



بورصة قطر  
Qatar Stock Exchange

# QATAR EXCHANGE INDEX INDEX METHODOLOGY & MAINTENANCE

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## 1. Index Summary

FactSheet	QE Index
<b>Full Name</b>	Qatar Exchange Index (formally DSM 20 Index)
<b>Index Type</b>	Price Return Divisor Index
<b>Index Governance Structure</b>	The Index Committee is the Supervisor and responsible for setting the rules and the periodical selection. Qatar Stock Exchange (QSE) is the Compiler and responsible for the calculation and day-to-day management of the index.
<b>Review of Composition</b>	Semi-annual: First trading day of April, and First trading day of October
<b>Review Period</b>	The 12 months observation ending last trading day in February for April Review, The 12 months observation ending last trading day in August for October Review.
<b>Eligible Stocks</b>	Equity securities listed and available for trading on the Qatar Stock Exchange for more than six months as of the end of the Review Period.  QE index constituents must have individual shareholder limit of no less than 1%.
<b>Selection</b>	QE index constituents must have recorded annual share velocity greater than 5%, whereby: <ul style="list-style-type: none"> <li>• exceptions are made for the Top 10 companies ranked according to average daily traded value during the Review Period;</li> <li>• existing QE Index constituents must have recorded annualized share velocity greater than 5% during the final quarter of the Review Period;</li> </ul>

	<ul style="list-style-type: none"> <li>for a stock to enter the QE Index it must have recorded annualized share velocity greater than 5% for each of the 4 quarters of the Review Period.</li> </ul> <p>QE index constituents must have traded during at least 80% of the trading days during the final quarter of the Review Period. For a stock to enter the QE Index it must have traded at least 80% of the trading days of each of the 4 quarters of the Review Period.</p> <p>Index consists of the top 20 company ranked by Index Free Float market capitalization and average daily traded value.</p>
<b>Number of Constituents</b>	20
<b>Weighting</b>	Capped Index Free Float market capitalization. A 15% cap is applied to an individual constituent's weight in the index, with the excess weight distributed proportionately among the remaining index constituents.
<b>Effective Date of the Review</b>	First to last business day of March and September
<b>Calculation Frequency</b>	Real time
<b>Base Date</b>	January 1st, 1998
<b>Base Level</b>	1,000 (100 from January 1st, 1998 to March 11th, 2002)
<b>Historic Data Available Since</b>	January 1st, 1998
<b>Derivatives and Linked Products</b>	None
<b>ISIN Code</b>	XC000A1DKEE5
<b>Mnemonic Code</b>	GNRI
<b>Bloomberg Code</b>	QE
<b>Reuters Code</b>	.QSI
<b>Launch Date</b>	May 6th 2010

FactSheet	QE Index Total Return
<b>Full Name</b>	Qatar Exchange Index Total Return
<b>Index Type</b>	Total Return Divisor Index
<b>Index Governance Structure</b>	Qatar Stock Exchange (QSE)
<b>Review of Composition</b>	Semi-annual: First trading day of April, and First trading day of October
<b>Review Period</b>	The 12 months observation ending last trading day in February for April Review, The 12 months observation ending last trading day in August for October Review.
<b>Eligible Stocks</b>	Equity securities listed and available for trading on the Qatar Stock Exchange for more than six months as of the end of the Review Period.  QE index constituents must have individual shareholder limit of no less than 1%.
<b>Selection</b>	QE index constituents must have recorded annual share velocity greater than 5% whereby: <ul style="list-style-type: none"> <li>• Exceptions are made for the Top 10 companies ranked according to average daily traded value during the Review Period;</li> <li>• existing QE Index constituents must have recorded annualized share velocity greater than 5% during the final quarter of the Review Period;</li> <li>• for a stock to enter the QE Index it must have recorded annualized share velocity greater than 5% for each of the 4 quarters of the Review Period.</li> </ul> <p>QE index constituents must have traded during at least 80% of the trading days during the final quarter of the Review Period.</p>

	<p>For a stock to enter the QE Index it must have traded at least 80% of the trading days of each of the 4 quarters of the Review Period.</p> <p>Index consists of the top 20 company ranked by Index Free Float market capitalization and average daily traded value.</p>
<b>Number of Constituents</b>	20
<b>Weighting</b>	Capped Index Free Float market capitalization. A 15% cap is applied to an individual constituent's weight in the index, with the excess weight distributed proportionately among the remaining index constituents.
<b>Effective Date of the Review</b>	First to last business day of March and September
<b>Calculation Frequency</b>	Real time
<b>Base Date</b>	January 3rd, 2007
<b>Base Level</b>	7123.53
<b>Historic Data Available Since</b>	January 3rd, 2007
<b>Derivatives and Linked Products</b>	None
<b>ISIN Code</b>	QA000A1MADH0
<b>Mnemonic Code</b>	QETR
<b>Bloomberg Code</b>	QETR
<b>Reuters Code</b>	.QETR
<b>Launch Date</b>	May 6th 2010

## 2. Governance and Disclaimer

### *Compiler*

Qatar Stock Exchange is the compiler of the index (“Compiler”). The Compiler is responsible for the day-to-day management of the index and is also responsible for decisions regarding the interpretation of the rules

### *Supervisor*

The Index Committee acts as independent supervisor of the index (“Supervisor”). The Supervisor is responsible for monitoring the selection of constituents for the index And ensuring that the index offers a reliable and representative view of the market. All Supervisor decisions will be published without delay following the decision (after the market close)

### *Cases not covered in this Document*

In cases which are not expressly covered in this document, operational adjustments will take place in line with the aims of the index. Operational adjustments may also take place if, in the opinion of the Compiler it is desirable to do so to maintain a fair and orderly market in derivatives on the indices and/or this is in the best interests of the investors in products based on the indices and/or the proper functioning of the markets. The Compiler will report to the Supervisor if it took a decision about a case which is not specifically covered in the rules for comments and review.

### *Methodology Book Changes*

This methodology may be supplemented, amended in whole or in part, revised or withdrawn at any time. Supplements, amendments, revisions and withdrawals may also lead to changes in the way the indices are compiled or calculated or affect the indices in another way. The Compiler will submit all decisions regarding supplementing, amending, revising or withdrawing these rules to the Supervisor for recommendations or approval.

### *Liability*

The Compiler will do everything within its power to ensure the accuracy of the composition, calculation, publication and adjustment of the indices. However, nor Qatar Stock Exchange, nor the Compiler, nor the Supervisor are liable for any inaccuracy in share prices, calculations and the publication of the indices, the information used for making adjustments to the indices and the actual adjustments. Furthermore, Qatar Stock Exchange, the Compiler and the Supervisor not guarantee the continuity of the composition of the indices, the continuity of the calculation of the indices, the continuity of the dissemination of the index levels, or the continuity of the calculation of the indices.

### ***Ownership and Trademarks***

QSE owns of all intellectual and other property rights to the indices, including the name, the composition and the calculation of the indices.

### ***QSE Trading Rulebook***

This methodology book applies to the QE Index and QE Total Return Index whereas the underlying components are subject to the QSE Trading Rule Book. Thus, QSE may refer to the QSE Trading Rule Book in any event to justify a decision related to the Indices in the best interest of the users and the market.

## **3. Publication**

### **3.1 The Opening, Intraday and Closing or Daily Publication of Index Values**

#### ***Opening***

The opening level is calculated using the opening prices of traded constituents or in the case of constituents that have non-traded, halted or suspended status, the last traded prices or estimated prices (for IPOs, buyouts and swap offers) are used, instead.

#### ***Dissemination Frequency***

The indices are calculated in real time during QSE markets continuous trading sessions.

#### ***Closing Level and Opening Level***

The closing level is the last level disseminated on the trading day. It is determined using the QSE's official closing price for each constituent. In cases where the index constituents are non-traded, halted or suspended, the previous day closing prices are used instead.

### **3.2 Exceptional Market Conditions and Corrections**

The Compiler retains the right to delay the publication of the index's opening level. The Compiler also retains the right to suspend the publication of the index level if it believes that the circumstances prevent the proper calculation of the index.

If prices are cancelled, the indices will not be recalculated unless the Compiler decides otherwise.

### **3.3 Announcement Policy**

### ***General Announcement Policy***

Changes to the index, its components or its methodology will be announced in an index announcement that will be distributed via email, official letters, press-release and/or on the QSE website. As a rule, the announcement periods that are mentioned below will be applied, however, urgent treatments or late notices may require QSE to deviate from the standard timing.

### ***The Review Announcement Date***

The inclusion or exclusion of companies in the indices will be announced at least six trading days before the actual inclusion by way of QSE Market Notice. The notice will include indicative shares and weightings based on closing constituent prices of that day.

### ***The Review Composition announcement date***

Following market close the day prior to the effective date of the index review, a QSE Market Notice will be published containing full details of the index composition that will come into effect next trading day. This includes numbers of Index Free Float shares and capping factors for all constituents included in the index, plus the index divisor.

### ***Corporate Actions***

In case of an event that could affect one or more constituents, the Compiler will inform the market about the intended treatment of the event in the index shortly after the firm details have become available and have been confirmed. Once the corporate action has been effectuated, the Compiler will confirm the changes in a separate announcement.

### ***Methodology Changes***

Barring exception, a period of at least one month or 20 business days should pass between the date a proposed change is published and the date this comes into effect. Exceptions can be made if the change is not in conflict with the interests of an affected party.

## **4. Calculation of the Price Index**

The Index is calculated on a price return basis. The calculation is based on the Index Free Float market capitalization divided by the divisor. The divisor was determined on the base capitalization of the index and the base level. The divisor is adapted as a result of corporate actions and composition changes.

Only regular market trades contribute to index calculation.

## 5. Calculation of the Total Return Index

Total return indices measure the market performance, including price performance and income from dividend payments. The dividend amounts are reinvested in the index on the ex-date (the day after the AGM).

Only regular market trades contribute to index calculation.

## 6. Index Reviews

### 6.1 General Aim of Reviews and Frequency

#### *General Aim of the Periodical Review*

The general aim of the periodical review of the index is to ensure that the selection and weighting of the constituents continues to reflect the purpose of the index.

#### *Frequency*

The index is reconstituted semi-annually on the first trading day of April and October based on a twelve month observation ending last trading day respectively in February and August.

### 6.2 Index Universe and Selection Principle

#### *Index Universe*

The universe of the index is defined as all equities securities listed and available for trading on the Qatar Stock Exchange for more than six months as of the end of the Review Period.

If 2 weeks prior to the effective date of a rebalance, a qualifying stock is found to be suspended for a period greater than 5 trading days, it will not then be considered for index inclusion as of the rebalance date.

#### *Selection of Constituents*

The index constituents are ranked and scored using the following factors:

Factor	Score Weight
Index Free Float market capitalization	50%
Average daily traded value	50%

The highest scoring 20 securities in the universe are then selected for index inclusion. If any number of constituents were to score equally using the two factors described above, then a third factor of annual velocity would be used to choose the qualifying constituents in the index.

### ***Exclusion of Constituents***

- Equities whose individual shareholder limit is less than 1%.
- Equities that have not met the following:
  - Frequency of Trading greater than 80% during the final quarter of the Review Period (for existing constituents)
  - Frequency of Trading greater than 80% in each of the four quarters of the Review Period (for eligible new constituents)

Frequency of Trading is calculated as the number of days where the company traded at least one share divided by the number of trading days in that quarter (Non trading days related to Corporate Actions events are excluded for the calculation of the Frequency of Trading).
- Equities outside the Top 10 (ranked according to average daily traded value during the Review Period) that have not met the following:
  - annual share velocity greater than 5% (In other words, their total value traded should represent at least 5% of the simple average daily market capitalization of the company during the Review Period)
  - annualized share velocity greater than 5% during the final quarter of the Review Period (for existing constituents)
  - annualized share velocity greater than 5% in each of the four quarters of the Review Period (for eligible new constituents)

Only regular market trades are considered in the velocity review.

## **6.3 Periodical Update of Weighting**

### ***Update of Number of Shares***

The number of shares included in the index that is effective at the periodical review for each constituent is based on the number of Index Free Float shares listed on its main market on that date.

### ***Index Weight Capping***

A 15% cap is applied to an individual constituent's weight in the index, with the excess weight distributed proportionately among the remaining index constituents. In such cases, the fixing of shares figures takes place only at rebalance dates.

## 7. Corporate Actions

### 7.1 General

The index may be adjusted in order to maintain the continuity of the index level and the composition. The underlying aim is that the index continues to reflect as closely as possible the value of the underlying portfolio.

Adjustments take place in reaction to events that occur with constituents in order to mitigate or eliminate the effect of that event on the index.

All corporate actions and dividends are implemented at the effective date (ex-date); i.e. with corporate actions where cash or other corporate assets are distributed to shareholders, the price of the stock will drop on the ex- day. Changes in weights due to corporate actions are distributed proportionally across all index components and equal an investment into the portfolio.

For the corporate actions listed below, the following assumptions apply:

» Shareholders will receive "B" new shares for every "A" share held (where applicable)

### 7.2 Removal of Constituents

A constituent will be removed from the index, if possible at least five business days prior the announced effective date, if it has appeared that the liquid trading will be significantly affected due to a takeover, merger, bankruptcy or has ceased to be a viable constituent as defined by the rules. The constituent in question will either be removed or will be replaced by the acquiring company.

Removed constituents may be reentered at the occasion of the next review if they fulfill the basic requirements for inclusion in the index again.

If a company is removed from the index, the divisor will be adapted to maintain the index level.

### *Mergers and Acquisitions*

In the event of a bid in cash, the target company will be removed from the index. In the event of a merger, acquisition or similar situation where the bid is made in the form of shares, the constituent in question will be replaced by the company that will continue to be traded during regular daytime trading, provided that this company complies with the

requirements for inclusion in the index in line with the criteria defined in the Index reviews section.

The removal or the replacement will take place after the close of the first (full) business day after the offer being declared unconditional or successful. Target securities are deleted from the QSE Indexes at their closing market prices. The replacement of the shares of the relevant index constituent by the shares of the company that continues to be traded will be executed on the basis of the bid ratio.

In case of a mixed bid of cash and shares the Compiler will treat the bid as a share bid if the share part amounts to at least 75% of the offer price, on the day of the publication of the terms of the offer. The replacement of the shares of the relevant index constituent by the shares of the company that continues to be traded will be executed on the basis of the bid ratio. The divisor will be adapted only for the cash part of the offer price.

QSE reserves the right to apply a specific treatment in non standard situations like:

- a. Competing bids with differing closing dates or structures;
- b. Offers made without the intention to gain full ownership.

A separate announcement detailing the specific treatment will be issued timely to the market.

### ***Suspension and Company Distress***

If regular trading in shares of a constituent is interrupted or is suspended for 30 trading days, the company in question will be immediately and automatically removed from the index. No replacement will be made until the next review period.

In cases where the company is still trading, it will be deleted based on the last traded price established during regular daytime trading. When a last traded price is not available the company would be removed at a price determined by QSE, where possible supported by an objective source. If no such price is available the company may also be deleted at 0.

### ***Price Sources***

In the event that the trading in shares is suspended, the last known price established during regular daytime trading will be used.

QSE may decide to use other sources or determine another price if it is deemed necessary to do so.

### **7.3 Split-up/Spin-off**

In the event that a constituent is split up, the securities resulting from the split, including the original stock where appropriate will continue to be included in the index providing they still qualify in their own right. The index may then temporarily consist of fewer than, or more than the standard number of constituents until the new periodical review takes place.

For the purposes of this methodology a split-up is taken to mean a legal demerger, a spin-off or another situation which QSE deems to be similar.

In case the shareholder of the company which was originally included in the index does not automatically receive shares in a company which is created as a result of the split up, the shares of such company will not be immediately included in the index, and will only be considered for inclusion at the next periodical review on the basis of the selection criteria set out in section 5, provided that the condition that shares must be listed and available for trading for more than 6 months will not apply.

The removal of any non-qualifying company resulting from a split-up will take place after the close of the first day of trading in the shares of that company. If all companies resulting from the split are to be removed, the removal will take place at the close of the last trading day before the split.

On the ex-date of a spin-off, an adjusted price is applied to the price of the security of the parent company:

Adjusted price = (closing price × A - price of spin-off shares × B) / A

#### **7.4 Early Inclusion of Non-Constituents**

Inclusion to the index will only take place on the periodical review or as a result of an index corporate action.

#### **7.5 Rights Issues and Other Rights**

In the event of a rights issue the new shares will be included in the index on the ex-date of the rights issue and an adjusted closing price will be applied as calculated by the Compiler. The adjustment will be made based on the shares currently in the index. The divisor of the index will also be adjusted.. QSE shall only effect adjustments if the rights represent a positive value.

Adjusted price = (closing price × A + subscription price × B) / (A + B)

New number of shares = old number of shares × (A + B) / A

Due to AGM notice period and operational procedures, right issues may cause a suspension in trading of the underlying. A notice mentioning all relevant details will be issued in a timely manner.

#### **7.6 Bonus Issues, Stock Splits and Reverse Stock Splits**

For bonus issues, stock splits and reverse stock splits, the number of shares included in the index will be adjusted on the ex-date in accordance with the ratio given in the corporate action. Since the event won't change the value of the company included in the index (offset by change in share price), the divisor will not be changed because of this.

#### Bonus Issues

Adjusted price = closing price × A / (A + B)

New number of shares = old number of shares × (A + B) / A

#### Split

Adjusted price = closing price × A / B

New number of shares = old number of shares × B / A

Due to AGM notice period and operational procedures, bonus issues, splits and reverse splits may cause a suspension in trading of the underlying. A notice mentioning all relevant details will be issued in a timely manner.

### **7.7 Change in Index Free Float number of shares**

In between two semi annual reviews, the Index Free Float number of shares included in the index will remain unchanged, unless the new Index Free Float number is greater or lesser than the prevailing number of Index Free Float plus or minus 5% of the prevailing number of Index Free Float respectively.

### **7.8 Partial Tender Offers on Own Shares**

The Compiler will adjust the divisor of the index if the premium represents more than 5% of the share price of the close on the penultimate day before the ex-date. The premium is calculated as the difference between the offered price and the closing price, multiplied by the percentage of the share capital targeted in the offer. If the divisor is adjusted, the number of shares in the index will be adjusted as well.

Adjusted price = [(price before tender × old number of shares) – (tender price × number of tendered shares)] / (old number of shares - number of tendered shares)

New number of shares = old number of shares - number of tendered shares

## **8. Formulas and Definitions**

### **8.1 Index Calculation Formulas**

The price index formula is

$$Price\ Index\ Level_t = \frac{[\sum_{i=1}^N P_{i,t} * Q_{i,t} * C_{i,t}]}{Divisor_t}$$

Where:

- $t$  day of calculation  
 $N$  Number of the Index constituents  
 $i$   $i$  varying between 1 and  $N$   
 $P_{i,t}$  Closing Price of the  $i^{\text{th}}$  constituent at the day  $t$   
 $Q_{i,t}$  Number of Index Free Float Shares of the  $i^{\text{th}}$  constituent at the day  $t$   
 $C_{i,t}$  Capping Factor of the  $i^{\text{th}}$  constituent at the day  $t$

### **Total Return**

Where an XD adjustment occurs, to transpose the announced dividend into index points.

$$XD = \sum_{i=1}^N \frac{(Div_i * W_i)}{Divisor}$$

- $Div_i$  Dividend per share of the  $i^{\text{th}}$  constituent  
 $W_i$  weighting of the  $i^{\text{th}}$  constituent in the Index

The dividend is assumed to be reinvested at the close of the ex-date.

$$TR\ Index\ Level_t = TR\ Index\ Level_{t-1} \left( \frac{Price\ Index\ Level_t + XD}{Price\ Index\ Level_{t-1}} \right)$$

## **8.2 Definitions**

### **Index Free Float**

Index Free Float for a stock is defined as the total outstanding shares less:

- Shares directly owned by the Government and affiliated entities,
- Shares held by Founders and Board Members of the company,
- Shareholdings which are 10% or greater of the total outstanding shares (except those held by pension funds in Qatar).