




**USER MANUAL**

**SUPPLY, DESIGN, DEVELOPMENT,  
INSTALLATION, TESTING,  
COMMISSIONING AND MAINTENANCE OF  
REGISTRATION SOFTWARE  
FOR  
FEDERATION OF INVESTMENT  
MANAGERS MALAYSIA (FIMM)**

**MODULE: DISTRIBUTOR  
(DIVESTMENT)  
GROUP: DISTRIBUTOR**


<b>AGENCY NAME</b>	<b>:</b>	<b>FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)</b>
<b>DOCUMENT DATE</b>	<b>:</b>	<b>21/03/2025</b>
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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	
<b>Project Name</b>	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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## DOCUMENT CONTROL

Version History			
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0.1	24/02/2025	First draft	Zulhasnain Zul Ramli
0.2	20/03/2025	Add user management and distribution point process	Zulhasnain Zul Ramli
1.0	21/03/2025	Final document	Zulhasnain Zul Ramli

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## ACRONYM

<b>ACRONYM</b>	<b>DESCRIPTION</b>
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
AMSF	Annual Membership Subscription Fee
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance
CEO	Chief Executive Officer
CFP	Certified Financial Planner
ChFC	Chartered Financial Consultant
CMSRL	Capital Market Services Representative License
CPD	Continuing Professional Development
CPRA	Corporate Private Retirement Scheme Adviser
CPRE	Computerized Private Retirement Scheme Examination
CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System

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GM	General Manager
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ACRONYM	DESCRIPTION
HOD	Head of Department
ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
KYC	Know Your Customer
LRA	Legal and Regulatory Affairs
MOF	Ministry of Finance
NAV	Net Asset Value
NRIC	National Registration Identity Card
OTP	One Time Password
PDS	Professional Development and Services
PRC	Private Retirement Scheme Consultant
PRP	Private Retirement Scheme Provider
PRS	Private Retirement Scheme
R&A	Research and Analytics
RD	Registration Department
RFP	Registered Financial Planner
RSD	Regulatory Services Division

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SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
ACRONYM	DESCRIPTION
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme
OR	Official Receipt
CN	Credit Note
IDD	Integration Design Document

Table 1: Acronym Table


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	Managers Malaysia (FiMM)					

# ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
D-MKR	Distributor - Maker
D-CHK	Distributor - Approver
D-ADM	Distributor Administrator

Table 2: Abbreviation Role Table



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## CHAPTER 1: 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 troubleshoot 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:

**Phone:** [Insert Contact Number]

**Email:** [Insert Support Email]

**Website:** [Insert FIMM Website]

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## CHAPTER 2: GENERAL SYSTEM INSTRUCTION

### 2.1 User Log in

The FCS system application is accessible only to registered users. Each user will be provided with a unique User ID and password to log in securely.

To access the system, users must navigate to the **main login page** ([Insert URL]) and enter their credentials. For first-time users, an initial login setup may be required to activate their accounts.

For security reasons:


- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- 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**.
3. The **login page** will appear, allowing users to enter their credentials.

#### 2.1.1 Log in

##### Access the Login Page

1. On the homepage, locate the 'Log in'  button and click it.
2. In the **User ID** field, enter your registered **User ID**.
3. In the **Password** field, enter your **password**.

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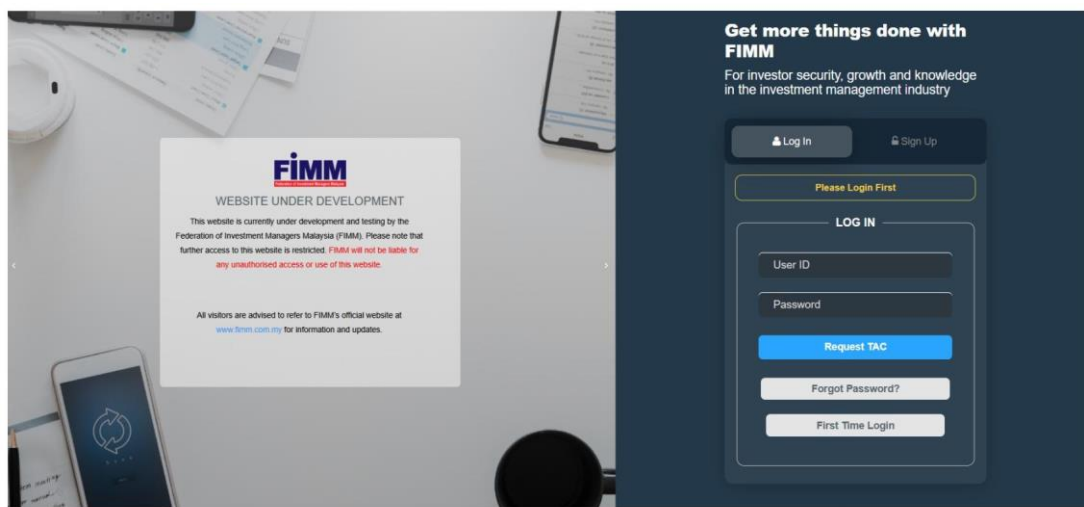


Diagram 1: FCS Homepage Display

## Enter Your Credentials

4. System will show sign in page, User need to insert this item
  - User ID
  - Password
  - TAC

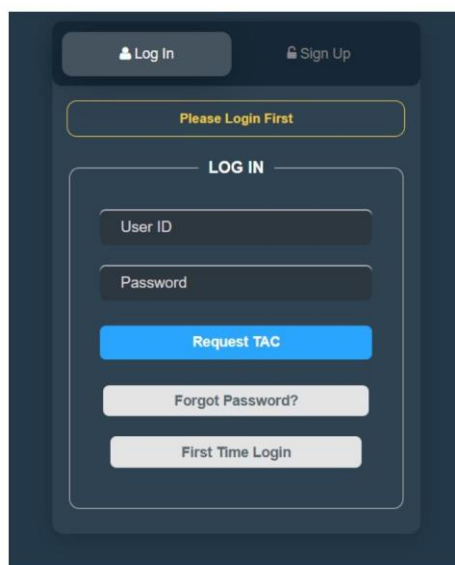



Diagram 2: Log in Display

## Successful Login

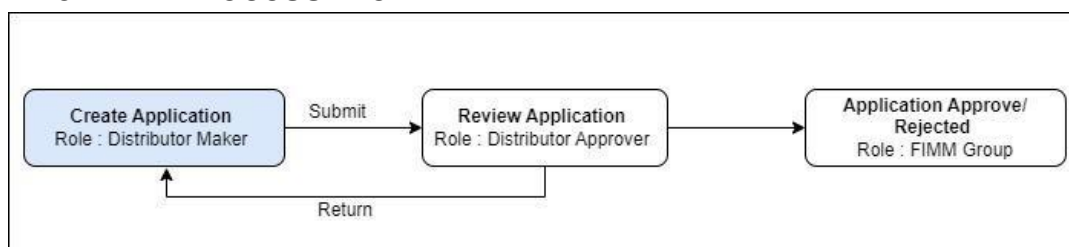
5. Click  button and the system will be redirected to the FCS System dashboard.

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## 3.4 Divestment

### 3.4.1 Divestment Request by Distributor Maker

#### 3.4.1.1 Process Flow



#### 3.4.1.2 Manual Steps

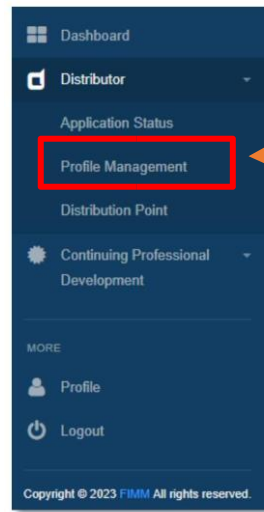
1. Click the 'Distributor' menu, the system will display list of submenus under Distributor.



Diagram 251: Navigation Bar Display


2. Click the Profile Management submenu, the system will display the Distributor Profile page.

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Click 'Profile Management'.

Diagram 252: Navigation Bar Display

3. Click the  (navigation menu) button.

Click 'Navigation Menu'.

Diagram 253: Profile Management Page

4. The system will display a list of user actions. Then, click 'Divestment'.

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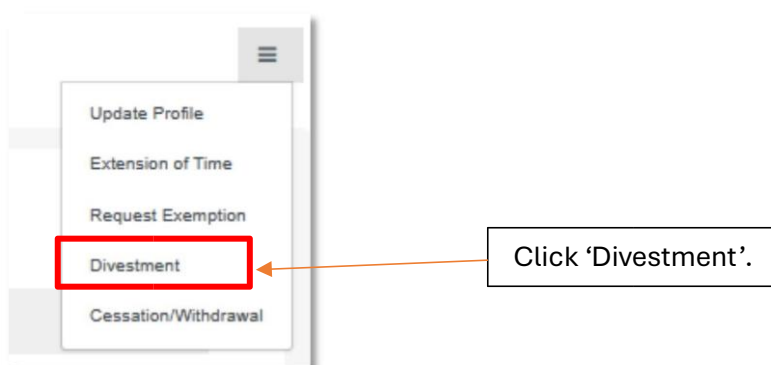


Diagram 254: Navigation Bar Display

5. Click the  button for the Divestment Type.



Diagram 255: Divestment Type Page

6. The system will display the Registration Type checkbox for user tick as follows.
7. Scheme checkbox handling:
- UTMC
    - If the registration type of the distributor is UTMC only, the system will default to tick on UTMC and list down all Active OR Suspended FUND of that respective UTMC.
  - PRSP
    - If the registration type of the distributor is PRSP only, system will default to tick on PRSP and list down all Active OR Suspended FUND of that respective PRSP.
  - Both
    - If the registration type of the distributor is both UTMC and PRSP, user is allowed to tick either UTMC or PRSP or both. System will list down the respective Active OR Suspended UTS/PRS FUNDS of that distributor. If both UTMC and PRSP is selected, system will prompt a message "Divestment can only be done to a Distributor authorised to distribute both schemes"

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- If user already choose fund to divest and user untick one of the registration type, system will prompt a message to CLEAR the list from fund to divest in order to untick one of the registration types. If user choose NO both registration type will remain ticked.

iv. If user untick both

- The system will prompt a message "Please choose Registration Type"

Diagram 256: Scheme Form Display

8. The system will display sections of Fund Divestment Application, as follows:

i. List of Fund section

Diagram 257: List of Fund Section Display

ii. Fund to Divest section

Diagram 258: Fund to Divest Section Display

iii. Divestment to section

- Distributor Registration Type
- Distributor (Dropdown)
- Upload Documents
- Reason For Request

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Divestment To

Distributor Registration Type: UTMC & PRSP

Distributor: AHAM Asset Management Bhd

Documents:

- Court Vesting Order\*
- Certified True Copy of Form 18 from the Securities Commission Malaysia (for CMSL Holder) Document

Reason For Request

500 characters remaining

Diagram 259: Divestment to Section Display

9. Click the **Back** button for return to page 'Profile Management'
  - i. The system display confirmation message "Unsaved data will be lost. Do you want to continue?"
    - Click **YES** to proceed.
    - Click **NO** to cancel the action.

Unsaved data will be lost. Do you want to continue?

**YES** NO

Diagram 260: Confirmation Message Display

10. Click the **Discard** button to discard the divestment application.
  - i. The system will display confirmation message "The data you have entered will be lost. Are you sure you want to leave this page?".
    - Click **YES** to continue discard the divestment application.
    - Click button **NO** to cancel the action.

The data you have entered will be lost. Are you sure you want to leave this page?

**YES** NO

Diagram 261: Confirmation Message Display



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11. Click the 'Save Draft' button to store the entered data.
  - i. The system will display a success message confirming that the data has been saved.
  - ii. The status will be set as 'Draft' in the Application Status submenu.

The screenshot shows the 'List of Application Status' page. At the top, there are filters for 'Application Type' (set to 'Divestment'), 'Status' (set to '-- Choose --'), 'From Date' (dd/mm/yyyy), and 'To Date' (dd/mm/yyyy). Below the filters is a table with the following data:

NO	SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	STATUS	ACTION
1	10-Mar-2025	GAD CIMB JOHOR SON BHD	Divestment	Draft	
2	10-Mar-2025	GAD CIMB JOHOR SON BHD	Divestment	Draft	

Diagram 262: List Application Status Display

12. Click the **Submit** button to submit the divestment application.
  - i. System display popup message "Confirm to proceed?".
    - Click **NO** to cancel the action.
    - Click **YES** to proceed submit the divestment application.

The screenshot shows a 'Confirm to proceed?' popup message. It has a green 'YES' button and a grey 'NO' button.

Diagram 263: Confirmation Message Display

13. The status change to 'Submitted' in Application Status submenu and notify Distributor Approver via email and dashboard notification.

The screenshot shows the 'List of Application Status' page after the status change. The first entry in the table now has a status of 'Submitted' and a blue checkmark icon in the 'ACTION' column. The second entry remains in 'Draft' status.

NO	SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	STATUS	ACTION
1	10-Mar-2025	GAD CIMB JOHOR SON BHD	Divestment	Submitted	
2	10-Mar-2025	GAD CIMB JOHOR SON BHD	Divestment	Draft	


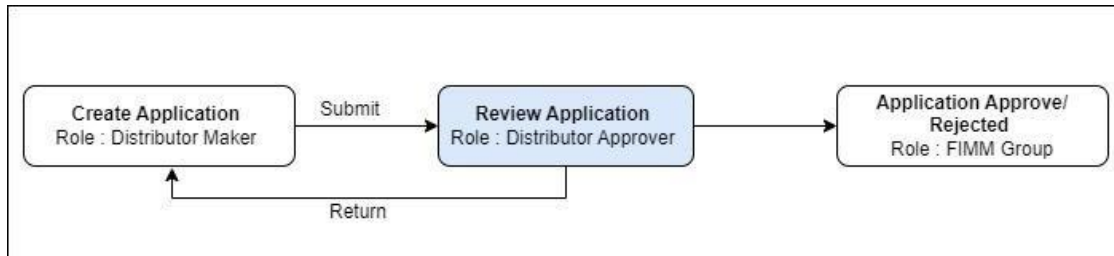
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Diagram 264: List of Application Status

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## 3.4.2 Review Divestment by Distributor Approver

### 3.4.2.1 Process Flow



### 3.4.2.2 Manual Steps

1. Click the 'Distributor' menu, the system will display list of submenus under 'Distributor'.

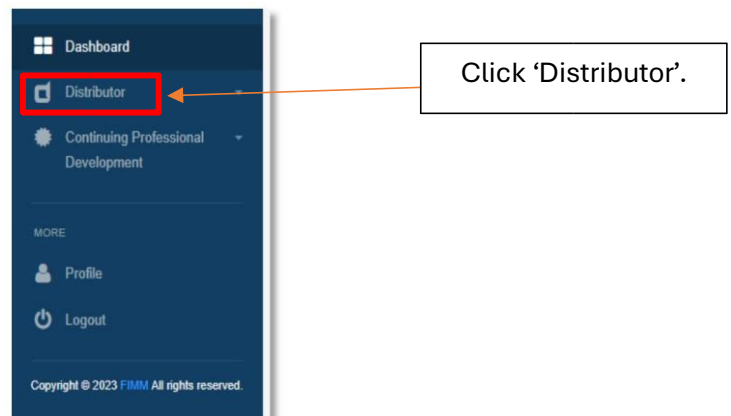



Diagram 265: Navigation Bar Display

2. Click the 'Application Status' submenu, the system will display list of application status.

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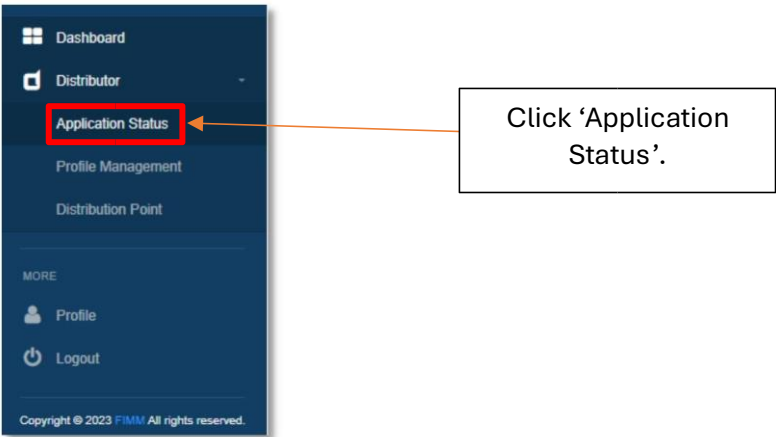


Diagram 266: Navigation Bar Display

3. The user can filter the list by:
- i. Application Type
  - ii. Status
  - iii. Submission Date

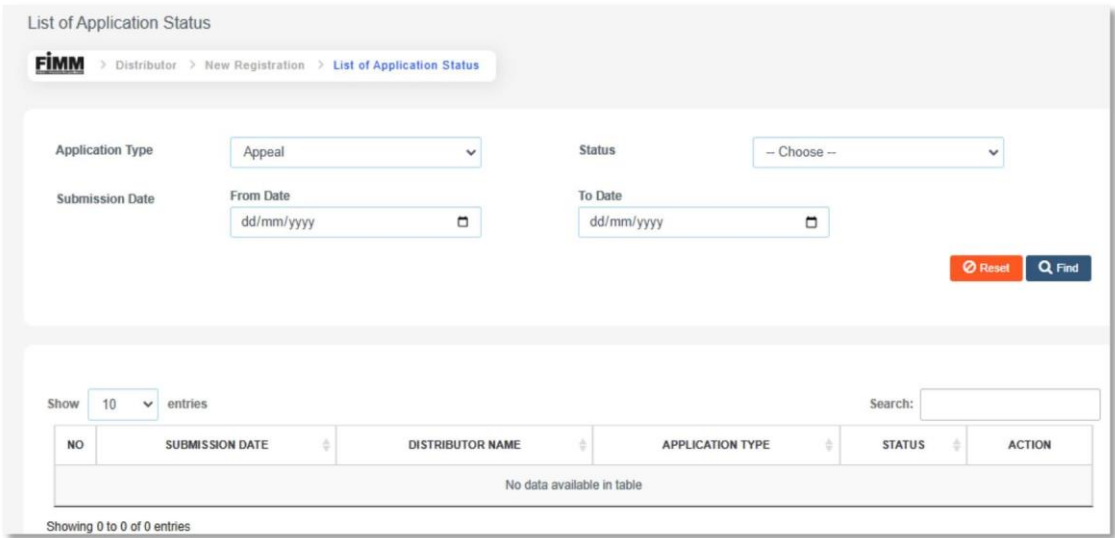


Diagram 267: List Application Status Display

4. Choose 'Divestment' from the 'Application Type' drop-down menu. Then, click the 'Find' button.

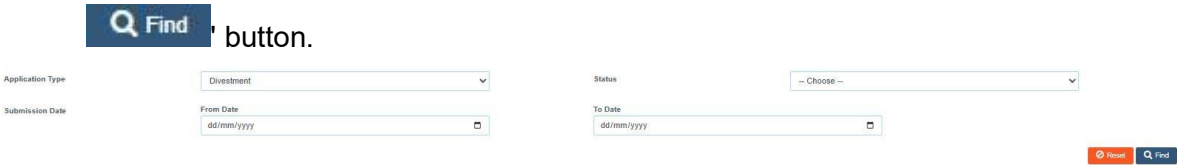


Diagram 268: List Application Status Display

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5. Under column Action, click the  button.

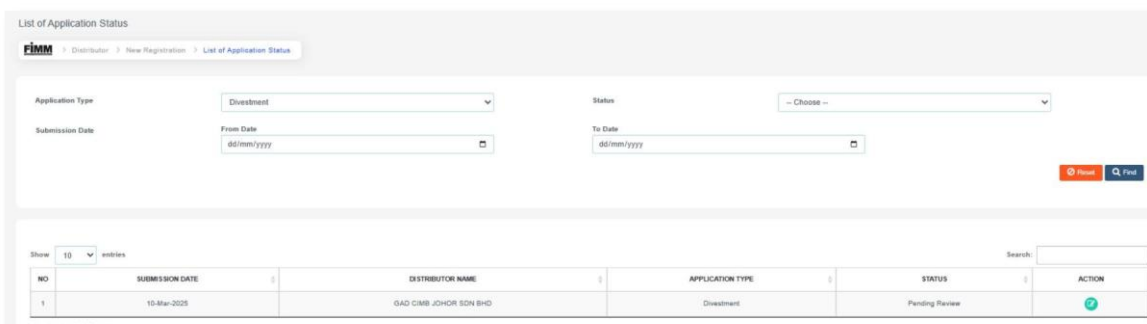


Diagram 269: List Application Status Display

6. The system will display previously submitted application and user unable to edit the details.

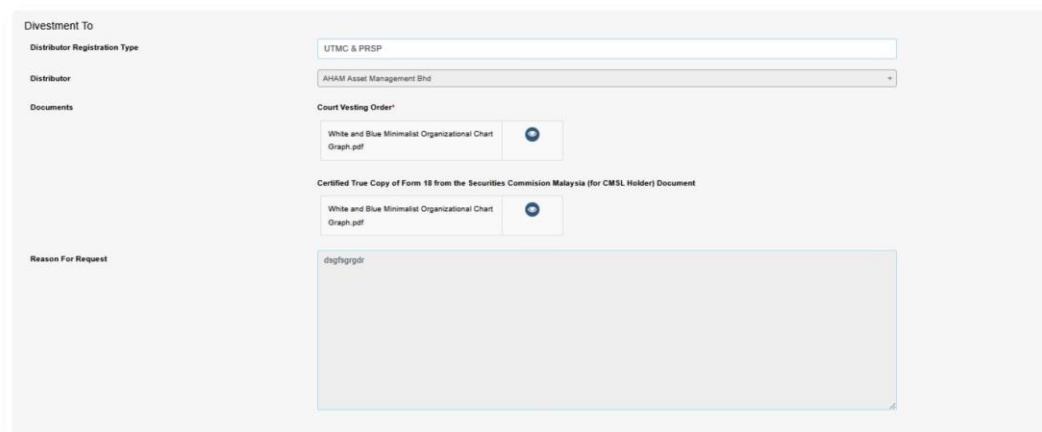
- i. List of Fund to Divest Section Divestment To



Diagram 270: List of Fund to Divest Section Divestment to

- ii. Divestment To section

- Distributor Registration Type
- Distributor (selected company name by Distributor – Maker)
- Reason For Request



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Diagram 271: Divestment to Section Form Display

7. The user can click the **Add Comment** button.
  - i. Ensure the comment is clear and concise, within the 500-character limit.
  - ii. The entered comment can be viewed by the Distributor Maker when the user returns the application.

Diagram 272: Comment Form 8.

The user must tick the declaration checkbox.

Diagram 273: Declaration Form

9. Click the **Back** button to return to the previous page.
  - i. System will display popup message “Unsaved data will be lost. Do you want to continue?”
    - Click button **NO** to cancel the action.
    - Click button **YES** to return to the previous page.

Diagram 274: Confirmation Message Display

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10. Click the **Return** button to send the application back to the Distributor Maker.
- If the 'Add Comment' box is blank, the system will display the message: "Please fill in all required fields".



Diagram 275: Alert Message Display

- If all the details are complete, the system will display popup message "Confirm to proceed?".
  - Click **NO** to cancel the action.



Diagram 276: Confirmation Message Display

- If **YES** is clicked, the system will display success message "Application request returned!".
- Status change to 'Returned' in Application Status submenu and notify Distributor Maker via email and dashboard notification.

List of Application Status

FIMM > Distributor > New Registration > List of Application Status

Application Type:  Status:

Submission Date: From Date:  To Date:

Show  entries

NO	SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	STATUS	ACTION
1	10-Mar-2025	GAD CIMB JKHOR SDN BHD	Divestment	Submitted	<input type="button" value="Edit"/>
2	10-Mar-2025	GAD CIMB JKHOR SDN BHD	Divestment	Returned	<input type="button" value="Edit"/>

Diagram 277: List Application Status Form Display

11. Click the **Submit** button to submit the application to the FIMM.
- The system will display message "Confirm to proceed?".

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Diagram 278: Confirmation Message Display

- ii. If 'Yes' is clicked, system will display success message "Divestment request submitted to FIMM!".
- iii. The status will change to 'Submitted' in the Application Status submenu, and this status will also be reflected for the Distributor Maker

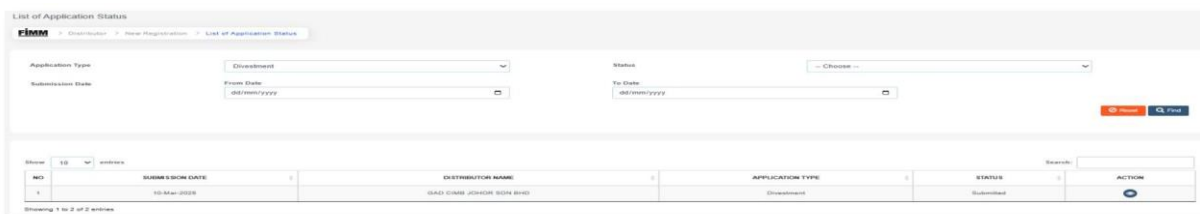


Diagram 279: List of Application Status