SC Common Reporting (ComRep) Portal

User Manual

Contents

1. Introduction

1.1   Overview of ComRep Portal

ComRep Portal is a unified digital information reporting and disclosure system for Malaysian Capital Market. It is a web-based system for reports submission in the form of XBRL instance documents to promote efficient data capture, dissemination and market transparency.

2. Get started

2.1 Minimum system requirement

2.1.1 Browser: Latest release (or 1 version early) of IE, Firefox and Chrome

2.1.2 JavaScript: Must be enabled in the browser in order for the site to work

2.2 Accessing the ComRep Portal

2.2.1 Follow the link below to launch the ComRep Portal. https://xbrl.seccom.com.my/

2.2.2 Enter the username and password provided and click 'Sign-In' to continue.
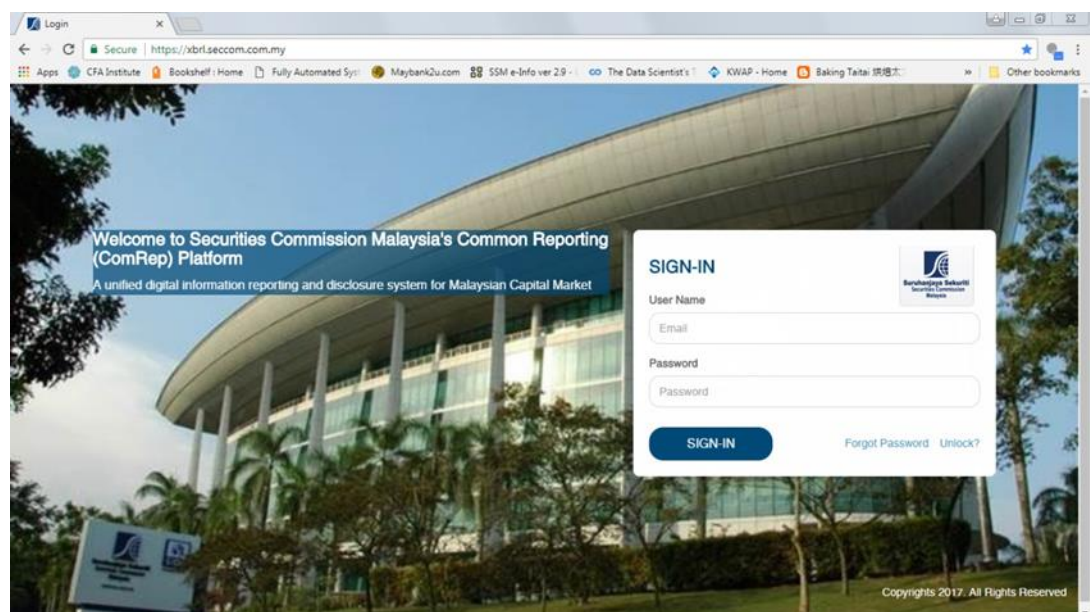
2.3   First time Sign-In

A newly registered user will receive an email from noreply@seccom.com.my containing a username and a temporary password.

2.3.1   Enter the username and temporary password provided to continue

2.3.2   You will be directed to a new page for you to change password

2.3.3   You will be redirected back to the Sign-In page upon successfully changing your password
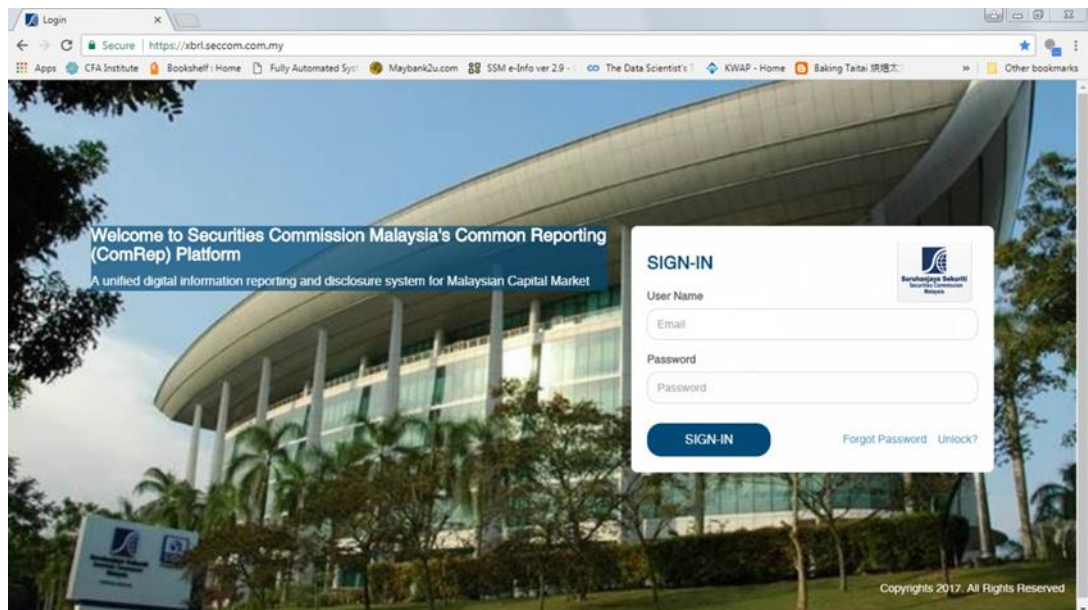
2.3.4   Enter the username and new password to continue.

2.4   Password criteria

Please ensure the password is following these criteria:

2.4.1   Password must be between 8-14 characters

2.4.2   Password should at least contain:
   a.   1 Alphabet
   b.   1 Upper Case Alphabet
   c.   1 Lower Case Alphabet
   d.   1 Numeric (0,1,2,3,4,5,6,7,8,9,0)
   e.   Special Character (.,!@#$%^*()_+|~-)

2.5   Forget password

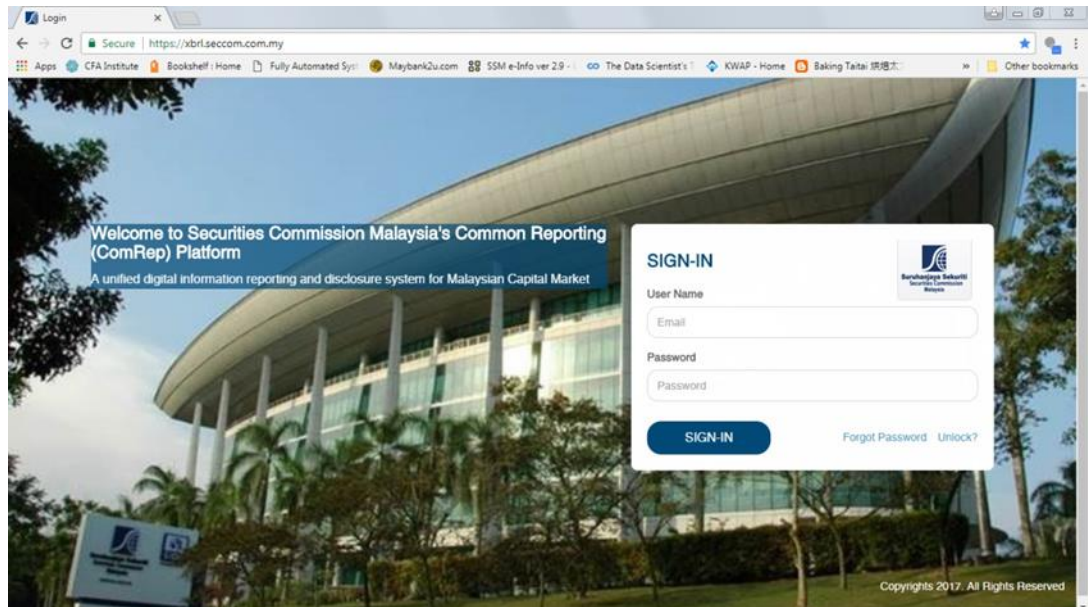You can reset your password through ComRep portal.

2.5.1   Click 'Forgot Password' on the Sign-In page

2.5.2   Enter your username and click 'Submit'

2.5.3   You will receive an email with a temporary password

2.5.4   Enter the username and temporary password provided to continue

2.5.5   You will be directed to a new page for you to change password

2.5.6   You will be redirected back to the Login page upon successfully changing your password

2.5.7   Enter the username and new password to continue.

2.6   Access locked

User who entered wrong credential into the portal more than 3 times will be locked.

2.6.1   Click the 'Unlock' on the Sign-In page

2.6.2   Enter your username and click 'Submit'

2.6.3   You will receive an email with a temporary password

2.6.4   Enter the username and temporary password provided to continue

2.6.5   You will be directed to a new page for you to change password

2.6.6   You will be redirected back to the Login page upon successfully changing your password

2.6.7   Enter the username and new password to continue.

3. User assignment

3.1   User roles

There are four types of user roles in the ComRep Portal. 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 Admin, Maker and Approver roles. However, adequate control must be put in place to ensure completeness, true and accuracy of data/information submitted to SC
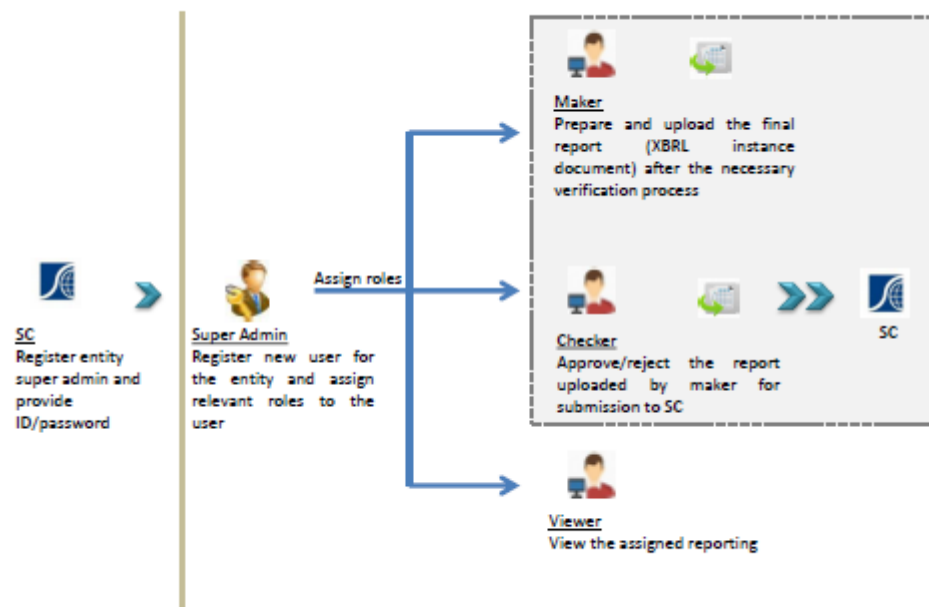
The user roles are briefly described below:

3.1.1   Super Admin
   Add new user and edit existing users. Admin is responsible to manage user roles and update entity details

3.1.2   Maker
   Prepare and upload the final reports (XBRL instance document) after the necessary verification process outside of ComRep portal

3.1.3   Approver
   Approve/reject the report uploaded by Maker to the SC. The approver person can be the CEO or a person authorised by the CEO. In any case, the CEO remains ultimately responsible and will be held accountable for the completeness, true and accuracy of data/information submitted to SC

3.1.4   Viewer
   View reports details and history. Viewer is not accountable for any submission of reports to the SC.

3.2   Summary of user roles

Menu	Roles	Super Admin	Maker	Checker	Viewer
Admin function					
Entity management	Edit entity details	X			
User management	Add/Edit user management	X			
Filing function					
Filing management	View filing calendar		X	X	X
	View filing history		X	X	X
	Upload filing		X		
	Validation Summary		X		
	Approve/reject filing			X	

4. Submission process flow

Submission of reports involved user with Entity Maker and Entity Approver role. The submission flow is as follows:
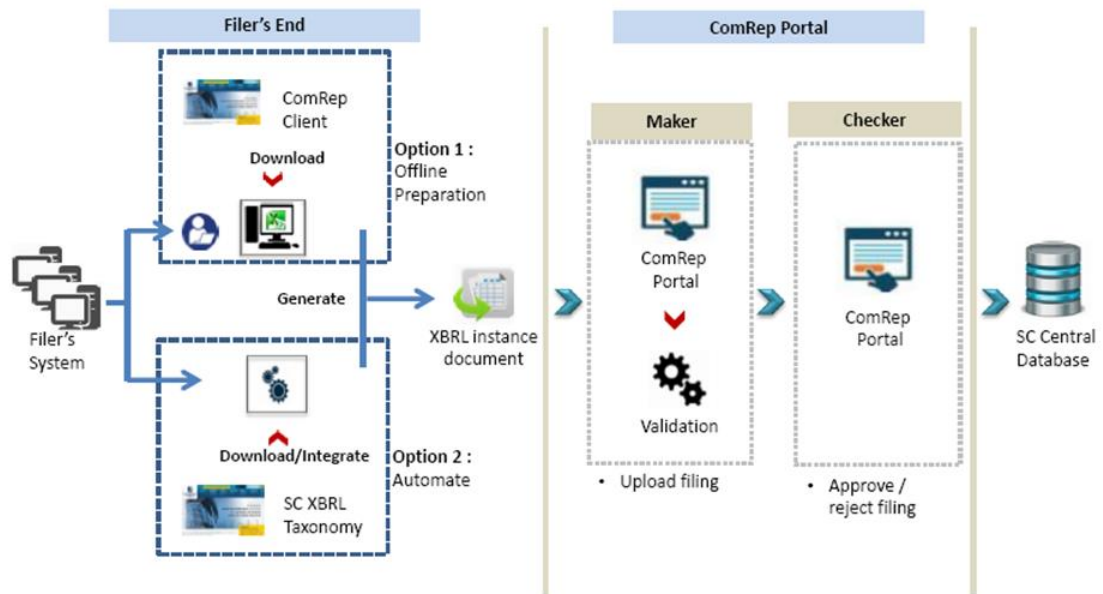
5. Understanding ComRep User Interface

5.1   Main page

This page provides summary of all related filings and announcement from SC on ComRep Portal.
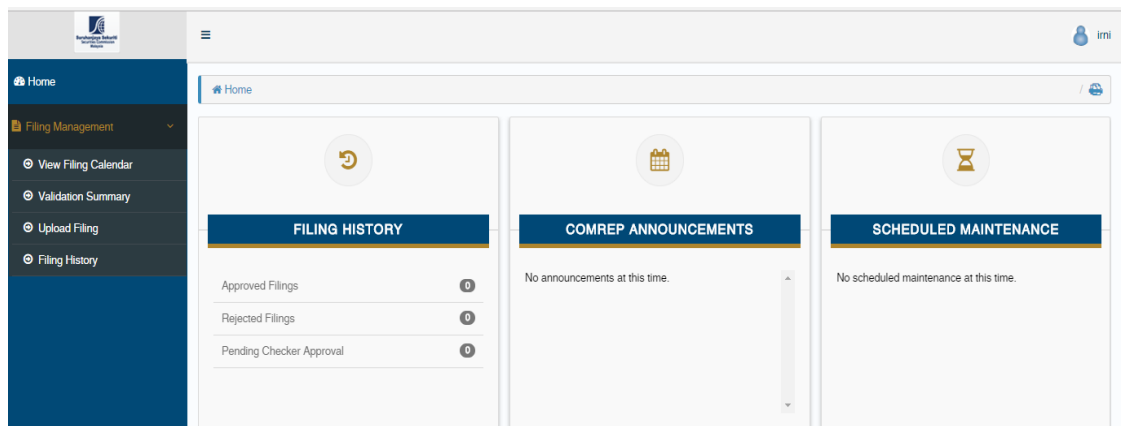
5.2   Edit entity details

This page is to view and edit the entities details limited to the entities that has been assigned to the user.

5.3   User management

This page is to view, add and edit the users for ComRep Portals.

5.4   Filing management

The filing management includes four subpages:

5.4.1   Filing Calendar
This page is to view the reports that need to be submitted to SC

5.4.2 Upload filing

This page is to upload and submit the filings to the system
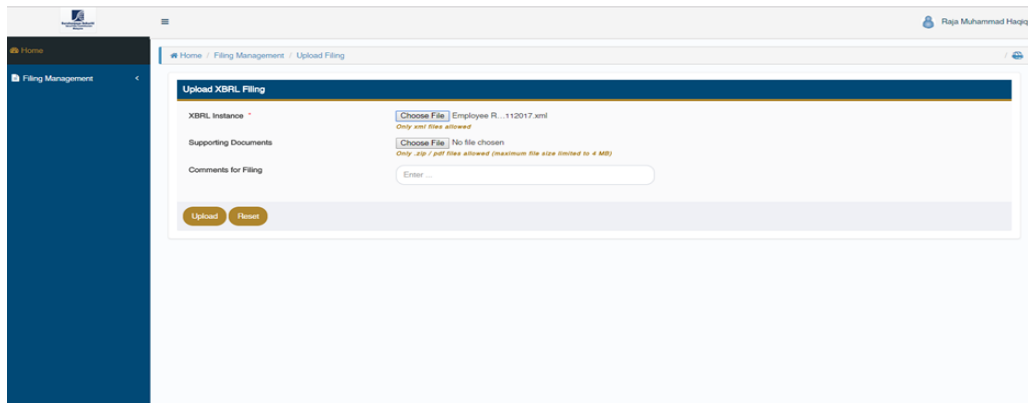
5.4.3 Validation summary

This page provide summary of the XBRL validation status of the filing submitted to the system

5.4.4 Filing history

The page provide summary of the filings history of the successfully validated filing

6. Super Admin - Functionality and portal navigation

6.1 Edit entity details

You are <u>required</u> to ensure the entity details are up-to-date. To update the field, please follow the steps below:

6.1.1 Enter the username and password provided at the Sign-In page

6.1.2 Click on the 'Edit Entity Details'

a. Entity Name: A list of Entity(ies) that has been assigned by SC which includes Company and Trustee
b. Entity Code: ROC number
c. Reporting Level: Type of entity
d. Active : Company operation status
e. Action: Click edit/view to respective entity

6.1.3 Select 'Edit' to update the required field

Fields	Notes
Entity Name	Entity Full Registered Name
Entity Short Name	Entity Short Name
Contact Officer	Officer in charge details
Contact Officer Email	
Contact Officer Phone	
Registered Address	Entity operation address
Postal Code	
Country	
Website	Entity website address
Entity Incorporation Date	Entity operation date
Financial Year End	Entity Financial Reporting Date
Active	Entity Operation Status

6.1.4   Please update the 'Entity Name Details' if there is a change in the Entity name.
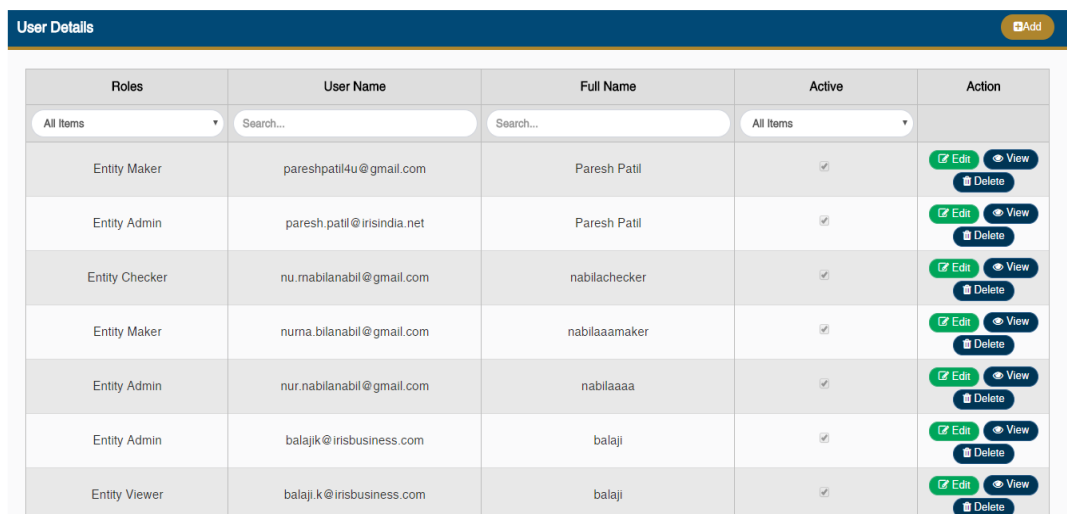

a.   Previous Name: Entity Previous Name
b.   Effective Date: Date of entity previous name apply
c.   End Date: Date of entity previous name cease
d.   Click on Add to update information

6.2   User management

You are required to assign roles to the new user added into ComRep. To proceed, please follow the steps below:

6.2.1   Click on the 'User Management'

a.   Roles: User Roles
b.   User Name: User email address
c.   Full Name: User full name
d.   Active: Status of User
e.   Action

6.2.2   Click Edit to:
a.   Add a new role for existing user
b.   Add/remove the reporting entities

6.2.3   Click View to view user roles details

6.2.4   Click Delete to remove user from the list

6.2.5 Click Add to add new user to ComRep and complete the following field.

No	Field	Notes
1	Roles	Select 1 role only - (Maker, Checker, Viewer)
2	Email	Email require for log in - Individual/Group email
3	User Name	Auto copy from Email
4	Full Name	Full name of user
5	Address	Current entity address of user
6	Job Designation	Current job designation of user
7	Date of birth	Require user information
8	Gender	Require user information
9	Phone number	Contact phone of user

10	User Identity number	Require user information
11	Expiry Date	Require if user under contract base
12	Active	Status of user

6.3 Assigning reports

Select the relevant reports to be assigned to the user. Click Submit to save the information.

7. Maker - Functionality and portal navigation

7.1   Sign-In to ComRep portal

7.1.1   Follow the link: https://xbrl.seccom.com.my/Login/Login

7.1.2   Enter the username and password provided to proceed

7.2   View assigned report
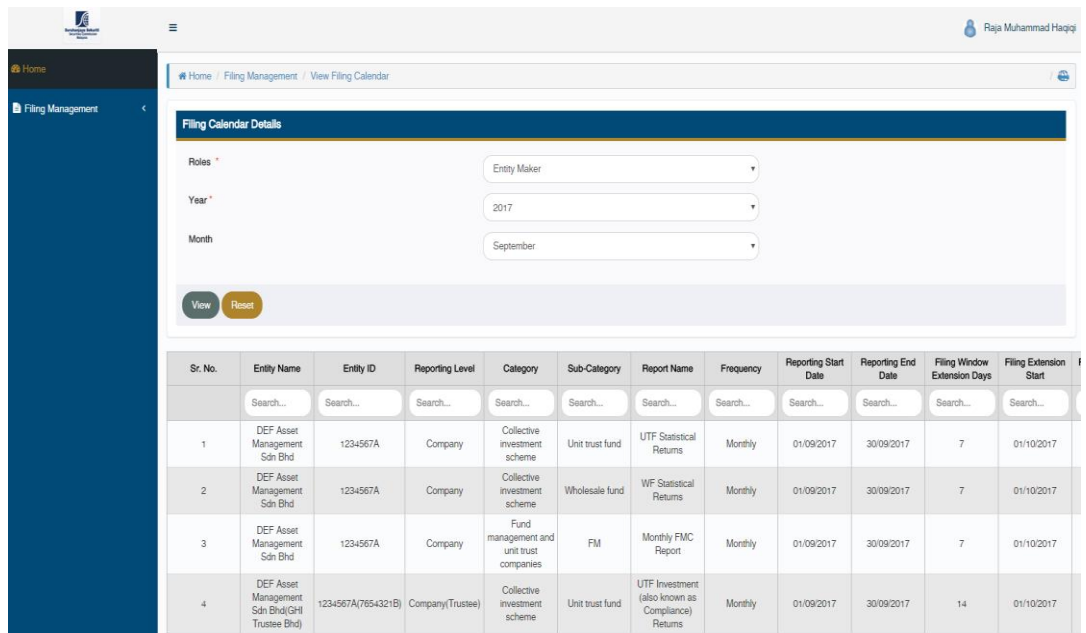
7.2.1   Click 'Filing Managemen' and select 'View Filing Calendar' to view report that has been assigned by Super Admin

7.2.2   Filter the Roles, Year and Month to view the result

7.3 Upload report

7.3.1 Click Filing Management and select Upload Filing

7.3.2 Choose the final report from desired folder (after the necessary verification) for uploading into the ComRep portal. All reports submitted to SC will be in the form of XBRL instance documents (xml file)
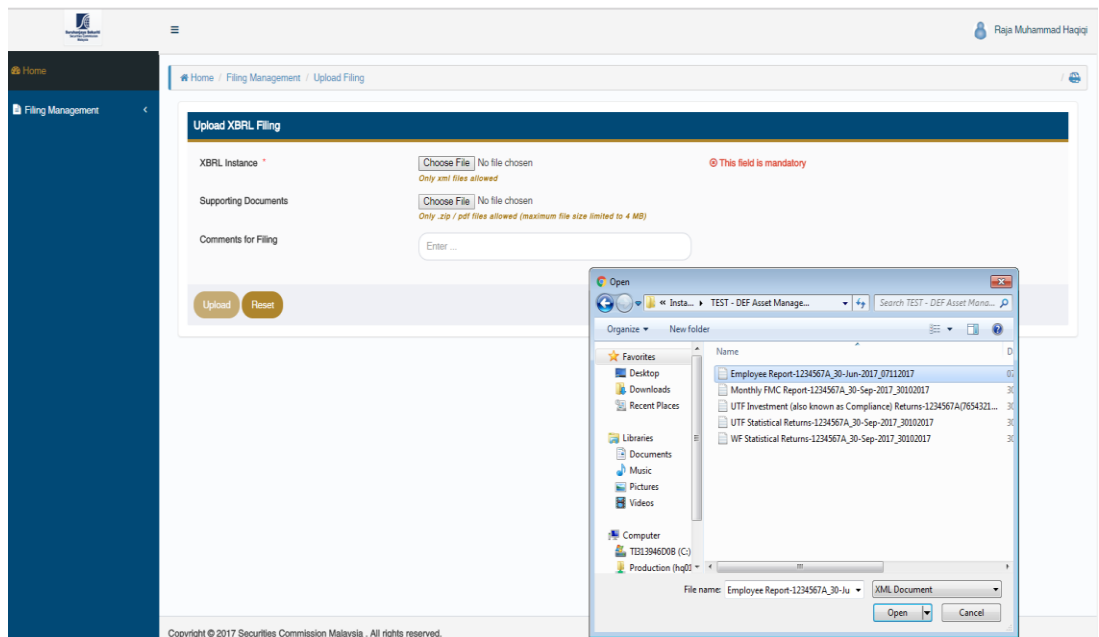
7.3.3   You can upload supporting documents in zip/pdf with maximum file size limited to 4MB, if required

7.3.4   In the case of resubmission, you are required to provide comments in the 'Comments for Filling' field to proceed

7.3.5   Click 'Upload' to submit. A confirmation window will appear, click 'Yes' and you will be directed to the 'Validation Summary' window

7.3.6   You have to make sure the Validation Status change to 'Validation Successful' upon uploading the report. Successful report will be directed to Approver for approval
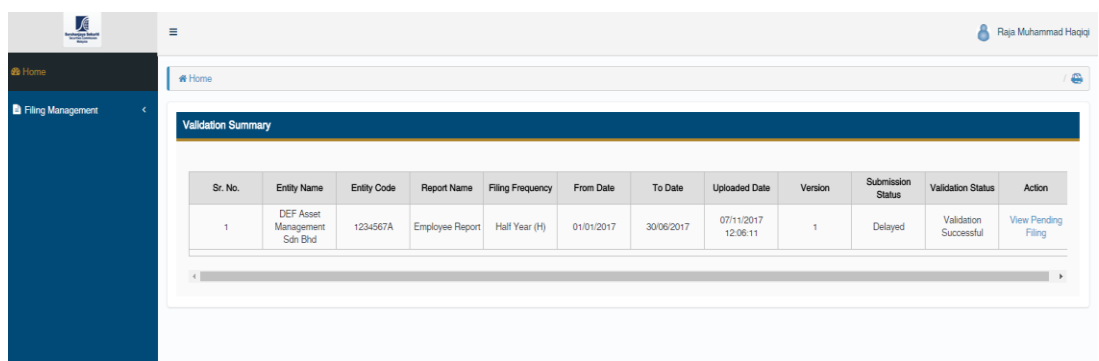
7.3.7   In the case of 'Validation Failed', maker needs to re-upload the corrected report (instance document)

7.3.8 A notification via email on uploading status will be sent to you and the assigned 'Approver'

7.4 View report status

7.4.1 Click 'Filing Management' and select 'Filing History'. You are able to view report status by clicking on the specific status under column 'Approval Status'

7.4.2 Choose 'Click View' of the related report to view the submission progress

8. Approver - Functionality and portal navigation

8.1   Sign-In to ComRep portal

8.1.1   Follow the link: https://xbrl.seccom.com.my/Login/Login

8.1.2   Enter the username and password provided to proceed

8.2   Approve report

8.2.1   Click Filing Management and select 'Approve/Reject Pending Filings'
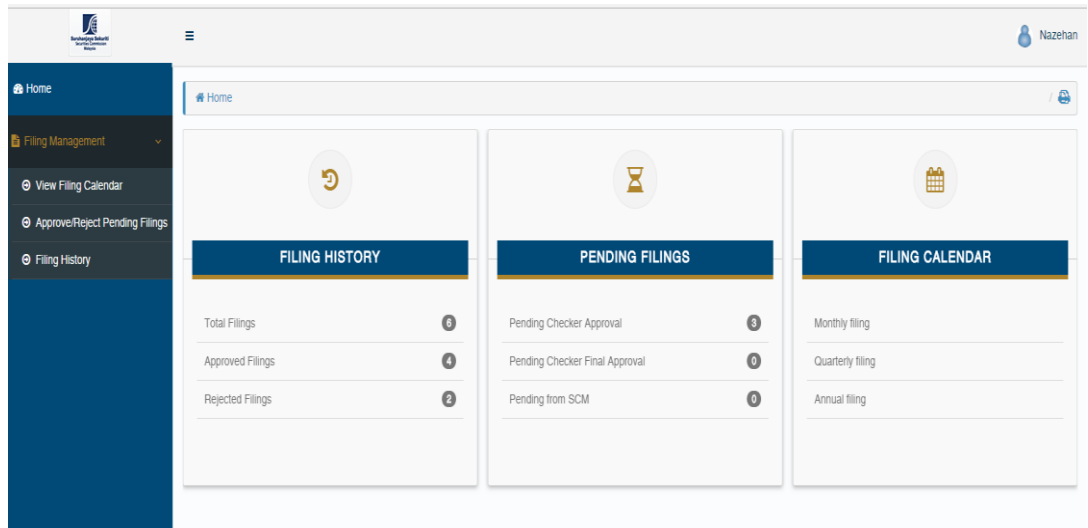
8.2.2 Click 'Approve/Reject' under View Filing column
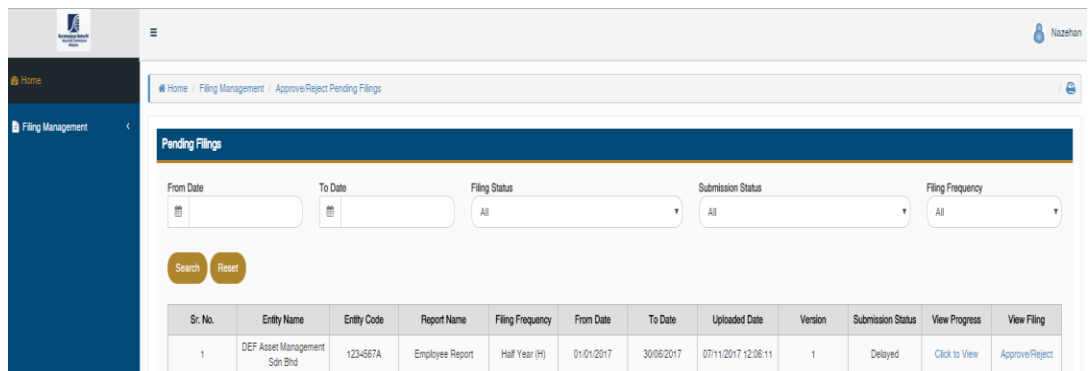
8.2.3 You will be directed to the approver screen. Click 'Approve' or 'Reject' button to authorise the report. You need to provide comments if you wish to reject the report
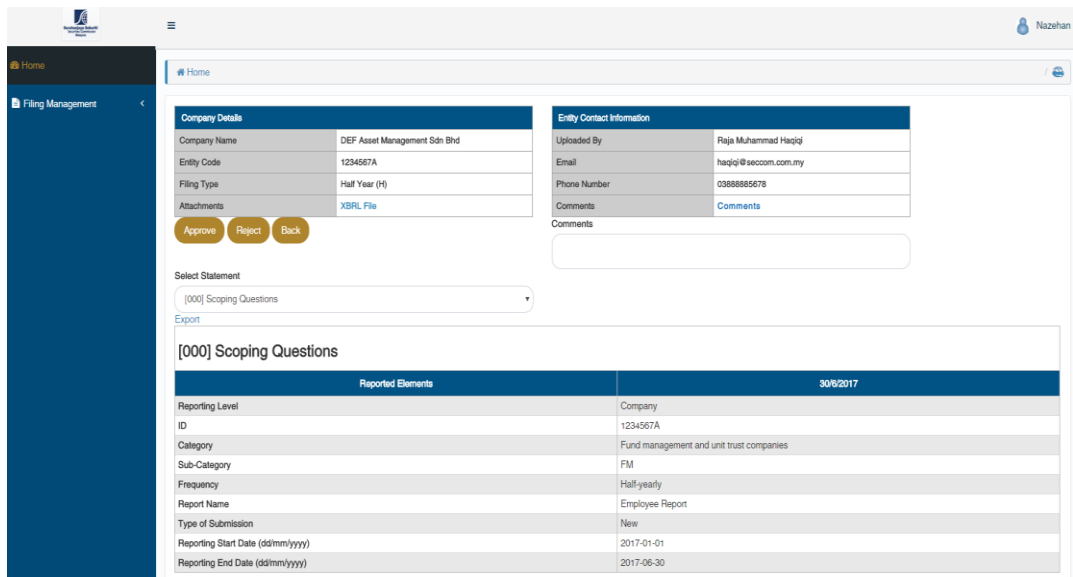
8.2.4   You can view online the information reported by selecting the desired
dropdown under 'Select Statement'
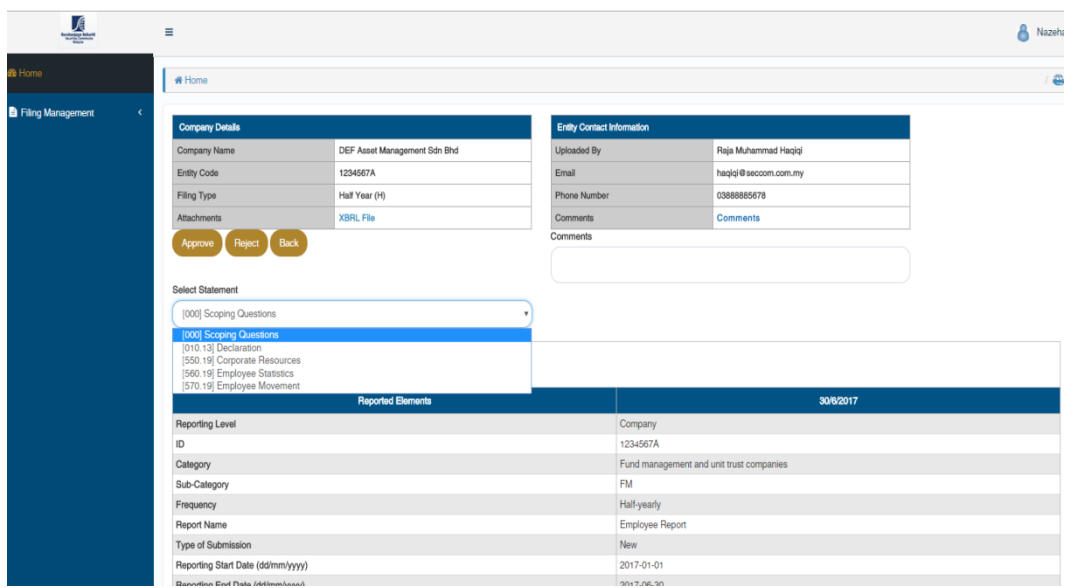
8.2.5   Once approve, Approver can view status of the approved report by
view Filing History under Filing Management. Approver can see
progress of the report by select View Progress

Entity Code	Report Name	Filing Frequency	From Date	To Date	Uploaded Date	Version	Approval Status	Approved / Rejected Date	Submission Status	View Progress	View Filing
567A(7654321B)	UTF Investment (also known as Compliance) Returns	Monthly	01/09/2017	30/09/2017	30/10/2017 15:32:05	1	Approved	30/10/2017 16:07:04	Delayed	Click to View	Click to View
1234567A	Monthly FMC Report	Monthly	01/09/2017	30/09/2017	30/10/2017 15:32:51	1	Approved	30/10/2017 16:06:55	Delayed	Click to View	Click to View
1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	30/10/2017 16:08:52	2	Approved	30/10/2017 17:03:48	Delayed	Click to View	Click to View
1234567A	WF Statistical Returns	Monthly	01/09/2017	30/09/2017	30/10/2017 16:35:34	1	Approved	30/10/2017 17:03:42	Delayed	Click to View	Click to View
1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	31/10/2017 10:06:40	3	Approved	31/10/2017 10:08:10	Delayed	Click to View	Click to View
1234567A	Employee Report	Half Year (H)	01/01/2017	30/06/2017	07/11/2017 12:06:11	1	Approved	07/11/2017 18:11:51	Delayed	Click to View	Click to View

8.2.6 Approver needs to ensure the report is successfully transmitted to Securities Commission as shown below
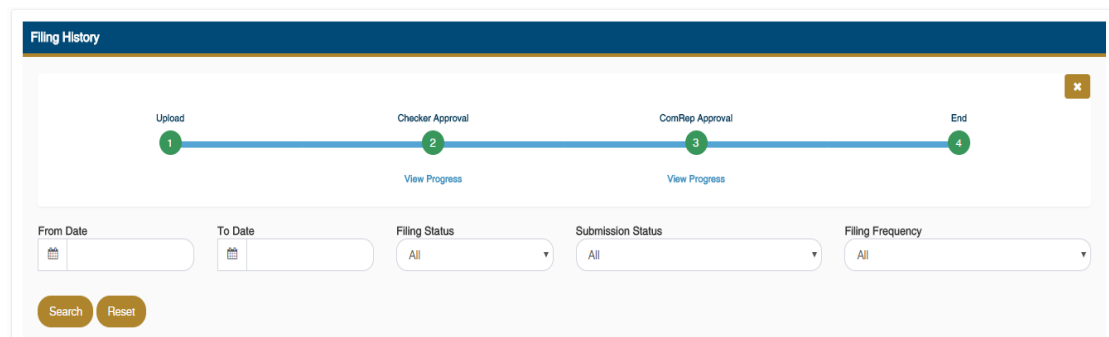
8.2.7 Once report approved, Maker and Approver will received email notification to notify that report has been authorised by Approver

Updates On Submitted XBRL filing - DEF Asset Management Sdn Bhd

Comrep <noreply@seccom.com.my>
Sent: Tue 07/11/2017 6:12 PM
To:

Dear User,

Please find below the details of the XBRL filing :

Fields	Details
Entity Name	DEF Asset Management Sdn Bhd
ComRep Registration Number	1234567A
Filing Frequency	Half Year (H)
Filing Period Start Date	01/01/2017
Filing Period End Date	30/06/2017
Filing Version	1
Filing Status	Approved
Uploaded By	Raja Muhammad Haqiqi
Submission Date	07/11/2017 12:06:11
Approved By	Nazehan
Approval Date	07/11/2017 18:11:51

9. Viewer - Functionality and portal navigation

9.1 Sign-In to ComRep portal

9.1.1 Follow the link: https://xbrl.seccom.com.my/Login/Login

9.1.2 Enter the username and password provided to proceed

9.2 View report

9.2.1 Viewer can view report being assigned by Super Admin in View Filing Calendar

9.2.2 Select Roles, Year, Month then click submit to view what report that has been assigned

9.3 View filing history

9.3.1 Viewer can view history of the successful filings by click View Filing

9.3.2 Each component of the reports can be viewed by select statement

10. FAQ

10.1 General

10.1.1 What is ComRep portal and who can access it?
- ➢ ComRep Portal is a web platform for regulatees of SC to submit their XBRL filings to the SC. Only authorised users are able to access the portal

10.1.2 Does ComRep portal works in mobile devices browser?
- ➢ No

10.1.3 I put in xbrl.seccom.com.my into my browser address bar but I can't get to the page, why?
- ➢ ComRep portal is secured encrypted website. Please ensure the URL to include 'https' NOT 'http'. Please use the following correct link to access the portal: https://xbrl.seccom.com.my/

10.1.4 I have the wrong credentials more than 3 times and the page prompted 'User is locked'. What do I do?
- ➢ User need to change the password before able to access the portal again. Please follow the step under Locked User in the Accessing ComRep portal section as above.

10.2 User roles

10.2.1 I am authorised user for ComRep portal with role Entity Admin. What does it means?
- ➢ User role determine the features and layouts of ComRep portal the user has access to. For example, user with Entity Admin role will have access to edit entity details and manage users. For more details on other user roles, please go to User Roles and Permission under Overview of ComRep Portal section.

10.2.2 Does one user can have multiple roles?
- ➢ Yes, it is possible to have multiple roles. However, a user cannot have both user role of Maker and Approver of a same report and entity. This is to ensure a report is not submitted and approved by the same user. For more details on other user roles, please go to User Roles and Permission under Overview of ComRep Portal section.

10.3 **Report submission**

10.3.1 I am user with Entity Maker role, how do I know what reports I need to submit?
- ➢ User with Entity Maker role can check the list of reports that has been assigned by going to the Filing Calendar page under Filing Management.

10.3.2 Can I submit the completed report in Excel format in ComRep portal?
- ➢ No, the report must be in XBRL instance format. ComRep will only accept and validate XBRL instance documents.

10.3.3 Can I upload multiple XBRL instance documents at a time?
- ➢ No, currently only one XBRL instance document can be submitted at a time.