

Annexure 4A: Securities Timetables

References

Chapter 4, SIM VSE Listing Rules

Dividends or distribution

- 1 An entity must follow the time limits prescribed in the table below for determining when a dividend or distribution must be made.

Event	Time Limit	Business Day
Announcement by entity of dividend (in case of a trust distribution) and record date.		0
Record date identifying security holders entitled to the dividend (distribution).	At least seven business days after announcement of record date	7
Date of dividend (distribution) payment	Any time after the record date	
Despatch date. If a dividend or distribution plan operates, entity issues securities	No later than ten business days	

Calls and Instalments – All entities except no liability companies

- 2 An entity (except a no liability company) must follow the time limits prescribed in the table below when making a call or instalment on quoted partly paid securities.

Event	Time Limits	Business Day
Entity announces call (instalment) date and amount NB. The entity must also announce the last date on which the registry will accept transfers without call money attached. The date must be 5 business days before the call due date	Before day 0	
Entity gives draft documents to the Exchange	At least five business days before sending	0
Entity sends notice to all holders on whom the call is made or from whom the instalment is due who are on the register when the call or instalment is first announced (“first notice”)	Not more than 40 business days before due date for payment and at least 30 business days before the due date for payment.	
Entity applies for quotation, if the securities will become fully paid	At least two business days	19
First day of “call paid” trading on a deferred settlement basis. If partly paid securities have become fully paid, the market in partly paid securities ceases	The next business day after partly paid “call unpaid” trading ends.	21
Last day for settlement of partly paid “call unpaid” trades	T+5	25
Last day for lodgement with the entity for registration of partly paid without call (instalment) money attached	Five business days before the due date for payment	25

Entity sends notices to new security holders and those holders whose holdings have changed since it sent first notices (“second notice”)	At least four business days before the due date for payment	26
Call (instalments) due and payable		30
Despatch date. Last day to enter the call (instalment) paid on the securities into the entity’s register	No more than five business days after the due date for payment	35

- 3 A call notice must be sent to persons on whom a call is made or from whom an instalment is due (the “first notice”). It must include each of the following:
- a the name of the security holder;
 - b the number of securities held;
 - c the amount of the call (instalment);
 - d the due date for payment;
 - e the consequences of non-payment;
 - f the last day for the entity’s registry to accept transfers of partly paid “call unpaid” securities;
 - g the latest available market price of the securities on which the call is being made (or instalment is due) before the date of issue of the first notice;
 - h the highest and lowest market price of the securities on which the call is being made (or instalment is due) during the 3 months immediately before the first notice is issued, and the dates of those sales;
 - i the latest available market price of the securities on which the call is being made (or instalment is due) immediately before the entity announced to the Exchange that it intended to make a call (or the instalment was due);
 - k the information required by (h), (i) and (j) in respect of all quoted securities that are (or would be if fully paid) in the same class as the securities the subject of the call, if the securities the subject of the call, were fully paid.
- 4 A notice (the “second notice”) must be sent to new security holders, and those security holders whose holdings have changed since the first notice was sent. It must include any changes that have occurred in the information given in the first notice because of a change in the holding.

Conversion or Expiry of Convertible Securities

- 5 An entity must follow the time limits prescribed in the table below in relation to any conversion date or expiry date for quoted convertible securities.

This timetable and clauses 3.1 and 3.2 do not apply if either of the following is applicable:

- A the convertible securities automatically convert; or
- B the date is not the final conversion date or final expiry date and the convertible securities are not “in the money” on the 25th business day before the conversion or expiry date.

Event	Time Limits	Business day
Entity send notice to holders of convertible securities	Not more than 30 business days before the conversion or expiry date and at least 20 business days before the conversion or expiry date	0
Entity applies for quotation	At least 2 business days before trading on a deferred settlement basis	14
Quotation of convertible securities ends at close of trading, unless there is a later maturity date.	5 business days before the conversion or expiry date	15
Quotation of the underlying securities quoted on a deferred settlement basis, if the convertible securities are "in the money" and the conversion ratio is fixed.	4 business days before the conversion or expiry date	16
Conversion date or options expire		20
Despatch date. Deferred settlement trading ends. Entity issues underlying securities. If securities are certificated, last day for the entity to issue them and send the certificates to holders. If the securities are uncertificated, last day for them to be entered into the holders security holdings. Last day for the entity to confirm to the Exchange all information required by an application for quotation.	Not more than 15 business days after the conversion or expiry date	35

- 6 An entity must send notice to each holder of quoted convertible securities at least 20 business days before the conversion date or expiry date of the option. The notice must include each of the following:
- a the name of the holder of the convertible securities;
 - b the number of convertible securities held, and the number of securities to be issued on their conversion;
 - c the conversion or exercise price;
 - d in the case of options, the due date for payment;
 - e in the case of options, the consequences of non-payment and, in the case of other convertible securities, the consequences of not exercising the right of conversion;
 - f the date that quotation of the convertible securities will end (which is 5 business days before the expiry date for options or final conversion date for other convertible securities, unless there is a later maturity date);
 - g the latest available market price of the underlying securities;
 - h the highest and lowest market price of the underlying securities during the 3 months immediately before the notice is issued, and the dates of those sales;
 - i the information required by (g), (h) and (j) in respect of all quoted securities that would be, if fully paid, in the same class as the underlying securities;
 - j in the case of options, the details of any underwriting agreement notified under rule 3.11.3.

Despatch Date

- 7 Securities issued on the conversion or expiry of convertible securities may, at the discretion of the Exchange, be traded on a deferred settlement basis. Deferred settlement trading will end on the despatch date. The following rules apply:
- A if, before day 14, an entity announces to the market that it will issue and send certificated securities and enter uncertificated securities into holdings on a date before the despatch date identified in the timetable (day 35), the announced date becomes the despatch date. If no announcement is made, the date identified in the timetable is the despatch date; or
 - B If the entity has announced a despatch date and later becomes aware that it will not be able to meet that date, the entity must immediately announce a new despatch date. The new despatch date cannot be later than the date identified in the timetable.