

Summary

This Practice Note explains the process for issuers to notify NZX of Authorised Representatives

Relevant NZX Listing Rules: 1.22

Under Rule 9.15.1 of the NZX Listing Rules (**Rules**), NZX Limited (**NZX**) may act by and through NZX Regulation Limited (**NZ RegCo**) in performing any function or discharging any power set out in the Rules. References in this Practice Note to NZX therefore also include NZ RegCo in relation to any regulatory activity or discretion.

Issuer Authorised Representatives

Under the Rules, each Issuer must appoint a Primary Authorised Representative (to act as a point of contact for the Issuer on matters relating to the Issuer's Rule obligations), and a Secondary Authorised Representative who can be contacted in the event that the Primary Authorised Representative is uncontactable. The Primary Authorised Representative must be a person who possesses a high degree of familiarity with the operations of the Issuer and has ready access to management and the Issuer's Board in respect of Rule compliance. For the avoidance of doubt, Authorised Representatives must be an Employee or Director of the Issuer as defined under the Rules.

Issuers are required by the Rules to maintain up-to-date contact information for all of its Authorised Representatives.

The Authorised Representatives act as a designated point of contact for NZX and NZ RegCo to engage with an Issuer on operational and regulatory matters related to the Rules such as:

- time-critical communications with an Issuer, for example in situations when NZ RegCo considers that a trading halt may be necessary or market disclosure needs to be corrected; and
- non-time-critical matters, where it is important for NZX or NZ RegCo to ensure that it can communicate with a designated contact person who has an understanding of Rule compliance or operational matters, and that person has authority to respond to queries as appropriate.

These obligations do not apply to Issuers who only have Wholesale Debt Securities Listed on NZX.

Contact information for the authorised representatives

Issuers must provide and maintain up-to-date records of the following contact information of their Authorised Representatives:

- name;

- job title;
- corporate landline and/or cell phone numbers (which the authorised representative will remain contactable through during trading hours from 8 a.m. to 6 p.m. NZST); and
- email address.

Contact information provided by Issuers to NZX will be used for internal purposes only and will not be published.

Notifying or changing an Authorised Representative

Issuers must provide to NZX (not for market release), the contact information for the Primary Authorised Representative and Secondary Authorised Representative in the form prescribed by NZX. If a new Authorised Representative is appointed the Issuer must notify NZX as soon as reasonably practicable after becoming aware of the new appointment. Issuers must also notify NZX of changes to the contact information for Authorised Representatives as soon as reasonably practicable after becoming aware of the change of contact details.

To notify NZX, Issuers should use the form available at the NZX MAP Forms webpage, linked [here](#).

In the event an Authorised Representative is unavailable for a consecutive period of more than 3 months, an issuer must revoke that person's status as an Authorised Representative and appoint a new Authorised Representative. Issuers should use the form above for this.

NZX considers as soon as reasonably practicable to be within two business days of a change being made or the issuer becoming aware of a change.

Authorised Representative Training

Training modules on Rule obligations are available at <https://www.nzx.com/regulation/issuer-training-modules>

Issuers of Quoted Equity Securities that have a primary NZX listing must ensure that their Primary Authorised Representative successfully completes Authorised Representative Training. Authorised Representative Training is training on the Rules and other issuer compliance matters that is prescribed by NZX. Currently this training is the issuer training modules that are available at the link above.

See the Practice Note Authorised Representative Training for more information.

Please contact NZ RegCo if you have any questions: issuer@nzregco.com or +64 4 495 2825

Practice Notes are not intended to be a definitive statement of the application of the rules in every situation and are only a guide to NZX's policy and practice. This Practice Note does not limit NZX's discretion under the Rules. NZX takes no responsibility for any error contained in the Practice Note. NZX may replace Practice Notes at any time.