

Market Announcement Platform ("MAP")

Data Guide – Debt Only Issuers

May 2024



Purpose

This Data Guide instructs NZX Issuers of Debt Securities on how to disclose data through the Market Announcement Platform ("MAP").

Please note, that different Issuer types have different disclosure obligations under the Listing Rules, and therefore different data entry requirements

The below documents can provide more tailored information:

- MAP Data Guide 2024
 - o All other Issuer types should use this version of the Data Guide.
- Issuer Data Entry Cheat Sheet
 - This document highlights which Issuer types are exempt from certain disclosures under the rules in relation to data entry.

Data is required to be entered into MAP under Listing Rule 3.26.1.

This document will provide Issuers with:

- Instructions on when to enter data into MAP
- Clear guidelines on how to enter data into MAP
- Screenshots and examples

This guide covers data entry only. For additional information on the MAP platform, such as creating and releasing announcements, please refer to the MAP User Guide.



Table of Contents

Data Guide	1
Purpose	2
Key information	4
Allotment/Buyback of Financial Products	5
Gender Diversity Data	7
Earnings Data	7
Net Tangible Asset Values (NTA)	9
Key Dates	10
Change Current Director or Senior Manager AND Add new Director or Senior Mar	nager 12
No Data to Declare	16
FAO	17



What data do I need to disclose?

The below data must be entered into MAP when announced to the market:

- Allotment/Redemption of quoted financial products
- Earnings data
- Net tangible asset figures
- Key dates (AGM/SSM, or the date you intend to release preliminary results)
- Change current Director or Senior Manager
- Add new Director or Senior Manager

When and how do I enter the above data into MAP?

You will need to enter any of the above data points into MAP whenever you announce the information to market.

You will enter your data in the **Add Issuer Data** screen in MAP, which will appear as part of the announcement creation process.

Any time you release an announcement through MAP, you should consider whether or not the announcement contains any of the above data. If it does, you must enter the data.

Why do I need to enter data?

Data is required to be entered into MAP under Listing Rule 3.26.1.

The majority of required data points flow through onto NZX.com to update your issuer page.

Additional Resources

Please refer to our documents and resources section on MAP.

This page contains:

- The MAP User Guide details out how to create and release announcements in MAP.
- Practice Notes
- Forms required to be released under NZX Listing Rules

If you have any further queries about this Data Guide, or using MAP, please contact your Relationship Manager.

If you have any questions about the Listing Rules, please contact NZ RegCo – issuer@nzregco.com



Allotment/Buyback of Financial Products

When do I need to announce this?

You are required to announce any change in number to your total number of Financial Products on issue via MAP under Rule 3.13.1.

You are also required to release a Capital Change Notice found here. This Notice is required to be released within one Business Day after the allotment/redemption.

When do I need to enter this data into MAP?

You must enter this data into MAP when you are releasing your Capital Change Notice.

 Please note that you do not need to enter allotment data for any changes to unquoted securities.

What Announcement Type should I use?

You should always release your Capital Change Notice under the announcement type **SECISSUE**.

What data validations are in place?

MAP will alert you if:

- The number you are allotting/redeeming and your new total on issue don't add up, based on what is currently in NZX's system.
- If you disagree with the warning, you have the option to ignore it and continue creating your announcement.

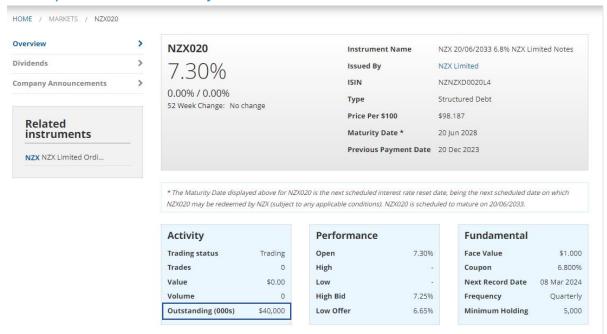
Where does my allotment data go?

Your allotment data feeds through to two sections on NZX.com

• Outstanding amount - The nominal value on issue; the number of instruments outstanding multiplied by the face value (typically \$1)



Example - Allotment/Buyback of Financial Products



Add Issuer Data

Adding issuer data for SECISSUE: Allotment Test

Your announcement is using announcement type: SECISSUE. The following data point is likely to be required:

- Allotment/Buyback of Financial Products

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1, even if this data point is not listed above.

Please note, only one data type may be entered at a time.

Please refer to the Data Entry Cheat Sheet and the Practice Note for further information on where data is required.

- Allotment of Financial Products
- O Gender diversity data
- O Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- O Key dates (AGM/SSM when the time & date are confirmed; FY + HY results release date)
- O Change current Director or Senior Manager
- O Add new Director or Senior Manager
- O Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- O No data to declare (not applicable for issuers releasing their half year or full year results)





Reason for Issue

You will need to select the most relevant reason for issue:

Buyback	An acquisition by the company of its own shares either for cancellation or to be held in treasury.
DRP/Saving Scheme	N/A - Not applicable to debt securities as there is no further issuance.
Employee/Director Share Scheme	N/A - Not applicable to debt securities as there is no further issuance.
Initial allotment	Initial allotment of rights/warrants/options/Debt. Not to be confused with IPO
Further issue	Further issue of any type of Financial Product. The difference between further issue and placement is further issues are offered to the general public, whereas placement is for selected few investors.

Gender Diversity Data

Issuers of only debt securities (i.e. who are <u>not</u> Issuers of quoted equity securities) are not required to include gender diversity information in their Annual Report as this is a requirement for equity issuers under Listing Rule 3.8.1(c). Therefore, there is no requirement for debt only Issuers to enter this information into MAP.

Earnings Data

What is Earnings Data?

Earnings data refers to the following pieces of information from your preliminary full year or half year financial statements:

- Total profit/loss after tax
- Shareholder funds
- Intangibles



Number of shares on issue as at the Balance Date (note – for debt only issuers who
do not have quoted shares on issuer – enter 1 for this field)

Note – you must enter the whole number i.e., do not enter it in thousands or millions.

When do I enter Earnings Data into MAP?

You should enter your Earnings Data into MAP when you release your:

- Preliminary full year results, AND
- Preliminary half year results

What announcement type should I use?

- FLLYR if you are releasing your preliminary full year results
- HALFYR if you are releasing your preliminary half year results

What if I am releasing my Annual Report as my preliminary full year results:

You will still need to enter the following information:

- Earnings data
- Release under the announcement type FLLYR



Example - Earnings Data entry

Add Issuer Data Adding issuer data for FLLYR: Full Year Test Your announcement is using announcement type: FULL YEAR RESULT. The following data point is likely to be required: -Earnings Data point If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1, even if this data point is not listed above Please note, only one data type may be entered at a time. Please refer to the Data Entry Cheat Sheet and the Practice Note for further information on where data is required. O Allotment of Financial Products O Gender diversity data Earnings data (all issuers must enter earnings data when releasing their half year and full year results) O Key dates (AGM/SSM - when the time & date are confirmed; FY + HY results release date) O Change current Director or Senior Manager O Add new Director or Senior Manager O Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results) O No data to declare (not applicable for issuers releasing their half year or full year results) NZX | NZX Limited ✓ Balance date dd/mm/yyyy 🖃 Previous EOY date dd/mm/yyyy ⊞ NZD (New Zealand Dollar) ✔ Amount: total profit/loss (after tax) attributable to holders for the period (excluding treasury). Enter the exact number Shareholder funds: total equity attributable to holders for the period. Intangibles: inclusive of Goodwill, Patents and Trademarks, Software and Deferred Tax. Issued Shares: total shares on issue at the Balance Date (excluding treasury) Confirm | Confirm and add another

- Negative amounts should be entered with a negative sign () and not with brackets.
- Do not enter a dollar sign.
- The system will give a warning if a figure entered is substantially different to the
 previous results. In order for the data to pull through the warning will need to be
 acknowledged (as noted in the FAQ section).

Net Tangible Asset Values (NTA)

Issuers of only debt securities are not required to disclose a Net Tangible Asset Value (per share). Therefore, this information is not required to be entered in MAP.



Key Dates

What counts as a Key Date?

The following are classified as Key Dates:

- Annual General Meeting (AGM)
- Special Shareholder Meetings (SSM)
- Date that preliminary full year or half year results will be released to market.

When do I need to release Key Date information?

- While Issuers of Debt securities do not hold AGM's in the same manner as Issuers of Equity Securities, if you are holding a Bondholder meeting, you are required to disclose this to the market.
- You are not required to announce to market the date you intend to announce your preliminary results. However, if you do choose to announce this information, you must enter the date into the Key Dates data field.

When do I need to enter Key Dates into MAP?

AGM/SSM

 As Issuers of Debt securities are not holding Shareholder meetings, the AGM and SSM data points do not apply. However, if a Bondholder meeting is being held, Issuers are welcome to add this information via the SSM data point for inclusion on your NZX.com Issuer page.

Preliminary Results Release Dates

When you announce the date, you intend on releasing your preliminary results, you must enter this date into the Key Dates field.

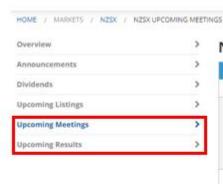
What announcement type should I use?

- If you are releasing an announcement in relation to a meeting, either annual or special, the announcement type **MEETING** must be used
- If you are releasing an announcement in relation to the release date of a Results Announcement either full or half year, the announcement type **GENERAL** must be used.



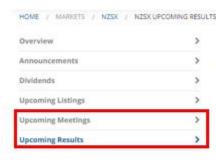
Where does my Key Date data go?

Your key date data will update the Upcoming Meetings and/or the Upcoming Results pages on NZX.com as below:



NZX Main Board Upcoming Meetings





NZX Main Board Upcoming Results

There is no obligation under the NZX Listing Rules for an Issuer to disclose the date on which it proposes to release its financial preliminary results to the market. Therefore, this list of Issuers cannot be guaranteed as a comprehensive list of all Issuers' upcoming financial results releases. Release dates may also be brought forward or delayed without notice.

Company	Туре	Date	
SAN	FLLVR	12 Nov 2020	
IPL	HALFYR	17 Nov 2020	
NPH	FLLYR	18 Nov 2020	
SKO	HALFYR	18 Nov 2020	
AFT	HALFYR	19 Nov 2020	



Add Issuer Data

Adding issuer data for MEETING: AGM Test

Your announcement is using announcement type: MEETING. The following data point is likely to be required:

- Key Dates

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1, even if this data point is not listed above.

Please note, only one data type may be entered at a time.

Please refer to the Data Entry Cheat Sheet and the Practice Note for further information on where data is required.

- O Allotment of Financial Products
- O Gender diversity data
- O Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM when the time & date are confirmed; FY + HY results release date)
- O Change current Director or Senior Manager
- O Add new Director or Senior Manager
- O Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- O No data to declare (not applicable for issuers releasing their half year or full year results)



Example - Results release date

Add Issuer Data

Adding issuer data for MEETING: AGM Test

Your announcement is using announcement type: MEETING. The following data point is likely to be required:

- Key Dates

If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1, even if this data point is not listed above.

Please note, only one data type may be entered at a time.

Please refer to the Data Entry Cheat Sheet and the Practice Note for further information on where data is required.

- O Allotment of Financial Products
- O Gender diversity data
- O Earnings data (all issuers must enter earnings data when releasing their half year and full year results)
- Key dates (AGM/SSM when the time & date are confirmed; FY + HY results release date)
- O Change current Director or Senior Manager
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- O Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results)
- O No data to declare (not applicable for issuers releasing their half year or full year results)





Change Current Director or Senior Manager AND Add new Director or Senior Manager

What is this data?

"Senior Manager" is defined in the Listing Rules. The definition comes from section 6 of the Financial Markets Conduct Act 2013 and is:

A person who is not a Director but occupies a position that allows that person to exercise significant influence over the management or administration of the issuer (for example, a Chief Executive Officer or a Chief Financial Officer).

"Director" is also defined in the Listing Rules and means:

- (a) in relation to a company incorporated in New Zealand, a Director within the meaning of section 126(1)(a) of the Companies Act 1993,
- (b) in relation to a Managed Investment Scheme, a Director (within the meaning of section 126(1)(a) of the Companies Act 1993) of the Manager, or
- (c) in relation to any other entity where paragraph (a) or (b) does not apply, any person occupying a position in that entity, or in the Manager of such entity, that is comparable with that of a Director of a company,

When do I need to announce this data?

You must release an announcement detailing any changes to Directors or Senior Managers under Listing Rule 3.20.1. You must still make an announcement promptly and without delay, even if the change is effective at a later date.

When do I enter this information into MAP?

You should enter this information into MAP when you are making your announcement of the change **provided the effective date is known**.

If you have a last possible date (e.g., this change will take place during August), then enter the last day of the month. If the date moves forward, you can contact your Relationship Manager who will be able to arrange for your data to get updated.

If you do not have an effective date, please contact your Relationship Manager, and advise that you have released the announcement without data due to the unknown date.

What to do if a Director or Senior Manager resigns?

This change is made using the **Change Director or Senior Manager** data point.

Select [End of Directorship or Office]

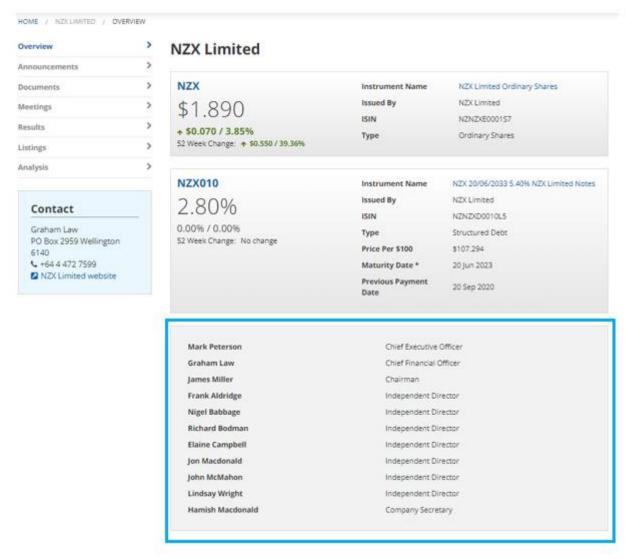


What is the effective date?

- For a new Director or Senior Manager the first date they are in the role
- For a resignation of a Director or Senior Manager the last date they are in the role
- For a change in Director or Senior Manager the date they are first in the new role

Where does my Director and Senior Manager data go?

Your Director and Senior Manager data feeds through onto your Issuer page on NZX.com.



The Senior Manager title I want is not available

We have a set list of Director and Senior Manager titles available. You must show the following roles at least:

- All Directors (correctly classed as Independent or not)
- CEO
- CFO

Any additional Senior Manager roles can be added if their role (or one similar) is available in the drop-down menu.



If there is no applicable role available, then you do not need to enter the name of the relevant Director or Senior Manager.

Example - Changing a Director or Senior Manager

Confirm and add another

Confirm

Add Issuer Data Adding issuer data for ADMIN: Change of Director Test If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Please enter Issuers who are releasing their half year or full year results must ensure that they enter both the earnings data point and the net tangi Allotment/Buyback of Financial Products O Gender diversity data Earnings data (all issuers must enter earnings data when releasing their half year and full year results) Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date) Change current Director or Senior Manager Add new Director or Senior Manager Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year results) ONo data to declare (not applicable for issuers releasing their half year or full year results) Director or Senior Manager Patrick Strange (NZX000000 Independent Director) New position [End of directorship or office] ٧ Effective date 10/11/2020



No Data to Declare

When can I select this?

If your announcement does not contain any of the listed data points in the Add Issuer Data screen, then you can select "No Data to Declare".

• Please note this option is **not applicable** for issuers releasing preliminary full year or half year results.

Add Issuer Data	
Adding issuer data for ADMIN: No Data Test	
If your announcement contains any of the below data points you are required to enter these under Listing Rule 3.26.1. Plea	ase ente
Issuers who are releasing their half year or full year results must ensure that they enter both the earnings data point and the	net tang
O Allotment/Buyback of Financial Products	
○ Gender diversity data	
O Earnings data (all issuers must enter earnings data when releasing their half year and full year results)	
O Key dates (AGM/SSM – when the time & date are confirmed; FY + HY results release date)	
Change current Director or Senior Manager	
Add new Director or Senior Manager	
O Net tangible asset figures (equity issuers must enter their NTA per share when releasing their half year and full year re	esults)
No data to declare (not applicable for issuers releasing their half year or full year results)	
By selecting this, I confirm that this announcement does not contain any issuer data required under the listing rules	
Confirm	

What happens if I select this option and I actually had data to enter?

Please contact your Relationship Manager as soon as you have realised the error, and they will be able to advise you.



FAQ

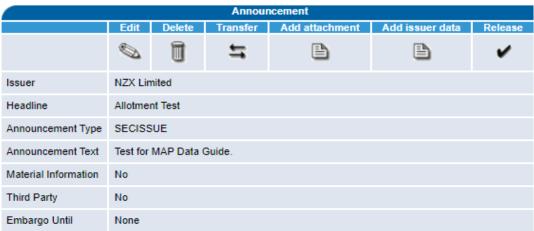
How do I know my data has been added successfully, AND can I edit my data once added?

You will see your data on the view announcements screen. An example of how this should look is shown below.

At the top of the view announcement screen, it will also state "successfully added issuer data!". If you cannot see your data here, it means it has not been captured by the system and you will need to re-add it.

View Announcement

Successfully added issuer data!





Issuer Data				
Company	Туре	Detail	Delete	Edit
NZX000000	allotment	Allotment of NZX as at 2020-10-30 Buyback/Redeem of 100,000 securities Total shares after issue is 23,000,000 Allotment price 0.13 NZD		

You can edit your data in the view announcement screen as shown above.

Note – you cannot edit your data once it has been released.



What do I do if I make a mistake in entering my data?

Please contact your Relationship Manager and they will be able to assist you.

Does this data show with my announcement?

No. The data you enter is not visible to the public within your announcement. Instead, your data will feed into our database and will be used to update your issuer page on NZX.com overnight.

Where do I enter my primary contact information for NZX.com?

This data is not captured within MAP. Please contact your Relationship Manager and they will be able to arrange for this to be updated for you.

What do I do if I see a warning when I enter my Data?

You have two options when you see a warning:

1. If you are confident your data is correct, then you may click "I acknowledge the warnings and wish to continue" as per the below example.



2. If you realise the data is incorrect, amend the figures.

What do I do if data I have previously added needs to be updated?

Please contact your Relationship Manager who will be able to assist you. MAP will not allow you to re-enter this data into the system – we will be able to correct this for you.