

REGULAR REPORTING REQUIREMENTS

♦ Annual report

- ✓ The **annual report** must be published and delivered to SEC four months after the end of the calendar or fiscal year at the latest
- ✓ Within the stated period or without unnecessary delay after receiving the report from the auditor, however no later than on the day of its publishing, the auditor's report must be delivered to SEC
- ✓ Ordinary annual financial statements verified by the auditor must be approved by general meeting

♦ Semi-annual report

- ✓ The issuer must publish its **semi-annual report** within 2 month of the first half of the calendar or fiscal year and
- ✓ The report must contain numerical data corresponding to the data in the balance sheet and the profit and loss statement and a descriptive part - information describing the trends in the issuer's business activity and economic results in the first half of the year, including an outlook for the second half, and factors that influenced the business activity and economic results in the first half of the year.
- ✓ The auditor's report is not mandatory
- ✓ The semi-annual report must be delivered to the Commission within 2 month of the end of the first half of the calendar or fiscal year, but not later than on the day of its publication

♦ Quarterly indicators of the company's performance

- ♦ **IFRS - Issuers of listed securities are obliged to use international accounting standards (IAS/IFRS) - for the composition of both consolidated and unconsolidated financial statements**

I. Preparation

II. Pre-Listing

III. Listing

IV. Post-Listing

INVESTOR RELATIONS

- ◆ Public companies are required to disseminate complete, fair, accurate and understandable information in order to reinforce the credibility of management, develop meaningful relationships, and protect their reputation with the Stock exchange and investors
- ◆ Well-conceived and managed investor relations program is an integral component in marketing arsenal – positively impacting company's overall, market, shareholder and corporate value and reinforcing corporate brand image
- ◆ Identify key company representatives to all external audiences and investment community and train them in post-IPO communications
- ◆ Creating a disclosure policy
 - ✓ Records internal guidelines and rules for employee behavior with respect to communication;
 - ✓ Sets insider trading guidelines;
 - ✓ Communicates regulations surrounding a lockup expiration;
- ◆ The company should set up an IR mailbox for incoming investor inquiries. It should also create a 'contact us' page in the IR section of the website where investors can request information and post questions.
- ◆ Developing and managing IR calendar
- ◆ Website is the most frequent way how to communicate corporate information to broad public. It usually includes:
 - ✓ Fact sheets - states the investment case and lays out statistics vital to the investment decision making process. This document is intended to be updated quarterly as well as to reflect any significant event (e.g., an acquisition or senior management hire)
 - ✓ Facts&Figures – summarizes basic financials, market capitalization, etc.
 - ✓ Full financial reports and financial calendar
 - ✓ General Meetings – include agendas and reports from all regular and extraordinary general meetings
 - ✓ Corporate Governance
 - ✓ Director Dealings

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