

CMA's XBRL Based Electronic Filing Platform

IIFSAH

Instruction Manual for General Assembly Domain

Version 2.0



Contents

1. Accessing the IFSAH Portal & General Assembly Domain	3
2. Annual General Assembly - Listed Company	8
3. Annual General Assembly - Unlisted Licensed Company	13
4. Annual general assembly unlisted licensed - Minutes of Meeting	15
5. Ordinary General Assembly - Listed Entities	17
6. Ordinary General Assembly - Unlisted Licensed Company.....	19
7. Ordinary general assembly unlisted licensed - Minutes of Meeting	21
8. Extraordinary general assembly form – Listed Companies	23
9. Extra Ordinary General Assembly – Unlisted Licensed	29
10. Request for correction & Update functionality.....	35

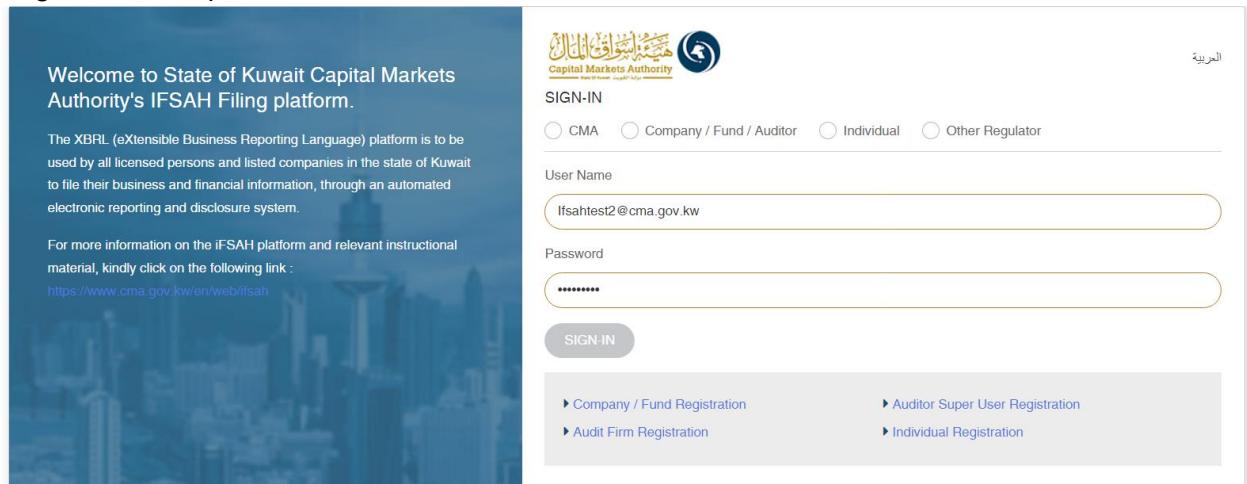
1. Accessing the IFSAH Portal & General Assembly Domain

The Company Admin, Company Super Users (CSUs) and Company Users (CUs) can access the IFSAH portal through any browser, as long as they are connected to the internet. CSUs can then login into the IFSAH portal through the following link <https://ifsah.cma.gov.kw>.

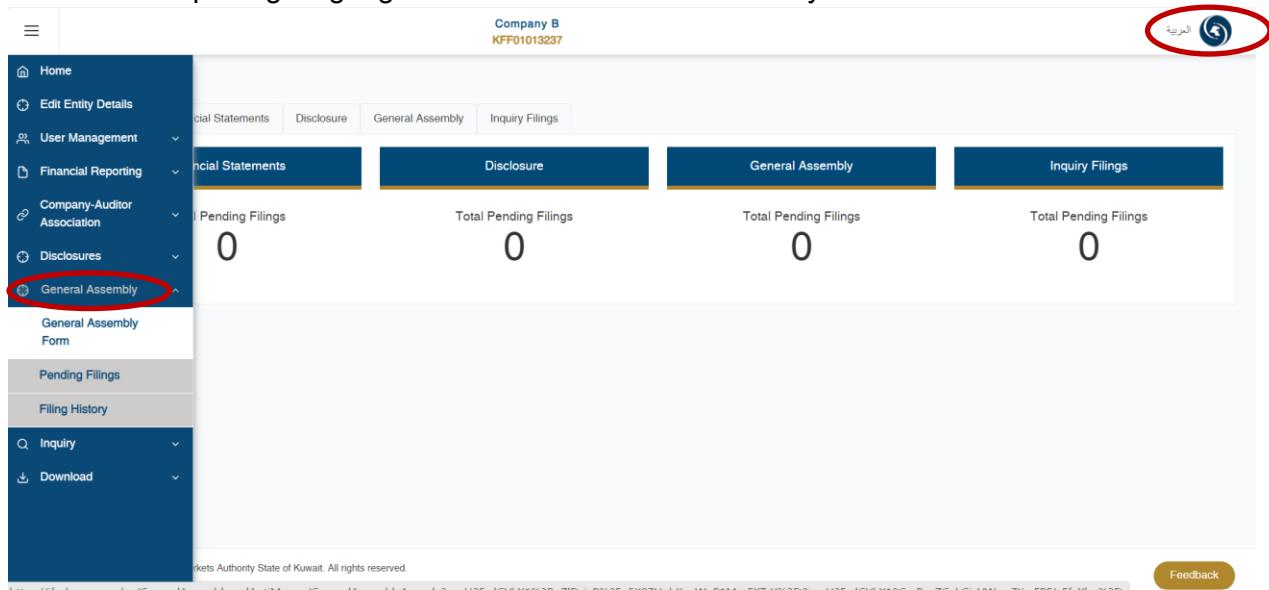
Once the Filers are logged into the IFSAH portal with valid credentials, they will choose the reporting language & select the disclosure menu

From the menu, choose "General assembly Forms." There, you will find three sub-menus.

a. Login to iFSAH portal with valid credentials



b. Choose the reporting language & Select the General assembly menu



Once logged into the system, select your preferred language. From the menu, choose "General Assembly." There, you will find three sub-menus:

General Assembly Form – To create new general assembly forms.

Pending filing – To view filings pending CMA approval.

Filing History – To view filings that have been reviewed by CMA.

c. Submit the General assembly Form.

Clicking on the General Assembly Form initially displays the company's basic details. Below this, you can select the type of general assembly meeting to submit. The form name will appear based on your selection, and the corresponding template will be displayed.

General assembly

Company details		Csu details	
Entity name	Company B	Csu name	Name of company admin family name
Sector	Financial Sector	Phone number	965-77777777777777
Licensing status	Licensed	Email	lfsahtest2@cma.gov.kw
Listing status	Unlisted	Job position	Job position
Nature of company	Islamic		
Submission date	24/08/2024		

General assembly type *

Annual general assembly

Form name *

Requirements for general assembly

General Assembly Type

General assembly type *

Annual general assembly

Form name *

Annual general assembly

Form Name

General assembly type *

Annual general assembly

Form name *

Requirements for general assembly

d. General assembly form template

Based on the type of entity (banks or companies), listing status, licensing status, and whether they are conventional or Islamic, depending on the type of general assembly meeting and the form which they are going to submit the template and the information to be filled would differs.

e. Verify and ensure accuracy of inputs and populated data.

Verify the entered data and the data retrieved to the GA forms by linking it to the disclosure and financial statements based on the prerequisites. Information that already exists in other domains, such as disclosure (Eform 10,11), financial statements, and registration for listed companies, retrieved into these forms.

For licensed companies, requirements for holding general assembly will retrieve the financial statements submitted in FS domain and items of agenda submitted in eform fourteen along with other fields.

f. Save the Filing and reset functionality.

- Filer can save the filing at any point, which will be marked as "in-progress. To make further edits, select the saved filing and use the edit option.

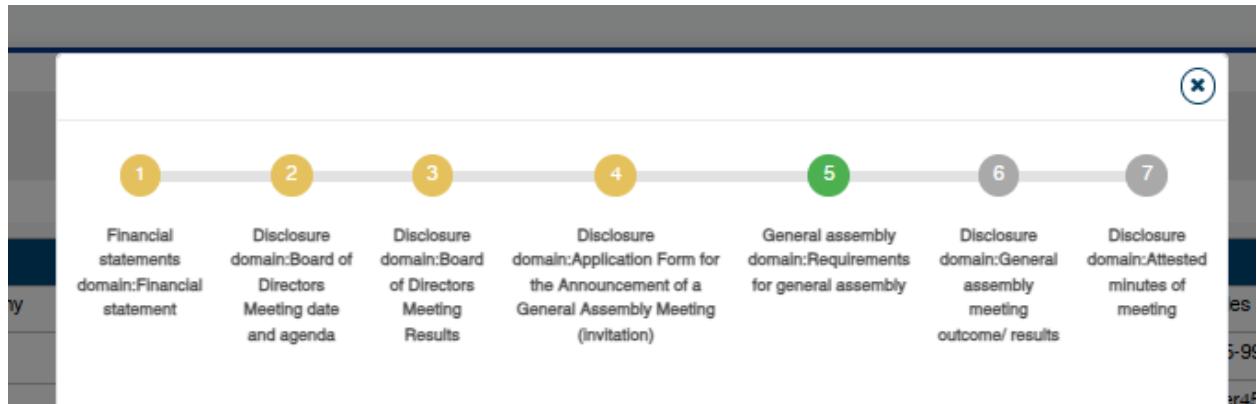
Place of holding the general assembly *	<input type="text" value="Enter"/>								
Other attachments	<table border="1"> <thead> <tr> <th>Sr.no</th> <th>Document name</th> <th>Attachment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <input type="text" value="Enter"/> </td> <td> <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> </td> </tr> </tbody> </table>			Sr.no	Document name	Attachment	1	<input type="text" value="Enter"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
Sr.no	Document name	Attachment							
1	<input type="text" value="Enter"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>							
Comment	<input type="text" value="Enter"/>								
<input type="button" value="Submit"/> <input style="background-color: #999; border: 2px solid #999; border-radius: 50%; padding: 5px; margin-right: 5px;" type="button" value="Save"/> <input type="button" value="Reset"/>									

Use the reset button to clear all fields in the form if necessary.

g. Filing workflow

A horizontal, seven-step progress indicator showing past, current, and upcoming forms in the filing workflow. Each step is represented by a numbered circle with a label beneath (Legend: Yellow = Previous form(s), Green = Current form, Gray = Next form(s)):

1. Financial statements Domain: Financial statement
2. Disclosure domain: Board of Directors Meeting date and agenda
3. Disclosure domain: Board of Directors Meeting Results
4. Disclosure domain: Application Form for the Announcement of a General Assembly Meeting (Invitation)
5. General assembly domain: Requirements for general assembly
6. Disclosure domain: General assembly meeting outcome/results
7. Disclosure domain: Attested minutes of meeting



Pending Filing

To edit a pending filing, click on the "Action" button next to the respective filing.

Pending filing

From date	To date	General assembly type	Report name							
<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	<input type="text"/> All	<input type="text"/> All							
Filing status	Assigned to	Submission status								
<input type="text"/> All	<input type="text"/> All	<input type="text"/> All								
<input type="button"/> Search	<input type="button"/> Reset									
Sr. no	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Assigned to	Action
1	<input type="text"/> All items	<input type="text"/> All items	<input type="text"/> Search	<input type="text"/> All items	<input type="text"/> All items	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> 24/08/2024 13:47:27	<input type="text"/> —	<input style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; color: red; font-weight: bold; font-size: 10px; margin-left: 5px;" type="button"/> Action

Editing the filing

General assembly

Company details	
Entity name	Company B
Sector	Financial Sector
Licensing status	Licensed
Listing status	Unlisted
Nature of company	Islamic
Submission date	24/08/2024
Current status	In Progress

Csu details	
Csu name	Name of company admin family name
Phone number	965-77777777777777
Email	Itsahes2@cma.gov.kw
Job position	Job position

General assembly type *

Form name *

[Edit](#)

2. Annual General Assembly - Listed Company



Annual GA Listed - Requirement of Holding of general assembly.

General guidelines

- Prior to the submission of requirement for general assembly, an announcement must be made using eForm 11 in disclosure domain, which serves as the necessary preliminary step.
- There may be variations in the required fields in the form based on the type of entity (e.g., banks, companies, Islamic, or conventional).
- Use the Reference ID from the prerequisite filing when filling out the form.
- Meeting minutes must be submitted in the Disclosure domain using eForm 11.
- Corrections can be requested while the filing is pending acknowledgement from the Capital Market Authority (CMA).
- Once filing is submitted and acknowledged, updates to the form can be made.

Section 1 & 2:

Company Details & Meeting Selection

- Company and filer details will be retrieved from the registration domain.
- Select "annual general assembly" as the meeting type.
- Choose "requirement of general assembly" as the form name.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic. عرض نموذج الاقتراح باللغة الإنجليزية هو لغة إرشاد فقط المرجاه استكمال وتقديم نموذج الاقتراح باللغة العربية																																					
<table border="1"> <thead> <tr> <th colspan="2">General assembly</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th colspan="2">Company details</th> </tr> </thead> <tbody> <tr> <td>Entity name</td> <td>Company A</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> </tr> <tr> <td>Stock number</td> <td>123123123</td> </tr> <tr> <td>Submission date</td> <td>24/08/2024</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2"> <table border="1"> <thead> <tr> <th colspan="2">Csu details</th> </tr> </thead> <tbody> <tr> <td>Csu name</td> <td>الاسم (الاسم)</td> </tr> <tr> <td>Phone number</td> <td>965-7777777777777</td> </tr> <tr> <td>Email</td> <td>abdalahamad@live.com</td> </tr> <tr> <td>Job position</td> <td>الوظيفة</td> </tr> </tbody> </table> </td> </tr> <tr> <td>General assembly type *</td> <td>Annual general assembly</td> </tr> <tr> <td>Form name *</td> <td>Requirements for general assembly</td> </tr> </tbody> </table>		General assembly		<table border="1"> <thead> <tr> <th colspan="2">Company details</th> </tr> </thead> <tbody> <tr> <td>Entity name</td> <td>Company A</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> </tr> <tr> <td>Stock number</td> <td>123123123</td> </tr> <tr> <td>Submission date</td> <td>24/08/2024</td> </tr> </tbody> </table>		Company details		Entity name	Company A	Sector	Financial Sector	Licensing status	Licensed	Listing status	Listed	Nature of company	Islamic	Stock number	123123123	Submission date	24/08/2024	<table border="1"> <thead> <tr> <th colspan="2">Csu details</th> </tr> </thead> <tbody> <tr> <td>Csu name</td> <td>الاسم (الاسم)</td> </tr> <tr> <td>Phone number</td> <td>965-7777777777777</td> </tr> <tr> <td>Email</td> <td>abdalahamad@live.com</td> </tr> <tr> <td>Job position</td> <td>الوظيفة</td> </tr> </tbody> </table>		Csu details		Csu name	الاسم (الاسم)	Phone number	965-7777777777777	Email	abdalahamad@live.com	Job position	الوظيفة	General assembly type *	Annual general assembly	Form name *	Requirements for general assembly
General assembly																																					
<table border="1"> <thead> <tr> <th colspan="2">Company details</th> </tr> </thead> <tbody> <tr> <td>Entity name</td> <td>Company A</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> </tr> <tr> <td>Stock number</td> <td>123123123</td> </tr> <tr> <td>Submission date</td> <td>24/08/2024</td> </tr> </tbody> </table>		Company details		Entity name	Company A	Sector	Financial Sector	Licensing status	Licensed	Listing status	Listed	Nature of company	Islamic	Stock number	123123123	Submission date	24/08/2024																				
Company details																																					
Entity name	Company A																																				
Sector	Financial Sector																																				
Licensing status	Licensed																																				
Listing status	Listed																																				
Nature of company	Islamic																																				
Stock number	123123123																																				
Submission date	24/08/2024																																				
<table border="1"> <thead> <tr> <th colspan="2">Csu details</th> </tr> </thead> <tbody> <tr> <td>Csu name</td> <td>الاسم (الاسم)</td> </tr> <tr> <td>Phone number</td> <td>965-7777777777777</td> </tr> <tr> <td>Email</td> <td>abdalahamad@live.com</td> </tr> <tr> <td>Job position</td> <td>الوظيفة</td> </tr> </tbody> </table>		Csu details		Csu name	الاسم (الاسم)	Phone number	965-7777777777777	Email	abdalahamad@live.com	Job position	الوظيفة																										
Csu details																																					
Csu name	الاسم (الاسم)																																				
Phone number	965-7777777777777																																				
Email	abdalahamad@live.com																																				
Job position	الوظيفة																																				
General assembly type *	Annual general assembly																																				
Form name *	Requirements for general assembly																																				

Section 3: Template

- Select the Reference filing ID from the previously submitted filing (Eform 11) in disclosure domain.
- The reference ID will be available in the dropdown once the Eform 11 (Application for Announcement of General Assembly) filing is approved by Boursa for the disclosure reference ID.
-
-
- The fields will be retrieved from the Disclosure domain's Eform 11 General Assembly Disclosure, with in eform 11 from subject: from the Application for Announcement of the General Assembly. These fields will be non-editable and include:
 - Date of the General Assembly
 - Agenda Items
 - Date of Disclosure of Financial Statements
 - Audited Financial Statements (retrieved from FS domain ID that is linked to Eform 11)
 - Sharia Auditor Report (for Islamic companies only) (retrieved from FS domain ID that is linked to Eform 11)
 - Date of the Right to Attend the General Assembly
 - Methods of Participation in the Assembly
 - Location of the General Assembly
 - Postponed Date of the Assembly (in case of lack of quorum)
- Complete all mandatory attachments and fields.
- The "Submit" button will be enabled after all mandatory details are filled in.

Template

Related reference id of application form for the announcement of a general assembly meeting *

Notification from the ministry of commerce and industry for the assembly date *

Date of the general assembly *

Minutes of the board of directors meeting on the agenda of the general assembly *

Items of the agenda *

Sr.no	Agenda
1	item 1
2	item 2
3	item 3

Board of director report *

Corporate governance report *

Audit committee report *

Date of disclosure of financial statements *

Audited financial statements *

1. Financial statement english
2. Financial statement arabic

Election of members of board of directors

Penalties reports *

Sharia compliance report *

Sharia auditor report *

Related parties transactions report

Date of the right to attend the general assembly *

Methods of participating in the assembly *

Place of holding the general assembly *

The postponed date of the assembly in the event of lack of quorum *

Other attachments

Sr.no	Document name	Attachment
1	Enter	Choose File No file chosen

Comment

Submit **Save** **Reset**

Post-Submission:

- Request for correction is available if the filing is pending at CMA mentioned in section 10

Home

Request for Correction (circled)

General assembly

Company details	
Entity name	Company A
Sector	Financial Sector
Licensing status	Licensed
Listing status	Listed
Nature of company	Islamic
Stock number	123123123
Submission date	25/08/2024
Current status	Submitted

Csu details	
Csu name	العنوان
Phone number	965-777777777777
Email	abdallahahamad@live.com
Job position	الوظيفة

General assembly type *: Annual general assembly

Form name *: Requirements for general assembly

Template

Related reference id of application form for the announcement of a general assembly meeting *: C_122

Notification from the ministry of commerce and industry for the assembly date *: Test

The filer should add in the comment box the reasons for requesting for correction.

Home

Request for Correction

Confirmation

Comment:

Yes No

General assembly	
Company details	
Entity name	Company A
Sector	Financial Sector
Licensing status	Licensed
Listing status	Listed
Nature of company	Islamic
Stock number	123123123
Submission date	25/08/2024
Current status	Submitted

Csu details	
Csu name	العنوان
Phone number	965-777777777777
Email	abdallahahamad@live.com
Job position	الوظيفة

Post approval from CMA, the form will be editable to filers.

- Update functionality is available after CMA acknowledgment mentioned in section 10

Filing history

From date	To date	General assembly type	Report name						
dd/mm/yyyy	dd/mm/yyyy	All	All						
Filing status	Submission status								
All	All								
<input type="button" value="Search"/> <input type="button" value="Reset"/>									
St. no.	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Action
1	Extra ordinary general assembly	Applying for the authority's approval on the agenda (No objection)	C_121	Approved	On Time	1	Click to view	18/08/2024 18:35:48	<input style="border: 2px solid red; border-radius: 50%;" type="button" value="View"/>

Home

Update 

General assembly	
Company details	Company B
Entity name	Company B
Sector	Financial Sector
Licensing status	Licensed
Listing status	Unlisted
Nature of company	Islamic
Submission date	18/08/2024
Current status	Acknowledged

Csu details	
Csu name	حساب مشرف الجهة الممثلة
Phone number	965-77777777777777
Email	lfsahatest2@cma.gov.kw
Job position	Job position

General assembly type * Extra ordinary general assembly

Form name * Applying for the authority's approval on the agenda (No objection)

Template Test 

Minutes of the board of directors meeting on the agenda of the general assembly *

3. Annual General Assembly - Unlisted Licensed Company

Requirement of Holding of general assembly

General guidelines

- Submit the financial statement in the FS domain as a prerequisite.
- Variations or additional required fields may exist based on the entity type (Islamic vs. conventional, limited liability companies)
- Select the Reference ID that corresponds to the prerequisite filing ID.
- Corrections can be requested while the filing is pending CMA approval.
- Updates with a new versioning number can be made once the filing is approved.

Section 1 &2:

Company Details & Meeting Selection

- Company and filer details will be retrieved from the registration.
- Choose "annual general assembly" as the meeting type.
- Select "Requirement of holding of GA" as the form name.

Home / General Assembly / General Assembly Form

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإلصالح باللغة الإنجليزية هو لغزادة فقط، الرجاء استكمال وتقديم نموذج الإلصالح باللغة العربية

General assembly		Csu details	
Entity name	Company B	Csu name	Name of company admin family name
Sector	Financial Sector	Phone number	965-77777777777777
Licensing status	Licensed	Email	ltsahtest2@cma.gov.kw
Listing status	Unlisted	Job position	Job position
Nature of company	Islamic		
Submission date	25/08/2024		

General assembly type *

Form name *

Annual general assembly

Requirements for general assembly

Section 3:

Template

- Choose the Financial year and filing ID linked to the earlier submitted annual financial statements. Filers can get the filing ID for the financial statement submission from pending filing or filing history in FS domain.

Template

Financial year *

2023

Filing id of the annual financial statement submitted *

FS_3_17

- Fields will fill automatically based on the Reference ID and cannot be altered (e.g., the date the FS was submitted, Audited financial statements and Sharia auditor report).
- Input all mandatory fields for conducting the GA, such as the date of the general assembly items of agenda, methods of participating in the assembly, and place of holding the general assembly.
- Fill in all mandatory attachments before you can submit the form.

General assembly type *	<input type="text" value="Annual general assembly"/>																
Form name *	<input type="text" value="Requirements for general assembly"/>																
Template																	
Financial year *	<input type="text" value="2023"/>																
Filing id of the annual financial statement submitted *	<input type="text" value="FS_3_17"/>																
Notification from the ministry of commerce and industry for the assembly date *	<input type="text" value="Choose File"/>	<input type="text" value="test.pdf"/>															
Date of the general assembly *	<input type="text" value="2024-09-30"/>																
Minutes of the board of directors meeting on the agenda of the general assembly *	<input type="text" value="Choose File"/>	<input type="text" value="test.pdf"/>															
Items of the agenda *	<table border="1"> <thead> <tr> <th>Sr no</th> <th>Agenda *</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Item 1</td> <td>+</td> </tr> <tr> <td>2</td> <td>Item 2</td> <td>+</td> </tr> <tr> <td>3</td> <td>Item 3</td> <td>+</td> </tr> <tr> <td>4</td> <td>Item 4</td> <td>+</td> </tr> </tbody> </table>		Sr no	Agenda *		1	Item 1	+	2	Item 2	+	3	Item 3	+	4	Item 4	+
Sr no	Agenda *																
1	Item 1	+															
2	Item 2	+															
3	Item 3	+															
4	Item 4	+															
Board of director report *	<input type="text" value="Choose File"/>																
Corporate governance report *	<input type="text" value="Choose File"/>																
Audit committee report *	<input type="text" value="Choose File"/>																
Date of submission of financial statements *	<input type="text" value="18/08/2024"/>																
Audited financial statements *	<input type="text" value="1. Financial statement english"/> <input type="text" value="2. Financial statement arabic"/>																
Election of members of board of directors	<input type="text" value="Choose File"/>																
Penalties reports *	<input type="text" value="Choose File"/>																
Sharia auditor report *	Not submitted																
Related parties transactions report	<input type="text" value="Choose File"/>																
Methods of participating in the assembly	<input type="text" value="Enter"/>																
Place of holding the general assembly *	<input type="text" value="head office"/>																
Other attachments	<table border="1"> <thead> <tr> <th>Sr.no</th> <th>Document name</th> <th>Attachment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enter</td> <td> <input type="text" value="Choose File"/> </td> </tr> </tbody> </table>		Sr.no	Document name	Attachment	1	Enter	<input type="text" value="Choose File"/>									
Sr.no	Document name	Attachment															
1	Enter	<input type="text" value="Choose File"/>															
Comment	<input type="text" value="Enter"/>																

- If the submission is under CMA review, filer may request corrections mentioned in section 10.
- Once CMA provides acknowledgment, filer may use the update function to modify the submission mentioned in section 10.

4. Annual general assembly unlisted licensed - Minutes of Meeting

General guidelines

- Ensure that the GA holding requirement has been submitted before proceeding with the minutes.
- The Reference ID for the requirements of holding general assembly submission must be used in the minutes form to auto populate items of agenda.
- Corrections to the filing can be made while it is pending CMA approval.
- Following approval, updates to the filing are allowed.

Section 1 and 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration domain.
- Select "annual general assembly" as the meeting type to proceed with the correct form.
- Choose "Minutes of meeting" as the form name to document the GA proceedings.

Section 3:

Template

- Verify if the prerequisite (Requirements for Holding) has been submitted. If so, select the corresponding filing Reference ID.

Have you submitted requirement of holding of general assembly *	<input type="radio"/> Have not submitted the filing <input checked="" type="radio"/> Have submitted the filing through ifsa portal <input type="radio"/> Have not submitted the filing <input type="radio"/> Have submitted the filing outside ifsa portal
Was the general assembly held on time *	<input type="radio"/> dd/mm/yyyy
Date *	<input type="radio"/> dd/mm/yyyy

- The form will automatically populate certain fields from the Reference ID, which then become non-editable. These include agenda items and date of general assembly.

Have you submitted requirement of holding of general assembly *	<input type="radio"/> Have submitted the filing through ifsa portal <input checked="" type="radio"/> Select
Reference number of the related general assembly *	<input type="radio"/> dd/mm/yyyy

- If the requirements for general assembly were not submitted, all fields must be entered manually.

- If the general assembly meeting was conducted as scheduled, the date will be pulled from the requirement filing. If the meeting date changed, filer should enter the new date manually and attach the new date approval. No future dates will be accepted.

Was the general assembly held on time *

Yes No

Date *

dd/mm/yyyy

Attachment of the new date approval

Choose File | No file chosen

- Add the agenda and results for items discussed during the meeting (if answer was yes)

Have you discussed any other items outside the agenda *

Yes No

Items discussed during meeting *

Result *

Sr.no	Agenda *	Result *	+ -
1	<input type="text"/> Enter	<input type="text"/> Enter	+ -

- Attach all necessary documents (attested minutes of meeting) and complete all mandatory fields to enable the submission button.

General assembly

Company details	
Entity name	Company B
Sector	Financial Sector
Licensing status	Licensed
Listing status	Unlisted
Nature of company	Islamic
Submission date	25/08/2024

Csu details	
Csu name	Name of company admin family name
Phone number	965-77777777777777
Email	lfsahtest2@cma.gov.kw
Job position	Job position

General assembly type *

Annual general assembly

Form name *

Approved minutes of meeting

Template

Have you submitted requirement of holding of general assembly *

Have not submitted the filing

Was the general assembly held on time *

Yes No

Date of general assembly meeting *

2024-08-22

Items discussed during meeting *

Result *

Sr.no	Agenda *	Result *	+ -
1	<input type="text"/> Item 1	<input type="text"/> result 1	+ -
2	<input type="text"/> Item 2	<input type="text"/> result 2	+ -

Provide the authority with attested minutes of meeting *

Choose File | test.pdf

Other attachments

Sr.no	Document name	Attachment	+ -
1	<input type="text"/> Enter	<input type="button"/> Choose File No file chosen	+ -

Comment

Enter

Submit Save Reset

- A correction request feature is available if the filing is pending at CMA.
- After receiving acknowledgment from CMA, filer can update the submission if needed.

5. Ordinary General Assembly - Listed Entities



Ordinary GA listed - Requirement of Holding of General assembly.

General guidelines

- Filer should submit an announcement of the general assembly using eForm 11 as a prerequisite.
- The form may vary based on the entity type, such as banks versus companies.
- The Reference ID must match the filing ID from Eform 11 (announcement of general assembly) submission.
- Corrections can be requested while the filing is pending CMA acknowledgement.
- Updates are permitted post CMA acknowledgement.
- Filer should submit the general assembly meeting minutes within the Disclosure domain using eForm 11.

Section 1 & 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "ordinary general assembly" as the meeting type.
- Choose "Requirement of holding of GA" as the form name.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإلصال باللغة الإنجليزية هو لبيان فقط، الرجاء استكمال وتقديم نموذج الإلصال باللغة العربية.

General assembly		Csu details																																	
<table border="1"> <tr> <td>Company details</td> <td>Company A</td> <td>Csu name</td> <td>الاسم</td> </tr> <tr> <td>Entity name</td> <td>Company A</td> <td>Phone number</td> <td>965-77777777777</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> <td>Email</td> <td>abdallahamad@live.com</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> <td>Job position</td> <td>الآن</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> <td></td> <td></td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> <td></td> <td></td> </tr> <tr> <td>Stock number</td> <td>123123123</td> <td></td> <td></td> </tr> <tr> <td>Submission date</td> <td>25/08/2024</td> <td></td> <td></td> </tr> </table>		Company details	Company A	Csu name	الاسم	Entity name	Company A	Phone number	965-77777777777	Sector	Financial Sector	Email	abdallahamad@live.com	Licensing status	Licensed	Job position	الآن	Listing status	Listed			Nature of company	Islamic			Stock number	123123123			Submission date	25/08/2024				
Company details	Company A	Csu name	الاسم																																
Entity name	Company A	Phone number	965-77777777777																																
Sector	Financial Sector	Email	abdallahamad@live.com																																
Licensing status	Licensed	Job position	الآن																																
Listing status	Listed																																		
Nature of company	Islamic																																		
Stock number	123123123																																		
Submission date	25/08/2024																																		
General assembly type * <input type="button" value="Ordinary general assembly"/>		Form name * <input type="button" value="Requirements for general assembly"/>																																	

Section 3: Template

- Use the Reference ID of application form for the announcement of a general assembly meeting to auto populate date of the general assembly, Items of the agenda, date of the right to attend the general assembly, methods of participating in the assembly, place of holding the general assembly and the postponed date of the assembly in the event of lack of quorum from Eform 11 submission. The fields are non-editable.
- Ensure all mandatory fields are filled in such as attaching notification from the ministry of commerce and industry for the assembly date and minutes of the board of directors meeting on the agenda of the general assembly.
- Attachments are accepted in other attachment field and optional.
- The "Submit" button becomes enabled only after all mandatory fields are filled.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإجتياز باللغة الإنجليزية هو لغة الإجتياز فقط. الرجاء استكمال وتقديم نموذج الإجتياز باللغة العربية

General assembly

Company details		Csu details	
Entity name	Company A	Csu name	الاسم
Sector	Financial Sector	Phone number	965-777777777777
Licensing status	Licensed	Email	abdallahamad@live.com
Listing status	Listed	Job position	الآن
Nature of company	Islamic		
Stock number	123123123		
Submission date	25/08/2024		

General assembly type *

Ordinary general assembly

Form name *

Requirements for general assembly

Template

Related reference id of application form for the announcement of a general assembly meeting *

C_29

Notification from the ministry of commerce and industry for the assembly date *

Choose File test.pdf

Date of the general assembly *

30-09-2024

Minutes of the board of directors meeting on the agenda of the general assembly *

Choose File test.pdf

Items of the agenda *

Sr.no	Agenda *
1	Item1
2	Item2
3	Item 3

Date of the right to attend the general assembly *

16-09-2024

Methods of participating in the assembly *

in person

Place of holding the general assembly *

head office

The postponed date of the assembly in the event of lack of quorum *

30-10-2024

Other attachments

Sr.no	Document name	Attachment
1	Enter	Choose File No file chosen

Comment

Enter

Submit Save Reset

- Request for correction if the filing is pending at CMA mentioned in section 10.
- Update functionality is available after CMA acknowledgment mentioned in section 10.

6. Ordinary General Assembly - Unlisted Licensed Company



Requirement of Holding of General assembly

General guidelines

- The form may vary based on the entity type.
- Corrections can be requested while the filing is pending CMA acknowledgement.
- Updates are permitted post-acknowledgment from CMA.

Section 1: Company Details & meeting type selection

- Retrieved company and filer details from the registration.
- Select "ordinary general assembly" as the meeting type.
- Choose "Requirement of holding of GA" as the form name.

Home / General Assembly / General Assembly Form

Section 3: Template

- Complete the template with the filling mandatory information, such as the items of agenda, Place of holding the general assembly, and date of the general assembly.
- Ensure all mandatory attachments and fields are filled in such as Notification from the ministry of commerce and industry for the assembly date and minutes of the board of directors meeting on the agenda of the general assembly.

- Attachments are accepted in other attachment field and optional.
- The "Submit" button becomes enabled only after all mandatory details are provided.

General assembly

Company details		Csu details	
Entity name	Company B	Csu name	Name of company admin family name
Sector	Financial Sector	Phone number	965-77777777777777
Licensing status	Licensed	Email	lfsahtest2@cma.gov.kw
Listing status	Unlisted	Job position	Job position
Nature of company	Islamic		
Submission date	25/08/2024		

General assembly type *

Form name *

Template

Notification from the ministry of commerce and industry for the assembly date *

Date of the general assembly *

Minutes of the board of directors meeting on the agenda of the general assembly *

Items of the agenda *

Sr.no	Agenda	+	-
1	item 1	+	-
2	item 2	+	-
3	item 3	+	-

Methods of participating in the assembly

Place of holding the general assembly *

Other attachments

Sr.no	Document name	Attachment	+	-
1	Enter	Choose File No file chosen	+	-

Comment

Enter

Submit Save Reset

- Request for correction if the filing is pending at CMA.
- Update functionality is available after CMA acknowledgment.

7. Ordinary general assembly unlisted licensed - Minutes of Meeting

General guidelines

- Ensure that the ordinary general assembly holding requirement has been submitted before proceeding with the minutes.
- The Reference ID for the requirements of holding general assembly submission must be used in the minutes form to auto populate items of agenda.
- Corrections to the filing can be made while it is pending CMA approval.
- Following approval, updates to the filing are allowed.

Section 1 and 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "ordinary general assembly" as the meeting type to proceed with the correct form.
- Choose "Minutes of meeting" as the form name to submit the GA filing.

Section 3:

Template

- Verify if the prerequisite (ordinary requirements for holding GA) has been submitted. If so, select the corresponding filing Reference ID from GA filing history.

Have you submitted requirement of holding of general assembly *	Have not submitted the filing
Was the general assembly held on time *	Have submitted the filing through ifsaħ portal Have not submitted the filing Have submitted the filing outside ifsaħ portal
Date *	<input type="text"/> dd/mm/yyyy

- The form will automatically populate certain fields from the Reference ID, which then become non-editable. These include agenda items and date of general assembly.

Have you submitted requirement of holding of general assembly *	Have submitted the filing through ifsaħ portal
Reference number of the related general assembly *	Select

- If the requirements for general assembly were not submitted, all fields must be entered manually.
- If the general assembly meeting was conducted as scheduled, the date will be pulled from the requirement filing. If the meeting date changed, filer should enter the new date manually and attach the new date approval. No future dates will be accepted.

Was the general assembly held on time *

Yes No

Date *

dd/mm/yyyy

Attachment of the new date approval

Choose File No file chosen

- Add the agenda and results for items discussed during the meeting (if answer was yes)

Have you discussed any other items outside the agenda *

Yes No

Items discussed during meeting *

Sr.no Agenda * Result *

Sr.no	Agenda *	Result *	<input type="button"/> + <input type="button"/> -
1	<input type="text"/> Enter	<input type="text"/> Enter	

- Attach all necessary documents (attested minutes of meeting) and complete all mandatory fields to enable the submission button.

Home / General Assembly / General Assembly Form

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج باللغة الإنجليزية في الملفات فقط الرجاء استكمال وتقديم نموذج باللغة العربية

General assembly

Company details		Csu details	
Entity name	Company B	Csu name	Name of company admin family name
Sector	Financial Sector	Phone number	965-77777777777777
Licensing status	Licensed	Email	lfsa1234567890@cma.gov.kw
Listing status	Unlisted	Job position	Job position
Nature of company	Islamic		
Submission date	25/08/2024		

General assembly type *

Ordinary general assembly

Form name *

Approved minutes of meeting

Template

Have you submitted requirement of holding of general assembly *

Have not submitted the filing

Was the general assembly held on time *

Yes No

Date of general assembly meeting *

2024-08-23

Items discussed during meeting *

Sr.no	Agenda *	Result *	<input type="button"/> + <input type="button"/> -
1	<input type="text"/> item 1	<input type="text"/> result 1	

Provide the authority with attested minutes of meeting *

Choose File test.pdf

Other attachments

Sr.no	Document name	Attachment	<input type="button"/> + <input type="button"/> -
1	<input type="text"/> Enter	<input type="button"/> Choose File <input type="text"/> No file chosen	

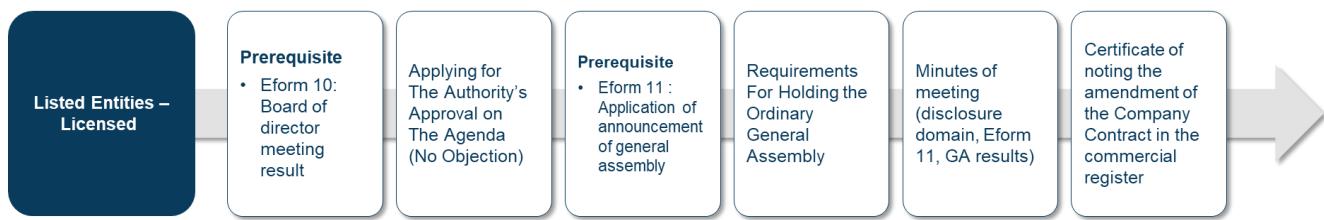
Comment

Enter

Submit Save Reset

- A correction request feature is available if the filing is pending at CMA.
- After receiving acknowledgment from CMA, filer can update the submission if needed.

8. Extraordinary general assembly form – Listed Companies



a. Applying for The Authority's Approval on The Agenda (No Objection) for licensed only.

General guidelines

- Applicable exclusively to listed licensed entities.
- Filers should submit the Board of Directors' meeting results related to the extra-ordinary general assembly in disclosure domain eForm 10 as a prerequisite.
- Form requirements may vary based on the entity type, such as banks versus companies,
- Submit the Board of Directors' meeting results via eForm 10 as a prerequisite.
- Request for correction is available when the file is pending approval from the CMA.
- Post-approval updates are allowed.
- After CMA approval, filer should submit the announcement of the general assembly using eForm 11 in the Disclosure domain.

Section 1 & 2: Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.
- Choose "applying for the authority 's approval" as the form name to submit the GA filing.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإنصاص باللغة الإنجليزية في الملاحة فقط. الرجاء استكمال وتقديم نموذج الإنصاص باللغة العربية.

General assembly	
Company details	Csu details
Entity name	الاسم (العنوان)
Sector	Phone number
Licensing status	Email
Listing status	Job position
Nature of company	
Stock number	
Submission date	

General assembly type *: Extra ordinary general assembly

Form name *: Applying for the authority's approval on the agenda (No objection)

Section 3: Template

- Indicate the status of the Board of Directors' meeting results pertaining to the extra ordinary general assembly.

General assembly type *: Extra ordinary general assembly

Form name *: Applying for the authority's approval on the agenda (No objection)

Template

Status of the results of the board of directors meeting related to the general assembly meeting *: Have submitted the filing through itsah portal

Reference id related to board of director meeting result *: Have submitted the filing through itsah portal
Have not submitted the filing
Have submitted the filing outside itsah portal
* Reference id should be mandatory

- Select the Reference ID from the BOD submission.
- Complete all mandatory attachments and fields, including filling the agenda items and reason(s) (multiselect) for the extra ordinary general assembly along with an attachment

Template

Status of the results of the board of directors meeting related to the general assembly meeting *: Have submitted the filing through itsah portal

Reference id related to board of director meeting result *: C_988

Minutes of the board of directors meeting on the agenda of the general assembly *: Choose File | No file chosen

Items of the agenda *:

Sr.no	Agenda *	Attachment
1	Enter	+ -

Reason for the extra ordinary general assembly *:

Sr.no	Reason for the extra ordinary general assembly	Attachment
1	Increase/decrease of The company's capital	+ -
2	Amendments to the article of association	+ -
3	Decision of selling the main project of the company or any related action to it	+ -

Other attachments:

Sr.no	Document name	Attachment
1	Enter	+ -

- Additional attachments in PDF format are optional.
- The "Submit" button is enabled once all mandatory details are filled.

General assembly type *

Form name *

Template

Status of the results of the board of directors meeting related to the general assembly meeting *

Items of the agenda *

Reason for the extra ordinary general assembly *

Other attachments

Extra ordinary general assembly

Applying for the authority's approval on the agenda (No objection)

Have not submitted the filing

Sr.no	Agenda *	+ -
1	item 1	+ -
2	item 2	+ -
3	item 3	+ -

Sr.no	Reason for the extra ordinary general assembly *	Attachment	+ -
1	Increase/decrease of The company's capital	Choose File test.pdf	+ -
2	Amendments to the article of association	Choose File test.pdf	+ -

Sr.no	Document name	Attachment	+ -
1	Enter	Choose File No file chosen	+ -

Comment

Submit Save Reset

- Request for correction functionality is available if the filing is pending at CMA.
- Update functionality is available following acknowledgment from CMA.

b. Extra Ordinary GA listed - Requirement of Holding of General assembly.

General guidelines

- The application of announcement of general assembly must be submitted as a prerequisite in eForm 11 in disclosure domain.
- The Reference ID corresponds to the filing ID of the announcement of extra ordinary general assembly.
- The meeting minutes should be submitted in the Disclosure domain using eForm 11.
- Use the Reference ID from the prerequisite filing.
- Request for correction and post-approval updates are available for the requirements of holding a general assembly.
- Submit GA meeting minutes using eForm 11 in the Disclosure domain.

Section 1 & 2: Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.
- Choose "requirement of holding GA" as the form name to submit the GA filing.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإنذار باللغة الإنجليزية هو لغة نموذج المراجعة استكمال وتقديم نموذج الإنذار باللغة العربية

General assembly		Csu details																											
<table border="1"> <thead> <tr> <th colspan="2">Company details</th> </tr> </thead> <tbody> <tr> <td>Entity name</td> <td>Company A</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> </tr> <tr> <td>Stock number</td> <td>123123123</td> </tr> <tr> <td>Submission date</td> <td>25/08/2024</td> </tr> </tbody> </table>		Company details		Entity name	Company A	Sector	Financial Sector	Licensing status	Licensed	Listing status	Listed	Nature of company	Islamic	Stock number	123123123	Submission date	25/08/2024	<table border="1"> <thead> <tr> <th colspan="2">Csu details</th> </tr> </thead> <tbody> <tr> <td>Csu name</td> <td>عبدالله</td> </tr> <tr> <td>Phone number</td> <td>965-777777777777</td> </tr> <tr> <td>Email</td> <td>abdallahamad@live.com</td> </tr> <tr> <td>Job position</td> <td>مالي</td> </tr> </tbody> </table>		Csu details		Csu name	عبدالله	Phone number	965-777777777777	Email	abdallahamad@live.com	Job position	مالي
Company details																													
Entity name	Company A																												
Sector	Financial Sector																												
Licensing status	Licensed																												
Listing status	Listed																												
Nature of company	Islamic																												
Stock number	123123123																												
Submission date	25/08/2024																												
Csu details																													
Csu name	عبدالله																												
Phone number	965-777777777777																												
Email	abdallahamad@live.com																												
Job position	مالي																												
General assembly type *	Extra ordinary general assembly																												
Form name *	Requirements for holding an extraordinary general assembly																												

Section 3: Template

- Use the Reference ID of application form for the announcement of a general assembly meeting to auto populate date of the general assembly, Items of the agenda, date of the right to attend the general assembly, methods of participating in the assembly, place of holding the general assembly and the postponed date of the assembly in the event of lack of quorum from Eform 11 submission. The fields are non-editable.
- Ensure all mandatory fields are filled in such as attaching notification from the ministry of commerce and industry for the assembly date and minutes of the board of directors meeting on the agenda of the general assembly.
- Attachments are accepted in other attachment field and optional.
- The "Submit" button becomes enabled only after all mandatory fields are filled.

General assembly type *

Form name *

Template

Reference id related the application of announcement of general assembly *

Notification from the ministry of commerce and industry for the assembly date *

Minutes of the board of directors meeting on the agenda of the general assembly *

Items of the agenda *

Date of the general assembly *

Date of the right to attend the general assembly *

Methods of participating in the assembly *

Place of holding the general assembly *

The postponed date of the assembly in the event of lack of quorum *

Other attachments

Extra ordinary general assembly

Requirements for holding an extraordinary general assembly

Select

Choose File No file chosen

Choose File No file chosen

Sr.no	Agenda *
1	

dd/mm/yyyy

dd-mm-yyyy

Enter

Enter

dd/mm/yyyy

Sr.no	Document name	Attachment	+ -
1	Enter	Choose File No file chosen	

Comment

Submit

Save

Reset

- Request for correction functionality is available if the filing is pending at CMA
- Update functionality is available following acknowledgment from CMA

c. Certificate of noting the amendment of the Company Contract in the commercial register

General guidelines

- The Reference ID corresponds to the filing ID of the general assembly meeting outcome/result submitted in disclosure domain.
- User can request for correction when file is pending for CMA for approval.
- Once filing is submitted and approved then they can update it

Section 1 & 2: Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.

Choose "certificate of noting the amendment " as the form name to submit the GA filing.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإصدار باللغة الإنجليزية في الملفات فقط البراءة اسكندر وتقديم نموذج الإصدار باللغة العربية

General assembly		Csu details	
Entity name	Company A	Csu name	الاسم (الإسم)
Sector	Financial Sector	Phone number	965-7777777777
Licensing status	Licensed	Email	abdallahamad@live.com
Listing status	Listed	Job position	محل
Nature of company	Islamic		
Stock number	123123123		
Submission date	25/08/2024		

General assembly type *: Extra ordinary general assembly

Form name *: Certificate of noting the amendment of the company contract in the commercial register

Section 3: Template

- The Reference ID is selected from the general assembly meeting outcome/result submitted earlier for linking purposes.
- Some fields are **retrieved** from the selected Reference ID and are non-editable.
- All mandatory attachments and fields should be completed such as date of certificate issuance, certificate of noting the amendment of the company contract in the commercial register and Bod minutes to the amendments on the company's capital.
- The Submit button is enabled only after filling all mandatory details.

General assembly type *: Extra ordinary general assembly

Form name *: Certificate of noting the amendment of the company contract in the commercial register

Template

Filing id of the general assembly meeting outcome/result submitted *: Select

Date of certificate issuance *: dd/mm/yyyy

Certificate of noting the amendment of the company contract in the commercial register *: Choose File | No file chosen

Bod minutes to the amendments on the company's capital *: Choose File | No file chosen

Other attachments

Sr.no	Document name	Attachment
1	Enter	Choose File No file chosen

Comment: Enter

Submit | Save | Reset

- Request for correction functionality is available if the filing is pending at CMA
- Update functionality is available following acknowledgment from CMA

9. Extra Ordinary General Assembly – Unlisted Licensed



A. Extra ordinary unlisted - Applying for The Authority's Approval on The Agenda (No Objection)

General guidelines

- Ensure adherence to form variations based on entity type.
- Corrections can be requested while the filing is pending CMA approval.
- Updates are permitted post-approval.

Section 1 & 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.
- Choose " Applying for The Authority's Approval on The Agenda (No Objection) " as the form name to submit the GA filing.

Section 3: Template

- Complete all mandatory attachments and fields, including filling the agenda items and reason for the extra ordinary general assembly along with an attachment



Items of the agenda *	
Sr.no	Agenda *
1	Enter

Sr.no	Reason for the extra ordinary general assembly *	Attachment
1	Increase/decrease of The company's capital	Choose File No file chosen

Sr.no	Other attachments
1	Amendments to the article of association Decision of liquidation, merge, activity transformation or split Decision of selling the main project of the company or any related action to it

- Additional attachments in PDF format are optional.
- The "Submit" button is enabled once all mandatory details are filled.
- Request for correction functionality is available if the filing is pending at CMA
- Update functionality is available following acknowledgment from CMA

B. Extra Ordinary GA unlisted - Requirement of Holding of General assembly.

General guidelines

- The requirement of holding must be submitted as a prerequisite.
- Depending on the type and nature of the entity (e.g., banks vs. companies, Islamic vs. conventional), there may be variations in labels or additional required fields.
- The Reference ID corresponds to the filing ID of the prerequisite submission.
- User can request for correction when file is pending for CMA for approval.
- Once filing is submitted and approved then they can update it

Section 1 & 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.
- Choose "requirements for holding general assembly" as the form name to submit the GA filing.

General assembly	
Company details	
Entity name	Company B
Sector	Financial Sector
Licensing status	Licensed
Listing status	Unlisted
Nature of company	Islamic
Submission date	25/08/2024

Csu details	
Csu name	Name of company admin family name
Phone number	965-77777777777777
Email	lfsahatest2@cma.gov.kw
Job position	Job position

General assembly type *	Extra ordinary general assembly
Form name *	Requirements for holding an extraordinary general assembly

Section 3: Template

- Use the Reference ID of the applying for the authority's approval of the agenda to auto populate items of the agenda. The fields are non-editable.
- Complete the template with the filling mandatory information, such as the place of holding the general assembly, date of the general assembly, methods of participating in the assembly and place of holding the general assembly.
- Ensure all mandatory attachments and fields are filled in such as Notification from the ministry of commerce and industry for the assembly date and minutes of the board of directors meeting on the agenda of the general assembly.

General assembly type *

Form name *

Template

Reference number of the related applying for the authority's approval of the agenda *

Notification from the ministry of commerce and industry for the assembly date *

Minutes of the board of directors meeting on the agenda of the general assembly *

Items of the agenda *

Sr.no	Agenda
1	1. رد
2	2. رد
3	3. رد

Date of the general assembly *

Methods of participating in the assembly

Place of holding the general assembly *

Other attachments

Sr.no	Document name	Attachment
1	Enter	Choose File No file chosen

Comment

Enter

Submit **Save** **Reset**

- Request for correction functionality is available if the filing is pending at CMA
- Update functionality is available following acknowledgment from CMA

C. Extra Ordinary GA unlisted - Minutes of Meeting

General guidelines

- Ensure that the extra ordinary general assembly requirement has been submitted before proceeding with the minutes.
- The Reference ID for the requirements of holding general assembly submission must be used in the minutes form to auto populate items of agenda.
- Corrections to the filing can be made while it is pending CMA approval.
- Following approval, updates to the filing are allowed.

Section 1 and 2:

Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.

- Choose "Minutes of meeting" as the form name to submit the GA filing.

Section 3: Template

- Verify if the prerequisite (extra ordinary requirements for holding ga) has been submitted. If so, select the corresponding Reference ID.

Have you submitted requirement of holding of general assembly *	Have not submitted the filing
Was the general assembly held on time *	Have submitted the filing through itsah portal Have not submitted the filing Have submitted the filing outside itsah portal
Date *	dd/mm/yyyy

- The form will automatically populate certain fields from the Reference ID, which then become non-editable. These include agenda items and date of general assembly.

Have you submitted requirement of holding of general assembly *	Have submitted the filing through itsah portal
Reference number of the related general assembly *	Select

- If the requirements for general assembly were not submitted, all fields must be entered manually.
- If the general assembly meeting was conducted as scheduled, the date will be pulled from the requirement filing. If the meeting date changed, filer should enter the new date manually and attach the new date approval along with the reason. No future dates will be accepted.

General assembly type *	Extra ordinary general assembly
Form name *	Approved minutes of meeting
Template	Have not submitted the filing
Has the general assembly held on time *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date *	dd/mm/yyyy
Attachment of the new date approval *	Choose File No file chosen
Reason	Enter

- Add the agenda and results for items discussed during the meeting (if answer was yes)

Have you discussed any other items outside the agenda *	<input checked="" type="radio"/> Yes <input type="radio"/> No						
Items discussed during meeting *	<table border="1"> <thead> <tr> <th>Sr.no</th> <th>Agenda</th> <th>Result *</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enter</td> <td>Enter</td> </tr> </tbody> </table>	Sr.no	Agenda	Result *	1	Enter	Enter
Sr.no	Agenda	Result *					
1	Enter	Enter					

- Attach all necessary documents (attested minutes of meeting) and complete all mandatory fields such as results of GA to enable the submission button.

NOTE : This format of the form is for references purposes only. We kindly request you to complete the form in arabic.
عرض نموذج الإضاح باللغة الإنجليزية هو لبيان فقط المرحلة استكمال وتقديم نموذج الإضاح باللغة العربية

General assembly

Company details	
Entity name	Company B
Sector	Financial Sector
Licensing status	Licensed
Listing status	Unlisted
Nature of company	Islamic
Submission date	25/08/2024

Csu details	
Csu name	Name of company admin family name
Phone number	965-77777777777777
Email	ifsahtest2@cma.gov.kw
Job position	Job position

General assembly type *

Extra ordinary general assembly

Approved minutes of meeting

Form name *

Template

Have you submitted requirement of holding of general assembly *

Have submitted the filing outside ifsah portal

Was the general assembly held on time *

Yes No

Date of general assembly meeting *

2024-08-22

Items discussed during meeting *

Sr.no	Agenda *	Result *	+ -
1	item 1	result 1	+ -

Provide the authority with attested minutes of meeting *

Choose File test.pdf

Other attachments

Sr.no	Document name	Attachment	+ -
1	Enter	Choose File No file chosen	+ -

Comment

Enter

Submit

Save

Reset

- A correction request feature is available if the filing is pending at CMA.
- After receiving acknowledgment from CMA, filer can update the submission if needed.

D. Extra ordinary Unlisted - Certificate of noting the amendment of the Company Contract in the commercial register.

General guidelines

- The Reference ID corresponds to the filing ID of the requirements of holding GA.
- User can request for correction when file is pending for CMA for approval.
- Once filing is submitted and approved then they can update it

Section 1 & 2: Company Details & Meeting Type Selection

- Retrieved company and filer details from the registration.
- Select "extra ordinary general assembly" as the meeting type to proceed with the correct form.

Choose "certificate of noting the amendment" as the form name to submit the GA filing.

General assembly																	
<table border="1"> <thead> <tr> <th colspan="2">Company details</th> </tr> </thead> <tbody> <tr> <td>Entity name</td> <td>Company A</td> </tr> <tr> <td>Sector</td> <td>Financial Sector</td> </tr> <tr> <td>Licensing status</td> <td>Licensed</td> </tr> <tr> <td>Listing status</td> <td>Listed</td> </tr> <tr> <td>Nature of company</td> <td>Islamic</td> </tr> <tr> <td>Stock number</td> <td>123123123</td> </tr> <tr> <td>Submission date</td> <td>25/08/2024</td> </tr> </tbody> </table>		Company details		Entity name	Company A	Sector	Financial Sector	Licensing status	Licensed	Listing status	Listed	Nature of company	Islamic	Stock number	123123123	Submission date	25/08/2024
Company details																	
Entity name	Company A																
Sector	Financial Sector																
Licensing status	Licensed																
Listing status	Listed																
Nature of company	Islamic																
Stock number	123123123																
Submission date	25/08/2024																
<table border="1"> <thead> <tr> <th colspan="2">Csu details</th> </tr> </thead> <tbody> <tr> <td>Csu name</td> <td>الاسم الام</td> </tr> <tr> <td>Phone number</td> <td>965-777777777777</td> </tr> <tr> <td>Email</td> <td>abdallahamad@live.com</td> </tr> <tr> <td>Job position</td> <td>الاًسم</td> </tr> </tbody> </table>		Csu details		Csu name	الاسم الام	Phone number	965-777777777777	Email	abdallahamad@live.com	Job position	الاًسم						
Csu details																	
Csu name	الاسم الام																
Phone number	965-777777777777																
Email	abdallahamad@live.com																
Job position	الاًسم																
<p>General assembly type *</p> <div style="display: flex; justify-content: space-between;"> Extra ordinary general assembly ▼ </div> <p>Form name *</p> <div style="display: flex; justify-content: space-between;"> Certificate of noting the amendment of the company contract in the commercial re ▼ </div>																	

Section 3: Template

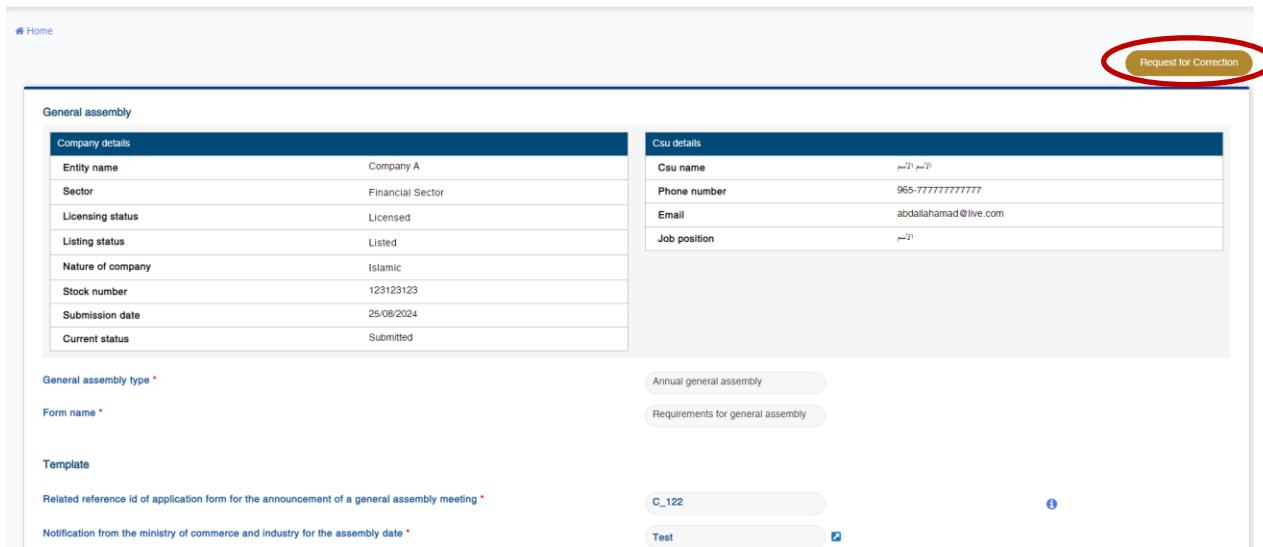
- The Reference ID is selected from the requirements of holding submitted earlier for linking purposes.
- All mandatory attachments and fields should be completed such as date of certificate issuance, certificate of noting the amendment of the company contract in the commercial register and Bod minutes to the amendments on the company's capital.
- The Submit button is enabled only after filling all mandatory details.

General assembly type *	Extra ordinary general assembly								
Form name *	Applying for the authority's approval on the agenda (No objection)								
Template									
Minutes of the board of directors meeting on the agenda of the general assembly *	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>								
Items of the agenda *	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr.no</th> <th style="width: 90%;">Agenda *</th> <th style="width: 10%; text-align: right; vertical-align: bottom;">+ -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Enter</td> <td style="text-align: right; vertical-align: bottom;">+ -</td> </tr> </tbody> </table>	Sr.no	Agenda *	+ -	1	Enter	+ -		
Sr.no	Agenda *	+ -							
1	Enter	+ -							
Reason for the extra ordinary general assembly *	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr.no</th> <th style="width: 60%;">Reason for the extra ordinary general assembly *</th> <th style="width: 30%;">Attachment</th> <th style="width: 10%; text-align: right; vertical-align: bottom;">+ -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div> </td> <td> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div> </td> <td style="text-align: right; vertical-align: bottom;">+ -</td> </tr> </tbody> </table>	Sr.no	Reason for the extra ordinary general assembly *	Attachment	+ -	1	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	+ -
Sr.no	Reason for the extra ordinary general assembly *	Attachment	+ -						
1	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	+ -						
Other attachments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr.no</th> <th style="width: 60%;">Document name</th> <th style="width: 30%;">Attachment</th> <th style="width: 10%; text-align: right; vertical-align: bottom;">+ -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div> </td> <td> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div> </td> <td style="text-align: right; vertical-align: bottom;">+ -</td> </tr> </tbody> </table>	Sr.no	Document name	Attachment	+ -	1	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	+ -
Sr.no	Document name	Attachment	+ -						
1	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Choose File No file chosen </div>	+ -						
Comment	Enter								

- Request for correction functionality is available if the filing is pending at CMA
- Update functionality is available following acknowledgment from CMA

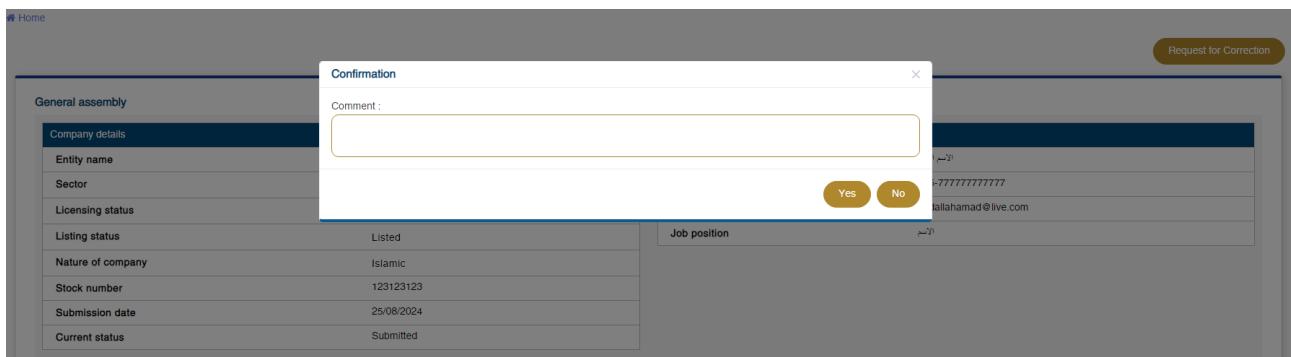
10. Request for correction & Update functionality

Post-Submission Request for correction functionality is available for the submitted filing at CSU and CU (if submitted) if the filing is pending at CMA for approval



The screenshot shows the 'General assembly' section of the CMA filing system. On the right side, there is a 'Request for Correction' button highlighted with a red circle. The 'General assembly' section contains fields for Company details (Entity name: Company A, Sector: Financial Sector, etc.) and CSU details (Csu name, Phone number, Email, Job position). Below these, there are sections for 'General assembly type' (Annual general assembly), 'Form name' (Requirements for general assembly), 'Template' (with a reference ID C_122 and a note about notification from the ministry of commerce and industry), and a 'Comment' field for the correction request.

So, if any correction is required, the filer can raise a correction request to CMA and a pop box has appeared to add the reasons for requesting for correction.



The screenshot shows a 'Confirmation' pop-up window with a 'Comment' field. The main filing interface is visible in the background, showing the 'General assembly' section with various details. The 'Request for Correction' button is also visible at the top right of the main interface.

Once CMA approve for correction, status will be marked as " approved for correction " and this will enable the correction button within CSU and CU (if applicable). Once filer click on correction button all the fields are enabled, and they can edit the corresponding fields and resubmit it.

If CMA reject the request for correction, then filer will not be able to edit they can update it after CMA approval or resubmit if CMA reject the already submitted filing

Home / General Assembly / Pending Filings

Pending filing

From date	To date	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Assigned to	Action
dd/mm/yyyy	dd/mm/yyyy	All	All	C_1759	Approved for correction	On Time	1	Click to view	25/08/2024 01:11:51	---	View

Once approved for correction, the filer will see a correction button. Clicking it will make all fields editable for making corrections.

Home

General assembly

Company details		Csu details	
Entity name	PUBLIC CO 2	Csu name	First Name (En)* First Name (En)*
Sector	Financial Sector	Phone number	54-56785435555
Licensing status	Licensed	Email	surajwalhekar24@gmail.com
Listing status	Listed	Job position	First Name (En)*
Nature of company	Islamic		
Stock number	45		
Submission date	25/08/2024		
Current status	Approved for correction		

[Correction](#)

When a filer requests a correction and CMA approves it, the filer can make the necessary corrections and submit the data. The previous file will be discarded, and the most recent file submitted will become active, increasing the version by 0.1. Therefore, if the previous version was 1, the new version number will change from 1 to 1.1.

Home

Pending filing

From date	To date	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Assigned to	Action
dd/mm/yyyy	dd/mm/yyyy	All	All	C_1759	Submitted	On Time	1.1	Click to view	25/08/2024 01:22:12	---	View
				C_1759	Discarded	On Time	1	Click to view	25/08/2024 01:11:51	---	View

- Update functionality is available after CMA acknowledgment. On update the version is increased by 1.

- The update button will be enabled. And user can click on update and start editing the file. Once submitted, the previous file will be discarded, and the most recent file submitted will become active, increasing the version by 1. Therefore, if the previous version was 1, the new version number will change from 1 to 2

Filing history

From date	To date	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Action
<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	All	All							
Filing status		Submission status								
All		All								
<input type="button" value="Search"/> <input type="button" value="Reset"/>										
Sr. no.	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Action	
1	Extra ordinary general assembly	Applying for the authority's approval on the agenda (No objection)	C_121	Approved	On Time	1	<input type="button" value="Click to view"/>	18/08/2024 18:35:48	<input type="button" value="View"/>	

Home

General assembly	
Company details	Csu details
Entity name: Company B	Csu name: حساب مشترف الجهة الممثلة
Sector: Financial Sector	Phone number: 965-77777777777777
Licensing status: Licensed	Email: Ifsahtest2@cma.gov.kw
Listing status: Unlisted	Job position: Job position
Nature of company: Islamic	
Submission date: 18/08/2024	
Current status: Acknowledged	

General assembly type *: Extra ordinary general assembly

Form name *: Applying for the authority's approval on the agenda (No objection)

Template: Test

Upon submission, the filing will be sent to the CMA for approval. Where new version will be created with the existing filing ID and the previous filing will be marked as discarded

Home

Pending filing

From date	To date	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Assigned to	Action
<input type="text"/> dd/mm/yyyy	<input type="text"/> dd/mm/yyyy	All	All								
Filing status		Assigned to		Submission status							
All		All		All							
<input type="button" value="Search"/> <input type="button" value="Reset"/>											
Sr. no.	General assembly type	Report name	Filing id	Filing status	Submission status	Version	Tracker	Submission date	Assigned to	Action	
1	Extra ordinary general assembly	Applying for the authority's approval on the agenda (No objection)	C_1759	Submitted	On Time	2	<input type="button" value="Click to view"/>	25/08/2024 01:28:03	---	<input type="button" value="View"/>	
2	Extra ordinary general assembly	Applying for the authority's approval on the agenda (No objection)	C_1759	Discarded	On Time	1	<input type="button" value="Click to view"/>	25/08/2024 01:11:51	---	<input type="button" value="View"/>	