

## CIRCULAR

Date:	28 February 2025	Ref No.:	IT/ALL/CEO-LH/007-25
To:	UTMC, IUTA, CUTA, PRS PROVIDERS, IPRA AND CPRA (“DISTRIBUTORS”)		
Attn:	Chief Executive Officers (CEO) / Authorised Representatives (AR) / Distributor Administrators (DA)		

### Important Notice: System Migration to FIMM Core System (FCS)

#### 1.0 Introduction

- 1.1 FIMM is pleased to announce the upcoming launch of the **FIMM Core System (FCS)**, tentatively scheduled for 15 April 2025. All operations shall be fully migrated to FCS once it is officially launched.
- 1.2 The existing FIMM Integrated System (FIS) shall be decommissioned after serving the industry for the past 20 years.
- 1.3 This Circular outline the **final activities in FIS and its related sub-systems, key deadlines, important pre- and post-launch preparations and procedures to ensure smooth transition**. Please note that the schedule is subject to change, depending on the finalisation of activities. Any updates will be communicated accordingly.
- 1.4 FCS training and briefings will be conducted from 17 March 2025 to 24 March 2025 to ensure the industry’s familiarisation with the new system. The training schedule will be issued to the DAs once it has been finalised.

## 2.0 Final Activities to be Completed in FIS

2.1 All distributors are advised to complete the final activities in FIS and its related sub-systems according to the schedule below:

Timeline	Final Activities	Action by
17 March 2025, by 6:00pm	<p>a) Last day <u>to approve all exam applications</u> in FIS. Any unapproved/ pending exam applications shall be rejected by FIS after this deadline.</p> <p>b) The last available exam date is on 26 March 2025. (ref: <a href="#">PDS/ALL/SNZ-AN/033-24</a> and <a href="#">PDS/ALL/HYF-AN/006-25</a>)</p>	Distributors
8 April 2025, by 6:00pm	<p>a) Last day <u>to approve all types of exemption applications, resignation and termination</u> in FIS. Any unapproved/ pending transactions shall be rejected by FIS after this deadline.</p> <p>b) Last day <u>to approve all CPD programmes and participants</u> in the current CPD tracker. Any unapproved/ pending information shall not be migrated to the new system.</p>	Distributors
9 April 2025, 12:00am	<p>a) Closing of FIS.</p> <p>b) All distributors will no longer be able to perform any updates /transactions in FIS.</p>	FIMM
9 – 10 April 2025	<p>a) FIMM will perform housekeeping and approval on all pending applications/ transactions.</p>	FIMM
11 April 2025, 8:00am – 6:00pm	<p>a) Distributors must login to FIS and its sub-systems to <u>extract final reports</u> on:</p> <ul style="list-style-type: none"> <li>i. Consultants;</li> <li>ii. Distributor;</li> <li>iii. Funds; and</li> <li>iv. CPD.</li> </ul> <p>b) All DAs must perform final data verification in FIS according to the</p>	Distributors

Timeline	Final Activities	Action by
	Standard Checklist which will be provided by FIMM in due course.	
12 – 13 April 2025	a) FIS Shutdown. b) Data migration from FIS to FCS.	FIMM
14 April 2025	a) Validation of migrated data in FCS.	FIMM
15 April 2025	a) Refer to Section 3.0 on Pre-Launch Activities for further actions. b) Tentative go-live of FCS, subject to the relevant approvals.	Distributors

2.2 The table below outlines the scope of data migration:

No	Data Type	Migration on	No Migration on
1.	Distributors	a) Distributors' profile	a) All documents submitted by distributors.
2.	Consultants	b) Registry of consultants' registration status for the latest 3 years upon FCS launch, i.e. 15 April 2022 onwards	b) Exam candidates' data c) Consultants with inactive status for more than 3 years upon FCS launch, i.e. on or before 14 April 2022 d) All documents submitted by consultants
3.	Funds	a) Approved registered funds	a) Unapproved funds b) All funds' documents
4.	CPD	a) Approved CPD programmes b) Approved CPD attendance submissions	a) Unapproved CPD programmes b) Unapproved or rejected CPD attendance c) All submitted CPD documents.
5.	Pre-payment Account	a) Last balance of pre-payment account	a) None

2.3 FIMM shall not entertain any requests or appeals regarding the schedule of final activities in FIS and its related sub-systems. It is critical for final data migration to be completed on time for smooth transition to FCS.

2.4 All rejections/unsuccessful transactions in relation to the system migration must be re-submitted via FCS after its official launch, and subject to the new requirements and/or payment set forth in the new system.

### 3.0 FCS Pre-Launch Activities and Roles of DA

3.1 To ensure seamless access to FCS, all distributors must whitelist the following prior to the system launch, i.e. before 11 April 2025:

- a) Email : [fimmapp@fimm.com.my](mailto:fimmapp@fimm.com.my)
- b) Domain : <https://fcs.fimm.com.my>
- c) IP Address : If required, kindly contact FIMM IT support at [itsupport@fimm.com.my](mailto:itsupport@fimm.com.my) for the IP Address

3.2 FIMM will provide the pre-registered Active User List to the respective DA for acknowledgement and verification. However, the FCS shall remain inaccessible until the official launch.

3.3 All DA must ensure the following activities are completed:

**a) Before 11 April 2025**

- i. Verify the pre-registered active users to ensure their status is still intact;
- ii. Verify the final data and reports downloaded from FIS;
- iii. Delegate the FIS verification tasks to specific users and communicate the actions required clearly to its delegates, if any; and
- iv. Download all relevant reports for safekeeping and future references.

**b) On 15 April 2025**

- i. Verify and reconcile the migrated data in FCS according to the provided Startup Checklist;
- ii. Delegate the FCS verification tasks to specific users and communicate the actions required clearly to its delegates, if any;
- iii. Seek necessary signatories from Authorised Representative (AR) or Compliance Officer to complete the Acceptance Form once all information has been verified; and
- iv. Submit to FIMM the signed Acceptance Form.

3.4 Any discrepancies must be reported immediately to FIMM IT Support at [itsupport@fimm.com.my](mailto:itsupport@fimm.com.my) with the relevant details and screenshots.

3.5 To maintain data integrity, DAs must not share login credentials or grant system access to other users until FCS launch is officially launched and announced through FIMM's Circular.

#### **4.0 FCS Post-Launch Activities**

4.1 Upon official launch of FCS, all registered distributor users may login for the first time. Additional information may be required for user identification purposes.

4.2 Users must verify their assigned roles before proceeding with Business-As-Usual (BAU) activities.

4.3 Further details on FCS post-launch activities will be shared in future briefings.

#### **5.0 Contact & Support**

5.1 For any enquiries or assistance regarding this transition, please contact:

- a) FIMM IT Support: [itsupport@fimm.com.my](mailto:itsupport@fimm.com.my)
- b) Helpline: +603 7890 4242 (Press 2 for Interactive Voice Response, then press 4 for IT Support)

5.2 We appreciate your cooperation and commitment in ensuring a seamless transition to FCS.

Thank you.

Yours faithfully,

#### **FEDERATION OF INVESTMENT MANAGERS MALAYSIA**



**NORMALA MOHAMED**

Head of Corporate Services Division