

2017 FIMMSEM Policies and Procedures

Registration for Seminars

1. All UTMC/IUTA/CUTA (collectively referred to as “Principals”) will be informed by FIMM via circular on the upcoming seminar schedule.
2. All Principals must ensure that all Consultants attached to your company are aware of the 2017 FIMMSEM as well as other information that are pertinent to timely and successful registration for the seminars.
3. The seminar schedule will be posted on the FIMM Website. Consultants are advised to check the website periodically for latest updates.
4. Consultants who are interested to attend any of the 2017 FIMMSEM must submit their registration via Principals. No direct registration for Consultants will be accepted.
5. Principals may register your Consultants for the seminar(s) by completing the Registration Form and return it to FIMM via email/fax. Interested individual from public may submit Registration Form to FIMM.
6. Registration is on first-come, first-served basis.
7. Participants who are holders of CMSRL and/or ERP shall provide complete details of their licence number and NRIC number during registration for selected seminars accredited by SIDC.
8. By providing FIMM the applicants’ personal data, Principals are hereby consented to the processing of individual personal data in accordance with and for the purposes as set out in FIMM personal data notice. Applicants are advised to read FIMM personal data notice available at www.fimm.com.my before submitting the registration form.
9. Principals must inform FIMM not less than two (2) working days from the event date should there be any replacement(s) of their registered Consultants for 2017 FIMMSEM .
10. Walk-ins without prior registration with FIMM will not be entertained.

Payment Terms

1. The 2017 FIMMSEM Fee is RM84.80 per participant for Consultants or RM265.00 per participant for public. Fees quoted are inclusive of 6% GST.
2. For every 5 participants registered for the seminar, the sixth participant from the same Member/Registered Person to the same seminar will be free of charge.
3. FIMM will only liaise with the Principals for payment matters. Hence, Consultants are to make payment via their Principals. Only participants from public may make payment directly to FIMM.
4. Payment must be in cheque or bank draft and made payable to “Federation of Investment Managers Malaysia”. Payment by **cash is not allowed**.

5. Payment shall be made in full within fourteen (14) days from date of tax invoice, unless otherwise agreed to the contrary.
6. There is no refund for non-attendance but replacement from the same company is allowed for the same seminar. Replacement is not allowed to be carried forward to another seminar.
7. In the event of cancellation by FIMM, payment will be refunded to all registered applicants.

On-site Attendance Registration and Recording for Seminars

1. Registration and attendance records
 - Registration will start at 8.00 am and close at 9.30 am. Late participants will be barred from entering the seminar and will be recorded as absent.
 - Participants must sign in and sign out to complete their attendance records.
 - Participants without complete attendance records will be deemed absent.
2. CPD Points by FIMM
 - 8 CPD points are allocated to Consultants with **complete attendance record**. For avoidance of doubt, partial attendance record with either signing in or signing out will not be entitled for CPD points.
3. CPE Points by SIDC
 - 10 CPE points are allocated to CMSRL holders and ERP with **complete attendance record**. For avoidance of doubt, partial attendance record with either signing in or signing out will not be entitled for CPE points.
4. Other administrative (housekeeping) arrangements
 - All seminars will start at 9.00 am.
 - Parking rates – subject to the prevailing parking rates at the venue, unless advised by FIMM's officer.
 - Feedback forms must be filled up and returned to FIMM's officer at the end of the seminar.
 - Signing-out counter will be opened from 4.30pm to 5.15pm. Consultants must sign out at the end of the seminar, failing which Consultants will be deemed absent.

Post Event

1. FIMM will consolidate and inform Principals on the attendance of Consultants registered under your company.
2. Principals must then update the CPD points accumulated by their Consultants based on the attendance records provided by FIMM.
3. Principals are responsible for keeping record of their Consultants CPD points.