



USER MANUAL

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

**MODULE: PAYMENT
(PRE-PAYMENT REFUND- EXAM WAIVER)
GROUP: DISTRIBUTOR**

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	10/04/2025
DOCUMENT VERSION	:	V1.1

 <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

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	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	xiii
Table 2: Abbreviation Role Table	xiv

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
C-CON	Consultant
D-PAY-MKR	Payment - Consultant
D-PAY-ANF	Payment - Annual Fee
F-FNC	Finance
F-HFNC	Finance Approver

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**.

	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

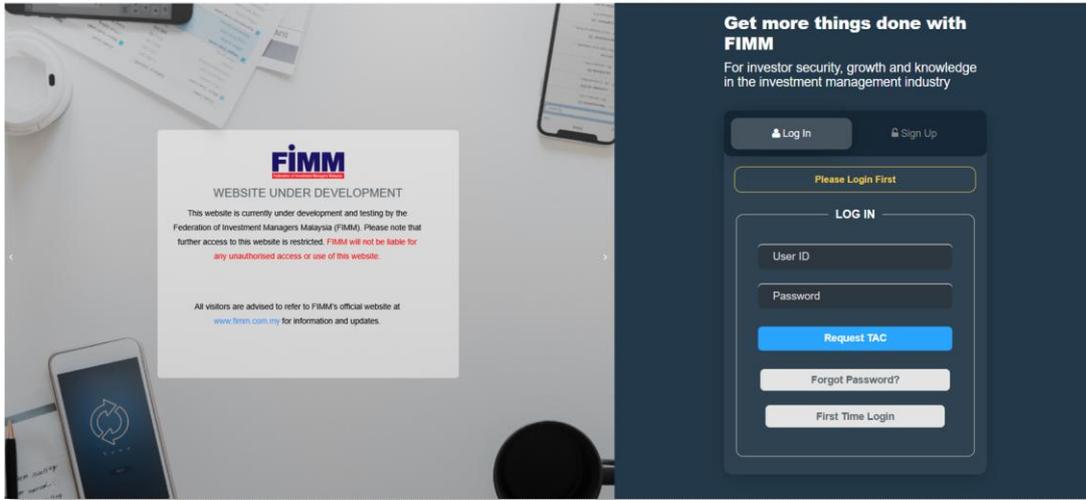


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

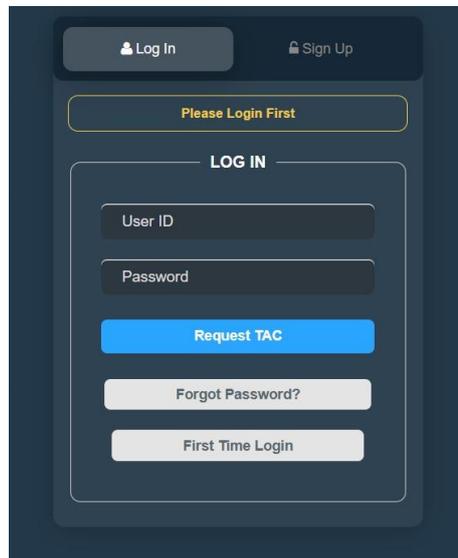


Diagram 2: Log in Display

Successful Login

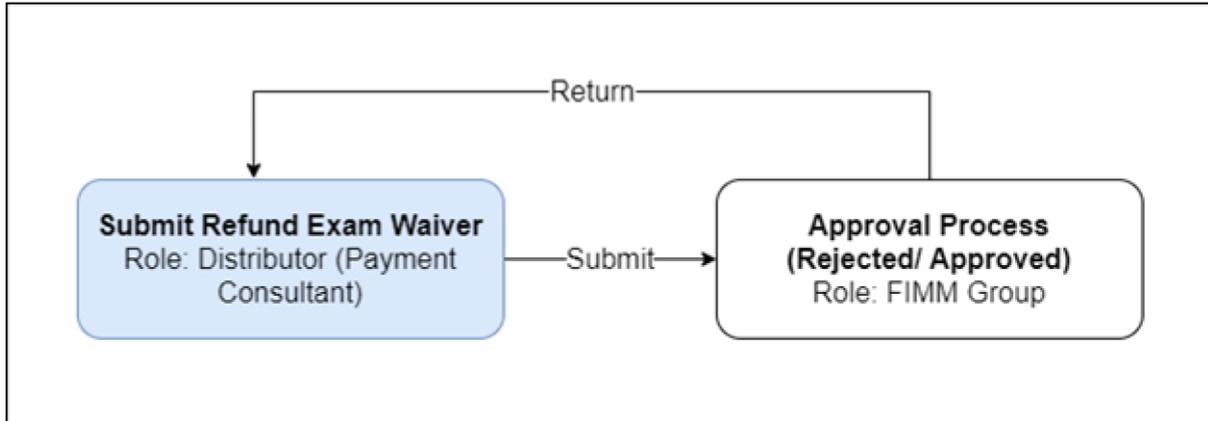
5. Click  button and the system will be redirected to the FCS System dashboard.

	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

3.4 Pre-payment Refund- Exam Waiver

3.4.1 Exam Waiver Submission

3.4.1.1 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

3.4.1.2 Manual Steps

Exam Waiver Submission

1. Click menu Payment. System will display submenu under Payment.

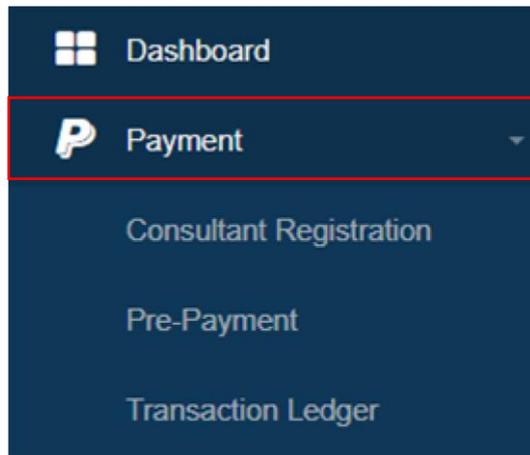


Diagram 73: Menu

2. Click submenu Pre-Payment.

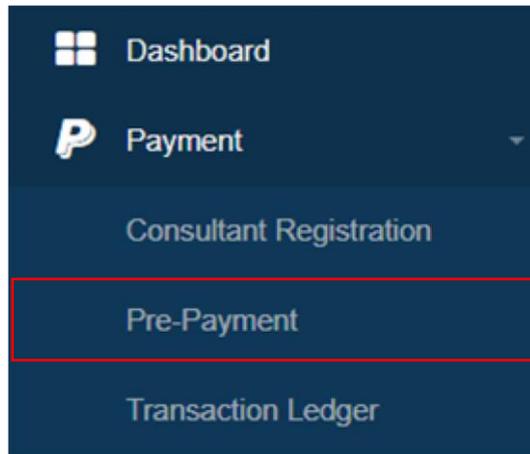


Diagram 74: Submenu

3. System will display Pre-Payment page which consists of 4 tabs.

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	16

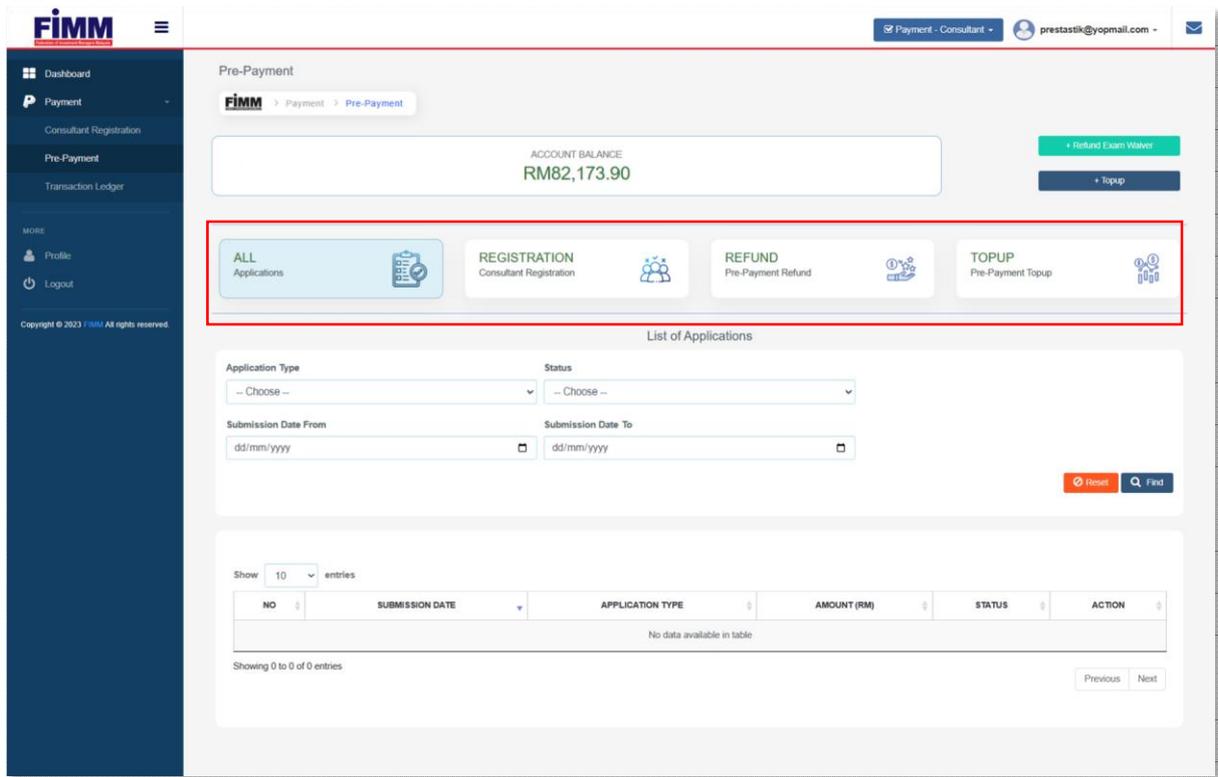


Diagram 75: Pre-Payment Page

4. User can filter the list by either one or more of and click



- i. Application Type
- ii. Status
- iii. Submission Date From

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	17

iv. Submission Date To

The screenshot shows the 'Pre-Payment' section of the FIMM portal. At the top, the account balance is RM82,173.90. Below this are navigation buttons for 'ALL Applications', 'REGISTRATION Consultant Registration', 'REFUND Pre-Payment Refund', and 'TOPUP Pre-Payment Topup'. The 'List of Applications' section is highlighted with a red box and contains the following filters:

- Application Type:** A dropdown menu with the text "-- Choose --".
- Status:** A dropdown menu with the text "-- Choose --".
- Submission Date From:** A date input field with the placeholder "dd/mm/yyyy".
- Submission Date To:** A date input field with the placeholder "dd/mm/yyyy".

At the bottom right of the filter section, there are two buttons: a red "Reset" button and a blue "Find" button.

Diagram 76: Filter

5. User click  to clear the filter.

This screenshot is identical to the previous one, showing the 'List of Applications' filter section. In this version, the red box highlights the "Reset" button at the bottom right of the filter section.

Diagram 77: Reset

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

	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

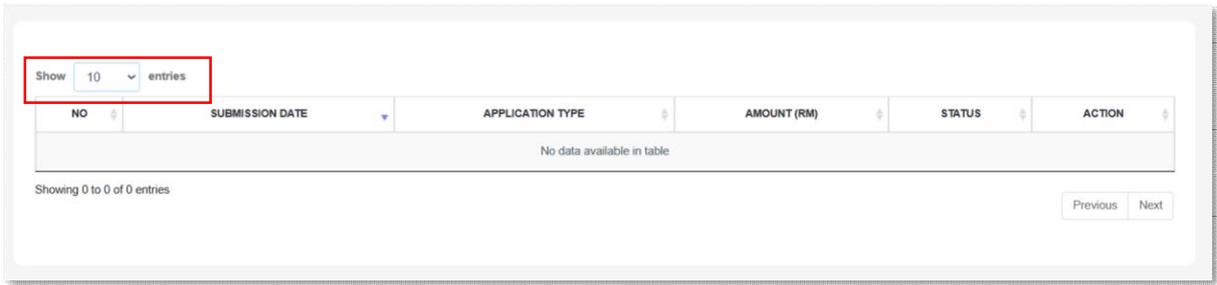


Diagram 78: Filter Total Entries

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

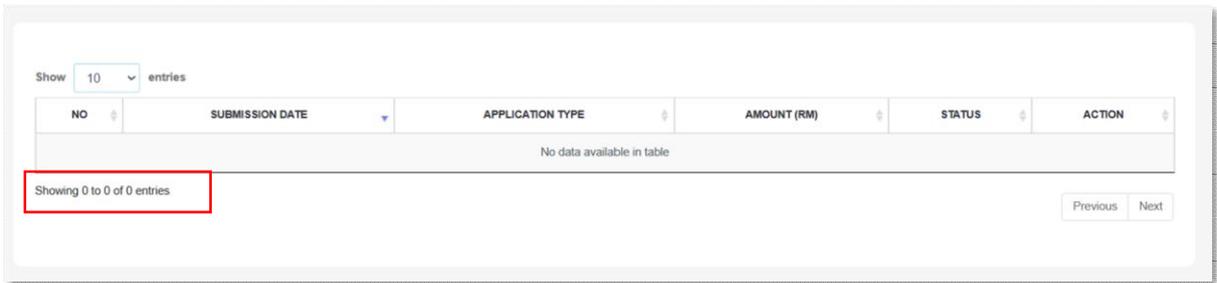


Diagram 79: Total Entries

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.

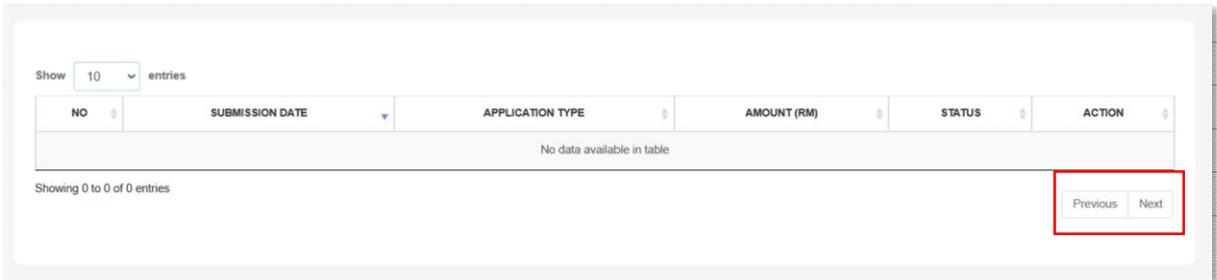
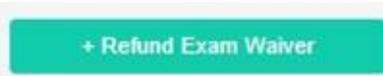


Diagram 80: Pagination

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	19



9. Click  to submit new exam waiver.

Diagram 81: Submit Refund Exam Waiver

10. System will display List of Consultants that is applicable for waiver.

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	20

Pre Payment Refund (Exam Waiver)

Consultant Name: NRIC / Passport No:

Session Date From: Session Date To:

Fee Waiver Expiry Date From: Fee Waiver Expiry Date To:

[Reset](#) [Search](#)

List of Consultants

Show 10 entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	FEE (RM)	ACTION
1	ZAHRAHADIVA	801020010110	CUTE	05-Apr-2025	Active	12-Jun-2025	180.20	+

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

Submission for Refund Exam Waiver

Show 10 entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	AMOUNT (RM)	ACTION
No data available in table								

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Total Amount (RM): 0.00

[Back](#) [Submit](#)

Diagram 82: Refund Exam Waiver Form

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	21

11. In List of Consultants, under column Action, user click  to select the consultant.

List of Consultants

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	FEE (RM)	ACTION
1	ZAHRAH ADIVA	801020010110	CUTE	05-Apr-2025	Active	12-Jun-2025	180.20	

Showing 1 to 1 of 1 entries

Previous **1** Next

Submission for Refund Exam Waiver

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	AMOUNT (RM)	ACTION
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Total Amount (RM): 180.20

Diagram 83: Refund Exam Waiver Form

12. Selected consultant will be added to List of Submission for Refund Exam Waiver.

List of Consultants

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	FEE (RM)	ACTION
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Submission for Refund Exam Waiver

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	AMOUNT (RM)	ACTION
1	ZAHRAH ADIVA	801020010110	CUTE	05-Apr-2025	Active	12-Jun-2025	180.20	

Showing 1 to 1 of 1 entries

Previous **1** Next

Total Amount (RM): 180.20

Diagram 84: Refund Exam Waiver Form

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	22

13. In List of Submission for Refund Exam Waiver, under column Action, user click  to remove the consultant from the list.

List of Consultants

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	FEE (RM)	ACTION
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Submission for Refund Exam Waiver

Show entries

NO	CONSULTANT NAME	NRIC/PASSPORT NO	EXAM TYPE	SESSION DATE	FEE WAIVER STATUS	FEE WAIVER EXPIRY DATE	AMOUNT (RM)	ACTION
1	ZAHRAH ADIVA	801020010110	CUTE	05-Apr-2025	Active	12-Jun-2025	180.20	

Showing 1 to 1 of 1 entries

Previous **1** Next

Total Amount (RM): 180.20

Diagram 85: Refund Exam Waiver Form

14. User click  to go back to Pre-Payment page.

The data you have entered will be lost. Do you want to leave this page?

Diagram 86: Popup Message

15. User click  to submit the application to 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	23

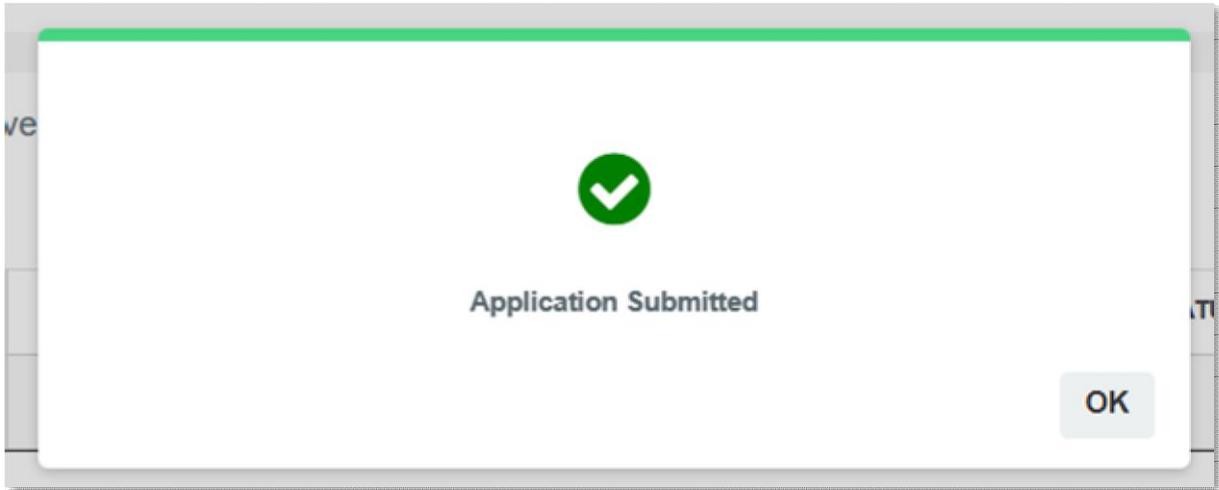


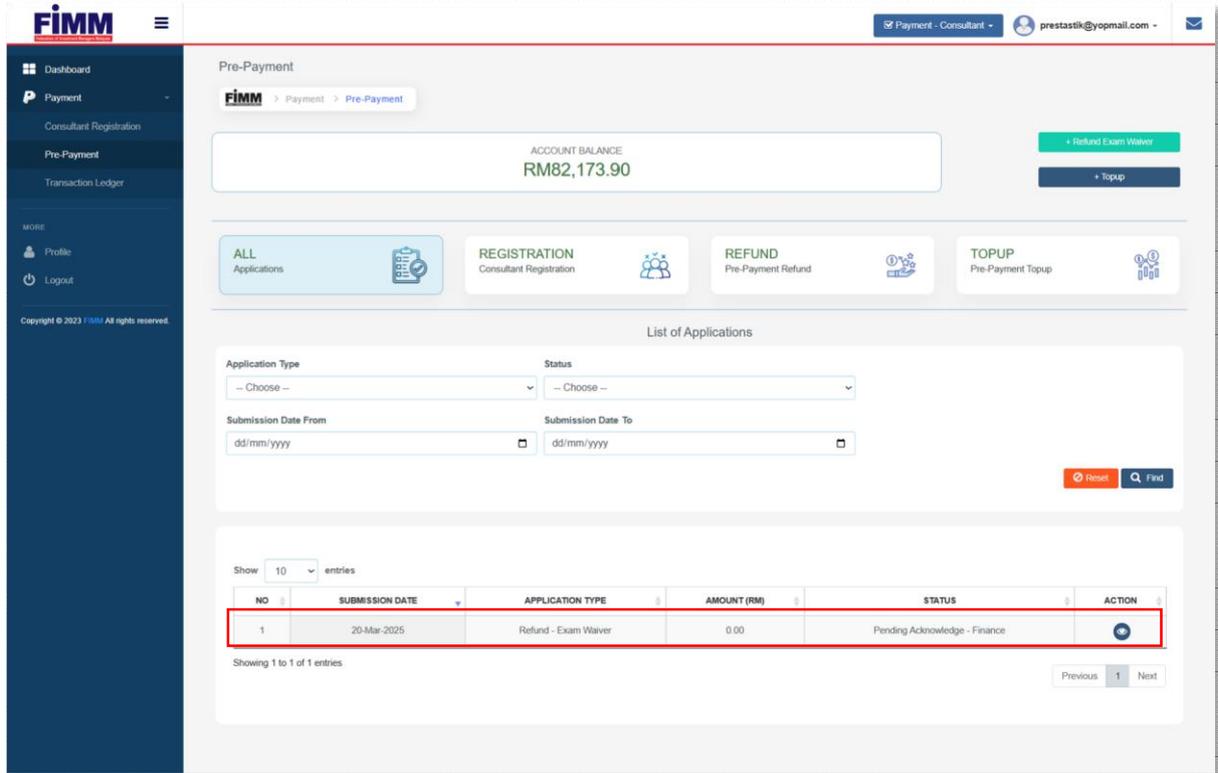
Diagram 87: Popup Message

View Application and Log

16. In Pre-Payment page, user can view applications for all status. Click tab Application

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	24

and under column Action click .



The screenshot shows the FIMM Pre-Payment interface. At the top, the account balance is RM82,173.90. Below this are four main action buttons: ALL Applications, REGISTRATION (Consultant Registration), REFUND (Pre-Payment Refund), and TOPUP (Pre-Payment Topup). The 'List of Applications' section includes filters for Application Type and Status, and Submission Date From/To. A table below displays one application entry, which is highlighted with a red border:

NO	SUBMISSION DATE	APPLICATION TYPE	AMOUNT (RM)	STATUS	ACTION
1	20-Mar-2025	Refund - Exam Waiver	0.00	Pending Acknowledge - Finance	

Showing 1 to 1 of 1 entries. Navigation: Previous 1 Next

Diagram 88: Pre-Payment Page

17. 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	25

i. Tab Details

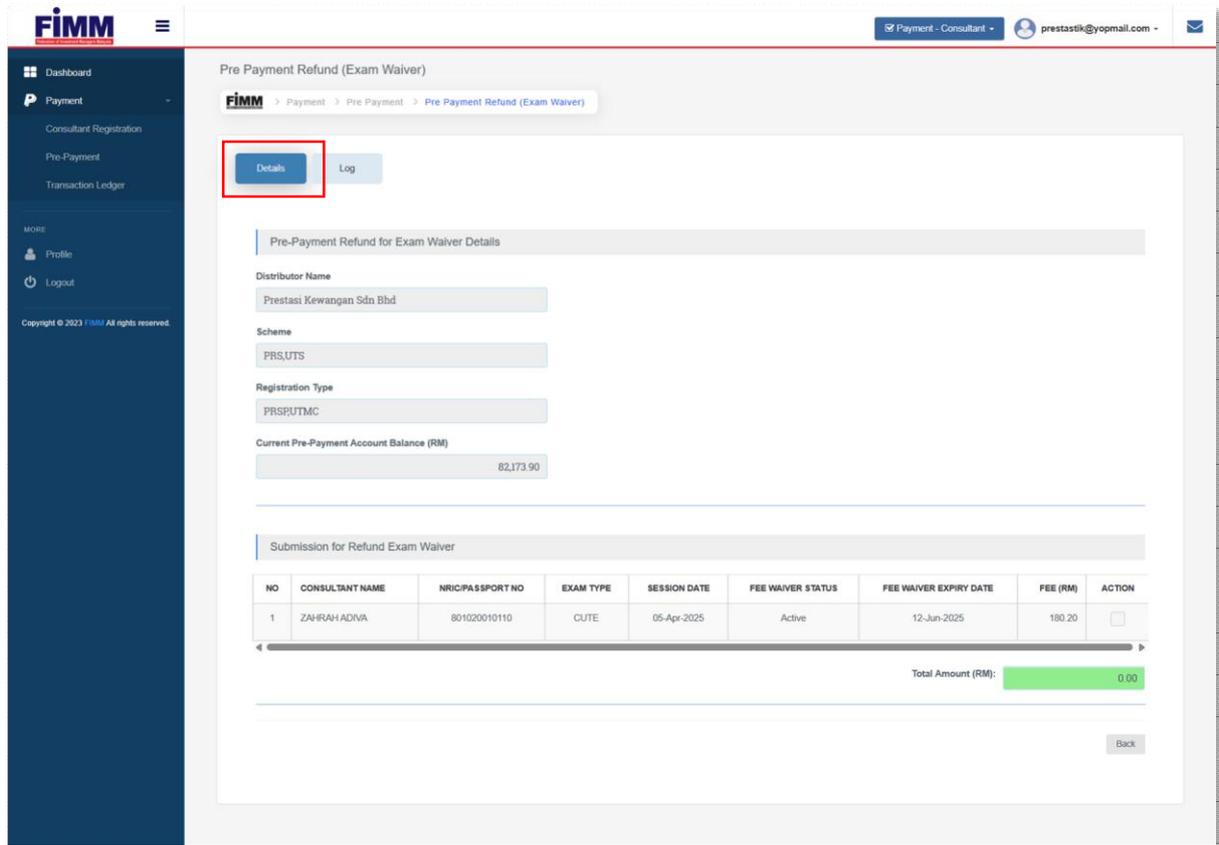


Diagram 89: Refund Exam Waiver Form

Notes:

- In List of Submission for Refund for Exam Waiver, under column Action, if the consultant is accepted by FIMM for exam waiver the box will be ticked.

ii. Tab Log

	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

Pre Payment Refund (Exam Waiver)

FIMM > Payment > Pre Payment > Pre Payment Refund (Exam Waiver)

Details **Log**

Date	Process	From	Status	Remarks
20-Mar-2025 18:59:41	D-PAY-MKR → F-FNC	Prestasi Kewangan Sdn Bhd	Pending Acknowledge - Finance	-

Back

Diagram 90: Log