



# MBRS Preparation Tool

## Release 1

### Frequently Asked Questions

Version 1.0

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## A. General

### 1. What is Malaysian Business Reporting System (MBRS)?

MBRS is a platform which allows for the annual submission of:

- Financial Statements and Reports (FS);
- Annual Return (AR); and
- Exemption Applications (EA) which are related to the FS and AR applications.

### 2. What is the MBRS Preparation Tool (mTool)?

mTools is one of the components within the MBRS full system. It is an offline preparation tools that enable companies to visualise and prepare the digital format of FS, AR or EA.

### 3. Can I lodge FS, AR and EA using mTool after completion?

No, the mTool is not meant for submission. The submission platform will only be launched in the second quarter of 2018, and it will be called MBRS Portal.

### 4. What is the main purpose of SSM releasing mTool as the first release?

The main purpose for SSM releasing the mTool as the first release is due to the following reasons:

1. To allow the public to sufficiently test the elements captured in the mTool displaying the reporting details of the AR, FS or EA;
2. To allow the public to test and familiarized themselves with the functionalities and capabilities of the free mTool provided by SSM; and
3. To ensure the public has sufficient time to attend the training programmes organized by SSM.

### 5. Where can I download MBRS Preparation Tool (mTool)?

You can download mTools at <http://www.ssm.com.my/en/xbri-en>.

**6. How to use MBRS Preparation Tool (mTool)?**

The user manual for mTool is available in SSM website at <http://www.ssm.com.my/en/xbri-en>.

The user manual contain following information:

- (a) Step by step to install and uninstall mTool;
- (b) Preparation flow to create new set or open existing FS, AR and EA;
- (c) Main functions in mTool such as Tool box functions and features;
- (d) Template interface and navigation (i.e.: Content Page - Home, Tool box, Help)
- (e) Customise the template (i.e.: Edit answer to filing information question);
- (f) Get the templates filled (i.e.: Import source document, Auto tag, Drag and drop and Import prior year figures); and
- (g) Validate and save filing.

Help menu in mTool includes information about element labels, guidance notes, element synonyms, element properties, element references and legend.

**7. What are the type of submission available in MBRS Preparation Tool (mTool)?**

You may refer to the MBRS Summary – Scope of Submission available in the website or as follows:

**(a) Financial Statements (FS) & Key Financial Indicators (KFI)**

No.	Entry Point	Type of submission
1.	FS-MFRS	Financial Statements - Malaysian Financial Reporting Standards
2.	FS-MPERS	Financial Statements - Malaysian Private Entities Reporting Standards
3.	FS-CLBG	Financial Statements - Companies Limited by Guarantee
4.	FS-FC	Financial Statements - Foreign Company
5.	FS-EPC	Financial Statements - Exempt Private Company
6.	KFI-MFRS	Key Financial Indicators - Malaysian Financial Reporting Standards
7.	KFI-MPERS	Key Financial Indicators - Malaysian Private Entities Reporting Standards
8.	KFI-CLBG	Key Financial Indicators - Companies Limited by Guarantee
9.	KFI-FC	Key Financial Indicators - Foreign Companies

**(b) Exemption Application (EA)**

No	Entry Point	Type of submission
1.	EA1	Application for exemption from coinciding foreign subsidiary financial year end with holding company (S.247(3) CA 2016)
2.	EA2	Application for exemption from filing financial statements in full XBRL format (S.604(2) CA 2016)
3.	EA3	Application to waive lodgment of financial statements by foreign company (S.575(7) CA 2016)
4.	EA4A	Application for relief from requirements as to form and contents of directors' report (S.255(1) CA 2016)
5.	EA4B	Application for relief from requirements as to form and contents of financial statements (S.255(1) CA 2016)
6.	EA5A	Application for extension of time for circulation of financial statements and reports (S.259(2) CA 2016)
7.	EA5B	Application for extension of time to lodge financial statements and reports (S.259(2) CA 2016)
8.	EA6	Application for extension of time for holding annual general meeting (S.340(4) CA 2016)
9.	EA7	Application for extension of time to lodge annual return (S.609 CA 2016)
10.	EA8	Application to Minister (with relation to Financial Statements and Reports)

**(c) Annual Return (AR)**

No.	Entry Point	Type of submission
1.	AR1	Annual return for companies having share capital (S.68 CA2016)
2.	AR2	Annual return for companies not having share capital (S.68 CA2016)
3.	AR3	Annual return for foreign companies (S.576 CA2016)
4.	AR4	Annual return for unchanged particulars (S.68(6) CA2016)

**8. Whom should I contact if I have any enquiries regarding MBRS Preparation Tool (mTool)?**

You can call SSM Contact Centre at 03-77214000 or e-mail to [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my).

**SSM Contact Centre operating hours:**

Monday – Friday : 8.00 am – 5.00 pm

Saturday, Sunday and Public Holiday : Close

## B. System Requirement

### 9. What are the software and hardware required to install MBRS Preparation Tool (mTool)?

In order to install mTool, your machine will need to meet certain minimum hardware and software requirements as shown in the table below:

Hardware Requirements	
Processor	2.0GHz Core 2 Duo, i3, i5 or i7
RAM	4GB <i>Note: For instructions on how to check the amount of RAM is installed on your machine, please refer to:</i>  <a href="http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has">http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has</a>
Hard Disk Space	200 MB for Preparation Tool - of free space
Monitor Resolution	1280x800 and above
Operating System and Software	
Operating System and Software	Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10 <i>Note: For instructions on how to check the version of your operating system, please refer to:</i> <a href="http://windows.microsoft.com/en-US/windows/which-operating-system">http://windows.microsoft.com/en-US/windows/which-operating-system</a>
Microsoft .net Framework	DOT NET Framework 3.5 SP1 <i>Note: This can be downloaded from</i> <a href="http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&amp;displaylang=en">http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&amp;displaylang=en</a>
Microsoft® Office	MS Office 2007, MS Office 2010, MS Office 2013, MS Office 2016  <b>Supported versions:</b> Office 2007 – Standard, Small Business, Professional, Professional Plus, Enterprise, Ultimate Office 2010 – Home and Business, Standard, Professional, Professional Plus <b>Unsupported versions:</b> Office 2003 – All versions Office 2007 – Basic, Home and Student Office 2010 – Starter, Office Online, Home and Student, Personal Office 2013 – Starter, Home and Student Office 2016 – Home & Student Office 365

	<i>Note: For instructions on how to check the version of Microsoft Office you are using, refer to <a href="http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx">http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</a></i>
Microsoft® Visual Studio® Tools For Office® Runtime (VSTOR)	For Microsoft® Excel® 2007/2010/2013, Visual Studio® Runtime 3.0  <i>Note: This can be downloaded from <a href="http://www.microsoft.com/download/en/details.aspx?id=23656">http://www.microsoft.com/download/en/details.aspx?id=23656</a></i>
Programmable Interoperable Assemblies for Microsoft Excel 2007	Microsoft® Office 2007 Primary Interoperable Assemblies  <i>Note: This can be downloaded from <a href="http://www.microsoft.com/en-in/download/details.aspx?id=18346">http://www.microsoft.com/en-in/download/details.aspx?id=18346</a></i>

\*Microsoft® Office, Microsoft® Excel, Microsoft® Word, Microsoft® Office Suite and Microsoft® Windows are trademark or registered trademarks of Microsoft Corporation Limited.

## 10. Things to note before installation

### a) Dot Net Framework required

The MBRS preparation tool needs the Microsoft .net Framework version 3.5 Service Pack 1 to function. If this is not installed on your computer, the Preparation Tool installer will quit and direct you to download this software. Below is the link to download and install the Microsoft .net Framework 3.5 Service Pack 1:

<http://www.microsoft.com/en-us/download/details.aspx?id=25150>

### b) Supported versions of Microsoft® Office

Please ensure that a supported version of Microsoft® Office is installed on the system. The following are the supported editions for each version of Microsoft® Office:

MS® Office 2007	Standard, Small Business, Professional, Professional Plus, Ultimate, Enterprise
MS® Office 2010	Home and Business, Standard, Professional, Professional Plus

MS® Office 2013	Home and Business, Standard, Professional, Professional Plus
MS® Office 2016	Home and Business, Standard, Professional, Professional Plus

c) **Administrator rights**

You will need to have “Administrator” rights on your computer to install the MBRS preparation tool. If you are using a computer provided by your company which does not allow you to install software on it, please consult the technical support division in your organisation to help you install the mTool.

d) **Default font size and magnification setting**

On some computers, you have configured your display settings to show fonts at 125% or higher of the default value to help read and identify text better. However, the templates on the preparation tool might look different from its original intended look. We recommend that you set your Text and other items size to the default 100%.

e) **Anti-virus issue**

On some computers, it might happen that the antivirus may delete the tool as when you install the tool. Follow the following steps to facilitate proper installation:

- i. Go to notification area appearing to the bottom right of the task bar and right click on the antivirus icon.
- ii. Select disable Antivirus auto protect, a window will appear.
- iii. Select appropriate time interval to disable auto protection.
- iv. Download the tool and install on your system.