

# Web Portal User Guide

## CFI Gate



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<b>Topics for Discussion</b>	<b>Page</b>
➤ CFI Web Portal Login Details	4-5
➤ User's Home Page	6
➤ Submitting the Documents	7-12
➤ Editing the Submitted Requests	13-14
➤ Forgetting the Password	15

## The Purpose of the CFI Web Portal

The CFI web portal has been developed by Tadawul and CMA to ensure efficient and effective communication and execution of joint processes between Tadawul and CMA, Speed up both the application and review process, ensure the consistency across all of processes and eliminate any short falls in quality and robustness and to Promote efficient communication and well coordinated planning with the relevant stakeholders.

The user can have access to the web portal post submitting the “User Form” provided by CMA/Tadawul. The user could obtain the form by sending an E-mail to Tadawul: (ListingAuthorization@tadawul.com.sa) or CMA: (EGate@cma.org.sa)

The process of registration will be clarified in details in the following slides.

1- After submitting the form to the designated authority, the user will receive a notification email containing the user ID and the password.

2- The user will enter the web portal through this link: <https://cfigate.tadawul.com.sa/>

3- The user will log in using the password and user ID received from the web portal as clarified in the above picture.

Dear User,

User account created in CFI Gate. Below are the details:

User ID : **User**  
Password : **vvd6xjlk**  
First Name : **User1**  
Last Name : **User1**  
Email :  
Phone : **0112345678**  
Company : **User FA**  
NationalID/IQama: **1987654321**  
User Type : **Financial Advisor/Issuer**

Please find below the link to access the Web Portal (CFIgate).  
<https://cfigate.tadawul.com.sa>

Regards,  
CFIgate



The screenshot shows the login interface of the CFI Gate web portal. At the top left is the Tadawul logo. At the top right is the logo of the Capital Market Authority (CMA) with the text 'هيئة السوق المالية' and 'Capital Market Authority'. Below the logos, there is a language selector showing 'English | عربي'. A message 'Logged out successfully' is displayed in a light gray box. Below this, there are two input fields: 'User ID' and 'Password', both outlined in red. A dark blue 'Login' button is positioned below the input fields. At the bottom, there is a link for 'Forgot Password?'. The entire form is set against a light gray background.

4- Then, the user will be required to enter a new password for his account to have full access to the portal as shown below. Please note that the password should contain at least one digit, one lower case, one upper case and one special character [!,@,#,%,(,),[,],\*,\_,-]

## Change Password

User ID	<input type="text" value="User"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>



Welcome: User

Language: English | عربي



1

2

## Recent Requests

Request Number	Company Name	Request Type	Request Sub-Type	Status	Submitted Date	Last Modified Date
201901101	Company25	(CMA) Application for Registration and Offering for Shares	Main Market (Before approval)	SUBMITTED	2019-01-14 09:32:33	2019-01-14 09:32:33

1- The “Home” tap (#1) will show the recent requests submitted by the user.

2- While “My Requests” tap (#2) will show all the request submitted by the user.

# Submitting the Documents (1)

1- The user will click on the “Submit” tab to upload the documents.



2- This page will be shown in the system to submit a new request. Click “Next” to upload the required documents

The screenshot shows the 'Raise New Request' form. The title 'Raise New Request' is at the top. Below it are three dropdown menus: 'Request Type' with the value '(Exchange) Listing Application of debt instruments for Saudi Government', 'Request Sub-Type' with the value 'Main Market', and 'Company' which is currently empty. At the bottom of the form is a green 'Next' button.

# Submitting the Documents (2)

3- The user will select the Request Type (please note that the user has to submit the documents related to CMA in “CMA’s option” and the same applies for the “Exchange”, as shown in the picture)

Request Type	(CMA) Application for Registration and Offering for Shares
Request Sub-Type	(CMA) Application for a capital increase to acquire a company or purchase an asset (CMA) Application for a capital increase by way of Rights Issue (CMA) Application for a capital increase by way of Debt Conversion (CMA) Application for a Capital Reduction (CMA) Application for a Capitalization
Issuer's Name	(CMA) Private Placement Notification (CMA) Application for Exempt Offer (CMA) Application for registration and offer of an issuer who does not have securities already listed on the Exchange and is seeking to register and offer debt instruments (CMA) Application for registration and offer of an issuer who has securities listed on the Exchange and is seeking to register and offer debt instruments or convertible debt (CMA) Application for registration and offer of debt-based and asset-linked debt instruments for a special purpose entity
	(Exchange) Application for listing on the Main Market (Exchange) Application for listing on the Parallel Market (Exchange) Application for listing of new shares of a class already listed (Exchange) Application for listing new units of a class already listed (Exchange) Application for listing units (Exchange) Notification for capital reduction (Exchange) Voluntary cancellation of listing (Exchange) Application to transfer to the Main Market from Parallel Market

4- The user will choose the Request Sub-Type

Request Sub-Type	Main Market (Before approval) ▼
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5- Then, the user will write the issuer’s name (it applies only on Financial Advisors) and click on “Next”.

Issuer's Name	
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Next

# Submitting the Documents (3)

6- After that, the user will upload the designated documents in their fields by clicking the “Browse” tab.

Please note that the accepted file formats are: PDF, Word and Excel

Additional Documents	 Upload Multiple Files	<a href="#">Browse</a>
Annex 1 - Application for listing of Shares or Debt instruments	 Upload Multiple Files	<a href="#">Browse</a>
Evidence of the issuer obtaining the required approvals to list its securities to the public as required under Article 14 of the Listing Rules	 Upload Multiple Files	<a href="#">Browse</a>
Letter of appointment of two representatives before the Exchange (including details in writing of how its representatives can be reached)	 Upload Multiple Files	<a href="#">Browse</a>
Payment receipt of fees to the Exchange (if applicable)	 Upload Multiple Files	<a href="#">Browse</a>

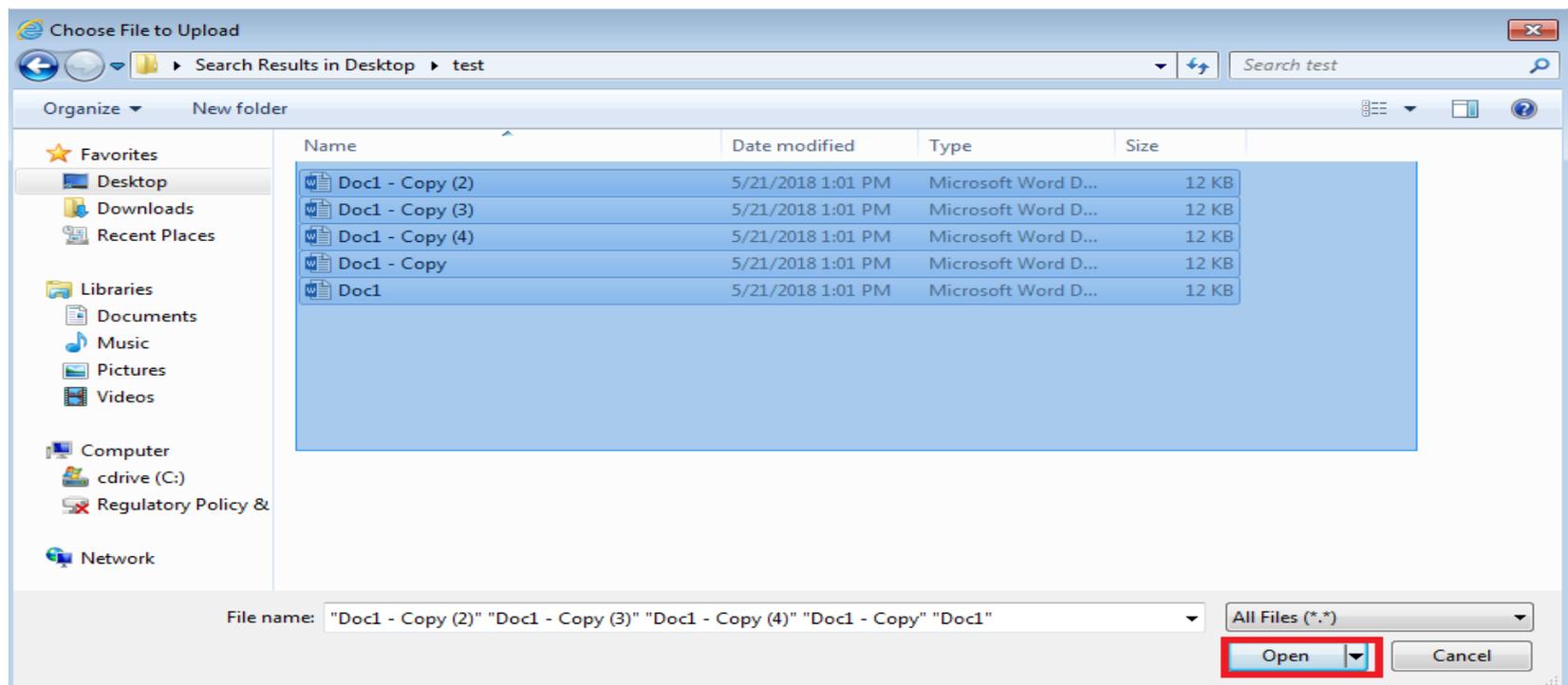
Save

Submit

**\*\*Note:** Please verify the documents before submitting the request

# Submitting the Documents (4)

7- If the user needs to upload multiple documents in any of the fields, the user should select all the documents at once then click the “Open” tab clarified below, all the documents will be uploaded automatically in that field.



8- The user now can delete any documents (using #1 below) after saving the uploaded documents or the request (before submitting to either CMA or Tadawul). Please note that if the user needs to delete the documents for a second, third...etc rounds, the same process will apply.

Request Type : **(CMA) Application for Registration and Offering for Shares**  
Request Sub-Type : **Main Market (Before approval)**  
Company : user1

Documents	Versions	Last Modified Date
A declaration and undertaking signed by the directors of the issuer and by each proposed director of the issuer in the form set out in Annex 8 of the Rules on the Offer of Securities and Continuing Obligations	V1  1	2019-01-10 09:18:06
A declaration by the issuer in the form set out in Annex 7 of the Rules on the Offer of Securities and Continuing Obligations	V1 	2019-01-10 09:18:06
A formal letter of application for registration and offer, signed by a representative of the issuer that contains the applicable information as required by Annex 6 of the Rules on the Offer of Securities and Continuing Obligations	V1 	2019-01-10 09:18:06
<a href="#">Download All</a>		

Edit Documents

Submit

9- The user will click the “Submit” tab post uploading all the needed files.

# Submitting the Documents (6)

10- The user has the option to save the application. Therefore, the status of the application will be changed to Saved (as shown below) before submitting, The user will receive a notification email stating that the application was saved. Status below “Saved” refers to that the application has been stored into the system before submitting to either CMA or Tadawul.

Request Number	Company Name	Request Type	Request Sub-Type	Status	Submitted Date	Last Modified Date
201812301	user1	(Exchange) Application for listing on the Main Market	Shares Listing (Before Authority approval on the application for registration and offer)	SAVED	2018-12-30 10:02:44	2018-12-30 10:02:44

11- Finally, the user can submit the application, and the below page will be shown in the system with the details of the request. The user will receive a notification email stating that the application was submitted. Status below “Submitted” refers to that the application has been delivered to either CMA or Tadawul,

Request Submitted Successfully  
Request Number: 201812301

Request Number	Company Name	Request Type	Request Sub-Type	Status	Submitted Date	Last Modified Date
201812301	user1	(Exchange) Application for listing on the Main Market	Shares Listing (Before Authority approval on the application for registration and offer)	SUBMITTED	2018-12-30 10:02:44	2018-12-30 10:02:44

# Editing the Submitted Requests (1)

1- If the user needs to edit any documents submitted previously, the user should click on the Request Number on the left (after receiving “DOCUMENT NOT COMPLETE\*” from CMA or Tadawul with comments).

\*Document Not Complete: means that the submitted request has been given comments provided by either CMA or Tadawul to the user.

Request Number	Company Name	Request Type	Request Sub-Type	Status	Submitted Date	Last Modified Date
201812302	user1	(Exchange) Application for listing on the Main Market	Shares Listing (Before Authority approval on the application for registration and offer)	DOCUMENT NOT COMPLETE	2018-12-30 10:28:46	2018-12-30 10:29:31

2- Then, click on the “Edit Documents” tab as shown below (#1), and the user can see the comments received from CMA or Tadawul in the “View Comments” tab (#2)

Documents	Versions	Last Modified Date
Additional Documents	V1	2018-12-30 10:28:46
<a href="#">Download All</a>		



\*\*Note: Please verify the documents before submitting the request

3- The user now can delete any documents (using #1 below) after uploading the revised documents (using #2 below). Then, press on “Save”. After that, the user can add additional documents (using #3 below) “if any” by clicking on “Add Files” to add more documents that were not uploaded previously “based on the comments received from CMA or Tadawul”. After that, the user can submit the request again through the system and the user will receive a notification email stating that the application was submitted as “Request Modification Submitted”. Please note that if the user needs to edit the documents for a second, third...etc rounds, the same process will apply.

## Edit Documents

Request Number : 201812302  
Request Type : (Exchange) Application for listing on the Main Market  
Request Sub-Type : Shares Listing (Before Authority approval on the application for registration and offer)  
Company : user1

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• Uploading 201812022\_1\_6\_en.pdf (completed)  1

Additional Documents

 201812022\_1\_6\_en.pdf  2

 3 

\*Note: Please press on 'Save' after selecting revised document for already submitted criteria before proceeding with 'Add Files'

# Forgetting the Password

1- If the user forgets the password, you need to click on the button shown on the right.



تداول  
Tadawul

هيئة السوق المالية  
Capital Market Authority

Language : English | عربي

User ID

Password

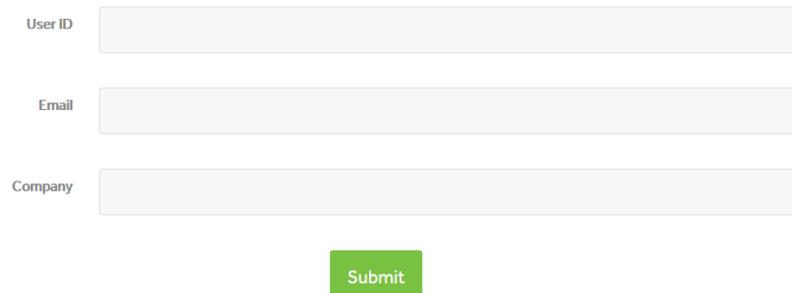
Login

[Forgot Password ?](#)

2- The user will need to fill in the information clarified in the picture and submit the request.

3- Tadawul will process the password reset request and user will receive email with new password after the password is reset.

## Forgot Password



User ID

Email

Company

Submit

السوق المالية السعودية  
Saudi Stock Exchange

تداول  
Tadawul

Thank you

