

The Licensing Form No (5)
The Requirements of the Infrastructure.

- The Company's Full Name in Arabic and In English:
- The Company's Location's Full Address, and the P.O Box (if any):
- The Company's Type:
 - A Joint – Stock Company:
 - A Limited Liability Company:
- The Company's Capital (In Number and In Writing):
- The Trade Registration's No and its Date:
- The Company's Used Phones' Numbers (The Fixed Line and the Mobile):
- The Fax's Used Numbers:

1) Can we use the above-mentioned address to deliver the correspondences and to require any additional information in case of necessity?

Yes / No.

2) Do You put the Company's Logo in a clear and in an obvious place?

Yes / No.

3) Is the Company's Location in a famous Trade Street?

Yes / No.

4) Is the Company's Location appropriate to practice the Licensed for Activity?

Yes / No.

5) Is the Company's Location safe to practice the works of the Licensed Company?

Yes / No.

6) What is the Total furnished Area in the Office?

----- Square Meter (M²).

7) How many persons the Office's Square meters are available for?

----- person.

8) Is there appropriate Light in the Office?

Yes / No.

9) Are there appropriate Heating and Air – Conditioning in the Office?

Yes / No.

10) Is there an appropriate place to receive the Clients and the Visitor?

Yes /No.

11) Is there at the reception office a List that includes (The Phones' Numbers, all the Employees' Transferences' Numbers, and the Contingency's Numbers)?

Yes/ No.

12) Is there a Phone's Web that is connected with an Internal Phone's Exchange System (Internal Transferences' Lines) for all the Employees?

Yes/No.

13) Is there an appropriate and separated place for the investors who want to watch the Stock Exchange's Trading's Platform?

Yes/ No:

For How many persons it is?

14) Is there a separated Room for the meetings or the discussion of the important issues with the investors?

Yes/ No:

15) Is the Company's offices' Divisions reserve the privacy and the secrecy for each Division?

Yes / No:

16) Is there a separated Trading Room?

Yes/ No:

17) Is the Enter into the Trading's Room defined?

Yes/ No:

18) Can you use the Mobile Phone inside the Room?

Yes/ No:

19) Does the Office have a secure place to keep – up the secret and important documents and to control their acknowledgement?

Yes/No:

20) Is there an appropriate place to keep – up the files, and the documents, and to control their acknowledgement?

Yes/ No:

21) Are the Optional Reserve's Places secure, and what is the period of reserving?

Yes/ No:

22) Is there an installation of the Fire Alert and Smoking Discovering System?

Yes/ No:

23) Are there sufficient amounts of Anti Firing Equipments?

Yes/ No:

24) Is there additional and Safe Exist for the employees in case of any emergency?

Yes/ No:

25) Is there a substitute power of resource (un stopped Power of Resource)?

Yes/ No:

The Type of
Resource:

26) Are there Electronic Infrastructure Equipments at the Company?

- Computer: Yes / No.
- Printer: Yes / No.
- Copier: Yes / No.
- Scanners: Yes / No.
- Papper Cutter: Yes / No.
- Fax's Machines: Yes / No.
- Over Head projector: Yes / No.

27) Are there enough and appropriate Stationary Equipments for all the Employees?

Yes / No.

28) Is there a specific Internet Line of the Company?

Yes/ No. / The Name of the Supplier:

The Internet Fastness: ----- Mega Byte:

29) Does the Company install a Phone Recording System?

Yes / No. / The Supplier Company:

30) Does the Company have a Back Office System?

Yes / No. / The Supplier Company:

31) Does the Company have a leased Line that allows the entrance into Damascus Securities Exchange (DSE)?

Yes / No.

32) Is there a Company's Answering Machine System that includes all the Employees' Phones' Numbers?

Yes / No.

33) Are there Direct Lines that do not have Phone Recording Systems?

Yes / No. / the Numbers of the
Direct Phones' Lines:

34) Does the company have a Web- site on the Internet?

Yes / No. The Web- Site Address:

35) Does the Company have an Official and a Personal E – mail for each Employee?

Yes / No. Please to attach each of them specific
E – Mail within this Form.

36) Is the Official E- Mail reserved in the Server?

Yes / No.

**The Name of the Authorized
Of Signature on behalf of the Company**

And His Signature:

30 / 4 / 2024 K. I.