

CIRCULAR

Date:	17 February 2023	Ref No.:	ID/Members/ID-JW-PV/002-23
To:	UTMC and PRS Providers		
Attn:	Authorised Representative/Chief Executive Officer		

1. ISSUANCE OF FUNDS MALAYSIA SYSTEM (“FMS”) USER MANUAL 2. REVISION OF REQUEST FORMS PERTAINING TO FUNDS MALAYSIA SYSTEM (“FMS”)

1. As part of improvisation and the need to re-look on the existing processes to facilitate registration process, FIMM have issued a User Manual for the Funds Malaysia System (“FMS”) and revised the Request Forms in relation to FMS which takes immediate effect.
2. Members are required to utilise the User Manual as a guide to the “FMS. The User Manual covers the following main functions of the FMS such as:
 - a. New Fund Launch
 - b. NAV Data Submission
 - c. Reporting
 - d. Fund Profile Maintenance
 - e. User Account Maintenance
3. Members are also required to utilise the updated Request Forms where necessary following the relevant functions as stated in item 2 of the FMS Manual. Appended below are the updated Request Forms and its description:

Request Form	Description
New Fund / Class Launch Form	A notification form for new fund / class and its salient features
Manual NAV Input Form	Form to raise a request to input NAV data manually due to missed deadlines
NAV Update Form	Form to raise a request to amend NAV data
New User Form	Form to raise a request to create new user account in the FMS
User Modification Form	Form to raise a request to make changes on existing User Account(s).

4. All Request Forms requisition by Members **must** be verified and signed by the **Compliance Officer** or person with similar authority prior to submission. Upon the authorisation, the forms and other required documents are to be sent to the Industry Development Department (“IDD”) via email (id@fimm.com.my).

5. FIMM have prescribed submission timelines and process lead time for each type of requests below where Members are required to observe so that it is line with FIMM's Registration Manual and internal policy standards.

Request / Notification	Requirement	Process Lead Time
New Fund / Class Launch	3 business days prior to new fund / class launch date	FIMM to review within 3 business days of submission and to approve on the launch date
Fund Profile Update	Any changes to fund information should be communicated to FIMM and updated in the FMS within 5 business days of the effective change date approved by the SC	FIMM to review submission within 3 business days and to approve on the effective date.
Fund Closure	Fund Closure requests should be raised for FIMM's review within 5 business days immediately after the notification to the SC on the effective closure date.	FIMM to review submission within 3 business days and to approve on the effective date.
Manual NAV Input	Not Applicable	FIMM to complete Manual NAV Input requests within 2 business days upon receiving the request
NAV Update	Not Applicable	FIMM to complete NAV Update requests within 2 business days upon receiving the request
New User Account	Not Applicable	FIMM to complete New User Account creation within 2 business days upon receiving the request
User Modification	Not Applicable	FIMM to complete User Modification requests within 2 business days upon receiving the request

6. The "FMS" User Manual and Revised Forms are enclosed together with this Circular for the dissemination to the relevant working level groups within your organisation. Alternatively, these documents are made available for download in the "Help" section of the Funds Malaysia System portal – (https://www.fundsmalaysia.com/help_FIMM.html).

If you require further information or clarification, please contact the IDD team:

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Thank you.

Yours faithfully



DENNIS LOONG
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