Briefing on
SC Common Reporting Platform (ComRep)

Securities Commission Malaysia
10 July 2019

Agenda

1. Introduction to ComRep

2. ComRep Platform

   • ComRep Client

   • ComRep Portal

3. User Administration

Introduction to ComRep
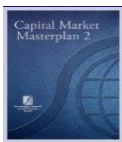
SC Common Reporting Platform (ComRep)

Purpose

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

To implement a single reporting platform for statistics, financial and regulatory filing with SC

CMP2 initiative

Embedded with XBRL technology

Eliminate email submission

- A single window for all reporting to SC;

- Promotes quality reporting, efficient dissemination and allow reporting automation;

- Better security control to protect confidential data.

Note: XBRL refers to eXtensible Business Reporting Language

SC ComRep Implementation

2017	2018	2019
Fund Management Industry	Registered Market Operator (RMO)	Broking Industry
Manage Investment Scheme Product	Reporting from licensees • Continuing Professional Education (CPE) • Marketing Representatives	Venture Capital (VC) & Private Equity (PE)
	Seasoned Corporate Bonds and Sukuk	Public Listed Company

ComRep Platform

Submission Process via ComRep Platform

Report Preparation

Report Submission

ComRep Portal

ComRep Client
(Offline Preparation)

Maker

Approver

ComRep Client

Instance document

ComRep Portal

ComRep Portal

SC Central Database

Filer's System

Validation

Validation

- Upload filing

- Approve / reject filing
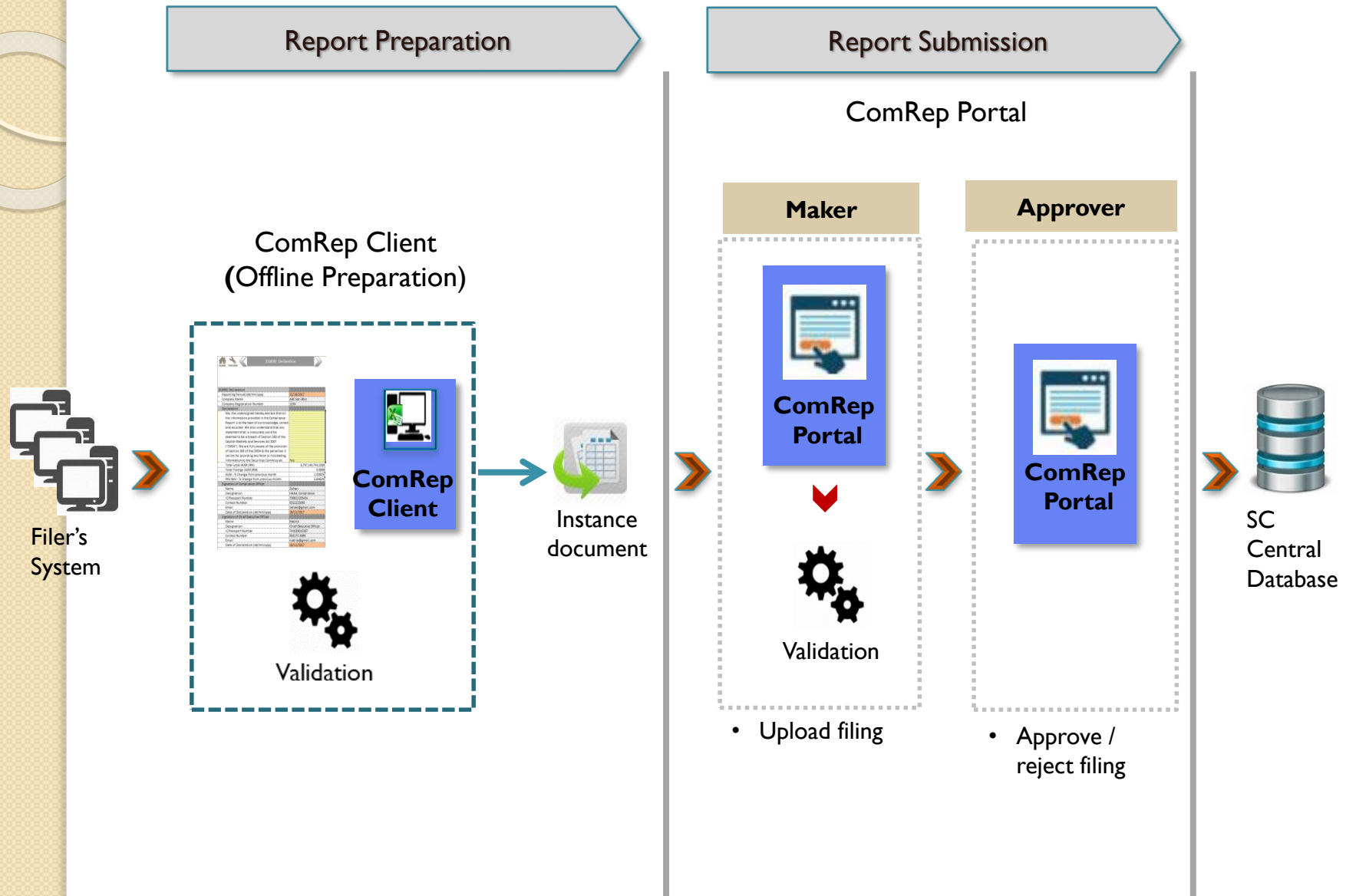
ComRep Client

ComRep Client

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

- The tool can be downloaded from ComRep Portal and the installation guide is available on the SC website

ComRep Client – Software Requirement

Prerequisites
1. Minimum Hardware requirements
   - 2 GB free space on C:\ drive
   - 4GB RAM
   - Intel Core 2 Duo Processor or other equivalent processor
2. Operating System requirements
   - Supported Operating Systems
     o Windows XP / Windows Vista / Windows 7 / Windows 8.1 / Windows 10
     o Server Versions: Windows 2003 / Windows 2008 / Windows 2012

Software Requirements
1. Microsoft Office Excel 2007 / 2010 / 2013 / 2016.
2. Microsoft .NET Framework 3.5 Service Pack 1: This can be downloaded from https://www.microsoft.com/en-us/download/details.aspx?id=22
3. Microsoft Visual Studio® Tools For Office® Runtime (VSTOR)
   - For Microsoft® Excel® 2007/2010/2013, Visual Studio® Runtime 3.0: This can be downloaded from http://www.microsoft.com/download/en/details.aspx?id=23656
4. Programmable Interoperable Assemblies for Microsoft Excel 2007 or Microsoft Excel 2010
   - Microsoft® Office 2007 Primary Interoperable Assemblies can be downloaded from http://www.microsoft.com/en-in/download/details.aspx?id=18346
   - Microsoft® Office 2010 Primary Interoperable Assemblies can be downloaded from http://www.microsoft.com/en-in/download/details.aspx?id=3508
5. Full Administrator rights for the machine are required to install the ComRep Client Tool

ComRep Portal

ComRep Portal

- The portal can be accessed via https://xbrl.seccom.com.my/Login/Login

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

- User ID & password for access to ComRep Platform will be provided by SC. Password need to be changed on 1st login

- Works best with Google Chrome. However can be accessed through Mozilla and Internet Explorer as well
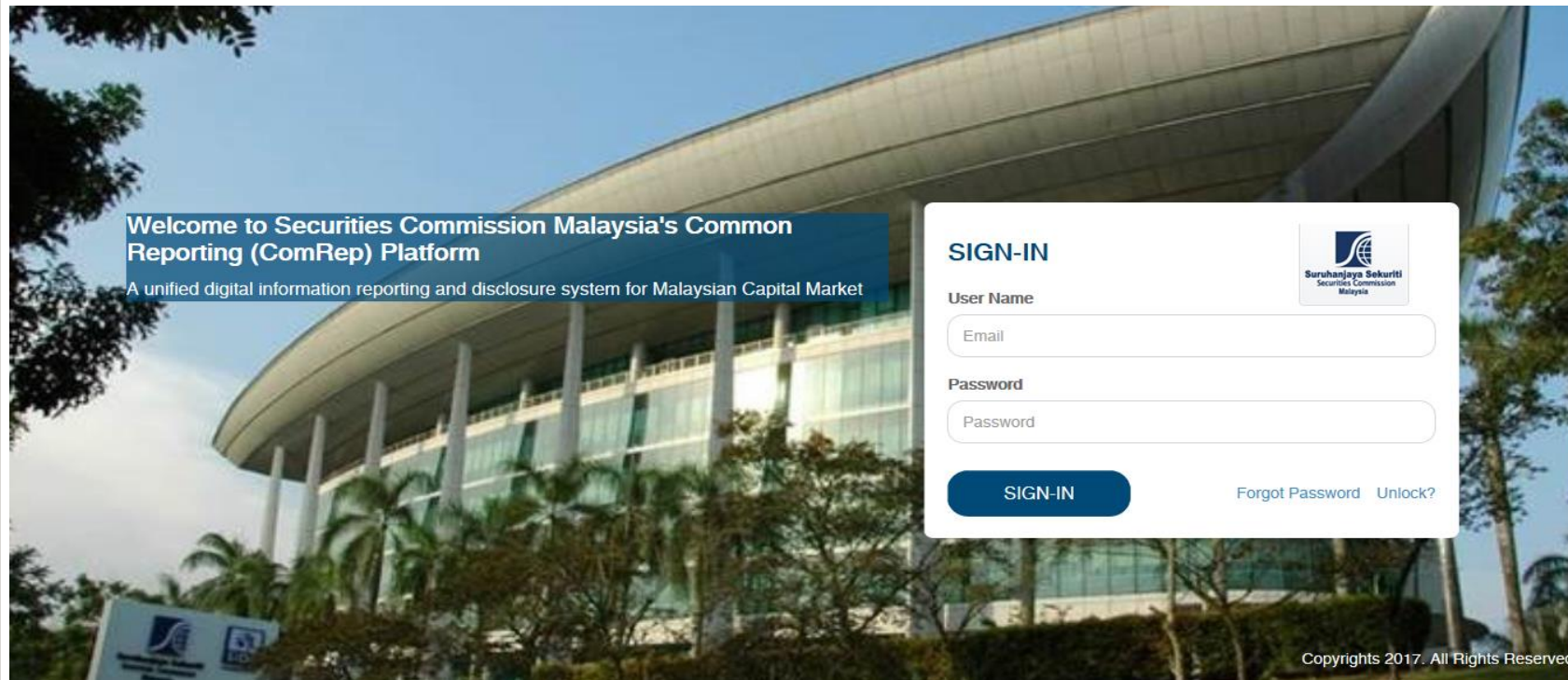
ComRep Portal

Submission Process	Monitoring Process

Upload filing

- Maker login to portal
- Choose Upload Filing & attach instance document
- Ensure validation successful
- Approver will be notified on the uploaded file
- Approve/reject the filing
- If approved, file will be submitted to SC

Filing calendar

- Maker/Approver login to portal
- Choose Filing Calendar to see the due report
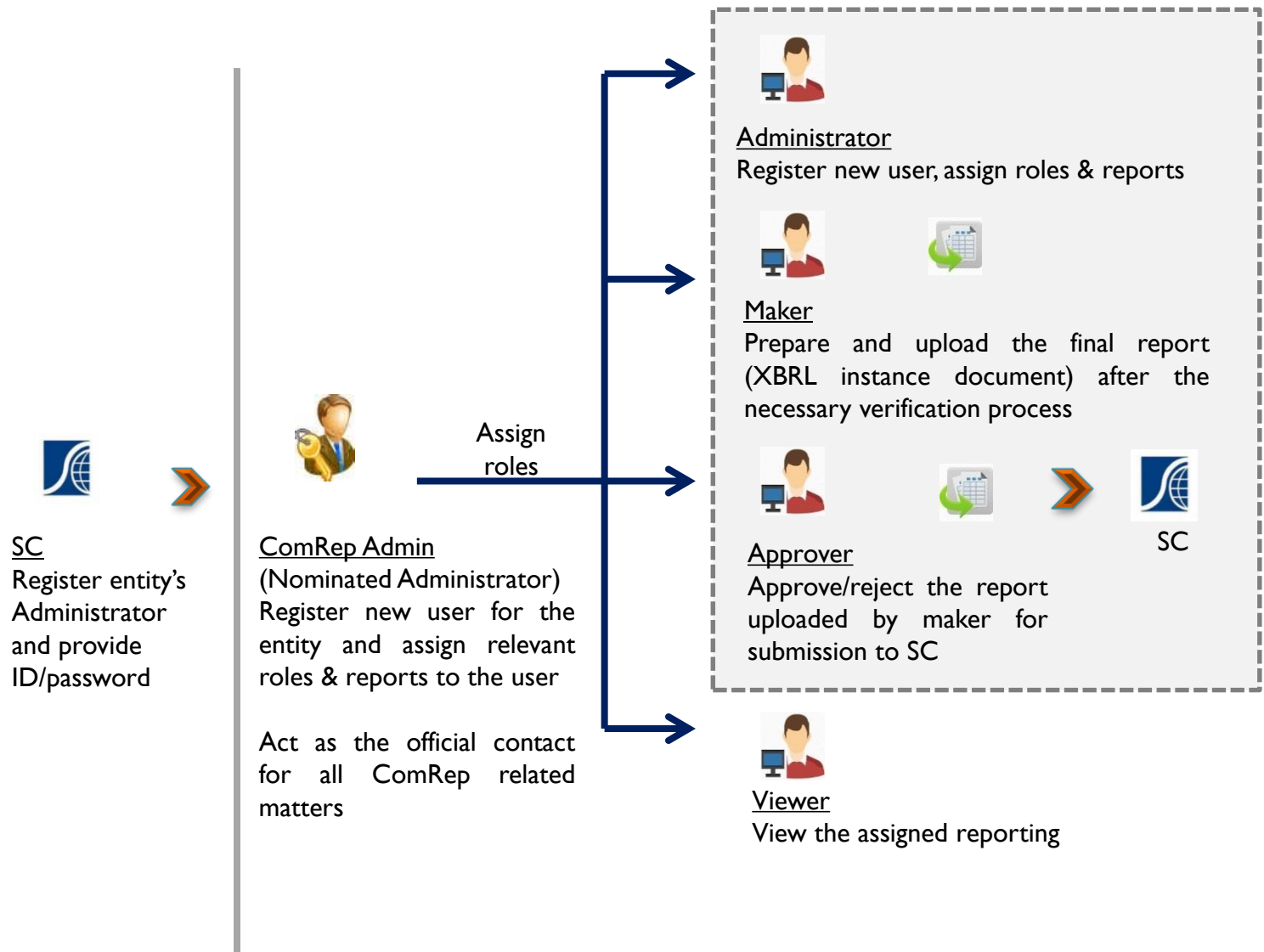
Filing history

- Maker/Approver login to portal
- Choose Filing History to see what has been filed

User Administration

User Management

SC
Register entity's Administrator and provide ID/password

ComRep Admin
(Nominated Administrator)
Register new user for the entity and assign relevant roles & reports to the user

Act as the official contact for all ComRep related matters

Assign roles

Administrator
Register new user, assign roles & reports

Maker
Prepare and upload the final report (XBRL instance document) after the necessary verification process

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

SC

Viewer
View the assigned reporting

Upon receiving login details via email

ComRep Admin
1. Login to ComRep Portal https://xbrl.seccom.com.my/Login/Login
2. Update company information from 'Edit Entity Details'
3. Create other users who need to access ComRep
4. Assign the necessary role to the newly created users, i.e: maker, approver, viewer
5. Assign the related report to the newly created users

Maker
1. Login to ComRep Portal https://xbrl.seccom.com.my/Login/Login
2. Download and install the following files for filing preparation
    i. Category File
    ii. Client Tool
3. Prepare filing and generate the XBRL instance document
4. Upload the XBRL instance document into ComRep Portal for Approver action

Approver (after maker upload the instance file)
1. Login to ComRep Portal https://xbrl.seccom.com.my/Login/Login
2. Approve/Reject filings from 'Filing Management > Approve/Reject Pending Filing'

Thank You

Please email us on any ComRep related queries:

- ➢ *Nazehan Abdullah Sani* *nazehana@seccom.com.my*
- ➢ *Mohamed Aslam Mohamed Iqbal* *AslamM@seccom.com.my*