USER MANUAL

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

MODULE: ANNUAL FEES (ANNUAL FEE CREATION) GROUP: DISTRIBUTOR

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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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1.0	21/03/2025	Finalize version	1. Nur Hidayah Bt Azirid 2. Rashydan Rafi Bin Jamsari
1.1	25/03/2025	1. Added the role description under the abbreviation role. 2. Added support contact details. 3. Added the FCS URL.	1. Muhamad Afiq Abdul Aziz

LIST OF TABLES

Table 1: Acronym Table xii
Table 2: Abbreviation Role Table xiii

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
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
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**
CN	**Credit Note**
IDD	**Integration Design Document**

Table 1: Acronym Table

ABBREVIATIONS ROLE

Abbreviation	Role	Description
D-ANF-MKR	Annual Fees - Maker	Role to enter the AUM or TGS figures
D-MGR	Annual Fees - Checker	First reviewer
D-CMP	Annual Fees - Compliance	Second reviewer before submission to FIMM
D-ANF-RVW	Annual Fees - Viewer	Read-only access with no actionable buttons

Table 2: Abbreviation Role Table

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

Website: https://www.fimm.com.my/

CHAPTER 2: GENERAL SYSTEM INSTRUCTION

2.1.1 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:

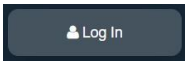
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the "**Forgot Password**?" option to reset their password.

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.

2.1.2 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**.

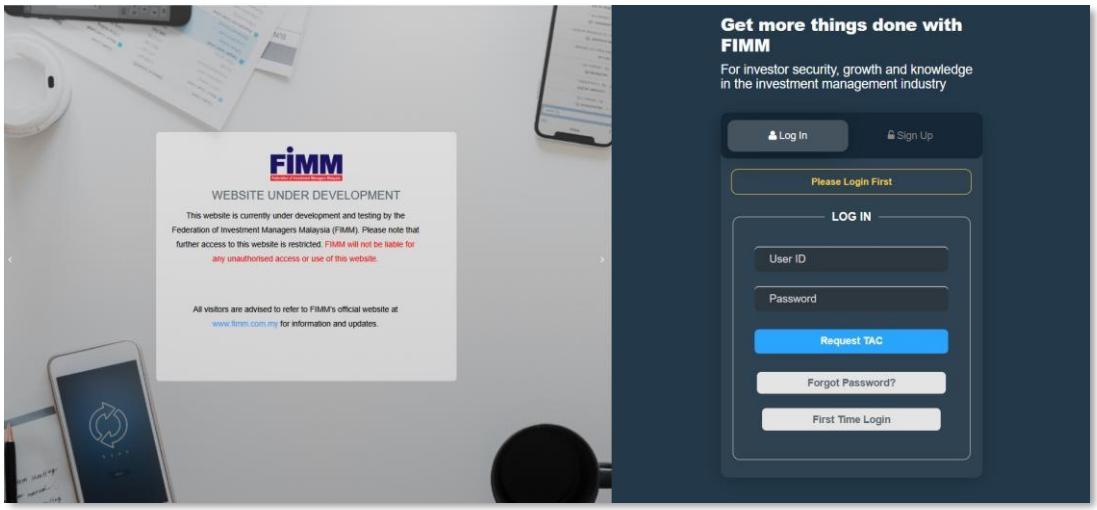


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

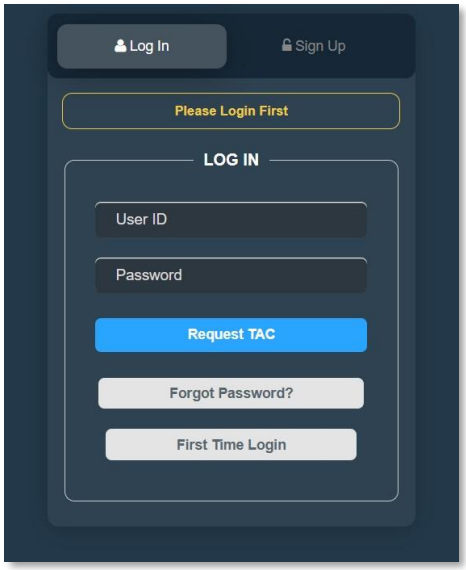


Diagram 2: Log in Display

Successful Login

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

3.1 Annual Fee Creation

3.1.1 Submit Annual Fees Application

3.1.1.1 Submit Application Flow

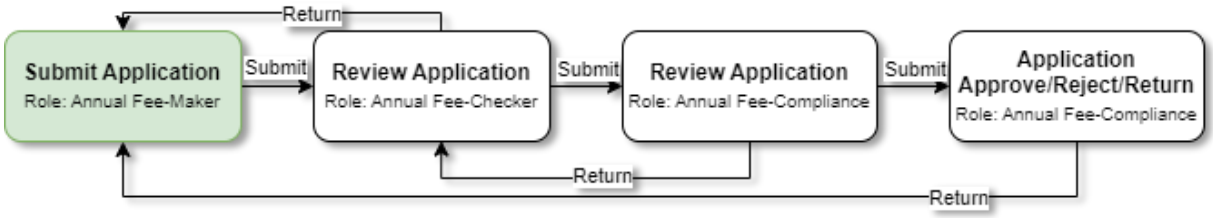


Diagram 20: Submit application flow

3.1.1.2 Submit Annual Fees Application Steps

Submit Annual Fees Application

1. On the homepage, locate sub-menu *'Annual Fees Creation'* from the main menu *'Annual Fee'* and click it.

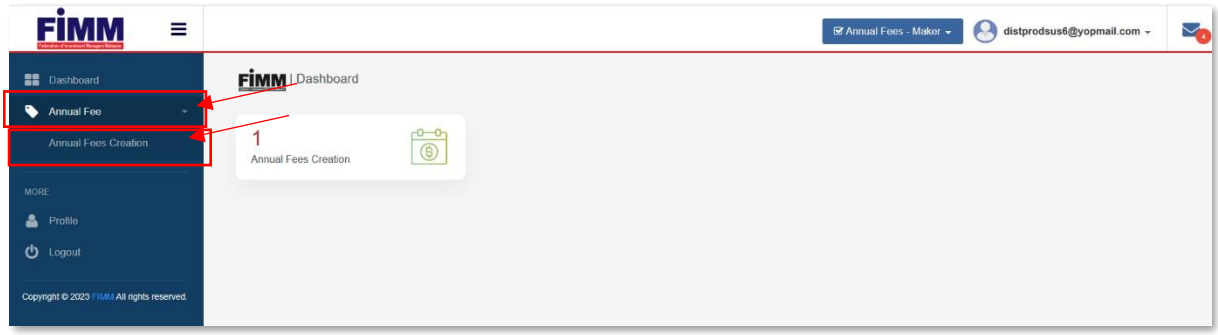


Diagram 21: Main menu and submenu

2. ***On the page Annual Fee Creation List, click the*** ***button under column Action from the table listing and system will direct into the application***

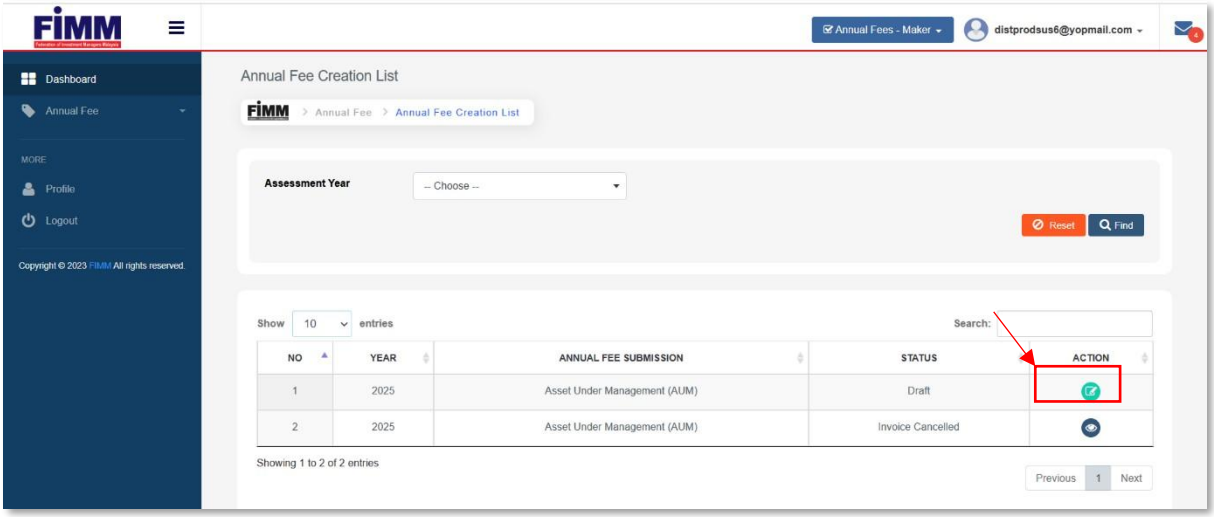


Diagram 22: Edit button in action column

3. On the same page, use the filter function *Assessment Year* to filter application based on chosen year and click button and system will show the result.

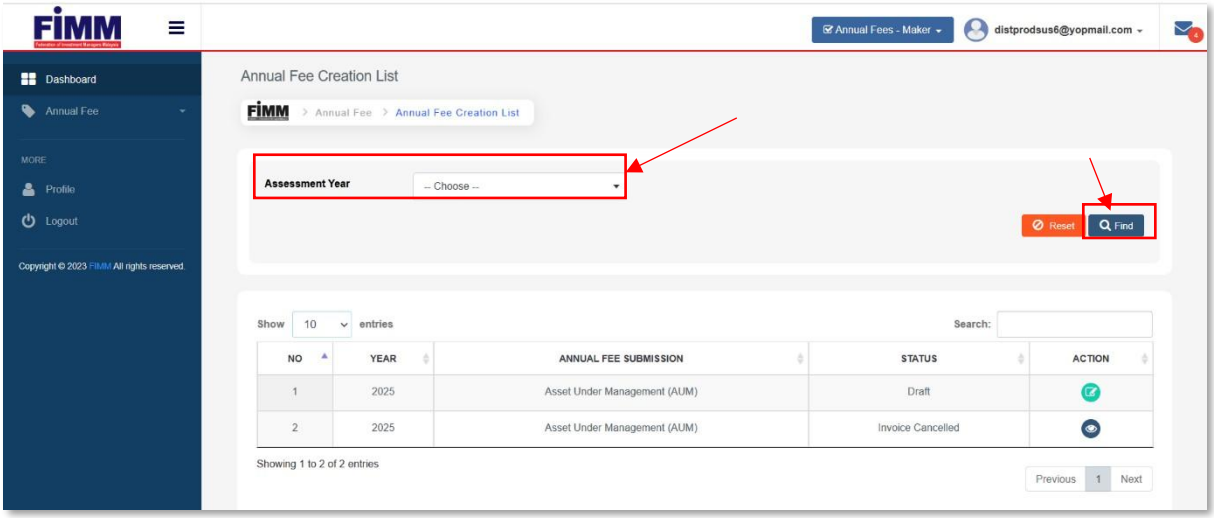


Diagram 23: Filter function

4. Click Reset button to reset the filter and click Find button again and system will reset the listing.

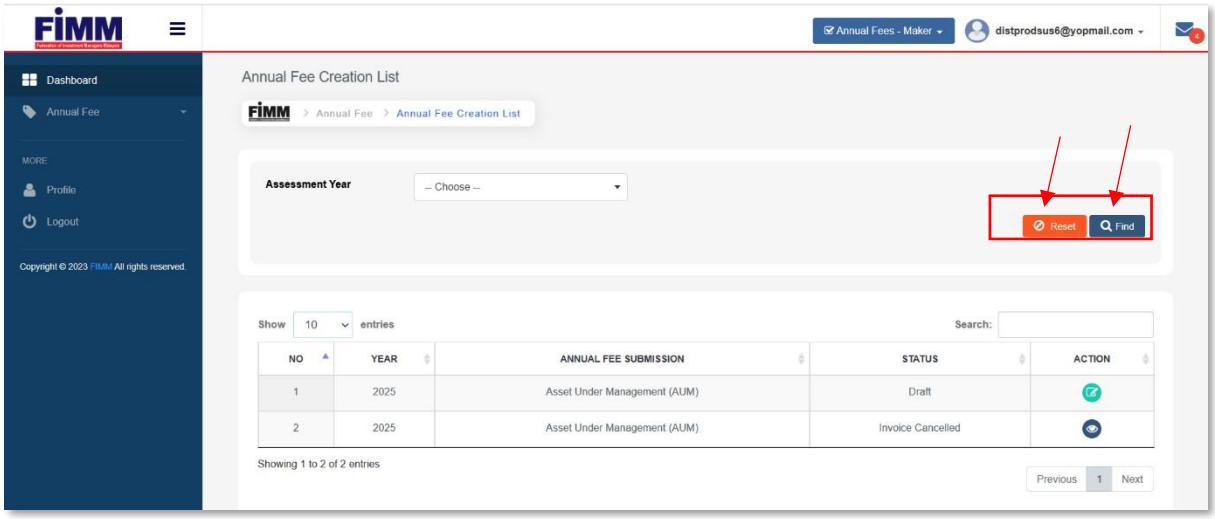


Diagram 24: Reset and find button

5. On the application page, the system will direct the user to the tab *Details* and section *AUM* or *TGS*, depending on the user's *Registration Type*.

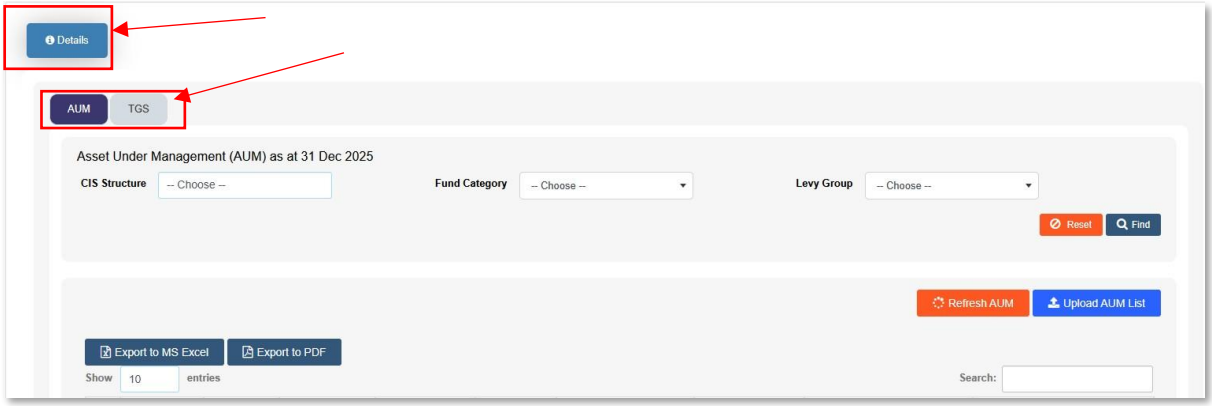


Diagram 25: AUM and TGS section

6. On *AUM* section (if available), filter function is available to filter the list of *Asset Under Management (AUM)* such as follow:

   i. CIS Structure

   ii. Fund Category

iii. Levy Group

Click Find button and system will display the filtered list of *Asset Under Management (AUM)* funds.

Click Reset button and Find button again to reset default value for the *Asset Under Management (AUM)* list and the filter function.

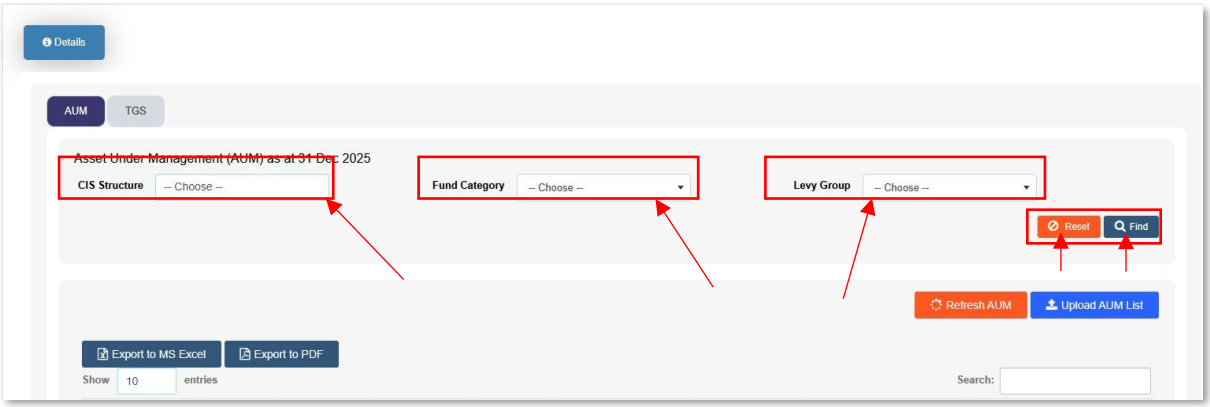


Diagram 26: Main function and filter function

7.

8.

9.

Click button and system will download the excel file.

Diagram 27: Export to MS excel

10. Open the excel file and fill in the fields listed as below with only *numeric* input type:
    i. Total Unit Circulation *(4 decimal places)*
    ii. NAV Per Unit (MYR) *(4 decimal places)*
    iii. Foreign Exchange Rate (MYR) *(4 decimal places)* iv. Asset Under Management (MYR) *(2 decimal places)*

Diagram 28: AUM excel file fields

11. After fill in the fields, click button and upload the excel file that have been saved into the system.

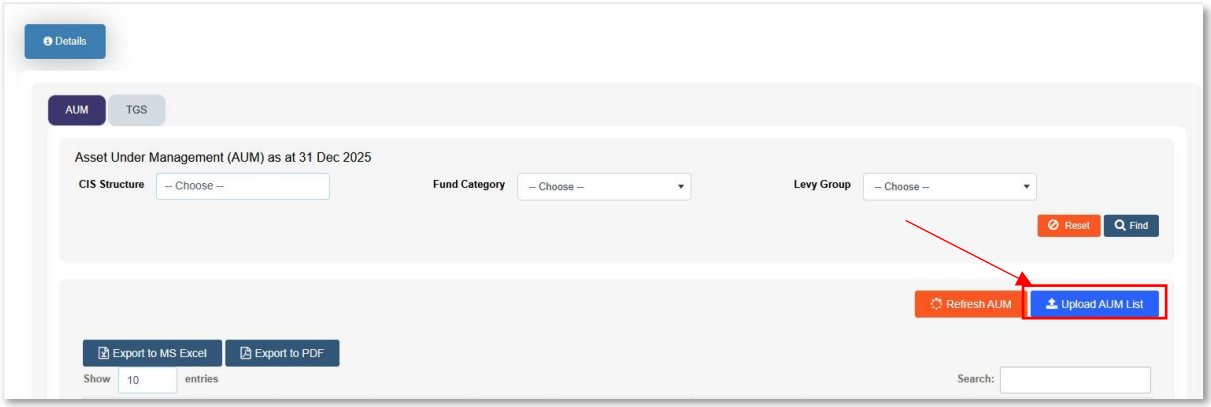


Diagram 29: Upload AUM excel file

i. If the file is successfully uploaded without wrong input type in the file, the system displays a notification message and *Total Record, Total Success* and *Total Fail*.

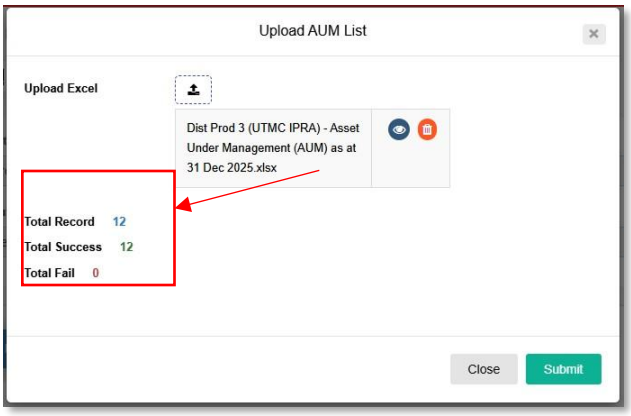


Diagram 30: Successfully upload without error input

ii. If the file is successfully uploaded but with wrong input type in the file, the system displays a notification message and *Total Record, Total Success* and *Total Fail* with explanation of which fund on the list have wrong input type.

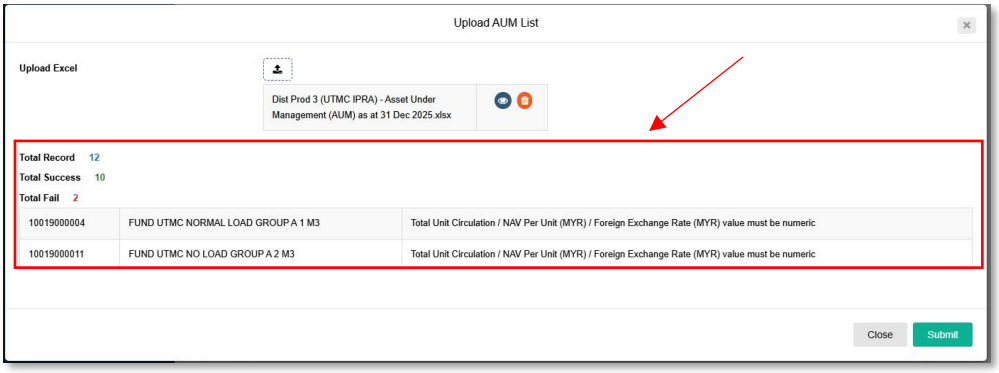


Diagram 31: Successfully upload with error input

12. Click Export to PDF button to export to pdf of the *Asset Under Management (AUM)* fund list

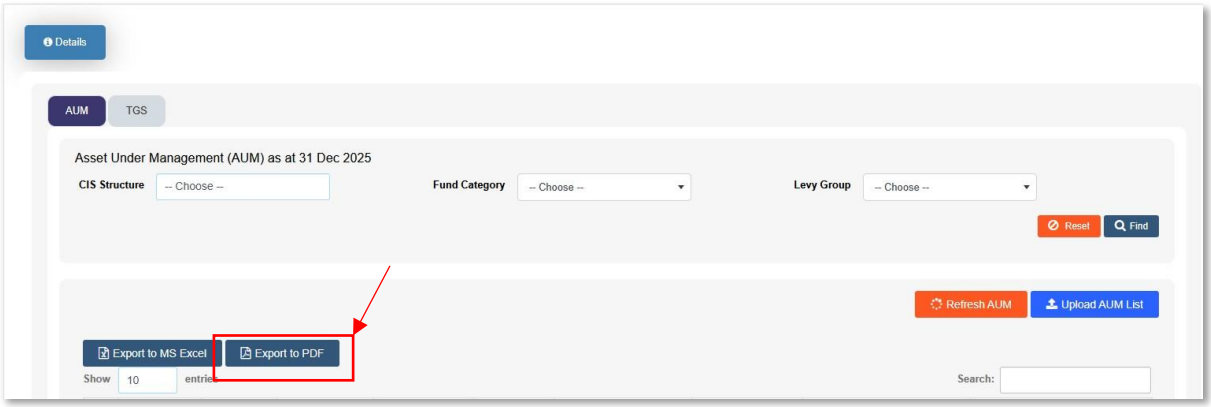


Diagram 32: Export AUM fund list to PDF

13. Click Refresh AUM button and system will refresh the *Asset Under Management (AUM)* fund list based on the latest list if there is new approved *Fund Registration* have been made.

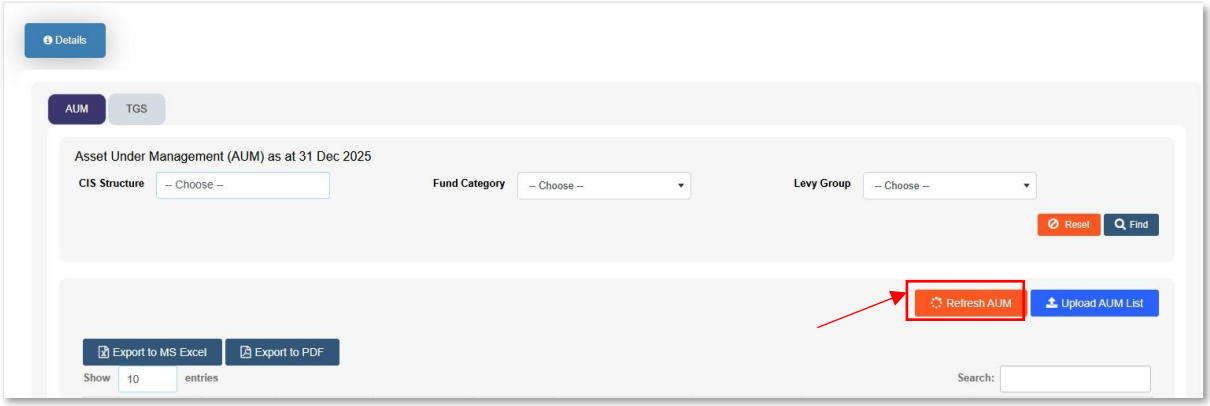


Diagram 33: Refresh AUM fund

14. Click button at *AUM Document* section to proceed submit. (If only AUM section is available. If not, require to do the same at *TGS* section tab)

Diagram 34: Upload supporting document

15. On *TGS* section (if available), filter function is available to filter the list of *Total Gross Sales (TGS)* such as follow:
    i. CIS Structure
    ii. Sales Load Category iii. Fund Category
    iv. Flag
16. Click Find button and system will display the filtered list of *Total Gross Sales (TGS)* funds.
17. Click Reset button and Find button again to reset default value for the *Total Gross Sales (TG))* list and the filter function.

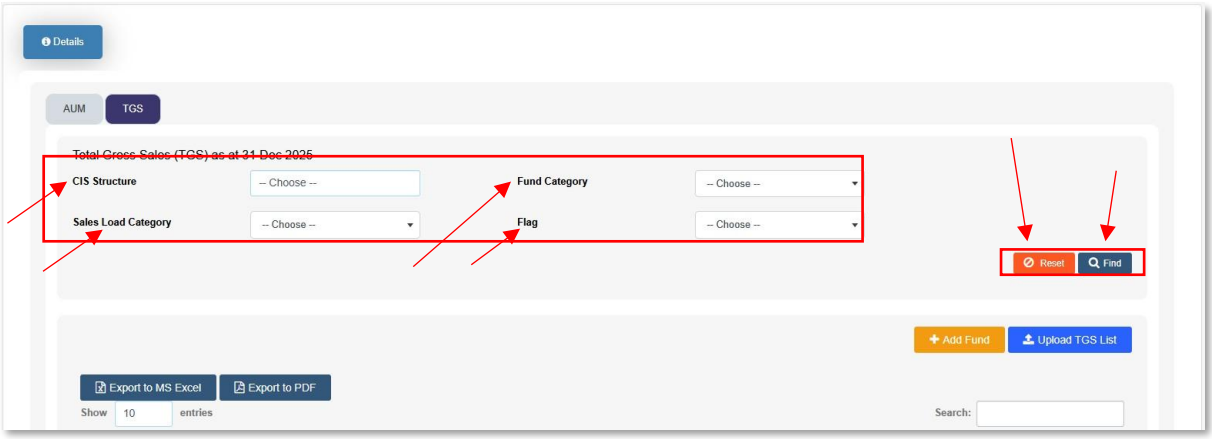


Diagram 35: Filter function TGS

18. Click Export to MS Excel button and system will download the excel file.

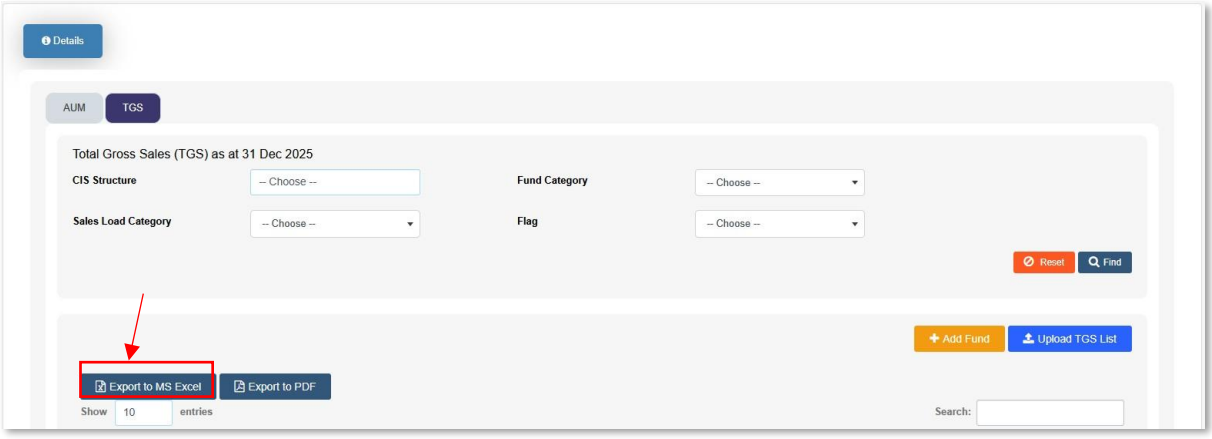


Diagram 36: Export to MS excel

19. Open the excel file and fill in under the fields listed as below with only *numeric* input type:

    i. Foreign Exchange Rate (MYR) *(4 decimal places)*

    ii. Total Gross Sales (MYR) *(2 decimal places)*

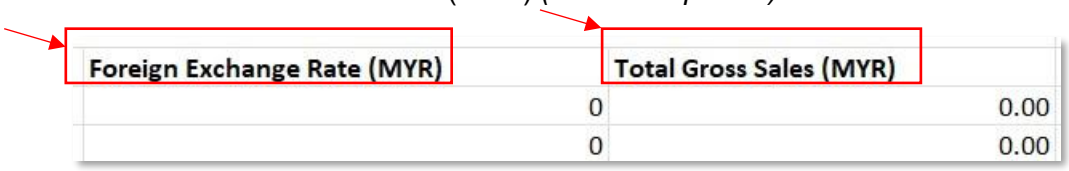


Diagram 37: TGS excel file fields

20. After fill in the fields, click Upload TGS List button and upload the excel file that have been saved into the system.

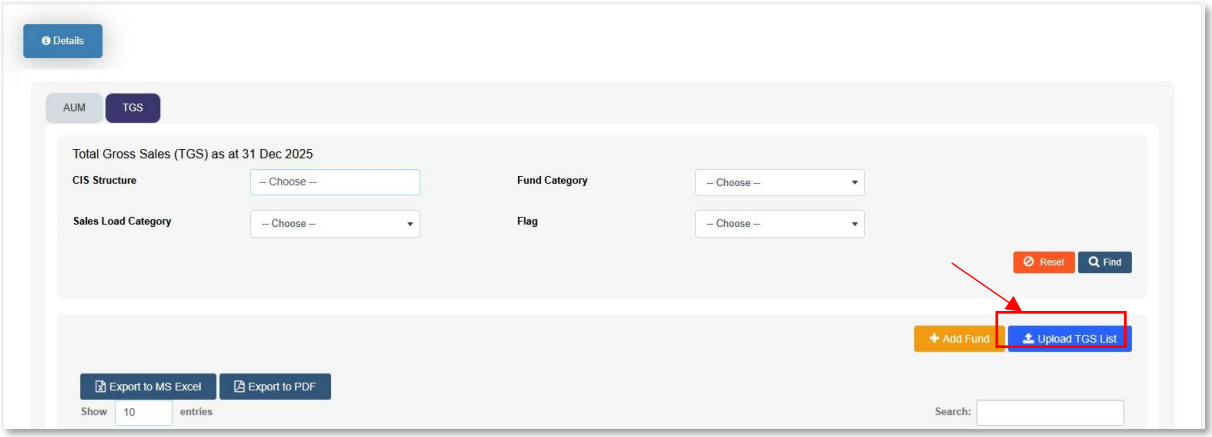


Diagram 38: Upload TGS file list

i. If the file is successfully uploaded without wrong input type in the file, the system displays a notification message and *Total Record, Total Success* and *Total Fail*.

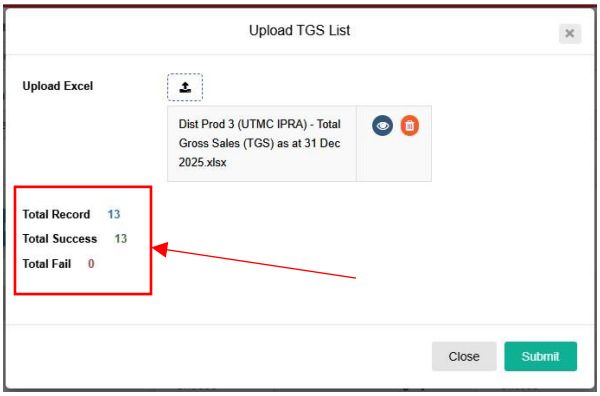


Diagram 39: Upload without error input

ii. If the file is successfully uploaded but with wrong input type in the file, the system displays a notification message and *Total Record, Total Success* and *Total Fail* with explanation of which fund on the list have wrong input type.

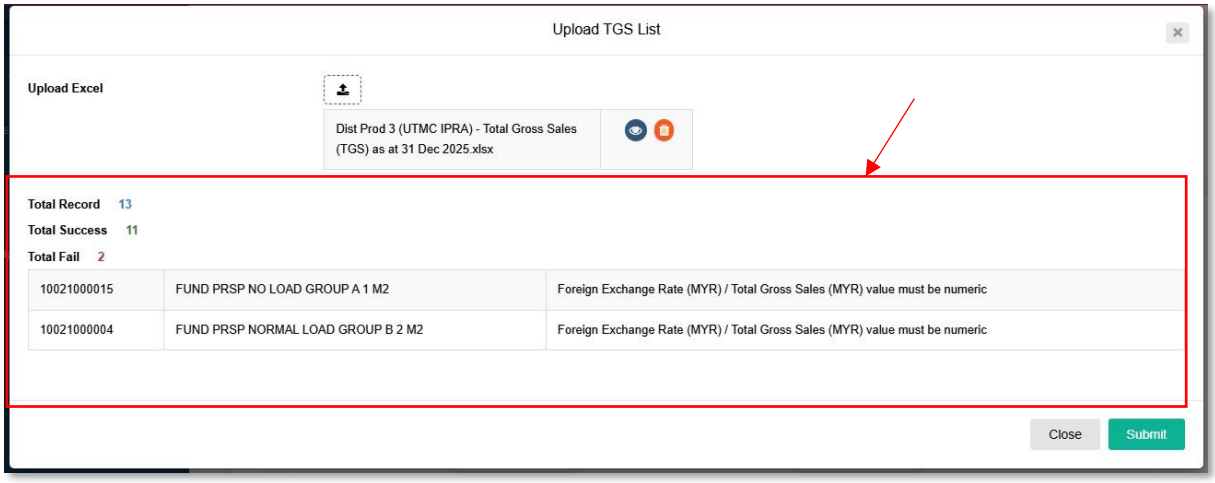


Diagram 40: Upload with error input

21. Click Export to PDF button to export to pdf of the *Total Gross Sales (TGS)* fund list.

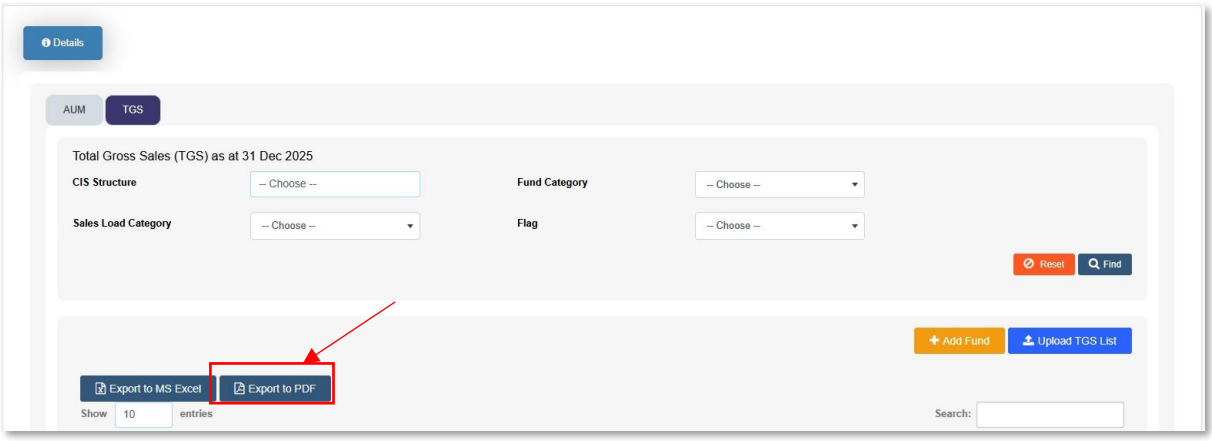


Diagram 41: Export to PDF TGS funds

22. Click button to add new *Fund Registration* into the *Total Gross Sales (TGS)* funds list.

Diagram 42: Add new fund(s)

23. Once system pop-up *Fund Register,* use the filter as listed below to search for the fund that want to add into the *Total Gross Sales (TGS)* funds list.

Diagram 43: Filter function for fund register

i. Distributor Type (based distributor registration type and need to choose this field first before choose the *Distributor Name* filter)

a) UTMC (if available, depends on registration type)
b) IUTA (if available, depends on registration type)
c) PRSP (if available, depends on registration type)
d) IPRA (if available, depends on registration type)

Diagram 44: Distributor type filter

ii. Distributor Name (based on the choose *Distributor Type* and system will display which *Distributor* is available)

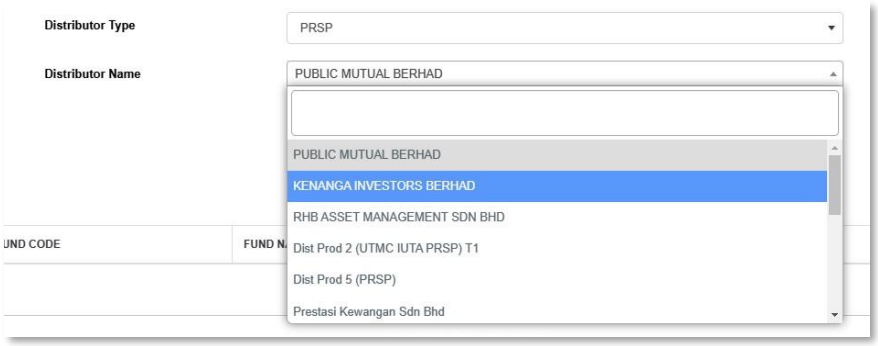


Diagram 45: Distributor name filter

iii. Once filters have been choose, click

button.

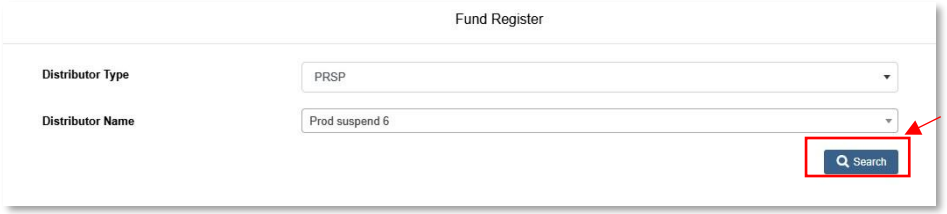


Diagram 46: Search button

iv. System will display list of funds, click button inside the *Action* column under the table listing *List of Fund* to choose any fund to add into *Fund Registration Entry*.

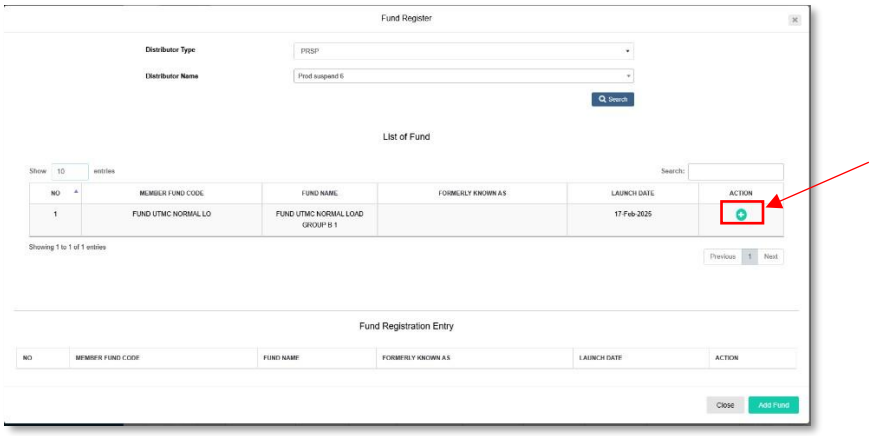


Diagram 47: Add button

v. System will update the *Fund Registration Entry*, Click button inside the *Action* column under the table listing *Fund Registration Entry* to remove any fund from the list.

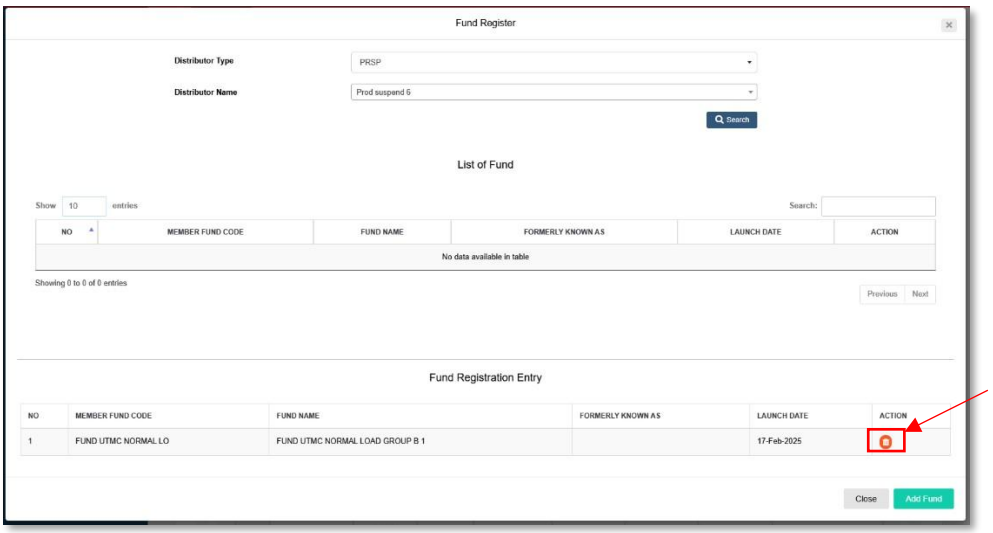


Diagram 48: Delete button

vi. Click Close button to close the pop-up screen or click Add Fund button to add the selected fund into the *Total Gross Sales (TGS)* fund list.

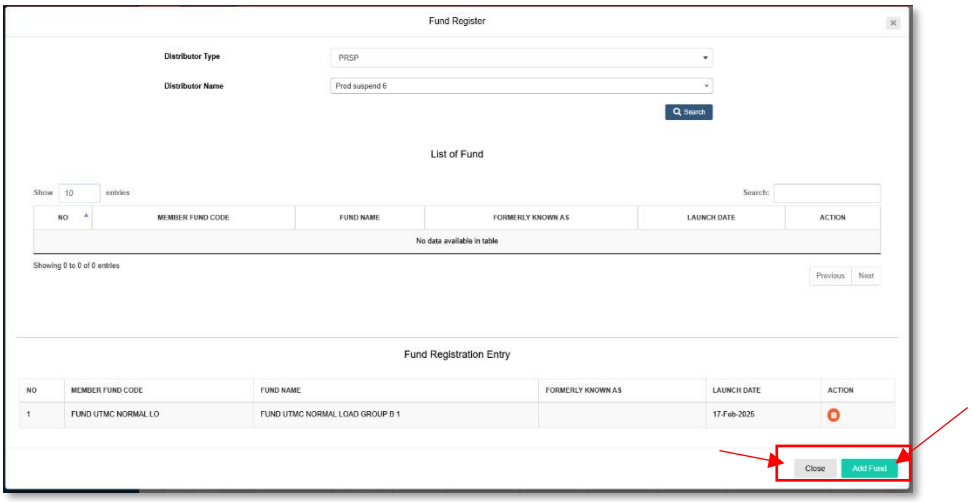


Diagram 49: Add fund into the list

a) Once user clicked Add Fund, system will prompt a message.

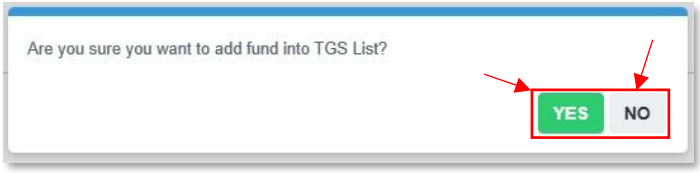


Diagram 50: Prompt message to add fund

- If NO user click button system will close the prompt YES message.
- If user click button system will update the *Total Gross Sales (TGS)* fund list and under column *Flag* it will reflect as *New* to indicate the new fund have been added into the list.

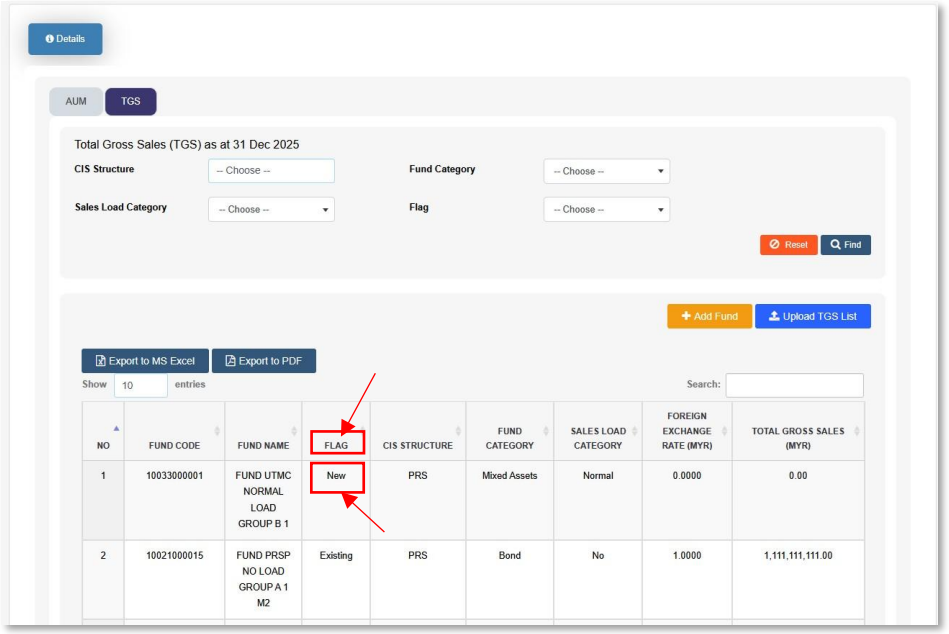


Diagram 51: Added fund

24. Click button at *TGS Document* section to proceed submit. (If only TGS section is available. If not, require to do the same at *AUM* section tab)

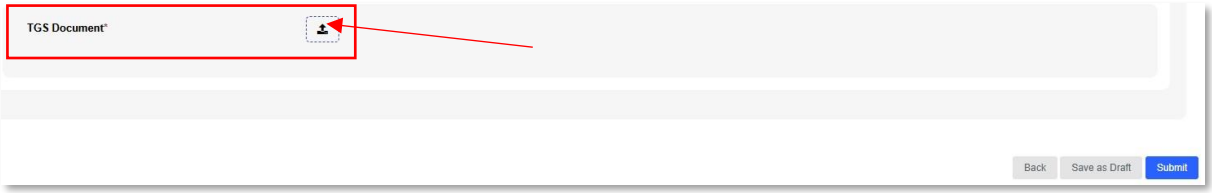


Diagram 52: Upload supporting document

i. If click button without upload the *TGS/AUM Document* field, system will prompt error message and highlight the fields:

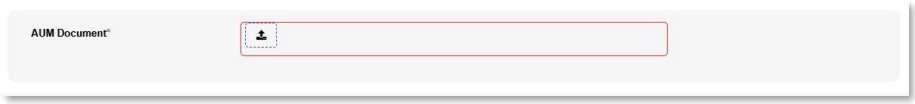


Diagram 53: Supporting document at AUM section highlighted

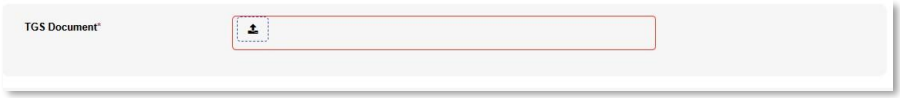


Diagram 54: Supporting document at TGS section highlighted

25. Click Back button to go back from the *Annual Fees Creation* list, Click Save as Draft button to save the information that have been filled or click Submit button to submit the application.

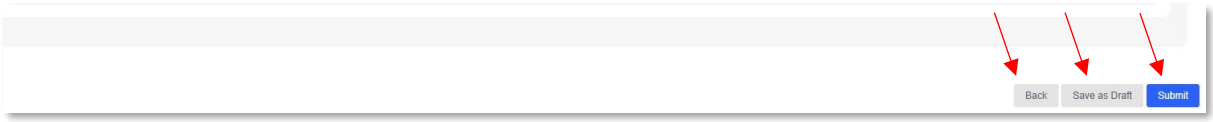


Diagram 55: Action buttons

26. Once clicked Submit button, system will prompt message as below:

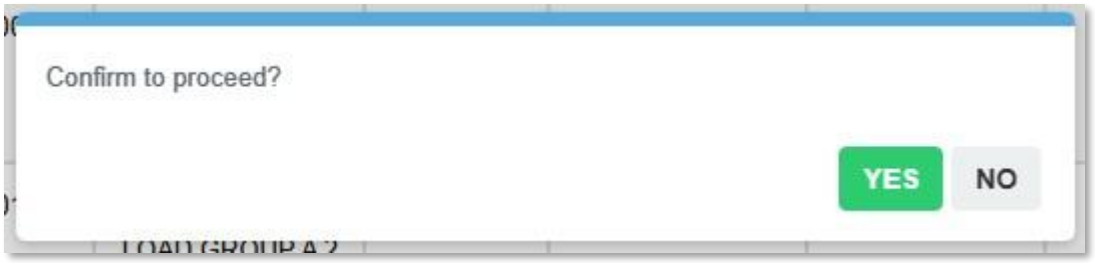


Diagram 56: Confirm to proceed submit

i. Click YES button to submit the application and system will prompt application submitted message

ii. Click NO button to stay at current page

3.1.2 Review Application by Annual Fees – Checker

3.1.2.1 Review Application Flow

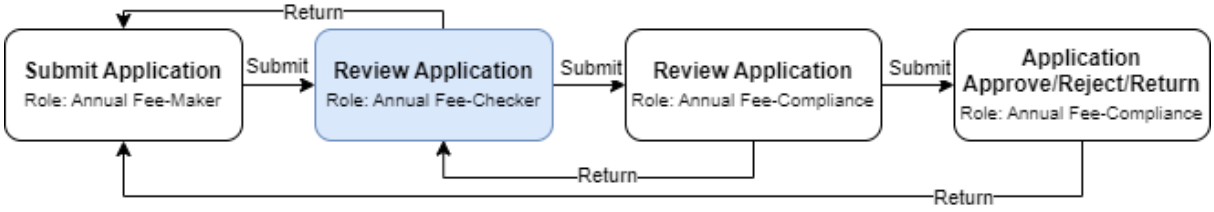


Diagram 57: Review application flow by Annual Fee Checker

3.1.2.2 Review Application Steps

Review Application

1. On the homepage, locate sub-menu *'Annual Fees Creation'* from the main menu *'Annual Fee'* and click it.

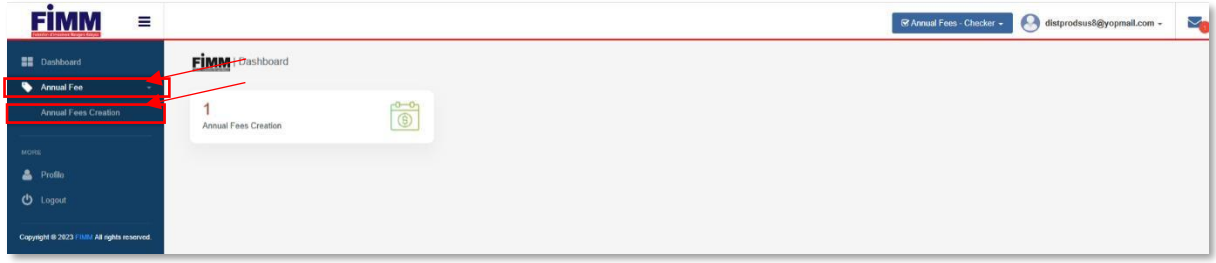


Diagram 58: Main menu and submenu

2. On the page *Annual Fee Creation List*, click the button under column *Action* from the table listing and system will direct into the application

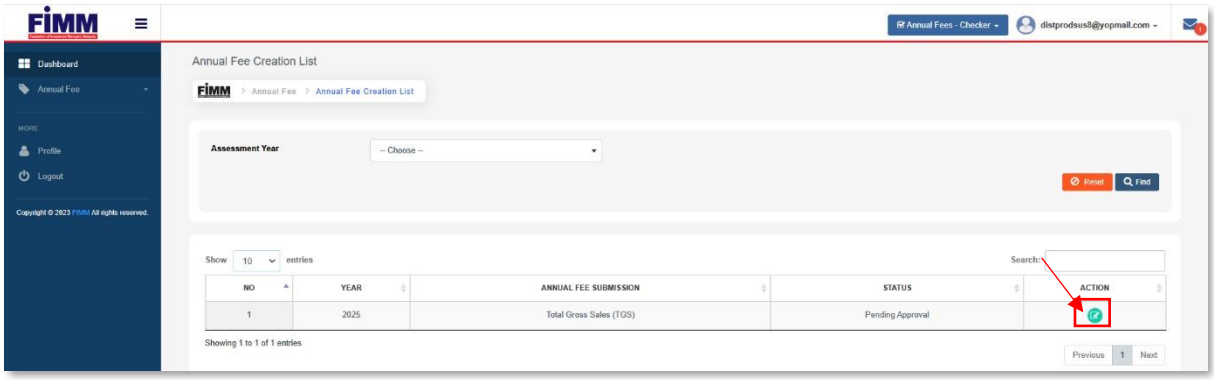


Diagram 59: Edit button inside action column

3. On the same page, use the filter function *Assessment Year* to filter application based

on chosen year and click

button and system will show the result.

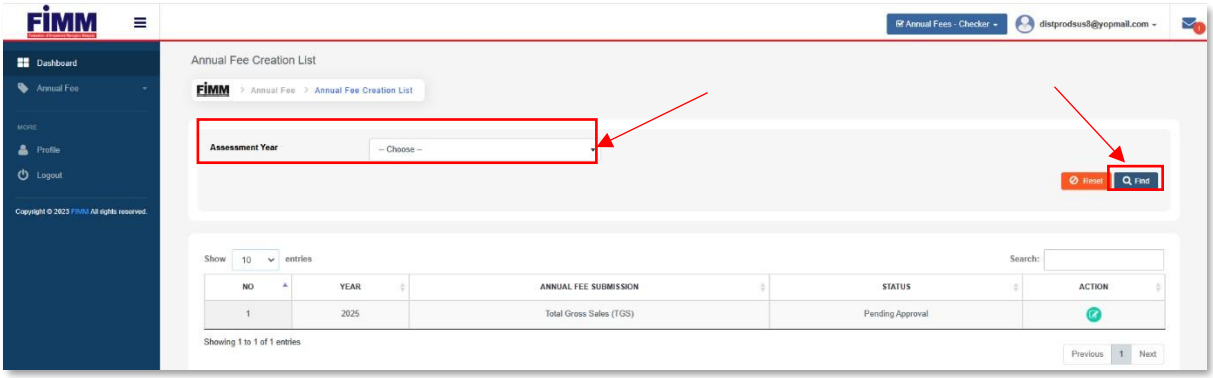


Diagram 60: Filter functions

4.

Click

button to reset the filter and click

button again and system will reset the listing.

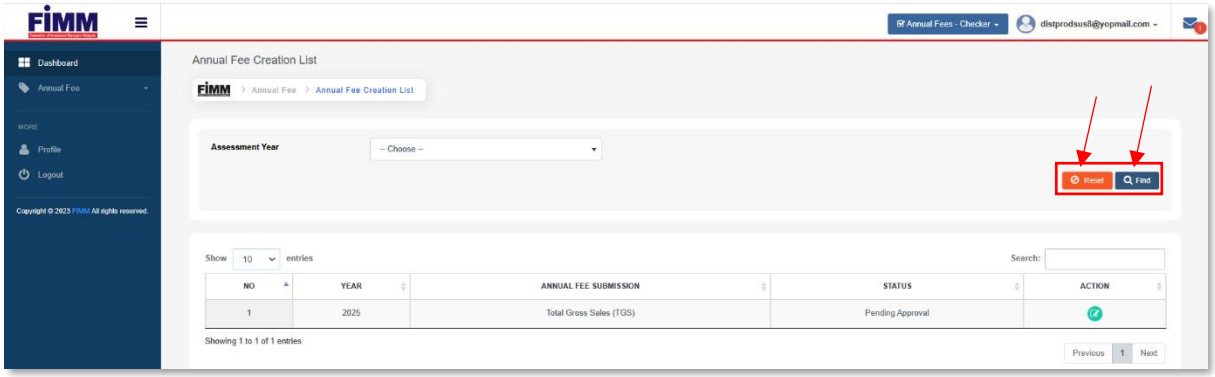


Diagram 61: Find and reset filter function

5. On the application page, the system will direct the user to the tab *Details* and section *AUM* or *TGS*, depending on the user's *Registration Type*.

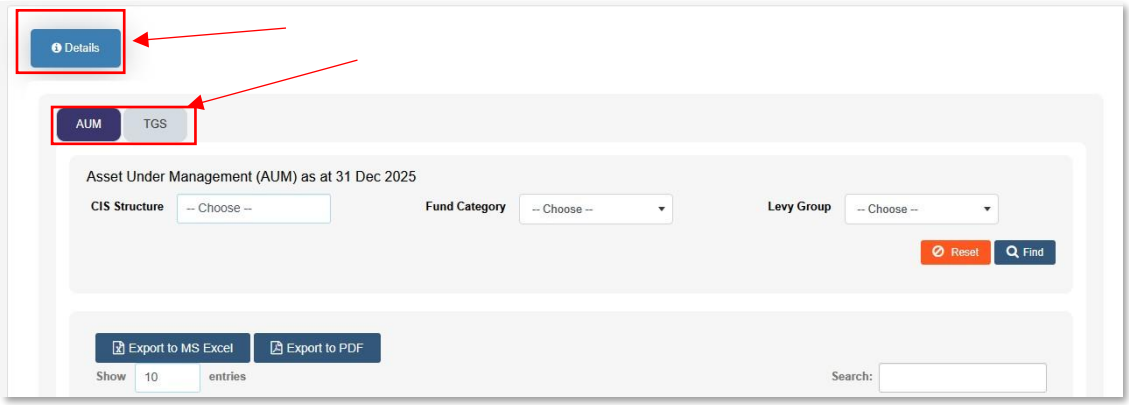


Diagram 62: AUM and TGS section

6. On *AUM* section (if available), filter function is available to filter the list of *Asset Under Management (AUM)* such as follow:

   i. CIS Structure

   ii. Fund Category

   iii. Levy Group

7. Click

button and system will display the filtered list of *Asset Under Management (AUM)* funds.

8. Click

button and

button again to reset default value for the

Asset Under Management (AUM) list and the filter function.

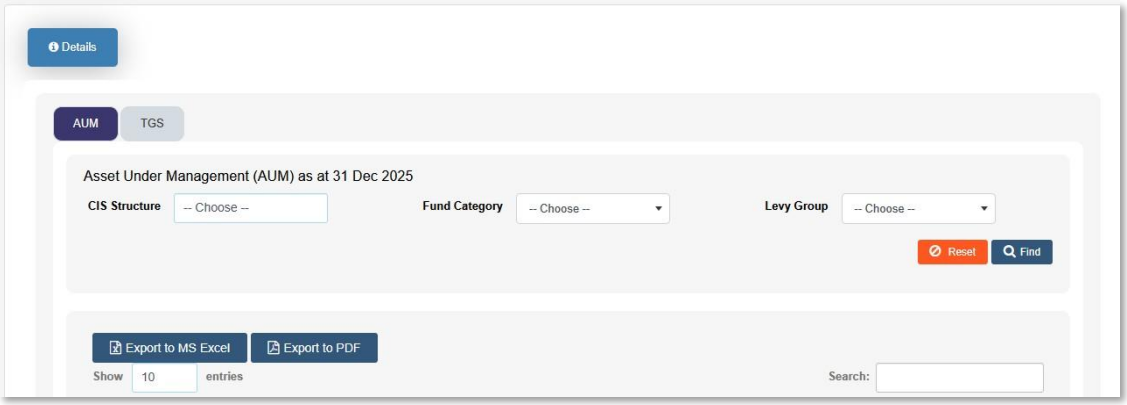


Diagram 63: AUM filter functions

9. Click

button and system will download the excel file.

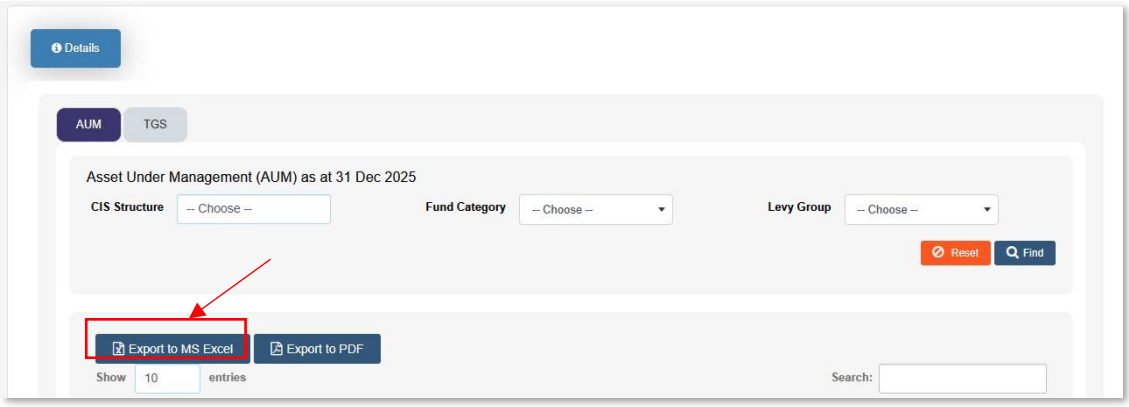


Diagram 64: Export to MS excel

10. On TGS section (if available), filter function is available to filter the list of Total Gross Sales (TGS) such as follow:

i. CIS Structure
ii. Sales Load Category
iii. Fund Category
iv. Flag

11. Click

button and system will display the filtered list of *Total Gross Sales (TGS)* funds.

12. Click

button and

button again to reset default value for the

Total Gross Sales (TG)) list and the filter function.

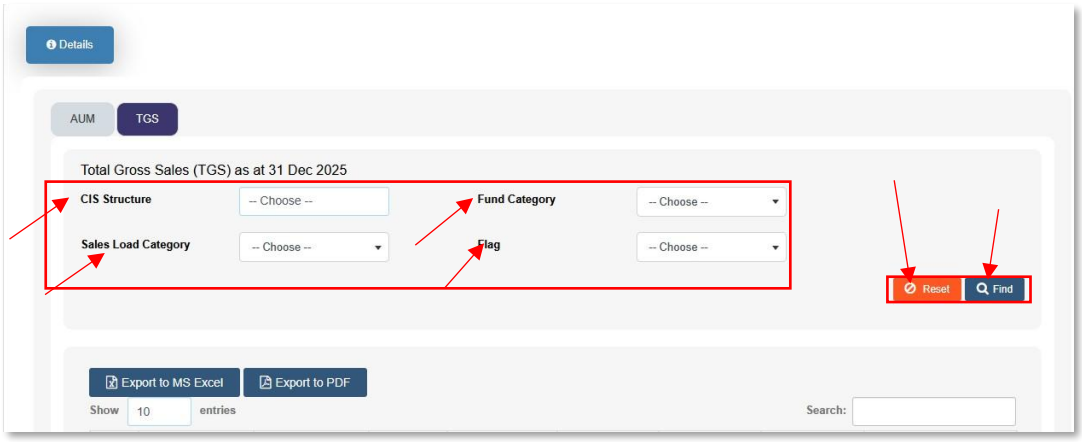


Diagram 65: TGS filter function

13. Click button and system will download the excel file.

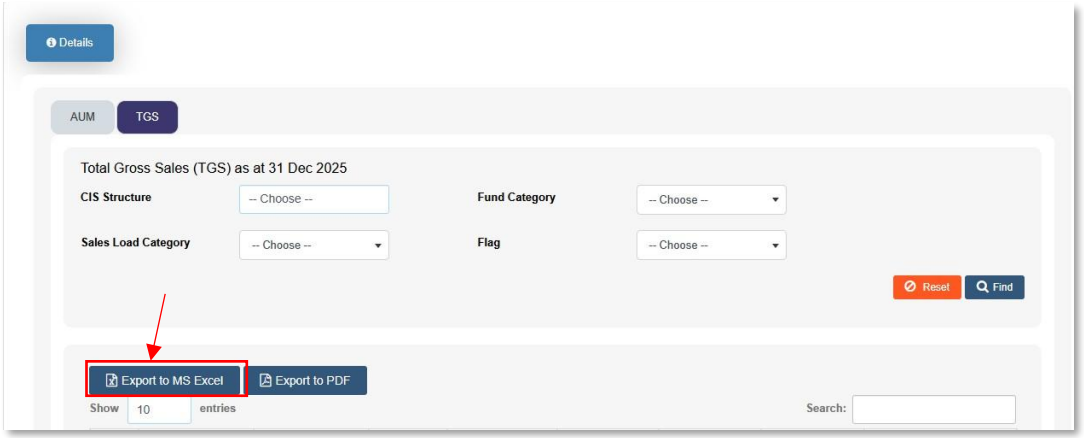


Diagram 66: Export to MS excel

14. Click button to export to pdf of the *Total Gross Sales (TGS)* fund list.

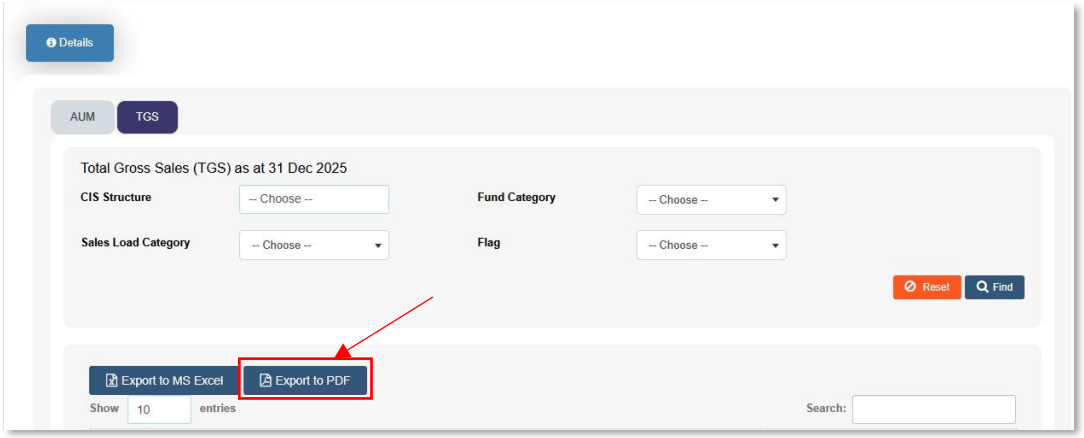


Diagram 67: Export to PDF

15. Click button on *AUM Document* or *TGS Document* field to view the uploaded file by *Annual Fee _ Maker*

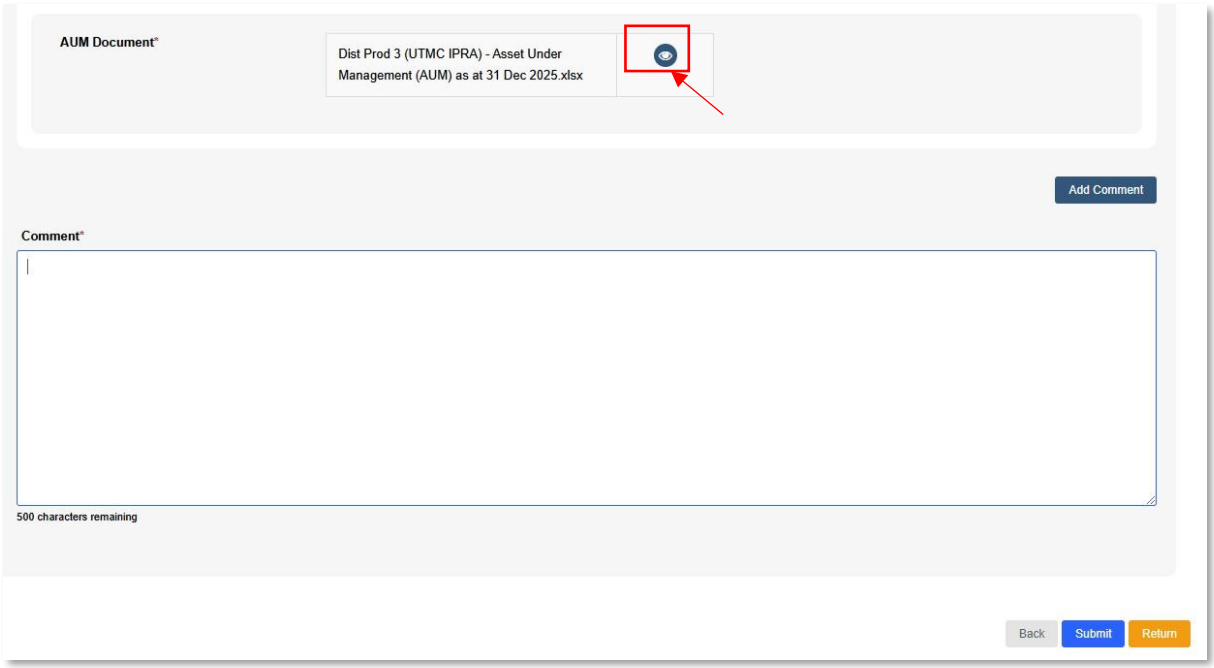


Diagram 68: View uploaded file

16. Click Back button to go back to *Annual Fees Application* list.
17. Click Return button to return application to *Annual Fees – Maker*

i. If click Return button without any input inside the *Comment* section (which requires to click Add Comment button), system will prompt error message and highlight the comment section field

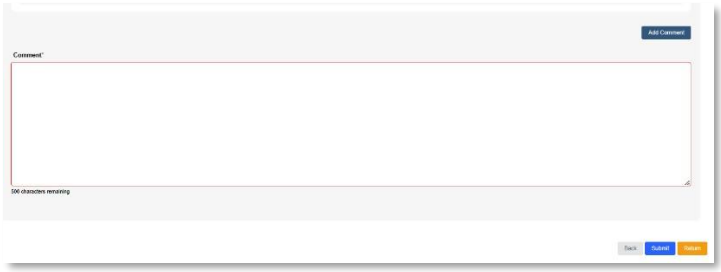


Diagram 69: Mandatory comment field

ii. If click Return button with input any input inside the *Comment* section.
   a) System will prompt message:

Diagram 70: Confirm to proceed to return

- If user click YES button, system display prompt success return message

Diagram 71: Return prompt message

- If user click NO button, system stay at current page

18. Click Submit button to submit application and application will continue to next review process.
    i. System will prompt message:

Diagram 72: Confirm to proceed prompt message

a) Click YES button and system will prompt success prompt message.

Diagram 73: Submit prompt message

b) Click NO button and system will stay at current page.

3.1.3 Review Application by Annual Fees – Compliance

3.1.3.1 Review Application Flow

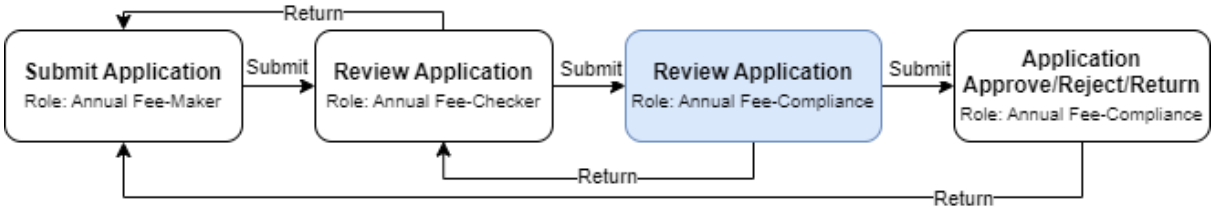


Diagram 74: Review application by Annual Fee - Compliance flow

3.1.3.2 Review Application Steps

Review Application

1. On the homepage, locate sub-menu *'Annual Fees Creation'* from the main menu *'Annual Fee'* and click it.

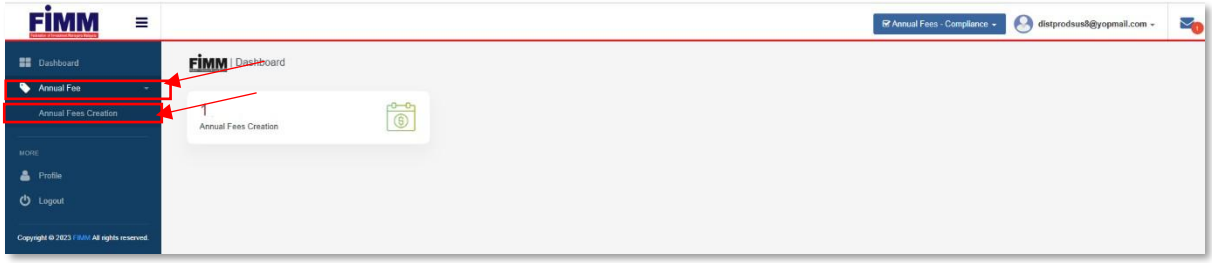


Diagram 75: Main menu and submenu

2. On the page *Annual Fee Creation List*, click the button under column *Action* from the table listing and system will direct into the application

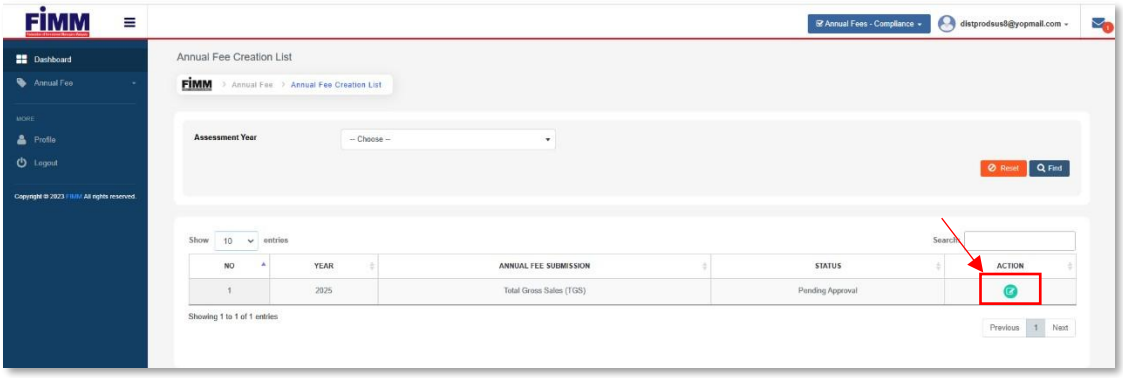


Diagram 76: Edit button inside action column

3. On the same page, use the filter function *Assessment Year* to filter application based

on chosen year and click button and system will show the result.

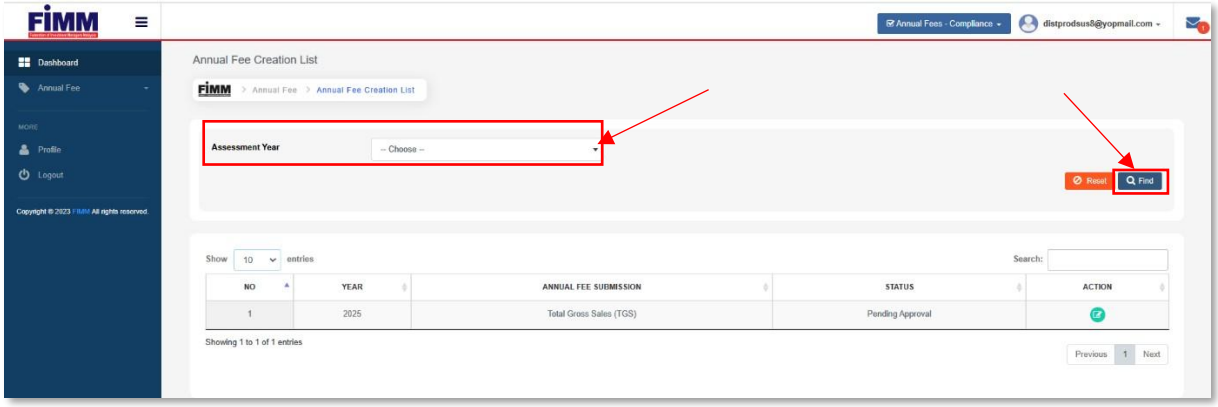


Diagram 77: Filter function

4. Click button to reset the filter and click button again and system will reset the listing.

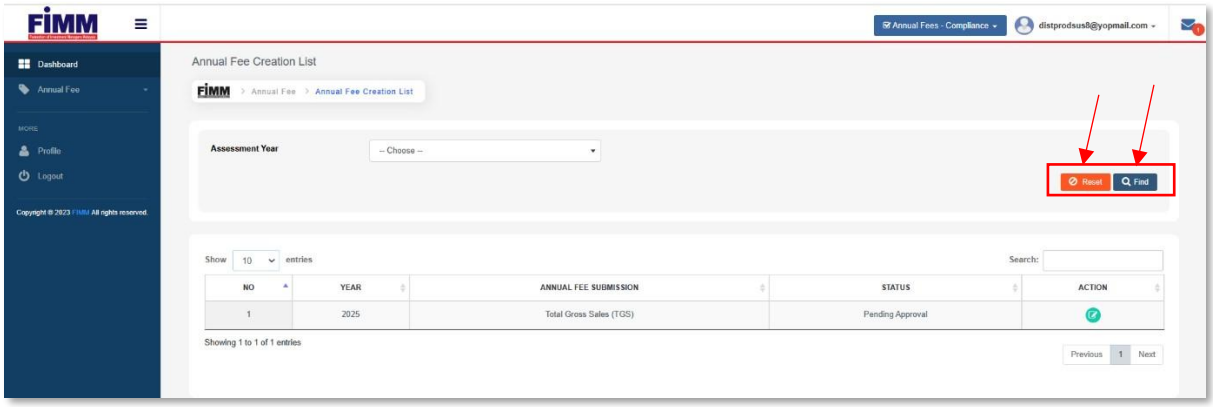


Diagram 78: Find and reset filter function button

5. On the application page, the system will direct the user to the tab *Details* and section *AUM* or *TGS*, depending on the user's *Registration Type*.

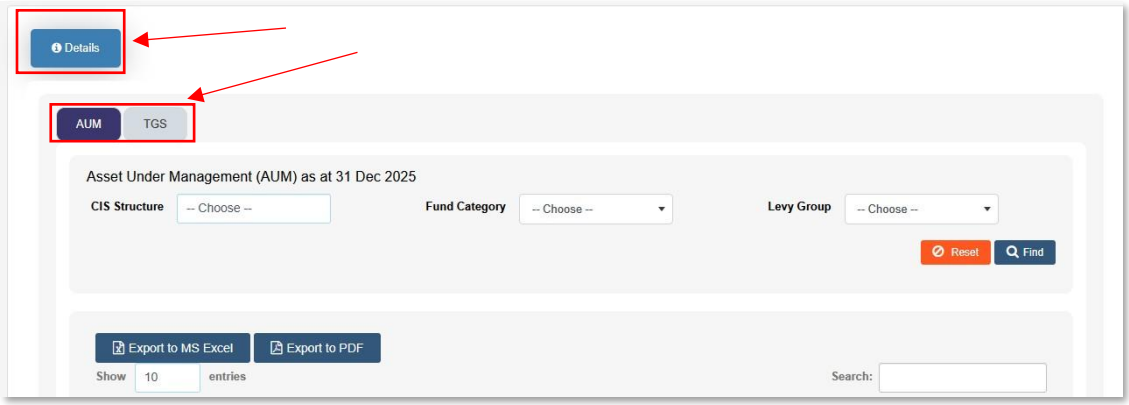


Diagram 79: AUM and TGS sections

6. On *AUM* section (if available), filter function is available to filter the list of *Asset Under Management (AUM)* such as follow:

   i. CIS Structure

   ii. Fund Category

   iii. Levy Group

Click Find button and system will display the filtered list of *Asset Under Management (AUM)* funds.

Click Reset button and Find button again to reset default value for the *Asset Under Management (AUM)* list and the filter function.

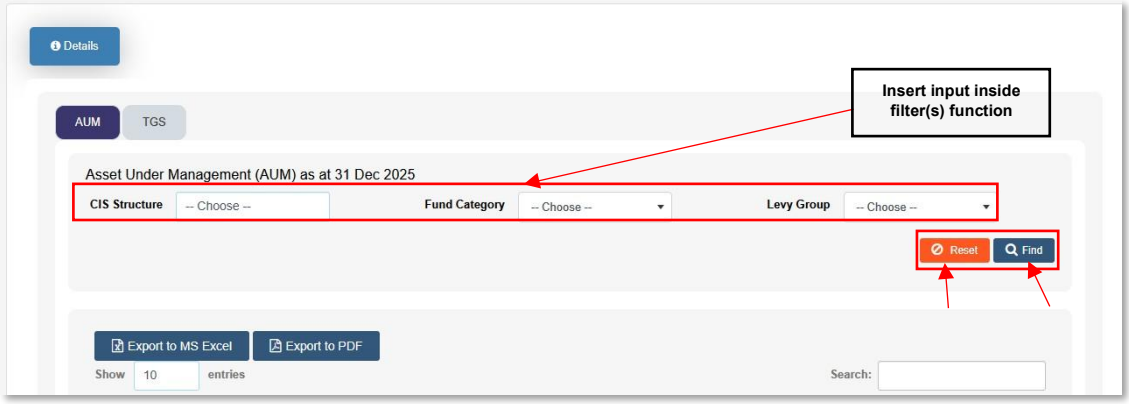


Diagram 80: AUM filter function

7.

8.

9. Click Export to MS Excel button and system will download the excel file.

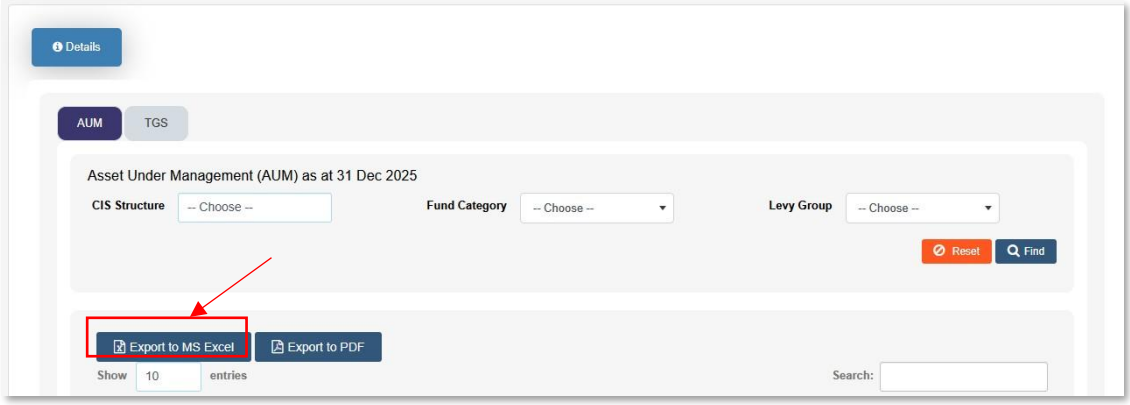


Diagram 81: Export to MS excel

10. On TGS section (if available), filter function is available to filter the list of Total Gross Sales (TGS) such as follow:
    i. CIS Structure
    ii. Sales Load Category iii. Fund Category
    iv. Flag
11. Click Find button and system will display the filtered list of *Total Gross Sales (TGS)* funds.
12. Click Reset button and Find button again to reset default value for the *Total Gross Sales (TG))* list and the filter function.

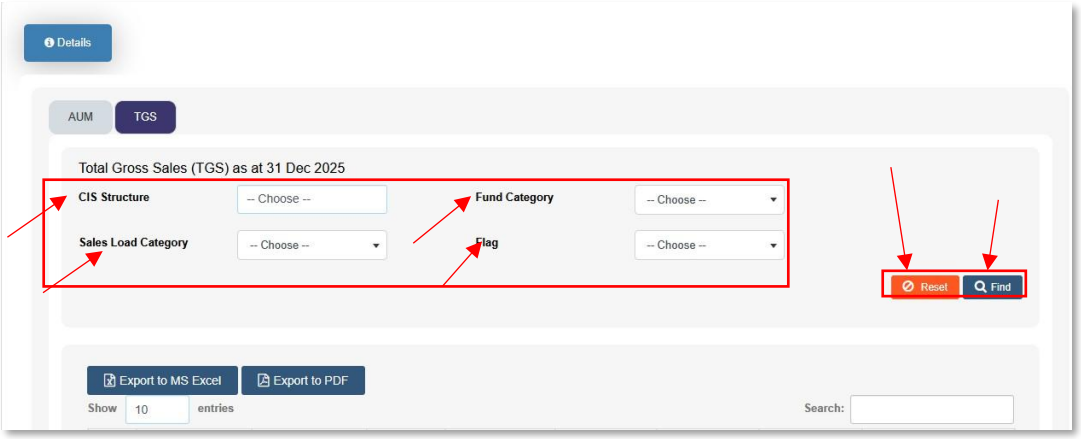


Diagram 82: Filter, find and reset filter function buttons

13. Click button and system will download the excel file.

Diagram 83: Export to MS excel

14. Click button to export to pdf of the *Total Gross Sales (TGS)* fund list.

Diagram 84: Export to PDF

15. Click button on *AUM Document* or *TGS Document* field to view the uploaded file by *Annual Fee _ Maker*

Diagram 85: View uploaded file

16. Click ☐ on the checkbox to tick *Declaration* section.

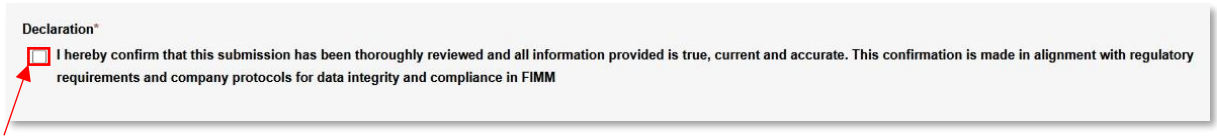


Diagram 86: Declaration checkbox

17. Click Back button to go back to *Annual Fees Application* list.
18. Click Return button to return application to *Annual Fees – Maker*

i. If click Return button without any input inside the *Comment* section (which requires to click Add Comment button), system will prompt error message and highlight the comment section field

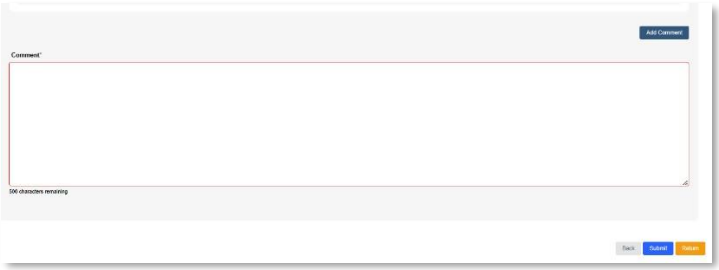


Diagram 87: Mandatory field when return

ii. If click Return button with input any input inside the *Comment* section.

a) System will prompt message:

Diagram 88: Confirm to proceed return

- If user click YES button, system display prompt success return message

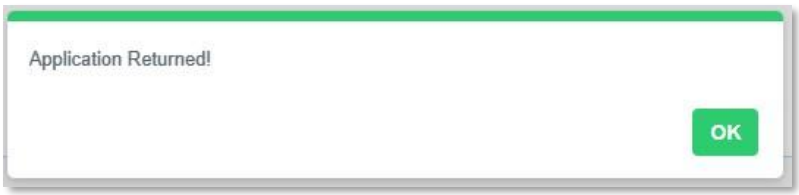


Diagram 89: Return prompt message

- If user click NO button, system stay at current page

19. Click Submit button to submit application and application will continue to next review process.
    i. System will check the *Declaration* check box:
        a) If the checkbox is untick, system will prompt error message and highlight the *Declaration* field

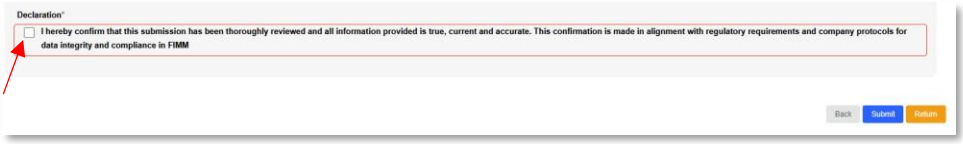


Diagram 90: Mandatory declaration

        b) If the checkbox is ticked, system will proceed to next step on ***ii***
    ii. System will prompt message:

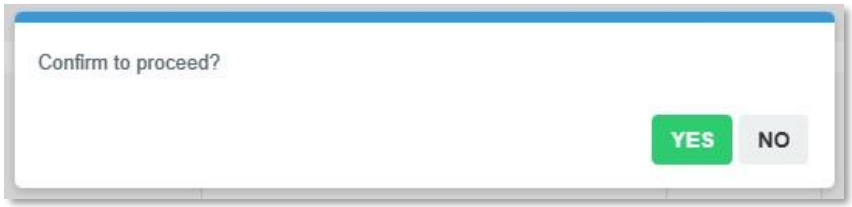


Diagram 91: Confirm to proceed submit

        a) Click YES button and system will prompt success prompt message.

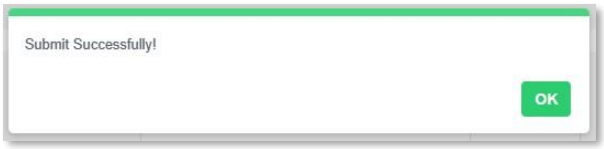


Diagram 92: Submit prompt message

        b) Click NO button and system will stay at current page.