E-portfolio Service
User Manual

2018

Any questions regarding this document or other SDC material should be forwarded to the following:

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Contents

Introduction

Derived from the SDC's concern to provide the highest level of services to investors and for the purpose of enabling the investor to follow up his investments and to view the information related to his deposited securities' accounts and obtain statements or documents regarding his ownership, the SDC developed the "e-portfolio service" to enable the investor to view all securities' accounts whether his accounts at the SDC's central registry or accounts maintained with SDC members (brokers or custodians).

Audience

This manual is directed to all investors in the Jordan Capital Market.

Manual organization

The organization of this document focuses on the logical flow of the contents of e-portfolio service. The following table is a summary of this document (functional units of the service).

Chapter	Description
Login Page	This page enables the investor to access the system with the username and password provided by the SDC.
General Terms & Conditions	The general terms and conditions that the investor must read.
Home Page	This page enables the user to browse all contents of the service easily through the use of the latest web technologies, in addition to containing a set of statistical and historical graphs of the investor's ownership and trading and the latest corporate actions of the companies that the investor owns in it.
Settings	This page enables the user to control the service settings such as language (Arabic or English), and change the password in addition to help Tab. You can do it by clicking on the icon ⦙.
Menus	This service contains the following menus (Investor Information, Investor Ownership, Investor Accounts, Investor Ownership For Specific Security and Account Statement)

Overview

The SDC launches this service as a part of moving from a paper-based environment to an electronic environment that in turn, reduce time and effort of investors and let him to access his information easily.

Also, the advantages of the service are easy to use from a computer or any intelligent device (mobile phone, tablet ....), and use the latest data protection methods to ensure the privacy of the investor.

Usage of the "e-portfolio" Service

The investor must have a user name and password to be able to use this service. The investor must come to the SDC in person and fill out the form, designated for this purpose, to use the "e-portfolio" service, along with official identification documents, after that the investor will be provided by the SDC with the user name and password.

Disclaimer

The entry records and the accounts maintained with the SDC, whether manually or electronically, as well as any document issued by the SDC, shall constitute prima facie legal evidence of ownership, registration, transfer of ownership and Settlement of the securities, at the prices and on the dates stated in those records, accounts or documents. Therefore, the extracts printed by the user shall not be considered as legal evidence of ownership and the details indicated therein. These extracts shall not serve in any way as statements duly signed and sealed by the SDC.

The SDC shall publish information about the trading transactions as received from the Amman Stock Exchange based on the trading transactions executed by the concerned broker, according to the last updated date written at the bottom of the page, without the SDC holding any responsibility as a result thereof. Therefore, the investor must refer to his concerned broker to inquire about any transactions made on his account. The entry records and the accounts maintained with the SDC, as well as any document issued by the SDC, shall constitute prima facie legal evidence of ownership of the securities stated therein, and the concerned broker shall be solely responsible for the transactions executed on account of the securities described above.

E-portfolio Service User Manual

Functional Units of the Service

1. Login Page

This page enables the investor to access the system with the username and password provided by the SDC. Then the system checks the data entered to prevent unauthorized users from accessing the service.

To access this service, enter the SDC's website (www.sdc.com.jo) and then select the "e-portfolio service" from the electronic services list.

Note: You can switch between the Arabic and English interface of the service by clicking on (عربي / English) at the bottom of the page.

1.1 To log in to the service
1. Type the user name in the Username field.
2. Type the password in the Password field.
3. Click on "I'm not a robot".

Note: The system may ask you - as an additional verification step - to choose a set of images.
4. Click "Login" button.

Input parameters:
- Username and password are compulsory fields.
- You have to click on "I'm not a robot" (reCAPTCHA).
- The system checks the username and password when you clicks "Login" button.
- The user must be active to allow him/her to access the service.
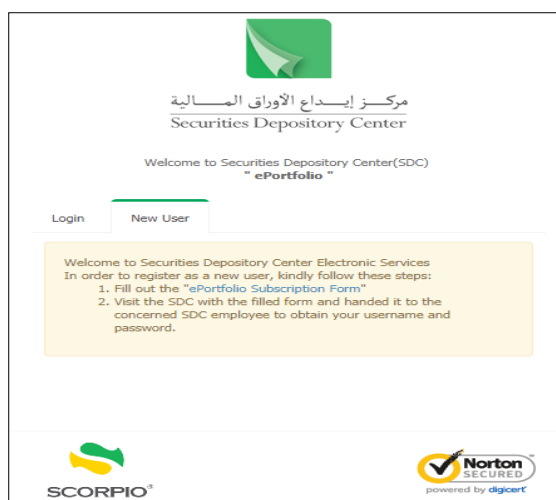
1.2 Daily Data Update

The data is updated on a daily basis at the end of the day's work. During the update period, the service is temporarily stopped. The following message appears if the user tries to access the service:
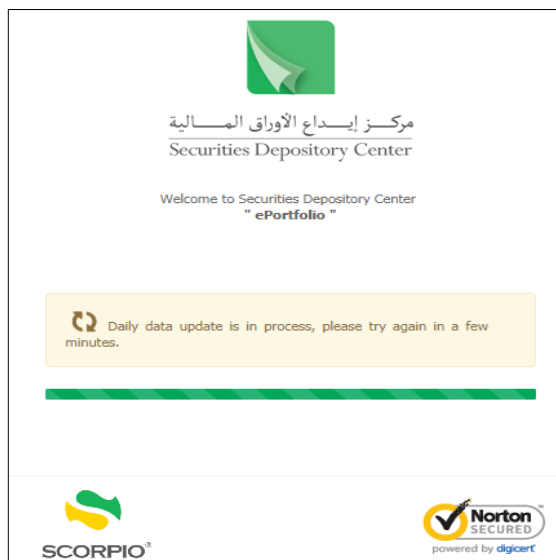
1.3 New User

If there is a new user:

1. Select "New User" tab, then the following screen appears:

2. Fill out the "E-portfolio Subscription Form", then visit the SDC with the filled form and handed it to the concerned SDC employee to obtain your username and password to subscribe to this service.

E-portfolio Service User Manual

1.4 Forget Password?

In case of losing or forgetting the password:
1. Click on the link "Forgot password?" then the following screen appears:

2. Fill out the "E-portfolio Subscription Form", then visit the SDC with the filled form and handed it to the concerned SDC employee to activate this service by obtaining your new username and password.

2. General Terms and Conditions

The page of general terms and conditions, that the investor must read, appears in the following cases:
- At the first access to the service after activating the user.
- At the first access to the service after reactivating the user.
- The content of the general terms and conditions is amended.

Input parameters:
Click "I Agree" to be able to continue and access the service.

3. Activating an Account

At the first access to the service, the user is requested to change his/her password to activate the account through the following screen:

E-portfolio Service User Manual

To change password:
1. Type the current password in the Current Password field.
2. Type the new password in the New Password field.
3. Type the new password again in the Confirm New Password field.
4. Click Save to complete the password change.

Then, the following message appears:

Notes:

- The system will automatically convert you to the login page again, to enter your new username and password.

- You can change your password later from service menus.

E-portfolio Service User Manual

4. Home Page

After accessing the service, you will be automatically directed to the main page of the service, which enables you to browse the contents of the service easily through using the latest technology Web.

E-portfolio Service User Manual

The contents of the home page:

4.1 General Data and Links

4.2 The last 10 transactions made on the investor's accounts

Ownership Analysis By Sector —

JOD

	Shareholders	Securities	Market Value

Sector	Shareholders	Securities	Market Value	Market Value Percentage
● Services	12	138,447	59,065.37	18.09
● Industry	8	345,125	267,527.20	81.91
Total	**20**	**483,572**	**326,592.57**	**100.00**

As in 06-08-2018
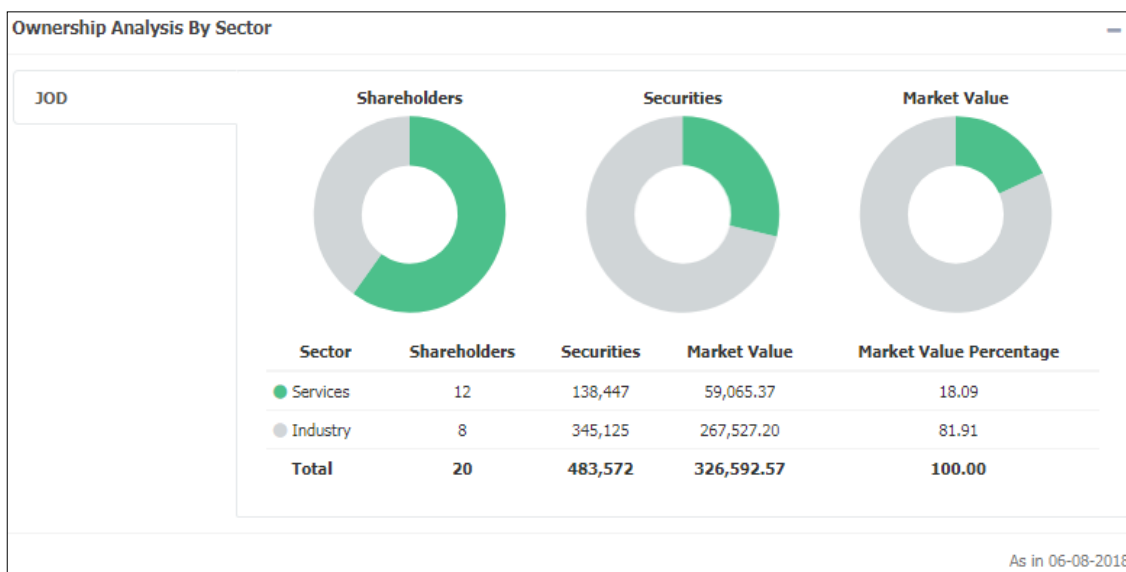
4.3 Ownership Analysis by Sector as of Last Update

Last Transactions —

Date	Transaction Type	Member Name	Account No.	Security Name	Reuter Code	Securities No.	Price	Market Value (JOD)
06-08-2018	Selling trading	DELTA	100144	PETROCHEMICALS	IPCH	500	0.52	260.00
06-08-2018	Purshasing trading	DELTA	100144	PETROCHEMICALS	IPCH	600	0.51	306.00
06-08-2018	Purshasing trading	DELTA	100144	PETROCHEMICALS	IPCH	1,400	0.51	714.00
06-08-2018	Purshasing trading	DELTA	100144	MASAFAT TRANSPORT	MSFT	1,100	0.38	418.00
06-08-2018	Purshasing trading	DELTA	100144	PHOENIX HOLDINGS	PHNX	2,700	0.27	729.00

Showing 1 to 5 of 10 entries

Previous 1 2 Next

E-portfolio Service User Manual

4.4 Trading Value Sell / Buy Monthly for the Last 12 Months
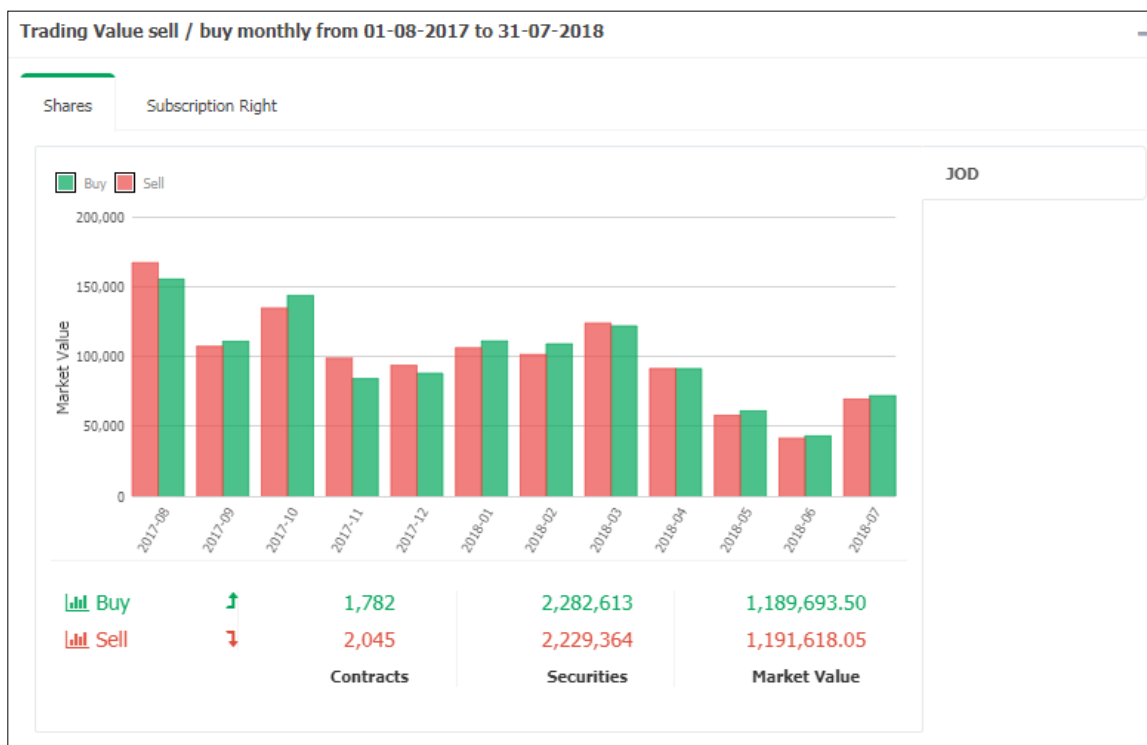
4.5 Market Value per month for the Last 12 Months

E-portfolio Service User Manual

4.6 Investors Nationalities as of Last Update
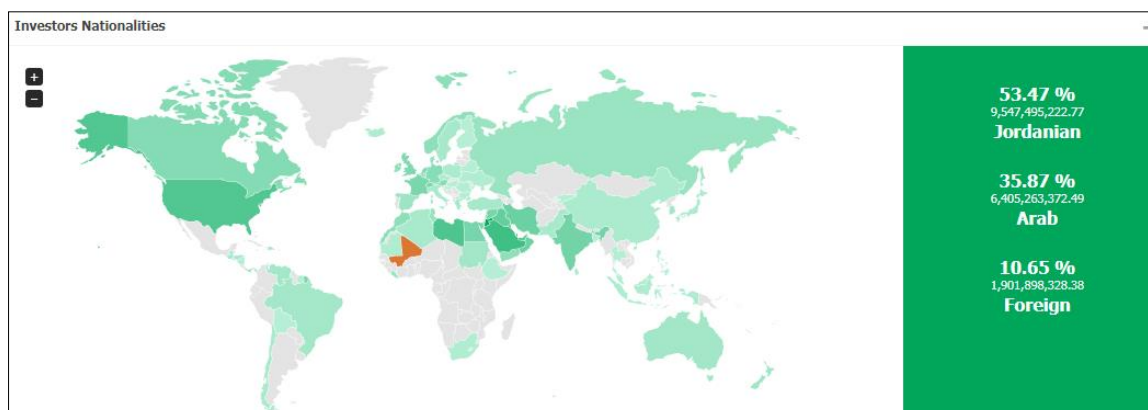
4.7 The Latest Corporate Actions of the Companies that the Investor Owns in it

Public Shareholding Companies

Last Corporate Actions

Public Shareholding Companies | Financial Services Companies

Search:

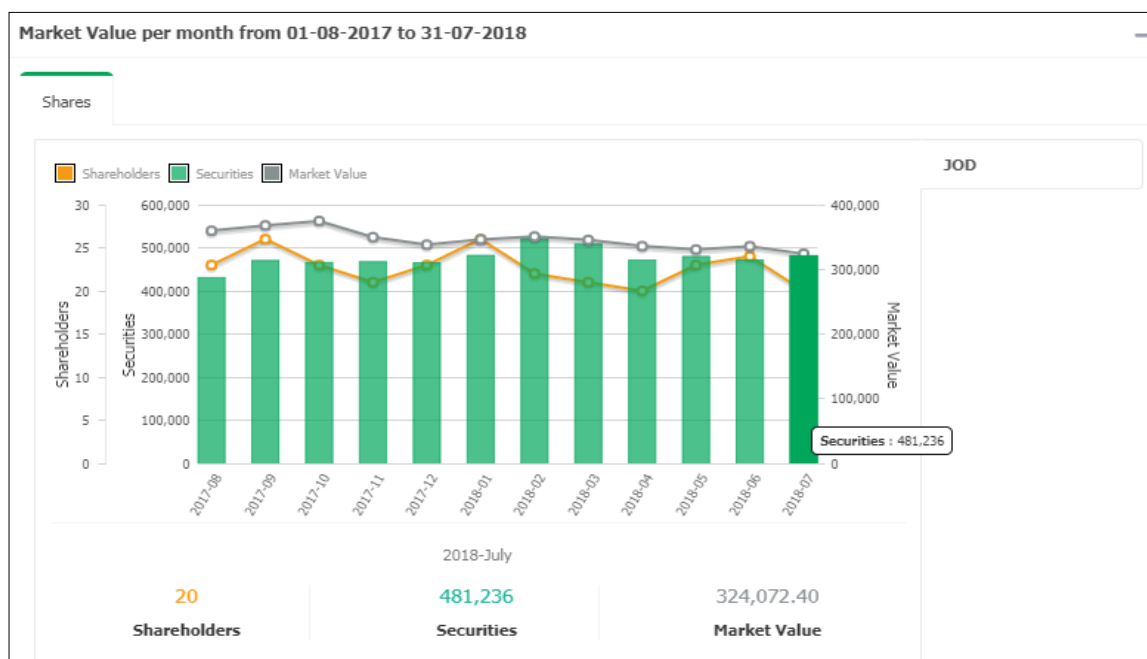| Company	Action Date	Transaction Type	Action Description	Before Action	After Action	%
Shira' real estate development & investment	31-07-2017	Capital Adjustment	Decrease of Capital	11,244,646	7,916,264	29.60 ↓
National portfolio securities	31-05-2017	Capital Adjustment	Decrease of Capital	10,000,000	6,000,000	40.00 ↓
Rum group for transportation & tourism investment	30-10-2017	Capital Adjustment	Private Subscription	14,000,000	21,000,000	50.00 ↑
Jordan investment trust	30-05-2006	Capital Adjustment	Capitalization	23,611,111	29,513,889	25.00 ↑
Al-tajamouat for touristic projects	29-12-2011	Capital Adjustment	Private Subscription	75,000,000	100,000,000	33.33 ↑
Union investment corporation	29-12-2005	Capital Adjustment	Private Subscription	49,842,377	50,000,000	0.32 ↑
International arabian development & investment trading	29-08-2005	Capital Adjustment	Private Subscription	5,500,000	7,000,000	27.27 ↑
Methaq real estate investment	28-12-2016	Capital Adjustment	Decrease of Capital	13,265,041	9,500,000	28.38 ↓
Offtec holding group	28-08-2016	Capital Adjustment	Decrease of Capital	40,740,000	39,690,000	2.58 ↓
International cards	28-08-2012	Capital Adjustment	Capitalization	15,459,343	16,077,716	4.00 ↑

Showing 1 to 10 of 78 entries

Previous | 1 | 2 | 3 | 4 | 5 | ... | 8 | Next

Financial Services Companies

Last Corporate Actions

Public Shareholding Companies | Financial Services Companies

Search:

Company	Action Date	Transaction Type	Action Description	Before Action	After Action	%
The arab financial investment	05-06-2016	Capital Adjustment	Decrease of Capital	15,000,000	10,000,000	33.33 ↓
Delta financial investments	03-07-2011	Capital Adjustment	Decrease of Capital	3,200,000	3,000,000	6.25 ↓

Showing 1 to 2 of 2 entries

Previous | 1 | Next

4.8 Important links and documents

Annual Report
2017

Download ⊕

SDC Profile

Download ⊕

Forms and Requirements   —

📄 Request of the Ownership Notice/ Account Statement   ↗

📄 Forms   ↗

📄 Official Identification Documents   ↗

📄 Powers of Attorney   ↗

4.9 Calendar

📅 Calendar   —

| «			July 2018			»
Su	**Mo**	**Tu**	**We**	**Th**	**Fr**	**Sa**
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

5. Settings

This page enables the user to control the service settings such as language (Arabic or English), and change the password in addition to help Tab. You can do it by clicking on the icon ▮.

5.1 Logout the Service

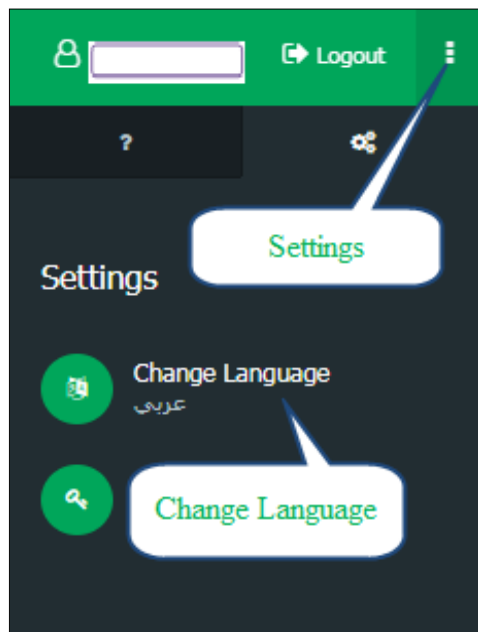Click on the logout icon to exit from the service and return to the login page.
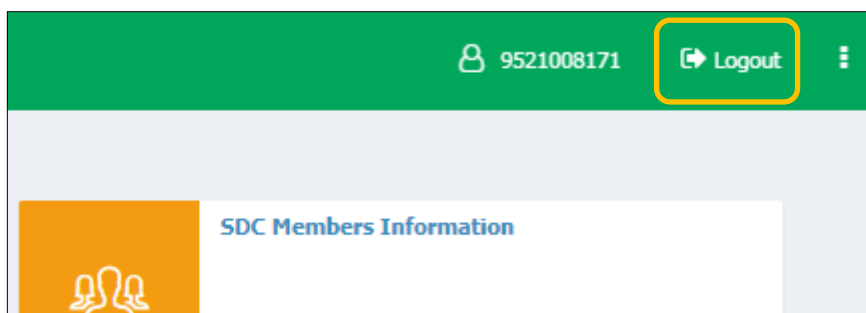
The following message appears to cofirm exit form the service:
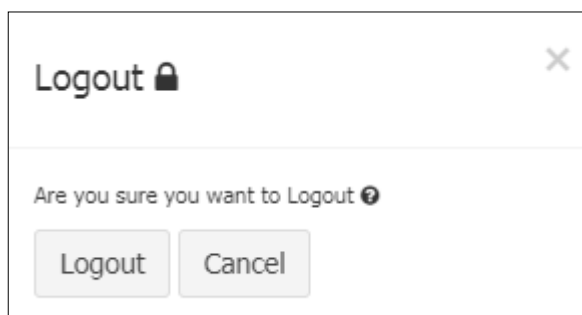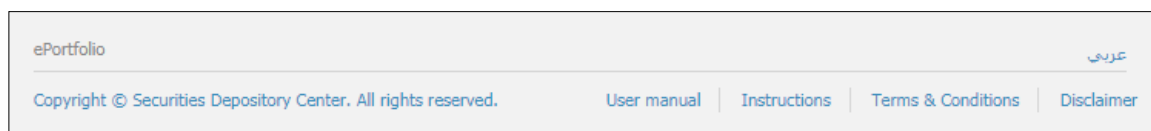

5.2 Change Language of the Service

To switch between the Arabic and English interface of the service, the user can click on the Change Language from the icon ▮.
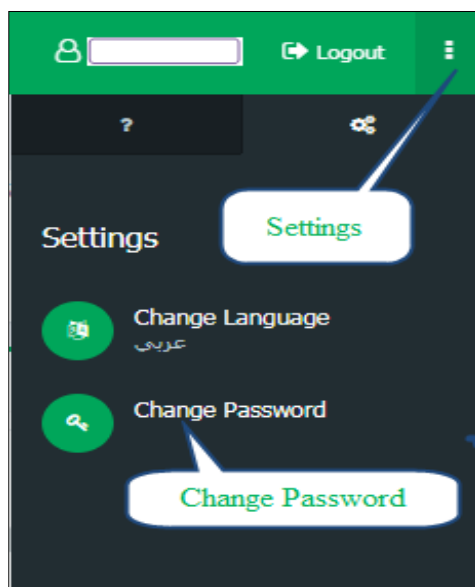
E-portfolio Service User Manual

Or the user can switch the language by clicking on the language available on the Footer:

5.3 Change Password

To change password, the user has to click on the Change Password from the icon ⋮ .

E-portfolio Service User Manual

Then, the following screen will appear:

1. Type the current password in the Current Password field.
2. Type the new password in the New Password field.
3. Type the new password again in the Confirm New Password field.
4. Click Save to complete the password change.

The system will automatically convert you to the login page again, to enter your new username and password.

5.4 Printing and Exporting to Excel

To print a page:

You can print the active page by clicking on .

E-portfolio Service User Manual

To export to excel:

You can export the data of any table to excel by clicking on [x].

5.5 Footer

The footer includes the following links: user manual, instructions, terms and conditions, disclaimer, Arabic.

6. Menus of the Service

The contents of the service: the user can access the components of the service through the options available on the main system's menu.

Note: in order to be able to use the service, you must have an activated account.
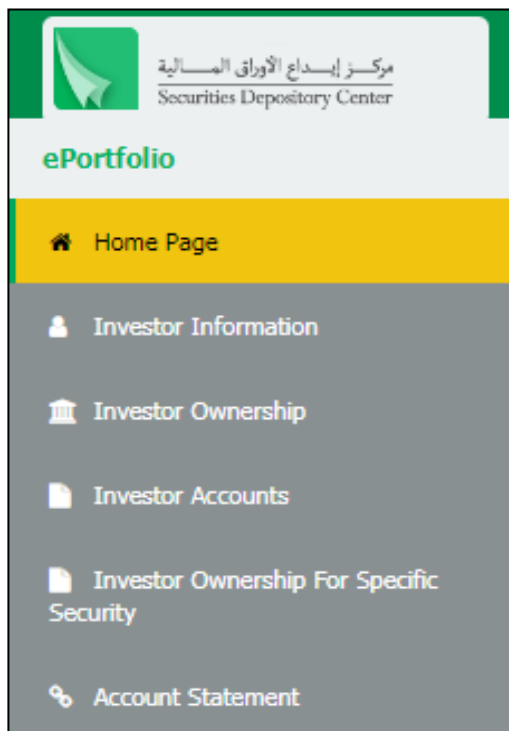
6.1 Investor Information

This page contains the detailed information used in investor identification at the SDC which are:
- Basic Investor's Data
- Document Data
- Address (Postal, and Residential)
- Investor Accounts
- Other Nationalities Data (if available)

Note: If the investor wants to amend any part of his data, this can be done by submitting a form designed for this purpose to the SDC.

6.2 Investor Ownership

This page contains the investor's ownership of securities distributed by sector according to the following tabs:

➢ Ownership without Zeros

This tab contains the investor ownership of securities distributed by sector without zeros (only the securities to which the investor currently has a balance).

E-portfolio Service User Manual

Investor Ownership

Without Zeros | With Zeros

Without Zeros

* You can click on the security's record to view the details of ownership on a specific security.

Show 10 ▼ entries   Search: _____

ISIN	Reuter Code	Name	Owned	Available	Pledged	Lien	Non-traded	In	Out	Close Price (JOD)	Market Value (JOD)
			Balance					**Pending Until Settlement**			
		Services Sector									
JO3101911019	TAJM	AL-TAJAMOUAT FOR TOURISTIC PROJECTS	5,900	5,900	0	0	0	0	0	0.39	2,301.00
JO3107611019	JNTH	AL-TAJAMOUAT FOR CATERING & HOUSING	10,000	10,000	0	0	0	0	0	0.28	2,800.00
JO3108211017	AEIV	ARAB EAST INVESTMENT	14,500	-1,100	0	0	0	1,100	15,600	0.47	6,815.00
JO3120811018	NAQL	TRANSPORT & INVESTMENT BARTER	19,000	19,000	0	0	0	0	0	0.27	5,130.00
JO3122811016	OFTC	OFFTEC HOLDING GROUP	3,400	3,400	0	0	0	0	0	0.44	1,496.00
JO3123111010	AMAL	AL-AMAL FINANCIAL INV.	25,182	25,182	0	0	0	0	0	0.40	10,072.80
JO3123911013	PHNX	ARAB PHOENIX HOLDINGS	9,300	9,300	0	0	0	0	0	0.28	2,604.00
JO3124911012	SANA	AL SANABEL INTERNATIONAL FOR ISLAMIC INVESTMENTS (HOLDING)	19,750	19,750	0	0	0	0	0	0.67	13,232.50
JO3126211015	RUMM	RUM GROUP FOR TRANSPORTATION & TOURISM INVESTMENT	6,800	6,800	0	0	0	0	0	0.71	4,828.00
JO3127011018	PROF	ALMEHANYA FOR REAL ESTATE INVESTMENTS & HOUSING	6,700	6,700	0	0	0	0	0	0.34	2,278.00
		Total									51,557.30
		Grand Total									328,348.50

Showing 1 to 10 of 20 entries   Previous | 1 | 2 | Next

The entry records and the accounts maintained by the Securities Depository Center (SDC), whether manually or electronically, as well as any document issued by the SDC, shall constitute prima facie legal evidence of ownership, registration, transfer of ownership and settlement of the securities, at the prices and on the dates stated in those records, accounts or documents. Therefore, the extracts printed by the user shall not be considered as legal evidence of ownership and the details indicated therein. These extracts shall not serve in any way as statements duly signed and sealed by the SDC.

The SDC publishes the above information as it is submitted to the SDC by the Amman Stock Exchange in accordance with the trades executed by the concerned broker and updated as of the date specified below. The SDC shall not be liable as a result thereto. The investor may revert to the concerned broker to enquire about any trades that occurred to his account. The records issued by the SDC and his registers and accounts shall constitute legal evidence of ownership of securities stated therein. The concerned broker shall solely be responsible for the trades executed to the securities account mentioned above.

Last Update Time 15:58:23 on Sunday 05-08-2018

Note: when you click on any security, a new page is opened with his ownership of that security disributed to its accounts manitaned by the members.

➢ Ownership with Zeros

This tab contains investor ownership of securities distributed by sector with zeros (whether or not the investor currently has a balance).

Investor Ownership

Without Zeros | **With Zeros**

With Zeros

* You can click on the security's record to view the details of ownership on a specific security.

Show 10 ▼ entries   Search: _____

ISIN	Reuter Code	Name	Owned	Available	Pledged	Lien	Non-traded	In	Out	Close Price (JOD)	Market Value (JOD)
			Balance					**Pending Until Settlement**			
		Banking Sector									
JO1100612018	SIBK	SAFWA ISLAMIC BANK	0	0	0	0	0	0	0	1.16	0.00
		Insurance Sector									
JO2103411010	FINS	FIRST INSURANCE	0	0	0	0	0	0	0	0.54	0.00
		Services Sector									
JO2103311012	DRKM	DARKOM INVESTMENT	0	0	0	0	0	0	0	0.65	0.00
JO3100411011	JOEP	THE JORDANIAN ELECTRIC POWER	0	0	0	0	0	0	0	1.28	0.00
JO3101711013	JDPC	JORDAN DECAPOLIS PROPERTIES	0	0	0	0	0	0	0	0.44	0.00
JO3101811011	MHFZ	NATIONAL PORTFOLIO SECURITIES	0	0	0	0	0	0	0	0.56	0.00
JO3101911019	TAJM	AL-TAJAMOUAT FOR TOURISTIC PROJECTS	5,900	5,900	0	0	0	0	0	0.39	2,301.00
JO3102511016	JEIH	JORDANIAN EXPATRIATES INVESTMENT HOLDING	0	0	0	0	0	0	0	0.49	0.00
JO3102711012	JOMA	RESOURCES COMPANY FOR DEVELOPMENT & INVESTMENT	0	0	0	0	0	0	0	0.13	0.00
JO3103411018	SITT	SALAM INTERNATIONAL TRANSPORT & TRADING	0	0	0	0	0	0	0	0.48	0.00
		Total									2,301.00
		Grand Total									328,348.50

Showing 1 to 10 of 89 entries   Previous | 1 | 2 | 3 | 4 | 5 | ... | 9 | Next

The entry records and the accounts maintained by the Securities Depository Center (SDC), whether manually or electronically, as well as any document issued by the SDC, shall constitute prima facie legal evidence of ownership, registration, transfer of ownership and settlement of the securities, at the prices and on the dates stated in those records, accounts or documents. Therefore, the extracts printed by the user shall not be considered as legal evidence of ownership and the details indicated therein. These extracts shall not serve in any way as statements duly signed and sealed by the SDC.

The SDC publishes the above information as it is submitted to the SDC by the Amman Stock Exchange in accordance with the trades executed by the concerned broker and updated as of the date specified below. The SDC shall not be liable as a result thereto. The investor may revert to the concerned broker to enquire about any trades that occurred to his account. The records issued by the SDC and his registers and accounts shall constitute legal evidence of ownership of securities stated therein. The concerned broker shall solely be responsible for the trades executed to the securities account mentioned above.

Last Update Time 15:58:23 on Sunday 05-08-2018

E-portfolio Service User Manual

6.3 Investor Accounts

This page contains the investor accounts maintained at the central registry and with all members.

When you click on any record, a new page is opened in three tabs according to the following:

> ➢ Account Information

This tab contains detailed information about the account which mainly includes:

- Investor Account Information
- Document Data
- Address (Postal, and Residential)
- Bank Account Data
- Guardian Data

Note: You can change this data through the member that the user opened his account with him.

> ➢ Account Ownership without Zeros

This tab contains the account ownership of securities distributed by sector without zeros (Only securities on which the account has a balance on).

Note: when you click on any security, a new page is opened with his account statement

showing all transactions made on his account for the last period of time.

➢ Account Ownership with Zeros

This tab contains the account ownership of securities distributed by sector with zeros (All securities whether or not the investor currently has a balance on this account).

Note: when you click on any security, a new page is opened with his account statement showing all transactions made on his account for the last period of time.

6.4 Investor Ownership for Specific Security

This page enables the investor to view the distribution of his ownership for a specific security on his accounts with members by selecting the security name or its Reuter code and then click inquiry button.

Therfore, your ownership is displayed from the selected security.

E-portfolio Service User Manual

Investor Ownership For Specific Security

Inquiry +

Ownership Information

ISIN	JO2103411010		Reuter Code	FINS
Security Name	FIRST INSURANCE			
Security Status	Traded		Market	First

Show 10 ▼ entries   Search: [   ]

Membership Type	Member Name	Account No.	Account Type	Quantity					Pending	
				Owned	Available	Pledge	Lien	Unlisted	In	Out
Broker	DELTA	[ ]	Margin	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0

Showing 1 to 1 of 1 entries   Previous 1 Next

The entry records and the accounts maintained by the SDC, whether manually or electronically, as well as any document issued by the SDC, shall constitute prima facie legal evidence of ownership, registration, transfer of ownership and Settlement of the securities, at the prices and on the dates stated in those records, accounts or documents. Therefore, the extracts printed by the user shall not be considered as legal evidence of ownership and the details indicated therein. These extracts shall not serve in any way as statements duly signed and sealed by the SDC.

The Securities Depository Center of Jordan (SDC) publishes the above information as it is submitted to the SDC by the Amman Stock Exchange in accordance with the trades executed by the concerned broker and updated as of the date specified below. The SDC shall not be liable as a result thereto. The investor may revert to the concerned broker to enquire about any trades that occurred to his account. The records issued by the SDC and his registers and accounts shall constitute legal evidence of ownership of securities stated therein. The concerned broker shall solely be responsible for the trades executed to the securities account mentioned above.

6.5 Account Statement

This page enables the investor to view transactions on a specific security - whether the investor has current or previous ownership - on one of his accounts with the members of the SDC within a specified period.

1. Select the Account No. at the selected member.
2. Select Security Name or its Reuter Code.
3. Type time period in the From Date and To Date fields.
4. Click "Inquiry" button.

Note: All transaction - if any - are displayed as defined above.

The opening balance is displayed as of the beginning of the specified period and all details of transactions made on the security during the specified time are displayed at the upper part of the screen.

E-portfolio Service User Manual

Account Statement

Inquiry   +

Account Transactions Statement for the Period [07-07-2018 to 06-08-2018]

ISIN	JO3101911019	Reuter Code	TAJM
Security Name	AL-TAJAMOUAT FOR TOURISTIC PROJECTS		
Security Status	Traded	Market	Second
Member No.	62	Member Name	DELTA
Account No.		Account Type	Margin

Show 10 ▼ entries

Date		Transaction Type	Transaction Reference	Securities		Balance				Pending Until Settlement	
Transaction	Settlement			No.	Price	Owned	Available	Pledged	Lien	In	Out
Opening Balance						18,000	18,000	0	0	0	0
10-07-2018	12-07-2018	Selling trading		2,000	0.39	16,000	16,000	0	0	0	0
10-07-2018	12-07-2018	Selling trading		2,000	0.39	14,000	14,000	0	0	0	0
10-07-2018	12-07-2018	Selling trading		1,200	0.39	12,800	12,800	0	0	0	0
12-07-2018	16-07-2018	Selling trading		600	0.39	12,200	12,200	0	0	0	0
15-07-2018	17-07-2018	Selling trading		2,200	0.39	10,000	10,000	0	0	0	0
24-07-2018	26-07-2018	Selling trading		4,100	0.39	5,900	5,900	0	0	0	0
24-07-2018	26-07-2018	Purshasing trading		2,100	0.38	8,000	8,000	0	0	0	0
24-07-2018	26-07-2018	Purshasing trading		4,000	0.38	12,000	12,000	0	0	0	0
31-07-2018	02-08-2018	Selling trading		5,000	0.39	7,000	7,000	0	0	0	0
31-07-2018	02-08-2018	Selling trading		1,100	0.39	5,900	5,900	0	0	0	0

Showing 1 to 10 of 10 entries

Previous 1 Next

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