



AlBaraka Banking Group B.S.C.
(Key Person regulations guideline)

Al Baraka Banking Group B.S.C. (Licensed as an Islamic Wholesale Bank by CBB)

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(Insiders' regulations guideline)

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1. Introduction of the Insiders Committee

The Insiders Committee has been formed in accordance with the guidelines issued by the Central Bank of Bahrain and the Bahrain Bourse. The rationale behind the guidelines is to ensure the maintenance of a fair, orderly and transparent securities market and to enhance the corporate governance level and develop the practices relating to the risk management systems and internal controls within listed companies and other similar institutions.

The objectives of the Insiders Committee are to monitor and supervise issues relating to Insiders (Key Persons) and to regulate their dealings in Al Baraka Banking Group “ABG” securities, and to ensure that ABG insiders are acquainted with and aware of the legal and administrative requirements regarding their holdings and dealings in ABG securities, in addition to preventing the abuse of inside information by such insiders.

The Committee is chaired by the President & Chief Executive (Board member), and the other members are the Heads of Internal Audit, Legal & Compliance, Risk management, Treasury and Operations & Administration and Investors' Relations.

2. Insiders Committee Terms of Reference

Introduction:

The Insiders Committee is established by a resolution from President & Chief Executive approval on 4/3/2007, after listing ABG share in compliance with Circular No. 00DG/282/04 by the Bahrain Monetary Agency (BMA), the Guidelines on Insiders issued under the circular No.0DG/215/2004.

The Committee also successively comply with update Resolution No. 16/2010 issued by the chairperson of Bahrain Bourse on November 4, 2010 and the Central Bank of Bahrain (CBB) Rules.

Members of the Committee:

The Committee's list of Members:

1. The President & Chief Executive (Chairman)
2. Head of Internal Audit
3. Head of Operations & Administration
4. Head of Legal Affairs
5. Head of Treasury & International Financial Institutions
6. Legal Affairs
7. Head of Investors Relations Section, & Insiders Registrar- Committee Secretary

Duties of the Committee:

1. To observe, Monitor and regulate the movement/trading of ABG shares between Insiders Persons and Key Persons whether between them or outsiders.
2. To specify, determine, and classify Insiders/Key Persons in the Bank.
3. To study discuss and observe all suspicious dealings in ABG share.
4. To liaise with regulations with regulations issued by Central Bank of Bahrain and Stock Exchanges.
5. To do all duties and obligations imposed by applicable laws, circulars and instructions from regulatory bodies and bourses regarding Insiders and Key Persons.
6. Appoint the Insiders Registrar as classified by the law

Meeting of the Committee:

The Committee shall meet twice a year regularly for reviewing the KP status and regulations requirements and updates.

Committee could be invited to meet by the chairman or the Committee secretary if there is any material issue needs to be discussed.

Secretary:

The Committee shall appoint the Secretary.

Revises:

The Committee shall review its Terms of Reference annually.

3. AlBaraka’s “Policy on Key Persons Holdings& Dealings in Securities”

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ARTICLE 1

1. TITLE
The following Policy shall be designated as Al Baraka Banking Group (ABG) Policy on Key Persons Dealings & Holdings in Securities.

ARTICLE 2

2. INTRODUCTION
This Policy is issued in compliance with the Resolution No. 16/2010 issued by the Chairperson of Bahrain Bourse on November 4, 2010 and the CBB Rules.

The BB requested all listed companies to implement, comply with, and internally adopt the guidelines on Key Persons issued by it under the above Circular. The rationale behind such guidelines is to maintain a fair, orderly and transparent securities market and to enhance and develop the practices relating to the risk management systems and internal control within the listed companies and other similar institutions.

Therefore, these regulations are to be considered as the basic instructions on the monitoring supervising and handling insiders’ issues, in addition to outlining their duties to disclose, and restrict their dealing in their companies’ securities.

ARTICLE 3

3. OBJECTIVES

The primary objectives of these regulations is to ensure that all Key Persons in ABG are acquainted with and aware of the legal and administrative requirements regarding their holdings and dealings in its securities, in addition to preventing such Key Persons from any abuse of inside information.

ARTICLE 4

4. DEFINITIONS

4.1 “ABG” means AlBaraka Banking Group (B.S.C).

4.2 BB means Bahrain Bourse

4.3 Beneficial Owner - refers to any person who, even if not the recorded owner of the securities, has or shares the underlying benefits of ownership. These benefits include the power to direct the voting or the disposition of the securities, or to receive economic benefit of ownership of the securities. A person is also considered to be the “beneficial owner” of securities if that person has the right to acquire such securities within a certain period of time, either by option or other agreement. Beneficial owners include persons who hold their securities through one or more trustees, brokers, agents, legal representatives or other intermediaries, or through issuers in which they have a “controlling interest”, which means the direct or indirect power to direct the management and policies of the issuer, or any other entity in question.

4.4 CBB - means the Central Bank of Bahrain

4.5 The CMS Directorate - means the Capital Markets Supervision Directorate at the Central Bank of Bahrain.

4.6 The Committee - means the Key Persons Trading Committee appointed to manage Key Persons and insiders trading, holdings and related issues.

4.7 Connected Person - in relation to:-

(a) an individual means:-

- (i) the individual’s spouse, and his/her son, adopted son, stepson, daughter, adopted daughter, step-daughter, father, step-father, mother, step-mother, brother, step-brother, sister or step-sister; under his/her guardianship or control, or
- (ii) a firm or a corporation in which the individual or any of the persons mentioned in sub-paragraph (i) has control of not less than 10% of the voting power, whether such control is exercised individually or jointly;

(b) a firm or a corporation, means another firm or corporation in which the first-mentioned firm or corporation has control of not less than 10% of the voting power in that other firm or corporation.

4.8 Dealing - (Whether as principle or agent) making or offering to make with any person, or inducing or attempting to induce any person or to enter into or to offer to enter into any agreement for or with a view to acquiring, disposing of, subscribing for, or underwriting securities of the bank. Dealing also includes (but is not limited to) off-exchange transactions, including subscriptions of securities of the bank, as well as transaction relating to securities of the bank that are quoted on another Exchange.

4.9 Key Persons - includes members of the Board of Directors, senior management, ABG itself and such other personas decided by ABG Insiders committee to have access to inside information relating to ABG from time to time.

4.10 Inside Information - means information (a) which is of a precise nature relating directly or indirectly to one or more security or securities; (b) which has not been made public; (c) which, if made public, is likely to have a significant effect on the price of those securities or any related derivative security.

4.11 Insiders - When the term insiders is used in these rules without restriction, it applies to primary insiders, temporary insiders and other insiders, as applicable. All persons who come into possession of material inside information before its public release are considered insiders for the purposes of the CBB Disclosure Policies. Such persons include controlling shareholders, “directors and senior management”, officers and employees, and frequently should also include any officials of the Agency and the Exchange who have access to such information, outside attorneys, accountants, auditors, underwriters, investment bankers, public relations advisers, advertising agencies, consultants and other independent contractors. The husbands, wives, immediate families and those under the control of insiders may also be regarded as insiders. Where acquisition or other negotiations are concerned, the above relationships apply to other parties to the negotiations as well. Finally, for purposes of this Policy, insiders include “tippees” who come into possession of material inside information.

4.12 General information - The following information would be considered to be generally available:

- general market information that has been announced to a stock exchange or is contained in a public announcement by the company concerned;
- information obtained by investment research which is based on information freely made available by companies to the researcher and is generally made available to anyone making similar enquiries;
- published information of investment advisers and brokers.

Before information can be considered to be generally available, a reasonable period must have elapsed after the information was first made known, for the information to be disseminated among investors. Generally, this means that a person who has access to inside information should wait 72 hours after that information is announced publicly before dealing in securities.

All other forms of information should be regarded as not generally available.

4.13 Insider Trading - “insider trading” refers not only to the purchase or sale of an issuer’s equity and debt securities, but also to the purchase or sale of puts, calls or other options with respect to such securities. Such trading is deemed to be done by an insider whenever he has any beneficial interest, direct or indirect, in such securities or options, regardless of whether they are actually held in his name. The concept of “insider trading” includes “tipping”, or revealing inside information to outside individuals, to enable such individuals to trade in the ABG securities on the basis of undisclosed information.

4.14 Market Information - means information consisting of one or more of the following facts:

Means any published information about trading or no-trading in certain types of securities, their number, prices, range of price for trading or the identity of those involved or who may be involved in any capacity such as trading.

4.15 Materiality - information is material if its omission or misstatement could influence the economic decisions of the users taken on the basis of the financial statements.

4.16 Price Sensitive Information - Information will be regarded as price sensitive where a reasonable person would expect the information to have a material effect on the price or value of the securities. A material effect on price or value exists where the information is likely to influence people who commonly invest in securities in deciding whether to subscribe for, buy or sell those securities.

4.17 Share - means a share in the paid-up share capital of ABG and includes stock, except where a distinction between stocks and shares is expressed or implied.

4.18 Temporary Insider means any person who is an insider but not a Key Person.

4.19 Tipping - involves an insider communicating either directly or indirectly inside information to another person when the insider knows or should reasonably know that the other person would or is likely to use that information to deal in securities or to induce a third party to deal in the securities. Tipping is a form of insider trading and is prohibited by the Corporations Law.

ARTICLE 5

5. TRANSACTIONS BY KEY PERSONS

- 5.1** Any change in the Board of Directors and senior management must be notified immediately to the CBB and BB.
- 5.2** The rules issued by the CBB and BB should be regarded as applicable to purchases by ABG of its own shares.
- 5.3** Key Persons wishing to buy or sell in securities of ABG, must first pay attention to the following basic rules, and any other rules issued by the CBB and BB from time to time:-
- 5.3.1** They should not deal in its securities on considerations of a short-term nature.
- 5.3.2** That they will always be thought to be in possession of more information than can ever be published. Accordingly, they must accept that they cannot always feel free to deal in ABG securities, even when the rules would not prohibit them from doing so.
- 5.4** Any Key Person who has knowledge of the exceptional matter in question even if he is not prohibited from dealing he should nevertheless refrain from dealing under the circumstances when the matter in question constitutes unpublished price-sensitive information in relation to ABG securities.
- 5.5** In principle, a Key Person should seek to secure that all dealings in which he is deemed to be interested should be conducted in accordance with the provisions of Article(6) of this Policy.

Nevertheless it is recognized that a Key Person's duty in this respect will depend on the particular circumstances. A Key Person who is sole trustee, for example, should follow the same procedure as for any dealings in his own account, and should deal only if he would be personally allowed to do so under the rules even if he is exempt from the general prohibitions imposed by the CBB law and rules.

Where a Key Person has co-trustees who are not directors of the ABG, he may not be able to ensure that the procedure applicable to his personal dealings is followed in respect of dealings on behalf of the trust. The director/trustee has to avoid acting in breach of trust, and at the same time to refrain from divulging or abusing confidential information.

If a Key Person, whether or not himself a trustee, has as settler or otherwise, an important influence over the decision of the trustee, the procedure applicable to his personal dealings ought to be followed and the trustee

should not deal when he personally is not free to deal. Again, the remoteness of some interests may be such as to make the imposition of any duty under Article (6) below impracticable or inappropriate. Article (6) below indicates certain precautions, which should be taken.

No Key Person shall deal, where prohibited from doing so by the law and rules, or make any unauthorized disclosure of any confidential information, whether to co-trustees or any other person, or make any use of such information for the advantage of himself or others.

- 5.6** When a Key Person places investment funds under professional management where either he retains or exercise influence, the managers should be made subject to the same restrictions and procedures as the director himself, in respect of proposed dealings in the ABG securities.

ARTICLE 6

6. GUIDELINES FOR THE TRADING BY KEY PERSONS

- 6.1** If a Key Person is in possession of inside information he/she should contact the Chairman of the bank's Key Persons and Insider's Committee before engaging in any securities transaction.
- 6.2** The same restrictions should apply to dealings by a director or by an employee in the securities of any other listed issue, when by virtue of his position as Key Person of ABG, he is in possession of unpublished price-sensitive information in relation this issue.
- 6.3** Key Person can deal in securities of ABG in compliance with this Policy and regulations without notifying the Committee, except if the volume of the deal or his overall position exceed 0.5% of the total issuance (issued capital), where he needs to notify the committee and obtain a written approval
- 6.4** The restrictions on dealings by a Key Person contained in these rules should be regarded as equally applicable to any dealings by his or her spouse, or by or on behalf of any minor, and any other dealings in which for the purpose of the applicable laws, regulations and rules he is to be treated as interested. It is the duty of the Key Person to seek avoidance of any such dealing at a time when he himself is not free to deal.
- 6.5** Any Key Person who acts as trustee of a trust should ensure that his co-trustees are aware of the identity of any company of which he is a Key Person, so as to enable them to anticipate possible difficulties. A Key Person having funds under management should likewise advise the investment manager.
- 6.6** Any Key Person who is a beneficiary, but not a trustee, of a trust which deals in securities of ABG, should endeavor to ensure that the trustees notify him

after they have dealt in such securities on behalf of the trust, in order that he in turn notify ABG.

6.7 A list of Key Persons dealing in the securities of ABG since the date of the previous list should be circulated to members of the Committee , or alternatively, the register maintained for this purpose.

6.8 ABG shall endeavor to ensure that any Key Persons or directors, who as a board member or individual employee of a subsidiary company and, because of his office or employment in the company or subsidiary, is likely to be in possession of unpublished price-sensitive information in relation to the securities of any listed company, should deal in those securities in accordance with this Policy.

ARTICLE 7

7. Notification of Dealing:

Key Persons shall advise the Committee for its records on details of the dealing by the end of the next business day following the completion of the dealing. The Committee shall immediately file with BB such notifications by Key Person. However, dealing by ABG itself on its shares shall be reported to BB on daily basis if the volume exceeds 1% of the issued share capital; otherwise the dealing will be reported on monthly basis or as required by the Rules.

ARTICLE 8

8. DECLARATION AND MAINTENANCE OF A REGISTER ON KEY PERSONS

8.1 Key Persons

8.1.1. Declaration Requirements

Key Persons shall provide to the person in charge of the Key Persons' Register their basic personal data and information on people under their guardianship or control, as well as on corporations controlled by them, and corporation in which they exercise influence, by completing specific declaration forms. ABG shall further notify the Exchange of any changes to its Register of Key Persons within 10 calendar days of such change.

a. *Initial filings of the Register of Key Persons (Form KP1)*

The form shall be used for initial filing of the Register of Key Persons with BB, and includes the followings:

i. Form KP1 (Part 1) - The bank's Authorized Representative Information

Should be completed and submitted to the Exchange not more than 10 calendar days as follows:

- after the start of trading when ABG is first listed

on the Exchange.

- upon the conclusion of the ABG Annual General Meeting.
- upon the Exchange's request.

ii. Form KP1 (Part2) - Particulars & Holdings of Key Persons
For purpose of filling this form, a person has a holding in a security if he/she is the registered holder of the security or otherwise has the authority (whether formal or informal, or express or implied) to dispose of, or to exercise control over the disposal of, that security.

i. Form KP1 (Part 3) - Summary of particulars & holdings of Key Persons Register
Should be completed for the purpose of summary of particulars & holdings of Key Persons Register.

b. Filings of Changes to the Register of Key Persons. (Form KP2)
Should be completed for changes to an Issuer's Register of Key Persons either due additions or removals of Key Persons, or changes in the particulars or holdings of existing Key Persons. Refer to 8.1.3 (d) for Key Person's Obligations.

The above stated forms (KP1 and KP2) must be completed by authorized officer of ABG, typically the Corporate Secretary or other authorized representative of the bank, and submitted to the Exchange both in physical form and electronically to:

'keyperson@bahrainbourse.com.bh' (in Excel Format).

c. Key Persons in more than one Listed Company

A person who is an insider in other listed companies in addition to ABG must complete the required declaration forms for each listed company.

d. Declaration Requirement by Insiders by Definition

The company shall maintain a register on Key Persons by definition as well as the duty to declare in the same manner as that of statutory Insiders.

8.1.2. Maintenance of Key Persons Register

i. ABG shall create a separate register called the "Key Persons Register" which shall be maintained at its headquarters. The Key Persons Register shall be made available for investigation and inspection to the CBB and BB at all times.

ii. The Register shall be maintained and kept by ABG for a minimum

period of 5 years.

- iii. The bank's authorized representative shall submit the Key Person Register to the BB and to notify the BB of any changes.
- iv. The bank's authorized representative shall immediately file with BB any dealing by the Key Persons.

8.1.3. Information to be entered in the Key Persons Register

- a) Basic information relating to a person with the duty to declare:
Upon the appointing, electing, or employing a statutory Key Person ABG shall declare the statutory Key Person and his/her insider position in ABG, using the Notification Insider Position by Listed Company (Form: Ins-1 appendix - 1).
- b) Information on Key Person's Beneficial Ownership
The Key Person's own holdings and interests in the bank, as well as the holdings of any persons under his/her guardianship or control, and of corporation in which he/she exercises control, and changes in the holdings shall be entered in the Insiders' Register. Shares issued by ABG and by its subsidiaries shall be subject to the abovementioned duty to declare.
- c) Details regarding dealings by Key Persons in securities of the bank
- d) A Key Person's Obligation:
 - i. As the registration of holdings and any changes varies in different situations, different actions are required from the insiders as follows:
 - Each employee who has concluded an employment or service contract with ABG is personally responsible for having been entered in the Key Persons' Register and filing the required declarations of insider holdings and trading if he notified by the committee as a Key person, or has access to insiders information in ABG.
 - Changes of the shares traded in the BB shall automatically be entered in the Central Depository System and the Key Persons' Register and, such changes must be reported to the committee or the person in charge not later than next business day in case of any dealings and/or in case shares has been assigned to another person. Form KP2 should be used in this case.
 - When a transaction or other changes (e.g. gift, inheritance, or any permitted off-the-market transactions) has been concluded outside the BB, a Key Person shall personally ensure that the changes are declared and entered in the' Register.
 - When a change is related to shares other than those deposited with

the CDS system (e.g. derivatives contracts, options based on an employment relationship, a share of a Bahraini listed company quoted abroad), a Key Person shall ensure changes are declared and entered in the Register.

- ii. The Key Person should not encourage others while he/she is in a position of insider information.
- iii. The above terms will apply to key persons' dealing in BB and other exchanges and the Key Person shall comply at all times to this policy.

8.2 TEMPORARY INSIDERS

When ABG expressly defines any person(s) as a Temporary Insider, the declaration and information relating to those insiders should be entered into the Temporary Insiders' section within the Register.

Any person who considers that he/she comes within the definition of temporary insider shall notify ABG as per Form Ins-2(appendix -2 .)

The register should include:

- 1) The date at which such person becoming a Temporary Insider (i.g. Date of project);
- 2) The person's name as well as the represented corporation or authority of the persons outside ABG who have been given information on the project;
- 3) The date and time when the notification of entry in the Register has been given to a Temporary Insider;
- 4) The date and time when a Temporary Insider has submitted notification of the project (if this moment is different from moment of notification of entry in the Register), presuming that the moment, when the notification has been submitted, is known to the person in charge.
- 5) The termination of the project as a result of publication or expiration thereof as well as the date of termination.

The Register shall be confidential. Entries in the Register shall also indicate the person responsible for such entries.

A person entered in the Register shall be notified of the entry made and of its significance. The restrictions on the operations resulting from entry in the register may vary, depending in the stage at which the Register is drawn up or the entry is made therein.

The CBB shall also have the right to access the information relating to the management of the Temporary Insider information of ABG.

ARTICLE 9

9.1 Scope of the restriction on trading

The restrictions on trading shall be applied to ABG Key Persons as well as to persons under their guardianship and control, and corporations in which they exercise control or influence.

The restriction on trading shall not be applied in cases where:

- 1) Buying shares by subscribing or obtaining them directly from ABG or its subsidiary;
- 2) Receiving shares in consideration of redemption, merger, de-merger, or as compensation in accordance with a public tender offer, or in another comparable manner;
- 3) Receiving shares as dividends (bonus shares), or another form of payout from retained earnings;
- 4) Receiving shares as compensation for work or other performance or service;
- 5) Receiving shares as inheritance under a will, as a present or as a result of partition of an estate, or by means of similar acquisition.

It should be noted that the prohibition against the abuse of inside information shall also be valid when deviating from trading restrictions.

ARTICLE 10

10. MANAGEMENT AND SUPERVISION OF KEY PERSONS:

10.1 ABG shall organize regular supervision of the trading and has the duty to notify its Key Persons..

10.2 The CBB shall supervise the prohibition on abuse of inside information and the statutory duty to declare. Any violations of the disclosure standards and the guidelines for Key Persons shall be reported immediately to the CBB.

10.3 Key Persons Register data shall be verified at least once a year before the Annual General Meeting (AGM) by the internal auditor of ABG. The result of such verification shall be forwarded to the CBB at least 15 days before the date of the AGM.

10.4 Notification to BB on Register of Key Persons:

ABG shall submit an updated and complete Register of Key Persons to the BB as soon as practicable but not more than 10 calendar days after the following:

1. the start of trading when it is first listed on BB.
2. The conclusion of its Annual General Meeting; and
3. Upon request by BB.

10.5 The Committee

- 1) ABG shall form a Committee to manage Key Persons and insider's holdings, trading and related issues
- 2) The Committee is to be formed from the BOD members and employees of ABG.
- 3) The number of members in the Committee should not be less than three.
- 4) The Committee shall appoint a person in-charge of the Key Persons' Register issues responsible for managing the day-to-day business of the Committee, who might be a non-member of the Committee. In this case, such person should be treated as a Key Person. However, the authority to give approval for permitting trading by Key Persons shall be vested with the Committee.
- 5) The names, title, and contact details of the Committee members and the person in charge should be forwarded to the CBB on the appointment and when changes occur.
- 6) Alternatively, ABG may allocate the Committee's responsibilities to its Audit Committee.

10.6 Responsibilities of the Committee

- 1) Compliance with these Guidelines on Insiders, the prohibition against the abuse of inside information and the disclosure requirements concerning insiders shall be supervised by the Committee. The day-to-day monitoring shall be the responsibility of the person in charge and shall report to the Committee any violation of such requirement.
- 2) Shares transactions by insiders subject to the permission procedure shall be supervised on a proactive basis. This is done by ensuring, prior to any transaction, that there is no impediment to shares' trading or other share's transaction. Share's transaction by Key Person entered in the Key Persons' Register shall primarily be supervised retroactively reconciling all shares transactions based on the data entered in the CDS system against the declarations of insider holdings.
- 3) ABG shall notify the person in charge of insider issues when an individual's employment or service contract commences and expires.
- 4) ABG shall be responsible for providing new insiders with these Guidelines, and for providing them with training and instructions.

10.7 Tasks of the Committee

The Committee and the person in charge are responsible of the following tasks:

- 1) Training and informing

- a) The Committee shall ensure that the permanent insiders are fully aware of the restrictions and their obligations to its guidelines on Key Persons and that they recognize their position and the effects of their positions.
 - b) When a new Key Person position is accepted, as well as when amendments take place in the provisions on Key Persons in the laws or in provisions issued by the CBB, or ABG itself, the Committee is required to disseminate such changes and train the insiders accordingly.
- 2) Maintenance of Key Persons' Register and declaration;
- a) Receipt, examination and forwarding of declarations and trading of the permanent Key Persons of ABG to the CBB and BB,
 - b) The drawing up and maintenance of the Key Persons' Register.
- 3) Supervision of the Key Persons' transactions:
- a) Prior Approval
Any Key Person must notify the Committee and obtain its written approval, prior to the submission of any order to a licensed broker to buy or sell ABG shares if the order size or Key Person position equal to 0.5% of total issuance (issued capital), if not he must comply with the regulations in this regards and notify the committee not later than the next working day .
 - b) Validity of Approval
The Committee's approval shall be valid for not more than 20 calendar days from the date of approval. After this time, the approval is no longer valid and new approval will be required.
 - c) Withdrawal of Approval
The Committee shall have the authority to withdraw or cancel the approval to any Key Person by a notice in writing, if during the validity of approval there is any new development that may affect ABG shares price.
 - d) Refusal of Application
The Committee shall refuse to grant approval on any application, the execution of which is likely or most likely:
 - To result in a breach of any of the provisions of rules, regulations or circulars, whether in a specific or general nature issued by the CBB regarding the insiders' holding or trading.
 - To abuse inside information.
 - To be in conflict of interest between the applicant and ABG interest.
 - To protect the interests of ABG and its shareholders as seen necessary by the Board or the Committee.

- 10.8** Acknowledgment requirement
The Committee should inform the applicant of its decision within a maximum period of 2 business days, and a copy of such acknowledgement should also be kept in the Register.
- 10.9** Reporting to the CBB's CMSD
- 1) The Committee shall prepare a monthly statement in the standard format prescribed by the CMSD, recording all Key Persons' transactions, including any movement of ownership. The information of such statement should be only extracted from the Key Persons' Register.
 - 2) If the verification process indicates any discrepancies or differences between the Key Persons' Register information and information obtained from the CDS, or any other concerned source of information should be reported to the CMSD separately.
The abovementioned monthly statement should be audited by the internal auditor before submitting such statements to CMSD
 - 3) In any case, the monthly statement should be submitted to the CMSD no later than 15 calendar days from the end of each month. SUCH statement should be forwarded to the CMSD by person in charge of key person or compliance officer in accordance with the CBB circular NO.ODG/407/03.
- 10.10** Insider Trading and material information Temporarily Withheld
Immediate public disclosure of the information in question must be affected if ABG should learn that insider trading has taken or is taking place. In Unusual cases, where the trading is insignificant and did not have any Influence on the market, and measure sufficient to halt the insider trading and prevent its recurrence has already been taken, exception could be made which should be discussed with the CBB. The CBB can provide current information regarding market activity in ABG's shares with which to help assess the significance of trading.

ARTICLE 11

11 Violations and Penalties

11.1 The person who is in possession of Inside Information as a Key Person or insider may not:

11.1.1 Deal in any securities to which that information relates; or

11.1.2 Encourage another person to deal in any securities to which that information relates; or

11.1.3 Disclose that information, otherwise than in the proper performance of the functions of his employment, office or profession, to any other person.

11.2 Without prejudice to any laws or regulations applicable in the Kingdom of Bahrain, the CBB reserves the following rights regarding non-compliant person (s):

11.2.1 Call the Arbitration Board, formed in accordance with Article 13 of the BB law, for a meeting to decide on such non-compliant transactions.

11.2.2 if the CBB or the Arbitration Board, as the case may be, comes to the finding that the transactions is non-compliant and that the person profited or avoided a loss through unlawful trading, the transaction is liable to be cancelled and the profit or loss (whether realized or not) would be recovered, in addition to bearing the costs, fees, and charges incurred from such persons.

11.2.3 According to Article 361 (h) of the Commercial Companies Law, such persons shall be subject to “imprisonment and a fine not less than BD5,000 and not exceeding BD10,000 or either of these two penalties”.

11.3 Abuse of Inside Information

11.3.1 Abuse of inside information

Anyone who in order to gain material benefit for himself or for any other willfully or through gross negligence makes use of inside information relating to a share subject to public trade by:

- i. Disposing of or acquiring the share on his own behalf or on behalf of another, or
- ii. Directly or indirectly advising another party in a transaction relating to the share; shall be sentenced for abuse of inside information as stated above in 12.2.3.

11.3.2 Gross Abuse of inside information

All attempts of the willful abuse of inside information shall be punishable if:

- a. The purpose is to acquire exceptional profit or considerable personal gain;
- b. The offender, when committing the offence, makes use of his highly responsible position or direct access to the inside information as an employee or representative of the Agency, the Exchange, the Clearing, Settlement and Central Depository or Registry facilities, a clearing house, brokerage firm, or if
- c. The offence is committed with exceptional deliberateness and if the abuse of inside information is also deemed gross when assessed as a whole, the offender shall be sentenced for gross abuse of inside information to the penalty stated in Article 361 of the Commercial Companies Law and other penalties stated in the other related applicable laws, as the case may be.

12. Availability of the Policy:

This Policy shall be published on ABG website: www.albaraka.com to be available for the public after obtaining BOD approval on the final version

AlBaraka Banking Group B.S.C.

(Key Person regulations guideline)

**Guidelines on Issuers' Key Persons Dealing in Securities Accepted for
(issued by Bahrain Bourse)**

Guidelines on Issuers' Key Persons Dealing in Securities Accepted for Trading on the Bahrain Stock Exchange

Guidelines on Issuers' Key Persons Dealing in Securities Accepted for Trading on the Bahrain Stock Exchange

1 Introduction

Dealing in the securities of a listed company while in possession of inside information is illegal according to; Chapter 1 of Part 5 particularly Article 100 of the Central Bank of Bahrain (CBB) Law in addition to the CBB's volume (6) "Market Abuse & Manipulation" which prohibits such abuse of inside information.

As an added layer of security and transparency however, the Exchange requires each Issuer to issue, maintain and enforce a Key Person Dealing Policy regarding dealing in shares and other securities of the Issuer by members of its Board of Directors, senior management and such other persons as decided by the Issuer's board to have access to inside information relating to the Issuer from time to time.

The Issuer's adopted Key Person Dealing Policy shall comply with the requirements stated herewith. The issuer may also add any other requirements to its policy if it deems fit.

This introduction and the forms attached to the policy are considered an integral part of the policy.

2 Definitions

The following words and expressions shall have the meaning assigned to them:

"Exchange" Bahrain Stock Exchange.

"Issuer" any issuer's securities' accepted for trading in the Exchange.

"Dealing", where referred to in these Guidelines, includes (whether as principal or agent) making or offering to make with any person, or inducing or attempting to induce any person to enter into or to offer to enter into an any agreement for or with a view to acquiring, disposing of, subscribing for, or underwriting securities of the issuer. To be clear, dealing includes (but is not limited to) on-Exchange and off-Exchange transactions, including subscriptions of securities of the Issuer, as well as transactions relating to securities of the Exchange -listed Issuer that are quoted on another Exchange.

"Dealing Policy" shall refer to each Issuer's Key Person Dealing Policy

adopted pursuant to this directive/ruling/regulation.

“Guidelines” shall refer to the Exchange Guidelines on Issuers’ Key Person Dealing Policies

“Inside Information”, as defined in MAM B.2.10, means information that;

- (a) Is precise in nature relating directly or indirectly to one or more of the securities of the issuer thereof;
- (b) Has not been made public;
- (c) If made public, is likely to have a significant impact on the price of those securities or their derivatives;

“Key Persons” of an Issuer refers to members of the Issuer’s Board of Directors, senior management, the Issuer itself, and such other persons as decided by the Issuer’s board to have access to inside information relating to the Issuer from time to time. While key persons may have access to inside information from time to time by nature of their duties performed, they do not necessarily always possess inside information. This fact distinguishes key persons from insiders. Dealing by key persons of an Issuer, therefore, does not necessarily constitute insider trading.

“Register of Key Persons” refers to a register maintained by the Issuer which includes basic personal data of Key Persons and information on their holdings and dealings in the Issuer. The Register of Key Persons is maintained at the Issuer’s headquarters and updated by the Compliance Officer, Company Secretary or other authorized representative of the Issuer. Paragraph 3.3 elaborates on the Insiders’ Register.

3 Dealing policy

3.1 Dealing and using of Inside Information

Any person who is in possession of inside information shall not use such information to:

- (a) Deal in any securities to which that information relates;
- (b) Encourage any person to deal in any securities to which that information relates;
- (c) Disclose inside information to any other person, otherwise than in the proper performance of the functions of his employment, office or profession;

(d) Violate the rules governing the publishing of market information;

3.2 Notifications of dealing

1. Provided he/she is not in possession of inside information, Key Persons may deal in securities of the Issuer.
2. Key Persons are required to advise the Issuer for its records on details of the dealing by the end of the next business day following the completion of the dealing; the Issuer shall immediately file with the Exchange such notifications by Key Persons by using Form KP2.
3. The Exchange reserves the right to disseminate to the public, the dealing information as per the rules and regulation issued by the CBB.

3.3 Maintenance of a Register of Key Persons

The Issuer shall at all times maintain an updated Register of Key Persons containing the following:-

- (1) basic personal data of Key Persons of the Issuer;
- (2) Key Persons holdings and interests in the Issuer; and
- (3) details regarding dealings by Key Persons in securities of the Issuer.

The Issuer shall notify any person of his status as a Key Person of the Issuer upon his appointment, election or employment in the Issuer, and procure a declaration of information as required.

3.4 Notifications to the Exchange on Register of Key Persons

The Issuer shall submit an updated and complete Register of Key Persons to the Exchange as soon as practicable but not more than 10 business days after the following:-

- (1) the start of trading when it is first listed on the Exchange;
- (2) the conclusion of its Annual General Meeting; and
- (3) upon request by the Exchange.

The Issuer shall further notify the Exchange of any changes to its Register of Key Persons within 10 business days of such change. Form KP1 should be

used for initial filings of the Register of Key Persons with the Exchange, and Form KP2 should be used for filings of changes to the Register of Key Persons.

4 Availability of Dealing Policy

The Issuer shall provide a copy of the Dealing Policy to its Key Persons and make its Dealing Policy publicly available on its website.

5 Violations and penalties

Any conduct by relevant parties that contravenes the provisions of an Issuer's Dealing Policy must be dealt with severely. The courses of action and penalties that an Issuer may impose and related procedures enforcing such penalties should be clearly stated in the Dealing Policy.

The Issuer shall further include in its Dealing Policy a statement providing that any violation of the Dealing Policy by Key Persons employed by or under contract with the Issuer including directors, employees, consultants or contractors, may result in action being taken to terminate their service with the Issuer.

Without prejudice to the foregoing penalties prescribed in the CBB and the Exchange law, rules and regulation.

Key Person Application Forms

Type of Application Forms:

1. Register of Key Person **Form (KP1)**
 - Company's Authorized Representative Information (Part 1)
 - Particulars & Holdings of Key Persons (Part 2)
 - Summary of particulars & holdings of Key Persons Register (Part 3)
2. Changes to particulars and holdings of Key Persons **Form (KP2)**

Forms' Filling Instructions:

1. All Forms attached to this guidelines must be completed by a duly authorized officer of the Issuer, typically the Compliance Officer, Company Secretary or other authorized representative of the Company, and submitted to the Exchange both in physical form and electronically to Insiders.register@bahrainstock.com (in Excel Format).
2. **Form KP1 (Part 1)** "Company's Authorized Representative Information" should be completed and submitted to the Exchange not more than 10 calendar days as follows:
 - after the start of trading when the Issuer is first listed on the Exchange.
 - upon the conclusion of the Issuer's Annual General Meeting.
 - upon the Exchange's request.
3. **Form KP1 (Part2)** "Particulars & Holdings of Key Persons" Key Persons of an issuer refers to members of the Issuer's Board of Directors, senior management, the Issuer itself, and such other persons as decided by the Issuer's board to have access to inside information relating to the Issuer from time to time. For purpose of filling this form, a person has a holding in a security if he/she is the registered holder of the security or otherwise has the authority (whether formal or informal, or express or implied) to dispose of, or to exercise control over the disposal of, that security.
4. **Form KP1 (Part 3)** should be completed for the purpose of Summary of particulars & holdings of Key Persons Register.
5. **Form KP2** should be completed for changes to an Issuer's Register of Key Persons either due additions or removals of Key Persons, or changes in the particulars or holdings of existing Key Persons.

استمارة سجل الأشخاص الرئيسيين (KP1)
Form Register of Key Persons (KP1)

Company's Authorized Representative Information (Part 1)

بيانات الشخص المخول بالتوقيع عن الجهة المصدرة (الجزء الأول)

Name of Issuer:	اسم الجهة المصدرة				
Submitted by:	مقدم من قبل				
Name	الاسم				
Designation	المسمى الوظيفي				
Issuer's Stamp:	ختم الجهة المصدرة				
Signature	التوقيع				
Date of submission:	تاريخ التقديم				
Day	Month	Year	السنة	الشهر	اليوم

استمارة سجل الأشخاص الرئيسيين (KP1)
Form Register of Key Persons (KP1)

Particulars & holdings of Key Persons¹ - (Part 2)

مفردات وملكيات الأشخاص الرئيسيين¹ - (الجزء الثاني)

المفردات / Particulars							
Name الاسم		Designation المسمى الوظيفي			ID Number رقم الهوية		
Nationality الجنسية		Date of appointment تاريخ التعيين			Passport Number رقم الجواز		
الملكيات / Holdings							
Security type نوع الورقة المالية	Number of securities عدد الأوراق المالية				Percentage of Holding (%) نسبة الملكية (%)		
	Direct مباشرة	Indirect غير مباشرة	Direct مباشرة	Indirect غير مباشرة	Direct مباشرة	Indirect غير مباشرة	Indirect غير مباشرة
Shares أسهم							
Options خيارات							
Rights حقوق							
Warrants ورانتس							
Others أخرى							
Total المجموع							

يرجى تعبئة هذه الاستمارة لكل شخص رئيسي على حده¹

الختم والتوقيع

Stamp & Signature: _____

Company's Authorized Representative

المخول بالتوقيع عن الشركة

استمارة سجل الأشخاص الرئيسيين (KP1)
Form Register of Key Persons (KP1)

ملخص سجل مفردات ملكيات الأشخاص الرئيسيين² - (الجزء الثالث) (Part 3) - Summary of particulars & holdings of Key Persons Register²

Key Person الشخص الرئيسي	Designation المسمى الوظيفي	Nationality الجنسية	ID / Passport number رقم الهوية/ الجواز	Person under guardianship / Control of Key Person الأشخاص ذات العلاقة بالشخص الرئيسي		Security type (shares/options/ rights /warrants /others) نوع الورقة المالية (أسهم/خيارات/حقوق/وارنتس /أخرى)	Total holdings مجموع الملكيات
				ID/CR رقم الهوية / السجل التجاري	Name الاسم		

تتم تعبئة هذه الاستمارة من قبل الشخص المخول بالتوقيع عن الجهة المصدرة²

الختم والتوقيع
Stamp & Signature: _____
Company's Authorized Representative
المخول بالتوقيع عن الشركة

تحديث سجل تعاملات الأشخاص الرئيسيين
Changes to particulars and holdings of Key Persons

Form KP2

استمارة KP2

Particulars/المفردات						
Name الاسم		Designation المسمى الوظيفي		ID Number رقم الهوية		
Issuer's Name: اسم الجهة المصدرة		Nationality الجنسية		Date of appointment تاريخ التعيين		Passport Number رقم الجواز
Changes to holdings/تحديث الملكيات						
Security type نوع الورقة المالية	Number of securities held before changes عدد الأوراق المالية المملوكة قبل التحديث	Date التاريخ	Number of securities acquired / Disposed or off market عدد الأوراق المالية المشتراة / المباعة أو الحالات المستثناة	Direct / Indirect مباشرة / غير مباشرة	Number of securities held after changes عدد الأوراق المالية المملوكة بعد التحديث	Percentage of issued share capital (%) نسبة الملكيات من رأس المال (%)
Shares أسهم						
Options خيارات						
Rights حقوق						
Warrants ورانتس						
Others أخرى						
Total المجموع						

يرجى تعبئة هذه الاستمارة لكل شخص رئيسي

الختم والتوقيع

Stamp & Signature: _____

Company's Authorized Representative

المخول بالتوقيع عن الشركة

AlBaraka Banking Group B.S.C.

(Key Person regulations guideline)

Resolution no. 16/2010 in the Bahrain's Official Gazette



سوق البحرين للأوراق المالية

قرار رقم (١٦) لسنة ٢٠١٠
بشأن تعاملات الأشخاص الرئيسيين
في الأوراق المالية المقبولة للتداول
في سوق البحرين للأوراق المالية

رئيس مجلس ادارة سوق البحرين للأوراق المالية:

بعد الاطلاع على المرسوم بقانون رقم (٤) لسنة ١٩٨٧ بإنشاء وتنظيم سوق البحرين للأوراق المالية، المعدل بالمرسوم بقانون رقم (٢١) لسنة ٢٠٠١، وعلى قانون مصرف البحرين المركزي والمؤسسات المالية الصادر بالقانون رقم (٦٤) لسنة ٢٠٠٦،

وعلى القانون رقم (٥٧) لسنة ٢٠٠٩ بشأن سوق البحرين للأوراق المالية، وعلى قرار وزير التجارة والزراعة رقم (١٣) لسنة ١٩٨٨ بإصدار اللائحة الداخلية لسوق البحرين للأوراق المالية، وتعديلاتها، وعلى مجلد التعليمات السادس الصادر من مصرف البحرين المركزي، وبناءً على عرض مدير سوق البحرين للأوراق المالية، وموافقة مجلس إدارة السوق، في اجتماعه رقم ٢/٢٠١٠ المنعقد بتاريخ ٢٢ يونيو ٢٠١٠،

قرر الآتي:

مادة (١)

يُعتمد دليل تعاملات الأشخاص الرئيسيين في الأوراق المالية المقبولة للتداول في سوق البحرين للأوراق المالية، المرافق لهذا القرار.

مادة (٢)

على مصدري الأوراق المالية المقبولة للتداول في سوق البحرين للأوراق المالية، إعداد سياسات لتعاملات الأشخاص الرئيسيين في الأوراق المالية، على أن تشمل كافة المتطلبات الواردة في الدليل المرافق لهذا القرار، والعمل بها، وتزويد السوق بنسخة منها.

مادة (٣)

يُلغى كل نص يتعارض مع أحكام هذا القرار.

مادة (٤)

على مدير سوق البحرين للأوراق المالية تطبيق هذا القرار اعتباراً من أول ديسمبر ٢٠١٠،
ويُنشر في الجريدة الرسمية.

رئيس مجلس إدارة
سوق البحرين للأوراق المالية
رشيد محمد المعراج

صدر في: ١٣ ذي القعدة ١٤٣١هـ
الموافق: ٢١ أكتوبر ٢٠١٠م

دليل تعاملات الأشخاص الرئيسيين في الأوراق المالية المقبولة للتداول في سوق البحرين للأوراق المالية

١- المقدمة:

إن التعامل في الأوراق المالية بناءً على معلومات داخلية هو أمر غير قانوني، بمقتضى أحكام الفصل الأول من الباب الخامس وعلى وجه الخصوص المادة (١٠٠) من قانون مصرف البحرين المركزي والمؤسسات المالية إضافة إلى باب Market Abuse & Manipulation من المجلد السادس الصادر عن مصرف البحرين المركزي الذي يحظر الاستفادة من مثل هذه المعلومات.

وتعزيزاً للشفافية، يُلزم السوق الجهات المصدرة للأوراق المالية بإصدار وتطبيق «سياسة تعاملات الأشخاص الرئيسيين في الأوراق المالية الصادرة عن الجهة المصدرة»، مثل أعضاء مجلس الإدارة والمسؤولين التنفيذيين في الإدارة والأشخاص الآخرين الذين يتم تحديدهم من قبل مجلس إدارة الجهة المصدرة، بسبب إطلاعهم من حين لآخر على معلومات داخلية ذات علاقة بالجهة المصدرة.

ويجب على الجهات المصدرة للأوراق المالية الالتزام بكافة المتطلبات المذكورة في هذا الدليل، عند إصدار سياساتها المتعلقة بتداولات الأشخاص الرئيسيين فيها ويجوز للجهة المصدرة إضافة أية متطلبات أخرى وفق ما تراه حسب سياساتها الداخلية، وتعتبر هذه المقدمة والاستمارات المرفقة بهذا الدليل جزءاً لا يتجزأ منه.

٢- التعريفات:

يُقصد بالكلمات والعبارات التالية المعاني المبينة قرين كل منها:

السوق: سوق البحرين للأوراق المالية.

الدليل: الدليل الصادر عن السوق، والمتعلق بتعاملات الأشخاص الرئيسيين في الأوراق المالية.

الجهة المصدرة: كل جهة مصدرة للأوراق المالية المقبولة للتداول في السوق.

التعاملات: تشمل - أينما وردت في هذا الدليل - كل تعامل أو عرض أو توجيه لأي شخص أو إغرائه أو محاولة إغرائه بالدخول أو تشجيعه على الدخول في أي اتفاق، لحياسة أو التخلص من أو الاكتتاب في أو ضمان أي إصدار للأوراق المالية الصادرة عن الجهة المصدرة.

وتشمل التعاملات - دون حصر- الصفقات التي تتم في الأوراق المالية الصادرة عن

الجهة المصدرة، سواء داخل السوق أو خارجه، بما في ذلك الاكتتاب والحالات المستثناة من التداول، وكذلك الصفقات المتعلقة بالأوراق المالية الخاصة بالجهة المصدرة والمقبولة للتداول في السوق أو في أي سوق آخر.

ويستوي في ذلك أن تكون التعاملات المذكورة قد تمت بالأصالة أو الوكالة.

سياسة التعامل: سياسة تعاملات الأشخاص الرئيسيين في الأوراق المالية الصادرة عن الجهة المصدرة والمقبولة للتداول في السوق، وفقاً لهذا الدليل واللوائح والقرارات ذات الصلة.

المعلومات الداخلية: المعلومات الوارد تعريفها في الفقرة ١٠، ٢ B من باب (Market Abuse & Manipulation)، ضمن المجلد السادس الصادر عن مصرف البحرين المركزي، وتشمل المعلومات التالية:

- ١- المعلومات الدقيقة بطبيعتها، ذات العلاقة بشكل مباشر أو غير مباشر بوحدة أو أكثر من الأوراق المالية الصادرة عن الجهة المصدرة.
- ٢- المعلومات التي لم يتم الإعلان عنها للجمهور.
- ٣- المعلومات التي يمكن أن يؤدي الإعلان عنها للجمهور إلى التأثير على سعر الأوراق المالية أو مشتقاتها.

الأشخاص الرئيسيون: أعضاء مجلس إدارة الجهة المصدرة، والمسؤولون التنفيذيون فيها، والجهة المصدرة للأوراق المالية ذاتها، والأشخاص الذين يحدددهم مجلس إدارة الجهة المصدرة من حين لآخر، لإطلاعهم على معلومات داخلية ذات علاقة بالجهة المصدرة. ونظراً لإمكانية حيازة الأشخاص الرئيسيين - بين حين وآخر - لمعلومات داخلية، بالنظر إلى طبيعة عملهم ومهامهم الوظيفية، فليس بالضرورة أن يكونوا دائماً مطلعين على معلومات داخلية، وهذا ما يميز الشخص الرئيسي عن الشخص المطلع.

وعليه، فإن تعامل الأشخاص الرئيسيين لا يشكل بالضرورة تعاملاً لأشخاص مطلعين.

سجل الأشخاص الرئيسيين: السجل الصادر عن الجهة المصدرة، الذي يحتوي على المعلومات الشخصية الأساسية للأشخاص الرئيسيين، وملكياتهم وتعاملاتهم فيها. وعلى الجهة المصدرة الاحتفاظ بهذا السجل في مقرها الرئيسي، وتحديث محتوياته من قبل سكرتير مجلس الإدارة، أو أي شخص آخر مخول من قبل الجهة المصدرة.

وتورد الفقرة (٣-٣) من هذا الدليل توضيحاً مفصلاً لسجل الأشخاص الرئيسيين.

الأشخاص المطلعون: الأشخاص الرئيسيون الذين بحوزتهم معلومات داخلية أو لديهم إطلاع على معلومات داخلية، بحكم طبيعة عملهم ومهامهم الوظيفية.

٣- سياسة التعامل:

٣،١ التعامل واستخدام المعلومات الداخلية:

لا يجوز لأي شخص استخدام ما بحوزته أو ما أطلع عليه من معلومات داخلية فيما يلي:

- ١- التعامل في أية أوراق مالية ذات علاقة بهذه المعلومات.
- ٢- تشجيع أي شخص على التعامل في أية أوراق مالية ذات علاقة بهذه المعلومات.
- ٣- الإفصاح عن المعلومات الداخلية إلى أي شخص إلا في حدود ما يلزم لحسن أداء مهام وظيفته أو منصبه أو مهنته.
- ٤- مخالفة الإجراءات و الضوابط المقررة بشأن تنظيم نشر معلومات السوق.

٣،٢ الإبلاغ عن التعاملات:

- ١- يجوز للأشخاص الرئيسيين في الجهة المصدرة، التعامل في الأوراق المالية الصادرة عنها، شريطة عدم حيازتهم أو إطلاعهم على أية معلومات داخلية تتعلق بها.
- ٢- على الأشخاص الرئيسيين إبلاغ الجهة المصدرة بتفاصيل تعاملاتهم، في موعد أقصاه نهاية يوم العمل اللاحق لإتمام تعاملاتهم، وعلى الجهة المصدرة إبلاغ السوق بشكل فوري بهذه التعاملات وذلك وفق الاستمارة رقم KP٢ .

٢- يحتفظ السوق بالحق في الإفصاح عن تعاملات الأشخاص الرئيسيين للجمهور في إطار الضوابط و الإجراءات التي يحددها مصرف البحرين المركزي.

٣،٣ الاحتفاظ بسجل تعاملات الأشخاص الرئيسيين من قبل الجهة المصدرة:

على الجهة المصدرة الاحتفاظ بشكل دائم بسجل محدث، لتعاملات الأشخاص الرئيسيين فيها، على أن يحتوي هذا السجل على المعلومات والبيانات الآتية:

- ١- المعلومات الشخصية الأساسية للأشخاص الرئيسيين في الجهة المصدرة.
- ٢- نسب ملكيات الأشخاص الرئيسيين في الجهة المصدرة.
- ٣- التفاصيل الخاصة بتعاملات الأشخاص الرئيسيين في الأوراق المالية الصادرة عن الجهة المصدرة.

وعلى الجهة المصدرة إبلاغ الشخص فور تعيينه أو انتخابه أو توظيفه بأنه شخص رئيسي فيها، والحصول منه على إفصاح بشأن المعلومات والبيانات المذكورة.

٣،٤ إبلاغ السوق بسجل تعاملات الأشخاص الرئيسيين:

- على الجهة المصدرة تزويد السوق بسجل كامل ومحدث بتعاملات الأشخاص الرئيسيين في موعد أقصاه عشرة أيام عمل، اعتباراً من أي من الحالات الآتية:
- ١- بدء تداول الأوراق المالية، عند قبولها للتداول في السوق لأول مرة.

٢- انتهاء اجتماع الجمعية العمومية العادية.

٣- طلب السجل من قبل السوق.

وعلى الجهة المصدرة إبلاغ السوق بأية تغييرات تطرأ على سجل تعاملات الأشخاص الرئيسيين خلال عشرة أيام عمل من حدوث هذه التغييرات.

ويجب تعبئة استمارة (KP1) لإعداد سجل الأشخاص الرئيسيين لدى السوق، وتعبئة استمارة (KP2) في حالة إجراء أية تغييرات على هذا السجل، وتزويد السوق بهما.

٤- نشر سياسة تعاملات الأشخاص الرئيسيين:

على الجهة المصدرة أن تقوم بتسليم الأشخاص الرئيسيين فيها نسخة من سياسة التعامل الخاصة بها وكذلك نشرها على موقعها الإلكتروني.

٥- المخالفات والعقوبات:

يجب على الجهة المصدرة التعامل بشكل صارم مع أي تصرف من قبل الأطراف ذات العلاقة يخالف نصوص سياسة التعامل الصادرة عن الجهة المصدرة، ويجب أن تكون العقوبات والإجراءات التي قد تتخذها الجهة المصدرة منصوص عليها بوضوح في سياسة التعامل.

كما يجب على الجهة المصدرة تضمين سياسة التعامل الخاصة بها نصاً يوضح للأشخاص الرئيسيين فيها والمتعاقدين معها، بمن فيهم المدراء والموظفون والمستشارون، بأن أي مخالفة لهذه السياسة، قد تؤدي إلى صدور قرار منها بإنهاء خدماتهم معها.

ولا يخل بما سبق توقيع العقوبات المنصوص عليها في قانون وأنظمة مصرف البحرين المركزي وقانون وأنظمة سوق البحرين للأوراق المالية.

استثمارات الأشخاص الرئيسيين

أنواع الاستثمارات:

أ. استثمارة "سجل الأشخاص الرئيسيين" (KP1)

- استثمارة "بيانات الشخص المخول بالتوقيع في الجهة المصدرة" (الجزء الأول)
- استثمارة "مفردات وملكيات الأشخاص الرئيسيين" (الجزء الثاني)
- استثمارة "ملخص سجل مفردات وملكيات الأشخاص الرئيسيين" (الجزء الثالث)

ب. استثمارة "تحديث سجل تعاملات الأشخاص الرئيسيين" (KP2)

إرشادات تعبئة الاستثمارات:

١. تتم تعبئة الاستثمارات المرفقة بالدليل من قبل ضابط الالتزام أو سكرتير مجلس الإدارة أو أي شخص آخر مخول من قبل الجهة المصدرة، على أن يتم تسليم الاستثمارة إلى السوق، بالإضافة إلى نسخة الكترونية على البريد الإلكتروني التالي (insiders.register@bahrainstock.com).

٢. تتم تعبئة استثمارة KP1 (الجزء الأول) "سجل الأشخاص الرئيسيين" وتسليمها للسوق في موعد لا يتجاوز ١٠ أيام في أي من الحالات التالية:

- أ. بدء التداول على الأوراق المالية عند إدراجها في السوق لأول مرة.
- ب. انتهاء اجتماع الجمعية العمومية العادية.
- ج. بناء على طلب السوق.

٣. استثمارة KPI1 (الجزء الثاني) "مفردات وملكيات الأشخاص الرئيسيين": ويقصد بالأشخاص الرئيسيين أعضاء مجلس إدارة الجهة المصدرة والمسؤولون التنفيذيون فيها، والجهة المصدرة للأوراق المالية نفسها وكافة الأشخاص الذين يحدددهم مجلس إدارة الجهة المصدرة من حين لآخر، لإطلاعهم على معلومات داخلية ذات علاقة بالجهة المصدرة. ولأغراض تعبئة هذه الاستثمارة، يعتبر الشخص مالكا لورقة مالية إذا كانت الورقة المالية مسجلة باسمه أو كان مفوضاً (سواء بصفة رسمية أو غير رسمية أو صريحة أو ضمنية) بالتصرف أو التحكم في التصرف في تلك الورقة المالية.

٤. استثمارة KPI1 (الجزء الثالث) يتم تعبئة هذه الاستثمارة لإعداد ملخص سجل مفردات وملكيات الأشخاص الرئيسيين.

٥. يتم تعبئة استثمارة KP2 لإجراء أي تغييرات على سجل الأشخاص الرئيسيين، سواء بإضافة أو حذف أي منهم، أو تغيير مفرداتهم أو نسب ملكياتهم في الجهة المصدرة.

استمارة سجل الأشخاص الرئيسيين (KP1)
Form Register of Key Persons (KP1)

بيانات الشخص الحول بالتوقيع عن الجهة المصدرة (الجزء الأول)

Name of Issuer:	اسم الجهة المصدرة					
Submitted by:	مقدم من قبل					
Name	الاسم					
Designation	المسمى الوظيفي					
Issuer's Stamp:	ختم الجهة المصدرة					
Signature	التوقيع					
Date of submission:	تاريخ التقديم					
Day	Month	Year	السنة	الشهر	اليوم	

استمارة سجل الأشخاص الرئيسيين (KP1)
Form Register of Key Persons (KP1)

مفردات وملكيات الأشخاص الرئيسيين¹ - (الجزء الثاني)

Particulars & holdings of Key Persons¹ - (Part 2)

Name الاسم	Designation المسمى الوظيفي	ID Number رقم الهوية	Date of appointment تاريخ التعيين	Passport Number رقم الجواز	Particulars / المفردات			
					Holdings / الملكيات		Percentage of Holding (%) نسبة للكمية (%)	
Nationality الجنسية					Direct مباشرة	Indirect غير مباشرة	Direct مباشرة	Indirect غير مباشرة
Security type نوع الورقة المالية					Direct مباشرة	Indirect غير مباشرة	Direct مباشرة	Indirect غير مباشرة
Shares اسهم								
Options خيارات								
Rights حقوق								
Warrants ورانتس								
Others اخرى								
Total الاجموع								

يرجى تعبئة هذه الاستمارة لكل شخص رئيسي على حدة¹

الختم والتوقيع
Stamp & Signature: _____
Company's Authorized Representative
المخول بالتوقيع عن الشركة

Form KP2

تحديث سجل تعاملات الأشخاص الرئيسيين
Changes to particulars and holdings of Key Persons

استمارة KP2

Name الاسم		Designation المسمى الوظيفي		ID Number رقم الهوية		
Issuer's Name: اسم الجهة الصادرة		Nationality الجنسية		Date of appointment تاريخ التعيين		
Passport Number رقم الجواز						
تحديث للكيانات/حقوق						
Security type نوع الورقة المالية	Number of securities held before changes عدد الأوراق المالية المملوكة قبل التحديث	Date التاريخ	Number of securities acquired / Disposed or off market عدد الأوراق المالية للشراء /الباعه او الحالات المستثناة	Direct / Indirect مباشرة / غير مباشرة	Number of securities held after changes عدد الأوراق المالية المملوكة بعد التحديث	Percentage of issued share capital (%) نسبة للكيانات من رأس المال (%)
Shares أسهم						
Options خيارات						
Rights حقوق						
Warrants ورائتس						
Others اخرى						
Total الاجموع						

يرجى تعبئة هذه الاستمارة لكل شخص رئيسي

الختم والتوقيع
Stamp & Signature:
Company's Authorized Representative
المخول بالتوقيع عن الشركة

6. Contact person :

The Insiders Registrar :

Mr. Ahmed M. AbdulGhaffar

Vice President - Investors Relations

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