

FIMM PRS

Familiarisation

Programme 2025

Registration & Document Submission Guide

September 2025

PRS FAMILIARISATION PROGRAMME (PRSFP) 2025

Takaful/Insurance Agents who have the following are exempted from taking the **PRS EXAMINATION (CPRE)**.

- 3 years' worth of experience
- active registration status with LIAM
- passed either CEILI/TBE (post-2012) or obtained MTA (pre-2012)

PRSFP 2025

Attend 1.5 days FIMM
Familiarisation Programme.

Pass PRSFP Quiz (80%).
Three attempts allowed.



STEPS FOR DOCUMENTS SUBMISSION

STEP ONE

Submit documents to APAM.

STEP TWO

Upon receiving email confirmation from APAM ($T+3$), Candidates register and upload the relevant documents on the FIMM Core System (FCS) and inform APAM Helpdesk once completed.

STEP THREE

Candidates will receive email notification from APAM ($T+10$) upon issuance of PRS Consultant Code.

REQUIRED DOCUMENTS

SUBMISSION TO APAM

IC Copy (Front & Back)	CTC by Leader/ACS	
Photocopy of Education Certificate		
Copy of CEILI/TBE/MTA Certificate		
PRSFP 2025 Certificate of Attendance	CTC by APAM	
PRSFP Quiz Pass Result		
APAM Application Form		
APAM Contract Agreements		
Applicant's Bank Statement		

SUBMISSION TO FCS

IC Copy (Front & Back)	CTC-ed	
Photocopy of Education Certificate		
Copy of CEILI/TBE/MTA Certificate		
PRSFP 2025 Certificate of Attendance		
PRSFP Quiz Pass Result		
FIMM Consent Letter		
Self Declaration		
Passport-sized colour photograph		



REGISTRATION PROCESS

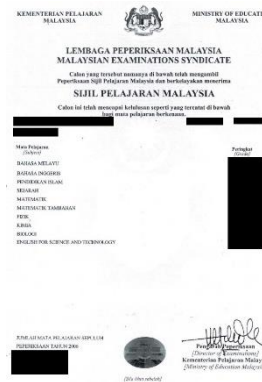
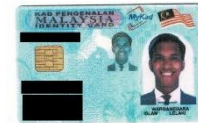
Step 01:

Prepare documents:

- NRIC Copy (front & back)
- Education Certificate
- CEILI/TBE/MTA Certificate
- PRSFP Certificate
- PRSFP Quiz Result
- Bank Statement
- Passport Photo



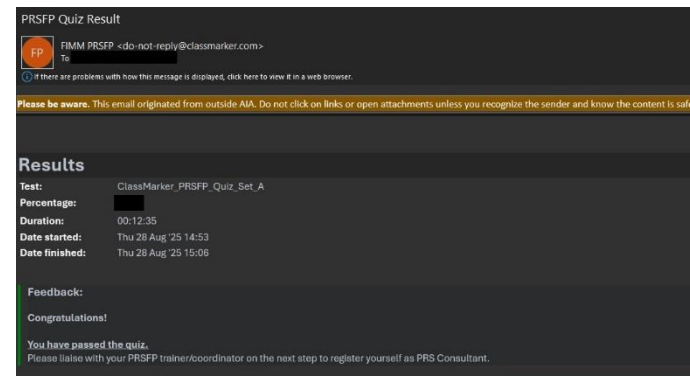
Sample Documents Required.zip



SETAPAK BRANCH
263, 265, 267 & 269
JALAN GENTING KELANG, SETAPAK
53300 KUALA LUMPUR
TEL: 03-40219349

Dilindungi oleh PIDM setakat RM250,000.00 bagi setiap
pendeposit.
Protected by PIDM up to RM250,000.00 for each depositor.

PENYATA AKAUN / STATEMENT OF ACCOUNT
Nombor Akaun / Account Number [REDACTED]
Jenis Akaun / Account Type [REDACTED] Savings Account
Tarikh Penyata / Statement Date 20 Aug 2025



REGISTRATION PROCESS

Step 02:

Download the PRS Application Document:



Microsoft Excel
Worksheet

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
APPLICATION FORM

APPLICANT'S PARTICULARS	
Name	Adam Subki
Role	Life Planner
NRC No.	123456-12-1234
Correspondent Address	1, Jalan 123, Taman 123, 12345 Kuala Lumpur
Gender	Male
Marital Status	Married
Contact No.	012-345 6789
Email	ADAMSUBKI@AIA.COM
Agency Code	1234A
Agency Name	Agency ABC
Income Tax No.	E12341234

BANK DETAILS	
Bank Name	Public Bank
Account No.	1234 1234-12
Account Type	Savings

NOMINEE'S PARTICULARS	
Name	Intan Sazali
NRC No.	654321-21-4321
Correspondent Address	1, Jalan 123, Taman 123, 12345 Kuala Lumpur
Relationship	Spouse
Contact No.	019-876 5432

FOR OFFICE USE ONLY	
Agent Type	
FPM No.	
Payable Status	
APM	AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
Verified By	

FIMM
CONSENT FORM

Name : Adam Subki

NRC No. : 123456-12-1234

1. I hereby consent and authorise the Federation of Investment Managers Malaysia (FIMM) and its designated agents, contractors, sub-contractors, consultants and representatives, collectively referred to as "Associates", at any point in time, to collect, use, disclose and process my personal information, as provided by me or possessed by FIMM through legal means, for purposes of conducting review and verification of my background in relation to my application to be registered as a Unit Trust and/or Private Retirement Schemes consultant with FIMM.

2. I understand that the scope of the background review and verification includes, but is not limited to the following:

- (a) Personal particulars (NRC or Passport);
- (b) Malaysia regulatory check;
- (c) Criminal history records;
- (d) Academic certificate verification; and
- (e) Professional qualification & membership status verification.

3. I hereby acknowledge that FIMM and its Associates will not be liable for any losses and/or any kind of liabilities related to or arising from the background review or verification conducted.

4. I represent and warrant that I have read and understood all of the above provisions.

Signature : Adam Subki

Name : Adam Subki

NRC No. : 123456-12-1234

Date :

FEDERATION OF INVESTMENT MANAGERS MALAYSIA (50600017889 / 27557778)
19-08-1, 8th Floor, Wisma Tune, No. 19, Loring Road, Dataran Ceylan, 50460 Kuala Lumpur, Malaysia.
Tel: +603-20901200 Fax: +603-20901700 www.fimm.com.my

AIA
AIA Pension and Asset Management Agent's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 12 & Level 29, Menara AIA, No. 89, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND

Adam Subki NRC No. 123456-12-1234
1, Jalan 123, Taman 123, 12345 Kuala Lumpur
(hereinafter referred to as the "Agent") of the other part.

AIA
AIA Pension and Asset Management Unit Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 12 & Level 29, Menara AIA, No. 89, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND

_____ NRC No. _____
(hereinafter referred to as the "Unit Manager") of the other part.

AIA
AIA Pension and Asset Management District Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 12 & Level 29, Menara AIA, No. 89, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND


_____ NRC No. _____
(hereinafter referred to as the "District Manager") of the other part.



REGISTRATION PROCESS

Step 03:

Fill in all the particulars in the “Particulars (TO BE FILLED IN)” tab highlighted in blue.



AIA PENSION AND ASSET MANAGEMENT SDN. BHD.

DATA ENTRY DOCUMENT

8/9/2025

No.	Applicant's Particulars (MANDATORY)
1	Full Name (As per IC)
2	Rank
3	Gender
5	NRIC (with dash "-")
6	Marital Status
7	Address
8	Contact No.
10	Email Address
11	AIA Agent Code
12	AIA Agency Code
13	AIA Agency Name
14	Bank Name (Maybank/CIMB/etc)
15	Bank Account No.
16	Account Type
17	Income Tax No.
18	Region

No.	Nominee's Particulars (MANDATORY)
1	Full Name (As per IC)
2	NRIC (with dash "-")
4	Relationship
5	Address
6	Contact No.

No.	Upline's Particulars (if applicable)
1	Full Name (As per IC)
3	AIA Agent Code
4	AIA Agency Code
5	AIA Agency Name
6	Rank
7	FIMM No.



REGISTRATION PROCESS

Step 04:

Save the document as PDF and e-sign the required pages:

- a) Pg. 4
- b) Pg. 5
- c) Pg. 6
- d) Pg. 17
- e) If Unit Manager – Pg. 18 & Pg. 29
- f) If District Manager – Pg. 30 & Pg. 41

APPLICANT'S DECLARATION

I hereby declare that the information given in this application is true and correct and I agree that should this declaration be false in any respect, the Company is at liberty to terminate my Agent's Contract.

I understand and agree that any personal information collected or held by the Company (hereafter contained in this application or otherwise obtained) may be held, used and disclosed by the Company to individuals/organisation related to and associated with the Company or any selected third party for the purpose of processing this application and to communicate with me for such purpose. I understand that I have a right to obtain access to and request correction of any personal information held by the Company concerning me. Such request can be made to the Company.

I hereby authorise the Company to automatically deduct the total expense arising from the relevant Examination Fee/Exemption from Examination Fee/Valuation of Registration Fee from my Life Commission statement.

I hereby give my consent to FIMM for publishing my name and other relevant information in FIMM website.

Name : Adam Subki
NRIC No. : B91004-10-5803
Date : 8/9/2025

WRITER'S DECLARATION AND ENDORSEMENT

I hereby declare that the documents submitted by the Agent together with this application has been sighted as true copies and I agree should this be false in any respect, the Company is at liberty to terminate my Agent's Contract.

1. Copy of Identity Card (Front and back)/Passport
2. Photocopy of Education Certificate

ONLY APPLICABLE TO LEADERS UNIT MANAGER/DISTRICT MANAGER

In the event the above named failed to pay or settle the amount stated therein, I hereby irrevocably undertake to fully reimburse the Company said charges and authorise the Company to deduct the total expense arising from the relevant Examination Fee/Exemption from Examination Fee/Valuation of Registration Fee from my Life Commission Statement.

Name :
NRIC No. :
Date :

AIA Pension and Asset Management Unit Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 22 & Level 28, Menara AIA, No. 98, Jalan Ampang, 50480 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part,

AND

_____ NRIC No. _____

(hereinafter referred to as the "Unit Manager") of the other part.

(The Company and the Unit Manager shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined).

(B) The Company is desirous of appointing the Unit Manager to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

In the presence of

Signature _____ Signature _____
Name _____ Name _____
NRIC No. _____ NRIC No. _____
Agency _____
Agent Code _____
FIMM No. _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. In the presence of
[Company No: 201201027547 (1013637-P)]

Signature _____ Signature _____
Name _____ Name _____
Title _____ NRIC No. _____

CONSENT FORM

Name : Adam Subki
NRIC No. : B91004-10-5803

1. I hereby consent and authorise the Federation of Investment Managers Malaysia (FIMM) and its designated agents, contractors, sub-contractors, consultants and representatives, collectively referred to as "Associates", at any point in time, to collect, use, disclose and process my personal information, as provided by me or processed by FIMM through legal means, for purposes of conducting review and verification of my background in relation to my application to be registered as a Unit Trust and/or Private Retirement Schemes consultant with FIMM.

2. I understand that the scope of the background review and verification includes, but is not limited to the following:

(a) Personal particulars (NRIC or Passport);
(b) Malaysia regulatory check;
(c) Criminal history records;
(d) Academic certificate verification; and
(e) Professional qualification & membership status verification.

3. I hereby acknowledge that FIMM and its Associates will not be liable for any losses and/or any kind of liabilities related to or arising from the background review or verification conducted.

4. Represent and warrant that I have read and understood all of the above provisions.

Signature _____
Name : Adam Subki
NRIC No. : B91004-10-5803
Date :

FEDERATION OF INVESTMENT MANAGERS MALAYSIA (286031017639 (272577-P))
19-18-L, 18th Floor, Wisma Tune, No. 18, Jalan Bangsar, Bangsar Heights, 59000 Kuala Lumpur, Malaysia.
Tel: +603-23603288 Fax: +603-23603789 www.fimm.com.my

AIA Pension and Asset Management District Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)]

Signature _____ Unit Manager's Signature _____
Name _____ Name _____

(hereinafter referred to as the "District Manager") of the other part.

(The Company and the District Manager shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined).

(B) The Company is desirous of appointing the District Manager to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

In the presence of

Signature _____ Signature _____
Name _____ Name _____
NRIC No. _____ NRIC No. _____
Agency _____
Agent Code _____
FIMM No. _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. In the presence of
[Company No: 201201027547 (1013637-P)]

Signature _____ Signature _____
Name _____ Name _____
Title _____ NRIC No. _____

AIA Pension and Asset Management Agent's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 22 & Level 28, Menara AIA, No. 98, Jalan Ampang, 50480 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part,

AND

Adam Subki NRIC No. B91004-10-5803
1, Jalan 125, Kampung ABC, 12345 Kuala Lumpur
(hereinafter referred to as the "Agent") of the other part.

(The Company and the Agent shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined).

(B) The Company is desirous of appointing the Agent to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

In the presence of

Signature _____ Signature _____
Name : Adam Subki Name _____
NRIC No. B91004-10-5803 NRIC No. _____
Agency Agency ABC
Agent Code 12345
FIMM No. _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. In the presence of
[Company No: 201201027547 (1013637-P)]

Signature _____ Signature _____
Name _____ Name _____
Title _____ NRIC No. _____

AIA Pension and Asset Management District Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No: 201201027547 (1013637-P)] with its registered office at Level 22 & Level 28, Menara AIA, No. 98, Jalan Ampang, 50480 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part,

AND

_____ NRIC No. _____

(hereinafter referred to as the "District Manager") of the other part.

(The Company and the District Manager shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined).

(B) The Company is desirous of appointing the District Manager to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

In the presence of

Signature _____ Signature _____
Name _____ Name _____
NRIC No. _____ NRIC No. _____
Agency _____
Agent Code _____
FIMM No. _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. In the presence of
[Company No: 201201027547 (1013637-P)]

Signature _____ Signature _____
Name _____ Name _____
Title _____ NRIC No. _____

Date: this _____ day of _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
[Company No: 201201027547 (1013637-P)]

Signature _____ Agent's Signature _____
Name _____ Name : Adam Subki

Date: this _____ day of _____

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
[Company No: 201201027547 (1013637-P)]

Signature _____ District Manager's Signature _____
Name _____ Name _____



REGISTRATION PROCESS

Step 05:

Send email stating “I confirm that I have e-signed on the onboarding documents” to leaders & ACS and cc APAM Helpdesk:

Request for signing on the following pages:

- a) Pg. 2
- b) Pg. 6
- c) **If Unit Manager –**
Pg. 18
- d) **If District Manager –**
Pg. 30

Request for digital CTC and signing on the following documents prepared in **Step 01**:

- a) *NRIC Copy (front & back)*
- b) *Education Certificate*
- c) *CEILI/TBE/MTA Certificate*

APPLICANT'S DECLARATION

I hereby declare that the information given in this application is true and correct and I agree that should this declaration be false in any respect, the Company is at liberty to terminate my Agent's Contract.

I understand and agree that any personal information collected or held by the Company (whether contained in this application or otherwise obtained) may be held, used and disclosed by the Company to individuals/organisation related to and associated with the Company or any selected third party for the purpose of processing this application and to communicate with me for such purpose. I understand that I have a right to obtain access to and request correction of any personal information held by the Company concerning me. Such request can be made to the Company.

I hereby authorise the Company to automatically deduct the total expense arising from the relevant Examination Fee/Exemption from Examination Fee/Variation of Registration Fee from my Life Commission statement.

I hereby give my consent to FPMH for publishing my name and other relevant information in FPMH website.

Name : Adam Subhi
NRIC No. : 891004-10-5603
Date : 8/9/2025

RECITER'S DECLARATION AND ENDORSEMENT

I hereby declare that the documents submitted by the Agent together with this application has been sighted as true copies and I agree should this be false in any respect, the Company is at liberty to terminate my Agents Contract.

1. Copy of Identity Card (front and back)/Passport
2. Photocopy of Education Certificate

ONLY APPLICABLE TO LEADERS/UNIT MANAGER/DISTRICT MANAGER

In the event the above named failed to pay or settle the amount stated therein, I hereby irrevocably undertake to fully reimburse the Company said charges and authorise the Company to deduct the total expense arising from the relevant Examination Fee/Exemption from Examination Fee/Variation of Registration Fee from my Life Commission Statement.

Name :
NRIC No. :
Date :

CERTIFIED TRUE COPY
Original Document Sighted by

Name:
Designation:
Date:

AIA Pension and Asset Management Agent's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No. 201201027547 (1013827-P)] with its registered office at Level 12 & Level 20, Menara AIA, No. 99, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND

Adam Subhi NRIC No. 891004-10-5603
1, Jalan 125, Nampung ABC, 12345 Kuala Lumpur
(hereinafter referred to as the "Agent") of the other part.

(The Company and the Agent shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined);

(B) The Company is desirous of appointing the Agent to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

Signature Name NRIC No.
Adam Subhi 891004-10-5603
Agency NRIC
Agent Code 12345
FPMH No.

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
[Company No. 201201027547 (1013827-P)]

Signature Name Title
Signature Name NRIC No.

AIA Pension and Asset Management Unit Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No. 201201027547 (1013827-P)] with its registered office at Level 12 & Level 20, Menara AIA, No. 99, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND

NRIC No. _____
(hereinafter referred to as the "Unit Manager") of the other part.

(The Company and the Unit Manager shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined);

(B) The Company is desirous of appointing the Unit Manager to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

Signature Name NRIC No.

Agency NRIC
Agent Code
FPMH No.

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
[Company No. 201201027547 (1013827-P)]

Signature Name Title
Signature Name NRIC No.

AIA Pension and Asset Management District Manager's Agreement

This Agreement is made on this _____ day of _____

BETWEEN

AIA PENSION AND ASSET MANAGEMENT SDN. BHD. [Company No. 201201027547 (1013827-P)] with its registered office at Level 12 & Level 20, Menara AIA, No. 99, Jalan Ampang, 50450 Kuala Lumpur, Malaysia, (hereinafter referred to as the "Company") of the one part;

AND

NRIC No. _____
(hereinafter referred to as the "District Manager") of the other part.

(The Company and the District Manager shall collectively be referred to as the "Parties" and a "Party" shall mean either one of them.)

WHEREAS

(A) The company is in the business of, among others, the management of Funds (as hereinafter defined) under the Scheme (as hereinafter defined);

(B) The Company is desirous of appointing the District Manager to market the Funds and sell the Units (as hereinafter defined) upon the terms and conditions hereinafter contained.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

Signature Name NRIC No.

Agency NRIC
Agent Code
FPMH No.

AIA PENSION AND ASSET MANAGEMENT SDN. BHD.
[Company No. 201201027547 (1013827-P)]

Signature Name Title
Signature Name NRIC No.


Digital CTC.png



REGISTRATION PROCESS

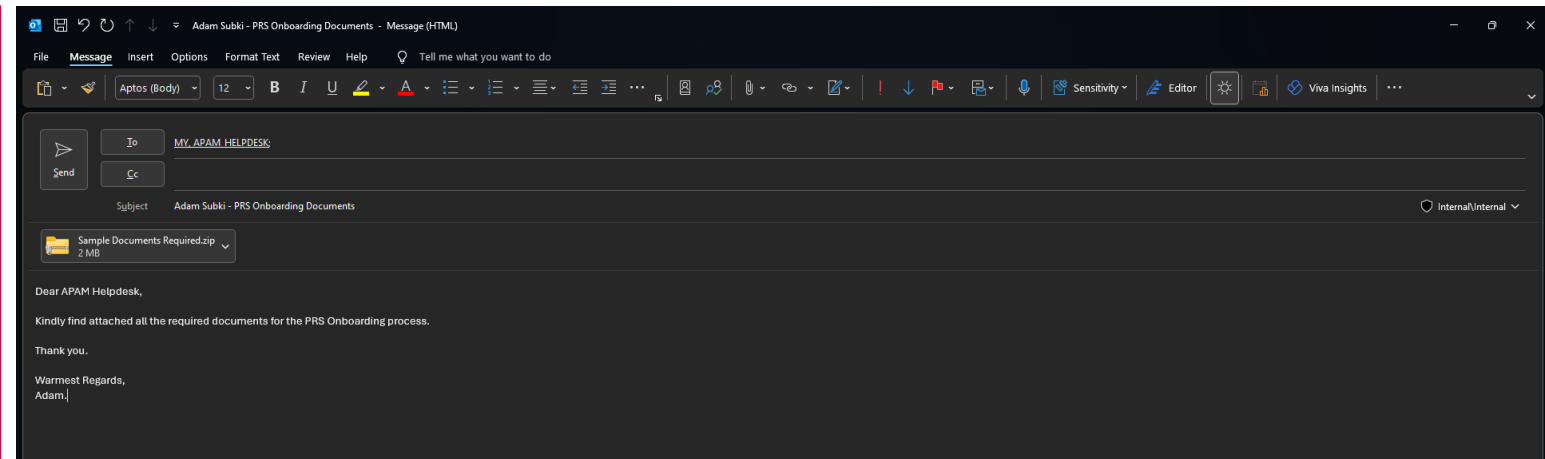
Step 06:

Ensure leader's/ACS's reply includes:

"I confirm that I have e-signed the onboarding documents and have physically sighted the original supporting documents. I have also applied my digital Certified True Copy (CTC) on the scanned copies accordingly"

Send completed and duly signed documents & attach 7 prepared documents in Step 01 to APAM Helpdesk and cc leader & ACS.

MY.APAM_HELPDESK@AIA.COM



REGISTRATION PROCESS

Step 07:

Wait for email confirmation from APAM (T+3). Once received, proceed to Step 08.

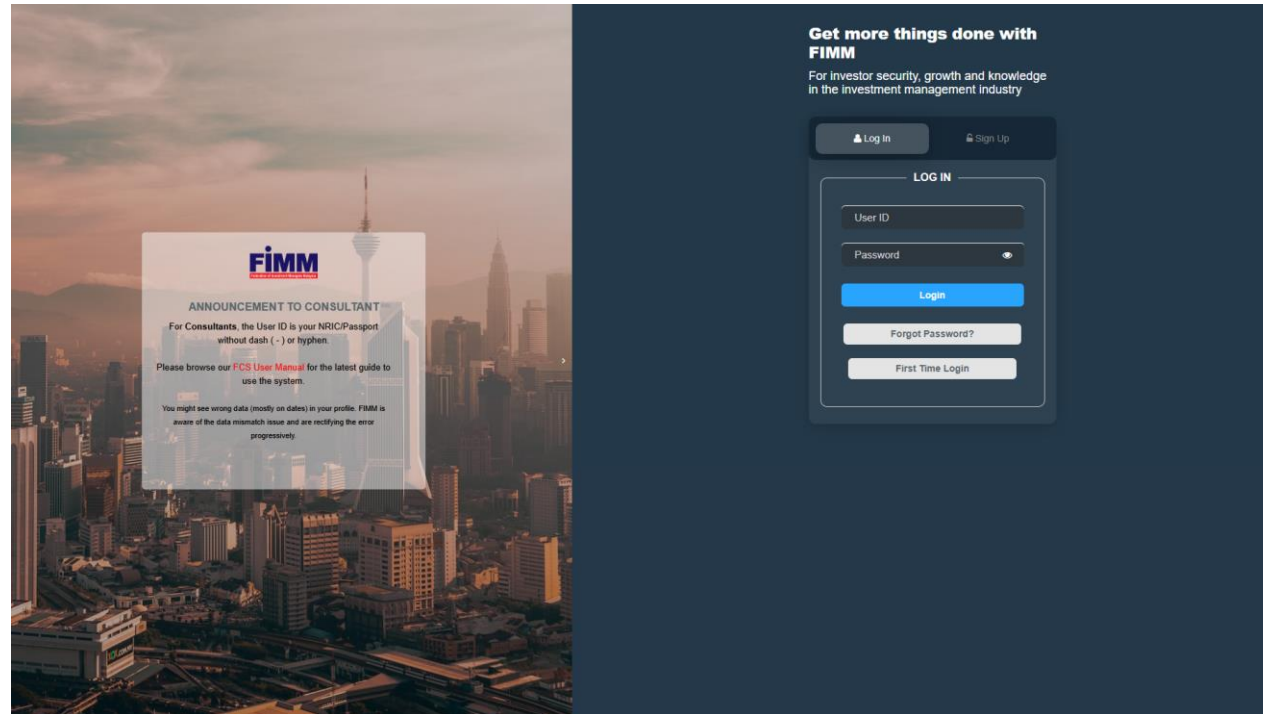


REGISTRATION PROCESS

Step 08:

Register on FCS at:

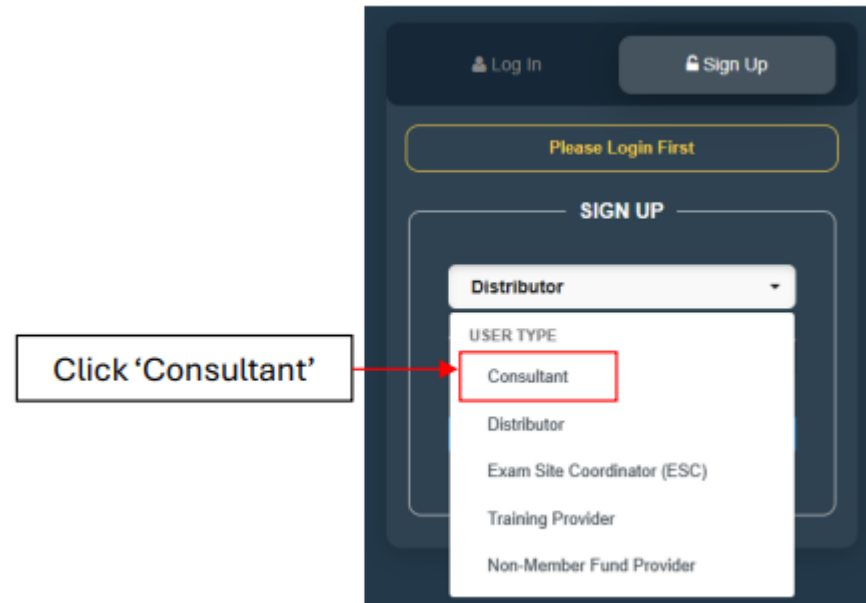
<https://fcs.fimm.com.my/Home>



REGISTRATION PROCESS

Step 09:

Sign up on the homepage. Click the “SIGN UP” button. System will prompt to select user type. Choose “CONSULTANT” option.



REGISTRATION PROCESS

Step 10:

Enter NRIC No. if Malaysian.
Enter Passport No. if non-Malaysian along with Psasport Expiry Date.

The image displays two sequential screenshots of the AIA registration process. Both screens feature a dark blue header with 'Log In' and 'Sign Up' options. The main title 'SIGN UP' is centered above the form fields. The left screenshot is for Malaysian users, showing a 'Consultant' dropdown, 'Malaysian' and 'Non-Malaysian' radio buttons (with 'Malaysian' selected), an 'NRIC No.' input field, and a blue 'Next' button. The right screenshot is for non-Malaysian users, showing the same 'Consultant' dropdown, 'Non-Malaysian' selected, 'Passport Number' input field, 'Passport Expiry Date' input field with a date format 'dd/mm/yyyy', and a blue 'Next' button. A red arrow points to the 'Next' button in the right screenshot.

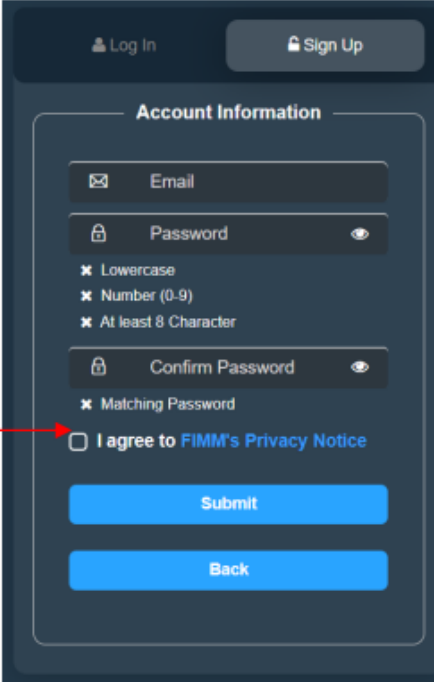
REGISTRATION PROCESS

Step 11:

Fill in the following details
on the Account
Information Page:

- a) Email Address
(use personal email)
- b) Password
- c) Confirm Password
- d) Tick checkbox: "I agree to
FIMM's Privacy Notice"

Tick Checkbox



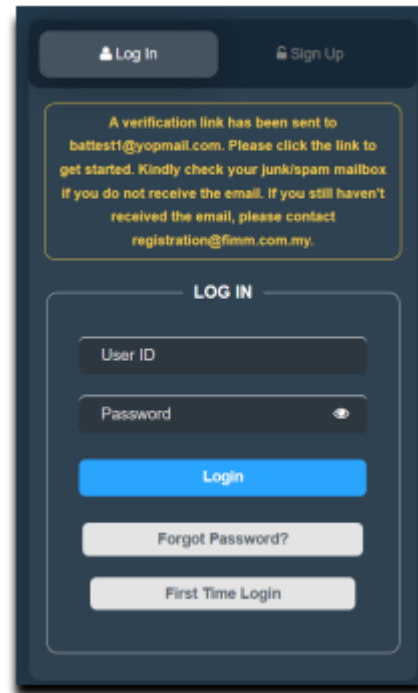
The screenshot shows a mobile app interface for account registration. At the top, there are 'Log In' and 'Sign Up' buttons. Below is the 'Account Information' section with fields for 'Email' and 'Password'. The password field has a strength indicator showing 'Lowercase', 'Number (0-9)', and 'At least 8 Character' requirements. Below the password field is a 'Confirm Password' field with 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 the 'Tick Checkbox' text to this checkbox. Below the form are 'Submit' and 'Back' buttons.

REGISTRATION PROCESS

Step 12:

Verify email and login

Check email and click on verification link button. Then login.



A verification link has been sent to batlest1@yopmail.com. Please click the link to get started. Kindly check your junk/spam mailbox if you do not receive the email. If you still haven't received the email, please contact registration@fimm.com.my.

LOG IN

User ID

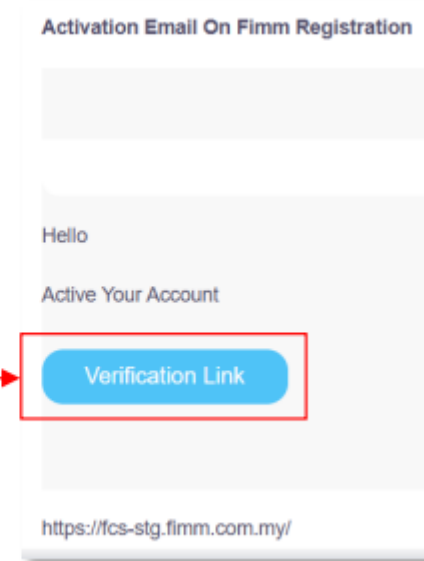
Password

Login

Forgot Password?

First Time Login

Click "Verification Link"



Activation Email On Fimm Registration

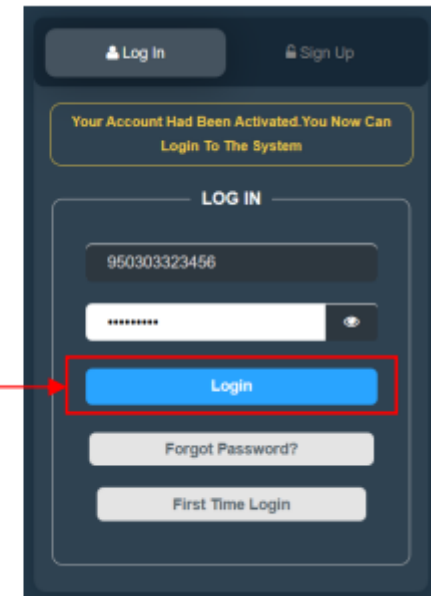
Hello

Active Your Account

Verification Link

<https://fcs-stg.fimm.com.my/>

Click 'Login'



Your Account Had Been Activated.You Now Can Login To The System

LOG IN

950303323456

Login

Forgot Password?

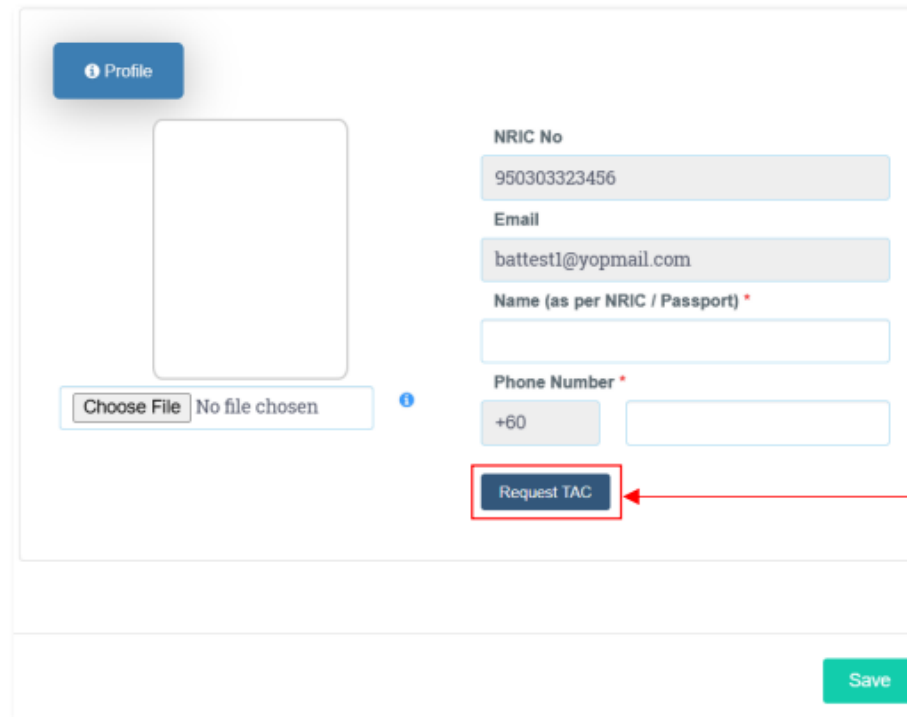
First Time Login

REGISTRATION PROCESS

Step 13:

Setup Personal Information with the following details and request TAC Verification:

- a) Profile Image (Passport Photo)
- b) NRIC/Passport
- c) Email Address
- d) Full Name (as per NRIC/Passport)
- e) Phone Number



The screenshot shows a web form for setting up a profile. At the top left is a blue button labeled 'Profile'. Below it is a large empty box for a profile image, with a 'Choose File' button and 'No file chosen' text below it. To the right of the image box are input fields for 'NRIC No' (containing '950303323456'), 'Email' (containing 'battestl@yopmail.com'), 'Name (as per NRIC / Passport) *' (empty), and 'Phone Number *' (containing '+60' followed by an empty field). Below the phone number field is a blue button labeled 'Request TAC', which is highlighted with a red box. A red arrow points from this button to a callout box on the right. At the bottom right of the form is a green 'Save' button.

TAC Verification will be sent via SMS. Enter TAC and "SAVE".

Click 'Request TAC'

REGISTRATION PROCESS

Step 14:

Complete profile details.

The screenshot shows the FIMM Consultant Registration form at Step 14, 'Complete profile details'. The form is titled 'Personal Details' and includes a sidebar with steps 1 through 6. The main form fields are as follows:

Field	Value
Name (As Per NRIC)	NORFADZILAH BINTI MOHD RADZI
NRIC No	99090909005
Race	-- Choose --
Nationality	Malaysian
Date of Birth	09-SEP-1999
Age	25
Gender	-- Choose --
Address	[Empty field]
Postcode	[Empty field]
City	-- Choose --
State	-- Choose --
Phone Number	+60142656821
Alternate Phone Number	[Empty field]
Email Address	fadzilahm@yopmail.com

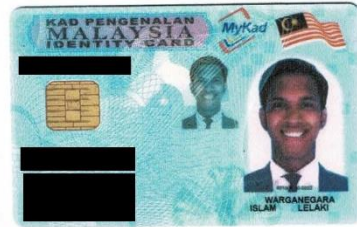
A photo of a woman wearing a hijab is displayed on the right side of the form. A 'Next >>' button is located at the bottom right of the form.

REGISTRATION PROCESS

Step 15:

Upload identification documents

- a) NRIC: front & back and in coloured format and a selfie with NRIC.
- b) Passport: details, working permit and selfie with passport.



REGISTRATION PROCESS

Step 16:

Add academic qualification. Minimum of SPM qualification is required.

Qualification Level

-- Choose --

-- Choose --

SPM/SVM

STPM/STAM

DIPLOMA

DEGREE

MASTER

PHD

Add

Click 'Add'

SPM/SVM

Year*

-- Choose --

School Name*

*Requires at least 3 credits

+ Add Subject

SUBJECTS	SCORE	ACTIONS
BAHASA MELAYU	-- Choose --	<div></div>
MATEMATIK	-- Choose --	<div></div>
-- Choose --	-- Choose --	<div></div>

Qualification Certificate*

Choose file to upload



REGISTRATION PROCESS

Step 17:

Academic Details Entry:

- a) Year of completion
- b) School name
- c) Subjects – Language & Mathematics are mandatory fields
 - a) Language – Bahasa Melayu, Bahasa Inggeris, Bahasa Cina, Bahasa Tamil
 - b) Mathematics – Matematik, Matematik Moden, Matematik Tambahan.

The screenshot shows a web form titled "SPM/SVM" with a blue header bar. Below the header, there is a "Year" dropdown menu with "-- Choose --" selected. Below that is a "School Name" text input field. A note states "*Requires at least 3 credits". To the right of this note is a blue button labeled "+ Add Subject". Below these elements is a table with three columns: "SUBJECTS", "SCORE", and "ACTIONS". The table has three rows: the first row has "BAHASA MELAYU" in the Subjects column, "-- Choose" in the Score column, and a red trash icon in the Actions column; the second row has "MATEMATIK" in the Subjects column, "-- Choose" in the Score column, and a red trash icon in the Actions column; the third row has "-- Choose --" in the Subjects column, "-- Choose" in the Score column, and a red trash icon in the Actions column. Below the table is a section titled "Qualification Certificate" with a blue information icon. Below this title is a dashed box containing a file upload icon and the text "Choose file to upload".

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

If results are lower than a "C", please select "NIL".

The certificate that has been CTC-ed by leader/ACS and APAM to be uploaded.

REGISTRATION PROCESS

Step 17 (cont.):

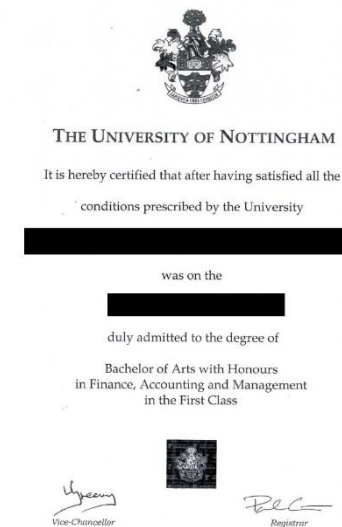
Academic Details Entry:

If adding STPM/STAM – graduation year, school/college and qualification certificate has to be added.

If adding Diploma/Degree/Master/PhD – graduation year, college/university, field of study and qualification certificate has to be added.

The top screenshot shows the 'STPM/STAM' tab selected. It contains three input fields: 'Graduation Year*' with a dropdown menu showing '-- Choose --', 'School / College*' with a text input field, and 'Qualification Certificate*' with a 'Choose file to upload' button. A red close button is in the top right corner.

The bottom screenshot shows the same form for a different qualification. It contains three input fields: 'Graduation Year*' with a dropdown menu showing '-- Choose --', 'College / University*' with a text input field, and 'Field of Study*' with a text input field. The 'Qualification Certificate*' field has a 'Choose file to upload' button.



REGISTRATION PROCESS

Step 18:

Select the appropriate Scheme – Private Retirement Scheme (PRS).

Choose “AIA Pension and Asset Management” under the the Distributor dropdown list.

The image displays two screenshots of the AIA registration process, specifically Step 18: Scheme Selection.

Top Screenshot: The 'Scheme Selection' step is active. The 'Scheme' field has two radio buttons: 'Unit Trust Scheme (UTS)' and 'Private Retirement Scheme (PRS)'. The 'List of Distributor' field is a dropdown menu with the text '-- Choose --'. A red box highlights the 'Scheme' field.

Bottom Screenshot: The 'Scheme Selection' step is active. The 'Scheme' field has two radio buttons: 'Unit Trust Scheme (UTS)' and 'Private Retirement Scheme (PRS)'. The 'List of Distributor' field is a dropdown menu with the text '-- Choose --'. A red box highlights the 'List of Distributor' field. The dropdown menu is open, showing a list of distributors: 'GAB PROOD ADMIN MIX', 'Pinnacle Investment Sdn Bhd', 'Prestasi Kewangan Sdn Bhd', and 'NIPPON FINANCE SDN BHD'. The 'Private Retirement Scheme (PRS)' radio button is selected.

REGISTRATION PROCESS

Step 19:

In the Type of Registration section, select the “EXEMPTION” as you should be qualified to be exempted from the examination.

Click “CLOSE” and choose Exemption Type “PRS Familiarization Program”.

The screenshot shows the 'Exam Booking Session' form with a sidebar on the left containing steps 1 through 6. Step 4, 'Type of Registration', is highlighted. The main content area has a dropdown menu labeled 'Please select an option*' with 'EXEMPTION' selected. A 'Next >>' button is at the bottom right.

- a) PRSFP Attendance Certificate
- b) PRSFP Quiz Result
- c) CEILI/TBE/MTA Certificate
- d) Joining Date to follow C) Certificate.date.

All documents must CTC-ed by APAM.

The dialog box titled 'Exemption rules and regulations' contains the text: 'To be exempted, you must fulfil the requirement as stipulated in Appendix 1-A and/or 1-B of the FIMM's Consolidated Rules. (<https://www.fimm.com.my/regulations/fimm-consolidated-rules/>)'. A 'Close' button is at the bottom right.

The 'Exemption' form shows the 'Please select an option*' dropdown with 'EXEMPTION' selected. Below it, the 'Exemption Type*' dropdown is set to '-- Choose --' with a red prompt 'Please choose type'.

The bottom section of the 'Exemption' form includes: 'Type Of PRSFP*' set to 'Staff of Takaful Broker'; 'PRSFP Certificate of Attendance and quiz result' with a 'Choose file to upload' button; 'Insurance Certificate*' with a 'Choose file to upload' button; and 'Insurance Joining Date*' with a date picker set to 'DD----YYYY'. A 'Next >>' button is at the bottom right.

REGISTRATION PROCESS

Step 20:

System to display Screening section. No action is required. CAS Screening and Bankruptcy Screening will be conducted via the system.

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 >>

REGISTRATION PROCESS

Step 21:

Upload the FIMM Consent Form. To complete and submit the application, fill in required information and tick the agreement/declaration checkbox. Then click “SUBMIT”.

The screenshot displays the 'Upload Signed Consent Form' step of the registration process. It features a file upload area with a 'Choose File' button and the text 'NO FILE CHOSEN'. Below this, the file 'FIMM-Consent-Form.pdf' is listed. A red box highlights this file name. Below the file list is a declaration section with a scrollable text area containing the following text:

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

Below the declaration text is a checkbox labeled 'Tick' with a red arrow pointing to it. The checkbox is currently unchecked. The text next to the checkbox reads: '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.'

REGISTRATION PROCESS

Step 22:

User will be redirected to the Application Status Page and Application Status will be changed to “SUBMITTED”.

Wait for Distributor to review and approve (T+10). User will be issued with a PRS Consultant Code once approved.

Application Status					
Show 10 entries			Search: <input type="text"/>		
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		





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September 2025