

Information for On-Site Inspection of Intermediaries

PLEASE HAVE THE FOLLOWING RECORDS READILY AVAILABLE IN ORDER TO FACILITATE THE ON-SITE INSPECTION TEAM.

1. Procedures Manual; (Rules and procedures implemented; Written procedures for supervision of trading members; Complaints procedures)
2. Copy of MSD and MSE company plans and policies;
3. Membership information and updates;
4. Details of actions taken against members if any;
5. Balance sheet and income statement; Financial records of transactions;
6. Copy of Audit Report; Annual Reports;
7. Complaint file;
8. Promotional Material file;
9. Clearing and settlement Agreements;
10. Listing applications (for MSE only);
11. Register of listed securities including names of issuers and number of issued securities;
12. Agreements with issuers;
13. Customer account documentation for accounts opened (for MSD only);
14. Stock ledger, stock certificates;
15. Corporate information, Articles of Incorporation, commencement of business certificate;
16. Register of shareholders, directors; company staff
17. Details of trading members, including their representatives;
18. Register of representatives and agents;
19. List of Associated companies of shareholders;

20. Share Ownership of shareholders, directors in listed companies, senior managers;
21. Minutes of Board meetings and shareholders meetings, committee meetings;
22. Ethics, governance policy (code of conducts, governance if any);
23. Written business continuity/disaster recovery plan;
24. Internal written procedures relating to staff trades;
25. Reports of investigations (if any);
26. Trading /Depository systems (documentation);
27. Notices, communications issued to investors, issuers, members;
28. Defaults on delivery and settlement; and
29. Reports of unusual activities in the market.

Thank you for your cooperation. If you have any questions regarding this request, please feel free to contact Makhzoom Saleem, mail@cmda.gov.mv , or please contact the MRSE staff on (960) 3341669