



USER MANUAL

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

**MODULE: FUND MANAGEMENT
(FUND CREATION)
GROUP: DISTRIBUTOR**

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	21/03/2025
DOCUMENT VERSION	:	V1.1

 Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	iv

 Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	i

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	
Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
Document Name	User Manual
Document Reference No	ZANKO/FIMM/UM/v1.1
Property	Zanko Sdn Bhd
Document Date	21/03/2025

 Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	v

DOCUMENT CONTROL

Version History				
Version No	Version Date	Summary	Writer	
1.0	24/02/2025	1. Finalize Version 2. Nur Hidayah Bt Azirid 3. Iza Zakhizyan Bt Zaki		
1.1	25/02/2025	1. Added the role description under the abbreviation 2. role. Added support contact details. 3. Added the FCS URL.	1. Muhamad Afiq Abdul Aziz	

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	vi

CONTENT

DOCUMENT DESCRIPTION	i
DOCUMENT CONTROL	v
CONTENT	vi
LIST OF DIAGRAMS	viii
LIST OF TABLES	x
ACRONYM	xi
ABBREVIATIONS ROLE	xiii
CHAPTER 1: INTRODUCTION	14
Purpose	14
Contact Information	14
CHAPTER 2: GENERAL SYSTEM INSTRUCTION	15
2.1 User Log in	15
2.1.1 Log in	16
2.1.2 Update Account and Password	18
2.1.3 Forgot Password	21
2.1.4 Multiple Role	23
2.1.5 Log Out	23
2.2 Dashboard	24
2.2.1 Pending Task	24
2.2.2 Dashboard Notification	24
CHAPTER 3: FUND MANAGEMENT MODULE	25
3.1 Fund Creation	26
3.1.1.1 Process Flow	26
3.1.1.2 Manual Step	26
3.1.2 Review Application	31
3.1.2.1 Process Flow	31
3.1.2.2 Manual Steps	31
3.2 Fund Profile Management	37
3.2.1 Create Application	37
3.2.1.1 Process Flow	37
3.2.1.2 Manual Steps	37
3.2.2 Review Application	44
3.2.2.1 Process Flow	44
3.2.2.2 Manual Steps	44
3.3 Fund Status Management	50
3.3.1 Create Application	50
3.3.1.1 Process Flow	50

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	vii

3.3.1.2	Manual Steps	50
3.4	Fund Registration	64
3.4.1	Create Application	64
3.4.1.1	Process Flow	64
3.4.1.2	Manual Steps	64
3.5	Fund Deregistration	75
3.5.1	Create Application	75
3.5.1.1	Process Flow	75
3.5.1.2	Manual Steps	75
3.7	Fund Volatility Score Management	86
3.7.1.1	Process Flow	86
3.7.1.2	Manual Steps	86

LIST OF DIAGRAMS

Diagram 1: FCS Homepage Display	16
Diagram 2: Log in Display	16
Diagram 3: User Dashboard	17
Diagram 4: Incorrect User Id and Password Message Display	17
Diagram 5:Profile Submenu	18
Diagram 6: My Profile Display	19
Diagram 7: Reset Password Page	19
Diagram 8: Error Message Display	20
Diagram 9: Error Message Display	20
Diagram 10: Successful Message Display	20
Diagram 11: Log In Display	21
Diagram 12: Forgot Password Page	21
Diagram 13: Notification Message Display	21
Diagram 14: Email Reset Password	22
Diagram 15: Reset Password Page	22
Diagram 16: Change Role	23
Diagram 17: Logout	23
Diagram 18: Dashboard	24

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	viii

Diagram 19: Dashboard Notification	24
Diagram 20: Funds Menu	26
Diagram 21: Submenu Fund Creation	27
Diagram 22: List of Fund Creation.....	27
Diagram 23: List of Fund Creation Filters	28
Diagram 24: Create New	28
Diagram 25: Fund Creation Form	29
Diagram 26: Validation Message	30
Diagram 27: Confirmation Message	30
Diagram 28: Successful Message	30
<i>Diagram 29: Funds Menu</i>	31
<i>Diagram 30: Funds Submenu</i>	32
<i>Diagram 31: List of Fund Creation.....</i>	32
<i>Diagram 32: Fund Details</i>	33
<i>Diagram 33: Log Tab</i>	34
<i>Diagram 34: Approval Confirmation Message</i>	34
<i>Diagram 35: Successful message</i>	35
<i>Diagram 36: Message Prompt</i>	35
<i>Diagram 37: Confirmation Message</i>	35
<i>Diagram 38: Successful message</i>	35
<i>Diagram 39: Message Prompt</i>	36
<i>Diagram 40: Confirmation Message</i>	36
<i>Diagram 41: Successful message</i>	36
Diagram 42: Menu Funds	37
Diagram 43: Submenu Fund Management	37
Diagram 44: List of Funds	38
Diagram 45: List of Funds	39
Diagram 46: Fund Details	40
Diagram 47: Fund Details	40
Diagram 48: Confirmation Message	41
Diagram 49: Successful Message	41
Diagram 50: Update Fund Form	42
Diagram 51: Confirmation Message	43
Diagram 52: Successful Message	43
Diagram 53: Funds Menu	44
Diagram 54: Submenu Profile Application Update	44
Diagram 55: List of Profile Update Application	45
Diagram 56: List of Profile Update Application	45
Diagram 57: Fund Profile Update Form	46
Diagram 58: Log	47
Diagram 59: Approval Confirmation Message	48
Diagram 60: Successful message	48
Diagram 61: Message Prompt	48
Diagram 62: Confirmation Message	48
Diagram 63: Successful message	49
Diagram 64: Message Prompt	49

FIMM Federation of Investment Managers Malaysia	Project Federation of Investment Managers Malaysia (FiMM)	Reference ZANKO/FIMM/UM/V0.1	File User Manual Document	Version 1.1	Date 24/02/25	Page ix
---	--	---------------------------------	------------------------------	----------------	------------------	------------

Diagram 65: Confirmation Message	49
Diagram 66: Successful message	49
Diagram 67: Menu Funds	50
Diagram 68: Submenu Fund Management	50
Diagram 69: List of Funds.	51
Diagram 70: Fund Details	53
Diagram 71: Fund Details	54
Diagram 72: Confirmation Message	54
Diagram 73: Successful Message	54
Diagram 74: Suspension Form	55
Diagram 75: Termination Form	55
Diagram 76: Closure Form	55
Diagram 77: Reactivation Form	56
Diagram 78: Confirmation Message	57
Diagram 79: Successful Message	57
Diagram 80: Funds Menu	58
Diagram 81: Status Application Update	59
Diagram 82: Status Application Update	59
Diagram 83: Status Application Update	60
Diagram 84: Status Application Update Form	61
Diagram 85: Approval Confirmation Message	62
Diagram 86: Successful message	62
Diagram 87: Message Prompt	62
Diagram 88: Confirmation Message	62
Diagram 89: Successful message	63
Diagram 90: Message Prompt	63
Diagram 91: Confirmation Message	63
Diagram 92: Successful message	63
Diagram 93: Menu Funds	64
Diagram 94: Submenu List of Fund Registered	64
Diagram 95: List of Fund Registered	65
Diagram 96: List of Fund Registered	65
Diagram 97: Fund Registration Application form	66
Diagram 98: Fund Registration Application form	67
Diagram 99: Fund Registration Application form	67
Diagram 100: Menu Funds	69
Diagram 101: Submenu Fund Registration	69
Diagram 102: List of Fund Registration Application	70
Diagram 103: List of Fund Registration Application	70
Diagram 104: List of Fund Registration Application	71
Diagram 105: Fund Registration Application	71
Diagram 106: Approval Confirmation Message	72
Diagram 107: Successful message	72
Diagram 108: Message Prompt	73
Diagram 109: Confirmation Message	73
Diagram 110: Successful message	73

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	x

Diagram 111: Message Prompt	74
Diagram 112: Confirmation Message	74
Diagram 113: Successful message	74
Diagram 114: Menu Funds	75
Diagram 115: Submenu List of Fund Registered	75
Diagram 116: List of Fund Registered	76
Diagram 117: List of Fund Registered	76
Diagram 118: Fund Deregistration Application form	77
Diagram 119: Fund Deregistration Application form	77
Diagram 120: Fund Deregistration Application form	78
Diagram 121: Confirmation Message	79
Diagram 122: Successful Message	79
Diagram 123: Funds Menu	80
Diagram 124: Submenu Fund Registration	80
Diagram 125: List of Fund Deregistration Application	81
Diagram 126: List of Fund Registration Application	81
Diagram 127: List of Fund Deregistration Application	82
Diagram 128: Fund Deregistration Application	82
Diagram 129: Approval Confirmation Message	83
Diagram 130: Successful message	83
Diagram 131: Message Prompt	84
Diagram 132: Confirmation Message	84
Diagram 133: Successful message	84
Diagram 134: Message Prompt	85
Diagram 135: Confirmation Message	85
Diagram 136: Successful message	85
Diagram 137: Menu Funds	86
Diagram 138: Submenu Fund Volatility Score Management	86
Diagram 139: Fund Volatility	87

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

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	xi

ACRONYM	DESCRIPTION
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
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System
GM	General Manager
HOD	Head of Department

Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	xii

ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
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
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme

Table 1: Acronym Table

ABBREVIATIONS ROLE

Abbreviation	Role	Description
D-F-MKR	Funds - Maker	Responsible for initiating and submitting fund registration requests for approval.

 Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	xiii

D-F-CHK	Funds - Approver	Responsible for approving fund requests after submission by the Funds - Maker.
F-ID	FIMM ID	Responsibility of FIMM to approve after the Funds Approver submits the request. Applicable for the Fund Creation, Fund Profile Management, and Fund Status Management sub-modules.
F-RDR	FIMM RD Reviewer	Responsibility of FIMM to approve after the Funds Approver submits the request. Applicable for the Fund Registration, and Fund Deregistration sub-modules.
D-F-RVW	Funds - Viewer	Read-only access with no actionable buttons.

Table 2: Abbreviation Role Table

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	14

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.

3.1 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.

3.2 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/>

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	15

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:

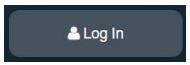
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the "**Forgot Password?**" option to reset their password.

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**.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	16

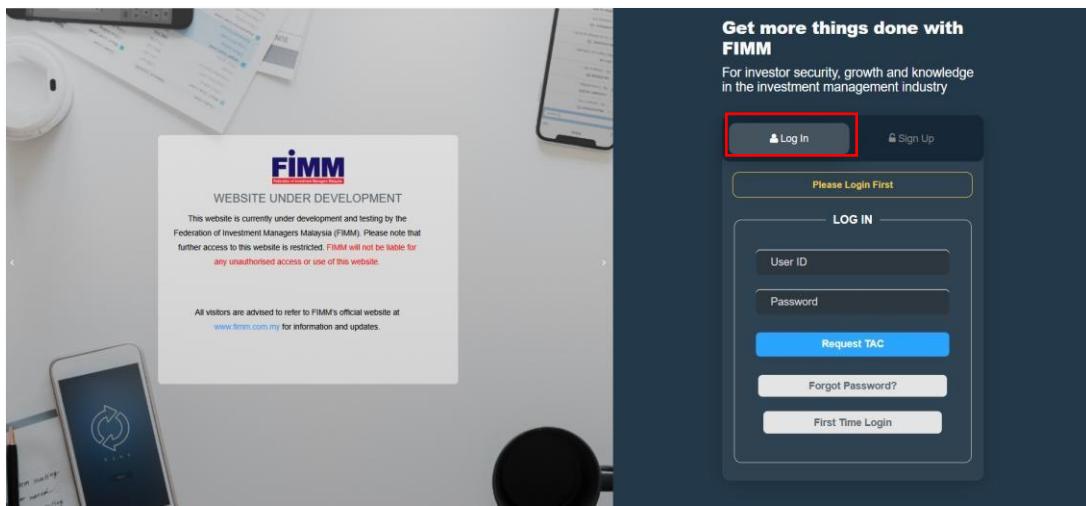


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

- User ID
- Password
- TAC

Diagram 2: Log in Display

Successful Login

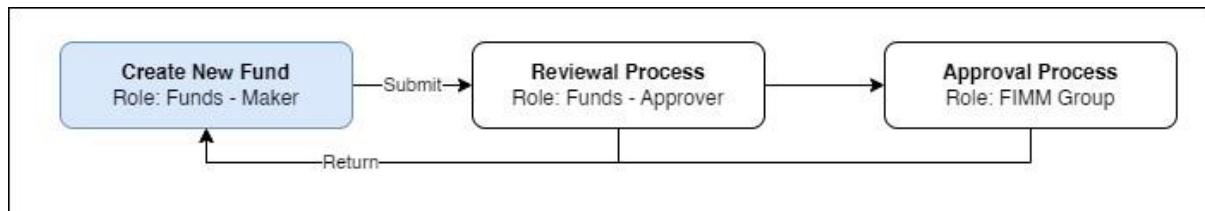
5. Click **Login** button and the system will be redirected to the FCS System dashboard.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	17

3.1 Fund Creation

3.1.1 New Fund Creation

3.1.1.1 Process Flow



3.1.1.2 Manual Step

- Click Menu 'Funds'.

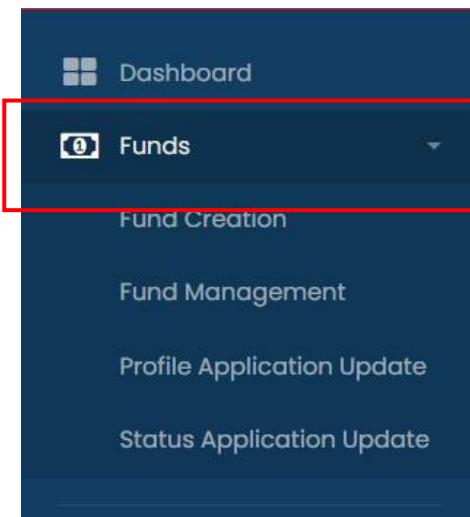


Diagram 20: Funds Menu

- Click Submenu 'Fund Creation'.

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	18	

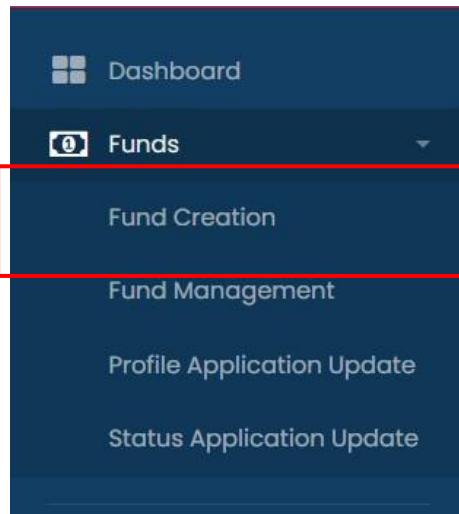


Diagram 21: Submenu Fund Creation

3. System will show list of funds registered under Fund Creation.

The screenshot shows the 'Fund Creation' page. At the top, there's a navigation bar with 'Funds - Maker' and an email icon. Below it is a search bar with 'enchanterdist@yopmail.com' and a mail icon. The main area has a 'Create New' button. Below that is a form with fields for 'Submission Date' (dd/mm/yyyy), 'Fund Name', 'FIMM Fund Code', 'Updated Date' (dd/mm/yyyy), 'Launch Date' (dd/mm/yyyy), and 'Status' (dropdown). There are 'Reset' and 'Find' buttons. At the bottom is a table with columns: NO, SUBMISSION DATE, UPDATED DATE, FUND NAME, FIMM FUND CODE, LAUNCH DATE, APPLICATION TYPE, STATUS, and ACTION. The table contains 7 rows of data.

NO*	SUBMISSION DATE	UPDATED DATE	FUND NAME	FIMM FUND CODE	LAUNCH DATE	APPLICATION TYPE	STATUS	ACTION
1	14-Nov-2024	14-Nov-2024	hfg	-	01-Dec-2024	Fund Creation	Returned	
2	06-Sep-2024	19-Sep-2024	a	100036000008	12-Sep-2024	Fund Creation	Approved	
3	28-Aug-2024	28-Aug-2024	FAZ - FUND REG 2	100036000007	08-Aug-2024	Fund Creation	Approved	
4	28-Aug-2024	28-Aug-2024	FAZ - FUND REG 1	100036000006	07-Aug-2024	Fund Creation	Approved	
5	26-Aug-2024	26-Aug-2024	ghghfkg	100036000005	08-Aug-2024	Fund Creation	Pending Review	
6	26-Aug-2024	14-Nov-2024	dsa	100036000004	07-Aug-2024	Fund Creation	Pending Approver - ID	
7	31-Jul-2024	31-Jul-2024	FUND BAS	100036000003	30-Jul-2024	Fund Creation	Approved	

Diagram 22: List of Fund Creation

4. From the list under fund creation, user can filter the list for a specific search by

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	19

clicking  Find :

i. Fund

Name ii.

FIMM

Fund Code iii.

Launch

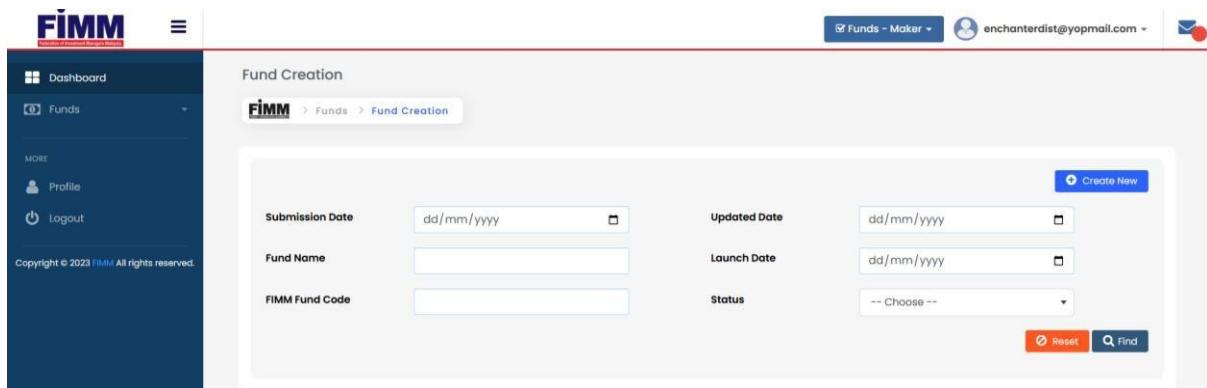
Date iv.

Status

v. Submission

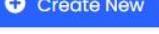
Date vi. Updated

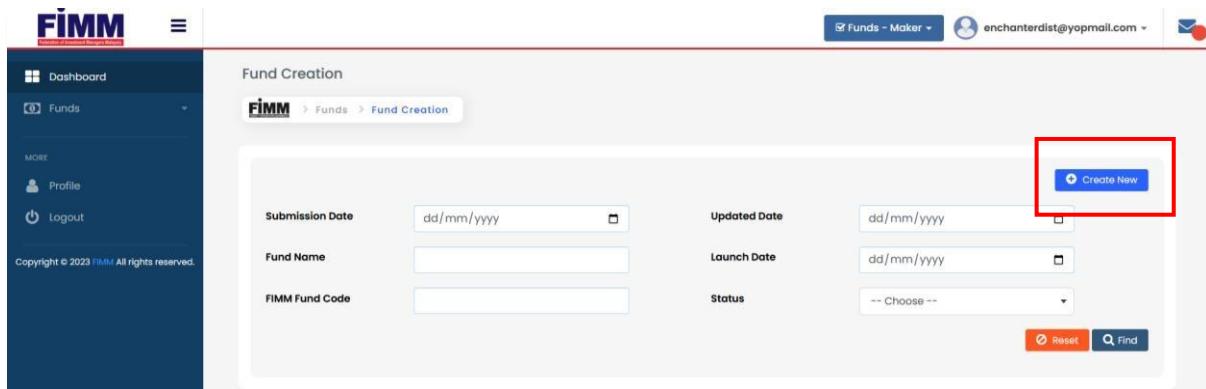
Date



The screenshot shows the 'Fund Creation' page of the FIMM system. On the left is a dark sidebar with 'Dashboard', 'Funds', 'Profile', and 'Logout'. The main area has a header 'Fund Creation' and a breadcrumb 'FIMM > Funds > Fund Creation'. It contains several input fields: 'Submission Date' (dd/mm/yyyy), 'Fund Name', 'FIMM Fund Code', 'Updated Date' (dd/mm/yyyy), 'Launch Date' (dd/mm/yyyy), and 'Status' (dropdown). At the top right are 'Reset' and 'Find' buttons, and at the bottom right is a 'Create New' button with a plus sign.

Diagram 23: List of Fund Creation Filters

5. Click on  to register a new Fund.



This screenshot is identical to Diagram 23, showing the 'Fund Creation' page. The 'Create New' button at the bottom right is highlighted with a red box to indicate it is the target for step 5.

Diagram 24: Create New

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	20

6. System will display Fund Creation Form. There are five sections:

i. Fund Details ii. Other Details iii. Fees iv. Structure

v. Documents

Diagram 25: Fund Creation Form

7. User are required to fill in all mandatory fields.

8. Click on 'Next >' to navigate to the next page. (**Note:** User can only navigate to the next page when all mandatory fields are filled.)

9. Click on ' << Prev ' to navigate to previous page.

10. Click on **Save as Draft** to save the application as a draft.

11. Click on button **Submit** to submit Fund Creation application as the next step for approval process.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	21

- i. If mandatory field are not filled in, system will prompt validation message. Once, all the required information is filled in the mandatory field, click OK to proceed.

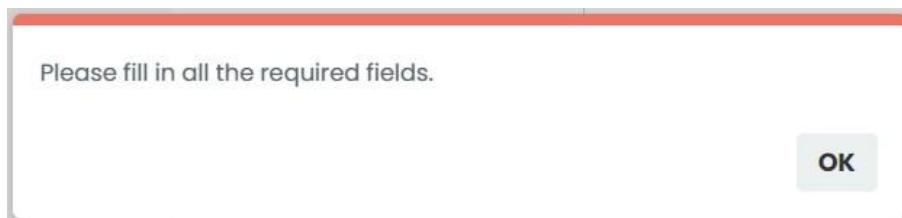


Diagram 26: Validation Message

- ii. System will prompt a confirmation message. User to click Yes to proceed.

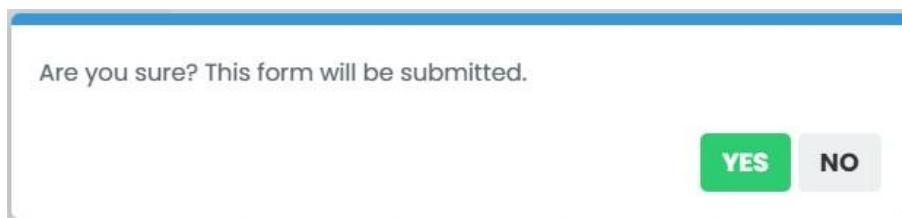


Diagram 27: Confirmation Message

- iii. Successful message will appear upon submission.

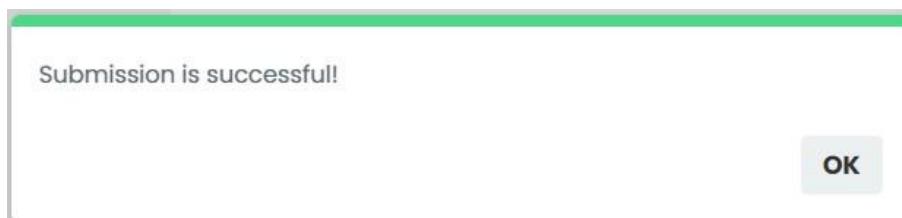
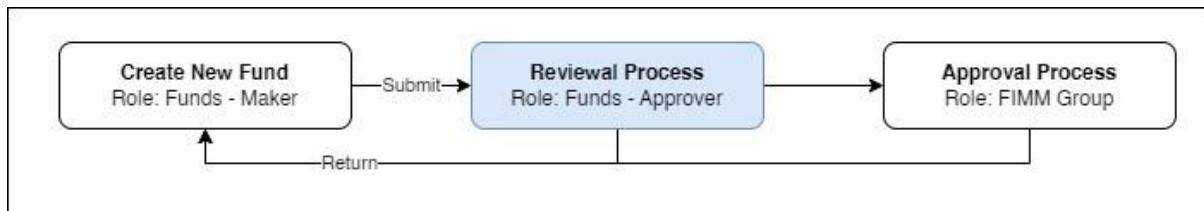


Diagram 28: Successful Message

FIMM Federation of Investment Managers Malaysia	Project Federation of Investment Managers Malaysia (FiMM)	Reference ZANKO/FIMM/UM/V0.1	File User Manual Document	Version 1.1	Date 24/02/25	Page 22
--	--	---------------------------------	------------------------------	----------------	------------------	------------

3.1.2 Reviewal Process by Funds Approver

3.1.2.1 Process Flow



3.1.2.2 Manual Steps

- Click Menu 'Funds'.

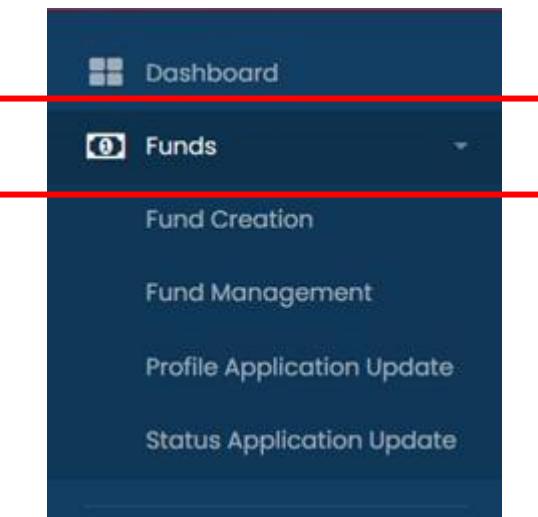
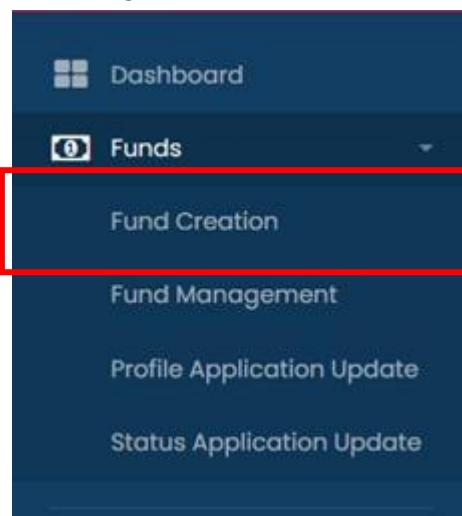


Diagram 29: Funds Menu

- Click Submenu 'Fund Creation'.



FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	23

Diagram 30: Funds Submenu

3. System will show list of funds registered under Fund Creation.

NO	SUBMISSION DATE	DISTRIBUTOR NAME	DISTRIBUTOR TYPE	FUND NAME	FIMM FUND CODE	LAUNCH DATE	APPLICATION TYPE	STATUS	ACTION
1	14-Feb-2025	MAAKL MUTUAL BERHAD - UTMC	UTMC	12312	-	03-Feb-2025	Fund Creation	Pending Approver - ID	
2	12-Feb-2025	Test Divest 13 (UTMC & IUTA)	IUTA, UTMC	AMSF 2	100081000012	12-Feb-2025	Fund Creation	Approved	
3	12-Feb-2025	Test Divest 13 (UTMC & IUTA)	IUTA, UTMC	AMSF 1	100081000013	12-Feb-2025	Fund Creation	Approved	
4	03-Feb-2025	Update Distributor 8 (UTMC PRSP IUTA IPRA)	IPRA, IUTA, PRSP, UTMC	PATTESTAMSF	100098000025	03-Feb-2025	Fund Creation	Approved	

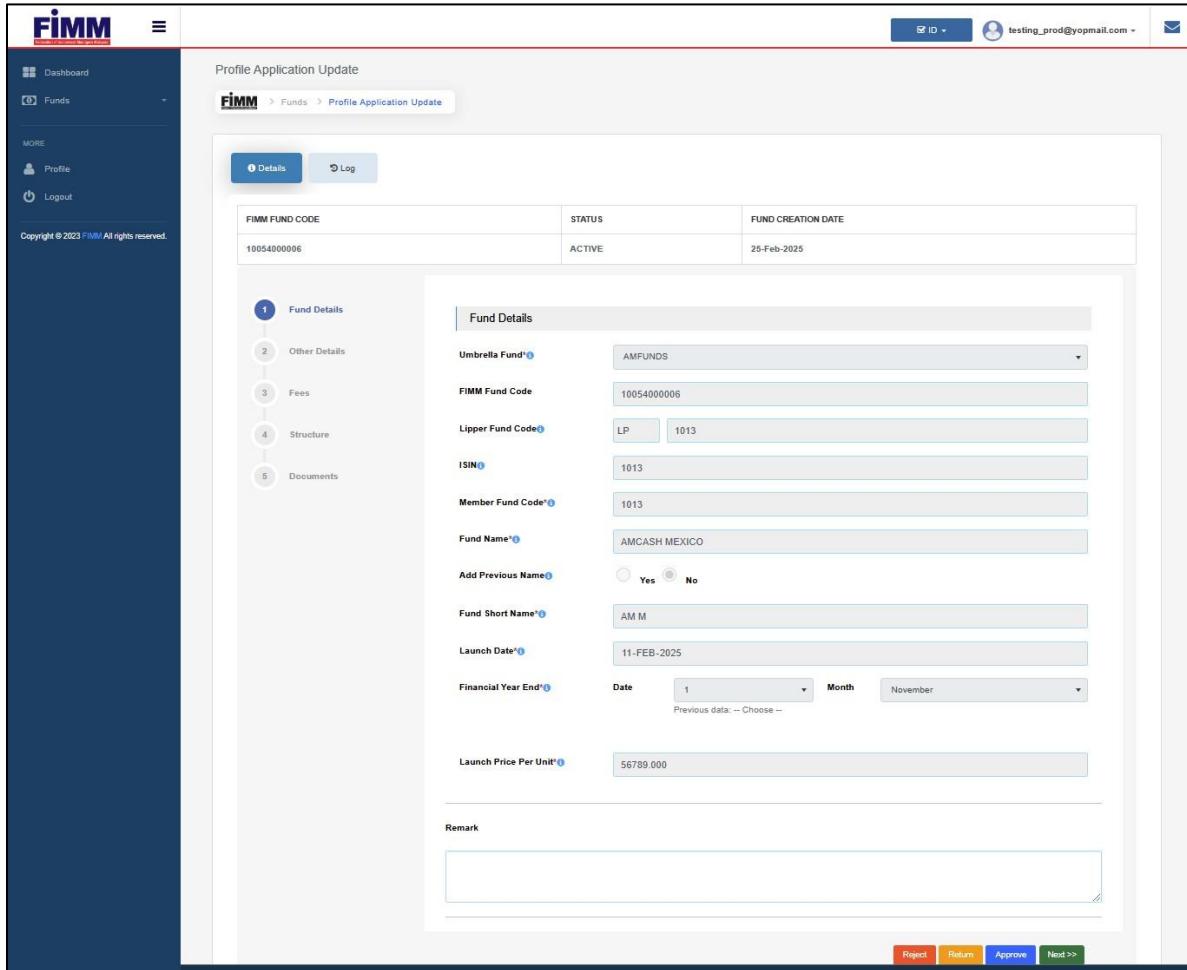
Diagram 31: List of registered funds in Fund Creation

4. From the list under Funds Creation, user can filter the list for a specific search such as:

- Submission Date
- Fund Name
- FIMM Fund Code
- Launch Date
- Status

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	24

5. Click  next to the record with status ‘Pending Approver - ID’ and system will display Fund Details that has been submitted.



The screenshot shows the FIMM Profile Application Update interface. On the left, there's a sidebar with links for Dashboard, Funds, Profile, and Logout. The main area is titled 'Profile Application Update' and shows a breadcrumb path: FIMM > Funds > Profile Application Update. Below this, there are two tabs: 'Details' (which is selected) and 'Log'. The 'Details' tab contains a table with columns: FIMM FUND CODE, STATUS, and FUND CREATION DATE. A single row is shown: FIMM FUND CODE is 10054000006, STATUS is ACTIVE, and FUND CREATION DATE is 25-Feb-2025. To the right of the table, there's a large form titled 'Fund Details' with various input fields. The fields include: Umbrella Fund (dropdown menu showing AMFUNDS), FIMM Fund Code (input field showing 10054000006), Lipper Fund Code (input field showing LP 1013), ISIN (input field showing 1013), Member Fund Code (input field showing 1013), Fund Name (input field showing AMCASH MEXICO), Add Previous Name (radio buttons for Yes and No, with No selected), Fund Short Name (input field showing AM M), Launch Date (input field showing 11-FEB-2025), Financial Year End (date picker set to 1 November), Launch Price Per Unit (input field showing 56789.000), and a Remark text area. At the bottom right of the form are buttons for Reject, Return, Approve, and Next >.

Diagram 32: Fund Details

6. Click on button '' to navigate to next page.
7. Click on button '' to navigate to previous page.
8. User can click on Log Tab (Log history of the application):
- Date
 - Proc
 - ess
 - iii.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	25

From

iv.

Status

S

v. Remarks

Date	Process	From	Status	Remarks
04-Mar-2025 09:20:26	D-F-CHK (F-ID)	Funds Approver MAAKL	Pending Approver - ID	
14-Feb-2025 15:48:51	D-F-MKR (D-F-CHK)	Distributor Maker MAAKL	Pending Review	D1001 - 12312 14-02-2025 15:48:51 pm
14-Feb-2025 15:48:51	D-F-MKR (FND-NM,D-F-MKR)	Distributor Maker MAAKL	Draft	-

Diagram 33: Log Tab

Approve Fund Creation

9. Click on button '**Approve**' to approve the Fund Creation Application.

i. System will prompt a confirmation message (Diagram 34). Click 'Yes' to proceed.



Diagram 34: Approval Confirmation Message

ii. Successful message will appear upon submission.



Diagram 35: Successful message

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	26

Return Fund Creation

10. Click on button ‘’ to return the Fund Creation Application. (Note: remark field is required to be filled to return the application)
- i. If the remark field is not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.



Diagram 36: Message Prompt

- ii. System will prompt a confirmation message (Diagram 37). Click ‘Yes’ to proceed.

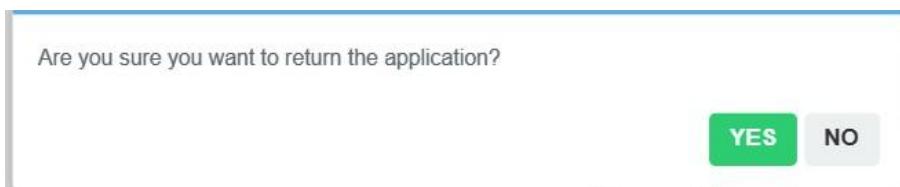


Diagram 37: Confirmation Message

- iii. Successful message will appear upon submission.



Diagram 38: Successful message

Reject Fund Creation

11. Click on button ‘’ to reject the Fund Creation Application. (Note: remark field are required to be filled to reject the application)
- i. If the remark field is not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.1	24/02/25	27



Diagram 39: Message Prompt

- ii. System will prompt a confirmation message (Diagram 40). User to click 'Yes' to proceed.

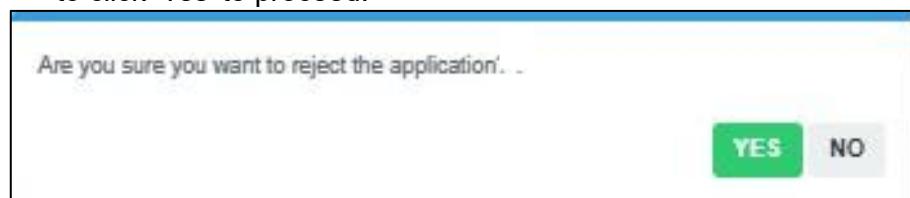


Diagram 40: Confirmation Message

- iii. Successful message will appear upon submission.

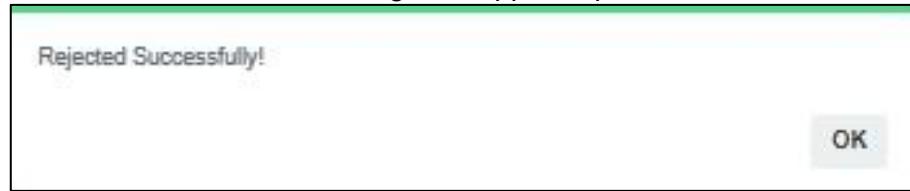


Diagram 41: Successful message