



USER MANUAL

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

**MODULE: FUND MANAGEMENT
(FUND PROFILE MANAGEMENT)**

GROUP: DISTRIBUTOR

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	21/03/2025
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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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ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism

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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
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System
ACRONYM	DESCRIPTION
GM	General Manager
HOD	Head of Department

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ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
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
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme

Table 1: Acronym Table

ABBREVIATIONS ROLE

Abbreviation	Role	Description
D-F-MKR	Funds - Maker	Responsible for initiating and submitting fund registration requests for approval.

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D-F-CHK	Funds - Approver	Responsible for approving fund requests after submission by the Funds - Maker.
F-ID	FIMM ID	Responsibility of FIMM to approve after the Funds Approver submits the request. Applicable for the Fund Creation, Fund Profile Management, and Fund Status Management sub-modules.
F-RDR	FIMM RD Reviewer	Responsibility of FIMM to approve after the Funds Approver submits the request. Applicable for the Fund Registration, and Fund Deregistration sub-modules.
D-F-RVW	Funds - Viewer	Read-only access with no actionable buttons.

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.

3.1 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.

3.2 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: <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:

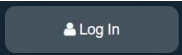
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

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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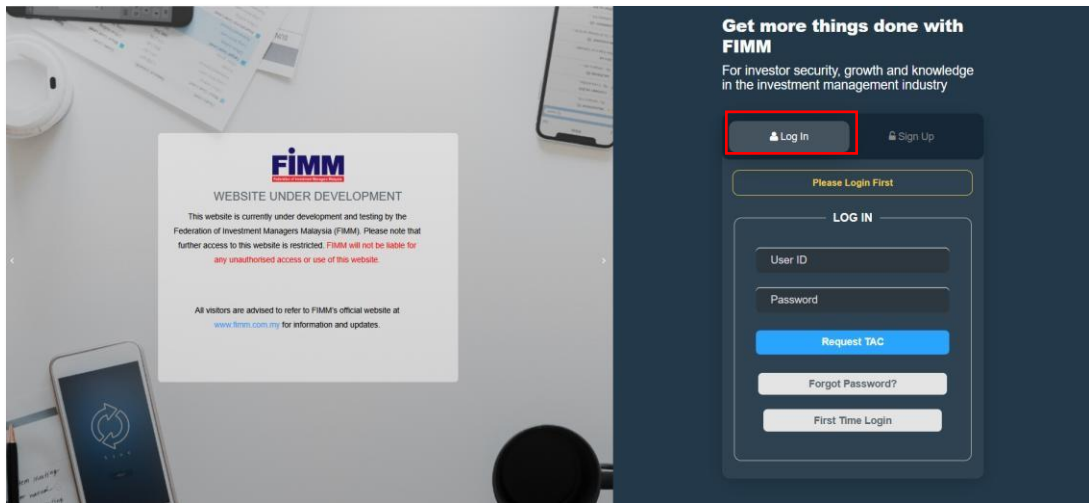


Diagram 1: FCS Homepage Display

Enter Your Credentials

4. System will show Sign In page, where User need to key-in the information:

- User ID
- Password
- TAC

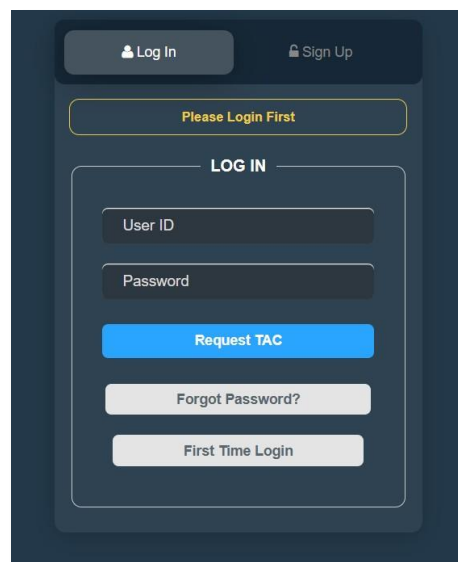


Diagram 2: Log in Display

Successful Login

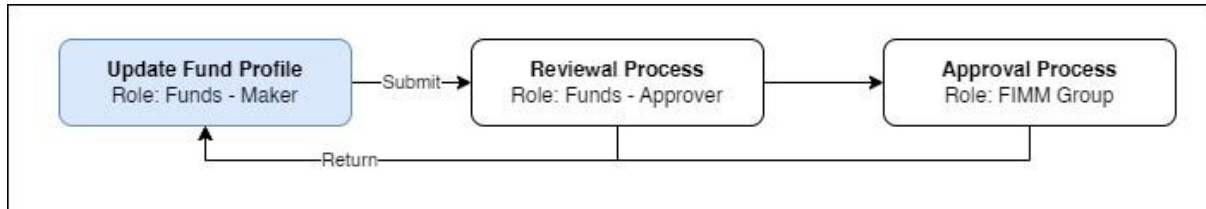
- Click Login button and the system will be redirected to the FCS System dashboard.

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3.2 Fund Profile Management

3.2.1 Create Application

3.2.1.1 Process Flow



3.2.1.2 Manual Steps

1. Click Menu Funds.

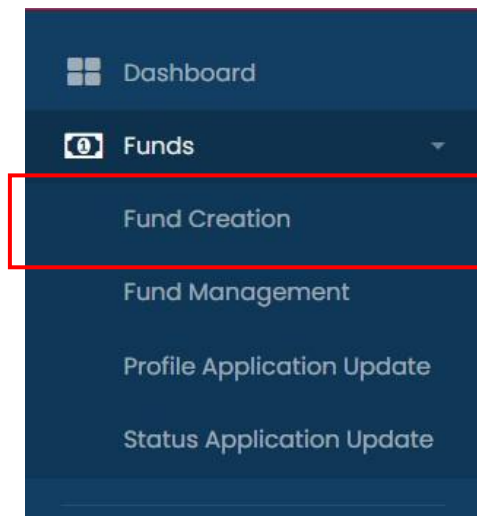


Diagram 42: Menu Funds

2. Click Submenu Fund Management.

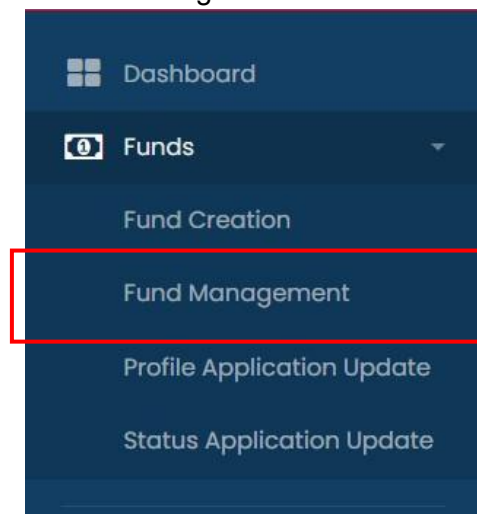


Diagram 43: Submenu Fund Management

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3. System will show List of Funds.

The screenshot displays the FIMM Fund Management interface. On the left is a dark blue sidebar with navigation links: Dashboard, Funds, Profile, and Logout. The main content area is titled 'Fund Management' and includes a breadcrumb trail: FIMM > Funds > Fund Management. Below the breadcrumb is a form for creating or editing a fund, with fields for Umbrella Fund, Fund Name, FIMM Fund Code, Fund Category, and Status. To the right of the form are 'Reset' and 'Find' buttons. Below the form is a table listing funds. The table has columns for NO, UMBRELLA FUND, FUND NAME, FIMM FUND CODE, FUND CATEGORY, FUND STATUS, and ACTION. There are 8 entries in the table. At the bottom of the table, it says 'Showing 1 to 8 of 8 entries' and there are 'Previous', '1', and 'Next' buttons.

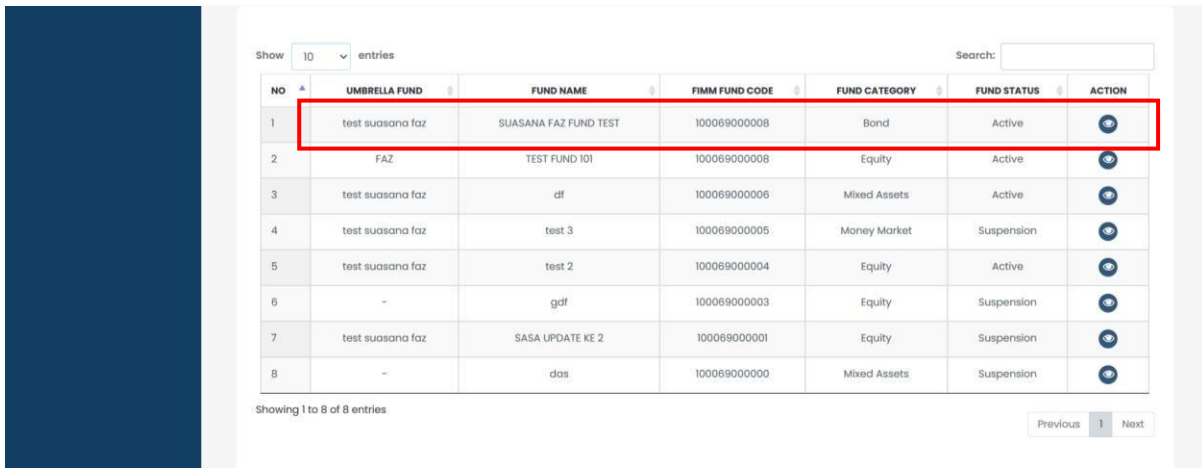
NO	UMBRELLA FUND	FUND NAME	FIMM FUND CODE	FUND CATEGORY	FUND STATUS	ACTION
1	test suasana faz	SUASANA FAZ FUND TEST	100069000008	Bond	Active	
2	FAZ	TEST FUND 101	100069000008	Equity	Active	
3	test suasana faz	df	100069000006	Mixed Assets	Active	
4	test suasana faz	test 3	100069000005	Money Market	Suspension	
5	test suasana faz	test 2	100069000004	Equity	Active	
6	-	gdf	100069000003	Equity	Suspension	
7	test suasana faz	SASA UPDATE KE 2	100069000001	Equity	Suspension	
8	-	das	100069000000	Mixed Assets	Suspension	

Diagram 44: List of Funds

4. User can filter the list to a specific search such as:
 - i. Submission Date
 - ii. Fund Name
 - iii. FIMM Fund Code
 - iv. Launch Date
 - v. Status

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5. Click  on the Fund that requires information to be updated in the Profile Update process.



NO	UMBRELLA FUND	FUND NAME	FIMM FUND CODE	FUND CATEGORY	FUND STATUS	ACTION
1	test suasana faz	SUASANA FAZ FUND TEST	100069000008	Bond	Active	
2	FAZ	TEST FUND 101	100069000008	Equity	Active	
3	test suasana faz	df	100069000006	Mixed Assets	Active	
4	test suasana faz	test 3	100069000005	Money Market	Suspension	
5	test suasana faz	test 2	100069000004	Equity	Active	
6	-	gdf	100069000003	Equity	Suspension	
7	test suasana faz	SASA UPDATE KE 2	100069000001	Equity	Suspension	
8	-	das	100069000000	Mixed Assets	Suspension	

Diagram 45: List of Funds

6. System will display the selected Fund with Details which was registered initially during the Fund Creation process.

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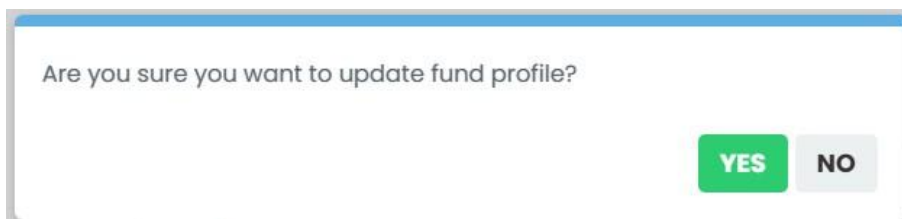


Diagram 48: Confirmation Message

- ii. Successful message will appear upon submission.

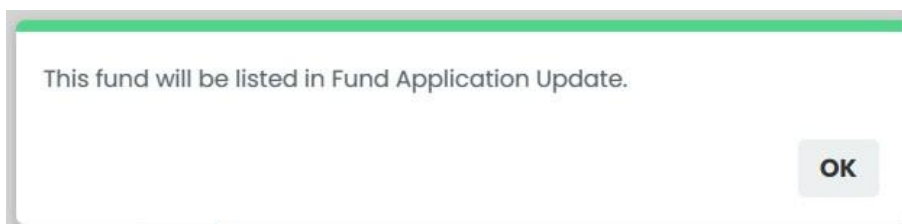


Diagram 49: Successful Message

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8. System will display Fund Details form. User are able to change Fund Profile Details. (**Note:** Uneditable fields will appear in grey.)

The screenshot shows the 'Profile Application Update' interface. On the left is a dark blue sidebar with the FIMM logo and navigation links: Dashboard, Funds, Profile, and Logout. The main area is titled 'Profile Application Update' and contains a breadcrumb trail: FIMM > Funds > Profile Application Update. Below this is a 'Details' tab and a 'Log' button. A table displays fund information:

FIMM FUND CODE	STATUS	FUND CREATION DATE
100036000007	TERMINATION	19-Mar-2025

Below the table is a 'Fund Details' section with a sidebar of steps: 1 Fund Details, 2 Other Details, 3 Fees, 4 Structure, and 5 Documents. The 'Fund Details' form includes the following fields:

- Umbrella Fund***: ENCHANTERS FUNDS (dropdown)
- FIMM Fund Code**: 100036000007 (greyed out)
- Lipper Fund Code***: LP (dropdown), LIPPER FUND CODE (input)
- ISIN***: ISIN NUMBER (input)
- Member Fund Code***: MEMBER FUND CODE (input)
- Fund Name***: FAZ - FUND REG 2 (input)
- Add Previous Name***: Yes (radio), No (radio, selected)
- Fund Short Name***: FAZ - FUND REG 2 (input)
- Launch Date***: 08/08/2024 (calendar icon)
- Financial Year End***: Date: 1 (dropdown), Month: August (dropdown). Previous data: --, Choose --
- Launch Price Per Unit***: 5422.000 (input)

At the bottom right are buttons: Discard, Save as Draft, Submit, and Next >>.

Diagram 50: Update Fund Form

9. Click on 'Next >>' to navigate to next page.
10. Click on '<< Prev' to navigate to previous page.
11. Click on 'Save as Draft' to save the application as draft.
12. Once the required information is updated, the user to click on button Submit to submit Fund Creation application for the approval process.

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- i. System will prompt a confirmation message. User to click Yes to proceed.

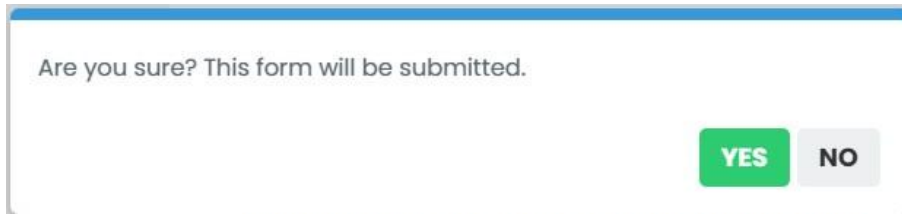


Diagram 51: Confirmation Message

- ii. Successful message will appear upon submission.

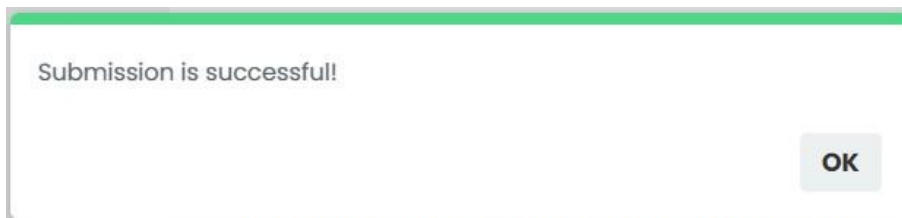
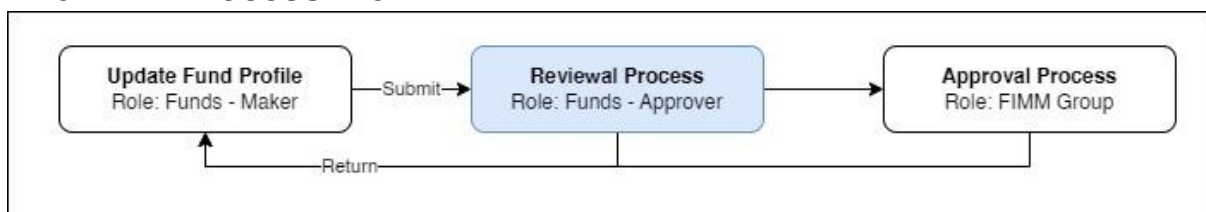


Diagram 52: Successful Message

3.2.2 Reviewal Process by Funds Approver

3.2.2.1 Process Flow



3.2.2.2 Manual Steps

1. Click Menu 'Funds'.

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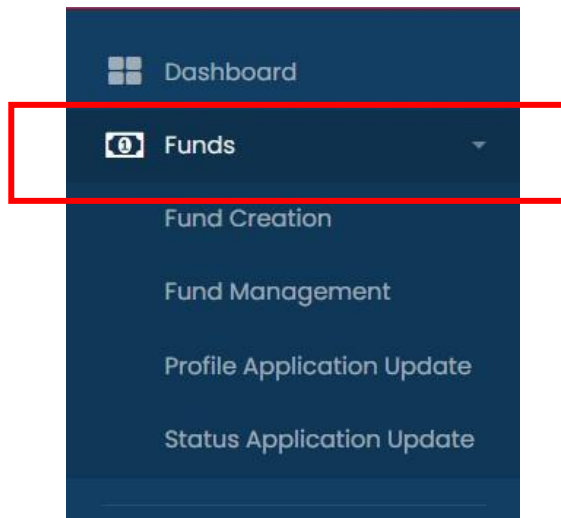


Diagram 53: Funds Menu

2. Click Submenu 'Profile Application Update'.

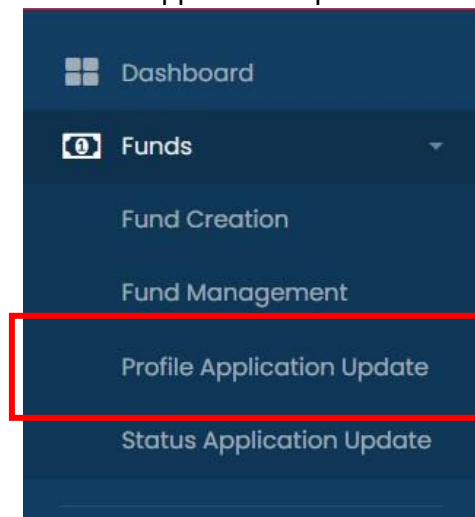


Diagram 54: Submenu Profile Application Update

3. System will show list of fund profile update applications.

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	25

The screenshot shows the 'Profile Application Update' page in the FIMM system. The page includes a sidebar with navigation links (Dashboard, Funds, Profile, Logout) and a main content area. The main content area has a form for submitting a new application and a table listing existing applications.

Form Fields:

- Submission Date: dd-yyy-yyyy
- Launch Date: dd-yyy-yyyy
- Fund Name: [Text Field]
- Status: -- Choose --
- FIMM Fund Code: [Text Field]

Table: List of Profile Update Application

NO	SUBMISSION DATE	DISTRIBUTOR NAME	FUND NAME	FIMM FUND CODE	LAUNCH DATE	APPLICATION TYPE	STATUS	ACTION
1	25-Feb-2025	(NON-MEMBER) THE FEDERATION OF INVESTMENT MANAGERS MALAYSIA	FUND AFIQ RICH	-	25-Feb-2025	Profile Application Update	Rejected	
2	25-Feb-2025	(NON-MEMBER) THE FEDERATION OF INVESTMENT MANAGERS MALAYSIA	FUND AFIQ RICH	-	25-Feb-2025	Profile Application Update	Approved	
3	25-Feb-2025	AMFUNDS MANAGEMENT BERHAD	AMCASH CHANGE TEST AGAIN	10054000005	08-Mar-2025	Profile Application Update	Pending Review	
4	25-Feb-2025	AMFUNDS MANAGEMENT BERHAD	AMCASH MEXICO	10054000006	11-Feb-2025	Profile Application Update	Pending Approve - ID	

Diagram 55: List of Profile Update Application

4. From the list of Funds Profile Update application, user can filter the list to a specific search such as:
 - i. Submission Date
 - ii. Fund Name
 - iii. FIMM Fund Code
 - iv. Launch Date
 - v. Status

This screenshot is identical to the one in Diagram 55, showing the 'Profile Application Update' page with the same form fields and table of applications.

Diagram 56: List of Profile Update Application

5. User to click next to the record with status 'Pending Review' and system will display Fund Details that has been submitted. (**Note:** Previous data which was changed will be shown under this field)

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)		ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	26

i. Details Tab

FIMM Profile Application Update

FIMM > Funds > Profile Application Update

Details Log

FIMM FUND CODE	STATUS	FUND CREATION DATE
100069000006	ACTIVE	18-Dec-2024

1 Fund Details

2 Other Details

3 Fees

4 Structure

5 Documents

Fund Details

Umbrella Fund* test suasana faz

FIMM Fund Code 100069000006

Lipper Fund Code* LP 34

ISIN* DF
Previous data: df

Member Fund Code* FD
Previous data: fd

Fund Name* DF
Previous data: df

Add Previous Name* ☐ Yes ☒ No

Fund Short Name* FD
Previous data: fd

Launch Date* 22/11/2024

Financial Year End* Date 1 Month March
Previous data: --
Choose --

Launch Price Per Unit* 32.000

Remark

Reject Return Approve Next >>

Diagram 57: Fund Profile Update Form

ii. Log Tab will show:

- Date
- Process
- From
- Status

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)		ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	27

Remarks

Date	Process	From	Status	Remarks
04-Mar-2025 09:20:26	D-F-CHK → F-ID	Funds Approver MAAKL	Pending Approver - ID	
14-Feb-2025 15:48:51	D-F-MKR → D-F-CHK	Distributor: Maker MAAKL	Pending Review	D1001 - 12312 14-02-2025 15:48:51 pm
14-Feb-2025 15:48:51	D-F-MKR → FND-NM, D-F-MKR	Distributor: Maker MAAKL	Draft	-

Diagram 58: Log

6. Click on button 'Next >>' to navigate to next page.
7. Click on button '<< Prev' to navigate to previous page.

Approve Fund Profile Update

8. Click on button 'Approve' to approve the Fund Profile Update Application.
 - i. System will prompt a confirmation message. Click 'Yes' to proceed.

Diagram 59: Approval Confirmation Message

- ii. Successful message will appear upon submission.

Diagram 60: Successful message

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	28

Return Fund Profile Update

9. Click on button **Return** to return the Fund Profile Update Application. (Note: remark field are required to be filled to return the application)

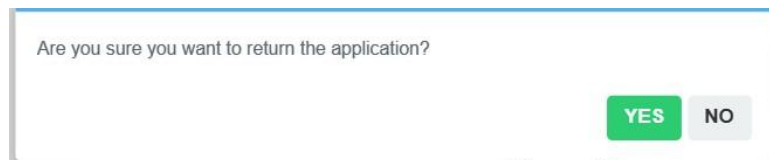
- i. If remark field are not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.



A screenshot of a message prompt box with a red border. The text inside reads "Please fill in all the required fields." and there is an "OK" button in the bottom right corner.

Diagram 61: Message Prompt

- ii. System will prompt a confirmation message. User to click 'Yes' to proceed.



A screenshot of a confirmation message box with a blue border. The text inside reads "Are you sure you want to return the application?". There are two buttons: "YES" (green) and "NO" (grey) in the bottom right corner.

Diagram 62: Confirmation Message

- iii. Successful message will appear upon submission.



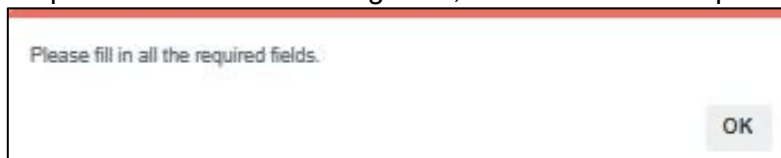
A screenshot of a successful message box with a green border. The text inside reads "Returned Successfully" and there is an "OK" button in the bottom right corner.

Diagram 63: Successful message

Reject Fund Profile Update

10. Click on button **Reject** to reject the Fund Profile Update Application. (Note: remark field are required to be filled to reject the application)

- i. If remark field are not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.



A screenshot of a message prompt box with a red border. The text inside reads "Please fill in all the required fields." and there is an "OK" button in the bottom right corner.

Diagram 64: Message Prompt

	Project Federation of Investment Managers Malaysia (FIMM)	Reference ZANKO/FIMM/UM/V0.1	File User Manual Document	Version 1.1	Date 24/02/25	Page 29
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ii. System will prompt a confirmation message. User to click 'Yes' to proceed.

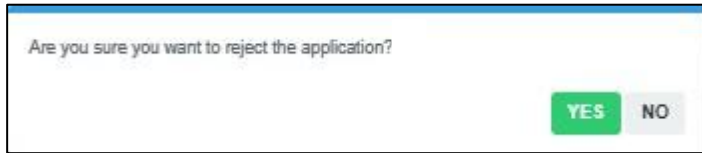


Diagram 65: Confirmation Message

iii. Successful message will appear upon submission.



Diagram 66: Successful message