

## Independence Register

### Frequently asked questions

1. Q. How do I add the information to the register. A. Click on the "Manage Your List", and click the "Add New Company" button. Or click the "Import" button to download the excel template and add all the entries. Upload back the template file(with your information on).
2. Q. What do I enter for Category? A. You Enter either "Listed Companies", "Non Listed Banks, Insurance", "Other Non Listed Entities of Financial Services".
3. Q. How do we note that entities are related to each other? A. Search for the entity you are looking for. If entity has an entry in the "Parent Company Name" column then the entity could either be an Associate/Subsidiary/Related.
4. Q. How do I enter a subsidiaries? A. Enter all the details. Please ensure to add the "Parent Company Name" and select if it is an Associate/Subsidiary/Related.
5. Q. How do I enter a listed trust? A. Enter all the details ensuring "Listed Companies" is selected under category and add in the industry description listed trust.
6. Q. If I do work on an overseas company that is not audited by HLB, do I enter it on the register? A. Only if the parent company is listed, financial services or other significant public interest entity.
7. Q. What do I insert for location? A. You enter the city where your client is based.
8. Q. What do I insert for Country? A. The country in which the company is incorporated.
9. What do I insert for Stock Exchange? A. The internationally accepted abbreviation for the stock exchange e.g. LSE – London Stock Exchange, NYSE – New York Stock Exchange, BSE – Bombay Stock Exchange, SHSE – Shanghai Stock Exchange.
10. Q. What do I insert for "Your Client" field? A. You Enter "True" or "False".