




USER MANUAL

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

**MODULE: CONTINUING PROFESSIONAL
DEVELOPMENT (CPD)
GROUP: CONSULTANT**


AGENCY NAME	:	FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)
DOCUMENT DATE	:	24/03/2025
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DOCUMENT DESCRIPTION


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

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

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ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
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
FMS	Funds Malaysia System
GM	General Manager


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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
RSD	Regulatory Services Division
SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification

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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-CON	Consultant
D-CPD-MKR	CPD - Maker
F-PDSU	FIMM PDS User

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.

Purpose

The purpose of this manual is to equip users with the essential knowledge required to maximize the benefits of the **FCS system**. It provides:

- **A detailed overview of the system's functions and capabilities** to help users understand its key features.
- **Step-by-step instructions** on accessing and operating the system efficiently.
- **Guidelines on alternative modes of operation and contingencies** in case of system issues or errors.
- **Best practices and recommendations** for optimal system use.

This manual ensures that users can confidently navigate the system while maintaining security, accuracy, and efficiency in their tasks.


Contact Information


If users require further assistance or encounter any issues while using the **FCS system**, they can contact the **Federation of Investment Managers Malaysia (FIMM)** for support.

Support Contact Details:

 **Phone:** [Insert Contact Number]

 **Email:** [Insert Support Email]

 **Website:** [Insert FIMM Website]

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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** ([Insert URL]) and enter their credentials. For first-time users, an initial login setup may be required to activate their accounts.

For security reasons:

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


Steps to Open the FCS System Website:

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

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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**.

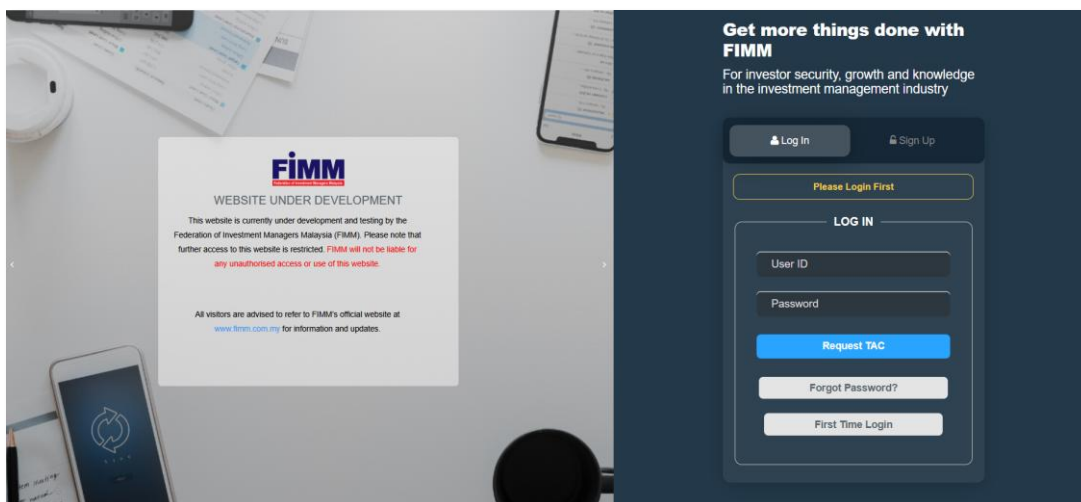


Diagram 1: FCS Homepage Display

Enter Your Credentials

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

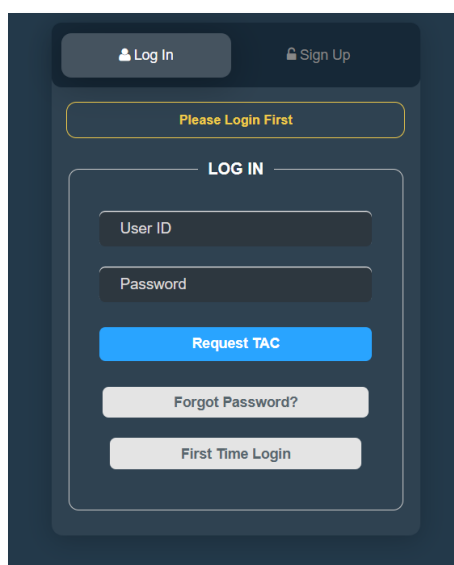


Diagram 2: Log in Display

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Successful Login

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

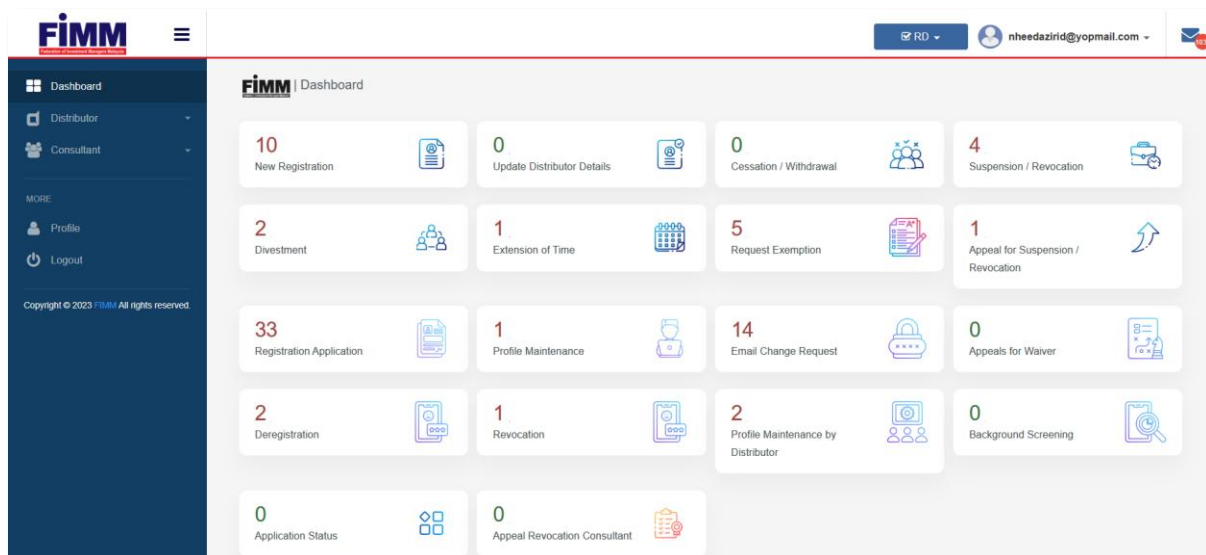


Diagram 3: User Dashboard

- If log in not successful, the system will display an error message.

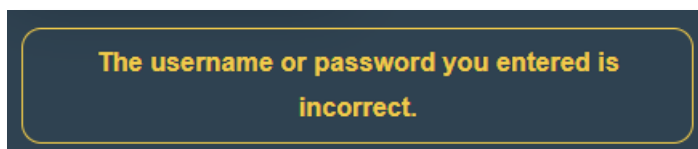


Diagram 4: Incorrect User Id and Password Message Display

- User need to re-enter id, password or verification and click **Login** button.
- If user still cannot log in to the system. Please call system administrator.

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2.1.2 Update Account and Password

Update Account

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

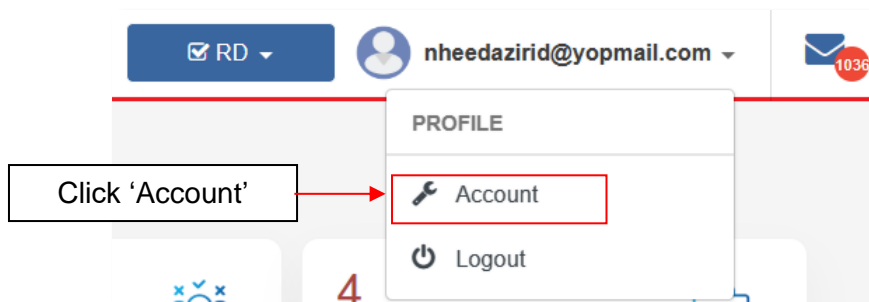


Diagram 5: Profile Submenu

2. Click 'Account' and system will show profile update page.
 - i. User can update the following information
 - Profile Picture
 - Email
 - Phone Number (Request TAC)
 - TAC number
 - ii. Click **Save Image** button and system will update profile picture.
 - iii. Click **Verify Email** button and system will send email verification to your email.
 - iv. Click **Save Phone Number** button and system will update the phone number.

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


Diagram 6: My Profile Display

Update Password

- Click 'Change Password' at account page. System will display Change Password page.

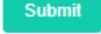
The screenshot shows the 'Change Password' page. It has a 'Change Password' tab selected. The page contains three password input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the 'New Password' field is a list of requirements: 'Uppercase', 'Lowercase', 'Number (0-9)',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

Diagram 7: Reset Password Page

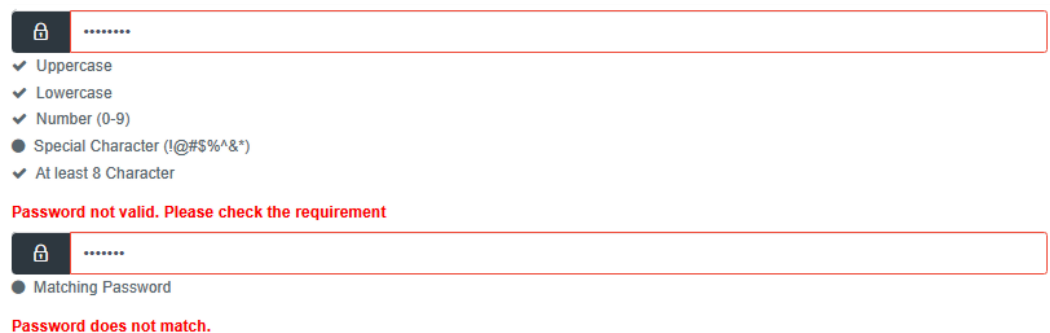
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a. User can insert information

- Current Password
- New Password
- Confirmation New Password

b. Click  button to update new password.

i. If the entered password does not meet the format, the system will display error message.



The screenshot shows a password input field with a red border. Below the field, a list of requirements is shown with checkboxes:

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

 Below the list, a red error message states: "Password not valid. Please check the requirement". Below this, there is a matching password field with a red border and a red error message: "Password does not match."

Diagram 8: Error Message Display

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

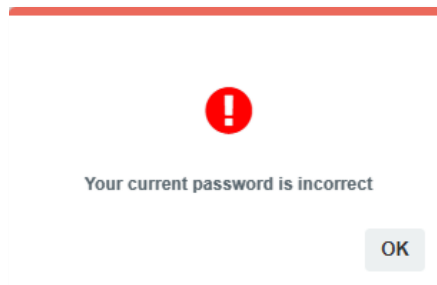


Diagram 9: Error Message Display

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

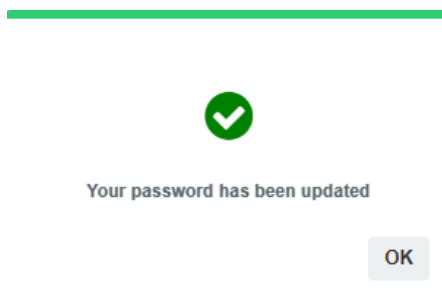



Diagram 10: Successful Message Display

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2.1.3 Forgot Password

1. Click 'Forgot Password'

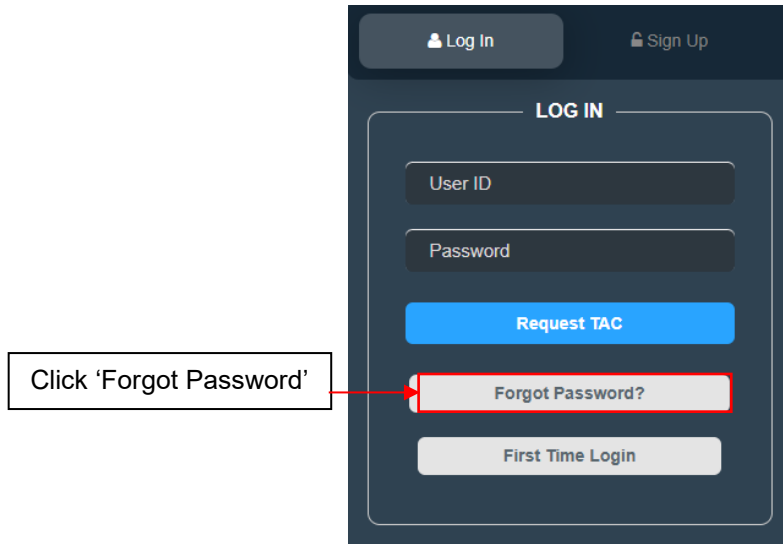



Diagram 11: Log In Display

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

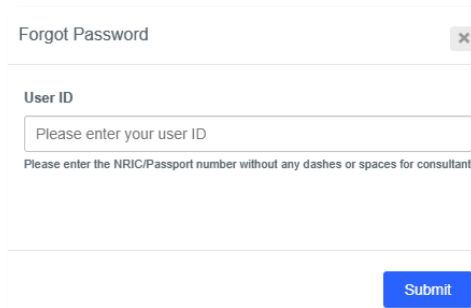


Diagram 12: Forgot Password Page

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

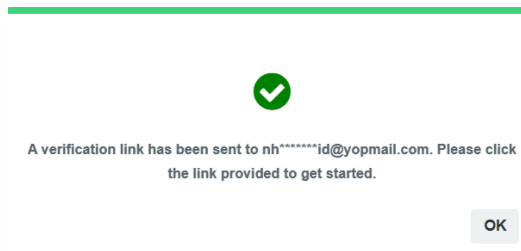




Diagram 13: Notification Message Display

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

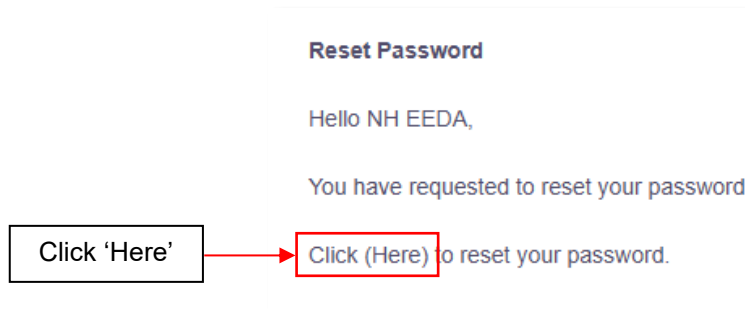
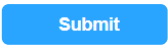


Diagram 14: Email Reset Password

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

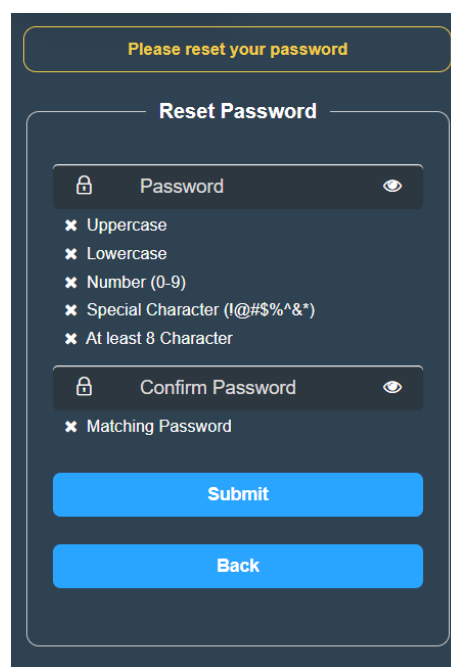



Diagram 15: Reset Password Page

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2.1.4 Multiple Role

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

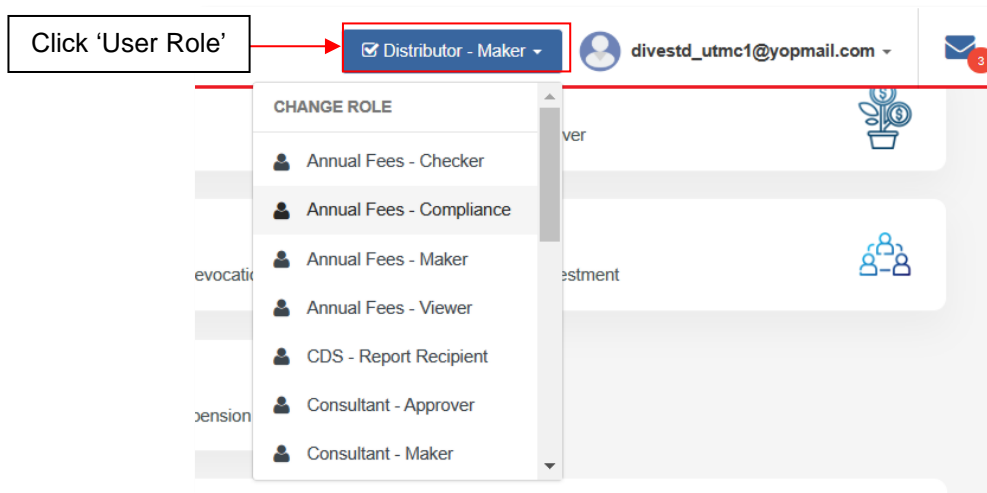


Diagram 16: Change Role

2.1.5 Log Out

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

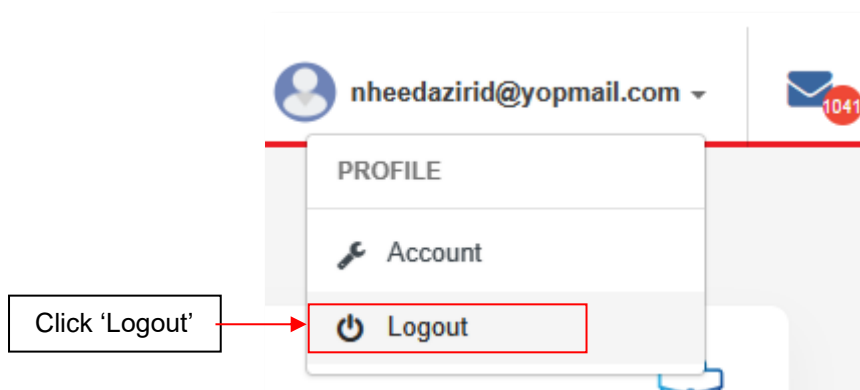



Diagram 17: Logout

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2.2 Dashboard

2.2.1 Pending Task

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

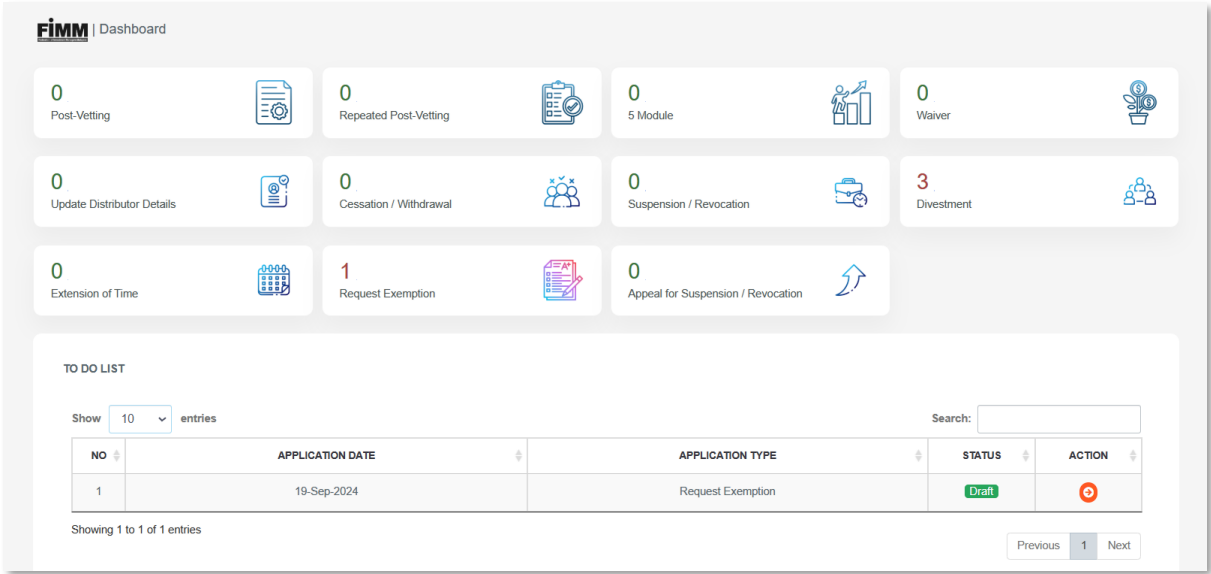



Diagram 18: Dashboard

2.2.2 Dashboard Notification

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

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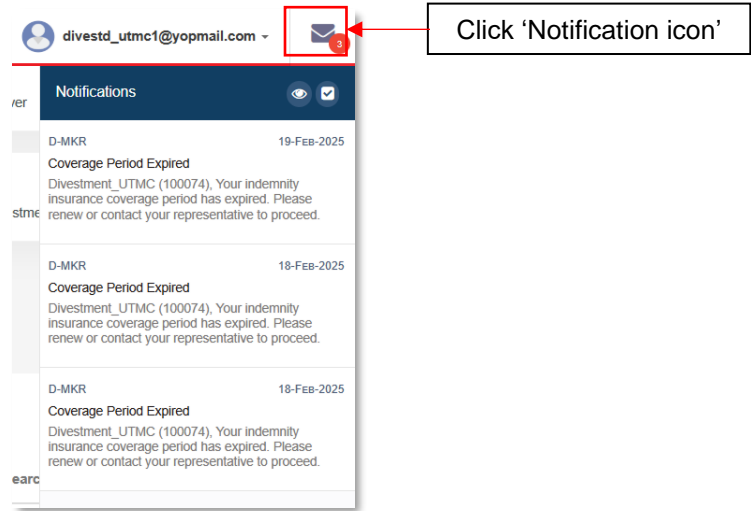




Diagram 19: Dashboard Notification

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CHAPTER 3: 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:

1. Post-Vetting

- Evaluates CPD programs after they have been conducted.
- Assigns or deducts CPD points based on compliance with requirements.

2. Repeated Post-Vetting

- Allows distributors to resubmit CPD programs for evaluation if required.
- Provides an option to update details and participant listings.

3. Training Provider Management

- Manages the registration and approval of CPD training providers.
- Includes verification of company details and supporting document

4. Pre-Vetting


- Approves CPD programs before they are conducted.
- Evaluates program content, speakers, and supporting documents.

5. Repeated Pre-Vetting

- Enables training providers to update and resubmit pre-approved programs.
- Supports modifications to training dates, speakers, and participant listings.

6. 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)
- Allows consultants and distributors to submit CPD activities.

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7. Waiver

- Facilitates the submission and approval of CPD waivers.
- Grants exemptions based on predefined eligibility criteria.

8. Revocation


- Allows FIMM to revoke CPD points for non-compliance.
- Includes an appeal process for disputing revocations.

9. Apprentice Program

- Tracks and manages apprentice training programs.
- Ensures reporting and verification of training activities.

10. Program Cancellation

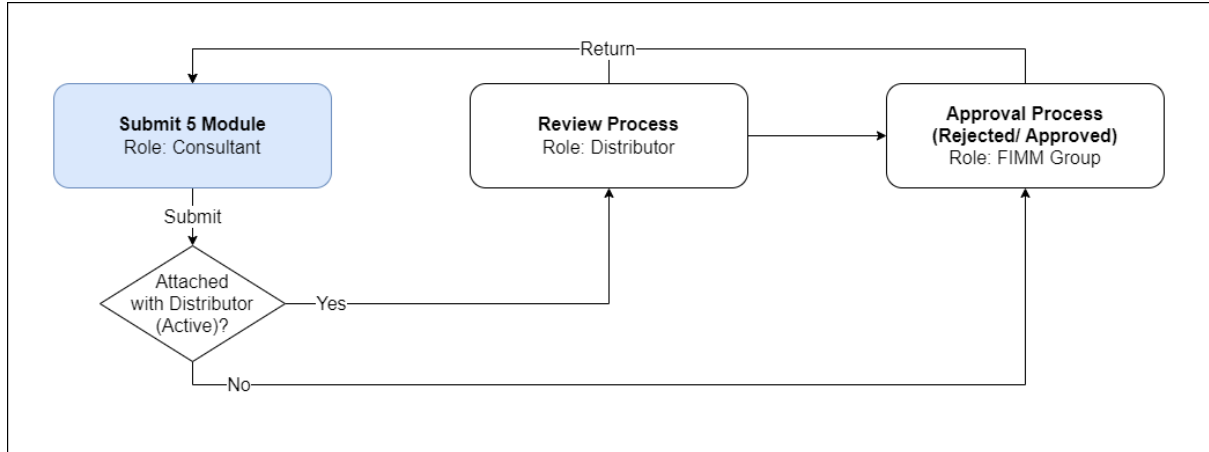
- Manages the cancellation of CPD programs.
- Requires re-submission of participant listings for compliance tracking..


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3.1 5 Module

3.1.1 Submit 5 Module by Consultant

3.1.1.1 Process Flow



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3.1.2 Manual Step

Submit Program

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

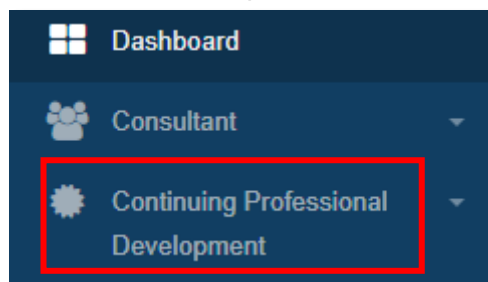


Diagram 20: Menu

2. Click submenu 5 Module.

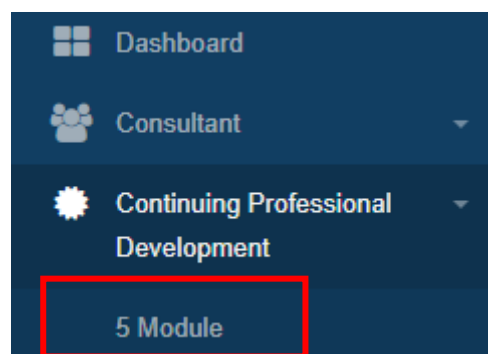


Diagram 21: Submenu

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3. System will show List of 5 Module.

5 module

Program Title Status

CPD Code Submission Date

[Reset](#) [Find](#)

[+ Add New Module](#)

Show 10 entries

NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	10168W25100192	Write and Publish	Approved	+
2	05-Mar-2025	-	Teach or Speak	Draft	+
3	05-Mar-2025	-	FPAM or MFPC	Draft	+
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	+

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Diagram 22: List 5 Module

4. User can filter the list by either one or more of and click [Find](#) :
- Program Title
 - Status
 - CPD Code
 - Submission Date

5 module

Program Title Status

CPD Code Submission Date

[Reset](#) [Find](#)

[+ Add New Module](#)

Show 10 entries

NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	10168W25100192	Write and Publish	Approved	+
2	05-Mar-2025	-	Teach or Speak	Draft	+
3	05-Mar-2025	-	FPAM or MFPC	Draft	+
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	+

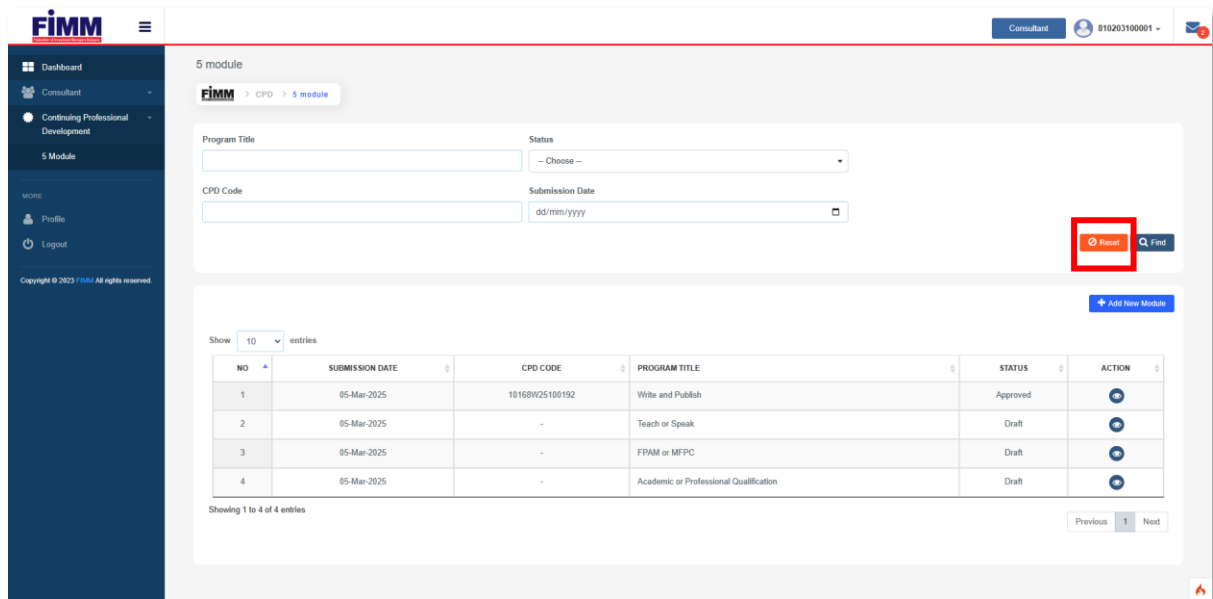
Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Diagram 23: Filter

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	30

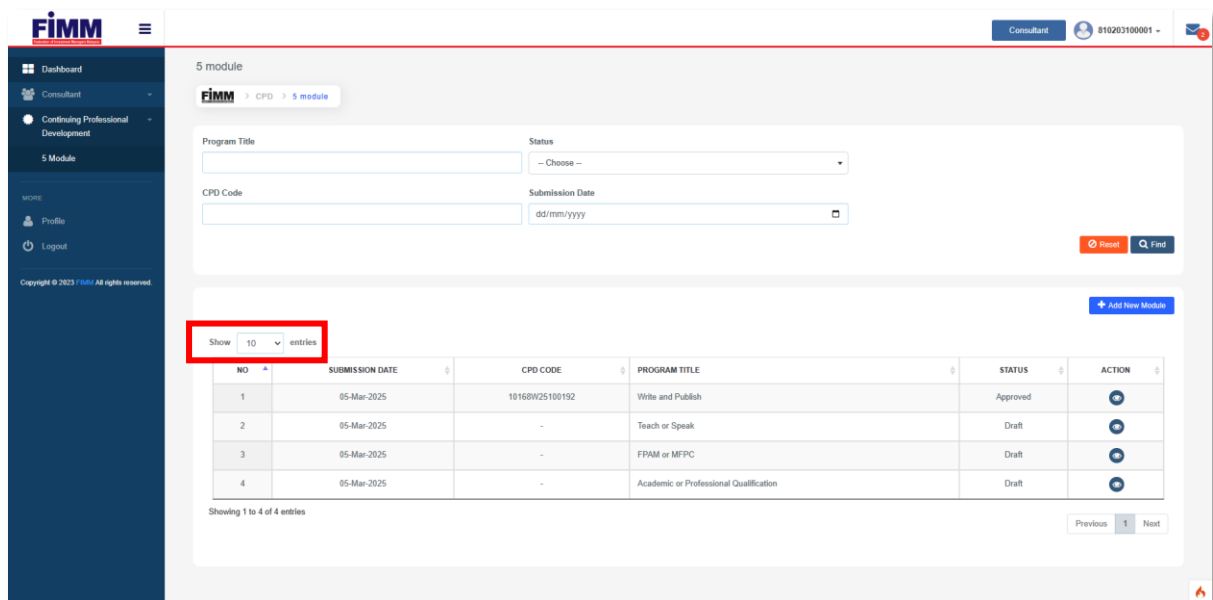
5. User click  Reset to clear the filter.



The screenshot shows the FIMM CPD 5 module page. The left sidebar contains navigation links: Dashboard, Consultant, Continuing Professional Development, 5 Module, Profile, and Logout. The main content area has a header with '5 module' and a breadcrumb 'FIMM > CPD > 5 module'. Below the header are search filters for Program Title, Status, CPD Code, and Submission Date. A red box highlights the 'Reset' button next to the 'Find' button. Below the filters is a table with 4 entries, each with columns for NO, SUBMISSION DATE, CPD CODE, PROGRAM TITLE, STATUS, and ACTION. The table shows entries for 'Write and Publish', 'Teach or Speak', 'FPAM or MFPC', and 'Academic or Professional Qualification'. The bottom of the table indicates 'Showing 1 to 4 of 4 entries' and includes 'Previous' and 'Next' navigation buttons.

Diagram 24: Reset

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



The screenshot shows the FIMM CPD 5 module page, similar to the previous one. The left sidebar and main content area are the same. The search filters and 'Reset' button are also present. A red box highlights the 'Show 10 entries' dropdown menu, which is used to select the number of entries to display per page. The table below shows the same 4 entries as in the previous diagram, with columns for NO, SUBMISSION DATE, CPD CODE, PROGRAM TITLE, STATUS, and ACTION. The bottom of the table indicates 'Showing 1 to 4 of 4 entries' and includes 'Previous' and 'Next' navigation buttons.

Diagram 25: Filter Total Entries

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	31

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

The screenshot shows the FIMM system interface. On the left is a dark blue sidebar with navigation links: Dashboard, Consultant, Continuing Professional Development, 5 Module, Profile, and Logout. The main content area is titled '5 module' and contains a search form with fields for Program Title, Status (dropdown), CPD Code, and Submission Date (dd/mm/yyyy). Below the search form is a table with 6 columns: NO, SUBMISSION DATE, CPD CODE, PROGRAM TITLE, STATUS, and ACTION. The table contains 4 rows of data. At the bottom left of the table, a red box highlights the text 'Showing 1 to 4 of 4 entries'. At the bottom right of the table, there are pagination controls: 'Previous', '1', and 'Next'.

NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	10168W25100192	Write and Publish	Approved	
2	05-Mar-2025	-	Teach or Speak	Draft	
3	05-Mar-2025	-	FPAM or MFPC	Draft	
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	

Diagram 26: 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.

This screenshot is identical to the previous one, showing the FIMM system interface with the same table and search form. However, a red box at the bottom right of the table highlights the pagination controls: 'Previous', '1', and 'Next'.

NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	10168W25100192	Write and Publish	Approved	
2	05-Mar-2025	-	Teach or Speak	Draft	
3	05-Mar-2025	-	FPAM or MFPC	Draft	
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	

Diagram 27: Pagination

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	32

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

5 module

Program Title Status

CPD Code Submission Date

[+ Add New Module](#)

NO	SUBMISSION DATE	CPD CODE	PROGRAM TITLE	STATUS	ACTION
1	05-Mar-2025	10168W25100192	Write and Publish	Approved	+
2	05-Mar-2025	-	Teach or Speak	Draft	+
3	05-Mar-2025	-	FPAM or MFPC	Draft	+
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	+

Showing 1 to 4 of 4 entries

Previous 1 Next

Diagram 28: 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

FIMM Federation of Investment Managers Malaysia	Project Federation of Investment Managers Malaysia (FIMM)	Reference ZANKO/FIMM/UM/V1.0	File User Manual Document	Version 1.0	Date 24/03/25	Page 33
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- ii. Application Details
 - a) Category (Choose from Dropdown)

Diagram 29: Form 5 Module

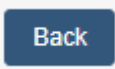

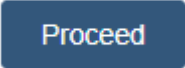

- iii. User click  to go back to List of 5 Module.

Diagram 30: Popup Message

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	34

iv. User click  to go to the next form.

5 module

 > CPD > 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

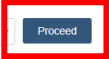
Distributor Code

10168

Application Details

Category

Academic or Professional Qualification






Diagram 31: Form 5 Module

FIMM Federation of Investment Managers Malaysia	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	35

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

The screenshot shows the FIMM 5 module application form. The form is titled 'Application' and is divided into three main sections: Consultant Details, Application Details, and Additional Document. The Consultant Details section includes fields for Name (PAT CONSULTANT AMSF 1), Phone Number (0111111111), NRIC/Passport No (810203100001), Distributor Name (PAT DIST 2 (UTMC PRSP)), FIMM No (F01001769), and Distributor Code (10168). The Application Details section includes a Category dropdown (Academic or Professional Qualification), a Type dropdown (Choose --), a Qualification dropdown (Choose --), a Date Completion field (DD/MM/YYYY), and an Organisation/Institute/University field. The Additional Document section has an Upload Document button. The form is part of the 5 module, and the user is logged in as a Consultant with ID 810203100001.

Diagram 32: Form 5 Module

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

FIMM <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	36

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

-- Choose --

Qualification

-- Choose --

Date of Completion

DD/MM/YYYY

Organisation/ Institute/ University

Additional Document


Upload Document


Diagram 33: 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

-- Choose --

Module

-- Choose --

Date Completion

DD/MM/YYYY

Organisation/ Institute/ University

Additional Document



Upload Document


Diagram 34: Form 5 Module

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	37

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

DD/MM/YYYY

Venue

Organizer

Start Time

--:--:--

End Time

--:--:--

Additional Document

Upload Document





Diagram 35: 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/V1.0	User Manual Document	1.0	24/03/25	38

Application Details

Category

Write and Publish

Type

-- Choose --

Title

Date of Published


DD/MM/YYYY

Publisher

Additional Document

Upload Document

Diagram 36: Form 5 Module

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

Additional Document

Upload Document




Diagram 37: Form 5 Module

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

Upload

Upload File


Choose File

No file chosen


Upload

Cancel

Diagram 38: Upload

	Project Federation of Investment Managers Malaysia (FIMM)	Reference ZANKO/FIMM/UM/V1.0	File User Manual Document	Version 1.0	Date 24/03/25	Page 39
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vi. User click  to cancel upload and close the page.

vii. User click  to upload new file.

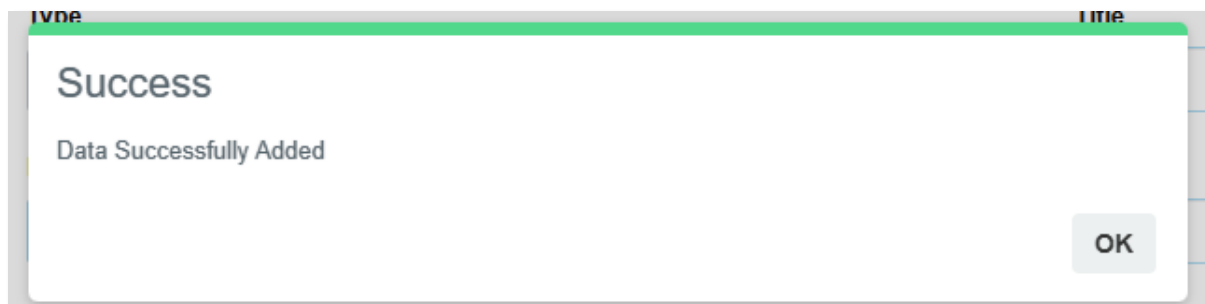



Diagram 39: Popup Message

	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	40

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

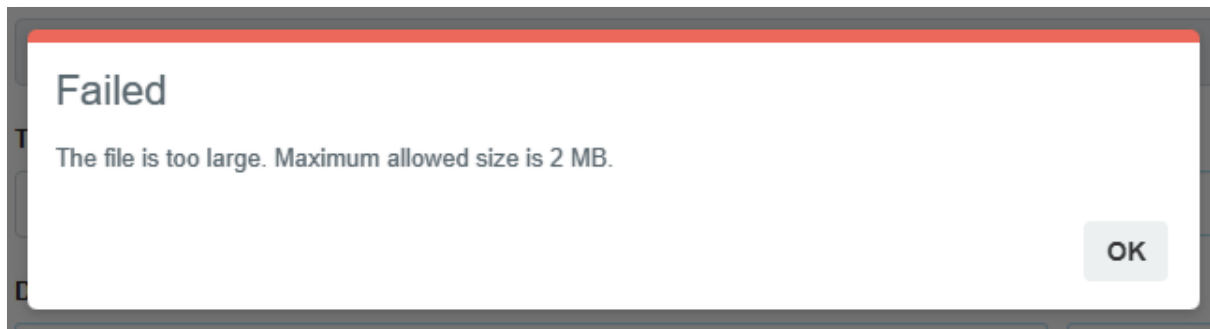



Diagram 40: Error Message

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

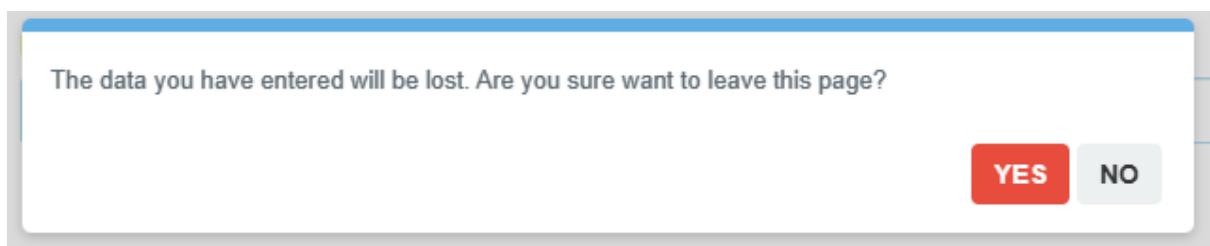
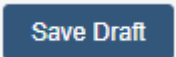


Diagram 41: Popup Message

- x. User click  to save the application as draft.

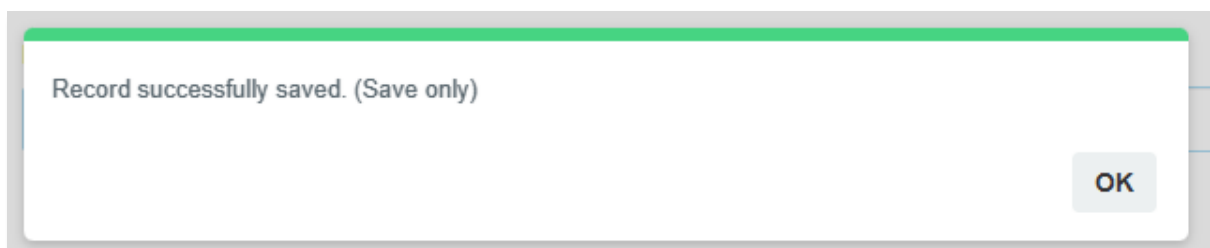
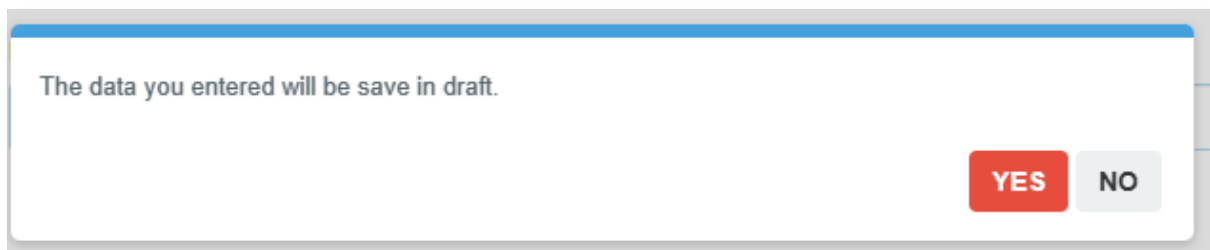



Diagram 42: Popup Message

 <small>Federation of Investment Managers Malaysia</small>	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	41

Submit

- 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.

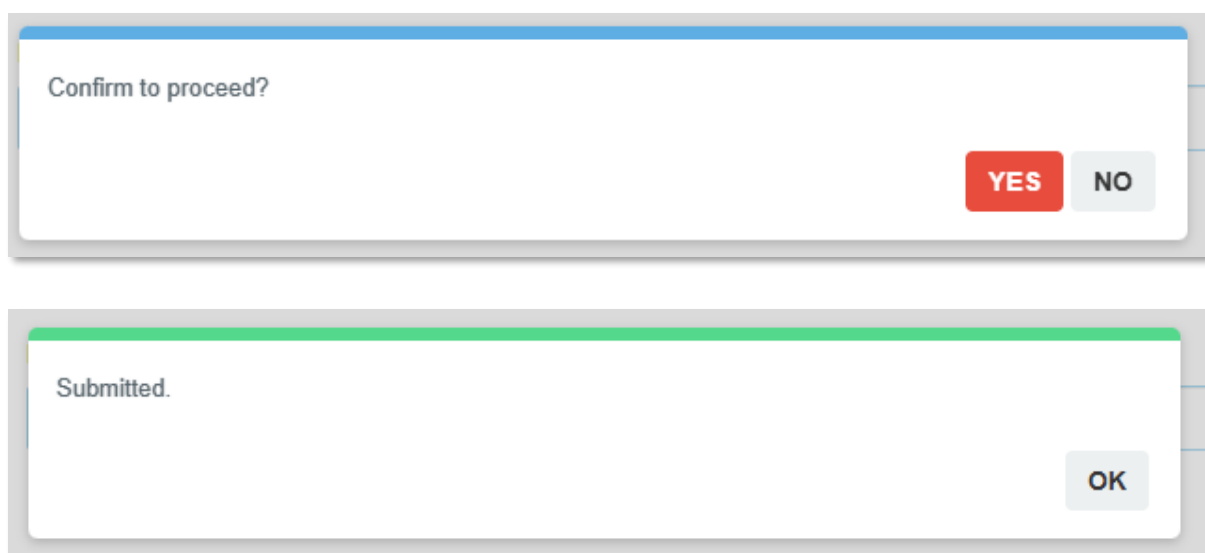

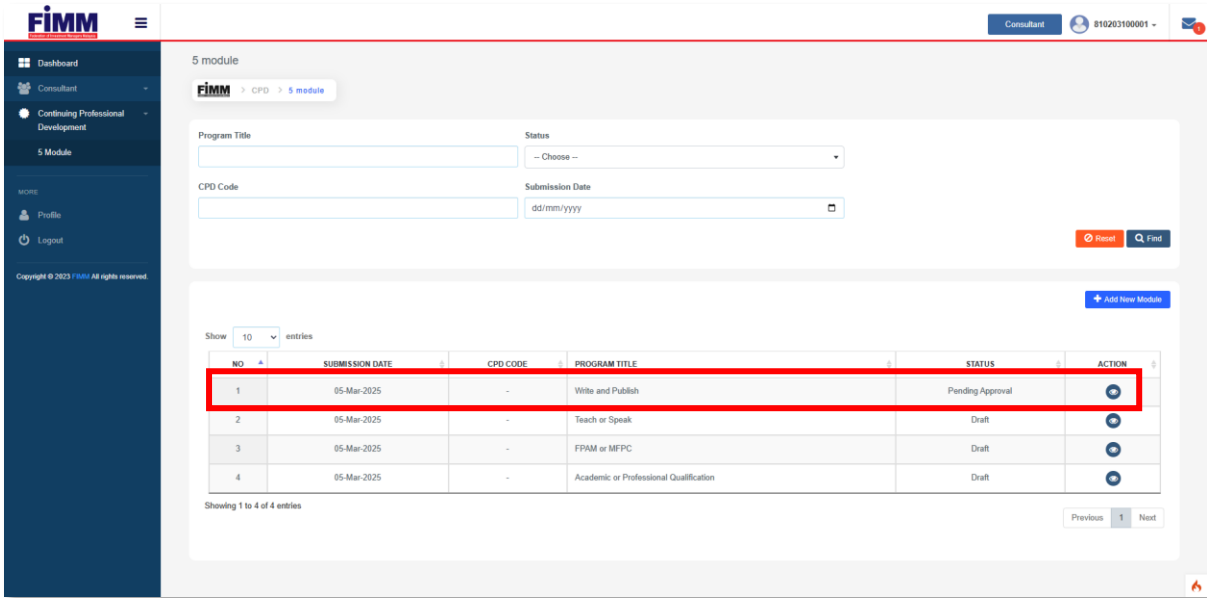


Diagram 43: Popup Message

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	42

View Application and Log

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



The screenshot displays the FIMM web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, Consultant, Continuing Professional Development, 5 Module, and a 'MORE' section containing Profile and Logout. The main content area is titled '5 module' and includes a breadcrumb 'FIMM > CPD > 5 module'. Below this is a form with fields for Program Title, Status (a dropdown menu), CPD Code, and Submission Date (a date picker). To the right of the form are 'Reset' and 'Find' buttons. Below the form is a table with 6 columns: NO, SUBMISSION DATE, CPD CODE, PROGRAM TITLE, STATUS, and ACTION. The first row of the table is highlighted with a red box. The table contains 4 entries. At the bottom of the table area, it says 'Showing 1 to 4 of 4 entries' and has 'Previous', '1', and 'Next' navigation links. A small 'Add New Module' button is located above the table.





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	-	FPAM or MFPC	Draft	
4	05-Mar-2025	-	Academic or Professional Qualification	Draft	

Diagram 44: List 5 Module

FIMM	Project	Reference	File	Version	Date	Page
Federation of Investment Managers Malaysia (FIMM)	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	43

13. System will display:



i. Tab Details

The screenshot shows the FIMM system interface. The sidebar on the left contains navigation links: Dashboard, Consultant, Continuing Professional Development, 5 Module, Profile, and Logout. The main content area is titled '5 module' and shows a 'Details' tab selected. The 'Consultant Details' section includes fields for Name (PAT CONSULTANT AMSF 1), Phone Number (0111111111), NRIC/Passport No (S10203100001), Distributor Name (PAT DIST 2 (UTMC PRSP)), FIMM No (F01001769), and Distributor Code (10168). The 'Application Details' section includes fields for Category (Write and Publish), Type (Book), Title (MEMBACA AMALAN MULIA), Date of Published (04/03/2025), and Publisher (FIMM). The 'Additional Document' section contains a table for uploading documents:

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

Below the table is a 'Remark' field with a text area for input. A 'Back' button is located at the bottom right of the form.

Diagram 45: Form

	Project	Reference	File	Version	Date	Page
	Federation of Investment Managers Malaysia (FIMM)	ZANKO/FIMM/UM/V1.0	User Manual Document	1.0	24/03/25	44

- ii. Tab Log (Log history of the application):
- Date
 - Process
 - From
 - Status
 - Remarks

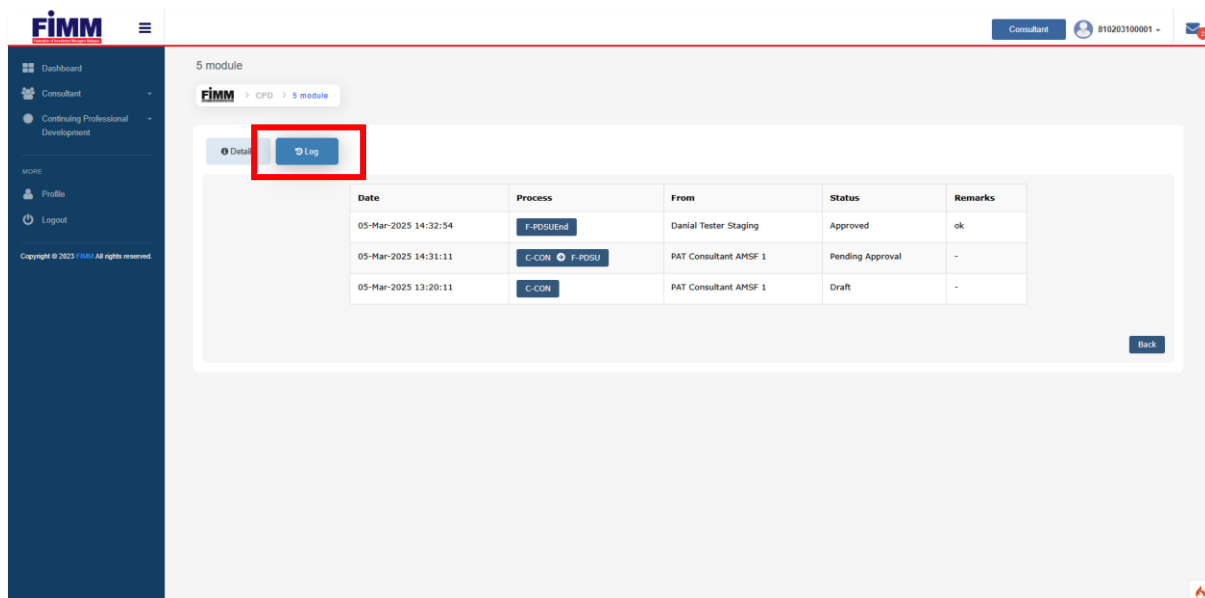


Diagram 46: Log