



ELECTRONIC LISTING GUIDE

Introduction:

The electronic listing platform is developed to improve and facilitate the process of listing new companies and managing requests for corporate actions. Therefore, applicants do not have to visit Muscat stock exchange or Muscat clearing and depository CO. headquarters; instead, they can easily submit their applications through simple steps on MSX website.

The Electronic Listing Platform was created and designed to simplify the listing of Closed Companies and to facilitate the following services:

Listing new company

Change the company name and company code

Capital (Increase/ Decrease)

De-listing company

Calling the unpaid capital

Merger company

Transforming companies from public company to closed company

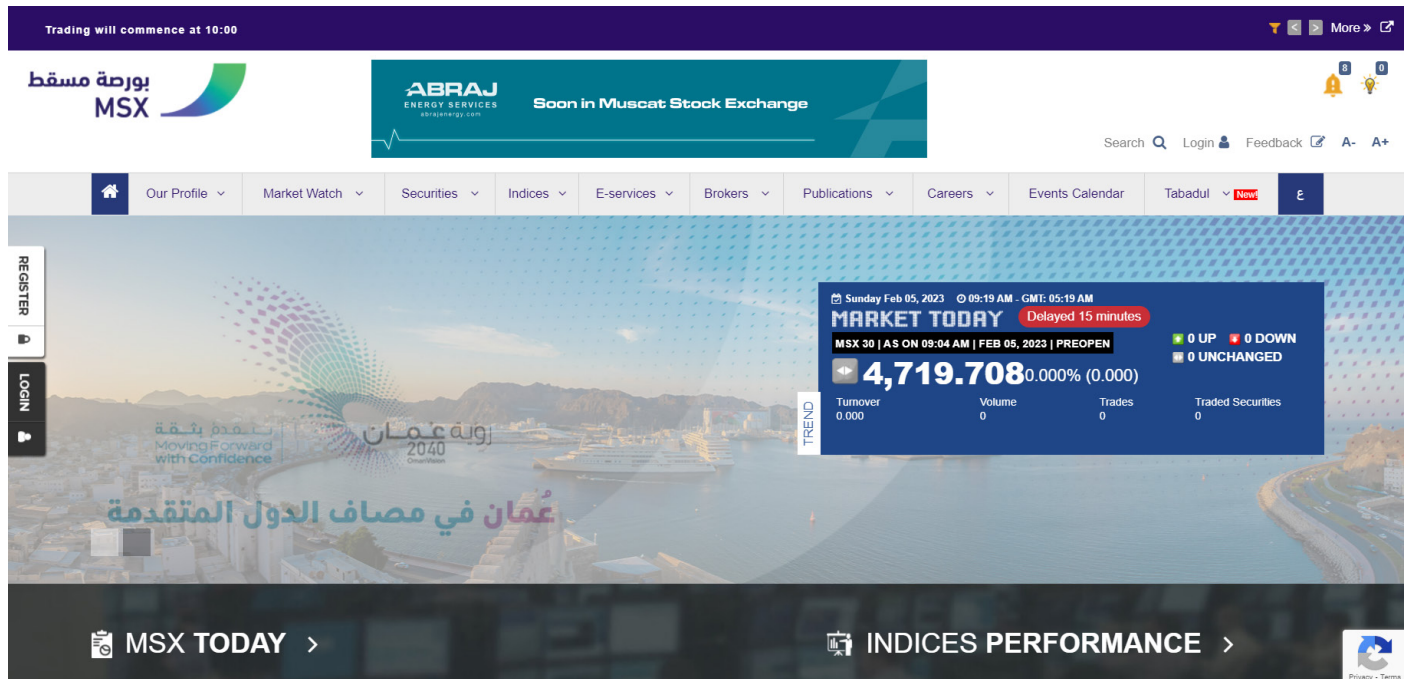
Stock split

Transforming company from closed company to LLC company

Uploading Financial reports (SAOC)

Submission Process

Applicants should use Muscat stock exchange website www.msx.om or the link provided in Muscat clearing and depository. in order to reach Electronic Listing services.



www.msx.om

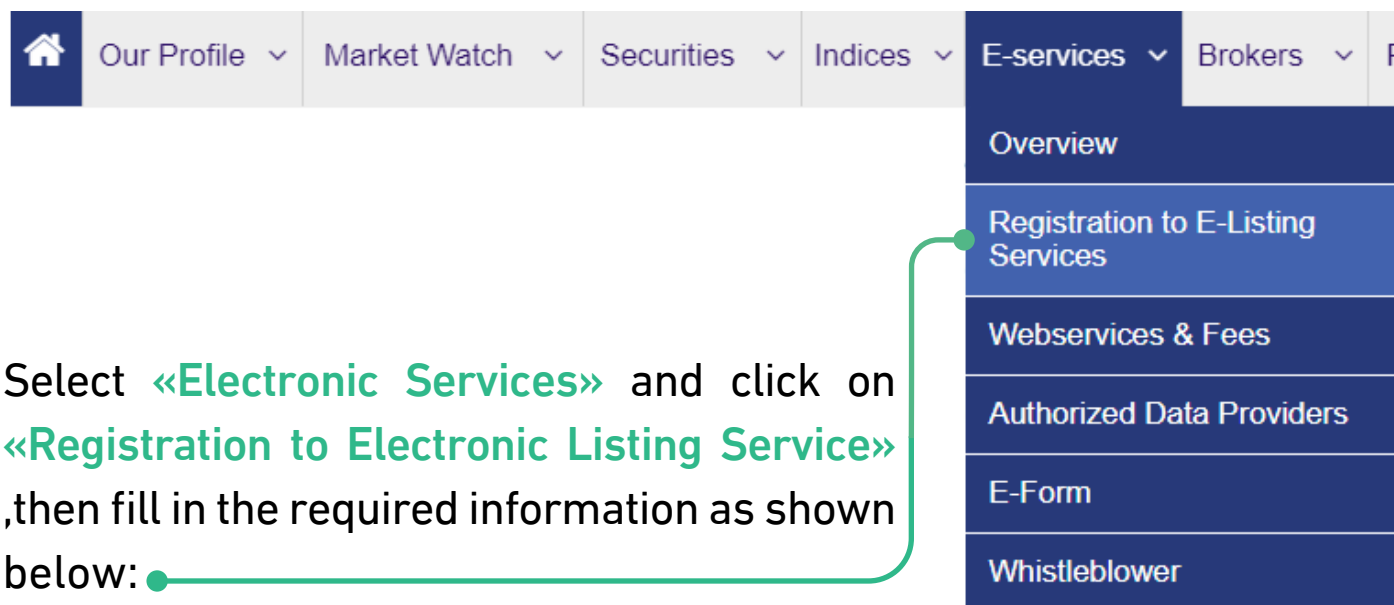


www.mcd.gov.om

Application Steps:

1 Creating a user name and password:

Select «**Electronic Services**» and click on «**Registration to Electronic Listing Service**», then fill in the required information as shown below:



The screenshot shows a navigation menu with the following items: Our Profile, Market Watch, Securities, Indices, E-services, Brokers, and F. The 'E-services' menu is expanded, showing a list of options: Overview, Registration to E-Listing Services (highlighted with a green dot and a line pointing to the instruction), Webservices & Fees, Authorized Data Providers, E-Form, and Whistleblower.

Service

List of requirement services

Company English Name

Provide the company name in English

Company Arabic Name

Provide the company name in Arabic

Email

E-mail of the applicant company “**The registered email will be relied upon to supplement the application process**”

Applicant's name

Name of the person to be contacted, whether a company or its legal representative

Mobile number

The applicant's mobile phone number

Tel

Applicant's telephone number

Commercial Reg. Id

Company's Commercial Registration

Listing new Company

Company Details

Company Name (Ar) *	شركة مسقط	اسم الشركة بالعربية *
Company Name (En) *	Muscat company	اسم الشركة بالإنجليزية *
Phone Number *	9999999	رقم الهاتف *
Mobile Number *	9999999	رقم النقال *
E-mail *	Admin@Muscat.com	البريد الإلكتروني *
Fax	123	الفاكس
P.O.Box *	001	صندوق البريد *
Postal Code *	12345	الرمز البريدي *
Applicant's Name *	Manal	اسم مقدم الطلب *
TOTAL OMANI Employees *	10	مجموع الموظفين العمانيين *
TOTAL NON OMANI Employees *	5	مجموع الموظفين غير العمانيين *
New investor number *	123456789	رقم مستثمر جديد *

Please [click here](#) to open new shareholder account.

الرجاء الضغط هنا لفتح رقم مساهم جديد

2 The Applicant will receive a confirmation message after filling in the necessary information for registration:

Listing new Company

Thank You!, your information has been submitted successfully.

Company Details

3 The applicant will receive the username and password through the registered email, in order to be able to access their own page and use the e-listing service platform.

Note: This is a one-time process that aims to create username and password. Companies' applicants must use their credentials to access their webpage profile and use the electronic listing service.



SUBMITTING THE APPLICATION

Submitting the application:

1

REGISTER



The user must submit the application by logging into the MSX website with the given name and password through the Login tab:

Login

Please note the Market Data is delayed by 15 minutes.
Access Real Time Role

User ID

Mandatory Field

Password

Mandatory Field

Forgot Password

Login

2

Click on «**My Account**» to begin the application process, alternatively, click on E-Services then select «**E-Listing Services**» as shown below:

Our Profile	Market Watch	Securities	Indices	E-services	Brokers
				Listing Requirements Status	Overview
				Listing new Company	E-Listing Services
				Capital Increase/ Decrease	Registration to E-Listing Services
				Calling the Un-paid Capital	Webservices & Fees
				Transforming from public to closed company	Authorized Data Providers
				Transforming from closed to Limited liability company	E-Form
				Change company name / code	Whistleblower
				De-listing Company	
				Merger Company	
				Stock Split	
				Financial Reports	

3 The «My Account» option provides all the services available electronically as it is shown below:

The screenshot shows a user interface with a 'My Account' dropdown menu. The menu items are: Profile, Listing Requirements Status, Listing new Company, Capital Increase/Decrease, Calling the Un-paid Capital, Transforming from public to closed company, Transforming from closed to Limited liability company, Change company name / code, De-listing Company, Merger Company, Stock Split, Financial Reports, and Logout. Callouts point to specific items: 'Applicant user profile' points to 'Profile'; 'Follow the status of the request' points to 'Listing Requirements Status'; 'List of services' points to the entire menu; 'Exit after process completion' points to 'Logout'.

Welcome MANAL01 - manal hinai test

My Account ▾

Profile

Listing Requirements Status

Listing new Company

Capital Increase/Decrease

Calling the Un-paid Capital

Transforming from public to closed company

Transforming from closed to Limited liability company

Change company name / code

De-listing Company

Merger Company

Stock Split

Financial Reports

Logout

Applicant user profile

Follow the status of the request

List of services

Exit after process completion

4 The applicant must select the service from the drop-down list, fill in the necessary information and attach the required documents.

5 The application will be submitted to the Operations Departments at Muscat Stock Exchange and Muscat Clearing & Depository Company to ensure the completion of all submitted documents.

6 Following the approval of the application, the Finance Departments of MSX, MCD & CMA shall proceed to collect the service fees incurred by the applicant company and any other unpaid fees.

- 7 After the fees payment, Operations Department at Muscat Clearing Company will send the initial list to the applicant company to confirm the validity of the inputs with their stamp and signature. This action applies for new listing or capital adjustment services only.
- 8 The applicant company will submit the signed & sealed initial list after the confirmation in order to proceed to the final process.
- 9 The procedure shall be confirmed by issuing the administrative decision from Muscat Stock exchange and the confirmation letter with the final shareholders list from Muscat Clearing and Depository Company.
- 10 The archiving department of both parties will save the company's documents in the archiving system.

For example “New listing”:

Registration to Electronic Listing Service

Electronic listing service is aimed to improve and facilitate the process of submitting the required documents for closed companies (SAOC) and manage their request for any corporate actions

New Registration

Service	Listing new Company	الخدمة *
Company English Name *	Muscat Company	اسم الشركة بالإنجليزية *
Company Arabic Name *	شركة مسقط	اسم الشركة بالعربي *
Email *	Admin@muscat.om	البريد الإلكتروني *
Applicant's Name *	Manal	اسم مقدم الطلب *
Mobile Number *	0096800000	رقم الهاتف النقال *
Tel. *	0096800000	رقم الهاتف *
Commercial Reg Id *	1234567	المسجل التجاري *

Send

For more details, please click [Here](#)

Privacy

11

After the verification of all requested information and documents, the applicant should click «[Submit](#)».

12

Listing new Company

Thank You!, your information has been submitted successfully.

Company Details

The following message appears after confirming receipt of the request

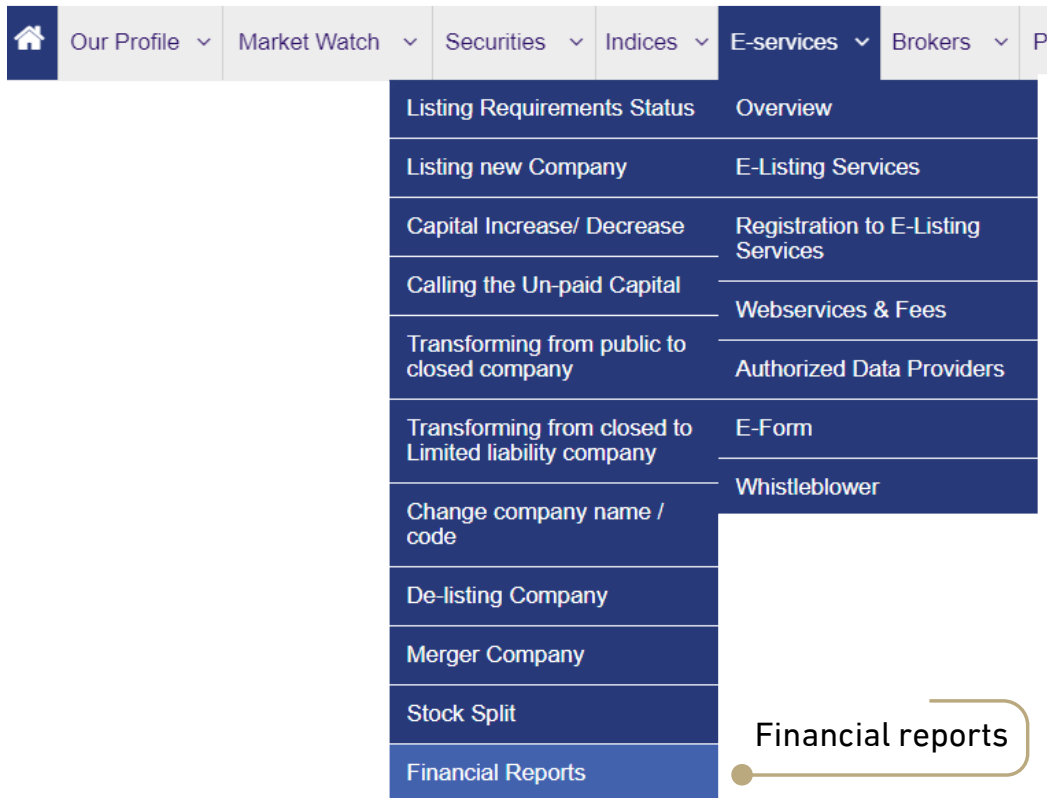


**UPLOAD THE FINANCIAL
STATEMENTS**

Example of Uploading financial reports:

1

Choose electronic service



2

Click on the “Upload Report” button

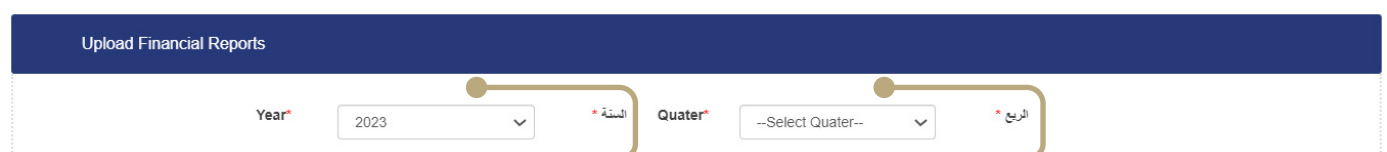
Financial Reports



3

Choose the quarter and the year of the financial report

Financial Reports



Requested Documents

Official Request Letter *	<input type="button" value="Choose File"/> Official Request Letter.pdf	رسالة طلب رسمية *
Administrative decision issued the Ministry of Commerce and Industry *	<input type="button" value="Choose File"/> Administrative decision.pdf	القرار الإداري بترخيص إنشاء الشركة * المصدر من وزارة التجارة والصناعة
Attested copy of the company's memorandum *	<input type="button" value="Choose File"/> companys memorandum.pdf	نسخة من عقد تأسيس الشركة - معتمد *
Copy of company's article of association *	<input type="button" value="Choose File"/> company article of association.pdf	النظام الأساسي للشركة *
Certificate of commercial registration and attachments thereto *	<input type="button" value="Choose File"/> commercial registration.pdf	شهادة السجل التجاري وملحقاتها *
An attested copy of minutes of the constitutive general meeting *	<input type="button" value="Choose File"/> copy of minutes.pdf	نسخة معتمدة من محضر اجتماع الجمعية العامة التأسيسية *
Last Company's AGM *	<input type="button" value="Choose File"/> AGM.pdf	محضر آخر اجتماع الجمعية *
Copy of ID Card of authorized signatories *	<input type="button" value="Choose File"/> ID Cards.pdf	صورة من هوية المفوضين بالتوقيع في السجل التجاري *
Others	<input type="button" value="Choose File"/> No file chosen	أخرى
List of shareholders *	<input type="button" value="Choose File"/> List of shareholders.xlsx	قائمة بمساهمي الشركة *

Please [click here](#) to download shareholder list template file. الرجاء الضغط هنا لتحميل نموذج قائمة مساهمي الشركة

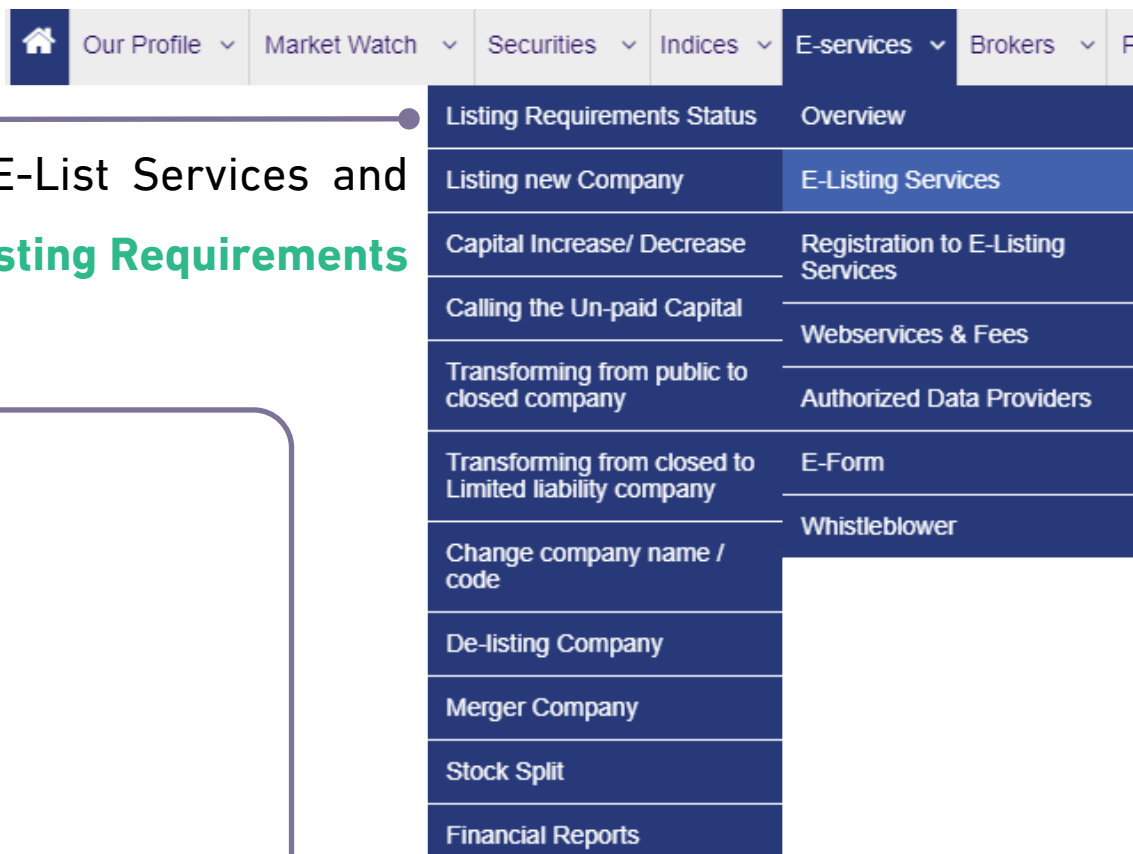
Please upload files only with extension .jpg,.jpeg,.png,.bmp,.PDF and size less than 4MB
 الرجاء حجم أقل من 4 MB .jpg,.jpeg,.png,.bmp,.PDF ورفع الملفات باللاحقة
 الرجاء رفع الملفات بصيغة .jpg,.jpeg,.png,.bmp,.PDF

- The address must be in Arabic and English
- All reports must be submitted in both Arabic and English
- All fields marked with (*) are mandatory
- After the verification of all requested information and documents, the applicant should click **“submit”**

To make any amendments to the application, whether amending previously submitted documents or adding new documents, please follow the following steps:

1


Go to the E-List Services and click on “**Listing Requirements status**”



2

Click on the editing button in the Action field to view and adjust the request:

 Listing Requirements Status

ID	Applicant Name	Creation Date	Modification Date	Form Name	Form Status	Action
						

Follow the same steps to view the final shareholders list and the Administrative Decision after receiving a confirmation E-mail stating that “**The request has been finalized**”