

AKADEMIJA
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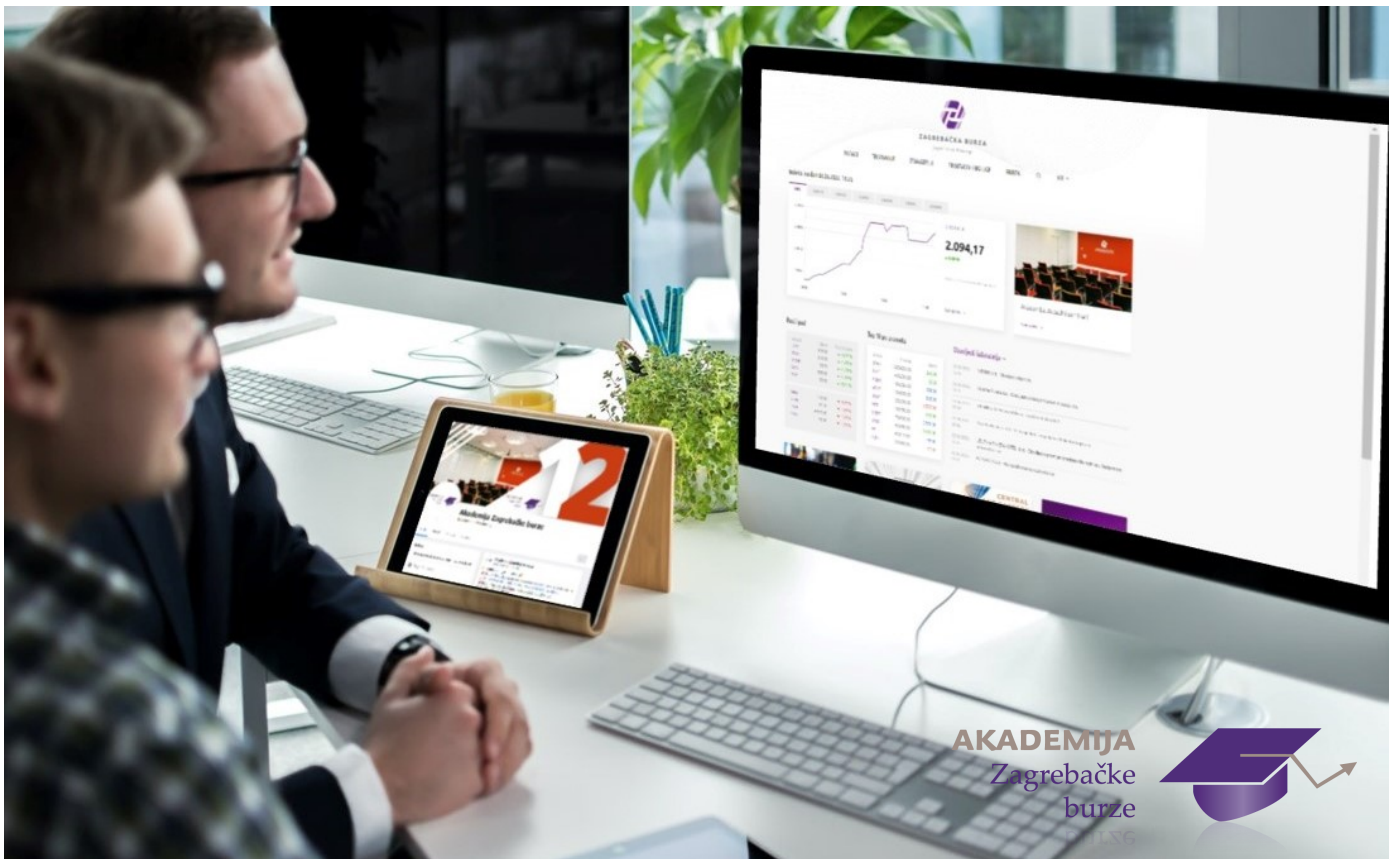


ZAGREBAČKA
BURZA

Zagreb Stock Exchange

INVESTOR RELATIONS IN PRACTICE

- THE COURSE FOR MACEDONIAN STOCK EXCHANGE LISTED COMPANIES -



- THE COURSE FOR MACEDONIAN STOCK EXCHANGE LISTED COMPANIES -

About the Course

The main goal is to further improve investor relations practice of listed companies at the Macedonian Capital Market. The course will strengthen participants' knowledge from a practical perspective.

The course includes three areas:

- Introduction to investor relations
- Investor relations in a company
- Communication tools

Due to expected high level of transparency, the course focuses on a practical role of investor relations. Important topics will be covered, such as insider information and an insider list.

The course includes internal communication, as well as external communication. Clear internal connections and communication flows with other company departments are the key to successful relations with investors.

The course offers a number of practical examples of listed companies.

Target groups

- Investor relations experts
- Management
- Directors of sectors
- Experts from different departments
- Investor relations department associates
- Other employees interested in improving knowledge on investor relations

COURSE DETAILS

Date: 17 June 2024

Location: Skopje

Duration: 9,30 - 15,00

Participation fee: 100,00 EUR per participant

The participation fee includes:

- organization of the course and engagement of the lecturer
- educational materials in electronic form
- certificate of course attendance in electronic form



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PROGRAM

Introduction to Investor Relations

- What are Investor Relations?
- Goals
- Basic principles as a combination of a regulation and good practices

Investor Relations in a Company

- Positioning Investor Relations
- Internal stakeholders
- Difference between Investor and Public Relations
- Relationship with the management
- Competencies needed
- A transparency culture

Communication tools

- Ad-hoc announcement
- Financial reports
- Investor meetings
- Investors - institutional and retail
- Telephone/video conference
- General Assembly
- Sustainability reporting
- Social networks

REGISTRATION

For registration please send an e-mail to:
akademija@zse.hr with the following data:

- Company Name
- Company Identification number (ID number or VAT number)
- Company Address
- Participant's Name
- Participant's Position within the Company (e. g. company secretary, director, IR manager etc.)

Registration deadline: 10 June 2024

By registering for this seminar you accept 'General Conditions' stated on the pages 4-6 of this document.



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GENERAL CONDITIONS OF PARTICIPATION IN SEMINARS OF THE ZAGREB STOCK EXCHANGE ACADEMY

Subject of the General Conditions These General Terms and Conditions govern the relationship between the Zagreb Stock Exchange d.d., Ivan Lučića 2a/22, Zagreb (hereinafter: the Stock Exchange) and a natural person who attends educational programs and seminars organized by the Zagreb Stock Exchange d.d. (hereinafter: Participant). By submitting an application for an educational program or seminar, the Participant, or the parent or guardian of a minor Participant (hereinafter referred to as: Representative), accepts these General Terms and Conditions. By accepting the General Conditions, a contract has been concluded on the provision of the service of participation in the seminars of the Stock Exchange Academy. Fees Seminar prices are published on the website of the Zagreb Stock Exchange Academy www.akademijazse.hr in the document Decision on Fees. The Participant, i.e. the Representative, undertakes to pay the entire amount of the fee for the seminar in accordance with the Decision on Fees before the start of the seminar. The stock exchange reserves the right to terminate the contract and prevent participation in the seminar in case of late payment of the fee, in which case it has the right to prevent the Participant from attending the seminar. Conditions for attending the seminar The number of participants in each seminar is limited. Seminars are held in accordance with the schedule defined by the Stock Exchange and published on the website of the Stock Exchange Academy www.akademijazse.hr. The Stock Exchange reserves the right to change the seminar schedule, about which Participants will be informed in a timely manner via the website of the Stock Exchange Academy www.akademijazse.hr

It is forbidden to smoke, carry weapons, bring in funds, equipment and devices that can cause a fire or explosion, and perform any actions that threaten the rights and safety of the employees of the Stock Exchange and all persons in the Stock Exchange premises.

After the end of the seminar, the participants are obliged to leave the premises of the Stock Exchange.

In case of non-observance of the stated rules of conduct, the Stock Exchange reserves the right to exclude the Participant from the seminar. In this case, the Participant is not entitled to a refund of the fee paid for the seminar.

Cancellation conditions

In case of cancellation of the registration for the seminar received in writing up to and including 10 (ten) calendar days before the day of the seminar, the Exchange will refund 80% of the paid amount.

In case of cancellation of registration for the seminar received in writing via e-mail, up to and including 4 (four) days before the day of the seminar, the Exchange will not refund the amount paid.



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In the event that the Participant does not attend the seminar, and the seminar has not been canceled in accordance with the cancellation conditions specified here, the Exchange will not refund the price of the fee paid for that seminar to the Participant or the Representative.

If the Exchange cancels the seminar, the Participant or the Representative has the right to a refund of the entire amount paid for the seminar.

Partial participation in the seminar and late arrival or early departure of the Participant, or the Representative, does not have the right to reduce the fee.

EVIDENCE OF ATTENDED SEMINARS AND EDUCATIONAL PROGRAMS

After attending the seminar, the Exchange issues a certificate of attendance to the Participant, provided that the Participant attended at least 50% of the seminar.

If it is a program consisting of several modules, where the Participant is given a special certificate of completion at the end of the program, the Participant must attend at least 50% of each module that together make up a complete program. In the event that the participant attended less than 50% of each module that together make up a complete program, the Exchange may issue a special certificate of completion of the program in question to the Participant after the Participant has attended the same modules or modules or seminars within a period of 2 years that, according to the evaluation of the Exchange overlap in content with at least 50% of the modules of the subject program that the Participant did not attend or did not attend in full.

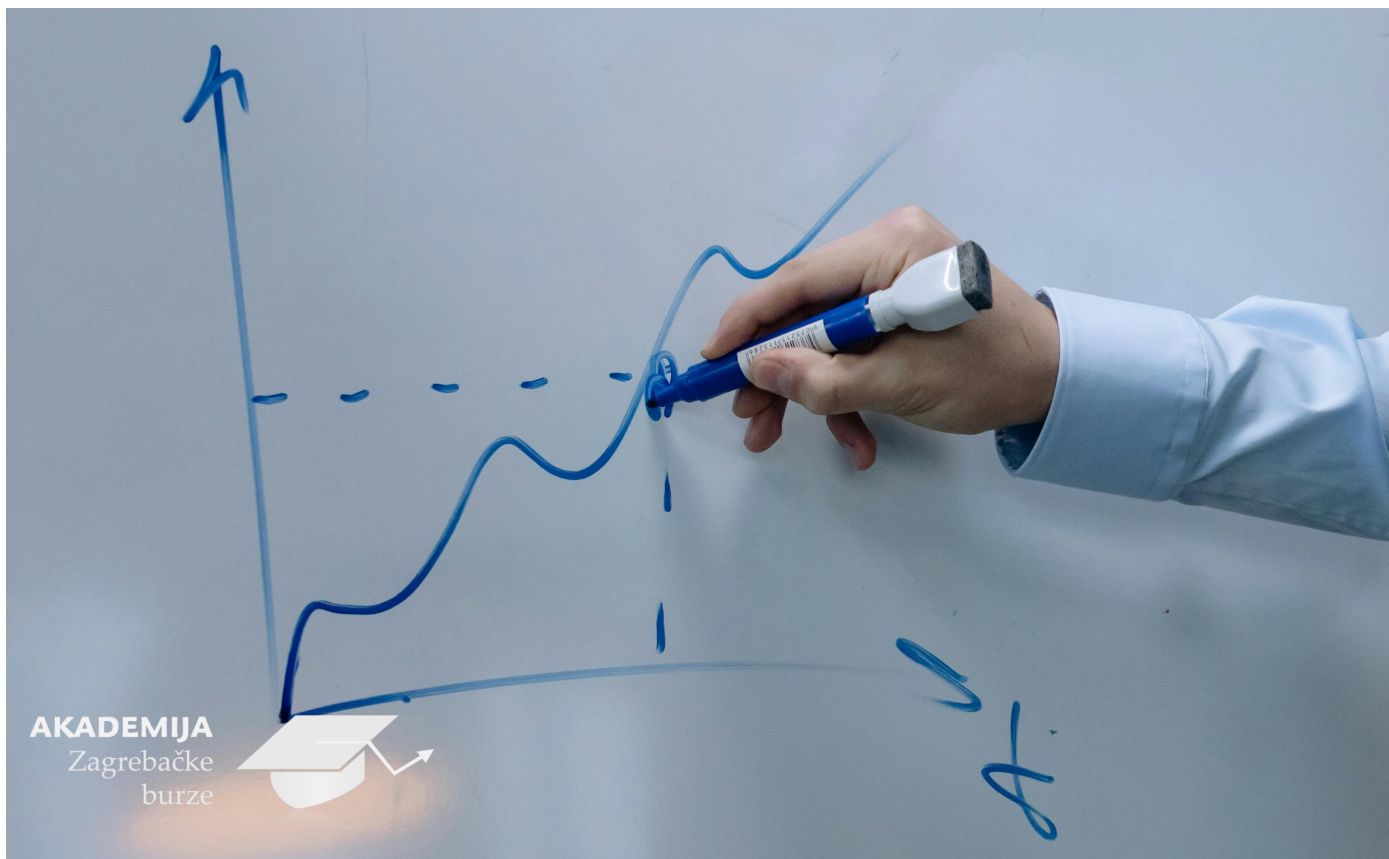
PROTECTION OF PERSONAL DATA

Data collected on the basis of registration for seminars and other educational activities of the Academy are considered personal data and are subject to the protection prescribed by Regulation (EU) 2016/679 of the EU Parliament and of the Council of April 27, 2016 on the protection of individuals in connection with the processing of personal data and free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), as well as the Law on the Implementation of the General Data Protection Regulation (Official Gazette 48/2018).

The above data will be used for the purpose of exercising rights, which include, but are not limited to, participation in the registered seminar, possibly exercising the right to a discount on fees in accordance with the Decision on Fees for Educational Services of the Exchange available at www.akademijazse.hr and similar, and fulfilling obligations (submission of invoices and invoices) on the basis of registration for the subject seminar of the Academy.

The invoice will be sent to the e-mail address specified in the application form.

In the event that the Participant has registered for a seminar organized in accordance with the Ordinance on continuous professional development of authorized auditors (Official Gazette 104/2018, hereinafter: Ordinance), the Exchange will, in accordance with the Ordinance, issue to the Participant a Certificate of professional development in which the total points on the relevant professional training, but also the personal data of the Participant and that name and surname.



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The Stock Exchange collects the subject personal data solely for the purpose of organizing and implementing ongoing professional development and issuing a Certificate in accordance with the Ordinance. In accordance with the provisions of the Ordinance, the Stock Exchange is obliged to submit to the Ministry of Finance a list of all participants of such a seminar - authorized auditors. With the exception of the Ministry of Finance, the Stock Exchange will not forward the personal data of participants of the subject seminars to third parties.

In accordance with the Special list of archival and registry materials, the Exchange keeps the list of seminar participants, as well as other documentation related to the organization of the seminar, permanently in the original, a copy, and an electronic record.

The participant is aware of the right to request access to his personal data from the Stock Exchange at any time, correction or deletion of his personal data or restriction of processing, and the right to portability of his data by submitting a request (the form of which is published on the Stock Exchange's website www.zse.hr) to the e-mail address zastita_podataka@zse.hr. Information on the collection and processing of personal data by the Stock Exchange is also available in the Privacy Policy of the Zagreb Stock Exchange d.d. available on the website of the Stock Exchange www.zse.hr.

By applying, the participant confirms that the information provided in the application form or other application modality is true and correct, that he is familiar with the purpose of their collection and processing, as well as with the cancellation conditions stated here, and that he is familiar with the Privacy Policy of the Zagreb Stock Exchange d.d.

The Stock exchange processes personal data in accordance with applicable regulations. The Exchange applies appropriate technical and organizational measures to ensure that the Participant's personal data is secure and protected from unauthorized access, misuse, disclosure, loss or destruction. Zagreb Stock Exchange d.d. protects the Participant's privacy and preserves the confidentiality of the Participant's personal data collected in accordance with this form. The Stock Exchange will not forward or exchange the Participant's personal data with third parties, nor use it for any other purpose except for the purpose specified in this form.



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Kontakt

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May 2024

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