

# Practice Note

## Administrative information announcements

Applies to Rules as at 40-December-20201  
April 2023  
Last updated February-2022September 2023

### Summary

This Practice Note explains:

- Which announcements are considered administrative
- What information issuers should include in these announcements

### Relevant Listing Rules: 3.18 to 3.22, 3.26

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 Effective Announcements](#)

Issuers have various disclosure obligations under the Rules. Although a key focus of that disclosure regime is material information and periodic financial reporting, issuers are also required to release further information through the Market Announcement Platform if prescribed events occur.

NZX expects that issuers will consider three key points when preparing announcements of administrative information: content, context and timing. This note provides information on what those factors mean in practice for issuers planning to release an administrative announcement.

### Content

The Rules specify which events require an issuer to make an announcement.- Issuers should familiarise themselves with Rules 3.18 to 3.22.

NZX has no objection to a single announcement disclosing multiple administrative events, provided:

- the information is clearly set out and the announcement, including the heading, is not misleading; and
- the issuer complies with the timing requirements for release of that announcement.

Issuers should not, however, hold back information to allow for release of a single announcement in these circumstances.

The Rules also set out other requirements relating to the content of announcements, including for the announcement to be on the issuer's letterhead; dated; and attributed to, and contain the contact details, of an authorised representative who can answer investor queries- [\(Rule 3.26.2\)](#).

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## Context

Issuers are encouraged to consider what contextual information could be included, in order for administrative announcements to be effective and to ensure that the market understands what is being communicated. [The announcements should also be clear on the date the matter becomes effective.](#)

For example:

- if an issuer is making changes to its board or management as a result of a previously announced restructure or change in strategic direction, the announcement should refer to that restructure or change in direction and explain how the changes to the board or management contribute;
- if an issuer is proposing to consolidate its securities, the announcement should explain the issuer's reasons for that consolidation; and
- if a credit rating change is being disclosed, the announcement should clearly disclose what that credit rating relates to and what, if any, impact the credit rating change is expected to have.

## Timing

The Rules state that administrative announcements should be released “promptly and without delay”. This may be before an effective date (for example, in relation to executive appointments). This timing means that information cannot be held back, bundled or otherwise delayed. This might require an issuer to make a series of administrative announcements.

### Example announcement:

[LETTERHEAD]

[DATE]

*Changes for A Limited: change of name and appointment of CEO.*

A Limited (AAA) proposes to change its name to ABC Ltd as part of its expansion strategy announced in its 2016 Annual Report. AAA's ticker code will not be affected by this change of company name. AAA will provide a further announcement once it has finalised the effective date that it will become ABC Ltd.

AAA is delighted to announce that it has appointed Ms Jane Doe as its new Chief Executive Officer. Ms Doe has a strong background in widget manufacturing. She received a Bachelor of Commerce from Otago University before completing her MBA and has worked for top manufacturers in the United Kingdom and the United States. “We are looking forward to Ms Doe's contribution to AAA's bright future, and are pleased that her strong industry knowledge and strategic thinking will be in place to shepherd us in our new endeavours”.

Ms Doe will commence her role as CEO effective from 1 October ~~2016~~2023. The interim period will be used as a handover period from our outgoing CEO John Doe to Jane Doe.

If you have any questions, please contact our Company Secretary.

[COMPANY SECRETARY DETAILS]