reasons for the deferral. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.	
Appendix 3A.2 (Interest Payment)  Change (reduction) to payment amount	You appear to be announcing a <b>reduction</b> of a previously announced interest payment. Please note the obligation in listing rule 3.22 to include in the announcement an explanation satisfactory to ASX of your reasons for the reduction. If you have not already consulted with your ASX Listings Compliance adviser on this issue, please do so before lodging this form.	ASX Listings Compliance to review the notified reduction with operations and act appropriately
Appendix 3A.3 (Consolidation/Split)  Change to timetable dates	The <b>record date and ex date</b> cannot be changed (even to postpone it or cancel it) any later than 12 noon Sydney time on the day before the previous ex date advised. Please contact ASX if you need further information.	ASX Listings Compliance to review the notified change with operations and act appropriately
Appendix 3A.3 (Consolidation/Split)  Change to issue date	Please note that the <b>issue date</b> cannot be changed (even to postpone it) any later than 12 noon AEST on the previous +issue date advised.	ASX Listings Compliance to review the notified change with operations and act appropriately
Appendix 3A.3 (Consolidation /Split)  Change to ratio	Please note that the <b>consolidation ratio</b> cannot be changed any later than 12 noon Sydney time on the date present in Q3.3 - "last day for trading in pre consolidation or split +securities". Please contact ASX if you need further information.	ASX Listings Compliance to review the notified change with operations and act appropriately

**ASX ONLINE FORMS – FREQUENTLY ASKED QUESTIONS**

Appendix Type of change	Warning message:	ASX response once announcement is received
<p><b>Appendix 3A.3 (Consolidation /Split)</b></p> <p><b>Change to ratio</b></p>	<p>Please note that the <b>split ratio</b> cannot be changed any later than 12 noon Sydney time on the date present in Q3.3 - "last day for trading in pre consolidation or split +securities". Please contact ASX if you need further information.</p>	<p>ASX Listings Compliance to review the notified change with operations and act appropriately</p>
<p><b>Appendix 3A.4 (Capital Return)</b></p> <p><b>Selective return of capital</b></p>	<p>Please note that you have indicated in your response to Q2.2 that the event is a <b>selective return of capital</b> (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.</p>	<p>ASX Operations to review the notified event and act appropriately</p>
<p><b>Appendix 3A.4 (Capital Return)</b></p> <p><b>Change to timetable dates</b></p>	<p>The <b>record date and ex date</b> cannot be changed (even to postpone it or cancel it) any later than 12 noon Sydney time on the day before the previous ex date advised. Please contact ASX if you need further information.</p>	<p>ASX Listings Compliance to review the notified change with operations and act appropriately</p>
<p><b>Appendix 3A.4 (Capital Return)</b></p> <p><b>Change to payment date</b></p>	<p>Please note that the <b>payment date</b> cannot be changed (even to postpone it or cancel it) any later than 12 noon Sydney time on the day of the previous payment date advised.</p>	<p>ASX Listings Compliance to review the notified change with operations and act appropriately</p>



## Glossary

The table below explains any abbreviations and acronyms contained elsewhere in the document.

Acronym/ abbreviation	Explanation
DVP	Delivery versus payment
ISIN	International Securities Identification Number
SPP	Security Purchase Plan