

Instructions No (11) for 2009

Pursuant to section (12) article (11) of securities law number 74 for 2004, and in order to facilitate the brokers' disclosure requirements, the ISC issued the following instructions:-

Instructions No (11): submitting the financial statements electronically

- 1- The financial statements shall be filed electronically according to enclosed attached form.**
- 2- The company shall send the financial statements (signed and sealed) by chief executive and the accountant of company to the e-mail address of the enforcement and inspections, division in a form of PDF or JPG.**
- 3- The filed financial statements shall not be considered receipted by ISC unless a confirmation letter to the company assuring the receipt.**
- 4- The company shall hold a special file to maintain its statements electronically and update it (add to it) periodically and continuously.**
- 5- The company shall provide the ISC with its e-mail which it will use for correspondences with ISC and secure it with a private confidential known password with the authorized persons who send the statements.**
- 6- The company shall be responsible for using these statements by the authorized person.**
- 7- The company shall specify the persons who have the password.**
- 8- The company shall be responsible for bad use of its e-mail by unauthorized persons.**
- 9- The electronically statements that have send to ISC shall be considered as formal documents and submission to inspect and monitor as well as edit the inspective decisions on these.**
- 10- The inspection and enforcement office shall specify the names of authorized persons who receive the financial statements and it will be responsible for the misuse by unauthorized employees.**