




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 DATE	:	24/03/2025
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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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Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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DOCUMENT CONTROL

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ACRONYM

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


Table 1: Acronym Table

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ABBREVIATIONS ROLE

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

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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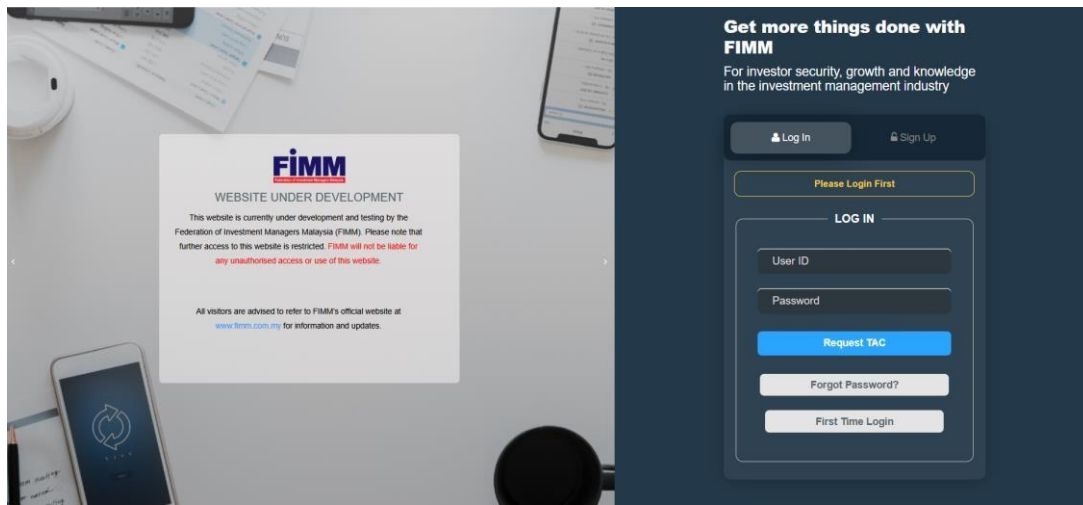


Diagram 1: FCS Homepage

Display **Enter Your Credentials**

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

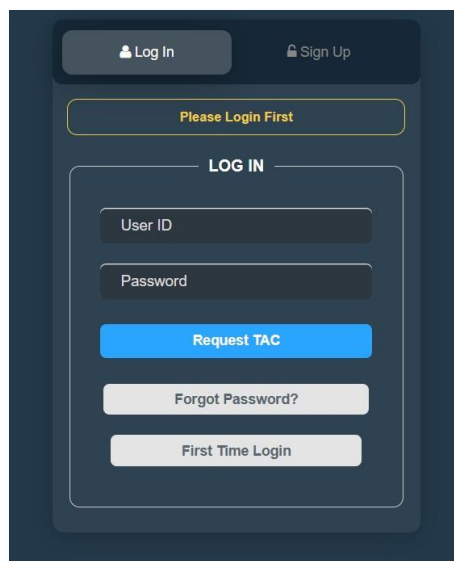



Diagram 2: Log in Display

Successful Login

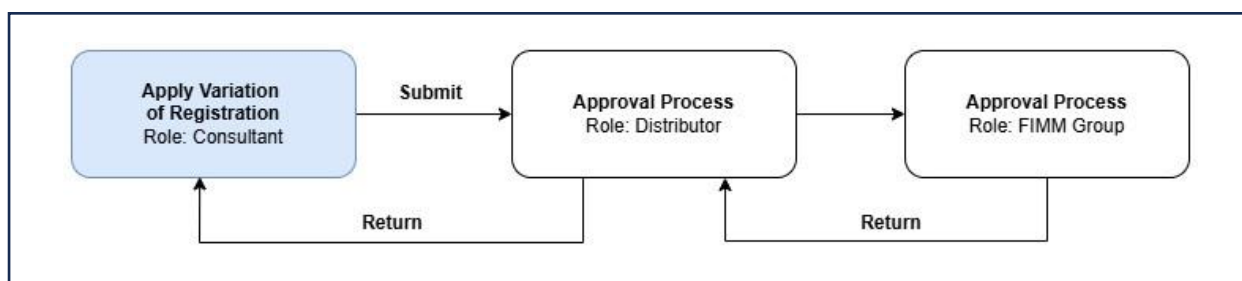
- Click  button and the system will be redirected to the FCS System dashboard.

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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.

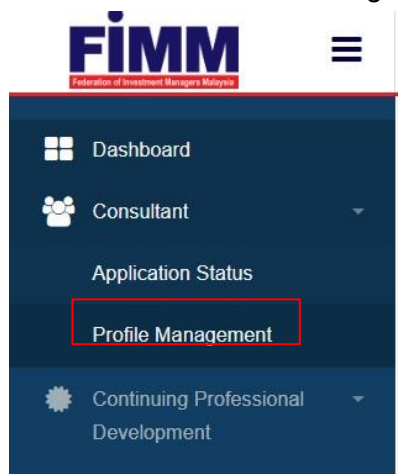



Diagram 105 Submenu for Variation Registration

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

- i. Registration Info
- ii. Profile
- iii. CPD

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Registration Info

Profile

CPD

Registration Info

1. Profile

Name

SENROSE ALIA (W)

NRIC / Passport No

D45675678

FIMM Joined Date

04-MAR-2025

FIMM Virtual Card

F02029109

2. Apprenticeship Programme

3. Unit Trust Scheme

4. Private Retirement Scheme

Distributor Name

PRESTASI KEWANGAN SDN BHD

Distributor Joined Date

04-MAR-2025

Registration Status

ACTIVE

Diagram 106 Registration Info

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

Profile

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

Personal Details

Name (As Per NRIC)

SENROSE ALIA (W)

Passport No.

D45675678

View File

Race

CHINESE

Nationality

Non-Malays

Passport Expiry

17/06/2027

Working Permit Expiry

DD/MM/YYYY

Date of Birth

18/02/1998

Age

27

Gender

FEMALE

Address

TAMAN MAJU JAYA

Postcode

30000

City

IPOH

State

PERAK

Phone Number

+60142656821

Email Address


senroseum@yopmail.com


Choose File

N..EN

Next >>

Diagram 107 Profile Detail

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4. 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)

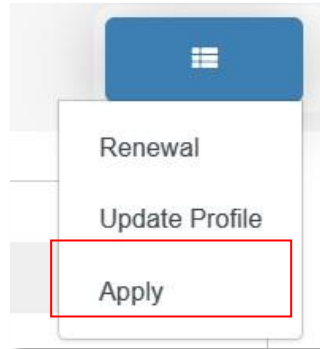


Diagram 108 Submenu Variation Registration

5. Click Apply and system will display a message.

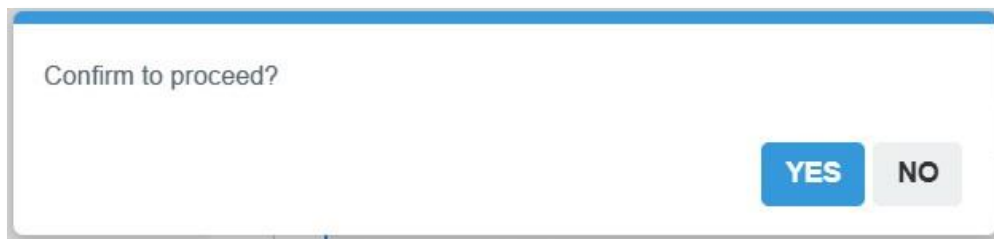



Diagram 109 Application Confirmation Message

6. Click , system will display a success message.

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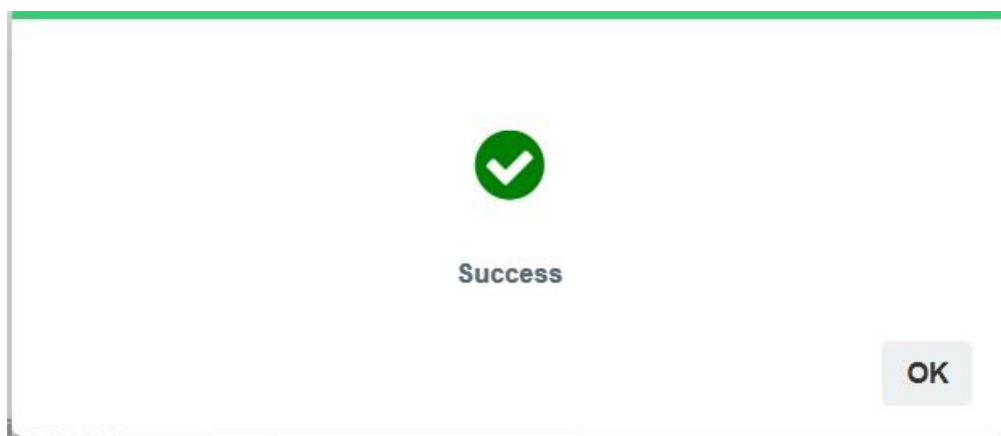


Diagram 110 Application Successful Message

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)

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The screenshot shows the 'Profile Details' section of the 'Consultant Variation' form. The form is titled 'Personal Details' and contains the following fields:

- Name (As Per NRIC):** CALLIE ROSE (B)
- Passport No:** H89011211 (with a 'View file' button)
- Race:** CHINESE
- Nationality:** Non-Malaysian
- Passport Expiry:** 15-JUL-2030
- Working Permit Expiry:** 08-JUL-2030
- Date of Birth:** 17-JUN-1999
- Age:** 25
- Gender:** FEMALE
- Address:** TAMAN INDAH 4
- Postcode:** 50000
- City:** KUALA LUMPUR
- State:** WILAYAH PERSEKUTUAN KUALA LUMPUR
- Phone Number:** +60142656821
- Alternate Phone Number:** (empty field)
- Email Address:** callieum@yopmail.com

A profile picture 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.

Diagram 112: Profile Details section (non-Malaysian)

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


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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.

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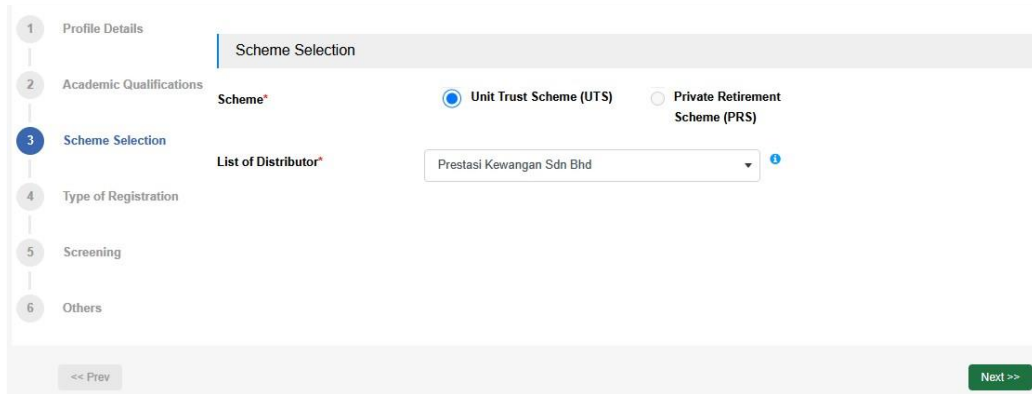


Diagram 115: Non – CUTA/CPRA Type of Distributor

- iv. If user choose CUTA / CPRA Type of Distributor, the system will display CMRSL Requirement.

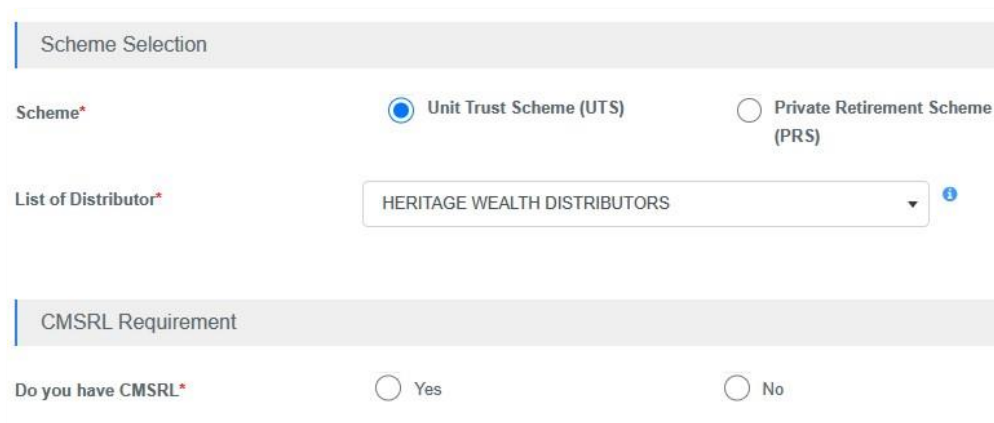



Diagram 116 CMSRL Requirement Section

- 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)

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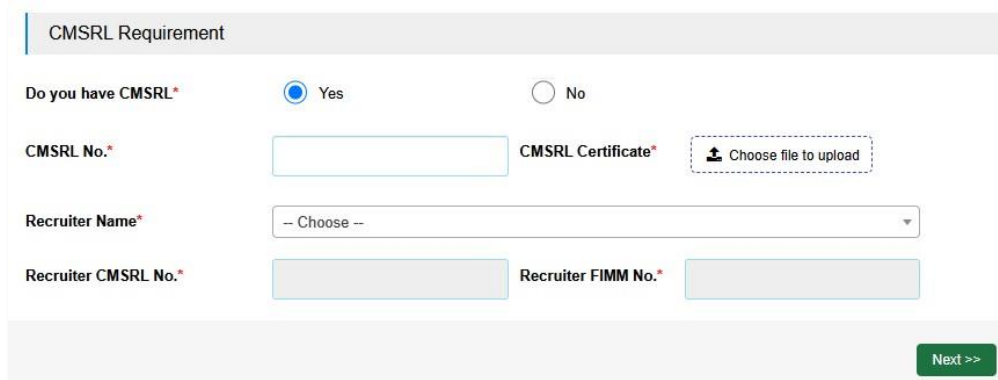


Diagram 117: CMSRL Requirement - Yes

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)

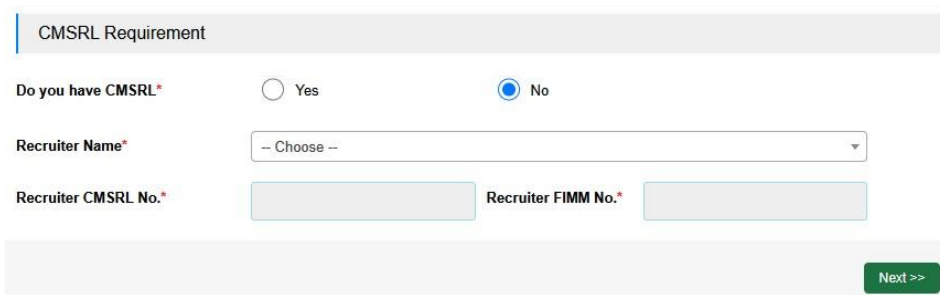
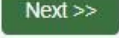


Diagram 118: CMSRL Requirement – No

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 . System will display **Type of Registration section**. User need to select one from 2 options:

- Examination
- Exemption

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The screenshot shows the 'Exam Booking Session' form. On the left is a vertical navigation menu with steps 1 through 6. Step 4, 'Type of Registration', is currently selected and highlighted with a blue circle. The main content area shows a label 'Please select an option*' followed by a dropdown menu. The dropdown menu is open, displaying three options: '-- Choose --' (highlighted in blue), 'EXAMINATION', and 'EXEMPTION'. At the bottom of the form, there are '<< Prev' and 'Next >>' buttons.

Diagram 119: Type of Registration section

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

This screenshot shows the 'Exam Booking Session' form after the 'EXAMINATION' option has been selected. The 'Please select an option*' dropdown now displays 'EXAMINATION'. Below it, the 'Center Location' label is followed by a dropdown menu showing '-- Choose --'. A red text prompt 'Please choose one' is visible to the right of the dropdown. A small blue information icon is also present.

Diagram 120 Center Location

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

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4 Available: 300 Session: 09:00, Availat +2 more	5 Available: 300 Session: 09:00, Availat +2 more	6 Available: 300 Session: 09:00, Availat +2 more	7 Available: 300 Session: 09:00, Availat +2 more	8 Available: 300 Session: 09:00, Availat +2 more
9 Available: 300 Session: 09:00, Availat +2 more	10 Available: 300 Session: 09:00, Availat +2 more	11 Available: 300 Session: 09:00, Availat +2 more	12 Available: 300 Session: 09:00, Availat +2 more	13 Available: 300 Session: 09:00, Availat +2 more	14 Available: 300 Session: 09:00, Availat +2 more	15 Available: 300 Session: 09:00, Availat +2 more
16 Available: 300 Session: 09:00, Availat +2 more	17 Available: 300 Session: 09:00, Availat +2 more	18 Available: 300 Session: 09:00, Availat +2 more	19 Available: 300 Session: 09:00, Availat +2 more	20 Available: 300 Session: 09:00, Availat +2 more	21 Available: 300 Session: 09:00, Availat +2 more	22 Available: 300 Session: 09:00, Availat +2 more
23 Available: 300 Session: 09:00, Availat +2 more	24 Available: 300 Session: 09:00, Availat +2 more	25 Available: 300 Session: 09:00, Availat +2 more	26 Available: 300 Session: 09:00, Availat +2 more	27 Available: 300 Session: 09:00, Availat +2 more	28 Available: 300 Session: 09:00, Availat +2 more	29 Available: 300 Session: 09:00, Availat +2 more
30 Available: 300 Session: 09:00, Availat Session: 12:00, Availab Session: 15:00, Availab	31 Available: 300 Session: 09:00, Availat Session: 12:00, Availab Session: 15:00, Availab	1	2	3	4	5

Diagram 121 Booking Location Calendar

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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.

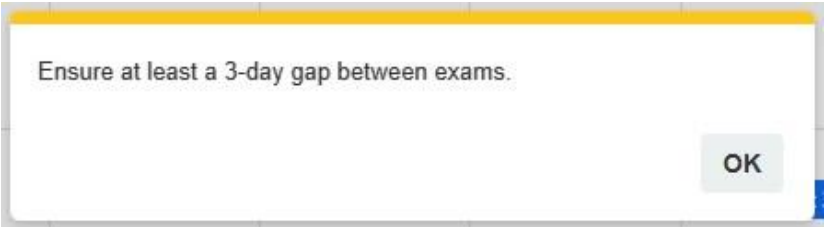


Diagram 122: Popup Message

- ii. User can click any available session, Session: 09.00, Availab, system will display the details of the exam session.

Exam Session
✕

Date

18-MAR-2025

Exam Centre

B - EXAM CENTRE (FOR M02

Exam Mode

ONLINE

Exam Name

Computerised Unit Trust Examination

Language

English

Close

+ Add

Diagram 123 Exam Session Details

14. Click + Add 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

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

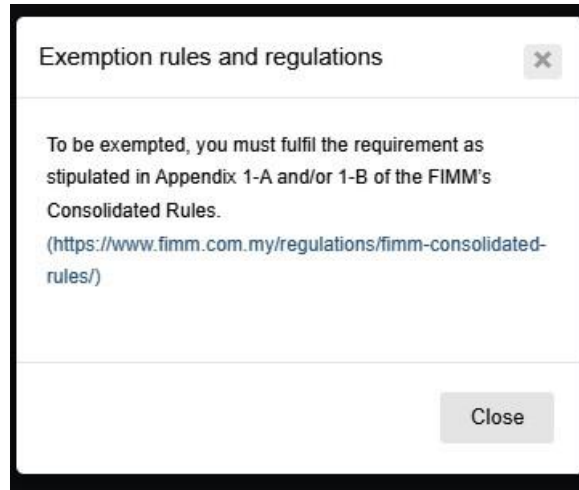


Diagram 125 Exemption Rules and Regulations


16. Click , 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,

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- 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.

Exemption

Please select an option*

EXEMPTION

Exemption Type*

-- Choose --

-- Choose --

Re-Registration

Exam Validity

Next >>

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.

Exemption

Please select an option*

EXEMPTION

Exemption Type*

Exam Validity

Ineligible for re-registration - exam validity. Please re-select your registration type

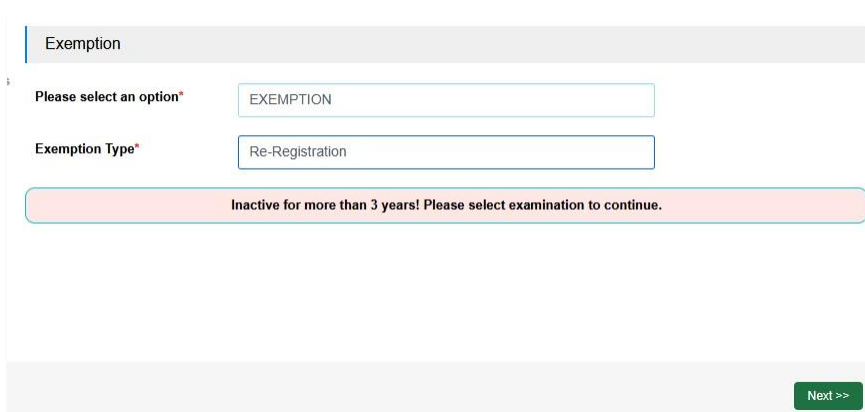
Next >>

Diagram 129: Exam Validity - Error Message

iii. Re-Registration

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- 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 \geq 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.



The screenshot shows a web form titled "Exemption". It has two input fields: "Please select an option*" with the value "EXEMPTION" and "Exemption Type*" with the value "Re-Registration". Below these fields is a red error message box that reads: "Inactive for more than 3 years! Please select examination to continue." At the bottom right of the form is a green button labeled "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.

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The screenshot shows the 'Exemption' form with the following fields and values:

- Please select an option***: EXEMPTION
- Exemption Type***: Private Retirement Scheme Familiarisation Program (PRSFP)
- Type Of PRSFP***: Active Unit Trust Consultant

Below the 'Type Of PRSFP' field, a red error message is displayed: "You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application." A green 'Next >>' button is visible at the bottom right.

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.

The screenshot shows the 'Exemption' form with the following fields and values:

- Please select an option***: EXEMPTION
- Exemption Type***: Private Retirement Scheme Familiarisation Program (PRSFP)
- Type Of PRSFP***: Insurance Agent
- PRSFP Certificate of Attendance and quiz result***: Choose file to upload
- Insurance Certificate***: Choose file to upload
- Insurance Joining Date***: 21-MAR-2025

Below the 'Insurance Joining Date' field, a red error message is displayed: "You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application." A green 'Next >>' button is visible at the bottom right.

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:

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- 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.

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE
24-Mar-2025	15.00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay

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)

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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.

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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 .
- 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  to save the registration form.

- i. System will display confirmation message.

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	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	28

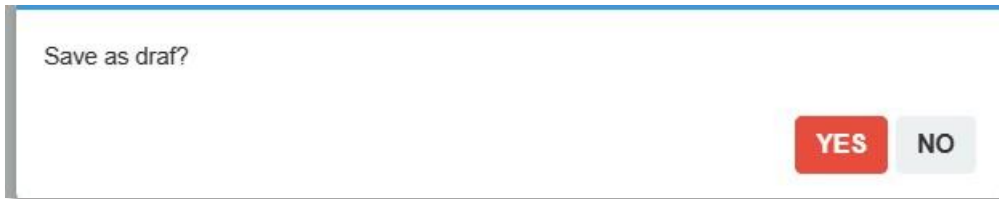


Diagram 141: Save as Draf Message

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

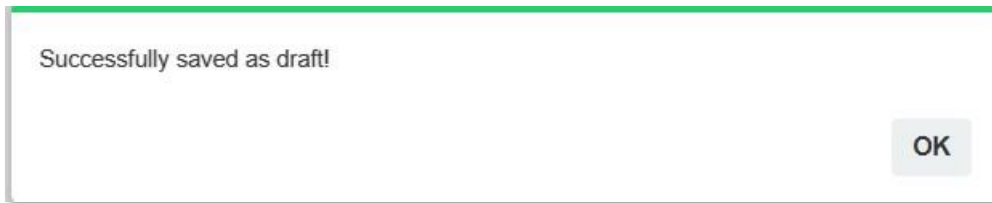


Diagram 142 Successful Message

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

Application Status

Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Draft	

Diagram 143: Draft Application Status

24. To submit the application,

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



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	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	29

Declaration

Name(As Per NRIC)

CALLIE ROSE (B)

NRIC

H89011211

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

Tick

☐

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.

22-Mar-2025

Diagram 144: Declaration

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

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
20-Feb-2025 05:38:47pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Submitted	

Diagram 145: Error Message

- iii. System will display a confirmation message.

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

Bankrupt

Bankrupt Release Letter

Choose File

NO FILE CHOSEN

Next

Diagram 146 Confirmation Message

- iv. User click **YES** and system will display submission message.

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	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	30

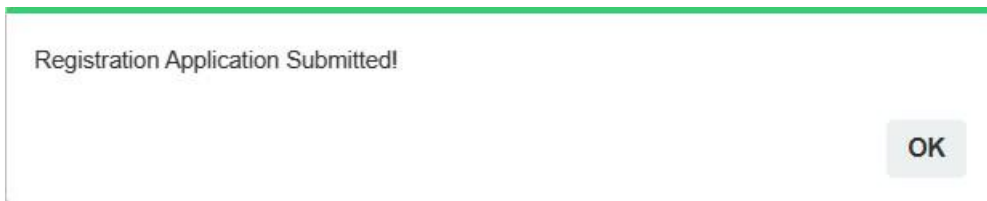


Diagram 147 Submitted Message

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

Application Status

Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Submitted	

Diagram 148 Submit Application Status

Returned

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

Application Status


Show entries

Search:

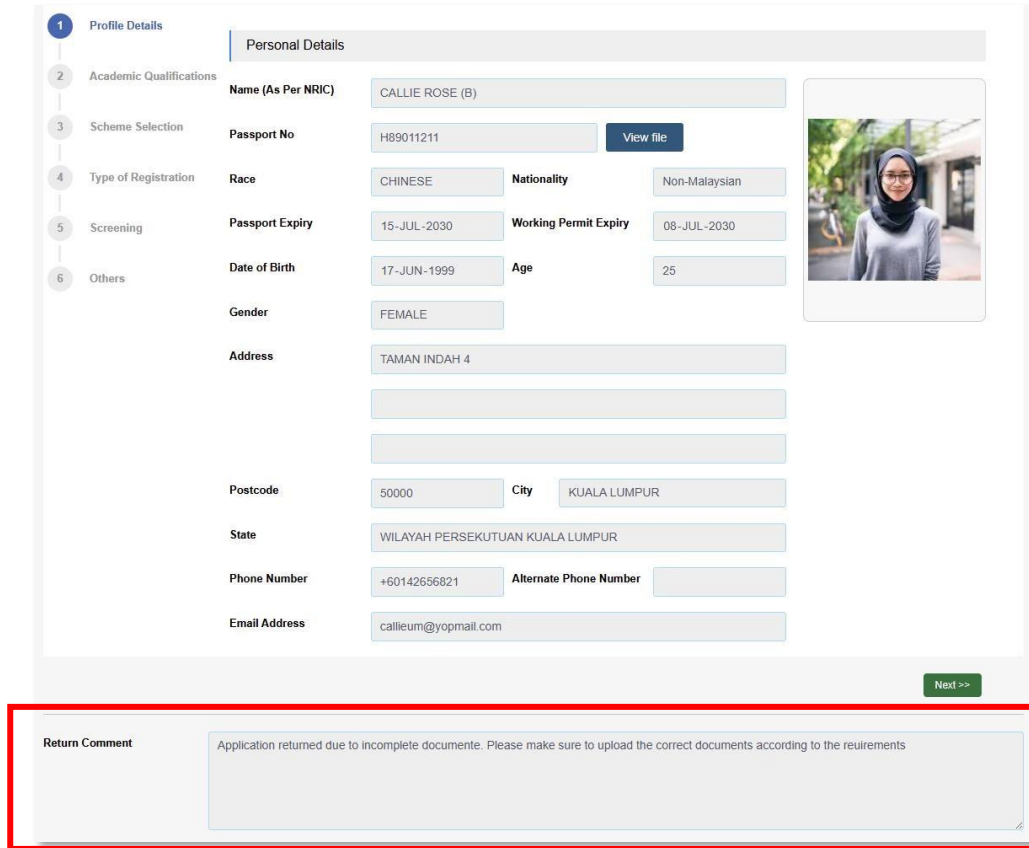
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Returned	

Diagram 149: Variation Application Status - Returned

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

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



The screenshot shows a web application form for FIMM. On the left is a sidebar with steps: 1. Profile Details, 2. Academic Qualifications, 3. Scheme Selection, 4. Type of Registration, 5. Screening, and 6. Others. The main area is titled 'Personal Details' and contains various input fields for personal information. A 'Return Comment' section at the bottom is highlighted with a red border.

Personal Details

Name (As Per NRIC): CALLIE ROSE (B)

Passport No: H89011211 [View file](#)

Race: CHINESE Nationality: Non-Malaysian

Passport Expiry: 15-JUL-2030 Working Permit Expiry: 08-JUL-2030

Date of Birth: 17-JUN-1999 Age: 25

Gender: FEMALE

Address: TAMAN INDAH 4

Postcode: 50000 City: KUALA LUMPUR

State: WILAYAH PERSEKUTUAN KUALA LUMPUR

Phone Number: +60142656821 Alternate Phone Number:

Email Address: callieum@yopmail.com

[Next >>](#)

Return Comment

Application returned due to incomplete documente. Please make sure to upload the correct documents according to the requirements

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.

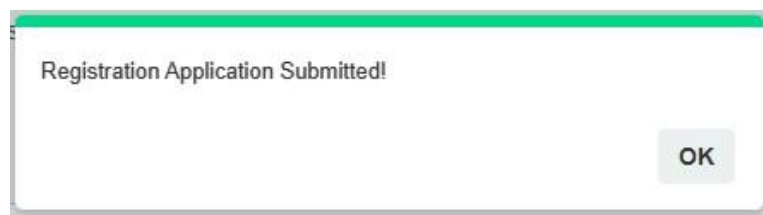


Diagram 151: Successful Message

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
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- b. System back to Application Status and Status change to 'Submitted'

Application Status


Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Submitted	

Diagram 152: Application Status – Submitted

Reschedule Exam

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

Application Status

Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Pending Examination	

Diagram 153: Application Status - Pending Examination

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

1 Profile Details
2 Academic Qualifications
3 Scheme Selection
4 Type of Registration
5 Screening
6 Others

Exam Booking Session

Please select an option*

EXAMINATION

Center Location

ARCNET 1

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE
24-Mar-2025	15.00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay


	Project	Reference	File	Version	Date	Page
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Diagram 154: Type of Registration page – Examination

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

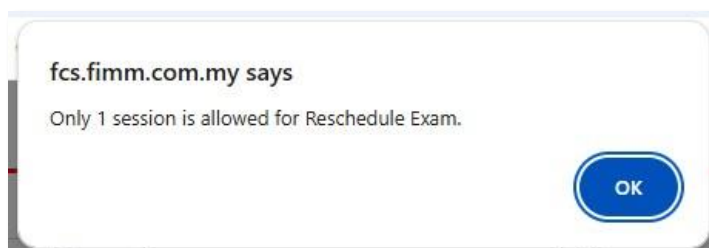


Diagram 155: Exam Session - Error Message

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

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

Exam Booking Session

Please select an option* EXAMINATION

Center Location ARCNET 1

< >

March 2025

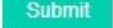
today

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Available: 299 +3 more	25 Available: 300 +3 more	26 Available: 300 +3 more	27 Available: 300 +3 more	28 Available: 300 +3 more	29 Available: 300 +3 more
30 Available: 300 +3 more	31	1 Available: 300 +3 more	2 Available: 300 +3 more	3 Available: 300 +3 more	4 Available: 300 +3 more	5 Available: 200 +2 more

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
24-Mar-2025	15.00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay	
27-Mar-2025	15.00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay	

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
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Diagram 156: New Selected Exam Sessions

6. Consultant click button .
 - i. System will display successful application message and book the exam session.

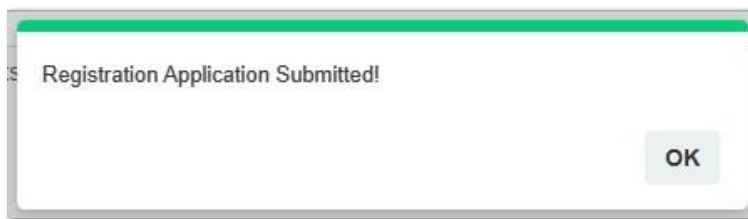





Diagram 157: Successful Application Message

- 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  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.

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

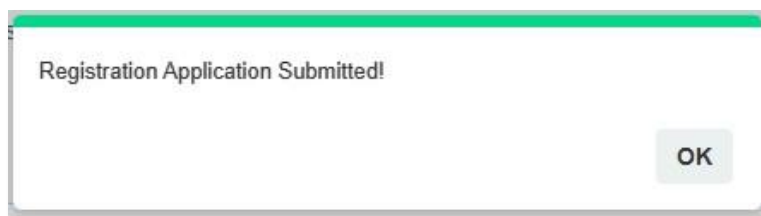



Diagram 158: Successful Message

- 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).

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Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
22-Feb-2025 11:58:54am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
20-Feb-2025 01:05:06am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Rejected	
22-Feb-2025 09:02:44pm	GAB PROD ADMIN MIX	Consultant Variation	UTS	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

AP Attachment

Exemption Type: FINANCIAL PLANNER (ASSOCIATE)

Professional Body: FINANCIAL PLANNING ASSOCIATION OF MALAYSIA

Professional Qualification: Islamic Financial Planner (IFP)

Proof of Active Membership: sample_file.pdf

IFP Module 1 Result Slip/Exemption Letter: testdata4.pdf

Next >>

Diagram 160: Professional Body – FPAM

MFPC

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

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AP Attachment

Exemption Type: FINANCIAL PLANNER (ASSOCIATE)

Professional Body: MALAYSIAN FINANCIAL PLANNING COUNCIL

Professional Qualification: Shariah Registered Financial Planner (Shariah RFP)

Proof of Active Membership: Choose file to upload
sample_file.pdf

Shariah RFP Module 1 Result Slip/Exemption Letter: Choose file to upload
testdata4.pdf

Next >>

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.

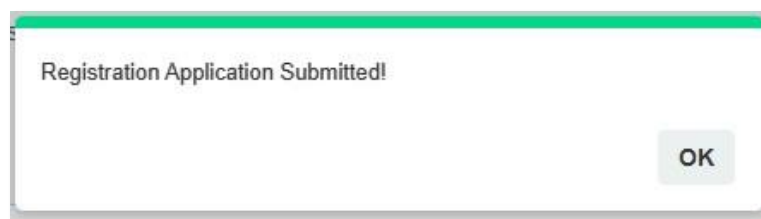



Diagram 162: Successful Message

- 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)

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	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	38

Application Status

Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
23-Feb-2025 12:22:10pm	Prestasi Kewangan Sdn Bhd	Registration	UTS	Approved	
24-Feb-2025 04:12:51pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	PRS	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).

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

CAS Screening Detail

Status: Suspension – Sanctioned

Conditional: ☒ Yes ☐ No

Conditional Remark: Please attend one (1) training program

NO	DESCRIPTION OF ACTIVITY	START DATE	END DATE	FULFILMENT
1	TRAINING PROGRAM A	22/FEB/2025	22/FEB/2025	<input type="checkbox"/>
2	TRAINING PROGRAM B	21/FEB/2025	21/FEB/2025	<input type="checkbox"/>

Diagram 164: Failed CAS Screening

Failed Bankruptcy Screening

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

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	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	39

Application Status

Show entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
23-Feb-2025 12:22:10pm	Prestasi Kewangan Sdn Bhd	Registration	UTS	Approved	
24-Feb-2025 04:12:51pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	PRS	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).

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

CAS Screening Detail

Status

Bankrupt Status

Status

Bankrupt Release Letter NO FILE CHOSEN

<< Prev

Next >>

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.

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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.


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Profile

1 Profile Details
2 Academic Qualifications
3 Scheme Selection
4 Type of Registration
5 Screening
6 Others


Personal Details

Name (As Per NRIC) SENROSE ALIA (W)
Passport No. D45675678 [View File](#)
Race CHINESE Nationality Non-Malays
Passport Expiry 17/06/2027 Working Permit Expiry DD/MM/YYYY
Date of Birth 19/02/1998 Age 27
Gender FEMALE
Address TAMAN MAJU JAYA
Postcode 30000 City IPOH
State PERAK Phone Number +60142656821
Email Address senroseum@yopmail.com


[Choose File](#) N..EN

Next >>

Diagram 168: Profile Detail

5. Click , system will display all action that can be done:
- Apply (Hide if both scheme registered)
 - Update Profile (Hide if no distributor attached)
 - Appeal (Hide if not revoked / no declaration done)
 - Renewal (Hide if not renewal period / no declaration done)

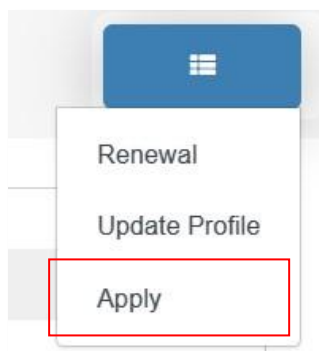


Diagram 169: Submenu Variation Registration

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