

CIRCULAR



Date:	11 October 2019	Ref No.:	BR/AL/KLR/SM/SO/VAL-af/019-19 (TOTAL NO. OF PAGES: 13)
To:	UTMC / PRS PROVIDERS, IUTA / IPRA, AND CUTA / CPRA		
Attn:	Authorised Representatives / Chief Executive Officers		

YEAR 2020 RENEWAL AND ANNUAL MEMBERSHIP SUBSCRIPTION FEE (“AMSF”)/ ANNUAL FEE FOR:

- a) UNIT TRUST MANAGEMENT COMPANY (“UTMC”) / PRIVATE RETIREMENT SCHEME PROVIDER (“PRP”);
- b) INSTITUTIONAL UNIT TRUST SCHEME ADVISER (“IUTA”)/ INSTITUTIONAL PRIVATE RETIREMENT SCHEME ADVISER (“IPRA”)
- c) CORPORATE UNIT TRUST SCHEME ADVISER (“CUTA”) / CORPORATE PRIVATE RETIREMENT SCHEME ADVISER (“CPRA”); AND
- d) UNIT TRUST SCHEME (“UTS”) CONSULTANT AND PRIVATE RETIREMENT SCHEME (“PRS”) CONSULTANT.

The above matter refers.

We would like to remind **all members and distributors** to provide the following submissions to the Federation of Investment Managers Malaysia (FIMM) latest by **10 January 2020**:

	UTMC / PRP	IUTA / IPRA	CUTA / CPRA
Online Submission	Assets Under Management (AUM) as at <u>31 December 2019</u> for each fund, under their respective grouping, i.e. A and B; and total aggregate via AMSF System. (https://amsf.fimm.com.my).	Total Gross Sales for the year ended <u>31 December 2019</u> for each fund under their respective fund categories and total aggregate via the AMSF System. (https://amsf.fimm.com.my).	Not applicable
Hardcopy Submission	<ul style="list-style-type: none"> • <u>Must</u> complete and submit the attached Forms A1 and A2 or the printed copy from AMSF System. • A copy of System NAV Report must be submitted to support the information provided in Forms A1 and A2 respectively. 	<ul style="list-style-type: none"> • <u>Must</u> complete and submit the attached Forms B1 and B2 or the printed copy from AMSF System. • A copy of System Sales Report must be submitted to support the information provided in Forms B1 and B2 respectively. 	Not applicable

Cont'd...

AMSF / Annual Fee

	UTMC / PRP	IUTA / IPRA	CUTA / CPRA
AMSF / Annual Fee	<ul style="list-style-type: none"> • Minimum of RM10,000 or fee value calculated based on submitted AUM, whichever is higher. • Annual fee and card fee for Consultants are calculated based on the total number of Consultants renewed. These fees are included as part of the AMSF of UTMC / PRP. 	<ul style="list-style-type: none"> • Minimum of RM10,000 or fee value calculated based on submitted Total Gross Sales, whichever is higher. • Annual fee and card fee for Consultants are calculated based on the total number of Consultants renewed. These fees are included as part of the Annual Fee of IUTA / IPRA. 	<ul style="list-style-type: none"> • RM500 • For CUTA also registered as CPRA, the annual fee for CPRA will be waived. • Annual fee and card fee for Consultants are calculated based on the total number of Consultants renewed. These fees are included as part of the Annual Fee of CUTA / CPRA.

Renewal of Consultants' Registration

- a) Members and distributors are required to provide the submissions in i³ and PRS system respectively.
- b) Registration of all Consultants will be renewed automatically through the Registration system. For termination/ resignation of Consultants, online submission and hardcopy of the cover letter must be submitted to FIMM **before 12.00 noon, 10 January 2020**.
- c) As part of renewing the registration for consultants, all members and distributors must ensure that:
 - i. Consultants submit **Statutory Declaration ("SD")** on a biennial basis. The submission should be made not more than 12 months from the SD's attestation date;
 - ii. Consultants attain a minimum of **16 Continuing Professional Development ("CPD")** points prior to their registration renewal. Failing which, the consultants will be terminated;
 - iii. Consultants' CPD records are updated to reflect all seminars/courses attended. The Consultants renewal list submitted to FIMM must be supported by records of their CPD points. The "UTS / PRS Consultants Renewal List" template can be downloaded from FIMM website – "**UTS / PRS Application Kit**" (*refer Appendix 1*).
- d) Failure to terminate or submit resigned consultant within the stipulated timeline will result in auto renewal of the said consultant's registration. Members and distributors must pay all fees incurred for the renewal.

Please refer to FIMM's Consolidated Rules and Registration Manual for further details should the terminated / resigned consultants decide to rejoin in the industry.

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Fees for Authorisation Card

For Year 2020 renewal, there are 3 types of Authorisation card that will be issued with the following applicable fees:

No.	Type of Authorisation Card	Type of Consultant	Annual Fee	Card Fee
i.	Gold Card	UTS Consultant	RM 50.00	RM 3.00
ii.	Silver Card	PRS Consultant	RM 50.00	RM 3.00
iii.	Platinum Card	UTS and PRS Consultant (dual registration) under the same Distributor.	RM 100.00	RM 3.00

The Annual fee shall be waived for PRS Consultants who qualified under the **Fee Waiver Campaign**.

Conclusion

The enclosed Appendix 1 contain submissions of:

- a) Assets Under Management (AUM) by UTMC / PRP;
- b) Total Gross Sales by IUTA / IPRA; and
- c) Registration renewal of Consultants

Kindly **observe the deadlines** stated in **Appendix 1** as any application for deferment and/ or extension of time will not be entertained. FIMM may take any action as it deems fit under Rule 2.1.3 of FIMM's Consolidated Rules for failure to comply with such deadlines.

Should you need further clarification, please contact Ms. Valli (ext. 325) or Ms. Charmaine (ext. 326) of Registration Department at 03-20932600.

Thank you.

Yours faithfully,
Federation of Investment Managers Malaysia


SAHLAWATI MUSTAFA
General Manager
Regulatory Services Division

Encl.

SUBMISSION SCHEDULE

- a) UTMC / PRP - Assets Under Management (“AUM”);
 b) IUTA/ IPRA - Total Gross Sales; and
 c) Registration Renewal of UTS / PRS Consultant

Date	FIS SYSTEM - Description
	i ³ & PRS System
25/12/2019 – 10/01/2020	<ul style="list-style-type: none"> All registration functions are DISABLED except for examination and termination/resignation.
02/01/2020	<ul style="list-style-type: none"> AMSF System opens for: <ol style="list-style-type: none"> UTMC/ PRP to key in AUM IUTA/ IPRA to key in Total Gross Sales
03/01/2020	<ul style="list-style-type: none"> Submission of CPD Points fulfilment (in prescribed excel format) for all <u>ACTIVE</u> Consultants as at 31/12/2019 to registration@fimm.com.my (<i>Please refer to UTS Application Kit – Table 14 & PRS Application Kit – Table 13</i>) <p>Note: <i>Failure to submit will result in Consultants being terminated by the System</i></p>
10/01/2020 (11:59pm)	<ul style="list-style-type: none"> Closing Date and time for AUM/ Total Gross Sales reporting in AMSF System. Completed FORMS: <ol style="list-style-type: none"> A1 & A2 by UTMC B1 & B2 by IUTA C1 & C2 by PRP D2 & D2 by IPRA must be submitted to FIMM. <p>Note: <i>Please refer to FIMM Consolidated Rule 3.4.7 Table 2, item iii)</i></p>
<u>10/01/2020</u> <u>(12:00 noon)</u>	<ul style="list-style-type: none"> Submission of termination/ resignation of Consultant. FIMM's acceptance on termination/resignation of Consultants will be based on the <u>cover letter and listing</u> received via email/ hardcopy.
10/01/2020 (11:59pm)	<ul style="list-style-type: none"> All registration other than examination submission prior to 25/12/2019, which are pending approval from members/ distributors will be <u>AUTO REJECTED</u> in the system. Consultants who are not terminated/ resigned in the system will be <u>AUTO RENEWED</u>.

Appendix 1

Date	FIS SYSTEM - Description
	i ³ & PRS System
14/01/2020	<ul style="list-style-type: none">• All registration functions are ENABLED.• All members and distributors may obtain the list of renewed Consultants for <u>Year 2020</u> by downloading the reports under "Authorised UTC/ PRC Download" in the respective system.
16/01/2020	AMSF or Annual Fee invoice will be sent to the respective members and distributors.
31/01/2020	Payment of AMSF or Annual Fee must be made to FIMM.

Note:

FIMM authorization card and FIMM website will reflect Jan 2021 as the new expiry date.

FORM A1**Re: Assets Under Management as at 31 December 2019****(Circular Ref : BR/AL/KLR/SM/SO/VAL-af/019-19)**

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: Registration Department)**Company Name:** _____

 Please send the completed slip to FIMM latest by **10 January 2020**

We hereby declare that the following information on Assets Under Management (AUM) for **Unit Trust Schemes** as at 31 December 2019 are complete, true and accurate.

Total Group A: RM _____**Total Group B: RM** _____**Verified by Compliance Officer** : _____

Name:
 Designation:
 Date:

Confirmed by CEO / Authorised Rep. : _____

Name:
 Designation:
 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:

FORM B1**Re: Total Gross Sales for the year ended 31 December 2019****(Circular Ref : BR/AL/KLR/SM/SO/VAL-af/019-19)**

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: Registration Department)**Company Name:** _____

 Please send the completed slip to FIMM latest by **10 January 2020**

We hereby declare that the following information on Total Gross Sales for **Unit Trust Schemes** for the year ended 31 December 2019 are complete, true and accurate.

Total Normal Load: RM _____

Total Low Load: RM _____

Total No Load: RM _____

Verified by Compliance Officer : _____

Name:
 Designation:
 Date:

Confirmed by CEO / Authorised Rep. : _____

Name:
 Designation:
 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:

FORM C1**Re: Confirmation of Assets Under Management as at 31 December 2019****(Circular: BR/AL/KLR/SM/SO/VAL-af/019-19)**

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: Registration Department)**Company Name:** _____

Please send the completed slip to FIMM latest by 10 January 2020

We hereby declare that the following information on Assets Under Management (AUM) for **Private Retirement Schemes** as at 31 December 2019 are complete, true and accurate.

Total Group A: RM _____**Total Group B: RM** _____**Verified by Compliance Officer** : _____

Name:
 Designation:
 Date:

Confirmed by CEO / Authorised Rep. : _____

Name:
 Designation:
 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:

FORM D1

Re: Confirmation of Total Gross Sales for the year ended 31 December 2019

(Circular: BR/AL/KLR/SM/SO/VAL-af/019-19)

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: Registration Department)

Company Name: _____

Please send the completed slip to FIMM latest by **10 January 2020**

We hereby declare that the following information on Total Gross Sales for **Private Retirement Schemes** for the year ended 31 December 2019 are complete, true and correct.

Total Normal Load: RM _____

Total Low Load: RM _____

Total No Load: RM _____

Verified by Compliance Officer : _____

Name:
Designation:
Date:

Confirmed by CEO / Authorised Rep. : _____

Name:
Designation:
Date:

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

