

4 July 2014

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

ATTN : CHIEF EXECUTIVE OFFICER / AUTHORIZED REPRESENTATIVES

Dear Sir/Madam,

Private Retirement Scheme (PRS) Examination Schedule – 16 August 2014

PRS Examination will be conducted as below:

Examination Date	Closing Date	Location	Session Time	Capacity
16 August 2014 (Saturday)	21 July 2014	University of Malaya (UM), Kuala Lumpur	10.00 - 11.30am (1.5 hours)	200

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	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**.

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

Thank you.

Yours faithfully
Federation of Investment Managers Malaysia



TAN LEE KIEW
Assistant 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: 60 minutes
 - Passing rate: 75%
 - Language: English (only; Bilingual Materials and Chinese will be made available at later stage)
2. **Candidate Examination No. and Admission Ticket**
 - Upon successfully registering 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 (CIPA) in which they are attached (candidates previously referred to as "interim company"). Admission Ticket will be issued to candidates prior to the examination.
 - Candidate Examination No. is essential 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 centre, 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 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:
 - (a) Candidate's Full Name;
 - (b) IC No. or Passport No. and;
 - (c) Candidate Examination No. (to be obtained from either company or service centre, Non-IP)
 - Candidates with items (a) and (b) not matching or corresponding to those stated 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. Filing 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 pencil(s). Other personal belongings such as brief-cases, handphones (fully switched 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.

8. **Examination Results**
- The result will be made available to you via the relevant company that you sit your exam which are issued from the examination date.
9. **Misconduct**
- Candidates found to misbehave during the examination (for example, disturbing other candidates, giving or receiving help, working on or reading the examination questions during a time not authorised by the ESC or attempting to obtain answers from other sources, removing used or unused paper from the examination centre, taking out in any way all impermissible or other forms of cheating, failing to follow the ESC's instructions, or not complying with FIMM's requirements, policies or procedures, etc.) may be disqualified from the examination centre. In addition, you may be subjected to other forms of penalties of misconduct, including waiving of examination results and suspension or termination of your right to sit the 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 object for administration of the examination; or those to read the candidate's 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 hinder administration of the examination or subsequent processing of the results is hindered by any factors that could not be reasonably prevented by the FIMM, including acts of God or other natural disasters and a military emergency. FIMM is not responsible to liable for any loss or other consequences arising from the affected events which are beyond its control.
 - FIMM may change the date, time, or conditions of the examination or results due to the affected events, the relevant company will be notified and will have to register for another PRS Examination session at no additional costs. Full 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 interpreted 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 RM2000 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.