Briefing for
Common Reporting Platform (ComRep)

Content

Overview of ComRep

A **unified, complete** and **standard digitalized information** reporting system to support the regulatory and development of Malaysian Capital Market

A single reporting platform for statistics, financial and regulatory filing with SC using eXtensible Business Reporting Language (XBRL)

ComRep main components:

- ComRep Portal : For submitting/uploading and approving report(s), with supporting documents (if any)

- ComRep Client : Preparation (Prep) iFile Tool – For preparing/filing/upload report(s)

SC ComRep website for ComRep user manuals and other references:
https://www.sc.com.my/analytics/common-reporting-platform-xbrl

Overview of ComRep Portal
For submit/upload and approve reports, and supporting document (if any)

The portal is accessible via https://xbrl.seccom.com.my/

Details on the portal functionality is available on the SC ComRep website

Works best with Google Chrome. However, can be accessed through Mozilla and Microsoft Edge as well
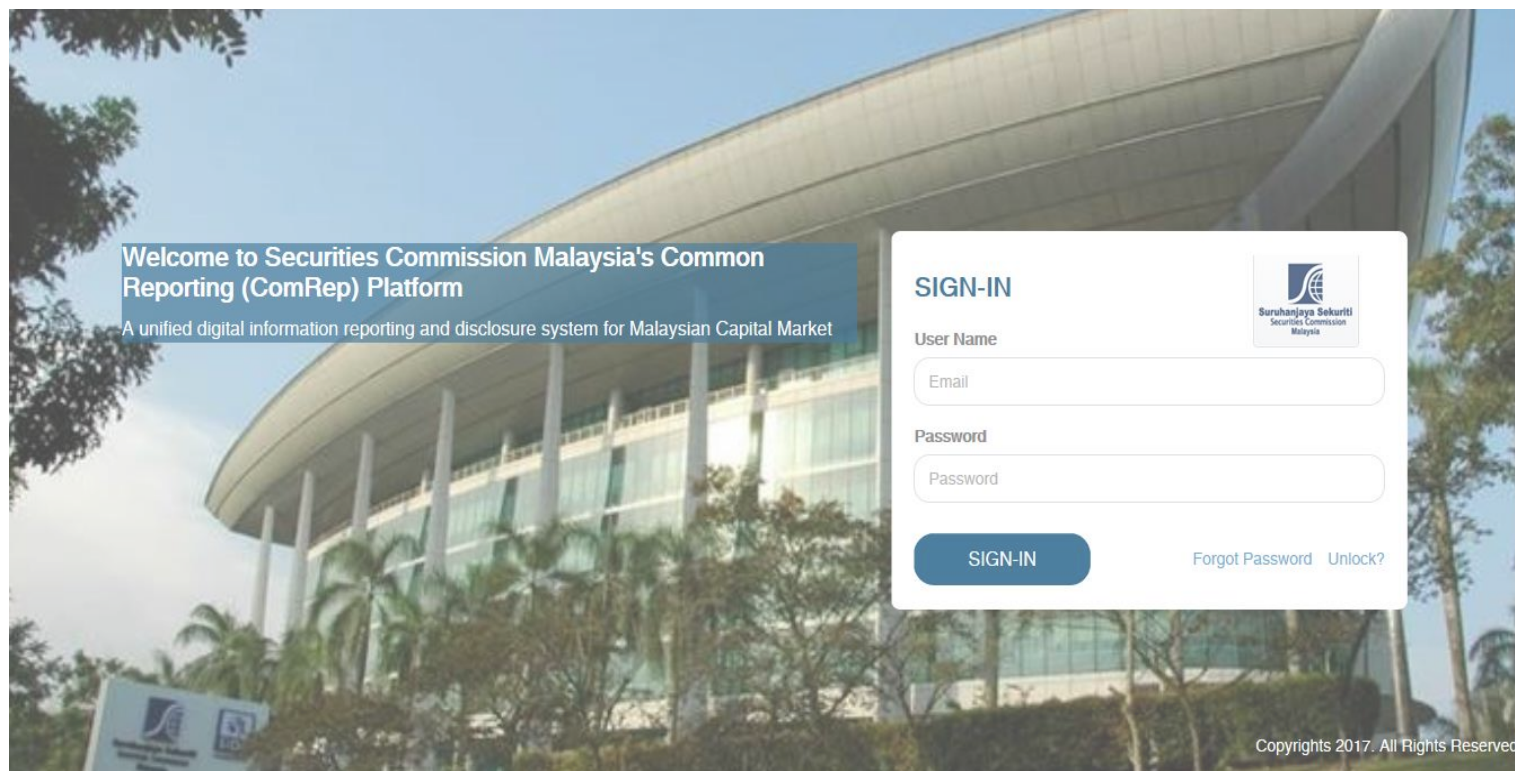
Overview of ComRep Client
Report preparation (Prep/iFile) tool

An offline Excel-based desktop filing preparation tool provided by SC

The tool installer is available for download in ComRep Portal, once your login credentials are created by your Entity Admin.

ComRep Portal: Home > Download > Download Files

(1) Download ComRep Client tool's Category file
(2) Download the Client tool installer, 32bit or 64bit

Your desktop ComRep Client icon

Both ComRep Portal and Client user manuals are available on the SC website > ComRep XBRL

The desktop minimum hardware requirement are:

    a)   2 GB free space on C:\ drive

    b)   Intel Core 2 Duo Processor or other equivalent processor with 4GB RAM

    c)   Supported Operating Systems: Windows XP / Windows Vista / Windows 7 / Windows 8.1 / Windows 10 / Windows 11

Overview of ComRep Client
Currently Supported Microsoft Office versions

The list of MS Office versions compatible with ComRep Client tool for your reference

Kindly note that the list may be updated when required

MS Office and Description
Office 2013* – Home and Business, Standard, Professional, Professional Plus
Office 2016 – Home and Business, Standard, Professional, Professional Plus
Office 2019 – Home and Business, Standard, Professional, Professional Plus
Office 365 – Personal, Home, Business, Business Premium

Note:

Office version 2013. End of support date announced : April 11, 2023

Please take note ComRep supported version will end after as mentioned by Microsoft : April 11, 2023

Source: https://docs.Microsoft.com/en-us/deployoffice/endofsupport/plan-upgrade-older-versions-office

ComRep User Roles and Responsibilities
Overview

User Roles	Function
Entity Admin (Super Admin)	Entity Admin can **add new users** and edit existing users. They are responsible for **managing user roles and updating entity details** and assign reports to be prepared and approved to designated Entity Maker and Entity Approver respectively.
Entity Maker	Entity Maker **prepare and upload** the final reports (XBRL instance document) after completing the necessary verification process outside the ComRep portal.
Entity Approver	Entity Approver have the authority to **approve/reject** reports uploaded by Makers to the SC. The approver can be the CEO, or a person authorized by the CEO. In any case, the CEO remains ultimately responsible and will be held accountable for the completeness, truth, and accuracy of data/information submitted to SC.
Entity Viewer	Entity Viewer can **access/review** report details and history. However, Viewers are **not accountable for any submissions** of reports to the SC.

This gentle reminder applicable to entity that is registered in SC's Electronic Application System (EASy)

Before making changes in ComRep Entity Details, kindly ensure the respective detail changes have already been notified/ approved accordingly via the SC's Electronic Application System (EASy).

For enquiries relating to EASy, please contact the Authorisation and Licensing department via EASyHelp@seccom.com.my

ComRep User Roles
Entity Admin | Entity Maker | Entity Approver | Entity Viewer

SC shall provide one Super Admin access for each entity and the Super Admin shall manage its user based on the roles and access required

User can be assigned with multiple roles, ie: user can be assigned with Entity Admin (Super Admin), Entity Maker, Entity Approver and Entity Viewer roles.

However, adequate controls must be put in place to ensure completeness, true and accuracy of data/information submitted to SC

SC

- **Register** Entity Admin (Super Admin) and provide ID/password

Reporting Entity

Entity Admin (Super Admin)

- **Register** new user for the entity and assign relevant roles to ComRep users.
- Identify and assign reports to ComRep user

Entity Maker

- **Prepare** and **upload** the final report (XBRL instance document)

Entity Approver

- **Approve/reject** the report uploaded by maker for submission to SC

Entity Viewer

- Viewer can **access/review** report details and history.

ComRep User Role | Entity Admin (Super Admin)
Details required by SC for Entity Admin creation

Before SC provides super admin access, the reporting entity should provide SC with the following details:

1. Company Name

2. Company BRN* (Official new Business Registration Number as registered with SSM). Numbers only

3. Company ROC* (Official Company Registration Number as registered with SSM). Alphabets and/or numbers only

4. Email

5. Full Name (as per official document)

6. Salutation

7. Address (business)

8. Job Designation

9. Date of Birth (dd/mm/yyyy)

10. Gender

11. Phone Number

12. Fax Number

13. NRIC. Alphabets and/or numbers only

14. Passport (if foreigner). Alphabets and/or numbers only

ComRep User Role | Entity Admin (Super Admin)
Login steps to ComRep Portal

After filling in all the required information, you can send it via email to scxbrl@seccom.com.my. Once SC has received the information, SC will create a super admin. You will receive an email with a temporary password.

Enter the username and temporary password provided to continue, you will be directed to a new page for you to change password.

You will be redirected back to the Login page upon successfully changing your password. Enter the username and new password to continue.

ComRep Entity Details in ComRep Portal
Home > Edit Entity Details | Important fields that Entity Admin can edit

Note
- Kindly email to scxbrl@seccom.com.my for updates to greyed out fields

Reminder
- Before making changes in ComRep Entity Details, kindly ensure the respective detail changes have already been notified/ approved accordingly via the SC's Electronic Application System (EASy).

Overview of Submission and Monitoring Process
In ComRep Portal

1

Submission Process

Upload filing (report)

1. Entity Maker login to portal
2. Choose **Upload Filing** & attach the instance document then **Upload**
3. Ensure validation successful
4. Entity Approver will be notified on the uploaded file
5. Approve / reject the filing
6. Report is submitted to SC

2

Monitoring Process

Filing calendar

1. Login to portal
2. Choose **Filing Calendar** to see reports due for submission

3

Filing History

Past filings

1. Login to portal
2. Choose **Filing History** to see what have been filed

ComRep Technical Support Contact

a) Before submitting the final report, all entities should read the user manual provided below:

  – SC ComRep Client User Manual

  – SC ComRep Portal User Manual

  – The manuals are available in website https://www.sc.com.my/analytics/common-reporting-platform-xbrl

b) For any technical issues with the ComRep, kindly reach out to us at the following email address: scxbrl@seccom.com.my

Question and Answer