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| Doc. No.:      | ESK/ES-20:0015 Uen | Classification: | External   |
| Prepared by:   | ESK/ Amer Kayyali  | Date:           | 06-08-2020 |
| Approved by:   | ESK/ Mahmoud Issa  | Rev.:           | PA. 1      |
| Authorised by: | ESK/C              | Reference:      |            |

## Training Syllabus

### ICIEC Takaful System

(Financial System)

#### 1. Training Information

|                           |                         |                         |                   |
|---------------------------|-------------------------|-------------------------|-------------------|
| <b>Project Name</b>       | ICIEC Takaful System    | <b>Project Manager</b>  | Laisan Mobaideen  |
| <b>Session Date(s)</b>    | 11.10.2020 – 15.10.2020 | <b>No. of Sessions</b>  | 5                 |
| <b>Trainer</b>            | Raed Abu Hammam         | <b>Co. Trainer</b>      | Mohammad Al Sa'di |
| <b>Session Start Time</b> | 10:00 am                | <b>Session End Time</b> | 01:00 pm          |
| <b>Number of Trainees</b> | 7                       |                         |                   |

#### 2. Training Sessions Outline

**Session #: 1**

**Session : General Ledger & Setup**

**Date : 11.10.2020**

**Department/ Division: ICIEC Finance - GL**

| Subject                  | Details                                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Chart of Accounts     | <ul style="list-style-type: none"> <li>Definition of the main accounts and chart of accounts for both companies (PH &amp; SH)</li> </ul> |
| 2. Cost / Profit Centers | <ul style="list-style-type: none"> <li>Definition of all Cost / Profit Centers for operational and non-operational activities</li> </ul> |
| 3. Fiscal Years          | <ul style="list-style-type: none"> <li>Defining fiscal years and periods along with the closing or opening of periods.</li> </ul>        |
| 4. Banks Setup           | <ul style="list-style-type: none"> <li>Defining Banks and Bank Branches master files.</li> </ul>                                         |
| 5. Currencies            | <ul style="list-style-type: none"> <li>Defining Currency FX rates and the integration with Reuters</li> </ul>                            |
| 6. Voucher Entries       | <ul style="list-style-type: none"> <li>Creating manual Journal Vouchers</li> </ul>                                                       |
| 7. Vouchers Posting      | <ul style="list-style-type: none"> <li>Posting, copying, reversing and inquiry about any existing voucher.</li> </ul>                    |

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|                               |                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Inter Company Transactions | <ul style="list-style-type: none"> <li>Defining setup between PH &amp; SH inter-company accounts along with the vouchers and posting them.</li> </ul>            |
| 9. Statement of Accounts      | <ul style="list-style-type: none"> <li>Generating SOA for GL level.</li> </ul>                                                                                   |
| 10. Trial Balance             | <ul style="list-style-type: none"> <li>Generating Trial Balance reports.</li> </ul>                                                                              |
| 11. Generic Reports           | <ul style="list-style-type: none"> <li>Defining Financial reports (Balance Sheets &amp; Income Statements) along with customized reports and queries.</li> </ul> |

**Session #: 2**

**Session : Account Receivables, Payables & Collection (Receipts/Payments)**

**Date : 12.10.2020**

**Department/ Division: ICIEC Finance – AR & AP**

| Subject                   | Details                                                                                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Customers Types        | <ul style="list-style-type: none"> <li>Defining Customer Types and linking them to GL control accounts.</li> </ul>                                                                                  |
| 2. Customers              | <ul style="list-style-type: none"> <li>Definition of new customers master file</li> </ul>                                                                                                           |
| 3. Receipts               | <ul style="list-style-type: none"> <li>Creating in advance receipts.</li> </ul>                                                                                                                     |
| 4. Collection (Receipts)  | <ul style="list-style-type: none"> <li>Creating collections of types receipts or netting for multiple parties (Policyholders, Insurance Companies, Reinsurance Companies, etc.)</li> </ul>          |
| 5. Statement of Accounts  | <ul style="list-style-type: none"> <li>Generating SOA for receivables sub ledger level.</li> </ul>                                                                                                  |
| 6. Supplier Types         | <ul style="list-style-type: none"> <li>Defining Supplier Types and linking them to GL control accounts.</li> </ul>                                                                                  |
| 7. Suppliers              | <ul style="list-style-type: none"> <li>Definition of new supplier master file</li> </ul>                                                                                                            |
| 8. Payments               | <ul style="list-style-type: none"> <li>Creating in advance payments.</li> </ul>                                                                                                                     |
| 9. Collection (Payments)  | <ul style="list-style-type: none"> <li>Creating collections of types payments or netting for multiple parties (Policyholders, Insurance Companies, Reinsurance Companies, Brokers, etc.)</li> </ul> |
| 10. Bank Transfers        | <ul style="list-style-type: none"> <li>Generating bank transfers and SWIFT messages.</li> </ul>                                                                                                     |
| 11. Statement of Accounts | <ul style="list-style-type: none"> <li>Generating SOA for receivables sub ledger level.</li> </ul>                                                                                                  |

**Session #: 3**

**Session : Cash Management & Fixed Assets**

**Date : 13.10.2020**

**Department/ Division: ICIEC Finance – AR/AP & GL**

| Subject    | ICIEC Dep./ Division  | Details                                                                                                                                 |
|------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1. Netting | ICIEC Finance – AR/AP | <ul style="list-style-type: none"> <li>Make netting between outstanding invoices (Debit / Credit)</li> </ul>                            |
| 2. Aging   | ICIEC Finance – AR    | <ul style="list-style-type: none"> <li>Generating Aging Analysis for receivables of different types and sub ledger accounts.</li> </ul> |

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| 3. Currency Re-evaluation   | ICIEC Finance - AR | <ul style="list-style-type: none"> <li>Creating difference of exchange for realized and unrealized accounts.</li> </ul>                                          |
| 4. Bank Reconciliation      | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Reconcile procedure between books transactions and Bank transactions</li> </ul>                                           |
| 5. Budgets                  | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Create and monitor budgets for accounts and cost/profit centers</li> </ul>                                                |
| 6. Fixed Assets - Locations | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Define Fixed Assets Locations</li> </ul>                                                                                  |
| 7. Fixed Assets - Groups    | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Define Fixed Assets Groups and Categories &amp; Assets</li> </ul>                                                         |
| 8. Assets - Purchase        | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Create Assets purchase transactions and post them to GL</li> </ul>                                                        |
| 9. Assets - Enhancements    | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Create Assets enhancement transactions and post them to the GL</li> </ul>                                                 |
| 10. Assets - Transfers      | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Transfer assets from one location to another</li> </ul>                                                                   |
| 11. Assets - Disposals      | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Create Asset disposals transactions (Sales, Write off and Donation) and post them to the GL</li> </ul>                    |
| 12. Assets - Depreciation   | ICIEC Finance - GL | <ul style="list-style-type: none"> <li>Depreciate fixed assets each month, according to each asset depreciation percentage and post the entries to GL</li> </ul> |

**Session #: 4****Session : Shared Capital****Date : 14.10.2020****Department/ Division: ICIEC Finance – GL**

| Subject              | Details                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| 1. Members           | <ul style="list-style-type: none"> <li>Defining member countries</li> </ul>                                    |
| 2. New Subscriptions | <ul style="list-style-type: none"> <li>Creating new subscriptions for new member countries.</li> </ul>         |
| 3. Increases         | <ul style="list-style-type: none"> <li>Creating general and optional increases for existing members</li> </ul> |
| 4. Adjustments       | <ul style="list-style-type: none"> <li>Creating adjustments for existing members by plus or minus</li> </ul>   |
| 5. Schedule          | <ul style="list-style-type: none"> <li>Creating schedules for payments along with the posting to GL</li> </ul> |
| 6. Voting            | <ul style="list-style-type: none"> <li>Generate voting power for ICIEC &amp; IsDB members</li> </ul>           |
| 7. Reports           | <ul style="list-style-type: none"> <li>Generating Shared capital reports</li> </ul>                            |

**Session #: 5**

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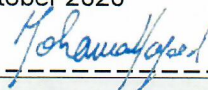
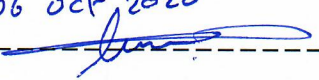
Session : Investments

Date : 15.10.2020

Department/ Division: ICIEC Treasury

| Subject                     | Details                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Classes                  | • Defining classes of investments and mapping them to GL                                                                                    |
| 2. Companies                | • Defining investment companies.                                                                                                            |
| 3. Bank Deposits            | • Creating Bank deposits / Sweeps & Commodities and posting them to GL                                                                      |
| 4. Sukuk                    | • Creating Sukuk transactions along with the schedule for the coupons and amortization of premium / discounts and posting all entries to GL |
| 5. Receiving Sukuk Payments | • Receiving payments of Sukuk according to the predefined schedule and posting all entries to GL                                            |
| 6. Syndicated Loans         | • Creating syndicated loans with all disbursed payments and posting entries to GL                                                           |
| 7. Receiving Loans Payments | • Receiving payments of the Syndicated Loans fully or partially.                                                                            |
| 8. Accruals                 | • Run accruals for all types of investments and post them to GL                                                                             |

### 3. Approvals

| ESKADENIA Project Manager                                                                                                                            | ICIEC Project Manager                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name : Ms. Laisan Mobaideen<br>Date : 06 Oct 2020<br>Signature :  | Name : Mr. Mohamad El-Sayed<br>Date : 06 October 2020<br>Signature :  |
| ESKADENIA Product Manager                                                                                                                            |                                                                                                                                                           |
| Name : Mr. Amer Kayyali<br>Date : 06 Oct 2020<br>Signature :      | Mohamad<br>A. El-Sayed<br>Digitally signed by<br>Mohamad A. El-Sayed<br>Date: 2020.10.06<br>09:32:58 +03'00'                                              |

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