



Suruhanjaya Sekuriti
Securities Commission
Malaysia

SC Common Reporting (ComRep) Client
User Manual

Revision Sheet

Release No	Date	Revision Description
1	01/09/2017	Add-ins new information on Filing Information Guide
2	13/12/2017	Changes in Reporting Frequency for Compliance & add DSUT to Complaints Disclosure
3	16/07/2018	Update on Tool V1.0.8 for Category File
4	06/03/2019	Update on Ad-Hoc report reporting end date
		Add-ins guide to save or print uploaded report into Excel

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Section 1: ComRep Client Installation Guide

a. Hardware and Software Requirements

Prerequisites

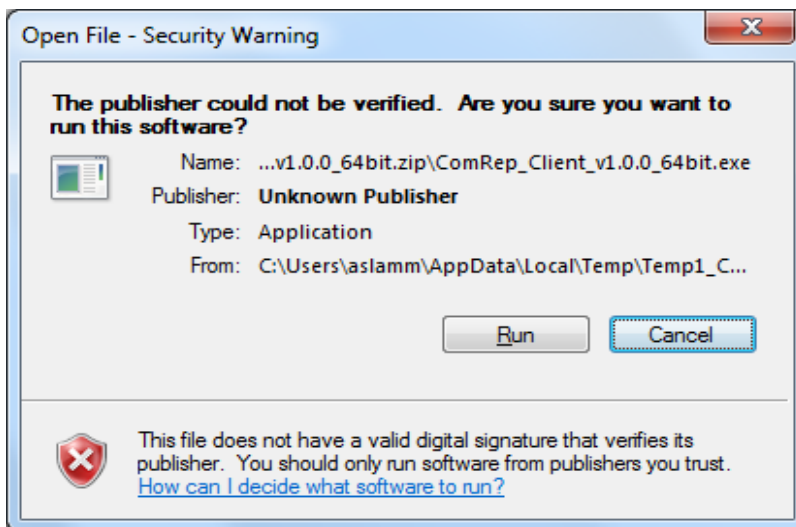
1. Minimum Hardware requirements
 - a. 2 GB free space on C:\ drive
 - b. 4GB RAM
 - c. Intel Core 2 Duo Processor or other equivalent processor
2. Operating System requirements
 - a. Supported Operating Systems :
Windows XP / Windows Vista / Windows 7 / Windows 8.1 / Windows 10Server Versions:
Windows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

Software Requirements

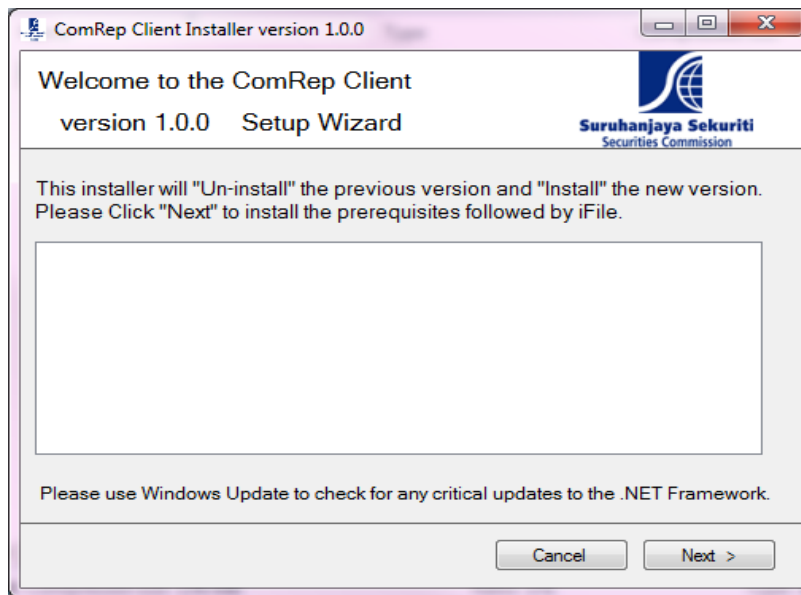
3. Microsoft Office Excel 2007 / 2010 / 2013 / 2016.
4. Microsoft .NET Framework 3.5 Service Pack 1: This can be downloaded from <https://www.microsoft.com/en-us/download/details.aspx?id=22>
5. Microsoft Visual Studio® Tools For Office® Runtime (VSTOR)
 - a. For Microsoft® Excel® 2007/2010/2013, Visual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

b. ComRep Client Installation

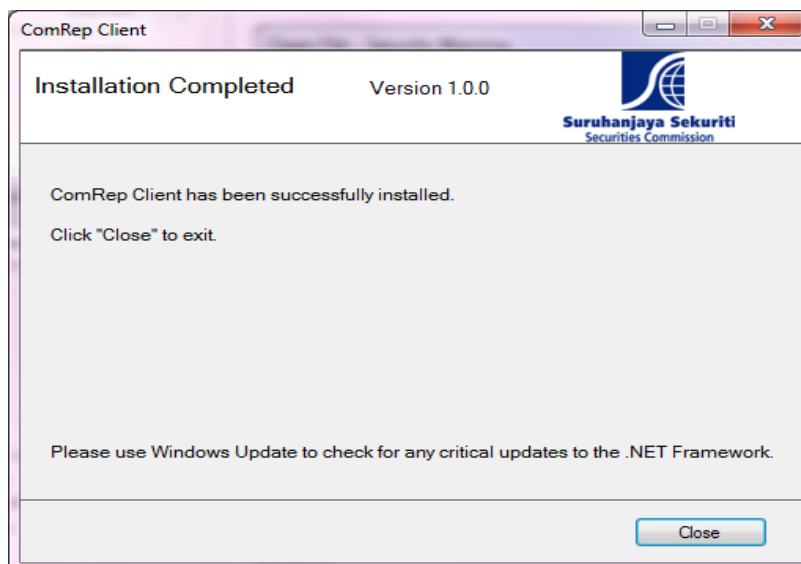
1. Administrator privilege is required to install ComRep Client Tool. Check with your IT Department if you do not have the privilege to install the software.
2. Check the Windows Operating System (OS) specification.
 - a. If OS is 32bit, download the 32bit ComRep Client Tool installation program
 - b. If OS is 64bit, download the 64bit ComRep Client Tool installation program
3. Select the relevant ComRep Client installation program based on the above requirement.
 - a. Log in to <https://xbrl.seccom.com.my>
 - b. Go to 'Download' , choose Download Files
 - c. Download the ComRep Client Tool according to your OS specification.
4. Save the zip file to a local directory (any directory).
5. Open the zip file from local directory and double-click on the .exe file (ComRep_Client_1.0.6_32bit.exe or ComRep_Client_1.0.6_64bit.exe) to start the installation.
6. Click Run and follow the on-screen instruction.



7. Click Next to continue.



8. Once the installation is complete, click Close to exit.

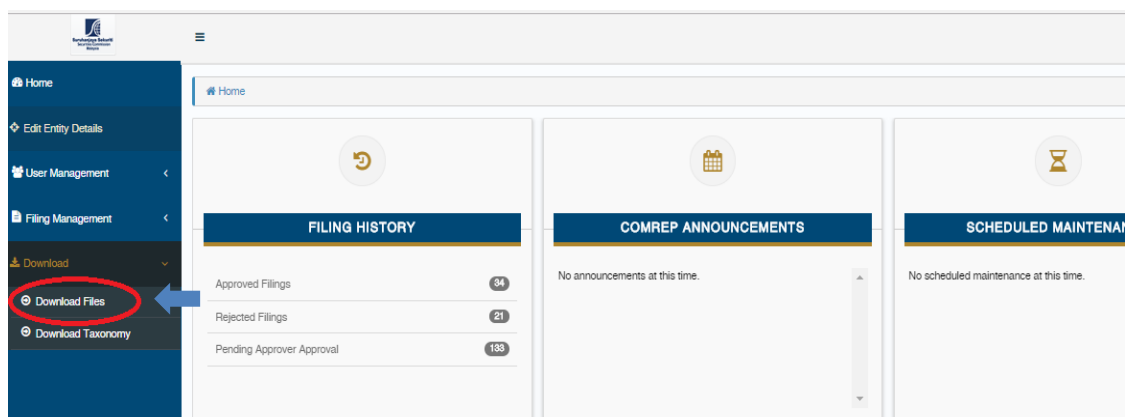


C. Category File (for Version V1.0.8 and above)

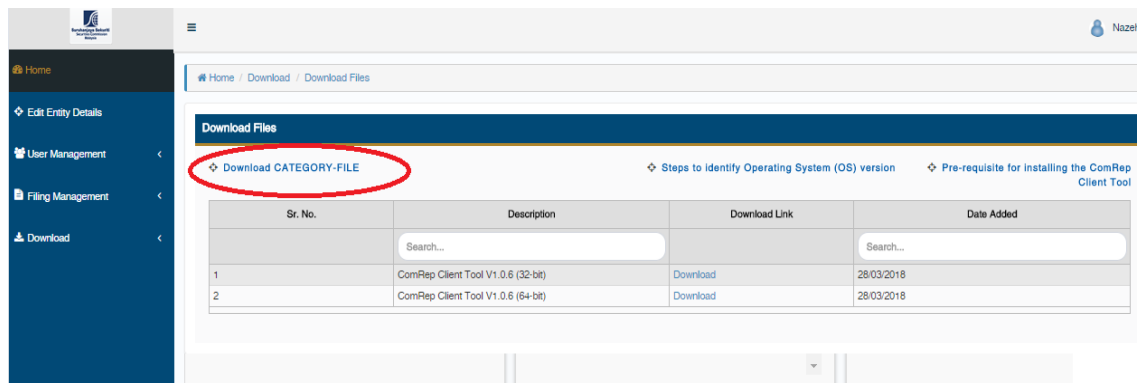
For user who is using version V1.0.8 and above, you are **required** to download the category file to be able to access the report via ComRep Client.

Where to get

1. Login to <https://xbrl.seccom.com.my/Login/Login>
2. Click Download -> Download Files



3. Click Download Category-File



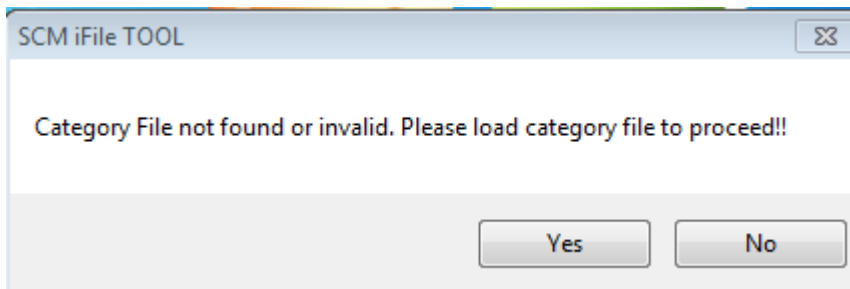
4. Save the Category-File downloaded to your desired folder

Installation Process

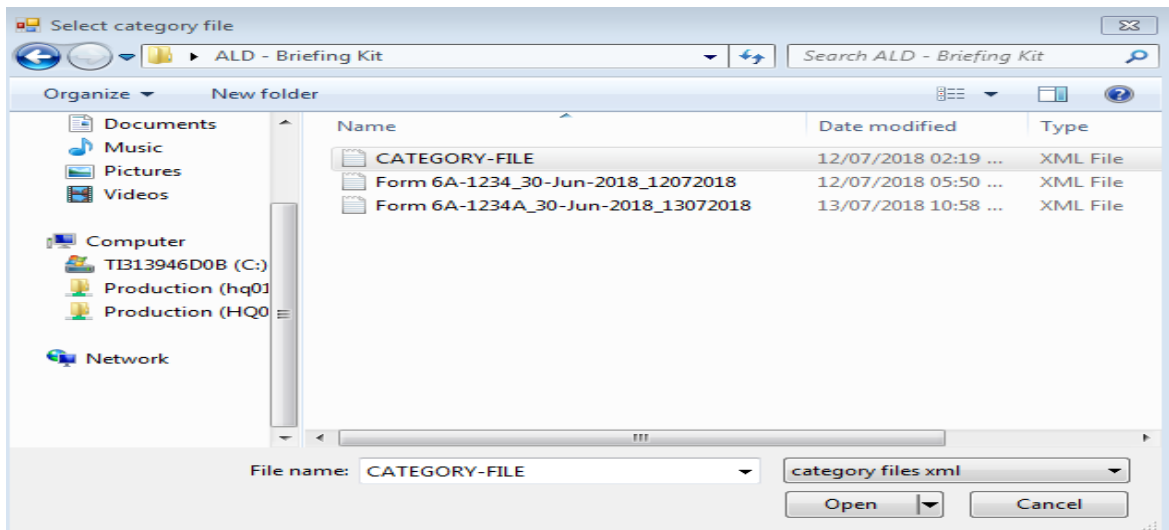
1. Double click ComRep Client icon



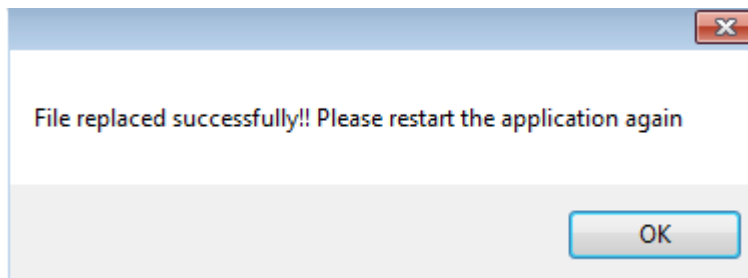
2. Click Yes and choose the Category File downloaded earlier



3. Choose the Category File and click open



4. Restart ComRep Client to access the report



5. User will only have access to the report assigned to them. If user wishes to view other report, the company Super Admin need to assign the said report.

6. Upon assignment via ComRep Portal, user needs to re-download the Category File and repeat the installation process.

Section 2: Filing Information Guide

a. ComRep Client Tool Filing Components

1. ComRep Client icon will appear on your desktop upon completion of the ComRep Client Installation. Double click the icon to start.



2. Filing Information screen will appear. Complete the form and choose 'Submit' to access the report required for filing.

The screenshot shows a software window titled 'Filing Information (V 1.0.1)'. It contains a table with two columns: 'Question' and 'Values'. The 'Question' column lists several fields: Reporting Level, ID, Category, Sub-Category, Frequency, Report Name, Type of Submission, Reporting Start Date (dd/mm/yyyy), and Reporting End Date (dd/mm/yyyy). Each field in the 'Values' column has a dropdown arrow. At the bottom right of the window, there are two buttons: 'Submit' and 'Cancel'.

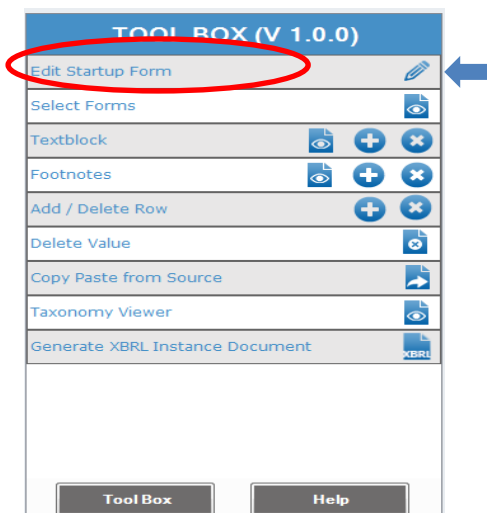
Question	Values
Reporting Level	
ID	
Category	
Sub-Category	
Frequency	
Report Name	
Type of Submission	
Reporting Start Date (dd/mm/yyyy)	
Reporting End Date (dd/mm/yyyy)	

- **Reporting Level refers to :**
 - a. Company
 - b. Company(Trustee)
- **ID refers to Registration Number:**
 - a. Company - 1234567X
 - b. Company(Trustee) - 1234567X(7654321T)

*Please ensure there is no space between Company Registration Number and Trustee Registration number.

- Choose the **Category**, **Sub-Category** and **Report Name** that is applicable to you
- Type of submission refers to :
 - a. New
 - b. Resubmission
 - *Only for the purpose of resubmission
- Fill in the **Reporting End Date**
 - *must be month end date
- **Frequency** and **Reporting Start Date** is *auto-generated* by the system
- For **Ad-Hoc** report, user is required to choose **Reporting End Date** as submission date of the report. **Reporting Start Date** will be automatically generated as T-1.
- Once complete, click **Submit** to generate the reporting template.

3. If user wishes to change the Filing Information, click Edit Start-up Forms from the Tool Box.



b. Guide for Copy-Paste from source document to ComRep Client

1. In order for user to copy paste from source document to ComRep Client, user have to ensure format used in the source document same with ComRep Client e.g (for date must be in the format of 'dd/mm/yyyy')
2. Copy data from source document (CTRL C)

[01000] Declaration	
Reporting Period (dd/mm/yyyy)	31/12/2016
Unit Trust Management Company Name	ABC Company
Unit Trust Management Company Registration Number	12345A
Declaration	
We confirmed that the returns are complete, true and accurate to the best of my knowledge and belief. The summary of the the submission are listed as follows :	Yes
Total Number Of Accounts	111
Total Units in Circulation	111
Total Sales Volume (unit)	111
Total Repurchases Volume (unit)	111
Total Manager Box (unit)	111
Total Net Asset Value (RM)	111.0000
Signatory of Compliance Officer	
Name	XXXX
Designation	Compliance Officer
IC/Passport Number	999999112233
Contact Number	123456789
Email	xxx@xxx.com
Date of Declaration (dd/mm/yyyy)	31/12/2016
Signatory of Chief Executive Officer	
Name	XXXX
Designation	Chief Executive Officer
IC/Passport Number	999999112233
Contact Number	123456789
Email	xxx@xxx.com
Date of Declaration (dd/mm/yyyy)	31/12/2016

3. Point cursor at the field that user wish to paste the data

[01000] Declaration	
Reporting Period (dd/mm/yyyy)	
Unit Trust Management Company Name	
Unit Trust Management Company Registration Number	
Declaration	
We confirmed that the returns are complete, true and accurate to the best of my knowledge and belief. The summary of the the submission are listed as follows :	
Total Number of Accounts	
Total Units in Circulation	
Total Sales Volume (unit)	
Total Repurchases Volume (unit)	
Total Manager Box (unit)	
Total Net Asset Value (RM)	
Signatory of Compliance Officer	
Name	
Designation	
IC/Passport Number	
Contact Number	
Email	
Date of Declaration (dd/mm/yyyy)	
Signatory of Chief Executive Officer	
Name	
Designation	
IC/Passport Number	
Contact Number	
Email	
Date of Declaration (dd/mm/yyyy)	

Point your cursor here

4. Click Copy Paste from Source, and click Yes to the message prompt below.

The screenshot shows the ComRep Client interface. On the right side, there is a 'TOOL BOX (V 1.0.0)' with various options. The 'Copy Paste from Source' option is highlighted with a red circle and an arrow pointing to it with the text 'Click here'. In the center, a dialog box titled 'ComRep Client' is displayed with the message: 'Copy-pasting data will overwrite the existing values in the template. Do you want to continue?' with 'Yes' and 'No' buttons.

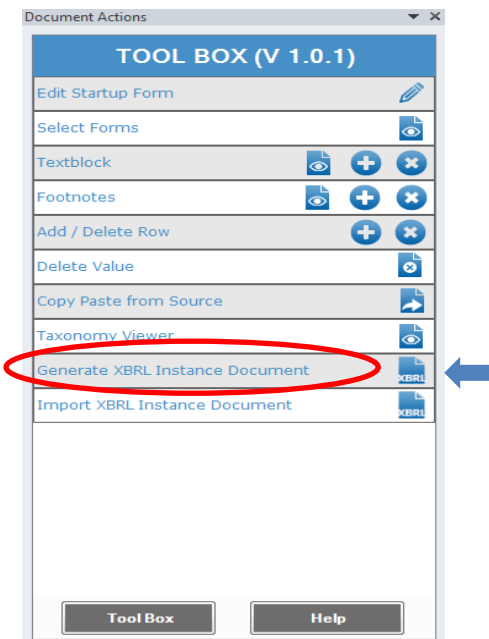
5. Copy paste is completed.

[01000] Declaration	
Reporting Period (dd/mm/yyyy)	31/12/2016
Unit Trust Management Company Name	ABC Company
Unit Trust Management Company Registration Number	12345A
Declaration	
We confirmed that the returns are complete, true and accurate to the best of my knowledge and belief. The summary of the the submission are listed as follows :	Yes
Total Number of Accounts	111
Total Units in Circulation	111
Total Sales Volume (unit)	111
Total Repurchases Volume (unit)	111
Total Manager Box (unit)	111
Total Net Asset Value (RM)	111.0000
Signatory of Compliance Officer	
Name	XXXX
Designation	Compliance Officer
IC/Passport Number	999999112233
Contact Number	123456789
Email	XXXX@XXXX.com
Date of Declaration (dd/mm/yyyy)	31/12/2016
Signatory of Chief Executive Officer	
Name	XXXX
Designation	Chief Executive Officer
IC/Passport Number	999999112233
Contact Number	123456789
Email	XXXX@XXXX.com
Date of Declaration (dd/mm/yyyy)	31/12/2016

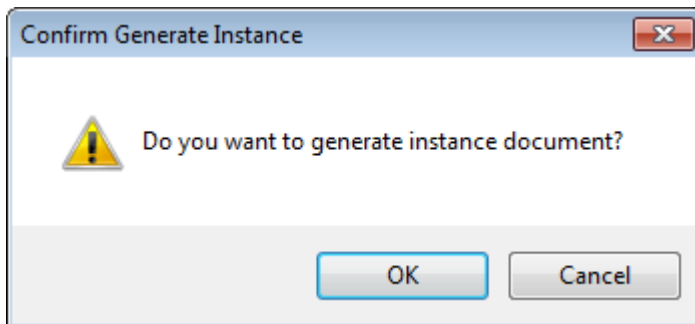
6. Please make sure that to paste the dropdown, spelling must be exactly the same as the dropdown list, matching in “UPPERCASE” and “lowercase” as well.

c. Guide to Instance Creation

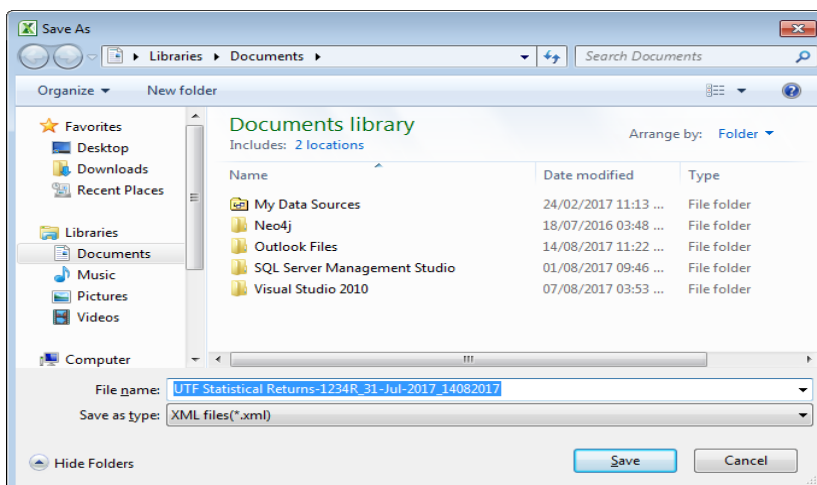
1. Once user has filled all the required information, choose 'Generate XBRL Instance Document' from Tool Box to create the required instance.



2. Below image will prompt you to confirm on instance creation.



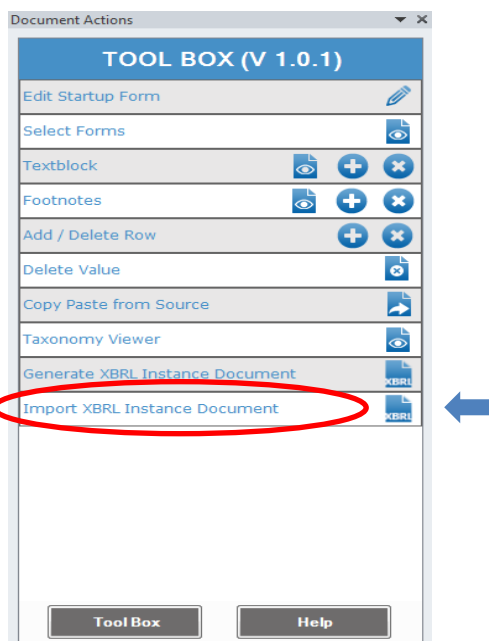
3. Save the Instance Document with the default File name in the desired folder.



4. Instance file will be generated in XML File format

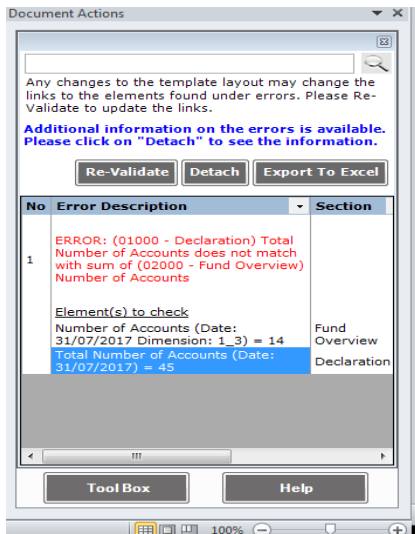
Name	Date modified	Type	Size
Annual CRS Questionnaire-11804D_31-Dec-2016_01082017	01/08/2017 02:18 ...	XML File	134 KB
Audited Financial Statement-477714K_31-Dec-2016_01082017	01/08/2017 04:14 ...	XML File	15 KB
Company Profile-342171V_31-Dec-2016_01082017	01/08/2017 12:26 ...	XML File	26 KB
Compliance Report-1011637P_31-Dec-2016_02082017	02/08/2017 11:32 ...	XML File	55 KB
Employee Report-827342W_30-Jun-2017_01082017	01/08/2017 04:31 ...	XML File	12 KB
Half-yearly FMC Report-477714K_30-Jun-2017_02082017	02/08/2017 10:47 ...	XML File	63 KB
Monthly Complaints Disclosure-154432A_30-Jun-2017_02082017	02/08/2017 10:57 ...	XML File	3 KB
Monthly FMC Report-827342W_31-Jul-2017_02082017	02/08/2017 10:04 ...	XML File	3 KB

5. In order to re-open the instance document, user may use the embedded function in ComRep Client. Please ensure that the filing information filled in is the same with instance that you wish to re-open.

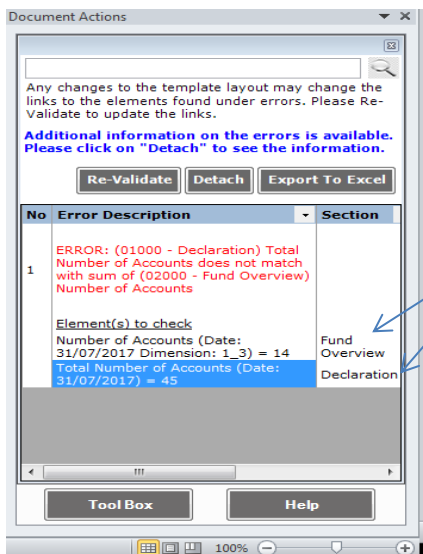


d. Error Validation

1. User will be prompted with error message when generating XBRL Instance Document if there is any data mismatch and/or no data in filled in the compulsory field.



2. User can check for any mismatch value in the following section.



Click here and user will be directed to the section where there are mismatched values

e. Submission

1. All completed reports in the form of XBRL instance documents are to be submitted to SC via SC ComRep Submission System.
2. The SC ComRep Submission System user manual is available in SC Website for guidance.

f. Guide to print uploaded report into Excel File

1. Once report is submitted to ComRep Portal, user can print or save the submitted version by using Export or Export All function. Export is to print/save single page of the report while Export All is to save/print the entire report

The screenshot shows the ComRep Portal interface. At the top, there is a navigation bar with a home icon. Below it, there are two tables: 'Company Details' and 'Entity Contact Information'. The 'Company Details' table has columns for Company Name (ABC COMPANY SDN BHD), Entity Code (1234), Filing Type (Monthly), and Attachments (XBRL File). The 'Entity Contact Information' table has columns for Uploaded By (Nazahana), Email (nazahana@seecom.com.my), Phone Number (123123123), and Comments. Below these tables, there is a 'Back' button and a 'Select Statement' dropdown menu. The dropdown menu is open, showing '[00000] Scoping Questions'. Below the dropdown menu, there are two buttons: 'Export' and 'Export All', both of which are circled in red. Below the buttons, there is a table titled '[00000] Scoping Questions' with columns for 'Reported Elements' and '31/12/2018'. The table contains the following data:

Reported Elements	31/12/2018
Reporting Level	Company
ID	1234
Category	Collective investment scheme
Sub-Category	Unit trust fund
Frequency	Monthly
Report Name	UTF Statistical Returns
Type of Submission	New
Reporting Start Date (dd/mm/yyyy)	1/12/2018
Reporting End Date (dd/mm/yyyy)	31/12/2018

2. Once Export or Export All is clicked, user can choose to save as excel or print directly from ComRep Portal

The screenshot shows the 'Export' dialog box. At the top, there is a title bar with the text 'Export'. Below the title bar, there is a dropdown menu showing '[00000] Scoping Questions'. Below the dropdown menu, there is a table titled '[00000] Scoping Questions' with columns for 'Reported Elements' and '31/12/2018'. The table contains the following data:

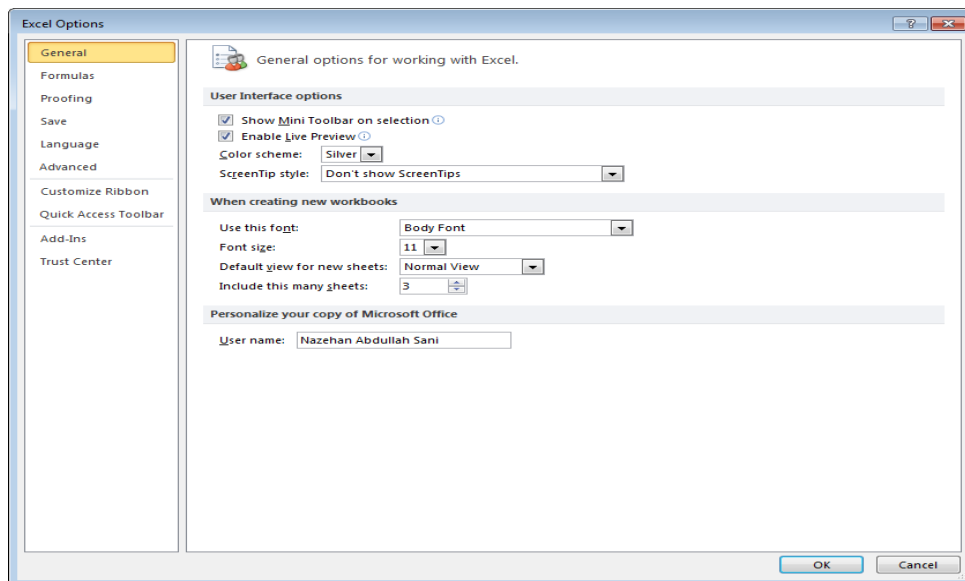
Reported Elements	31/12/2018
Reporting Level	Company
ID	1234
Category	Collective investment scheme
Sub-Category	Unit trust fund
Frequency	Monthly
Report Name	UTF Statistical Returns
Type of Submission	New
Reporting Start Date (dd/mm/yyyy)	1/12/2018
Reporting End Date (dd/mm/yyyy)	31/12/2018

At the bottom of the dialog box, there are three buttons: 'Save as Excel', 'Print', and 'Close'. The 'Save as Excel' and 'Print' buttons are circled in red.

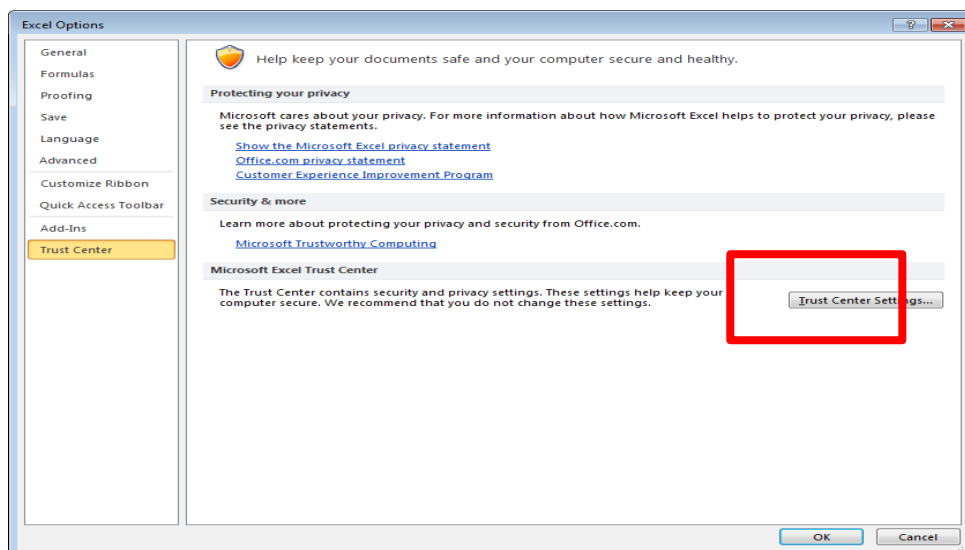
Section 3: Filing Tips

a. File sharing

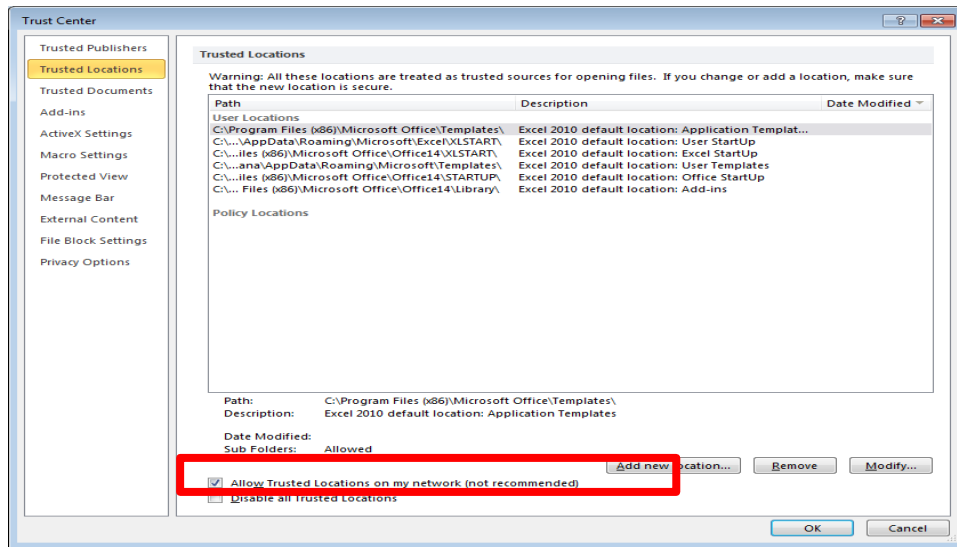
1. Open the saved excel
2. File > Option



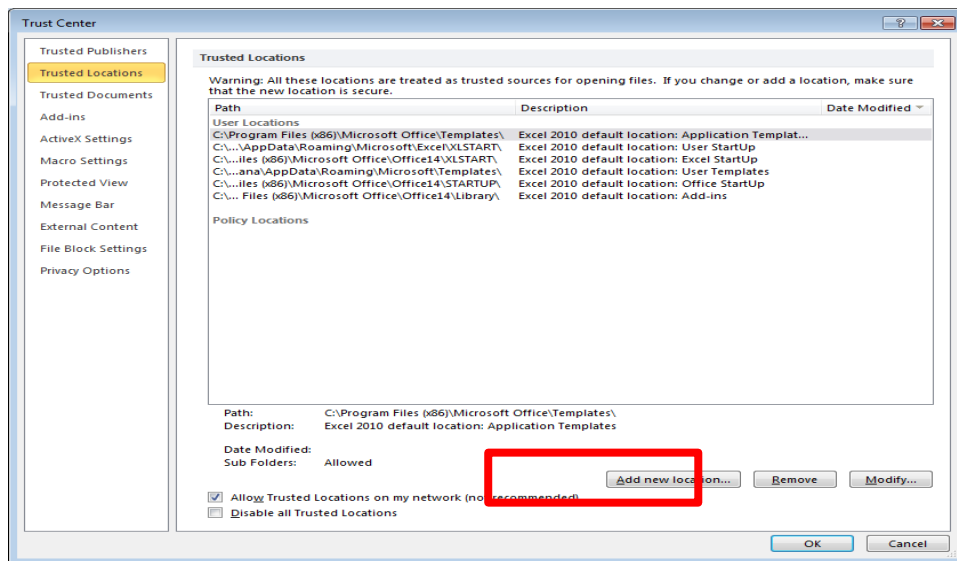
3. Trust center > Trust Center Settings



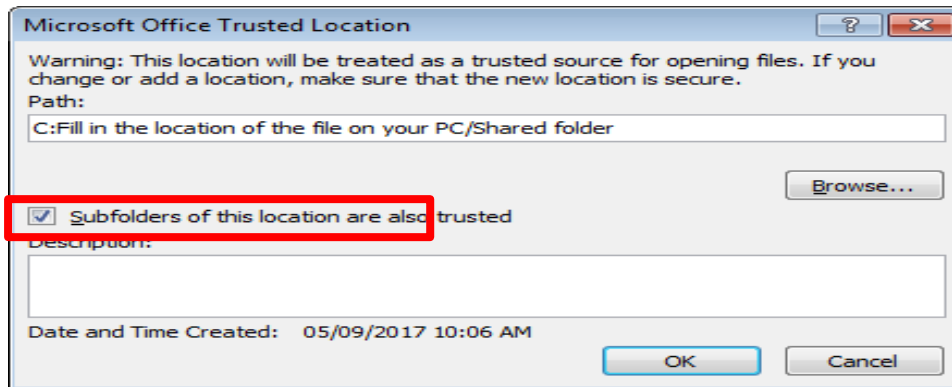
4. Trusted locations > 'Check allow trusted locations on my network'



5. Add new location



6. Fill in the location of the file on your PC/Shared folder and check the highlighted box



7. The user now would be able to edit the saved ComRep Excel through the location listed as trusted. This method can be used if you plan to use shared folder as medium of sharing.