

18 June 2015

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To : PRS PROVIDERS / INSTITUTIONAL PRS ADVISERS / CORPORATE PRS ADVISERS

ATTN : CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVES

Dear Sir/Madam,

Ad-Hoc Session for Private Retirement Scheme (PRS) Examination – 1 August 2015

Ad-hoc session for PRS Examination will be conducted as below:

Examination Date	Closing Date	Location	Session Time	Capacity
1 August 2015 (Saturday)	13 July 2015 (Monday)	Asia Commercial Institute Sibu, Sarawak	10.00am – 11.30am (1.5 hours)	200

Kindly take note that the above PRS Examination will be conducted in three (3) languages: i.e. English, Bahasa Malaysia and Chinese.

You are advised to refer to the attached Notes to Candidates for the PRS Examination. The PRS Examination fee is as follows:

Type of Fee	Amount (RM)	GST of 6% (RM)	Amount including GST (RM)
PRS Examination Fee	170.00	10.20	180.20

If you need any clarification, please contact our Business Registration Department at 03-20932600.

Thank you.

Yours sincerely,
Federation of Investment Managers Malaysia



TAN LEE KIAW
Manager, Business Registration

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: 60 (multiple-choice)
 - Duration: 90 minutes
 - Passing rate: 70%
 - Language: English only. Examination in Bahasa Malaysia and Chinese will be introduced with effect from 27 June 2015.

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 Provider (PRP), Institutional PRS Advisor (IPRA) or Corporate PRS Advisor (CPRA) in which they are attached (hereafter collectively referred to as "relevant company"). Admission Ticket will be issued to candidates prior to the examination.
 - Candidate Examination No. is required to take 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 later than 15 minutes after the examination has started will not be admitted.

4. **Examination Site Coordinator (ESC)**
 - ESC will be stationed in the examination room 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. etc;
 - (iii) Candidate Examination No. (to be obtained from relevant company or institution within 1)
 - Candidates with items (i) and (ii) not matching or missing/missing or false (initial 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 Slip for their attendance registration purposes. Failing which, candidate 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 pencil(s). Other personal belongings such as bags/cases, hand phones (fully switched off), books and papers are to be left in a designated place as instructed by the ESC.
 - Neither FIMM, the examination centres nor ESC will assume responsibility or liability for any loss, theft or damage of your personal property.

7. **Examination Results**
- The results will be made available to you via the relevant company that you attached with within one month from the examination date.
8. **Misconduct**
- Candidates found to misbehave during the examination (for example, distracting other candidates, giving or receiving help, working on or raising the examination questions during a time not allowed by the ESC or attempting to obtain answers from other sources, removing items 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 regulations, policies or procedures, etc.) may be dismissed from the examination room. In addition, you may be subjected to other form of penalties of misconduct, including voiding of examination results and suspension or termination of your rights to sit for PRS Examinations.
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 attempt to void the candidates' results, either entirely across the board or at a particular examination centre or centres if FIMM, in its sole and absolute discretion, determines that any such action is needed to protect the 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 prevented by the FIMM, including acts of God or other natural disasters and a military authority. FIMM is not responsible or liable for any loss or other consequences arising from the aforesaid events which are beyond its control.
 - Should there be any changes or cancellations of examination sessions or results due to the aforesaid event, the relevant company will be notified and will have to register for another PRS Examinations session at an 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 Examinations from time to time. Changes, if any, will be incorporated in these notes and the revised notes will be circulated to all relevant companies.
 - Candidates are advised to check with respective relevant company to ensure that the latest version of this "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 results. The appeal request should be accompanied with a payment of RM2000 as processing fee. Please contact the relevant company for further detailed procedures.
 - Requests for appeal received by FIMM later than 14 days will not be considered.