

25 November 2013

CIRCULAR BR/AL/TLK-yy/055-13
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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 – First Quarter 2014

We attach herewith PRS Examination schedule for the first quarter of 2014 (Appendix 1).

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 prereg@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 "Note to PRS Examination Candidates" which is available in our website www.fimm.com.my

The PRS Examination fee is as follows:

No.	Type of Fee	Amount
1.	PRS Examination Fee	RM170 (first time and re-sit)

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**.

For application of PRS Examination, kindly visit the link to download the forms at Application Kit <http://www.fimm.com.my/PRS.htm>.

If you need any clarification, please contact our Business Registration Department at 03-20935600.

Thank you.

Yours faithfully
Federation of Investment Managers Malaysia



TAN LEE KIAW
Assistant Manager, Business Registration

Appendix 1

Examination Date	Closing Date	Location	Session Time	Capacity
4 Jan 2014 (Saturday)	On or before 4.30pm of 4 Dec 2013	Monash University, Selangor	10.00 - 11.30am (1.5 hours)	200
11 Jan 2014 (Saturday)	On or before 4.30pm of 11 Dec 2013	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Penang (To be advised)		200
		KPJ College Johor, Johor Bahru		200
25 Jan 2014 (Saturday)	On or before 4.30pm of 24 Dec 2013	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Universiti Malaysia Sabah (UMS), Sabah		200
		Universiti Malaysia Sarawak (UNIMAS), Sarawak		200
8 Feb 2014 (Saturday)	On or before 4.30pm of 8 Jan 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Penang (To be advised)		200
		Universiti Teknologi Malaysia (UTM), Skudai, Johor		200
15 Feb 2014 (Saturday)	On or before 4.30pm of 15 Jan 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
22 Feb 2014 (Saturday)	On or before 4.30pm of 22 Jan 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Universiti Malaysia Sabah (UMS), Sabah		200
		Sarawak (To be advised)		200
1 Mar 2014 (Saturday)	On or before 4.30pm of 3 Feb 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
8 Mar 2014 (Saturday)	On or before 4.30pm of 10 Feb 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Universiti Sains Malaysia (USM), Penang		200
		Universiti Teknologi Malaysia (UTM) Skudai, Johor		200
15 Mar 2014 (Saturday)	On or before 4.30pm of 17 Feb 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
22 Mar 2014 (Saturday)	On or before 4.30pm of 24 Feb 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200
		Universiti Malaysia Sabah (UMS), Sabah		200
		Sarawak (To be advised)		200

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: 50%
 - Language: English only. Bahasa Malaysia and Chinese will be made available at a 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 Provider (PRP), Institutional PRS Adviser (IPRA) or Corporate PRS Adviser (CPRA) to 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 copy 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 candidate 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 answered.
 - 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:
 - (a) Candidate's Full Name;
 - (b) IC No. or Passport No. and
 - (c) Candidate Examination No. (to be obtained from relevant company as mentioned in item 1)
 - Candidates with items (a) and (b) 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 Slip for their attendance registration 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 switched-off), books and papers etc. 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 damage of your personal property.

7. **Examination Results**
- The results will be made available to you via the relevant company that you arranged with within one month from the examination date.
8. **Misconduct**
- Candidates found to misbehave during the examination from examples, disturbing other candidates, giving or receiving help, writing (or re-writing) the examination questions during a break not authorized by the ISC, or attempting to cheat answers from other sources; removing, using or giving papers from the examination centre; taking part in an act of impersonation or other form of cheating; failing to follow the ISC'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 other form of penalties of misconduct, including voiding of examination results and suspension or termination of your rights 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 on a wide basis (the board or at a particular examination centre) or on a case-by-case basis 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 hampered 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 results or results due to the aforesaid event, the relevant company will be notified and will have to register for another PRS Examination session at no additional costs. Such registration must be initiated 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 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 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 RM2500 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.