



ASE Services Guidebook

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Services to Substance for The ASE Members

1. Following up arbitration request submitted according to Amman Stock Exchange directives for dispute resolution.

Name of service	Following up arbitration request submitted according to Amman Stock Exchange directives for dispute resolution
Division	Legal affairs Division and follow up and execution Division
Recipients of Service	brokers ASE's members and their clients
Available Forms to Perform Service	None
Service Description	Exchange of documents between the claimant and respondent and the appoint of arbitrators in order to submitting the dispute file to the arbitration panel to hear and rule on , in accordance to the provision of ASE directives for dispute resolution
Requirements and Conditions of Service	<p>A- Submitting request from claimant fulfilled with all information and documents required.</p> <p>B- The respondent Response to the arbitration request fulfilled with all information and documents required within (5) five working days of receiving the request</p>
Required Documents	<p>A- The arbitration request must include the following information:-</p> <ul style="list-style-type: none"> - Name and full address of both the claimant and the respondent. - Related agreements, particularly those related to the agreement to refer the dispute to arbitration according to the provisions of Amman Stock Exchange directives for dispute resolution - A description of the nature and the circumstances of the dispute that gave rise to the request. - Reference to the subject matter of the request, claimed amounts and evidence corroborating the claim

	<ul style="list-style-type: none"> - the claimant position vis-à-vis the number and the selection of arbitrators according to the provisions of Article 6 of Amman Stock Exchange directives for dispute resolution - Any other information pertinent to the subject matter of the request. <p>B- Response on the arbitration request must include the following information:-</p> <ul style="list-style-type: none"> - His / her opinion on the nature and circumstances of the dispute. - His / her response to the claimant's requests, together with corroborative documents and evidence. - His / her response to the proposals regarding the number and the selection of arbitrators. - Any other information pertinent to the subject matter of the dispute.
<p>Steps and procedures for implementing the service</p>	<p>A. The respondent serve on the following day of receiving the arbitration request submitted by the claimant a copy of the request and its attachments to enable the latter to present his / her response within (5) five working days.</p> <p>B. The response on the submitted arbitration request is received from the respondent including all information and documents required.</p> <p>C. If the respondent's response contains a counter claim, the claimant serve a copy of the arbitration request and its attachment to enable the latter to present his / her response within (5) five working days of receiving the counter claim .</p> <p>D. Once the procedures of exchange of documents and selection of arbitrators are complete, the dispute file shall submit to the Arbitration Panel.</p> <p>E. The arbitration award shall be issued in an original copy to be</p>

	deposited by the Arbitration Panel with the legal department, and then call in the parties to pass on the award to them.
Service Fees	No fees are paid for providing this service, noting that the arbitration panel competence to hear and rule the dispute determinate arbitrator fees to what they see suitable, and the parties have the right to object on the fees.
Approximate Time for Completing the Service	Three weeks from the date of receipt the arbitration request fulfilled with all conditions, not including the twenty days prescribed for the arbitration panel to issue arbitration award which is extendable for another twenty days.
Contact details	Legal department/ Amman stocks market Tel 0096265664109 Ext. 1111/1112/1113/1114 Email info@ase.com.jo

2. Electronic Archiving System.

Name of service	Electronic Archiving System (Ezpublish)
Division	Programming
Recipients of Service	ASE Members
Available Forms to Perform Service	None
Service Description	<p>This system is designated for the brokerage firms (ASE members) that provides them with electronic version of the following information :</p> <ol style="list-style-type: none"> 1. All disclosures related to securities listed at the ASE and to the brokerage firms (ASE members), classified in proper manner. 2. All circulars issued by the ASE. 3. All trading reports related to the brokerage firms trading activities including trading bulletins. 4. The daily summaries prepared by the Research Department.
Requirements and Conditions of Service	ASE Membership for the brokerage firm
Required Documents	None
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1. Official letter to the ASE requesting the desired service. 2. The ASE provides the brokerage firm with service e-link in addition to the required login information (user name and password).
Service Fees	None
Approximate Time for Completing the Service	immediately

Contact details

Information & Communications Technology Dept. / ASE

- Tel : 0096265664081

Ext 1607/1608

3. Management Information System.

Name of service	Management Information System (MIS)
Division	Programming
Recipients of Service	ASE Members
Available Forms to Perform Service	None
Service Description	This service provides the concerned parties with the following information : 1. Daily executed orders 2. Close prices
Requirements and Conditions of Service	None
Required Documents	None
Steps and procedures for implementing the service	1-A request to obtain the services directed to ASE. 2-The ASE provides the brokerage firm with service IP in addition to connection information (username and password)
Service Fees	None
Approximate Time for Completing the Service	After completing all required procedures
Contact details	Information & Communications Dept. / ASE - Tel : 0096265664081 Ext 1607/1608

4. Technical support for the trading program.

Name of service	Technical support for the trading program (GL Trade)
Division	ICT Operations and Technical Support
Recipients of Service	ASE Members
Available Forms to Perform Service	None
Service Description	The ICT department installs or removes trading program on the brokerage firms' computers, in addition to providing technical support if needed.
Requirements and Conditions of Service	1- ASE membership of the brokerage firm. 2-Commitment to meet all the requirements to obtain the trading program.
Required Documents	A letter of request to add or cancel a trading station, or asking for the services of technical support for the installed trading program.
Steps and procedures for implementing the service	After the ASE Approval on the brokerage firm service request, the ICT department activates the service on server side and installs the trading program on the client side (brokerage firm devices) or performs the needed technical support.
Service Fees	None
Approximate Time for Completing the Service	After completing all required procedures
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1601/1602/1609

5. Technical support for Market Watch program.

Name of service	Technical support for Market Watch online program
Division	ICT Operations and Technical Support
Recipients of Service	ASE Members
Available Forms to Perform Service	None
Service Description	The ITC department installs or removes Market watch program on the Brokerage firms or investors computers, in addition to providing technical support if needed.
Requirements and Conditions of Service	ASE membership is compulsory for brokerage firms and commitment to meet all the requirements to obtain the program, while investors should sign special agreement to get this service.
Required Documents	A letter of request to add or cancel a market watches station, or asking for the services of technical support for the installed market watch program.
Steps and procedures for implementing the service	After the ASE Approval on the brokerage firm service request, the ICT department activates the service on server side, and installs the market watch program on the client side (brokerage firm or investors devices) or performs the needed technical support.
Service Fees	None
Approximate Time for Completing the Service	After completing all required procedures
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1601/1602/1609

6. Back-up Trading at ASE building.

Name of service	Back-up Trading floor at the ASE
Division	ICT Operations and Technical Support
Recipients of Service	ASE Members
Available Forms to Perform Service	None
Service Description	ICT Department provides trading screen for every brokerage firm in the Back-up Trading floor at the ASE main building for emergency cases that cause abnormal discontinuity in using trading services installed on broker's devices.
Requirements and Conditions of Service	Abnormal discontinuity of trading services at the brokerage firm offices, due to defects in communications lines or devices.
Required Documents	None
Steps and procedures for implementing the service	After contacting the ASE, the ICT Department and in coordination with the Listing and Operations Department checks the broker's problem and activates the broker's dedicated screen at the backup trading floor.
Service Fees	None
Approximate Time for Completing the Service	Immediately.
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1601/1602/1609

7. Auditing on the Brokerage Firms Systems

Name of service	IT Audit on accounting systems and infrastructure of the brokerage firms
Division	Projects and Development, Programming, Infrastructure and communications
Recipients of Service	ASE Members
Available Forms to Perform Service	<ul style="list-style-type: none"> - Audit form on accounting systems - Audit form on database - Audit form on operating systems - Audit form on infrastructure
Service Description	IT auditing on accounting systems and infrastructure at the brokerage firms side to make sure of their compliance with the ASE and the JSC requirements.
Requirements and Conditions of Service	ASE membership for brokerage firms.
Required Documents	Official Documents showing how much the brokerage firms committed with ASE requirements.
Steps and procedures for implementing the service	The ICT staff checks the accounting systems and infrastructure of the brokerage firm to make sure of their compliance with the ASE and the JSC requirements. They also request official documents that clarify brokerage firm's commitment.
Service Fees	None
Approximate Time for Completing the Service	After completing all of the required Auditing procedures
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1601/1604

8. Internet Trading

Name of service	Internet Trading
Division	Market Operations/ ICT Operations
Recipients of Service	The ASE Members for the purpose of enabling their clients to trade online.
Available Forms to Perform Service	1-Service application form. 2-the monthly report for the user
Service Description	Enabling Investors to send their buy and sell orders to the Electronic trading System through Internet by using the broker's infrastructure.
Requirements and Conditions of Service	<ul style="list-style-type: none"> – Obtaining the necessary approvals from the ASE and the JSC – Meeting all the requirements set forth in Securities Trading Directives via the Internet, and any other requirements determined by the ASE and the JSC. – Signing an Internet Trading Agreement with the customers who are interested in this service – Signing a data distribution agreement with the ASE. – Commitment to the technical requirements, and prepare a testing environment in accordance with the ASE requirements.
Required Documents	<ul style="list-style-type: none"> – The service application form that includes the following: <ul style="list-style-type: none"> ● Internet Trading Agreement. ● Risk Disclosure Statement. ● A written Contingency plan. ● Detailed diagrams for the internal network at the brokerage firm, which clarify main servers and firewalls in accordance with the ASE requirements. – A monthly report of the number of users who receive the real-time data of the ASE.

<p>Steps and procedures for implementing the service</p>	<ol style="list-style-type: none"> 1- Review the requested application and make sure that all documents and information attached with the application are accurate and complete. 2- Provide the broker with all technical information that enables it to develop the required programs. 3- Conduct the necessary functional and technical tests, along with the security test, in addition of making sure that the broker's IT infrastructure is suitable to carry out the Internet trading operations. 4- Submit the application to the ASE Board of Directors to approve the requested service after making sure that the broker is ready to provide the service, and all the conditions and requirements are met. 5- Submit the application with all supporting documentation to the JSC to authenticate the request. 6- Approve launching the service and Set the date of its launching.
<p>Service Fees</p>	<ul style="list-style-type: none"> – The ASE does not impose any fees on Internet Trading Service, but the brokerage firm is considered as a data vendor and shall pay the ASE for the live data the sum of \$ (5), or the equivalent in Jordanian dinars thereof in the Jordanian Dinars monthly for each user. – Fees are paid at the end of every month attached with the users' report mentioned above.
<p>Approximate Time for Completing the Service</p>	<p>After completing all the necessary procedures.</p>
<p>Contact details</p>	<p>Listing and Operations Dept. - Tel : 0096265664109 Ext 1303/ 1304/1305/ 1307/ 1310 - Email: operations@ase.com.jo Information & Communication Technology Dept. - Tel : 0096265664109 Ext. 1601/1666</p>

9. Amending the Internet Trading Program

Name of service	Amending the Internet Trading program
Division	Market Operations / ICT Operations
Recipients of Service	The ASE Members
Available Forms to Perform Service	None
Service Description	Amending the approved program which is used by the broker's clients for Internet Trading Service.
Requirements and Conditions of Service	The Amendments should not interfere with the rules and regulations.
Required Documents	A letter of request from the broker that includes the required amendments, attached with the required documents for Internet Trading service in case of any amendments thereto.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Conduct the necessary functional and technical tests, along with the security test for the program. 2- Set the release date for applying the new version of the program.
Service Fees	No Fees.
Approximate Time for Completing the Service	After completing all the necessary procedures
Contact details	<p>Listing and Operations Dept. / the ASE</p> <p>- Tel : 0096265664109</p> <p>Ext 1303/ 1305/ 1307/ 1310</p> <p>- Email: operations@ase.com.jo</p> <p>Information & Communication Technology Dept.</p> <p>- Tel : 0096265664109 Ext. 1601/1666</p>

10. Trading Stations

Name of service	Trading Stations
Division	Market Operations/ ICT Operations
Recipients of Service	The ASE Members
Available Forms to Perform Service	None
Service Description	A Trading station used by the certified brokers to enter buy and sell orders into the ETS on behalf of their clients.
Requirements and Conditions of Service	<ul style="list-style-type: none"> – The ASE determines the number of Trading Stations that are allowed for each member, based on the technical capabilities and usage licenses granted to the ASE. – In all cases, the number of Trading Stations for the broker shall not exceed the number of certified brokers in the brokerage firms. – The broker can submit a request to suspend or cancel any of the Trading Stations used by it. – The broker shall be committed to the provisions and rules of providing real-time trading information to the ASE members.
Required Documents	A letter of request to add, suspend or cancel a Trading Stations
Steps and procedures for implementing the service	<ul style="list-style-type: none"> – Review the request and verify that all the conditions are fulfilled. – Provide the broker with a Username and password to use the Trading Stations. – Take the necessary procedures on the electronic trading system.
Service Fees	<ul style="list-style-type: none"> – JD 400 annually for each trading station of the first four stations. – JD 150 monthly for each additional trading station after the fourth stations.

	<ul style="list-style-type: none"> - Trading Stations fees are paid annually within a period not exceeding ten working days from the beginning of the year.
Approximate Time for Completing the Service	Within two working days as a maximum.
Contact details	<p>Listing and Operations Dept.</p> <ul style="list-style-type: none"> - Tel : 0096265664109 <li style="padding-left: 40px;">Ext 1303/ 1304/1305/ 1307/ 1310 - Email: operations@ase.com.jo <p>Information & Communication Technology Dept.</p> <ul style="list-style-type: none"> - Tel : 0096265664109 Ext. 1601/1602/1609

11. Inquiry Stations

Name of service	Inquiry Stations
Division	Market Operations/ ICT Operations
Recipients of Service	The ASE Members
Available Forms to Perform Service	None
Service Description	Inquiry Stations that display real-time trading information which enable the broker to follow up the trading session.
Requirements and Conditions of Service	<ul style="list-style-type: none"> – The ASE determines the number of Inquiry stations that are allowed for each member, based on the technical capabilities and the usage licenses granted to the ASE. – The broker can request to suspend or cancel any of the inquiry stations. – The broker shall be committed to the provisions and rules of providing real-time trading information to the ASE members.
Required Documents	A letter of request to add, suspend or cancel the Inquiry station.
Steps and procedures for implementing the service	<ul style="list-style-type: none"> – Review the request and verify that all the conditions are fulfilled. – Take the necessary procedures on the electronic trading system.
Service Fees	<ul style="list-style-type: none"> – JD 200 annually for each inquiry station of the first four stations. – JD 100 monthly for each additional Inquiry station after the fourth station. – Inquiry stations fees are paid annually within a period not exceeding ten working days from the beginning of the year
Approximate Time for Completing the Service	Within two working days
Contact details	Listing and Operations Dept.

- Tel : 0096265664109 sub 1303/ 1304/1305/ 1307/ 1310

- Email: operations@ase.com.jo

Information & Communication Technology Dept.

- Tel : 0096265664109

Ext. 1601/1602/1609

12. Execution of Block Trades

Name of service	Execution of Block Trades
Division	Operations
Recipients of Service	The ASE Members
Available Forms to Perform Service	None
Service Description	Authorizing the brokers to execute Block Trades on behalf of their clients.
Requirements and Conditions of Service	<ul style="list-style-type: none"> – The minimum value of Block Trade is JD 200,000. – The price limit shall be executed within a price thresholds of ($\pm 7.5\%$) of the last traded price for companies listed on the First Market, and ($\pm 5\%$) of the last traded price for the companies listed in the Second and Third Market. – Inform and provide the ASE with the all required documents before at least one hour from the execution time.
Required Documents	<ul style="list-style-type: none"> – Written authorization of the client to buy/sell a security. – Statement of client's (seller) account at the same block execution date that issued by the Securities Depository Center. – Certificate of registration which includes the names of authorized persons to sign on behalf of the client, if the client is a legal person. – Prior written approval of the official parties whenever it deems necessary.
Steps and procedures for implementing the service	<ul style="list-style-type: none"> – Verify all the submitted documents, and make sure that all the conditions determined in accordance with the Trading Directives are fulfilled. – Give the involved broker the authorization to access the Block trades system to enter the buy or sell order and execute the Block Trade. – For more information, you can refer to the following link: http://ase.com.jo/ar/%D8%A7%D9%84%D8%B5%D9%81%D9%82%D8%A7%D8%AA-%D9%81%D9%8A-

	%D8%A8%D9%88%D8%B1%D8%B5%D8%A9- %D8%B9%D9%85%D8%A7%D9%86
Service Fees	The ASE does not charge any fee for this service, but trading Commissions for block trades are calculated based on the same percentage set in the valid legislation.
Approximate Time for Completing the Service	The service is provided on the day of receiving the request during the specific times set for executing the block trades.
Contact details	Listing and Operations Dept - Tel : 0096265664109 Ext 1303/1304/ 1305/ 1307/ 1310/ 1350/ 1351/ 1352/ 1353 - Email: operations@ase.com.jo

13. Execution of block trades excluded from price thresholds

Name of service	Execution of block trades excluded from price thresholds
Division	Operations
Recipients of Service	The ASE Members
Available Forms to Perform Service	None
Service Description	Entering buy and sell orders of the Block trades into the ETS on behalf of the Broker for the benefit of his clients
Requirements and Conditions of Service	<ul style="list-style-type: none"> - The ASE Board Of Director approves the request to exclude a block trade from minimum and maximum price thresholds in any of the following cases:- <ul style="list-style-type: none"> • If the Government or any public institution is a part of such block trades. • If the market capitalization of the block trade is not less than five hundred thousand JD 500,000 • Any other case approved by the Board of Directors if convinced that the transaction reflects the will of two parties to execute the block trade at the requested price.
Required Documents	<p>Each broker should present a written request to the Board of Directors for excluding the block from the allowed price threshold, in addition to all the supporting documents, as follows:</p> <ol style="list-style-type: none"> 1- Written authorization of the client to buy/sell a security. 2- Buyer/ seller Client identification Notice. 3- Statement of client's (seller) account at the same block execution date that issued by Securities Depository Center. 4- Certificate of registration which includes the names of authorized persons to sign on behalf of the client, if the client is a legal person. 5- Fill the ASE authorization form, to execute the block trade on

	<p>behalf of the broker, and to be signed and stamped with the official stamp of the brokerage firm.</p> <p>6- Justifications for excluding the block trade.</p>
Steps and procedures for implementing the service	<ul style="list-style-type: none"> – Submit the exception request to the Board of Directors to take the appropriate decision. – The ASE shall notify the involved brokers of the decision, and in case of acceptance, the brokers should execute the block as soon as possible. – The broker shall determine the execution date of the Block Trade and provide the ASE with the required documents as it is in the execution date. – The ASE enters buy and sell orders into the ETS on behalf of the broker during the specific times set for executing the block trades. – For more information, you can refer to the following link: http://ase.com.jo/ar/%D8%A7%D9%84%D8%B5%D9%81%D9%82%D8%A7%D8%AA-%D9%81%D9%8A-%D8%A8%D9%88%D8%B1%D8%B5%D8%A9-%D8%B9%D9%85%D8%A7%D9%86
Service Fees	The ASE does not charge any fee for this service, but trading Commissions for block trades are calculated at either the execution price or the closing price of the relevant security on the execution day, whichever is higher.
Approximate Time for Completing the Service	After completing all the necessary procedures
Contact details	<p>Listing and Operations Dept</p> <p>- Tel : 0096265664109</p> <p style="padding-left: 40px;">Ext 1303/ 1305/ 1307/ 1310/ 1350/ 1351/ 1352/ 1353</p> <p>- Email: operations@ase.com.jo</p>

14. SMS Notification System of the executed orders.

Name of service	SMS Notification System of the executed orders.
Division	Market Operations/ Programming
Recipients of Service	The ASE Members
Available Forms to Perform Service	Service subscription form
Service Description	Authorizing the broker to access the data base of executed orders for the purpose of informing its clients with their executed orders in real time via any of the available means of communication like: SMS, Fax or email.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Do not distribute the data to any other party other than the broker's clients, and in case of breach of provisions this condition, the ASE shall have the right to terminate this service instantly and without any prior notice or declaration. - The brokerage firm shall solely bear any legal liability that may be resulted from the usage of the information or data provided by ASE by the Company itself or by third parties, ASE shall not bear any liability towards the Company or the third parties which may result of such usage or as a result of technical disorders.
Required Documents	Service subscription form which shall be duly signed and stamped with the official stamp of the brokerage firm.
Steps and procedures for implementing the service	<ul style="list-style-type: none"> — Review the broker request. — Allow the broker to access the related data base to obtain the necessary data.
Service Fees	No fees
Approximate Time for Completing the Service	one working day
Contact details	Listing and Operations Dept.

- Tel : 0096265664109

Ext 1303/ 1304/1305/ 1307/ 1310

- Email: operations@ase.com.jo

Information & Communication Technology Dept.

Tel: 0096265664109

Ext. 1604/1666

15. Changing the Company's Name

Name of service	Changing the Company's Name
Division	Listing Division and Members Division
Recipients of Service	Listed Public Shareholding Companies and the ASE Members (Brokerage Firms)
Available Forms to Perform Service	None
Service Description	Changing the name of a listed company or the name of a member at the ASE upon their request.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - An application is submitted by the company to change its name, attached with the approval of the Ministry of Industry and Trade. - A quittance certificate issued by the Administration and Financial Dept. at the ASE.
Required Documents	An application submitted by the company attached with: <ul style="list-style-type: none"> 1- The approval of the Ministry of Industry and Trade on changing the company name. 2-The company's articles of association. 3- Memorandum of association after the amendment.
Steps and procedures for implementing the service	<ul style="list-style-type: none"> - Reviewing the application to make sure that it contains all required information - Determining a day for changing the company's name.
Service Fees	None
Approximate Time for Completing the Service	Two working days after completing all necessary procedures

Contact details

Listing and Operations Dept. / the ASE

- Tel : 0096265664109

ext 1300/1301/ 1302/ 1308

- Email: listing@ase.com.jo

16. Membership of the ASE

Name of service	Membership of the ASE
Division	Members
Recipients of Service	Brokerage firms
Available Forms to Perform Service	membership application form
Service Description	The brokerage firm becomes a member of the ASE to be authorized to trade in securities through its systems.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Conditions mentioned in Articles (8), (9) and (10) of the ASE's Internal By-Law. - The financial brokerage firm should get a financial broker or a dealer license from the JSC.
Required Documents	An application submitted by the company, attached with required documents in Article (9) of the ASE Internal By-Law of the.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the membership application to ensure that it contains all required information. 2- Completing all procedures at the JSC and the SDC. 3- Get the approval on membership of the ASE Board of Directors and determine a day to start its work.
Service Fees	<ul style="list-style-type: none"> - A membership fee of JD (200,000), once only, from the company that is licensed as a financial brokerage firm. - Annual subscription fee of JD (500).
Approximate Time for Completing the Service	The ASE Board of Directors determines the date for becoming a member after the company completes all procedures.
Contact details	<p>Listing and Operations Dept. / The ASE</p> <ul style="list-style-type: none"> - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

17. Practical Training Program on the Electronic Trading System

Name of service	Practical Training Program on the Electronic Trading System
Division	Operations
Recipients of Service	Participants in the Broker Certification and Training program held by the JSC, or any other related program upon the request of the interested party.
Available Forms to Perform Service	None
Service Description	Training program on the electronic trading system and trading stations.
Requirements and Conditions of Service	-The suitability of the date and time of the program with the ASE agenda.
Required Documents	-A letter of request to conduct the training program.
Steps and procedures for implementing the service	Review the request and submit it to the management to take the appropriate decision.
Service Fees	Depending on the case
Approximate Time for Completing the Service	Depending on the case
Contact details	Listing and Operations Dept. - Tel : 0096265664109 Ext 1303/1304/ 1305/ 1307/ 1310 - Email: operations@ase.com.jo

Services to Substance for Securities Issuers

1. Listing the Shares of Public Shareholding Companies

Name of service	Listing the Shares of Public Shareholding Companies
Division	Listing
Recipients of Service	Public Shareholding Companies
Available Forms to Perform Service	<ul style="list-style-type: none"> - Listing the shares of a unlisted company form - Listing agreement
Service Description	Listing the shares of public shareholding companies established in Jordan, that want to list and trade their shares at the ASE. The listing application which submitted by the company shall be reviewed to ensure that it fulfills all the conditions and requirements specified in the Directives , then the company is listed according to certain procedures
Requirements and Conditions of Service	- Conditions mentioned in Articles (3),(4), (5), (6),(16) and (24) of Listing Securities Directives.
Required Documents	An application submitted by the company, attached with all required documents identified in Article (4) of Listing Securities Directives.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the application to ensure that it contains all required information 2- Completing all the necessary procedures at the JSC and the SDC. 3- Signing of A listing agreement with the company, then the company shall announce in two daily newspapers all the information identified in Article (6) of Listing Securities Directives.

	4- Determining a day for listing the company's share.
Service Fees	(0.0004) of the paid in capital, where the collected fee should not exceed JD (3,000) per annum.
Approximate Time for Completing the Service	Three working days after completing all necessary procedures
Contact details	Listing and Operations Dept. / The ASE - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

2. Listing of Government bonds, Treasury Bills and Public Institutions Bonds

Name of service	Listing of Government bonds, Treasury Bills and Public Institutions Bonds
Division	Listing
Recipients of Service	The Government of the Hashemite Kingdom of Jordan, official public institutions, public institution and Municipalities
Available Forms to Perform Service	None
Service Description	Listing the securities issued by the Government of the Hashemite Kingdom of Jordan, official public institutions, public institution and Municipalities at the ASE.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - An application shall be submitted by the Central Bank of Jordan for listing bonds or bills, attached with the conditions and results of the issuance. - The JSC Approval of registration of the Bonds
Required Documents	Conditions and results of the issuance which issued by the CBJ.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Receiving a listing application attached with the conditions and results of the issuance , 2- Approval book on Registering the securities at the JSC. 3- Providing the ASE with the security code by the SDC. 4- Determining a day for listing the securities.
Service Fees	Annual fee of JD (250) per issue.
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / The ASE</p> <p>- Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

3. Listing of Corporate Bonds Issued by Public Shareholding Companies

Name of service	Listing of Corporate Bonds Issued by Public Shareholding Companies
Division	Listing
Recipients of Service	Public Shareholding Companies
Available Forms to Perform Service	Listing corporate bonds form
Service Description	Listing the corporate bonds issued by public shareholding companies at the ASE, The listing application which submitted by the company shall be reviewed to make sure that it fulfills all the conditions and requirements specified in the Directives, then the corporate bonds are listed according to particular procedures.
Requirements and Conditions of Service	<p>- Conditions mentioned in Articles (6),(19) and (24) of Listing Securities Directives, in addition to the following conditions :</p> <ol style="list-style-type: none"> 1- The relevant securities are registered with the JSC. 2- The relevant securities are deposited with the SDC. 3- There are no restrictions on the transfer of ownership of relevant securities except restrictions mentioned in legislation in force. 4- The issuer has signed the listing agreement with the ASE, which determines the rights and obligations of the two parties in relation to listing of the securities. 5- A quittance certificate issued by Administration and Financial Department at the ASE.
Required Documents	An application submitted by the company, attached with the

	documents identified in Article (19) of Listing Securities Directives.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the listing application to make sure that it contains all required information. 2- Completing all the necessary procedures at the JSC and SDC. 3- The company shall announce in two daily newspapers all the information identified in Article (6) of Listing Securities Directives. 4- Determining a day for listing the corporate bonds.
Service Fees	(0.0001) of the nominal value of the bonds, where the collected fee should not exceed JD (1,000) per annum.
Approximate Time for Completing the Service	Three working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / The ASE</p> <p>- Tel : 0096265664109</p> <p style="padding-left: 40px;">ext. 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

4. Listing of Jordanian/ Non- Jordanian Closed Investment Fund

Name of service	Listing of Jordanian/ Non- Jordanian Closed Investment Fund
Division	Listing
Recipients of Service	Investment fund manager (FM)
Available Forms to Perform Service	None
Service Description	Listing of Jordanian/ Non- Jordanian Closed Investment Fund at the ASE, The listing application which submitted by the FM shall be reviewed to make sure that it fulfills all the conditions and requirements specified in the Directives then the investment fund is listed according to particular procedures.
Requirements and Conditions of Service	<p>- Conditions mentioned in Articles (6), (22)/ (6) and (23) of Listing Securities Directives. , in addition to the following conditions :</p> <ol style="list-style-type: none"> 1- The relevant securities are registered with the JSC. 2- The relevant securities are deposited with the SDC. 3- There are no restrictions on the transfer of ownership of relevant securities except restrictions mentioned in legislation in force. 4- . The issuer has signed the listing agreement with the ASE, which determines the rights and obligations of the two parties in relation to listing of the securities. 5- A quittance certificate issued by Administration and Financial Department at the ASE.
Required Documents	An application submitted by the FM, attached with all required documents identified in Article (22)/ (23) of Listing Securities

	Directives.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the listing application to make sure that it contains all required information. 2- Completing all necessary procedures at the JSC and SDC. 3- Signing of a listing agreement with the FM, then, the FM shall announce in two daily newspapers all the information identified in Article (6) of Listing Securities Directives. 4- Determining a day for listing the investment fund.
Service Fees	(0.0004) of the paid in capital, where the collected fee should not exceed JD (3,000) per annum.
Approximate Time for Completing the Service	Three working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / The ASE</p> <p>- Tel : 0096265664109</p> <p style="padding-left: 40px;">ext. 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

5. Listing of Islamic Sukuk

Name of service	Listing of Islamic Sukuk
Division	Listing
Recipients of Service	The issuers of Islamic Sukuk
Available Forms to Perform Service	None
Service Description	Listing of Islamic Sukuk at the ASE. The listing application which submitted by the issuer shall be reviewed to make sure that it fulfills all conditions and requirements specified in the Directives, then the Islamic Sukuk is listed according to particular procedures.
Requirements and Conditions of Service	Conditions mentioned in Articles (3), (4), and (5) of Listing Islamic Sukuk at the ASE Directives
Required Documents	An application submitted by the issuer of the Islamic Sukuk, attached with all documents identified in Article (5) of Listing Islamic Sukuk at the ASE Directives .
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the application of listing Islamic Sukuk to make sure that it contains all required information. 2- Completing all the necessary procedures at the JSC and SDC. 3- Signing of a listing agreement with the company, then, the company shall announce in two daily newspapers all information identified in Article (5) of Listing Islamic Sukuk at the ASE Directives. 4- Determining a day for listing the Islamic Sukuk.
Service Fees	(0.0001) of the nominal value of the Sukuk, where the collected fee should not exceed JD (5,000) per annum.
Approximate Time for Completing the Service	Two working days after completing all necessary procedures

Contact details

Listing and Operations Dept. / The ASE

- Tel : 0096265664109

ext. 1300/1301/ 1302/ 1308

- Email: listing@ase.com.jo

6. Changing the Company's Name

Name of service	Changing the Company's Name
Division	Listing Division and Members Division
Recipients of Service	Listed Public Shareholding Companies and the ASE Members (Brokerage Firms)
Available Forms to Perform Service	None
Service Description	Changing the name of a listed company or the name of a member at the ASE upon their request.
Requirements and Conditions of Service	<ol style="list-style-type: none"> 1- An application is submitted by the company to change its name, attached with the approval of the Ministry of Industry and Trade. 2- A quittance certificate issued by the Administration and Financial Dept. at the ASE.
Required Documents	<p>An application submitted by the company attached with:</p> <ol style="list-style-type: none"> 1- The approval of the Ministry of Industry and Trade on changing the company name. 2-The company's articles of association. 3- Memorandum of association after the amendment.
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Reviewing the application to make sure that it contains all required information 2- Determining a day for changing the company's name.
Service Fees	None
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / the ASE</p> <p>- Phone: 0096265664109 ext 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

7. Change the Company's Symbol / Sector

Name of service	Change the Company's Symbol / Sector
Division	Listing
Recipients of Service	Listed Public Shareholding Companies
Available Forms to Perform Service	None
Service Description	Changing the listed Company Symbol / Sector upon its request.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - An application is submitted by the company to change its symbol/ sector at the ASE. - A quittance certificate issued by Administration and Finance Dept. at the ASE.
Required Documents	An application from the company to change its Symbol/ sector.
Steps and procedures for implementing the service	<ul style="list-style-type: none"> - Reviewing the application to make sure it contains all required information. - Determining a day for changing the company's Symbol/ sector.
Service Fees	None
Approximate Time for Completing the Service	<p>Changing the company's Symbol takes place within a month of submitting the application.</p> <p>Changing the company's sector takes place after two working days of completing all necessary procedures.</p>
Contact details	<p>Listing and Operations Dept. / the ASE</p> <ul style="list-style-type: none"> - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

8. Transferring between Markets

Name of service	Transferring between markets
Division	Listing
Recipients of Service	Listed Public Shareholding Companies
Available Forms to Perform Service	None
Service Description	Re- classifying the listed companies between the ASE Markets according to their financial statements
Requirements and Conditions of Service	Conditions of transferring between the Markets are identified in the Articles (5), (7),(9)(10),and (29) of Listing Securities Directives.
Required Documents	<ul style="list-style-type: none"> - Audited annual financial statements - A statement indicating the Free Float details of the company, at the end of the year. - A statement indicating the number of shareholders at the end of the year
Steps and procedures for implementing the service	After providing the ASE with the required statements, the ASE reviews and compares them with transfer conditions in order to transfer companies to the proper market.
Service Fees	None
Approximate Time for Completing the Service	<p>All companies that shall be transferred to another market (according to the conditions) are transferred on April 15th, of each year. or the first working day following the transfer if it was an official holiday,</p> <p>While companies who meet the transfer conditions after April 15th, are transferred one by one</p>
Contact details	<p>Listing and Operations Dept. / the ASE</p> <ul style="list-style-type: none"> - Tel : 0096265664109 ext 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

9. Decreasing the Capital of a Company

Name of service	Decreasing the Capital of a company
Division	Listing
Recipients of Service	Listing shareholding companies
Available Forms to Perform Service	Capital decrease application form
Service Description	Reducing the capital of the listed company by one of the capital's reduction methods: redeeming accumulated losses, issuance discount, return part of the capital to shareholders, or by redeeming treasury shares, where the ASE Reduces the company's capital within a maximum period of two working days from the date of completing all capital reduction procedures at the SDC
Requirements and Conditions of Service	<ul style="list-style-type: none"> -Completing the necessary procedures at the JSC and SDC. -A quittance certificate issued by the Administrative and Financial Dept. at the ASE.
Required Documents	<ul style="list-style-type: none"> 1- The Approval of the Ministry of Industry and Trade on the decrease. 2- The Approval of the Jordan Securities Commission on the decrease accompanied with the following documents: <ul style="list-style-type: none"> - Company's articles of association, memorandum of association after the amendment. - Names and number of shares owned by shareholders who own (5%) or more of the company's capital. - The names of the members of the Board of Directors, and the names and positions of the top executive management, and the securities owned by any of them or their relatives. - The interim financial statements after decreasing reviewed by the company's auditor

Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1. Suspending the company's shares from trading after receiving the approval of the Ministry of Industry and Trade on capital reduction, however the company which decreases its capital through redeeming its treasury stocks shall not be suspended from trading. 2. Completing the necessary procedures with the JSC and the SDC. 3. Calculating the opening price for the company's share reducing its capital, excluding companies that decrease their capital by purchasing treasury shares through the market. 4- Determining a day to decrease the company's capital and resume trading on the company's shares.
Service Fees	None
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	<ul style="list-style-type: none"> -Listing and Operations Dept. / the ASE - Tel : 0096265664109 ext 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

10. Increasing the Company's Capital through Stock Dividends

Name of service	Increasing the Company's Capital through Stock Dividends
Division	Listing
Recipients of Service	Listed shareholding Companies
Available Forms to Perform Service	None
Service Description	Listing the company's share -increase resulting from capitalization of retained earnings or/and issuance premium or/and the voluntary reserves or/and the special reserves and distribute it to existing shareholders as bonus shares. These shares shall be listed on the sixteenth day of the date of the JSC approval on the registration of those shares.
Requirements and Conditions of Service	JSC approval on the registration of shares.
Required Documents	None
Steps and procedures for implementing the service	<p>1- Receiving the approval of the Board of Commissioners of the Jordan Securities Commission on increasing the capital through stock dividends.</p> <p>2- At the end of the fifteenth day of the JSC approval on listing securities, a reference price will be calculated for the company's share.</p> <p>3- Listing the capital increase shares on the sixteenth day of the date of the JSC approval on the registration of increased shares.</p>
Service Fees	(0.0004) of the face value of the increase shares. Where, the collected fees with the annual listing fees should not exceed JD (3000) a year.
Approximate Time for Completing the Service	Listing the increase shares. on the sixteenth day of the date of the JSC approval on the registration of increase shares
Contact details	<p>- Listing and Operations Dept. / the ASE</p> <p>- Tel : 0096265664109</p>

ext 1300/1301/ 1302/ 1308

- Email: listing@ase.com.jo

11. Increasing Capital by private placement

Name of service	Increasing Capital by private placement
Division	Listing
Recipients of Service	Listed public shareholding companies
Available Forms to Perform Service	Capital increase application form
Service Description	Increasing the capital of a listed company through its shareholders. The application which submitted by the company shall be reviewed to make sure that it fulfills all the conditions and requirements, then the capital of the company is increased according to particular procedures.
Requirements and Conditions of Service	Conditions mentioned in Article (12) of Listing Securities Directives. Completing all the necessary procedures at the JSC and the SDC A quittance certificate issued by the Administration and Financial Dept. at the ASE
Required Documents	The application of capital increase, including the following: 1- The company's articles of association, memorandum of association after the amendment 2- Names of the shareholders who own (5%) or more of the company's shares. 3- The names of the members of the Board of Directors, and the names and positions of the top executive management, and the securities owned by any of them or their relatives. 4- The Prospectus, if the offering was for more than 30

	<p>shareholders.</p> <p>5- Issuance coverage results</p>
Steps and procedures for implementing the service	<p>The JSC approval on capital increase through private placement. Subscription Rights shall be listed and de-listed according to the provisions of the Instructions of Dealing with Subscription Rights in force.</p> <p>Completing the capital increase procedures at the JSC and the SDC</p> <p>Reviewing the application to make sure that it contains all required information</p> <p>Determining a day to list the capital-increase shares</p>
Service Fees	<p>(0.0004) of the company's capital-increase shares, where the collected fees plus annual listing fees should not exceed JD 3000 per annum.</p>
Approximate Time for Completing the Service	<p>Two working days after completing all necessary procedures</p>
Contact details	<p>Listing and Operations Dept. / The ASE</p> <p>- Tel : 0096265664109</p> <p>ext. 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

12. Increasing Capital by Strategic investor or public offering or debt capitalization

Name of service	Increasing Capital by Strategic investor or public offering or debt capitalization
Division	Listing
Recipients of Service	Listed public shareholding Companies
Available Forms to Perform Service	Capital increase application form
Service Description	Increasing capital of the listed company. The application which submitted by the company shall be reviewed to make sure that it fulfills all the conditions and requirements, then the company's capital is increased according to particular procedures.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Conditions mentioned in Article (12) of Listing Securities Directives. - Completing all the necessary procedures at the JSC and the SDC - A quittance certificate issued by the Administration and Financial Dept. at the ASE
Required Documents	<p>The application of capital increase , including the following:</p> <ol style="list-style-type: none"> 1. The company's articles of association, memorandum of association after the amendment 2. Names of the shareholders who own (5%) or more of the company's shares. 3. The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives. 4. Prospectus of the company and issuance coverage results, if the capital increasing was through public offering
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1. Reviewing the application of capital increase to make sure that it contains all required information

	<p>2. Completing procedures of capital increasing at the JSC and the SDC</p> <p>3. Determining a day to list company's capital-increase shares</p>
Service Fees	(0.0004) of the company's capital-increase shares, where the collected fees plus annual listing fees should not exceed JD 3000 per annum.
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / The ASE</p> <p>- Tel : 0096265664109</p> <p>ext. 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

13. Capital Restructuring

Name of service	Capital restructuring
Division	Listing
Recipients of Service	Listed public shareholding Companies
Available Forms to Perform Service	Capital restructure application form
Service Description	Reduce the company's capital then increase it at the same time. The application which submitted by the company shall be reviewed to make sure that it fulfills all the conditions and requirements, then the company's capital is changed according to particular procedures.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Completing all the necessary procedures at the JSC and the SDC - providing the ASE with capital restructuring requirements - A quittance certificate issued by the Administration and Financial Dept. at the ASE
Required Documents	<p>The application of company's capital restructure, including the following:</p> <ol style="list-style-type: none"> 1- The company's articles of association, memorandum of association after the amendment 2- Names of the shareholders who own (5%) or more of the company's shares. 3- The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives. 4- The reason of capital reduction. 5- The Approval of the Ministry of Industry and Trade on the capital restructure. 6- Issuance coverage results

	<p>7- A copy of the Minutes of the Company's General Assembly meeting regarding the company's capital restructuring process</p> <p>8- A copy of the JSC Commissioners' Board approval on registering the shares of capital-increase</p> <p>9- The Prospectus of the company</p> <p>10- Equation of shares allocation after capital restructuring</p> <p>11- A Reviewed financial statements after capital restructuring</p>
Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1. Suspend the company's shares from trading after receiving the approval of the Ministry of Industry and Trade on capital restructuring. 2. Reviewing the application of capital restructuring which submitted by the company to make sure that it contains all required information 3. Completing procedures of capital restructuring at the JSC and the SDC 4. Determining a day to resume trading on the company's shares with floating price and new capital
Service Fees	(0.0004) of company's capital-increase shares, where the collected fees plus annual listing fees should not exceed JD 3000 per annum
Approximate Time for Completing the Service	Two working days after completing all necessary procedures

14. Companies merger when one of them is the merging company and the other is the merged one

Name of service	Companies merger when one of them is the merging company and the other is the merged one
Division	Listing
Recipients of Service	Public Shareholding Companies
Available Forms to Perform Service	merger application
Service Description	Merging between two companies, one of them is the merging company and the other is the merged one. The merger application which submitted by the merging company shall be reviewed to make sure that it fulfills all the conditions and requirements specified in the Directives then the merged company will be de-listed and the merging company's capital will be increased according to particular procedures.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Completing the necessary procedures at the JSC and SDC. - providing the ASE with the merger requirements. -A quittance certificate issued by the Administrative and Financial Department at the ASE.
Required Documents	<p>application is submitted by the merging company attached with the following:</p> <ol style="list-style-type: none"> 1. The company's articles of association, memorandum of association after the amendment. 2. Minutes of the General Assembly Meeting for the merged companies including the approval on the merger. 3. The balance sheet of the companies before the merger. 4. The Ministry of Industry and Trade Approval on the merger. 5. Company registration certificate.

	<ol style="list-style-type: none"> 6. Merger committee report. 7. Opening balance sheet for the merging company after the merger. 8. Shares allocating equation. 9. Names of the persons who own (5%) or more of the company's shares and the securities owned by any of them. 10. Names of the members of the company's board of directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives. 11. A report contains the names of company's shareholders and the number of shares owned by company's shareholders and the ratio of non -Jordanian investment in the company. 12. Board of director decision of the merging company regarding the merger. 13. The company's annual report for the merged companies for the last fiscal year, which includes the company's board of directors' report, the company's fiscal statements and the company auditors' report. 14. The interim financial statements reviewed by the company's auditor, which covers the period from the end of the financial year preceding the date of the merging company submits an application to resume trading on its shares till the end of the last quarter preceding the date of the final approval on the merger. 15. The approval of the Board of the Commissioners of the JSC on the registration of the increase shares.
<p>Steps and procedures for implementing the service</p>	<ol style="list-style-type: none"> 1. The trading in companies shares will be suspended after the ASE is informed of the Companies General Controller

	<p>announcement contains a brief of merger contract, the results of re-evaluation and the opening balance sheet for merging company.</p> <ol style="list-style-type: none"> 2. Delisting the merged company after the ASE is informed of the Minister of Industry and Trade's decision to remove it from the Ministry of Industry and Trade's Records. 3. Reviewing the re-trade and listing increase shares application submitted by the merging company and makes sure it contains all the required information. 4. Completing the necessary procedures with the JSC and the SDC. 5. Determined a day to increase company's' capital and re-trade the company's shares with floating price.
Service Fees	(0.0004) of the paid in capital, where the collected fees of the capital increase shares with the annual listing fees should not exceed JD (3,000) per annum.
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	<p>Listing and Operations Dept. / the ASE</p> <p>- Tel : 0096265664109</p> <p>ext 1300/1301/ 1302/ 1308</p> <p>- Email: listing@ase.com.jo</p>

15. Merging companies to form a new company

Name of service	Merging companies to form a new company
Division	Listing
Recipients of Service	Public Shareholding Companies
Available Forms to Perform Service	merger application + listing of a new company application
Service Description	Merging of two companies to form a new company where the merger application submitted by the new company will be reviewed to make sure that it fulfills all the conditions and requirements specified in the Directives, then the merged companies will be de-listed and the new company will be listed according to particular procedures.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - Completing the necessary procedures at the JSC and SDC. - providing the ASE with the merger requirements and conditions stated in articles (4),(5),(6) of Listing Securities Directives. -A quittance certificate issued by the Administrative and Financial Department at the ASE.
Required Documents	<p>The application is submitted by the new company attached with following documents:</p> <ol style="list-style-type: none"> 1. Minutes of the General Assembly Meeting for the merged companies include the approval on the merger. 2. The balance sheet of the companies before the merger. 3. The Ministry of Industry and Trade Approval on the merger. 4. Merger committee report. 5. Opening balance sheet for the new company resulted from merger. 6. Shares allocating equation.

	<ol style="list-style-type: none"> 7. A Statement contains the names of company's shareholders and the number of shares owned by them and the ratio of non -Jordanian ownership in the company. 8. Board of Directors' decision of the new company regarding the merger. 9. The company's annual report for the merged companies for the past fiscal year, which includes the company's board of directors' report, the company's financial statements and the company auditors' report. 10. All required documents according to the Article (4) of Listing Securities Directives.
<p>Steps and procedures for implementing the service</p>	<ol style="list-style-type: none"> 1. Suspending the shares of the merged companies from trading after receiving the Companies General Controller announcement which contains a brief of merger contract, results of the re-evaluation and the opening balance sheet for the merging company. 2. Delisting the merged companies after the ASE is informed of the Minister of Industry and Trade's decision to remove them from the Ministry of Industry and Trade's Records. 3. Studying the listing application submitted by the new company to make sure it contains all the required information. 4. Applying "Listing the Shares of Public Shareholding Companies" procedures as explained in the service number (1) above.
<p>Service Fees</p>	<p>(0.0004) of the paid in capital, where the collected fee should not exceed JD (3,000) per annum.</p>

Approximate Time for Completing the Service	Three working days after completing all necessary procedures
Contact details	Listing and Operations Dept. / the ASE - Tel : 0096265664109 ext1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

16. Acquisition of a 100% of a company's capital

Name of service	Acquisition of a 100% of a company's capital
Division	Listing
Recipients of Service	Listed public shareholding company
Available Forms to Perform Service	Acquisition application form
Service Description	Possessing the whole shares of one company by another company
Requirements and Conditions of Service	<ol style="list-style-type: none"> 1- The Approval of the Ministry of Industry and Trade on Acquisition 2- A quittance certificate issued by the Administration and Financial Dept. at the ASE
Required Documents	<p>The application of acquisition including the following:</p> <ol style="list-style-type: none"> 1- The company's articles of association, memorandum of association after the amendment 2- Names of the shareholders who own (5%) or more of the company's shares 3- The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives 4- A copy of Minutes of the General Assembly meeting of the two companies regarding the acquisition. 5- Approval of Ministry of Industry and Trade regarding the acquisition. 6- Financial statements of the acquired company after the final approving on the acquisition.

Steps and procedures for implementing the service	<ol style="list-style-type: none"> 1- Suspending the shares of the acquired company from trading until completing the acquisition procedures after receiving the approval of the Ministry of Industry and Trade on acquisition process. 2- Reviewing the application of acquisition to make sure that it contains all required information 3- Completing the acquisition procedures at the JSC and the SDC 4- Determining a day to resume trading on the share's of acquired company.
Service Fees	None
Approximate Time for Completing the Service	Two working days after completing all necessary procedures
Contact details	Listing and Operations Dept. / The ASE - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

Services to Substance for Investors

1. Following up arbitration request submitted according to Amman Stock Exchange directives for dispute resolution

Name of service	Following up arbitration request submitted according to Amman Stock Exchange directives for dispute resolution
Division	Legal affairs Division and follow up and execution Division
Recipients of Service	Financial brokers members of the Amman stock Exchange and their clients
Available Forms to Perform Service	None
Service Description	Exchange of documents between the claimant and respondent and the appoint of arbitrators in order to submitting the dispute file to the arbitration panel to hear and rule on it in accordance to the provision of Amman Stock Exchange directives for dispute resolution
Requirements and Conditions of Service	<ol style="list-style-type: none"> 1- Submitting request from claimant fulfilled with all information and documents required. 2- The respondent Response to the arbitration request fulfilled with all information and documents required within (5) five working days of receiving the request
Required Documents	<ul style="list-style-type: none"> - The arbitration request must include the following information:- - Name and full address of both the claimant and the respondent. - Related agreements, particularly those related to the agreement to refer the dispute to arbitration according to the provisions of Amman Stock Exchange directives for dispute resolution - A description of the nature and the circumstances of the dispute that gave rise to the request. - Reference to the subject matter of the request, claimed amounts and evidence corroborating the claim

	<ul style="list-style-type: none"> - the claimant position vis-à-vis the number and the selection of arbitrators according to the provisions of Article 6 of Amman Stock Exchange directives for dispute resolution - Any other information pertinent to the subject matter of the request. - Response on the arbitration request must include the following information:- - His / her opinion on the nature and circumstances of the dispute. - His / her response to the claimant's requests, together with corroborative documents and evidence. - His / her response to the proposals regarding the number and the selection of arbitrators. - Any other information pertinent to the subject matter of the dispute.
<p>Steps and procedures for implementing the service</p>	<p>A- The respondent serve on the following day of receiving the arbitration request submitted by the claimant a copy of the request and its attachments to enable the latter to present his / her response within (5) five working days.</p> <p>B- The response on the submitted arbitration request is received from the respondent including all information and documents required.</p> <p>C- If the respondent's response contains a counter claim, the claimant serve a copy of the arbitration request and its attachment to enable the latter to present his / her response within (5) five working days of receiving the counter claim .</p> <p>D- Once the procedures of exchange of documents and selection of arbitrators are complete, the dispute file shall submit to the Arbitration Panel.</p> <p>E- The arbitration award shall be issued in an original copy to be deposited by the Arbitration Panel with the legal department, and then call in the parties to pass on the</p>

	award to them.
Service Fees	No fees are paid for providing this service, knowing that the arbitration panel competence to hear and rule the dispute determinate arbitrator fees to what they see suitable, and the parties have the right to object on the fees.
Approximate Time for Completing the Service	Three weeks from the date of receipt the arbitration request fulfilled with all conditions, not including the twenty days prescribed for the arbitration panel to issue arbitration award which is extendable for another twenty days.
Contact details	Legal department/ Amman stocks market Tel 0096265664109 Ext. 1111/1112/1113/1114 Email info@ase.com.jo

2. Receiving complaints of investors

Name of service	receiving complaints of investors
Division	Inspection
Recipients of Service	Investors
Available Forms to Perform Service	A form of receiving complaint of an investor
Service Description	A service of receiving complaints of investors regarding trading at the ASE
Requirements and Conditions of Service	<ul style="list-style-type: none"> - the investor submitting his complaint in writing form through approved approaches by either personally attending or submitting the complaint via various means of communication adopted. - Submitting the identification of the complainant or his representative under the legal agency. - Filing the complaint at the Diwan Office to conduct its proceedings duly.
Required Documents	<ul style="list-style-type: none"> - Filling out an adopted complaint form duly. - An identification Document which is the identity for the Jordanian and a passport for the Non-Jordanian. - Legal agency in case of the person, who provides the complaint, acting on behalf of the original investor. - Any necessary documents to support the substance of the complaint, including account statements or deal agreement or written authorizations or bills.

Steps and procedures for implementing the service

- The relevant employee allows the complainant go to the Diwan Office at the Administrative and Financial Department, for receiving the complaint from the investor formally.
- The Diwan Office, in turn, is responsible for sending the complaint to the CEO or his Deputy to convert it then to the Surveillance and Inspection Department to be duly followed-up.
- The Inspection Department in turn issues a letter to the Broker, whom the investor was filing a complaint against.
- The letter is signed up by the CEO or his Deputy to have an official feature.
- Sending the letter to the concerned broker to reply in his turn on the complaint within a maximum of three days, so that the concerned Broker can formulate his response during this period, and then providing the ASE with all documents supporting his point of view.
- The department will study the concerned Broker response and considering the investor complaint at the same time.
- The department sometimes visits the Brokerage firm to be sure of its documents, data, written authorizations, and audio recordings, if possible, especially which are concerning to the complainant investor, in order to investigate the truth and try to find a solution to the problem according to the rules and regulations in force.
- The concerned complainant will be contacted and informed by the outcome of the investigation into the complaint, whether the result of his complaint is incorrect when the Broker can prove the opposite, or that of his complaint is correct. And in this case, it is written for the Broker to solve the investor complaint in accordance with regulations and instructions in force and let the Department know about it.
- In case of a solution can not be reached between the complainant and the relevant Broker, the whole subject is transformed to the JSC in order to take such appropriate

	provisions in this area.
Service Fees	None
Approximate Time for Completing the Service	<ul style="list-style-type: none"> - Taking the complaint procedures immediately upon arrival by the inspection department. - The complaint needs at least five working days until it is received and replied.
Contact details	<ul style="list-style-type: none"> -The personal presence to the ASE building - Tel : (5664109 / 1202) - Fax: (5664071) - PO Box: 212 466 Amman 11121, Jordan - Email: (Info@ase.com.jo)

3. Public Takeover Bid

Name of service	Public Takeover Bid
Division	Listing Division and Operations Division
Recipients of Service	Investors
Available Forms to Perform Service	None
Service Description	Investor who interested in acquiring 40% or more of a Public Issuer's securities.
Requirements and Conditions of Service	<ul style="list-style-type: none"> - The minimum limit for the number of shares sought for acquisition through the public takeover bid is not less than (40%) of the shares of the company whose shares are sought for acquisition. - The bidder shall appoint a financial services company to manage the public takeover bid operation. - Publish the contents of the disclosure report at least twice in two local daily newspapers.
Required Documents	<ul style="list-style-type: none"> - Submit a disclosure report that includes: <ol style="list-style-type: none"> 1- Information about the person who interested in acquiring the shares. 2- Information about the company whose shares are sought for acquisition 3- The number of shares owned by the person who interested in acquiring the shares. 4- The minimum and maximum limit for number of shares sought for acquisition through the public takeover bid and the percentage each represents in the capital of the company whose shares are sought for acquisition 5- The price at which the bidder wishes to execute the acquisition, given that this is a preliminary price. 6- The objectives of the takeover bid in detail.

	<p>7- The name of the financial services company that will manage the public takeover bid operation</p> <p>8- A written request to resume trading from the company whose shares are sought for acquisition, attached by the company's board of directors names, and the securities owned by any of them or their relatives.</p>
Steps and procedures for implementing the service	<ul style="list-style-type: none"> - Suspend trading on the company whose shares are sought for acquisition after the ASE receive a book by a competent authority The public takeover bid shall be conducted by means of a specific mechanism that allows brokers to enter the sell orders at a specific price. Then, the requests are collected. - The person who wishes to acquire the shares shall pay a sum, equal to the highest price at which shares were purchased, to all the sellers. - Resume trading on the company's share after the completion of the procedures with the Jordan Securities Commission and the Securities Depository Center and submitting an application to re-trade its shares.
Service Fees	None
Approximate Time for Completing the Service	After completing all the necessary procedures
Contact details	<p>Listing and Operations Departments/ASE</p> <p>Tel: 0096265664109</p> <p>ext. 1301/1305/1307/1310/1300/1302/1301</p> <p>Email address operations@ase.com.jo</p>

**Services to Substance for
Government Institutions and Local International
Organizations**

1. Transactions to sell securities required upon a court sentence or upon request by relevant official parties.

Name of service	Transactions to sell securities required upon a court sentence or upon request by relevant official parties.
Division	follow up and execution Division
Recipients of Service	Courts and relevant official parties
Available Forms to Perform Service	N/A. Not available
Service Description	The transactions to sell securities required upon a court sentence or upon request by relevant official parties is executed by virtue of article (36) of Directives of Trading with Securities at the Amman Stock Exchange for 2004 and according to the Regulatory procedures issued by the commission's board of commissioners pursuant to commission letter No (4/1/1216) dated 5/4/2010.
Requirements and Conditions of Service	Receipt a letter from the party issued the selling order fulfilled with information and data required.
Required Documents	The letters issue from the party issuing the selling order should include the following information and data: <ul style="list-style-type: none"> - the owner of securities to be sold including his full name and his national or center number - Securities to be sold including the name of the public shareholding company and quantity of securities to be sold or determination sum of securities ordered to be sold for.
Service Steps and procedures	A-After receipt letter's from the party issuing the selling order fulfilled all the information and data required , ASE sends a letter to the Securities Depository Center and public shareholding company to inquire the ownership of the securities and Any restrictions on the ownership of securities and the details of this

	<p>restrictions (if any)</p> <p>B-After receipt feedback from Securities Depository Center and the competent public shareholding company, ASE addresses The Broker who should executes the selling transaction .</p> <p>C-After receiving the check and the invoice from the broker who executes the selling transaction, ASE address the party issuing the selling order to inform her that the selling process are completed and deliver the sum of this selling to it attached with the invoice , along with all ownership restriction as received from Securities Depository Center and/or public shareholding company.</p>
Service Fees	<p>no fees are paid for providing this service , knowing that the broker who executes the selling process should subtracting commissions due to him and to the Capital Market institutions committed to collect the minimal commission set in the valid legislation at the time of issuing the check for the value of the sold securities in favor of the specialized party which decided to sell</p>
Approximate Time for Completing the Service	<p>There is no time frame since the service providing is committed/ attached to many external parties.</p>
Contact details	<p>Legal department/ Amman Stock Exchange</p> <p>Tel 0096265664109 Ext. 1111/1112/1113/1114</p> <p>Email info@ase.com.jo</p>

2. Answer the inquiries received from the courts and relevant official parties

Name of service	Answer the inquiries received from the courts and specialized official parties
Division	Legal affairs
Recipients of Service	Courts and relevant official parties
Available Forms	Not available
Service Description	Answer the inquiries received to the ASE from courts and relevant official parties
Requirements and Conditions of Service	Receiving letter from the party prepared. accordance with the accepted requirements
Required Documents	letter to the ASE from the court or any official party prepared. accordance with the accepted requirements
ServiceSteps and procedures	<p>A- Examination the inquiry after receiving the letter from the party prepared accordance with the accepted requirements.</p> <p>B- Communicate with the relevant department if the answer is attached/ with one of the ASE departments,.</p> <p>C- After preparing the answer of the inquiry, the party addressing to provide it with the letter and its attachments.</p>
Service Fees	N/A – Not applicable.
Approximate Time for Completing the Service	Not more than three days from the date the require is received.
Contact details	Legal department/ Amman Stock Exchange Tel 0096265664109 Ext. 1111/1112/1113/1114

3. Updating the ASE information on the Department of Statistics website

Service name	Updating the ASE information on the Department of Statistics website
Division	Statistics Division and Information Technology Division
Service Recipients	Department of statistics
available Forms	None
Service description	Updating the ASE information on the Department of Statistics website on monthly basis.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Updating the ASE information on the Department of Statistics website through username and password.
Service fees	None
Approximate time for completing the Service	One working day
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

4. Updating the ASE information on the World Federation of Exchanges (WFE) website

Service name	Updating the ASE information on the World Federation of Exchanges (WFE) website
Division	Information Technology Division
Service Recipients	The (WFE) and its members.
available Forms	None
Service description	Updating the ASE information at the WFE website on monthly basis.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Updating the ASE information on the (WFE) website Through username and password.
Service fees	None
Approximate time for completing the Service	One working day
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

5. Updating the ASE information on the Federation of Euro-Asian Stock Exchanges (FEAS) website.

Service name	Updating the ASE information on the Federation of Euro-Asian Stock Exchanges (FEAS) website
Division	Information Technology Division
Service Recipients	The FEAS and its members
available Forms	None
Service description	Updating the ASE information on The FEAS website on monthly basis.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Updating the ASE information on The FEAS website through username and password
Service fees	None
Approximate time for completing the Service	One working day
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

6. Updating the ASE information on the Arab Federation of Exchanges (AFE) website

Service name	Updating the ASE information on the Arab Federation of Exchanges (AFE) website
Division	Information Technology Division
Service Recipients	The AFE and its members
available Forms	None
Service description	Updating the ASE information on the AFE website on quarterly and yearly basis.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Updating the ASE information on the AFE website through user name and password
Service fees	None
Approximate time for completing the Service	One working day
Contact details	Research and International Relations Department /ASE Tele Tel: 0096265664081 Ext: Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

7. Providing the Arab Monetary Fund with a daily file

Service name	Providing the AMF with a daily file
Division	Statistics division
Service Recipients	AMF
available Forms	Text file contains specific information
Service description	Providing the AMF with a daily file contains specific Information about prices, indices and market capitalization.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	The file is sent to the AMF by e-mail after preparation
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

8. Providing the Arab Monetary Fund (AMF) with a monthly file

Service name	Providing the Arab Monetary Fund (AMF) with a monthly file
Division	Statistics division
Service Recipients	AMF
available Forms	Text file contains specific information
Service description	Providing the AMF with a monthly text file contains specific Information about prices, trading value, indices, initial public offerings and economic information.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	The file is sent to the AMF after preparation and auditing
Service fees	None
Approximate time for completing the Service	One working day
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

9. International Relations

Service name	Filling questionnaires received from Arab and international institutions.
Division	Research Division and Statistics Division
Service Recipients	The institution that sent the questionnaire
available Forms	None
Service description	Filling questionnaire by the relevant staff, and send them by e-mail
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	After receiving the questionnaire formally the relevant staff fills it in, after that it will be audited. Finally it will be sent to the requesting institution.
Service fees	None
Approximate time for completing the Service	From one day to one week, depending on the information contained in the questionnaire.
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

10. Listing of bonds, Treasury Bills and Government Bonds

Service name	Listing of bonds, Treasury Bills and Government Bonds
Division	Listing
Service Recipients	The Government of the Hashemite Kingdom of Jordan, official public institutions, public institution and Municipalities
available Forms	None
Service description	Listing the securities issued by the Government of the Hashemite Kingdom of Jordan, official public institutions, public institution and Municipalities at the ASE.
Requirements and conditions of service	<ul style="list-style-type: none"> - An application shall be submitted by the Central Bank of Jordan for listing bonds or bills, attached with the conditions and results of the issuance. - The JSC Approval of registration of the said securities
Required documents	Conditions and results of the issuance which issued by the CBJ.
Service steps and procedures	<ol style="list-style-type: none"> 1- Receiving a listing application attached with the conditions and results of the issuance , Registering the securities at the JSC. 2- Providing the ASE with the security code by the SDC. 3- Determining a day for listing the securities.
Service fees	Annual fees of JD (250) per issue.
Approximate time for completing the Service	Two working days after completing all necessary procedures

Contact details

Listing and Operations Dept. / The ASE

- Tel: 0096265664109

ext. 1300/1301/ 1302/ 1308

- Email: listing@ase.com.jo

Services to Substance for Data Providers

1. Online Trading Data Dissemination

Service name	Online Trading Data Dissemination (Feedshop Program)
Division	Programming
Service Recipients	ASE Members / data vendors / press
available Forms	Online Trading Data Dissemination Agreement
Service description	This service broadcasts on-line trading information to data vendors and brokerage firms (which provide Internet trading service) to be used in their systems and programs.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	The interested party in this service sends an official letter to the ASE clarifying what type of information required and the purpose of usage. Then, the ASE will study the request and reply to it. For approved request, an On-line trading data agreement will be signed between the ASE and the service requester.
Service fees	Either free or payed according to the type of information and the purpose of usage.
Approximate time for completing the Service	After completing all required procedures
Contact details	Information & Communications Technology Dept. / ASE - Tel: 0096265664109 Ext 1604/1607

2. Disseminating data via Ticker Tape on websites.

Service name	Posting the Prices' Ticker Tape on websites
Division	Data dissemination
Service Recipients	Entities that have Websites
available Forms	Ticker Tape Agreement
Service description	Allow any interested party to post the prices' Ticker Tape on its website.
Requirements and conditions of service	<ul style="list-style-type: none"> - An official website that concerns with economic matters. - The company should Indicate that the source of this information is the ASE, as well as to put a link to the ASE's website. - Commitment to the provisions of the relevant agreement.
Required documents	<ul style="list-style-type: none"> - A letter of request from the company that includes the website's address which they intend to post the ticker tape on it, and a detailed description of its content.
Service steps and procedures	<ul style="list-style-type: none"> - Review the website of the interested entity and its profile, and submit the request to the ASE management to take the appropriate decision - Sign the Ticker Tape agreement with the company.
Service fees	No fees
Approximate time for completing the Service	Three working days
Contact details	Listing and Operations Departments Tel 0096265664109 Ext. 1303/1304/1305/1307/1310 Email address operations@ase.com.jo

3. Trading Data Dissemination

Service name	Trading Data Dissemination
Division	Data dissemination/Programming
Service Recipients	Data vendors
available Forms	Information Distribution Agreement
Service description	Provide the data vendors with real time trading information through a live feed for the purpose of distributing it directly to their users through special desktop applications or website dedicated to this purpose.
Requirements and conditions of service	<ul style="list-style-type: none"> - The Company shall at its own cost and expenses, implement all the equipment necessary for providing them with the information and it shall be responsible for the maintenance thereof, and in all matters related thereto. - Access to the service should be restricted to the company's clients through username and password. - The Company is obliged not to distribute the information to another distributing company except with the prior written consent of the ASE, and upon the new distributing company having made an agreement with the ASE for this purpose directly. - Commitment to the provisions of the relevant agreement.
Required documents	<p>A letter of Request form the company that includes the following:</p> <ul style="list-style-type: none"> - A detailed report about the service they intend to provide.

	<ul style="list-style-type: none"> - The firm's registration certificate. - The firm's Articles of Association and Charter. - The company's articles of association and memorandum of association. - A brief description of the firm's activities. - A monthly report of the number of users who receive the real-time information of the ASE.
Service steps and procedures	<ul style="list-style-type: none"> - Review the request and submit it to the ASE management to take the appropriate decision. - Sign the relevant data distribution agreement. - Provide the company with the necessary technical information to begin the development process - Conduct the necessary functional tests, to verify the accuracy of information disseminated through it.
Service fees	<ul style="list-style-type: none"> - Five American Dollars or the equivalent thereof in the Jordanian Dinars monthly for every user (screen for using the real-time information). - The Company shall not pay any remuneration for distributing the delayed information to users. - Fees are paid at the end of each month attached with the users' report mentioned above.
Approximate time for completing the Service	After completing all the necessary procedures
Contact details	Listing and Operations Departments

Tel: 0096265664109

ext. 1303/1304/1305/1307/1310

Email address operations@ase.com.jo

Information & Communication Technology Dept.

- Tel : 0096265664109

Ext.1604/1607

4. Trading Data Dissemination via mobile Phone.

Service name	Trading Data Dissemination via mobile phone
Division	Data dissemination/Programming
Service Recipients	Data vendors
available Forms	Information Distribution Agreement – Mobile phone Service
Service description	Provide the data vendors with real time trading information through live feed for the purpose of distributing it directly to their users through special application or SMS.
Requirements and conditions of service	<ul style="list-style-type: none"> - The Company shall at its own cost and expenses, implement all the equipment necessary for providing them with the information and it shall be responsible for the maintenance thereof, and in all matters related thereto. - Access to the service should be restricted to the company's clients through username and password. - The Company is obliged not to distribute the information to another distributing company except with the prior written consent of the ASE, and upon the new distributing company having made an agreement with the ASE for this purpose directly. - Commitment to the provisions of the relevant agreement.
Required documents	<p>A letter of request form the company attached with the following:</p> <ul style="list-style-type: none"> - A detailed report about the service they intend to provide. - The firm's registration certificate.

	<ul style="list-style-type: none"> - The firm's Articles of Association and Charter. - The company's articles of association and memorandum of association. - A brief description of the firm's activities. - Provide a periodic, monthly report of the number of users who receive the real-time information of the ASE.
Service steps and procedures	<ul style="list-style-type: none"> - Review the request and submit it to the ASE management to take the appropriate decision. - Sign the relevant data distribution agreement - Provide the company with the necessary technical information to begin the development process. - Conduct the necessary functional tests, to verify the accuracy of information disseminated through it.
Service fees	<ul style="list-style-type: none"> - The Company shall pay the ASE (20%) of the total revenues which are collected from the customers who receive the information. - Fees are paid at the end of each month
Approximate time for completing the Service	After completing all the necessary procedures
Contact details	Listing and Operations Departments Tel :0096265664109 ext. 1303/1304/1305/1307/1310 Email address operations@ase.com.jo Information & Communication Technology Dept. - Tel : 0096265664109 Ext.1604/1607

5. Trading Data Dissemination via GL screens

Service name	Trading Data Dissemination via GL screens
Division	Data Disseminations/ICT Operations
Service Recipients	Institutional Investors
available Forms	Data Disseminations Agreement via GL screens
Service description	Providing the interested party with an inquiry Stations for the purpose of displaying real time trading information, the station is directly connected to the electronic trading system through a leased line.
Requirements and conditions of service	<ul style="list-style-type: none"> - The Company shall at its own cost and expenses provide a line connection with (64K) Capacity for each screen. - The Company shall provide a PC that has the technical specifications set by the ASE at their own expense. - The counterparty should name a liaison officer to coordinate on the technical matters. - The Company is obliged not to distribute the information to another company. - Commitment to the provisions of the relevant agreement.
Required documents	<p>A letter of request form the company that includes the following:</p> <ul style="list-style-type: none"> - The firm's registration certificate.

	<ul style="list-style-type: none"> - The company's articles of association and memorandum of association. - A brief description of the firm's activities, its objectives and the volume of its investment portfolio at the ASE.
Service steps and procedures	<ul style="list-style-type: none"> - Review the request and submit it to the ASE management to take the appropriate decision. - Sign the relevant data distribution agreement with the company.
Service fees	<ul style="list-style-type: none"> - JD 6,000 annually for every station and it shall be paid in advance in the beginning of the contractual year.
Approximate time for completing the Service	After completing all the necessary procedures
Contact details	Listing and Operations Departments Tel :0096265664109 Ext. 1303/1304/1305/1307/1310 Email address operations@ase.com.jo Information & Communication Technology Dept. - Tel : 0096265664109 Ext.1601/1062/1609

6. Trading Data Dissemination via T.V channels

Service name	Trading Data Dissemination via T.V channels
Division	Data Disseminations
Service Recipients	T.V channels
available Forms	Data Disseminations Agreement
Service description	Displaying securities' prices on the T.V channels
Requirements and conditions of service	<ul style="list-style-type: none"> - Determine the mechanism of displaying the trading information on the T.V channel. - Not to use the information for any other commercial purposes, except with the prior consent of ASE. - Commitment to the provisions of the relevant agreement- if any.
Required documents	<ul style="list-style-type: none"> - A letter of request from the company to display the trading information.
Service steps and procedures	<ul style="list-style-type: none"> - Review the request, the channel and its content, and submit the request to the management to take the appropriate decision - Sign the relevant data distribution agreement - whenever it seems necessary- or issue an approval letter for the channel to get the required information via any certified data vendors.
Service fees	No Fees
Approximate time for completing the Service	After completing all the necessary procedures
Contact details	<p>Listing and Operations Departments</p> <p>Tel: 0096265664109</p> <p>Ext. 1303/1304/1305/1307/1310</p> <p>Email address operations@ase.com.jo</p>

Services to Substance for All Categories

1. Publication of the order of brokers' activity weekly and monthly

Service name	Publication of the order of brokers' activity weekly and monthly
Division	Accounting and Finance
Service Recipients	All service categories
available Forms	None
Service description	An agenda clarifying sizes of brokers trading of shares and bonds
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	None
Service fees	None
Approximate time for completing the Service	At once
Contact details	- Financial & Administrative Dept. - Tel: (0096265664081 / 1503) - Email: (Info@ase.com.jo) / simah@ase.com.jo)

2. Training students and those who are interested in Securities at the ASE.

Service name	Training students and those who are interested in Securities at the ASE.
Division	Awareness and Public Relations Departments
Service Recipients	All Categories
available Forms	none
Service description	Training both the university students and those who are interested in Securities Whether they are from local, Arabs or international at the ASE various Departments in coordination with the concerned department.
Requirements and conditions of service	None
Required documents	Sending an official letter addressed from the sender to the ASE, requesting training at ASE
Service steps and procedures	The department sends an official letter containing the approval, and the date of the training, in addition to a program distributing to the concerned departments and the date of starting the training. After completing the training, an assessment has been made to the trainee especially if the trainee is a university student. Then, an official book is prepared to the trainee to covers his/her training hours.
Service fees	None
Approximate time for completing the Service	Instant
Contact details	Awareness and Public Relations Departments Tel number :0096265664109 Ext:1701/1702/1703 Email address: Pr@ase.com.jo

3. Receiving Delegations from Different parts

Service name	Receiving Delegations from different parts
Division	Awareness Departments and Public Relations Departments
Service Recipients	All categories
available Forms	None
Service description	The ASE receives a number of official and student delegations from a number of (local or Arab or international authorities) to view the most important recent developments in the ASE.
Requirements and conditions of service	None
Required documents	sending an official letter requesting a visit to the ASE on which they review the electronic trading system and the most important developments at the ASE.
Service steps and procedures	The department sends an official letter to welcome the delegation shown the date, time and place of the field visit, after that a lecture is displayed to the delegation.
Service fees	None
Approximate time for completing the Service	Less than one week
Contact details	Awareness and Public Relations Departments Tel number :0096265664109 Ext:1707/1702/1703 Email address: Pr@ase.com.jo

4. The preparation of the ASE Newsletter

Service name	The preparation of the ASE Newsletter
Division	Awareness Departments and Public Relations Departments
Service Recipients	All categories
available Forms	None
Service description	Collecting the important data events, decisions and statistics that happened at the ASE during the last month and translating it to English.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Collecting the important data, events, decisions and statistics that happened at the ASE during the last month and translating it; after auditing, it is printed and reloaded at the ASE website www.exchange.jo As pdf file.
Service fees	None
Approximate time for completing the Service	One week
Contact details	Awareness and Public Relations Departments Tel number :0096265664109 Ext:1707/1702/1703 Email address: Pr@ase.com.jo

5. Preparing and updating some Introductory brochures for the ASE

Service name	Preparing and updating some Introductory brochures for the ASE
Division	Awareness Departments and Public Relations Departments
Service Recipients	All categories
available Forms	None
Service description	Preparing and updating the Introductory brochures of multiple purposes , translating, and following up its design before printing it finally
Requirements and conditions of service	none
Required documents	none
Service steps and procedures	Preparing and updating the Introductory brochures of multiple purpose , translating it and following up on its design before printing it finally and uploading it at the ASE website www.exchange.jo as pdf file
Service fees	none
Approximate time for completing the Service	One month
Contact details	Awareness and Public Relations Departments Tel number :0096265664109 Ext:1707/1702/1703 Email address: Pr@ase.com.jo

6. Organizing Awareness lectures for those who are interested in securities

Service name	Organizing Awareness lectures for those who are interested in securities
Division	Awareness Departments and Public Relations Departments
Service Recipients	All categories
available Forms	None
Service description	The ASE organizes and holds awareness lectures for Those who are interested in securities by certain hours which comes in line with the ASE policy in the dissemination of investment culture and raising awareness among investors and securities dealers.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	It is announced the lectures' time, address and its Place at the ASE website www.exchange.jo . Awareness and Public Relations Dept also handles registering the participant's names in addition to to prepare certificates to cover their training.
Service fees	none
Approximate time for completing the Service	One Week
Contact details	Awareness and Public Relations Departments Tel number :0096265664109 Ext:1707/1702/1703 Email address: Pr@ase.com.jo

7. Calculating indices for the ASE

Service name	Calculating and publishing indices of the ASE
Division	Statistics division
Service Recipients	Public
available Forms	None
Service description	Calculating indices for the ASE based on closing prices of listed companies by using an approved methodology for each type of indices.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Calculates and publishes daily indices on the ASE website at the following links: http://www.ase.jo/en/free-float-index http://www.ase.jo/en/weighted-index http://www.ase.jo/en/unweighted-index
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

8. Daily Statistics

Service name	Daily Statistics
Division	Statistics division
Service Recipients	Public
available Forms	None
Service description	The daily statistics include information about indices, market capitalization, trading volumes and some financial ratios. It is Published at the ASE website.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Preparing daily statistics in Arabic and English languages and Publishing at the ASE website at the following links: http://www.exchange.jo/sites/default/files/Daily%20Stat_Sectors_2016_A.pdf http://www.exchange.jo/sites/default/files/Daily%20Stat_Sectors_2016_E.pdf
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

9. Monthly Statistical Bulletins

Service name	Monthly Statistical Bulletins
Division	Statistics division
Service Recipients	Public
available Forms	None
Service description	The Monthly Statistical Bulletins include information about trading activity in the stock market during a certain month in addition to the most important financial data ,ratios for listed companies at the ASE, trading values, indices and market capitalization.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Preparing Monthly Statistical Bulletins in Arabic and English languages and publishing it at the ASE website at the following links: http://www.exchange.jo/ar/bulletins/monthly/new http://www.exchange.jo/en/bulletins/monthly/new
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

10. Index Review

Service name	Index Review
Division	Statistics division
Service Recipients	Public
available Forms	None
Service description	At each quarter, the constituents of index will be reviewed, companies that don't meet the selection criteria will be excluded, and companies who fulfilled the selection criteria will be added.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Reviewing the performance of companies in the last quarter then choose the companies who meet the selection criteria of the index and sub-indices. The constituents of the ASE general index will be published at the ASE website.
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

11. Activity of non-Jordanian investment at the ASE

Service name	Activity of non-Jordanian investment at the ASE
Division	Statistics division
Service Recipients	Public
available Forms	None
Service description	The report includes the activity of non-Jordanian investors at the ASE during a certain period in terms of buying and selling shares during a certain month and a year to date. Also it includes ownership for Arab and foreign investors at listed companies at the ASE.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Publishing the report at the ASE website on news area/home page after preparing it in both Arabic and English languages, also publishing the activity of foreign investment at the following links: http://www.ase.jo/ar/foreign-investment-activity http://www.ase.jo/en/foreign-investment-activity
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

12. Annual Report of the ASE

Service name	Annual report of the ASE
Division	Statistics division and Research division
Service Recipients	Public
available Forms	None
Service description	The report includes the achievements of the ASE during a certain year, in addition to the Chairman's statement, brief on economic situation, performance of Arab and international stock exchanges. The annual performances of the stock exchanges, financial statements and statistical appendix.
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	Printing the report in both languages Arabic and English, then publishing it on the ASE website at the following links: http://www.ase.jo/ar/node/1652 http://www.ase.jo/en/node/536
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

13. Companies Guide

Service name	Companies' guide
Division	Statistics division and Information Management division
Service Recipients	Public
available Forms	None
Service description	<p>Company guide includes information about all listed companies at the ASE.</p> <p>The information is divided into two parts: the first part includes the general information of the company as address, auditor's name, legal adviser, members of the board of directors, and shareholders who own more than 5% of the company's capital. The second part includes company's financial information which includes the main items of the statement of balance sheet, income statement, statement of cash flow and some financial ratios.</p>
Requirements and conditions of service	None
Required documents	None
Service steps and procedures	<p>Preparing the guide according to pre-set forms for each sector, then publishing it at the ASE website at the following links:</p> <p>http://www.ase.jo/ar/company_guide/information http://www.ase.jo/en/company_guide/information</p> <p>Can download the guide on the following links:</p> <p>http://www.ase.jo/ar/node/1660 http://www.ase.jo/en/node/543</p>
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	<p>Research and International Relations Department /ASE</p> <p>Tel: 0096265664081 Ext: 1444/1403/1405/1406</p>

E-mail: statistics@ase.com.jo/info@ase.com.jo

14. Market Watch Live (via Internet)

Service name	Market Watch Live (via Internet)
Division	Programming
Service Recipients	All interested parties
available Forms	None
Service description	This program helps investors and other interested parties in the traded securities at the ASE to follow up on their financial investments, and to make the right decisions based upon the daily live market information that can be accessed easily through internet.
Requirements and conditions of service	Conditions and regulations of how to use on-line trading information service. http://www.aselive.jo/compatible/Wlogin.php
Required documents	None
Service steps and procedures	This service can be obtained from the dedicated market watch website (www.aselive.jo) and performing the following steps: <ol style="list-style-type: none">1. From the login screen select (انشاء مستخدم (جديد) button for registration in Arabic or (create new user) in English.2. In Terms of Service dialog box, ensure that you read and understand the Terms and Conditions of using the program. When you are ready, select the " I agree" option and click Next to continue, or select " I Do Not Agree" to terminate service setup.3. If you select to continue, a list of all ASE securities appears.

	<ol style="list-style-type: none"> 4. Select the companies' symbols that you want to follow by clicking on the check box next to its symbol. You can choose up to 15 companies at the same time. 5. Save your selections by clicking on "Save Settings" button. 6. After saving your account settings click on "Finish" button 7. You may change your settings on the Market Watch screen by clicking on the settings to add or remove any company.
Service fees	No fees for the free version of the program
Approximate time for completing the Service	Immediately once the user account is correctly created
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1604/1607

15. Live Market Watch- Mobile App

Service name	Live Market Watch- Mobile App (Android OS)
Division	Programming
Service Recipients	All interested parties
available Forms	None
Service description	This Android App provides investors and all interested parties in the ASE traded securities with all on-line trading information delayed by 1.5 seconds from live data, last circulars and disclosures. This service is available at any time with full accessibility for mobile Tel s with Android platforms. These features expand application usage among interested users, whether they are investors tracking their financial affairs, or financial researchers seeking for specific information in an easy and quick manner. This program is developed for Android OS since it's widely used in mobile Tel s and tablets and can be easily downloaded from Google Play store.
Requirements and conditions of service	Conditions and regulations how to use the on-line trading information service. http://www.aselive.jo/compatible/arabic.pdf
Required documents	None
Service steps and procedures	To get this service, the user should login to Google Play store using an Android device and then performing the following steps: <ol style="list-style-type: none"> 1. In the Searching list, type ASELIVE. 2. Select the correct application entitled ASELIVE-AMMAN STOCK EXCHANGE 3. Click on (INSTALL) option to start App downloading on the device. Service Link https://play.google.com/store/apps/details?id=ase.com.aselive

Service fees	No fees for the free version of the program
Approximate time for completing the Service	Immediately once the app is correctly installed
Contact details	Information & Communications Technology Dept. / ASE - Tel : 0096265664109 Ext 1604/1607

16. Trading Reports and bulletins and general information about the listed companies.

Service name	Trading Reports and bulletins and general information about the listed companies.
Division	Operations
Service Recipients	Available to all categories
available Forms	None
Service description	Reports, bulletins or certificate provided by the ASE to the interested party, which include information about trading values, stocks prices or trading transactions.
Requirements and conditions of service	None
Required documents	A letter of request from the interested party.
Service steps and procedures	Review the request and provide the interested party with the requested information.
Service fees	No fees
Approximate time for completing the Service	Within a period not exceeding one working day from submitting the request
Contact details	Listing and Operations Departments Tele:0096265664109 Ext. 1303/1304/1305/1307/1310 Email address operations@ase.com.jo

17. Disclosures Concerning to The ASE Members

Service name	Disclosures concerning to the ASE members
Division	Members
Service Recipients	All parties
available Forms	None
Service description	Disclose about any significant information and decisions related to the ASE members, or about any insider trading operations, In order to achieve the principles of fairness and transparency.
Requirements and conditions of service	None
Required documents	All kinds of documented information and decisions.
Service steps and procedures	Publishing disclosures immediately after the ASE is informed, either directly by the member or by the JSC
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Listing and Operations Dept. / The ASE - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

18. Disclosures and actions related to the listed securities

Service name	Disclosures and actions related to the listed securities
Division	listing
Service Recipients	All parties
available Forms	None
Service description	Disclose about any significant information, decision or action that may affect the share's price of any company, in order to achieve principles of fairness and transparency.
Requirements and conditions of service	None
Required documents	All kinds of documented information and decisions
Service steps and procedures	Publishing disclosures immediately after the ASE is informed, either directly by the company or by the JSC
Service fees	None
Approximate time for completing the Service	Immediate
Contact details	Listing and Operations Dept. / The ASE - Tel : 0096265664109 ext. 1300/1301/ 1302/ 1308 - Email: listing@ase.com.jo

19. Answering the inquiries that are received to the ASE

Service name	Answering the inquiries that are received to the ASE
Division	Listing and Operations Department Research and Statistics Division/Research and international Relations Department. Awareness Division and Public Relation Division/ Awareness and Public Relations Department.
Service Recipients	All parties
available Forms	None
Service description	Answering the incoming inquiries and questions concerning the listing and operations issues.
Requirements and conditions of service	None
Required documents	Documents that contain the inquiry
Service steps and procedures	Reading the inquiry and submitting the required information to the concerned party.
Service fees	None
Approximate time for completing the Service	Depends on the type of inquiry and the required information
Contact details	Listing and Operations Dept. - Tel: 0096265664109 ext. 1300/1301/ 1302/1303 /1304/ 1305 / 1307/1310/1308 - Email: listing@ase.com.jo operations@ase.com.jo Awareness and Public Relations Departments Tel :0096265664109 Ext:1707/1702/1703 Email address: Pr@ase.com.jo Research and International Relations Department /ASE Tel: 0096265664081 Ext: 1444/1403/1405/1406 E-mail: statistics@ase.com.jo / info@ase.com.jo

Applications



Corporate Bonds Listing Application

Listing and Operations Department

Form number (1) - Corporate Bonds Listing

Required Documents:

1. The company's articles of association, memorandum of association, and prospectus (if any).
2. A report issued by the company's board of directors that includes the following:
 - A. A brief profile of the company's establishment, its major objectives and its relationships with other companies, be its mother, subsidiary, sister or affiliate companies (if any).
 - B. A description of the securities issued by the company and those that the company wishes to list.
 - C. The company's board of directors' evaluation supported with figures of the company's performance, the stage it arrived at, the achievements it realized and a comparison of the same with the set plan.
 - D. The significant events occurred to or affected the company from the date of its establishment till the date of submission of the listing application.
 - E. The company's future plan for the next three years.
 - F. Names of the persons who own (5%) or more of the company's shares.
 - G. Names of the members of the company's board of directors, and names and positions of the top executive personal, and the securities owned by any of them or their relatives, and the membership of any of them in the boards of directors of other companies

3. Names of the persons who own corporate bonds and the number of corporate bonds owned by any of them and the ratio owned by non-Jordanian.
4. The company's certificate of registration at The Ministry of Industry and Trade.
5. The company's annual report for the last fiscal year, which includes the company's board of directors' report, the company's financial statements and the company auditors' report.
6. The interim financial statements reviewed by the company's auditor, which covers the period from the end of the fiscal year preceding the date of submission of the listing application till the end of the last quarter preceding the date of the listing application (if any).
7. The company's relationship with other companies, be its mother, subsidiary, sister or affiliate companies (if any).
8. The long and short name of the issuance in Arabic and in English.
9. A quittance certificate issued by Administration and Financial Department at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

- 1- Company must submit a cover letter to list the corporate bond at the ASE.
- 2- For more information, kindly contact Listing and Operations Department at the ASE.
- 3- This application contains (3) pages.



Listing the Shares of Public Shareholding Company application

Listing and Operations Department

Form number (2)-Listing the Shares of Public Shareholding Company -

General Data:

1	Arabic long name	
2	English long name	
3	Arabic short name	
4	English short name	
5	Date of registration of the company at the Ministry of Industry and Trade	
6	Date of right to commence work	
7	Date of registration of the company at the JSC	
8	Legal status of the company	
9	Date of transforming the legal status of the company – if there -	
10	Company's number at the Ministry of Industry and Trade	
11	Authorized capital / JD	
12	Paid in capital / JD	
13	Phone number	
14	Address	
15	e-mail	
16	Website	
17	Liaison officer	
18	Liaison officer phone number	
19	Issuance Manager	

20	Issuance Manager phone number	
21	External auditor	
22	External auditor phone number	

Members of the Board of Director and executive management

1- The names of the members of the Board of Directors and the securities owned by any of them or their relatives.

Chairman	Owned shares		Deputy Chairman	Owned shares
Representative			Representative	
wife			wife	
Minor children			Minor children	

Member	Owned shares		Member	Owned shares
Representative			Representative	
wife			wife	
Minor children			Minor children	

Member	Owned shares		Member	Owned shares

Representative			Representative	
wife			wife	
Minor children			Minor children	

Member	Owned shares		Member	Owned shares
Representative			Representative	
wife			wife	
Minor children			Minor children	

Member	Owned shares		Member	Owned shares
Representative			Representative	
wife			wife	
Minor children			Minor children	

Member	Owned shares		Member	Owned shares

Representative		Representative	
wife		wife	
Minor children		Minor children	

Member	Owned shares
Representative	
wife	
Minor children	

2- The membership of the board of director's members in the boards of other companies.

Name	Position	Name of the other company	Position at the other company

3- The top executive persons, and the securities owned by any of them

	Name	Position	Owned shares

.1			
.2			
.3			
.4			
.5			
.6			
.7			
.8			
.9			
.10			
.11			
.12			
.13			

4- Audit committee members:

	Name	Position
1.		
2.		
3.		

The shareholders ownership:

1- The shareholders who own (5%) or more of the company's shares.

	Name	Number of Shares	Percentage (%)
-1			
-2			
-3			
-4			
-5			
-6			
-7			
-8			
-9			

2- Shares' allocation categories

Number of shareholders	Ownership Categories	Number of Shares
	1-99	
	100-300	
	301-500	
	501-1,000	

	More than 1,000	
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3- Allocation Policy and Allocation Equation (if any)

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Significant events occurred to the company from the date of its establishment till the date of submission of the listing application including (capital increase, capital reduction, merger, cash dividends, restructuring)

The event	The date of event

Required Documents:

1. The company's articles of association, memorandum of association, and prospectus (if any).
2. The company's certificate of registration at The Ministry of Industry and Trade and the right to commence business.
3. The JSC Board of Commissioners approval on registering the shares of the company.
4. A report issued by the company's board of directors that includes the following:
 - A. A brief profile of the company's establishment, its major objectives and its relationships with other companies, be its mother, subsidiary, sister or affiliate companies (if any).
 - B. A description of the securities issued by the company and those that the company wishes to list.
 - C. The company's board of directors' evaluation supported with figures of the company's performance, the stage it arrived at, the achievements it realized and a comparison of the same with the set plan.
 - D. The company's future plan for the next three years.
 - E. Names of the relatives of company's board of directors, and the securities owned by any of them.
5. Names of the company's shareholders and their nationalities and the number of shares owned by any of them.

6. The company's annual report for the last fiscal year and the company auditors' report.
7. The interim financial statements reviewed by the company's auditor, which covers the period from the end of the fiscal year preceding the date of submission of the listing application till the end of the last quarter preceding the date of the listing application (if any).
8. A copy of the two Minutes of the Company's General Assembly meeting for the last two fiscal years preceding the date of submission of the listing application.
9. A report indicating the Free Float shares in the company and the calculations details as they are on the last fiscal year preceding the date of submission of the listing application.
10. A quittance certificate issued by Administration and Financial Department at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. The company must submit a cover letter to list its shares at the ASE.
2. For more information, kindly contact Listing and Operations Department at the ASE.
3. The company must submit three copies of the above mentioned Documents.
4. This application contains (10) pages.



Capital Restructure Application

Listing and Operations Department

Form number (3) - Capital restructure –

The Company's name

Required Documents:

1. The company's articles of association, memorandum of association after the amendment
2. The Approval of the Ministry of Industry and Trade on capital increase and decrease.
3. A copy of the Minutes of the Company's General Assembly meeting regarding the company's capital increase and decrease process.
4. A copy of the JSC Commissioners' Board approval on registering the shares of capital-increase
5. Names of the shareholders who own (5%) or more of the company's shares.
6. The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives.
7. Issuance coverage results.
8. The Prospectus
9. Equation of share increase allocation.
10. Equation of shares allocation after completing capital reduction process.
11. The reason of the capital reduction.
12. The financial statements after capital restructure.

13. A quittance certificate issued by the Administration and Financial Dept. at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. Companies that increase their capital using private placement excluded from item 9 mentioned above.
2. Companies that increase their capital using strategic investor or by capitalization of debt or bonds excluded from item 7 , 8 (if offering was for less than 30) and 9 mentioned above
3. The company must submit a cover letter to resume trading on its shares on the ASE and list the increased shares from merger.
4. For more information, kindly contact Listing and Operations Department at the ASE
5. This application contains (3) pages



Merger Application

Listing and Operations Department.

Form number (4) -Merge –

The company resulting from merger

The merging company

The merged company

Required Documents:

1. The company's articles of association, memorandum of association after merger.
2. A report contains the names of company's shareholders and the number of shares owned by company's shareholders and the ratio of non -Jordanian investment in the company.
3. The company's certificate of registration at The Ministry of Industry and Trade.
4. The Ministry of Industry and Trade Approval on capital-increase.
5. Names of the persons who own (5%) or more of the company's shares and the securities owned by any of them.
6. Names of the members of the company's board of directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives.
7. The approval of the Board of the Commissioners of the JSC on the registration of the increased shares.

8. Minutes of the General Assembly Meeting for the merged companies including the approval on the merger.
9. The annual reports for the merged companies for the last fiscal year, which include the companies' board of directors' reports, the companies' financial statements and the companies' auditors' reports.
10. The interim financial statements reviewed by the company's auditor, which covers the period from the end of the last fiscal year preceding the date of the merging company submits an application to resume trading on its shares till the end of the last quarter preceding the date of the final approval on the merger.
11. The Committee of Ministry of Industry and Trades merger report.
12. Opening balance sheet for the merging company after the merger.
13. Shares allocating equation for the merged companies.
14. A quittance certificate issued by the Administrative and Financial Department at the ASE for the merged companies.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. Company must submit a cover letter to resume trading on its shares on the ASE and list the increased shares from merger.
2. For more information, kindly contact Listing and Operations Department at the ASE.
3. This application contains (3) pages.



Acquisition of 100% Ownership of the Company Application

Listing and Operation Department

Form number (5) – **Acquisition of 100% ownership of the company**

The Owner Company's name

The Owned Company's name

Required Documents:

1. The company's articles of association, memorandum of association.
2. Approval of Ministry of Industry and Trade regarding the acquisition
3. Names of the shareholders who own (5%) or more of the company's shares
4. The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives
5. A copy of the Minutes of the General Assembly meeting of the two companies regarding the acquisition.
6. Financial statements of the owned company after the final approval on the acquisition.
7. Any information deemed necessary by the ASE regarding acquisition process
8. A quittance certificate issued by the Administration and Financial Dept. at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. The Company must submit a cover letter to resume trading on its shares.
2. For more information, kindly contact Listing and Operations Department at the ASE.
3. This application contains (3) pages



Capital Reduction Application

Listing and Operation Department

Form number (6) – Capital Reduction

The Company's name

Required Documents:

1. The company's articles of association, memorandum of association after amendment
2. The Approval of the Ministry of Industry and Trade on capital reduction.
3. Names of the shareholders who own (5%) or more of the company's shares.
4. The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives.
5. A copy of the Minutes of the Company's General Assembly meeting regarding the company's capital decreasing process.
6. Equation of shares allocation after completing capital reduction process.
7. The reason of the capital decrease.
8. financial statements after decreasing
9. A quittance certificate issued by the Administration and Financial Dept. at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. The Company must submit a cover letter to resume trading on its shares.
2. For more information, kindly contact Listing and Operations Department at the ASE
3. This application contains (2) pages



Capital Increase Application

Listing and Operation Department

Form number (7) - Listing the shares of capital - increase

The Company's name

Required Documents:

1. The company's articles of association, memorandum of association after amendment
2. The Approval of the Ministry of Industry and Trade on capital increase.
3. A copy of the Minutes of the Company's General Assembly meeting regarding the company's capital increase process.
4. A copy of the JSC Commissioners' Board approval on registering the shares of capital-increase
5. Names of the shareholders who own (5%) or more of the company's shares.
6. The names of the members of the Board of Directors, and names and positions of the top executive management, and the securities owned by any of them or their relatives.
7. Issuance coverage results
8. The Prospectus
9. Equation of shares allocation
10. A quittance certificate issued by the Administration and Financial Dept. at the ASE.

Endorsement and Undertaking:

- The company that submitted the application admits on its responsibility that all information attached with this application is correct, and the ASE has the right to take all necessary procedures in accordance with the legislation in force, if otherwise.
- The company undertakes to inform the ASE of any changes in the information contained in the application upon its occurrence.

Name of Authorized Signatory:

Position:

Signature and company's stamp:

Date:

Notes:

1. Companies that increase their capital through private placement excluded from item 9 mentioned above.
2. Companies that increase their capital through strategic investor or by capitalization of debt or bonds excluded from items 7, 8 (if offering was for less than 30 investors) and 9 mentioned above.

3. The Company must submit a cover letter to list the capital increase shares.
4. For more information, kindly contact Listing and Operation Department at the
ASE
5. This application contains (3) pages