CMA Oman - XBRL Portal Guidance for XBRL Financial Filing

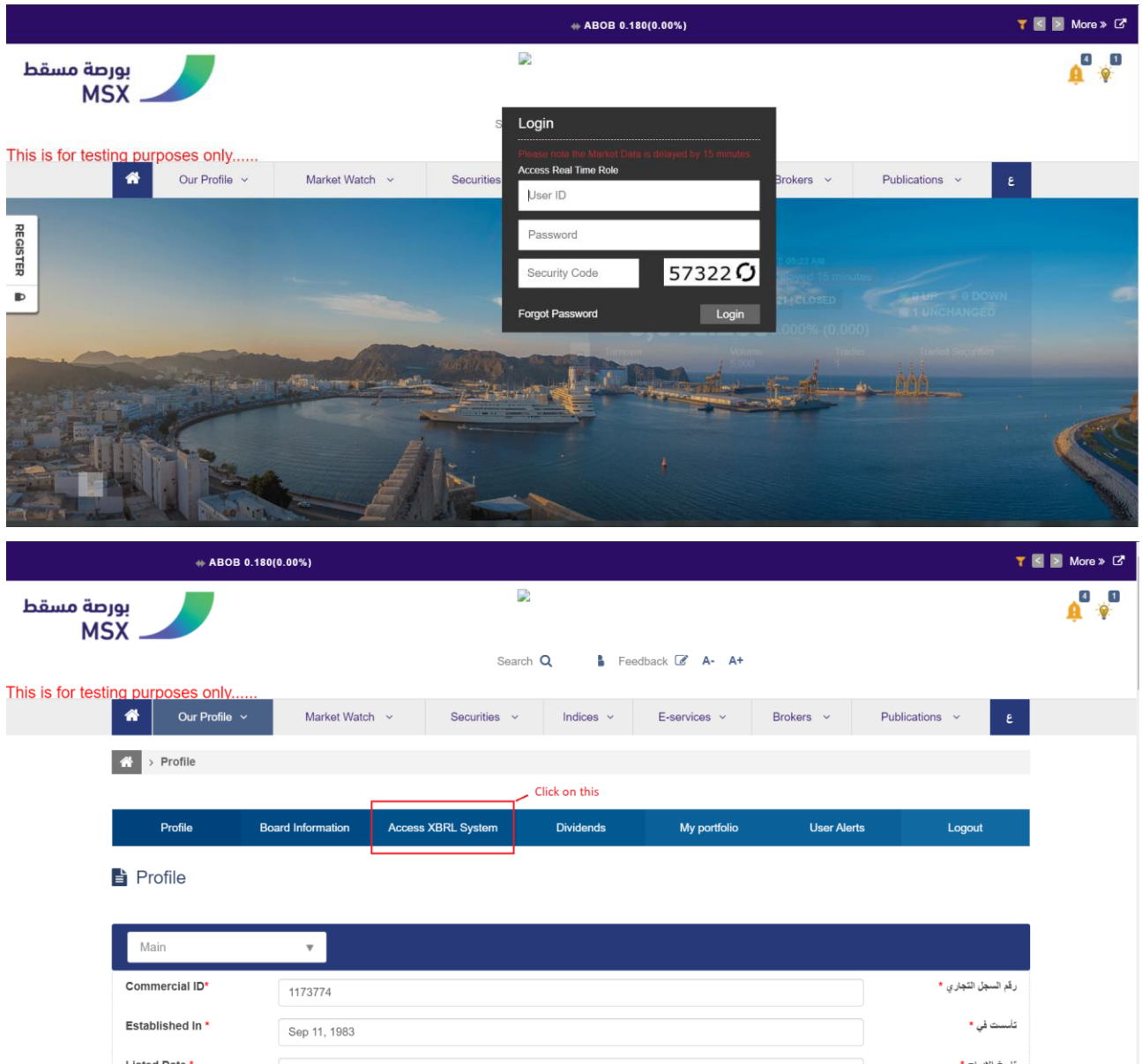September 2021

Version No: 1.0

IRIS Business Services Limited

1   XBRL FILING FLOW FOR COMPANIES

1.1   XBRL Filing by Company Users

Follow the below steps to submit the XBRL filing on CMA/MSX portal.

Step 1: Login as Company User into MSX website: https://www.msx.om/default.aspx

Step 2: Navigate to Financial Reporting > Upload filing and click on 'Submit XBRL filing'

Step 3: Upload the XBRL financial document and forwarding letter from the respective authority and then enter all the mandatory information on the page then click on Upload.

Fields for Annual Filing	Fields for Quarterly Filing
- BOD's Approval Date - Company Report (En) - Company Report (Ar) - Corporate Governance Report (En) - Corporate Governance Report (Ar) - Auditors Report in Corporate Governance Report (En) - Auditors Report in Corporate Governance Report (Ar) - Management Discussion and Analysis Report (En) - Management Discussion and Analysis Report (Ar) - Comments (optional)	- BOD's Approval Date - Company Report (En) - Company Report (Ar) - Comments (optional)

Step 4: Once you clicked the submit button, a pop-up will appear on top to confirm the Filing details. Click on 'Ok' to go ahead. Else click on 'No' if you want to change the data.
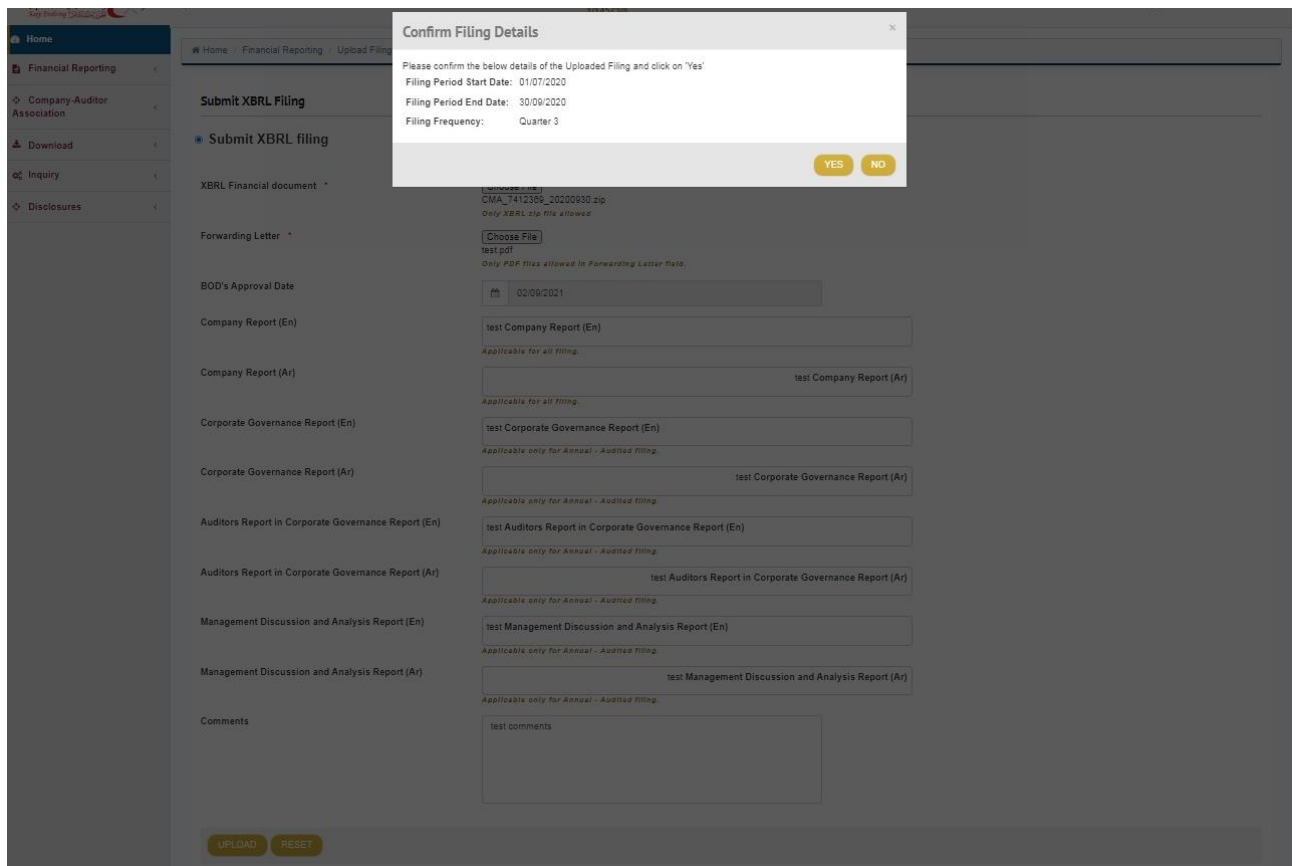
Step 5: After you confirm the Filing details another pop-up will appear to get confirmation to submit the data. Click on 'Ok' to go ahead. Else click on 'No' if you want to cancel it.

Step 6: The user will get a notification at the top for the successful submission of XBRL filing and automatically redirect to the 'View Filing Page'.

Step 7: After the Filing submission if it is an error on the uploaded filing, those issues will be shown on the validation summary as shown on the below image:

Navigation: Financial Reporting > Validation Summary

If there are no issues, it will redirect the user to the View FIling page.

Step 8: After the successful submission of XBRL filing, the user can view the submitted data on the View Filing page along with all existing filing histories.

**Step 9**: To track the Filing Status click on Tracker > Click to View

1.2 How to raise your query in case of any issues during the filing process

Please try again. If it is still giving the same error again, please send us the screenshot of the below details by following the below steps:

Step 1: On the menu click on-- Financial reporting --> create filing,
Step 2: On this page click on the
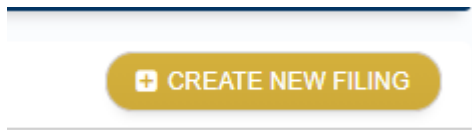
Step 3: Take a screenshot of the details on the page which will be seen below with their values and send us along with your queries.

Commercial registration(CR) number *

Name of reporting entity *

Type of Company *

Licensing Status *

Licensed For *

Sector *

Sub Sector *

Category of filer *

Listing Status *

Ticker Code *