

**Achievement of Market-Friendly Initiatives and Results Program
(AMIR 2.0 Program)**

Funded By U.S. Agency for International Development

**Securities Depository Center (SDC)
Operational Work Flows**

Final Report

**Deliverable for FMD Component, Work Plan Activity No. 628.05
Contract No. 278-C-00-02-00210-00**

March 14, 2004

This report was prepared by Michael Salik, in collaboration with Chemonics International Inc., prime contractor to the U.S. Agency for International Development for the AMIR Program in Jordan.

Data Page

Name of Component: Financial Markets Development

Author: Michael Salik

Practice Area: Financial Sector

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List of Key Words Contained in Report:

Clearance and Settlement
SDC's clearance and settlement system (Scorpio)
Securities Depository Center (SDC)
Technical Operations
Inheritance
OTC Trading
Settlement Cycle

Abstract

The scope of work was to build a draft of *Operational Workflows* for the Securities Depository Center (SDC) in Jordan. The SDC is an important component of the Jordanian capital market, supporting its depository, registry and clearance & settlement operations. One of the requirements for the SDC is to have the system and operations well documented to allow for knowledge retention and transfer.

Several interviews were done with the operation team of the SDC to capture the information for the Workflows. The interviews and development of the documents were conducted over a six-week period and the majority of this time was done at the SDC offices.

One important issue to clarify with the SDC is that the SDC must continue to maintain the document, as procedures continue to change.

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Executive Summary

The SDC Operational Work Flow have been given to the SDC for the purpose of including in its document depository. The documents are built with the intent the SDC staff will continue to use and maintain them. SDC has been given the software tools and the training that will allow them to manage the documents. The software tools were supplied by the Amir-2 project.

The SDC is an important component of the Jordanian capital market, supporting its depository, registry and clearance & settlement operations. One of the requirements to enhance SDC's operations is to have the system and operations well documented to allow for knowledge retention and transfer.

Legal Transfers Department

Family Transfer

Staff of the Legal Transfer Department

The staff of the Legal Transfers Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Family Transfer

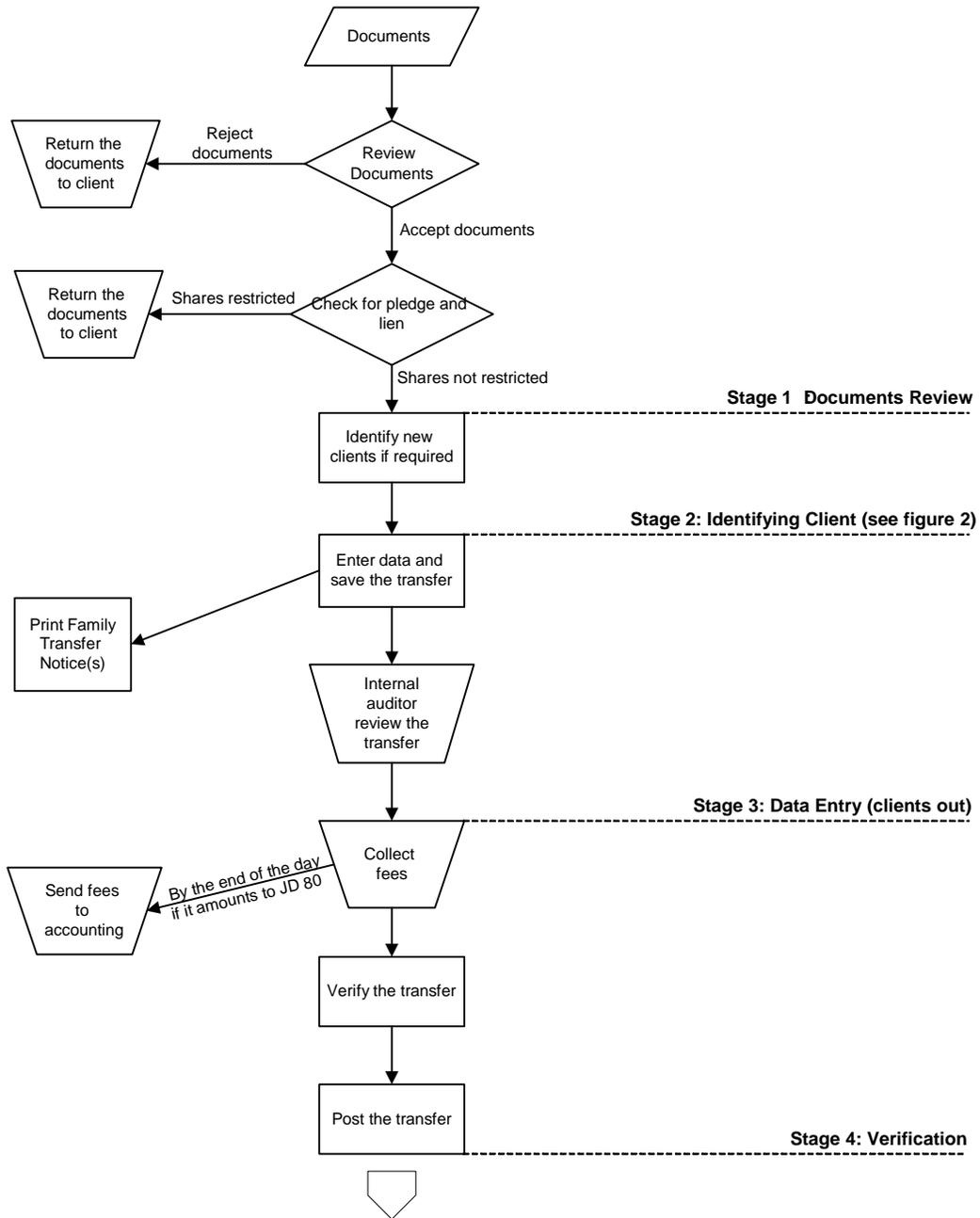
Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? ID Document proving the relationship ? ID Document for the transferor and transferee ID documents are photocopied and returned to clients	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: The Ownership Certificate shows shares restrictions	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Family Transfer Notice is printed	The same Person
Internal auditor reviews the transfer	————	————
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	The same Person
Post the transfer	————	The same Person
Print the Deeds	————	The same Person
The transferor and transferee sign the Deeds and is given the Transfer Notification	————	————
The Deeds are stamped by the SDC signature, and signed by the department head	This takes place at the end of the day	The same Person
Print Issuers Delivery Statements	This takes place at the end of the day	The same Person

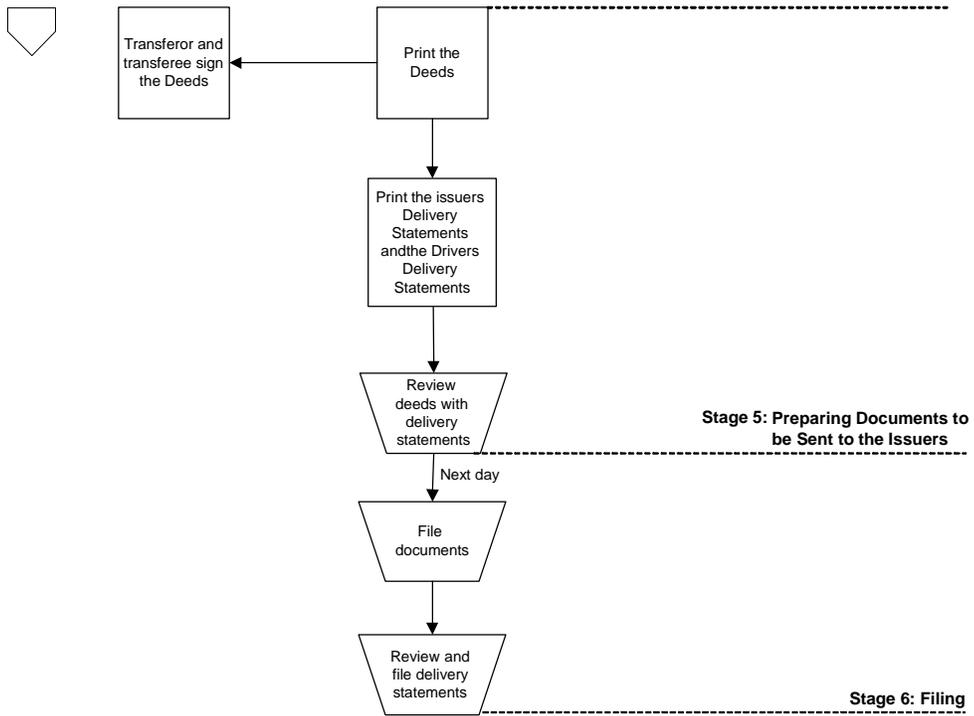
and Drivers Delivery Statements		
Review the Deeds with the Delivery Statements	_____	One of the Person
Filing documents	Filing occurs the next day	Ms. Angela Sarairah
Reviewing and file the Delivery Statements	Occurs the next day	Ms. Angela Sarairah and the Finance and Administration Department Person

Family Transfers requirements

The related person or his agent should provide the following documents and information to the SDC:

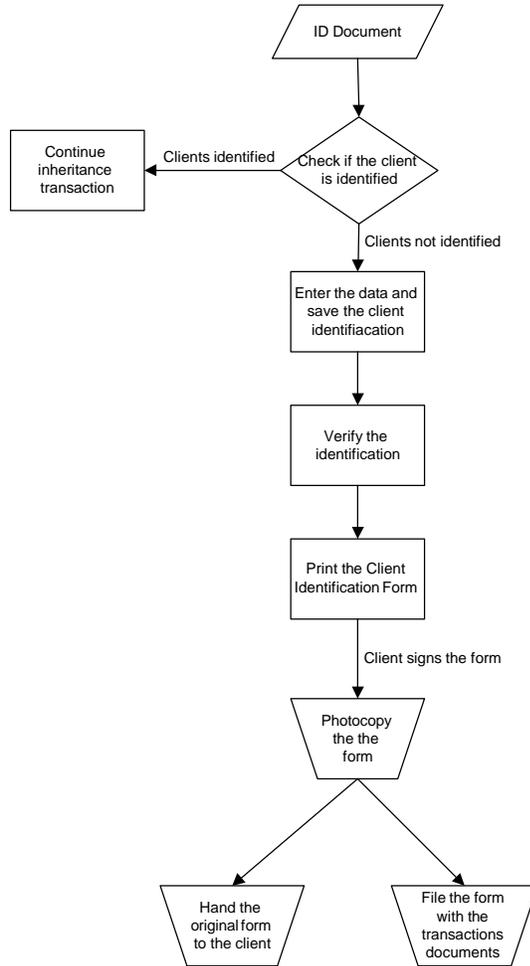
1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the transferor has ownership of the securities, the number of securities, shareholder no, client no. (if available), it must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the company.
2. An ID Document proving the relationship.
3. An updated ID Document for the transferor and transferee, according to the following:
 - a- If they are of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If they are non-Jordanian nationality, a photocopy of the passport shall be presented.
4. An official address for the transferor and transferee(s).





Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Legal Transfers Department

Gift Transfer

Staff of the Legal Transfers Department

The staff of the Legal Transfers Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Gift Transfer

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? ID Document of the transferor and transferee ? Written authorization delegating signing the transfer deed ID documents are photocopied and returned	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: The Ownership Certificate shows shares restrictions	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Gift Transfer Notice is printed	The same Person
The internal auditor reviews the transfer	————	————
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	The same Person
Post the transfer	————	The same Person
Print the Deeds	————	The same Person
The transferor and transferee sign the Deeds and receive the Transfer Notice	————	The same Person
The Deeds are stamped by the SDC signature and signed by the department head	This takes place at the end of the day	The same Person
Print Issuers Delivery Statements and Drivers Delivery Statements	This takes place at the end of the day	The same Person

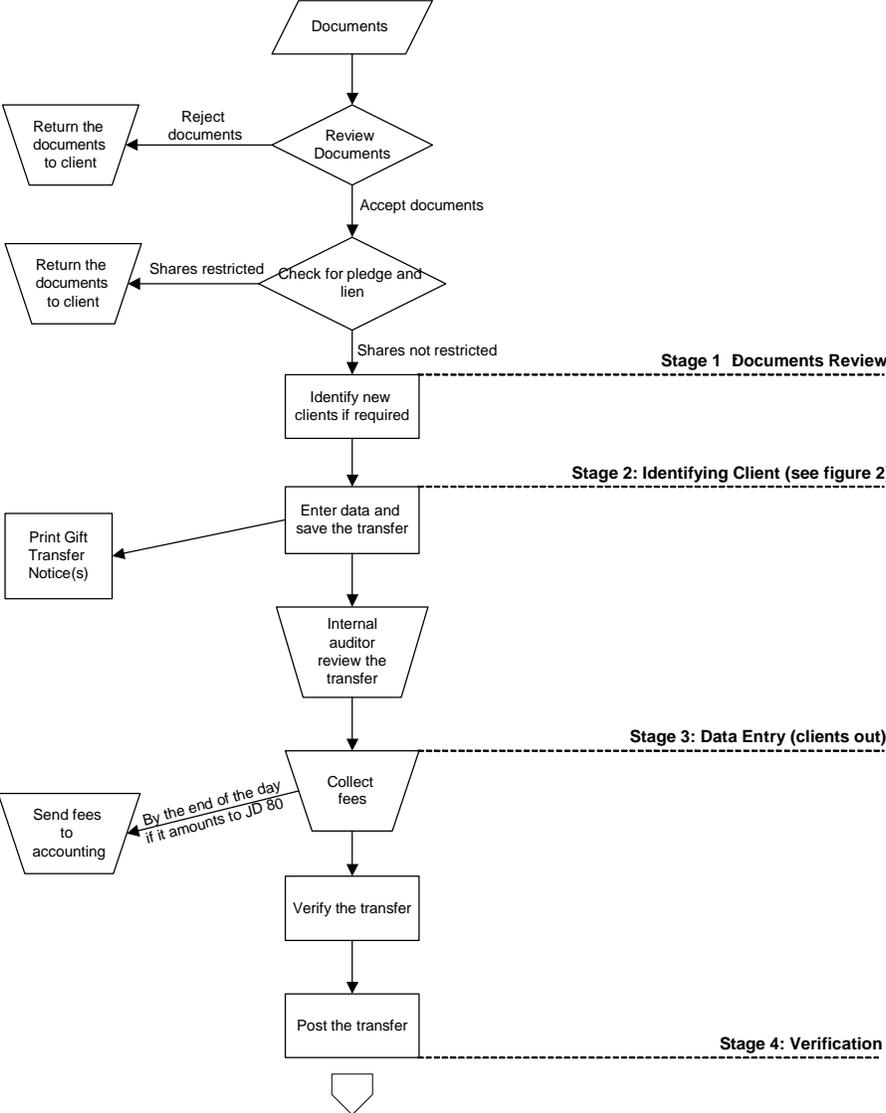
Review the Deeds with the Delivery Statements	———	One of the Person
Filing documents	Filing occurs the next day	Ms. Angela Sarairah
Reviewing and file the Delivery Statements	Occurs the next day	Ms. Angela Sarairah and the Finance and Administration Department

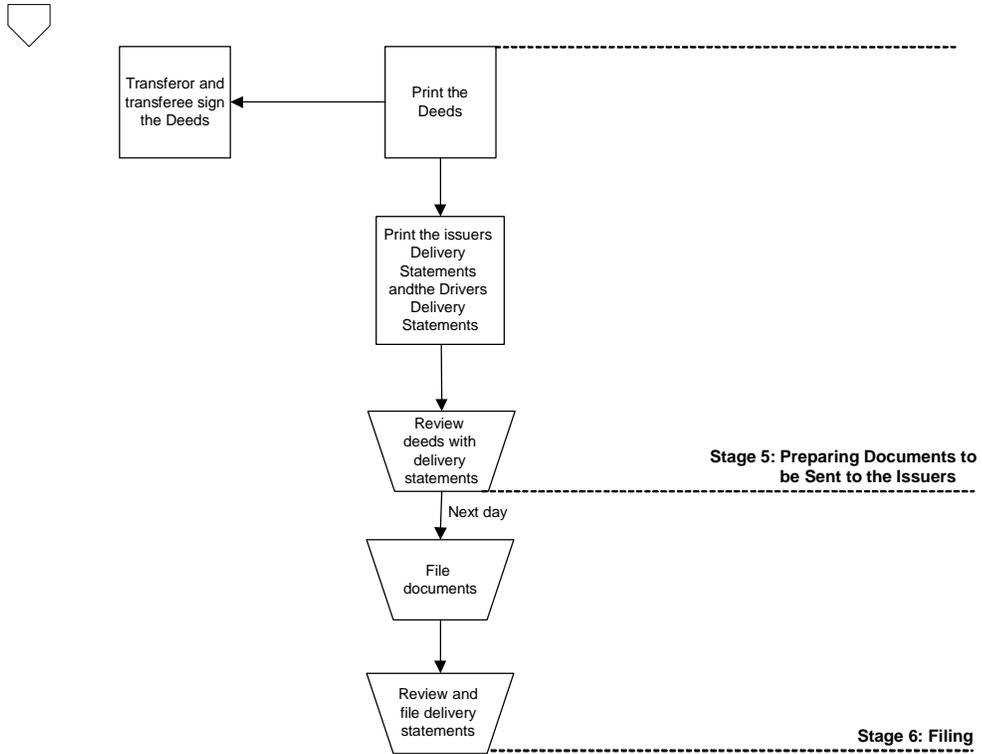
Gift Transfers requirements

The related person or his agent should provide the following documents and information to the SDC:

1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the company.
2. An updated ID Document for the transferor and transferee, according to the following:
 - a- If they are of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If they are non-Jordanian, a photocopy of the passport shall be presented.
 - c- Registration Certificate issued by the competent authorities
3. An official address for the transferor and transferee.
4. Written authorization issued by the transferee delegating one of its employees to sign on the transfer deed.

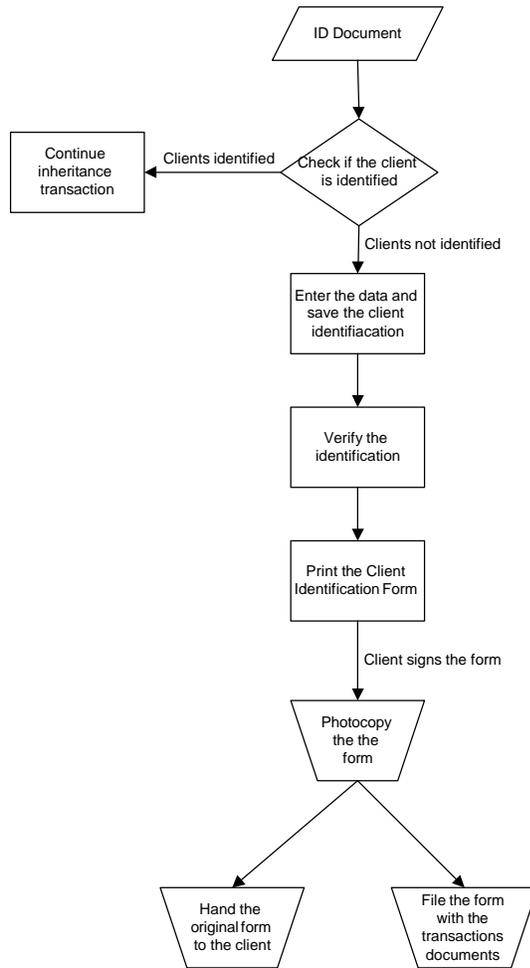
Gift Transfer Processes





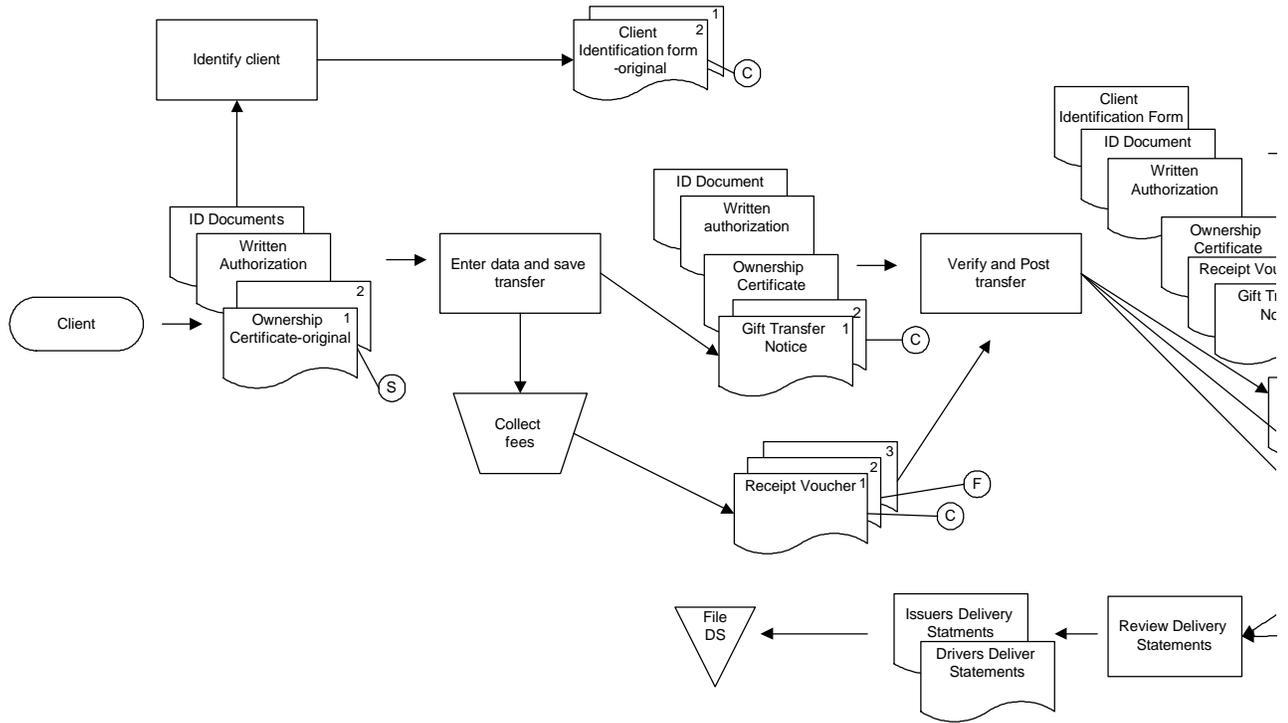
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Gift Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Legal Department

Government Monies Limitation Transfers

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Government Monies Limitation Transfers

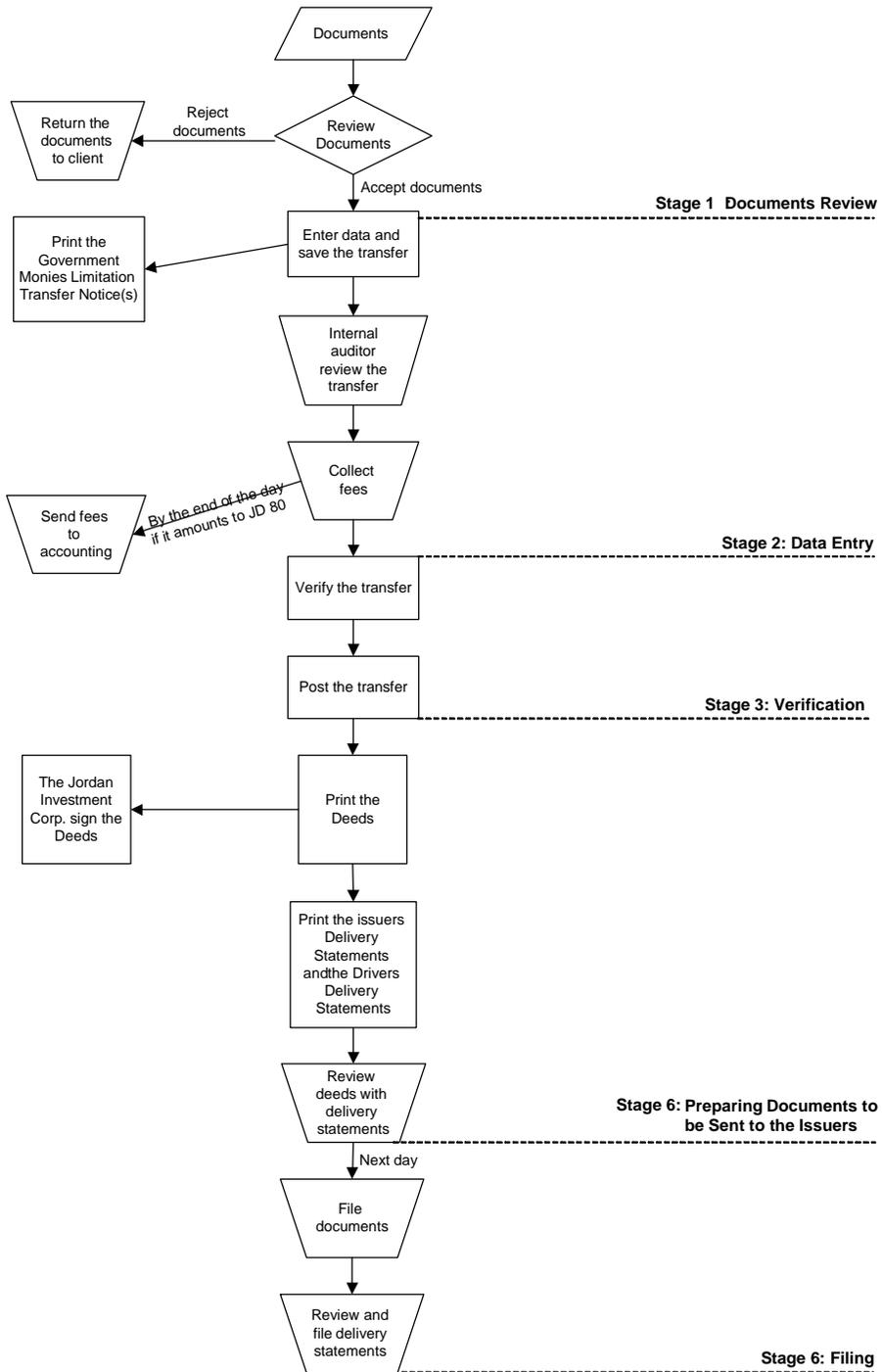
Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Written Letter from the issuer addressed to the SDC ? Minister of Finance Approval Letter ? List of Shareholder names, whose securities are subject to the transfer	One of the two Person receives the documents
Reviewing documents	————	The same Person
Enter data and save transfer	After saving, the Government Monies Limitation Transfers Notice is printed	The same Person
The internal auditor reviews the transfer		
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds	————	The same Person
The Jordan Investments Corporation authorized signatory signs the deed	————	————
Print Issuers Delivery Statements and Drivers Delivery Statements	This takes place at the end of the day	————
The deeds are stamped by the SDC signature and signed by the department head	This takes place at the end of the day	The same Person
Review the Deeds with the Delivery Statements	————	One of the Person
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah

Reviewing and file
the Delivery
Statements

Occurs the next day

Mrs. Angela Sarairah
and the Finance and
Administration
Department Person

Government Monies Limitation Transfer Processes



Legal Department Inheritance Transfer

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Inheritance Transfer

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter-original ? Inheritance Deed-original ? Death Certificate ? ID Document for inheritors The latter three documents are photocopied and returned	One of the two Person receives the documents
Reviewing documents	————	The same Person
Returning to client	————	The same Person
Checking for pledges/liens	The Ownership Certificate shows shares restrictions.	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the following documents are printed: ? Inheritance Transfer Notification ? Share's Fraction Assignment	The same Person
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds, Issuers Delivery Statements and Drivers Delivery Statements	The deeds have to be stamped by the SDC signature, it also have to be signed by the department head	The same Person
Review deeds with delivery statements	————	One of the Person
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah
Reviewing and file delivery statements	Occurs the next day	Mrs. Angela Sarairah

Inheritance Transfers requirements

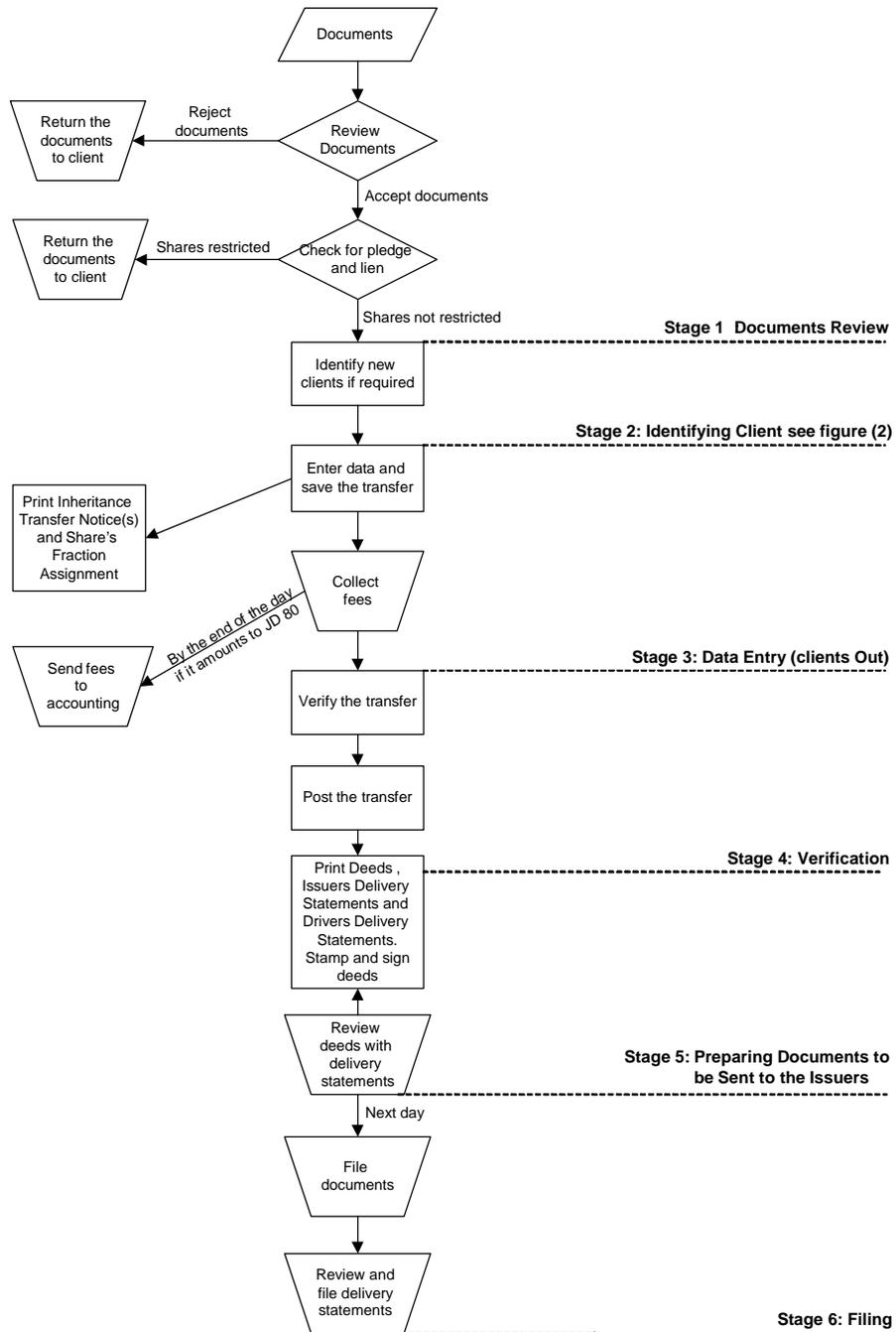
The related person or his agent should provide the following documents and information to the SDC:

1. An Ownership Certificate for the securities subject to distribution among the legal inheritors, which proves ownership of securities to the deceased. Or an Ownership letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the deceased ownership of the securities, the number of securities, shareholder's number, client no. (if available). It must also state that the shares are not restricted by a pledge or lien.
2. The deceased death certificate and an identification document for the deceased if available.
3. An updated identification document for all the inheritors, according to the following:
 - a- If the inheritors are of Jordanian nationality, they should present a photo copy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If the inheritor is non-Jordanian, a photo copy of his passport shall be presented.
4. An original Inheritance Division Letter issued by competent authorities. If the letter was issued abroad Jordan it should be stamped by competent authorities.
5. An official address for each of the inheritors.

Share's Fraction Assignment

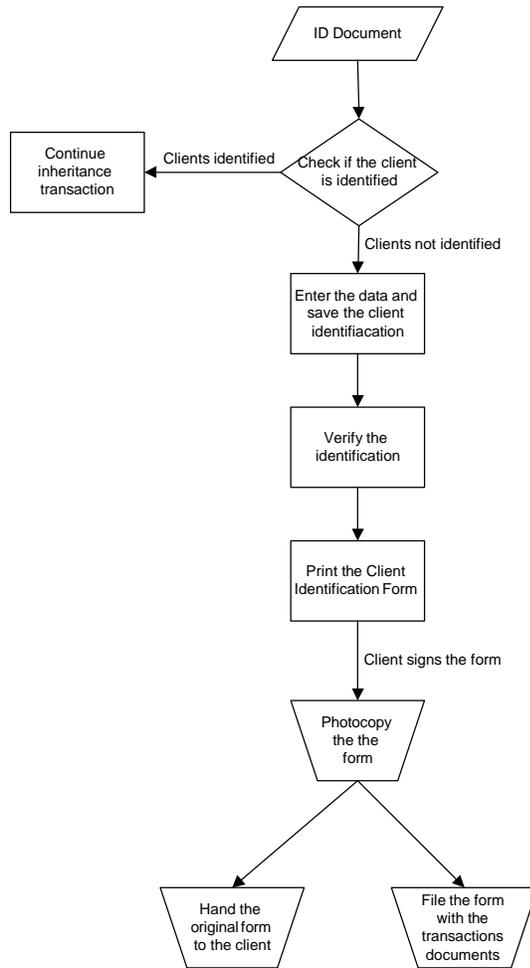
The number of securities distributed must be a whole number, therefore all fractions must be corrected through assigning the necessary shares and/or fractions, resulting from the distribution process, by one or more of the inheritors.

Inheritance Transfer Processes



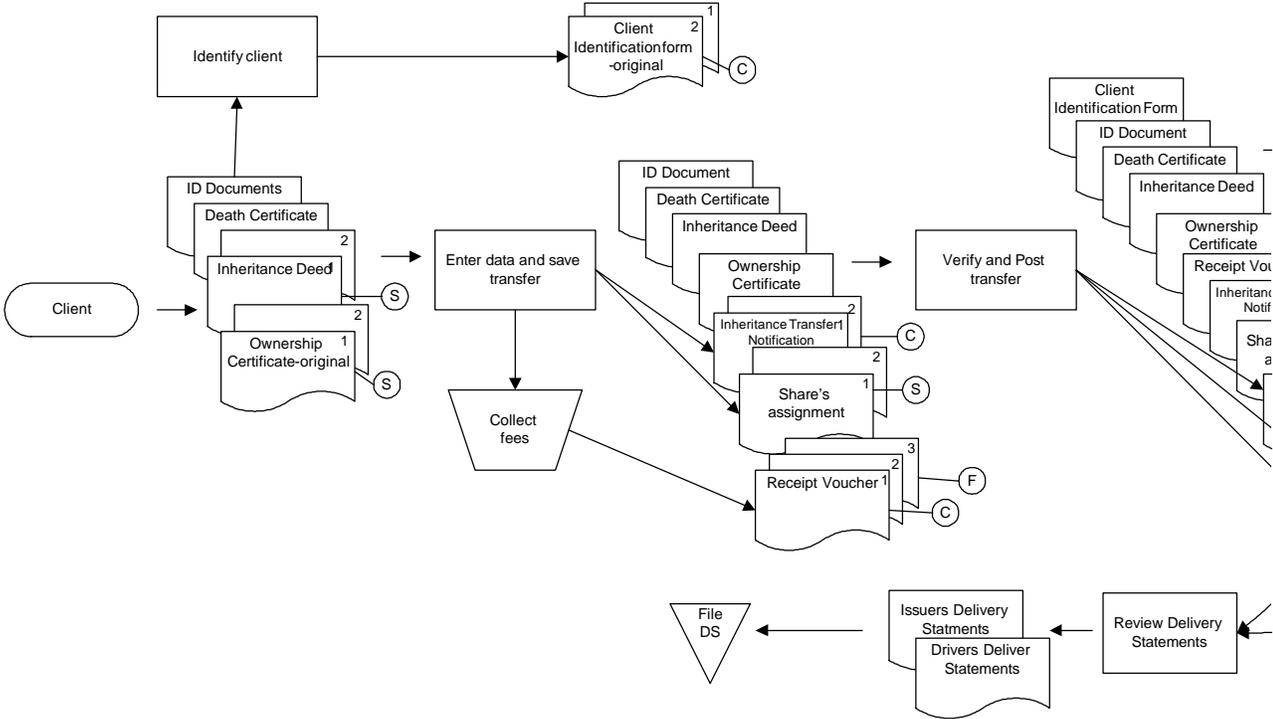
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Inheritance Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Legal Department
Division of Joint Holdings

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Division of Joint Holdings

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? Inheritance Deed ? ID Documents of joint holders ID documents are photocopied and returned to clients	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: The Ownership Certificate shows shares restrictions	The same Person
Returning to client	_____	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Division of Joint Holdings Notification is printed	The same Person
The internal auditor reviews the transfer	_____	_____
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	_____	Mr. Ayman Weshah
Print the Deeds	_____	The same Person
The joint holders and the legal inheritors sign the Deeds	_____	The same Person
The Deeds are stamped by the SDC signature, and signed by the department head	This takes place at the end of day	The same Person
Print Issuers Delivery Statements and Drivers Delivery	This takes place at the end of day	The same Person

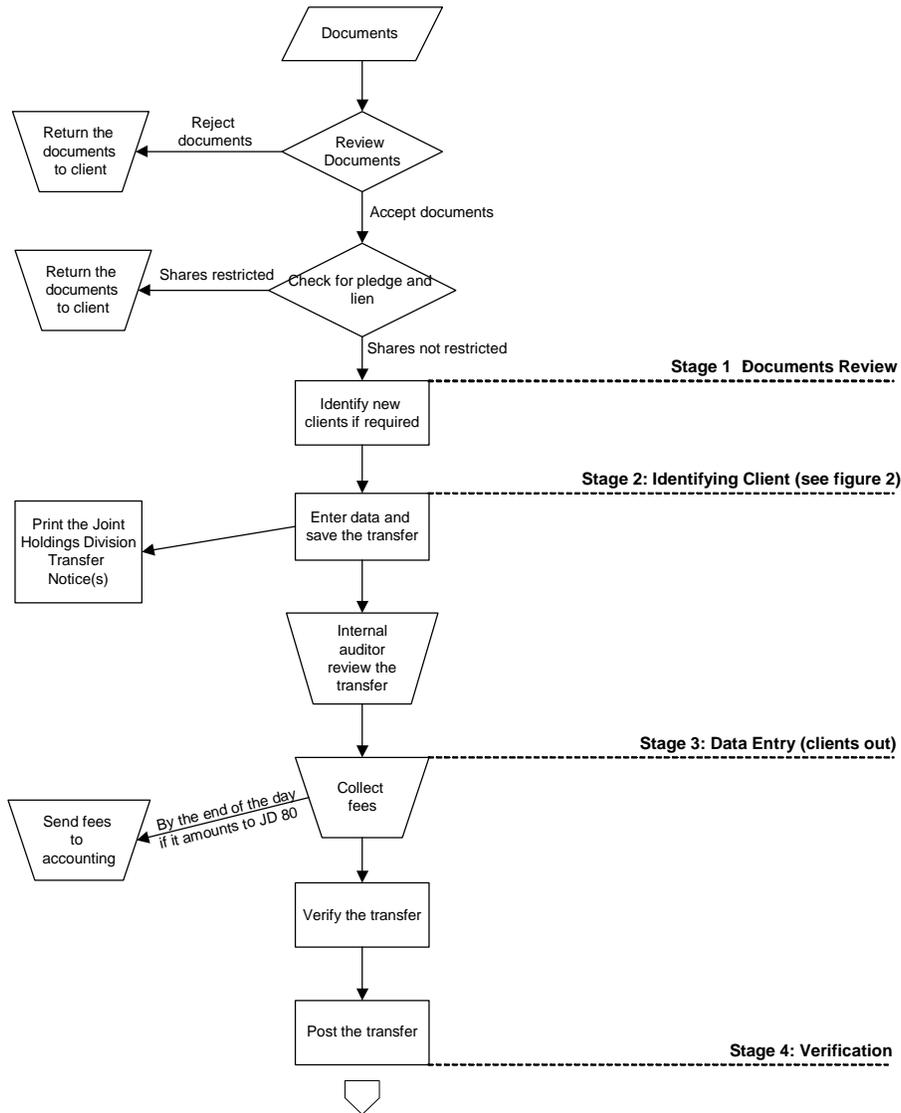
Statements		
Review the Deeds with the Delivery Statements	————	One of the Person
Filing documents	Filing occurs the next day	Ms. Angela Sarairah
Reviewing and file the Delivery Statements	Occurs the next day	Ms. Angela Sarairah and the Finance and Administration Department

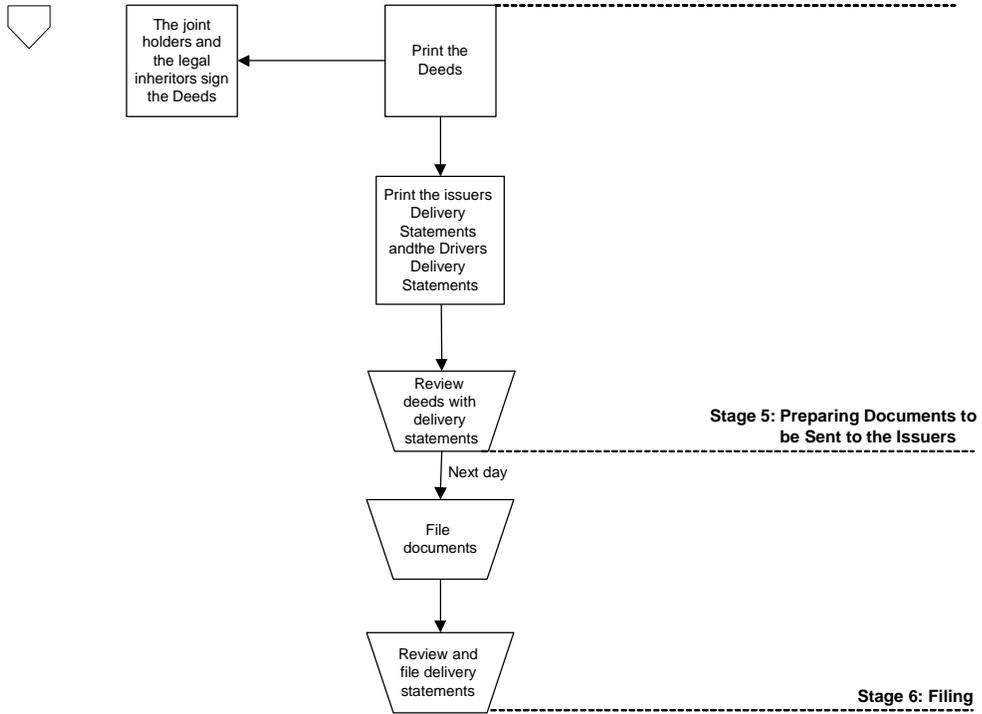
Division of Joint Holdings requirements

The related person or his agent should provide the following documents and information to the SDC:

1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the company.
2. An updated ID Document for the joint holders, according to the following:
 - a- If they are of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If they are non-Jordanian, a photocopy of the passport shall be presented.
3. An official address for the transferor and transferee.

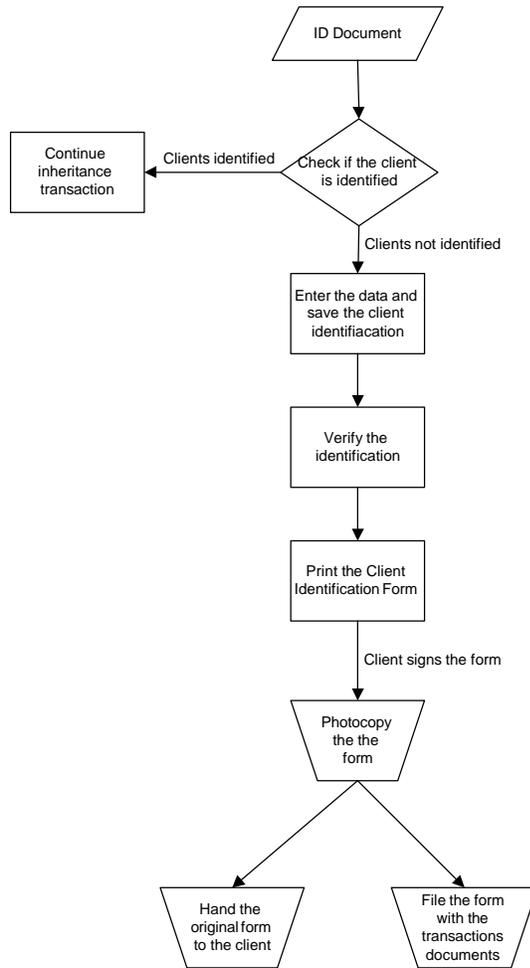
Division of Joint Holdings Transfer Processes





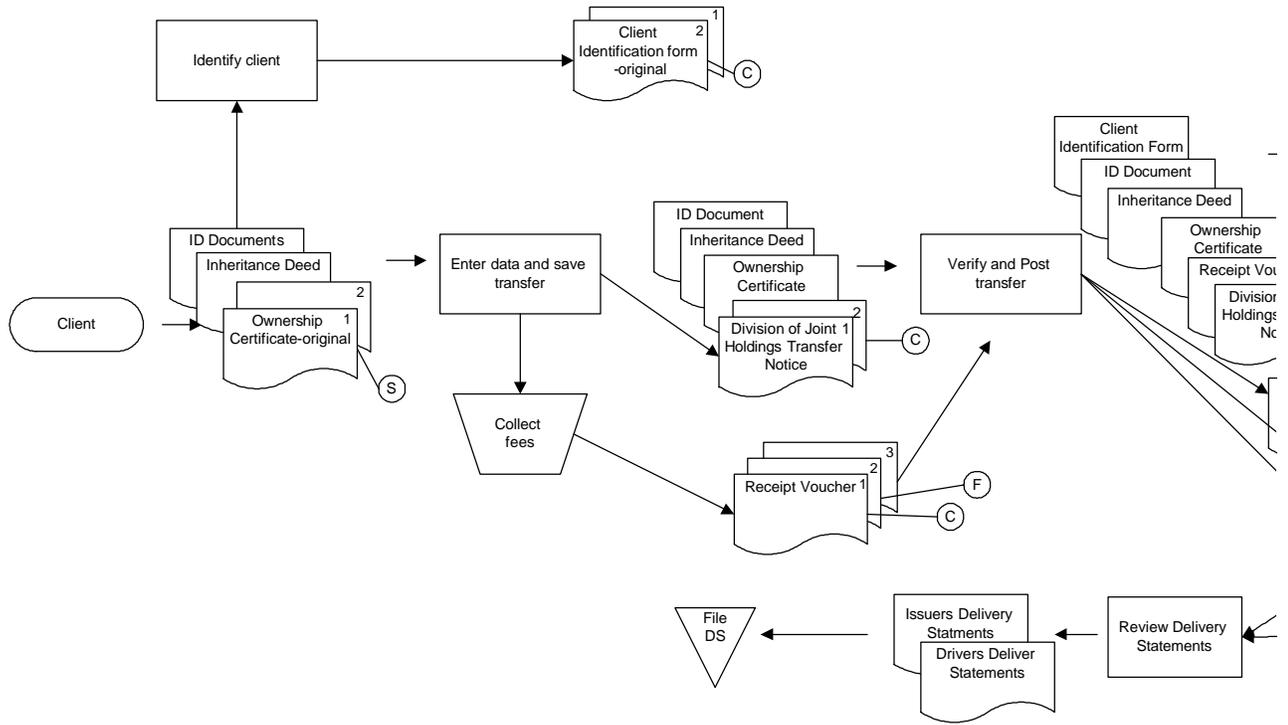
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Joint Holdings Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Legal Department

Court Judgement Transfers

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Court Judgments Transfers

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? The original certificate of the final court judgment ? Ownership Certificate or Ownership Letter ? ID Document for the transferor (if any) and transferee ID documents are photocopied and returned	One of the two Person receives the documents
Reviewing documents	————	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Court Judgment Transfer Notice is printed	The same Person
The internal auditor reviews the transfer		
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds	————	The same Person
The transferee signs the deed	————	————
The Deeds are stamped by the SDC signature and signed by the department head	This take place at the end of day	The same Person
Print Issuers Delivery Statements and Drivers Delivery Statements	This take place at the end of day	The same Person

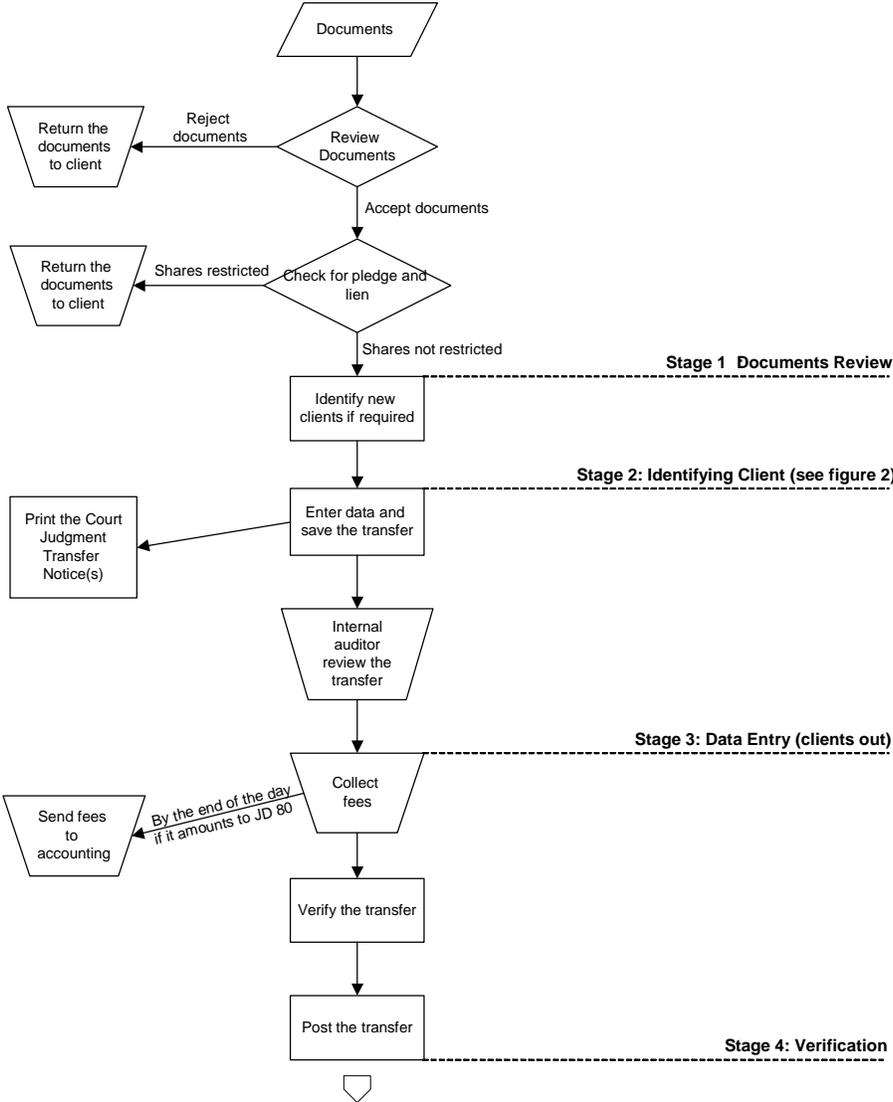
Review the Deeds with the Delivery Statements	————	One of the Person
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah
Reviewing and file the Delivery statements	Occurs the next day	Mrs. Angela Sarairah

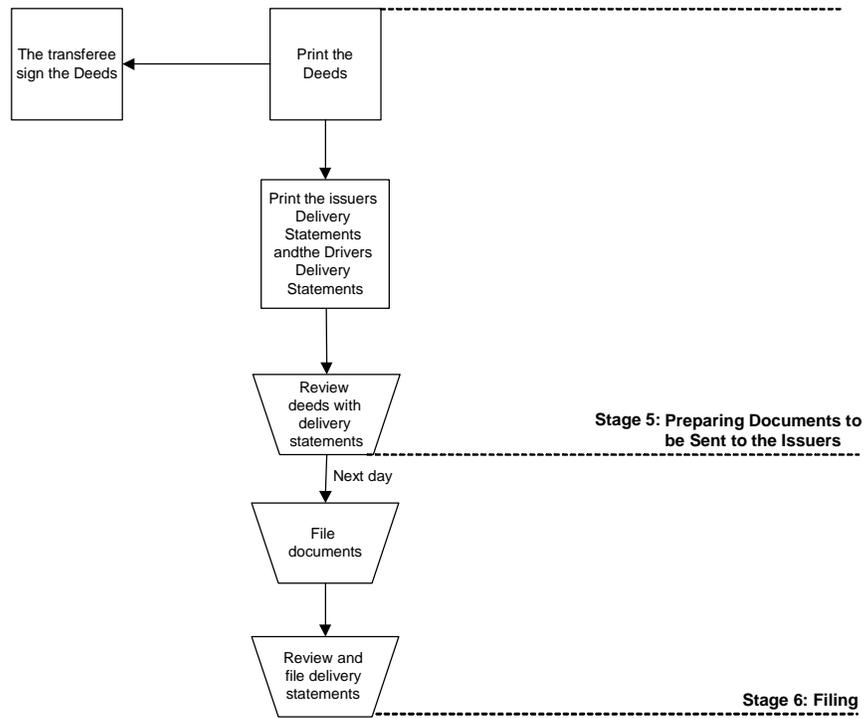
Court Judgments Transfers requirements

The related person or his agent should provide the following documents and information to the SDC:

1. The original Court Judgment.
2. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership certificates with the company.
3. An updated ID Document for the transferor (if available) and transferee, according to the following:
 - a- If the transferor is of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If the transferor is a non-Jordanian, a photocopy of the passport shall be presented.
 - c- Registration Certificate issued by the competent authorities if the transferee was a legal entity.
4. An official address for the transferor (if available) and transferee.

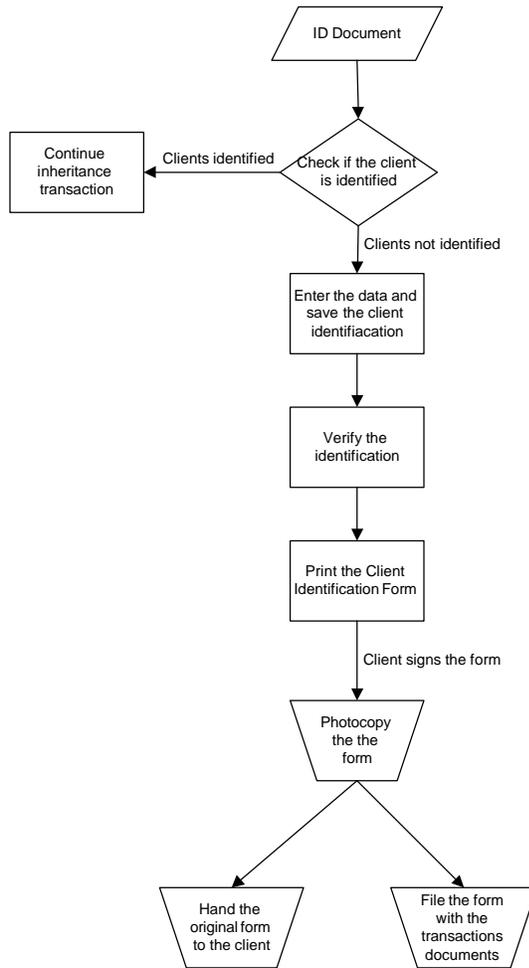
Court Judgment Transfer Processes





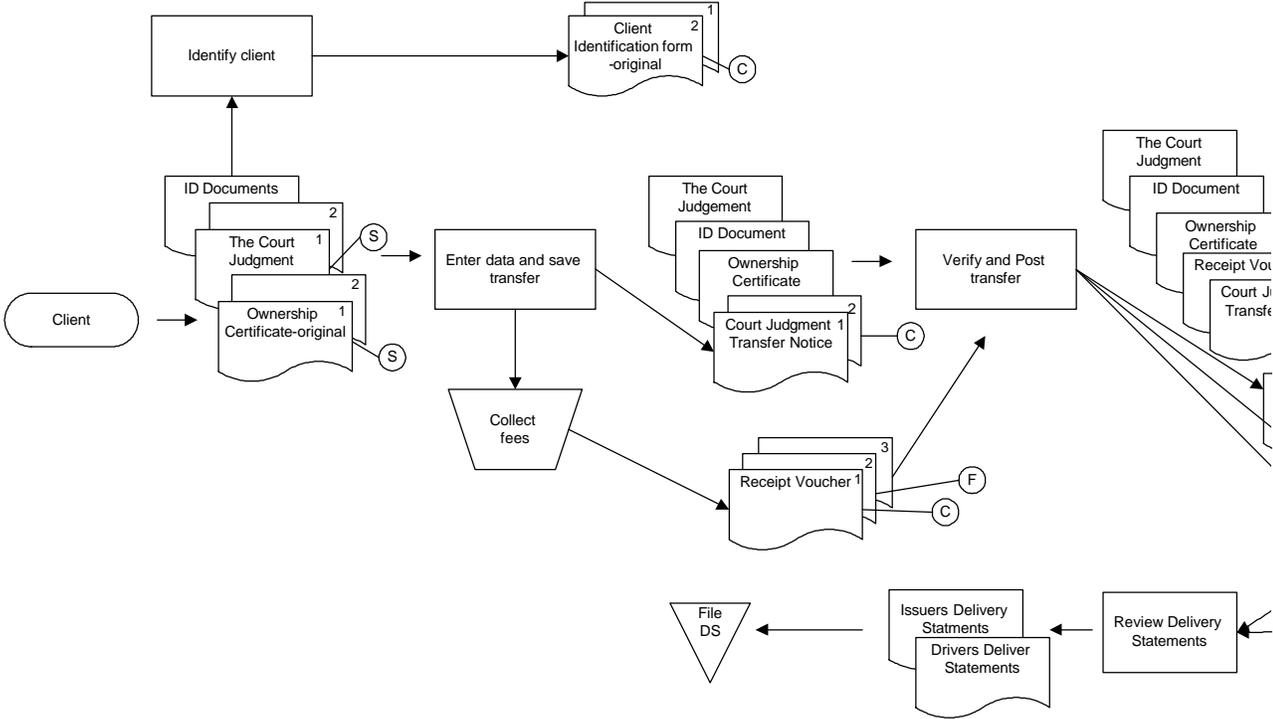
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Court Judgment Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Legal Department Over the Counter Trading

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Over the Counter Trading

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? ID Document for the transferor and transferee ID documents are photocopied and returned	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: The Ownership Certificate shows shares restrictions	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Over the Counter Trading Notification	The same Person
The internal auditor reviews the transfer	————	————
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds	————	The same Person
The transferor and transferee signs the Deeds	————	————
The Deeds are stamped by the SDC signature, and signed by the Executive Manager	This takes place at the end of the day	————
Print the Issuers Delivery Statements and Drivers Delivery Statements	This takes place at the end of the day	The same Person
Review the Deeds with the Delivery	————	One of the Person

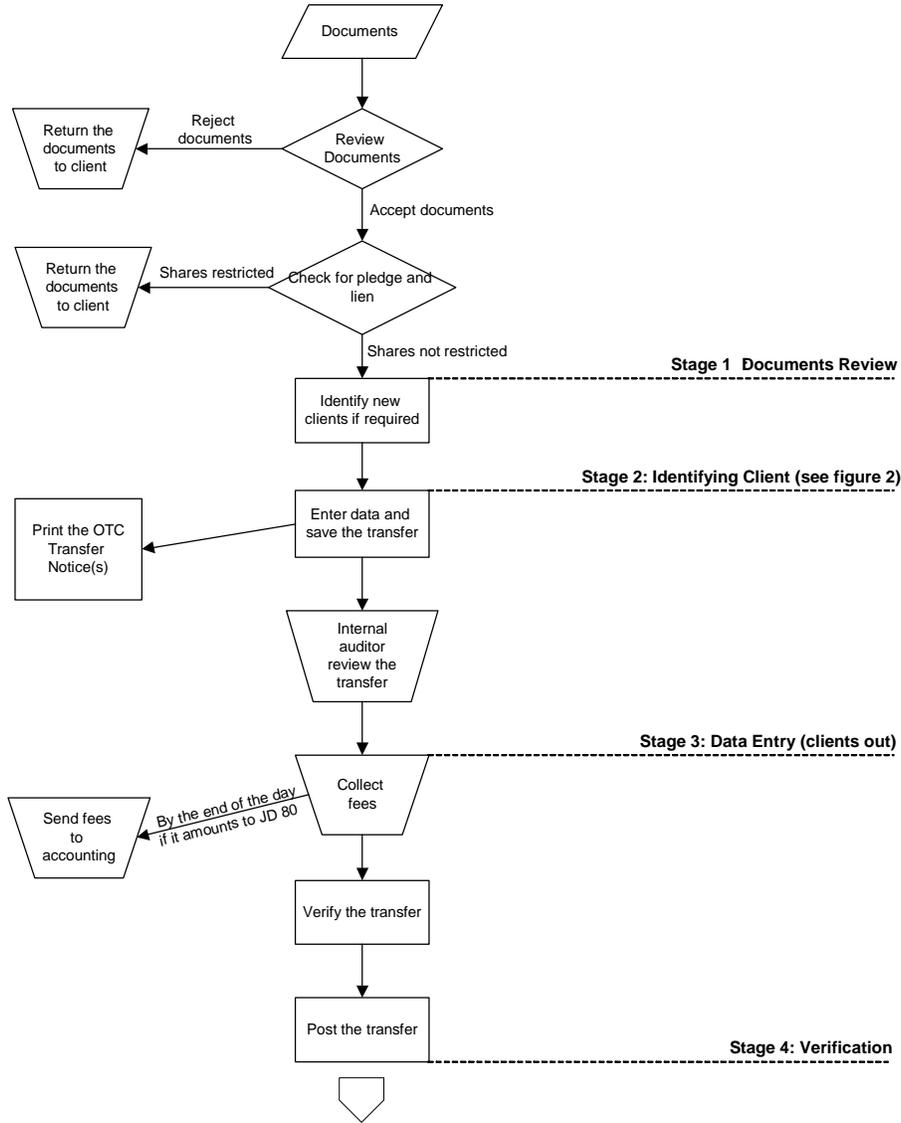
Statements		
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah
Reviewing and file the delivery Statements	Occurs the next day	Mrs. Angela Sarairah and the Finance and Administration Department

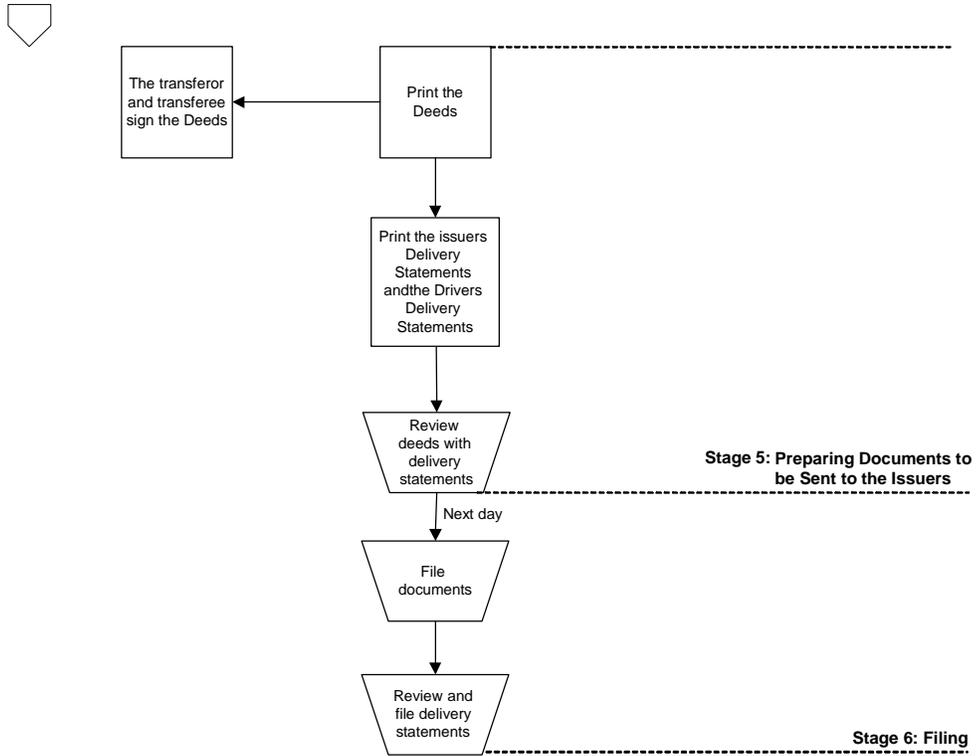
Over the Counter Trading requirements

The related person or his agent should provide the following documents and information to the SDC:

1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the company.
2. An updated ID Document for the transferor (if available) and transferee, according to the following:
 - a- If the transferor is of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If the transferor is a non-Jordanian, a photocopy of the passport shall be presented.
 - c- Registration Certificate issued by the competent authorities if the transferee was a legal entity.
3. An official address for the transferor and transferee.

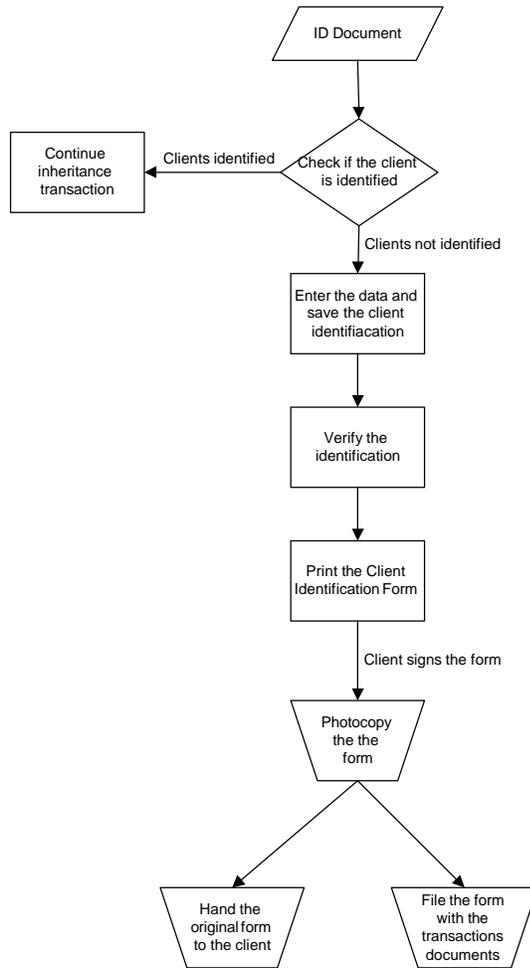
Over the Counter Transfer Processes





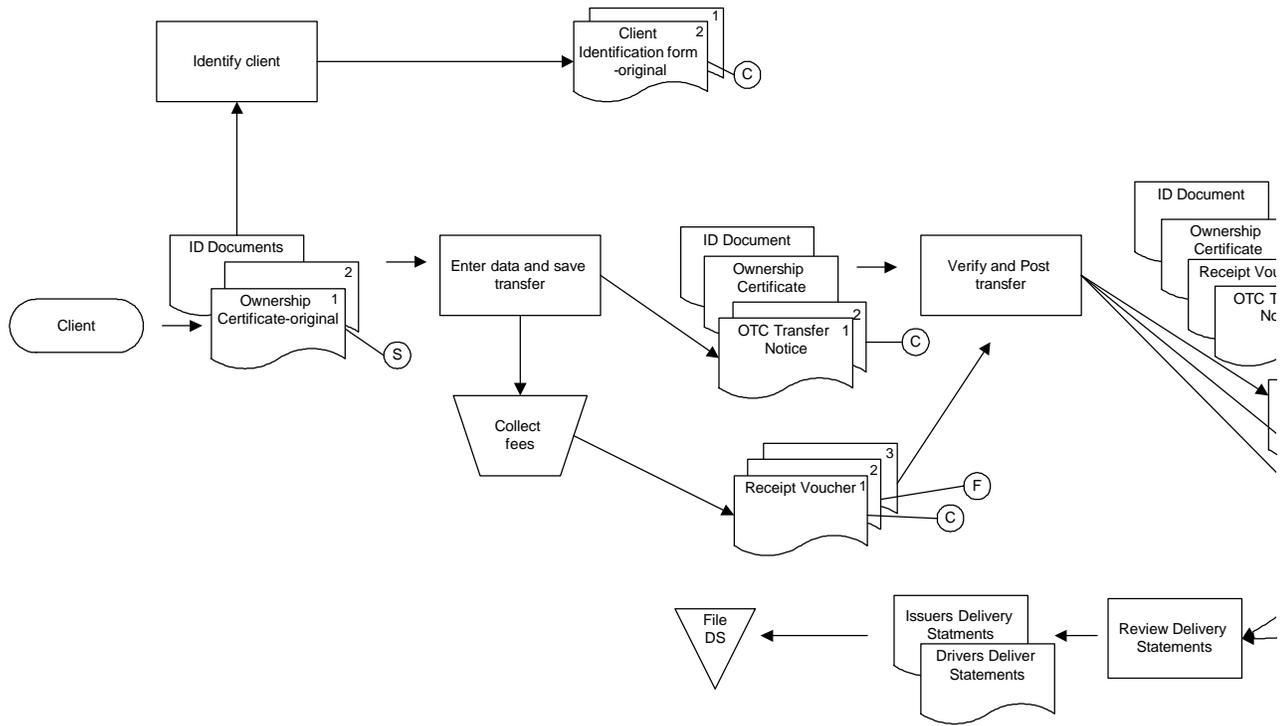
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

OTC Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Pledge Transaction

The responsible staff of the pledge transaction

The responsible staff of the pledge transaction consists of a supervisor, Person for following the transaction and secretary.

Procedures of the Pledge Transaction

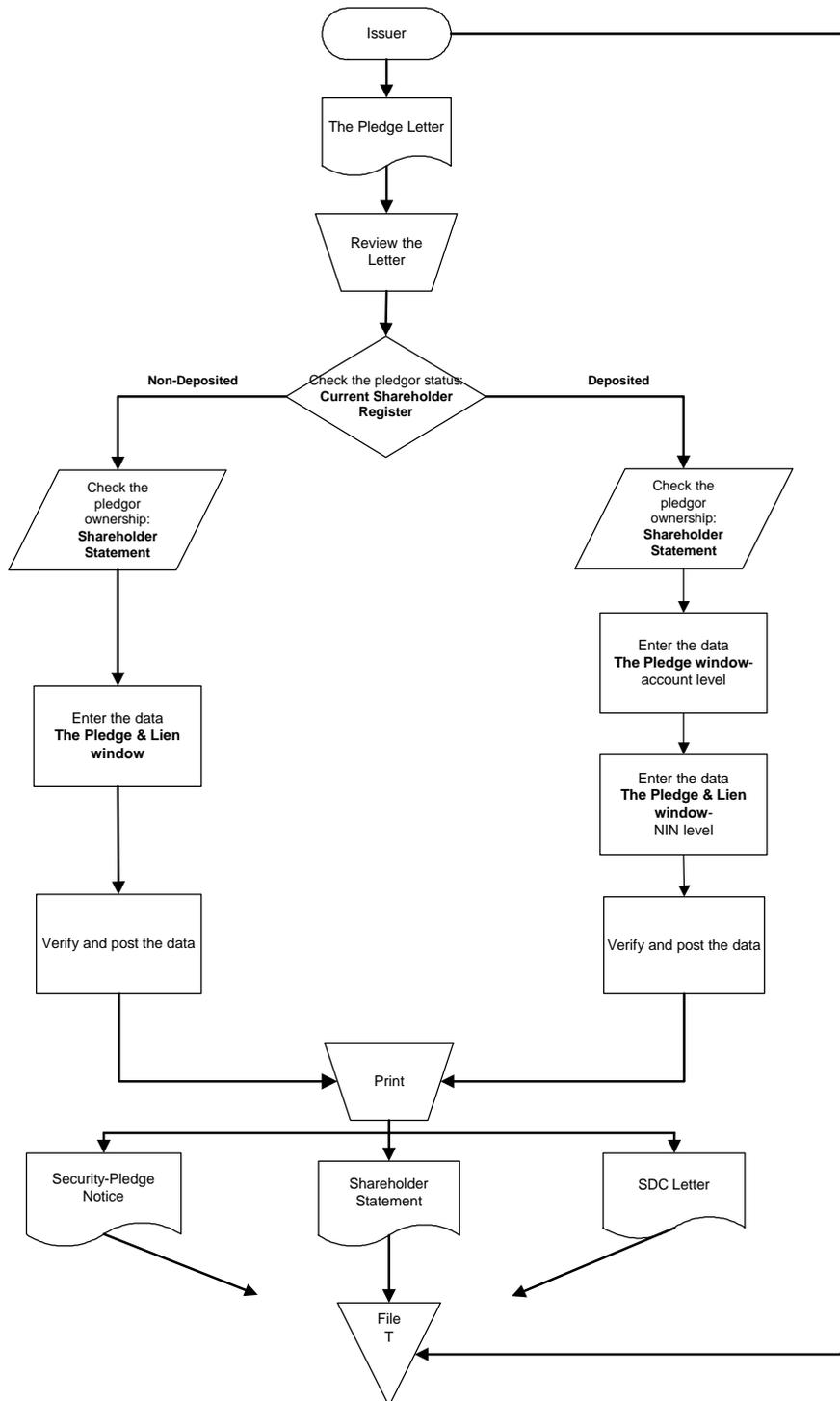
Task	Description	Responsibility
Receiving the document	The document received is a letter addressed from the issuer to the SDC.	The Person
Reviewing the letter.	If the letter does not include one of the required information or the information stated is not identical to the SDC records, the SDC phones the issuer, which faxes the adjustments in a new letter. The new letter is attached to the original one.	The same Person
Checking the pledgor status	Using the Current shareholder Register window	The same Person
Check the pledgor ownership	———	The same Person
Enter data and save transfer	———	The same Person
Verify and post the transaction	Verify the documents and entry of data	The supervisor
Print the Security-Pledge Notice, Shareholder Statement and the SDC letter.	———	The secretary types the SDC letter addressed to the issuer.
Send the SDC letter to the issuer by regular mail	The letter states that the SDC placed the pledge in accordance to the issuer letter. It states that the original letter does not include one of the required information or the information stated is not identical to the SDC records (if any)	———
Filing documents	The documents filed include the following: ✍ The issuer letter ✍ The security-pledge notice ✍ The shareholder statement ✍ The SDC letter	———

Requirements of the Pledge Transaction

The document received is a letter addressed from the issuer to the SDC. The letter should include:

- ✍ The shareholder name as in the shareholder register
- ✍ Shareholder number
- ✍ SDC number (If existed)
- ✍ Shareholder nationality
- ✍ The transaction type i.e., a pledge transaction
- ✍ Number of securities subject to the pledge

Pledge Transactions



Out of Pledge Transaction

The responsible staff of the Out of pledge transaction

The responsible staff of the out of pledge transaction consists of a supervisor, Person for following the transaction and secretary.

Procedures of the out of Pledge Transaction

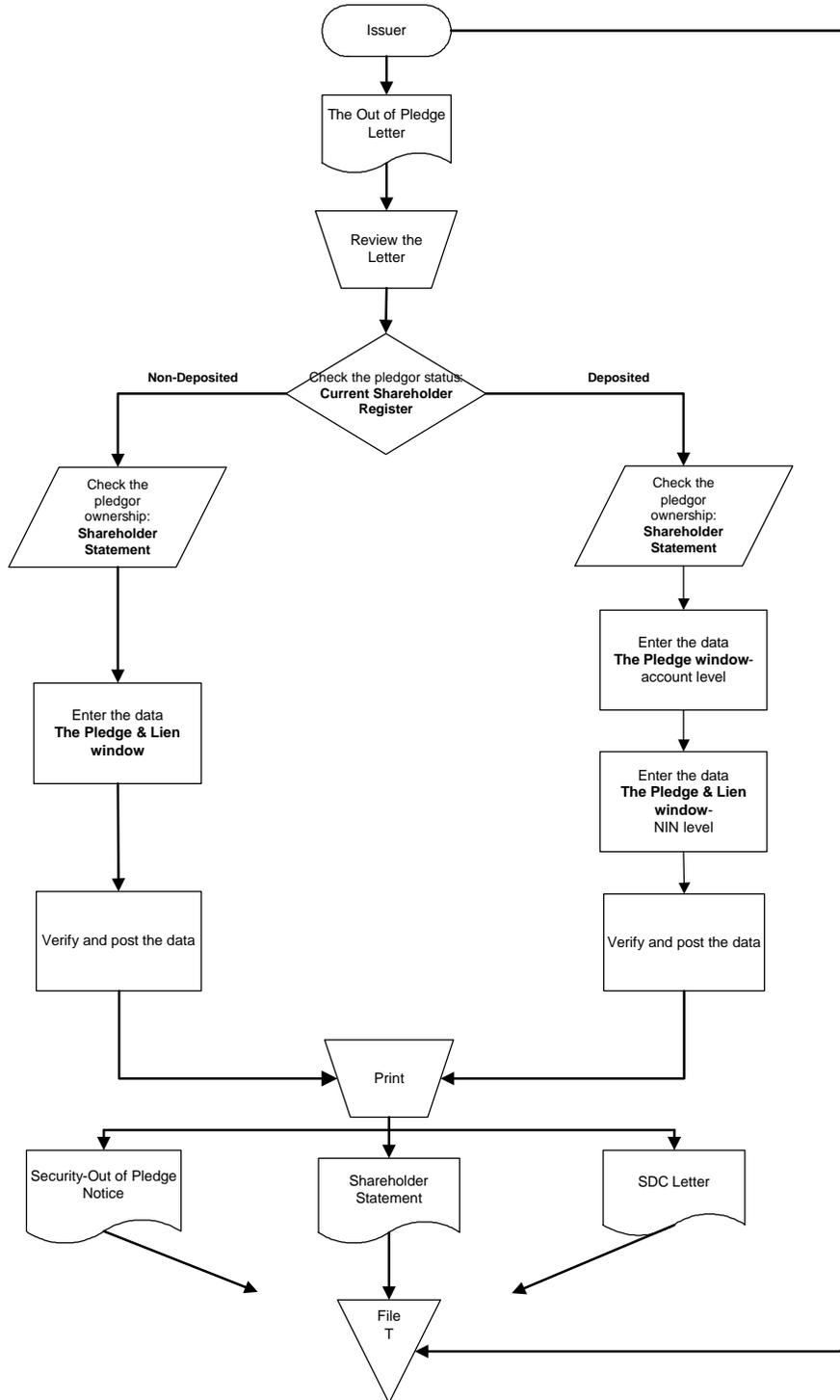
Task	Description	Responsibility
Receiving the document	The document received is a letter addressed from the issuer to the SDC.	The Person
Reviewing the letter	If the letter does not include one of the required information or the information stated is not identical to the SDC records, the SDC phones the issuer, which faxes the adjustments in a new letter. The new letter is attached to the original one.	The same Person
Checking the pledgor status	Using the Current shareholder Register window	The same Person
Check the pledgor ownership	———	The same Person
Enter data and save transfer	———	The same Person
Verify and post the transaction	Verify the documents and entry of data	The supervisor
Print the Security Out of Pledge-Notice, Shareholder Statement and the SDC letter.	———	The secretary types the SDC letter addressed to the issuer.
Send the SDC letter to the issuer by regular mail	The letter states that the SDC lift the pledge in accordance to the issuer letter. It also states that the original letter does not include one of the required information or the information stated is not identical to the SDC records (if any)	———
Filing documents	The documents filed include the following: <ul style="list-style-type: none"> ✍ The issuer letter ✍ The security-lift pledge notice ✍ The shareholder statement ✍ The SDC letter 	———

Requirements of the out of Pledge Transaction

The document received is a letter addressed from the issuer to the SDC. The letter should include:

- ✍ The shareholder name as in the shareholder register
- ✍ Shareholder number
- ✍ SDC number (If existed)
- ✍ Shareholder nationality
- ✍ The transaction type i.e., out of pledge transaction
- ✍ Number of securities subject to the lifting of the pledge.

Out of Pledge Transactions



Lien Transaction

The responsible staff of the lien transaction

The responsible staff of the lien transaction consists of a supervisor, Person for following the transaction and secretary.

Procedures of the Lien Transaction

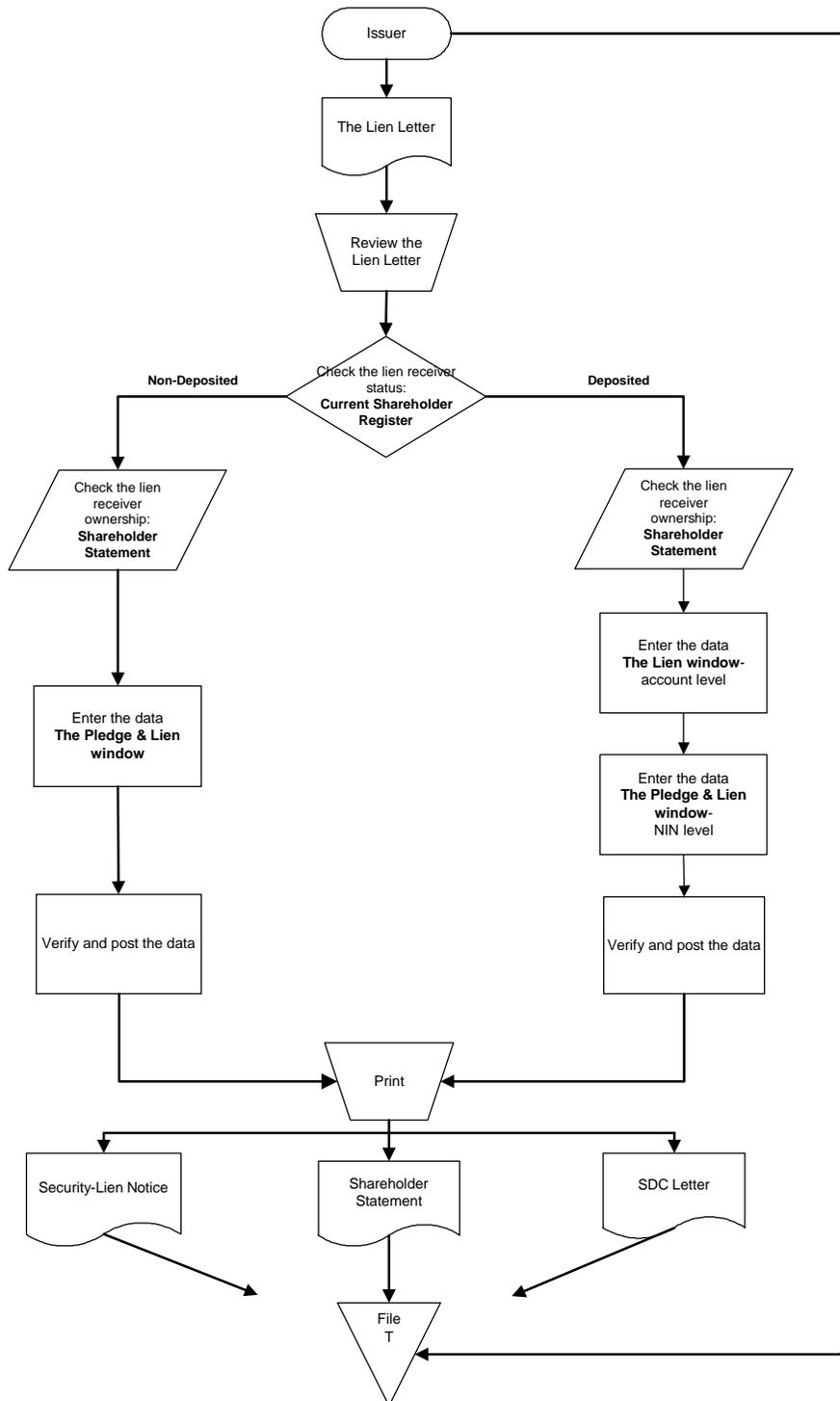
Task	Description	Responsibility
Receiving the document	The document received is a letter addressed from the issuer to the SDC.	The Person
Reviewing the letter	If the letter does not include one of the required information or the information stated is not identical to the SDC records, the SDC phones the issuer, which faxes the adjustments in a new letter. The new letter is attached to the original one.	The same Person
Checking the lien receiver status	Using the Current shareholder Register window	The same Person
Check the lien receiver ownership	———	The same Person
Enter data and save transfer	———	The same Person
Verify and post the transaction	Verify the documents and entry of data	The supervisor
Print the Security-Lien Notice, Shareholder Statement and the SDC letter.	———	The secretary types the SDC letter addressed to the issuer.
Send the SDC letter to the issuer by regular mail	The letter states that the SDC placed the lien in accordance to the issuer letter. It also states that the original letter does not include one of the required information or the information stated is not identical to the SDC records.	———
Filing documents	The documents filed include the following: ✍ The issuer letter ✍ The security-lien notice ✍ The shareholder statement ✍ The SDC letter	———

Requirements of the Lien Transaction

The document received is a letter addressed from the issuer to the SDC. The letter should include:

- ✍ The shareholder name as in the shareholder register
- ✍ Shareholder number
- ✍ SDC number (If existed)
- ✍ Shareholder nationality
- ✍ The transaction type i.e., lien transaction
- ✍ Number of securities subject to the lien

Lien Transactions



Lift Lien Transaction

The responsible staff of the lift lien transaction

The responsible staff of the lift lien transaction consists of a supervisor, Person for following the transaction and secretary.

Procedures of the Lien Transaction

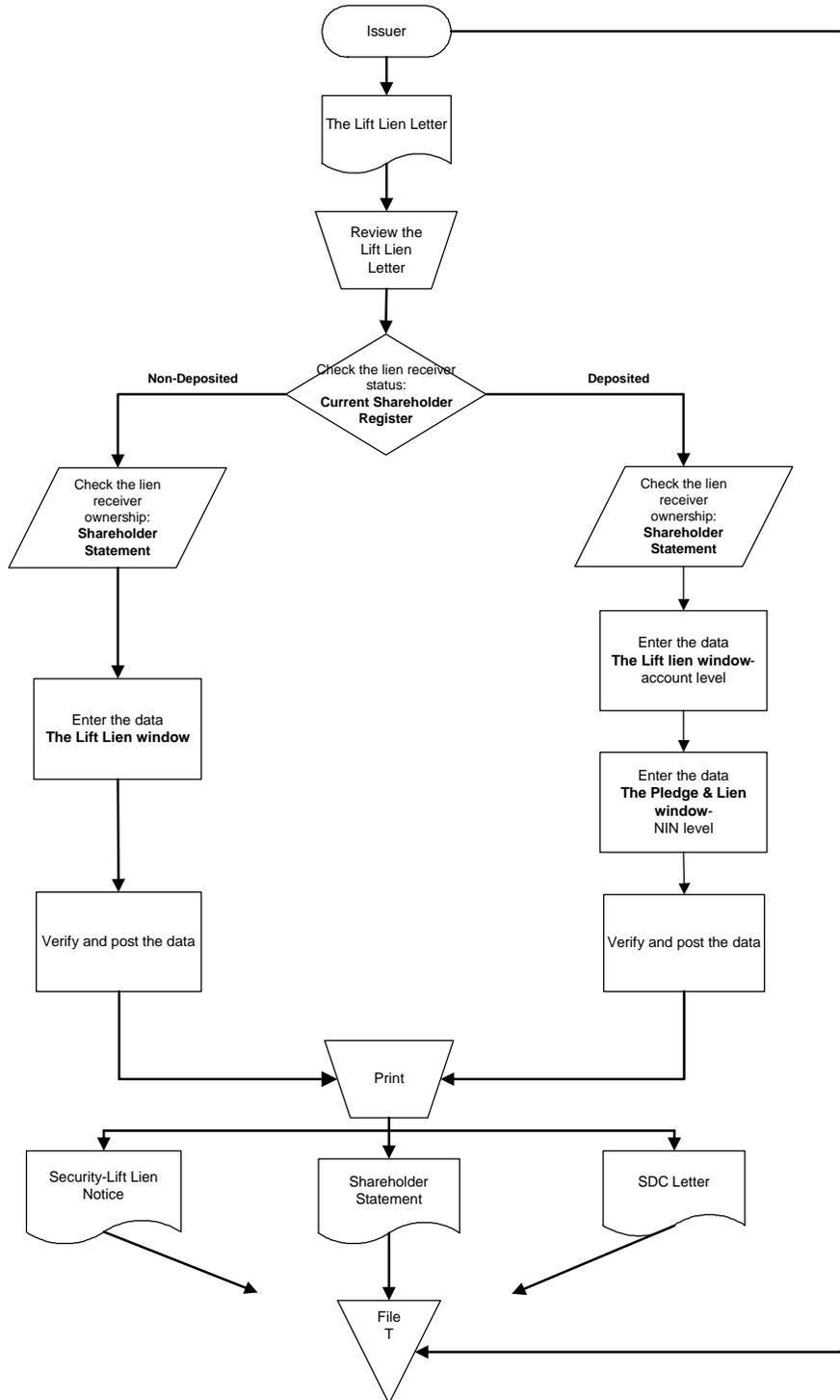
Task	Description	Responsibility
Receiving the document	The document received is a letter addressed from the issuer to the SDC. The letter should include the shareholder name, shareholder number or SDC number, shareholder nationality, security name and number of securities subject to pledge.	The Person
Reviewing the letter	———	The same Person
Checking the lien receiver status	Using the Current shareholder Register window	The same Person
Check the lien receiver ownership	———	The same Person
Enter data and save transfer	———	The same Person
Verify and post the transaction	Verify the documents and entry of data	The supervisor
Print the Security Lift Lien Notice, Shareholder Statement and the SDC letter.	———	The secretary types the SDC letter addressed to the issuer.
Send the SDC letter to the issuer by regular mail	The letter states that the SDC lifted the lien in accordance to the issuer letter. It also states that the original letter does not include one of the required information or the information stated is not identical to the SDC records.	———
Filing documents	The documents filed include the following: ✍ The issuer letter ✍ The security-lift lien notice ✍ The shareholder statement ✍ The SDC letter	———

Requirements of the Lift Lien Transaction

The document received is a letter addressed from the issuer to the SDC. The letter should include:

- ✍ The shareholder name as in the shareholder register
- ✍ Shareholder number
- ✍ SDC number (If existed)
- ✍ Shareholder nationality
- ✍ The transaction type i.e., lift lien transaction
- ✍ Number of securities subject to the lifting of the lien.

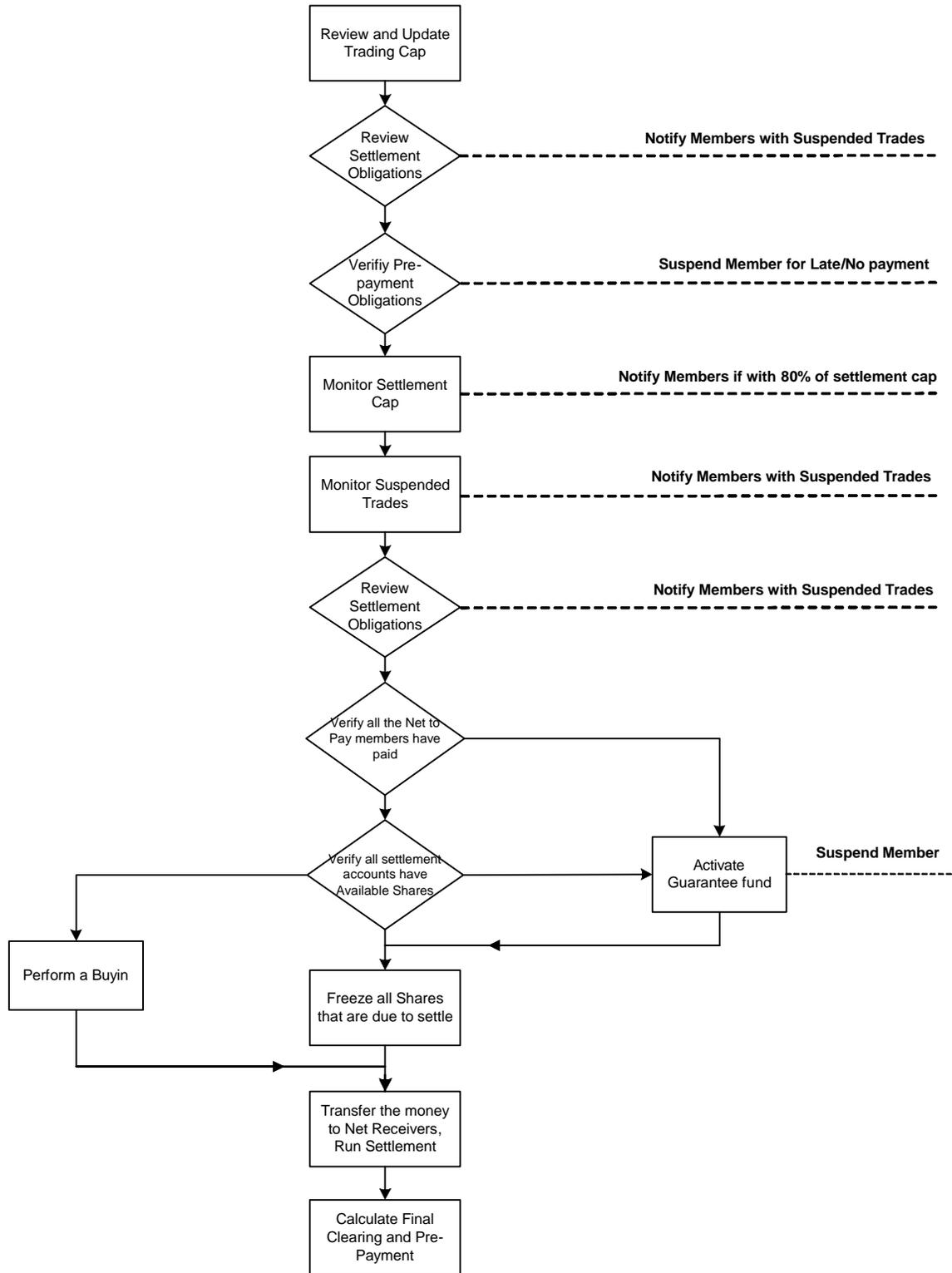
Lift Lien Transactions



Clearance and Settlement Procedures

Time	Description
8:30	Review settlement Cap for all Member and update if required. The settlement Cap should deduct the up-paid settlement obligations of the member. For Example (if the member has a 10,000 JD limit and is a net to pay for the last 2 days of 4,000 JDs, the Settlement cap today should start at 6,000 JDs)
8:45	Review the settlement obligation for today. If any suspended trades, notify the Member to Correct.
9:30	Contact the settlement banks to verify that the Pre-payment portion was paid
9:35	Suspend any Members from trading that did not pay Pre-Payment by 9:30 (also have all there orders removed from ASE)
10:00 – 12:00	Monitor for suspended trades
10:00 – 12:00	Monitor the Settlement Cap. Contact any Member that is within 80% of their Trading Cap. Request a Margin Call (More Money) if the member is within 90% of the settlement Cap. Suspend the members buy orders or suspend the member if they will not increase their settlement cap
10:05	Review the settlement obligation for today. If any suspended trades notify the Member to correct.
11:00	Verify that all the Net to paid Members have deposited there money into the Clearing account
11:00	Freezes investor accounts that are due to settle today.
11:05	Fine and suspend any Member that has suspended trades
11:05	Activate the Guarantee fund to Buy securities for Suspended trades.
11:05	Activate the Guarantee fund if all the money was not paid. Suspend the Member Trading Immediately
11:30	Open the Buy-in market to purchase the securities for suspended trades. (Delivery terms must be Immediate).
12:00	Close the Buy-in Market and transfer the shares.
12:05	Inform the settlement bank to pay for the Buy in Shares
12:10	Run Settlement
12:10	Inform the Settlement bank to pay the net to receive Members
13:00	Calculate the Final Clearance (Including pre-payment portion)

Clearance and Settlement Procedures



Legal Department

Waqf Transfer

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Waqf Transfer

Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? Waqf Deed ? ID Document for the transferor ID documents are photocopied and returned	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: Checking for pledges/liens	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Waqf Transfer Notice is printed	The same Person
The internal auditor reviews the transfer	————	————
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds, Print the Issuers Delivery Statements and the Drivers Delivery Statements	This takes place at the end of the day	The same Person
The deeds are stamped by the SDC signature, and signed by the department head	This takes place at the end of the day	————
Review the Deeds with the Delivery Statements	————	One of the Person
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah

Reviewing and file
the Delivery
Statements

Occurs the next day

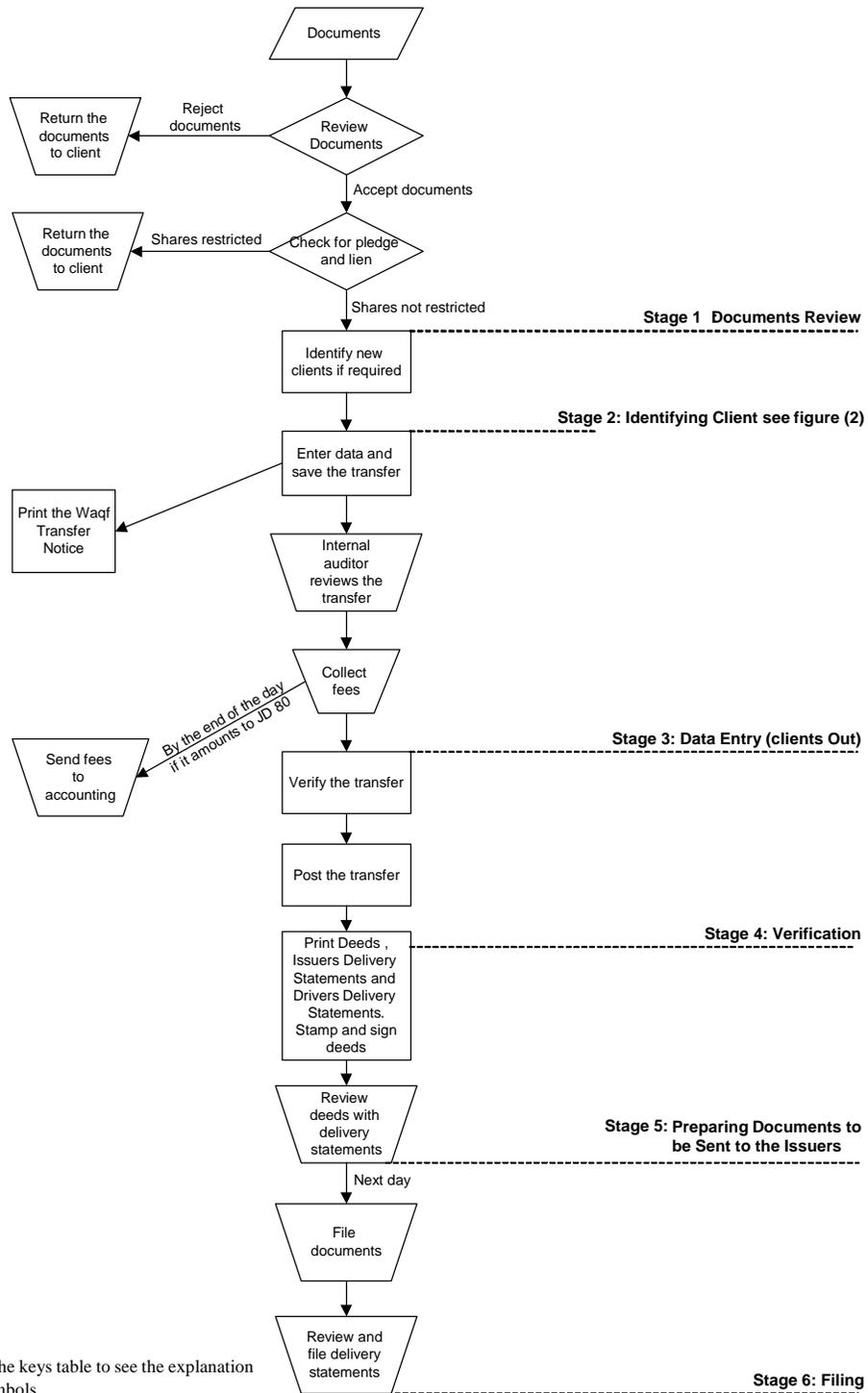
Mrs. Angela Sarairah
and the Finance and
Administration
Department

Waqf Transfers requirements

The related person or his agent should provide the following documents and information to the SDC:

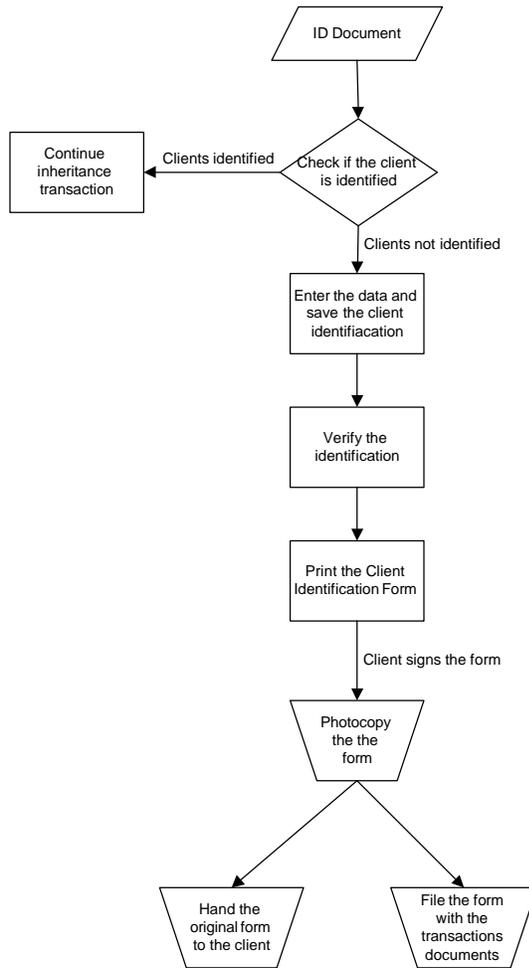
1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the company
2. The original Waqf Deed issued by the competent authorities.
3. An updated ID Document for the transferor, according to the following:
 - a- If the transferor is of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If the transferor is a non-Jordanian, a photocopy of the passport shall be presented.
4. Official address for the transferor and the transferee.

Waqf Transfer Processes



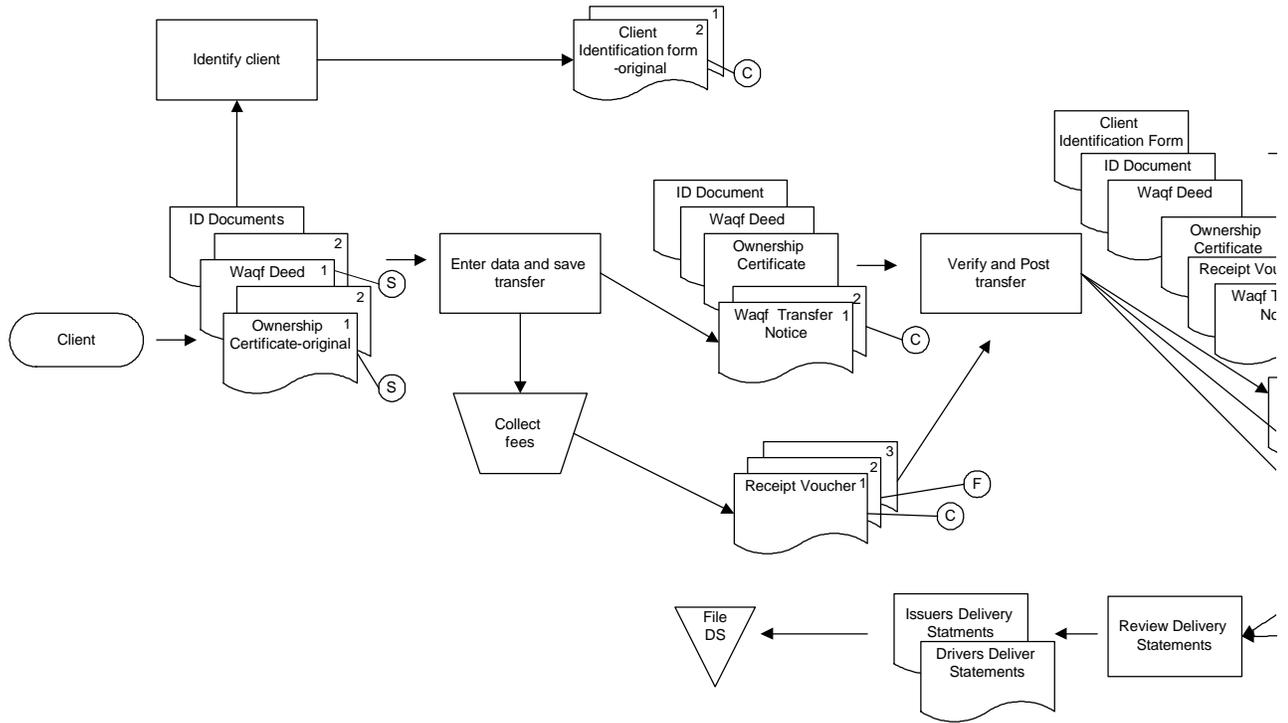
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Waqf Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols

Legal Department

Will Transfer

Staff of the Legal Department

The staff of the Legal Department consists of the Department Head (Ms. Lana Garaibeh), and two Person (Mr. Ayman Weshah and Ms. Angela Sarayrah). Each Person is responsible for completing one transaction at a time.

Procedures of the Will Transfer

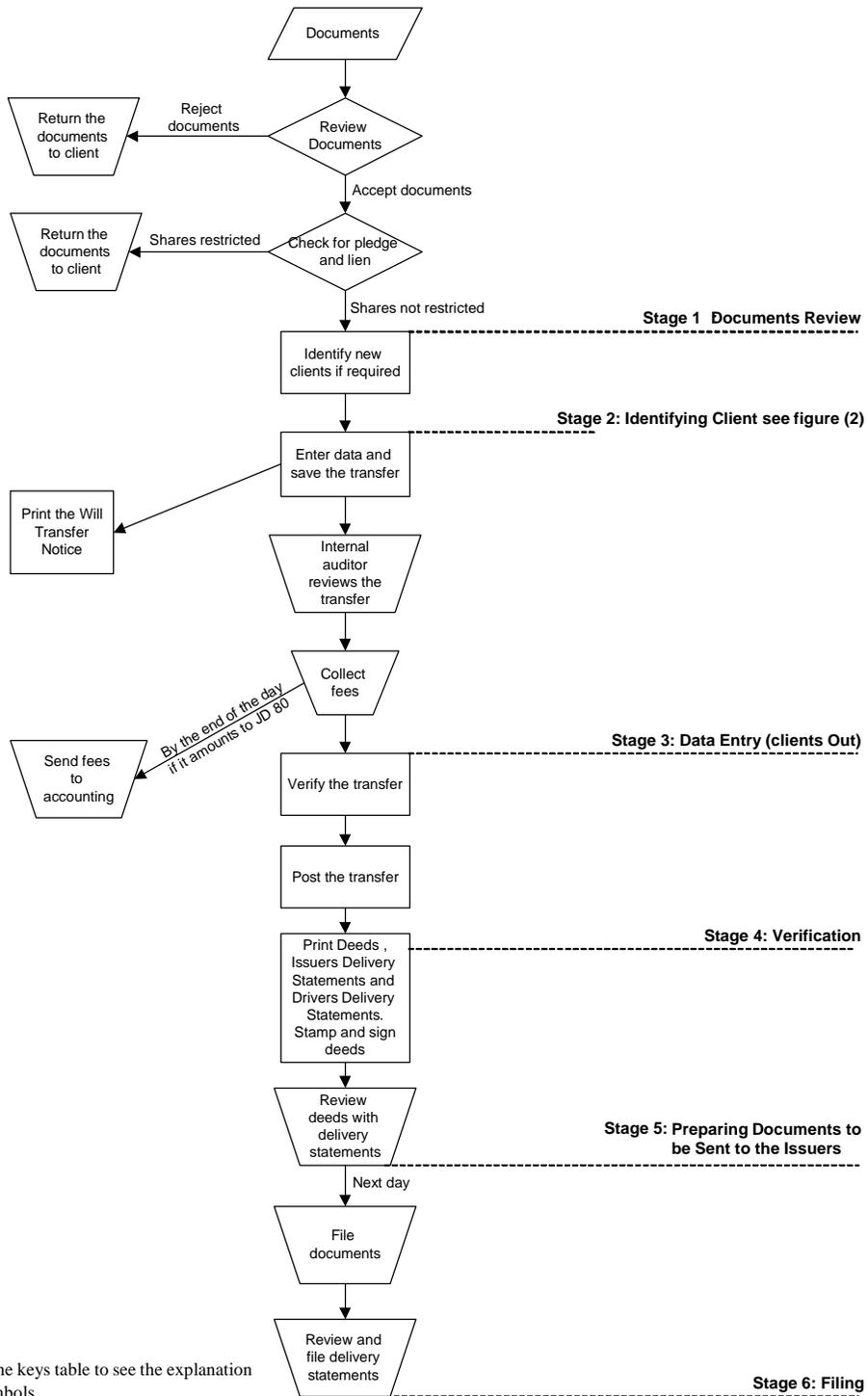
Task	Description	Responsibility
Receiving documents	The documents received include the following: ? Ownership Certificate or Ownership Letter ? Will Deed ? Transferor Death Certificate ? ID Document All documents are photocopied and returned except for the Ownership Certificate	One of the two Person receives the documents
Reviewing documents	Checking for pledges/liens: The Ownership Certificate shows shares restrictions	The same Person
Returning to client	————	The same Person
Identifying new client	Print one copy of the Client Identification Form. The client signs it, then it is photocopied. The client keeps the original copy, the SDC keeps the photocopy	The same Person
Enter data and save transfer	After saving, the Will Transfer Notice is printed	The same Person
The internal auditor reviews the transfer	————	————
Collect fees	The cash received is delivered at the end of the day if the amount reaches JD 80 or more.	The same Person. Either Ms. Garaibeh or Mr. Weshah delivers the fees.
Verify the transfer	Verify the documents and the entry of data	Mr. Ayman Weshah
Post the transfer	————	Mr. Ayman Weshah
Print the Deeds, Issuers Delivery Statements and Drivers Delivery Statements	The deeds have to be stamped by the SDC signature, it also have to be signed by the department head	The same Person
Review the Deeds with the Delivery Statements	————	One of the Person
Filing documents	Filing occurs the next day	Mrs. Angela Sarairah
Reviewing and file the Delivery Statements	Occurs the next day	Mrs. Angela Sarairah and the Finance and Administration Department Person

Will Transfers requirements

The related person or his agent should provide the following documents and information to the SDC:

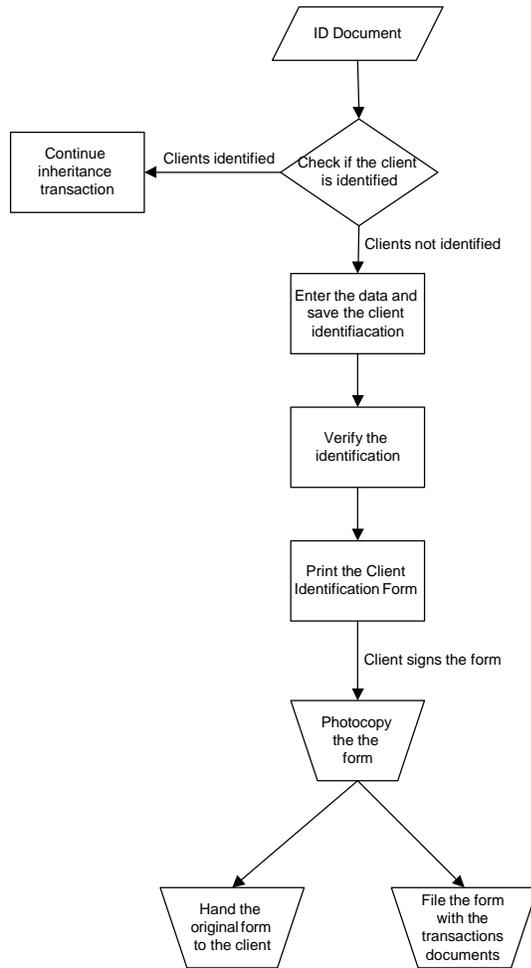
1. An Ownership Certificate proving ownership of securities to the transferor, or an Ownership Letter addressed to the SDC, issued during a period not more than a month. The letter should state clearly the joint investors have ownership of the securities, the number of securities, shareholder no., client no. (if available). It must also state that the shares are not restricted by a pledge or lien, and that the Ownership Certificate is with the Company.
2. The original Will Deed authorized by competent authorities.
3. The original Death Certificate.
4. An updated ID Document for the transferor and transferee, according to the following:
 - a- If the transferor is of Jordanian nationality, they should present a photocopy of their identity card issued by Civil Status Department, Jordanian passport, or a Family Book, provided that they all include the national number for the inheritors.
 - b- If the transferor is a non-Jordanian, a photocopy of the passport shall be presented.
 - c- Registration Certificate issued by the competent authorities if the transferee is a legal entity.
5. An official address for the transferee.

Will Transfer Processes



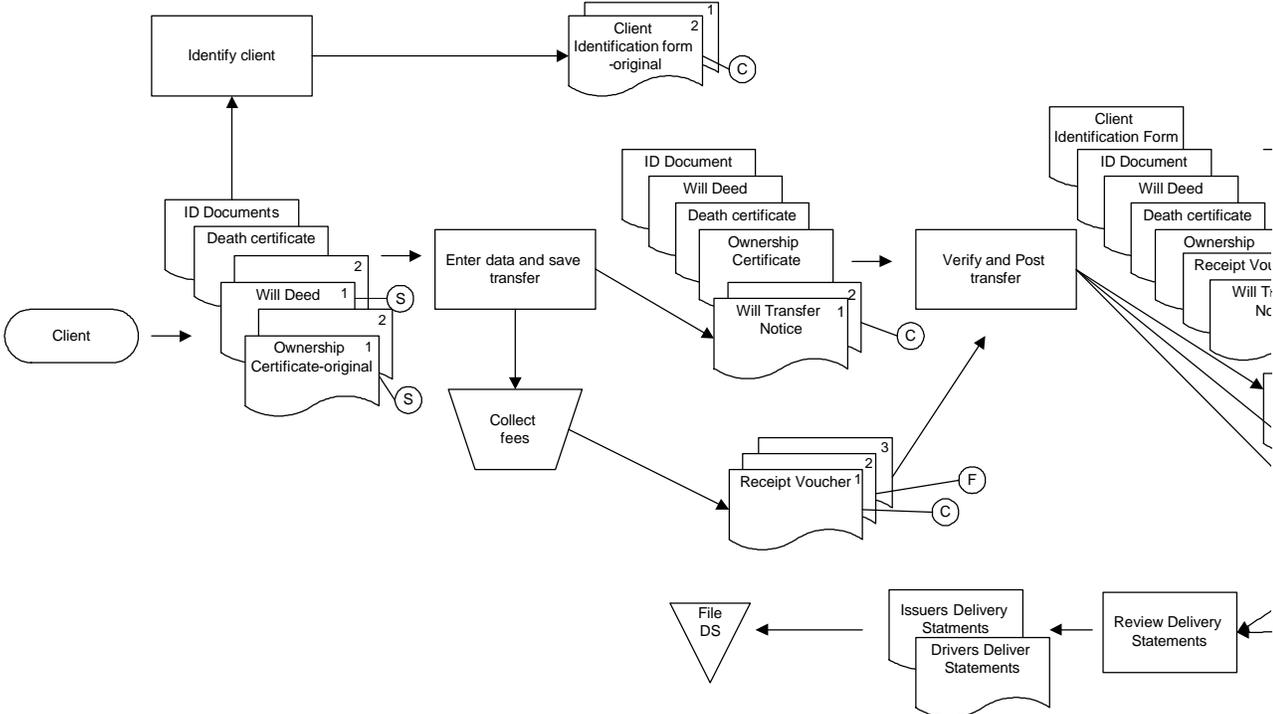
Note: Refer to the keys table to see the explanation of the symbols

Client Identification



Note: Refer to the keys table to see the explanation of the symbols

Will Document Flowchart



Note: Refer to the keys table to see the explanation of the symbols