



USER MANUAL

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

**MODULE: FUND MANAGEMENT
(FUND STATUS MANAGEMENT)**

GROUP: DISTRIBUTOR

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	21/03/2025
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DOCUMENT DESCRIPTION

This document is prepared to explain how to use the FCS system. This user manual explains the functions and step by step how to use the system completely to the users involved.

Document Information	
Project Name	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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DOCUMENT CONTROL

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ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism

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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
ACRONYM	DESCRIPTION
GM	General Manager
HOD	Head of Department

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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.

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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

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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.

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/>

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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:

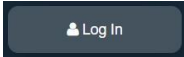
- Users should keep their login credentials confidential.
- Passwords should be changed periodically to enhance security.
- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

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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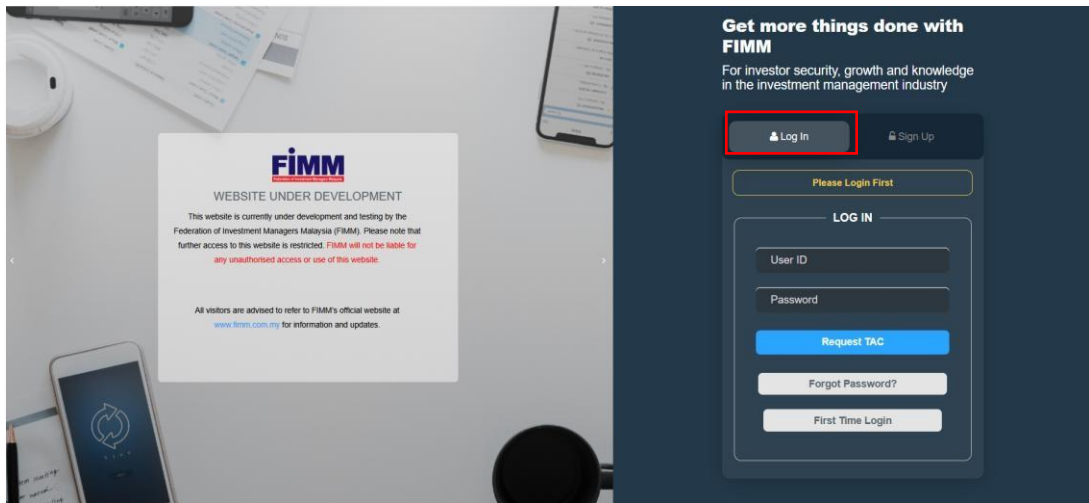


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

- User ID
- Password
- TAC

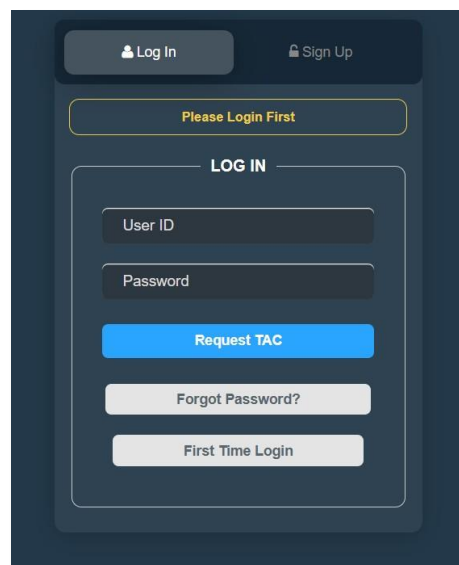


Diagram 2: Log in Display

Successful Login

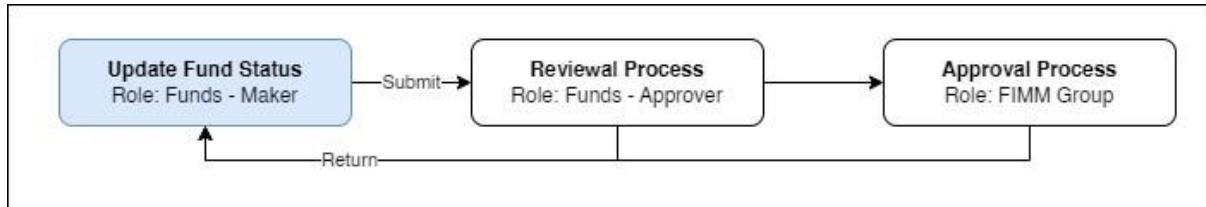
- Click **Login** button and the system will be redirected to the FCS System dashboard.

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3.3 Fund Status Management

3.3.1 Create Application

3.3.1.1 Process Flow



3.3.1.2 Manual Steps

1. Click Menu Funds.

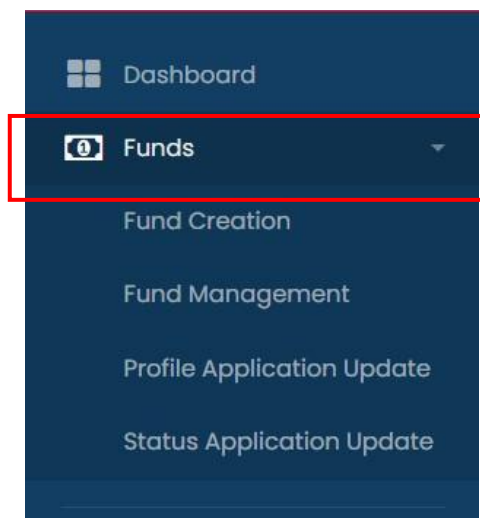


Diagram 67: Menu Funds

2. Click Submenu Fund Management.

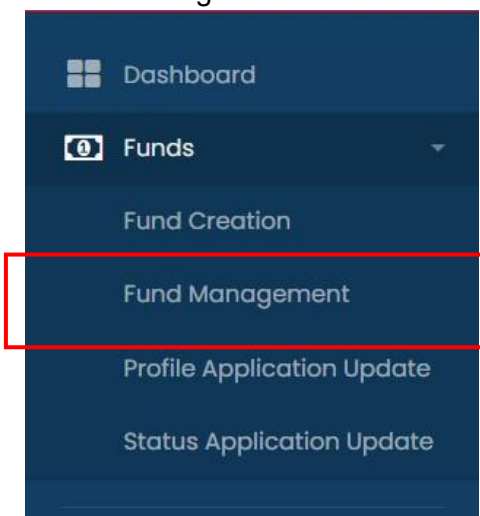


Diagram 68: Submenu Fund Management

3. System will show List of Funds.

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FIMM Fund Management

Umbrella Fund:

Fund Name: Fund Category:

FIMM Fund Code: Status:

Show 10 entries Search:

NO	UMBRELLA FUND	FUND NAME	FIMM FUND CODE	FUND CATEGORY	FUND STATUS	ACTION
1	test suasana faz	SUASANA FAZ FUND TEST	100069000008	Bond	Active	
2	FAZ	TEST FUND 101	100069000008	Equity	Active	
3	test suasana faz	df	100069000006	Mixed Assets	Active	
4	test suasana faz	test 3	100069000005	Money Market	Suspension	
5	test suasana faz	test 2	100069000004	Equity	Active	
6	-	gdf	100069000003	Equity	Suspension	
7	test suasana faz	SASA UPDATE KE 2	100069000001	Equity	Suspension	
8	-	das	100069000000	Mixed Assets	Suspension	

Showing 1 to 8 of 8 entries

Diagram 69: List of Funds.

4. User can filter the list to a specific search such as:
 - i. Submission Date
 - ii. Fund Name
 - iii. FIMM Fund Code
 - iv. Launch Date
 - v. Status
5. User to click  on Fund that requires the fund status changes through Profile Update process.

Show 10 entries Search:

NO	UMBRELLA FUND	FUND NAME	FIMM FUND CODE	FUND CATEGORY	FUND STATUS	ACTION
1	test suasana faz	SUASANA FAZ FUND TEST	100069000008	Bond	Active	
2	FAZ	TEST FUND 101	100069000008	Equity	Active	
3	test suasana faz	df	100069000006	Mixed Assets	Active	
4	test suasana faz	test 3	100069000005	Money Market	Suspension	
5	test suasana faz	test 2	100069000004	Equity	Active	

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6. System will display Fund Details as registered during the initial Fund Creation process.

Dashboard

Funds

MORE

Profile

Logout

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Funds - Maker

enchanterdist@yopmail.com

Fund Management

FIMM

Funds

Fund Management

FIMM FUND CODE	STATUS	FUND CREATION DATE
100036000002	SUSPENSION	17-Jul-2024

1 Fund Details

2 Other Details

3 Fees

4 Structure

5 Documents

Fund Details

Umbrella Fund*

ENCHANTERS FUNDS

FIMM Fund Code

100036000002

Lipper Fund Code*

LP

UPPER FUND CODE

ISIN*

BG

Member Fund Code*

FGS

Fund Name*

ENC UNIT TRUST FUND

Add Previous Name*

Yes

No

Fund Short Name*

ENC UTF

Launch Date*

19/07/2024

Financial Year End*

Date

1

Month

June

Launch Price Per Unit*

7823.000

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Diagram 70: Fund Details

7. User can click on  button and choose  to update the fund status.

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Diagram 71: Fund Details

- i. System will show confirmation message. User to click YES to continue.

Diagram 72: Confirmation Message

- ii. Successful message will appear upon submission.

Diagram 73: Successful Message

8. System will display form for Status Update Application. A different form will appear for each selected status.
 - i. Suspension Form:

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Fund Status

Status*

SUSPENSION

Suspension Date*

dd/mm/yyyy

Reason*

-- Choose --

Discard

Save as Draft

Submit

Diagram 74: Suspension Form

ii. Termination Form:

Fund Status

Status*

TERMINATION

Termination Date*

dd/mm/yyyy

Reason*

-- Choose --

Document*

Discard

Save as Draft

Submit

Diagram 75: Termination Form

iii. Closure Form:

Fund Status

Status*

CLOSURE

Closure Date*

dd/mm/yyyy

Reason*

Document*

Discard

Save as Draft

Submit

Diagram 76: Closure Form

iv. Reactivation Form:

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Fund Status

Status*

REACTIVATION

Reactivation Date*

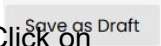
dd/mm/yyyy

Discard

Save as Draft

Submit

Diagram 77: Reactivation Form

9. Click on  to save the application as draft.
10. Click on  button to submit Fund Creation Status Update application for the next approval process.

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

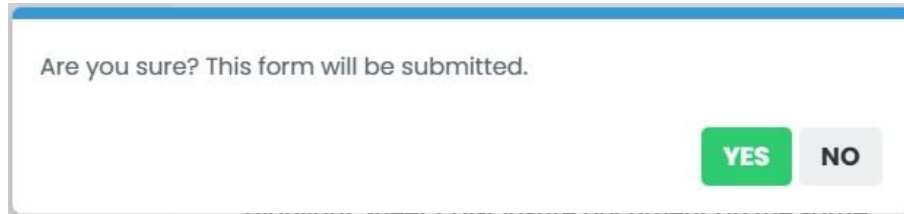


Diagram 78: Confirmation Message

- ii. Successful message will appear upon submission.

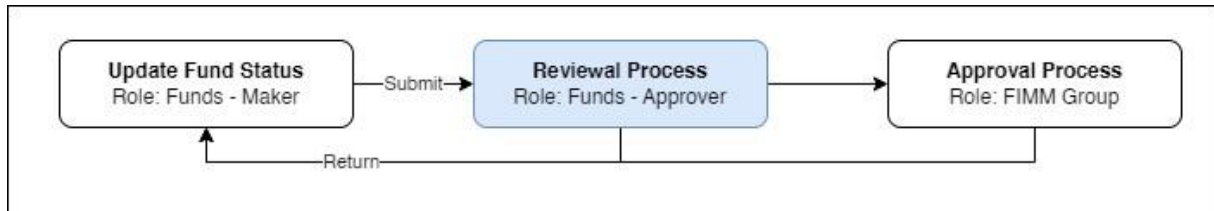


Diagram 79: Successful Message

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3.3.2 Reviewal Process by Funds Approver

3.3.2.1 Process Flow



3.3.2.2 Manual Steps

1. Click Menu 'Funds'.

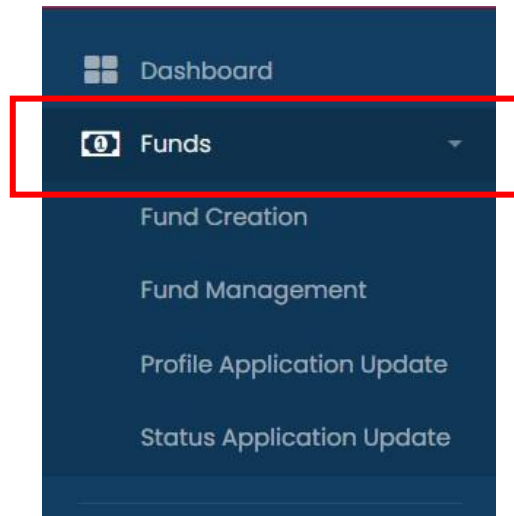


Diagram 80: Funds Menu

2. Click Submenu 'Status Application Update'.

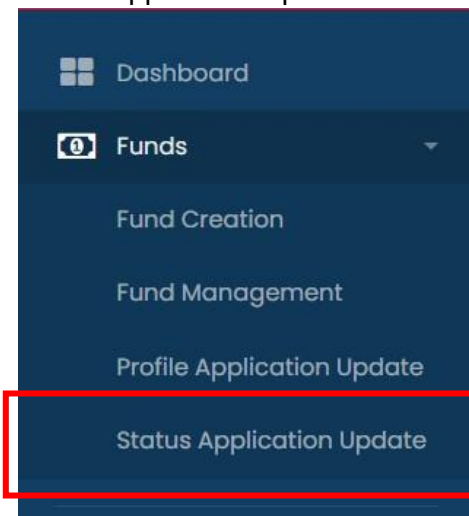


Diagram 81: Status Application Update

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3. System will show list of Status Application Update.

Status Application Update

Submission Date: 01-2024 Launch Date: 01-2024

Fund Name: Status: -- Choose --

FIMM Fund Code:

Show 10 entries

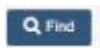
NO	SUBMISSION DATE	DISTRIBUTOR NAME	FUND NAME	FIMM FUND CODE	LAUNCH DATE	APPLICATION TYPE	STATUS	ACTION
1	20-Nov-2024	ANF PCAN UTMC PROSP	Global Property Equities Fund	10002200041	07-Nov-2024	Status Application Update	Approved	
2	20-Nov-2024	ANF PCAN UTMC PROSP	Global Property Equities Fund	10002200041	07-Nov-2024	Status Application Update	Approved	
3	20-Nov-2024	ANF PCAN UTMC PROSP	Artificial Bond	10002200004	13-Nov-2024	Status Application Update	Approved	
4	19-Nov-2024	ANF PCAN UTMC PROSP	PUBLIC/UTM/AL SECURE FUND - IP	10002200001	01-Nov-2024	Status Application Update	Approved	
5	19-Nov-2024	ANF PCAN UTMC PROSP	Antidote Growth	10002200007	19-Nov-2024	Status Application Update	Rejected	
6	19-Nov-2024	ANF PCAN UTMC PROSP	ADN Equity 5	10002200010	19-Nov-2024	Status Application Update	Rejected	
7	19-Nov-2024	ANF PCAN UTMC PROSP	Amend/Raja Unit Trust Fund	10002200014	19-Nov-2024	Status Application Update	Pending Review	
8	19-Nov-2024	ANF PCAN UTMC PROSP	Emerging Investments Asia Select Income Fund	10002200010	19-Nov-2024	Status Application Update	Pending Review	
9	19-Nov-2024	ANF PCAN UTMC PROSP	Emerging Investments Global Emerging Markets Fund	10002200008	19-Nov-2024	Status Application Update	Approved	
10	19-Nov-2024	ANF PCAN UTMC PROSP	BOCOM Dynamic Income Fund	10002200007	19-Nov-2024	Status Application Update	Pending Approver - ID	

Showing 1 to 10 of 27 entries

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Diagram 82: Status Application Update

4. From the list of applications, user can filter the list to a specific search and click



- i. Submission Date ii. Fund Name iii. FIMM Fund Code iv. Launch Date v. Status

5. User to click next to the record with status 'Pending Approver - ID' and system will display Fund Status that has been submitted together with the fund status application.

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FIMM Status Application Update

Submission Date: Launch Date:

Fund Name: Status:

FIMM Fund Code:

Search:

ID	SUBMISSION DATE	DISTRIBUTOR NAME	FUND NAME	FIMM FUND CODE	LAUNCH DATE	APPLICATION TYPE	STATUS	ACTIONS
1	20-Nov-2024	ANF FCMAN LTSMC PROSP	Global Property Equities Fund	10002000041	07-Nov-2024	Status Application Update	Approved	
2	20-Nov-2024	ANF FCMAN LTSMC PROSP	Global Property Equities Fund	10002000041	07-Nov-2024	Status Application Update	Approved	
3	20-Nov-2024	ANF FCMAN LTSMC PROSP	Artificial Bond	10002000004	13-Nov-2024	Status Application Update	Approved	
4	19-Nov-2024	ANF FCMAN LTSMC PROSP	PUBLIC/UTRAAL SECURE FUND - P	10002000001	01-Nov-2024	Status Application Update	Approved	
5	19-Nov-2024	ANF FCMAN LTSMC PROSP	Anticlimax Growth	10002000007	19-Nov-2024	Status Application Update	Rejected	
6	19-Nov-2024	ANF FCMAN LTSMC PROSP	ASIN Equity 3	10002000010	19-Nov-2024	Status Application Update	Rejected	
7	19-Nov-2024	ANF FCMAN LTSMC PROSP	AmeswellRaga Unit Trust Fund	10002000004	19-Nov-2024	Status Application Update	Pending Review	
8	19-Nov-2024	ANF FCMAN LTSMC PROSP	Emerging Investments Asia Select Income Fund	10002000010	19-Nov-2024	Status Application Update	Pending Review	
9	19-Nov-2024	ANF FCMAN LTSMC PROSP	Emerging Investments Global Emerging Markets Fund	10002000008	19-Nov-2024	Status Application Update	Approved	
10	19-Nov-2024	ANF FCMAN LTSMC PROSP	BOSSIM Dynamic Income Fund	10002000007	19-Nov-2024	Status Application Update	Pending Approval - C2	

Showing 1 to 10 of 27 entries

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Diagram 83: Status Application Update

6. Under fund status section, system will display:
 - i. Status
 - ii. Suspension date/ Reactivation date/ Termination date/ Closure
 - iii. Reason

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iv. Document

Diagram 84: Status Application Update Form

Approve Fund Status Update

7. User to click on button 'Approve' to approve the Fund Status Update Application.
 - i. System will prompt a confirmation message. User to click 'Yes' to proceed.

Diagram 85: Approval Confirmation Message

- ii. Successful message will appear upon submission.

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Diagram 86: Successful message

Return Fund Status Update

8. Click on button **Return** to return the Fund Profile Status Application. (Note: remark field are required to be filled to return the application)
 - i. If remark field are not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.



Diagram 87: Message Prompt

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

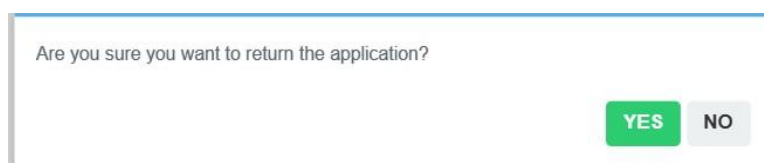


Diagram 88: Confirmation Message

- iii. Successful message will appear upon submission.

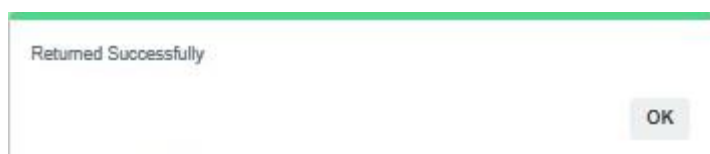


Diagram 89: Successful message

Reject Fund Status Update

9. Click on button **Reject** to reject the Fund Status Update Application. (Note: remark field are required to be filled to reject the application)

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- i. If remark field are not filled in, system will prompt a message. Once the required information is being filled, user to click OK to proceed.



Diagram 90: Message Prompt

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



Diagram 91: Confirmation Message

- iii. Successful message will appear upon submission.



Diagram 92: Successful message