

Summary

This Practice Note explains the process to follow when an issuer changes its balance date, and provides a best practice example of reporting to ensure the market understands the change.

Relevant Listing Rules (Rules): 3.5, 3.7.2, 3.12.1, 3.21.2

The Rules require issuers to release:

- For issuers of quoted equity or debt securities, a results announcement no later than 60 days after the end of each financial year or half year. Issuers of quoted equity or debt securities that are required to consolidate the financial results of another issuer will instead release a results announcement up to 5 business days after the earlier of:
 - the release of the other issuer's results announcement, and
 - 60 days after the end of the financial year or half year.
- For issuers of quoted equity or debt securities, an annual report within three months after the end of the issuer's financial year.
- For fund securities, an annual report within three months of the balance date.

Issuers of quoted equity securities or fund securities must release an announcement setting out any decision to extend their balance date, not less than one month before the end of the existing half-year reporting period or the existing annual balance date.

When an issuer changes its balance date, the timing of its announcements also changes. This can result in:

- A financial year longer than 12 months, or a half year that is longer than six months, if the relevant dates are extended; or
- If the issuer seeks to change its annual balance date to an earlier date, a financial year that is shorter than 12 months.

Where an issuer changes its annual balance date to a later date, NZXR may require the issuer to release additional information to keep the market informed. When considering whether to require an issuer to release further reports, NZX will consider the information currently available to the market as well as the new reporting dates after the issuer's change of balance date. It is important to engage with NZX Regulation (**NZXR**) early in the process to establish any further reporting obligations.

Best practice reporting example

An issuer of equity securities decides to change its balance date from 31 March to 30 June.

- This must be announced to the market no later than 28 February.
- The issuer released its half year results on 30 December. With the new balance date of 30 June, the next reporting date will be a full-year result due 30 September. This results in a nine month gap between results (as opposed to the usual five months).



- Issuer engages with NZXR at the same time it announces the decision to move its balance date, in order to establish what, if any, additional reporting will be required during the transitional period.

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