

Guidance Note: Market Announcements

References Chapters 3 & 11, SIM VSE Listing Rules

Introduction

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

Regulatory Objectives

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

Documents to be provided to the SIM VSE Announcements Office

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

- a a document for release to the 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 the Exchange requires the entity to provide to the SIM VSE Announcements Office.

Provision of documents to the SIM VSE announcements office

Documents may be provided by entities to the SIM VSE 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:

- E announcements@simvse.com.au
- F +61 2 8024 5234

The SIM VSE Announcements Office is open from 8.00am to 4.00pm on trading days and can also be contacted on telephone number +61 2 9241 2740.

How does the exchange deal with announcements?

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

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

- a Exchange 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 SIM VSE web site;
- c all listed entities referred to in the announcement are notified that the announcement has been released to the market;
- d the full announcement is made available in the announcements areas of the relevant listed entities on the SIM VSE web site.

Listed entities obligations in relating to announcements

SIM VSE Listing Rule 11.10 provides that an:

“entity must ensure that information for release to the market is not made available to any other person prior to providing the information to the Exchange and receiving notification from the Exchange that it has released the information to the 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, SIM VSE Listing Rule 11.8 specifies that documents should be passed to the Exchange 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 SIM VSE or ASIC pro-forma.

Scope of guidance note

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

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

Queries

If you have queries about this guidance note please contact the SIM VSE Announcements Office on:

E announcements@simvse.com.au
T +61 2 9241 2740
F +61 2 8024 5234