



**Suruhanjaya Sekuriti**  
Securities Commission  
Malaysia

## **SC Common Reporting (ComRep) Client User Manual**

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*Revision history*

Release No	Date (d/m/y)	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. Added guide to save or print uploaded report into Excel.
5	17/05/2022	Update MS Office version compatible with ComRep Client.
5.0.2	19/1/2023	Update BRN features to the Filing Information (ComRep Client Tool). Update on Filing Tips: How to use import instance function.
6.0	10/9/2025	General overall updates to the guide.

Contact for ComRep technical questions and/or issues: SCXBRL [scxbrl@seccom.com.my](mailto:scxbrl@seccom.com.my)

## 1 ComRep Client tool installation

### 1.1 System Requirement

1. System Configuration (Minimum Requirements):	
Processor	Intel® 2.0 GHz Core™2 Duo, i3, i5, i7 or other equivalent processor
RAM	4GB RAM  <i>Note: For instructions on how to check the amount of RAM is installed on your machine, refer to <a href="http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has">http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has</a></i>
Hard Disk Space	2 GB of free space on C:\ Drive
Monitor Resolution	1280 x 800

2. System Configuration (Recommended):	
Processor	Intel® i5, i7 plus and other equivalent processor
RAM	8 GB plus or higher  <i><b>Note:</b> For instructions on how to check the amount of RAM is installed on your machine, refer to <a href="http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has">http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has</a></i>
Hard Disk Space	4 GB or higher of free space on C:\ Drive
Monitor Resolution	1280 x 800

3. Operating System and Software requirements:	
Supported Operating Systems	Windows 7; Windows 8; Windows 10; Windows 11  <i><b>Note:</b></i> <ol style="list-style-type: none"> <li>For instructions on how to check the version of your operating system, refer to <a href="http://windows.microsoft.com/en-US/windows/which-operating-system">http://windows.microsoft.com/en-US/windows/which-operating-system</a></li> <li>Support for Windows 10 will officially end on 14<sup>th</sup> October 2025, as announced by Microsoft</li> </ol>
Microsoft® .NET Framework	.NET Framework 3.5 SP1  <i><b>Note:</b> For steps to install .NET 3.5 on Windows <a href="https://learn.microsoft.com/en-us/dotnet/framework/install/dotnet-35-windows">https://learn.microsoft.com/en-us/dotnet/framework/install/dotnet-35-windows</a></i>
Microsoft Office	Microsoft Office 2013, Microsoft Office 2016, Microsoft Office 2019, Microsoft Office 365

<b>3. Operating System and Software requirements:</b>	
	<p><b>Supported versions:</b>  Office 2013 –Home and Business, Standard, Professional, Professional Plus  Office 2016 –Home and Business, Standard, Professional, Professional Plus  Office 2019 - Home and Business, Standard, Professional, Professional Plus  Office 365 – Personal, Home, Business, Business Premium</p> <p><b>Unsupported versions:</b>  Office 2013 – Starter, Home and Student  Office 2016 – Home &amp; Student  Office 2019 – Home &amp; Student  Office 365 – Business Essentials, Office 365 Online</p> <p><b>Note:</b> For instructions on how to check the version of Microsoft Office you are using, refer to <a href="http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx">http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</a></p>
Microsoft Visual Studio Tools For Office Runtime (VSTOR)	<p>VSTO Runtime 4.0</p> <p><i>Note: This can be downloaded from <a href="https://www.microsoft.com/en-us/download/details.aspx?id=105522">https://www.microsoft.com/en-us/download/details.aspx?id=105522</a></i></p>

#### 4. Other requirements:

- 4.1 Full Administrator rights for the machine are required during the iFile Tool installer.
- 4.2 Full access rights (create/edit/delete) are required for **C:\SCM XBRL Preparation Tool** folder for the tool to run properly.
- 4.3 Execute application right is required for the XBRL Validator on path **C:\SCM XBRL Preparation Tool\Validator\bushchat\_win64\_v4.0.8\bin\bushchat.exe**

#### **Note:**

1. The above given software requirements are necessary for iFile Client tool to function properly. There is no constraint on the sequence of the installations.
2. It is advisable to install Microsoft .NET Framework and VSTO Runtime before installing iFile Client Tool

### *1.2 Installing ComRep Client tool*

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.

#### 1.2.1 Windows Operating System (OS) specification

Check the Windows Operating System (OS) specification.

- If OS is 32bit, download the 32bit ComRep Client Tool installation program.
- If OS is 64bit, download the 64bit ComRep Client Tool installation program.

### 1.2.2 Windows 10 end of support after 14 October 2025 announcement by Microsoft

Kindly take note of Windows 10 end of support after 14 October 2025.

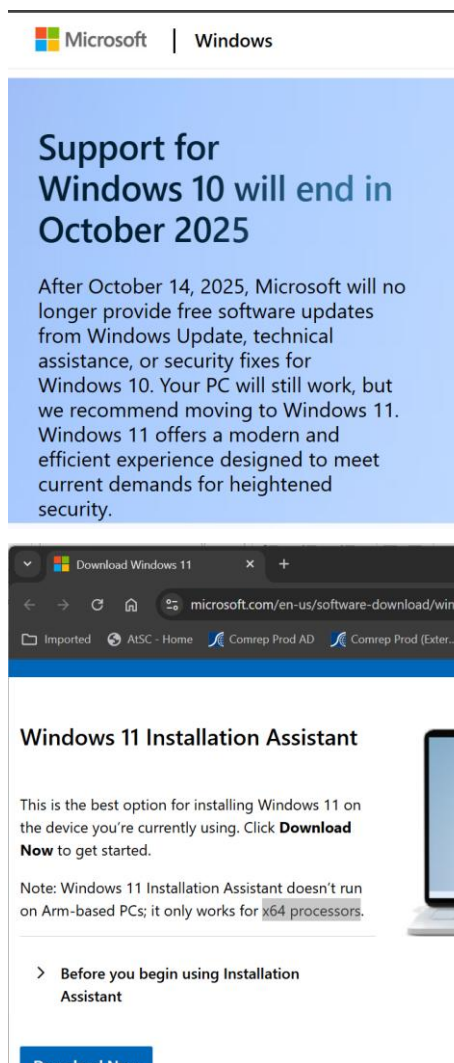
<https://www.microsoft.com/en-us/windows/end-of-support>

Although the 32bit ComRep Client Tool is still available for now, kindly comply to the necessary requirements for managing technology risks as per GUIDELINES ON TECHNOLOGY RISK MANAGEMENT

(<https://www.sc.com.my/regulation/guidelines/technology-risk>), applicable to the capital market entities as defined in paragraph 4.01.

Windows 11 is available in 64bit.

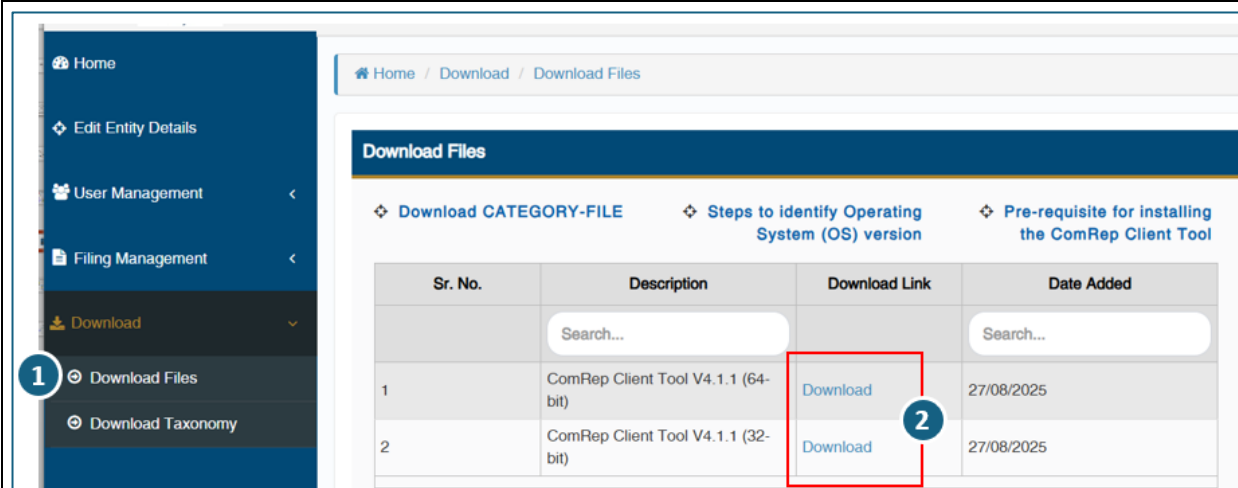
<https://www.microsoft.com/en-us/software-download/windows11>



### 1.2.3 Getting the tool installer file and install

Select the relevant ComRep Client installation program based on the above requirements.

### 1.2.3 Getting the tool installer file and install

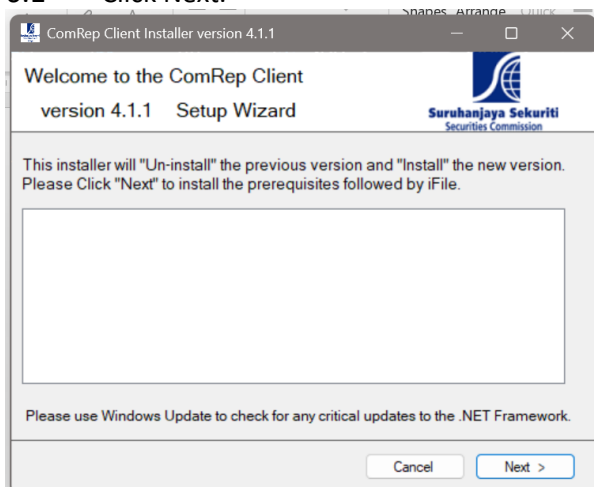


1. Log in to ComRep Portal <https://xbri.seccom.com.my> > Download > Download Files.
2. Download the ComRep Client Tool according to your OS specification.
3. Save the zip file to a local directory (any directory).
4. Open the zip file from local directory and extract (save) the .exe file into the same directory (ComRep\_Client\_<version>\_32bit.exe or ComRep\_Client\_<version>\_64bit.exe).
5. Double click the .exe file to start the installation.

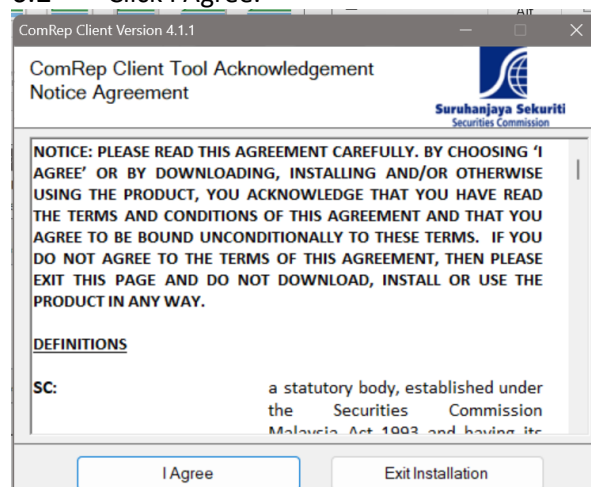
#### 6. Follow the instructions to continue with the installation.

For any installation errors kindly email to [scxbri@seccom.com.my](mailto:scxbri@seccom.com.my) for technical assistance.

##### 6.1 Click Next.



##### 6.2 Click I Agree.

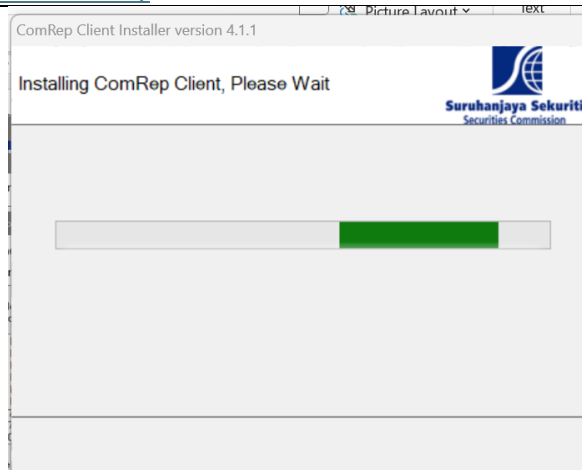
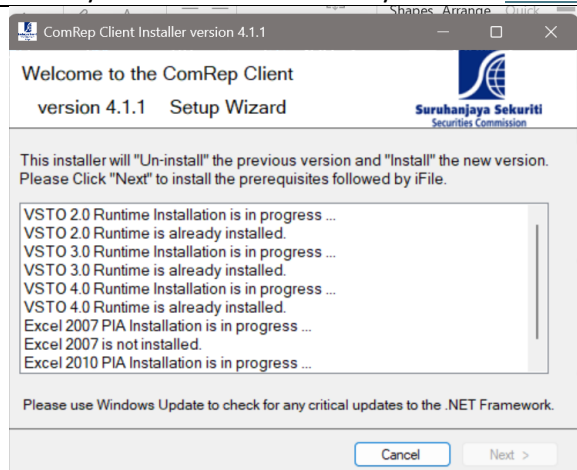
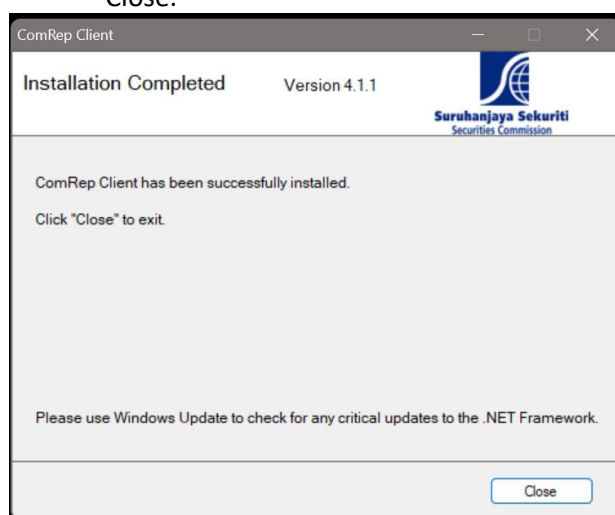


##### 6.3 Installation in progress...

##### 6.4 Installation in progress...

**6. Follow the instructions to continue with the installation.**

For any installation errors kindly email to [scxbrl@seccom.com.my](mailto:scxbrl@seccom.com.my) for technical assistance.

**6.5 Installation completed successfully, click Close.****1.2.4 Installing Category File**

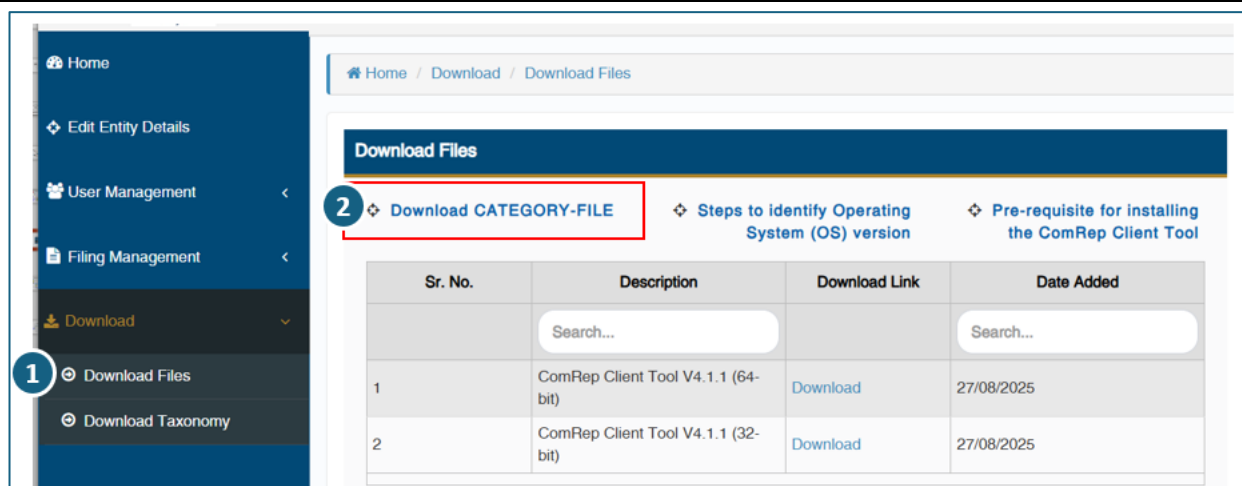
Category File contains the report(s) that have been assigned to the maker (preparer) of the entity.

**1.2.4.1 Where to get Category File**

1. Log in to <https://xbrl.seccom.com.my/Login/Login> > Home > Download > Download Files.
  2. Save\* the Category-File into the same folder where ComRep Client tool is installed (C:\SCM XBRL Preparation Tool\) for easy reference. Or save the Category File into your desired folder.
- 2.1 \*Do not open the Category File.
3. Client tool is installed in C:\ drive, to facilitate sharing of the ComRep report excel file (.xlsx) during preparation, if the report is passed to multiple preparers.



### 1.2.4.1 Where to get Category File



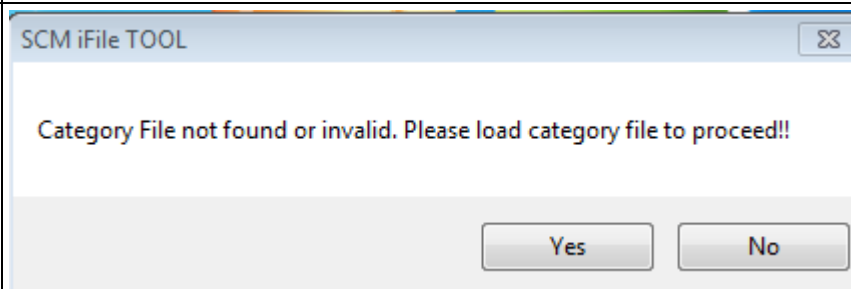
### 1.2.4.2 Install Category File

User will only have access to the report assigned to them. If user wishes to view or prepare other report, the company Super Admin need to assign the said report. Upon assignment via ComRep Portal, user needs to re-download the Category File and repeat this Install Category File process.

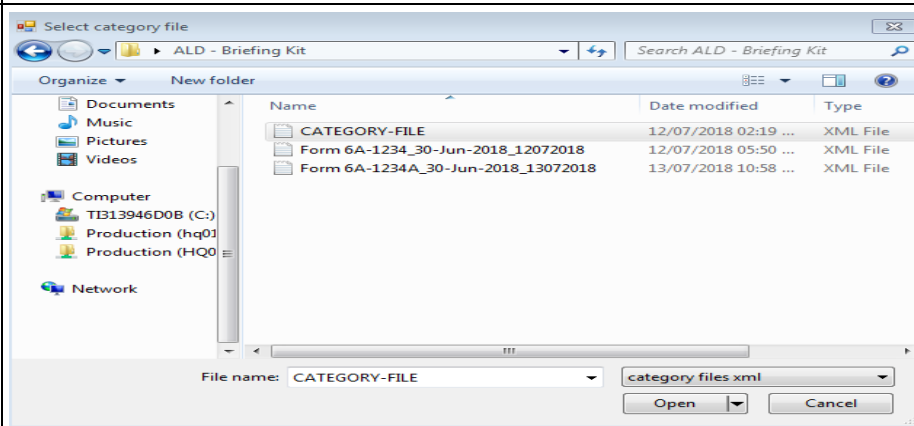
1. Double click ComRep Client icon



2. Click Yes and choose the Category File downloaded earlier.

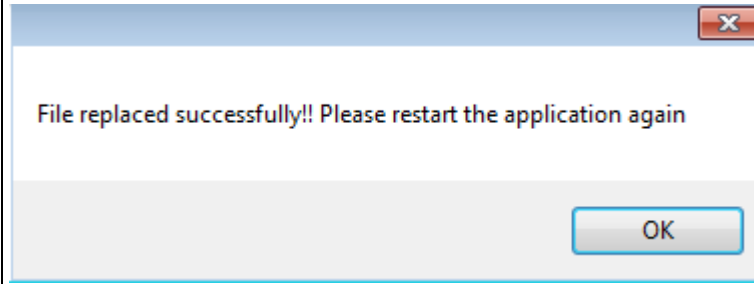


3. Choose the Category File and click Open.
- 4.



#### 1.2.4.2 Install Category File

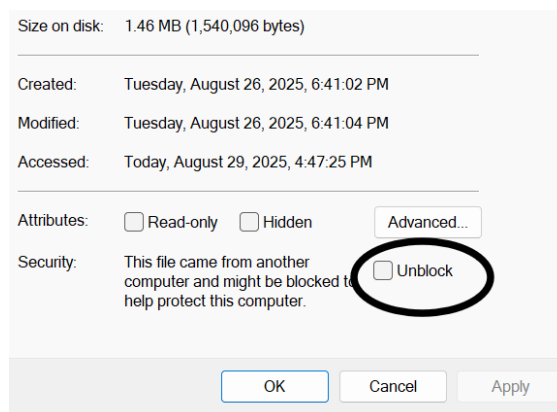
5. Restart ComRep Client to access the report.



## 2 ComRep report preparation and submission

### 2.1 Pre-requisites

1. Kindly check your screen resolution. Sometimes when the application is projected to a larger screen (eg a monitor), the screen resolution might distort / change the display which resulting in displace/missing buttons / TOOL BOX. Pls try to use your local machine to check the screen display
2. ComRep client tool installed in C:\SCM XBRL Preparation Tool\ drive of your machine.
3. ComRep report must be saved and opened in the same local machine where Client tool is installed. For sharing purpose, if ComRep report is saved in your shared server location, kindly ensure the location is added as trusted location in Excel.
- 3.1 Kindly ensure the report is not accessed from cloud, OneDrive, shared folders, nor email attachments.
- 3.2 ComRep will not function properly if the report is accessed from cloud, OneDrive, shared folders, nor email attachments.
4. Kindly seek your IT team's help to ensure full access is granted to C:\SCM XBRL Preparation Tool\ and its subfolders. And ensure the exe files are not blocked.
  - 4.1 Ensure FilingInformation.exe file is not blocked.
  - 4.2 Right click on "FilingInformation" application file.
  - 4.3 Select "Properties", look for "Unblock" option.
  - 4.4 Untick if "Unblock" is ticked.
  - 4.5 Click OK and try again.



5. For purpose of report validation, ComRep client tool requires to call **bushchat.exe**. Kindly check with your IT to allow ComRep client tool to run bushchat.exe, from C:\SCM XBRL Preparation Tool\Validator\bushchat\_win64\_v4.0.8\bin\bushchat.exe.
6. Before opening the ComRep report, other normal excel files must be closed before double click to open the ComRep report that was previously saved as .xlsx file extension. Otherwise, you may get unnecessary error messages during the report opening process.

### 2.2 The list of reports to be reported – ComRep Filing Calendar

Log in to ComRep portal > Home > Filing Management > View Filing Calendar

## 2.2 The list of reports to be reported – ComRep Filing Calendar

**Filing Calendar Details**

- Roles \*** Entity Maker
- Filing Frequency \*** Ad-hoc
- Year \*** 2025
- Month**
- View** **Reset** **Export to Excel**
- | Sr. No. | Entity Name | Entity BRN | Entity Registration Number | Trustee Name | Trustee BRN | Trust Registr. Numt |
|---------|-------------|------------|----------------------------|--------------|-------------|---------------------|
|         | Search...   | Search...  | Search...                  | Search...    | Search...   | Search...           |

Criteria to choose:

1. Select the applicable ComRep role: Entity Admin, Maker, Approver.
2. Select the Filing Frequency that you want to see.
3. Select the Year that you want to see.
4. Select the Month (optional).
5. Click View.
6. The section will list the reports assigned which fits the chosen criteria.

The following information, for the Report Name, are used in ComRep Client tool Filing Information Reporting Level, Category, and Sub-Category.

## 2.3 The Company Registration Number registered in ComRep – Entity Details. BRN and/or company registration number.

The BRN or Company Registration Number (for either Entity and/or Trustee) is as per registered with SSM or Labuan Financial Services Authority (Labuan FSA).

BRN is the official 12 digits Company Registration Number as registered with SSM. Whereas the Company Registration Number consists of combination of numbers and alphabets (capital letters), as per registered SSM old registration number or Labuan FSA Registration of Companies.

1. Log in to ComRep portal > Home > Edit Entity Details > View.
2. Look for Entity BRN or Company Registration Number.

### 2.3 The Company Registration Number registered in ComRep – Entity Details. BRN and/or company registration number.

Entity BRN \*

Entity Registration Number

2.1 The Entity BRN or Entity Registration Number is to be used in ComRep Client tool > Filing Information > Company Registration Number.

3. For preparing a Trustee report, in Reporting Level, choose *Company(Trustee)*.

Reporting Level \*

Company(Trustee)

3.1 Scroll down and look for Trustee:

Trustee Registration Number

Trustee BRN \*

3.2 The Trustee BRN or Trustee Registration Number is to be used in ComRep Client tool > Filing Information > Trustee Company Registration Number.

Illustration of using BRN and/or Company Registration Number in ComRep tool, Filing Information:

Reporting Level	Company
Company registration number	1234A
<i>Note: SSM old registration number</i>	
or	
Reporting Level	Company
Company registration number	123456789112
<i>Note: BRN, SSM new business registration number.</i>	
Reporting Level	Company(Trustee)
Company registration number	1234A
Trustee Company Registration Number	123456H
or	
Reporting Level	Company(Trustee)
Company registration number	123456789112
Trustee Company Registration Number	202212345678

### 2.4 Filing Information

ComRep Client icon will appear on your desktop upon completion of the ComRep Client Installation.

Double click the icon to start.



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

### ComRep Client tool – Filing Information

By filling up the relevant fields in Filing Information, reporting entity will get the template for report preparation.

1. Reporting Level<sup>[1]</sup>: Choose *Company* or *Company(Trustee)*. Choose *Company(Trustee)* if preparing a Trustee report.
2. Category and Sub-Category<sup>[1]</sup>: Choose the appropriate dropdown value, for the report to be prepared.
3. Company Registration Number<sup>[2]</sup>: Key in the value, as registered in ComRep<sup>[1]</sup>.
4. Trustee Company Registration Number<sup>[2]</sup>: Key in the value, as registered in ComRep, if preparing a Trustee report.
5. Type of Submission: Choose New or Resubmission\*.
  - 5.1 \*Only for the purpose of resubmission.
6. Report Name: Choose the Report Name, to be prepared.
7. Reporting End Date: End date of the report chosen (in Report Name). Must be month end date.
8. Click "Submit" to generate the blank report template.
9. Grey highlighted are auto populated fields:
  - 9.1 Frequency: Auto generated based on the entries in Filing Information.
  - 9.2 Reporting Start Date: Auto generated based on Reporting End Date.
10. For *Ad-Hoc* report, the Reporting End Date is the submission date of the report. Then Reporting Start Date will be automatically generated as T-1.

## ComRep Client tool – Filing Information

11. For *Daily* report, the Reporting End Date is the day itself and the Reporting Start Date will be automatically generated as same date.
12. For *Weekly* report, the Reporting End Date is end of the reporting week i.e. Friday date. The Reporting Start Date will be automatically generated to the beginning of the week i.e. Monday date.

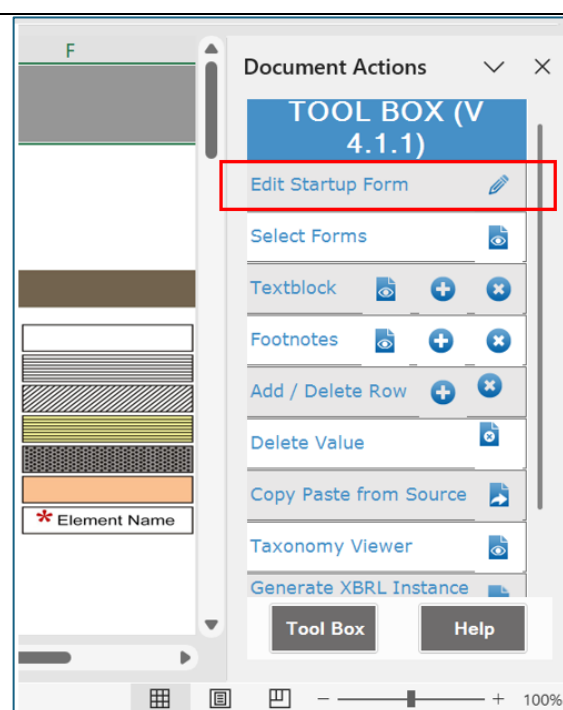
Note:

- [1] – If you are not aware, refers to the steps in *The list of reports to be reported – ComRep Filing Calendar* to get the information.
- [2] – If you are not aware, refers to the steps in *The Company Registration Number registered in ComRep – Entity Details* for the information.

## 2.5 Preparing ComRep report and submission

## 2.5.1 To change Filing Information

Click Edit Start-up Forms in the TOOL BOX.



## 2.5.2 To copy paste data from source document to ComRep report template

For user to copy from source document and paste successfully into ComRep report, user must ensure format used in the source document is the same as the report in ComRep Client.

Example:

- Date must be in the format of *dd/mm/yyyy*.
- Dropdown value must be the same spelling and case (Upper or lower or proper) as seen in ComRep report dropdown value.

## 1. Source document:

- 1.1 Copy data from source document (CTRL C).

## 2.5.2 To copy paste data from source document to ComRep report template

1.2

<b>[01000] Declaration</b>	
Reporting Period (dd/mm/yyyy)	31/12/2016
Unit Trust Management Company Name	ABC Company
Unit Trust Management Company Registration Number	12345A
<b>Declaration</b>	
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
<b>Signatory of Compliance Officer</b>	
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
<b>Signatory of Chief Executive Officer</b>	
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

## 2. ComRep report:

### 2.1 In the report's tab (destination).

2.2

<b>[01000] Declaration</b>	
Reporting Period (dd/mm/yyyy)	
Unit Trust Management Company Name	
Unit Trust Management Company Registration Number	
<b>Declaration</b>	
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 :	
<b>Signatory of Compliance Officer</b>	
Name	
Designation	
IC/Passport Number	
Contact Number	
Email	
Date of Declaration (dd/mm/yyyy)	
<b>Signatory of CEO or person authorised by the CEO</b>	
Name	
Designation	
IC/Passport Number	
Contact Number	
Email	
Date of Declaration (dd/mm/yyyy)	

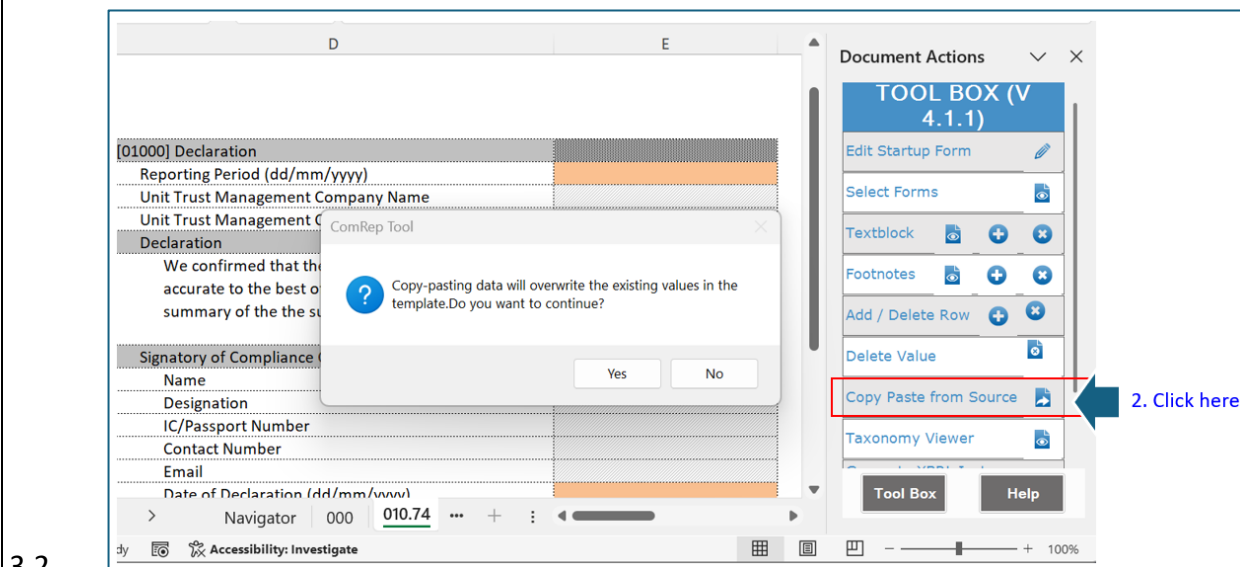
1. Click here

## 3. In the TOOL BOX

### 3.1 Click *Copy Paste from Source*, and click *Yes* to the message prompted.



## 2.5.2 To copy paste data from source document to ComRep report template



## 4. Copy paste is completed.

4.1

[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

### Reminder:

When copy paste the dropdown value, spelling must be the same as the dropdown value, matching in text capitalisation such as "UPPERCASE", "lowercase", "Proper case" as well.

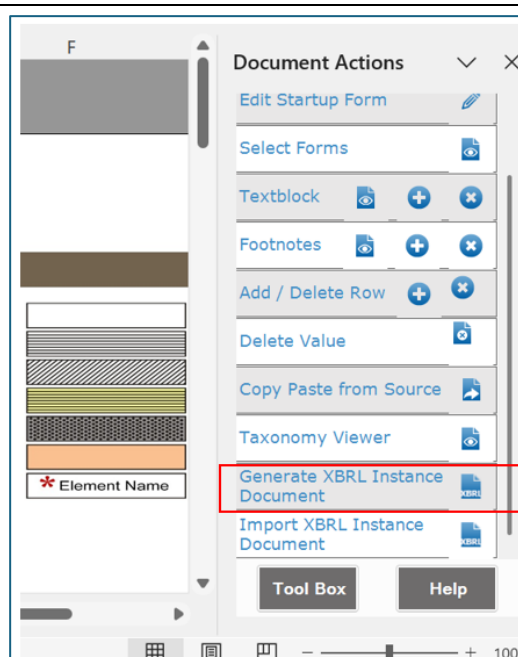


### 2.5.3 To copy paste from source document into ComRep report template that has tab / table with Line number column

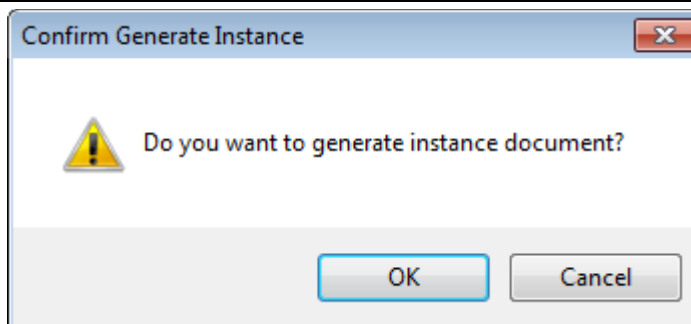
4. If to paste from the start, in the ComRep report template, place the cursor onto the first column of the first row in the table. If not, place the cursor onto the desired row and paste from there.
5. In normal working excel, copy the columns.
6. In the TOOL BOX, click *Copy Paste from Source* to paste into the ComRep report template, and click Yes to the message prompted.
7. The additional rows are automatically inserted by the tool, the Line number column will be auto-generated as well.
8. Verify the pasted data to ensure correctness.

### 2.5.4 To generate XBRL Instance Document (.xml)

Once user has filled up all the required information, choose *Generate XBRL Instance Document* in TOOL BOX to create the Instance Document .

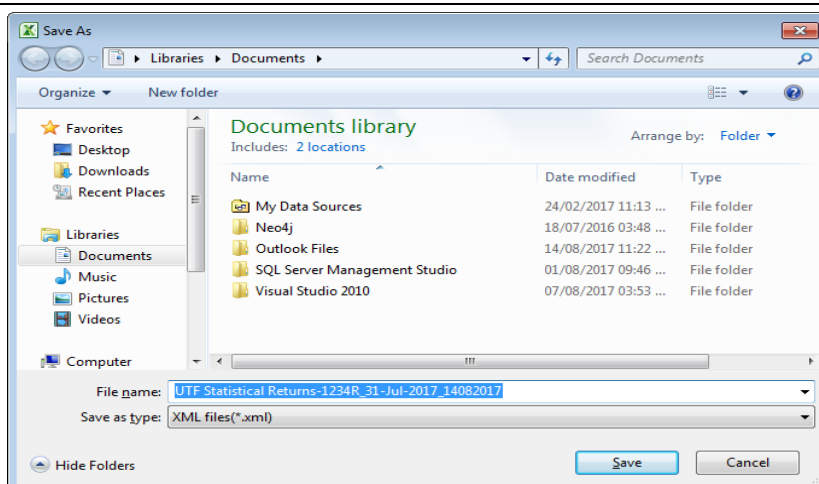


Click OK in message prompted.



## 2.5.4 To generate XBRL Instance Document (.xml)

Once the validation is successful, save the Instance Document with the default File name in the desired folder.



The Instance Document 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

## 2.5.5 Validation error

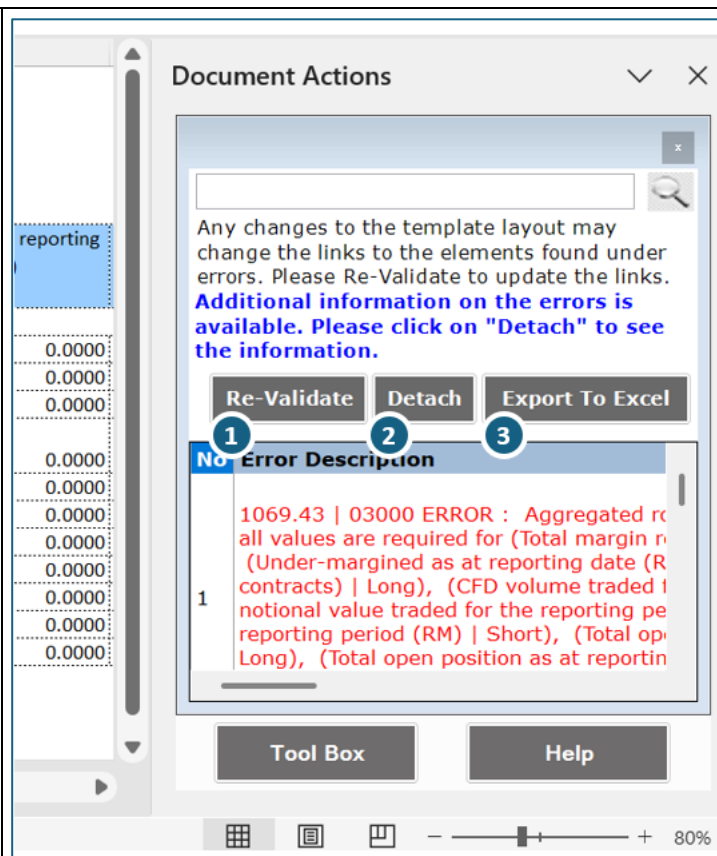
Validation occurs during Generate XBRL Instance Document.

When generating XBRL Instance Document, data entered will be validated.

If there is any data mismatch and/or missing data in mandatory field, you can see the Validation Error Window in the same place as *TOOL BOX* (Document Actions pane). Validation error(s), along with appropriate message(s) will be displayed.

Validation Error Window:

- Button (1) Re-Validate. Function to re-validate the report, after correcting the errors.
- Button (2) Detach. Function to detach the validation error window from Document Actions pane, for easier viewing of the error and message and checking.
- Button (3) Export To Excel. Function to export the errors into excel file (.xls), for saving the errors for further checking.



## 2.5.5 Validation error

Validation occurs during Generate XBRL Instance Document.

User can refer to the error details indicated below (in Detach view).

<div> <div>Re-Validate</div> <div>Attach</div> <div>Export To Excel</div> </div>			
No	Error Description	Section	Error Id
1	<p>1069.43   03000 ERROR : Aggregated row position columns. If one (or more) columns are reported, all values are required for (Total margin requirements (RM)), (Debit balance as at reporting date (RM)), (Under-margined as at reporting date (RM)), (CFD volume traded for the reporting period (no. of contracts)   Long), (CFD volume traded for the reporting period (no. of contracts)   Short), (Total notional value traded for the reporting period (RM)   Long), (Total notional value traded for the reporting period (RM)   Short), (Total open position as at reporting date (notional value) - (RM)   Long), (Total open position as at reporting date (notional value) - (RM)   Short), (Not needed to report as at reporting date (notional value) - (RM)   Short).</p> <p><a href="#">Error message</a></p> <p><b>Element(s) to check</b></p> <p>Total margin requirements (RM) (Date: 31/12/2024 Dimension: RK_x11) = 0.0000</p> <p>Debit balance as at reporting date (RM) (Date: 31/12/2024 Dimension: RK_x11) = 0.0000</p> <p><a href="#">Hover to check available hyperlink to click (jumping to the error cell)</a></p>	<p>Transaction Reporting by CFD Provider - Counterparty Exposure (Client position)</p> <p>Transaction Reporting by CFD Provider - Counterparty Exposure (Client position)</p> <p><a href="#">Tab name of the triggered error</a></p>	<p>bro01mcf_t1069_43_vA_RK11Pos</p> <p><a href="#">The validation reference</a></p>

## 2.5.6 To submit report

All reports submitted to SC will be in the form of XBRL instance documents through SC Common Reporting Platform (ComRep) accessible via ComRep portal in <https://xbml.seccom.com.my>.

### Important note

ComRep Maker role is responsible to prepare and submit the report timely.

ComRep Approver role is responsible to view and approve/reject the report timely.

The SC ComRep submission user manual is available in SC Website for guidance.

### 3 Filing Tips

#### 3.1 Main functionalities of ComRep report template

14	[01000] Declaration	
15	Reporting Month	May
16	Declaration	
17	We confirmed that the returns are complete, true and accurate to the best of our knowledge and belief	Yes
18	Signatory of Compliance Officer	
19	Name	Off1
20	Designation	Off1
21	IC/Passport Number	Off1
22	Contact Number	Off1
23	Email	Off1
24	Date of Declaration (dd/mm/yyyy)	31/05/2025
25	Signatory of Authorised Person	

Item	Amount (RM) for the month/position as at
Profit and Loss	
Net income	10.0000
Less: Overhead expenses	20.0000
Less: Impairment and other provisions	30.0000
Add: Impairment and other provisions written back	40.0000
Profit before tax	0.0000
Taxation and zakat	0.0000
Profit after tax	50.0000
Statement of Financial Position	

Label / header (or in darker grey). Display only.

Dropdown box (in yellow). Double click to show the values to select.

Text box (in light grey). Can key in directly.

Date picker box (in orange). Double click to show the calendar to select the date.

Numeric box (in white). Can key in numeric values directly.

Table with Line number column.

Table that can add new and/or delete existing row.

Click Add / Delete Row in TOOL BOX for the function.

#### 3.2 Edit Filing Information / [00000] Scoping Questions

##### When do you need to use this.

When need to modify the Filing Information of the report in ComRep Client tool.

##### Note:

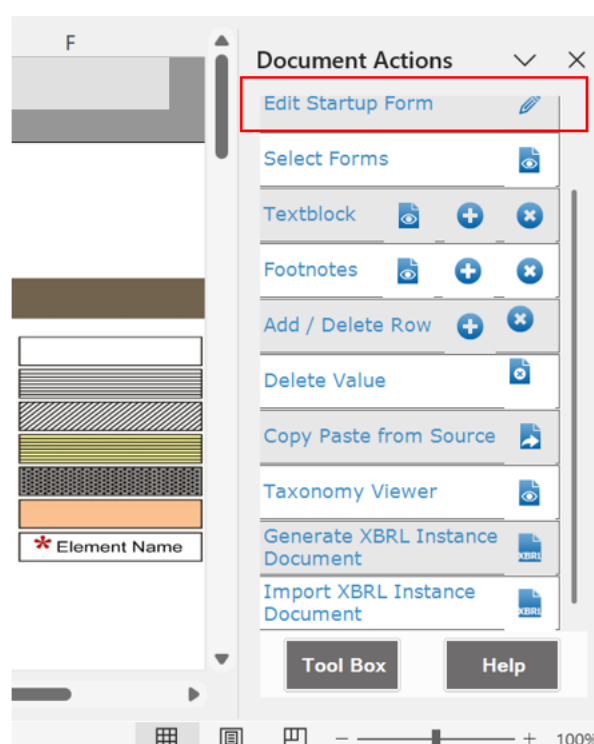
Changing report template is not allowed in this feature. To change to different report name/template, fill up new Filing Information and choose different report.



### 3.2 Edit Filing Information / [00000] Scoping Questions

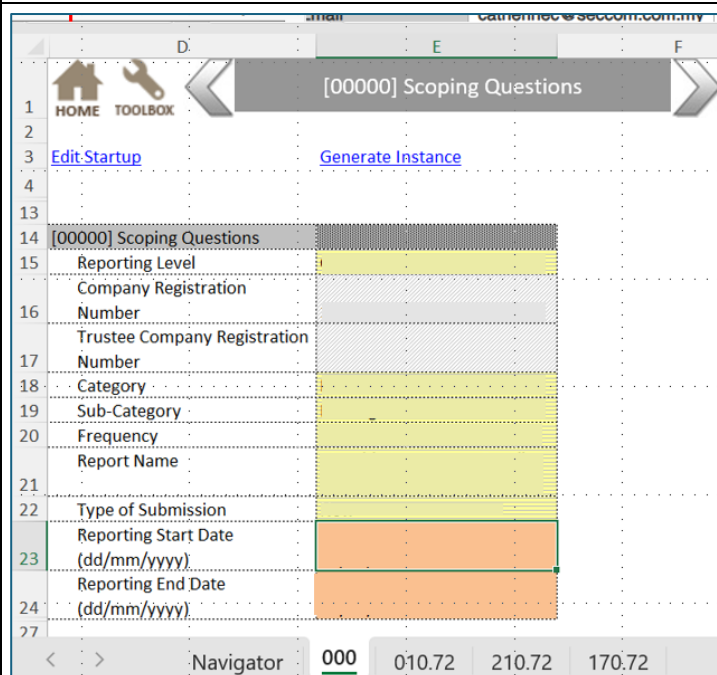
#### How to use it.

1. Click *Edit Startup Form* in the TOOL BOX.
2. In the Filing Information window, edit the necessary information and click *Submit* to complete the change. Or click *Cancel*.



#### Note:

Values in tab [00000] Scoping Questions in reporting template are populated from Filing Information. To edit tab [00000] Scoping Questions, within a report, use *Edit Startup Form*.



### 3.3 Import Instance Document (.xml)

#### When do you need to use this.

When need to retrieve/modify the data from past Instance Document (.xml file) in ComRep Client tool.

### 3.3 Import Instance Document (.xml)

#### How to use it.

1. Double click the icon to open ComRep Client tool.



2. Fill in the *Filing Information* that matches with the Instance Document that you wish to extract and click *Submit*.

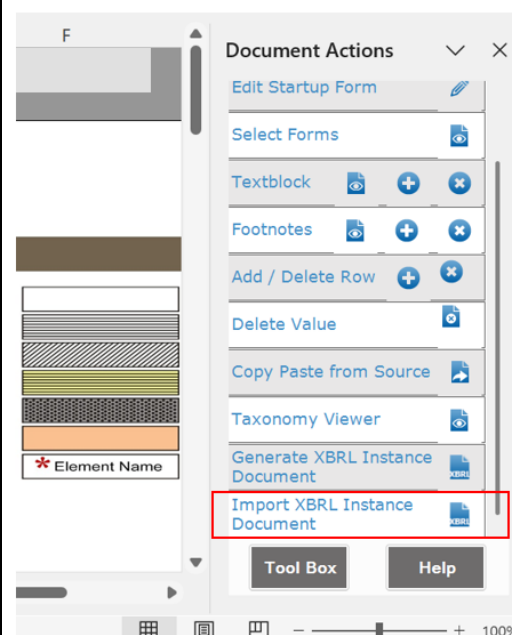
#### Note:

Any discrepancies will be prompted by the tool for corrections.

Filing Information (V 4.1.1) - Client	
Reporting Level	
Company Registration Number	
Trustee Company Registration Number	
Category	
Sub-Category	
Frequency	
Type of Submission	
Report Name	
Reporting Start Date (dd/mm/yyyy)	
Reporting End Date (dd/mm/yyyy)	

Update Category File Submit Cancel

3. After the blank report template is opened in Client tool, click *Import XBRL Instance Document*.



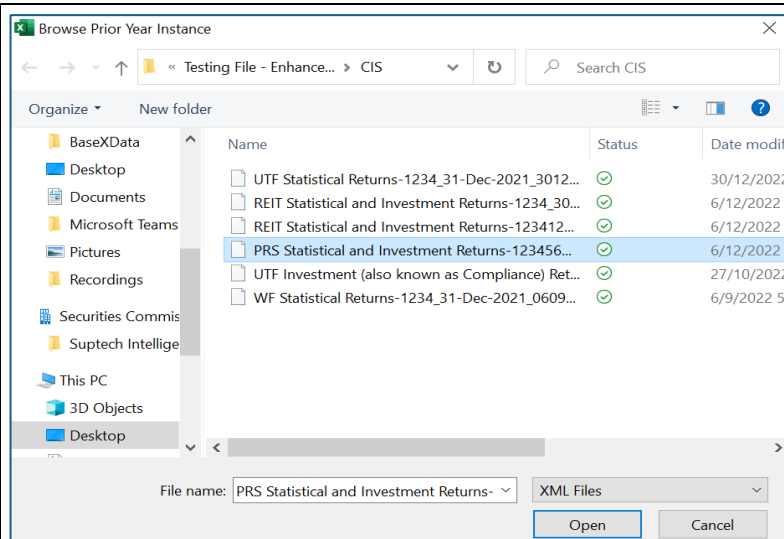


### 3.3 Import Instance Document (.xml)

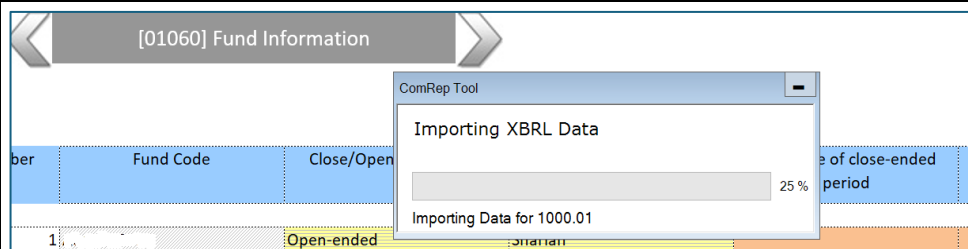
4. Choose the Instance Document (.xml) to import.

**Note:**

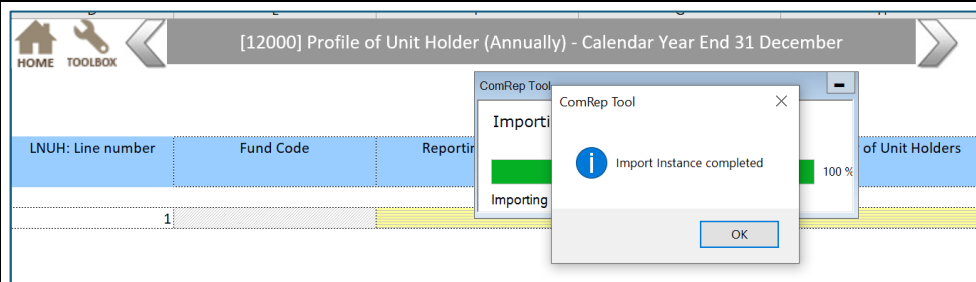
The Filing Information details must be the same as the Instance Document to be imported.



5. Allow some time for the import process to complete.



6. When the import process is completed successfully, the message box will appear.



### 3.4 To retrieve past submissions (Instance Document (.xml)) and import into Client tool

**When do you need to use this.**

When need to retrieve the past submitted report (Instance Document) and import into Client tool (if the .xml file is not available in your company).

**How to use it.**

1. Log in to ComRep portal <https://xbml.seccom.com.my/> > Filing Management > Filing History.
2. In Filing History screen, key in the relevant filing information to retrieve the desired submission.
3. Click *Click to View* to see the submission details.

### 3.4 To retrieve past submissions (Instance Document (.xml)) and import into Client tool

3.1

Type Of Submission	Reference Number	View Progress	View Filing
	Search		
View		Click to View	Click to View

**Note:**

Any discrepancies will be prompted by the tool for corrections.

**4.** In View Filing screen, you may download (1) and (2).

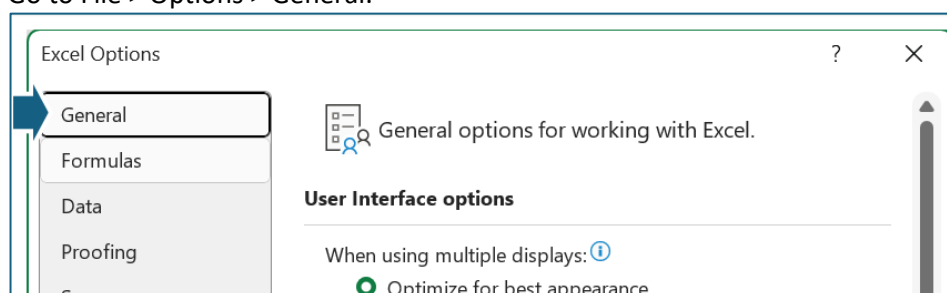
### 3.5 Putting ComRep report file into a shared folder, if permissible

**When do you need to use this.**

If you plan to use shared folder as medium of sharing and is permitted by your company IT policy.  
Note: For more information, please refer Section ComRep report preparation and submission, Pre-requisites.

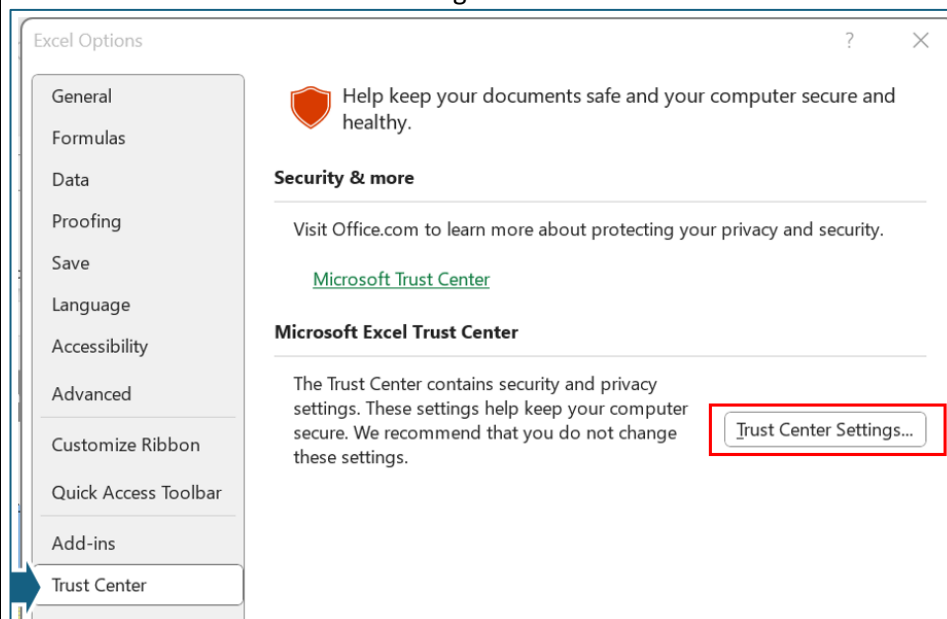
**How to use it.**

1. Open the saved excel.
2. Go to File > Options > General.

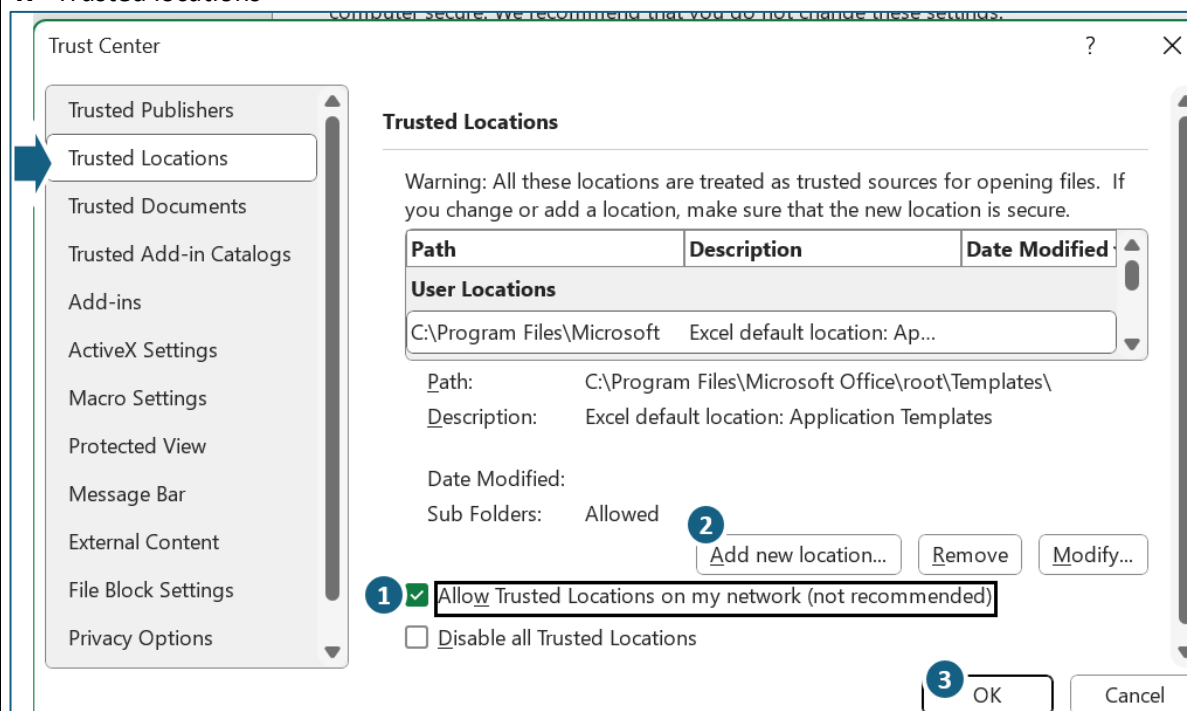


### 3.5 Putting ComRep report file into a shared folder, if permissible

#### 3. Trust center > Trust Center Settings.



#### 4. Trusted locations



- 4.1 (1) Tick "Allow Trusted Locations on my network".
- 4.2 (2) Add new location.
- 4.3 (3) Click OK to save the settings.