

Dividend Procedure Timetable 2023

In accordance with Schedule 3 of the Admission and Disclosure Standards and AIM Rules 24 and 25, a dividend timetable which follows the guidelines set in by the Dividend Procedure Timetable, need not be notified to the **Exchange** in advance, provided the announcement of the dividend includes:

- unless stated otherwise, dividends are stated as gross; and
- the record and payment dates; and
- the availability of any scrip dividend, DRIP or dividend currency option, together with the election date.

Dividend information must be disseminated via a Primary Information Provider (PIP) under a correct headline category (please refer to the PIP Service Criteria & Regulatory Headline Categories standards set out by the Financial Conduct Authority). Dividends can be announced as part of an Interim or Final Results announcement or under the Headline Category 'Dividend Declaration'. Dividends should not be announced under other headlines as this can lead to dividend details not being noticed. Dividend details must be in the body of the announcement and not just referred to as being available on a web page link, or included in a separate circular. In such cases an issuer may be asked to change and re-announce dividend dates.

The announcement must include the dividend amount (unless stated otherwise, dividends are stated as gross) the ISIN or the Tradable Instrument Display Mnemonics code (TIDM) of the affected securities, whether the dividend is wholly or partially a Property Income Distribution (PID) or has been designated as an Interest Distribution, the record date, the pay date and the availability of any Scrip, Dividend Reinvestment Plan or Scheme (DRIP / DRIS), Currency Election or other alternative. If available, the last day and time to elect for any alternative should be included.

Any deviation from the Dividend Procedure Timetable must be notified to, and agreed with, the Exchange's Corporate Actions team in advance of the announcement of the dividend as set out below.

Any discussions on corporate action timetables must be undertaken with the Exchange's Corporate Actions Team whose details are set out below. Contact with another part of the Exchange does not satisfy the issuer's obligations under the Admission and Disclosure Standards or the AIM Rules for Companies. Any information provided to the Corporate Actions Team must be complete, accurate and not misleading.

Discussions with the Exchange's Corporate Actions Team may be undertaken through the issuer's adviser. In such circumstances, the Exchange will be entitled to assume that the issuer has ensured that any such adviser is sufficiently knowledgeable to discuss corporate action timetables and has access to corporate action news feeds such as Corporate Events Diary.

The basic principle:

The record date should normally be a Friday, therefore with standard settlement of T+2, the associated Ex date falls one business day earlier. If a dividend is to be made ex, the dividend must be declared via a PIP or notified to the Exchange at least six business days before the proposed record date, otherwise the ex dividend date may be deferred until the following week.

Any changes to a previously notified Dividend timetable, including deferral or cancellation of payment, must be notified to the Corporate Actions Team and changes agreed prior to announcement.

If an announcement is released which does not meet the guidelines in the Dividend Procedure Timetable, and has not been agreed by the Exchange, the issuer will need to make a further correcting announcement without delay.

Dividends which fall outside these guidelines must be discussed and agreed in advance with the Corporate Actions Team on +44 (0)20 7797 4754 or e-mail ssn@lseg.com.

Dividend with Options

Dividends with Options (Scrip Dividends, Dividend Reinvestment Plans (DRIPs), Currency Options, Dividend Income Access Plans) which follow the guidelines of the Dividend Procedure timetable need not be notified to the Exchange in advance of the announcement, provided that the dividend announcement includes the dividend amount (unless stated otherwise, dividends are stated as gross), the record date, the pay date, the availability of any Scrip, DRIP or Currency Elections and the relevant Election date.

Advance notice should be given of any election date, which should fall at least ten business days after the record date. Timetables for Dividends with Options which are outside the guidelines, should be agreed in advance with the Corporate Actions Team.

CREST Elections

An alternative 'Electronic Election Entitlement' ('EEE') process is available in CREST for dividends with options elections. Issuers wishing to use the EEE process (subject to agreement with their paying agent) must ensure that the Dividend timetable follows the Dividend Procedure Timetable outlined above. In addition, the Issuer, or their paying agent, must apply for the ISIN number(s) required for the EEE. The announcement of the Dividend Option will need to confirm that the EEE process is being utilised.

Payment Dates

Companies should aim to pay straightforward cash dividends within 30 business days of the record date and Dividends with Options within 20 business days of the election date.

The Exchange believes that these timescales are achievable for all companies and produce advantages for issuers and the market as a whole. In most cases companies with relatively small shareholder registers should target paying a straightforward cash dividend within 20 business days of the record date.

Payment dates which fall outside these guidelines must be discussed and agreed in advance with the Corporate Actions Team on +44 (0)20 7797 4754 or e-mail ssn@lseg.com.

Dividends outside Timetable guidelines

A special dividend subject to an offer becoming unconditional in all respects (UIAR), will be marked ex-dividend one business day following announcement of the offer becoming UIAR, (if the announcement is made before 8.00am), or two business days following, (if announced after 8.00am). The date the offer is announced as UIAR will normally be the record date.

A dividend which is conditional upon a Scheme of Arrangement becoming effective and which uses the same record date, would not normally be marked ex-dividend.

A special dividend alongside a consolidation, will be deemed ex-entitlement to the dividend on the effective date, when dealings in the consolidated shares begin. The record date for the dividend and consolidation should normally be the business day prior to the effective date.

These events or any other dividends which fall outside these guidelines must be discussed and agreed in advance with the Corporate Actions Team on +44 (0)20 7797 4754 or e-mail ssn@lseg.com .

Overseas Issuers

The Dividend Procedure Timetable applies to overseas issuers and if an overseas issuer wishes a timetable to fall outside the normal timetable this should be agreed in advance with the Corporate Actions Team prior to publication and, in any case, at least six business days prior to the proposed dividend record date. However, where the principal place of Listing is on an overseas Exchange the issuer should follow the rules for dividends as defined by that market.

Exchange Traded Funds (ETFs)

Dividends for ETFs should be announced six business days prior to the record date so as to be marked ex-dividend in the normal way, (one business day prior to the record date), otherwise the ex dividend date may be deferred until the following week.

Dividends which fall outside these guidelines must be discussed and agreed in advance with the Corporate Actions team on +44 (0)20 7797 4754 or e-mail ssn@lseg.com

Depository Receipts

Dividends for Depository Receipts trading on the Exchange (including the International Order Book) should be notified to the Corporate Actions Team at least three business days prior to the record date to allow the Depository Receipts to be marked ex-dividend in the normal way, (one business day prior to the record date). In the event of late notification of the dividend for the underlying security to the Depository Bank, the Depository Bank will be required to set a separate record date for the Depository Receipt in line with the above. In this case the Depository Bank should contact the Corporate Actions Team as soon as possible to agree the record and ex dates for the Depository Receipt.

Fixed Interest Securities & Debt Securities

Any payment for fixed Interest and debt securities must be notified to the Exchange no later than six business days prior to the record date. Where fixed payment details are available the issuer or their agent may use one timetable to inform the Exchange of all future payments. Notification should normally be made by email to ssn@lseg.com.

How to use the Dividend Procedure Timetable

If ex-dividend or record date is the key date driving the timetable, declare the dividend on or before the announcement date on the same line. If announcement date is the key date driving a timetable, choose the ex-dividend and record date on the same line or on any subsequent line. Ex-dividend dates normally fall on Thursdays, with the associated record date falling one business day later usually on a Friday.

Dividend Procedure Timetable 2023

Ex-Dividend Date	Associated Record Date	Latest Announcement Date
All dates are a Thursday unless otherwise shown	All dates are a Friday unless otherwise shown	All dates are a Thursday unless otherwise shown
29/12/2022	30/12/2022	20/12/2022 (Tues)
05/01/2023	06/01/2023	28/12/2022 (Wed)
12/01/2023	13/01/2023	05/01/2023
19/01/2023	20/01/2023	12/01/2023
26/01/2023	27/01/2023	19/01/2023
02/02/2023	03/02/2023	26/01/2023
09/02/2023	10/02/2023	02/02/2023
16/02/2022	17/02/2023	09/02/2023
23/02/2023	24/02/2023	16/02/2023
02/03/2023	03/03/2023	23/02/2023
09/03/2023	10/03/2023	02/03/2023
16/03/2023	17/03/2023	09/03/2023
23/03/2023	24/03/2023	16/03/2023
30/03/2023	31/03/2023	23/03/2023
06/04/2023	11/04/2023 (Tues)	30/03/2023
13/04/2023	14/04/2023	04/04/2023 (Tues)
20/04/2023	21/04/2023	13/04/2023
27/04/2023	28/04/2023	20/04/2023
04/05/2023	05/05/2023	26/04/2023(Wed)
11/05/2023	12/05/2023	04/05/2023
18/05/2023	19/05/2023	11/05/2023
25/05/2023	26/05/2023	18/05/2023
01/06/2023	02/06/2023	24/05/2023(Wed)
08/06/2023	09/06/2023	01/06/2023
15/06/2023	16/06/2023	08/06/2023
22/06/2023	23/06/2023	15/06/2023

29/06/2023	30/06/2023	22/06/2023
06/07/2023	07/07/2023	29/06/2023
13/07/2023	14/07/2023	06/07/2023
20/07/2023	21/07/2023	13/07/2023
27/07/2023	28/07/2023	20/07/2023
03/08/2023	04/08/2023	27/07/2023
10/08/2023	11/08/2023	03/08/2023
17/08/2023	18/08/2023	10/08/2023
24/08/2023	25/08/2023	17/08/2023
31/08/2023	01/09/2023	23/08/2023 (Wed)
07/09/2023	08/09/2023	31/08/2023
14/09/2023	15/09/2023	07/09/2023
21/09/2023	22/09/2023	14/09/2023
28/09/2023	29/09/2023	21/09/2023
05/10/2023	06/10/2023	28/09/2023
12/10/2023	13/10/2023	05/10/2023
19/10/2023	20/10/2023	12/10/2023
26/10/2023	27/10/2023	19/10/2023
02/11/2023	03/11/2023	26/10/2023
09/11/2023	10/11/2023	02/11/2023
16/11/2023	17/11/2023	09/11/2023
23/11/2023	24/11/2023	16/11/2023
30/11/2023	01/12/2023	23/11/2023
07/12/2023	08/12/2023	30/11/2023
14/12/2023	15/12/2023	07/12/2023
21/12/2023	22/12/2023	14/12/2023
28/12/2023	29/12/2023	19/12/2023 (Tues)
04/01/2024	05/01/2024	27/12/2023 (Wed)

If considered necessary for the purpose of maintaining orderly markets, the Exchange may request amendments or make alterations to the Dividend Procedure Timetable at any time.

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