

5 October 2018

Circular: BR/AL/KLR/SO/VAL-af/024-18
(TOTAL NO. OF PAGES: 15)
INCLUDING THIS PAGE

TO : UTMC / PRS PROVIDERS, IUTA / IPRA, AND CUTA / CPRA

ATTN : CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVE

YEAR 2019 ANNUAL RENEWAL OF REGISTRATION AND PAYMENTS OF:

- a) ANNUAL MEMBERSHIP SUBSCRIPTION FEE (“AMSF”) FOR UNIT TRUST MANAGEMENT COMPANY (“UTMC”) / PRS PROVIDERS (“PRP”).**
- b) ANNUAL FEE FOR INSTITUTIONAL UNIT TRUST SCHEMES ADVISERS (“IUTA”) / INSTITUTIONAL PRS ADVISERS (“IPRA”);**
- c) ANNUAL FEE OF CORPORATE UNIT TRUST SCHEMES ADVISERS (“CUTA”) / CORPORATE PRIVATE RETIREMENT SCHEMS ADVISERS (“CPRA”); AND**
- d) ANNUAL FEE FOR UNIT TRUST SCHEMES (“UTS”) CONSULTANTS AND PRIVATE RETIREMENT SCHEME (“PRS”) CONSULTANTS.**

The above matter refers.

We would like to remind **all members, distributors and providers** to submit the following to Federation of Investment Managers Malaysia (“FIMM”) latest by **10 January 2019** as per the table:

Cont'd...

	UTMC / PRP	IUTA / IPRA	CUTA / CPRA
Online Submission	<ul style="list-style-type: none"> • Must submit the AUM as at 31 December 2018 for each fund, under group A and group B, and total aggregate through AMSF System. (https://amsf.fimm.com.my). 	<ul style="list-style-type: none"> • Must submit the Total Gross Sales for year ended 31 December 2018 for each fund under the respective fund categories and total aggregate through AMSF System. (https://amsf.fimm.com.my). 	<ul style="list-style-type: none"> • Not applicable
Hardcopy Submission	<ul style="list-style-type: none"> • Must complete and submit Forms A1 and A2 as attached or printed 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"> • Must complete and submit Forms B1 and B2 as attached or printed from AMSF System. • A copy of System Sales Report must be submitted to support the information provided in Forms B1 and B2 respectively. 	<ul style="list-style-type: none"> • Not applicable

AMSF / Annual Fee

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

UTS / PRS Consultants Registration Renewal for Year 2019

- 1) UTMC, IUTA & CUTA
 - (i) UTS Consultants registration renewal must be submitted through i³ System from **1 November 2018 to 10 January 2019**. Annual fee and card fee for UTS Consultants will be calculated based on the total number of UTS Consultants renewed, and deemed as part of AMSF or Annual Fee of UTMC, IUTA or CUTA.
 - (ii) Failure to renew UTS Consultants by **12.00 noon, 10 January 2019** will result in termination of UTS Consultants by the i³ System.

- 2) PRS Providers, IPRA and CPRA
 - (i) Registration renewal of PRS Consultants will be renewed automatically through PRS System. For termination or resignation of PRS Consultants, online submission and hardcopy of the termination or resignation cover letter must be submitted to FIMM **before 12.00 noon, 10 January 2019**.
 - (ii) Failure to resign/terminate PRS Consultants by **12.00 noon, 10 January 2019** will result in auto renewal of PRS Consultants by the PRS System. PRP, IPRA and CPRA must pay all fees incurred by the auto renewal.

Please refer to FIMM's Consolidated Rules and Registration Manual for registration of UTS / PRS Consultants should the former consultants opt to remain in the industry.

FIMM will issue new authorisation card for UTS / PRS Consultants for year 2019 with photo and QR code. Hence a renewal fee of RM53.00 (RM50 consultant annual fee and RM3 card fee) will be charged to each consultant for each scheme's registration renewal.

Registration Requirements Prior Renewal

To renew the registration of UTS / PRS Consultants, members, providers and distributors must ensure that:

- (i) UTS / PRS Consultants must submit a **Statutory Declaration ("SD")** for Renewal of Registration, which is attested not more than 12 months from the submission date, on a biennial basis;
- (ii) UTS / PRS Consultants comply with the **Continuing Professional Development ("CPD")** requirement. A minimum of 16 CPD points must be attained annually prior to the renewal of UTS / PRS Consultants registration. Failure to fulfill the requirement will result in termination of registration of the respective UTS / PRS Consultant;

Cont'd...

- (iii) The CPD record are updated accordingly for all seminars/courses attended by UTS / PRS Consultants. The UTS / PRS Consultants renewal list submission to FIMM must be supported by CPD points record. The "UTS / PRS Consultants Renewal List" template can be downloaded from FIMM website – "UTS / PRS Application Kit" (refer Appendix 1).
- (iv) Passport size photographs are uploaded for all active / existing consultants before 31 December 2018. Failure to do so will result in termination of registration of the respective UTS/PRS Consultant.

Enclose herewith is the Schedule (**Appendix 1**) for the submission of:

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

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

In addition, please be reminded that the quarterly pro-rating of annual fee for registration of PRS Consultants will end on **31 December 2018**.

Should you need further clarification, please contact Cik Afza (ext. 308) or Ms. Valli (ext. 325) at Registration Department at 03-20932600.

Thank you.

Yours faithfully,
Federation of Investment Managers Malaysia



KALEON LEONG
Chief Executive Officer

Encl.

Appendix 1

Schedule for submission of:

- a) AUM by UTMC / PRP;
- b) Total Gross Sales by IUTA / IPRA; and
- c) Registration Renewal of UTS / PRS Consultant

Date	FIS SYSTEM - Description	
	i ³ System	PRS System
01/11/2018	<ul style="list-style-type: none"> • UTS Consultant Renewal functions – ENABLED. • Renewal will only be approved by FIMM upon receiving the cover letter together with the UTS Consultant renewal listing. <i>(Please refer to UT Application Kit – Table 14)</i> • The new expiry date printed on the UTS Consultant card and published on FIMM website will be shown as Jan 2020. 	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p> <ul style="list-style-type: none"> • The new expiry date printed on the new PRS Consultant renewal card and published on FIMM website will be shown as Jan 2020.
20/12/2018 – 10/01/2019	<ul style="list-style-type: none"> • Registration of former UTS Consultants, variation of registration, exemption and resignation / termination of UTS Consultants functions in UTS Registration will be DISABLED. 	<ul style="list-style-type: none"> • Registration of former PRS Consultant, variation of registration and exemption of PRS functions in PRS Registration will be DISABLED.
02/01/2019	<ul style="list-style-type: none"> • AMSF System opens for: <ul style="list-style-type: none"> a) UTMC to key-in AUM b) IUTA to key in Total Gross Sales 	<ul style="list-style-type: none"> • AMSF System opens for: <ul style="list-style-type: none"> a) PRP to key in AUM b) IPRA to key in Total Gross Sales
10/01/2019 (11.59pm)	<ul style="list-style-type: none"> • Closing Date for AUM/Total Gross Sales reporting. • Completed FORMS A1 & A2 or FORMS B1 & B2 must be delivered to FIMM. <p><i>(Note: Please refer to FIMM Consolidated Rule 3.4.7 Table 2, item iii)</i></p>	<ul style="list-style-type: none"> • Closing date for AUM / Total Gross Sales reporting. • Completed FORMS C1 & C2 or FORMS D1 & D2 must be delivered to FIMM. <p><i>(Note: Please refer to FIMM Consolidated Rule 3.4.7 Table 2, item iii)</i></p>

Appendix 1

Date	FIS SYSTEM - Description	
	i ³ System	PRS System
<u>10/01/2019</u> <u>(12.00 noon)</u>	<ul style="list-style-type: none"> • Closing Date for renewal of UTS Consultant by <u>12.00 noon.</u> • UTS Consultant Renewal function will be DISABLED after 12.00 noon. 	<ul style="list-style-type: none"> • Closing Date for submission of termination / resignation of PRS Consultant by <u>12.00 noon.</u> . • FIMM's final approval on termination / resignation of PRS Consultant will be based on the cover letter with listing sent via email / hardcopy received.
10/01/2019 Midnight	<ul style="list-style-type: none"> • Registration of former UTS Consultant, variation of registration, exemption and resign / termination and renewal of UTS Consultant batches pending approval from UTM, IUTA & CUTA will be auto rejected. • UTS Consultant who have not been renewed in UTS Registration will be <u>AUTO TERMINATED.</u> • UTM, IUTA & CUTA must ensure passport size photographs are uploaded for all active / existing consultants under "Update Change Profile" <u>before 31/12/2018.</u> 	<ul style="list-style-type: none"> • Registration of former PRS Consultant, variation of registration, exemption and resignation / termination of PRS Consultant batches pending approval from PRP, IPRA & CPRA will be auto rejected. • PRS Consultant who have not been terminated / resigned in PRS Registration, the status of the PRS Consultants will be <u>AUTO RENEWED.</u> • PRP, IPRA & CPRA must ensure passport size photographs are uploaded for all active / existing consultants under "Update Change Profile" <u>before 31/12/2018.</u>
14/01/2019	<ul style="list-style-type: none"> • Registration of former UTS Consultant, variation of registration, exemption and resignation / termination of UTS Consultant functions ENABLED. • UTM, IUTA & CUTA may obtain the list of renewed UTS Consultants for the <u>year 2019</u> by downloading a report from "Authorised UTC Download" in the System. 	<ul style="list-style-type: none"> • Registration of former PRS Consultant, variation of registration and exemption of PRS Consultant functions ENABLED. • PRP, IPRA & CPRA may obtain the list of renewed PRS Consultants for the <u>year 2019</u> by downloading a report from "Authorised PRC Download" in the System. • PRP, IPRA & CPRA must submit the "PRS Consultants Renewal List" to confirm CPD points obtained by the renewed PRS Consultants. <i>(Please refer to PRS Application Kit – Table 13)</i>

Appendix 1

Date	FIS SYSTEM - Description	
	i³ System	PRS System
15/01/2019	<ul style="list-style-type: none">• AMSF or Annual Fee tax invoice will be sent to UTMC, IUTA & CUTA.	<ul style="list-style-type: none">• AMSF or Annual Fee tax invoice will be sent to PRP, IPRA & CPRA.
31/01/2019	<ul style="list-style-type: none">• Payment of AMSF or Annual Fee must be made to FIMM.	<ul style="list-style-type: none">• Payment of AMSF or Annual Fee must be made to FIMM.

FORM A1**Re: Assets Under Management as at 31 December 2018****(Circular Ref : BR/AL/KLR/SO/VAL-af/024-18)**

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:** _____

 Please send the completed slip to FIMM latest by **10 January 2019**

We hereby declare that the following information on Assets Under Management (AUM) for Funds as at 31 December 2018 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 A2

COMPANY NAME:

Asset Under Management ("AUM") as at 31 December 2018

FOR UTMC

No	Fund Name (in full)	Fund Group (A/B)*	Asset Category*	AUM (in RM) e.g. RM X,XXX,XXX.XX	Remarks
TOTAL AUM					

* Please indicate in accordance with FIMM's fund group and asset category listing. A copy of the list is made available in AMSF System

We hereby declare that the above information of AUM for Funds as at 31 December 2018 are complete, true and accurate.

Prepared by: _____
 Name:
 Designation:
 Company:
 Date:

Verified by: _____
 Name:
 Designation:
 Company:
 Date:

FORM B1**Re: Total Gross Sales for the year ended 31 December 2018****(Circular Ref : BR/AL/KLR/SO/VAL-af/024-18)**

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:** _____

 Please send the completed slip to FIMM latest by **10 January 2019**

We hereby declare that the following information on Total Gross Sales for **Unit Trust Schemes** for the year ended 31 December 2018 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 Asset Under Management as at 31 December 2018****(Circular: BR/AL/KLR/SO/VAL-af/024-18)**

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 2019**

We hereby declare that the following information on Assets Under Management (AUM) for **Private Retirement Schemes** as at 31 December 2018 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 C2

COMPANY NAME:

Asset Under Management ("AUM") as at 31 December 2018

FOR PRP

No	Fund Name (in full)	Fund Group (A/B)*	Asset Category*	AUM (in RM) e.g. RM X,XXX,XXX.XX	Remarks
TOTAL AUM					

* Please indicate in accordance with FIMM's fund group and asset type category. A copy of the list made available in AMSF System.

We hereby declare that the above information of AUM for Private Retirement Schemes as at 31 December 2018 are complete, true and correct.

Prepared by: _____
 Name: _____
 Designation: _____
 Company: _____
 Date: _____

Verified by: _____
 Name: _____
 Designation: _____
 Company: _____
 Date: _____

FORM D1**Re: Confirmation of Total Gross Sales for the year ended 31 December 2018****(Circular: BR/AL/KLR/SO/VAL-af/024-18)**

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 2019**

We hereby declare that the following information on Total Gross Sales for **Private Retirement Schemes** for the year ended 31 December 2018 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:

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 D2

FOR IPRA

COMPANY NAME:

Total Gross Sales for the year ended 31 December 2018

No	Fund Name (in full)	Fund Category (Normal/Low/No Load)*	Asset Category*	Total Gross Sales (in RM) e.g. RM X,XXX,XXX.XX	Remarks
TOTAL GROSS SALES					

* Please indicate in accordance with FIMM's fund category and asset category listing. A copy of the list is made available in AMSF System.

We hereby declare that the above information of Total Gross Sales for **Private Retirement Schemes** for the year ended 31 December 2018 are complete, true and correct.

Prepared by: _____

Name: _____
 Designation: _____
 Company: _____
 Date: _____

Verified by: _____

Name: _____
 Designation: _____
 Company: _____
 Date: _____