

### Summary

This Practice Note provides a standard form template to be used for an application for quotation

### Relevant Listing Rules: 1.13 to 1.23, [3.13.1](#)

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.

### Also refer to:

- NZX's Practice Note [QFP Exemption](#)

The quotation of a new class of securities on the NZX Main Board or NZX Debt Market requires issuers to submit an application for quotation. The application can be made by the issuer or any person authorised by the issuer.


The Listing Rules prescribe the information that must be submitted with an application for quotation. It is important that the application include all required information, to enable NZX's operational and regulatory processes to be completed in a timely manner.

NZ RegCo has prepared application templates to assist applicants, which can be found in the 'Raising Capital' section of the Practice Notes web page [here](#). These apply to applications for quotation by issuers of equity securities, debt securities and fund securities. Issuers of other financial products as contemplated by Listing Rule 1.10 should contact NZ RegCo at [issuer@nzregco.com](mailto:issuer@nzregco.com) before submitting an application for quotation.

When the application for quotation is in relation to securities to be quoted on the NZX Debt Market, the issuer should submit an Instrument Information Sheet. A template is available at <https://map.nzx.com/static/forms/>

Existing issuers offering new debt securities are not required under the Rules to publish a Capital Change Notice. However, NZX acknowledges that some issuers choose to publish a Capital Change Notice to assist with market communications.

An application for quotation will sometimes be made when an Issuer is making a same class offer, and Issuers should also refer to the Quoted Financial Products (QFP) Exemption Practice Note for further information. Issuers may also be undertaking a rights offer with on market trading, or an accelerated offer with on market trading, in which case the template application form relating to equity securities should be used.



*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's may replace Practice Notes at any time.*