

05 March 2013

CIRCULAR BR/AL/HG/TLK-yy/013-13
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TO : PRS PROVIDERS / INSTITUTIONAL PRS ADVISERS / CORPORATE PRS ADVISERS

ATTN : CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVES

DEAR SIR/MADAM

Private Retirement Scheme (PRS) Examination Schedule – Second Quarter 2013

PRS Examination will be conducted as below:

Examination Date	Closing Date	Location	Session Time	Capacity
27 Apr 2013 Saturday	On or before 4.30pm of 22 Mar 2013	University of Malaya (UM), Kuala Lumpur	10.00 – 11.30am (1.5 hours)	200
		Universiti Sains Malaysia (USM), Penang		200
25 May 2013 Saturday	On or before 4.30pm of 24 Apr 2013	University of Malaya (UM), Kuala Lumpur	10.00 – 11.30am (1.5 hours)	200
		Universiti Malaysia Sabah (UMS), Sabah		200
22 Jun 2013 Saturday	On or before 4.30pm of 23 May 2013	Kuala Lumpur (To be advised)	10.00 – 11.30am (1.5 hours)	200
		Universiti Teknologi Malaysia (UTM) Skudai, Johor		200

The application will be based on **first come first serve basis**. Prior to submission of application, to secure seats, please email us the number of candidates for the PRS Examination at prc@fimm.com.my, **one (1) week before the closing date as stated above**. Please submit your application for PRS Examination upon obtaining our confirmation for seat allocation.

You are advised to refer to the attached Notes to Candidates for the PRS Examination.

The PRS Examination fee is as follows:

No.	Type of Fee	Amount
1.	PRS Examination Fee	RM120 (Incl. of study manual)

Please take note that the PRS Study Manual fee is included in the PRS Examination fee. If you wish to purchase additional copies, the price for the PRS Study Manual is **RM10**.

Cont.

For application of PRS Examination, kindly visit the link to download the forms at Application Kit www.famas.com.my/PRS.htm.

If you need any clarification, please contact our Business Registration Department at 03-26932600.

Thank you!

Yours faithfully

Federation of Investment Managers Malaysia



AHMAD ZAKIE ILI AHMAD SHARIFF
Chief Executive Officer

Candidates are advised to take note of the following requirements as well as policies and procedures for the PRS Examination.

1. **General information on PRS Examination**
 - Number of questions: 40 (multiple-choice)
 - Duration: 90 minutes
 - Timing: 9:30am
 - Language: English only. Bahasa Malaysia and Chinese will be made available at later stage.
2. **Candidate Examination No. and Admission Ticket**
 - Upon successfully registered for a PRS Examination session, candidates are required to obtain their respective Candidate Examination No. from the PRS Employer (PRE), Institutional PRS Account (IPRA) or Corporate PRS Account (CPRA) to which they are attached. Candidate collectively referred to as "employer company". Admission Ticket will be issued to candidates prior to the examination.
 - Candidate Examination No. is required to sit for the PRS Examination. Please make sure that you have the number ready prior to the examination.
3. **Location and Time**
 - For a map and direction to the respective centres, kindly visit www.fimm.com.my and click "PRS Examination".
 - Allow yourself plenty of time to get to the PRS Examination Centre. FIMM recommends that you visit your PRS Examination centre prior to examination day to familiarise with traffic patterns, parking availability, and public transportation options or constraints.
 - Candidates should arrive at the PRS Examination Centre at least 30 minutes before the start of the examination proper. Candidates arriving at the PRS Examination centre less than 15 minutes after the examination has started will not be admitted.
4. **Examination Site Coordinator (ESC)**
 - ESC will be stationed at the examination centre to assist candidates and ensure that candidates adhere to the PRS Examination requirements, policies and procedures. Should you require any assistance, please approach ESC for help. Questions concerning the content of the examination will not be entertained.
 - Candidates should listen carefully to and understand the instructions and directions given by ESC.
5. **Admission and Attendance**
 - Candidates must present their original Admission Ticket together with original identity document (i.e. Identity Card or Passport for verification) before admission into the examination room. The ESC will deny admission to anyone who does not present a valid Admission Ticket and identity document.
 - The following information will be verified by ESC before admission into the examination room:
 - (i) Candidate's Full Name;
 - (ii) IC No. or Passport No. and
 - (iii) Candidate Examination No. (to be obtained from employer company as mentioned in point 2).
 - Candidates with items (i) and (ii) not matching or corresponding to those printed on their identity documents will be barred from entering the examination room. Such candidates will be treated as absent. No refund will be given.
 - All candidates must sign on the attendance list for their attendance (exemption purposes) failing which, candidates will be considered as absent.
6. **Things Allowed to Bring into Examination Room**
 - Candidates are only allowed to bring with you Identity Card or Passport, non-programmable calculator and pencils. Other personal belongings such as brief cases, hand phones (only permitted if off), books and papers are to be left at a designated place as instructed by the ESC.
 - Neither FIMM, the examination centre nor ESC will assume responsibility or liability for any loss, theft, or damaged of your personal property.

- 7. Examination Results**
- The result will be made available to you via the relevant company that you applied with within one month from the examination date.
- 8. Misconduct**
- Candidates found to misbehave during the examination, for example, disturbing other candidates, going to or leaving both working on or reading the examination questions during a time not authorised by the ESC or attempting to obtain answers from other sitting, removing used or unused paper from the examination centre, taking part in an act of impersonation or other form of cheating, failing to follow the ESC's instructions or not complying with FIMM's requirements, policies or procedures, etc. may be dismissed from the examination centre. In addition, you may be subjected to what form of penalties of misconduct, including voiding of examination results and suspension or termination of your right to sit for PRS Examination.
- 9. Reservation of Right during Emergency**
- FIMM may decide to change the date, time, or conditions of the administration of the examination, or cancel the administration of the examination, or choose to void the candidates' results, either entirely across the board or on a particular candidate's results or centres if FIMM, in its sole and absolute discretion, determines that any such action is needed in order for integrity of the PRS Examination, or because administration of the examination or subsequent processing of the results is hindered by any factor that could not be reasonably predicted by the FIMM, including acts of God or other natural disasters and a military authority. FIMM is not responsible or liable for any voids or other consequences arising from the affected events which are beyond its control.
 - Should there be any changes or cancellations of examination sessions or results due to the affected events, the relevant company will be notified and will have to register for another PRS Examination session at the additional cost. Such registration must be submitted to FIMM within one month from the examination date.
- 10. Policy Changes**
- FIMM may change the requirements, policies, and procedures governing the PRS Examination from time to time. Changes, if any, will be incorporated in their notice and the revised notice will be circulated to all relevant companies.
 - Candidates are advised to check with respective relevant company to ensure that the latest version of the "Notes to Candidates" is made available.
- 11. Appeal**
- Requests for appeal, if any, must be submitted to the relevant company and received by FIMM within 14 days from the date of the examination result. The appeal request should be accompanied with a payment of RM2200 as processing fee. Please contact the relevant company for further details and procedures.
 - Requests for appeal received by FIMM later than 14 days will not be considered.