



# MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

**USER MANUAL** 

**MBRS PREPARATION TOOL (mTool)** 

**ANNUAL RETURN** 

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# **1** Introduction to the MBRS Preparation Tool (mTool)

As part of the SSM XBRL initiative, SSM has made available mTool to enable companies to prepare Annual Return in line with the MBRS filing requirements and SSM Taxonomy (SSMxT).

MBRS templates have been designed to reflect the presentation of these Annual Return as far as possible, and in facilitating the preparation of these statements in XBRL. In addition, several key features of mTool are provided to facilitate the ease of preparing Annual Return.

This user manual covers the various functions and features of the mTool. The chapters are organized in accordance with the steps of how companies usually prepare a set of Annual Return in XBRL format.

No.	Entry	Type of submission
	Point	
1.	AR1	Annual return for companies having share capital
		[Section 68 Companies Act 2016]
2.	AR2	Annual return for companies not having share capital
		[Section 68 Companies Act 2016]
3.	AR3	Annual return for foreign companies
		[Section 576 Companies Act 2016]
4.	AR4	Annual return for unchanged particulars
		[Section 68(6) Companies Act 2016]

### **1.1 Type of submission**

# 2 Acronyms and Abbreviation

The following table provides the expansion of various terms used in the user manual:

Acronym/Abbreviation	Expansion
MBRS	Malaysian Business Reporting Standards
AR	Annual Return
XBRL	eXtensible Business Reporting Language
mTool	MBRS Preparation Tool
XBRL file	Instance document (XML file) generated from MBRS Preparation Tool (mTool)
MBRS template	Excel template used by preparer to fill in the disclosures according to respective entry points

# **3 Get Started**

# 3.1 Introduction page

After mTool is installed, a shortcut icon is displayed on your desktop as shown in Figure 1.



### Figure 1

To launch the mTool, double click on the shortcut created on the desktop. The introduction page is displayed as shown in Figure 2.





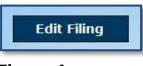
In the upper center of the introduction page, there are four buttons for you to begin preparation as shown in Figure 3, 4, 5, and 6

**Create Filing:** To create a new or fresh set of MBRS template.



Figure 3

Edit Filing: To open a previously saved XBRL file to edit





mTool Version Check: To check for latest mTool version.



Figure 5

**Proxy Settings:** To check for configuration setting in mTool.

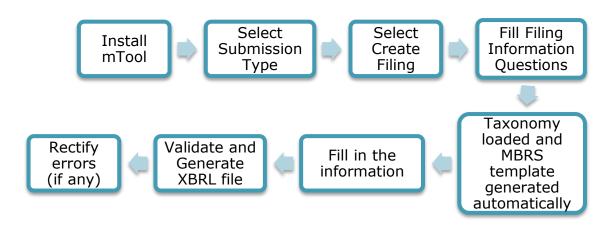
Proxy settings	)
Tool Updates 4	



#### 3.2 **Preparation flow**

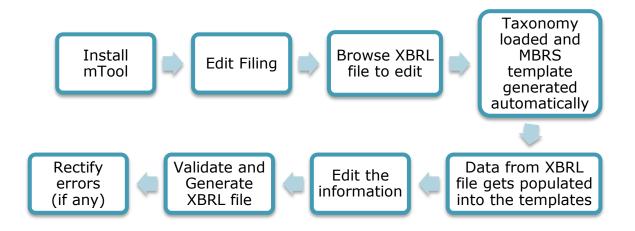
There are two ways to start the preparation of Annual Return as shown in Figure 7 and 8:

1. Use **Create Filing** button to create a new set of XBRL file for Annual Return.





2. Use **Edit Filing** button to open an existing set of XBRL file for Annual Return (.zip format).





The MBRS template created from the mTool can be saved as a MS Excel file, and you can open it again to continue working on the templates.

# 3.3 Create a new set of XBRL file

Choose "Create Filing" if you want to prepare a new or fresh set of XBRL file. You will need to fill in the Filing Information. Information filled in the Filing Information will determine the templates to be generated inside the preparation tool.

Submission type would have 3 options:

- Exemption Application
- Annual Return
- Financial Statements

Select the Submission Type "Annual return" and then Click on "Create Filing" on the Introduction Page. The Filing Information template will appear as shown in Figure 9

### **Filing Information for Annual Return**





Fill all information for Annual Return in the "Filing Information" screen and click on the "Generate Template" button. Based on the details provided in the Filing Information, relevant taxonomy is auto-selected and MBRS templates are generated. User is taken to the Content Page as shown in Figure 13.

# **Annual Return Pre-population:**

 Click on **Pre-populate AR Data** [Hyperlink] option, SSO Form page should display for login, enter valid username and password.
 **Note:** Internet Explorer version should be IE 11 or higher version.



Figure 10

 Data fields will auto populate as per Company registration number: Name of company, Former name of the company (if any), Origin of company, Status of company and Type of company in the Filing Information.

👓 Fili	ng Information	>	×		
*	Company registration number	248580-К			
*	Name of company	PHOENIX PROSPECTS SDN. BHD.	1		
	Former name of the company				
	Goods and services tax number				
*	Calendar year of annual return				
*	Date of annual return		1		
*	Origin of company	Incorporated in Malaysia			
*	Status of company	Private company			
*	Type of company	Company limited by shares			
*	Type of submission				
*	Disclosure whether company is preparing annual return for first time since incorporation				
	Disclosure whether shares of company are quoted on stock exchange		·		
	Disclosure on number of members of company		·		
* d	enotes mandatory items to be reported	Generate Template Cancel			

Figure 11

Click on Continue without pre-population [Hyperlink] option,
 Confirmation popup box will display with message "Do you want to continue filling without AR population" with YES and NO button

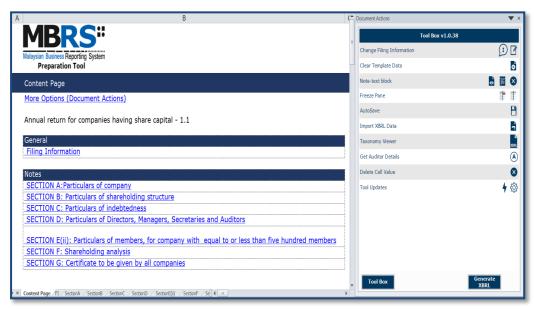
	Company registration number		248580-К		
	Name of company				
	Former name of the company				
	Goods and services tax number				
	Calendar year of annual return				
	Date of annual return				
	Origin of company	MBRS Preparation Tool		X	1
	Status of company				
	Type of company	Do you want to continue filin	g without AR Pre-population	?	
	Type of submission				
	Disclosure whether company is pre first time since incorporation		Yes No		
	Disclosure whether shares of comp stock exchange	oany are quoted on			
	Disclosure on number of members of	of company			
_	notes mandatory items to be re				

Figure 12

 Click on Yes option, user will be redirected to Filling Information page where 'Pre-populate AR Data' and 'Continue without Pre-population' Hyperlink should hide.

**Note:** User needs to click on **Pre-populate AR Data** or **Continue without pre-population** before clicking on Generate Template button.

5. Section A, Section D, Section E(i) and Section E(ii) in Annual Return template sheet should be filled with prepopulated data



#### Figure 13

#### 3.4 Open an existing XBRL File

Choose **Edit Filing** if you want to open a previously saved XBRL file.

Click **Edit Filing** on the Introduction page. The file selection screen will open with the buttons for "Edit Data" as shown in Figure 14.

Step2: Please select XBRL z	ip or XML file
	Browse
edit Data	
Proceed	



Select **"Edit Data**" if you want to open a previously saved XBRL file. The mTool will populate data in the templates based on the taxonomy of the selected XBRL file. You will be able to make changes to the report, and save those changes in a new XBRL file.

- 1. Browse relevant XBRL file and select **Edit data**.
- Click on **Proceed**. An error message will be displayed as per shown in Figure 15 if any field validation is not met.

MBRS Preparation Tool	$\times$
Unable to open file as it does not have valid XBRL Instance Document	
ОК	

# Figure 15

 Taxonomy will be selected based on the taxonomy in the XBRL file and data will be filled in the templates. The tool will show the Content Page as shown in Figure 13.

# 4 Template Interface and Navigation

# 4.1 User Menu

Click on any template in the Content Page to go to the MBRS template. For example, click on **Section A: Particulars of company** the template will open up. On the top of the template, you can see the User Menu as shown in Figure 16.



#### 4.2 Home

The Home button takes you to the Content Page of the tool where the entire list of templates generated and loaded in the tool is displayed. Please refer to <u>section 3.2</u> to see more details on the Content Page.

#### 4.3 Tool Box

The Tool Box helps users to customize and fill in the templates easily. Some of the functions include reordering the elements, hiding rows that do not contain any tagged values, adding additional columns for company-level reporting. These functions may be useful for you to customize the templates as per annual return.

Click the Tool Box icon on the User Menu, the Tool Box will appear on the right panel as shown in Figure 17. Please refer to section 8 to see more details on the Tool Box functions.

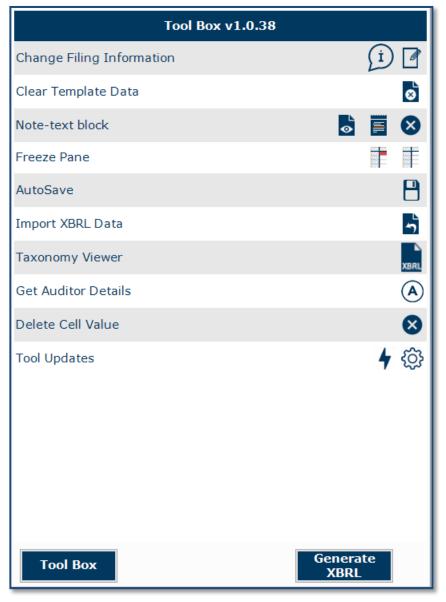


Figure 17

# 4.4 XBRL Help

There are help available throughout all elements in the mTool. The help menu shows you different labels, synonyms, properties, references and guidance notes for each element in the taxonomy. The different kinds of help available in the mTool are detailed below.  Select the element of which you want to check Help information, e.g. "Citizens who are non-Malays and non-natives", under 'Particulars of shareholding analysis' as shown in Figure 18.

Malaysian Business Reporting System Preparation Tool	Yoolbox	
AR1 SECTION F: Shareholding ana	lysis	
* denotes mandatory items to be reporte	d	
		Deveente de of
Particulars of shareholding analysis	Number of shares held by member	Percentage of shareholding held by member (%)
Citizens who are Malays and natives	0	0.00%
Citizens who are non-Malays and non- natives	100	100.00%
Non-citizens	0	0.00%
Bodies corporate controlled by citizens who are Malays and natives	0	0.00%
Bodies corporate controlled by citizens who are non-Malays and non-natives	0	0.00%
	0	0.00%
Bodies corporate controlled by non- citizens	U	

# Figure 18

2. Click **Help**, the panel will display Help as shown in Figure 19.

Element Labels 🛆					
Preferred Label		Number of shares held by member			
Standard La	bel	Number of shares held			
Documenta Label	tion	Represents information pertaining to number of shares held by the members.			
Element Pro	perties	_	5		
Element Id	s	smt_NumberOfSharesHeld			
Period Type	ir	nstant			
Data Type	h	ttp://www.xbrl.org/2003/instance:sharesItemType			
Substitution Group	h	ttp://www.xbrl.org/2003/instance:item			
Nillable	Т	True			
Abstract	F	False			
	Element References 🛆				
Details for		er of shares held by member			
Name		anies Act 2016			
Role		/www.xbrl.org/2003/role/disclosureRef			
Number	777				
Section	68				
SubSection 3					
Paragraph	Paragraph i				
Dimension [	Domain	<u>~</u>	5		
Dimension I	D	Domain ID			
ssmt_ClassificationOfShareholdingAxis					

The different sections of the **Help** pane are:

1. **Header:** Shows the element name in the taxonomy for which the help is being shown. The figure above shows Help information for "Citizens who are non-Malays and non-natives".

### 2. Element Labels

- Preferred Label: It is a human readable name of a concept defined in the taxonomy and is present in the label link base.
- Standard Label: The default label for an element is referred to as the standard label.

- c. Documentation Label: It is the definition or meaning of the element.
- 3. **Element Properties:** Shows the characteristics and the XBRL property of an element.
- 4. **Element References:** shows the references of authoritative statements in published business, financial, and accounting literature or other useful guidance from where the element has been taken from as shown in Figure 20.

Reference Parts	Use
Name	Name of authoritative literature e.g. IFRS
Number	Number of the standard or interpretation
Issue Date	Effective date of the legislation for the selected element
Paragraph	Paragraph in the standard
Subparagraph	Subparagraph of a paragraph
URI	Link of standard used while preparing taxonomy
URI Date	Date of latest version of standard used



To view Help for other elements, double click the element name appearing on the left of the templates, or you can click on the element and then click on the Help icon in the User Menu

# 4.5 Legend

It is used to explain the data points in the documents represented by unique symbols and color coding

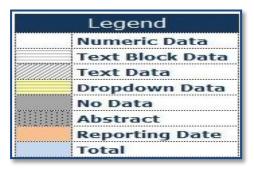


Figure 21

### 4.6 Content Page

User is taken to the Content Page once all the templates are generated based on answers to the Filing Information. The Content Page contains the list of all applicable templates loaded in the preparation tool. By default, only templates that are part of the requirement list are generated and loaded in the tool as shown in Figure 22.

В	(*	<b>^</b> C	Document Actions	▼ ×
MBRS			Tool Box v1.0.38	
Malaysian Business Reporting System			Change Filing Information	(i) 🗹
Preparation Tool	_		Clear Template Data	8
Content Page			Note-text block	5 🖬 😣
More Options (Document Actions)			Freeze Pane	
			AutoSave	8
Annual return for companies having share capital - 1.1			Import XBRL Data	า้
General			Taxonomy Viewer	XBAL
Filing Information			Get Auditor Details	A state of the
Notes			Delete Cell Value	8
SECTION A:Particulars of company			Tool Updates	<b>4</b> 🔅
SECTION B: Particulars of shareholding structure				
SECTION C: Particulars of indebtedness				
SECTION D: Particulars of Directors, Managers, Secretaries and Auditors				
SECTION E(ii): Particulars of members, for company with equal to or less than five hundred member	rs			
SECTION F: Shareholding analysis				
SECTION G: Certificate to be given by all companies				
		•	Tool Box	Generate XBRL
M Content Page /FI / SectionA / SectionB / SectionC / SectionE(i) / SectionF / Set 4 III	•			

Figure 22

**Filing Information:** The Filing Information template contains all the responses entered for the Filing Information.

**Notes:** The Annual Return has details and additional information of the main reporting statements, such as the Particulars of company. The list of templates loaded for the Notes are displayed here.

# **5** Customise the templates

The templates are by default generated based on the minimum requirement list according to the taxonomy chosen. Minimum requirement list is information that companies must submit as long as the information is available inside the annual return. You may want to look through the templates generated and understand the context of the Annual Return you are preparing, including whether the templates need to be filled in.

You can **customise** the templates (if required) to be similar to the Annual Return. This section shows how you can customise the templates to suit the Annual Return of your company:

• Edit answers to the Filing Information questions

# 5.1 Edit answers to Filing Information Questions

If you find that the templates generated are not similar to your Annual Return, you may want to check the information provided in Filing Information questions in the Scope of Filing template. Click on **Edit Filing Information** if you would like to make changes to the answers.

1. Go to Filing information template as shown in Figure 23.

AR1 Filing Information	
denotes mandatory items to be reported	Edit Filing Information
iling Information General Filing Information	
*Company registration number	853159-T
*Name of company	BROAD ESTATES SDN. BHD.
Former name of the company	METRO TERBILANG SDN. BHD.
Goods and services tax number	NIL
*Calendar year of annual return	2018
*Date of annual return	10/04/2018
*Origin of company	Incorporated in Malaysia
*Status of company	Private company
*Type of company	Company limited by shares
*Type of submission	AR1
*Disclosure whether company is preparing annual return for first time since incorporation	Νο
*Disclosure whether shares of company are quoted on stock exchange	
Disclosure on number of members of company	Company with equal to or less than five hundred members

2. Click on Edit Filing Information. Filing Information template opens up with the current data filled as shown in Figure 24. Now, you can make changes to your answers to the Filing Information questions; for example, change the Section E (i) Particulars of members to Section E (ii) Particulars of members of members. After clicking on Generate Template the templates will be updated based on changes made to the Filing Information questions.

	Company registration number	853159-T
	Name of company	BROAD ESTATES SDN. BHD.
	Former name of the company	METRO TERBILANG SDN. BHD.
	Goods and services tax number	NIL
	Calendar year of annual return	2018
	Date of annual return	10/04/2018
	Origin of company	Incorporated in Malaysia
	Status of company	Private company
	Type of company	Company limited by shares
	Type of submission	AR1
	Disclosure whether company is preparing annual return for first time since	No
	Disclosure whether shares of company are quoted on stock exchange	
	Disclosure on number of members of	Company with equal to or less than five hundred
0	denotes mandatory items to be reported Pre-populate AR Data	Generate Template Cance

Figure 24

# 6 Get Templates Filled

There are different ways in which you can start the tagging process in the preparation tool, depending on whether you already have a set of Annual Return in Word/Excel format.

# 6.1 Pre-populate AR data

Malaysian Business		SURUHANJAYA SYARIJKAT MALAYS COMPANIES COMMISSION OF MALAYSI (Agensi di bawah KPONHEP)
	* Company registration number	
	* Name of company	
	Former name of the company	
	Goods and services tax number	
	* Calendar year of annual return	
	* Date of annual return	4 🔅
	* Origin of company	•
	* Status of company	
	* Type of company	
	<ul> <li>Type of submission</li> </ul>	•
	<ul> <li>Disclosure whether company is preparing annual return for first time since incorporation</li> </ul>	
	Disclosure whether shares of company are quoted on stock exchange	
	Disclosure on number of members of company	
	Disclosure on number of members of company	
	* denotes mandatory items to be reported	
	Pre-populate AR Data Continue without Pre-population Generate Template	Cancel

# Figure 25

Fill in the Company registration number and click on **"Pre-populate AR** data"



- 1. Click on "Pre-populate AR Data" option
- 2. SSO page should display for login
- 3. Enter valid username and password

-	Filir	ng Information	×	
Γ	*	Company registration number	248580-K	
	*	Name of company	PHOENIX PROSPECTS SDN. BHD.	
		Former name of the company		
		Goods and services tax number		
	*	Calendar year of annual return		
	*	Date of annual return		
	*	Origin of company	Incorporated in Malaysia	
	*	Status of company	Private company 🔹	
	*	Type of company	Company limited by shares -	
	*	Type of submission	•	
	*	Disclosure whether company is preparing annual return for first time since incorporation	•	
		Disclosure whether shares of company are quoted on stock exchange	•	
		Disclosure on number of members of company	•	
*	⊧ de	enotes mandatory items to be reported	Generate Template Cancel	

- 1. Data fields will auto populate as per Company registration number
- 2. Information pertaining to Name of company, Origin of company, Status of company, Type of company will be fetched from SSM database
- 3. Remaining information user has to fill in manually
- 4. Click on **"Generate Template"**

# 6.2 Continue without pre-population (Manual entry)

	Filir	ng Information					×
Γ	*	Company registration number		248580-К			
	*	Name of company					
		Former name of the company					
		Goods and services tax number					
	*	Calendar year of annual return					
	*	Date of annual return					
	*	Origin of company	MBRS Preparation Tool		X	1	-
	*	Status of company					•
	*	Type of company	Do you want to continue filing	) without AR Pre-popu	ulation ?		•
	*	Type of submission					•
	*	Disclosure whether company is pre first time since incorporation		Yes	No		•
		Disclosure whether shares of comp stock exchange	pany are quoted on				•
		Disclosure on number of members	of company				•
8	de	enotes mandatory items to be re <u>Pre-populate AR Data</u>	ported <u>Continue without</u>	Pre-population		Generate Template	Cancel

# Figure 28

- 1. Click on "**Continue without pre-population**" option
- 2. Click on **Yes** option

Similar to MS Excel, you may select the cell and enter data using the keyboard.

You may also refer to the following table for some useful shortcut keys.

Ctrl + C	Сору
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + P	Print
Ctrl + F	Find / replace texts on templates or source document
Ctrl +Z	Undo
Ctrl + Drag and drop	Copy and paste data from source document to text editor (using drag and drop without pressing the

	Ctrl key may cause data to be cut / removed from the source document)
Shift + Arrow keys	Allow for selection of table rows in the source document at a slower pace
Del	To delete the company labels and numerical values in the selected cells of the template

# 6.3 Typed dimensional tables

In typed dimensions, users will need to key in the classes that are applicable for the reporting company as per the source document. Example shown in Figure 29.

### **6.3.1 Add/delete typed classes:**

1. Click on **Edit** link on the template where typed dimensions are applied.

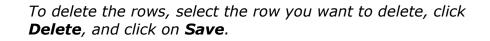
Particulars of Directors	Type of director	Title	Name	Type of identification
it Director count			:	
01				
002				
002 Particulars of Agent	Type of agent	Title	Name	Type of identificatio
	Type of agent	Title	Name	Type of identificatio
Particulars of Agent	Type of agent	Title	Name	Type of identificatio

# Figure 29

2. Window will open as shown in Figure 30.

····· MB	RS Preparation Tool		)
		Add	Delete
	Director count		
۱.	0001		
	0002		
		Save	Close

- 3. Click **Add** to add rows and enter appropriate reporting elements.
- 4. Click **Save** to save changes to the templates.



# 7 Validate and Save XBRL File for Annual return

### 7.1 Validate

Before submission to SSM, the XBRL file for annual return needs to be validated against a set of business rules. Please note that the business rules maintained by SSM can only provide a limited extent of accuracy. For example, the rules are unable to determine whether the level of rounding used within the Annual Return is correct or not. As a user, you will need to perform proper review of your XBRL file to ensure accurate and complete information is provided.

Validation can be done offline using the mTool. A validation against the set of rules within mTool will result in either "Error" or "Warning".

• Error - These are highlighted errors that you MUST rectify before filing.

- Warning These are highlighted warnings where the XBRL data may contain error. If your XBRL data contains error, please rectify the error. If the XBRL data is correct (i.e. no error), you may ignore these warnings without any changes required.
- 1. To validate XBRL annual return, click **Generate XBRL** in the lower panel of the Tool Box as shown in Figure 31.

Tool Box v1.0.38	
Change Filing Information	(i) 🗹
Clear Template Data	8
Note-text block	s 🗐 😣
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>1</b>
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	<ul> <li>(A)</li> <li>(A)</li></ul>
Tool Updates	4 🔅
Tool Box	Generate XBRL



Error messages are shown in red texts in the validation window in Figure 32.

	changes to the template layout may change the lin te the links.	ks	to the elements	fo	und under error	·s.	Please Re-Validate to
Addi	tional information on the errors is available. P	le	ase click on "D	et	ach" to see th	e i	nformation.
					Ke- Validate	De	tach Export Io Excel
No	Error Message/Description	•	Error Section	•	Error ID	•	Error Classification
1	When user enters value in "Address line 1", and "Country = Malaysia" THEN "State", "Town", "Postcode" under "Address of registered office" MUST be reported"				SecA-ar1-01		Error
	Element(s) to check Address line 1 (Date: 09/04/2018 to 10/04/2018 Dimension: AddressOfRegisteredOfficeMember) = 2ND FLOOR, NO. 2-4 State (Date: 10/04/2018 Dimension: AddressOfRegisteredOfficeMember) = W.P. KUALA LUMPUR		SECTION A:Particulars of company SECTION A:Particulars of company				
	Country (Date: 10/04/2018 Dimension: AddressOfRegisteredOfficeMember) = MALAYSIA		SECTION A:Particulars of				

# Figure 32

 To rectify the errors, you can click on elements shown under the "Element(s) to check", and the tool will take you to the particular cell which may contain error(s) for you to rectify.

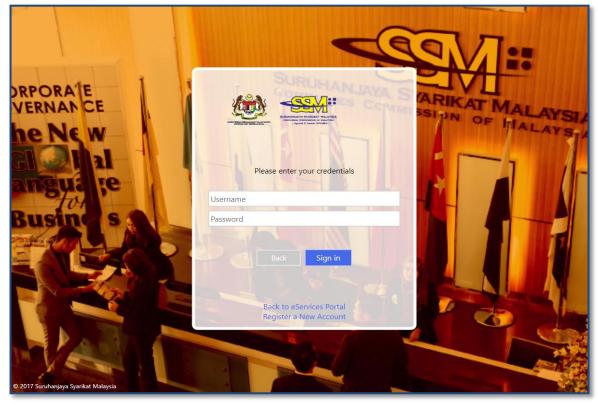
Understand the validation window					
Buttons on the top right corner:					
<ul> <li>Re-Validate: Click on Re-Validate to activate the validation process again after rectifying the error, to ensure that it is indeed rectified.</li> <li>Detach or Attach: Click Detach if you want to detach the validation window from the template and click Attach if you want to attach the validation window back to the tool template</li> <li>Export to Excel: Upon clicking on "Export to Excel", the tool will prompt you to save the validation results in MS Excel spreadsheet.</li> <li>Search: This is a function that allows you to search the validation errors highlighted using key words.</li> </ul>					
Columns in the validation results table:					
<ul> <li>No: Serial number for the error.</li> <li>Error Messages: This provides a description of the error. Error messages are displayed in red texts. For each error message, there are "Element(s) to check". Clicking on the element name will take you to the particular cell where you may want to rectify the error. In the brackets beside the element name, you can see the date or period applicable to the element.</li> </ul>					

- **Section**: This shows the template name where the element belongs to.
- **Error ID**: This is the unique Error ID for the error shown. If you have issues with validation, you can use this Error ID in your communication with SSM.
- **Type of Error**: This shows whether it's an Error or Warning.

C D	E	F	G	Н		*	Document Actions 🛛 🔻 🗙
Maleysian Business Reporting System Preparation Tool	Toolbox						Tool Box v1.0.38 Change Filing Information
AR1 SECTION A:Particulars of con	npany						Clear Template Data
		🛣 Save XBRL document				X =	Note-text block
Particulars of company		← → √ ♠ 🖹 > Thi	s PC > Documents	. h	Search Documents	ρ	
Address of registered office			sic / bocaments	* 0	Jearch Documents	-	Freeze Pane
*Address line 1	NO. 36A, JALAN DATUK SULAIMAN	Organise • New folder				0	AutoSave
Address line 2	TAMAN TUN DR ISMAIL	🖈 Quick access	Name	Date modified	Type Size		Import XBRL Data
Address line 3			Outlook Files	23/3/2018 10:37 A	File folder		
Postcode	60000	interest Content Conte					Taxonomy Viewer
Town	KUALA LUMPUR	This PC.					Get Auditor Details
State	W.P. KUALA LUMPU						Get Auditor Details
*Country	MALAYSIA	Interventer 🔮 🔮					Delete Cell Value
Address of register of members is kept							Tool Updates
Address line 1	NO. 36A, JALAN DATUK SULAIMAN						
Address line 2	TAMAN TUN DR ISMAIL						
Address line 3			<			>	
Postcode	60000	File name: AR1 2	38784-P_20180427.zip				
Town	KUALA LUMPUF						
State	JOHOR	Save as type: Zip fol	der(*.zip)			v	
Country	MALAYSIA						
Address of financial records are kept		<ul> <li>Hide Folders</li> </ul>			Save Cano	el	Generate
Address line 1	3A33, 4TH FLOOR	/////				•	Tool Box XBRL
▶ H Content Page /FI SectionA / SectionB / Se	ctionC / SectionD / Secti	onE(i) / SectionF / SectionG	i 📜 🛛 🚺			+	

Once validation errors are rectified user can save the "Generated XBRL file"

# 8 Annexure: Particulars of Beneficial Owners



## Figure 34

1. Logon to mPortal to download "Annexure: Particulars of Beneficial Owners"

			PKI Registration User Role Assignment
📥 Downloads	✓	18 : 13 : 35   cosec1@eser	vices.ssm.com.my   COMPANY SECRETARY ASSISTAN
Filing Process	Annual Return	Financial Statements	Exemption Application
쉽 Report	<ul> <li>Upload Filing</li> <li>Filing History</li> <li>Download - Annexure : Particulars of Beneficial Owners</li> <li>Download - Instruction for Annexure</li> </ul>	<ul> <li>Upload Filing</li> <li>Filing History</li> </ul>	Upload Filing     Filing History
	Miscellaneous <ul> <li>Download Taxonomy</li> <li>Download MBRS Tool</li> <li>Bulk Upload Filing</li> <li>Payment History</li> <li>Bulk Upload Status</li> </ul>	Rectification Request         • Rectification History	
SSM General Line : SO 03- enquiry@ssm.com.my	)3-7721 4000 🔒 03-7721 4001 2299 4400 🔓 03-2299 4411		Menara SSM@Sentral, No. 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur, Malaysia Refund Policy   Refund Form   Privacy policy   Security Policy
© 2018 Suruhanjaya Syarikat M DISCLAIMER: SSM shall not be	alaysia. All Rights Reserved. iable for any loss or damage caused by the usage of any information obta	ined from this web site. Best viewed using Latest Google Ch	rome and Mozilla Firefox Version 3 with the resolution of 1024x768

- 1. Click on 'Download Annexure: Particulars of Beneficial Owners'.
- 2. An .xlsx file would then be downloaded onto the user's computer

A       B       C       D       c       I       G       N       Type of identification in of identification in of identification number of iter of beneficial in of ino of inometer for beneficial beneficial beneficial beneficial beneficial beneficial beneficial beneficial beneficial owner owners       Name of identification in owner owners       Number of beneficial beneficial beneficial beneficial beneficial beneficial beneficial beneficial beneficial owner owners       Number of identification in owner owners         Nationality       Race       Gender       Date of birth       Address Line 1       Address Line 2       Address Line 3       Postcode       Town       State       Country       members	А	В	С	D	E	F	G	н		J	к	
Beneficial owner       Type of registered       Name of registered       Type of identification of registered member       Intel of registered member       Type of identification on registered member       Title of beneficial owners       Name of beneficial owners       Identification beneficial owners       Pasport expiry owners         Name of court [axis]       Title of registered member       Type of identification on registered member       Title of beneficial owners       Name of beneficial owners       Identification beneficial owners       Pasport expiry owners         Name of shares held       Date of birth       Date of birth       Address Line 1       Address Line 2       Address Line 3       Postcode       Town       State       Country       members	A	D		U	E	F	G		Type of	,	ĸ	L
Beneficial owner       registered registered       Name of registered       Name of registered       Name of registered       Name of beneficial       name of beneficial       name of beneficial       name of beneficial       Name of beneficial       Passport expiry owners         Name of registered       Title of registered member       registered member       registered member       Title of beneficial owners       Name of beneficial owners       Name for owners       Passport expiry owners         Name of registered       Date of birth       Address Line 1       Address Line 2       Address Line 3       Postcode       Town       State       Country       Member										Identification		
registered count [axis]       registered member       registered member       registered member       registered member       Identification on registered member       Identification on registered member       Title of beneficial owners	Beneficial	Type of		Name of				Name of				
count [axis]       member       Title of registered member       member       registered member       owners       owners       owners       date         Number of shares held by existing       Date of birth       Address Line 1       Address Line 2       Address Line 3       Postcode       Town       State       Country       members					Type of identification of	Identification number of					Passport expiry	
Nationality     Race     Gender     Date of birth     Address Line 1     Address Line 2     Address Line 3     Postcode     Town     State     Country     members			Title of registered member									
Nationality     Race     Gender     Date of birth     Address Line 1     Address Line 2     Address Line 3     Postcode     Town     State     Country     members		1			0							,
Nationality     Race     Gender     Date of birth     Address Line 1     Address Line 2     Address Line 3     Postcode     Town     State     Country     shares held by existing members												
Nationality     Race     Gender     Date of birth     Address Line 1     Address Line 2     Address Line 3     Postcode     Town     State     Country     shares held by existing members												
Nationality     Race     Gender     Date of birth     Address Line 1     Address Line 2     Address Line 3     Postcode     Town     State     Country     members												
Nationality Race Gender birth Address Line 1 Address Line 2 Address Line 3 Postcode Town State Country members												
N Annexure (Sample Format) /2 /	Nationality	Race	Gender	birth	Address Line 1	Address Line 2	Address Line 3	Postcode	Town	State	Country	members
b 8 Annexure (Sample Format) 1 4 10												
b 8 Annexure (Sample Format) 2 / 1												
b N Annexure (Sample Format) /2 / IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII												
b 8 Annexure (Sample Format) 2 / 1												
b N Annexure (Sample Format) /2 / IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII												
b N Annexure (Sample Format) /2 / IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII												
b 8 Annexure (Sample Format) 2 / 1												
b N Annexure (Sample Format) 2/2 / IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII												
• N Annexure (Sample Format) /2 / · · · · · · · · · · · · · · · · ·												
b     B     Annexure (Sample Format)     Annexure (Sample Format)												
▶ 8 ]] Annexure (Sample Format) 12 / 11 11												
> N     Annexure (Sample Format)     Annexure (Sample Format)												
> N     Annexure (Sample Format)     Annexure (Sample Format)												
b B     Annexure (Sample Format)     Annexure (Sample Format)												
K     Annexure (Sample Format)     K     III												
• H     Annexure (Sample Format)												
Annexure (Sample Format)     Image: Market and Mark												
	► H Ann	exure (Sample I	Format) 💯					14				

Fill in all the required information in the pre-defined excel template for "Particulars of beneficial owners"

	Excel Workbook Excel Macro-Enabled Workbook Excel Binary Workbook Excel 97-2003 Workbook XML Data Single File Web Page Web Page Excel Template Excel Macro-Enabled Template Excel 97-2003 Template				
Libraries Documents Music Pictures Videos Computer Computer Computer Save as type:	Text (Tab delimited) Unicode Text XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook CSV (Comma delimited) Formatted Text (Space delimited) Text (Macintosh) Text (MS-DOS) CSV (Macintosh) CSV (MS-DOS) DIF (Data Interchange Format) SYLK (Symbolic Link) Excel Add-In Excel 97-2003 Add-In PDF XPS Document Strict Open XML Spreadsheet				
Authors:	Shraddha Bagul	Tags: Add a tag			
	Save Thumbnail				
lide Folders		Tools	•	Save Can	cel

# Figure 36

Users are required to save the file in a TXT (Tab Delimited) format via the 'Save As' function

# 9 Tool Box Functions and Features

The Tool Box in the mTool has different functions and features, which allow users to customize the templates, fill the templates and generate human readable output and XBRL files. Below shows what the Tool Box looks like in Figure 37.

Tool Box v1.0.38	
Change Filing Information	(i) 🗹
Clear Template Data	8
Note-text block	8
Freeze Pane	
AutoSave	8
Import XBRL Data	5
Taxonomy Viewer	XBRL
Get Auditor Details	۸
Delete Cell Value	<ul> <li>▲</li> <li>▲</li> <li>★</li> <li>↓</li> <li>↓</li> </ul>
Tool Updates	<b>4</b> 😳
Tool Box	Generate XBRL

### Functions in the upper panel:

- a. **Templates:** View or clear all data on selected template.
- b. Note-text block: Preview note text block as well as Add/View/Edit/Delete text block
- **c. Freeze panes:** Freeze or unfreeze a portion of the template.

Figure 37

- **d. Auto Save:** Activate and set time interval for the tool to automatically save Excel templates.
- e. Import XBRL data: Import previously saved XBRL files into the mTool to pre-populate prior year numbers onto the templates.
- **f. Taxonomy viewer:** The taxonomy viewer is a function for you to search element in the taxonomy. It provides guidance on how you map data elements from source document to the MBRS templates.
- **g. Delete cell value:** Delete or clear all data on selected template.
- **h. Tool Updates:** Check of tool updated and Configure proxy settings.

#### Functions in the lower panel:

- **a**. **Toolbox:** The toolbox allows you to navigate back to toolbox anytime when document action panel is open.
- **b. Generate XBRL:** Use this button to start validating XBRL file and generate XBRL file.

#### 9.1 Toolbox

The toolbox allows you to navigate back and forth the different windows which are opened in the right pane. The purpose of this icon is to allow navigation and open the tool box.

### 9.2 Generate XBRL file

This function is for you to validate and generate the XBRL file and rectify errors if any.

Please refer to <u>section 6</u> to see more details on the Validate.

### 9.3 Change Filing Information

1. Filing Information" on the Tool Box as shown in Figure 38.

Change Filing Information	(i) 🖪
Clear Template Data	<b>S</b>
Note-text block	
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>~</b>
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 😳
Tool Box	Generate XBRL

Figure 38

2. Allows users to edit filing information at any point in time during the preparation of the MBRS template.

## 9.4 Clear template data

Change Filing Information	(i) 🗹
Clear Template Data	8
Note-text block	<b>5 1 8</b>
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>*</b>
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 😳
Tool Box	Generate XBRL

### Figure 39

Allows user to clear all data on selected template

#### 9.5 Note- text block

A text block information contains narrative information of concept that is to be reported.

Change Filing Information	(Ì)
Clear Template Data	8
Note-text block	
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>-</b>
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 😳
Tool Box	Generate XBRL

# Figure 40

#### 9.5.1 View/edit

1. Select **text block field** as shown in Figure 41.

AR1 SECTION A:Particulars of company		
Nature of business [textblock]	[Text block added	
[Note: State three (3) main busines	s actually carried on by th	e company in order of prior
[Note: State three (5) main busines.	s detadily earlied on by the	
Nature of business	MSIC Code	Description of Business
Nature of business		<ul> <li>Description of Business</li> </ul>
		*Description of
Nature of business	• MSIC Code	Description of     Business     ACTIVITIES OF

### Figure 41

2. Click **View/Edit** notes as shown in Figure 42.

AR1 SECTION A: Particulars of company		
Nature of business [textblock]         [Text block added]		
Note Textblock	_	×
File Edit View Format Table		
		^
		r
INVESTMENT HOLDING		~
	70% 🗢 🗕	- 🟵

### Figure 42

3. Text editor will open up displaying the text saved in the text block field.



## 9.5.2 Delete text block

- 1. Select text block fields in which notes have been added.
- 2. Click **Delete notes** on the Tool Box as shown in Figure 43.

Change Filing Information	(Ì) 🗹
Clear Template Data	ø
Note-text block	
Freeze Pane	
AutoSave	
Import XBRL Data	-7
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>수</b> (3)
Tool Box	Generate XBRL

- 3. A message box will appear confirming the action.
- 4. Click **Yes** to delete the note, or **No** to abort the action.

#### 9.6 Freeze Pane

This function allows you to freeze a portion of the templates, and to scroll the rest of the templates. You can also use this function to unfreeze panes in the templates.

1. Select a section in the template as shown in Figure 44.

* denotes mandatory items to be reported	đ					
						<u>Note:</u> MyKad/ MyPR MyKAS will be 12 di number (string)
Particulars of Directors	Title	Name	Designation	Alternate director to	Type of identification	Identification number
Edit Director count			i.		8	
0001		TAN KHOR BOON	Director		MyKad	710603085733
0002		LEE KWAT LOONG	Director		MvKad	710316105551

## Figure 44

2. Click on **Freeze Pane** as shown in Figure 45.

Change Filing Information	(İ) 🗹
Clear Template Data	Ø
Note-text block	
Freeze Pane	
AutoSave	
Import XBRL Data	5
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>수</b> (한)
Tool Box	Generate
	XBRL



- 3. Freeze Pane will apply on the templates.
- 4. Click **Unfreeze Pane** as shown in Figure 46, and you can unfreeze pane.

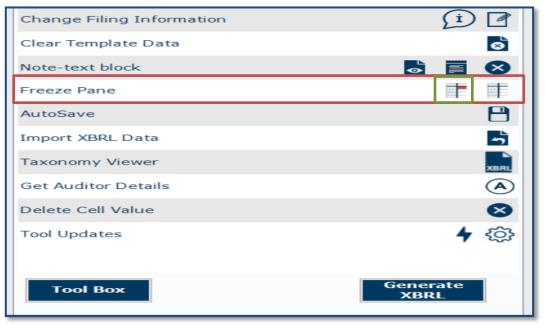
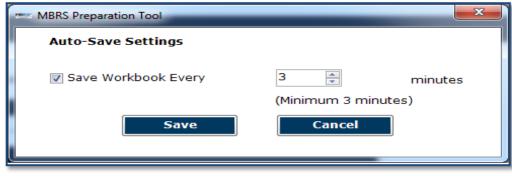


Figure 46

#### 9.7 Auto Save

By default, the preparation tool automatically saves the templates every 3 minutes. This function allows you to disable the Auto Save function and change the time Interval.

1. Select/unselect the check box in Figure 47 to enable/disable Auto Save.





Change Filing Information	(i) 🗹
Clear Template Data	8
Note-text block	5 🗐 😣
Freeze Pane	
AutoSave	8
Import XBRL Data	5
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 😳
Tool Box	Generate XBRL

### Figure 48

- 2. Set the time interval in minutes to Auto Save the templates.
- 3. Click **Save** to save your changes.

### 9.8 Import XBRL data

This function allows you to import prior year figures on the templates in the preparation tool as shown in Figure 49

Change Filing Information	Í 🗹
Clear Template Data	8
Note-text block	<b>S</b>
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>~</b>
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b>
Tool Box	Generate XBRL

This function allows you to import prior year data on the templates in the mTool

### 9.9 Taxonomy viewer

Help user to view taxonomy concepts in hierarchical manner

Name of template [400000] SECTION D: Particulars of Directors, Managers, Sec
Elements within template
Particulars of Directors
Particulars of Directors
Director count     Particulars of Directors
··· Name
- Designation of director
Alternate director to     Type of identification
··· I ype or identification
Passport expiry date
···· Nationality
Race
Email
···· Business occupation
[Company registration number] Name of company of other directorship
Tool Box Generate XBRL

Figure 50

## How to use the Taxonomy viewer:

- 1. Go to the template where an element needs to be searched.
- Click **Taxonomy viewer** on the lower panel of the Tool Box as shown in Figure 51.

Change Filing Information	(Ì) 🗹
Clear Template Data	8
Note-text block	<b>b i o</b>
Freeze Pane	
AutoSave	8
Import XBRL Data	-
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 颂
Tool Box	Generate XBRL



3. The taxonomy viewer will be loaded on the right side of the templates.

To help you with your mapping, the taxonomy viewer will also search whether your item is a sub-category of any element within the template as mentioned above in the second type of mapping. This will provide an indication on which element you should aggregate under.

#### 9.10 Get Auditor Details

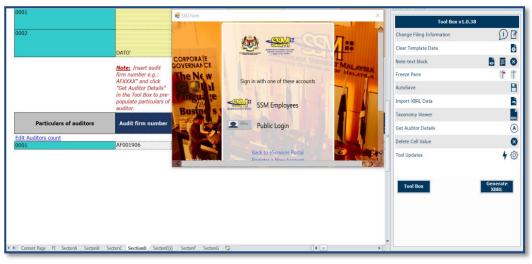
Change Filing Information	(i) 🗹
Clear Template Data	8
Note-text block	5 🗐 😣
Freeze Pane	
AutoSave	8
Import XBRL Data	<b>~</b>
Taxonomy Viewer	XBRL
Get Auditor Details	A
Delete Cell Value	8
Tool Updates	<b>4</b> 🔅
Tool Box	Generate XBRL

- 1. Only applicable only for "Annual return" filing
- 2. Under Section D "Particulars of auditors" can be pre-populated by entering valid Audit firm number
- 3. Enter Audit firm number under Section D "Particulars of auditors"
- 4. Click on "Get Auditor Details" in Tool Box

D	E	F	G	Н	I	-	Document Actions	
Particulars of Secretary	Title	Name	Type of identification	Identification number	Passport expiry date	Pr	Tool Box v1.0.	38
it Secretary count	_				_	Mala	Change Filing Information	<u>(</u> )
		ANWAR BIN A S MOIDUNNY	MyKad	560920065401		of Cc Secn	Clear Template Data	
02						Mala Char	Note-text block	8 6 6
	DATO'	M V AKBAR BIN AS MOIDUNNY	MyKad	600817065511		and J (MAI	Freeze Pane	•
	Note: Insert audit						AutoSave	
	firm number e.g.: AFXXXX" and click "Get Auditor Details" in the						Import XBRL Data	
	Auditor Details" in the Tool Box to pre- populate particulars of						Taxonomy Viewer	
	auditor.	1				Add	Get Auditor Details	(
Particulars of auditors	Audit firm number	Name of audit firm	Address line 1	Address line 2	Address line 3	Auu	Delete Cell Value	
it Auditors count	AF001906		1				Tool Updates	4 4
		2						
							Testaw	Generate
							Tool Box	XBRL
		SectionE(i) / SectionF /				Ŧ		

# Figure 53

5. Enter log in credentials



- 6. On successful login, A window will pop up and display with auditor details
- 7. User will select the appropriate auditors details and click OK

Audit fim number	Name of audit firm	Address line 1	Address line 2	Address line 3	Postcode	Town	State	Country
AF001906	PARAM & CO	2-19, JALAN PUTERI 4/6	BANDAR PUTERI PUCHONG		47100	PUCHONG	SELANGOR	

Figure 55

 The auditors details will be populated in the "Particulars of auditors" table

Particulars of Secretary	Title	Name	Type of identification	Identification number	Passport expiry date	Professional type	Licensed secretary number or membership number	Nationality	Race
Edit Secretary count									
0001		ANWAR BIN A S MOIDUNNY	МуКаd	560920065401		Association of Company Secretaries (MACS)	MACS 000328	MALAYSIA	MALAY
0002		M V AKBAR BIN AS				of Chartered Secretaries and Administrators			
	DATO'	MOIDUNNY	MyKad	600817065511		(MAICSA)	MAICSA 0800190	MALAYSIA	MALAY
	in the Tool Box to pre populate particulars of auditor.				Ac	ldress of audit firm			
Particulars of auditors	Audit firm number	Name of audit firm	Address line 1	Address line 2	Address line 3	Postcode	Town	State	Country
Edit Auditors count	Audit firm number		Address line 1		Address line 3	Postcode	Town	State	Country
Edit Auditors count	Audit firm number		Address line 1 2-19, JALAN PUTERA 4/6	Address line 2 BANDAR PUTERI PUCHONG	Address line 3	Postcode 47100	-	State SELANGOR	Country
Particulars of auditors Edit Auditors count 00001			Address line 1 2-19, JALAN PUTERA	BANDAR PUTERI	Address line 3		-		

Figure 56

#### 9.11 Delete cell value

- 1. Select fields in which values have been added.
- 2. Click **Delete cell value** on the Tool Box as shown in Figure 57.



Figure 57

#### 9.12 Tool Updates

To check for latest Tool version available, Click **Tool Updates** on the Tool Box as shown in Figure 58.

Change Filing Information	í 🗹
Clear Template Data	8
Note-text block	<b>S</b>
Freeze Pane	
AutoSave	8
Import XBRL Data	-5
Taxonomy Viewer	XBRL
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b> 🕸
Tool Box	Generate XBRL



To check for proxy setting click on **Configure proxy setting** on the Tool Box as shown in Figure 59

Change Filing Information	í 🖪
Clear Template Data	ø
Note-text block	
Freeze Pane	
AutoSave	8
Import XBRL Data	-
Taxonomy Viewer	хвяц
Get Auditor Details	
Delete Cell Value	8
Tool Updates	<b>4</b>
Tool Box	Generate XBRL

Proxy Settings	×
* Use Proxy	
Domain :	
* Server :	
* Port Number :	
* User Name :	
* Password :	
Save Proxy	Close Test Connection

Figure 60