

## CIRCULAR

Date:	31 October 2025	Ref No.:	RD/ALL/RV/SO-af/050-25 (TOTAL NO. OF PAGES: 7)
To:	UTMC, IUTA, CUTA, PRSP, IPRA AND CPRA ("DISTRIBUTORS")		
Attn:	Authorised Representatives / Chief Executive Officers		

### **YEAR 2026 RENEWAL FOR UNIT TRUST SCHEME (UTS) AND/OR PRIVATE RETIREMENT SCHEME (PRS) CONSULTANTS**

With the launch of FIMM Core System (FCS) on 29 April 2025, we would like to highlight the procedural change in Year 2026 consultants' renewal process as compared to the previous practice. Hence, distributors are advised to have a clear understanding of the requirements and the corresponding actions required for the renewal of their consultants.

This Circular outlines the following information or requirements:

- a) Revised Consultant Renewal Fees;
- b) Consultant - Declaration to be made via the FCS; and
- c) Distributor - Renewal request acceptance via FCS and fees collection.

***Please take note of the following information and steps pertaining to the above items to ensure smooth and timely renewal processing.***

#### **a) Revised Renewal Fees**

Following the approval from the Securities Commission Malaysia (SC), the consultant renewal fees have been revised based on the individual's registered identity and agency rank as at 1 January of the renewal year.

<u>Rank as at 1 January 2026</u>	<u>Renewal Fee</u>
Staff / Consultant / Agency Supervisor (AS)	<b>RM125-00</b>
Agency Manager (AM) / Group Agency Manager (GAM)	<b>RM350-00</b>

Distributors must ensure the recorded tiering and rank of consultants adhere to the requirements as stipulated in **Appendix 2-A** and **2-B** of the FIMM's Consolidated Rules ([FCR](#)).

b) **Consultant's Declaration via FCS**

- i. Consultants must login to the FCS and submit their renewal declaration **by 31 December 2025**, following the steps outlined in the infographic below or the [FCS Guide for Consultants](#) on FIMM's website.



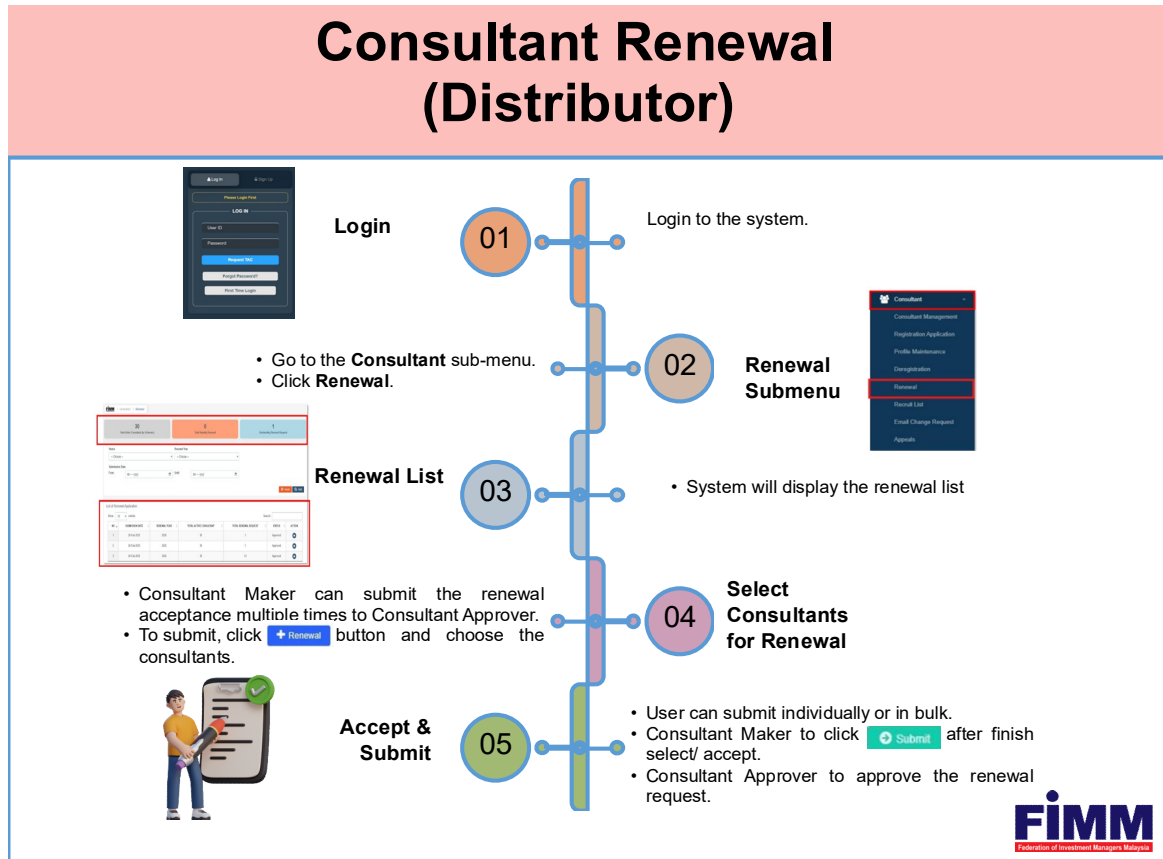
- ii. Consultants are reminded that the **submission of renewal declaration does not automatically grant the renewal status**, as it is subject to the registered distributor's approval.

Once the submission is approved by the distributor, the renewal application status in FCS for the relevant Consultant will be reflected as *"Approved"* in the Consultant's screen.

- iii. Any **consultant who fails to submit his/her renewal declaration in FCS will be automatically terminated by the system**, upon the system renewal exercise that will take place on 10 January of the renewal year.
- iv. **Consultants with insufficient CPD Points will be prohibited from submitting the renewal declaration in FCS**. Distributors are reminded to ensure all requirements are fully met prior to accepting the renewal declaration submissions from consultants.

c) **Renewal Request Acceptance by Distributors and Fees Collection**

- i. To renew the registered consultants, distributors must perform renewal declaration approval in the FCS. Please refer to the infographic below or the [FCS Guide for Distributors](#) on FIMM's website.



- ii. The consultants' renewal declarations approval must be completed by **9 January 2026, 11.59pm**. Upon the approval, the consultants' status will be reflected as *"Standby"* in the relevant Distributor's screen.
- iii. When approving the renewal declaration, distributors must ensure the consultants fulfil the Continuing Professional Development (CPD) requirements and Fit and Proper criteria as stipulated in the FCR.
- iv. Once the consultants are renewed on 10 January 2026, distributors must pay all fees incurred on the consultants' renewal of registration. FIMM will not entertain any appeal on fees arising from the failure of consultant(s) and/ or distributor(s) to submit and/ or accept the renewal declaration within the stipulated timeline.

v. Other administrative procedures are as below:

Consultant's Registration	Action by Distributor
<p><b><u>Single Scheme:</u></b></p> <p>Consultant A is registered as a UTS Consultant with UTMC A.</p> <p>Consultant B is registered as a PRS Consultant with PRSP B.</p>	<ul style="list-style-type: none"> <li>➤ UTMC A to review and approve the renewal declaration of Consultant A.</li> <li>➤ The renewal fee of Consultant A will be invoiced to UTMC A, based on the agency tiering registered with UTMC A.</li> <li>➤ PRSP B to review and approve the renewal declaration of Consultant B.</li> <li>➤ The renewal fee of Consultant B will be invoiced to PRSP B, based on the agency tiering registered with PRSP B.</li> </ul>
<p><b><u>Dual Schemes (Same Distributor):</u></b></p> <p>Consultant C is registered as a <u>UTS Consultant and PRS Consultant</u> with Distributor C, which is registered as both UTMC and PRSP.</p>	<ul style="list-style-type: none"> <li>➤ Distributor C needs to review and approve the renewal declaration of Consultant C <u>twice under separate schemes</u>.</li> <li>➤ The renewal fee of Consultant C will be invoiced to Distributor C, based on the agency tiering registered with Distributor C.</li> </ul>
<p><b><u>Dual Schemes (Different Distributor):</u></b></p> <p>Consultant D is registered as a <u>UTS Consultant with UTMC A and PRS Consultant with PRSP B</u>.</p>	<ul style="list-style-type: none"> <li>➤ UTMC A and PRSP B need to review and approve the renewal declaration of Consultant D, under the relevant scheme.</li> <li>➤ The renewal fee for Consultant D will be invoiced to UTMC A based on the agency tiering registered with UTMC A.</li> </ul>

In line with the new consultants' renewal process via FCS, all parties are required **to observe the deadlines and actions required as stated in Appendix 1**, as any application for deferment and/ or extension of time will not be entertained. FIMM may take the necessary action as provided for under Rule 2.1.3 of the FCR, for failure to comply with such deadlines.

Should you require any further clarification, please do not hesitate to contact Registration Department at 03-78904242 (ext. 232 or 235) or [registration@fimm.com.my](mailto:registration@fimm.com.my).

Thank you.

Yours faithfully,



**DR. ROSLIZA MAT YATIM**  
General Manager  
Regulatory Services Division

Enc.

**SCHEDULE****Renewal of Consultants' Registration**

Date	FCS Description
Open Now – 31/12/2025 (11:59pm)	<u>Renewal Declaration function is made available in FCS:</u> <ul style="list-style-type: none"> <li>➤ <b>Consultants</b> to submit the renewal declaration via FCS.</li> <li>➤ Failure to make the declaration will result in auto termination due to non-renewal.</li> </ul>
Open Now – 09/01/2026 (5:30pm)	<u>Renewal Acceptance function is made available in FCS:</u> <ul style="list-style-type: none"> <li>➤ <b>Distributors</b> must complete the renewal declaration acceptance in FCS.</li> </ul>
22/12/2025 – 14/01/2026 (5:30pm)	<b>All registration functions are DISABLED</b> except for examination and resignation/ termination.
05/01/2026	<ul style="list-style-type: none"> <li>➤ <b>Distributors</b> must submit the agency tier (Staff / Consultant / AS / AM / GAM) of all ACTIVE consultants as at 1 January 2026 in the prescribed format in <b>Appendix 2</b> to <a href="mailto:registration@fimm.com.my">registration@fimm.com.my</a>.</li> <li>➤ Softcopy of distributor's system-generated report must also be submitted as part of the supporting document.</li> </ul>
10/01/2026	Renewal exercise by the FCS.
15/01/2026	All registration functions <b>RESUME FUNCTIONALITY</b> .
28/02/2026	Last day to remit the Consultants' Renewal Fee payment to FIMM.

**List of Active Consultants (Agency Rank & Staff)**

No	Distributor Name	Consultant Name	IC Number	FIMM No	Agency Rank
1	ABC Berhad	Consultant A	0115681323	F01000000	Group Agency Manager (GAM)
2	ABC Berhad	Consultant B	0115681324	F01000001	Staff