



USER MANUAL

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

**MODULE: CDS REPORTS & STATISTICS
(REQUEST ACCESS TO CDS REPORT)**

GROUP: DISTRIBUTOR

AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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DOCUMENT DESCRIPTION

This document is prepared 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.

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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 Fee
AR	Authorized Representative

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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

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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	Securities Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
ACRONYM	DESCRIPTION
SD	Supervision Department

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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-ADM	Distributor Administrator	Role to manage the CDS Report Recipients.
D-CDS-RR	CDS - Report Recipient	Role to view and download CDS Reports & Statistics.
F-RA	FIMM R&A	Role to review the request before granting access to the report recipients.

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:

Phone: +603-7890 4242

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

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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**.

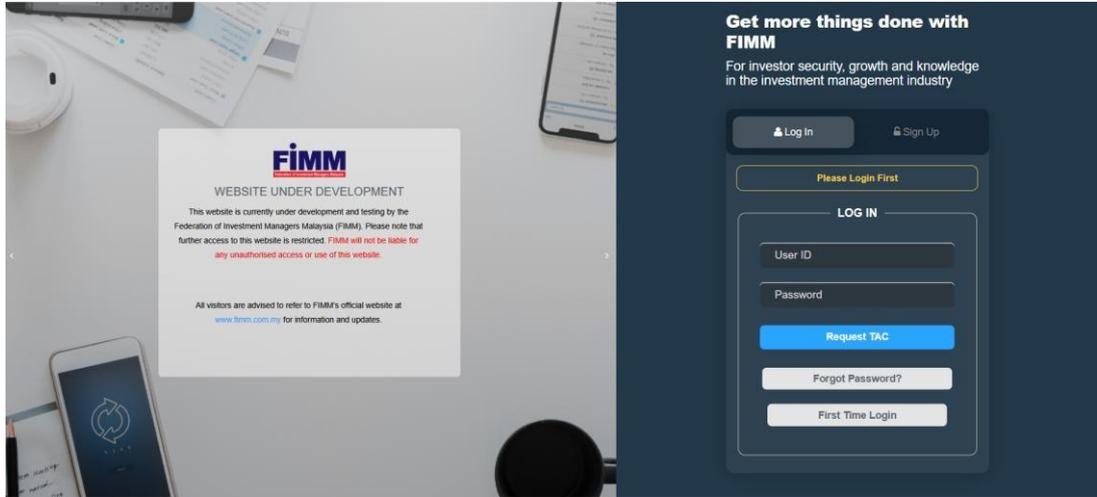


Diagram 1: FCS Homepage Display

Enter Your Credentials

4. System will show log in page, and User will need to insert these items:
 - User ID
 - Password
 - TAC

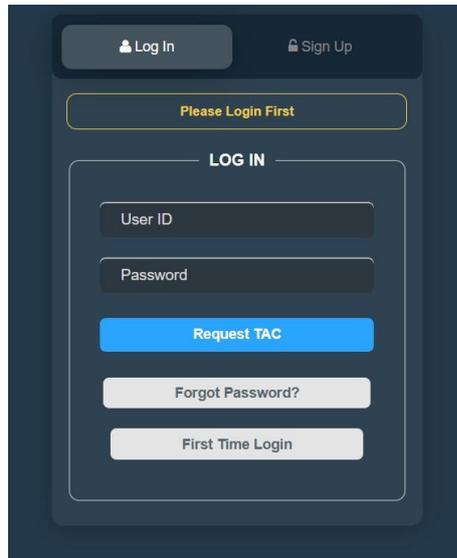


Diagram 2: Log in Display

Successful Login

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

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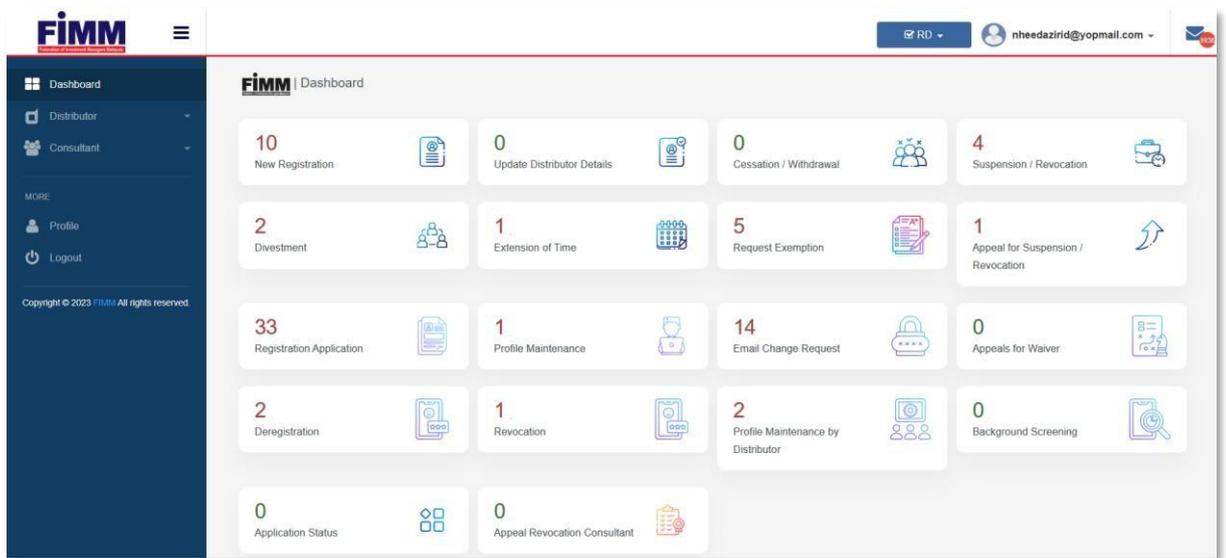


Diagram 3: User Dashboard

6. If log is not successful, the system will display an error message.



Diagram 4: Incorrect User Id and Password Message Display

7. User needs to re-enter ID, password or verification and click **Login** button.
8. If user is still unable to log in to the system, please call system administrator.

2.1.2 Update Account and Password

Update Account

1. Click icon at the far right of the system. The system will display Profile update submenu.

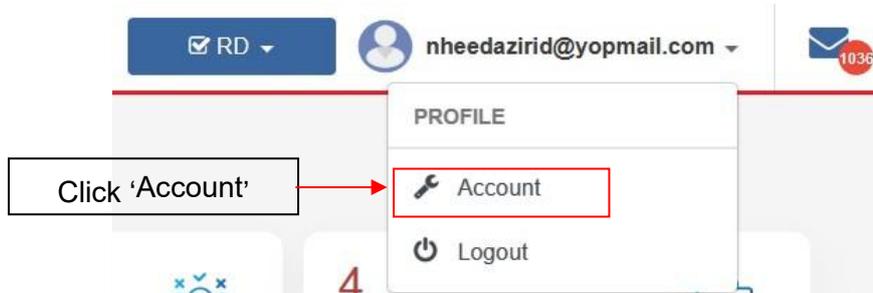


Diagram 5: Submenu – Profile

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2. Click 'Account' and system will show profile update page.

i. User can update the following information

- Profile Picture
- Email
- Phone Number (Request TAC)
- TAC number

Save Image

ii. Click button and system will update profile picture.

Verify Email

iii. Click button and system will send email verification to your email.

Save Phone Number

iv. Click button and system will update the phone number.

The screenshot shows the 'Profile Update' page in the FIMM system. At the top, there are navigation links for 'Account' and 'Profile Update'. Below this, there are two tabs: 'Profile' (selected) and 'Change Password'. The 'Profile' section contains a profile picture of a woman wearing a hijab. To the right of the picture are input fields for 'NRIC No' (111111-22-0001), 'Name' (NH EEDA), 'Email' (nheedazirid@yopmail.com), 'Phone Number' (+60 0175106396), and 'TAC'. There are buttons for 'Verify Email', 'Request TAC', and 'Save Phone Number'. Below the profile picture, there are buttons for 'Choose File' and 'Save Image'.

Diagram 6: My Profile Display

Update Password

3. Click 'Change Password' on the 'Account' page. System will display Change Password page.

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Diagram 7: Reset Password Page

- a. User needs to insert the following information:
 - Current Password
 - New Password
 - Confirmation New Password
- b. Click  button to update new password.
 - i. If the entered password does not meet the format, the system will display an error message.

Diagram 8: Error Message Display

- ii. If the current password entered is not the same, the system will display an error message.

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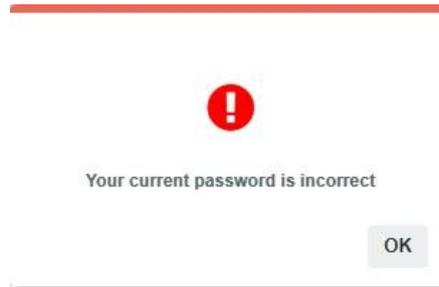


Diagram 9: Error Message Display

- iii. If the password is successfully updated, the system will display a notification message.

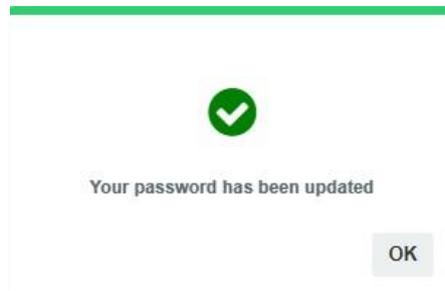


Diagram 10: Successful Message Display

2.1.3 Forgot Password

1. Click 'Forgot Password'

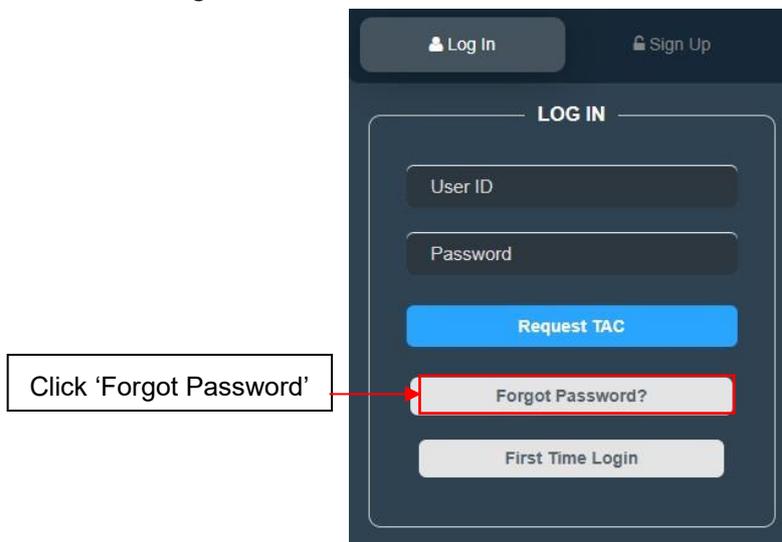


Diagram 11: Log In Display

2. The system will display the 'Forgot Password' page. The user needs to enter User ID and click  button.

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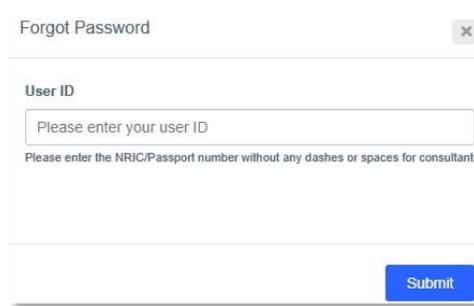


Diagram 12: Forgot Password Page

- If the User ID exists, the system will display a notification message and send an email verification link to the registered email.

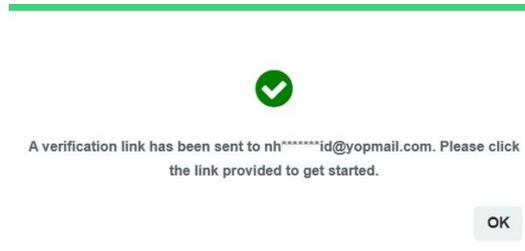


Diagram 13: Notification Message Display

- User will receive a password reset email and needs to click on 'Here' to proceed.



Diagram 14: Email Reset Password

- The system will display the 'Reset Password' page. The user needs to enter:
 - New Password
 - Confirm Password
- Click  button and the user will be logged in with the new password.

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Please reset your password

Reset Password

🔒

👁️

- ✖ Uppercase
- ✖ Lowercase
- ✖ Number (0-9)
- ✖ Special Character (@#\$\$%^&*)
- ✖ At least 8 Character

🔒

👁️

- ✖ Matching Password

Submit

Back

Diagram 15: Reset Password Page

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2.1.4 Multiple Roles

1. Click the role icon at the far right of the system. If the user has multiple roles, the system will display a list of available roles. The user can select the preferred role.

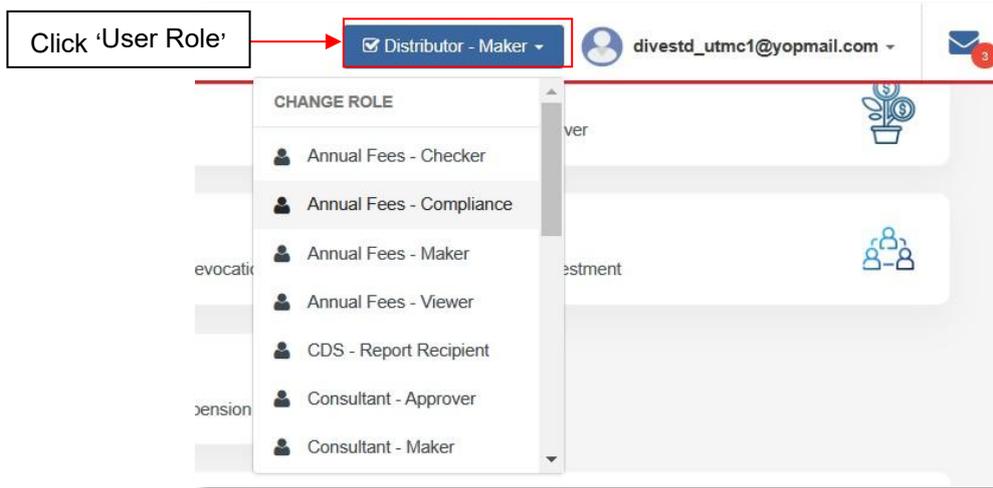


Diagram 16: Change Role

2.1.5 Log Out

1. Click the icon at the far right of the system. The system will display the Profile submenu.
2. Click 'Logout'. The system will redirect the user to the portal.

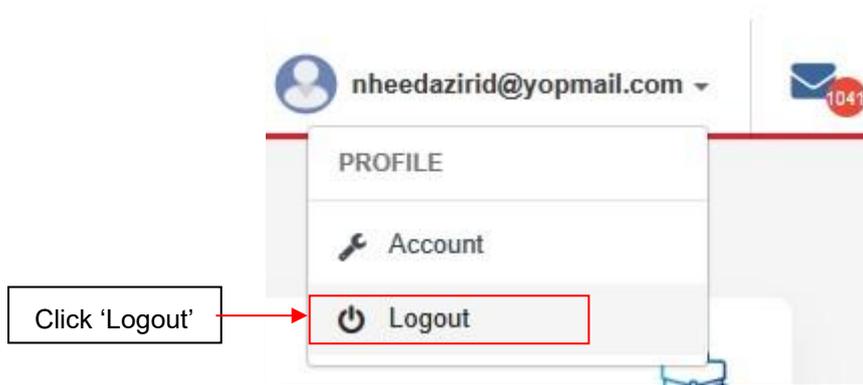


Diagram 17: Logout

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2.2 Dashboard

2.2.1 Pending Task

1. Click the 'Dashboard' menu. The system will display the Dashboard page.
2. Dashboard will show the user's Pending Tasks. User clicks the Action button, and the system will display the Pending Tasks page.

The dashboard displays several task cards with icons and counts:

- Post-Vetting: 0
- Repeated Post-Vetting: 0
- 5 Module: 0
- Waiver: 0
- Update Distributor Details: 0
- Cessation / Withdrawal: 0
- Suspension / Revocation: 0
- Divestment: 3
- Extension of Time: 0
- Request Exemption: 1
- Appeal for Suspension / Revocation: 0

TO DO LIST

Show 10 entries

NO	APPLICATION DATE	APPLICATION TYPE	STATUS	ACTION
1	19-Sep-2024	Request Exemption	Draft	

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next

Diagram 18: Dashboard

2.2.2 Dashboard Notification

1. Click the notification icon at the far right of the system. The system will display the list of notification messages.

The notification icon is highlighted with a red box and a callout box containing the text: "Click 'Notification icon'".

The notification list shows:

- Notifications**
- D-MKR 19-FEB-2025
Coverage Period Expired
Divestment_UTMC (100074). Your indemnity insurance coverage period has expired. Please renew or contact your representative to proceed.
- D-MKR 18-FEB-2025
Coverage Period Expired
Divestment_UTMC (100074). Your indemnity insurance coverage period has expired. Please renew or contact your representative to proceed.
- D-MKR 18-FEB-2025
Coverage Period Expired
Divestment_UTMC (100074). Your indemnity insurance coverage period has expired. Please renew or contact your representative to proceed.

Diagram 19: Dashboard Notification

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CHAPTER 3: CDS REPORTS & STATISTICS MODULE

The **CDS Reports & Statistics Module (M09)** is a key component of the **Federation of Investment Managers Malaysia (FIMM) Registration System**, designed to manage the generation, submission, and access control of the **Centralised Database System (CDS) reports and statistics**. This module ensures that industry stakeholders receive timely and accurate reports.

Sub-Modules of the CDS Report and Statistics Module:

1. Request Access to CDS Reports

- Allows **Distributor Administrator** to request access to CDS reports.
- Requires approval from the distributor's **CEO or Authorized Representative (AR)**.
- Implements a structured approval process involving the **R&A Department**.
- Grants access to authorized report recipients upon approval.

2. Published Report

- Allows authorized **CDS Report Recipient** to view and download reports and statistics.
- Enables **CDS Report Recipient** to search for previous years' reports and statistics.

3. Report Recipients

- Allows **Distributor Administrator** to change the CDS status of report recipients.
- Enables **Distributor Administrator** to view the list of report recipients.

3.1 Request Access to CDS Report

3.1.1 Create Application

3.1.1.1 Process Flow



3.1.1.2 Manual Steps

1. Click menu CDS Reports & Statistics

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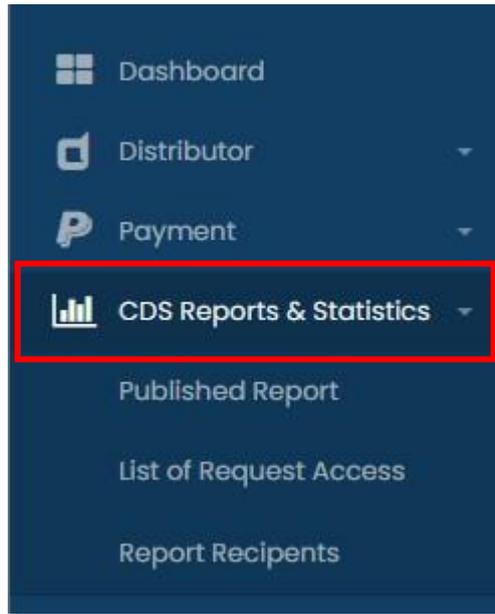


Diagram 20: CDS Reports & Statistics Menu

2. Click submenu List of Request Access

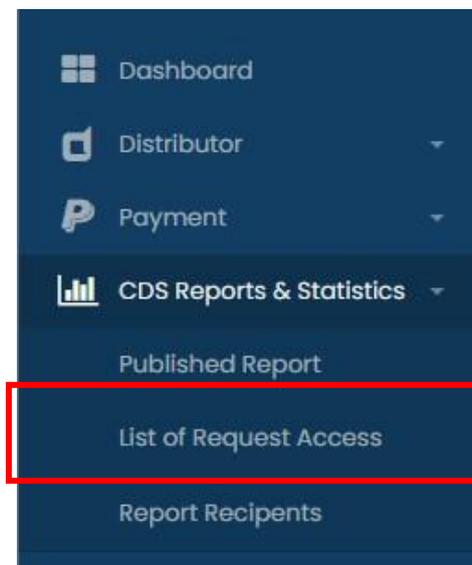


Diagram 21: Submenu – List of Request Access

3. System will display the list of request access applications

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CDS Reports & Statistics

FIMM > CDS Reports & Statistics > Req Access to CDS Report

CDS Status: -- Choose -- Application Status: -- Choose --

Creation Date: From dd/mm/yyyy Until dd/mm/yyyy

Audience Category:

- Unit Trust Management Company (UTMC)
- Private Retirement Scheme Provider (PRSP)
- Corporate Unit Trust Adviser (CUTA)
- Institutional Unit Trust Adviser (IUTA)
- Institutional Private Retirement Scheme Adviser (IPRA)
- Corporate Private Retirement Scheme Adviser (CPRA)

Buttons: Reset, Find, Add New

Show 10 entries Search: []

NO.	NAME	AUDIENCE CATEGORY	CREATION DATE	CDS STATUS	APPLICATION STATUS	ACTION
1	Aidil	UTMC, PRSP	11-Mar-2025	Inactive	Pending Approval - R&A	[Eye Icon]

Showing 1 to 1 of 1 entries

Navigation: Previous 1 Next

Diagram 22: List of Request Access Applications

4. From the list of request access applications, user can filter the list for more specific

search by clicking 

- i. Audience Category
- ii. Creation Date
- iii. CDS Status
- iv. Application Status

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Diagram 23: List of Request Access Applications

5. Click button **+ Add New** to create new request access application.
6. System will display a list of users under the same Distributor.

NO	NAME	EMAIL	CONTACT NO	DESIGNATION	DEPARTMENT	ACTION
11	Jebat Jayden	jayden@yopmail.com	138853755	CDS	CDS Report Recipient	Request Access
12	Rizal	prod_gad_adminmix@yopmail.com	1971291232	Mr	sasasa	Request Access

7. Click on button **Request Access**
8. System will display the request access form/page. User is required to fill in all mandatory fields.

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The screenshot shows the 'Request Access' form in the FIMM system. The form is titled 'Request Access' and is located under 'CDS Reports & Statistics'. It includes the following fields and options:

- Name:** Rizal
- Email:** prod_gad_adminmix@yopmail.com
- Contact No.:** 1971291232
- Department:** sasasa
- Designation:** Mr
- Audience Category:**
 - Institutional Unit Trust Adviser (IUTA)
 - Institutional Private Retirement Scheme Adviser (IPRA)
- Request Access*:** Includes a 'Choose File' button and the text 'No file chosen'. Below this, there are instructions: 'Complete the template with a signature from an authorised signatory (AR/CEO), using either an electronic or traditional/physical signature.' and a link 'Download template here'.

At the bottom of the form, there are three buttons: 'Back', 'Save as Draft', and 'Submit'.

Diagram 24: Request Access Form

9. User can click on **Save as Draft** to save the application as draft.
10. Click on button **Submit** to submit application for approval process
 - i. If mandatory fields are not filled in, system will prompt validation message. Click OK to proceed.

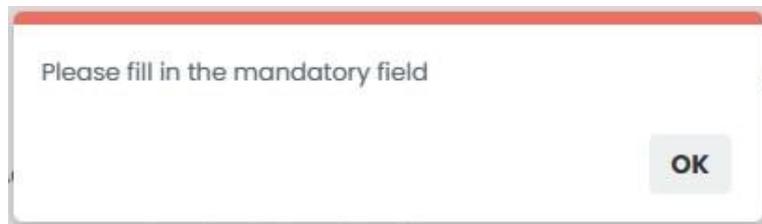


Diagram 25: Validation Message

- ii. If mandatory fields are filled in, confirmation message will appear. Click 'Yes' to proceed.

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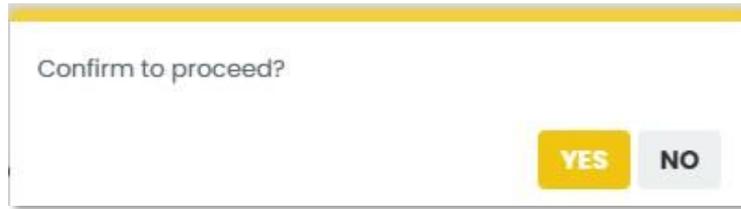


Diagram 26: Confirmation Message

iii. System will display successful application message.

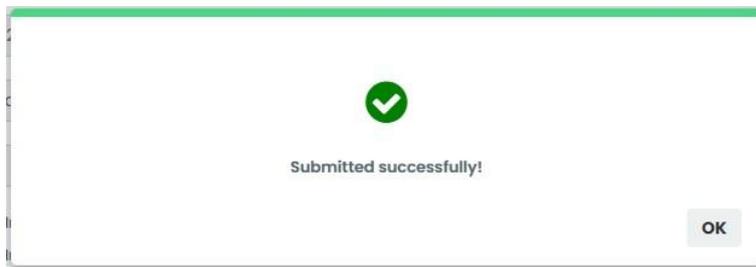


Diagram 27: Successful Message

Deactivate and Activate on Existing Report Recipient

11. User clicks on submenu Report Recipients.

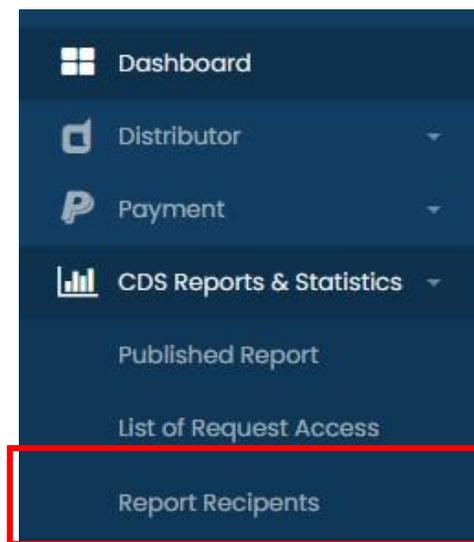


Diagram 28: Submenu – Report Recipients.

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	24/02/25	28

12. System will display the list of report recipients.

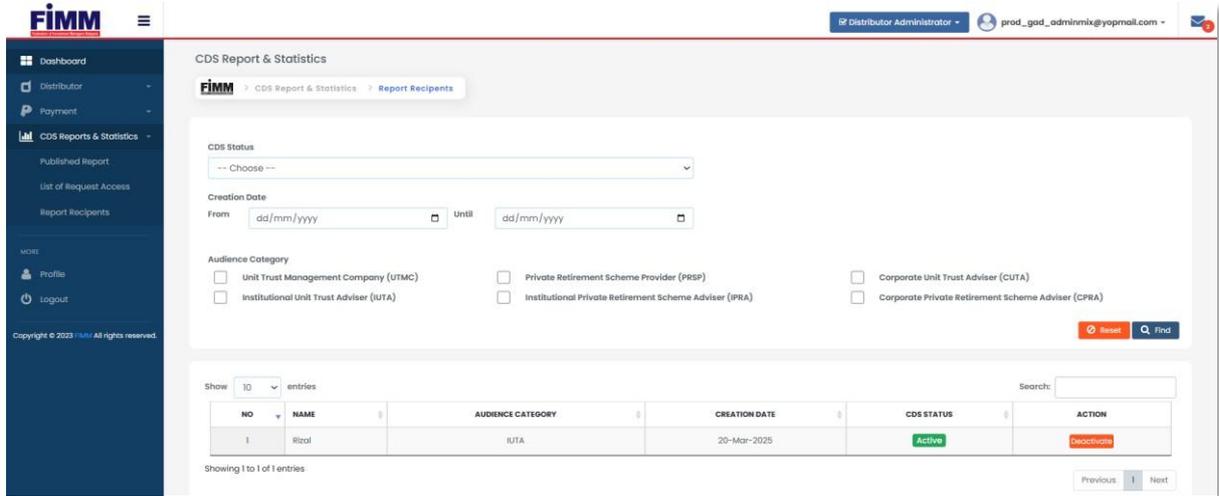


Diagram 29: List of Report Recipients.

13. User can click on **Deactivate** button to deactivate report recipient's access.

14. User can click on **Activate** button to reactivate report recipient's access.

3.1.2 View Published Report

3.1.2.1 Process Flow



3.1.2.2 Manual Steps

1. Click menu CDS Reports & Statistics



Diagram 30: CDS Reports & Statistics Menu

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FiMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	24/02/25	29	

2. Click submenu Published Report



Diagram 31: Submenu – Published Report

3. System will display the list of published reports.

The screenshot shows the 'List of Report' page in the FIMM system. The page features a sidebar with navigation options like Dashboard, Distributor, Payment, and CDS Reports & Statistics. The main content area includes search filters for Report Type, Frequency, Publish Date, and Year. Below the filters is a table with 10 entries, each containing details like NO., PUBLISH DATE, REPORT TYPE, TITLE, YEAR, FREQUENCY, and ACTION. The table is paginated, showing 1 to 10 of 83 entries.

NO.	PUBLISH DATE	REPORT TYPE	TITLE	YEAR	FREQUENCY	(MONTHLY/QUARTERLY/HALF-YEARLY/YEARLY)	ACTION
1	14-May-2024	CUTE and CPRE Examination	CPRE Monthly Report - April 2024	2024	Monthly	April	+
2	14-May-2024	CUTE and CPRE Examination	CUTE Monthly Report - April 2024	2024	Monthly	April	+
3	15-Apr-2024	CUTE and CPRE Examination	CUTE and CPRE Infographic – 2023 & YTD March 2024	2024	Quarterly	Quarter I	+
4	15-Mar-2024	CUTE and CPRE Examination	CPRE Quarterly Report – March 2024	2024	Quarterly	Quarter I	+
5	15-Apr-2024	CUTE and CPRE Examination	CUTE Quarterly Report – March 2024	2024	Quarterly	Quarter I	+
6	15-Apr-2024	CUTE and CPRE Examination	CPRE Monthly Report – March 2024	2024	Monthly	March	+
7	15-Apr-2024	CUTE and CPRE Examination	CUTE Monthly Report – March 2024	2024	Monthly	March	+
8	15-Mar-2024	CUTE and CPRE Examination	CPRE Monthly Report – February 2024	2024	Monthly	February	+
9	15-Mar-2024	CUTE and CPRE Examination	CUTE Monthly Report – February 2024	2024	Monthly	February	+
10	01-Apr-2024	AUM and Funds Managed by FIMM Members	AUM and Fund Managed by FIMM Members as at 31 Dec 2023	2023	Yearly	-	+

Diagram 32: List of Published Reports.

4. In the list of published reports , user can filter the list for more specific search by

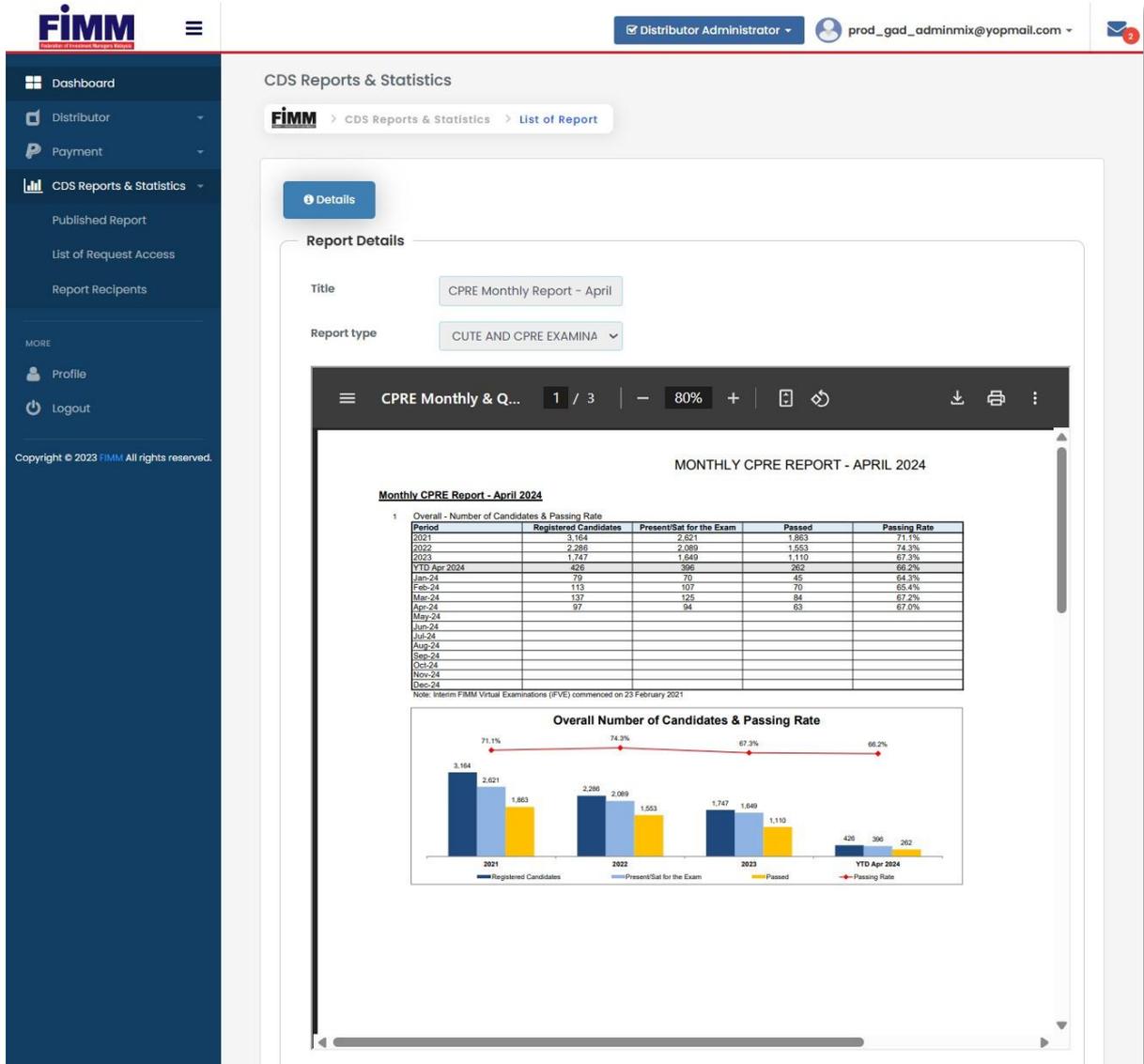


- i. Report Type
- ii. Frequency
- iii. Publish Date
- iv. Year

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.1	24/02/25	30

5. In the list of published reports under column Action, User click button 

6. System will display the CDS report. User is unable to make any changes and can only view and download the report.



The screenshot displays the FIMM web application interface. The left sidebar contains navigation options: Dashboard, Distributor, Payment, CDS Reports & Statistics (selected), Published Report, List of Request Access, Report Recipients, Profile, and Logout. The main content area is titled 'CDS Reports & Statistics' and shows a breadcrumb trail: FIMM > CDS Reports & Statistics > List of Report. A 'Details' button is visible. The report details show the title 'CPRE Monthly Report - April' and report type 'CUTE AND CPRE EXAMINA'. The report content is titled 'MONTHLY CPRE REPORT - APRIL 2024' and includes a table and a chart.

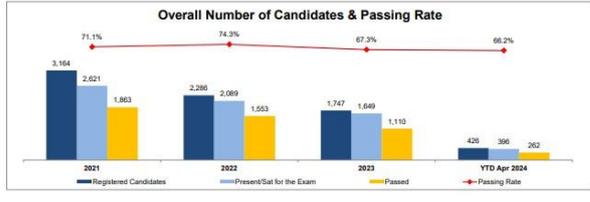
Monthly CPRE Report - April 2024

Overall - Number of Candidates & Passing Rate

Period	Registered Candidates	Present/Sat for the Exam	Passed	Passing Rate
2021	3,164	2,621	1,863	71.1%
2022	2,286	2,089	1,553	74.3%
2023	1,747	1,649	1,110	67.3%
YTD Apr 2024	426	366	262	68.2%
Jan-24	70	70	45	64.3%
Feb-24	113	107	70	65.4%
Mar-24	137	125	84	67.2%
Apr-24	97	94	63	67.0%
May-24				
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				

Note: Interim FIMM Virtual Examinations (iFVE) commenced on 23 February 2021

Overall Number of Candidates & Passing Rate



The chart displays the following data points:

- 2021: Registered Candidates (3,164), Present/Sat for the Exam (2,621), Passed (1,863), Passing Rate (71.1%)
- 2022: Registered Candidates (2,286), Present/Sat for the Exam (2,089), Passed (1,553), Passing Rate (74.3%)
- 2023: Registered Candidates (1,747), Present/Sat for the Exam (1,649), Passed (1,110), Passing Rate (67.3%)
- YTD Apr 2024: Registered Candidates (426), Present/Sat for the Exam (366), Passed (262), Passing Rate (68.2%)

Diagram 33: CDS Report