

CMA's XBRL Based Electronic Filing Platform

IFSAH

Frequently Asked Questions Disclosure Domain

Version 1.0



Who will have access to the disclosure domain and who can submit and save the disclosures.

Answer:

The disclosure domain will be accessible to various entities, each with access to specific Eforms based on their classification:

- **Individuals and Unlisted Unlicensed Companies:** Access to Eform 1, 2, 3, 6, and 14.
- **Listed Companies:** Access to Eform 1 to 12 and Eform 14.
- **Listed Funds:** Access to all Eforms 1 to 14.
- **Unlisted Licensed Funds:** Access to Eforms 1, 2, 3, 6, 13, and 14.
- **Under Liquidation Funds:** Access to Eform 1, 2, 3, 6, and 14.

Disclosures can be submitted to CMA & Boursa through the system by Company admin or company super user.

- **Company Admin and Company Super User:** These roles have the functionality to submit the disclosure to CMA or approve or reject the filing submitted by a company user.
- **Company Users:** Can submit the disclosure to the Company Super User or Company Admin for approval.
- **Save Functionality:** Available for all users across all Eforms. However, the user who saves the filing will be the only one able to edit it.

Do you need to submit the disclosure to CMA and Boursa separately?

No, filers are required to submit their disclosures only once through the Ifsah portal. Upon submission, the system will automatically push the disclosure to

both Bursa and the Capital Markets Authority (CMA). This integrated process simplifies the submission for filers and ensures that all relevant parties receive the necessary information in a timely manner.

For Eforms 1, 2, 3, and 6, the IFSAH portal is designed to automatically push the disclosure information of shareholders to the listed company. This feature facilitates the communication of shareholder information between the filer and the listed company, ensuring that the company has access to up-to-date and accurate shareholder data.

How to update the percentage of ownership or purpose of ownership in Eform 2 and 3.

If Eform 1 was only submitted, any change should be done through eform 2 after answering the following question,

"How was eForm 1 submitted?" with options {Paper-Based, Through CMA Portal}.

- Auto-Population: If submitted through the CMA portal, information from eForm 1 will be auto-populated after selecting the listed company.
- If eForm 1 was submitted on paper, filer will need to manually enter the details in eForm 2.

If there is a change in ownership percentage or purpose of investment and the previous disclosure was submitted outside XBRL, the filer must fill out the required form. This involves manually choosing the name of the listed company from the dropdown and filling in all the mandatory fields.

If there is a change in ownership percentage or purpose of investment and the previous disclosure was submitted through XBRL, an update functionality is available post Bursa Kuwait acknowledgement. All the information from the previously submitted disclosure will be auto-populated. The user must then update and fill in the mandatory fields.

How to disclose the list of insiders and update the list in case any change addition or removal for insiders? Is it necessary to include the balance of insiders?

For all listed companies and listed funds, the initial full list of insiders must be disclosed by filling out the required eForm 5. This should be completed and submitted for Bursa's acknowledgment through IFSAH portal.

Once the initial disclosure is acknowledged by Bursa, any updates to the list of insiders should be made through the update functionality of the portal. This

includes additions or removals of insiders.

If available, the total share balance in the listed company should be provided. This information must be numeric and should not include decimals.

After Boursa acknowledge the eForm 5 filing, any subsequent updates must be submitted through an update process. During this process, you will need to provide additional fields such as 'Type of Update,' 'Update Reason,' and 'As of Date.' These fields are not mandatory and will have default values, but they can be modified if necessary.

By default, the 'Type of Update' remains unchanged, and the 'Update Reason' and 'As of Date' are left blank. If there's a need to modify the 'Update Reason,' you can select the appropriate option from the dropdown menu and then enter the reason and date for the update.

For filings that are saved, navigate to the 'Pending Filing' section, click on 'Action,' and then select 'Edit' to continue submitting the disclosure.

who should disclose Eform 6

EForm 6 must be filled out by all insiders whenever a transaction involving the securities of the listed company takes place.

When filling out eForm 6, you will be presented with a radio button to indicate whether the trading activity is for the account of the applicant, for one of the minors under the applicant's custody, as an agent or trustee, or for a legal entity where the insider has significant ownership.

The fields in eForm 6 will vary depending on whether the transaction is direct or through an investment portfolio. It is important to select the correct transaction type to ensure that the form displays the appropriate fields for you to complete.

What is the previous submission radio button for Eform 7.

The "Previous Submission" radio button on eForm 7 is used to indicate the status of any previous submissions related to lawsuit rulings. Your selection will determine which fields are displayed on the form for you to complete. The options are as follows:

- **No Previous Paper-Based Rulings:** Select this option if you have not submitted any paper-based rulings. When this option is selected, only the fields for the first ruling will be displayed for you to fill out.
- **First Ruling Paper-Based or Not Submitted:** Select this option if you have not submitted the first ruling or if it was submitted in a paper-based format. In this case, you will need to fill out fields for both the first ruling

and the appeal.

- **First and Second Ruling Paper-Based or Not Submitted:** Select this option if you have not submitted the first and the second ruling or if they were submitted in a paper-based format. This will require you to fill out fields for the first ruling, the appeal, and the cassation.

The eForm 7 will dynamically update to display the appropriate fields that you need to complete based on your selection of the previous submission status. This ensures that you provide all the mandatory fields for the current stage of your legal proceedings.

How to disclose the update of subsequent ruling in Eform 7

To disclose an update for a subsequent ruling, such as an appeal or cassation, you should follow these steps:

- **Access Previous Form:** Begin by accessing the previously submitted form “view”. You can do this by navigating to the 'Pending Filings' or 'Filing History' sections of the portal.
- **Initiate Subsequent Filing:** Look for the option to initiate a subsequent ruling. This is typically labeled as "Subsequent ruling" button. Click on this to proceed with updating the form for the next ruling.
- **Review Un editable Fields:** After clicking on the subsequent ruling functionality, the form will display the previous submission. Certain fields, such as the case automated number and case subject matter, will be shown but will not be editable as they remain constant throughout all rulings along with the previous ruling fields.
- **Complete New Ruling Fields:** The form will now present additional fields that are required for the new ruling. Fill out these fields with the appropriate information for the subsequent ruling.
- **Submit the Updated Form:** Once you have completed all the necessary fields for the subsequent ruling, submit the updated form through the portal for processing.

How to disclose the BOD meeting agenda and result of meeting

For listed companies, the disclosure of any BOD meeting date and agenda must be done using eForm 10. To do this, select the subject 'BOD meeting date and agenda.' It is mandatory to list the items on the agenda, and the filer should select the relevant circumstances and provide detailed descriptions for each

item. Users have the flexibility to add or remove items from the agenda as needed. Details for every agenda item should be entered into a free text field provided in the form.

When disclosing the results of a BOD meeting, the form should be completed only after the meeting has concluded and the results are ready for public disclosure. For the 'result of items of Agenda,' which is a mandatory field, the filer must enter the outcomes of each agenda item into a free text field. Additionally, if other items were discussed during the meeting and the option "Yes" was chosen, the filer must include the circumstances of the BOD meeting, along with details and results for these additional items.

How to link BOD meeting agenda to the result

To link the BOD meeting agenda to the results, you must use the filing ID, which serves as a unique identifier for the submission of the meeting date and agenda. If the meeting date and agenda were submitted through the portal, it is mandatory to provide the filing ID. Once you enter the filing ID, the agenda items will be automatically populated in the form.

If the meeting date and agenda were not submitted through the portal or were submitted by other means, the filing ID is not required. In such cases, you will need to manually input the results for each agenda item.

How to link the FS domain to disclosure of financial statements

When a filer is announcing financial results, it is mandatory to provide a Reference ID that is associated with the financial statement (FS) submission. This Reference ID serves as a link between the disclosure and the FS submission. The filer should select the financial year as the reporting period and specify the frequency of the report (either Quarterly or Annual). Subsequently, the filer must choose the filing ID, which can be found in the pending filings or filing history within the FS domain. Once these steps are completed, the financial statement and the Boursa form will be automatically populated based on the information provided.

How do banks and foreign companies disclose their financial results?

The financial result form is specifically designed for use by banks and foreign companies and should be chosen from the subject in Efrom 10. If foreign companies convene a Board of Directors (BOD) meeting to approve financial statements, they should follow the standard process for submitting the BOD meeting date, agenda, and results.

A Reference ID, which is related to the financial statement (FS) submission, is required to link the disclosure to the FS submission. Once the Reference ID is provided, the financial statement and Boursa form will be automatically populated with the relevant information.

It is important to note that all fields in the financial result form are mandatory and must be completed by the filer. However, the date and place of the analysts' conference are optional fields for companies listed on the main market but are mandatory for those listed on the premier market.

Can you disclose more than one assembly through Eform 11 in one form

No, the filer is limited to disclosing only one type of assembly per Eform 11 announcement for financial statements. Listed companies must select the specific Type of General Assembly Meeting they are disclosing, which can be one of the following:

- Annual General Assembly
- Ordinary General Assembly
- Extraordinary General Assembly

Each assembly type requires a separate Eform 11 filing.

What is the status of the results of BOD meeting related to GA meeting

Upon selecting the type of meeting for your Board of Directors (BOD) results submission, you will be prompted to indicate how the results have been submitted. There are three options available:

- Submitted through the IFSah portal
- Submitted outside the IFSah portal
- Not submitted

If "Submitted through the IFSah portal" is selected:

- You must complete all mandatory fields in the submission form.
- The "Items of Agenda" section will appear as a table. Here, you can add multiple rows to include any additional agenda items as necessary.

If "Submitted outside the IFSah portal" or "Not submitted" is selected:

- All mandatory fields in the submission form must be completed.
- The "Items of Agenda" section will also appear as a table, allowing you to add multiple rows for any additional agenda items as needed.
- For submissions related to the Annual General Assembly, it is required to add the filing reference ID. This ensures that the submission is properly linked to the relevant annual assembly.

How to disclose general assembly outcome result

To disclose the outcome of a general assembly meeting, follow these steps:

- Select the Type of General Assembly Meeting: From the dropdown menu in the application form, choose the type of general assembly meeting you are reporting on. The options are:
 - Annual General Assembly
 - Ordinary General Assembly
 - Extraordinary General Assembly
- Indicate Submission Status: After selecting the type of meeting, you will need to specify the submission status of the requirement for holding the general assembly. You have three options:
 - Submitted through the IFSah portal
 - Submitted outside the IFSah portal
 - Not submitted

If "Submitted through the IFSah portal" is selected:

- Complete all mandatory fields in the form.
- Provide the Reference ID of the requirements for holding the General Assembly (GA) from the GA domain.
- The "Items of Agenda" section will be auto-populated, but you will need to manually add the results for each item.

If "Submitted outside the IFSah portal" or "Not submitted" is selected

- Complete all mandatory fields in the form.
- The "Items of Agenda" section will be presented as a table, allowing you to add multiple rows to include the items of the agenda and their respective results as needed.

What is the correction functionality for all eforms

When an eForm is submitted and Bursa takes action on the filing—acknowledgment, publishing, or publishing with comments—the filer has the option to make corrections, supplementary filings, or updates, depending on the type of eForm submitted. The filer can click on the "view" option present in the action column to proceed.

For corrective disclosures, the filer can click the correction button to edit the content previously submitted and fill in the additional fields related to the corrective disclosure. The date of the previous disclosure is automatically populated from the eForm that was previously submitted and approved. It is important to note that eForms will require additional fields to be filled out.

Once the corrective disclosure is submitted, the previous disclosure is superseded, and the new disclosure's version is incremented by 0.1. The filing ID, however, remains unchanged.

How to disclose a supplementary disclosure for material information eforms

Similar to corrective disclosures, when Bursa takes action on an eForm, the filer can submit a supplementary disclosure. The filer can click the supplementary button to edit the previously submitted content and fill in the additional fields related to the supplementary disclosure. The date of the previous disclosure is automatically populated from the eForm that was previously submitted and

approved.

Upon submitting the supplementary disclosure, the previous disclosure is discarded, and the version number of new disclosure is incremented by 1. The filing ID remains the same.

Can a company user edit the filing after rejection from company super user

If a filing is rejected by the company super user, the company user cannot edit that filing. Instead, the company user is required to submit a new disclosure with a new filing ID.