



SMART INTERNATIONAL HOLDINGS, INC.

KUWAIT CAPITAL MARKETS AUTHORITY PROJECT 2006-07

WORKFLOW DETAILS AND DELIVERABLE COMPONENTS

A: JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR ALL POSITIONS

- 1. Environment Analysis (on-site)**
- 2. Needs Analysis including training needs (on-site)**
- 3. Change Analysis including training needs (on-site)**
- 4. Organization Chart, Job Descriptions and Requirement Specifications (Off-site except Last day)**

B: ASSISTANCE IN IDENTIFYING APPROPRIATE LOCAL RESOURCES

- 5. Interview/Assessment of In-house candidates for CMA positions (on-site)**
- 6. Release of Advt./Requirement Specifications for various (on-site)**
- 7. Reviewing/Sorting Candidates' Profile (on-site)**
- 8. Issue of Interview Letters (on-site)**
- 9. Interviewing Candidates (on-site)**
- 10. Finalization of Terms & Conditions of Appointment/Approval/Issue of Appointment Letter (on-site)**

C: TRAINING PROGRAMME

- 11. Training Programme (on-site)**

D: PROCEDURE MANUALS COVERING ALL ASPECTS OF WORK OF THE CMA

- 12. Practice Manual- Listed Issuers (on-site)**
- 13. Practice Manual- Market Practices including Electronic Trading and STP, Insider Trading, Mergers and Acquisitions (off-site except last day)**
- 14. Practice Manual- Market Surveillance (on-site)**
- 15. Practice Manual - Mutual Funds and Collective Investment Schemes (on-site)**
- 16. Practice Manual- Clearing, Settlement & Depository Including Electronic Database Management (off-site)**
- 17. Practice Manual- Market Intermediaries- Brokers, Sub-Brokers & their agents, Investment Bankers, Banks etc. (off-site)**
- 18. Practice Manual- Investor Guidance and Protection (on-site)**
- 19. Regulatory Governance Manual (on-site)**
- 20. CMA Operations and General Administrative Manual (off-site except last day)**

E: DRAFT MOUS WITH OTHER DOMESTIC AND FOREIGN REGULATORS

- 21. Draft MOUs with other domestic and foreign regulators (on-site)**