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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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.

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0.1	24/02/2025	First draft	Zulhasnain Zul Ramli
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1.0	21/03/2025	Final document	Zulhasnain Zul Ramli

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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

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

ABBREVIATIONS ROLE

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

Table 2: Abbreviation Role Table

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]

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:

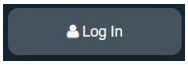
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

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**.

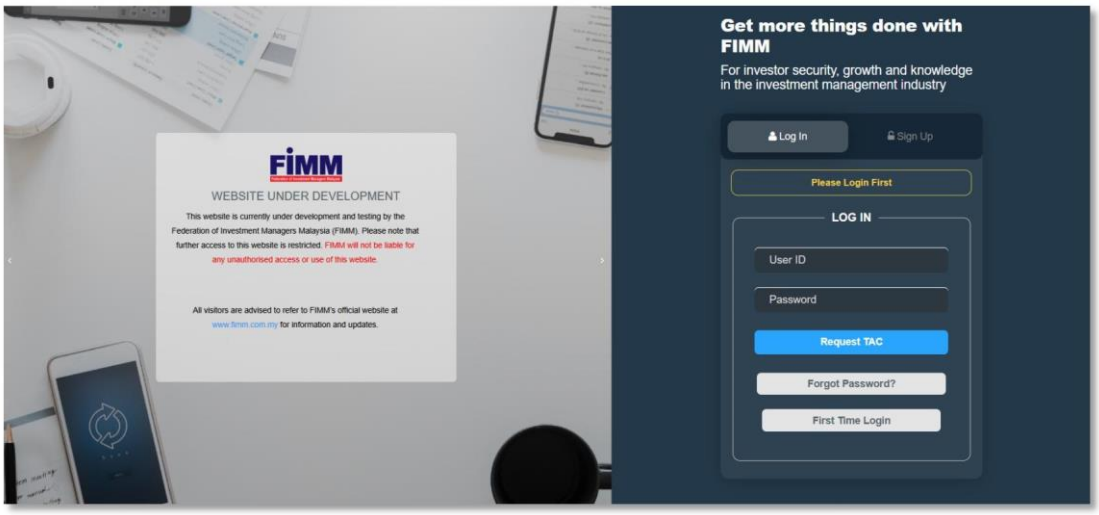


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

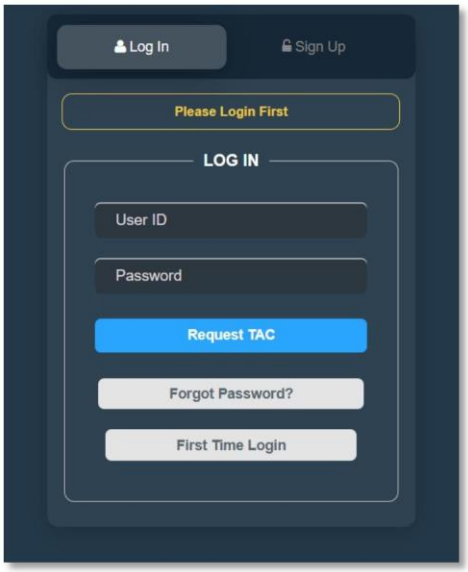


Diagram 2: Log in Display

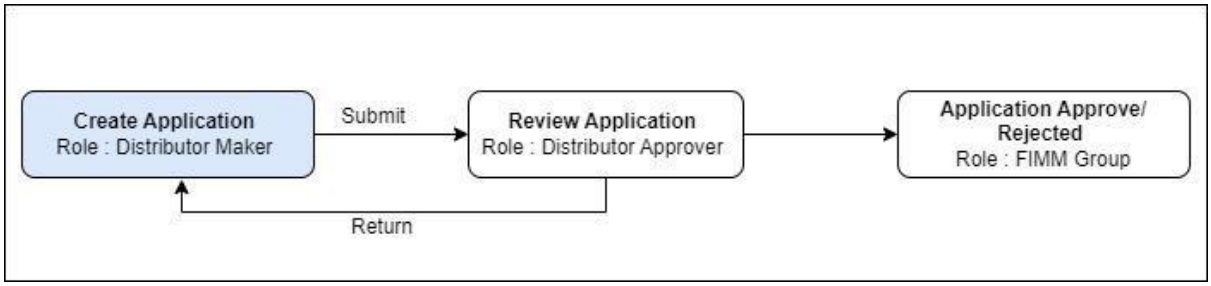
Successful Login

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

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'.

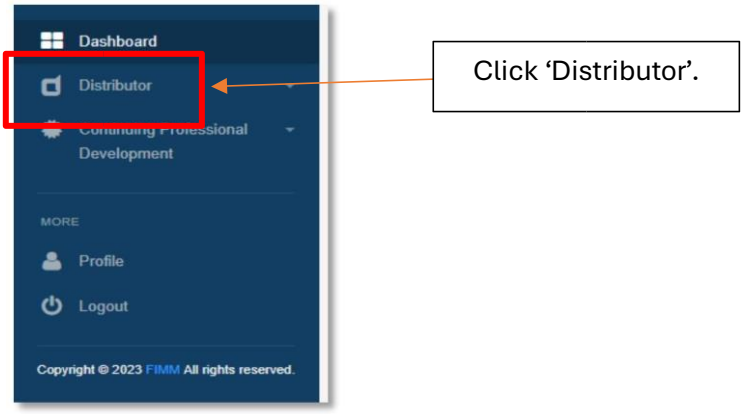


Diagram 280: Navigation Bar Display

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

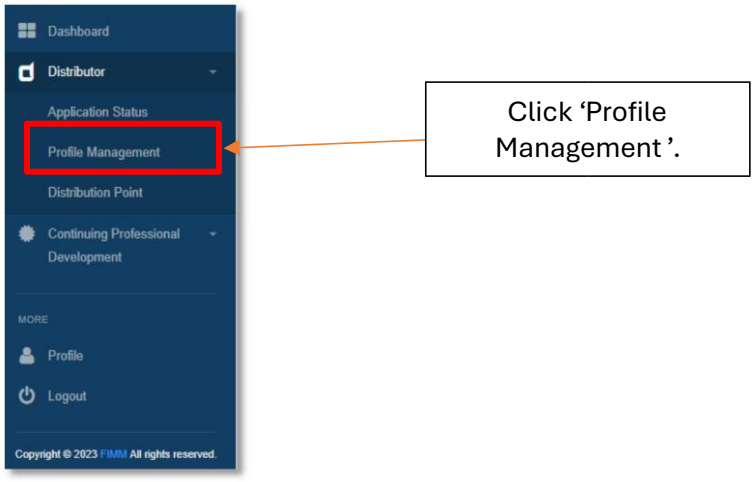


Diagram 281: Navigation Bar Display

3. Click the ☰ (navigation menu) button

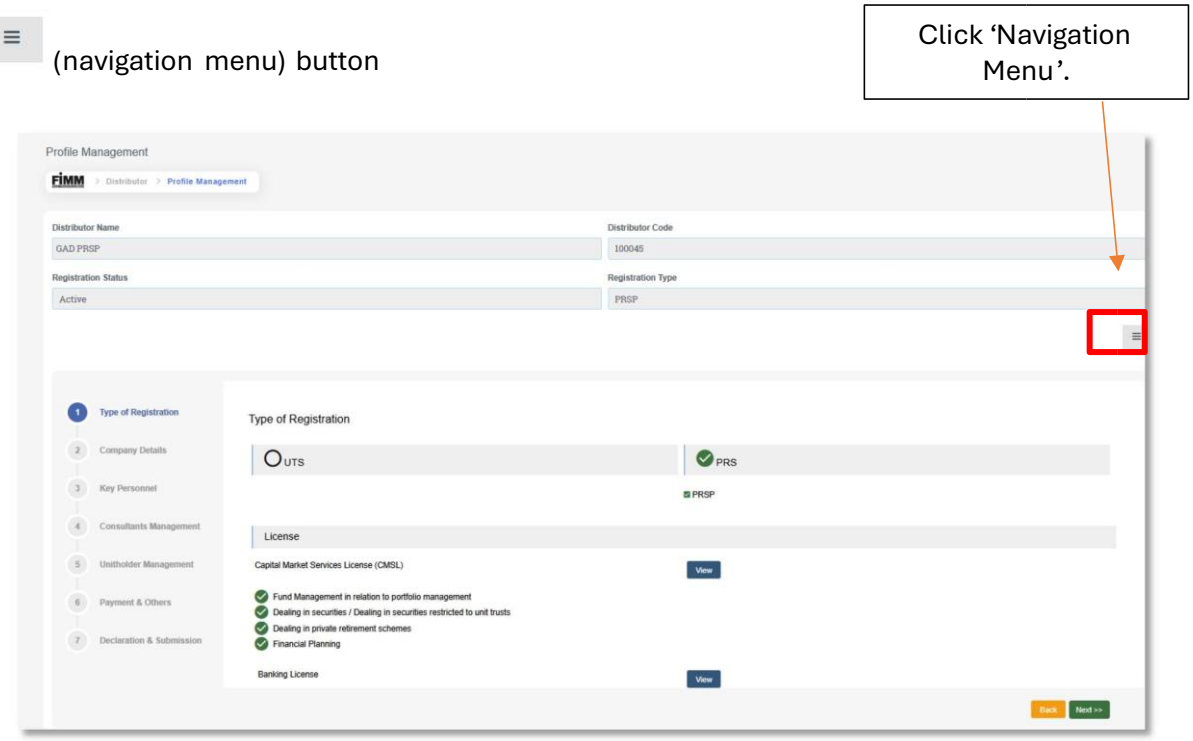


Diagram 282: Profile Management Page Display

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

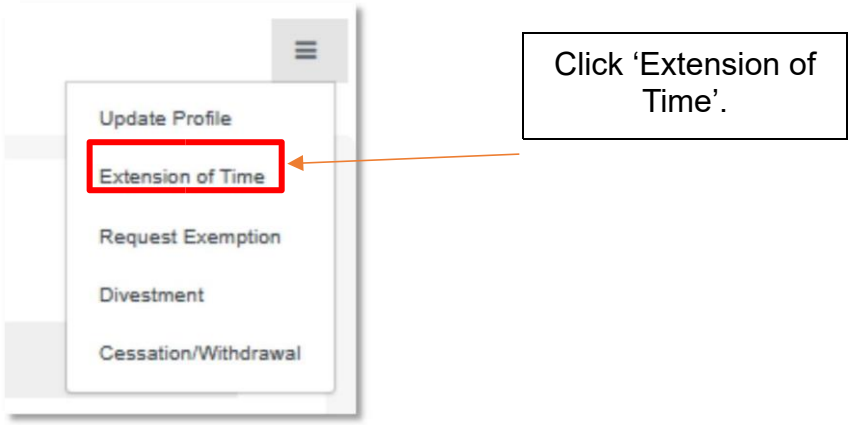


Diagram 283: Navigation Bar Display

5. The user need to choose type of extension.

i. Commencement of Operation

ii. Document Submission iii. AMSF/Annual Fee

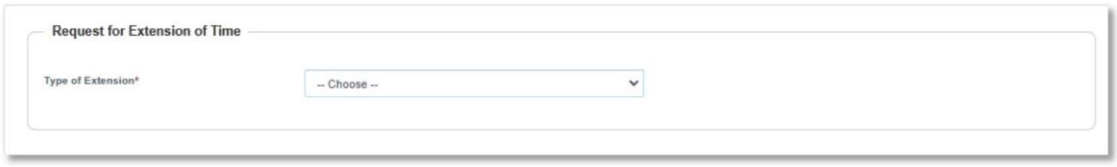


Diagram 284: Request for Extension of Time Form

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)

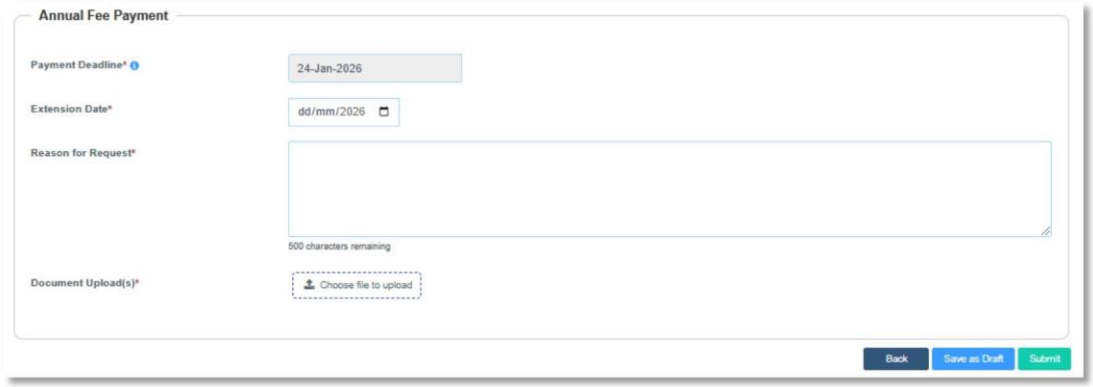


Diagram 285: AMSF/Annual Fee Form

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)

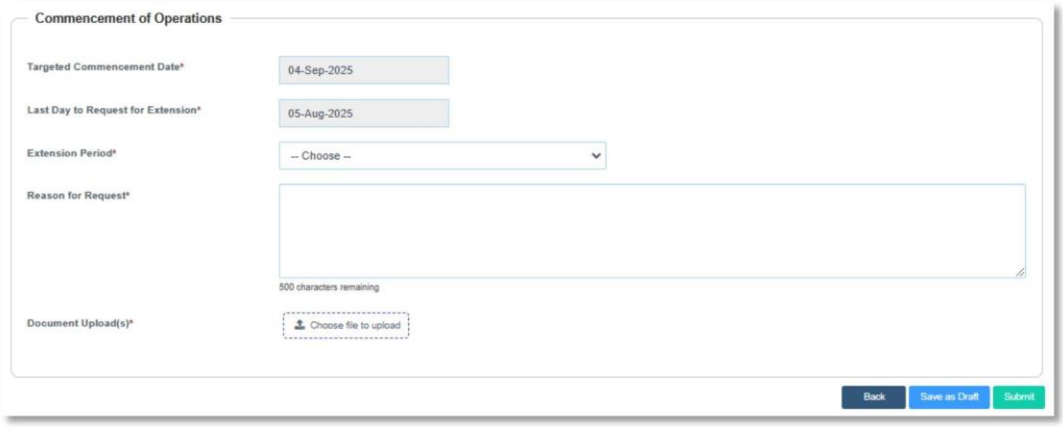


Diagram 286: Commencement of Operation Form

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)

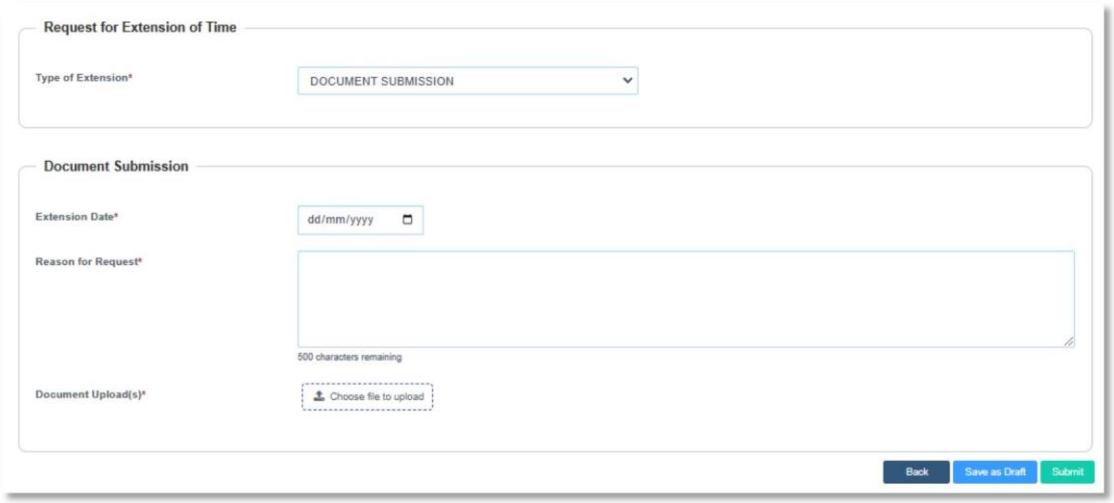


Diagram 287: Document Submission Form

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

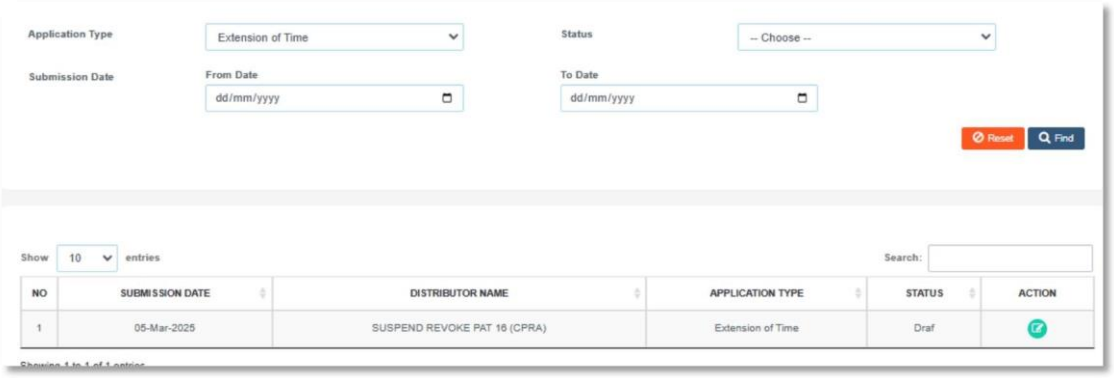


Diagram 288: List Application Form Display

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.

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.

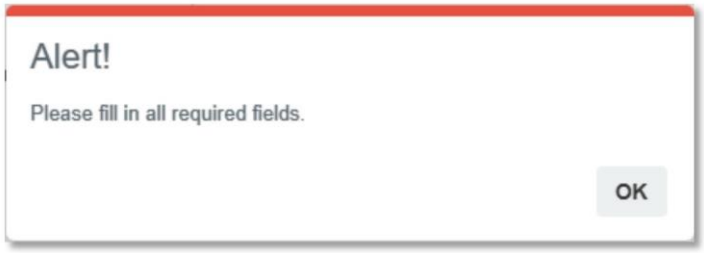


Diagram 290: Alert Message Display

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

- Click NO to cancel the action.

Diagram 291: Confirmation Message Display

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

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.

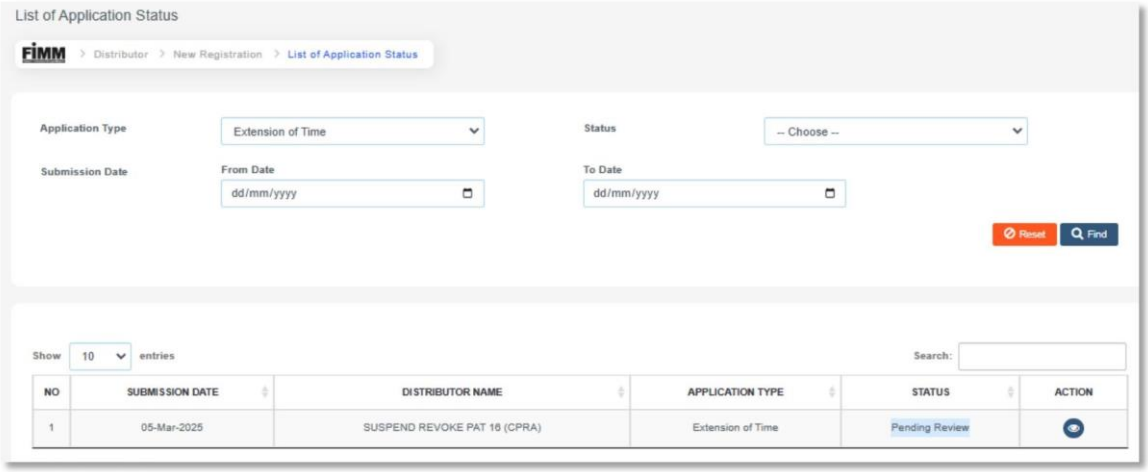
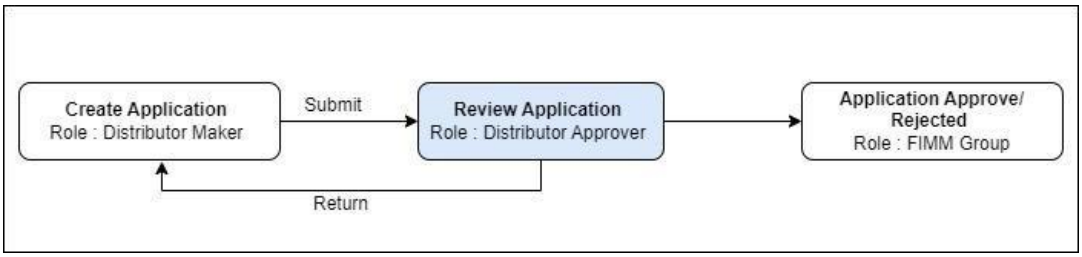


Diagram 293: List Application Status Form Display

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.

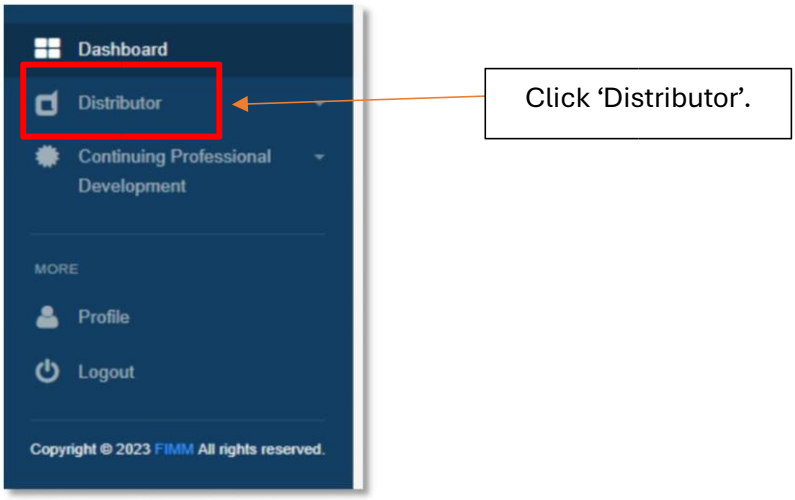


Diagram 294: Navigation Bar Display

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

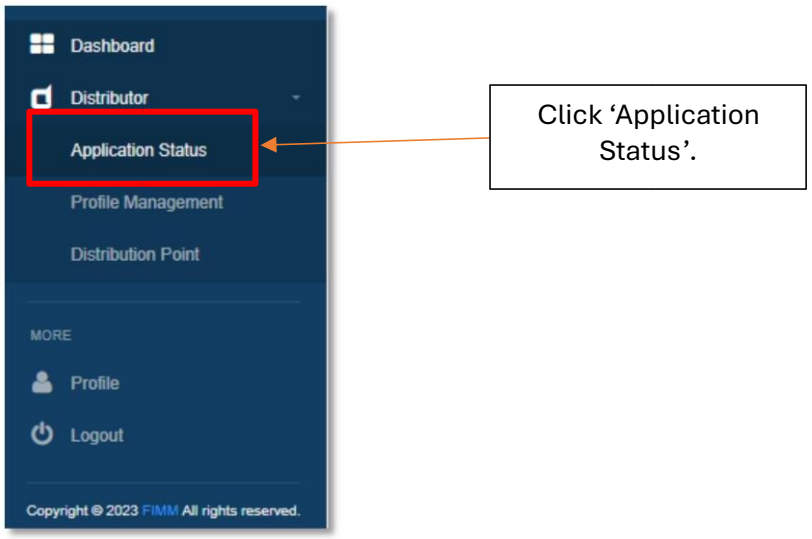


Diagram 295: Navigation Bar Display

3. The user can filter the list by:

i. Application Type

ii. Status iii. Submission Date

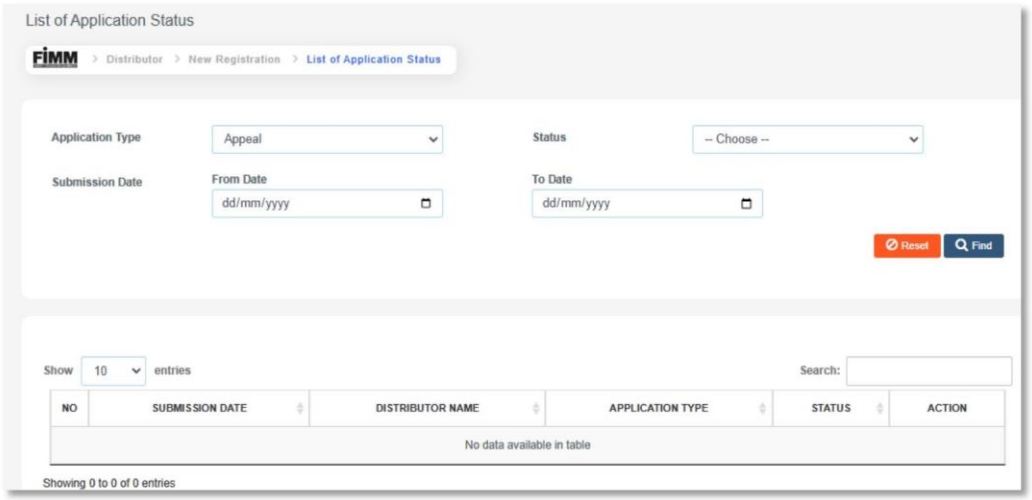


Diagram 296: List Application Form Display

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

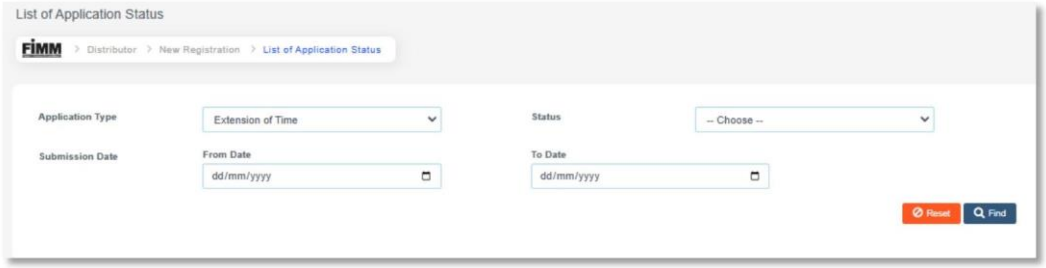


Diagram 297: List Application Form Display

5. Under column Action, click the button.

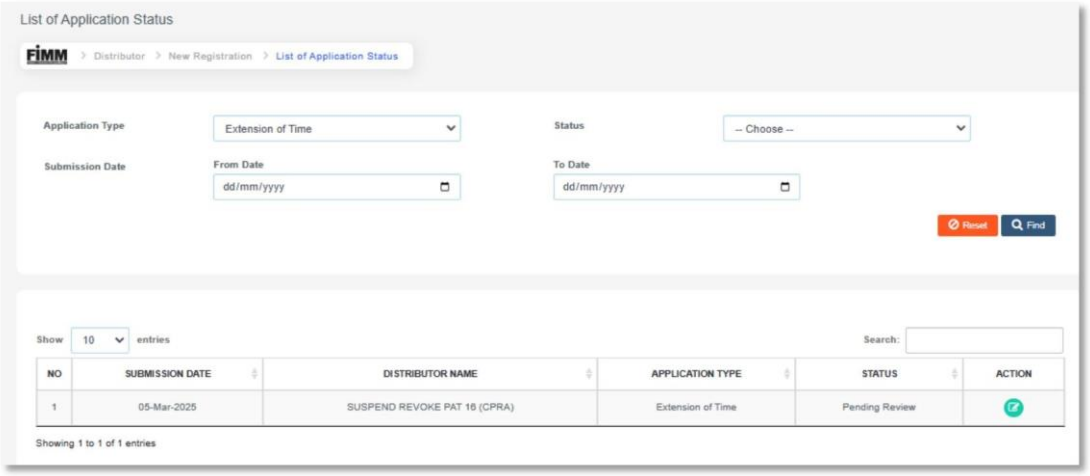


Diagram 298: List Application Form Display

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

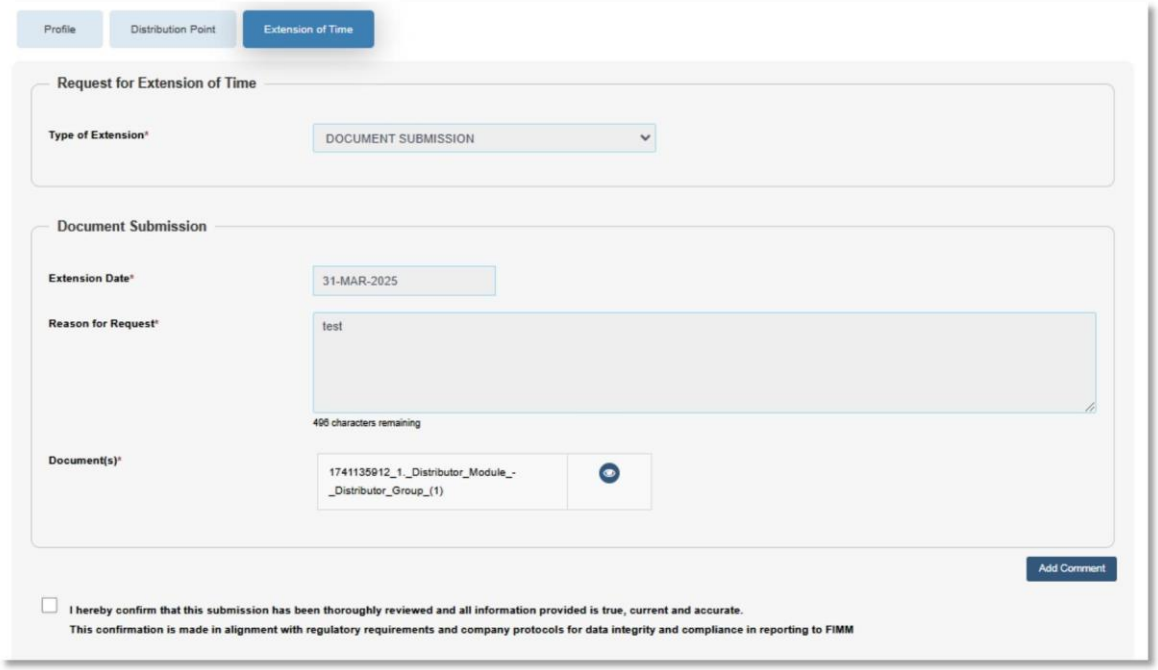


Diagram 299: Application Extension of Time Form Display

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.

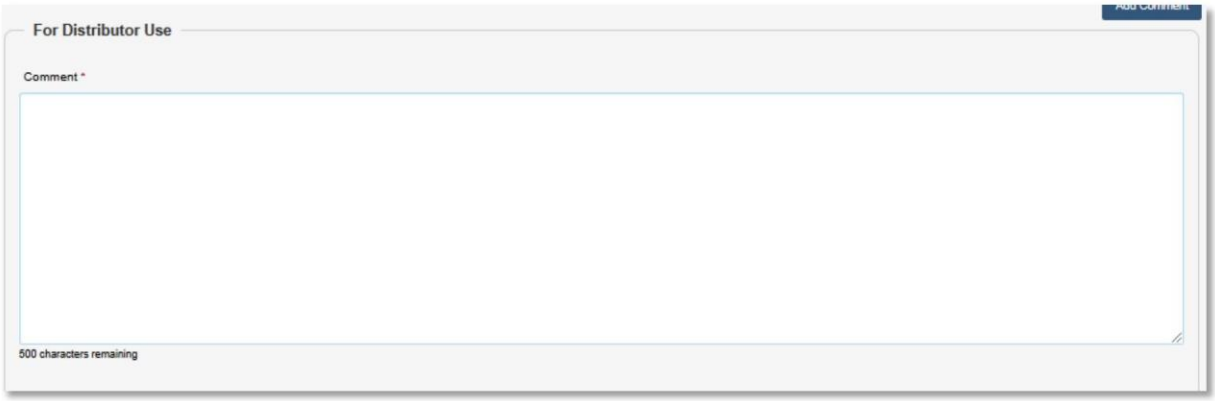


Diagram 300: Comment Form

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?”.

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

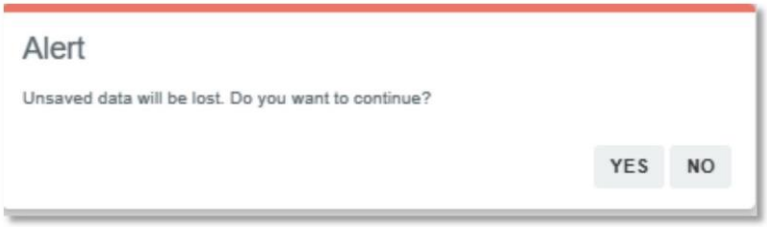


Diagram 301: Alert Message Display

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."

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.

Diagram 303: Confirmation Message Display

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

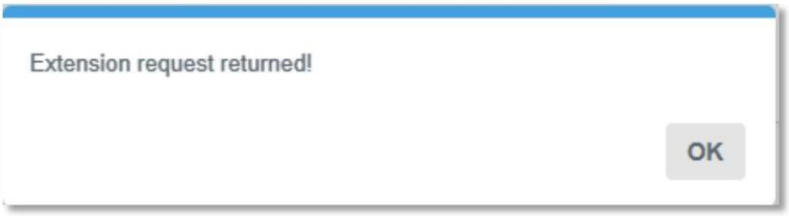


Diagram 304: Successful Message Display

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

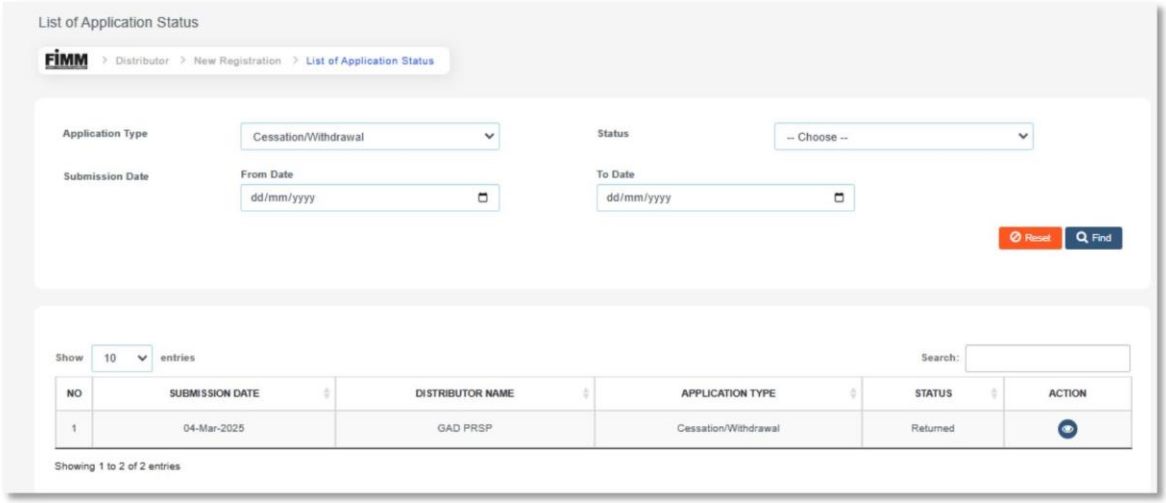


Diagram 305: List Application Status Form Display

11. Click the Submit button to submit the application to the FIMM.

i. Display popup message "Confirm to proceed?".

Diagram 306: Confirmation Message Display

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

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.

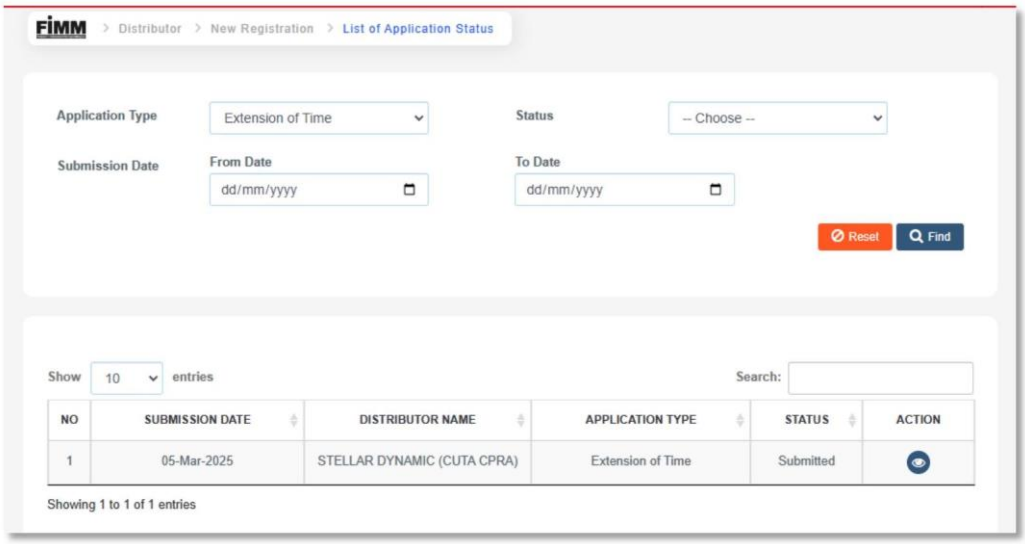


Diagram 308: List of Application Status