

## **The Form of the Phone Registration System No (7)**

- 1)** The Company's Name in Arabic and in English:
  
- 2)** The Company's Address: (The Basic Location – and the Representation Office.):
  
- 3)** The Number of the Trade Registration and its Date:
  
- 4)** The Phones' Numbers of the Company:
  
- 5)** The Registered Phones' Numbers at the Company's Location:
  
- 6)** The Registered Phones' Numbers at the Representation Office or the Branch:
  
- 7)** The Fax's Number:
  
- 8)** The E- Mail:
  
- 9)** Is there a Phone Registration System on all the Company's Lines, Branches, Representation Offices that we contact through them with the investors?

Yes:

The Phones' Numbers:

No:

- 10)** Are there direct Phones' Lines that do not have Phone Registration System?

Yes:

No:

Yes: /The Direct Phones' Lines' Numbers:

**11)** Is there a Company's Answer Machine System that includes all the Employees' Phones?

Yes:

No:

**12)** Are the Job and Technical Characteristics of the Company's Specific Phone's Registration's System in correspondence with each of the SCFMS' issued Regulations, Directives, and Decisions and in specific the Decision No (147)/M which was dated on 18/9/2019, and the DSE's Ones?

Yes:

No:

**13)** Is there a Director of the Company's Specific Phone's Registration's System?

Yes: The Name of the System's

No: Director:

**14)** Are there specific Authorities for the Users?

Yes:

What are there Authorities?

No:

**15)** Are all the Clients' related incoming and outgoing Phone Calls registered whether inside the Trading Room or outside of it?

Yes:

No:

**16)** Are all the Phone Calls registered and reserved in high quality, clearance and avoidance of chaos?

Yes:

No:

**17)** Are all the registered and saved Phone Calls show – up their receiving's Date and timing, period of calling, the Calling Person's Number and the Number of the receiver?

Yes:

No:

**18)** Is there Complete incoming and outgoing Calls' registration that shows- up the Type and dating of the Phone Calling, and the caller and the receiver's Numbers which are printable and unchangeable?

Yes:

No:

**19)** Is there a Changing possibility for the Calling's date and timing or the possibility of the omitting from the Phone callings' List?

Yes:

No:

**20)** Is there a Message Phone Calling that shows – up since the beginning of the Company's Phone Calling with the Client?

Yes:

No:

**21)** Is the specific Timing of the Company's Phone's Registration System in correspondence with the timing of the Syrian Arab Republic, and the timing of the Electronic Trading System at Damascus Securities Exchange?

Yes:

No:

**22)** Is the timing of the other means of receiving the Phones' Calling in correspondence with the timing of the Company's Phone's Registration's System, and the Electronic Trading System?

Yes:

No:

**23)** Is there a possibility for adding any remark on any un possible for adding phone calling on the Registration?

Yes:

No:

**24)** Is there a changing power on the Voice Registrations' File on the Server?

Yes:

No:

**25)** Are the Date and Timing of printing showed – up on all the deduced Reports and documents of the Company's Phone's Registration's System?

Yes:

No:

**26)** Is there a (UPS) which is connected with the Company's Phone Registration System to ensure the continuity of the System's work in case of the Electricity cutting – up?

Yes:

No:

Other Means:

**27)** Is there a periodic Examination by the System's Director, and the Compliance Officer to ensure its nullification from any errors or defects?

Yes:

No:

**28)** Is the Company abide – by reserving Incremental Back – up of the System's data base in a daily base and weekly on a secure Full back – up away from the

limit of the Phone Registration Specific Equipment and for a period that does not decrease (10) ten years?

Yes:

No:

**29)** Does the Company abide – by preparing a Column which registers in the Name and the Signature of the Person who conducts the Incremental Back – up Process which is mentioned above each time?

Yes:

No:

**30)** Is there a Phone Registration System Guideline which is attached with this Form?

Yes:

No:

**31)** Are the attached Guarantees with this Form is signed – up?

Yes:

The Guarantees:

No:

**The Name of the  
Authorized of Signature  
on Behalf of the Company  
And his Signature:**

**An Abidance by Guarantee with the Specific Directives of the Phone Callings Registration System of the Financial Services and Intermediary Company.**

- I am the undersigned -----.  
I hold (an Identity Card / A passport) No: -----.  
I work as a General Manager / An Executive Director of the Company.  
I consider myself as a responsible and guaranteed person of the correctness of the information below.  
The Company ----- abides – by all the requirements of the Phone Callings Registration System which is issued by the SCFMS by the Decision No 147/M which is dated on 18/9/2019, and to conduct any changes or modifications that are decided lately by the Commission.  
And the Company abides by obtaining a written and a previous approval by the Commission in case of conducting any changes or modification on the System.

**The Date:** ----- / ----- / -----.

**The Name and the Signature:**

**An Abidance by Guarantee with the Specific Directives of The Phone Callings Registration System of the Supplier of System Company:**

- I am the undersigned: -----  
I hold (An Identity Card / A Passport) No: -----  
I work as a ----- at the Company.  
I consider myself as a guaranteed and responsible person for the correctness of the information below.  
The Supplier of the Phone Registration System Company shall abide – by all the Requirements of the Phone Callings’ Registration System which is issued by the SCFMS by the Decision No (147)/M, dated on 18/9/2019, and to conduct any changes or modifications which are decided lately by the Commission.  
And the Supplier of the Phone Registration System Company shall abide – by assuring the obtaining of the Commission’s written and previous approval in case of conducting of any change or modification on the System.

**The Date:** ----- / ----- / -----.

**The Name and the Signature:**

**30 / 4 / 2024. K.I.**