CMA's XBRL Based Electronic Filing Platform

IFSAH

Instruction Manual for

iFile Tool

Financial Statements and Capital Adequacy Ratio

Version 1.0

Contents

1. Introduction

The iFile tool is an Excel-based application designed to assist users in preparing and validating financial reports in compliance with regulatory requirements. Available for download from the IFSAH portal, this tool simplifies the reporting process by incorporating built-in business rules that ensure data accuracy and adherence to standards.

With the iFile tool, users can efficiently input, verify, and validate financial data, generating an XBRL file for seamless submission to the IFSAH portal. This manual provides a comprehensive guide to using the iFile tool, covering everything from initial setup to the final submission of your financial reports. By following the instructions in this manual, you will be equipped to accurately complete your financial filings with confidence and ease.

2. Accessing the IFSAH Portal

The Company Super Users (CSUs) and Company Users (CUs) can access the IFSAH portal through any browser, as long as they are connected to the internet. CSUs can then login into the IFSAH portal through the following link https://ifsah.cma.gov.kw.

3. System Requirements

1. **System Requirements:**
      i. Processor: Intel i3 or i5
      ii. Microsoft Excel: Version 2010 or higher
      iii. RAM: At least 8GB
      iv. Free space on C drive: Minimum 4GB

2. VSTO (Visual Studio 2010 Tools for Office Runtime) Runtime: Download and install VSTO runtime from the https://www.microsoft.com/en-us/download/details.aspx?id=105522

3. For installing the installer tool internet connection is required to check if latest version installed. Also for installation assistance and permissions from IT support within the entity may be required.

4. The installer/iFile tool can be installed on any system regardless of the user role i.e. CSU/CU

4. Downloading iFile Tool from the IFSAH Portal

Once the CSUs and CUs are logged into the IFSAH portal with valid credentials, they can download the iFile tool installer.

The CSU and CU can download the latest version of the iFile installer by clicking on the 'Download – Download Installer' menu option.
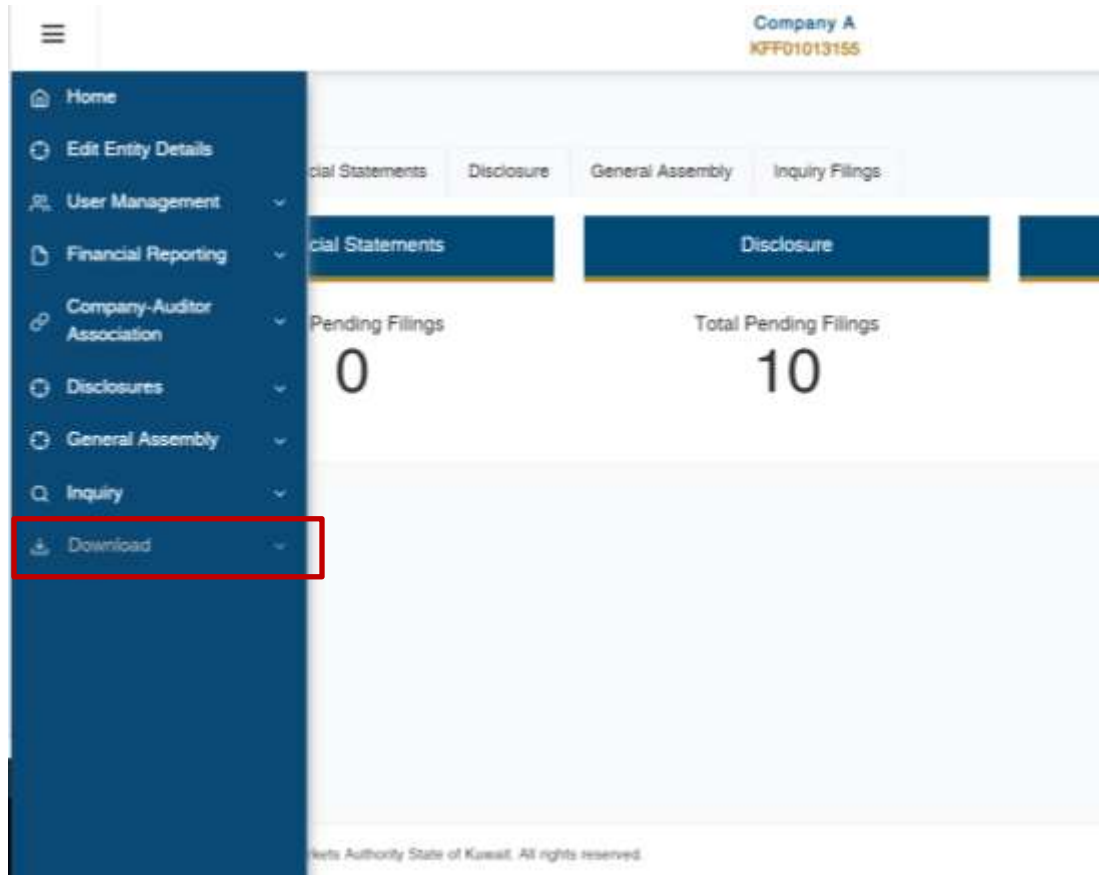
Here, the CSU will have to input the relevant sector by selecting from the drop-down field. The installer can be downloaded in for 32 and 64 bit depending on filer's system.

IFile Prerequisites:

Minimum Hardware requirements
- Disk Space 2GB free space on C Drive
- 8GB RAM (minimum)
- Intel i3 Processor or other equivalent or higher processor

Windows Operating System requirements
- Supported Operating Systems
- Windows 8, Windows 8.1, Windows 10, Windows 11

Microsoft Office Excel Requirement

- MS Office 2010 / MS Office 2013 / MS Office 2016 / MS Office 2019 / MS Office 2021
- Supported Office versions:
  - ☐ Office 2010 – Home and Business, Standard, Professional, Professional Plus
  - ☐ 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 2021 - Home and Business, Standard, Professional,
  - ☐ Office 365 – Personal, Home, Business, Business Premium

- Unsupported Office versions:
  - ☐ Office 2007 – Standard, Small Business, Professional, Professional Plus, Enterprise, Ultimate
  - ☐ Office 2003 – All versions
  - ☐ Office 2007 – Basic, Home and Student
  - ☐ Office 2010 – Starter, Office Online, Home and Student, Personal
  - ☐ Office 2013 – Starter, Home and Student
  - ☐ Office 2016 – Home & Student
  - ☐ Office 2019 – Home & Student
  - ☐ Office 2021 - Home & Student
  - ☐ Office 365 – Business Essentials, Office 365 Online

NET Framework and other Software requirements

DOT NET Framework 4.8
https://dotnet.microsoft.com/en-us/download/dotnet-framework/thank-you/net48-web-installer

Microsoft® Visual Studio® Tools For Office® Runtime (VSTOR): This can be downloaded from
https://www.microsoft.com/en-us/download/details.aspx?id=105522

Please use Windows Update to check for any critical updates to the .NET Framework and Microsoft office

Please repair office Application once before installation.

Full Administrator rights for the machine during Installation of iFile Client Tool

Identifying OS version:

- Windows 11 or 10 or Windows Server 2016 - Go to Start, enter About your PC, and then select About your PC. Look under PC for Edition to find out your version and edition of Windows.

- Windows 8.1 or Windows Server 2012 R2 - Swipe in from the right edge of the screen, tap Settings, and then tap Change PC settings. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, click Settings, and then click Change PC settings.). Next, Tap or click PC and devices, and then tap or click PC info. Look under Windows for the version and edition.
- Windows 8 or Windows Server 2012 - On the Start screen, type Computer, press and hold or right-click Computer, and then tap or click Properties. Then look under Windows edition for the version.
- Windows 7 and Windows Server 2008 R2 - Click Start or the Windows logo right click Computer then click Properties. Look in System.
- Windows Vista and Windows Server 2008 - Click Start or the Windows logo depending on what you have then click Control Panel->System and Maintenance->System.

You could also try Clicking Start or the Windows logo then if you have a 'Start Search' field type winver then Double-click winver.exe from the results. If you had a run box instead of search just click Run type winver click OK.
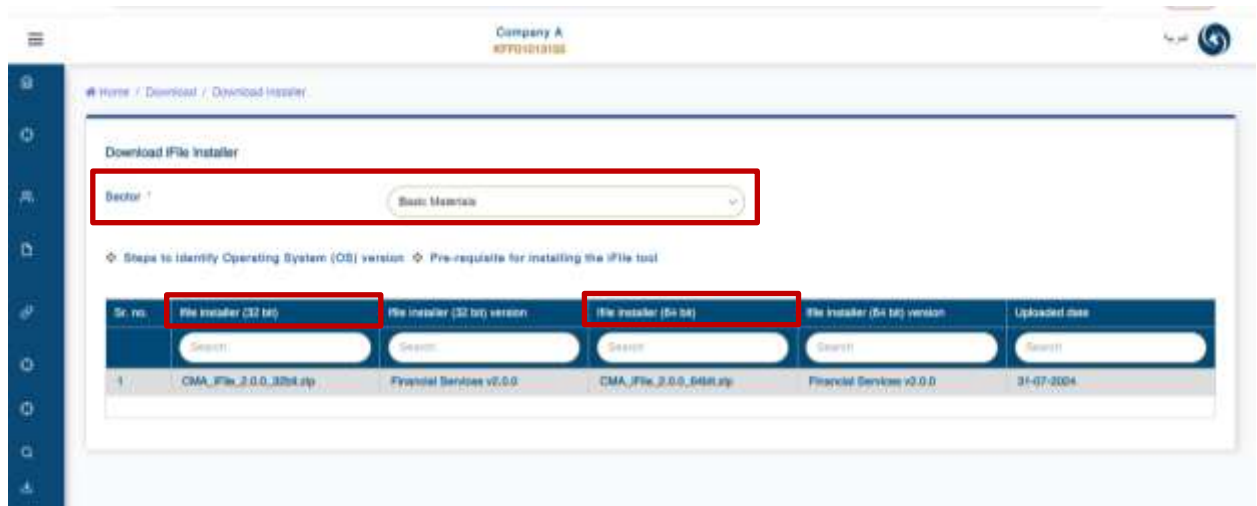
5. Installing iFile Tool

Once the user downloads the installer from the IFSAH portal, they will need to unzip the zip folder and then follow below steps:

i. Open the extracted folder and double click on the application file available.

ii. On double clicking on the application file, the Welcome Screen will pop up. Click on the 'Next' button available on the Welcome screen.
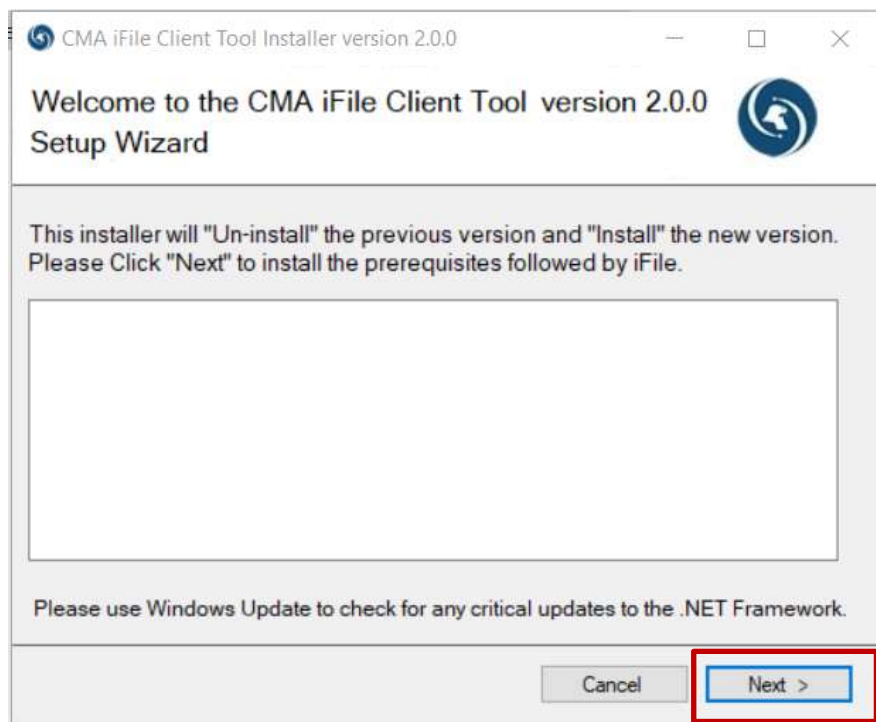
iii. On clicking 'Next', the installation of the iFile tool will be initiated, coupled with the display of the tool installation.

CMA iFile Tool Installer version 2.0.0

Installing CMA iFile Tool, Please Wait
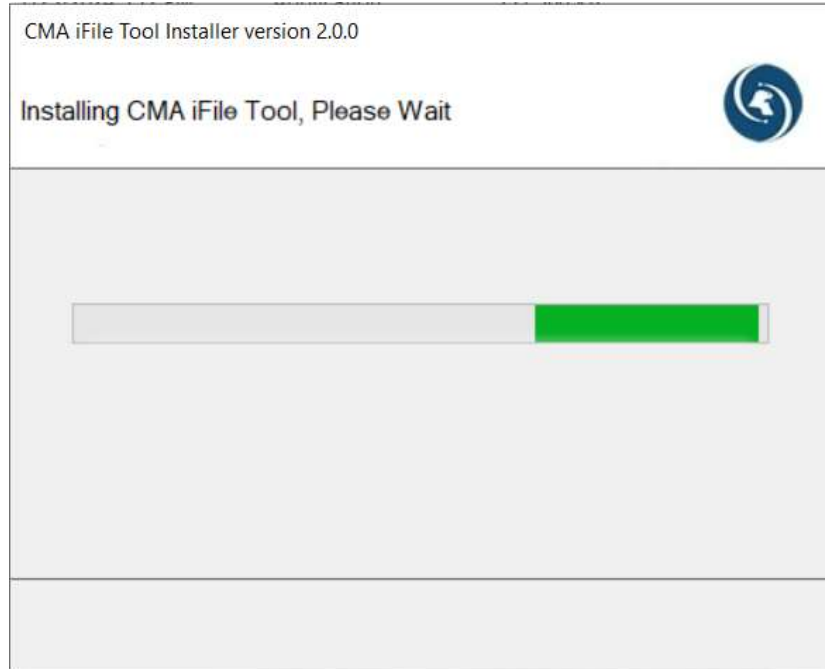
iv.   Click on 'Close' button once the installation is completed.

CMA iFile Tool

Installation Completed   Version 2.0.0

CMA iFile Tool has been successfully installed.

Click "Close" to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.

Close
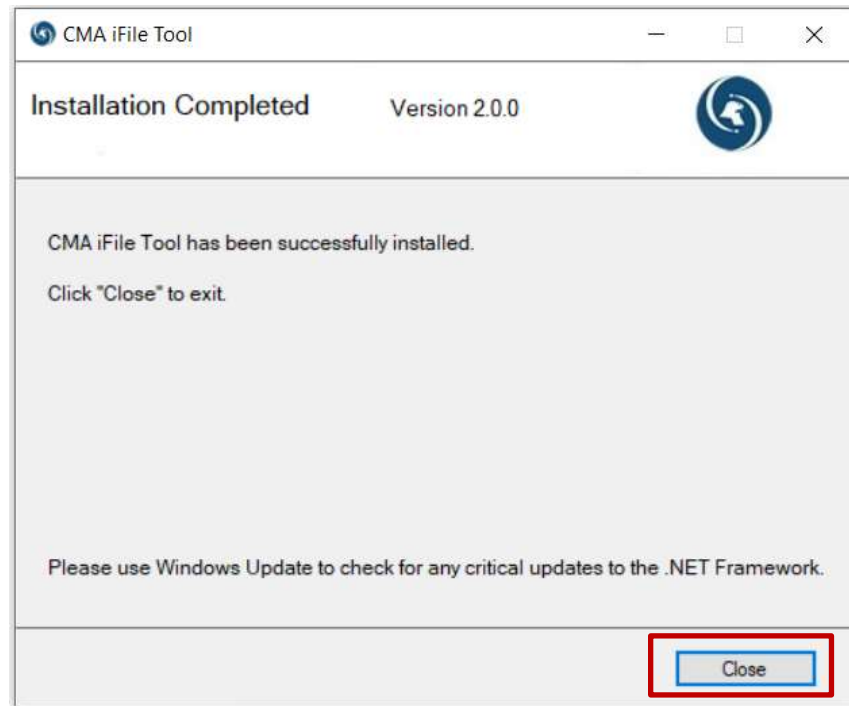
6. Excel Prerequisites

User should insure that iFile tool is granted all permissions to fully and efficiently operate by following the below steps

1. **Excel Settings**
   i. Go to Trust Center >> **Trust Center Settings** >> and click on **ActiveX Settings and** Check if **All controls without restriction and without prompting is enabled.**
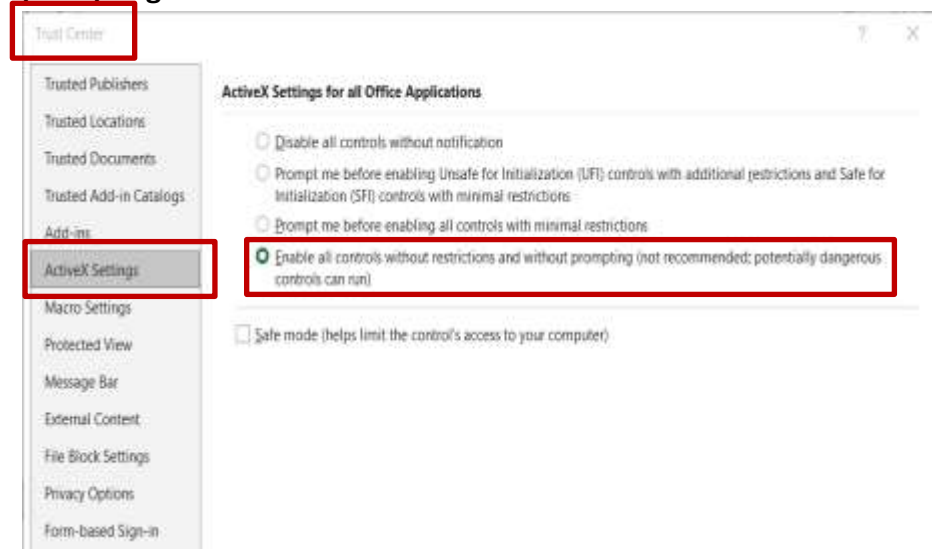
   ii. Go to Trust Center >> Trust Center Settings >> and click on **Macros Settings Tab** and Check if **all macros are Enabled** with full access
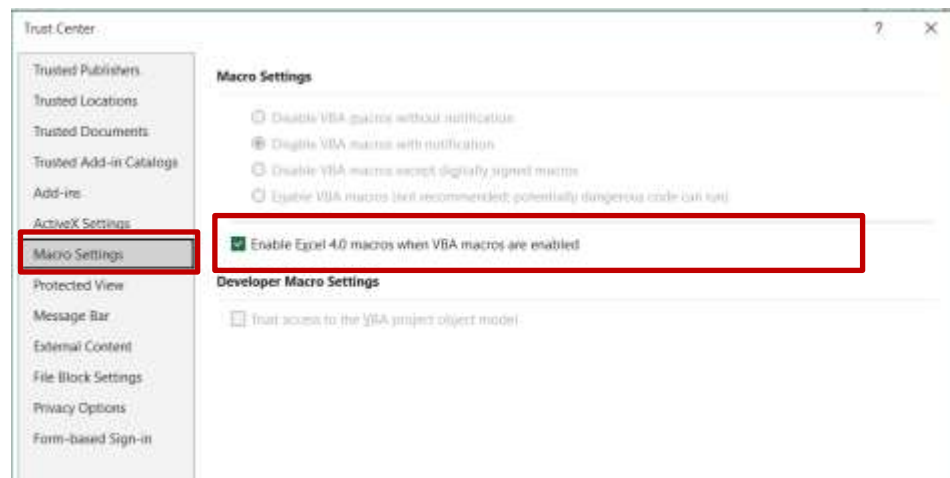
   iii. Click on "Addins" tab and **uncheck** "Require Addins to be signed by Trusted Publisher"
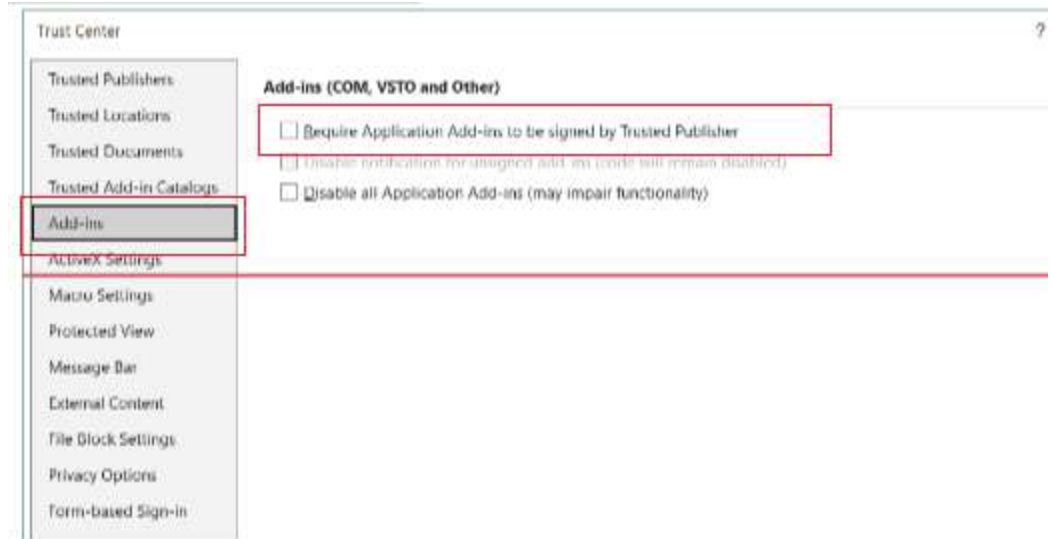
iv. Go to "**Trusted Locations**" and click on "**Add new location". C**lick on browse and select folder "**C:\CMA iFile Tool** ". Check on "**Subfolders are also trusted**" and click on Ok Also check on "**Allow trusted locations on my network**"
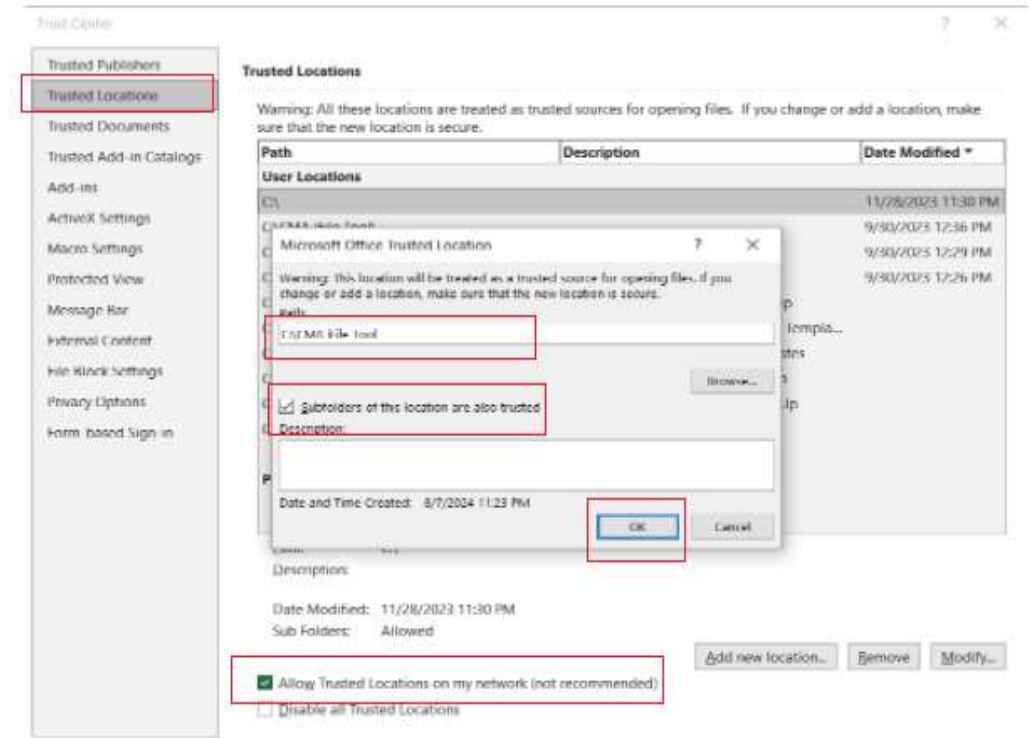
v. Make sure to save the generated iFile instance and save it on local drive (not on cloud) in the trusted location Specified
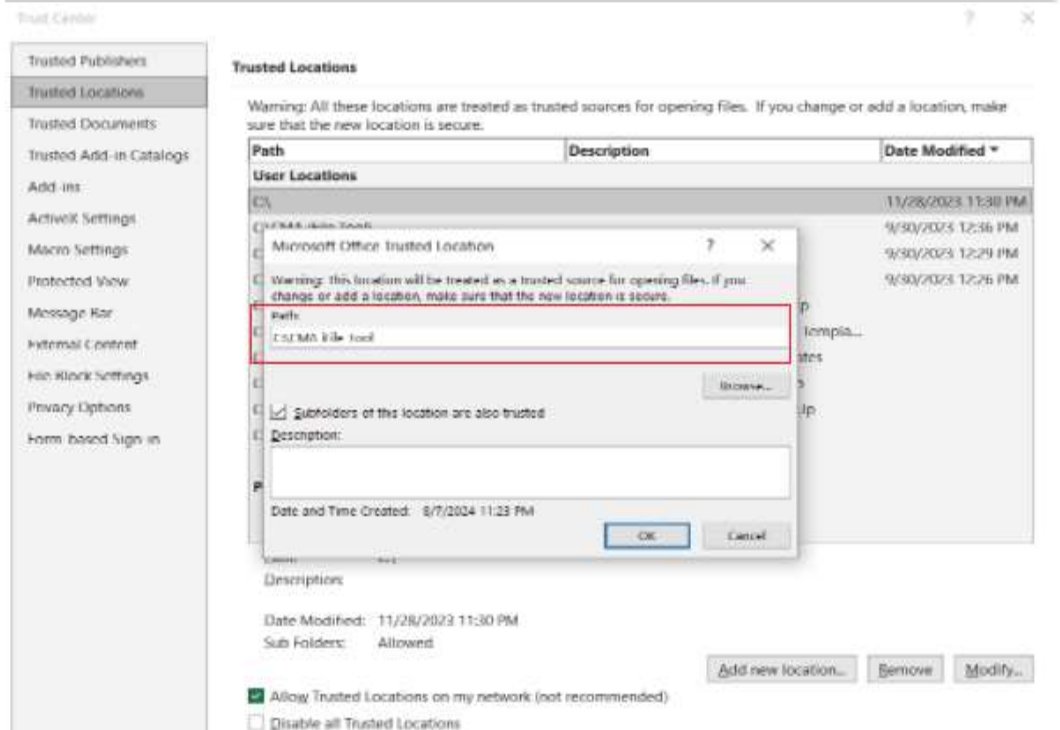
7. Opening the iFile tool

Once the tool is successfully installed, CMA iFile Tool short-cut icon will be displayed on the desktop. To access the iFile tool, the user can double click on the icon displayed below.

8. Introduction Page

Once the user double clicks on the short-cut icon, the 'Introduction' page will be displayed with a list of instructions to be followed, to generate an XBRL instance document. The user can access the tool in both English and Arabic.

9. Generating Financial Statement (FS) Templates

To generate templates, the user can click on the 'Click Here to Create Filing' button to fill in the filing information required.
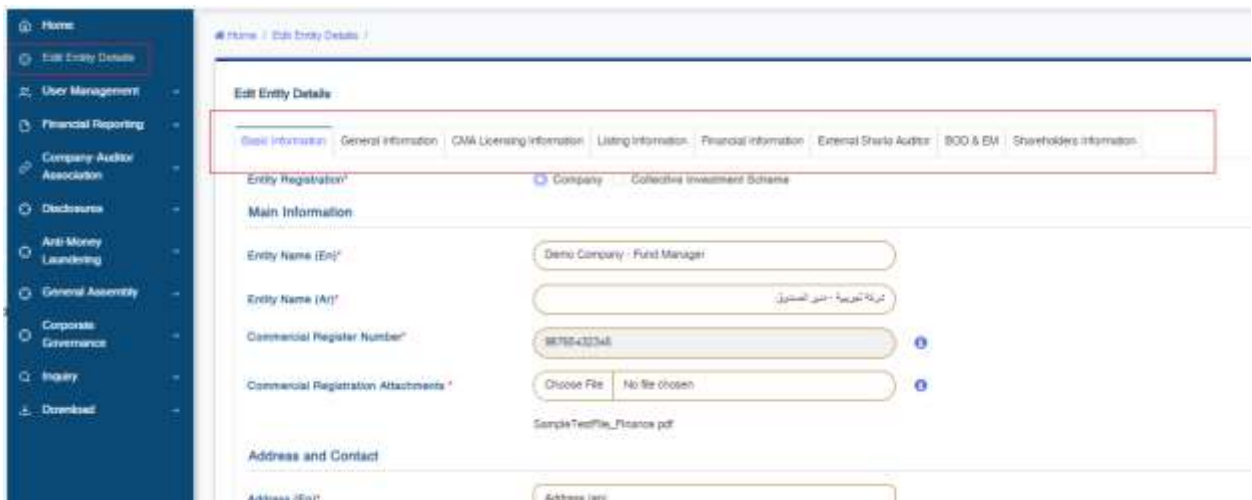
On clicking on the 'Click Here to Create Filing' button, a pop-up entity profile page will appear, where in the user will have to input information about the company on behalf of which user is performing the filing.

Following is a brief description of the inputs required by the user on this page. The Entity Profile details are also present on the portal once the user logins into the portal the details are displayed in "Edit Entity Details" menu

- **IFSAH Account Number:** It's a registration number provided when any company has been registered at CMA. The value provided in this field should have a length of 11 characters, with a format of the first three characters as alphabets, followed by eight characters of digits (e.g. KFL00010101)

- **Name of reporting entity:** Name of the company as submitted in portal

- **Licensing Status**: Based on whether company is licensed by CMA or not, the user can select the appropriate option such as

  - o **Licensed:** For Companies and collective investment schemes that holds License from CMA Kuwait
  - o **Unlicensed**: For Companies that does not hold any license issued from CMA Kuwait
  - o **Under Liquidation:** For collective investment schemes that are under Liquidation

- **Listing Status**: Based on listing status of the company, the user can select the appropriate option, such as "Listed" or "Unlisted".

- **Sector of Reporting Entity:** Based on company's sector, the user can select the appropriate option from the drop-down list. **If entity submitting is an active Collective investment scheme, then "Financial Sector" should be selected**

- **Licensing Activity:** This field will be activated in case user has selected licensed in the licensing status. Based on licenses held by the entity, the user can select appropriate options and should make sure that all licenses are matching the entity profile on the IFSAH portal. **If entity is a Collective Investment Scheme, then use should select "Collective Investment Scheme".**

- **Type of Firm:** Based on user's previous selection, type of firm will be auto selected.

- **Fund Investment Type**: This field is enabled only for Collective Investment Schemes (CIS) i.e. that has selected Licensing Status as Licensed, Sector of Reporting Entity as Financial Sector and licensing activity as Collective investment Scheme. Based on fund investment type of the CIS, the user can select the appropriate option for type of funds approved by the Authority.

- **Fund Classification:** This field is enabled only for Collective Investment Schemes (CIS). The user can select the appropriate option, such as "Public Offer" or "Private Placement"

- **Form of fund:** This field is enabled only for Collective Investment Schemes (CIS). The user can select the appropriate option, such as "Open-End Fund" or "Closed-End Fund".

- **Name of Liquidator:** This field is enabled only for Under Liquidation CIS. Filer will provide the name of the liquidator.

- **End Date of Liquidation term:** This field is enabled only for Under Liquidation CIS. Filer will provide the end date of liquidation

- **Nature of Reporting Entity:** The user will have to select whether company conforms with Islamic sharia standards or Conventional in nature.

- **Frequency of reporting:** The user can select for which frequency he/she is creating the XBRL instance document, such as 'Annual', 'Monthly', 'Quarter 1', 'Quarter 2', 'Quarter 3'. For Under Liquidation CIS, an extra option will show "Ad-Hoc (Assets Count)" for ad-hoc submission.

- **Whether company is preparing financial statements for first time since establishment:** The user will have to select option as 'Yes' if they are filing to CMA for the first time since their company's establishment, else the user is to select the option 'No'. However, "No" will be automatically selected for listed Companies.

- **Reporting period start date:** This is a read-only field with value populated based on Reporting period end date entered by the user.

- **Reporting period end date:** The user must enter the end of the period for which they are filing to CMA. The date should be end of the month.

  Users are requested to kindly note the following while inputting the period end date. For illustrative purposes, let us say that the company's financial reporting period is from 1st January to 31st December:
  - **Annual filing**: User is to input the last date of the end of the company's financial report period, i.e. 31st January
  - **Monthly filing**: User is to input the last date of the end of the month for which user is submitting a filing. If the filer is submitting the report for the month of January, the user will input it on 31st January.
  - **Quarter 1 filing**: User is to input the last day, of the third month of the company's financial reporting period, i.e. 31st March.
  - **Quarter 2 filing**: User is to input the last day, of the sixth month of the company's financial reporting period, i.e. 30th June
  - **Quarter 3 filing**: User is to input the last day, of the ninth month of the company's financial reporting period, i.e. 30th September

- **Description of nature of financial statements:** This is a read-only field with value populated based on frequency of reporting entered by the user. However, user will be able to selection between "Reviewed" and "Audited" for Ad-Hoc submissions.

- **Taxonomy Version:** This is a read-only field with value populated based on the prevision.

- **Description of presentation currency**: The user must specify whether the values reported in this filing are in Kuwaiti Dinar (KWD) or another currency, which they can select from the available options.

- **Conversion Rate**: This field is enabled only when currency selected is not KWD. User can add the conversion rate from selected currency to KWD for this filing.

- **Level of rounding used for monetary values**: This is a read-only field. All filers will report in "Actuals," while banks will report in "thousands."

- **Preparation basis:** The user must select whether the filing is 'Standalone' or 'Consolidated'

- **Whether company is Local or Foreign:** The user must select whether the company is "Local" or "Foreign"

- **Whether comparative period values are restated**: User must select whether the comparative period values are restated or not.

- **Method of presentation of Statement of Financial Position:** The user must select the option of 'Current/Non-current' or 'Order of liquidity'. For Licensed Investment firms, this is a read-only field, as the default will be 'Order of liquidity'

- **Method of presentation of Statement of Profit or Loss:** This is a read-only field with the default value displayed as 'Nature of expense'

- **Instance created by**: This is a read-only field

The user can submit the filing information details by clicking on the 'Submit' button. Based on the details filled in by the user, relevant templates would be generated for the user to fill in their company's data.

10. The Home Button

Once the templates are generated, the user will view the following opening tab. On the top of the Excel Tab, the user will have access to three key buttons, the first of which is the 'Home' button. By clicking on this button, on any other tab, the user will be redirected to this opening tab, and can view the different tabs that are expected to be filled, as well as view the legend of the color-coding scheme of the input cells.

11. Relevant Concepts link

The filer can easily access all related accounts that are interconnected within the taxonomy by clicking on the "Go to the relevant concepts" option. XBRL links these related accounts in the taxonomy, ensuring that they are properly consolidated and consistent across the financial statements. This feature streamlines the process of navigating through the accounts, helping filers verify and manage the relationships between various financial concepts more efficiently.
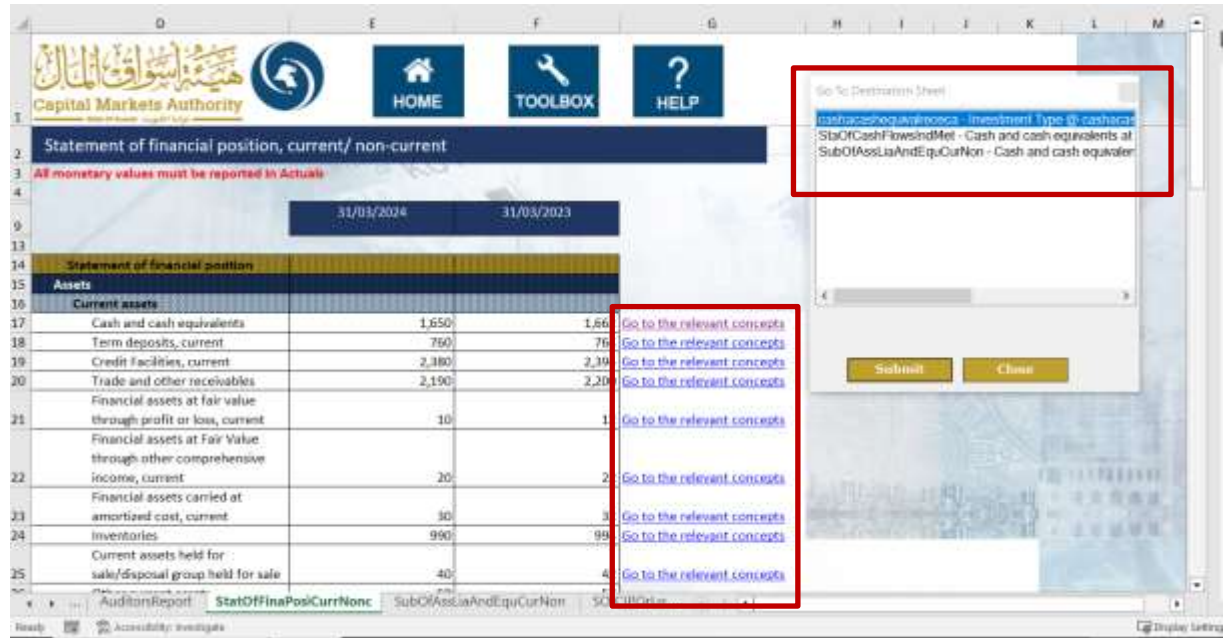
12. The Toolbox Buttons

The second button on the top of the Excel tab that the user can click on is the 'Toolbox'. Another means of accessing the toolbox is by clicking on the bottom left corner on the 'Document Actions' pane.
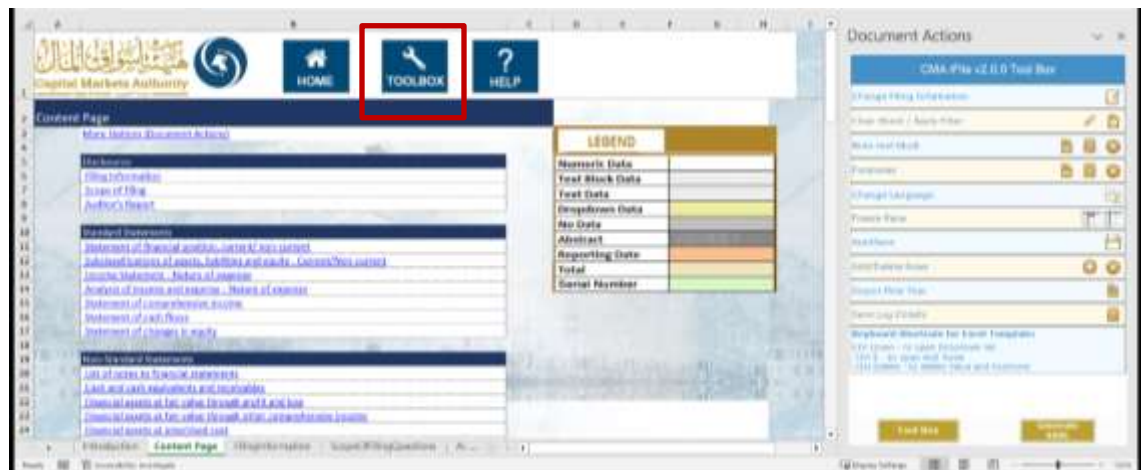
Within the toolbox, the user will have access to different options, which are listed below:

1. Change Filing Information

The user can use the circled button in the 'Document Actions' pane to edit the filing information details submitted.

2. Clear Sheet / Apply Filter

    i. **Clear Sheet:** This feature allows the user to quickly erase all entered data in the sheet, enabling a swift reset of the inputted information.
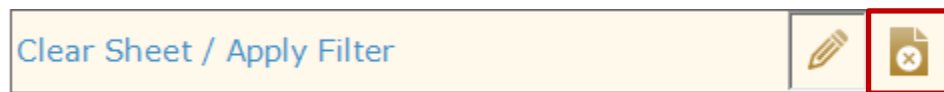
    ii. **Apply Filter:** This feature enables the user to apply filters to the table, simplifying the process of narrowing down and viewing specific input data.

3. Note-text block

i. **Add/View/Edit Notes**: For some items, the user will be required to add a note as part of the submission. For this, the user can add/edit/view text block data by either double clicking on the cell or selecting the option under 'Note-text block' from the 'Document Actions' pane.
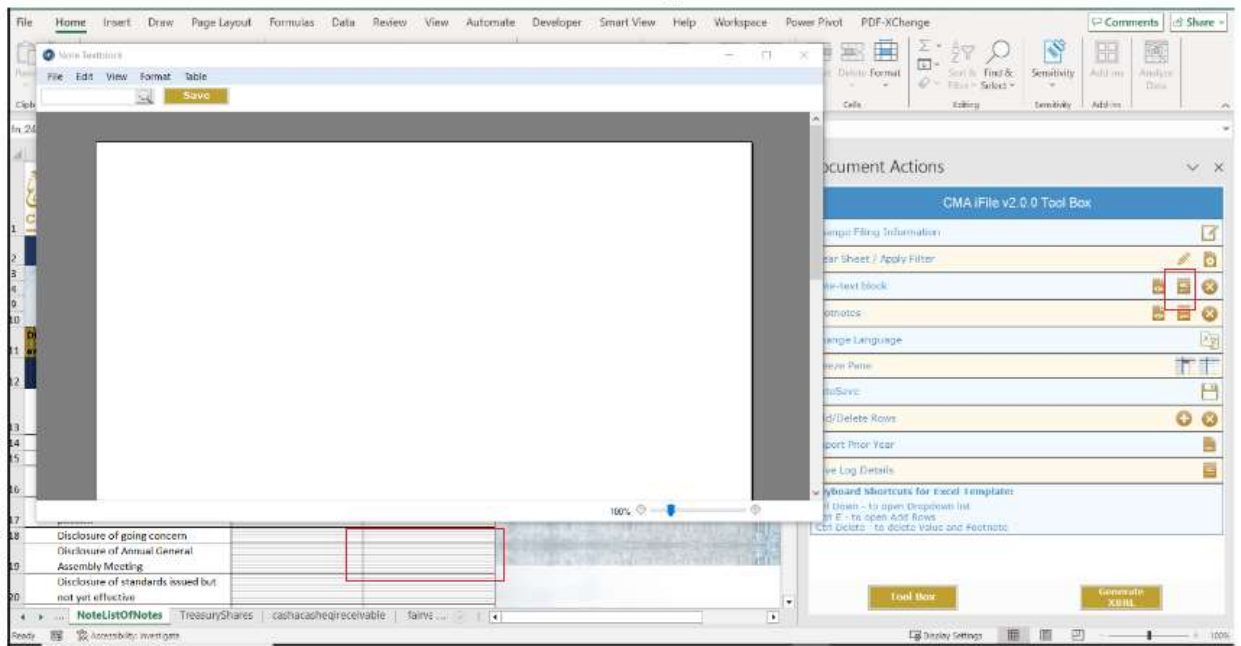
ii. **Delete Notes:** The user can also select a text block data field and delete the existing text block data added for that field.
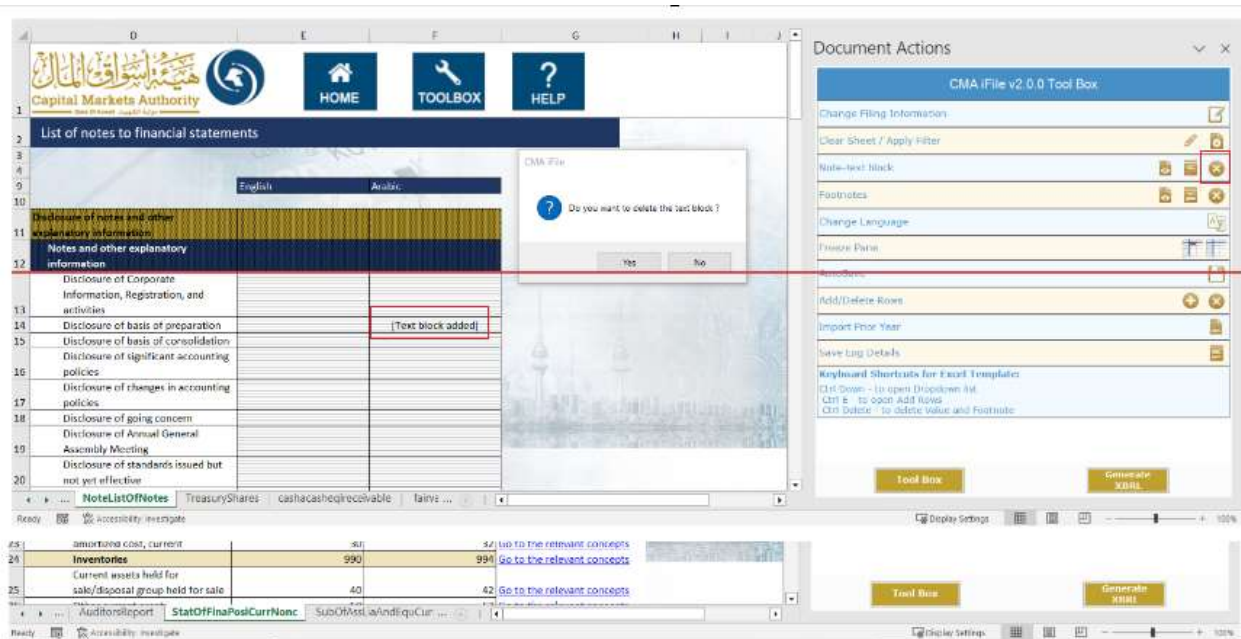
4. Footnotes
    i. **Add/View/Edit Footnotes:** The user can add/edit/view comments added to any input field by clicking on the circled button in the 'Document Actions' pane. However, the user cannot add comments for the fields that are empty.
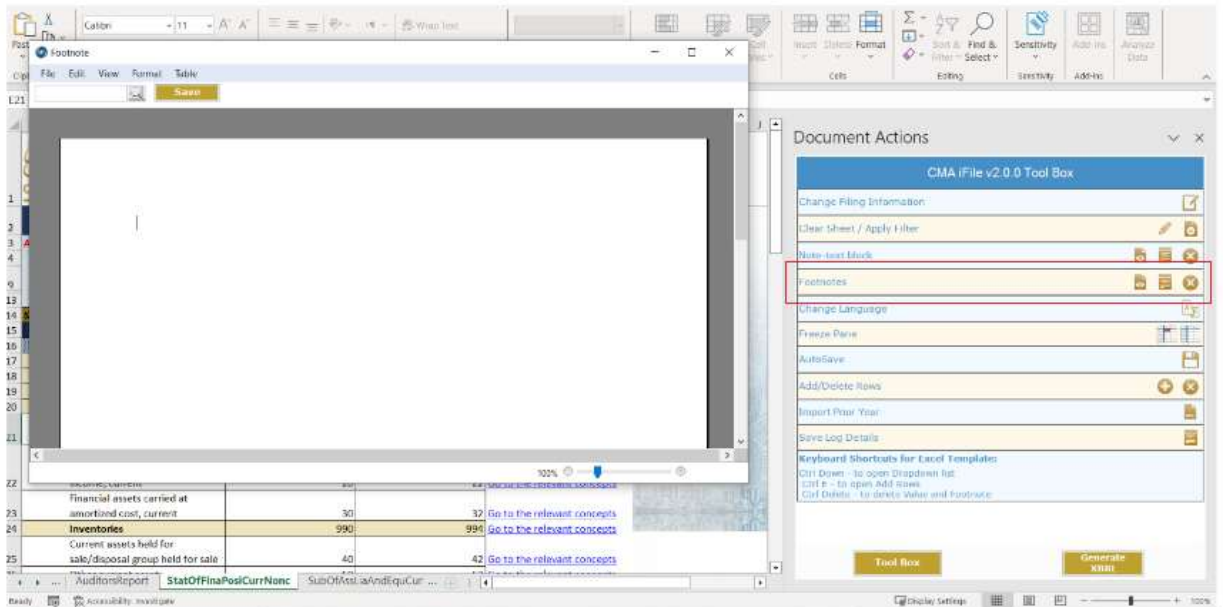
The user can also view the footnotes added by hovering over the cell for which there is a footnote.
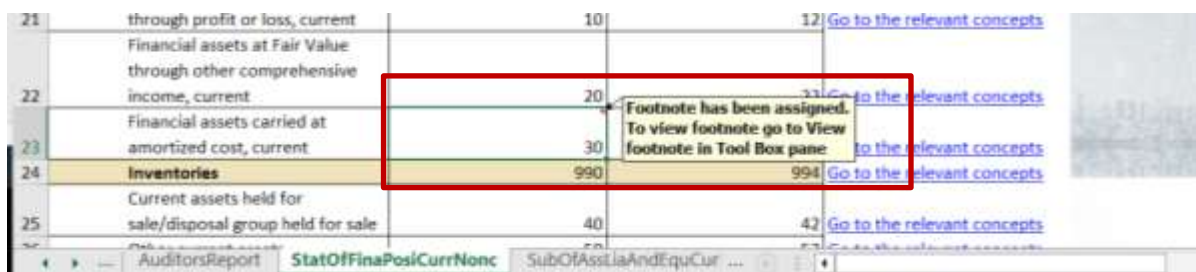
    ii. **Delete Selected Notes:** The user can delete the footnote already added by selecting that field and then clicking on the circled button in the 'Document Actions' pane.
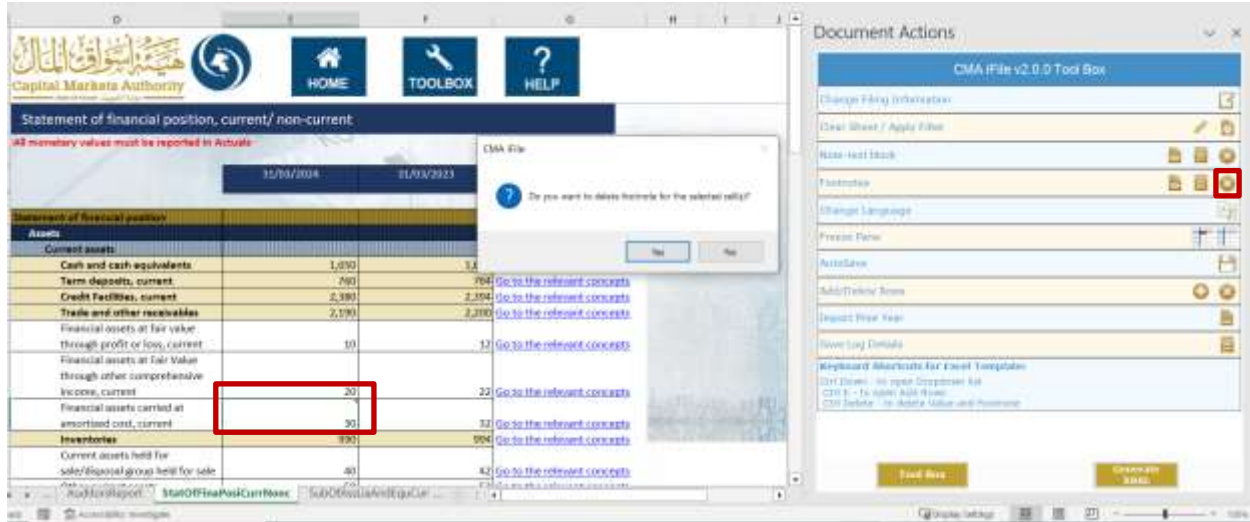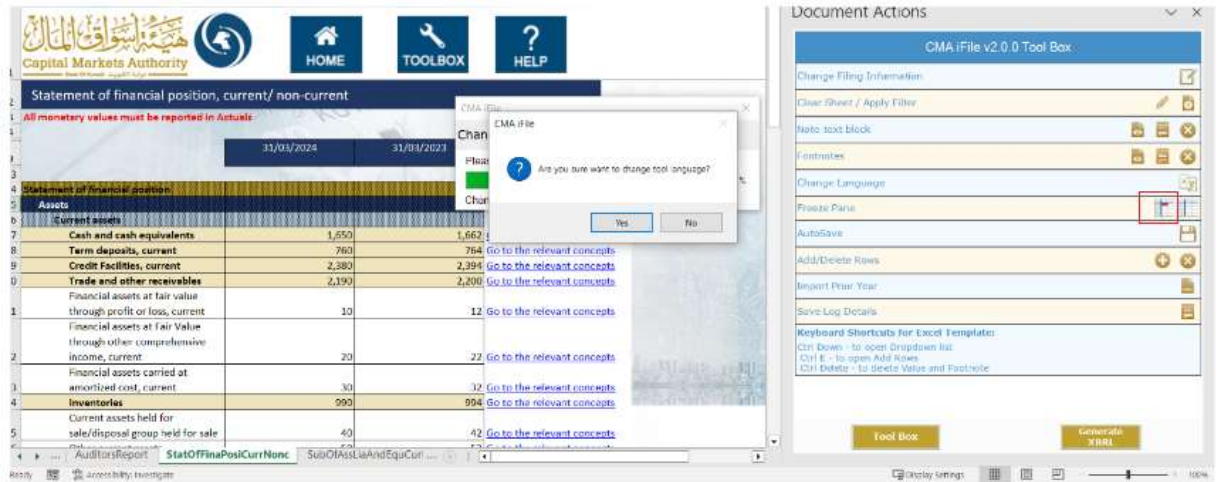
5. Change Language

The user can change the language from English to Arabic or vice-versa by clicking on the circled button in the 'Document Actions' pane.
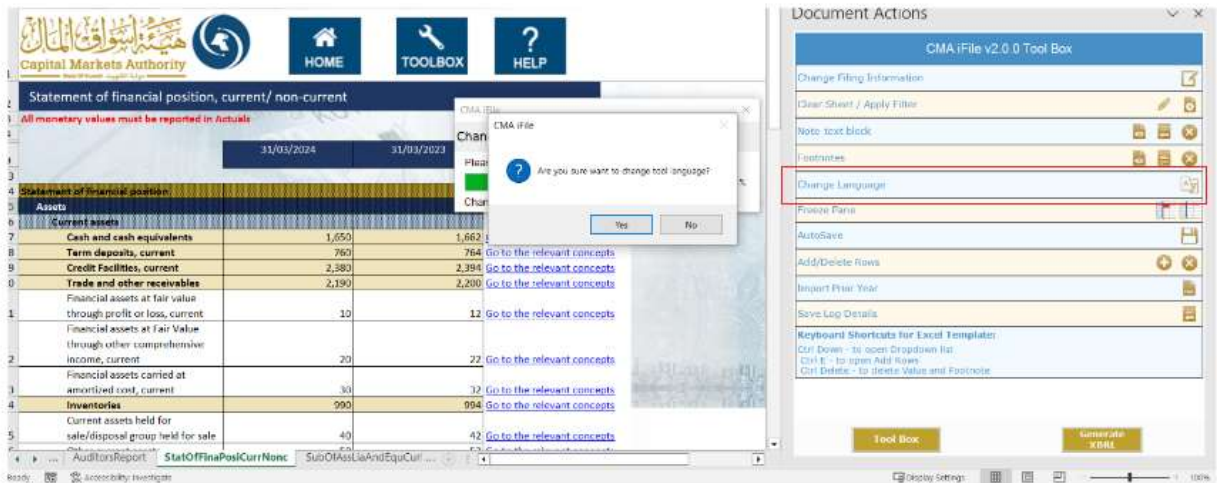
6. Freeze Pane
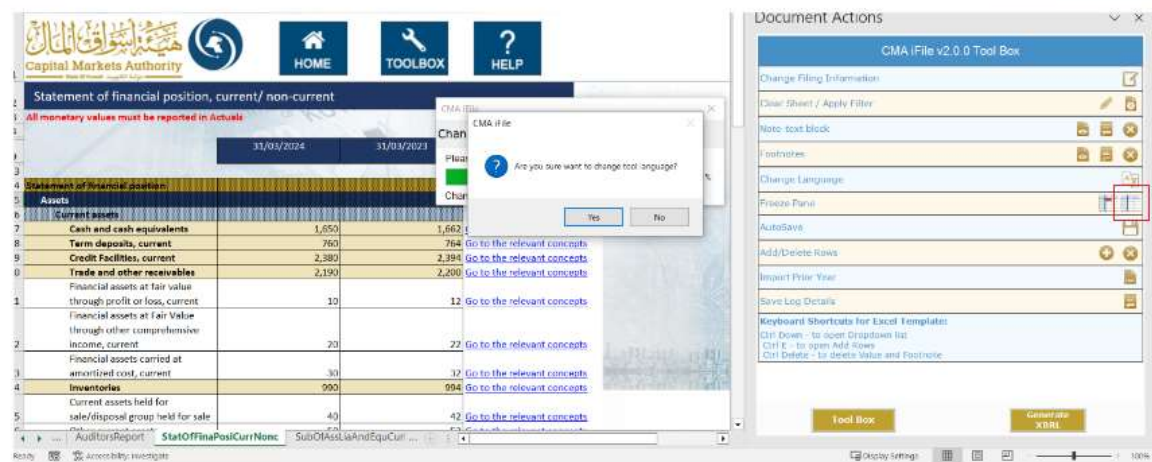
i. **Freeze Pane:** The user can freeze pane using the circled button in the 'Document Actions' pane.

ii. **Unfreeze Pane:** The user can unfreeze the freeze pane using the circled button in the 'Document Actions' pane.

7. AutoSave:

The user can configure the time interval for auto-saving the template by clicking on the circled button in the 'Document Actions' pane**.**

8. Add/Delete Rows:

    i. **Add:** The user can add rows within the tables and specify the number of rows they wish to add.

    ii. **Delete:** The user can delete rows within the tables and specify the number of rows they wish to delete.
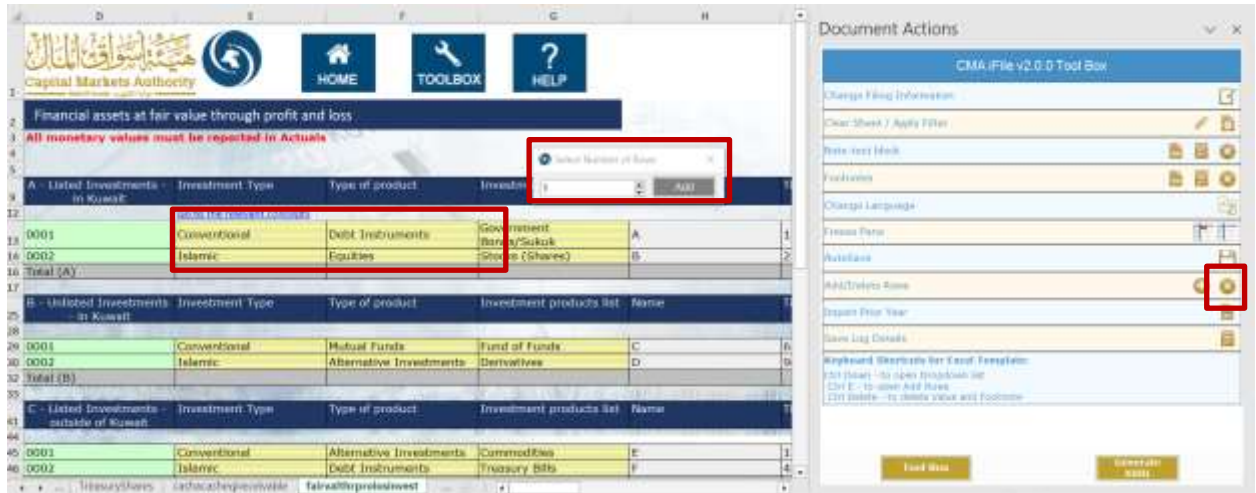
9. Import Prior Year:

To facilitate current reporting period's accounts filling, the filer can import financial statements from a previous period using an existing XBRL file. This simplifies the process by automatically populating previous period standard account and non-standard statements with prior data, which the filer can then update to match the new reporting period.
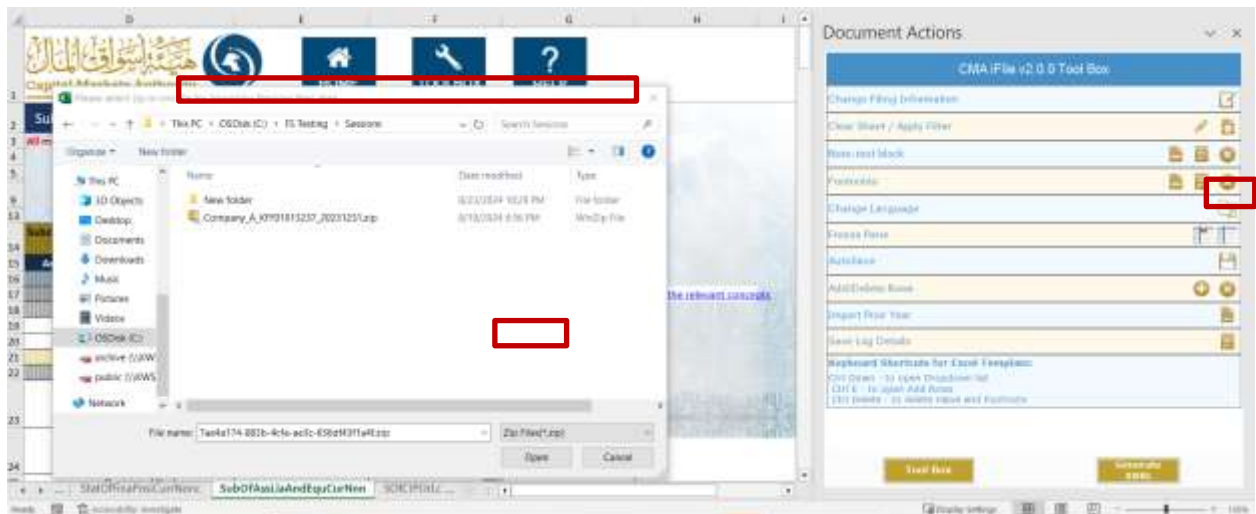
10. Save Log Details

This functionality assists in addressing reporting issues related to iFile or XBRL generation. The filer can generate logs, which can be shared with CMA support to investigate and

resolve the issue. The logs will be saved as a .zip file.
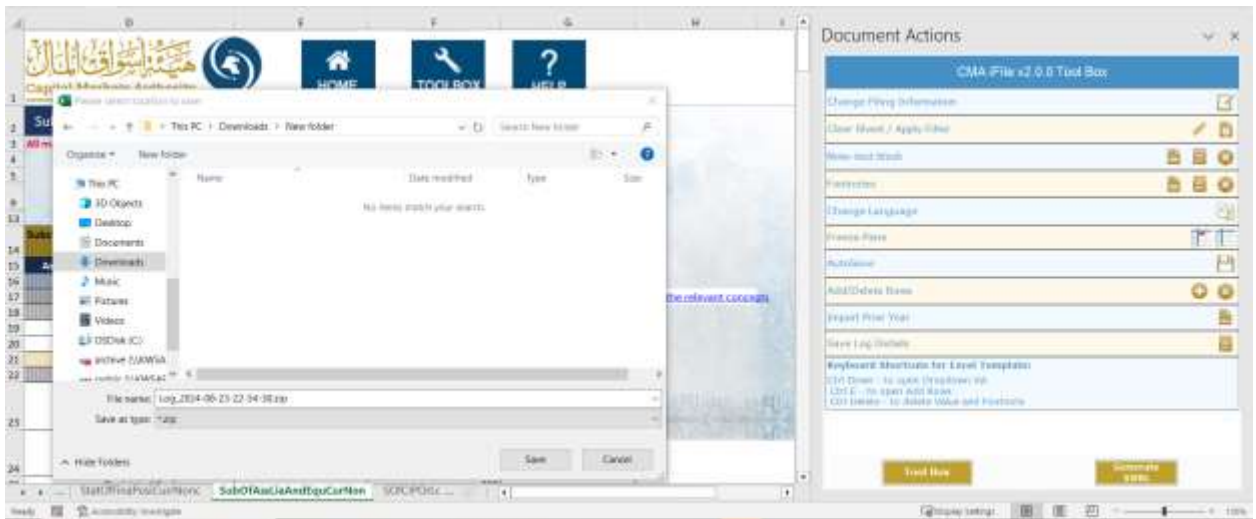
13. Help documentation

The user can view detailed information for any specific element in the template by double clicking on that element name or by clicking on the 'Help' option after selecting specific element. A window will be displayed in the right side (Document Action pane) with detailed information about the selected element.
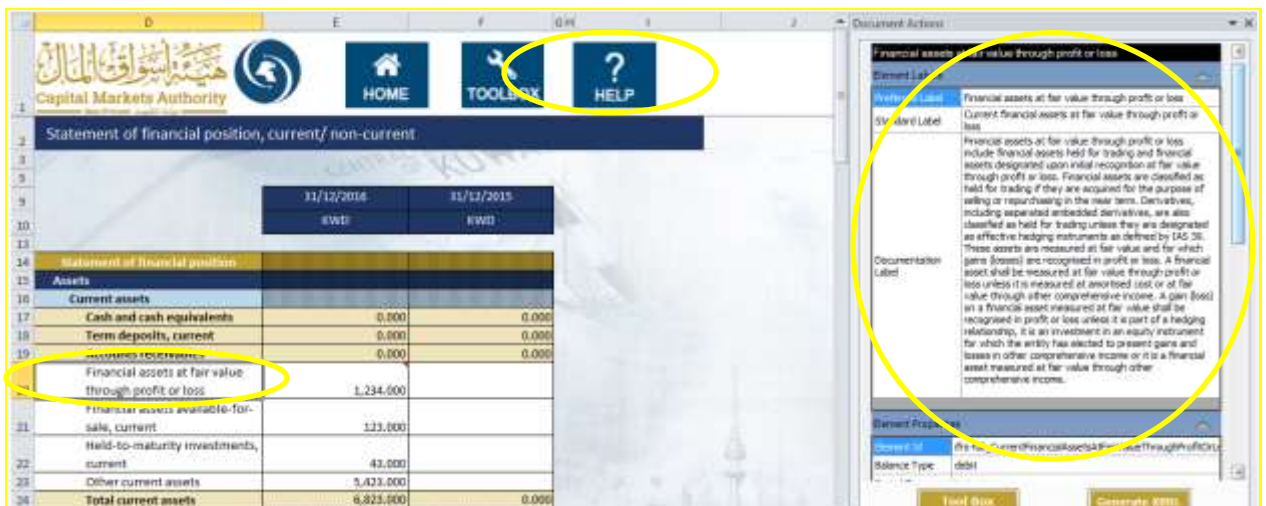
14.Generating FS XBRL document
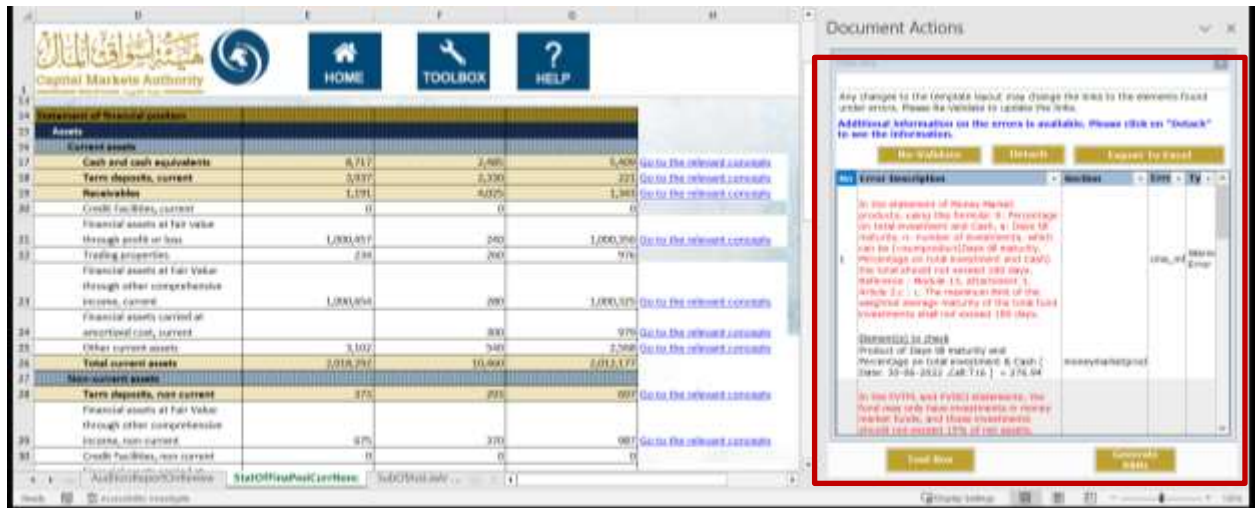
Once the user has filled in all the required data in the templates, filer can generate the XBRL document for submitting it as a part of filing on the IFSAH portal. The user must click on the 'Generate XBRL' button, after which all the data entered by the user will be validated against the business rules defined by CMA. On clicking on the button, a pop-up box highlighting the time required will appear as shown below.
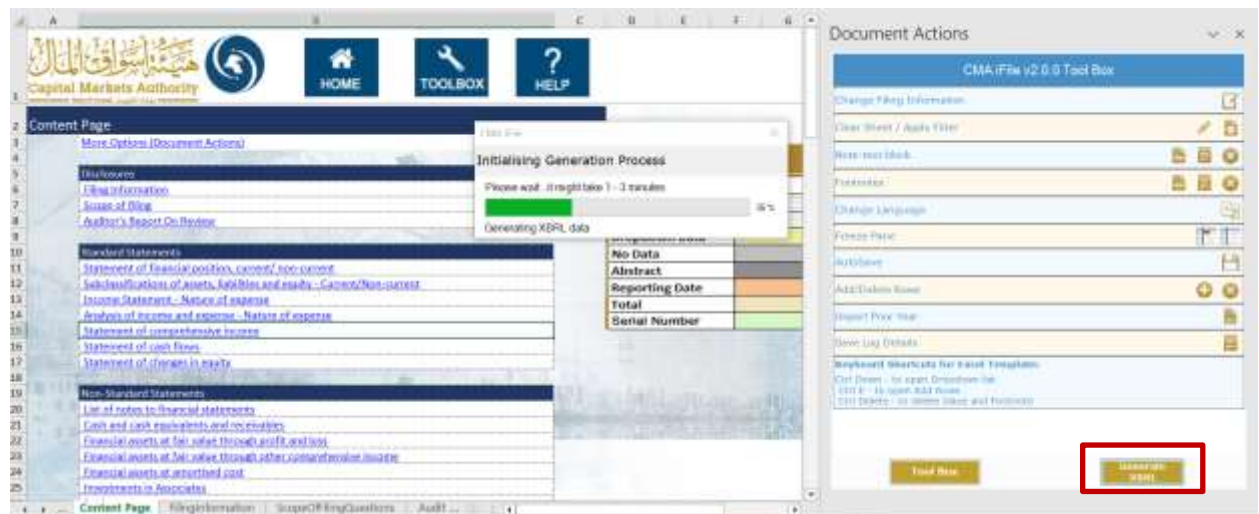
1. **Validation Errors**:

If the data entered by user fails the validation run, an error window will be displayed with the details of the errors identified. The user can go through the errors displayed in the validation window and rectify the same.

    i. **Mandatory Errors:** Mandatory errors are **critical discrepancies** within the financial data that directly affect the integrity and accuracy of financial statements. These errors represent fundamental financial **inaccuracies that cannot be ignored or bypassed.**

    ii. **Warning Errors:** Warning errors are significant, yet **less critical issues** that indicate potential non-compliance with financial standards or bylaws requirements. These errors **highlight discrepancies between financial statements and non-financial data** or indicate **possible violations of regulations. The filer can still proceed generating the XBRL file with those errors if he does not find a need to fix them.**

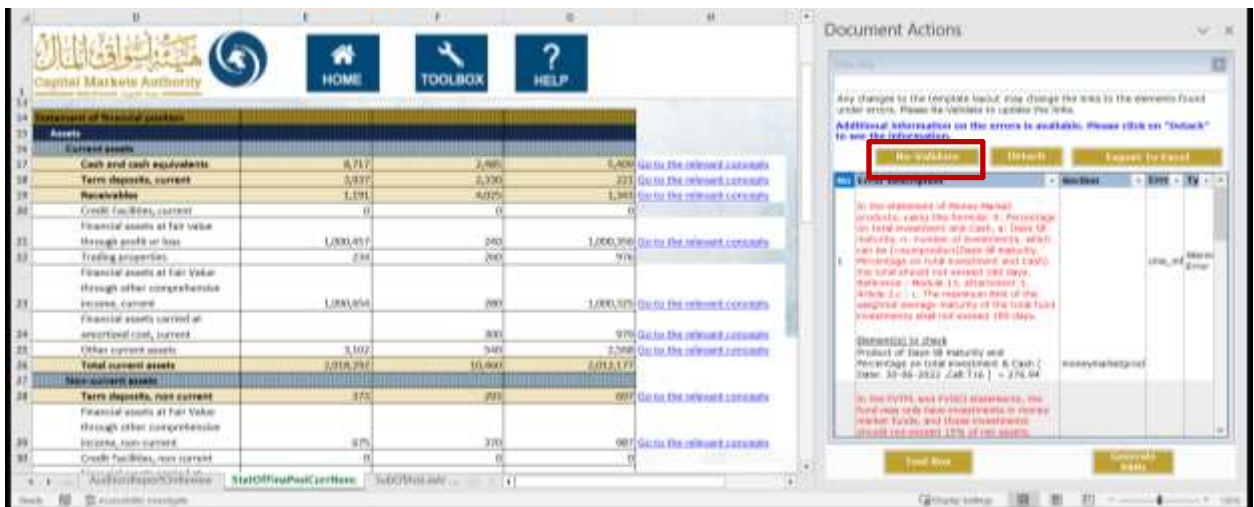2. **Export to Excel:** The user can export the validation errors in an excel format using 'Export to excel' button on the validation window.

3. **Detach:** The user can also detach the validation errors as a pop-up using the 'Detach' button on the validation window.

4. **Re-validate:** The user can re-validate the modified data after rectification using 'Re-Validate' button available in the Error window or using 'Generate XBRL' option.

5. **Saving XBRL instance document: If there are no mandatory errors in the data**, the user will view a pop-up window to save the generated XBRL instance document at their desired location.
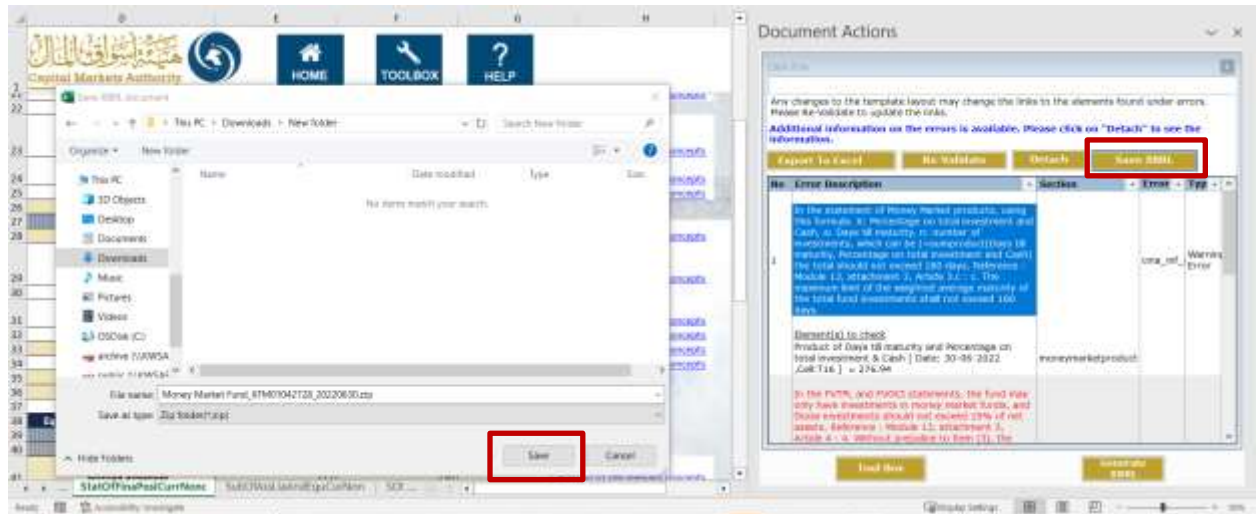
15. Capital Adequacy Ratio

The iFile tool provides comprehensive functionality to calculate sheets related to the Capital Adequacy Ratio (CAR) for licensed entities, along with additional columns in non-standard sheets to ensure that CAR calculations are accurately performed. It is crucial for filers to ensure that their financial statements (FS) are complete and thorough, as the FS standard statements will become uneditable to maintain consistency between the financial data and CAR calculations.

The iFile tool is designed to calculate all risks and reporting sheets required by the Capital Markets Authority (CMA). These sheets include:

- Capital Adequacy Ratio
- Regulatory Capital
- Market Risk
- Market Risk Specific Interest
- Market Risk General Interest
- Market Risk Equities
- Foreign Exchange Risk
- Investment Risk
- Credit Risk
- Counterparty Credit Risk
- Assets Under Management
- Other Exposure
- FMI (Financial Market Infrastructure)

By using the iFile tool, filers can ensure that all necessary risk assessments and financial reporting are accurately captured and compliant with CMA requirements.

16. Create CAR Filing

To generate templates, the user can click on the 'Click Here to Create CAR Filing' button to fill in the filing information required.

The user must have the FS XBRL file before generating the CAR template.

17. Get Values for Operational Risk

The toolbox includes functionality that allows users to import account values and automatically classify them into the appropriate business lines, assigning betas accordingly. However, the filer retains the flexibility to edit these auto-populated values to ensure they accurately reflect the true business line and the nature of the licensed entity. This customization ensures that the data aligns with the specific characteristics of the entity.

The tool will then compile the reported numbers to calculate the operational risk capital requirement, providing a comprehensive and accurate assessment for regulatory reporting.
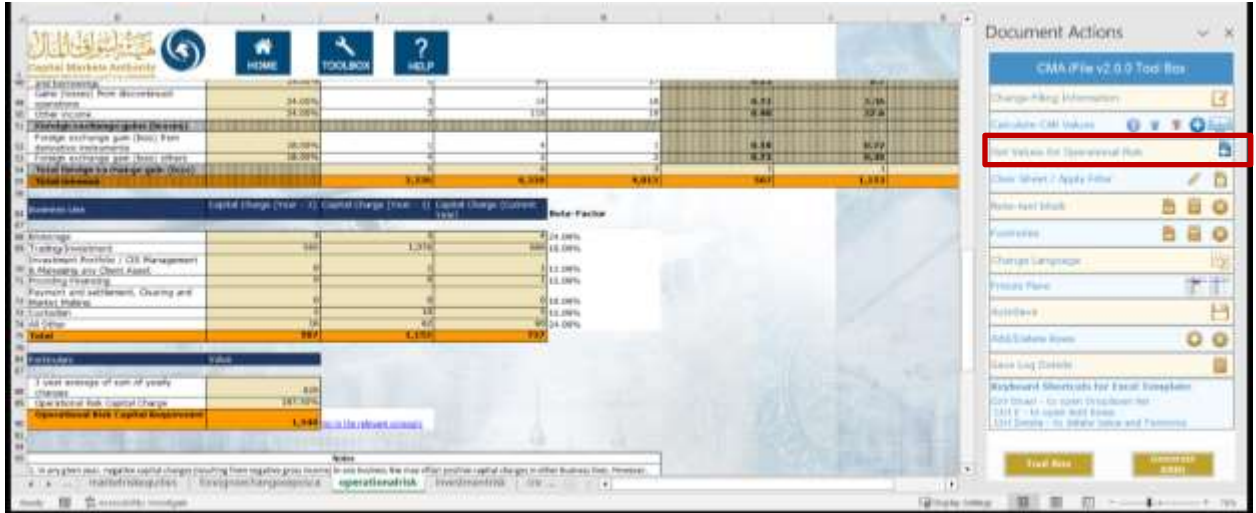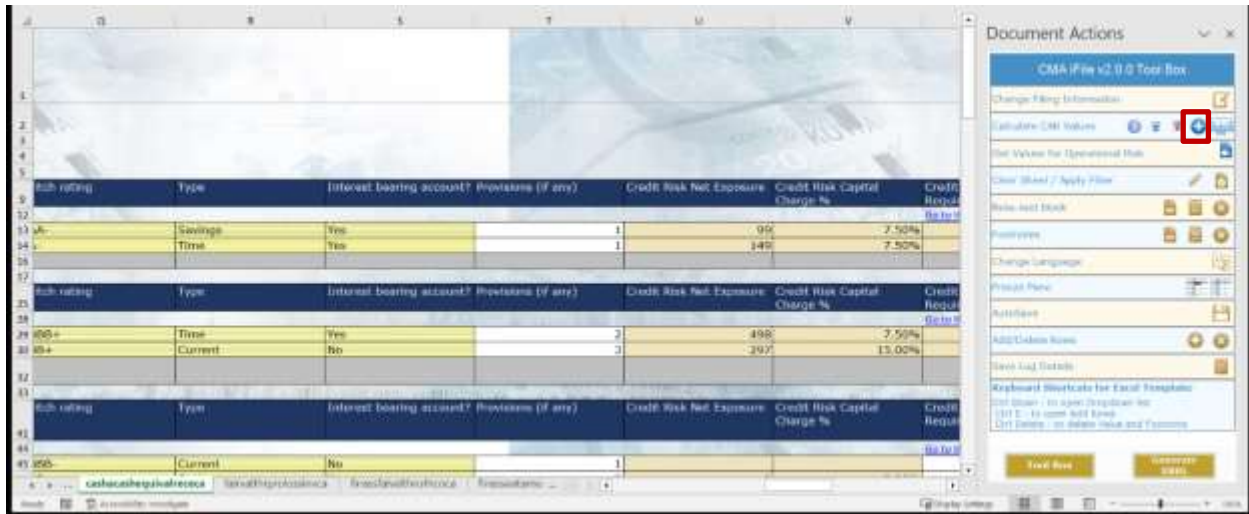
## 18. Toolbox: Calculate CAR Values

1. CAR Rules

The toolbox provides CAR calculation rules for various risks as the filer enters information. By clicking on the relevant cell associated with a risk and selecting the "i" button in the "Calculate CAR Values" section, the filer can access detailed guidance. This feature helps the filer understand the dependencies, calculations, and required inputs necessary to accurately assess the risk associated with the reported item.
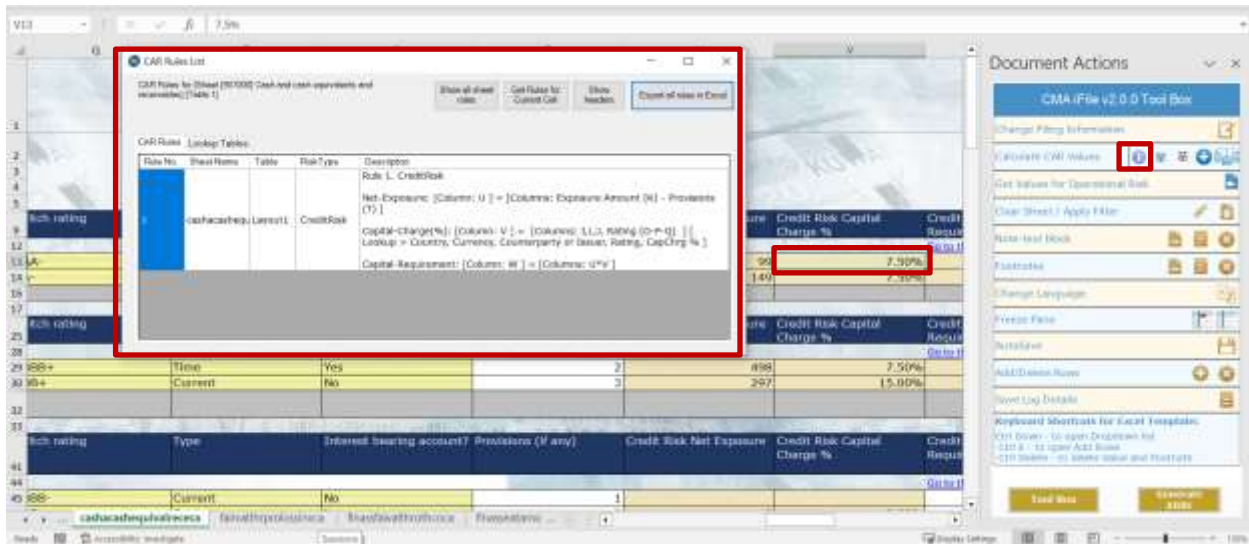
2. **Calculate sheet:** By clicking on the "+" sign, the tool will automatically calculate the risk associated items in the sheet . This feature allows for quick and accurate calculations directly within the sheet, ensuring that all relevant risks are correctly evaluated and reported.

3. **Calculate Car Values** for all sheets: When this function is used, the tool will perform CAR calculations for all items and automatically generate two additional sheets: "CAR Calculation Steps" and "CAR Input Error."
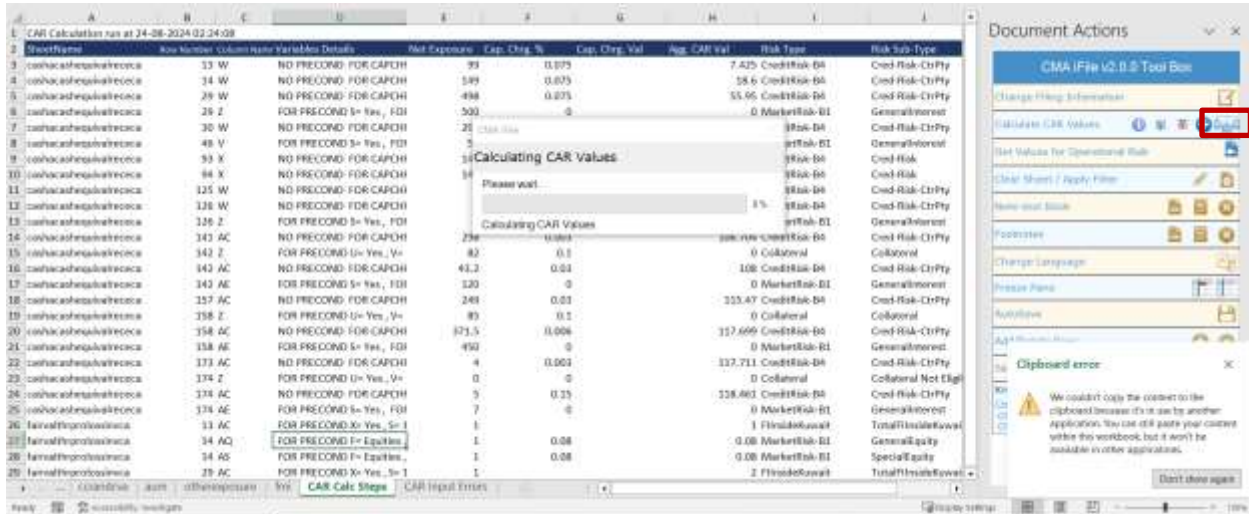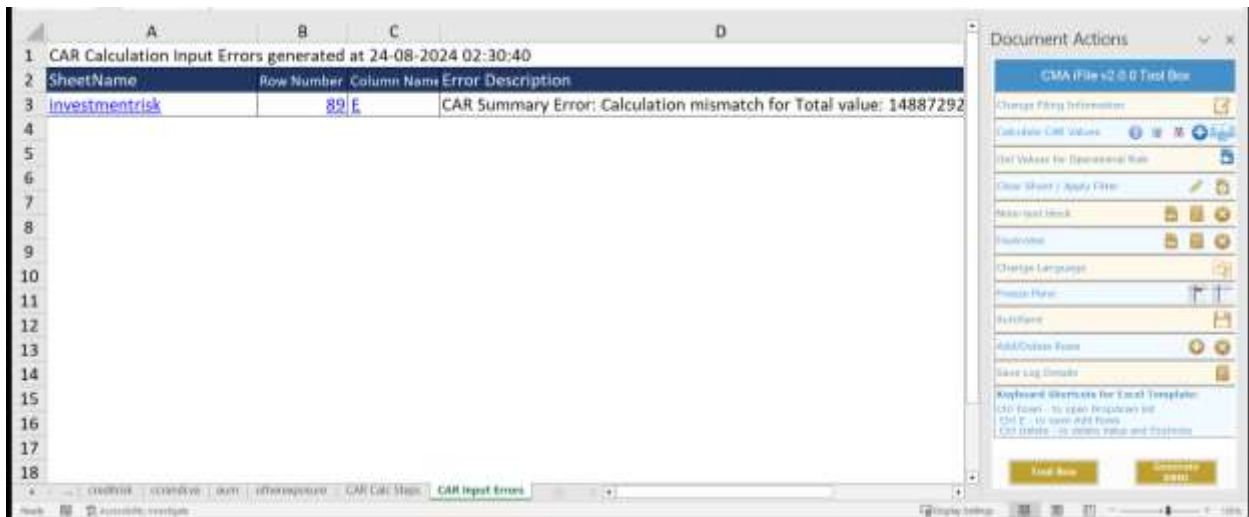
4. **Car Calculation Steps**: This sheet provides a detailed breakdown of the steps involved in calculating CAR, ensuring transparency and traceability of the calculations.

5. **Car input Error:** Sheet identifies any missing values necessary for accurate CAR calculations. This allows the filer to quickly locate and input the required data. **All missing values must be addressed and completed to ensure that the CAR calculations are correct and compliant with regulatory requirements.**


19. Generating CAR XBRL document

After resolving all errors in the "CAR Input Error" sheet, the filer can generate the CAR XBRL file. The file should then be saved as a .zip format, which can be uploaded to the IFSAH portal.

20. Uninstalling the tool

The user can uninstall the iFile tool from control panel by following the below steps:

a. Right click on 'CMA iFile Tool' application in control panel.

| CMA iFile Tool | IRIS Business S | Uninstall | 016 | 1.0.10 |
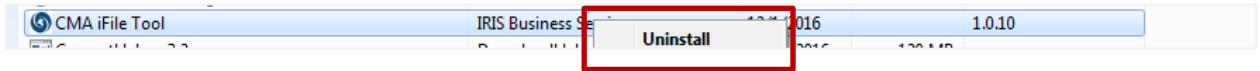
b. Click on 'Yes' option in the 'Confirm Uninstall' pop up window displayed

Confirm Uninstall

Are you sure you want to uninstall CMA iFile Tool

| Yes | No |
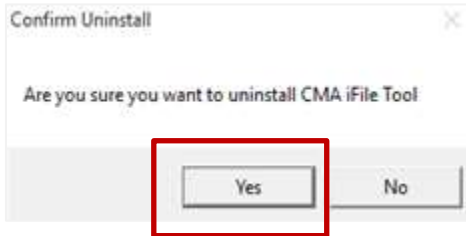
c. Click on 'OK' option in the uninstallation successful pop-up window.

CMA iFile Tool has uninstalled successfully

OK