KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Malaysian Business Reporting System

MALAYSIAN BUSINESS REPORTING SYSTEM
(MBRS)

USER MANUAL
MBRS PREPARATION TOOL (mTool)
ANNUAL RETURN

Version 2.5

Table of Contents

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.

1.1 Type of submission

Table 1

No.	Entry Point	Type of submission
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]

2 Acronyms and Abbreviation

The following Table 2 provides the expansion of various terms used in the user manual:

Table 2

Acronym/Abbreviation	Expansion
MBRS	Malaysian Business Reporting System
AR	Annual Return
XBRL	eXtensible Business Reporting Language
mTool	MBRS Preparation Tool
mPortal	MBRS Portal
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.

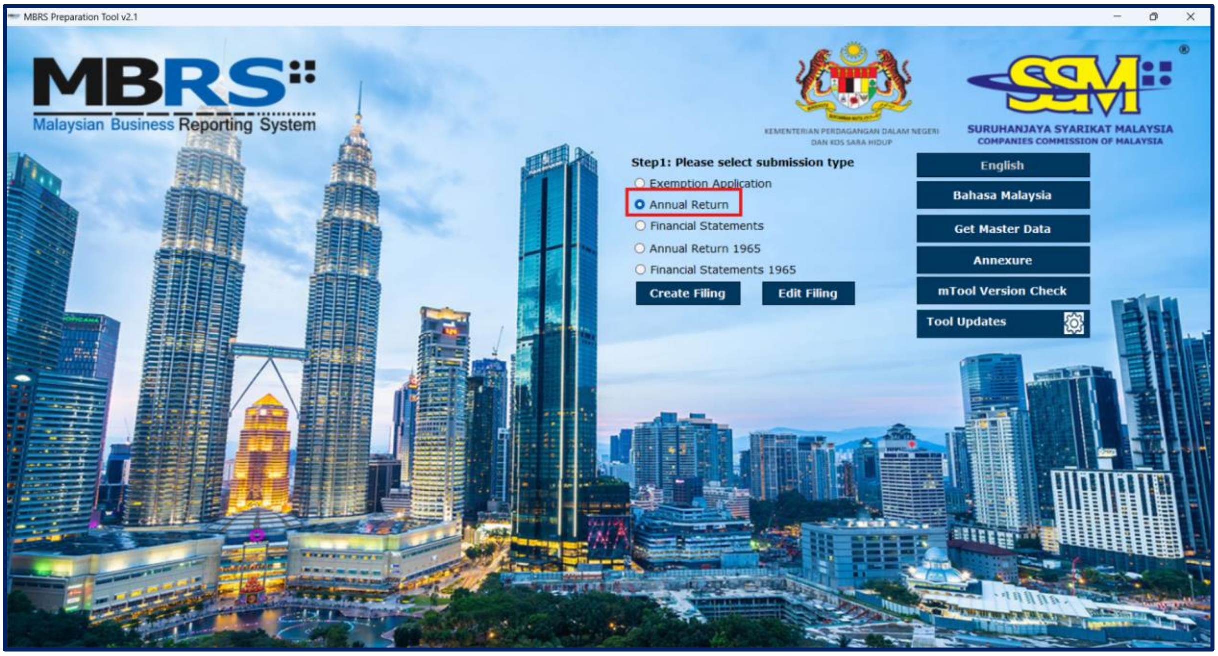


Figure 2

In the upper centre of the introduction page, there are eight buttons for you to begin preparation as shown in Figure 3, 4, 5, 6, 7, 8, 9 and 10.

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

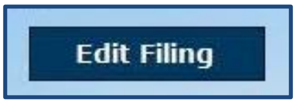


Figure 4

English: To select the English language for EA templates in mTool. This button is default selected.

Figure 5

Bahasa Malaysia: To select the Bahasa Malaysia language for EA templates in mTool.

Figure 6

Get Master Data: Fetch Master Data

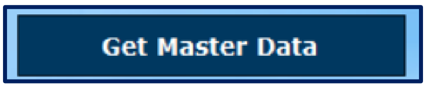


Figure 7

Annexure: To prepare the AR Annexure templates in mTool.

Figure 8

mTool Version Check: To check for the latest mTool version.

Figure 9

Proxy Settings: To check for configuration setting in mTool.

Figure 10

3.2 Preparation flow

There are two ways to start the preparation of Annual Return as shown in Figure 11 and 12:

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

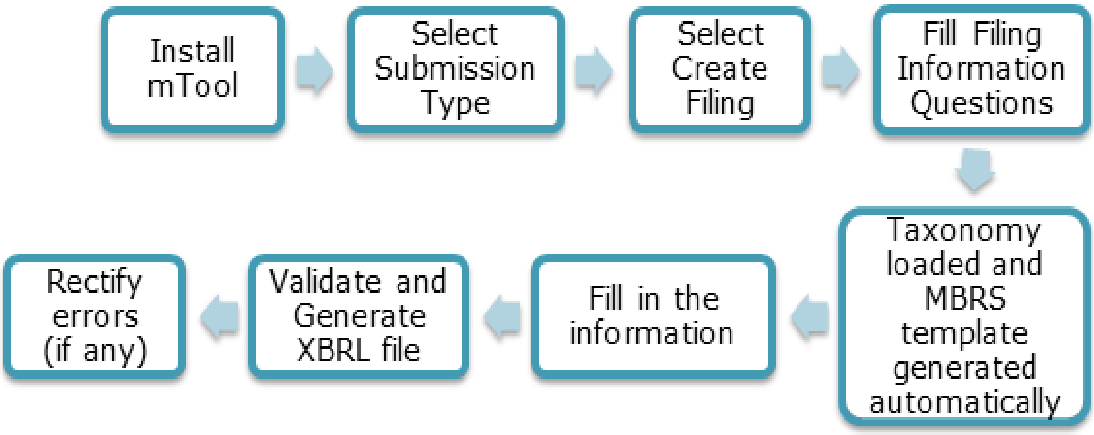


Figure 11

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

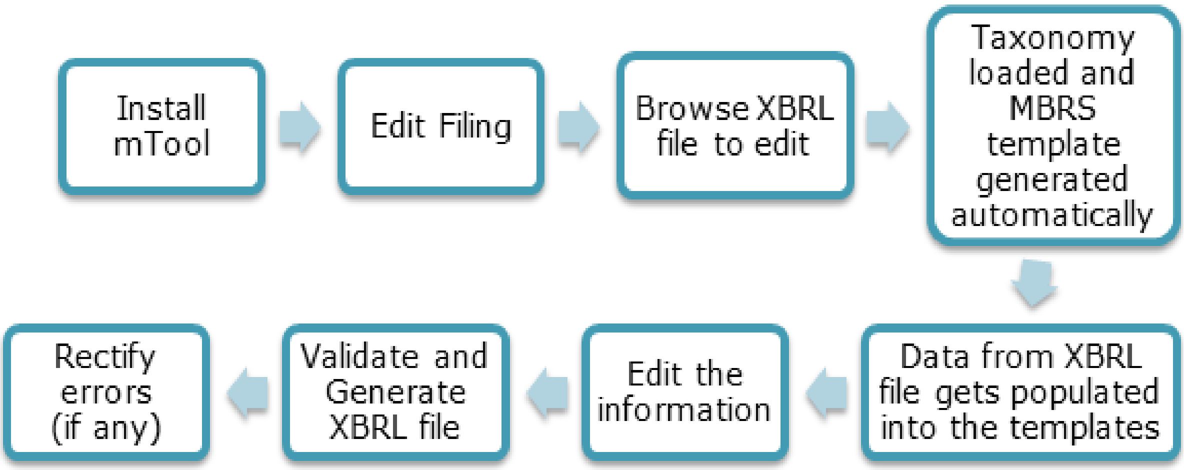


Figure 12

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 or Filing Type would have 5 options:

- Exemption Application
- Annual Return
- Financial Statements
- Annual Return 1965
- Financial Statements 1965

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 13.

Filing Information for Annual Return

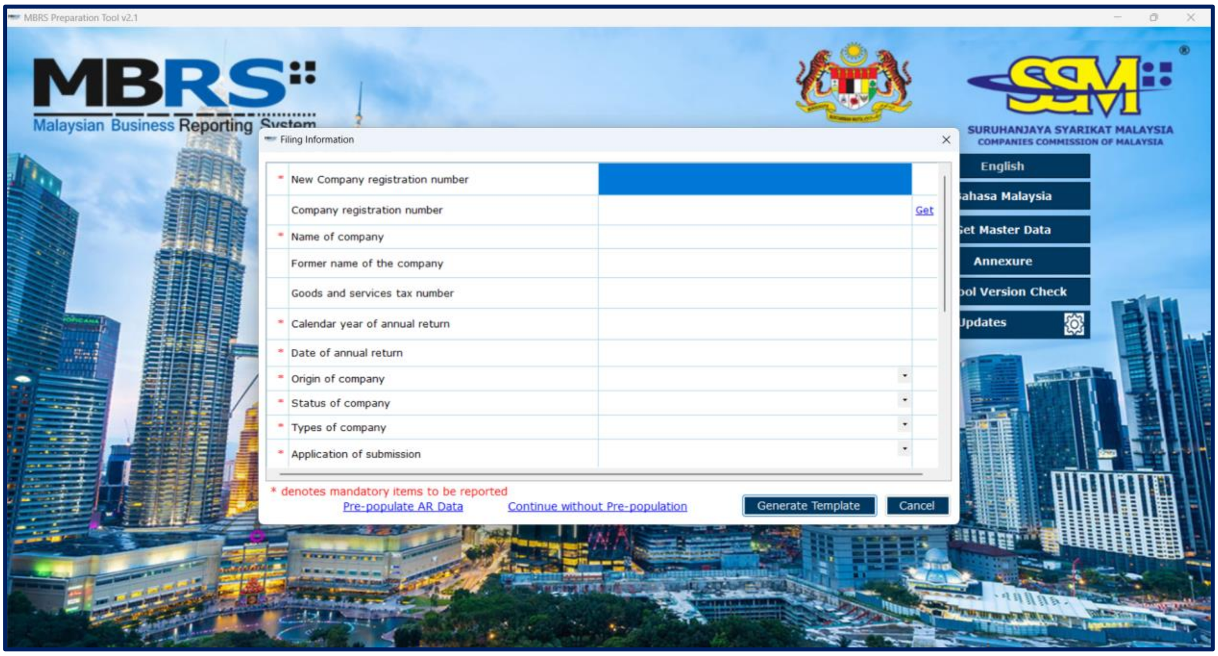


Figure 13

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 19.

Get the Old Company Registration Number:

User can use the feature to fetch the Old Company Registration Number from New Company Registration Number.

1. In filing information page, User has to enter the New Company Registration Number.
2. Click on **Get** [Hyperlink] option (Figure 14).

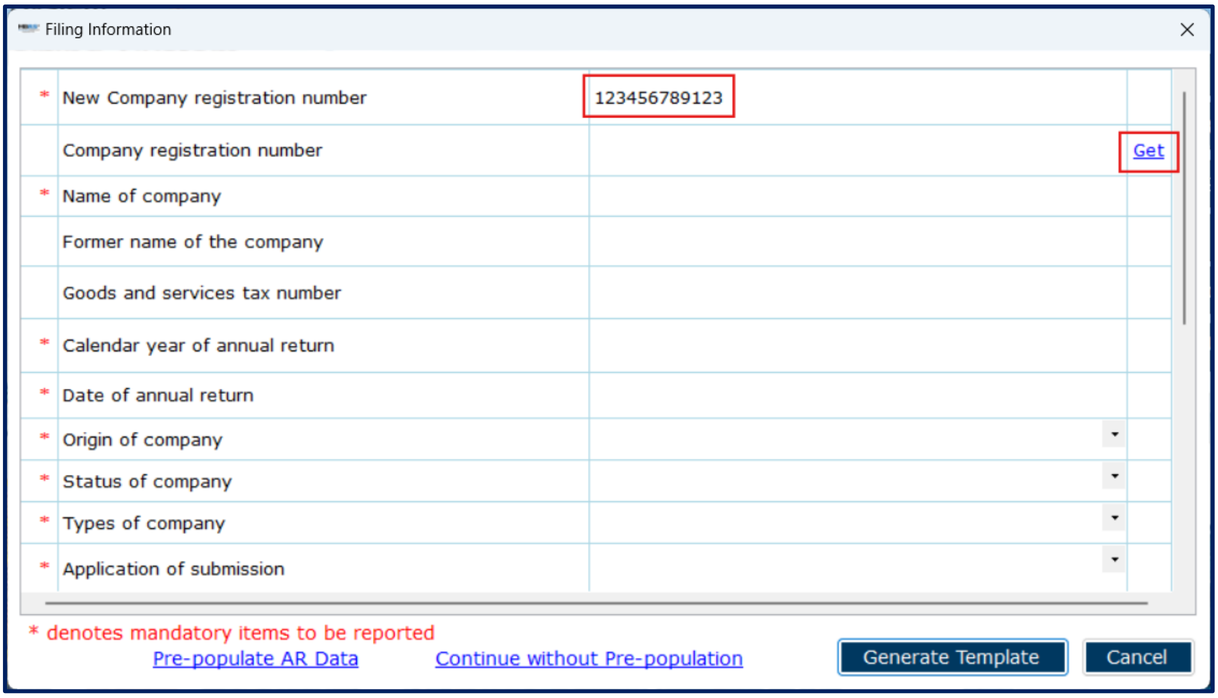


Figure 14

3. Old Company Registration number will be fetched and get displayed (Figure 15).

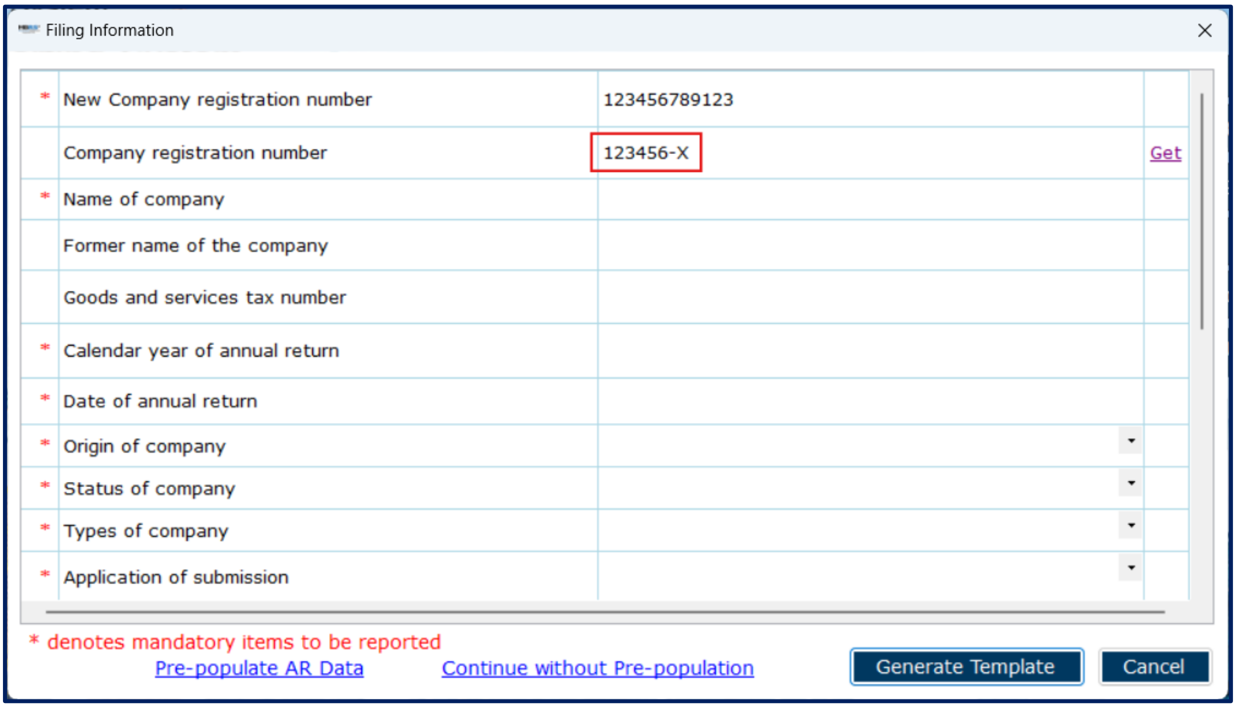


Figure 15

Annual Return Pre-population:

1. Enter Company registration number. Click on **Pre-populate AR Data** [Hyperlink] option, SSO Form page should display for login, enter valid username and password. (Figure 16)
   Note: Internet Explorer version should be Microsoft edge or higher version.

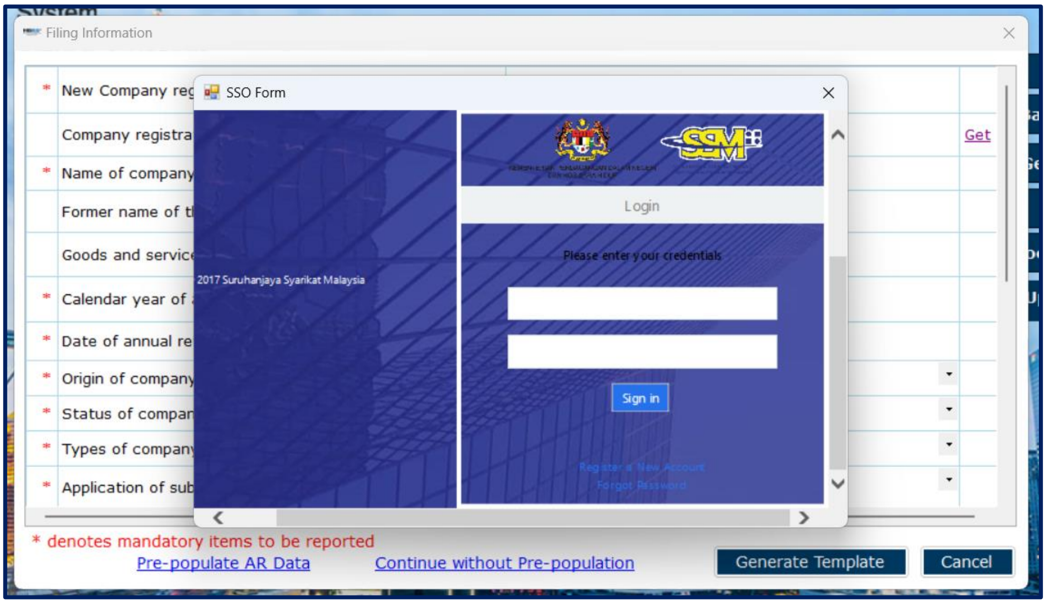


Figure 16

2. 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. (Figure 17)

Figure 17

3. Click on **Continue without pre-population** [Hyperlink] option, Confirmation popup box will display with message "Do you want to continue filing without AR population" with **YES** and **NO** button. (Figure 18)

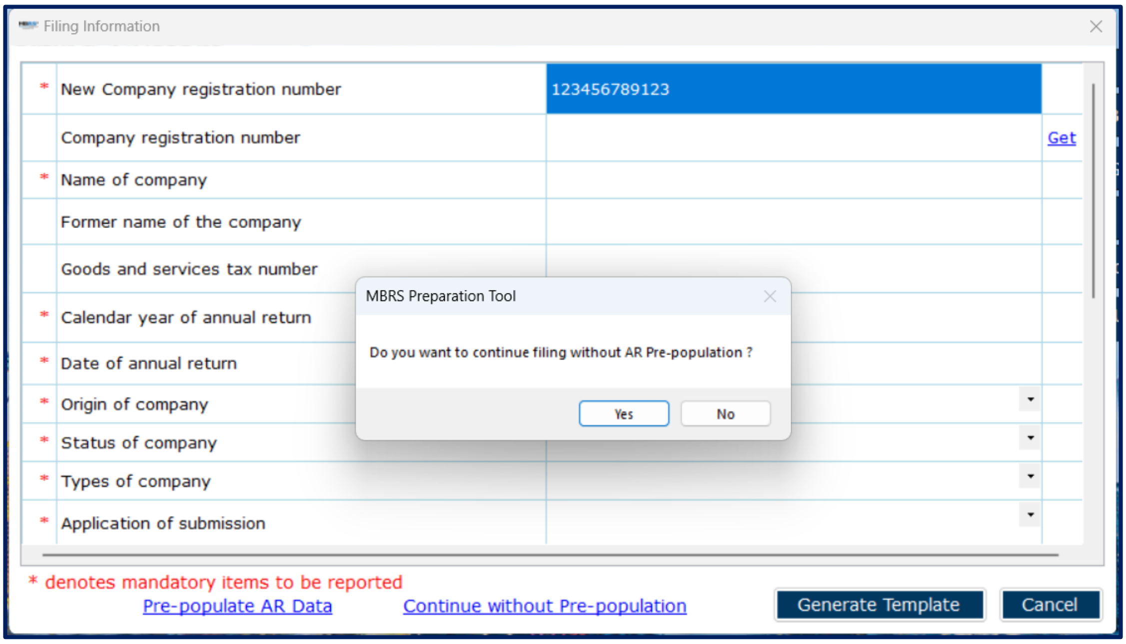


Figure 18

4. 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 19)

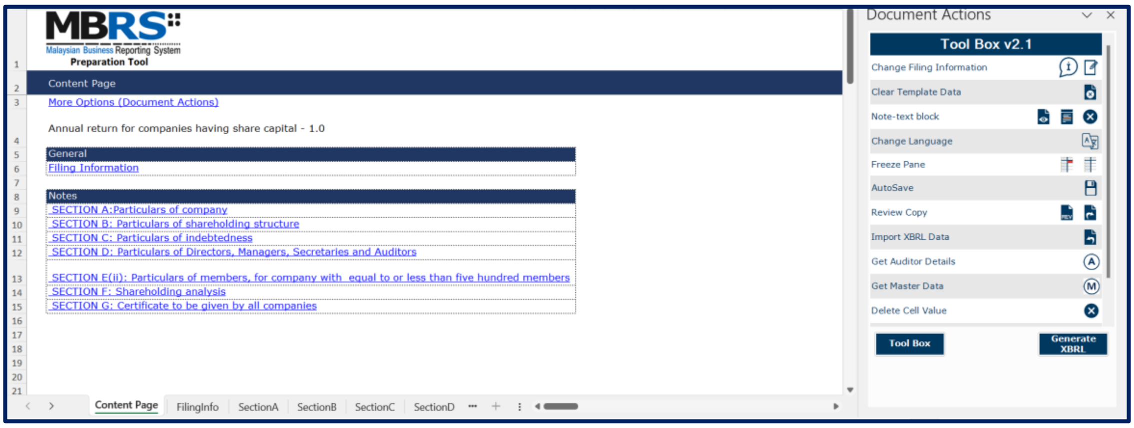


Figure 19

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 20.

Figure 20

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**.

2. Click on **Proceed**. An error message will be displayed as per shown in Figure 21 if any field validation is not met.

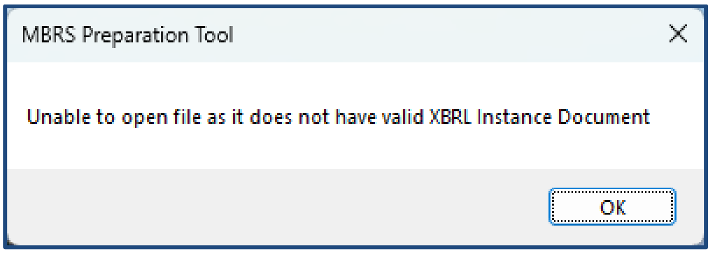


Figure 21

3. 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 19.

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 22.

Figure 22

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 section 4.6 to see more details on the Content Page.

4.3 Toolbox

The Toolbox 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 Toolbox icon on the User Menu, the Toolbox will appear on the right panel as shown in Figure 23. Please refer to section 9 to see more details on the Toolbox functions.

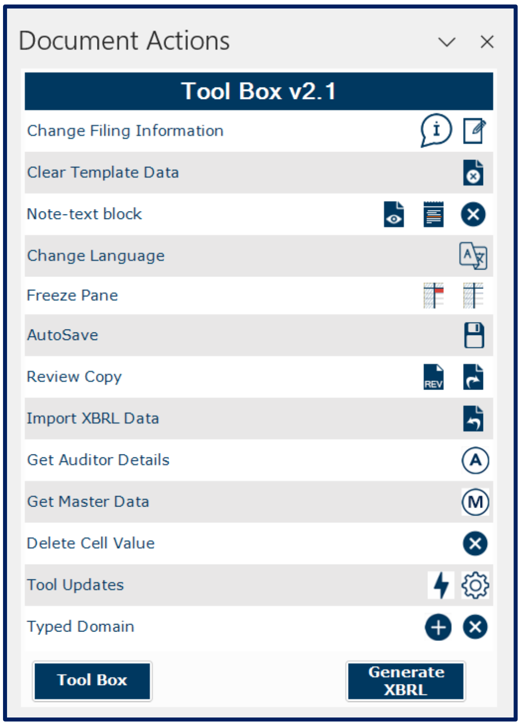
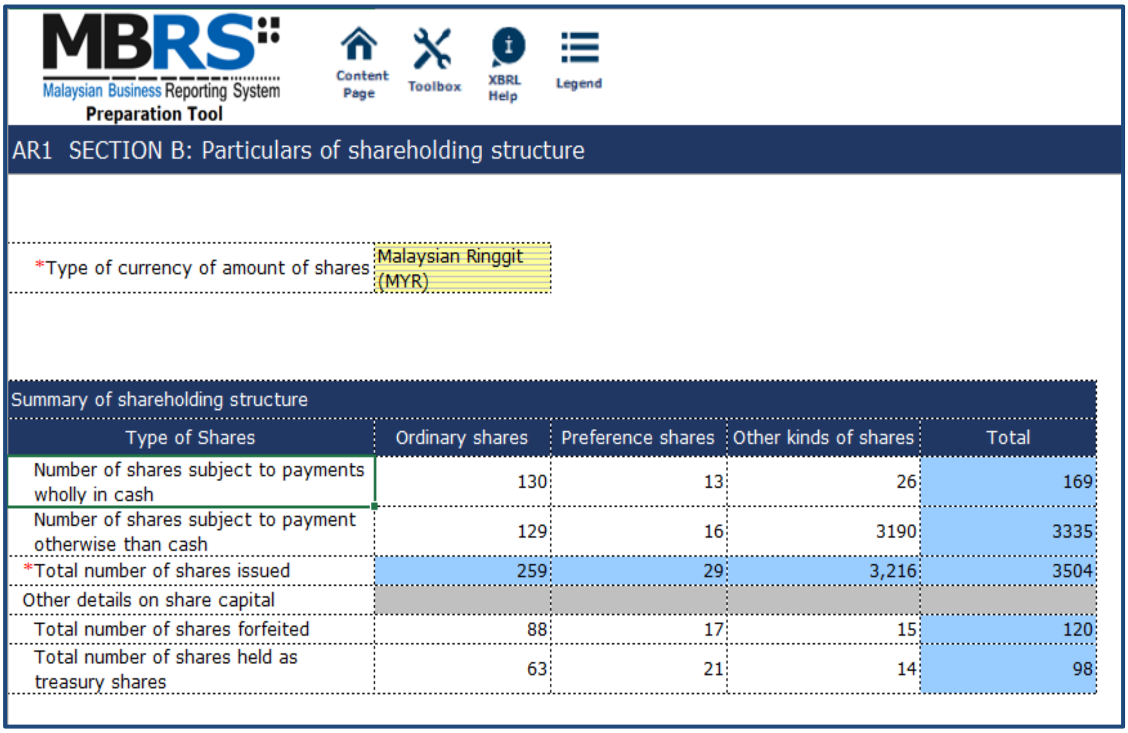


Figure 23

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.

1. Select the element of which you want to check Help information, e.g. "Number of shares subject to payments wholly in cash", under "Type of Shares" as shown in Figure 24.



AR1 SECTION B: Particulars of shareholding structure

*Type of currency of amount of shares: Malaysian Ringgit (MYR)

Summary of shareholding structure				
Type of Shares	Ordinary shares	Preference shares	Other kinds of shares	Total
Number of shares subject to payments wholly in cash	130	13	26	169
Number of shares subject to payment otherwise than cash	129	16	3190	3335
*Total number of shares issued	259	29	3,216	3504
Other details on share capital				
Total number of shares forfeited	88	17	15	120
Total number of shares held as treasury shares	63	21	14	98

Figure 24

2. Click **Help,** the panel will display Help as shown in Figure 25.

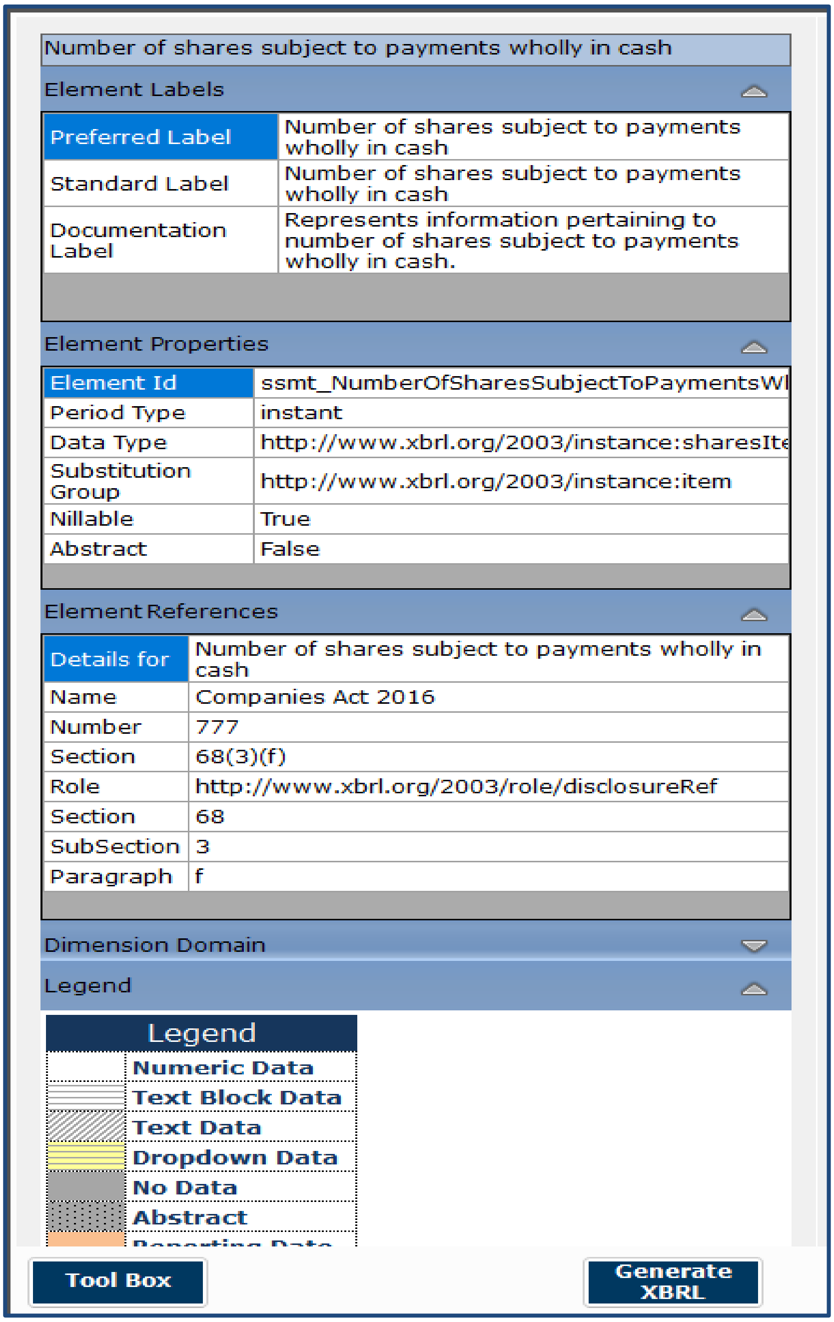


Figure 25

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

1. **Header:** Shows the element name in the taxonomy for which the help is being shown. The Figure above shows Help information for "Number of shares subject to payments wholly in cash".

2. **Element Labels:**

   a. Preferred Label: It is a human readable name of a concept defined in the taxonomy and is present in the label link base.

b. 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 Table 3.

Table 3

Reference Parts	Use
Details for	Element label
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
Section	Details of Section and Sub-Section
Role	Link of standard used while preparing taxonomy
Section	Section detail
Sub Section	Sub-Section detail
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 colour coding as in Figure 26.

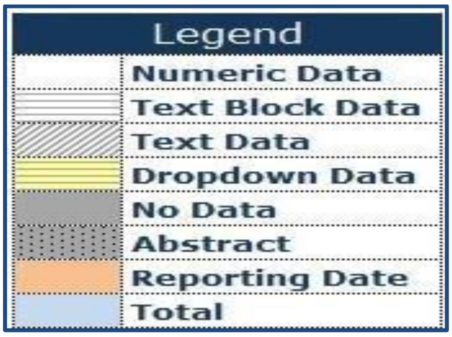


Figure 26

4.6 Content Page

User is taken to the Content Page once all the templates are generated based on answers in 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 27.

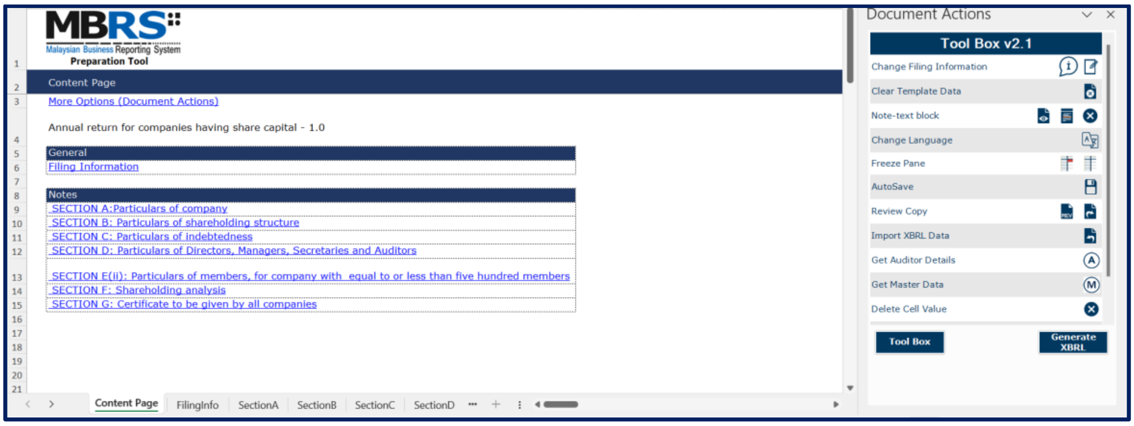


Figure 27

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.

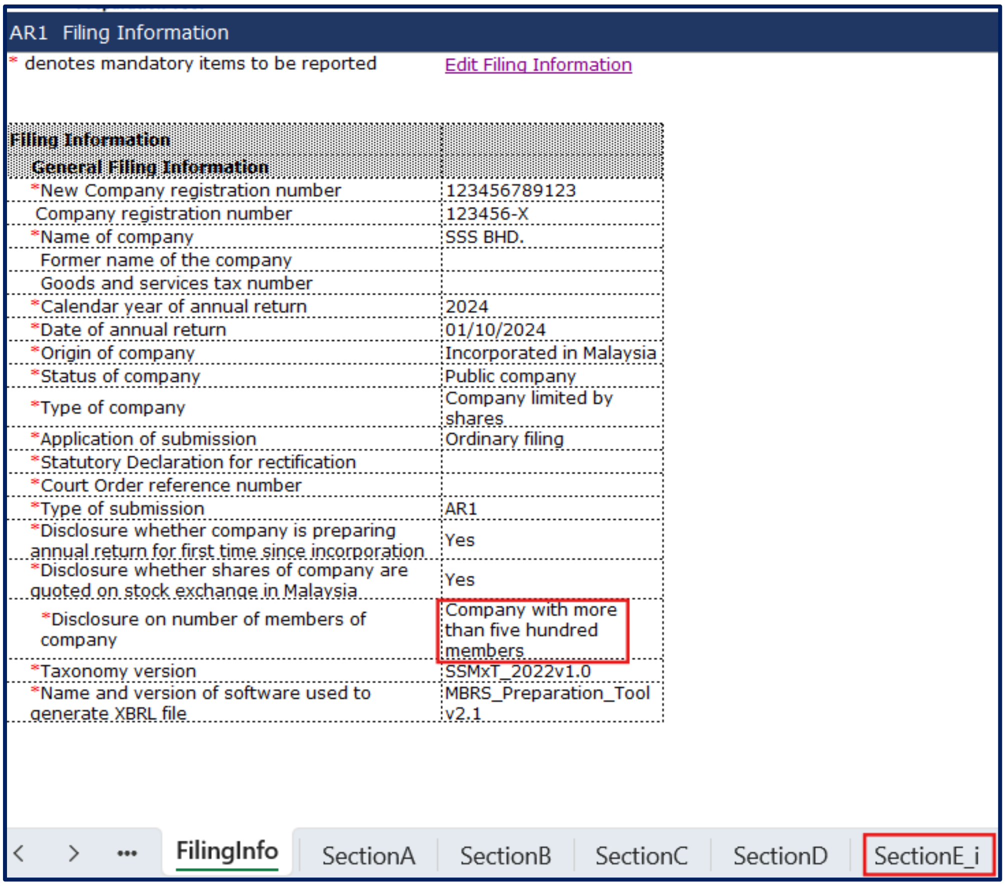
You can customise the templates (if required) to be similar to the Annual Return. This section shows how you can customise the templates to suit the Annual Return of your company:

1. 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 28.



AR1 Filing Information

* denotes mandatory items to be reported Edit Filing Information

Filing Information	
General Filing Information	
*New Company registration number	123456789123
Company registration number	123456-X
*Name of company	SSS BHD.
Former name of the company	
Goods and services tax number	
*Calendar year of annual return	2024
*Date of annual return	01/10/2024
*Origin of company	Incorporated in Malaysia
*Status of company	Public company
*Type of company	Company limited by shares
*Application of submission	Ordinary filing
*Statutory Declaration for rectification	
*Court Order reference number	
*Type of submission	AR1
*Disclosure whether company is preparing annual return for first time since incorporation	Yes
*Disclosure whether shares of company are quoted on stock exchange in Malaysia	Yes
*Disclosure on number of members of company	Company with more than five hundred members
*Taxonomy version	SSMxT_2022v1.0
*Name and version of software used to generate XBRL file	MBRS_Preparation_Tool v2.1

FilingInfo SectionA SectionB SectionC SectionD SectionE_i

Figure 28

2. Click on Edit Filing Information. Filing Information template opens up with the current data filled as shown in Figure 28. 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 as in Figure 29. After clicking on Generate Template the templates will be updated based on changes made to the Filing Information questions as in Figure 30.

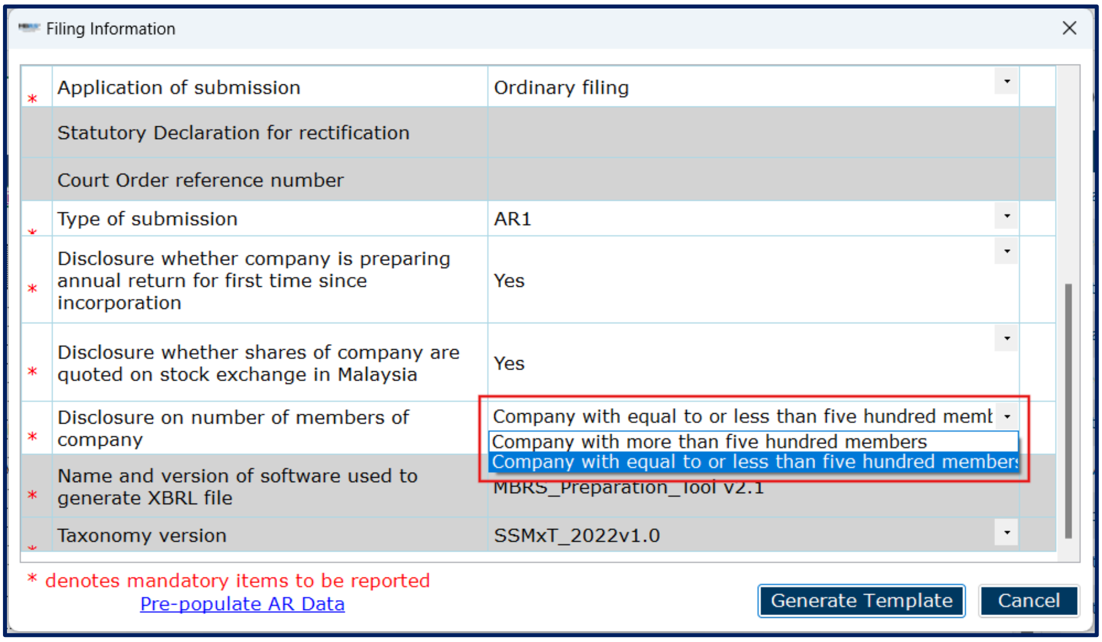


Figure 29

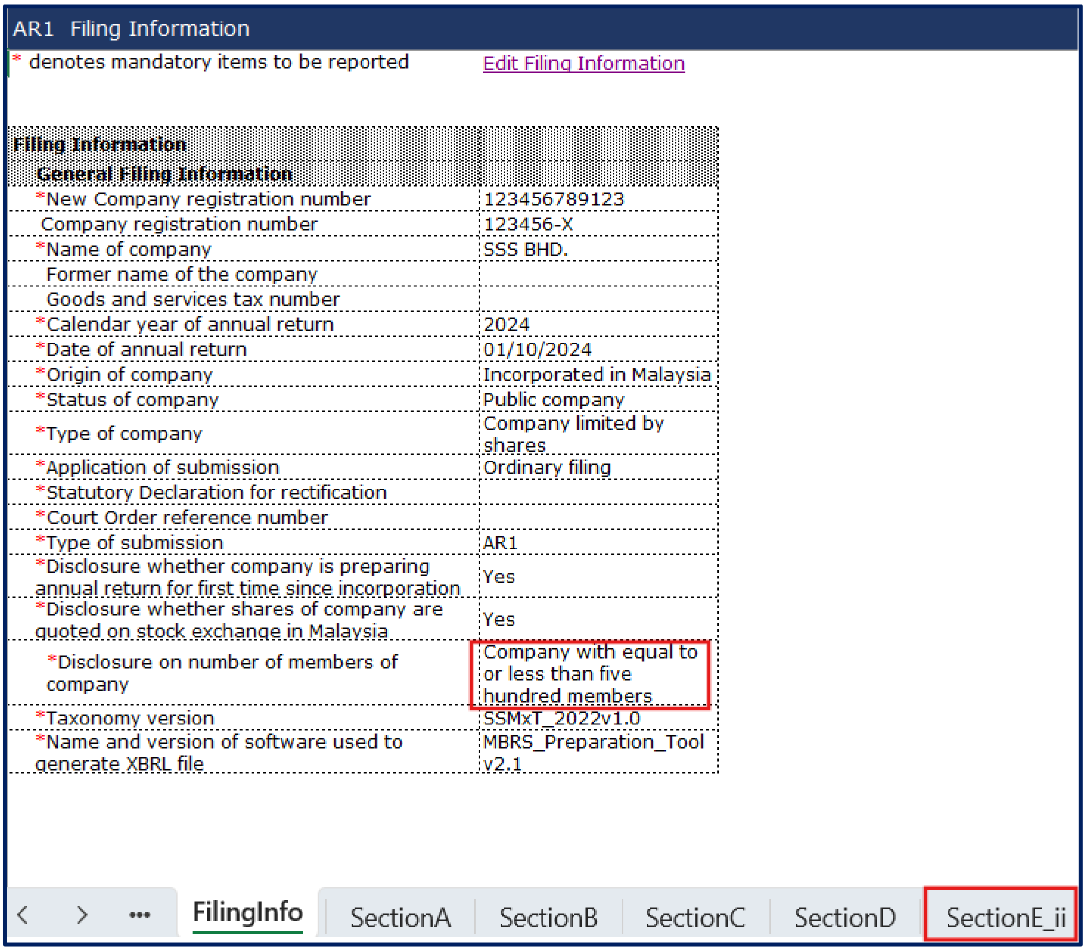


Figure 30

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

1. Fill in the Company registration number and click on **"Pre-populate AR Data"** option as shown in Figure 31.

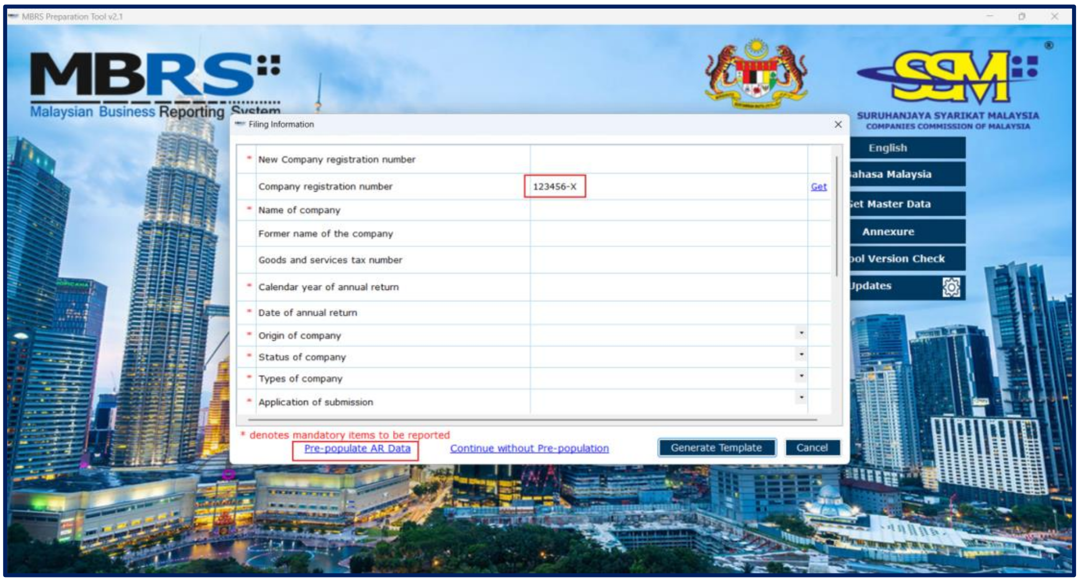


Figure 31

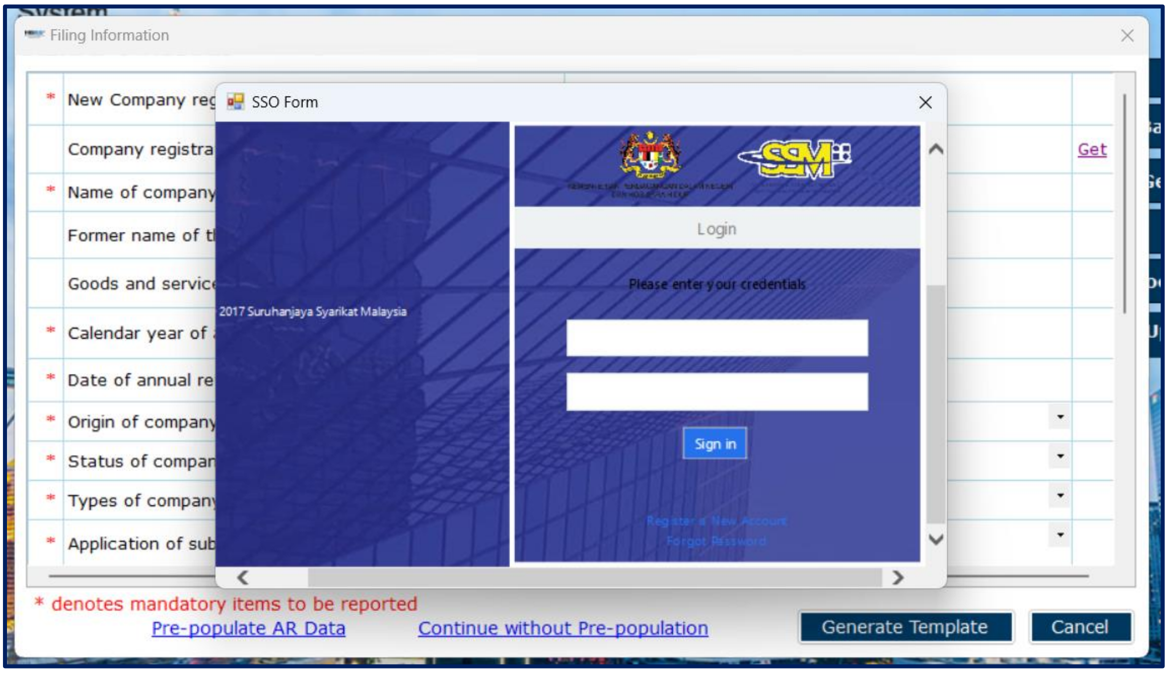


Figure 32

2. SSO page should display for login. (Figure 32)

3. Enter valid username and password.

Figure 33

4. Data fields will auto populate as per Company registration number. (Figure 33)

5. Information pertaining to Name of company, Former name of the company (if any), Origin of company, Status of company, Type of company will be fetched from SSM database. (Figure 33)

6. For the remaining information, user has to fill in manually.

7. Click on **Generate Template**.

6.2 Continue without pre-population (Manual entry)

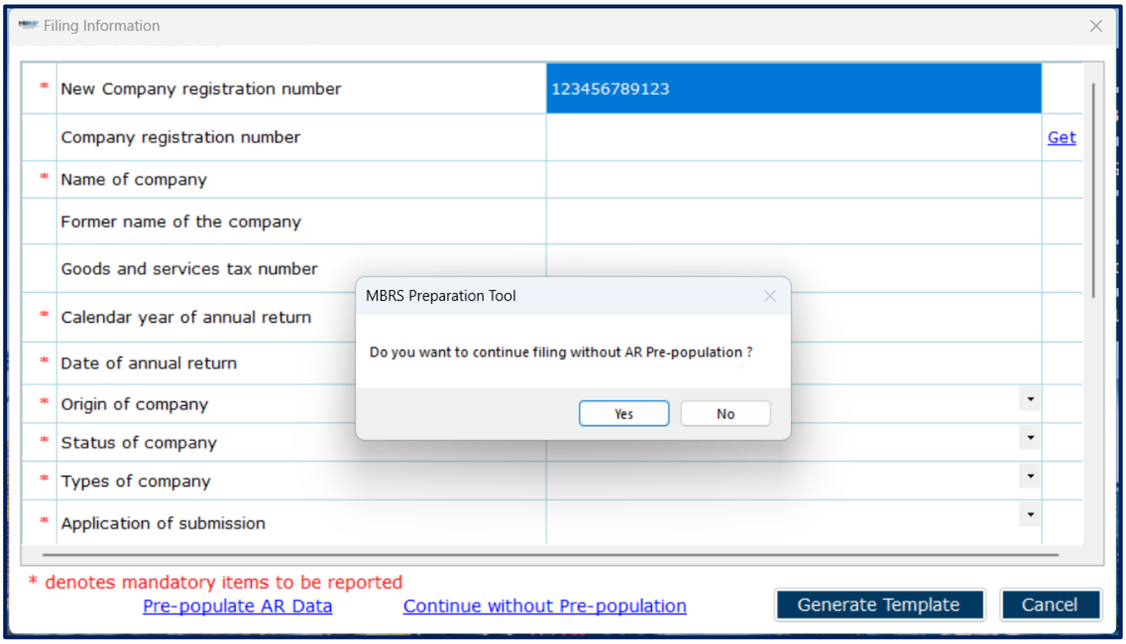


Figure 34

1. Click on **Continue without Pre-population** option. (Figure 34)

2. Click on **Yes** option. User continues to enter mandatory data manually and generate the template. Similar to MS Excel, you may select the cell and enter data using the keyboard.

   You may also refer to the following Table 4 for some useful shortcut keys.

Table 4

Shortcut	Action
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + P	Print

Shortcut	Action
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 as shown in Figure 35.

6.3.1 Add Typed Domain

1. Click on **Add Domain** from Toolbox, on the template where typed dimensions are applied. (Figure 35)

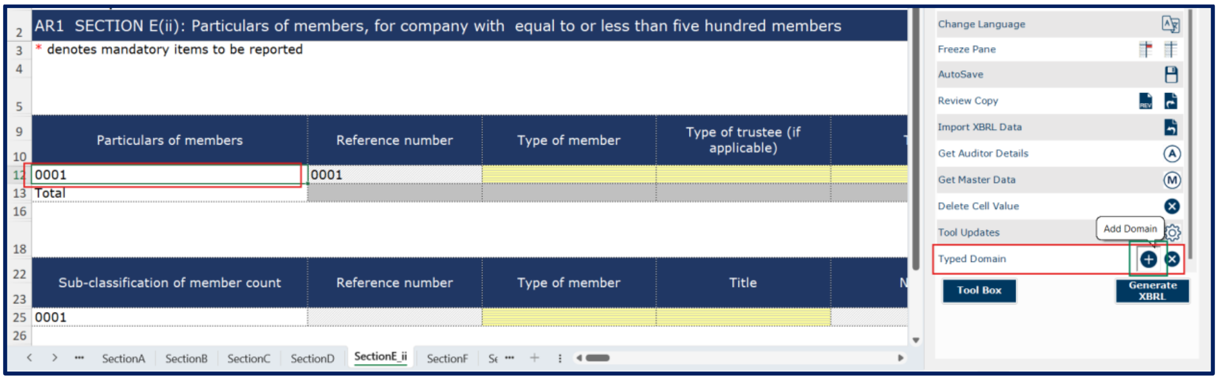


Figure 35

2. Window will open as shown in Figure 36.

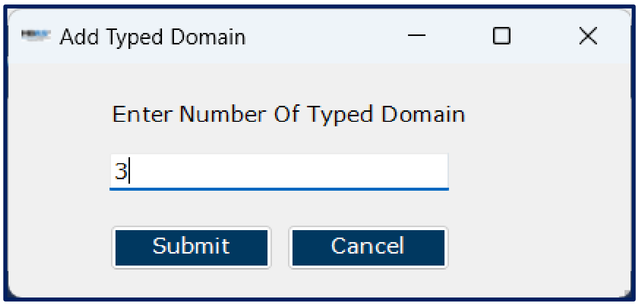


Figure 36

3. Enter the number of Typed Domain required.

4. Click **Submit** to add rows to the templates. (Figure 36 and Figure 37)

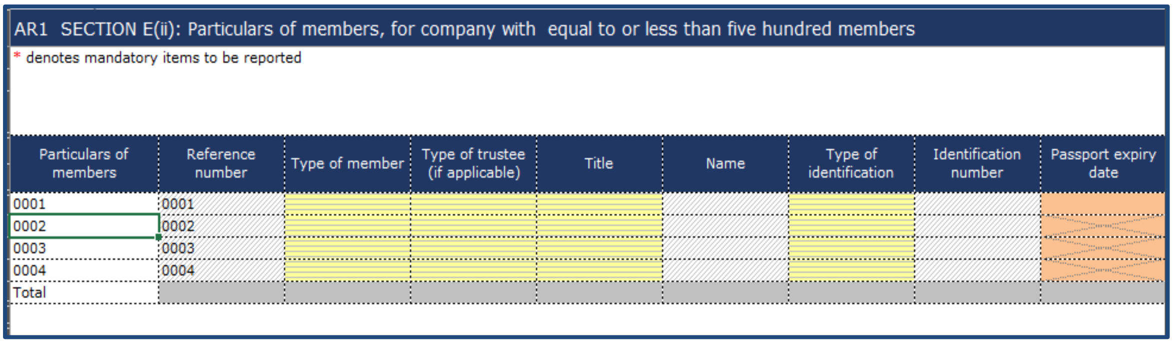


Figure 37

6.3.2 Delete Typed Domain

1. Click on **Delete Domain** from Toolbox, on the template where typed dimensions are applied. (Figure 38)

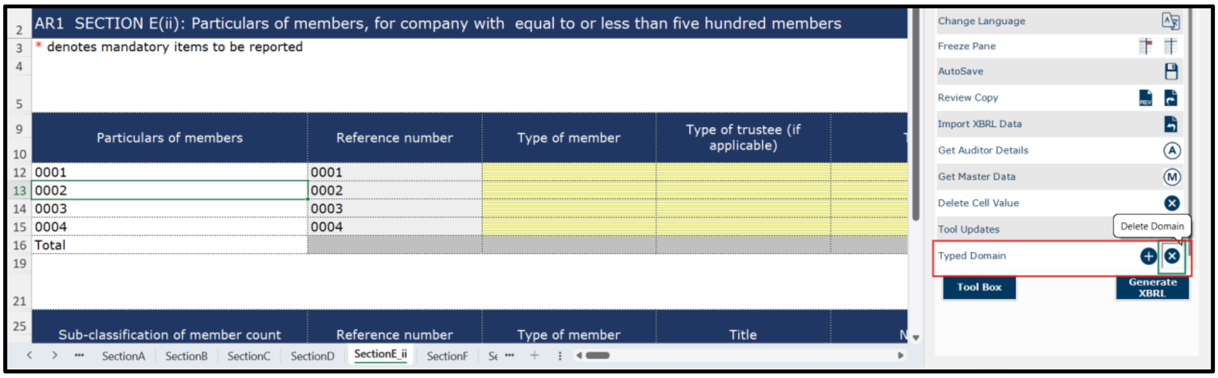


Figure 38

2. The window will open as shown in Figure 39.

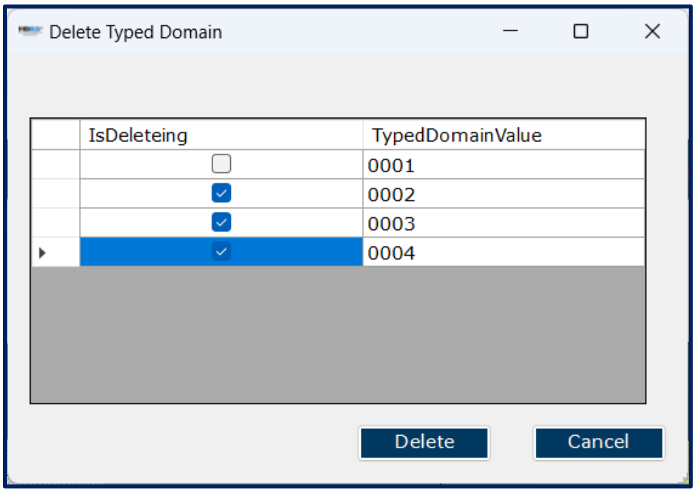


Figure 39

3. Select the **Check box** to delete the Type domain.

4. Click **Delete** to delete rows to the templates.

> *To delete the rows, there will be a prompt message as Deleting these domain(s) may result in data loss. Do you want to continue? **Yes** or **No**.*

6.4 Dynamic Dropdown

The list of dynamic dropdown master are as follows, ID type, Nationality, Race, State, Title, Country, Currency, MSIC code, Exempted Category for BO, Professional Type, Disclosure on sub-categories of the object of promoting any other objects useful for the community or country, Disclosure on sub-categories of the object of promoting any other objects useful for the community or country or Audit exemption and Gender. These are dynamic dropdown master's that are hosted or maintained on mPortal.

There are 14 dynamics dropdown master's which are mentioned above. The dropdown values of masters used on mTool are fetched from mPortal through webservice by clicking on **Get Master Data** on mTool landing page or in the Toolbox. Then, they will be displayed in the dropdown for user selection.

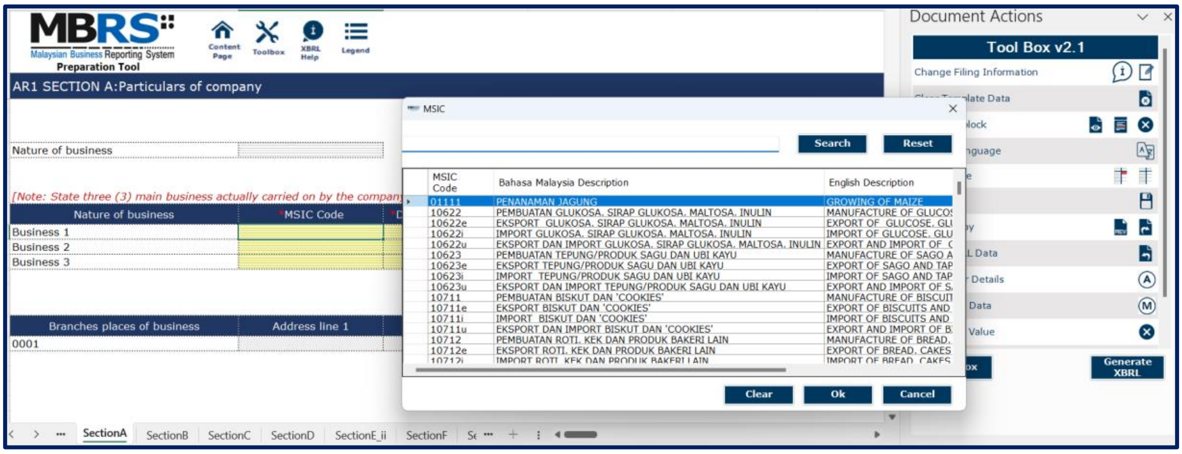


Figure 40

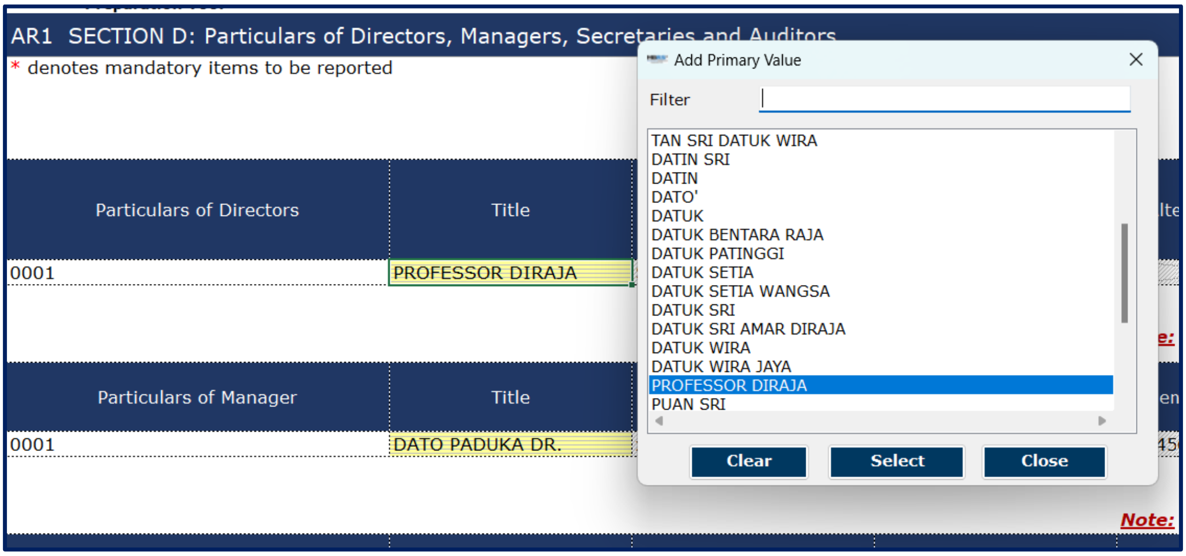


Figure 41

User has to be connected to internet as master data is fetched from mPortal while opening mTool, then master data is stored in mTool so user can use even when mTool is not connected to internet.

7 Validate and Save XBRL File for Annual Return

7.1 Validate and Save XBRL

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 Toolbox as shown in Figure 42.

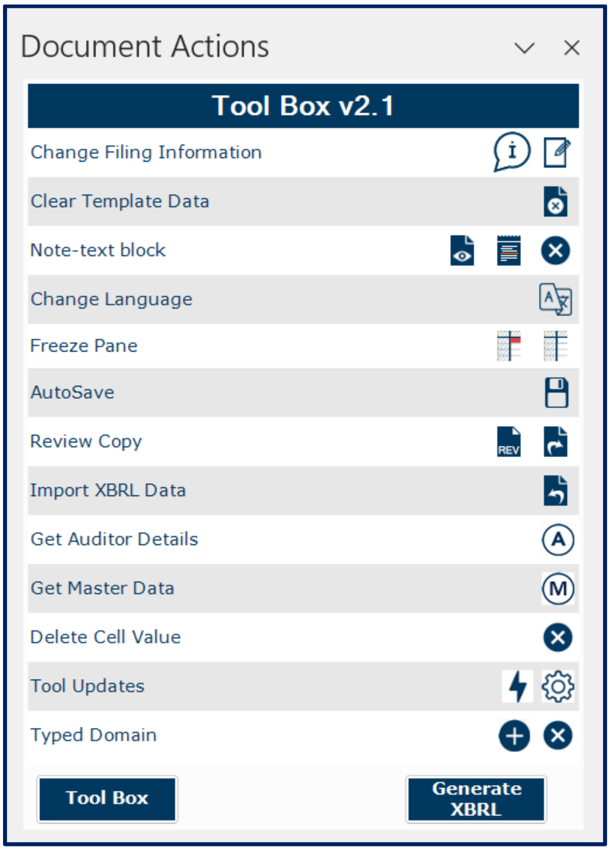


Figure 42

2. Error messages shown in **red** texts are mandatory to be resolved and the one in **orange** texts are non-mandatory to resolve in the validation window in Figure 43.

3. Please refer to the note above toolbox:

   Errors – Company needs to provide the correction to the information.

   Warnings – Company needs to recheck the information provided but may still proceed to zip the document.

   The above messages will get translated to Malay if the user change the language to Malay from English.

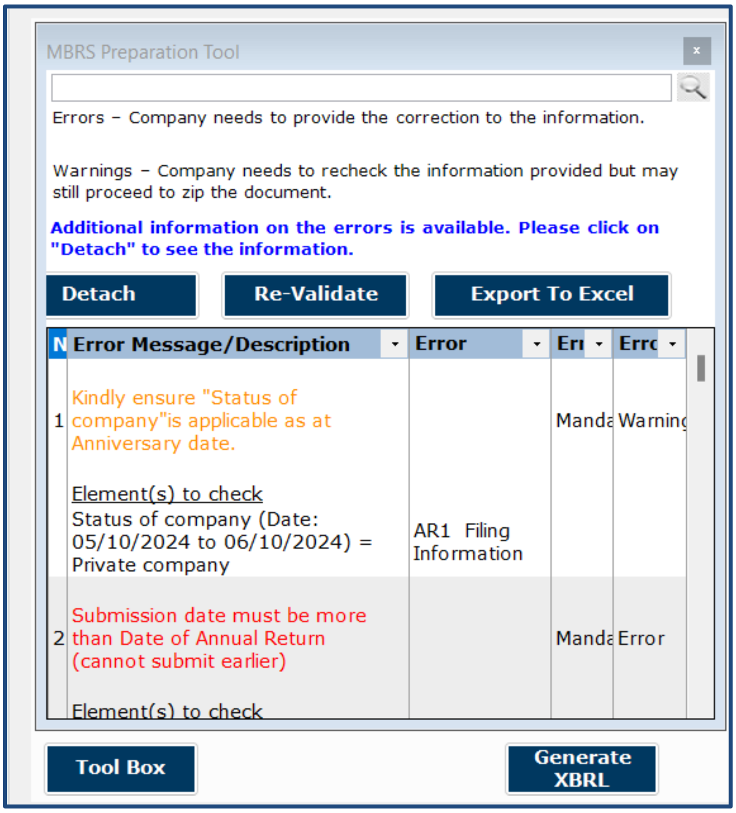


Figure 43

4. 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: ● Re-Validate: Click on Re-Validate to activate the validation process again after rectifying the error, to ensure that it is indeed rectified. ● 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 ● Export to Excel: Upon clicking on "Export to Excel", the tool will prompt you to save the validation results in MS Excel spreadsheet. ● Search: This is a function that allows you to search the validation errors highlighted using keywords. **Columns in the validation results table:** ● No: Serial number for the error.

Understand the validation window
● 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. ● 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.

5. Once validation errors are rectified user can save the "Generated XBRL file" (Figure 44). In Generated XBRL file contain XML and 2 CSV files.

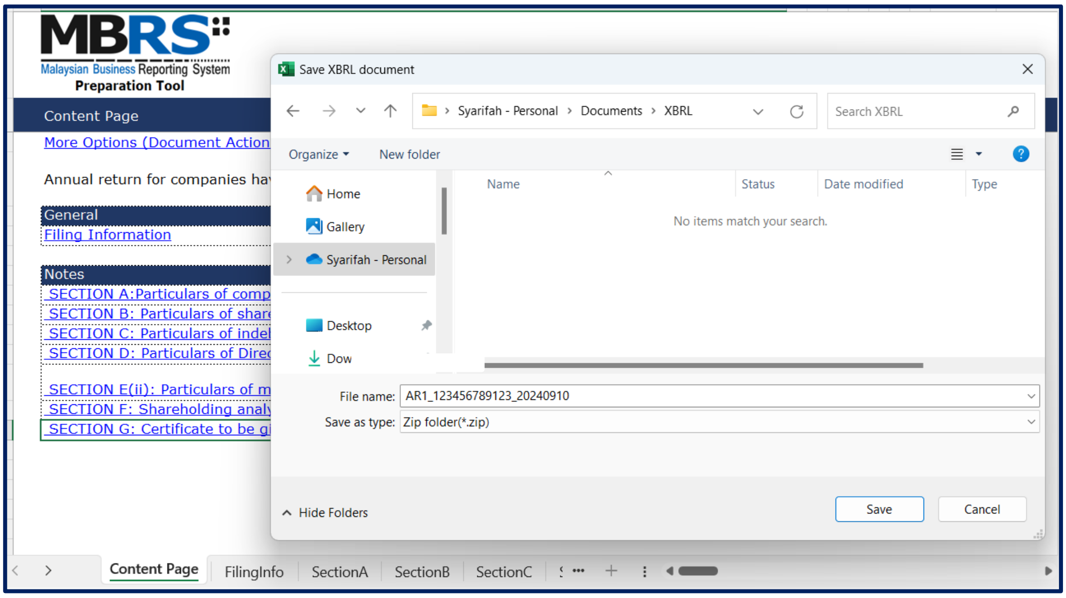


Figure 44

7.2 Save Review Copy

Using the preparation tool, you can generate human readable format from the XBRL Financial Statements. This human readable copy can be saved into MS Word format.

The mTool can generate a human readable format:

- **Review Copy:** The Review Copy is designed to reflect the content submitted within text block as well as the detailed information elements. This would allow preparers to review the complete set of information submitted within the XBRL file.

1. Click **Review copy** on the Toolbox as shown in Figure 45.

Figure 45

2. **Save File as** Word document as shown in Figure 46.

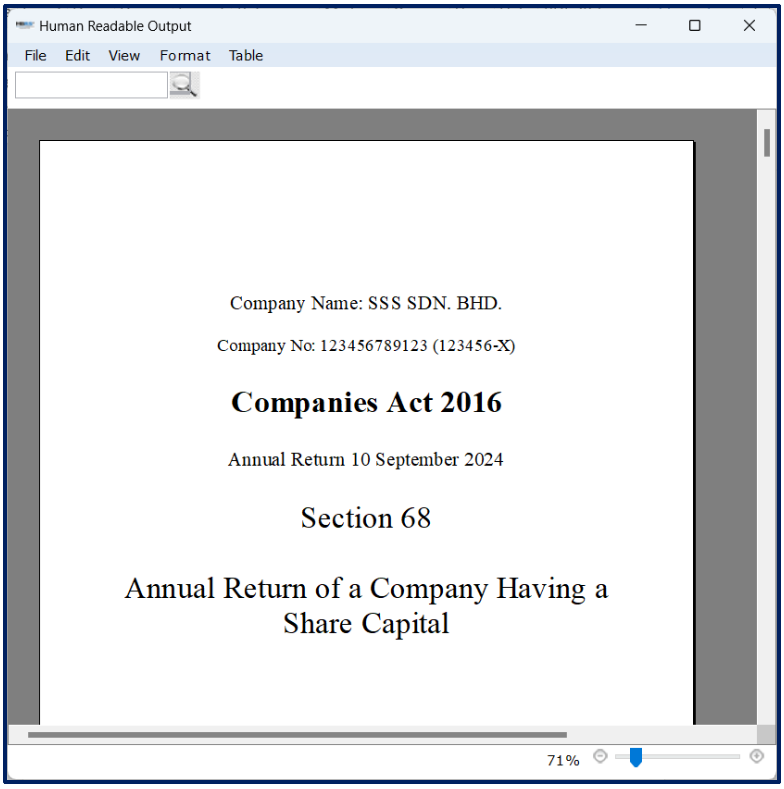


Figure 46

- *You can generate the human readable output at any point of time after having answered the Filing Information questions.*
- *Footnotes are shown on the human readable output at the bottom of the page for the corresponding line item.*

8 Annexures

On mTool landing page, user can see the Annexure button (Figure 47). User can click on the button to choose the type of Annexure. There are 3 types of Annexures which is given below. These Annexures are only applicable for Annual Returns (AR1, AR2 and AR3).

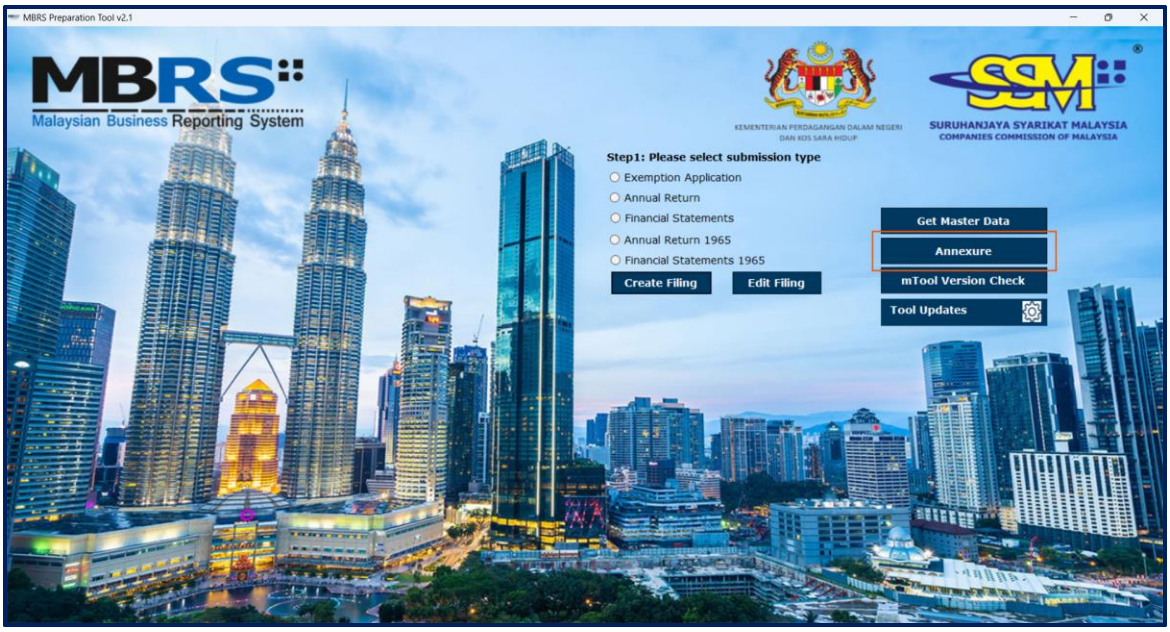


Figure 47

1. Particulars of Beneficial Owners Annexure (BO Annexure)
2. Senior Management Annexure
3. Nominee Director Annexure

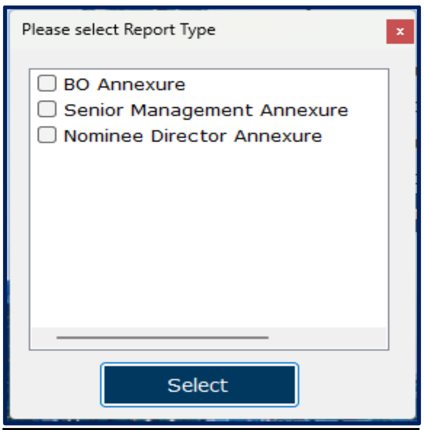


Figure 48

8.1 Create Particulars of Beneficial Owners Annexure

1. On mTool landing page, User can click on **Annexure** button as shown in Figure 47.
2. User has to select the **Check box** for BO Annexure and click on **Select** Button. (Figure 49)

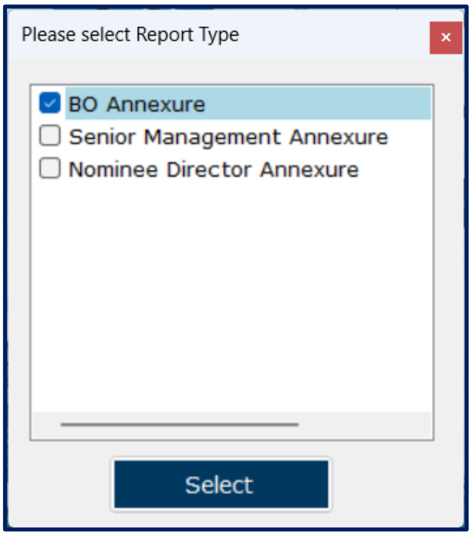


Figure 49

3. BO Annexure template will open, template looks similar to any other AR templates as shown in Figure 50.

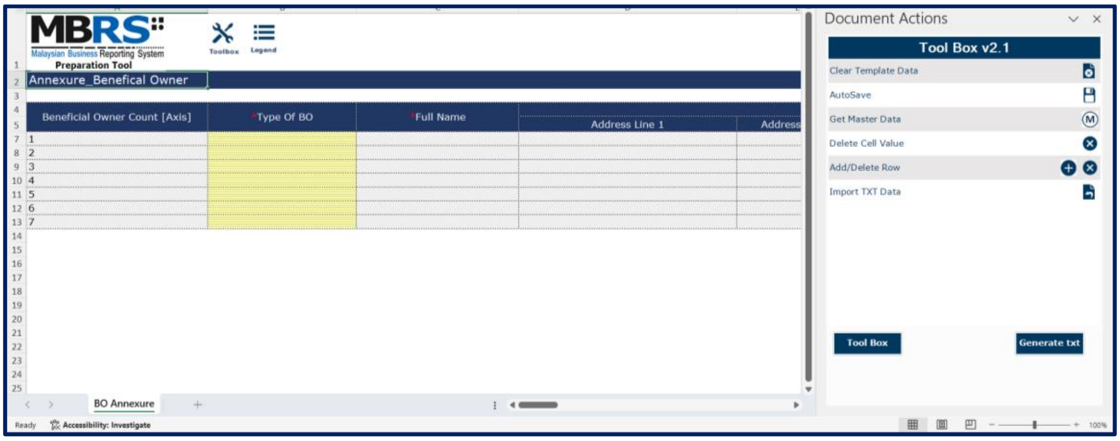


Figure 50

4. User can start preparing the annexure document by filling in all the required information in the pre-defined excel template with the help of options available in Toolbox, such as Clear template, Auto Save,

Delete cell value, Add or Delete Row, Import TXT data and Generate TXT file. (Figure 51)

Figure 51

5. To Generate the TXT files, User has to click on **Generate** button from Toolbox, Prompt message will appear with Yes and No button as shown in Figure 52.

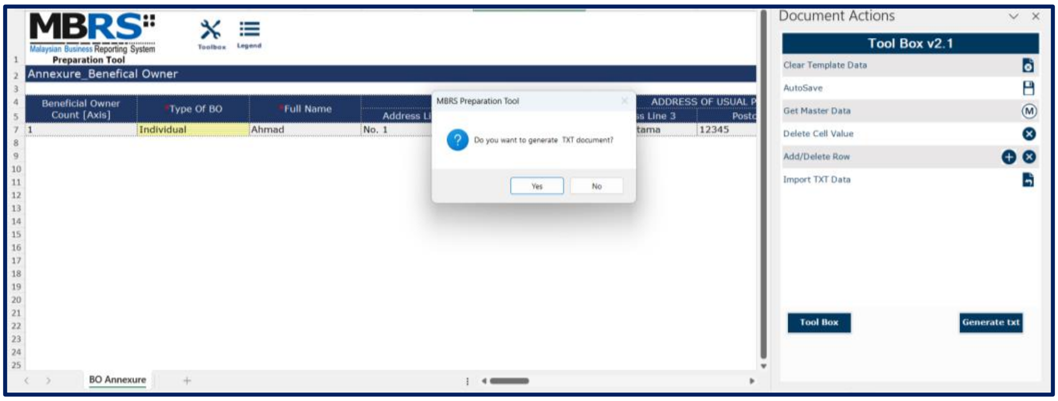


Figure 52

6. Click on **No** will close the prompt message. Whereas Click on **Yes** will generate the TXT file.
7. While generating the TXT files, mTool may prompt you with validation error(s) (if any) in case any field validation is not met, as shown in Figure 53.

Figure 53

8. Once all validations are cleared, User will be able to generate the TXT file successfully. Extra empty rows should be deleted to submit in mPortal.

8.2 Create Senior Management Annexure

1. On mTool landing page, User can click on **Annexure** button as shown in Figure 47.
2. User has to select the **Check box** for Senior Management Annexure and click on **Select** Button. (Figure 54)

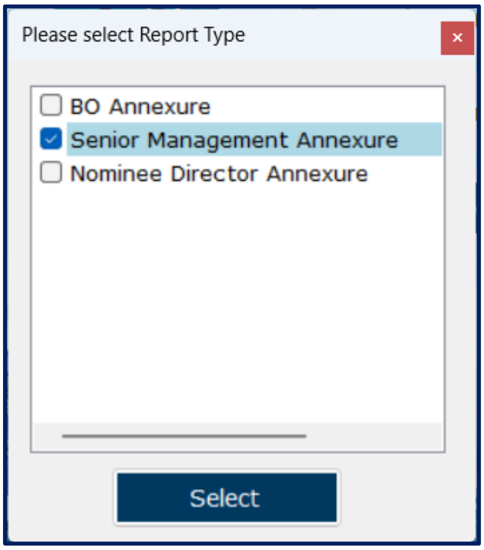


Figure 54

3. Senior Management Annexure template will open, template looks similar to the any other AR templates as shown in Figure 55.

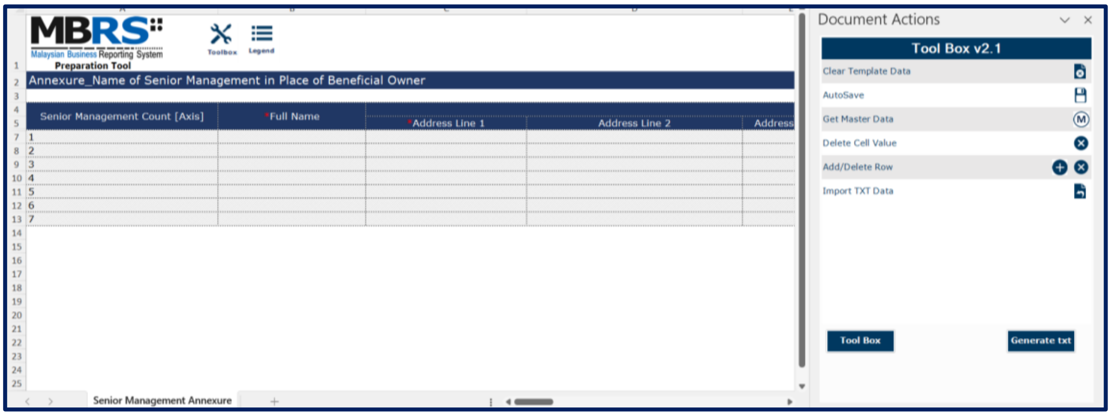


Figure 55

4. User can start preparing the annexure document by filling up all the required information in the pre-defined excel template with the help of options available in Toolbox, such as Clear template, Auto Save, Delete cell value, Add or Delete Row, Import TXT data and Generate TXT file. (Figure 56)

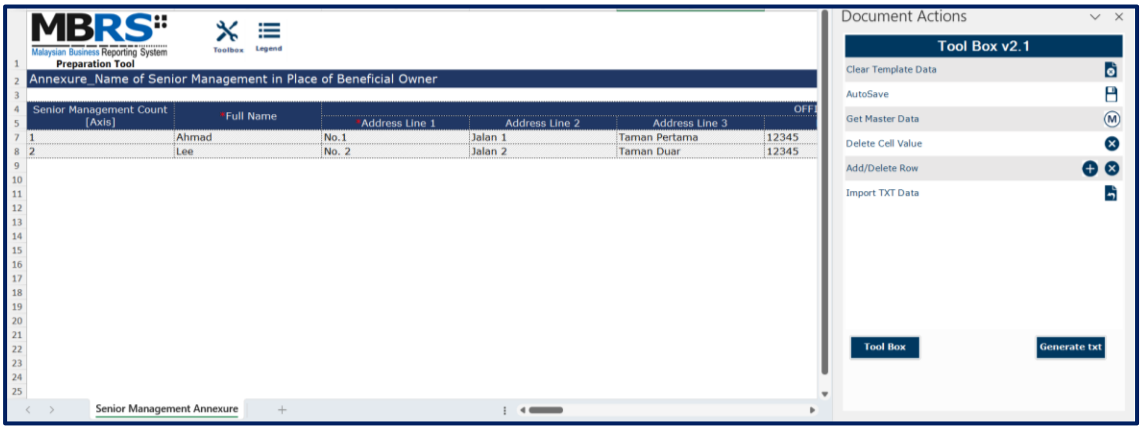


Figure 56

5. To Generate the TXT files, User has to click on **Generate** button from Toolbox, Prompt message will appear with **Yes** and **No** button as shown in Figure 57.

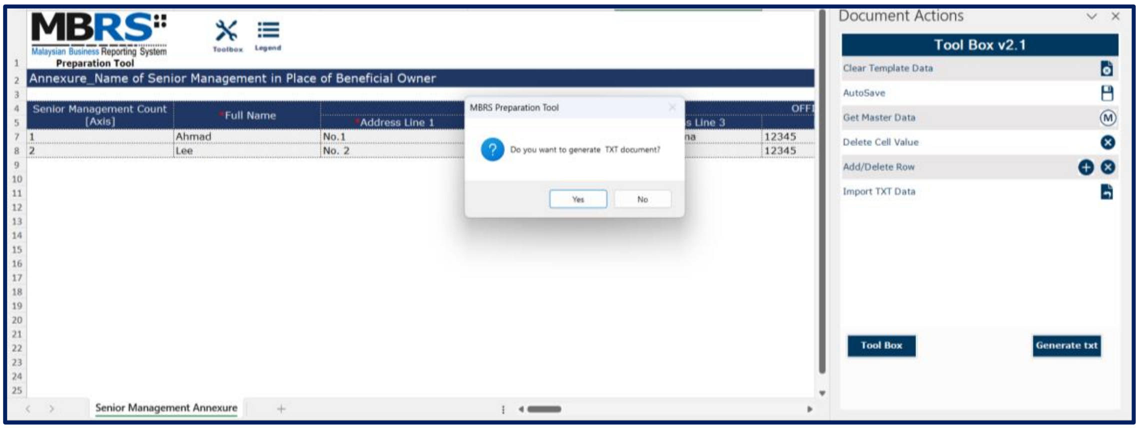


Figure 57

6. Click on **No** will close the prompt message. Whereas click on **Yes** will generate the TXT file.
7. While generating the TXT files, mTool may prompt you with validation error(s) (if any) in case any field validation is not met, as shown in Figure 58.

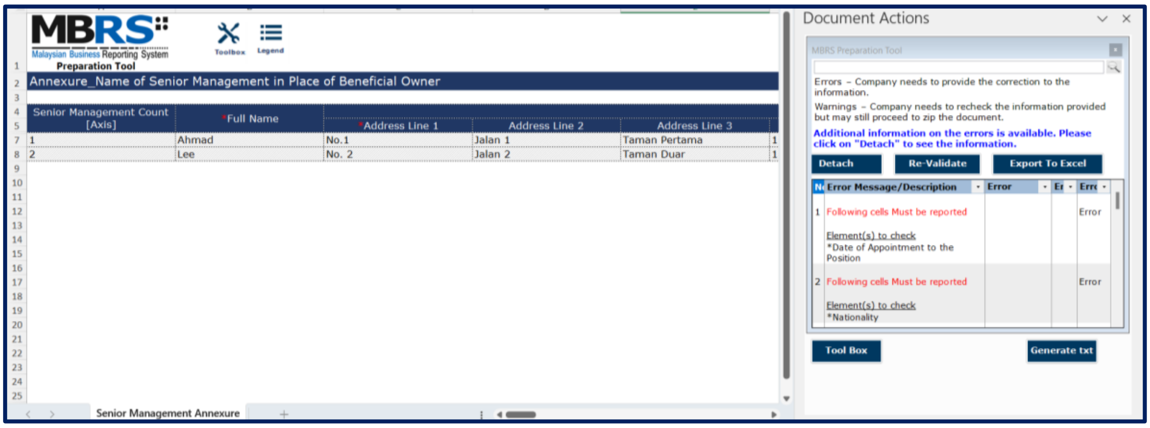


Figure 58

8. Once all validations are cleared, user will be able to generate the TXT file successfully. Extra empty rows should be deleted to submit in mPortal.

8.3 Nominee Director Annexure

1. On mTool landing page, User can click on **Annexure** button as shown in Figure 47.

2. User has to select the **Check box** for Nominee Director Annexure and click on **Select** Button. (Figure 59)

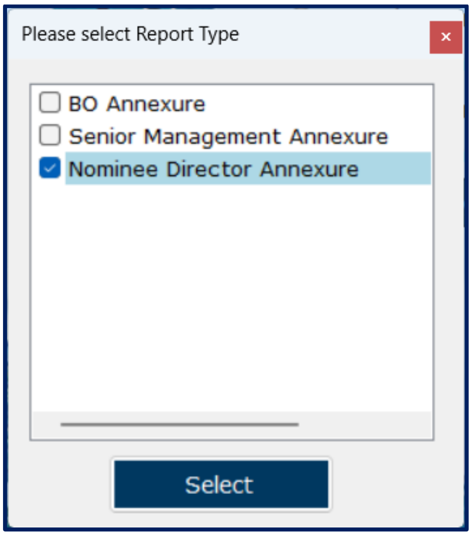


Figure 59

3. Nominee Director Annexure template will open, template looks similar to the other AR Annexure templates as shown in Figure 60.

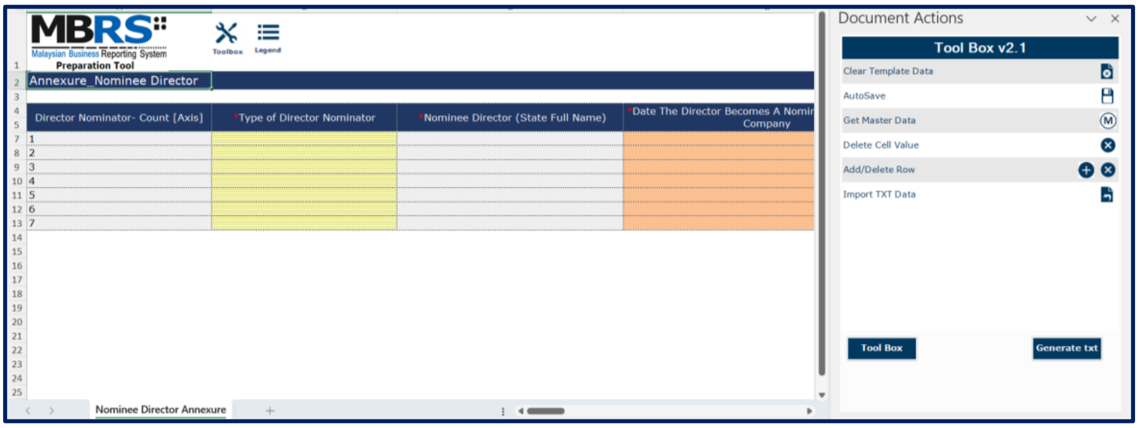


Figure 60

4. User can start preparing the annexure document by filling up all the required information in the pre-defined excel template with the help of options available in Toolbox, such as Clear template, Auto Save, Delete Cell Value, Add or Delete Row, Import TXT data and Generate TXT file. (Figure 61)

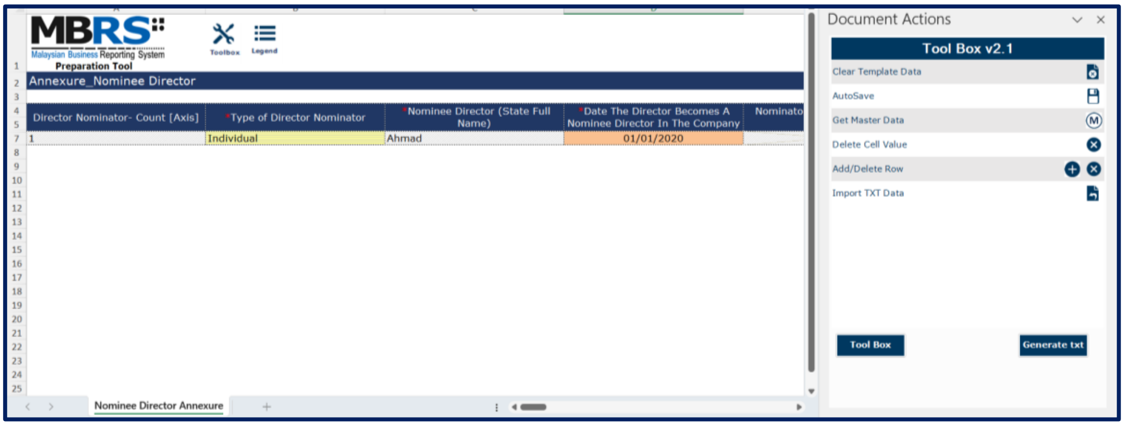


Figure 61

5. To Generate the TXT files, User has to click on **Generate** button from Toolbox, Prompt message will appear with **Yes** and **No** button as shown in Figure 62.

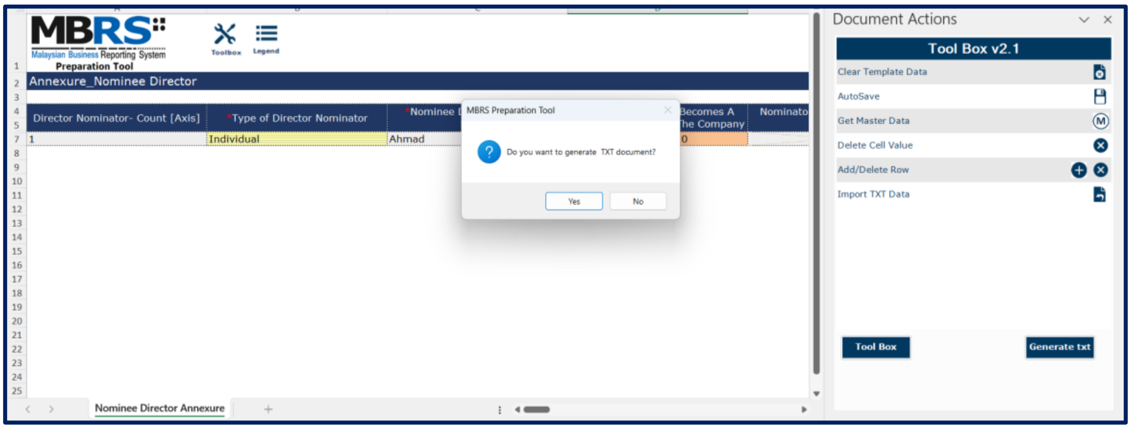


Figure 62

6. Click on **No** will close the prompt message. Whereas click on **Yes** will generate the TXT file.
7. While generating the TXT files, mTool may prompt you with validation error(s) (if any) in case any field validation is not met, as shown in Figure 63.

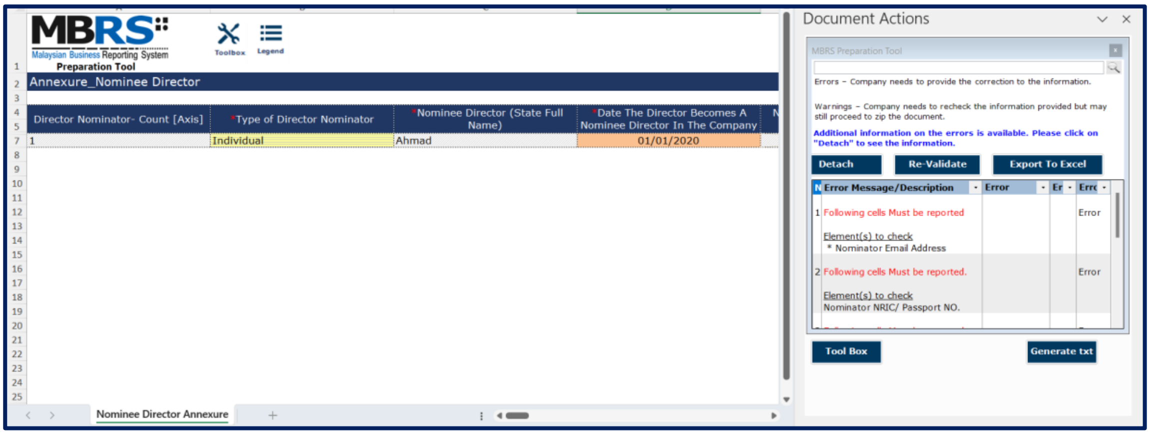


Figure 63

8. Once all validations are cleared, user will be able to generate the TXT file successfully. Extra empty rows should be deleted to submit in mPortal.

<u>Functions in the upper panel</u>:

a. **Templates:** View or clear all data on selected template.

b. **Auto Save:** Activate and set time interval for the tool to automatically save Excel templates.

c. **Delete cell value:** Delete or clear all data on selected template.

d. **Add/ Delete Row:** To Add/Delete count of Beneficial Owner/Senior Management/Nominee Director

e. **Import TXT data:** Import previously saved TXT files into the mTool to pre-populate data onto the templates.

<u>Functions in the lower panel:</u>

a. **Toolbox:** The toolbox allows you to navigate back to toolbox anytime when document action panel is open.

b. **Generate TXT:** Use this button to start validating Annexure file and generate TXT file.

9 Toolbox Functions and Features

The Toolbox 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 Toolbox looks like in Figure 64.

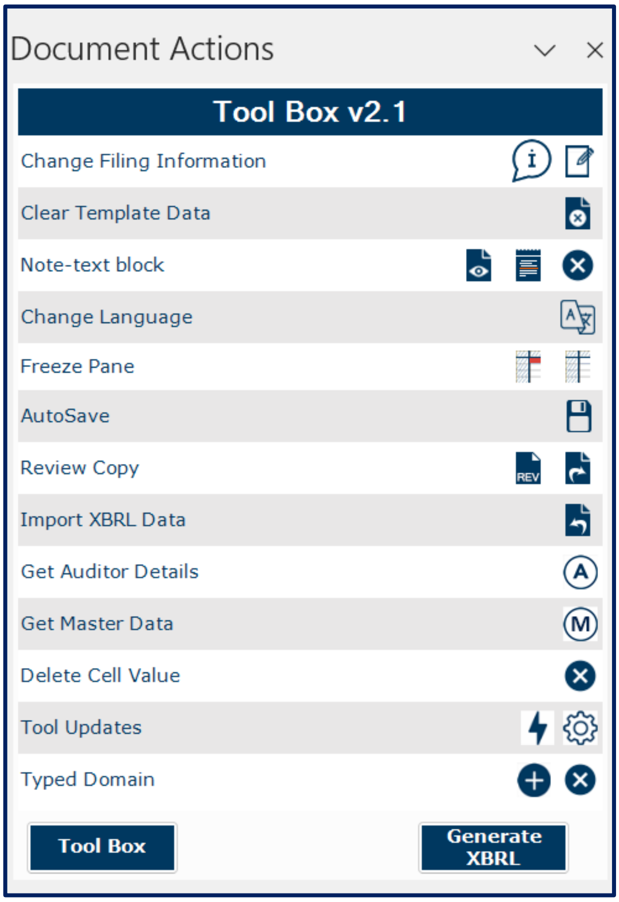


Figure 64

Functions in the upper panel:

a. **Change Filing Information:** Edit the Filing Information.

b. **Templates:** View or clear all data on selected template.

c. **Note-text block:** Preview note text block as well as Add/View/Edit/Delete text block.

d. **Change Language:** Change the language of the Template.

e. **Freeze panes:** Freeze or unfreeze a portion of the template.

f. **Auto Save:** Activate and set time interval for the tool to automatically save Excel templates.

g. **Review copy:** This is new functionality that has been introduced in Annual Returns, which allow preparers to generate review copy and review the complete set of information submitted within the XBRL file.

h. **Import XBRL data:** Import previously saved XBRL files into the mTool to pre-populate prior year numbers onto the templates.

i. **Get Auditor Details:** To get fetch the audit details.

j. **Get Master Data:** To fetch the latest updated master data available on mPortal.

k. **Delete cell value:** Delete or clear all data on selected template.

l. **Tool Updates:** Check of tool updated and Configure proxy settings.

m. **Typed Domain:** This is new functionality that has been introduced in Annual Returns, the 'Type Domain > Add' button is to allow the user to add the required number of new rows to capture the data regarding the Particulars of Members/Directors or Subclassification of Members. For example, In AR1 > Section E(i) > Particulars of Members, the user can add the multiples rows using this function.

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 Toolbox.

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 *section 7* to see more details on the Validate and Save XBRL File for Annual Return.

9.3. Change Filing Information

1. Filing Information on the Toolbox as shown in Figure 65.

Figure 65

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

9.4. Clear template data

Figure 66

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.

Figure 67

9.5.1. View/Edit

1. Select **text block field** as shown in Figure 68.

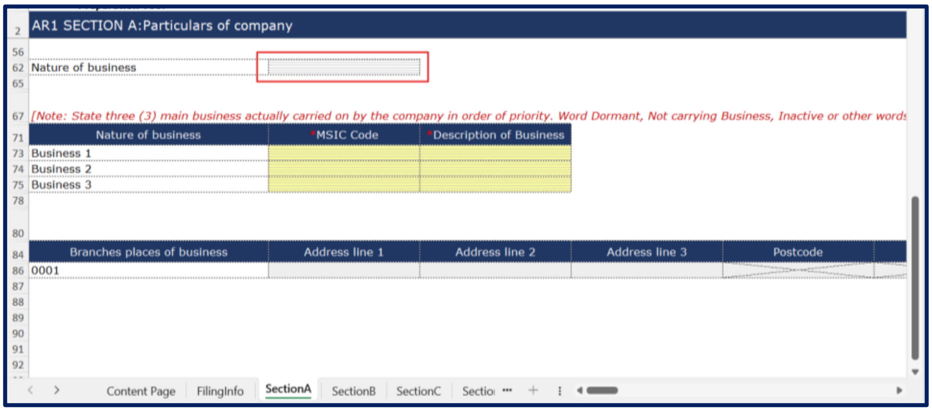


Figure 68

2. Click **View/Edit** notes as shown in Figure 69.

Figure 69

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

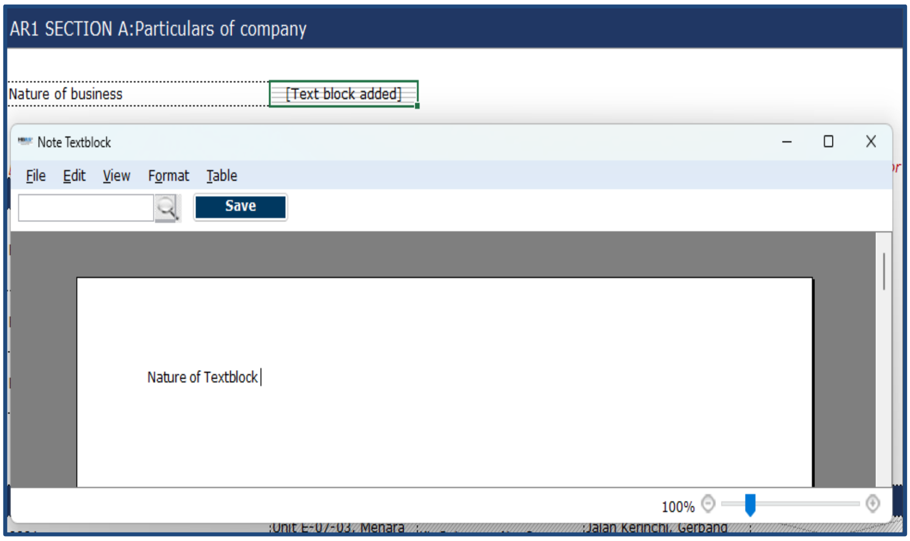


Figure 70

To view the notes in Preview panel, select text block field where notes have been added and click on "Preview".

9.5.2. Delete text block

1. Select text block fields in which notes have been added.

2. Click **Delete notes** on the Toolbox as shown in Figure 71.

Figure 71

3. A message box will appear confirming the action.

4. Click **Yes** to delete the note, or **No** to abort the action.

9.6. Change Language

This function allows you to switch the language of the templates from English to Bahasa Malaysia. User can also use this function to prepare the template in desired language.

Figure 72

9.7. 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 73.

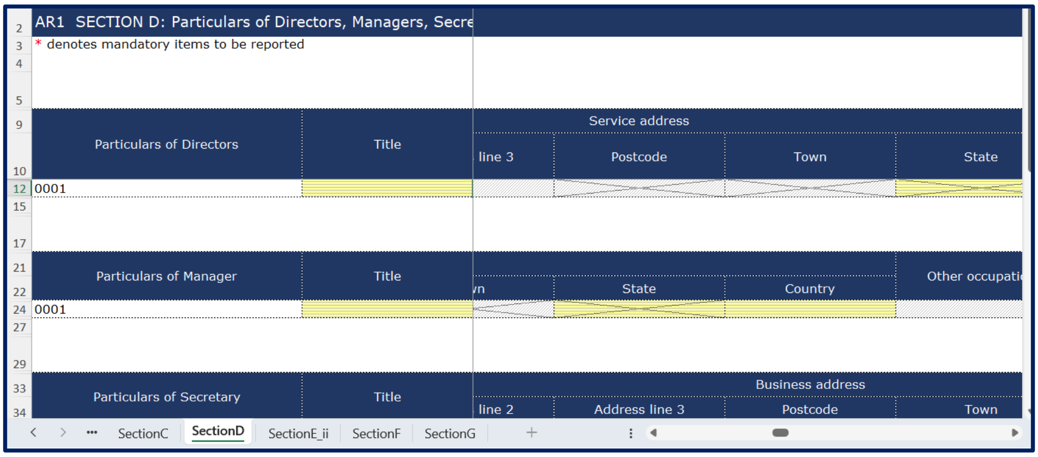


Figure 73

2. Click on **Freeze Pane** as shown in Figure 74.

Figure 74

3. Freeze Pane will apply on the templates.

4. Click **Unfreeze Pane** as shown in Figure 75, and you can unfreeze pane.

Figure 75

9.8. Auto Save

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

Figure 76

1. Select/unselect the check box in Figure 77 to enable/disable Auto-Save.

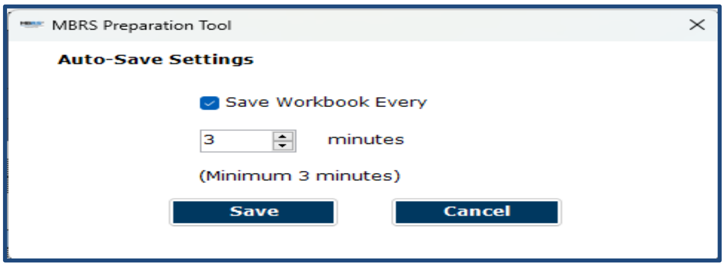


Figure 77

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

9.9. Review Copy

This is new functionality that has been introduced in Annual Returns, The Review Copy is designed to reflect the content submitted within text block as well as the detailed information elements. This would allow preparers to review the complete set of information submitted within the XBRL file.

Using the mTool, User can generate human readable format from the XBRL Annual Return. This human readable copy can be saved into MS Word format.

Figure 78

Please refer to *section 7.2* to see more details.

9.10. Import XBRL data

This function allows you to import prior year figures/data on the templates in the preparation tool as shown in Figure 79.

Figure 79

9.11. Get Auditor Details

Figure 80

1. Under Section D "Particulars of auditors" can be pre-populated by entering valid Audit firm number.

2. Enter Audit firm number under Section D "Particulars of auditors".

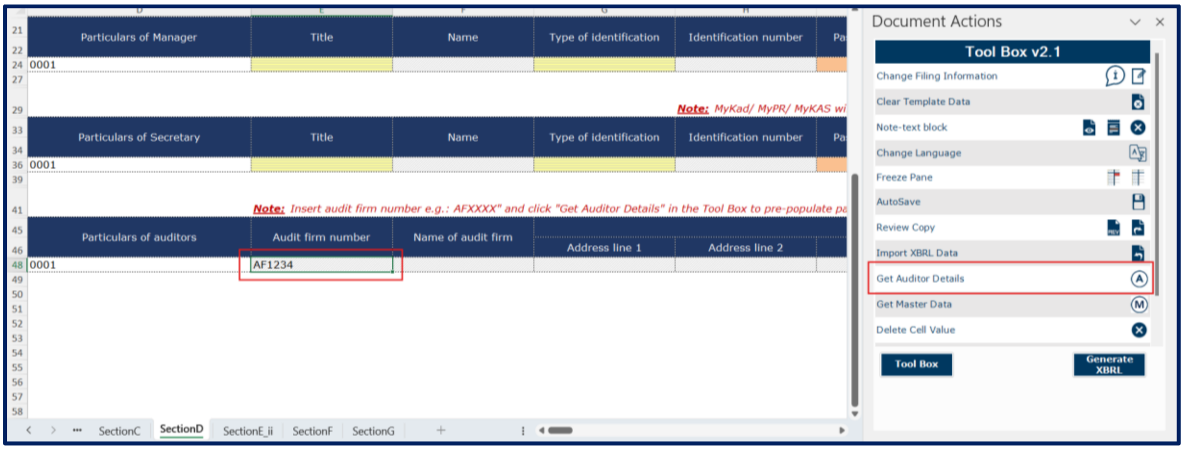


Figure 81

3. Select the Audit firm number field and click on "Get Auditor Details" in Toolbox as shown in Figure 81.
4. Enter the log in credentials.

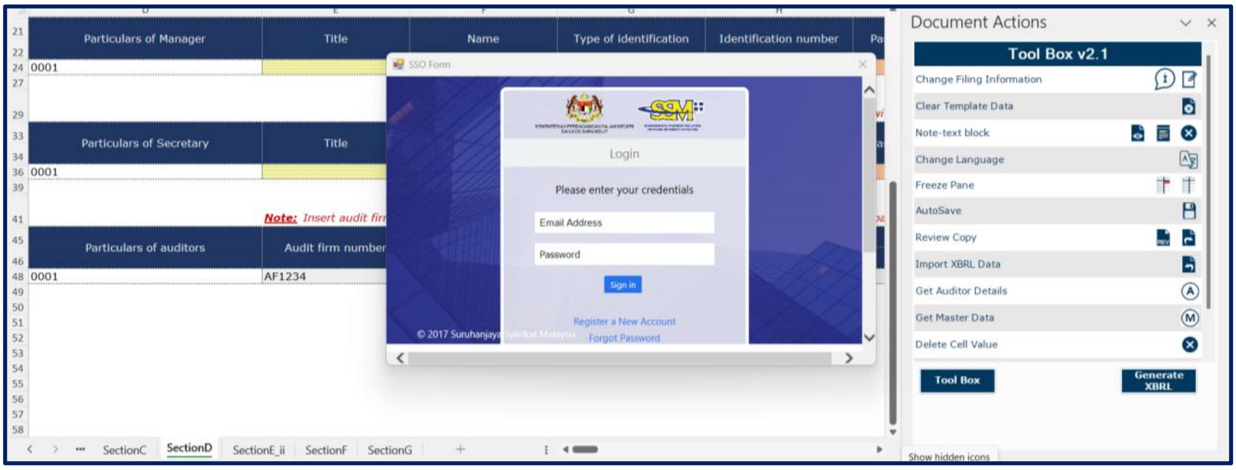


Figure 82

5. On successful login, a window will pop-up and display with auditor details as shown in Figure 83.

6. User will select the appropriate auditor's details and click **OK**.

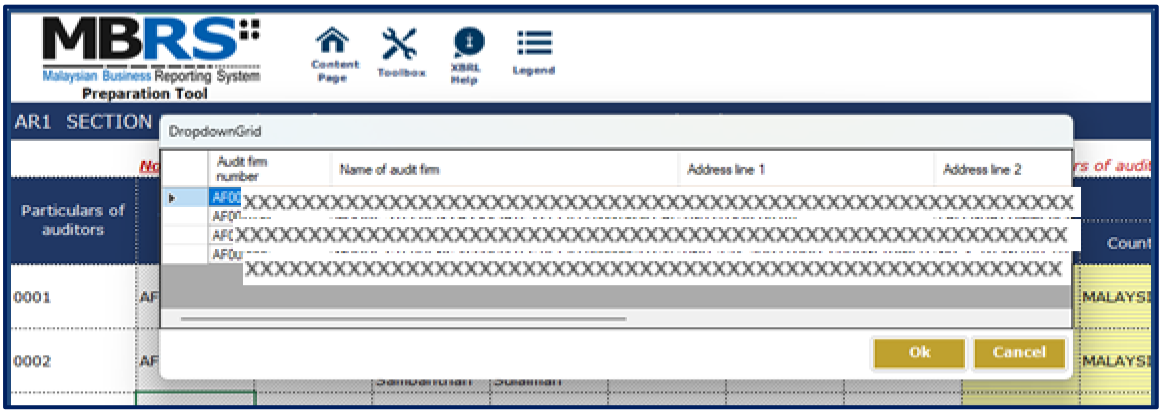


Figure 83

7. The auditors' details will be populated in the "Particulars of auditors" table. (Figure 84)

Figure 84

There is validation on Audit firm number, If the Audit firm number is more than 1800, then Audit firm number must be 8 digits. Example:

The number should start with 'AF', then '00' and then followed by the number like "AF002096".

9.12. Get Master Data

The "Get Master Data" button has been added to the toolbox (Figure 85). Clicking it allows users to fetch the latest master data from the mPortal, which will then be available for selection in the mTool.

When the user clicks the "Get Master Data" button in the toolbox, the latest master data from the mPortal will be fetched, and the user will receive a prompt message as shown in Figure 86.

Figure 85

Note: To fetch the latest Master data using 'Get Master Data' we need to ensure the internet connectivity to the system

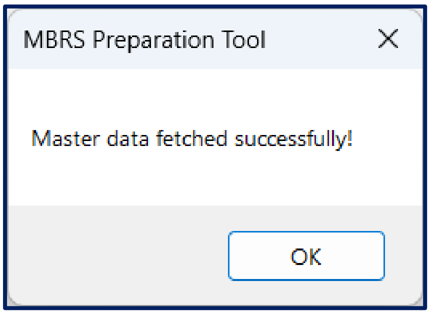


Figure 86

9.13. Delete cell value

1. Select fields in which values have been added. (Figure 87)

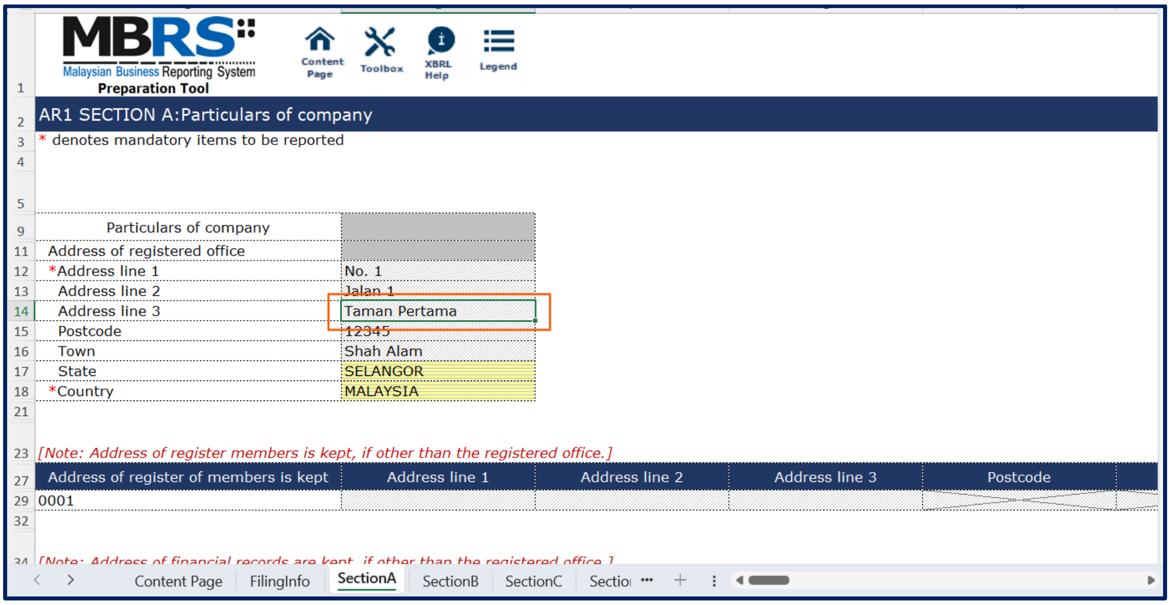


Figure 87

2. Click Delete cell value on the Toolbox as shown in Figure 88.

Figure 88

9.14. Tool Updates

1. To check for latest Tool version available, click **Tool Updates** on the Toolbox as shown in Figure 89.

Figure 89

2. Once clicked on the Tool Updates button a pop-up box will be displayed providing you details of the latest version number that is available for installing or if you are already using the latest version of mTool as shown in Figure 90.

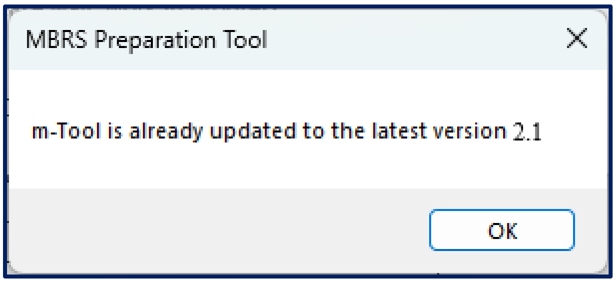


Figure 90

6.3.3 Proxy Settings

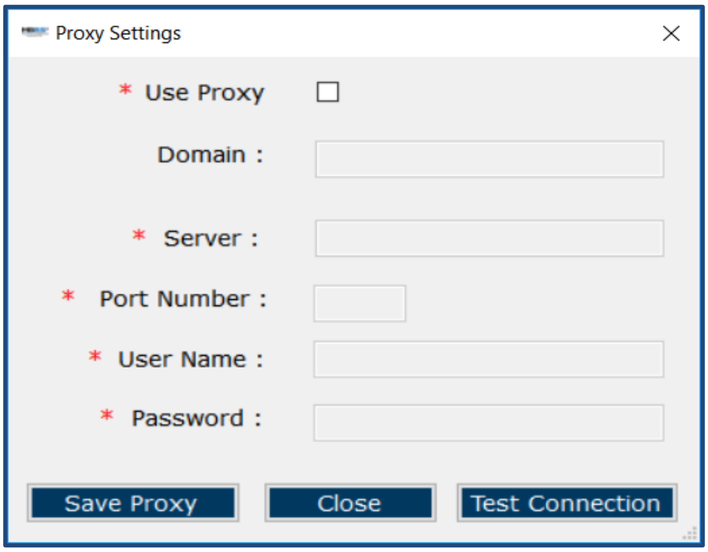


Figure 91

The Proxy Settings form has to be filled with relevant details for machines whose Internet Access is restricted through a Proxy server. You can get this information and the Proxy credentials necessary from your in-house IT team.

The description of fields for proxy settings window is mentioned below Table 5.

Table 5

Fields	Description
Use Proxy	Check the flag if your internet connection is restricted via a proxy and the Proxy Settings need to be filled
Domain	Enter the domain name of your proxy if there is one assigned.
Server	Enter the IP Address/URL of the Proxy server. This is a mandatory field
Port Number	Enter the port number of the Proxy server. This is a mandatory field
Username	Enter the Username of the Proxy Credentials assigned to your user
Password	Enter the Password of the Proxy Credentials assigned to your user

1. To check for proxy setting click on **Configure proxy setting** on the Toolbox as shown in Figure 92.

Figure 92

2. The proxy settings pop box appears where necessary details are required to be filled by the user as shown in Figure 93.

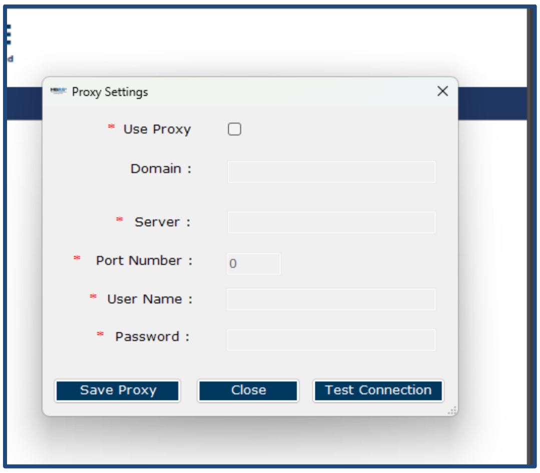


Figure 93

3. User needs to click on **Save Proxy** button for mTool to store the information which can be used the next time user opens the template or the mTool.
4. User can also test the connection for the proxy information by clicking on the **Test Connection** option.

You can find the Tool Updates and Proxy settings button on the launcher page as well as shown in the below Figure 94.

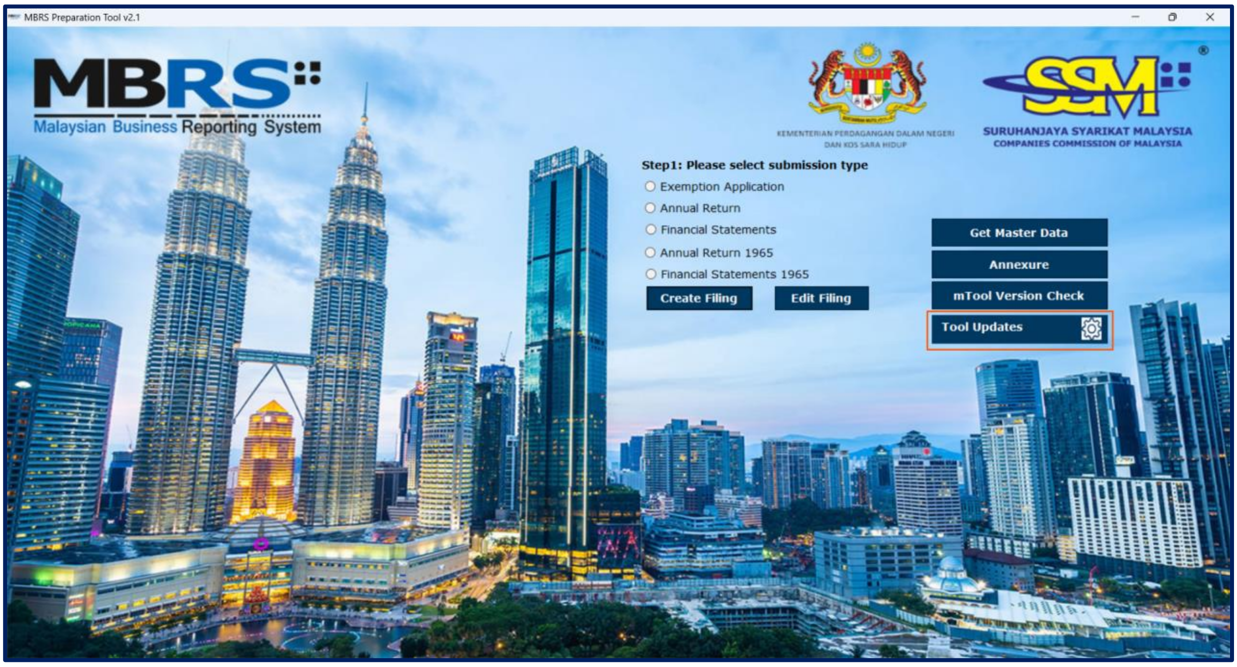


Figure 94

9.15. Typed Domain

This is new functionality that has been introduced in Annual Returns, the 'Type Domain > Add' button is to allow the user to add the required number of new rows to capture the data regarding the Particulars of Members/Directors or Subclassification of Members.

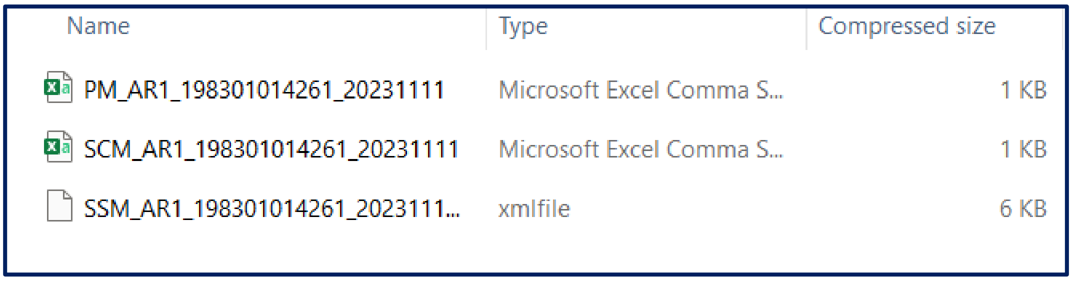
For example, In AR1 > Section E(i) > Particulars of Members, the user can add the multiples rows using this function. Click on Typed Domain on the Toolbox as shown in Figure 95.

Figure 95

User can add multiple typed domains as per requirement and fill data accordingly. Please refer to section 6.3.

9 Generate CSV files for AR1, AR2 and AR3

While Generating the XBRL file for AR1, AR2 and AR3 the CSV files are also generated along with XML file. The generated ZIP folder contains 1 XML file and 2 CSV files as shown in Figure 96.



Name	Type	Compressed size
PM_AR1_198301014261_20231111	Microsoft Excel Comma S...	1 KB
SCM_AR1_198301014261_20231111	Microsoft Excel Comma S...	1 KB
SSM_AR1_198301014261_2023111...	xmlfile	6 KB

Figure 96

These CSV files are generated for the large number of data captured in 'Particulars of Members' and 'Sub-Classification of Member' for AR1 and AR2 as well as 'Shareholder or member count' and 'Sub-Classification of shareholder or member' for AR3. Hence, the data for above mentioned tables are captured and displayed under the CSV instead of XML file.

The Naming Convention of generated CSV are as follows in Table 6:

Table 6

Return Name	Data captured under CSV	Naming Convention of generated CSV
AR1	Particulars of Member (Sec E(i) OR Sec E(ii))	PM_AR1_*<New Reg No.>_<AGM Date>*
	Sub-Classification of member (Sec E(i) OR Sec E(ii))	SCM_AR1_*<New Reg No.>_<AGM Date>*
AR2	Particulars of Member (Sec E(i) OR Sec E(ii))	PM_AR2_*<New Reg No.>_<AGM Date>*
	Sub-Classification of member (Sec E(i) OR Sec E(ii))	SCM_AR1_*<New Reg No.>_<AGM Date>*
AR3	Shareholder or member count (Sec D)	SMC_AR3_<New Reg No.>_<*AGM* Date>

Return Name	**Data captured under CSV**	**Naming Convention of generated CSV**
	Sub-Classification of shareholder or member (Sec D)	SCSM_AR3_<New Reg No.>_<*AGM* Date>