

TTSEC

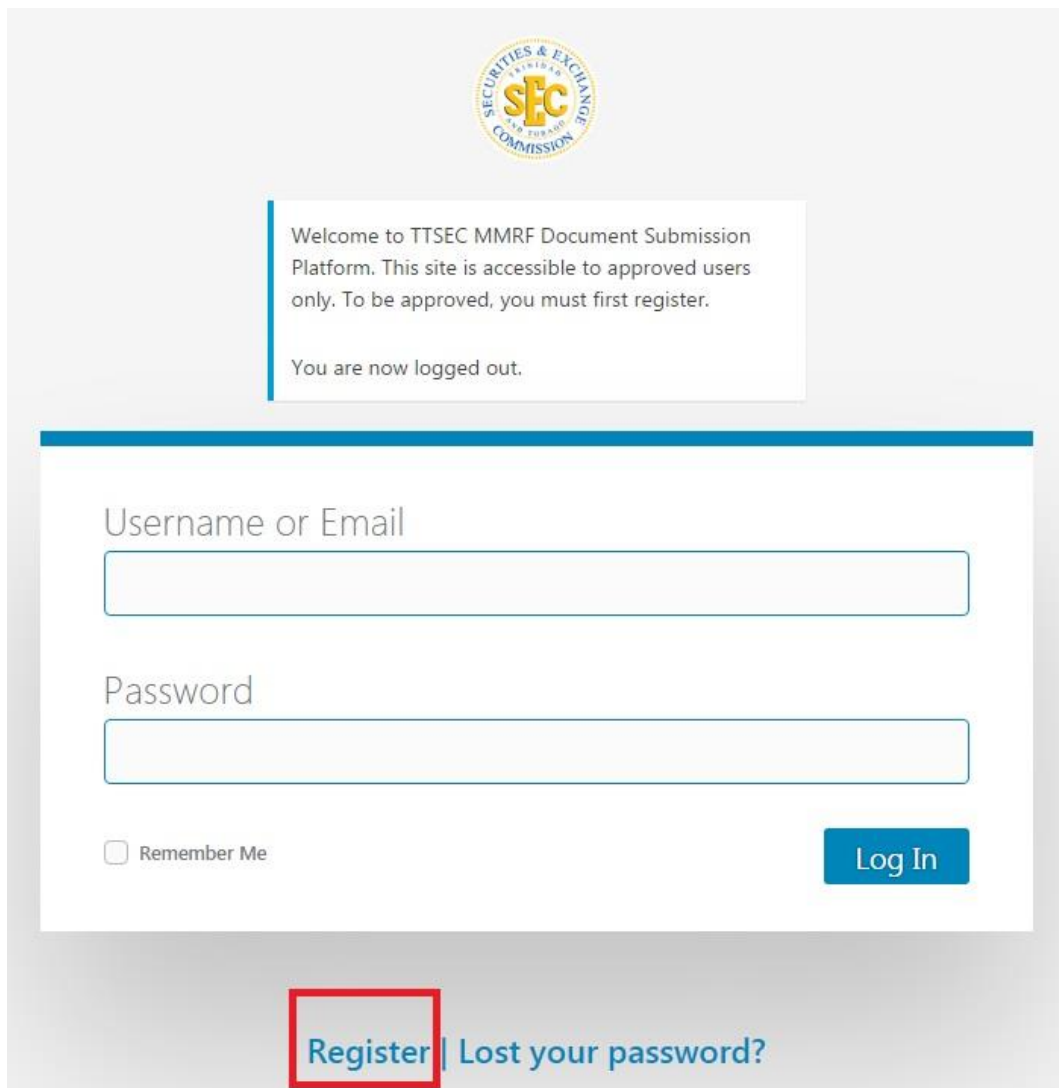
MMRF Upload Submissions Platform

15th November, 2016

Accessing the Platform

1. To access the MMRF Submission platform, visit the following link <http://mmrf.ttsec.org.tt>
2. If you are logging on to the platform for the first time, you will be required to register by clicking on the " Register" hyperlink located on the bottom left of the page (Figure 1).

Figure 1: Login Page



SECURITIES & EXCHANGE
COMMISSION
TTSEC

Welcome to TTSEC MMRF Document Submission Platform. This site is accessible to approved users only. To be approved, you must first register.

You are now logged out.

Username or Email

Password

Remember Me

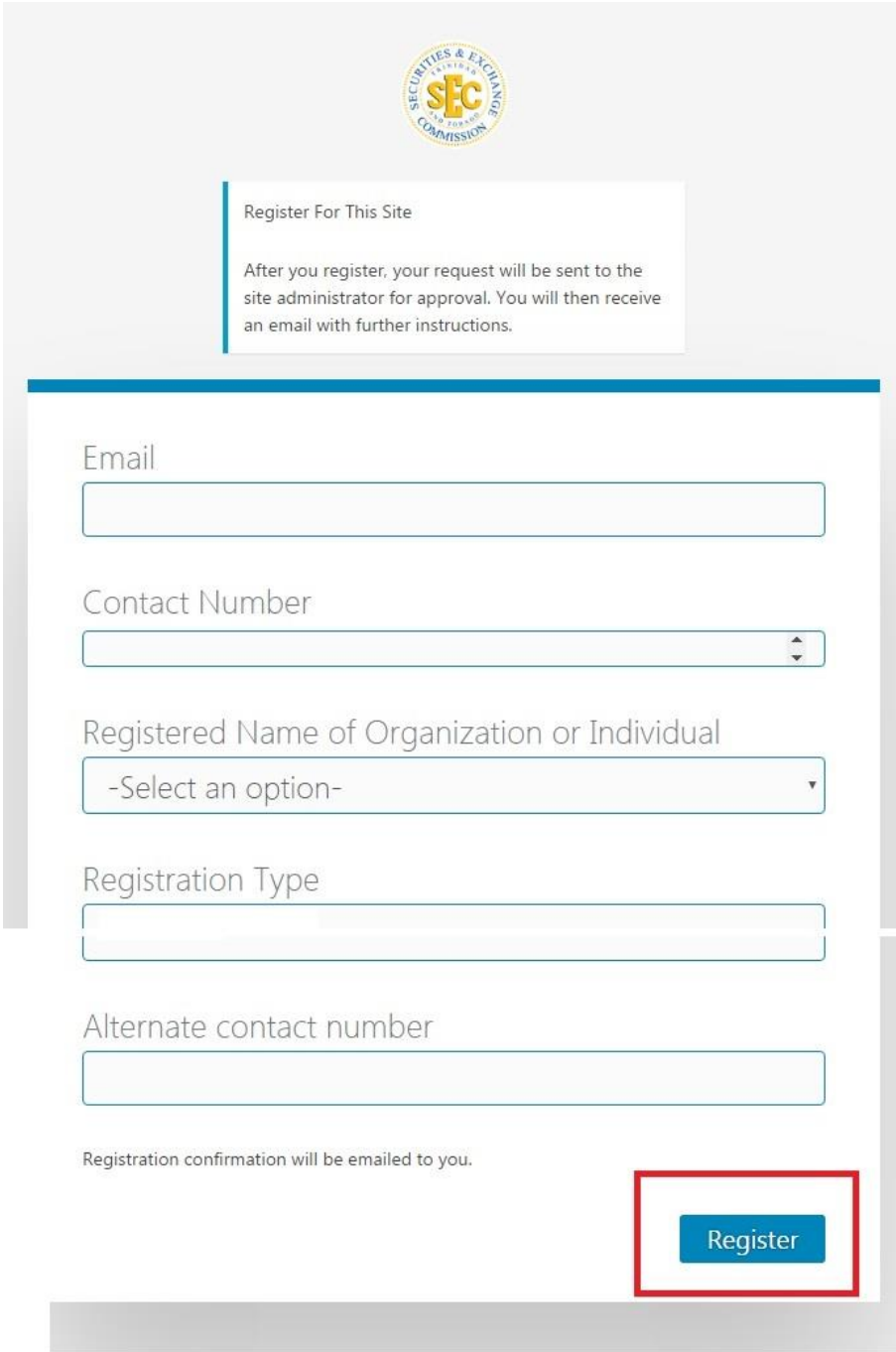
Log In

Register | Lost your password?

3. Complete the on-screen registration form and click on the Register button located at the bottom of the form. **ALL form fields must be completed before you can continue**

the registration process (Figure 2). Should the name of your organization not appear on the listing please submit an email to mmrf@ttsec.org.tt.

Figure 2: Registration form



The registration form is titled "Register For This Site" and includes a sub-header "SEC" (Securities & Exchange Commission). The form contains several input fields: "Email", "Contact Number", "Registered Name of Organization or Individual" (a dropdown menu with "-Select an option-" selected), "Registration Type", and "Alternate contact number". A "Register" button is located at the bottom right, highlighted with a red border. A note at the bottom left states "Registration confirmation will be emailed to you."

Register For This Site

After you register, your request will be sent to the site administrator for approval. You will then receive an email with further instructions.

Email

Contact Number

Registered Name of Organization or Individual

Registration Type

Alternate contact number

Registration confirmation will be emailed to you.

Register

4. After the registration process is completed, a notification will be sent to the portal administrator requesting the approval of your registration. You will receive notification of approval via email. This email will also contain the login information required to access the platform, such as your email address (username) and a system generated password that was assigned to you.
5. After logging in you will have the option to change your password. If you choose not to change the assigned password, this option will be available to you at any time by clicking on the Profile icon located at the top right of the screen or in the menu bar to the left of the screen (Figure 3). If you forget your password, you can use the “Lost your password?” option at the bottom of the Login screen (Figure 3 (b)).

Figure 3: Profile Icon

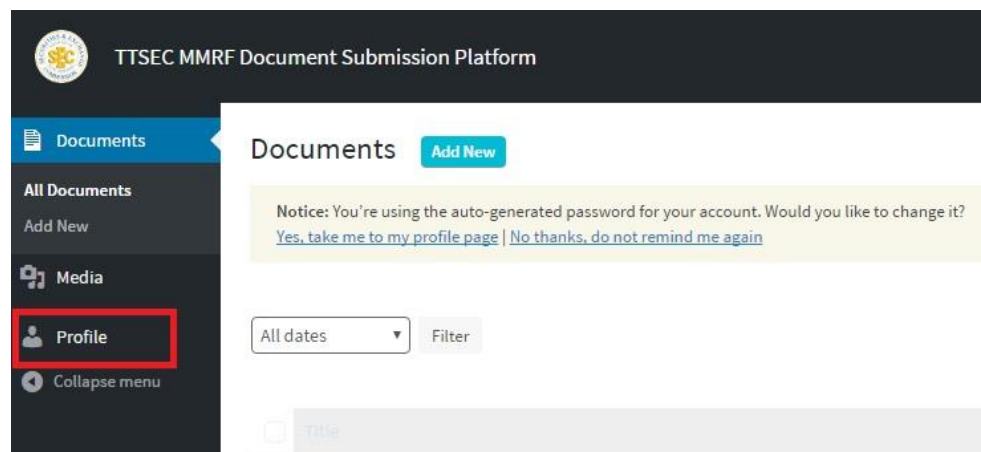


Figure 3 (b) : Lost Password Option

Welcome to TTSEC MMRF Document Submission Platform. This site is accessible to approved users only. To be approved, you must first register.
You are now logged out.

Username or Email
Password

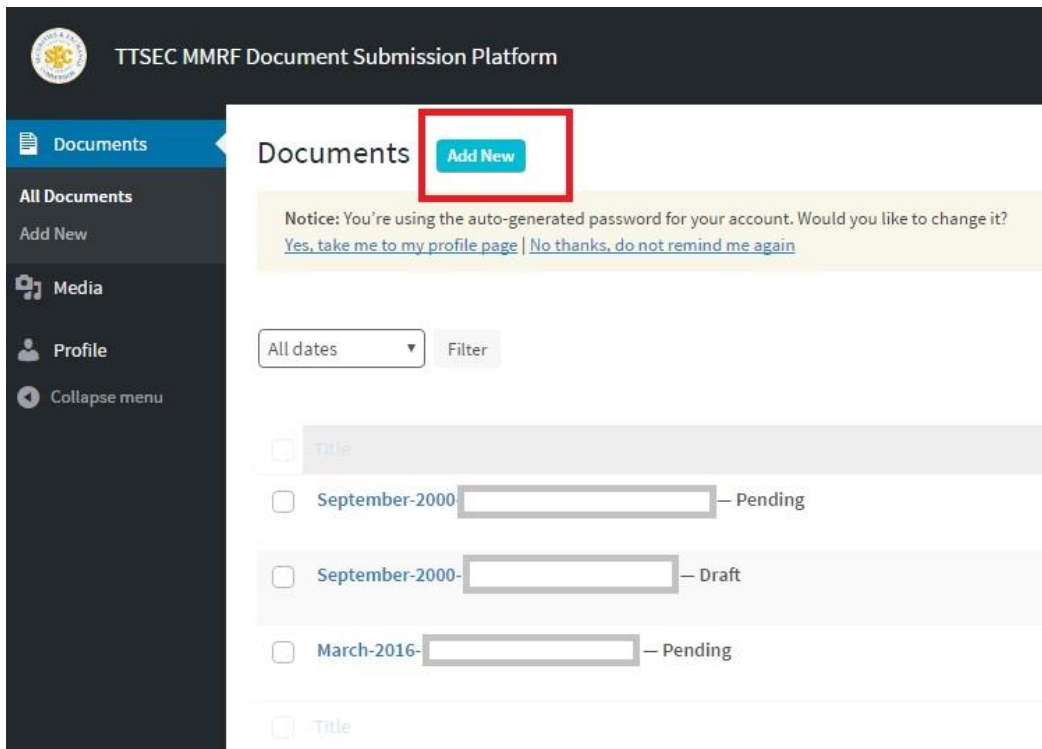
Remember Me [Log In](#)

[Register](#) [Lost your password?](#)

Uploading submissions to the Platform

1. To upload a new submission, click on the Documents tab located on the left of your screen. All of your previous submissions will be displayed on your default screen (Figure 4). To begin the submission process, click on the “Add New” button on the documents page.

Figure 4: Add new submission



2. After clicking the “Add New” button as highlighted in Figure 4, the “Add New Document” screen will be loaded. This screen will allow you to enter information relevant to the submission such as the Month, Year and Registrant Name. The Registrant MMRF Submissions field will allow you to upload a workbook to commence the submission process (Figure 5).

Figure 5: Uploading submission

TTSEC MMRF Document Submission Platform

Documents

All Documents

Add New

Media

Profile

Collapse menu

Add New Document

Notice: You're using the auto-generated password for your account. Would you like to change it?
[Yes, take me to my profile page](#) | [No thanks, do not remind me again](#)

All fields marked with an asterisk (*) are required.

Month *
Please select end of quarter month.

- Select -

Year *
Please select end of quarter year.

- Select -

Registrant Name *
- Select -

Registrant MMRF Submissions *
Uploaded file must be of type.xlsx.
No file selected **Add File**

3. Complete the mandatory fields highlighted by a red asterisk (*) and click on the “Add File” button to upload your submission for the company / registrant (Figure 5). Doing so will lead you to the “Select File” page where the MMRF forms are to be uploaded.

Figure 6 : Select file page

Select File

Upload Files

Drop files anywhere to upload

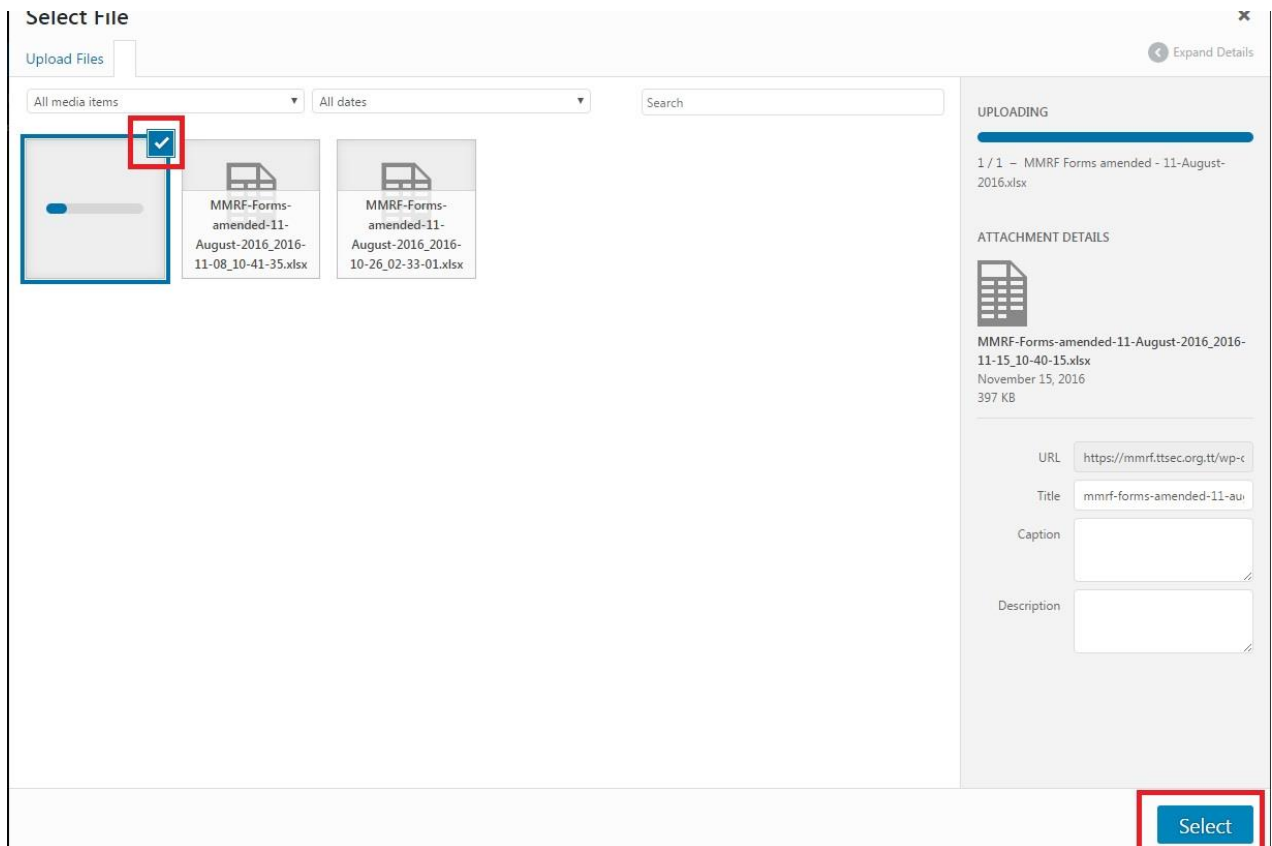
or

Select Files

Maximum upload file size: 100 MB.

4. To upload your submission, click on “Select Files” (Figure 6), navigate to and select the relevant MMRF forms from your local machine. The selected form will then be displayed on the “Select File” page.
5. In order to submit the forms to the Commission, first, ensure the appropriate document is selected (highlighted by blue tick), then click on the “Select” button to the bottom right hand corner of the “Select File” page (Figure 7).

Figure 7: Select form for submission



After clicking the “Select” button, you will be directed back to the “Add new Document” page where the document you submitted would be displayed under the “Registrant MMRF Submissions” field (Figure 8).

Figure 8: Uploaded MMRF submission

Month *
Please select end of quarter month.




- Select -

Year *
Please select end of quarter year.

Registrant Name *

- Select -

Registrant MMRF Submissions *
Uploaded file must be of type xlsx.


 **mmrf-forms-amended-11-august-2016**  
File name: MMRF-Forms-amended-11-August-2016_2016-11-15_10-40-15.xlsx
File size: 397 KB

6. MMRF submissions for Collective Investment Schemes (“CIS”) are to be uploaded in the “CIS MMRF submissions” field. This field is displayed in a tabular format with the headings “Fund” and “Workbook” (Figure 9).

Figure 9: CIS MMRF Submissions field

CIS MMRF Submissions

Fund *	Workbook *
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To begin uploading submissions for each CIS, click on the “Add Workbook Button”.

Figure 10: Begin process of uploading CIS Submission

CIS MMRF Submissions

	Fund *	Workbook *
1	- Select -	No file selected Add File

[Add Workbook](#)



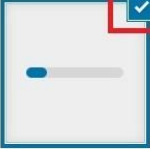
Select the name of the relevant CIS from the drop down list under the “Fund” field and then attach the appropriate MMRF form by selecting “Add File” under the “Workbook” field (Figure 10). This will lead you to the “Select File” page (Figure 11).

Figure 11: Select CIS MMRF form for upload

Select File

[Upload Files](#)


All media items | All dates | Search



UPLOADING

1 / 1 - MMRF Forms amended - 11-August-2016.xlsx

ATTACHMENT DETAILS

 MMRF-Forms-amended-11-August-2016_2016-11-15_10-40-15.xlsx
November 15, 2016
397 KB

URL:

Title:

Caption:

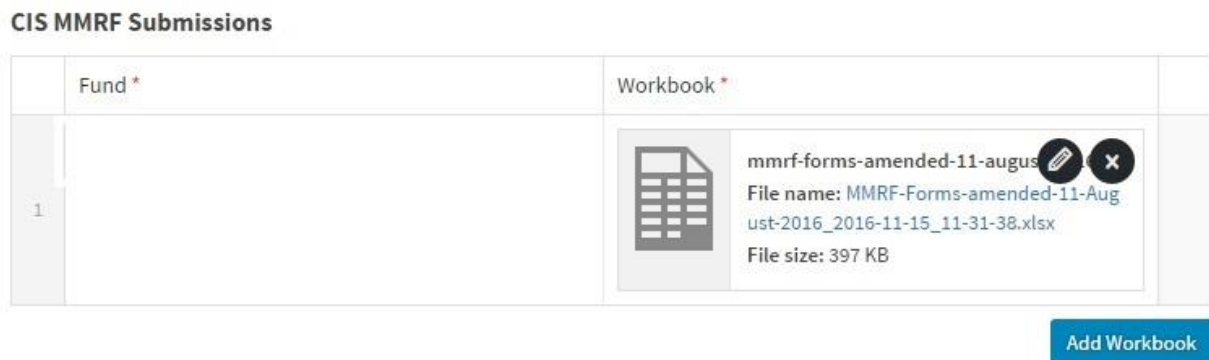
Description:

[Select](#)

To upload the MMRF forms for the CIS, click on the “Upload Files” link. This will then lead you to the “Select Files” page. Navigate to and select the relevant MMRF forms from your local machine. The selected form will then be displayed on the “Select File” page. In order to submit the forms to the Commission, first, ensure the appropriate document is selected (highlighted by blue tick), then click on the “Select” button to the bottom right hand corner of the “Select File” page.

After clicking the “Select” button, you will be directed back to the “Add new Document” page where the document you submitted would be displayed under the “Registrant MMRF Submissions” field (Figure 8).

Figure 12: Uploaded CIS submission



7. To upload multiple workbooks, repeat #6 for as many times as required.
8. Once you are satisfied that the information is correct, you must:
 - i. Certify your submission (Figure 13)

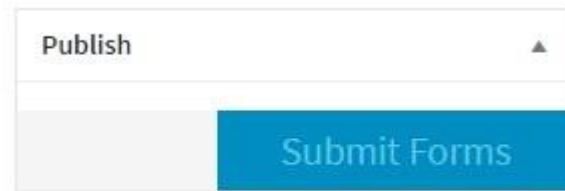
Figure 13: Certification of submission

I hereby certify that the statement and information contained in this form and any attachment hereto are true and correct to the best of my knowledge and belief and submitted in compliance with the Order of the Commission dated September 1, 2016. I understand that any misrepresentation, falsification or material omission of information on this application may result in a breach of the Securities Act, 2012. *

Yes

- ii. Click on the Submit for Review button tab located to the right side of the screen. This will send your submission to the administrator who will begin the approval process

Figure 14: Click "Submit Forms" to send to administrator



9. You have now come to the end of the submission process. The administrator will review your submitted information and if accepted will send an email notification that your submission has been approved.

You will not be able to make changes to your submission after it has been approved without intervention by an administrator.