

References

Version 4, Operative 02/11/2005

BSX Listing Rules, Chapters 3 & 11

Introduction

This guidance note has been issued to provide details to listed entities of how the BSX Announcements Office operates.

Regulatory Objectives

Providing details of how the BSX Announcements Office operates is aimed at assisting listed entities to more effectively comply with their disclosure obligations under the BSX Listing Rules.

Documents to be Provided to BSX Announcements Office

Listing Rules 11.3 and 11.4 require an entity to provide the following documents to the BSX Announcements Office:

- (a) a document for release to the BSX market;
- (b) a document sent to the entity's security holders;
- (c) a prospectus or information memorandum;
- (d) a takeover document;
- (e) a trust deed;
- (f) the entity's constitution; or
- (g) any other document BSX requires the entity to provide to the BSX Announcements Office.

Provision of Documents to BSX Announcements Office

Documents may be provided by entities to the BSX Announcements Office by email or by fax. The preferred method of lodgement is email, in PDF format or in a format that may be conveniently converted to PDF.

Documents are to be provided as follows:

By Email

announcements@bsx.com.au

By Fax

02 4929 1556

The BSX Announcements Office is open from 8.00 am to 4.00 pm on trading days and can be contacted on 02 4929 6377.

How Does BSX Deal with Announcements?

When documents are received by the BSX Announcements Office they are assessed by BSX staff to determine what action is required in relation to the document.

Where BSX staff determine that the document needs to be treated as an announcement to the BSX market the following steps are taken:

- (a) BSX staff examine the announcement to determine whether there should be a temporary halt in trading to enable the market to assess the nature of the announcement;
- (b) brief details of the announcement are made available on the “announcements” area of the BSX web site;
- (c) all listed entities referred to in the announcement are notified that the announcement has been released to the BSX market;
- (d) the full announcement is made available in the announcements areas of the relevant listed entities on the BSX web site.

Listed Entities Obligations in Relation to Announcements

BSX Listing Rule 11.10 provides that an:

“entity must ensure that information for release to the BSX market is not made available to any other person prior to providing the information to BSX and receiving notification from BSX that it has released the information to the BSX market”.

This requirement is aimed at ensuring that investors have an equal opportunity to trade on the same information about a listed entity.

In addition, BSX Listing Rule 11.8 specifies that documents should be passed to BSX on company letterhead, dated and signed by an authorised officer of the company unless the Listing Rules or Australian law requires otherwise. Such a letter should accompany documents submitted using a BSX or ASIC pro-forma.

Scope of Guidance Note

This guidance note is intended to assist BSX listed entities comply with their obligations under the BSX Listing Rules. It is not exhaustive, does not in any way act as a substitute for any BSX Listing Rules and is not binding on BSX in its application of the Rules in any particular case.

This guidance note does not constitute legal advice by BSX. Where appropriate, BSX listed entities should obtain their own professional advice about compliance with their obligations under the BSX Listing Rules.

Queries

If you have queries about this guidance note please contact the BSX Listings office on:

Email:
companies.manager@bsx.com.au

Tel: 03 9664 0000

Fax: 03 9664 0011