

CIRCULAR

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To:	UTMC, IUTA, CUTA, PRS PROVIDER, IPRA AND CPRA		
Attn:	Authorised Representative / Chief Executive Officer		

Submission of Continuing Professional Development (CPD) Programme Records

1.0 Background

- 1.1 In 2023, FIMM conducted the Continuing Professional Development (CPD) compliance verification exercise on four (4) selected Distributors.
- 1.2 The objectives of the CPD compliance verification exercise are as follows:
- a) To continuously monitor compliance to FIMM CPD requirements among Distributors
 - b) To verify CPD points acquired by Consultants in 2022 against the records provided by Distributors for the 2023 renewal application;
 - c) To ensure CPD points obtained by Consultants are valid and in compliance to FIMM CPD requirements; and
 - d) To educate Distributors on FIMM CPD requirements.
- 1.3 FIMM will continue to conduct the same exercise with other Distributors.
- 1.4 This aligns with FIMM Consolidated Rules (FCR), Chapter 5 - Examination and Assessment which empowers FIMM to conduct examination and assessment on Distributors and Consultants.
- 1.5 For the purposes of examination and assessment, Distributors shall provide to FIMM in writing all information, documents and records that FIMM may request relating to CPD programmes and give or procure all assistance and co-operation to FIMM during the course of examination, within such time and manner as specified by FIMM.

2.0 CPD COMPLIANCE VERIFICATION REQUIREMENTS

- 2.1 Distributors must provide all requested assistance and co-operation to FIMM and submit all related information, documents and records regarding the CPD programme within such time and manner as FIMM may specify.
- 2.2 All information, documents and records related to CPD programme submitted to FIMM must be signed off by the respective Compliance Officer appointed by the Distributors.
- 2.3 All submissions must be forwarded to the designated person as prescribed in the request circular.
- 2.4 These requirements are effective immediately.

Should you require further information or clarification, please do not hesitate to contact:

- a) En. Shahrul Nizam Zainol at 03-7890 4242 (ext 431), shahrulnizam@fimm.com.my
- b) Pn. Khairul Shafinas at 03-7890 4242 (ext 432), shafinas@fimm.com.my

Thank you.

Yours faithfully,



SHAHRUL NIZAM ZAINOL

Senior Manager, Professional Development & Services