




USER MANUAL

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

**MODULE: CONTINUING PROFESSIONAL
DEVELOPMENT (CPD)
(REPEATED PRE-VETTING)
GROUP: TRAINING PROVIDER**


AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	10/03/2025
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 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	i

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.

Document Information	
Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	i

DOCUMENT CONTROL

Version History			
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1.1	10/04/2025	Update to Document	1. Muzahar Mohd Mukhtar

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	vi


LIST OF TABLES

Table 1: Acronym Table xiv

Table 2: Abbreviation Role Table xv


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


	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	vii

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


	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	viii

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

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	ix

CN	Credit Note
IDD	Integration Design Document


Table 1: Acronym Table

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	x

ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
F-PDSU	FIMM PDS User
F-PDSA	FIMM PDS Approver
T-TPU	TP - User
T-ADM	TP - Administrator

Table 2: Abbreviation Role Table

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	11

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:

Email: itsupport@fimm.com.my

Website: <http://www.fimm.com.my>

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	12

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** (<https://fcs.fimm.com.my>) 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**.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	13

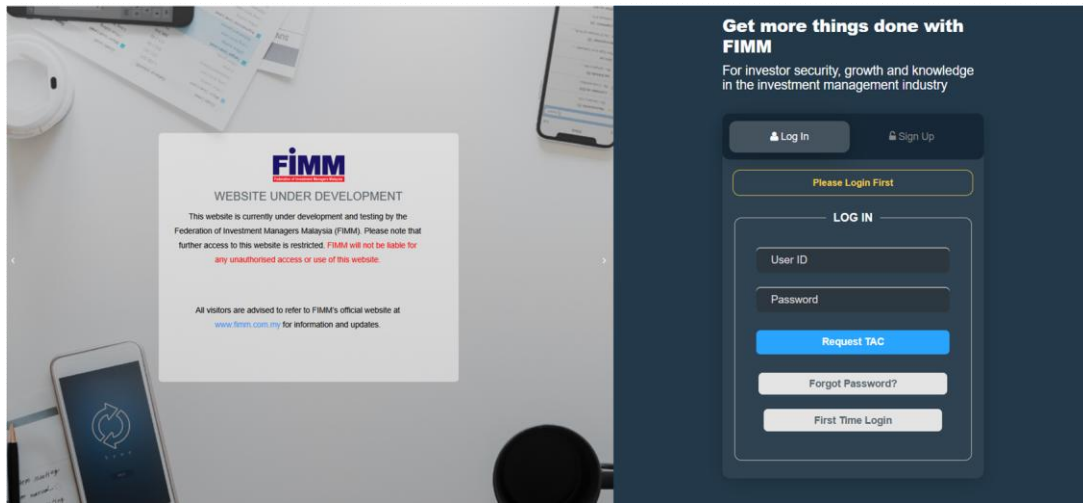


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

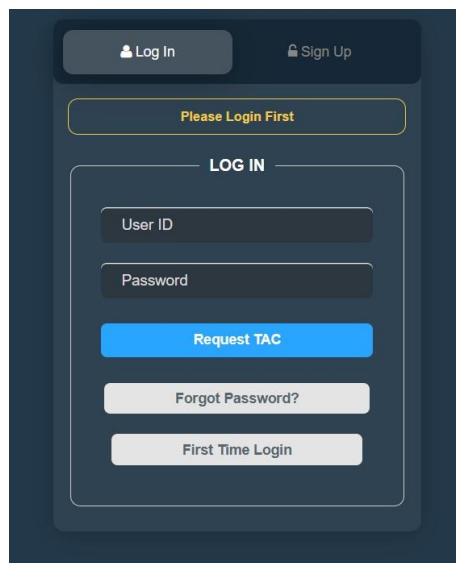



Diagram 2: Log in Display

Successful Login

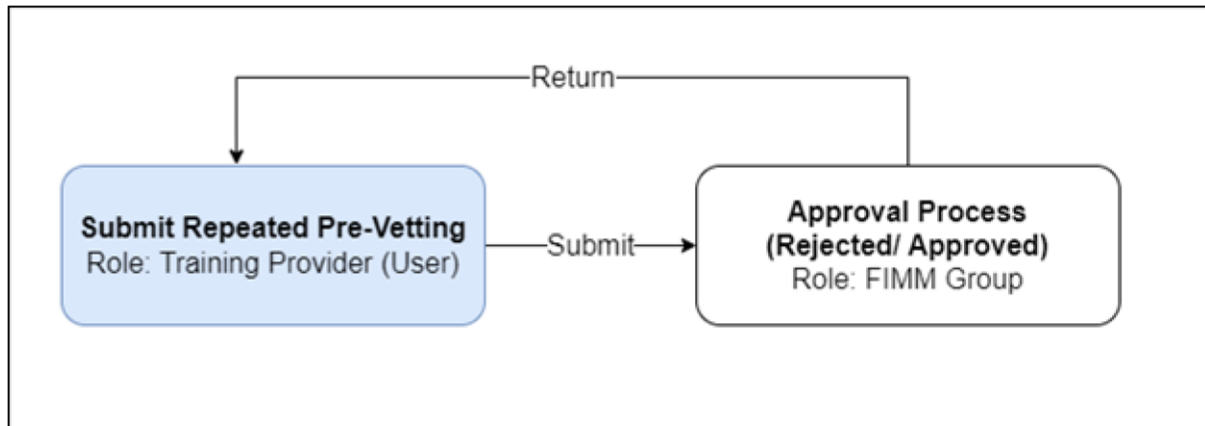
5. Click Login button and the system will be redirected to the FCS System dashboard.


	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	14

3.3 Repeated Pre-Vetting

3.3.1 Create Application

3.3.1.1 Process Flow



	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	15

3.3.1.2 Manual Step

Submit Program

1. Click menu Continuing Professional Development. System will display submenu under Continuing Professional Development.

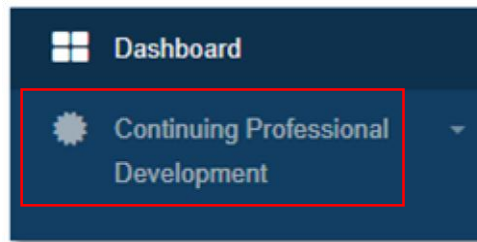


Diagram 86: Menu

2. Click submenu Repeated Pre-Vetting.

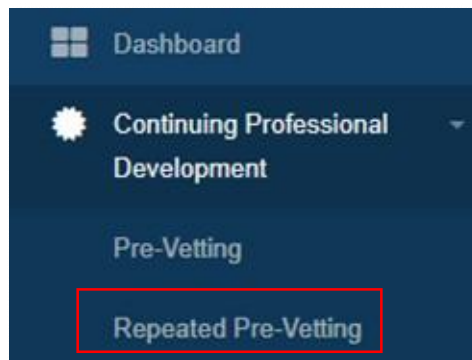


Diagram 87: Submenu

3. System will show List of Repeated Pre -Vetting.

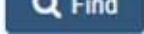
FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)		ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	16

The screenshot shows the 'Repeated Pre-Vetting' page in the FIMM system. The left sidebar contains navigation links: Dashboard, Continuing Professional Development, Pre-Vetting, and Repeated Pre-Vetting. The main content area has a breadcrumb trail: FIMM > CPD > Repeated Pre-Vetting. Below this, there are input fields for Program Title, Status (a dropdown menu), CPD Code, and Submission Date (a date picker). A 'Find' button is located to the right of these fields. Below the input fields, there is a table with the following data:

NO	SUBMISSION DATE	CPD CODE	TYPE	PROGRAM TITLE	TOTAL PARTICIPANT	STATUS	ACTION
1	05-Mar-2025	31003P25100194	Repeated	INTRODUCTION TO FINANCING	1	Returned	


Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' buttons for pagination. A 'Add New Program' button is also visible in the top right corner of the main content area.

Diagram 88: List of Repeated Vetting

4. User can filter the list by either one or more of and click  :
- Program Title
 - Status
 - CPD Code
 - Submission Date

This screenshot is a close-up of the filter section of the 'Repeated Pre-Vetting' page. A red rectangle highlights the input fields for Program Title, Status (a dropdown menu), CPD Code, and Submission Date (a date picker). To the right of these fields is a 'Find' button, also highlighted with a red rectangle. Below the input fields, there is a 'Reset' button.

Diagram 89: Filter

FIMM	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	17

5. User click  to clear the filter.

Repeated Pre-Vetting

FIMM > CPD > Repeated Pre-Vetting

Program Title Status

CPD Code Submission Date



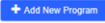

 

Diagram 90: Reset

6. User can choose total entries to display per page.



Show entries

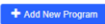
NO	SUBMISSION DATE	CPD CODE	TYPE	PROGRAM TITLE	TOTAL PARTICIPANT	STATUS	ACTION
1	06-Mar-2025	31003P25100194	Repeated	INTRODUCTION TO FINANCING	1	Returned	

Showing 1 to 1 of 1 entries


Previous 1 Next

Diagram 91: Filter Total Entries

7. System will show number of entries at the bottom of the list.



Show entries

NO	SUBMISSION DATE	CPD CODE	TYPE	PROGRAM TITLE	TOTAL PARTICIPANT	STATUS	ACTION
1	06-Mar-2025	31003P25100194	Repeated	INTRODUCTION TO FINANCING	1	Returned	

Showing 1 to 1 of 1 entries

Previous 1 Next

Diagram 92: Total Entries

8. System will show pagination at the bottom of the list. User click on the numbers and system will show the listing on the next page.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	18

Diagram 93: Pagination

Diagram 93: Pagination

9. Click



to submit new Repeated Pre -Vetting.


Diagram 94: Submit Repeated Pre-Vetting

Diagram 94: Submit Repeated Pre-Vetting

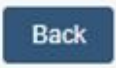
10. System will display this form. User fill in the details:

Diagram 95: Form Repeated Pre-Vetting

Diagram 95: Form Repeated Pre-Vetting

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	19

- i. Training Provider Details
- ii. Program Details
 - a) Program Title (Choose from Dropdown)

- iii. User click  to go back to List of Repeated Pre-Vetting.

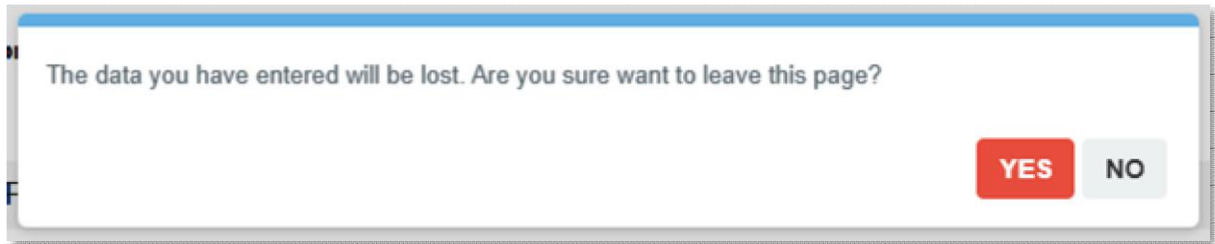



Diagram 96: Popup Message

- iv. User click  to go to the next form.

11. System will display this form. User fill in the detail in section Program Details.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	20

Repeated Pre-Vetting

1 Program Details

2 Participant Details

Training Provider Details

Training Provider Name: TRAINING PROVIDER USER MANUAL Email Address: TP_USERMANUAL@YOPMAIL.COM

Training Provider Code: 31003 Contact Number: 0112365478

Submitted By: MAISARAH BINTALI

Program Details

Repeated Program

Program Title: INTRODUCTION TO FINANCING

Start Date: DD/MM/2025 End Date: DD/MM/YYYY

Session: -- Choose -- Venue:

Total Hours: 8.0 Mode of Delivery: PHYSICAL TRAINING PROGRAMMES (FACE TO FACE) ...

CPD Point: 8

Speakers: +

Required Information

NO	FILE	ACTION
1	Module 1.pdf	+


Additional Information

NO	FILE	ACTION
1	Module 1.pdf	+

Back Save Draft Submit Next --

Diagram 97: Form Repeated Pre-Vetting

- i. Training Provider Details
- ii. Program Details
 - a) Program Title
 - b) Start Date
 - c) End Date
 - d) Session
 - e) Venue
 - f) Total Hours
 - g) Mode of Delivery
 - h) CPD Point
 - i) Speakers

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	21

iii. User click  to add speaker.

Program Details

Repeated Program

Program Title

INTRODUCTION TO FINANCING

Start Date

DD/MM/2025

End Date

DD/MM/YYYY

Session

-- Choose --

Venue

Total Hours

8.0

Mode of Delivery

PHYSICAL TRAINING PROGRAMMES (FACE TO FAC...

CPD Point

8

Speakers




Diagram 98: Upload

- iv. System will display a popup.
- a) Add Program Speaker
- Name
 - Profile

Add Program Speaker

Name

Profile


Choose File


No file chosen


Add

Cancel

Diagram 99: Upload

v. User click  to cancel add speaker and close the page.

vi. User click  to add new speaker.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	22

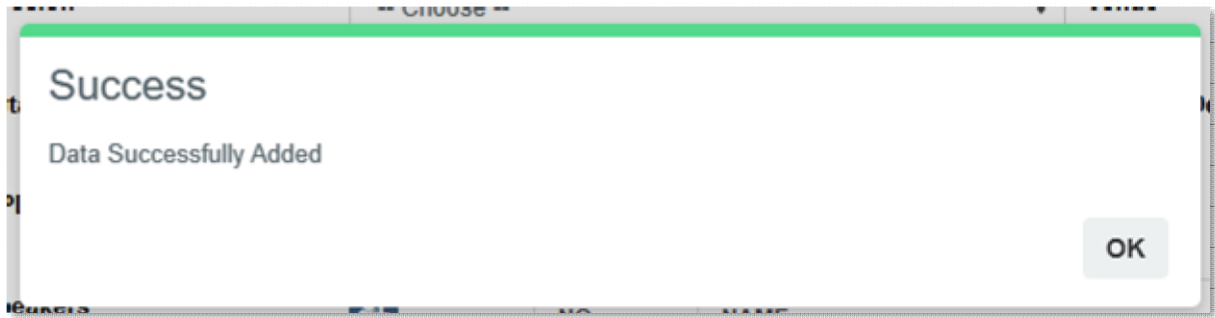


Diagram 100: Popup Message

- vii. Required Information
 - a) Upload File
 - b) Additional Information

- viii. User click  to upload file.

Diagram 101: Upload

Notes:

- Documents from Pre-Vetting is not allowed to be deleted.

- ix. System will display a popup.
 - a) Upload
 - Upload File

FIMM <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	23

Diagram 102: Upload

Cancel

x. User click to cancel upload and close the page.

Upload

xi. User click to upload new file.

xii. System will display error message if the file exceeds 2 MB.

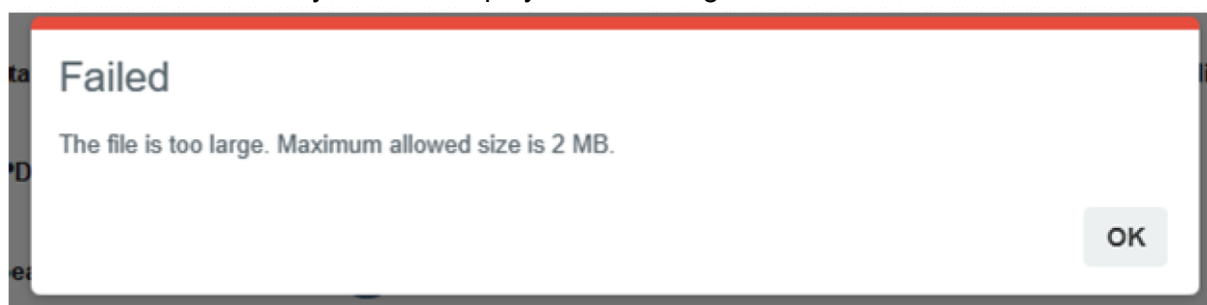


Diagram 103: Error Message

Next >>

xiii. User click to go to the next section.

12. System will display this form. User fill in the details.

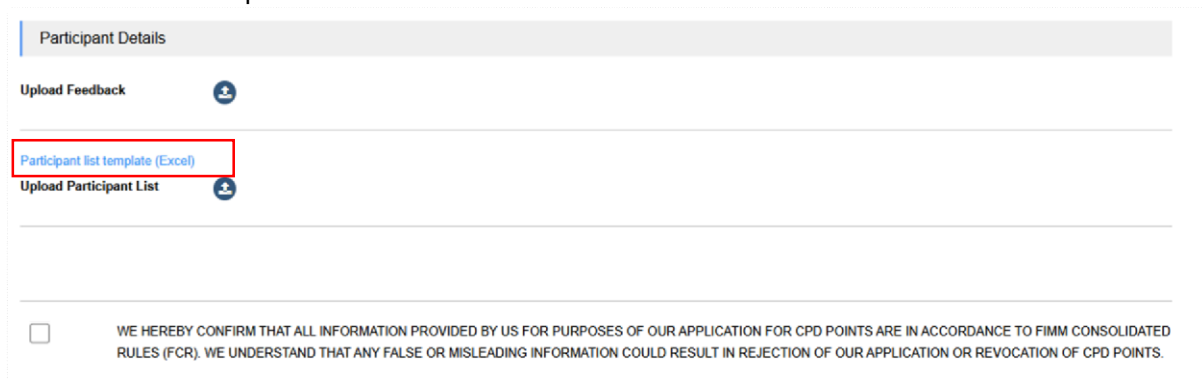
- i. Participant Details
 - a) Upload Feedback

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	24

b) Upload Participant List

c) Tickbox

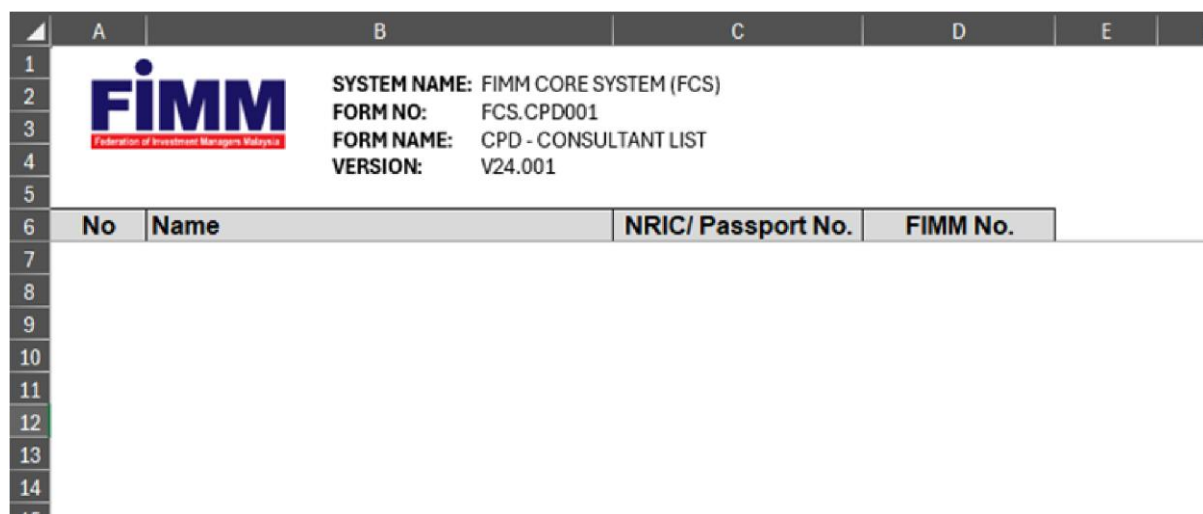
- ii. User click [Participant list template \(Excel\)](#) to download Participant List Template.



The screenshot shows a web form titled 'Participant Details'. It includes sections for 'Upload Feedback' and 'Upload Participant List'. The link 'Participant list template (Excel)' is highlighted with a red rectangle. Below the form, there is a confirmation statement: 'WE HEREBY CONFIRM THAT ALL INFORMATION PROVIDED BY US FOR PURPOSES OF OUR APPLICATION FOR CPD POINTS ARE IN ACCORDANCE TO FIMM CONSOLIDATED RULES (FCR). WE UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION COULD RESULT IN REJECTION OF OUR APPLICATION OR REVOCATION OF CPD POINTS.'

Diagram 104: Upload


- iii. User fill in the participants list.



The screenshot shows an Excel spreadsheet template. The header row (row 6) contains the following columns: 'No', 'Name', 'NRIC/ Passport No.', and 'FIMM No.'. The rows below are numbered 7 through 15. The top of the spreadsheet includes the FIMM logo and system information: SYSTEM NAME: FIMM CORE SYSTEM (FCS), FORM NO: FCS.CPD001, FORM NAME: CPD - CONSULTANT LIST, and VERSION: V24.001.

Diagram 105: Upload Excel

- iv. System will display error if wrong file type is uploaded for participant list.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	25

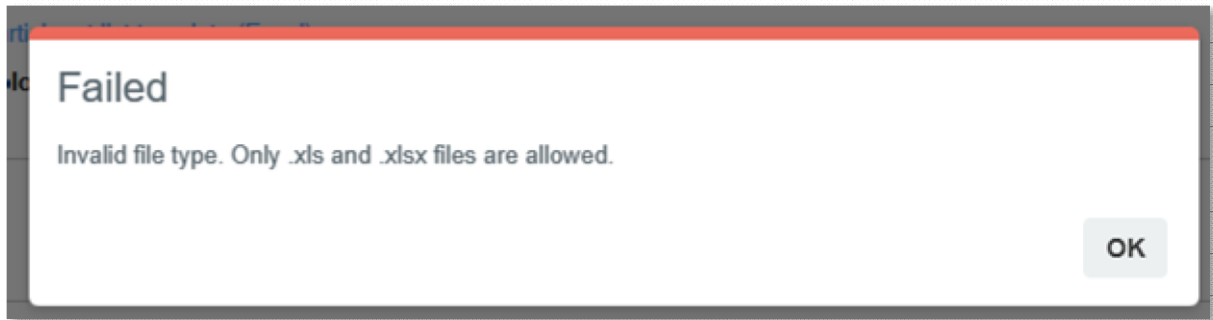
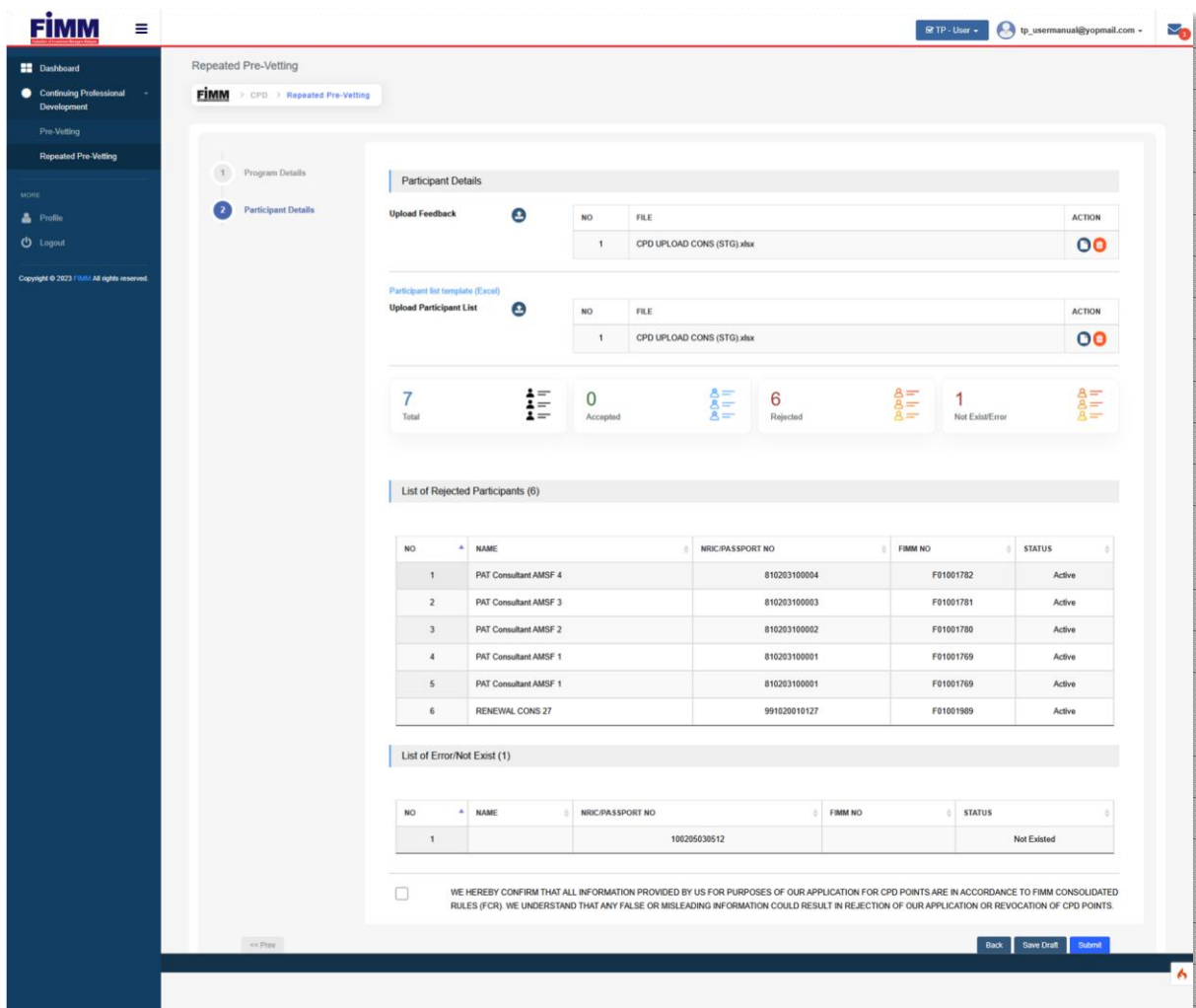


Diagram 106: Error Message

- v. System will display the summary if the file is successfully uploaded.



Repeated Pre-Vetting

Participant Details

NO	FILE	ACTION
1	CPD UPLOAD CONS (STG).xlsx	

Participant List template (Excel)

NO	FILE	ACTION
1	CPD UPLOAD CONS (STG).xlsx	

Summary:

- 7 Total
- 0 Accepted
- 6 Rejected
- 1 Not Exist/Error

List of Rejected Participants (6)

NO	NAME	NRIC/PASSPORT NO	FIMM NO	STATUS
1	PAT Consultant AMSF 4	810203100004	F01001782	Active
2	PAT Consultant AMSF 3	810203100003	F01001781	Active
3	PAT Consultant AMSF 2	810203100002	F01001780	Active
4	PAT Consultant AMSF 1	810203100001	F01001769	Active
5	PAT Consultant AMSF 1	810203100001	F01001769	Active
6	RENEWAL CONS 27	991020010127	F01001989	Active


List of Error/Not Exist (1)

NO	NAME	NRIC/PASSPORT NO	FIMM NO	STATUS
1		100295039512		Not Exist

☐ WE HEREBY CONFIRM THAT ALL INFORMATION PROVIDED BY US FOR PURPOSES OF OUR APPLICATION FOR CPD POINTS ARE IN ACCORDANCE TO FIMM CONSOLIDATED RULES (FCR). WE UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION COULD RESULT IN REJECTION OF OUR APPLICATION OR REVOCATION OF CPD POINTS.

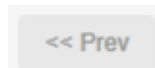
Buttons: Back, Save Draft, Submit

Diagram 107: Form Repeated Pre-Vetting

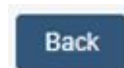
	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	26

Notes:

- List of Participants Accepted – Consultant is registered with FIMM.
- List of Rejected Participants – Duplicate consultant / Participant already take the same program in the same year.
- List of Error/ Not Exist – Consultant is not registered with FIMM.



vi. User click to go to previous section. vii.



User

click to go back to List of Pre-Vetting.

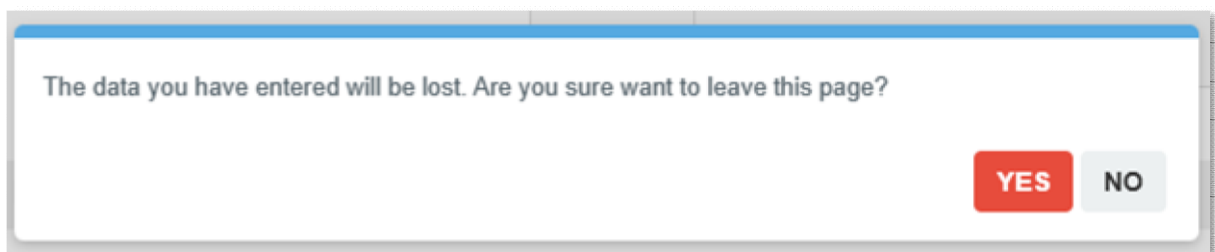
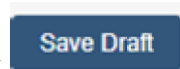


Diagram 108: Popup Message

viii. User click



to save the application as draft.

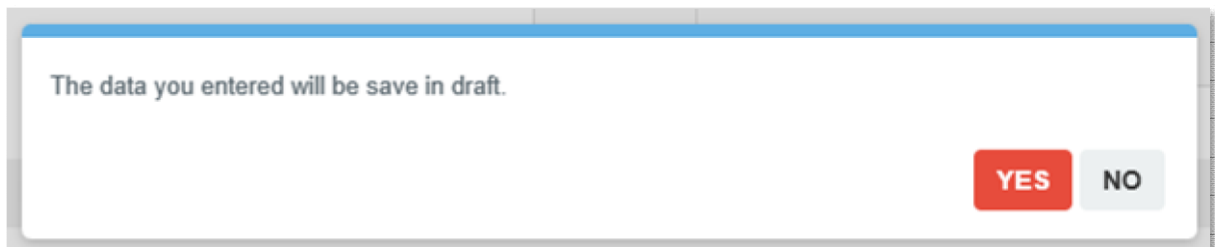
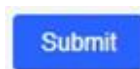
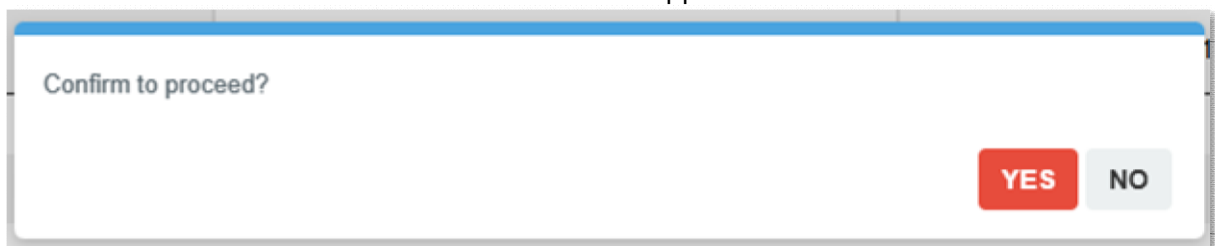



Diagram 109: Popup Message

ix. User click



to submit the application to FIMM.



	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	27

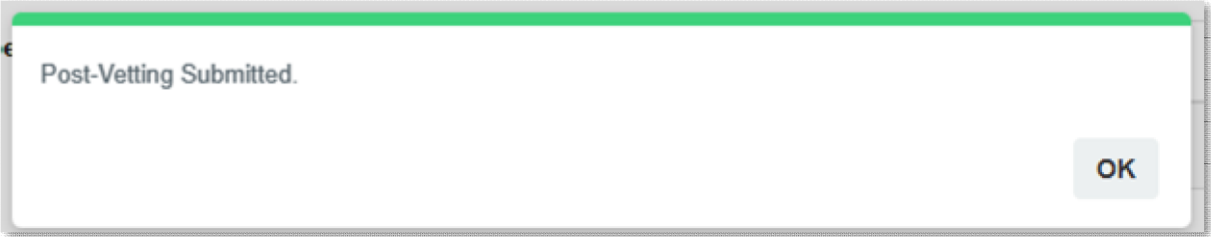


Diagram 110: Popup Message

View Application and Log

13. In List of Repeated Pre-Vetting, user can view applications for all statuses.
User click

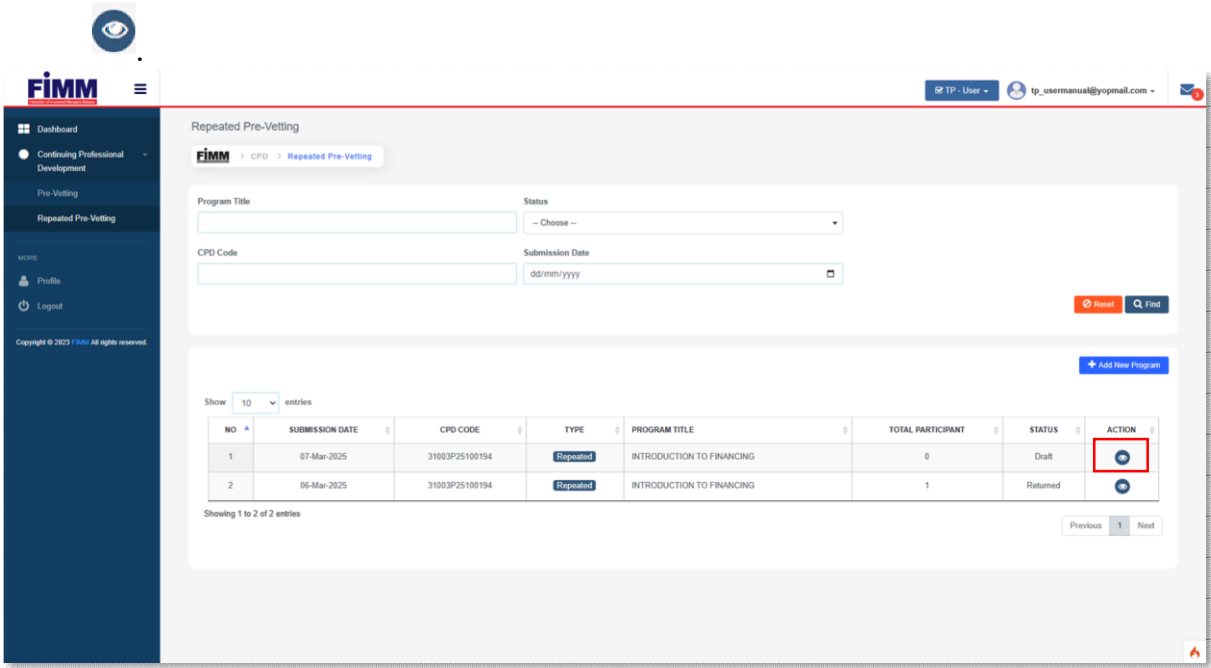


Diagram 111: List of Repeated Pre-Vetting

14. System will display:

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	28

i. Tab Details

The screenshot shows the 'Repeated Pre-Vetting' form in the FIMM system. The 'Details' tab is active and highlighted with a red box. The form is divided into several sections:


- Training Provider Details:** Includes fields for Training Provider Name (TRAINING PROVIDER USER MANUAL), Email Address (TP_USERMANUAL@YOPMAIL.COM), Training Provider Code (31003), Contact Number (0112365478), and Submitted By (MAISARAH BINTI ALI).
- Program Details:** Includes a 'Repeated Program' button, Program Title (INTRODUCTION TO FINANCING), Start Date (05/03/2025), End Date (06/03/2025), Session (AM), Venue (KLCC), Total Hours (8.0), Mode of Delivery (PHYSICAL TRAINING PROGRAMMES (FACE TO FACE)), and CPD Point (8).
- Speakers:** A table with columns NO, NAME, PROFILE, and ACTION. It contains one entry: NO 1, NAME IZA, PROFILE Inbox 5.pdf, and ACTION with a red circle icon.
- Required Information:** Two sections for uploading files. The first section, 'Upload File', has a table with columns NO, FILE, and ACTION, containing one entry: NO 1, FILE Module 1.pdf, and ACTION with a blue circle icon. The second section, 'Additional Information', has a similar table with one entry: NO 1, FILE Module 1.pdf, and ACTION with a blue circle icon.
- Remark:** A large text area for additional comments.

At the bottom right of the form, there are buttons for 'Back', 'Submit', and 'Next'.

Diagram 112: Form Repeated Pre-Vetting

ii. Tab Log (Log history of the application):

- Date
- Process
- From
- Status

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	10/04/25	29

e) Remarks

Repeated Pre-Vetting

FIMM

CPD

Repeated Pre-Vetting

Details

Log

Date	Process	From	Status	Remarks
06-Mar-2025 14:19:31	F-PDSU T-TPU	Danial Tester Staging	Returned	
06-Mar-2025 14:15:22	T-TPU F-PDSU	Malsarah binti ali	Pending Approval	-
06-Mar-2025 13:13:58	T-TPU	Malsarah binti ali	Draft	-

Back

Diagram 113: Log