

# Practice Note

## Using announcement types when releasing announcements

Applies as at 1 April 2023  
Last updated September 2023

### Summary

This practice note explains how issuers should use announcement types when releasing announcements to the market over the Market Announcement Platform (**MAP**) in compliance with the Listing Rules.

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.

Issuers are required to release announcements to the market over MAP. When creating the announcement on MAP, issuers are required to select an announcement type, from a list provided. Some of these announcement types will be “prescribed categories”. The full list of announcement types available for issuers to use on MAP is available in **Appendix A**.

### What is the purpose of announcement types?

Announcement types are generally used for two reasons:

- to provide an indication to the market about the content of the announcement; and
- as a sorting tool for historical announcements.

When an announcement is released to the market, the announcement type and announcement headline are the first information received by the market.

### What is a “prescribed category”?

Announcements released under a “prescribed category” type will result in the announcement being flagged to the market, and an administrative trading halt being applied. The prescribed categories relate to the following announcement types:

- half year results;
- full year results;
- fund updates; and
- annual reports.

### How issuers should choose an announcement type

When an issuer is releasing an announcement over MAP, the issuer will be required to select an announcement type. The issuer should follow the steps below to make this selection:

1. If the content of the announcement is within a prescribed category, the issuer must select the prescribed category. This prescribed category should be used, even if the announcement also covers other announcement types.
2. The content of the announcement may cover more than one prescribed category – for example, if the issuer releases the full year result with the annual report as one announcement. In these circumstances, the issuer should use the full year result prescribed category.
3. If the content of the announcement is not within a prescribed category, the issuer should select the announcement type which is most relevant to the announcement. This should be based on the purpose and content of the announcement. The description of each announcement type in **Appendix A**, will assist with this selection.
4. If the content of the announcement covers a number of announcement types (excluding prescribed categories), the issuer should select the announcement type which makes up the majority of the content of the announcement.
5. The issuer should use the headline to clarify the purpose of the announcement.

## Issuer Data

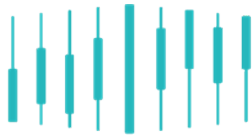
Some announcements require data to be entered into MAP as required under Rule 3.26.1. Appendix A details the types of data expected to be entered with certain announcement types. Please note that regardless of the announcement type, if any of the below data points are contained within the announcement, they will need to be entered into MAP.

- Allotment of financial products
- Gender diversity data
- Earnings data
- Key dates
- Change current Director or Senior Manager
- Add new Director or Senior Manager
- Net tangible asset figures

A MAP Data Guide and also a MAP User Guide are available here <https://map.nzx.com/static/forms/>

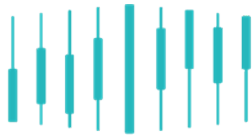
## Contact details

If an issuer has a query regarding the use of announcement types, they can contact their NZX Relationship Manager or email [issuerrelationships@nzx.com](mailto:issuerrelationships@nzx.com).

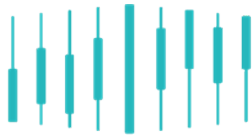


## Appendix A: Announcement types

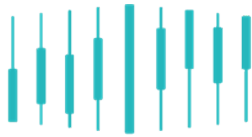
KEY		Announcement types which are a <b>prescribed category</b>	
Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Recommended issuer data entry	Description
ADMIN   Administrative Issuer Announcements	For an issuer of Quoted Equity Securities, an initial announcement of a proposal to: <ul style="list-style-type: none"> <li>• Subdivide or consolidate</li> <li>• any Financial Products;</li> <li>• Issue Equity Securities; or</li> <li>• Issue Financial Products</li> <li>• that may Convert to Equity</li> <li>• Securities -</li> </ul> including the initial announcement of a buyback programme		All announcements required by Rules 3.18 to 3.22.  There are separate announcement types for: <ol style="list-style-type: none"> <li>1. credit rating changes</li> <li>2. changes to auditors</li> <li>3. corporate actions</li> <li>4. offers of quoted financial products (<b>QFP</b>).</li> </ol>
	Any decision to amend the conditions of Quoted Financial Products		
	Change of address or contact details of the issuer or share registry		
	Name Change		
	Senior Manager Change	Change current Director or Senior Manager	
	Director Change	Change current Director or Senior Manager	
	Balance date change		



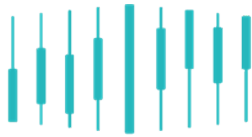
Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Recommended issuer data entry	Description
ANNREP   Annual Report Issued / Matters relating to Annual Report	Annual Report Issued / Matters Relating to Annual Report	<ul style="list-style-type: none"> <li>• Gender diversity data</li> <li>• Earnings data (if combined with full year results)</li> <li>• Net tangible asset figures (if combined with full year results)</li> </ul>	<p>For release of an annual report to the market.</p> <p>When an annual report is combined with a full year results announcement, use the full year announcement type.</p>
AUDITORS   Audit / matters relating to audit	Audit / Matters Relating to Audit		Including matters such as change of audit. If audit report is released as part of annual report, use Annual Report category.
CORPACT   Corporate Action	Prescribed form under rule 3.14		Generally, for all standard issuer corporate actions except for offers of new securities / rights issues (for which OFFER can be used). Includes: dividends, foreign exchange rates, bonus issues, interest payment notifications or decisions to not pay, conversions, stands in the market, calls or instalments payable.
	Bonus Issue		
	Dividend		
	Strike Price		
	Dividend Reinvestment Plan		
	Maturity of a Security		
	Interest – Payment Notification or Decision Not to Pay		
	Call or Instalment Payable		
	Stand in the Market		
	Capital Reconstruction		
	Exercise of Warrants or Options		



Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Recommended issuer data entry	Description
	Conversion of Securities		
CREDIT   Credit rating change	Credit Rating Change		Any announcement about the change (or otherwise) to the issuer's (or any relevant company's) credit rating.
FLLYR   Full Year Result	Full Year Results	<ul style="list-style-type: none"> <li>Earnings data</li> <li>Net tangible asset figures</li> </ul>	<p>For release of the issuer's (or relevant company's) full year financial statements.</p> <p>When the annual report is combined with the full year results announcement, use the full year announcement type.</p>
FNDUPDTE	Fund Updates		For release of Fund Updates by issuers of fund securities that are managed funds.
GENERAL   General release by Issuer in relation to activities	General		All other general information, not otherwise covered by a relevant category type.
	Shareholder Communications		
	Index Notice		
	Key Dates – Results etc	Key dates	This includes substantial security holder notices by an issuer in respect of a change in its shareholding in another company listed on an exchange (be that NZX or otherwise).
	Listing Correspondence		
HALFYR   Preliminary Half Year Result	Half Year Results	<ul style="list-style-type: none"> <li>Earnings data</li> <li>Net tangible asset figures</li> </ul>	For release of the issuer's (or relevant company's) half year financial statements.



Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Recommended issuer data entry	Description
MEETING   Notice and Results of Meeting	Address or Presentation		All announcements related to an annual or special shareholders meeting.
	Meeting Notice or Results	Key dates	
MKTUPDTE   Market Update	Market Update		Includes all updates in relation to the performance of an issuer, such as financial forecasts, monthly and quarterly reports, NTA or NAV reports.
	Financial Forecast		
	Quarterly Update / Report		
	Monthly Report		
	Net Tangible Assets / Net Asset Value	Net tangible asset figures	
	Mining Update		
OFFER   Offer	Product Disclosure Statement		For all matters relating to a new offer or new issue of securities as part of an ongoing offer. This category should be used for all announcements relating to the initial offer until it closes.  There is a separate category for the allotment notice(s)
	Placement		
	Rights		
	Entitlement Issue		
	Share purchase plan		
	Prospectus Announcements		
RA   Appointment of Receivers,	Appointment or Matters Relating to Receivers, Liquidators, Administrators		Any announcement relating to appointment or matters relating to



Announcement type (as is shown on MAP)	Previous announcement types that would go under this category type	Recommended issuer data entry	Description
Liquidators, Statutory Managers			receivers, liquidators, administrators.
RESEARCH   Independent Research	Research Report		Research report prepared for issuer by an independent company.
SECISSUE  Securities on issue	Capital Change Notices (for both allotments and buybacks)	Allotment of Financial Products	Capital Change Notices under rule 3.13.1 for issue of QFPs.
SHINTR   Shareholder Interests	Substantial Product Holder notices and director and senior manager's relevant interests		For information about how to submit relevant interest notices, or substantial product holder notices, please refer to the Practice Note <a href="#">Providing Information Required By Legislation</a>
TRANSACT   Transaction	Takeover announcement		Announcements related to transactions which an issuer is, or may be, a party to.
	Joint Venture		
	Merger		
	Asset Purchase or Sale		
	Scheme of Arrangement		

*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.*