



TO: Listing Sponsors  
Equity and other Issuers

FROM: Ailish Byrne, Chief Compliance Officer

DATE: March 11, 2024

RE: **Notice 2023/1 Guidelines to Submitting Issuer Announcements**

### **Background to Guidelines**

The Listing Regulations require issuers to submit a range of announcements and filings to the BSX for dissemination.

Following a review of best practice adopted by other exchanges, the BSX is adopting the following procedures for handling announcements and filings and their distribution. If not already in place, we are asking issuers; listing sponsors and others, acting on behalf of issuers; to implement the below guidelines for announcements as soon as possible and in any case no later than 1 April 2024.

### **Procedures for Issuer Announcements**

In submitting an announcement or filing that requires dissemination in accordance with the Listing Regulations, please follow the following procedures:

1. Write the announcement from the issuer's perspective. This reduces the risk of error and eliminates the potential for a notification provided in a letter or other form of filing being drafted in a form that was not intended by the issuer.
2. Include relevant reference or identification information as this enables investors to identify the issuer or security easily.
3. Submit to the BSX by email to [listings@bsx.com](mailto:listings@bsx.com) in PDF format ready for dissemination. A standard announcement format is provided with this notice.
4. The BSX will publish the announcement on the BSX website in the regulatory news section [https://www.bsx.com/articles\\_list.php](https://www.bsx.com/articles_list.php)

### **Guidelines for Writing Announcements**

Announcements should be written from the issuer's perspective and include:

- Date
- Place
- Name of Issuer/Company
- Title of announcement
- ISIN/CUSIP (where applicable)
- Ticker (where applicable)

- Company contact details
- About the Company information (optional)

In addition to the sample announcement provided with this email, further sample announcements are available as indicated below and will be published on the BSX website [www.bsx.com](http://www.bsx.com) in the relevant list section over the course of the coming week:

- Director's appointment
- Director's resignation
- Share repurchase – monthly nil return
- Share repurchase – monthly return
- Early redemption
- Delisting announcement

Other standard announcements may be added from time to time and any requests for a particular type of announcement should be sent to [listings@bsx.com](mailto:listings@bsx.com)

### **Distribution of Announcements**

#### *Media*

The BSX will no longer send issuer announcements to the BSX's media contacts from 1 April 2024. Issuers should create their own distribution lists and send accordingly. The BSX is happy to assist issuers with Bermuda-based media contact information. Please email [listings@bsx.com](mailto:listings@bsx.com).

#### *Bloomberg*

The BSX will no longer distribute announcements directly to Bloomberg. At this time, Bloomberg re-publishes all regulatory announcement distributed via the BSX website, however this may not continue in the future. Should an issuer wish for the BSX to distribute announcements directly to Bloomberg they should contact the BSX at [listings@bsx.com](mailto:listings@bsx.com).