

### Summary

This Practice Note explains the process that Issuers should follow for ensuring disclosure requirements for announcement releases are met when the NZX Market Announcement Platform (**MAP**) is unavailable.

### Relevant Listing Rules: 3.1 to 3.30

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 through MAP. Announcements are released by MAP between 8.30am and 5.30pm each standard trading day. Announcements submitted by an Issuer outside of these times are then released at 8.30am the next trading day.

NZX has a business continuity plan in place to ensure Issuers can discharge their disclosure obligations when they are unable to access MAP. This practice note provides instructions for the following scenarios:

- There is a MAP outage and it is unavailable for Issuers to access.
- Issuers do not have staff available with administrative MAP access.

If an Issuer is unable to gain access to MAP, please contact NZX's Product Operations team. Product Operations will determine if there is an outage to MAP or a specific issue, and provide specific instructions to the Issuer.

The contact details for this are email: [productoperations@nzx.com](mailto:productoperations@nzx.com) and phone: +64 4 496 2853.

### MAP outage

If there is an issue with MAP that is preventing Issuers from accessing the system and releasing announcements, NZX will email all MAP users specific instructions about how to submit announcements for release during this period.

Issuers will be asked to send all announcements to [announce@nzx.com](mailto:announce@nzx.com) during this period.

When sending announcements to [announce@nzx.com](mailto:announce@nzx.com), the following information must be provided:

- Announcement type
- Headline
- Body Text of the announcement
- Materiality of the announcement (whether the announcement contains Material Information and is considered price sensitive – the "P flag")
- Whether the announcement is to be embargoed (this option is not available for announcements that contain Material Information)
- Any relevant issuer data (number of securities, change of Senior Managers etc)



- All relevant attachments including the title of each attachment

Product Operations will release announcements when MAP is available again. Material announcements will be prioritised for release

### **When MAP is down outside of business hours**

NZX's operational staffing hours are 7:30am to 5:30pm. The same process should be followed for sending announcements to [announce@nzx.com](mailto:announce@nzx.com) with the detail outlined above.

### **No staff available with admin MAP access**

For **material** announcements (and other announcements requiring prompt and without delay release), ensure all details set out above are sent to [announce@nzx.com](mailto:announce@nzx.com). Further, please copy in in an admin MAP user, Senior Manager or Director from the Issuer that authorised the release of the announcement.

For **non-material** announcements NZX will send to you a MAP user agreement that must be completed and signed by a Senior Manager or Director of the Issuer. On receiving a completed signed MAP user agreement form, Product Operations will then set up the requested users in MAP.

### **MAP user types**

Please note the following types of MAP users:

- Restricted MAP user – Can create announcements in MAP
- Admin MAP users – Can create and release announcements through MAP. Admin MAP users can also add and remove other MAP users.

NZX recommends having at least three admin MAP users .

For a MAP user access level to be changed from restricted to admin, a current admin MAP user must resubmit a user request in MAP with the new access level selected. If this is unable to be completed, then please contact Product Operations.

### **NZ RegCo contact details**

NZ RegCo is also available to discuss any Rule or disclosure questions. NZ RegCo is available using the email: [issuer@nzregco.com](mailto:issuer@nzregco.com) and phone +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.*