

CIRCULAR

Date:	25 June 2021	Ref No.:	IT/AL/CEO/LH-ah/045-21
To:	UTMC, IUTA, CUTA, PRS PROVIDERS, IPRA AND CPRA (DISTRIBUTORS)		
Attn:	Authorised Representatives / Chief Executive Officers		

PREPARATION FOR FIMM ONLINE PORTAL GO-LIVE

1.0 Introduction

1.1 With reference to Industry Briefing on FIMM Online Portal that was conducted on 15 June 2021 and 16 June 2021, Distributors are required to provide the following information as part of the preparation of system Go-Live:

- i. Nomination of Distributor Administrator (DA);
- ii. Nomination of Representatives for FIMM Online Portal training; and
- iii. Nomination of Active Users for FIMM Online Portal.

1.2 Submission of the above nominees is mandatory for all distributors to ensure smooth migration experience to the new system.


2.0 Nomination of Distributor Administrator (DA)

2.1 All distributors are required to nominate at least one (1) of their personnel as Distributor Administrator (DA) for the FIMM Online Portal. As a best practice, we recommend distributors to nominate additional personnel as a backup to the DA.

2.2 The DA will be the company's liaison with FIMM on all matters related to FIMM Online Portal implementation, up until the completion of the Go-Live execution.

2.3 Subsequently, the DA will be responsible for managing access of distributor's personnel that will be using FIMM Online Portal moving forward. All requests for access to FIMM Online Portal will be directed to the DA for review, approval or rejection.

2.4 Please nominate your DA representative(s) online by using the following link or by scanning the QR code on your mobile phone. Registration must be completed by **5.00pm on 2 July 2021**.

Web Link	QR Code
<p style="text-align: center;">http://bit.ly/LFCS-DA</p>	

3.0 Nomination of Representatives for FIMM Online Portal training

- 3.1 FIMM will be conducting FIMM Online Portal training on related modules for distributors.
- 3.2 The purpose of this training session is for distributors to familiarize with the requirements, functions, and features of FIMM Online Portal.
- 3.3 Each distributor is required to nominate maximum two (2) representatives for each of the following six (6) modules:
 - i. Distributor Management;
 - ii. Consultant Management;
 - iii. Continuing Professional Development (CPD);
 - iv. Funds Management;
 - v. Annual Fees; and
 - vi. Finance.
- 3.4 A brief description for the modules is provided in **Appendix 1** as reference. The representatives will train the modules to others that will be using the modules within the company (using Train-the-Trainer concept). FIMM shall provide the relevant training manual.
- 3.5 Registration links and training schedule will be notified through the nominated DA. It is recommended for the DA to coordinate the representative's registration to ensure the right representatives attend the correct sessions.

4.0 Nomination of Active Users for FIMM Online Portal

- 4.1 All distributors are required to identify and make a listing of active users by modules for FIMM Online Portal.
- 4.2 The list of Active Users shall be prepared using an Excel template attached in this circular and needs to be submitted to FIMM IT Department via email at itsupport@fimm.com.my by **5.00pm on 23 July 2021**.

- 4.3 All confirmed active users will be migrated into FIMM Online Portal. This will allow all active users to have ready access to FIMM Online Portal upon system Go-Live.
- 4.4 Access will be granted to modules based on the roles of users. Please refer to **Appendix 1** for a brief description of each module as reference.

If you require any further information, please do not hesitate to contact the following person in charge:

NO	SCOPE	PERSON IN CHARGE	EMAIL
1.	IT Project Management	En Lazman Halim Lajman	lazmanhalim@fimm.com.my
2.	Consultant & Distributor Management	Ms Sylvia Ooi	sylvia@fimm.com.my
3.	CPD Tracker & Examination	En Shahrul Nizam Zainol	shahrulnizam@fimm.com.my
4.	Fund Management	Pn Aishara Ab Rahim	aishara@fimm.com.my
5.	Annual Fees	Ms Lim Foong Ying	limfoongying@fimm.com.my
6.	Finance	Pn Normala Mohamed	normala@fimm.com.my

Thank you.

Yours faithfully,

FEDERATION OF INVESTMENT MANAGERS MALAYSIA



DR ROSLIZA MAT YATIM
General Manager
Corporate Services Division

APPENDIX 1: BRIEF DESCRIPTION OF MODULES IN FIMM ONLINE PORTAL

No	Module Name	Descriptions	Roles
1.	Distributor Management	Distributor Management module manages distributor's company profile including details of Directors and Authorised Representative (AR). Access to FIMM Online Portal will also be managed through this module by Distributor Administrator.	Distributor Administrator Viewer Submitter
2.	Consultant Management	Consultant Management module manages the process of self-registering new applicant to become a consultant. All applications will be reviewed, approved, or rejected by Distributor. Approved applicants can sit for examination based on their registration type. Apart from this, Distributor will also be able to manage registration renewal process, resignation/termination of a consultant, re-sit and rescheduling of examination, and checking for bankruptcy process.	Viewer Submitter Reviewer Approver
3.	Continuing Professional Development (CPD)	Continuing Professional Development module allows Training Providers and Distributors to manage CPD submissions. Amendment of submission can be done, subject to approval by CPD Secretariat. An appeal can be done through the system to CPD Secretariat for any revoked CPD Points.	Viewer Submitter
4.	Fund Management	Funds Management module will help Distributors to manage funds information within FIMM Online Portal. The funds information will be published via www.fundsmalaysia.com website to the public. The module would enable users to perform fund lodgement and update NAV price.	Viewer Submitter Approver
5.	Annual Fees	Annual Fees module will consolidate all tasks for FIMM's Annual Membership Subscription Fee (AMSF) calculations. The fund data entry personnel are assigned to enter the funds value (Asset Under Management (AUM) and Total Gross Sales). All data entered will be reviewed and approved before submission to FIMM.	Viewer Submitter Reviewer Approver
6.	Finance	Finance module manages all financial related transactions related to FIMM, primarily for Registration activities from the Prepayment account such as fees payment and request for refunds. Additional feature is provided for AMSF payment management.	Viewer Submitter

Role Description

Role Name	Description
Distributor Administrator	User with this access is responsible for managing access of distributor's personnel that will be using FIMM Online Portal.
Viewer	User with this access can only view the data and reports from the module.
Submitter	User with this access will process all relevant activities and submit to the next level for review/approval.
Reviewer	User with this access will review all relevant activities before recommending to the next level for approval. This role is only available for modules that require 2 nd level approval.
Approver	User with this access will perform final check prior to approval. Once approved, the request will be passed for next level processing, i.e. Registration fee, exam confirmation, submission for FIMM review, etc.