



NYSE TIMELY ALERT PROCEDURES¹

The NYSE Timely Alert procedures apply between the hours of 7:00 am ET and 4:00 pm ET and requires listed companies to promptly release to the public any material news or information that might reasonably be expected to materially affect the market for its securities. Companies are required to use any Regulation FD compliant disclosure method² to disseminate material news to the public (including foreign private issuers even though not subject to Regulation FD). Companies are required to follow the procedures below:

1. **Between the hours of 7:00 am and 4:00 pm³**, companies are required to call the NYSE at least 10 minutes in advance of issuing material news, or promptly upon becoming aware of a material event having occurred. Outside of these hours, companies are not required to provide advance notice to the NYSE but are encouraged to email a courtesy copy of the news if it is material.
2. When providing the 10-minute advance notice, companies should direct their call to the **NYSE Market Watch** team at **877.699.2578 or 212.656.5414**. When calling, it is important that the company's representative be knowledgeable about the details of the news being issued in the event the Exchange determines a trading halt is necessary.
3. In advance of issuing the news, the company must submit a copy of the press release or other Regulation FD disclosure to the NYSE. The disclosure can be submitted in one of two ways; (1) upload the document to Listing Manager⁴ or (2) email to nysealert@nyse.com. In addition, please provide a company representative's contact information in case questions arise. If providing via email, the subject line must include ticker symbol followed by a hyphen and the headline of the press release (example: XYZ-XYZ Corp. Announced First Quarter Earnings).
4. In order to allow for the orderly closing of a company's stock on the NYSE, companies are prohibited from publishing material news after the official closing time for the NYSE's trading session until the earlier of 4:05 p.m. ET or the publication of the official closing price of the listed company's security (except when publicly disclosing material information following a nonintentional disclosure in order to comply with Regulation FD). The NYSE continues to encourage companies to hold post-market news releases until 4:15 p.m.

¹ The full text of the timely alert policy can be found in Section 202.06 of the NYSE Listed Company Manual for NYSE listed issuers; Section 401 of the NYSE American Company Guide for NYSE American listed issuers; Rule 5.3-E(i)(2) of the NYSE Arca Company Guide for NYSE Arca listed issuers.

² The full text of Regulation FD is available at <https://www.sec.gov/rules/final/33-7881.htm>.

³ NYSE Regulation will only implement news pending trading halts upon a company's request between the hours of 7:00am ET and 9:25am ET.

⁴ To register for Listing Manager, call 212.656.4651 or email ListingManager@nyse.com.