



Statistical Management System (SMS)

User Manual

Version 3.0

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Revision History

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3.0	New Sub topic included	Labuan FSA	30/11/2018

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1. Introduction to SMS User Manual

1.1. Objective

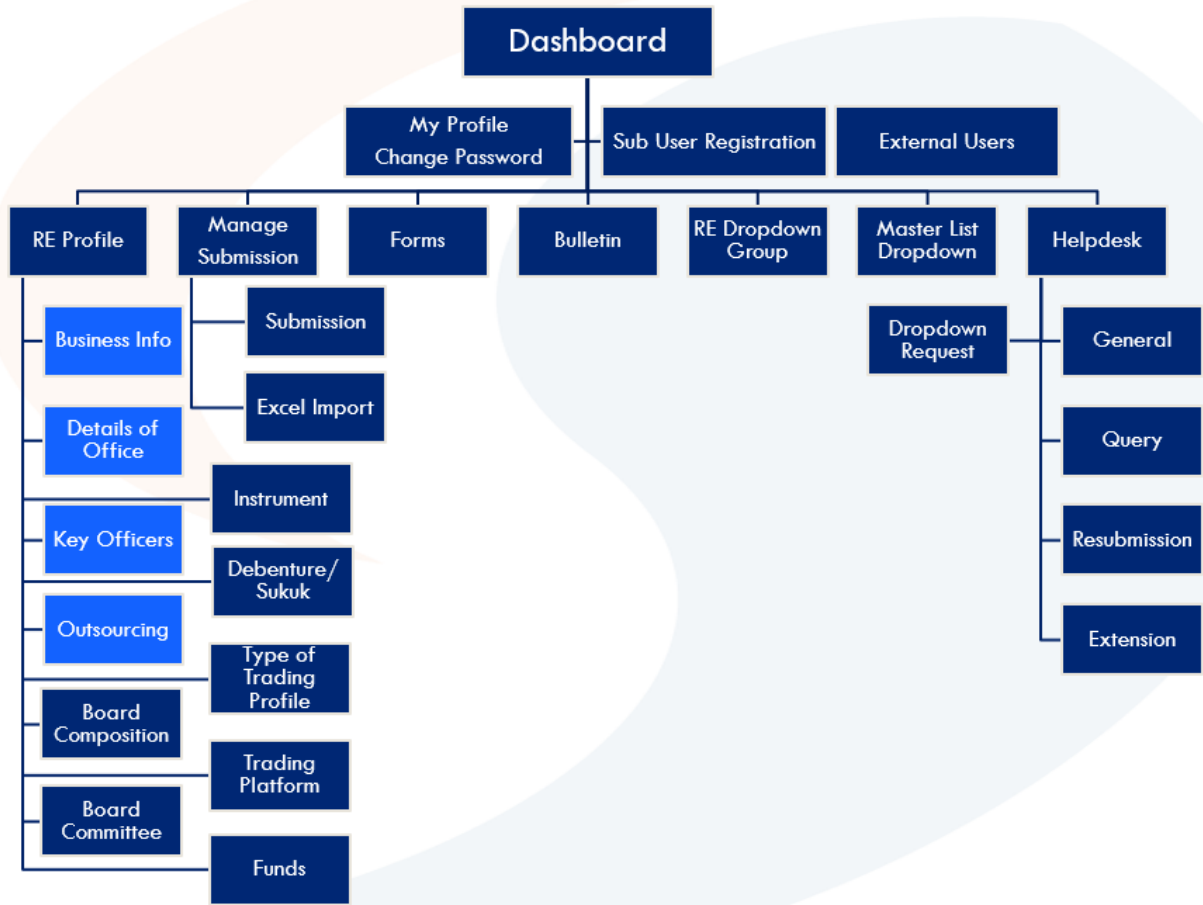
1.1.1 Purpose

The main objective of this document is to provide guidance and step-by-step process on how to use the SMS portal for the purpose of online form submission as required by Labuan FSA – especially for Reporting Entity (RE) users who belong to **Other Sector**, as per below categories:-

- i. Labuan Trust Company (Foundation/Funds)
- ii. Labuan Exchange Company
- iii. Labuan International Commodity Trading Company
- iv. Leasing
- v. Money Broker
- vi. Fund Manager
- vii. Securities Licensee

1.2. RE Portal Site Map

The RE Portal site map below depicts the structure of the system for the benefit of RE User. The diagram also shows the navigation menu applicable to RE User.

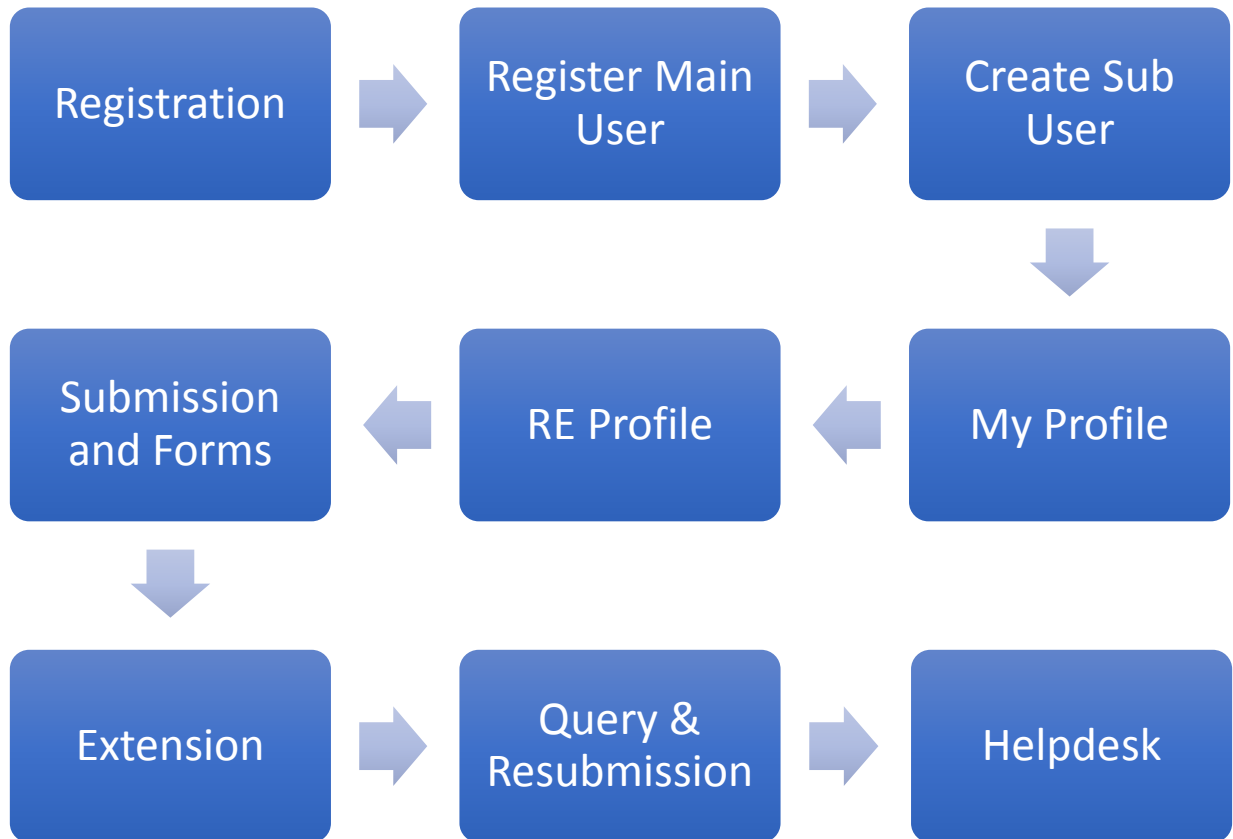


1.3. How to Begin

As per the latest guideline from Labuan FSA, REs will have to comply to the reporting regulation. The SMS Portal is developed to ensure convenient and efficient procedure for periodical form submission.

The diagram below displays the modules offered in the system. Form submissions and other relevant procedures (Extension, Query, Resubmission) will be done via online using the SMS Portal.

The next sections will explain the step-by step process from User Registration to Form Submission, replying to Query, applying for Resubmission and Extension of Time and other related modules.



1.3.1. Void Data

Generally, user will have to adhere to this rule – the system does not allow user to delete/remove any data, however the data status may be changed to 'Void' – to indicate the data is not usable anymore.

1.4. Browser Compatibility

The SMS Portal is best viewed in the latest version of Google Chrome, Microsoft Edge, Mozilla Firefox (61.0 & above), and Safari on OSX – with 1024x768 resolution. It is also compatible with Internet Explorer 11.

Please allow pop ups in your browser setting for the SMS Portal to prompt notification. User is encouraged to clear browser cookies and cache before performing the next period of submission.



The browser shortcut to clear cache is by using Control+Shift+Delete key.

2. User and Registration


2.1. Main User Registration

2.1.1 Objective

Due to security and data confidentiality, only RE Main Users (Principal Officer/Trust Officer/Directors) that are approved by Labuan FSA will be given access to use the SMS Portal.

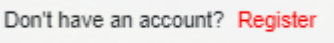
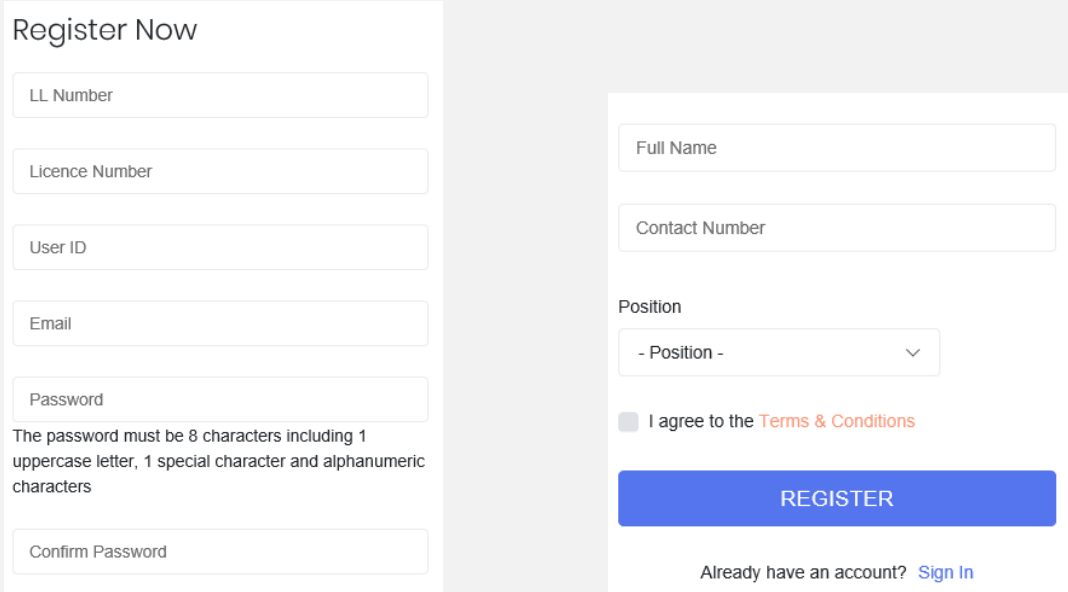
2.1.2 Registration

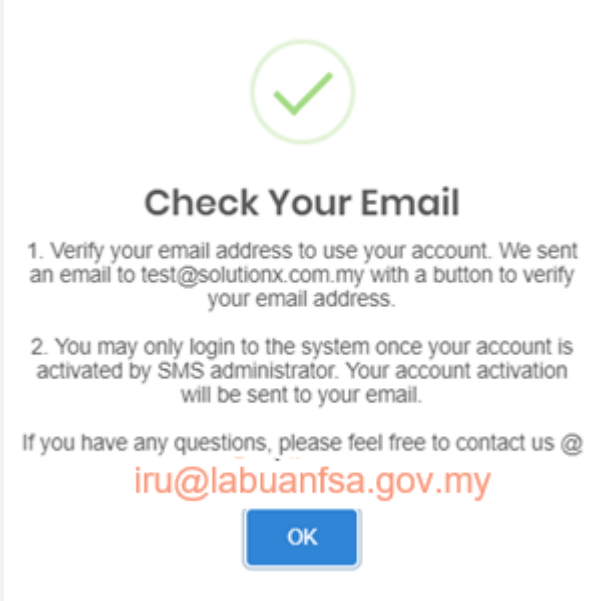
RE Main User registration is done via online in the provided website URL <https://sms.labuanfsa.gov.my>.

 The user must observe and fill in the following key details for verification:

- i. Labuan Registration Number (LL Number) – if applicable
- ii. Licence Number – if applicable
- iii. User ID – to be provided by Labuan FSA


The steps for Main User registration are as follows:

Step	Action
1	Launch a browser and go to https://sms.labuanfsa.gov.my
2	Click at the Register link 
3	The following details in the screenshot will need to be entered when creating registering a new RE user. Please refer to screenshot, all the fields are mandatory. 

4	Click the Register button.
5	<p>Upon successful registration, the pop-up message below will appear.</p> 
6	A system generated message will be emailed to your inbox. The next step is continued in the next section.

2.1.3 Email Verification

Next, a system-generated email will be sent to your mailbox.

 SMS Portal will send alerts and notification via email; please ensure to verify your email.

Step	Action
1	Launch a browser and go to your email inbox that was used in the registration.
2	Check for the RE User Registration email.

Verify Your Email Address

Dear Bubba Joy,
To make your Statistic Management System account more secure and to receive important reminders and submission updates from LFSA, please use the button below to verify your email address.
Thank you,
SMS Administrator

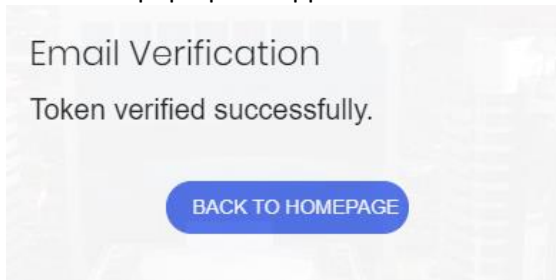
Verify Email Address


**** this is a system generated message, please do not reply ****
If you received this email unintentionally, kindly report to us @
webmaster@labuanfsa.gov.my.

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3 Click the 'Verify Email Address' button to verify your email.


4 The below pop-up will appear once 'Email Verification' is successful.



5  The account is still in Pending status until Labuan FSA Officer verified and activated the account.
The next step is continued in the next section.

2.1.4 Account Activation

Next, account activation notification will be sent once your account is activated.

Step	Action
1	Once your account is activated, a system generated email is sent to indicate user can now login into the portal.
2	Please confirm that the following email is received in your inbox. 
3	RE Main User is now able to logon to the SMS portal.

2.1.5 Account Registration Rejection

The user account approval is subject to Labuan FSA's discretion - Labuan FSA may decide to reject the user account should there be any ambiguity or data inconsistency encountered. If this situation occurs, user will be notified via email as below:

Account Registration Rejected

Dear Mentos Mint, your account has been rejected

User ID : TQ9143

Email : sukma.manaf@gmail.com

Contact No : 90009000

Company Number/Business Registration : LL03143

Please refer to the rejection reason below.

Thank you.

Reject Reason:

Name does not exist in our database.

2.2 Sub User Registration

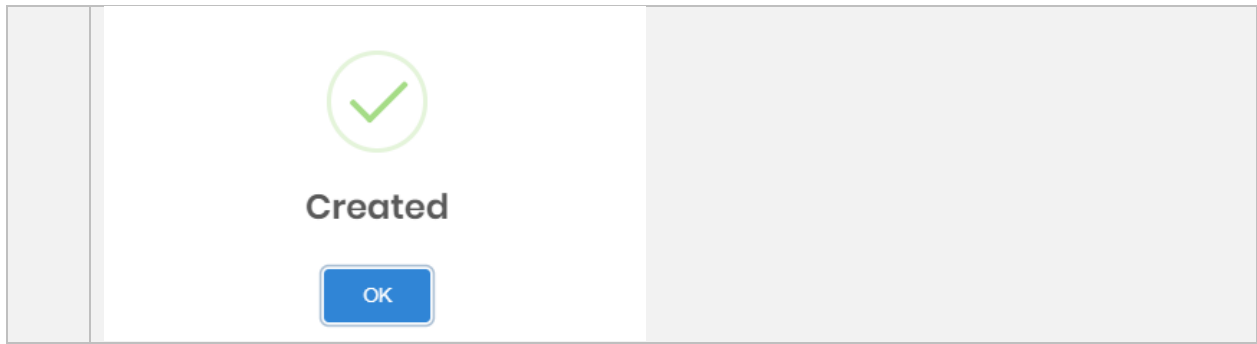
2.2.1 Objective

The Main RE User is given the privilege to create Sub User/s (Preparer/Checker/Approver role) within your organization. However, Sub User/s account approval and activation will still need to be granted by Labuan FSA officer.

2.2.2 How to Create Sub User

Step	Action
1	From the menu, select Sub User Registration.
2	Click Create button

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> Register Sub Users Export Excel + Create </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Name</div> <div style="border: 1px solid #ccc; padding: 2px;">Position <small>Click to see options</small></div> </div> <div style="margin-top: 5px;"> <input style="width: 100%;" type="text"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/> </div> </div> </div>
<p>3</p>	<p>Fill in the mandatory fields.</p> <p> There are 3 types of User Roles:</p> <ul style="list-style-type: none"> i) Preparer – the user responsible to perform data entry in the submission forms. ii) Checker – the user responsible to verify the submission forms. Checker is also allowed to re-open and edit the forms. iii) Approver – the user responsible to approve and submit the submission forms. Approver is also allowed to re-open and edit the forms. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Email Address*</p> <input style="width: 100%;" type="text"/> <p>Password*</p> <p style="font-size: 0.8em; color: #ccc;">The password must be eight characters including one uppercase letter, one special character and alphanumeric characters</p> <p>Role</p> <p><input type="checkbox"/> Preparer</p> <p><input type="checkbox"/> Checker</p> <p><input type="checkbox"/> Approver</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>LL Number</p> <input style="width: 95%;" type="text" value="LL12345"/> </div> <div style="width: 45%;"> <p>License Number</p> <input style="width: 95%;" type="text" value="123456/2018"/> </div> </div> <p>Reporting Entity</p> <input style="width: 100%;" type="text" value="LABUAN KARISMA LIMITED"/> <p>Full Name*</p> <input style="width: 100%;" type="text"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Contact Number*</p> <input style="width: 95%;" type="text"/> </div> <div style="width: 45%;"> <p>Position*</p> <input style="width: 95%;" type="text" value="- Position -"/> </div> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Save"/></p> </div>
<p>4</p>	<p>Click Save button</p>
<p>5</p>	<p>A pop-up notification will appear to indicate save is successful.</p>



2.2.3 Email Verification

























Refer to Section 2.1.3 for Email Verification steps.





2.2.4 Account Activation

Refer to Section 2.1.4 for Account Activation steps.

2.2.5 Remove/Change of Sub User

The RE Main User as the Administrator of Reporting Entity has the authority to set the Sub User account status to Active or Inactive. Labuan FSA will be notified via system-generated email of any changes to user account.

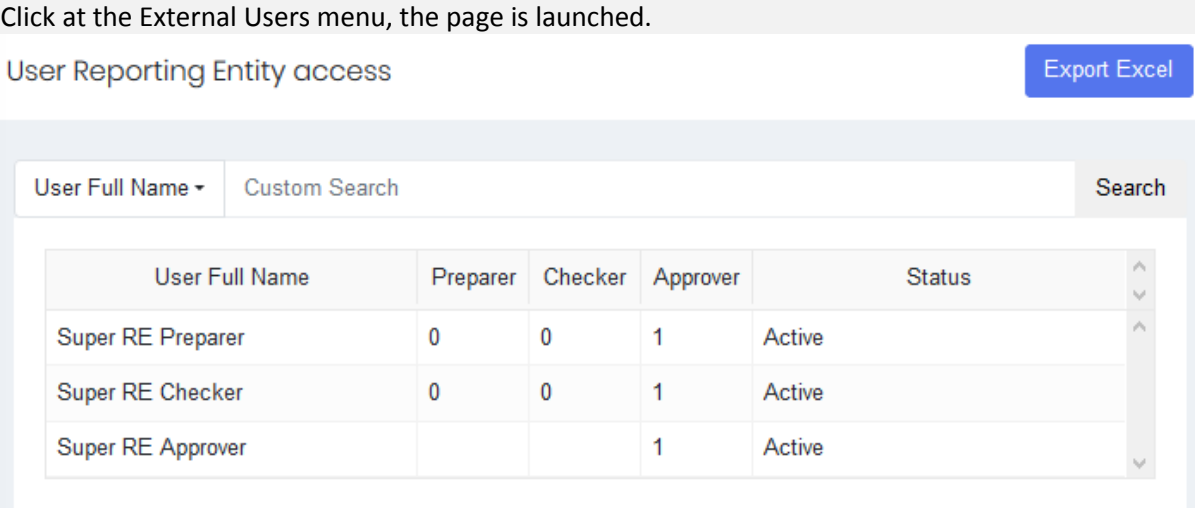
Step	Action																																								
1	<p>To activate or deactivate the Sub user account, click at the Active/Inactive icon</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> <th>Approver</th> <th>Checker</th> <th>Preparer</th> <th>Status</th> <th>Registered On</th> <th></th> </tr> </thead> <tbody> <tr> <td>Abba Lucky</td> <td>Principal Officer</td> <td>Yes</td> <td></td> <td></td> <td>Active</td> <td>23/10/2018 05:05:00 pm</td> <td> </td> </tr> <tr> <td>Bubba Joy</td> <td>Trust Officer</td> <td></td> <td>Yes</td> <td></td> <td>Active</td> <td>24/10/2018 02:04:52 am</td> <td> </td> </tr> <tr> <td>Caitlin Joy</td> <td>Trust Officer</td> <td></td> <td></td> <td>Yes</td> <td>Email Verification</td> <td>24/10/2018 02:05:43 am</td> <td> </td> </tr> <tr> <td>Gold Finger</td> <td>Trust Officer</td> <td></td> <td>Yes</td> <td></td> <td>Email Verification</td> <td>07/11/2018 04:28:27 pm</td> <td> </td> </tr> </tbody> </table>	Name	Position	Approver	Checker	Preparer	Status	Registered On		Abba Lucky	Principal Officer	Yes			Active	23/10/2018 05:05:00 pm	 	Bubba Joy	Trust Officer		Yes		Active	24/10/2018 02:04:52 am	 	Caitlin Joy	Trust Officer			Yes	Email Verification	24/10/2018 02:05:43 am	 	Gold Finger	Trust Officer		Yes		Email Verification	07/11/2018 04:28:27 pm	 
Name	Position	Approver	Checker	Preparer	Status	Registered On																																			
Abba Lucky	Principal Officer	Yes			Active	23/10/2018 05:05:00 pm	 																																		
Bubba Joy	Trust Officer		Yes		Active	24/10/2018 02:04:52 am	 																																		
Caitlin Joy	Trust Officer			Yes	Email Verification	24/10/2018 02:05:43 am	 																																		
Gold Finger	Trust Officer		Yes		Email Verification	07/11/2018 04:28:27 pm	 																																		
2	To set inactive: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.																																								

	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Change status to Inactive Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="text-align: center;">  <p>Successful Record has been set to: Inactive</p> <p>OK</p> </div> </div>
3	<p>To activate: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Change status to Active Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="text-align: center;">  <p>Successful Record has been set to: Active</p> <p>OK</p> </div> </div>

2.3 External Users

2.3.1 Objective

This page shows the list of external users that have been assigned to represent the RE company. This module is applicable to RE Main Users only

Step	Action
1	<p>Click at the External Users menu, the page is launched.</p> 
2	<p>The list is displaying the names and role of External Users assigned for the RE. This information is for viewing only.</p>

2.3.2 How to Grant Access to External Users

This action is carried out by Main User in the Helpdesk module, refer to Section 9.1

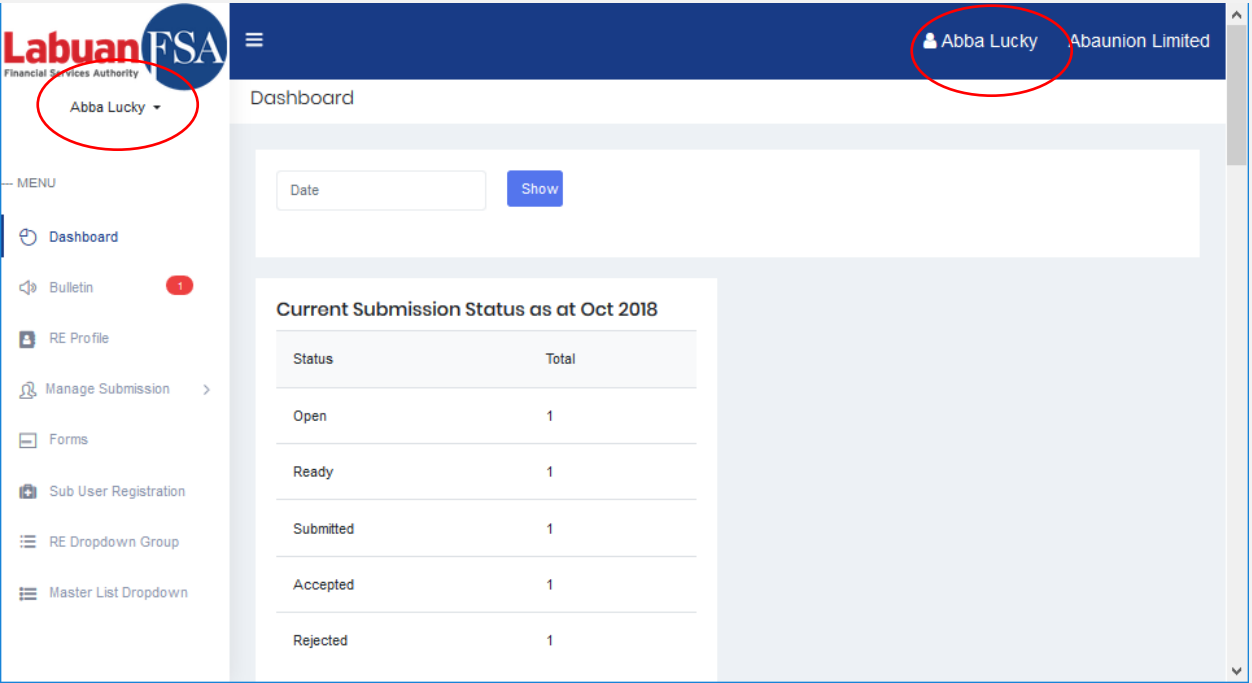
3 My Profile

3.1 Objective

RE User may update his/her details in the system in My Profile section. User is only allowed to update the enabled fields and may only view the information on the assigned Reporting Entity, and User Roles. Security Questions and Email Subscriptions may also be managed in this module.

3.1.1 My Profile

Step	Action
1	Login and click the User Name at top left or top right



The screenshot shows the Labuan FSA dashboard. The user name 'Abba Lucky' is circled in red at the top left of the dashboard and at the top right of the page header. The dashboard includes a menu on the left with options like Dashboard, Bulletin, RE Profile, Manage Submission, Forms, Sub User Registration, RE Dropdown Group, and Master List Dropdown. The main content area displays a 'Current Submission Status as at Oct 2018' table.

Status	Total
Open	1
Ready	1
Submitted	1
Accepted	1
Rejected	1

The screenshot shows the Labuan FSA user interface. At the top left is the Labuan FSA logo. Below it, the user's name 'Abba Lucky' is displayed with a dropdown arrow. A menu is open showing three options: 'My Profile', 'Change Password', and 'Logout'. To the right, a dark blue header bar contains the user's name 'Abba Lucky' and the company name 'Aba Abba Limited'. Below this header, a similar menu is visible, also showing 'My Profile', 'Change Password', and 'Logout' options.

2 Edit My Profile details – for the enabled fields ONLY.

The screenshot shows the 'Edit My Profile' form. At the top, there are two tabs: 'Security Questions' (highlighted in green) and 'Email Subscriptions' (highlighted in blue). The form contains the following fields:

- Email Address:** A text input field containing 'sukma.manaf@gmail.com'.
- Status:** A dropdown menu with 'Active' selected.
- Full Name*:** A text input field containing 'Indah bin Gembira'.
- Contact:** A text input field containing '0876666001'.
- Position:** A dropdown menu with 'Director' selected.
- Registered On:** A text input field containing '29/11/2018'.

At the bottom of the form is a green 'Update' button.

Click the Update button to save.




3 Assigned Reporting Entity – for viewing ONLY.



To assign or unassign a Reporting Entity to a user, the Main User is required to send a Helpdesk Request to Labuan FSA, refer to Section 9.1

Email Subscription Reporting Entity RE Role List		Export Excel Refresh			
Company Name	Company Number	License Number	Owner	Sector	Status
Happy X Leasing (Labuan) Limited	LL 12345	ABC123/2018		Leasing	Active
ALA Maritim (L) Inc.	LL			Leasing	Active
A7 Insurance Limited	LL			Insurance	Active
BIT Investment Bank Limited	LL			Bank	Active
CoinE International Financial Exchange Inc.	LL		admin	Labuan Exchange	Active
MADY Managed Investments Limited	LL			Fund Manager	Active

4 User Role List – for viewing ONLY.

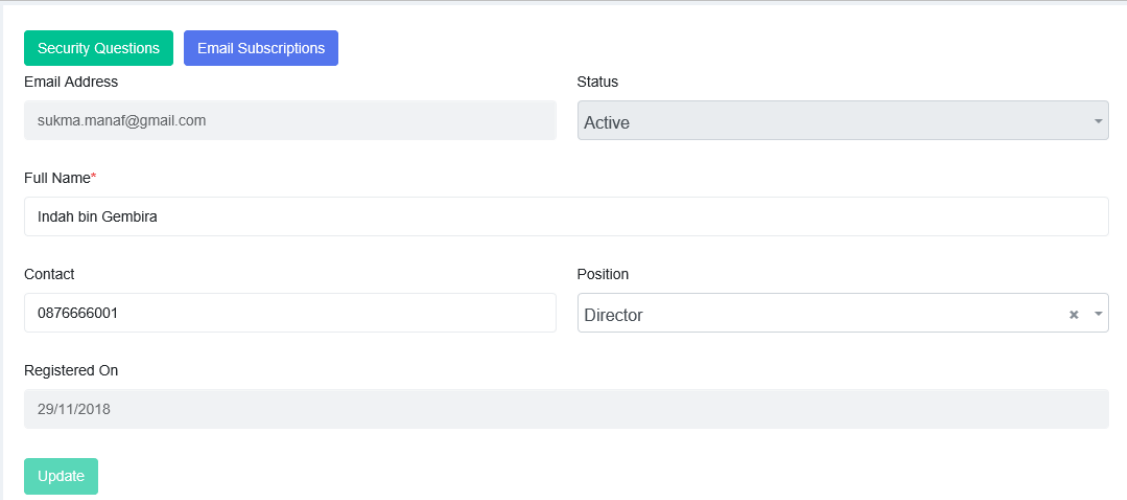

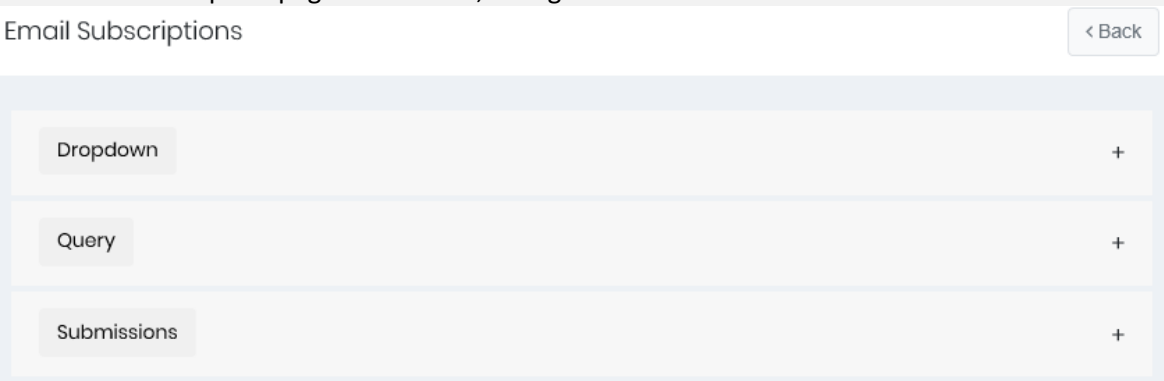
 To add or remove user role, the Main User has the privilege to promote/demote the user role (Preparer/Checker/Approver) in Sub User Registration menu in Section 2.2.5



Email Subscription Reporting Entity RE Role List		Export Excel Refresh	
Name			
RE			
RE Approver			
Click to see options			Link

3.1.2 Email Subscriptions

Users will be automatically subscribed to SMS Portal system-generated email, however he/she may choose to request for subscribe/unsubscribe using the following steps.

Step	Action
1	Go to My Profile

	 <p>The screenshot shows a user profile page with two tabs: 'Security Questions' (highlighted in green) and 'Email Subscriptions' (highlighted in blue). The profile information includes: <ul style="list-style-type: none"> Email Address: sukma.manaf@gmail.com Status: Active (dropdown menu) Full Name: Indah bin Gembira Contact: 0876666001 Position: Director (dropdown menu with a close icon) Registered On: 29/11/2018 An 'Update' button is located at the bottom left of the profile section. </p>
2	<p>Click the Email Subscriptions button</p> 
3	<p>The Email Subscription page is launched, listing the emails that user is subscribed to.</p>  <p>The screenshot shows the 'Email Subscriptions' page with a '< Back' button in the top right corner. Below the title, there is a list of three subscriptions: <ul style="list-style-type: none"> Dropdown with a plus icon (+) Query with a plus icon (+) Submissions with a plus icon (+) </p>
4	<p>Click the '+' icon to expand the list or the '-' icon to collapse the list</p>

Dropdown		-
E-mail		Unsubscribe
Dropdown Request Approve (to User)[25]		
Dropdown Request Reject (to User)[26]		
Query		+
Submissions		+

5 Select the desired row and click 'Unsubscribe' icon, this will flow to Helpdesk to initiate request for email subscribe/unsubscribe.

Create New Question

Category

Update of Email Subscriptions

Subject

Unsubscribe

Message

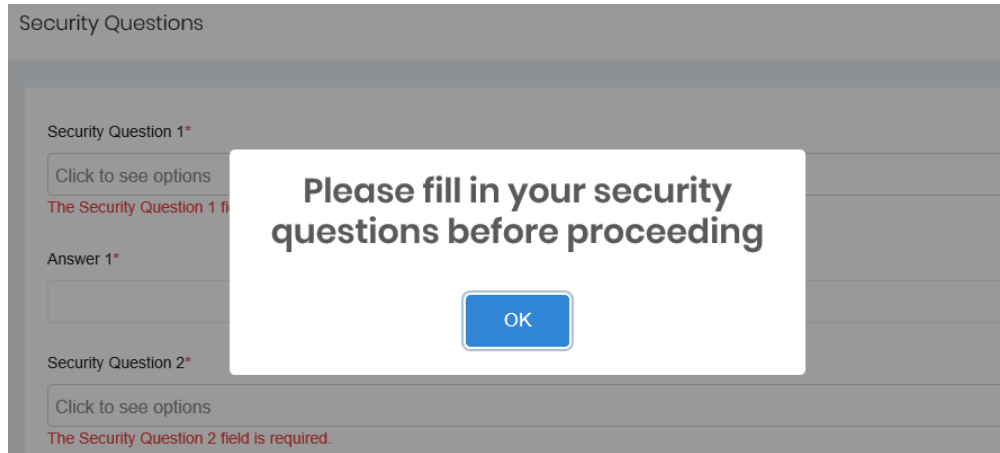
Dropdown Request Approve (to User)

Save


Kindly refer to Section 9.1 for further explanation in Helpdesk Request.

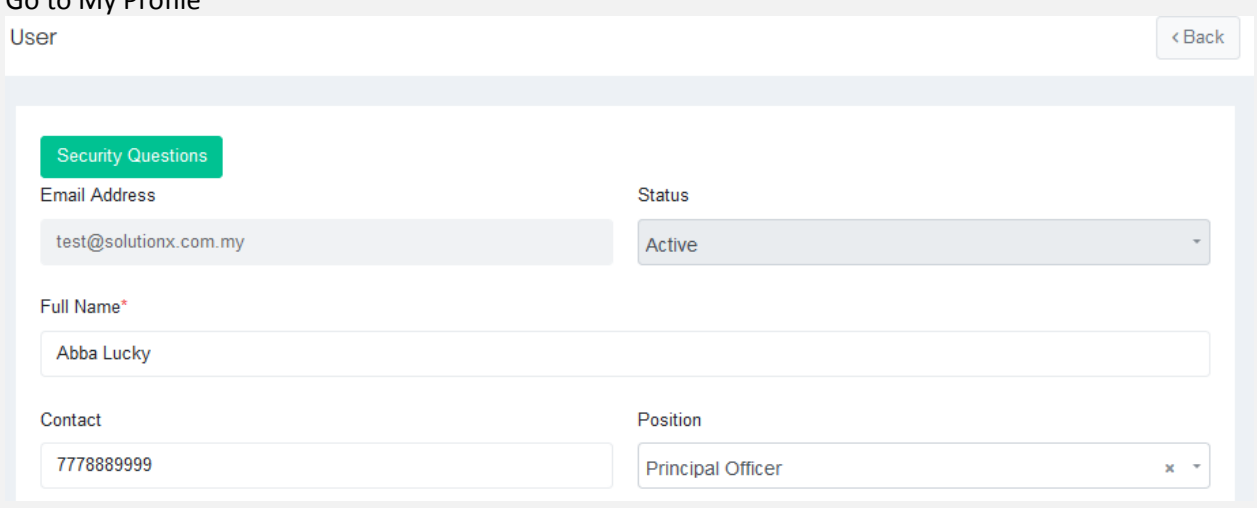
3.1.3 Security Questions

During first time login, the system will prompt user to fill up the Security Questions as per below screenshot.



This contains a list of six (6) password reset questions that must be answered by user. Security questions acts like an extra level of security for user to verify their identity.

 Three (3) of these safe, memorable and simple questions will be prompted when user forgot the password to login into the portal.

Step	Action
1	<p>Go to My Profile</p> 
2	Click the Security Questions button

	<p style="text-align: center;">Security Questions</p> <p>Email Address</p> <p style="border: 1px solid #ccc; padding: 2px; display: inline-block;">test_RE@solutionx.com.my</p>
3	<p>Select the questions and fill in the answers on this page</p> <p>Security Questions</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Security Question 1</p> <p style="border: 1px solid #ccc; padding: 2px;">What is your favorite color?</p> <p>Answer 1</p> <p style="border: 1px solid #ccc; padding: 2px;">teacher</p> <p>Security Question 2</p> <p style="border: 1px solid #ccc; padding: 2px;">what is your mother's maiden name?</p> <p>Answer 2</p> <p style="border: 1px solid #ccc; padding: 2px;">maiden</p> <p>Security Question 3</p> <p style="border: 1px solid #ccc; padding: 2px;">What was your favorite food as a child?</p> <p>Answer 3</p> <p style="border: 1px solid #ccc; padding: 2px;">child</p> <p>Security Question 4</p> <p style="border: 1px solid #ccc; padding: 2px;">What is the street name on which you grew up?</p> <p>Answer 4</p> <p style="border: 1px solid #ccc; padding: 2px;">street</p> <p>Security Question 5</p> </div>
4	<p>To save, click the Update button at bottom this page.</p>

	<div style="background-color: #00a651; color: white; padding: 5px 10px; display: inline-block; border-radius: 3px;">Update</div>
--	--

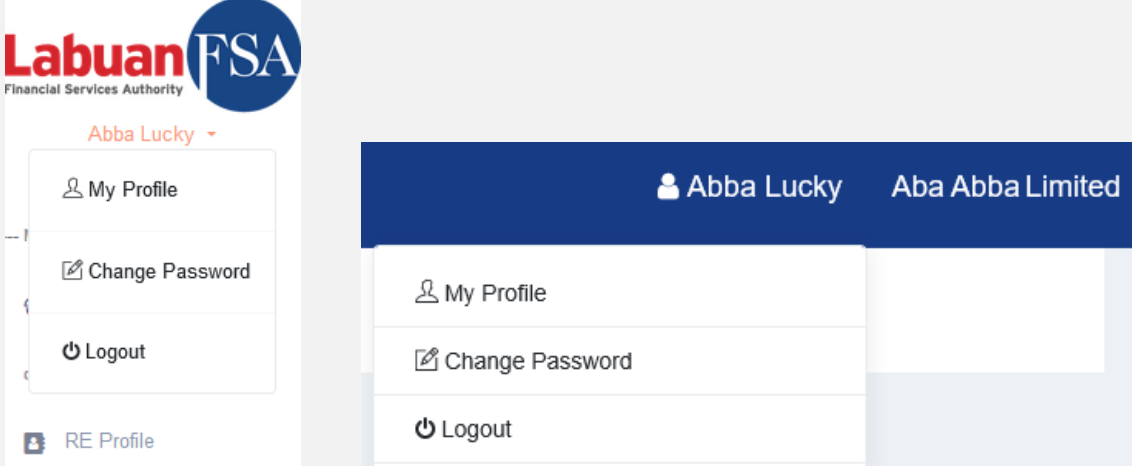
3.1.4 Change Password

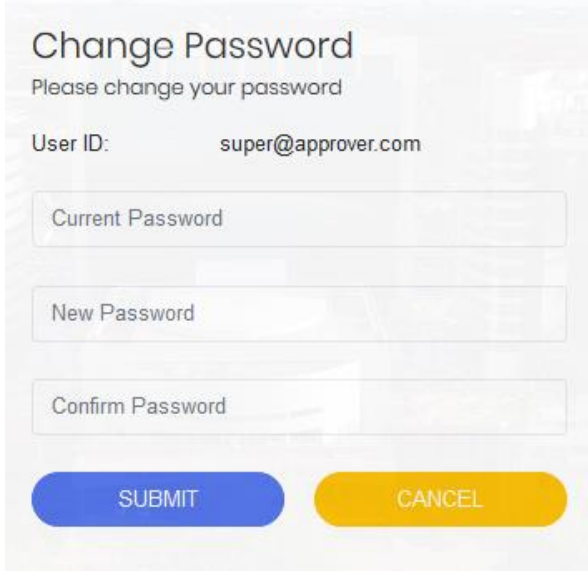
Password holds the key to security and system confidentiality. A poorly chosen password may result in a compromise of the SMS data privacy.

i SMS implements the password policy rules as below:

- All passwords must be changed at least every 90 days.
- All passwords cannot be identical or reused the past 3 passwords.
- Contain at least 8 alphanumeric characters.
- Contain both upper and lower case letters.
- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example !\$%^*()_+|~-=\{}[]: ";>?,/)

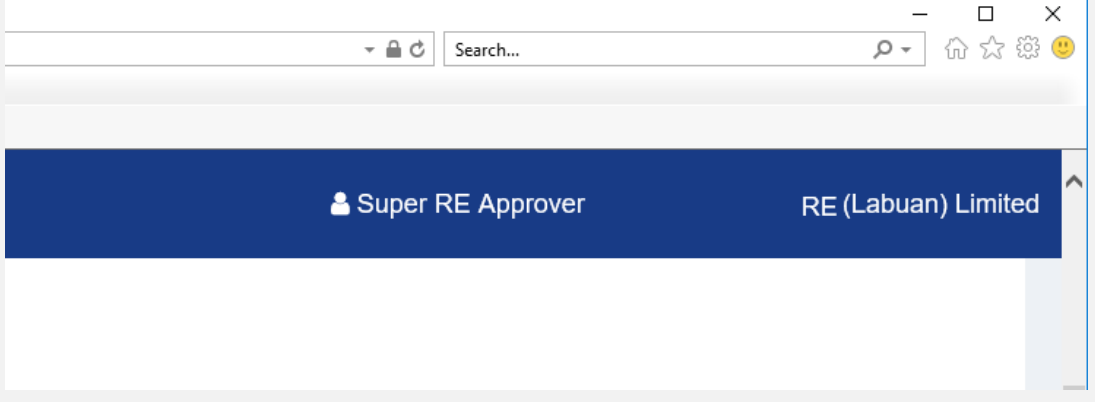
i User will be prompted via email to change password three days before the password expired. If it has exceeded password expiry date, user will still be allowed to login but will be immediately prompted to change his/her password.

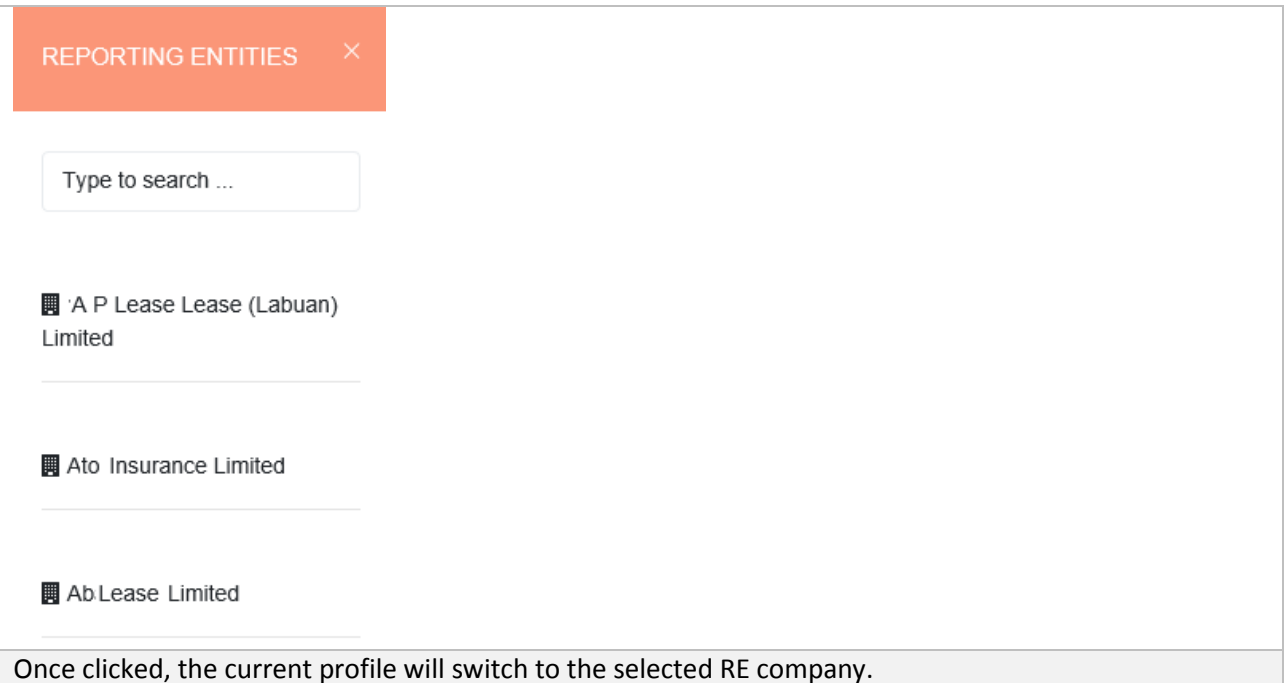
Step	Action
1	<p>Click at the top left or top right corner to display the collapsible menu. Select Change Password.</p>  <p>The screenshot shows the Labuan FSA logo and 'Abba Lucky' user name. A dropdown menu is open, listing 'My Profile', 'Change Password', and 'Logout'. A second screenshot shows the same menu from a different perspective, highlighting the 'Change Password' option.</p>
2	The screen flows to a new page. Follow the instruction to change password in the page.

	
3	Click Submit to confirm the change, or click Cancel to cancel the action.

3.1.5 Switching RE Profile

RE User may be assigned to more than one RE company (if applicable). The list of RE companies are located at the top right corner.


Step	Action
1	<p>To switch from one RE to another, click at the top right corner.</p> 
2	A list of RE will appear, click the name of the desired RE to switch to.

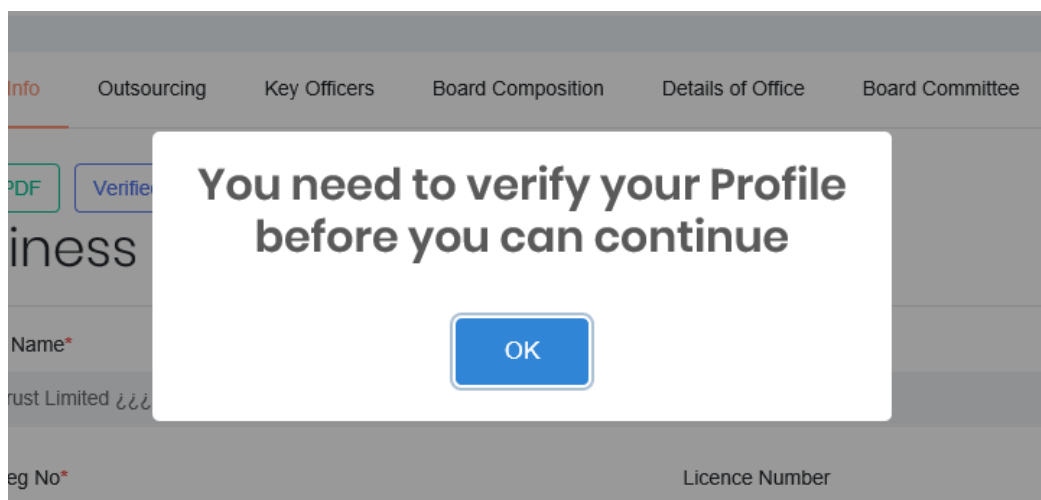
	
3	Once clicked, the current profile will switch to the selected RE company.

4 RE Profile

4.1 Objective

RE Users are required to ensure the RE Company Profile data are always up-to-date, and has the correct start date/effective date and end date/expired date.

 RE Users will not be allowed to perform any submission without verifying the Business Info or the Details of Office (Section 4.1.2). The system alert pop-up shown below will appear to remind users to verify/update these details.



4.1.1 Business Information

The 'Business Information' page will show the company profile information as Read Only – except for the FYE Month field that can be updated.



User is required to raise a Helpdesk request should they wish to update or correct any data pertaining to Business Information page.

Step	Action
1	From the menu, select RE Profile, select Business Info tab.
2	<p>The following sections are displayed:</p> <p>Business Info section:</p> <h2>Business Information</h2> <hr/> <p>Company Name*</p> <p>ABC XYZ Labuan Limited</p> <p>Labuan Reg No* Licence Number</p> <p>LL 00001 BB2018/88</p> <p>Email* Type of Licence</p> <p>Click to see options</p> <p>Sector* Status</p> <p>Labuan Trust Company Active</p> <p>Date Incorporated* Branch Type</p> <p>23/01/2017 Click to see options</p> <p>Important Date section:</p> <h2>Important Date</h2> <hr/> <p>Date Incorporated*</p> <p>13/09/2012</p> <p>Date of Conditional Approval Date of Licence Granted</p> <p>05/01/2016 16/02/2016</p> <p>Date of Surrendered/Revoked/Null & Void Date of Approval</p>

General Information section:

General Information

Trust Company*

Business Nature

Click to see options

Other Data section:

Other Data

Name of Person In Charge

Person In Charge - Position

Email

Function at Co-Located

Proposed Paid-Up Capital/Working Fund

Labuan Office Manpower

Other Office Manpower

Home Supervisor

Additional Info

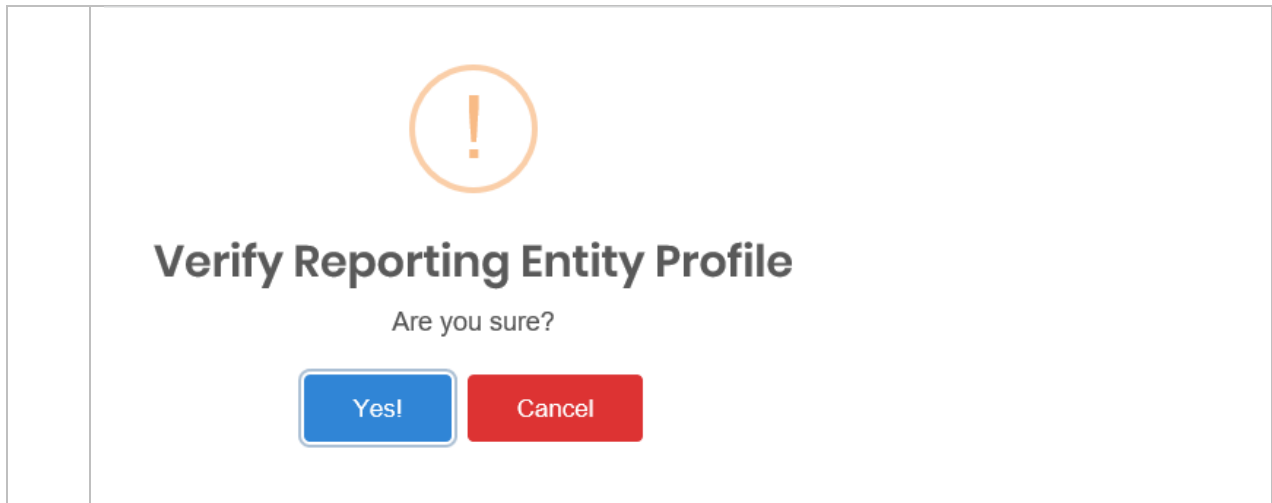
Status in Industry Db

Operating

3 Please verify the information on the screen and click Verify button to confirm the data is correct


Verified

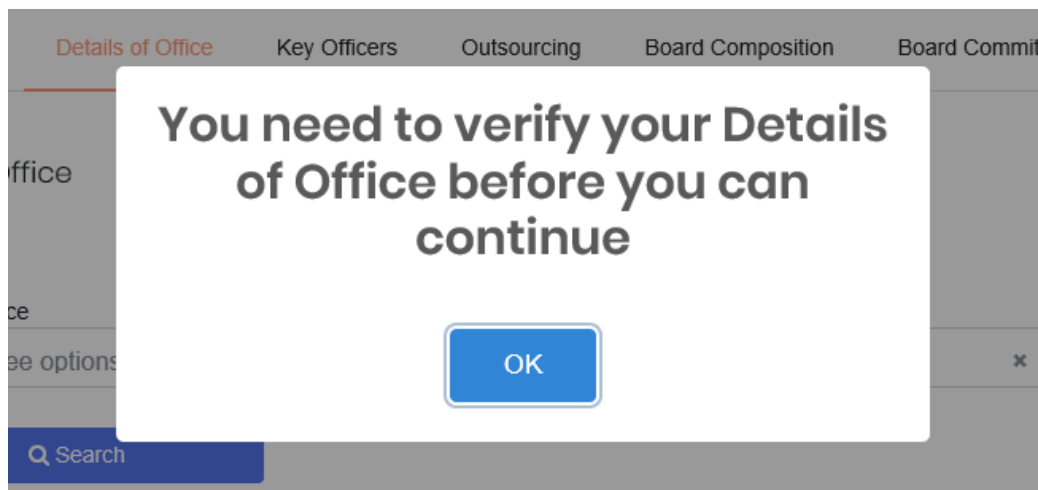
4 A pop up confirmation is displayed, click 'Yes' to confirm and vice versa



4.1.2 Details of Office



RE Users are also required to fill in this requirement before they can proceed to submission. Details of Office stores the information on RE’s office address and contact details.

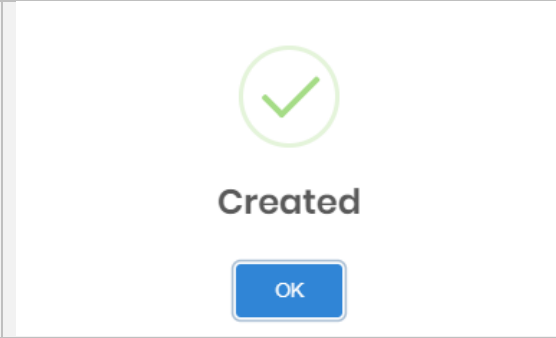
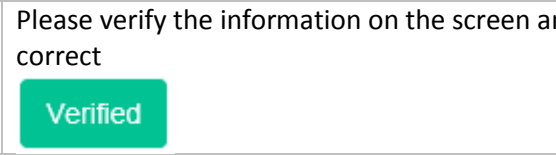
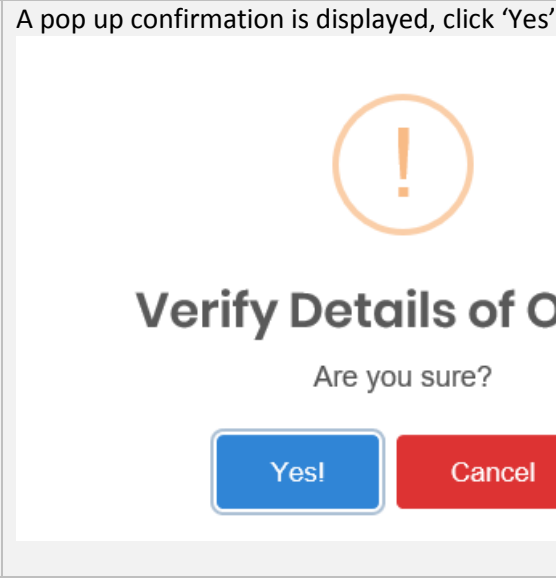
 RE Users will not be allowed to perform any submission without verifying the Business Info or the Details of Office (Section 4.1.2). The system alert pop-up shown below will appear to remind users to verify/update these details.



a) How to Create Details of Office

Steps	Action
1	In the menu click RE Profile and select Details of Office

	Business Info	Outsourcing	Details of Office	Type of Trading Profile	Trading Platform
2	Click the Create button on the left				
					
3	Fill in the required details				
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="text-align: right; margin-bottom: 5px;">Export PDF</div> <p>Type of Office**</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Click to see options ▼</div> <p>Address*</p> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 10px;"></div> <p>Name of Officer-in-Charge*</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 10px;"></div> <p>Tel No.</p> <div style="border: 1px solid #ccc; height: 25px; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Start Date</div> <div>End Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 45%; height: 25px;"></div> <div style="border: 1px solid #ccc; width: 45%; height: 25px;"></div> </div> <p>Status</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Active ✕ ▼</div> </div>				
4	Click the Save button				
					
5	A pop-up notification will appear to indicate save is successful.				

	 <p>A confirmation dialog box with a green checkmark icon at the top. Below the icon, the word "Created" is displayed in bold. At the bottom, there is a blue button labeled "OK".</p>	
6	<p>Please verify the information on the screen and click Verify button to confirm the data is correct</p>  <p>A green rectangular button with the word "Verified" written in white text.</p>	
7	<p>A pop up confirmation is displayed, click 'Yes' to confirm and vice versa</p>  <p>A confirmation dialog box with an orange exclamation mark icon at the top. Below the icon, the text "Verify Details of Office" is displayed in bold. Underneath, it asks "Are you sure?". At the bottom, there are two buttons: a blue button labeled "Yes!" and a red button labeled "Cancel".</p>	

b) Search/Filter Details of Office

1	<p>Filter the fields according to free text field or dropdown items and click Search button</p>
---	--

Details of Office [Export Excel](#) [Create](#)

Type of Office: Address: Status:

[Search](#)

Type of Office [Search](#)

Type of Office	Address	Name of Officer-in-Charge	Status	
Shoplot	test	Bernard Chaula	Active	View Delete

2 User may also use Custom Search field at the list.
Select the search criteria and enter the text, click Search to retrieve the results.

Type of Office [Search](#)

Type of Office	Address	Name of Officer-in-Charge	Status	
Shoplot	test	Bernard Chaula	Active	View Delete

c) Edit Details of Office


1 Select the desired record and click View, it will flow to the next page.

Type of Office	Address	Name of Officer-in-Charge	Status	
Manufacturing Plant	Suite 8.01, Menara IMC, 8, Jalan Sultan Ismail, 50000 Kuala Lumpur	Belinda Cargo	Active	View Delete
Shoplot	test	Bernard Chaula	Active	View Delete













2 Click the Edit button






3 Edit the enabled fields as required.
Only selected fields are allowed to be edited by user.
The End Date will determine the Status of record.

	<div style="display: flex; justify-content: space-between; align-items: center;"> Edit Export PDF </div> <p>Type of Office**</p> <p>Shoplot</p> <p>Address*</p> <p>test</p> <p>Name of Officer-in-Charge*</p> <p>Bernard Chaula</p> <p>Tel No.</p> <p>Start Date</p> <p>07/10/2013</p> <p>End Date</p> <p>Status</p> <p>Active</p>
4	<p>Click Update button to update changes</p> <p>Update</p>
5	<p>A pop-up notification will appear to indicate update is successful.</p> <div style="text-align: center;">  <p>Update successfully</p> <p>OK</p> </div>

d) Set Void/Unvoid

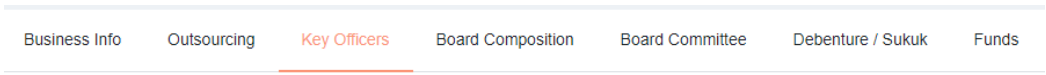
Step	Action															
1	<p>Select the desired row and click Void/Unvoid icon.</p> <table border="1"> <thead> <tr> <th>Type of Office</th> <th>Address</th> <th>Name of Officer-in-Charge</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Manufacturing Plant</td> <td>Suite 8.01, Menara IMC, 8, Jalan Sultan Ismail, 50000 Kuala Lumpur</td> <td>Belinda Cargo</td> <td>Active</td> <td> </td> </tr> <tr> <td>Shoplot</td> <td>test</td> <td>Bernard Chaula</td> <td>Active</td> <td> </td> </tr> </tbody> </table>	Type of Office	Address	Name of Officer-in-Charge	Status		Manufacturing Plant	Suite 8.01, Menara IMC, 8, Jalan Sultan Ismail, 50000 Kuala Lumpur	Belinda Cargo	Active	 	Shoplot	test	Bernard Chaula	Active	 
Type of Office	Address	Name of Officer-in-Charge	Status													
Manufacturing Plant	Suite 8.01, Menara IMC, 8, Jalan Sultan Ismail, 50000 Kuala Lumpur	Belinda Cargo	Active	 												
Shoplot	test	Bernard Chaula	Active	 												

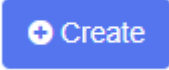


2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="302 264 761 590">  <p>Change status to Void Are you sure?</p> <p>Yes! Cancel</p> </div> <div data-bbox="789 264 1271 590">  <p>Successful Record has been set to: Void</p> <p>OK</p> </div> </div>
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div data-bbox="318 732 782 1035">  <p>Successful Record has been set to: Active</p> <p>OK</p> </div>

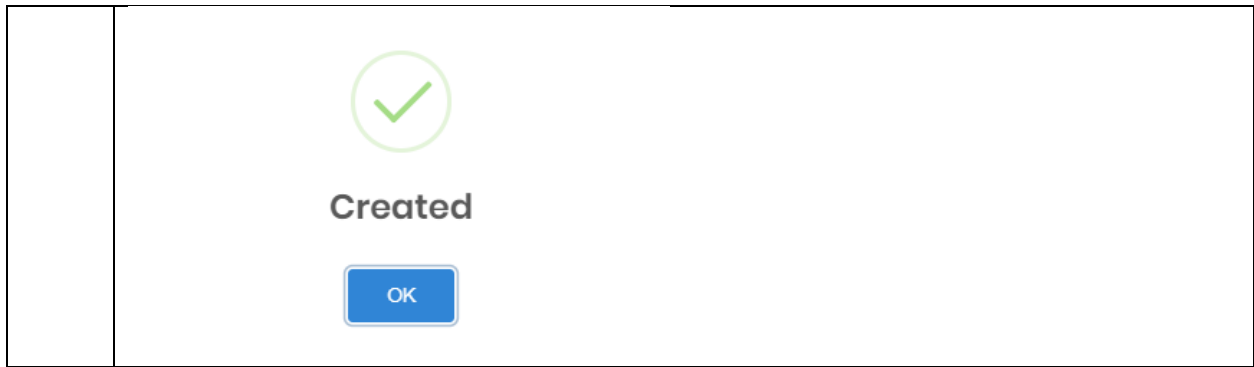
4.1.3 Key Officers

Key Officers page stores the Key Officers information, this page is applicable for all Sectors.

a) How to Create Key Officers

Steps	Action
1	<p>Go to RE Profile menu and select Key Officers tab</p> 
2	<p>Click the Create button on the left and the page will flow to a blank form.</p>

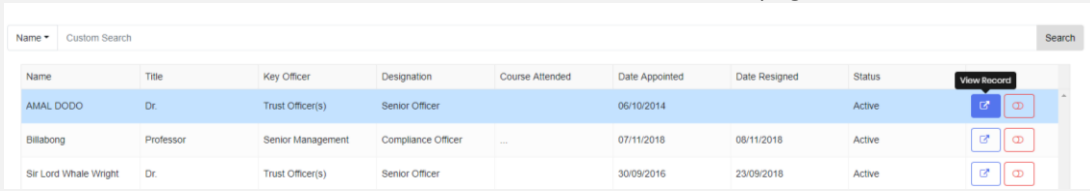

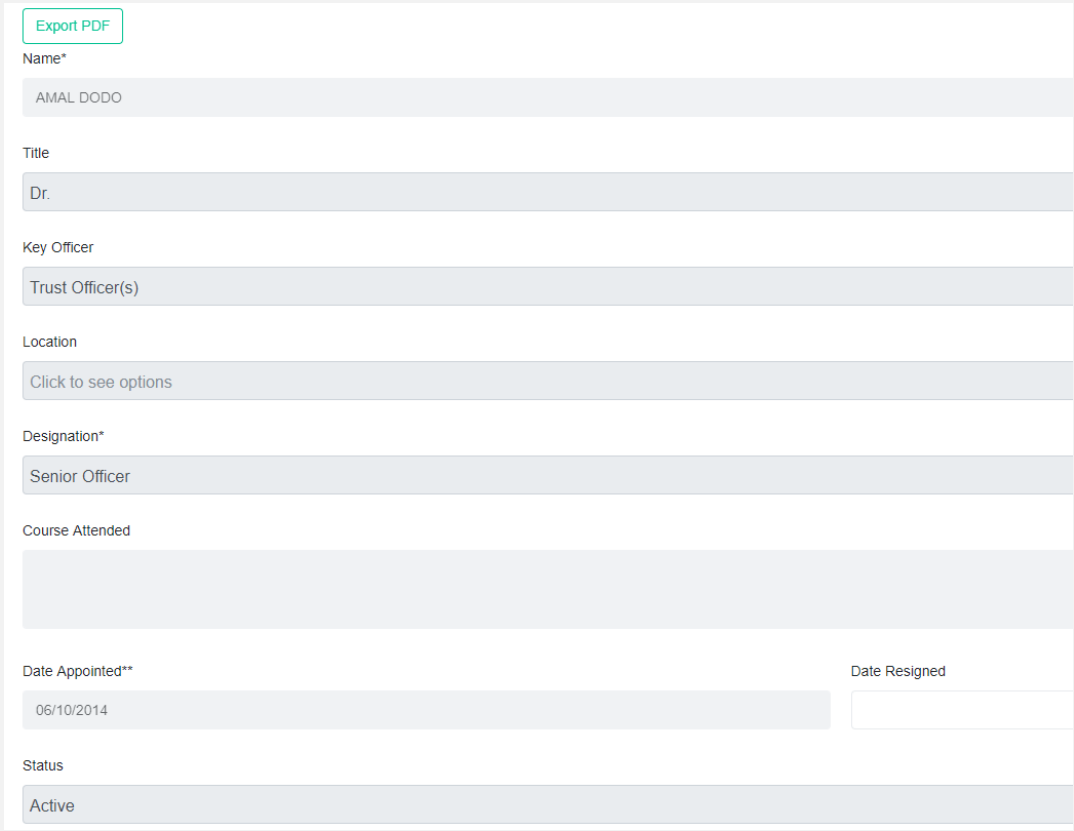

	
3	<p>Fill in the mandatory fields.</p> <p></p> <p>Name* <input type="text"/></p> <p>Title <input type="text" value="Click to see options"/></p> <p>Key Officer <input type="text" value="Click to see options"/></p> <p>Location <input type="text" value="Click to see options"/></p> <p>Designation* <input type="text" value="Click to see options"/></p> <p>Course Attended <input type="text"/></p> <p>Date Appointed** <input type="text"/></p> <p>Date Resigned <input type="text"/></p> <p>Status <input type="text" value="Active"/></p>
4	<p>Click the Save button</p> 
5	<p>A pop-up notification will appear to indicate save is successful.</p>



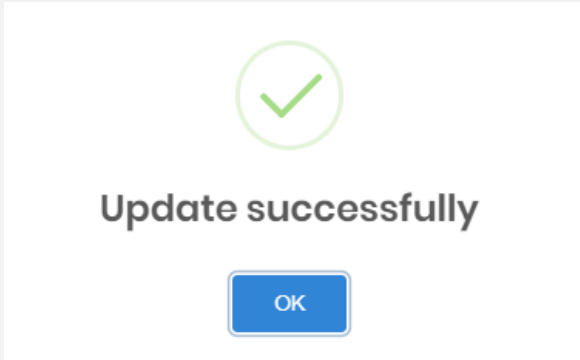
b) Search/Filter Key Officers

Steps	Action																											
1	<p>Filter the fields according to free text field or dropdown items and click Search button</p> <p>Key Officer Export Excel Create</p> <p>Title: <input type="text" value="Click to see options"/> Designation: <input type="text" value="Click to see options"/> Status: <input type="text" value="Active"/></p> <p><input type="button" value="Search"/></p> <p>Name <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Key Officer</th> <th>Designation</th> <th>Course Attended</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Sukmamumi Abdul Manaf</td> <td>Tan Sri</td> <td>Trust Officer</td> <td></td> <td></td> <td>28/10/2011</td> <td>01/10/2018</td> <td>Active</td> <td> </td> </tr> </tbody> </table>	Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status		Sukmamumi Abdul Manaf	Tan Sri	Trust Officer			28/10/2011	01/10/2018	Active										
Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status																					
Sukmamumi Abdul Manaf	Tan Sri	Trust Officer			28/10/2011	01/10/2018	Active																					
2	<p>User may also use Custom Search field at the list. Select the search criteria and enter the text, click Search to retrieve the results.</p> <p>Date Resigned <input type="text" value="2018"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Key Officer</th> <th>Designation</th> <th>Course Attended</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Ali Baba</td> <td>Mr.</td> <td>Principal Officer</td> <td>Chief Operation Officer</td> <td></td> <td>01/10/2013</td> <td>24/10/2018</td> <td>Inactive</td> <td> </td> </tr> <tr> <td>Mandy Moore</td> <td>Miss</td> <td>Compliance Officer</td> <td></td> <td>AB CD EF</td> <td>01/09/2015</td> <td>21/10/2018</td> <td>Inactive</td> <td> </td> </tr> </tbody> </table>	Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status		Ali Baba	Mr.	Principal Officer	Chief Operation Officer		01/10/2013	24/10/2018	Inactive		Mandy Moore	Miss	Compliance Officer		AB CD EF	01/09/2015	21/10/2018	Inactive	
Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status																					
Ali Baba	Mr.	Principal Officer	Chief Operation Officer		01/10/2013	24/10/2018	Inactive																					
Mandy Moore	Miss	Compliance Officer		AB CD EF	01/09/2015	21/10/2018	Inactive																					





















c) Edit Key Officers

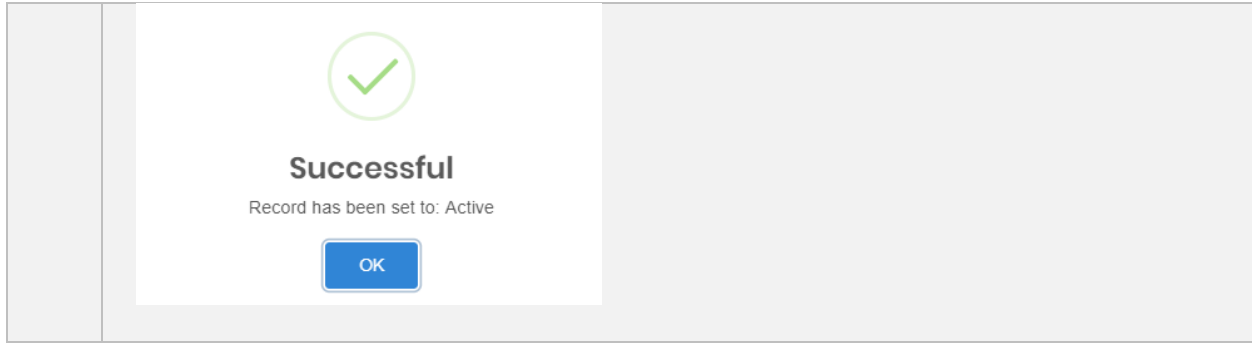
Step	Action
1	<p>Select the desired record and click View, it will flow to the next page.</p> 
2	<p>Click the Edit button</p> 
3	<p>Edit the enabled fields as required. Only selected fields are allowed to be edited by user. The End Date will determine the Status of record.</p> 
4	<p>Click Update button to update changes</p> 

5 A pop-up notification will appear to indicate update is successful.




d) Set Void/Unvoid

Step	Action																																				
1	<p>Select the desired row from and click Void/Unvoid icon.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Key Officer</th> <th>Designation</th> <th>Course Attended</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Ali Baba</td> <td>Mr.</td> <td>Principal Officer</td> <td>Chief Operation Officer</td> <td></td> <td>01/10/2013</td> <td>24/10/2018</td> <td>Inactive</td> <td> </td> </tr> <tr> <td>Mandy Moore</td> <td>Miss</td> <td>Compliance Officer</td> <td></td> <td>AB CD EF GH</td> <td>01/09/2015</td> <td>21/10/2018</td> <td>Inactive</td> <td> </td> </tr> <tr> <td>QWERTY</td> <td>Professor</td> <td>Compliance Officer</td> <td></td> <td>XXX YYY ZZZ</td> <td>01/10/2011</td> <td>25/10/2018</td> <td>Inactive</td> <td> </td> </tr> </tbody> </table>	Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status		Ali Baba	Mr.	Principal Officer	Chief Operation Officer		01/10/2013	24/10/2018	Inactive	 	Mandy Moore	Miss	Compliance Officer		AB CD EF GH	01/09/2015	21/10/2018	Inactive	 	QWERTY	Professor	Compliance Officer		XXX YYY ZZZ	01/10/2011	25/10/2018	Inactive	 
Name	Title	Key Officer	Designation	Course Attended	Date Appointed	Date Resigned	Status																														
Ali Baba	Mr.	Principal Officer	Chief Operation Officer		01/10/2013	24/10/2018	Inactive	 																													
Mandy Moore	Miss	Compliance Officer		AB CD EF GH	01/09/2015	21/10/2018	Inactive	 																													
QWERTY	Professor	Compliance Officer		XXX YYY ZZZ	01/10/2011	25/10/2018	Inactive	 																													
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 10px; width: 45%;">  <p>Change status to Void</p> <p>Are you sure?</p> <p><input type="button" value="Yes"/> <input type="button" value="Cancel"/></p> </div> <div style="border: 1px solid blue; padding: 10px; width: 45%;">  <p>Successful</p> <p>Record has been set to: Void</p> <p><input type="button" value="OK"/></p> </div> </div>																																				
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p>																																				

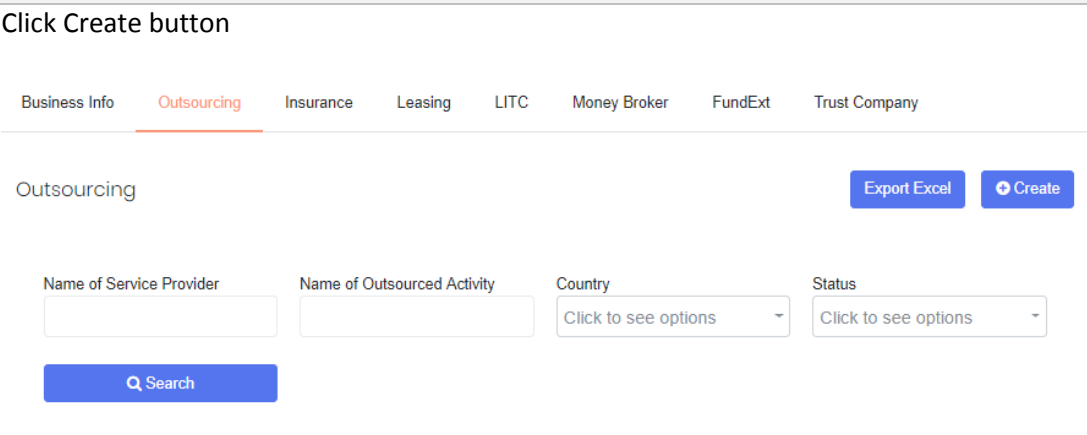



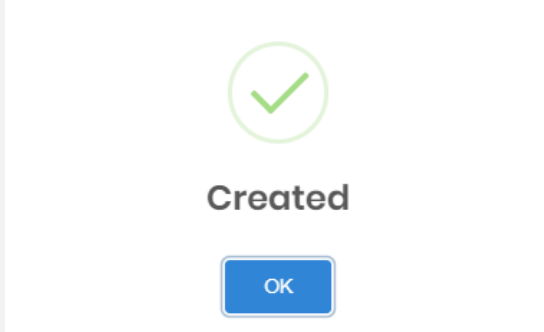
4.1.4 Outsourcing

This page describes the Outsourcing activity for the Reporting Entity.

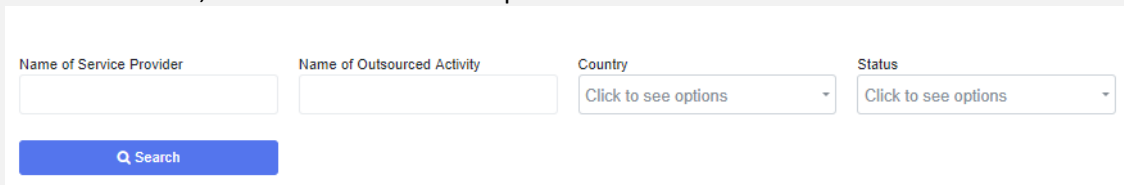
 This page is applicable to all sectors.





a) Create Outsourcing

Step	Action
1	From the menu, select RE Profile, select Outsourcing tab.
2	Click Create button 
3	Fill in the required details.













	<p>Name of Service Provider*</p> <input type="text"/>
	<p>Name of Outsourced Activity*</p> <input type="text"/>
	<p>Brief Description of Outsourced Activity / Type of Services*</p> <input type="text"/>
	<p>Internal or External Party* Regulated</p> <p>Click to see options Click to see options</p>
	<p>Subcontract*</p> <p>Click to see options</p>
	<p>Location*</p> <input type="text"/>
	<p>Country*</p> <p>Click to see options</p>
	<p>Contract Start Date* Contract End Date</p> <input type="text"/> <input type="text"/>
4	<p>Click Save button.</p> 
5	<p>A pop-up notification will appear to indicate save is successful.</p> 

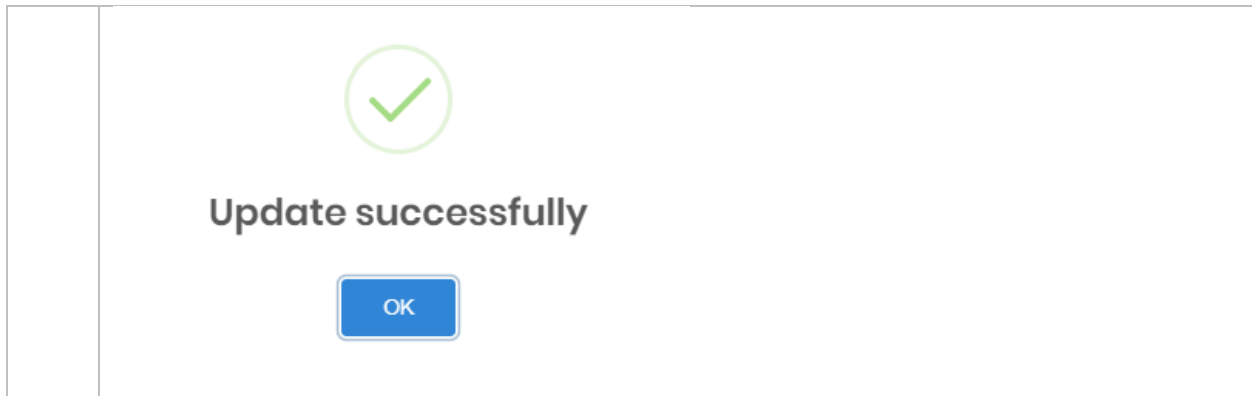
b) Search/Filter Outsourcing

Step	Action
1	<p>From the screen, select an item in the dropdown and click Search button.</p> 
2	<p>The result of the search is displayed in the list</p>

















Name of Service Provider ▾		Custom Search					Search
Name of Service Provider	Name of Outsourced Activity	Country	Internal or External Party	Regulated	Subcontract	Status	
Portabello	Trading	NETHERLANDS	External	Yes	Yes	Active	 
test test sample	sample text	BARBADOS	External	Yes	Yes	Active	 

c) Edit Outsourcing

Step	Action																								
1	<p>Select a row from Outsourcing tab and click View Record icon.</p> <table border="1"> <thead> <tr> <th>Name of Service Provider</th> <th>Name of Outsourced Activity</th> <th>Country</th> <th>Internal or External Party</th> <th>Regulated</th> <th>Subcontract</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Portabello</td> <td>Trading</td> <td>NETHERLANDS</td> <td>External</td> <td>Yes</td> <td>Yes</td> <td>Active</td> <td> </td> </tr> <tr> <td>test test sample</td> <td>sample text</td> <td>BARBADOS</td> <td>External</td> <td>Yes</td> <td>Yes</td> <td>Active</td> <td> </td> </tr> </tbody> </table>	Name of Service Provider	Name of Outsourced Activity	Country	Internal or External Party	Regulated	Subcontract	Status		Portabello	Trading	NETHERLANDS	External	Yes	Yes	Active	 	test test sample	sample text	BARBADOS	External	Yes	Yes	Active	 
Name of Service Provider	Name of Outsourced Activity	Country	Internal or External Party	Regulated	Subcontract	Status																			
Portabello	Trading	NETHERLANDS	External	Yes	Yes	Active	 																		
test test sample	sample text	BARBADOS	External	Yes	Yes	Active	 																		
2	<p>Click Edit button to enable the fields. Only selected fields are allowed to be edited by user. The End Date will determine the Status of record.</p> <p>Name of Service Provider*</p> <input type="text" value="Portabello"/> <p>Name of Outsourced Activity*</p> <input type="text" value="Trading"/> <p>Brief Description of Outsourced Activity / Type of Services*</p> <input type="text" value="Foreign exchange"/> <p>Internal or External Party* Regulated</p> <p>External Yes</p> <p>Subcontract*</p> <input type="text" value="Yes"/>																								
3	Click Update button to save the changes.																								
4	A pop-up notification will appear to indicate update is successful.																								




d) Set Void/Unvoid



Step	Action																								
1	<p>Identify a row from Outsourcing tab and click Void/Unvoid icon.</p> <table border="1"> <thead> <tr> <th>Name of Service Provider</th> <th>Name of Outsourced Activity</th> <th>Country</th> <th>Internal or External Party</th> <th>Regulated</th> <th>Subcontract</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Portabello</td> <td>Trading</td> <td>NETHERLANDS</td> <td>External</td> <td>Yes</td> <td>Yes</td> <td>Active</td> <td> </td> </tr> <tr> <td>test test sample</td> <td>sample text</td> <td>BARBADOS</td> <td>External</td> <td>Yes</td> <td>Yes</td> <td>Inactive</td> <td> </td> </tr> </tbody> </table>	Name of Service Provider	Name of Outsourced Activity	Country	Internal or External Party	Regulated	Subcontract	Status		Portabello	Trading	NETHERLANDS	External	Yes	Yes	Active	 	test test sample	sample text	BARBADOS	External	Yes	Yes	Inactive	 
Name of Service Provider	Name of Outsourced Activity	Country	Internal or External Party	Regulated	Subcontract	Status																			
Portabello	Trading	NETHERLANDS	External	Yes	Yes	Active	 																		
test test sample	sample text	BARBADOS	External	Yes	Yes	Inactive	 																		
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Change status to Void</p> <p>Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Successful</p> <p>Record has been set to: Void</p> <p>OK</p> </div> </div>																								
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Change status to Active</p> <p>Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Successful</p> <p>Record has been set to: Active</p> <p>OK</p> </div> </div>																								

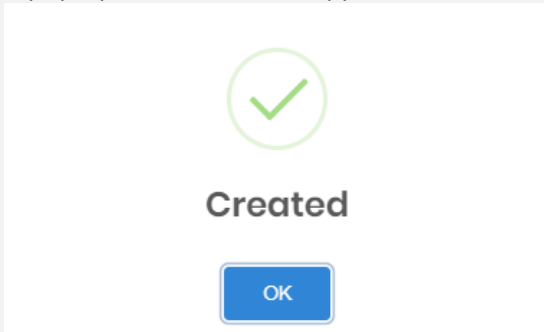
4.1.5 Board Composition

As part of corporate governance, REs will have to report its Board Composition information to ensure transparency in the company's set up.

 This page is only applicable to Labuan Trust Company.

a) Create Board Composition

Step	Action
1	Go to RE Profile menu and select Board Composition tab 
2	Create Button on the left 
3	Fill in the fields.

	<p>Export PDF</p> <p>Title <input type="text" value="Click to see options"/></p> <p>Name* <input type="text"/></p> <p>Designation <input type="text" value="Click to see options"/></p> <p>Chairman <input type="text" value="Click to see options"/></p> <p>Date Appointed* <input type="text"/> Date Resigned <input type="text"/></p> <p>Status <input type="text" value="Active"/></p> <p>Save</p>
4	<p>Click the Save button</p> <p>Save</p>
5	<p>A pop-up notification will appear to indicate save is successful.</p> <div data-bbox="310 1066 850 1396">  </div>

b) Search/Filter Board Composition

Steps	Action
1	Filter the fields according to free text field or dropdown items and click Search button

Board Composition [Export Excel](#) [Create](#)

Name Designation Chairman Status

[Search](#)

Name [Search](#)

Name	Designation	Chairman	Date Appointed	Date Resigned	Status	
Silver Dash	Executive Director	No	30/11/2000		Active	View Edit

2 User may also use Custom Search field at the list.

Select the search criteria and enter the text, click Search to retrieve the results.

Name [Search](#)

Name	Designation	Chairman	Date Appointed	Date Resigned	Status	
Silver Dash	Executive Director	No	30/11/2000		Active	View Edit

c) Edit Board Composition

Step	Action
1	Select the desired record and click View, it will flow to the next page.

Board Composition [Export Excel](#) [+ Create](#)

Name Designation Chairman Status

[Q Search](#)

Name [Search](#)

Name	Designation	Chairman	Date Appointed	Date Resigned	Status	
Silver Dash	Executive Director	No	30/11/2000		Active	✎ ✖
Ong Kim Swee	Independent Non-Executive Director	No	30/11/2015		Active	✎ ✖

2 Click the Edit button



3 Edit the enabled fields as required.
Only selected fields are allowed to be edited by user.
The End Date will determine the Status of record.

Title

Name*

Designation

Chairman

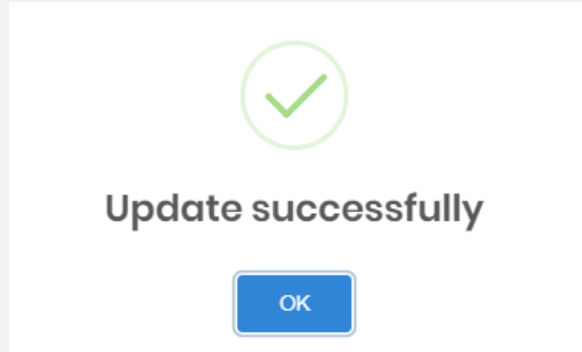
Date Appointed* Date Resigned

Status

















4 Click Update button to update changes



5 A pop-up notification will appear to indicate update is successful.




d) Set Void/Unvoid

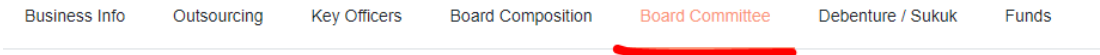

Step	Action																					
1	<p>Select the desired row and click Void/Unvoid icon.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Chairman</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Silver Dash</td> <td>Executive Director</td> <td>No</td> <td>30/11/2000</td> <td></td> <td>Active</td> <td> </td> </tr> <tr> <td>Ong Kim Swee</td> <td>Independent Non-Executive Director</td> <td>No</td> <td>30/11/2015</td> <td></td> <td>Active</td> <td> </td> </tr> </tbody> </table>	Name	Designation	Chairman	Date Appointed	Date Resigned	Status		Silver Dash	Executive Director	No	30/11/2000		Active	 	Ong Kim Swee	Independent Non-Executive Director	No	30/11/2015		Active	 
Name	Designation	Chairman	Date Appointed	Date Resigned	Status																	
Silver Dash	Executive Director	No	30/11/2000		Active	 																
Ong Kim Swee	Independent Non-Executive Director	No	30/11/2015		Active	 																
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Change status to Void</p> <p>Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Successful</p> <p>Record has been set to: Void</p> <p>OK</p> </div> </div>																					
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Change status to Active</p> <p>Are you sure?</p> <p>Yes! Cancel</p> </div> <div style="border: 1px solid blue; padding: 10px; text-align: center;">  <p>Successful</p> <p>Record has been set to: Active</p> <p>OK</p> </div> </div>																					

4.1.6 Board Committee

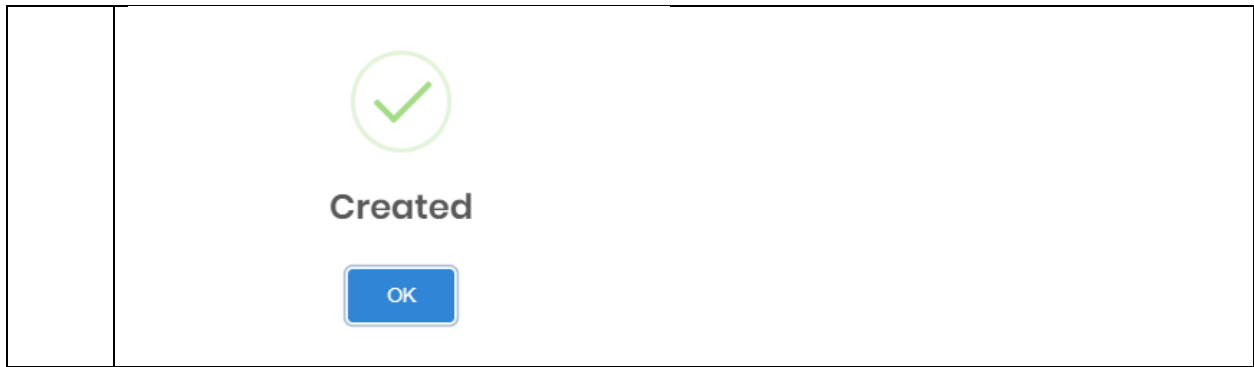
The role of Board Committee is to provide guidance for the RE company. This information must also be supplied and updated by REs.

 This page is only applicable to Labuan Trust Company.

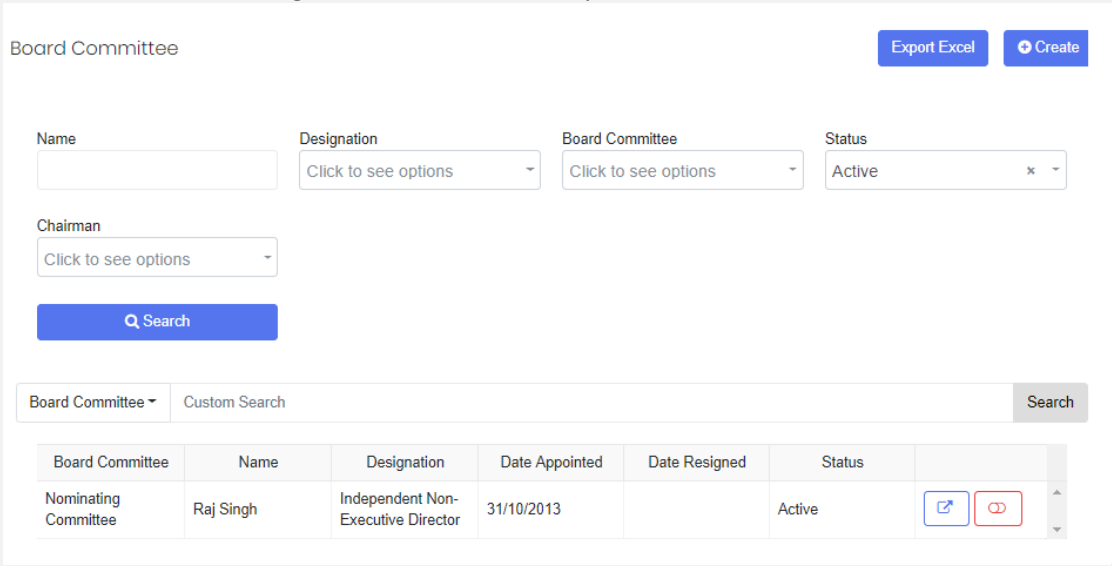

a) Create Board Committee

1	<p>Go to RE Profile menu and select Board Committee</p>  <p>Business Info Outsourcing Key Officers Board Composition Board Committee Debenture / Sukuk Funds</p>
2	<p>Click the Create Button on the left, the page will flow to a blank form</p> 
3	<p>Fill in the details</p>

	<div data-bbox="326 212 451 254" style="border: 1px solid green; padding: 2px; display: inline-block; margin-bottom: 10px;">Export PDF</div> <p>Title</p> <div data-bbox="326 302 1404 344" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Click to see options</div> <p>Name*</p> <div data-bbox="326 417 1404 470" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div> <p>Board Committee*</p> <div data-bbox="326 548 1404 590" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Click to see options</div> <p>Designation*</p> <div data-bbox="326 667 1404 709" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Click to see options</div> <p>Chairman*</p> <div data-bbox="326 787 1404 829" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Click to see options</div> <p>Date Appointed* Da</p> <div data-bbox="326 898 1404 951" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"></div> <p>Status</p> <div data-bbox="326 1029 1404 1071" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Active</div> <div data-bbox="326 1104 402 1146" style="border: 1px solid green; padding: 5px; display: inline-block; margin-top: 10px;">Save</div>
4	<p>Click the Save button</p> <div data-bbox="321 1325 423 1388" style="border: 1px solid green; padding: 5px; display: inline-block; margin-top: 10px;">Save</div>
5	<p>A pop-up notification will appear to indicate save is successful.</p>



b) Search/Filter Board Committee

Steps	Action														
1	<p>Filter the fields according to free text field or dropdown items and click Search button</p>  <p>Board Committee <input type="button" value="Export Excel"/> <input type="button" value="Create"/></p> <p>Name <input type="text"/> Designation <input type="text" value="Click to see options"/> Board Committee <input type="text" value="Click to see options"/> Status <input type="text" value="Active"/></p> <p>Chairman <input type="text" value="Click to see options"/></p> <p><input type="button" value="Search"/></p> <p>Board Committee <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Board Committee</th> <th>Name</th> <th>Designation</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Nominating Committee</td> <td>Raj Singh</td> <td>Independent Non-Executive Director</td> <td>31/10/2013</td> <td></td> <td>Active</td> <td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table>	Board Committee	Name	Designation	Date Appointed	Date Resigned	Status		Nominating Committee	Raj Singh	Independent Non-Executive Director	31/10/2013		Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Board Committee	Name	Designation	Date Appointed	Date Resigned	Status										
Nominating Committee	Raj Singh	Independent Non-Executive Director	31/10/2013		Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>									
2	<p>User may also use Custom Search field at the list. Select the search criteria and enter the text, click Search to retrieve the results.</p>  <p>Board Committee <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Board Committee</th> <th>Name</th> <th>Designation</th> <th>Date Appointed</th> <th>Date Resigned</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Nominating Committee</td> <td>Raj Singh</td> <td>Independent Non-Executive Director</td> <td>31/10/2013</td> <td></td> <td>Active</td> <td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table>	Board Committee	Name	Designation	Date Appointed	Date Resigned	Status		Nominating Committee	Raj Singh	Independent Non-Executive Director	31/10/2013		Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Board Committee	Name	Designation	Date Appointed	Date Resigned	Status										
Nominating Committee	Raj Singh	Independent Non-Executive Director	31/10/2013		Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>									

c) Edit Board Committee

1 **Select the desired record and click View, it will flow to the next page.**

Board Committee [Export Excel](#) [+ Create](#)

Name Designation Board Committee Status

Chairman

[Search](#)

Board Committee Custom Search [Search](#)

Board Committee	Name	Designation	Date Appointed	Date Resigned	Status	
Nominating Committee	Raj Singh	Independent Non-Executive Director	31/10/2013		Active	View Delete

2 **Click the Edit button**

[Edit](#)

3 **Edit the enabled fields as required.**
Only selected fields are allowed to be edited by user.
The End Date will determine the Status of record.

Title


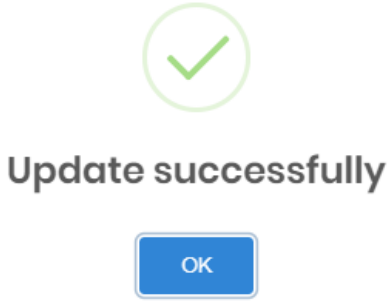
Name*

Board Committee**


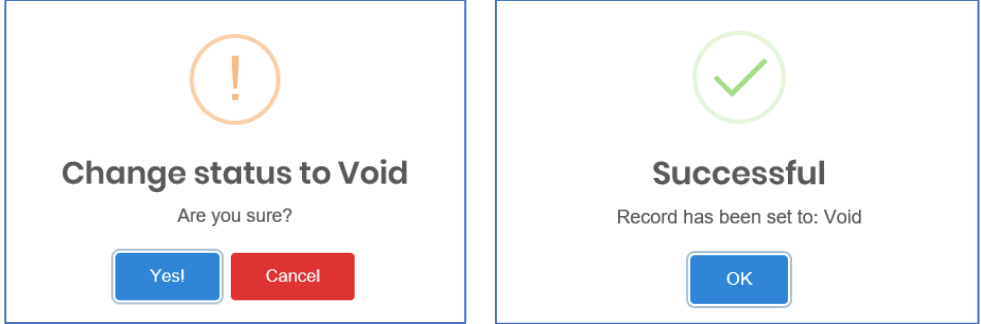
Designation**

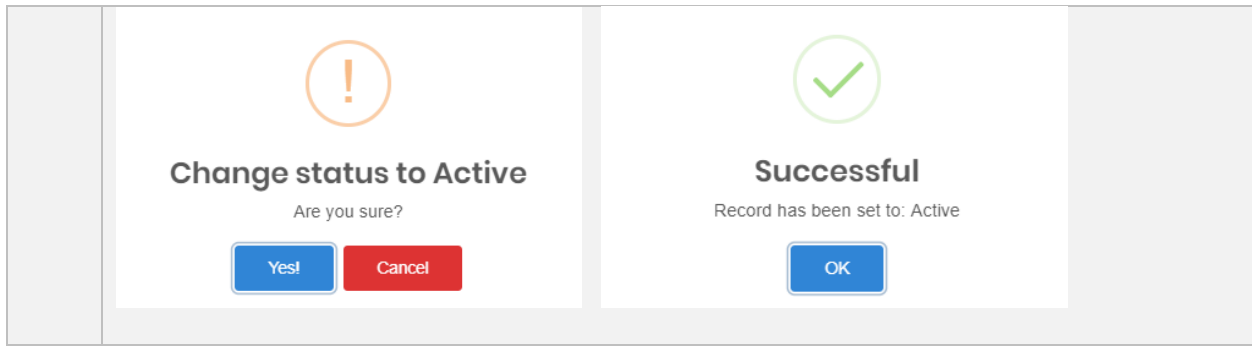
Chairman**

Date Appointed* Date Resigned

4	<p>Click Update button to update changes</p> 
5	<p>A pop-up notification will appear to indicate update is successful.</p> 

d) Set Void/Unvoid

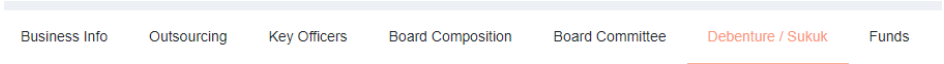

Step	Action
1	<p>Select the desired row from and click Void/Unvoid icon.</p> 
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> 
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p>




4.1.7 Debenture/Sukuk

The detail of Debenture/Sukuk will have to be provided by Labuan Trust Company only.

a) Create Debenture/Sukuk

Steps	Action
1	In the menu, click RE Profile and select Debenture/Sukuk 
2	Click the Create button on the left 
3	Fill in the required details

	<p>Export PDF</p> <p>Debenture / Sukuk*</p> <p><input type="text" value="Click to see options"/></p> <p>Issuer*</p> <p><input type="text"/></p> <p>Issuance Date*</p> <p><input type="text"/></p> <p>Sukuk Obligor*</p> <p><input type="text"/></p> <p>Sukuk Originator*</p> <p><input type="text"/></p> <p>Country of Origin of Obligor</p> <p><input type="text" value="Click to see options"/></p> <p>Country of Origin of Originator</p>
4	<p>Click the Save button</p> <p><input type="button" value="Save"/></p>
5	<p>A pop-up notification will appear to indicate save is successful.</p> <p style="text-align: center;">  Created <input type="button" value="OK"/> </p>

b) Search/Filter Debenture/Sukuk

Steps	Action
1	Filter the fields according to free text field or dropdown items and click Search button

Debenture / Sukuk [Export Excel](#) [Create](#)

Debenture / Sukuk Issuer Status

[Search](#)

Debenture / Sukuk ▾ Custom Search [Search](#)

Debenture / Sukuk	Issuer	Issuance Date	Sukuk Obligor	Sukuk Originator	Status	
Debenture	Al Rajhi Labuan Bank	28/10/2016			Active	View Delete
Sukuk - Perpetual	KFH	01/09/2017	ABC	DEF	Active	View Delete
Debenture - Perpetual	KFH	01/10/2017			Active	View Delete

2

User may also use Custom Search field at the list.

Select the search criteria and enter the text, click Search to retrieve the results.

Debenture / Sukuk ▾ Custom Search [Search](#)

Debenture / Sukuk	Issuer	Issuance Date	Sukuk Obligor	Sukuk Originator	Status	
Debenture	Al Rajhi Labuan Bank	28/10/2016			Active	View Delete
Sukuk - Perpetual	KFH	01/09/2017	ABC	DEF	Active	View Delete
Debenture - Perpetual	KFH	01/10/2017			Active	View Delete

c) Edit Debenture/Sukuk

1	Select the desired record and click View, it will flow to the next page.
---	--

Debenture / Sukuk [Export Excel](#) [Create](#)

Debenture / Sukuk Issuer Status

[Search](#)

Debenture / Sukuk Custom Search [Search](#)

Debenture / Sukuk	Issuer	Issuance Date	Sukuk Obligor	Sukuk Originator	Status	
Debenture	Al Rajhi Labuan Bank	28/10/2016			Active	Edit Delete
Sukuk - Perpetual	KFH	01/09/2017	ABC	DEF	Active	Edit Delete
Debenture - Perpetual	KFH	01/10/2017			Active	Edit Delete

2 Click the Edit button

[Edit](#)

3 Edit the enabled fields as required.
Only selected fields are allowed to be edited by user.
The End Date will determine the Status of record.

Debenture / Sukuk*

Debenture

Issuer*

Al Rajhi Labuan Bank

Issuance Date*

28/10/2016

Country of Origin of Issuer

MALAYSIA


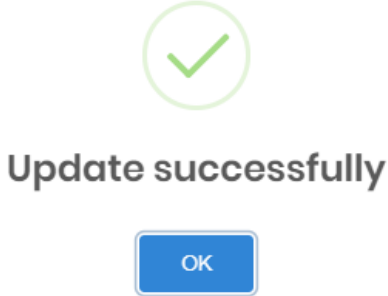
Maturity Date

30/12/2018


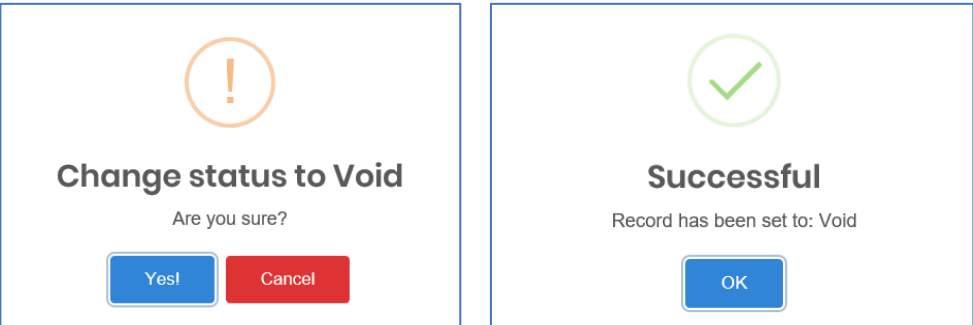
Tenure

2 years 2 months 2 days


Currency*

4	<p>Click Update button to update changes</p> 
5	<p>A pop-up notification will appear to indicate update is successful.</p> 

d) Set Void/Unvoid

Step	Action
1	<p>Select the desired row and click Void/Unvoid icon.</p> 
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> 


3 To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.



Change status to Active

Are you sure?

Yes! Cancel

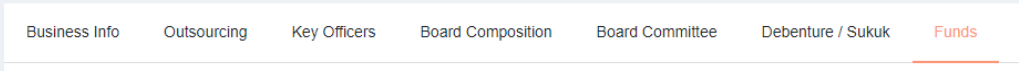




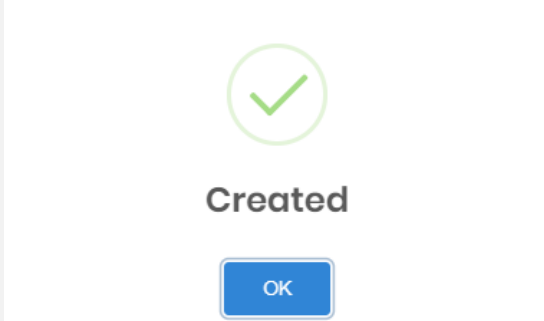
Successful

Record has been set to: Active

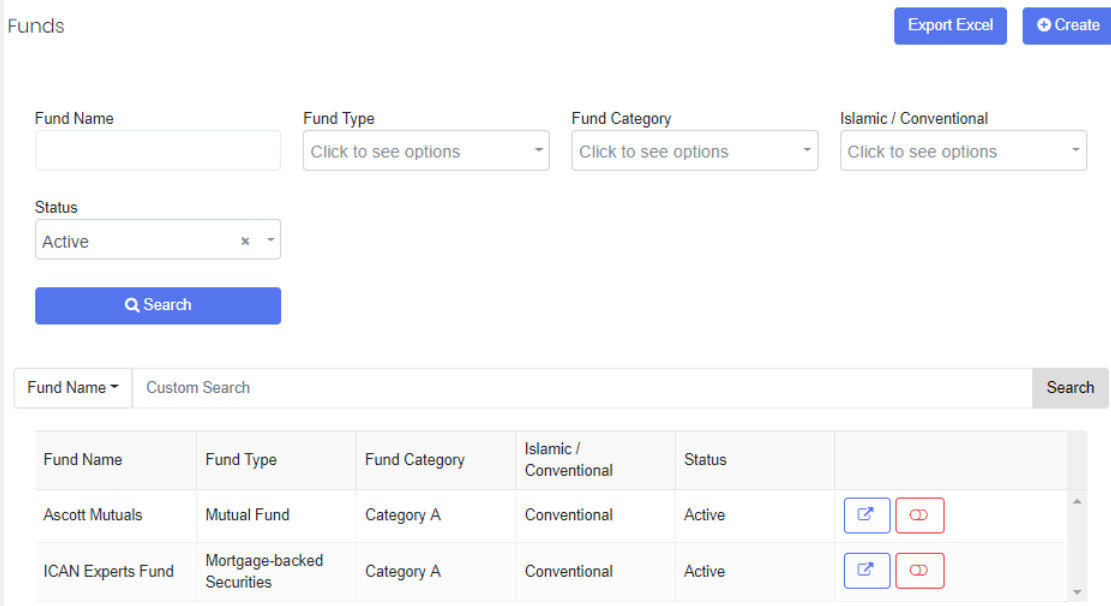
OK





4.1.8 Funds
a) Create Funds

Steps	Action
1	<p>Go to RE Profile menu and select Funds tab</p> 
2	<p>Click the Create Button on the left, it will flow to a blank form</p> 
3	<p>Fill in the details</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Fund Name* <input type="text"/></p> <p>Fund Type* <input type="text" value="Click to see options"/></p> <p>Fund Category* <input type="text" value="Click to see options"/></p> <p>Country Registered / Issued* <input type="text" value="Click to see options"/></p> <p>Islamic / Conventional* <input type="text" value="Click to see options"/></p> <p>Manage By Labuan Fund Manager <input type="text" value="Click to see options"/></p> <p>Start Date* <input type="text"/> End Date <input type="text"/></p> </div>

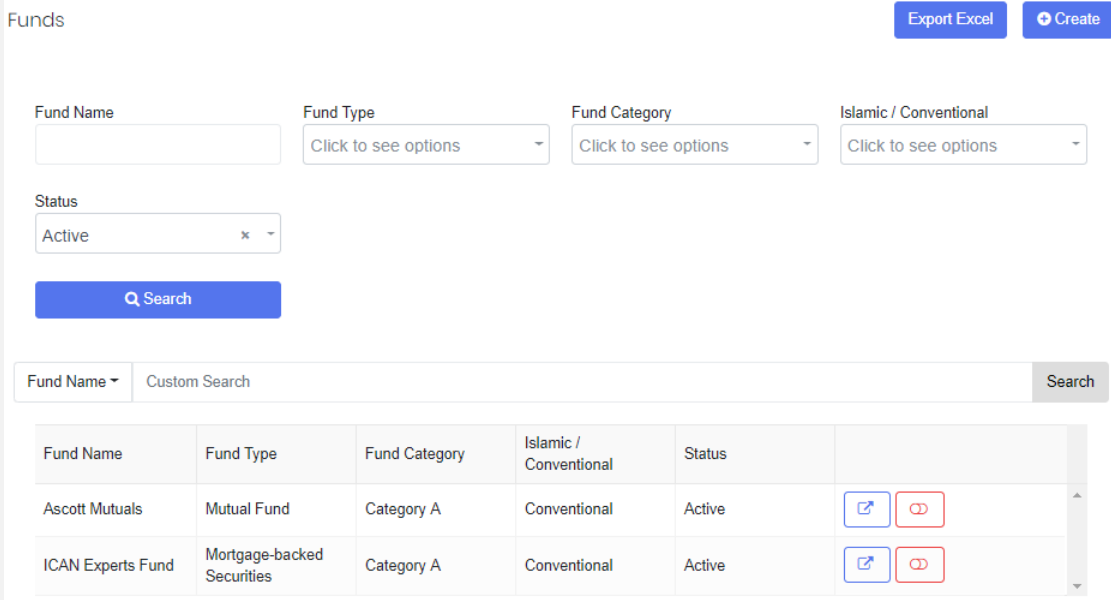

4	Click the Save button 
5	A pop-up notification will appear to indicate save is successful. 


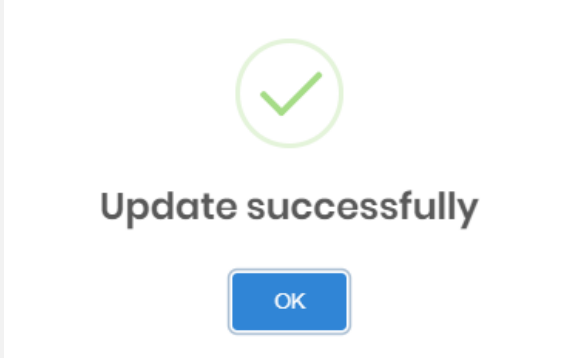
b) Search/Filter Funds

Steps	Action
1	Filter the fields according to free text field or dropdown items and click Search button 
2	User may also use Custom Search field at the list. Select the search criteria and enter the text, click Search to retrieve the results.

Fund Name ▾ Custom Search					Search
Fund Name	Fund Type	Fund Category	Islamic / Conventional	Status	
Ascott Mutuals	Mutual Fund	Category A	Conventional	Active	 
ICAN Experts Fund	Mortgage-backed Securities	Category A	Conventional	Active	 

c) Edit Funds

Step	Action
1	<p>Select the desired record and click View, it will flow to the next page.</p>  <p>The screenshot shows the 'Funds' management page. At the top right are 'Export Excel' and 'Create' buttons. Below are search filters for Fund Name, Fund Type, Fund Category, Islamic / Conventional, and Status. A 'Search' button is present. Below the filters is a table with columns: Fund Name, Fund Type, Fund Category, Islamic / Conventional, Status, and actions (edit/delete icons). The table contains two records: Ascott Mutuals and ICAN Experts Fund.</p>
2	<p>Click the Edit button</p>  <p>The screenshot shows a blue button with the text 'Edit'.</p>
3	<p>Edit the enabled fields as required. Only selected fields are allowed to be edited by user. The End Date will determine the Status of record.</p>

	<p>Fund Name*</p> <input type="text" value="Ascott Mutuals"/> <p>Fund Type*</p> <input type="text" value="Mutual Fund"/> <p>Fund Category*</p> <input type="text" value="Category A"/> <p>Country Registered / Issued*</p> <input type="text" value="SINGAPORE"/> <p>Islamic / Conventional*</p> <input type="text" value="Conventional"/> <p>Manage By Labuan Fund Manager</p> <input type="text" value="No"/> <p>Start Date* End Date</p>
4	<p>Click Update button to update changes</p> <div style="text-align: center;">  </div>
5	<p>A pop-up notification will appear to indicate update is successful.</p> <div style="text-align: center;">  </div>

d) Set Void/Unvoid

Step	Action
1	Select the desired row from and click Void/Unvoid icon.



	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Fund Name ▾ Custom Search Search </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Fund Name</th> <th>Fund Type</th> <th>Fund Category</th> <th>Islamic / Conventional</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Ascott Mutuals</td> <td>Mutual Fund</td> <td>Category A</td> <td>Conventional</td> <td>Active</td> <td style="text-align: right;"> ↗ ⏏ </td> </tr> <tr> <td>ICAN Experts Fund</td> <td>Mortgage-backed Securities</td> <td>Category A</td> <td>Conventional</td> <td>Active</td> <td style="text-align: right;"> ↗ ⏏ </td> </tr> </tbody> </table> </div>	Fund Name	Fund Type	Fund Category	Islamic / Conventional	Status		Ascott Mutuals	Mutual Fund	Category A	Conventional	Active	↗ ⏏	ICAN Experts Fund	Mortgage-backed Securities	Category A	Conventional	Active	↗ ⏏
Fund Name	Fund Type	Fund Category	Islamic / Conventional	Status															
Ascott Mutuals	Mutual Fund	Category A	Conventional	Active	↗ ⏏														
ICAN Experts Fund	Mortgage-backed Securities	Category A	Conventional	Active	↗ ⏏														
2	<p>To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #007bff; padding: 10px; width: 45%; text-align: center;"> <p>Change status to Void</p> <p>Are you sure?</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> Yes! Cancel </div> </div> <div style="border: 1px solid #007bff; padding: 10px; width: 45%; text-align: center;"> <p>Successful</p> <p>Record has been set to: Void</p> <div style="margin-top: 10px;"> OK </div> </div> </div>																		
3	<p>To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.</p> <div style="border: 1px solid #007bff; padding: 10px; width: 60%; margin: 0 auto; text-align: center;"> <p>Successful</p> <p>Record has been set to: Active</p> <div style="margin-top: 10px;"> OK </div> </div>																		





4.1.8.1 Fund Manager

Fund Manager is associated to the Funds record that was created earlier in 4.1.7. User may create more than one Fund Manager for each Fund.

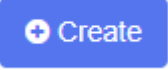
a) How to Create Fund Manager

Steps	Action
1	<p>Go to RE Profile menu and select Funds tab, and select the desired Fund in the list.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Business Info Outsourcing Key Officers Board Composition Board Committee Debenture / Sukuk Funds </div> </div>







Fund Name	Fund Type	Fund Category	Islamic / Conventional	Status	
Ascott Mutuals	Mutual Fund	Category A	Conventional	Active	 
ICAN Experts Fund	Mortgage-backed Securities	Category A	Conventional	Active	 

2 Click the Create button at the bottom of the page, it will flow to a blank form



Fund Manager

Export Excel  

Company Name	List of Service Provider	Country	Appointment Date	Termination Date	Status	
HOT Realty	Servicer 1	TURKEY	01/10/2016		Active	 
Kiara Resources	Servicer 1	MALAYSIA	23/10/2015		Active	 

3 Fill in the details

Fund Manager Close

Export PDF

List of Service Provider: Click to see options Funds*: Ascott Mutuals

Company Name*

Country of Origin* Click to see options

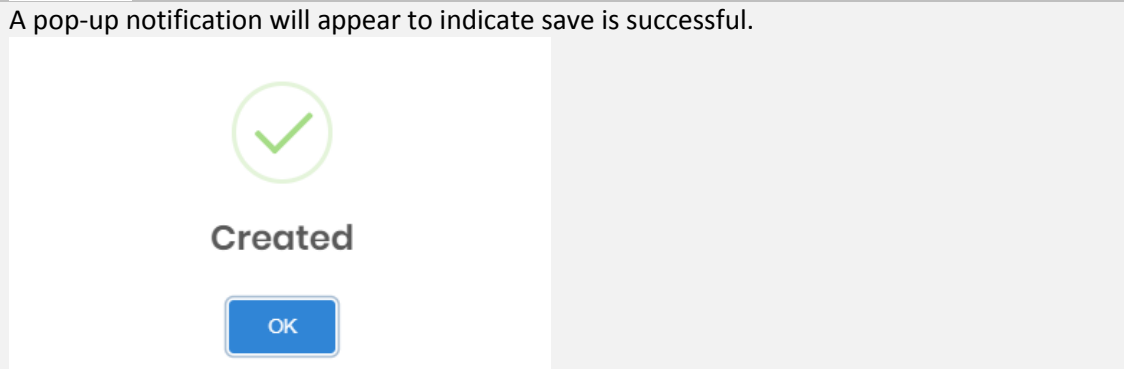
Appointment Date* Termination Date

Save Save and New

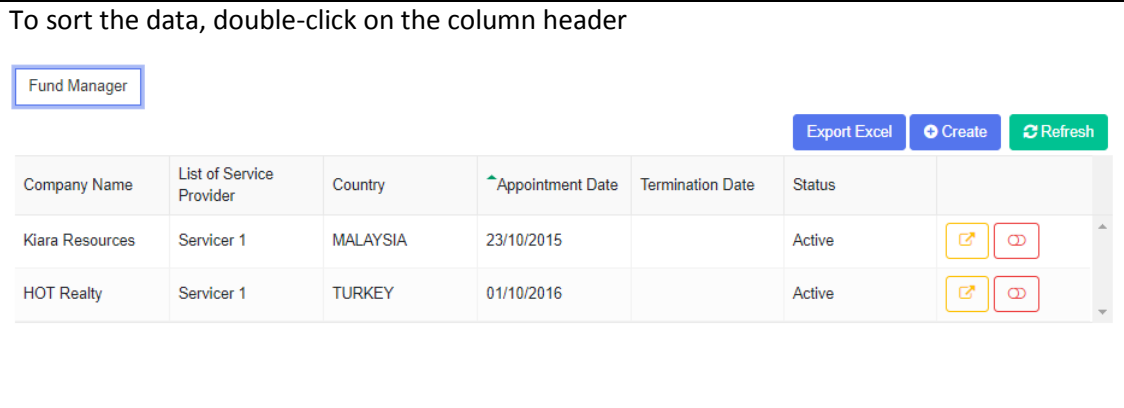
4 Click the Save button to save once, or click Save and New button to create one record after another.

Save Save and New


5 A pop-up notification will appear to indicate save is successful.







b) Sort Fund Manager

Step	Action
1	<p>To sort the data, double-click on the column header</p> 

c) Edit Fund Manager

Step	Action
1	<p>Select the desired record and click View, it will flow to the next page.</p> 
2	<p>Click the Edit button.</p>

	
3	<p>Edit the enabled fields as required. Only selected fields are allowed to be edited by user. The End Date will determine the Status of record.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>List of Service Provider Funds*</p> <p> <input type="text" value="Servicer 1"/> x - <input type="text" value="Ascott Mutuals"/> - </p> <p>Company Name*</p> <p><input type="text" value="Kiara Resources"/></p> <p>Country of Origin*</p> <p><input type="text" value="MALAYSIA"/> x -</p> <p>Appointment Date* Termination Date</p> <p> <input type="text" value="23/10/2015"/> <input type="text"/> </p> </div>
4	<p>Click Update button to update changes</p> <div style="text-align: center;">  </div>
5	<p>A pop-up notification will appear to indicate update is successful.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center; width: fit-content; margin: auto;">  <p>Update successfully</p> <div style="margin-top: 10px;">  </div> </div>

d) Set Void/Unvoid

Step	Action
1	Select the desired row from and click Void/Unvoid icon.

Fund Manager

Export Excel
+ Create
Refresh

Company Name	List of Service Provider	Country	Appointment Date	Termination Date	Status	
Kiara Resources	Servicer 1	MALAYSIA	23/10/2015		Active	✎ ⊗
HOT Realty	Servicer 1	TURKEY	01/10/2016		Active	✎ ⊗

2 To void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.

Change status to Void

Are you sure?

Yes!
Cancel

Successful

Record has been set to: Void

OK

3 To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.

Change status to Active

Are you sure?

Yes!
Cancel



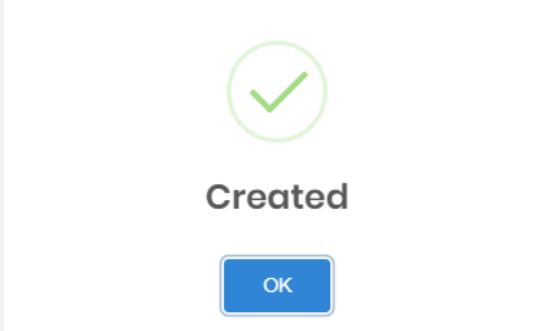
Successful

Record has been set to: Active

OK

4.1.9 Instruments
a) How to Create an Instrument

Steps	Action
1	In the menu click RE Profile and select Instrument <div style="border: 1px solid #007bff; padding: 5px; margin-top: 5px; display: flex; justify-content: space-around;"> Business Info Outsourcing Instruments </div>
2	Click the Create button on the left

	
3	<p>Fill in the required details</p> <p>ISIN Code* <input type="text"/></p> <p>Instrument Name* <input type="text"/></p> <p>Instrument Type* <input type="text" value="Click to see options"/></p> <p>Islamic Status** <input type="text" value="Click to see options"/></p> <p>Issuer** <input type="text" value="Click to see options"/></p> <p>Country of Issuer** <input type="text" value="Click to see options"/></p> <p>Corporate / Government <input type="text" value="Click to see options"/></p> <p>Listing Class** <input type="text" value="Click to see options"/></p> <p>Date of Listing* <input type="text"/></p> <p>Value (USD)* <input type="text"/></p> <p>Coupon / Interest Rate (%)* <input type="text"/></p> <p>Coupon / Interest Rate Type** <input type="text" value="Click to see options"/></p> <p>Maturity Date* <input type="text"/></p> <p>Date Of Delisting <input type="text"/></p>
4	<p>Click the Save button</p> 
5	<p>A pop-up notification will appear to indicate save is successful.</p> 

b) Search/Filter Instrument

1	Filter the fields according to free text field or dropdown items and click Search button
---	--

Instruments [Export Excel](#) [Create](#)

Instrument Name Instrument Type Issuer Islamic Status

Status

[Search](#)

Instrument Name Custom Search [Search](#)

Instrument Name	ISIN Code	Issuer	Instrument Type	Country of Issuer	Corporate / Government	Status	
1	1	Issuer A	Loan Notes	ALGERIA	Government	Listed	View Edit
Test	S123	Issuer A	Loan Notes	AFGHANISTAN		Listed	View Edit

2 User may also use Custom Search field at the list.
Select the search criteria and enter the text, click Search to retrieve the results.

Instrument Name Custom Search [Search](#)

Instrument Name	ISIN Code	Issuer	Instrument Type	Country of Issuer	Corporate / Government	Status	
1	1	Issuer A	Loan Notes	ALGERIA	Government	Listed	View Edit
Test	S123	Issuer A	Loan Notes	AFGHANISTAN		Listed	View Edit

c) Edit Instrument

1	Select the desired record and click View, it will flow to the next page.
---	--

Instruments

[Export Excel](#)
[Create](#)

Instrument Name

Instrument Type

Click to see options ▾

Issuer

Click to see options ▾

Islamic Status

Click to see options ▾

Status

Listed x ▾

[Search](#)

Instrument Name ▾ Custom Search [Search](#)

Instrument Name	ISIN Code	Issuer	Instrument Type	Country of Issuer	Corporate / Government	Status	
1	1	Issuer A	Loan Notes	ALGERIA	Government	Listed	Edit Delete
Test	S123	Issuer A	Loan Notes	AFGHANISTAN		Listed	Edit Delete


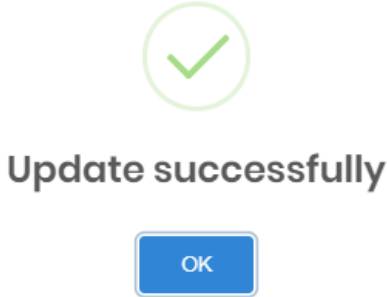
2 Click the Edit button

[Edit](#)

3 Edit the enabled fields as required.

Only selected fields are allowed to be edited by user.





The End Date will determine the Status of record.

	<div style="display: flex; justify-content: space-between; align-items: center;"> Edit Export PDF </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ISIN Code*</td> <td style="width: 50%;">Instrument Name*</td> </tr> <tr> <td><input type="text" value="1"/></td> <td><input type="text" value="1"/></td> </tr> <tr> <td>Instrument Type*</td> <td>Islamic Status**</td> </tr> <tr> <td><input type="text" value="Loan Notes"/></td> <td><input type="text" value="Islamic"/></td> </tr> <tr> <td>Issuer**</td> <td>Country of Issuer**</td> </tr> <tr> <td><input type="text" value="Issuer A"/></td> <td><input type="text" value="ALGERIA"/></td> </tr> <tr> <td>Corporate / Government</td> <td>Listing Class**</td> </tr> <tr> <td><input type="text" value="Government"/></td> <td><input type="text" value="Primary"/></td> </tr> <tr> <td>Date of Listing*</td> <td>Value (USD)*</td> </tr> <tr> <td><input type="text" value="01/10/2018"/></td> <td><input type="text" value="12.00"/></td> </tr> <tr> <td>Coupon / Interest Rate (%)*</td> <td>Coupon / Interest Rate Type**</td> </tr> <tr> <td><input type="text" value="11.00"/></td> <td><input type="text" value="Fixed"/></td> </tr> <tr> <td>Maturity Date*</td> <td>Date Of Delisting</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	ISIN Code*	Instrument Name*	<input type="text" value="1"/>	<input type="text" value="1"/>	Instrument Type*	Islamic Status**	<input type="text" value="Loan Notes"/>	<input type="text" value="Islamic"/>	Issuer**	Country of Issuer**	<input type="text" value="Issuer A"/>	<input type="text" value="ALGERIA"/>	Corporate / Government	Listing Class**	<input type="text" value="Government"/>	<input type="text" value="Primary"/>	Date of Listing*	Value (USD)*	<input type="text" value="01/10/2018"/>	<input type="text" value="12.00"/>	Coupon / Interest Rate (%)*	Coupon / Interest Rate Type**	<input type="text" value="11.00"/>	<input type="text" value="Fixed"/>	Maturity Date*	Date Of Delisting	<input type="text"/>	<input type="text"/>
ISIN Code*	Instrument Name*																												
<input type="text" value="1"/>	<input type="text" value="1"/>																												
Instrument Type*	Islamic Status**																												
<input type="text" value="Loan Notes"/>	<input type="text" value="Islamic"/>																												
Issuer**	Country of Issuer**																												
<input type="text" value="Issuer A"/>	<input type="text" value="ALGERIA"/>																												
Corporate / Government	Listing Class**																												
<input type="text" value="Government"/>	<input type="text" value="Primary"/>																												
Date of Listing*	Value (USD)*																												
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Maturity Date*	Date Of Delisting																												
<input type="text"/>	<input type="text"/>																												
4	<p>Click Update button to update changes</p> <div style="text-align: center; margin-top: 10px;">  </div>																												
5	<p>A pop-up notification will appear to indicate update is successful.</p> <div style="text-align: center; margin-top: 20px;">  </div>																												

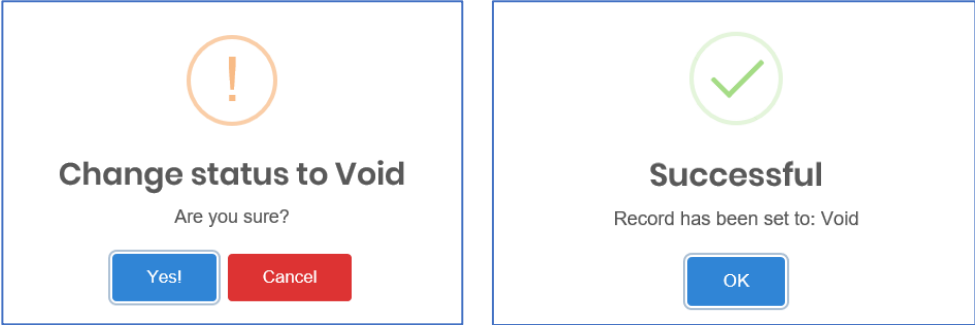
d) Set Void/Unvoid

Step	Action
1	Select the desired row and click Void/Unvoid icon.

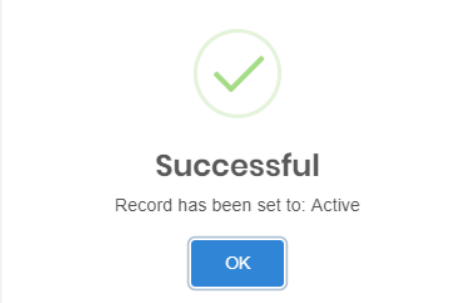


Instrument Name	ISIN Code	Issuer	Instrument Type	Country of Issuer	Corporate / Government	Status	
1	1	Issuer A	Loan Notes	ALGERIA	Government	Listed	 
Test	S123	Issuer A	Loan Notes	AFGHANISTAN		Listed	 

2 To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.



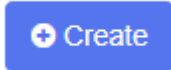



3 To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.



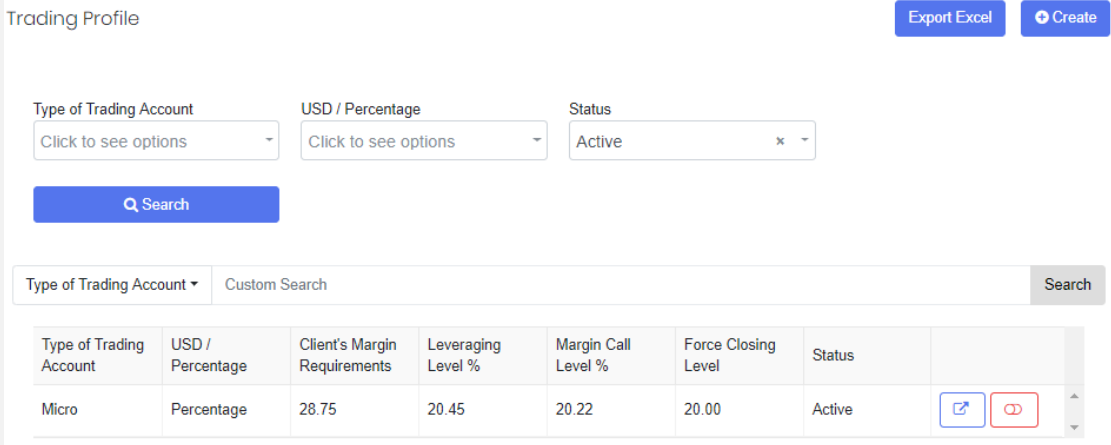
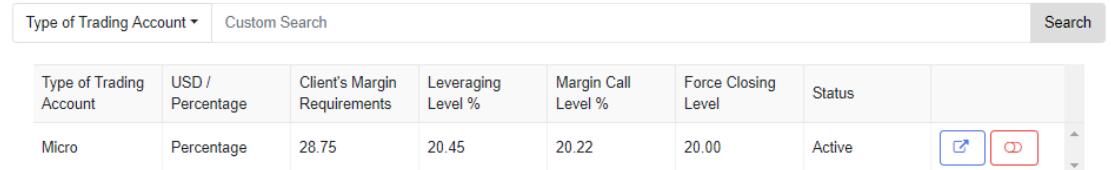
4.1.10 Type of Trading Profile

a) How to Create Type of Trading Profile

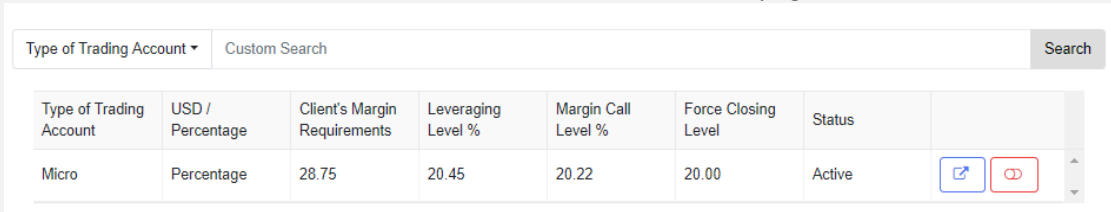

Steps	Action
1	Go to RE Profile menu and select Type of Trading Profile tab

	<div style="border: 1px solid #ccc; padding: 5px;"> Business Info Outsourcing Details of Office Type of Trading Profile Trading Platform </div>
2	<p>Click the Create button on the left</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content;">  </div>
3	<p>Fill in the required details</p> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;"> Export PDF </div> <p>Type of Trading Account**</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Click to see options ▼ </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>USD / Percentage**</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Click to see options ▼ </div> </div> <div style="width: 45%;"> <p>Client's Margin Requirements*</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> </div> </div> <p>Leveraging Level %*</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> <p>Margin Call Level %*</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> <p>Force Closing Level %</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Start Date</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> </div> <div style="width: 45%;"> <p>End Date</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 10px;"></div> </div> </div> </div>
4	<p>Click the Save button</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content;">  </div>
5	<p>A pop-up notification will appear to indicate save is successful.</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center; width: fit-content; margin: 0 auto;">  <p style="font-weight: bold; font-size: 1.2em;">Created</p> <div style="margin-top: 10px;">  </div> </div>

b) Search/Filter Type of Trading Profile

Step	Action																
1	<p>Filter the fields according to free text field or dropdown items and click Search button</p>  <p>Trading Profile Export Excel Create</p> <p>Type of Trading Account: <input type="text" value="Click to see options"/> USD / Percentage: <input type="text" value="Click to see options"/> Status: <input type="text" value="Active"/></p> <p><input type="button" value="Search"/></p> <p>Type of Trading Account <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Type of Trading Account</th> <th>USD / Percentage</th> <th>Client's Margin Requirements</th> <th>Leveraging Level %</th> <th>Margin Call Level %</th> <th>Force Closing Level</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Micro</td> <td>Percentage</td> <td>28.75</td> <td>20.45</td> <td>20.22</td> <td>20.00</td> <td>Active</td> <td><input type="button" value="View"/> <input type="button" value="Edit"/></td> </tr> </tbody> </table>	Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status		Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>
Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status											
Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>										
2	<p>User may also use Custom Search field at the list. Select the search criteria and enter the text, click Search to retrieve the results.</p>  <p>Type of Trading Account <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Type of Trading Account</th> <th>USD / Percentage</th> <th>Client's Margin Requirements</th> <th>Leveraging Level %</th> <th>Margin Call Level %</th> <th>Force Closing Level</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Micro</td> <td>Percentage</td> <td>28.75</td> <td>20.45</td> <td>20.22</td> <td>20.00</td> <td>Active</td> <td><input type="button" value="View"/> <input type="button" value="Edit"/></td> </tr> </tbody> </table>	Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status		Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>
Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status											
Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>										

c) Edit Type of Trading Profile

Step	Action																
1	<p>Select the desired record and click View, it will flow to the next page.</p>  <p>Type of Trading Account <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Type of Trading Account</th> <th>USD / Percentage</th> <th>Client's Margin Requirements</th> <th>Leveraging Level %</th> <th>Margin Call Level %</th> <th>Force Closing Level</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Micro</td> <td>Percentage</td> <td>28.75</td> <td>20.45</td> <td>20.22</td> <td>20.00</td> <td>Active</td> <td><input type="button" value="View"/> <input type="button" value="Edit"/></td> </tr> </tbody> </table>	Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status		Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>
Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status											
Micro	Percentage	28.75	20.45	20.22	20.00	Active	<input type="button" value="View"/> <input type="button" value="Edit"/>										
2	<p>Click the Edit button</p>  <p><input type="button" value="Edit"/></p>																
3	<p>Edit the enabled fields as required.</p>																

Only selected fields are allowed to be edited by user.
The End Date will determine the Status of record.

Type of Trading Account**

Micro

USD / Percentage**

Percentage

Client's Margin Requirements*

28.75

Leveraging Level %*

20.45

Margin Call Level %*

20.22

Force Closing Level %

20.00

Start Date

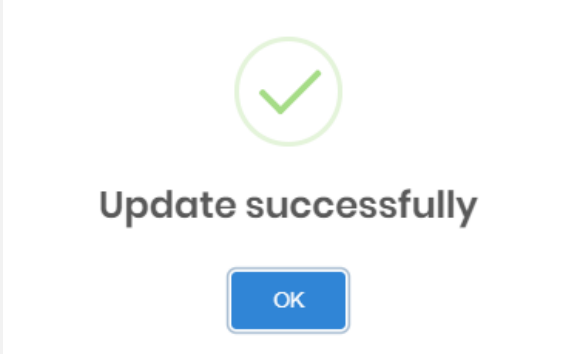
31/10/2015

End Date

4 Click Update button to update changes





5 A pop-up notification will appear to indicate update is successful.




d) Set Void/Unvoid

Step	Action
1	Select the desired row and click Void/Unvoid icon.


Type of Trading Account	USD / Percentage	Client's Margin Requirements	Leveraging Level %	Margin Call Level %	Force Closing Level	Status	
Micro	Percentage	28.75	20.45	20.22	20.00	Active	 

2 To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.



Change status to Void


Are you sure?



Successful

Record has been set to: Void


3 To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.

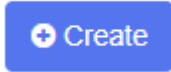
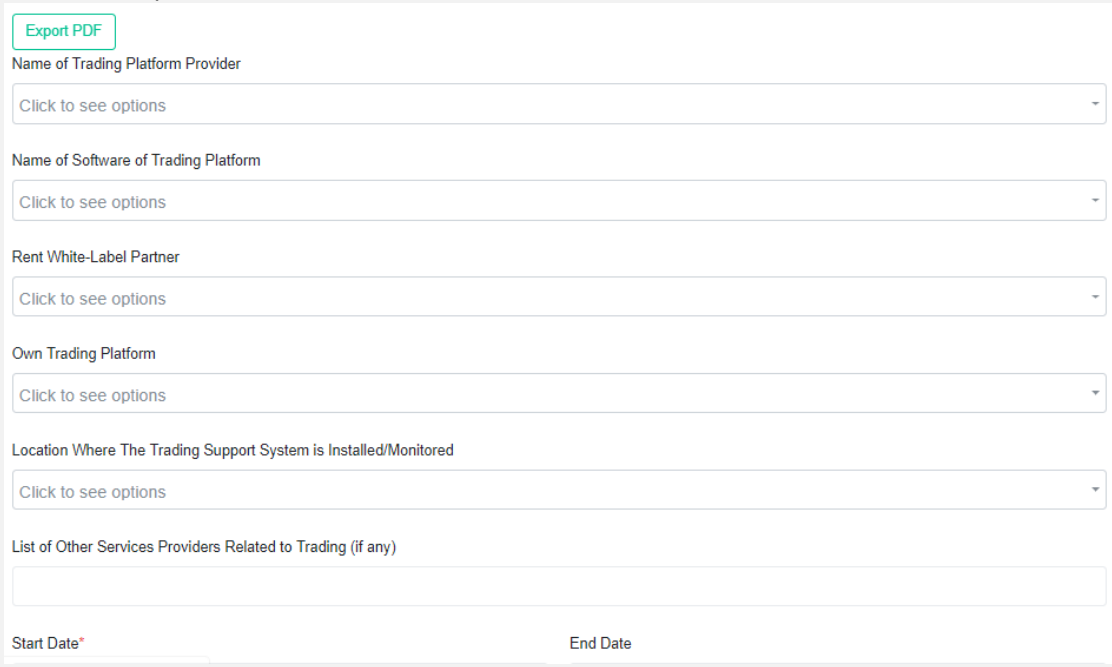

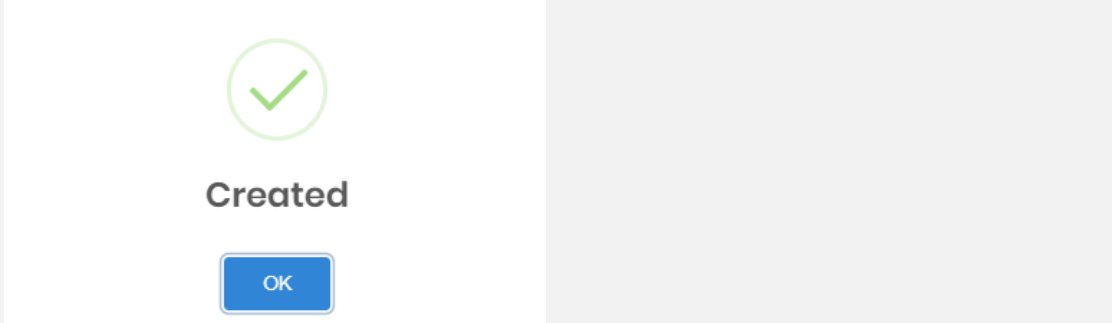


Successful

Record has been set to: Active

4.1.11 Trading Platform
a) How to Create Trading Platform

Steps	Action
1	Go to RE Profile menu and select Trading Platform tab
	
2	Click the Create button on the left

	
3	<p>Fill in the required details</p> 
4	<p>Click the Save button</p> 
5	<p>A pop-up notification will appear to indicate save is successful.</p> 

b) Search/Filter Trading Platform

Step	Action
1	Filter the fields according to free text field or dropdown items and click Search button

Trading Platform Export Excel + Create

Trading Platform Provider Software of Trading Platform Status

Rent White-Label Partner

Rent White-Label Partner	Name of Trading Platform Provider	Name of Software of Trading Platform	Location Where The Trading Support System is Installed/Monitored	Own Trading Platform	Status	
No	A Provider	A Software TP	MALAYSIA (LABUAN)	Yes	Active	<input type="button" value="View"/> <input type="button" value="Delete"/>


2 User may also use Custom Search field at the list. Select the search criteria and enter the text, click Search to retrieve the results.

Rent White-Label Partner

Rent White-Label Partner	Name of Trading Platform Provider	Name of Software of Trading Platform	Location Where The Trading Support System is Installed/Monitored	Own Trading Platform	Status	
No	A Provider	A Software TP	MALAYSIA (LABUAN)	Yes	Active	<input type="button" value="View"/> <input type="button" value="Delete"/>



c) Edit Trading Platform

Step	Action														
1	Select the desired record and click View, it will flow to the next page. <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Rent White-Label Partner</th> <th>Name of Trading Platform Provider</th> <th>Name of Software of Trading Platform</th> <th>Location Where The Trading Support System is Installed/Monitored</th> <th>Own Trading Platform</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>No</td> <td>A Provider</td> <td>A Software TP</td> <td>MALAYSIA (LABUAN)</td> <td>Yes</td> <td>Active</td> <td><input type="button" value="View"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table>	Rent White-Label Partner	Name of Trading Platform Provider	Name of Software of Trading Platform	Location Where The Trading Support System is Installed/Monitored	Own Trading Platform	Status		No	A Provider	A Software TP	MALAYSIA (LABUAN)	Yes	Active	<input type="button" value="View"/> <input type="button" value="Delete"/>
Rent White-Label Partner	Name of Trading Platform Provider	Name of Software of Trading Platform	Location Where The Trading Support System is Installed/Monitored	Own Trading Platform	Status										
No	A Provider	A Software TP	MALAYSIA (LABUAN)	Yes	Active	<input type="button" value="View"/> <input type="button" value="Delete"/>									
2	Click the Edit button <div style="margin-top: 10px; text-align: center;"><input type="button" value="Edit"/></div>														
3	Edit the enabled fields as required. Only selected fields are allowed to be edited by user. The End Date will determine the Status of record.														


	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Edit Export PDF </div> <p>Name of Trading Platform Provider</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">A Provider</div> <p>Name of Software of Trading Platform</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">A Software TP</div> <p>Rent White-Label Partner</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">No</div> <p>Own Trading Platform</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Yes</div> <p>Location Where The Trading Support System is Installed/Monitored</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">MALAYSIA (LABUAN)</div> <p>List of Other Services Providers Related to Trading (if any)</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Start Date* End Date</p> </div>
4	<p>Click Update button to update changes</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #00a651; color: white; border-radius: 5px; text-decoration: none;">Update</div>
5	<p>A pop-up notification will appear to indicate update is successful.</p> <div style="border: 1px solid #ccc; padding: 20px; text-align: center; background-color: #f9f9f9;">  <p style="font-size: 1.2em; font-weight: bold; margin: 10px 0;">Update successfully</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #0070c0; color: white; border-radius: 5px; text-decoration: none;">OK</div> </div>

d) Set Void/Unvoid


Step	Action
1	Select the desired row and click Void/Unvoid icon.

Rent White-Label Partner	Name of Trading Platform Provider	Name of Software of Trading Platform	Location Where The Trading Support System is Installed/Monitored	Own Trading Platform	Status	
No	A Provider	A Software TP	MALAYSIA (LABUAN)	Yes	Active	 

2 To set Void: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.




Change status to Void
Are you sure?



Successful
Record has been set to: Void

3 To revert to previous status: A pop-up confirmation will appear. Click Yes to confirm, and vice versa.



Successful
Record has been set to: Active

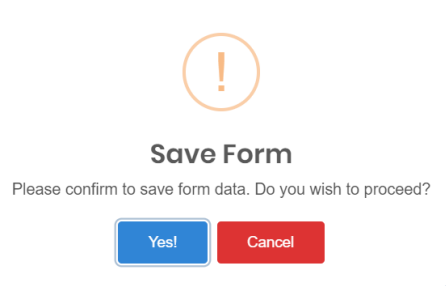

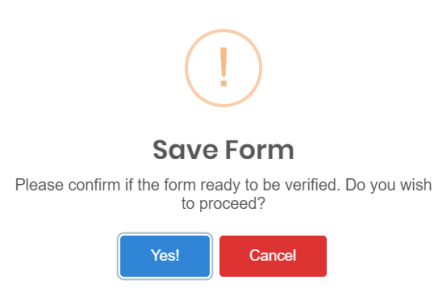

5 Submission and Forms

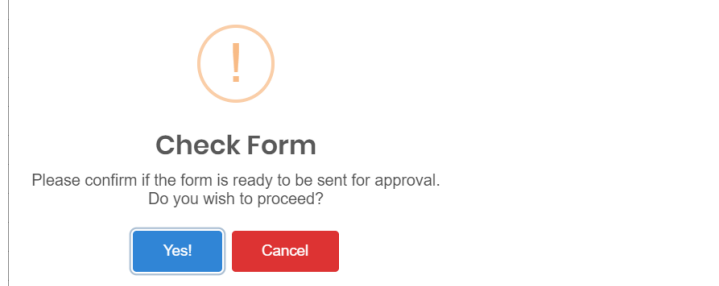

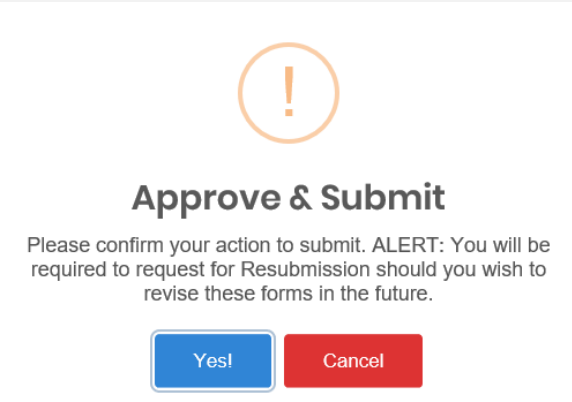
5.1 Objective

This module lists all the submissions according to End Date and Calendar/Financial Year End (FYE) for the Reporting Entity.

5.1.1 How to Submit Form and Form Permission based on User Role

The system will only allow specific user roles to perform certain actions according to table below:-

Role	Permission	Form Status
Preparer	<p>a) User is allowed to 'Save as Draft' – to save the form as draft</p> <p>b) User is prompted to confirm 'Save as Draft' action</p>  <p>c) When the form is ready for verification, click 'Save' to proceed.</p>  <p>d) User is prompted to confirm 'Save' action</p> 	<p>Open</p> <p>Pending Verification</p>
Checker	<p>a) User is allowed to 'Save as Draft' – to save the form as draft</p> <p>b) When the form is ready to be sent for approval, click 'Check' button to change the status to 'Ready'</p>  <p>c) User is prompted to confirm 'Check' action</p>	<p>Open</p> <p>Ready</p>

	 <p style="text-align: center;">Check Form</p> <p style="text-align: center;">Please confirm if the form is ready to be sent for approval. Do you wish to proceed?</p> <p style="text-align: center;"> <input type="button" value="Yes!"/> <input type="button" value="Cancel"/> </p>	
Approver	<p>a) User is allowed to 'Save as Draft' – to save the form as draft</p> <p>b) When the form is ready to be submitted, click 'Approve & Submit' button</p> <p>c) User may click 'Edit' button to re-open the form.</p>  <p>d) User is prompted to confirm 'Approve and Submit' action</p> 	<p>Open</p> <p>Submitted Accepted (if successful) Open</p>

5.1.2 Color-coded Cells



The system applies color-coded cells to the forms to indicate type of input required from user.

Cell Color	Description
Grey	No input required. Cell is disabled
Yellow	Input is expected from user. Cell is editable.
Green	Cell has auto-calculated formula. Cell is not editable
Blue	Cell is derived from sub form data. Cell is not editable

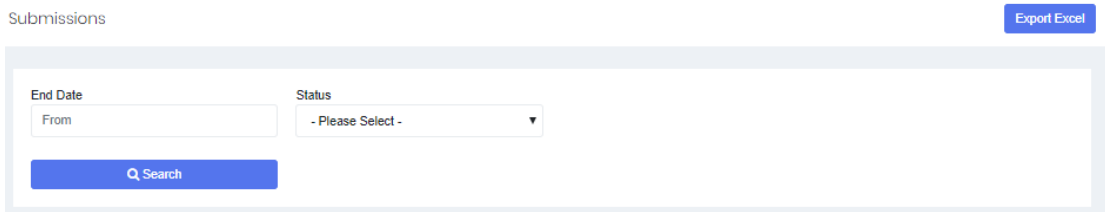
Red	Cell has invalid data upon click 'Save' or 'Check' button. Cell data must be corrected in order to save the form.
------------	---

5.1.3 Item Dropdowns

The SMS forms are furnished with two types of dropdowns as below:

Type	Description	Button
Master List Dropdown	The general dropdowns used across multiple sectors. To add items in the dropdown, user must request to Labuan FSA using Dropdown Request module. This is covered in Section 9.2	
RE Dropdown Group	The entity-specific dropdowns. User is given the privilege to add items to RE dropdown in the forms. This is covered in Section 10.2	

5.1.4 Submissions





Step	Action
1	Go to Manage Submission menu, then select Submissions.
2	<p>Select a month at the End Date calendar. Select a status from the Status dropdown.</p> <p>The status dropdown displays the submission status for the period:</p> <ul style="list-style-type: none"> • New – all forms are not submitted yet • Incomplete – one or more forms have been submitted and processed • Completed – all forms have been submitted and processed 
3	Click Search button. The search result is populated in the list panel.

- Total – shows the total number of forms
- Open – the forms that are still being worked on by Preparer and waiting to be checked by Checker (in 'Pending Verification' status)
- Ready – the forms that have been checked by Checker and waiting to be approved by Approver
- Submitted – the forms that are currently in processing
- Accepted – the forms that have been processed and accepted
- Rejected – the forms that have been rejected by system

The Download Form icon allows user to download all the forms in one click.



End Date ▾ Custom Search Search

End Date	Due Date	CY/FY	Total	Open	Ready	Submitted	Accepted	Rejected	Submitted Date	Status	
31/12/2017	01/11/2018	Calendar Year	6	6	0	0	0	0	-	New	 
31/12/2017	30/06/2018	RE Financial Year	2	2	0	0	0	0	-	New	 

The Submitted Date shows the date when the was submitted for processing

4 Select a row and click View icon, it will flow to Forms page where the forms are listed.

The forms can be filtered according to the search fields:

Forms Export Excel

Code Form End Date Status

Click Search button to view the search results.

5 Select the desired form in the list and click View button

Forms Export Excel

Code Form End Date From Status - Please Select -

Q Search

Code Custom Search Search

Form List

Code	Form	CY / FY	End Date	Due Date	Submitted Date	Status	
AML	Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT)	Calendar Year	30/06/2018	15/07/2018	-	New	↗ ↓
EMPLOYMENT	Report On Employment Statistics	Calendar Year	30/06/2018	15/07/2018	-	New	↗ ↓
MB 4.1	Financial Position	Calendar Year	30/06/2018	15/07/2018	-	New	↗ ↓

The Download Form icon allows user to download the particular form in one click.

6 Select the desired form and click View – this will flow to the Submission form which is covered in section 5.2 and 5.3

5.1.5 Excel Import

As a new feature, the system allows RE User to import Excel forms (that were downloaded as explained in the previous section).

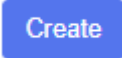
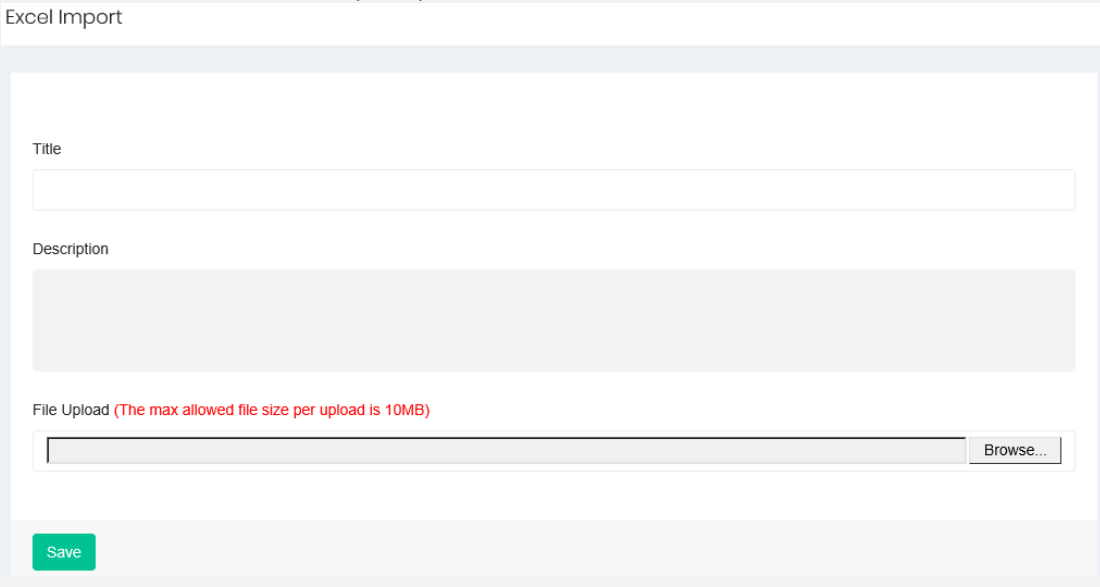

Excel Import task can only be performed for New or Open form status, otherwise it will result in error.

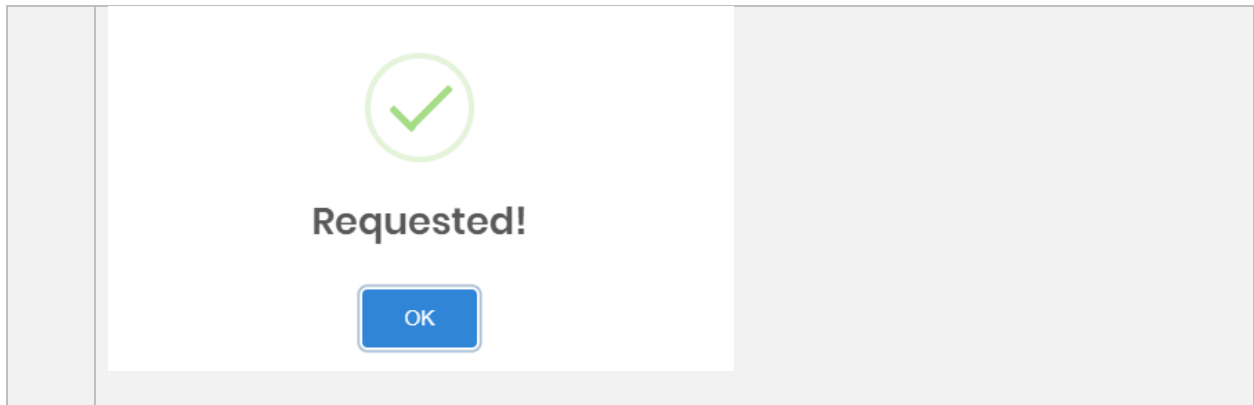
The Status for Excel Import results are described below:

Status	Description
Started	The processing engine is started
Submitted	The file is submitted for processing
In Progress	The file processing is in progress
Completed	The file processing is completed with success.
Completed with Error	The file processing is completed with error – please check error description

Aborted	The file processing is aborted due to invalid file format or invalid parameters.
----------------	--

a) How to Use Import

Step	Action
1	Go to Manage Submission menu and select Excel Import.
2	Click Create button to create a new import task. 
3	Fill in the Title and select the file/s to be imported. Reminder: Maximum file size per upload is 10MB Excel Import 
4	Click the Save button 
5	A pop-up notification will appear to indicate task creation is successful.



b) Search/View Import task

Step	Action																				
1	<p>Filter according to the below criteria, and click Search button</p> <p>RE Excel Import <input type="button" value="Export Excel"/> <input type="button" value="Create"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Status <input type="text" value="Click to see options"/> Created Date <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p> </div> <p>Name <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Status</th> <th>Created Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>{\"LL13405-EMPLOYMENT-201806_Abaunion.xlsx\": [\"Sheet: EMPLOYMENT Cell: F9 value is required\"]}</td> <td>Completed with Error(s)</td> <td>01/11/2018 04:47:26 pm</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>Test 2</td> <td></td> <td>Not Started</td> <td>01/11/2018 04:47:26 pm</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>SSSS</td> <td>{\"16thWAHA LL02788-L 1.3-201809 FILE.xlsx\": [\"Form belongs to a different RE than the RE who ...\"]}</td> <td>Completed with Error(s)</td> <td>01/11/2018 04:35:12 pm</td> <td><input type="button" value="View"/></td> </tr> </tbody> </table>	Name	Description	Status	Created Date		Test 2	{\"LL13405-EMPLOYMENT-201806_Abaunion.xlsx\": [\"Sheet: EMPLOYMENT Cell: F9 value is required\"]}	Completed with Error(s)	01/11/2018 04:47:26 pm	<input type="button" value="View"/>	Test 2		Not Started	01/11/2018 04:47:26 pm	<input type="button" value="View"/>	SSSS	{\"16thWAHA LL02788-L 1.3-201809 FILE.xlsx\": [\"Form belongs to a different RE than the RE who ...\"]}	Completed with Error(s)	01/11/2018 04:35:12 pm	<input type="button" value="View"/>
Name	Description	Status	Created Date																		
Test 2	{\"LL13405-EMPLOYMENT-201806_Abaunion.xlsx\": [\"Sheet: EMPLOYMENT Cell: F9 value is required\"]}	Completed with Error(s)	01/11/2018 04:47:26 pm	<input type="button" value="View"/>																	
Test 2		Not Started	01/11/2018 04:47:26 pm	<input type="button" value="View"/>																	
SSSS	{\"16thWAHA LL02788-L 1.3-201809 FILE.xlsx\": [\"Form belongs to a different RE than the RE who ...\"]}	Completed with Error(s)	01/11/2018 04:35:12 pm	<input type="button" value="View"/>																	
2	Select the desired row and click View, it will flow to the detail page.																				

	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Excel Import Detail < Back </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Title</td><td>Test 2</td></tr> <tr><td>Created by</td><td>super@approver.com</td></tr> <tr><td>Created On</td><td>01/11/2018 04:47PM</td></tr> <tr><td>Status</td><td>Completed with Error(s)</td></tr> <tr><td>Error Description</td><td>{'LL13405-EMPLOYMENT-201806 Abaunion.xlsx':['Sheet: EMPLOYMENT Cell: F9 value is required']}</td></tr> </table> <div style="margin-top: 10px;"> <p> Attachments (1)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: flex; align-items: center;"> <div> <p style="margin: 0;">LL13405-EMPLOYMENT-</p> <p style="margin: 0; color: #e91e63;">201806 Abaunion.xlsx</p> </div> </div> </div> </div> </div>	Title	Test 2	Created by	super@approver.com	Created On	01/11/2018 04:47PM	Status	Completed with Error(s)	Error Description	{'LL13405-EMPLOYMENT-201806 Abaunion.xlsx':['Sheet: EMPLOYMENT Cell: F9 value is required']}
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Created by	super@approver.com										
Created On	01/11/2018 04:47PM										
Status	Completed with Error(s)										
Error Description	{'LL13405-EMPLOYMENT-201806 Abaunion.xlsx':['Sheet: EMPLOYMENT Cell: F9 value is required']}										
3	<p>The result page shows the status and Error Description (if any).</p> <p>If there is no error encountered, the file data is uploaded and reflected in the Forms. Please go to the Submissions or Forms to view the results of the import task.</p>										

5.1.6 Forms

Step	Action								
1	Go to Forms menu. The comprehensive Forms page is launched.								
2	Filter according to the search fields below. Click Search button to view the results. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: flex-end; align-items: center; margin-bottom: 10px;"> Export Excel </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Title <input type="text"/></td> <td style="width: 25%;">Code <input type="text"/></td> <td style="width: 25%;">Calendar Year/Financial Year - Please Select - ▼</td> <td style="width: 25%;">Submission Period - Please Select - ▼</td> </tr> <tr> <td>Submission Type - Please Select - ▼</td> <td>End Date <input type="text"/></td> <td>Form Note - Please Select - ▼</td> <td>Status - Please Select - ▼</td> </tr> </table> <div style="margin-top: 10px;"> 🔍 Search </div> </div>	Title <input type="text"/>	Code <input type="text"/>	Calendar Year/Financial Year - Please Select - ▼	Submission Period - Please Select - ▼	Submission Type - Please Select - ▼	End Date <input type="text"/>	Form Note - Please Select - ▼	Status - Please Select - ▼
Title <input type="text"/>	Code <input type="text"/>	Calendar Year/Financial Year - Please Select - ▼	Submission Period - Please Select - ▼						
Submission Type - Please Select - ▼	End Date <input type="text"/>	Form Note - Please Select - ▼	Status - Please Select - ▼						
3	Select the desired form in the list and click View button								

Title

Code

Calendar Year/Financial Year
- Please Select - ▼

Submission Period
- Please Select - ▼

Submission Type
- Please Select - ▼

End Date

Form Note
- Please Select - ▼

Status
- Please Select - ▼

Form Batch ▼ Custom Search Search

Form List

Form Batch	Form Ref#	Calendar/FY	Code	Title	Date Description	Submitted Date	Status	
20180930-5545	MB4.2-180930-312961	Calendar Year	MB 4.2	Income Statement	For period: 01-Jul-2018 - 30-Sep-2018		New	<input type="button" value="View"/> <input type="button" value="Download"/>
20180930-5545	MB4.1-180930-.....	Calendar Year	MB 4.1	Financial Position	For period: 01-Jul-2018 - 30-.....		New	<input type="button" value="View"/> <input type="button" value="Download"/>

The Download Form icon allows user to download the particular form in one click.









4 Select the desired form and click View – this will flow to the Submission form which is covered in section 5.2 and 5.3

5.1.6.1 Download Excel

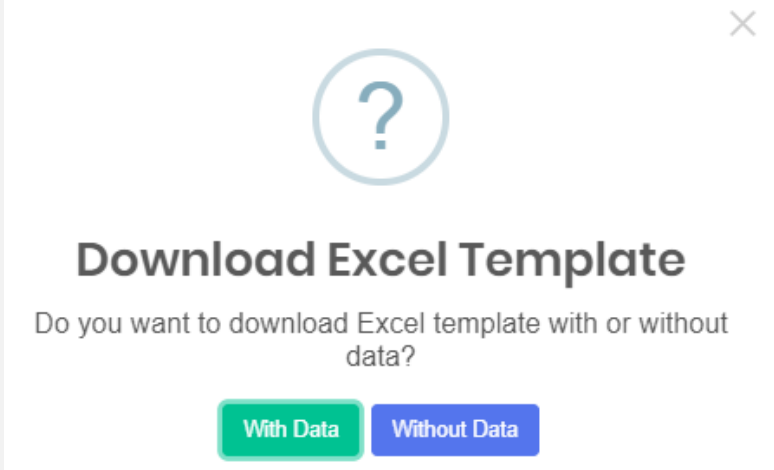
This feature is provided for users to download and save the Forms from the system. The forms can be downloaded with or without data.

Reminder: please set your browser setting to ‘Allow Pop-up’ from this website.

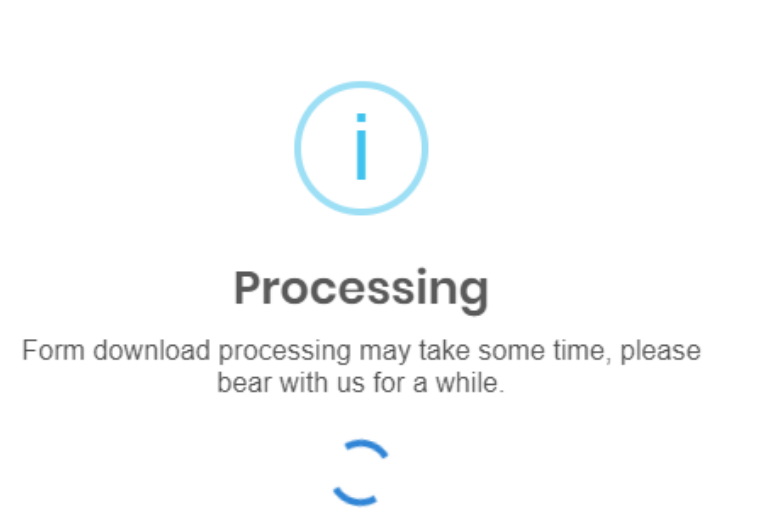
Step	Action
1	Go to Submissions or Forms page
2	Select the desired item in the list and click Download Form icon

Form List								
Form Batch	Form Ref#	Calendar/FY	Code	Title	Date Description	Submitted Date	Status	
20180930-5545	MB4.2-180930-312961	Calendar Year	MB 4.2	Income Statement	For period: 01-Jul-2018 - 30-Sep-2018		New	 
20180930-5545	MB4.1-180930-312960	Calendar Year	MB 4.1	Financial Position	For period: 01-Jul-2018 - 30-Sep-2018		New	 
20180630-4999	SALARYCOMM-180630-310603	Calendar Year	SALARYCOMM	Salaries, wages and commissions	For period: 01-Jan-2018 - 30-Jun-2018		New	 
20180630-4999	AML-180630-310594	Calendar Year	AML	Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT)	For period: 01-Jan-2018 - 30-Jun-2018		Ready	 

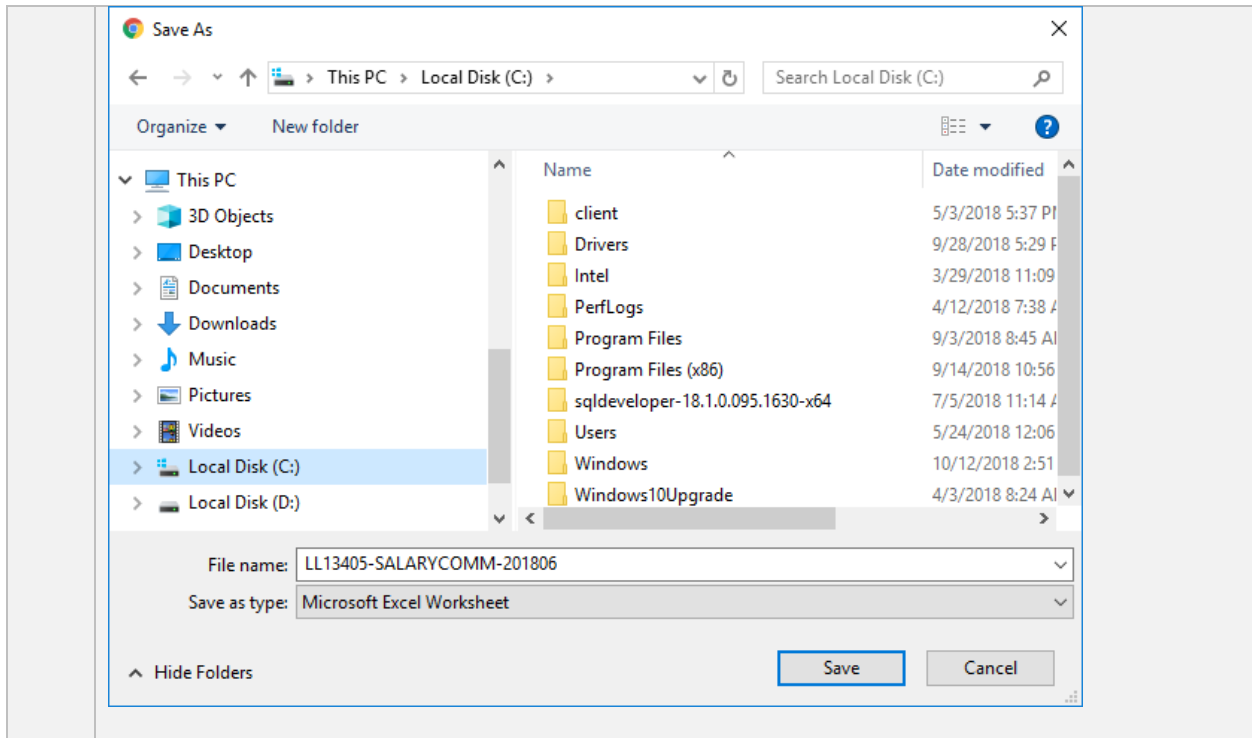
3 The confirmation screen pops up, please select With Data or Without Data.



4 The download processing screen pops up to show the download is in progress.



5 Once the file/s are ready for download, user will be prompted to save the file/s



5.2 Universal Forms

Universal forms are generally applicable to all Sectors.

5.2.1 Anti-Money Laundering (AML)

This form is not applicable to all sectors.

Step	Action
1	Go to Submissions or Forms page to select the AML form - Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT)
2	All fields are mandatory The answers given must be equal or greater than zero

AML	
Anti-money laundering and counter financing of terrorism (AML/CFT)	
	Total
Number of customers from higher risk countries based on FATF classification	2
Number of customers from higher risk countries if any, based on FI own classification	2
Number of foreign PEPs	2
Number of domestic PEP and PEPFIO	2
Number of High Net worth customers	3
Number of NPOs customers	2
Total of Inward International Fund Transfers (USD)	2
Total of Outward International Fund Transfers (USD)	3
Correspondent Banking Relationships in higher risk countries for ML/TF based on FATF /the government of Malaysia classification ⓘ	
Correspondent Banking Relationships in OTHER higher risk countries for ML/TF based on own classification ⓘ	

5.2.2 Employment

Step	Action																																			
1	Go to Submissions or Forms page to select the Employment form																																			
2	<p>All fields are mandatory</p> <p>EMPLOYMENT</p> <p>Report on Employment Statistics</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Number of Employee</th> <th>Resident Status</th> <th>Country of Origin</th> <th>Σ</th> </tr> </thead> <tbody> <tr> <td>TOTAL</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Supervisory Staff</td> <td>1</td> <td>Non-Permanent Resident</td> <td>AMERICAN SAMOA</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Position	Number of Employee	Resident Status	Country of Origin	Σ	TOTAL	1				Supervisory Staff	1	Non-Permanent Resident	AMERICAN SAMOA																					
Position	Number of Employee	Resident Status	Country of Origin	Σ																																
TOTAL	1																																			
Supervisory Staff	1	Non-Permanent Resident	AMERICAN SAMOA																																	

5.2.3 Salary and Vacancy Related Info

This is a **confidential** form that may only be filled by Approver role. User who does not belong to Approver role may not access the form.

Step	Action
1	<p>Go to menu Submissions or Forms.</p> <p>Filter the list to select the Salary and Vacancy Related Info form.</p> <p>Click View icon.</p>

2 The main form is SALARYCOMM-01. All fields are mandatory

Fill in the main form below

SALARYCOMM-01 SALARYCOMM-02 SALARYCOMM-03 SALARYCOMM-04 SALARYCOMM-05 SALARYCOMM-06 SALARYCOMM-07

Salaries, wages and commissions

Position	Salaries and Wages (RM) excluding Commissions	Commissions Paid At Least Once a Month (RM)
TOTAL		0

3 Sub form SALARYCOMM-02

SALARYCOMM-01 SALARYCOMM-02 SALARYCOMM-03 SALARYCOMM-04 SALARYCOMM-05 SALARYCOMM-06 SALARYCOMM-07

Other Info

Position	Hours Worked Per Month, Including Overtime	Do the RE encountered critical or hard-to-fill vacancies of the above worker category?
TOTAL	0	

4 Sub form SALARYCOMM-03

[SALARYCOMM-01](#)
[SALARYCOMM-02](#)
[SALARYCOMM-03](#)
[SALARYCOMM-04](#)
[SALARYCOMM-05](#)
[SALARYCOMM-06](#)
[SALARYCOMM-07](#)

Vacancies

Position	Total Number of Job Vacancies on the last business day of the month	Number of Job Vacancies due to New Jobs Created		N R e c r u i t e d
		Total Number of Employee Count	Minimum basic starting salaries (RM)	
TOTAL	0	0	0	

5 Sub form SALARYCOMM-04

Turnover

Position	New Hires and Recalls for the entire month (Employee Count)	Separations (Employee Count)		
		Quits and Resignations (except retirements)	Total Layoffs and Discharges	L
TOTAL	0	0	0	

6 Sub form SALARYCOMM-05

Expectations 1

Item	Response
Expected New Jobs to be Created in the coming 3 to 6 months ⓘ	
Expected Layoffs & Discharges in the coming 3 to 6 months ⓘ	

7 Sub form SALARYCOMM-06

[SALARYCOMM-01](#)
[SALARYCOMM-02](#)
[SALARYCOMM-03](#)
[SALARYCOMM-04](#)
[SALARYCOMM-05](#)
[SALARYCOMM-06](#)
[SALARYCOMM-07](#)

Expectations 2

for June and December Reporting Period only: Expected New Jobs to be Created by Position	Number of Jobs
TOTAL	0

8 Sub form SALARYCOMM-07

[SALARYCOMM-01](#)
[SALARYCOMM-02](#)
[SALARYCOMM-03](#)
[SALARYCOMM-04](#)
[SALARYCOMM-05](#)
[SALARYCOMM-06](#)
[SALARYCOMM-07](#)

Salaries, wages and commissions

Last employee business activity involvement for newly recruit for the last 6 months.

5.3 Financial Statement and Industry-Specific Forms

5.3.1 Labuan Trust Company

Form Code	Form Title	Type	Frequency	Compulsory to fill?
LTC 1.1	Financial Position		Half yearly	
LTC 1.1-01	Financial Position	Main form		Yes
LTC 1.1-02	Other investments	Sub form		
LTC 1.1-03	Other fixed assets	Sub form		
LTC 1.1-04	Due from directors/shareholders	Sub form		
LTC 1.1-05	Due from related parties	Sub form		
LTC 1.1-06	Trade receivables & payables - ageing schedule	Sub form		
LTC 1.1-07	Other receivables	Sub form		
LTC 1.1-08	Other assets	Sub form		
LTC 1.1-09	Other fixed liabilities	Sub form		
LTC 1.1-10	Due from directors/shareholders	Sub form		
LTC 1.1-11	Due to related parties	Sub form		
LTC 1.1-12	Funds held in trust for clients	Sub form		
LTC 1.1-13	Other payables, advances and accruals	Sub form		
LTC 1.1-14	Other liabilities	Sub form		
LTC 1.2	Income statement		Half yearly	
LTC 1.2-01	Income statement	Main form		Yes

LTC 1.2-02	Revenue	Sub form		Yes
LTC 1.2-03	Other expenses	Sub form		
LTC 1.2-04	Other income	Sub form		
LTC 1.3	Nominee Activities by Labuan Trust Companies		Half yearly	
LTC 1.3-01	Nominee Activities by Labuan Trust Companies	Main form		
LTC 1.3-02	Number of non-Labuan companies administered	Sub form		
LTC 1.4	Complaints	Main form	Half yearly	
LTC 1.5	Labuan Trust		Half yearly	
LTC 1.5-01	Trust Profile	Main form		Yes
LTC 1.5-02	Assets under management	Sub form		
LTC 1.6	Training Attended by Trust Officer	Main form	Half yearly	Yes

Follow the below steps to fill in the submission forms:

Step	Action
1	Go to menu Submissions or Forms. Filter the list to select the LTC forms. Click View icon.
2	The main form is LTC 1.1-01. All fields are mandatory The numbers must be equal or greater than zero Fill in the main form below

	<p>LTC 1.1-01 LTC 1.1-02 LTC 1.1-03 LTC 1.1-04 LTC 1.1-05 LTC 1.1-06 LTC 1.1-07 LTC 1.1-08 LTC 1.1-09 LTC 1.1-10</p> <p>LTC 1.1-11 LTC 1.1-12 LTC 1.1-13 LTC 1.1-14</p> <p>Financial position</p> <table border="1"> <thead> <tr> <th>ASSETS</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Non-current Assets</td> <td>0</td> </tr> <tr> <td>Property, plant and equipment</td> <td></td> </tr> <tr> <td>Investments</td> <td>0</td> </tr> <tr> <td>Corporate/Debt securities</td> <td></td> </tr> <tr> <td>Other Investments</td> <td>0</td> </tr> <tr> <td>Investment in subsidiary/associate</td> <td></td> </tr> <tr> <td>Other fixed assets</td> <td>0</td> </tr> <tr> <td>Current Assets</td> <td>0</td> </tr> </tbody> </table>	ASSETS	USD	Non-current Assets	0	Property, plant and equipment		Investments	0	Corporate/Debt securities		Other Investments	0	Investment in subsidiary/associate		Other fixed assets	0	Current Assets	0																		
ASSETS	USD																																				
Non-current Assets	0																																				
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	USD	Labuan	Malaysia																																		
Revenue	0																																				
Other income	0																																				
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Sales and marketing costs	0																																				
4	<p>Main form LTC 1.3-01</p> <p>LTC 1.3-01 LTC 1.3-02</p> <p>Number of companies that the trust company acting as nominee</p> <table border="1"> <thead> <tr> <th></th> <th>Labuan Trust Company</th> <th>Corporation wholly owned by Labuan Trust Company</th> <th>Officer of Labuan Trust Company</th> </tr> </thead> <tbody> <tr> <td>Labuan companies</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Director</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shareholder</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Non-Labuan companies</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Director</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shareholder</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Labuan Trust Company	Corporation wholly owned by Labuan Trust Company	Officer of Labuan Trust Company	Labuan companies	0	0	0	Director				Shareholder				Non-Labuan companies	0	0	0	Director				Shareholder											
	Labuan Trust Company	Corporation wholly owned by Labuan Trust Company	Officer of Labuan Trust Company																																		
Labuan companies	0	0	0																																		
Director																																					
Shareholder																																					
Non-Labuan companies	0	0	0																																		
Director																																					
Shareholder																																					
5	<p>Main form LTC 1.4</p>																																				

LTC 1.4

Type of complaints	Complainant	Status	Number

6 Main form LTC 1.5-01

LTC 1.5-01 **LTC 1.5-02**

Trust profile

Applicable to registered trust

Type of trust	Registration status	Private/Corporate	Nature	Original currency	Type of trust

7 Main form LTC 1.6

LTC 1.6

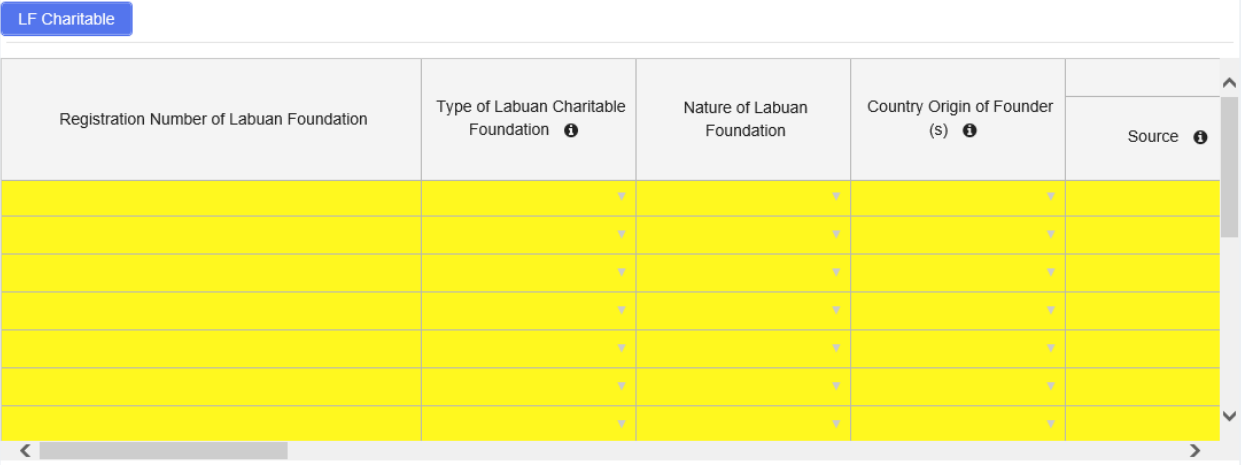
Details of training

Name of the approved Trust Officer	Title of training attended	Training date	No. of training days	CPD hours
Total				0

5.3.2 Labuan Trust Company/Foundation

Form Code	Form Title	Type	Frequency	Compulsory to fill?
LF Charitable	Charitable Foundation	Main form	Quarterly	Yes
LF Non Charitable	Non Charitable Foundation	Sub form	Quarterly	Yes
LF Operational			Yearly	
LF Operational-01	Details of Approved Representative Office (If any)	Main form		
LF Operational-02	Other services providers	Sub form		

Follow the below steps to fill in the submission forms:

Step	Action
1	Go to menu Submissions or Forms. Filter the list to select the LF forms. Click View icon.
2	Fill in the form below – main form LF Charitable 
3	Fill in the form below – main form LF Non Charitable

LF Non-Charitable

Country Origin of Founder (s) ⓘ	Nature of Labuan Foundation	Source ⓘ	Date of Endowment		Country Origin Contributor(s)
			Month	Year	

4 Fill in the form below – main form LF Operational-01

LF Operational-01 LF Operational-02

Details of approved representative office (if any)

Registration Number of LF	Location of Representative Office ⓘ	Senior Management		
		Malaysian	Non-Malaysian	Malaysian

5 Sub form LF Operational-02

LF Operational-01 LF Operational-02

Other services providers

Registration Number of LF	Description	Location of Other Services Providers ⓘ

5.3.3 Labuan Exchange

Form Code	Form Title	Type	Frequency	Compulsory to fill?
LE 7.1	Financial Position		Half yearly	
LE 7.1-01	Financial Position	Main form		Yes
LE 7.1-02	Other investments	Sub form		
LE 7.1-03	Other fixed assets	Sub form		
LE 7.1-04	Other receivables, deposits and pre-payments	Sub form		
LE 7.1-05	Other assets	Sub form		
LE 7.1-06	Other fixed liabilities	Sub form		
LE 7.1-07	Other payables, expenses & accruals	Sub form		
LE 7.2	Income statement		Half yearly	
LE 7.2-01	Income statement	Main form		Yes
LE 7.2-02	Other operating income	Sub form		
LE 7.2-03	Other income	Sub form		
LE 7.2-04	Other expenses	Sub form		
LE 7.3	LE's trading information	Main form	Half yearly	

Follow the below steps to fill in the submission forms:

Step	Action
1	Go to menu Submissions or Forms. Filter the list to select the LE forms. Click View icon.
2	Main form and sub form <div style="display: flex; gap: 10px; margin-top: 5px;"> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </div>
3	Fill in the form below – main form LE 7.1-01

	<p>Financial position</p> <table border="1"> <thead> <tr> <th>ASSETS</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Non-current Assets</td> <td>0</td> </tr> <tr> <td>Property, plant and equipment</td> <td></td> </tr> <tr> <td>Investments</td> <td>0</td> </tr> <tr> <td> Corporate/ Debt securities</td> <td></td> </tr> <tr> <td> Other investments</td> <td>0</td> </tr> <tr> <td>Investment in subsidiary/associate</td> <td></td> </tr> <tr> <td>Other fixed assets</td> <td>0</td> </tr> <tr> <td>Current Assets</td> <td>0</td> </tr> <tr> <td>Cash and deposits</td> <td>0</td> </tr> <tr> <td> Fixed deposits/ Money market</td> <td></td> </tr> <tr> <td> Cash and bank balances</td> <td></td> </tr> </tbody> </table>	ASSETS	USD	Non-current Assets	0	Property, plant and equipment		Investments	0	Corporate/ Debt securities		Other investments	0	Investment in subsidiary/associate		Other fixed assets	0	Current Assets	0	Cash and deposits	0	Fixed deposits/ Money market		Cash and bank balances	
ASSETS	USD																								
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4	<p>Sub form LE 7.1-02 Other investments</p> <p> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </p> <p>Other investments ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other investments</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	List of other investments	USD	Total																					
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5	<p>Sub form LE 7.1-03 Other fixed assets</p> <p> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </p> <p>Other fixed assets ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other fixed assets</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	List of other fixed assets	USD	Total																					
List of other fixed assets	USD																								
Total																									
6	Sub form LE 7.1-04 Other receivables, deposits and prepayments																								

	<p> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </p> <p>Other receivables, deposits and prepayments ← Main Form</p> <table border="1"> <tr> <td>List of other receivables, deposits and prepayments</td> <td style="text-align: right;">USD</td> </tr> <tr> <td>Total</td> <td style="background-color: #90EE90;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> </table>	List of other receivables, deposits and prepayments	USD	Total							
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Total											
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List of other assets	USD										
Total											
8	<p> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </p> <p>Other fixed liabilities ← Main Form</p> <table border="1"> <tr> <td>List of other fixed liabilities</td> <td style="text-align: right;">USD</td> </tr> <tr> <td>Total</td> <td style="background-color: #90EE90;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> </table>	List of other fixed liabilities	USD	Total							
List of other fixed liabilities	USD										
Total											
9	<p> LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 LE 7.1-08 </p> <p>Other payables, advances and accruals ← Main Form</p> <table border="1"> <tr> <td>List of other payables, advances and accruals</td> <td style="text-align: right;">USD</td> </tr> <tr> <td>Total</td> <td style="background-color: #90EE90;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> <tr> <td></td> <td style="background-color: #FFFF00;"></td> </tr> </table>	List of other payables, advances and accruals	USD	Total							
List of other payables, advances and accruals	USD										
Total											
10	<p>Sub form LE 7.1-08 Other liabilities</p>										

LE 7.1-01 LE 7.1-02 LE 7.1-03 LE 7.1-04 LE 7.1-05 LE 7.1-06 LE 7.1-07 **LE 7.1-08**

Other liabilities ← Main Form

List of other liabilities	USD
Total	

5.3.4 Labuan International Commodity Trading Company

Form Code	Form Title	Type	Frequency	Compulsory to fill?
LITC 3.1	Financial Position		Half yearly	
LITC 3.1-01	Financial Position	Main form		Yes
LITC 3.1-02	Other investments	Sub form		
LITC 3.1-03	Other fixed assets	Sub form		
LITC 3.1-04	Amount due from shareholders	Sub form		
LITC 3.1-05	Amount due from related parties	Sub form		
LITC 3.1-06	Trade receivables - ageing schedule	Sub form		
LITC 3.1-07	Other receivables, deposits and prepayments	Sub form		
LITC 3.1-08	Other assets	Sub form		
LITC 3.1-09	Other fixed liabilities	Sub form		
LITC 3.1-10	Amount due to shareholders	Sub form		
LITC 3.1-11	Amount due to related parties	Sub form		
LITC 3.1-12	Trade payables - ageing schedule	Sub form		

LITC 3.1-13	Other payables, advances and accruals	Sub form		
LITC 3.1-14	Other liabilities	Sub form		
LITC 3.2	Income statement		Half yearly	
LITC 3.2-01	Income statement	Main form		Yes
LITC 3.2-02	Other income	Sub form		
LITC 3.2-03	Other expenses	Sub form		
LITC 3.3	Trading Activities	Main form	Half yearly	Yes
LITC 3.4	Financing Facilities	Main form	Half yearly	

Follow the below steps to fill in the submission forms:

Step	Action																										
1	Go to menu Submissions or Forms. Filter the list to select the LITC forms. Click View icon.																										
2	Main form and sub form <div style="display: flex; justify-content: space-between; padding: 5px;"> LITC 3.1-01 LITC 3.1-02 LITC 3.1-03 LITC 3.1-04 LITC 3.1-05 LITC 3.1-06 LITC 3.1-07 LITC 3.1-08 LITC 3.1-09 LITC 3.1-10 </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> LITC 3.1-11 LITC 3.1-12 LITC 3.1-13 LITC 3.1-14 </div>																										
3	Fill in the form below – Main form LITC 3.1-01 Financial Position <div style="border: 1px solid #ccc; padding: 5px;"> <p>Financial position</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">ASSETS</th> <th style="width: 40%;">USD</th> </tr> </thead> <tbody> <tr> <td>Non-current Assets</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Property, plant and equipment</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Investments</td> <td style="text-align: right;">0</td> </tr> <tr> <td> Corporate/Debt securities</td> <td style="text-align: right;">0</td> </tr> <tr> <td> Other investments</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Investment in subsidiary/associate</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other fixed assets</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Current Assets</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Deposits, cash and bank balances</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Amount due from related parties</td> <td style="text-align: right;">0</td> </tr> <tr> <td> Directors/Shareholders</td> <td style="text-align: right;">0</td> </tr> <tr> <td> Related parties</td> <td style="text-align: right;">0</td> </tr> </tbody> </table> </div>	ASSETS	USD	Non-current Assets	0	Property, plant and equipment	0	Investments	0	Corporate/Debt securities	0	Other investments	0	Investment in subsidiary/associate	0	Other fixed assets	0	Current Assets	0	Deposits, cash and bank balances	0	Amount due from related parties	0	Directors/Shareholders	0	Related parties	0
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Non-current Assets	0																										
Property, plant and equipment	0																										
Investments	0																										
Corporate/Debt securities	0																										
Other investments	0																										
Investment in subsidiary/associate	0																										
Other fixed assets	0																										
Current Assets	0																										
Deposits, cash and bank balances	0																										
Amount due from related parties	0																										
Directors/Shareholders	0																										
Related parties	0																										

3 Sub form LITC 3.1-02

LITC 3.1-01 LITC 3.1-02 LITC 3.1-03 LITC 3.1-04 LITC 3.1-05 LITC 3.1-06 LITC 3.1-07 LITC 3.1-08
LITC 3.1-09 LITC 3.1-10 LITC 3.1-11 LITC 3.1-12 LITC 3.1-13 LITC 3.1-14

Other investments ← Main Form

List of other investments	USD
Total	0

4 Sub form LITC 3.1-03

LITC 3.1-01 LITC 3.1-02 LITC 3.1-03 LITC 3.1-04 LITC 3.1-05 LITC 3.1-06 LITC 3.1-07 LITC 3.1-08
LITC 3.1-09 LITC 3.1-10 LITC 3.1-11 LITC 3.1-12 LITC 3.1-13 LITC 3.1-14

Other fixed assets ← Main Form

List of other fixed assets	USD
Total	0

5 Sub form LITC 3.1-04

LITC 3.1-01 LITC 3.1-02 LITC 3.1-03 LITC 3.1-04 LITC 3.1-05 LITC 3.1-06 LITC 3.1-07 LITC 3.1-08
LITC 3.1-09 LITC 3.1-10 LITC 3.1-11 LITC 3.1-12 LITC 3.1-13 LITC 3.1-14

Amount due from shareholders ← Main Form

Name of lendee	Type of transaction	Country	Outstanding Amount	Duration (Months) applicable)
Total			0	

6 Sub form LITC 3.1-05

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

Amount due from related parties ← Main Form

Name of lendee	Type of transaction	Country	Outstanding Amount	Duration (Months) applicable
Total			0	

7
Sub form LITC 3.1-06

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

Trade receivables - ageing schedule ← Main Form

Item	Outstanding period			
	0-3 Months	> 3 - 6 Months	> 6 - 12 Months	> 12 Months
Total trade receivables	1,000	1,200	2,000	3,5

8
Sub form LITC 3.1-07

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

Other receivables, deposits and prepayments ← Main Form

List of other receivables, deposits and prepayments	USD
Total	
	0

9
Sub form LITC 3.1-08

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

Other assets ← Main Form

List of other assets	USD
Total	0
▼	
▼	
▼	

10 Sub form LITC 3.1-09

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

Other fixed liabilities ← Main Form

List of other fixed liabilities	USD
Total	0
▼	
▼	
▼	

11 Sub form LITC 3.1-10

LITC 3.1-01
LITC 3.1-02
LITC 3.1-03
LITC 3.1-04
LITC 3.1-05
LITC 3.1-06
LITC 3.1-07
LITC 3.1-08

LITC 3.1-09
LITC 3.1-10
LITC 3.1-11
LITC 3.1-12
LITC 3.1-13
LITC 3.1-14

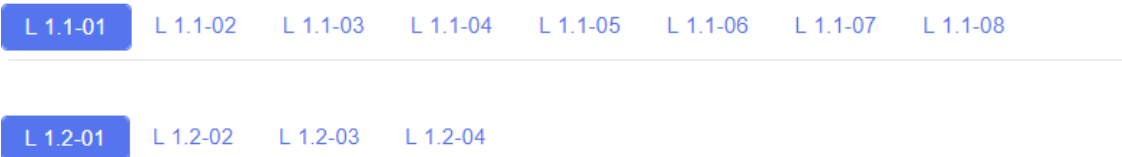
Amount due to shareholders ← Main Form

Name of lender	Type of transaction	Country	Outstanding amount	Duration (Months) applicable
Total			0	
▼	▼	▼		
▼	▼	▼		
▼	▼	▼		

5.3.5 Leasing

Form Code	Form Title	Type	Frequency	Compulsory to fill?
L 1.1	Financial Position		Half yearly	
L 1.1-01	Balance Sheet	Main form		Yes
L 1.1-02	Other investments	Sub form		
L 1.1-03	Other fixed assets	Sub form		
L 1.1-04	Other receivables, deposits and pre-payments	Sub form		
L 1.1-05	Other assets	Sub form		
L 1.1-06	Other fixed liabilities	Sub form		
L 1.1-07	Other payables, expenses & accruals	Sub form		
L 1.1-08	Other liabilities	Sub form		
L 1.2	Income Statement		Half yearly	
L 1.2-01	Profit & loss	Main form		Yes
L 1.2-02	Other operating income	Sub form		
L 1.2-03	Other income	Sub form		
L 1.2-04	Other expenses	Sub form		
L 1.3	Leasing Activities		Half yearly	
L 1.3-01	Leasing Activities	Main form		
L 1.3-02	Insurance Coverage	Sub form		
L 1.3-03	Financing	Sub form		

Follow the below steps to fill in the submission forms:

Step	Action
1	Go to menu Submissions or Forms. Filter the list to select the Leasing forms. Click View icon.
2	The main forms and sub forms are arranged as below 
3	Fill in the form below – main form L 1.1-01

L 1.1-01 L 1.1-02 L 1.1-03 L 1.1-04 L 1.1-05 L 1.1-06 L 1.1-07 L 1.1-08

Balance sheet

ASSETS	USD
Non-current Assets	0
Property, plant and equipment	1
Investments	0
Corporate/Debt securities	1
Other investments	0
Investment in subsidiary/associate	1
Other fixed assets	0
Current Assets	0

4

Sub form L 1.1-02

L 1.1-01 L 1.1-02 L 1.1-03 L 1.1-04 L 1.1-05 L 1.1-06 L 1.1-07 L 1.1-08

Other investments ← Main Form

List of other investments	USD
TOTAL	0
investment one	4
investment 2	5
investment 3	6

5

Sub form L 1.1-03

L 1.1-01 L 1.1-02 L 1.1-03 L 1.1-04 L 1.1-05 L 1.1-06 L 1.1-07 L 1.1-08

Other fixed assets ← Main Form

List of other fixed assets	USD
TOTAL	0
Other Fixed Assets 2	3
Other Fixed Assets 1	3

6

Sub form L 1.1-04

L 1.1-01 L 1.1-02 L 1.1-03 **L 1.1-04** L 1.1-05 L 1.1-06 L 1.1-07 L 1.1-08

Other receivables, deposits and prepayments ← Main Form

List of other receivables, deposits and prepayments	USD
TOTAL	0
deposits and prepayments	4
other receivables	4

7 **Sub form L 1.1-05**

L 1.1-01 L 1.1-02 L 1.1-03 L 1.1-04 **L 1.1-05** L 1.1-06 L 1.1-07 L 1.1-08

Other assets ← Main Form

List of other assets	USD
TOTAL	0
Accrued Interest	5
Accruals	5

8 **Sub form L 1.1-06**

L 1.1-01 L 1.1-02 L 1.1-03 L 1.1-04 L 1.1-05 **L 1.1-06** L 1.1-07 L 1.1-08

Other fixed liabilities ← Main Form

List of other fixed liabilities	USD
TOTAL	0
other fixed liabilities 2	6
other fixed liabilities 2	6

9 **Sub form L 1.1-07**

[L 1.1-01](#)
[L 1.1-02](#)
[L 1.1-03](#)
[L 1.1-04](#)
[L 1.1-05](#)
[L 1.1-06](#)
[L 1.1-07](#)
[L 1.1-08](#)

Other payables, advances and accruals [← Main Form](#)

List of other payables, advances and accruals	USD
TOTAL	0
other payables	7

10 Sub form L 1.1-08

[L 1.1-01](#)
[L 1.1-02](#)
[L 1.1-03](#)
[L 1.1-04](#)
[L 1.1-05](#)
[L 1.1-06](#)
[L 1.1-07](#)
[L 1.1-08](#)

Other liabilities [← Main Form](#)


List of other liabilities	USD
TOTAL	0
Account Payables	8

5.3.6 Money Broker

Form Code	Form Title	Type	Frequency	Compulsory to fill?
MB 4.1	Financial Position		Quarterly	
MB 4.1-01	Financial Position	Main form		Yes
MB 4.1-02	Other investments	Sub form		
MB 4.1-03	Other fixed assets	Sub form		
MB 4.1-04	Other receivables, deposits and prepayments	Sub form		
MB 4.1-05	Other assets	Sub form		
MB 4.1-06	Other fixed liabilities	Sub form		
MB 4.1-07	Other payables, advances and accruals	Sub form		

MB 4.1-08	Other liabilities	Sub form		
MB 4.1-09	Funds placed at principal dealers	Sub form		
MB 4.1-10	Deposits, cash and bank balances	Sub form		
MB 4.2	Income statement		Quarterly	
MB 4.2-01	Income statement	Main form		Yes
MB 4.2-02	Revenue	Sub form		Yes
MB 4.2-03	Other income	Sub form		
MB 4.2-04	Other IT expenses	Sub form		
MB 4.2-04	Other expenses	Sub form		
MB 4.3	List of Introducing Brokers	Main form	Half yearly	
MB 4.4	Client Profile	Main form	Half yearly	
MB 4.5	Number of Complaints	Main form	Half yearly	
MB 4.6	Details of Clients	Main form	Half yearly	
MB 4.7	Trading Report	Main form	Half yearly	

Follow the below steps to fill in the submission forms:

Step	Action
1	Go to menu Submissions or Forms. Filter the list to select the Money Broker forms. Click View icon.
2	The main forms and sub forms are arranged as below 
3	Fill in the form below – main form MB 4.1-01

Financial position		ASSETS	USD
Non-current Assets			
Property, plant and equipment			
Investments			
Corporate/Debt securities			
Other investments			
Investment in subsidiary/associate			
Other fixed assets			
Current Assets			
Deposits, cash and bank balances			
Own monies			
Clients' monies			
Amount due from related parties			
Directors/Shareholders			
Related parties			
Trade receivables			
Funds placed at principal dealers			
Own funds			
Clients' funds			
Other receivables, deposits and prepayments			

4

Sub form MB 4.1-02

[MB 4.1-01](#)
[MB 4.1-02](#)
[MB 4.1-03](#)
[MB 4.1-04](#)
[MB 4.1-05](#)
[MB 4.1-06](#)
[MB 4.1-07](#)
[MB 4.1-08](#)
[MB 4.1-09](#)
[MB 4.1-10](#)

Other investments [← Main Form](#)

List of other investments	USD
TOTAL	0

5

Sub form MB 4.1-03

[MB 4.1-01](#)
[MB 4.1-02](#)
[MB 4.1-03](#)
[MB 4.1-04](#)
[MB 4.1-05](#)
[MB 4.1-06](#)
[MB 4.1-07](#)
[MB 4.1-08](#)
[MB 4.1-09](#)
[MB 4.1-10](#)

Other fixed assets [← Main Form](#)

List of other fixed assets	USD
TOTAL	0

6

Sub form MB 4.1-04

	<p>MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10</p> <p>Other receivables, deposits and prepayments ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other receivables, deposits and prepayments</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td style="background-color: #90EE90;">0</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	List of other receivables, deposits and prepayments	USD	Total	0																		
List of other receivables, deposits and prepayments	USD																						
Total	0																						
7	<p>Sub form MB 4.1-05</p> <p>MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10</p> <p>Other assets ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other assets</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td style="background-color: #90EE90;">0</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	List of other assets	USD	Total	0																		
List of other assets	USD																						
Total	0																						
8	<p>Sub form MB 4.1-06</p> <p>MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10</p> <p>Other fixed liabilities ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other fixed liabilities</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>TOTAL</td> <td style="background-color: #90EE90;">0</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	List of other fixed liabilities	USD	TOTAL	0																		
List of other fixed liabilities	USD																						
TOTAL	0																						
9	<p>Sub form MB 4.1-07</p> <p>MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10</p> <p>Other payables, advances and accruals ← Main Form</p> <table border="1"> <thead> <tr> <th>List of other payables, advances and accruals</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td style="background-color: #90EE90;">0</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	List of other payables, advances and accruals	USD	Total	0																		
List of other payables, advances and accruals	USD																						
Total	0																						
10	<p>Sub form MB 4.1-08</p>																						

MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10

Other liabilities ← Main Form

List of other liabilities	USD
Total	0

11 Sub form MB 4.1-09

MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10

Funds placed at principal dealers ← Main Form

List of principal dealers	Country of origin ⓘ	Home supervisory authority	Margin requirements by PD (USD)	Own funds placed at PD (USD)	Client ^
Total funds placed at principal dealers				0	

12 Sub form MB 4.1-10

MB 4.1-01 MB 4.1-02 MB 4.1-03 MB 4.1-04 MB 4.1-05 MB 4.1-06 MB 4.1-07 MB 4.1-08 MB 4.1-09 MB 4.1-10

Deposits, cash and bank balances ← Main Form

Name of bank	Location of bank ⓘ	Type of bank account	Account number	Own monies
Total				0

5.3.7 Fund Manager and Securities Licensee

Form Code	Form Title	Type	Frequency	Compulsory to fill?
FM 5.1	Assets		Half yearly	
FM 5.1-01	Assets	Main form		Yes

FM 5.1-02	Other investments	Sub form		
FM 5.1-03	Other fixed assets	Sub form		
FM 5.1-04	Other receivables, deposits and prepayments	Sub form		
FM 5.1-05	Other assets	Sub form		
FM 5.1-06	Other fixed liabilities	Sub form		
FM 5.1-07	Other payables, advances and accruals	Sub form		
FM 5.1-08	Other liabilities	Sub form		
FM 5.2	Income statement		Half yearly	
FM 5.2-01	Income statement	Main form		Yes
FM 5.2-02	Other operating income	Sub form		
FM 5.2-03	Other income	Sub form		
FM 5.2-04	Direct operating expenses	Sub form		
FM 5.2-04	Other expenses	Sub form		
FM 5.3	Fund Profiling		Half yearly	
FM 5.3-01	Investors profiling	Main form		
FM 5.3-02	Fund allocation	Sub form		
FM 5.4	Fund Performance		Half yearly	
FM 5.4-01	Financial Position	Main form		
FM 5.4-02	Other receivables	Sub form		
FM 5.4-03	Other payables and accruals	Sub form		
FM 5.4-04	Income Statement	Sub form		
FM 5.4-05	Other expenses	Sub form		
FM 5.4-06	Revenue	Sub form		

FM 5.4-07	Other income	Sub form		
FM 5.4-08	Other fund expenses	Sub form		

Follow the below steps to fill in the submission forms:

Step	Action																														
1	Go to menu Submissions or Forms. Filter the list to select the Fund Manager/Securities Licensee forms. Click View icon.																														
2	<p>The main forms and sub forms are arranged as below</p> <p> FM 5.1-01 FM 5.1-02 FM 5.1-03 FM 5.1-04 FM 5.1-05 FM 5.1-06 FM 5.1-07 FM 5.1-08 FM 5.2-01 FM 5.2-02 FM 5.2-03 FM 5.2-04 FM 5.2-05 FM 5.3-01 FM 5.3-02 FM 5.4-01 FM 5.4-02 FM 5.4-03 FM 5.4-04 FM 5.4-05 FM 5.4-06 FM 5.4-07 FM 5.4-08 </p>																														
3	<p>Fill in the form below – main form FM 5.1-01</p> <p> FM 5.1-01 FM 5.1-02 FM 5.1-03 FM 5.1-04 FM 5.1-05 FM 5.1-06 FM 5.1-07 FM 5.1-08 </p> <p>Assets</p> <table border="1"> <thead> <tr> <th>ASSETS</th> <th>USD</th> </tr> </thead> <tbody> <tr> <td>Non-current Assets</td> <td>0</td> </tr> <tr> <td>Property, plant and equipment</td> <td></td> </tr> <tr> <td>Investments</td> <td>0</td> </tr> <tr> <td> Corporate/ Debt securities</td> <td></td> </tr> <tr> <td> Other investments</td> <td>0</td> </tr> <tr> <td>Investment in subsidiary/associate</td> <td></td> </tr> <tr> <td>Other fixed assets</td> <td>0</td> </tr> <tr> <td>Current Assets</td> <td>0</td> </tr> <tr> <td>Deposits, cash and bank balances</td> <td>0</td> </tr> <tr> <td> Fixed deposits/Money market</td> <td></td> </tr> <tr> <td> Cash and bank balances</td> <td></td> </tr> <tr> <td>Amount due from related parties</td> <td>0</td> </tr> <tr> <td> Directors/Shareholders</td> <td></td> </tr> <tr> <td> Related parties</td> <td></td> </tr> </tbody> </table>	ASSETS	USD	Non-current Assets	0	Property, plant and equipment		Investments	0	Corporate/ Debt securities		Other investments	0	Investment in subsidiary/associate		Other fixed assets	0	Current Assets	0	Deposits, cash and bank balances	0	Fixed deposits/Money market		Cash and bank balances		Amount due from related parties	0	Directors/Shareholders		Related parties	
ASSETS	USD																														
Non-current Assets	0																														
Property, plant and equipment																															
Investments	0																														
Corporate/ Debt securities																															
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Other fixed assets	0																														
Current Assets	0																														
Deposits, cash and bank balances	0																														
Fixed deposits/Money market																															
Cash and bank balances																															
Amount due from related parties	0																														
Directors/Shareholders																															
Related parties																															
4	Sub form FM 5.1-02																														

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other investments [◀ Main Form](#)

List of other investments	USD
Total	0

5

Sub form FM 5.1-03

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other fixed assets [◀ Main Form](#)

List of other fixed assets	USD
Total	0

6

Sub form FM 5.1-04

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other receivables, deposits and prepayments [◀ Main Form](#)

List of other receivables, deposits and prepayments	USD
Total	0

7

Sub form FM 5.1-05

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other assets [◀ Main Form](#)

List of other assets	USD
Total	0

8 Sub form FM 5.1-06

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other fixed liabilities [◀ Main Form](#)

List of other fixed liabilities	USD
Total	0

9 Sub form FM 5.1-07

[FM 5.1-01](#)
[FM 5.1-02](#)
[FM 5.1-03](#)
[FM 5.1-04](#)
[FM 5.1-05](#)
[FM 5.1-06](#)
[FM 5.1-07](#)
[FM 5.1-08](#)

Other payables, advances and accruals [◀ Main Form](#)

List of other payables, advances and accruals	USD
Total	0

10 Sub form FM 5.1-08


	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> FM 5.1-01 FM 5.1-02 FM 5.1-03 FM 5.1-04 FM 5.1-05 FM 5.1-06 FM 5.1-07 FM 5.1-08 </div> <p>Other liabilities ← Main Form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">List of other liabilities</th> <th style="width: 20%;">USD</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center; background-color: #90EE90;">0</td> </tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> </tbody> </table>	List of other liabilities	USD	Total	0																		
List of other liabilities	USD																						
Total	0																						
11	<p>Main form FM 5.3-01</p> <p>To generate the form for the first time, user must select the Fund dropdown and click '+' icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Dropdown: 3 EMDIBI Fund +</p> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-top: 2px;">3 EMDIBI Fund</div> <div style="display: flex; justify-content: space-between; margin-top: 2px;"> FM 5.3-01 FM 5.3-02 </div> </div> <p>Investors profiling</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Investors profiling</th> <th style="width: 20%;">No of subscribers</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center; background-color: #90EE90;">0</td> </tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> <tr><td style="background-color: #ffff00;"> </td><td> </td></tr> </tbody> </table>	Investors profiling	No of subscribers	Total	0																		
Investors profiling	No of subscribers																						
Total	0																						
12	<p>Main form FM 5.4-01</p> <p>To generate the form for the first time, user must select the Fund dropdown and click '+' icon.</p>																						

6 Extension of Time

6.1 Objective

RE User is allowed to request for Extension if the RE is not able to submit before/on the due date. A standard processing fee is charged by Labuan FSA for an extension of request, and payment must be made prior to the request. The proof of payment document MUST be uploaded in the portal in order to proceed with extension request.



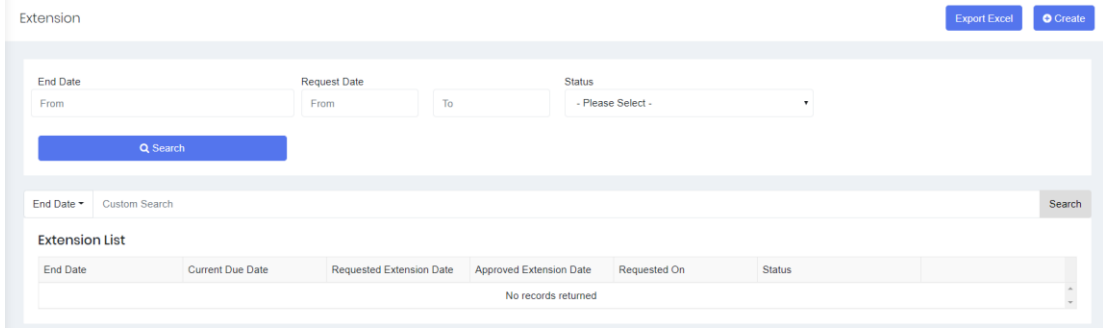
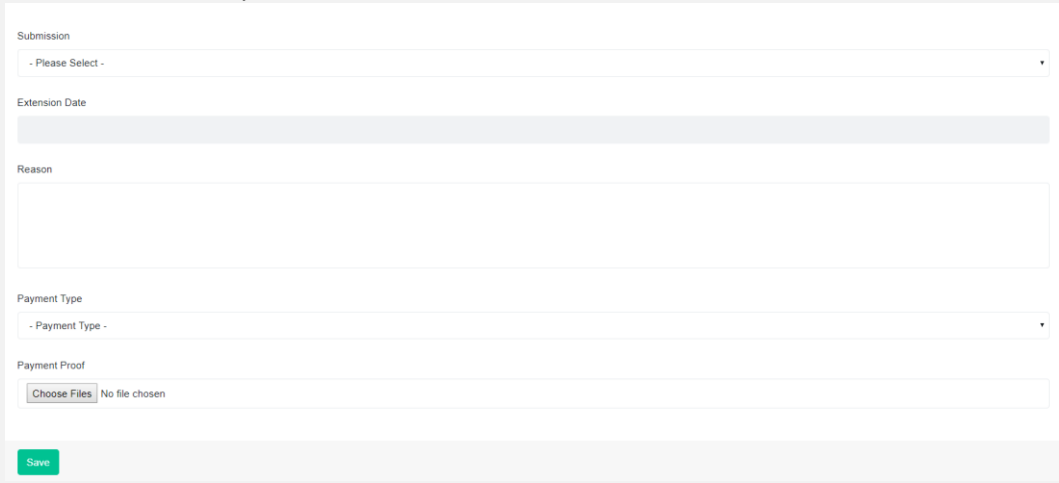
 The application for an extension of time will be closed three days before the due date, in example, the system will not allow any application for extension on 13th of January if the Due Date falls on 15th of January.

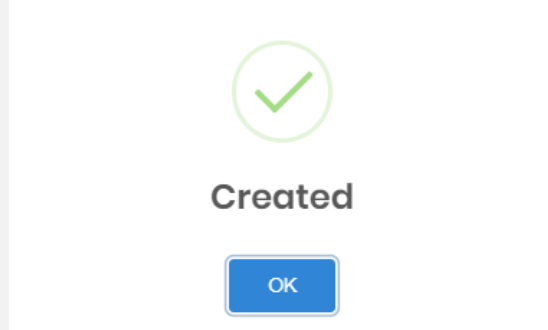
The status of extension is described as the followings:

Status	Description
Paid	A new Extension application is received and processing fee is paid
In Progress	The application is being processed
Approved	The application is approved by Labuan FSA HOU
Rejected	The application is approved by Labuan FSA HOU

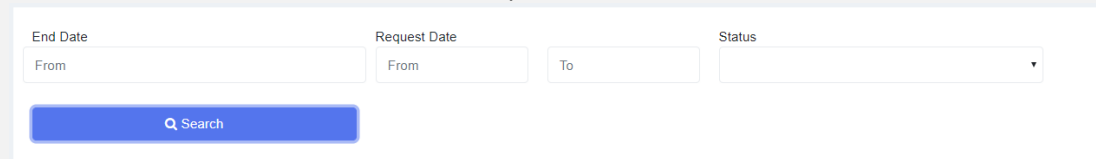
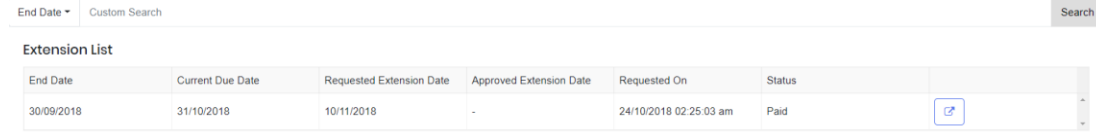
6.2 How to Request for An Extension of Time

a) Create Extension

Step	Action
1	From the menu, select Extension.
2	<p>Click Create button</p>  <p>The screenshot shows the 'Extension' management page. At the top right, there are 'Export Excel' and 'Create' buttons. Below them is a search filter section with fields for 'End Date' (From), 'Request Date' (From), 'To', and 'Status' (- Please Select -). A 'Search' button is located below these fields. Underneath is a 'Custom Search' section with a 'Search' button. The main area is titled 'Extension List' and contains a table with columns: End Date, Current Due Date, Requested Extension Date, Approved Extension Date, Requested On, and Status. The table currently shows 'No records returned'.</p>
3	<p>Fill in the mandatory fields.</p>  <p>The screenshot shows the 'Create Extension' form. It includes a 'Submission' dropdown menu (- Please Select -), an 'Extension Date' field, a 'Reason' text area, a 'Payment Type' dropdown menu (- Payment Type -), and a 'Payment Proof' section with a 'Choose Files' button and 'No file chosen' text. A 'Save' button is located at the bottom left of the form.</p>

4	Click Save button.
5	A pop-up notification will appear to indicate save is successful. 
6	A system-generated email will be sent to Labuan FSA to notify of the Extension request.

b) Search/Filter Extension

Step	Action
1	From the screen, select an item in the dropdown and click Search button. 
2	The result of the search is displayed in the list. 

c) Extension Approval/Rejection

Step	Action
1	User will receive an email notification to indicate if the application is approved.

Extension Approval

Dear Super RE Approver,
your extension request as follow,

Company Number : LL 018018
Company Name : A Aunion Limited
Requested Date : 30/10/2018
Extension Status : Approved
Extension Approval Date : 28/11/2018

Please use the button below to login to your account.
Thank you.

[Click Here](#)

2 Take note of the Due Date of the submission forms are changed following the Extension Approval Date.

Extension [Export Excel](#) [Create](#)

End Date Request Date To Status

[Q Search](#)

End Date Custom Search

Extension List

End Date	Current Due Date	Requested Extension Date	Approved Extension Date	Requested On	Status	
30/09/2018	28/11/2018	30/11/2018	28/11/2018	30/10/2018 11:36:27 am	Approved	View
30/09/2018	28/11/2018	10/11/2018	-	24/10/2018 02:25:03 am	Paid	View

3 Select the desired row and click View to view the detail of the approved application.

Extension Request Detail
← Back

Approved

RE Name	Abaunion Limited
Requester	Super RE Approver
Request Date Time	30/10/2018 11:36AM
Request Extension Date	30/11/2018
Submission ID	20180930-5545
End Date	30/09/2018
Calendar/FY End	Calendar Year

Reason

Please extend

7 Query

7.1 Objective

A Query is raised based on data discrepancies or variance differences in the submission forms. RE User will receive query notification via email and is responsible to provide an answer or reply within a specific time frame via this module.



There are two types of Query

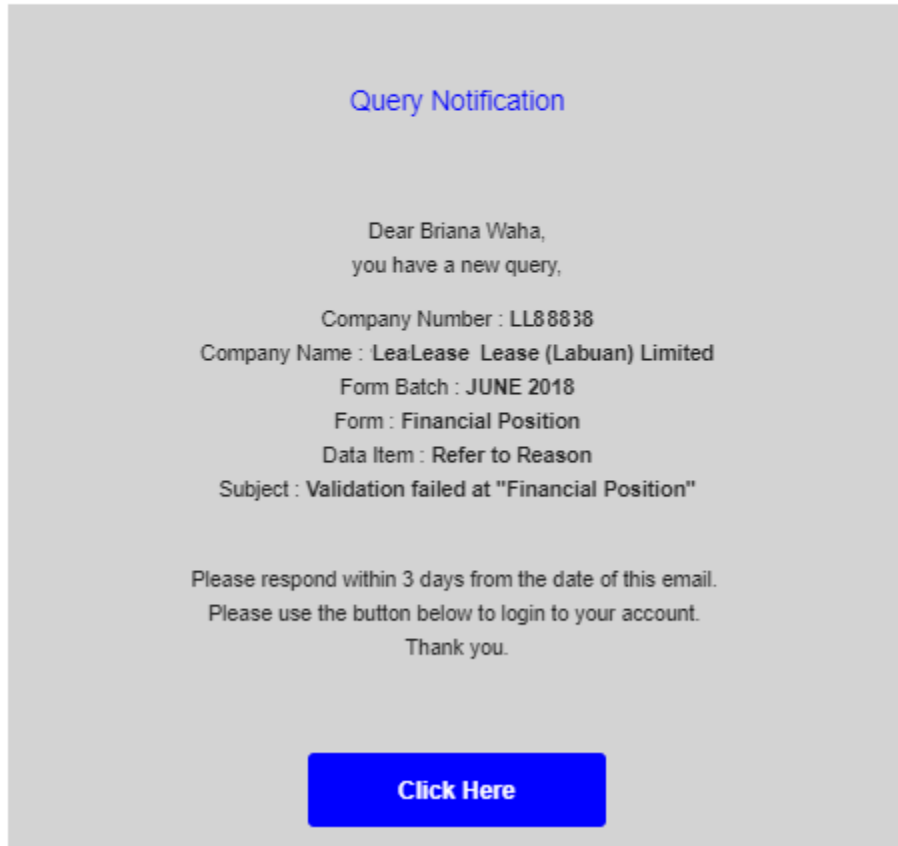
- i. System generated Query that is triggered automatically when the form failed data validation
- ii. Manual Query raised by Labuan FSA Officer

Labuan FSA will review the reply and may decide to close the Query, or to instruct RE to resubmit the affected form/s. If the RE has to resubmit the form/s, this process will be handled in Resubmission module.

The status of Query is described as the followings:

Status	Description
New	A new query has just been raised
Responded	The query is responded (either by RE User or Labuan FSA)
Closed	The query is closed by Labuan FSA
Open	The query that was closed previously, is now opened by Labuan FSA
Closed with Resubmission	The query is closed by Labuan FSA, however RE User is required to apply for a resubmission for the selected form/s

Below is the sample of auto-generated email of query notification:



7.2 How to Use Query

a) Search/Filter Query

Step	Action
1	From the screen, select an item in the dropdown and click Search button.

Query Ref# Date of Query From To Date of Reply From To Date of Settlement From To

Created By Data item Status


2 The result of the search is displayed in the list.

Query List

Query Ref#	Subject	Data item	Created By	Query Date	Reply Date	Settle Date	Status	
476	Validation failed at "Salaries, wages and commissions"	Refer to Reason - 20180630-4619 - Salaries, wages and commissions	system	09/11/2018 06:15:15 pm	-		New	
475	Validation failed at "Salaries, wages and commissions"	Refer to Reason - 20180630-4619 - Salaries, wages and commissions	system	09/11/2018 06:15:15 pm	-		New	
474	Validation failed at "Financial Position"	Refer to Reason - 20180630-4619 - Financial Position	system	09/11/2018 06:15:14 pm	-		New	

b) Reply Query

Step	Action																		
1	Select a row from Query tab and click View Record icon. <table border="1"> <thead> <tr> <th>Query Ref#</th> <th>Subject</th> <th>Data item</th> <th>Created By</th> <th>Query Date</th> <th>Reply Date</th> <th>Settle Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>476</td> <td>Validation failed at "Salaries, wages and commissions"</td> <td>Refer to Reason - 20180630-4619 - Salaries, wages and commissions</td> <td>system</td> <td>09/11/2018 06:15:15 pm</td> <td>-</td> <td></td> <td>New</td> <td></td> </tr> </tbody> </table>	Query Ref#	Subject	Data item	Created By	Query Date	Reply Date	Settle Date	Status		476	Validation failed at "Salaries, wages and commissions"	Refer to Reason - 20180630-4619 - Salaries, wages and commissions	system	09/11/2018 06:15:15 pm	-		New	
Query Ref#	Subject	Data item	Created By	Query Date	Reply Date	Settle Date	Status												
476	Validation failed at "Salaries, wages and commissions"	Refer to Reason - 20180630-4619 - Salaries, wages and commissions	system	09/11/2018 06:15:15 pm	-		New												
2	Key in your reply and upload file if necessary. <p>Your Reply</p> <p>Enter your reply</p> <p><input type="text"/></p> <p>Choose File No file chosen</p> <p><input type="button" value="Reply"/></p>																		
3	Click Reply button to send.																		
4	A pop-up notification will appear to indicate the reply is sent.																		

	 Sent! <input type="button" value="OK"/>	
5	The communication trail is recorded in the system until Labuan FSA decides to close the Query.	

8 Resubmission

8.1 Objective

RE User may apply for resubmission to submit forms that are required to be resubmitted due to:

- Audit requirement
- Error correction
- Other reason

Once a Resubmission request is raised by user, Labuan FSA will receive a notification via email. Labuan FSA Officer will be responsible to review the request and to decide whether the procession fee shall be applied or waived. A system-generated email will be sent to RE User once the result of Resubmission request is approved by Labuan FSA.

The form/s will have to be submitted via the portal before the due date.

8.2 How to Apply for Resubmission

a) Create Resubmission

Step	Action
1	From the menu, select Resubmission.
2	Click Create button.

Resubmission Export Excel + Create

Request Date Status

From To - Please Select - ▼

Q Search

3 Fill in the required search criteria – Year, Month, Form Code, Form Name and Calendar/FYE. Click Search button to retrieve the forms.

Year Month Code Form Name Calendar / FYE ▼

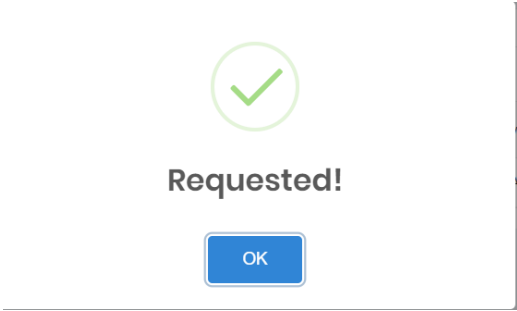



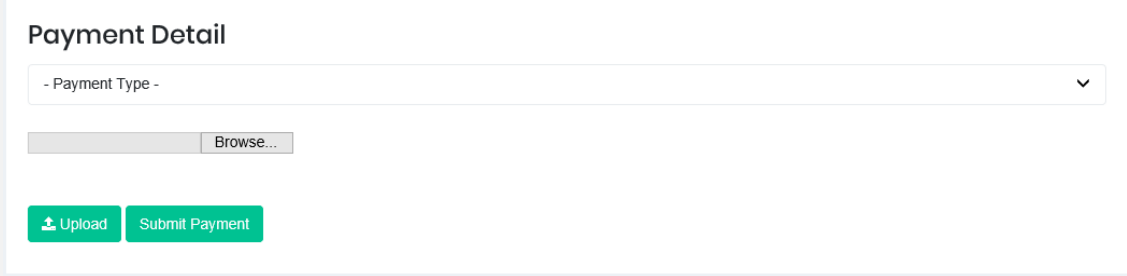
Q Search


<input type="checkbox"/>	Calendar / FYE	Period Ending	Code	Form
<input type="checkbox"/>	Calendar Year	31/12/2017	AML	Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT)
<input type="checkbox"/>			AML	Anti-money laundering and counter financing of terrorism (AML/CFT)
<input type="checkbox"/>	Calendar Year	31/12/2017	EMPLOYMENT	Report On Employment Statistics
<input type="checkbox"/>			EMPLOYMENT	Report on Employment Statistics
<input type="checkbox"/>	Calendar Year	31/12/2017	L 1.1	Financial Position

4 Select the form/s to be resubmitted and click ADD button. Fill in the mandatory fields - Data Item, Requested Resubmission Date and Reason.

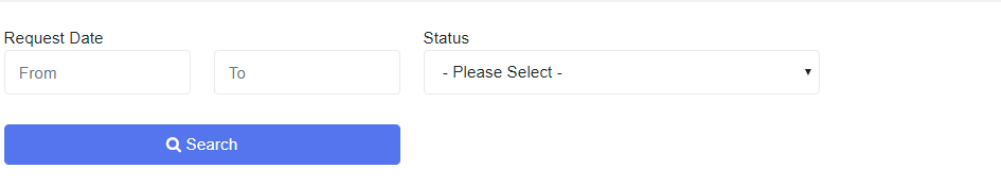
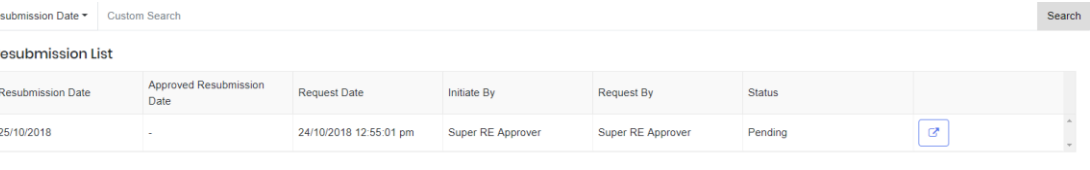
<input type="checkbox"/>	Calendar Year	31/12/2017	L 1.2	Income Statement
<input type="checkbox"/>			L 1.2-01	Profit & loss
<input type="checkbox"/>			L 1.2-02	Other operating income
<input type="checkbox"/>			L 1.2-03	Other income
<input type="checkbox"/>			L 1.2-04	Other expenses

+ Add All

	<p>Requested Resubmission Date (**The effective Resubmission Date will be three days after approval OR as approved by LFSA)</p> <p>Reason</p> <p>Save</p>								
5	Click Save button.								
6	<p>A pop-up notification will appear to indicate request is successful.</p> 								
7	User will receive an email to indicate whether the request has been processed after Labuan FSA decides if the processing fee has to be paid or waived.								
8	<p>Once your request is processed and processing fee is required, the status will change to 'Pending Payment'. Select the record from the list and click View.</p> <table border="1" data-bbox="289 1199 1409 1266"> <tr> <td>28/11/2018</td> <td>25/10/2018</td> <td>24/10/2018 12:55:01 pm</td> <td>Super RE Approver</td> <td>Super RE Approver</td> <td>Pending Payment</td> <td></td> <td>▼</td> </tr> </table>	28/11/2018	25/10/2018	24/10/2018 12:55:01 pm	Super RE Approver	Super RE Approver	Pending Payment		▼
28/11/2018	25/10/2018	24/10/2018 12:55:01 pm	Super RE Approver	Super RE Approver	Pending Payment		▼		
9	<p>Fill in the Payment Method and upload the proof of payment.</p> 								
10	Email will be sent to notify of Resubmission approval and vice versa. The status of the affected form/s will be set to 'Open' with new Due Date.								

Resubmission Date	Approved Resubmission Date	Request Date	Initiate By	Request By	Status	
01/11/2018	31/10/2018	26/10/2018 11:21:20 am	Eddie The Super Administrator	Super RE Approver	Approved	

b) Search/Filter Resubmission

Step	Action
1	<p>From the screen, select an item in the dropdown and click Search button.</p> 
2	<p>The result of the search is displayed in the list</p> 

9 Helpdesk

This module acts like an online Helpdesk Support module for RE Users to raise any questions or concerns.

9.1 General Helpdesk

9.1.1 Objective

RE User may raise a Helpdesk request for general topic to Labuan FSA through this module. Labuan FSA Officer will respond and communicate using this module as the helpdesk platform.

The status of Helpdesk is described as the followings:

Status	Description
New	A new Helpdesk request has just been raised
Responded	The request is responded (either by RE User or Labuan FSA)
Closed	The request is closed by Labuan FSA
Open	The request that was closed previously, is now opened by Labuan FSA
On Hold	The query is put on hold by Labuan FSA
Approved	The Helpdesk request is approved

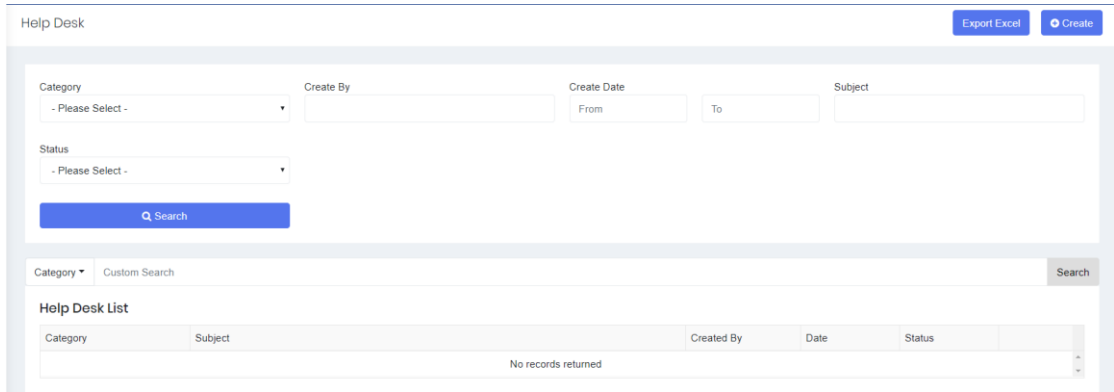
Rejected	The Helpdesk request is rejected
-----------------	----------------------------------

The Helpdesk request is categorized according to the below:

Category	Description
General Enquiry	Any general topic to enquire to
Update of Business Info	The Request to update Business Info data
Update of Email Subscriptions	The request to update email subscriptions
Grant Access to External User	The request to assign an external user to the Reporting Entity
Forms & Data Items Enquiry	Any enquiry pertaining to forms and data items

9.1.2 How to Use General Helpdesk

a) Create General Helpdesk

Step	Action
1	From the menu, select General Helpdesk.
2	Click Create button  <p>The screenshot shows the 'Help Desk' interface. At the top right, there are 'Export Excel' and 'Create' buttons. Below them is a form with fields for 'Category' (dropdown), 'Create By', 'Create Date' (From/To), and 'Subject'. There is also a 'Status' dropdown and a 'Search' button. Below the form is a 'Help Desk List' table with columns for 'Category', 'Subject', 'Created By', 'Date', and 'Status'. The table currently shows 'No records returned'.</p>
3	Select the Category. Fill in the mandatory fields.

Create New Question


Category

Subject

Message

4 Click Save button.

5 A pop-up notification will appear to indicate request is sent.

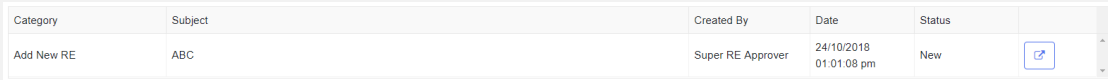

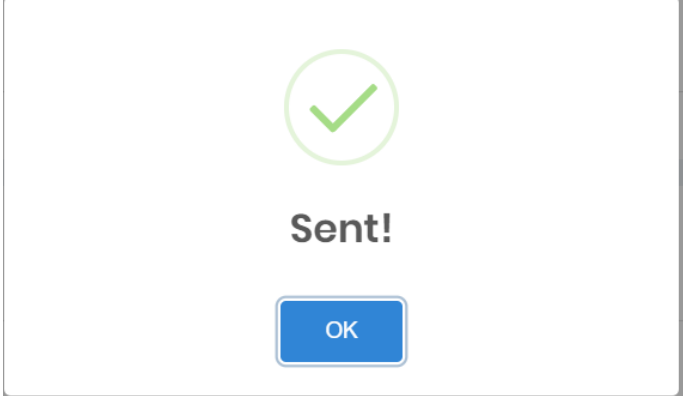


Sent!

b) Search/Filter General Helpdesk

Step	Action												
1	<p>From the screen, select an item in the dropdown and click Search button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Category <input type="text" value="- Please Select -"/></p> <p>Create By <input type="text"/> Create Date <input type="text" value="From"/> <input type="text" value="To"/></p> <p>Subject <input type="text"/></p> <p>Status <input type="text" value="- Please Select -"/></p> <p><input type="button" value="Search"/></p> </div>												
2	<p>The result of the search is displayed in the list</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Category <input type="text" value="Custom Search"/> <input type="button" value="Search"/></p> <p>Help Desk List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Category</th> <th>Subject</th> <th>Created By</th> <th>Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Add New RE</td> <td>ABC</td> <td>Super RE Approver</td> <td>24/10/2018 01:01:08 pm</td> <td>New</td> <td style="text-align: center;"><input type="button" value=""/></td> </tr> </tbody> </table> </div>	Category	Subject	Created By	Date	Status		Add New RE	ABC	Super RE Approver	24/10/2018 01:01:08 pm	New	<input type="button" value=""/>
Category	Subject	Created By	Date	Status									
Add New RE	ABC	Super RE Approver	24/10/2018 01:01:08 pm	New	<input type="button" value=""/>								

c) Reply General Helpdesk

Step	Action
1	<p>Select a row from Query tab and click View Record icon.</p> 
2	<p>Key in your reply and upload file if necessary.</p> <p>Your Reply</p> <p>Enter your reply</p> <p></p>
3	Click Reply button to send.
4	<p>A pop-up notification will appear to indicate the reply is sent.</p> 
5	A system-generated email will be sent to user when the Helpdesk request status is Closed, Approved or Rejected.

9.2 Dropdown Request

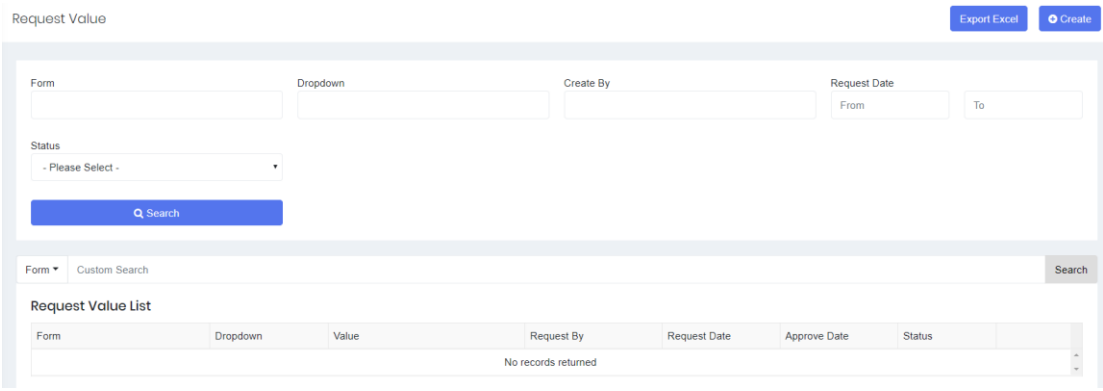
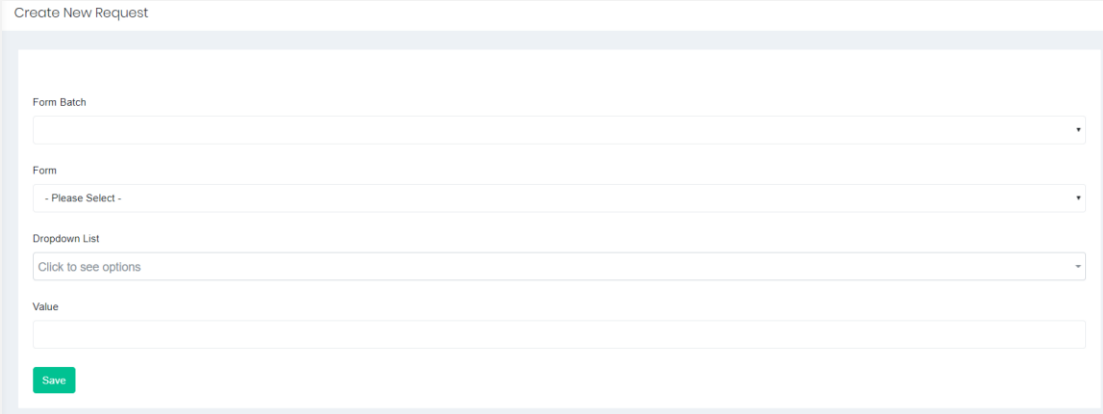
9.2.1 Objective

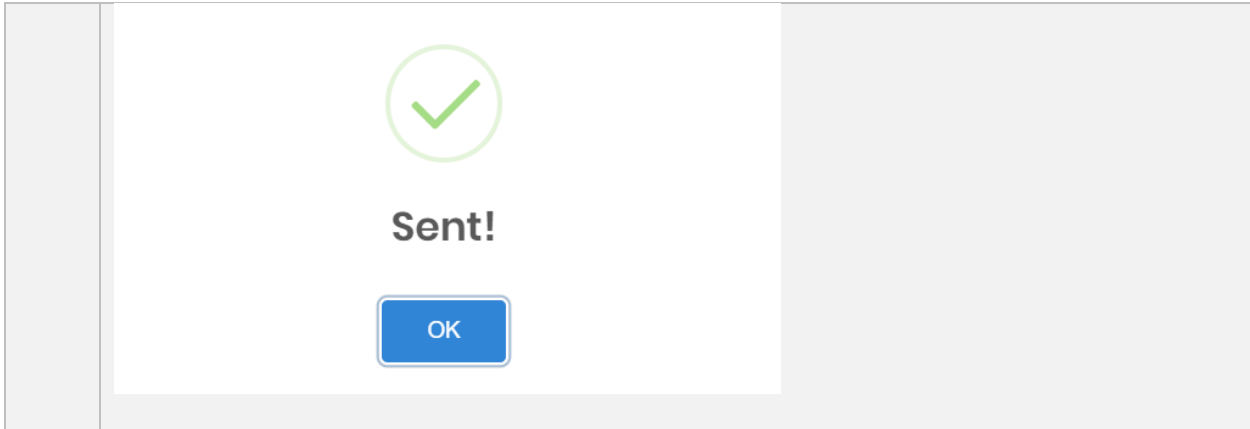
RE User may request for Master List (general dropdown items) using this module.

The status of Dropdown Request is described as the followings:

Status	Description
New	A new request has just been raised
Approved	The request is approved by Labuan FSA
Rejected	The request is rejected by Labuan FSA

9.2.2 How to Use Dropdown Request
a) Create Dropdown Request

Step	Action
1	From the menu, select Dropdown Request.
2	<p>Click Create button</p> 
3	<p>Fill in the mandatory fields.</p> 
4	Click Save button.
5	A pop-up notification will appear to indicate request is sent.



b) Search/Filter Dropdown Request

Step	Action																
1	<p>From the screen, select an item in the dropdown and click Search button.</p>																
2	<p>The result of the search is displayed in the list</p> <table border="1"> <thead> <tr> <th>Form</th> <th>Dropdown</th> <th>Value</th> <th>Request By</th> <th>Request Date</th> <th>Approve Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>L1.3-170331-290506</td> <td>Bank Account Type</td> <td>1</td> <td>Super RE Approver</td> <td>24/10/2018</td> <td>-</td> <td>New</td> <td></td> </tr> </tbody> </table>	Form	Dropdown	Value	Request By	Request Date	Approve Date	Status		L1.3-170331-290506	Bank Account Type	1	Super RE Approver	24/10/2018	-	New	
Form	Dropdown	Value	Request By	Request Date	Approve Date	Status											
L1.3-170331-290506	Bank Account Type	1	Super RE Approver	24/10/2018	-	New											

10 Other Modules


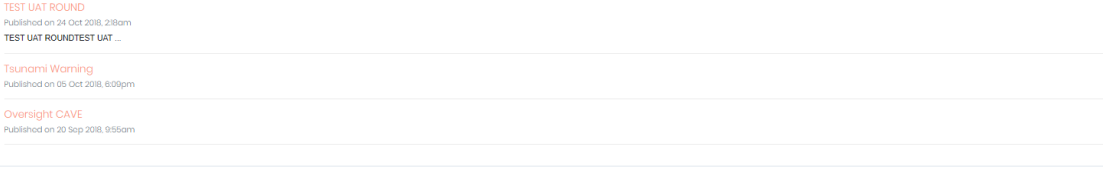
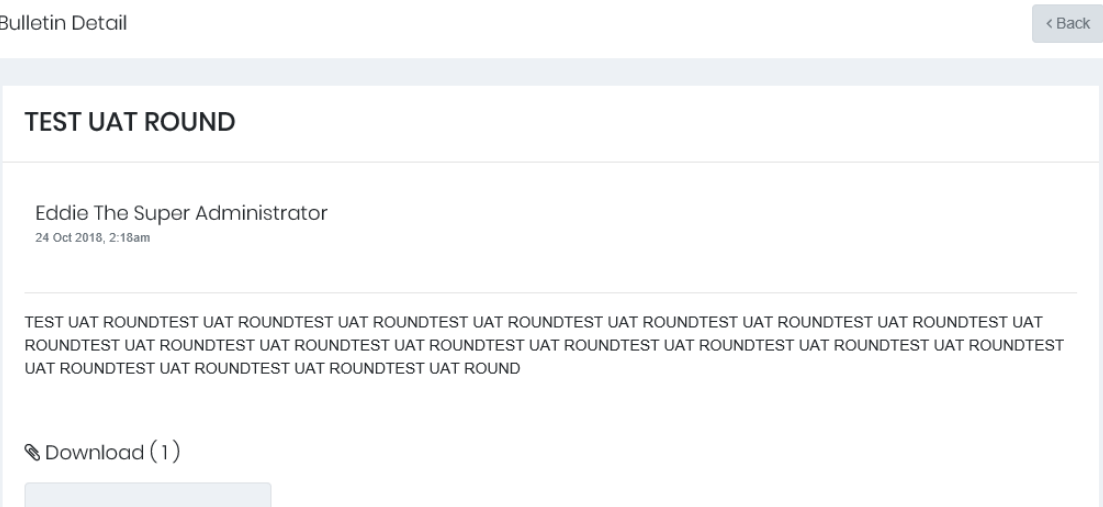
10.1 Bulletin Board

The Bulletin Board allows user to view and download any new announcement from Labuan FSA.

10.1.1 How to Use Bulletin Board

a) Search/Filter Bulletin

Step	Action
------	--------

1	<p>From the screen, select date and click Search button.</p> 
2	<p>The result of the search is displayed in the list</p> 
3	<p>Click at the Title in red font, it will flow to Bulletin detail page. User may download the documents in this page.</p> 

10.2 RE Dropdown Group

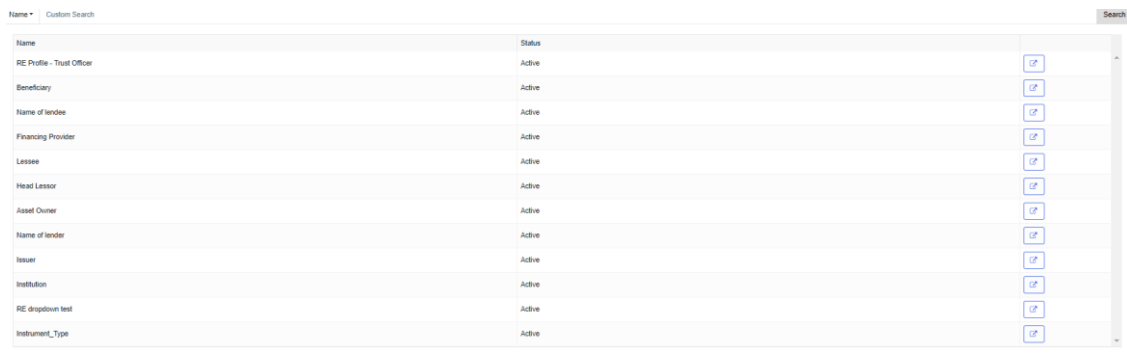
As mentioned in Section 5.13, RE Dropdown group is the industry-specific dropdown which can be created and updated by RE Users.

10.2.1 How to Use RE Dropdown Group

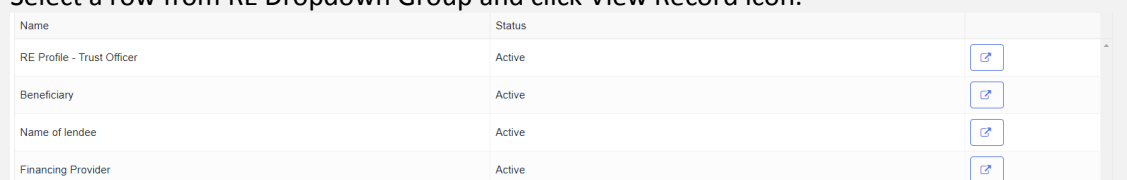
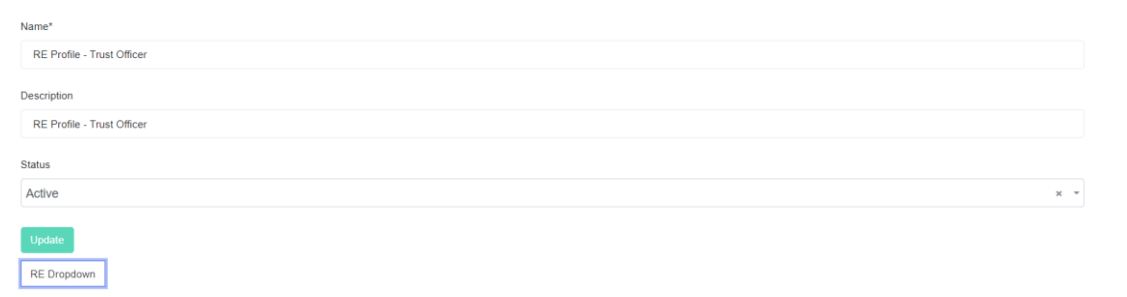
a) Search/Filter Dropdown Group

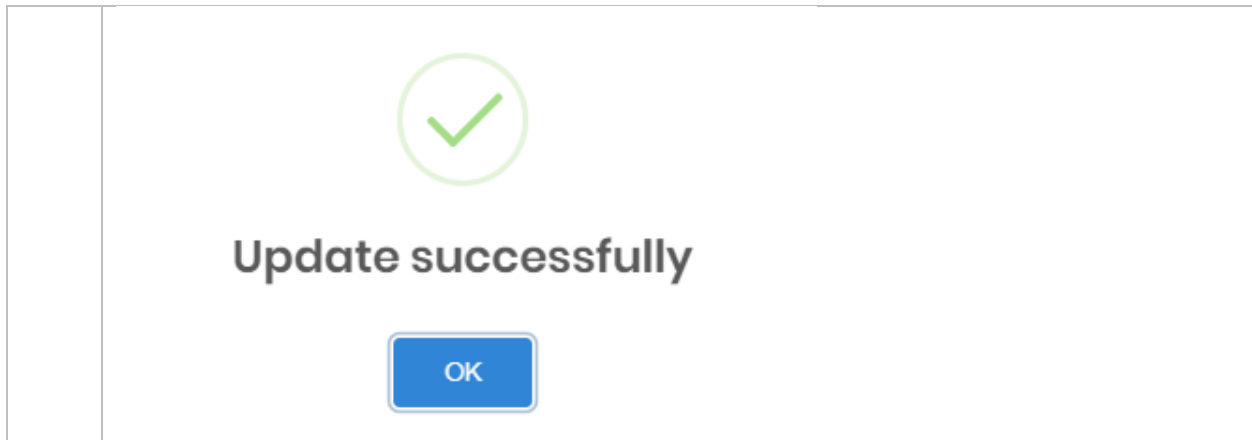
Step	Action
1	From the screen, select an item in the dropdown and click Search button.



	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name</p> <input type="text"/></div> <div style="width: 45%;"> <p>Status</p> <p>Click to see options</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>Q Search</p> </div>																																							
2	<p>The result of the search is displayed in the list</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>RE Profile - Trust Officer</td> <td>Active</td> <td></td> </tr> <tr> <td>Beneficiary</td> <td>Active</td> <td></td> </tr> <tr> <td>Name of lendee</td> <td>Active</td> <td></td> </tr> <tr> <td>Financing Provider</td> <td>Active</td> <td></td> </tr> <tr> <td>Lessee</td> <td>Active</td> <td></td> </tr> <tr> <td>Head Lessor</td> <td>Active</td> <td></td> </tr> <tr> <td>Asset Owner</td> <td>Active</td> <td></td> </tr> <tr> <td>Name of lender</td> <td>Active</td> <td></td> </tr> <tr> <td>Issuer</td> <td>Active</td> <td></td> </tr> <tr> <td>Institution</td> <td>Active</td> <td></td> </tr> <tr> <td>RE Dropdown test</td> <td>Active</td> <td></td> </tr> <tr> <td>Instrument_Type</td> <td>Active</td> <td></td> </tr> </tbody> </table>	Name	Status		RE Profile - Trust Officer	Active		Beneficiary	Active		Name of lendee	Active		Financing Provider	Active		Lessee	Active		Head Lessor	Active		Asset Owner	Active		Name of lender	Active		Issuer	Active		Institution	Active		RE Dropdown test	Active		Instrument_Type	Active	
Name	Status																																							
RE Profile - Trust Officer	Active																																							
Beneficiary	Active																																							
Name of lendee	Active																																							
Financing Provider	Active																																							
Lessee	Active																																							
Head Lessor	Active																																							
Asset Owner	Active																																							
Name of lender	Active																																							
Issuer	Active																																							
Institution	Active																																							
RE Dropdown test	Active																																							
Instrument_Type	Active																																							

b) Edit RE Dropdown Group

Step	Action
1	<p>Select a row from RE Dropdown Group and click View Record icon.</p> 
2	<p>Click Edit button to enable the fields</p> 
3	<p>Click Update button to save the changes.</p>
4	<p>A pop-up notification will appear to indicate update is successful.</p>



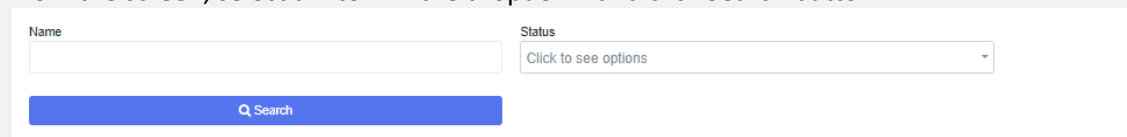
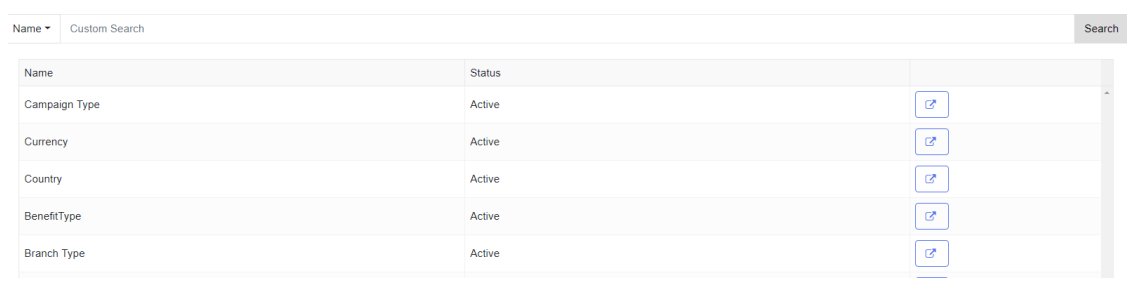
10.3 Master List Group

Master List Group refers to the dropdowns that are used globally in the forms across all sectors. RE User may view the dropdowns and their items ONLY.

To suggest a new dropdown item to be included, please refer to section 9.2 Dropdown Request.

10.3.1 How to Use Master List Group

a) Search/Filter Dropdown Group

Step	Action
1	<p>From the screen, select an item in the dropdown and click Search button.</p> 
2	<p>The result of the search is displayed in the list</p> 
3	<p>Click the View icon to view the dropdown and its items.</p>

Master List Dropdown ← Back

Name*
Position type

Description
Position type

Status
Active

[Item List](#) [Export Excel](#) [Refresh](#)

Sequence Number	Name	Status	
1	Senior Management	Active	↗
2	Middle Management	Active	↗
3	Supervisory Staff	Active	↗
4	Others	Active	↗

