

# The Association of Global Custodians - Questionnaire 2023 - 2024

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## Welcome to the Depository-Information Gathering Project.

Before beginning, we suggest that you print the entire document for review on paper and review the Glossary of Terms. Each will assist you with answering the questions. For help, contact: Robin D. Truesdale, Baker & McKenzie LLP (202) 835-1664   ; e-mail:

[Robin.Truesdale@bakermckenzie.com](mailto:Robin.Truesdale@bakermckenzie.com).

### Note

- \* When reviewing/updating your prior year's responses in the questionnaire, please ensure that the sub-questions are reviewed/updated as well.
- \* Please deselect/uncheck any responses in the sub-questions where those responses are no longer applicable.
- \* Please note: Any text in the "other" and/or "please explain/describe" questions should be deleted before deselecting the response. In this regard, note that deselecting a response with written text does not delete the information, it only hides the information from view.
- \* Any responses that appear in open text boxes should be deleted if the information is no longer applicable.

## SCOPE, STRUCTURE, OWNERSHIP, CAPITAL, REGULATION AND AUDIT

The purpose of this section is to understand the ownership structure and financial strength of your institution, as well as the level of regulatory and operational supervision to which it is subject.

### Response Necessary/Eligibility Question

**1. Rule 17f-7, by reference to Rule 17f-4, requires that, for a depository to be eligible to hold securities of U.S. registered investment companies (such depositories hereinafter referred to as "Eligible Securities Depositories"), the depository must be a "system for the central handling of securities where all securities of any particular class or series of any issuer deposited within the system are treated as fungible and may be transferred or pledged by bookkeeping entry without physical delivery of the securities."**

**Are all securities of a particular class or series of any issuer that are deposited in your institution treated as fungible, and can they be transferred or pledged by bookkeeping entry without physical delivery of the securities?**

- Yes  
 No (please answer 1a)  
 Other (please answer 1a)

**1a. Please explain:**

### Response Necessary/Eligibility Question

**2. Rule 17f-7 also requires that an Eligible Securities Depository "acts as or operates a system for the central handling of securities or equivalent book-entries in the country where it is incorporated," or "acts as or operates a transnational system for the central handling of securities or equivalent book-entries." Does your institution: (Choose all that apply.)**

- Act as or operate a system for the central handling of securities or equivalent book-entries in the country where it is incorporated? (please answer 2b)
- Act as or operate a transnational system for the central handling of securities or equivalent book-entries? (please answer 2b)
- Act in another capacity with respect to the handling of securities or equivalent book-entries? (please answer 2a)
- Not applicable (please answer 2a)
- Other (please answer 2a)

**2b. Please specify the types of securities for which you act as or operate a system for the central handling of securities or equivalent book-entries:**

Equities, subscription rights, corporate bonds, and Islamic Sukuk.

**3. What type of legal entity is the institution? (Choose all that apply.)**

- Public Company
- Private Company
- Central Bank (or part thereof)
- Stock Exchange (or part thereof)
- Other (please answer 3a)

**3a. Please explain:**

The Securities Depository Center (SDC) is a public utility institution, founded by virtue of Securities Law where it is not owned by any entity. It has no shareholders or capital.

**4. Is the institution operated as a "for profit" or a "not for profit" organization?**

- For profit
- Not for profit
- Other (please answer 4a)

**5. Please provide the names of the owners and their ownership interest percentages.**

The SDC has a unique situation in that it does not have any share capital and does not have an ownership structure.

**6. Please answer the following:**

**6a. What is the date of establishment of the depository?** 10/05/1997

**6b. What is the date that the depository's operations began?** 10/05/1999

**7. Under what regulation or statute is the depository established and governed?**

The SDC was established and governed by virtue of the Securities Law.

**7a. Is the regulation or statute electronically available?**

- Yes (please answer 7b)
- No

**7c. Please supply document(s) here:**

**7d. Please provide details of the structure and composition of your Board together with their industry experience and responsibilities in governing the depository.**

**What are the qualifications to become a board member?**

The SDC is managed by a Board of Directors of five members that consist of the following:

1. One member representing Brokers and companies licensed to perform custodial activities.
  2. One member representing the Issuers.
  3. Three members of the private sector with experience in legal, financial and economic fields appointed by the JSC.
- Both, the chairman and the vice chairman are elected within the board from among the three appointed by the JSC .

Board's responsibilities:

A-Establish the SDC's general policy to guarantee the management and development of its operations and activities including the following:

1. Adopt all the necessary measures to observe the implementation of the Law in relation to the SDC's operations, the by-laws, instructions and relevant resolutions issued pursuant thereto.
2. Monitor the operations of the SDC to achieve its objectives.
3. Approve the SDC's budget and supervise its execution.
4. Prepare and present the balance sheet and financial statements to the General Assembly.
5. Establish rules regulating the assistance of the necessary experts for the due operation of the SDC.
6. Establish the training policy for the SDC's employees.
7. Appoint an external auditor to audit the SDC's accounts and determine his fees.
8. Appoint a lawyer or more for the SDC and determine his fees.
9. Borrow the necessary funds to manage the SDC and with the approval of the Board.

B- Establish the necessary internal by-laws and instructions to direct the SDC's affairs under the Board's approval including those related to the following:

1. The procedures for registration of securities transfer of their ownership, and clearance and settlement of the trading contracts related thereto.
2. Specification of the rights and obligations of the parties involved in the securities clearing, settlement and ownership transfer processes.
3. The time of the vesting of rights of creditors of the parties to securities trades, including rights with respect to both the cash or cash equivalents and the securities involved, as a result of the process of sale, purchase or ownership transfer.
4. Information, data, and records that are considered confidential and the persons authorized to have access thereto, by virtue of their job.
5. Information, data and records that the SDC must disclose and the information, data and records that are accessible to the public for viewing and copying.
6. Standards of professional conduct applicable to the members of the SDC, members of the Board of Directors, to the Chief Executive Officer and the SDC's employees.
7. The administrative organization, organizational structure and the internal by-law of the Centre's proceeds.
8. Determination of the remuneration for the members of the Board of Directors.

C-Issue the necessary internal by-laws and instructions to manage the Center's administrative and financial affairs upon the CEO's recommendation in accordance with the above – mentioned paragraph (B) of this article and without conflict with the legislations in force, including the following:

1. Determination of those authorized to sign the accounts of the Center.
2. Financial, supplies, and the employees' by-laws.
3. Eligibility criteria for granting financial incentives and benefits for employees.
4. Instructions for employee housing and saving funds.

The Member shall be represented in the Board of Directors by a natural person who must meet the following conditions:

A- A chairman, a member of the board of directors, or a chairman or a board member of the management committee or a general manager or a deputy general manager or an assistant general manager at the member.

B- Enjoy full legal capacity.

C- Be at least thirty years old.

D- Have the first university degree at least.

E- Have not been convicted of any crime, misdemeanor, punitive penalty involving moral or trust, or his service in any post has been ended or terminated for such reasons. The Board may take all necessary measures to ensure the fulfillment of this condition and its resolution in this regard is considered final.

**7e. What are the election procedures?**

A. The nomination for the membership of the Board of Directors shall be in the name of the Member.

- B. The nomination for the membership of the Board of Directors shall be opened before fifteen days from the date of the General Assembly's meeting specified for the elections and the nomination shall be closed a week before that date.
- C. Each Member who wishes to be nominated for the Board of Directors' membership shall fill the Center's nomination form and return it to the Board of Directors at least seven days before the General Assembly's meeting. The form is to be signed by the authorized signatory of the Member.
- D. Each Member which presents its nomination and wishes to withdraw it shall notify the chairman of the Board of Directors in writing.
- E. The chairman of the Board of Directors shall distribute a list of the member candidates to the Members before three days at least from the date of the General Assembly's meeting.
- F. The ballot paper shall be divided into two lists, the voter shall name in one of them one candidate to represent the Broker and Custodian and in the other list, the voter shall name one candidate to represent the rest of the SDC's Members who are not licensed as Brokers, Dealers or Custodians.
- G. The ballot paper which contains more names than the number of seats of the Board of Directors for any of the two categories (Issuers, financial services companies) shall be cancelled.
- H. The candidates who obtain the highest votes in each category shall be considered the elected member of the Board of Directors, if more than one candidate of the same category obtains the same numbers of votes, re-election is carried out between those members and if the number of votes is the same in the second time, then a lot shall be cast between them.

#### **7f. What is the maximum length of time a board member can serve?**

The term of the Board of directors shall be three years .No member shall be elected or appointed for more than two consecutive terms.

#### **7g. How are the voting powers distributed amongst the board members (i.e. does each board member have one vote or do certain members have additional voting power)?**

The resolutions of the Board of Directors are taken by the majority of the members present and each board member has one vote and if the votes are equal, the side with which the chairman of the meeting votes shall prevail.

#### **7h. Who is responsible for regulating the board members?**

The board's decisions (only those related to the capital market policies and procedures) are subject to the JSC's revision. Whereas no other entity regulates the board.

#### **Response Necessary/Eligibility Question**

**8. Rule 17f-7 requires that an Eligible Securities Depository "is regulated by a foreign financial regulatory authority as defined under section 2(a)(50) of the Act", with section 2(a)(50) establishing that "foreign financial regulatory authority' means any (A) foreign securities authority, (B) other governmental body or foreign equivalent of a self-regulatory organization empowered by a foreign government to administer or enforce its laws relating to the regulation of fiduciaries, trusts, commercial lending, insurance, trading in contracts of sale of a commodity for future delivery, or other instruments traded on or subject to the rules of a contract market, board of trade or foreign equivalent, or other financial activities, or (C) membership organization a function of which is to regulate the participation of its members in activities listed above."**

#### **Who regulates the activities of the depository? (Choose all that apply.)**

- A governmental body or regulatory organization empowered to administer or enforce laws related to securities matters.
- A governmental body or self-regulatory organization empowered to administer or enforce laws related to other financial activities.
- A membership organization which regulates the participation of its members in securities matters or other financial activities.
- Other (please answer 8a)

#### **9. Please provide the name of regulatory authority(ies) identified in question 8:**

Jordan Securities Commission (JSC)

#### **Response Necessary/Eligibility Question**

**10. Rule 17f-7 requires that an Eligible Securities Depository "is subject to periodic examination by regulatory authorities or independent accountants."**

**Is the depository subject to periodic examination by: (Choose all that apply.)**

- Regulatory authorities?
- Independent accountants?
- Other (please answer 10a)

**11. What enforcement actions are available to the regulatory authority(ies) for breach of applicable statute or regulatory requirements? (Choose all that apply.)**

**Name of Authority #1 (please answer 11a):**

JSC

**11a.**

- Fines
- Restrictions on depository activities.
- Suspension of depository activities.
- Termination of depository activities.
- Other (please answer 11b)

**11b. Please explain:**

The SDC is an institution established by virtue of the Securities Law and performs its responsibilities in accordance with the Securities Law. All the by-laws and instructions governing of the SDC are approved by the JSC before becoming effective.

**Name of Authority #2 (please answer 11c):**

N/A

**11c.**

- Fines
- Restrictions on depository activities.
- Suspension of depository activities.
- Termination of depository activities.
- Other (please answer 11d)

**12. Has there been any use of such enforcement actions in the last three years?**

- Yes (please answer 12a)
- No
- Other (please answer 12a)

**Capital**

**13. Are annual financial statements publicly disclosed?**

- Yes (please answer 13a)
- No (please answer 13e)
- Other (please answer 13h)

**13a. If yes, the AGC requests a copy of the institution's annual report. Is the annual report available electronically?**

Yes (please answer 13b)

No (if no, please send a copy of the annual report to the Washington office of Baker & McKenzie, 815 Connecticut Ave., NW, Washington, DC

20006, Attn: Robin Truesdale)

**13b. If yes, please upload the document(s) here or insert web link(s) in question 13d:**

**13c. If more than one document for 13b, please upload the additional document here:**

**13d. Please insert web link(s) for 13b here:**

[http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=98&Itemid=67](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=98&Itemid=67)

**Internal Audit**

**14. Is an internal audit undertaken in your depository?**

Yes (please answer 14a)

No (please proceed to 15)

**14a. If yes, what areas does the audit cover (financials, operations, etc.) and which department in your depository handles it?**

Administrative, financial, and technical audits (operations and systems) are to be carried out by the SDC Internal Audit Department.

**14b. Please list the date of your last internal audit:** 01/10/2023

**Please list the period that the audit covered:** 01/07/2023 to 30/09/2023

**14c. How frequently does the internal audit occur? (Choose one.)**

Two or more times a year (please answer 14e)

Annually (please answer 14e)

Less than annually (please answer 14d)

**14e. Are the results of the internal audit publicly available?**

Yes

No

**14f. Please select the statement that most accurately characterizes the results of the last internal audit: (Choose one.)**

No material exceptions found.

Minor exceptions found. (please answer 14g)

Material exceptions found. (please answer 14g)

**15. Is a financial audit performed by an Audit Firm, Regulatory Authority, or other external party?**

- Yes (please answer 15a)  
 No (please proceed to 16)

**15a. If yes, please state the name(s) of the entity(ies) who perform the financial audit.**

Talal Abu-Ghazaleh Global company.

**15b. Please list the date of your last financial audit performed by an Audit Firm, Regulatory Authority, or other external party:**

02/07/2023

**15c. Please list the period that the audit covered:**

01/01/2023 to 30/06/2023

**15d. How frequently does the financial audit occur? (Choose one.)**

- Two or more times a year (please answer 15f)  
 Annually (please answer 15f)  
 Less than annually (please answer 15e)

**15f. Are the results of the financial audit publicly available?**

- Yes  
 No

**15g. Please select the statement that most accurately characterizes the results of the last financial audit: (Choose one.)**

- No material exceptions found.  
 Minor exceptions found. (please answer 15h)  
 Material exceptions found. (please answer 15h)

**16. Is an operational audit performed by an Audit Firm, Regulatory Authority, or other external party?**

- Yes (please answer 16a)  
 No (please proceed to 17)

**16a. If yes, please state the name(s) of the entity(ies) who perform the operational audit.**

The regulatory authority (JSC) can perform operational audits on a daily basis through (SCORPIO)'s electronic surveillance system that the SDC provided to JSC..

**16b. Please list the date of your last operational audit performed by an Audit Firm, Regulatory Authority, or other external party:**

**16c. Please list the period that the audit covered:**

to

**16d. How frequently does the operational audit occur? (Choose one.)**

- Two or more times a year (please answer 16f)  
 Annually (please answer 16f)  
 Less than annually (please answer 16e)

**16f. Are the results of the operational audit publicly available?**

- Yes

No

**16g. Please select the statement that most accurately characterizes the results of the last operational audit: (Choose one.)**

- No material exceptions found.
- Minor exceptions found. (please answer 16h)
- Material exceptions found. (please answer 16h)

**16h. If minor or material exceptions were found, what actions were taken? Please describe:**

**PARTICIPANTS AND PARTICIPATION**

*The purpose of this section is to understand issues relating to participation in the depository, including eligibility requirements, conditions of participation, and supervision of participants.*

**17. What types of entities are eligible to become participants and how many of each type are there currently? (Choose all that apply.)**

- Banks (please answer 17a)
- Brokers (please answer 17e)
- Individuals (please answer 17i)
- Foreign Institutions (please answer 17m)
- Other entities (please answer 17q)
- Not applicable

**17a. How many Bank participants are there currently? (then please answer 17b)**

15

**17b. Please select the features included in the eligibility requirements for Banks. (Choose all that apply.)**

- Financial Thresholds (please answer 17c)
- Regulatory Oversight (please answer 17c)
- Market Experience (please answer 17c)
- Other (please answer 17d)

**17c. Where can a description of the specific eligibility requirements for Bank participants be found?**

Central Bank of Jordan

**17e. How many Broker participants are there currently? (then please answer 17f)**

54

**17f. Please select the features included in the eligibility requirements for Brokers. (Choose all that apply.)**

- Financial Thresholds (please answer 17g)
- Regulatory Oversight (please answer 17g)
- Market Experience (please answer 17g)
- Other (please answer 17h)



## 17g. Where can a description of the specific eligibility requirements for Broker participants be found?

JSC Licensing Instructions

## 17n. Please select the features included in the eligibility requirements for Foreign Institution participants. (Choose all that apply.)

- Financial Thresholds (please answer 17o)
- Regulatory Oversight (please answer 17o)
- Market Experience (please answer 17o)
- Other (please answer 17p)

## 17q. If you have selected "Other entities" above, please explain:

Public Shareholding Companies as issuers of securities, Custodians and any other entity determined by the Board of Commissioners of the JSC.

## 17r. Indicate how many "Other entities" are currently participants?

(227) Public Shareholding Companies including banks and (16) Custodians.

## 17s. Please select the features included in the eligibility requirements for the participants referred to above as "Other entities". (Choose all that apply.)

- Financial Thresholds (please answer 17t)
- Regulatory Oversight (please answer 17t)
- Market Experience (please answer 17t)
- Other (please answer 17u)

## 17t. Where can a description of the specific eligibility requirements for participants described above as "Other entities" be found?

Public Shareholding Companies at the Ministry of Trade, Industry and Supply (The Jordanian Companies Law) .

Custodians: Jordan Securities Commission (Custodian Licensing Instructions) .

## 18. Are participants required to contribute capital to the depository that would result in ownership of the depository?

- Yes (please answer 18a)
- No

- Not applicable
- Other (please answer 18b)

**19. Are prospective participants subject to an initial review and approval process regarding compliance with eligibility requirements?**

- Yes
- No
- Not applicable
- Other (please answer 19a)

**Conditions of Participation**

**20. What governs the relationship between the depository and the participants? (Choose all that apply.)**

- Relevant law and regulation
- Standard participation contract
- Established terms and conditions of participation
- By-laws of the depository
- Rules of the depository
- Other (please answer 20a)
- Not applicable

**Response Necessary/Eligibility Question**

**21. Rule 17f-7 requires that an Eligible Securities Depository “holds assets for the custodian that participates in the system on behalf of the Fund under safekeeping conditions no less favorable than the conditions that apply to other participants.”**

**Please confirm that assets of foreign investors held by custodians as participants in the depository are held under safekeeping conditions no less favorable than the conditions that apply to other participants.**

- Yes (please answer 21b)
- No (please answer 21a)
- Not applicable (please answer 21a)
- Other (please answer 21a)

**21b. Please confirm the basis for the arrangements in place to ensure that the assets you hold for custodians receive the same level of safekeeping protection as the assets held for other categories of participants. (Choose all that apply.)**

- Relevant Law and Regulation (please answer 21d)
- Standard participation contract (please answer 21d)
- Established terms and conditions of participation (please answer 21d)
- By-laws of the depository (please answer 21d)
- Rules of the depository (please answer 21d)
- Other (please answer 21c)

**21d. For each item in Question 21b that you checked, please briefly supply references or citations to the law(s), regulation(s), or depository rule(s), participation condition(s), or participant contract provision(s), as applicable.**

All items mentioned below are available on the SDC’s website.

The Securities Law for the Year 2017 : [http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=43](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=43)

The by-laws of the Membership and Code of Conduct

[http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=102&Itemid=127](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=102&Itemid=127)

The instruction of the SDC is the Registration, Deposit and Settlement of Securities:

[http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=117&Itemid=142](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=117&Itemid=142)

These regulations indicate that the assets (shares) held for Custodians just like all other SDC participants are held in dematerialized manner, and no differentiation occurs between Custodians and other participants on this regard.

The Custodian System enables the custodians to identify and establish accounts for his clients, safe-keep their securities, transfer deposited securities between accounts, enquire about the movements and balances of his clients' deposited securities and release securities to the selling broker and receive securities from the buying broker on behalf of his clients. This system also allows the custodians to settle the trades of their clients directly with the SDC on a delivery-versus-payment (DvP) basis.

**22. How does the depository notify participants of material changes to the conditions of participation? (Choose all that apply.)**

- By e-mail
- By telephone
- By public announcement
- By press release
- Other (please answer 22a)
- Not applicable

**Governance of Participants**

**23. Who enforces compliance with the depository's conditions of participation? (Choose all that apply.)**

- The depository
- The exchange
- The depository's regulator
- Other (please answer 23a)
- Not applicable

**23a. Please explain:**

**24. What enforcement actions are available to the enforcement authority? (Choose all that apply.)**

- Fines
- Restrictions on participation
- Suspension of participation
- Termination of participation
- Other (please answer 24a)
- Not applicable

**25. Has there been any such enforcement actions in the last three years?**

- Yes (please answer 25a)
- No
- Not applicable
- Other (please answer 25b)

**25a. If yes, please explain, including information relative to any suspensions of depository participants:**

Enforcement measures have been imposed against participants of brokers such as fines, suspension due to violations of the SDC's legislations.

*Certain functionalities and services reduce risk to an investor if provided in an efficient manner. The purpose of this section is to identify those functionalities that may potentially be offered by depositories and clearing systems around the world, and ascertain whether they are offered by your institution.*

**26. For which of the following security types do you serve as a depository or clearing system? (Choose all that apply.)**

- Government securities
- Equities
- Corporate bonds
- Corporate money market instruments
- Others (please answer 26a)
- Not applicable

**26a. Please name the other security types:**

Islamic sukuk, and subscription rights.

**27. Is the use of the depository in your market compulsory by law or compulsory by market practice for the settlement or safekeeping of all instrument types in your market (e.g. equities, government securities, corporate bonds, money market instruments, warrants, derivatives etc). (Choose all that apply.)**

- Yes by law for settlement of all instrument types (please answer 27a)
- Yes by law for safekeeping of all instrument types (please answer 27a)
- Yes by market practice for settlement of all instrument types (please answer 27b)
- Yes by market practice for safekeeping of all instrument types (please answer 27b)
- Yes by law for settlement, but not for all instrument types (please answer 27a)
- Yes by law for safekeeping, but not for all instrument types (please answer 27a)
- Yes by market practice for settlement, but not for all instrument types (please answer 27b)
- Yes by market practice for safekeeping, but not for all instrument types (please answer 27b)
- Neither/other (please answer 27c)

**27a. Please list the instrument types for which it is not compulsory by law to:**

**(i) settle in your depository**

All instruments traded at the exchange are compulsory to be settled by the SDC, except the government securities that are traded over-the-counter through the central bank and commercial banks and these trades are not settled by the SDC.

And the block trades where the SDC shall carry out Financial Settlements for all block trades executed in the Market unless the two selling and Buying Brokers agreed prior to execution to settle the block trade directly between them without the intervention of the Center. However, this development adopted by the SDC to settle the block trades DvP stated in the Instructions of the Registration, Deposit and Settlement of Securities for the year 2017.

**(ii) safekeep in your depository:**

The equities, Islamic sukuk and corporate bond (from the beginning of 2017) are compulsory to be safekept by the SDC.

The government securities are traded over-the-counter through the central bank of Jordan (CBJ) and commercial banks and these records and trades are not safekept by the SDC. Currently, they are held by CBJ.

**28. Settlement and Safekeeping Percentages**

**28a. Please list by instrument type the percentage of the total market in your jurisdiction (either volume or value) settled within your institution, exclusive of your links with third parties.**

Equities and Islamic sukuk 100%, government securities 0% (Currently, government securities are traded over-the-counter through the central bank and commercial banks and these trades are not settled by the SDC, however, the process is in progress to transfer the registers of government securities to the SDC to be safekept and settled through the SDC), corporate bonds 100% (if they are traded on the Amman stock exchange)

**28b. Please list by instrument type the percentage of the total market in your jurisdiction (either volume or value) held in safekeeping within your institution.**

Equities 100% , Islamic sukuk 100%, government securities 0% (Currently, government securities are traded over-the-counter through the central bank and commercial banks and these trades are not settled by the SDC, however, the process is in progress to transfer the registers of government securities to the SDC to be safekept and settled through the SDC), corporate bonds (from the beginning of 2017, all corporate bonds are registered at the SDC)

**29. Are there any activities performed by a third party on behalf of the depository for the depository participants (e.g., vaulting of physical securities, registration, entitlement processing, etc.)?**

- Yes (please answer 29a)
- No
- Not applicable
- Other (please answer 29i)

**30. Has any participant suffered any losses in the past three years due to the depository's performance?**

- Yes (please answer 30a)
- No
- Not applicable
- Other (please answer 30m)

**30c. Corporate Action. Please specify total loss in USD:**

**30e. Settlement Process - Securities. Please specify total loss in USD:**

**30g. Settlement Process - Cash. Please specify total loss in USD:**

**30i. System Outage. Please specify total loss in USD:**

**30k. For Other, please specify number of instances:**

**30l. For Other, please specify total loss in USD:**

**30m. If other, please explain:**

**Other Services**

**31. Who accepts cash deposits (or makes payment credit accommodations) for depository transactions? (Choose all that apply.)**

- Depository
- Central Bank
- Banks appointed by depository (please answer 31a)
- Neither/others (e.g. credit lines used please answer 31b)
- Not applicable

**32. Who processes cash clearing (or draws on credit lines, if applicable) for depository transactions? (Choose all that apply.)**

- Depository
- Central Bank
- Banks appointed by depository (please answer 32a)
- Neither/others (please answer 32b)
- Not applicable

**33. Who controls the movement of cash for cash deposits (or draws on credit lines, if applicable)? (Choose all that apply.)**

- Depository
- Central Bank
- Banks appointed by depository (please answer 33a)
- Neither/others (please answer 33b)
- Not applicable

**34. Who controls the movement of cash for cash clearing (or for draws on credit lines, if applicable)? (Choose all that apply.)**

- Depository
- Central Bank
- Banks appointed by depository. (please answer 34a)
- Neither/others (please answer 34b)
- Not applicable

**35. Please indicate services you provide. (Choose all that apply.)**

- Information in advance on corporate (annual or special) meetings in order that owners can vote.
- Tax assistance where foreign holders may be entitled to tax relief at source or through a claim.
- In order to avoid fails, an automatic securities lending facility - if requested - is provided for. (please answer 35a)
- Collateral handling in support of activities including securities lending, overdraft coverage, cash management, repurchase agreements, etc. Please provide details. (please answer 35c)
- Same day turnaround settlements.
- Information on distribution of new issues (IPO, Privatization).
- Other (please answer 35d)
- Not applicable

### 35c. Collateral Handling: please provide details:

The SDC holds collaterals to cover cash deficit of the brokers and custodians who do not pay the due cash amounts to the settlement account within the period specified on the settlement date.

The collaterals consist of the contributions of the Settlement Guarantee Fund's members (brokers and custodians)

The collaterals provided to the SDC by:

1. Broker: cash contributions and Non-conditional bank guarantees.

2. Custodian:

· The Fund's Board of Directors shall determine the Guarantees that the Custodians should provide the Center of for the benefit of the Fund.

· The Fund's Board decided that the custodians of banks have to provide the SDC with Standing Instructions upon agreement with the Central Bank of Jordan (CBJ) to transfer the defaulted amount from their accounts with CBJ to the SDC upon the request of the SDC, while non-bank custodians shall provide the SDC with bank guarantees which is not less than JOD 100,000 and subject to revision by the Board or standing instructions as the case required.

### 35d. If other services, please explain:

1. Holding the ownership register of the issuers.

2. Clearing and settlement for securities traded on the market.

3. Executing the transfers of securities excluded from trading mainly including family transfer and inheritance transfer.

4. Corporate actions processing including Increase/ Decrease of capital, Stock Splits and Merger.

5. Placing and releasing the pledge.

6. Providing investors with many services including identification in the SDC's systems, account set-up, statements of securities ownership, and the ability to freeze the securities in the central registry.

7. Providing e-services: e-portfolio, electronic initial public offering (e-IPO), web services for extracting statistical data, members' services including mailbox and members' area, and SMS.

8. Real time dissemination of information that is updated on daily basis such as board members' names, holdings and trades, major shareholders, financial figures and statistical data.

9. Allocating ISIN, CFI, and FISN for all issued securities

### 36. What procedures are in place for the processing of corporate action entitlements? (Choose all that apply.)

Credited to the securities account on the day indicated below regardless of whether actually collected by the depository on the scheduled date. (please answer 36a)

Credited to the securities account upon actual receipt by the depository.

Corporate action entitlements are handled by an entity separate from the depository. (please answer 36c)

Not applicable

Other (please answer 36d)

### 36d. If other, please explain:

The SDC shall make the necessary changes to the registered securities and to the accounts of the owners of securities whether at the SDC or under the control of any of its Members in accordance to the corporate actions (Increase, Decrease of capital, Mergers, and Stock split). The private placement (subscription) is notified to the SDC by the issuer through the Securities Central Operation Registry Processing & Information Online (SCORPIO) issuer system.

### 37. What procedures are in place for the processing of interest and dividends?(Choose all that apply.)

Credited to the cash account on the day indicated below regardless of whether actually collected by the depository on the scheduled date. (please answer 37a)

Credited to the cash account upon actual receipt by the depository.

Income and dividend collection is handled by an entity separate from the depository. (please answer 37c)

Not applicable

Other (please answer 37d)

**37c. Name of entity:** Cash dividends and interest payments are sent directly to beneficial owners by securities issuers.

**Linkages With Other Central Securities Depositories (CSD) or International Central Securities Depositories (ICSD)**

**38. Please list all depositories or settlement systems to which you have an electronic link.**

Central Bank of Jordan as a settlement system through (RTGS-JO) using SWIFT instructions to effect transfers with immediate value, also SDC settlement system to generate SWIFT message which is directly connected to SWIFT through Auto Client.

**39. Are procedures and controls (firewalls) in place to avoid systemic collapse or contamination if one of the linked entities should experience business interruptions for whatever reason?**

- Yes (please answer 39a)
- No (please answer 39a)
- Other (please answer 39a)
- Not applicable

**39a. Please explain:**

SDC has implemented Diverse routing connecting to SWIFT using different ISP's with 2 redundant VPN on secured leased line and dedicated telephone; also a Backup Swift server in place.

**40. Has a business interruption recovery plan been developed in the event the linkages should become inoperable for any reason?**

- Yes
- No (please answer 40a)
- Other (please answer 40a)
- Not applicable

**ACCOUNT STRUCTURES AND RECORDKEEPING**

*The purpose of this section is to identify the nature of accounts; the naming convention is employed, the level of segregation achieved, accessibility in the event of bankruptcy and the frequency of reporting generated from them.*

**41. Are participants permitted to maintain more than one account at the depository?**

- Yes (please answer 41a)
- No
- Not applicable
- Other (please answer 41d)

**42. Are participants required/permitted to segregate assets held for their own benefit from those they hold for their clients?**

- Yes (please answer 42a)
- No
- Not applicable
- Other (please answer 42d)

**42a. If yes, is segregation required or simply permitted?**

- Required (please answer 42b)
- Permitted (please answer 42b)
- Other (please answer 42e)



**42b. How does segregation occur? (Choose all that apply.)**

- By separately designated participant accounts.
- By sub-accounts within a single participant account.
- By separately designated beneficial owner accounts.
- Other - e.g. share registration (please answer 42c)

**43. Does the depository permit its participants to open accounts in the participant's own nominee name(s)?**

- Yes (please answer 43a)
- No
- Other (please answer 43b)
- Not applicable

**44. In the event a participant's single or main account is blocked for any reason (e.g., insolvency, penalties, violations, liens), would securities held in any account or accounts on behalf of the participant's clients be accessible:**

**44a. By the participant's clients?**

- Yes (please answer 44b)
- No
- Not applicable
- Other (please answer 44c)

**44d. By the intervening authorities controlling insolvency or other proceedings?**

- Yes (please answer 44e)
- No
- Not applicable
- Other (please answer 44f)

**44g. By the participant's creditors?**

- Yes (please answer 44h)
- No
- Not applicable
- Other (please answer 44i)

**44j. By the depository's creditors?**

- Yes (please answer 44k)
- No
- Not applicable
- Other (please answer 44l)

**45. In what form does the depository maintain records identifying the assets of each participant? (Choose all that apply. Please refer to "Help" for clarification.)**

- Computer file (please answer 45b)
- Microfiche (please answer 45b)
- Hard copy (please answer 45b)
- Computer tape (please answer 45b)
- Other (please answer 45a)

**45b. In which format is the source data maintained?**

Secured Data Base

**Response Necessary/Eligibility Question**

**46. Rule 17f-7 requires that an Eligible Securities Depository “provides periodic reports to its participants with respect to its safekeeping of assets, including notices of transfers to or from any participant's account.”**

**Does the depository make available periodic safekeeping reports to participants, including notices of transfers to or from the participant's account?**

- Yes (please answer 46b)
- No (please answer 46a and then proceed to 48)
- Other (please answer 46a)

**46b. If yes, please indicate the scheduled frequency.**

- Daily
- Annually
- Weekly
- Upon request
- Monthly
- Other (please answer 46c)
- Quarterly

**46c. If other, please explain:**

The participants are able to view updated safekeeping reports on a daily basis through (SCORPIO)'s electronic systems provided to each participant.

**47. What is your document and record retention policy for documents and records described above in this section? (Choose one.)**

- 6 months or less
- 5 years
- 1 year
- 7 years
- 3 years
- Other (please answer 47a)

**47a. If other, please explain:**

## SETTLEMENTS

*The purpose of this section is to identify the model of settlement employed, the relationship between cash and securities, and the basis on which participants meet their obligations.*

**48. The Committee on Payment and Settlement Systems of the Bank for International Settlements (BIS) has identified three common structural approaches or models for linking delivery and payment in a securities settlement system. Please indicate which model your procedures most closely resemble (Please refer to details on the models within the "Help" section located below this question): (Choose all that apply.)**

- Model 1 - Gross, Simultaneous Settlements of Securities and Funds Transfers. (please answer 48a)  Not applicable
- Model 2 - Gross Settlements of Securities Transfers Followed by Net Settlement of Funds Transfers. (please answer 48a)  Other (please answer 48b)
- Model 3 - Simultaneous Net Settlement of Securities and Funds Transfers. (please answer 48a)

**48a. Please briefly describe your settlement process, including how your settlement procedures may vary from the model chosen above (and as described below in the Help section)?**

Gross Settlements of Securities Transfers is simultaneous with Net Settlement of Funds Transfers.

### **Question 48 Help:**

*Model 1 - Gross, Simultaneous Settlements of Securities and Funds Transfers. These systems settle transfer instructions for both securities and funds simultaneously on a trade-by-trade (gross) basis, with final (irrevocable and unconditional) transfer of securities from the seller to the buyer (delivery) occurring at the same time as final transfer of funds from the buyer to the seller (payment). The securities settlement system maintains securities accounts and funds accounts for participants. Transfer of securities and cash are made by bookentry.*

*Model 2 - Gross Settlements of Securities Transfers Followed by Net Settlement of Funds Transfers. These systems settle securities transfer instructions on a trade-for-trade (gross) basis, with final transfer of securities from the seller to the buyer (delivery) occurring throughout the processing cycle, but settle funds transfer instruction on a net basis, with final transfer of funds from the buyer to the seller (payment) occurring at the end of the processing cycle.*

*The securities settlement system maintains securities accounts for participants, but funds accounts are usually held by another entity (often a commercial bank or the central bank). Securities are transferred by book-entry, such transfer being final at the instant the entries are made on the securities settlement system's books. The corresponding funds transfers are irrevocable, but not final. During the processing cycle, the system calculates running balances of funds debits and credits, the balance being settled at the end of the processing cycle when the net debit and net credit positions are posted on the books of the commercial bank or central bank that maintains the funds accounts. Settlement of funds accounts may occur once a day or several times a day.*

*Model 3 - Simultaneous Net Settlement of Securities and Funds Transfers. These systems settle transfer instructions for both securities and funds on a net basis, with final transfer of both occurring at the end of the processing cycle. Settlement may occur once a day or several times a day. The securities settlement system maintains securities accounts for participants. Funds accounts may be maintained by another entity, either a commercial bank or the central bank.*

*During a processing cycle, running balances of debits and credits to funds and securities accounts are calculated. All funds and securities transfers are provisional until the end of the processing cycle, at which time book-entry transfer of securities take place. If and only if all participants have sufficient balances of funds and securities, final transfers of the net securities balances and net funds balances are executed.*

**49. Are the cash and security movements simultaneous?**

Yes

Not applicable

No (please answer 49a)

Other (please answer 49c)

Entity Name

Jordan Jordan Securities Depository Center

**OWNERSHIP OF SECURITIES**

*The purpose of this section is to determine how ownership of securities is represented, the ways the depository maintains ownership or control of securities held in the depository, and the extent to which ownership of assets held by the depository is separated from the proprietary assets of the depository.*

**50. How are depository eligible securities held by the depository?**

- Securities in the depository are held in dematerialized form.
- Securities in the depository are held in certificated form.
- Other (please answer 50a)

**51. If depository eligible securities are certificated, can depository eligible securities be held outside of the depository?**

- All eligible securities must be held in the depository. (please answer 51b)
- Securities may move freely into and out of the depository. (please answer 51h)
- Once entered into the depository, eligible securities must remain in the depository. (please answer 51b)
- Certain designated securities may be held outside the depository. (please answer 51a)
- Not applicable
- Other (please answer 51k)

**52. If securities are dematerialized:**

**May dematerialized security positions be re-certificated and held outside the depository?**

- Yes (please answer 52a)
- No (please answer 52a)
- Not applicable
- Other (please answer 52j)

**52a. Are the securities held: (Choose all that apply.)**

- Through book-entry at the depository
- Through book-entry at a registrar or issuer (please answer 52b)
- Other (please answer 52k)

**52d. If the securities held by the depository are recorded by book entry at the registrar, are the securities registered only to the depository, with the depository providing the function of recording ownership on a centralized basis for the market? (Choose all that apply.)**

- Yes (please answer 52e)
- No (please answer 52g)
- Other (please answer 52l)

**52i. If the securities held with the depository are recorded by book-entry at the registrar, what are the control features at the registrar for transfer of registrar positions to and from the depository (e.g., authentication procedures, reconciliation, confirmation of position at registrar)? Please describe:**

N/A

**Response Necessary/Eligibility Question**

**53. Rule 17f-7 requires that an Eligible Securities Depository “maintains records that identify the assets of each participant and segregate the system's own assets from the assets of participants.”**

**Does the depository maintain records that identify the assets of each participant and segregate the system's own assets from the assets of participants?**

- Yes
- No
- Not applicable (please answer 53a)
- Other (please answer 53a)

**54. Does the law protect participant assets from claims and liabilities of the depository?**

- Yes
- No
- Not applicable
- Other (please answer 54a)

**55. Can the depository assess a lien on participant accounts? (A lien would entitle the depository to take and hold or sell the securities of the participant in payment of a debt.)**

- Yes (please answer 55a)
- No
- Not applicable
- Other (please answer 55o)

**55c. Please indicate the limits of this lien as indicated below: (Choose one.)**

- The lien is limited to securities in the participant's proprietary account.
- The lien is limited to securities in the course of purchase and sale transactions, but does not extend to settled positions.
- The lien may extend to settled client positions. (please answer 55d)
- Other (please answer 55d)

**55e. If a lien is placed on a participant's account which has been designated for its clients, will the depository select certain securities to be subject to the lien?**

- Yes (please answer 55f)
- No (please answer 55h)
- Other (please answer 55n)

**55i. If other, please describe:**

**55j. For accounts designated as client accounts, do procedures exist to restrict the placement of liens only to obligations arising from safe custody and administration of those accounts?**

- Yes (please answer 55k)
- No
- Other (please answer 55m)

**55l. Please explain:**

**55n. If other, please explain:**

This case does not apply; the ownership structure in Jordan is a beneficial owner structure.

**55o. If other, please explain:**

The Depository is entitled to impose a lien over the participants' own account in Securities as one of the procedures enforced over participants due to failure to settle their trading contracts, and after using their collaterals in the Settlement Guarantee Fund, and later to taking the Buy in/Sell out measures by the Fund.

**56. Transfer of Legal Ownership**

**Does the depository have legal authority to transfer title to securities?**

- Yes (please answer 56a)
- No
- Not applicable
- Other (please answer 56e)

**56a. When does title or entitlement to depository securities pass between participants? (Choose one.)**

- At the end of the business day on which the transfer occurs. (please answer 56c)
- When corresponding money or other consideration is transferred. (please answer 56c)
- When the transaction is processed on an intra-day basis. (please answer 56c)
- Other (please answer 56b)

**56c. Where does title or entitlement to depository securities pass between participants? (Choose one.)**

- On the depository books
- On the registrars books
- Other (please answer 56d)

**56e. If other, please explain:**

**HANDLING OF SECURITIES OUTSIDE THE DEPOSITORY ENVIRONMENT**

*The purpose of this section is to consider the process (and any risk inherent within such a process) that involves the safekeeping of client assets while they are being removed from a depository and being lodged into a depository.*

**57. How are eligible securities lodged (that is, placed) in the depository system? (Choose all that apply.)**

- A registered certificate in the name of the depository is delivered to the depository.
- A participant delivers the security with a valid transfer deed or stock power or other transfer document to the depository which then effects registration.
- A registrar re-registers the security in the name of the depository.
- Other (please answer 57a)
- Not applicable

**58. When are securities lodged into the depository reflected in a participant's depository account? (Choose all that apply.)**

- Securities are reflected in the participant depository account immediately upon delivery to the depository.
- Securities are re-registered prior to being reflected in the participant's depository account.
- Other (please answer 58a)
- Not applicable

**59. How long does it usually take to lodge securities with the depository? (Choose one.)**

- 1 to 2 days
- 3 days to 1 week
- 2 to 4 weeks
- More than 4 weeks (please answer 59a)
- Not applicable
- Other (please answer 59b)

**60. During the process of lodging securities into the depository, can the securities: Be traded?**

- Yes
- No (please answer 60c)
- Not applicable
- Other (please answer 60c)

**60a. During the process of lodging securities into the depository, can the securities: Be settled?**

- Yes
- No (please answer 60d)
- Not applicable
- Other (please answer 60d)

**60b. During the process of lodging securities into the depository, can the securities: Have ownership transferred?**

- Yes
- No (please answer 60e)
- Not applicable
- Other (please answer 60e)

**61. Are securities immediately available for delivery upon transfer to the depository?**

- Yes
- No (please answer 61a)
- Not applicable
- Other (please answer 61d)

**61c. If other, please explain:**

**62. Please describe briefly the arrangements/procedures/facilities you maintain to ensure that eligible securities held at the depository are handled at least as efficiently as compared to securities held outside the depository, particularly in relation to income, corporate actions and proxy services.**

All securities held at the depository, whereas by law only deposited securities held at the depository are the ones that can be traded, pledged, and considered eligible to ownership property rights.



**63. What transfer process steps are involved when eligible securities are withdrawn from the depository for safekeeping? (Choose one.)**

- Securities are re-registered into the name of the beneficial owner or a nominee.
- Securities are re-certificated and re-registered into the name of the beneficial owner or a nominee.
- Securities are re-certificated and delivered as bearer instruments.
- Securities are transferred as is any physical delivery in the market.
- Other (please answer 63a)
- Not applicable.

**64. How long does it usually take to remove securities from the depository? (Choose one.)**

- 1 to 2 days
- 3 days to 1 week
- 2 to 4 weeks
- More than 4 weeks (please answer 64a)
- Not applicable
- Other (please answer 64b)

**65. While the securities are being removed from the depository, can they:  
65a. Be traded? (Choose one)**

- No (please answer 65b)
- Not applicable
- Yes
- Other (please answer 65b)

**65c. Be settled?**

- No (please answer 65d)
- Not applicable
- Yes
- Other (please answer 65d)

**65e. Have ownership transferred?**

- No (please answer 65f)
- Not applicable
- Yes
- Other (please answer 65f)

**STANDARD OF CARE**

*The purpose of this section is to understand the responsibility and liability that the depository has in providing services to its participants/members in the settlement and clearing of securities and/or cash, and to understand what type of protections exist for participants in the event of a participant failure/default.*

**Depository Liability**

**66. Does the depository accept liability (independent of any insurance coverage) for the following:**

**66a. Reconciliation errors with the registrar and/or the issuer that result in direct damages or losses to participants?**

- No
- Not applicable
- Yes (please answer 66b)

Other (please answer 66d)

**66d. If other, please explain:**

Reconciliation of damage or losses shall take place in the case where the depository is held responsible for such errors as per a court order, and in accordance with the relevant laws in force.

**66e. Theft of securities (either physical certificate or electronically from accounts at the depository) from the depository that result in direct damages or losses to participants?**

- No
- Yes (please answer 66f)
- Not applicable
- Other (please answer 66h)

**66f. If yes, please check all of the following that apply:**

- Financial limits are imposed on the amount of liability assumed by the depository
- The depository assumes liability for direct losses
- The depository assumes liability for indirect or consequential losses
- Other (please answer 66g)

**66i. Failure of the depository's systems that result in direct damages or losses to participants because they cannot use either securities or funds?**

- No
- Yes (please answer 66j)
- Not applicable
- Other (please answer 66l)

**66j. If yes, please check all of the following that apply:**

- Financial limits are imposed on the amount of liability assumed by the depository
- The depository assumes liability for direct losses
- The depository assumes liability for indirect or consequential losses
- Other (please answer 66k)

**66m. Any direct damages or losses to participants caused by the depository due to its errors, omissions or fraud?**

- No
- Yes (please answer 66n)
- Not applicable
- Other (please answer 66p)

**66n. If yes, please check all of the following that apply:**

- Financial limits are imposed on the amount of liability assumed by the depository
- The depository assumes liability for direct losses
- The depository assumes liability for indirect or consequential losses
- Other (please answer 66o)

**66q. Any direct damages or losses to participants caused by the depository in its capacity as a central counterparty?**

- No
- Not applicable
- Yes (please answer 66r)

Other (please answer 66t)

### 66u. Does the depository guaranty settlement?

- No
- Yes (please answer 66v)
- Not applicable
- Other (please answer 66w)

### 66w. If other, please explain:

Settlement of traded securities is conducted through an electronic environment, and is governed by a legal framework and strict timings and collaterals management for guarantees to eliminate risks related to settlement, where no failure in the securities side is possible, and although the cash side is not fully controlled, but there has been no failure trades since the depository overtook the settlement process. However, in case the transactions failed to be settled, they will be resolved through the Settlement Guarantee Fund through buy-in or sell-out process.

### 66x. Any direct damages or losses to participants caused by the depository as a result of force majeure events, acts of God, or political events, etc.?

- No
- Yes (please answer 66y)
- Not applicable
- Other (please answer 66-1)

### 66-2. In all cases where the depository assumes responsibility for direct or indirect or consequential losses, is the depository's liability limited by a standard of care determination?

- No
- Yes (please answer 66\*)
- Not applicable
- Other (please answer 66!)

### 67. Do the depository's written contracts, rules, or established practices and procedures provide protection against risk of loss of participant assets by the depository in the form of?

#### 67a. Indemnification

- Yes (please answer 67b)
- No
- Other (please answer 67b)
- Not applicable

#### 67d. Insurance

- Yes (please answer 67e)
- No
- Other (please answer 67e)
- Not applicable

### 67g. Acknowledgement of liability for losses caused by depository's own actions.

- Yes (please answer 67h)
- No
- Other (please answer 67h)
- Not applicable

**67j. Other** Yes (please answer 67k) No**68. Is the depository immune from legal action in its own jurisdiction?** Yes No Other (please answer 68a)**Security Control****69. How do participants receive information (view actual settlement of trades, movement of securities on their accounts, etc.) and see the status of their accounts? (Choose all that apply.)** By direct electronic link By receipt of physical account holding statements Other (please answer 69a) Not applicable**69a. Please explain:**

Aiming to strengthen effective communication with investors and expanding the electronic services, the SDC developed the following services:

1. E- Portfolio: the SDC finalizes the requirements for simplifying subscription to the e-Portfolio service:

· The Jordanian natural investor can subscribe to the service electronically.

· As for the non-Jordanian investor, they visit the SDC to fill out "E-portfolio Subscription Form" and handed it to the SDC to obtain username and password to subscribe to this service.

2. Short Message Service (SMS)

After the first page of the SMS which enables the investor to follow-up on trading operations effected to accounts (buy/sale).

The SDC launched the second phase of the SMS project which shall include sending text messages of all types of transactions executed on the investors' accounts such as securities transfers between accounts (inheritance transfer, family transfer, and transfer for the purpose of dividing the joint ownership), corporate actions (increase / decrease of capital or membership termination, ownership restrictions). Also SMS messages will be sent to the investor upon the issuance of an ownership notice or statement of account and when completing the procedures related to issuing the user name and password for the e-portfolio service. Noting that such SMS messages will be sent to the mobile numbers registered with the SDC database.

Entity Name

Jordan Jordan Securities Depository Center

**70. Do participants have access to affect their holdings, including confirming and affirming trades, movement of securities on their accounts, etc.?**

- Yes (please answer 70a)
- No
- Other (please answer 70d)
- Not applicable

**70a. How is access given to participants? (Choose all that apply.)**

- By direct electronic link (please answer 70b)
- Other (please answer 70c)

**70b. Please select type of electronic link:**

- Dial-up modem
- Secured, leased, dedicated telephone line
- Internet
- Fax

**71. Regarding data security:**

**71a. Are passwords used by participants to access their accounts?**

- Yes
- No
- Not applicable
- Other (please answer 71b)

**71c. Does each user have a unique user ID?**

- Yes
- No
- Not applicable
- Other (please answer 71d)

**71e. Are passwords regularly changed?**

- Yes (please answer 71f)
- No
- Not applicable
- Other (please answer 71g)

**71f. How often?**

Once every month

**71h. Is there a user lock-out after a pre-set number of unsuccessful User ID attempts?**

- Yes (please answer 71i)
- No
- Not applicable

Other (please answer 71j)

**71i. How many?** Three times

**72. Does the depository communicate with other market entities such as stock exchanges, payment systems, clearing houses, etc., by secured linkages?**

Yes (please answer 72a)

No (please proceed to 74)

Not applicable (please proceed to 74)

Other (please answer 72a)

**72a. Please explain:**

Stock Exchange: Secure VLAN and tight coupling environment.

Jordan Securities Commission through secure VLAN.

Settlement system: RTGS-JO through SWIFT.

**73. How does the depository communicate with other market entities?**

**73a. Stock Exchanges (Choose all that apply.)**

Dial-up modem

Secured, leased, dedicated telephone line

Internet

Fax

Paper/other

Not applicable

**73b. Payment Systems (Choose all that apply.)**

Dial-up modem

Secured, leased, dedicated telephone line

Internet

Fax

Paper/other

Not applicable

**73c. Clearing Houses (Choose all that apply.)**

Dial-up modem

Secured, leased, dedicated telephone line

Internet

Fax

Paper/other

Not applicable

**73d. Registrars (Choose all that apply.)**

Dial-up modem

Secured, leased, dedicated telephone line

Internet

Fax

Paper/other

Not applicable

**74. How is access to the physical building controlled? (Choose all that apply.)**

- By guards
- By electronic keys/personal ID card
- By alarm system
- Other (please answer 74a)

**75. What are the vault security procedures for the safekeeping of physical paper? (Choose all that apply.)**

- Not applicable no vault is maintained
- Electronic keys/combinations
- Dual access control
- Visitor logs
- Vault counts (please answer 75a)
- Intrusion alarms
- Fire alarms
- Guards
- Other (please answer 75b)

**Participant Default Protections Resulting from a Participant Failure**

**76. If a participant defaults, how is the loss covered? (Choose all that apply?)**

- Depository insurance covers the loss (please answer 76a)
- The depository guaranty fund covers the loss
- Loss is shared among participants (please answer 76b)
- Other (please answer 76d)
- Not applicable

**77. During the past three years, has there been a situation where a participant defaulted which resulted in a significant loss?**

- Yes (please answer 77a)
- No
- Not applicable
- Other (please answer 77a)

**78. Does the depository have a guaranty fund independent of stock exchange or other market guarantees?**

- Yes (please answer 78a)
- No (please proceed to 79)
- Not applicable (please proceed to 79)
- Other (please answer 78l)

**78a. If yes, please respond to the following questions:**

**What is the size of the fund (then please answer 78b)?**

The following table outlines the Settlement Guarantee Fund Contributions provided by financial brokers as of 30/09/2023:

Financial Brokers

Payment Orders JOD 5,703,000 (8,043,739 USD)

Cash Contributions JOD 2,244,000 (3,165,027 USD)

Total JOD 7,947,000 (11,208,767 USD)

Whereas the custodians of banks (12) custodians provided the SDC with standing instructions upon agreement with the Central Bank of Jordan (CBJ) to transfer the defaulted amount from their accounts with CBJ to the SDC upon the request of the SDC, while non-bank custodians provided bank guarantees to the SDC with a value of JOD 400,000 (564,176 USD).

**78b. How is the size of the fund determined? (Choose one.)**

- By participant volume
- By asset value
- A fixed amount
- Other (please answer 78c)

**78d. How is the fund financed? (Choose one.)**

- Contributions from owner (please answer 78e)
- Contributions from participants (please answer 78f)
- Funding from retained earnings
- Other (please answer 78g)

**78f. If so, what is the amount or percentage per participant?**

The contributions of the brokers of the Fund are calculated based on specific formulas and are periodically re-calculated. The formula and the method of calculation are stated in the internal by law of the Settlement Guarantee Fund for the year 2017. While the contributions of the custodians are determined by the decision of the Fund's Board of Directors.

For brokers:

Non-conditional Bank Guarantee: calculated on the basis of the average net amounts due to be paid by the Broker in favor of settlement as a result of his trading transactions throughout a period of twelve months with a minimum of (50,000) JOD.

The bank guarantee amounts shall be re-calculated once every twelve months for brokers that have been trading in securities for twelve months.

Cash contribution: calculated on the basis of the net amounts due to be paid by the Broker in favor of settlement as a result of his trading in securities through the Market for the last three months not being less than (25,000) JOD.

The cash contribution amounts shall be re-calculated every three months at the end of March, June, September and December of each year.

For custodians:

Open Standing Instructions (limited to Bank Custodians)

Bank-Custodians shall provide the SDC with Standing Instructions upon agreement with the Central Bank of Jordan (CBJ) to transfer the defaulted amount from their accounts with CBJ to the SDC upon the latter's request.

Bank guarantee (Limited to Non-bank custodians)

Non-bank custodians shall provide the SDC with a bank guarantee of a minimum of (100,000) JOD which is subject to annual revision or when required as the case may be.

This bylaw is available on the SDC's website at:

[http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=101&Itemid=126](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=101&Itemid=126)

**78h. Who is covered by the fund? (Choose all that apply.)**

- Direct depository participants only
- The beneficial owner also
- Other (please answer 78i)

**78i. If other, please explain:**

Operating Brokers and Custodians

**78j. When is the guaranty fund used? (Choose all that apply.)**

- When a broker defaults
- When a direct participant defaults
- Other (please answer 78k)

**78k. If other, please explain:**

When the broker and / or custodian defaults



**79. Does the depository have forms of oversight management for assessing and monitoring of the following? (Choose all that apply.)**

- Participant eligibility requirements
- Participant volumes
- Participant financial strength
- Other loss or default protections the depository maintains (please answer 79a)
- Collateral requirements for participants (please answer 79b)
- Debit caps for participants (please answer 79c)
- Settlement controls that minimize or eliminate the risk of default by a participant (please answer 79d)
- Blocking of securities movement before receipt of payment
- Blocking payment until securities are moved
- Other forms of risk management used for assessing and monitoring participant exposures (please answer 79i)
- Not applicable

**79b. Please explain the requirements:**

The Settlement Guarantee Fund which was established by virtue of Article (88) of the Securities Law No. (18) of 2017. Its objectives include:

1. Covering the cash deficit of a Fund member in connection with his purchases of securities.
2. Covering the deficits in the securities account of a Fund member in connection with his sales of securities on the market.

The Fund has a legal personality with financial autonomy and is managed by the SDC Board of Directors and the chief executive officer. The contributions of the members of the Fund (Brokers and Custodians) are mentioned earlier in Q78a.

For more information about the SGF includes formulas, please visit the SDC's website on the following link (Internal By-Law of the SGF):

[http://sdc.com.jo/english/index.php?option=com\\_content&task=view&id=101&Itemid=126](http://sdc.com.jo/english/index.php?option=com_content&task=view&id=101&Itemid=126)

**79d. What type or types of settlement controls (Choose all that apply.)**

- Blocking or freezing of securities positions (please answer 79e)
- Controlling DVP settlement (please answer 79f)
- Simultaneous DVP (please answer 79g)
- Other (please answer 79h)

**79e. Please explain:**

Securities are blocked in the seller's account prior to trade execution and shown in the records as pending-in for purchases and pending-out for sales. The SDC updates ownership immediately upon completion of cash and securities settlement on T+2.

**79g. Please explain:**

Simultaneous delivery upon Delivery versus Payment method where the SDC adopt BIS Model 2, to give effect to a transfer of securities in exchange for the receipt of the stipulated payment amount securities in such a way will be delivered only if the corresponding delivery of the cash occurs, avoiding settlement risk.

**80. Does the stock exchange have default protections that extend to the depository, such as the following? (Choose all that apply.)**

- Margin requirements for stock exchange members
- Guaranty fund for stock exchange members
- Financial requirements for stock exchange membership
- Other (please answer 80a)
- No

Not applicable

## BUSINESS RECOVERY PLAN

*This section is intended to identify key aspects of the depository's Business Recovery Plan (BRP), including testing requirements and past results, expected recovery time periods, and the independent review and validation (if any) of the BRP.*

### 81. Do you have a formal business recovery plan?

Yes (please answer 81a)

No

Other (please 81g)

### 81a. Does your Business Recovery Plan include: (Choose all that apply.)

Back-up of all computer files

Off-site data storage

Back-up files stored and locked

Off-site operations facility

Other (please answer 81h)

### 81b. Please identify both the frequency and the last date of testing for the following third party: Depository participants/members

The SDC performed testing for selected depository participants and all internal departments in July 2023.

Also, the IT Department performed monthly testing to check the readiness of DR sites.

### 81c. Please identify both the frequency and the last date of testing for the following third party: Stock exchange

2022

### 81d. Please identify both the frequency and the last date of testing for the following third party: Central bank

2022

### 81e. Please identify both the frequency and the last date of testing for the following third party: Local brokers

Selected number of local brokers

July 2023

### 81f. Please identify both the frequency and the last date of testing for the following third party: Any other third party

Yearly

**81h. If other, please explain:**

Three site replication, Production's SAN to Resumption's SAN is on line replication (active-active solution) then to DR site's SAN is A sync replication.

**82. How quickly can the main system be reactivated in the event of an outage? (Choose one.)**

- 1 - 4 hours
- 4 - 8 hours
- 8 - 24 hours
- Longer than 24 hours
- Not applicable
- Other (please answer 82a)

**83. If a back-up system exists, how quickly can the back-up system be activated in the event of the main system failing? (Choose one.)**

- 1 - 4 hours
- 4 - 8 hours
- 8 - 24 hours
- Longer than 24 hours
- Not applicable
- Other (please answer 83a)

**84. Will the depository publicly announce any system interruption?**

- Yes (please answer 84a)
- No (please proceed to 85)
- Not applicable
- Other (please answer 84g)

**84a. To whom will the depository disclose any system interruptions? (Choose all that apply.)**

- To the depository regulators
- To all direct participants
- To direct and indirect participants
- To the public via the internet (please answer 84b)
- In the press (please answer 84c)
- Other (please answer 84d)

**84b. If so, please list webpage address:**

[www.sdc.com.jo](http://www.sdc.com.jo)

**84e. How will the depository disclose any system interruptions? (Choose all that apply.)**

- By e-mail
- By telephone
- Public announcement
- Press release
- Other (please answer 84f)

**84f. Please explain:**

Fax

**85. In the past three years, has it been necessary to activate the recovery plan in a live situation?**

- Yes (please answer 85a)
- No
- Not applicable
- Other (please answer 85e)

**PERFORMANCE, INSURANCE, AND LOSS**

*This section is intended to identify the level of insurance maintained by the depository, and the extent to which coverage would extend to financial loss incurred by participants and their clients, including but not limited to losses resulting from operating performance, security breaches, and employee negligence or misconduct.*

**86. Has there been any material loss by the depository during the past three years?**

- Yes (please answer 86a)
- No
- Other (please answer 86b)
- Not applicable

**87. Has the depository been subject to any litigation involving a participant during the past three years?**

- Yes (please answer 87a)
- No
- Other (please answer 87b)
- Not applicable

**88. Has the depository realized revenues sufficient to cover expenses during the past three years? (Choose one.)**

- Yes for all three years
- Yes for two of the last three years
- Yes for one of the last three years
- None of the last three years
- Not applicable
- Other (please answer 88a)

**89. Does the depository maintain a reserve for operating losses?**

- Yes (please answer 89a)
- No
- Not applicable
- Other (please answer 89b)

**90. Has the regulatory body with oversight responsibility for the depository issued public notice that the depository is not in current compliance with any capital, solvency, insurance or similar financial strength requirements imposed by such regulatory body?**

- Yes (please answer 90a)
- No
- Not applicable

Other (please answer 90f)

**90b. In the case of such a notice having been issued, has such notice been withdrawn, or, has the remedy of such noncompliance been publicly announced by the depository?**

Yes (please answer 90c)

No (please answer 90d)

Other (please answer 90e)

**91. Does the depository have insurance to cover losses in the event of Default on settlement commitments by the depository or a participant?**

Yes (please answer 91a)

No

Not applicable

Other (please answer 91c)

**91b. What is the amount of the deductible?**

**92. Does the depository have Fidelity insurance (that is, insurance to cover loss of securities or money resulting, for example, from acts such as forgery, theft, fraud and/or employee dishonesty)?**

Yes (please answer 92a)

No

Not applicable

Other (please answer 92c)

**92b. What is the amount of the deductible?**

**93. Does the depository have insurance for Operational Errors?**

Yes (please answer 93a)

No

Not applicable

Other (please answer 93c)

**93b. What is the amount of the deductible?**

**94. Does the depository have Errors and Omissions insurance?**

Yes (please answer 94a)

No

- Not applicable
- Other (please answer 94c)

#### 94b. What is the amount of the deductible?

#### 95. Does the depository have insurance for the Premises?

- Yes (please answer 95a)
- No
- Not applicable
- Other (please answer 95c)

#### 95a. What is the amount of the coverage?

JOD 1,500,000 (USD 2,115,660)

#### 95b. What is the amount of the deductible?

N/A

#### 96. Does the depository have any other insurance?

- Yes (please answer 96a)
- No
- Not applicable
- Other (please answer 96d)

#### 96a. If so, what is it for?

Fixed assets insurance (devices, machines, computers, and furniture)  
Cash and cash insurance on the way

#### 96b. What is the amount of the coverage?

JOD 150,000 (USD 211,566) for fixed assets insurance  
JOD 15,000 (USD 21,157) per day for cash and cash insurance on the way

#### 96c. What is the amount of the deductible?

**97. Who is the insurance carrier? If more than one insurance carrier, please list each carrier here and provide your responses to questions 97a and 97b in corresponding order.**

- Al-NISR Al-ARABI Insurance
- Euro Arab Insurance Group

**97a. Who is the insurance carrier's parent company, if applicable? (If inapplicable, simply type n/a.)**

N/A

**97b. What is the term of the policy?**

Insurance for the Premises from 1/7/2023 to 30/6/2024

Fixed assets insurance (devices, machines, computers, and furniture) from 1/7/2023 to 30/6/2024

Cash and cash insurance on the way from 16/9/2023 to 15/9/2024

**97c. Who does the insurance cover? (Choose all that apply.)**

- Depository
- Direct depository participants
- Final investors
- Other (please answer 97d)
- Not applicable

**98. If you feel that you would like to provide additional details on any of the given answers, feel free to provide any additional comments here (maximum of 5,000 characters) or prepare an additional document identifying the question(s) you are commenting on and upload the document under 98a:**

**98a. Upload document here:**

#### **PUBLIC AVAILABILITY**

**99. The AGC encourages respondents/depositories to make their answers to this questionnaire publicly available. Will you be making your response publicly available? (For additional guidance, please review the help feature to this question.)**

- Yes (please answer 99a)
- No

**99a. If yes, how will you be making it publicly available: (Choose all that apply.)**

- Web site (please answer 99b)
- By individual request with depository (please answer 99c)
- Other (please answer 99i)

**99b. Please provide web site address of publicly available questionnaire:**

**99c. Please provide name of contact at depository who has been designated to receive such requests (then please answer 99d).**

Mrs. Sarah Tarawneh (CEO)

**99d. How would they prefer to be contacted? (Choose all that apply.)**

- Telephone (please answer 99e)
- Facsimile (please answer 99f)
- By mail/air courier (please answer 99g)
- By e-mail (please answer 99h)

**99e. Please provide telephone number:** +962 6 5672550

**99f. Please provide facsimile number:**

+962 6 5672622

**99g. What is the preferred street address for mailing requests?**

Capital Market Building, Al- Mansour Bin Abi Amer Street, Al-Madina Al - Riyadiya District Al-Abdali Area, Amman, Jordan P.O.Box. (212465) Amman 11121 Jordan

**99h. What is the preferred e-mail address for such requests:**

info@sdccom.jo

**100. Association members from time to time receive requests from their direct investor-clients for an informational copy of a depository's completed questionnaire. Such requests typically lead to interactions between personnel at the depository in question and member personnel or client personnel, or both. Those interactions take time and impose costs on both members and depositories.**

**Do you approve of Association members delivering a copy of your completed questionnaire to the member's direct client in response to the client's request?**

Yes

No

**CYBER SECURITY**

**101. Does your organization have a documented cybersecurity policy in place? If so, please provide a copy or overview.**

Yes

[SDC Cyber Security Policy.pdf](#)

No

**Comments:**



**102. Please confirm that your staff receive relevant training about this policy:**

Yes

No

**Comments:**

**103. Please provide an overview of your policy for continuity of business in the event of a large data breach or cyber attack against your organization.**

1- We immediately survey the damage and apply an internal investigation to determine the impact of the breach/attack on the business/data.

2- Try to identify the attacker, discover the security vulnerabilities to work on it.

3- Minimizing the damage effect and keep the attack from spreading (block, isolate, re-route the traffic, ...).

4- Report the problem immediately to management and the audit department.

5- Notify SDC members if they are affected by the attack or if there will be a cut of service.

6- According to the damage effect, we take the right decision if we are going to apply a business continuity plan and move to other site or we can operate from the main site.

7- Document all the mistakes and learn from the breach Assess how the mistake could have been avoided and do the needed training.

**104. In the last 12 months have there been any changes to the policy? If yes, please detail.**

Yes

No

**Comments:**

**105. Please advise how often you review the policy.**

Semi-Annually

Annually

Other

**Comments:**

**106. Please provide (as an attachment) a diagram showing where your cybersecurity function resides and who it reports to.**

diagram.jpg

**Comments:**

**107. How does your organization identify which business functions carry a cyber risk?**

Every business function has its own cyber risk but we make classification according to the importance of data, data access and the effect of the data loss.

**108. Do you conduct ongoing testing and monitoring processes to ensure that all internal and external connectivity and system configurations are not at risk of cybersecurity breaches? If yes, please provide details and indicate frequency.**

Yes

No

**Comments / frequency:**

We use real time monitoring tools with alert system plus the daily systems/ network devices checkup for current performance.

**109. What technological controls and protections are in place for your systems and networks?**

- UTM Firewall
- Analyzers
- Software firewalls
- Endpoint protections
- Physical security
- Access controls

**110. Does your organization use multi-factor authentication?**

Yes

No

**Comments:**

**111. Where your organization has outsourced activities or functions to a third-party provider, is your cyber risk exposure documented?**

Yes

No

**Comments:**

**112. What measures does your organization have to ensure early detection of a cyber attack?**

- Systems/web Access logs
- Updates and patches to be up to date
- Systems Audit logs
- Firewall analyzers logs
- SIEM Solution
- SoC Solution

**113. What is the agreed resumption time for critical operations following a cyber attack?**

**114. How would you advise clients of a successful cyber attack against your organization?**

**115. In the last 12 months has your organization been subject to a cyber attack that impacted the service you provide to us? If yes, please provide details.**

Yes

No

**Comments:**

**116. Are the following elements of your cybersecurity framework tested pre and post deployment of changes?**

**Vulnerability assessment:**

Yes

No

**Scenario based penetration tests:**

Yes

No

**Testing of incident response process and technical/business/operations (e.g. table-top exercise):**

Yes

No

**Other - Please describe in comments:**

**117. For cloud technology and associated cybersecurity risks, please confirm:**

**(i) that you have procedures and controls in place to protect our information from mishandling or theft;**

**(ii) how these procedures and controls tie back to your record retention policy**

Yes

No

**Comments:**

**118. Does your organization conduct dark web searches for signs of a breach (internet protocol or customer/client personally identified information for sale)?**

Yes

No

**Comments:**

Through the National Cyber Security Center (NCSC)

**119. Is your organization aware of SWIFT's Customer Security Program (CSP)?**

Yes

No

**Comments:**

**120. Does your organization ensure compliance with SWIFT's CSP controls?**

Yes

No

**Comments:**

Mandatory SWIFT's CSP controls applied (Self-Assessment).

**121. Does your organization respond to requests for your institution's attestations?**

Yes

No

**Comments:**

**122. Does your organization request the attestation details of your counterparties and incorporate the responses into ongoing relationship and risk management programs?**

Yes

No

**Comments:**

Plans in future

**Please provide any comments you have regarding the questionnaire.**

**You have reached the end of the questionnaire. Please be sure your contact details are updated. Your contact information is located in the first section of Part One of the questionnaire.**