

Admission and Disclosure Standards

Timetable for corporate actions for Depository Receipts

3.10

Guidance to Rule:

Dividends

Dividends for **depository receipts** should be notified to the **Stock Situation Analysis Team** by **09:00** at least three **business days** prior to the dividend **record date**, to allow the **depository receipt** to be marked Ex Dividend in the normal way, two **business days** prior to the **record date**.

In most circumstances the dividend **record date** for the **depository receipt** will be in line with that of the underlying security. In the event of late notification of the **record date** for the underlying security, or where notice is not received three days prior to the **record date**, the **depository bank** will be required to set a separate **record date** for the **depository receipt** to allow the security to be marked Ex Dividend in line with the above timetable.

~~Where notification is not received three **business days** prior to the **record date**, the 'ex' date will usually be set as the first **business day** following receipt of the dividend notification.~~

Dividend notifications for **depository receipts** should include the following details, where available:

- name of company declaring dividend
- ISIN or CUSIP number
- whether dividend is an approximate or final rate
- amount of the dividend (should state whether the dividend is net or gross and include both rates (if available))
- **record date**
- payment dates
- any relevant fees or tax charges
- name of **depository bank** announcing dividend (including contact details).