BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

Foreign Exchange Policy System

User Guide – Public Portal

Introduction & Overview of the Foreign Exchange Policy (FEP) System

Applicable to all Public Users

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OVERVIEW

1. INTRODUCTION

Malaysia continues to maintain liberal foreign exchange policy (FEP) rules which are part of broad prudential toolkits to maintain monetary and financial stability. Bank Negara Malaysia (BNM) is committed to ensure that the FEP rules continue to support the competitiveness of the economy through facilitation of a more conductive environment for cross-border economic activities.

BNM has been mandated to administer the FEP rules pursuant to the Financial Services Acts 2013 (FSA) [Act 758] and Islamic Financial Services Acts 2013 (IFSA) [Act 758]. With the issuance of the acts, BNM had issued FEP Notices (Notices) to external stakeholders (i.e., individuals, businesses, corporations, banks or government agencies), as well as direction to financial institutions which set out transactions that are allowed by BNM which otherwise are prohibited under Schedule 14 of FSA and IFSA. A person must obtain approval from BNM to undertake or engage in any transactions that are not allowed by BNM under any of the Notices.

To facilitate better services to external stakeholders, BNM provides an online platform for submission of applications, compliance reports and enquiries through the FEP website through a workflow management system known as the Foreign Exchange Policy (FEP) System.

2. PURPOSE

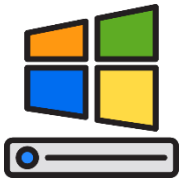
This manual provides comprehensive guidance for the user(s) to operate the system and will describe the commonly used functions available in User Registration & Login, Homepage & Dashboard, Profile, Administration, Enquiry and Application. Therefore, a Public User of FEP System shall be guided by this manual on how to configure, operate and manage the system.

3. INTENDED AUDIENCE

The information in this manual has been designed mainly to guide the Public User of the FEP System.

4. PRE-REQUISITE FOR FEP

To access the system, there are minimum requirements to be met before user can access the FEP Portal. If your device does not meet these requirements, you may not be able to access FEP Portal. Please review the following:

Hardware Requirement 	These are the minimum hardware requirements for accessing FEP Portal. **Processor:** Intel 4-Core CPU of at least 2.0Ghz **Memory:** 8GB RAM **Hard Drive:** 500GB 7200rpm HDD/SATA
Software Requirement 	These are the minimum software requirements for accessing FEP Portal. **Windows:** Windows 10 Home/Professionals **Microsoft:** Microsoft Excel and Microsoft Word 2016 version
Browser Requirement 	This is the minimum browser requirement for accessing FEP Portal. **Microsoft:** Microsoft Edge version 91.x and Chrome.

5. DEFINITION OF BASIC FUNCTIONS

	**Tooltips**	Hover the cursor over the tooltip to display explanatory notes or additional information.
	**Alert Notification**	Display Alert Notification screen.
	**Monitor Application**	Display Monitor Application screen
	**Monitor Non-Compliance Case**	Display Monitor Non-Compliance case screen
	**Handle & Monitor Enquiry**	Display Handle and Monitor Enquiry screen
	**Logout**	Logout from FEP system
	**Filter**	Display record based on the filtered criteria.
	**Add & Save**	Add and save selected record.
	**Print**	Print selected record.
	**Refresh**	Refresh the current screen.
	**Edit & Save**	Edit and save selected record.
	**View**	View selected record.
	**Delete**	Delete selected record.
	3 Dots	Single Action: Allow user to perform available action for the selected record.
	**Download**	Download selected record.
	**Calendar**	Allow to select date from calendar.
	**Refresh / Reset**	Refresh or reset current
	Record listing	Display record(s) based on no of record listings per page.
	**Previous / Next Page**	Navigate to the next/previous page of records.
	**Search**	Search and display record based on the search criteria.
	**Action**	Bulk Action: Allow to perform available action for the selected record.
	**Close**	Close the current page/pop-up screen.
	**Search**	Search and display record based on the search criteria.

	**Check Message**	View the conversation message.
	**Sort**	Sort the record in descending order or ascending order

6. EFFECTIVE DATE

15 August 2022

7. SCOPE OF PUBLIC PORTAL USER MANUAL

The user manual will cover the following areas:

- Chapter 1: User Registration & Login
- Chapter 2: Homepage & Dashboard
- Chapter 3: User Profile & Account Settings
- Chapter 4: System Administration & Maintenance
- Chapter 5: Enquiry Submission & Monitoring
- Chapter 6: Application Submission & Monitoring
- Chapter 7: Non-Compliance Case Submission & Monitoring