

**FIMM PRIVATE RETIREMENT SCHEME (PRS) FAMILIARIZATION PROGRAM**  
**(2019 PRSFP)**

**Administrative and Procedural Requirements**

**(Effective Date: 15 April 2019 – 15 October 2019)**

**(A) Background and Objectives**

1. Individuals who wish to market and distribute PRS are required to be registered as PRS Consultants with Federation of Investment Managers Malaysia (FIMM). Passing PRS Examination is one of the prerequisites prior to the registration.
2. PRS Familiarization Program was previously conducted in 2012, 2014 and 2018, as part of the efforts to enhance recruitment of PRS Consultants so that investors have sufficient access to PRS and necessary advice on retirement savings. Under 2019 PRS Familiarization Program (2019 PRSFP), certain qualified individuals (Qualified Persons) with relevant experience and professional qualifications will be exempted from taking CPRE, subjected to meeting the following conditions:

<b>Qualified Persons</b>	<b>Conditions</b>
a) Unit Trust Consultants (UTC)	<ul style="list-style-type: none"><li>• Have at least 3 years experience as at <b>15 April 2019</b> as a Unit Trust Consultant and registration status is active;</li><li>• Fit and proper; and</li><li>• Have obtained credits in any three (3) subjects in SPM or its equivalent.</li></ul>
b) Insurance Agents (IA)	<ul style="list-style-type: none"><li>• Have at least 3 years experience as at <b>15 April 2019</b> as an insurance agent and registration status is active;</li><li>• Fit and proper;</li><li>• Have obtained credits in any three (3) subjects in SPM or its equivalent;</li><li>• Passed Certificate Examination in Investment-Linked Life Insurance (CEILLI); <b>OR</b></li><li>• Passed Takaful Basic Examination (TBE) Part A &amp; Part C (issued starting 2012); <b>OR</b></li><li>• Have obtained Certificate from Malaysian Takaful Association (MTA) – General &amp; Family (issued prior to 2012).</li></ul>
c) Staff of Takaful Brokers	<ul style="list-style-type: none"><li>• Staff of Takaful Brokers who holds a CMSRL to carry out the regulated activity of dealing in PRS;</li><li>• Fit and proper;</li><li>• Passed relevant qualifying examination; and</li><li>• Have obtained credits in any three (3) subjects in SPM or its equivalent.</li></ul>

**(B) 2019 PRSFP**

**Key Learning Objectives**

1. The 2019 PRSFP include training program or 2019 PRSFP that aims to equip Qualified Persons with the basic understanding on PRS, that include:
  - a) Introduction to the PRS Industry;
  - b) Regulatory framework;
  - c) PRS Provider;
  - d) Features of PRS;
  - e) Constitution of PRS;
  - f) PRS investments; and
  - g) PRS distributors and consultants.

**Training Duration**

2. Minimum 1.5 days. Should the training need to be conducted for a Qualified Person in many sessions across multiple days, trainers are required to ensure that the participant's attention and overall learning outcomes during each session are effectively maintained and achieved. For avoidance of doubt, conducting the training in less than 1.5 days is not permitted.

**Certification of Trainers**

3. The training program under 2019 PRSFP can only be conducted by trainers who are certified by the FIMM for this program.
4. To be a certified trainer, such individual must attend the PRS Train-the-Trainer program or PRS Refresher Course organized by the FIMM in 2018:

**Slides and Handouts**

5. The training must cover the slides provided by the FIMM. Over and above that, trainers may develop more material for their training that could enhance learning experience and outcome among participants.
6. The slides should be given to participants as part of the learning material. It can be in the form of hardcopy notes or softcopy or any other form that is suitable.

### **Size of Participants per Training Session**

7. The maximum number of participants to be included in a training session is limited to 100 pax. This is to ensure the effectiveness of the training. However, trainers are advised to exercise their discretion to ensure that all participants pay attention during the training.

### **Program Ending Date**

8. Certified trainers are allowed to conduct the 2019 PRSFP as frequent as practicable until **15 October 2019** (Program Ending Date). Subsequently, 2019 PRSFP will cease thereafter. Qualified Persons who failed to attend 2019 PRSFP before the Program Ending Date are required to sit for and pass CPRE in order to register as PRS Consultants.

### **Proof of Attendance: Validity Period**

9. Once the Qualified Persons have attended the program, they are allowed to be registered with FIMM as PRS Consultants without taking CPRE.
10. The proof of attendance to the program is valid until **30 November 2019** for the purpose of registration with FIMM as PRS Consultants. Qualified Persons with proof of attendance but who have not registered with FIMM on or before the above expiry date will be required to take and pass CPRE before they could become PRS Consultants.

## **(C) Responsibilities and Administrative Requirements**

### **General**

1. PRS Providers, Institutional PRS Advisers and Corporate PRS Advisers (collectively referred to as Relevant Company) are required to nominate a person-in-charge for the conduct of the 2019 PRSFP (PFP Liaison).
2. The PFP Liaison will be the main contact person between the Relevant Company and FIMM pertaining to the conduct of 2019 PRSFP.
3. Relevant Company must provide the name, telephone, fax number, and the email address of the PFP Liaison to the following:
  - a) Ms Khairul Shafinas Muslim ([shafinas@fimm.com.my](mailto:shafinas@fimm.com.my)) and/ or;
  - b) Mr Shahrul Nizam Zainol ([shahrulnizam@fimm.com.my](mailto:shahrulnizam@fimm.com.my))
4. Relevant Company must ensure that only trainers certified by FIMM are allowed to conduct the 2019 PRSFP.

## **Attendance List**

5. Trainers are required to use the Attendance List (Appendix 1) in managing participants' attendance at the 2019 PRSFP. Attendance List is **ONLY** for Qualified Persons; other type of participants are to use separate attendance list.

a) Identity verification prior signing-in

Before the starts of a training session, Qualified Persons are required to produce identification documents such as NRIC or passport for identity verification purpose. Trainers and/ or assistants will check and ensure that the name, and NRIC number are the same as printed on the Attendance List as well as the photograph on the identification document matches that of the bearer, before allowing the Qualified Persons to put their signatures (sign-in) at the prescribed column of the Attendance List.

b) Hard-close for registration

Registration or "signing in" for the session will be closed an hour after the scheduled training starting time. Qualified Persons who fail to report to the trainers/ assistants before the closing time will be deemed absent with the relevant column in the Attendance List duly marked "absent".

c) Signing out

i. Qualified Persons are only allowed to sign out after the session has ended.

ii. Before signing out, Qualified Persons must produce identification documents such as NRIC or passport for identity verification purpose. Trainers and/ or assistants will check and ensure that the name, and NRIC number are the same as printed on the Attendance List as well as the photograph on the identification document matches that of the bearer, before allowing the Qualified Persons to put their signatures (sign-out) at the prescribed column of the Attendance List.

iii. Failure to sign out will not be considered full attendance.

iv. For session with larger group of participants, trainers and/ or assistants must ensure that the participants are properly managed for a smooth and orderly signing-out.

d) Reporting of irregularities

All irregularities, including typo errors on the name and/ or NRIC or passport number of the participants as printed on the Attendance List must be reported on the Attendance List and supported by relevant documents, for example, photocopies of identification document.

6. Completed Attendance List **MUST** be returned to the person-in-charge

a) Once signed off by trainer and/ or assistant, the original copy of the completed Attendance List shall be returned to the PFP Liaison as mentioned in the Section 3, Part (C) above.

b) The original completed Attendance List will be kept by the Relevant Company.

- c) Relevant Company must ensure that all identity and attendance related information (including signatures) captured on the Attendance List is complete and correct. The Certificate of Attendance as well as reporting requirements are expected to be issued and prepared based on the information recorded therein.

### **Full Attendance is Required as Proof of Attendance**

7. Only full attendance or attendance to all relevant sessions that covered all learning objectives/outcomes under the 2019 PRSFP will be recognized by FIMM as proof of attendance for the purpose of registration as PRS Consultants.

### **Certificate of Attendance**

8. The Relevant Company must provide a Certificate of Attendance to Qualified Persons who have successfully completed the 2019 PRSFP, in the form and manner specified in Appendix 2.
9. Only Qualified Persons with full attendance will be issued Certificate of Attendance. The Certificate must be signed by the Trainer(s) who conducted the program or the Head of Training Department of the Relevant Company.
10. For the purpose of registration with FIMM as PRS Consultants, a **certified true copy** of the Certificate of Attendance is required as proof of attendance to the 2019 PRSFP.

### **Report Submission to FIMM**

11. The Relevant Company is required to prepare and forward to FIMM the completed report on the 2019 PRSFP conducted. The format of the report and the cover letter are enclosed as Appendix 3.
12. The report should be submitted to FIMM monthly, by 15th of the following month. The report should cover all training / 2019 PRSFP conducted by the Relevant Company during the reporting month.
13. The first report is due for submission to FIMM on **15 June 2019** and must cover all training sessions conducted by Relevant Company on or before **30 May 2019**.
14. The Relevant Company is also required to submit the Training Notification Report as specified in Appendix 4 to FIMM **1 week** before the training dates. Failing to comply with this requirement will result in FIMM will not recognise the training.
15. FIMM is intending to carry out spot checks on random basis.

## **Others**

16. All relevant records, including the original completed Attendance List should be maintained and made available for checking and audit verification purposes.
17. Relevant Company must ensure compliances in submitting the registration application to FIMM as per FIMM's Consolidated Rules and Registration Manual requirement.
18. FIMM would not be responsible for any unsuccessful registration due to non-compliance of registration requirement and no refund of registration fees will be made

**Private Retirement Scheme (PRS)-PRS Familiarization Program Attendance List**

**(A) Details on the training:**

- 1. Venue:
- 2. Date:
- 3. Duration: from  to
- 4. PRS subjects covered in the training:  
(pls mark "x" in the box, where applicable)
  - A Introduction to the PRS industry
  - B Regulatory Framework
  - C PRS Provider
  - D Features of PRS
  - E Constitution of PRS
  - F PRS investments
  - G PRS distributors & consultants

I hereby certify that:

- (a) I am a trainer certified by FIMM for conducting PRS Familiarization Program;
- (b) I have conducted the PRS Familiarization Program, at the above scheduled date, venue and time/ duration; and
- (c) the training covered the above subjects and was delivered based on the slides provided by the FIMM.

**(B) Attendance monitoring/ identity verification/ session administration:**

I hereby certify that:

- (a) I have checked each participant's name and identification no. (NRIC/ Passport) printed on his/ her identification document (NRIC/ Passport) are the same with those printed on this Attendance List. Any irregularity on the above were reported with supporting document, where relevant;
- (b) all participants that reported for registration before the cut-off time have signed-in;
- (c) late participants were barred from signing-in and duly crossed or marked "absent" in their attendance;
- (d) signing-out by participants are done after training ended. I have verified participants' name and identification no. against their identification document before they sign-out.
- (e) the overall attendance for this session is summarised as follows:
  - (i) Total Attended: (            )
  - (ii) Total Absent: (            )
  - (iii) Total Registered: (            )

Name and (NRIC)	Date	Signature
Remarks:		Company stamp

\_\_\_\_\_  
Trainer Name and (NRIC)                                  Date                                  Signature

No.	Company	Name	NRIC	Signature (Day 1)		Signature (Day 2)	
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**Private Retirement Scheme (PRS)-PRS Familiarization Program Attendance List**

**(A) Details on the training:**

1. Venue:   
 2. Date:   
 3. Duration: from  to

4. PRS subjects covered in the training (pls mark "x" in the box, where applicable)

- Introduction to the PRS industry
- Regulatory Framework

4. PRS subjects covered in the training (cont'd):

- PRS Provider
- Features of PRS
- Constitution of PRS
- PRS investments
- PRS distributors & consultants

**(B) Attendance monitoring/ identity verification/ session administration:**

I hereby certify that:

- (a) I have checked each participant's name and identification no. (NRIC/ Passport) printed on his/ her identification document (NRIC/ Passport) are the same with those printed on this Attendance List. Any irregularity on the above were reported with supporting document, where relevant;
- (b) all participants that reported for registration before the cut-off time have signed-in;
- (c) late participants were barred from signing-in and duly crossed or marked "absent" in their attendance;
- (d) signing-out by participants are done after training ended. I have verified participants' name and identification no. against their identification document before they sign-out.
- (e) the overall attendance for this session is summarised as follows:

(i) Total Attended: ( 3 )  
 (ii) Total Absent: ( 3 )  
 (iii) Total Registered: ( 3 )

Cindy Lum (871210 -10-2843) 23 July 2018

Name and (NRIC) Date Signature  
 Remarks:  
 (1) FIMM No. for Pepsi Koh should be 06-0-00100  
 (2) EthanHo came at 11:30 am, hence considered absence

*Cindy Lum*

I hereby certify that:  
 (a) I am a trainer certified by FIMM for conducting PRS Familiarization Program;  
 (b) I have conducted the PRS Familiarization Program, at the above scheduled date, venue and time/ duration; and  
 (c) the training covered the above subjects and was delivered based on the slides provided by the FIMM.  
 CHAN CHIN CHEN (861212 -10 -2888) 23 July 2018 *Chan*



No.	Company	Name	NRIC	Signature (Day 1)		Signature (Day 2)	
				In	Out	In	Out
1	SUPER INVESTMENT MANAGEMENT BHD	MOHD RAHMAT BIN SAIFUL	781223-10-2233	Mohd Rahmat	Mohd Rahmat	Mohd Rahmat	Mohd Rahmat
2	SUPER INVESTMENT MANAGEMENT BHD	PEPSI KOH LA	800102-08-1122	PEPSIK	PEPSI K	PEPSI K	PEPSIK
3	SUPER INVESTMENT MANAGEMENT BHD	ETHAN HO	780210-08-2211	ETHAN HO	ETHAN HO	<del>ABSENSE</del>	<del></del>
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EXAMPLE

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SuperInvestment Management Bhd  
(12345-X)

# CERTIFICATE OF ATTENDANCE

*This is to confirm that*

**Mohd Rahmat Bin Saiful**

*bearing identification document with the following number*

**781223-10-2233**

*has successfully completed*

**Private Retirement Scheme  
Familiarization Program**

*held on*

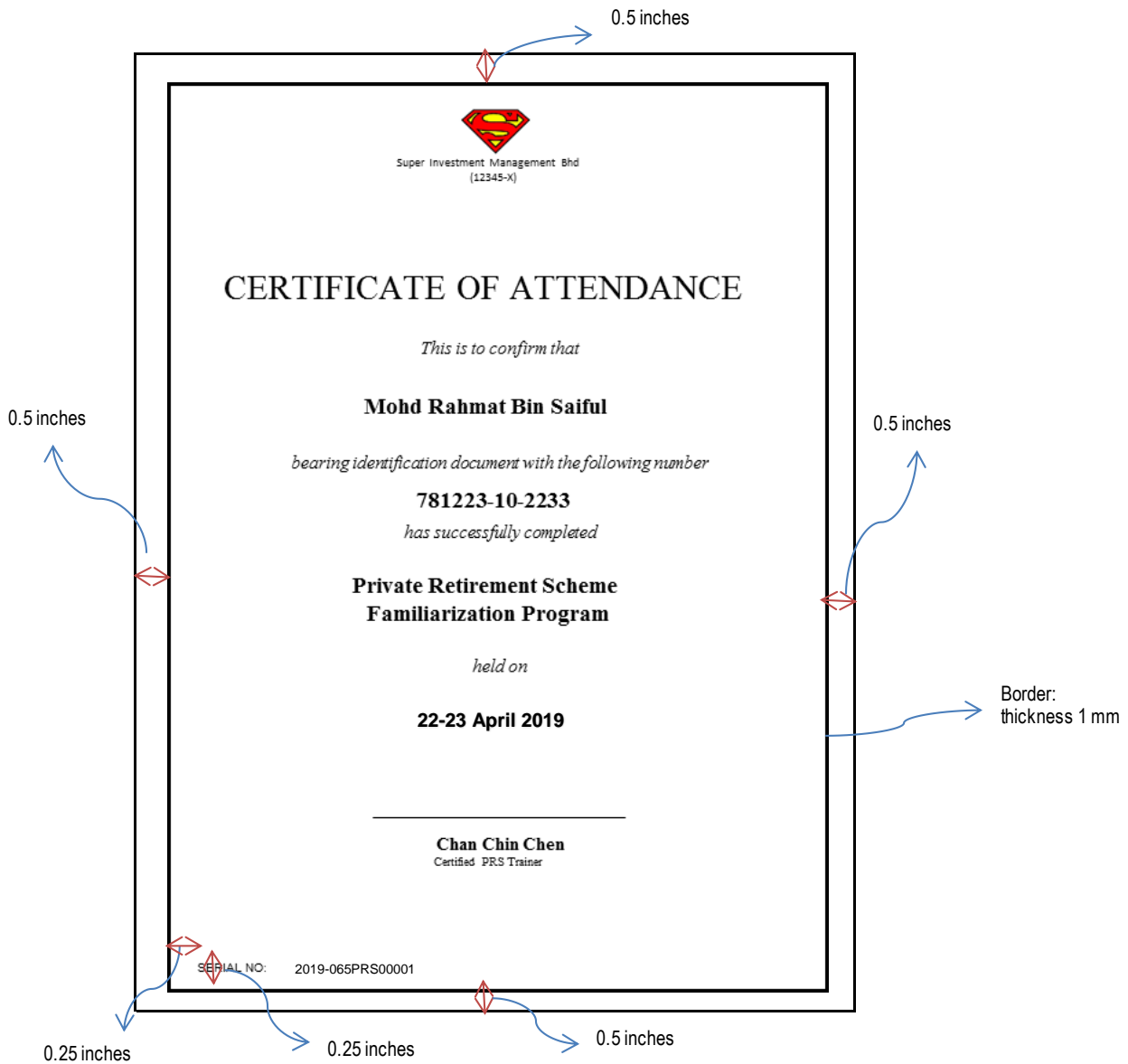
**22-23 April 2019**

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**Chan Chin Chen**  
Certified PRS Trainer

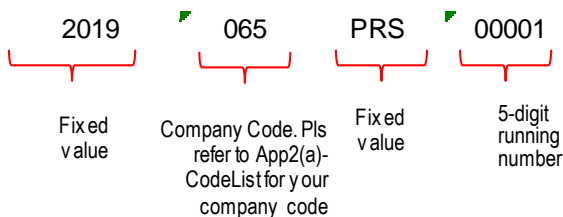
SERIAL NO: 2019-065PRS00001

**Specification:**



**Notes:**

- 1 Paper (a) quality: 100 gsm (b) colour: beige (c) Size: A4
- 2 Margin: 0.5 inches
- 3 Fonts: (a) Colour: black (b) Type face: Times New Roman (Except serial no), (c) Size: various font sizes. Pls refer to the attached MSEXcel file for respective font sizes.
- 4 Serial No: (a) font size: Arial 12 (b) Margin from borders: 0.25 inches (c) format:



**PRS Familiarization Program 2019**

Company Code

Date Updated : 5 April 2019

Note: As and when there is/are new organisation(s) joining the industry, the list will be updated and relevant company will be notified accordingly

**PRS DISTRIBUTOR AS AT APRIL 2019**

<b>NO.</b>	<b>PRIVATE RETIREMENT SCHEME (PRP)</b>	<b>CODE NO.</b>
1	AFFIN HWANG ASSET MANAGEMENT BERHAD	038
2	AIA PENSION AND ASSET MANAGEMENT SDN. BHD.	065
3	AMFUNDS MANAGEMENT BERHAD	002
4	CIMB-PRINCIPAL ASSET MANAGEMENT BERHAD	031
5	MANULIFE ASSET MANAGEMENT SERVICES BERHAD	058
6	PUBLIC MUTUAL BERHAD	009
7	RHB ASSET MANAGEMENT SDN BHD	054
<b>NO.</b>	<b>IPRA</b>	<b>CODE NO.</b>
1	AMBANK (M) BERHAD	534
2	BANK MUAMALAT MALAYSIA BERHAD	556
3	CIMB BANK BERHAD	510
4	CITIBANK BERHAD	503
5	IFAST CAPITAL SDN BHD	301
6	KENANGA INVESTMENT BANK BERHAD	553
7	PHILLIP MUTUAL BERHAD	043
8	PUBLIC BANK BERHAD	547
9	RHB BANK BERHAD	516
10	TA INVESTMENT MANAGEMENT BERHAD	027
<b>NO.</b>	<b>CPRA</b>	<b>CODE NO.</b>
1	A.D. FINANCIAL SDN. BHD.	704
2	BILL MORRISONS WEALTH MANAGEMENT SDN. BHD.	714
3	BLUEPRINT PLANNING SDN BHD	709
4	CC ADVISORY SDN BHD	715
5	ETALAGE SDN BHD	711
6	EXCELLENTTE CONSULTANCY SDN BHD	712
7	FA ADVISORY SDN. BHD.	710
8	FIN FREEDOM SDN BHD	702
9	FINWEALTH MANAGEMENT SDN BHD	718
10	GENEXUS ADVISORY SDN BHD	713
11	HARVESTON WEALTH MANAGEMENT SDN. BHD.	705
12	LEGACY ADVISORY SDN BHD	707
13	MAGNISAVE GROUP SDN BHD	716
14	STANDARD FINANCIAL ADVISER SDN BHD	701
15	VKA WEALTH PLANNERS SDN BHD	708
16	WEALTH VANTAGE ADVISORY SDN. BHD.	717
17	WHITMAN INDEPENDENT ADVISORS SDN BHD	703
<b>NO.</b>	<b>PRP + IPRA</b>	<b>CODE NO.</b>
1	KENANGA INVESTORS BERHAD	022

**PRS Familiarization Program**

**Monthly Report**

To: Federation of Investment Managers Malaysia  
 c/o Professional Development & Services Department  
 19-06-1, 6th Floor, Wisma Tune, No. 19, Lorong Dungun, Damansara Heights  
 50490 Kuala Lumpur  
 Tel: 03-2093 2600 Fax: 03-2093 2700  
 email: [hazwan@fimm.com.my](mailto:hazwan@fimm.com.my) [shafinas@fimm.com.my](mailto:shafinas@fimm.com.my)

Monthly report must be submitted to FIMM on or before **15th of the following month**

(Please select where applicable)

We have not conducted any PRS Familiarization Program for the month/ period ended [ please put in date ];

or

We have conducted PRS Familiarisation Program during the month/ period ended [ please put in date ]. Enclosed please find the completed report. The softcopy of the report [Appendix 3(a)] in MS Excel will be emailed to FIMM today.

Please contact the undersigned\*/ following personnel\* if you require any further clarification on the report.

Name:		
Designation:		
Email:		
Tel No:		Fax No:

(\* strike wherever is not applicable)

From:

Name:		
Name of company:		
Designation:		
Tel No:		Fax No:
Date:		Signature:

Private Retirement Scheme (PRS)  
 PRS Familiarization Program  
 Monthly Report for the Month Ended \_\_\_\_\_

No.	Date	Venue	Name of Trainer	NRIC of Trainer	Training time	Subject A	Subject B	Subject C	Subject D	Subject E	Subject F	Subject G	Company	Name	NRIC	FIMM No	Mobile No	Date joined FIMM	Attendance Status	Certificate of Attendance (Serial No)	
--	a) Training date b) DD-MMM-YYYY	location where the training was conducted	a) Full Name as per NRIC b) In capital letters	a) As per NRIC b) xxxxxx-xx-xxxx	a) As reported in Attendance List b) in 24 hrs. format	(a) Referring to key learning objectives of the program as follows: --Subject A: Introduction to the PRS industry --Subject B: Regulatory Framework --Subject C: PRS Provider --Subject D: Features of PRS --Subject E: Constitution of PRS --Subject F: PRS investments --Subject G: PRS distributors & consultants  (b) *1* = Subject covered "NA" for not applicable.						Name of the Relevant Company	a) Full name of UTC/ Qualified Persons as per NRIC b) In capital letters	a) xxxxxx-xx-xxxx b) "NA" if not applicable	a) UTC's FIMM No b) "NA" if not applicable	a) xxx-xxxxxxx b) "NA" if not applicable	DD-MMM-YYYY	"P"=Present "A"=Absent	a) 2018-XXXPRSXXXX b) Pls refer to Appendix 2 for more info on serial no.		
022 & 23 July 2018	Training Room 1, PJ Office	CHAN CHIN CHEN	861212-10-2888	09:00 to 17:00	1	1	1	1	1	1	1	1	SUPER INVESTMENT MANAGEMENT BHD	MOHD RAHMAT BIN SAIFUL	781223-10-2233	065-S-00032	012-1234567	24-Jul-2008	P	2018-065PRS00001	
022 & 23 July 2018	Training Room 1, PJ Office	CHAN CHIN CHEN	861212-10-2888	09:00 to 17:00	1	1	1	1	1	1	1	1	SUPER INVESTMENT MANAGEMENT BHD	PEPSI KOH LA	800102-08-1184	065-O-00100	019-7654321	24-Aug-2008	P	2018-065PRS00002	
022 & 23 July 2018	Training Room 1, PJ Office	CHAN CHIN CHEN	861212-10-2888	09:00 to 17:00	1	1	1	1	1	1	1	1	SUPER INVESTMENT MANAGEMENT BHD	ETHAN HO	7800210-08-2211	065-O-00113	013-1332363	1-Aug-2006	A	NA	
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**Private Retirement Scheme (PRS)  
PRS Familiarization Program  
Training Notification Report**

Note: Training notification to be submitted to FIMM 1 week before the training date(s). email: hazwan@fimm.com.my shafinas@fimm.com.my

Date: 22-September-2018

No.	Date	Trainingtime	Status	Company	Full Address of Training Venue	Name of Trainer	NRIC of Trainer	Mobile No
--	a) Training date b) Day-Month-Year	a) As reported in Attendance List b) in 24 hrs. format	Kindly indicate training status as follows: a) Tentative b) Confirmed c) Cancelled d) Completed	Name of the Relevant Company	location where the training was conducted	a) Full Name as per NRIC  b) In capital letters	a) As per NRIC b) xxxxxx-xx-xxxx	a) xxx-xxxxxx
1	7&8 October 2018	Day 1: 09:00-17:00 Day 2: 09:00-17:00	Tentative	ABC Investments Berhad	Training Room 1, ABC Investments Bhd, Lot 12-01, Jalan Bunga Raya, 50000 Kuala Lumpur.	LIM LI LING	871023-10-5334	016-8586354
<b>DRAFT</b>								