



# Our Checklist Supports Your Being Public

As an equity issuer and primary listed company, you have a number of important duties to fulfil as regards informing your investors and the general public. These obligations for maintaining a listing serve to ensure transparency over your company at all times.

SIX provides you with expert support in all matters relating to your being public. We can reduce your workload to a minimum with our industry-leading know-how, helpful information and active assistance. Thanks to our being public checklist, you can constantly keep track of your tasks as a listed company, such as meeting disclosure obligations

on time and producing annual reports. The information requirements for companies primary listed on the Swiss stock exchange are manageable in comparison with other exchanges. Quarterly reporting, for instance, is voluntary. In addition, SIX Exchange Regulation offers new issuers introductory training and, if needed, follow-up workshops.

## Obligations for Maintaining a Listing

Recurring Obligations	Event-Driven Obligations
<b>Regular reporting obligations</b> Technical and administrative information on the issuer and the securities (e.g. information on dividends)	<b>Ad hoc publicity</b> Information on potentially price-sensitive facts (e.g. significant changes in profit, restructuring, takeover offers)
<b>Financial reporting</b> – Annual report publication – Interim report publication	<b>Disclosure of management transactions</b> Reporting of all relevant transactions by the board of directors and executive committee
<b>Corporate governance</b> – Information on the governance and management of the company (e.g. composition and compensation of the board of directors and executive committee) – “Comply or explain” rule	<b>Disclosure of shareholdings</b> Compulsory reporting by individuals and groups attaining, exceeding or falling below the thresholds of 3%, 5%, 10%, 15%, 20%, 25%, 33⅓%, 50% or 66⅔% of voting rights.

The examples given below are not intended to be exhaustive. Instead, they give you an overview of the obligations that come with being public. The detailed

legal basis and further information can be found on the SIX Exchange Regulation website:

[www.six-exchange-regulation.com/obligations](http://www.six-exchange-regulation.com/obligations).

# Recurring Obligations

Some information and reporting obligations recur periodically, which means that you can plan for them in advance.

## Regular Reporting Obligations

Reporting obligations are intended to ensure that technical and administrative information on listed securities is made available to the exchange and market participants in good time and in an appropriate manner. This includes for example information on:

- Name changes
- Capital structure
- Dividends
- General meetings
- Update various weblinks

§ [Directive on Regular Reporting Obligations for Issuers of Equity, Securities, Bonds, Conversion Rights, Derivatives and Collective Investment Schemes](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/regular\\_reporting\\_obligations](http://www.six-exchange-regulation.com/regular_reporting_obligations)

✉ Our electronic reporting platform [CONNEXOR® Reporting](#) offers you a simple and efficient means of fulfilling your reporting obligations.

## Financial Reporting

In their financial reporting, companies listed on the Swiss stock exchange are obliged to give a true and fair view of their assets and liabilities, financial positions and profits and losses. This includes for example:

- Publishing an annual report (deadline: four months after the end of the financial year), financial reporting requirements depending on the listing standard
- Publishing an interim report (deadline: three months after the end of the period)

§ [Directive on Financial Reporting](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/financial\\_reporting](http://www.six-exchange-regulation.com/financial_reporting)

## Corporate Governance

The rules on corporate governance require issuers to publish details of key aspects of their management at the highest level or provide substantial grounds for not doing so. This includes information on:

- The group's organizational structure, including all subsidiaries and details of significant shareholders
- The composition of the board of directors (with brief CVs)
- The composition of the executive committee (with brief CVs)
- The compensation paid to the board of directors and executive committee (Art. 663b<sup>bis</sup> of the Swiss Code of Obligations)
- Shareholders' participation rights
- Auditing
- Information policy
- Changes of control and defense measures
- The "comply or explain" rule: substantial grounds must be provided for each individual case of non-disclosure

§ [Directive on Information Relating to Corporate Governance, including Annex](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/corporate\\_governancenence](http://www.six-exchange-regulation.com/corporate_governancenence)

# Event-Driven Obligations

Event-driven disclosure obligations arise from time to time and require issuers to provide information on specific events.

## Ad Hoc Publicity

In the context of ad hoc publicity, the obligation to disclose information relates to potentially price-sensitive facts that have arisen in the sphere of activity of a listed company and are not in the public domain. The following parties must be informed as a bare minimum:

- SIX Exchange Regulation,
- two electronic news providers (e.g. Reuters and Bloomberg),
- two major Swiss daily newspapers and
- notification on request (push notification).

Examples of price-sensitive facts are:

- Significant changes in profits, profit collapses and profit warnings
- Mergers and acquisitions
- Restructuring
- Takeover offers
- Staff changes in the board of directors and the executive committee

§ [Directive on Ad hoc Publicity](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/adhoc\\_publicity](http://www.six-exchange-regulation.com/adhoc_publicity)

✉ You can send ad hoc notices to us simply and efficiently by e-mail to [adhoc@six-group.com](mailto:adhoc@six-group.com)

## Management Transactions

Issuers must disclose transactions in relevant financial instruments by members of their board of directors or executive committee in accordance with the following procedure:

- Members of the board of directors and the executive committee must report all relevant transactions to the issuer within two trading days.
- The issuer must report the transaction within a further three trading days, giving details of the name and job title of the reporting person, via the electronic reporting platform operated by SIX Exchange Regulation.
- The report will be published on the SIX Exchange Regulation website; the individual will not be named, but details of their job title will be provided.

§ [Directive on Disclosure of Management Transactions](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/management\\_transactions](http://www.six-exchange-regulation.com/management_transactions)

✉ [Our electronic reporting platform](#) offers you a simple and efficient means of disclosing management transactions.

## Disclosure of Shareholdings

Shareholders must disclose their holdings in listed companies. Individuals who are entitled to exercise voting rights freely also have a reporting obligation.

- Shareholders and any individuals who are entitled to exercise voting rights freely have an obligation to notify the issuer and Disclosure Office within four trading days whenever they hit, exceed or fall below the following thresholds for voting rights: 3%, 5%, 10%, 15%, 20%, 25%, 33⅓%, 50% or 66⅔%.
- The issuer must publish the report within two trading days of receiving it on the electronic publication platform operated by the Disclosure Office.

§ [Federal Act on Financial Market Infrastructures and Market Conduct in Securities and Derivatives Trading \(FMIA, Art. 120ff\)](#)

📄 The legal basis and further information can be found at the following address: [www.six-exchange-regulation.com/shareholdings](http://www.six-exchange-regulation.com/shareholdings)

✉ Our [electronic reporting](#) platform offers you a simple and efficient means of disclosing shareholdings.

# Your Being Public

## Efficiency Through Personal Support

We provide you with expert personal support in all matters relating to your being public. Our industry-leading know-how, helpful information and active assistance reduce your workload to a minimum and make your being public as efficient as possible.

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