




## **USER MANUAL**

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

## **MODULE: DISTRIBUTOR (COMPLIANCE TAGGING)**

## **GROUP: FIMM**


<b>AGENCY NAME</b>	<b>:</b>	<b>FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)</b>
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 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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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

Version History			
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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
CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia


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ACRONYM	DESCRIPTION
FMS	Funds Malaysia System
GM	General Manager
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
RD	Registration Department
RFP	Registered Financial Planner
RSD	Regulatory Services Division

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ACRONYM	DESCRIPTION
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
OR	Official Receipt
CN	Credit Note
IDD	Integration Design Document


*Table 1: Acronym Table*

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## ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
F-PDSU	FIMM PDS User
F-PDSR	FIMM PDS Reviewer
F-PDSA	FIMM PDS Approver
F-RD	FIMM RD
F-LRA	FIMM LRA
F-SD	FIMM SD
F-PDS	FIMM PDS
F-HRD	RD Approver
F-GRSD	FIMM GM RSD
F-CEO	FIMM CEO
F-FNC	Finance
F-GCSD	FIMM GM CSD

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:** [www.fimm.com.my](http://www.fimm.com.my)



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## CHAPTER 2: GENERAL SYSTEM INSTRUCTION

### 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.

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## 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**.

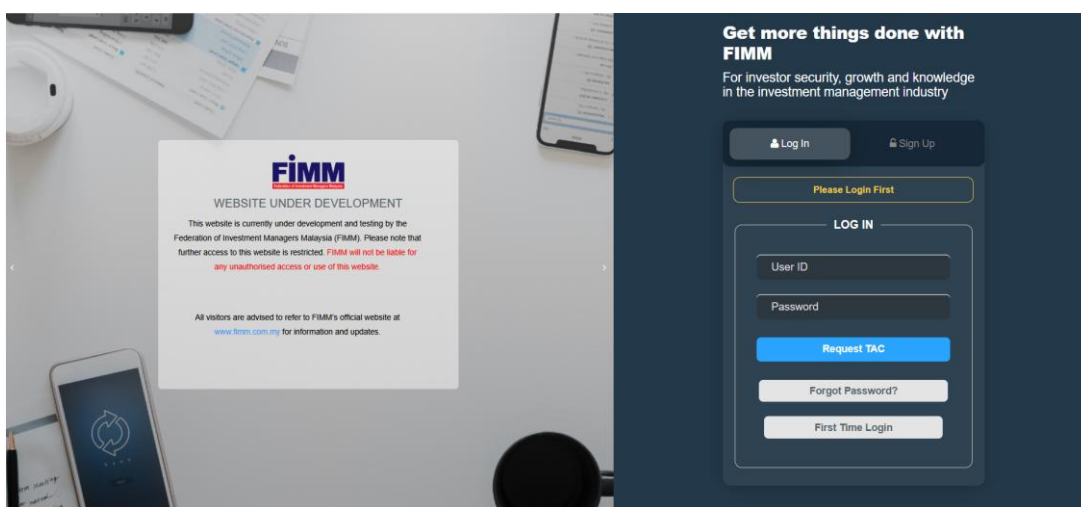


Diagram 1: FCS Homepage Display

### Enter Your Credentials

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

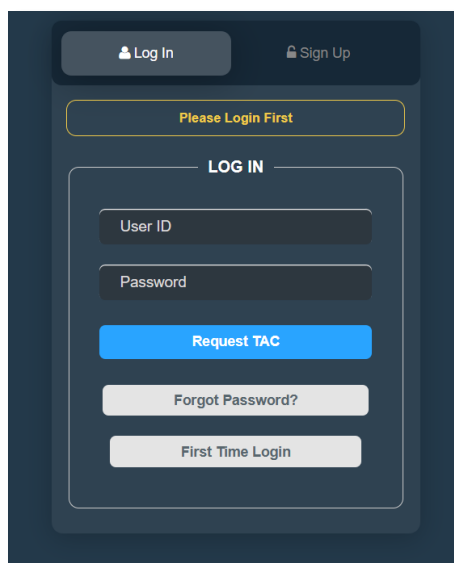




Diagram 2: Log in Display

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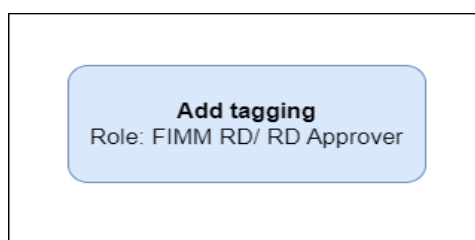
## Successful Login

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

## 3.1 Compliance Tagging

### 3.1.1 Add Tagging by FIMM RD / HOD RD

#### 3.1.1.1 Process Flow



#### 3.1.1.2 Manual Steps

- Click on the "Distributor" menu, the system displays its corresponding submenu.

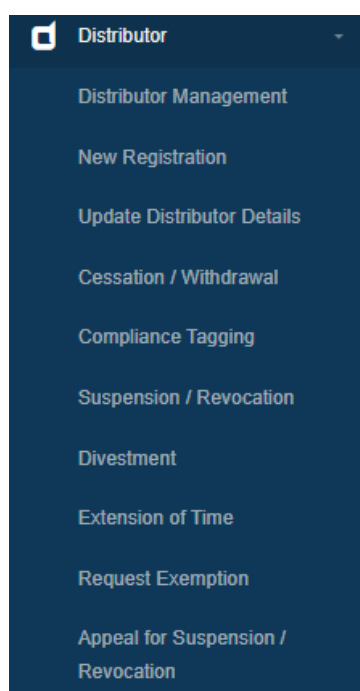


Diagram 3: Distributor's Menu

- Click 'Distributor Management' submenu.

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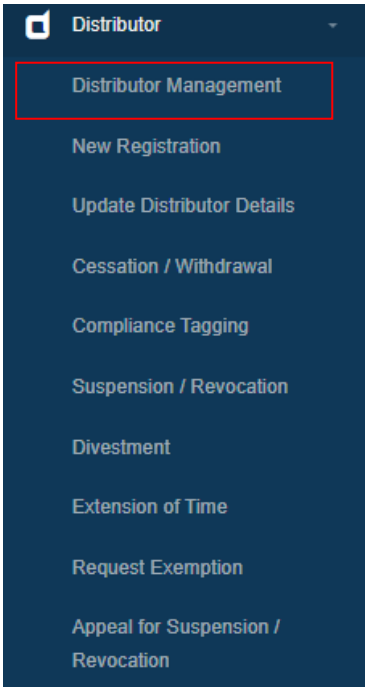


Diagram 4: Distributor Management Submenu

3. System will display a list of registered distributors.

List of Distributor

**FIMM** > Distributor > Distributor Management

Distributor Name:  Registration Status:

Registration Approval Date: From  Until

Registration Type:

☐ Unit Trust Management Company (UTMC) ☐ Private Retirement Scheme Provider (PRSP) ☐ Corporate Unit Trust Adviser (CUTA)


☐ Institutional Unit Trust Adviser (IUTA) ☐ Institutional Private Retirement Scheme Adviser (IPRA) ☐ Corporate Private Retirement Scheme Adviser (CPRA)

Show  entries Search:

NO	DISTRIBUTOR NAME	REGISTRATION TYPE	REGISTRATION APPROVAL DATE	REGISTRATION STATUS	ACTION
1	SUSPEND REVOKE PAT 16 (CPRA)	CPRA	04-Mar-2025	Active	<input type="button" value="Edit"/>
2	SAASSA	CPRA	04-Mar-2025	Active	<input type="button" value="Edit"/>
3	FCS BIZTRAK PAYMENT DISTRIBUTOR 30	CUTA	23-Jan-2025	Active	<input type="button" value="Edit"/>
4	DISTRIBUTOR NON UTMC 3	CUTA	22-Jan-2025	Active	<input type="button" value="Edit"/>
5	RENEWAL DISTRIBUTOR A	UTMC, PRSP	21-Jan-2025	Active	<input type="button" value="Edit"/>
6	RENEWAL DISTRIBUTOR B	UTMC, PRSP	21-Jan-2025	Active	<input type="button" value="Edit"/>
7	DISTRIBUTOR UTMC 2 TEST	UTMC	20-Jan-2025	Active	<input type="button" value="Edit"/>

Diagram 5: List of Distributors

4. The user can filter the listing table by distributor name, registration status, status, registration type and registration approval date. Additionally, the user can reset the filters by clicking the  button.

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5. The user can adjust the number of entries displayed in the listing table by selecting a value from the 'Show entries' dropdown menu.

- i. Available options include 10, 25, 50, and 100.
- ii. The system will update the table accordingly based on the selected value.

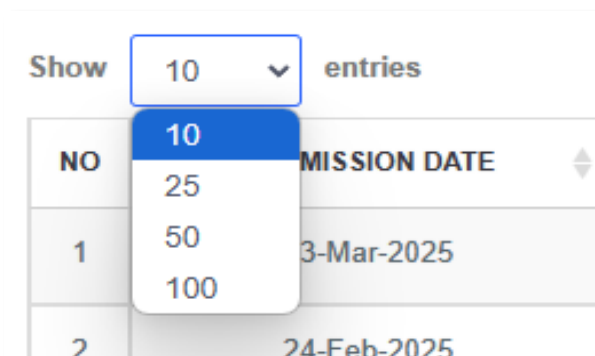


Diagram 6: Dropdown Number Entries

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

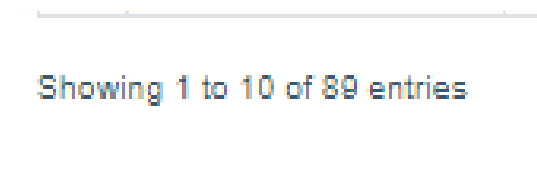


Diagram 7: Number Entries Result

7. 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.



Diagram 8: Pagination

8. The user can quickly search for specific records within the listing table by entering keywords in the 'Search' field.

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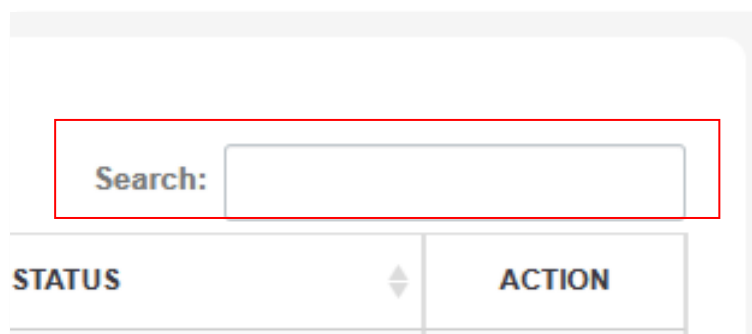



Diagram 9: Keyword Search

9. Click the  button on the Action column on the desired Distributor, the system will redirect to distributor profile.

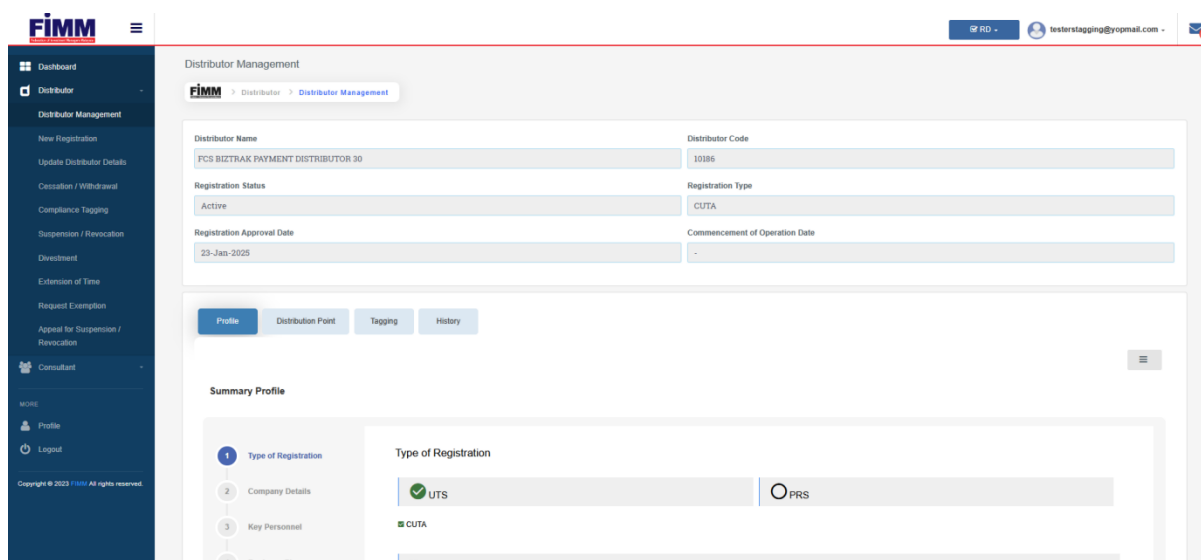


Diagram 10: Distributor Profile

10. The user can navigate and view different sections of the system using the following tabs:
  - i. Profile – Displays distributor details.
  - ii. Distribution Point – Contains information about the distribution locations.
  - iii. Tagging – Used for assigning labels or tags to distributor.
  - iv. Suspension/Revocation (if distributor have been suspended/revoked/barred)
  - v. History – Provides a record of actions taken throughout the all application process.

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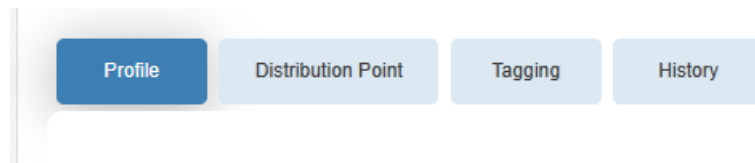


Diagram 11: Tabs

10. FIMM RD / FIMM HOD RD click 'Tagging' tab.

Diagram 12: Tagging Tab

11. System will display List of Tagging which contain these columns:

- No
- Tagging Date
- Tagged by
- Role
- Tag
- Action





Show	10	entries	Search:		
NO	TAGGING DATE	TAGGED BY	ROLE	TAG	ACTION
1	10-Mar-2025	Danial Tester Staging	RD	Pending Review Consultant's attached documents	 
2	10-Mar-2025	Danial Tester Staging	RD	Consultant Pending Supporting Documents	 

Diagram 13: List of Tagging

12. FIMM RD / FIMM HOD RD can filter the list by date range (from date and to date).  
System will display List of Tagging based on the filtering.

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List of Tagging

Tagging Date

From  Until

[Reset](#) [Find](#) [+ Add Tagging](#)

Diagram 14: Filter

13. FIMM RD / FIMM HOD RD can choose total records to display per page from dropdown. System will display the list based on total records choose.

Show  entries

NO TAGGING DATE

1 10-Mar-2025

Diagram 15: Entries

14. FIMM RD / FIMM HOD RD can click button 'Previous' or 'Next' to navigate to next listing page.

[Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [...](#) [43](#) [Next](#)

Diagram 16: Pagination

15. FIMM RD / FIMM HOD RD can filter the list by keyword by inputting the keyword in search box. System will display record which contain the keyword.

Show  entries


Search:

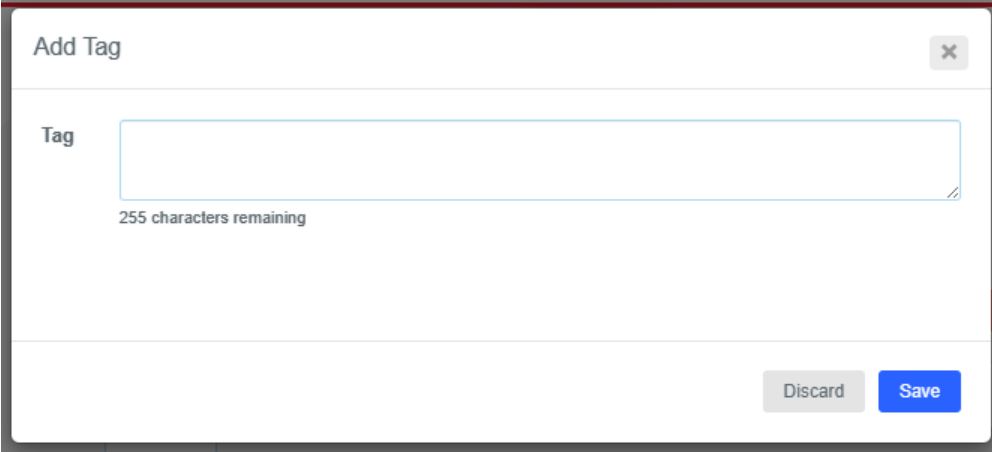
NO	TAGGING DATE	TAGGED BY	ROLE	TAG	ACTION
1	10-Mar-2025	Danial Tester Staging	RD Approver	Pending CAS issues	<a href="#">Edit</a> <a href="#">Delete</a>
2	10-Mar-2025	Danial Tester Staging	RD	Pending Review Consultant's attached documents	<a href="#">Edit</a> <a href="#">Delete</a>
3	10-Mar-2025	Danial Tester Staging	RD	Consultant Pending Supporting Documents	<a href="#">Edit</a> <a href="#">Delete</a>

Diagram 17: Keyword Search

16. To add new tag, FIMM RD / FIMM HOD RD click [+ Add Tagging](#), the system will show the Add Tag box for user to enter the tagging details.




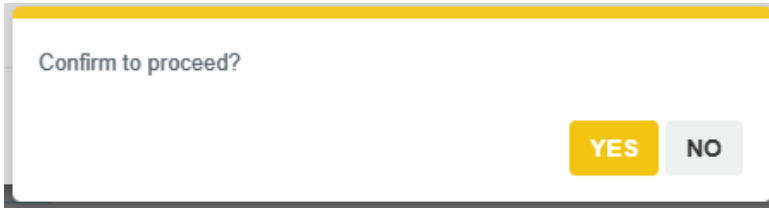
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The 'Add Tag' dialog box features a title bar with a close button (X). Inside, there is a label 'Tag' next to a text input field. Below the input field, a status message reads '255 characters remaining'. At the bottom right, there are two buttons: 'Discard' (grey) and 'Save' (blue).



Diagram 18: Add Tag box

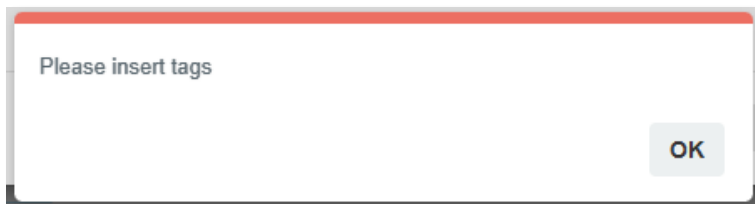
- ii. User click . System will show confirmation messages, “Confirm to proceed?”.



The 'Confirm to proceed?' dialog box has a yellow header bar. The main area contains the text 'Confirm to proceed?'. At the bottom right, there are two buttons: 'YES' (yellow) and 'NO' (grey).


Diagram 19: Confirmation Message


- If user click , FIMM RD / FIMM HOD RD will continue to edit / update the tagging details.
- If user click , the tag will be added to the tagging list.
- System will prompt error message if user does not fill in the tagging details.



The 'Please insert tags' error message dialog box has a red header bar. The main area contains the text 'Please insert tags'. At the bottom right, there is a single button labeled 'OK' (grey).

Diagram 20: Error Message

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iii. If user click , return to tagging summary.

17. FIMM RD / FIMM HOD RD navigates to menu Distributor, submenu Tagging.

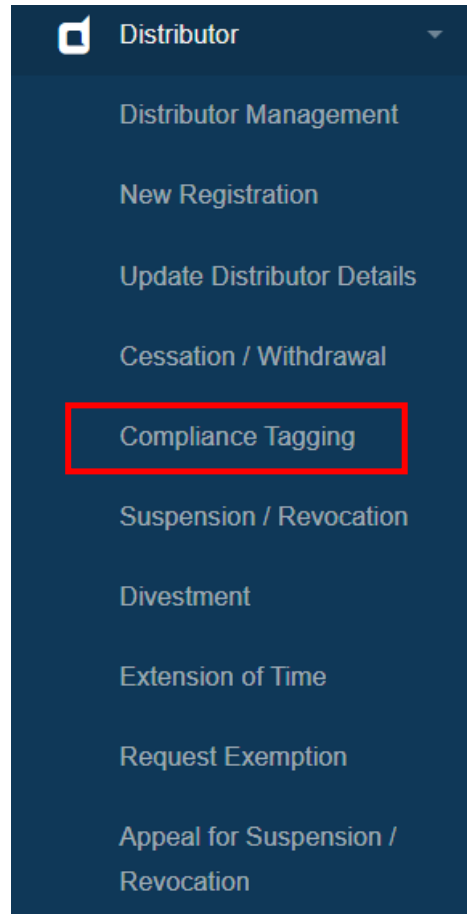


Diagram 21: Submenu 'Tagging' for FIMM RD

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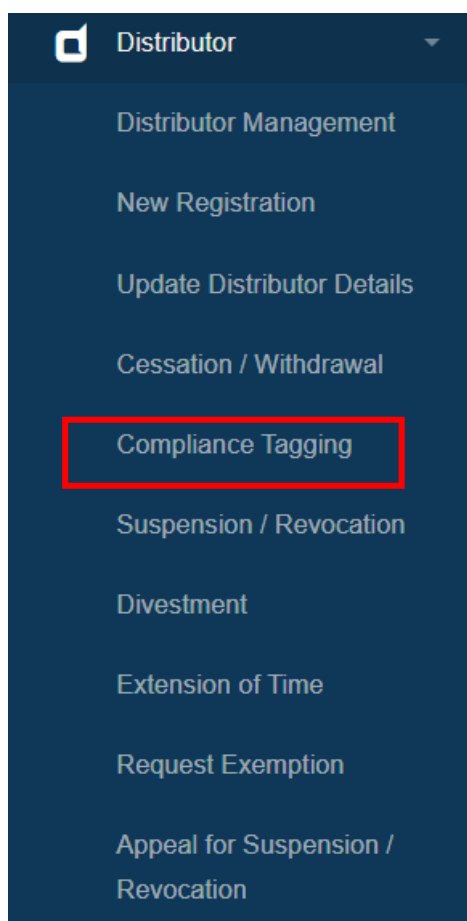


Diagram 22: Submenu 'Tagging' for FIMM HOD RD


18. System will display list of tagged Distributors (only the tagged Distributors will be shown in the listing table):

Show	10	entries	Search:	
NO	DISTRIBUTOR NAME	REGISTRATION TYPE	REGISTRATION STATUS	ACTION
1	Suspension UAT 6	IPRA, IUTA, PRSP, UTMIC	Revoked	
2	Suspension UAT 16	CFRA	Suspended	

Diagram 23: List of Tagged Distributors

19. FIMM RD / FIMM HOD RD click button on desired Distributor.

- i. System will show the Distributor's profile, organized with following tabs:
  - Profile
  - Distribution Points
  - Tagging

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- Suspension/Revocation (if distributor have been suspended/revoked/barred)
- History

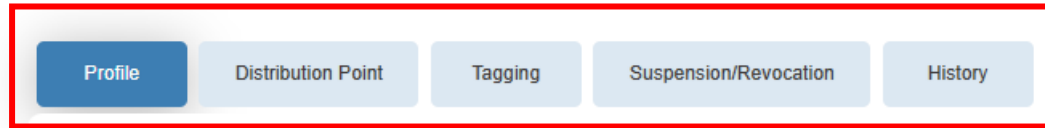


Diagram 24: Tabs

20. FIMM RD / FIMM HOD RD clicks the 'Tagging' tab and proceed with add tag process.

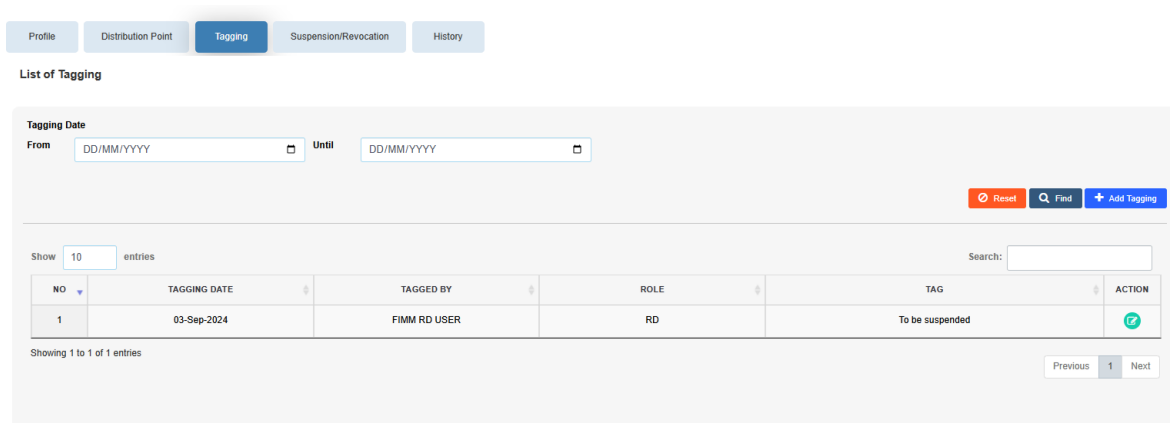


Diagram 25: Tagging tab

21. The tags will be added to the listing table after the tag addition process is completed.