



ZAGREBAČKA
BURZA

Zagreb Stock Exchange

Issuer Intranet User Manual

Zagreb, November 2022

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1. Introduction

Pursuant to the provisions of Article 4(1) and Article 107(4) and (5) of the Exchange Rules, this Manual regulates and describes the method of provision and disclosure of regulated and inside information as well as other issuer information on the Zagreb Stock Exchange, Inc. website via the issuer's Intranet for the purpose of disclosure to the investment public.

The Issuer Intranet is a service of the Zagreb Stock Exchange, Inc. (hereinafter: the Exchange) intended for the entry and disclosure of inside, regulated and other information on the Exchange website by the issuers of financial instruments admitted to trading on the regulated market managed by the Exchange.

To use the service, the Exchange issues a username and a password to the issuer, who is responsible for making sure that the information is complete, true and accurate.

In accordance with Article 107(4) of the Exchange Rules, the issuers are required to provide the Exchange with information in electronic form via the Issuer Intranet.

The Exchange waives responsibility for any damage and loss of profit incurred, directly or indirectly, in relation to the content, timeliness, completeness, truthfulness or other characteristics of information disclosed by the issuer of financial instruments traded on the regulated market managed by the Exchange, either autonomously or through third parties via the Issuer Intranet. Each disclosure made via the Issuer Intranet will be deemed issuer disclosure and it is the sole responsibility of the issuer to prevent the service use by unauthorised persons. Issuers are not permitted to communicate to the public information which, by the nature of its content, is not considered regulated or inside information (e.g. promotional activities: advertisements, polemic content, pamphlets etc.) in what might be a misleading manner.

The Issuer Intranet service is available via the Exchange website 24/7 on <https://eho.zse.hr/>.

If an issuer discloses inside information, regulated or information which is not regulated and it is subsequently found that certain data needs to be corrected, the issuer will publish a correction to fully, truthfully and factually correctly inform the investment public.

Disclosures made by issuers fall within two main categories:

Category	Time of web disclosure	Exchange authorisation
<i>Regulated information</i>	7 days, 0-24 hours	no
<i>Inside and other information</i>	business hours of the Exchange	yes

Explanatory note:

Notices in the category of *Regulated information*, entered by the issuer via the Issuer Intranet, are published directly on the Exchange website without Exchange authorisation 24/7.

Notices in the category of *Inside and other information*, entered by the issuer via the Issuer Intranet, will be published on the Exchange website immediately after being authorised during business hours of the Exchange. Information provided after Exchange business hours will be published on the Exchange website on the next trading day, subject to prior authorisation.

A calendar of Exchange trading days is available on the Exchange website.

Immediately upon authorisation, the issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

The *Inside information* category is used for entering the information which constitutes inside information under Regulation (EU) No 596/2014 on market abuse.

Other regulated information that cannot be found under the 'Regulated Information' menu, along with any additional information the issuer wishes to disclose for transparency purposes, should be entered under 'Other Information'.

2. Issuer Intranet login

Issuers whose financial instruments are listed on the regulated market can access the Intranet via the Exchange website (<https://zse.hr/en>) under **Izdavatelji (Issuers) / EHO – sustav za objavu informacija (Public announcements system)**.

Issuers whose financial instruments are admitted to trading on the parallel Progress Market can access the Intranet via the Progress market website (<https://progress.market/>) in the section **Izdavatelji (Issuers) / EHO - sustav za objavu informacija (EHO - public announcements system)**.

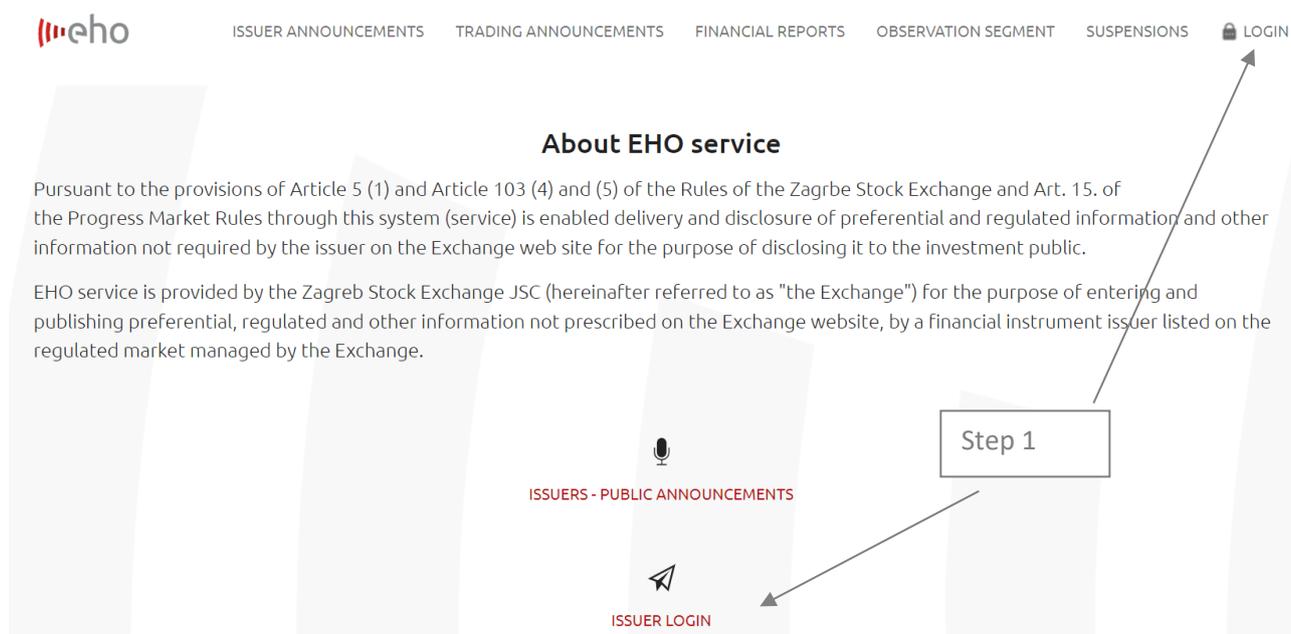


Figure 1: Issuer Intranet EHO Service home page

Step 1 The Exchange EHO Service home page contains a link for **Prijava (Login)** in the top right corner.

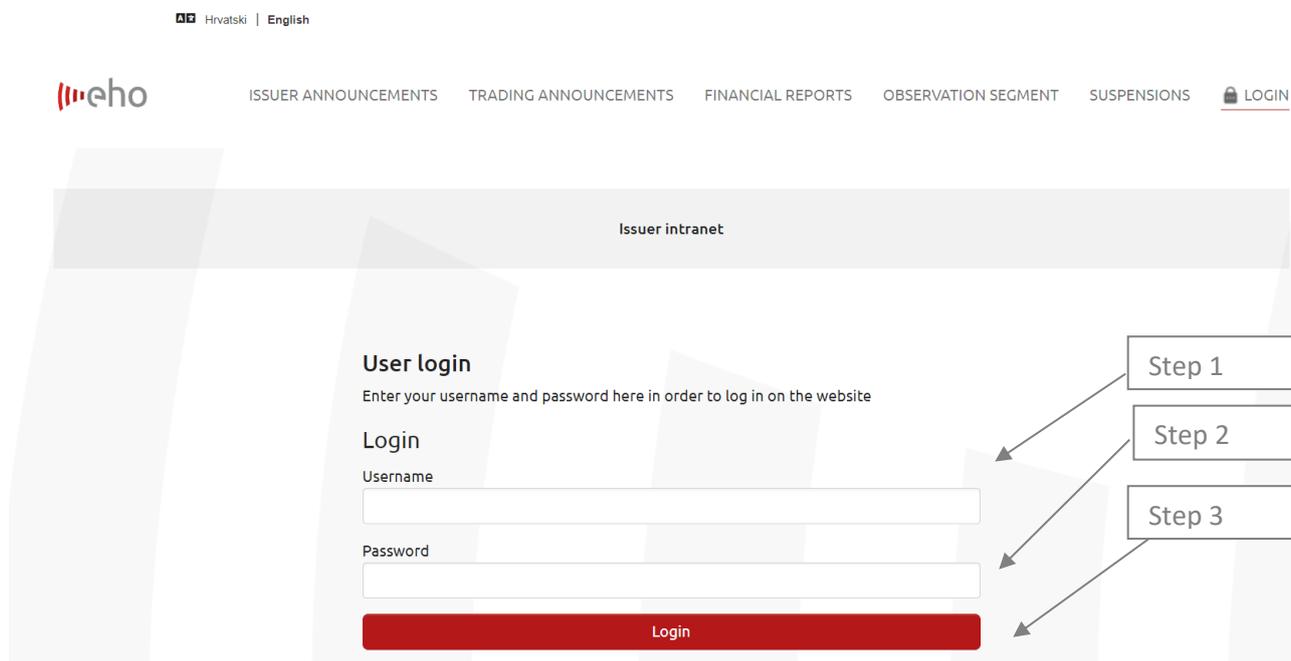


Figure 2: Intranet authorisation

Step 1 Enter your username.

Step 2 Enter password (code).

Step 3 A link to **Prijava (Login)** will follow.

In the top right corner of the EHO Service home page please find **Glavni preglednik (Dashboard)**, **Podaci o izdavatelju (Issuer data overview)**, **Objave (Disclosures)**, **Financijski izvještaji (Financial reports)**, **Glavne skupštine (Annual General Meetings, AGMs)** and **Dividende (Dividends)**. The Dashboard is the home or introductory page of the Issuer Intranet with notifications (last 5 notifications published) and a list of listed securities of the issuer. The 'Disclosures' menu consists of two main categories: Inside and other information and Regulated information. The vertical menu also contains a list of all published financial reports, a list of Issuer's AGMs and information on corporate actions of dividend payments of the Issuer.

Prijavljen kao: **ZB**
Odjava

Pregled obavijesti (zadnjih 5 objava)

0

Trenutno nema objava za prikaz.

Uvršteni vrijednosni papiri

1

Zagrebačka burza d.d. - redovne dionice
HRZB00RA0003

Simbol	ZB	Datum uvrštenja	30.08.2016.
Mjesto trgovanja	ZSE	Tržišni segment	Službeno tržište (ZSE)

Kliknite sekciju kako bi otvorili brz pregled vezanih obavijesti.

- Glavni pregled
- Objave
- Financijski izvještaji
- Glavne skupštine
- Dividende

Figure 3: Dashboard

Prijavljen kao: **ZB**
Odjava

Vrsta obavijesti

Povlaštene i ostale informacije

▼

★ Objavi povlaštene informacije

✂ Objavi ostale informacije

Propisane informacije

▼

📄 Objavi propisanu informaciju

📣 Objavi poziv na Glavnu skupštinu

📊 Objavi financijski izvještaj

💰 Objavi predujam dividende

📋 Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

Pregled obavijesti (zadnjih 5 objava)

428

Figure 4: Disclosures view

3. Financial reports

Financial reports of the issuer are disclosed via the **Objave (Disclosures)** or **Financijski izvještaji (Financial reports)** menus. The **Financial reports** menu displays all the financial reports published by the Issuer. A click on the **'Objavi financijski izvještaj' (Publish financial report)** link will call up a disclosure form.

The screenshot shows a web interface for financial reports. At the top left, there is a header area with 'Prijavljen kao: ZB' and a red 'Objava' button. Below this is a main section titled 'Objavi financijski izvještaj' with a red-bordered button labeled 'Objavi financijski izvještaj'. To the right is a vertical navigation menu with options: 'Glavni pregled', 'Objave', 'Financijski izvještaji' (highlighted in red), 'Glavne skupštine', and 'Dividende'. Below the main section is a heading 'Financijski izvještaji (zadnjih 5 objava)' with a '1' indicator. A list item is shown: 'Financijski izvještaj: 2020, Godišnji izvještaj' with a timestamp '29.06.2020. 11:38' and a document icon. Below the list item are two radio buttons: 'Nekonsolidirano' and 'Nerevidirano'. At the bottom right of the list item is a blue button labeled 'Prikaži još'.

Figure 5: Financial reports menu

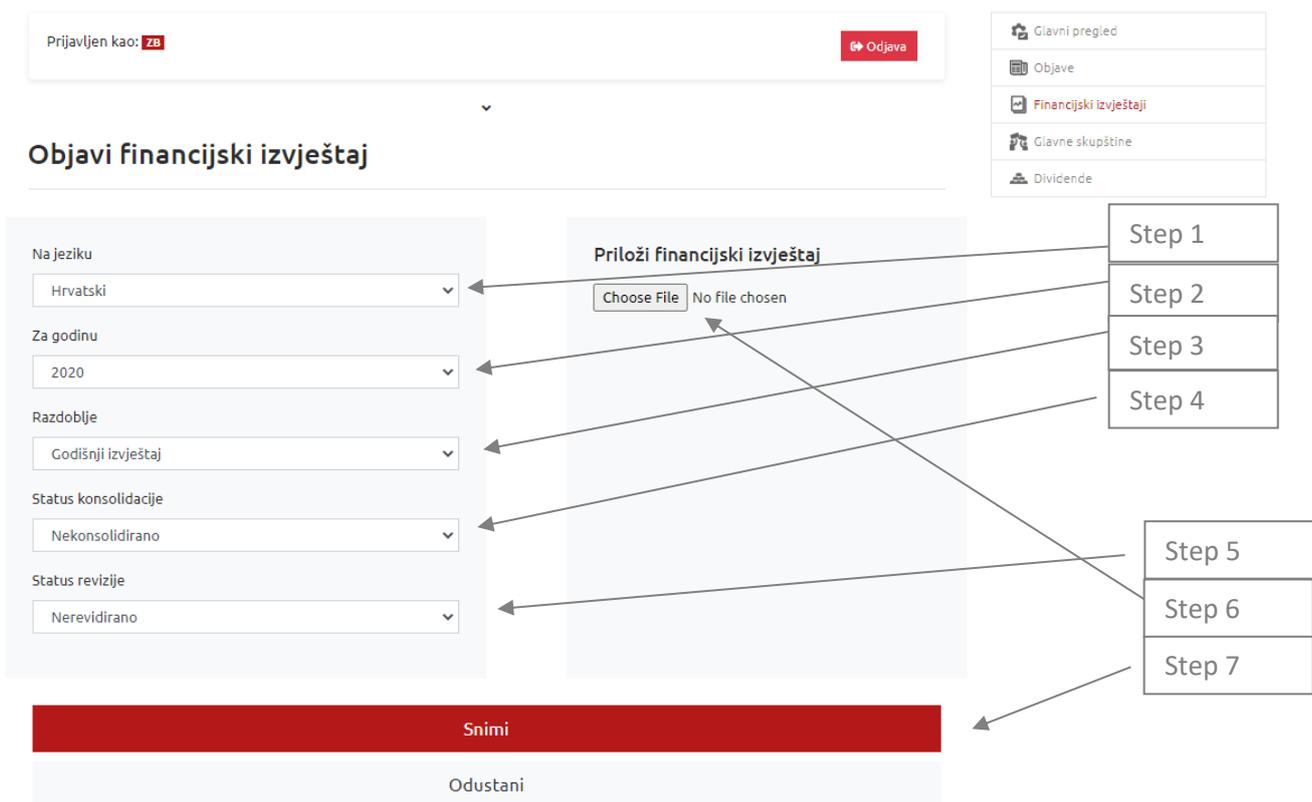


Figure 6: Publishing a financial report

Step 1: In the drop-down menu select the report language - Croatian or English.

Step 2: In the drop-down menu select the year of the financial report.

Step 3: In the drop-down menu select the period of the financial report.

Step 4: In the drop-down menu select whether the report is consolidated or non-consolidated.

Step 5: In the drop-down menu select whether the report is audited or unaudited.

Step 6: A click on the icon 'Odaberi datoteku' (Select file) will call up a pop-up for document upload in which the desired document / financial report needs to be selected.

Note: Only one file may be selected and uploaded when making a disclosure. Financial reports need to be provided in XLS and PDF format and/or in ESEF (European Single Electronic Format (ESEF) ZIP format.

Step 7: Click on **Snimi (Save)**.

By selecting the Save option, a message will appear indicating that the financial report has been successfully published. The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

Prijavljen kao: **ZB** ➔ Odjava

📄 **Objavi financijski izvještaj**

➔ Objavi financijski izvještaj

Financijski izvještaji (zadnjih 5 objava) 2

📄 **Financijski izvještaj: 2020, Godišnji izvještaj** 20.08.2020. 11:06 📄

Nekonsolidirano

Nerevidirano

🏠 Glavni pregled

📄 Objave

📄 **Financijski izvještaji**

👥 Glavne skupštine

💰 Dividende

Figure 7: Notice of successfully published financial report

By selecting one of the presented financial reports, a detailed view of that report opens with an attached document.

Prijavljen kao: **ZB** ➔ Odjava

Financijski izvještaj ✔

Na jeziku	Hrvatski
Za godinu	2020
Razdoblje	Godišnji izvještaj
Status konsolidacije	Nekonsolidirano
Status revizije	Nerevidirano
Financijski izvještaj	📄 Pristupi dokumentu
Vrijeme objave	20.08.2020. 11:06

⬅ Nazad

🏠 Glavni pregled

📄 Objave

📄 **Financijski izvještaji**

👥 Glavne skupštine

💰 Dividende

Figure 8: View of details

Corrections of financial reports can be published 24/7 via the Publish a correction field by selecting the published financial report in the 'Pregled financijskih izvještaja' (Financial reports view).

When correcting a financial report, in the 'Explanation of the correction' field the issuer is required to state the reason for the correction with any changes made.

Financijski izvještaj



Na jeziku	Hrvatski
Za godinu	2020
Razdoblje	Polugodišnji izvještaj
Status konsolidacije	Nekonsolidirano
Status revizije	Nerevidirano
Tip dokumenta	XLSX
Financijski izvještaj	 Pristupi dokumentu
Vrijeme objave	07.09.2020. 08:55

 Nazad

 Objavi ispravak

Figure 9: Publishing a financial report correction

Financijski izvještaj - Unos ispravka

<p>Na jeziku</p> <p>Hrvatski</p> <p>Za godinu</p> <p>2020</p> <p>Razdoblje</p> <p>Polugodišnji izvještaj</p> <p>Status konsolidacije</p> <p>Nekonsolidirano</p> <p>Status revizije</p> <p>Nerevidirano</p>	<p>Priloži financijski izvještaj</p> <p>Odaberi datoteku Nije odabrana ...dna datoteka.</p>
--	--

Obrazloženje ispravka

Unesite tekst

Kratko objašnjenje o razlozima objave ispravaka.

Snimi

Odustani

Figure 10: Publishing a financial report correction

4. Regulated information

Any current (ad hoc) regulated information is disclosed via the link **Objavi propisanu informaciju (Disclose regulated information)** by clicking on **Objave (Disclosures)** in the vertical menu.

Prijavljen kao: **ZB** Objava

Glavni pregled
Objave
Financijski izvještaji
Glavne skupštine
Dividende

Vrsta obavijesti

Povlaštene i ostale informacije

- Objavi povlaštene informacije
- Objavi ostale informacije

Propisane informacije

- Objavi propisanu informaciju
- Objavi poziv na Glavnu skupštinu
- Objavi financijski izvještaj
- Objavi predujam dividende
- Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

Pregled obavijesti (zadnjih 5 objava) 471

Figure 11: 'Objave' (Disclosures) view

The type of information is selected from the drop-down menu '**Vrsta**' (Type), depending on its content. Regulated information is to be disclosed in PDF format only.

Prijavljen kao: **ZB**
Odjava

Propisane informacije

Na jeziku

Hrvatski
▼

Vrsta

Informacija o promjeni broja dionica s pravom glasa i broja glasačkih prava (čl. 473. ZTK)
▼

Informacija o promjeni broja dionica s pravom glasa i broja glasačkih prava (čl. 473. ZTK)

Informacija o promjeni u vezi s pravima iz izdanih vrijednosnih papira (čl. 475. ZTK)

Informacija o stjecanju i otpuštanju vlastitih dionica (čl. 474. ZTK) - Otpuštanje dionica

Informacija o stjecanju i otpuštanju vlastitih dionica (čl. 474. ZTK) - Stjecanje dionica

Informacija u vezi sa zaprimljenom obavijesti o promjenama u glasačkim pravima (čl. 472. i 482. ZTK)

Izveštaj o plaćanjima javnom sektoru (čl. 469. ZTK)

Prijava transakcija rukovoditelja (Uredba o zlouporabi tržišta)

Kratki sadržaj obavijesti, prvi je prikazan.

- Glavni pregled
- Objave
- Financijski izvještaji
- Glavne skupštine
- Dividende

Vezani dokument

Choose File

No file chosen

Obuhvaćeni vrijednosni papiri

- Vrijedi za sve
- Zagrebačka burza d.d. - redovne dionice **ZB**

Figure 12: Selecting the type of regulated information

When entering the regulated information, there is an option to select ‘valid for all’ or to choose a specific financial instrument to which the regulated information referred to.

Corrections of disclosed regulated information can be published 24/7 via the ‘Objavi ispravak’ (Publish a correction) field by selecting the published notice in the ‘Pregled obavijesti’ (Disclosures view).

Prijavljen kao: **ZB**Odjava

Objava - Promjena prava u vezi izdanih vrijednosnih papira

✓

Naslov	Zagrebačka burza d.d. - Informacija o promjeni u vezi s pravima iz izdanih V.P.
Na jeziku	Hrvatski
Vezani dokument	Pristupi dokumentu
Vrijeme objave	07.09.2020. 08:57
Obuhvaćeni vrijednosni papiri	ZB

NazadObjavi ispravak

- Glavni pregled
- Objave**
- Financijski izvještaji
- Glavne skupštine
- Dividende

Figure 13: Publishing a correction

If the content of the notice to be published does not correspond to any state category, selecting the category 'Objavi ostale informacije' (Disclose other information) will enable the entry of a different content notice.

4.1 Example of entering regulated information

Prijavljen kao: ZB Odjava

Glavni pregled
Objave
Financijski izvještaji
Glavne skupštine
Dividende

Propisane informacije

Na jeziku
Hrvatski

Vrsta
Informacija o promjeni broja dionica s pravom glasa i broja glasačkih prava (čl. 473. ZTK)

Kratki sadržaj

Kratki sadržaj obavijesti, prvi je prikazan.

Vezani dokument
Choose File No file chosen

Obuhvaćeni vrijednosni papiri
 Vrijedi za sve
 Zagrebačka burza d.d. - redovne dionice ZB

Snimi

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

Figure 14: Entering regulated information

Step 1: In the drop-down menu select notice language - Croatian or English.

Step 2: Select the type of regulated information.

Step 3: The entry of the content summary or notice accompanying a news release is optional but **not mandatory**.

Step 4: Click on 'Odaberi datoteku' (Select file). Select the appropriate document on your computer and click Open. The document will be attached to the disclosure, with its title displayed.

Step 5: Select the financial instrument referred to in the notice or leave the selection *vrijedi za sve* (valid for all).

Step 6: By clicking on Snimi (Save), the news item will be uploaded to the system and will be published immediately. Once that is done, a confirmation of successful upload will appear on the screen.

Prijavljen kao: ZB Odjava

Obavijest uspješno objavljena!

Vrsta obavijesti

Povlaštene i ostale informacije

- Objavi povlaštene informacije
- Objavi ostale informacije

Propisane informacije

- Objavi propisanu informaciju
- Objavi poziv na Glavnu skupštinu
- Objavi finansijski izvještaj
- Objavi predujam dividende
- Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

Pregled obavijesti (zadnjih 5 objava) 469

Zagrebačka burza d.d. - Informacija o promjeni broja dionica s prav... 17.03.2021. 13:30

Figure 15: View of successfully disclosed information

By selecting an individual notice, a detailed overview of the disclosure opens.

Prijavljen kao: ZB Odjava

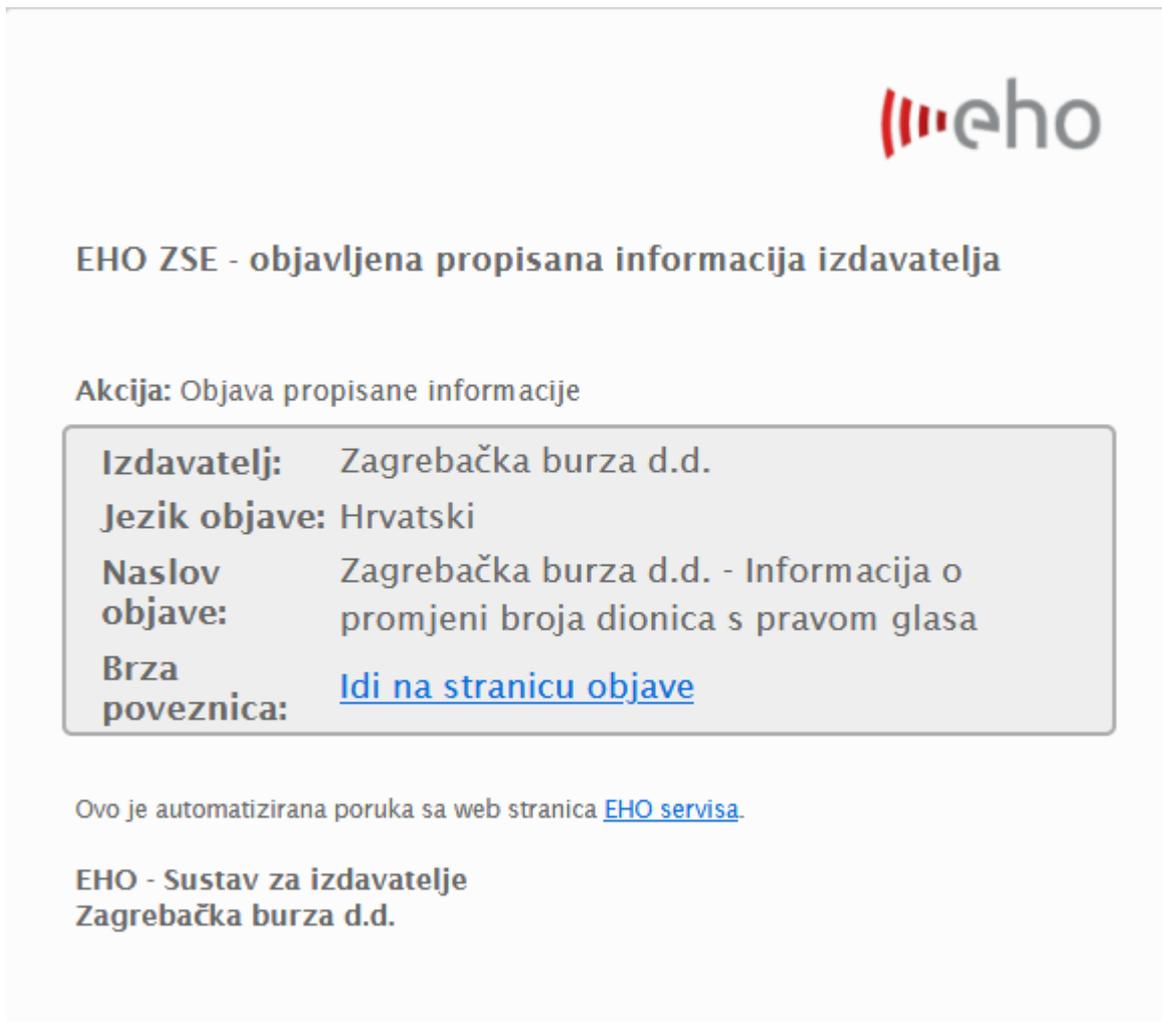
Obavijest izdavatelja - Promjena broja dionica ✓

Naslov	Zagrebačka burza d.d. - Informacija o promjeni broja dionica s pravom glasa
Vrsta obavijesti	Informacija o promjeni broja dionica s pravom glasa i broja glasačkih prava (čl. 473. ZTK)
Na jeziku	Hrvatski
Vezani dokument	Pregledaj dokument
Vrijeme objave	17.03.2021. 13:30
Obuhvaćeni vrijednosni papiri	ZB

Nazad Objavi ispravak

Figure 16: Viewing specific notification details

The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.



The image shows a screenshot of an email notification from EHO ZSE. At the top right is the EHO logo, which consists of a red stylized sound wave icon followed by the lowercase letters 'eho'. Below the logo, the subject line reads 'EHO ZSE - objavljena propisana informacija izdavatelja'. The main body of the email contains the following information: 'Akcija: Objava propisane informacije'. A grey-bordered box contains the following details: 'Izdavatelj: Zagrebačka burza d.d.', 'Jezik objave: Hrvatski', 'Naslov objave: Zagrebačka burza d.d. - Informacija o promjeni broja dionica s pravom glasa', and 'Brza poveznica: [Idi na stranicu objave](#)'. Below this box, it states 'Ovo je automatizirana poruka sa web stranica [EHO servisa](#)'. At the bottom, it identifies the system as 'EHO - Sustav za izdavatelje' and the sender as 'Zagrebačka burza d.d.'.

EHO ZSE - objavljena propisana informacija izdavatelja

Akcija: Objava propisane informacije

Izdavatelj: Zagrebačka burza d.d.

Jezik objave: Hrvatski

Naslov objave: Zagrebačka burza d.d. - Informacija o promjeni broja dionica s pravom glasa

Brza poveznica: [Idi na stranicu objave](#)

Ovo je automatizirana poruka sa web stranica [EHO servisa](#).

EHO - Sustav za izdavatelje
Zagrebačka burza d.d.

Figure 17: Example of e-mail serving as confirmation of regulated information disclosure

4.2 Annual General Meetings (AGM)

Information on the issuer's AGM is disclosed via the **Objave (Disclosures)** or **Glavne skupštine (AGMs)** menu.

All disclosed AGM information of the issuer can be viewed in the **Glavne skupštine (AGMs)** menu.

Prijavljen kao: **ZB** Objava

Vrsta obavijesti

Povlaštene i ostale informacije

- Objavi povlaštene informacije
- Objavi ostale informacije

Propisane informacije

- Objavi propisanu informaciju
- Objavi poziv na Glavnu skupštinu**
- Objavi financijski izvještaj
- Objavi predujam dividende
- Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

Pregled obavijesti (zadnjih 5 objava) 441

Figure 18: Publishing an invitation to AGM via the Disclosures menu

Prijavljen kao: **ZB** Objava

Glavna skupština

- Objavi poziv na Glavnu skupštinu

Pregled glavnih skupština (zadnjih 5 objava) 0

Trenutno nema skupština za prikaz.

Figure 19: Entering an invitation to AGM and disclosure of AGM invitations via the Glavne skupštine (AGMs) menu.

4.2.1 Invitation to the AGM

Objava novog poziva na Glavnu skupštinu

The screenshot shows a web form for publishing a new AGM invitation. It is divided into two main sections: 'Objava novog poziva na Glavnu skupštinu' and 'Informacije o dividendi'. The first section contains a language dropdown menu (set to 'Hrvatski'), a date picker for the AGM date, a file selection button labeled 'Odaberi datoteku', and a URL field. The second section is for dividend information, including radio buttons for dividend type (None, In shares, In cash), a value input field, a currency dropdown, and two date pickers for dividend rights and payment. At the bottom are 'Snimi' and 'Odustani' buttons. Four arrows point from boxes labeled 'Step 1' through 'Step 4' to specific form elements: Step 1 points to the language dropdown, Step 2 to the date picker, Step 3 to the file selection button, and Step 4 to the 'U dionicama' radio button.

Na jeziku
Hrvatski

Datum održavanja skupštine
Obavezno za unos

Vezani dokument
Odaberi datoteku Nije odabrana niti jedna datoteka.

Vanjska poveznica (URL)

Ovo je neobavezni unos za povezivanje vanjske veze na novost ili dodatne dokumente/podatke o skupštini.

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice

Vrsta dividende: Nema U dionicama U novcu

Vrijednost dividende
Vrijednost dividende: Bruto iznos u nominalnoj vrijednosti ili omjer u dionicama.

Valuta dividende
Odaberi ponuđeno...

Datum stjecanja prava na dividendu
Obavezno za unos

Datum isplate dividende
Obavezno za unos

Snimi

Odustani

Figure 20: Invitation to the AGM

Step 1: In the drop-down menu select notice language - Croatian or English.

Step 2: Make sure you select the date on which the AGM is to be held.

Step 3: Click on 'Odaberi datoteku' (Select file). Select the document containing an AGM Invitation with proposed decisions in your directory and click Open.

Step 4: From the 'Vrsta dividende' (Dividend type) menu select *Nema (None)*, *U novcu (In cash)*, *U dionicama (In shares)*.

If the company has proposed no dividend payment in the invitation to the AGM, select `None` in the Dividend type menu.

If the company's invitation to the AGM includes proposals for the dividend payment *U novcu (In cash)* or *U dionicama (In shares)*, the appropriate dividend type needs to be selected and all other requisite data filled in.

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice ZB

Vrsta dividende: Nema U dionicama U novcu

Vrijednost dividende
Vrijednost dividende: Bruto iznos u nominalnoj vrijednosti ili omjer u dionicama.

Valuta dividende

Datum stjecanja prava na dividendu

Datum isplate dividende

Step 1

Step 2

Step 3

Step 4

Figure 21: Cash or share dividend

Step 1: Enter the proposed dividend amount or ratio referred to in the Invitation to the AGM.

Step 2: Select the currency for dividend payment.

Step 3: Enter the record date on which the right to dividend is recognised.

Step 4: Enter the dividend payment or corporate action date.

Note: In AGM entry, dividend data for each financial instrument needs to be entered separately while the notice itself refers to the issuer in general.

Prijavljen kao: **ZB**
Odjava

Objava novog poziva na Glavnu skupštinu

Na jeziku

Hrvatski
▼

Datum održavanja skupštine

22.08.2020
📅

Vezani dokument

Choose File
dokument.pdf

- 🏠 Glavni pregled
- 📅 Objave
- 📄 Financijski izvještaji
- 👤 Glavne skupštine
- 💰 Dividende

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice ZB

Vrsta dividende: Nema U dionicama U novcu

Snimi

Odustani

Figure 22: Example of the last step in AGM entry

Once the document has been uploaded and all dividend data filled in, confirm the entry by clicking on **Snimi (Save)**. If all data is accurate and the generated content is correct, a message confirming that the news item has been published will appear.

Note: Once the invitation to the AGM has been published on the Issuer Intranet, the issuer will not be able to change it except by publishing a correction to the AGM invitation. Dividend data can be corrected in two ways: by publishing a correction to the AGM invitation and updating dividend data or under ‘*Kratki sadržaj*’ (*Content summary*) by entering a summary of the correction description and amending dividend data.

Once an invitation to the AGM has been published, a view of AGM disclosures made and a notice of successful disclosure will be displayed. The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

Prijavljen kao: **ZB**
Odjava

✔ Obavijest uspješno objavljena!
✕

Glavna skupština

🔔 [Objavi poziv na Glavnu skupštinu](#)

Pregled glavnih skupština (zadnjih 5 objava) 1

Glavna skupština - 22.08.2020. - Poziv
20.08.2020. ▶

OTVORENA

Prikaži još

- Glavni pregled
- Objave
- Financijski izvještaji
- Glavne skupštine**
- Dividende

Figure 23: Successfully published AGM invitation

A user will get a detailed view of the disclosure by clicking on the notice.

After the invitation to the AGM has been published, it is possible to publish its correction / counterproposal / amendment / postponement / no quorum / recall by clicking on the published AGM invitation on the **Glavne skupštine (AGMs)** menu.

Prijavljen kao: **ZB**
Odjava

Glavna skupština - 22.08.2020. 🏛️

Na jeziku Hrvatski

Vrsta unosa Poziv

Datum održavanja 22.08.2020.

Vezani dokument 📄 [Pristupi dokumentu](#)

- 🔔 [Objavi odluke Glavne skupštine](#)
- ✍️ [Objavi ispravak poziva](#)
- 🗳️ [Objavi protuprijedlog skupštine](#)
- 📄 [Objavi dopunu skupštine](#)
- 🕒 [Objavi odgodu skupštine](#)
- 👥 [Objavi nedostatak kvoruma skupštine](#)
- 🔔 [Objavi opoziv skupštine](#)

◀ Nazad

- Glavni pregled
- Objave
- Financijski izvještaji
- Glavne skupštine**
- Dividende

Figure 24: Possibilities concerning a published AGM invitation

4.2.2 Resolutions of the AGM

Resolutions of the AGM are to be entered by selecting the date on the **Glavne skupštine (AGMs)** menu on which the issuer's AGM was held.

Prijavljen kao: **ZB** Odjava

Glavna skupština - 22.08.2020. 🏠

Na jeziku	Hrvatski
Vrsta unosa	Poziv
Datum održavanja	22.08.2020.
Vezani dokument	Pristupi dokumentu

[Objavi odluke Glavne skupštine](#)

Objavi ispravak poziva
Objavi protuprijedlog skupštine
Objavi dopunu skupštine
Objavi odgodu skupštine
Objavi nedostatak kvoruma skupštine
Objavi opoziv skupštine

[◀ Nazad](#)

🏠 Glavni pregled
📄 Objave
📄 Financijski izvještaji
👤 Glavne skupštine
💰 Dividende

Figure 25: Resolutions of the AGM

If the company's AGM voted in favour of a cash or share dividend payment, data concerning the dividend needs to be confirmed or new, amended data voted in under a counterproposal entered.

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice ZB

Vrsta dividende: Nema U dionicama U novcu

Vrijednost dividende
Vrijednost dividende: Bruto iznos u nominalnoj vrijednosti ili omjer u dionicama.

Valuta dividende

Datum stjecanja prava na dividendu

Datum isplate dividende

Step 1

Step 2

Step 3

Step 4

The image shows a web form for declaring dividends. It has five main sections: 1. Dividend type selection (radio buttons for 'Nema', 'U dionicama', and 'U novcu', with 'U novcu' selected). 2. Dividend amount input field with a text box and a small explanatory note below it. 3. Currency selection dropdown menu. 4. Record date input field with a text box and a calendar icon. 5. Payment date input field with a text box and a calendar icon. To the right of the form is a legend with four boxes labeled 'Step 1' through 'Step 4'. Arrows point from each step box to the corresponding input field in the form: Step 1 to the amount field, Step 2 to the currency dropdown, Step 3 to the record date field, and Step 4 to the payment date field.

Figure 26: Cash or share dividend

Step 1: Enter the voted in dividend amount or voted in ratio referred to in the AGM invitation.

Step 2: Select the currency for dividend payment.

Step 3: Enter the record date on which the right to dividend is recognised.

Step 4: Enter the dividend payment or corporate action date.

Prijavljen kao: **ZB**
➤ Odjava

- 🏠 Glavni pregled
- 📅 Objave
- 📄 Financijski izvještaji
- 🗳️ **Glavne skupštine**
- 💰 Dividende

Odluke Glavne skupštine

Na jeziku

Hrvatski

Datum održavanja skupštine

22.08.2020

Vezani dokument

Choose File

No file chosen

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice ZB

Vrsta dividende: Nema U dionicama U novcu

Snimi

Odustani

Figure 27: Example of disclosure of AGM resolutions

A correction of disclosed AGM resolutions can be published 24/7 via the 'Objavi ispravak odluka Glavne skupštine' (Publish a correction of AGM Resolutions) field by selecting the published notice in the 'Pregled obavijesti' (Disclosures view) on the **Glavne skupštine (AGM)** menu.

4.3 Interim dividend

Data on interim dividend is entered *via the **Objave (Disclosures) or Dividende (Dividends) menu.***

By selecting this menu, a historical overview of the issuer's corporate dividend payments is displayed.

The screenshot shows a user interface for managing dividends. At the top left, there is a login field labeled 'Prijavljen kao: ZB' and a red 'Odjava' button. Below this is a navigation menu with the following items: 'Glavni pregled', 'Objave', 'Financijski izvještaji', 'Glavne skupštine', and 'Dividende' (highlighted in red). The main content area is titled 'Objavi predujam dividende' and contains a red button labeled 'Objavi predujam dividende'. Below this is a section titled 'Pregled dividendi (zadnjih 5 objava)'. The main content area displays information for 'Zagrebačka burza d.d. - redovne dionice' with the ID 'HRZB00RA0003'. A table shows the following data:

Simbol	ZB	Datum uvrštenja	30.08.2016.
Mjesto trgovanja	ZSE	Tržišni segment	Službeno tržište (ZSE)

Below the table, there is a note: 'Kliknite sekciju kako bi otvorili pregled svih vezanih dividendi.' At the bottom of the main content area, a yellow box displays the message: 'Trenutno nema dividendi za prikaz.'

Figure 28: Dividend view

A new interim dividend can be entered by selecting 'Objavi predujam dividende' (Disclose interim dividend).

Predujam dividende

Na jeziku
Hrvatski

Tekst objave

Kratak sadržaj obavijesti, prvi je prikazan.

Vezani dokument

Odaberi datoteku | Nije odabrana niti jedna datoteka.

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice

Vrsta dividende: Nema U dionicama U novcu

Vrijednost dividende

Vrijednost dividende: Bruto iznos u nominalnoj vrijednosti ili omjer u dionicama.

Valuta dividende

Odaberi ponuđeno...

Datum stjecanja prava na dividendu

Obavezno za unos

Datum isplate dividende

Obavezno za unos

Snimi

Odustani

Figure 29: Interim dividend

Step 1: In the drop-down menu select notice language - Croatian or English.

Step 2: Entering a brief text or note accompanying the disclosure is optional. **Optional.**

Step 3: Click on 'Odaberi datoteku' (Select file). Select the document containing a notice of interim dividend in your directory and click Open. The document is ready by clicking on 'Upload'. A message on its successful upload will follow.

Step 4: From the 'Vrsta dividende' menu select the dividend type: *U novcu (cash)*, *U dionicama (share)*.

It is necessary to fill in all the required information for the interim dividend:

Informacije o dividendi

Zagrebačka burza d.d. - redovne dionice ZB

Vrsta dividende: Nema U dionicama U novcu

Vrijednost dividende

Vrijednost dividende: Bruto iznos u nominalnoj vrijednosti ili omjer u dionicama.

Valuta dividende

Datum stjecanja prava na dividendu

Datum isplate dividende

Step 1

Step 2

Step 3

Step 4

Figure 30: Cash or share dividend

Step 1: Enter the proposed dividend amount or ratio.

Step 2: Select the currency for interim dividend payment.

Step 3: Enter the record date on which the right to dividend is recognised.

Step 4: Enter the dividend payment or corporate action date.

Once dividend data is filled in, confirm the notice entry by clicking on **Snimi** (Save). If all data is accurate and the generated content is correct, a message confirming that the notice has been added and a new entry on the dividend view will appear. The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

Prijavljen kao: **ZB**Odjava

▼

✓ Obavijest uspješno dodana! ✕

Objavi predujam dividende

Objavi predujam dividende

Pregled dividendi (zadnjih 5 objava)

Zagrebačka burza d.d. - redovne dionice HRZB00RA0003

Simbol	ZB	Datum uvrštenja	30.08.2016.
Mjesto trgovanja	ZSE	Tržišni segment	Službeno tržište (ZSE)

Kliknite sekciju kako bi otvorili pregled svih vezanih dividendi.

Dividenda u dionicama Predujam dividende

Vrijednost dividende: 12
Datum stjecanja prava na dividendu: 22.08.2020.
Datum isplate dividende: 05.09.2020.

Prikaži još

Glavni pregled
Objave
Financijski izvještaji
Glavne skupštine
Dividende

Figure 31: Success message on added notice

A click on the notice will open a detailed view of entered dividend data.

Prijavljen kao: **ZB**
Odjava

▼

Pregled dividende

Za vrijednosnicu	Zagrebačka burza d.d. - redovne dionice ZB
Tip dividende	Predujam dividende
Vrsta dividende	Dividenda u novcu
Vrijednost dividende	2 EUR
Početak trgovanja bez dividende	08.12.2022.
Datum stjecanja prava na dividendu	09.12.2022.
Datum isplate dividende	22.12.2022.
Aktualna	✓
Vezani dokument	Pregledaj dokument
Vezana objava	Otvori objavu

Nazad
Objavi ispravak

- Glavni pregled
- Objave
- Financijski izvještaji
- Glavne skupštine
- Dividende

Figure 32: Viewing dividend details

A correction of the interim dividend notice can be published 24/7 via the 'Objavi ispravak obavijesti o predujmu dividende' (Publish a correction of the interim dividend notice) field by selecting the published notice in the 'Pregled obavijesti' (Disclosures view) on the *Dividende* (Dividends) menu.

4.4 Code of Corporate Governance (Art. 121 of the Exchange Rules, compliance questionnaire)

Prijavljen kao: **ZB** Odjava

Kodeks korporativnog upravljanja (čl. 121. Pravila Burze, upitnik o usklađenosti)

Na jeziku
Hrvatski

Za godinu
2019

Vezani dokument
Choose File No file chosen

Obuhvaćeni vrijednosni papiri

Vrijedi za sve
 Zagrebačka burza d.d. - redovne dionice **ZB**

Snimi
Odustani

Figure 33: Code of Corporate Governance (Art. 121 of the Exchange Rules, compliance questionnaire)

Step 1: In the drop-down menu select questionnaire language - Croatian or English.

Step 2: In the drop-down menu select the year of the questionnaire.

Step 3: Click on 'Odaberi datoteku' (Select file). Select the XLS or PDF document containing the compliance questionnaire in your directory and click Open.

Note: The compliance questionnaire needs to be provided in the XLS or PDF format.

Once the document has been uploaded, confirm the notice entry by clicking on **Snimi** (Save). If all data is accurate and the generated content is correct, a message confirming that the information has been published will appear.

The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

Prijavljen kao: **ZB**
➔ Odjava

☑ Obavijest uspješno objavljena!
✕

Vrsta obavijesti

Povlaštene i ostale informacije

- ★ Objavi povlaštene informacije
- ✍ Objavi ostale informacije

Propisane informacije

- 📄 Objavi propisanu informaciju
- 🗣 Objavi poziv na Glavnu skupštinu
- 📊 Objavi financijski izvještaj
- 💰 Objavi predujam dividende
- 📋 Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

- 🏠 Glavni pregled
- 📄 Objave
- 📊 Financijski izvještaji
- 🗣 Glavne skupštine
- 💰 Dividende

Pregled obavijesti (zadnjih 5 objava) 446

📄 Zagrebačka burza d.d. - Kodeks korporativnog upravljanja - upitnik...
15.03.2021. 11:57 👤

15.03.2021. 11:57 👤

Figure 34: View of newly entered information on Compliance questionnaire entry / Success message on published notice

Prijavljen kao: **ZB**
➔ Odjava

🏠 Glavni pregled
✔

Obavijest izdavatelja - Kodeks korporativnog upravljanja

Naslov	Zagrebačka burza d.d. - Kodeks korporativnog upravljanja - upitnik o usklađenosti za 2020.
Vrsta obavijesti	Kodeks korporativnog upravljanja (čl. 121. Pravila Burze, upitnik o usklađenosti)
Na jeziku	Hrvatski
Za godinu	2020
Vezani dokument	📄 Pregledaj dokument
Vrijeme objave	15.03.2021. 11:57
Obuhvaćeni vrijednosni papiri	ZB

- 🏠 Glavni pregled
- 📄 Objave
- 📊 Financijski izvještaji
- 🗣 Glavne skupštine
- 💰 Dividende

🏠 Nazad
✎ Objavi ispravak

Figure 35: Viewing disclosed Compliance questionnaire details

A correction of disclosed Compliance questionnaire – Code of Corporate Governance can be published 24/7 via the 'Objavi ispravak' (Publish a correction) field by selecting the published notice in the 'Pregled obavijesti' (Disclosures view).

4.5 Inside and other information

4.5.1 Inside information

The screenshot shows a web interface for publishing insider information. At the top, there is a header with 'Prijavljen kao: ZB' and a red 'Objava' button. A navigation menu on the right includes 'Glavni pregled', 'Objave', 'Financijski izvještaji', 'Glavne skupštine', and 'Dividende'. The main form is titled 'Povlaštene informacije' and contains the following sections:

- Na jeziku:** A dropdown menu currently set to 'Hrvatski'. An arrow points to this dropdown with a box labeled 'Step 1'.
- Naslov:** A text input field. An arrow points to this field with a box labeled 'Step 2'.
- Tekst objave:** A large text area for the notice content. An arrow points to this area with a box labeled 'Step 3'.
- Vezani dokument:** A section with a button 'Odaberi datoteku' and the text 'Nije odabrana niti jedna datoteka.'. An arrow points to this section with a box labeled 'Step 4'.
- Obuhvaćeni vrijednosni papiri:** A section with two radio buttons: 'Vrijedi za sve' (unselected) and 'Zagrebačka burza d.d. - redovne dionice ZB' (selected). An arrow points to this section with a box labeled 'Step 5'.

At the bottom of the form, there are two buttons: a red 'Snimi' button and a grey 'Odustani' button.

Figure 36: Inside information

Step 1: In the drop-down menu select notice language - Croatian or English.

Step 2: Enter notice title.

Step 3: Enter text under 'Kratki sadržaj' (Content summary). **Optional.**

Step 4: Click on 'Odaberi datoteku' (Select file). Select the default document ('Obavijest' - Notice) in your directory and click Open. All inside information must be provided in a PDF file only.

Step 5: Select the financial instrument referred to in the notice or leave the selection *vrijedi za sve* (valid for all).

Having checked that all the fields are filled in and that the generated content is correct, confirm the entry by clicking on **Snimi (Save)**. If all data is accurate and the generated content is correct, a message confirming that the notice has been added will appear. The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

The screenshot displays the user interface of the ZSE website. At the top left, it shows the user is logged in as 'ZB' with a red 'Odjava' (Logout) button. A green success message banner reads 'Obavijest uspješno objavljena!' (Notice successfully published!). On the right, a sidebar menu includes 'Glavni pregled', 'Objave', 'Financijski izvještaji', 'Glavne skupštine', and 'Dividende'. The main section is titled 'Vrsta obavijesti' (Type of notice) and is divided into two categories: 'Povlaštene i ostale informacije' (Privileged and other information) and 'Propisane informacije' (Mandatory information). Under 'Povlaštene i ostale informacije', there are two options: 'Objavi povlaštene informacije' (Publish privileged information) and 'Objavi ostale informacije' (Publish other information). Under 'Propisane informacije', there are five options: 'Objavi propisanu informaciju' (Publish mandatory information), 'Objavi poziv na Glavnu skupštinu' (Publish call for the General Meeting), 'Objavi financijski izvještaj' (Publish financial statement), 'Objavi predujam dividende' (Publish dividend advance), and 'Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti' (Publish corporate governance code - questionnaire on compliance). Below this, a section titled 'Pregled obavijesti (zadnjih 5 objava)' (Notice overview (last 5 notices)) shows a count of 430 notices. The first notice listed is from 'Zagrebačka burza d.d.' (Zagreb Stock Exchange) titled 'Objava povlaštene informacije sukladno čl...' (Publication of privileged information in accordance with article...), dated 11.03.2021. 14:43, with a status of 'ČEKA ODOBRENJE' (Waiting for approval).

Figure 37: Success message on added notice

Prijavljen kao: **ZB**
➔ Odjava

Obavijest izdavatelja - Povlaštene informacije

i

- 🏠 Glavni pregled
- 📄 Objave
- 📊 Financijski izvještaji
- 👥 Glavne skupštine
- 💰 Dividende

Naslov	Zagrebačka burza d.d. - Objava povlaštene informacije sukladno čl.17. Uredbe (EU) br.596/2014 o zlouporabi tržišta
Vrsta obavijesti	Povlaštene informacije
Na jeziku	Hrvatski
Vezani dokument	📄 Pregledaj dokument
Vrijeme dodavanja	12.03.2021. 10:42
Vrijeme objave	ČEKA ODOBRENJE
Obuhvaćeni vrijednosni papiri	ZB

⬅ Nazad

Figure 38: Overview of the details of the added information

A click on the added notice provides a detailed view of all disclosed information. Once the notice, i.e. information has been authorised by the Exchange, it will appear on the Exchange or Progress Market website immediately upon authorisation.

Corrections of disclosed inside information can be published during Exchange business hours via the ‘Objavi ispravak’ (Publish a correction) field by selecting the published notice in the ‘Pregled obavijesti’ (Disclosures view).

Prijavljen kao: **ZB**
➔ Odjava

Obavijest izdavatelja - Povlaštene informacije

✔

- 🏠 Glavni pregled
- 📄 Objave
- 📊 Financijski izvještaji
- 👥 Glavne skupštine
- 💰 Dividende

Naslov	Zagrebačka burza d.d. - Objava povlaštene informacije sukladno čl.17. Uredbe (EU) br.596/2014 o zlouporabi tržišta
Vrsta obavijesti	Povlaštene informacije
Na jeziku	Hrvatski
Vezani dokument	📄 Pregledaj dokument
Vrijeme dodavanja	15.03.2021. 12:14
Vrijeme objave	15.03.2021. 12:17
Obuhvaćeni vrijednosni papiri	ZB

⬅ Nazad
✎ Objavi ispravak

Figure 39: Publishing a correction of inside information

Prijavljen kao: ZB

Odjava

Glavni pregled

Objave

Financijski izvještaji

Glavne skupštine

Dividende

Povlaštene informacije - Unos ispravka

Na jeziku

Hrvatski

Naslov originalne objave

Zagrebačka burza d.d. - Objava povlaštene informacije sukladno čl.17. Uredbe (EU) br.596/2014 o zlouporabi tržišta

Kratki sadržaj

Vezani dokument

Odaberi datoteku test.pdf

Obuhvaćeni vrijednosni papiri

Vrijedi za sve

Zagrebačka burza d.d. - redovne dionice ZB

Snimi

Odustani

Figure 40: Publishing a correction

4.5.2 Other information

The screenshot shows a web form for entering 'Other information'. At the top, there is a header with 'Prijavljen kao: ZB' and a red 'Odjava' button. A navigation menu on the right lists: 'Glavni pregled', 'Objave', 'Financijski izvještaji', 'Glavne skupštine', and 'Dividende'. The main form is titled 'Ostale informacije' and contains several sections:

- Na jeziku:** A dropdown menu with 'Hrvatski' selected. An arrow points to this dropdown from a box labeled 'Step 1'.
- Naslov:** A text input field containing 'Najava sjednice Nadzornog odbora'. An arrow points to this field from a box labeled 'Step 2'.
- Tekst objave:** A large text area for content. An arrow points to this area from a box labeled 'Step 3'.
- Vezani dokument:** A section with a button 'Odaberi datoteku' and a file named 'test.pdf'. An arrow points to the button from a box labeled 'Step 4'.
- Obuhvaćeni vrijednosni papiri:** A section with radio buttons. 'Vrijedi za sve' is unselected, and 'Zagrebačka burza d.d. - redovne dionice ZB' is selected. An arrow points to this selection from a box labeled 'Step 5'.

At the bottom of the form are two buttons: a red 'Snimi' button and a grey 'Odustani' button.

Figure 41: Other information

Step 1: In the drop-down menu select notice language - Croatian or English.

Step 2: Enter notice title.

Step 3: Enter text under 'Kratki sadržaj' (Content summary). **Optional.**

Step 4: Click on 'Odaberi datoteku' (Select file). Select the default document ('Obavijest' - Notice) in your directory and click Open. All other information is to be provided in a PDF file only.

Step 5: Select the financial instrument referred to in the notice or leave the selection *vrijedi za sve* (valid for all).

Having checked that all the fields are filled in and that the generated content is correct, confirm the entry by clicking on **Snimi** (Save). If all data is accurate and the generated content is correct, a message confirming

that the notice has been added will appear. The issuer will get an e-mail serving as confirmation that the notice has been published on the Exchange website.

Prijavljen kao: **ZB** ➔ Odjava

Obavijest uspješno objavljena! ✕

Vrsta obavijesti

Povlaštene i ostale informacije

- ★ Objavi povlaštene informacije
- ✍ Objavi ostale informacije

Propisane informacije

- 📄 Objavi propisanu informaciju
- 📣 Objavi poziv na Glavnu skupštinu
- 📊 Objavi financijski izvještaj
- 💰 Objavi predujam dividende
- ⚙️ Objavi kodeks korporativnog upravljanja - upitnik o usklađenosti

Pregled obavijesti (zadnjih 5 objava) 434

Zagrebačka burza d.d. - Najava sjednice Nadzornog odbora 12.03.2021. 11:45 👤

Ostale informacije
HR
ČEKA ODOBRENJE

Figure 42: Success message on added notice

Prijavljen kao: **ZB** ➔ Odjava

▼

Obavijest izdavatelja - Ostale informacije

!

Naslov	Zagrebačka burza d.d. - Najava sjednice Nadzornog odbora
Vrsta obavijesti	Ostale informacije
Na jeziku	Hrvatski
Vezani dokument	Pregledaj dokument
Vrijeme dodavanja	12.03.2021. 11:45
Vrijeme objave	CEKA ODOBRENJE
Obuhvaćeni vrijednosni papiri	ZB

⬅ Nazad

Figure 43: Viewing added notice details

Corrections of other information can be published during Exchange business hours via the ‘Objavi ispravak’ (Publish a correction) field by selecting the published notice in the ‘Pregled obavijesti’ (Disclosures view).

Prijavljen kao: **ZB** ➔ Odjava

▼

Obavijest izdavatelja - Ostale informacije

✓

Naslov	Zagrebačka burza d.d. - Najava sjednice Nadzornog odbora
Vrsta obavijesti	Ostale informacije
Na jeziku	Hrvatski
Vezani dokument	Pregledaj dokument
Vrijeme dodavanja	15.03.2021. 12:24
Vrijeme objave	15.03.2021. 12:25
Obuhvaćeni vrijednosni papiri	ZB

⬅ Nazad

✎ Objavi ispravak

Figure 44: Publishing a correction

Prijavljen kao: ZB

Odjava

Glavni pregled

Objave

Financijski izvještaji

Glavne skupštine

Dividende

Ostale informacije - Unos ispravka

Na jeziku

Hrvatski

Naslov originalne objave

Zagrebačka burza d.d. - Najava sjednice Nadzornog odbora

Kratki sadržaj

Vezani dokument

Odaberi datoteku

Nije odabrana niti jedna datoteka.

Obuhvaćeni vrijednosni papiri

Vrijedi za sve

Zagrebačka burza d.d. - redovne dionice ZB

Snimi

Odustani

Figure 45: Publishing a correction

5. Confirmation of notice publication

Once a notice has been published on the Exchange or Progress Market website, the issuer and the Exchange will receive an e-mail confirming the notice publication.

The e-mail will contain an URL address as a link to an Exchange or Progress Market website page on which the information has been published; direct access to the notice is possible by clicking on that link.

6. Transitional and final provisions

This Manual shall enter into force on 22 November 2022.

On the entry into force of this Manual, the Issuers' Intranet Manual of 31 March 2021 shall cease to have effect.