

FIMM PRIVATE RETIREMENT SCHEME FAMILIARIZATION PROGRAMME 2023
(PRSFP 2023)

Administrative and Procedural Requirements

(Effective Date: 2 May 2023 – 1 November 2023)

(A) Background and Objectives

1. To be eligible to market and distribute PRS, an individual must take and pass PRS Examination (CPRE) and be registered with Federation of Investment Managers Malaysia (FIMM) as a PRS Consultant.
2. As part of the initiative to enhance recruitment of PRS Consultants, FIMM has in year 2012, 2014, 2018, 2019, 2020, 2021 and 2022 introduced PRS Familiarisation Programme to allow Qualified Persons with relevant experience and professional qualifications to be exempted from taking CPRE.
3. Under the PRSFP 2023, the requirements for Qualified Persons are set out as below:

Qualified Persons	Conditions
a) Unit Trust Consultant (UTC)	<ul style="list-style-type: none">• Has at least 3 years' experience on 2 May 2023 as a Unit Trust Consultant;• Registration status with FIMM is active;• Fulfills FIMM's fit and proper criteria; and• Has obtained credits in any three (3) subjects in SPM or its equivalent.
b) Insurance Agent (IA)	<ul style="list-style-type: none">• Has at least 3 years' experience on 2 May 2023 as an insurance agent;• Registration status with LIAM is active;• Fulfills FIMM's fit and proper criteria;• Has obtained credits in any three (3) subjects in SPM or its equivalent; and• Has passed Certificate Examination in Investment-Linked Life Insurance (CEILLI); OR• Has passed Takaful Basic Examination (TBE) Part A & Part C (issued starting 2012); OR• Has obtained Certificate from Malaysian Takaful Association (MTA) – General & Family (issued prior to 2012).
c) Staff of Takaful Broker	<ul style="list-style-type: none">• Possess the CMSRL for dealing in PRS;• Fulfills FIMM's fit and proper criteria;• Has passed the relevant qualifying examination; and• Has obtained credits in any three (3) subjects in SPM or its equivalent.

(B) PRSFP 2023

Key Learning Objectives

1. The PRSFP 2023 aims to equip Qualified Persons with the basic understanding on PRS, that include:
 - a) Introduction to the PRS Industry;
 - b) Regulatory framework;
 - c) PRS Provider;
 - d) Features of PRS;
 - e) Constitution of PRS;
 - f) PRS investments; and
 - g) PRS distributors and consultants.

Training Duration

2. Minimum 1.5 days. Should the training need to be conducted for a Qualified Person in many sessions across multiple days, trainers are required to ensure the participant's attention and overall learning outcomes for each session are effectively maintained and achieved. For avoidance of doubt, training conducted in less than 1.5 days is not permitted.

PRSFP Quiz

3. All Qualified Person must pass PRSFP Quiz after completing the training session. PRSFP Quiz is administered by FIMM.
4. Details of PRSFP Quiz are as follows:

Details	Remarks
1. Passing mark	80%
2. Duration of PRSFP Quiz	30 minutes
3. Number of questions	20 multiple choice questions
4. Number of attempts	3 times

5. Should the Qualified Person failed to pass PRSFP Quiz in 3 attempts, they are required to sit for the training again.
6. Relevant Distributors are required to contact FIMM PRSFP 2023's representatives stated under item C (3) to arrange for PRSFP Quiz.

Training Methodology

7. Training sessions can be conducted as classroom training (face-to-face) or via online/virtual training using any suitable online/virtual meeting platform.

8. For online/virtual training, trainees must be present at all times and the training duration requirement must be complied accordingly.

Certification of Trainers

9. PRSFP 2023 must be conducted by trainers who have been certified by FIMM.
10. Certified trainers must have attended PRS Train-the-Trainer (TTT) programme or PRS Refresher programme organized by FIMM.
11. Trainers who have been certified by FIMM for PRSFP held in 2018, 2019, 2020, 2021 and 2022 are allowed to conduct PRSFP 2023.

Slides and Handouts

8. The training must cover the slides provided by FIMM. Over and above that, trainers may develop more material for their training that could enhance learning experience and outcome among participants.
9. The slides should be given to participants as part of the learning material. It can be in the form of hardcopy notes or softcopy or any other form that is suitable.

Size of Participants per Training Session

10. The maximum number of participants for each training session is limited to 100 pax. This is to ensure the effectiveness of the training. However, trainers are advised to exercise their discretion to ensure that all participants pay attention during the training.

Program Ending Date

11. Certified trainers are allowed to conduct the PRSFP 2023 as frequent as practicable up to **1 November 2023** (Program Ending Date). Subsequently, PRSFP 2023 will cease. Qualified Persons who failed to complete PRSFP 2023 before the Program Ending Date are required to sit and pass CPRE in order to be registered as a PRS Consultant.

Proof of Attendance: Validity Period

12. Once the Qualified Persons have attended the program, they are allowed to be registered with FIMM as PRS Consultants without taking CPRE.
13. Proof of attendance to the programme is valid from the attendance date up to **30 November 2023** for the purpose of registration with FIMM as a PRS Consultant.
14. Qualified Persons with proof of attendance to the programme and passed PRSFP quiz but fail to be registered with FIMM on or before the above expiry date are required to take and pass CPRE in order to be registered as a PRS Consultants.

(C) Responsibilities and Administrative Requirements

General

1. PRS Providers, Institutional PRS Advisers and Corporate PRS Advisers (collectively referred to as “Relevant Distributor”) are required to nominate a person-in-charge for the conduct of the PRSFP 2023 (PRSFP Liaison).
2. PRSFP Liaison will be the main contact person between the Relevant Distributor and FIMM pertaining to the conduct of PRSFP 2023.
3. Relevant Distributor must provide the name, telephone, fax number, and the email address of the PRSFP Liaison to the following:
 - a) Ms Khairul Shafinas Muslim (shafinas@fimm.com.my) and/ or;
 - b) Mr Shahrul Nizam Zainol (shahrulnizam@fimm.com.my)
4. Relevant Distributor must ensure that only trainers certified by FIMM are allowed to conduct PRSFP 2023.

Attendance List

5. Trainers are required to use the Attendance List (Appendix 1) in managing participants’ attendance at the PRSFP 2023. Attendance List is **ONLY** for Qualified Persons; the other type of participants is to use a separate attendance list.
 - a) Identity verification prior signing-in

Before the starts of a training session, Qualified Persons are required to produce identification documents such as NRIC or passport for identity verification purpose. Trainers and/ or assistants will check and ensure that the name, and NRIC number are the same as printed on the Attendance List as well as the photograph on the identification document matches that of the bearer, before allowing the Qualified Persons to put their signatures (sign-in) at the prescribed column of the Attendance List.
 - b) Hard-close for registration

Registration or “signing in” for the session will be closed an hour after the scheduled training starting time. Qualified Persons who fail to report to the trainers/ assistants before the closing time will be deemed absent with the relevant column in the Attendance List duly marked “absent”.
 - c) Signing out
 - i. Qualified Persons are only allowed to sign out after the session has ended.
 - ii. Before signing out, Qualified Persons must produce identification documents such as NRIC or passport for identity verification purpose. Trainers and/ or assistants will check and ensure that the name, and NRIC number are the same as printed on the Attendance List as well as the photograph on the identification document matches that

of the bearer, before allowing the Qualified Persons to put their signatures (sign-out) at the prescribed column of the Attendance List.

- iii. Failure to sign out will not be considered as full attendance.
- iv. For session with larger group of participants, trainers and/ or assistants must ensure that the participants are properly managed for a smooth and orderly signing-out.

d) Reporting of irregularities

All irregularities, including typo errors on the name and/ or NRIC or passport number of the participants as printed on the Attendance List must be reported on the Attendance List and supported by relevant documents, for example, photocopy of identification document.

6. Completed Attendance List **MUST** be returned to the PRSFP Liaison.

- a) Once signed off by trainer and/ or assistant, the original copy of the completed Attendance List shall be returned to the PFP Liaison as mentioned in Section 3, Part (C) above.
- b) The original completed Attendance List will be kept by the Relevant Distributor.
- c) Relevant Distributor must ensure that all identity and attendance related information (including signatures) captured on the Attendance List is complete and correct. The Certificate of Attendance as well as reporting requirements are expected to be issued and prepared based on the information recorded therein.

Full Attendance is Required as Proof of Attendance

7. Only full attendance or attendance to all relevant sessions that covered all learning objectives/ outcomes under the PRSFP 2023 will be recognized by FIMM as proof of attendance for the purpose of registration as PRS Consultants.

Certificate of Attendance

- 8. Relevant Distributor must provide a Certificate of Attendance to Qualified Persons who have successfully completed the PRSFP 2023, in the form and manner specified in Appendix 2.
- 9. Only Qualified Persons with full attendance and passed PRSFP Quiz will be issued Certificate of Attendance. The Certificate must be signed by the Trainer(s) who conducted the program or the Head of Training Department of the Relevant Distributor.
- 10. For the purpose of registration with FIMM as PRS Consultants, a **certified true copy** of the Certificate of Attendance and result of PRSFP quiz is required as proof of attendance and passing PRSFP quiz to the PRSFP 2023.

Report Submission to FIMM

11. Relevant Distributor is required to prepare and forward to FIMM the completed report on the PRSFP 2023 conducted. The format of the report and the cover letter are enclosed as Appendix 3.
12. The report should be submitted to FIMM monthly, i.e. by 15th of the following month. The report should cover all training sessions conducted by the Relevant Distributor during the reporting month.
13. The first report is due for submission to FIMM on **15 June 2023** and must cover all training sessions conducted by Relevant Distributor on or before **31 May 2023**.
14. Relevant Distributor is also required to submit the Training Notification Report as specified in Appendix 4 to FIMM at least **1 week** before the training dates. Failing to comply with this requirement will result in FIMM not recognising the said training session under PRSFP 2023.
15. FIMM is intending to carry out spot checks on a random basis.

Others

16. All relevant records, including the original completed Attendance List must be maintained and made available for checking and audit verification purposes.
17. Relevant Distributor must ensure compliances in submitting the registration application to FIMM as per FIMM's Consolidated Rules and Registration Manual's requirements.
18. Relevant Distributor must submit clear copy of CELLI, TBE or MTA Certificate with stamped declaration signed by the relevant personnel as below:

<p>We hereby confirm the certificate holder has at least 3 years' experience as an *Insurance/Takaful agent.</p> <p style="text-align: center;"><signature></p> <p>-----</p> <p>Name : Designation : Company :</p>
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* Relevant Distributor may circle whichever is relevant before putting on the signature.

19. FIMM would not be responsible for any unsuccessful registration due to non-compliance of registration requirement and no refund of registration fees will be made due to non-compliance of registration requirement.

Appendix 1

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Private Retirement Scheme (PRS)-PRS Familiarization Program Attendance List

(A) Details on the training:

1. Venue:

2. Date:

3. Duration: from to

4. PRS subjects covered in the training. (pls mark "x" in the box, where applicable)

- Introduction to the PRS industry
- Regulatory Framework

4. PRS subjects covered in the training (cont'd):

- PRS Provider
- Features of PRS
- Constitution of PRS
- PRS investments
- PRS distributors & consultants

(B) Attendance monitoring/ identity verification/ session administration:

I hereby certify that:

- (a) I have checked each participant's name and identification no. (NRIC/ Passport) printed on his/ her identification document (NRIC/ Passport) are the same with those printed on this Attendance List. Any irregularity on the above were reported with supporting document, where relevant;
- (b) all participants that reported for registration before the cut-off time have signed-in;
- (c) late participants were barred from signing-in and duly crossed or marked "absent" in their attendance;
- (d) signing-out by participants are done after training ended. I have verified participants' name and identification no. against their identification document before they sign-out.
- (e) the overall attendance for this session is summarised as follows:

(i) Total Attended: (3)
 (ii) Total Absent: (1)
 (iii) Total Registered: (3)

Cindy Lum (871210 -10-2843)

10 May 2023

Name and (NRIC)

Date

Signature

Remarks:

- (1) FIMM No. for Pepsi Koh should be 06-D-00100
- (2) EthanHo came at 11:30 am, hence considered absence



CHAN CHIN CHEN
(861212 -10 -2888)

10 May 2023

Chan

TrainerName and (NRIC)

Date

Signature

No.	Company	Name	NRIC	Signature (Day 1)		Signature (Day 2)	
				In	Out	In	Out
1	SUPER INVESTMENT MANAGEMENT BHD	MOHD RAHMAT BIN SAIFUL	781223-10-2233	Mohd Rahmat	Mohd Rahmat	Mohd Rahmat	Mohd Rahmat
2	SUPER INVESTMENT MANAGEMENT BHD	PEPSI KOH LA	800102-08-1122	PEPSIK	PEPSI K	PEPSI K	PEPSIK
3	SUPER INVESTMENT MANAGEMENT BHD	ETHAN HO	780210-08-2211	ETHAN HO	ETHAN HO	ABSENSE	ABSENSE
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EXAMPLE

Appendix 1

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Super Investment Management Bhd
(12345-X)

CERTIFICATE OF ATTENDANCE

This is to confirm that

Mohd Rahmat Bin Saiful

bearing identification document with the following number

781223-10-2233

has successfully completed

**Private Retirement Scheme
Familiarization Program**

held on

9 - 10 May 2023

Chan Chin Chen
Certified PRS Trainer

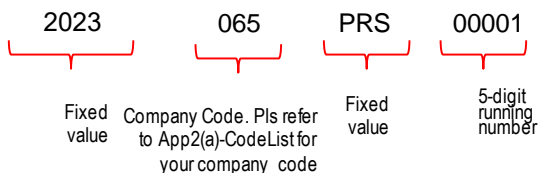
SERIAL NO: 2023-065PRS00001

Specification:



Notes:

- 1 Paper (a) quality: 100 gsm (b) colour: beige (c) Size: A4
- 2 Margin: 0.5 inches
- 3 Fonts: (a) Colour: black (b) Type face: Times New Roman (Except serial no), (c) Size: various font
Pls refer to the attached MSEXcel file for respective font sizes.
- 4 Serial No: (a) font size: Arial 12 (b) Margin from borders: 0.25 inches (c) format:



- 5 Border: (a) Colour: Black (b) Thickness: 1 mm.

PRs Familiarization Program 2023

Company Code

Date Updated: 7 April 2023

Note: As and when there is/are new organisation(s) joining the industry, the list will be updated and relevant company will be notified accordingly

PRs DISTRIBUTOR AS AT 7 APRIL 2023

NO.	PRP	CODE NO.
1	AHAM ASSET MANAGEMENT BERHAD (formerly known as AFFIN HWANG ASSET MANAGEMENT BERHAD)	038
2	AIA PENSION AND ASSET MANAGEMENT SDN. BHD.	065
3	AMFUNDS MANAGEMENT BERHAD	002
4	HONG LEONG ASSET MANAGEMENT BHD	016
5	MANULIFE INVESTMENT MANAGEMENT (M) BERHAD	058
6	PRINCIPAL ASSET MANAGEMENT BERHAD	031
7	PUBLIC MUTUAL BERHAD	009
8	RHB ASSET MANAGEMENT SDN BHD	054
NO.	IPRA	CODE NO.
1	AFFIN BANK BERHAD	523
2	AMBANK (M) BERHAD	534
3	BANK MUAMALAT MALAYSIA BERHAD	556
4	CIMB BANK BERHAD	510
5	IFAST CAPITAL SDN BHD	301
6	KENANGA INVESTMENT BANK BERHAD	553
7	PHILLIP MUTUAL BERHAD	043
8	PUBLIC BANK BERHAD	547
9	RHB BANK BERHAD	516
10	TA INVESTMENT MANAGEMENT BERHAD	027
11	UOB KAY HIAN SECURITIES (M) SDN BHD	567
NO.	CPRA	CODE NO.
1	A.D. FINANCIAL SDN. BHD.	704
2	ALPINE ADVISORY SDN BHD	721
3	BILL MORRISONS WEALTH MANAGEMENT SDN. BHD.	714
4	BLUEPRINT PLANNING SDN BHD	709
5	CC ADVISORY SDN BHD	715
6	EXCELLENTTE CONSULTANCY SDN BHD	712
7	FA ADVISORY SDN. BHD.	710
8	FIN FREEDOM SDN BHD	702
9	FINWEALTH MANAGEMENT SDN BHD	718
10	GENEXUS ADVISORY SDN BHD	713
11	HARVESTON WEALTH MANAGEMENT SDN. BHD.	705
12	LEGACY ADVISORY SDN BHD	707
13	MAGNISAVE GROUP SDN BHD	716
14	REDVEST WEALTH & ASSET MANAGEMENT SDN. BHD.	723
15	UOB KAY HIAN WEALTH ADVISORS SDN BHD	720
16	VKA WEALTH PLANNERS SDN BHD	708
17	WEALTH VANTAGE ADVISORY SDN. BHD.	717
18	WHITMAN INDEPENDENT ADVISORS SDN BHD	703
19	YES FINANCIAL BERHAD	719
NO.	PRP + IPRA	CODE NO.
1	KENANGA INVESTORS BERHAD	022

PRS Familiarization Program**Monthly Report**

To: Federation of Investment Managers Malaysia
 c/o Professional Development & Services Department
 19-06-1, 6th Floor, Wisma Tune, No. 19, Lorong Dungun, Damansara Heights
 50490 Kuala Lumpur
 Tel: 03-7890 4242
 email: shafinas@fimm.com.my shahrulnizam@fimm.com.my

Monthly report must be submitted to FIMM on or before **15th of the following month**

(Please select where applicable)

We have not conducted any PRS Familiarization Program for the month/ period ended [please put in date];

or

We have conducted PRS Familiarisation Program during the month/ period ended [please put in date].
 Enclosed please find the completed report. The softcopy of the report [Appendix 3(a)] in MS Excel will be
 emailed to FIMM today.

Please contact the undersigned*/ following personnel* if you require any further clarification on the report.

Name:		
Designation:		
Email:		
Tel No:		Fax No:

(* strike wherever is not applicable)

From:

Name:		
Name of company:		
Designation:		
Tel No:		Fax No:
Date:		Signature:

**Private Retirement Scheme (PRS)
PRS Familiarization Program
Training Notification Report**

Note: Training notification to be submitted to FIMM 1 week before the training date(s). email: shafinas@fimm.com.my shahrulnizam@fimm.com.my

Date 2 May 2023

No.	Date	Training time	Status	Company	Full Address of Training Venue	Name of Trainer	NRIC of Trainer	Mobile No
--	a) Training date b) Day-Month-Year	a) As reported in Attendance List b) in 24 hrs. format	Kindly indicate training status as follows: a) Tentative b) Confirmed c) Cancelled d) Completed	Name of the Relevant Company	location where the training was conducted	a) Full Name as per NRIC b) In capital letters	a) As per NRIC b) xxxxxx-xx-xxxx	a) xxx-xxxxxx
1	9 & 10 May 2023	Day 1: 09:00-17:00 Day 2: 09:00-17:00	Tentative	ABC Investments Berhad	Training Room 1, ABC Investments Bhd, Lot 12-01, Jalan Bunga Raya, 50000 Kuala Lumpur.	LIM LI LING	871023-10-5334	016-8586354

DRAFT