

## **USER MANUAL**

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

## MODULE: FUND MANAGEMENT (NON- MEMBER FUND PROVIDER REGISTRATION)

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## **GROUP: NON- MEMBER**

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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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### **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 Fees
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CA	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

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			ment Managen	ient Storage				

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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

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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
NFP	Non-Member Fund Provider

Table 1: Acronym Table

## **ABBREVIATIONS ROLE**

Abbreviation	Role	Description
FND-ADM	NFP - Administrator	Responsible for creating new company profiles and NFPs as a Maker user.

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FND-NM	NFP - Maker	Responsible for initiating and submitting fund registration and profile management requests for approval.
F-ID	FIMM ID	FIMM as a responsible party to approve the creation of a new company.

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 utilize 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/

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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**

- 4. System will show Sign In page, where User need to key-in the information:
  - User ID
  - Password
  - TAC

<b>≜ Log In</b>
Please Login First
User ID
Password
Request TAC
Forgot Password?
First Time Login

Diagram 2: Log in Display

#### Successful Login

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

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### 3.4 Non- Member Fund Provider Registration

3.4.1 Create Application

### 3.4.1.1 Process Flow



### 3.4.1.2 Manual Steps

#### Sign Up

- 1. User to sign up to FIMM Core System and select role:
  - Role: Non-Member Fund

Provider • Email

	🛎 Log In 🔒 Sign Up	
ſ	SIGN UP	٦
	Non-Member Fund Provider 🔹	
	🖾 Email	
	Next	

Diagram 53: Sign Up



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Diagram 54: Sign Up

3. User to click submit System will send email verification and message. A verification link has been sent to tp\_usermanual@yopmail.com. Please click the link to get started. Kindly check your junk/spam mailbox if you do not receive the email. If you still haven't received the email, please contact registration@fimm.com.my.

Diagram 55: Sign Up

4. User receives an email and click Verification Link.

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Tuesday, March 04, 2025 3:55:48 PM	
Show pictures	
	logo
	Activation Email On Fimm Registration
	Hello Active Your Account
	Verification Link
	https://tcs-stg.fimm.com.my/

Diagram 56: Email Notification

5. User login to system using the registered Email and Password.

📥 Log In	🔓 Sign Up
LOG IN -	
User ID	
Password	
Login	
Forgot Passwor	d?
First Time Logi	in
	)

Diagram 57: Login

Register Funds under Non-Member Fund Provider

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1. Click on menu Funds. System will display submenu under Funds.



Diagram 58: Menu Funds

2. Click on submenu Non-Member Fund Provider and then subsequently on Registration.

	Dashboard
	Funds -
	Non-Member Fund Provider 👻
	Registration
	Diagram 59: Submenu
Click Create	New to register.

4. System will display the form (Section: Company Details). User to fill in the details:

- i. Company Name
- ii. Registration Number (New)
- iii. Registration Number (Old) iv.

CMSL/eCMSL License No

- v. Date of Incorporationvi. Type of Company
- vii. Business Address
- viii. Country ix. Postcode
- x. State
- xi. City

3.

xii. Company Phone Number xiii. Contact Person Email

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rvestment Managers Malaysia	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/02/25	1
Fimm	=			Applicant	izanm@yopma	il.com +
Dashboard	Non-Member Fund Provid	der Application				
Funds	• Fimm > Funds > Non-M	lember Fund Provider Application				
Profile	0 Details D Log					
🖞 Logout						
Converight (8 2023 EUUU All rights o	scened					
	Company Detai	Company Details				
	2 Key Personnel	Company Name*	COMPANY NAME			
	2 Decuments & D	Registration Number (New) <sup>2</sup> 0				
	a socializity of t		REGISTRATION NUMBER (NEW)			
		Registration Number (Old)*0	REGISTRATION NUMBER (OLD)			
		CMSL/eCMSL License No*	CMSL/ECMSL LICENSE NO			
		Date of Incorporation*	DDYYYY			
		Type of Company <sup>a</sup>	Choose			
		Business Address*	ADDRESS 1			
			ADDRESS 2			
			ADDRESS 3			
		Country*	Choose		•	
		Postcode*	POSTCODE			
		State*	Choose			
		City				
		ung a	- Choose -		•	
		Company Phone Number	•			
		Contact Person Email*	NAME@EXAMPLE.COM			
				Cours 2	Constant Constant	

Diagram 60: Section Company Detail

- 5. User to click **Next**>>> to go to the next page.
- 6. System will display the Key Personal Section. User to fill in details:
  - i. Organisational Chart
  - ii. Directors
    - a) Name
    - b) Position
    - c) Responsibilities
  - iii. Key Management
    - a) Name
      - b) Designation
      - c) Title
      - d) Email
      - e) Responsibilities

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<b>FÎMM</b> Dashboard	=	Non-Member Fund Provider	Application			Applicant	izanm@yopmail
] Funds		<b>FIMM</b> > Funds > Non-Mem	per Fund Provider Application				
		0 Details 🔊 Log					
ynight © 2023 FIMM All rights n	served.	1 Company Details 2 Key Personnel	Key Personnel Organisational Chart				
		3 Documents & Decla	Nar	le	Directors *	Responsibilities	
			NAME		Choose •	RESPONSIBILITIES	Add Person
			No	Name (As per NRIC)	Position	Responsibilities	Action
					Key Managem	ent	
			Name (As per NRIC)		NAME		
			Designation		Choose		•
			Title		TITLE		
			Email		NAME@EXAMPLE	сом	
			Responsibilities		RESPONSIBILITIE	5	
							Add Person

Diagram 61: Key Personal Section

7. System will display the Documents and Declarations Section. User to upload the necessary documents stated below:

- i. Documents
  - a) Documents Form 24 and 49 and other SSM related documents
  - b) Documents CMSL/eCMSL approval letter by the SC
  - c) Document 3 (Not Mandatory)
  - d) Document 4 (Not Mandatory)
- ii. Declaration
  - a) I hereby confirm that this submission has been thoroughly reviewed and all information provided is true, current and accurate. This confirmation is made in alignment with regulatory requirements and company protocols for data integrity and compliance in reporting to FIMM.

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Fimm	=				Applicant	izanm@yopma	iil.com -
Dashboard     Funds	Non-Member Fund Provid	er Application					
MORE	O Details S Log						
Logout	reserved.						
	2 Key Personnel	Documents Form 24 and 49 a	iration nd other SSM related documents*	1			
	3 Documents & De	claration Documents CMSL/eCMSL ap Document 3	proval letter by the SC*	1			
		Document 4		<b>(1</b> )			
		Declaration*	mission has been thoroughly reviewed atory requirements and company protoc	and all information provided	is true, current and accurat mpliance in reporting to FIN	e. This con <mark>firmation is</mark> M.	

Diagram 62: Documents and Declarations Section

		i.	User to click	Save Dra	aft to save the application as dra	ft.
The d	ata you ente	red	will be save in draf	t.		
c					YES	NO
			Diagram 63	3: Confirmat	ation Message	
		ii.	User to click	Submit	to submit the application to FIMN	1.
0	FILE					
Confirm	to proceed?				YES NO	

Diagram 64: Confirmation Message

iii. Successful message will appear upon submission.

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#### Add Non-Member Fund Provider Company User

8. Click menu Administration. System will display submenu under Administration.



Diagram 66: Menu

9. Click submenu User Management.



Diagram 67: Submenu

10. System will display List of User Management.

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shboard	User Man	agement								
ntinuing Professional +	Fimm	Administration > User Management								
ninistration -										
- Hannaharan I	Roles									
n management	Choos	e	~							
	Email			User ID						
file										
tout.	Status									
	- Choos	e	÷							
										Add Use
	Show	10 - entries							•	Add Use
	Show NO 8	10 v entries USER ID	* NAME	© EMAL	¢ GROU	up ¢	ROLE	STATUS	+	Add Use
	Show NO 8	10 v entries USER ID tp_usermanual_user@yspmait.com	* NAME IZA ZAHIRAH BINTIJ	EMAIL tp_usermanual_user@popmal.com	GROI     Training P	UP ¢ trovider	ROLE TP - User	STATUS		Add Use
	Show NO 8	10 v entries USER ID Ip_usemanul_use@yspnail.com Ip_usemanul@yspnail.com	AAME     IZA ZAHIRAH BINTI/     Maisarah binti ali	EMAL           MIN         %p_ssemanus(_inser@ppmal.com           %p_usemanus(@ppmal.com	GRO     GRO     Training P     Training P	UP 0	ROLE TP - User TP - User TP - Administrator TP - User	STATUS Active Active	ACTION     CO	Add Use

Diagram 68: List of User Management

11. User can filter the list by either one or more of the details below and click

Q Find			
: • • • • • • • •	Roles Email User ID		
User Management			
Roles  Choose Email  Status  Choose	~	User ID	

Diagram 69: Filter

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12. Us	er click	to clear the filt	ter.			

User Management		
FIMM > Administration > User Management		
Roles		
Choose 🗸 🗸		
Email	User ID	
Status		
- Choose - 🗸		
		Reset Q Find





to create new non-member fund provider company user.

<b>o</b> 🕸	USER ID	NAME	EMAIL \$	GROUP \$	ROLE 🔶	STATUS 🔶	ACTION
	tp_usermanual_user@yopmail.com	IZA ZAHIRAH BINTI AMIN	tp_usermanual_user@yopmail.com	Training Provider	TP - User	Active	0
	tp_usermanual@yopmail.com	Maisarah binti ali	tp_usermanual@yopmail.com	Training Provider	TP - Administrator TP - User	Active	0

Diagram 71: Add New Company User

14. System will display the form below. User to fill in the details:

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Fimm =							TP - Adminis	tp_userma	nual@yopmail.com +	20
Dashboard	User Management						×			
Continuing Professional + Development	FIMM > Administration	Roles								
OC Administration - User Management	Roles Choose Email	TP - Administrator	TP	P - User	Name					
Mone Profile U Legont	Status	Designation			Department					
. Copyright © 2023 750M All rights reserved.		Contact No			Status Active	Add	Cancel		C Renet Q Find	1
	Show 10 - entries	5								
	No. USER ID 9 Ip_ourmanual Shawing 1 to 1 of 1 orbites	A Gyopmail.com	NAME 0	EMAIL.	al@yapnail.com	GROUP :	ROLE -	STATUS I	ACTION 8	

Diagram 72: Add New Company User

- i. Add New User:
  - a) Roles
  - b) Email
  - c) Name
  - d) Designation
  - e) Department
  - f) Contact No.
  - g) Status
    - Add
- ii. User to click

#### Success

Account created! An email has been send to tp\_usermanual\_user@yopmail.com for the next process.

OK

#### Diagram 73: Popup Message

iii. User will receive email and login by following the instructions given in the email.

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Account cre	ated on Fimm Registrat pp@fimm.com.my>	ion System				
Show pictures	ch 06, 2025 12:11:43 PM					
			Digo Iogo			
		Account created on Fin Hello IZA ZAHIRAH BIN Your account has been	mm Registration System TI AMIN created as follows :			
		User ID : tp_usermanua	Luser@yopmail.com			

Diagram 74: Email Notification

https://fcs-stg.fimm.com.my/

#### Update Roles to Existing User

15. In List of User Management, under column Action user click

io 🛊	USER ID	NAME \$	EMAIL \$	GROUP \$	ROLE 🔶	STATUS 🔶	ACTION \$
1	tp_usermanual_user@yopmail.com	IZA ZAHIRAH BINTI AMIN	tp_usermanual_user@yopmail.com	Training Provider	TP - User	Active	60
2	tp_usermanual@yopmail.com	Maisarah binti ali	tp_usermanual@yopmail.com	Training Provider	TP - Administrator TP - User	Active	00

**2** 



16. System will display the form.

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User Management	Update User	Roles			×		
FIMM > Administration	NO	ROLE CODE	ROLE NAME	ACTION			
Roles	1	T-ADM	TP - Administrator	0			
- Choose -	2	T-TPU	TP - User	0			
Email	Add New Role						
	- Choose -				~		
Status							
					-		Ø Reset
				Hou Hole	-		
							+ 264116
							+ Add Use
Show 10 - v entric	<b>8</b> 1						+ Add Use
Show 10 - entric		* NAME	8 EMAL	6 GROUP 6	ROLE 6	STATUS ©	+ Add Use
Show 10 v entrie NO 4 USER IO 1 ty_usermanual	is user@yopmail.com	* NAME 12A ZAHRAH BINTI AMIN	<ul> <li>EMAL</li> <li>ty_usernamal_user@yspinal.com</li> </ul>	© GROUP © Training Provider	ROLE 5 TP - User	STATUS C	+ Add Use ACTION
Show 10 v entrie NO 5 USER ID 1 p.unrmanul, 2 p.unrmanul	ns user@yopmail.com ≧yopmail.com	NAME     LZA ZRYHRAH BINTI AMIN     Mulaarah Sirit ali	EMAL     EVAL     tp_seamanual_see@yopmail.com     tp_seamanual@yopmail.com	© GROUP © Training Provider Training Provider	ROLE 0 TP - User TP - Administration TP - User	STATUS © Active	ACTION
Show 10 v entrik NO 5 USERIO 5 p.usernanual 2 p.usernanual	user@yopmail.com Eyopmail.com	AAME     ZA ZAHRAH BINTI AMIN     Milikarah Dori ali	EMAL           Ip_usemanual_user@yopmail.com           Ip_usemanual@yopmail.com	GROUP     GROUP     Grading Provider     Training Provider	ROLE 6 TP - User TP - User TP - User	STATUS C Active Active	ACTION
Show 10 or orbit NO 0 USER 10 5 tp_inemanal 2 (p_inemanal) Shewing 1 to 2 of 2 entries	is user@yopmail.com	AAME     UIA ZAHIGAH BINTI AMIN     Malkarah binti ali	EMAIL         Ip_usermanual_user@popmail.com           Ip_usermanual@popmail.com         Ip_usermanual@popmail.com	Sitter         Sitter           Training Provider         Training Provider	ROLE © TP - User TP - Liver TP - User	STATUS C	ACTION CONTRACTION

Diagram 76: Update Roles

i. Update User Roles a) Add New Role



CONFIRM	CANCEL
	CONFIRM

ок

Diagram 77: Popup Message

iii. User to click Add Role to update a new role.

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Success	
Data Successfully Added	
	ок

Diagram 78: Popup Message