USER MANUAL

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

MODULE: CONSULTANT MANAGEMENT (VARIATION OF REGISTRATION)
GROUP: CONSULTANT

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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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LIST OF TABLES

ACRONYM

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

Table 1: Acronym Table

ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
SYS	SYSTEM
C-CLRK	Consultant Applicant
C-CON	Consultant
C-APP	Consultant Applicant

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**.
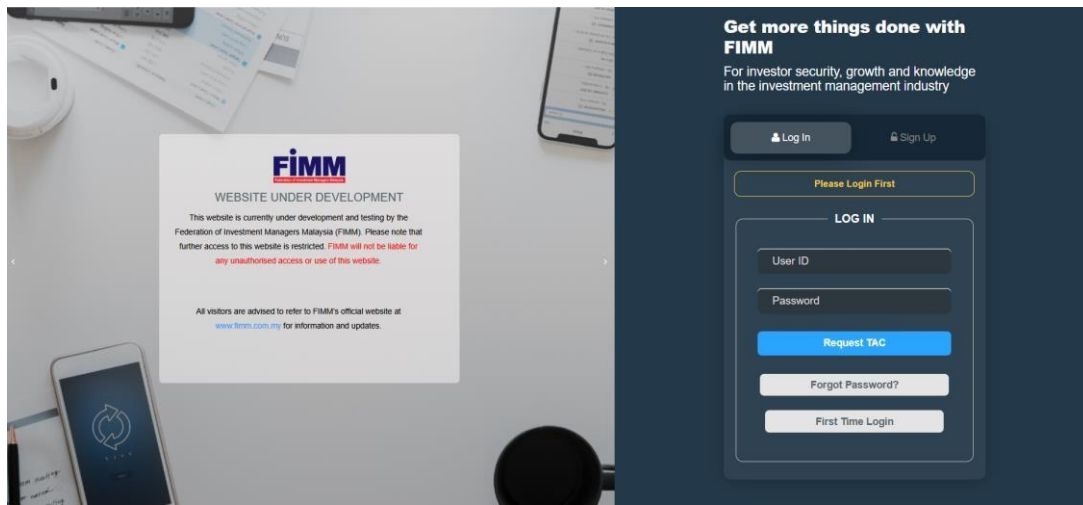
Diagram 1: FCS Homepage

Display **Enter Your Credentials**

4. System will show sign in page, User need to insert this item
    - User ID
    - Password
    - TAC
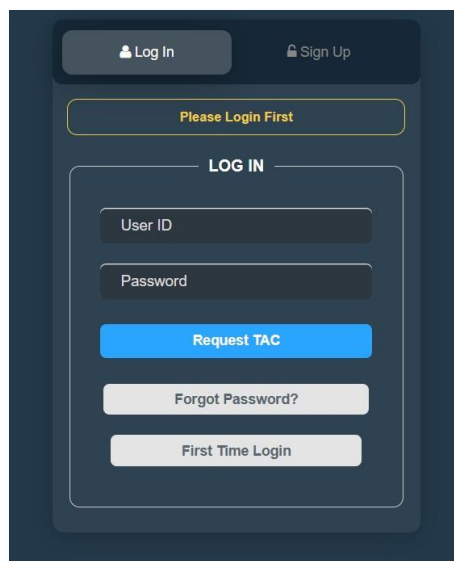
Diagram 2: Log in Display

Successful Login

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

3.2   Variation of Registration

3.2.1 Apply Variation Of Registration by Consultant

3.2.1.1 Process Flow

3.2.1.2   Manual Steps

1.   Click on Consultant Menu and Profile Management submenu.
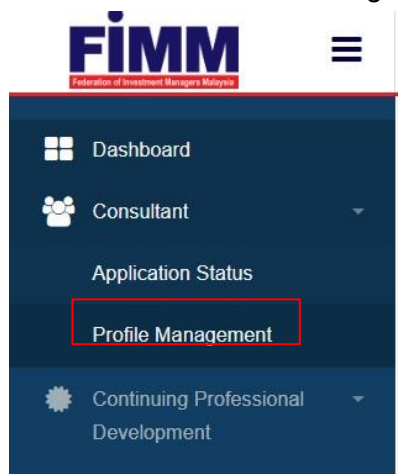
Diagram 105 Submenu for Variation Registration

2.   System will display the main page of consultant detail divided into these tabs as follows:

   i.   Registration Info
   ii.   Profile iii.   CPD

Diagram 106 Registration Info

3. User click 'Profile' tab. Under 'Profile' tab, system will display profile details.

Diagram 107 Profile Detail

4. Click [icon], system will display all action that can be done:

i. Apply (Hide if both scheme registered)

ii. Update Profile (Hide if no distributor attached)

iii. Appeal (Hide if not revoked / no declaration done) iv. Renewal (Hide if not renewal period / no declaration done)

Diagram 108 Submenu Variation Registration

5. Click Apply and system will display a message.

Diagram 109 Application Confirmation Message

6. Click **YES**, system will display a success message.
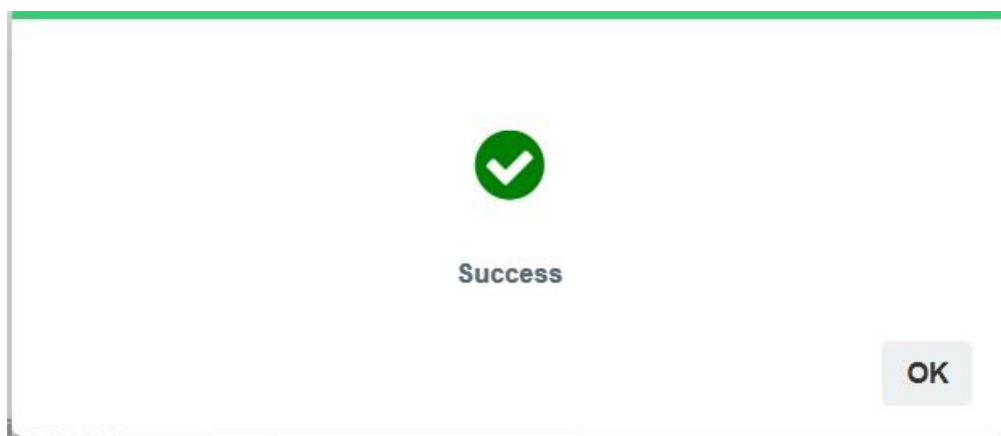
Diagram 110 Application Successful Message

7.   Click 'OK', user will be redirect to variation registration process. The first section is the **Profile Details section**. (No changes can be made in this section)

Diagram 111: Profile Details section (Malaysian)

Diagram 112: Profile Details section (non-Malaysian)

8.   User click [Next >>]. The system will display **Academic Qualification section**. (No changes can be made here)

Diagram 113: Academic Qualification section

9.   Click **Next >>** . System will display **Scheme Selection section**.

i.   User need to choose the available scheme. ii.   User
need to choose distributor from the dropdown List of Distributors.

Diagram 114: List of Distributors

iii.   If user choose Non – CUTA / CPRA Type of Distributor, there is
no further action.
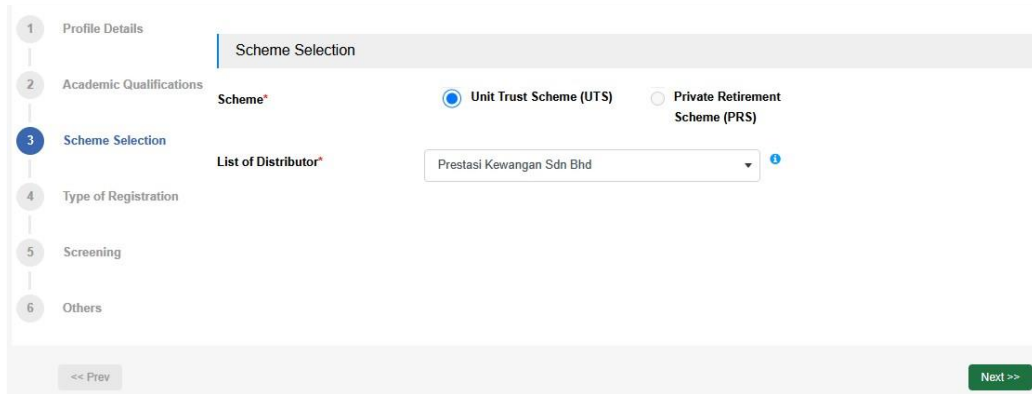
Diagram 115: Non – CUTA/CPRA Type of Distributor

iv.   If user choose CUTA / CPRA Type of Distributor, the system will display CMRSL Requirement.
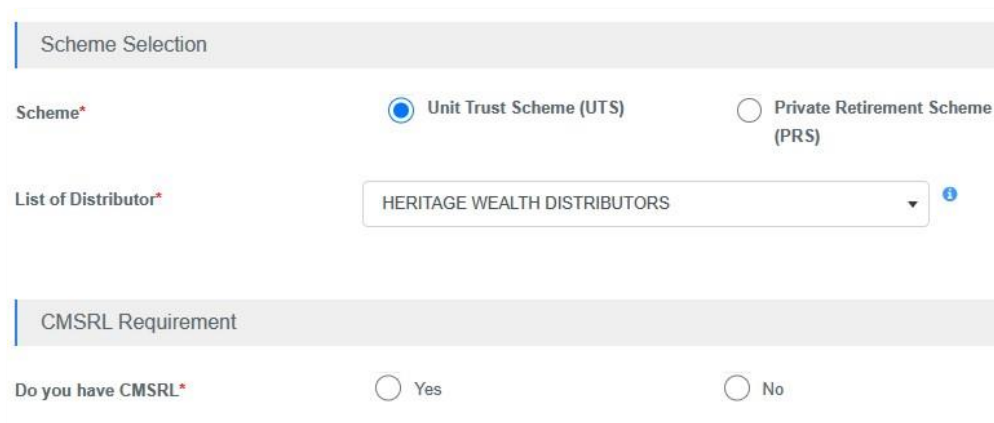
Diagram 116 CMSRL Requirement Section

a. If user choose Yes, user need to insert following items.
- CMSRL No.
- CMSRL Certificate
- Recruiter Name (To select from dropdown list)
- Recruiter CMSRL No. (Automatically display by choosing recruiter name)
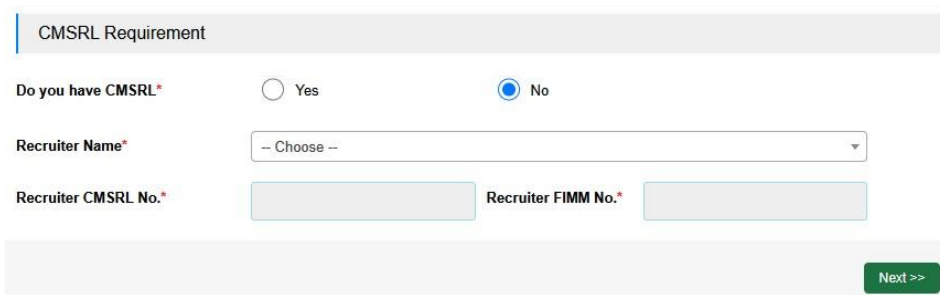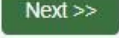- Recruiter FIMM No. (Automatically display by choosing recruiter name)
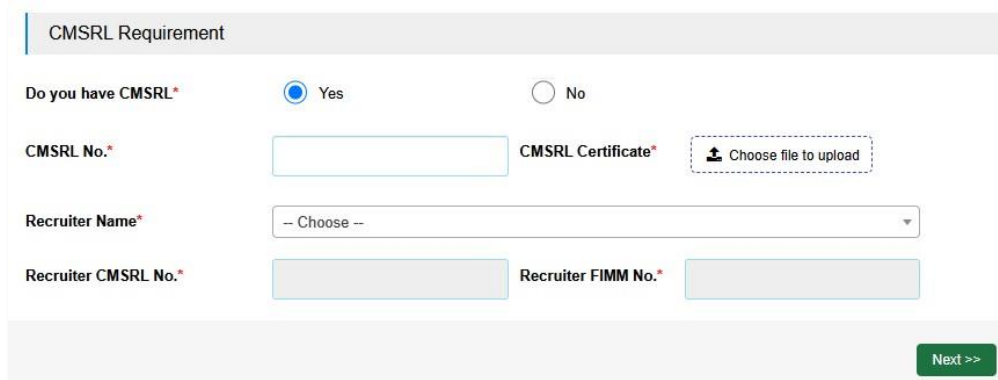
Diagram 117: CMSRL Requirement - Yes

b. If user choose No, user need to insert following items:
- Recruiter Name (To select from dropdown list)
- Recruiter CMSRL No. (Automatically display by choosing recruiter name)
- Recruiter FIMM No. (Automatically display by choosing recruiter name)

Diagram 118: CMSRL Requirement – No

c. System will run checking whether user have previously enrolled in AP. If No AP found, then system will auto enrol the AP program for the consultant.

10. User click **Next >>**. System will display **Type of Registration section**. User need to select one from 2 options:
- Examination
- Exemption

Diagram 119: Type of Registration section

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

Diagram 120 Center Location

12. After selecting the center location, system will display the calendar and availability.

Diagram 121 Booking Location Calendar

13. User to choose 3 preferred exam session.

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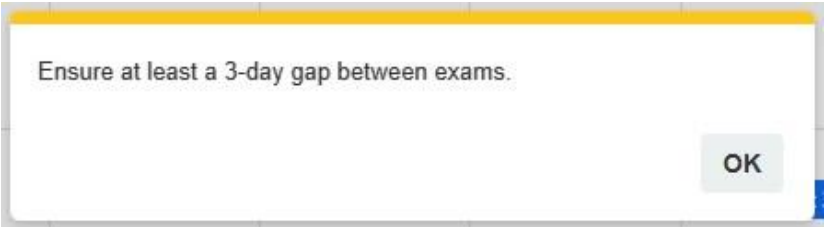

Diagram 122: Popup Message

ii.   User can click any available session, , system will display the details of the exam session.

Diagram 123 Exam Session Details

14. Click and system will display the booking details under the calendar.

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
18-Mar-2025	09.00	B - EXAM CENTRE (FOR M02)	Wilayah Persekutuan Kuala Lumpur	CUTE	English	🗑

Diagram 124 Booking Details

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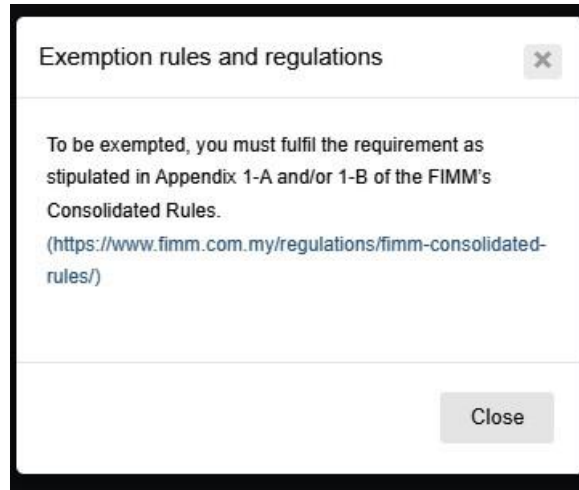

Diagram 125 Exemption Rules and Regulations

16. Click [Close] , system will display Exemption Type.

Diagram 126 Exemption Types

17. User need to choose the Exemption Type from the list.

Diagram 127 Exemption Type Lists

54. For Exemption Type,

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

Diagram 128: Exemption Type for Former Consultant with

no CMSRL ii. Exam Validity

    a. System will check whether user has existing passed exam record.

    b. If user previously registered with exam and status exam passed, user able to select this exemption and proceed to next page.

    c. If failed, system will prompt message the user unable to proceed to the next page please select other exemption.

Diagram 129: Exam Validity - Error Message

iii. Re-Registration

a.　　　If user deactivation date is within current year, then user can proceed.

b.　　　If deactivation date is not within current year, but within the 3 years and 16 CPD points is met in the previous calendar year, then user can proceed.

c.　　　If deactivation date is not within current year, but within the 3 years and user does not attain 16 CPD in the previous calendar year. System will check if user has acquired the balance of 16 CPD points in current year (CPD preceding year + CPD current year ≥ 16). If the condition met, then user can proceed.

d.　　　If not within above requirement, then system will display error message as the requirement not met.

Exemption

Please select an option*	EXEMPTION
Exemption Type*	Re-Registration

Inactive for more than 3 years! Please select examination to continue.

Next >>

Diagram 130: Re - Registration Error Message

iv.　　PRS Familiarization Program (Note: This option only will be available if user select PRS scheme)

Type of PRSFP

1.　　　Active Unit Trust Consultant

a. User need to input these fields.

• PRSFP Certificate of Attendance and quiz result

b.　　　System checks at the backend whether applicant already become consultant under UTS scheme more than 3 years.

c.　　　If the above requirement is not met, system will display error message under the Type of PRSFP field.

Diagram 131: Active UTC - Error Message

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

Diagram 132: Insurance Agent - Error Message:

3. Staff of Takaful Broker (Note: only available for consultant who register under company with CMSL). User need to input these fields:

        a.   PRSFP Certificate of Attendance and quiz result

        b.   Insurance Certificate

        c.   Insurance Joining Date

Diagram 133: Staff of Takaful Broker

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

Diagram 134 Example of Full Exemption Form

19.   Click **Next >>** and system will display **Screening section**. (No action to be done in this section)

      i.   CAS Screening - (Clear/whitelist/Under Investigation/Watchlist/Barred/Suspension – Under Investigation/Suspension – Sanctioned/Blacklist) ii.

      Bankruptcy Screening - (Clear/Bankrupted)

Diagram 135: Screening section

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

Diagram 136: Others section

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

Upload Supporting Document

File Name

[   ] [Choose File] NO FILE CHOSEN   [Add]

Diagram 137: Upload Supporting Document

      i.   User need to insert file name and choose the file to upload and click

[Add].

      ii.   Upon successful upload of the supporting document(s), system will display file details as below.

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

Diagram 138: Support Document Details

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

fcs-stg.fimm.com.my says

Please enter a filename and select a file.

[OK]

Diagram 139: Error Message for Rename File Name

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

Upload Signed Consent Form

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

Diagram 140: FIMM - Consent Form

23.   To save the application as Draft, user click [Save Draft] to save the registration form.

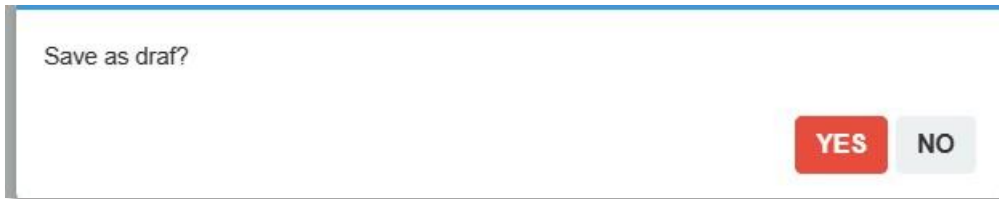   i.   System will display confirmation message.

Diagram 141: Save as Draf Message

ii.   User click **YES** and system will display successful message.

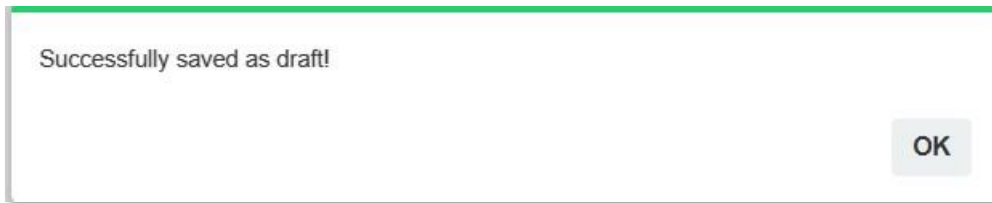*Diagram 142 Successful Message*

iii.   User click **OK** and system will redirect to the application status page. The application status is 'Draft'.

Diagram 143: Draft Application Status

24.   To submit the application,

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

Diagram 144: Declaration

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

Diagram 145: Error Message

    iii.   System will display a confirmation message.

Diagram 146 Confirmation Message

    iv.   User click **YES** and system will display submission message.
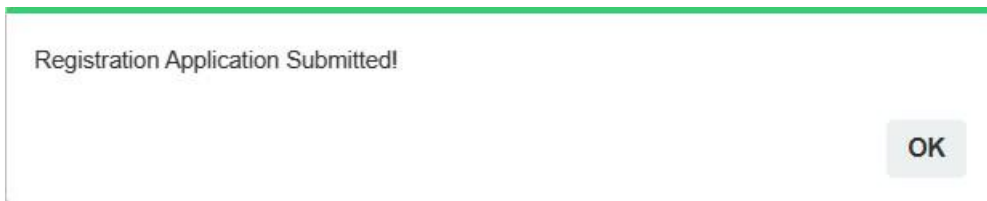
Registration Application Submitted!

OK

Diagram 147 Submitted Message

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

Diagram 148 Submit Application Status

Returned
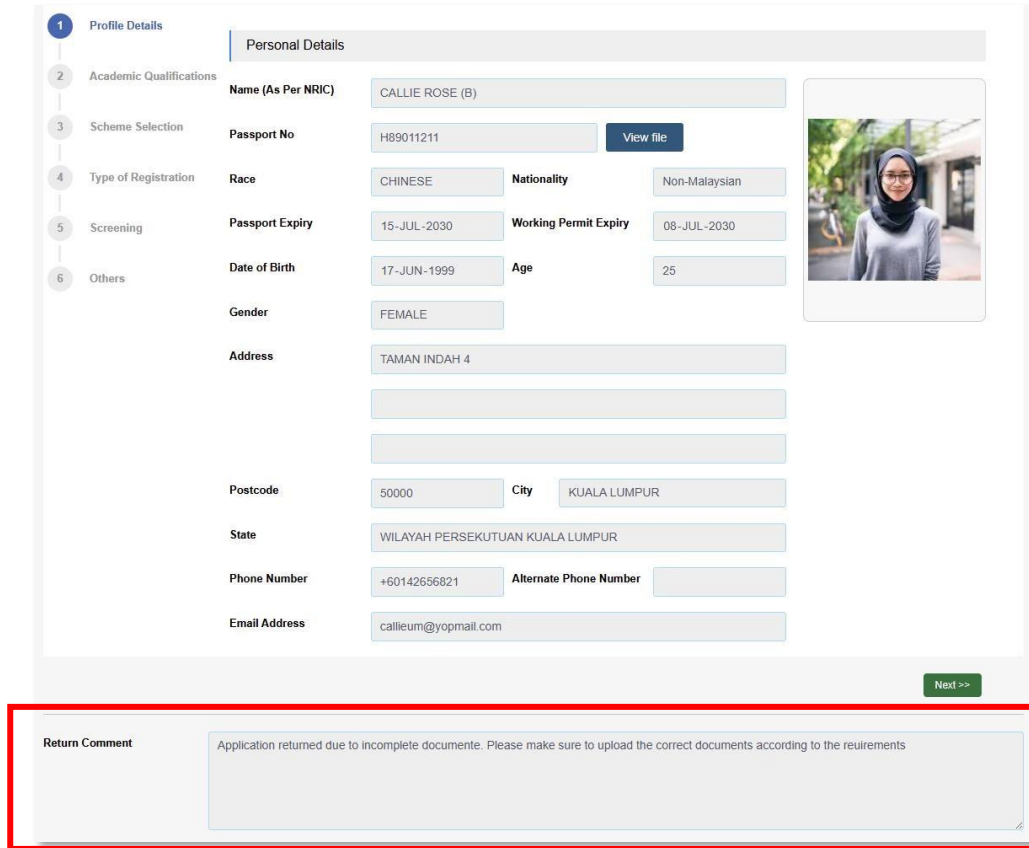
1.   In Application Status, under column Action, Consultant click button [icon] at Variation application. (Status: Returned)

Diagram 149: Variation Application Status - Returned

2.   System will display previously submitted application and consultant can edit these fields in all previous section:
- i.   Profile
- ii.   Academic Qualification
- iii.   Scheme Selection
- iv.   Type Of Registration
- v.   Screening
- vi.   Others

3.   Consultant can view comment from distributor the reason for returning the application.

Diagram 150: Return Comment from Distributor

4.   Consultant clicks **Submit** to re-submit the application.
5.   System checking:
     i.   If the detail is incomplete:
    a. System will display validation message if mandatory field is blank.

     ii.   If the detail is complete:
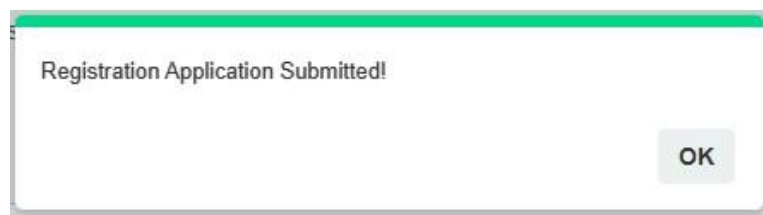   a.   System will display successful application message and send the application for Distributor action.

Diagram 151: Successful Message

b.   System back to Application Status and Status change to 'Submitted

Diagram 152: Application Status ‒ Submitted

Reschedule Exam

1.   If the exam booking session is unavailable. System will send email and dashboard notification for user to reschedule. System will update Application status to 'Exam Re-Schedule'.

2.   In Application Status, under column Action, Consultant click button **Reschedule** at Variation application with status 'Exam Re-schedule' or 'Pending Examination'.

Diagram 153: Application Status - Pending Examination

3.   System will navigate to Type of Registration page (Examination) and Consultant to select only 1 preferred date for exam session.

Diagram 154: Type of Registration page – Examination

4.   System will prompt error message if user select more than one exam session.

Diagram 155: Exam Session - Error Message

5.   The new selected exam session will be displayed under the previously chosen exam session.

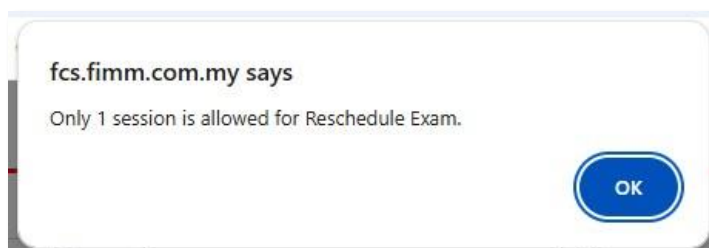*Diagram 156: New Selected Exam Sessions*

6.　　Consultant click button **Submit** .

i.　　System will display successful application message and book the exam session.

Diagram 157: Successful Application Message

ii.　　System will auto-register the exam seat without needing approval from distributor.

Exam Failed (Resit)

1.　　In Application Status, under column Action, Consultant click button .. At Variation application (Status: Exam Failed)

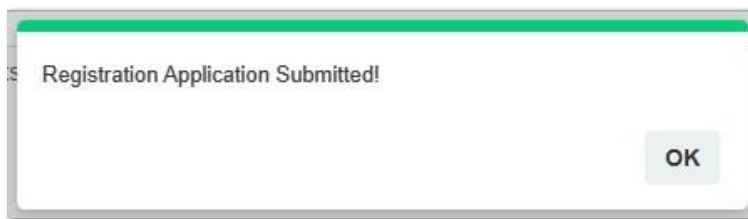2.　　If user choose to re-sit, it will be considered as a fresh application in the system.

3.　　System will display previously submitted application and consultant can edit these fields in all previous section:
　　　i.　　Profile
　　　ii.　　Academic Qualification
　　　iii.　　Scheme Selection
　　　iv.　　Type Of Registration
　　　v.　　Screening
　　　vi.　　Others

4.　　During the scheme selection process for a re-sit application, user may switch to a different distributor from the previous sitting.

8.　　Consultant applicant clicks **Submit** to re-submit the application.
9.　　System checking:
　　　i.　　If the detail is incomplete:
　　　　　　a.　　System will display validation message if mandatory field is blank.

ii. If the detail is complete:

a. System will display successful application message and send the application for Distributor action.
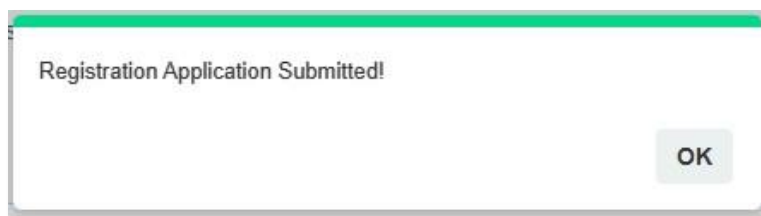

Diagram 158: Successful Message

b. System back to Application Status and Status change to 'Submitted'.

AP Enrolment

1. If user chose CUTA/CPRA as distributor and user does not have a CMSRL, system will auto pre-enrol Apprenticeship program for the user.

2. For AP, each individual has only 1 chance to join. Once utilised, no future enrolment is allowed.

3. AP commencement date only takes effective once the application is approved by FIMM RD.

4. Each AP can re-register to another CUTA/CPRA for one time only under AP within 3 months from their AP commencement date. Re-registration with the last joined CUTA/CPRA is prohibited.

5. If the AP resign / being terminated after 3 months from the AP commencement date, the AP cannot re-register under AP selection and uploading of CMSRL is a must, unless re-registration is made to non CUTA/CPRA.

6. Each AP has to complete the CMSRL status before the AP Expiry Date. If no CMSRL is uploaded upon AP expiry date, the status of the AP consultant will be automatically terminated, unless extension is given.

Pending AP Enrolment (Type of Registration – Examination and No CMSRL)

6. In Application Status, under column Action, Consultant click button 🖉 at Variation application (Status: Pending AP Enrolment).

Diagram 159: Pending AP Enrolment

7.   Consultant navigate to page Type of Registration page.

8.   Under AP Attachment section, consultant to select Professional Body and upload:

FPAM
   i.   CFP / IFP
               a.   Proof of Active Membership
               b.   Module 1 Result Slip or Exemption Letter

Diagram 160: Professional Body – FPAM

MFPC

   i.   RFP / Shariah RFP
               a.   Proof of Active Membership
               b.   Module 1 Result Slip or Exemption Letter

Diagram 161: Professional Body - MFPC

9. Consultant clicks **Submit** to re-submit the application.

10. System checking:
    i. If the detail is incomplete:
       a. System will display validation message if mandatory field is blank.

    ii. If the detail is complete:
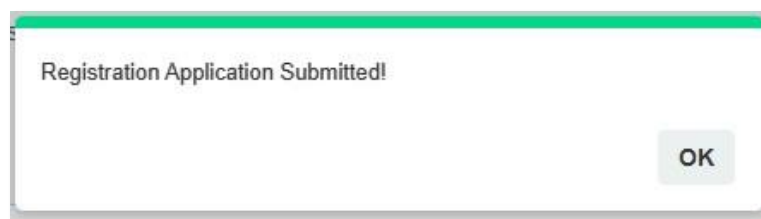   a. System will display successful application message and send the application for Distributor action.

Diagram 162: Successful Message

b. System back to Application Status and Status change to 'Submitted'.

Failed CAS Screening

1. In Application Status, under column Action, Consultant click button 👁 at Variation application. (Status: Rejected / Submitted)

Diagram 163: Application Status ̠ Submitted

2.   System will display previously submitted application and consultant:
   i.   Profile
   ii.   Academic Qualification
   iii.   Scheme Selection
   iv.   Type Of Registration
   v.   Screening
   vi.   Others

3.   Under Screening section, Consultant can view failed CAS status.

   i.   For non-conditional CAS tag, system will auto-reject the application and display message "You have been suspended/barred/blacklisted by FIMM. Kindly contact FIMM for further information".

   ii.   For conditional CAS Status, consultant applicant can see remarks from LRA of the training need to attend to uplift the conditional status. (No Action to be done here).

Diagram 164: Failed CAS Screening

Failed Bankruptcy Screening

   i.   In Application Status, under column Action, Consultant click button 👁 at Variation application. (Status: Submitted)

Diagram 165: Application Status – Submitted

ii.   System will display previously submitted application and consultant:
    i.   Profile
    ii.   Academic Qualification
    iii.   Scheme Selection
    iv.   Type Of Registration
    v.   Screening
    vi.   Others

iii.   Under Screening section, Consultant can view failed Bankruptcy Status. (No action to be done by consultant inside the system).

Diagram 166: Failed Bankruptcy Screening

Terminated/Revoked Consultant

1.   Terminated/Revoked Consultant re-apply re-registration (Status: At least 1 scheme is terminated)

2.   Click on Consultant Menu and Profile Management submenu.

Diagram 167: Submenu for Variation Registration

3.   System will display the main page of consultant detail divided into these tabs as follows:

       i.   Registration Info

      ii.   Profile

     iii.   CPD

4.   User click 'Profile' tab. Under 'Profile' tab, system will display profile details.

Diagram 168: Profile Detail

5. Click , system will display all action that can be done:

   i.   Apply (Hide if both scheme registered)

   ii.   Update Profile (Hide if no distributor attached)

   iii.   Appeal (Hide if not revoked / no declaration done) iv.   Renewal (Hide if not renewal period / no declaration done)
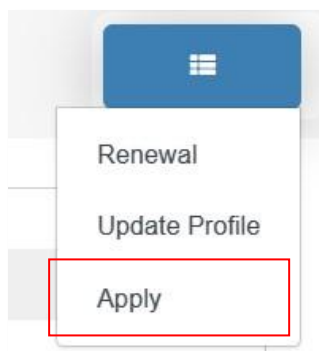

Diagram 169: Submenu Variation Registration

6.   Consultant click 'Apply' and follow the next step as Variation of Registration process.