

Summary

This Practice Note explains the announcements that issuers must make in relation to a conversion of financial products.

Relevant NZX Listing Rules: 3.14, 3.15

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.

The Rules require issuers to notify the market when converting financial products. This includes the conversion of unquoted financial products into quoted financial products.

This information is required to ensure that the information published to the market about an issuer's total number of financial products is accurate. The timing of the notices that relate to the conversion of financial products is set out below.

Event	Action(s) required
Day X (at least five Business Days before Record Date)	<input type="checkbox"/> Notice of intended conversion released to NZX <i>Rule 3.14.1</i>
Ex Date Day X + four Business Days	
Record Date Day X + five Business Days	
Conversion Date Day X + six Business Days	<input type="checkbox"/> Notice of completed conversion released to NZX <i>Rule 3.15.2</i>

Template Corporate Action Notices and Capital Change Notices are available on NZX MAP - <https://map.nzx.com/static/forms/>

In some instances, issuers will issue financial products that are convertible at the option of the holder before the final maturity date. In those cases, issuers should have regard to Rule 3.15.1 and provide holders with notice of their option to convert:

- If the conversion will occur on a fixed date or dates, at least six weeks before that date; or
- If the conversion will occur as the result of an event
 - As soon as practicable after that event; or
 - Promptly and without delay if it becomes apparent that the event will occur.

Depending on the structure of the offer and options, the Issues of Warrants Practice Note may also provide relevant information.

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.