




**USER MANUAL**

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

**MODULE: PAYMENT  
(AMSF COLLECTION)  
GROUP: DISTRIBUTOR**


|                         |          |  |
|-------------------------|----------|--|
| <b>AGENCY NAME</b>      | <b>:</b> | <b>FEDERATION OF INVESTMENT MANAGERS<br/>MALAYSIA (FIMM)</b> |
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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.

| Document Information         |   |
|------------------------------|---|
| <b>Project Name</b>          | SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING<br>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 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          |


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|      |  |
|------|--|
| 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             |


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| 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                      |

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|     |                             |
|-----|-----------------------------|
| CN  | Credit Note                 |
| IDD | Integration Design Document |

*Table 1: Acronym Table*


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## 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*



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## 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](mailto:itsupport@fimm.com.my)

**Website:** <http://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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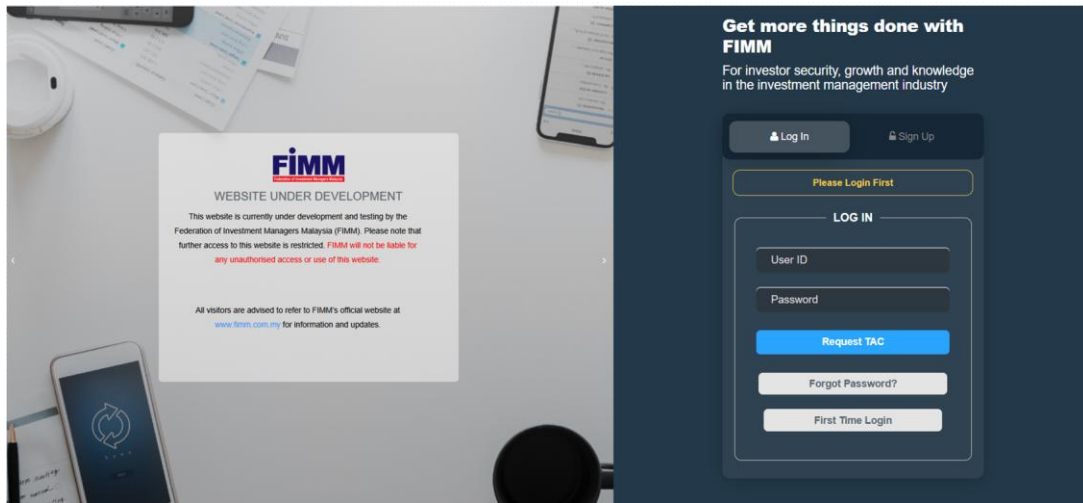


Diagram 1: FCS Homepage Display

## Enter Your Credentials

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

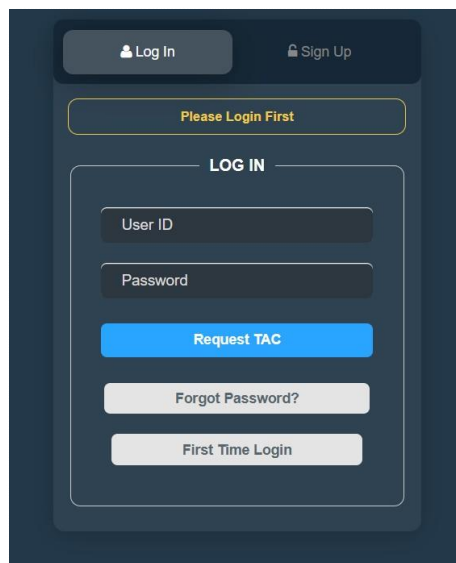



Diagram 2: Log in Display

## Successful Login

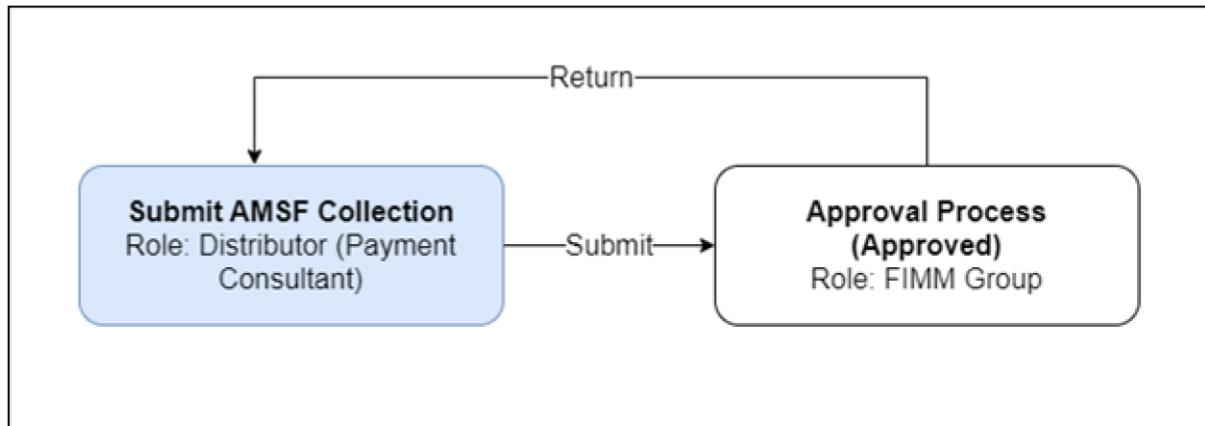
- Click **Login** button and the system will be redirected to the FCS System dashboard.


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## 3.2 AMSF Collection

### 3.2.1 Distributor AMSF Submission

#### 3.2.1.1 Process Flow



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### 3.2.1.2 Manual Steps

#### AMSF Submission

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

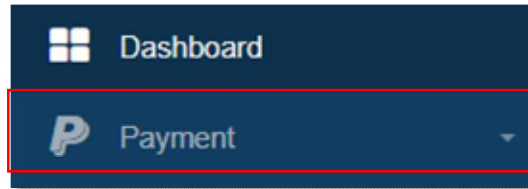


Diagram 43: Menu

2. Click submenu AMSF Collection.

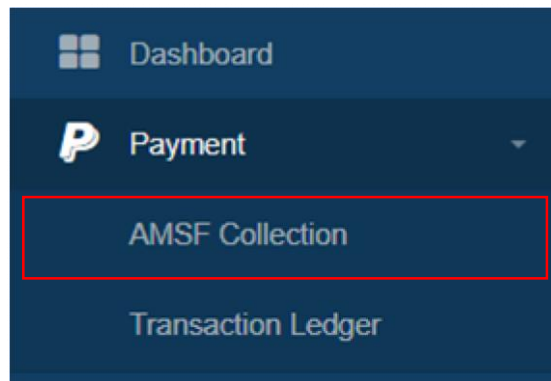
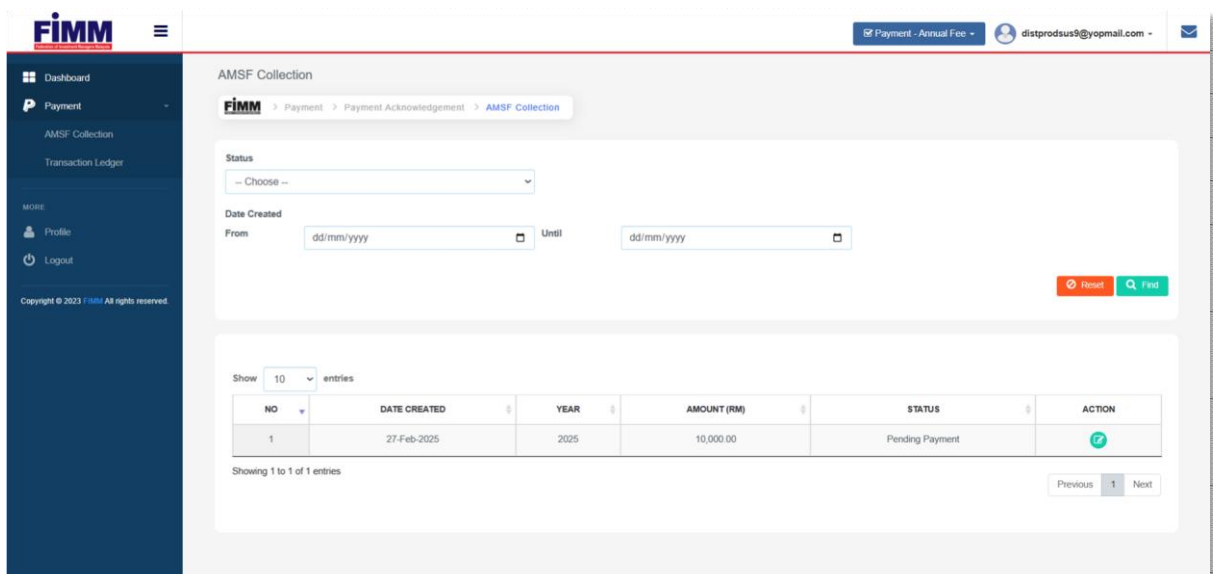


Diagram 44: Submenu

3. System will display List of AMSF Collection.



AMSF Collection

FIMM > Payment > Payment Acknowledgement > AMSF Collection

Status:

Date Created: From  Until

Show  entries

| NO | DATE CREATED | YEAR | AMOUNT (RM) | STATUS          | ACTION                           |
|----|--------------|------|-------------|-----------------|----------------------------------|
| 1  | 27-Feb-2025  | 2025 | 10,000.00   | Pending Payment | <input type="button" value="✓"/> |

Showing 1 to 1 of 1 entries



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Diagram 45: List of AMSF Collection

4. User can filter the list by either one or more of and click  :
  - i. Status
  - ii. Date Created From
  - iii. Date Created To

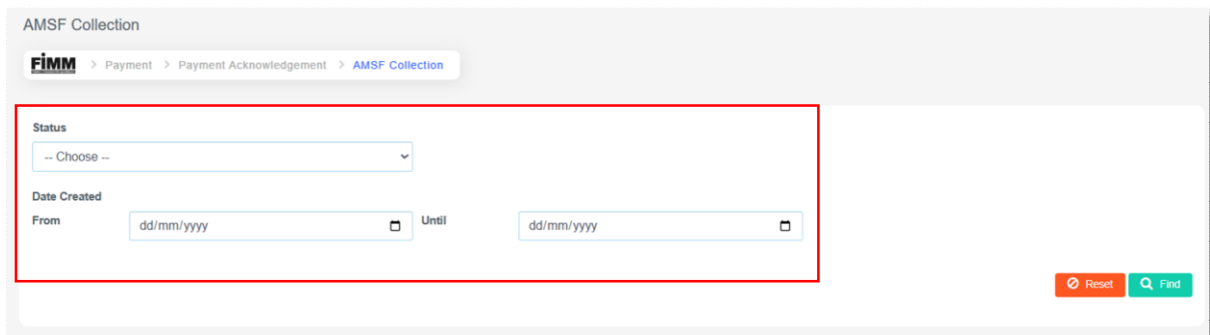


Diagram 46: Filter

5. User click  to clear the filter.

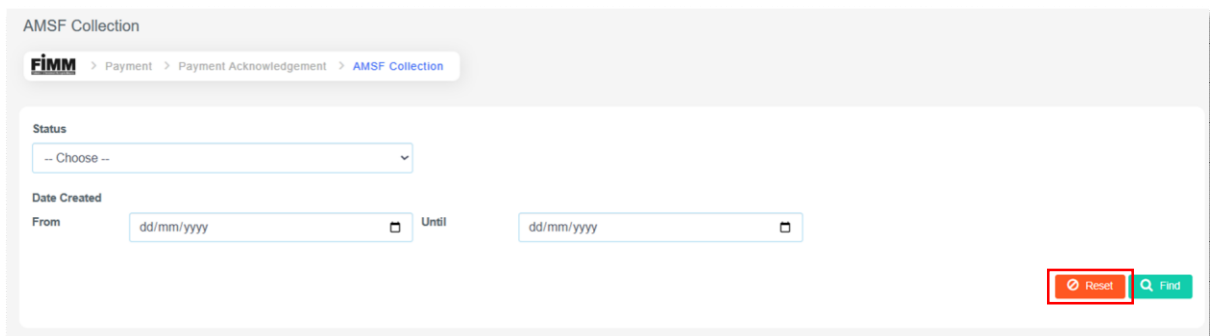


Diagram 47: Reset

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

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Show10▼entries

| NO | DATE CREATED | YEAR | AMOUNT (RM) | STATUS          | ACTION |
|----|--------------|------|-------------|-----------------|--------|
| 1  | 27-Feb-2025  | 2025 | 10,000.00   | Pending Payment |        |

Showing 1 to 1 of 1 entries

Previous1Next

Diagram 48: Filter Total Entries

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

Show 10 entries

| NO | DATE CREATED | YEAR | AMOUNT (RM) | STATUS          | ACTION |
|----|--------------|------|-------------|-----------------|--------|
| 1  | 27-Feb-2025  | 2025 | 10,000.00   | Pending Payment |        |

Showing 1 to 1 of 1 entries

Previous

1

Next

Diagram 49: Total Entries

- 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.

Show 10 entries

| NO | DATE CREATED | YEAR | AMOUNT (RM) | STATUS          | ACTION |
|----|--------------|------|-------------|-----------------|--------|
| 1  | 27-Feb-2025  | 2025 | 10,000.00   | Pending Payment |        |


Showing 1 to 1 of 1 entries

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Diagram 50: Pagination

|   |   |  |                                     |                       |                         |                   |
|---|---|--|-------------------------------------|-----------------------|-------------------------|-------------------|
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|---|---|--|-------------------------------------|-----------------------|-------------------------|-------------------|

9. User filter Status = Pending Payment. Under column Action, click



Show 10 entries

| NO | DATE CREATED | YEAR | AMOUNT (RM) | STATUS          | ACTION |
|----|--------------|------|-------------|-----------------|--------|
| 1  | 27-Feb-2025  | 2025 | 10,000.00   | Pending Payment |        |

Showing 1 to 1 of 1 entries

Previous

1


Next

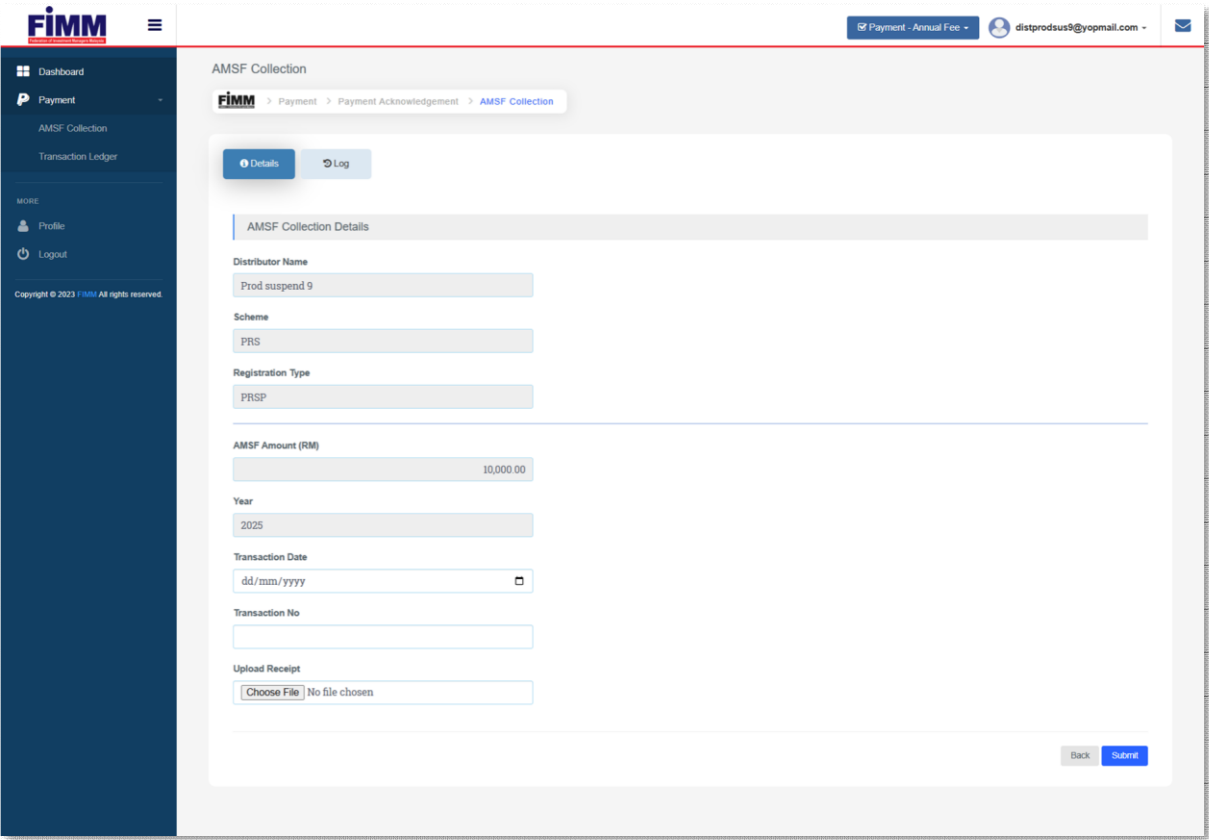
*Diagram 51: List of AMSF Collection*

10. System will display this form. User fill in the details:

- i. AMSF Collection Details
  - a) Distributor Name
  - b) Scheme
  - c) Registration Type
  - d) AMSF Amount (RM)
  - e) Year
  - f) Transaction Date
  - g) Transaction No
  - h) Upload Receipt



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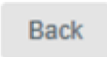


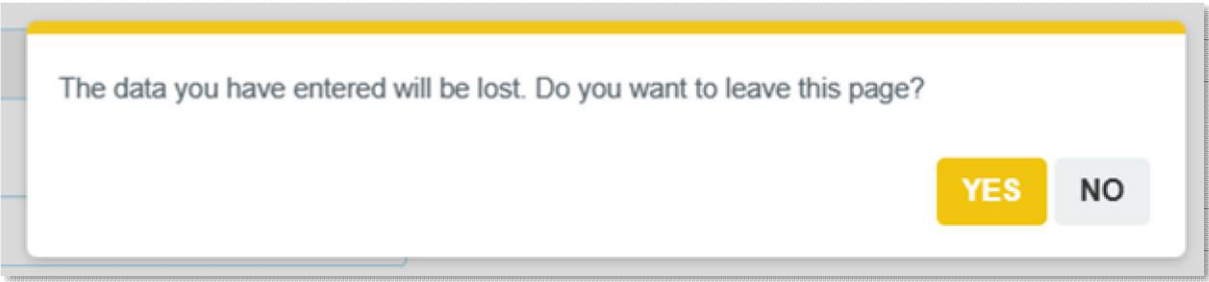
The screenshot shows the 'AMSF Collection' form within the FIMM web application. The interface includes a sidebar with navigation options like Dashboard, Payment, AMSF Collection, and Transaction Ledger. The main content area displays the form with the following fields and values:

- Distributor Name:** Prod suspend 9
- Scheme:** PRS
- Registration Type:** PRSP
- AMSF Amount (RM):** 10,000.00
- Year:** 2025
- Transaction Date:** dd/mm/yyyy
- Transaction No:** (empty field)
- Upload Receipt:** Choose File (No file chosen)

At the bottom right of the form, there are 'Back' and 'Submit' buttons. The breadcrumb trail at the top indicates the path: FIMM > Payment > Payment Acknowledgement > AMSF Collection.

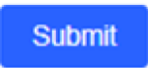
Diagram 52: AMSF Collection Form

ii. User click  to go back to List of AMSF Collection.



The screenshot shows a confirmation popup message box. The text inside reads: "The data you have entered will be lost. Do you want to leave this page?". At the bottom right, there are two buttons: a yellow "YES" button and a grey "NO" button.

Diagram 53: Popup Message

iii. User click  to submit the application to FIMM.

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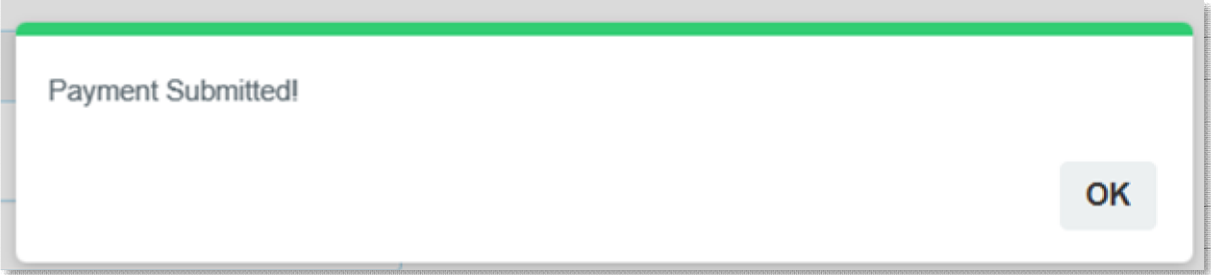
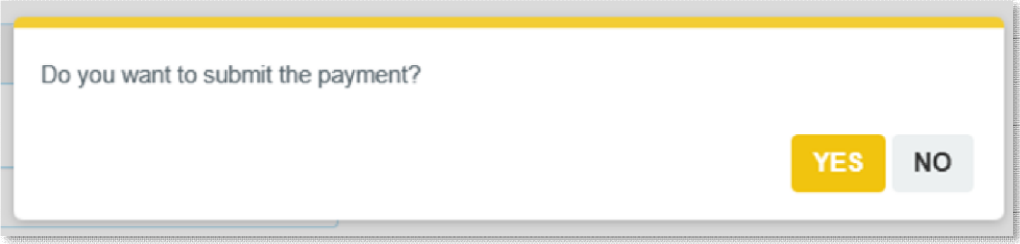


Diagram 54: Popup Message

View Application and Log

11. In List of AMSF Collection page, user can view applications for all status. Under

column Action click

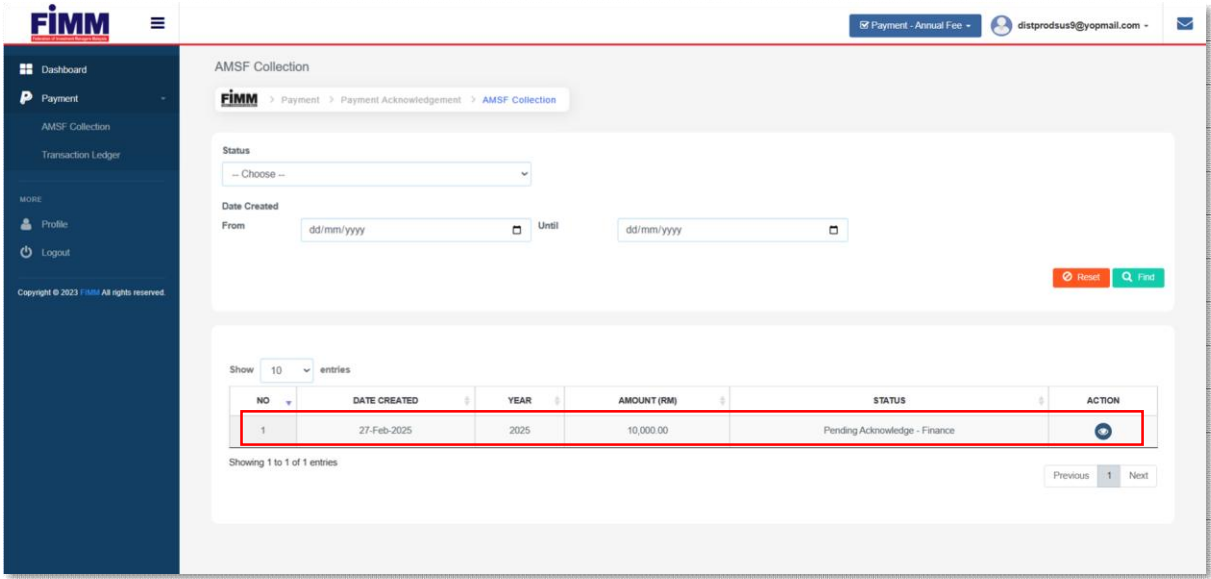


Diagram 55: List of AMSF Collection

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12. System will display:
- i. Tab Details

The screenshot shows the 'AMSF Collection' form with the 'Details' tab selected. The form includes the following fields:

- Distributor Name: Prod suspend 9
- Scheme: PRS
- Registration Type: PRSP
- AMSF Amount (RM): 10,000.00
- Year: 2025
- Transaction Date: 20/03/2025
- Transaction No: 1479566
- Upload Receipt: Choose File (No file chosen), Module 1.pdf

Diagram 56: AMSF Collection Form

- ii. Tab Log

The screenshot shows the 'AMSF Collection' log table with the following data:

| Date                 | Process            | From       | Status                        | Remarks |
|----------------------|--------------------|------------|-------------------------------|---------|
| 20-Mar-2025 17:59:04 | D-PAY-ANF → F-FNC  | e          | Pending Acknowledge - Finance |         |
| 27-Feb-2025 15:21:17 | F-HFNC → D-PAY-ANF | ZANKO TEST | Pending Payment               | -       |

Diagram 57: Log

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### Transaction Ledger

13. Click submenu Transaction Ledger.

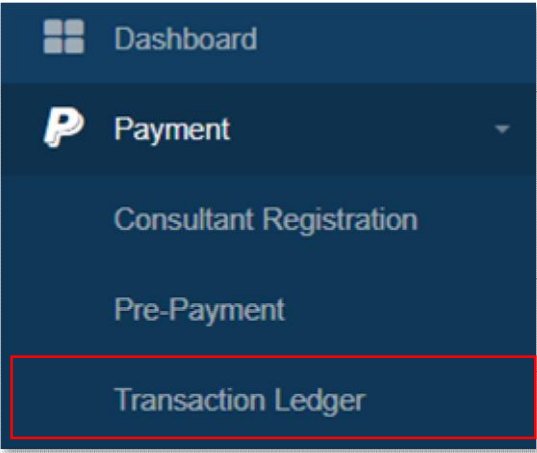


Diagram 58: Submenu

14. System will display the ledger.

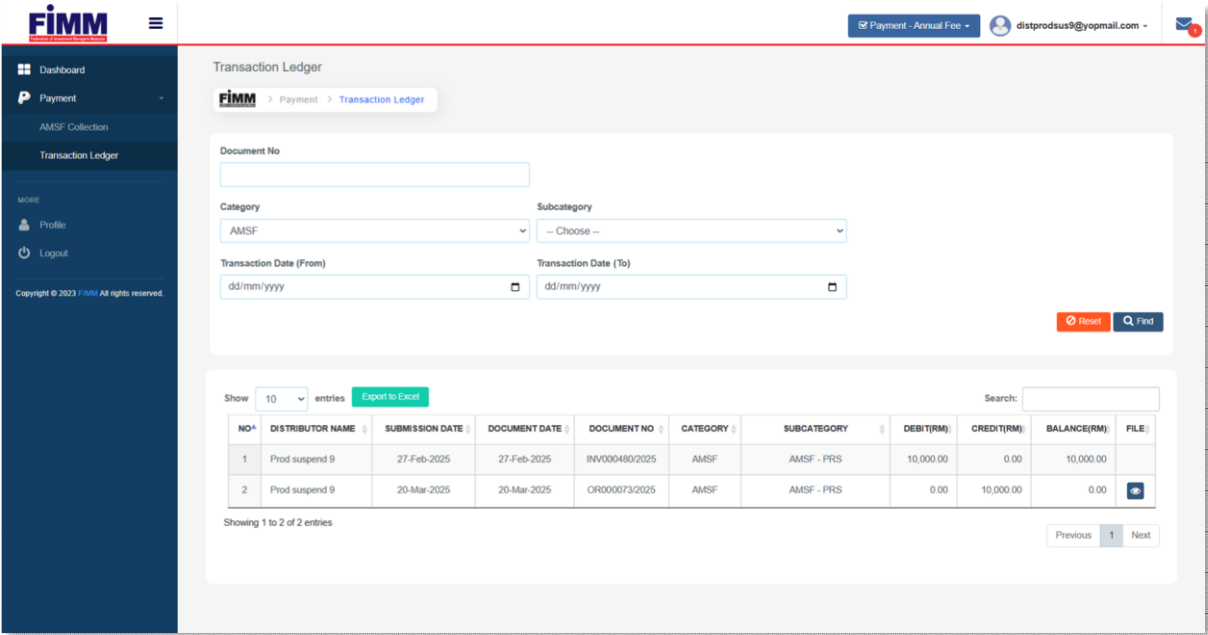



Diagram 59: Transaction Ledger

15. User can filter the list by either one or more of and click  :
- i. Document No ii. Category iii. Subcategory iv. Transaction Date From

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v. Transaction Date To

Transaction Ledger

FIMM > Payment > Transaction Ledger

Document No

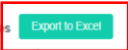
Category: AMSF Subcategory: -- Choose --

Transaction Date (From): dd/mm/yyyy Transaction Date (To): dd/mm/yyyy


Reset Find

Diagram 60: Filter

16. User click  to export the ledger to excel.

Show 10 entries 


Search:


| NO <sup>A</sup> | DISTRIBUTOR NAME | SUBMISSION DATE | DOCUMENT DATE | DOCUMENT NO    | CATEGORY | SUBCATEGORY | DEBIT(RM) | CREDIT(RM) | BALANCE(RM) | FILE  |
|-----------------|------------------|-----------------|---------------|----------------|----------|-------------|-----------|------------|-------------|---|
| 1               | Prod suspend 9   | 27-Feb-2025     | 27-Feb-2025   | INV000480/2025 | AMSF     | AMSF - PRS  | 10,000.00 | 0.00       | 10,000.00   |   |
| 2               | Prod suspend 9   | 20-Mar-2025     | 20-Mar-2025   | OR000073/2025  | AMSF     | AMSF - PRS  | 0.00      | 10,000.00  | 0.00        |  |

Showing 1 to 2 of 2 entries


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Diagram 61: Export to Excel

17. Under column Action, user click  to download the Invoice/ Credit Note/ Official Receipt.

Show 10 entries 

Search:

| NO <sup>A</sup> | DISTRIBUTOR NAME | SUBMISSION DATE | DOCUMENT DATE | DOCUMENT NO    | CATEGORY | SUBCATEGORY | DEBIT(RM) | CREDIT(RM) | BALANCE(RM) | FILE  |
|-----------------|------------------|-----------------|---------------|----------------|----------|-------------|-----------|------------|-------------|---|
| 1               | Prod suspend 9   | 27-Feb-2025     | 27-Feb-2025   | INV000480/2025 | AMSF     | AMSF - PRS  | 10,000.00 | 0.00       | 10,000.00   |   |
| 2               | Prod suspend 9   | 20-Mar-2025     | 20-Mar-2025   | OR000073/2025  | AMSF     | AMSF - PRS  | 0.00      | 10,000.00  | 0.00        |  |

Showing 1 to 2 of 2 entries

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Diagram 62: Transaction Ledger