

21 October 2016

**Circular : BR(PRS)/AL/FH/TLK-af/040-16**  
(TOTAL NO. OF PAGES: 8)  
INCLUDING THIS PAGE

**TO : PRS PROVIDERS / INSTITUTIONAL PRS ADVISERS / CORPORATE PRS ADVISERS**

**ATTN : CHIEF EXECUTIVE OFFICER / AUTHORISED REPRESENTATIVE**

**PAYMENTS OF:**

- a) **ANNUAL FEE OF PRIVATE RETIREMENT SCHEME ("PRS") PROVIDERS, INSTITUTIONAL PRS ADVISERS ("IPRA") OR CORPORATE PRS ADVISERS ("CPRA") FOR THE YEAR 2017; AND**
- b) **ANNUAL FEE FOR PRS CONSULTANTS FOR THE YEAR 2017**

The above matter refers.

Please refer to the schedule for submission of Asset Under Management ("AUM") / total gross sales and renewal of registration of PRS Consultants as per **Appendix 1** for the year 2017.

PRS Providers and IPRA are required to submit the following documents to Federation of Investment Managers Malaysia ("FIMM") latest by **10 January 2017**:

- (i) PRS Providers to submit the AUM as at **31 December 2016** of each PRS under the respective group A and group B as well as the total aggregate in AMSF System;
- (ii) IPRA's to submit the total gross sales for the year ended **31 December 2016** of each PRS under the respective fund categories as well as the total aggregate in AMSF System;
- (iii) Both PRS Providers and IPRA's to complete and submit the attached forms C1 and C2 (for PRS Providers) and D1 and D2 (for IPRA's) accordingly; and
- (iv) Both PRS Providers and IPRA's to submit System NAV Report or System Sales Report respectively to support the above submissions.

Please be informed that FIMM has introduced a new system, namely AMSF System, for the purpose of submission of AUM and total gross sales by respective PRS Providers and IPRA's. The AMSF System User Manual is available at FIMM's website – "Events & Media" → "Latest News". Please provide FIMM the list of users to access the system by

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using the template as attached in **Appendix 2** and e-mail to FIMM via [fimm\\_it@fimm.com.my](mailto:fimm_it@fimm.com.my) by **28 October 2016**.

All PRS Consultants shall be renewed through the PRS Registration System unless the termination or resignation of PRS Consultants have been submitted to FIMM by **31 December 2016**. Each former PRS Consultant will be charged a registration fee of RM77.40 (inclusive GST) in the event that the former PRS Consultant decides to register at a later date.

Annual fees for PRS Consultants are calculated based on the total number of PRS Consultants renewed and shall be included as part of the Annual Fee of PRS Providers, IPRA's or CPRAs.

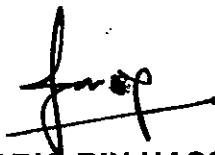
As a prerequisite for renewal, on biennial basis, the PRS Consultants are required to submit to their principal the Statutory Declaration for Renewal of Registration ("SD"), which is attested not more than 12 months from the submission-date. Please ensure that all the SDs must be properly maintained for record and audit purposes by the principals. However, the principals are not required to submit the SD to FIMM.

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 to 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



**FARIQ BIN HASSAN**  
Interim Chief Executive Officer

Encl.

# FORM C1

Re: Confirmation of Asset Under Management as at 31 December 2016

(Circular Ref : BR(PRS)/AL/FH/TLK-af/-16)

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 2017**  
\_\_\_\_\_

We hereby declare that the below information of Assets Under Management (AUM) for **Private Retirement Schemes** as at 31 December 2016 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 D1**

**Re: Confirmation of Total Gross Sales for the year ended 31 December 2016**

**(Circular Ref : BR(PRS)/AL/FH/TLK-af/-16)**

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:** \_\_\_\_\_

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Please send the completed slip to FIMM latest by **10 January 2017**

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We hereby declare that the below information of Total Gross Sales for **Private Retirement Schemes** for the year ended 31 December 2016 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:**



**Schedule for Submission of AUM / Total Gross Sales and renewal of registration of PRS Consultants for the year 2017**

Date	Description
19/12/2016 – 16/01/2017	<ul style="list-style-type: none"> <li>Registration of former PRS Consultant, variation of registration of PRS Consultant and exemption functions in PRS Registration System will be <b>DISABLED</b>.</li> </ul>
03/01/2017	<ul style="list-style-type: none"> <li>PRS Providers / IPRA to key-in AUM / Total Gross Sales respectively in AMSF System.</li> <li>CPRA are not required to submit AUM / Total Gross Sales.</li> </ul>
10/01/2017 (11.59pm)	<ul style="list-style-type: none"> <li>Closing date for keying in AUM / Total Gross Sales.</li> <li>FORM C1 &amp; C2 or FORM D1 &amp; D2 must reach FIMM.</li> </ul> <p><i>(Note: The submission requirement as per Table 2, item iii of Rule 3.4.7 of FIMM's Consolidated Rules)</i></p>
<u>16/01/2017</u> <u>(12.00noon)</u>	<ul style="list-style-type: none"> <li>Closing date for submission of termination / resignation of PRS Consultants.</li> <li><b>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.</b></li> </ul>
16/01/2017 (Midnight)	<ul style="list-style-type: none"> <li>Registration of former PRS Consultant, variation of registration, exemption and resign/termination of PRS Consultant batches pending approval at <b><u>PRS Providers / IPRA / CPRA</u></b> in PRS Registration System will be removed.</li> <li>PRS Consultants who have not been terminated / resigned in PRS Registration System, the status of the PRS Consultants will remain as active.</li> </ul>
18/01/2017	<ul style="list-style-type: none"> <li>Registration of former PRS Consultant, variation of registration of PRS Consultant and exemption functions in PRS Registration System will be <b>ENABLED</b>.</li> <li>PRS Providers, IPRA and CPRA may obtain the list of renewed PRS Consultants for the year 2017 by downloading a report from PRS Registration System, namely "Authorised PRC Download".</li> </ul>
19/01/2017	<ul style="list-style-type: none"> <li>AMSF or Annual Fee tax invoice will be sent out to PRS Provider / IPRA / CPRA.</li> </ul>
31/01/2017	<ul style="list-style-type: none"> <li>Payment of AMSF or Annual Fee must reach FIMM.</li> </ul>

List of users to access the AMSF System

Company Name	Full Name	User name	Password (please leave it blank)	Email	Mobile	Office	Fax	Designation
ABC Investment Berhad	Chaicy	chaicy		chaicy@abc.com	0123456789	03456789	03456789	Manager