



**USER MANUAL**

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

**MODULE: FUND MANAGEMENT  
(NON- MEMBER FUND PROVIDER  
REGISTRATION)**

<b>AGENCY NAME</b>	<b>:</b>	<b>FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)</b>
<b>DOCUMENT DATE</b>	<b>:</b>	<b>04/04/2025</b>
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## GROUP: NON- MEMBER

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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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<b>Project Name</b>	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
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
AMSF	Annual Membership Subscription Fees
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CA	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
CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination

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DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System
GM	General Manager

<b>ACRONYM</b>	<b>DESCRIPTION</b>
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
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

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RD	Registration Department
RFP	Registered Financial Planner
RSD	Regulatory Services Division
SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
<b>ACRONYM</b>	<b>DESCRIPTION</b>
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme
OR	Official Receipt
CN	Credit Note
IDD	Integration Design Document
NFP	Non-Member Fund Provider

Table 1: Acronym Table

## ABBREVIATIONS ROLE

Abbreviation	Role	Description
FND-ADM	NFP - Administrator	Responsible for creating new company profiles and NFPs as a Maker user.

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FND-NM	NFP - Maker	Responsible for initiating and submitting fund registration and profile management requests for approval.
F-ID	FIMM ID	FIMM as a responsible party to approve the creation of a new company.

*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 utilize 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](mailto:itsupport@fimm.com.my)

**Website:** <https://www.fimm.com.my/>

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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** (<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:

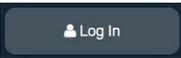
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

#### 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**.

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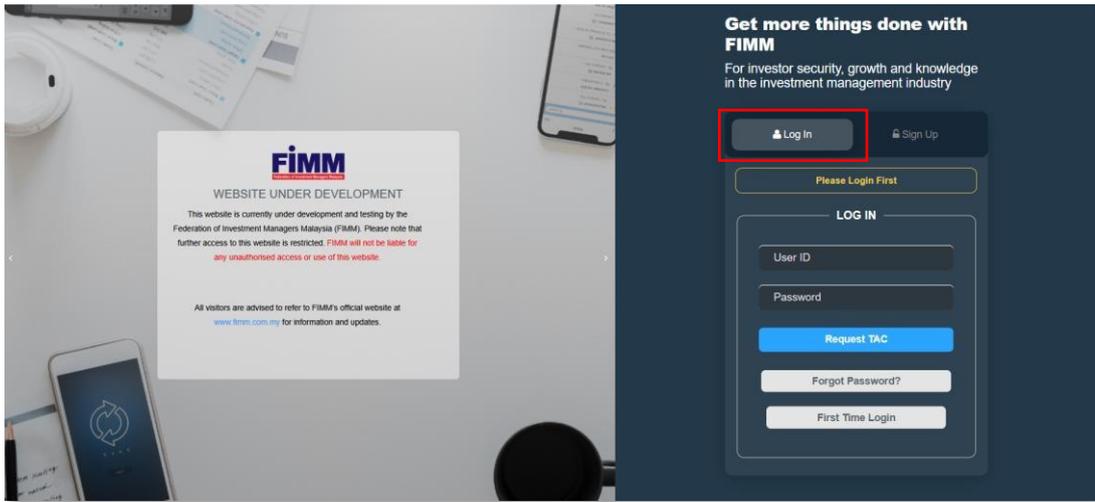


Diagram 1: FCS Homepage Display

### Enter Your Credentials

- System will show Sign In page, where User need to key-in the information:
  - User ID
  - Password
  - TAC

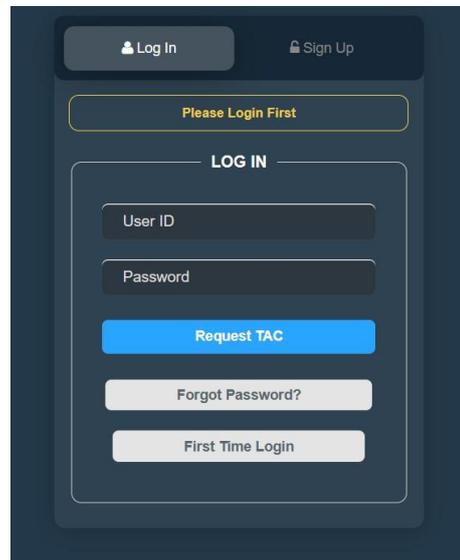


Diagram 2: Log in Display

### Successful Login

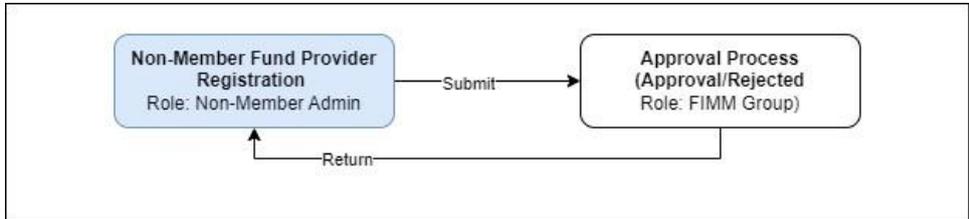
- Click Login button and the system will be redirected to the FCS System dashboard.

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### 3.4 Non- Member Fund Provider Registration

#### 3.4.1 Create Application

##### 3.4.1.1 Process Flow



##### 3.4.1.2 Manual Steps

###### Sign Up

- User to sign up to FIMM Core System and select role:
  - Role: Non-Member Fund Provider • Email

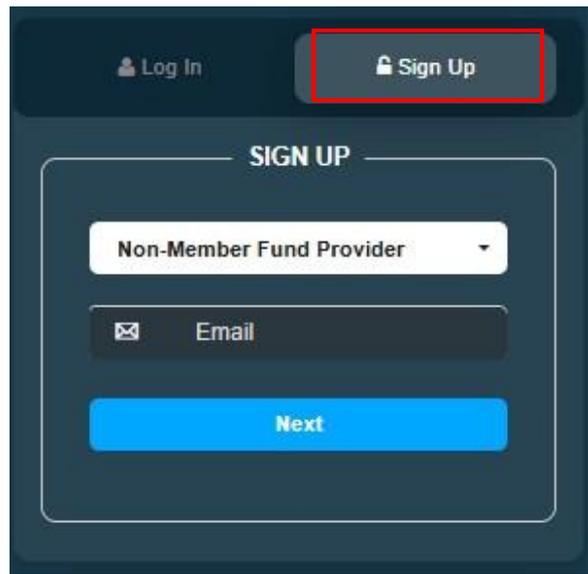
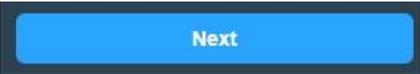


Diagram 53: Sign Up

- User to click :
  - Password
  - Confirm Password
  - Tickbox

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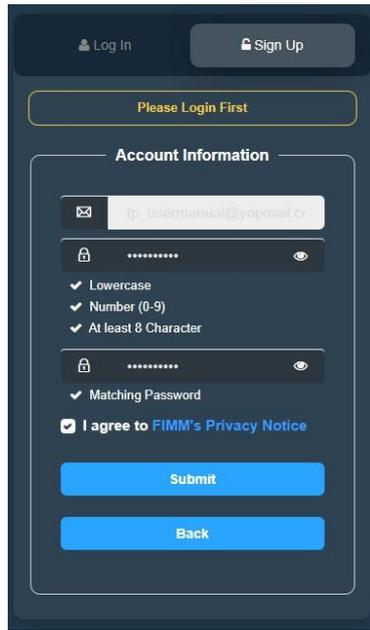


Diagram 54: Sign Up

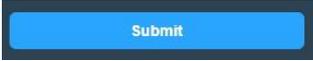
3. User to click . System will send email verification and message.



Diagram 55: Sign Up

4. User receives an email and click Verification Link.

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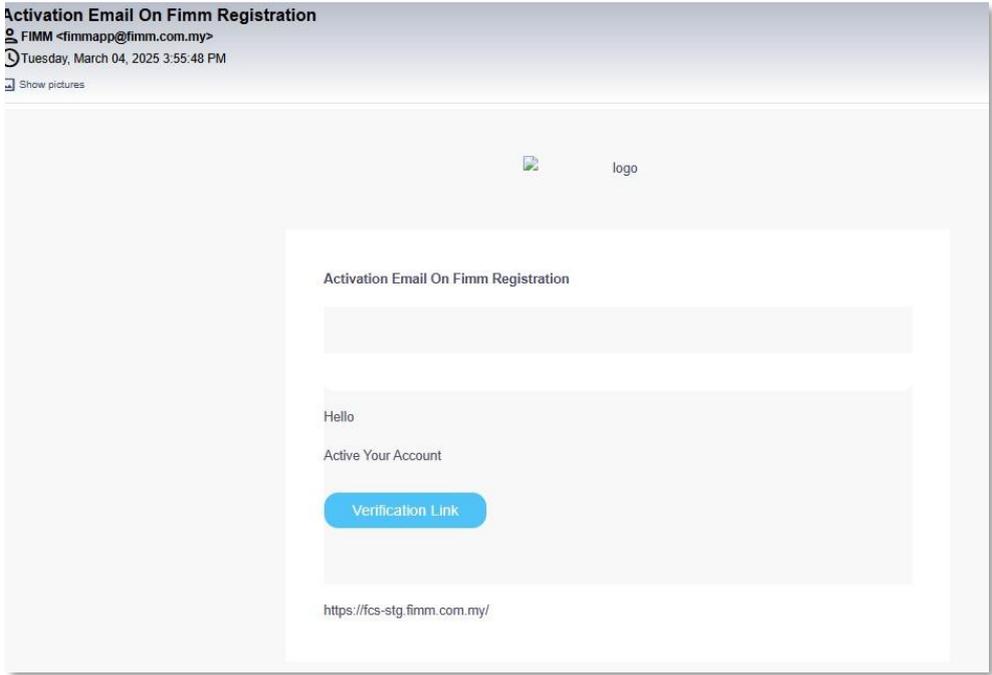


Diagram 56: Email Notification

5. User login to system using the registered Email and Password.

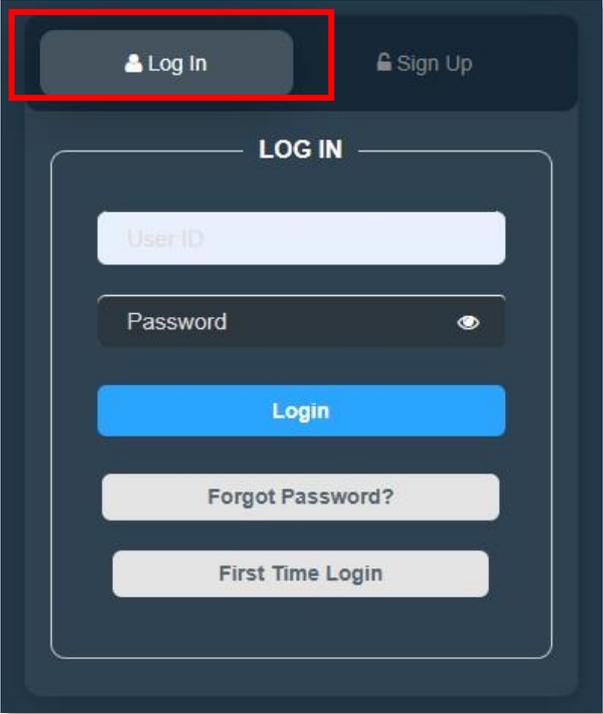


Diagram 57: Login

**Register Funds under Non-Member Fund Provider**

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1. Click on menu Funds. System will display submenu under Funds.

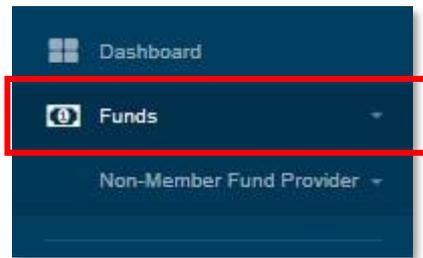


Diagram 58: Menu Funds

2. Click on submenu Non-Member Fund Provider and then subsequently on Registration.

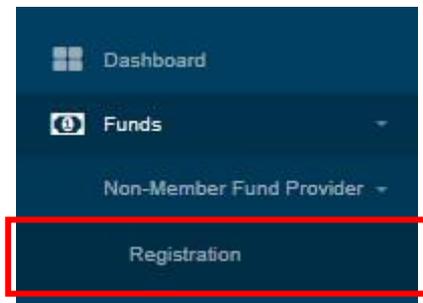
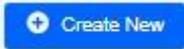


Diagram 59: Submenu

3. Click  to register.
4. System will display the form (Section: Company Details). User to fill in the details:
  - i. Company Name
  - ii. Registration Number (New)
  - iii. Registration Number (Old) iv. CMSL/eCMSL License No
  - v. Date of Incorporation
  - vi. Type of Company
  - vii. Business Address
  - viii. Country ix. Postcode
  - x. State
  - xi. City
  - xii. Company Phone Number xiii. Contact Person Email

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The screenshot shows the 'Company Details' section of a 'Non-Member Fund Provider Application' form. The form is titled 'Company Details' and contains the following fields:

- Company Name\*
- Registration Number (New)\*
- Registration Number (Old)\*
- CMSL/ECMSL License No\*
- Date of Incorporation\*
- Type of Company\*
- Business Address\* (Address 1, Address 2, Address 3)
- Country\*
- Postcode\*
- State\*
- City\*
- Company Phone Number
- Contact Person Email\*

At the bottom right of the form, there are three buttons: 'Save as Draft', 'Submit', and 'Next >>'.

Diagram 60: Section Company Detail

5. User to click  to go to the next page.
6. System will display the Key Personal Section. User to fill in details:
  - i. Organisational Chart
  - ii. Directors
    - a) Name
    - b) Position
    - c) Responsibilities
  - iii. Key Management
    - a) Name
    - b) Designation
    - c) Title
    - d) Email
    - e) Responsibilities

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Diagram 61: Key Personal Section

7. System will display the Documents and Declarations Section. User to upload the necessary documents stated below:
  - i. Documents
    - a) Documents Form 24 and 49 and other SSM related documents
    - b) Documents CMSL/eCMSL approval letter by the SC
    - c) Document 3 (Not Mandatory)
    - d) Document 4 (Not Mandatory)
  - ii. Declaration
    - a) I hereby confirm that this submission has been thoroughly reviewed and all information provided is true, current and accurate. This confirmation is made in alignment with regulatory requirements and company protocols for data integrity and compliance in reporting to FIMM.

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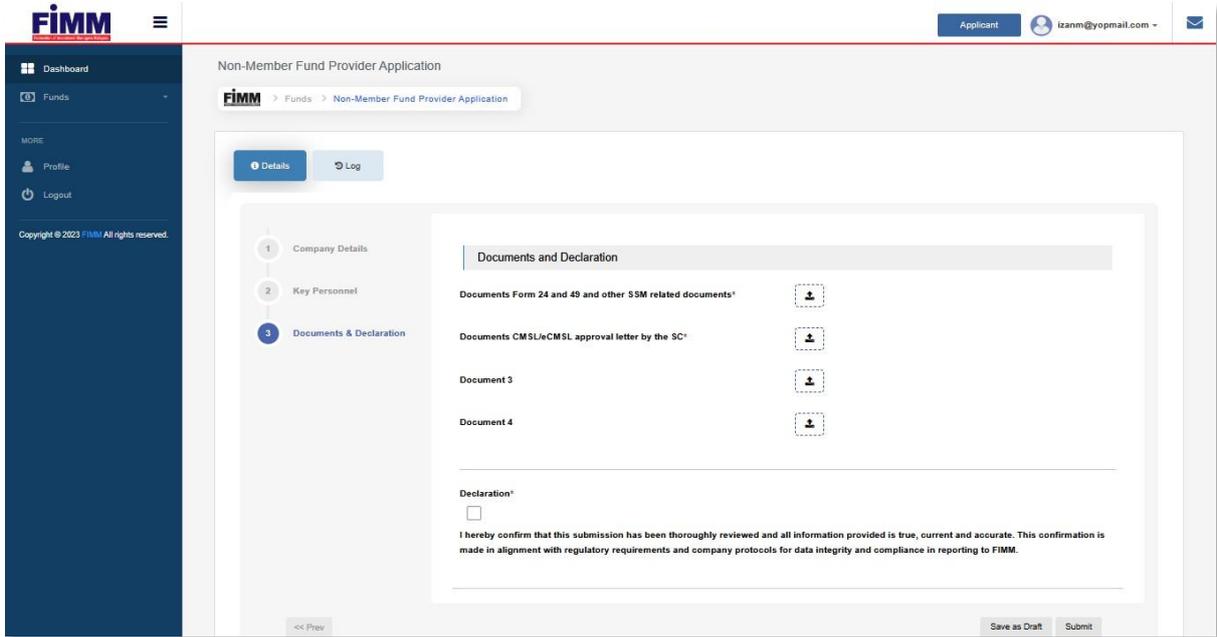


Diagram 62: Documents and Declarations Section

- i. User to click  to save the application as draft.

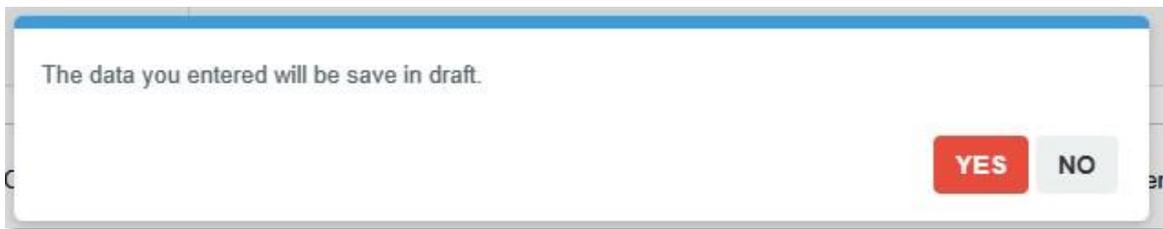


Diagram 63: Confirmation Message

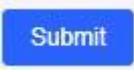
- ii. User to click  to submit the application to FIMM.



Diagram 64: Confirmation Message

- iii. Successful message will appear upon submission.

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Diagram 65: Successful Message

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### Add Non-Member Fund Provider Company User

8. Click menu Administration. System will display submenu under Administration.

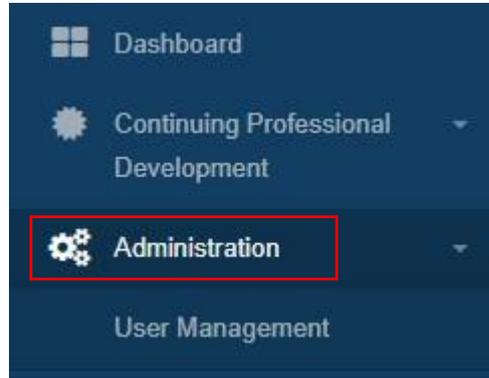


Diagram 66: Menu

9. Click submenu User Management.

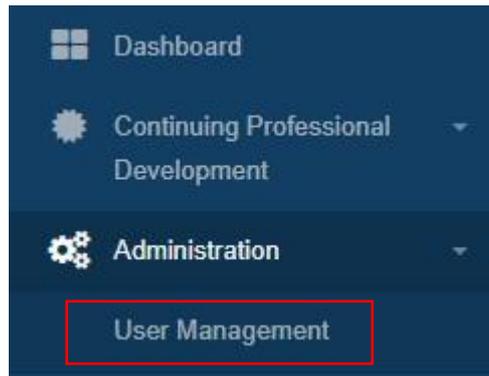


Diagram 67: Submenu

10. System will display List of User Management.

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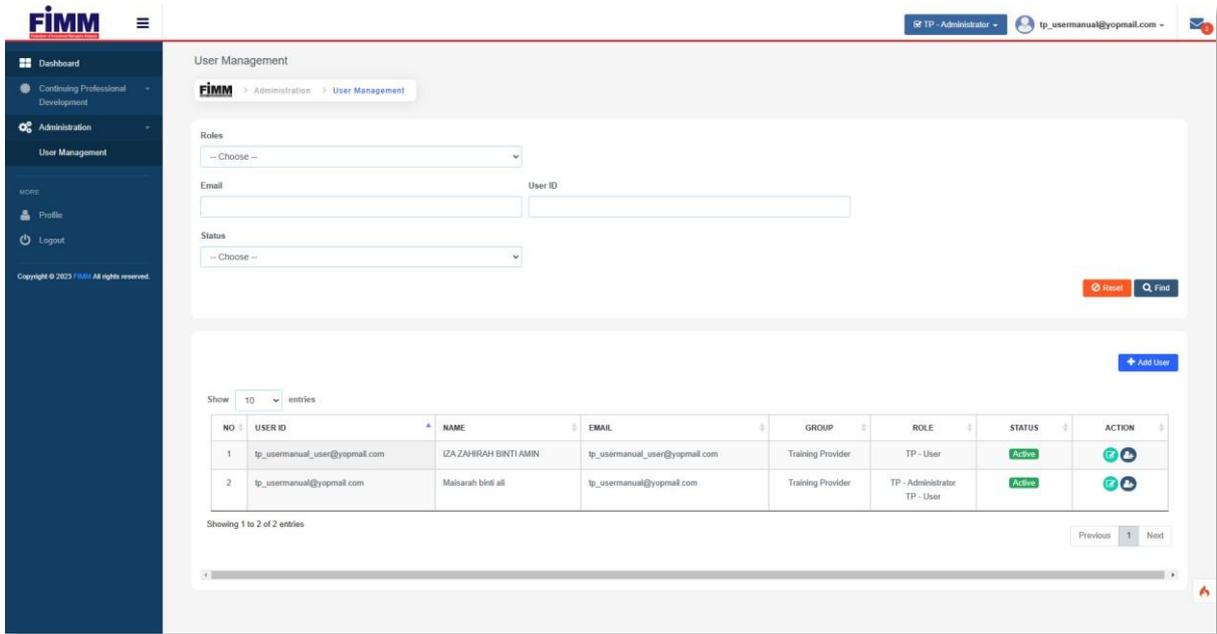
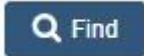


Diagram 68: List of User Management

11. User can filter the list by either one or more of the details below and click



:

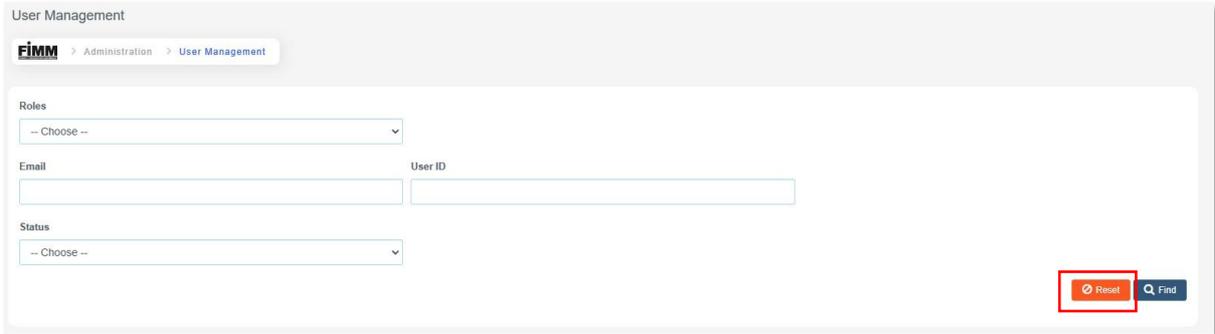
- Roles
- Email
- User ID
- Status



Diagram 69: Filter

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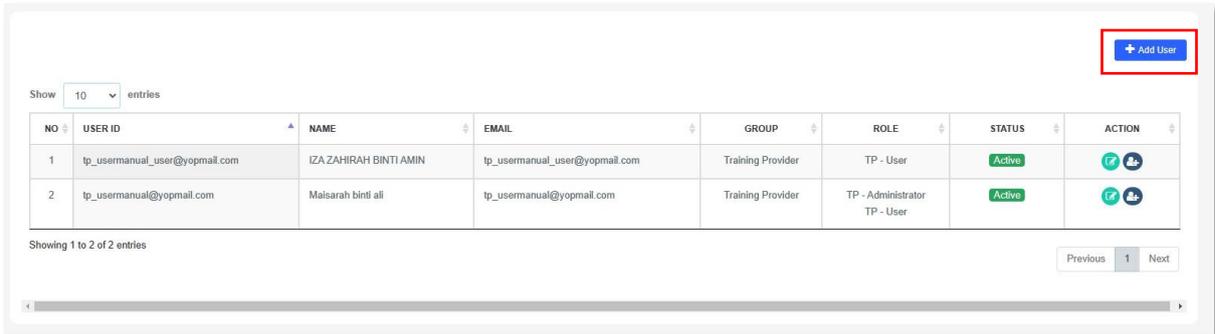
12. User click  to clear the filter.



The screenshot shows the 'User Management' page. It features a search form with the following fields: 'Roles' (a dropdown menu with '-- Choose --'), 'Email' (a text input field), 'User ID' (a text input field), and 'Status' (a dropdown menu with '-- Choose --'). In the bottom right corner of the form area, there is a red 'Reset' button and a 'Find' button.

Diagram 70: Reset

13. Click  to create new non-member fund provider company user.



The screenshot shows the 'User Management' page with a table of users. The table has columns for NO, USER ID, NAME, EMAIL, GROUP, ROLE, STATUS, and ACTION. There are two rows of data. A red box highlights the '+ Add User' button in the top right corner of the interface.

NO	USER ID	NAME	EMAIL	GROUP	ROLE	STATUS	ACTION
1	tp_usermanual_user@yopmail.com	IZA ZAHIRAH BINTI AMIN	tp_usermanual_user@yopmail.com	Training Provider	TP - User	Active	 
2	tp_usermanual@yopmail.com	Maisarah binti ali	tp_usermanual@yopmail.com	Training Provider	TP - Administrator TP - User	Active	 

Showing 1 to 2 of 2 entries

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Diagram 71: Add New Company User

14. System will display the form below. User to fill in the details:

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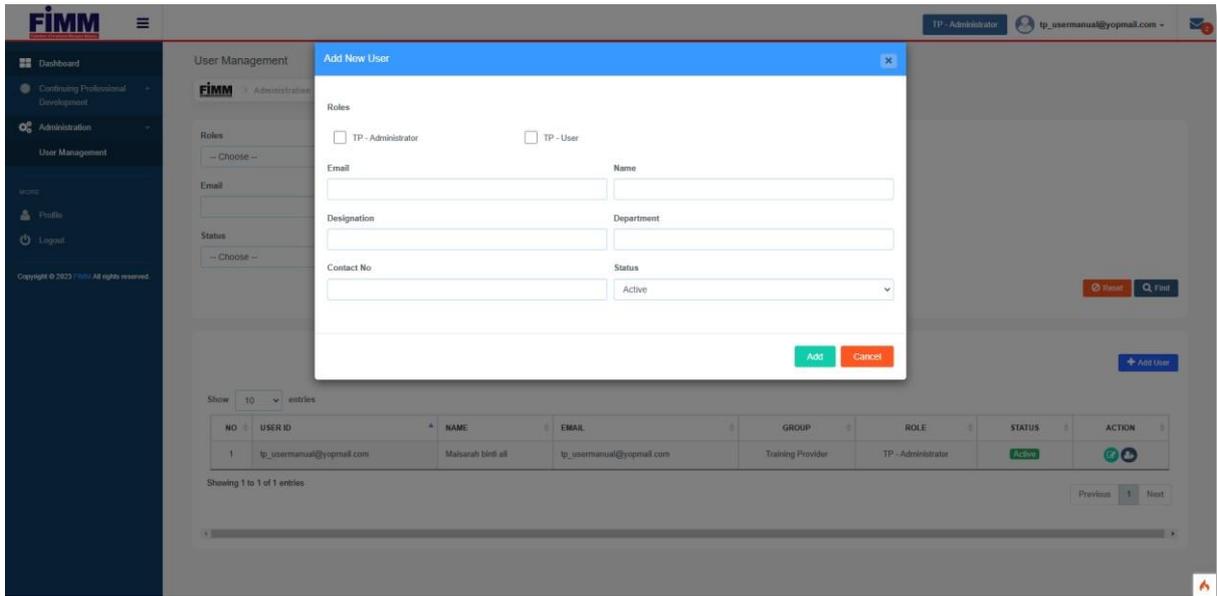


Diagram 72: Add New Company User

- i. Add New User:
  - a) Roles
  - b) Email
  - c) Name
  - d) Designation
  - e) Department
  - f) Contact No.
  - g) Status



- ii. User to click

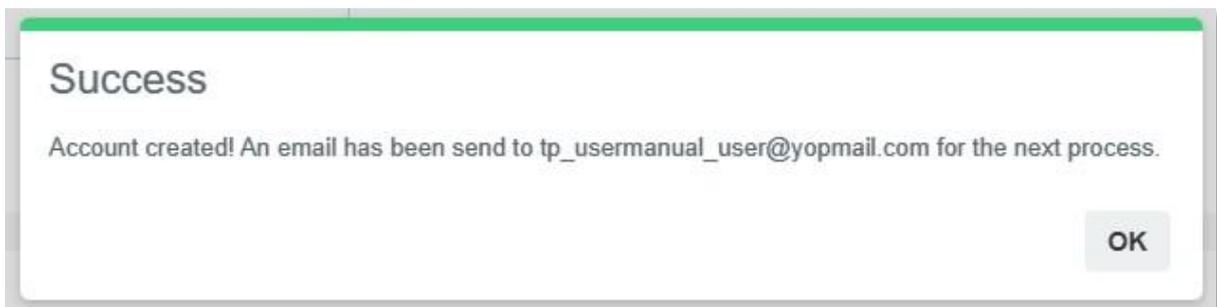


Diagram 73: Popup Message

- iii. User will receive email and login by following the instructions given in the email.

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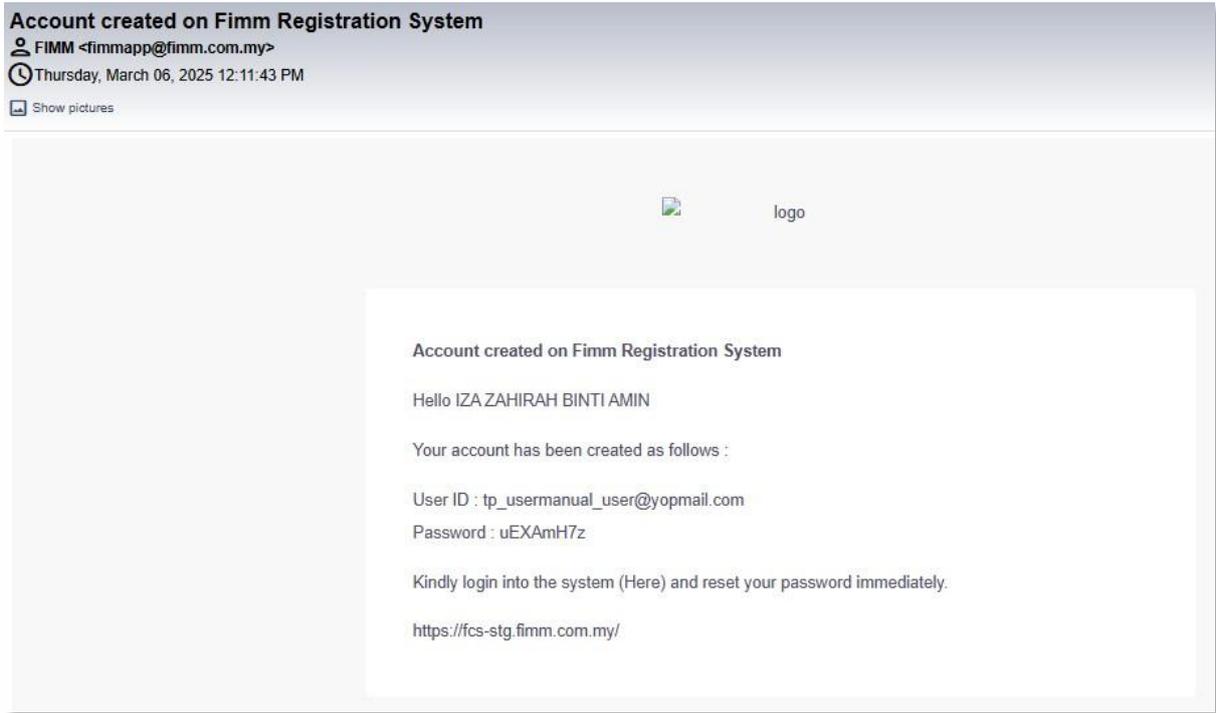


Diagram 74: Email Notification

## Update Roles to Existing User

15. In List of User Management, under column Action user click  .

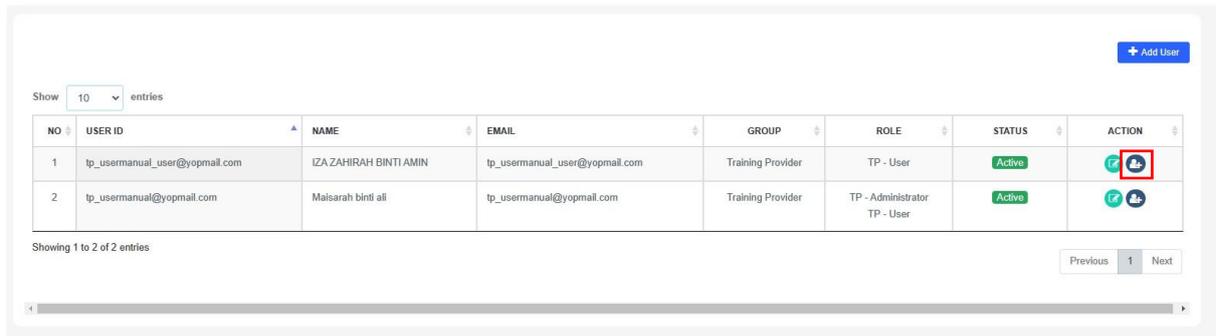


Diagram 75: List of User Management

16. System will display the form.

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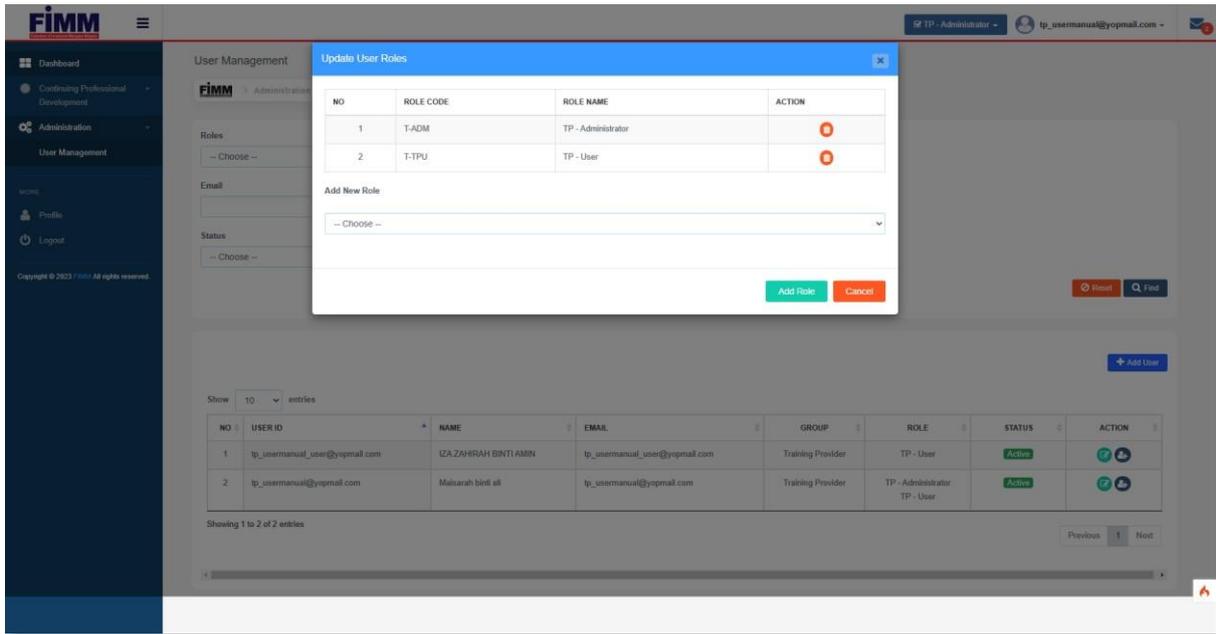


Diagram 76: Update Roles

- i. Update User Roles
  - a) Add New Role
- ii. User click  to remove existing role.

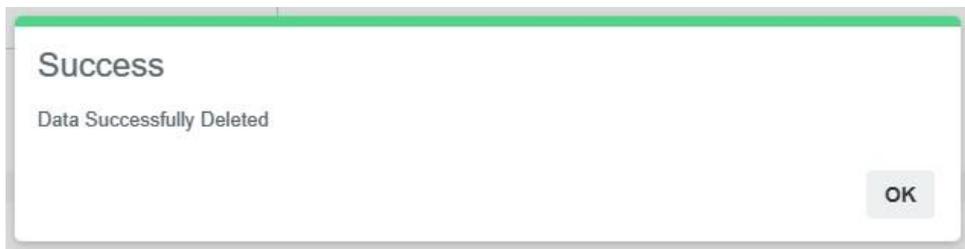
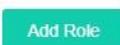
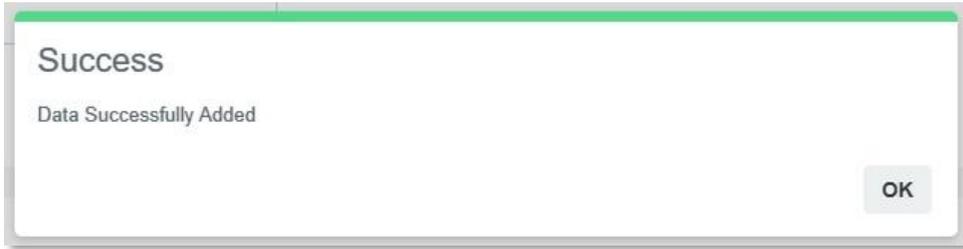


Diagram 77: Popup Message

- iii. User to click  to update a new role.

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*Diagram 78: Popup Message*