



ZAGREBAČKA  
BURZA

*Zagreb Stock Exchange*

# Issuer Intranet User Manual

Zagreb, October 2024

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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 unauthorized 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/en/>.

If an issuer discloses inside information, regulated or information which is not regulated but is subsequently found to require a correction of certain data, 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 authorization
<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 authorization 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 authorized 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 authorization.

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

Immediately upon authorization, 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 **Issuers / EHO - 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 Issuers / (EHO - public announcements system).

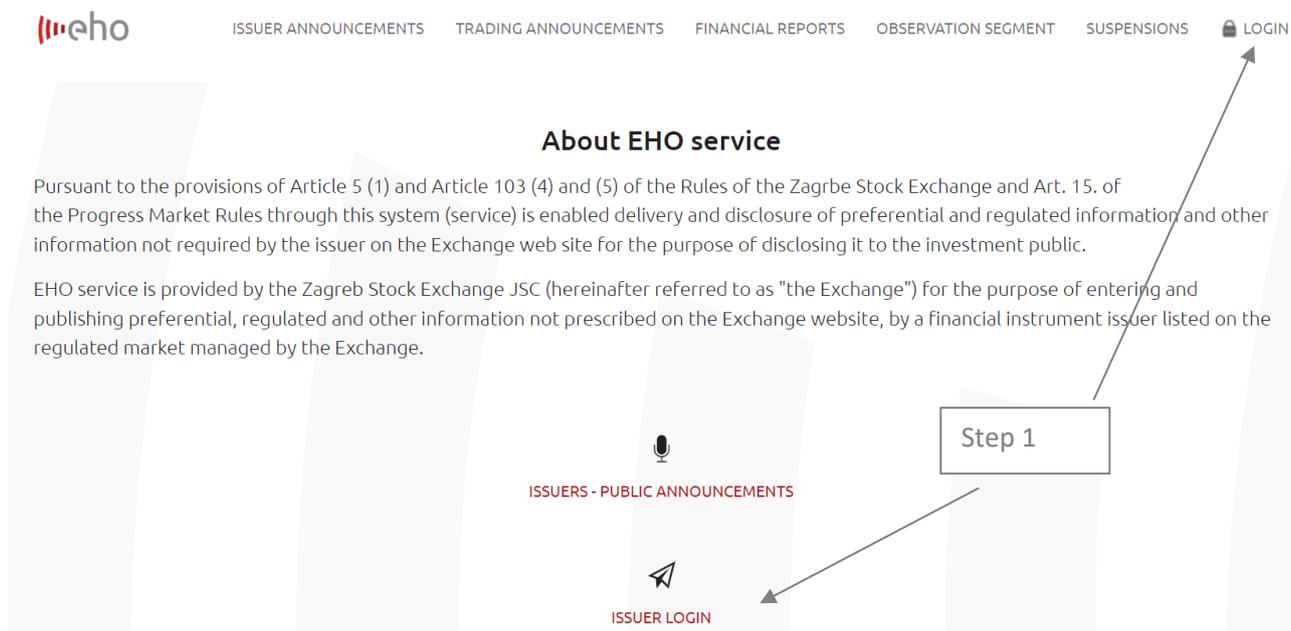


Figure 1. Issuer Intranet EHO Service home page

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

Hrvatski | English



ISSUER ANNOUNCEMENTS TRADING ANNOUNCEMENTS FINANCIAL REPORTS OBSERVATION SEGMENT SUSPENSIONS LOGIN

Issuer intranet - SIMULATION

#### User login

Enter your username and password to log in to the interface

#### Login

Username

Password

Login

Step 1

Step 2

Step 3

Figure 2. Intranet authorization

Step 1. Enter your username.

Step 2. Enter password (code).

Step 3. A link to **Login** will follow.

In the top right corner of the EHO Service home page please find **Dashboard**, **Issuer data overview**, **Disclosures**, **Financial reports**, **General assemblies** and **Dividends**. The Dashboard is the home or introductory page of the Issuer Intranet with news (last 5 news published). Under `Issuer data overview` issuers are allowed to enter content `About the Issuer` so that all stakeholders can better understand the business description of each listed company and gain insight into the list of the issuer's listed securities. 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.

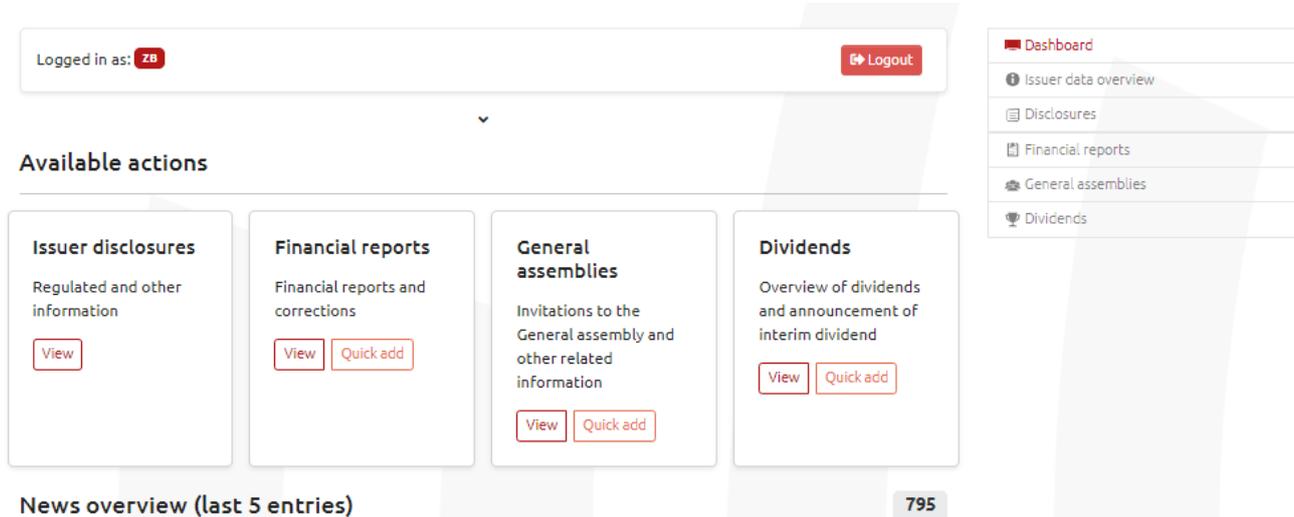


Figure 3. Dashboard

### 3. Issuer data overview

In the `Issuer data overview` section, it is necessary to select `Edit` in Croatian and/or English. Summary about the issuer – mandatory field (with a limit of up to 1000 characters). The information entered by the issuer in this category will be published on the Exchange’s website immediately after authorization during the Exchange’s working hours. Information submitted after the Exchange’s working hours will be published on the Exchange’s website on the next trading day, following authorization.

The issuer is additionally allowed to enter:

- a) Contact person – person responsible for investor relations, optional
- b) Contact phone – person responsible for investor relations, optional
- c) Contact e-mail address – person responsible for investor relations, optional

If the issuer is a Management Company for Open-End Investment Funds, the entry of related umbrella funds is enabled.

Logged in as: **ZB** Logout

**Issuer: Zagrebačka burza d.d.**

Dashboard

Issuer data overview

Disclosures

Financial reports

General assemblies

Dividends

**About the issuer**

<p><b>For language</b> Croatian</p> <p><b>Approved for public</b> <span style="color: green;">✔</span></p> <p><b>Contact person</b> -</p> <p><b>Contact phone</b> -</p> <p><b>Contact mail</b> -</p> <p><b>About the issuer</b></p> <p>Zagrebačka burza d.d. je jedini operater uređenog tržišta kapitala u Republici Hrvatskoj, koji od 1991. godine posluje kao središnje mjesto trgovine vrijednosnim papirima s odobrenjem Hrvatske agencije za nadzor financijskih usluga. Osim uređenog tržišta, Zagrebačka burza d.d. upravlja multilateralnom trgovinskom platformom „Progress“, koja omogućava prikupljanje kapitala malim i srednjim poduzećima. Zagrebačka burza je vlasnik 100% Ljubljanske burze, te 30% Makedonske burze, a pruža i druge djelatnosti vezane uz trgovinu financijskim instrumentima kao što je izdavanje LEI oznaka, prijave OTC transakcija i APA-e. Burza je i najveći pružatelj usluge obrazovanja iz područja financijskih tema i pismenosti u Republici Hrvatskoj. Burza osigurava transparentno, sigurno i ekonomično tržište, održavajući najvišu kvalitetu usluga prema potrebama investitora, izdavalatelja i dioničara. Više informacija dostupno je na našim stranicama: zse.hr/</p> <p style="text-align: right;"><a href="#">Edit</a></p>	<p style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">⌚ Entry needs approval before editing! ✕</p> <p><b>For language</b> English</p> <p><b>Approved for public</b> <span style="color: red;">✖</span></p> <p><b>Contact person</b> -</p> <p><b>Contact phone</b> -</p> <p><b>Contact mail</b> -</p> <p><b>About the issuer</b></p> <p>Zagreb Stock Exchange Inc. is the only operator of the regulated capital market in the Republic of Croatia, which has been operating since 1991 as the central place for trading securities with the approval of the Croatian Financial Services Supervisory Agency. In addition to the regulated market, the ZSE manages the multilateral trading platform "Progress," which enables capital raising for small and medium-sized enterprises. ZSE is the owner of 100% of the Ljubljana Stock Exchange and 30% of the Macedonian Stock Exchange, and it provides other services related to securities trading, such as issuing LEI codes, reporting OTC transactions, and providing APA services. ZSE is also the largest provider of education services in the field of financial topics and literacy in Croatia. ZSE ensures a transparent, secure, and cost-effective market, maintaining the highest quality of services according to the needs of investors, issuers, and shareholders. Additional info: zse.hr/en</p> <p style="text-align: right;"><a href="#">Edit</a></p>
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Figure 4. Issuer data overview

#### 4. Financial reports

Financial reports of the issuer are disclosed via the **Disclosures** or **Financial reports** menus. The **Financial reports** menu displays all the financial reports published by the Issuer. A click on the **Add financial report** link will call up a disclosure form.

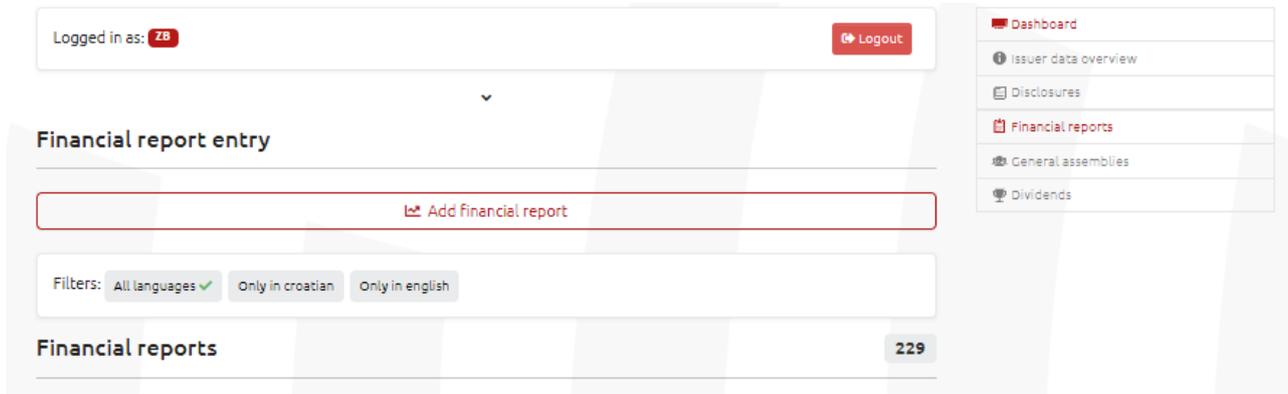


Figure 5. Financial reports menu

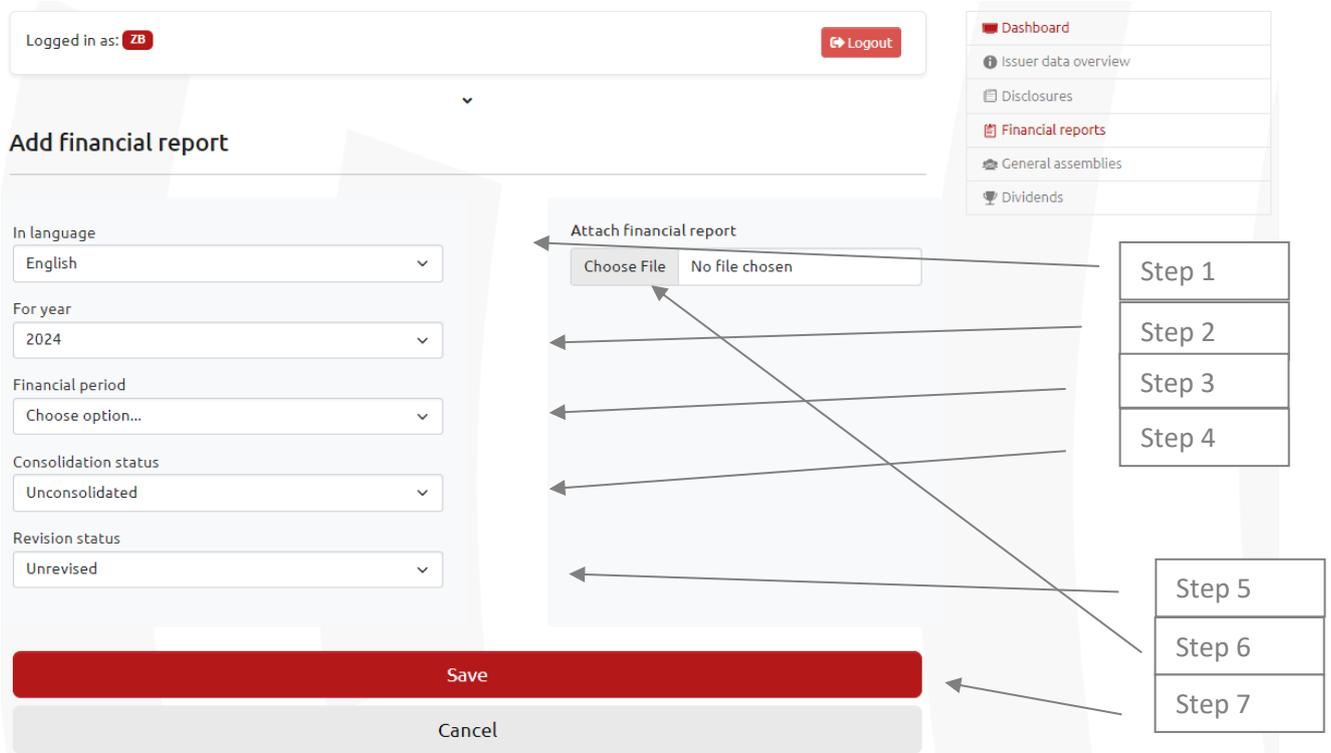


Figure 6. Publishing a financial report

Step 1. In the drop-down menu select the statement 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.

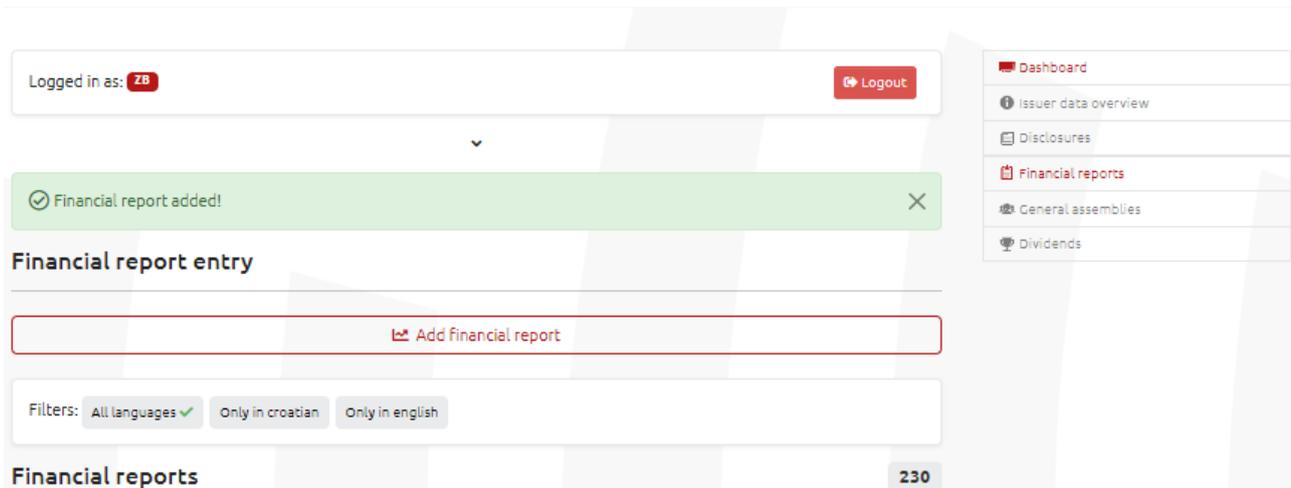
Step 5. In the drop-down menu select whether the report is audited or unaudited.

Step 6. A click on the icon *Choose 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 **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.



*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.

Homepage / Dashboard / Financial reports

Logged in as: **ZB** [Logout](#)

**Financial report – 2024, Third quarter** ✓

<b>In language</b>	English
<b>For year</b>	2024
<b>Financial period</b>	Third quarter
<b>Revision status</b>	Unrevised
<b>Consolidation status</b>	Unconsolidated
<b>Document type</b>	PDF
<b>Financial report document</b>	<a href="#">Access document</a>
<b>Publish date</b>	10/07/2024 15:11

[Back](#) [Publish a correction](#)

**Dashboard**

- [Issuer data overview](#)
- [Disclosures](#)
- [Financial reports](#)**
- [General assemblies](#)
- [Dividends](#)

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 *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.

Homepage / Dashboard / Financial reports

Logged in as: **ZB** [Logout](#)

**Financial report – 2024, Third quarter** ✓

<b>In language</b>	English
<b>For year</b>	2024
<b>Financial period</b>	Third quarter
<b>Revision status</b>	Unrevised
<b>Consolidation status</b>	Unconsolidated
<b>Document type</b>	PDF
<b>Financial report document</b>	<a href="#">Access document</a>
<b>Publish date</b>	10/07/2024 15:11

[Back](#) [Publish a correction](#)

**Dashboard**

- [Issuer data overview](#)
- [Disclosures](#)
- [Financial reports](#)**
- [General assemblies](#)
- [Dividends](#)

Figure 9. Publishing a financial report correction

Logged in as: **ZB**
[Logout](#)

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### Financial report - Correction entry

**In language**  
English

**For year**  
2024

**Financial period**  
Third quarter

**Consolidation status**  
Unconsolidated

**Revision status**  
Unrevised

**Attach financial report**

Choose File No file chosen

**Explanation of the correction**

Enter text

Short textual explanation about the reasons for publishing the correction.

Save
Cancel

- Dashboard
- Issuer data overview
- Disclosures
- **Financial reports**
- General assemblies
- Dividends

*Figure 10. Publishing a financial report correction*

#### **4.1 Publication of financial reports of the Management Company for open-end investment funds**

The publication of financial reports of open-end investment funds (ETFs) is done through the Disclosures or Financial Reports selections. In the Financial Reports menu are published all financial reports from the Management Company for individual listed ETFs. By selecting the link `Adding Financial Report`, a publication form appears.

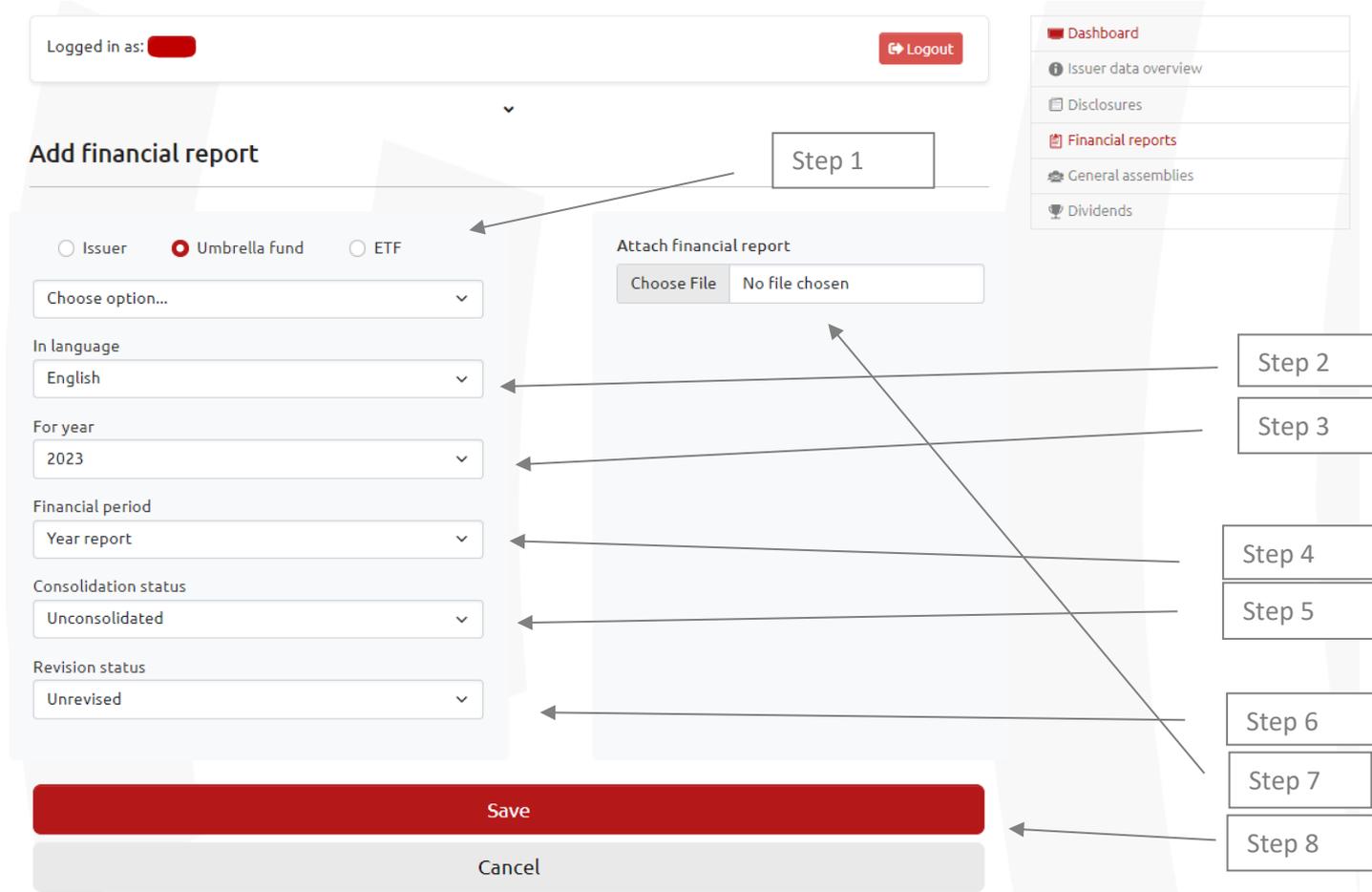


Figure 11. Publication of the financial report

Step 1. Select who the report pertains to; the issuer, umbrella fund, or ETF

Step 2. From the dropdown menu, select whether the report is in Croatian or English

Step 3. From the dropdown menu, select the year to which the financial report pertains

Step 4. From the dropdown menu, select the period to which the financial report pertains

Step 5. From the dropdown menu, select whether the report is consolidated or unconsolidated

Step 6. From the dropdown menu, select whether the report is audited or unaudited

Step 7. By clicking on the *Choose File* icon, a window will appear for uploading the document, where you need to select the desired document/financial report

Note: When publishing a single notice, only one file can be selected or uploaded. Financial reports must be submitted in XLS and PDF format and/or in ZIP format ESEF (European Single Electronic Format).

Step 8. Select the Save option.

By selecting the Save option, a message will appear indicating that the financial report has been successfully published. The issuer receives an email confirming that the notice has been published on the Exchange's website.

By selecting one of the displayed financial reports, a detailed view of that report with the attached document opens. Corrections to financial reports can be published 7 days a week, 24 hours a day, via the `Publish Correction` field by selecting the financial report under `Financial Reports` section.

When correcting a financial report, the issuer is required to state the reason for the correction in the `Correction Explanation` field, including all changes made to the report.

## 5. Regulated information

Any current (ad hoc) regulated information is disclosed via the link **‘Publish regulated information’** by clicking on **‘Disclosures’** in the vertical menu.

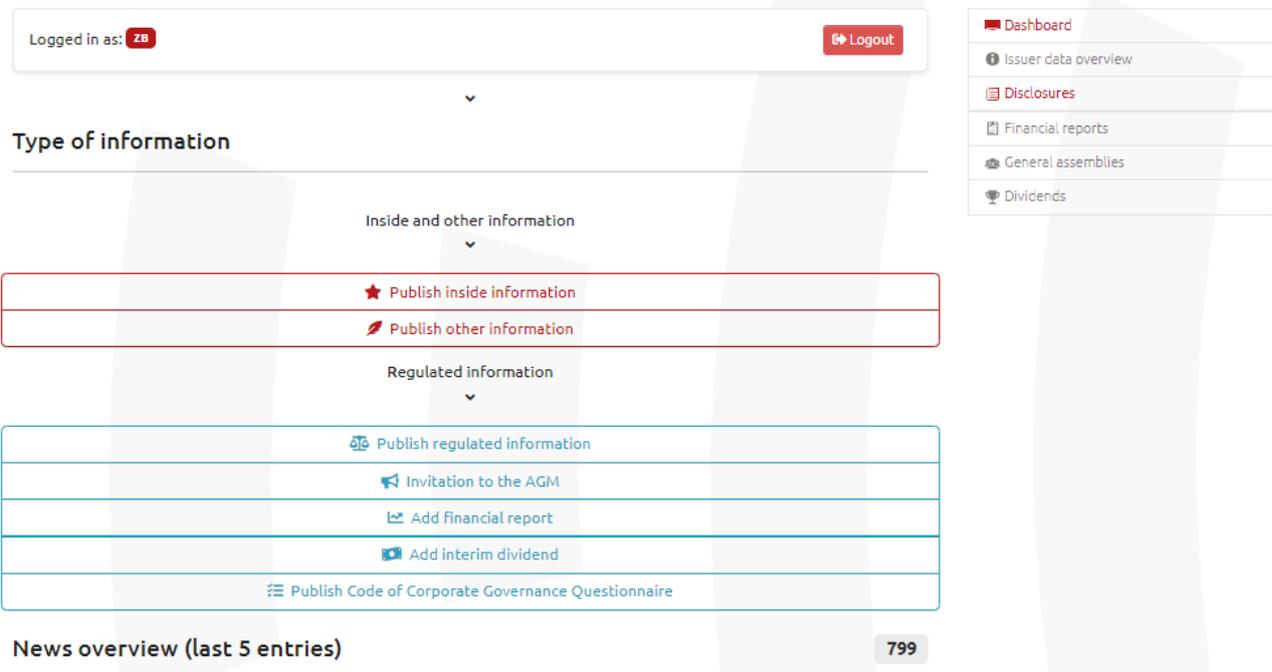


Figure 12. Disclosures view

The type of notification, depending on its content, is selected from the **‘Type’** dropdown menu. The regulated information is published only in PDF format.

Logged in as: **ZB** Logout

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**Regulated information**

In language: English

Type: Disclosure of the home member state (art. 460. CMA)

- Disclosure of the home member state (art. 460. CMA)
- Information on changes concerning the total number of shares and voting rights (art. 473. CMA)
- Information on changes in the rights attached to issued securities (art. 475. CMA)
- Notification of the acquisition or disposal of own shares (art. 474. CMA) - Disposal of shares
- Notification of the acquisition or disposal of own shares (art. 474. CMA) - Acquisition of shares
- Announcement of received notification of changes in Voting Rights (art. 472. and 482. CMA)
- Report on payments to the Public Sector (art. 469. CMA)
- Notification of transactions by persons discharging managerial responsibilities

Covered securities

Valid for all

Zagrebačka burza d.d. - redovne dionice **ZB**

**Save**

Cancel

Dashboard

Issuer data overview

**Disclosures**

Financial reports

General assemblies

Dividends

*Figure 13. 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 `Publish a correction` field by selecting the published notice in the `Disclosures view`.

Logged in as: **ZB** Logout

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▼

### Disclosures - Notification of the acquisition or disposal of own shares (art. 474. CMA) - Disposal of shares ✓

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<b>Title</b>	Zagrebačka burza d.d. - Notification of the disposal of own shares
<b>Type of information</b>	Notification of the acquisition or disposal of own shares (art. 474. CMA) - Disposal of shares
<b>In language</b>	English
<b>Related document</b>	 <a href="#">Access document</a>
<b>Publish date</b>	10/15/2024 16:42
<b>Covered securities</b>	<b>ZB</b>

---

Back Publish a correction

Figure 14. Publish a correction

If the content of the notice to be published does not correspond to any state category, selecting the category `Disclose other information` will enable the entry of a different content notice.

## 5.1 Example of entering regulated information

The screenshot shows a web interface for entering regulated information. At the top, it indicates the user is logged in as 'ZB' and provides a 'Logout' button. A sidebar on the right contains a 'Dashboard' menu with options: 'Issuer data overview', 'Disclosures', 'Financial reports', 'General assemblies', and 'Dividends'. The main form is titled 'Regulated information' and includes the following fields:

- In language:** A dropdown menu currently set to 'English'. An arrow points to this field from a box labeled 'Step 1'.
- Type:** A dropdown menu with the selected option 'Information on changes concerning the total number of shares and voting rights (art. 473. CMA)'. An arrow points to this field from a box labeled 'Step 2'.
- Short content:** A large text input area. An arrow points to this field from a box labeled 'Step 3'.
- Related document:** A file upload area with a 'Choose File' button and the text 'No file chosen'. An arrow points to this field from a box labeled 'Step 4'.
- Covered securities:** A section with two radio button options: 'Valid for all' (which is selected) and 'Zagrebačka burza d.d. - redovne dionice ZB'. An arrow points to this section from a box labeled 'Step 5'.

At the bottom of the form are two buttons: a red 'Save' button and a grey 'Cancel' button. An arrow points to the 'Save' button from a box labeled 'Step 6'.

Figure 15. 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 *Choose 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 valid for all.

Step 6. By clicking on **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.

Logged in as: **ZB** Logout

Dashboard

- Issuer data overview
- Disclosures**
- Financial reports
- General assemblies
- Dividends

Notice successfully published!

### Type of information

Inside and other information

- ★ Publish inside information
- ✍ Publish other information

Regulated information

- 📄 Publish regulated information
- 📄 Invitation to the AGM
- 📄 Add financial report
- 📄 Add interim dividend
- 📄 Publish Code of Corporate Governance Questionnaire

News overview (last 5 entries) 730

Figure 16. Successfully published information

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

Logged in as: **ZB** Logout

Dashboard

- Issuer data overview
- Disclosures**
- Financial reports
- General assemblies
- Dividends

### News - Disclosure of the home member state (art. 460. CMA) ✓

<b>Title</b>	Zagrebačka burza d.d. - Disclosure of the Home Member State
<b>Type of information</b>	Disclosure of the home member state (art. 460. CMA)
<b>In language</b>	English
<b>Related document</b>	<span>📄</span> Access document
<b>Publish date</b>	24.09.2024. 14:54
<b>Securities involved</b>	<b>ZB</b>

⏪ Back ✍ Publish a correction

Figure 17. Information details

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



Figure 18. Example of e-mail as a confirmation of published regulated information

## 5.2 General assemblies (AGM)

Information on the issuer's AGM is disclosed via the *'Disclosures'* or *'General assemblies'* menu.

All disclosed AGM information of the issuer can be viewed in the *'AGMs'* menu.

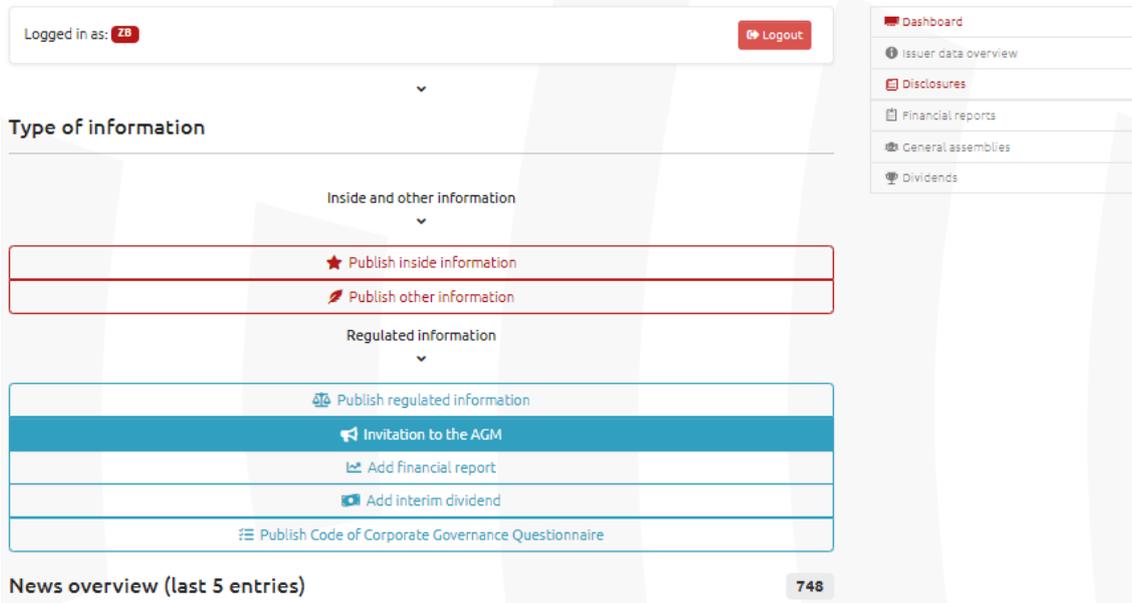


Figure 19. Publishing an invitation to AGM via the Disclosures menu

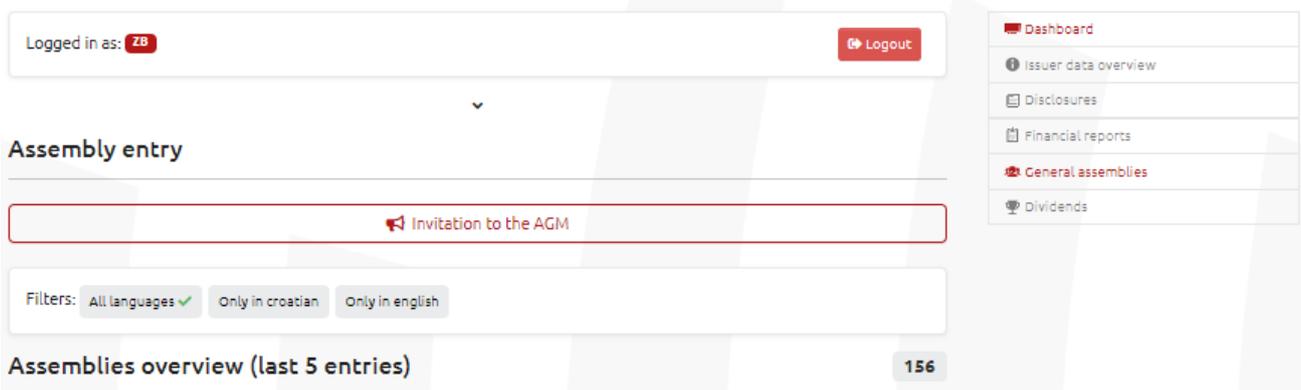


Figure 20. Entering an invitation to AGM and disclosure of AGM invitations via the AGMs menu.

## 5.2.1 Invitation to the AGM

The screenshot shows a web interface for creating an AGM invitation. At the top, it indicates the user is logged in as 'ZB' with a 'Logout' button. A sidebar menu on the right contains: Dashboard, Issuer data overview, Disclosures, Financial reports, General assemblies (highlighted in red), and Dividends. The main form is titled 'Announcement of the invitation to the AGM' and includes the following fields:

- In language:** A dropdown menu currently set to 'English'. An arrow points to this field from a box labeled 'Step 1'.
- Assembly date:** A date input field with a calendar icon, currently showing 'Required'. An arrow points to this field from a box labeled 'Step 2'.
- Related document:** A file upload area with a 'Choose File' button and 'No file chosen' text. An arrow points to this area from a box labeled 'Step 3'.
- External reference (URL):** A text input field with a placeholder note: 'This is optional entry for linking an external URL to news or other related assembly documents/data.'

Below the main form is the 'Dividend information' section for 'Zagrebačka burza d.d. - redovne dionice' (ZB). It features:

- Dividend type:** Radio buttons for 'No dividend', 'In securities', and 'In cash' (which is selected). An arrow points to this section from a box labeled 'Step 4'.
- Dividend value:** A text input field with a sub-note: 'Dividend value: Gross value in nominal currency or ratio in share value.'
- Dividend currency:** A dropdown menu set to 'EUR'.
- Record date:** A date input field with a calendar icon, currently showing 'Required'.
- Payment date:** A date input field with a calendar icon, currently showing 'Required'.

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

Figure 21. 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 *Choose file*. Select the document containing an Invitation with proposed decisions in your directory and click Open.

Step 4: From the `Dividend type` menu select `No dividend`, `In securities`, `In cash`.

If the company has proposed no dividend payment in the invitation to the AGM, select `No dividend` in the Dividend type menu.

If the company's invitation to the AGM includes proposals for the dividend payment `In cash` or `In securities`, the appropriate dividend type needs to be selected and all other requisite data filled in.

**Dividend information**

Zagrebačka burza d.d. - redovne dionice ZB

Dividend type:  No dividend  In securities  In cash

Dividend value:   
Dividend value: Gross value in nominal currency or ratio in share value.

Dividend currency:

Record date:

Payment date:

[+ Add additional dividend](#)

**Save**

Cancel

Step 1

Step 2

Step 3

Figure 22. Cash or share dividend

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

Step 2. Enter the record date on which the right to dividend is determined.

Step 3. 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.

Once the document has been uploaded and all dividend data filled in, confirm the entry by clicking on **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 by publishing a correction to the AGM invitation and updating 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.

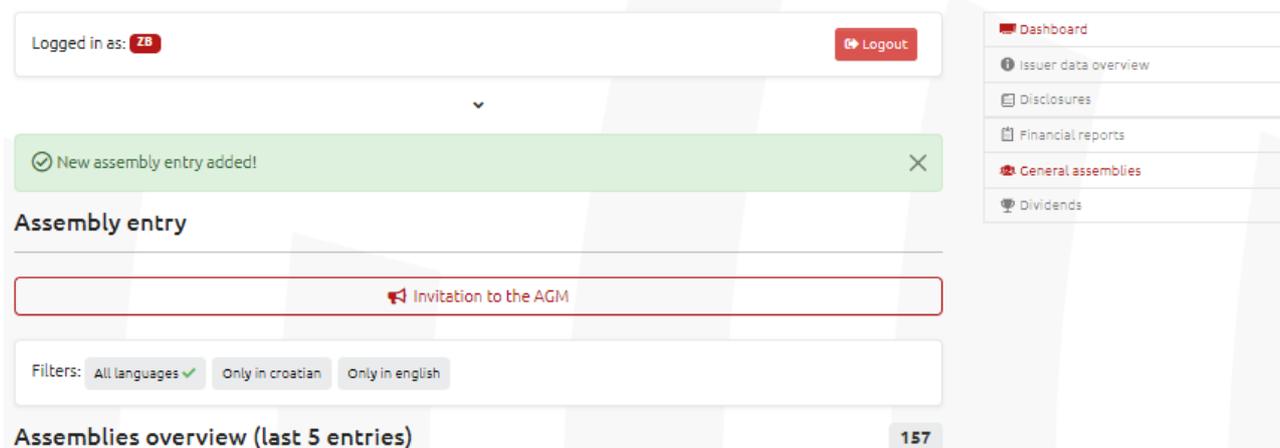


Figure 23. Successfully published AGM invitation

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 / quorum deficiency / recall by selecting the published AGM invitation on the `AGMs` menu.

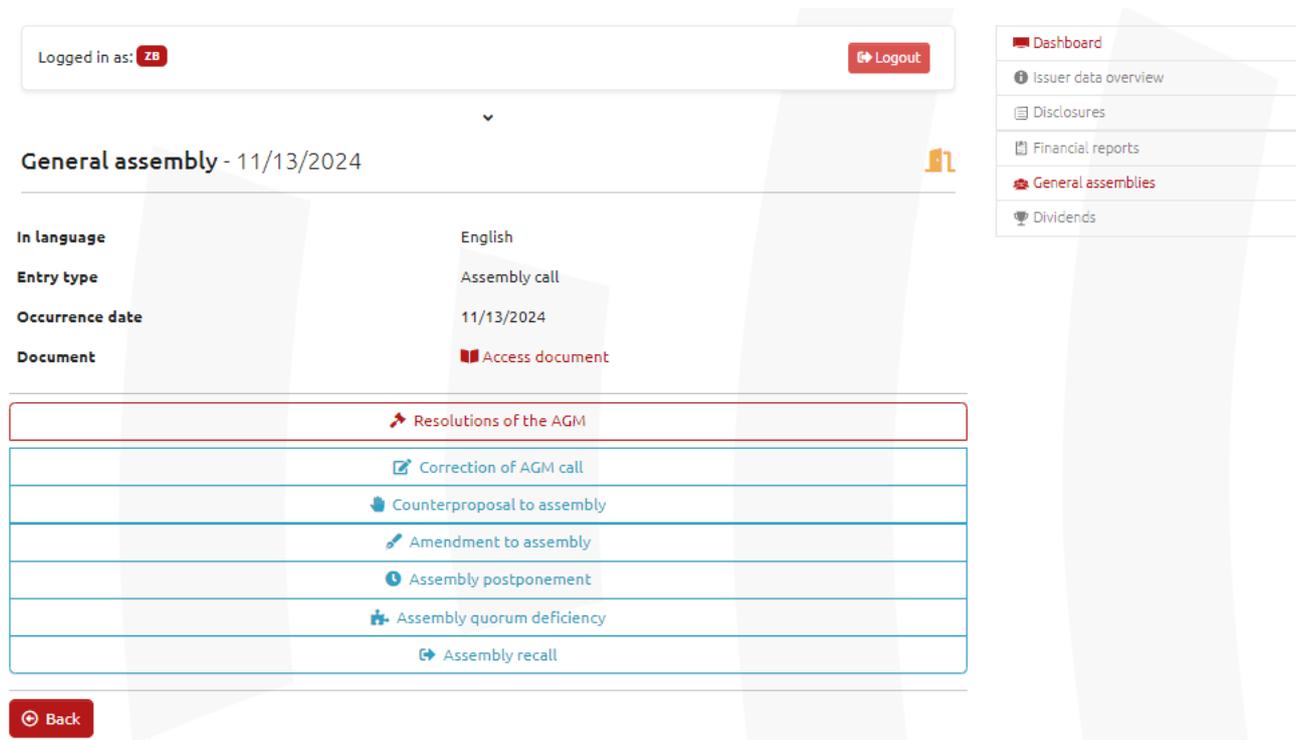


Figure 24. Possibilities concerning a published AGM invitation

## 5.2.2 Resolutions of the AGM

Resolutions of the AGM are entered by selecting the date on the AGMs menu on which the issuer's AGM was held.

Logged in as: **ZB** [Logout](#)

**General assembly - 11/13/2024**

**In language** English

**Entry type** Assembly call

**Occurrence date** 11/13/2024

**Document** [Access document](#)

Resolutions of the AGM
<a href="#">Correction of AGM call</a>
<a href="#">Counterproposal to assembly</a>
<a href="#">Amendment to assembly</a>
<a href="#">Assembly postponement</a>
<a href="#">Assembly quorum deficiency</a>
<a href="#">Assembly recall</a>

[Back](#)

- Dashboard
- Issuer data overview
- Disclosures
- Financial reports
- General assemblies**
- Dividends

Figure 25. Resolutions of the AGM

If the company's AGM voted in favor 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.

Logged in as: **ZB** Logout

---

### Adding conclusion to assembly entry

In language

Assembly date

Related document

**Dividends information**

Zagrebačka burza d.d. - redovne dionice ZB

Dividend type:  No dividend  Stock dividend  Cash dividend

- Dashboard
- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

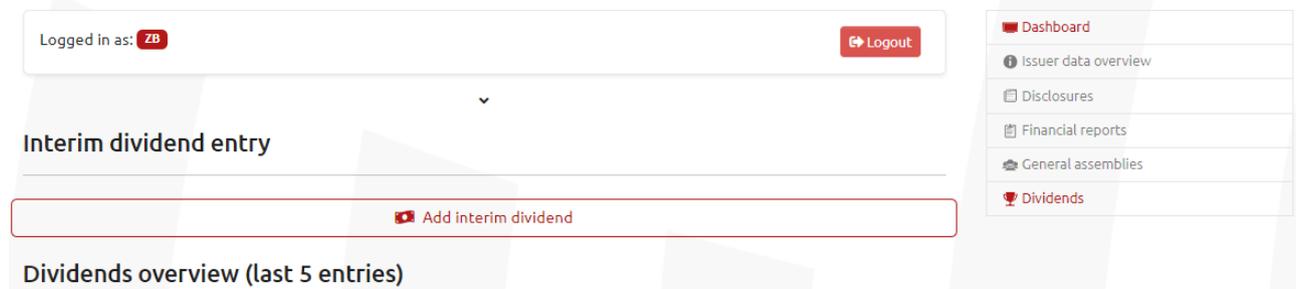
*Figure 26. Disclosure of AGM resolutions*

A correction of disclosed AGM resolutions can be published 24/7 via the `Publish a correction of AGM Resolutions` field by selecting the published notice in the `Notices view` on the **AGM** menu.

### 5.3 Interim dividend

Data on interim dividend is entered via the `Disclosures` or `Dividends` menu.

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



*Figure 27. Dividend information*

A new interim dividend can be entered by selecting `Add interim dividend`.

Logged in as: **ZB** Logout

**Add interim dividend**

In language: English

Short content:   
Short content of the news, is seen first.

Related document: Choose File No file chosen

**Dividend information**

**Zagrebačka burza d.d. - redovne dionice** ZB

Dividend type:  In securities  In cash

Dividend value:    
Dividend value: Gross value in nominal currency or ratio in share value.

Dividend currency: EUR

Record date: Required  📅

Payment date: Required  📅

Save Cancel

Dashboard  
 Issuer data overview  
 Disclosures  
 Financial reports  
 General assemblies  
 Dividends

Step 1  
 Step 2  
 Step 3  
 Step 4

Figure 28. 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 `Choose 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 menu select the dividend type: `In cash`, `In securities`.

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

**Dividend information**

Zagrebačka burza d.d. - redovne dionice ZB

Dividend type:  In securities  In cash

Dividend value:  Dividend value: Gross value in nominal currency or ratio in share value.

Dividend currency:

Record date:

Payment date:

**Save**

Cancel

Step 1

Step 2

Step 3

Figure 29. Cash or share dividend

Step 1. Enter the proposed dividend amount or ratio.

Step 2. Enter the record date on which the right to dividend is determined.

Step 3. Enter the dividend payment or corporate action date.

Once dividend data is filled in, confirm the notice entry by clicking on `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.

Logged in as: ZB Logout

New dividend added! ×

**Dividend entry**

Dividends overview (last 5 entries)

- Dashboard
- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

Figure 30. Message on added notice

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

Logged in as: **ZB** [Logout](#)

**Dividend overview**

For security	Zagrebačka burza d.d. - redovne dionice <b>ZB</b>
Dividend variant	Interim dividend
Dividend type	In cash
Dividend value	1.5 EUR
Ex-dividend date	10/22/2024
Record date	10/23/2024
Payment date	10/30/2024
Current	✓
Document	<a href="#">Access document</a>
Related news	<a href="#">Open news</a>

[Back](#) [Publish a correction](#)

- Dashboard
- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

Figure 31. Viewing dividend details

A correction of the interim dividend notice can be published 24/7 via the 'Publish a correction' field by selecting the published notice in the 'Notices view' on the 'Dividends' menu.

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

Logged in as: ZB Logout

Dashboard

- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

### Corporate governance code (art. 121 of the Exchange Rules, compliance questionnaire)

In language  
English

Valid for year  
2023

Related document  
Choose File No file chosen

Covered securities

Valid for all  
 Zagrebačka burza d.d. - redovne dionice ZB

Save

Cancel

Step 1

Step 2

Step 3

Figure 32. 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 Choose 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 **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.

Logged in as: ZB Logout

---

Notice successfully published! X

### Type of information

Inside and other information

★ Publish inside information

✍ Publish other information

Regulated information

📄 Publish regulated information

📢 Invitation to the AGM

📊 Add financial report

💰 Add interim dividend

📋 Publish Code of Corporate Governance Questionnaire

**News overview (last 5 entries)** 802

Figure 33. View of newly entered information on Compliance questionnaire entry / Success message on published notice

Logged in as: ZB Logout

---

### Disclosures - Code of Corporate Governance Questionnaire (art. 121. ZSE Rules) ✓

<b>Title</b>	Zagrebačka burza d.d. - Code of Corporate Governance Questionnaire for 2018
<b>Type of information</b>	Code of Corporate Governance Questionnaire (art. 121. ZSE Rules)
<b>In language</b>	English
<b>Valid for year</b>	2018
<b>Related document</b>	<span style="color: red;">📄 Access document</span>
<b>Publish date</b>	10/16/2024 14:29
<b>Covered securities</b>	ZB

Back Publish a correction

Figure 34. Viewing disclosed Compliance questionnaire details

A correction of disclosed Compliance questionnaire – Code of Corporate Governance can be published 24/7 via the `Publish a correction` field by selecting the published notice in the `Notices view`.

## 5.5 Inside and other information

### 5.5.1 Inside information

The screenshot shows a web interface for entering 'Inside information'. At the top, it indicates the user is logged in as 'ZB' and provides a 'Logout' button. A sidebar on the right contains a navigation menu with items: Dashboard, Issuer data overview, Disclosures, Financial reports, General assemblies, and Dividends. The main form area is titled 'Inside information' and contains the following fields:

- In language:** A dropdown menu currently set to 'English'. An arrow labeled 'Step 1' points to this dropdown.
- Title:** A text input field. An arrow labeled 'Step 2' points to this field.
- Short content:** A larger text area for optional content. An arrow labeled 'Step 3' points to this area.
- Related document:** A file selection area with a 'Choose File' button and the text 'No file chosen'. An arrow labeled 'Step 4' points to the 'Choose File' button.
- Covered securities:** A section with two radio button options: 'Valid for all' and 'Zagrebačka burza d.d. - redovne dionice ZB'. The second option is selected. An arrow labeled 'Step 5' points to this selection.

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

Figure 35. 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 `Short content`: (optional).

Step 4. Click on Choose file. Select the default document (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 `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 **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 shows a user interface with a top navigation bar. On the left, it says 'Logged in as: ZB' and has a 'Logout' button. On the right, there is a sidebar menu with items: Dashboard, Issuer data overview, Disclosures, Financial reports, General assemblies, and Dividends. A green notification banner at the top reads 'Notice successfully added!'. Below this, the 'Type of information' section is expanded to show two categories: 'Inside and other information' and 'Regulated information'. Under 'Inside and other information', there are two options: 'Publish inside information' (marked with a star) and 'Publish other information'. Under 'Regulated information', there are four options: 'Publish regulated information', 'Invitation to the AGM', 'Add financial report', and 'Add interim dividend'. At the bottom of this section, there is a link for 'Publish Code of Corporate Governance Questionnaire'. Below the options, there is a 'News overview (last 5 entries)' section with a '803' indicator.

Figure 36. Message on added notice

The screenshot shows the details of an added disclosure. At the top, it says 'Disclosures - Inside information' with a yellow information icon. Below this, there is a table with the following details:
 

Title	Zagrebačka burza d.d. - Disclosure of inside information
Type of information	Inside information
In language	English
Related document	<a href="#">Access document</a>
Entry date	10/16/2024 14:40
Publish date	PENDING APPROVAL
Covered securities	ZB

 At the bottom left, there is a 'Back' button. The top navigation bar and sidebar menu are identical to the previous screenshot.

Figure 37. Added information details

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 `Publish a correction` field by selecting the published notice in the `Notices view`.

The screenshot shows a web interface for managing disclosures. At the top, a user is logged in as 'ZB' with a 'Logout' button. A sidebar on the right contains a navigation menu with items: 'Dashboard', 'Issuer data overview', 'Disclosures' (highlighted), 'Financial reports', 'General assemblies', and 'Dividends'. The main content area is titled 'Disclosures - Inside information' and features a green checkmark icon. Below the title is a table with the following details:

Title	Zagrebačka burza d.d. - Disclosure of inside information
Type of information	Inside information
In language	English
Related document	<a href="#">Access document</a>
Entry date	10/16/2024 14:40
Publish date	10/16/2024 14:47
Covered securities	ZB

At the bottom of the notice details, there are two buttons: a red 'Back' button and a blue 'Publish a correction' button.

Figure 38. Publishing a correction

Logged in as: **ZB** [Logout](#)

---

### Inside information - Correction entry

In language  
English

Original news title  
Zagrebačka burza d.d. - Inside information (Market Abuse Regulation)

Short content

Related document  
Choose File No file chosen

Covered securities

Valid for all  
 Zagrebačka burza d.d. - redovne dionice **ZB**

[Save](#)

[Cancel](#)

- Dashboard
- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

Figure 39. Inside information - Correction entry

## 5.5.2 Other information

The screenshot shows a web interface for adding 'Other information'. At the top, it indicates the user is logged in as 'ZB' and provides a 'Logout' button. A navigation menu on the right includes 'Dashboard', 'Issuer data overview', 'Disclosures', 'Financial reports', 'General assemblies', and 'Dividends'. The main form has the following sections:

- In language:** A dropdown menu currently set to 'English'. An arrow points to this dropdown from a box labeled 'Step 1'.
- Title:** An empty text input field. An arrow points to this field from a box labeled 'Step 2'.
- Short content:** A larger text area for optional content. An arrow points to this area from a box labeled 'Step 3'.
- Related document:** A file selection area with a 'Choose File' button and 'No file chosen' text. An arrow points to the 'Choose File' button from a box labeled 'Step 4'.
- Covered securities:** Radio buttons for 'Valid for all' (selected) and 'Zagrebačka burza d.d. - redovne dionice ZB'. An arrow points to the 'Valid for all' option from a box labeled 'Step 5'.

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

Figure 40. 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 Short content: (optional).

Step 4. Click on *Choose file*. Select the default document (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 '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 **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.

Logged in as: **ZB** Logout

Dashboard

- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

Notice successfully added! ×

### Type of information

Inside and other information

- ★ Publish inside information
- ✂ Publish other information

Regulated information

- 📄 Publish regulated information
- 📢 Invitation to the AGM
- 📄 Add financial report
- 📄 Add interim dividend
- 📄 Publish Code of Corporate Governance Questionnaire

News overview (last 5 entries) 805

Figure 41. Message on successfully added notice

Logged in as: **ZB** Logout

Dashboard

- Issuer data overview
- Disclosures
- Financial reports
- General assemblies
- Dividends

### News - Other information 🕒

Title	Zagrebačka burza d.d. - Other information
Type of information	Other information
In language	English
Related document	<span>📄</span> Access document
Entry date	27.09.2024. 11:47
Publish date	<span>PENDING APPROVAL</span>
Securities involved	<span>ZB</span>

← Back

Figure 42. Added information details

Corrections of other information can be published during Exchange business hours via the `Publish a correction` field by selecting the published notice in the `Notices view`.

Logged in as: **ZB** Logout

---

**News - Other information** ✓

<b>Title</b>	Zagrebačka burza d.d. - Other information
<b>Type of information</b>	Other information
<b>In language</b>	English
<b>Related document</b>	<a href="#">Access document</a>
<b>Entry date</b>	27.09.2024. 11:47
<b>Publish date</b>	27.09.2024. 11:52
<b>Securities involved</b>	<b>ZB</b>

Back Publish a correction

Figure 43. Publishing a correction

Logged in as: **ZB** Logout

---

**Other information - Correction entry**

In language: English

Original news title: Zagrebačka burza d.d. - Other information

Short content:

Related document:  No file chosen

**Covered securities**

Valid for all  
 Zagrebačka burza d.d. - redovne dionice **ZB**

Save Cancel

Figure 44. Other information - Correction entry

## **6. 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.

## **7. Transitional and final provisions**

This Manual shall enter into force on November 06, 2024.

On the entry into force of this Manual, the Issuers' Intranet Manual of November 22, 2022 shall cease to have effect.