

Ground Rules



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# FTSE ST Index Series

v4.3

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## Section 1

# Introduction

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### 1.0 Introduction

#### 1.1 General

1.1.1 This document sets out the Ground Rules for the construction and management of the FTSE ST Index Series. Copies of the Ground Rules are available from FTSE Russell on the website [www.ftserussell.com](http://www.ftserussell.com).

1.1.2 The FTSE ST Index Series is a set of indexes created by FTSE Russell, Singapore Exchange (SGX) and Singapore Press Holdings (SPH), providing investors with a comprehensive and complementary set of indexes, which measures the performance of the major capital and industry segments of Singapore listed companies. For the purposes of the FTSE ST Index Series, where a security is listed on the SGX Mainboard and SGX Catalist, that security will be eligible for the FTSE ST Index Series, subject to conforming to all other eligibility criteria.

#### 1.2 FTSE ST Index Series

##### 1.2.1 FTSE ST Large & Mid Cap Index

This index comprises the Large and Mid Cap companies listed on the SGX Mainboard that meet the stated eligibility requirements.

##### 1.2.2 FTSE ST Mid Cap Index

This index comprises the Mid Cap companies listed on the SGX Mainboard that meet the stated eligibility requirements.

##### 1.2.3 FTSE ST Small Cap Index

This index comprises the Small Cap companies listed on the SGX Mainboard that meet the stated eligibility requirements.

##### 1.2.4 FTSE ST All-Share Index

This index comprises the Large, Mid and Small Cap companies listed on the SGX Mainboard that meet the stated eligibility requirements.

##### 1.2.5 FTSE ST Fledgling Index

This index comprises the companies listed on the SGX Mainboard that are too small to be included in the FTSE ST All-Share Index.

### 1.2.6 FTSE ST China Index

This index comprises all the constituents from the FTSE ST All-Share Index that have the majority of their sales revenue derived from or operating assets located in Mainland China, that meet the stated eligibility requirements as quoted in Rule 4.3.

### 1.2.7 FTSE ST Maritime Index

This index comprises the companies of the FTSE ST All-Share Index that derive the majority of their revenue from marine-related activities that meet the stated eligibility rules as quoted in Rule 4.4.

### 1.2.8 FTSE ST Industry Indexes

There will be 10 Industry, 19 Supersector and 39 Sector Indexes comprising the constituents in the FTSE ST All-Share Index. These industries and sectors are defined in the Industry Classification Benchmark (ICB).

### 1.2.9 FTSE ST Catalist Index

This index comprises the sponsored companies listed on the SGX Catalist that meet the stated eligibility rules as quoted in Rule 4.5.

### 1.2.10 FTSE ST Consumer Goods & Services Index

This index comprises the constituents in either the Consumer Goods or the Consumer Services Industries (ICB code 3000 or 5000) under the FTSE ST All-Share Index.

### 1.2.11 FTSE ST Consumer Goods & Services Liquid 20 Index

This index comprises the constituents in either the Consumer Goods or the Consumer Services Industries (ICB code 3000 or 5000) under the FTSE ST All-Share Index that pass the liquidity screening rules as stated in Rule 4.7.

### 1.2.12 FTSE ST Singapore Shariah Index

This index comprises the constituents of the FTSE ST All-Share Index that are Shariah compliant according to the Yasaar screening methodology.

1.2.13 Price and Total Return Indexes are published at the end of each working day. The Total Return Indexes include income based on ex-dividend adjustments. All dividends are applied as declared in the FTSE Total Return Index.

## 1.3 IOSCO

1.3.1 FTSE considers that the FTSE ST Index Series meets the IOSCO Principles for Financial Benchmarks as published in July 2013.

1.4 FTSE Russell hereby notifies users of the index series that it is possible that circumstances, including external events beyond the control of FTSE Russell, may necessitate changes to, or the cessation of, the index series and therefore, any financial contracts or other financial instruments that reference the index series or investment funds which use the index series to measure their performance should be able to withstand, or otherwise address the possibility of changes to, or cessation of, the index series.

1.5 Index users who choose to follow this index series or to buy products that claim to follow this index should assess the merits of the index's rules-based methodology and take independent investment advice before investing their own or client funds. No liability whether as a result of negligence or otherwise is accepted by FTSE Russell for any losses, damages, claims and expenses suffered by any person as a result of:

- any reliance on these Ground Rules, and/or
- any errors or inaccuracies in these Ground Rules, and/or

- any non-application or misapplication of the policies or procedures described in these Ground Rules, and/or
- any errors or inaccuracies in the compilation or any constituent data in the index.

#### 1.6 **FTSE Russell**

FTSE Russell is a trading name of FTSE International Limited, Frank Russell Company, FTSE Global Debt Capital Markets Limited (and its subsidiaries FTSE Global Debt Capital Markets Inc. and MTSNext Limited), Mergent, Inc., FTSE Fixed Income LLC and The Yield Book Inc.

## Section 2

# Management Responsibilities

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## 2.0 Management Responsibilities

### 2.1 FTSE International Limited (FTSE)

2.1.1 FTSE is the benchmark administrator of the index series.

2.1.2 FTSE is responsible for the daily calculation, production and operation of the FTSE ST Index Series and will:

- maintain records of the index weightings of all constituents and reserve list companies;
- make changes to the constituents and their weightings in accordance with the Ground Rules;
- carry out the periodic index reviews of the index and apply the changes resulting from the reviews as required by the Ground Rules;
- publish changes to the constituent weightings resulting from their ongoing maintenance and the periodic reviews;
- disseminate the indexes.

2.1.3 The weightings of constituents in the real time indexes shall be used in the calculation of the end of day indexes.

2.1.4 FTSE is also responsible for monitoring the performance of the FTSE ST Index Series throughout the day and will determine whether the status of each Index should be Firm, Indicative or Held (see Appendix B).

### 2.2 Status of these Ground Rules

2.2.1 These Ground Rules provide information about the publication of the FTSE ST Index Series and set out the methodology underlying the FTSE ST Index Series.

### 2.3 STI and FTSE ST Index Advisory Committee (the “Committee”)

2.3.1 The purpose of the Committee is to provide a forum for FTSE Russell to interact with index users and other stakeholders with a view to enhancing the underlying methodologies of this index series. In particular the Committee will:

- discuss proposed changes to the Ground Rules,
- comment on the index reviews presented by FTSE Russell.

The Terms of Reference of the STI and FTSE ST Index Advisory Committee are set out on the FTSE Russell website.

[STI and FTSE ST Index Advisory Committee.pdf](#)

#### 2.4 **Amendments to these Ground Rules**

- 2.4.1 These Ground Rules shall be subject to regular review (at least once a year) by FTSE Russell to ensure that they continue to best reflect the aims of the index series. Any proposals for significant amendments to these Ground Rules will be subject to consultation with FTSE Russell advisory committees and other stakeholders if appropriate. The feedback from these consultations will be considered by the FTSE Russell Product Governance Board before approval is granted.
- 2.4.2 As provided for in the Statement of Principles for FTSE Russell Equity Indexes, where FTSE Russell determines that the Ground Rules are silent or do not specifically and unambiguously apply to the subject matter of any decision, any decision shall be based as far as practical on the Statement of Principles. After making any such determination, FTSE Russell shall advise the market of its decision at the earliest opportunity. Any such treatment will not be considered as an exception or change to the Ground Rules, or to set a precedent for future action, but FTSE Russell will consider whether the Ground Rules should subsequently be updated to provide greater clarity.

## Section 3

# FTSE Russell Index Policies

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### 3.0 FTSE Russell Index Policies

These Ground Rules should be read in conjunction with the following policy documents which can be accessed using the links below:

#### 3.1 Corporate Actions and Events Guide

3.1.1 Full details of changes to constituent companies due to corporate actions and events can be accessed in the Corporate Actions and Events Guide using the following link:

[Corporate Actions and Events Guide.pdf](#)

#### 3.2 Statement of Principles for FTSE Russell Equity Indexes (the Statement of Principles)

3.2.1 Indexes need to keep abreast of changing markets and the Ground Rules cannot anticipate every eventuality. Where the Rules do not fully cover a specific event or development, FTSE Russell will determine the appropriate treatment by reference to the Statement of Principles which summarises the ethos underlying FTSE Russell's approach to index construction. The Statement of Principles is reviewed annually and any changes proposed by FTSE Russell are presented to the FTSE Russell Policy Advisory Board for discussion before approval by the FTSE Russell Product Governance Board.

The Statement of Principles can be accessed using the following link:

[Statement of Principles.pdf](#)

#### 3.3 Queries, Complaints and Appeals

3.3.1 A constituent or prospective constituent company (or professional advisor acting on behalf of the company), a national organisation or a group of no fewer than ten users of the index series from different organisations acting in their professional capacity may appeal against decisions taken by FTSE Russell.

FTSE Russell's complaints procedure can be accessed using the following link:

[Benchmark Determination Complaints Handling Policy.pdf](#)

FTSE Russell's appeal process can be accessed using the following link:

[Appeals Against Decisions.pdf](#)

### 3.4 **Index Policy for Trading Halts and Market Closures**

- 3.4.1 Guidance for the treatment of index changes in the event of trading halts or market closures can be found using the following link:

[Index Policy for Trading Halts and Market Closures.pdf](#)

### 3.5 **Index Policy in the Event Clients are Unable to Trade a Market**

- 3.5.1 Details of FTSE Russell's treatment can be accessed using the following link:

[Index Policy in the Event Clients are Unable to Trade a Market.pdf](#)

### 3.6 **Recalculation Policy and Guidelines**

- 3.6.1 The FTSE ST Index Series is recalculated whenever errors or distortions occur that are deemed to be significant. Users of the FTSE ST Index Series are notified through appropriate media.

For further information refer to the FTSE Russell Recalculation Policy and Guidelines document which is available from the FTSE Russell website using the link below or by contacting

[info@ftserussell.com](mailto:info@ftserussell.com).

[Recalculation Policy and Guidelines Equity Indexes.pdf](#)

### 3.7 **Policy for Benchmark Methodology Changes**

- 3.7.1 Details of FTSE Russell's policy for making benchmark methodology changes can be accessed using the following link:

[Policy for Benchmark Methodology Changes.pdf](#)

## Section 4

# Security Inclusion Criteria

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### 4.0 Security Inclusion Criteria

#### 4.1 Eligible Securities

4.1.1 All classes of ordinary shares in issue are eligible for inclusion in the FTSE ST Index Series, subject to conforming to all other rules of eligibility, free float and liquidity.

4.1.2 Companies that have a full listing on the SGX Mainboard and SGX Catalist are eligible for inclusion in the FTSE ST Index Series. Companies listed on other boards (markets) will not be included in the FTSE ST Index Series.

4.1.3 The following are regarded as ineligible:

Companies whose business is that of holding equity and other investments (e.g. Investment Trusts) which are assigned the Industry Classification Benchmark to the Subsector equity investment instruments (8985) and Non-equity investment instruments which are assumed by the Industry Classification Benchmark to the Subsector non-equity investment instruments (8995) will not be eligible for inclusion.

Convertible preference shares and loan stocks are excluded until converted.

4.2 Securities which are subject to surveillance by the stock exchange and have been assigned to the Watch-list segment will not be eligible for index inclusion. Where an existing constituent is assigned to the Watch-list segment it will normally be deleted from the index quarterly, after the close of business on the third Friday of March, June, September and December. The company will only be reconsidered for index inclusion after a period of 12 months from its deletion subject to it no longer being under surveillance. For the purposes of the index eligibility it will be treated as a new issue.

4.2.1 Securities that are assigned to the Watch-list segment after the review announcement date but before the index review effective date are assessed on a case-by-case basis which may generally result in scheduled index review additions, investability weight and shares in issue changes no longer being implemented at the forthcoming review.

#### 4.3 FTSE ST China Indexes Qualification Criteria

4.3.1 The FTSE ST China Indexes represent the performance of Singapore listed companies that have the majority of their sales revenue derived from or operating assets located in Mainland China.

4.3.2 To be eligible for inclusion in the FTSE ST Indexes constituents must be in the FTSE ST All-Share Index, and pass the sales revenue or operating assets screen in Rule 4.3.3.

- 4.3.3 The sales revenue and operating assets screen provides for constituents to have at least 50 per cent of their sales revenues derived from or operating assets located in Mainland China.
- 4.3.4 An existing constituent that is eligible for the FTSE ST China Indexes will lose its Chinese status if its sales revenue derived from or operating assets located in Mainland China falls below 45 per cent (according to the latest available annual report) at the time of the March or September review.
- 4.3.5 A non-constituent of the FTSE ST China Indexes will be required to have its sales revenue derived from or operating assets located in Mainland China greater than 55 per cent at the March or September review.
- 4.3.6 New issues not large enough to qualify as fast entrants listed after the March or September data cut-off date will be reviewed in the upcoming June and December review. The Chinese company status of an existing FTSE ST China Index constituent will remain unchanged in the June and December review.

#### 4.4 **FTSE ST Maritime Index Qualification Criteria**

- 4.4.1 The FTSE ST Maritime Index represents the performance of companies in the FTSE ST All-Share Index that have a major percentage (at least 50 per cent with a 5% buffer, see Rules 4.4.3 and 4.3.4) of their revenue from marine related activities such as in the manufacturing, ownership, operation of, and repairing of commercial / cargo vessels as determined by FTSE from publicly available data provided by the company.
- 4.4.2 To be eligible constituents must be a member of the FTSE ST All-Share Index at the quarterly review. The eligible ICB subsectors are 2773 Marine Transportation and 2753 Commercial Vehicles & Trucks.
- 4.4.3 For a non-constituent to be included in the index it is required to have revenue from marine related activities greater than 55 per cent of total revenue at the March or September review. Revenue will be taken from the most recent annual report by close of business on the Monday 4 weeks prior to the review effective date.
- 4.4.4 An existing constituent will no longer be eligible if its revenue from marine-related activities falls below 45 per cent at the March or September review.
- 4.4.5 New issues not large enough to qualify as fast entrants listed after the March or September data cut-off date will be reviewed in the upcoming June and December review. The maritime company status of an existing FTSE ST Maritime Index constituent will remain unchanged in the June and December review.

#### 4.5 **FTSE ST Catalyst Index Qualification Criteria**

- 4.5.1 The FTSE ST Catalyst Index represents the performance of sponsored companies in the SGX Catalyst. To be included, constituents must have sponsor status and be listed on the SGX Catalyst.

#### 4.6 **FTSE ST Consumer Goods & Services Index Qualification Criteria**

4.6.1 The FTSE ST Consumer Goods & Services Index represents the performance of constituents in the Consumer Goods and Consumer Services Industries that are members of the FTSE ST All-Share Index. To be eligible for inclusion a constituent's ICB Code must be either 3000 or 5000.

#### 4.7 **FTSE ST Consumer Goods & Services Liquid 20 Index Qualification Criteria**

4.7.1 The underlying index for FTSE ST Consumer Goods & Services Liquid 20 Index is FTSE ST All-Share Index. The constituents are selected from Consumer Goods or Consumer Services Industries (ICB code 3000 or 5000).

4.7.2 The index is constructed from the most liquid stocks of the underlying index. Liquidity information from the previous 252 trading days is used for the stock selection criteria.

Liquidity is measured in SGD by:

$$\text{Traded Value} = \text{Closing Price} \times \text{Daily Volume} \times \text{Exchange Rate}$$

4.7.3 The March and September review will have the following procedures:

4.7.3.1 A stock must have traded for at least 60 or more days in the last 252 trading days prior to the data cut-off date stated in Rule 7.1.1 to be considered for inclusion.

4.7.3.2 Median Traded Value – for each stock in the underlying index, calculate the traded value for the last 252 trading days including days on which a stock is suspended and take the median value.

4.7.3.3 Sort the Median Traded values in descending order.

4.7.3.4 The top 20 liquid stocks are selected.

4.7.4 New issues listed after the March or September data cut-off date will be reviewed in the upcoming September and March review.

#### 4.8 **Shariah Screening Methodology by Yasaar**

4.8.1 The FTSE ST Singapore Shariah Index is designed to reflect the Shariah compliant companies as screened by Yasaar from the FTSE ST All-Share Index. For further details on the Shariah screening methodology and Yasaar, please refer to the FTSE Shariah Global Equity Index Series Ground Rules which are available on [www.ftserussell.com](http://www.ftserussell.com).

## Section 5

# Investability Weighting

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### 5.0 Investability Weighting

5.1 Constituents of the FTSE ST Index Series are adjusted for free float. Further details of free float restrictions can be accessed using the following link:  
[Free Float Restrictions.pdf](#)

Foreign ownership restrictions will not be applied to the constituents of the FTSE ST Index Series.

### 5.2 Initial Weighting

5.2.1 Free float will be calculated using available published information rounded to 12 decimal places. Companies with a free float of 15% or below are excluded from the index.

### 5.3 Minimum Voting Rights

5.3.1 Companies assigned a developed market nationality are required to have greater than 5% of the company's voting rights (aggregated across all of its equity securities, including, where identifiable, those that are not listed or trading) in the hands of unrestricted shareholders or they will be deemed ineligible for index inclusion. Emerging market securities are not subject to this requirement.

5.3.2 Existing constituents with a developed market nationality who do not currently meet the above requirement have a 5 year grandfathering period to comply. If subsequently they continue to fail the minimum voting rights requirement they will be removed from FTSE Russell indexes at the September 2022 review.

5.3.3 The percentage of a company's voting rights in public hands is calculated as:

$$\frac{\text{The number of votes in the hands of shareholders that are unrestricted as determined by the application of FTSE Russell free float definitions}}{\text{The total number of votes conferred by the shares outstanding of all the company's voting securities including those that have not been admitted to trading on a regulated venue}}$$

**For example,** Company A has 100m listed Class A shares each conferring one vote, free float is 65%. It also has 300m unlisted Class B shares each conferring 10 votes.

The test to assess whether the listed Class A line has the required greater than 5% of the company's voting rights is as follows:

$$\frac{65\text{m (i. e. 100m Class A voting rights * 65\% float)}}{3.1\text{bn (i. e. 100m Class A + 3bn Class B)}} \\ = 2.097\% \text{ of the company's voting rights in public hands}$$

## Section 6

# Liquidity

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### 6.0 Liquidity

- 6.1 Each security will be tested for liquidity semi-annually in March and September by calculation of its monthly median daily trading volume.

Liquidity will be tested for the March review from the first business day of March of the previous year to the review cut-off date in February and for the September review from the first business day of September of the previous year to the review cut-off date in August. When calculating the median of daily trading volume of any security for a particular month, a minimum of 5 trading days in that month must exist, otherwise the month will be excluded from the test.

For each month, the daily trading volume for each security is calculated as a percentage of the shares in issue for that day adjusted by the free float at the review cut-off date. These daily values are then ranked in descending order and the median is taken by selecting the value for the middle ranking day if there is an odd number of days and the mean of the middle two if there is an even number of days.

Daily totals with zero trades are also included in the ranking; therefore a security that fails to trade for more than half of the days in a month will have a zero median trading volume for that month.

Any period of suspension will not be included in the test.

For newly eligible securities where the testing period is less than 12 months, the liquidity test will be applied on a pro-rata basis.

Liquidity Thresholds:

- A. An existing constituent which, based on its median daily trading volume per month does not turn over at least 0.04% of its shares in issue (after the application of any free float weightings\*) for at least eight of the twelve months prior to the March or September review will be removed from the Index Series.
- B. A non-constituent which, based on its median daily trading volume per month, does not turn over at least 0.05% of its shares in issue (after the application of any free float weightings\*) for at least ten of the twelve months prior to the March or September review will continue to be excluded from the Index Series.

- C.** New issues that do not have a 12-month trading record must have a minimum trading record of at least 20 trading days prior to the review cut-off date. They must turn over at least 0.05% of their shares in issue (after the application of any free float weightings\*) based on their median daily trading volume per month since listing. This rule will not apply to new issues added under the Fast Entry Rule (see Rule 8.1.3).

\* When testing liquidity the free float weight as at the last date in the testing period will be used for the calculation for the whole of that period.

Newly eligible securities will be treated as new issues and liquidity will be tested from the date of eligibility. Trading records prior to this date will generally not be taken into account.

- D.** The above percentage figures may be adjusted by up to 0.01% at a market review so that, in FTSE Russell's opinion, the index better reflects the liquid investable market of Singapore. This discretion may only be exercised across the whole market and may not be applied to individual securities.

6.2 There is no liquidity requirement for constituents of the FTSE ST Fledgling Index and the FTSE ST Catalist Index.

## Section 7

# Review of Constituent Companies

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### 7.0 Review of Constituent Companies

#### 7.1 Review Dates

- 7.1.1 The FTSE ST Index Series will be reviewed on a semi-annual basis in March and September. The review will be based on data from the close of business on the Monday 4 weeks prior to the review effective date. The reviews will be implemented after the close of business on the third Friday (i.e. effective Monday) of March and September.
- 7.1.2 Yasaar will determine the Shariah compliant companies quarterly on the Monday four weeks prior to the review effective date. Any changes to the FTSE ST Singapore Shariah Index will be implemented after the close of business on the third Friday (i.e. effective Monday) of March, June, September and December.
- 7.1.3 In June and December, a review is also applied to selected indexes for new issues since the previous March or September review not large enough to qualify as fast entrants. These reviews are implemented in June and December on the same basis as set out in Rule 7.1.1. The following is the list of indexes that are reviewed in June and December

- FTSE ST Large & Mid Cap Index
- FTSE ST Mid Cap Index
- FTSE ST Small Cap Index
- FTSE ST All-Share Index
- FTSE ST China Index
- FTSE ST Maritime Index
- FTSE ST Industry Indexes (as quoted in Rule 1.2.8)
- FTSE ST Consumer Goods & Services Index
- FTSE ST Singapore Shariah Index

7.1.4 The table below describes the review process during the review dates:

Review Type	March	June	September	December
Constituent Review	✓	✓ <sup>2,3</sup>	✓	✓ <sup>2,3</sup>
Liquidity Review	✓		✓	
Free Float Review	✓	✓	✓	✓
Shares in Issue Review	✓	✓	✓	✓

2 Review new issues eligibility to enter the FTSE ST Index Series

3 Review of new issues is not applicable for FTSE ST Consumer Goods & Services Liquid 20 Index in June and December

## 7.2 Review Process

7.2.1 Select all eligible listed companies from the SGX Mainboard that satisfy Rule 4.1. as defined in the Country Universe.

7.2.2 Value companies by full market capitalisation (shares in issue \* price), group secondary lines, and rank companies (not securities) by full market value. Throughout the review process all of a company's eligible securities will remain grouped, and companies as a whole, rather than individual securities, are assigned to Large, Mid or Small Cap (see Rule 7.4).

7.2.3 Calculate the total market capitalisation of the universe by totalling the full capitalisation of all eligible companies.

7.2.4 Define the Index Universe - Ranked by full market capitalisation in descending order, calculate the cumulative market capitalisations of all stocks in the Country Universe and their relevant weights. The top 98% of the Country Universe will be selected and forms the Index Universe.

## 7.3 Screens Applied to Eligible Securities

Eligible securities are subject to the following screens:

7.3.1 Investability Weightings as detailed in Section 5.0.

7.3.2 Liquidity as detailed in Section 6.

## 7.4 Reviewing Constituents for the Indexes

7.4.1 The rules for inserting and deleting securities at the semi-annual review are designed to provide stability in the selection of constituents of the FTSE ST Index Series while ensuring that the indexes continue to be representative of the market by including or excluding those securities that have risen or fallen significantly.

7.5 Yasaar's list of Shariah compliant companies will be used to analyse the status of each FTSE ST All-Share Index constituent using the methodology described in Rule 4.8. Any change will be implemented in the FTSE ST Singapore Shariah Index at the periodic review.

7.5.1 No company can be a member of more than one of the following indexes simultaneously:

FTSE ST Large & Mid Cap Index

FTSE ST Small Cap Index

FTSE ST Fledgling Index

7.5.2 To reduce turnover, existing and potential constituents are subject to a series of 'buffer zones' to determine the cut-off points between Large, Mid and Small Cap - the buffers are detailed in the table below.

Capitalisation Bands (Based on the Index Universe)		
	Eligible for Inclusion	Eligible for Exclusion
Large Cap	68%	72%
Mid Cap	86%	92%
Small Cap	98%	101%*

\* 101% of the Index Universe is approximately 99% of the Country Universe.

7.5.3 Companies currently not in the FTSE ST All-Share Index:

- Companies at or above the top 86% of the Index Universe by full market capitalisation, will be included in the Large & Mid Cap Index.
- Companies ranked below the top 68%, but within the top 86% of the Index Universe by full market capitalisation, will be included in the Mid Cap Index.
- Companies ranked below the top 86%, but within the top 98% of the Index Universe by full market capitalisation, will be included in the Small Cap Index.
- Companies ranked below the top 98% of the Index Universe by full market capitalisation, that are not current constituents of the Fledgling Index, will be included in the Fledgling Index, provided they meet the requirements as outlined in Sections 4.0 and 5.0. Companies ranked below the top 98% of the Index Universe by full market capitalisation, and are current constituents of the Fledgling Index, will remain eligible for inclusion in the Fledgling Index, provided they meet the requirements as outlined in Sections 4.0 and 5.0.

Existing constituents of the FTSE ST All-Share Index:

- **Large and Mid Cap** constituents will remain in the Large & Mid Cap Index if they fall within the top 92% of the ranking described in Rule 7.5.2. If they are ranked below 92% of the Index Universe but within the top 101% of the Index Universe, they will move to the Small Cap Index. If they are ranked below 101% of the Index Universe by full market capitalisation, they will move to the Fledgling Index.
- **Mid Cap** constituents will be deleted from the Mid Cap Index if they fall within the top 68% of the ranking described in Rule 7.5.2. If they are ranked between 68% and 92% of the Index Universe they will remain in the Mid Cap Index. If they are ranked below 92% of the Index Universe but within the top 101% of the Index Universe, they will move to the Small Cap Index. If they are ranked below 101% of the Index Universe by full market capitalisation, they will move to the Fledgling Index.
- **Small Cap** constituents will move to the Large & Mid Cap Index if they fall within the top 86% of the ranking described in Rule 7.5.2. If they are ranked between 68% and 86% of the Index Universe by full market capitalisation they will also be added to the Mid Cap Index. If they are ranked below 86% of the Index Universe, but within the top 101% of the Index Universe, they will remain in the Small Cap Index. If they are ranked below 101% of the Index Universe by full market capitalisation, they will move to the Fledgling Index.

7.5.4 A company will be inserted into the FTSE ST Consumer Goods & Services Liquid 20 Index at the semi-annual review if it rises to 15<sup>th</sup> position or above when the eligible companies are ranked by median traded value. A company in the FTSE ST Consumer Goods & Services Liquid 20 Index will

be deleted at the semi-annual review if it falls to 26<sup>th</sup> position or below when the eligible companies are ranked by median traded value.

7.5.5 The number of constituents for the semi-annual review will be set to 20 for FTSE ST Consumer Goods & Services Liquid 20 Index. Where a greater number of companies qualify to be inserted in the index than those qualifying to be deleted, the lowest ranking constituents presently included in the index will be deleted to ensure the resulting number of companies to be 20. Likewise, where a greater number of companies qualify to be deleted than those qualifying to be inserted, the securities of the highest ranking companies which are presently not included in the index will be inserted to ensure the resulting number of companies to be 20.

7.5.6 Monitoring of Eligible Companies

7.5.7 The market capitalisation of companies eligible for inclusion in the FTSE ST Index Series is monitored by FTSE Russell. All listed ordinary securities on the SGX Mainboard and SGX Catalist will be included in the semi-annual reviews.

## 7.6 Capping of Index Constituents

7.6.1 Companies within the FTSE ST Consumer Goods & Services Liquid 20 Index are capped at 10%.

7.6.2 The calculation of the constituent capping factors (c) will be based on prices at close on the second Friday of the review month using shares in issue and investability weights as designated to take effect after close on the third Friday of the review month (i.e. taking effect on the review effective date).

7.6.3 The calculation will take into account any corporate actions/events that take effect after close on the second Friday of the review month up to and including the review effective date if they have been announced and confirmed by the second Friday of the review month.

7.6.4 Corporate actions / events announced after the second Friday of the review month that become effective up and including the review effective date will not result in any further adjustment.

## Section 8

# Additions Outside of a Review

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### 8.0 Additions Outside of a Review

#### 8.1 Definition of Fast Entry Level

8.1.1 Full market capitalisation of the smallest company that falls wholly within the top 68% of the Index Universe by full market capitalisation when ranked according to Rule 7.4.

8.1.2 The Fast Entry level will be set at the time of the semi-annual review in March and September and will be published by FTSE Russell. In June and December the Fast Entry levels will be adjusted up to the respective review cut-off date, as appropriate, to reflect the performance of the FTSE ST All-Share Index, and an updated figure will be published by FTSE Russell.

8.1.3 Where a company, whether an existing constituent or not, undertakes an Initial Public Offering of a new equity security, that security will be eligible for fast entry inclusion to the FTSE ST Index Series if it meets the following conditions:

- A.** A new equity security (IPO), which satisfies the eligibility criteria and the screens other than the liquidity screen, is eligible for fast entry when its full market capitalisation (i.e. before the application of any investability weighting) using the closing price on the first day of official trading is greater than the Fast Entry level (see Rule 8.1.1). The addition of a new security to the index will be implemented after the close of business on the fifth day of trading. In the event of the fifth day of trading being in close proximity to an index review, FTSE Russell may use its discretion to include a fast entrant at the index review date following advance notice.

Please note: Only those shares being offered for sale in the IPO will be included within the index weighting at the time of fast entry inclusion (subject to not being categorised as restricted shares as defined within the Free Float Restrictions document).

- B.** A new equity security (IPO) that does not qualify as an immediate fast entrant to the index will be re-considered for inclusion into the FTSE ST Index Series at the next review. However, for inclusion at a quarterly review outside the March and September semi-annual reviews, its full market capitalisation at close on the respective review cut-off date, as appropriate, must be:
- equal to or greater than the entry levels under Rule 7.5.2 (index adjusted to reflect the change in performance of the FTSE ST All-Share Index since its previous semi-annual review).

- and it must qualify under Rules 5.1 and 6.1 (including the minimum requirement of a 20-day trading record under Rule 6.1C).

**C.** Newly eligible securities, for example a non-constituent moving to an eligible market, will be reviewed for inclusion at the next semi-annual review.

- 8.1.4 New issues entering the FTSE ST All-Share Index that also qualify as a constituent of the FTSE ST Maritime Index under Rule 4.4, will be eligible for inclusion to the index.
- 8.1.5 New equity securities listed on the SGX Catalist and non-sponsored companies transitioning to sponsor status on the SGX Catalist will be eligible for inclusion into the FTSE ST Catalist Index at the next March or September review.
- 8.1.6 New issues entering the FTSE ST All-Share Index that also qualify as a constituent of the FTSE ST Consumer Goods & Services Index under Rule 4.6, will be eligible for inclusion in the index.
- 8.1.7 New equity securities entering the FTSE ST All-Share Index will be eligible for inclusion in the FTSE ST Consumer Goods & Services Liquid 20 Index under Rule 4.7 at the next March or September review.
- 8.1.8 New equity securities with a secondary market listing on SGX (i.e. where there is a primary listing on another exchange) will be considered for inclusion at the next review.
- 8.1.9 For the purpose of this Rule 8.1, a company that is reorganised or renamed or which arises from a demerger or complex reorganisation of another company that is not an existing constituent, shall not be considered to be a new issue.
- 8.1.10 If a constituent is added to the FTSE ST All-Share Index it will be eligible for inclusion in the FTSE ST Singapore Shariah Index at the next semi-annual review, subject to the constituent passing Yasaar's screening methodology as described in Rule 4.8.

## Section 9

# Corporate Actions and Events

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### 9.0 Corporate Actions and Events

9.1 Full details of changes to constituent companies due to corporate actions and events can be accessed in the Corporate Actions and Events Guide using the following link:

[http://www.ftse.com/products/downloads/Corporate\\_Actions\\_and\\_Events\\_Guide.pdf](http://www.ftse.com/products/downloads/Corporate_Actions_and_Events_Guide.pdf)

A Corporate ‘Action’ is an action on shareholders with a prescribed ex date. The share price will be subject to an adjustment on the ex date. These include the following:

- Capital Repayments
- Rights Issues/Entitlement Offers
- Stock Conversion
- Splits (sub-division) / Reverse splits (consolidation)
- Scrip issues (Capitalisation or Bonus Issue)

A Corporate ‘Event’ is a reaction to company news (event) that may impact the index depending on the index rules. For example, a company announces a strategic shareholder is offering to sell their shares (secondary share offer) – this could result in a free float weighting change in the index.

Where an index adjustment is required FTSE Russell will provide notice advising of the timing of the change.

### 9.2 Shares in Issue

Changes to the number of shares in issue for constituent securities are covered in the Corporate Actions and Events Guide.

### 9.3 Investability Weightings

9.3.1 Changes to free float for constituent securities are covered in the Corporate Actions and Events Guide.

### 9.4 Takeovers & Mergers

9.4.1 The treatment of takeovers and mergers can be found within the Corporate Actions and Events Guide.

9.4.2 If a constituent company in the FTSE ST Large & Mid Cap Index, the FTSE ST Mid Cap Index or the FTSE ST Small Cap Index is taken over by a non-constituent company, then the resulting company, subject to Section 4.0, will be eligible to become the replacement company if it falls within the top 101% of the Index Universe, based on full market capitalisation. If below 101% it will be added to the

FTSE ST Fledgling Index. The 101% level will be set at the time of each quarterly review and published by FTSE Russell.

- 9.4.3 An acquired company from the FTSE ST China Index, the FTSE ST Maritime Index, FTSE ST Industry Indexes, the FTSE ST Consumer Goods & Services Index or the FTSE ST Consumer Goods & Services Liquid 20 Index will be removed and not replaced.
- 9.4.4 If a constituent company in the FTSE ST Catalist Index is acquired by a non-constituent company, the original constituent will be removed. Any eligible company resulting from the takeover, subject to Rule 4.5, will be eligible to become the replacement company.
- 9.4.5 If the effect of a merger or takeover is that one constituent in the FTSE ST Consumer Goods & Services Liquid 20 Index is absorbed by another constituent, the resulting company will remain a constituent of the index, and a vacancy will be created. This vacancy will not be filled until the next semi-annual review.
- 9.4.6 If a constituent of the FTSE ST Singapore Shariah Index is acquired by a non-Shariah compliant company, the original constituent will be removed. The resulting company will not be eligible for the FTSE ST Singapore Shariah Index.
- 9.4.7 If a constituent of the FTSE ST Singapore Shariah Index merges with or acquires a non-Shariah compliant company resulting in the original constituent remaining as the surviving entity, then the enlarged company will remain a constituent of the FTSE ST Singapore Shariah Index.

## 9.5 Spin-offs

- 9.5.1 If a constituent company in the FTSE ST Large & Mid Cap Index, the FTSE ST Mid Cap Index or the FTSE ST Small Cap Index is split and forms two or more companies by issuing new equity to existing shareholders, then the resulting companies will be eligible to continue as constituents in the same index as their predecessor company if they fall within the top 101% of the Index Universe, based on full market capitalisation, at close on the first day of trading. If below 101% they will be added to the FTSE ST Fledgling Index. The 101% level will be set at the time of each quarterly review and published by FTSE Russell.
- 9.5.2 If a constituent company in the FTSE ST China Index, the FTSE ST Maritime Index, the FTSE ST Industry indexes, the FTSE ST Consumer Goods & Services Index or the FTSE ST Consumer Goods & Services Liquid 20 Index split and forms two or more companies by issuing new equity to existing shareholders, both split companies will remain in the same index if they remain a constituent of the FTSE ST All-Share Index and pass the criteria required to be in the index.
- 9.5.3 If a constituent company in the FTSE ST Catalist Index is split to form two or more companies, then the resulting companies will be eligible for inclusion subject to Rule 4.5.

## 9.6 Deletions and Replacements

- 9.6.1 Rules for deletions can be found within the Corporate Actions and Events Guide.
- 9.6.2 Changes to the FTSE ST Large & Mid Cap Index, the FTSE ST Mid Cap Index and the FTSE ST Small Cap Index will be made automatically to the FTSE ST All-Share Index.
- 9.6.3 If the company removed is a constituent of the FTSE ST All-Share Index or is no longer classified in the eligible ICB Sectors as shown in Rule 4.4.2, it will be also removed from the FTSE ST Maritime Index. Please refer to Section 10.0 on classification changes.
- 9.6.4 If the company removed is a constituent of the FTSE ST All-Share Index or is no longer classified in the eligible ICB Industries shown in Rule 4.6.1, it will be also removed from the FTSE ST Consumer Goods & Services Index. Please refer to Section 10.0 on ICB classification changes.

9.6.5 If the company removed is a constituent of the FTSE ST All-Share Index or is no longer classified in the eligible ICB Industries shown in Rule 4.7.1, it will be also removed from the FTSE ST Consumer Goods & Services Liquid 20 Index. Please refer to Section 10.0 on ICB classification changes.

9.7 **Suspension of Dealing**

9.7.1 Suspension of dealing rules can be found within the Corporate Actions and Events Guide.

## Section 10

# Industry Classification Benchmark (ICB)

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### 10.0 Industry Classification Benchmark (ICB)

#### 10.1 Classification Structure

10.1.1 The FTSE ST Index Series constituents are classified into Industries, Supersectors, Sectors and Subsectors, as defined by the Industry Classification Benchmark (ICB).

10.1.2 Details of the Industry Classification Benchmark are available from FTSE and published on the FTSE Russell website ([www.ftserussell.com](http://www.ftserussell.com)) and can be accessed using the following link:

[Industry Classification Benchmark](#)

## Section 11

# Announcing Changes

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### 11.0 Announcing Changes

#### 11.1 Changes to Constituents

- 11.1.1 Decisions regarding the addition of new constituents (which are unrelated to existing index constituents or changes to the investable weighting of existing constituents) are announced at the earliest possible time before their inclusion in the Index Series. However, the announcement may be contingent upon the confirmation of the listing date of the security and passing all the screens.
- 11.1.2 Quarterly changes are published after the close of business on the Thursday before the first Friday of March, June, September and December to give users of the index sufficient notification of the changes before their implementation.
- 11.1.3 In order to allow users sufficient time to manage any revisions, FTSE Russell will endeavour to make no further amendments to the published quarterly changes beyond 2 business days following publication. Where further revisions are identified after this date they will normally be addressed at a subsequent review (unless those revisions result from corporate events, in which case they will be applied at the same time as the corporate event). However FTSE Russell reserves the right to determine the most appropriate timing for revisions with reference to the Statement of Principles.
- 11.1.4 Implementation of any quarterly changes will happen after the close of business on the third Friday in March, June, September or December. Details of STI and FTSE ST Index Advisory Committee meeting dates are available from FTSE Russell.
- 11.1.5 Announcements made after the close of the index calculation are normally made on the following business day.

#### 11.2 Index Methodology Changes

- 11.2.1 Users of the FTSE ST Index Series are notified of such policy changes through appropriate media before implementation.

## Section 12

# Indexes Algorithm and Calculation Method

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### 12.0 Indexes Algorithm and Calculation Method

#### 12.1 Prices

12.1.1 The FTSE ST Index Series will use actual last trade prices, where available, for securities in the real-time calculation.

12.1.2 Prices used in the official closing index value can be accessed using the following link:

[Closing Prices Used For Index Calculation.pdf](#)

12.1.3 Thomson Reuters real-time exchange rates are used in the real-time index calculations.

#### 12.2 Calculation Frequency

12.2.1 The indexes will be calculated and published in real-time every 60 seconds.

#### 12.3 Index Calculation

12.3.1 The FTSE ST Index Series is calculated using the following formula:

$$\sum_{i=1}^N \frac{(p_i \times e_i \times s_i \times f_i \times c_i)}{d}$$

Where,

- $i=1,2,\dots,N$
- $N$  is the number of securities in the index.
- $p_i$  is the latest trade price of the component security (or the price at the close of the Index on the previous day).
- $e_i$  is the exchange rate required to convert the security's currency into the index's base currency.
- $s_i$  is the number of shares in issue used by FTSE Russell for the security, as defined in these Ground Rules.
- $f_i$  is the Investability Weighting Factor to be applied to a security to allow amendments to its weighting, expressed as a number between 0 and 1, where 1 represents a 100% free float. This factor is published by FTSE Russell for each security in the underlying index.

- $c_i$  is the Capping Factor to be applied to a security to correctly weight that security in the index. This factor maps the investable market capitalisation of each stock to a notional market capitalisation for inclusion in the index.
- $d$  is the divisor, a figure that represents the total issued share capital of the Index at the base date. The divisor can be adjusted to allow changes in the issued share capital of individual securities to be made without distorting the index.

## Appendix A: Index Opening and Closing Hours

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Index	Open	Close
FTSE ST Index Series	09:00 (01:00)	17:10 (09:10)

Notes:

1. The indexes will not be calculated on Public Holidays.
2. Timings are local hours (GMT hours in brackets).

### Foreign Exchange Rates

The foreign exchange rates used in the calculation of the FTSE ST Index Series are Thomson Reuters real time spot rates.

The Singapore dollar is the base currency for all index calculations. Non Singapore dollar-denominated constituents prices are converted into Singapore dollars in order to calculate the indexes.

The foreign exchange rates received from Thomson Reuters at 17:00 are the bid rates and are used to calculate the final Index levels. These are termed the “closing foreign exchange rates”.

## Appendix B: Status of Indexes

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The FTSE ST Index Series is calculated in Singapore Dollars and may exist in the following states.

**A. Firm**

- i. The indexes are being calculated during Official Market Hours (see Appendix A). No message will be displayed against the index value.
- ii. The Official Closing Price for FTSE ST Index Series will be the Exchange Official Closing Price for the whole market.

**B. Closed**

The indexes have ceased all calculations for the day. The message 'CLOSE' will be displayed against the index value calculated by FTSE Russell.

**C. Held**

During Official Market Hours, an index has exceeded pre-set operating parameters and the calculation has been suspended pending resolution of the problem. The message 'HELD' will be displayed against the last index value calculated by FTSE Russell.

**D. Indicative**

If there is a system problem or situation in the market that is judged to affect the quality of the constituent prices at any time when an index is being calculated, the index will be declared indicative (e.g. normally where a 'fast market' exists in the equity market). The message 'IND' will be displayed against the index value calculated by FTSE Russell.

The official opening and closing hours of the FTSE ST Index Series are set out in Appendix A. Variations to the official hours of the indexes will be published by FTSE Russell.

US Dollar, Euro, UK Sterling and Japanese Yen values will be calculated on an end-of-day basis.



## Appendix C: Further Information

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A Glossary of Terms used in FTSE Russell's Ground Rules documents can be found using the following link:

[Glossary.pdf](#)

Further information on the FTSE ST Index Series is available from FTSE Russell.

For FTSE Russell contact details please visit [www.ftserussell.com](http://www.ftserussell.com).

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