



Statistical Management System

(SMS)

User Guide

Date: 23-Mar-2009

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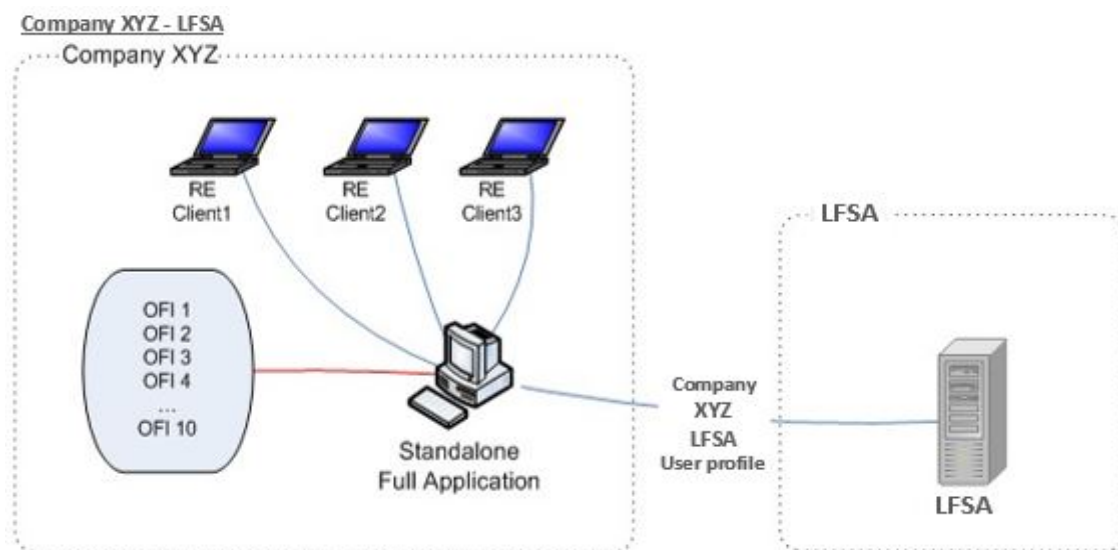
Abstract

This documentation provides the how-to, from the point of view of a reporting entity, on the SMS application. The intended audience for this guide is the reporting entities whose role is to submit financial data via the SMS application. This guide covers the usage of user interface, submission mechanism and items relevant to the reporting entity like case response.

1. Overview

1.1 Recommended Architecture

Below is the recommended architecture for the reporting entity (RE) environment. This is the ideal scenario where one reporting entity is assigned with one Labuan FSA user profile. Company XYZ is a sample reporting entity used in this section.

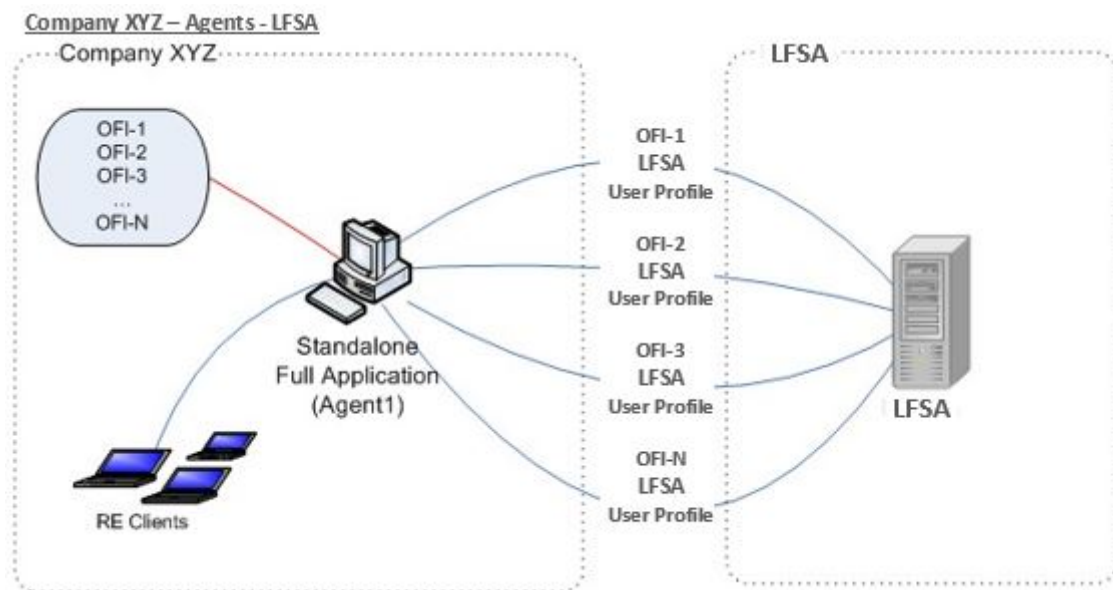


- 1.1.1 The above architecture consists of one **RE Full Application** and multiple **RE Client** setups.
- 1.1.2 Each RE may represent multiple OFI for submission.
- 1.1.3 A minimum of one Full Application is required for each Reporting Entity doing its own submission or representing one or more OFIs.
- 1.1.4 The **RE Clients** in the above architecture are data entry components utilizing the database of the **RE Full Application** for offline data entry (see [section 3.2](#) on how to setup data entry clients).
- 1.1.5 A Labuan FSA user profile is registered on the RE Full Application. The RE Full Application can only be registered with one profile at any given time.

- 1.1.6 A registered Labuan FSA user profile cannot be registered by another machine. This is to prevent multiple parties doing submissions for any particular OFI.
- 1.1.7 Submission is done by the [RE Full Application](#) synchronizing with the [Labuan FSA Server](#) and does data transfers to/from it.
- 1.1.8 The installation of the [RE Full Application](#) is preferably to be on a desktop which is permanently network enabled. This setup is to ensure there is always a centralized storage for the reporting entity data entry.

1.2 Alternate Architecture

Below is an alternate architecture for the reporting entity (RE) environment. This setup deals with the situation where one reporting entity is assigned with multiple different Labuan FSA user profile for its submission agents. Company XYZ is a sample reporting entity used in this section.



- 1.2.1 In the setup above, the RE Full Application is installed in three different OFI databases instances on the same machine in the user environment.
- 1.2.2 Each OFI database instance is registered with one Labuan FSA user profile.
- 1.2.3 One Reporting Entity may represent one or more OFIs in terms of submissions. Example above, Company XYZ is doing submissions for N number of OFIs.
- 1.2.4 Data entry clients (RE Clients) can then perform offline data entry on whichever database instance created in the Full Application. (See [section 4.2](#) on how to setup data entry clients).

- 1.2.5 Each database instance in the Full Application will do its own data submission/update with the Labuan FSA server.
- 1.2.6 A registered Labuan FSA user profile cannot be registered by another database instance. This is to prevent multiple parties doing submissions for any particular OFI.
- 1.2.7 The installation of the [RE Full Application](#) is preferably to be on machines that are permanently network enabled. This setup is to ensure there is always a centralized storage for the submission data of each OFI.

1.3 Recommended Requirements

- CPU Intel Core 2 Duo 1.0Ghz or above
- 2Gb DDR 2 Ram or above
- 10Gb Free Hard Disk Space or more

Software Requirements:

- Windows XP SP3
- Windows Vista
- Windows 7

NOTE: Only 32-bit OS are supported.

In both cases, user must login as System Administrator to install the software.

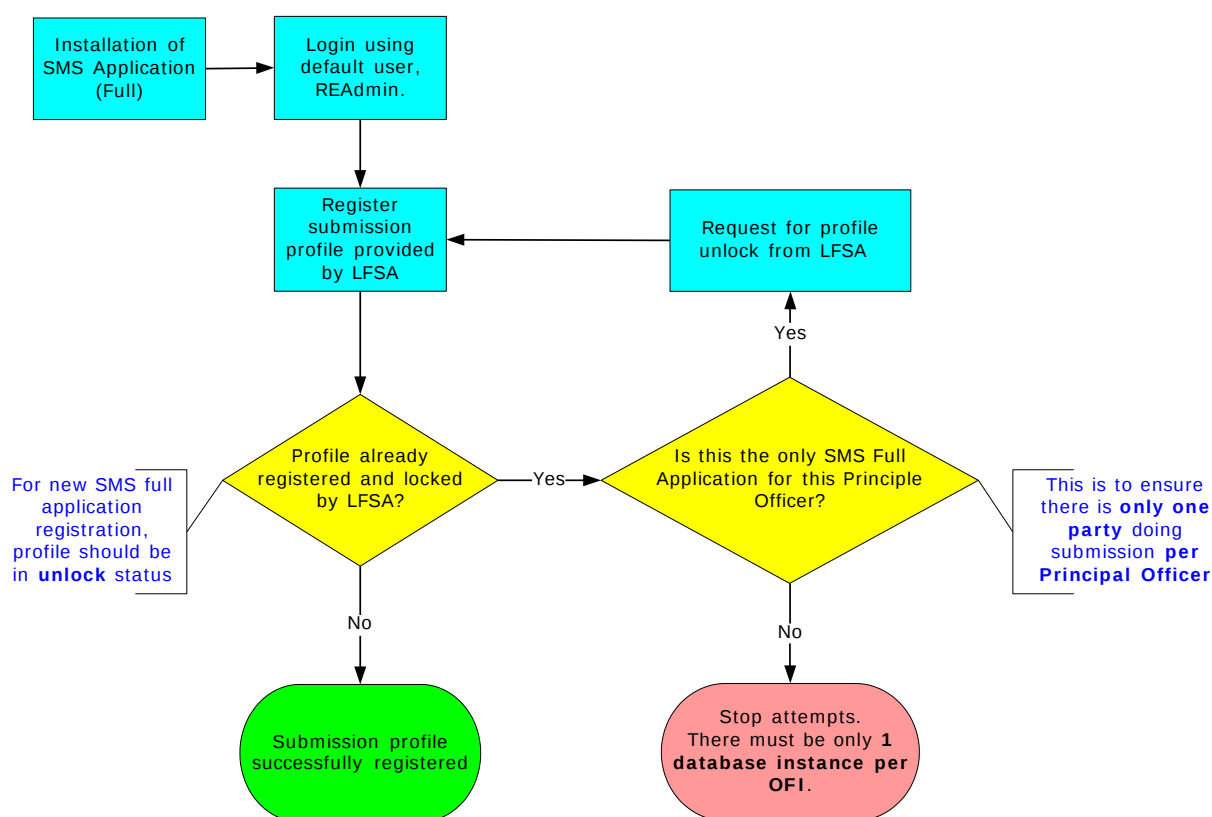
It is recommended to have an additional hard disk space of 4GB per user instance created.

2. Work Flow

This section illustrates the work flow involved for various processes in the SMS application.

2.1 Profile registration

For a new reporting entity site, the submission profile provided by Labuan FSA has to be registered with the system. This is to identify a particular reporting entity system to Labuan FSA as a submission source and to prevent multiple parties doing submission for the same Principal Officer.



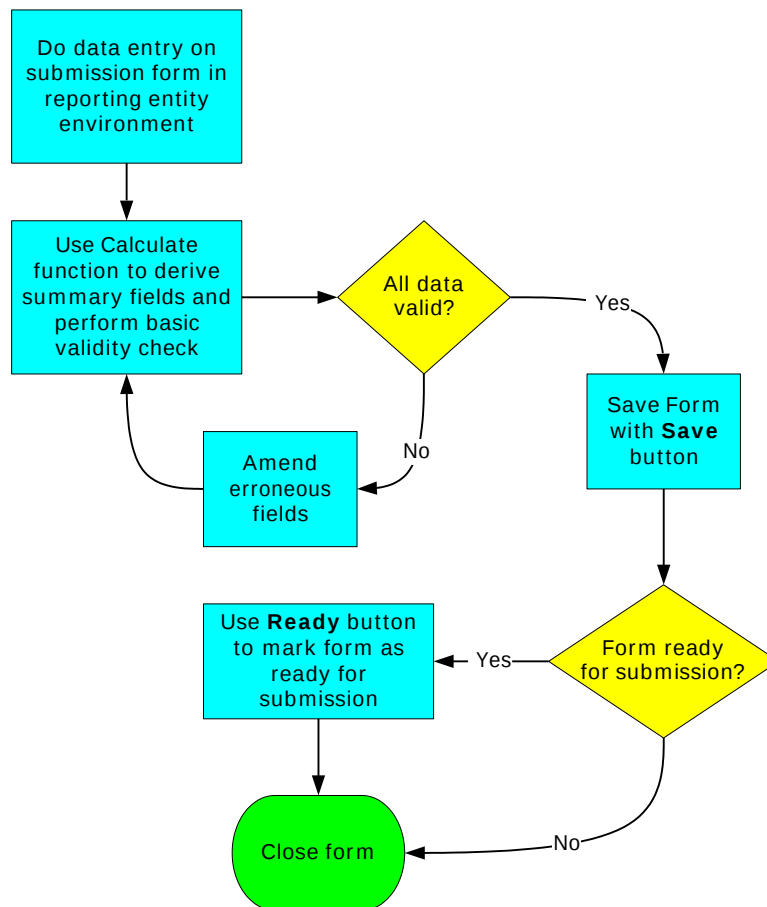
2.1.1 Each OFI need to have one database instance.

2.1.2 The principal officer is required to register the OFI submission profile provided by Labuan FSA during the first login after installation.

- 2.1.3 A successfully registered profile prevents any other parties doing submissions with the same profile other than the Principal Officer. This is known as locking a profile.
- 2.1.4 This is also to prevent one OFI having multiple submission databases handling the data entry.
- 2.1.5 To release a profile from being locked, Labuan FSA has to be notified.
- 2.1.6 Unlocking of profile should only be requested when the current [OFI database instance](#) or [RE Full Application](#) is to be decommissioned permanently.

2.2 Data entry

Data entry workflow for the SMS involves how to utilize the auto calculate and verification mechanism of forms and flagging of form as ready for submission.



2.2.1 Data entry is done in the local environment of the submission agent without a connection to Labuan FSA.

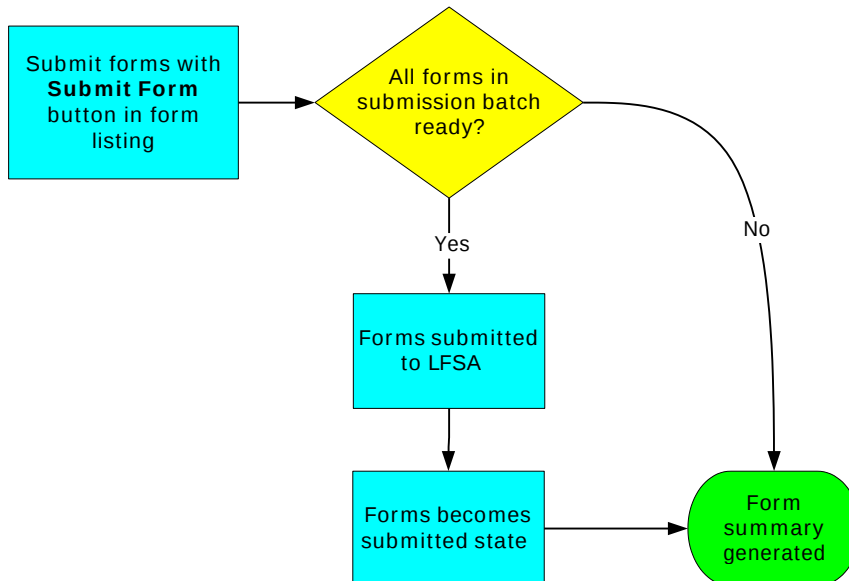
2.2.2 The first error checking is done at the form level using the calculate button. Other than basic summarization within the form, data entry checks are done on the fields. If any errors are found the form cannot be saved.

2.2.3 After saving changes, the form can be marked as ready for submission with the Ready button.

- 2.2.4 When a form is in **Ready** state and all the other forms within the same submission batch are also **Ready**, these forms will be submitted the next time submission to Labuan FSA is done.

2.3 Submission

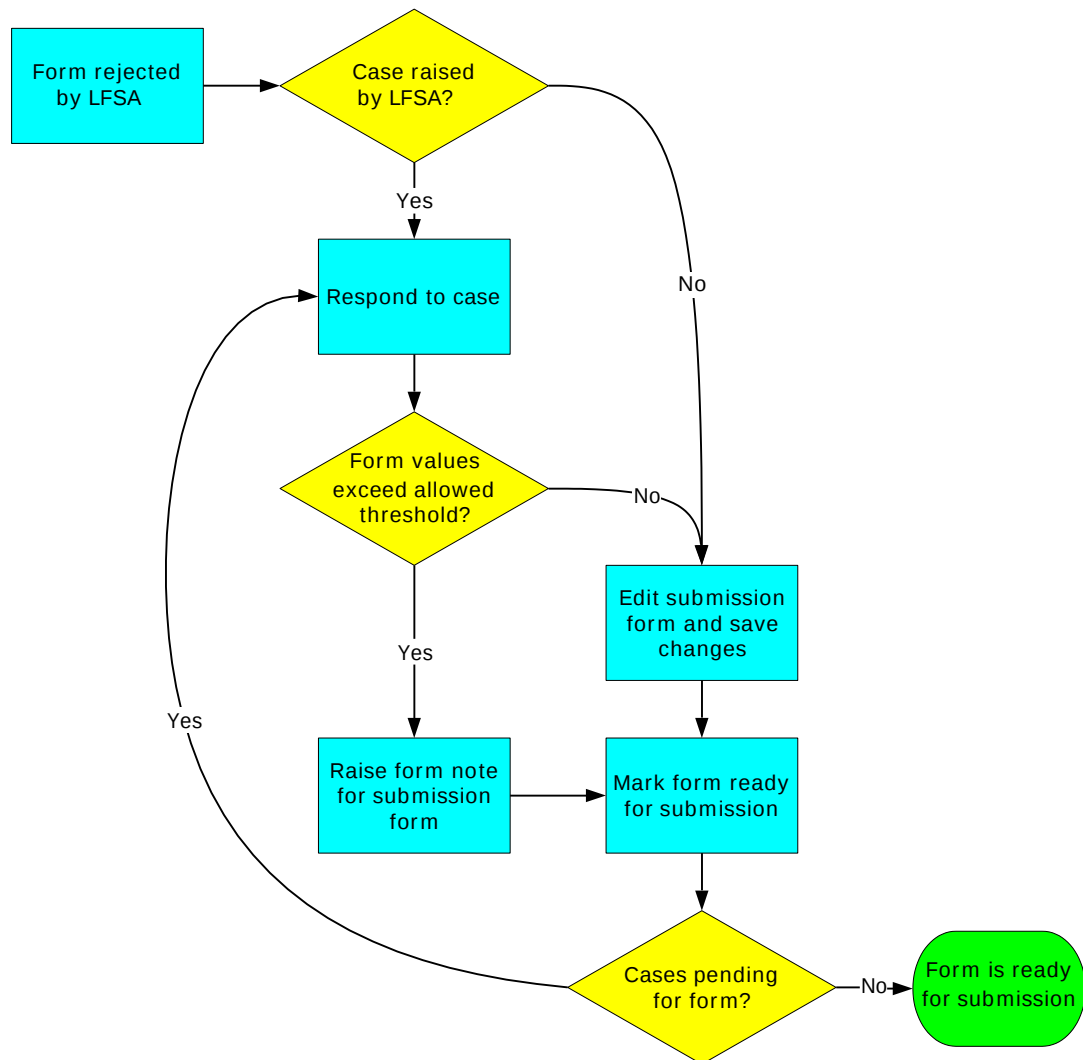
The form submission workflow involves the batch check before submission to ensure all forms of the same submission batch are ready for submission. This batch check is automated.



- 2.3.1 Only the PO profile should be allowed to do submissions. Data entry accounts do not have the sufficient rights to this function.
- 2.3.2 Submission is done by batches. This means all the forms of a submission batch has to be in **Ready** state for submission to be done.
- 2.3.3 If one or more forms within the same submission batch are not in Ready state then the forms will remain in their current state and not be submitted to Labuan FSA.
- 2.3.4 Successful submission will change the status for all the forms in the submission batch from **Ready** to **Submitted**.

2.4 Rejected submission

This section shows the process involved in responding to rejected submission forms, the raised cases and the use of form note in alerting Labuan FSA of submission values that exceeds Labuan FSA thresholds.



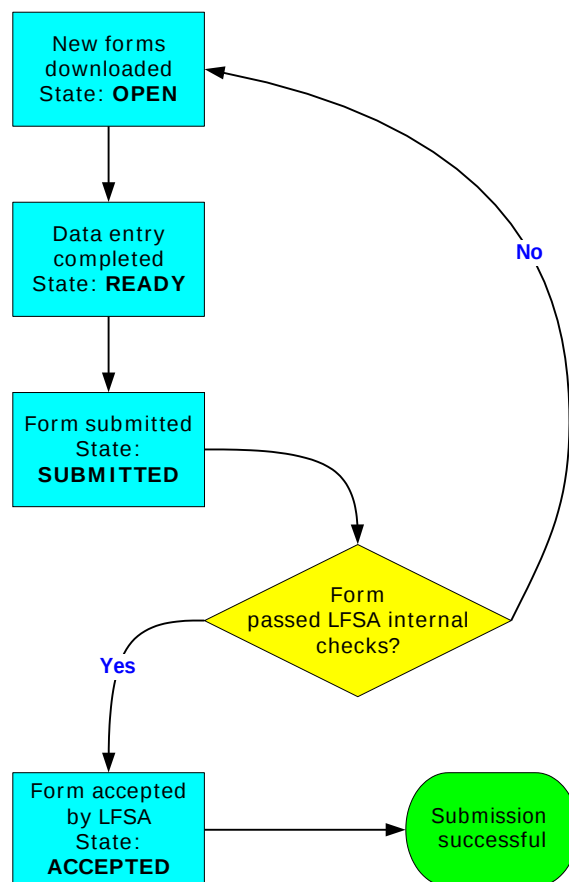
2.4.1 Forms that failed Labuan FSA internal checks will be rejected and have to be amended or have a [form note](#) raised for resubmission.

2.4.2 Forms are also rejected based on batches. If one form in a submission batch fails the check, all forms of the same batch will be rejected.

- 2.4.3 Forms that failed the internal check will have a [Case](#) attached to each form describing which fields are affected.
- 2.4.4 [Cases](#) raised this way have to be responded to before resubmission of the form can be done.
- 2.4.5 Form values that exceed allowable thresholds set by Labuan FSA require a form note to be attached to the form on submission.
- 2.4.6 Other than [cases](#) response and raising [form notes](#), resubmission follows the same flow of normal submissions.

2.5 Form states

Over the course of submission, submitted forms will change states according to the stage of processing it is in. The Hot Update function allows the update of these states to keep track of the submission forms. Below is a flow on the status changes of a particular form.

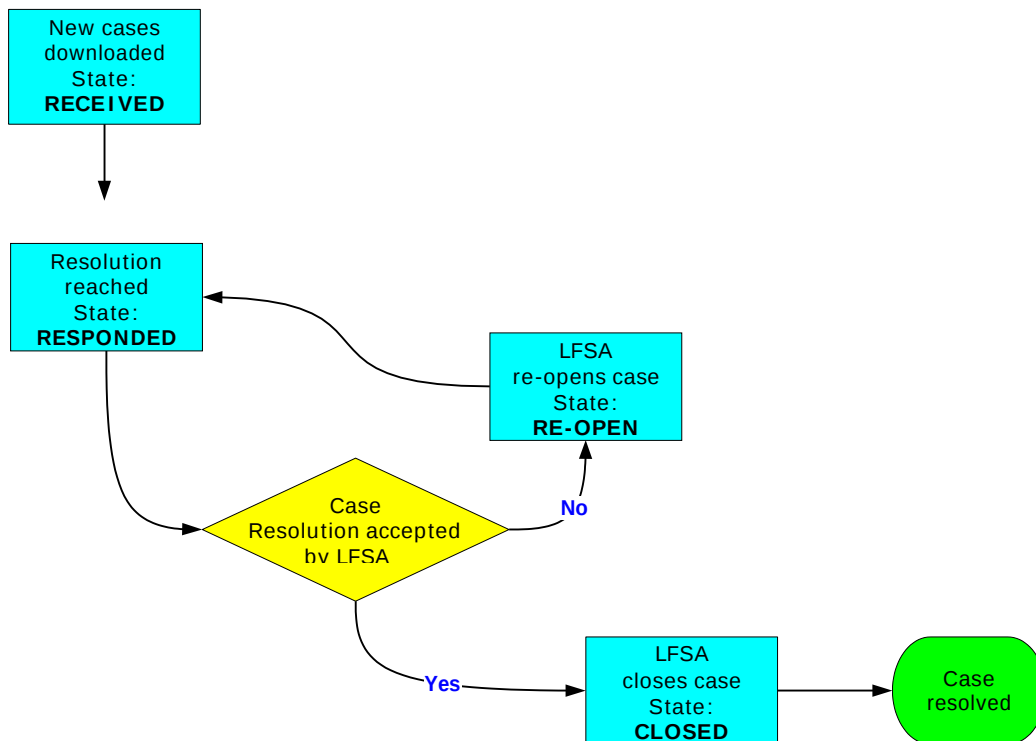


- 2.5.1 Newly downloaded forms are in **Open** status.
- 2.5.2 When data entry is done, the form can be changed to **Ready** state. Forms in **Ready** state means they are ready for submission.
- 2.5.3 When submission is done and it is successfully sent to Labuan FSA, the status will change to **Submitted**.
- 2.5.4 Forms in **Submitted** state do not mean that the submission has already succeeded. But rather, these forms have been transferred to Labuan FSA.

- 2.5.5 Submitted forms will have to be processed by Labuan FSA for a series of checks. Forms that fail any of the checks will revert to **Open** status.
- 2.5.6 Successful submission is when forms are in **Accepted** state. Forms in this state means that they have passed Labuan FSA internal checks and have been stored as a successful submission.

2.6 Case states

Cases are created when there are errors or queries with the submission data. Response to a case will also go through various states. These states are explained below.



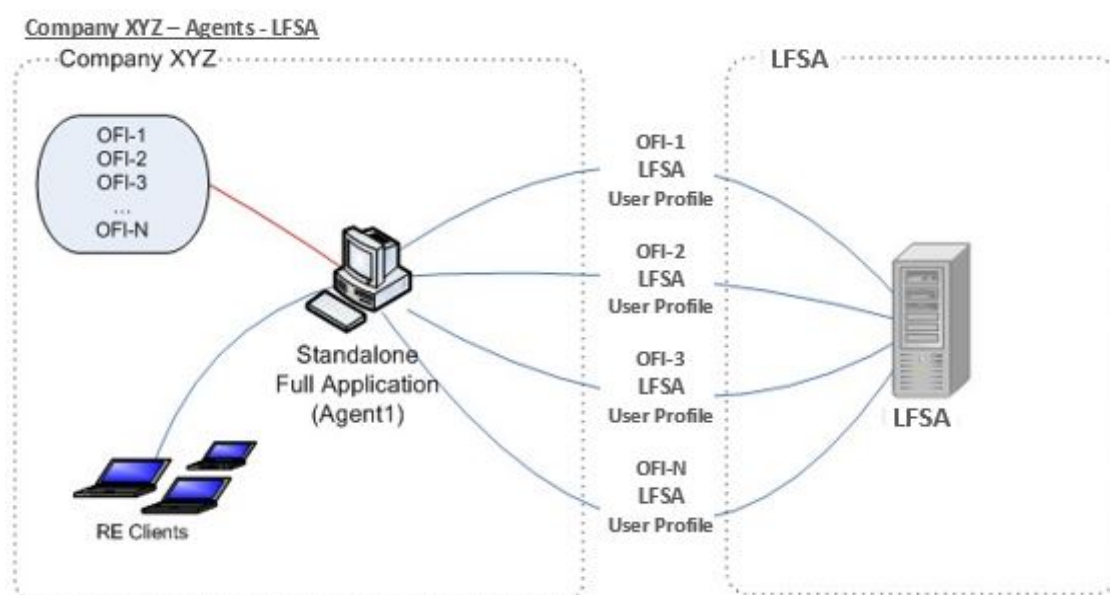
- 2.6.1 When a new case is downloaded via Hot Update, it is in **Received** state.
- 2.6.2 When a resolution has been reached on a case and it has been responded to Labuan FSA, then the case will be updated to **Responded** state.
- 2.6.3 A **Responded** case does not mean the case have been resolved. It simply means a response have been sent to Labuan FSA.
- 2.6.4 If the response did not solve the query raised by Labuan FSA the case can be re-opened. When this happens the case will be changed to **Re-Open** state.
- 2.6.5 If the response has sufficiently answered whatever query raised by the case then Labuan FSA will close the case. Then, the case will be changed to **Closed** state and the case is officially resolved.

3. Multi-instance

Note:

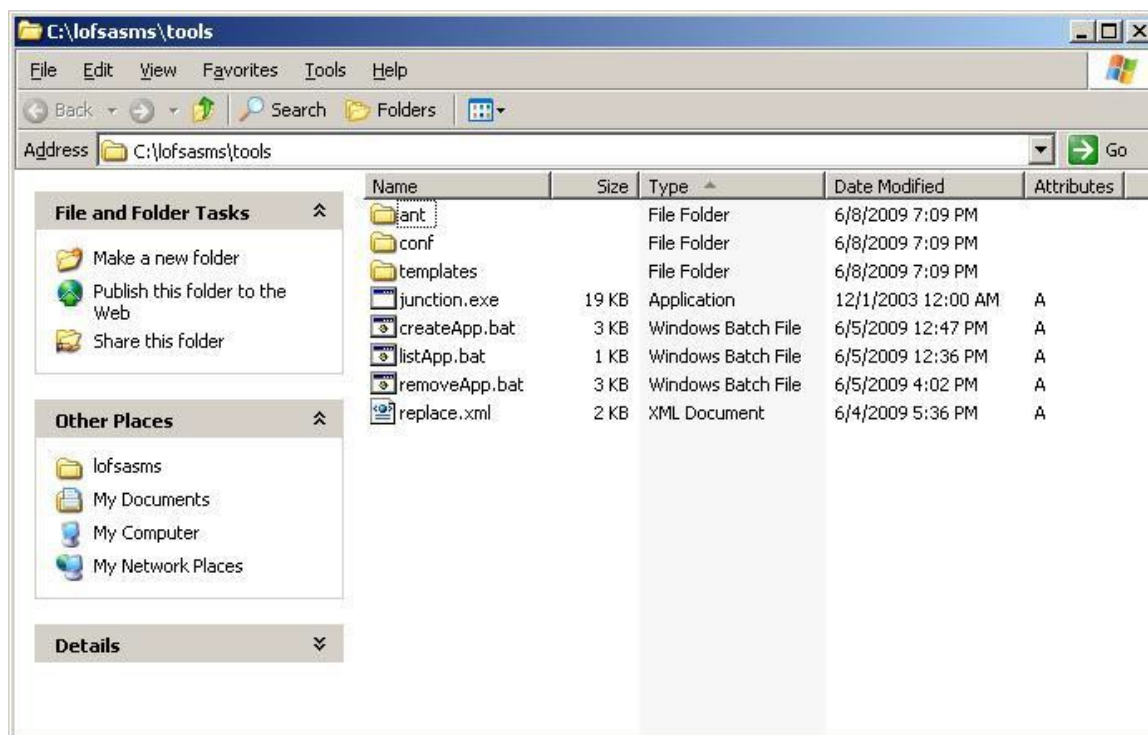
This is only applicable to those that manage the submissions of multiple companies.

This setup is optional. Multi-instance should only be done if the RE is in charge of multiple OFIs. In this case, each OFI will need to have its own submission instance, registered with its Labuan FSA profile, on the RE Full Application. A new instance means a separate OFI database in the RE Full Application.



3.1 Instance Creation

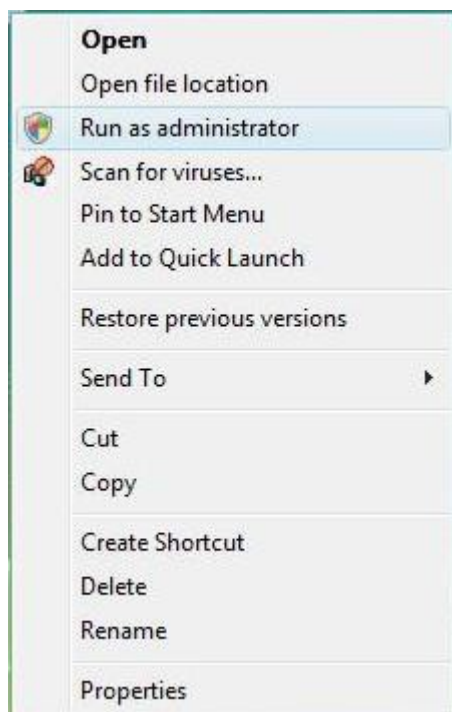
Instance creation utility (createApp.bat) is located in the c:\lofsasms\tools folder.



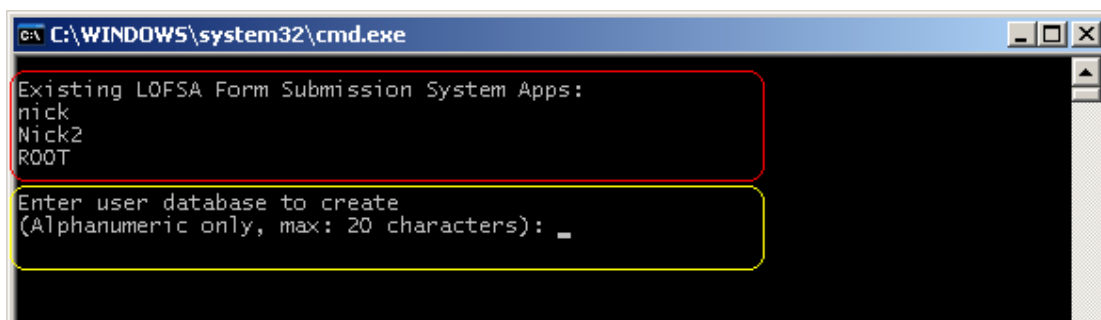
A new OFI database instance is created by the steps below:

3.1.1 Execute createApp.bat.

- 3.1.1.1 For Windows XP, simply double-click on createApp. The logged in user must have administrative rights to the machine.
- 3.1.1.2 For Vista, right-click on createApp and click on "Run as administrator".

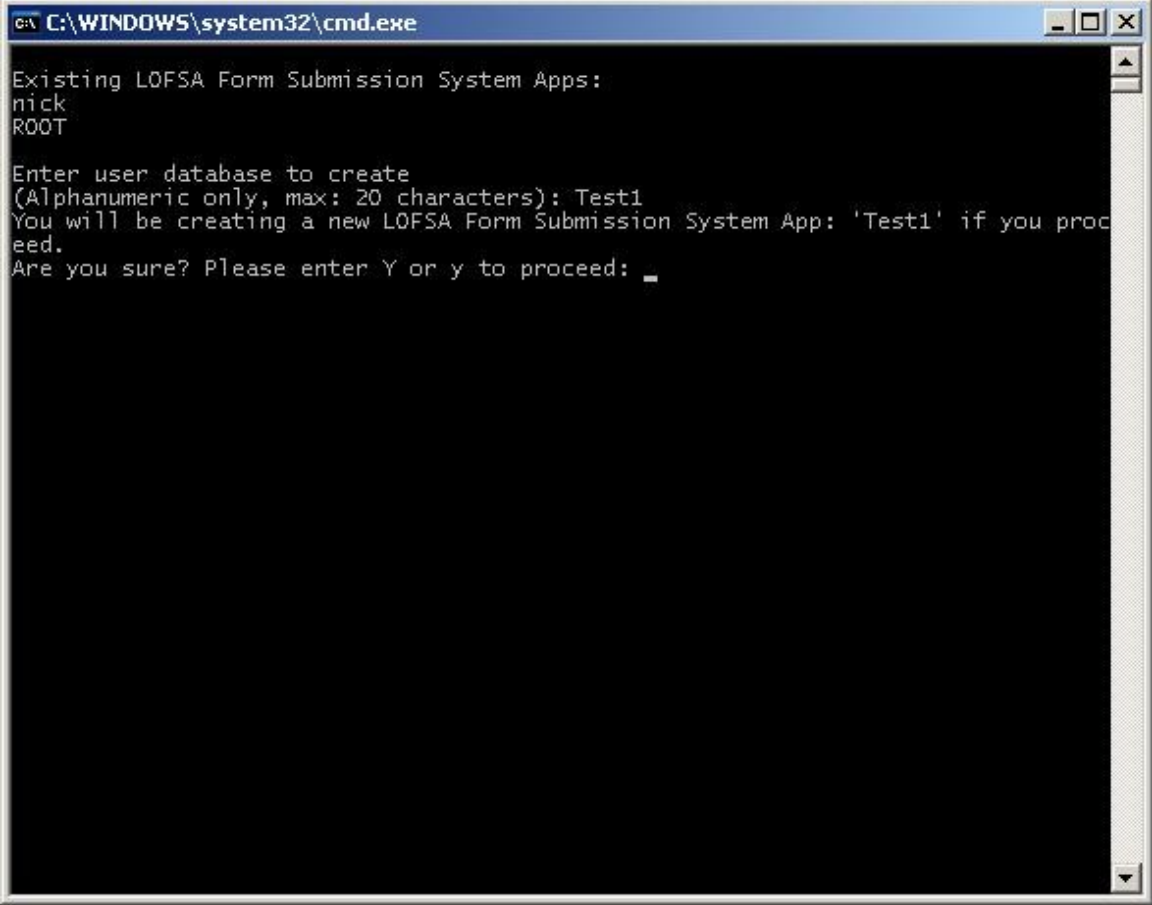


3.1.2 A console screen will appear.



The top part of the screen (red box above) is the listing of the existing instances.

3.1.3 Type the name of the new instance to be created (yellow box above). The instance name is an alphanumeric field but must begin with an alphabet. Wildcard characters (like \$ % ^ & #) and space are not allowed.



```
C:\WINDOWS\system32\cmd.exe

Existing LOFSA Form Submission System Apps:
nick
ROOT

Enter user database to create
(Alphanumeric only, max: 20 characters): Test1
You will be creating a new LOFSA Form Submission System App: 'Test1' if you proceed.
Are you sure? Please enter Y or y to proceed: _
```

- 3.1.4 A confirmation dialog will appear. To confirm, input “Y” or “y” and hit enter, otherwise input any key and hit enter.

```

C:\WINDOWS\system32\cmd.exe
Are you sure? Please enter Y or y to proceed: Y
Processed 3224 pages for database 'lfs_Test1', file 'data' on file 1.
Processed 4 pages for database 'lfs_Test1', file 'log' on file 1.
RESTORE DATABASE successfully processed 3228 pages in 4.065 seconds (6.503
MB/sec).
..\ROOT\Error.vm
..\ROOT\index.vm
..\ROOT\viewAttachment.jsp
..\ROOT\WEB-INF\generated_web.xml
..\ROOT\WEB-INF\toolbox.xml
..\ROOT\WEB-INF\velocity.properties
..\ROOT\WEB-INF\web.xml
..\ROOT\WEB-INF\web_org.xml
..\ROOT\WEB-INF\classes\org\apache\jsp\viewAttachment_jsp.class
..\ROOT\WEB-INF\data\busobjLocal.xml
..\ROOT\WEB-INF\data\default.sched
..\ROOT\WEB-INF\data\poolman.xml
..\ROOT\WEB-INF\inc\index.inc
..\ROOT\WEB-INF\inc\logout.inc
..\ROOT\WEB-INF\inc\processLogin.inc
..\ROOT\WEB-INF\includes\config.vm
..\ROOT\WEB-INF\includes\global.vm
..\ROOT\WEB-INF\includes\VirtualTable.vm
..\ROOT\WEB-INF\includes\VirtualTableColumn.vm
..\ROOT\WEB-INF\layout\Default.vm
..\ROOT\WEB-INF\layout\JSLayout.vm
..\ROOT\WEB-INF\layout\NoLayout.vm
..\ROOT\WEB-INF\layout\XULLayout.vm
..\ROOT\WEB-INF\src\viewAttachment_jsp.java
24 File(s) copied
Buildfile: c:\lofsasms\tools\replace.xml

cloneTemplate:
  [copy] Copying 3 files to c:\lofsasms\mtfweb\apps\Test1\WEB-INF\data
  [copy] Copying 1 file to c:\lofsasms\mtfweb\conf\Catalina\localhost

BUILD SUCCESSFUL
Total time: 0 seconds

The LOFSASMS service was stopped successfully.

The LOFSASMS service is starting..
The LOFSASMS service was started successfully.

App Test1 created successfully

The new instance URL: The URL created is http://127.0.0.1:81/Test1/

Press any key to continue . . .
  
```

3.1.5 The instance creation process will then begin. The message “Press any key to continue . . .” (green box above) signals the completion of processing.

3.1.6 Take note of the URL created (red box above). This will be the server URL for the server connection setup in the Labuan FSA SMS application.

```

.. \ROOT\WEB-INF\includes\VirtualTable.vm
.. \ROOT\WEB-INF\includes\VirtualTableColumn.vm
.. \ROOT\WEB-INF\layout\Default.vm
.. \ROOT\WEB-INF\layout\JSLayout.vm
.. \ROOT\WEB-INF\layout\NoLayout.vm
.. \ROOT\WEB-INF\layout\XULLayout.vm
.. \ROOT\WEB-INF\src\viewAttachment_jsp.java
24 File(s) copied
Buildfile: c:\lofsasms\tools\replace.xml

cloneTemplate:
  [copy] Copying 3 files to c:\lofsasms\mtfweb\apps\Test1\WEB-INF\data
  [copy] Copying 1 file to c:\lofsasms\mtfweb\conf\Catalina\localhost

BUILD SUCCESSFUL
Total time: 0 seconds

The LOFSASMS service was stopped successfully.

The LOFSASMS service is starting.
The LOFSASMS service was started successfully.

App Test1 created successfully

The new instance URL: The URL created is http://127.0.0.1:81/Test1/
  
```

- 3.1.6.1 To copy the server URL, right click on the console screen and click on [Mark](#).

```

.. \ROOT\WEB-INF\includes\VirtualTable.vm
.. \ROOT\WEB-INF\includes\VirtualTableColumn.vm
.. \ROOT\WEB-INF\layout\Default.vm
.. \ROOT\WEB-INF\layout\JSLayout.vm
.. \ROOT\WEB-INF\layout\NoLayout.vm
.. \ROOT\WEB-INF\layout\XULLayout.vm
.. \ROOT\WEB-INF\src\viewAttachment_jsp.java
24 File(s) copied
Buildfile: c:\lofsasms\tools\replace.xml

cloneTemplate:
  [copy] Copying 3 files to c:\lofsasms\mtfweb\apps\Test1\WEB-INF\data
  [copy] Copying 1 file to c:\lofsasms\mtfweb\conf\Catalina\localhost

BUILD SUCCESSFUL
Total time: 0 seconds

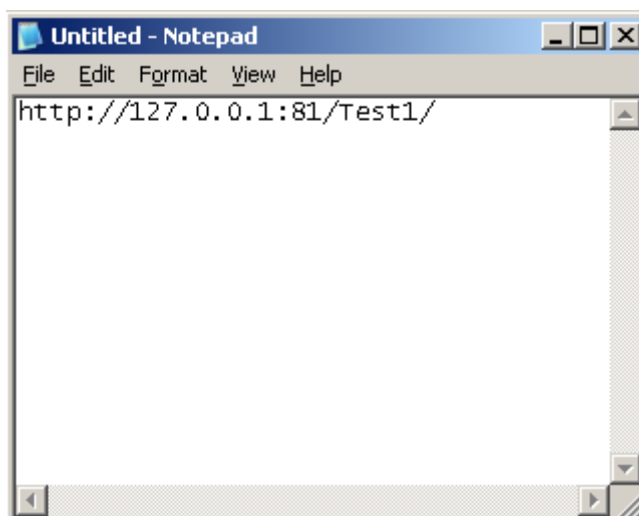
The LOFSASMS service was stopped successfully.

The LOFSASMS service is starting.
The LOFSASMS service was started successfully.

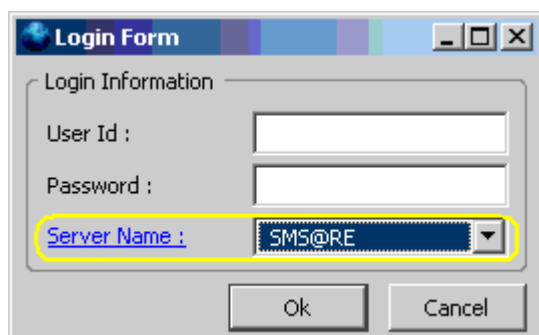
App Test1 created successfully

The new instance URL: The URL created is http://127.0.0.1:81/Test1/
Press any key to continue . . .
  
```

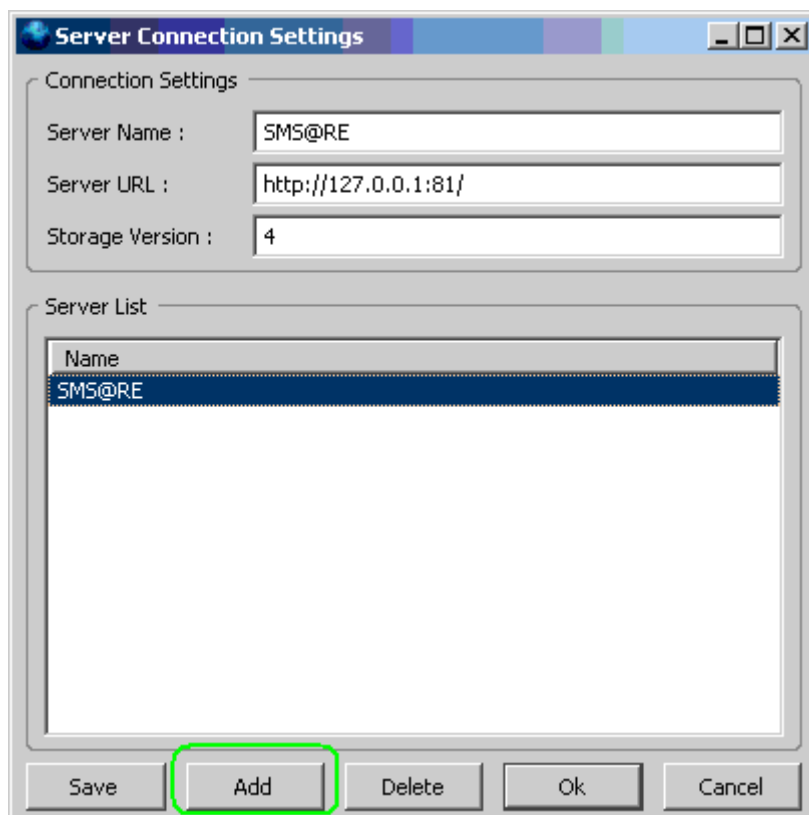
- 3.1.6.2 Then select the portion of the screen to copy by holding down left click. When the texts have been selected let go of the left click button and right click.



3.1.6.3 Paste the copied text into any text editor like normal (ctrl-v). Keep this text editor open for later use.



3.1.7 The newly created instance needs to be configured in the SMS application. In the login dialog, click on Server Name to bring up the [server connection settings](#) (yellow box above).



3.1.8 In the server connection settings, click on Add to create a new server connection.

Server Connection Settings

Connection Settings

Server Name : SMS@RE

Server URL : http://127.0.0.1:81/

Storage Version : 4

Server List

Name
SMS@LOFSA
SMS@RE
SMS@RE

Save Add Delete Ok Cancel

3.1.9 Assign a server name for the connection (yellow box above). This is for visual purposes, so it is best to use a recognizable name. For example, if the connection is for Insurance Company XYZ, assigning SMS@InsuranceXYZ would be a good idea.

3.1.10 The server URL (red box) comes from step 3.1.6. Copy the URL stored and replace the one in the [Server URL](#) field.

Server Connection Settings

Connection Settings

Server Name : SMS@Test1

Server URL : http://127.0.0.1:81/Test1/

Storage Version : 4

Server List

Name
SMS@LOFSA
SMS@RF
SMS@Test1

Save Add Delete Ok Cancel

3.1.11 Click on Save (red above) when done. The server list will be updated with the newly added server name (blue above). Click on OK (yellow above) to apply the change.

Login Form

Login Information

User Id :

Password :

Server Name : SMS@Test1

Ok Cancel

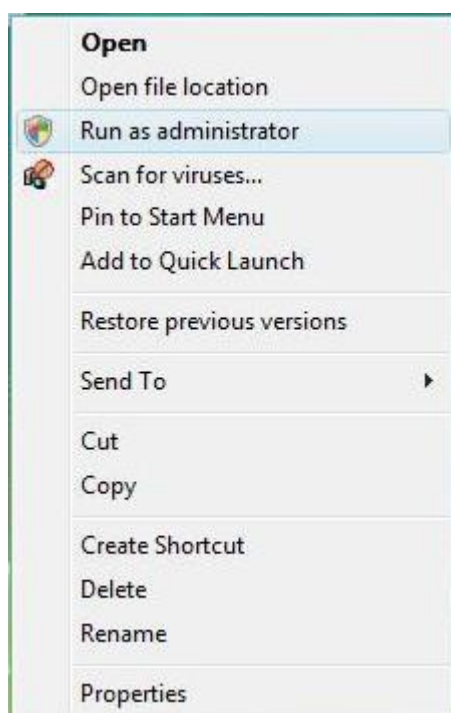
3.1.12 To login to this instance, select the server name (green above) from the login dialog.

3.2 Instance Deletion

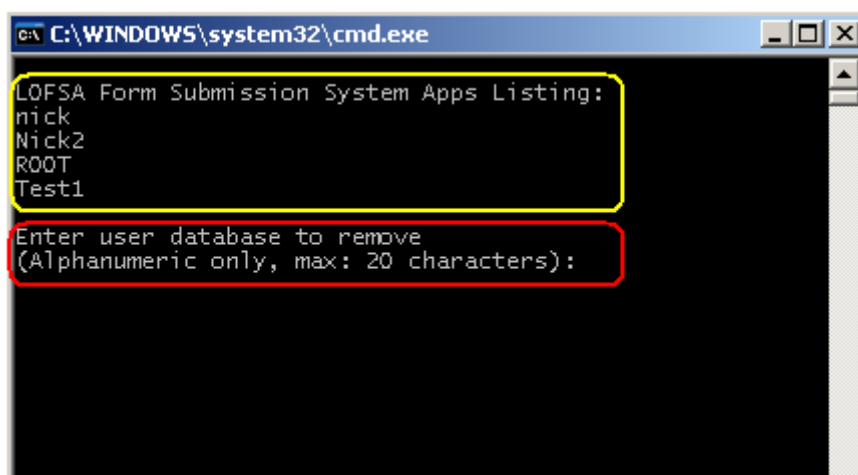
Instance creation utility (removeApp.bat) is located in the c:\lofsasms\tools folder. An OFI instance can be removed by the steps below:

3.2.1 Execute removeApp.

- 3.2.1.1 For Windows XP, simply double-click on removeApp. The logged in user must have administrative rights to the machine.



- 3.2.1.2 For Vista, right-click on removeApp and click on "Run as administrator."

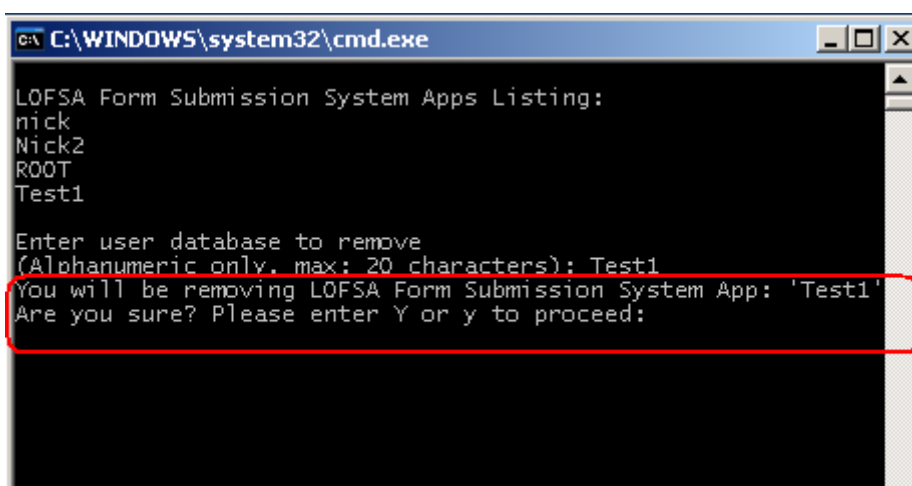


```
C:\WINDOWS\system32\cmd.exe

LOFSA Form Submission System Apps Listing:
nick
Nick2
ROOT
Test1

Enter user database to remove
(Alphanumeric only, max: 20 characters):
```

- 3.2.2 A console screen will appear. It will show the current instance already created (yellow above). Enter the instance that needs to be removed (red box) and hit enter.
(Note: ROOT cannot be deleted.)

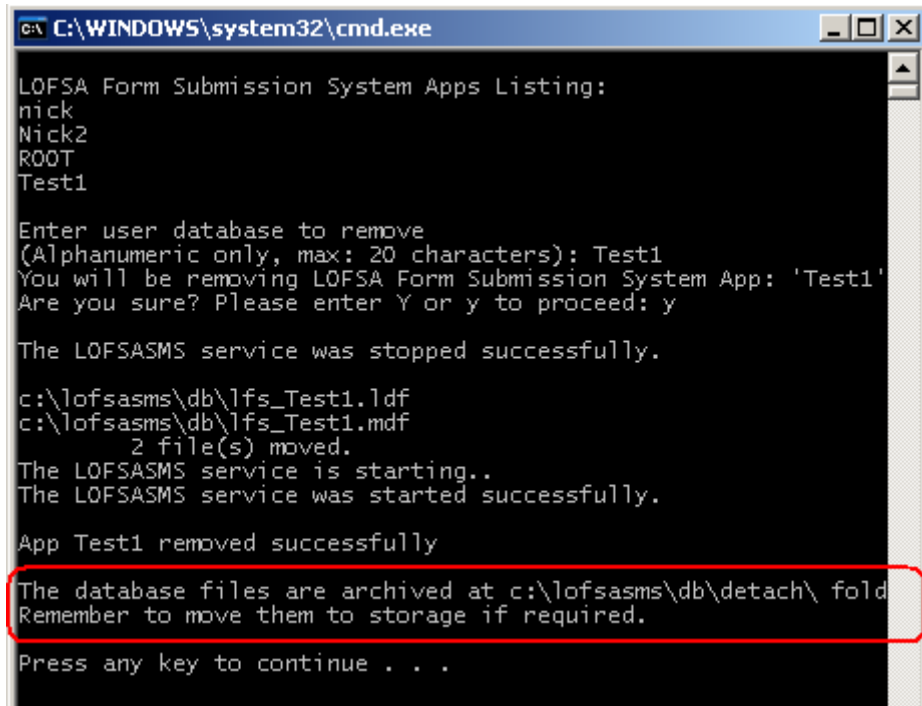


```
C:\WINDOWS\system32\cmd.exe

LOFSA Form Submission System Apps Listing:
nick
Nick2
ROOT
Test1

Enter user database to remove
(Alphanumeric only, max: 20 characters): Test1
You will be removing LOFSA Form Submission System App: 'Test1'
Are you sure? Please enter Y or y to proceed:
```

- 3.2.3 A confirmation is required (red above). Punch in “Y” or “y” and hit enter to confirm. Otherwise, input any key and hit enter to cancel.



```
C:\WINDOWS\system32\cmd.exe

LOFSA Form Submission System Apps Listing:
nick
Nick2
ROOT
Test1

Enter user database to remove
(Alphanumeric only, max: 20 characters): Test1
You will be removing LOFSA Form Submission System App: 'Test1'
Are you sure? Please enter Y or y to proceed: y

The LOFSASMS service was stopped successfully.

c:\lofsasms\db\lfs_Test1.ldf
c:\lofsasms\db\lfs_Test1.mdf
2 file(s) moved.
The LOFSASMS service is starting..
The LOFSASMS service was started successfully.

App Test1 removed successfully
The database files are archived at c:\lofsasms\db\detach\ fold
Remember to move them to storage if required.
Press any key to continue . . .
```

- 3.2.4 The database instance files are moved to c:\lofsasms\db\detach. It is recommended to copy the files out and keep this folder empty.

4 Setting up

This section documents the various setup methods for the SMS application prior to first use.

4.1 Submission login profile

The SMS application for reporting entities (REs) needs to be registered with a login user profile. This login profile is provided by Labuan FSA to enable remote downloads of forms and submissions updates. This profile is provided to the Principal Officer (PO) and this user profile should be only known to him/her for security reasons.

Note:

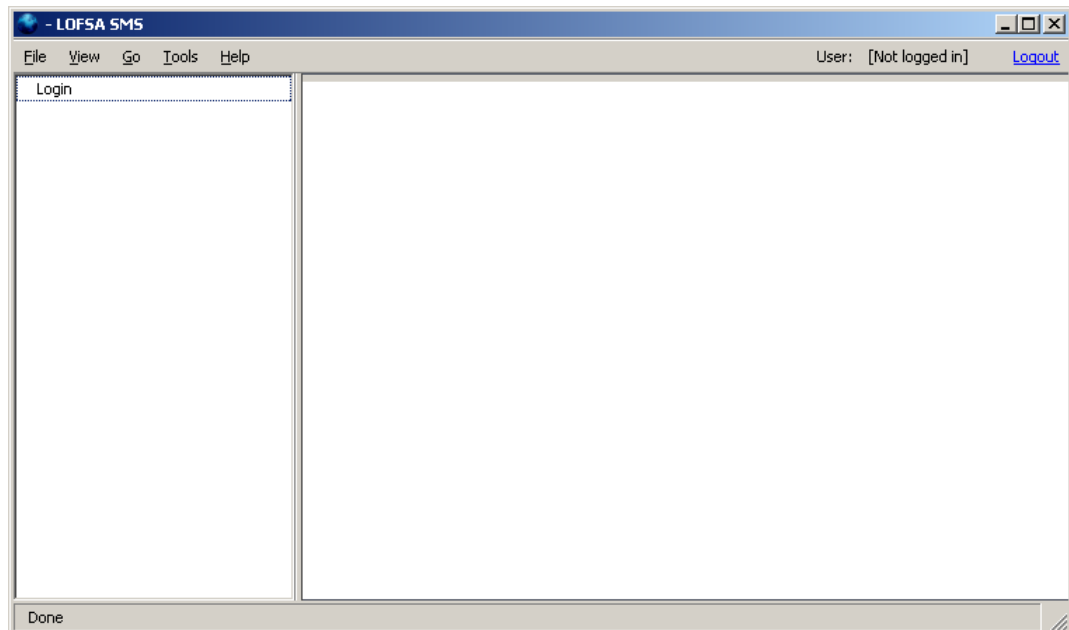
The “readmin” registration should only be done once per instance. If multiple profile registration is required, refer to [3. Multi Instance](#) on how to create separate instances.

The process to register the user profile:

4.1.1 Execute LOFSA SMS application by double clicking



4.1.2 Double click on [Login](#).



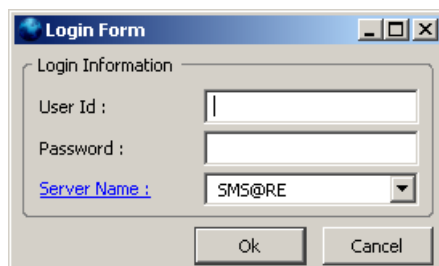
4.1.3 Select the server to login to. (default: [SMS@RE](#))

Enter the below:

User Id: readmin

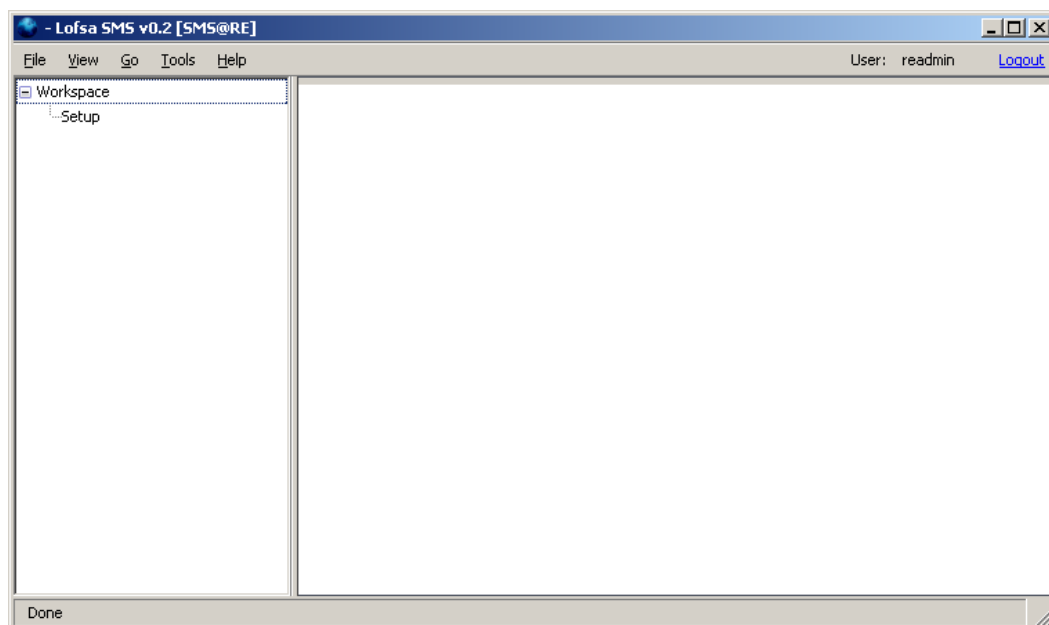
Password: password

Then click [OK](#).

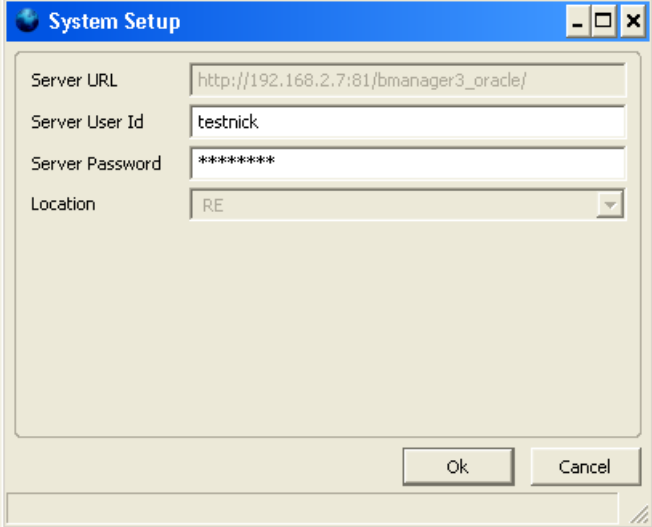


Note: This login profile (readmin) is only for the registration purpose and has no rights for any other functions.

4.1.4 Double click on [Setup](#).



- 4.1.5 Enter the User ID and Password assigned by Labuan FSA. Click **OK**. It will take a few seconds to a few minutes to update the RE application.



The 'System Setup' dialog box contains the following fields:

Field	Value
Server URL	http://192.168.2.7:81/bmanager3_oracle/
Server User Id	testnick
Server Password	*****
Location	RE

Buttons: Ok, Cancel

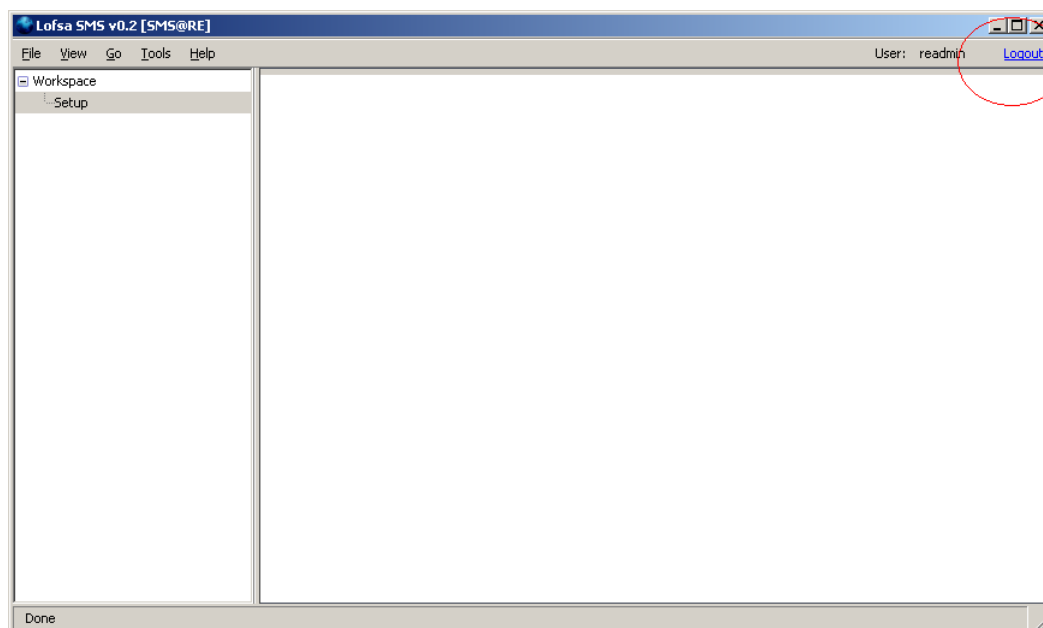
If this step is successful, step below can be skipped.

- 4.1.6 If the user profile is **already registered** then an error will prevent the registration. This is to prevent one Principal Officer from having two sets of submission data.

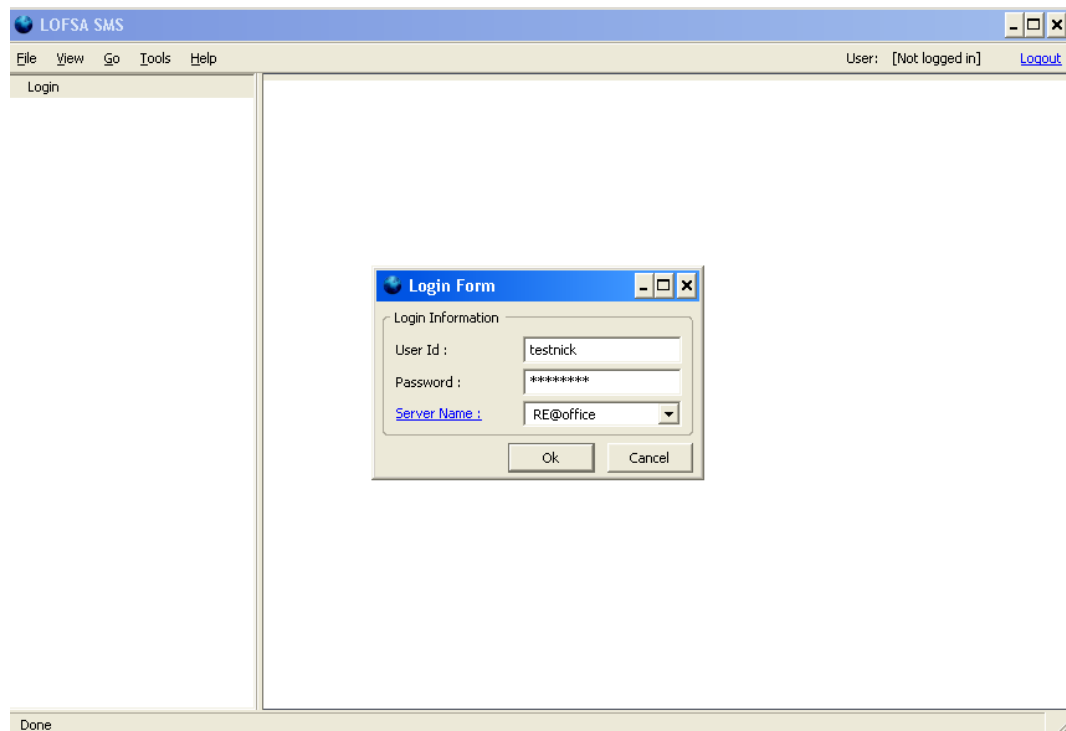


When this happens, Labuan FSA has to be contacted for a profile unlock. Apart from the machine currently being registered, any other machines utilizing the same user profile have to be disabled from doing submissions in the future. This is to prevent duplicate submissions done on behalf of the same reporting entities.

4.1.7 To exit, click on [Logout](#) on the top right corner of window.



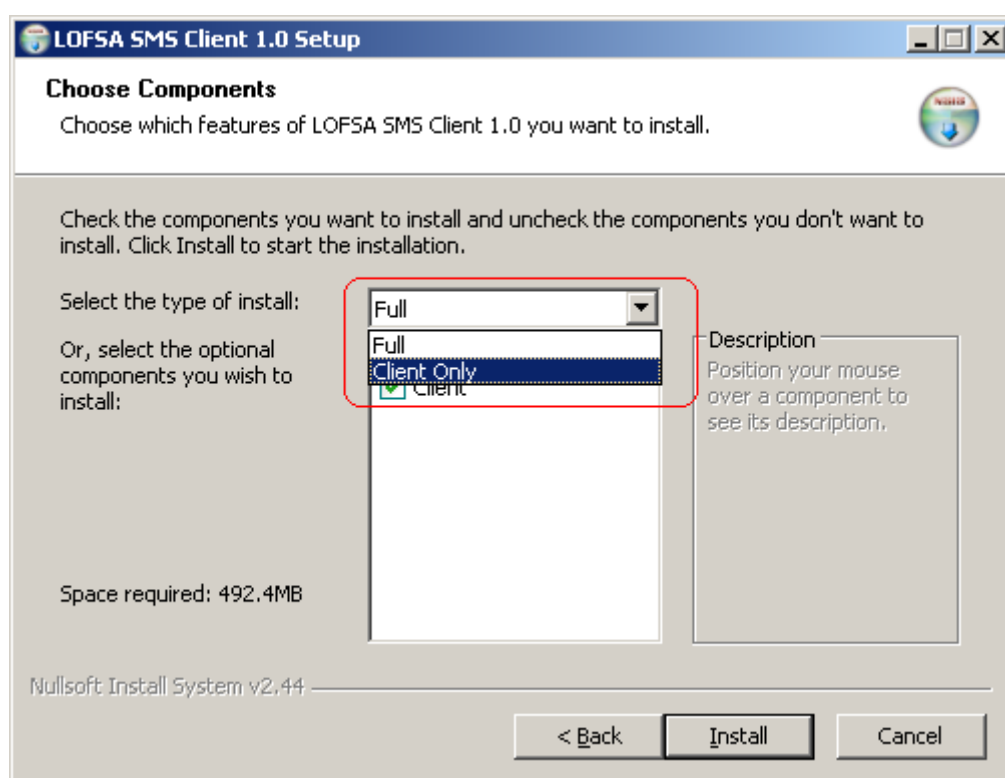
- 4.1.8 After registration is done, reporting entities can now login with their assigned profile. Double click on Login, and enter Labuan FSA's assigned username and password. Then click **OK**.



4.2 Data entry users

Additional clients can be created to aid in data entry. These users only require the client-only installation and do not require its own database to function. However, some configuration settings have to be done to enable access to the [Full Application Client](#).

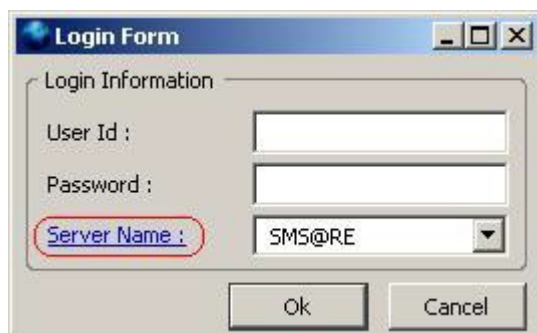
To create a data entry machine, choose **Client Only** during installation.



To create data entry users, refer to [Section 12: User](#).

Below are the steps to setup a data entry machine:

- 4.2.1 In the initial login screen, click on Server Name.



Login Form

Login Information

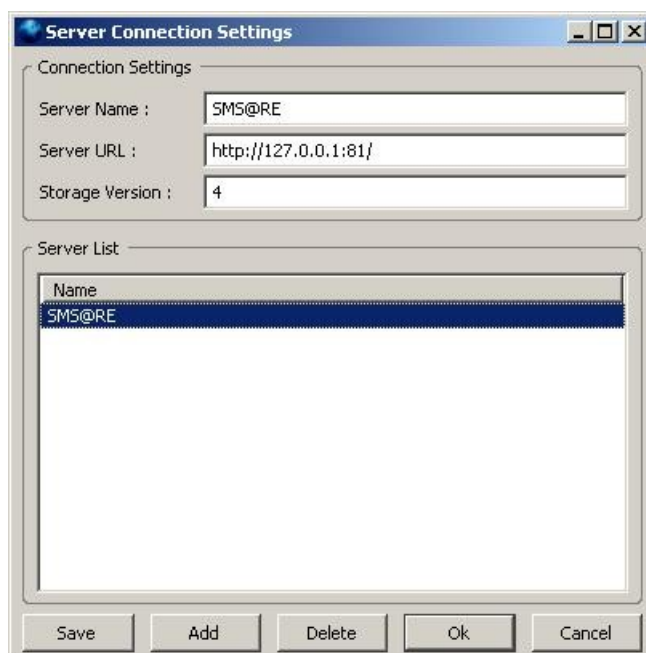
User Id :

Password :

Server Name :

Ok Cancel

4.2.2 This will bring up the server setup dialog with the initial configurations.



Server Connection Settings

Connection Settings

Server Name :

Server URL :

Storage Version :

Server List

Name
SMS@RE

Save Add Delete Ok Cancel

4.2.3 Alter the Server URL to the IP address of the Full Application Client. For example, if the IP address for the Full Application Client is 192.168.1.2 then the Server URL will be <http://192.168.1.2:81/>.

Old: <http://127.0.0.1:81/>

New: <http://192.168.1.2:81/>

To create users in the Full Application Client, refer to [12. Users](#).

Server Connection Settings

Connection Settings

Server Name : SMS@RE

Server URL : http://192.168.1.2:81/

Storage Version : 4

Server List

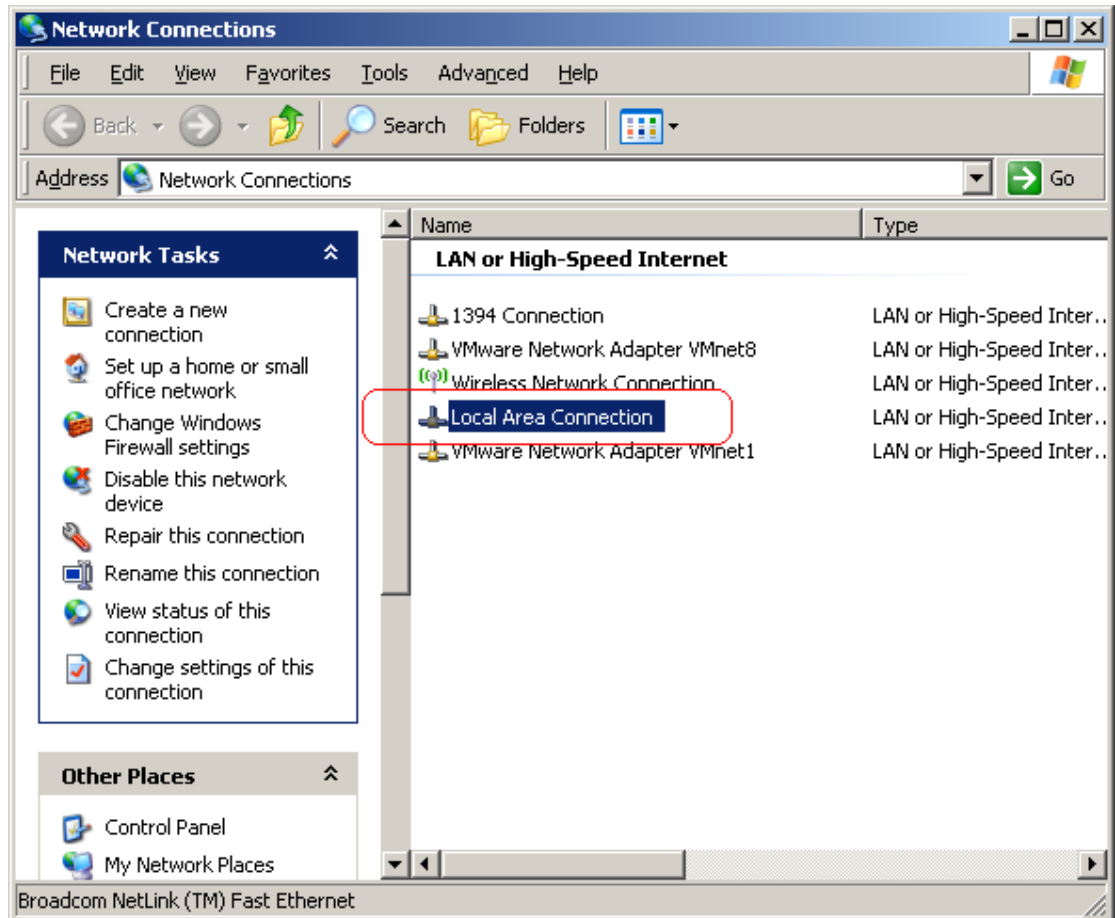
Name
SMS@RE

Save Add Delete Ok Cancel

After this is done, click on **Save** to apply the changes and **OK** to exit the configuration screen.

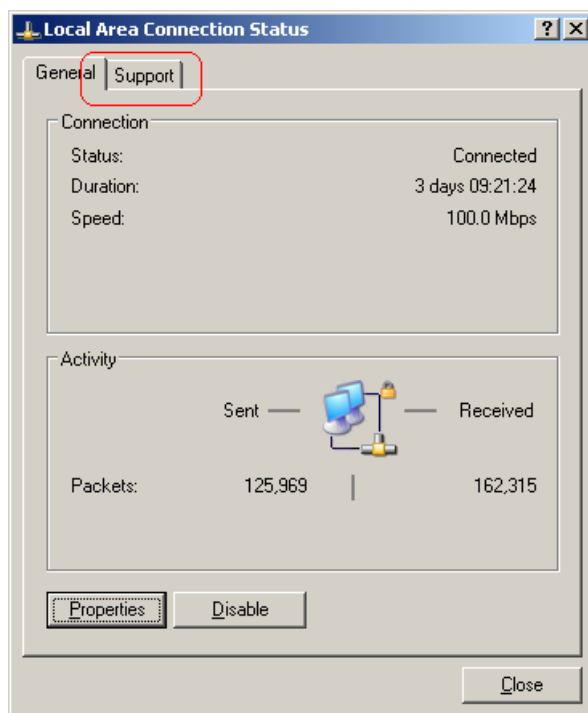
The steps below explain how to obtain the IP address of the Full Application Client.

4.2.3.1 At the Full Application machine, click on **Start → Settings → Control Panel → Network connections**.

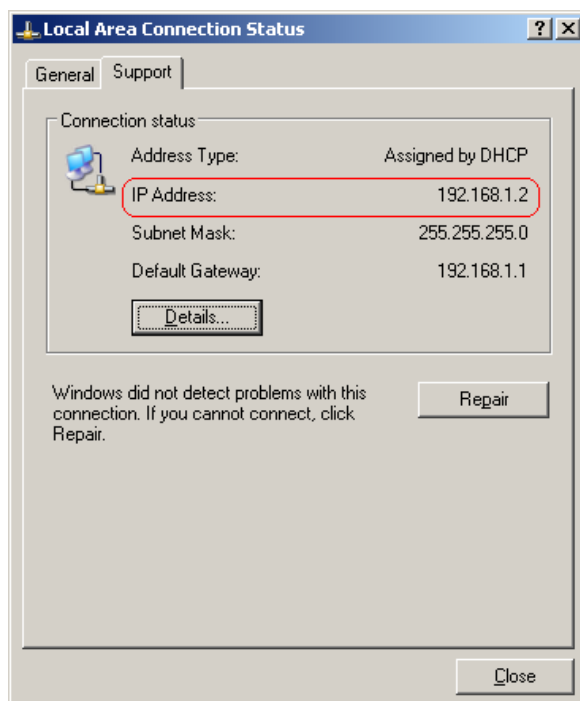


Double-click on Local Area Connection.

4.2.3.2 In the subsequent window, go to the Support Tab.



4.2.3.3 The IP address is displayed in the IP address field.



5 Downloading forms from Labuan FSA

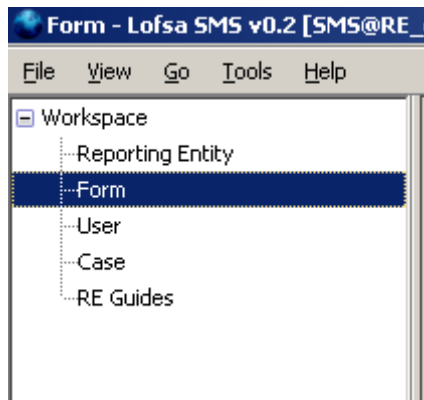
The reporting entities can fill up submission forms offline and do submission or updates with Labuan FSA on demand. This eliminates the need to have a persistent link to Labuan FSA for form submissions.

Note:

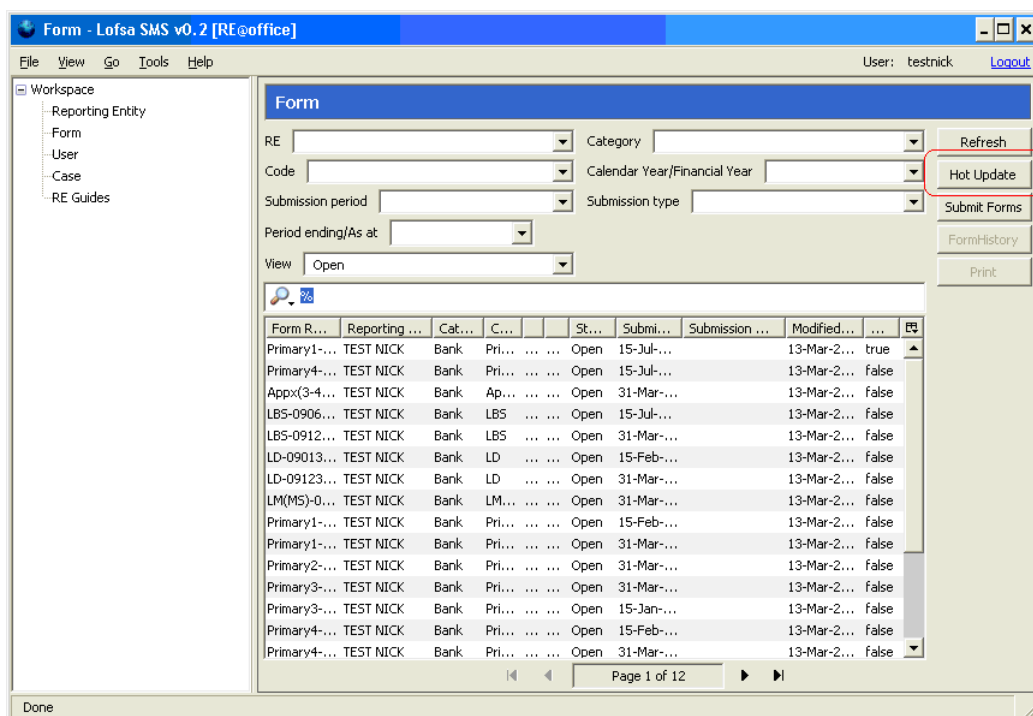
Submission forms are automatically generated by Labuan FSA.

These forms are generated on the final month of the submission period. For example, quarterly submission forms for Jan-Mar period is generated in March and should be available for download by the second week of March.

Reporting entities are now allowed to create new submission forms.



5.1 Double-click on the Form module in the module listing.



Form - Lofsa SMS v0.2 [RE@office]

User: testnick Logout

Workspace

- Reporting Entity
- Form
- User
- Case
- RE Guides

Form

RE: [Dropdown] Category: [Dropdown] Refresh

Code: [Dropdown] Calendar Year/Financial Year: [Dropdown] Hot Update

Submission period: [Dropdown] Submission type: [Dropdown] Submit Forms

Period ending/As at: [Dropdown] Form History

View: Open Print

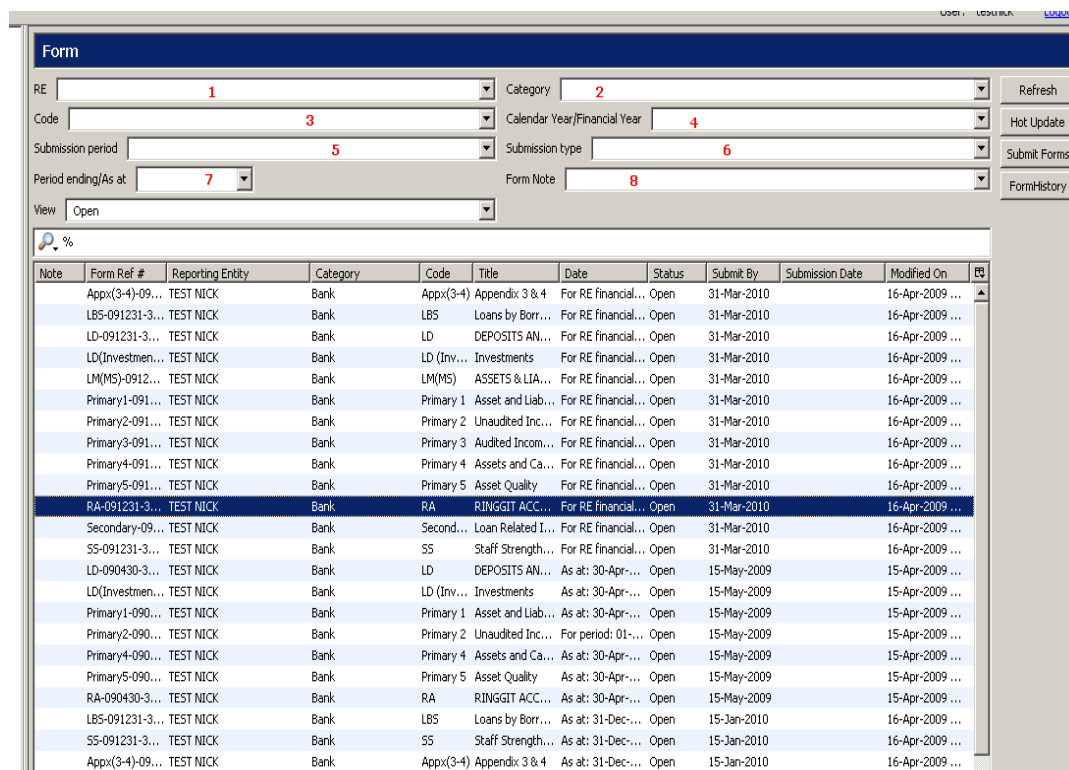
Form R...	Reporting ...	Cat...	C...	St...	Submi...	Submission ...	Modified...	...
Primary1-...	TEST NICK	Bank	Pri...	...	Open	15-Jul-...	13-Mar-2...	true
Primary4-...	TEST NICK	Bank	Pri...	...	Open	15-Jul-...	13-Mar-2...	false
Appx(3-4...	TEST NICK	Bank	Ap...	...	Open	31-Mar-...	13-Mar-2...	false
LBS-0906...	TEST NICK	Bank	LBS	...	Open	15-Jul-...	13-Mar-2...	false
LBS-0912...	TEST NICK	Bank	LBS	...	Open	31-Mar-...	13-Mar-2...	false
LD-09013...	TEST NICK	Bank	LD	...	Open	15-Feb-...	13-Mar-2...	false
LD-09123...	TEST NICK	Bank	LD	...	Open	31-Mar-...	13-Mar-2...	false
LM(M5)-0...	TEST NICK	Bank	LM...	...	Open	31-Mar-...	13-Mar-2...	false
Primary1-...	TEST NICK	Bank	Pri...	...	Open	15-Feb-...	13-Mar-2...	false
Primary1-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary2-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary3-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary3-...	TEST NICK	Bank	Pri...	...	Open	15-Jan-...	13-Mar-2...	false
Primary4-...	TEST NICK	Bank	Pri...	...	Open	15-Feb-...	13-Mar-2...	false
Primary4-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false

Page 1 of 12

5.2 Click on [Hot Update](#) to download submission forms from Labuan FSA.

6 Navigating Form listing

The summary page comes with filters to limit the forms being read in order to narrow the search and prevent long loading times that occurs when a large set of forms are being fetched. These filters are located at the top of the Form window.



Form

RE Category Refresh

Code Calendar Year/Financial Year Hot Update

Submission period Submission type Submit Forms

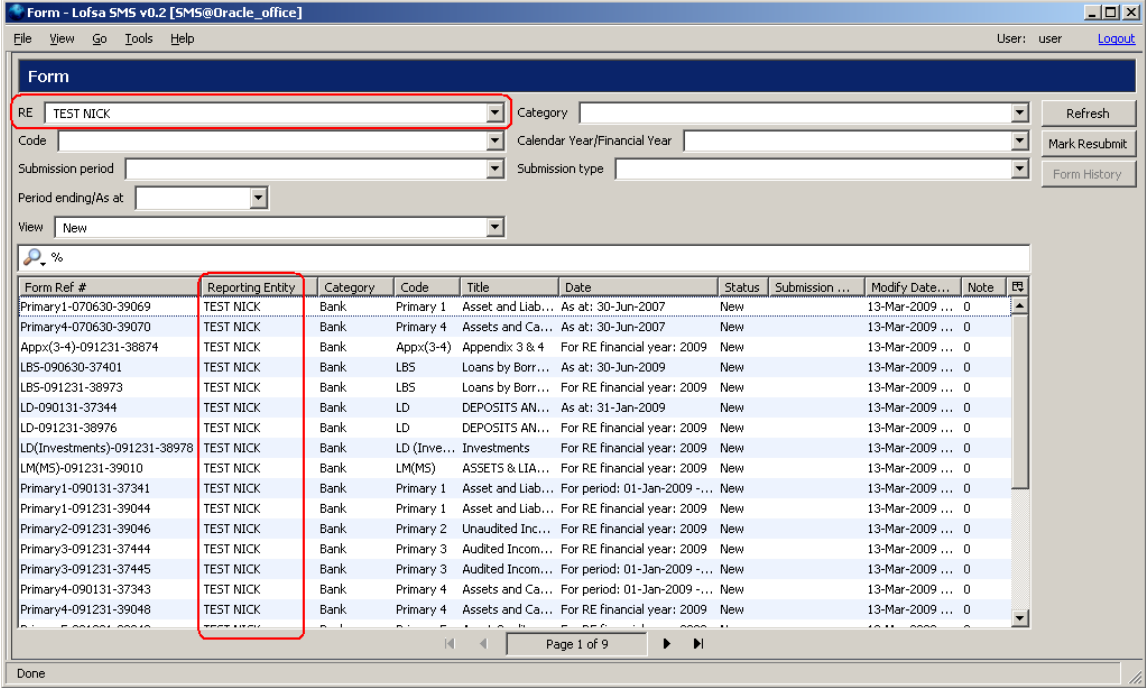
Period ending/As at Form Note Form History

View Open

Note	Form Ref. #	Reporting Entity	Category	Code	Title	Date	Status	Submit By	Submission Date	Modified On
	Appx(3-4)-09...	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	LB5-091231-3...	TEST NICK	Bank	LB5	Loans by Borr...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	LD-091231-3...	TEST NICK	Bank	LD	DEPOSITS AN...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	LD(Investmen...	TEST NICK	Bank	LD (Inv...	Investments	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	LM(MS)-0912...	TEST NICK	Bank	LM(MS)	ASSETS & LIA...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Primary1-091...	TEST NICK	Bank	Primary 1	Asset and Liab...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Primary2-091...	TEST NICK	Bank	Primary 2	Unaudited Inc...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Primary3-091...	TEST NICK	Bank	Primary 3	Audited Incom...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Primary4-091...	TEST NICK	Bank	Primary 4	Assets and Ca...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Primary5-091...	TEST NICK	Bank	Primary 5	Asset Quality	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	RA-091231-3...	TEST NICK	Bank	RA	RINGGIT ACC...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	Secondary-09...	TEST NICK	Bank	Second...	Loan Related I...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	SS-091231-3...	TEST NICK	Bank	SS	Staff Strength...	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...
	LD-090430-3...	TEST NICK	Bank	LD	DEPOSITS AN...	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	LD(Investmen...	TEST NICK	Bank	LD (Inv...	Investments	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	Primary1-090...	TEST NICK	Bank	Primary 1	Asset and Liab...	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	Primary2-090...	TEST NICK	Bank	Primary 2	Unaudited Inc...	For period: 01...	Open	15-May-2009		15-Apr-2009 ...
	Primary4-090...	TEST NICK	Bank	Primary 4	Assets and Ca...	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	Primary5-090...	TEST NICK	Bank	Primary 5	Asset Quality	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	RA-090430-3...	TEST NICK	Bank	RA	RINGGIT ACC...	As at: 30-Apr...	Open	15-May-2009		15-Apr-2009 ...
	LB5-091231-3...	TEST NICK	Bank	LB5	Loans by Borr...	As at: 31-Dec...	Open	15-Jan-2010		16-Apr-2009 ...
	SS-091231-3...	TEST NICK	Bank	SS	Staff Strength...	As at: 31-Dec...	Open	15-Jan-2010		16-Apr-2009 ...
	Appx(3-4)-09...	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	As at: 31-Dec...	Open	15-Jan-2010		16-Apr-2009 ...

6.1 RE

This filter limits the forms in the list by those belonging to the RE selected.

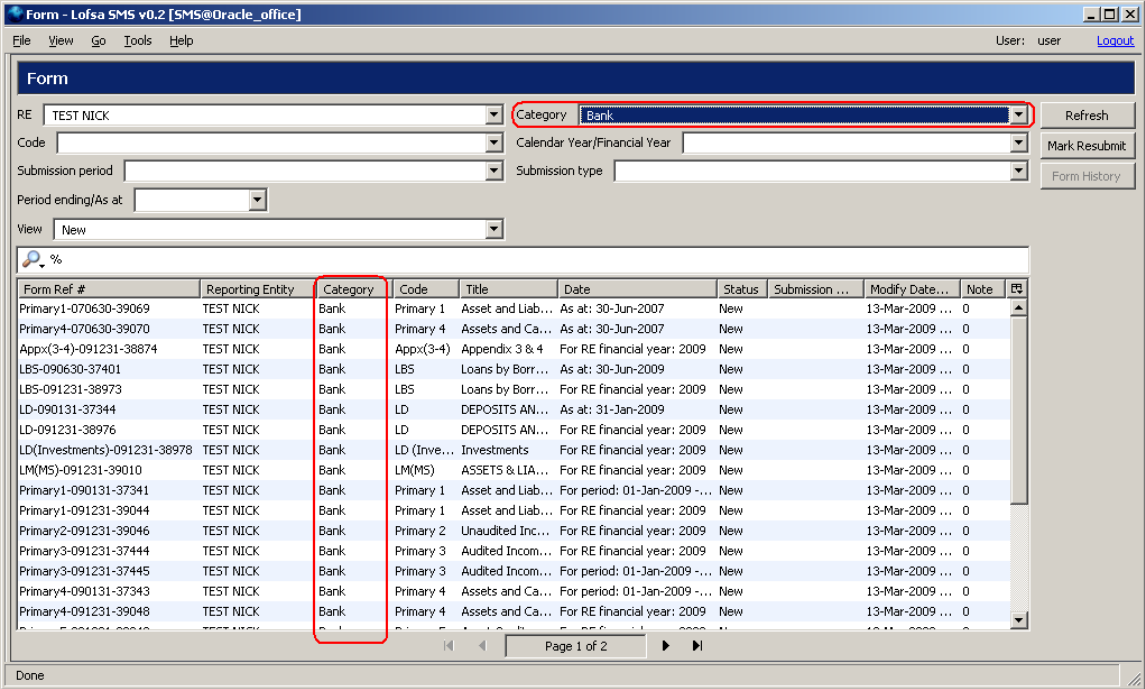


Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission	Modify Date	Note
Primary1-070630-39069	TEST NICK	Bank	Primary 1	Asset and Liab...	As at: 30-Jun-2007	New		13-Mar-2009 ...	0
Primary4-070630-39070	TEST NICK	Bank	Primary 4	Assets and Ca...	As at: 30-Jun-2007	New		13-Mar-2009 ...	0
Appx(3-4)-091231-38874	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	For RE financial year: 2009	New		13-Mar-2009 ...	0
LBS-090630-37401	TEST NICK	Bank	LBS	Loans by Borr...	As at: 30-Jun-2009	New		13-Mar-2009 ...	0
LBS-091231-38973	TEST NICK	Bank	LBS	Loans by Borr...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD-090131-37344	TEST NICK	Bank	LD	DEPOSITS AN...	As at: 31-Jan-2009	New		13-Mar-2009 ...	0
LD-091231-38976	TEST NICK	Bank	LD	DEPOSITS AN...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD(Investments)-091231-38978	TEST NICK	Bank	LD (Inve...	Investments	For RE financial year: 2009	New		13-Mar-2009 ...	0
LM(MS)-091231-39010	TEST NICK	Bank	LM(MS)	ASSETS & LIA...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary1-090131-37341	TEST NICK	Bank	Primary 1	Asset and Liab...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary1-091231-39044	TEST NICK	Bank	Primary 1	Asset and Liab...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary2-091231-39046	TEST NICK	Bank	Primary 2	Unaudited Inc...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary3-091231-37444	TEST NICK	Bank	Primary 3	Audited Incom...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary3-091231-37445	TEST NICK	Bank	Primary 3	Audited Incom...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary4-090131-37343	TEST NICK	Bank	Primary 4	Assets and Ca...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary4-091231-39048	TEST NICK	Bank	Primary 4	Assets and Ca...	For RE financial year: 2009	New		13-Mar-2009 ...	0

From example above, forms not belonging to **Test Nick** are omitted from the list when **Test Nick** is selected in the filter and **Refresh** is clicked.

6.2 Category

This filter limits the forms in the list by the category or industry the forms are for.



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: Bank Refresh

Code: Calendar Year/Financial Year: Mark Resubmit

Submission period: Submission type: Form History

Period ending/As at: View: New

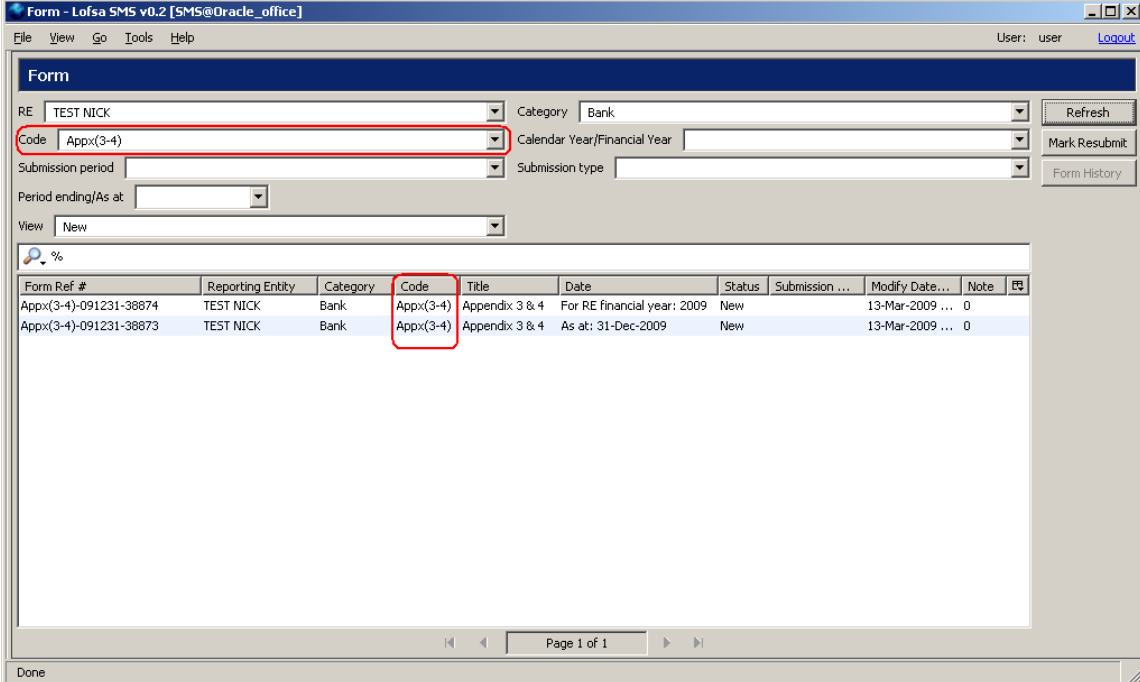
Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission ...	Modify Date...	Note
Primary1-070630-39069	TEST NICK	Bank	Primary 1	Asset and Liab...	As at: 30-Jun-2007	New		13-Mar-2009 ...	0
Primary4-070630-39070	TEST NICK	Bank	Primary 4	Assets and Ca...	As at: 30-Jun-2007	New		13-Mar-2009 ...	0
Appx(3-4)-091231-38874	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	For RE financial year: 2009	New		13-Mar-2009 ...	0
LBS-090630-37401	TEST NICK	Bank	LBS	Loans by Borr...	As at: 30-Jun-2009	New		13-Mar-2009 ...	0
LBS-091231-38973	TEST NICK	Bank	LBS	Loans by Borr...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD-090131-37344	TEST NICK	Bank	LD	DEPOSITS AN...	As at: 31-Jan-2009	New		13-Mar-2009 ...	0
LD-091231-38976	TEST NICK	Bank	LD	DEPOSITS AN...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD(Investments)-091231-38978	TEST NICK	Bank	LD (Inve...	Investments	For RE financial year: 2009	New		13-Mar-2009 ...	0
LM(MS)-091231-39010	TEST NICK	Bank	LM(MS)	ASSETS & LIA...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary1-090131-37341	TEST NICK	Bank	Primary 1	Asset and Liab...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary1-091231-39044	TEST NICK	Bank	Primary 1	Asset and Liab...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary2-091231-39046	TEST NICK	Bank	Primary 2	Unaudited Inc...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary3-091231-37444	TEST NICK	Bank	Primary 3	Audited Incom...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary3-091231-37445	TEST NICK	Bank	Primary 3	Audited Incom...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary4-090131-37343	TEST NICK	Bank	Primary 4	Assets and Ca...	For period: 01-Jan-2009 -...	New		13-Mar-2009 ...	0
Primary4-091231-39048	TEST NICK	Bank	Primary 4	Assets and Ca...	For RE financial year: 2009	New		13-Mar-2009 ...	0

Page 1 of 2

In example above, only forms that are of **Bank** category will be displayed when **Bank** is selected in the filter and **Refresh** is clicked.

6.3 Code

This filter limits the display list to forms of a certain code. Just select any code from the dropdown and click on [Refresh](#).



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: Bank

Code: Appx(3-4) Calendar Year/Financial Year:

Submission period: Submission type:

Period ending/As at:

View: New

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission ...	Modify Date...	Note
Appx(3-4)-091231-38874	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	For RE financial year: 2009	New		13-Mar-2009 ...	0
Appx(3-4)-091231-38873	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	As at: 31-Dec-2009	New		13-Mar-2009 ...	0

Page 1 of 1

Done

Special care has to be taken when using this filter with other filters. In the example below, [App1](#) is an insurance form, so together with the Category filtered to [Bank](#), there will be no forms on display.

Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE TEST NICK Category Bank Refresh

Code App1 Calendar Year/Financial Year Mark Resubmit

Submission period Submission type Form History

Period ending/As at

View New

%

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission ...	Modify Date...	Note

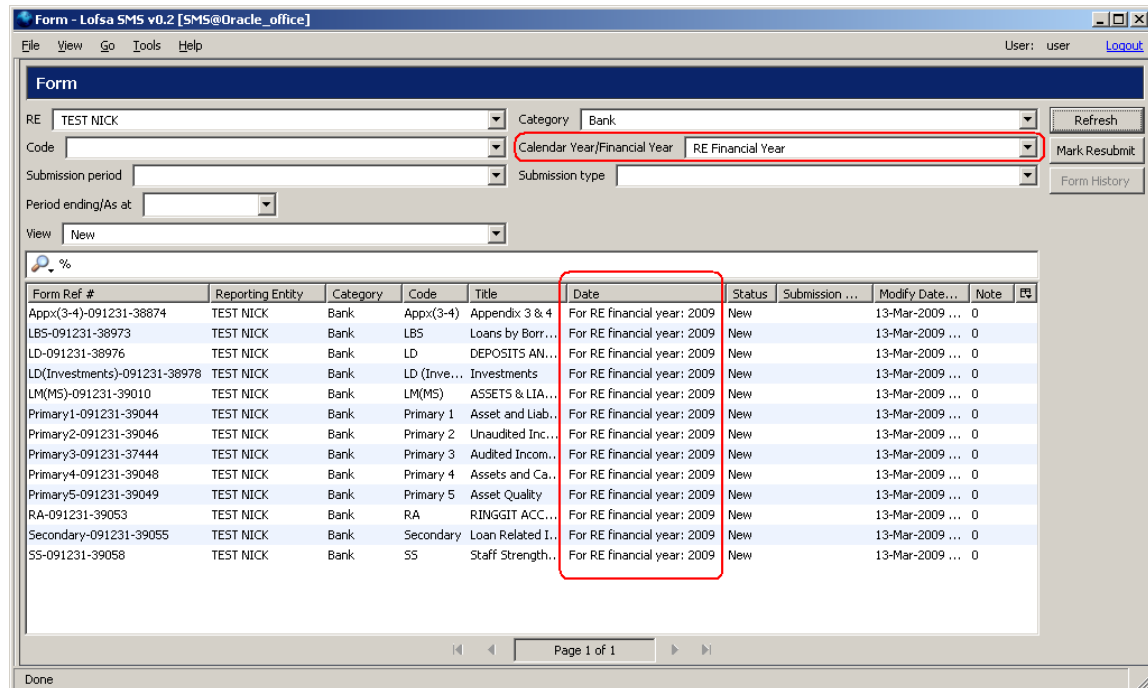
Page 0 of 0

Done

6.4 Calendar Year/Financial Year

This filter limits the display to audited or un-audited forms.

- Calendar Year: Un-audited
- RE Financial Year: Audited



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: Bank Refresh

Code: Calendar Year/Financial Year RE Financial Year Mark Resubmit

Submission period: Submission type: Form History

Period ending/As at: View: New

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission ...	Modify Date...	Note
Appx(3-4)-091231-38874	TEST NICK	Bank	Appx(3-4)	Appendix 3 & 4	For RE financial year: 2009	New		13-Mar-2009 ...	0
LBS-091231-38973	TEST NICK	Bank	LBS	Loans by Borr...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD-091231-38976	TEST NICK	Bank	LD	DEPOSITS AN...	For RE financial year: 2009	New		13-Mar-2009 ...	0
LD(Investments)-091231-38978	TEST NICK	Bank	LD (Inve...	Investments	For RE financial year: 2009	New		13-Mar-2009 ...	0
LM(MS)-091231-39010	TEST NICK	Bank	LM(MS)	ASSETS & LIA...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary1-091231-39044	TEST NICK	Bank	Primary 1	Asset and Liab...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary2-091231-39046	TEST NICK	Bank	Primary 2	Unaudited Inc...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary3-091231-37444	TEST NICK	Bank	Primary 3	Audited Incom...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary4-091231-39048	TEST NICK	Bank	Primary 4	Assets and Ca...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Primary5-091231-39049	TEST NICK	Bank	Primary 5	Asset Quality	For RE financial year: 2009	New		13-Mar-2009 ...	0
RA-091231-39053	TEST NICK	Bank	RA	RINGGIT ACC...	For RE financial year: 2009	New		13-Mar-2009 ...	0
Secondary-091231-39055	TEST NICK	Bank	Secondary	Loan Related I...	For RE financial year: 2009	New		13-Mar-2009 ...	0
SS-091231-39058	TEST NICK	Bank	SS	Staff Strength...	For RE financial year: 2009	New		13-Mar-2009 ...	0

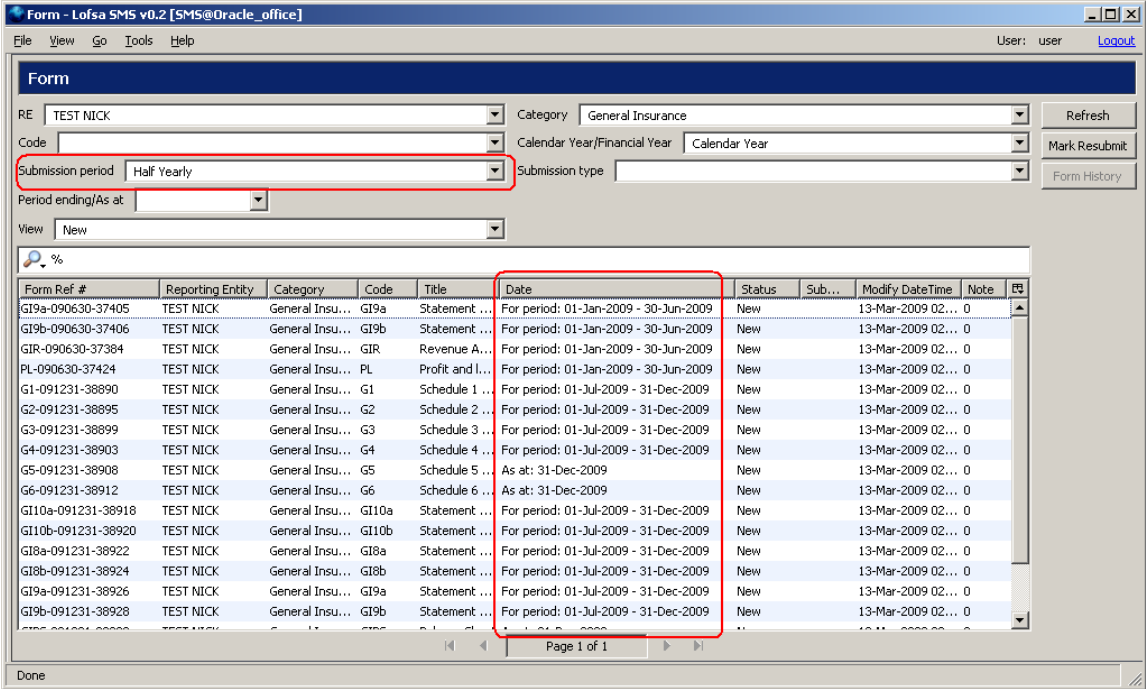
Page 1 of 1

In this example all forms that are generated based on a RE's financial year are retained after [Refresh](#).

6.5 Submission period

This filter limits the forms on display to a certain type of submission.

- Monthly
- Quarterly
- Half-Yearly
- Yearly



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: General Insurance Refresh

Code: Calendar Year/Financial Year: Calendar Year Mark Resubmit

Submission period: **Half Yearly** Submission type: Form History

Period ending/As at: View: New

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Sub...	Modify DateTime	Note
GI9a-090630-37405	TEST NICK	General Insu...	GI9a	Statement ...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0
GI9b-090630-37406	TEST NICK	General Insu...	GI9b	Statement ...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0
GIR-090630-37384	TEST NICK	General Insu...	GIR	Revenue A...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0
PL-090630-37424	TEST NICK	General Insu...	PL	Profit and l...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0
G1-091231-38890	TEST NICK	General Insu...	G1	Schedule 1 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
G2-091231-38895	TEST NICK	General Insu...	G2	Schedule 2 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
G3-091231-38899	TEST NICK	General Insu...	G3	Schedule 3 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
G4-091231-38903	TEST NICK	General Insu...	G4	Schedule 4 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
G5-091231-38908	TEST NICK	General Insu...	G5	Schedule 5 ...	As at: 31-Dec-2009	New		13-Mar-2009 02...	0
G6-091231-38912	TEST NICK	General Insu...	G6	Schedule 6 ...	As at: 31-Dec-2009	New		13-Mar-2009 02...	0
GI10a-091231-38918	TEST NICK	General Insu...	GI10a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
GI10b-091231-38920	TEST NICK	General Insu...	GI10b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
GI8a-091231-38922	TEST NICK	General Insu...	GI8a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
GI8b-091231-38924	TEST NICK	General Insu...	GI8b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
GI9a-091231-38926	TEST NICK	General Insu...	GI9a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0
GI9b-091231-38928	TEST NICK	General Insu...	GI9b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0

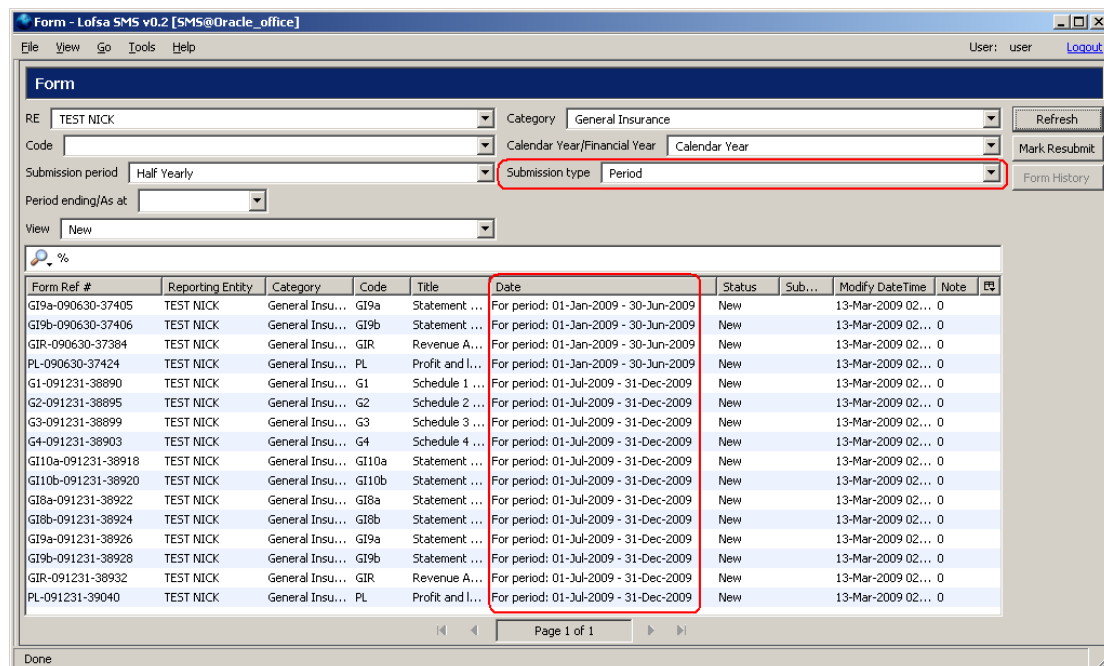
Page 1 of 1

By selecting **Half Yearly**, forms of other submission periods are eliminated when Refresh is clicked.

6.6 Submission type

This filter limits the forms on display to forms of a certain submission type.

- For period
- As at



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: General Insurance Refresh

Code: Calendar Year/Financial Year: Calendar Year Mark Resubmit

Submission period: Half Yearly Submission type: Period Form History

Period ending/As at: View New

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Sub...	Modify DateTime	Note	
GI9a-090630-37405	TEST NICK	General Insu...	GI9a	Statement ...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0	
GI9b-090630-37406	TEST NICK	General Insu...	GI9b	Statement ...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0	
GIR-090630-37384	TEST NICK	General Insu...	GIR	Revenue A...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0	
PL-090630-37424	TEST NICK	General Insu...	PL	Profit and I...	For period: 01-Jan-2009 - 30-Jun-2009	New		13-Mar-2009 02...	0	
G1-091231-38890	TEST NICK	General Insu...	G1	Schedule 1 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
G2-091231-38895	TEST NICK	General Insu...	G2	Schedule 2 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
G3-091231-38899	TEST NICK	General Insu...	G3	Schedule 3 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
G4-091231-38903	TEST NICK	General Insu...	G4	Schedule 4 ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI10a-091231-38918	TEST NICK	General Insu...	GI10a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI10b-091231-38920	TEST NICK	General Insu...	GI10b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI8a-091231-38922	TEST NICK	General Insu...	GI8a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI8b-091231-38924	TEST NICK	General Insu...	GI8b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI9a-091231-38926	TEST NICK	General Insu...	GI9a	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GI9b-091231-38928	TEST NICK	General Insu...	GI9b	Statement ...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
GIR-091231-38932	TEST NICK	General Insu...	GIR	Revenue A...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	
PL-091231-39040	TEST NICK	General Insu...	PL	Profit and I...	For period: 01-Jul-2009 - 31-Dec-2009	New		13-Mar-2009 02...	0	

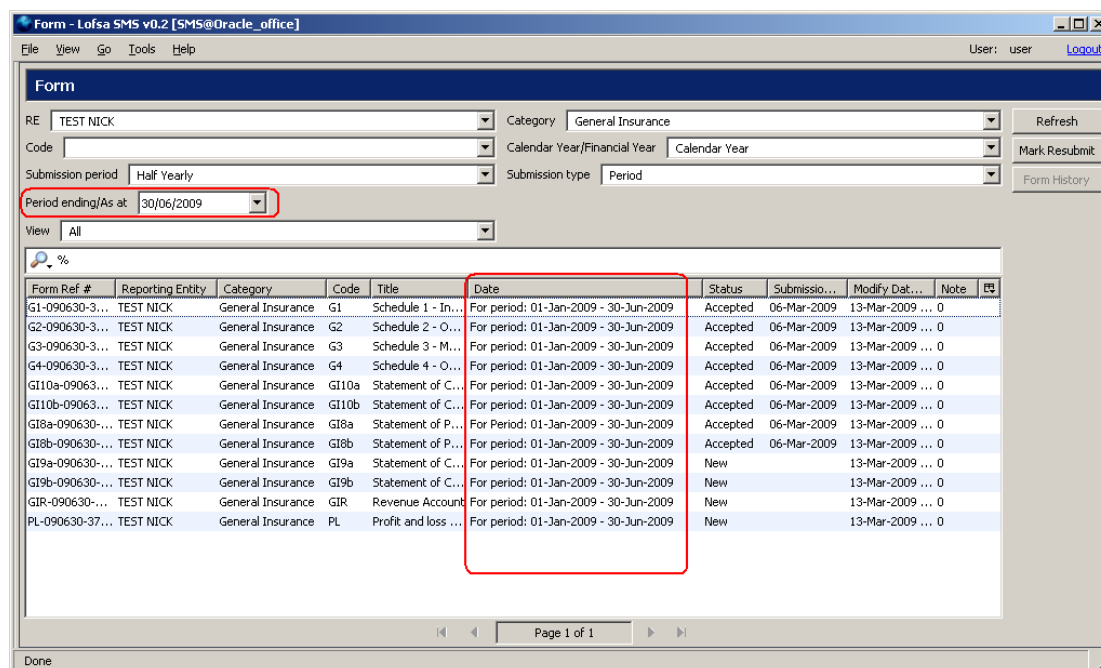
Page 1 of 1

Done

By selecting **Period** submission type, only the submission forms involving a period will remain after **Refresh**.

6.7 Period ending/As at

This filter limits the display of forms to a certain end date. For example, in order to get the first half of 2009 then this filter should be set to **31/6/2009** in addition to the Submission period filter to **Half Yearly**.

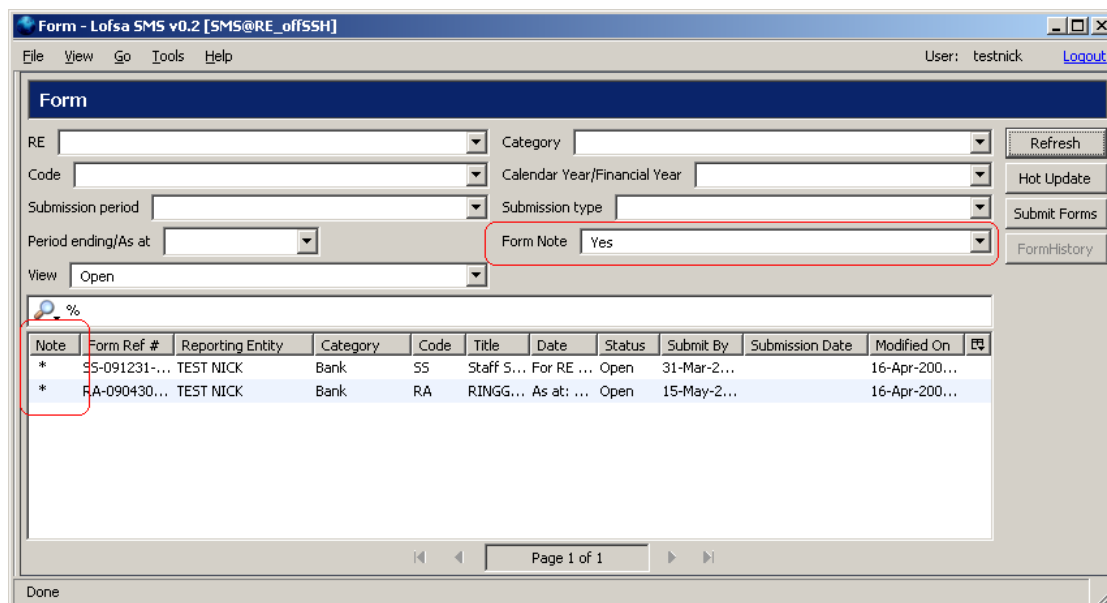


Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission...	Modify Dat...	Note
G1-090630-3...	TEST NICK	General Insurance	G1	Schedule 1 - In...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
G2-090630-3...	TEST NICK	General Insurance	G2	Schedule 2 - O...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
G3-090630-3...	TEST NICK	General Insurance	G3	Schedule 3 - M...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
G4-090630-3...	TEST NICK	General Insurance	G4	Schedule 4 - O...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
GI10a-09063...	TEST NICK	General Insurance	GI10a	Statement of C...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
GI10b-09063...	TEST NICK	General Insurance	GI10b	Statement of C...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
GI8a-090630-...	TEST NICK	General Insurance	GI8a	Statement of P...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
GI8b-090630-...	TEST NICK	General Insurance	GI8b	Statement of P...	For period: 01-Jan-2009 - 30-Jun-2009	Accepted	06-Mar-2009	13-Mar-2009 ...	0
GI9a-090630-...	TEST NICK	General Insurance	GI9a	Statement of C...	For period: 01-Jan-2009 - 30-Jun-2009	New	13-Mar-2009 ...	0	
GI9b-090630-...	TEST NICK	General Insurance	GI9b	Statement of C...	For period: 01-Jan-2009 - 30-Jun-2009	New	13-Mar-2009 ...	0	
GIR-090630-...	TEST NICK	General Insurance	GIR	Revenue Account	For period: 01-Jan-2009 - 30-Jun-2009	New	13-Mar-2009 ...	0	
PL-090630-37...	TEST NICK	General Insurance	PL	Profit and loss ...	For period: 01-Jan-2009 - 30-Jun-2009	New	13-Mar-2009 ...	0	

In this example, the filters are set to **Half-yearly** ending **30/06/2009** so forms that remain after **Refresh** are those of half-yearly submission ending on 30/06/2009.

6.8 Form Note

This filter limits the list to forms that has a form note attached or otherwise.

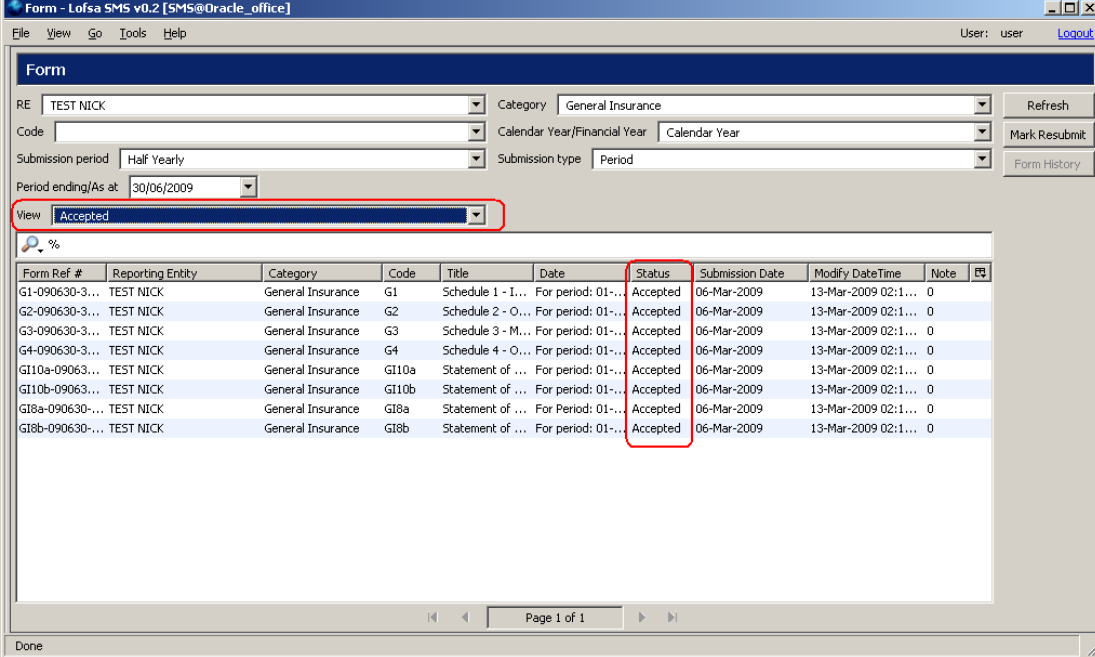


Note	Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submit By	Submission Date	Modified On
*	SS-091231-...	TEST NICK	Bank	SS	Staff S... For RE ...	Open	31-Mar-2...	16-Apr-200...		
*	RA-090430-...	TEST NICK	Bank	RA	RINGG... As at: ...	Open	15-May-2...	16-Apr-200...		

By select Yes in the Form note filter, only the forms with Form Notes remains in the list. The forms with attached form note(s) are denoted by an asterisk (*) in the Note column.

6.9 View

This filter limits the forms on display to those of specific status or all states.



Form - Lofsa SMS v0.2 [SMS@Oracle_office]

File View Go Tools Help User: user Logout

Form

RE: TEST NICK Category: General Insurance Refresh

Code: Calendar Year/Financial Year: Calendar Year Mark Resubmit

Submission period: Half Yearly Submission type: Period Form History

Period ending/As at: 30/06/2009

View: Accepted

Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submission Date	Modify DateTime	Note	
G1-090630-3...	TEST NICK	General Insurance	G1	Schedule 1 - I...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
G2-090630-3...	TEST NICK	General Insurance	G2	Schedule 2 - O...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
G3-090630-3...	TEST NICK	General Insurance	G3	Schedule 3 - M...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
G4-090630-3...	TEST NICK	General Insurance	G4	Schedule 4 - O...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
GI10a-09063...	TEST NICK	General Insurance	GI10a	Statement of ...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
GI10b-09063...	TEST NICK	General Insurance	GI10b	Statement of ...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
GI8a-090630-...	TEST NICK	General Insurance	GI8a	Statement of ...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	
GI8b-090630-...	TEST NICK	General Insurance	GI8b	Statement of ...	For period: 01...	Accepted	06-Mar-2009	13-Mar-2009 02:1...	0	

Page 1 of 1

Done

In the example above, only forms in **Accepted** state will be displayed once the **View** filter is changed to **Accepted**.

6.10 Universal Filter

The universal filter (magnifying glass ) is capable of searching in all the fields currently on display in the list.

View

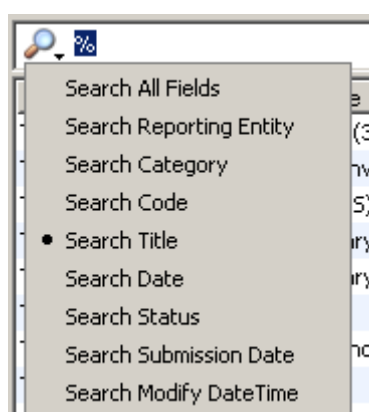
 %

Note	Form Ref #	Reporting Entity	Category	Code	Title	Date	Status	Submit By	Submission Date	Modified On
Appx(3-4)-09...	TEST NICK	Bank	Appx(3-4) Appendix 3 & 4	For RE financial...	Open	31-Mar-2010		16-Apr-2009 ...		

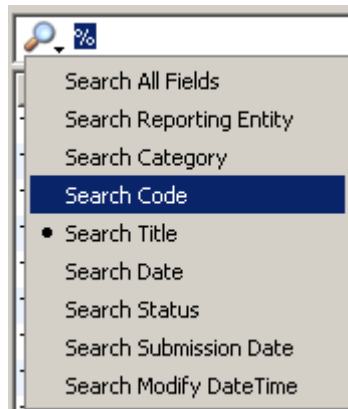
In this example, the fields on display are:

- Reference Number
- Reporting Entity
- Category
- Code
- Title
- Date
- Status
- Submit By
- Submission Date
- Modify DateTime

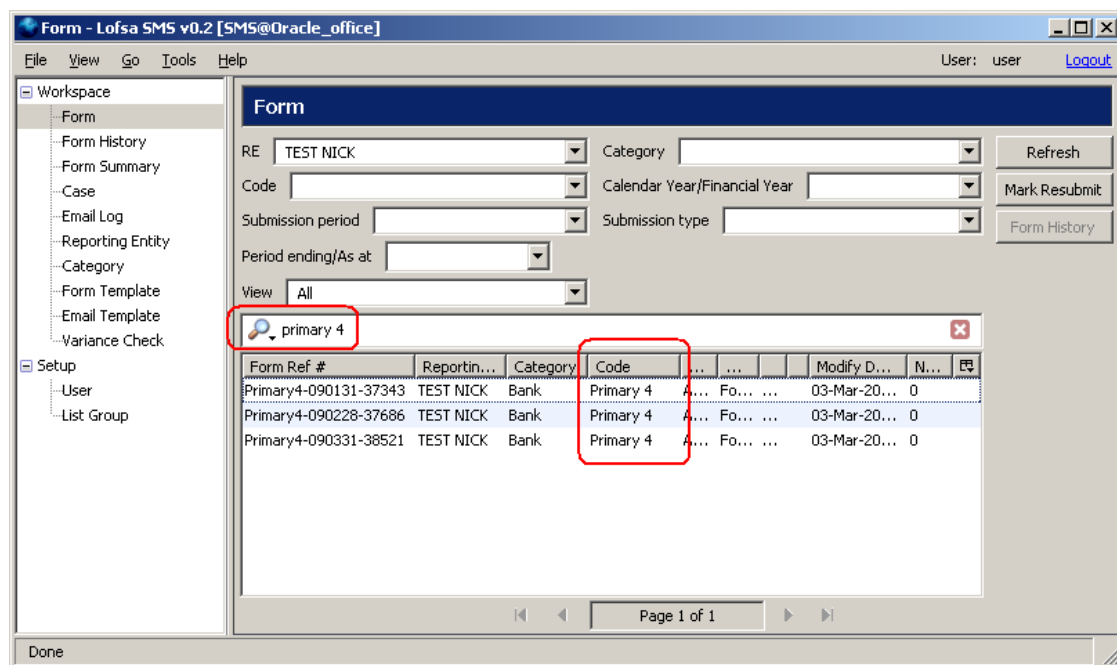
By clicking on the magnifying glass () , a list of searchable fields is then displayed.



6.10.1 First, select the field to search in. In this example, we will use the [Code](#) field.



6.10.2 Next type in the code to be searched. For this example, we will use [Primary 4](#). Then press [Enter](#). Result will be like below.



A screenshot of the 'Form - Lofsa SMS v0.2' application window. The window has a menu bar (File, View, Go, Tools, Help) and a user bar (User: user, Logout). On the left is a 'Workspace' pane with a tree view containing 'Form', 'Form History', 'Form Summary', 'Case', 'Email Log', 'Reporting Entity', 'Category', 'Form Template', 'Email Template', 'Variance Check', 'Setup', 'User', and 'List Group'. The main area is titled 'Form' and contains several input fields: 'RE' (TEST NICK), 'Code' (empty), 'Submission period' (empty), 'Period ending/As at' (empty), 'View' (All), 'Category' (empty), 'Calendar Year/Financial Year' (empty), 'Submission type' (empty), and buttons for 'Refresh', 'Mark Resubmit', and 'Form History'. Below these fields is a search bar with a magnifying glass icon and the text 'primary 4'. Below the search bar is a table with the following columns: 'Form Ref #', 'Reportin...', 'Category', 'Code', '...', 'Fo...', 'Modify D...', 'N...', and '...'. The table contains three rows of data, all with 'Primary 4' in the 'Code' column. The first row has 'Primary4-090131-37343' as the 'Form Ref #'. The second row has 'Primary4-090228-37686' as the 'Form Ref #'. The third row has 'Primary4-090331-38521' as the 'Form Ref #'. The 'Category' column for all rows is 'Bank'. The 'Reportin...' column for all rows is 'TEST NICK'. The 'Fo...' column for all rows is 'A...'. The 'Modify D...' column for all rows is '03-Mar-20...'. The 'N...' column for all rows is '0'. The table is paginated, showing 'Page 1 of 1' at the bottom.

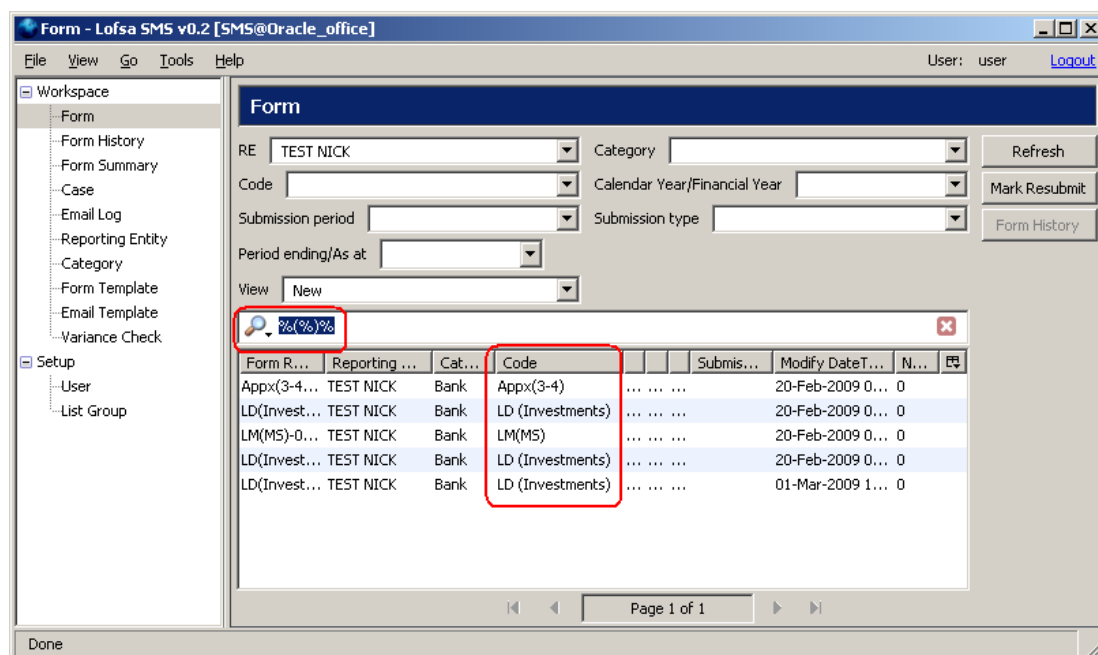
6.10.3 It is also possible to search for [Codes](#) that begin with the word [Primary](#). This is done by adding a percentage sign (%) behind the search word. Example below shows the result of such a search.

The screenshot shows the 'Form - Lofsa SMS v0.2' application window. The 'Workspace' pane on the left lists various options like 'Form History', 'Form Summary', 'Case', etc. The main area is titled 'Form' and contains several input fields: 'RE' (set to 'TEST NICK'), 'Code', 'Category', 'Calendar Year/Financial Year', 'Submission period', 'Submission type', 'Period ending/As at', and 'View' (set to 'New'). A search bar with a magnifying glass icon contains the text 'primary%'. Below the search bar is a table with columns: 'Form R...', 'Reporting ...', 'Cat...', 'Code', 'Submis...', 'Modify DateT...', 'N...', and a checkbox. The table lists several entries, all with 'TEST NICK' in the 'Reporting ...' column and 'Bank' in the 'Cat...' column. The 'Code' column shows values like 'Primary 1', 'Primary 2', 'Primary 3', 'Primary 4', and 'Primary 5'. A red box highlights the search bar and the 'Code' column. The status bar at the bottom indicates 'Page 1 of 1'.

6.10.4 With the same method, **Codes** that ends with a certain word or character can also be filtered. This is done by adding a percentage sign (%) before the search word. Example below shows the result of such a search (ending with 5).

The screenshot shows the 'Form - Lofsa SMS v0.2' application window with the same search bar as the previous image, but now containing the text '%5'. The table below the search bar shows the results of this search. The 'Code' column now lists values ending in '5', such as 'Primary 5', 'G5', 'L5', and 'Trust 5'. A red box highlights the search bar and the 'Code' column. The status bar at the bottom indicates 'Page 1 of 1'.

6.10.5 Also with the same method, certain character or word that appears somewhere in the field can also be filtered. Example below shows the search of **Codes** with brackets, „()“, in them.



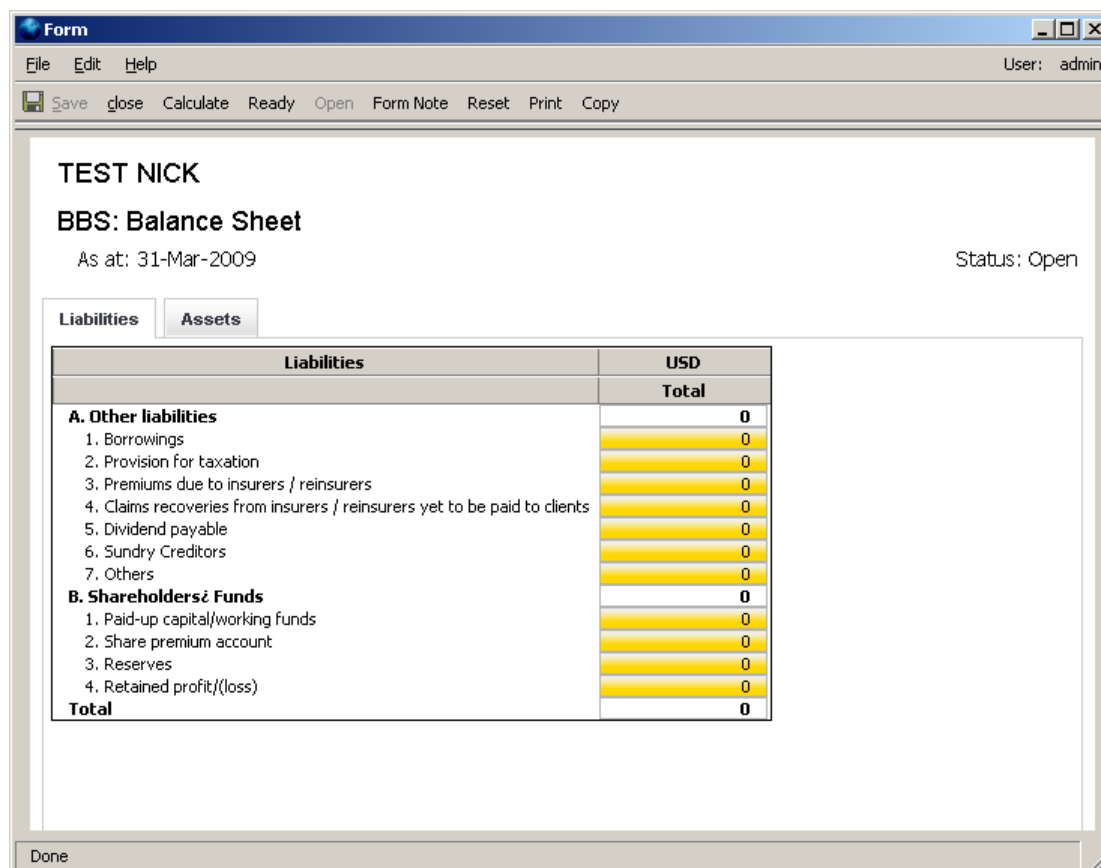
The screenshot shows the 'Form - Lofsa SMS v0.2' application window. The 'Workspace' pane on the left lists various form-related items. The main area displays a 'Form' with several input fields and buttons. Below the form is a data table with columns: Form R..., Reporting..., Cat..., Code, Submis..., and Modify DateT... The 'Code' column is highlighted with a red box, and a search filter '%(%)%' is applied to it, also highlighted with a red box. The table contains five rows of data, with the last two rows showing codes containing parentheses.

Form R...	Reporting...	Cat...	Code	Submis...	Modify DateT...
Appx(3-4...	TEST NICK	Bank	Appx(3-4)	...	20-Feb-2009 0... 0
LD(Invest...	TEST NICK	Bank	LD (Investments)	...	20-Feb-2009 0... 0
LM(MS)-0...	TEST NICK	Bank	LM(MS)	...	20-Feb-2009 0... 0
LD(Invest...	TEST NICK	Bank	LD (Investments)	...	20-Feb-2009 0... 0
LD(Invest...	TEST NICK	Bank	LD (Investments)	...	01-Mar-2009 1... 0

7 Submission Form User Interface

This section goes through the various buttons in the submission forms explaining their functions.

Double clicking on any form in the form listing will bring up the submission form. Below is a typical submission form (Balance Sheet for insurance brokers).



Form

File Edit Help User: admin

Save Close Calculate Ready Open Form Note Reset Print Copy

TEST NICK

BBS: Balance Sheet

As at: 31-Mar-2009 Status: Open

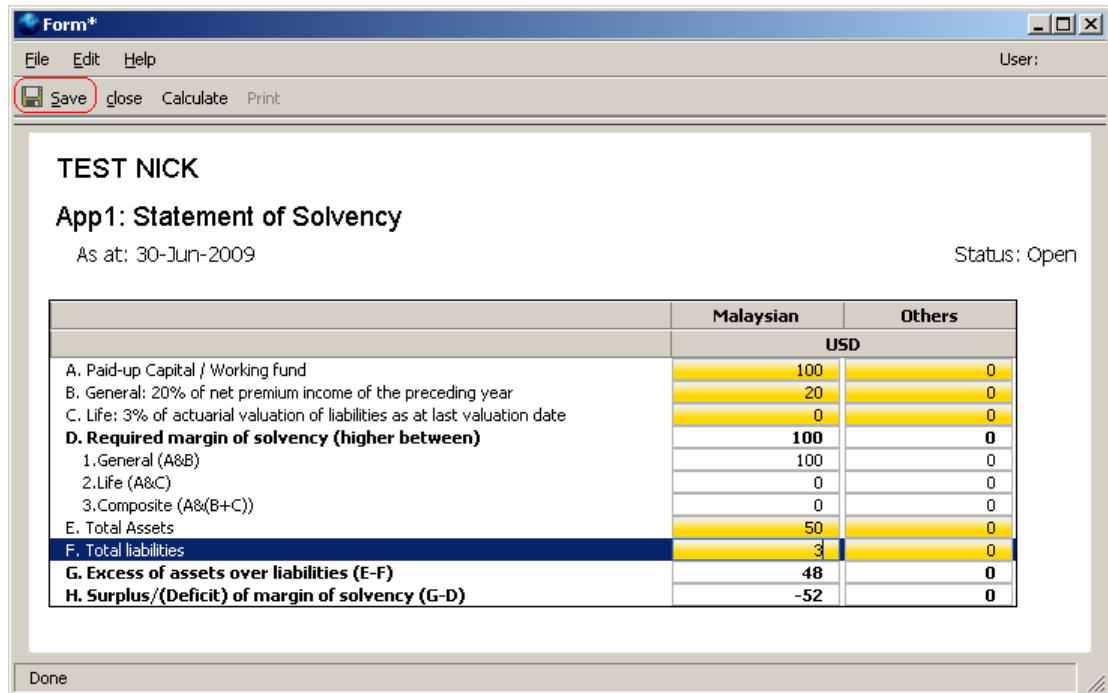
Liabilities Assets

Liabilities	USD
	Total
A. Other liabilities	0
1. Borrowings	0
2. Provision for taxation	0
3. Premiums due to insurers / reinsurers	0
4. Claims recoveries from insurers / reinsurers yet to be paid to clients	0
5. Dividend payable	0
6. Sundry Creditors	0
7. Others	0
B. Shareholders' Funds	0
1. Paid-up capital/working funds	0
2. Share premium account	0
3. Reserves	0
4. Retained profit/(loss)	0
Total	0

Done

7.1 Save

This button saves the currently opened form.



Form*

File Edit Help User:

Save close Calculate Print

TEST NICK

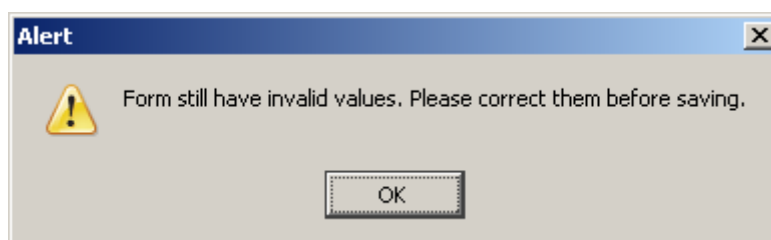
App1: Statement of Solvency

As at: 30-Jun-2009 Status: Open

	Malaysian	Others
	USD	
A. Paid-up Capital / Working fund	100	0
B. General: 20% of net premium income of the preceding year	20	0
C. Life: 3% of actuarial valuation of liabilities as at last valuation date	0	0
D. Required margin of solvency (higher between)	100	0
1. General (A&B)	100	0
2. Life (A&C)	0	0
3. Composite (A&(B+C))	0	0
E. Total Assets	50	0
F. Total liabilities	3	0
G. Excess of assets over liabilities (E-F)	48	0
H. Surplus/(Deficit) of margin of solvency (G-D)	-52	0

Done

The form values will be computed before the form is stored. If there are invalid values in the form a message will appear like below:



When this happens, look for invalid values in the form and correct them. Invalid values are marked by an exclamation mark (!).

Valid values for form fields are defined in the guide for the individual forms. For example, *Statement of Solvency* (App1) has its own documentation.

Refer to screenshot below for a sample:

Form*

File Edit Help User: admin

Save close Calculate Print

TEST NICK

App1: Statement of Solvency

As at: 30-Jun-2009 Status: Open

	Malaysian	Others
	USD	
A. Paid-up Capital / Working fund	100	0
B. General: 20% of net premium income of the preceding year	20	0
C. Life: 3% of actuarial valuation of liabilities as at last valuation date	0	0
D. Required margin of solvency (higher between)	100	0
1. General (A&B)	100	0
2. Life (A&C)	0	0
3. Composite (A&(B+C))	0	0
E. Total Assets	50	0
F. Total liabilities	3	-1 !!
G. Excess of assets over liabilities (E-F)	47	1
H. Surplus/(Deficit) of margin of solvency (G-D)	-53	1

Done

7.2 Close

This button closes the form. If there are unsaved changes a warning will appear.

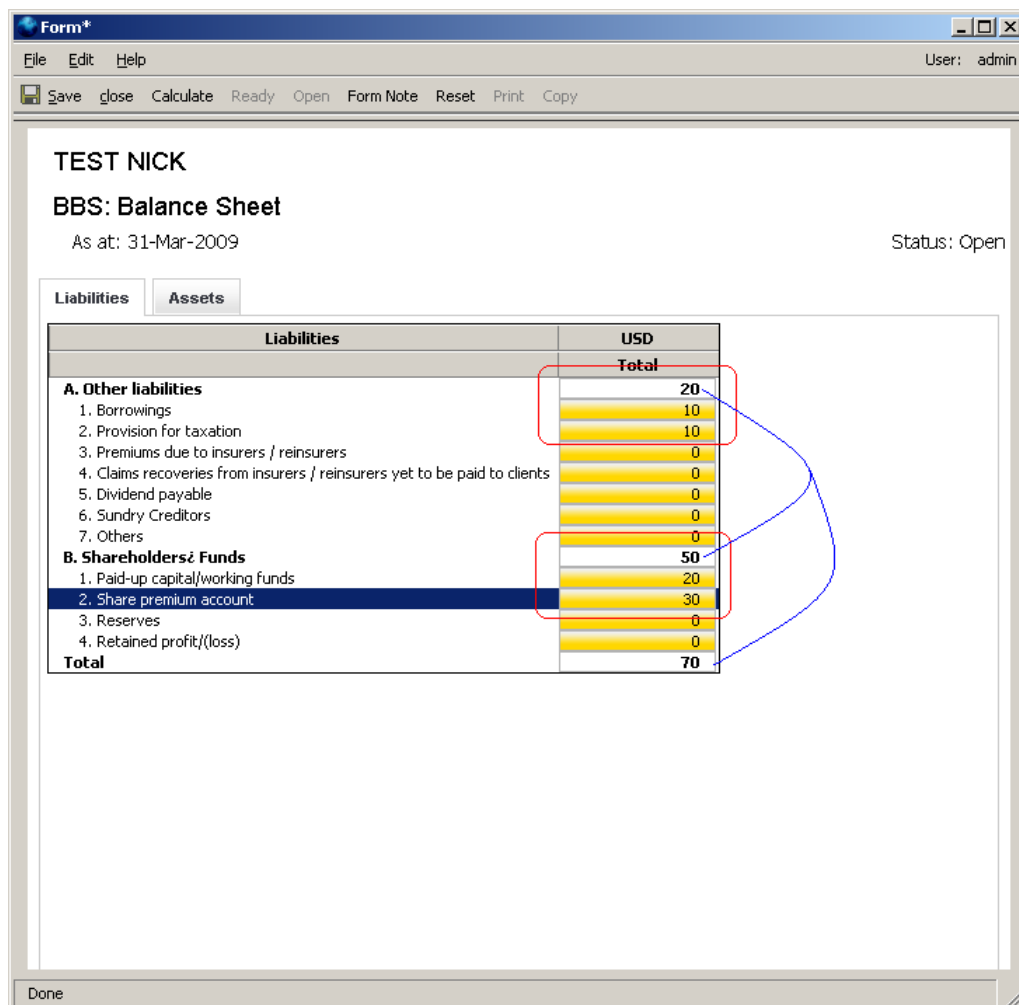
Save Record?


 You have unsaved changes.
 Do you want to save your changes?

- Save: Save the changes then close the form.
- Don't Save: Discard changes and close the form.
- Cancel: Form remains open.

7.3 Calculate

This button calculates the values for summary fields (white).



Liabilities	USD
Total	20
A. Other liabilities	
1. Borrowings	10
2. Provision for taxation	10
3. Premiums due to insurers / reinsurers	0
4. Claims recoveries from insurers / reinsurers yet to be paid to clients	0
5. Dividend payable	0
6. Sundry Creditors	0
7. Others	0
B. Shareholders' Funds	50
1. Paid-up capital/working funds	20
2. Share premium account	30
3. Reserves	0
4. Retained profit/(loss)	0
Total	70

7.4 Ready

This button changes the form status from **Open** to **Ready**. Forms in **Ready** state means ready for submission.

Forms in ready status are not editable.

7.5 Open

This will change the form status from Ready to Open. Doing this will enable the form for editing.

7.6 Form Note

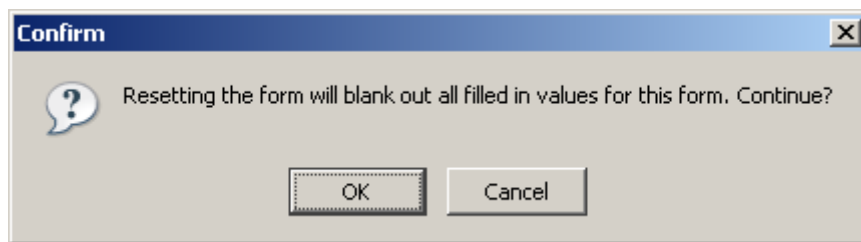
This button brings up the form note interface. Form notes are used to inform Labuan FSA of certain form values that exceeds the allowable threshold set by Labuan FSA.

Subject	Create DateTime	Status
---------	-----------------	--------

See [Form Note](#) for further details.

7.7 Reset

The Reset function is a quick way of clearing a submission form data. It resets all form values including the auto-calculated summary fields. Numeric fields are set to zero (0) and alphanumeric fields are set to empty.

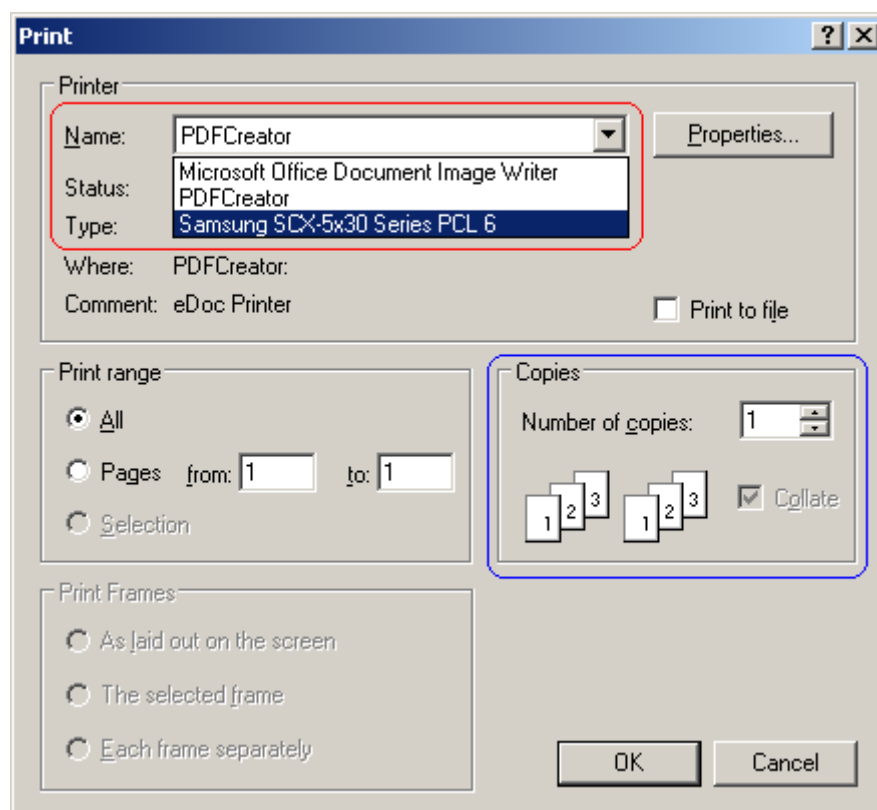


A warning will appear and clicking on OK will execute the reset function.

7.8 Print

This function allows the hard copy printing of the submission form.

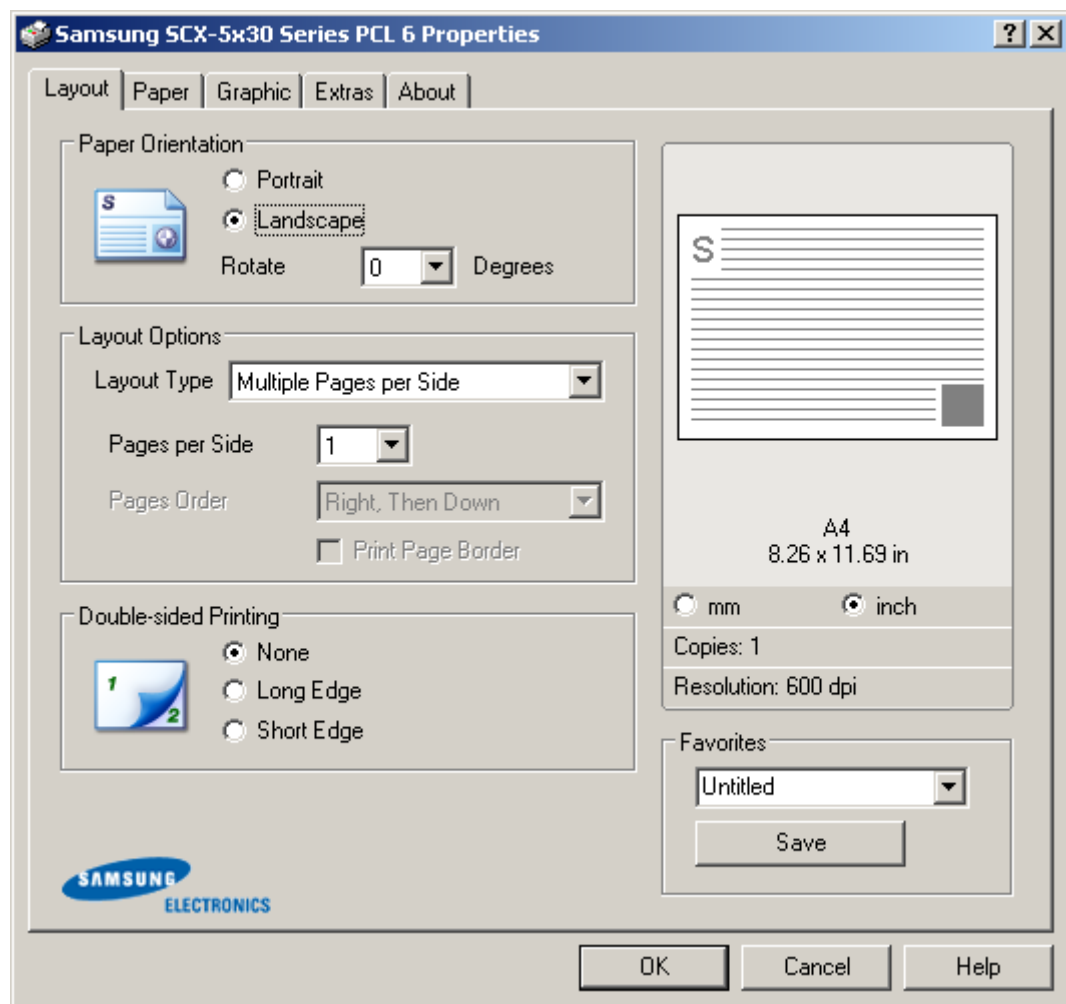
Clicking on print will bring up the print dialog.



Select the printer to be used.

If more copies are required increase the copies required. After that is done, click on OK to start printing.

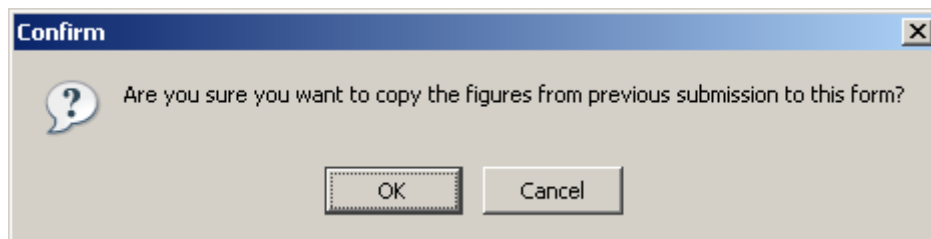
Depending on the printer, it may be necessary to click on properties to select whether to print in landscape or portrait. Also some printers may only be able to print in black and white. These settings are dependant upon the printer specifications.



7.9 Copy

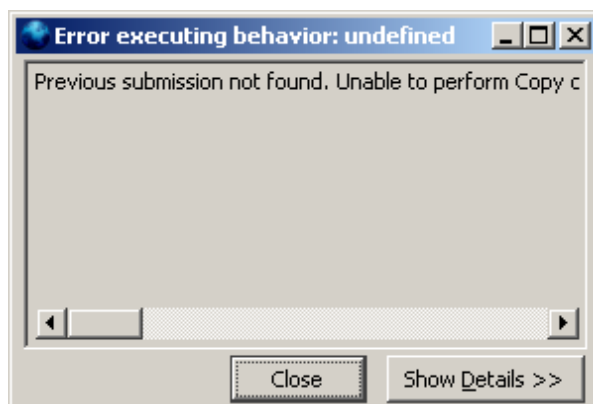
This feature copies the data from the previous submission form and bring it to this form. The previous submission form must be in the OFI SMS application in order for this to succeed.

This feature is to cater for forms that do not require much amendments from its last submission such as forms that cater to demographic data, personnel strength et cetera.



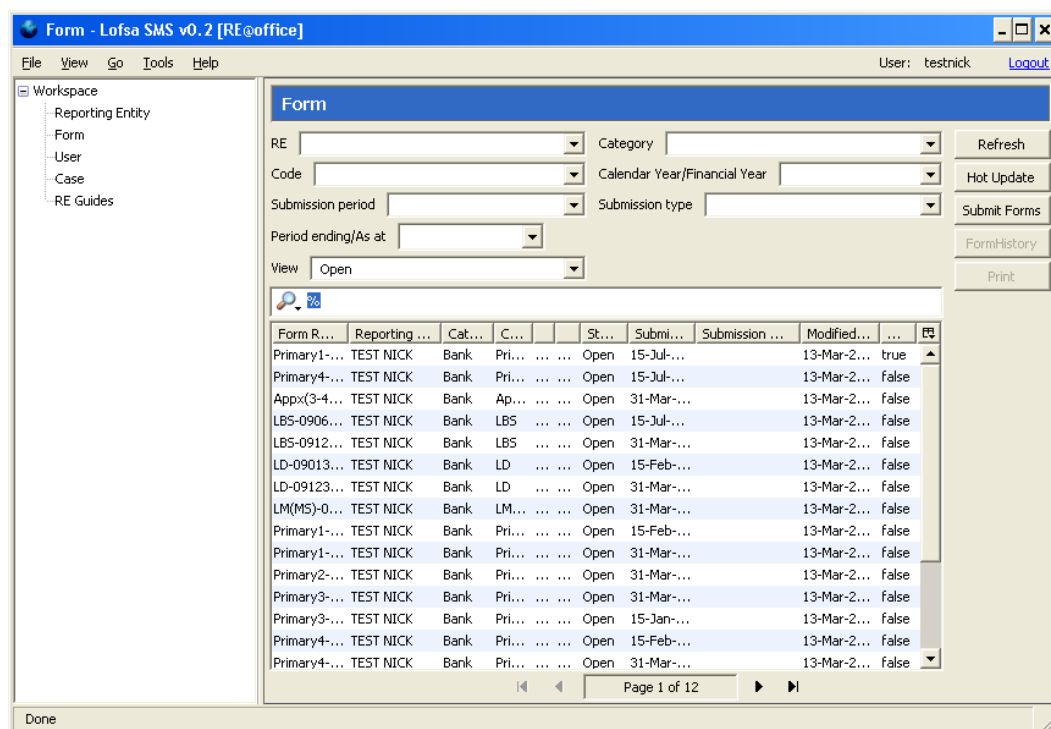
Clicking OK at the confirmation will execute the copying.

If a previous submission form does not exist, the error like below will appear.



8 Filling up a submission form

8.1 Double click on any form to view the submission form.



The screenshot shows the 'Form - Lofsa SMS v0.2 [RE@office]' application window. The window has a menu bar (File, View, Go, Tools, Help) and a user bar (User: testnick, Logout). The main area is divided into a 'Workspace' pane on the left and a 'Form' pane on the right. The 'Form' pane contains several input fields and buttons for form management.

Form Fields:

- RE: [Dropdown]
- Category: [Dropdown]
- Code: [Dropdown]
- Calendar Year/Financial Year: [Dropdown]
- Submission period: [Dropdown]
- Submission type: [Dropdown]
- Period ending/As at: [Dropdown]
- View: Open [Dropdown]

Buttons: Refresh, Hot Update, Submit Forms, FormHistory, Print.

Table:

Form R...	Reporting ...	Cat...	C...	St...	Submi...	Submission ...	Modified...	...
Primary1-...	TEST NICK	Bank	Pri...	...	Open	15-Jul-...	13-Mar-2...	true
Primary4-...	TEST NICK	Bank	Pri...	...	Open	15-Jul-...	13-Mar-2...	false
Appx(3-4...	TEST NICK	Bank	Ap...	...	Open	31-Mar-...	13-Mar-2...	false
LB5-0906...	TEST NICK	Bank	LB5	...	Open	15-Jul-...	13-Mar-2...	false
LB5-0912...	TEST NICK	Bank	LB5	...	Open	31-Mar-...	13-Mar-2...	false
LD-09013...	TEST NICK	Bank	LD	...	Open	15-Feb-...	13-Mar-2...	false
LD-09123...	TEST NICK	Bank	LD	...	Open	31-Mar-...	13-Mar-2...	false
LM(M5)-0...	TEST NICK	Bank	LM...	...	Open	31-Mar-...	13-Mar-2...	false
Primary1-...	TEST NICK	Bank	Pri...	...	Open	15-Feb-...	13-Mar-2...	false
Primary1-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary2-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary3-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false
Primary3-...	TEST NICK	Bank	Pri...	...	Open	15-Jan-...	13-Mar-2...	false
Primary4-...	TEST NICK	Bank	Pri...	...	Open	15-Feb-...	13-Mar-2...	false
Primary4-...	TEST NICK	Bank	Pri...	...	Open	31-Mar-...	13-Mar-2...	false

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8.2 Example of Submission form titled Public 1: Profile of Fund

Form

File Edit Help
User: testnick

TEST NICK

Primary 1: Asset and Liabilities

As at: 30-Jun-2007 Status: Open

Total Assets: Main

Total Assets: Section 1

Total Assets: Section 2

Total Liabilities & Capital: Main

Total Liabilities & Capital: Section 1

Total Commitments & Contingencies

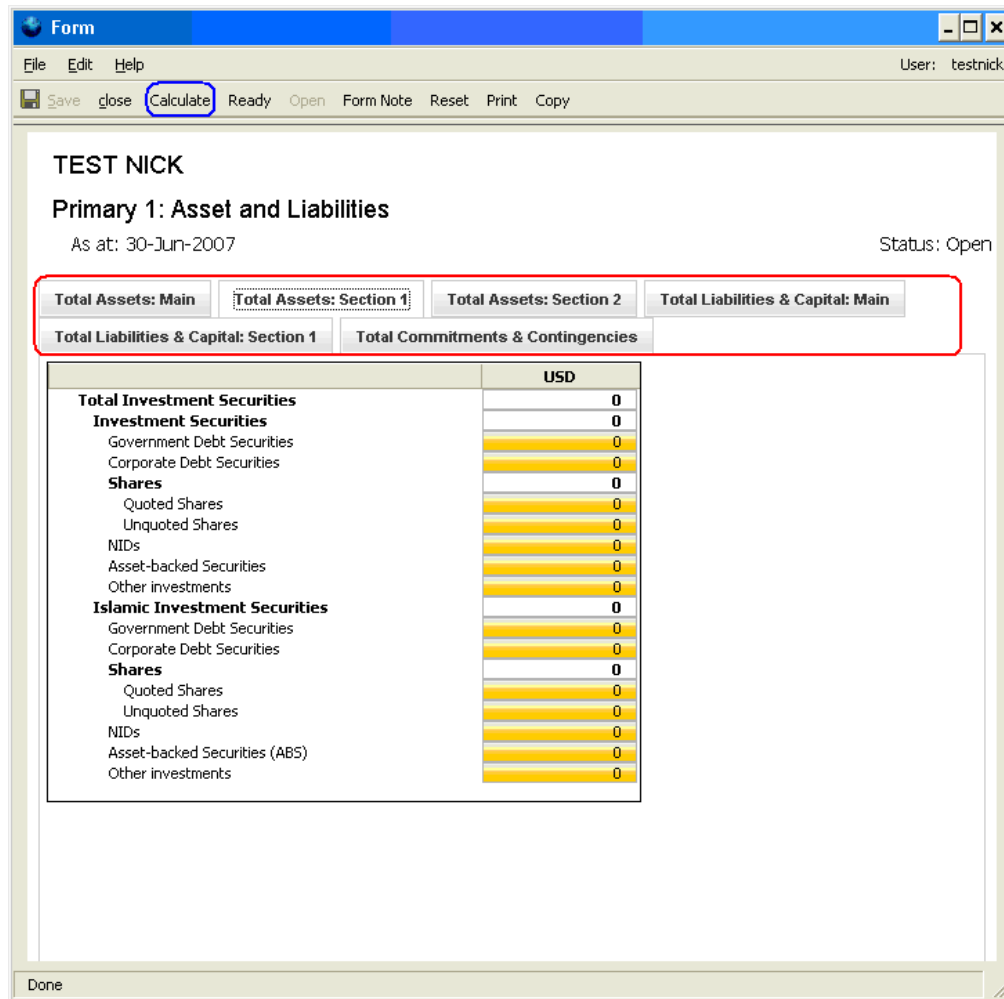
	USD
Total Assets	0
Cash and short term funds	0
(remaining maturity not exceeding 1 month)	
Cash and balances with banks and other FIs	0
Money at call and deposits placements	0
Amount due from FIs/ Interbank Placements	0
(remaining maturity of more than 1 month)	
Resident	0
Non-resident	0
Dealing Securities	0
Government Debt Securities	0
Corporate Debt Securities	0
Shares	0
NIDs	0
Asset-backed Securities	0
Other dealing securities	0
Miscellaneous Assets	0
Fixed Assets	0
Land & Buildings	0
Transport Vehicles	0
Office Equipment & Furniture	0
Computer Equipment & Software	0
Other Fixed Assets	0
Goodwill/Intangible Assets	0
Deferred Allowance	0
Investment in Subsidiary/Associate Companies	0
Other Debtors, Deposits & Prepayments	0
Other Assets	0

Done

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8.3 In the Public 1 form, the submission form is divided into 6 tabs.



The screenshot shows a web application window titled "Form" with a menu bar (File, Edit, Help) and a toolbar (Save, close, Calculate, Ready, Open, Form Note, Reset, Print, Copy). The user is logged in as "testnick".

The main content area displays the "TEST NICK" form, specifically the "Primary 1: Asset and Liabilities" section, dated "As at: 30-Jun-2007". The status is "Open".

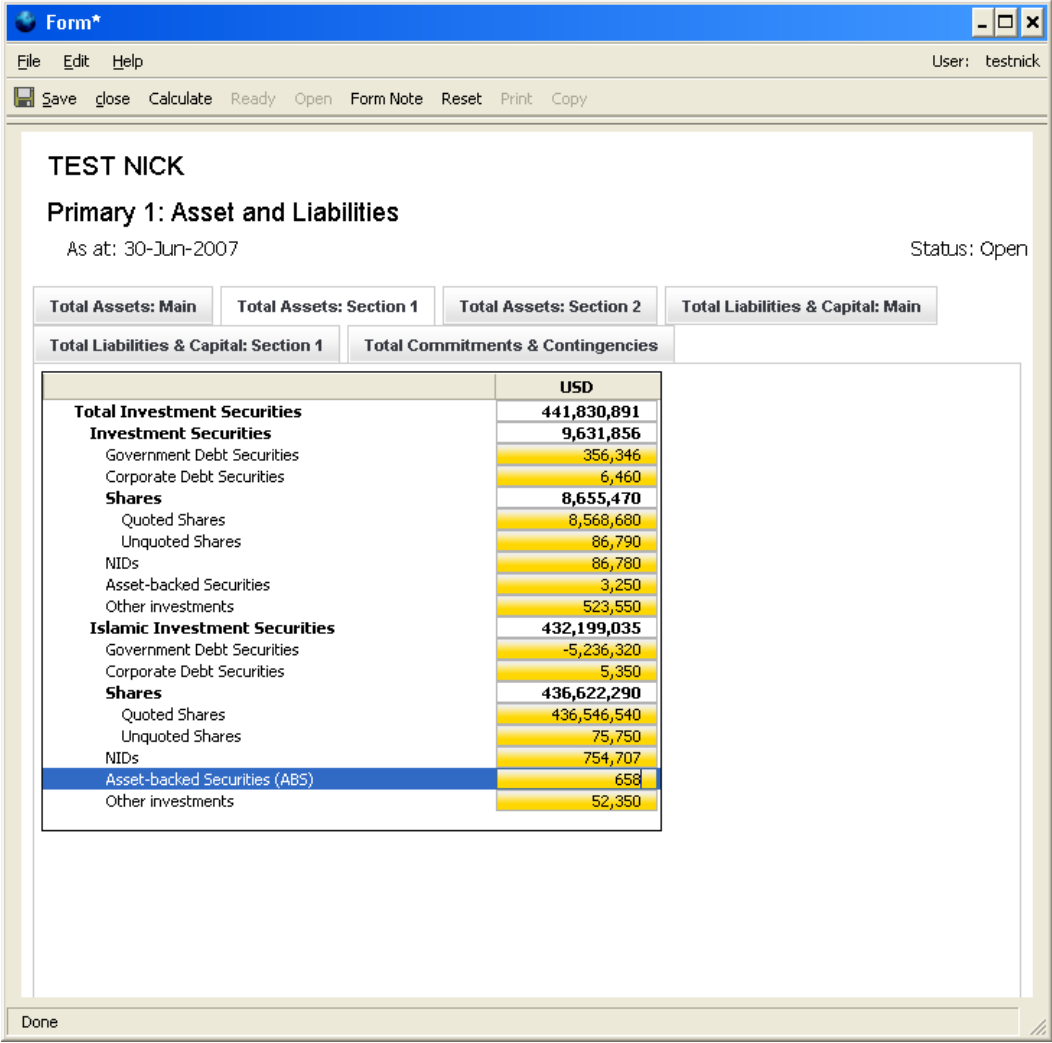
Below the title, there are six tabs: "Total Assets: Main", "Total Assets: Section 1", "Total Assets: Section 2", "Total Liabilities & Capital: Main", "Total Liabilities & Capital: Section 1", and "Total Commitments & Contingencies". The "Total Assets: Section 1" tab is currently selected.

The selected tab displays a table with the following data:

	USD
Total Investment Securities	0
Investment Securities	0
Government Debt Securities	0
Corporate Debt Securities	0
Shares	0
Quoted Shares	0
Unquoted Shares	0
NIDs	0
Asset-backed Securities	0
Other investments	0
Islamic Investment Securities	0
Government Debt Securities	0
Corporate Debt Securities	0
Shares	0
Quoted Shares	0
Unquoted Shares	0
NIDs	0
Asset-backed Securities (ABS)	0
Other investments	0

The bottom of the window shows a "Done" button.

- 8.4 Yellow fields are editable fields. White fields are summary fields that will be calculated once the [Calculate](#) button is clicked.



Form* User: testnick

File Edit Help

Save close Calculate Ready Open Form Note Reset Print Copy

TEST NICK

Primary 1: Asset and Liabilities

As at: 30-Jun-2007 Status: Open

Total Assets: Main Total Assets: Section 1 Total Assets: Section 2 Total Liabilities & Capital: Main

Total Liabilities & Capital: Section 1 Total Commitments & Contingencies

	USD
Total Investment Securities	441,830,891
Investment Securities	9,631,856
Government Debt Securities	356,346
Corporate Debt Securities	6,460
Shares	8,655,470
Quoted Shares	8,568,680
Unquoted Shares	86,790
NIDs	86,780
Asset-backed Securities	3,250
Other investments	523,550
Islamic Investment Securities	432,199,035
Government Debt Securities	-5,236,320
Corporate Debt Securities	5,350
Shares	436,622,290
Quoted Shares	436,546,540
Unquoted Shares	75,750
NIDs	754,707
Asset-backed Securities (ABS)	658
Other investments	52,350

Done

- 8.5 To save the submission data, click on [Save](#).



Form* User: testnick

File Edit Help

Save close Calculate Ready Open Form Note Reset Print Copy

TEST NICK

Primary 1: Asset and Liabilities

As at: 30-Jun-2007 Status: Open

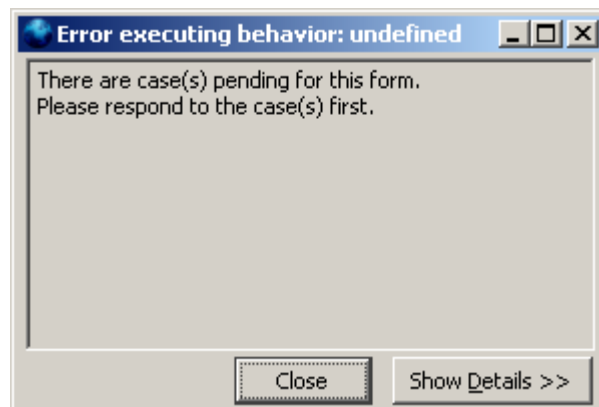
Total Assets: Main Total Assets: Section 1 Total Assets: Section 2 Total Liabilities & Capital: Main

- 8.6 If the form is ready for submission to Labuan FSA, click on [Ready](#) to mark it for submission.



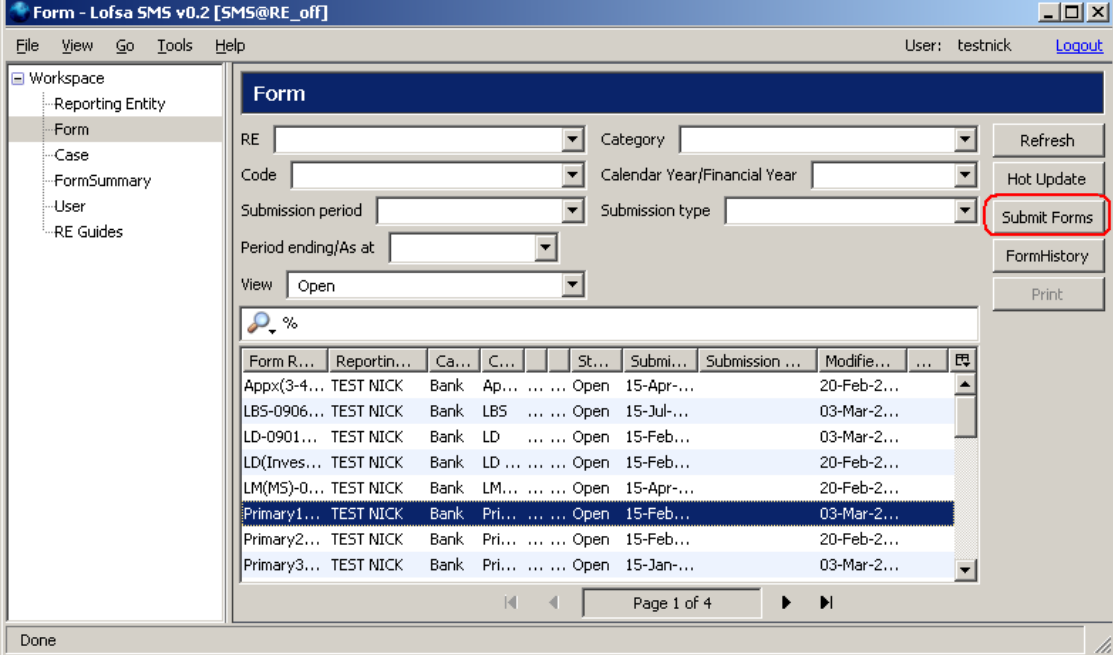
The screenshot shows a web application window titled 'Form'. The menu bar includes 'File', 'Edit', and 'Help'. The toolbar contains buttons for 'Save', 'close', 'Calculate', 'Ready' (highlighted with a red circle), 'Open', 'Form Note', 'Reset', 'Print', and 'Copy'. The user is identified as 'testnick'. The main content area displays 'TEST NICK' and 'Primary 1: Asset and Liabilities' for the period '01-Jan-2009 - 31-Jan-2009'. The status is 'Open'. Below this, there are several buttons: 'Total Assets: Main', 'Total Assets: Section 1', 'Total Assets: Section 2', 'Total Liabilities & Capital: Main', 'Total Liabilities & Capital: Section 1', and 'Total Commitments & Contingencies'.

- 8.7 If a form has pending cases, the form cannot be ready for submission until the case has been responded to. An alert like below will appear.



For more details on case Handling refer to the [Case section](#).

- 8.8 Forms in ready state will be submitted the next time the Submit Form button is pressed in the form listing.



Form - Lofsa SMS v0.2 [SMS@RE_off]

User: testnick [Logout](#)

Workspace

- Reporting Entity
- Form
- Case
- FormSummary
- User
- RE Guides

Form

RE: Category: Refresh

Code: Calendar Year/Financial Year: Hot Update

Submission period: Submission type: **Submit Forms**

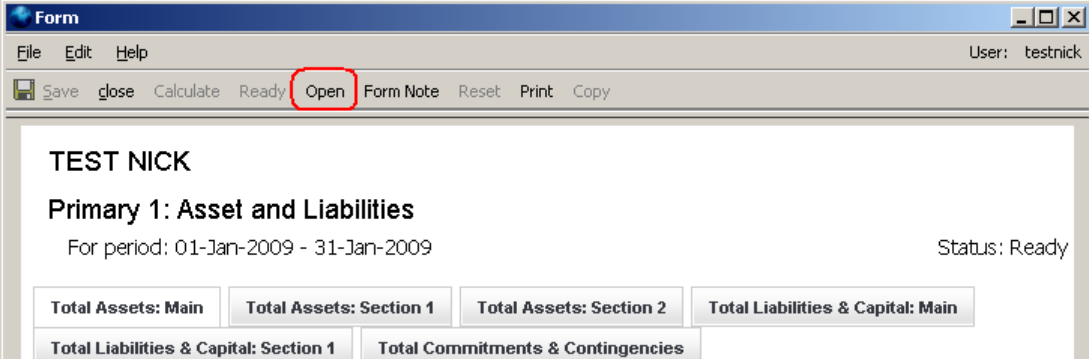
Period ending/As at: FormHistory

View: Print

Form R...	Reportin...	Ca...	C...	St...	Submi...	Submission ...	Modifie...
Appx(3-4...	TEST NICK	Bank	Ap...	...	Open	15-Apr-...	20-Feb-2...
LBS-0906...	TEST NICK	Bank	LBS	...	Open	15-Jul-...	03-Mar-2...
LD-0901...	TEST NICK	Bank	LD	...	Open	15-Feb...	03-Mar-2...
LD(Inves...	TEST NICK	Bank	LD	...	Open	15-Feb...	20-Feb-2...
LM(MS)-0...	TEST NICK	Bank	LM...	...	Open	15-Apr-...	20-Feb-2...
Primary1...	TEST NICK	Bank	Pri...	...	Open	15-Feb...	03-Mar-2...
Primary2...	TEST NICK	Bank	Pri...	...	Open	15-Feb...	20-Feb-2...
Primary3...	TEST NICK	Bank	Pri...	...	Open	15-Jan-...	03-Mar-2...

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- 8.9 A ready form will have all cells disabled from editing. If a form needs to be edited, the form needs to be opened. To do this, click on the **Open** button at the top of the form.



Form

User: testnick

File Edit Help

Save close Calculate Ready **Open** Form Note Reset Print Copy

TEST NICK

Primary 1: Asset and Liabilities

For period: 01-Jan-2009 - 31-Jan-2009

Status: Ready

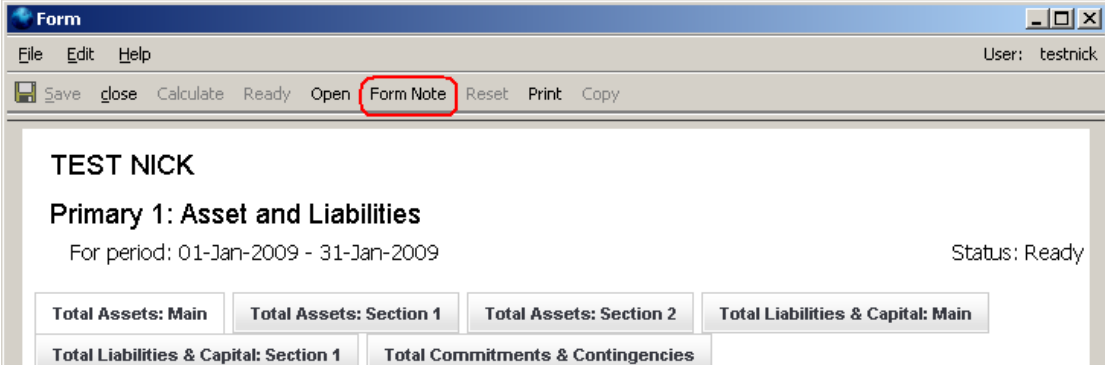
Total Assets: Main Total Assets: Section 1 Total Assets: Section 2 Total Liabilities & Capital: Main

Total Liabilities & Capital: Section 1 Total Commitments & Contingencies

9 Form note

A form note is used to mark forms that contain values that are outside the acceptable range defined by Labuan FSA. Please refer to Guidance Notes provided for more information on the threshold settings.

- 9.1 To add a form note, click on the [Form Note](#) button at the top of a submission form.



The screenshot shows a web application window titled "Form". The menu bar includes "File", "Edit", and "Help". Below the menu bar, there is a toolbar with buttons: "Save", "close", "Calculate", "Ready", "Open", "Form Note" (highlighted with a red rectangle), "Reset", "Print", and "Copy". The user name "User: testnick" is displayed in the top right corner. The main content area displays "TEST NICK" and "Primary 1: Asset and Liabilities" for the period "01-Jan-2009 - 31-Jan-2009". The status is "Ready". Below this, there are several summary buttons: "Total Assets: Main", "Total Assets: Section 1", "Total Assets: Section 2", "Total Liabilities & Capital: Main", "Total Liabilities & Capital: Section 1", and "Total Commitments & Contingencies".

- 9.2 The form note list shows all the form notes that are attached to the current form.

Form Note

Form Note

Search: %

Refresh

Insert

Subject	Create DateTime	Status
---------	-----------------	--------

Page 0 of 0

9.3 Click on Insert to add a new form note.

9.4 The form has to be in Open status to be able to add a Form Note.

9.5 A form note window looks like below:

Form Note

File Edit Help User: testnick

Save and Close Save and New

Form LD(Investments)-090131-373 Status Active

Subject

Description

Done

9.6 Fields:

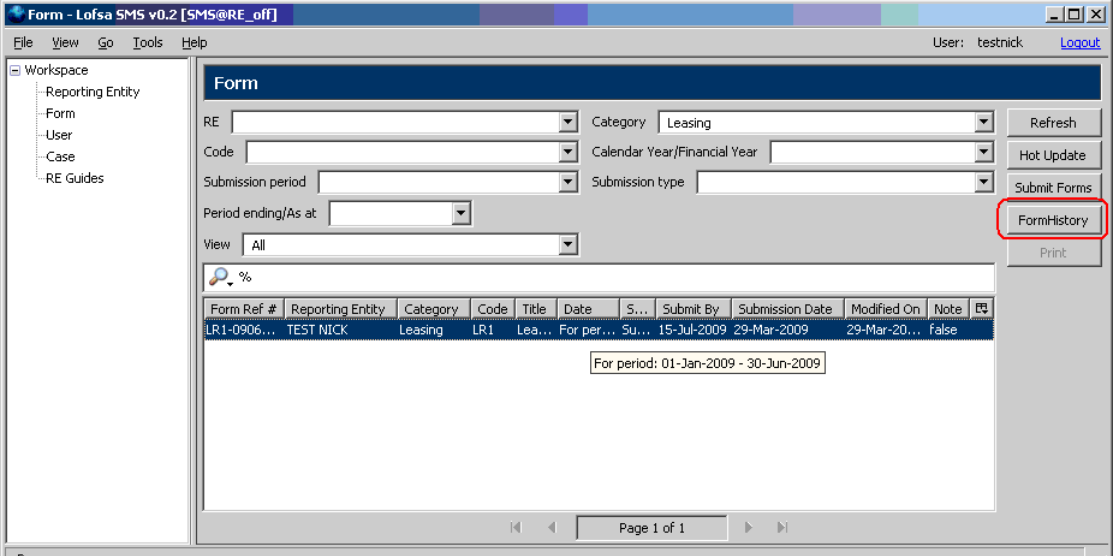
- 9.6.1 Form – Reference number of the form this form note is attached to.
- 9.6.2 Status – State of this form note.
- 9.6.3 Subject – Reason of this form note.
- 9.6.4 Description – Detail description of the note.

10 Form submission history

The form history module keeps historical data on all forms submitted whether approved by Labuan FSA or not. These forms include those that failed Labuan FSA data checks.

For example, if a form has been rejected 3 times, there will be 3 revision histories. When the form is submitted the 4th time and it is accepted, a 4th revision will be created in form history and this revision will be exactly the same as the submitted version.

10.1 To access Form History, click on Form History button in the Form module listing.



The screenshot shows the 'Form - Lofsa SMS v0.2' application window. The 'FormHistory' button is highlighted with a red rectangle. The main area displays a table of form submission history.

Form Ref #	Reporting Entity	Category	Code	Title	Date	S...	Submit By	Submission Date	Modified On	Note
LR1-0906...	TEST NICK	Leasing	LR1	Lea...	For per...	Su...	15-Jul-2009	29-Mar-2009	29-Mar-20...	False

For period: 01-Jan-2009 - 30-Jun-2009

10.2 This will bring up the form history listing.

FormHistory

FormHistory

Search

Form	Reporting Entity	Category	Code	Date	Revision	Modified On	
LR1-09...	TEST NICK	Leasing	LR1	For perio...	1	29-Mar-2009 ...	

Refresh

Select

Cancel

Page 1 of 1

10.3 To view a form, double click on a record in the Form History listing. This will bring up a window similar to a submission form. This historical submission form can be open side by side with a current submission form for comparisons.

FormHistory [Close] [Print] [User: testnick]

TEST NICK

LR1: Leasing Submission Form

For period: 01-Jan-2009 - 30-Jun-2009 Status: Submitted

Leasing Company Type of Lease: Section 1 Type of Lease: Section 2 Type of Lease: Section 3

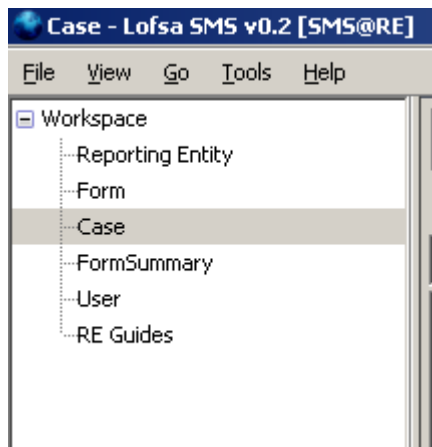
Leasing Company	aaa
Physical Presence in Labuan	
Country of Origin	
Status	
Registered address	
Office Address	
Financial Year End	
Name of Auditor	
Insurance Company	

Done

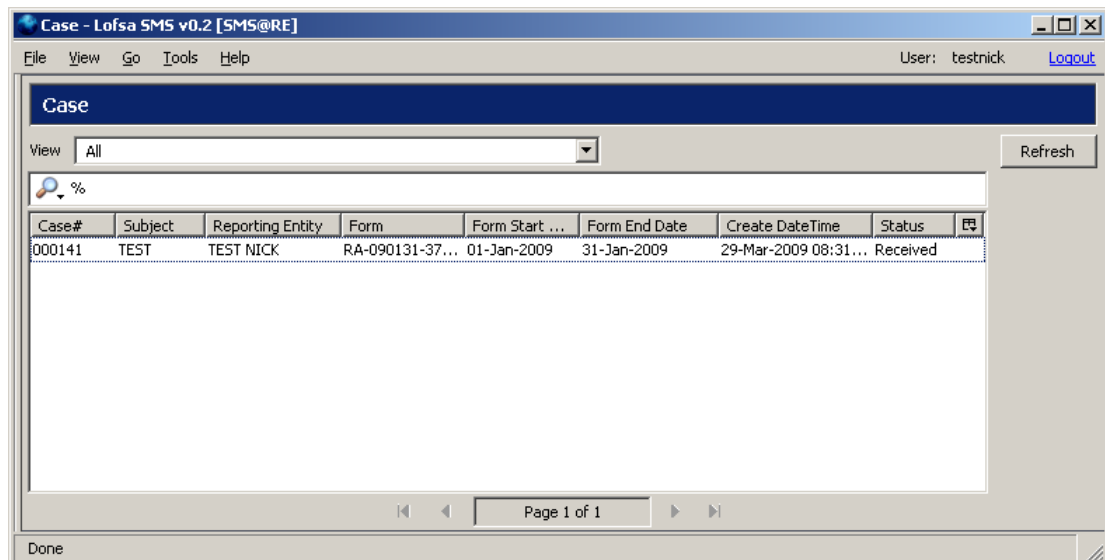
11 Case

Cases are raised when forms are rejected because of out-of-range data. Cases have to be responded to before the associated form can be ready for submission.

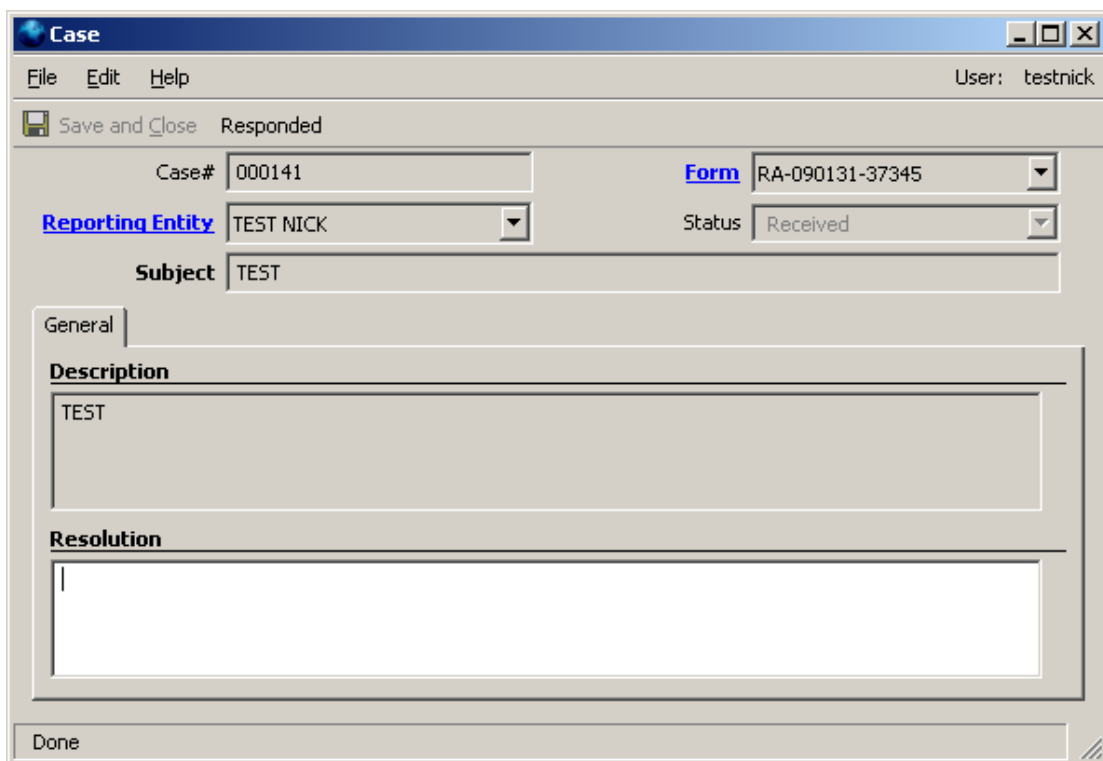
11.1 To access the Case module, double-click on Case in the module listing.



11.2 This brings up the Case listing.



11.3 To view a case, double-click on an existing case.



Case [Minimize] [Maximize] [Close]

File Edit Help User: testnick

Save and Close Responded

Case# 000141 [Form](#) RA-090131-37345

[Reporting Entity](#) TEST NICK Status Received

Subject TEST

General

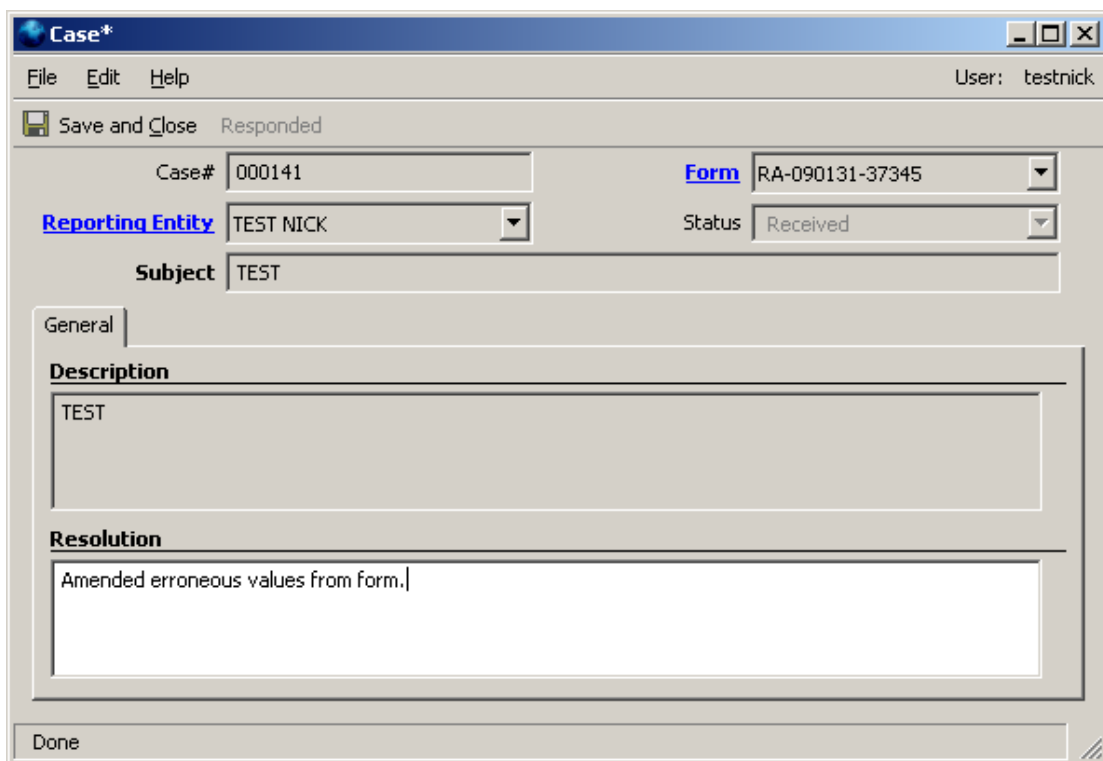
Description

TEST

Resolution

Done

11.4 To respond to a case, the [Resolution](#) field has to be filled in with the relevant information.



Case* [Minimize] [Maximize] [Close]

File Edit Help User: testnick

Save and Close Responded

Case# 000141 [Form](#) RA-090131-37345

[Reporting Entity](#) TEST NICK Status Received

Subject TEST

General

Description

TEST

Resolution

Amended erroneous values from form.

Done

11.5 Click on [Save and Close](#) or press **ctrl-S** to save the changes.

Case

File Edit Help User: testnick

Save and Close Responded

Case# 000141 Form RA-090131-37345

Reporting Entity TEST NICK Status Received

Subject TEST

General

Description

TEST

Resolution

Amended erroneous values from form.

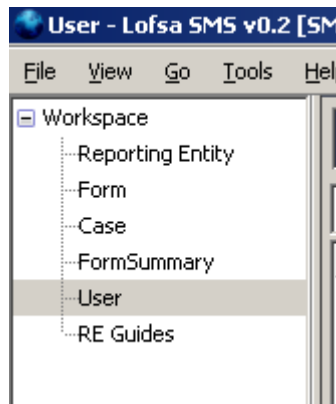
Done

11.6 To mark the form as a response to Labuan FSA, click on [Responded](#). The updated case will be sent to Labuan FSA when the next [Hot Update](#) is done.

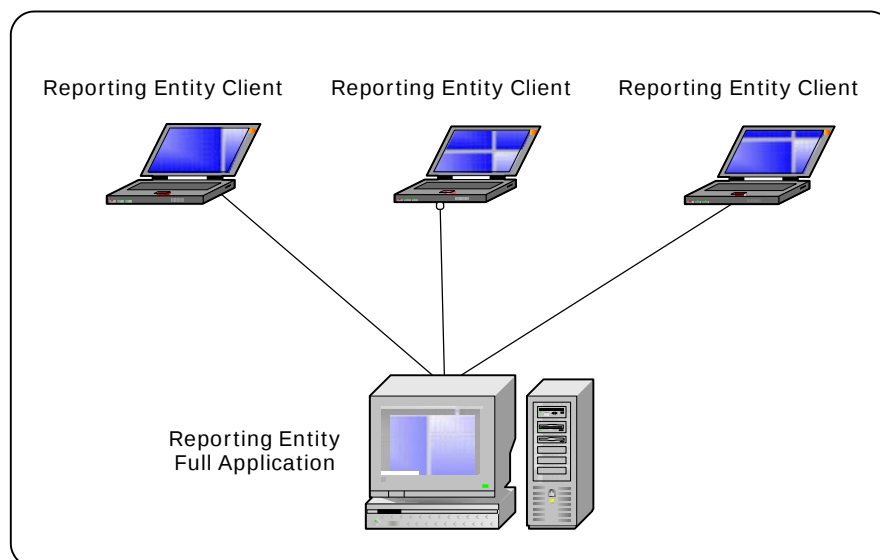
11.7 The submission form associated to a particular case can be traced by the form reference number. In the example above, the form reference number is RA-090131-37345. This reference number can be used in the [form listing universal filter](#) to search for a particular form.

12 User

Reporting entities can create more users to aid in data entry. This can be done by accessing the user module in the module listing. Creating local data entry users does not require any approval or action from Labuan FSA.



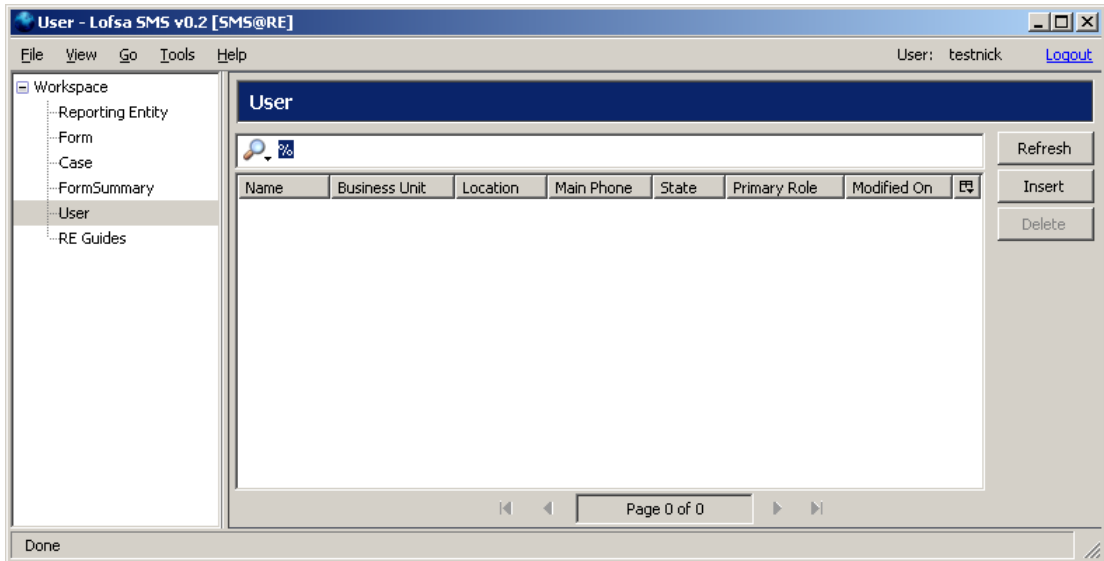
Newly created users are local users that only have access to submissions for the Principal Officer they are operating under.



The newly created users will do the data entry into one centralized database (RE Full Application) on behalf of the Principal Officer.

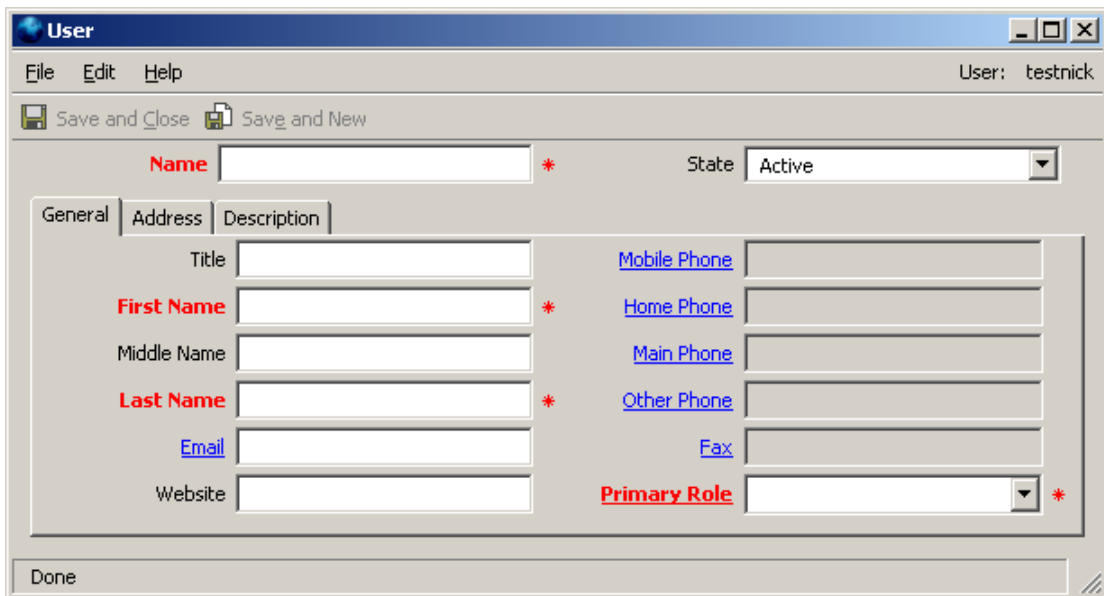
Procedures for creating a new user are as below:

12.1 Double-clicking on the User module will bring up the user listing.



The screenshot shows a web application window titled "User - Lofsa SMS v0.2 [SMS@RE]". The window has a menu bar with "File", "View", "Go", "Tools", and "Help". The top right corner shows "User: testnick" and a "Logout" link. On the left is a "Workspace" tree with the following items: Reporting Entity, Form, Case, FormSummary, User (selected), and RE Guides. The main area is titled "User" and contains a table with the following columns: Name, Business Unit, Location, Main Phone, State, Primary Role, and Modified On. The table is currently empty. To the right of the table are buttons for "Refresh", "Insert", and "Delete". At the bottom of the table area, it says "Page 0 of 0". The bottom status bar says "Done".

12.2 Click on Insert to bring up the user window.



The screenshot shows the "User" application window with the "Insert" form. The window has a menu bar with "File", "Edit", and "Help". The top right corner shows "User: testnick". Below the menu bar are buttons for "Save and Close" and "Save and New". The form has a "Name" field (mandatory, marked with a red asterisk) and a "State" dropdown menu set to "Active". Below these are three tabs: "General", "Address", and "Description". The "General" tab is active and contains the following fields: "Title", "First Name" (mandatory, marked with a red asterisk), "Middle Name", "Last Name" (mandatory, marked with a red asterisk), "Email", "Website", "Mobile Phone", "Home Phone", "Main Phone", "Other Phone", "Fax", and "Primary Role" (mandatory, marked with a red asterisk). The bottom status bar says "Done".

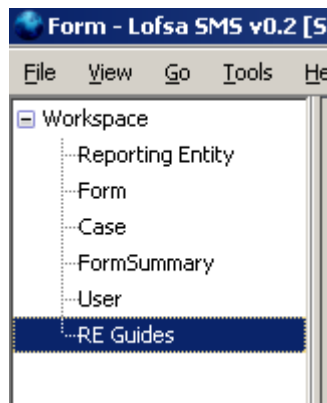
Note: Fields above in **Red** and marked by an asterisk (*) are mandatory fields.

12.3 The details about the fields are listed below:

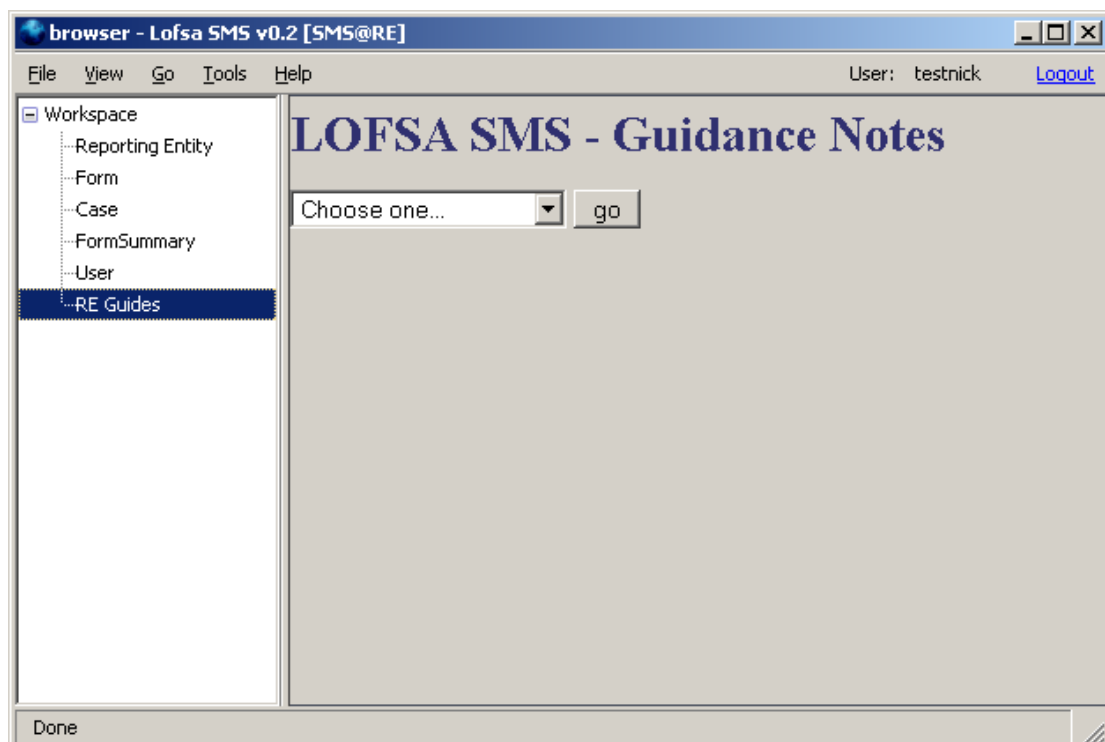
No	Field	Purpose
1	Name	Login username. Mandatory field.
2	State	Active: Allow login Inactive: Disable login Default is Active .
3	Title	Salutation (Mr., Ms., Mdm.)
4	First Name	First name of user.
5	Middle Name	Middle name of user.
6	Last Name	Last name of user.
7	Website	Website of user.
8	Mobile Phone	Mobile phone number.
9	Home Phone	Home phone number.
10	Other Phone	Other phone number.
11	Fax	Fax number.
12	Primary Role	Access rights assigned to this user. (RE, Labuan FSA normal user or Labuan FSA administrator.)
13	Main Address	Main address of the user.
14	Other Address	Alternative address of user.
15	Description	Remarks.

13 RE Guides

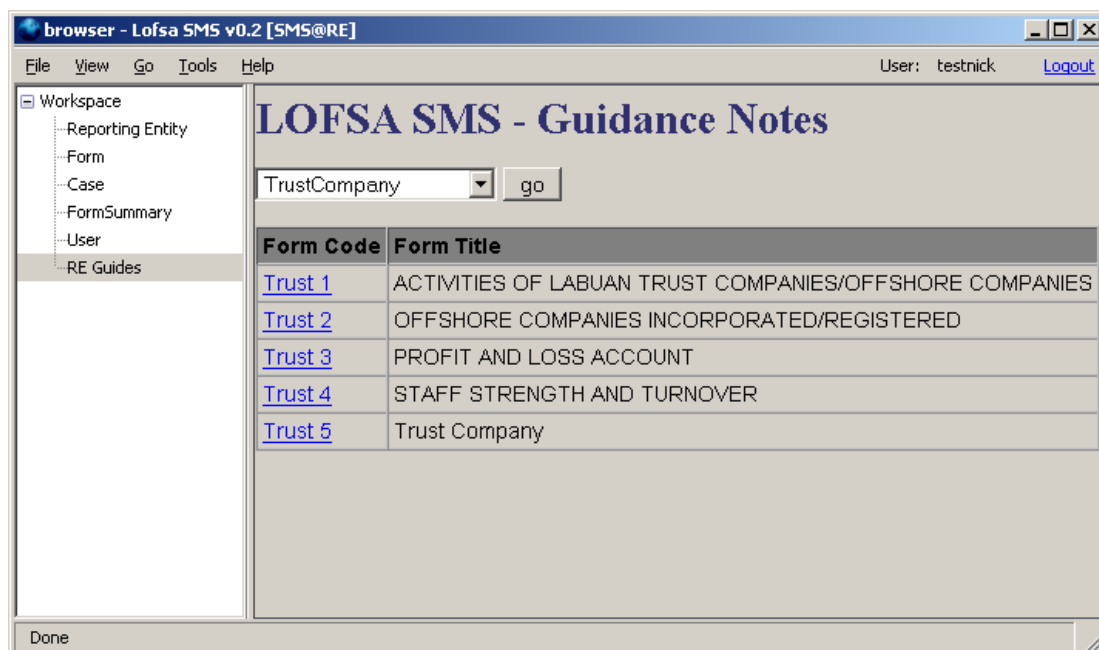
The RE Guides are links to access submission form guides from Labuan FSA. The SMS application must have access to the internet for this module to function.



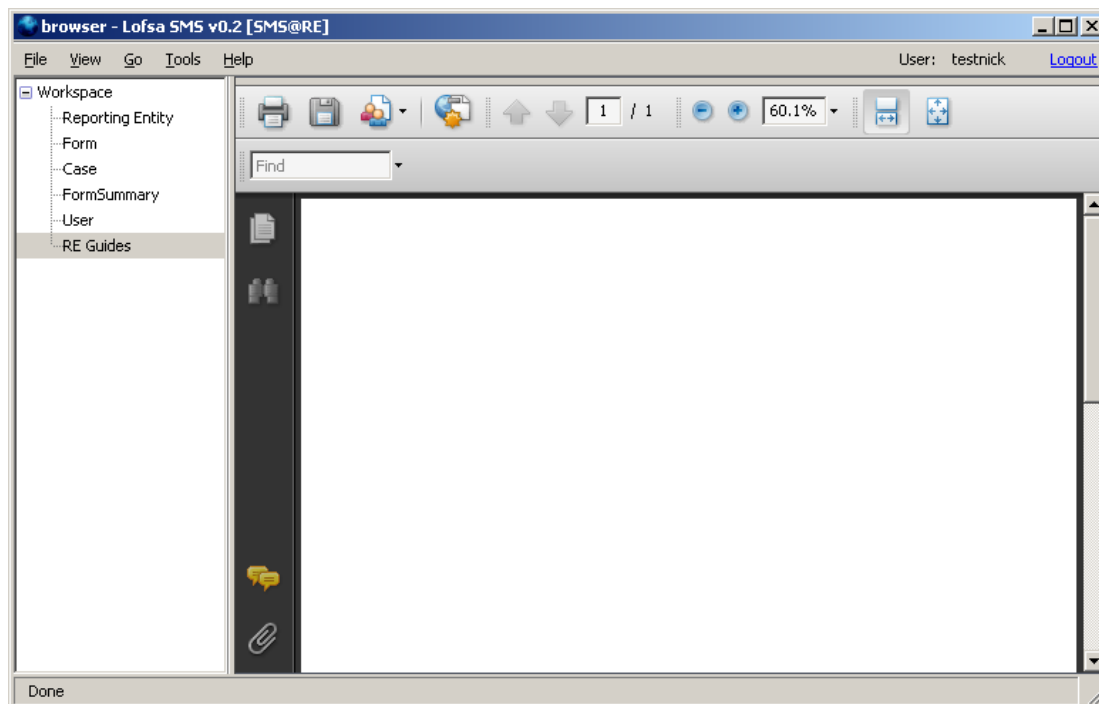
To access the module double-click on the [RE Guides](#) in the module listing. This will bring up the RE Guide listing.



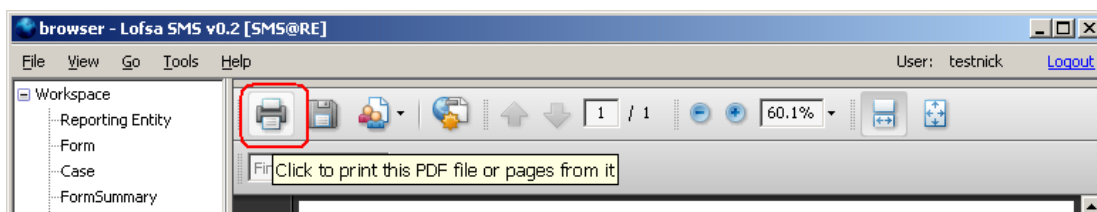
Select a category from the dropdown to reach the guide download page.



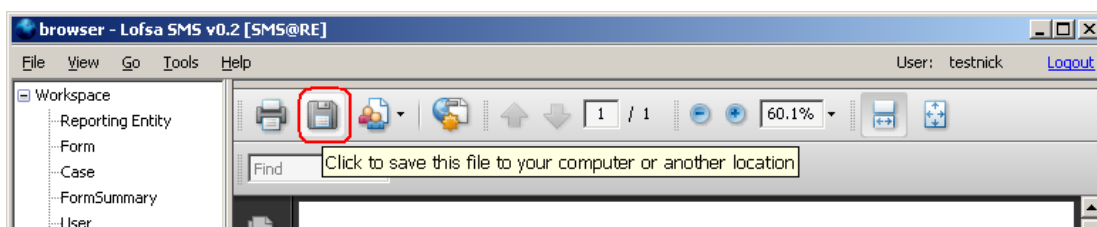
Click on the links to view the desired guide.



The guide can be printed by clicking on the print button.



The guide can be saved for future reference by clicking on the save button.



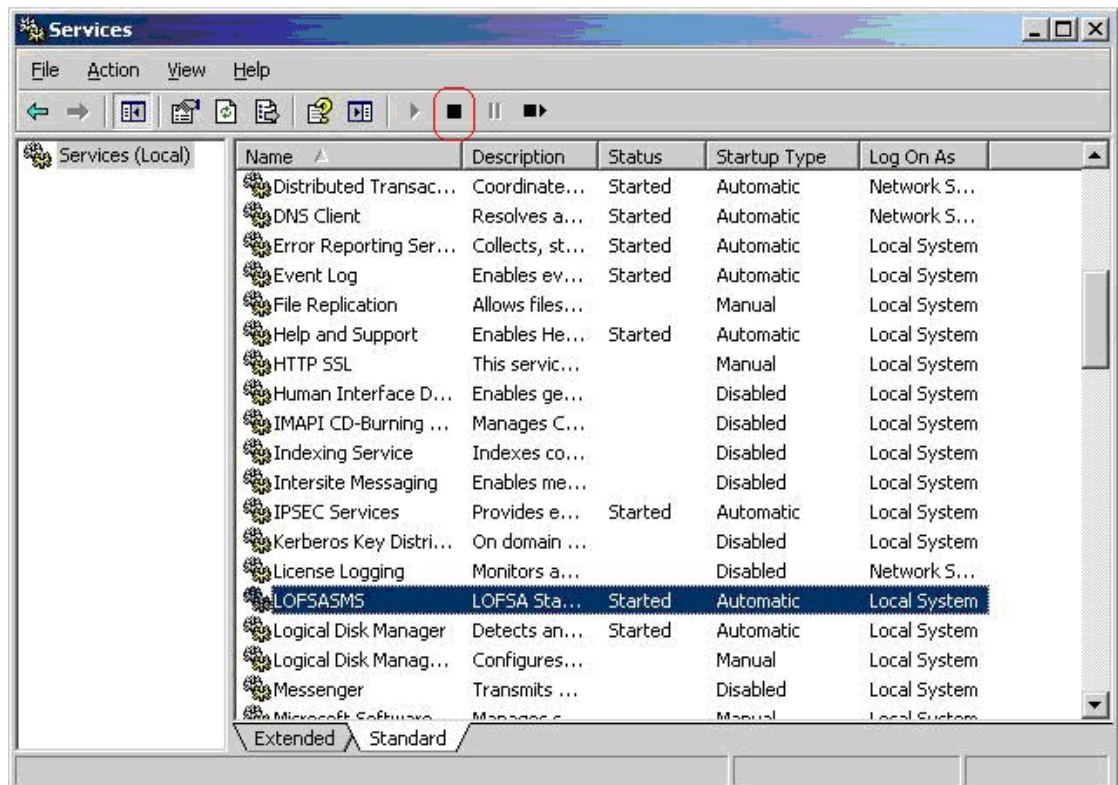
14 Maintenance

The Full Application has its own database to store data from offline data entry. This database is a MSSQL-2005 database. It is good practice to periodically backup the database in case of unforeseen disasters.

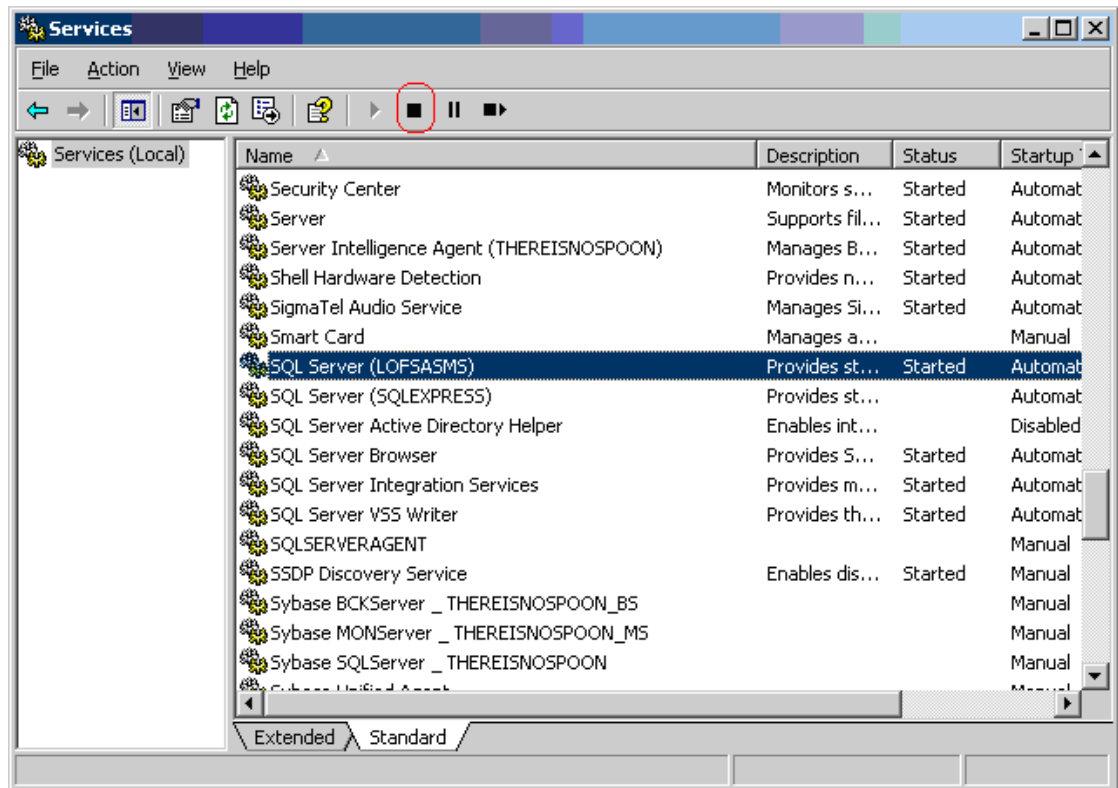
14.1 Backing Up

Below are the steps to back up a RE database.

14.1.1 Stop the [LOFSASMS](#) service.



14.1.2 Stop the [SQL Server \(LOFSASMS\)](#) service.

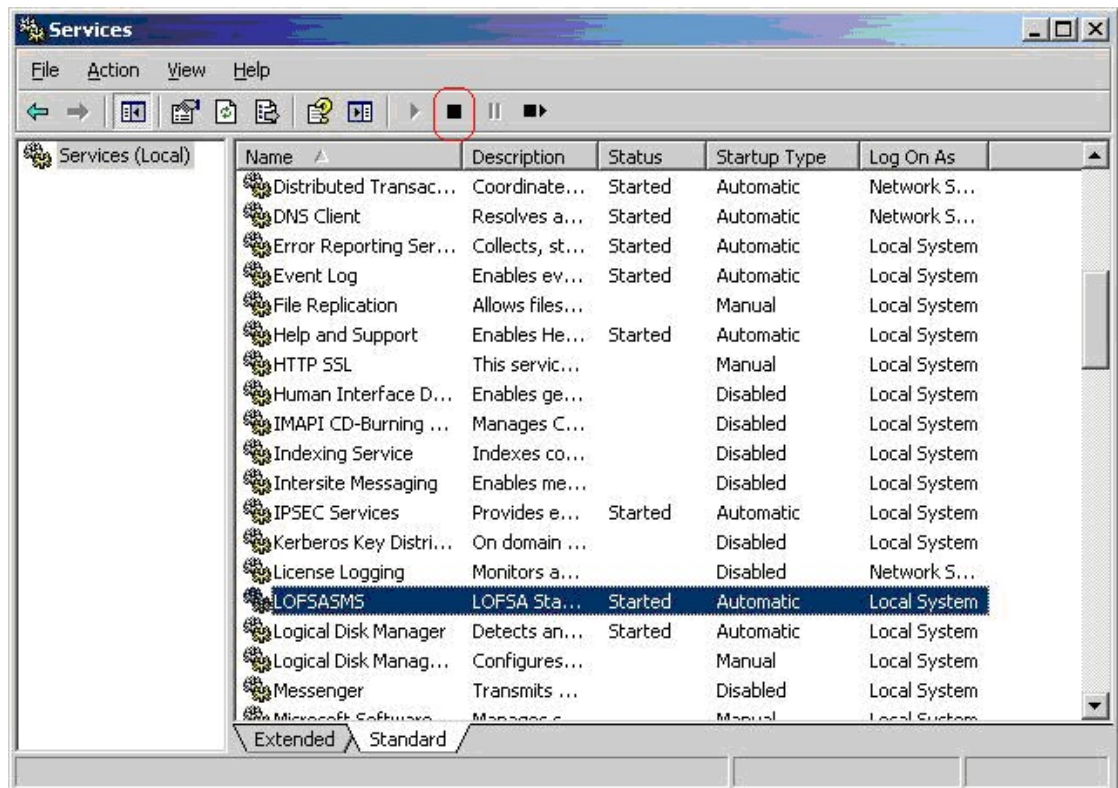


- 14.1.3 Copy the files [lofsa.mdf](#) and [lofsa.ldf](#) from c:\lofsasms\db to another location. These files are the backups.
- 14.1.4 Start the [SQL Server \(LOFSASMS\)](#) service.
- 14.1.5 Start the [LOFSASMS](#) service.

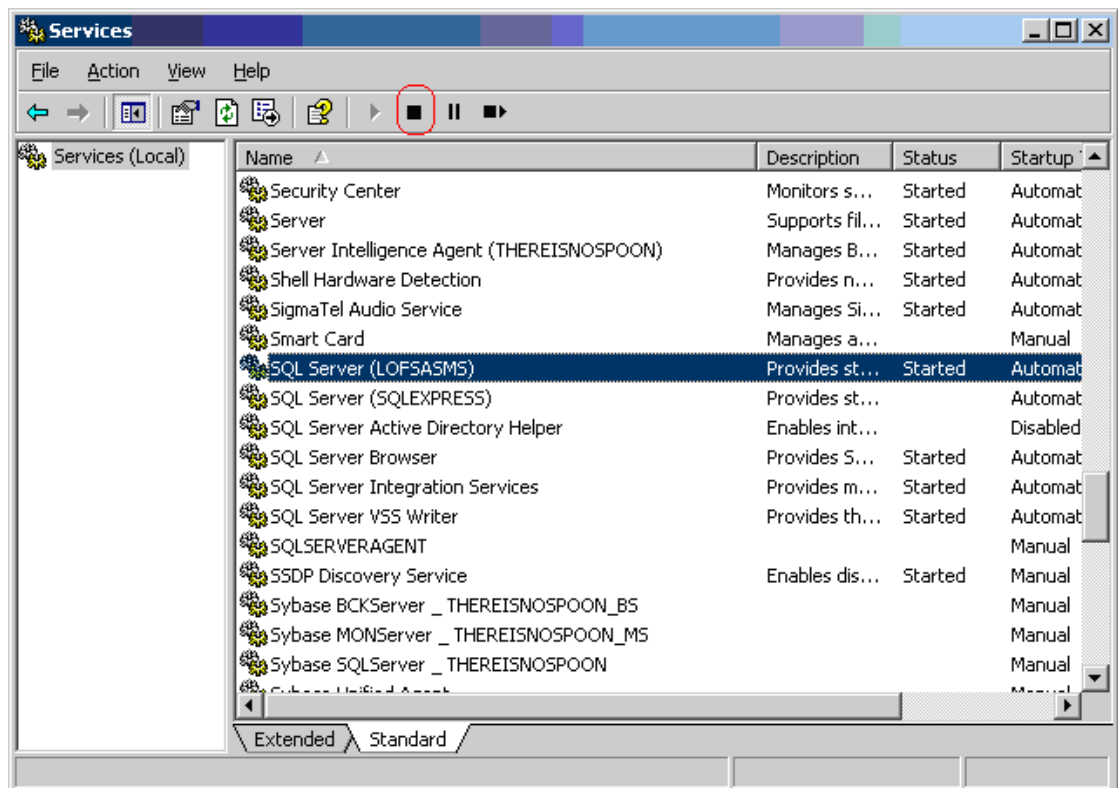
14.2 Restoring

Below are the steps to restore the RE database.

14.2.1 Stop the LOFSASMS service.



14.2.2 Stop the SQL Server (LOFSASMS) service.



14.2.3 Copy the previously backed up files, [lofsa.mdf](#) and [lofsa.ldf](#), to [c:\lofsasms\db](#).

14.2.4 Start the [SQL Server \(LOFSASMS\)](#) service.

14.2.5 Start the [LOFSASMS](#) service.

14.3 Re-installation

If there is a need to re-install the SMS Full Application to another PC, the right step to do it is:

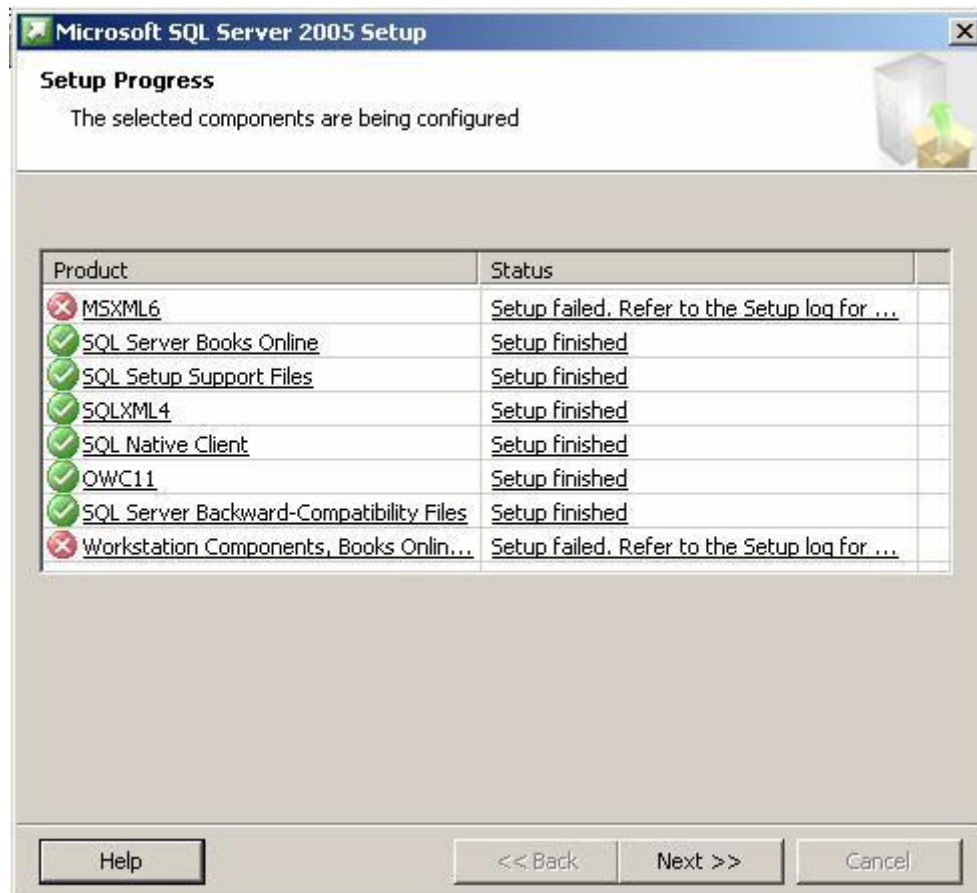
1. Follow instructions to backup the existing database in the existing PC as per section 14.1
2. Install the SMS Full Application on the new PC.
3. Follow instruction to restore the backup to the new PC, as per instructions 14.2.

15 Troubleshooting

This section documents the troubleshooting method for frequently faced issues.

15.1 Installation – SQL 2005 on Windows XP SP3

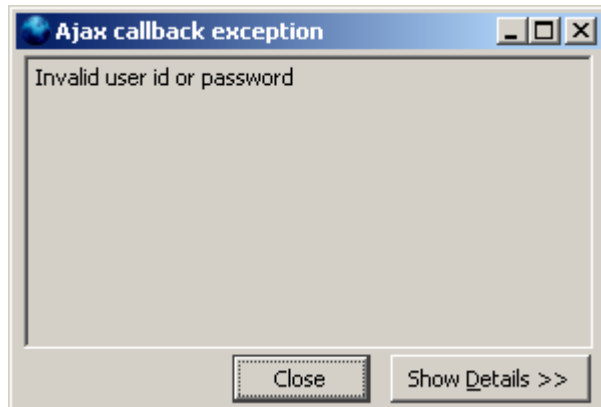
The MSXML6 component is required for the standalone database to be installed. However upon applying SP3 the MSXML6 component is upgraded to a version equal to that in the MSSQL 2005 installation. The setup will terminate because this component cannot be overwritten.



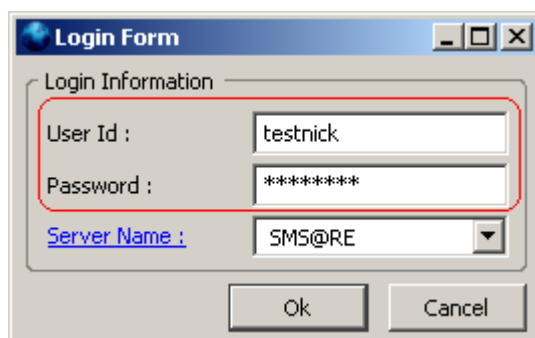
A utility released by Microsoft can rectify this problem. This utility can be downloaded from: <http://support.microsoft.com/kb/968749>.

Refer to <http://support.microsoft.com/kb/968749> on further details.

15.2 Login – Invalid user id or password



Possible cause:

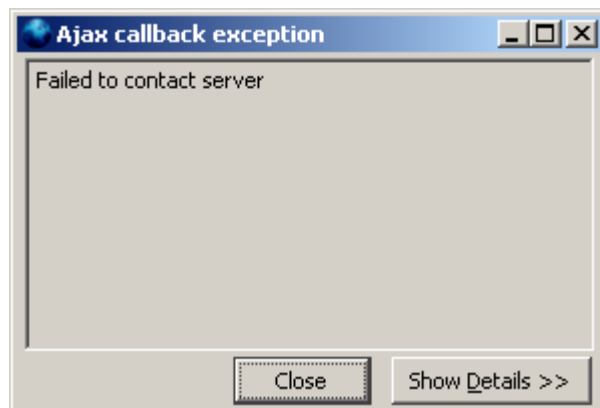


- Wrong User Id
- Wrong password

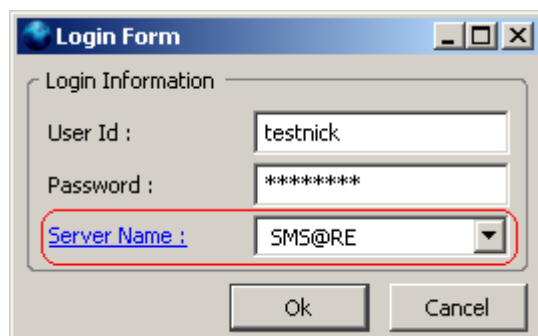
Troubleshooting:

- Registration step with id “readmin” must be successful before a user can login with the Labuan FSA provided ID. Refer Labuan FSA SMS Training Guide (RE) section 3.1.
- If registration step is done, check the user ID and password provided by Labuan FSA.

15.3 Login – Failed to contact server



Possible cause:



- The SMS application cannot contact the SMS service configured in the Server Name.
- The SMS service as referred to in the Server Name is not running.

Troubleshooting:

- Check the SMS service configured in Server Name.

Server Connection Settings

Connection Settings

Server Name : SMS@RE

Server URL : http://127.0.0.1:81/

Storage Version : 4

Server List

Name
SMS@RE

Save Add Delete Ok Cancel

The default connection should be the above.

(<http://127.0.0.1:81/>)

Use the above configuration when connecting from the Full Application.

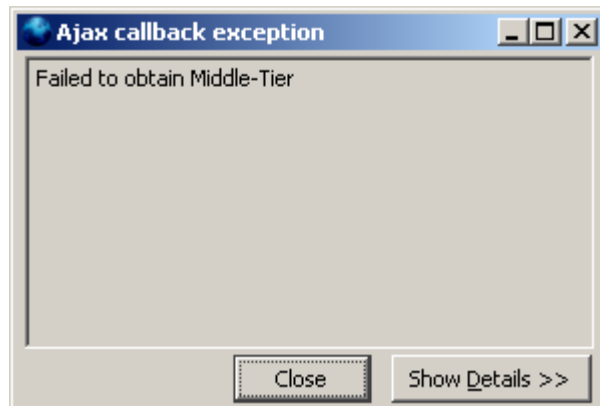
Otherwise, replace the IP address in Server URL with the IP address of the full application.

Refer: Labuan FSA SMS Training Guide (RE) section 3.2.

- Check SMS service.
If the SMS service is down on the SMS Full Application machine, then the SMS application will not be able to function. Refer to [SMS service test](#).
- Check network connection.
A ping test on the connecting machine can determine if the SMS service machine is accessible. Refer to [Ping test](#).
- Check destination port.
A telnet test can determine if the necessary ports in the Full Application machine is accessible. This test should only be done if the ping test was

successful. This test can be done on the Full Application machine itself or on the machine connecting to it. Refer to [Telnet test](#).

15.4 Setup – Fail to obtain Middle-Tier

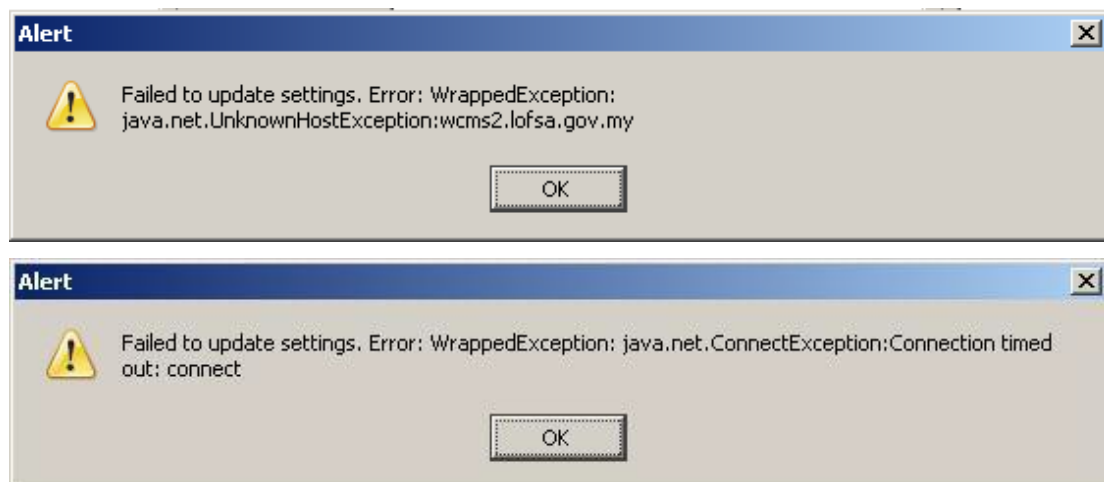


Possible cause: Full Application computer is unable to locate the local MSSQL 2005 database.

Troubleshooting: Proceed with [MSSQL 2005 database test](#).

15.5 Registration – Failed to update settings

This usually happens when registering the Labuan FSA profile with the initial “readmin” login.



Possible cause:

- The Full Application machine is unable to establish a connection to Labuan FSA.
- The LOFSA SMS application server may be down.

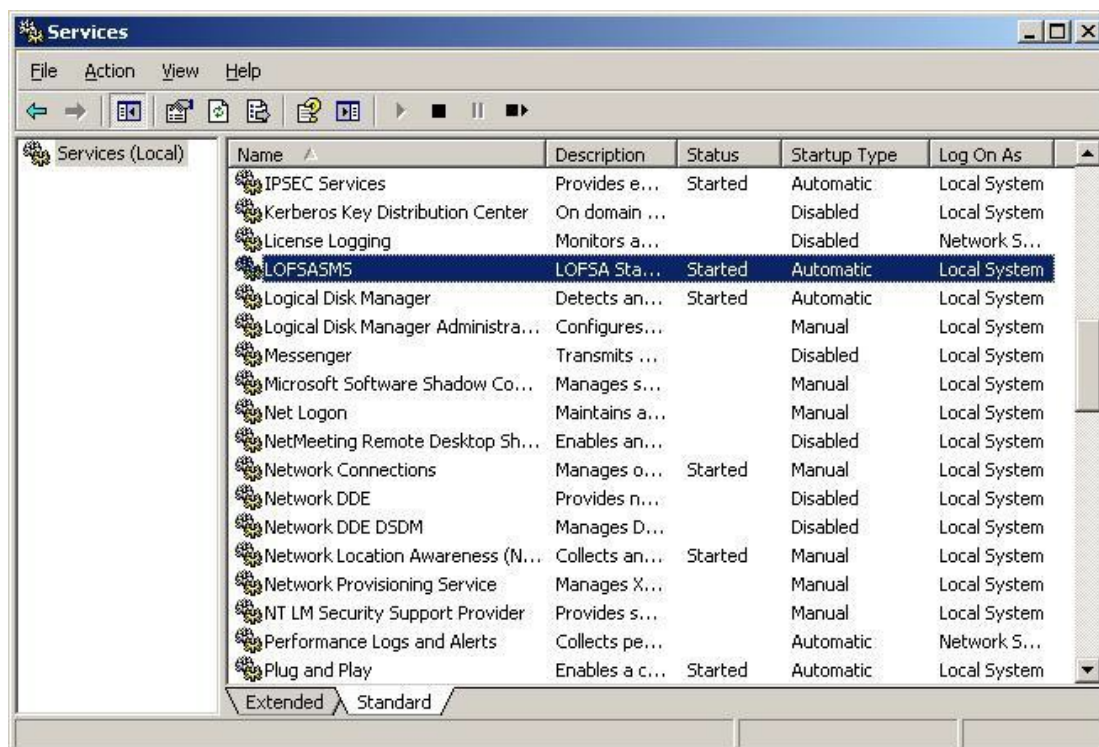
Troubleshooting:

- Check the connectivity to Labuan FSA.
A [ping test](#) should be done from the Full Application machine to the URL <http://www.labuanfsa.gov.my> (LOFSA SMS application server).
- If the ping test is successful, then a [telnet test](#) should be done using the port 8082.

15.6 Tests – SMS service

At the full application machine, go to the service listing by:

Start → Settings → Control Panel → Administrative Tools → Services

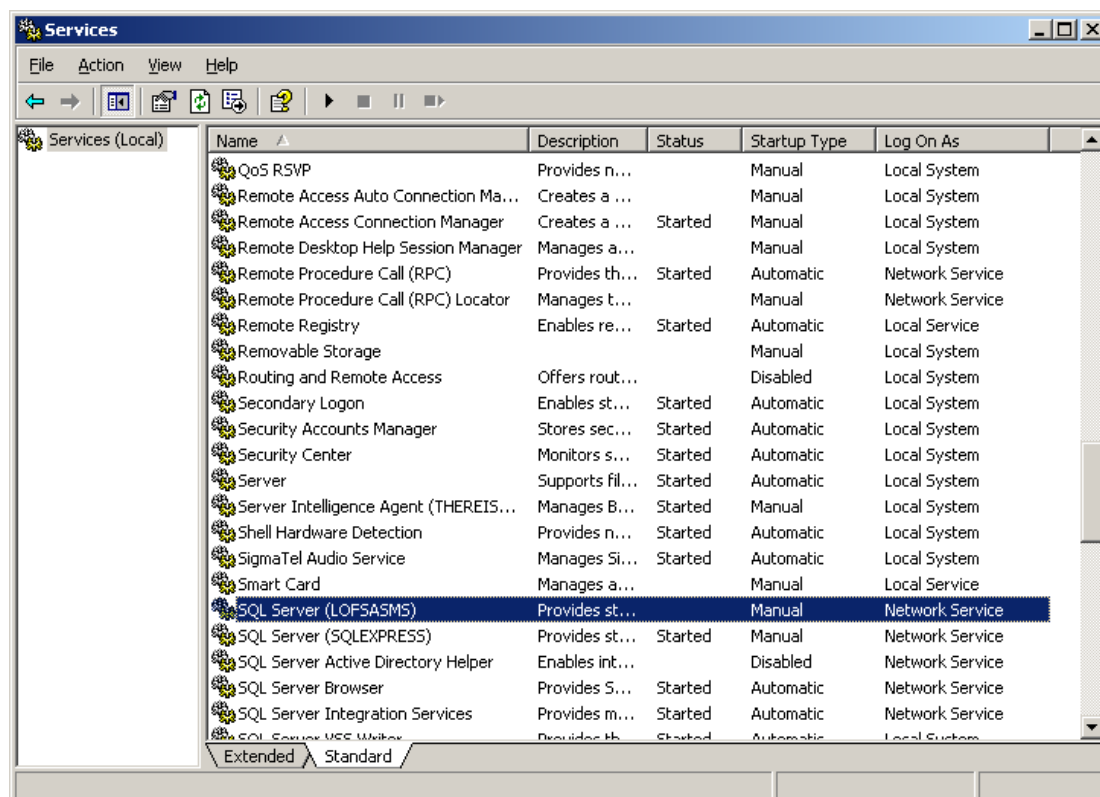


The LOFSASMS service must be in **Started** state in order for the SMS application to function.

15.7 Tests – MSSQL 2005 Database

At the Full Application machine, go to the service listing by:

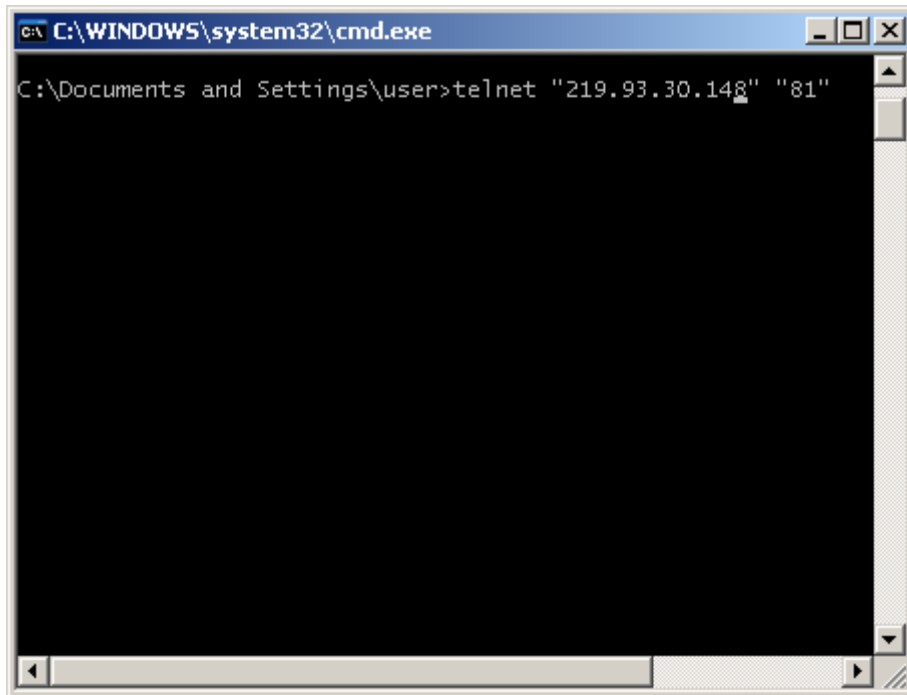
Start → Settings → Control Panel → Administrative Tools → Services



The SQL Server (LOFSASMS) service must be in **Started** state for the SMS application to function.

15.8 Tests – Telnet

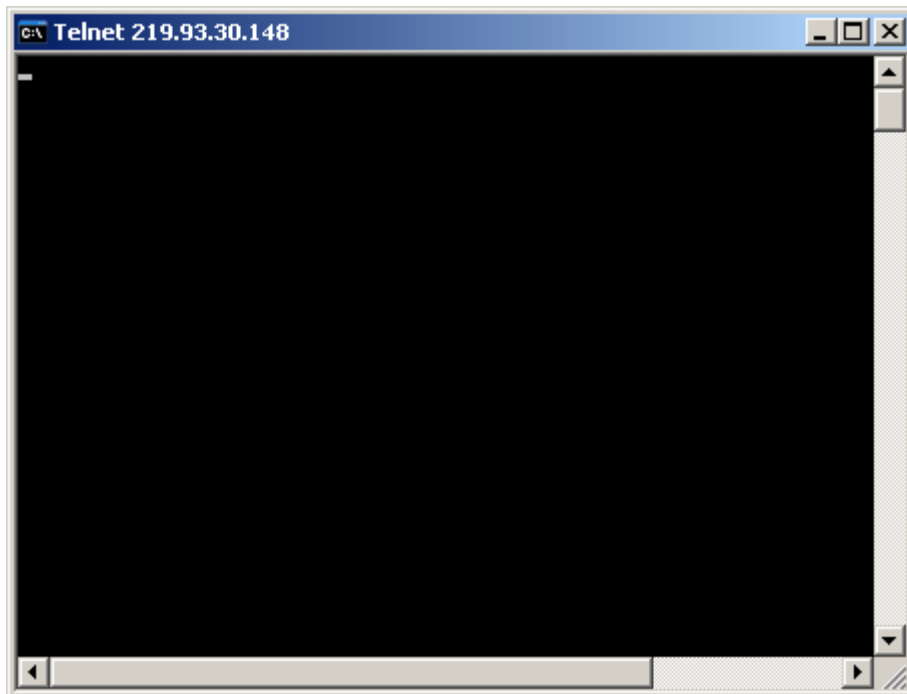
Go to Start → Run. Type in cmd and hit enter. A console screen will appear.



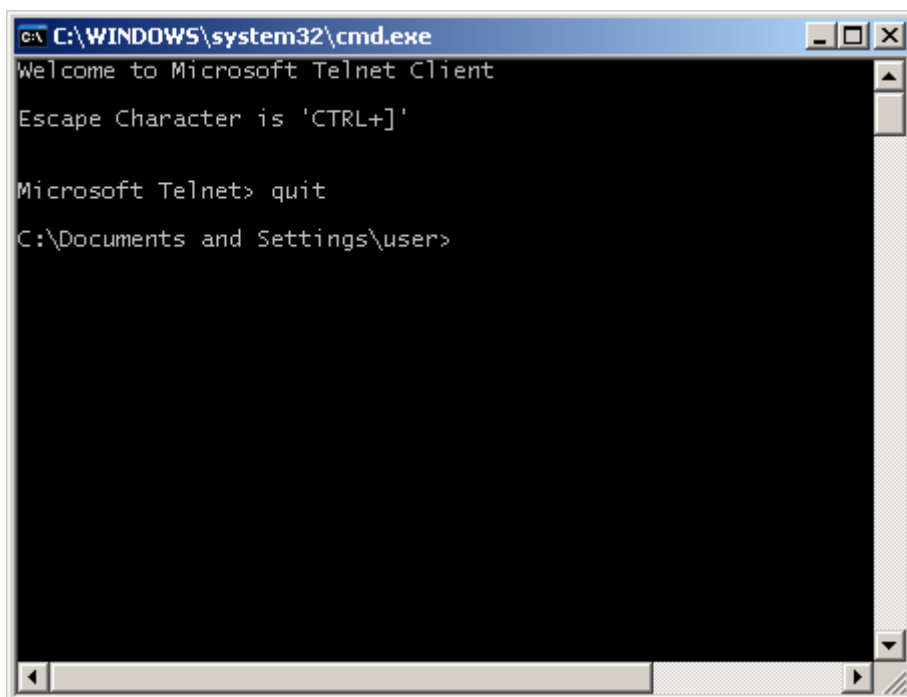
Type in: telnet "[IP Address](#)" "[Port](#)"

And hit enter.

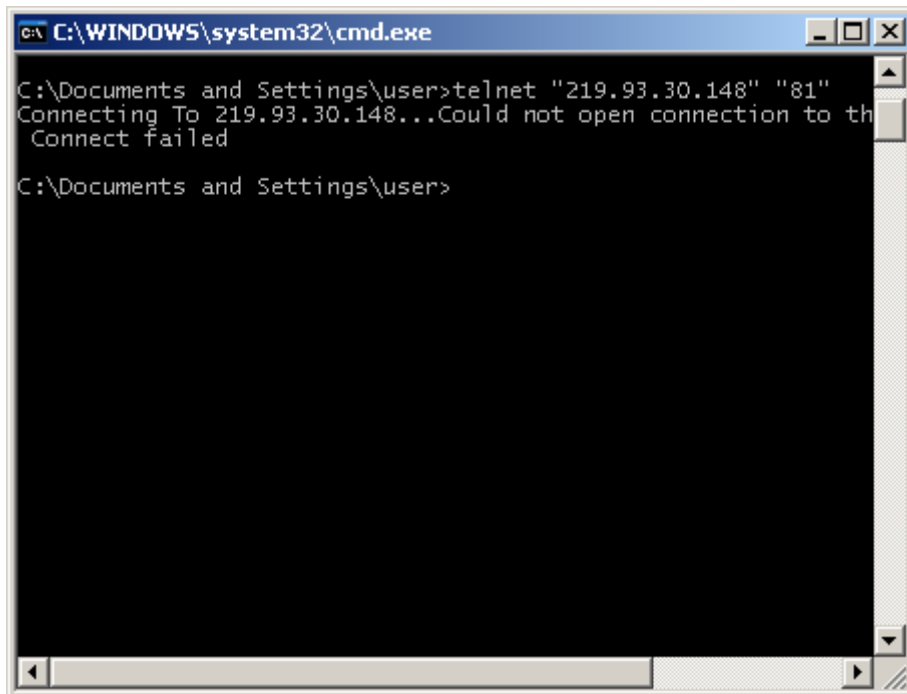
The [IP Address](#) is the IP Address of the target machine, and the [Port](#) is port number the connection utilizes.



A blank console screen will appear on successful connection.



To exit, press ctrl-]. Then key in **quit** and hit enter.



```
C:\WINDOWS\system32\cmd.exe

C:\Documents and Settings\user>telnet "219.93.30.148" "81"
Connecting To 219.93.30.148...Could not open connection to th
Connect failed

C:\Documents and Settings\user>
```

A failed telnet test will result in the error message:

Connecting To [219.93.30.148](#)...Could not open connection to the host, on port [81](#): Connect failed

This means a connection cannot be established with the machine ([219.93.30.148](#)) using the port [81](#).

This could be caused by:

- Firewall preventing outgoing traffic.
- Network policies preventing this connection.
- Target is unreachable or target port is closed.