




**USER MANUAL**

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

**MODULE: CONSULTANT MANAGEMENT  
(RECRUIT LIST)**

**GROUP: DISTRIBUTOR**


<b>AGENCY NAME</b>	<b>:</b>	<b>FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)</b>
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	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	iv

## DOCUMENT DESCRIPTION

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

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## DOCUMENT CONTROL

Version History			
Version No	Version Date	Summary	Writer
0.1	17/03/2025	First draft document	Wan Arissa Insyirah binti Wan Aniff
1.0	24/03/2025	Final Document	Wan Arissa Insyirah binti Wan Aniff


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## ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
AMSF	Annual Membership Subscription Fee
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance
CEO	Chief Executive Officer
CFP	Certified Financial Planner
ChFC	Chartered Financial Consultant
CMSRL	Capital Market Services Representative License
CPD	Continuing Professional Development
CPRA	Corporate Private Retirement Scheme Adviser
CPRE	Computerized Private Retirement Scheme Examination
CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia

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FMS	Funds Malaysia System
GM	General Manager

ACRONYM	DESCRIPTION
HOD	Head of Department
ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
KYC	Know Your Customer
LRA	Legal and Regulatory Affairs
MOF	Ministry of Finance
NAV	Net Asset Value
NRIC	National Registration Identity Card
OTP	One Time Password
PDS	Professional Development and Services
PRC	Private Retirement Scheme Consultant
PRP	Private Retirement Scheme Provider
PRS	Private Retirement Scheme
R&A	Research and Analytics
RD	Registration Department
RFP	Registered Financial Planner

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RSD	Regulatory Services Division
SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
ACRONYM	DESCRIPTION
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme
OR	Official Receipt
CN	Credit Note
IDD	Integration Design Document


Table 1: Acronym Table

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## ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
C-CLRK	Consultant Applicant
C-CON	Consultant
C-APP	Consultant Applicant
D-C-MKR	Consultant - Maker
D-C-CHK	Consultant - Approver
F-RD	FIMM RD

*Table 2: Abbreviation Role Table*

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## CHAPTER 1: INTRODUCTION

The **FCS System User Manual** is designed to provide users with a comprehensive guide to effectively 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 troubleshoot common issues. The manual is structured to accommodate both new and existing users, offering clear step-by-step guidance for system access and usage.

### 1.1.2 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.

### 1.1.3 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 2: GENERAL SYSTEM INSTRUCTION

### 2.1 User Log in

The FCS system application is accessible only to registered users. Each user will be provided with a unique User ID and password to log in securely.

To access the system, users must navigate to the **main login page** (<https://www.fimm.com.my>) and enter their credentials. For first-time users, an initial login setup may be required to activate their accounts.

For security reasons:


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.


#### Steps to Open the FCS System Website:

2. **Launch your web browser** (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.)
3. **Enter the FCS System URL** in the address bar and press **Enter**.
4. The **login page** will appear, allowing users to enter their credentials.

#### 2.1.1 Log in

##### Access the Login Page

1. On the homepage, locate the 'Log in'  button and click it.
2. In the **User ID** field, enter your registered **User ID**.
3. In the **Password** field, enter your **password**.

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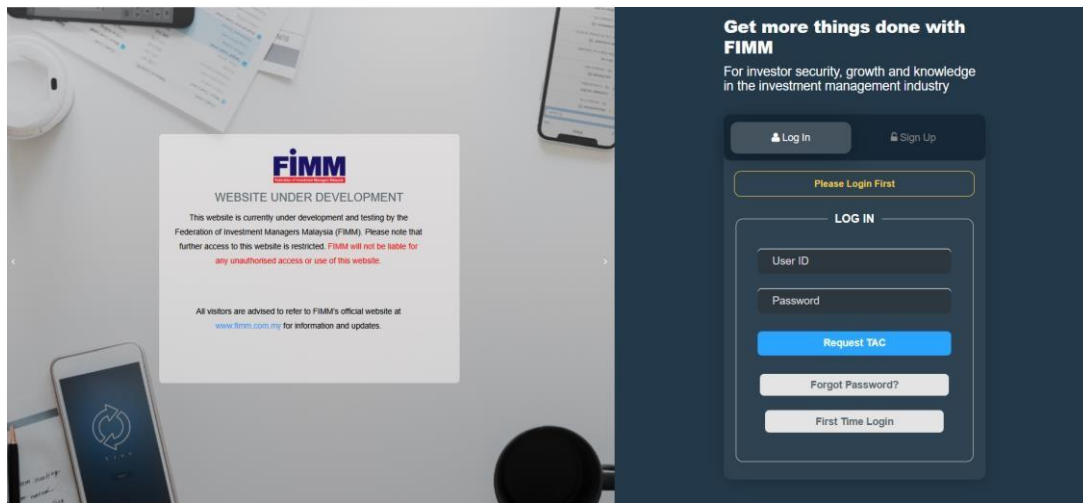


Diagram 1: FCS Homepage

### Display **Enter Your Credentials**

4. System will show sign in page, User need to insert this item
  - User ID
  - Password
  - TAC

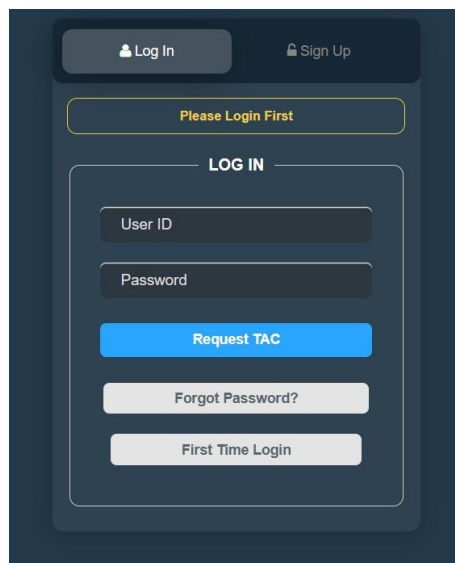



Diagram 2: Log in Display

### Successful Login

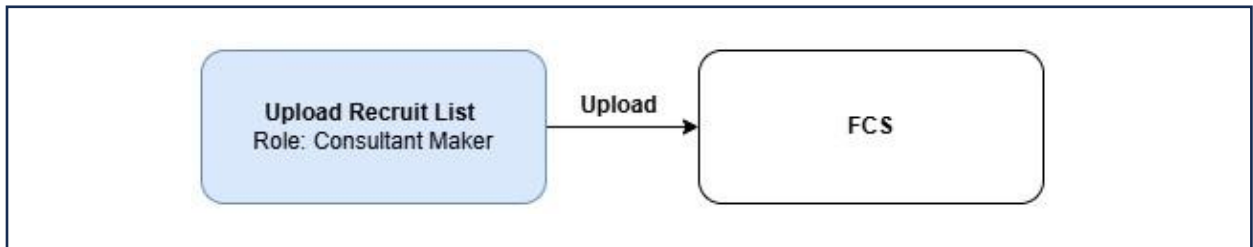
Click  button and the system will be redirected to the FCS System dashboard.

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## 3.10 Recruit List

### 3.10.1 Upload Recruit List by Consultant Maker

#### 3.10.1.1 Process Flow



#### 3.10.1.2 Manual Steps

1. Consultant Maker click menu Consultant. System will display list of sub menu for Consultant.

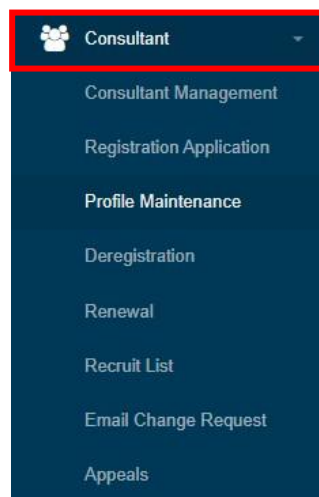


Diagram 498: Consultant Menu

2. Consultant Maker click submenu 'Recruit List'.

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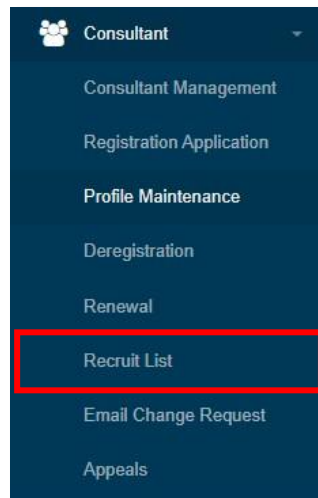


Diagram 499: Consultant Submenu - Recruit List

3. System will display listing table of Record List and Acceptance List with different tab.
  - i. The Record List table

 A screenshot of the 'Recruit List' interface. It features a breadcrumb trail 'FIMM > Consultant > Recruit List'. Below this are two tabs: 'Record List' (active) and 'Acceptance List'. There are input fields for 'File Name' and 'Upload Date' (From: dd-yyy, Until: dd-yyy). A 'Search' button is present. Below the search area, a table displays the record list. The table has columns: NO, UPLOAD DATE, FILE NAME, ACCEPTED, REJECTED, and TOTAL RECORD. The table contains three rows of data.
 

NO	UPLOAD DATE	FILE NAME	ACCEPTED	REJECTED	TOTAL RECORD
1	11-Mar-2025	writable/uploads/11001/2503111741678982/Bankrupt.xlsx	1	0	1
2	11-Mar-2025	writable/uploads/11001/2503111741678973/Bankrupt.xlsx	1	0	1
3	05-Mar-2025	writable/uploads/11001/2503051741136935/Recruit - Prod.xlsx	10	0	10

Diagram 500: Record List Tab

4. Consultant Maker can filter the list

 A screenshot of the filter section of the 'Recruit List' interface. It includes a 'File Name' input field, an 'Upload Date' section with 'From' and 'Until' date pickers, and a 'Search' button.

Diagram 501: Filter

5. System will display the file based on the filtering.

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6. User can choose total records to display per page from dropdown. System will display the list based on total records chosen.

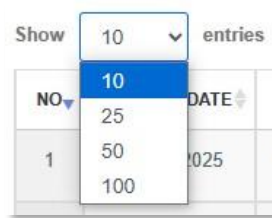


Diagram 502: Entries

7. User can click button 'Previous' or 'Next' to navigate to next listing page. System will display the next / previous listing page.

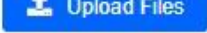



Diagram 503: Pagination

8. Consultant Maker can filter the list by keyword by inputting the keyword in search box. System will display record which contain the keyword.



Diagram 504: Keyword Search

9. Consultant Maker click  button.
- System will display a popup for the consultant-maker to fills in the following detail:
    - Scheme (UTS/PRS) – A dropdown menu based on the schemes the distributor has registered.
    - Upload – Consultant maker can upload either an Excel or a Zip file.

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Upload File

Scheme

-- Choose --

Upload

Choose File

No file chosen

\* Only Excel or Zip is allowed. Download template [here](#)

Discard

Upload

Diagram 505: Popup for Upload Recruit List

10. Consultant Maker can download the excel template for recruit list by clicking “Download template here”.

Upload File

Scheme

-- Choose --

Upload

Choose File

No file chosen

\* Only Excel or Zip is allowed. Download template [here](#)

Discard

Upload

Diagram 506: Download Excel Template

11. Consultant-Maker uploads the file and clicks the 

Upload

 button.
- i. System will display success message with the following details:
- a. No of Acceptable
- b. No of Unacceptable

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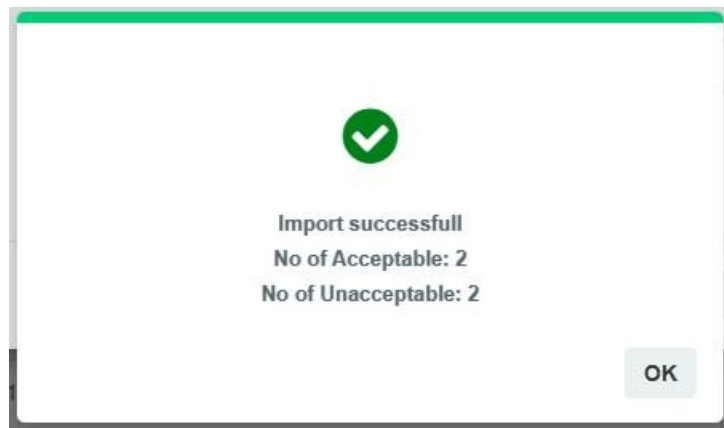


Diagram 507: Success Message

12. In the Record List table, the Consultant Maker clicks on the number in the "Rejected" column.

NO	UPLOAD DATE	FILE NAME	ACCEPTED	REJECTED	TOTAL RECORD
1	17-Mar-2025	writable/uploads/11001/2503171742187560/Recruit - Prod.xlsx	2	2	4
2	11-Mar-2025	writable/uploads/11001/2503111741678982/Bankrupt.xlsx	1	0	1

Diagram 508: Record List table – Rejected

i. The system will display a list of unacceptable consultants along with the reason, including:

- a. No
- b. Name
- c. NRIC/Passport No
- d. Reason
  - ID exist in Consultant Alert data
  - ID duplicate in the list uploaded.
  - ID associate with another distributor.
  - ID exist in Acceptance list

Rejected List			
Show	10	entries	PDF CSV
		Search:	
NO	NAME	NRIC/PASSPORT NO	REASON
1	Hakim bin Razali	990909095009	ID exists in acceptance list
2	Jessica Lim	N9012345	ID exists in acceptance list
Showing 1 to 2 of 2 entries			
Previous		1	Next
Close			

Diagram 509: List of Unacceptable consultants

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- ii. In the list of unacceptable consultants, the Consultant-Maker can download the listing in PDF or CSV format. System will generate the listing for download in PDF or CSV format.

Show  entries PDF CSV Search:

NO	NAME	NRIC/PASSPORT NO	REASON
1	Hakim bin Razali	990909095009	ID exists in acceptance list
2	Jessica Lim	N9012345	ID exists in acceptance list

Diagram 510: Download Listing

13. Consultant Maker clicks Acceptance List tab.
  - i. System will display listing table of Acceptance List

Record List **Acceptance List**

Name

Scheme

NRIC/Passport No

Reset Find

Show  entries Search:

NO	NAME	NRIC/PASSPORT NO	SCHEME	ACTION
1	Iza binti Adnan	950623142772	UTS	
2	Norfadzilah binti Mohd Radzi	990909099005	UTS	
3	Umairah binti Mansor	001201000121	PRS	

Diagram 511: Acceptance List tab

14. Consultant Maker can filter the list

Name

Scheme

NRIC/Passport No

Reset Find

Diagram 512: Filter

15. System will display the file based on the filtering.
16. User can choose total records to display per page from dropdown. System will display the list based on total records chosen.



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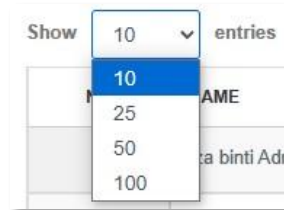


Diagram 513: Entries

17. User can click button 'Previous' or 'Next' to navigate to next listing page. System will display the next / previous listing page.



Diagram 514: Pagination

18. Consultant Maker can filter the list by keyword by inputting the keyword in search box. System will display record which contain the keyword.

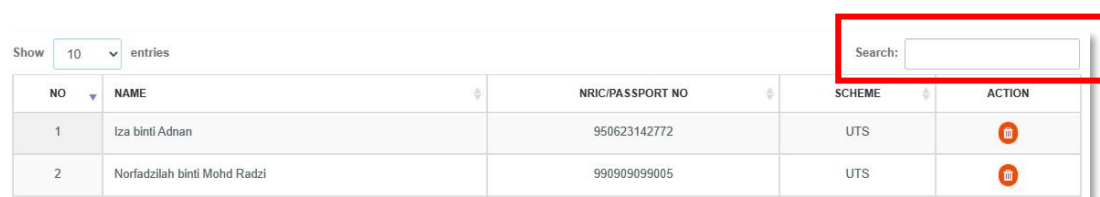



Diagram 515: Keyword Search

19. In action column, Consultant Maker can click  button to remove the consultant.

- i. System will prompt message asking "Confirm to Proceed?".

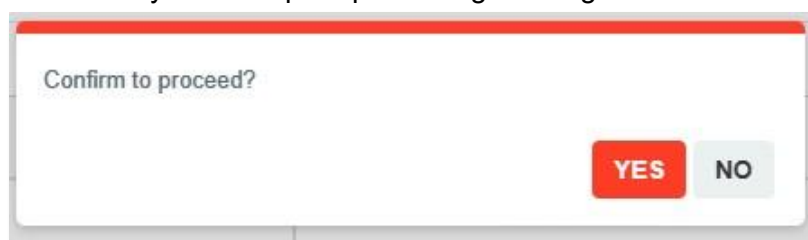


Diagram 516: Confirmation Message



- ii. If , system will remove the selected consultant from the list. iii. If , system will stay on the current page.