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## How to check the MBRS Filing Status

## **Report - Filing History**:

Once the filing submitted is approved by SSM the status of the filing would change to "**SSM Approved**" and the Lodger would be able to see the status of each of the filings by clicking on the Filing History menu tab located under the Report menu item on the left hand side of the mPortal page as shown in the illustration below.

🗞 Administrator	•	A → Report → Filing Histo	ory				05 : 49 : 11	ssmext1	COMPAN	Y SECRETARY (LODGER)
😸 User Management	*									
🛓 Downloads	~	Filing History								C
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Thing Provess		XBRL Filing Submission	~	Annual Return for Companies having Si	hare Ci 🗸	AR1		~		c
Report	*	Filing Status		Start Date *		End Date				
		Select All	~	01-Aug-2018	8	07-Aug-2	018	8		
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		1 AR1 SSM	Approved	BAR120180806000001	۲		۲	۲	0	÷

The user can view the comments for the filing that is **approved** by the SSM Officer by clicking on the view icon of the column "**Comments by SSM**" as shown in the illustration below.

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Filling Histo	Comments By SSM		×
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	Resultation for Ground Terry Pair D. 4		
Ching Market	Ret Date *	Read Date *	
		27 Aug 2723	<b>a</b>
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If the SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column **"Comments by SSM**" and view the comments for rejection of as shown in the illustration below.

A > Report > Filing History				06:15:05	ssmext1   COMPAN	VY SECRETARY (LODGER)
	Comments 8	By SSM		×		
Filing Histo	ot match with the attached supporting	g document				0
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						۲
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<u> </u>	Q		٩			
1 AR1	SSM Rejected	XBAR120		۲		± .

If the SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column "**Comments by SSM**". The user can also click on the column "**Query**" and view the comments along with information of the SSM Officer who has queried the filing and on which date was the query as shown in the illustration below.

🖌 > Report	> Filing History				06:50:29	ssmext	1   COMPAN	Y SECRETARY (LODGER)
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Filing Type	Please submit along with supporting to verify figur	the stock holding certificate as es mentioned	system	09-Aug-2018 06:39:45	AM	5	Select Company	
XBRL Filing Sub		Start Date "		End Date		*		c
Select All	×		<b>#</b>			*		
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How to reuse or prepare the Annual Return (AR) using the previous year's instance document or without using the "Pre-Populate AR Data" function

**STEP 1:** Launch the mTool and kindly choose:

- (a) AR.
- (b) Edit Filing.



**STEP 2**: Look for the company's previous AR file:

- (a) Browse for the previous AR file from your laptop / computer.
- (b) Ensure that the file is in a zip file format.
- (c) Once you have identified the company's previous zip file, then continue by clicking the "Open" button.
- (d) Then choose "Edit Data".
- (e) You may now click the "Proceed" button.



**STEP 3**: Retrieve the data:

(a) Once the system has sucessfully retrieved the data, it will indicate "Data from XBRL file imported successfully" and then you may click Ok.

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**STEP 4**: Save the file as a new name or version 2020:

- (a) Rename your file, as to indicate the new filing for AR 2020 of the company.
- (b) Then click "Save".



**STEP 5**: To change the main particulars of the AR:

(a) Before starting your editing, kindly change the particulars of your AR by using the "Edit Filing Information" function.

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-	Former name of the company			
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	*Date of annual return	08/04/2017		
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		shares		
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	annual return for first time since incorporation	No		
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**STEP 6**: Change the particulars from this Filing Information window:

- (a) Calendar year of the AR.
- (b) Date of the AR.
- (c) Then you can proceed to do the other necessary changes by clicking "Generate Template".

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