




USER MANUAL

MODULE: CONSULTANT MANAGEMENT (NEW REGISTRATION) GROUP: CONSULTANT


AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	24/04/2025
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DOCUMENT DESCRIPTION


This document is prepared to explain how to use the FCS system. This user manual explains the functions and step by step how to use the system completely to the users involved.

Document Information	
Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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DOCUMENT CONTROL

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ACRONYM

ACRONYM	DESCRIPTION
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance


Table 1: Acronym Table

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ABBREVIATIONS ROLE

Abbreviation	Role	Descriptions
SYS	SYSTEM	System generated transactions
C-CLRK	Consultant Applicant	Consultant applicant during first account creation
C-CON	Consultant	Consultant role after becoming a consultant either active or in-active
C-APP	Consultant Applicant	Consultant applicant once submitted the application to distributor

Table 2: Abbreviation Role Table

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CHAPTER I: INTRODUCTION

The **FCS System User Manual** is designed to provide users with a comprehensive guide to effectively utilizing the **FCS system**. This manual serves as a reference document to help users understand the system's functionalities, features, and processes to ensure smooth operation and efficient task completion.

By following the instructions in this manual, users will be able to navigate the system with ease, perform necessary actions, and troubleshooting common issues. The manual is structured to accommodate both new and existing users, offering clear step-by-step guidance for system access and usage.

Purpose

The purpose of this manual is to equip users with the essential knowledge required to maximize the benefits of the **FCS system**. It provides:

- **A detailed overview of the system's functions and capabilities** to help users understand its key features.
- **Step-by-step instructions** on accessing and operating the system efficiently.
- **Guidelines on alternative modes of operation and contingencies** in case of system issues or errors.
- **Best practices and recommendations** for optimal system use.

This manual ensures that users can confidently navigate the system while maintaining security, accuracy, and efficiency in their tasks.

Contact Information

If users require further assistance or encounter any issues while using the **FCS system**, they can contact the **Federation of Investment Managers Malaysia (FIMM)** for support.

Support Contact Details:

 **Email:** itsupport@fimm.com.my

 **Website:** <https://www.fimm.com.my>

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CHAPTER II: GENERAL INSTRUCTION TO USE THIS MANUAL

Reminder: Please read this section for a better understanding of the user manual.

There are **three different categories** in the Consultant Module:


No	Type of consultant	Steps	Required Documents														
1	Never registered with FIMM or inactive before April 2022 ¹ (Group A)	<div>Registration</div> <div><div><div>1. Liaise with your preferred distributor before registering in the FCS.</div><div>2. Register as a New Consultant by following Chapter III, Section F in this document.</div><div>3. Once you submitted your application, your preferred distributor will do their review and approval process. Any inquiry please liaise with them.</div><div>4. Once approved, you will receive confirmation email for Examination date as stated in Chapter III, Section F, Item 38 – Examination.</div><div>5. Should you fail your exam and you have a valid proof/ reason, you may choose to Appeal your exam result as stated in Chapter III, Section O – Appeal Exam Result²</div><div>6. Should you unable to sit for your exam and you have a valid proof/ reason, you may choose to Appeal your exam fee waiver as stated in Chapter III, Section P – Appeal Exam Fee Waiver³</div><div>7. Once you have become FIMM Active consultant and intend to vary your license, please follow Chapter III, Section U – Variation of Registration</div></div><div>Section for Group A:</div><table><tr><th>Chapter</th><th>Section</th><th>Item</th></tr><tr><td>III</td><td>F</td><td>Registration</td></tr><tr><td>III</td><td>F (Item 38)</td><td>Examination</td></tr><tr><td>III</td><td>O</td><td>Appeal for Exam Result</td></tr><tr><td>III</td><td>P</td><td>Appeal for Exam Fee Waiver</td></tr></table></div> <div><div>1. Coloured passport photo (follow the Registration Manual's resolution guidelines).</div><div>2. Coloured NRIC / Active Passport (front & back).</div><div>3. Relevant supporting documents, e.g., SPM, Diploma, etc.</div></div>	Chapter	Section	Item	III	F	Registration	III	F (Item 38)	Examination	III	O	Appeal for Exam Result	III	P	Appeal for Exam Fee Waiver
Chapter	Section	Item															
III	F	Registration															
III	F (Item 38)	Examination															
III	O	Appeal for Exam Result															
III	P	Appeal for Exam Fee Waiver															
2	Inactive consultants (from April 2022 onwards) ⁴ (Group B)	<div>1. Account Activation</div> <div><div><div>1. Liaise with your preferred distributor before registering in the FCS.</div><div>2. Activate your account by following Chapter III, Section A.</div><div>3. If you need to change your registered email, follow Chapter III, Section B.</div></div><div>2. Registration</div></div> <div>1. Coloured passport photo (follow the Registration Manual's resolution guidelines).</div>															

¹ All inactive consultants before April-2022 are considered as new applicant.

² Subject to distributor and FIMM approval. Additional costs may apply.

³ Subject to distributor and FIMM approval. Additional costs may apply.

⁴ All inactive consultants before April-2022 are considered as new applicant.


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		<ol style="list-style-type: none">1. Liaise with your preferred distributor before registering in the FCS.2. Register as a New Consultant by following Chapter III, Section F in this document.3. Once you submitted your application, your preferred distributor will do their review and approval process. Any inquiry please liaise with them.4. Once you have become FIMM Active consultant and intend to vary your license, please follow Chapter III, Section U – Variation of Registration <p>Section for Group B:</p> <table><tr><th>Chapter</th><th>Section</th><th>Item</th></tr><tr><td>III</td><td>A</td><td>Account Activation</td></tr><tr><td>III</td><td>F</td><td>Registration</td></tr><tr><td>III</td><td>U</td><td>Variation of Registration</td></tr><tr><td>III</td><td>V</td><td>CPD submission</td></tr></table>	Chapter	Section	Item	III	A	Account Activation	III	F	Registration	III	U	Variation of Registration	III	V	CPD submission	<ol style="list-style-type: none">1. Coloured passport photo (follow the resolution guidelines provided).2. Coloured NRIC / Active Passport (front & back).3. Relevant supporting documents, e.g., SPM, Diploma, etc.
Chapter	Section	Item																
III	A	Account Activation																
III	F	Registration																
III	U	Variation of Registration																
III	V	CPD submission																
3	Active consultants (Group C)	<ol style="list-style-type: none">1. Account Activation<ol style="list-style-type: none">1. Activate your account by following Chapter III, Section A.2. If you need to change your registered email, follow Chapter III, Section B.3. Once logged in, update your profile details as per Chapter III, Section D.4. If intend to vary your license, please follow Chapter III, Section U – Variation of Registration5. For CPD submission follow Chapter III, Section V – CPD Submission6. For Renewal declaration follow Chapter III, Section W – Renewal <p>Section for Group C:</p> <table><tr><th>Chapter</th><th>Section</th><th>Item</th></tr><tr><td>III</td><td>A</td><td>Account Activation</td></tr><tr><td>III</td><td>R</td><td>Profile Maintenance</td></tr><tr><td>III</td><td>U</td><td>Variation of Registration</td></tr><tr><td>III</td><td>V</td><td>CPD submission</td></tr></table>	Chapter	Section	Item	III	A	Account Activation	III	R	Profile Maintenance	III	U	Variation of Registration	III	V	CPD submission	<ol style="list-style-type: none">1. Coloured passport photo (follow the resolution guidelines provided).2. Colour NRIC/ Active Passport (front & back)3. Relevant supporting documents.
Chapter	Section	Item																
III	A	Account Activation																
III	R	Profile Maintenance																
III	U	Variation of Registration																
III	V	CPD submission																

The Consultant Management Module is responsible for handling the registration, profile maintenance, compliance, and operational processes for consultants within the FIMM Registration System. This module ensures that consultants meet regulatory requirements, maintain compliance, and manage their professional status efficiently.

Sub-Modules of the Consultant Management Module:

1. **First Time Login** – Guides for Group B & C in setting up their accounts.
2. **Registration** – Facilitates the registration of new consultants (Group A), including identity verification and document submission.
3. **Appeal for Exam Result** – Provides a process for consultants to appeal their examination results.

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4. **Appeal for Fee Waiver** – Enables consultants to request a waiver for specific fees.
5. **Profile Maintenance** – Enables consultants to manage and update their personal and professional details.
6. **Variation of Registration** – Allows consultants to modify their registration details or update their associated distributor.
7. **CPD** – Consultant to attend training and obtain CPD points for their Renewal and Re-registration.
8. **Renewal** – Manages the annual renewal process for consultants, including compliance checks.
9. **Appeal for Revocation** – Facilitates the appeal process for consultants whose registrations have been revoked.
10. **Forget Password** – Provides a password recovery process for consultants.

System access

The FCS system application is accessible only to registered users. Each user must use a unique User ID and password to log in securely. To access the system, users must navigate to the **main login page** (<https://fcs.fimm.com.my>) and enter their credentials.


Users from **Group A** will need to create a new account from the main login page (Chapter III, Section F Registration). Users from **Group B and C** will be required to activate their account (Chapter III, Section A Account Activation).

For security reasons:

1. Users should keep their login credentials confidential.
2. Passwords should be changed periodically to enhance security.
3. In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

Steps to Open the FCS System Website:

1. **Launch your web browser** (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.)
2. **Enter the FCS System URL** in the address bar and press **Enter**.

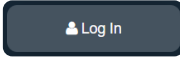
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3. The **login page** will appear, allowing users to enter their credentials.
4. For consultant please login using NRIC (without “ - “) / Active Passport

Log in

Access the Login Page

For those in **Group B & C (Existing Consultant)** and have activated their account please login as define in this section. If you have not activate your account, please do so by following the instructions provided in **Section A – First Time Login** (For Existing Consultant – active and inactive status).

1. For **Group A**, please follow provide guidelines as outline in this section.
 - a. On the homepage, locate the ‘Log in’  button and click it.
 - b. In the **User ID** field, enter your registered **NRIC / Active Passport number without “ - “**.
 - c. In the **Password** field, enter your **password**.

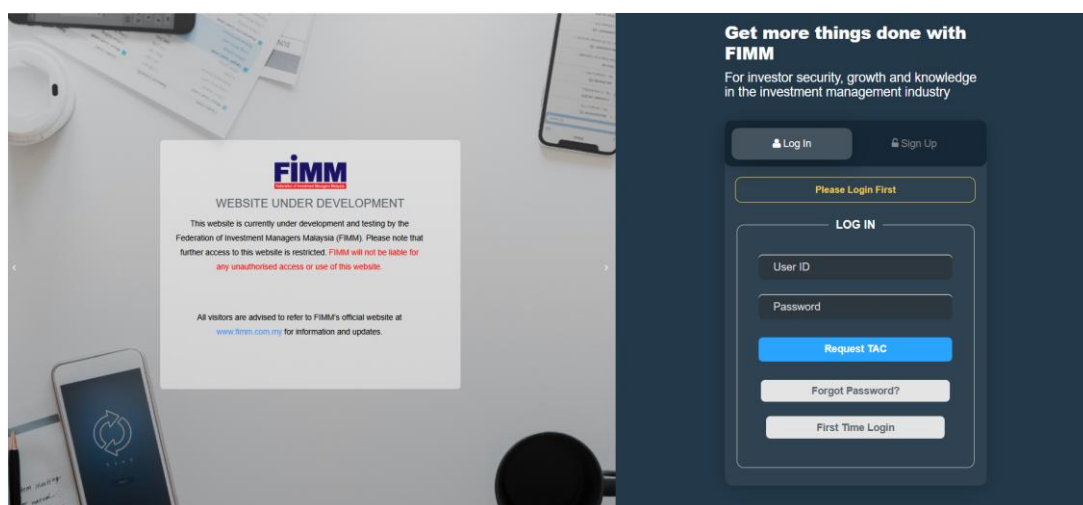



Figure 1: FCS Homepage Display

2. Enter Your Credentials

- a. System will show sign in page; User need to insert these items:
 - i. User ID
 - ii. Password
 - iii. TAC (for 2FA)

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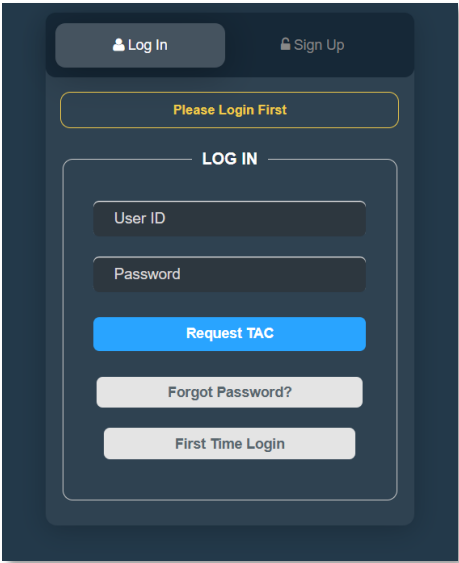


Figure 2: Log in Display

3. Successful Login

- a. Click  button to login to the system.

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New Registration

This section for **Group A**, please follow the guidelines provided in Chapter II for better explanation.

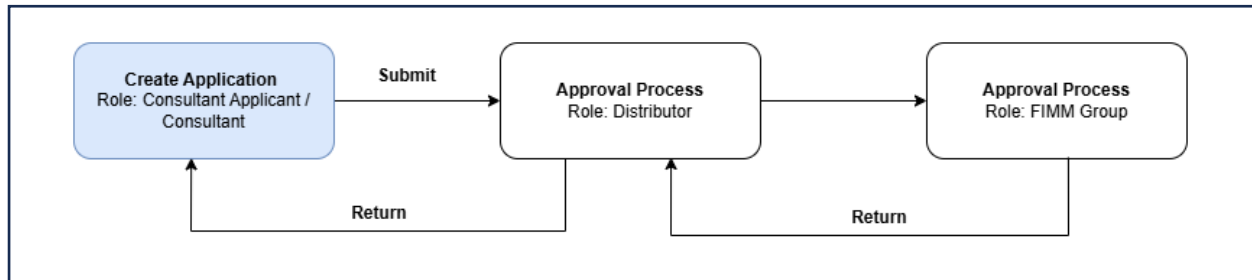
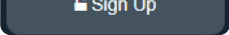


Figure 3: New Registration Process Flow

1. On the homepage, locate the 'Sign Up'  button and click it. The system will display the user type.

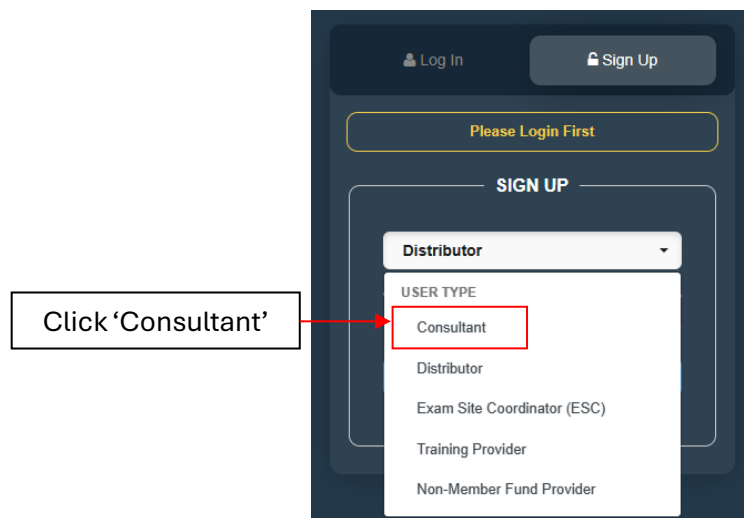


Figure 4: User Type Display


2. User need to choose 'Consultant'.
3. Enter NRIC Number for Malaysian.


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Figure 5: Malaysian Sign Up Display

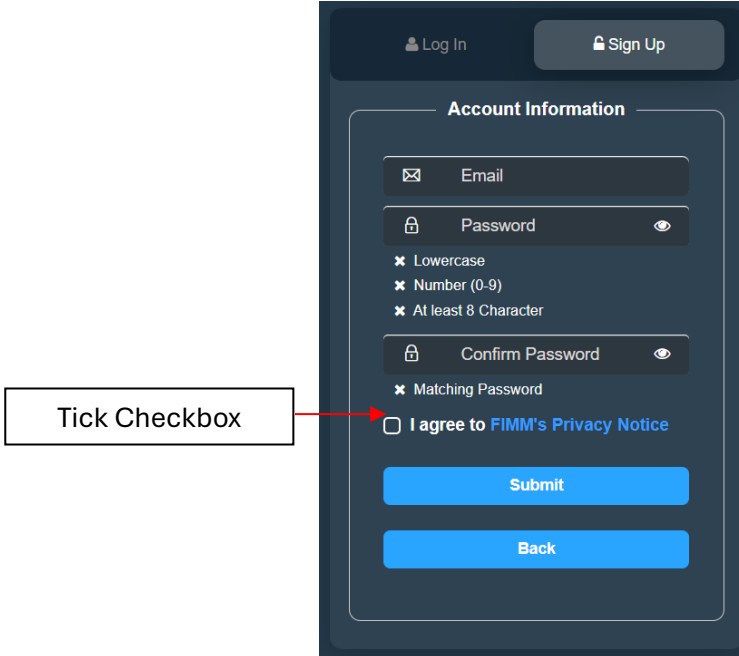
4. Enter Passport Number and Passport Expiry Date for Non-Malaysian.

Figure 6: Non-Malaysian Sign Up Display

5. Click .
6. The system will display the Account Information Page, user need to insert these items:
 - a. Email
 - b. Password


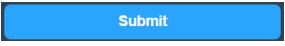
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- c. Confirm Password
- d. Checkbox “I agree to FIMM’s Privacy Notice”



The screenshot shows a mobile app interface for account creation. At the top, there are 'Log In' and 'Sign Up' buttons. Below is the 'Account Information' section with fields for Email, Password, and Confirm Password. The Password field has requirements: Lowercase, Number (0-9), and At least 8 Character. The Confirm Password field has a 'Matching Password' requirement. At the bottom of the form is a checkbox labeled 'I agree to FIMM's Privacy Notice'. A red arrow points from a callout box labeled 'Tick Checkbox' to this checkbox. Below the checkbox are 'Submit' and 'Back' buttons.

Figure 7: Account Information Display

7. Tick the FIMM's Privacy Notice agreement checkbox.
8. Click , the system will display the Sign-Up Page.
9. Click , the user will be redirected to the Log In page with the verification email link message above.

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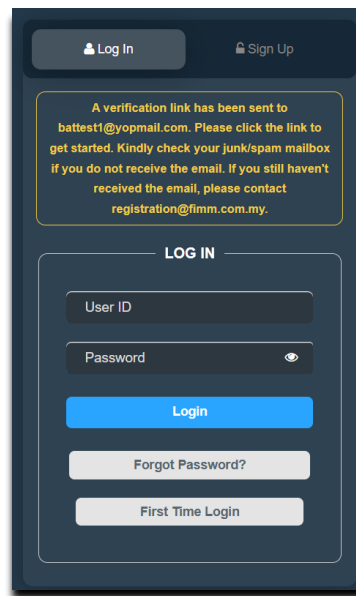


Figure 8: Log In Page With Verification Email Link Message

10. User need to check their email and click the Verification Link button.

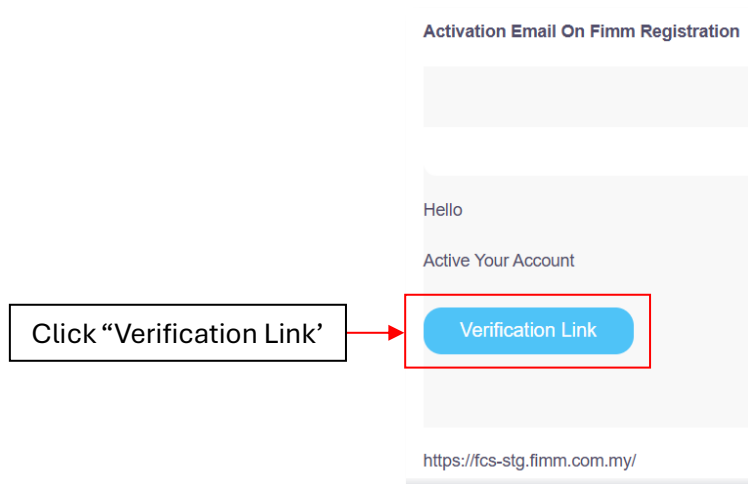


Figure 9: Verification Email

11. System will display the Log In page with Your Account Had Been Activated message.

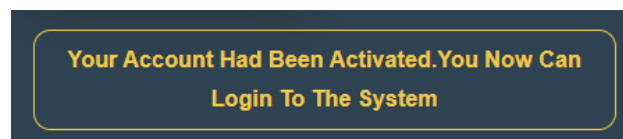


Figure 10: Activated Account Message

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12. User now can Log In by inserting registered NRIC / Passport number as the User ID and the password.

13. Click .

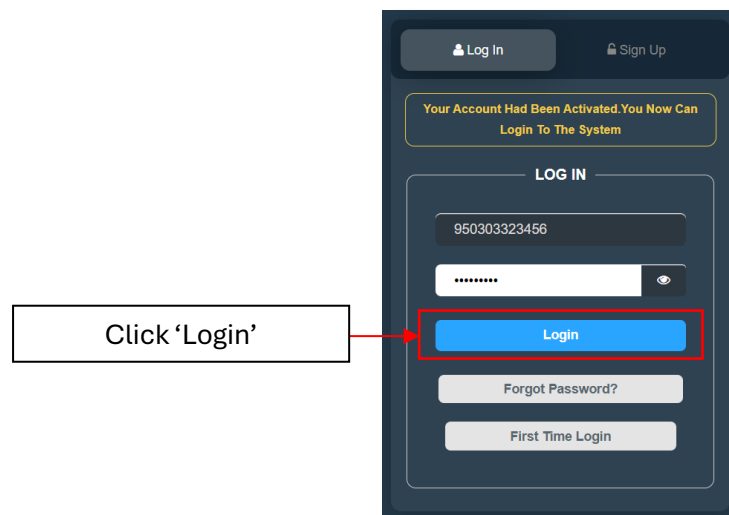


Figure 11: Login Page

14. System will display Profile Page.

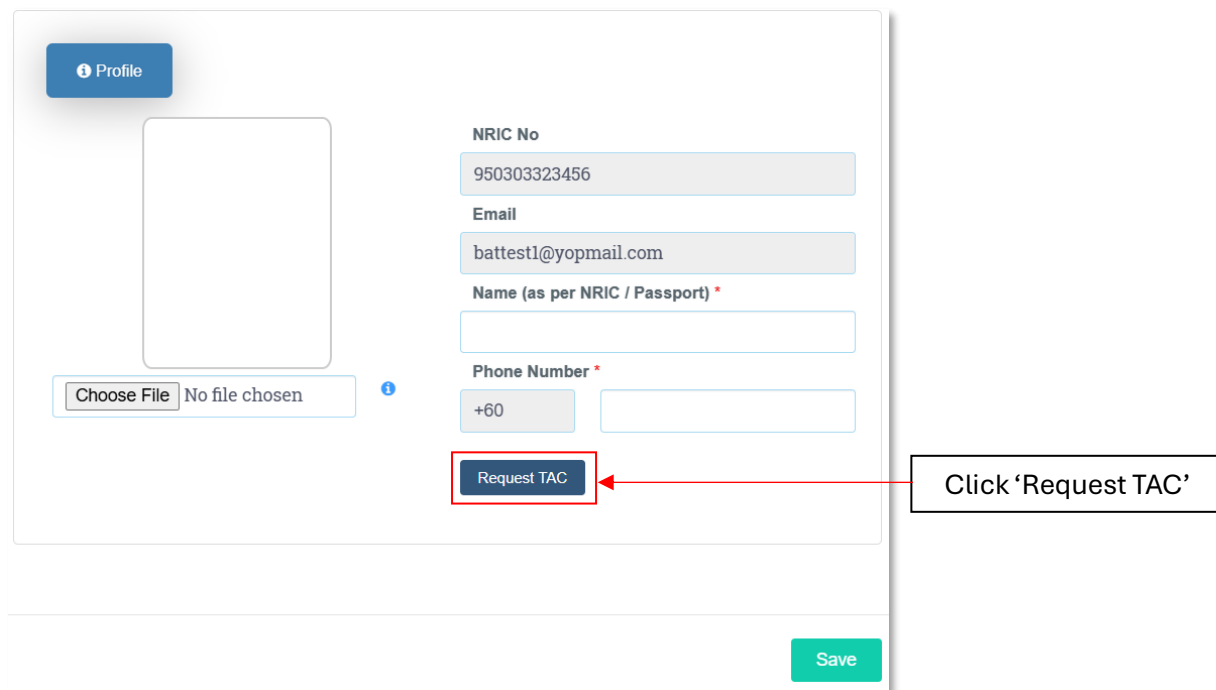



Figure 12: Profile Page

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15. User need to insert the following item:

- a. Profile Image
- b. NRIC / Passport No (Automated Display Field)
- c. Email (Automated Display Field)
- d. Name (as per NRIC / Passport)
- e. Phone Number

16. To save the information user need to request for TAC code by clicking

 button.

17. TAC will be sent to user through message.

18. Once user got the TAC, insert the TAC number. Then click



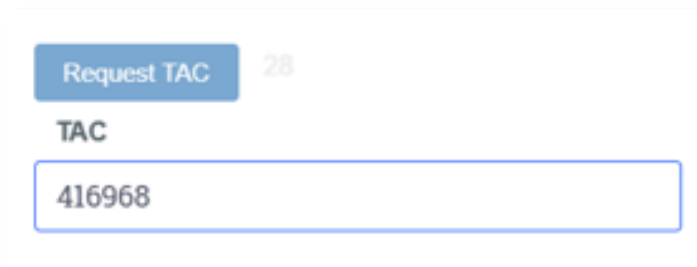


Figure 13: Request TAC Inserted Display

19. If user inserted the wrong TAC number, the system will display an error message.

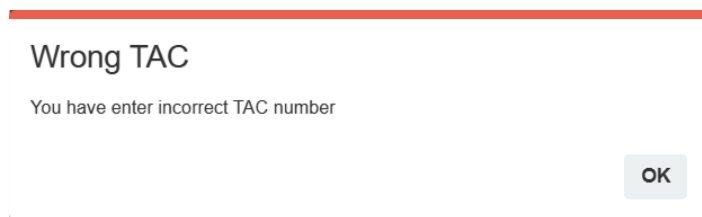



Figure 14: Wrong TAC Error Message

20. If user did not insert profile picture, the system will display an error message.

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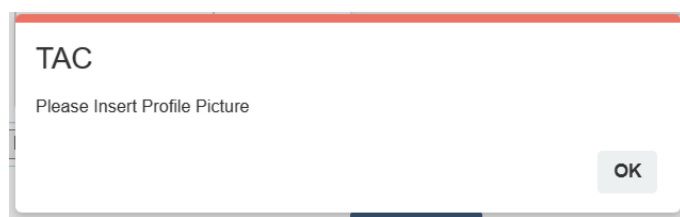


Figure 15: Error Message

21. After clicking save button, system will display the registration section.

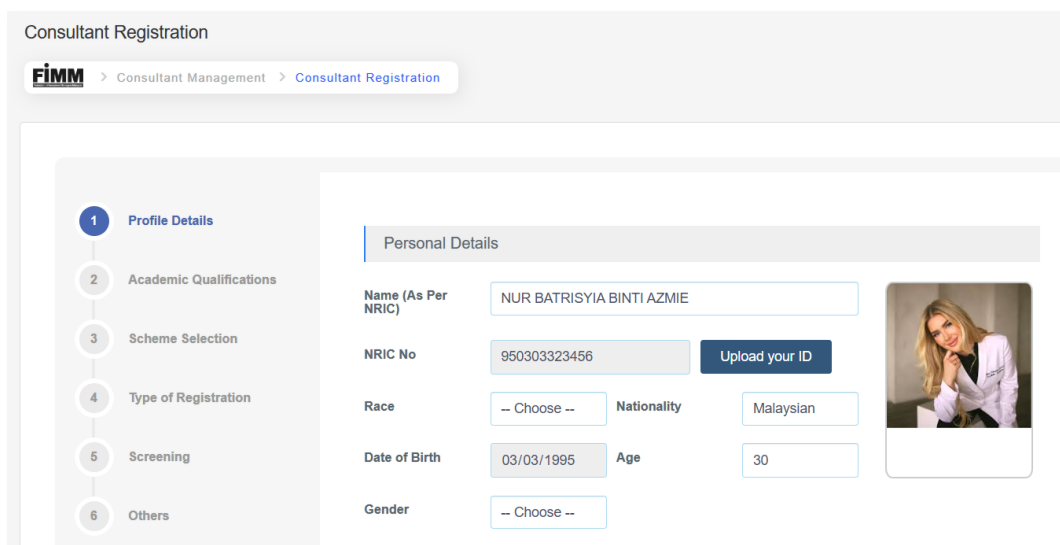


Figure 16: Consultant Registration Section

22. User need to complete **Profile Details section** by inserting following items:

a. Malaysian

- i. Name (Automated Display Field)
- ii. NRIC No (Not Updatable)
- iii. Date Of Birth (Not Updatable)
- iv. Race
- v. Nationality (Automated Display Field)
- vi. Date of Birth (Auto – populate based on NRIC)
- vii. Age (Automated Display Field)
- viii. Gender
- ix. Address
- x. Postcode
- xi. City (Auto – populate based on Postcode)

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- xii. State (Auto – populate based on Postcode)
- xiii. Phone Number (Auto – populate and not updatable)
- xiv. Alternate Phone Number
- xv. Email Address (Auto – populate and not updatable)

The screenshot shows the 'FIMM > Consultant Management > Consultant Registration' page. The 'Profile Details' section is active, showing a sidebar with steps 1 through 6. The main form area is titled 'Personal Details' and contains the following fields:


- Name (As Per NRIC):** NORFADZILAH BINTI MOHD RADZI
- NRIC No:** 990909099005
- Race:** -- Choose --
- Nationality:** Malaysian
- Date of Birth:** 09-SEP-1999
- Age:** 25
- Gender:** -- Choose --
- Address:** (Three empty text boxes)
- Postcode:** (Empty text box)
- City:** -- Choose --
- State:** -- Choose --
- Phone Number:** +60142656821
- Alternate Phone Number:** (Empty text box)
- Email Address:** fadzilahum@yopmail.com

A 'Next >>' button is located at the bottom right of the form.

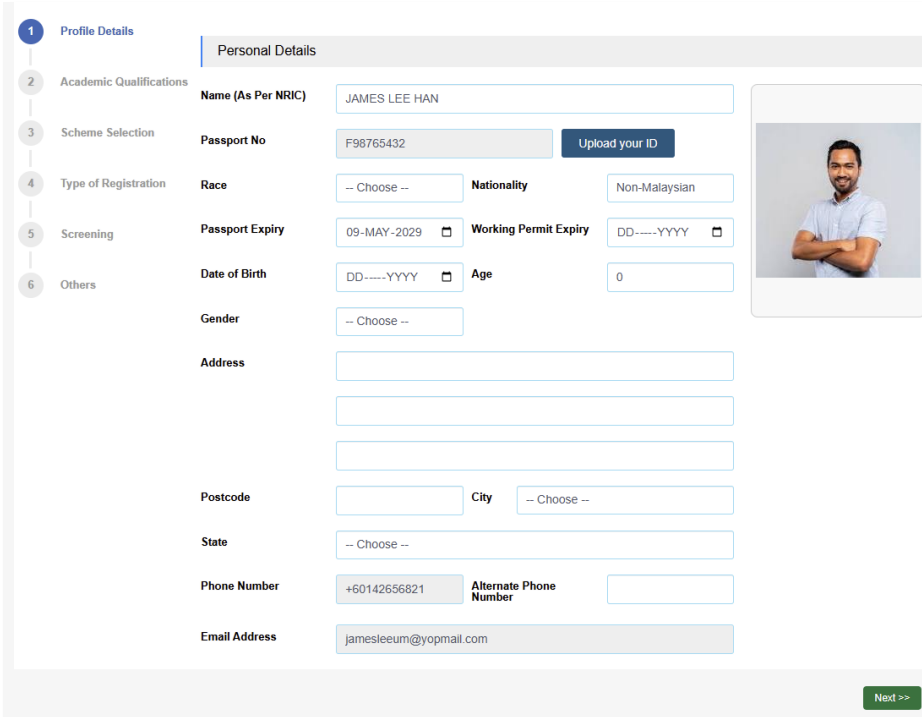
Figure 17: Profile Details section - Malaysian

b. Non – Malaysian

- i. Name (Automated Display Field)
- ii. Passport No (Auto – populate and not updatable)
- iii. Race
- iv. Nationality (Automated Display Field)
- v. Passport Expiry Date (Automated Display Field)
- vi. Working Permit Expiry
- vii. Date of Birth
- viii. Age (System auto calculate based on DOB and current year, month, and date)
- ix. Gender
- x. Address
- xi. Postcode
- xii. City (Auto – populate based on Postcode)

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- xiii. State (Auto – populate based on Postcode)
- xiv. Phone Number (Auto – populate and not updatable)
- xv. Alternate Phone Number
- xvi. Email Address (Auto – populate and not updatable)



The screenshot shows a web form titled 'Profile Details' with a sidebar menu containing six items: 1. Profile Details (selected), 2. Academic Qualifications, 3. Scheme Selection, 4. Type of Registration, 5. Screening, and 6. Others. The main form area is titled 'Personal Details' and contains the following fields:

- Name (As Per NRIC):** JAMES LEE HAN
- Passport No:** F98765432. Next to it is a blue button labeled 'Upload your ID'.
- Race:** -- Choose --
- Nationality:** Non-Malaysian
- Passport Expiry:** 09-MAY-2029
- Working Permit Expiry:** DD-YYYY
- Date of Birth:** DD-YYYY
- Age:** 0
- Gender:** -- Choose --
- Address:** Three empty text input fields.
- Postcode:** Empty text input field.
- City:** -- Choose --
- State:** -- Choose --
- Phone Number:** +60142656821
- Alternate Phone Number:** Empty text input field.
- Email Address:** jamesleeum@yopmail.com

A photo of a man with arms crossed is displayed on the right side of the form. At the bottom right, there is a green button labeled 'Next >>'.

Figure 18: Profile Details section - non-Malaysian


23. For verification purposes, user need to upload their ID by clicking

Upload your ID

24. System will display Upload ID page. User need to insert following items:

a. Malaysian

- i. Front NRIC – coloured photo by following guidelines requirement.
- ii. Back NRIC – coloured photo by following guidelines requirement.
- iii. Selfie with NRIC – while holding NRIC and do not cover your face.

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Upload

Upload Front NRIC*

Choose File


NO FILE CHOSEN

Back NRIC*

Choose File

NO FILE CHOSEN

Snap Selfie with NRIC*




Upload

Cancel

Figure 19: Upload ID Display (Malaysian)

b. Non - Malaysian

- i. Passport Details
- ii. Working Permit
- iii. Selfie with Passport


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Upload

Passport Details*

Choose File


PASSPORT.JFIF




Working Permit*


Choose File

WPERMIT.JFIF



Selfie with Passport*





Upload

Cancel

Figure 20: Upload ID Display (Non - Malaysian)

25. Once user inserted all the items, the images will be display.


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Figure 21: Inserted Images

26. Click

Upload

Upload

Upload Front NRIC*


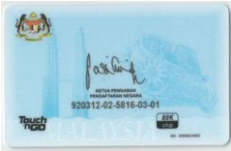

Choose File FRONT ID.PNG

Back NRIC*


Choose File BACK ID.JPG

Snap Selfie with NRIC*

Please Insert Selfie with NRIC

Upload



Click 'Upload'

Figure 22: Uploaded ID

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27. The system will display a notification message.

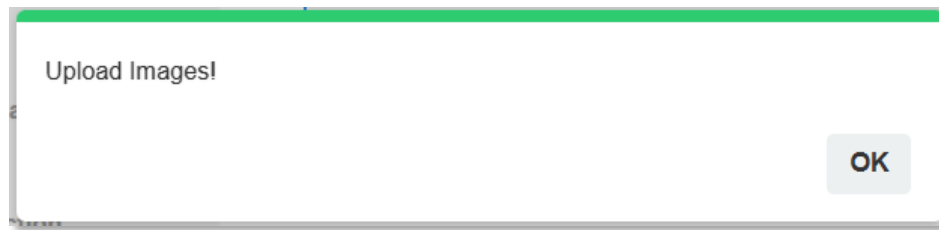


Figure 23: Upload Images Message

28. Once user inserted following items, click

Next >>

29. System will display **Academic Qualification section** and user must add minimum one qualification to proceed.

Figure 24: Academic Qualification section


30. Chose Qualification Level and click

Add

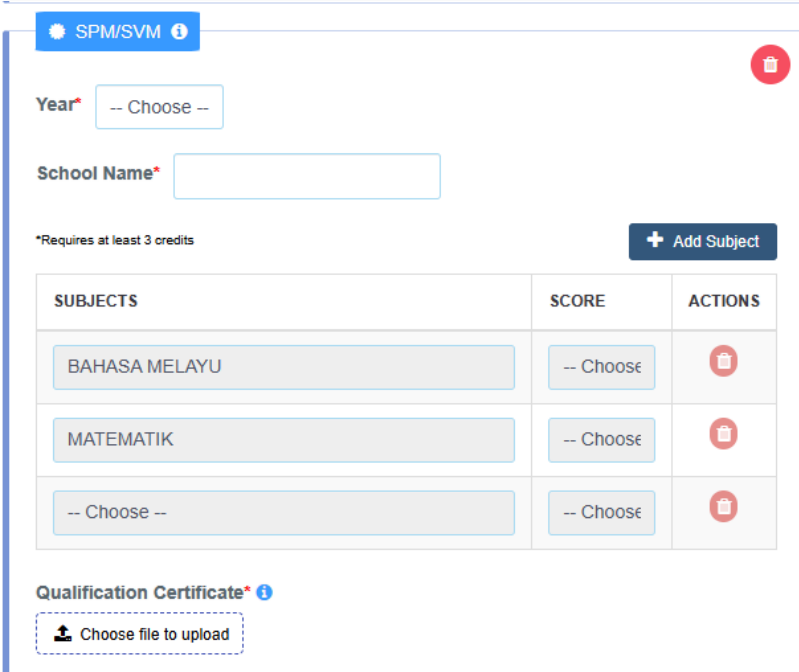
Figure 25: Qualification Level

31. If user choose SPM/SVM, the user needs to insert following items:

a. Year

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- b. School Name
- c. Subjects – Language and Mathematics are mandatory to be filled in.
 - For the first language group, you may fill in either one of the language:
 - BAHASA MELAYU
 - BAHASA INGGERIS
 - BAHASA CINA
 - BAHASA TAMIL
 - For the first mathematics group, you may fill in either one of the mathematics subjects:
 - MATEMATIK
 - MATEMATIK MODEN
 - MATEMATIK TAMBAHAN
 - BAHASA TAMIL
 - Should your result be lower than “C”, please choose “NIL”.
 - You may key in the rest of your other subjects.
- d. Qualification Certificate – Upload your relevant certificate.



SPM/SVM ⓘ

Year* -- Choose --

School Name*

*Requires at least 3 credits + Add Subject


SUBJECTS	SCORE	ACTIONS
BAHASA MELAYU	-- Choose --	
MATEMATIK	-- Choose --	
-- Choose --	-- Choose --	

Qualification Certificate* ⓘ

Choose file to upload

Figure 26: SPM/SVM Items Display

32. If user add STPM/STAM, the user needs to insert following items:
 - a. Graduation Year
 - b. School / College
 - c. Qualification Certificate

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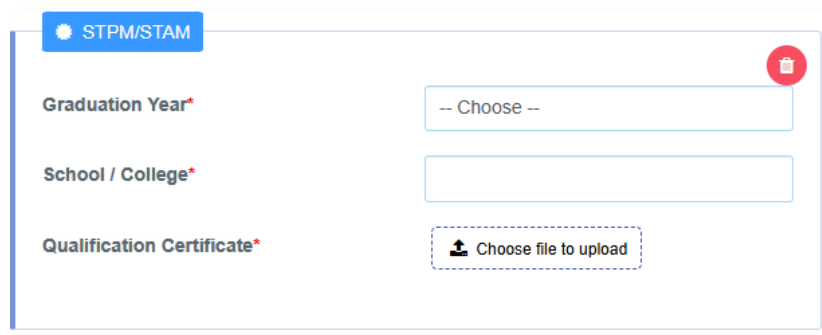


Figure 27: STPM/STAM Items Display

33. If user add Diploma, Degree, Master and PHD, the user needs to insert following items:
- Graduation Year
 - College / University
 - Field of Study
 - Qualification Certificate

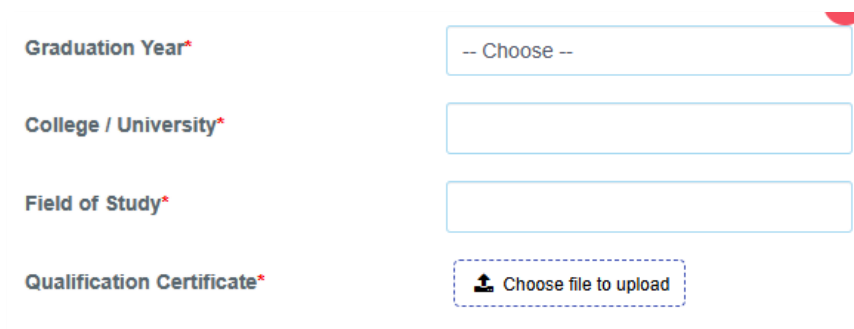



Figure 28: Diploma, Degree, Master, PHD Items Display

34. Click  to remove qualification.

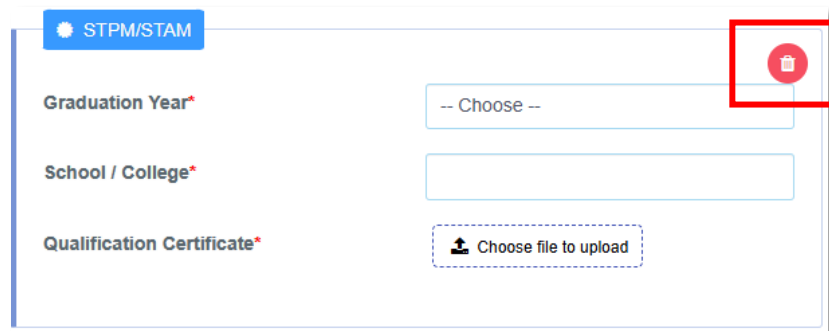



Figure 29: Button to Remove Qualification Level

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35. Click  to view the uploaded qualification certificate or button  to remove the uploaded qualification certificate.



Figure 30: View Uploaded Certificate

36. Click 
37. System will display **Scheme Selection section**.

- a. User need to choose following scheme by ticking the radio button. Only single scheme is allowed at this moment.

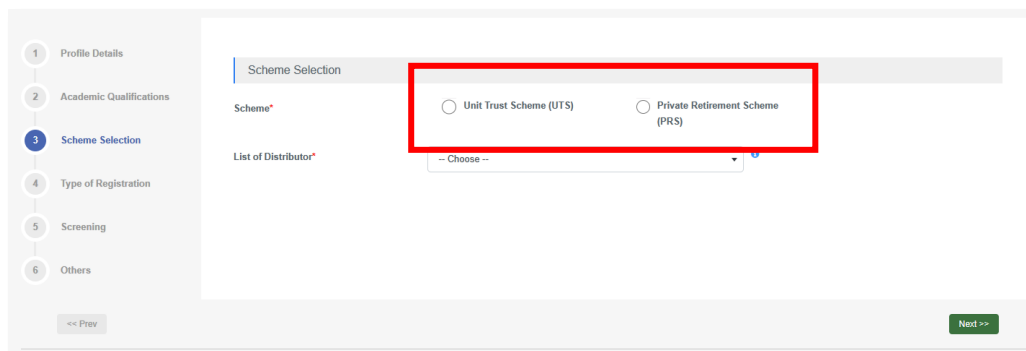


Figure 31: Scheme Selection section Form

- b. User need to choose distributor from the dropdown List of Distributors. Please approach your preferred distributor for onboarding process prior registering in the system.

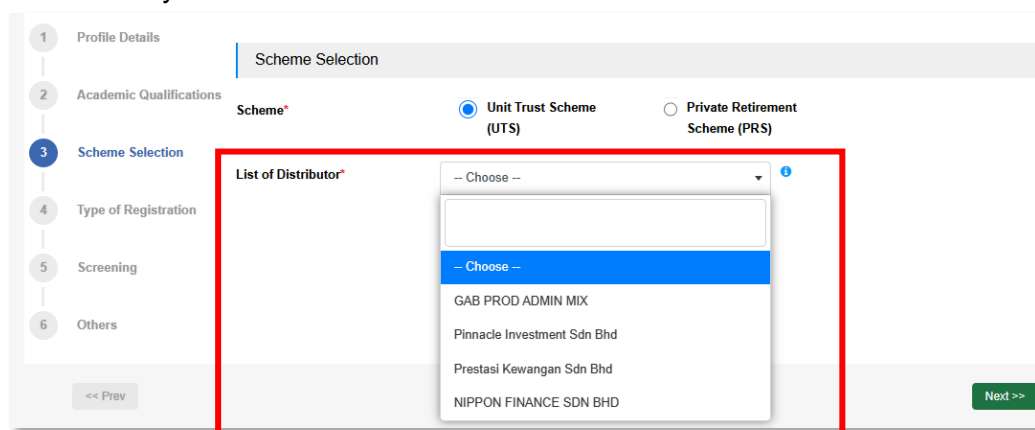

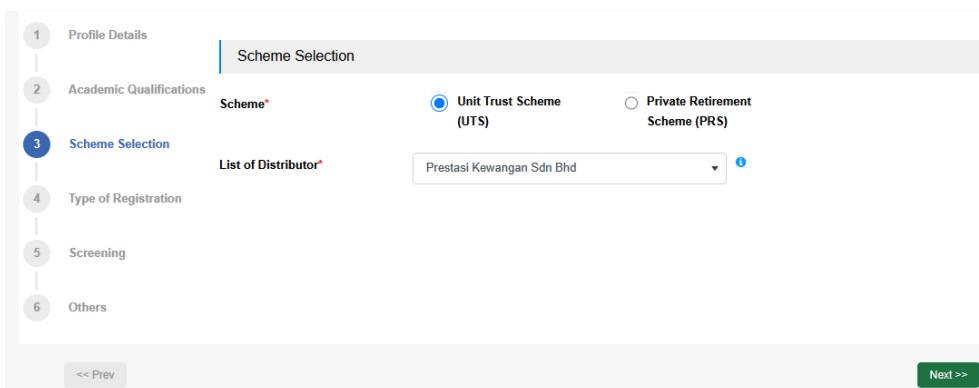


Figure 32: UTS List of Distributors

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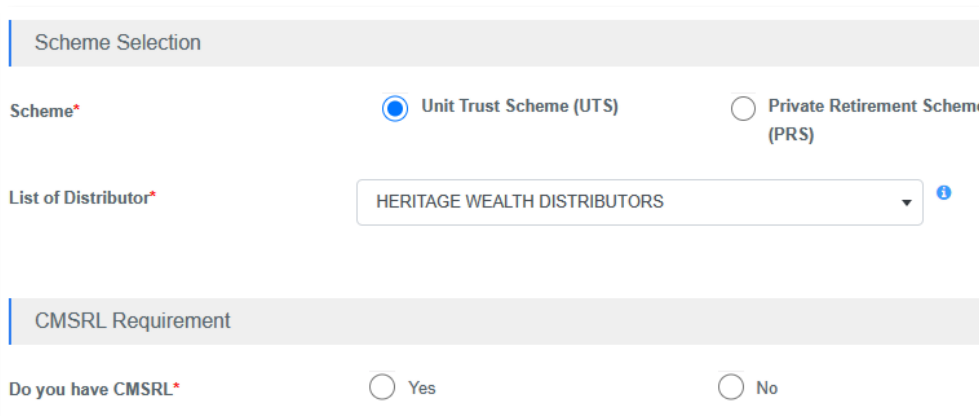
- c. If user choose Non – CUTA / CPRA Type of Distributor, there is no further action.



The screenshot shows a multi-step registration process. Step 3, 'Scheme Selection', is active. It features a sidebar with steps 1 through 6. The main area has two radio buttons: 'Unit Trust Scheme (UTS)' (selected) and 'Private Retirement Scheme (PRS)'. Below them is a dropdown menu for 'List of Distributor' with 'Prestasi Kewangan Sdn Bhd' selected. Navigation buttons '<< Prev' and 'Next >>' are at the bottom.

Figure 33: Non – CUTA/CPRA Type of Distributor


- d. If user choose CUTA / CPRA Type of Distributor, the system will display CMRSL Requirement. User needs to fill in the information.

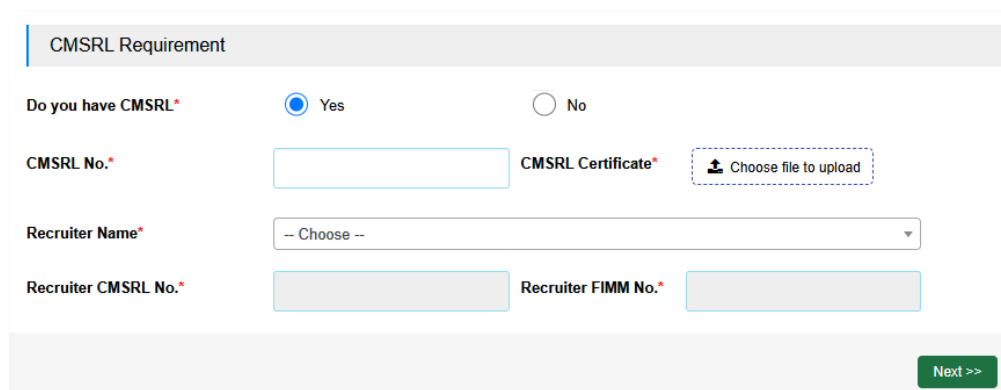


This screenshot shows the 'Scheme Selection' section with 'Unit Trust Scheme (UTS)' selected. Below the distributor dropdown (showing 'HERITAGE WEALTH DISTRIBUTORS'), a new section titled 'CMSRL Requirement' is visible. It contains a question 'Do you have CMSRL*' with two radio button options: 'Yes' and 'No'.

Figure 34: CMSRL Requirement Section

- e. If user choose Yes, user need to insert following items. (Note: If user is the first consultant to register under the distributor, the user must choose 'Yes' and provide the CMSRL No.)
- CMSRL No.
 - CMSRL Certificate
 - Recruiter Name (To select from dropdown list)
 - Recruiter CMSRL No. (Automatically display by choosing recruiter name)
 - Recruiter FIMM No. (Automatically display by choosing recruiter name)

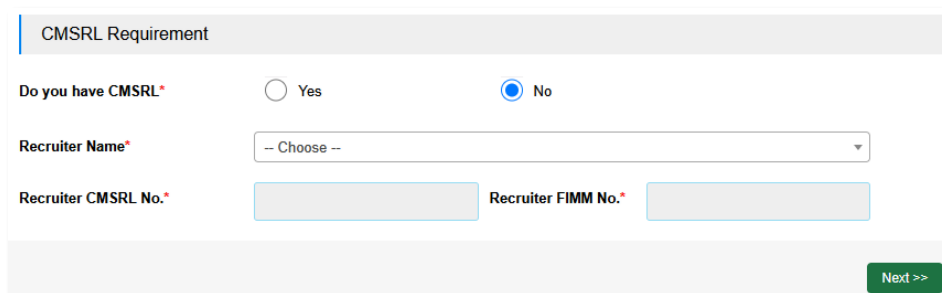
	Project	Reference	File	Version	Date	Page
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The screenshot shows the 'CMSRL Requirement' form. At the top, the title 'CMSRL Requirement' is displayed. Below it, the question 'Do you have CMSRL*' is followed by two radio buttons: 'Yes' (which is selected) and 'No'. Below this, there are four input fields: 'CMSRL No.*' (a text box), 'CMSRL Certificate*' (a text box with a 'Choose file to upload' button), 'Recruiter Name*' (a dropdown menu showing '-- Choose --'), and 'Recruiter CMSRL No.*' (a text box). To the right of the 'Recruiter CMSRL No.*' field is the 'Recruiter FIMM No.*' field (a text box). At the bottom right corner, there is a green button labeled 'Next >>'.

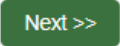
Figure 35: CMSRL Requirement - Yes

- f. If user choose No, user need to insert following items:
- Please get the details of the recruiters from your distributor.
 - Recruiter Name (To select from dropdown list)
 - Recruiter CMSRL No. (Automatically display by choosing recruiter name)
 - Recruiter FIMM No. (Automatically display by choosing recruiter name)



The screenshot shows the 'CMSRL Requirement' form. At the top, the title 'CMSRL Requirement' is displayed. Below it, the question 'Do you have CMSRL*' is followed by two radio buttons: 'Yes' and 'No' (which is selected). Below this, there are four input fields: 'Recruiter Name*' (a dropdown menu showing '-- Choose --'), 'Recruiter CMSRL No.*' (a text box), 'Recruiter FIMM No.*' (a text box), and an empty text box. At the bottom right corner, there is a green button labeled 'Next >>'.

Figure 36: CMSRL Requirement – No

- g. System will run checking whether user have previously enrolled in AP. If No AP found, then system will auto enrol the AP program for the consultant.
38. Click  and system will display **Type of Registration section**. User need to select one from two options in the dropdown list:
- Examination – to take FIMM examination
 - Exemption – if you qualified to exempted from the examination.

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Figure 37: Type of Registration section


39. If user selected Examination, system will display Center Location.

Figure 38: Center Location

40. After selecting the center location, system will display the calendar and exam session availability.

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
		Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more
9	10	11	12	13	14	15
Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more
16	17	18	19	20	21	22
Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more
23	24	25	26	27	28	29
Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more	Available: 300 Session: 09.00, Availat +2 more
30	31	1	2	3	4	5
Available: 300 Session: 09.00, Availat Session: 12.00, Availab Session: 15.00, Availab	Available: 300 Session: 09.00, Availat Session: 12.00, Availab Session: 15.00, Availab					

Figure 39: Booking Location Calendar

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41. User to choose three preferred exam session.

- a. User unable to select multiple exam session on the same date. System will prompt message that user must select date differ from the previous date selection.

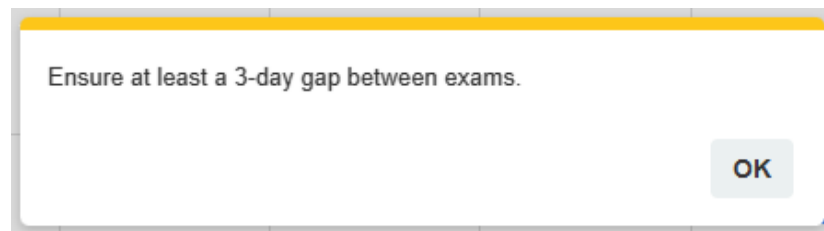


Figure 40: Popup Message

- b. User can click any available session, Session: 09.00, Availat, system will display the details of the exam session.

Exam Session
✕

Date

28-APR-2025

Exam Centre

B - EXAM CENTRE (FOF

Exam Mode

ONLINE

Exam Name

FIMM Computerised Examination

Language

English

Close
+ Add

Figure 41: Exam Session Details

42. Click + Add and system will display the booking details under the calendar.

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DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
28-Apr-2025	09.00	B - EXAM CENTRE (FOR M02)	Wilayah Persekutuan Kuala Lumpur	FCE	English	

Figure 42: Booking Details

Note: User is advisable to choose three exam dates. This is booking dates and only will be confirmed once approved by your preferred distributor. (Subject to dates availability – first come first served basis).

Once you have chosen your 3 preferred exam dates, please proceed to step **48** and continue until you have completed the steps.

The following steps from 43 to 47 only for **Exemption process**.

43. If user select **Exemption**, the system will display the Exemption Rules and Regulation.

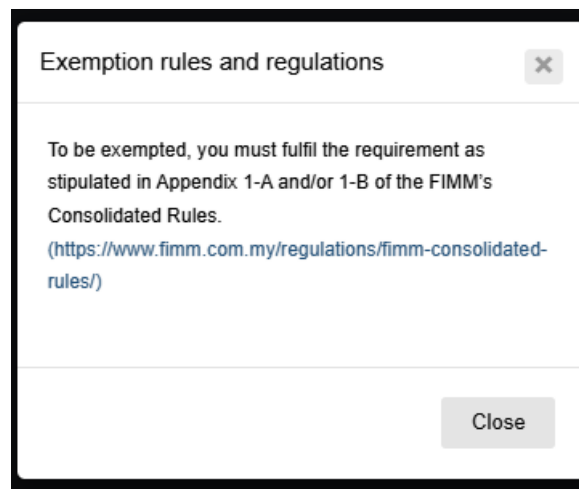


Figure 43: Exemption Rules and Regulations

44. Click close, system will display Exemption Type.

Exemption

Please select an option*

EXEMPTION

Exemption Type*

-- Choose --

Please choose type

Figure 44: Exemption Types

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45. User need to choose the Exemption Type from the dropdown list based on the scheme selected.

Figure 45: Exemption Type Lists

46. For Exemption Type,

- a. If consultant applicant chooses CUTA/CPRA Type of Distributor but no CMSRL, only Exam Validity option will be available. As for former consultant, only, Exam Validity and Re-Registration will be available for the user to choose from.

Figure 46: Exemption Type for Former Consultant with no CMSRL

b. Exam Validity

- i. If user previously registered with exam and status exam passed, user able to select this exemption.
- ii. If passed, user able to proceed to next page. If failed, system will prompt message the user unable to proceed to the next page please select other exemption.

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The screenshot shows a web form titled "Exemption". It has two dropdown menus: "Please select an option*" with "EXEMPTION" selected, and "Exemption Type*" with "Exam Validity" selected. Below these is a red error message box that reads: "Ineligible for re-registration - exam validity. Please re-select your registration type". At the bottom right is a green "Next >>" button.

Figure 47: Exam Validity - Error Message


- c. Re-Registration (Not applicable for new consultant)
- If user deactivation date is within current year, then user can proceed.
 - If deactivation date is not within current year, but within the 3 years and 16 CPD points is met in the previous calendar year, then user can proceed.
 - If deactivation date is not within current year, but within the 3 years and user does not attain 16 CPD in the previous calendar year. System will check if user has acquired the balance of 16 CPD points in current year (CPD preceding year + CPD current year \geq 16). If the condition met, then user can proceed.
 - If not within above requirement, then system will display error message as the requirement not met.

The screenshot shows a web form titled "Exemption". It has two dropdown menus: "Please select an option*" with "EXEMPTION" selected, and "Exemption Type*" with "Re-Registration" selected. Below these is a red error message box that reads: "Inactive for more than 3 years! Please select examination to continue.". At the bottom right is a green "Next >>" button.

Figure 48: Re - Registration Error Message

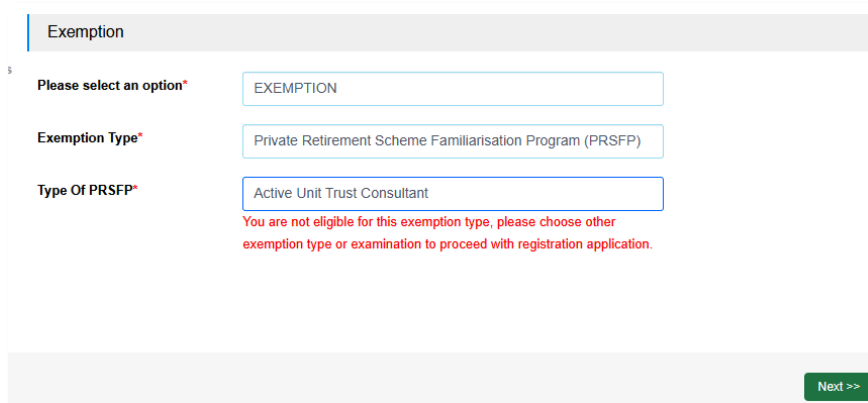
- d. PRS Familiarization Program (Note: This option only will be available if user select PRS scheme. If the distributor type CPRA & no CMSRL, PRSFP will not be shown for selection.)

Type of PRSFP

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i. Active Unit Trust Consultant

- 1) User need to input these fields.
 - a) PRSFP Certificate of Attendance and quiz result
- 2) System checks at the backend whether applicant already become consultant under UTS scheme more than 3 years.
- 3) If the above requirement is not met, system will display error message under the Type of PRSFP field.



The screenshot shows a web form titled "Exemption". It contains three input fields: "Please select an option*" with the value "EXEMPTION", "Exemption Type*" with the value "Private Retirement Scheme Familiarisation Program (PRSFP)", and "Type Of PRSFP*" with the value "Active Unit Trust Consultant". Below the "Type Of PRSFP*" field, a red error message states: "You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application." A green "Next >>" button is located at the bottom right of the form.

Figure 49: Active UTC - Error Message

ii. Insurance Agent

- 1) User need to input these fields:
 - a) PRSFP Certificate of Attendance and quiz result
 - b) Insurance Certificate
 - c) Insurance Joining Date
- 2) System will check the eligibility based on PRSFP parameter.
- 3) If the user experience ≥ 3 years, then user can proceed to next process.
- 4) If the above requirement is not met, system will display error message under the Insurance Joining Date field.

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Exemption

Please select an option*

EXEMPTION

Exemption Type*

Private Retirement Scheme Familiarisation Program (PRSFP)

Type Of PRSFP*

Insurance Agent

PRSFP Certificate of Attendance and quiz result *

Choose file to upload

Insurance Certificate* ⓘ

Choose file to upload

Insurance Joining Date*

21-MAR-2025

You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application.

Next >>

Figure 50: Insurance Agent - Error Message

- iii. **Staff of Takaful Broker** (Note: only available for consultant who register under company with CMSL). User need to input these fields:
- 1) PRSFP Certificate of Attendance and quiz result
 - 2) Insurance Certificate
 - 3) Insurance Joining Date

Exemption

Please select an option*

EXEMPTION

Exemption Type*

Private Retirement Scheme Familiarisation Program (PRSFP)

Type Of PRSFP*

Staff of Takaful Broker

PRSFP Certificate of Attendance and quiz result *

Choose file to upload

Insurance Certificate* ⓘ

Choose file to upload

Insurance Joining Date*

DD----YYYY

Next >>

Figure 51: Staff of Takaful Broker

47. After choosing Exemption Type, user need to proceed to input the field display according to the exemption types chosen.

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Exemption

Please select an option*

EXEMPTION

Exemption Type*

Financial Planner (Certified)

Professional Body*

Malaysian Financial Planners and Advisers Association (MFPAA)

Professional Qualification*

Charartered Financial Consultant (ChFC)

Proof Of Active Membership*

Choose file to upload

ChFC Certificate*

Choose file to upload

Figure 52: Exemption Type – Financial Planner (Certified)

48. Click **Next >>** and system will display **Screening section**. (Note: No action to be done by consultant in this section)

- a. CAS Screening
- b. Bankruptcy Screening

1 Profile Details
2 Academic Qualifications
3 Scheme Selection
4 Type of Registration
5 **Screening**
6 Others

CAS Screening Detail

Status

Clear

Bankrupt Status


Status

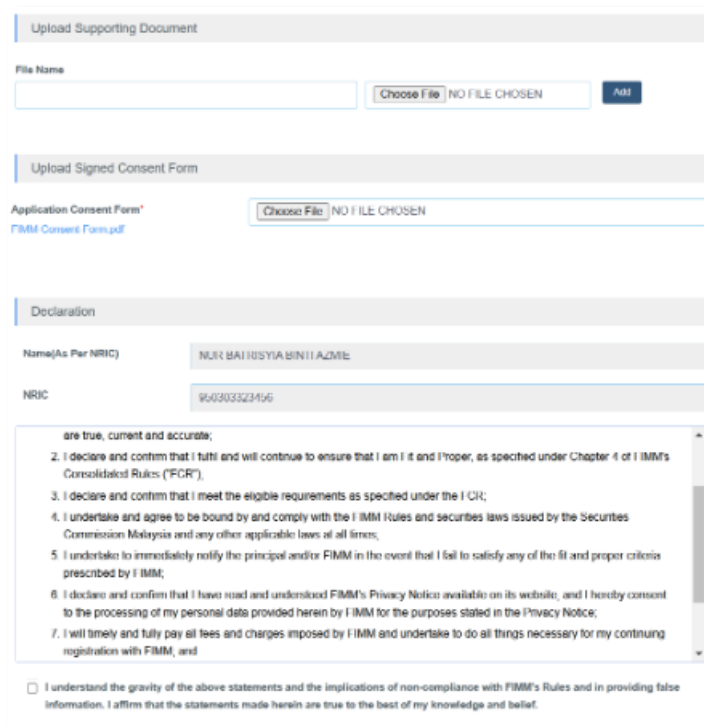
-

<< Prev
Next >>

Figure 53: Screening section

49. Click **Next >>** and system will display **Others section**.

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Upload Supporting Document

File Name
 Choose File NO FILE CHOSEN Add

Upload Signed Consent Form

Application Consent Form*
 Choose File NO FILE CHOSEN
FIMM Consent Form.pdf

Declaration

Name(Az Per NRIC)

NRIC

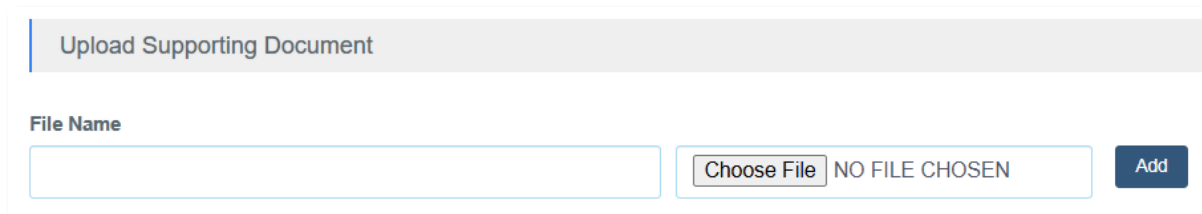
are true, current and accurate;

- I declare and confirm that I fulfil and will continue to ensure that I am fit and proper, as specified under Chapter 4 of FIMM's Consolidated Rules ("FCR").
- I declare and confirm that I meet the eligible requirements as specified under the FCR;
- I undertake and agree to be bound by and comply with the FIMM Rules and securities laws issued by the Securities Commission Malaysia and any other applicable laws at all times;
- I undertake to immediately notify the principal and/or FIMM in the event that I fail to satisfy any of the fit and proper criteria prescribed by FIMM;
- I declare and confirm that I have read and understand FIMM's Privacy Notice available on its website, and I hereby consent to the processing of my personal data provided herein by FIMM for the purposes stated in the Privacy Notice;
- I will timely and fully pay all fees and charges imposed by FIMM and undertake to do all things necessary for my continuing registration with FIMM, and

☐ I understand the gravity of the above statements and the implications of non-compliance with FIMM's Rules and in providing false information. I affirm that the statements made herein are true to the best of my knowledge and belief.

Figure 54: Others section

50. Under the Upload Supporting Document, user can upload supporting document.



Upload Supporting Document

File Name
 Choose File NO FILE CHOSEN Add

Figure 55: Upload Supporting Document

- User need to insert file name and choose the file to upload and click Add.
- Upon successful upload of the supporting document(s), system will display file details as below.




NO	FILE NAME	ATTACHMENT FILE	ACTION
1	SUPPORT DOCUMENT	FIMM SRS - M02S01 - Registration V1.0 [FINAL].pdf	 

Figure 56: Supporting Document Details

- If user did not insert file name, system will display an error message.

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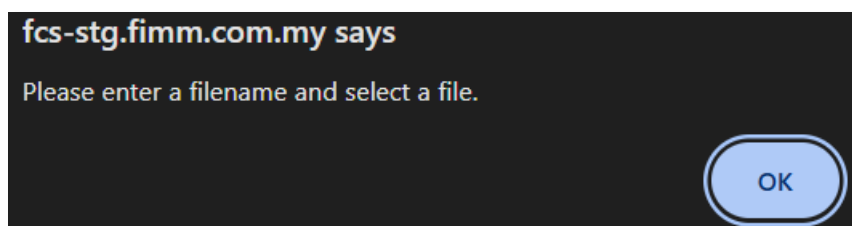


Figure 57: Error Message for Rename File Name

51. Under the Upload Signed Consent Form, user is mandatory to upload the Application Consent Form. The form for the Application Consent Form can be downloaded from the system.

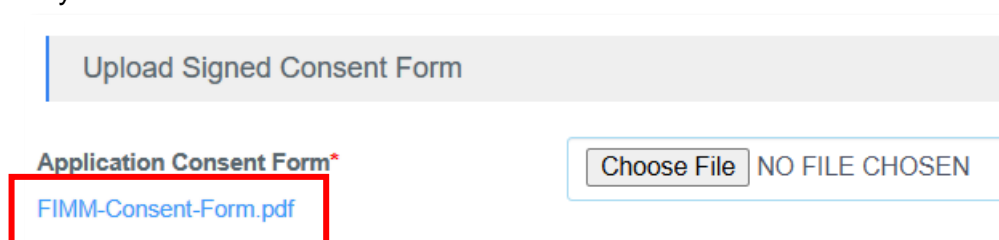
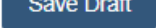


Figure 58: FIMM - Consent Form

52. To save the application as Draft, user click  to save the registration form.
- a. System will display confirmation message.

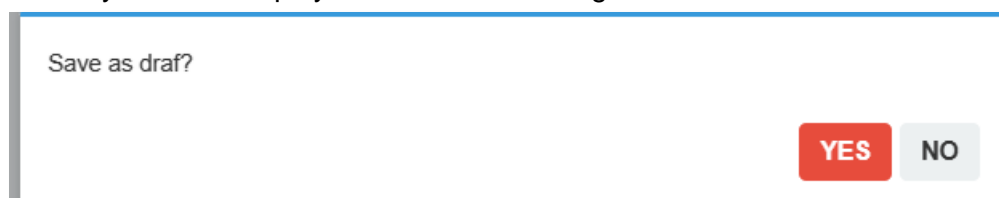



Figure 59: Save as Draf Message

- b. User click  and system will display successful message.

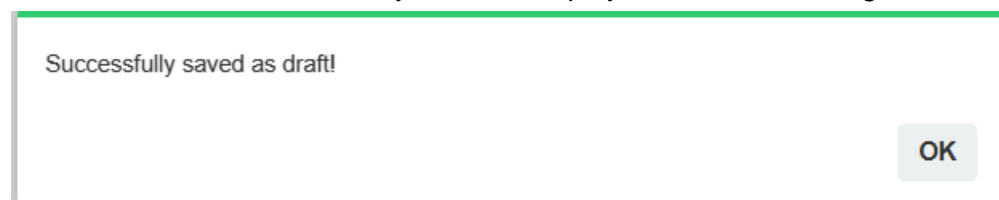



Figure 60: Successful Message

- c. User click  and system will redirect to the application status page. The application status is 'Draft'.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	43

Application Status

Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
04-Mar-2025 02:36:09pm	MENTARI BERHAD	Registration	UTS	Draft	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 61: Draft Application Status

53. To submit the application,

- a. User is required to tick the agreement / declaration checkbox and click

Submit

I, the undersigned, hereby declare my intention to register with the Federation of Investment Managers Malaysia ("FIMM") as a Unit Trust and/or Private Retirement Scheme Consultant. For this purpose, I affirm the following:

1. I declare and confirm that all information and documents provided to FIMM in connection with my application and registration are true, current and accurate;
2. I declare and confirm that I fulfil and will continue to ensure that I am Fit and Proper, as specified under Chapter 4 of FIMM's Consolidated Rules ("FCR");
3. I declare and confirm that I meet the eligible requirements as specified under the FCR;
4. I undertake and agree to be bound by and comply with the FIMM Rules and securities laws issued by the Securities Commission Malaysia and any other applicable laws at all times;
5. I undertake to immediately notify the principal and/or FIMM in the event that I fail to satisfy any of the fit and proper criteria

Tick ☐ I understand the gravity of the above statements and the implications of non-compliance with FIMM's Rules and in providing false information. I affirm that the statements made herein are true to the best of my knowledge and belief.

Figure 62: Declaration


- b. System will prompt error message if user does not tick the agreement / declaration checkbox.

Please tick declaration

OK

Figure 63: Error Message

- c. System will display a confirmation message.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	44

Confirm to proceed?

YES

NO

Figure 64: Confirmation Message

- d. User click **YES** and system will display submission message.

Registration Application Submitted!

OK

Figure 65: Submitted Message

- e. User will be redirect to Application Status Page. Application status change to 'Submitted'.

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
04-Mar-2025 02:42:17pm	MENTARI BERHAD	Registration	UTS	Submitted	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 66: Submit Application Status

Congratulation! You have successfully submitted your application.

Please wait your preferred distributor to review and approved your application.

In the case your application being returned by distributor please follow this section.