



# USER MANUAL

## MODULE: CONSULTANT MANAGEMENT GROUP: CONSULTANT

<b>AGENCY NAME</b>	<b>:</b>	<b>FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)</b>
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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	
<b>Project Name</b>	SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE FOR FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
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## ACRONYM

ACRONYM	DESCRIPTION
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance

*Table 1: Acronym Table*

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## ABBREVIATIONS ROLE

Abbreviation	Role	Descriptions
SYS	SYSTEM	System generated transactions
C-CLRK	Consultant Applicant	Consultant applicant during first account creation
C-CON	Consultant	Consultant role after becoming a consultant either active or in-active
C-APP	Consultant Applicant	Consultant applicant once submitted the application to distributor

*Table 2: Abbreviation Role Table*

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## CHAPTER I: INTRODUCTION

The **FCS System User Manual** is designed to provide users with a comprehensive guide to effectively utilizing the **FCS system**. This manual serves as a reference document to help users understand the system's functionalities, features, and processes to ensure smooth operation and efficient task completion.

By following the instructions in this manual, users will be able to navigate the system with ease, perform necessary actions, and troubleshooting common issues. The manual is structured to accommodate both new and existing users, offering clear step-by-step guidance for system access and usage.

### A. 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.

### B. 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](mailto:itsupport@fimm.com.my)

 **Website:** <https://www.fimm.com.my>

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## CHAPTER II: GENERAL INSTRUCTION TO USE THIS MANUAL

**Reminder:** Please read this section for a better understanding of the user manual.

There are **three different categories** in the Consultant Module:

No	Type of consultant	Steps	Required Documents
1	Never registered with FIMM or <b><u>inactive before April 2022</u></b> <sup>1</sup>  (Group A)	<p>Registration</p> <ol style="list-style-type: none"> <li>1. Liaise with your preferred distributor before registering in the FCS.</li> <li>2. Register as a New Consultant by following <b>Chapter III, Section F</b> in this document.</li> <li>3. Once you submitted your application, your preferred distributor will do their review and approval process. Any inquiry please liaise with them.</li> <li>4. Once approved, you will receive confirmation email for Examination date as stated in <b>Chapter III, Section F, Item 38 – Examination</b>.</li> <li>5. Should you fail your exam and you have a valid proof/ reason, you may choose to Appeal your exam result as stated in <b>Chapter III, Section O – Appeal Exam Result</b><sup>2</sup></li> <li>6. Should you unable to sit for your exam and you have a valid proof/ reason, you may choose to Appeal your exam fee waiver as stated in <b>Chapter III, Section P – Appeal Exam Fee Waiver</b><sup>3</sup></li> <li>7. Once you have become FIMM Active consultant and intend to vary your license, please follow <b>Chapter III, Section U – Variation of Registration</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Coloured passport photo (follow the Registration Manual's resolution guidelines).</li> <li>2. Coloured NRIC / Active Passport (front &amp; back).</li> <li>3. Relevant supporting documents, e.g., SPM, Diploma, etc.</li> </ol>

<sup>1</sup> All inactive consultants before April-2022 are considered as new applicant.

<sup>2</sup> Subject to distributor and FIMM approval. Additional costs may apply.

<sup>3</sup> Subject to distributor and FIMM approval. Additional costs may apply.

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Chapter	Section	Item																
III	F	Registration																
III	F (Item 38)	Examination																
III	O	Appeal for Exam Result																
III	P	Appeal for Exam Fee Waiver																
2	Inactive consultants (from April 2022 onwards) <sup>4</sup>  (Group B)	<p>1. Account Activation</p> <ol style="list-style-type: none"> <li>Liaise with your preferred distributor before registering in the FCS.</li> <li>Activate your account by following <b>Chapter III, Section A</b>.</li> <li>If you need to change your registered email, follow <b>Chapter III, Section B</b>.</li> </ol>	<ol style="list-style-type: none"> <li>Coloured passport photo (follow the Registration Manual's resolution guidelines).</li> </ol>															
		<p>2. Registration</p> <ol style="list-style-type: none"> <li>Liaise with your preferred distributor before registering in the FCS.</li> <li>Register as a New Consultant by following <b>Chapter III, Section F</b> in this document.</li> <li>Once you submitted your application, your preferred distributor will do their review and approval process. Any inquiry please liaise with them.</li> <li>Once you have become FIMM Active consultant and intend to vary your license, please follow <b>Chapter III, Section U – Variation of Registration</b></li> </ol> <p>Section for Group B:</p> <table border="1"> <thead> <tr> <th>Chapter</th> <th>Section</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>III</td> <td>A</td> <td>Account Activation</td> </tr> <tr> <td>III</td> <td>F</td> <td>Registration</td> </tr> <tr> <td>III</td> <td>U</td> <td>Variation of Registration</td> </tr> </tbody> </table>	Chapter	Section	Item	III	A	Account Activation	III	F	Registration	III	U	Variation of Registration	<ol style="list-style-type: none"> <li>Coloured passport photo (follow the resolution guidelines provided).</li> <li>Coloured NRIC / Active Passport (front &amp; back).</li> <li>Relevant supporting documents, e.g., SPM, Diploma, etc.</li> </ol>			
Chapter	Section	Item																
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III	U	Variation of Registration																

<sup>4</sup> All inactive consultants before April-2022 are considered as new applicant.

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		<b>III</b>	<b>V</b>	<b>CPD submission</b>	
3	Active consultants (Group C)	1. Account Activation <ol style="list-style-type: none"> <li>1. Activate your account by following <b>Chapter III, Section A</b>.</li> <li>2. If you need to change your registered email, follow <b>Chapter III, Section B</b>.</li> <li>3. Once logged in, update your profile details as per <b>Chapter III, Section D</b>.</li> <li>4. If intend to vary your license, please follow <b>Chapter III, Section U – Variation of Registration</b></li> <li>5. For CPD submission follow <b>Chapter III, Section V – CPD Submission</b></li> <li>6. For Renewal declaration follow <b>Chapter III, Section W – Renewal</b></li> </ol>			<ol style="list-style-type: none"> <li>1. Coloured passport photo (follow the resolution guidelines provided).</li> <li>2. Colour NRIC/ Active Passport (front &amp; back)</li> <li>3. Relevant supporting documents.</li> </ol>
Section for Group C:					
		<b>Chapter</b>	<b>Section</b>	<b>Item</b>	
		<b>III</b>	<b>A</b>	<b>Account Activation</b>	
		<b>III</b>	<b>R</b>	<b>Profile Maintenance</b>	
		<b>III</b>	<b>U</b>	<b>Variation of Registration</b>	
		<b>III</b>	<b>V</b>	<b>CPD submission</b>	

The Consultant Management Module is responsible for handling the registration, profile maintenance, compliance, and operational processes for consultants within the FIMM Registration System. This module ensures that consultants meet regulatory requirements, maintain compliance, and manage their professional status efficiently.

Sub-Modules of the Consultant Management Module:

1. **First Time Login** – Guides for Group B & C in setting up their accounts.
2. **Registration** – Facilitates the registration of new consultants (Group A), including identity verification and document submission.
3. **Appeal for Exam Result** – Provides a process for consultants to appeal their examination results.
4. **Appeal for Fee Waiver** – Enables consultants to request a waiver for specific fees.

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5. **Profile Maintenance** – Enables consultants to manage and update their personal and professional details.
6. **Variation of Registration** – Allows consultants to modify their registration details or update their associated distributor.
7. **CPD** – Consultant to attend training and obtain CPD points for their Renewal and Re-registration.
8. **Renewal** – Manages the annual renewal process for consultants, including compliance checks.
9. **Appeal for Revocation** – Facilitates the appeal process for consultants whose registrations have been revoked.
10. **Forget Password** – Provides a password recovery process for consultants.

## A. System access

The FCS system application is accessible only to registered users. Each user must use 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.

Users from **Group A** will need to create a new account from the main login page (Chapter III, Section F Registration). Users from **Group B and C** will be required to activate their account (Chapter III, Section A Account Activation).

For security reasons:

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

## B. 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**.

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3. The **login page** will appear, allowing users to enter their credentials.
4. For consultant please login using NRIC (without “-“ ) / Active Passport

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## CHAPTER III: CONSULTANT MANAGEMENT MODULE

### A. First Time Login by Consultant

Note: This section is only applicable for Group B & C only (Existing Consultant).

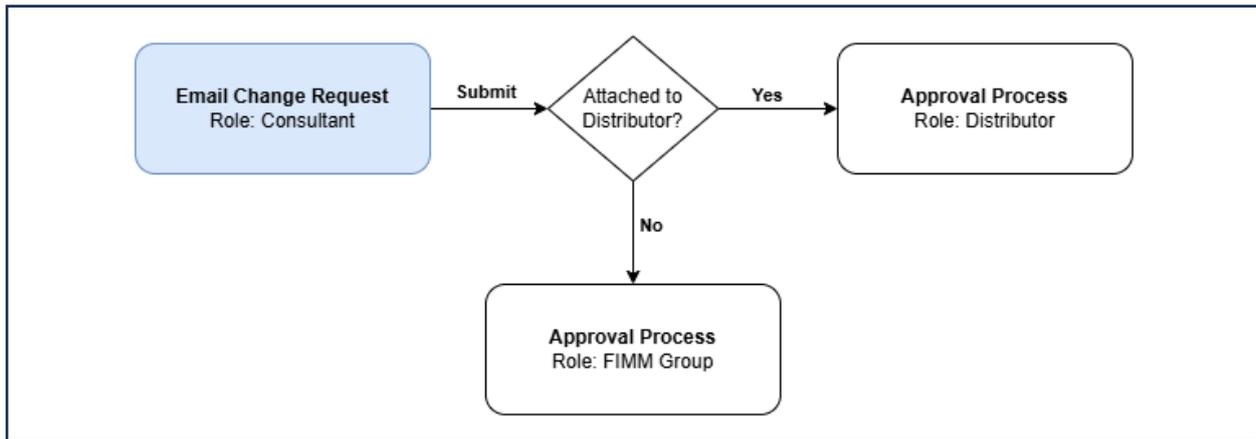
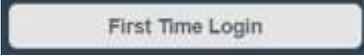


Figure 1: First Time Login Process Flow

1. On the Log In Page, locate the 'First Time Login'  button and click it.

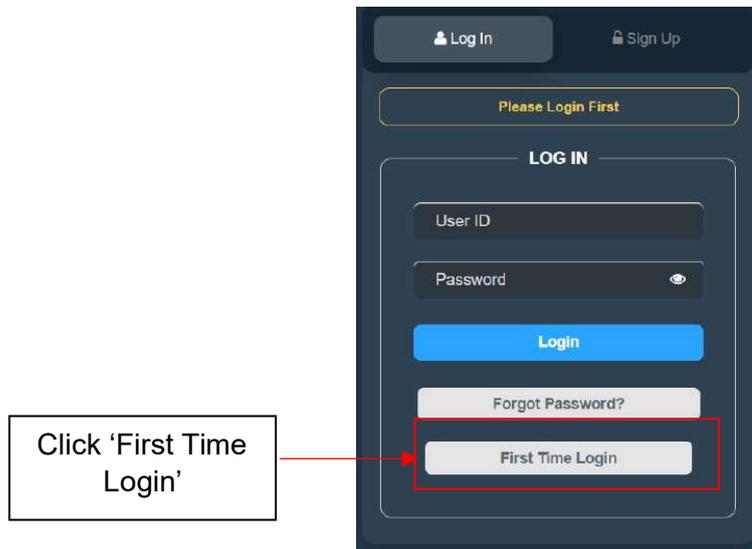


Figure 2: First Time Log In Button

2. System will display popup box to enter the NRIC / Passport No.

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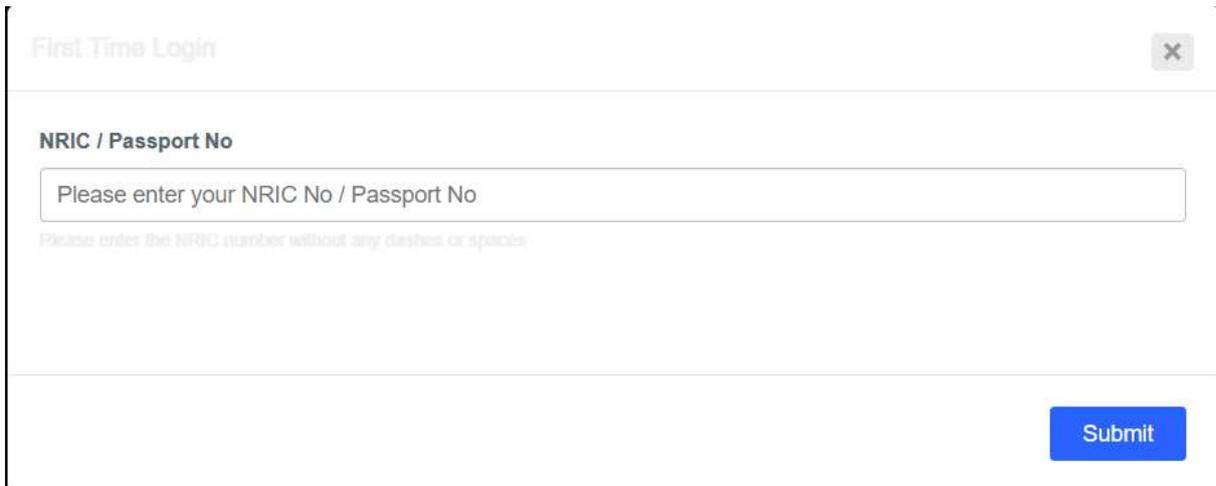


Figure 3: First Time Log In Pop Up Box

3. User need to fill in detail in required fields:
  - a. NRIC No (Malaysian)
  - b. Passport No. (Non-Malaysian)
4. User click 
  - a. If the entered NRIC / Passport No does not exist, system will prompt a message “User does not exist. Please sign up before you attempting to sign in.”

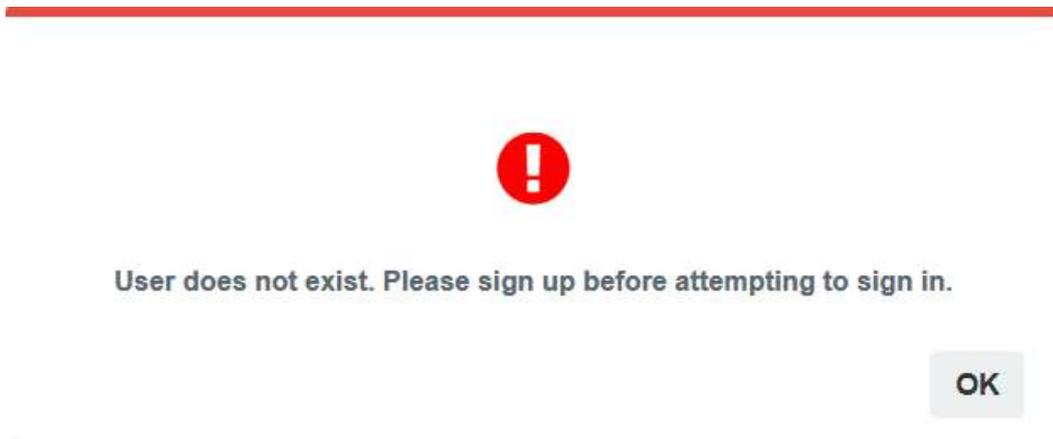


Figure 4: Prompt Message for Non-Exist User

- b. If the entered NRIC / Passport No. exists, the system will display the email address field for input. The email address must match the one registered with FIMM during the initial registration. Kindly ensure that the provided email is active and accessible, as the password reset link will be sent to the designated email address.

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Figure 5: Email Address for First Time Login

5. User fill in the email address and click 
  - a. If the entered email address existed in consultant data, system will display a prompt message “A verification link has been sent to <email address>. Please click the link provided to get started. If the email address is no longer in use, click new email address” and send a verification link via email.

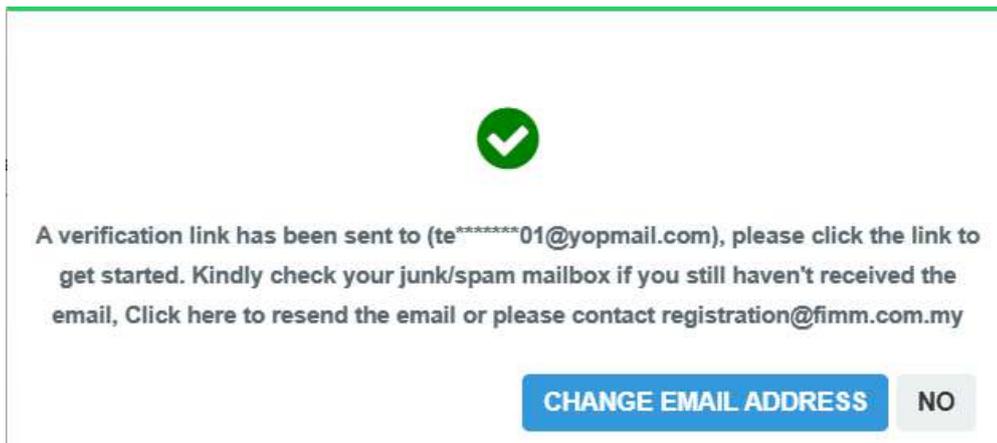


Figure 6: Link for First Time Login

- b. User need to check their registered email. Please ensure the email address is active and accessible in order to receive the “Reset Password” email.



Figure 7: First Time Log In Email

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- c. Click '(Here)'. User will redirect to the reset password page.
- d. User need to fill in details in required fields:
  - i. Password
  - ii. Confirm Password

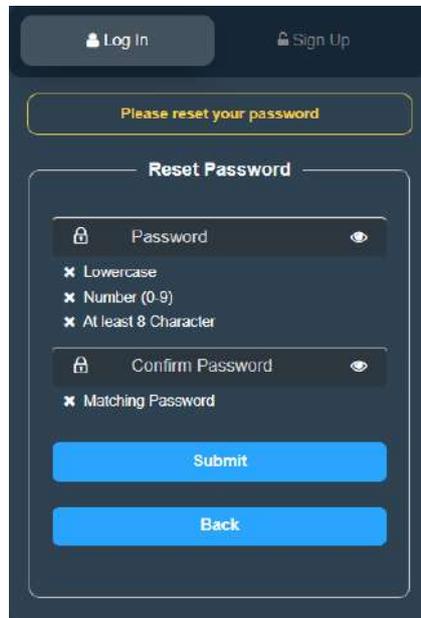


Figure 8: First Time Login Reset Password

- e. Click 
  - f. User successfully reset the password and able to login.
  - g. After successful login please update your profile photo and verify your phone number.
6. If the entered email address does not exist in consultant data, system will prompt a message "We couldn't find a matching email address. Would you like to change your email?"

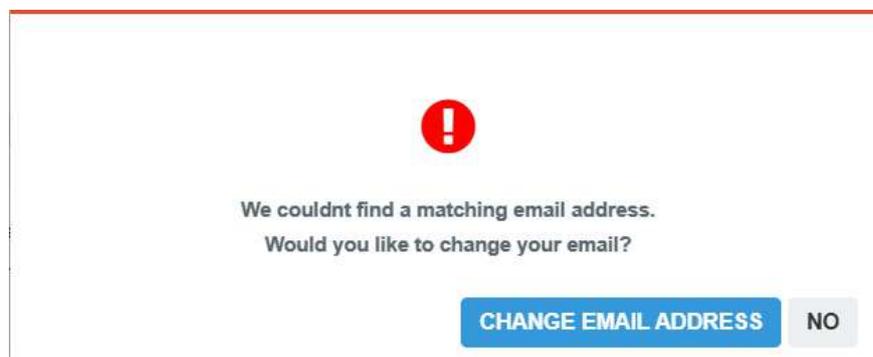


Figure 9: Prompt Message for Non-Exist Email

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- If consultant click **CHANGE EMAIL ADDRESS** button, system will proceed to email change request process.

## B. Email Change Request Process

- User click **CHANGE EMAIL ADDRESS**
- System will display email change request form to fill in with details:
  - NRIC / Passport No (Auto populate based on registered NRIC / Passport No)
  - New Email Address
  - Selfie (Note: User need to take a selfie with NRIC / Passport. Please ensure the picture and details are clear.)

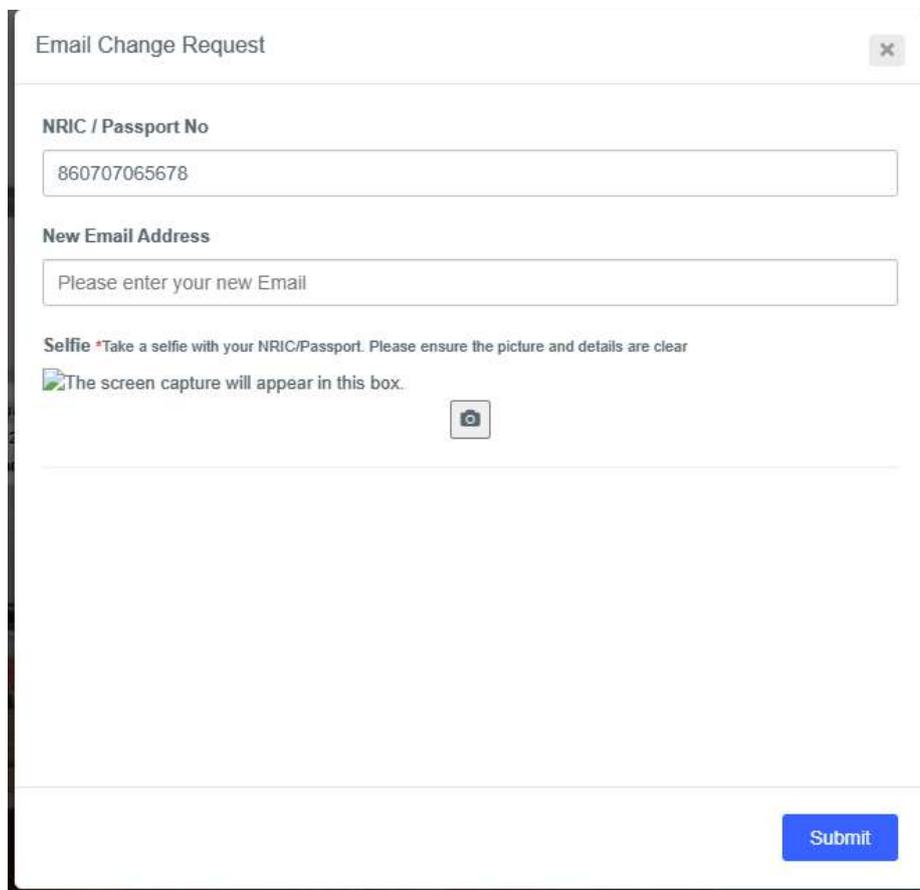


Figure 10: Email Change Request form

- The consultant fills in the details and **Submit** button. System will send the application to Distributor or FIMM for approval process.
- For **Group C**, once you submitted the change email request application, please contact your distributor to initiate the approval process.
- You will be notified via email (to your newly provided email) once your change email request is approved.

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6. Proceed to do 'Forgot Password' by following section A to reset your password.

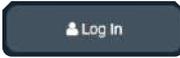
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## C. Log in

### Access the Login Page

For those in **Group B & C (Existing Consultant)** and have activated their account please login as define in this section. If you have not activate your account, please do so by following the instructions provided in **Section A – First Time Login** (For Existing Consultant – active and inactive status).

1. For **Group A**, please follow provide guidelines as outline in this section.

- a. On the homepage, locate the ‘Log in’  button and click it.
- b. In the **User ID** field, enter your registered **NRIC / Active Passport number without “ - “**.
- c. In the **Password** field, enter your **password**.

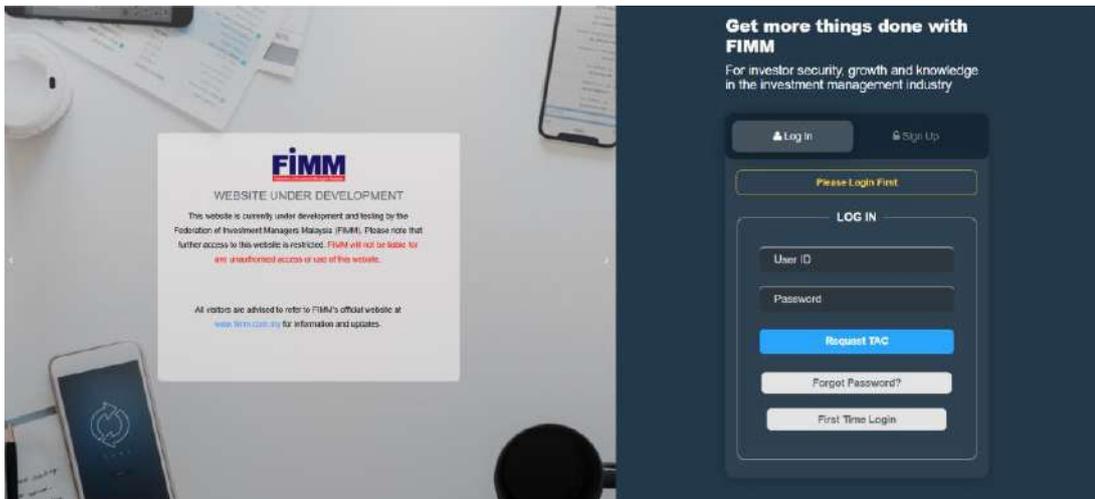


Figure 11: FCS Homepage Display

### 2. Enter Your Credentials

- a. System will show sign in page; User need to insert these items:
  - i. User ID
  - ii. Password
  - iii. TAC (for 2FA)

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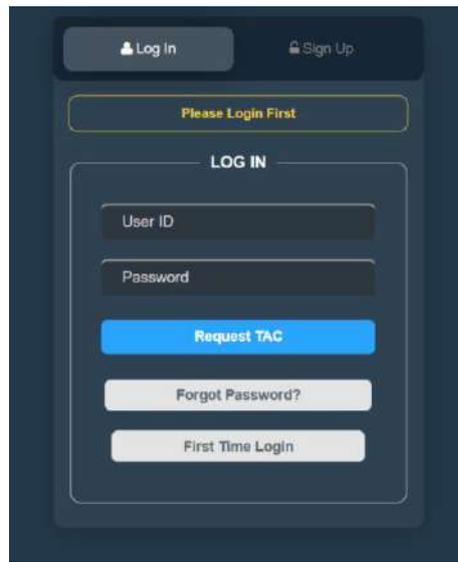


Figure 12: Log in Display

### 3. Successful Login

- a. Click  button to login to the system.
- b. If log in not successful, the system will display an error message.

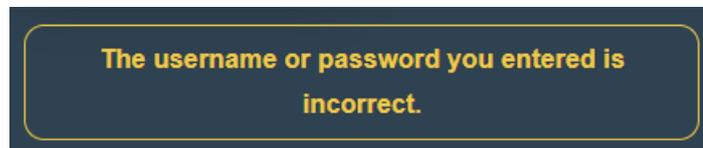


Figure 13: Incorrect User Id and Password Message Display

- c. User need to re-enter id, password or verification and click  button.
- d. If user still cannot log in to the system, for Group B and C please follow section A by activating your account first before proceeding to login.
- e. For Group A, please follow section III.F to register your account.
- f. Should all the methods have been done, please proceed to section III.Y for resetting your password.

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## D. Update Account and Password

### 1. Update Account

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

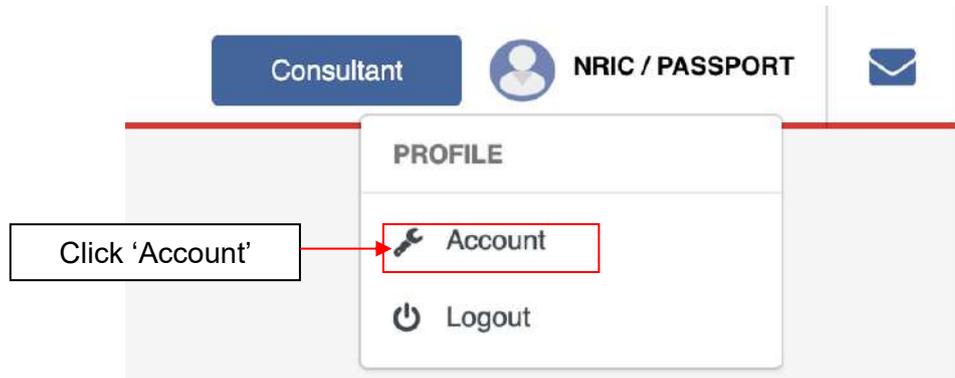
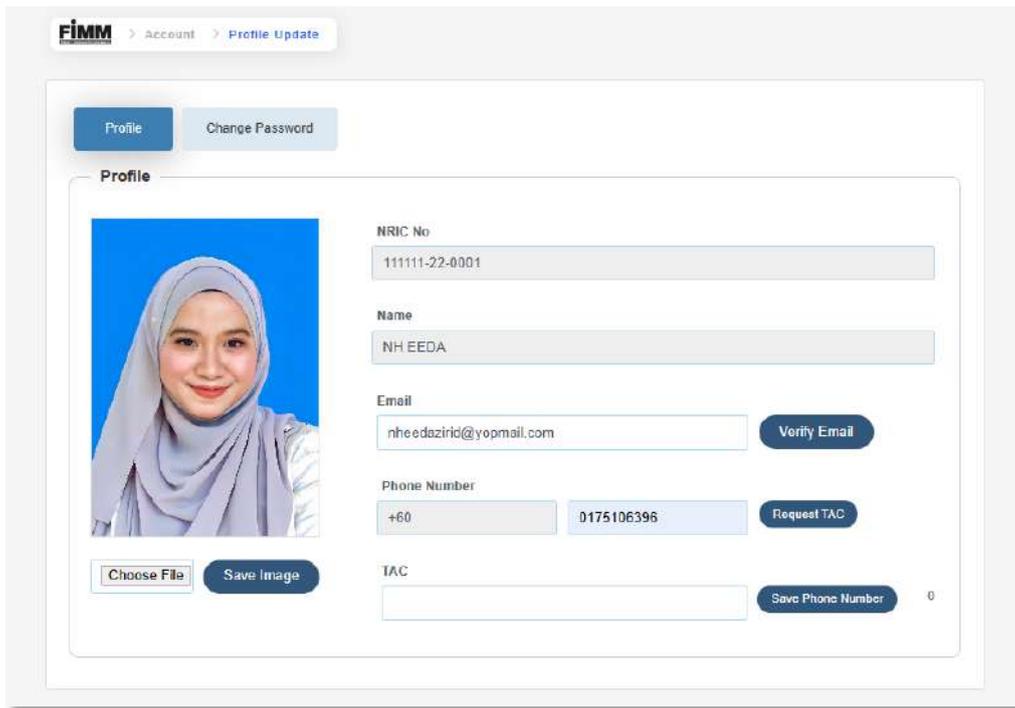


Figure 14: Profile Submenu

- b. Click 'Account' and system will show profile update page.
- c. User can update the following information:
  - i. Profile Picture
  - ii. Email
  - iii. Phone Number (Request TAC)
  - iv. TAC number
- d. Click  button and system will update profile picture.
- e. Click  button and system will send email verification to your email.
- f. Click  button and system will update the phone number.

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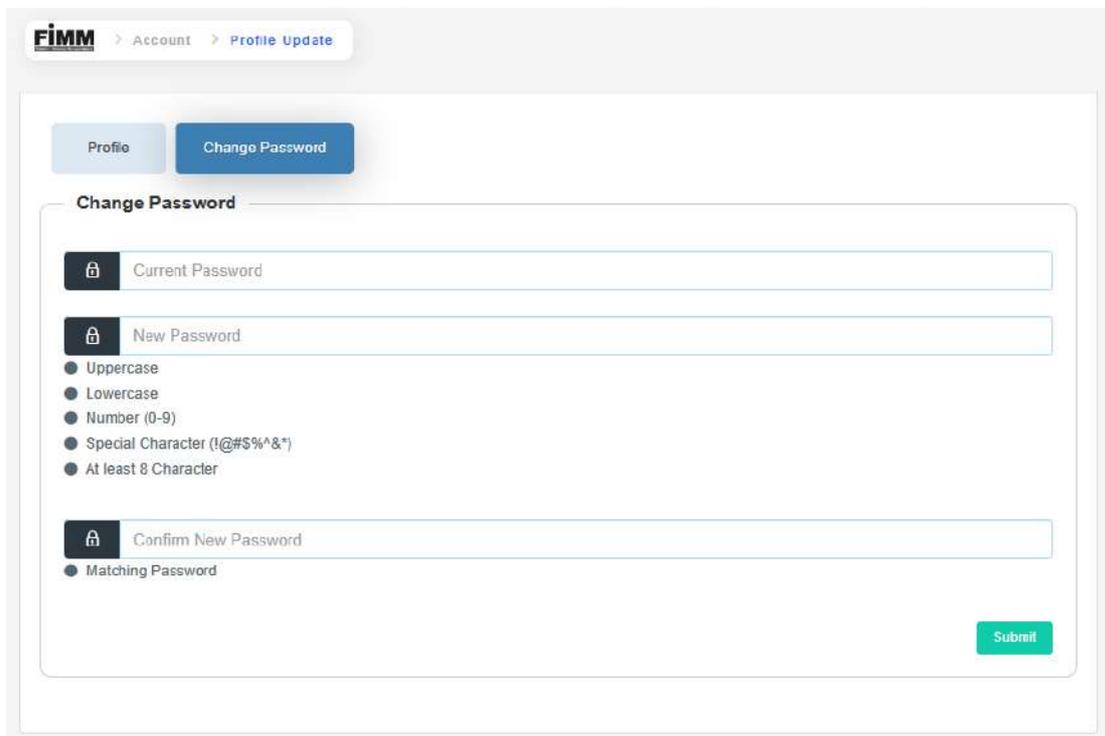


The screenshot shows the 'Profile Update' page with the 'Profile' tab selected. It features a user profile card with a photo of a woman wearing a hijab. To the right of the photo are input fields for 'NRIC No' (111111-22-0001), 'Name' (NH EEDA), 'Email' (nheedazirid@yopmail.com), 'Phone Number' (+60 0175106396), and 'TAC'. Action buttons include 'Choose File', 'Save Image', 'Verify Email', 'Request TAC', and 'Save Phone Number'.

Figure 15: My Profile Display

## 2. Update Password

- a. Should you intend to change your password. Please Click 'Change Password' at account page. System will display Change Password page.



The screenshot shows the 'Change Password' page with the 'Change Password' tab selected. It features a form with three password input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the 'New Password' field are five password requirements: 'Uppercase', 'Lowercase', 'Number (0-9)', 'Special Character (!@#S%\*&\*)', and 'At least 8 Character'. A 'Submit' button is located at the bottom right of the form.

Figure 16: Change Password Page

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- b. User can insert this information:
  - i. Current Password
  - ii. New Password
  - iii. Confirmation New Password
- c. Click  button to update new password.
  - i. If the entered password does not meet the format, the system will display error message.

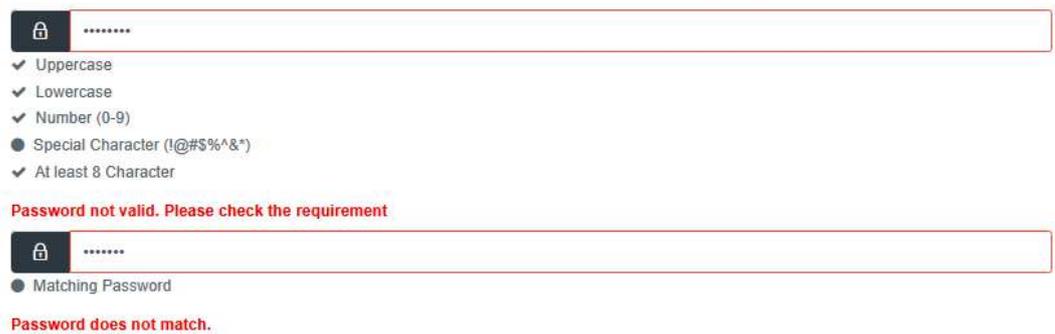


Figure 17: Error Message Display

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

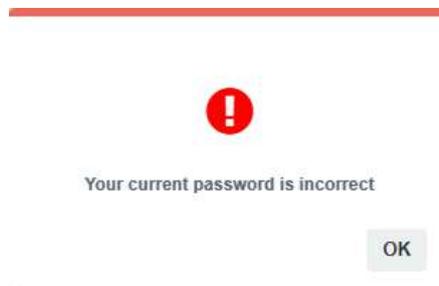


Figure 18: Error Message Display

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

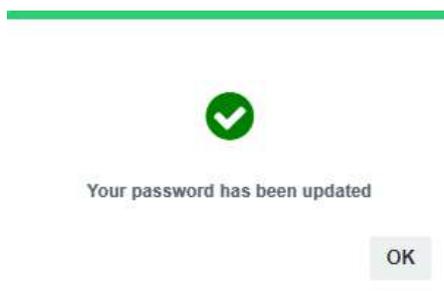


Figure 19: Successful Message Display

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## E. Dashboard Notification

1. Click the notification icon at the far right of the system. The system will display the list of notification message. You will receive a notification for approved, rejected, or returned application if any.

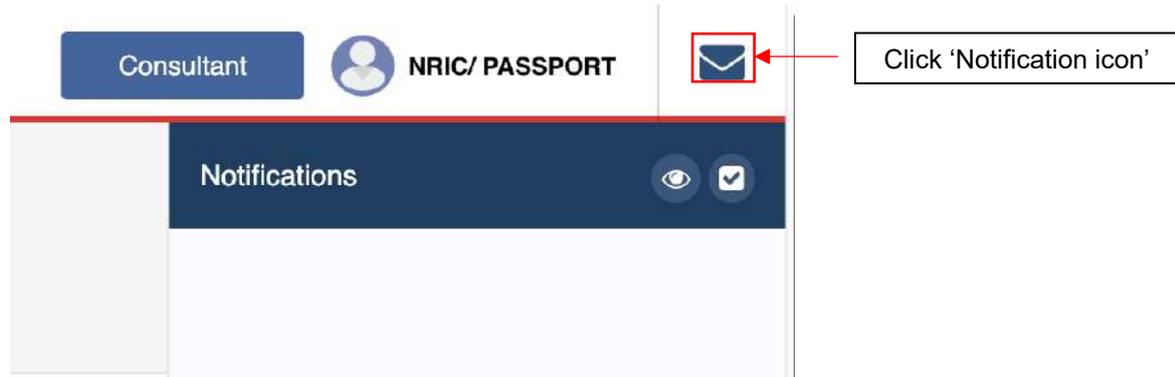


Figure 20: Dashboard Notification

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## F. New Registration

This section for **Group A**, please follow the guidelines provided in Chapter II for better explanation.

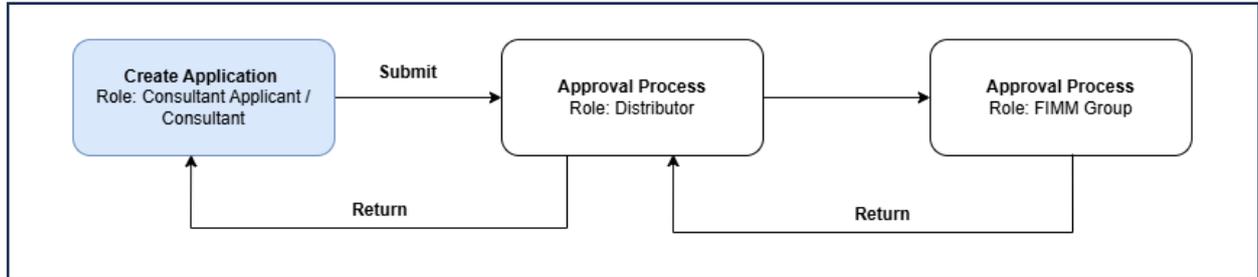


Figure 21: New Registration Process Flow

1. On the homepage, locate the 'Sign Up'  button and click it. The system will display the user type.

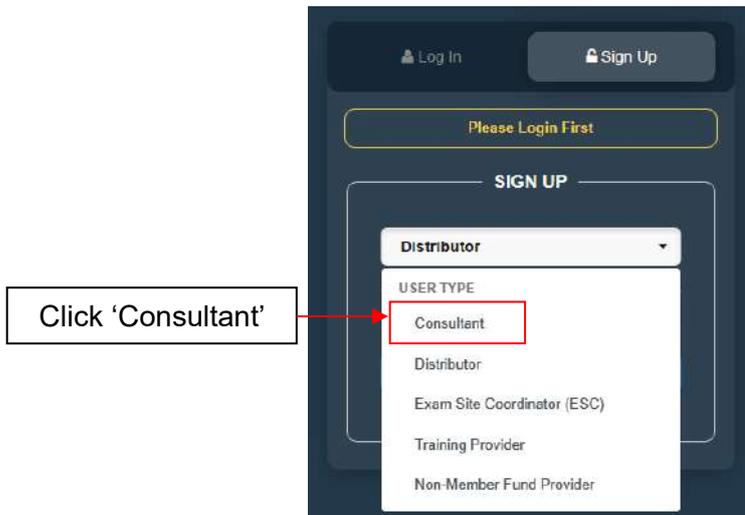


Figure 22: User Type Display

2. User need to choose 'Consultant'.
3. Enter NRIC Number for Malaysian.

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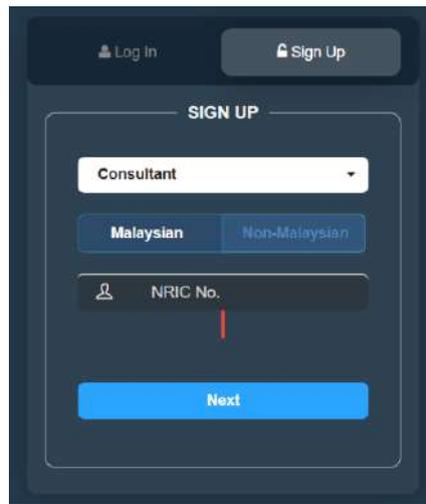


Figure 23: Malaysian Sign Up Display

4. Enter Passport Number and Passport Expiry Date for Non-Malaysian.



Figure 24: Non-Malaysian Sign Up Display

5. Click .
6. The system will display the Account Information Page, user need to insert these items:
  - a. Email

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- b. Password
- c. Confirm Password
- d. Checkbox “I agree to FIMM’s Privacy Notice”

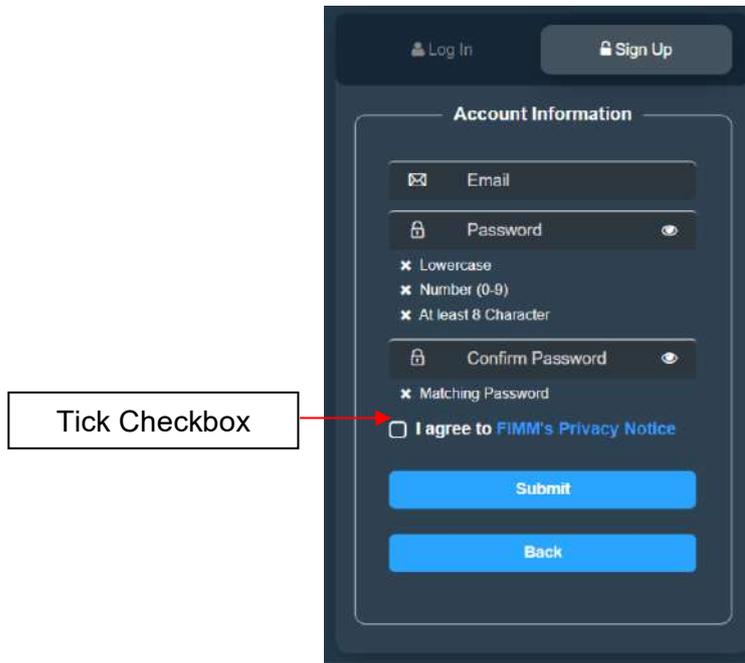


Figure 25: Account Information Display

7. Tick the FIMM’s Privacy Notice agreement checkbox.
8. Click , the system will display the Sign-Up Page.
9. Click , the user will be redirected to the Log In page with the verification email link message above.

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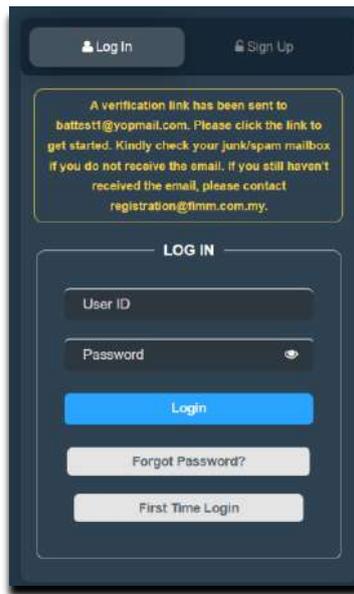


Figure 26: Log In Page With Verification Email Link Message

10. User need to check their email and click the Verification Link button.

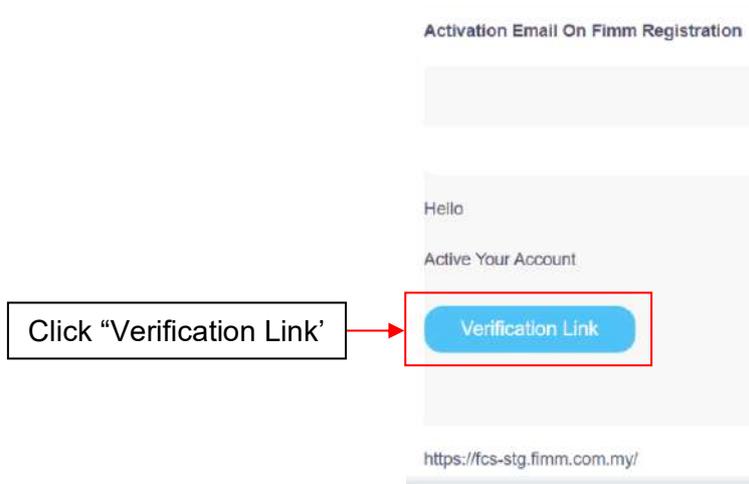


Figure 27: Verification Email

11. System will display the Log In page with Your Account Had Been Activated message.



Figure 28: Activated Account Message

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12. User now can Log In by inserting registered NRIC / Passport number as the User ID and the password.

13. Click .

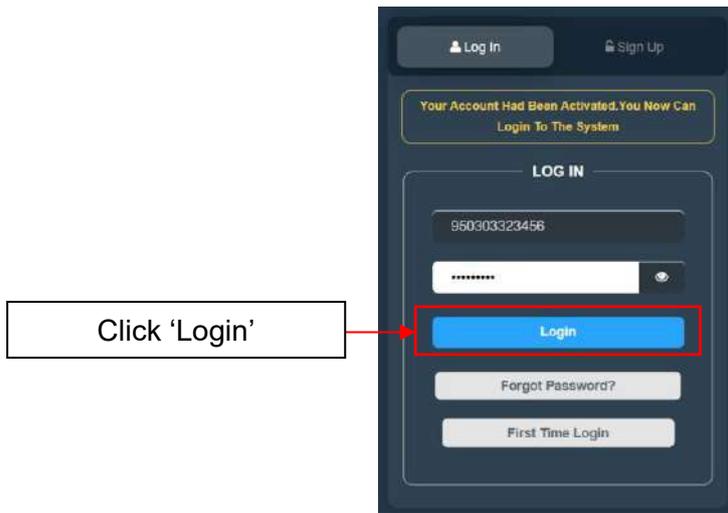


Figure 29: Login Page

14. System will display Profile Page.

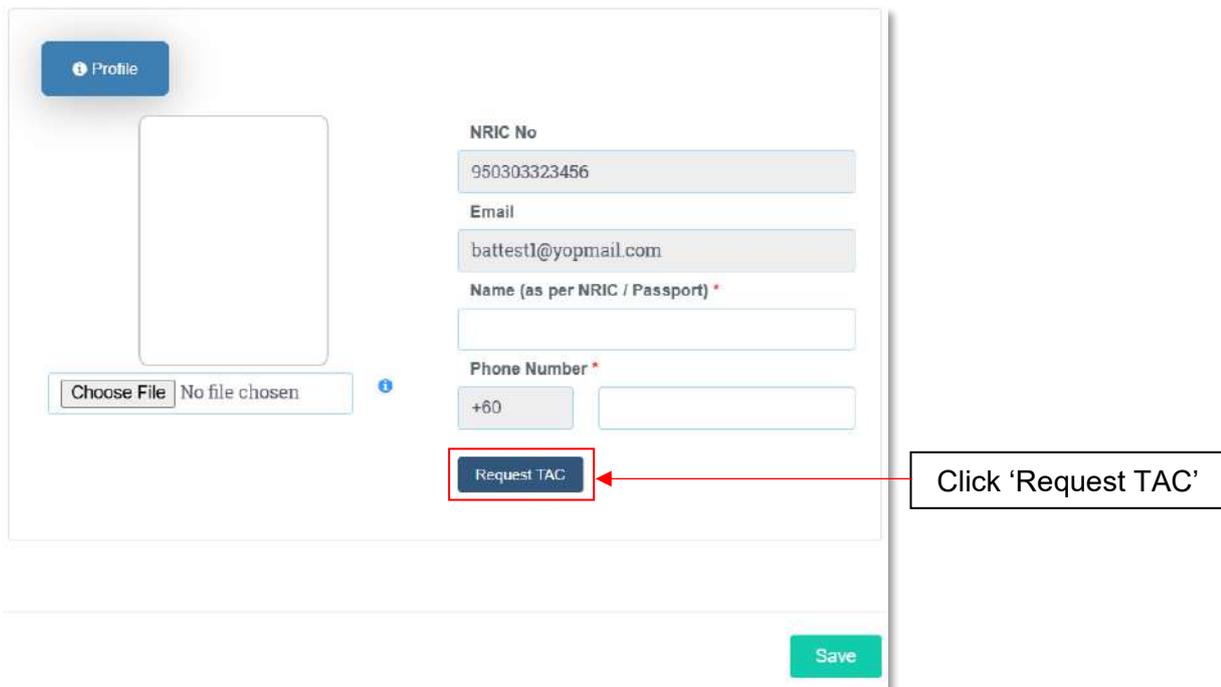


Figure 30: Profile Page

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15. User need to insert the following item:

- a. Profile Image
- b. NRIC / Passport No (Automated Display Field)
- c. Email (Automated Display Field)
- d. Name (as per NRIC / Passport)
- e. Phone Number

16. To save the information user need to request for TAC code by clicking



button.

17. TAC will be sent to user through message.

18. Once user got the TAC, insert the TAC number. Then click



Figure 31: Request TAC Inserted Display

19. If user inserted the wrong TAC number, the system will display an error message.

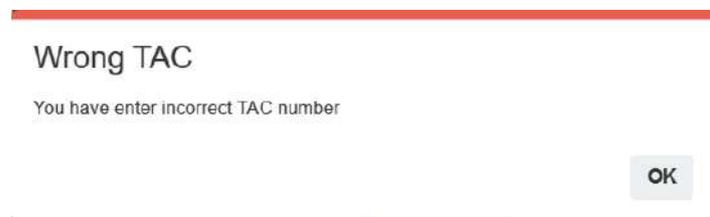


Figure 32: Wrong TAC Error Message

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20. If user did not insert profile picture, the system will display an error message.

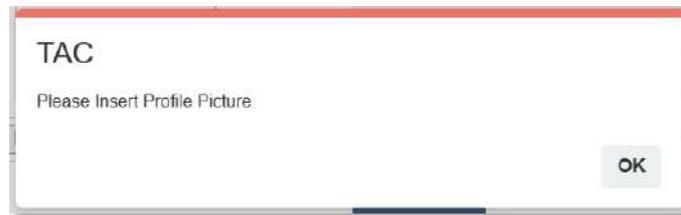


Figure 33: Error Message

21. After clicking save button, system will display the registration section.

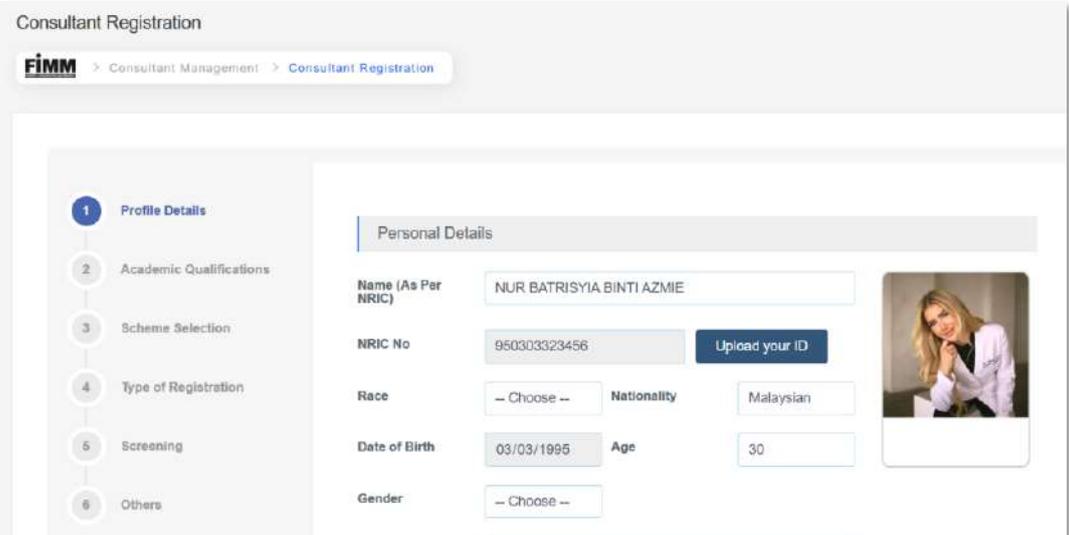


Figure 34: Consultant Registration Section

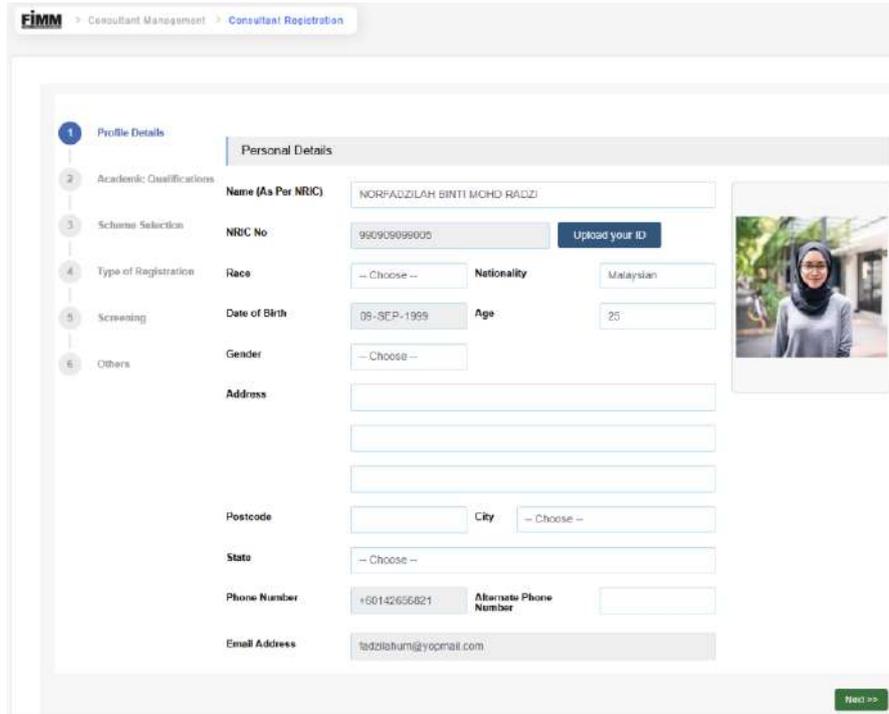
22. User need to complete **Profile Details section** by inserting following items:

**a. Malaysian**

- i. Name (Automated Display Field)
- ii. NRIC No (Not Updatable)
- iii. Date Of Birth (Not Updatable)
- iv. Race
- v. Nationality (Automated Display Field)
- vi. Date of Birth (Auto – populate based on NRIC)
- vii. Age (Automated Display Field)
- viii. Gender
- ix. Address
- x. Postcode

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- xi. City (Auto – populate based on Postcode)
- xii. State (Auto – populate based on Postcode)
- xiii. Phone Number (Auto – populate and not updatable)
- xiv. Alternate Phone Number
- xv. Email Address (Auto – populate and not updatable)



The screenshot shows the 'Profile Details' section of the FIMM Consultant Registration form for a Malaysian user. The form is titled 'Personal Details' and includes the following fields:

- Name (As Per NRIC):** NORFADZILAH BINTI MOHD RADZI
- NRIC No:** 990909090005 (with an 'Upload your ID' button)
- Race:** -- Choose --
- Nationality:** Malaysian
- Date of Birth:** 05-SEP-1999
- Age:** 25
- Gender:** -- Choose --
- Address:** Three empty text input fields.
- Postcode:** Empty text input field.
- City:** -- Choose --
- State:** -- Choose --
- Phone Number:** +60142656821
- Alternate Phone Number:** Empty text input field.
- Email Address:** fadzilahumiyocmail.com

A 'Next >>' button is located at the bottom right of the form.

Figure 35: Profile Details section - Malaysian

## b. Non – Malaysian

- i. Name (Automated Display Field)
- ii. Passport No (Auto – populate and not updatable)
- iii. Race
- iv. Nationality (Automated Display Field)
- v. Passport Expiry Date (Automated Display Field)
- vi. Working Permit Expiry
- vii. Date of Birth
- viii. Age (System auto calculate based on DOB and current year, month, and date)
- ix. Gender
- x. Address
- xi. Postcode

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- xii. City (Auto – populate based on Postcode)
- xiii. State (Auto – populate based on Postcode)
- xiv. Phone Number (Auto – populate and not updatable)
- xv. Alternate Phone Number
- xvi. Email Address (Auto – populate and not updatable)

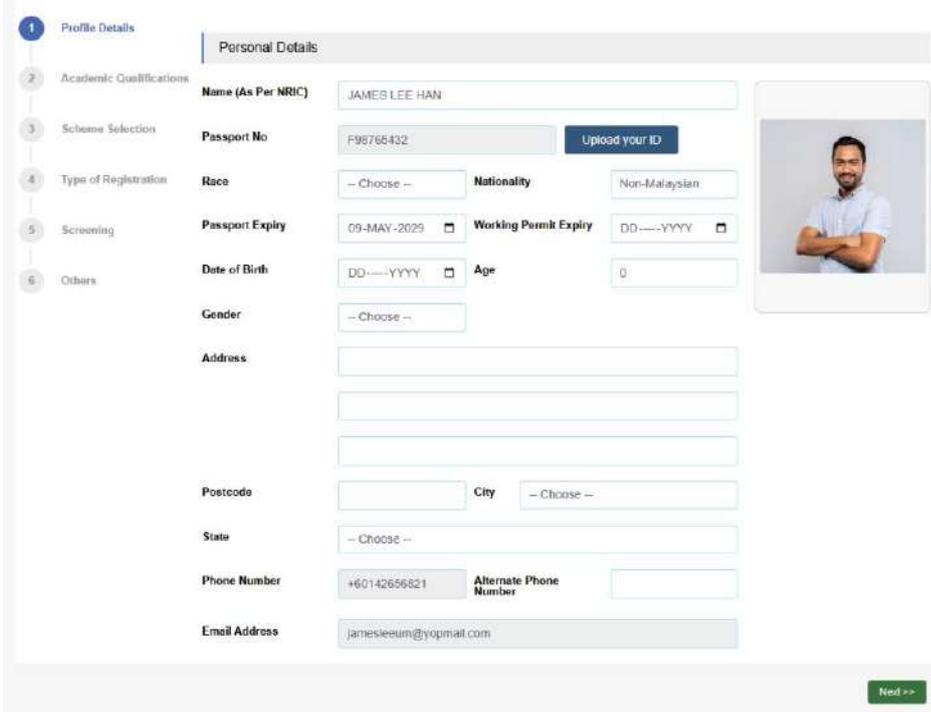


Figure 36: Profile Details section - non-Malaysian

23. For verification purposes, user need to upload their ID by clicking

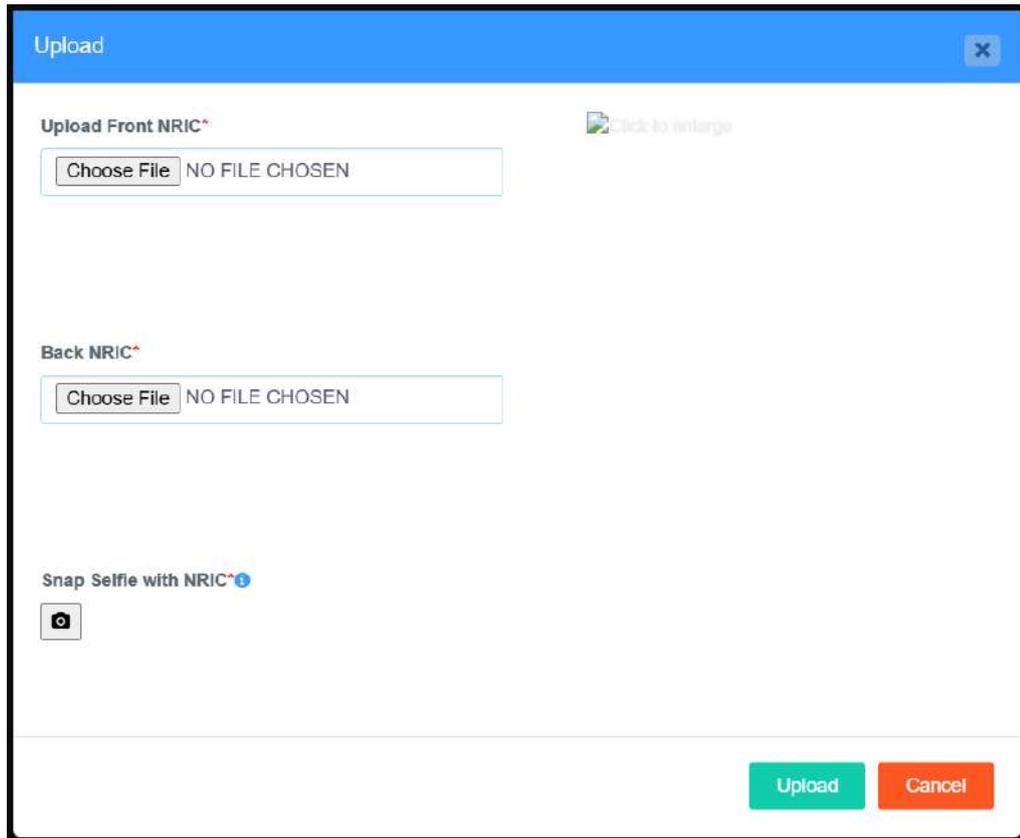
[Upload your ID](#)

24. System will display Upload ID page. User need to insert following items:

**a. Malaysian**

- i. Front NRIC – coloured photo by following guidelines requirement.
- ii. Back NRIC – coloured photo by following guidelines requirement.
- iii. Selfie with NRIC – while holding NRIC and do not cover your face.

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**Upload**

**Upload Front NRIC\*** 

Choose File NO FILE CHOSEN

**Back NRIC\***

Choose File NO FILE CHOSEN

**Snap Selfie with NRIC\*** 

Upload Cancel

Figure 37: Upload ID Display (Malaysian)

**b. Non - Malaysian**

- i. Passport Details
- ii. Working Permit
- iii. Selfie with Passport

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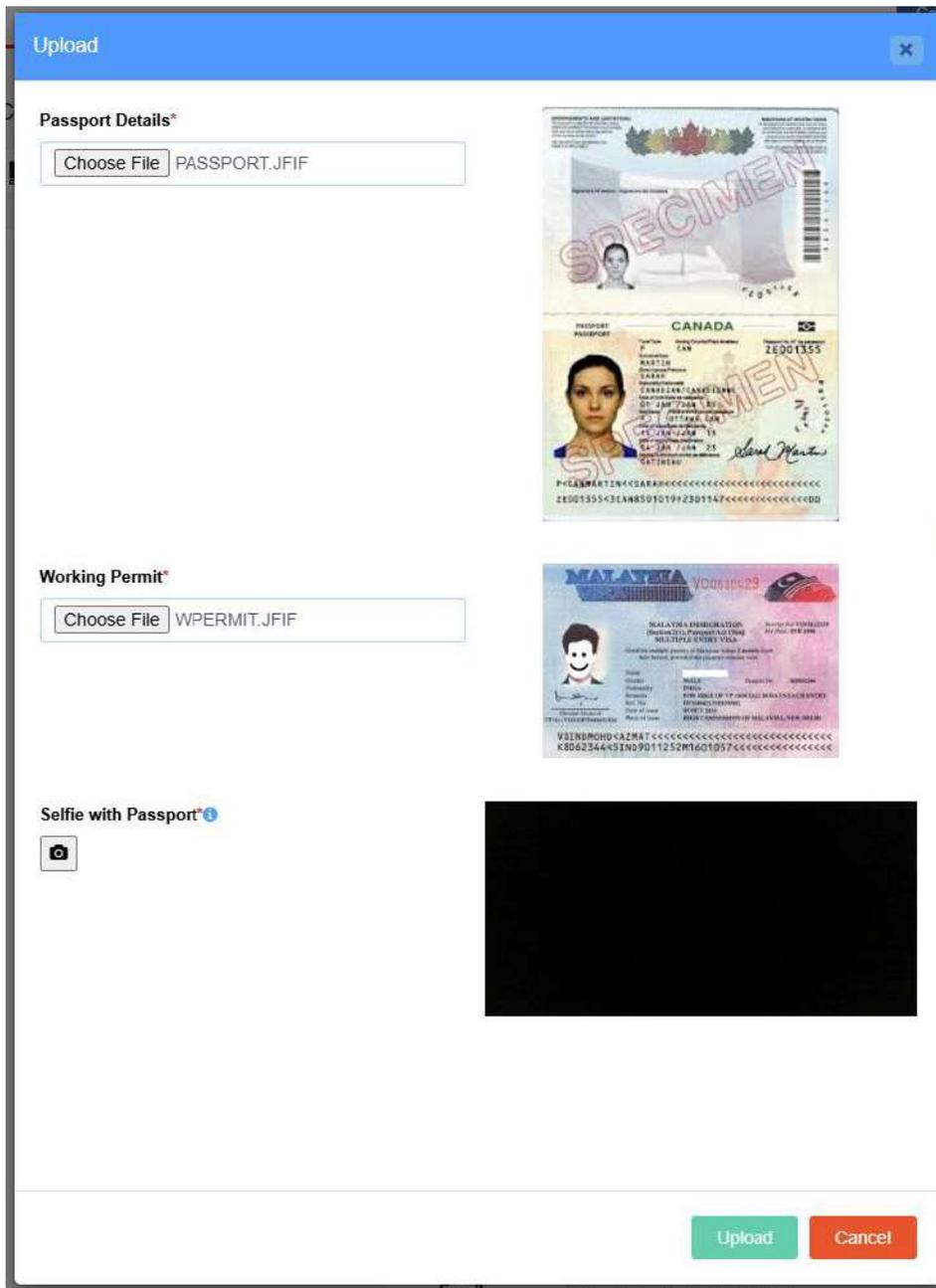


Figure 38: Upload ID Display (Non - Malaysian)

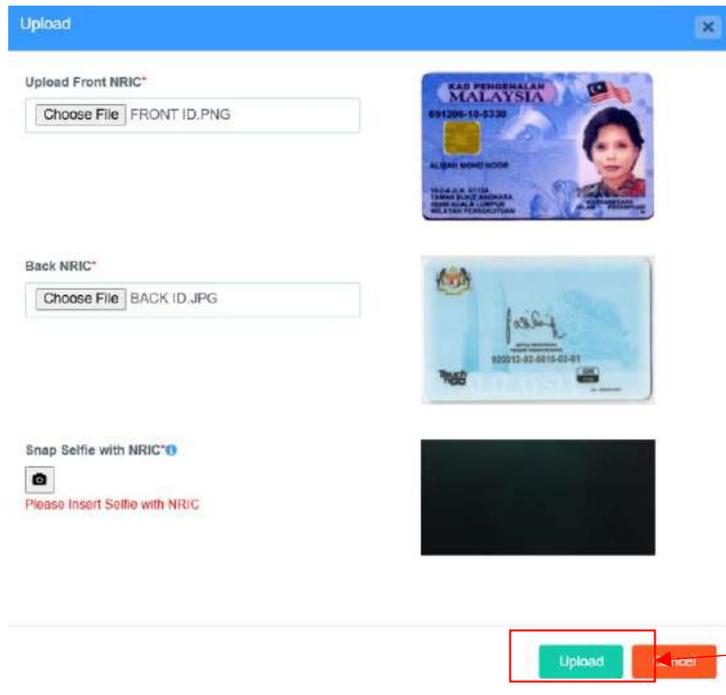
25. Once user inserted all the items, the images will be display.

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Figure 39: Inserted Images

26. Click



Click 'Upload'

Figure 40: Uploaded ID

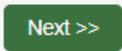
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27. The system will display a notification message.



Figure 41: Upload Images Message

28. Once user inserted following items, click



29. System will display **Academic Qualification section** and user must add minimum one qualification to proceed.

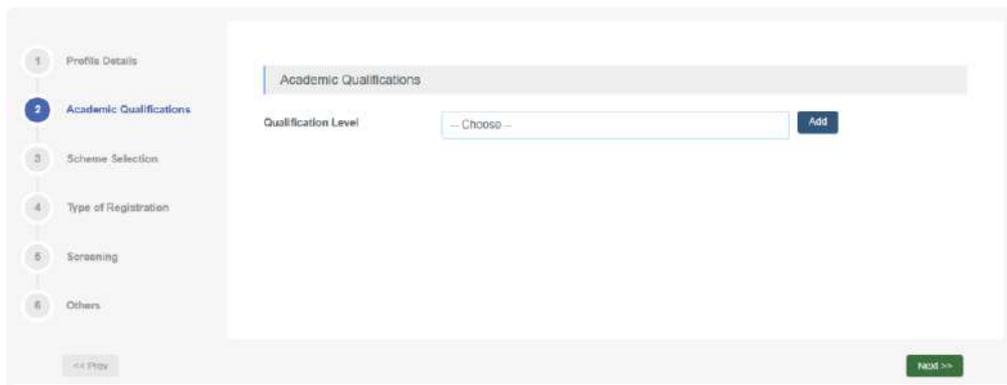


Figure 42: Academic Qualification section

30. Chose Qualification Level and click

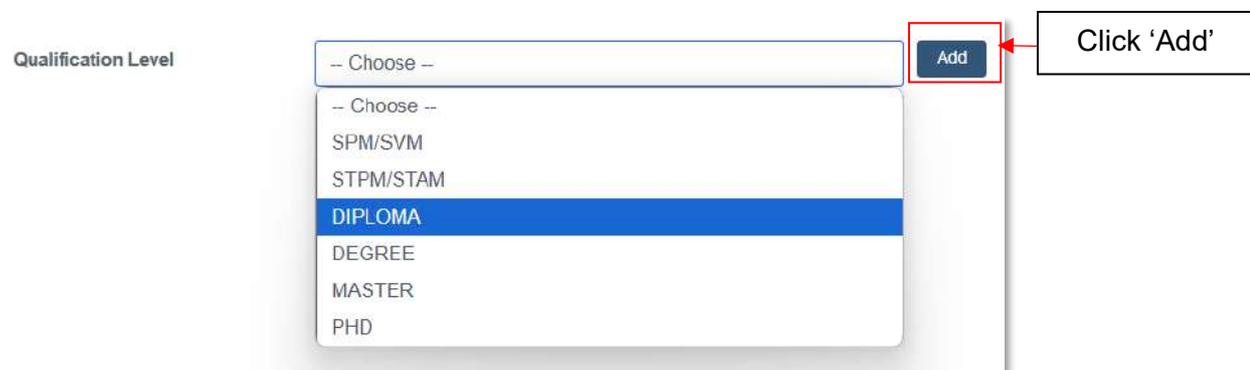
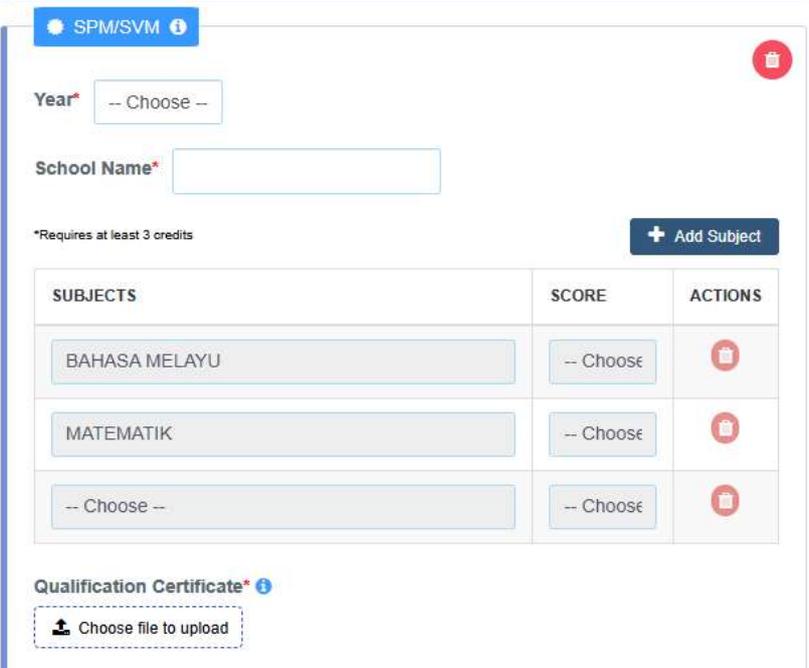


Figure 43: Qualification Level

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31. If user choose SPM/SVM, the user needs to insert following items:
- a. Year
  - b. School Name
  - c. Subjects – Language and Mathematics are mandatory to be filled in.
    - For the first language group, you may fill in either one of the language:
      - BAHASA MELAYU
      - BAHASA INGGERIS
      - BAHASA CINA
      - BAHASA TAMIL
    - For the first mathematics group, you may fill in either one of the mathematics subjects:
      - MATEMATIK
      - MATEMATIK MODEN
      - MATEMATIK TAMBAHAN
      - BAHASA TAMIL
    - Should your result be lower than “C”, please choose “NIL”.
    - You may key in the rest of your other subjects.
  - d. Qualification Certificate – Upload your relevant certificate.

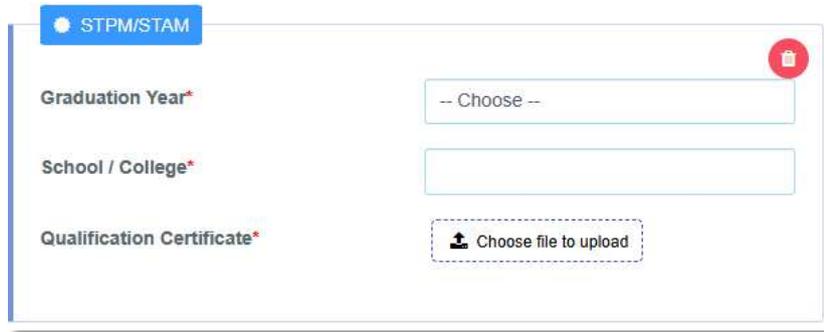


The screenshot shows a web form for SPM/SVM registration. At the top, there is a blue header with 'SPM/SVM' and an information icon. Below this, there are two input fields: 'Year\*' with a dropdown menu showing '-- Choose --' and 'School Name\*' with a text input field. A note below the fields states '\*Requires at least 3 credits'. To the right of this note is a blue button with a plus sign and the text '+ Add Subject'. Below the input fields is a table with three columns: 'SUBJECTS', 'SCORE', and 'ACTIONS'. The table contains three rows: the first row has 'BAHASA MELAYU' in the subjects column, '-- Choose --' in the score column, and a red trash icon in the actions column; the second row has 'MATEMATIK' in the subjects column, '-- Choose --' in the score column, and a red trash icon in the actions column; the third row has '-- Choose --' in the subjects column, '-- Choose --' in the score column, and a red trash icon in the actions column. Below the table is a section for 'Qualification Certificate\*' with an information icon and a dashed box containing a file upload icon and the text 'Choose file to upload'.

Figure 44: SPM/SVM Items Display

32. If user add STPM/STAM, the user needs to insert following items:
- a. Graduation Year
  - b. School / College
  - c. Qualification Certificate

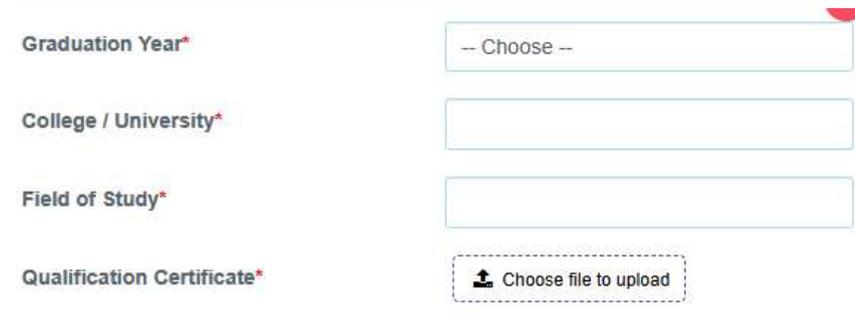
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The screenshot shows a form titled "STPM/STAM". It contains three main input fields: "Graduation Year\*" with a dropdown menu showing "-- Choose --", "School / College\*" with a text input field, and "Qualification Certificate\*" with a "Choose file to upload" button. A red trash icon is visible in the top right corner of the form area.

Figure 45: STPM/STAM Items Display

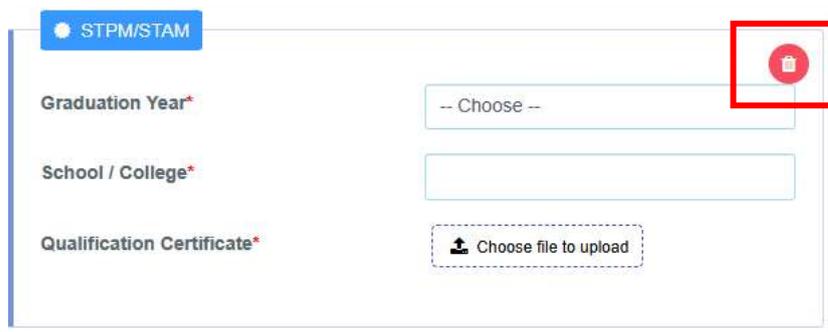
33. If user add Diploma, Degree, Master and PHD, the user needs to insert following items:
- Graduation Year
  - College / University
  - Field of Study
  - Qualification Certificate



This screenshot shows a form for higher education levels. It includes fields for "Graduation Year\*" (dropdown), "College / University\*" (text input), "Field of Study\*" (text input), and "Qualification Certificate\*" (upload button). A red trash icon is present in the top right corner.

Figure 46: Diploma, Degree, Master, PHD Items Display

34. Click  to remove qualification.



This screenshot is identical to Figure 45, but the red trash icon in the top right corner is enclosed in a red rectangular box to highlight it as the button for removing the qualification level.

Figure 47: Button to Remove Qualification Level

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35. Click  to view the uploaded qualification certificate or button  to remove the uploaded qualification certificate.

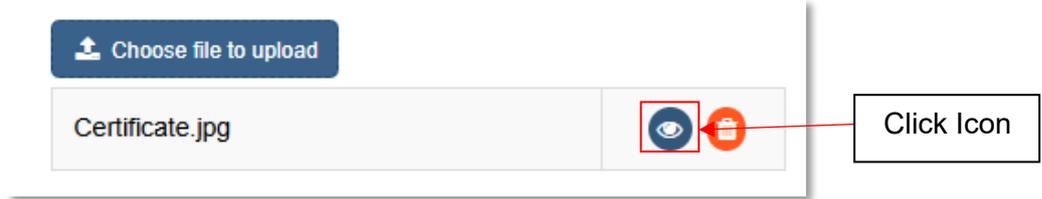


Figure 48: View Uploaded Certificate

36. Click



37. System will display **Scheme Selection section**.

- a. User need to choose following scheme by ticking the radio button. Only single scheme is allowed at this moment.

Figure 49: Scheme Selection section Form

- b. User need to choose distributor from the dropdown List of Distributors. Please approach your preferred distributor for onboarding process prior registering in the system.

Figure 50: UTS List of Distributors

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- c. If user choose Non – CUTA / CPRA Type of Distributor, there is no further action.

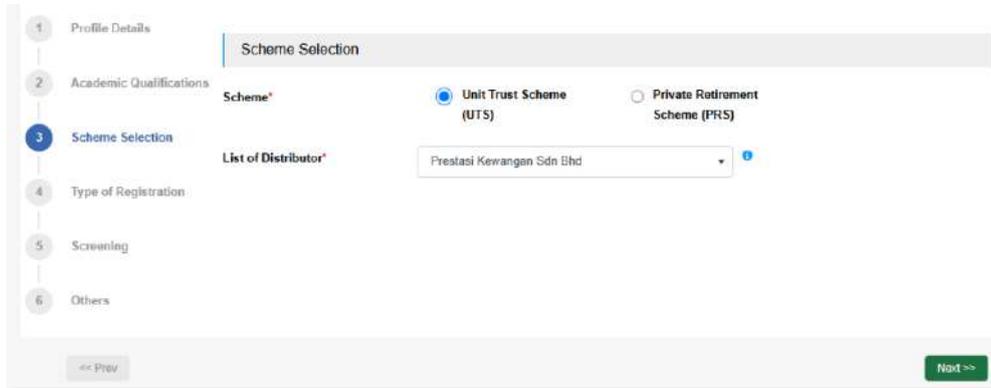


Figure 51: Non – CUTA/CPRA Type of Distributor

- d. If user choose CUTA / CPRA Type of Distributor, the system will display CMRSL Requirement. User needs to fill in the information.

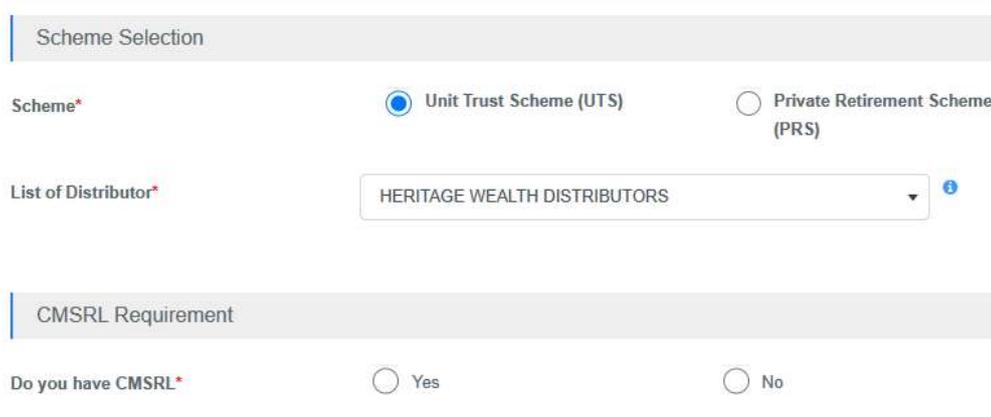
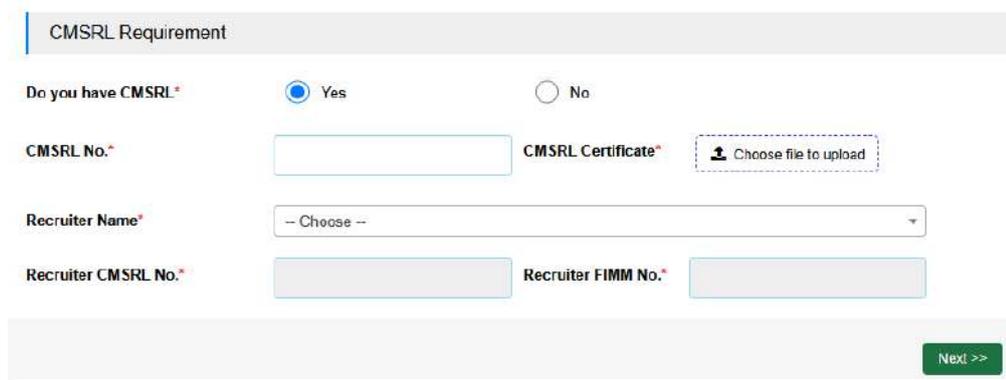


Figure 52: CMSRL Requirement Section

- e. If user choose Yes, user need to insert following items. (Note: If user is the first consultant to register under the distributor, the user must choose 'Yes' and provide the CMSRL No.)
- i. CMSRL No.
  - ii. CMSRL Certificate
  - iii. Recruiter Name (To select from dropdown list)
  - iv. Recruiter CMSRL No. (Automatically display by choosing recruiter name)
  - v. Recruiter FIMM No. (Automatically display by choosing recruiter name)

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The screenshot shows a form titled "CMSRL Requirement". The question "Do you have CMSRL\*" has two radio buttons: "Yes" (which is selected) and "No". Below this, there are four input fields: "CMSRL No.\*" (empty), "CMSRL Certificate\*" (with a "Choose file to upload" button), "Recruiter Name\*" (a dropdown menu showing "-- Choose --"), and "Recruiter CMSRL No.\*" (empty). To the right of the last field is "Recruiter FIMM No.\*" (empty). A green "Next >>" button is at the bottom right.

Figure 53: CMSRL Requirement - Yes

- f. If user choose No, user need to insert following items:
- i. Please get the details of the recruiters from your distributor.
  - ii. Recruiter Name (To select from dropdown list)
  - iii. Recruiter CMSRL No. (Automatically display by choosing recruiter name)
  - iv. Recruiter FIMM No. (Automatically display by choosing recruiter name)



The screenshot shows the same "CMSRL Requirement" form, but now the "No" radio button is selected. The "Recruiter Name\*" dropdown menu is still showing "-- Choose --". The other fields ("CMSRL No.\*", "Recruiter CMSRL No.\*", "Recruiter FIMM No.\*") are empty. The "Next >>" button is at the bottom right.

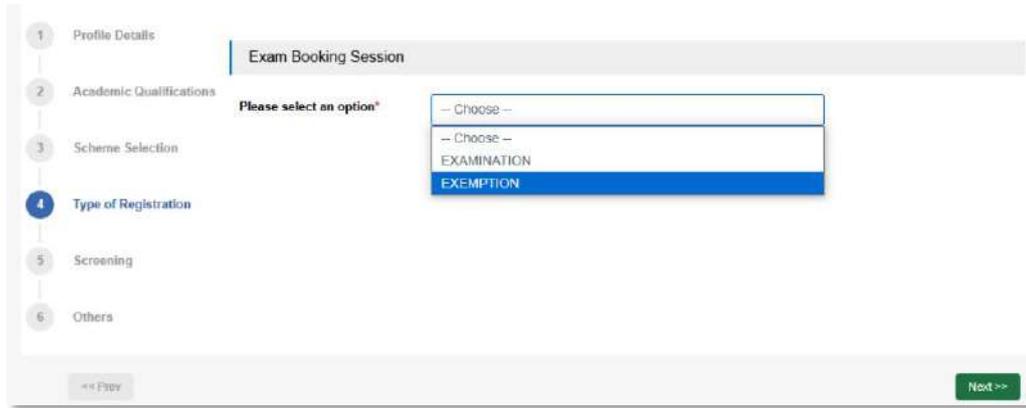
Figure 54: CMSRL Requirement – No

- g. System will run checking whether user have previously enrolled in AP. If No AP found, then system will auto enrol the AP program for the consultant.

38. Click  and system will display **Type of Registration section**. User need to select one from two options in the dropdown list:

- a. Examination – to take FIMM examination
- b. Exemption – if you qualified to exempted from the examination.

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The screenshot shows a web form titled "Exam Booking Session". On the left, there is a vertical navigation menu with six items: 1 Profile Details, 2 Academic Qualifications, 3 Scheme Selection, 4 Type of Registration (highlighted with a blue circle), 5 Screening, and 6 Others. The main content area has a label "Please select an option\*" followed by a dropdown menu. The dropdown menu is open, showing three options: "-- Choose --", "EXAMINATION", and "EXEMPTION". The "EXEMPTION" option is currently selected and highlighted in blue. At the bottom of the form, there are two buttons: "<< Prev" on the left and "Next >>" on the right.

Figure 55: Type of Registration section

39. If user selected Examination, system will display Center Location.



This screenshot shows a portion of the "Exam Booking Session" form. The "Please select an option\*" dropdown menu is now closed and displays "EXAMINATION". Below it, a new field labeled "Center Location" is visible, with a dropdown menu showing "-- Choose --". To the right of this dropdown, there is a red text prompt "Please choose one" and a small blue information icon.

Figure 56: Center Location

40. After selecting the center location, system will display the calendar and exam session availability.

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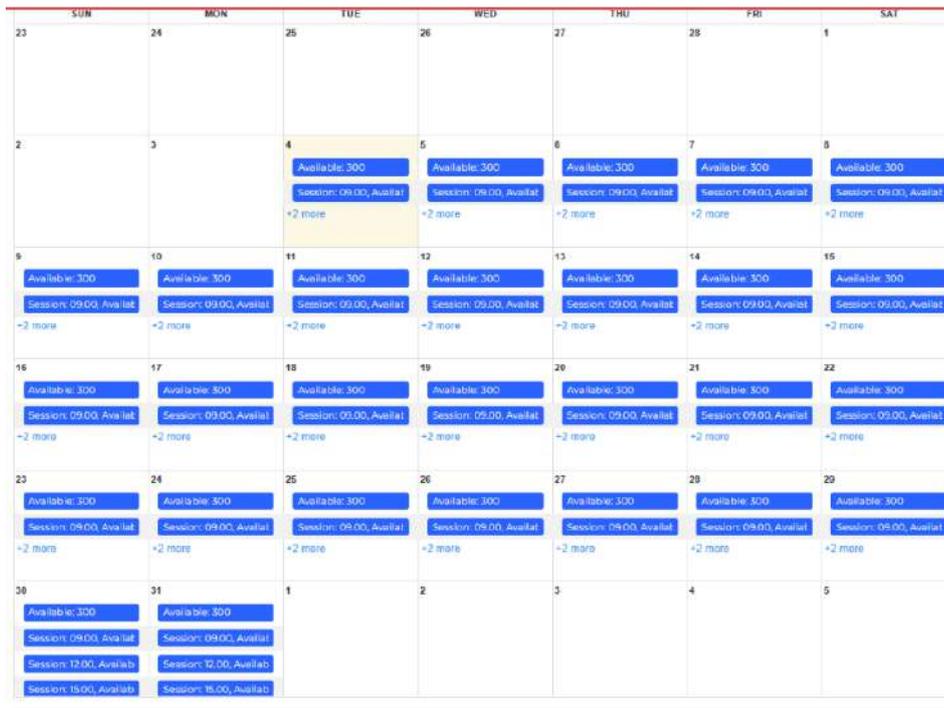


Figure 57: Booking Location Calendar

41. User to choose three preferred exam session.

- a. User unable to select multiple exam session on the same date. System will prompt message that user must select date differ from the previous date selection.

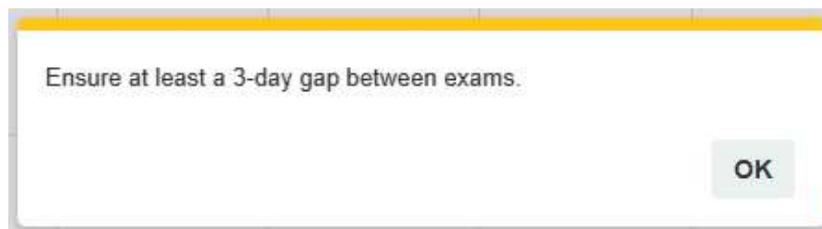


Figure 58: Popup Message

- b. User can click any available session, Session: 09:00, Availat, system will display the details of the exam session.

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### Exam Session ✕

**Date**  
28-APR-2025

**Exam Centre**  
B - EXAM CENTRE (FOF)

**Exam Mode**  
ONLINE

**Exam Name**  
FIMM Computerised Examination

**Language**  
English

Close
+ Add

Figure 59: Exam Session Details

42. Click + Add and system will display the booking details under the calendar.

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
28-Apr-2025	09.00	B - EXAM CENTRE (FOR M02)	Wilayah Persekutuan Kuala Lumpur	FCE	English	<span style="background-color: #f06292; padding: 5px 10px; border-radius: 5px;">✕</span>

Figure 60: Booking Details

**Note:** User is advisable to choose three exam dates. This is booking dates and only will be confirmed once approved by your preferred distributor. (Subject to dates availability – first come first served basis).

Once you have chosen your 3 preferred exam dates, please proceed to step **48** and continue until you have completed the steps.

The following steps from 43 to 47 only for **Exemption process**.

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43. If user select **Exemption**, the system will display the Exemption Rules and Regulation.

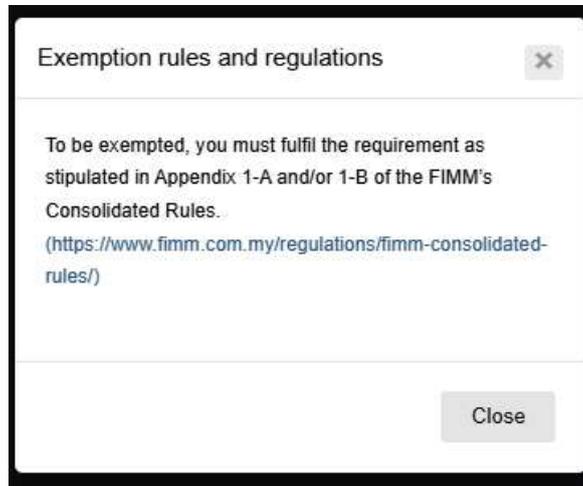


Figure 61: Exemption Rules and Regulations

44. Click close, system will display Exemption Type.

Figure 62: Exemption Types

45. User need to choose the Exemption Type from the dropdown list based on the scheme selected.



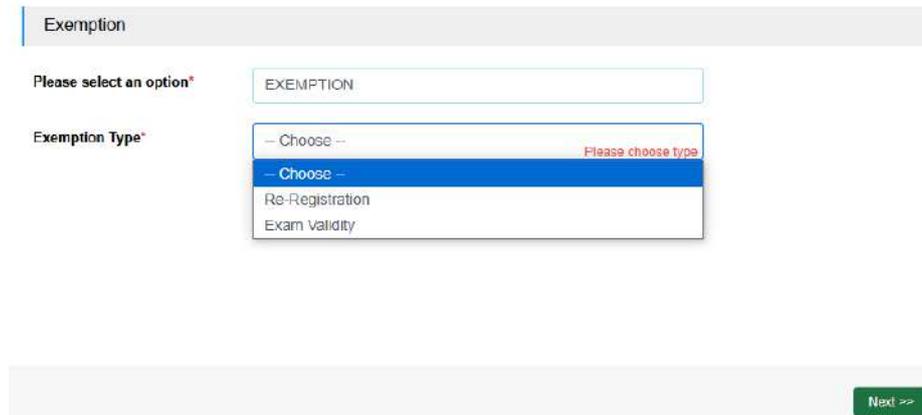
Figure 63: Exemption Type Lists

46. For Exemption Type,

- a. If consultant applicant chooses CUTA/CPRA Type of Distributor but no CMSRL, only Exam Validity option will be available. As for former consultant,

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only, Exam Validity and Re-Registration will be available for the user to choose from.

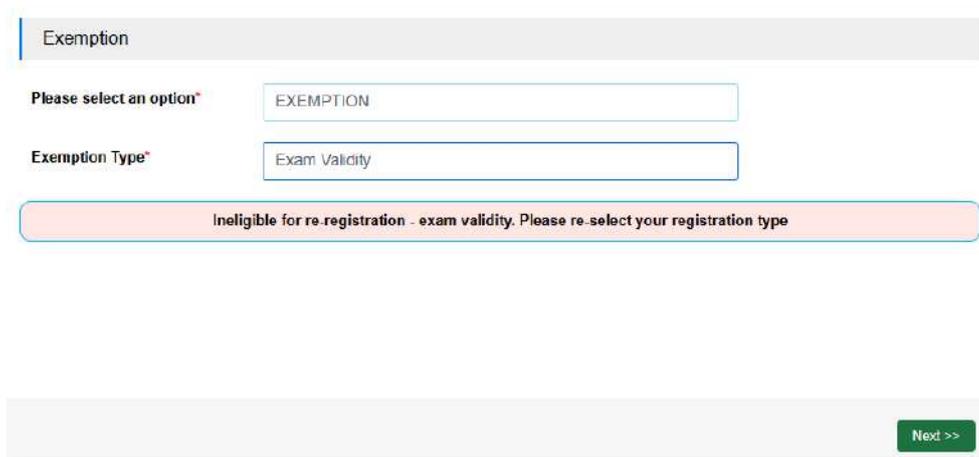


The screenshot shows a web form titled "Exemption". It contains two main input fields: "Please select an option\*" with a text box containing "EXEMPTION", and "Exemption Type\*" with a dropdown menu. The dropdown menu is open, showing three options: "-- Choose --", "Re-Registration", and "Exam Validity". A red error message "Please choose type" is visible next to the dropdown. At the bottom right of the form is a green "Next >>" button.

Figure 64: Exemption Type for Former Consultant with no CMSRL

b. Exam Validity

- i. If user previously registered with exam and status exam passed, user able to select this exemption.
- ii. If passed, user able to proceed to next page. If failed, system will prompt message the user unable to proceed to the next page please select other exemption.



The screenshot shows the same "Exemption" form as in Figure 64. The "Exemption Type\*" dropdown menu is now set to "Exam Validity". Below the form, a pink error message box is displayed with the text: "Ineligible for re-registration - exam validity. Please re-select your registration type". The "Next >>" button is still visible at the bottom right.

Figure 65: Exam Validity - Error Message

c. Re-Registration (Not applicable for new consultant)

- i. If user deactivation date is within current year, then user can proceed.
- ii. If deactivation date is not within current year, but within the 3 years and 16 CPD points is met in the previous calendar year, then user can proceed.

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- iii. If deactivation date is not within current year, but within the 3 years and user does not attain 16 CPD in the previous calendar year. System will check if user has acquired the balance of 16 CPD points in current year (CPD preceding year + CPD current year  $\geq$  16). If the condition met, then user can proceed.
- iv. If not within above requirement, then system will display error message as the requirement not met.

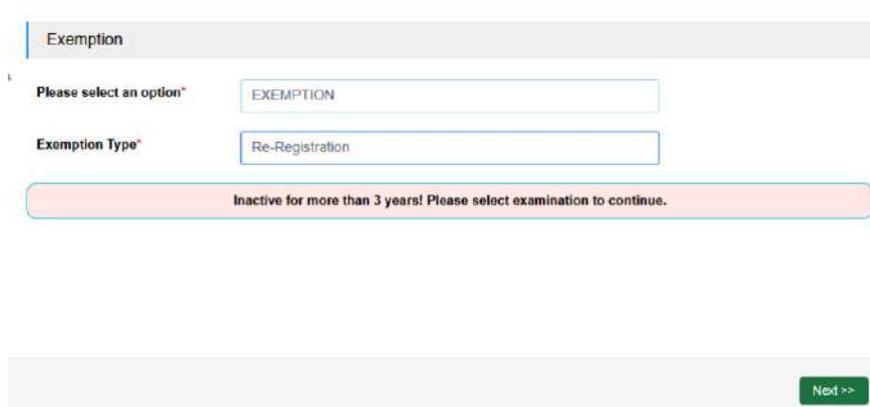


Figure 66: Re - Registration Error Message

- d. PRS Familiarization Program (Note: This option only will be available if user select PRS scheme. If the distributor type CPRA & no CMSRL, PRSFP will not be shown for selection.)

### Type of PRSFP

- i. **Active Unit Trust Consultant**
  - 1) User need to input these fields.
    - a) PRSFP Certificate of Attendance and quiz result
  - 2) System checks at the backend whether applicant already become consultant under UTS scheme more than 3 years.
  - 3) If the above requirement is not met, system will display error message under the Type of PRSFP field.

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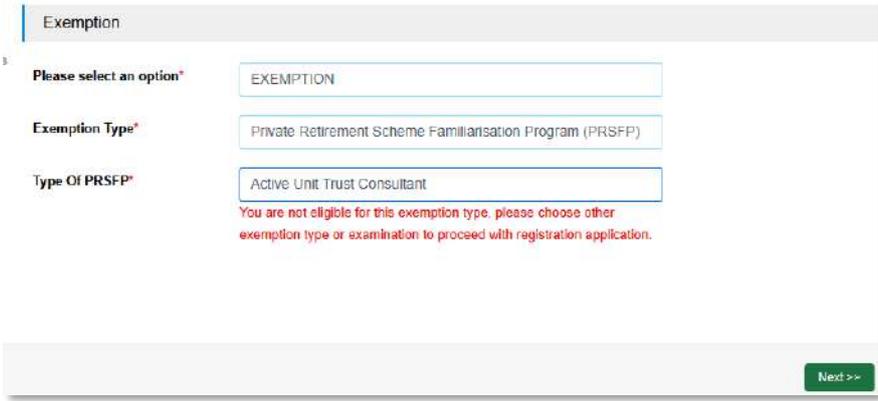


Figure 67: Active UTC - Error Message

## ii. Insurance Agent

- 1) User need to input these fields:
  - a) PRSFP Certificate of Attendance and quiz result
  - b) Insurance Certificate
  - c) Insurance Joining Date
- 2) System will check the eligibility based on PRSFP parameter.
- 3) If the user experience  $\geq 3$  years, then user can proceed to next process.
- 4) If the above requirement is not met, system will display error message under the Insurance Joining Date field.

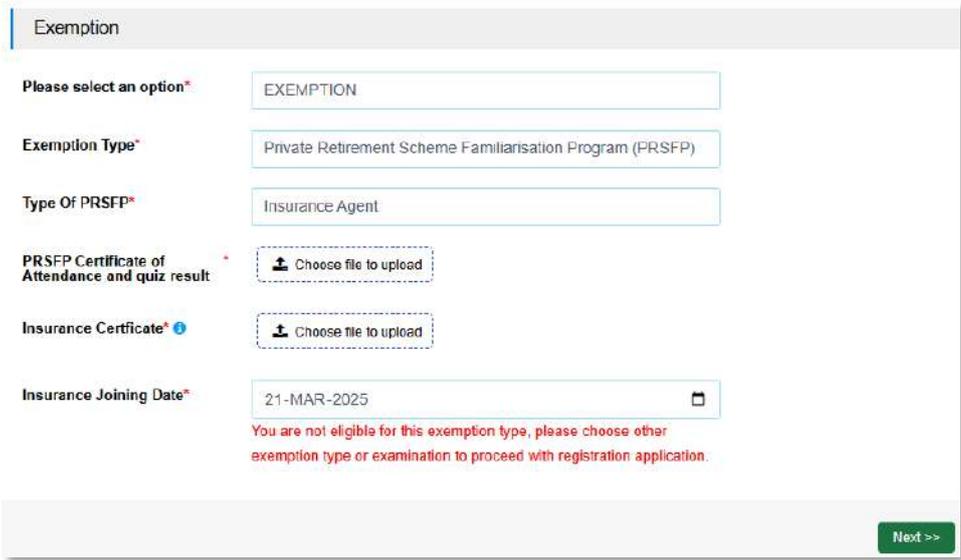


Figure 68: Insurance Agent - Error Message

## iii. Staff of Takaful Broker (Note: only available for consultant who register under company with CMSL). User need to input these fields:

- 1) PRSFP Certificate of Attendance and quiz result
- 2) Insurance Certificate
- 3) Insurance Joining Date

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Exemption

**Please select an option\***

**Exemption Type\***

**Type Of PRSFP\***

**PRSFP Certificate of Attendance and quiz result \***

**Insurance Certificate\* !**

**Insurance Joining Date\***

Figure 69: Staff of Takaful Broker

47. After choosing Exemption Type, user need to proceed to input the field display according to the exemption types chosen.

Exemption

**Please select an option\***

**Exemption Type\***

**Professional Body\***

**Professional Qualification\***

**Proof Of Active Membership\***

**ChFC Certificate\***

Figure 70: Exemption Type – Financial Planner (Certified)

48. Click  and system will display **Screening section**. (Note: No action to be done by consultant in this section)

- a. CAS Screening
- b. Bankruptcy Screening

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Figure 71: Screening section

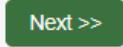
49. Click  and system will display **Others** section.

Figure 72: Others section

50. Under the Upload Supporting Document, user can upload supporting document.

Figure 73: Upload Supporting Document

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- a. User need to insert file name and choose the file to upload and click .
- b. Upon successful upload of the supporting document(s), system will display file details as below.

NO	FILE NAME	ATTACHMENT FILE	ACTION
1	SUPPORT DOCUMENT	FIMM SRS - M02S01 - Registration V1.0 [FINAL].pdf	 

Figure 74: Supporting Document Details

- c. If user did not insert file name, system will display an error message.

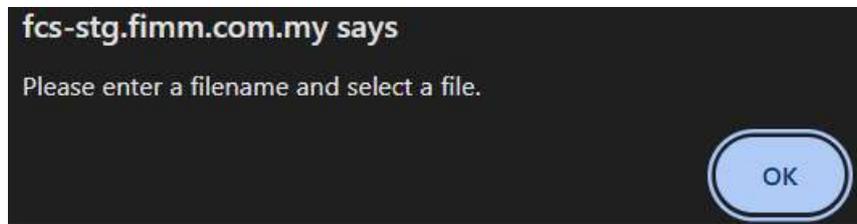


Figure 75: Error Message for Rename File Name

51. Under the Upload Signed Consent Form, user is mandatory to upload the Application Consent Form. The form for the Application Consent Form can be downloaded from the system.

Upload Signed Consent Form

**Application Consent Form\***

FIMM-Consent-Form.pdf

Choose File

NO FILE CHOSEN

Figure 76: FIMM - Consent Form

52. To save the application as Draft, user click  to save the registration form.
  - a. System will display confirmation message.

Save as draf?

YES
NO

Figure 77: Save as Draf Message

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- b. User click **YES** and system will display successful message.

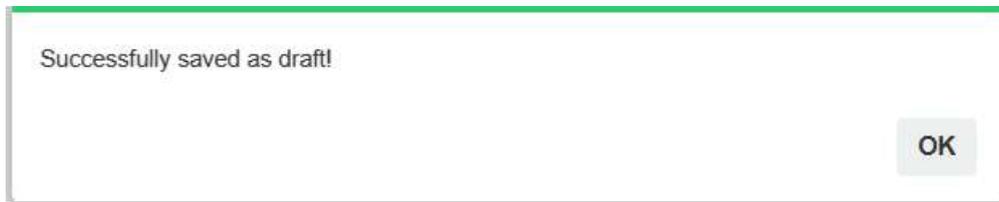


Figure 78: Successful Message

- c. User click **OK** and system will redirect to the application status page. The application status is 'Draft'.

**Application Status**

Show  entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
04-Mar-2025 02:36:09pm	MENTARI BERHAD	Registration	LTS	Draft	

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 79: Draft Application Status

53. To submit the application,

- a. User is required to tick the agreement / declaration checkbox and click

**Submit**

I, the undersigned, hereby declare my intention to register with the Federation of Investment Managers Malaysia ("FIMM") as a Unit Trust and/or Private Retirement Scheme Consultant. For this purpose, I affirm the following:

1. I declare and confirm that all information and documents provided to FIMM in connection with my application and registration are true, current and accurate;
2. I declare and confirm that I fulfil and will continue to ensure that I am Fit and Proper, as specified under Chapter 4 of FIMM's Consolidated Rules ("FCR");
3. I declare and confirm that I meet the eligible requirements as specified under the FCR;
4. I undertake and agree to be bound by and comply with the FIMM Rules and securities laws issued by the Securities Commission Malaysia and any other applicable laws at all times;
5. I undertake to immediately notify the principal and/or FIMM in the event that I fail to satisfy any of the fit and proper criteria

**Tick**  I understand the gravity of the above statements and the implications of non-compliance with FIMM's Rules and in providing false information. I affirm that the statements made herein are true to the best of my knowledge and belief.

Figure 80: Declaration

 <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	63

- b. System will prompt error message if user does not tick the agreement / declaration checkbox.



Figure 81: Error Message

- c. System will display a confirmation message.

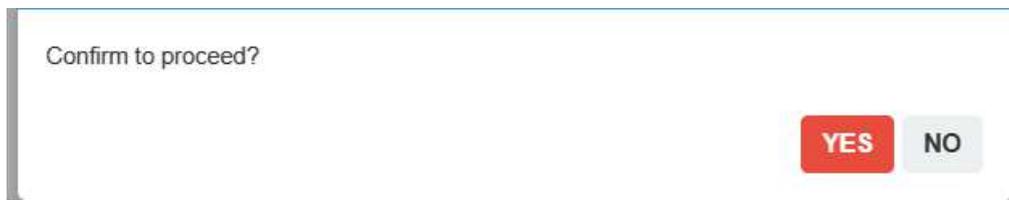


Figure 82: Confirmation Message

- d. User click **YES** and system will display submission message.

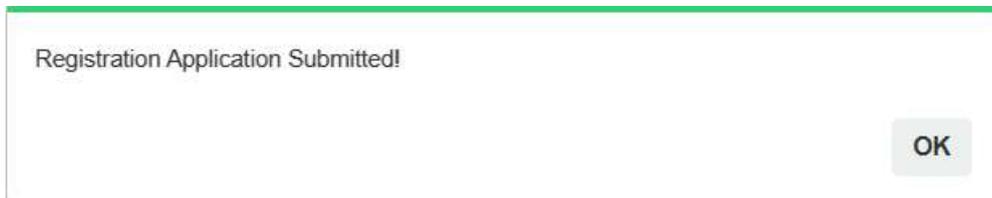


Figure 83: Submitted Message

- e. User will be redirect to Application Status Page. Application status change to 'Submitted'.

Application Status						
Show	10	entries	Search: <input type="text"/>			
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION	
04-Mar-2025 02:42:17pm	MENTARI BERHAD	Registration	UTS	Submitted		

Showing 1 to 1 of 1 entries

Previous **1** Next

Figure 84: Submit Application Status

**Congratulation! You have successfully submitted your application.**

**Please wait your preferred distributor to review and approved your application.**

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	64

**In the case your application being returned by distributor please follow this section.**

## G. Application Returned

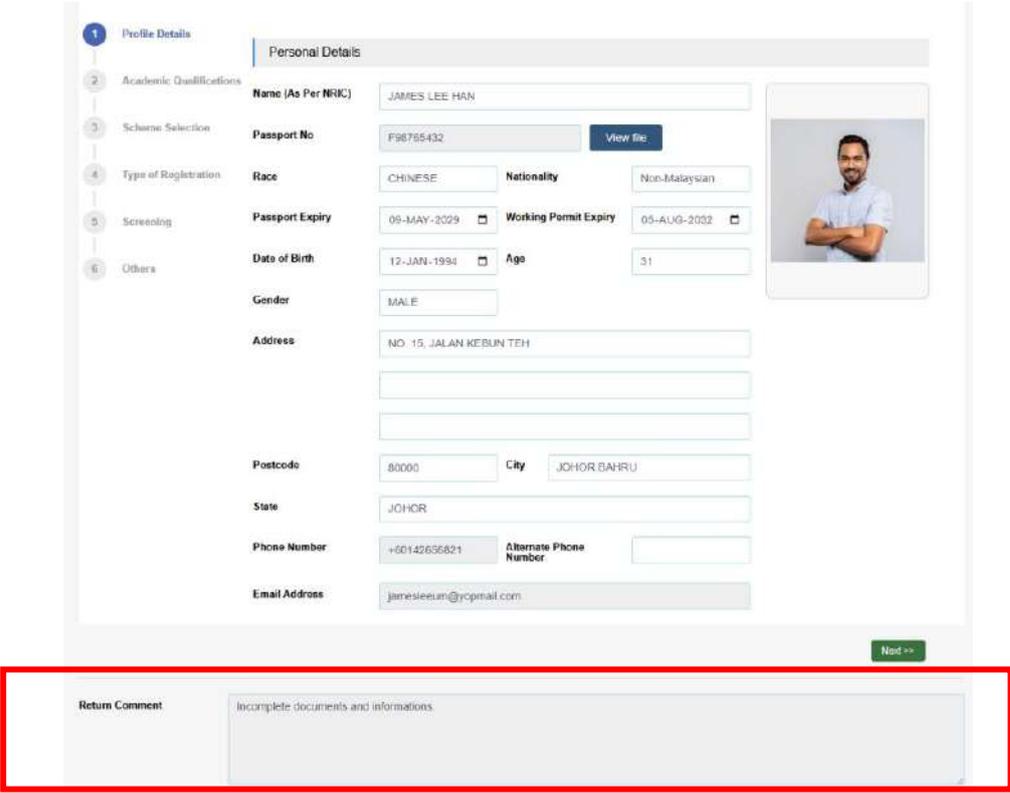
1. In Application Status, under column Action, Consultant Applicant click button  at (Status: Returned)



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
21-Mar-2025 11:23:18am	GAB PROD ADMIN MIX	Registration	UTS	Returned	

Figure 85: Application Status - Returned

2. System will display previously submitted application and consultant applicant can edit these fields in all previous section:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
3. Consultant applicant can view comment from distributor the reason for returning the application.



The screenshot shows a 'Personal Details' form with the following fields:

- Name (As Per NRIC): JAMES LEE HAN
- Passport No: F98765432
- Race: CHINESE, Nationality: Non-Malaysian
- Passport Expiry: 09-MAY-2029, Working Permit Expiry: 05-AUG-2032
- Date of Birth: 12-JAN-1994, Age: 31
- Gender: MALE
- Address: NO. 15, JALAN KEBUN TEH
- Postcode: 80000, City: JOHOR BAHRU
- State: JOHOR
- Phone Number: +60142636821, Alternate Phone Number: [empty]
- Email Address: jamesleeum@yopmail.com

A red box highlights the 'Return Comment' section at the bottom, which contains the text: 'Incomplete documents and informations.'

Figure 86: Return Comment from Distributor

 <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	65

4. Consultant applicant clicks  to re-submit the application.
5. System checking:
  - a. If the detail is incomplete:
    - i. System will display validation message if mandatory field is blank.
  - b. If the detail is complete:
    - i. System will display successful application message and send the application for Distributor action.

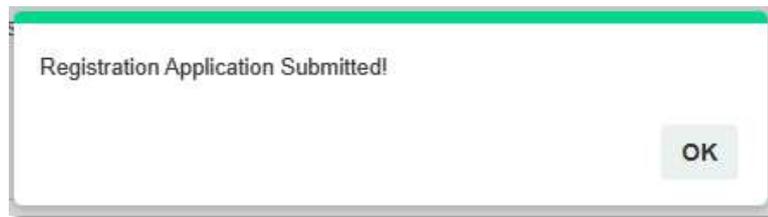
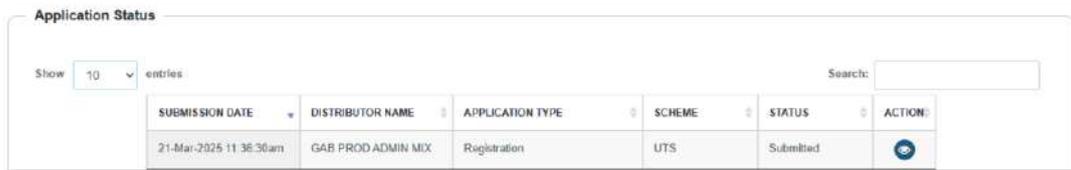


Figure 87: Successful Message

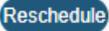
- ii. System back to Application Status and Status change to 'Submitted'

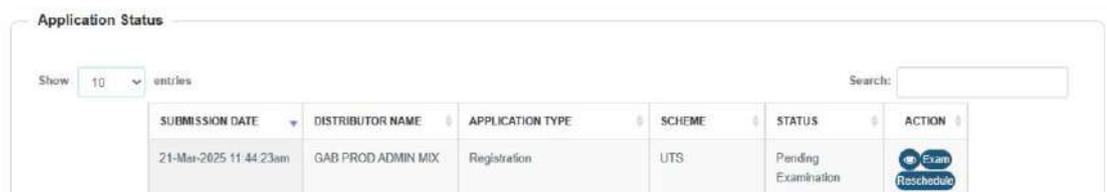


SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
21-Mar-2025 11:36:30am	GAB PROD ADMIN MIX	Registration	UTS	Submitted	

Figure 88: Application Status – Submitted

## H. Reschedule Exam

1. If the exam booking session is unavailable. System will send email and dashboard notification for user to reschedule. System will update Application status to 'Exam Re-Schedule'.
2. In Application Status, under column Action, Consultant Applicant click button  at application with status 'Exam Re-schedule' or 'Pending Examination'.

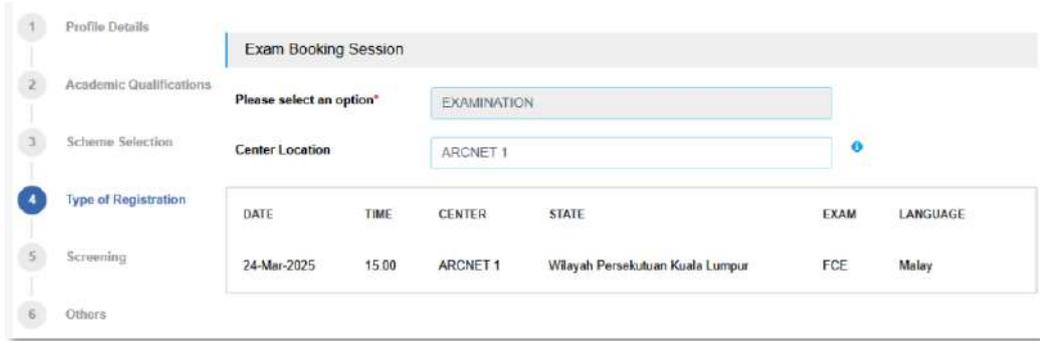


SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
21-Mar-2025 11:44:23am	GAB PROD ADMIN MIX	Registration	UTS	Pending Examination	 

Figure 89: Application Status - Pending Examination

3. System will navigate to Type of Registration page (Examination) and Consultant applicant to select only 1 preferred date for exam session.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	66



DATE	TIME	CENTER	STATE	EXAM	LANGUAGE
24-Mar-2025	15.00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay

Figure 90: Type of Registration page – Examination

- System will prompt error message if user select more than one exam session.

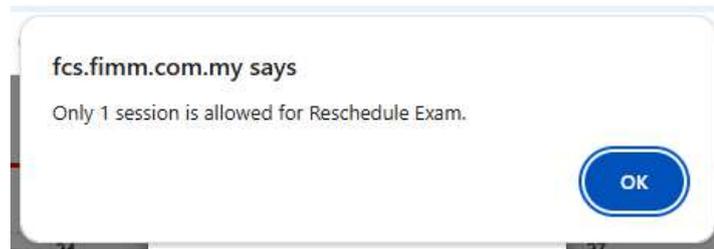


Figure 91: Exam Session - Error Message

- The new selected exam session will be displayed under the previously chosen exam session.

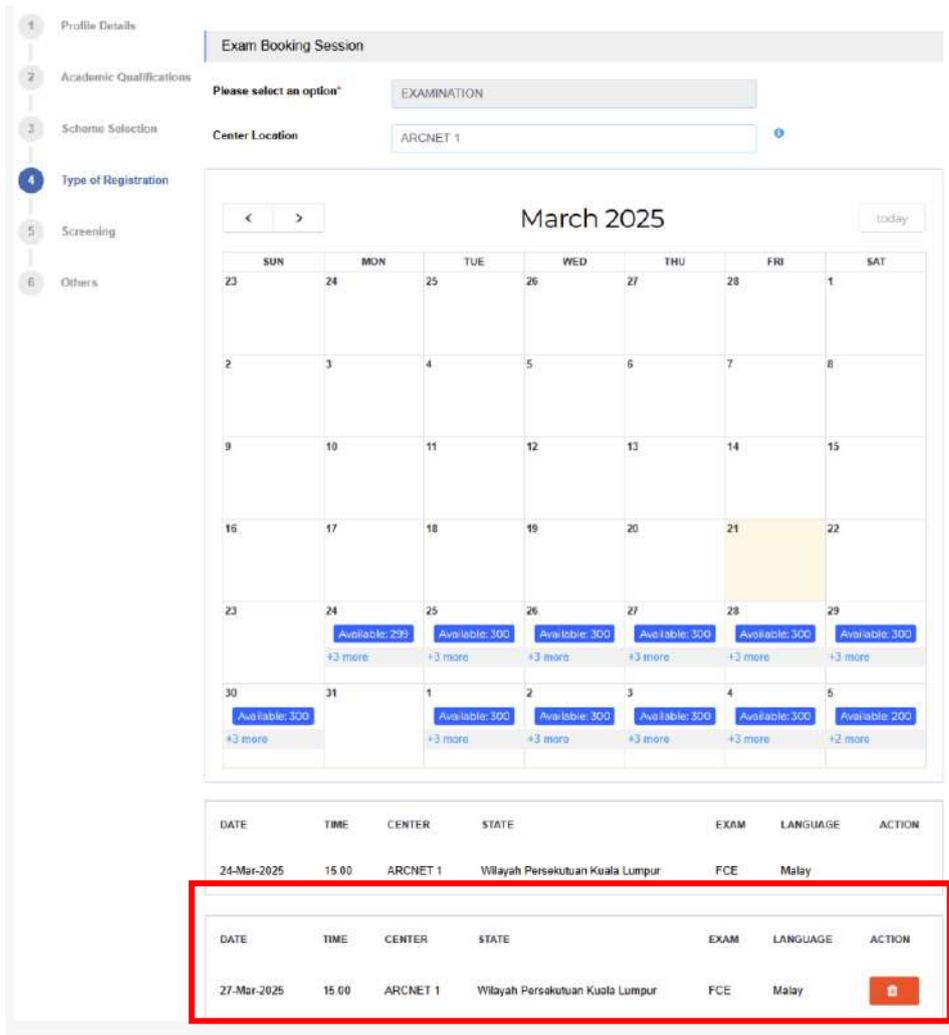


Figure 92: New Selected Exam Sessions

6. Consultant Applicant click button .
  - a. System will display successful application message and book the exam session.

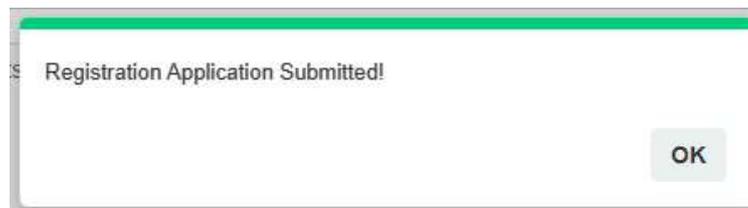


Figure 93: Successful Application Message

- b. System will auto-register the exam seat without needing approval from distributor.

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	68

## I. Exam Booked

- In Application Status, under column action, user click button  (Status: Pending Examination)



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
21-Mar-2025 12:45:02pm	GAB Kananga SDN BHD	Registration	PRS	Pending Examination	

Figure 94: Pending Examination

- System will open a popup that will display exam details for the booked session.
  - Candidate Name
  - NRIC/Passport No
  - Exam Name
  - Session Date
  - Session Time
  - Exam No (User copy the exam number and pasted it during examination in Classmarker to login into the exam session)
  - Exam Link (User copy the links and paste it in a browser)



Candidate Name	Balqis binti Amri
NRIC/Passport	950721076548
Exam Name	FCE
Session Date	21-March-2025
Session Time	3 PM
Exam No	2025001885
Exam Link	<a href="https://www.classmarker.com/online-test/start?quiz=a6m577b625adc8385cm_user_id=2465">https://www.classmarker.com/online-test/start?quiz=a6m577b625adc8385cm_user_id=2465</a>
<b>Start Exam</b>	

Figure 95: Exam Details

- User can click  button to start the exam. The system will navigate to the Classmarker exam session page. You may only be able to sit for the exam based on the provided date. The guidelines on how to sit for the exam can be found in your registered email before the exam date.

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	69

## J. For Exam Failed (Resit)

If you have sat for the examination and did not pass the examination, you may choose to Resit the exam. Otherwise, you may submit your appeal by clicking [Appeal Result](#), please refer to section O – Appeal for Exam Result which subjected to distributor and FIMM's approval (with additional cost).

1. In Application Status, under column Action, Consultant Applicant click button [Re-Sit](#). (Status: Exam Failed)

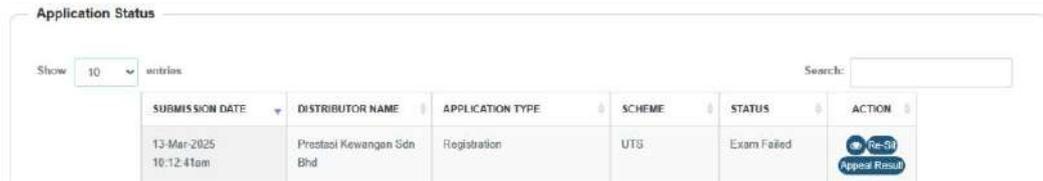


Figure 96: Application Status - Exam Failed

2. If user choose to re-sit, it will be considered as a fresh application in the system.
3. System will display previously submitted application and consultant applicant can edit these fields in all previous section:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
4. During the scheme selection process for a re-sit application, user may switch to a different distributor from the previous sitting.
6. Consultant applicant clicks [Submit](#) to re-submit the application.
7. System checking:
  - a. If the detail is incomplete:
    - i. System will display validation message if mandatory field is blank.
  - b. If the detail is complete:
    - i. System will display successful application message and send the application for Distributor action.

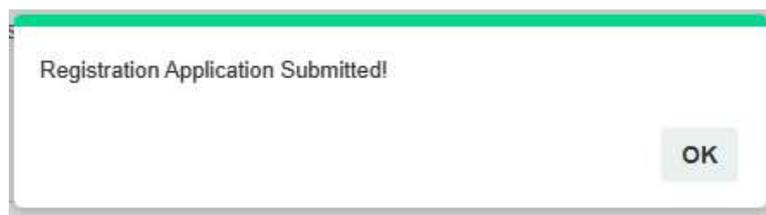


Figure 97: Successful Message

- ii. System back to Application Status and Status change to 'Submitted'

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	70



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
19-Mar-2025 03:12:32pm	Pinnacle Investment Sdn Bhd	Registration	UTS	Submitted	
19-Mar-2025 03:07:02pm	Proctel Kewangan Sdn Bhd	Registration	UTS	Exam Failed	

Figure 98: Application Status

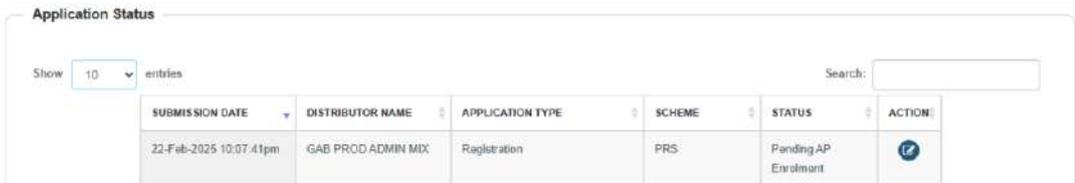
## K. Apprentice Program (AP) Enrolment

1. If user chose CUTA/CPRA as distributor and user does not have a CMSRL, system will auto pre-enrol Apprenticeship program for the user.
2. For AP, each individual has only 1 chance to join. Once utilised, no future enrolment is allowed.
3. AP commencement date only takes effective once the application is approved by FIMM RD.
4. Each AP can re-register to another CUTA/CPRA for one time only under AP within 3 months from their AP commencement date. Re-registration with the last joined CUTA/CPRA is prohibited.
5. If the AP resign / being terminated after 3 months from the AP commencement date, the AP cannot re-register under AP selection and uploading of CMSRL is mandatory, unless re-registration is made to non CUTA/CPRA.
6. Each AP must complete the CMSRL status before the AP Expiry Date. If no CMSRL is uploaded upon AP expiry date, the status of the AP consultant will be automatically terminated, unless extension is given.

## L. Pending AP Enrolment

(Type of Registration – Examination and No CMSRL)

1. In Application Status, under column Action, Consultant Applicant click button  (Status: Pending AP Enrolment)



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
22-Feb-2025 10:07:41pm	GAB PROD ADMIN MIX	Registration	PRS	Pending AP Enrolment	

Figure 99: Pending AP Enrolment

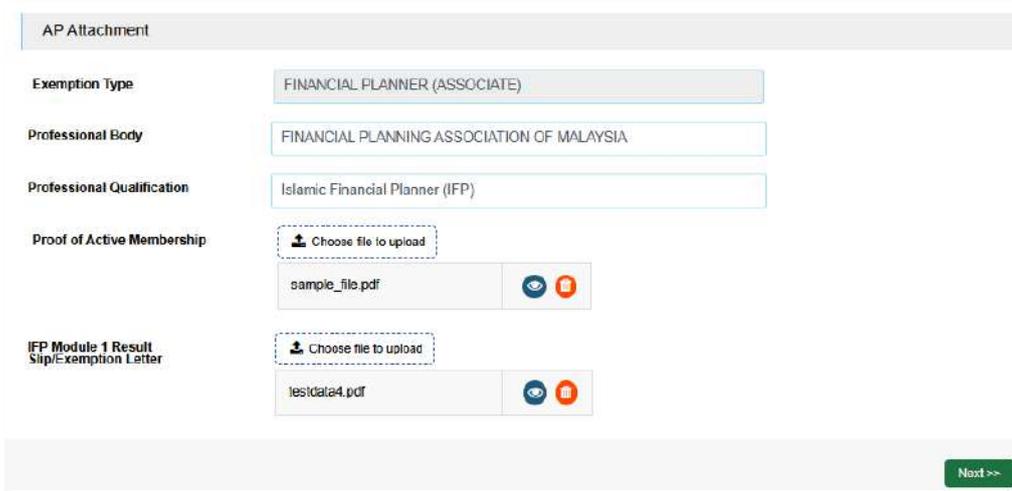
2. Consultant applicant navigates to page Type of Registration page.
3. Under AP Attachment section, consultant applicant to select Professional Body and upload:

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	71

**a. FPAM**

i. CFP / IFP

- 1) Proof of Active Membership
- 2) Module 1 Result Slip or Exemption Letter



AP Attachment

Exemption Type: FINANCIAL PLANNER (ASSOCIATE)

Professional Body: FINANCIAL PLANNING ASSOCIATION OF MALAYSIA

Professional Qualification: Islamic Financial Planner (IFP)

Proof of Active Membership: Choose file to upload  
sample\_file.pdf

IFP Module 1 Result Slip/Exemption Letter: Choose file to upload  
testdata4.pdf

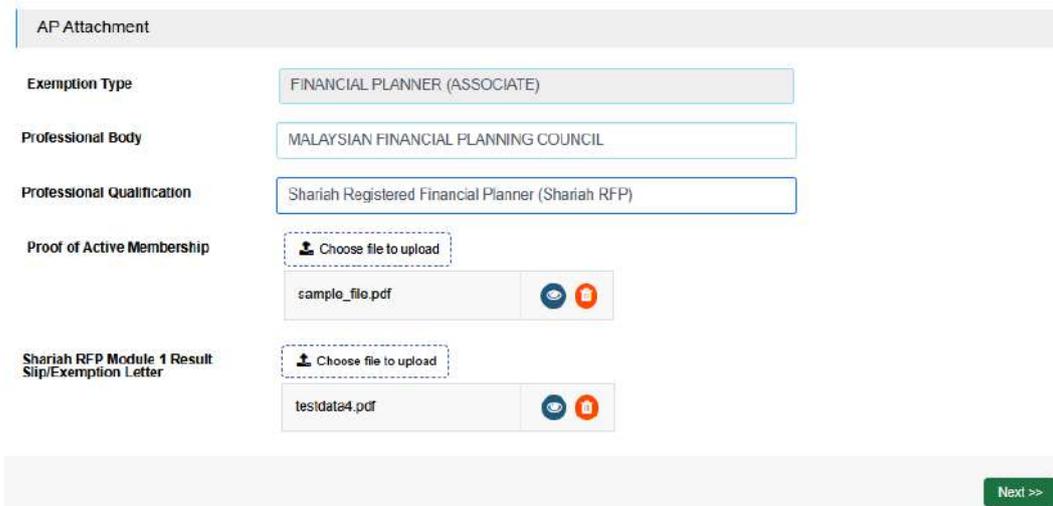
Next >>

Figure 100: Professional Body – FPAM

**b. MFPC**

i. RFP / Shariah RFP

- 1) Proof of Active Membership
- 2) Module 1 Result Slip or Exemption Letter



AP Attachment

Exemption Type: FINANCIAL PLANNER (ASSOCIATE)

Professional Body: MALAYSIAN FINANCIAL PLANNING COUNCIL

Professional Qualification: Shariah Registered Financial Planner (Shariah RFP)

Proof of Active Membership: Choose file to upload  
sample\_file.pdf

Shariah RFP Module 1 Result Slip/Exemption Letter: Choose file to upload  
testdata4.pdf

Next >>

Figure 101: Professional Body - MFPC

4. Consultant applicant clicks  to re-submit the application.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	72

5. System checking:

- i. If the detail is incomplete:
  - a. System will display validation message if mandatory field is blank.
- ii. If the detail is complete:
  - a. System will display successful application message and send the application for Distributor action.

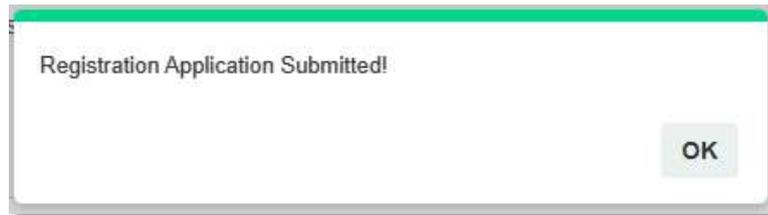
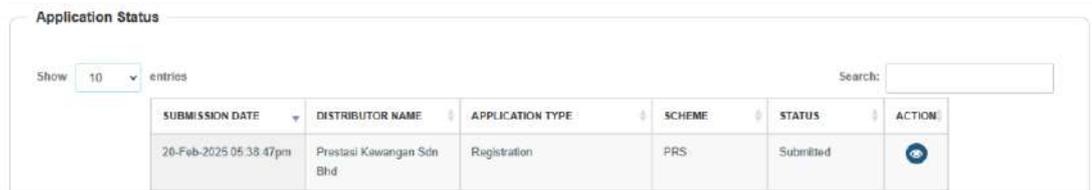


Figure 102: Successful Message

- b. System back to Application Status and Status change to 'Submitted'.

## M. Failed CAS Screening

1. In Application Status, under column Action, Consultant Applicant click button . (Status: Rejected / Submitted)



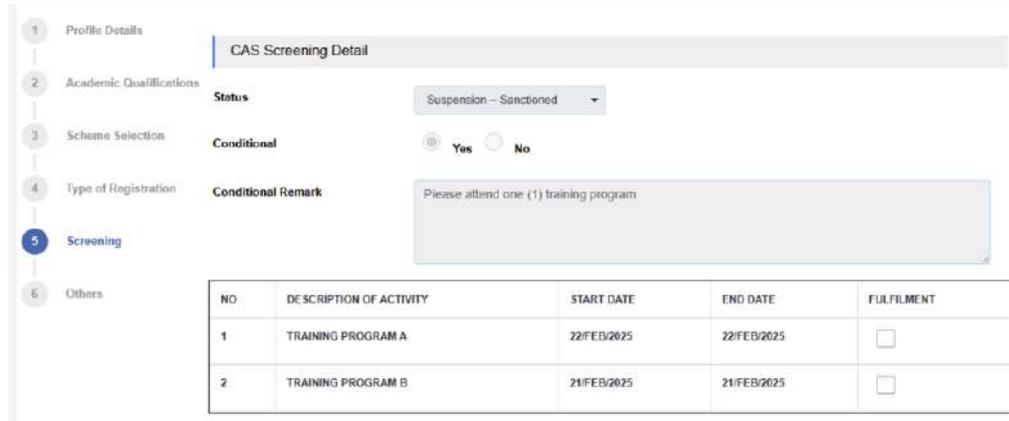
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
20-Feb-2025 05:38:47pm	Prestasi Kawangan Sdn Bhd	Registration	PRS	Submitted	

Figure 103: Application Status – Submitted

2. System will display previously submitted application and consultant applicant:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
3. Under Screening section, Consultant Applicant can view failed CAS status.  
(Note: As the requirement for CAS module will only affect consultant that has already registered with FIMM, no action will be taken here as the status is still consultant applicant)
4. For non-conditional CAS tag, system will auto-reject the application and display message “You have been suspended/barred/blacklisted by FIMM. Kindly contact FIMM for further information”.

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	73

- For conditional CAS Status, consultant applicant can see remarks from LRA of the training need to attend to uplift the conditional status. *(No Action to be done here).*



**CAS Screening Detail**

Status: Suspension – Sanctioned

Conditional:  Yes  No

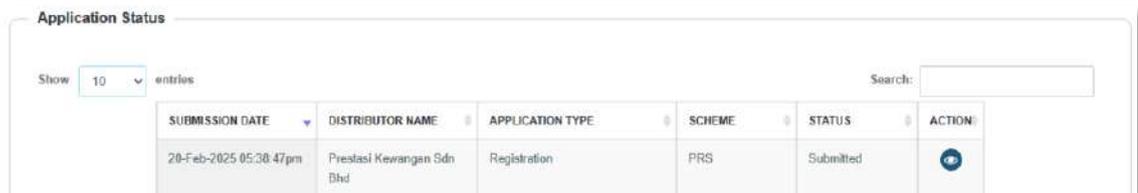
Conditional Remark: Please attend one (1) training program

NO	DESCRIPTION OF ACTIVITY	START DATE	END DATE	FULFILMENT
1	TRAINING PROGRAM A	22/FEB/2025	22/FEB/2025	<input type="checkbox"/>
2	TRAINING PROGRAM B	21/FEB/2025	21/FEB/2025	<input type="checkbox"/>

Figure 104: Failed CAS Screening

## N. Failed Bankruptcy Screening

- In Application Status, under column Action, Consultant Applicant click button . (Status: Submitted)



Application Status

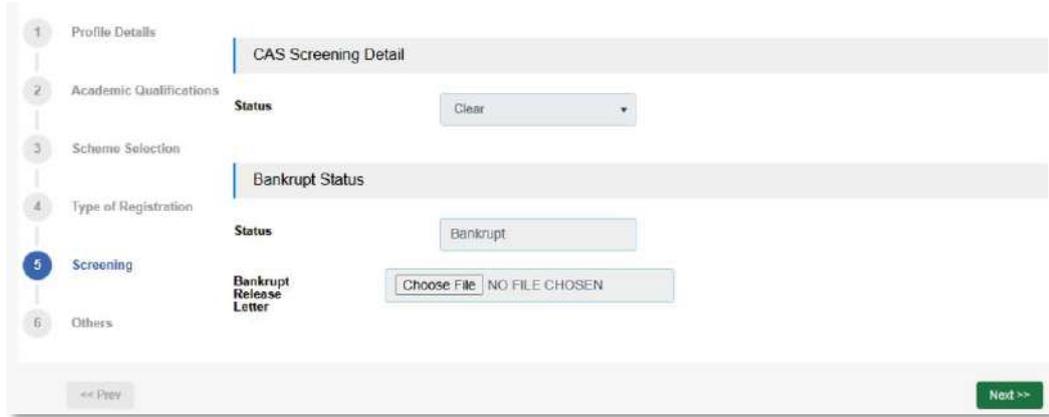
Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
20-Feb-2025 05:30:47pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Submitted	

Figure 105: Application Status – Submitted

- System will display previously submitted application and consultant applicant:
  - Profile
  - Academic Qualification
  - Scheme Selection
  - Type Of Registration
  - Screening
  - Others
- Under Screening section, Consultant Applicant can view failed Bankruptcy Status. *(No action to be done by consultant inside the system).*

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	74



The screenshot displays a multi-step registration process. The sidebar on the left lists the following steps:

- Profile Details
- Academic Qualifications
- Scheme Selection
- Type of Registration
- Screening** (Current step)
- Others

The main content area is divided into two sections:

- CAS Screening Detail:** Contains a 'Status' field with a dropdown menu currently set to 'Clear'.
- Bankrupt Status:** Contains a 'Status' field set to 'Bankrupt' and a 'Bankrupt Release Letter' field with a file upload button labeled 'Choose File' and the text 'NO FILE CHOSEN'.

Navigation controls at the bottom include a 'Prev' button on the left and a 'Next' button on the right.

Figure 106: Failed Bankruptcy Screening

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	75

## O. Appeal for Exam Result

This section only applicable for applicant that has sat the exam and failed. Which subjected to distributor and FIMM’s approval (with additional cost).

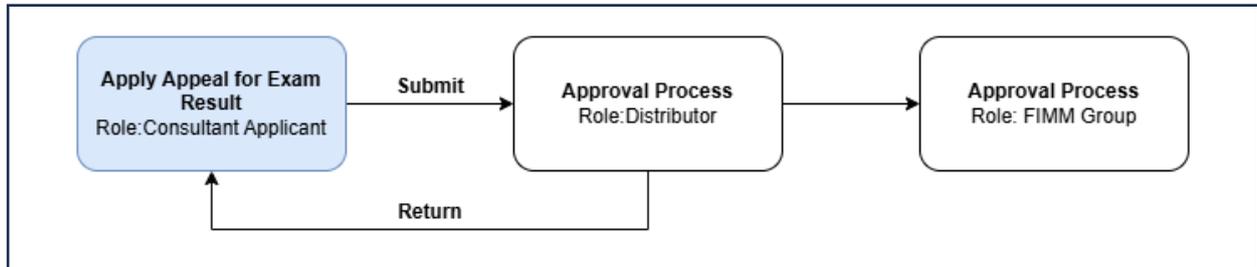


Figure 107: Appeal for Exam Result Process Flow

1. Click Application Status under the Consultant submenu.

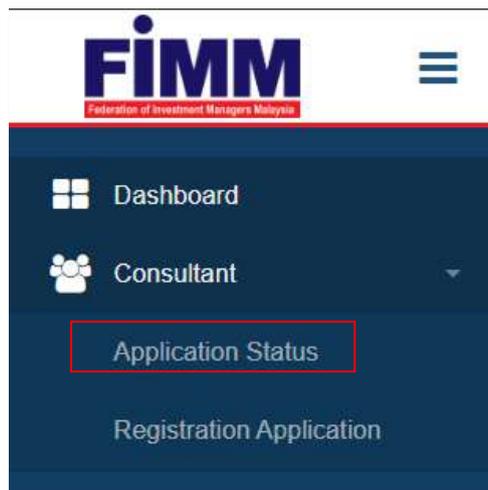


Figure 108: Consultant Sub Menu

2. System will display consultant Application with column:
  - a. Submission Date
  - b. Distributor Name
  - c. Application Type
  - d. Status
  - e. Action

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	76

## P. Appeal for Fee Waiver

Request Appeal Fee Waiver by Consultant Applicant

This section only applicable for applicant that unable to sit for the examination due to a valid reason. Which subjected to distributor and FIMM's approval (may incurred additional cost).

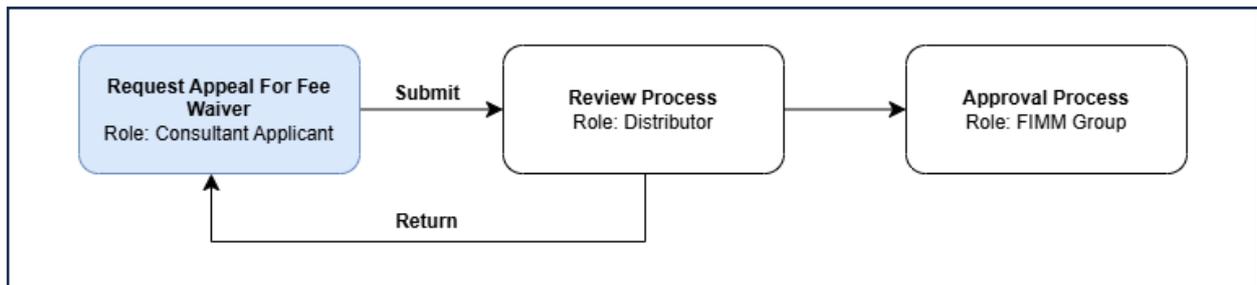


Figure 109: Appeal for Fee Waiver Process Flow

1. Click Application Status submenu under the Consultant menu.



Figure 110: Consultant Sub Menu

2. System will display consultant Application with column:
  - a. Submission Date
  - b. Distributor Name
  - c. Application Type
  - d. Status
  - e. Action

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	77

**Application Status**

Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 01:14:47pm	GAB PROD ADMIN MIX	Registration	PRS	Absent	<a href="#">Re-St</a> <a href="#">Appeal Fee Waiver</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 111: Application Status

- Click **Appeal Fee Waiver** and system will display following details on the Appeal Fee Waiver tab.

Profile **Appeal Fee Waiver**

**Consultant Details**

Distributor Name: GAB PROD ADMIN MIX  
Candidate Name: Halm Dhi Idris (B)  
NRIC/Passport No: 943404045004

**Exam Details**

Exam No: 2025028001  
Exam Type: Computerized Private Retirement Scheme Examination  
Exam Result: Absent  
Centre Name: WICM 11  
Session Date: 05-Mar-2025  
Session Time: 3:00 pm  
Time Started: -  
Time Finished: -  
Duration Taken Minutes: -  
Last Date to Appeal: 20-Mar-2026  
Exams approval date from PD8 (for testing): 05-Mar-2025  
Fee waiver status expired date (for testing): -

**Appeal**

Grounds For Appeal\*

300 character maximum

Upload Supporting Document\*

Back Submit

Figure 112: Appeal for Fee Waiver Tab

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	78

4. User need to fill in the required fields:
  - a. Grounds For Appeal
  - b. Upload Supporting Document (Can upload multiple)

5. To submit the application, user click 
  - a. System will prompt confirmation message.

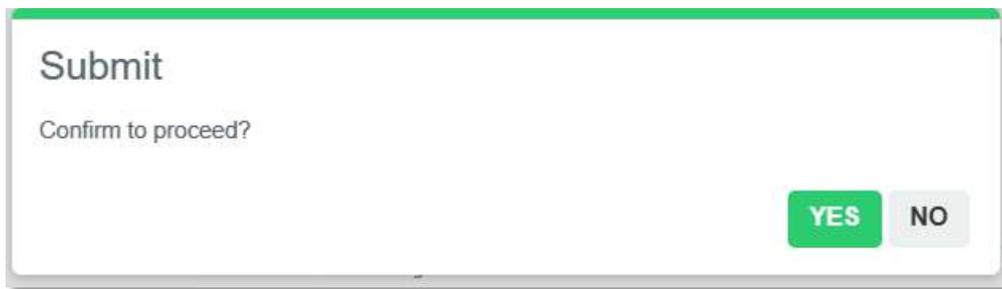


Figure 113: Confirmation to Proceed Message:

- b. If user click ,
      - i. If the mandatory field has not been filled, system will prompt a warning message.



Figure 114: Mandatory Field Required Message

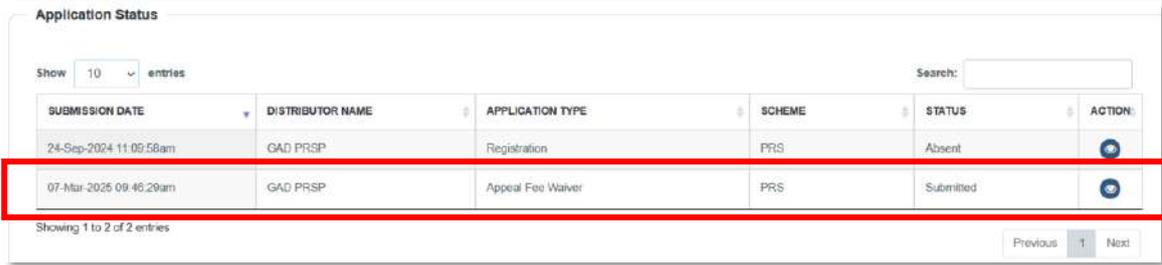
- ii. If the field has been filled in, system will prompt a success message.



Figure 115: Success Message

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	79

iii. Click **OK**, user will be redirect to Application Status Page.



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
24-Sep-2024 11:09:58am	GAD PRSP	Registration	PRIS	Absent	
07-Mar-2025 09:46:29am	GAD PRSP	Appeal Fee Waiver	PRIS	Submitted	

Figure 116: Appeal for Fee Waiver Application Status

c. If user click **NO**, system will close the message and stay at current page.

6. If user click **Back**, user will be redirect to the previous page(Application Status).

## Q. Appeal Returned by Distributor

Follow the following steps if the appeal application Returned by Distributor

1. Click Application Status under the Consultant submenu.



Figure 117: Appeal Exam Result Sub Menu

2. System will display previously submitted Appeal Fee Waiver application. (Status: Returned)

 <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	80

Application Status

Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
04-Feb-2025 03:50:30pm	QAB Kenanga SDN BHD	Registration	UTS	Absent	
05-Feb-2025 12:22:32pm	QAB Kenanga SDN BHD	Appeal Fee Waiver	UTS	Returned	

Figure 118: Appeal Fee Waiver Application Status - Returned

3. Click  under Action column.
4. System will display previously submitted application and consultant applicant can edit necessary details:
  - a. Grounds For Appeal
  - b. Upload Supporting Document (Can upload multiple)
5. System will also display comment from Distributors.

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	81

Profile
Appeal Fee Waiver

**Consultant Details**

Distributor Name	GAS Keranga SDN BHD
Candidate Name	CONS ABSENT SVARUL 04
NRIC/Passport No	981201125752

**Exam Details**

Exam No	2025001842
Exam Type	FIMM Computerised Examination
Exam Result	Absent
Centre Name	ZUL - UNTUK TEST EXAM
Session Date	04-Feb-2025
Session Time	9:00 am
Time Started	-
Time Finished	-
Duration Taken Minutes	-
Last Date to Appeal	25-Feb-2025
Exam approval date from PDS (for testing):	04-Feb-2025
Fee waiver status expired date (for testing):	-

**Appeal**

**Grounds For Appeal\***

submit from consultant

478 characters remaining

**Upload Supporting Document\***

Choose file to upload

1738729337_testdata1.pdf		1738729337_testdata2.pdf	
Exemption Cert.pdf			

**Comment**

Appeal Fee Waiver application returned due to incomplete documents

934 characters remaining

Back
Submit

Figure 119: Distributor Comment

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	82

6. Consultant clicks **Submit** to re-submit the application.

a. System will prompt message “Confirm to proceed?”.

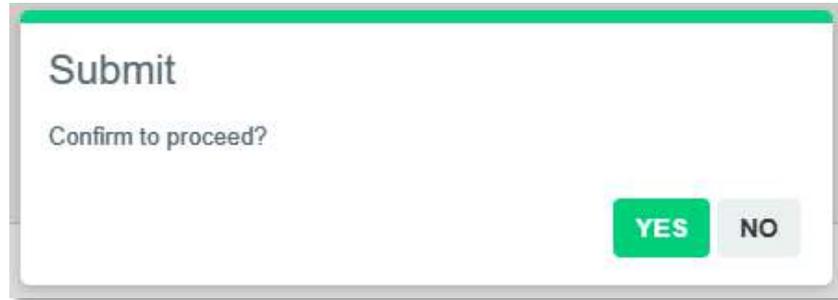


Figure 120: Confirmation Message

b. User click **YES**. System will display successful message.

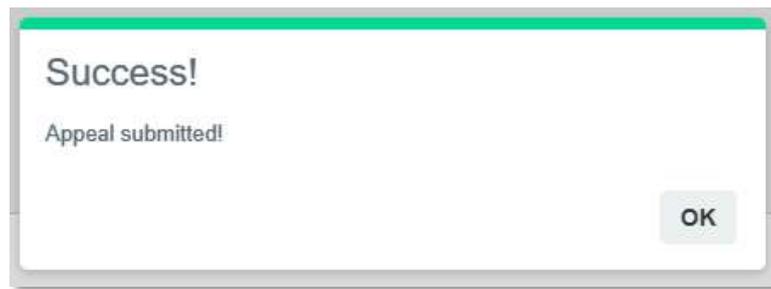


Figure 121: Successful Message

c. Click **OK**, system back to Application Status and Status change to ‘Submitted’.

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
04-Feb-2025 03:50:30pm	GAB Kenanga SDN BHD	Registration	UTS	Absent	
05-Feb-2025 12:22:32pm	GAB Kenanga SDN BHD	Appeal Fee Waiver	UTS	Submitted	

Figure 122: Submitted Appeal Fee Waiver Application Status

d. If user click **NO**, system will stay at current page.

e. Once submitted please wait for distributor to review and approve the appeal.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	83

## R. Profile Maintenance

This section only applicable for Group C (Active and newly approved consultant)

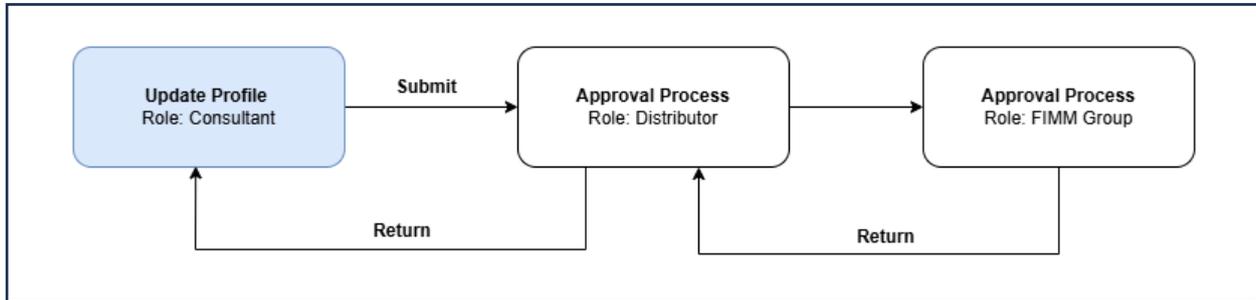


Figure 123: Consultant Update Profile Process Flow

1. Click Profile Management under the Consultant submenu.



Figure 124: Consultant Submenu

2. System will display the main page of consultant detail.

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	1.0	24/03/25	84

The screenshot shows the 'Registration Info' page with the following data:

1. Profile	
Name	SENROSEALIA (W)
NRIC / Passport No	D45675678
FIMM No	F02029109
FIMM Joined Date	04-MAR-2025
2. Apprenticeship Programme	
3. Unit Trust Scheme	
4. Private Retirement Scheme	
Distributor Name	PRESTASI KEWANGAN SDN BHD
Distributor Joined Date	04-MAR-2025
Registration Status	ACTIVE

Figure 125: Registration Info

3. User click tab 'Profile', system will display profile details.

The screenshot shows the 'Profile' page with the following data:

Personal Details	
Name (As Per NRIC)	SENROSEALIA (W)
Passport No.	D45675678
Race	CHINESE
Nationality	Non Malays
Passport Expiry	17/06/2027
Working Permit Expiry	DD/MM/YYYY
Date of Birth	19/02/1998
Age	27
Gender	FEMALE
Address	TAMAN MAJU JAYA
Postcode	30000
City	IPOH
State	PERAK
Phone Number	+6014266621
Email Address	senrosoumi@yopmail.com

Figure 126: Profile Detail

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	85

4. Click  , system will display submenu. System will display all action that can be done.
  - a. Apply (Hide if both schemes registered)
  - b. Update Profile (Hide if no distributor attached)
  - c. Appeal (Hide if not revoked / no declaration done)
  - d. Renewal (Hide if not renewal period / no declaration done)

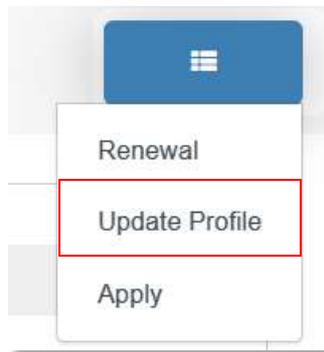


Figure 127: Actions Menu

5. Click “Update Profile” and system will navigate to Update Profile process.
6. System will display the **Profile Details section**. User need to enter all desired details to be updated:
  - a. **Malaysian**
    - i. Name (Not updateable by consultant)
    - ii. NRIC (Not updateable)
    - iii. Race (Not updateable)
    - iv. Nationality (Not updateable)
    - v. Date Of Birth (Not updateable)
    - vi. Age (Not updateable)
    - vii. Gender (Not updateable)
    - viii. Address
    - ix. Postcode
    - x. City
    - xi. State
    - xii. Phone Number (Not updateable)
    - xiii. Alt Phone Number
    - xiv. Email Address (Not updateable)
    - xv. Upload Photo

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	86

Profile

- 1 Profile Details
- 2 Academic Qualifications
- 3 Scheme Selection
- 4 Type of Registration
- 5 Screening
- 6 Others

Personal Details

Name (As Per NRIC)

NRIC No.  [View file](#)

Race  Nationality

Date of Birth  Age

Gender

Address

Postcode  City

State  Phone Number

Alt Phone Number

Email Address

[Choose File](#)

➔

Discard
Save
Submit

Figure 128: Profile Update Section (Malaysian)

**b. Non – Malaysian**

- i. Name (Not updateable by consultant)
- ii. Passport No
- iii. Race (Not updateable by consultant)
- iv. Nationality (Not updateable by consultant)
- v. Passport Expiry Date
- vi. Working Permit Expiry Date
- vii. Date Of Birth (Not updateable)
- viii. Age (Not updateable)
- ix. Gender (Not updateable)
- x. Address
- xi. Postcode
- xii. City
- xiii. State
- xiv. Phone Number (Not updateable)
- xv. Alt Phone Number
- xvi. Email Address (Not updateable)
- xvii. Upload Photo

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	1.0	24/03/25	87

The screenshot shows the 'Profile' section of the FIMM system. The 'Personal Details' form is filled out for a non-Malaysian user. The fields and their values are as follows:

- Name (As Per NRIC): CALLIE ROSE (B)
- Passport No.: H89011211
- Race: CHINESE
- Nationality: Non-Malaysian
- Passport Expiry: 15/07/2038
- Working Permit Expiry: 06/07/2030
- Date of Birth: 17/06/1998
- Age: 25
- Gender: FEMALE
- Address: TAMAN INDAH4
- Postcode: 60000
- City: KUALA LUMPUR
- State: WILAYAH PERSEKUTUAN
- Phone Number: +6018065821
- Email Address: callieum@yopmail.com

At the bottom right of the form, there are buttons for 'Discard', 'Save', and 'Submit'. A green arrow button is located at the bottom right of the entire page.

Figure 129: Profile Details section (non-Malaysian)

7. Click  and system will display **Academic Qualification** section.

a. Qualification Level options:

- i. SPM/SVM
- ii. STPM/STAM
- iii. Diploma
- iv. Degree
- v. Masters
- vi. PhD

b. User can add new academic qualification but cannot amend existing academic qualification.

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	88

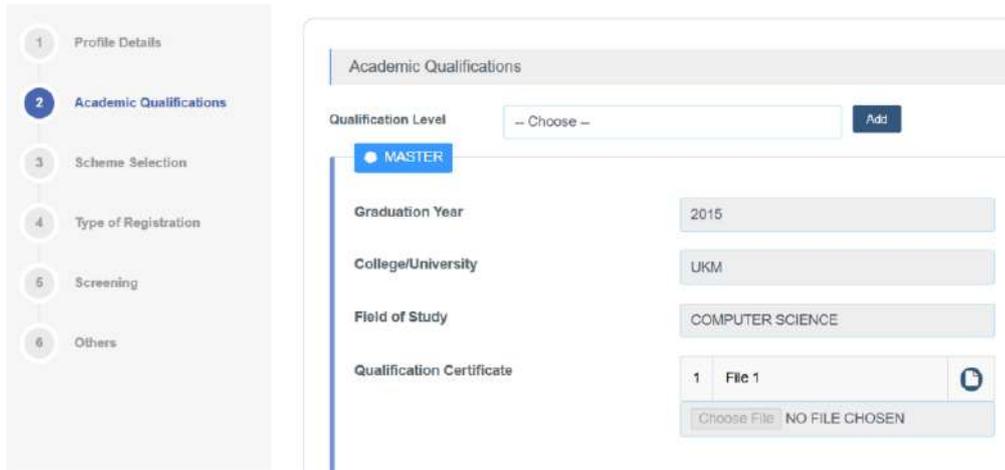


Figure 130: Update Qualification Section

8. Click  and system will display **Scheme Selection section**. (No field to be updated here)

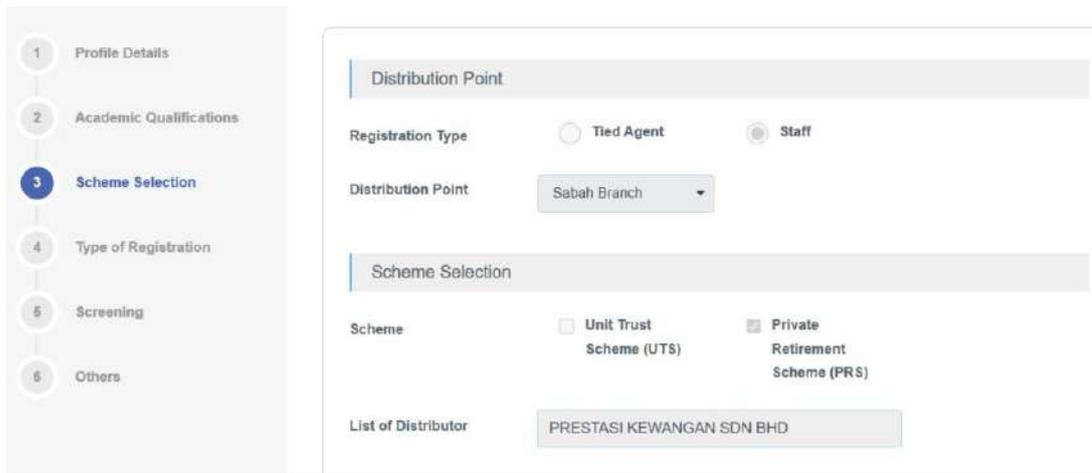


Figure 131: Scheme Selection Section

9. Click  and system will display **Type of Registration section**. (Note: User can only update for Module Completion under this section)

- a. Examination

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	89

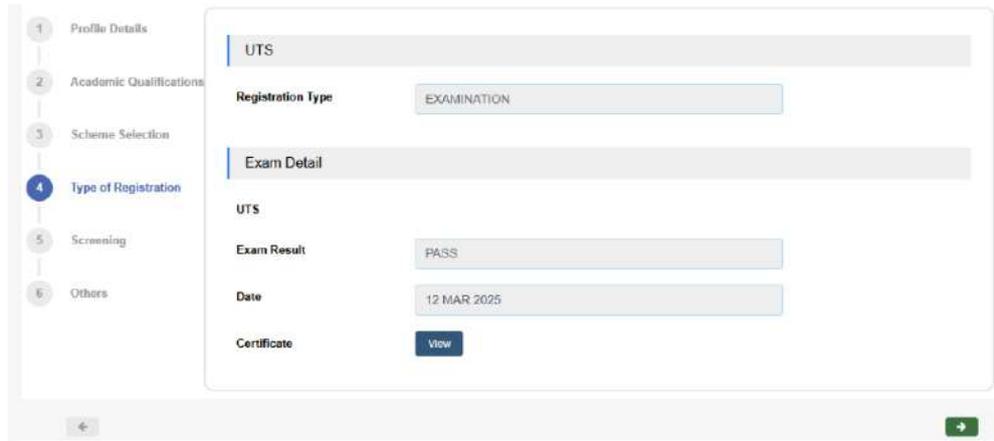


Figure 132: Type of Registration – Examination

b. Exemption

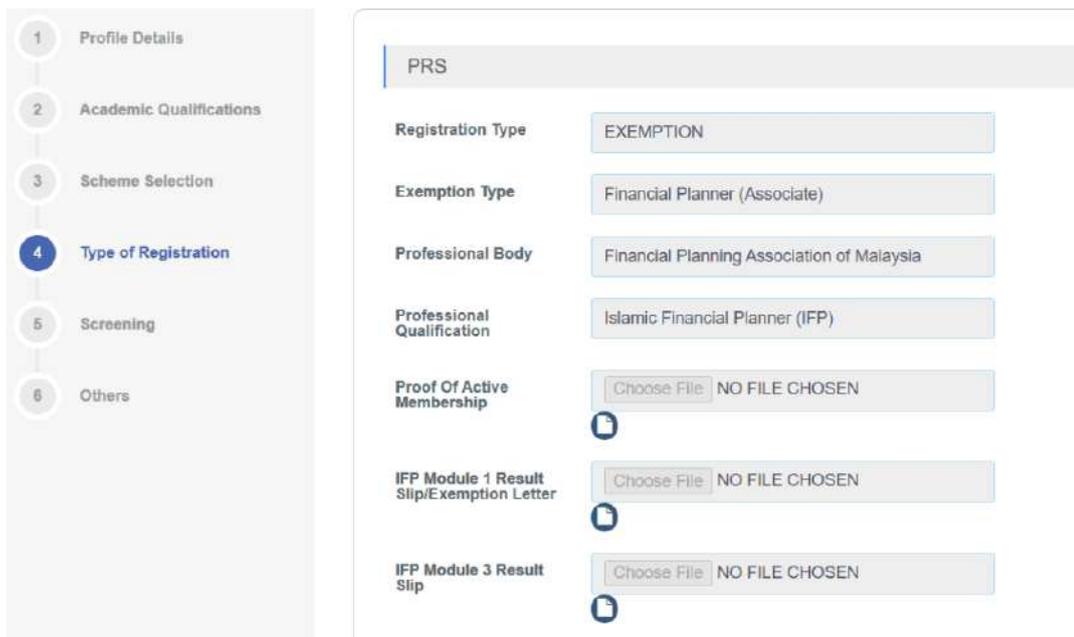


Figure 133; Type of Registration Section – Exemption

10. User can update the Module Completion under AP Completion section at Type of Registration section (For AP consultant only, must complete before AP expiry date, else will be terminated). User need to input these fields:
- a. Professional Qualification certificate (These fields depend on the Professional Qualification selected by user Pending AP Enrolment stage)
  - b. CMSRL No.
  - c. CMSRL Certificate

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	90



Figure 134: AP Completion section

11. Click  and system will display **Screening Section:** (No action to be done here)
  - a. Under Screening section,
    - i. Consultant can view failed CAS status.  
System will display an additional sub-section for CAS requirements, including remarks by LRA to inform the consultant of the requirements they need to fulfil.
    - ii. Consultant can view their bankruptcy status.

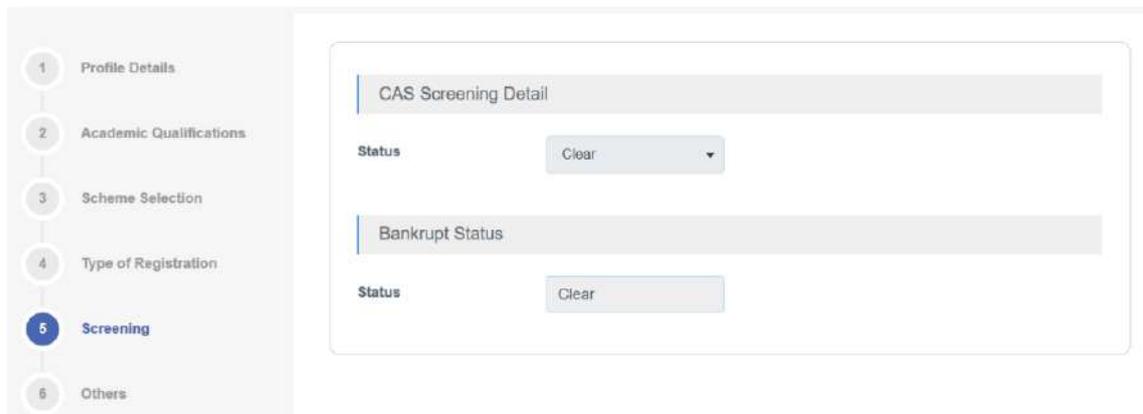


Figure 135: Screening Section

12. Click  and system will display **Others section.**
  - a. Upload Supporting Document
    - i. User need to insert file name and choose the file to upload and click  .
    - ii. Upon successful upload of the supporting document(s), system will display file details as below.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	91

NO	FILE NAME	ATTACHMENT FILE	ACTION
1	SUPPORT DOCUMENT	FIMM SRS - M02S01 - Registration V1.0 [FINAL].pdf	 

Figure 136: Support Document Details

- iii. If user did not insert file name, system will display an error message.

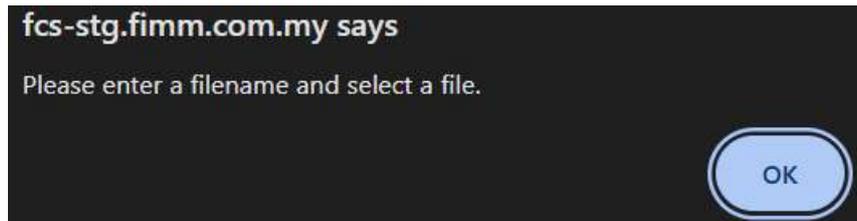
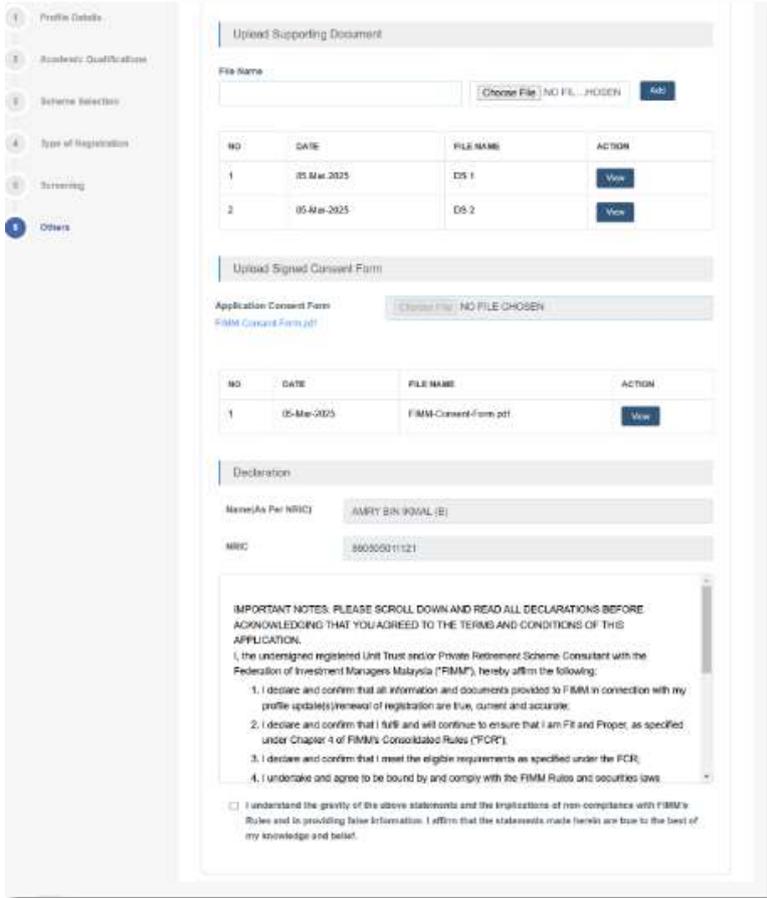


Figure 137: Error Message for Rename File Name

- b. Upload Signed Consent Form (No update to be done here)
- c. Declaration



**Upload Supporting Document**

File Name:  Choose File NO FILE CHOSEN Go

NO	DATE	FILE NAME	ACTION
1	05-Mar-2025	DS 1	<span>View</span>
2	05-Mar-2025	DS 2	<span>View</span>

**Upload Signed Consent Form**

Application Consent Form Choose File NO FILE CHOSEN

[FIMM Consent Form.pdf](#)

NO	DATE	FILE NAME	ACTION
1	05-Mar-2025	FIMM-Consent Form.pdf	<span>View</span>

**Declaration**

Name(Au Pa) NRIC:

NRIC:

**IMPORTANT NOTES: PLEASE SCROLL DOWN AND READ ALL DECLARATIONS BEFORE ACKNOWLEDGING THAT YOU AGREED TO THE TERMS AND CONDITIONS OF THIS APPLICATION.**

I, the undersigned registered Unit Trust and/or Private Retirement Scheme Consultant with the Federation of Investment Managers Malaysia (FIMM), hereby affirm the following:

- I declare and confirm that all information and documents provided to FIMM in connection with my profile update(s)/renewal of registration are true, current and accurate.
- I declare and confirm that I will and will continue to ensure that I am Fit and Proper, as specified under Chapter 4 of FIMM's Consolidated Rules ("CRP").
- I declare and confirm that I meet the eligible requirements as specified under the PCR.
- I undertake and agree to be bound by and comply with the FIMM Rules and applicable laws.

I understand the gravity of the above statements and the implications of non-compliance with FIMM's Rules and in providing false information. I affirm that the statements made herein are true to the best of my knowledge and belief.

Figure 138: Update Others Section

 Federation of Investment Managers Malaysia (FIMM)	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	92

13. To submit the application,

- a. User must read the declaration form and is required to tick the agreement / declaration checkbox.

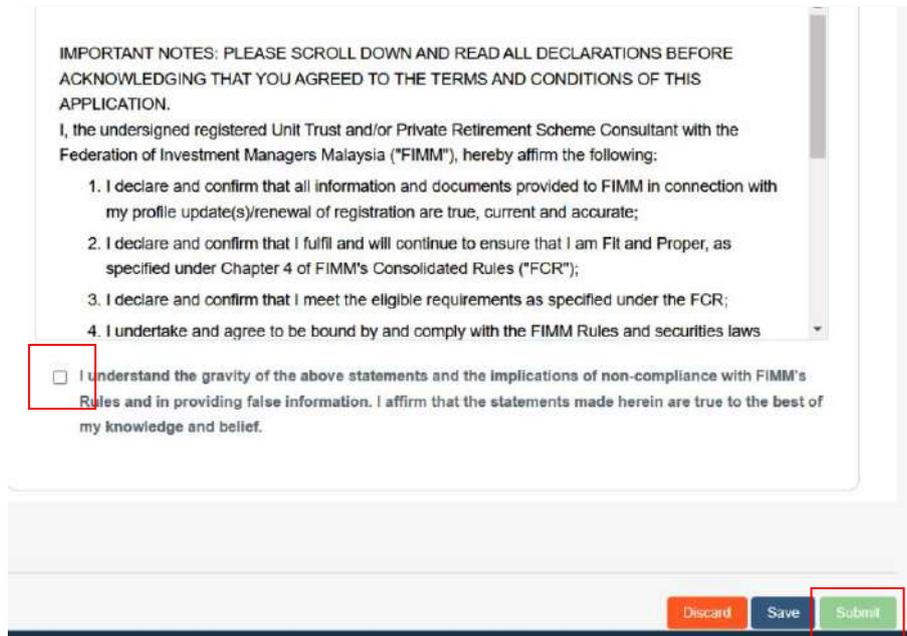


Figure 139: Update Profile Application - Declaration

- b. User click  , system will check:
  - i. If the detail is incomplete,
    - 1) System will display validation message if the mandatory field is blank.
  - ii. If the detail is complete,
    - 1) System will prompt confirmation message "Confirm to proceed?"



Figure 140: Confirmation Message

- 2) Click  , system will display successful application message and send the application to the Distributor.

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	1.0	24/03/25	93

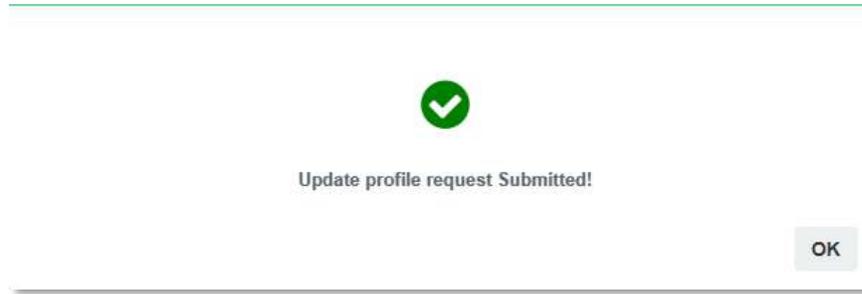


Figure 141: Submitted Message

- 3) Click **OK**, system back to Application Status and Status change to 'Submitted'.

**Application Status**

Show  entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:38:14am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
05-Mar-2025 09:27:07am	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	

Showing 1 to 2 of 2 entries Previous **1** Next

Figure 142: Submitted Update Profile Application Status

## S. Returned Profile Update

1. In Application Status, under column Action, Consultant click button at Profile Update application. (Status: Returned)

**Application Status**

Show  entries Search:

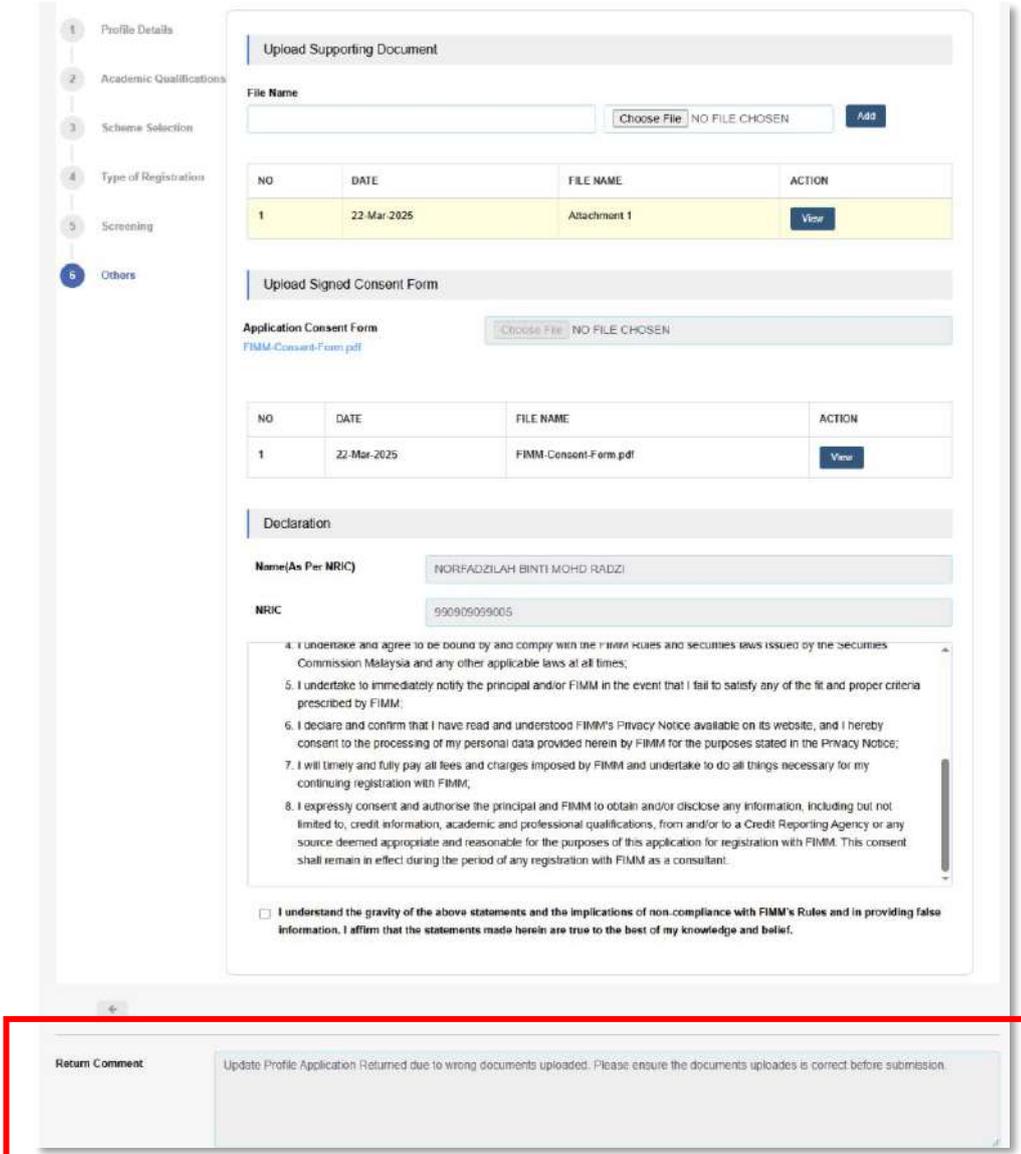
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
22-Mar-2025 12:08:48pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
22-Mar-2025 03:50:53pm	Prestasi Kewangan Sdn Bhd	Profile Update		Returned	

Figure 143: Update Profile Application Status - Returned

2. System will display previously submitted application and consultant can edit these fields in all previous section:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	94

3. Consultant can view comment from distributor the reason for returning the application.



The screenshot shows a web interface for uploading documents and providing a declaration. At the bottom, a red box highlights a 'Return Comment' section with the following text:

**Return Comment** Update Profile Application Returned due to wrong documents uploaded. Please ensure the documents uploads is correct before submission.

Figure 144: Return Comment from Distributor

4. Consultant tick the agreement / declaration box and clicks  to re-submit the application.
5. System checking:
  - a. If the detail is incomplete:
    - i. System will display validation message if mandatory field is blank.
  - b. If the detail is complete:
    - i. System will prompt confirmation message “Confirm to proceed?”

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	95

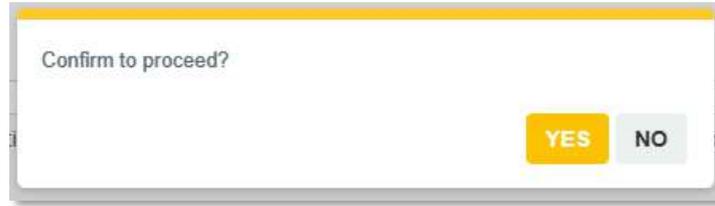


Figure 145: Confirmation Message

- ii. Click , system will display successful application message and send the application to the Distributor.

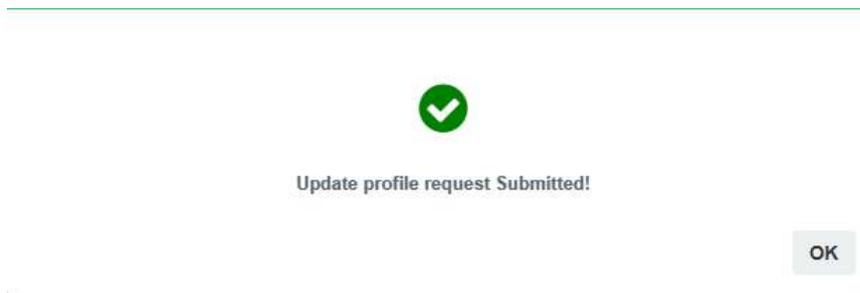


Figure 146: Submitted Message

- c. Click , system back to Application Status and Status change to 'Submitted'.

Application Status

Show  entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
22-Mar-2025 12:08:48pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
22-Mar-2025 03:50:53pm	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	

Figure 147: Submitted Update Profile Application Status

## T. Failed Bankruptcy Screening (Profile Update)

1. In Application Status, under column Action, Consultant click button  at Update Profile application. (Status: Submitted)

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
11-Mar-2025 03:50:59pm	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
22-Mar-2025 04:48:24pm	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	
11-Mar-2025 03:52:05pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Approved	

Figure 148: Application Status – Submitted

2. System will display previously submitted application and consultant:

- a. Profile
- b. Academic Qualification
- c. Scheme Selection
- d. Type Of Registration
- e. Screening
- f. Others

3. Under Screening section, Consultant can view failed Bankruptcy Status.

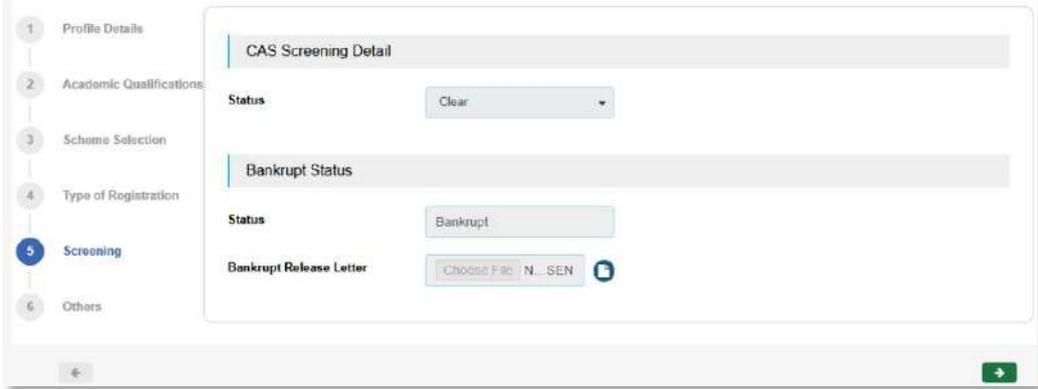


Figure 149: Failed Bankruptcy Screening

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	97

## U. Variation of Registration

Apply Variation Of Registration by Consultant

This section only applicable for **Group C** (Active and new approved consultant)

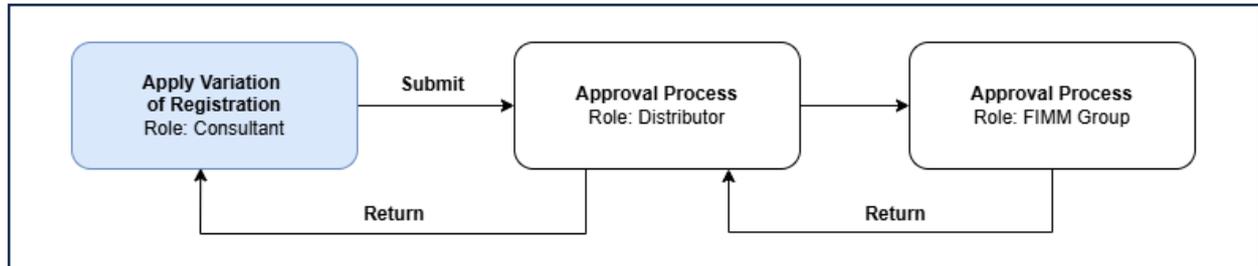


Figure 150: Variation of Registration Process Flow

1. Click on Consultant Menu and Profile Management submenu.



Figure 151: Submenu for Variation Registration

2. System will display the main page of consultant detail divided into these tabs as follows:
  - a. Registration Info
  - b. Profile
  - c. CPD

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	98	

**Registration Info**

1. Profile

Name: SENROSEALIA (W) FIMM Virtual Card 

NRIC / Passport No: D45675678 FIMM No: F02029109

FIMM Joined Date: 04-MAR-2025

2. Apprenticeship Programme

3. Unit Trust Scheme

4. Private Retirement Scheme

Distributor Name: PRESTASI KEWANGAN SDN BHD

Distributor Joined Date: 04-MAR-2025

Registration Status: ACTIVE

Figure 152: Registration Info

3. User click 'Profile' tab. Under 'Profile' tab, system will display profile details.

**Profile**

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

Personal Details

Name (As Per NRIC): SENROSEALIA (W) 

Passport No: D45675678 [View File](#)

Race: CHINESE Nationality: Non Malays

Passport Expiry: 17/06/2027 Working Permit Expiry: DD/MM/YYYY

Date of Birth: 19/02/1998 Age: 27 [Change File](#) | N...EN

Gender: FEMALE

Address: TAMAN MAJU JAYA

Postcode: 30000 City: IPOH

State: PERAK Phone Number: +6014266621

Email Address: senrosoumi@yopmail.com

[Next >>](#)

Figure 153: Profile Detail

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4. Click , system will display all action that can be done:
- Apply (Hide if both schemes registered)
  - Update Profile (Hide if no distributor attached)
  - Appeal (Hide if not revoked / no declaration done)
  - Renewal (Hide if not renewal period / no declaration done)

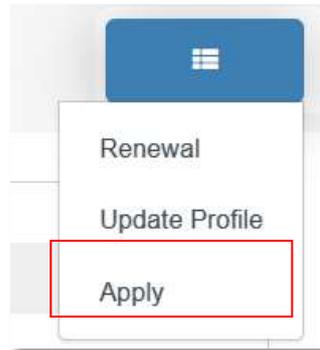


Figure 154: Submenu Variation Registration

5. Click Apply and system will display a message.



Figure 155: Application Confirmation Message

6. Click , system will display a success message.

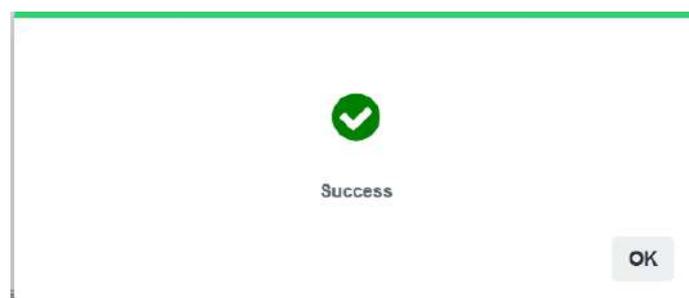
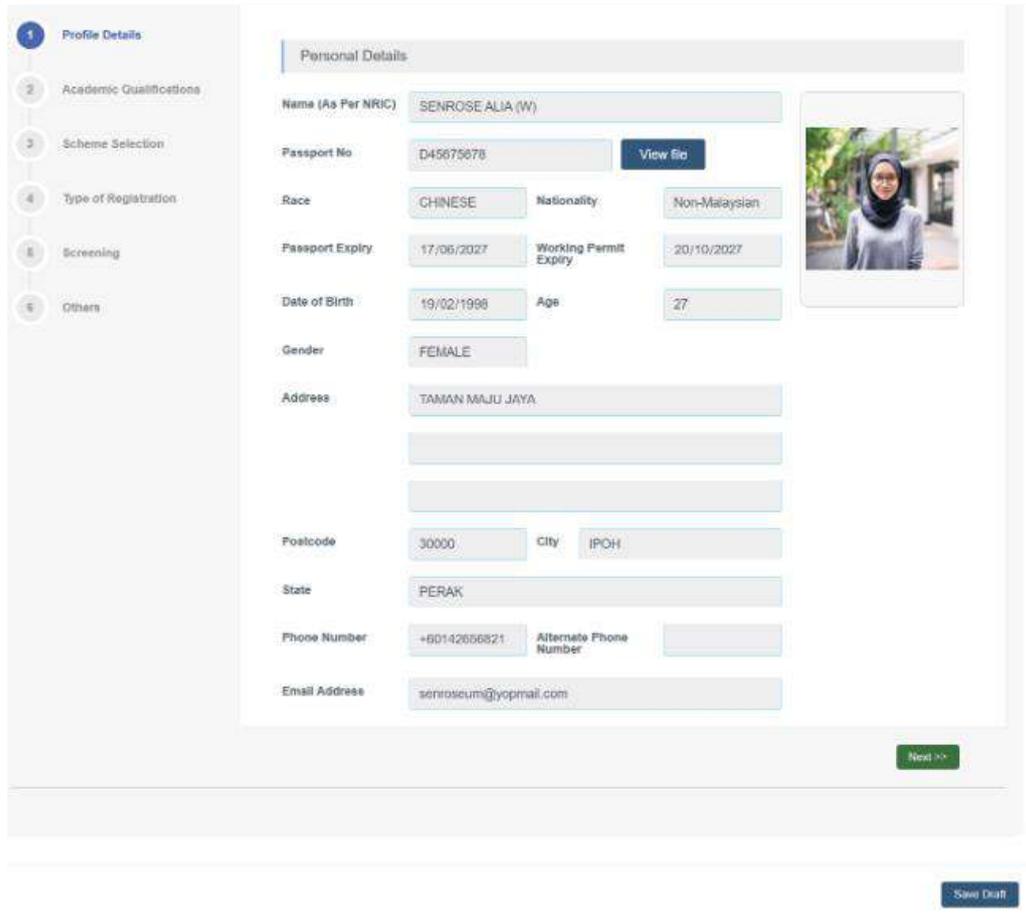


Figure 156: Application Successful Message

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- Click 'OK', user will be redirect to variation registration process. The first section is the **Profile Details section**. (No changes can be made in this section)



**1 Profile Details**

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

**Personal Details**

Name (As Per NRIC) SENROSE ALIA (W)

Passport No D45675878 [View file](#)

Race CHINESE Nationality Non-Malaysian

Passport Expiry 17/06/2027 Working Permit Expiry 20/10/2027

Date of Birth 19/02/1998 Age 27

Gender FEMALE

Address TAMAN MAJU JAYA

Postcode 30000 City IPOH

State PERAK

Phone Number +60142656821 Alternate Phone Number

Email Address senroscum@yopmail.com

[Next >>](#)

[Save Draft](#)

Figure 157: Profile Details section (Malaysian)

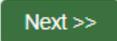
FIMM	Project	Reference	File	Version	Date	Page
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The screenshot shows the 'Profile Details' section of the FIMM Consultant Management system. The user is logged in as 'CALLIE ROSE (B)'. The form is titled 'Personal Details' and contains the following information:

- Name (As Per NRIC):** CALLIE ROSE (B)
- Passport No:** H89011211 (with a 'View file' button)
- Race:** CHINESE
- Nationality:** Non-Malaysian
- Passport Expiry:** 15-JUL-2030
- Working Permit Expiry:** 08-JUL-2030
- Date of Birth:** 17-JUN-1999
- Age:** 25
- Gender:** FEMALE
- Address:** TAMAN INDAH 4
- Postcode:** 50000
- City:** KUALA LUMPUR
- State:** WILAYAH PERSEKUTUAN KUALA LUMPUR
- Phone Number:** +60142656821
- Alternate Phone Number:** (empty)
- Email Address:** callie.um@yopmail.com

A 'Next >>' button is located at the bottom right of the form.

Figure 158: Profile Details section (non-Malaysian)

- User click . The system will display **Academic Qualification section**. (No changes can be made here)

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Figure 159: Academic Qualification section

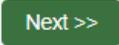
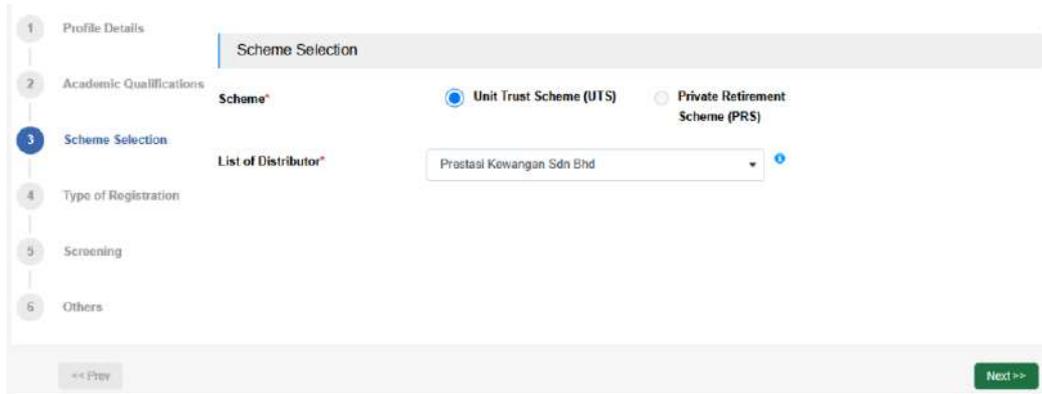
9. Click . System will display **Scheme Selection** section.
- User need to choose the available scheme.
  - User need to choose distributor from the dropdown List of Distributors.

Figure 160: List of Distributors

- If user choose Non – CUTA / CPRA Type of Distributor, there is no further action.

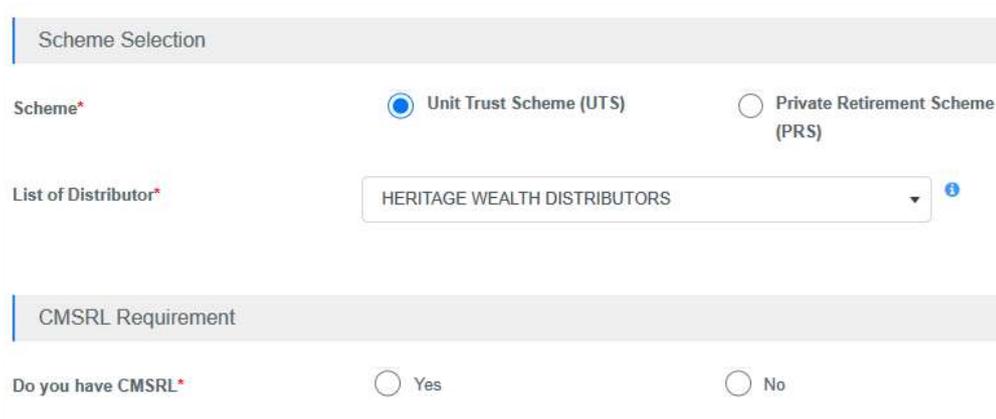
 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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The screenshot shows a web form titled "Scheme Selection". On the left is a vertical sidebar with six steps: 1 Profile Details, 2 Academic Qualifications, 3 Scheme Selection (highlighted), 4 Type of Registration, 5 Screening, and 6 Others. The main form area has a "Scheme\*" field with two radio buttons: "Unit Trust Scheme (UTS)" (selected) and "Private Retirement Scheme (PRS)". Below it is a "List of Distributor\*" dropdown menu with "Prastasi Kowangan Sdn Bhd" selected. At the bottom are "Prev" and "Next" buttons.

Figure 161: Non – CUTA/CPRA Type of Distributor

- d. If user choose CUTA / CPRA Type of Distributor, the system will display CMSRL Requirement.

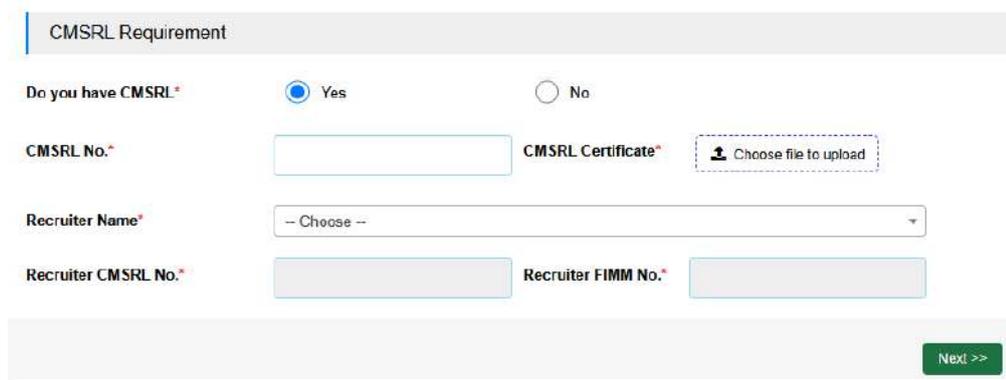


This screenshot shows the same "Scheme Selection" form. The "Scheme\*" field is still "Unit Trust Scheme (UTS)". The "List of Distributor\*" dropdown now shows "HERITAGE WEALTH DISTRIBUTORS". Below the dropdown is a section titled "CMSRL Requirement" with a label "Do you have CMSRL\*" and two radio buttons: "Yes" and "No".

Figure 162: CMSRL Requirement Section

- i. If user choose Yes, user need to insert following items.
- 1) CMSRL No.
  - 2) CMSRL Certificate
  - 3) Recruiter Name (To select from dropdown list)
  - 4) Recruiter CMSRL No. (Automatically display by choosing recruiter name)
  - 5) Recruiter FIMM No. (Automatically display by choosing recruiter name)

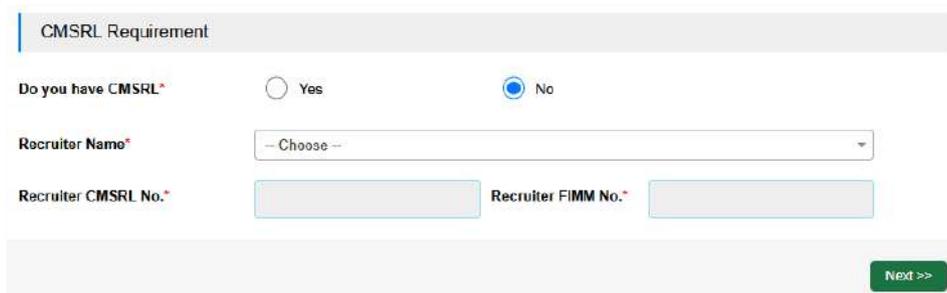
 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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The screenshot shows a form titled "CMSRL Requirement". The "Do you have CMSRL\*" field has the "Yes" radio button selected. Below this, there are input fields for "CMSRL No.\*", "Recruiter Name\*" (a dropdown menu), "Recruiter CMSRL No.\*", and "Recruiter FIMM No.\*". A "CMSRL Certificate\*" field with a "Choose file to upload" button is also present. A "Next >>" button is at the bottom right.

Figure 163: CMSRL Requirement - Yes

- ii. If user choose No, user need to insert following items:
  - 1) Recruiter Name (To select from dropdown list)
  - 2) Recruiter CMSRL No. (Automatically display by choosing recruiter name)
  - 3) Recruiter FIMM No. (Automatically display by choosing recruiter name)



The screenshot shows the same "CMSRL Requirement" form, but now the "No" radio button is selected. The "Recruiter Name\*" dropdown menu is currently set to "-- Choose --". The "Recruiter CMSRL No.\*" and "Recruiter FIMM No.\*" fields are empty. The "Next >>" button remains at the bottom right.

Figure 164: CMSRL Requirement – No

- iii. System will run checking whether user have previously enrolled in AP. If No AP found, then system will auto enrol the AP program for the consultant.

10. User click . System will display **Type of Registration section**. User need to select one from two options:
- a. Examination
  - b. Exemption

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
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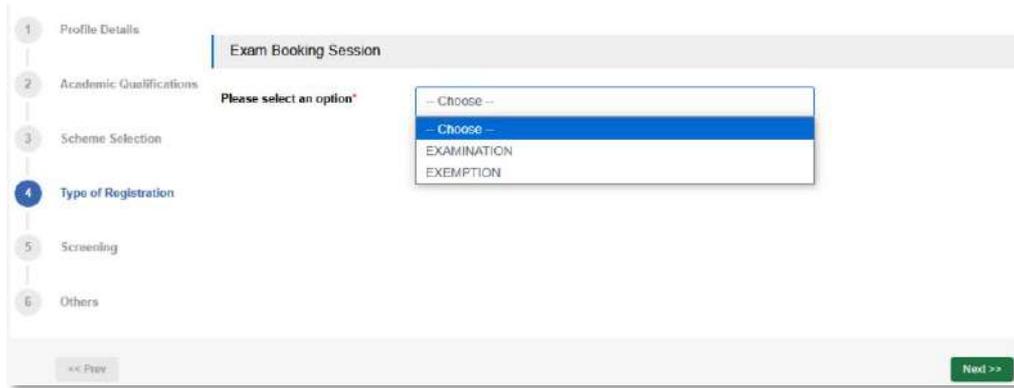


Figure 165: Type of Registration section

11. If user selected Examination, system will display Center Location.



Figure 166: Center Location

12. After selecting the center location, system will display the calendar and availability.

SUN	MON	TUE	WED	THU	FRI	SAI
23	24	25	26	27	28	1
2	3	4 Available: 300 Session: 09:00, Availab +2 more	5 Available: 300 Session: 09:00, Availab +2 more	6 Available: 300 Session: 09:00, Availab +2 more	7 Available: 300 Session: 09:00, Availab +2 more	8 Available: 300 Session: 09:00, Availab +2 more
9 Available: 300 Session: 09:00, Availab +2 more	10 Available: 300 Session: 09:00, Availab +2 more	11 Available: 300 Session: 09:00, Availab +2 more	12 Available: 300 Session: 09:00, Availab +2 more	13 Available: 300 Session: 09:00, Availab +2 more	14 Available: 300 Session: 09:00, Availab +2 more	15 Available: 300 Session: 09:00, Availab +2 more
16 Available: 300 Session: 09:00, Availab +2 more	17 Available: 300 Session: 09:00, Availab +2 more	18 Available: 300 Session: 09:00, Availab +2 more	19 Available: 300 Session: 09:00, Availab +2 more	20 Available: 300 Session: 09:00, Availab +2 more	21 Available: 300 Session: 09:00, Availab +2 more	22 Available: 300 Session: 09:00, Availab +2 more
23 Available: 300 Session: 09:00, Availab +2 more	24 Available: 300 Session: 09:00, Availab +2 more	25 Available: 300 Session: 09:00, Availab +2 more	26 Available: 300 Session: 09:00, Availab +2 more	27 Available: 300 Session: 09:00, Availab +2 more	28 Available: 300 Session: 09:00, Availab +2 more	29 Available: 300 Session: 09:00, Availab +2 more
30 Available: 300 Session: 09:00, Availab Session: 12:00, Availab Session: 15:00, Availab	31 Available: 300 Session: 09:00, Availab Session: 12:00, Availab Session: 15:00, Availab	1	2	3	4	5

Figure 167: Booking Location Calendar

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13. User to choose three preferred exam session.

- a. User unable to select multiple exam session on the same date. System will prompt message that user must select date differ from the previous date selection.

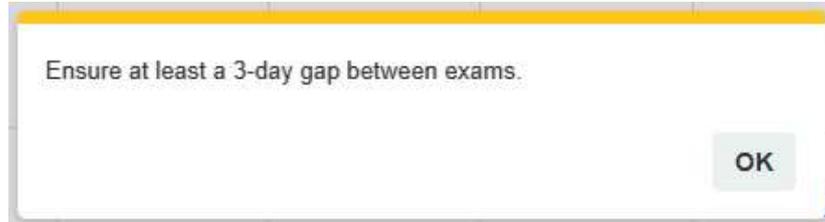


Figure 168: Popup Message

- b. User can click any available session, Session: 09.00, Availat, system will display the details of the exam session.

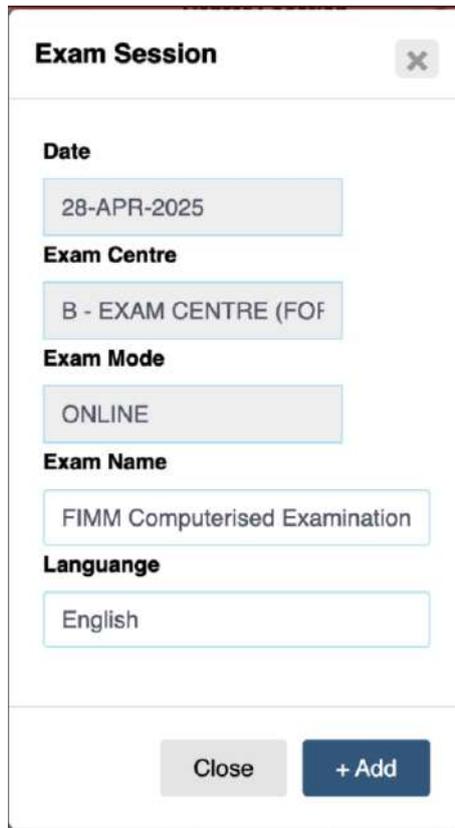


Figure 169: Exam Session Details

14. Click + Add and system will display the booking details under the calendar.

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DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
28-Apr-2025	09.00	B - EXAM CENTRE (FOR M02)	Wilayah Persekutuan Kuala Lumpur	FCE	English	

Figure 170: Booking Details

15. If user select Exemption, the system will display the Exemption Rules and Regulation.

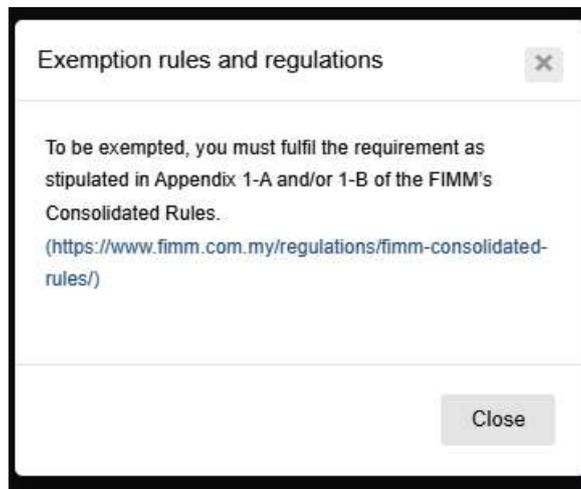


Figure 171: Exemption Rules and Regulations

16. Click  , system will display Exemption Type.

Exemption

Please select an option\*

Exemption Type\*  Please choose type

Figure 172: Exemption Types

17. User need to choose the Exemption Type from the list.

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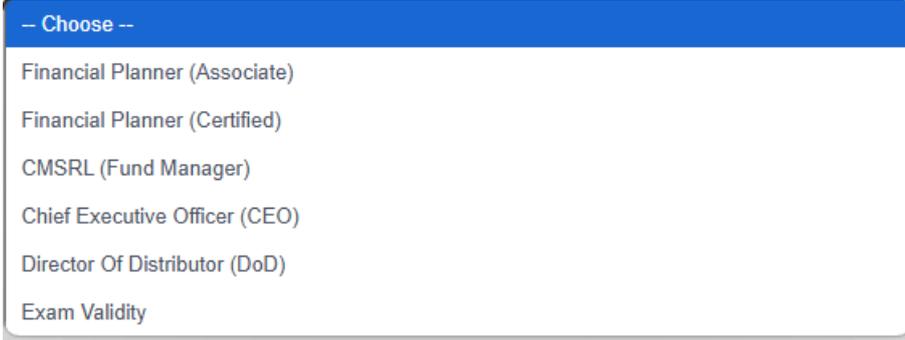


Figure 173: Exemption Type Lists

54. For Exemption Type,

- a. If consultant chooses CUTA/CPRA Type of Distributor but no CMSRL, only Exam Validity option will be available. As for former consultant, only, Exam Validity and Re-Registration will be available for the user to choose from.

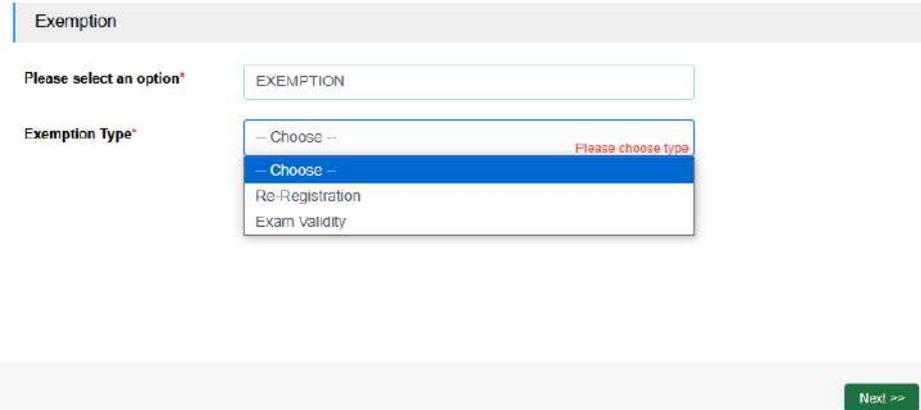


Figure 174: Exemption Type for Former Consultant with no CMSRL

b. Exam Validity

- i. System will check whether user has existing passed exam record.
- ii. If user previously registered with exam and status exam passed, user able to select this exemption and proceed to next page.
- iii. If failed, system will prompt message the user unable to proceed to the next page please select other exemption.

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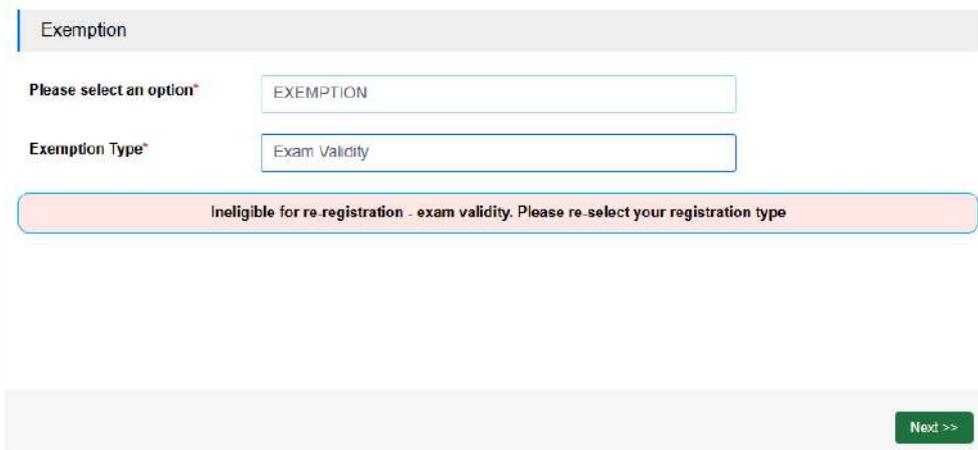


Diagram 3.7.29: Exam Validity - Error Message

c. Re-Registration

- i. If user deactivation date is within current year, then user can proceed.
- ii. If deactivation date is not within current year, but within the 3 years and 16 CPD points is met in the previous calendar year, then user can proceed.
- iii. If deactivation date is not within current year, but within the 3 years and user does not attain 16 CPD in the previous calendar year. System will check if user has acquired the balance of 16 CPD points in current year (CPD preceding year + CPD current year  $\geq$  16). If the condition met, then user can proceed.
- iv. If not within above requirement, then system will display error message as the requirement not met.



Figure 175: Re - Registration Error Message

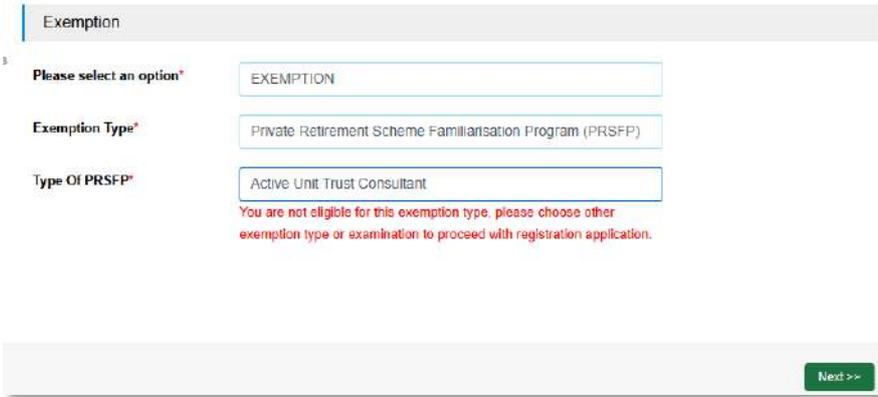
	Project	Reference	File	Version	Date	Page
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- d. PRS Familiarization Program (Note: This option only will be available if user select PRS scheme)

### Type of PRSFP

#### i. Active Unit Trust Consultant

- 1) User need to input these fields.
  - a) PRSFP Certificate of Attendance and quiz result
- 2) System checks at the backend whether applicant already become consultant under UTS scheme more than 3 years.
- 3) If the above requirement is not met, system will display error message under the Type of PRSFP field.



The screenshot shows a web form titled "Exemption". It contains three dropdown menus:

- "Please select an option\*" with "EXEMPTION" selected.
- "Exemption Type\*" with "Private Retirement Scheme Familiarisation Program (PRSFP)" selected.
- "Type Of PRSFP\*" with "Active Unit Trust Consultant" selected.

Below the "Type Of PRSFP\*" dropdown, there is a red error message: "You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application." A "Next >>" button is visible at the bottom right of the form.

Figure 176: Active UTC - Error Message

#### ii. Insurance Agent

- 1) User need to input these fields:
  - b) PRSFP Certificate of Attendance and quiz result
  - c) Insurance Certificate
  - d) Insurance Joining Date
- 2) System will check the eligibility based on PRSFP parameter.
- 3) If the user experience  $\geq 3$  years, then user can proceed to next process.
- 4) If the above requirement is not met, system will display error message under the Insurance Joining Date field.

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**Exemption**

Please select an option\*

Exemption Type\*

Type Of PRSFP\*

PRSFP Certificate of Attendance and quiz result\*

Insurance Certificate\*

Insurance Joining Date\*

You are not eligible for this exemption type, please choose other exemption type or examination to proceed with registration application.

[Next >>](#)

Figure 177: Insurance Agent - Error Message

- iii. Staff of Takaful Broker (Note: only available for consultant who register under company with CMSL). User need to input these fields:
  - 1) PRSFP Certificate of Attendance and quiz result
  - 2) Insurance Certificate
  - 3) Insurance Joining Date

**Exemption**

Please select an option\*

Exemption Type\*

Type Of PRSFP\*

PRSFP Certificate of Attendance and quiz result\*

Insurance Certificate\*

Insurance Joining Date\*

[Next >>](#)

Figure 178: Staff of Takaful Broker

18. After choosing Exemption Type, user need to proceed to insert the field display according to the exemption types chosen.

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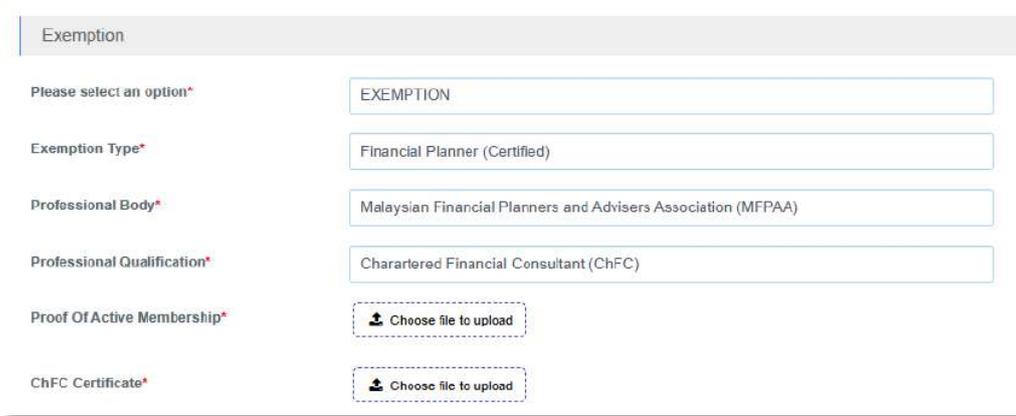


Figure 179: Example of Full Exemption Form

19. Click [Next >>](#) and system will display **Screening section**. (No action to be done in this section)
- CAS Screening - (Clear/whitelist/Under Investigation/Watchlist/Barred/Suspension – Under Investigation/Suspension – Sanctioned/Blacklist)
  - Bankruptcy Screening - (Clear/Bankrupted)

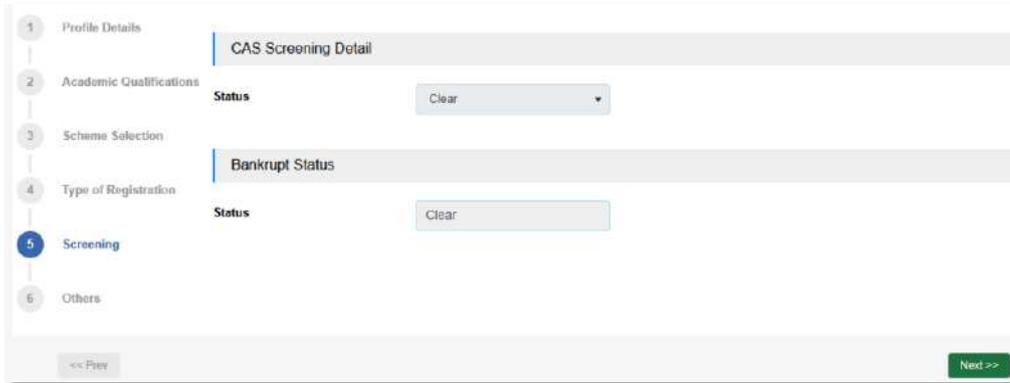


Figure 180: Screening section

20. Click [Next >>](#) and system will display **Others section**.

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Figure 181: Others section

21. Under the Upload Supporting Document, user can upload supporting document.

Figure 182: Upload Supporting Document

- a. User need to insert file name and choose the file to upload and click .
- b. Upon successful upload of the supporting document(s), system will display file details as below.

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NO	FILE NAME	ATTACHMENT FILE	ACTION
1	SUPPORT DOCUMENT	FIMM SRS - M02S01 - Registration V1.0 [FINAL].pdf	 

Figure 183: Support Document Details

- c. If user did not insert file name, system will display an error message.

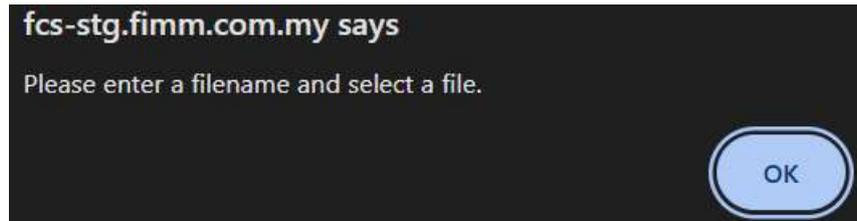


Figure 184: Error Message for Rename File Name

22. Under the Upload Signed Consent Form, user is required to upload the Application Consent Form. The form for the Application Consent Form can be downloaded from the system.



Figure 185: FIMM - Consent Form

23. To save the application as Draft, user click  to save the registration form.

- a. System will display confirmation message.



Figure 186: Save as Draf Message

- b. User click  and system will display successful message.

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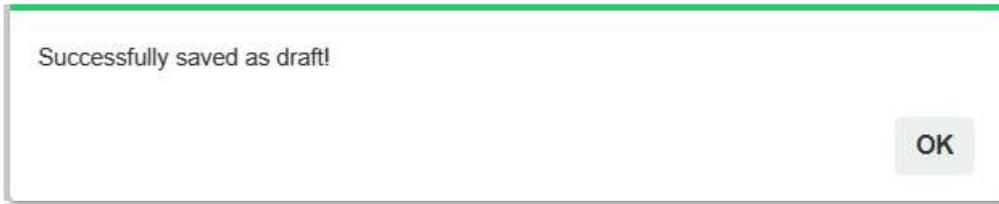


Figure 187: Successful Message

- c. User click  and system will redirect to the application status page. The application status is 'Draft'.

Application Status

Show  entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:46am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Draft	

Figure 188: Draft Application Status

24. To submit the application,

- a. User is required to tick the agreement / declaration checkbox and click



Declaration

Name(As Per NRIC)

NRIC

I, the undersigned, hereby declare my intention to register with the Federation of Investment Managers Malaysia ("FIMM") as a Unit Trust and/or Private Retirement Scheme Consultant. For this purpose, I affirm the following:

1. I declare and confirm that all information and documents provided to FIMM in connection with my application and registration are true, current and accurate;
2. I declare and confirm that I fulfil and will continue to ensure that I am Fit and Proper, as specified under Chapter 4 of FIMM's Consolidated Rules ("FCR");
3. I declare and confirm that I meet the eligible requirements as specified under the FCR;
4. I undertake and agree to be bound by and comply with the FIMM Rules and securities laws issued by the Securities Commission Malaysia and any other applicable laws at all times;
5. I undertake to immediately notify the principal and/or FIMM in the event that I fail to satisfy any of the fit and proper criteria

I understand the gravity of the above statements and the implications of non-compliance with FIMM's Rules and in providing false information. I affirm that the statements made herein are true to the best of my knowledge and belief.

22-Mar-2025

Tick



Figure 189: Declaration

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- b. System will prompt error message if user does not tick the agreement / declaration checkbox.



Figure 190: Error Message

- c. System will display a confirmation message.



Figure 191: Confirmation Message

- d. User click **YES** and system will display submission message.

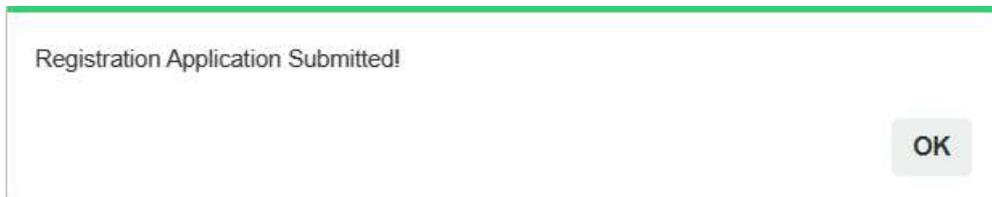


Figure 192: Submitted Message

- e. User will be redirect to Application Status Page. Application status change to 'Submitted'.

Application Status

Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Submitted	

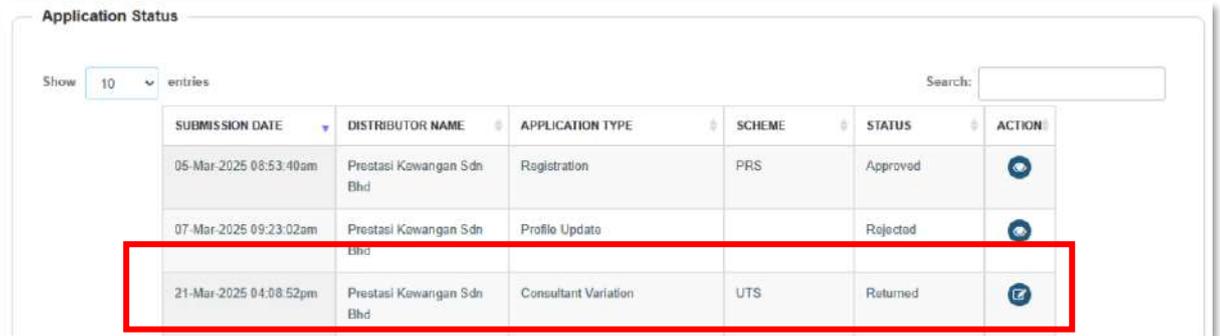
Figure 193: Submit Application Status

**Once submitted the variation application the process is completed. Please wait for your distributor review and approval process.**

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### If the variation application Returned

1. In Application Status, under column Action, Consultant click button  at Variation application. (Status: Returned)

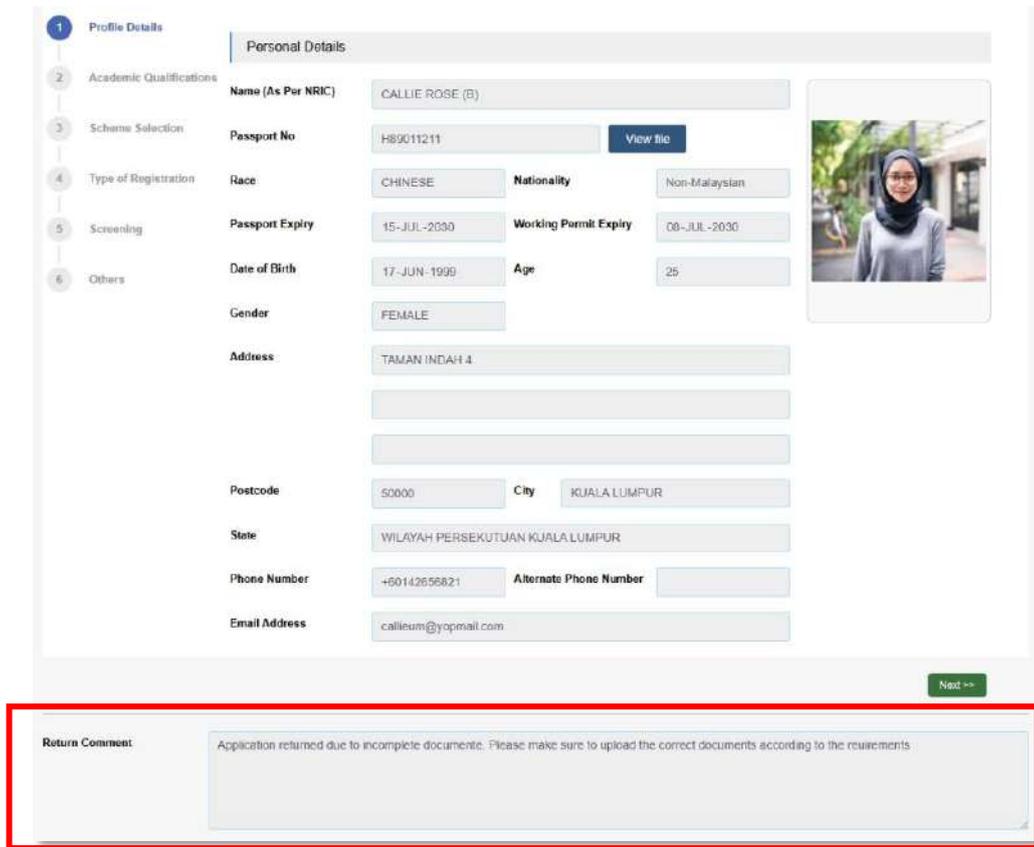


SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Returned	

Figure 194: Variation Application Status - Returned

2. System will display previously submitted application and consultant can edit these fields in all previous section:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
3. Consultant can view comment from distributor the reason for returning the application.

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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The screenshot shows a registration form titled 'Personal Details'. The form fields are as follows:

- Name (As Per NRIC): CALLIE ROSE (B)
- Passport No: H89011211 (with a 'View file' button)
- Race: CHINESE; Nationality: Non-Malaysian
- Passport Expiry: 15-JUL-2030; Working Permit Expiry: 08-JUL-2030
- Date of Birth: 17-JUN-1999; Age: 25
- Gender: FEMALE
- Address: TAMAN INDAH 4
- Postcode: 50000; City: KUALA LUMPUR
- State: WILAYAH PERSEKUTUAN KUALA LUMPUR
- Phone Number: +60142656821; Alternate Phone Number: (empty)
- Email Address: calleum@yopmail.com

A red box highlights a 'Return Comment' section at the bottom of the form, containing the text: "Application returned due to incomplete documents. Please make sure to upload the correct documents according to the requirements".

Figure 195: Return Comment from Distributor

4. Consultant clicks  to re-submit the application.
5. System checking:
  - a. If the detail is incomplete:
    - i. System will display validation message if mandatory field is blank.
  - b. If the detail is complete:
    - i. System will display successful application message and send the application for Distributor action.

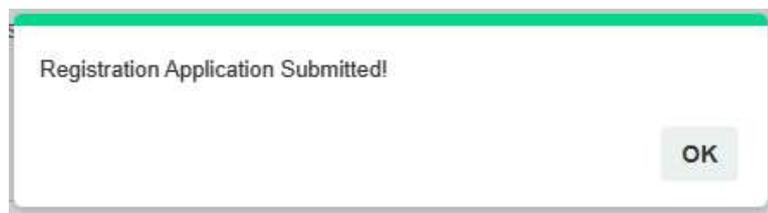


Figure 196: Successful Message

- ii. System back to Application Status and Status change to 'Submitted'

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Submitted	

Figure 197: Application Status – Submitted

### Reschedule Exam

1. If the exam booking session is unavailable. System will send email and dashboard notification for user to reschedule. System will update Application status to 'Exam Re-Schedule'.
2. In Application Status, under column Action, Consultant click button  at Variation application with status 'Exam Re-schedule' or 'Pending Examination'.

Application Status

Show 10 entries

Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:53:40am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
07-Mar-2025 09:23:02am	Prestasi Kewangan Sdn Bhd	Profile Update		Rejected	
21-Mar-2025 04:08:52pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	UTS	Pending Examination	

Figure 198: Application Status - Pending Examination

3. System will navigate to Type of Registration page (Examination) and Consultant to select only 1 preferred date for exam session.

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 **Type of Registration**

5 Screening

6 Others

Exam Booking Session

Please select an option\*

Center Location

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE
24-Mar-2025	15:00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay

Figure 199: Type of Registration page – Examination

 Federation of Investment Managers Malaysia (FIMM)	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	120

4. System will prompt error message if user select more than one exam session.

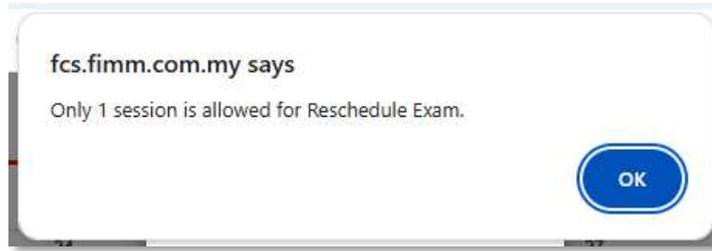


Figure 200: Exam Session - Error Message

5. The new selected exam session will be displayed under the previously chosen exam session.

- 1 Profile Details
- 2 Academic Qualifications
- 3 Scheme Selection
- 4 Type of Registration
- 5 Screening
- 6 Others

**Exam Booking Session**

Please select an option\* EXAMINATION

Center Location ARCNET 1

< >
March 2025
today

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Available: 299 +3 more	Available: 300 +3 more				
30	31	1	2	3	4	5
	Available: 300 +3 more	Available: 200 +2 more				

DATE	TIME	CENTER	STATE	EXAM	LANGUAGE	ACTION
24-Mar-2025	15:00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay	
27-Mar-2025	15:00	ARCNET 1	Wilayah Persekutuan Kuala Lumpur	FCE	Malay	✖

Figure 201: New Selected Exam Sessions

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	121

6. Consultant click button  .

- a. System will display successful application message and book the exam session.

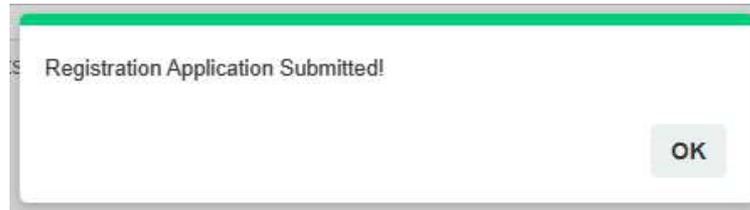


Figure 202: Successful Application Message

- b. System will auto-register the exam seat without needing approval from distributor.

### Exam Failed (Resit)

1. In Application Status, under column Action, Consultant click button  .  
At Variation application (Status: Exam Failed)
2. If user choose to re-sit, it will be considered as a fresh application in the system.
3. System will display previously submitted application and consultant can edit these fields in all previous section:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
4. During the scheme selection process for a re-sit application, user may switch to a different distributor from the previous sitting.

8. Consultant applicant clicks  to re-submit the application.
9. System checking:
  - a. If the detail is incomplete:
    - i. System will display validation message if mandatory field is blank.
  - b. If the detail is complete:
    - i. System will display successful application message and send the application for Distributor action.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	122

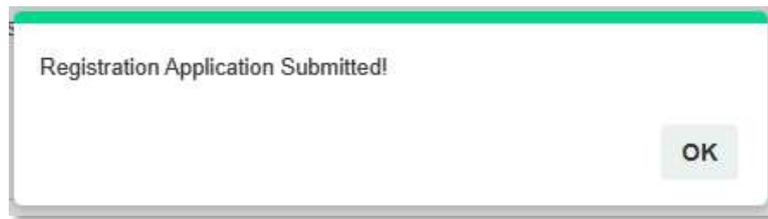


Figure 203: Successful Message

- ii. System back to Application Status and Status change to 'Submitted'.

### AP Enrolment

1. If user chose CUTA/CPRA as distributor and user does not have a CMSRL, system will auto pre-enrol Apprenticeship program for the user.
2. For AP, each individual has only 1 chance to join. Once utilised, no future enrolment is allowed.
3. AP commencement date only takes effective once the application is approved by FIMM RD.
4. Each AP can re-register to another CUTA/CPRA for one time only under AP within 3 months from their AP commencement date. Re-registration with the last joined CUTA/CPRA is prohibited.
5. If the AP resign / being terminated after 3 months from the AP commencement date, the AP cannot re-register under AP selection and uploading of CMSRL is mandatory, unless re-registration is made to non CUTA/CPRA.
6. Each AP must complete the CMSRL status before the AP Expiry Date. If no CMSRL is uploaded upon AP expiry date, the status of the AP consultant will be automatically terminated, unless extension is given.

### Pending AP Enrolment (Type of Registration – Examination and No CMSRL)

1. In Application Status, under column Action, Consultant click button  at Variation application (Status: Pending AP Enrolment).

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
22-Feb-2025 11:58:54am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
20-Feb-2025 01:05:06am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Rejected	
22-Feb-2025 08:02:44pm	GAB PROD ADMIN MIX	Consultant Variation	UTS	Pending AP Enrolment	

Figure 204: Pending AP Enrolment

2. Consultant navigate to page Type of Registration page.

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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3. Under AP Attachment section, consultant to select Professional Body and upload:

**a. FPAM**

i. CFP / IFP

- 1) Proof of Active Membership
- 2) Module 1 Result Slip or Exemption Letter

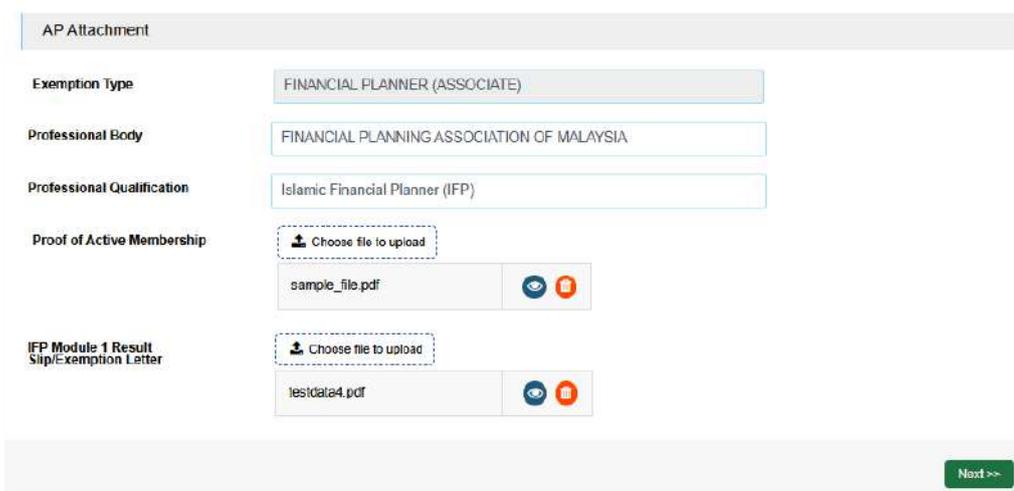


Figure 205: Professional Body – FPAM

**b. MFPC**

i. RFP / Shariah RFP

- 1) Proof of Active Membership
- 2) Module 1 Result Slip or Exemption Letter

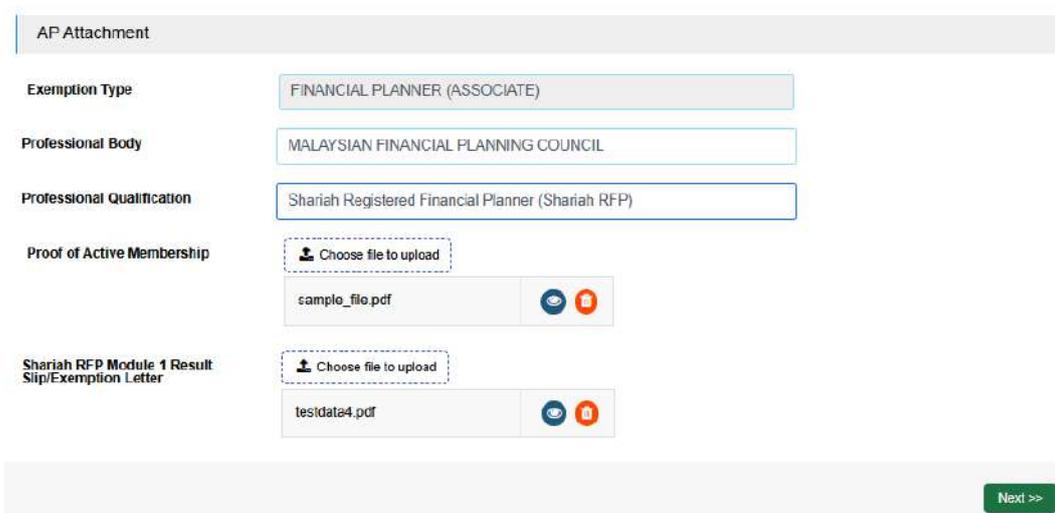


Figure 206: Professional Body - MFPC

 <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	124

4. Consultant clicks  to re-submit the application.
5. System checking:
  - i. If the detail is incomplete:
    - a. System will display validation message if mandatory field is blank.
  - ii. If the detail is complete:
    - a. System will display successful application message and send the application for Distributor action.

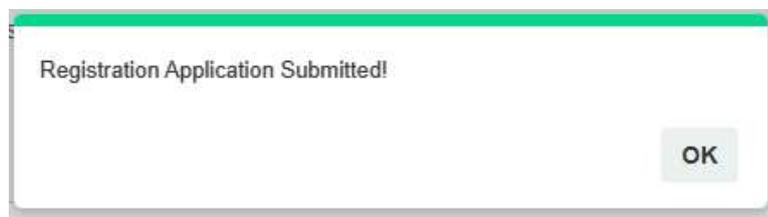
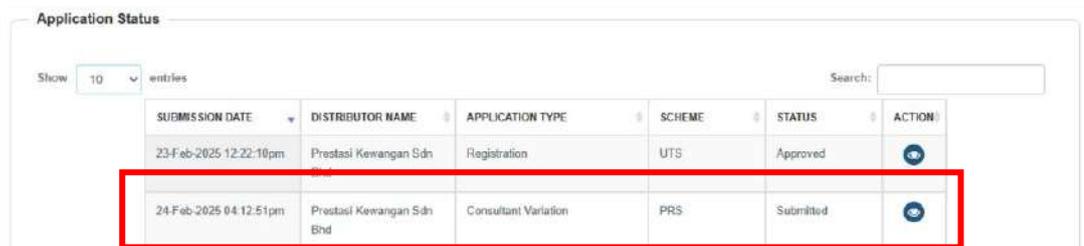


Figure 207: Successful Message

- b. System back to Application Status and Status change to 'Submitted'.

### Failed CAS Screening

1. In Application Status, under column Action, Consultant click button  at Variation application. (Status: Rejected / Submitted)



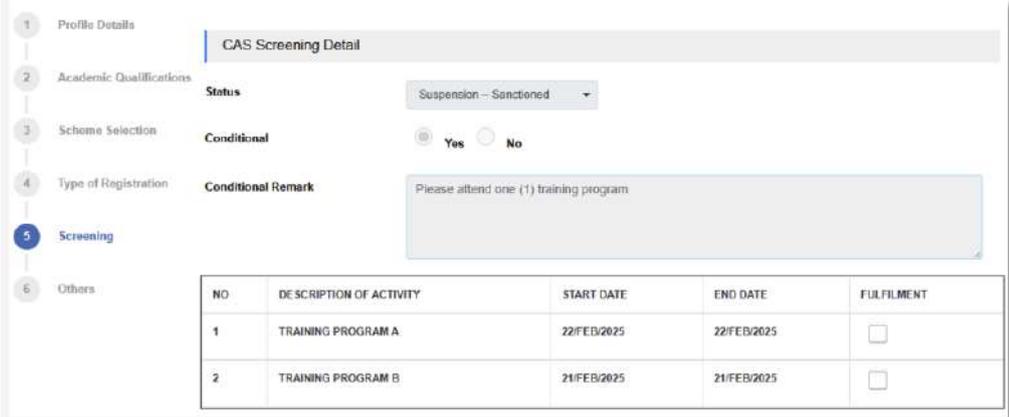
SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
23-Feb-2025 12:22:10pm	Prestasi Kewangan Sdn	Registration	UTS	Approved	
24-Feb-2025 04:12:51pm	Prestasi Kewangan Sdn Bhd	Consultant Variation	PRS	Submitted	

Figure 208: Application Status – Submitted

2. System will display previously submitted application and consultant:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
3. Under Screening section, Consultant can view failed CAS status.

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
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- a. For non-conditional CAS tag, system will auto-reject the application and display message “You have been suspended/barred/blacklisted by FIMM. Kindly contact FIMM for further information”.
- b. For conditional CAS Status, consultant applicant can see remarks from LRA of the training need to attend to uplift the conditional status. (No Action to be taken here).



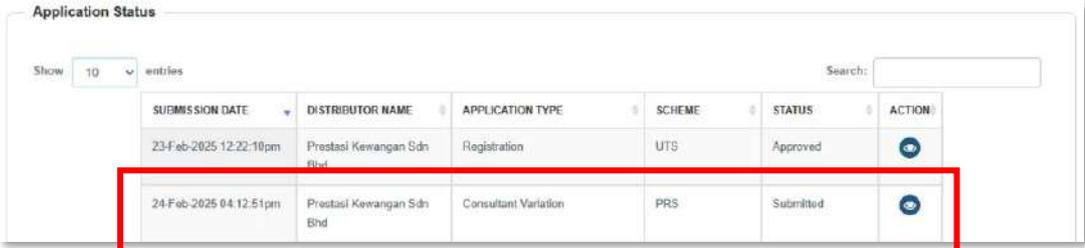
The screenshot shows the 'CAS Screening Detail' page. The status is 'Suspension -- Sanctioned'. The conditional status is 'Yes'. A conditional remark states: 'Please attend one (1) training program'. Below this, a table lists training programs:

NO	DESCRIPTION OF ACTIVITY	START DATE	END DATE	FULFILMENT
1	TRAINING PROGRAM A	22/FEB/2025	22/FEB/2025	<input type="checkbox"/>
2	TRAINING PROGRAM B	21/FEB/2025	21/FEB/2025	<input type="checkbox"/>

Figure 209: Failed CAS Screening

### Failed Bankruptcy Screening

1. In Application Status, under column Action, Consultant click button  at Variation application. (Status: Submitted)



The screenshot shows the 'Application Status' table. The table has columns: SUBMISSION DATE, DISTRIBUTOR NAME, APPLICATION TYPE, SCHEME, STATUS, and ACTION. The second row is highlighted with a red box:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
23-Feb-2025 12:22:10pm	Prestasi Keuangan Sdn Bhd	Registration	UTS	Approved	
24-Feb-2025 04:12:51pm	Prestasi Keuangan Sdn Bhd	Consultant Variation	PRS	Submitted	

Figure 210: Application Status – Submitted

2. The system will display previously submitted application and consultant:
  - a. Profile
  - b. Academic Qualification
  - c. Scheme Selection
  - d. Type Of Registration
  - e. Screening
  - f. Others
3. Under Screening section, Consultant can view failed Bankruptcy Status. (No action to be done by a consultant inside the system).

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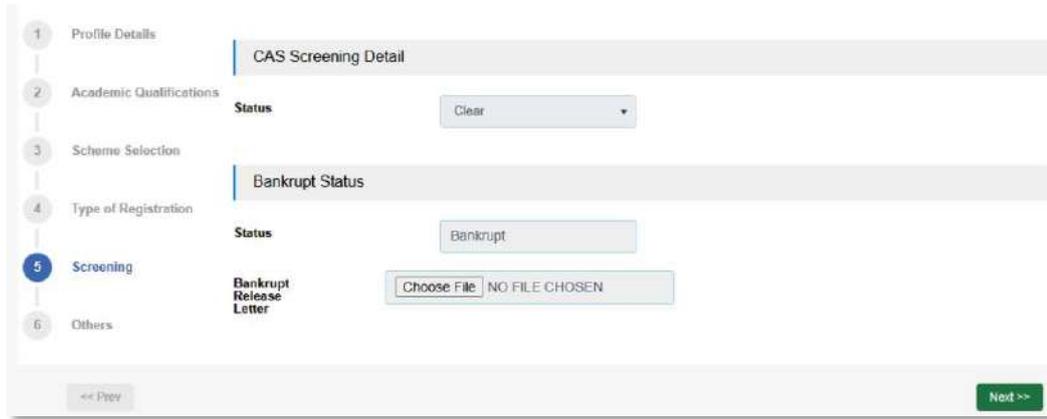


Figure 211:Failed Bankruptcy Screening

### Terminated / Revoked Consultant

1. Terminated/Revoked Consultant re-apply re-registration (Status: At least 1 scheme is terminated)
2. Click on Consultant Menu and Profile Management submenu.

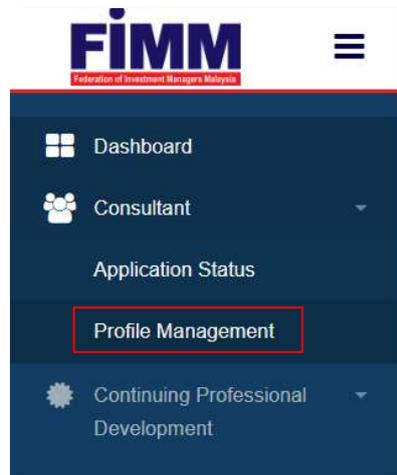
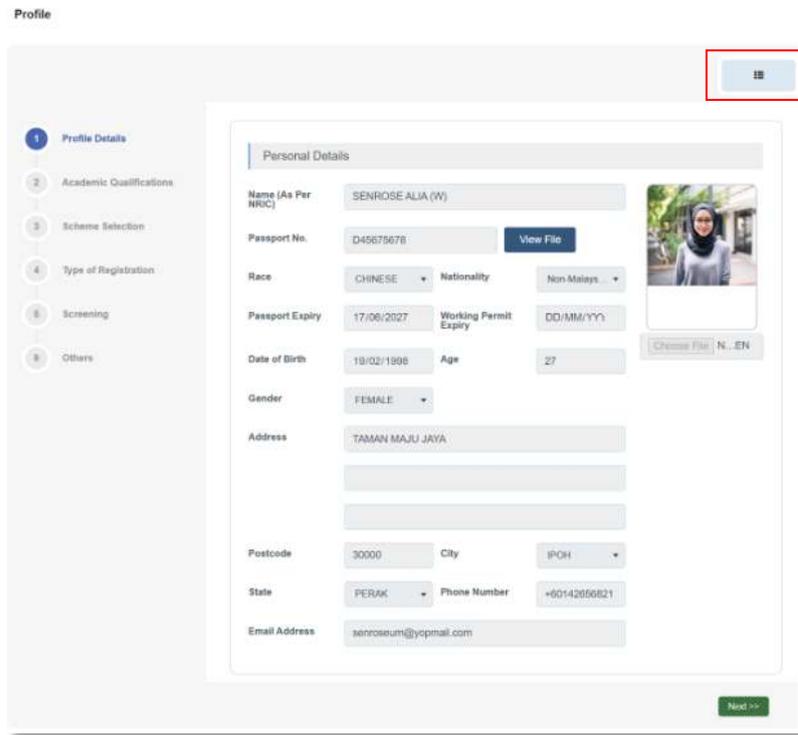


Figure 212: Submenu for Variation Registration

3. System will display the main page of consultant detail divided into these tabs as follows:
  - i. Registration Info
  - ii. Profile
  - iii. CPD
4. User click 'Profile' tab. Under 'Profile' tab, system will display profile details.

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Profile

1 Profile Details

2 Academic Qualifications

3 Scheme Selection

4 Type of Registration

5 Screening

6 Others

Personal Details

Name (As Per WRC) SENROSE ALIA (W)

Passport No. D45675678 [View File](#)

Race CHINESE Nationality Non-Malays

Passport Expiry 17/06/2027 Working Permit Expiry DD/MM/YYYY

Date of Birth 19/02/1998 Age 27

Gender FEMALE

Address TAMAN MAJU JAYA

Postcode 30000 City IPOH

State PERAK Phone Number +60142656821

Email Address senroseum@yopmail.com

[Next >>](#)

Figure 213: Profile Detail

5. Click , system will display all action that can be done:
- Apply (Hide if both schemes registered)
  - Update Profile (Hide if no distributor attached)
  - Appeal (Hide if not revoked / no declaration done)
  - Renewal (Hide if not renewal period / no declaration done)

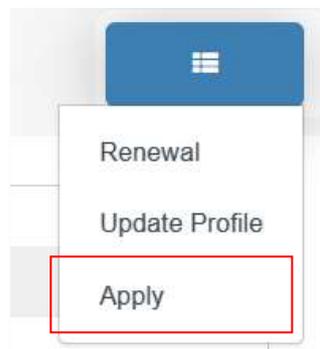


Figure 214: Variation Menu

6. Consultant click 'Apply' and follow the next step as Variation of Registration process as stated in section **U** – Variation of Registration.

 <b>FIMM</b> <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
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## V. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MODULE

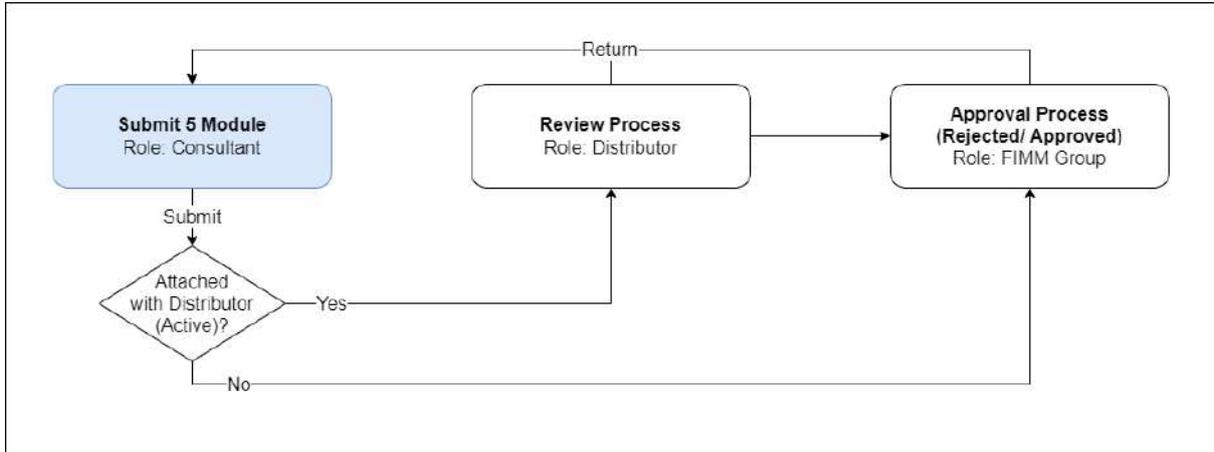
The **CPD Management Module (M05)** is part of the **Federation of Investment Managers Malaysia (FIMM) Registration System** and is designed to facilitate and regulate the **Continuing Professional Development (CPD)** activities for industry professionals. It ensures compliance with training requirements, manages program approvals, and tracks CPD points.

- Sub-Modules of the CPD Management Module to allow consultants to submit CPD activities to obtain CPD points.

### 1. 5 Module CPD Submission

- Manages CPD point collection based on five modules:
  - a. Reading
  - b. Writing
  - c. Teaching
  - d. Qualification
  - e. FPAM (Financial Planning Association of Malaysia)

	Project	Reference	File	Version	Date	Page
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### Submit Program

1. Click menu Continuing Professional Development. System will display submenu under Continuing Professional Development.

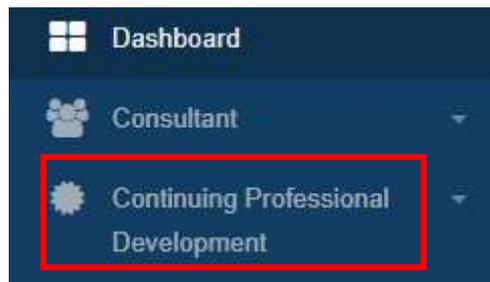


Figure 215: Menu

2. Click submenu 5 Module.

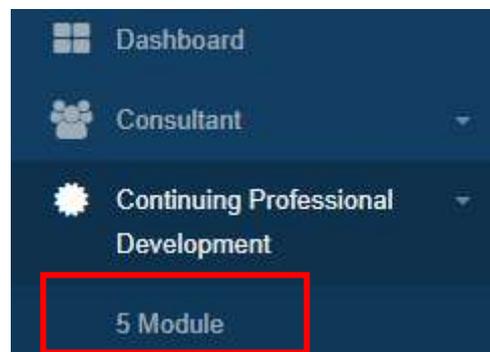


Figure 216: Submenu

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	131

3. System will show List of 5 Module.

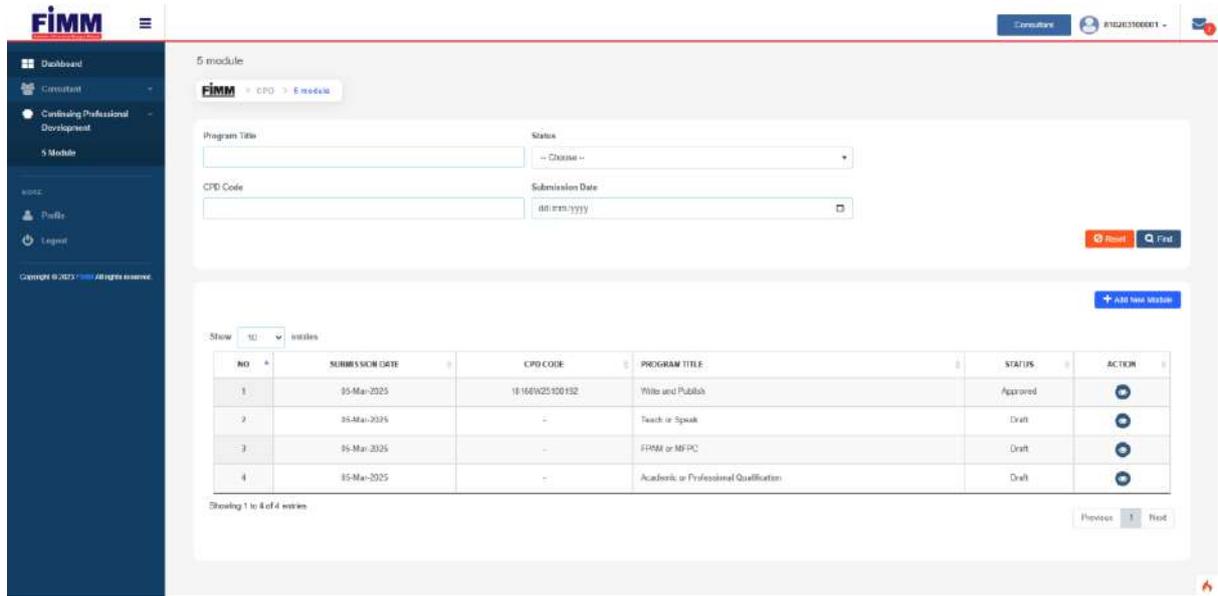


Figure 217: List 5 Module

4. User can filter the list by either one or more types and click  :

- i. Program Title
- ii. Status
- iii. CPD Code
- iv. Submission Date

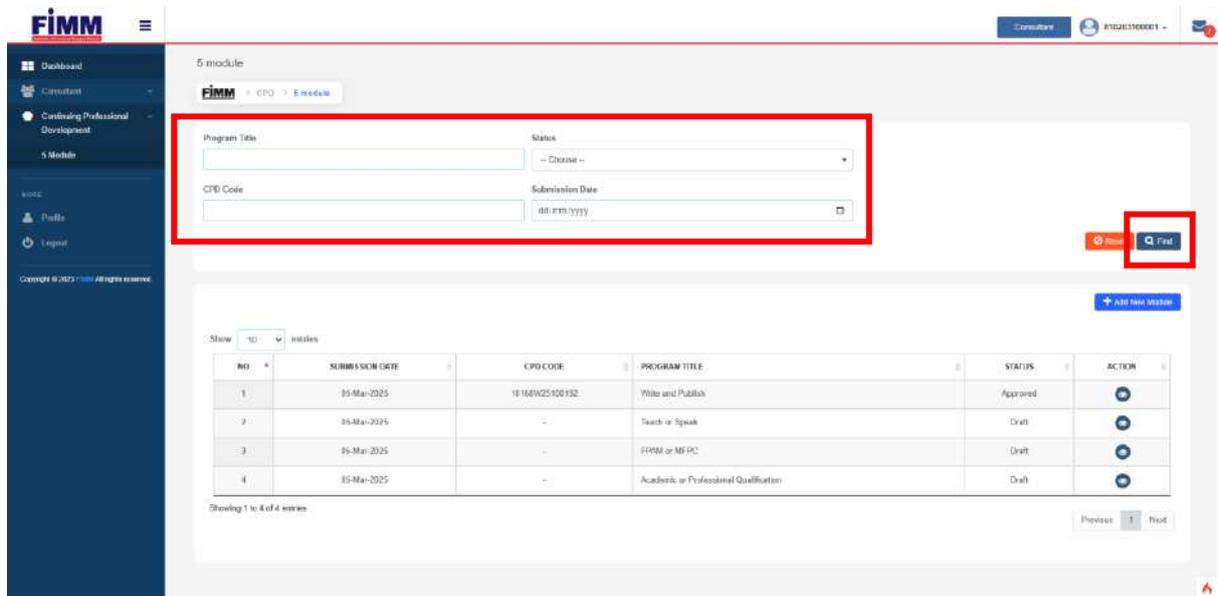


Figure 218: Filter

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	132

5. User click  to clear the filter.

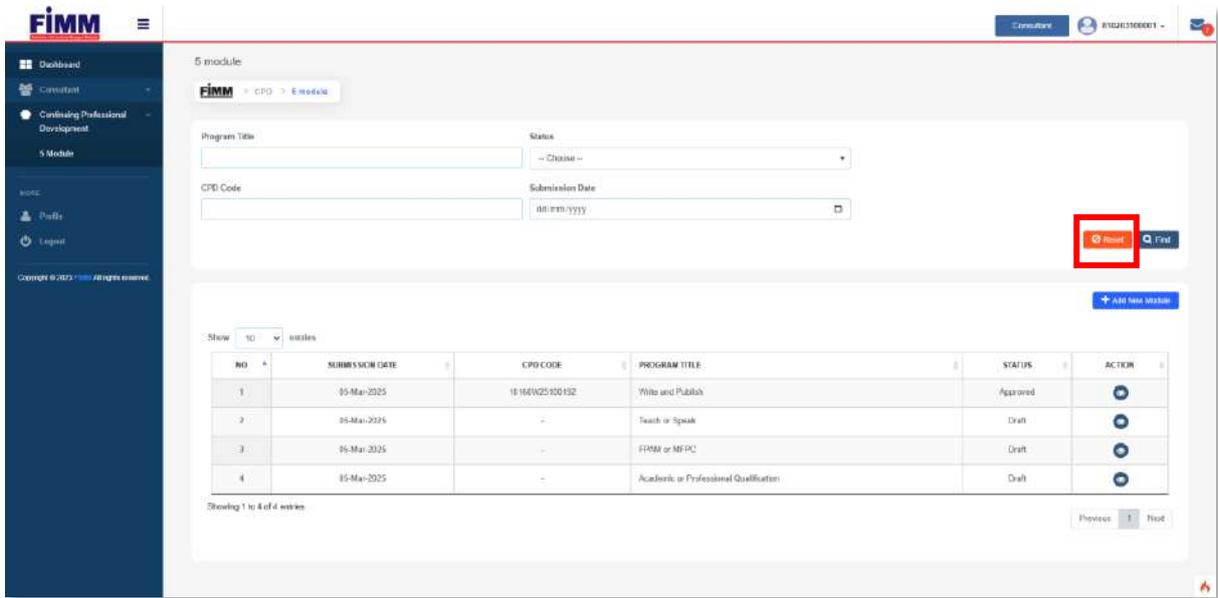


Figure 219: Reset

6. User can choose total entries to display per page.

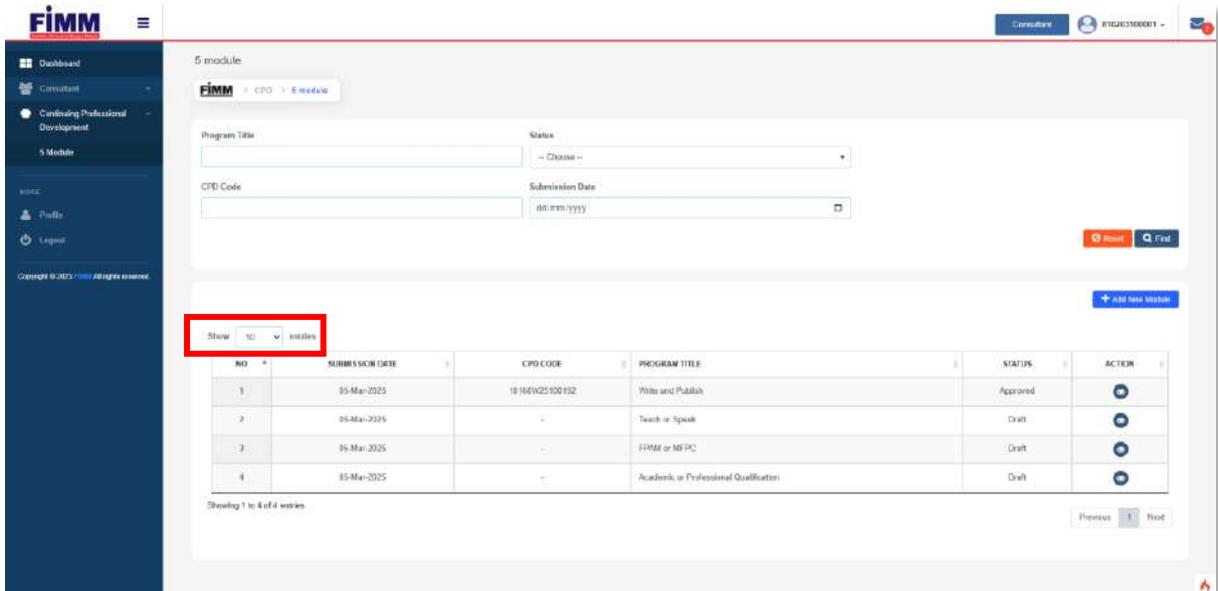


Figure 220: Filter Total Entries

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	133

7. System will show number of entries at the bottom of the list.

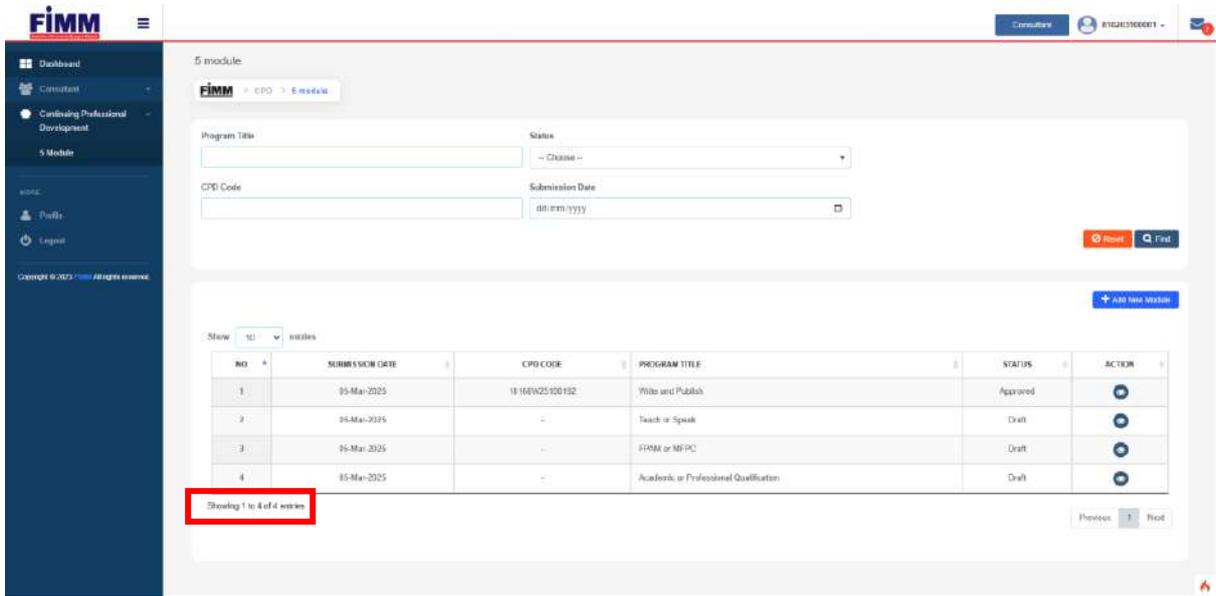


Figure 221: Total Entries

8. System will show pagination at the bottom of the list. User click on the numbers and system will show the listing on the next page.

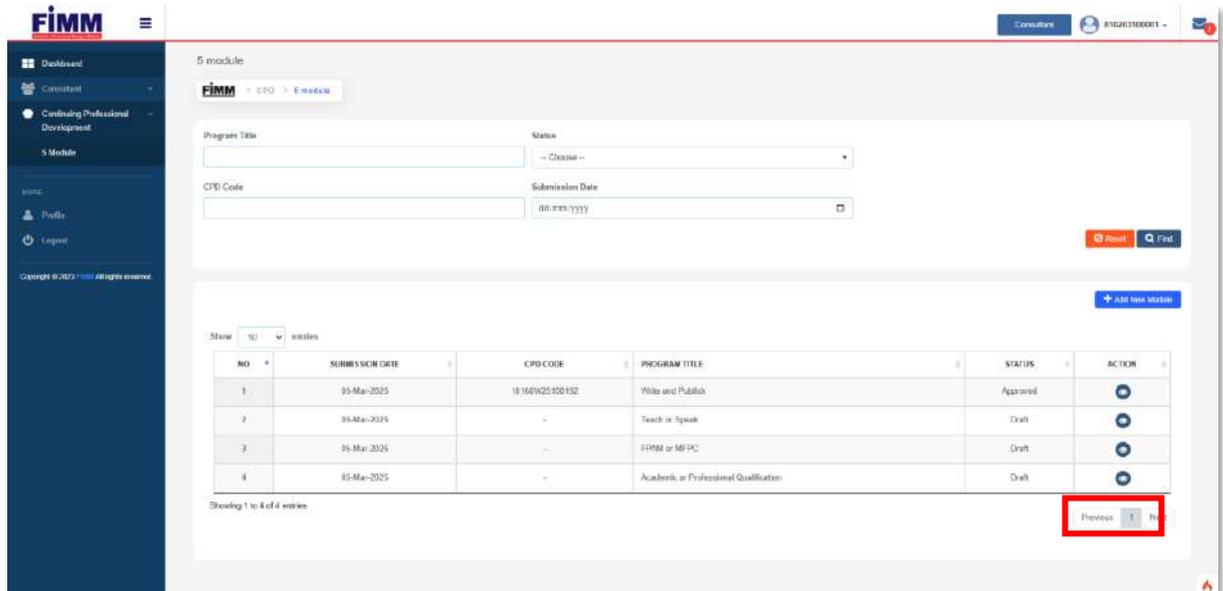


Figure 222: Pagination

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	134

9. Click [+ Add New Module](#) to submit new 5 Module.

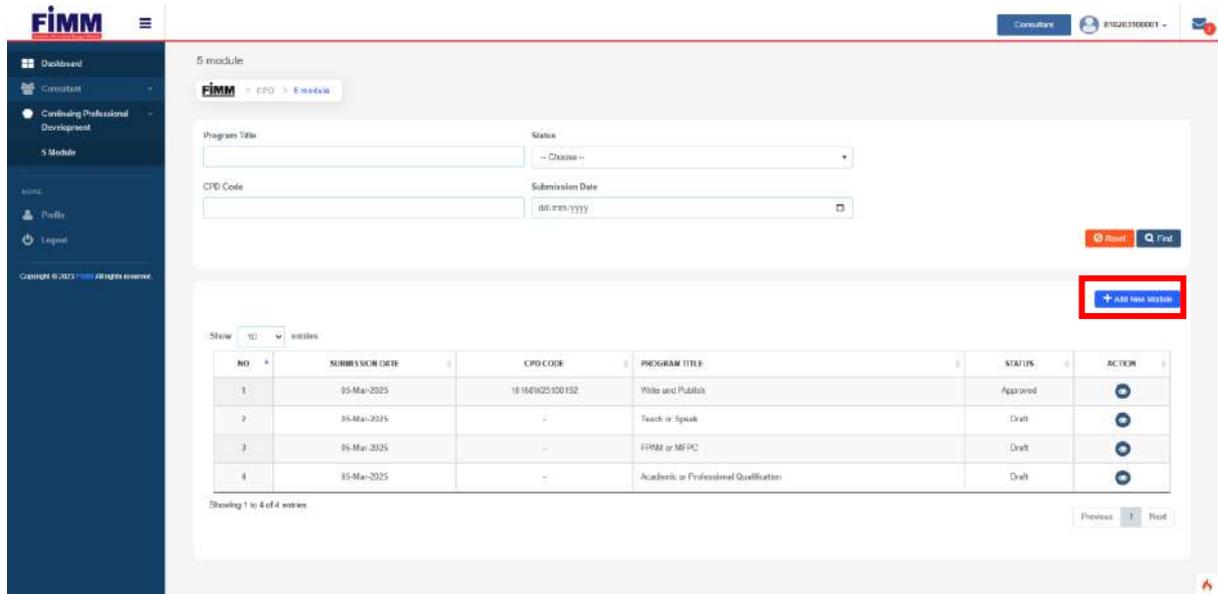


Figure 223: Submit 5 Module

10. System will display this form. User fill in the details:

- i. Consultant Details
  - a) Name
  - b) NRIC/ Passport No
  - c) FIMM No
  - d) Phone Number
  - e) Distributor Name
  - f) Distributor Code

	Project	Reference	File	Version	Date	Page
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- ii. Application Details
  - a) Category (Choose from Dropdown)

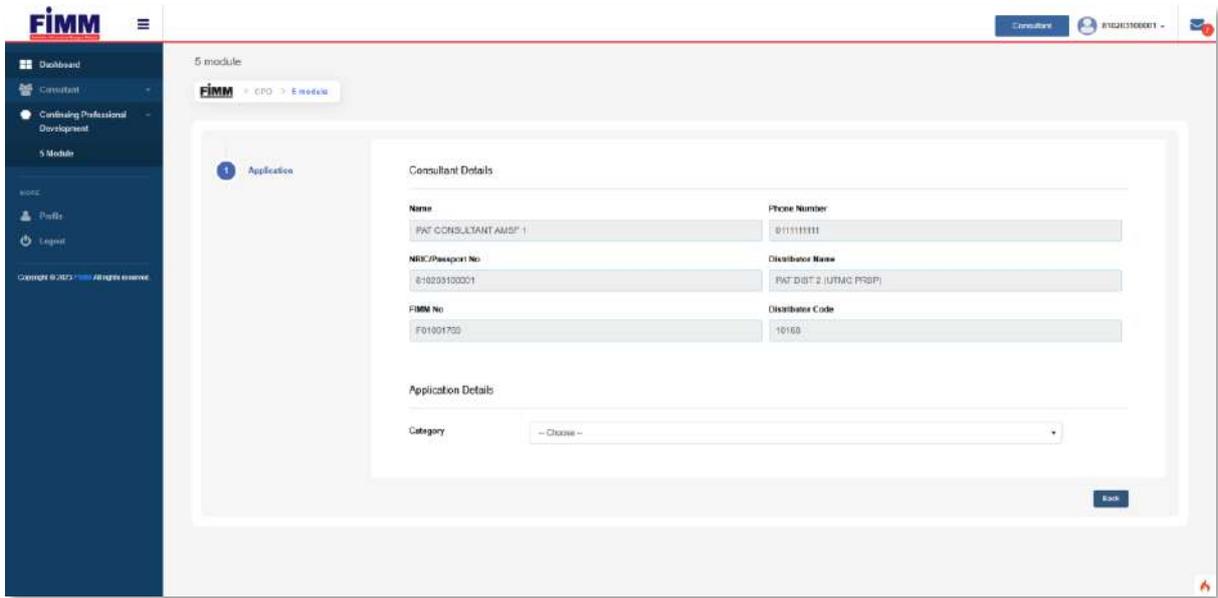


Figure 224: Form 5 Module

- iii. User click  to go back to List of 5 Module.

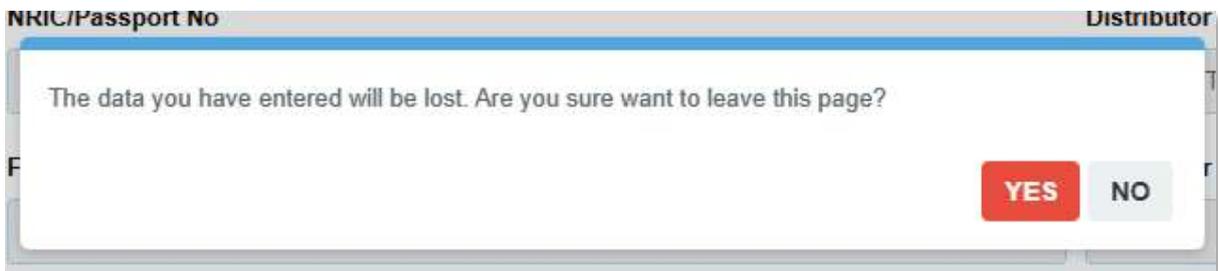
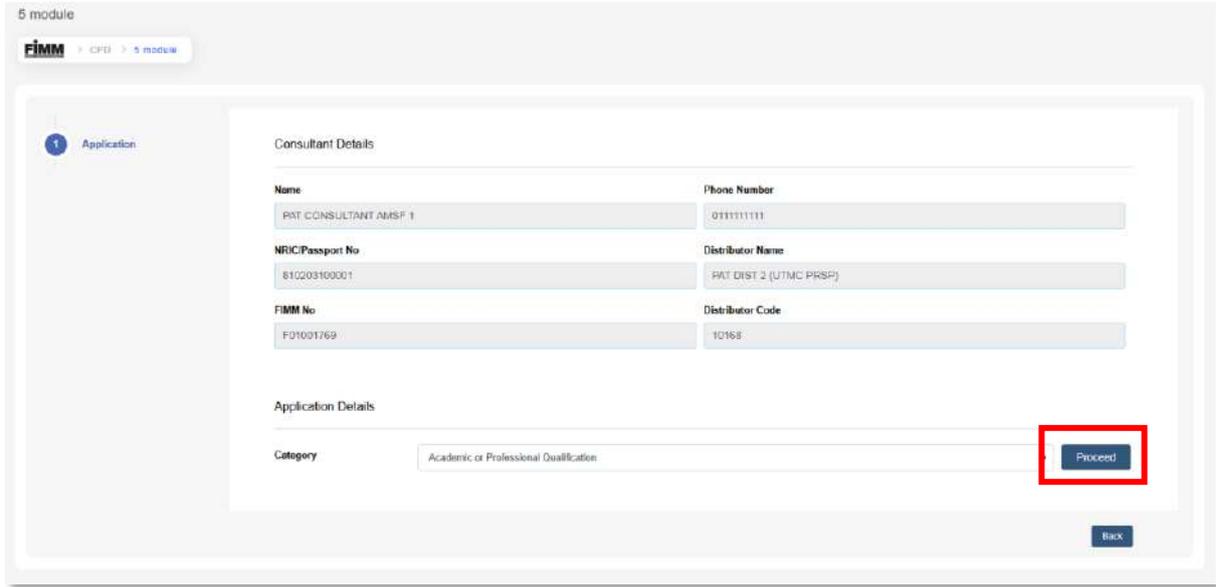


Figure 225: Popup Message

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	136

iv. User click  to go to the next form.



5 module

FIMM > CPE > 5 module

1 Application

Consultant Details

Name: PAT CONSULTANT AMSF 1      Phone Number: 0111111111

NRIC/Passport No: 810203100001      Distributor Name: PAT DIST 2 (UTMC PRSP)

FIMM No: F01001769      Distributor Code: 10168

Application Details

Category: Academic or Professional Qualification

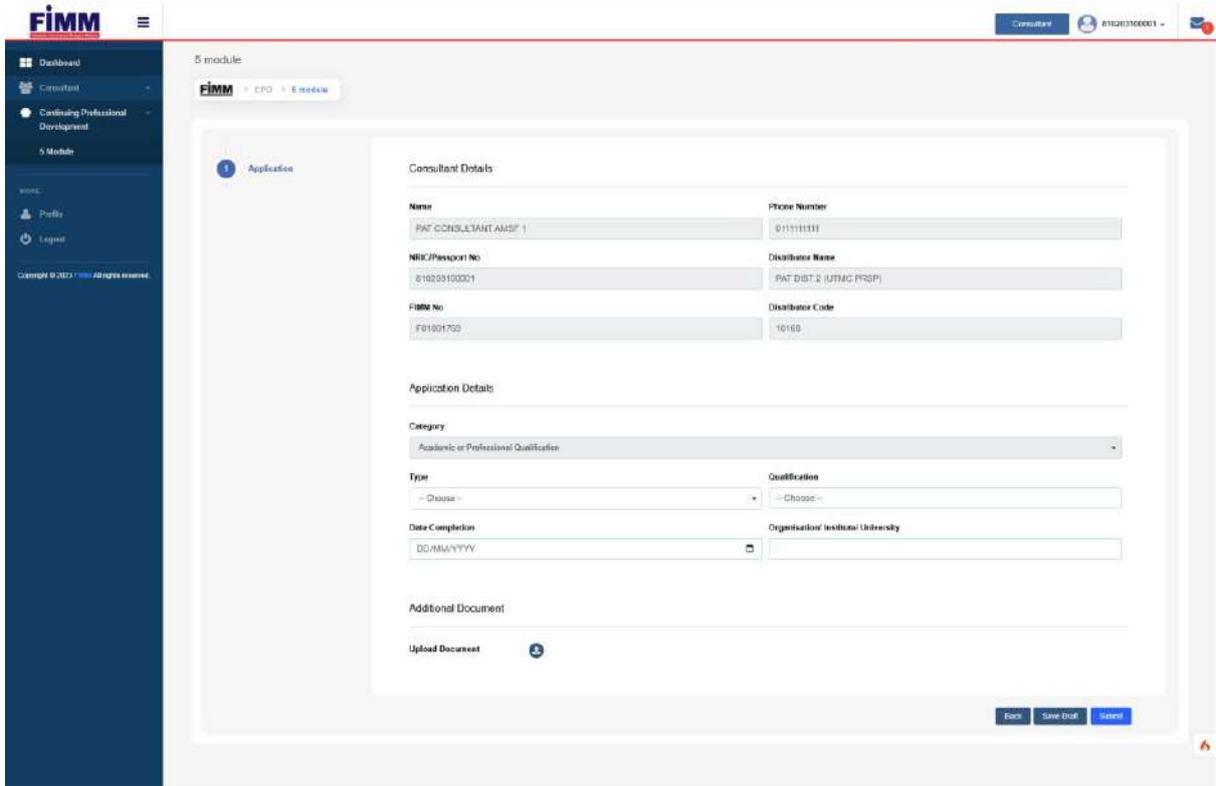
Proceed

Back

Figure 226: Form 5 Module

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	137	

11. System will display this form. User fill in the details.



The screenshot shows a web application interface for FIMM. The main content area displays a form titled '5 module' with a sub-section 'Application'. The form is divided into three main sections:

- Consultant Details:** This section contains six input fields:
  - Name: PAT CONSULTANT AMSP 1
  - Phone Number: 0111111111
  - NRIC/Passport No: 810203100001
  - Distributor Name: PAT DIST 2 (UTM& PRSP)
  - FIMM No: F01001750
  - Distributor Code: 10100
- Application Details:** This section contains:
  - Category: Academic or Professional Qualification (dropdown menu)
  - Type: -- Choose -- (dropdown menu)
  - Qualification: -- Choose -- (dropdown menu)
  - Date Completion: DD/MM/YYYY (text input)
  - Organisation/ Institute/ University: (text input)
- Additional Document:** This section has an 'Upload Document' button with a file icon.

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

Figure 227: Form 5 Module

- i. Consultant Details
  - a) Name
  - b) Phone Number
  - c) NRIC/ Passport No
  - d) Distributor Name
  - e) FIMM No
  - f) Distributor Code

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
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- ii. If Category = Academic or Professional Qualification
  - Program Details
    - a) Category
    - b) Type
    - c) Qualification
    - d) Date of Completion
    - e) Organisation/ Institute/ University

Application Details

---

**Category**

Academic or Professional Qualification

**Type** **Qualification**

-- Choose --

-- Choose --

**Date of Completion** **Organisation/ Institute/ University**

DD/MM/YYYY

Additional Document

---

Upload Document 

Figure 228: Form 5 Module

If Category = FPAM or MFPC

- a) Category
- b) Type
- c) Module
- d) Date of Completion
- e) Organisation/ Institute/ University

Application Details

---

**Category**

FPAM or MFPC

**Type** **Module**

-- Choose --

-- Choose --

**Date Completion** **Organisation/ Institute/ University**

DD/MM/YYYY

Additional Document

---

Upload Document 

Figure 229: Form 5 Module

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	139

If Category = Teach or Speak

- a) Category
- b) Title
- c) Date
- d) Venue
- e) Organizer
- f) Start Time
- g) End Time

**Application Details**

---

**Category**

Teach or Speak ▼

**Title** **Date**

**Venue** **Organizer**

**Start Time** **End Time**

---

**Additional Document**

Upload Document 

Figure 230: Form 5 Module

If Category = Write and Publish

- a) Category
- b) Type
- c) Title
- d) Date of Published
- e) Publisher

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	140

Application Details

---

Category

Write and Publish

Type

– Choose --

Title

Date of Published

DD/MM/YYYY

Publisher

---

Additional Document

Upload Document 

Figure 231: Form 5 Module

- iii. Additional Document
  - a) Upload Document
- iv. User click  to upload file.

Additional Document

---

Upload Document 

Figure 232: Upload

- v. System will display a popup.
  - a) Upload

Upload ✕

---

Upload File

Choose File No file chosen

---

Upload
Cancel

Figure 233: Upload

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	141

- vi. User click  to cancel upload and close the page.
- vii. User click  to upload new file.

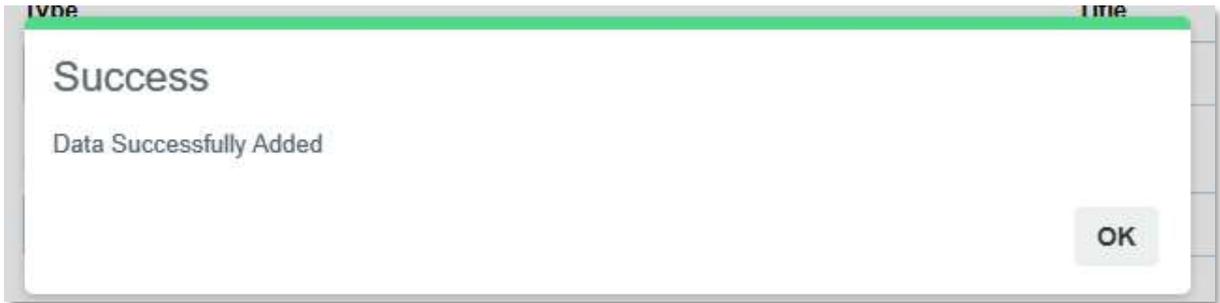


Figure 234: Popup Message

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	142

viii. System will display error message if the file exceeds 2 MB.

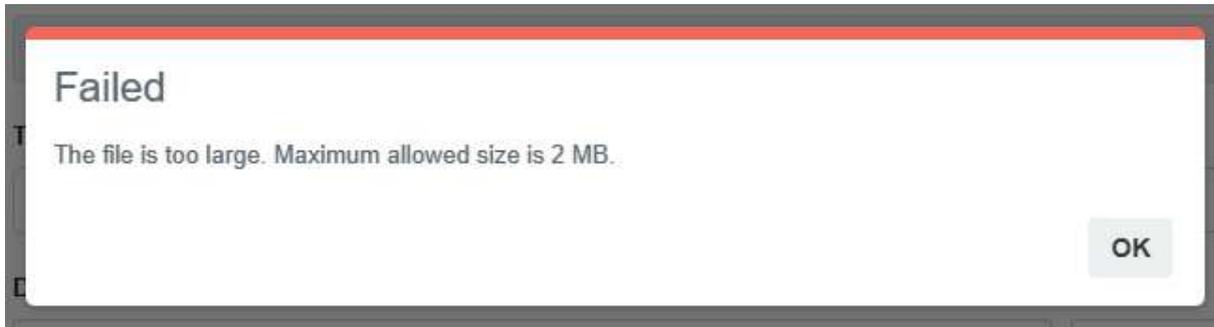


Figure 235: Error Message

ix. User click  to go back to List of 5 Module.

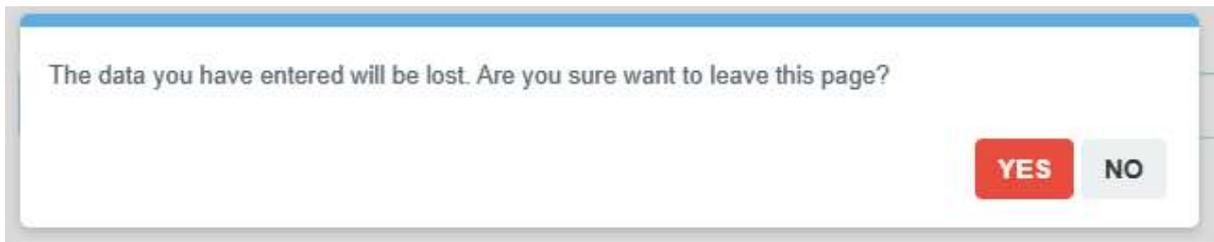
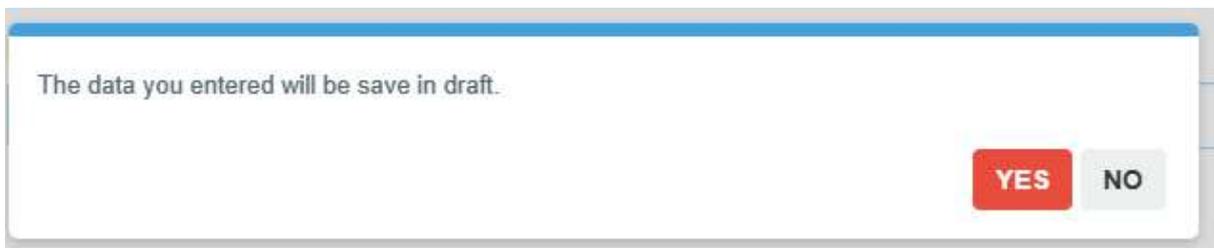


Figure 236: Popup Message

x. User click  to save the application as draft.



 <b>FIMM</b> <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	143

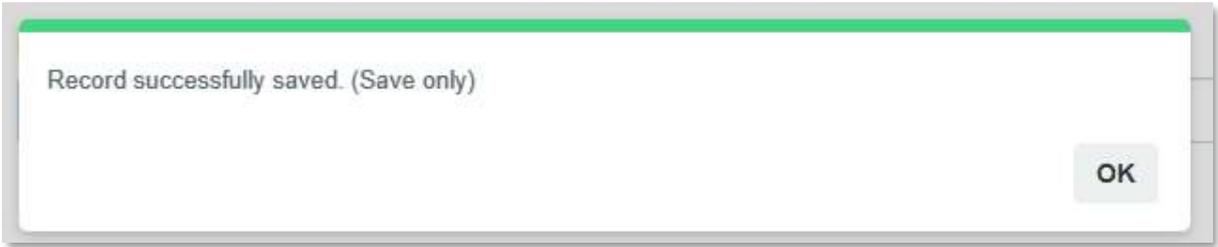
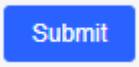


Figure 237: Popup Message

 <b>FIMM</b> <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	144

xi. User click  to submit the application to FIMM/ Distributor.

**Notes:**

- If consultant is not attached to any Distributor (i.e. Terminated), the application will be sent to FIMM PDS.

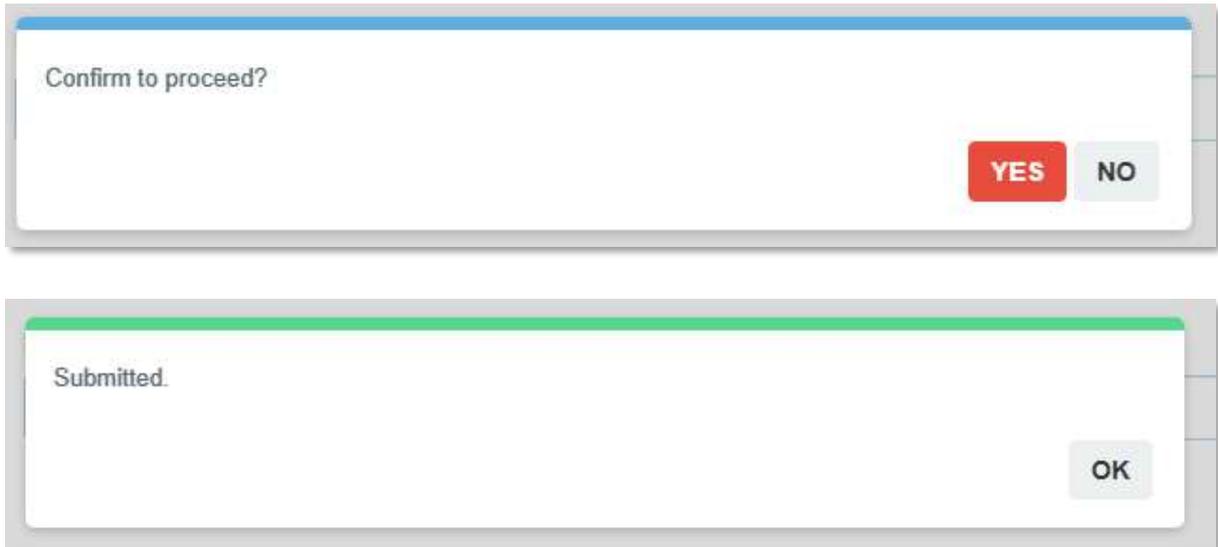
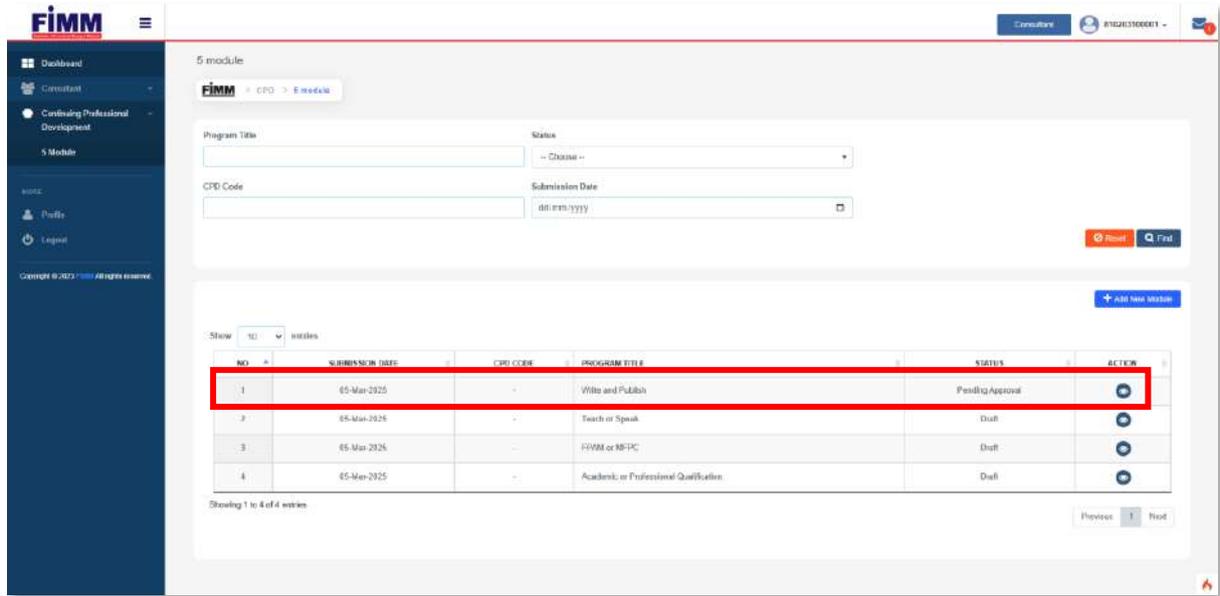


Figure 238: Popup Message

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	145

## View Application and Log

12. In List of 5 Module, user can view applications for all statuses. User click .



The screenshot shows the '5 module' page in the FIMM system. It includes a search form with fields for Program Title, Status, CPD Code, and Submission Date. Below the form is a table listing modules. The first row is highlighted with a red box, and the eye icon in its 'ACTION' column is also highlighted.

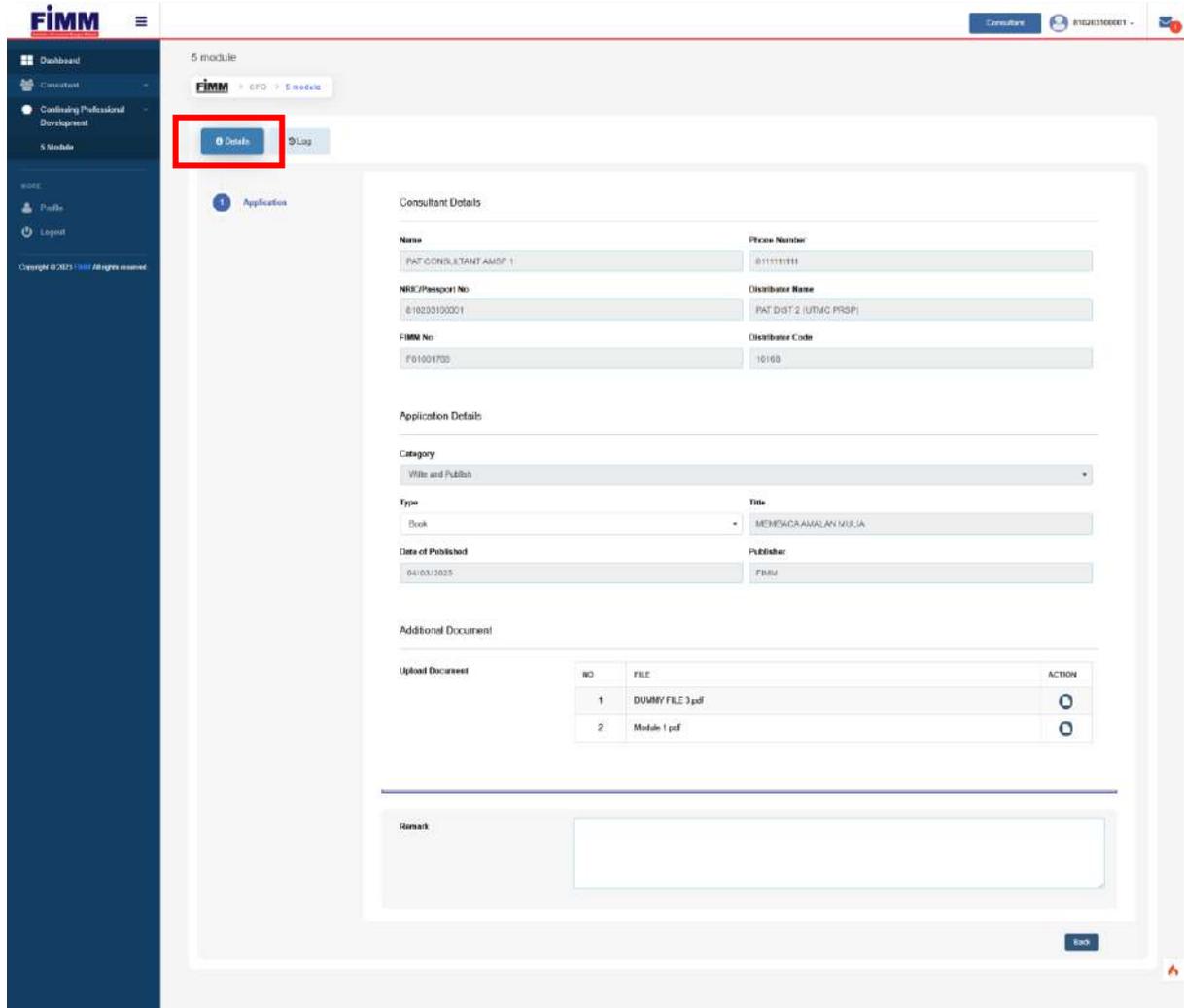
NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	-	Write and Publish	Pending Approval	
2	05-Mar-2025	-	Teach or Speak	Draft	
3	05-Mar-2025	-	FIMM or NB-PC	Draft	
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	

Figure 239: List 5 Module

	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	146

13. System will display:

i. Tab Details



The screenshot shows the FIMM web application interface. On the left, a dark blue sidebar contains navigation options: Dashboard, Consultant, Continuing Professional Development, and 5 Module. The '5 Module' section is expanded, and the 'Details' button is highlighted with a red box. The main content area displays the 'Application' details for a consultant. The 'Consultant Details' section includes fields for Name (PAT CONSULTANT-AMSF 1), Phone Number (0111111111), NRE/Passport No (010200150001), Distributor Name (PAT DIST 2 IUTMC PRSP), FIMM No (F01001703), and Distributor Code (10103). The 'Application Details' section includes a Category dropdown (Wills and Publish), Type (Book), Title (MEMENGAJALAN MULA), Date of Published (04/03/2025), and Publisher (FIMM). The 'Additional Document' section contains a table with two entries: 'DUMMY FILE 3.pdf' and 'Module 1.pdf'. A 'Remark' field is located at the bottom of the form.

NO	FILE	ACTION
1	DUMMY FILE 3.pdf	
2	Module 1.pdf	

Figure 240: Form

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	147

- ii. Tab Log (Log history of the application):
  - a) Date
  - b) Process
  - c) From
  - d) Status
  - e) Remarks

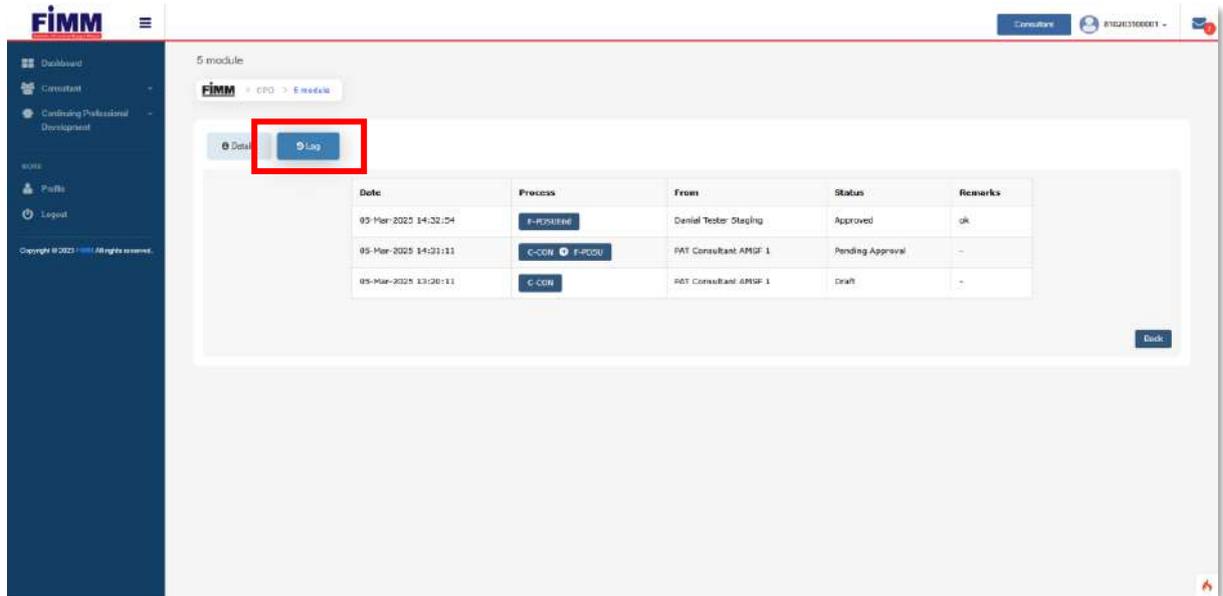
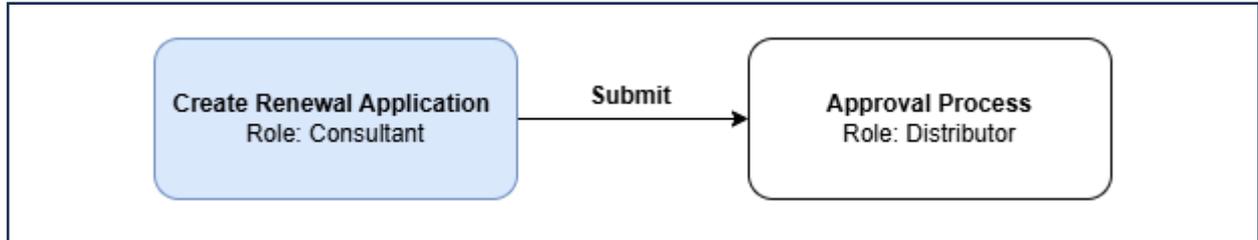


Figure 241: Log

<b>FIMM</b> <small>Federation of Investment Managers Malaysia</small>	<b>Project</b>	<b>Reference</b>	<b>File</b>	<b>Version</b>	<b>Date</b>	<b>Page</b>
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	148

## W. Renewal

This section explains regarding the submission by consultant (Group C only) for renewal declaration.



1. Click Profile Management under the Consultant submenu.



Figure 242: Profile Management Sub Menu

2. System will display the main page of consultant detail.

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	1.0	24/03/25	149

The screenshot shows the 'Registration Info' page with three tabs: 'Registration Info', 'Profile', and 'CPD'. The 'Profile' tab is highlighted with a red box. Below the tabs, the 'Registration Info' section is displayed, containing the following details:

- 1. Profile**
  - Name: SENROSEALIA (W)
  - NRIC / Passport No: D45675678
  - FIMM No: F02029109
  - FIMM Joined Date: 04-MAR-2025
  - FIMM Virtual Card: [View]
- 2. Apprenticeship Programme**
- 3. Unit Trust Scheme**
- 4. Private Retirement Scheme**
  - Distributor Name: PRESTASI KEWANGAN SDN BHD
  - Distributor Joined Date: 04-MAR-2025
  - Registration Status: ACTIVE

Figure 243: Registration Info

User click tab 'Profile', system will display profile details.

The screenshot shows the 'Profile' page with a sidebar on the left containing navigation options: 1. Profile Details, 2. Academic Qualifications, 3. Scheme Selection, 4. Type of Registration, 5. Screening, and 6. Others. The 'Profile Details' option is selected. The main content area is titled 'Personal Details' and contains the following information:

- Name (As Per NRIC): SENROSEALIA (W)
- Passport No: D45675678 [View File]
- Race: CHINESE | Nationality: Non-Malays
- Passport Expiry: 17/06/2027 | Working Permit Expiry: DD/MM/YYYY
- Date of Birth: 19/02/1998 | Age: 27
- Gender: FEMALE
- Address: TAMAN MAJU JAYA
- Postcode: 30000 | City: IPOH
- State: PERAK | Phone Number: +60142650821
- Email Address: senroseum@yopmail.com

A red box highlights the 'ID' button in the top right corner. A 'Next >>' button is located at the bottom right of the form.

Figure 244: Profile Detail

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	150

3. User click  and choose 'Renewal'. This option will be made available if:
- i. Within Renewal period. (FIMM will announce once the renewal submission is opened)
  - ii. Consultant's Registration Status is Active.

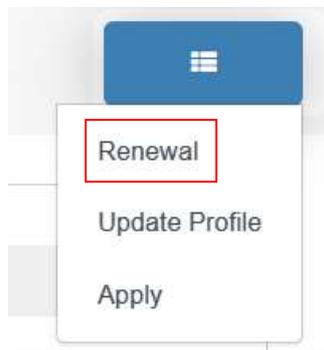


Figure 245: Action Sub Menu

4. System will display Renewal page with four tabs:
  - i. Registration Info
  - ii. Profile
  - iii. CPD
  - iv. Renewal.
5. In tab Renewal, system will display all information required for Renewal.

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	151

6. The conditions for renewal are as follows:
  - i. Consultant must obtain a minimum of 16 CPD points in the current year before an application for renewal of his registration will be considered by FIMM.
  - ii. Where a Consultant has registered with FIMM after January of the current year, the CPD points' requirements for his first renewal will be calculated on a pro-rata basis.
  - iii. If CPD Points is sufficient for renewal, renewal process is allowed. Else, system will block to proceed for renewal process.
  - iv. Once user submit, the renewal request will be sent to the registered distributor.
  
7. If Consultant meet all conditions for renewal, system will display.
  - i. Renewal section
    - a. Year (Note: Subsequent Year)
    - b. CPD Points for Renewal (Note: Based on prorata calculation)
    - c. CPD Points Collected (Note: Total CPD Points that had been collected and approved in current year)
  - ii. Declaration section
    - a. Name (As per NRIC) (Note: Automatically populate)
    - b. NRIC/ Passport No (Note: Automatically populate)
    - c. Tick box for declaration\*

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	152	

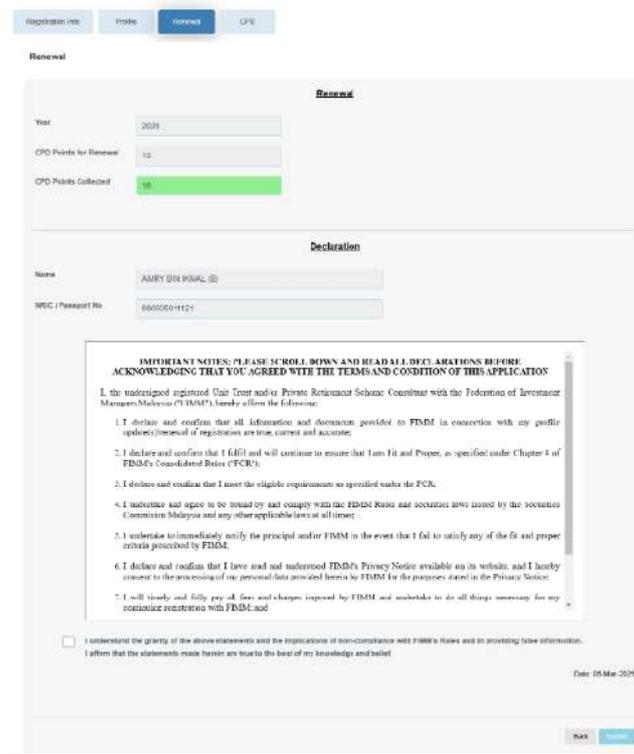


Figure 246: Renewal page

- iii. To submit the application,
  - a. User is required to tick the agreement checkbox and click button 
  - b. System will display popup message “Confirm to proceed?”



Figure 247: Popup Proceed Message

- c. If user choose , system will popup message “Renewal Request Submitted”.

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	153

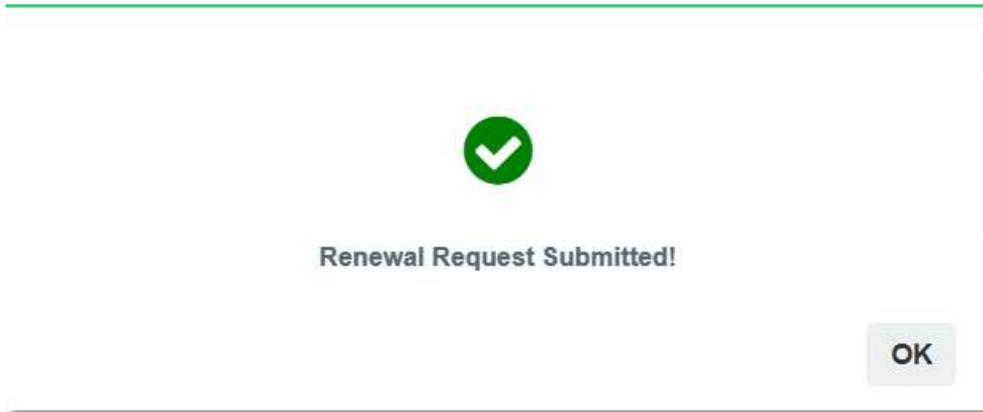


Figure 248: Pop Up Submitted Message

d. Status change to “Submitted” in Application Status.

Application Status

Show 10 entries Search:

SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
05-Mar-2025 08:38:14am	Prestasi Kewangan Sdn Bhd	Registration	PRS	Approved	
05-Mar-2025 09:27:07am	Prestasi Kewangan Sdn Bhd	Profile Update		Submitted	
05-Mar-2025 11:51:16am	Prestasi Kewangan Sdn Bhd	Renewal	PRS	Submitted	

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 249: Renewal Submitted Status

- If the CPD Points collected is not sufficient for renewal, system will display “You have insufficient CPD for renewal. Kindly contact your distributor and complete the CPD requirement by 31 December <current year>.”

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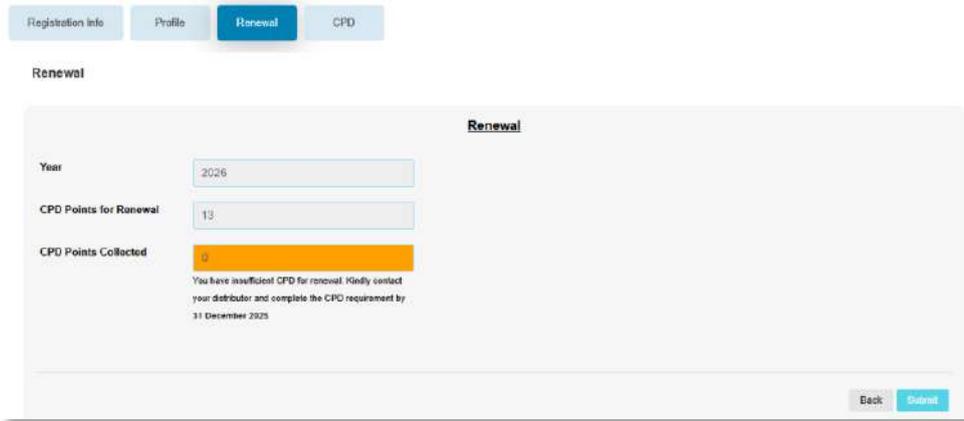
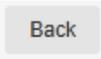


Figure 250: Renewal - Insufficient CPD Points

9. User click  button,
  - i. System will display popup message “Unsaved data will be lost. Do you want to continue?”.

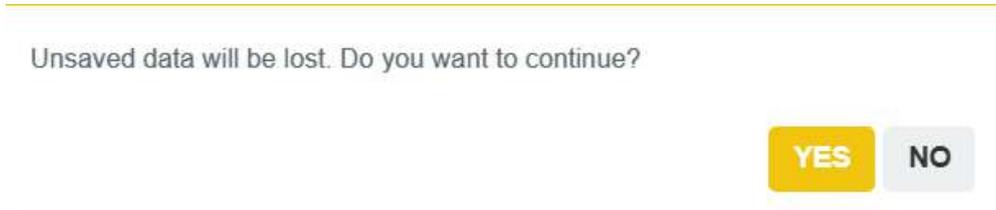


Figure 251: Unsaved Data Message

10. User can navigate to Application Status submenu under the Consultant menu to view Application Status.

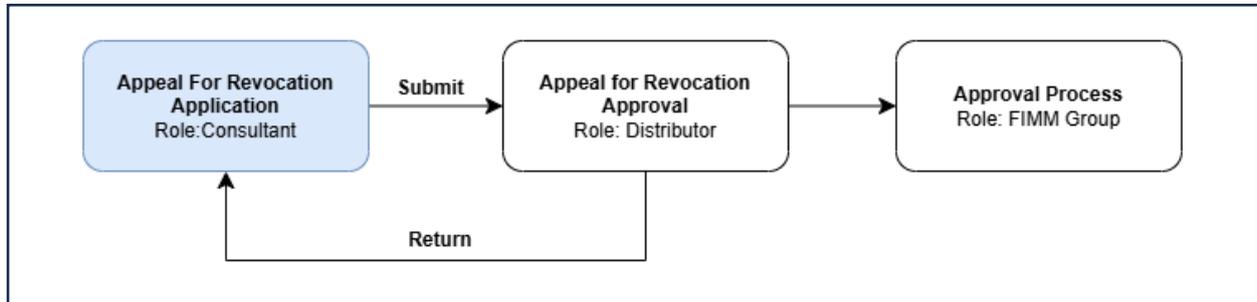


Figure 252: Application Status submenu

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	155

## X. Appeal for Revocation

This section only applicable for consultant that has been revoked by FIMM.



1. Click Profile Management under the Consultant submenu.



Figure 253: Profile Management Sub Menu

2. System will display the main page of consultant detail.

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	156	

**Registration Info**

Registration Info

**1. Profile**

Name: SENROSEALIA (W) FIMM Virtual Card 

NRIC / Passport No: D45675678 FIMM No: F02029109

FIMM Joined Date: 04-MAR-2025

---

**2. Apprenticeship Programme**

---

**3. Unit Trust Scheme**

---

**4. Private Retirement Scheme**

Distributor Name: PRESTASI KEWANGAN SDN BHD

Distributor Joined Date: 04-MAR-2025

Registration Status: ACTIVE

Figure 254: Registration Info

3. User click tab 'Profile', system will display consultant Profile page.

**Profile**

Profile

**1. Profile Details**

**2. Academic Qualifications**

**3. Scheme Selection**

**4. Type of Registration**

**5. Screening**

**6. Others**

**Personal Details**

Name (As Per NRIC): SENROSEALIA (W) 

Passport No: D45675678 [View File](#)

Race: CHINESE Nationality: Non Malays

Passport Expiry: 17/06/2027 Working Permit Expiry: DD/MM/YYYY

Date of Birth: 19/02/1998 Age: 27 [Change File](#) | N...EN

Gender: FEMALE

Address: TAMAN MAJU JAYA

Postcode: 30000 City: IPOH

State: PERAK Phone Number: +6014266621

Email Address: senrosoumi@yopmail.com

[Next >>](#)

Figure 255: Consultant Profile page

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	157

4. Click  (navigation menu), system will display all action that can be done:
- Apply
  - Appeal

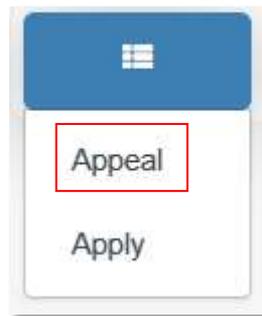


Figure 256: Action Sub Menu

5. Click 'Appeal' in the navigation menu. System will display a pop up message "Appeal request has been sent."

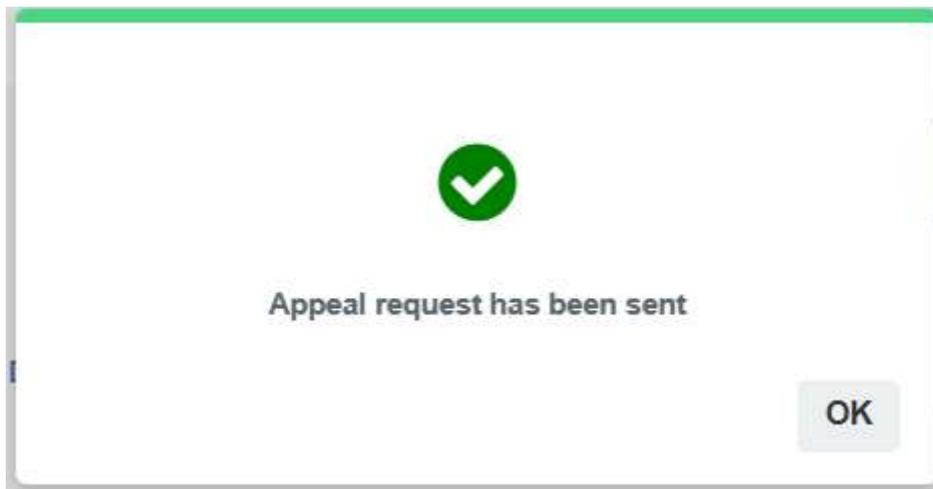
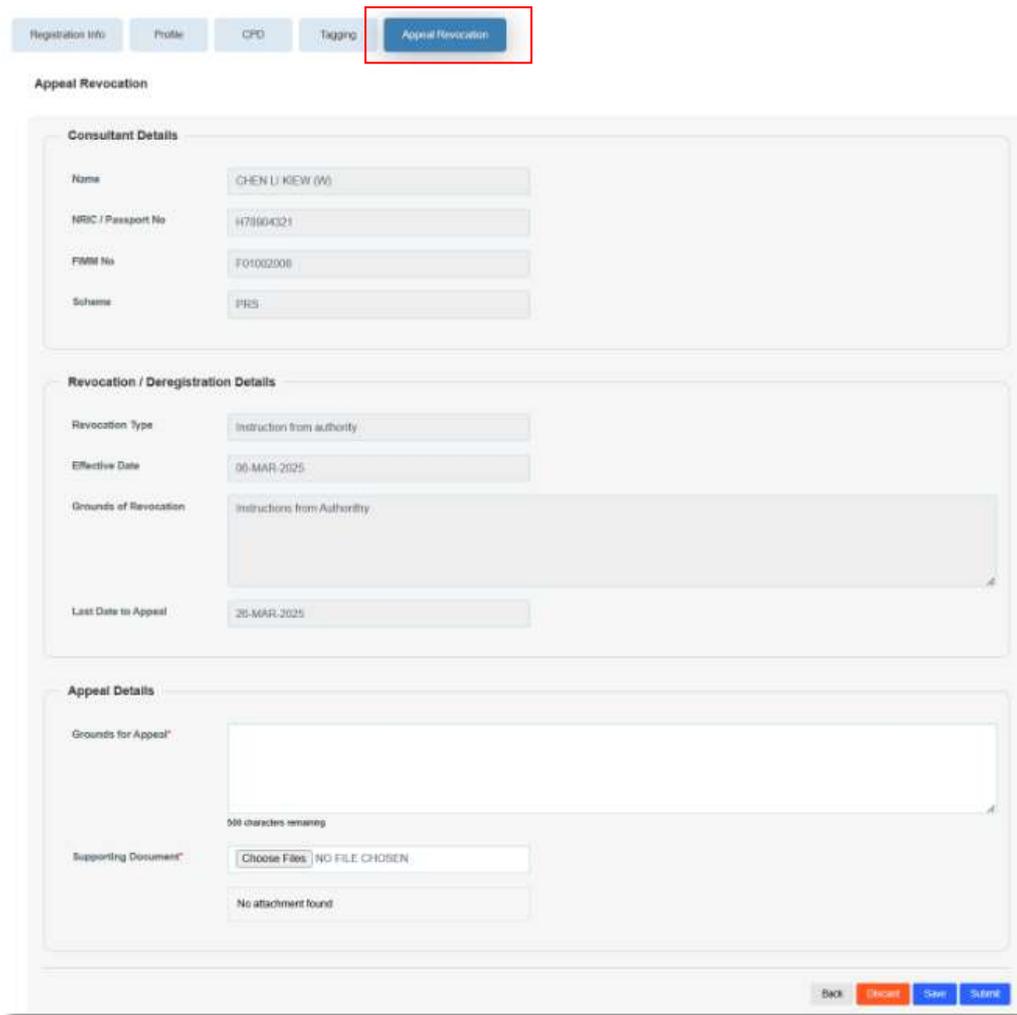


Figure 257: Appeal Request Sent Pop Up Message

6. Click , user will be redirect to Appeal Details page under Appeal Revocation tab and display Appeal Details in section. (Appeal Revocation will be activated when user requested for appeal.)

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	158



The screenshot displays the 'Appeal Revocation' interface. At the top, a navigation bar includes tabs for 'Registration Info', 'Profile', 'CPD', 'Tagging', and 'Appeal Revocation' (which is highlighted with a red box). Below this, the 'Appeal Revocation' section is divided into three main areas:

- Consultant Details:** Contains input fields for Name (CHEN LI KEW (W)), NRIC / Passport No (H78604321), FMM No (F01002008), and Scheme (PRS).
- Revocation / Deregistration Details:** Contains input fields for Revocation Type (Instruction from authority), Effective Date (00-MAR-2025), Grounds of Revocation (Instructions from Authority), and Last Date to Appeal (26-MAR-2025).
- Appeal Details:** Contains a large text area for 'Grounds for Appeal\*' (with a 500 character remaining indicator) and a 'Supporting Document\*' section with a 'Choose Files' button (showing 'NO FILE CHOSEN') and a 'No attachment found' message.

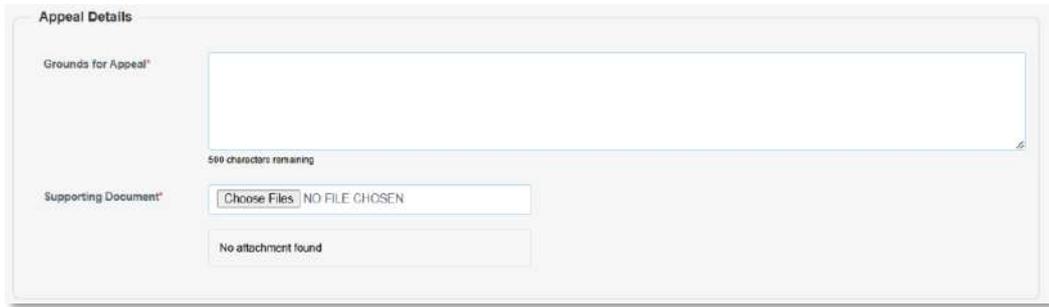
At the bottom right of the form, there are four buttons: 'Back', 'Cancel', 'Clear', and 'Submit'.

Figure 258: Appeal Revocation Tab

7. User has to fill in details in required fields:

- Grounds For Appeal
- Upload Supporting Documents

 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	1.0	24/03/25	159

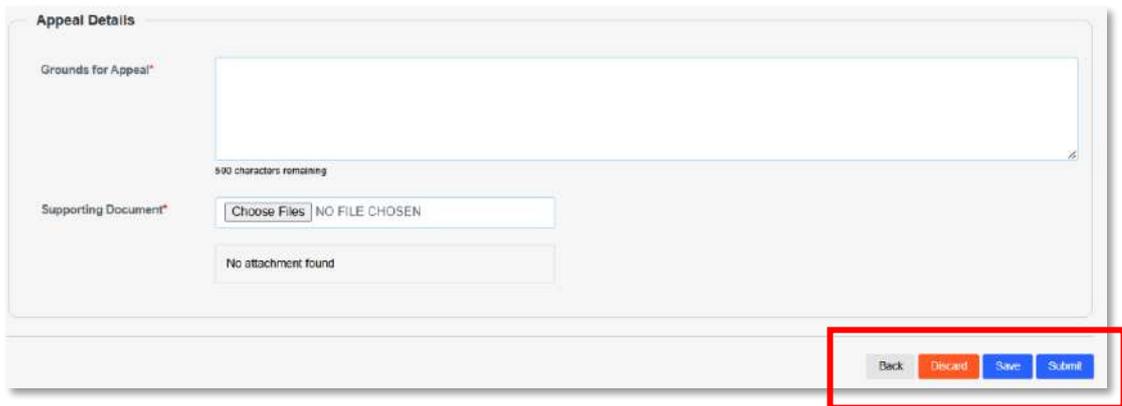


The screenshot shows a web form titled "Appeal Details". It contains two main sections: "Grounds for Appeal" with a large text input field and a "500 characters remaining" indicator, and "Supporting Document" with a "Choose Files" button, a "NO FILE CHOSEN" status, and a "No attachment found" message.

Figure 259: Appeal for Revocation Required Fields

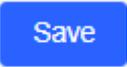
8. There are 4 action buttons below the page / tab:

- Back
- Discard
- Save
- Submit



This screenshot is identical to Figure 259 but includes a red rectangular box at the bottom right corner, highlighting four action buttons: "Back" (grey), "Discard" (orange), "Save" (blue), and "Submit" (blue).

Figure 260: Action Buttons

9. To save the application, user click , system will stay at current page.
- i. If there are fields that had not been filled in, system will prompt a message "Please fill in the mandatory field"

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V0.1	User Manual Document	1.0	24/03/25	160

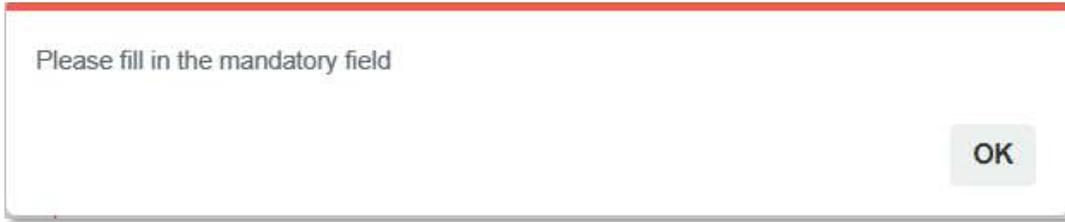


Figure 261: Mandatory Field Message for Save Action

- ii. If the field has been filled in, system will prompt message “Confirm to proceed?”

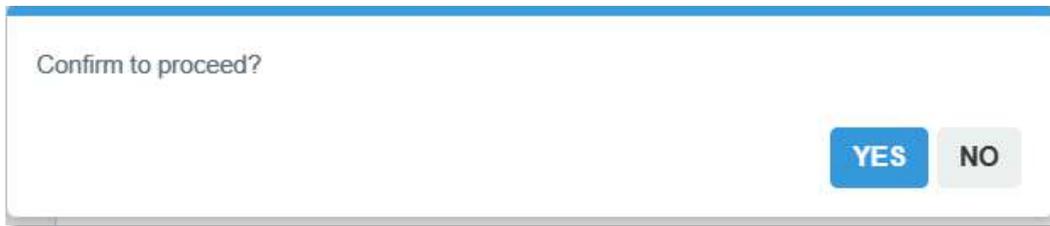


Figure 262: Proceed Saving Data Message

- iii. If user click **NO**, system will stay at current page
- iv. If user click **YES**, system will prompt message “Saved as draft”.

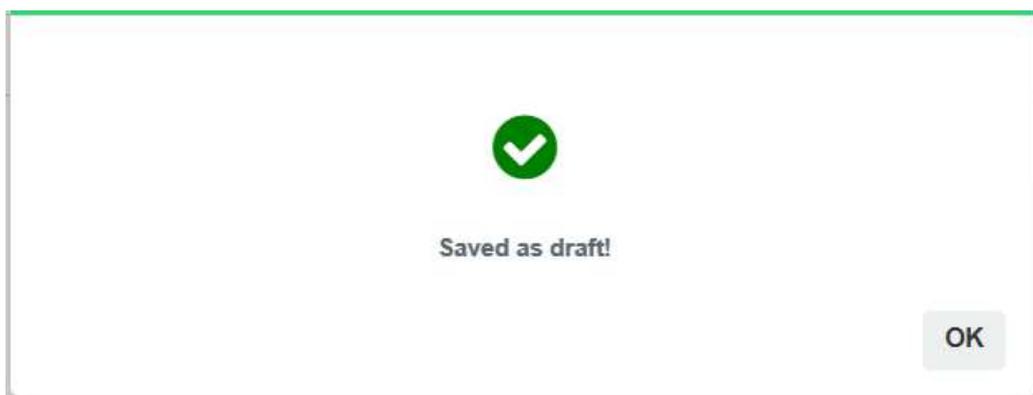


Figure 263: Save As Draft Message

10. To submit the application, user click **Submit**.

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- i. If there are fields that had not been filled in, system will prompt a message *“Please fill in all required fields”*.

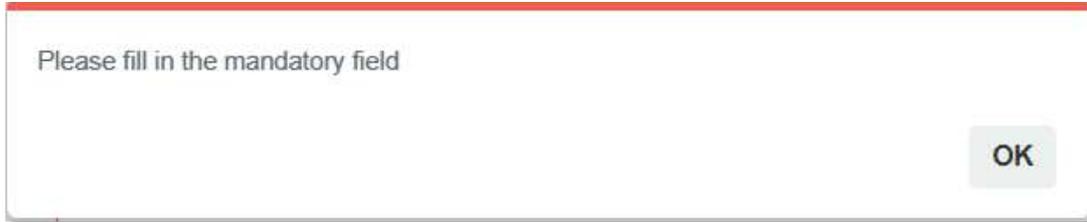


Figure 264: Mandatory Field Required Message

- ii. If the field has been filled in, system will prompt message *“Confirm to proceed?”*.



Figure 265: Confirmation Message

- iii. If user click  , system will stay at current page.
- iv. If user click  , system will prompt message *“Appeal Submitted!”* and close the application.

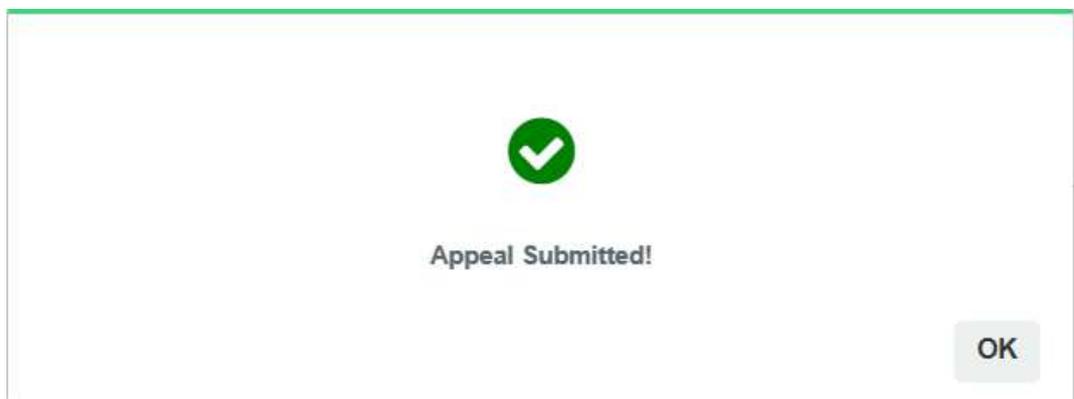
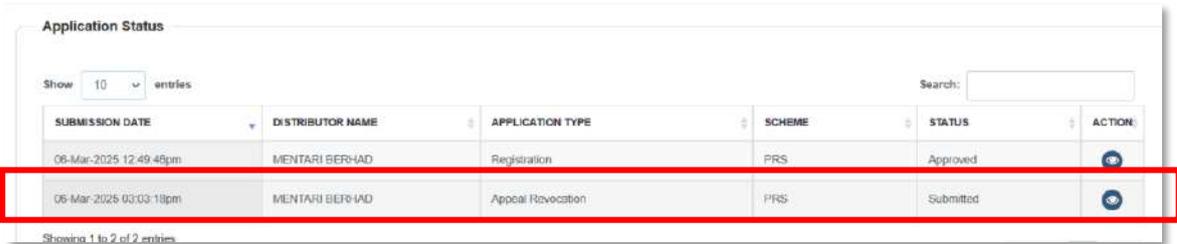


Figure 266: Submitted Appeal for Revocation Message

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- v. Click **OK** , user will be redirect to Application Status Page.



SUBMISSION DATE	DISTRIBUTOR NAME	APPLICATION TYPE	SCHEME	STATUS	ACTION
08-Mar-2025 12:49:46pm	MENTARI BERHAD	Registration	PRS	Approved	
06-Mar-2025 05:03:18pm	MENTARI BERHAD	Appeal Revocation	PRS	Submitted	

Figure 267: Application Status

11. To discard the application, user click **Discard** .

- i. System will prompt message *“Discarded draft cannot be recovered. Do you want to continue?”*.

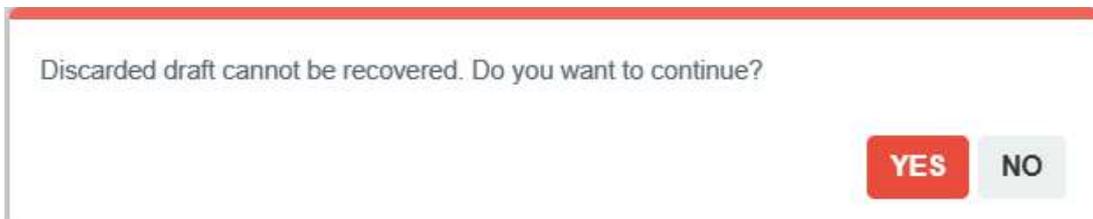


Figure 268: Discard Application Confirmation Message

- ii. If user click **YES** , system will prompt message *“Application has been discarded”* and delete the application.

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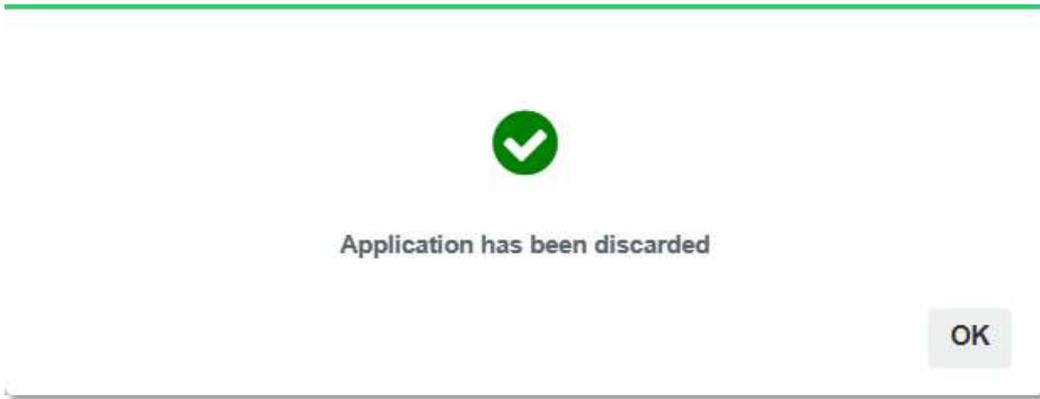


Figure 269: Application Discarded Prompt Message

- iii. If user click **NO** , system will stay at current page.

12. If user click **Back** ,

- i. If there are fields that had been filled in, system will prompt a message “Unsaved data will be lost. Do you want to continue?”

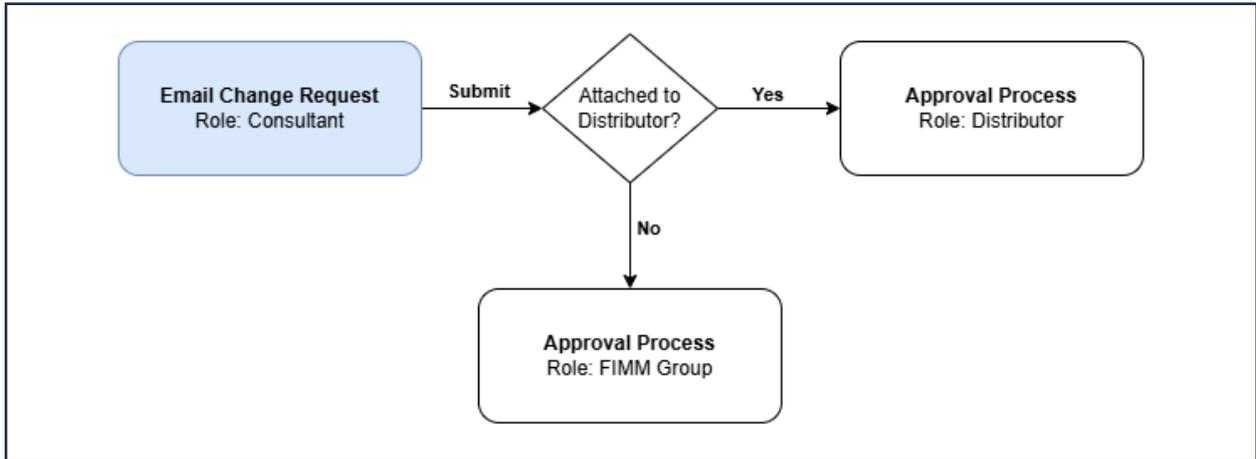


Figure 270: Unsaved Data Pop Up Message

- ii. If user click **YES** , system will discard all data that have entered by user and route back to previous page.
- iii. If user click **NO** , system will stay at current page

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## Y. Forget Password



### Reset Password

1. On the Log In Page, locate the 'Forgot Password' button and click it.

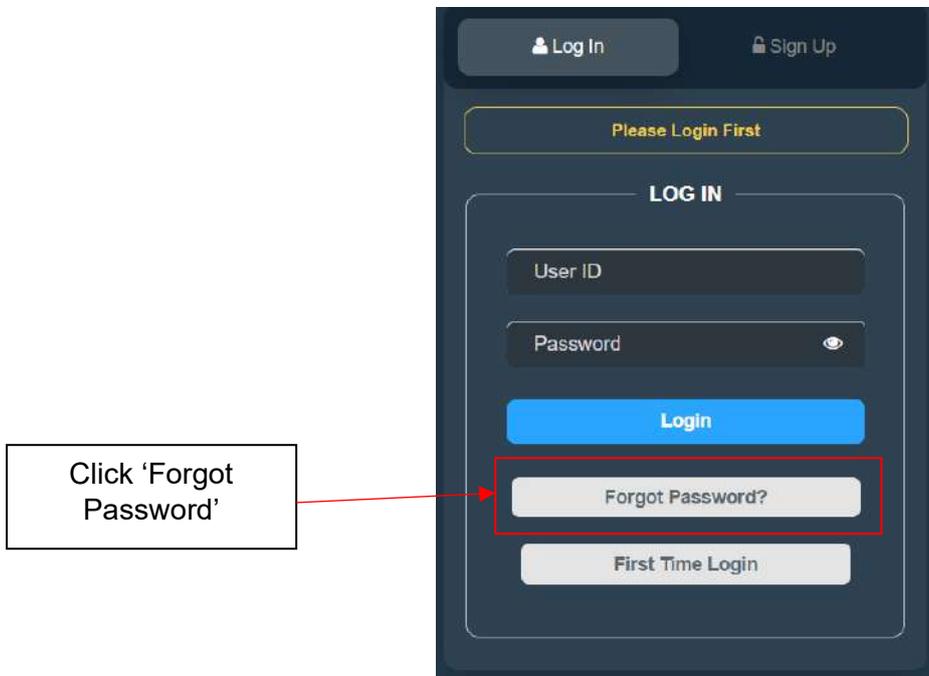


Figure 271: Login Page

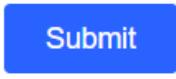
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2. System will display popup box to enter the NRIC/Passport No.



Figure 272: Forgot Password Pop Up Box

3. User need to fill in detail in required field and click



- NRIC No (Malaysian)
- Passport No (Non-Malaysian)

4. System will display a prompt message.

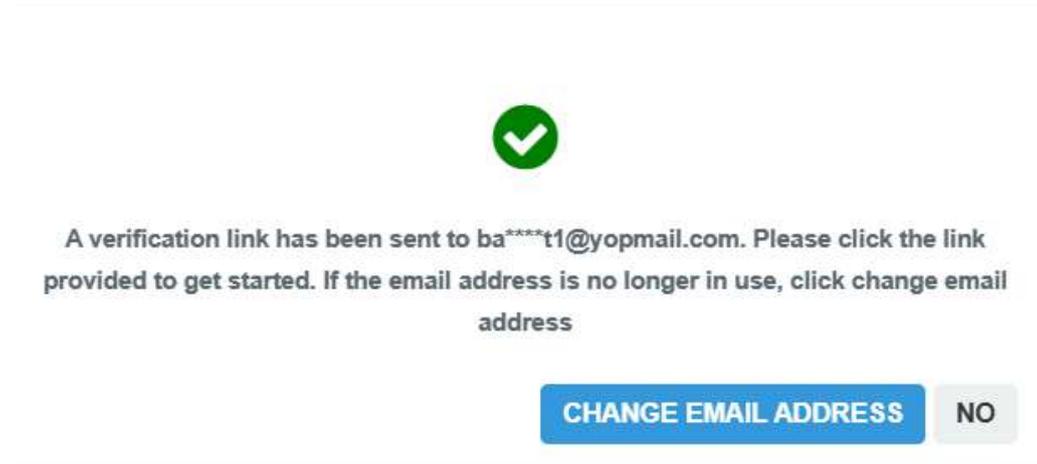


Figure 273: Change Email Address Prompt Message

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5. Please review the registered email address displayed.
  - a. If the registered email address is correct, click No and proceed to verify the email and reset the password (continue with steps 6 to 10).
  - b. If you are unable to access the registered email address, please click on “Change email address” to update your new email. (continue at the “Email Change Request” section after step 10)
6. User need to check their email for the reset password link.

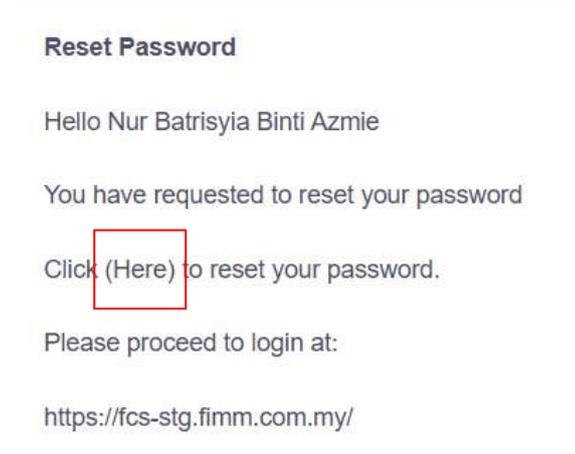


Figure 274: Reset Password Link

7. Click '(Here)' to reset your password.
8. User will redirect to the Reset Password Page.

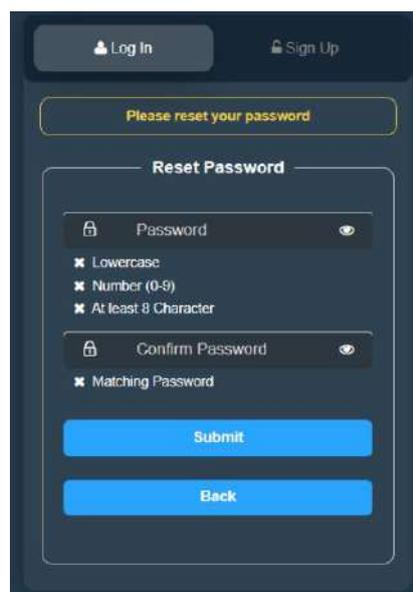


Figure 275: Reset Password Page

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9. Enter details in required field. (Password must match to continue reset the password and met the password strength requirement)

- Password
- Confirm Password

10. Click  and user is able to login to FIMM System.

### Email Change Request

1. On the Log In Page, locate the 'Forgot Password' button and click it.

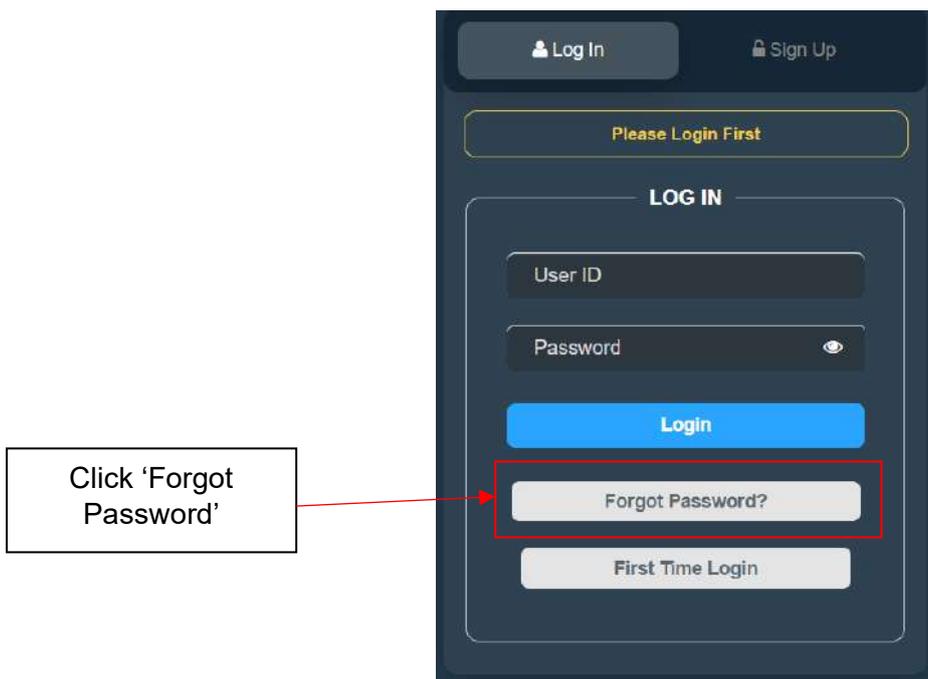


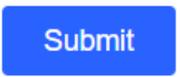
Figure 276: Login Page

2. System will display popup box to enter the NRIC/Passport No.

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Figure 277: Forgot Password Pop Up Box

3. User need to fill in detail in required field and click 
  - NRIC No (Malaysian)
  - Passport No (Non-Malaysian)
4. System will display a prompt message.

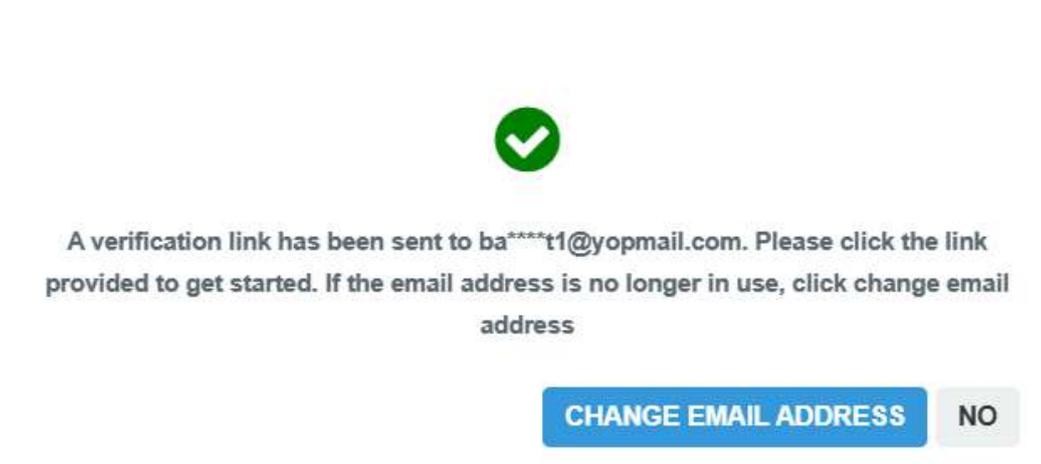
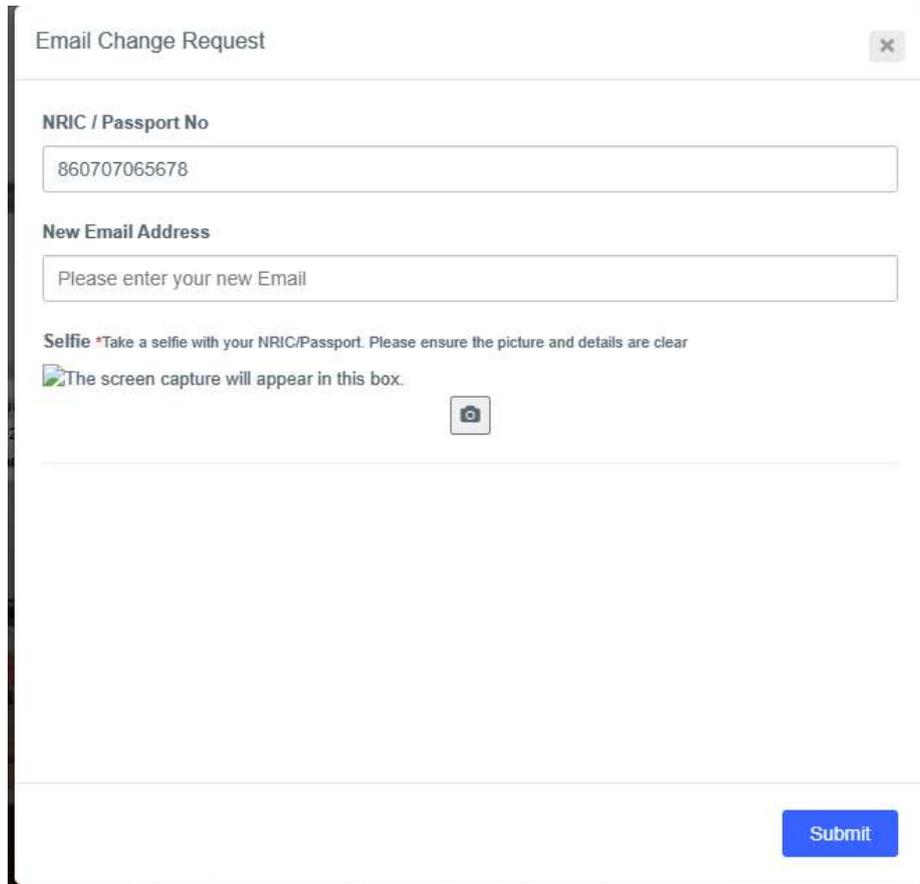


Figure 278: Change Email Address Prompt Message

5. Consultant clicks  button.
  - i. System will display email change request form to fill in with details:

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- a. NRIC/Passport No (Auto populate based on registered NRIC/Passport No)
- b. New Email Address
- c. Selfie (Note: User need to take a selfie with NRIC / Passport. Please ensure the picture and details are clear.)



**Email Change Request**

**NRIC / Passport No**  
860707065678

**New Email Address**  
Please enter your new Email

**Selfie** \*Take a selfie with your NRIC/Passport. Please ensure the picture and details are clear  
The screen capture will appear in this box.

**Submit**

Figure 279: Email Change Request form

Consultant fills in the detail and click  button. System will send the application to Distributor or FIMM for approval process.