

**CIRCULAR**

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To:	MEMBER, UTMC, IUTA, CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representatives / Chief Executive Officers		

**REVISION OF THE REGISTRATION MANUAL -  
STREAMLINING OF PROCESS FOR RENEWAL OF REGISTRATION FOR UNIT TRUST  
AND PRIVATE RETIREMENT SCHEMES CONSULTANTS**

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Federation of Investment Managers Malaysia (**FIMM**) has streamlined the process for renewal of registration for Unit Trust Scheme (**UTS**) Consultants and Private Retirement Scheme (**PRS**) Consultants.

The updated process for renewal of registration of UTS Consultants and PRS Consultants are set out under the revised Registration Manual and is implemented with immediate effect.

If you need further clarification on the updated process for the renewal of registration for UTS Consultants and PRS Consultants, please contact Ms. Valli (ext. 325) or Ms. Charmaine (ext. 326) of the Registration Department at 03-2093 2600.

Thank you.

Yours sincerely,

**FEDERATION OF INVESTMENT MANAGERS MALAYSIA**



**SAHLAWATI MUSTAFA**

General Manager

Regulatory Division

**5.0 Renewal of Registration of UTS Consultant**

**5.1** All UTS Consultants must submit the documents and payment for the renewal of their registration with FIMM through the respective UTS Distributors.

**5.2** The UTS Distributor must request the following from the UTS Consultants:

- (a) A duly executed statutory declaration for renewal of registration of UTS Consultant on a biennial basis. The statutory declaration is attached as **Schedule A, Appendix 6B** of the Registration Manual (UTS Distributors are responsible for the safekeeping of the statutory declaration of each UTS Consultant for record and audit purposes. UTS Distributors are not required to submit the statutory declaration to FIMM);
- (b) A copy of a valid working permit (applicable to foreigners only);
- (c) Evidence of fulfilment of CPD points as stipulated in the CPD programme issued by FIMM. When attending any external CPD approved programmes, a UTS Consultant is required to inform the Principal of the CPD points acquired, by completing CPD Record Form as set out in **Schedule A, Appendix 10** of the Registration Manual; and
- (d) Payment of the relevant fees as prescribed in **Schedule B, Appendix 1** of the Registration Manual.

The above list is non-exhaustive. FIMM may require additional information or documents.

**5.3** The UTS Distributor must keep the relevant supporting documents at its principal address for the period as required under relevant laws.

**5.4** The system will automatically renew the registration of the UTS Consultants.

**5.5** The annual fee for the active UTS Consultants shall be included in the invoice as stated in paragraph 4.4 above.

**5.6** For non-renewal of a UTS Consultant's registration, the UTS Distributor must perform online resignation or termination via the system and subsequently submit to FIMM the relevant information and/or documents as indicated in **Table 5** below. Such information and/or documents must reach FIMM within ten business days from 31<sup>st</sup> December each year.

**Table 5: Action required in relation to non-renewal of UTS Consultants' registration by reason of resignation or termination**

Category of Registration	Online Submission	Submission of Documents
<p><b>UTS Consultant</b></p>	<p>Online submission of the list of UTS Consultants who have resigned or been terminated</p>	<p>(a) Cover letter duly signed by an authorised signatory of the company submitting the termination or resignation;</p> <p>(b) Printed list of UTS Consultants who have resigned or been terminated which have been submitted through the System; and</p> <p>(c) Any other information and/or document as required by FIMM.</p>

**5.0 Renewal of Registration of PRS Consultant**

**5.1** All PRS Consultants must submit the documents and payment for the renewal of their registration with FIMM through the respective PRS Distributors.

**5.2** The PRS Distributor must request the following from the PRS Consultants:

- (a) A duly executed statutory declaration for renewal of registration of PRS Consultant on a biennial basis. The statutory declaration is attached as **Schedule C, Appendix 4B** of the Registration Manual (PRS Distributors are responsible for the safekeeping of the statutory declaration of each PRS Consultant for record and audit purposes. PRS Distributors are not required to submit the statutory declaration to FIMM);
- (b) A copy of a valid working permit (applicable to foreigners only);
- (c) Evidence of fulfilment of CPD points as stipulated in the CPD programme issued by FIMM. When attending any external CPD approved programmes, a UTS Consultant is required to inform the Principal of the CPD points acquired, by completing CPD Record Form as set out in **Schedule A, Appendix 10** of the Registration Manual; and
- (d) Payment of the relevant fees as prescribed in **Schedule D, Appendix 1** of the Registration Manual.

The above list is non-exhaustive. FIMM may require additional information or documents.

**5.3** The PRS Distributor must keep the relevant supporting documents at its principal address for the period as required under relevant laws.

**5.4** The system will automatically renew the registration of the PRS Consultants.

**5.5** The annual fee for the active PRS Consultants shall be included in the invoice as stated in paragraph 4.4 above.

**5.6** For non-renewal of a PRS Consultant's registration, the UTS Distributor must perform online resignation or termination via the system and subsequently submit to FIMM the relevant information and/or documents as indicated in **Table 5** below. Such information and/or documents must reach FIMM within ten business days from 31<sup>st</sup> December each year.

**Table 5: Action required in relation to non-renewal of PRS Consultants' registration by reason of resignation or termination**

Category of Registration	Online Submission	Submission of Documents
<p><b>PRS Consultant</b></p>	<p>Online submission of the list of PRS Consultants who have resigned or been terminated</p>	<p>(a) Cover letter duly signed by an authorised signatory of the company submitting the termination or resignation;</p> <p>(b) Printed list of PRS Consultants who have resigned or been terminated which have been submitted through the System; and</p> <p>(c) Any other information and/or document as required by FIMM.</p>