



SC Common Reporting (ComRep) Portal User Manual

Contents

	Page
1. Introduction	
1.1 Overview of ComRep portal: brief overview and explanation on ComRep objectives, features and user roles	3
2. Get Started	
2.1 Browser requirement.....	4
2.2 Access the ComRep Portal.....	4
2.3 First time Sign-In.....	5
2.4 Password criteria.....	5
2.5 Forget password.....	6
2.6 Access locked.....	7
3. User assignment	
3.1 Example of user assignment.....	8
3.2 User's role summary.....	9
4. Submission process flow.....	10
5. Understanding ComRep User Interface	
5.1 Main page.....	11
5.2 Edit entity details.....	11
5.3 User management.....	12
5.4 Filing management.....	12
Functionality and portal navigation by user roles	
6. Super Admin.....	14
7. Maker.....	20
8. Approver.....	24
9. Viewer.....	27
10. FAQ: Brief explanation on some frequently asked questions.....	30

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

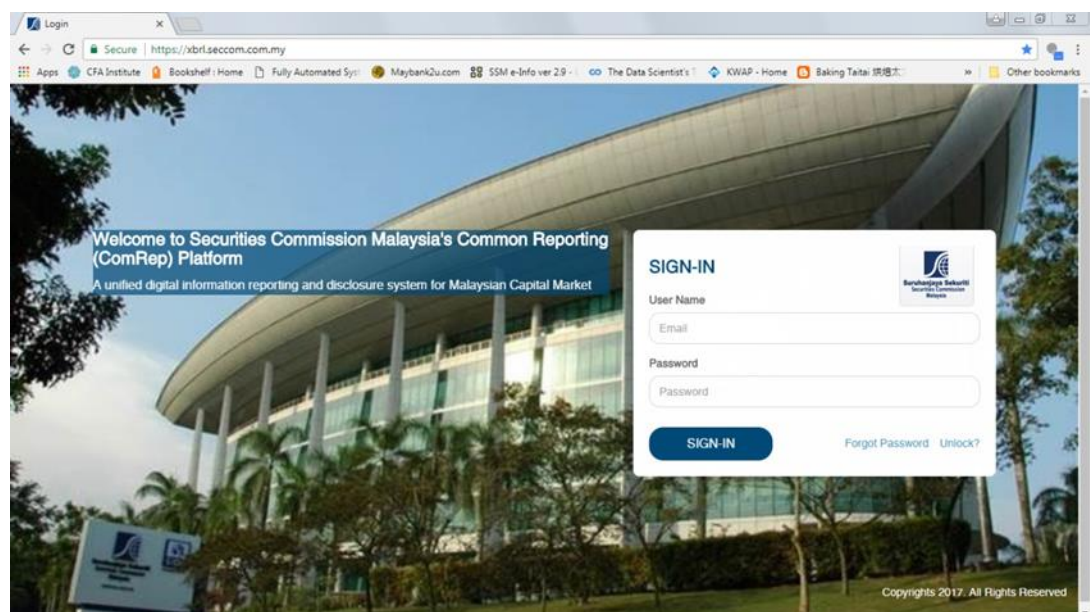
2.1.1 Browser: Latest release (or 1 version early) of IE, Firefox and Chrome

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.

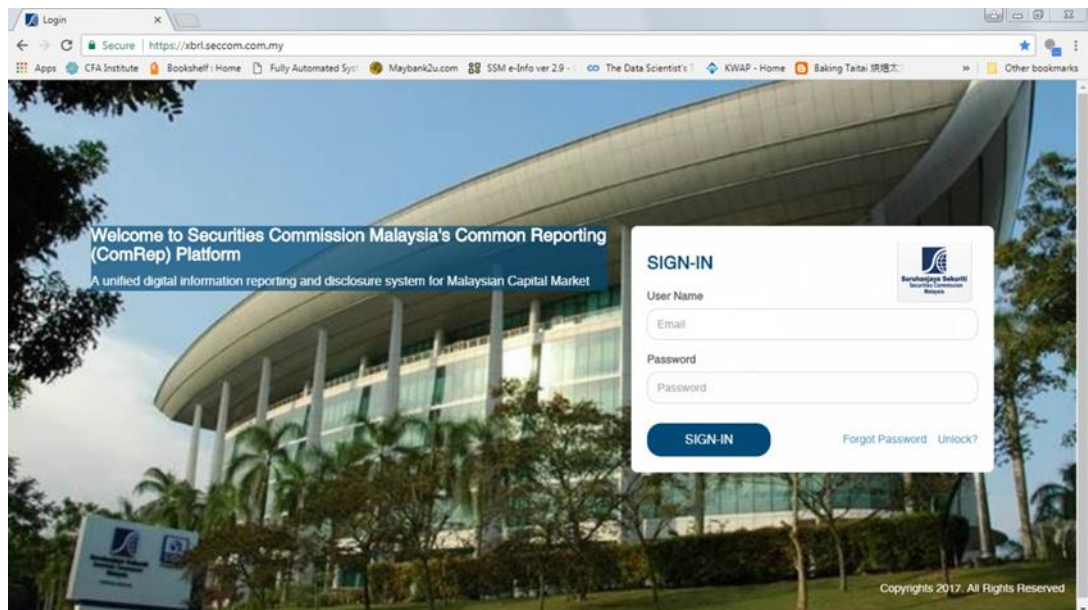
2.4 Password criteria

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

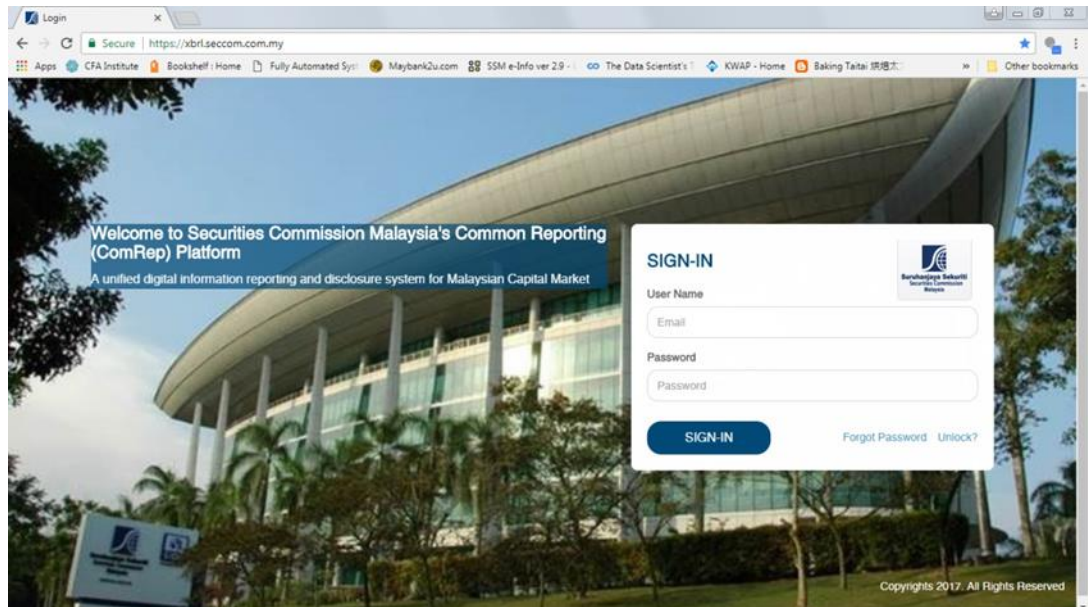
You can reset your password through ComRep portal.



- 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.



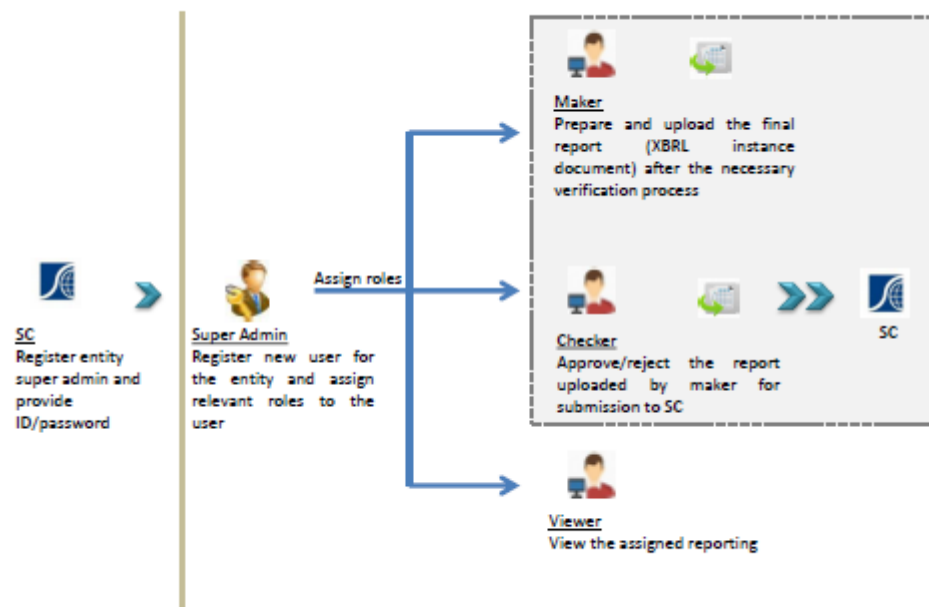
- 2.6.1 Click the 'Unlock' on the Sign-In page
- 2.6.2 Enter your username and click 'Submit'
- 2.6.3 You will receive an email with a temporary password
- 2.6.4 Enter the username and temporary password provided to continue
- 2.6.5 You will be directed to a new page for you to change password
- 2.6.6 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

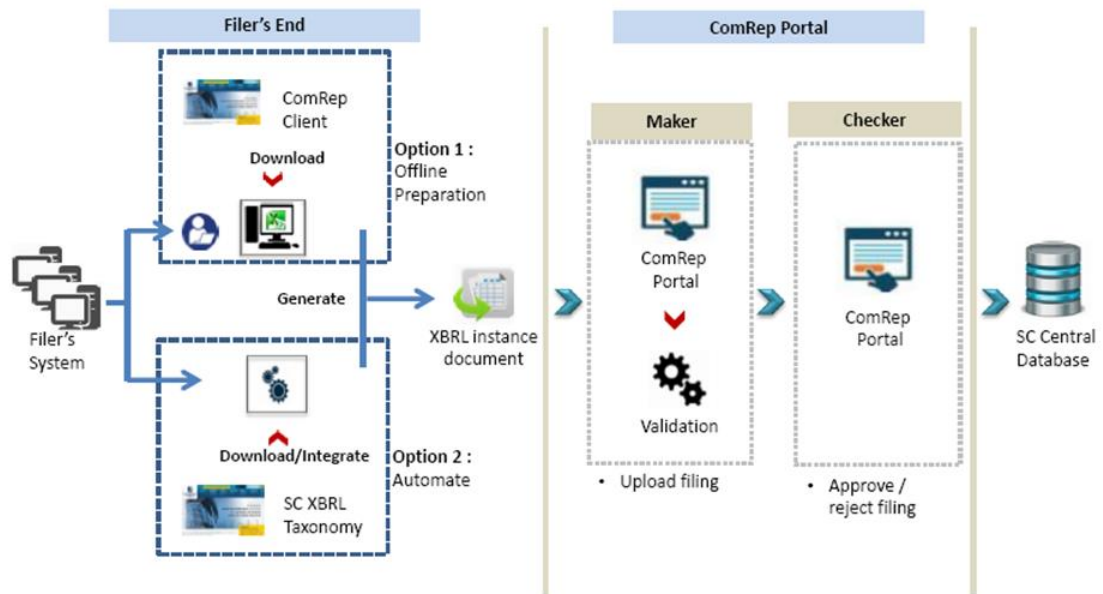
View reports details and history. Viewer is not accountable for any submission of reports to the SC.

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

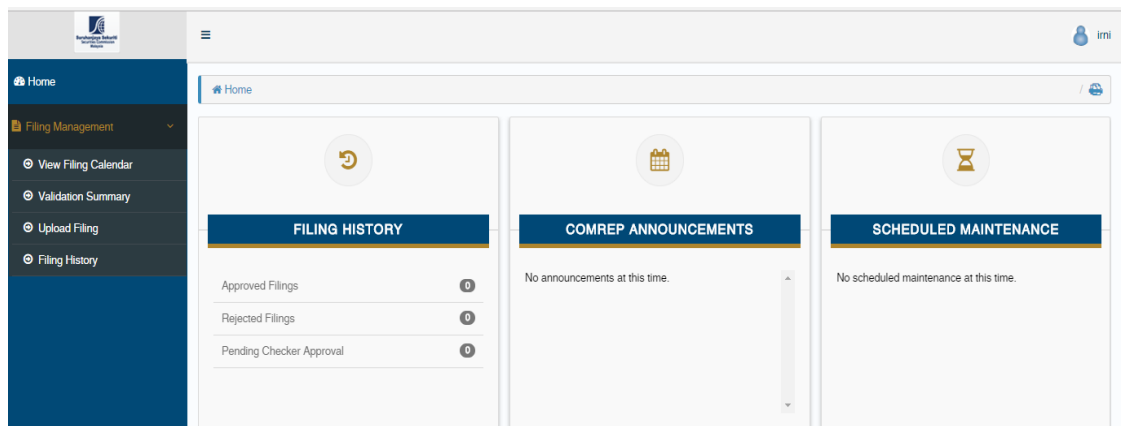
Submission of reports involved user with Entity Maker and Entity Approver role. The submission flow is as follows:



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.

Entity Details									
Sr. No.	Entity Name	Entity BRN	Entity Registration Number	Trustee Name	Trustee BRN	Trustee Registration Number	Reporting Level	Active	Action
	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	All Items	All Items	
1	NEW COMPANY SDN BHD(AMANAHRAYA TRUSTEES BHD)	141414141414	666666A	AMANAHRAYA TRUSTEES BHD	199701014290	766894T	Company(Trustee)	<input checked="" type="checkbox"/>	Edit View
2	ABC COMPANY SDN BHD(RHB TRUSTEES BHD)	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	Company(Trustee)	<input checked="" type="checkbox"/>	Edit View
3	ABC COMPANY SDN BHD(CIMB ISLAMIC TRUSTEE BHD)	123412341234	1234	CIMB ISLAMIC TRUSTEE BHD	198801000556	167913M	Company(Trustee)	<input checked="" type="checkbox"/>	Edit View
4	TESTING 123 COMPANY SDN BHD	888888888888	123456A	AMANAHRAYA TRUSTEES BHD	199701014290	766894T	Company(Trustee)	<input checked="" type="checkbox"/>	Edit View

5.3 User management

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

User Details Add				
Roles	User Name	Full Name	Active	Action
All Items	Search...	Search...	All Items	
Entity Maker	pareshpatil4u@gmail.com	Paresh Patil	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	paresh.patil@irisindia.net	Paresh Patil	<input checked="" type="checkbox"/>	Edit View Delete
Entity Checker	nu.mabilanabil@gmail.com	nabilchecker	<input checked="" type="checkbox"/>	Edit View Delete
Entity Maker	nurna.bilanabil@gmail.com	nabilaamaker	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	nur.nabilanabil@gmail.com	nabilaaaa	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	balajik@irisbusiness.com	balaji	<input checked="" type="checkbox"/>	Edit View Delete
Entity Viewer	balaji.k@irisbusiness.com	balaji	<input checked="" type="checkbox"/>	Edit View Delete

5.4 Filing management

The filing management includes four subpages:

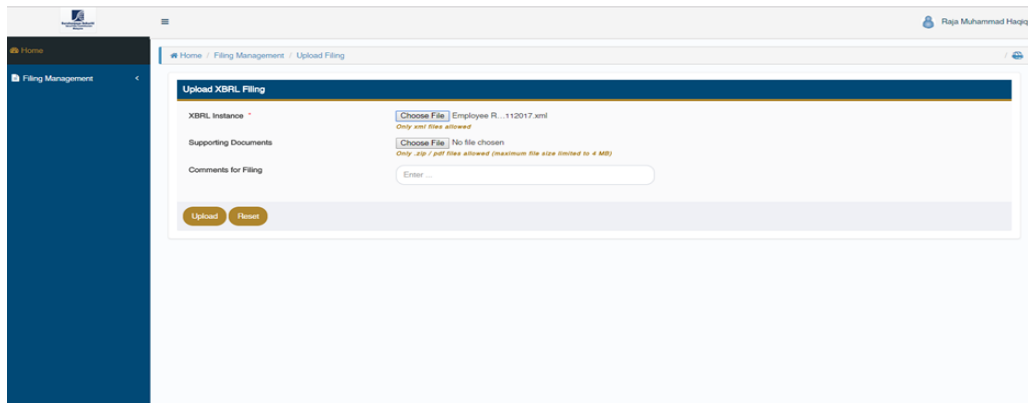
5.4.1 Filing Calendar

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

Filing Calendar Details										
Roles *	Entity Maker									
Filing Frequency *	Monthly									
Year *	2022									
Month	December									
View Reset Export to Excel										
Sr. No.	Entity Name	Entity BRN	Entity Registration Number	Trustee Name	Trustee BRN	Trustee Registration Number	Reporting Level	Category	Sub-Category	Report Na
	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...	Search...
31	ABC COMPANY SDN BHD	123412341234	1234				Company	Collective investment scheme	Unit trust fund	UTF Statis Returns
32	TESTING 123 COMPANY SDN BHD	888888888888	123456A	AMANAHRAYA TRUSTEES BHD	199701014290	766894T	Company	Collective investment scheme	Unit trust fund	UTF Statis Returns

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

Sr. No.	Entity Name	Entity BRN	Entity Registration Number	Trustee Name	Trustee BRN	Trustee Registration Number	Report Name	Filing Frequency	From Date	To Date	Uploaded Date	Version	Submission Status	Reference Number	Validation Status	Action
1	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	RET Statistical and Investment Returns	Quarter	01/07/2022	30/09/2022	06/12/2022 16:39:43	3	Delayed		Validation Failed	View Errors
2	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	RET Statistical and Investment Returns	Quarter	01/07/2022	30/09/2022	06/12/2022 15:03:15	2	Delayed		Validation Failed	View Errors
3	TESTING 123 COMPANY SON BHD	888888888888	123456A	AMAMAHARAYA TRUSTEES BHD	199701014290	76884T	PRS Statistical and Investment Returns	Monthly	01/10/2022	31/10/2022	06/12/2022 14:26:31	1	Delayed		Validation Failed	View Errors
4	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	ETF Statistical and Investment (also known as Compliance Returns)	Quarter	01/07/2022	30/09/2022	06/12/2022 11:56:25	3	Delayed		Validation Failed	View Errors
5	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	ETF Statistical and Investment (also known as Compliance Returns)	Quarter	01/07/2022	30/09/2022	06/12/2022 11:32:56	2	Delayed		Validation Failed	View Errors
6	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573019U	PRS Statistical and Investment Returns	Monthly	01/05/2021	31/05/2021	06/12/2022 10:57:32	1	Delayed		Validation Successful	View Pending Filing

5.4.4 Filing history

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

Sr. No.	Entity Name	Entity BRN	Entity Registration Number	Trustee Name	Trustee BRN	Trustee Registration Number	Report Name	Filing Frequency	From Date	To Date	Uploaded Date	Version	Approval Status	Approved / Rejected Date	Submission Status	Type Of Submission	Reference Number
1	ABC COMPANY SON BHD	123412341234	1234				Monthly Investment Details Report	Monthly	01/10/2022	31/10/2022	16/01/2023 23:02:08	2	Approved by ComRep	16/01/2023 23:04:47	Delayed	Re-submission	
2	ABC COMPANY SON BHD	123412341234	1234				Corporate Profile - Trustee	Annual	01/01/2022	31/12/2022	16/01/2023 20:03:11	2	Approved by ComRep	16/01/2023 20:04:21	On Time	Re-submission	
3	ABC COMPANY SON BHD	123412341234	1234				RMO eSP Report	Monthly	01/10/2022	31/10/2022	16/01/2023 16:32:38	2	Approved by ComRep	16/01/2023 16:59:36	Delayed	Re-submission	

6. Super Admin - Functionality and portal navigation

6.1 Edit entity details

You are required 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'

Entity Details									
Sr. No.	Entity Name	Entity BRN	Entity Registration Number	Trustee Name	Trustee BRN	Trustee Registration Number	Reporting Level	Active	Action
1	NEW COMPANY SON BHD/AMANAHRAYA TRUSTEES BHD	141414141414	666666A	AMANAHRAYA TRUSTEES BHD	19970101-420	766664T	Company/Trustee	<input type="checkbox"/>	Edit View
2	ABC COMPANY SON BHD/RHB TRUSTEES BHD	123412341234	1234	RHB TRUSTEES BHD	200201005356	573018J	Company/Trustee	<input type="checkbox"/>	Edit View
3	ABC COMPANY SON BHD/CIMB ISLAMIC TRUSTEE BHD	123412341234	1234	CIMB ISLAMIC TRUSTEE BHD	188801009556	167913M	Company/Trustee	<input type="checkbox"/>	Edit View
4	TESTING 123 COMPANY SON BHD	888888888888	123456A	AMANAHRAYA TRUSTEES BHD	19970101-420	766664T	Company/Trustee	<input type="checkbox"/>	Edit View

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

6.1.3 Select 'Edit' to update the required field

Edit Entity Details

Prefilled by SC

- Entity Name * : NEW COMPANY SDN BHD(AMANAHRAYA TRUSTEES BHD)
- Entity Short Name * : NEW COMPANY(AMANAHRAYA TRUSTEES)
- Entity BRN * : 141414141414
- Entity Registration Number : 666666A
- Reporting Level * : Company(Trustee) ▼
- Contact Officer * : Ainur Idayu
- Contact Officer Email * : newcompany@newcompany.com
- Contact Officer Phone * : 0123456789

Require super admin to fill

- Registered Address : Enter ...
- Postal Code : Enter ...
- Country : --- Select --- ▼
- Website : Enter ...
- Trustee Name * : AMANAHRAYA TRUSTEES BHD
- Trustee Registration Number : 766894T
- Trustee BRN * : 199701014290
- Trustee Appointment Date : []
- Active : Yes No

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.

Entity Previous Name Details

Previous Name	Effective Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

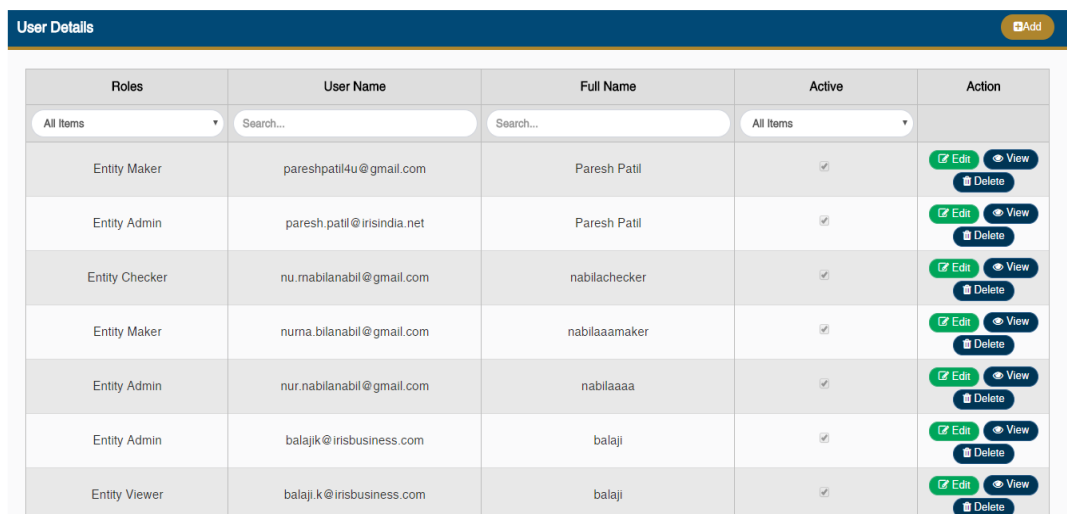
Add

- Previous Name: Entity Previous Name
- Effective Date: Date of entity previous name apply
- End Date: Date of entity previous name cease
- 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'



Roles	User Name	Full Name	Active	Action
All Items	Search...	Search...	All Items	
Entity Maker	pareshpatil4@gmail.com	Paresh Patil	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	paresh.patil@irisindia.net	Paresh Patil	<input checked="" type="checkbox"/>	Edit View Delete
Entity Checker	nu.mabilanabil@gmail.com	nabilachecker	<input checked="" type="checkbox"/>	Edit View Delete
Entity Maker	nurma.bilanabil@gmail.com	nabilaamaker	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	nur.nabilanabil@gmail.com	nabilaaaa	<input checked="" type="checkbox"/>	Edit View Delete
Entity Admin	balajik@irisbusiness.com	balaji	<input checked="" type="checkbox"/>	Edit View Delete
Entity Viewer	balaji.k@irisbusiness.com	balaji	<input checked="" type="checkbox"/>	Edit View Delete

- Roles: User Roles
- User Name: User email address
- Full Name: User full name
- Active: Status of User
- Action

6.2.2 Click Edit to:

- Add a new role for existing user
- 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.

Edit User Details

Roles *	<input type="text" value="Entity Maker"/>
Email *	<input type="text" value="pareshpatil4u@gmail.com"/>
User Name *	<input type="text" value="pareshpatil4u@gmail.com"/>
Full Name *	<input type="text" value="Paresh Patil"/>
Address *	<input type="text" value="Test"/>
Job Designation	<input type="text" value="JD"/>
Date Of Birth	<input type="text" value=""/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Phone Number *	<input type="text" value="78567756865"/>
Fax Number	<input type="text" value="86787686788"/>
User Identity Number *	<input type="text" value="Passport Number"/>
Passport Number *	<input type="text" value="78767866788"/>
Expiry Date	<input type="text" value=""/>
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No

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.

Reporting Entities *

Select All	Entity Code	Entity Name	Reporting Level	Category	Sub-Category	Report Name
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="checkbox"/>	1234567A	DEF Asset Management Sdn Bhd	Company	Collective investment scheme	Unit trust fund	UTF Statistical Returns
<input type="checkbox"/>	1234567A	DEF Asset Management Sdn Bhd	Company	Collective investment scheme	Wholesale fund	WF Statistical Returns
<input type="checkbox"/>	1234567A(7654321B)	DEF Asset Management Sdn Bhd(GHI Trustee Bhd)	Company(Trustee)	Collective investment scheme	Unit trust fund	UTF Investment (also known as Compliance) Returns
<input type="checkbox"/>	1234567A	DEF Asset Management Sdn Bhd	Company	Fund management and unit trust companies	FM	Monthly FMC Report

7. Maker - Functionality and portal navigation

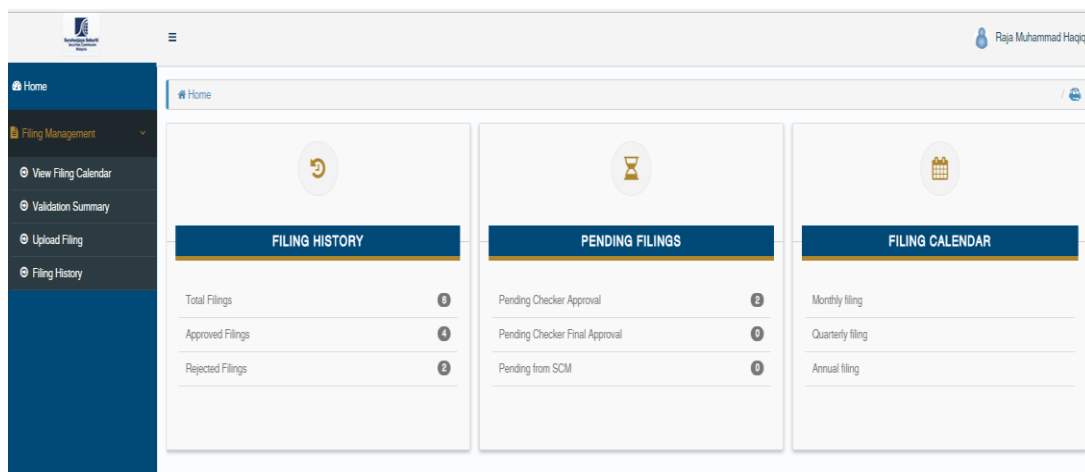
7.1 Sign-In to ComRep portal

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

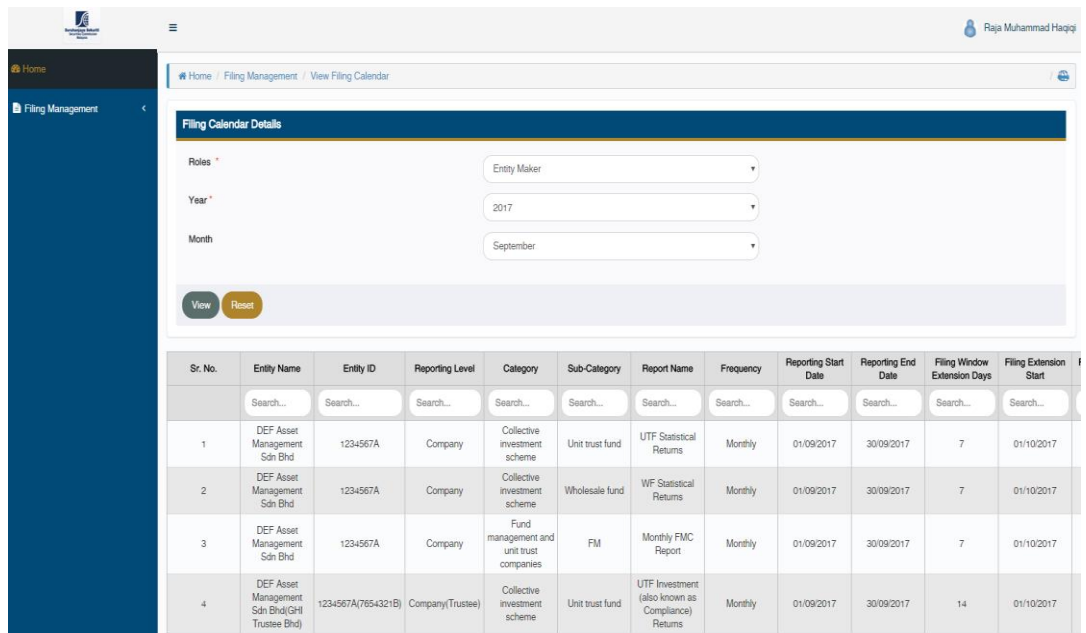
7.2.1 Click 'Filing Management' and select 'View Filing Calendar' to view report that has been assigned by Super Admin



The screenshot displays the ComRep portal dashboard. The top navigation bar includes the logo on the left and the user name 'Raja Muhammad Haqiq' on the right. A dark blue sidebar on the left contains the following menu items: Home, Filing Management (expanded), View Filing Calendar, Validation Summary, Upload Filing, and Filing History. The main content area is divided into three columns:

- FILING HISTORY**: Contains a table with three rows: Total Filings (1), Approved Filings (4), and Rejected Filings (2).
- PENDING FILINGS**: Contains a table with three rows: Pending Checker Approval (2), Pending Checker Final Approval (1), and Pending from SCM (1).
- FILING CALENDAR**: Contains a table with three rows: Monthly filing, Quarterly filing, and Annual filing.

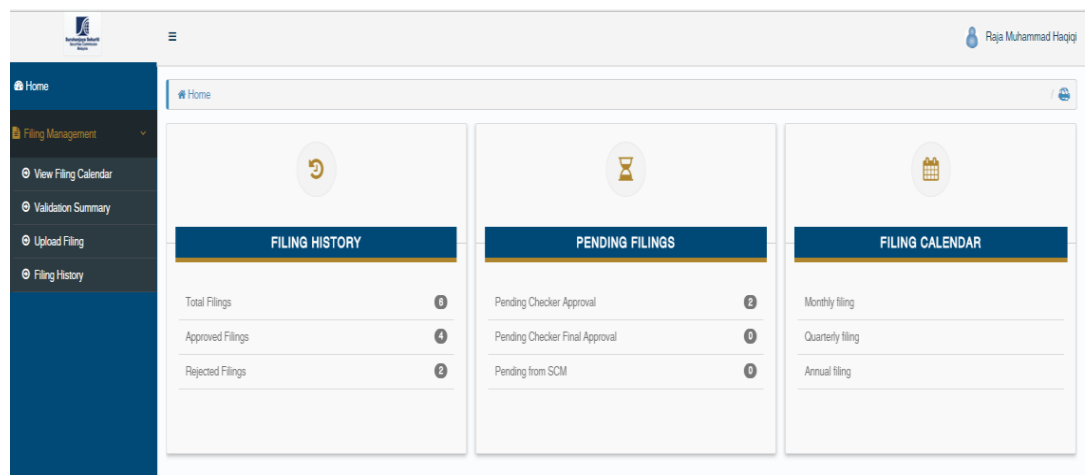
7.2.2 Filter the Roles, Year and Month to view the result



Sr. No.	Entity Name	Entity ID	Reporting Level	Category	Sub-Category	Report Name	Frequency	Reporting Start Date	Reporting End Date	Filing Window Extension Days	Filing Extension Start
1	DEF Asset Management Sdn Bhd	1234567A	Company	Collective investment scheme	Unit trust fund	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	7	01/10/2017
2	DEF Asset Management Sdn Bhd	1234567A	Company	Collective investment scheme	Wholesale fund	WF Statistical Returns	Monthly	01/09/2017	30/09/2017	7	01/10/2017
3	DEF Asset Management Sdn Bhd	1234567A	Company	Fund management and unit trust companies	FM	Monthly FMC Report	Monthly	01/09/2017	30/09/2017	7	01/10/2017
4	DEF Asset Management Sdn Bhd (GHI Trustee Bhd)	1234567A(7654321B)	Company(Trustee)	Collective investment scheme	Unit trust fund	UTF Investment (also known as Compliance) Returns	Monthly	01/09/2017	30/09/2017	14	01/10/2017

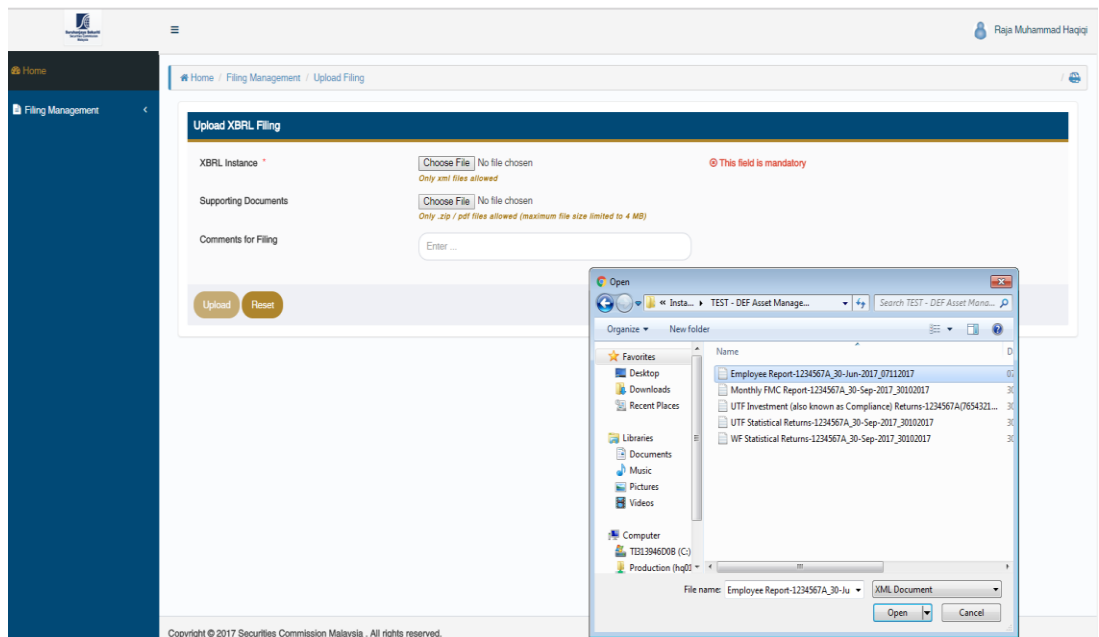
7.3 Upload report

7.3.1 Click Filing Management and select Upload Filing

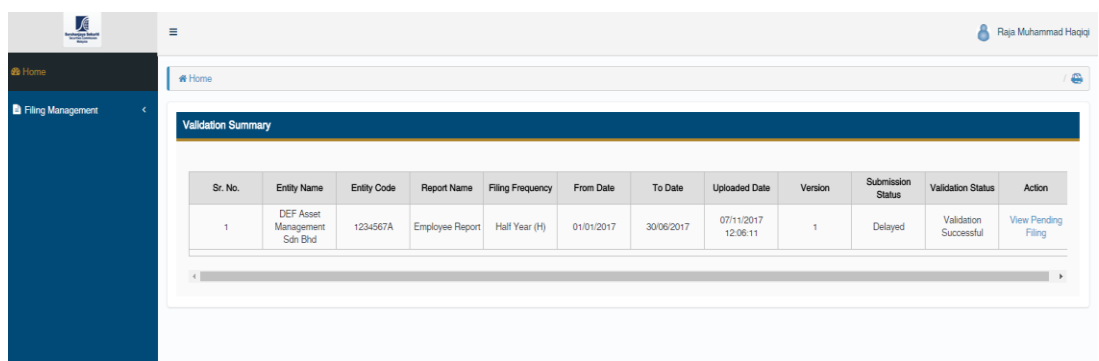


FILING HISTORY		PENDING FILINGS		FILING CALENDAR	
Total Filings	0	Pending Checker Approval	2	Monthly filing	
Approved Filings	4	Pending Checker Final Approval	0	Quarterly filing	
Rejected Filings	2	Pending from SCM	0	Annual filing	

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 Filing' 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'

XBRL File Uploaded - DEF Asset Management Sdn Bhd

Comrep <noreply@seccom.com.my>

Sent: Tue 07/11/2017 12:07 PM

To:

Dear User,

Your file has been uploaded to the ComRep system and is currently being validated. Please find below the details of your uploaded 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	Pending Checker Approval
Uploaded By	Raja Muhammad Haqiqi
Submission Date	07/11/2017 12:06:11

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

The screenshot shows the 'Filing History' page. At the top, there is a breadcrumb trail: Home / Filing Management / Filing History. The main content area features a progress bar with four steps: 1. Upload, 2. Checker Approval, 3. ComRep Approval, and 4. End. Below the progress bar, there are search filters for 'From Date', 'To Date', 'Filing Status' (set to 'All'), 'Submission Status' (set to 'All'), and 'Filing Frequency' (set to 'All'). There are 'Search' and 'Reset' buttons. Below the filters is a table with the following data:

St. No.	Entity Name	Entity Code	Report Name	Filing Frequency	From Date	To Date	Uploaded Date	Version	Approval Status	Approved / Rejected Date	Submission Status	View Progress	View Filing
1	DEF Asset Management Sdn Bhd	1234567A	Employee Report	Half Year (H)	01/01/2017	30/06/2017	07/11/2017 12/06/11	1	Pending Checker Approval		Delayed	Click to View	Click to View

8. Approver - Functionality and portal navigation

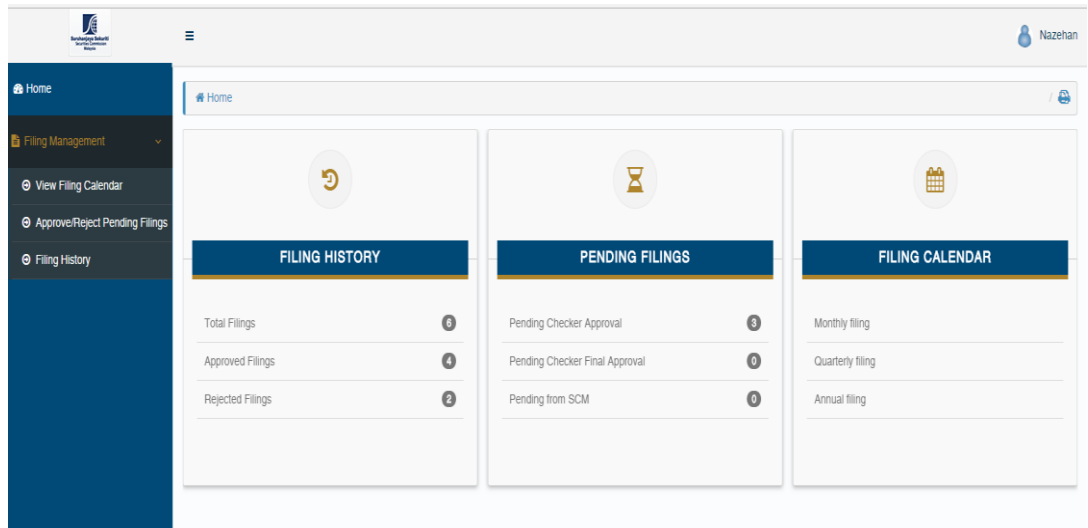
8.1 Sign-In to ComRep portal

8.1.1 Follow the link: <https://xbri.seccom.com.my/Login/Login>

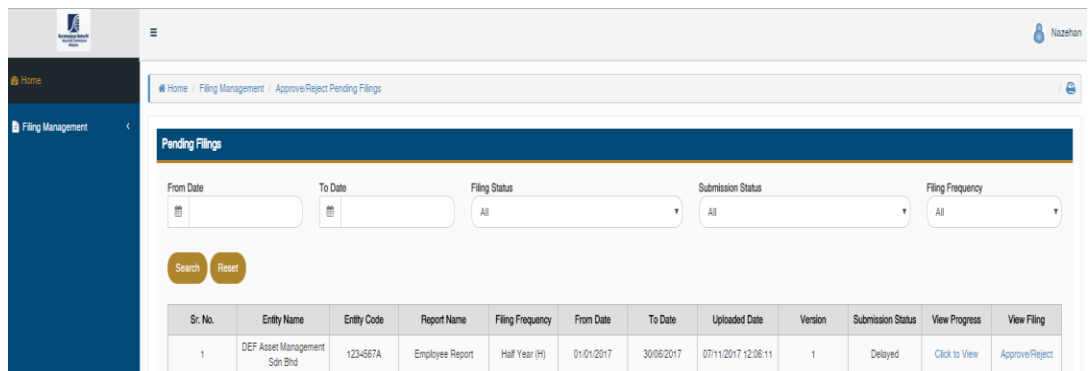
8.1.2 Enter the username and password provided to proceed

8.2 Approve report

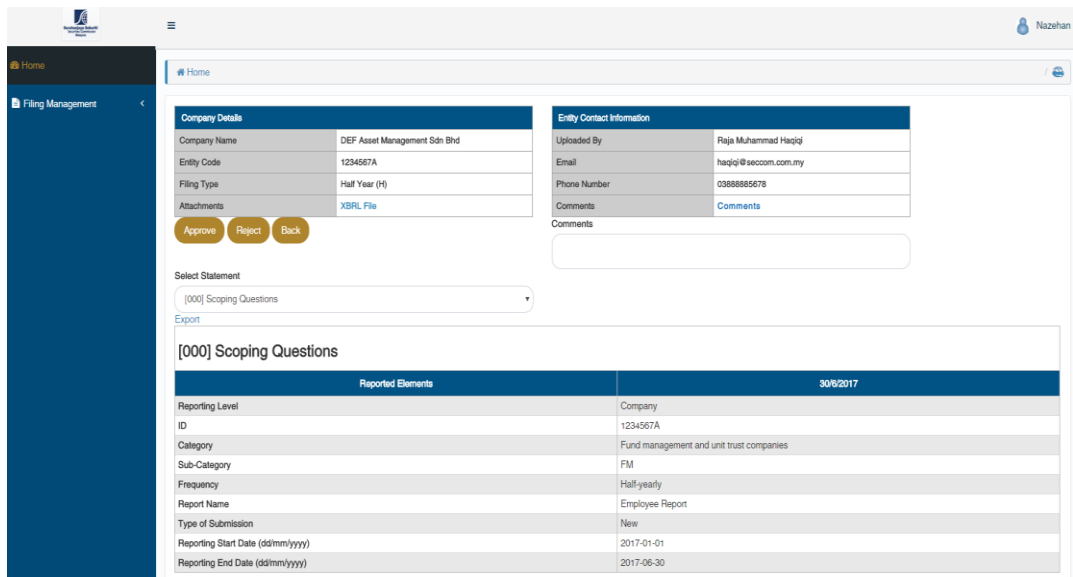
8.2.1 Click Filing Management and select 'Approve/Reject Pending Filings'



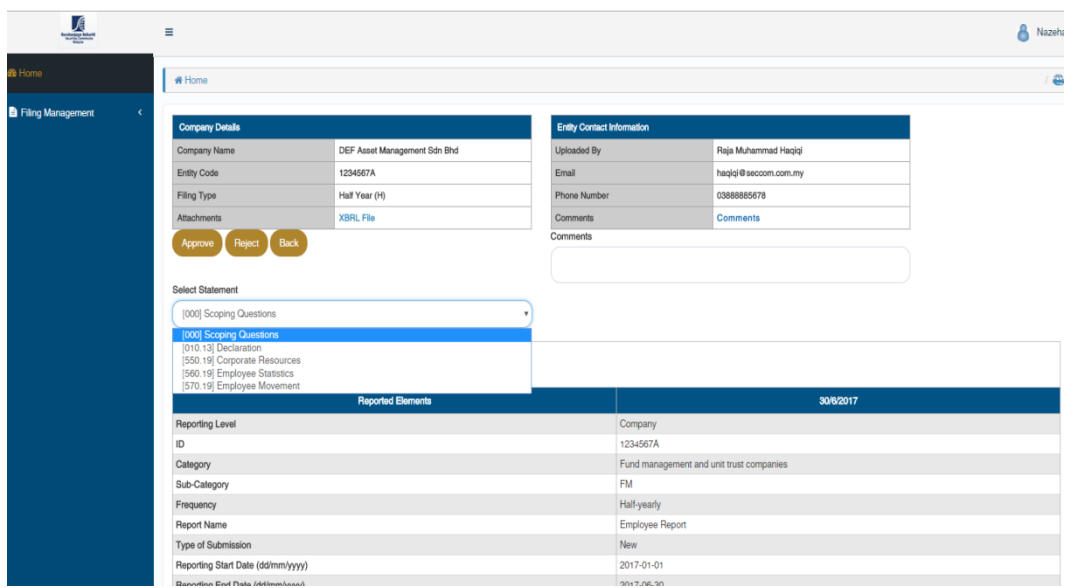
8.2.2 Click 'Approve/Reject' under View Filing column



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



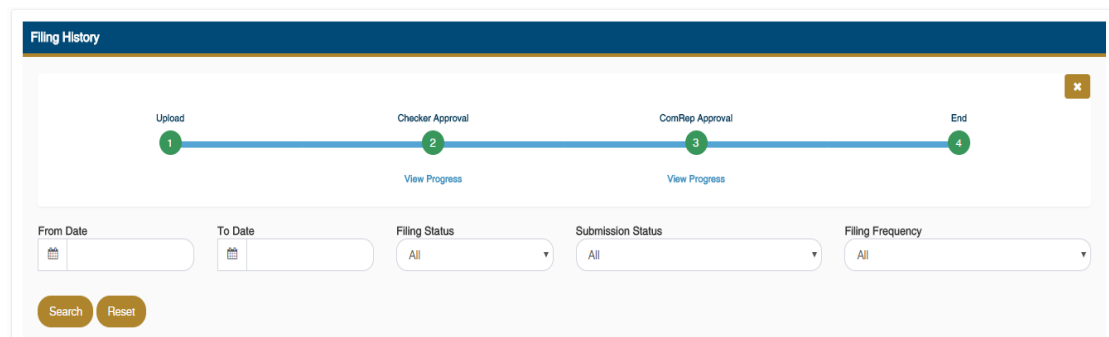
8.2.4 You can view online the information reported by selecting the desired dropdown under 'Select Statement'



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
367A(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

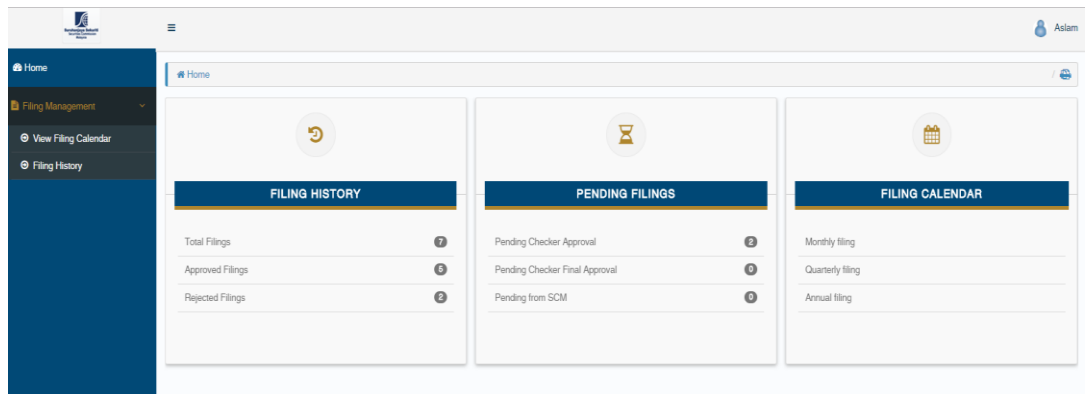
9.1 Sign-In to ComRep portal

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

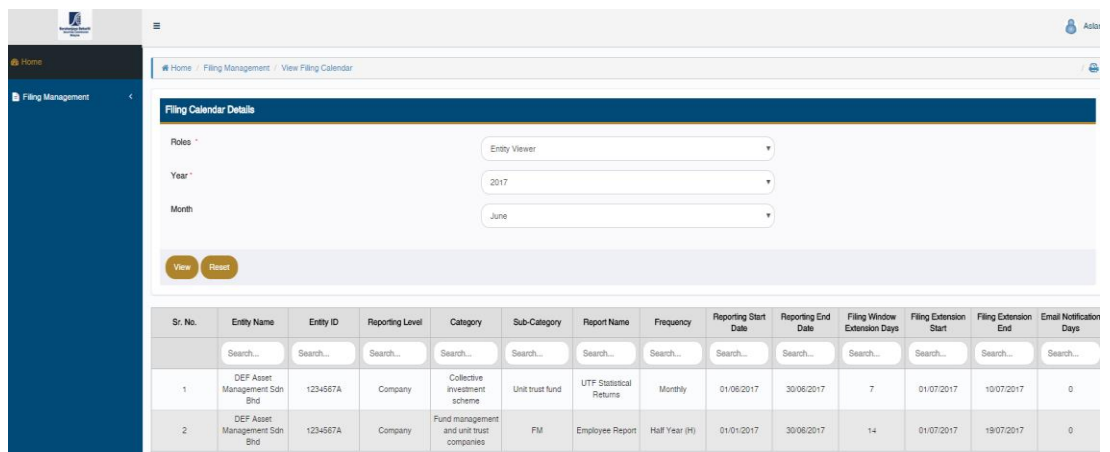
9.1.2 Enter the username and password provided to proceed

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

Sr. No.	Entity Name	Entity Code	Report Name	Filing Frequency	From Date	To Date	Uploaded Date	Version	Approval Status	Approved / Rejected Date	Submission Status	View Progress	View Filing
1	DEF Asset Management Sdn Bhd	1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	30/10/2017 15:31:09	1	Rejected	30/10/2017 16:06:04	Delayed	Click to View	Click to View
2	DEF Asset Management Sdn Bhd	1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	30/10/2017 16:06:52	2	Approved	30/10/2017 17:03:46	Delayed	Click to View	Click to View
3	DEF Asset Management Sdn Bhd	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
4	DEF Asset Management Sdn Bhd	1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	31/10/2017 15:50:42	4	Rejected	31/10/2017 15:53:13	Delayed	Click to View	Click to View
5	DEF Asset Management Sdn Bhd	1234567A	UTF Statistical Returns	Monthly	01/09/2017	30/09/2017	31/10/2017 15:53:29	5	Pending Checker Approval		Delayed	Click to View	Click to View
6	DEF Asset Management Sdn Bhd	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

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

Reporting Level	Report Elements	30/09/2017
ID	Company	
Category	1234567A	
Sub-Category	Fund management and unit trust companies	
Frequency	FM	
Report Name	Half yearly	
Type of Submission	Employee Report	
Reporting Start Date (ddmm/yyyy)	New	
Reporting End Date (ddmm/yyyy)	2017-01-01	
	2017-06-30	

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 xbml.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://xbml.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.