

## CIRCULAR

Date:	14 April 2025	Ref No.:	IT/ALL/CEO-LH/011-25
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 Update on System Migration to FCS

- 1.1 The previous circular IT/ALL/CEO-LH/007-25 is referred.
- 1.2 FIMM is issuing an update regarding the launch of the **FIMM Core System (FCS)**. While all preparations have been completed, the target go-live date of 15 April 2025 has to be deferred due to pending regulatory approvals.
- 1.3 The new target launch date is now tentatively set for 29 April 2025.
- 1.4 All activities in the existing FIMM Integrated System (FIS) were concluded on 11 April 2025. The scheduled FIS shutdown on 12 April 2025 will proceed as planned.
- 1.5 As a result of the FCS launch deferment, the blackout period (i.e., suspension of registration and examination activities) will be extended until 29 April 2025 in line with the revised timeline.
- 1.6 This Circular outline the **revised activities’ schedule as part of the 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.

## 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:

Original Timeline	New Timeline	Final Activities	Action by	Status
17 March 2025, by 6:00pm	No change	<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	Completed
8 April 2025, by 6:00pm	No change	<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	Completed
9 April 2025, 12:00am	No change	<p>a) Closing of FIS.</p> <p>b) All distributors will no longer be able to perform</p>	FIMM	Completed

Original Timeline	New Timeline	Final Activities	Action by	Status
		any updates /transactions in FIS.		
9 – 10 April 2025	No change	a) FIMM will perform housekeeping and approval on all pending applications/ transactions.	FIMM	Completed
11 April 2025, 8:00am – 6:00pm	No change	a) Distributors must login to FIS and its sub-systems to <u>extract final reports</u> on: <ul style="list-style-type: none"> <li>i. Consultants;</li> <li>ii. Distributor;</li> <li>iii. Funds; and</li> <li>iv. CPD.</li> </ul> b) All DAs must perform final data verification in FIS according to the Standard Checklist which will be provided by FIMM in due course.	Distributors	Completed
12 – 13 April 2025	12 – 15 April 2025	a) FIS Shutdown. b) Data migration from FIS to FCS.	FIMM	Ongoing
14 April 2025	16 - 18 April 2025	a) Validation of migrated data in FCS.	FIMM	Ongoing
15 April 2025	Tentatively on 29 April 2025 (subject to SC's approval)	a) Refer to Section 4.0 on Pre-Launch Activities for further actions. b) Tentative go-live of FCS, subject to the relevant approvals.	Distributors	Pending Approval

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 Impact of the Deferment

3.1 Following the deferment of the FCS launch, please be informed that all system-related activities listed below will remain suspended throughout the blackout period.

Module	Activities Impacted
Distributor	New registrations and updates to key distributor data are temporarily suspended during the blackout period.
Consultant	All consultant related activities such registrations, re-registration, exemption, variation and updates to existing data are not allowed.

'Is My Consultant Authorised' (IMCA)	The data displayed in IMCA is accurate as of 11 April 2025. For the most current information, please verify with the respective distributors or FIMM.
Exam	All examination activities are suspended during the blackout period.
Funds	Fund registration and data updates may continue in Fund Malaysia System (FMS) website; however, all records must be re-registered in FCS after the go-live date.
CPD	Uploading of CPD records is postponed and will resume after the FCS go-live.
Payment & Refund	All prepayment top-up and refund activities are temporarily suspended during the blackout period.

3.2 This measure is essential to support a smooth and orderly transition to the new system. We appreciate your understanding and cooperation. Kindly advise that no requests for exceptions or manual processing will be accommodated during this time.

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

4.1 To ensure seamless access to FCS, all distributors must whitelist the following prior to the system launch, i.e. before 25 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

4.2 FIMM will provide the pre-registered Active User List to the respective DA for acknowledgement and verification, expected by 28 April 2025. However, the FCS shall remain inaccessible until the official launch.

4.3 All DA must ensure the following activities are completed:

#### 4.4 b) On 28 April 2025

- i. Verify the pre-registered active users to ensure their status is still intact.

#### a) On 29 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 FCS Startup Checklist once all information has been verified; and
- iv. Submit to FIMM the signed FCS Startup Checklist by 3.00pm on 29 April 2025.

- 4.5 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.
- 4.6 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.

## **5.0 FCS Post-Launch Activities**

- 5.1 Upon official launch of FCS, all registered distributor users may login for the first time. Additional information may be required for user identification purposes.
- 5.2 Users must verify their assigned roles before proceeding with Business-As-Usual (BAU) activities.
- 5.3 Further details on FCS post-launch activities will be shared in future briefings.

## **6.0 Contact & Support**

- 6.1 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)
- 6.2 We appreciate your cooperation and commitment in ensuring a seamless transition to FCS.

Thank you.

Yours faithfully,

**FEDERATION OF INVESTMENT MANAGERS MALAYSIA**

A handwritten signature in black ink, appearing to read 'Normala', with a horizontal line underneath the name.

**NORMALA MOHAMED**

Head of Corporate Services Division