



April 30, 2020

To All Listed Companies

**Request for Timely Disclosures of Impact of COVID 19
on Business Operations**

The Jamaica Stock Exchange (JSE) is aware of the impact that the COVID-19 pandemic is or may be having on listed companies' operations during this period. In an effort to assist listed companies to cope with the challenges, the JSE granted extensions to companies who were due to file financial statements in March and April 2020 on the condition that the market is notified of the delay and that listed companies adhere to the general restrictions for dealing in securities during the extended blackout period.

Although the measures described above have been put in place to assist companies during this period, we wish to remind you that in accordance with the JSE's Rules for **Policy Statement on Timely Disclosures**, the Exchange continues to require listed companies to provide immediate disclosure of material information so as to ensure that all persons investing in securities listed on the Exchange have equal access to information that may affect their investment decisions. Please note that in accordance with the rules "*material information is any information relating to the business and affairs of the company that results in or would reasonably be expected to result in a significant change in the market price or value of any of the company's listed securities. Material information consists of both material facts and material changes relating to the business and affairs of a listed company.*"

We are aware that COVID-19 is or might be having an impact on the operations, performance and future earnings of listed companies, which will require disclosure of these present material risk(s).

For guidance as to developments that should be disclosed, please refer to **JSE Main Market Rule, Appendix 8 – Section D – Developments to be Disclosed** and **JSE Junior Market Rule Appendix 2 – Part 5 – Section D**. Please note that in keeping with the JSE's Policy Statement for Timely Disclosure, listed companies should not be limited by the developments to be disclosed as outlined in the rules, but should also give consideration to the disclosure of material information concerning COVID-19's impact, which may include:

- Changes to strategic goals as a consequence of COVID-19
- Review and update to Committee mandates due to COVID-19.
- Changes to contingency plans, including redundancy built in for key employees.
- Areas of risks exposures, examples include information privacy and cybersecurity.
- The need to preserve cash considering the potential uncertainties facing the business as the impact of COVID-19 continues to unfold.
- COVID-19's potential impact on performance-based incentives as well as applicable vesting and/or termination provisions of existing compensation plans.
- The impact of travel restrictions and border closures on your ability to operate and achieve your business goals.
- The anticipation of material adverse impact on your supply chain or the methods used to distribute your products or services.
- COVID-19-related circumstances such as remote work arrangements adversely affecting the company's ability to maintain operations, including financial reporting systems, internal control over financial reporting and disclosure controls and procedures.
- Review of the company's formal business continuity plans and procedures to ensure that they sufficiently address the assessed business risks.
- Changes in human resources caused by COVID-19, which could include restructuring and layoff.

Further to the above, we are aware that the COVID-19 pandemic presents uncertainties to listed companies' operations and as such, in some instances advance notice may not be possible as material events unfold. We advise however, that when companies are in possession of material information related to the impact of COVID-19, to ensure fairness in the market, listed companies should provide immediate disclosure to the public in keeping with the disclosure rules as well as JSE's Model Code for Securities Transactions by Directors and Senior Executives of Listed Companies.

Please be guided accordingly as we look forward to your feedback. I know you share with me an understanding that during this period, communication is critical to the overall confidence and integrity of the market.

Finally, please let us know of any concerns or challenges that you may be facing so that as an Exchange, we may try to assist you with during this time. We welcome your feedback.



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JAMAICA STOCK EXCHANGE