



# **Achieving Process Transparency**

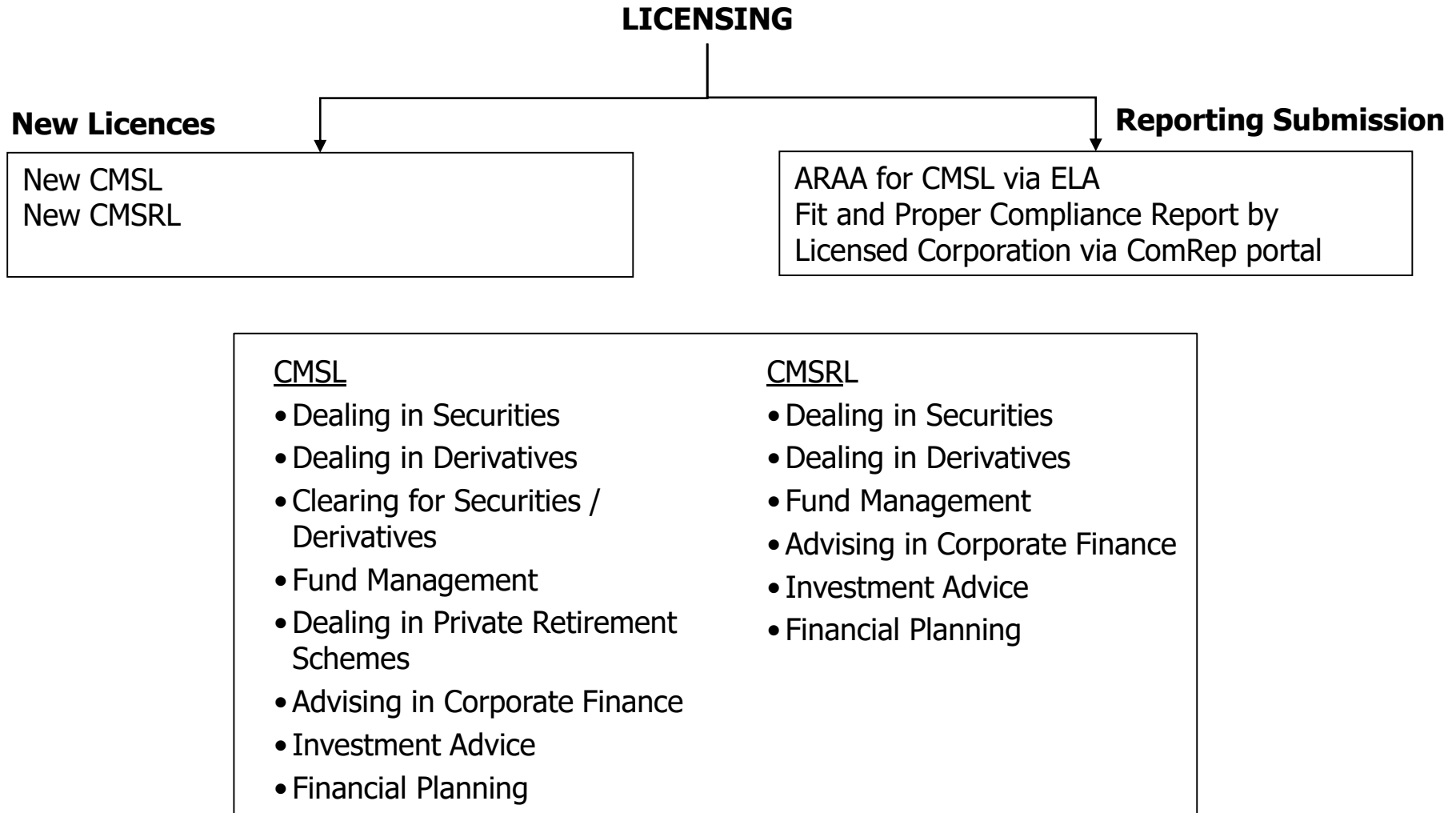
## **Licensing Process**

February 2020

# Acronyms and Abbreviations

<b>Acronym/Abbreviation</b>	<b>Definition</b>
ARAA	Annual Reporting for Authorisation Activity
CMSL	Capital Market Services Licence
CMSRL	Capital Market Services Representative's Licence
ELA	Electronic Licensing Application System
ComRep	SC Common Reporting Platform
ISO	International Standards Organisation 9001:2015
SC	Securities Commission Malaysia

# Licensing Index



# Licensing Process

## For New Companies and Proposed Representatives

### Symbols:

Manual process



Link



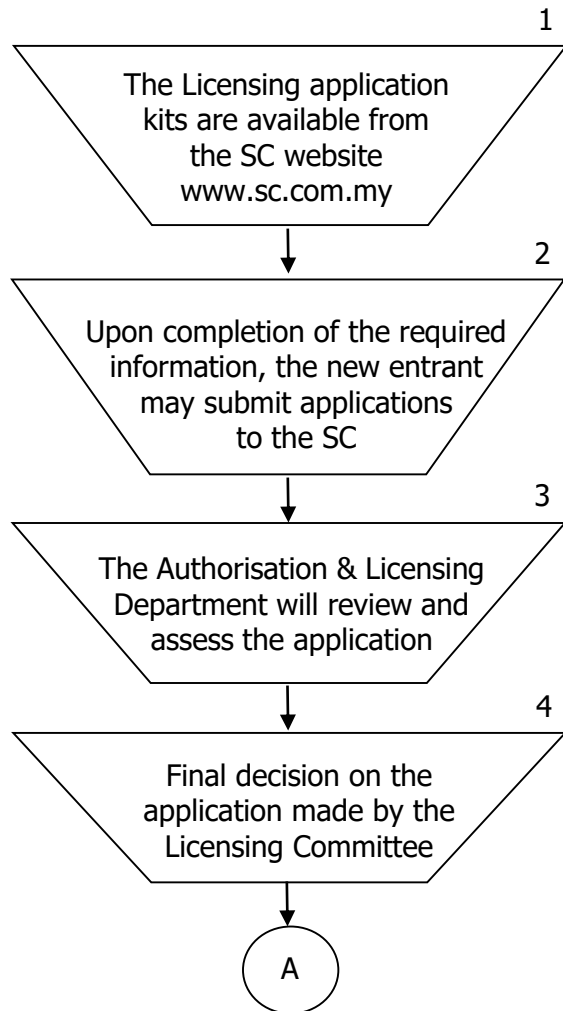
Automated process



Decision



### Process Flow



### Remarks

Fig. 1 & 2

- Checklists for the submission of applications are available to ensure that all documents and relevant information required by SC in assessing the application is complete.
- The onus is on the applicant to furnish all required information to ensure decision by SC in accordance with our Client Charter is not delayed.

Fig. 3

- The assessment will involve a review of the application for completeness and fulfilment of licensing requirements as set out in the Licensing Handbook such as:
  - Fit and proper status of persons and companies
  - Security vetting
  - Capital adequacy requirement
- Strict procedures and protocols are put into place to ensure that quality services are provided to all New and Existing Licensees.

Fig. 4

- The approving authority for these licence applications lies with the Licensing Committee.

# Licensing Process

## For New Companies and Proposed Representatives

### Symbols:

Manual process



Link



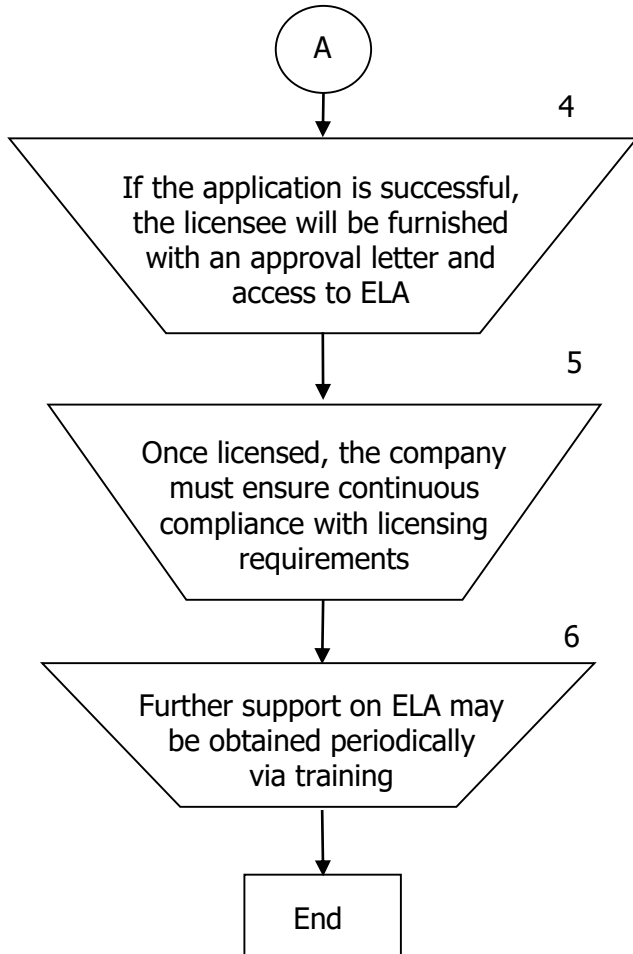
Automated process



Decision



### Process Flow



### Remarks

Fig. 4

- Effective 1 January 2015, details of the licensees can be viewed from the Public Register of Licence Holders at the SC's website.
- Further information and guidance on ELA should be directed to the Licensing helpdesk at (03) 6204 8977 or through e-mail, [elahelp@seccom.com.my](mailto:elahelp@seccom.com.my)
- The ELA FAQs are available at [www.sc.com.my](http://www.sc.com.my)

Fig. 5

The licensing requirements are presented in the Licensing Handbook, securities laws, regulations, guidelines and any other applicable law that may govern the activities carried on by the CMSL and its CMSRL.

Fig. 6

Training on the usage of ELA will be provided by the Authorisation & Licensing Department to relevant employees (appointed administrator and users of the system) of all new licensed companies.

# Licensing Process

## For New Representatives of Licensed Companies

### Symbols:

Manual process



Link



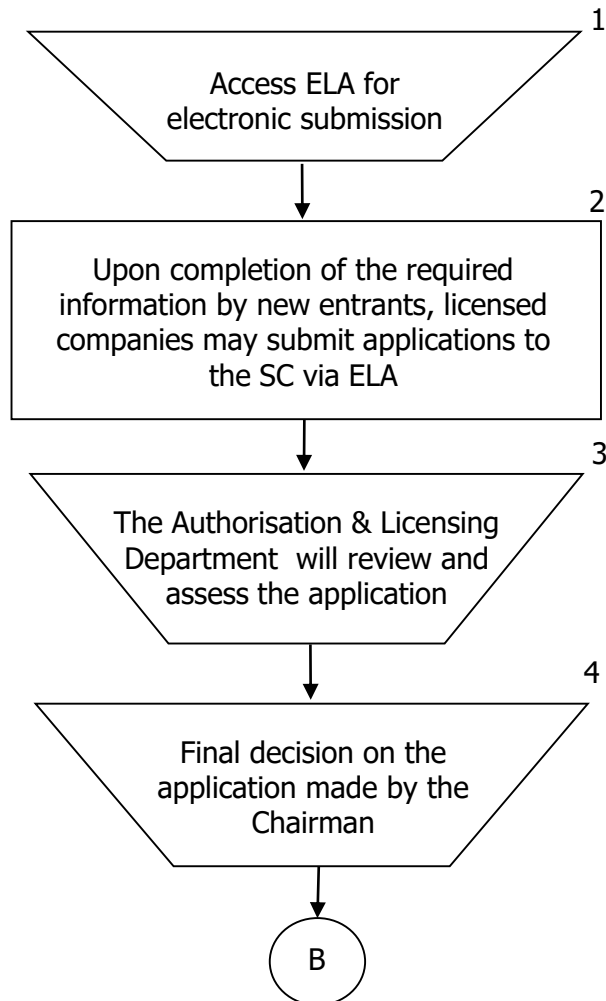
Automated process



Decision



### Process Flow



### Remarks

Fig. 1

- Further information and guidance on ELA should be directed to the Licensing helpdesk at (03) 6204 8977 or through e-mail, [elahelp@seccom.com.my](mailto:elahelp@seccom.com.my)
- The ELA FAQs are available at [www.sc.com.my](http://www.sc.com.my)

Fig. 2

The appointed administrator and users of ELA from licensed companies will assist in submitting new licence application for its representatives via ELA.

Fig. 3

The assessment involves a review of the application for completeness and fulfilment of licensing requirements set out in Chapter 4 of the Licensing Handbook such as:

- Fit and proper status of persons
- Conduct of security vetting on the representative

Fig. 4

The approving authority for the application by new representatives of licensed companies lies with the SC Chairman.

# Licensing Process For New Representatives of Licensed Companies

## Symbols:

Manual process



Link



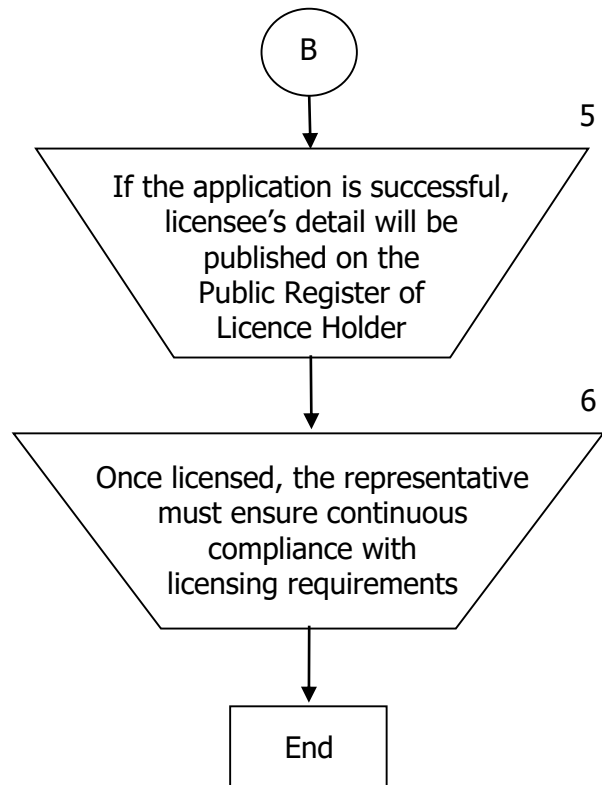
Automated process



Decision



### Process Flow



### Remarks

Fig. 6  
The licensing requirements are presented in the Licensing Handbook, securities laws, regulations, guidelines and any other applicable law that may govern the activities carried on by the CMSL and its CMSRL.

# The Authorisation & Licensing Department Client Charter

## Type of application

## Time

- New CMSL
- New CMSRL

6 weeks

2 weeks

Note: SC's Client Charter applies if the submission is complete and the 'fit and proper' criteria for representatives and companies are met.