



5 October 2017

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TO : CUTAs / CPRAs

ATTN : CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVE

FOR THE YEAR 2018: ANNUAL RENEWAL OF REGISTRATION AND PAYMENTS OF:

- a) **ANNUAL FEE OF CORPORATE UNIT TRUST SCHEMES ADVISERS ("CUTAs") AND CORPORATE PRIVATE RETIREMENT SCHEMES ADVISERS ("CPRAs"); AND**
- b) **ANNUAL FEE FOR UNIT TRUST SCHEMES ("UTS") CONSULTANTS AND PRIVATE RETIREMENT SCHEME ("PRS") CONSULTANTS.**

The above matter refers.

For the year 2018, we enclose herewith **Appendix 1** setting out the Schedule for CUTAs, CPRAs and renewal of registration of UTS and PRS Consultants.

We would like to inform CUTAs and CPRAs on the following:

A. Renewal of registration of UTS Consultants and PRS Consultants for 2018

- (i) A CUTA must submit online the renewal of registration for UTS Consultants through i3 System from **1 November 2017 till 15 January 2018**. Failure to renew UTS Consultants by **12.00 noon on 15 January 2018** will result in termination of UTS Consultants by the system.
- (ii) PRS Consultants will be renewed automatically through the PRS Registration System. Any termination or resignation of PRS Consultants must be submitted by CPRA to FIMM by **12.00 noon on 15 January 2018**.

As a result of non-renewal of registration of UTS Consultants and PRS Consultants within the deadline prescribed by FIMM, these former Consultants may register at a later date together with applicable fees in accordance with the registration requirements and fees schedule as set out in FIMM's Consolidated Rules and FIMM's Registration Manual respectively.

B. Annual Fee

The annual fee for CUTAs and CPRAs will be a fixed amount of RM530 (inclusive of GST). A CUTA who is also registered as a CPRA, the annual fee for CPRA will be waived.

An annual fee and card fee for UTS and PRS Consultants are calculated based on the total number of UTS and PRS Consultants renewed and shall be included as part of the Annual Fee of CUTAs and CPRAs.

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C. Registration requirements prior renewal

For the purposes for renewal of registration of UTS and PRS Consultant, the CUTAs and CPRAs must ensure:

- (i) A UTS and PRS Consultant is required to submit to their CUTAs and CPRAs the Statutory Declaration for Renewal of Registration ("SD") effective 2 October 2017 (**Appendix 2**), which is attested not more than 12 months from the submission date on a biennial basis;
- (ii) Compliance in Continuing Professional Development ("CPD") requirement. A UTS and PRS Consultant must obtain a minimum of 16 CPD points annually prior to renewal of his registration. Failure to obtain sufficient points will result in the termination of registration of the UTS and PRS Consultant; and
- (iii) The CPD records must be updated accordingly for all seminars/courses attended by the UTS and PRS Consultants and submit a list of UTS Consultants renewed together with the CPD points' record to FIMM **latest by 12.00 noon on 15 January 2018**. The list of PRS Consultants renewed together with the CPD points' record must be submitted to FIMM by **17 January 2018**. A copy of the "UTS Consultants Renewal List" and "PRS Consultants Renewal List" template can be downloaded from FIMM website – "UTS Application Kit" and "PRS Application Kit".

Please **observe the deadlines** as stated in **Appendix 1** as any application for deferment and/or extension of time will not be entertained. Please also be reminded that 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.

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

Thank you.

Yours faithfully,
Federation of Investment Managers Malaysia


f **DATO' NORAZHARUDDIN ABU TALIB**
Chief Executive Officer

Encl.

Schedule for CUTAs, CPRAs and renewal of registration of UTS and PRS Consultants for the year 2018.

Date	Description
01/11/2017	<ul style="list-style-type: none"> • I³ System UTS Consultant Renewal functions – ENABLED. • Renewal will only be approved by FIMM upon receiving the cover letter together with the UTS Consultant renewal listing. (Please refer to UT Application Kit – Table 14) • The expiry date printed on the UTS Consultant card and published on FIMM website will be shown as Jan 2019.
22/12/2017 – 15/01/2018	<ul style="list-style-type: none"> • Registration of former UTS and PRS Consultants, variation of registration, exemption and resignation / termination of UTS and PRS Consultants functions in I³ and PRS Registration System will be DISABLED.
<u>15/01/2018</u> <u>(12.00noon)</u>	<ul style="list-style-type: none"> • Closing Date for renewal of UTS Consultant is until <u>12.00 noon</u>. • UTS Consultant Renewal function in I³ System will be DISABLED after 12.00 noon. • Closing Date for submission of termination / resignation of PRS Consultants. • Termination / resignation of PRS Consultants will only be approved by FIMM upon receiving the cover letter together with the list of termination / resignation of PRS Consultants.
15/01/2018 Midnight	<ul style="list-style-type: none"> • Registration of former UTS Consultants, variation of registration, resign / termination, and renewal of UTS Consultant batches pending approval at CUTAs in I³ System will be removed. • I³ System will <u>AUTO TERMINATE</u> all UTS Consultants that are NOT RENEWED. • Registration of former PRS Consultant, variation of registration, exemption and resign/termination of PRS Consultant batches pending approval at <u>CPRAs</u> in PRS Registration System will be removed. • PRS Consultants who have not been terminated / resigned in PRS Registration System, the status of the PRS Consultants will remain as active.
17/01/2018	<ul style="list-style-type: none"> • Registration of former UTS Consultants, variation of registration, exemption and resignation / termination of UTS Consultant functions in I³ System will be ENABLED. • CUTAs may obtain the list of renewed UTS Consultants for the year 2018 by downloading a report from I³ System, namely “Authorized UTC Download”

	<ul style="list-style-type: none"> • Registration of former PRS Consultants, variation of registration of PRS Consultant and exemption functions in PRS Registration System will be ENABLED. • CPRA may obtain the list of renewed PRS Consultants for the <u>year 2018</u> by downloading a report from PRS Registration System, namely "Authorised PRC Download". • CPRA must submit to FIMM the "PRS Consultants Renewal List" for confirmation on CPD points by the renewal PRS Consultants. <i>(Please refer to PRS Application Kit – Table 13)</i>
19/01/2018	<ul style="list-style-type: none"> • Annual Fee tax invoice will be sent out to CUTAs.
30/01/2018	<ul style="list-style-type: none"> • Payment of Annual Fee must reach FIMM.

STATUTORY DECLARATION FOR RENEWAL OF REGISTRATION

Please tick (✓) whichever is applicable on the boxes provided

 Unit Trust Scheme (UTS) Consultant Private Retirement Scheme (PRS) Consultant

I, _____ [name of applicant], bearing NRIC/passport no. _____
 of _____ [latest correspondence address i.e. place of residence]

act as a *UTS consultant and/or a *PRS consultant for _____ [name of distributor] (the principal)
 only; do solemnly and sincerely declare that:

1. I fulfill the eligibility requirements prescribed under the rules of the Federation of Investment Managers Malaysia (FIMM).
2. I am fit and proper as prescribed under Chapter 4 of FIMM's Consolidated Rules.
3. I have fulfilled the requirements of the continuing professional development (CPD) programme of FIMM, and obtained the requisite CPD points for my renewal of registration with FIMM.
4. I have given my consent to the principal for my personal data to be disclosed to and used by FIMM for regulatory purposes, and undertake to keep my personal data updated by notifying the principal of any changes.
5. I understand and agree that FIMM may:
 - (a) require me to disclose and provide information and documents relating to any matter under the rules of FIMM;
 - (b) require my attendance at any meeting, proceeding or hearing of FIMM;
 - (c) disclose and provide information, documents and records concerning me, including any action taken and sanction imposed against me, to the Securities Commission Malaysia (SC) and other authorities or bodies for regulatory purposes;
 - (d) disclose, in the manner FIMM considers appropriate, my name and registration details to the public;
 - (e) publish, in the manner FIMM considers appropriate, any information regarding the suspension or revocation of my registration, actions taken and sanctions imposed against me, if any; and
 - (f) revoke my registration if this declaration is found to be, wholly or partly, false or misleading.
6. I undertake and agree to:
 - (a) at all times, be bound by and comply with FIMM Rules, securities laws and other applicable laws;
 - (b) timely and fully pay all fees and charges imposed by FIMM and do all things necessary for my registration with FIMM;
 - (c) provide all information and documents requested by FIMM for purposes of my registration;
 - (d) provide full cooperation and assistance to FIMM in all matters pertaining to my registration; and
 - (e) immediately notify the principal and/or FIMM in the event that I fail to satisfy any of the fit and proper criteria prescribed by FIMM.

AND I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared
 by the above named

_____ at

in the state of _____

this _____ day of _____,
 (month) (year)

 Applicant's signature

Before me,

 Commissioner for Oaths

* Please strike off whichever not applicable

Effective date 02/10/2017