

USER MANUAL

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

MODULE: CONSULTANT MANAGEMENT (PROFILE MAINTENANCE) GROUP: CONSULTANT

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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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
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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

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

≜ Log In
Please Login First
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.

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3.3 Profile Maintenance

3.3.1 Consultant Update Profile

3.3.1.1 Process Flow



3.3.1.2 Manual Steps

1. Click Profile Management under the Consultant submenu.



Diagram 170: Consultant Submenu

2. System will display the main page of consultant detail.

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	Registration Info	CPD .					
	<u>1. Profile</u>						
	Name	SENROSE ALIA (W)		FIMM Virtual C	Card		
	NRIC / Passport No	D45675678	FIMM No	F02029109			
	FIMM Joined Date	04-MAR-2025					
	2. Apprenticeship Pr 3. Unit Trust Scheme	ogramme					
	4. Private Retirement	t Scheme					
	Distributor Name	PRESTASI KEWANGAN SDN BHD					
	Distributor Joined Date	04-MAR-2025					
	Registration Status	ACTIVE					

Diagram 171: Registration Info

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

D	Profile Details	Personal Deta	ils			
2	Academic Qualifications	Name (As Per NRIC)	SENROSE ALIA	(W)		PAA C
3	Scheme Selection	Passport No.	D45675678	V	ew File	
4	Type of Registration	Race	CHINESE .	Nationality	Non-Malays. •	
6	Screening	Passport Expiry	17/06/2027	Working Permit Expiry	DD/MM/YYY	
9	Others	Date of Birth	19/02/1998	Age	27	Choose File N., EN
		Gender	FEMALE .			
		Address	TAMAN MAJU J	AYA		
		Postcode	30000	City	IPON .	
		State	PERAK •	Phone Number	+60142655821	
		Email Address	senroseum@yot	mail.com		

Diagram 172: Profile Detail

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4. Click , system will display submenu. System will display all action that can be done.

- i. Apply (Hide if both schemes 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 173: Actions Menu

5. Click "Update Profile" and system will navigate to Update Profile process.

6. System will display the **Profile Details section**. User need to enters all desired details to be updated:

Malaysian

- i. Name (Not updateable by consultant)
- ii. NRIC (Not updateable)
- iii. Race (Not updateable)
- iv. Nationality (Not updateable)
- v. Date Of Birth (Not updateable)
- vi. Age (Not updateable)
- vii. Gender (Not updateable)
- viii. Address
- ix. Postcode
- x. City
- xi. State
- xii. Phone Number (Not updateable)
- xiii. Alt Phone Number
- xiv. Email Address (Not updateable)
- xv. Upload Photo

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rvestment Managers Malaysia	Federation of Inve Managers Malays	estment sia (FiMM)	ZANKO/FIMM/UM/V0.1		User Manual Doc	ument	1.0	24/03/25	14
Profile									
Profile	Details	Personal I	Details						
2 Academ	nic Qualifications	Name (As Per NRIC)	AMRY BIN IKMAL (B)						
J Ima of	Basistration	NRIC No.	890505011121	Vie	wfile	1			
A type of	nayououun	Race	MALAY - Nati	ionality	Malaysian •	~			
0 Others		Gender	MALE •		30	Choose File N	EN		
		Address	TAMAN INDAH 2						
		Postcode	30000 City	e.	IPOH				
		State	PERAK Pho	ne Number	+60142656821				
			AR F	Phone Number					
		Email Address	amryum@yopmail.com						
						Decard	Save Subject		

Diagram 174: Profile Update Section (Malaysian)

Non – Malaysian

- i. Name (Not updateable by consultant)
- ii. Passport No
- iii. Race (Not updateable by consultant)
- iv. Nationality (Not updateable by consultant)
- v. Passport Expiry Date
- vi. Working Permit Expiry Date
- vii. Date Of Birth (Not updateable)
- viii. Age (Not updateable)
- ix. Gender (Not updateable)
- x. Address
- xi. Postcode
- xii. City
- xiii. State
- xiv. Phone Number (Not updateable) xv. Alt Phone Number
- xvi. Email Address (Not updateable)
- xvii. Upload Photo

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alaysia	Federation of Investme Managers Malaysia (Fil	nt MM)	ZANKO/	FIMM/UM/V0.1	User Manual	Document	1.0	24/03/25
				I.				1
Registr	ation info Profile	CPD						
Profi	le							
C	Profile Details	Perso	onal Details					
2	Academic Qualifications	Name (As	Por NRIC)	CALLIE ROSE (B)			F 24	4
	Scheme Selection	Passport	No.	H85011211	Up	load	21	
	Type of Registration	Race		CHINESE	Nationality	Non-Malaysian	· 💾	
5	Screening	Passport	Expiry	15/07/2030	Working Permit Expiry	08/07/2030		
6	Others	Date of B	irth	17/05/1999	Age	25	Choose File NO	FILE CHOSEN
		Gender		FEMALE				
		Address		TAMAN INDAH 4				
		Postcode		50000	City	RUALA LUMPUR		
		State		WILAYAH PERSEKUTUAN	Phone Number	+60142656821		
					Alt Phone Number			
		Email Ade	dress	calleum@yopmail.com				

Diagram 175: Profile Details section (non-Malaysian)

- 7. Click and system will display **Academic Qualification section**.
 - i. Qualification Level options:
 - a. SPM/SVM
 - b. STPM/STAM
 - c. Diploma
 - d. Degree
 - e. Master
 - f. PhD
 - ii. User can add can add new academic qualification but cannot amend existing academic qualification.

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1 Profile De	tails				1	
2 Academic	Qualifications	demic Qualifications	Add			
3 Scheme S	election	MASTER				
4 Type of Re	egistration	duation Year	2015			
5 Screening	Coll	ege/University	UKM			
6 Others	Fiel	d of Study	COMPUTER SCIENCE			
	Qua	lification Certificate	1 File 1	0		
			Choose File NO FILE CHOSE			

Diagram 176: Update Qualification Section

8. Click and system will display **Scheme Selection section**. (No field to be updated here)

1 Profile Details	Distribution Point			
2 Academic Qualifications	Registration Type	Tied Agent	Staff	
3 Scheme Selection	Distribution Point	Sabah Branch 👻		
4 Type of Registration	Scheme Selection			
5 Screening	Scheme	Unit Trust Scheme (UTS)	Private Retirement	
6 Others			Scheme (PRS)	
	List of Distributor	PRESTASI KEWANGAN	SDN BHD	

Diagram 177: Scheme Selection Section

9. Click and system will display **Type of Registration section**. (Note: User can only update for Module Completion under this section)

i. Examination

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1	Profile Details			
		UTS		
2	Academic Qualifications	Registration Type	EXAMINATION	
3	Scheme Selection			
		Exam Detail		
	Type of Registration	UTS		
5	Screening	Exam Result	PASS	
6	Others	Date	12 MAR 2025	
		Certificate	View	
	*			→

Diagram 178: Type of Registration – Examination

ii. Exemption

1	Profile Details	PRS	
2	Academic Qualifications	Registration Type	EXEMPTION
3	Scheme Selection	Exemption Type	Financial Planner (Associate)
4	Type of Registration	Professional Body	Financial Planning Association of Malaysia
5	Screening	Professional Qualification	Islamic Financial Planner (IFP)
6	Others	Proof Of Active Membership	Choose File NO FILE CHOSEN
		IFP Module 1 Result Slip/Exemption Letter	Choose File NO FILE CHOSEN
		IFP Module 3 Result Slip	Choose File NO FILE CHOSEN
			-

Diagram 179: Type of Registration Section – Exemption

10. User can update the Module Completion under AP Completion section at Type of Registration section (For AP consultant only, must complete before AP expiry date, else will be terminated). User need to input these fields:

 Professional Qualification certificate (These fields depends on the Professional Qualification selected by user Pending AP

Enrolment stage) ii. CMSRL No.

iii. CMSRL Certificate

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AP Comp	letion					
74 Comp						
Islamic Financ Certificate	choose	File NSEN				
CMSRL No						
CMSRL Certifi	Choose	File NO SEN				



11. Click and system will display **Screening Section**: (No action to be done here)

- i. Under Screening section,
 - a. Consultant can view failed CAS status.
 - System will display an additional sub-section for CAS requirements, including remarks by LRA to inform the consultant of the requirements they need to fulfil.
 - b. Consultant can view their bankruptcy status.

1	Profile Details	CAS Screening Deta	ail
2	Academic Qualifications	Status	Clear •
3	Scheme Selection	Bankrupt Status	
4	Type of Registration	Status	Clear
5	Screening		
6	Others		

Diagram 181: Screening Section

12. Click and system will display **Others section**.

i. Upload Supporting Document

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

Add

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

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T							_
١	NO FILE NAME		ATTACHMENT FILE	ACTION			
1 SUPPORT DOCUMENT		FIMM SRS - M02S		0			

Diagram 182: Support Document Details

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



Diagram 183: Error Message for Rename File Name

- ii. Upload Signed Consent Form (No update to be done here)
- iii. Declaration

Profile Datalla	Upion	d Supporting (Document		
Academic Qualifications	File Name				
Activitie Selection				Choose File	NO FIL. HODEN Add
Type of Hegistration	но	DATE		FILE MANE	Астом
turning	1	(15.M at 2	075	DS 1	Week
Colores .	2	05-Mm-2	025	09.2	View
	Upina	d Signed Con	sent Form		
	FillM Cons	ent Farmuld		IND FILE CHOSEN	
	ND	DATE	PL	a name	ACTION
	1	(5-Me-2025	5 FB	MI-Consent-Form pdf	View
	Declar	ation			
	Name(Ar	Per NRIC)	AMRY BIN IRM	AL (B)	
	MRIC		890505011121		
	IMPOR ACION I, the u Peders 3, 1 2, 3, 4, 1 4, 1 um Bolu my/	CONTINCTES: XXXLEDGING TO CATION. detailgned regil lion of Investme declare and do under Chapter 4 declare and do under Chapter 4 declare and do undertake and dentand the gra es and in provide	PLEASE SCROLL D HAT YOU AGREED stored Unit Trust an eff Managers Malay offer that all informs years and registrati offer that I will and of PIMM's Consolid effect for that I want the agree to be bound b with of the above sits ing faile information paids.	SOWN AND READ ALL DEC TO THE TERMS AND CONT Size Private Retenent Social Size Private Reteney affirm II Non and documents provide from and the source start and all continue to ensure that I also Rules ("FCP"). eligible requestments are spe- y and compay with the FIMM intervents and the implication	UARATIONS BEFORE MITCHS 60 THIS me Consultant with the e stowing: s to FRMI in connection with my unite: am F2 and Proper, as specified cilied under the FCR; Relies and population laws • • • • of non-compliance with /18M/re maile hereix are trace to the best of

Diagram 184: Update Others Section

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13. To submit the application,

i. User have to read through the declaration form and is required to tick the agreement / declaration checkbox.



ii. User click

, system will check

- a. If the detail is incomplete,
 - System will display validation message if mandatory field is blank.
- b. If the detail is complete, System will prompt confirmation message "Confirm to proceed?"

Confirm to proceed?	
	YES NO

Diagram 186: Confirmation Message



Click _____, system will display successful application message and send the application to the Distributor.

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\bigcirc	
Update profile request Submitte	ed!
	ок

Diagram 187: Submitted Message

• Click ok, system back to Application Status and Status change to 'Submitted'.

how 10 ~ entries			Sear	ch:	
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	\$ SCHEME \$	STATUS \$	ACTION
05-Mar-2025 08:38:14am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	0
05-Mar-2025 09:27:07am	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	0

Diagram 188: Submitted Update Profile Application Status

Returned

1.

Ø

In Application Status, under column Action, Consultant click button

at Profile Update application. (Status: Returned)

	1				C	
10 V	entries				Search:	
	SUBMISSION DATE		APPLICATION TYPE	SCHEME \$	STATUS \$	ACTION
	22-Mar-2025 12:08:48pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	0
	22-Mar-2025 03:50:53pm	Prestasi Kewangan Sdn	Profile Update		Returned	

Diagram 189: Update Profile 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

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

		File Name						
So	heme Selection				Choose File NO FILE CHOSEN Add			Add
Ту	pe of Registration	NO	DATE			FILE NAME	ACT	ION
Sc	reening	1	22-Mar-202	5		Attachment 1	Vi	ew
Ot	hers	Upload	Signed Consent I	Form				
		Application FIMM-Conse	Consent Form nt-Form.pdf		Choose File	NO FILE CHOSEN		
		NO	DATE		FILE NA	ЛЕ		ACTION
		1	22-Mar-2025		FIMM-Co	onsent-Form.pdf		View
		Declara	ation					
		Name(As Per NRIC)		NORFADZILAH BINTI MOHD RADZI				
				99090909005				
		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 prescribed by FIMM; 6. I declare and confirm that I have read and understood FIMM's Privacy Notice available on its website, and I hereby consent to the processing of my personal data provided herein by FIMM for the purposes stated in the Privacy Notice; 7. I will timely and fully pay all fees and charges imposed by FIMM and undertake to do all things necessary for my continuing registration with FIMM; 8. I expressly consent and authorise the principal and FIMM to obtain and/or disclose any information, including but not limited to, credit information, academic and professional qualifications, from and/or to a Credit Reporting Agency or any source deemed appropriate and reasonable for the purposes of this application for registration with FIMM. This consent shall remain in effect during the period of any registration with FIMM as a consultant.						rtne securrues fit and proper criteria and I hereby e Privacy Notice; sary for my ncluding but not ting Agency or any IMM. This consent
		🗌 l und infor	erstand the gravity o mation. I affirm that t	of the above stat	tements and th nade herein a	e implications of non-compl e true to the best of my know	iance with FIMM's Ru wledge and belief.	les and in providing false
	÷							
						adad Blassa anaus the de	cuments unleades is	correct before submission

Diagram 190: Return Comment from Distributor

Consultant tick the agreement / declaration box and clicks submit to re-submit the 4. 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:

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a. System will prompt confirmation message "Confirm to proceed?"



Diagram 191: Confirmation Message

b. Click , system will display successful application message and send the application to the Distributor.

Update profile request Submitted!	
	ок

Diagram 192: Submitted Message

iii. Click oK , system back to Application Status and Status change to 'Submitted'.

10	✓ entries				Search:	
	SUBMISSION DATE		APPLICATION TYPE	SCHEME \$	STATUS \$	ACTION
	22-Mar-2025 12:08:48pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	0
	22-Mar-2025 03:50:53pm	Prestasi Kewangan Sdn	Profile Update		Submitted	0

Diagram 193: Submitted Update Profile Application Status

Failed Bankruptcy Screening

1. In Application Status, under column Action, Consultant click button <a> at Update Profile application. (Status: Submitted)

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w 10	✓ entries				Search:	
	SUBMISSION DATE		APPLICATION TYPE	SCHEME \$	STATUS 🔶	ACTION
	11-Mar-2025 03:50:59pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	0
	22-Mar-2025 04:48:24pm	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	0
	11-Mar-2025 03:52:09pm	Prestasi Kewangan Sdn	Consultant Variation	UTS	Approved	•

Diagram 194: 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 Bankruptcy Status.

1	Profile Details	CAC Converies Datail		
2	Acadomic Qualifications	CAS Screening Detail		
	Academic quanications	Status	Clear	•
3	Scheme Selection			
	Type of Degistration	Bankrupt Status		
1	Type of Registration	Status	Bankrupt	
5	Screening	Bankrupt Release Letter	Choose File NSEN	0
6	Others			0
				-
	*			→

Diagram 195: Failed Bankruptcy Screening