

USER MANUAL

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

MODULE: DISTRIBUTOR (EXTENSION OF TIME) GROUP: DISTRIBUTOR

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	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	iv

DOCUMENT DESCRIPTION

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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, COMMISSIC	DESIGN, DNING	DEVELOPMENT,	INSTALLATION,	TESTING,		
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Document Date	21/03/2025	5					

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	v

DOCUMENT CONTROL

Version History							
Version No	Version Date	Summary	Writer				
0.1	24/02/2025	First draft	Zulhasnain Zul Ramli				
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	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	vi

LIST OF TABLES

Table 1: Acronym Table	xviii
Table 2: Abbreviation Role Table	xix

	Project
Federation of Investment Managers Malaysia	Federation of Investme Managers Malaysia (FI

Reference

Date

Version

ACRONYM

ACRONYM	DESCRIPTION
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



GM	General Manager

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



Project	Reference	File	Version	Date	Page
ition of Investment Jers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	ix

Security Commission Malaysia
Shariah Registered Financial Planner
System Requirement Specification
DESCRIPTION
Supervision Department
Unified Modelling Language
Unit Trust Consultant
Unit Trust Management Company
Unit Trust Scheme
Official Receipt
Credit Note
Integration Design Document

Table 1: Acronym Table

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	x
Federation of Investment Managers Malaysia	Managers Malaysia (FiMM)					

ABBREVIATIONS ROLE

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

Table 2: Abbreviation Role Table

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xi

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]

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xii

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**.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xiii



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

Log In 🔒 Sign Up
Please Login First
LOG IN
User ID
Password
Request TAC
Forgot Password?
First Time Login

Diagram 2: Log in Display

Successful Login

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

First Maragen Malysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xiv

3.5 Extension of Time

3.5.1 Request Extension by Distributor Maker

3.5.1.1 Process Flow



3.5.1.2 Manual Steps

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

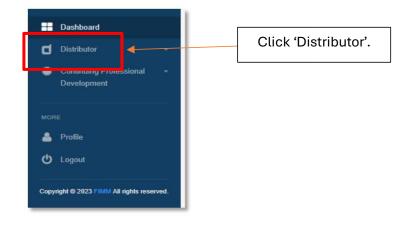
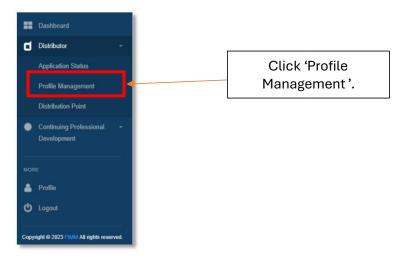


Diagram 280: Navigation Bar Display

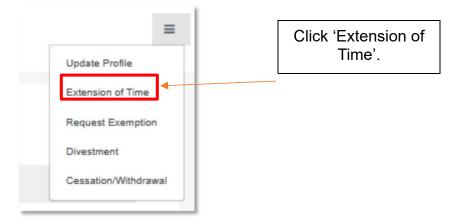
2. Click the Profile Management submenu, the system will display the Distributor Profile page.



	Project	Reference	File	Version	Date	Page	
BURNING OF Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xv	
		Diagram 281: N	lavigation Bar Display	1			1
3. Click t	the (navigatio	n menu) button				Click 'Navi Menu	
	Profile Management	offe Management					
	Distributor Name		Distributor Code				
	GAD PRSP		100045				
	Registration Status Active		Registration Type PRSP				
	Type of Registration	Type of Registration					
	2 Company Details	Outs		PRS			
	3 Key Personnel			a PRSP			
	4 Consultants Manag	License					
	5 Unitholder Manager		ISL)	View			
	6 Payment & Others	 Fund Management in relation to Dealing in securities / Dealing in 		VICW			
	7 Declaration & Subm	ission O Dealing in private retirement sch Financial Planning	erres				
		Banking License		View			
							Next >>

Diagram 282: Profile Management Page Display

4. The system will display list of user actions. Then, Click 'Extension of Time'.



- Diagram 283: Navigation Bar Display
- 5. The user need to choose type of extension.
 - i. Commencement of Operation
 - ii. Document Submission iii. AMSF/Annual Fee

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xvi
						_
- Req	uest for Extension of Time					
Туре с	of Extension*	- Choose	~			
						_

Diagram 284: Request for Extension of Time Form

User choose AMSF/Annual Fee

- 6. Distributor Maker select "AMSF/Annual Fee". The system will display application form need user to fill in.
 - i. Payment Deadline (Auto Populate)
 - ii. Extension Date
 - iii. Reason for Request iv. Document Upload(s)

Annual Fee Payment	
Payment Deadline* 😗	24-Jan-2026
Extension Date*	dd/mm/2026
Reason for Request*	
	500 characters remaining
Document Upload(s)*	2. Choose file to upload
	Buck Save as Draft Submit



User choose Commencement of Operations

- 7. Distributor Maker select "Commencement of Operations". The system will display application form need user to fill in.
 - i. Targeted Commencement Date (Auto populated)
 - ii. Last Day to Request for Extension (Auto populated)
 - iii. Extension Period
 - iv. Reason for Request
 - v. Document Upload(s)

Final Action of Investment Managerer Managerer	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xvii

Commencement of Operations		
Targeted Commencement Date*	04-Sep-2025	
Last Day to Request for Extension*	05-Aug-2025	
Extension Period*	Choose 🗸 🗸	
Reason for Request*		
	500 characters remaining	
Document Upload(s)*	2. Choose file to upload	
	Back	Save as Draft Submit

Diagram 286: Commencement of Operation Form

User choose Document Submission

8. Distributor Maker select "Document Submission". System will display application form

need user to fill in.

- i. Extension Date
- ii. Reason for Request iii. Document Upload(s)

Request for Extension of Tin	10	
ype of Extension ^s	DOCUMENT SUBMISSION	
Document Submission		
xtension Date*	dd/mm/yyyy	
Reason for Request*		
	500 characters remaining	
ocument Upload(s)*	2. Choose file to upload	
		Back Save as Draft Sub

Diagram 287: Document Submission Form

9. Click the Back button to return to the Application Status page.

	Pr	oject	Reference	F	ile	Version	Date	Page
estment Managors Malaysia	Federation of Managers Ma		ZANKO/FIMM/UM/V1.0	User Manu	al Document	1.0	21/03/2025	xviii
Applicat	ion Type	Extension of Time	~	Status	Choose		~	
Submiss	sion Date	From Date		To Date				
		dd/mm/yyyy		dd/mm/yyyy	•			
							@ Reset Q Fi	nd
								- 1
	10 V entries					Search:		
Show	10 +							
Show NO	SUBMISSION	IDATE	DISTRIBUTOR NAME	\$	APPLICATION TYPE	STATUS	S 🌐 ACTION	

Diagram 288: List Application Form Display

10. Click the 'Save as Draft' button to store the entered data. The system will display a success message confirming that the data has been saved.

Save as draft!	
	ок

Diagram 289: Confirmation Message Display

11. Click the Submit button to submit the application.

i. If the detail is incomplete system will display validation message if mandatory field is blank.



Diagram 290: Alert Message Display

ii. If all the details are complete, the system will display popup message "Confirm to proceed?".

□ Click NO to cancel the action.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xix
				1		
	Confirm to proc	weed?				
			YES	NO		
			TE3	NO		

Diagram 291: Confirmation Message Display

iii. If **YES** is clicked, the system will display success message "Extension request returned!".

Extension request submitted!	
	OK

Diagram 292: Successful Message Display

12. Status change to 'Pending Review' in Application Status. The system will notify Distributor Approver via email and dashboard notification.

Application Type	Extension of Time	~	Status	- Choose	~	
ubmission Date	From Date		To Date			
	dd/mm/yyyy	•	dd/mm/yyyy	•		
					Search:	
ow 10 v entries						
how 10 v entries		DISTRIBUTOR NAME	¢ APPI	LICATION TYPE	STATUS	ACTION

Diagram 293: List Application Status Form Display

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	XX

3.5.2 Review Extension by Distributor Approver

3.5.2.1 Process Flow



3.5.2.2 Manual Steps

1. Click the Distributor menu, the system will display list of submenu Distributor.

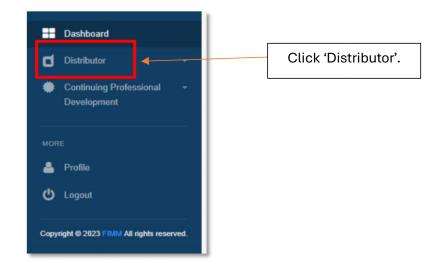


Diagram 294: Navigation Bar Display

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

		Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM) ZANKO/FIMM/UM/V1.0 User Manual Document 1.0 21/03/2025	Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	ххі

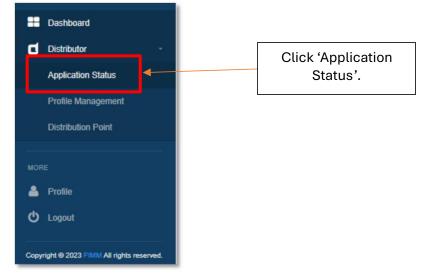


Diagram 295: Navigation Bar Display

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

	New Registration > List of	Application Status			
Application Type	Appeal	~	Status	Choose	~
Submission Date	From Date		To Date		
	dd/mm/yyyy		dd/mm/yyyy	•	
					Ø Resuet Q F
how 10 🗸 entr	ies			S	earch:

Diagram 296: List Application Form Display

4. Choose '*Extension of Time*' from the drop-down *Application Type* filter. Then, click the **Q** Find button.

	Project	Reference	File		Version	Date	Page
eration of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Doc	cument	1.0	21/03/2025	xxii
List	of Application Status						1
EİZ	Distributor New Registration	List of Application Status					
	Application Type Extension	of Time 🗸	Status	Choose		~	
	Submission Date From Date		To Date				
	dd/mm/yy	vy 🗖	dd/mm/yyyy				
						Reset Q Find	

Diagram 297: List Application Form Display

5. Under column Action, click the *button*.

<u>m</u>	Distributor > New Reg	sistration > List of App	lication Status							
Application	Туре	Extension of Time		~	Status	-	- Choose		~	
ubmissio	Date	From Date			To Date					
		dd/mm/yyyy		•	dd/mm/yyyy					
									Ø Reset	
ow 10	♥ entries							Search:	U Hesse	
ow 10	entries SUBMISSION DATE		DISTRIBUTO	OR NAME	¢	APPLICATION TYPE	E 0	Search:	_	ACTION

Diagram 298: List Application Form Display

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

	Project	Reference	File	Version	Date	
	ation of Investment gers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	
		_				
Profile Dist	ribution Point Extension of	fTime				
Request for E	tension of Time					
Type of Extension*		DOCUMENT SUBMISSION	~			
Document Sul	mission					
Document Su						
Extension Date*		31-MAR-2025				
Reason for Reques	r (test				
	49	6 characters remaining				11
Document(s)*		1741135912_1Distributor_Module	0			
		_Distributor_Group_(1)	U			
					Add Con	men



- 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.

For Distributor Use		
Comment *		
500 characters remaining		1

Diagram 300: Comment Form

8. Click the Back button to return to the previous page.

i. The system will display successful messages: "Unsaved data will be lost.Do you want to continue?".

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xxiv

- Click ^{NO} to cancel the action.
 - Click YES to return to the previous page.

Alert		
Unsaved data will be lost. Do you want to continue?		
	YES	NO

Diagram 301: Alert Message Display

9. Click the Return button to query the request to Distributor – Maker.

i. If the 'Add Comment' box is blank, the system will display the message:"Please fill in all required fields."

Alert!	
Please fill in all required fields.	
	ок

Diagram 302: Alert Message Display

ii. If all required fields have been fill in, the system will display a popup message "Confirm to proceed?".

• Click **NO** to cancel the action.

Confirm to proceed?		
	YES	NO

Diagram 303: Confirmation Message Display

• If **YES**, the system will display success message: "Extension request returned!".

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	XXV
				1		
	Extension re	equest returned!				
				ок		

Diagram 304: Successful Message Display

10. Status changed to 'Returned' in Application Status. The system will notify Distributor Maker via email and dashboard notification.

	Distributor > New Re	egistration > List of Applie	cation Status				
Applicatio	n Type	Cessation/Withdrawal	~	Status	Choose		~
Submissio	on Date	From Date		To Date			
		dd/mm/yyyy	•	dd/mm/yyyy	•		
							Q Reset Q Fi
how 10) 🗸 entries					Search:	
how 10) V entries SUBMISSION	DATE 0	DISTRIBUTOR NAME	APPLICATION	ON TYPE	_	ACTION

Diagram 305: List Application Status Form Display

- 11. Click the Submit button to submit the application to the FIMM.
 - i. Display popup message "Confirm to proceed?".

Confirm to proceed?		
	YES	NO

Diagram 306: Confirmation Message Display

• If 'Yes' is clicked, system will display success message "Extension request submitted to FIMM!".

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	21/03/2025	xxvi
	Extension	request submitted to F	IMM.			
				DK		

Diagram 307: Successful Message Display

ii. Status will change to 'Submitted' in the Application Status, and this will also be reflected for the Distributor Maker.

A				C 1.1				
Applic	cation Type	Extension of T	Time 🗸	Status	-	Choose		~
Submi	ission Date	From Date		To Date				
		dd/mm/yyyy		dd/mm	ууууу			
							Ø Res	et Q Find
Show	10 v er	tries				Search		Q, Find
Show		ntries SSION DATE 🔶	DISTRIBUTOR NAME	4	APPLICATION TYPE			et Q Find

Diagram 308: List of Application Status