



**USER MANUAL**

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

**MODULE: CONSULTANT MANAGEMENT  
(DEACTIVATION BY DISTRIBUTOR)  
GROUP: DISTRIBUTOR**

|                         |          |  |
|-------------------------|----------|--|
| <b>AGENCY NAME</b>      | <b>:</b> | <b>FEDERATION OF INVESTMENT MANAGERS<br/>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         |  |
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| <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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## DOCUMENT CONTROL

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## ACRONYM

| ACRONYM | DESCRIPTION   |
|---------|---|
| AAR     | Alternate Authorized Representative                         |
| AMLCFT  | Anti-Money Laundering/Combating the Financing of Terrorism  |
| AMSF    | Annual Membership Subscription Fee                          |
| AR      | Authorized Representative                                   |
| 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       |

| <b>ACRONYM</b> | <b>DESCRIPTION</b>                              |
|----------------|---|
| 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     |
| <b>ACRONYM</b> | <b>DESCRIPTION</b>                   |
| 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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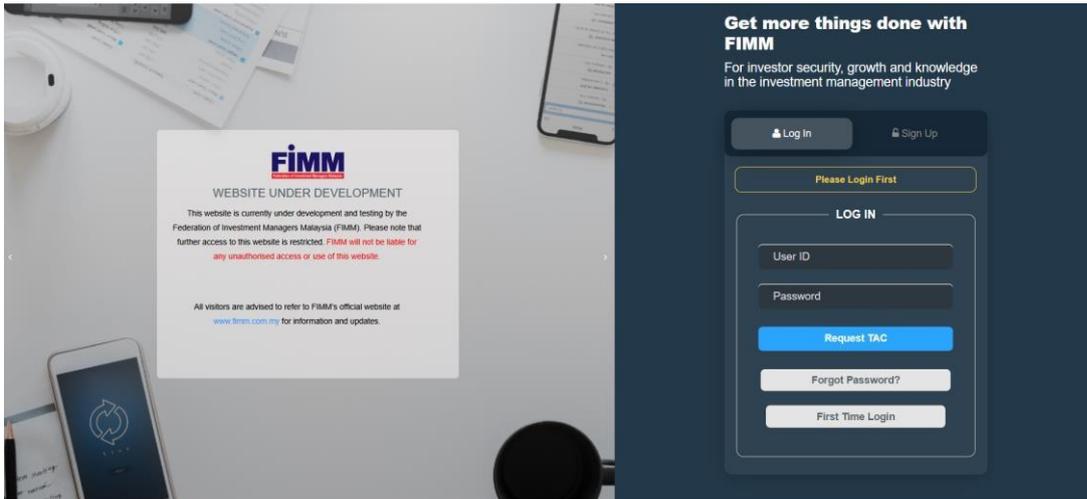


Diagram 1: FCS Homepage

### Display **Enter Your Credentials**

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

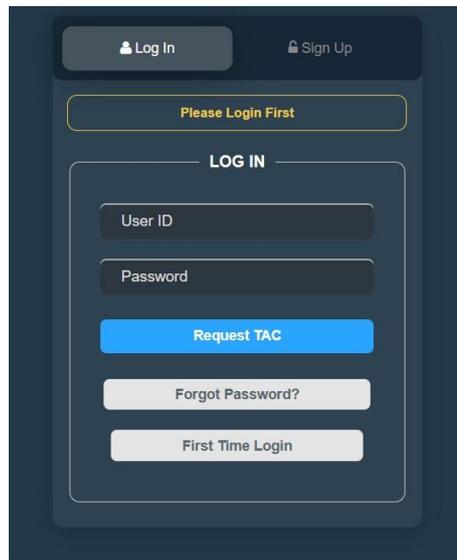


Diagram 2: Log in Display

### Successful Login

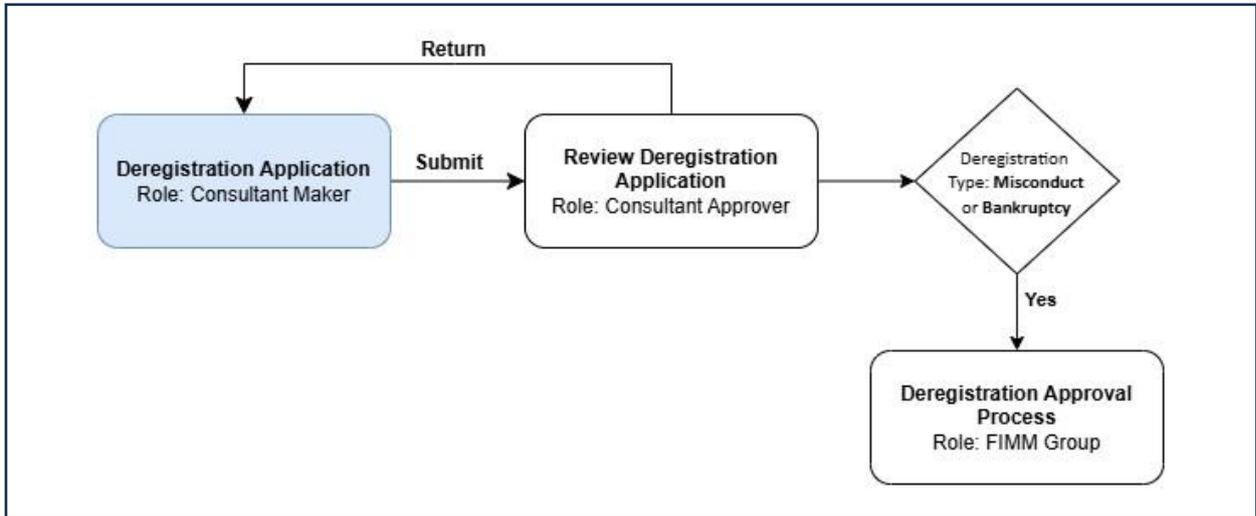
Click  button and the system will be redirected to the FCS System dashboard.

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### 3.9 Deactivation by Distributor

#### 3.9.1 Deregistration Application by Consultant Maker

##### 3.9.1.1 Process Flow



##### 3.9.1.2 Manual Steps

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

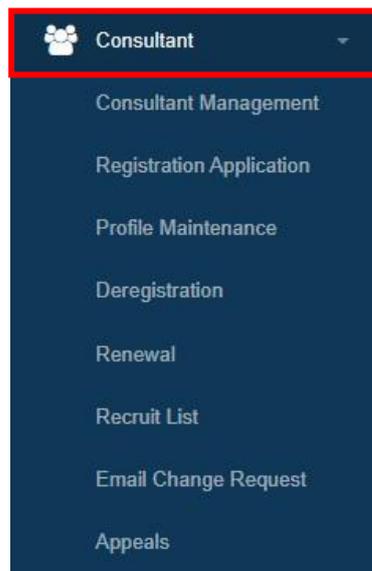


Diagram 414: Consultant Menu

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2. User click submenu 'Deregistration'.

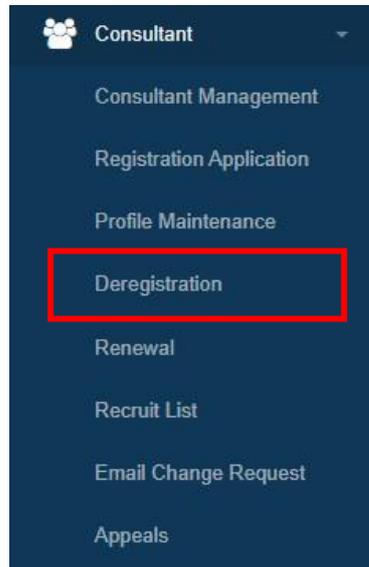


Diagram 415: Consultant's Submenu

3. System will display List of Deregistration Application

List of Deregistration Application

Show  entries Search:

| NO | SUBMISSION DATE | APPLICATION TYPE | STATUS   | ACTION |
|----|-----------------|------------------|----------|--------|
| 1  | 04-Mar-2025     | Contractual      | Approved |        |
| 2  | 26-Feb-2025     | Resignation      | Approved |        |

Diagram 416: List of Deregistration Application

4. System will display filter function as follows:

Type of Deregistration:

Status:

Submission Date: From  Until

Diagram 417: Filter

5. System will display button  to add request new deregistration application:

6. Consultant Maker input in the filter and click on  and system will display the listing table based on user input in the filter.

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7. Consultant Maker can choose total records to display per page from dropdown.

System will display the list based on total records chosen.

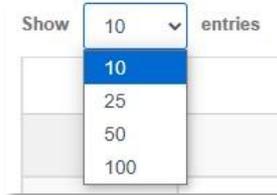


Diagram 418: Entries

8. User can click button 'Previous' or 'Next' to navigate to next listing page.

System will display the next/previous listing page.



Diagram 419: Pagination

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

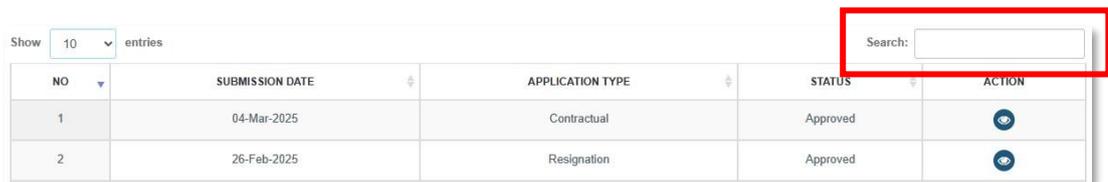


Diagram 420: Keyword Search

10. User click button  or  or  in the Action column in the List of Deregistration Application listing table .

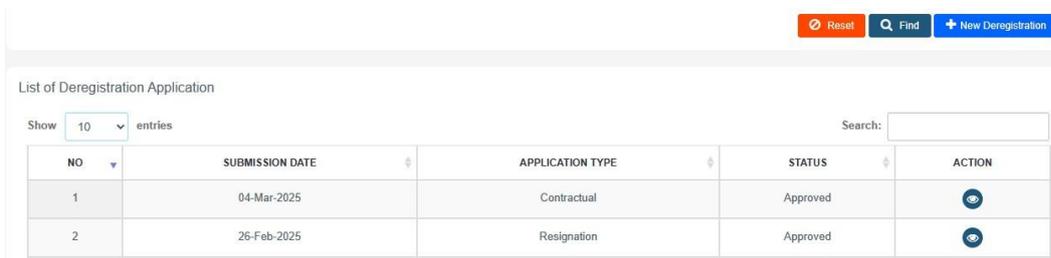


Diagram 421: List of Deregistration Application

11. System will navigate user to Deregistration page and display details in section as follows:

- i. List of Consultant section

|   |   |                    |                      |                |             |             |
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List of Consultants

[+ Add to Deregister](#)

Show  entries Search:

| NO | CONSULTANT NAME         | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION                   |
|----|-------------------------|------------------|-----------|--------|---------------------|--------------------------|
| 1  | NURAYLIA SALSABILA (FR) | 801020010102     | F01029227 | UTS    | Active              | <input type="checkbox"/> |
| 2  | ZAFRINA NAYLA (FR)      | 801020010101     | F01029226 | UTS    | Active              | <input type="checkbox"/> |
| 3  | Jessica Lim             | N9012345         | F02029223 | UTS    | Active              | <input type="checkbox"/> |
| 4  | Umairah binti Mansor    | 001201000121     | F02029222 | PRS    | Active              | <input type="checkbox"/> |
| 5  | Tiara binti Adnan (W)   | 001201000120     | F02029111 | UTS    | Active              | <input type="checkbox"/> |
| 6  | Zuraidah binti Aziz     | 980808085008     | F02029221 | UTS    | Active              | <input type="checkbox"/> |
| 7  | HAIQAL ZAFRUL (FR)      | 801020010099     | F01029220 | UTS    | Active              | <input type="checkbox"/> |
| 8  | AIMAN RAIS (FR)         | 801020010098     | F01029219 | UTS    | Active              | <input type="checkbox"/> |
| 9  | DANISH ZULKARNAIN (FR)  | 801020010097     | F01029218 | UTS    | Active              | <input type="checkbox"/> |
| 10 | ZIYAD AFNAN (FR)        | 801020010096     | F01029217 | UTS    | Active              | <input type="checkbox"/> |

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Diagram 422: List of Consultant section

ii. Consultant(s) To Deregister section

Consultant(s) to Deregister

[Upload](#) [Deregister](#)

Show  entries Search:

| NO                         | CONSULTANT NAME | NRIC/PASSPORT NO | FIMM NO | SCHEME | REGISTRATION STATUS | ACTION |
|----------------------------|-----------------|------------------|---------|--------|---------------------|--------|
| No data available in table |                 |                  |         |        |                     |        |

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Diagram 423: Consultant(s) To Deregister section

12. System will also button as follows:

- i. 
- ii. 
- iii. 
- iv. 

13. In List of Consultant section, system will display listing table of List of Consultant as follows:

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Note: Action (User able to select one or more consultant(s) from the list by tick in the 'Tick Box'.)

| NO | CONSULTANT NAME         | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION                   |
|----|-------------------------|------------------|-----------|--------|---------------------|--------------------------|
| 1  | NURAYLIA SALSABILA (FR) | 801020010102     | F01029227 | UTS    | Active              | <input type="checkbox"/> |
| 2  | ZAFRINA NAYLA (FR)      | 801020010101     | F01029226 | UTS    | Active              | <input type="checkbox"/> |

Diagram 424: List of Consultant section

14. In Consultant(s) To Deregister section, system will display listing table based on the consultant that have been selected by user after user click



button or have been uploaded by user with columns as follows:

Note: Action (Note: User able to remove the consultant from the list by clicking on  button)

| NO | CONSULTANT NAME  | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION  |
|----|------------------|------------------|-----------|--------|---------------------|---|
| 1  | Senrose Alia (W) | D45675678        | F02029109 | PRS    | Active              |  |
| 2  | Satar bin Ali    | 860707065678     | F01001303 | UTS    | Active              |  |

Diagram 425: Consultant(s) To Deregister section

15. To add consultant into the Consultant(s) To Deregister section, Consultant Maker tick the checkbox in Action column in the List of Consultant and click



button.

List of Consultants



Show  entries Search:

| NO | CONSULTANT NAME         | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION                              |
|----|-------------------------|------------------|-----------|--------|---------------------|-------------------------------------|
| 1  | NURAYLIA SALSABILA (FR) | 801020010102     | F01029227 | UTS    | Active              | <input checked="" type="checkbox"/> |
| 2  | ZAFRINA NAYLA (FR)      | 801020010101     | F01029226 | UTS    | Active              | <input type="checkbox"/>            |

Diagram 426: List of Consultants

16. System will prompt successful message and update the list of Consultant(s) To Deregister.

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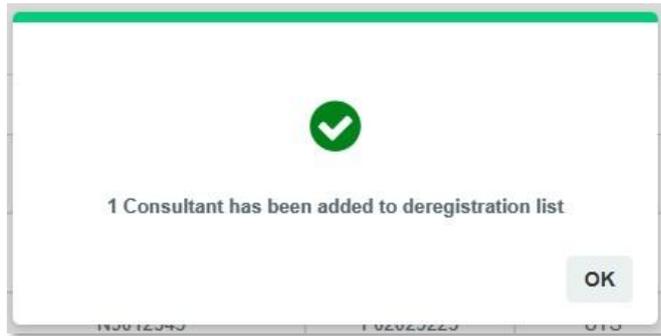


Diagram 427: Successful Message

| NO | CONSULTANT NAME         | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION |
|----|-------------------------|------------------|-----------|--------|---------------------|--------|
| 1  | NURAYLIA SALSABILA (FR) | 801020010102     | F01029227 | UTS    | Active              |        |
| 2  | Senrose Alia (W)        | D45675678        | F02029109 | PRS    | Active              |        |
| 3  | Satar bin Ali           | 860707065678     | F01001303 | UTS    | Active              |        |

Diagram 428: Updated list of Consultant(s) To Deregister

17. Consultant Maker can choose total records to display per page from dropdown Consultant(s) to Deregister listing table. System will display the list based on total records chosen.

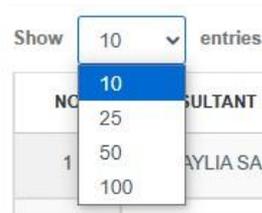


Diagram 429: Entries

18. User can click button 'Previous' or 'Next' to navigate to next listing page of Consultant(s) to Deregister. System will display the next/previous listing page.



Diagram 430: Pagination

19. Consultant Maker can filter the Consultant(s) to Deregister list by keyword by inputting the keyword in search box. System will display record which contain the keyword.

|   |   |                    |                      |                |             |             |
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Show  entries

Search:

| NO | CONSULTANT NAME         | NRIC/PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | ACTION  |
|----|-------------------------|------------------|-----------|--------|---------------------|---|
| 1  | NURAYLIA SALSABILA (FR) | 801020010102     | F01029227 | UTS    | Active              |  |
| 2  | Senrose Alia (W)        | D45675678        | F02029109 | PRS    | Active              |  |

Diagram 431: Keyword Search

20. Consultant Maker can upload list of consultants to deregister by clicking



button.

- i. System will display a pop-up Upload File will for user to upload consultant list.
- ii. Before uploading the file, user must download the template below the 'Choose File' field where system display as following

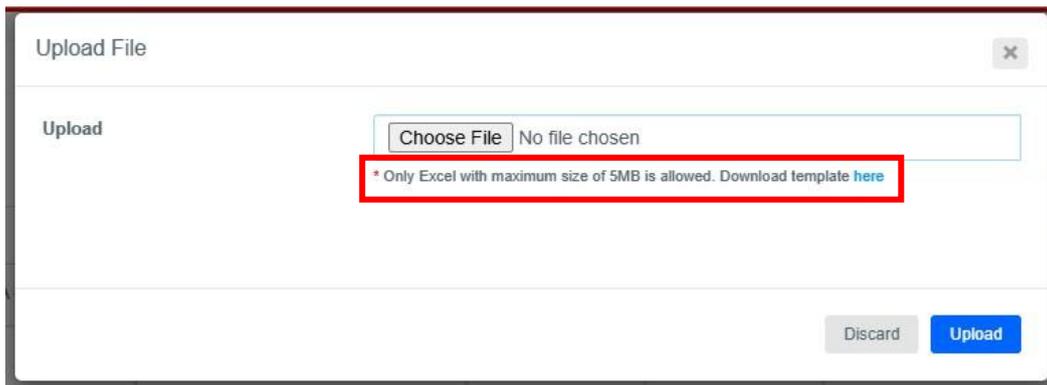
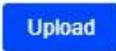


Diagram 432: Popup for Upload File

iii. Consultant Maker upload file and click  button in the pop – up.

iv. System will prompt a message “Upload successful.” and show a pop-up summary of Successful and Failed report from the uploaded list.

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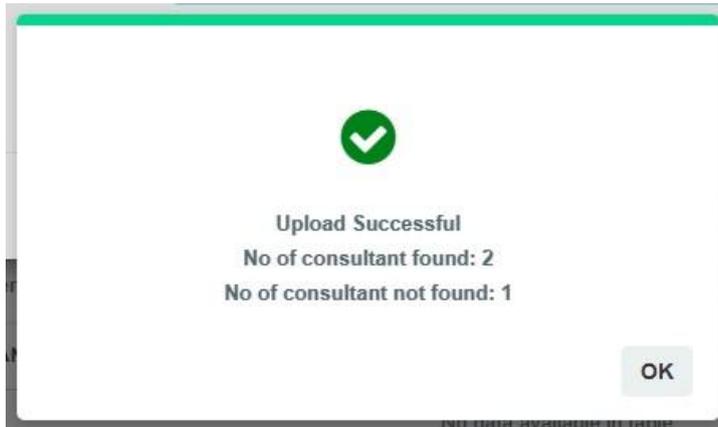


Diagram 433: Upload Summary

v. System updates the list of Consultant(s) To Deregister

vi. If Consultant Maker click  button in the pop – up.

a. System will close the pop-up and data will not be saved or uploaded to the list of Consultant(s) To Deregister

21. Consultant Maker click  button.

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



Diagram 434: Confirmation Message

ii. If user click , system will display prompt message ‘Deregistration Application has been successfully created’ proceed to Deregistration Details page.

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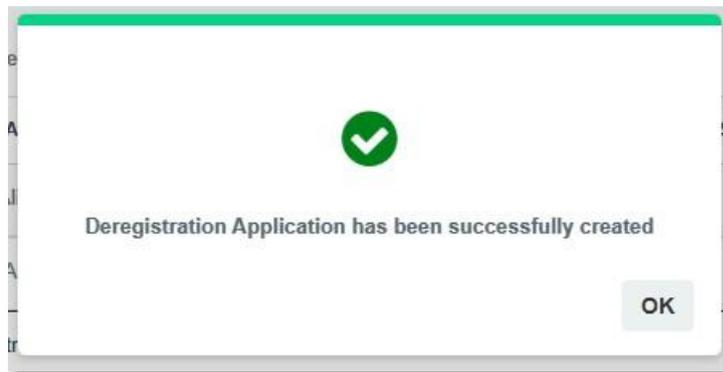


Diagram 435: Successful Message

- iii. If user click  , system will stay at current page.
22. Consultant Maker user clicks  button.
- 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?”.

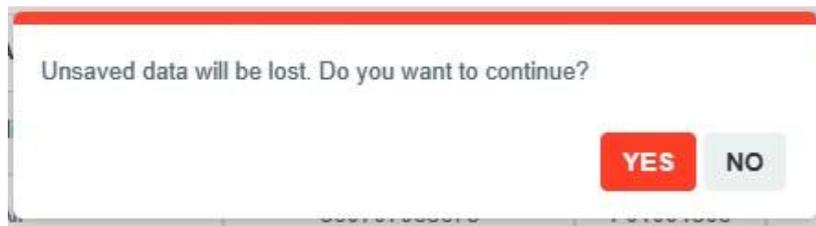


Diagram 436: Confirmation Message

- ii. If user click  , system will discard all data that have entered by user and route back to previous page.
  - iii. If user click  , system will stay at current page.
23. System navigate Consultant Maker user to Deregistration Details page. System will display Deregistration Details of Consultant(s) by section:
- i. Deregistration Details Section,
    - a. Deregistration Type (dropdown)
      - Resignation
      - Contractual
      - Deceased
      - Non – Renewal
      - Misconduct
      - Bankruptcy
    - b. Effective Date Type (Dropdown Button)
      - Bulk
      - Individual

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c. Deregistration Effective Date (Only appear if user choose Bulk Effective Date Type)

Diagram 437: Deregistration Details Section

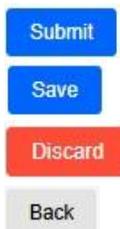
ii. Consultant Deregistration List section,

Note: Action (Note: User able to remove the consultant from the list by clicking on  button)

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | dd/mm/yyyy                    |  | -        | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | dd/mm/yyyy                    |  | -        | -      |  | -             |

Diagram 438: Deregistration List section

iii. System will also display buttons as follows:



- a.
- b.
- c.
- d.

24. Consultant Maker select Deregistration Type Resignation or Contractual or Deceased or Non – Renewal.

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- i. System will enable user to choose Effective Date Type as follow:
  - a. Bulk
  - b. Individual

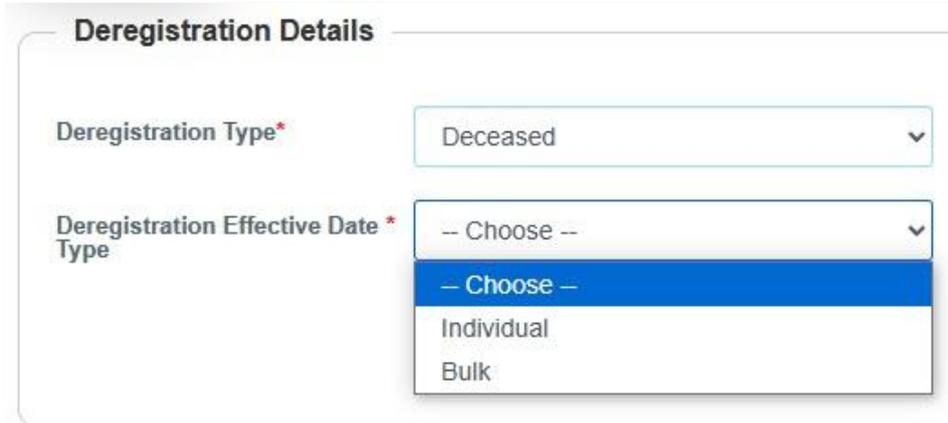


Diagram 439: Deregistration Effective Date Type

- ii. Consultant Maker select Bulk as the Effective Date Type.
  - a. System enable user to input Deregistration Effective Date field below Deregistration Effective Date Type.

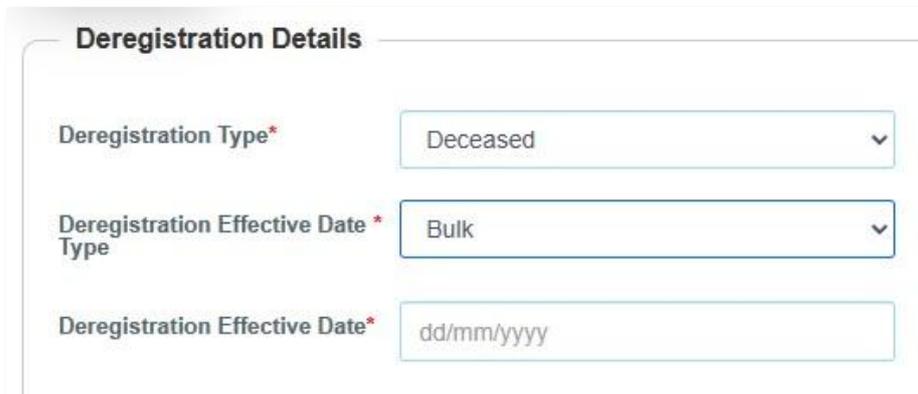


Diagram 440: Deregistration Effective Date Type - Bulk

- b. Consultant Maker input Deregistration Effective Date. User click



button (Note: If user change deregistration Type or Effective Date Type or Effective Date only for bulk in order for the system to reset the data)

- c. System will run submission rule check,
  - If user input does not pass the submission rule, pop – up message will appear.

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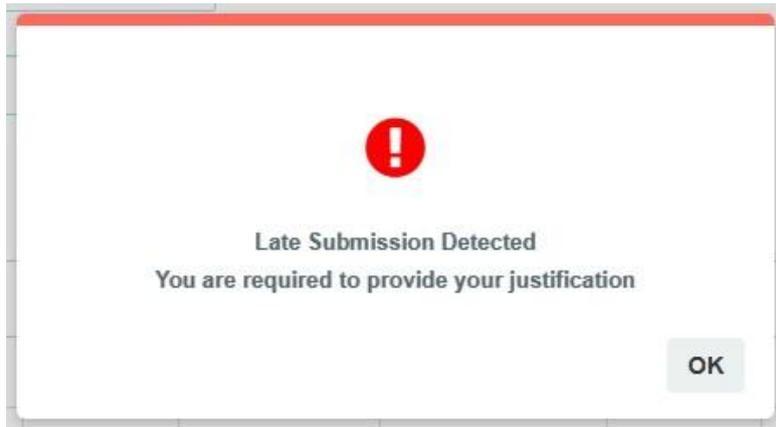


Diagram 441: Popup Message

- Justification column will be mandatory in the Deregistration List.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT | STATUS | ACTION | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|----------|--------|--------|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 17 February 2                 |        | -        | -      |        |               |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 17 February 2                 |        | -        | -      |        |               |

Diagram 442: Justification column

- User must click and system will pop-up Justification field for user to fill in.

Justification ✕

Enter justification here

500 characters remaining

Discard
Save

Diagram 443: Justification field

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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d. System will automatically fill the Deregistration Effective Date column field in the List of Selected Consultant for each consultant in the list.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION   |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 17 February 2                 |  | -        | -      |  |  |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 17 February 2                 |  | -        | -      |  |  |

Diagram 444: Deregistration Effective Date column – Bulk

iii. Consultant Maker select Individual as the Deregistration Effective Date Type.

a. System enable user to input in the Effective Date column field in the List of Selected Consultant for each consultant in the list.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | dd/mm/yyyy                    |  | -        | -      |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | dd/mm/yyyy                    |  | -        | -      |

Diagram 445: Deregistration Effective Date Type - Individual

b. Consultant Maker input Effective Date and system will run submission rule check

c. If user input does not pass the submission rule, pop – up message will appear.

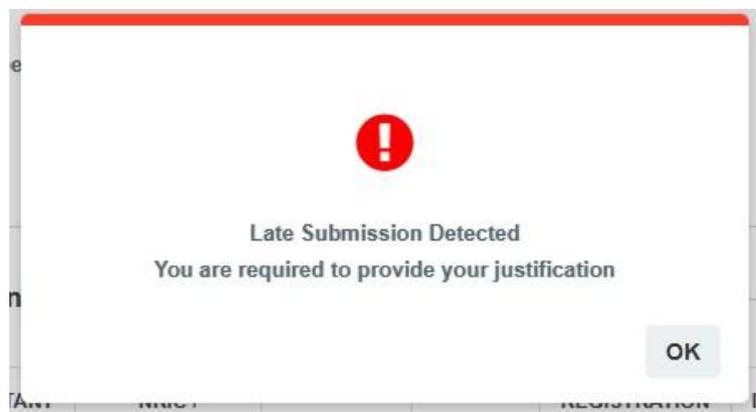


Diagram 446: Popup Message

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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d. Justification column will be mandatory in the Deregistration List.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION   |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 14 February 2025              |  | -        | -      |  |  |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 2025                 |  | -        | -      |  | -   |

Diagram 447: Justification column

e. User must click  and system will pop-up Justification field for user to fill in.

**Justification** ✕

Enter justification here

500 characters remaining

Discard
Save

Diagram 448: Justification Field

f. System display user's input inside the Effective Date column field in the List of Selected Consultant for each consultant in the list.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION   |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 17 January 2025               |  | -        | -      |  |  |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 2025                 |  | -        | -      |  | -   |

Diagram 449: Deregistration Effective Date Type column – Individual

iv. Consultant Maker upload document(s) in Documents column field in the listing table.

|  | Project   | Reference          | File                 | Version | Date     | Page |
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| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD   | DOCUMENT | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|--|----------|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | -        | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | -        | -      |  | -             |

Diagram 450: Upload Document(s) in the listing table

- v. System will display the document(s) name in the Documents column field in the listing table uploaded by user.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT   | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|--|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | SupportDoc.pdf  | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | -  | -      |  | -             |

Diagram 451: Uploaded Document Name

25. Consultant Maker select Deregistration Type Misconduct or Bankruptcy.

- i. System only allow user to choose Deregistration Effective Date Type 'Individual'

### Deregistration Details

Deregistration Type\*

Deregistration Effective Date \* Type

Diagram 452: Deregistration Type - Misconduct

- ii. User click  button (Note: If user change deregistration Type in order for the system to reset the data)
- iii. User insert Effective Date in the column field in the List of Selected Consultant for each consultant and system will run submission rule check.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | dd/mm/yyyy                    |  | -        | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | dd/mm/yyyy                    |  | -        | -      |  | -             |

Diagram 453: Input Deregistration Effective Date

| FIMM<br>Federation of Investment Managers Malaysia | Project   | Reference          | File                 | Version | Date     | Page |
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- a. If user input does not pass the submission rule, pop – up message will appear.

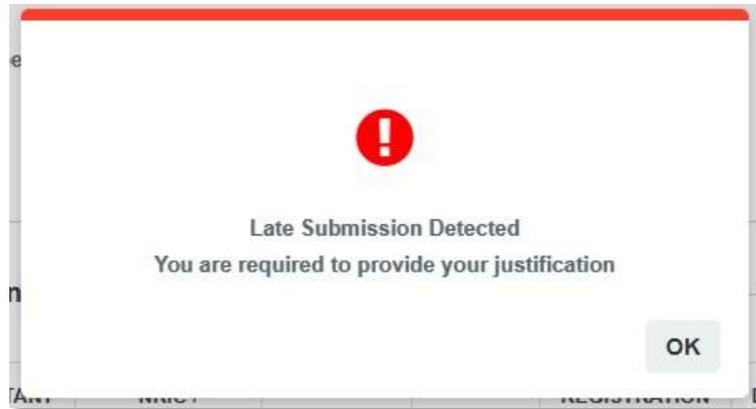


Diagram 454: Popup Message

- b. Justification column will be mandatory in the Deregistration List.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT | STATUS | ACTION | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|----------|--------|--------|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | LITS   | Active              | 14 February 2                 |        | -        | -      |        |               |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |        | -        | -      |        | -             |

Diagram 455: Justification Column

- c. User must click  and system will pop-up Justification field for user to fill in.

Justification ✕

Enter justification here

500 characters remaining

Discard
Save

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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Diagram 456: Justification Field

- iv. System display user's input inside the Deregistration Effective Date column field in the List of Selected Consultant for each consultant in the list.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION   |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 14 February 2                 |  | -        | -      |  |  |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | -        | -      |  | -   |

Diagram 457: Deregistration Effective Date Type column

- v. Documents column field in the List of Selected Consultant become mandatory.
- a. System will prompt error message if user does not upload document(s).

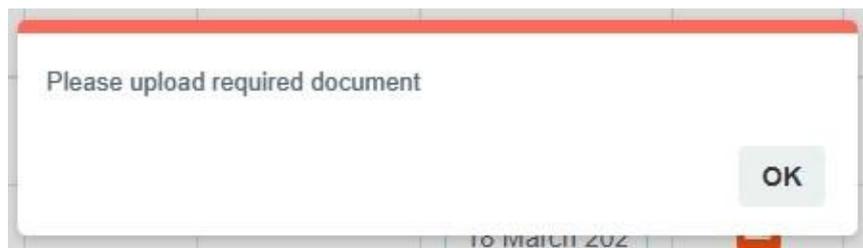


Diagram 458: Error Message

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|----------|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | -        | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | -        | -      |  | -             |

Diagram 459: Mandatory Document(s) Upload field

- b. Consultant Maker user upload document(s) in Documents column field in the listing table. System will display the document(s) name in the Documents column field in the listing table uploaded by user.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT  | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|---|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | Proof of Membership.pdf  | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | Others Cert.pdf          | -      |  | -             |

Diagram 460: Uploaded Document's Name column

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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26. In Action column field, Consultant Maker click  to remove the consultant from the listing table.

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT   | STATUS | ACTION  | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|--|--------|---|---------------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | SupportDoc.pdf     | -      |  | -             |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | TrainingCert.pdf   | -      |  | -             |

Diagram 461: Remove Consultant from Deregistration List

27. To submit the application, Consultant Maker click button .

i. The system will prompt message “Confirm to proceed?” and user click button



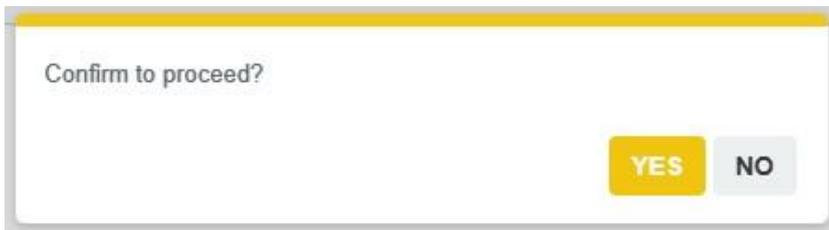


Diagram 462: Confirmation Message

ii. System will check on the required data,  
a. If all required fields have been filled in, system will prompt successful message.

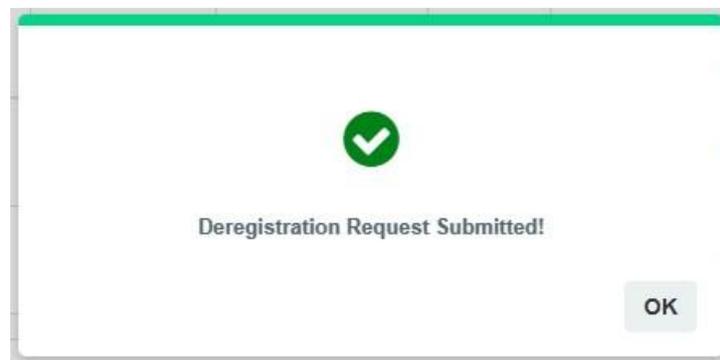


Diagram 463: Successful Message - Deregistration

|  | Project   | Reference          | File                 | Version | Date     | Page |
|---|---|--------------------|----------------------|---------|----------|------|
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b. If user does not fill in any of the required fields, system will prompt error message according to the required fields.

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

28. To save the application, Consultant Maker click **Save** button.

i. System will prompt a message “Saved as draft!” and close the application.

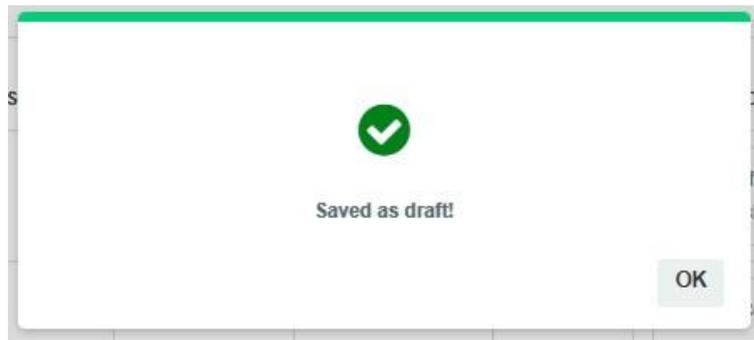


Diagram 464: Successful Message - Save

ii. Unfilled fields will be highlighted for the user to fill in.

29. To discard the application, user click button **Discard**.

i. System will prompt a message “Discarded draft cannot be recovered?”



Diagram 465: Confirmation Message

ii. If user click **YES**, system will prompt successful message and close the application.

|  | Project   | Reference          | File                 | Version | Date     | Page |
|---|---|--------------------|----------------------|---------|----------|------|
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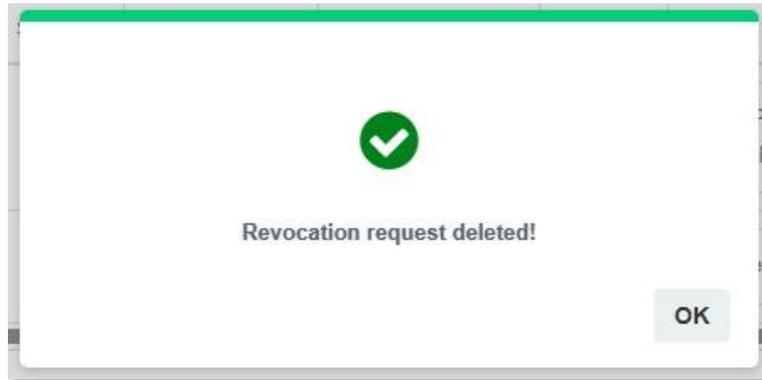


Diagram 466: Successful Message

- iii. If user click **NO**, system will stay at current page.
30. If Consultant Maker click **Back** and all required fields had been filled in:
- i. System will prompt a message “Unsaved data will be lost. Do you want to continue?”

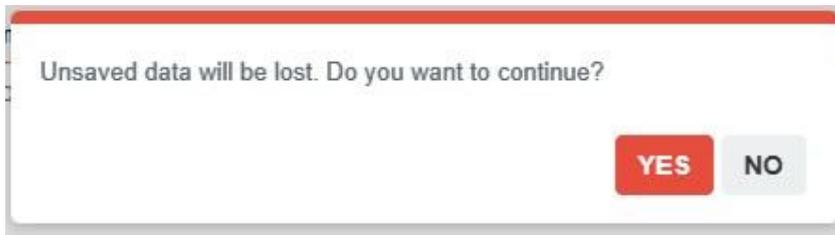


Diagram 467: Confirmation Message

- 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**, user will continue to edit / update the application and system will stay at current page.

### Returned – Consultant Approver

1. In List of Deregistration Application under column action, user click button  at Deregistration application with status 'Returned - Consultant Approver'.

|   |             |             |                                |   |
|---|-------------|-------------|--------------------------------|---|
| 2 | 17-Mar-2025 | Misconduct  | Submitted                      |  |
| 3 | 17-Mar-2025 | Contractual | Returned - Consultant Approver |  |

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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Diagram 468: Deregistration Application - Returned by Consultant Approver

2. Status column field in the List of Selected Consultant changed based on the user action in the Action column field (Note: If approved it will be approved, if rejected it will be rejected when return the application)

**Deregistration List**

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT   | STATUS   | ACTION  | JUSTIF |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|--|----------|---|--------|
| 1  | Satar bin Ali    | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | SupportDoc.pdf    | Approved |  |        |
| 2  | Senrose Alia (W) | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |  | TrainingCert.pdf  | Rejected |  |        |

**Return Comment**

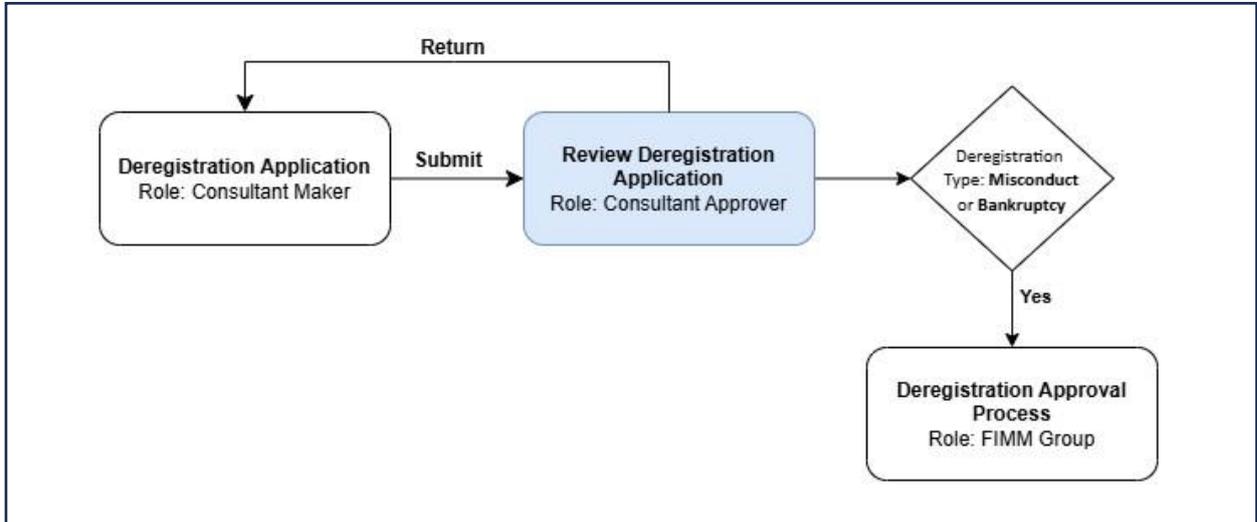
Deregistration application returned due to incomplete documentation.

Diagram 469: Deregistration List - Returned by Consultant Approver

|  | Project   | Reference          | File                 | Version | Date     | Page |
|---|---|--------------------|----------------------|---------|----------|------|
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## 3.9.2 Deregistration Review by Consultant Approver

### 3.9.2.1 Process Flow



### 3.9.2.2 Manual Steps

1. Consultant Approver click menu 'Consultant'. System will display list of submenus for Consultant.

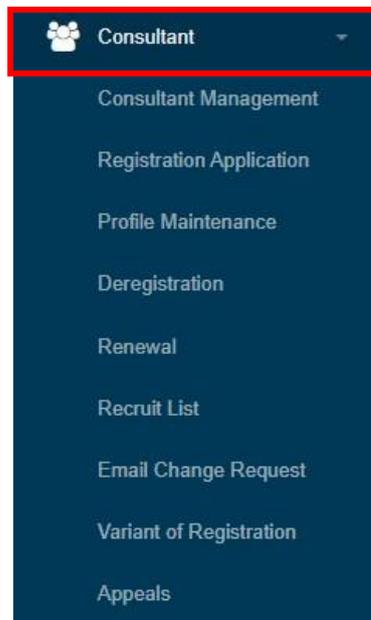


Diagram 470: Consultant Menu

| FIMM<br>Federation of Investment Managers Malaysia | Project   | Reference          | File                 | Version | Date     | Page |
|--|---|--------------------|----------------------|---------|----------|------|
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2. User click submenu 'Deregistration'.

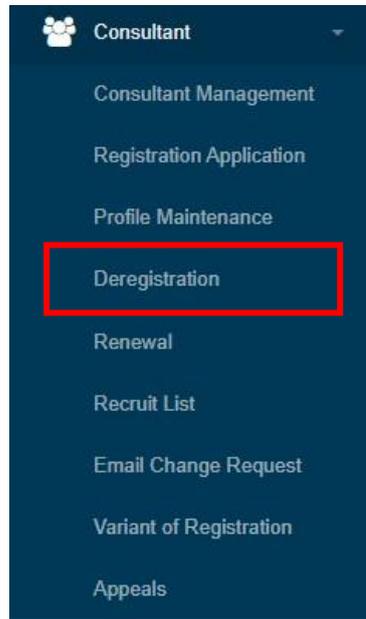


Diagram 471: Consultant's Submenu

3. System will display List of Deregistration Application

List of Deregistration Application

Show  entries Search:

| NO | SUBMISSION DATE | APPLICATION TYPE | STATUS                                 | ACTION |
|----|-----------------|------------------|--|--------|
| 1  | 17-Mar-2025     | Contractual      | Pending Approval - Consultant Approver |        |
| 2  | 04-Mar-2025     | Contractual      | Approved                               |        |
| 3  | 26-Feb-2025     | Resignation      | Approved                               |        |

Diagram 472: List of Deregistration Application

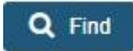
4. System will display filter function as follows:

Type of Deregistration:

Status:

Submission Date: From  Until

Diagram 473: Filter

5. Consultant Approver input in the filter and click on  and system will display the listing table based on user input in the filter.

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6. Consultant Approver can choose total records to display per page from dropdown.

System will display the list based on total records chosen.

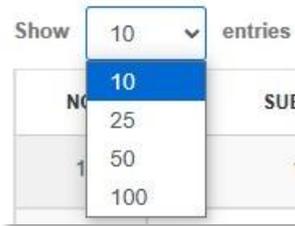


Diagram 474: Entries

7. User can click button 'Previous' or 'Next' to navigate to next listing page.

System will display the next/previous listing page.



Diagram 475: Pagination

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



Diagram 476: Keyword Search

9. User click  or  in the Action column in the List of Deregistration Application listing table.

| NO | SUBMISSION DATE | APPLICATION TYPE | STATUS                                 | ACTION  |
|----|-----------------|------------------|--|---|
| 1  | 17-Mar-2025     | Contractual      | Pending Approval - Consultant Approver |  |
| 2  | 04-Mar-2025     | Contractual      | Approved                               |  |

Diagram 477: List of Deregistration Application

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10. System will display Deregistration Details of Consultant(s) by section:
  - i. Deregistration Details Section,
    - a. Deregistration Type

**Deregistration Details**

Deregistration Type: Contractual

Update

Diagram 478: Deregistration Details Section

- ii. Consultant Deregistration List section,
 

Documents (Note: User able to view or download the document)

**Deregistration List**

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT         | STATUS | ACTION   | JUSTIFICATION |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|------------------|--------|--|---------------|
| 1  | Satar bin Ali    | 880707065878       | F01001303 | UTS    | Active              | 18 March 2021                 |        | SupportDoc.pdf   | -      | <input type="radio"/> Approve <input type="radio"/> Reject | -             |
| 2  | Senrose Alia (W) | D45875878          | F02029109 | PRS    | Active              | 18 March 2021                 |        | TrainingCert.pdf | -      | <input type="radio"/> Approve <input type="radio"/> Reject | -             |

Diagram 479: Consultant Deregistration List section

a. Justification

- User able to see the justification if failed the submission rule check by Consultant Maker

**Deregistration List**

| NO | CONSULTANT NAME       | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT        | STATUS | ACTION   | JUSTIFICATION |
|----|-----------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|-----------------|--------|--|---------------|
| 1  | Tiara binti Adnan (W) | 001201000120       | F02029111 | UTS    | Active              | 18 February 2021              |        | Others Cert.pdf | -      | <input type="radio"/> Approve <input type="radio"/> Reject |               |

Diagram 480: Justification column

- iii. Comment section (will be mandatory if user return application)

Comment

500 characters remaining

Back
Return
Approve
Reject

Diagram 481: Comment section

|  | Project   | Reference          | File                 | Version | Date     | Page |
|---|---|--------------------|----------------------|---------|----------|------|
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11. System will also display buttons with conditions as follows:

i. For Deregistration Type, Resignation or Contractual or Deceased or Non – Renewal.

a. 

- If the Action column in List of Selected Consultant only choose Approved by user

b. 

- If the Action column in List of Selected Consultant choose one or more Reject by user

c. 

- If the Action column in List of Selected Consultant choose one or more Reject by user

d. 

ii. For Deregistration Type, Misconduct or Bankruptcy

a. 

- If the Action column in List of Selected Consultant only choose Approved by user

b. 

- If the Action column in List of Selected Consultant choose one or more Reject by user

c. 

12. Consultant Approver choose only Approve in the Action column of the List of Selected Consultant.

i. For Deregistration Type, Resignation or Contractual or Deceased or Non – Renewal.



a. button will allow to click for user to submit and or





button disable.

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**Deregistration List**

| SULTANT NAME | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT         | STATUS   | ACTION  |
|--------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|------------------|----------|---|
| bin Ali      | 860707065678       | F01001303 | UTS    | Active              | 18 March 202                  |        | SupportDoc.pdf   | Approved | <input checked="" type="radio"/> Approve <input type="radio"/> Reject |
| ose Alia     | D45675678          | F02029109 | PRS    | Active              | 18 March 202                  |        | TrainingCert.pdf | Approved | <input checked="" type="radio"/> Approve <input type="radio"/> Reject |

Comment

500 characters remaining

Back Return Approve Reject

Diagram 482: Deregistration List – Approve button

- b. Consultant Approver user click  button and system will prompt a message “Confirm to proceed?”

Confirm to proceed?

YES NO

Diagram 483: Confirmation Message

- c. If user click ,
- System will proceed run late submission checking.
  - If not late submission, system will update general termination / resignation status update to Consultant Maker.
  - If late submission (Note: for newly detected late submission which justification has not been made by the Consultant Maker, user has to key in the justification)



**Late Submission Detected**  
You are required to provide your justification

OK

|  | Project   | Reference          | File                 | Version | Date     | Page |
|---|---|--------------------|----------------------|---------|----------|------|
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Diagram 484: Error Message

| Deregistration List |                       |                    |           |        |                     |                               |        |                 |          |   |               |
|---------------------|-----------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|-----------------|----------|---|---------------|
| NO                  | CONSULTANT NAME       | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT        | STATUS   | ACTION  | JUSTIFICATION |
| 1                   | Tiara binti Adnan (W) | 001201000120       | F02029111 | UTS    | Active              | 18 February 2                 |        | Others Cert.pdf | Approved | <input checked="" type="radio"/> Approve <input type="radio"/> Reject |               |

Diagram 485: Justification column

- d. Status column field in the List of Selected Consultant changed to Approved.
- e. If user click **NO**, system will stay at current page.
- ii. For Deregistration Type, Misconduct or Bankruptcy
  - a. **Submit** button will allow to click for user to submit and **Return** button will be disable.

| Deregistration List |                  |                    |           |        |                     |                               |        |                     |          |   |               |
|---------------------|------------------|--------------------|-----------|--------|---------------------|-------------------------------|--------|---------------------|----------|---|---------------|
| NO                  | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD | DOCUMENT            | STATUS   | ACTION  | JUSTIFICATION |
| 1                   | Sazrose Abby (W) | F67899101          | F02029112 | UTS    | Active              | 18 March 202                  |        | Cert Edu Ijazah.pdf | Approved | <input checked="" type="radio"/> Approve <input type="radio"/> Reject |               |

Comment

500 characters remaining

Diagram 486: Deregistration List – Submit button

- b. Consultant Approver click **Submit** button and system will prompt a message “Confirm to proceed?”

Confirm to proceed?

Diagram 487: Confirmation Message

|  | Project   | Reference          | File                 | Version | Date     | Page |
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c. If user click  , system will route to FIMM RD for next approval. System will prompt a message “Deregistration Request Submitted!”.

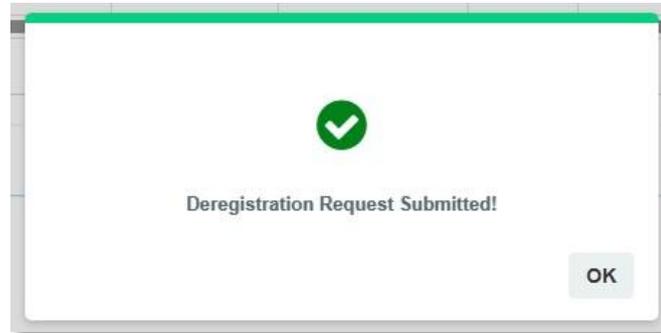


Diagram 488: Successful Message

d. Status column field in the List of Selected Consultant changed to Approved.

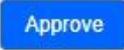
| Deregistration List |                       |                    |           |        |                     |                               |   |   |          |   |
|---------------------|-----------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|---|----------|---|
| NO                  | CONSULTANT NAME       | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT  | STATUS   | ACTION  |
| 1                   | Tiara binti Adnan (W) | 001201000120       | F02029111 | UTS    | Active              | 18 February 2                 |  | Others Cert.pdf  | Approved | Approve <input type="radio"/> Rej <input type="radio"/> |

Diagram 489: Status – Approved

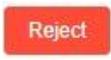
e. If user click  , system will stay at current page.

13. Consultant Approver choose one or more Reject in the Action column of the List of Selected Consultant.

i. For Deregistration Type, Resignation or Contractual or Deceased or Non – Renewal.

a.  button will not able to click and user will only able to return

|   |   |                    |                      |                |             |             |
|---|---|--------------------|----------------------|----------------|-------------|-------------|
|  | <b>Project</b>                                    | <b>Reference</b>   | <b>File</b>          | <b>Version</b> | <b>Date</b> | <b>Page</b> |
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/ reject the application by clicking  or  button.

**Deregistration List**

| NRIC / SPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT   | STATUS   | ACTION  | JUSTIFICATION |
|-----------------|-----------|--------|---------------------|-------------------------------|---|--|----------|---|---------------|
| 707065678       | F01001303 | UTS    | Active              | 18 March 202                  |  | SupportDoc.pdf     | Approved | <input checked="" type="radio"/> Approve <input type="radio"/> Reject | -             |
| 15675678        | F02029109 | PRS    | Active              | 18 March 202                  |  | TrainingCert.pdf   | Rejected | <input type="radio"/> Approve <input checked="" type="radio"/> Reject | -             |

Comment

500 characters remaining

Diagram 490: Deregistration List – Return / Reject button

ii. For Deregistration Type, Misconduct or Bankruptcy

a.  button will not able to click for user and user only able to

return the application by clicking  button.

**Deregistration List**

| NO | CONSULTANT NAME  | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT  | STATUS   | ACTION  |
|----|------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|---|----------|---|
| 1  | Sazrose Abby (W) | F67899101          | F02029112 | UTS    | Active              | 18 March 202                  |  | Cert Edu Ijazah.pdf   | Rejected | <input type="radio"/> Approve <input checked="" type="radio"/> Reject |

Comment

500 characters remaining

Diagram 491: Deregistration List – Return button

iii. Consultant Approver click  button and system will prompt a message “Confirm to proceed?”.

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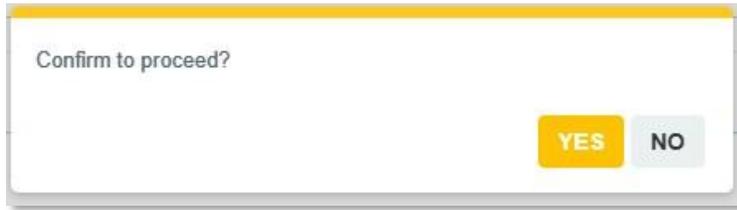


Diagram 492: Confirmation Message

- a. If user click  , user must fill in comment field and system will prompt successful message.

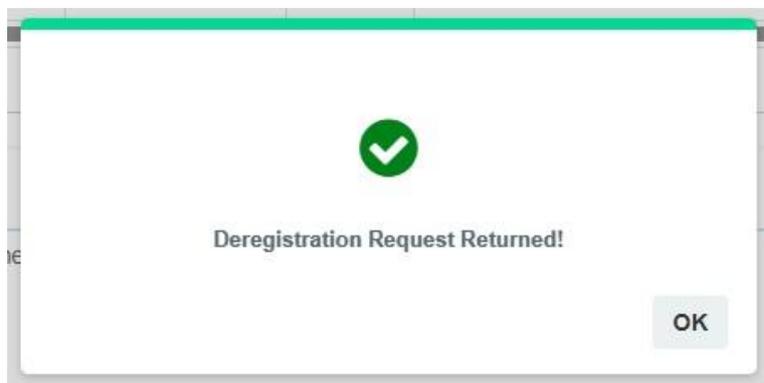


Diagram 493: Successful Message - Returned

- b. System will prompt error message if user does not fill in the comment field.

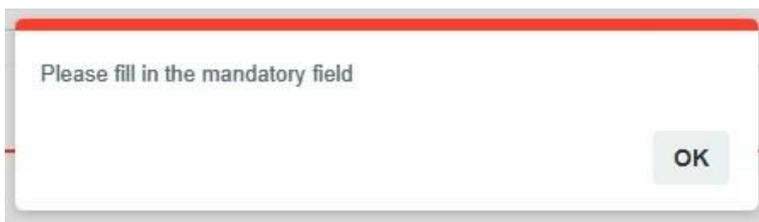


Diagram 494: Error Message

- c. Status column field in the List of Selected Consultant changed based on the user action in the Action column field.

14. Consultant Approver user click  button.
- 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?”

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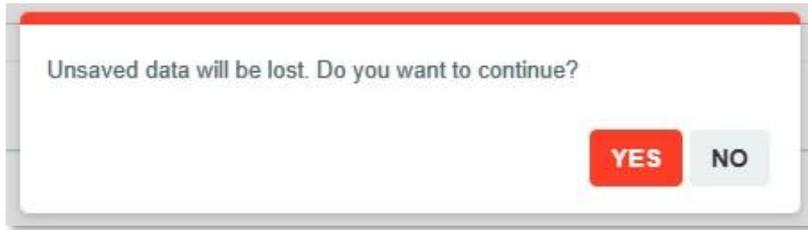


Diagram 495: Confirmation Message

- 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.

### Returned – RD

1. In List of Deregistration Application under column action, user click  button at deregistration application with status 'Returned – RD'.

| NO | SUBMISSION DATE | APPLICATION TYPE | STATUS                                 | ACTION  |
|----|-----------------|------------------|--|---|
| 1  | 17-Mar-2025     | Misconduct       | Pending Approval - Consultant Approver |  |
| 2  | 17-Mar-2025     | Misconduct       | Returned - RD                          |  |

Diagram 496: Deregistration Application - Returned by FIMM RD

2. Status column field in the List of Selected Consultant changed based on the user action in the Action column field (Note: If approved it will be approved, if rejected it will be rejected when return the application)

**Deregistration List**

| NO | CONSULTANT NAME       | NRIC / PASSPORT NO | FIMM NO   | SCHEME | REGISTRATION STATUS | DEREGISTRATION EFFECTIVE DATE | UPLOAD  | DOCUMENT  | STATUS | ACTION  |
|----|-----------------------|--------------------|-----------|--------|---------------------|-------------------------------|---|---|--------|---|
| 1  | Tiara binti Adnan (W) | 001201000120       | F02029111 | UTS    | Active              | 18 February 2                 |  | Others Cert.pdf  | -      | <input checked="" type="radio"/> Approve <input type="radio"/> Rejected |

**Return Comment**

Deregistration application returned due invalid documents

Diagram 497: Deregistration List - Returned by FIMM RD



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