

7 October 2014

Circular: BR/AL/MN/TLK-af/050-14

(TOTAL NO. OF PAGES: 7)
INCLUDING THIS PAGE

TO : MEMBERS / IUTA / CUTA

**ATTN: CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVE &
ALL I³ SYSTEM USERS**

PAYMENT OF:

- a) **ANNUAL MEMBERSHIP SUBSCRIPTION FEE (“AMSF”) OR ANNUAL FEE OF MEMBERS, IUTA OR CUTA FOR THE YEAR 2015**
- b) **ANNUAL RENEWAL FEE FOR UNIT TRUST CONSULTANTS (UTC) FOR THE YEAR 2015**

Your attention is brought to the abovementioned payments for the year 2015 and Schedule for Submission of fees detailed in **Appendix 1**.

Members and IUTA must submit the following documents to FIMM by **20 January 2015**:

- (i) Members are required to submit the AUM as at 31 December 2014 for each unit trust schemes under the respective group A and group B with an aggregate total in the i³ System;
- (ii) IUTA are required to submit the total gross sales as at 31 December 2014 for each unit trust schemes under the respective fund category with an aggregate total in the i³ System;
- (iii) Member and IUTA to complete and submit the attached forms A1 and A2 (for Members) and B1 and B2 (for IUTA) accordingly; and
- (iv) Member and IUTA to submit System NAV Report or System Sales Report respectively in support of the above submissions.

For renewal of UTC, the said function in i³ system will be enabled from **14 October 2014 till 9 January 2015**. Non-renewal of UTC by **10 January 2015** will be terminated by the system. Each UTC will be charged a re-registration fee of RM73.00 in the event the UTC decides to re-register at a later date.

Annual renewal fee and card fee for UTC is calculated based on the total number of UTC renewed and included as part of the AMSF or Annual Fee of Members, IUTA or CUTA.

As a prerequisite for renewal, on biennial basis, UTC is required to submit to the principal the statutory declaration for continuous eligibility (“SD”) which is attested not more than 12 months from the submission date. The principal may determine the deadline for submission of the same. Please ensure that all the SD are properly maintained for record and audit purposes. Principals are not required to submit the SD to FIMM.

Cont'd...

As for the Continuing Professional Development ("CPD") compliance, the principal shall update its CPD records accordingly regarding all seminars/courses attended by UTCs. The principal shall advise FIMM on 31 December annually, regarding those UTCs who have not met the required CPD points.

The CPD Guidelines aims to foster a culture of continuous learning among UTCs. CPD looks into the enhancement of knowledge and competency of the UTC to transform them into capital market intermediaries that will be able to provide professional advice to clients in the area of investing as well as retirement saving. CPD points are mandatory for UTC renewal at the year end and failure to obtain sufficient points will result in the de-registration of the UTC.

For further details, kindly refer to our circular reference PDS/AL/MN-sa/021-14 and comply with FIMM's CPD guidelines. All UTC of UTMC, IUTA and CUTA must obtain a total of 16 CPD points at the end of year 2014 in order to renew their registration.

Registered UTCs under the full-time employment of a UTMC are exempted from complying with FIMM's CPD Guidelines. The training of such registered persons or UTC will be governed under the SC's Guidelines on Unit Trust Funds instead.

Kindly take note that any application for deferment and/or extension of time will not be entertained. Hence, please observe the deadlines as stated in **Appendix 1**.

Should you need further clarification, please contact the Business Registration Department at 03-20932600.

Thank you

Yours faithfully
Federation of Investment Managers Malaysia



MOHAMED NIZA ABU BAKAR
Chief Executive Officer

Schedule for Submission of UTC renewal and keying in of the AUM / Total Gross Sales (UTMC/IUTA) into the I³ System for the year 2015.

Date	Description
14/10/2014	<ul style="list-style-type: none"> • I³ System Renewal function – ENABLED. • Renewal will only be approved after FIMM received the cover letter with the renewal listing. • The expiry date on UTC card and on FIMM website will be shown as Jan 2016.
05/12/2014	<ul style="list-style-type: none"> • Fund groups and fund types for respective unit trust schemes will be made available to UTMC and IUTA through the I³ System.
22/12/2014 – 09/01/2015	<ul style="list-style-type: none"> • UTC Re-Registration and Resign/Terminate function will be DISABLED.
05/01/2015	<ul style="list-style-type: none"> • UTMC/IUTA to key-in AUM/Total Gross Sales. • CUTA is not required to key in AUM or Total Gross Sales.
<u>09/01/2015 (12.00pm)</u>	<ul style="list-style-type: none"> • Closing Date for Renewal of UTC up to <u>12.00 noon</u>.
09/01/2015 Midnight	<ul style="list-style-type: none"> • All re-registration, resign/termination, and renewal batches pending approval on member side will be reversed out. • I³ System will <u>AUTO TERMINATE</u> all UTC that are NOT RENEWED.
12/01/2015	<ul style="list-style-type: none"> • UTC Re-Registration and Resign/Terminate function will be ENABLED. • I³ System Renewal function – DISABLED.
<u>20/01/2015 (11.59pm)</u>	<ul style="list-style-type: none"> • Closing Date for keying in AUM/Total Gross Sales. • FORM A1 & A2 or FORM B1 & B2 received by FIMM.
21/01/2015	<ul style="list-style-type: none"> • UTMC/IUTA who failed to key-in AUM/Total Gross Sales, will be <u>BLOCKED</u> to register candidate(s).
22/01/2015	<ul style="list-style-type: none"> • AMSF or Annual Fee Payment invoice will be sent out to UTMC/IUTA as and when AUM/Total Gross Sales been keyed in. • Annual Fee Payment invoice will be sent out to CUTA.
28/02/2015	<ul style="list-style-type: none"> • UTMC/IUTA/CUTA failed to make payment, will be <u>BLOCKED</u> to register candidate(s).

FORM A1

Re: Assets Under Management as at 31 December 2014

(Circular Ref : BR/AL/MN/TLK-af/050-14)

To: Chief Executive Officer
Federation of Investment Managers Malaysia
19-06-01, 6th Floor, Wisma Tune
19, Lorong Dungun, Damansara Heights
50490 Kuala Lumpur
Tel: 03-2093 2600

(Attention: Business Registration Department)

Company Name: _____

Kindly send the completed slip to FIMM by **20 January 2015**

We hereby declare the below information of the Assets Under Management (AUM) figures for **Unit Trust Schemes** as at 31 December 2014 are complete, true and accurate:

Total Group A: RM _____

Total Group B: RM _____

Verified by Compliance Officer : _____

Name:
Designation:
Company:
Date:

Confirmed by CEO : _____

Name:
Company:
Date:

<u>For FIMM use only</u>	
Processed by BR Dept:	Checked by BR Dept:
Signature:	Signature:
Name:	Name:
Date:	Date:
Checked by Finance Dept:	
Signature:	
Name:	
Date:	

FORM B1

Re: Confirmation of Total Gross Sales as of 31 December 2014

(Circular Ref : BR/AL/MN/TLK-af/050-14)

To: Chief Executive Officer
Federation of Investment Managers Malaysia
19-06-01, 6th Floor, Wisma Tune
19, Lorong Dungun, Damansara Heights
50490 Kuala Lumpur
Tel: 03-2093 2600

(Attention: Business Registration Department)

Company Name: _____

Kindly send the completed slip to FIMM by 20 January 2015

We hereby confirm that our company's recent submission of the Total Gross Sales figures as at 31 December 2014 for **Unit Trust Schemes** are true and correct as follows:

Total Normal Load: RM _____

Total Low Load: RM _____

Total No Load: RM _____

Verified by Compliance Officer : _____

Name:
Designation:
Company:
Date:

Confirmed by Head /Authorised Person : _____

Name:
Designation:
Company:
Date:

For FIMM use only

Processed by BR Dept:

Signature:

Name:

Date:

Checked by BR Dept:

Signature:

Name:

Date:

Checked by Finance Dept:

Signature:

Name:

Date:

