BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

# Foreign Exchange Policy System

## User Guide – Public Portal

*Chapter 4: System Administration & Maintenance*

Applicable to all Public Users

# TABLE OF CONTENTS

**SYSTEM ADMINISTRATION AND MAINTENANCE ..... 3**

4.1 INDIVIDUAL USER ..... 3

4.1.1 UPDATE APPLICANT PROFILE ..... 3

4.1.2 MANAGE THIRD PARTY ..... 22

4.2 CORPORATE USER ..... 34

4.2.1 CORPORATE ADMINISTRATOR ..... 34

4.2.1.1 UPDATE APPLICANT PROFILE ..... 34

4.2.1.2 UPDATE PUBLIC USER PROFILE ..... 54

4.2.1.3 UPDATE PUBLIC GROUP PROFILE ..... 59

4.2.2 MANAGE THIRD-PARTY ..... 62

4.2.2.1 MY APPOINTED THIRD-PARTIES ..... 62

4.2.2.2 MY PRINCIPAL/CLIENTS (APPLICANTS) ..... 68

# SYSTEM ADMINISTRATION AND MAINTENANCE

## 4.1 INDIVIDUAL USER

System will display the following menu by default which can be accessed by an individual user under the Administration menu:

- Manage Third-Party
- Update Applicant Profile

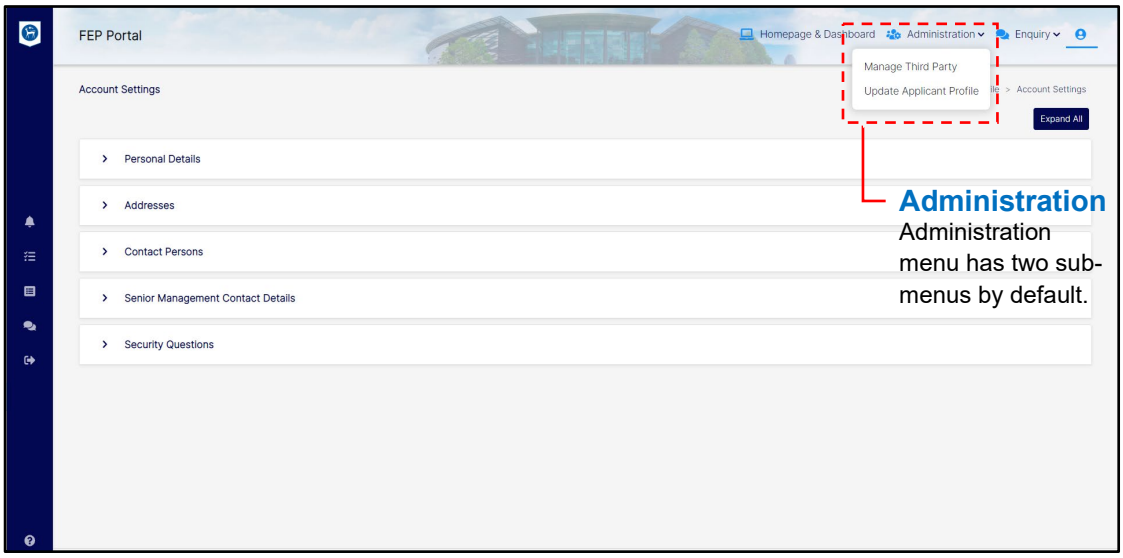



***Figure 1 Administration menu for Individual User***

### 4.1.1 UPDATE APPLICANT PROFILE

Applicant Profile can be managed and updated from this screen by the individual user by clicking on the Expand All button or user can expand one particular tab to view the contents.

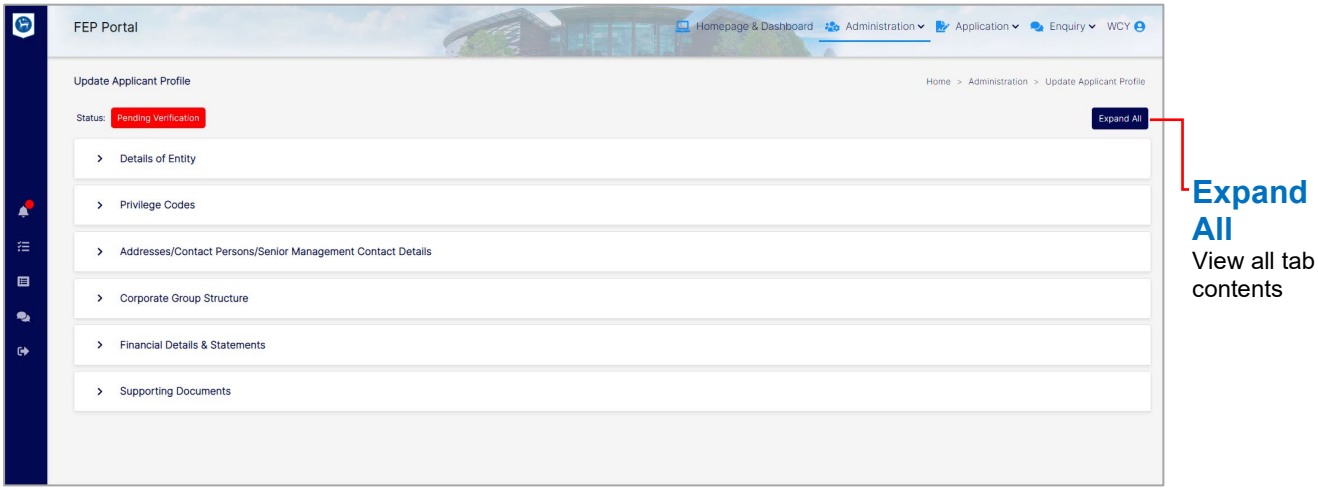



***Figure 2 Update Applicant Profile***

### (a) Details of Entity

This tab provides information on Details of Entity that allows the individual user to edit and manage the information. After updating the entity's information, user is required to click on the **Save** button

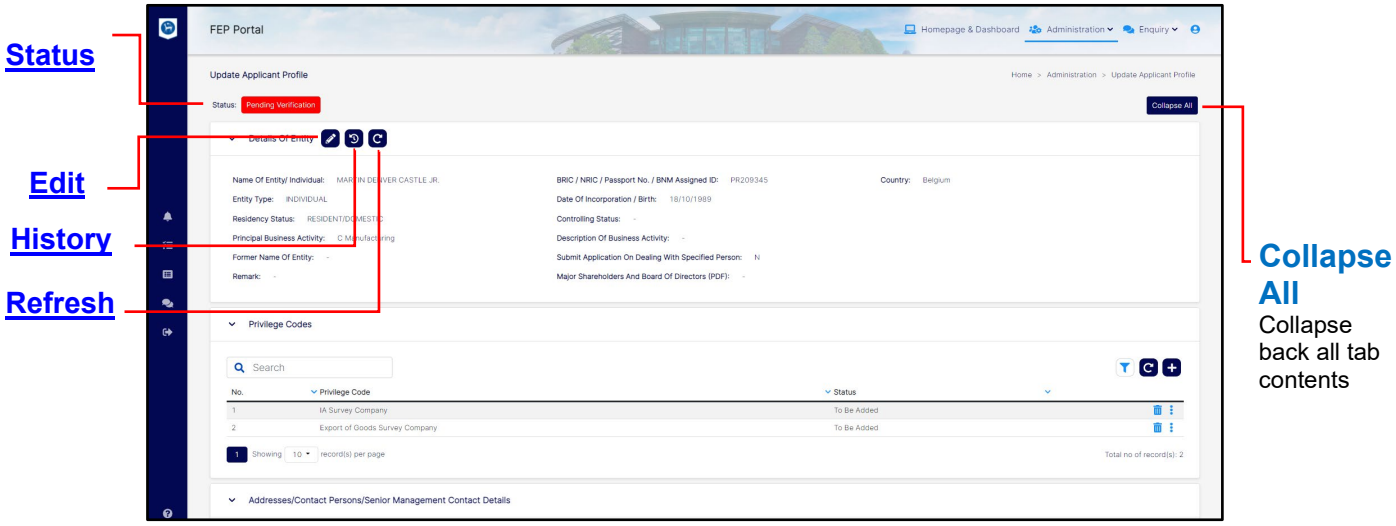
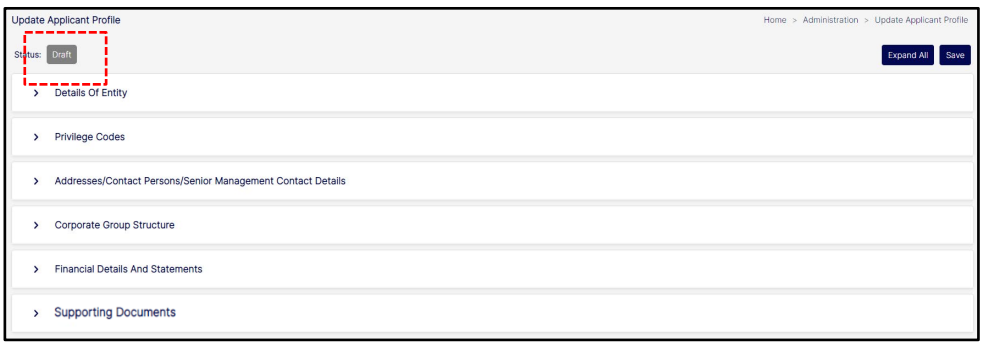
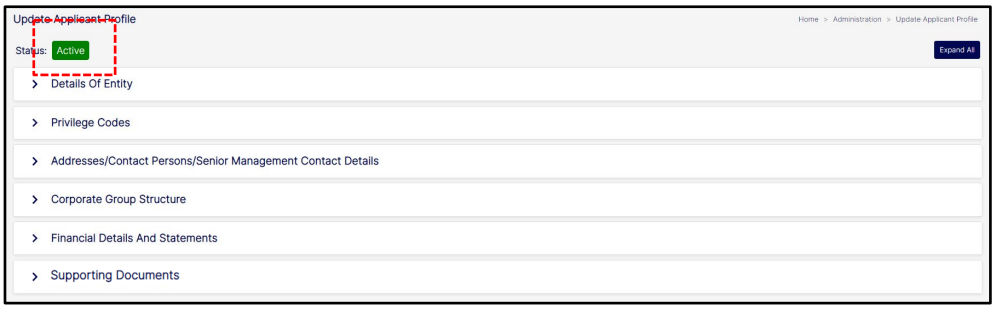



***Figure 3 Update Applicant Profile - Details of Entity***

| | |
|---|---|
| **Status** | Applicant profile can be in the following status:<br>• **Draft**: Status when individual user has yet to create the Applicant Profile.<br><br>• **Active**: Status when Applicant Profile has been successfully created and verified by BNM. |




- **Pending Verification**: Status when individual user has successfully created the Applicant Profile but pending verification by BNM.




**Edit**

**"Details of Entity – Edit"** screen will be displayed after clicking on icon.

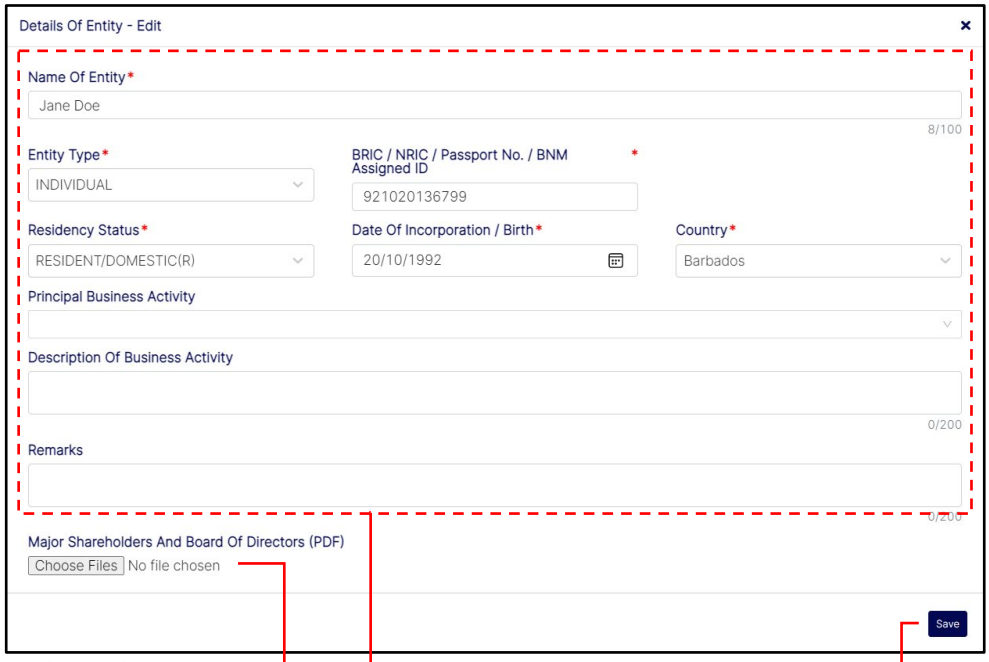
- For Applicant Profile in **Draft** status, the individual user is able to edit all fields in Details of Entity including ***Name of Entity***, ***BRIC/ NRIC/ Passport No./ BNM Assigned ID*** and ***Entity Type.***

Note:
User is required to key in the BRIC/ NRCI/ Passport No./ BNM Assigned ID in a valid format as follows:

N = number; A = alphabet

| **Corporation** | |
|---|---|
| Companies registered with ROC - ROC Number | 7N+1A |
| Sole proprietorships and partnerships registered with ROB | 2A+7N+1A or 9N+1A |
| Societies registered with JPPM | PPM+3N+2N+6N |
| Co-operatives registered with SKM | 1A+1N+4N |
| BNM Assigned ID | 2N+3A+7N |

| Individual | |
|---|---|
| New IC No | 12N |
| Old IC No | ‘A’,’H’,’K’ + 6N or ‘A’,’H’,’K’ + 7N |
| Armed Forces ID No. | ‘T’,’N’ + up to 10N |
| Police ID No. | 2A + up to 9N |
| Passport No. | Any other format |
| BNM Assigned ID | 2N+3A+7N |

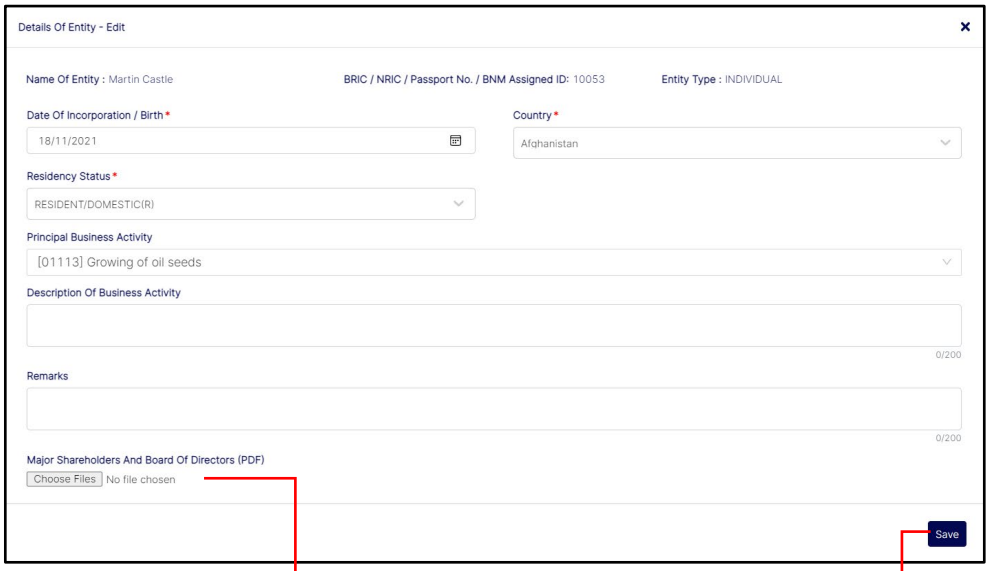



**Attachment**
Maximum file size allowed is 25MB in a valid format.

**Edit**
Edit all fields in Details of Applicant.

**Save**
Save the amended details (if any changes been made)

- For Applicant Profile in **Active/Pending Verification** status, individual user is able to edit all fields in **Details of Entity** EXCEPT ***Name of Entity***, ***BRIC/ NRIC/ Passport No./ BNM Assigned ID*** and ***Entity Type.***

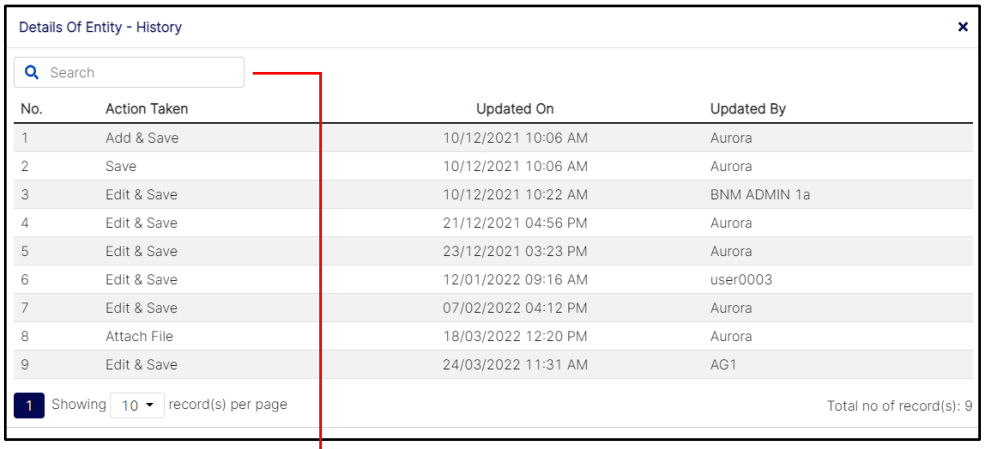



**Attachment**
Maximum file size allowed is 25MB in a valid format.

**Save**
Save the amended details (if any changes been made)

**History**

**"Details Of Entity – History"** screen will be displayed after clicking on icon.




**Search**
Search specific history.

**Refresh**

The tab contents will be refreshed after clicking on icon.

### (b) Privilege Codes

This tab provides list of Privilege Codes that allows individual user to add and manage the Privilege Codes of the Applicant. Example of Privilege Codes are MSC-status companies, Bionexus-status companies, etc.

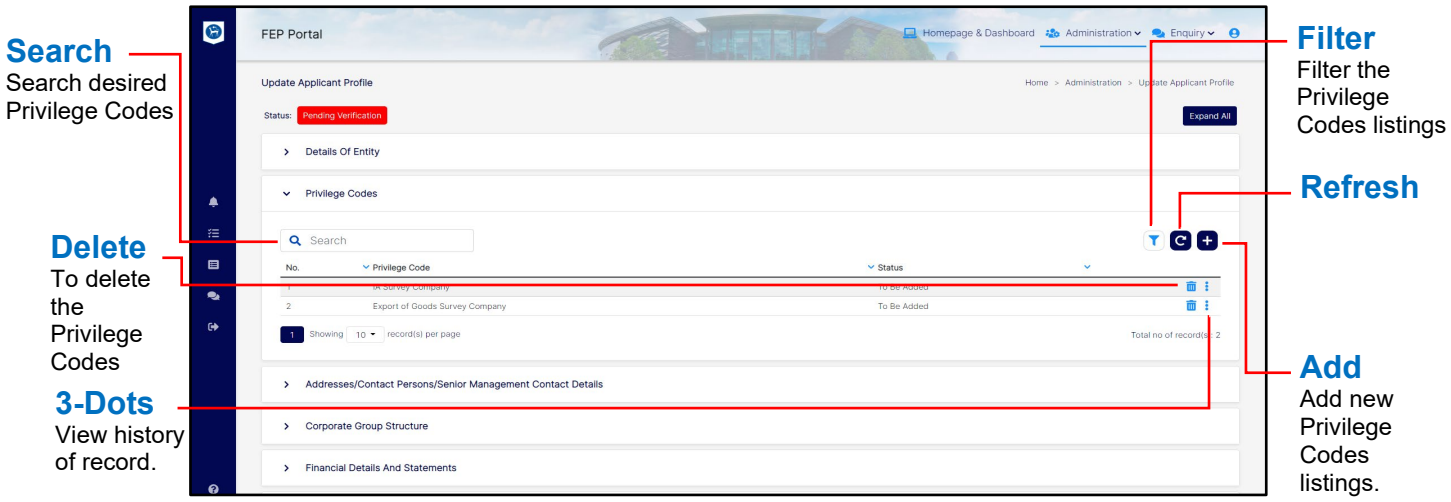
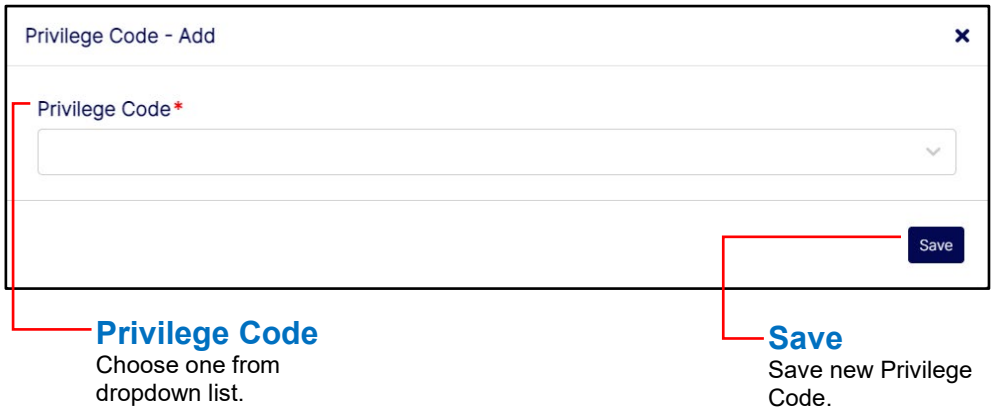
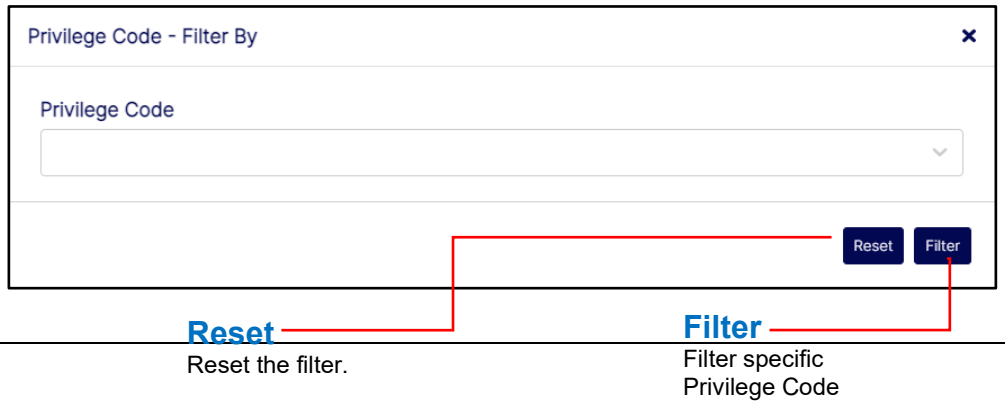
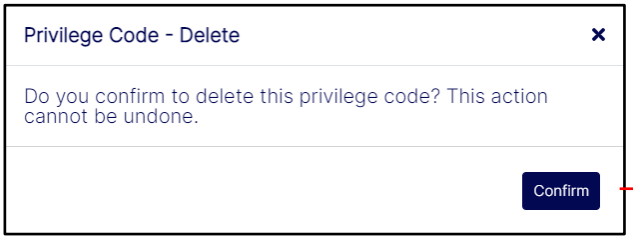



***Figure 4 Update Applicant Profile - Privilege Codes***

| | |
|---|---|
| **Add** | If user wants to add one or more new Privileges Codes, user has to click on icon and **"Privilege Code – Add"** screen will be displayed.<br><br> |
| **Refresh** | The tab contents will be refreshed after clicking on the icon. |
| **Filter** | If user wants to filter Privileges Codes, user has to click on icon and **"Privilege Code – Filter By"** screen will be displayed.<br><br> |

**Delete**

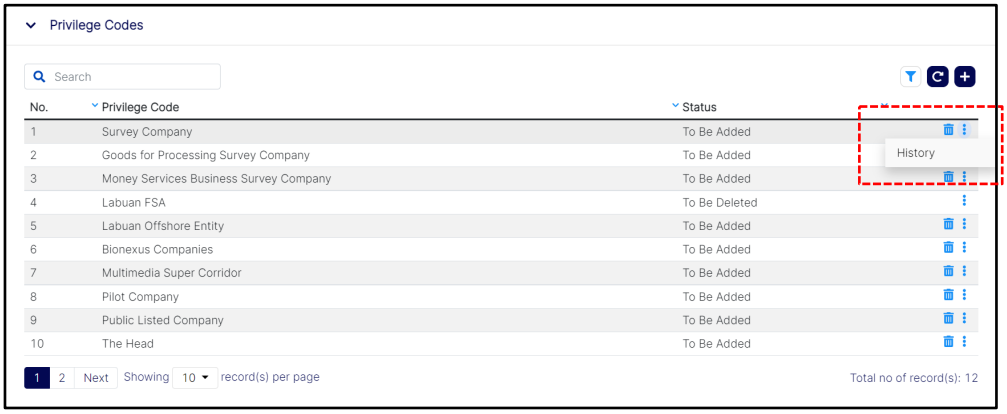
If user wants to delete existing a Privileges Code, user has to click on icon and a confirmation message will be displayed.



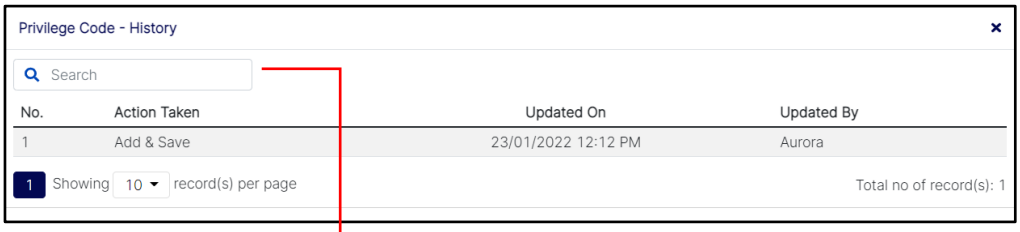

**Confirm**
Confirm to delete existing Privilege Code

**3-dots**

User is able to view history for a specific privilege code by clicking on icon and select **History.**




**"Privilege Code – History"** screen will be displayed.




**Search**
Search specific history.

## (c) Addresses /Contact Persons/Senior Management Contact Details

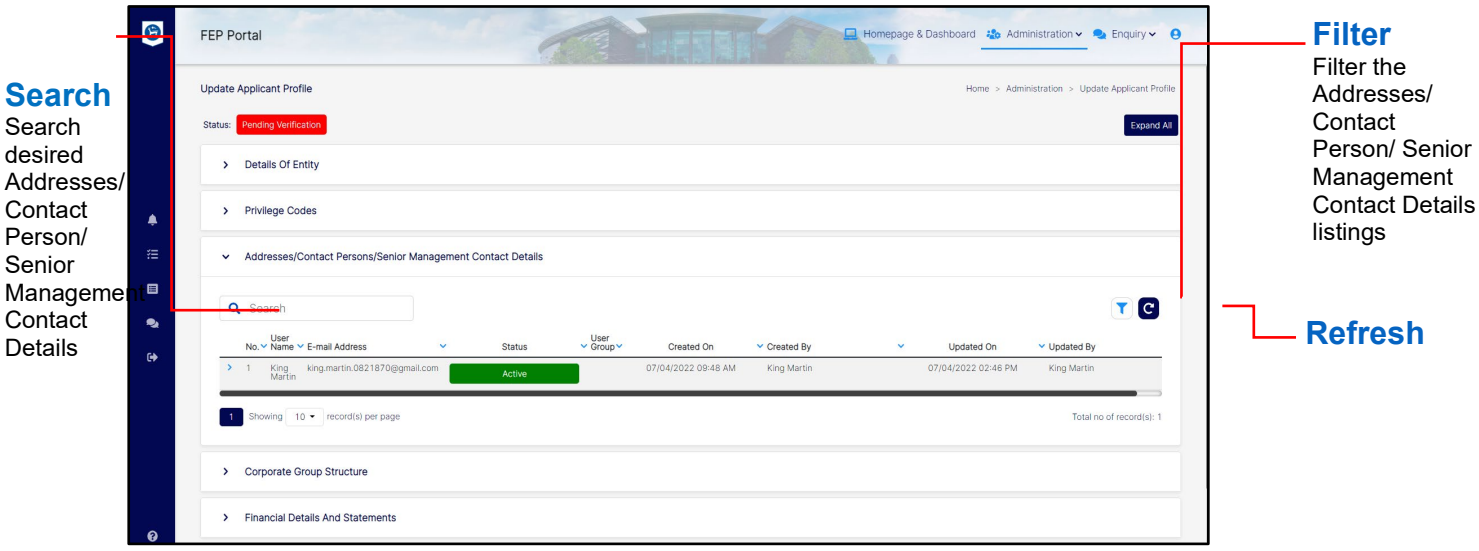
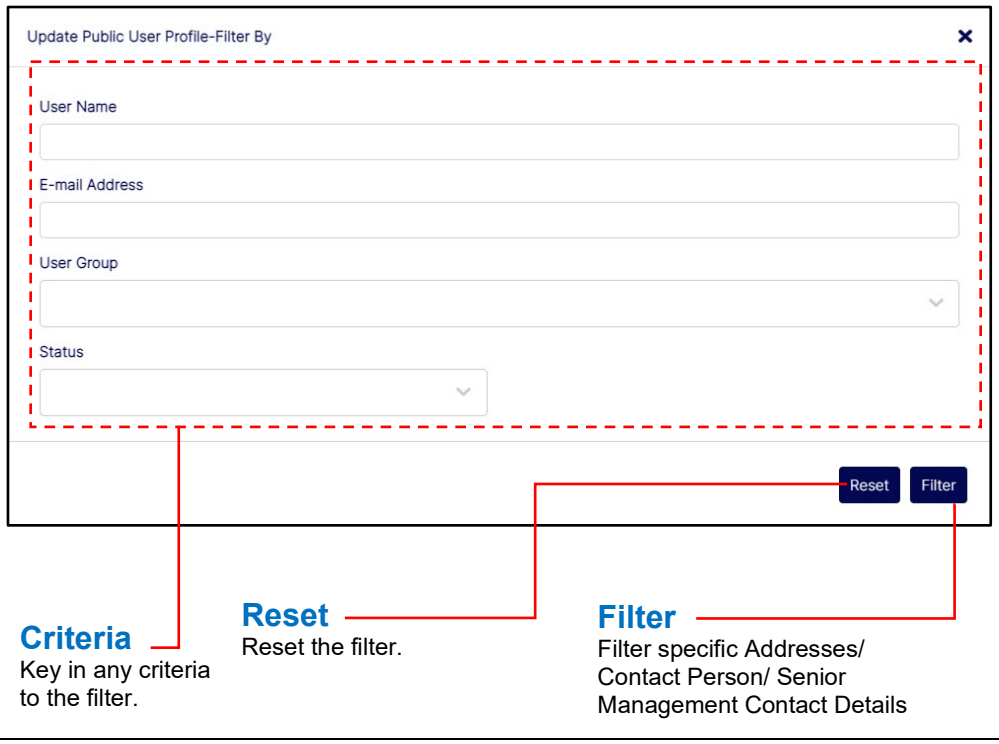



***Figure 5 Update Applicant Profile - Addresses/ Contact Person/ Senior Management Contact Details***

| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Addresses/ Contact Person/ Senior Management Contact Details, user can click on icon and **"Update Public User Profile – Filter By"** screen will be displayed. |



### (d) Corporate Group Structure

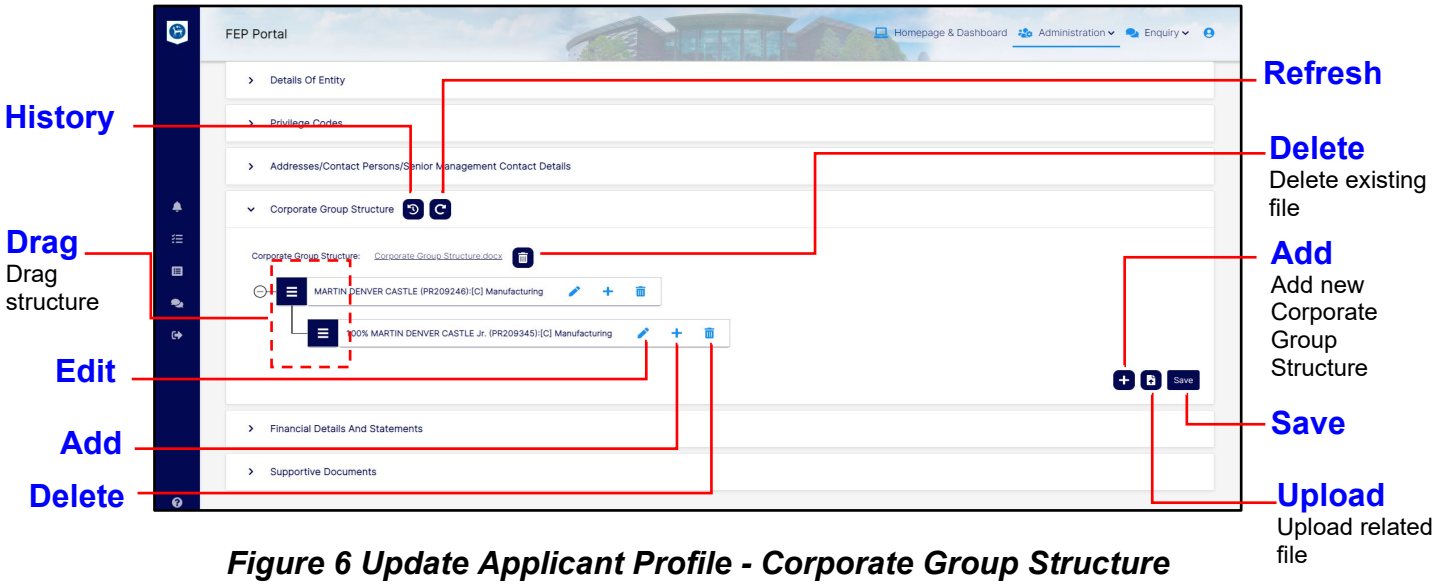
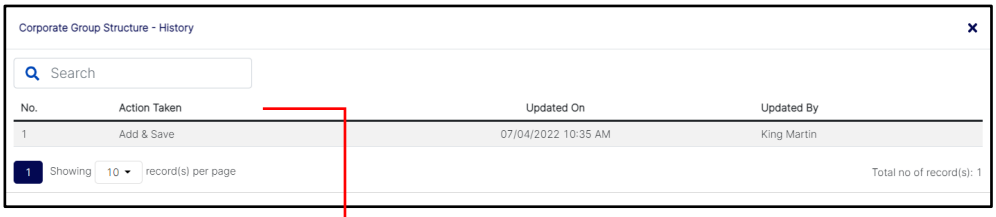
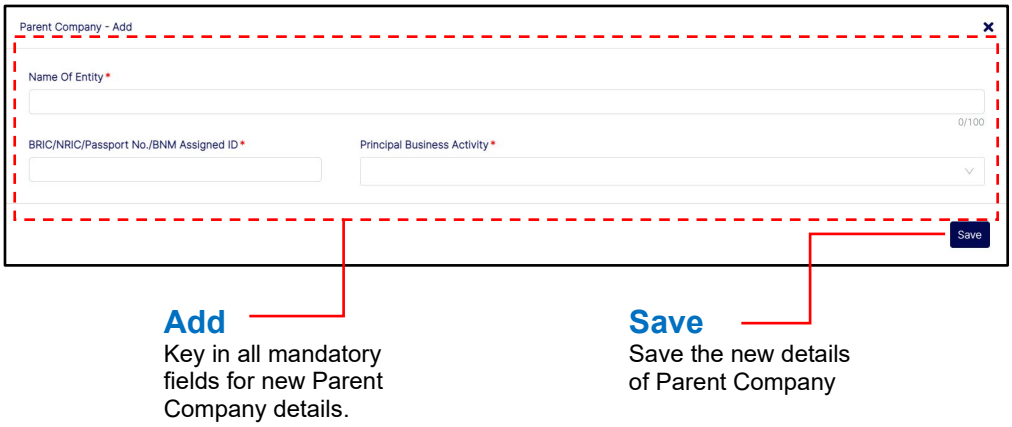
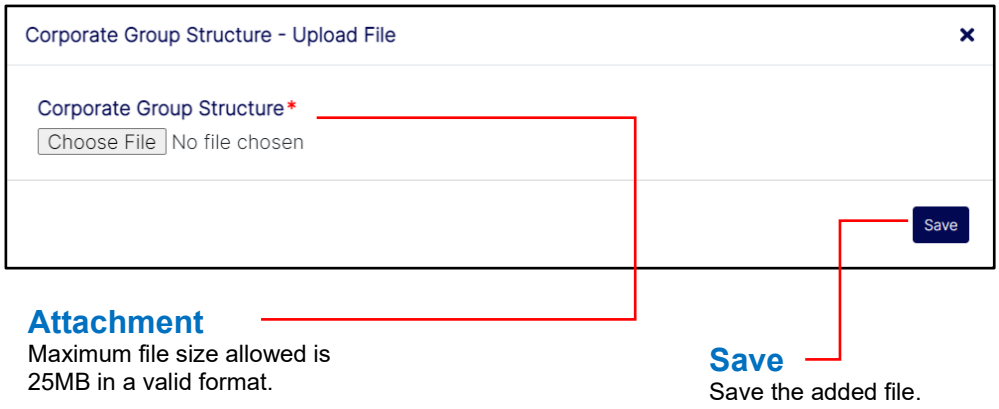



***Figure 6 Update Applicant Profile - Corporate Group Structure***

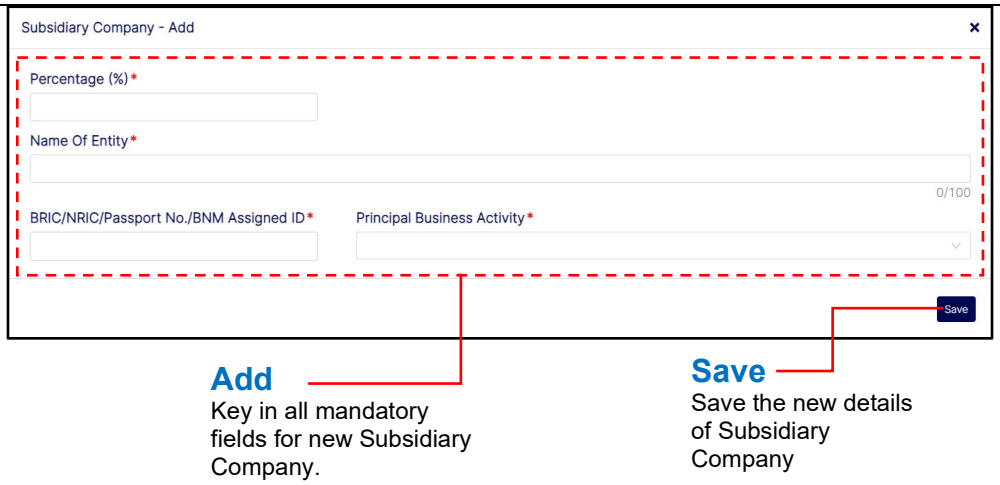
| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **History** | **"Corporate Group Structure – History"** screen will be displayed after clicking on icon.<br><br>**Search**<br>Search specific history. |
| **Add** | If no corporate structure has been configured, the screen will be displayed as illustrated below -<br><br>If user wants to add a new Corporate Group Structure, user can click on icon and **"Corporate Group Structure – Add"** screen will be displayed. For a new structure, parent company will be added first. |

| | |
|---|---|
| | Then, user can click on the **Save** button to save the record.<br><br> |
| **Upload** | If user wants to upload a file on Corporate Group Structure, user can click on icon and **"Corporate Group Structure – Upload File"** screen will be displayed. Then, click on **Save** button to save the record.<br><br> |
| **Delete** | If user wants to delete an existing file on Corporate Group Structure, user can click on icon and a confirmation message will be displayed.<br><br> |
| **Edit** | For an existing Corporate Group Structure, if user would like to edit the record, user can click on icon and **"Parent Company / Subsidiary Company – Edit"** screen will be displayed.<br>Then, user can click on **Save** button to save the amended details. |

<table>
<tr>
<td></td>
<td>
<ul>
<li>“Parent Company – Edit” screen</li>
</ul>


Edit<br>Edit all fields of existing Parent Company<br><br>Save<br>Save the amended details (if any changes been made)
<ul>
<li>“Subsidiary Company – Edit” screen. User can edit the percentage (%) of shareholding of one or more subsidiary company. The percentage (%) should not exceed 100% for each subsidiary.</li>
</ul>


Edit<br>Edit all fields of existing Subsidiary Company<br><br>Save<br>Save the amended details (if any changes been made)
</td>
</tr>
<tr>
<td>Add</td>
<td>If user wants to add one or more new subsidiary company, user can click on + icon and “Subsidiary Company – Add” screen will be displayed. Then, user can click on Save button to save the amended details.<br><br>The percentage (%) should not exceed 100% for each subsidiary.</td>
</tr>
</table>




**Delete**

If user wants to delete an existing Parent Company/ Subsidiary Company, user can click on icon and a confirmation message will be displayed.




**Save**

After user has completed the configuration of the Corporate Group Structure, a message will be displayed after clicking on the **Save** button.



## (e) Financial Details and Statements

### (i) Financial Details (Company/Individual) & Financial Details (Corporate Group)

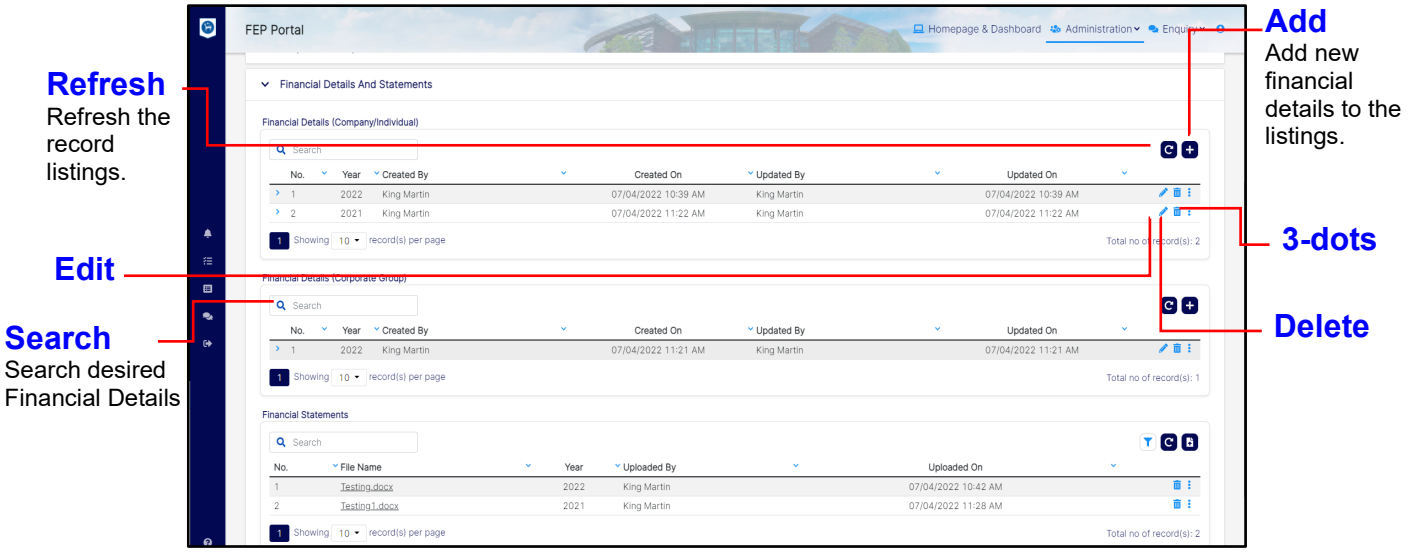
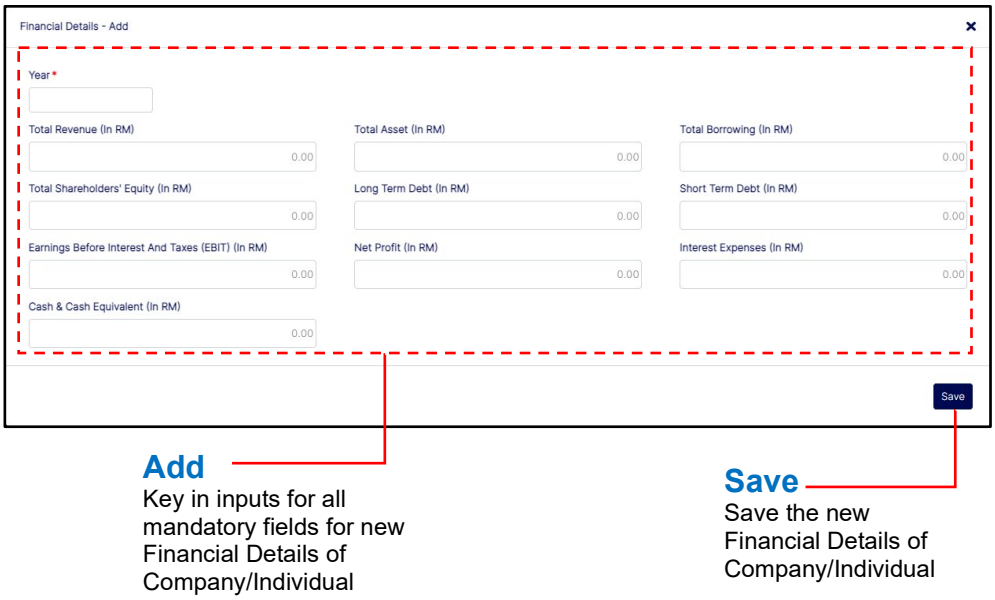
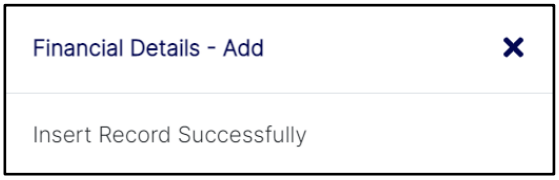


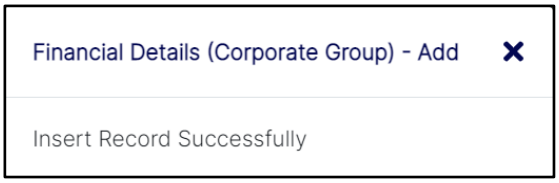

***Figure 7 Update Applicant Profile - Financial Details (Company/Individual) & (Corporate Group)***

| | |
|---|---|
| **Add** | If user wants to add new Financial Details, user can click on icon and **"Financial Details – Add"** screen for Company/Individual and **Financial Details (Corporate Group) – Add"** screen will be displayed. |



<table>
<tr>
<td></td>
<td>


Add<br>Key in mandatory and any fields for new Financial Details of Corporate Group<br><br>Save<br>Save the new Financial Details of Corporate Group<br><br>
Upon successful upload of financial details (Company/Individual), the following message will be displayed:<br><br>


<br><br>
Upon successful upload of financial details (Corporate Group), the following message will be displayed:<br><br>


</td>
</tr>
<tr>
<td>Refresh</td>
<td>The tab contents will be refreshed after clicking on icon.</td>
</tr>
<tr>
<td>Edit</td>
<td>If user wants to edit an existing financial detail, user can click on icon and “Financial Details – Edit” screen will be displayed.<br><br>Then, user can click on Save button to save the amended details.</td>
</tr>
</table>

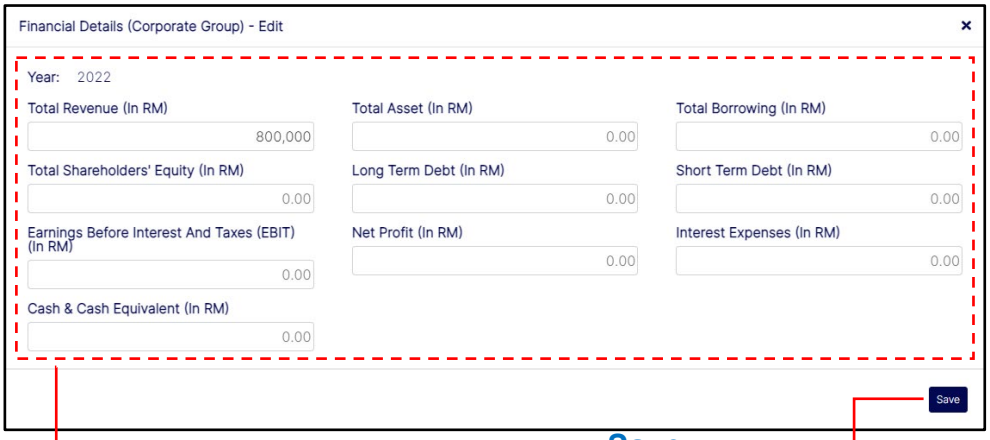
- Financial Details (Company/Individual)




**Edit**
Edit any field(s) of financial details

**Save**
Save the amended personal details (if any changes have been made)

- Financial Details (Corporate Group)

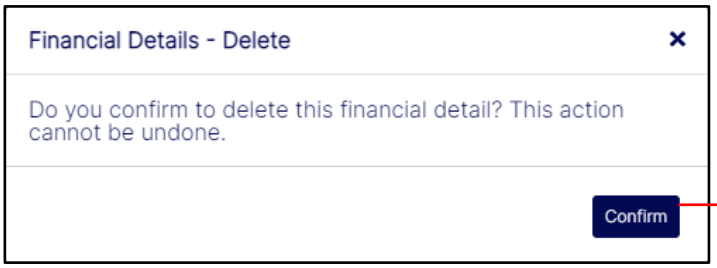



**Edit**
Edit any field(s) of financial details

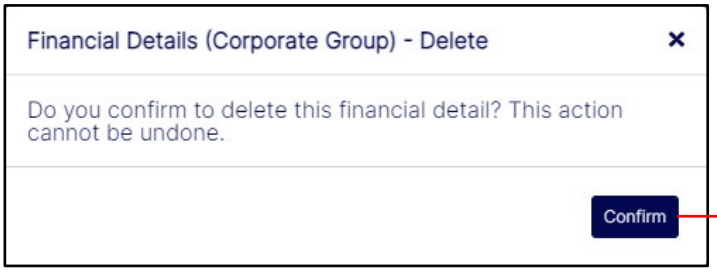
**Save**
Save the amended personal details (if any have changes been made)

| | |
|---|---|
| **Delete** | If user wants to delete an existing financial detail, user can click on icon.<br><br>After user has clicked on **Confirm** button to delete the record. The Financial Details will be removed from the main listing. |

- Financial Details (Company/Individual)




- Financial Details (Corporate Group)



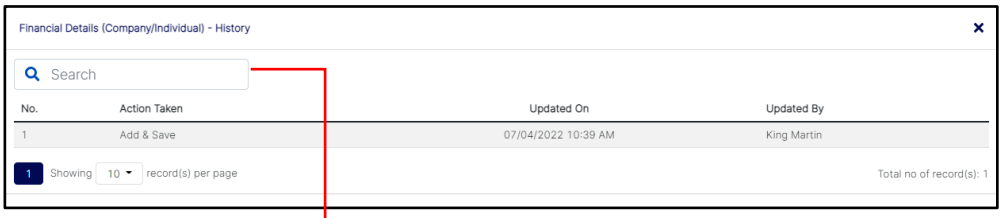

**Confirm**
Confirm to delete an existing financial detail.

**3-dots**

User is able to view history for a specific financial detail by clicking on ⋮ icon and select **History.**

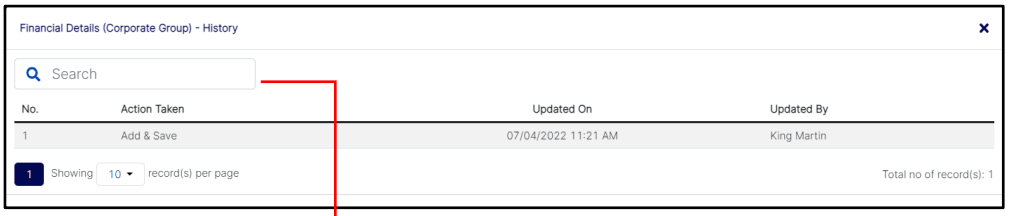
**"Financial Details – History"** screen will be displayed.

- Financial Details (Company/Individual)




**Search**
Search specific history.

- Financial Details (Corporate Group)




**Search**
Search specific history.

### (ii) Financial Statements

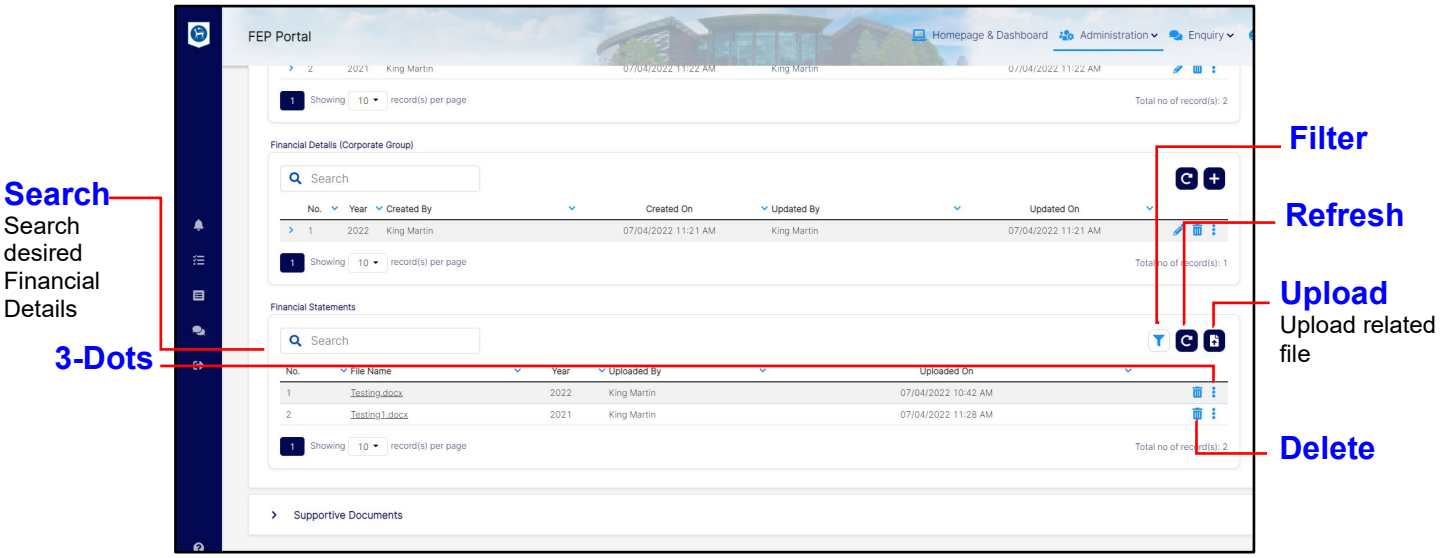
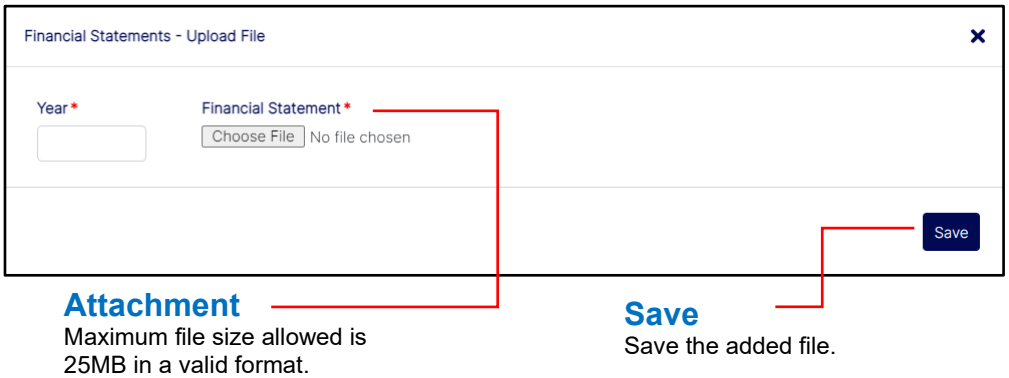
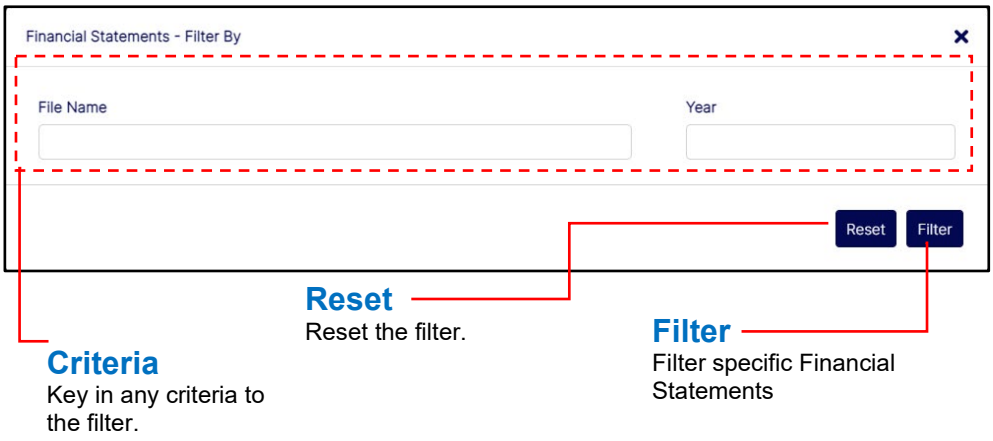
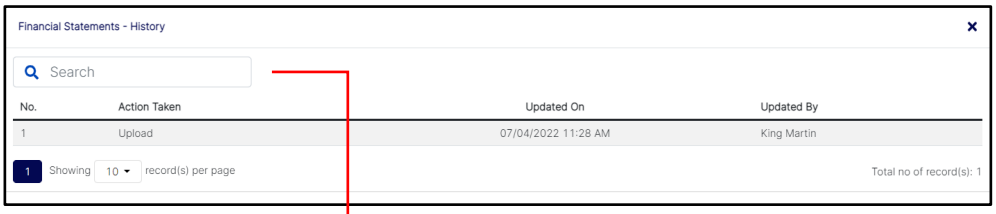



*Figure 8 Update Applicant Profile - Financial Statements*

| | |
|---|---|
| **Upload** | If user wants to upload a file on Financial Details, user can click on icon and **"Financial Statements – Upload File"** screen will be displayed. Then, user can click on **Save** button to save the record.<br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Financial Statements, user can click on icon and **"Financial Statements – Filter By"** screen will be displayed. |

<table>
<tr><td></td><td>


</td></tr>
<tr><td>Delete</td><td>If user wants to delete an existing financial statement, user can click on icon.<br><br>User has to click on the Confirm button to delete the record. After that the financial statement(s) will be removed from the main listing.<br><br>


</td></tr>
<tr><td>3-dots</td><td>User is able to view history of a specific financial statement by clicking on icon and select History.<br><br>“Financial Statements – History” screen will be displayed.<br><br>


</td></tr>
</table>

## (f) Supporting Documents

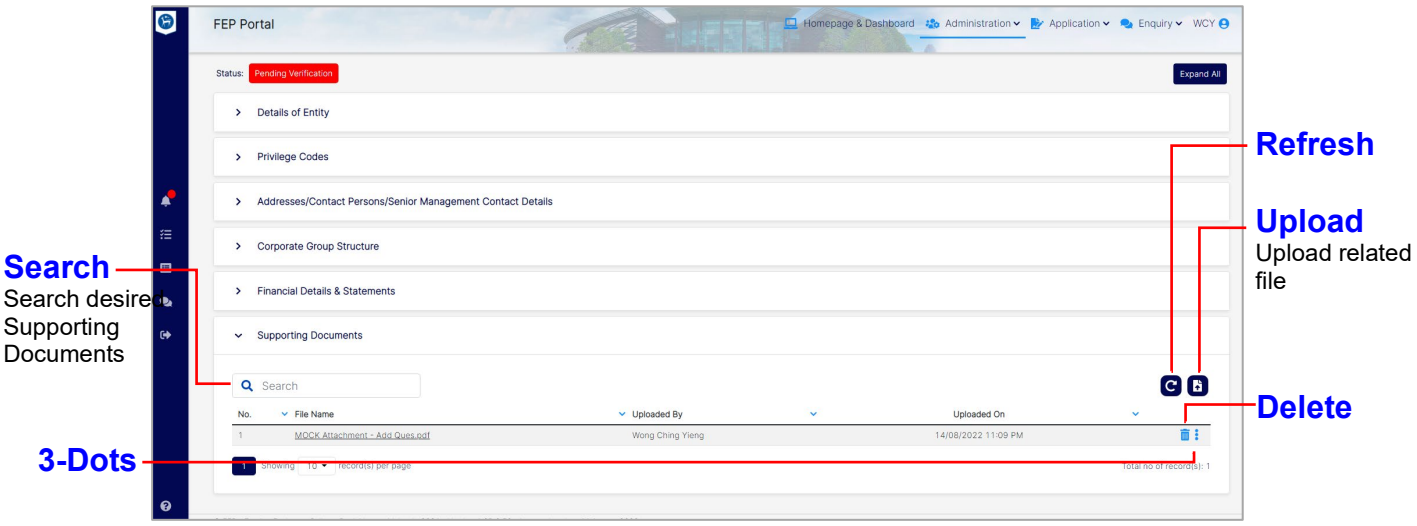
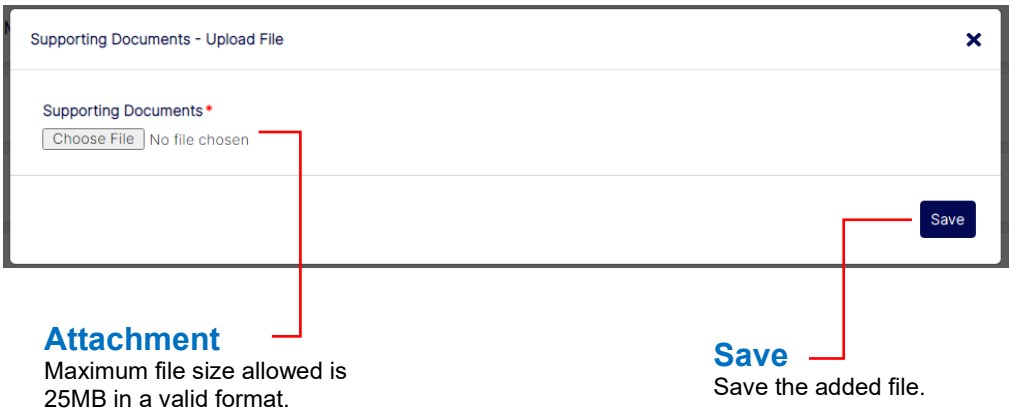
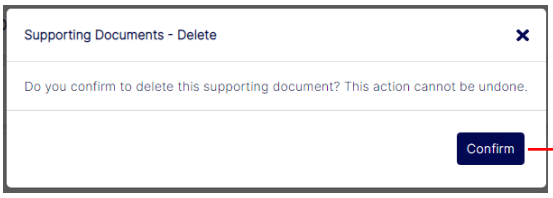
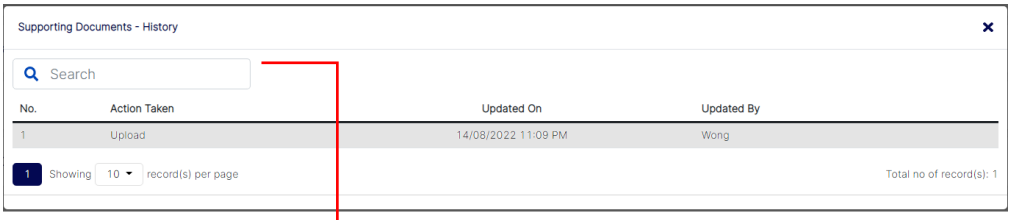



***Figure 9 Update Applicant Profile - Supporting Documents***

| | |
|---|---|
| **Upload** | If user wants to upload a file as supporting documents, user can click on the **Supporting Document** tab and **"Supporting Documents – Upload File"** screen will be displayed. User has to click on the **Save** button to save the record.<br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Delete** | For existing supporting documents, if user wished to delete a record, user can click on icon.<br>User has to click on the **Confirm** button to delete the record. After that the supporting document will be removed from the main listing. |

| | |
|---|---|
| | <br>**Confirm**<br>Confirm to delete an existing record. |
| **3-dots** | User is able to view history for a specific supporting document by clicking on ⋮ icon and select **History**.<br><br>**"Supporting Documents – History"** screen will be displayed.<br><br><br>**Search**<br>Search specific history. |

### 4.1.2 MANAGE THIRD PARTY

There are 2 sections under this Manage Third-Party screen:

- My Appointed Third-Parties; and
- My Principal/Clients (Applicants)

Both Third-Party and Applicant are able to access and perform actions on this screen. However, submission by a Third-Party shall require verification from the Applicant that the Third-Party is appointed to represent the Applicant.

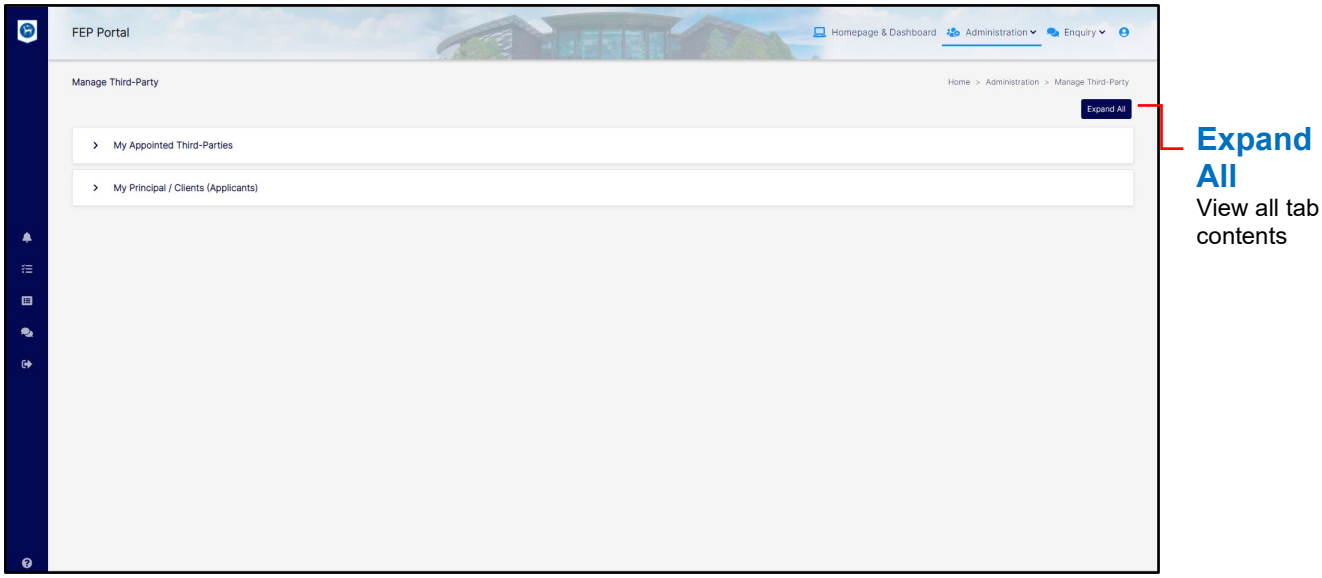



***Figure 10 Manage Third Party***

## (a) MY APPOINTED THIRD-PARTIES

My Appointed Third-Parties refers to the Applicant's appointed Third-Party Submitters. From this screen, the Applicant or the Corporate System Administrator shall be able to manage information of an appointed Third-Party, including uploading the authorisation letter which is a requirement to enable submission by Third-Party Submitters on behalf of an Applicant.

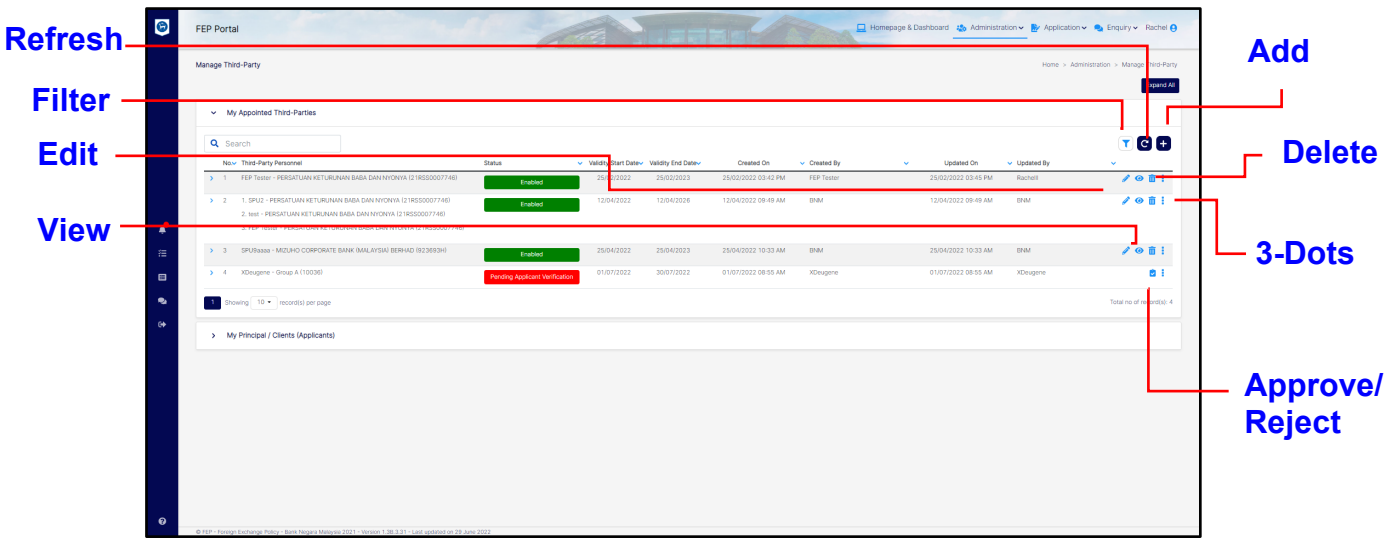
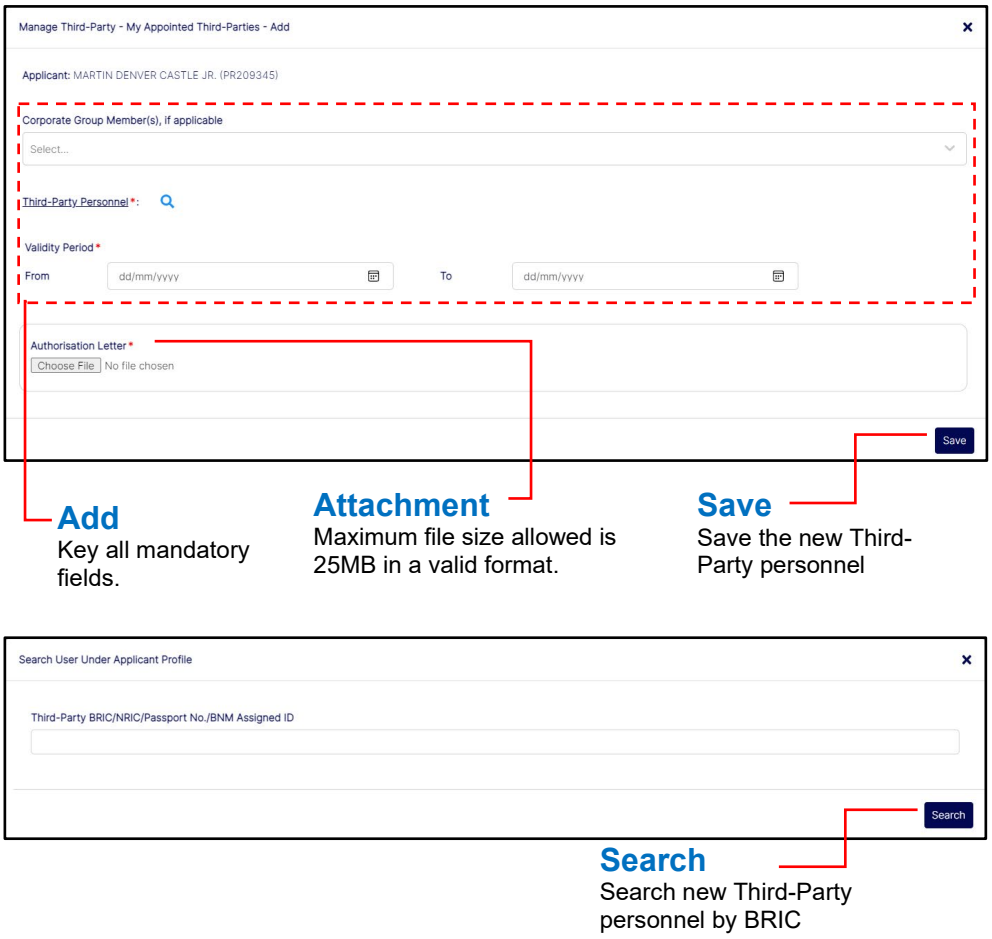
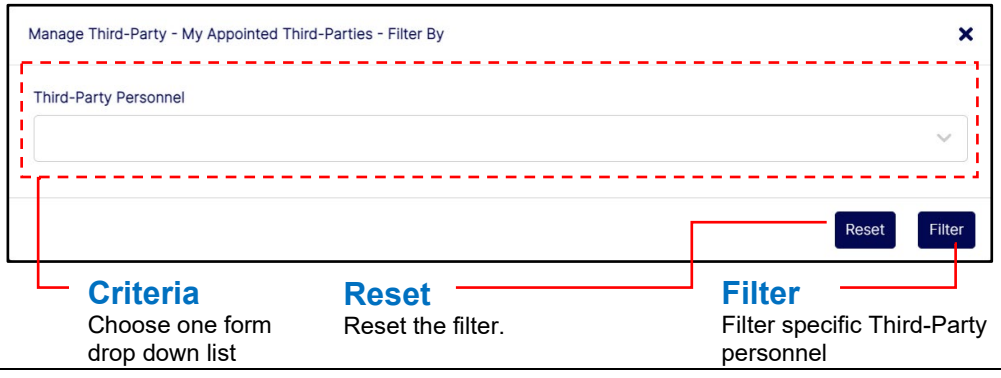
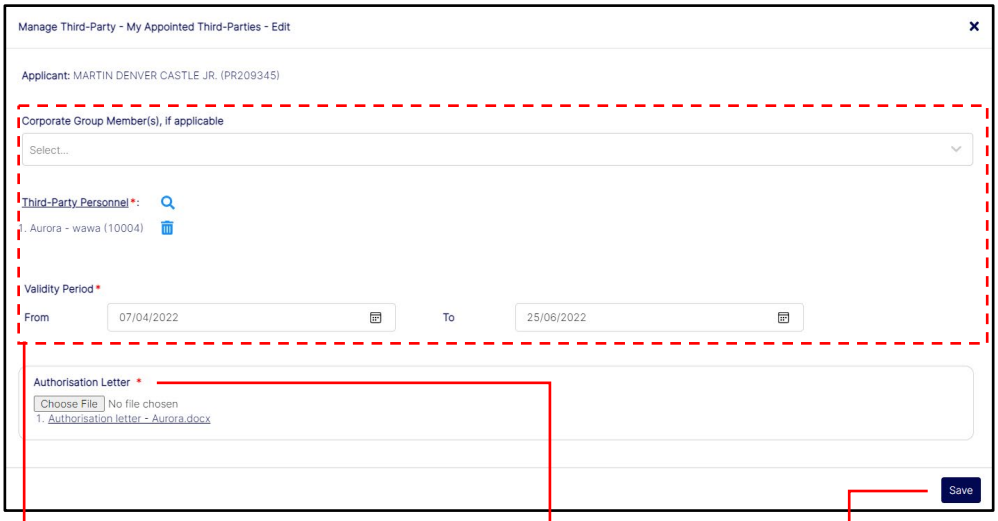



***Figure 11 Manage Third-Party – My Appointed Third-Parties***

| | |
|---|---|
| **Add** | If user wants to add one or more new Third-Party personnel, user can click on ➕ icon and **"Manage Third-Party – My Appointed Third -** |

| | |
|---|---|
| | **Parties – Add"** screen will be displayed.<br><br>User can click on icon and **"Search User under Applicant Profile"** screen will be displayed.<br><br><br><br><br><br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Third-Party personnel, user can click on icon and **"Manage Third Party – My Appointed Third-Parties – Filter By"** screen will be displayed.<br><br><br> |

<table>
<tr>
<td>Edit</td>
<td>
If user wants to edit details of a Third-Party personnel, user can click on icon and “Manage Third Party – My Appointed Third - Parties – Edit” screen will be displayed.<br><br>
User has to click on Save button to save the amended details.<br><br>


Edit<br>Edit any fields.<br><br>
Attachment<br>Maximum file size allowed is 25MB in a valid format.<br><br>
Save<br>Save the amended personal details (if any changes been made)<br><br>


Search<br>Search new Third-Party personnel by BRIC
</td>
</tr>
<tr>
<td>View</td>
<td>“Manage Third-Party – My Appointed Third-Parties – View” screen will be displayed when user clicks on icon.</td>
</tr>
</table>




**Delete**

If user wants to delete an existing Third-Party personnel, user can click on icon.

User has to click on the **Confirm** button to delete the record. Then, the Third-Party personnel will be removed from the main listing.

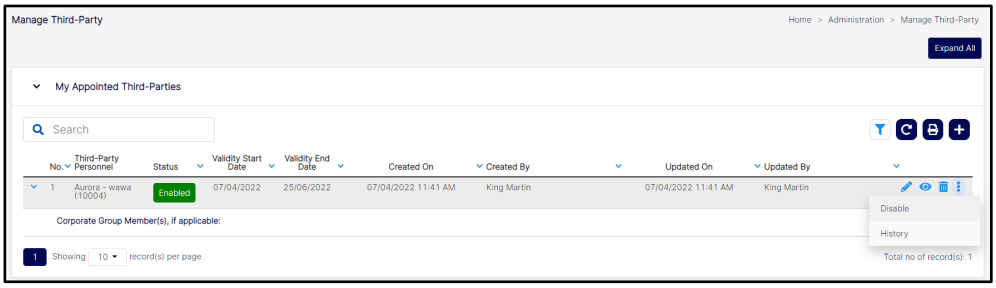



**Confirm**
Confirm to delete an existing Third-Party personnel.

**3-dots**

User is able to disable a specific Third-Party personnel by clicking on icon and select **Disable.**

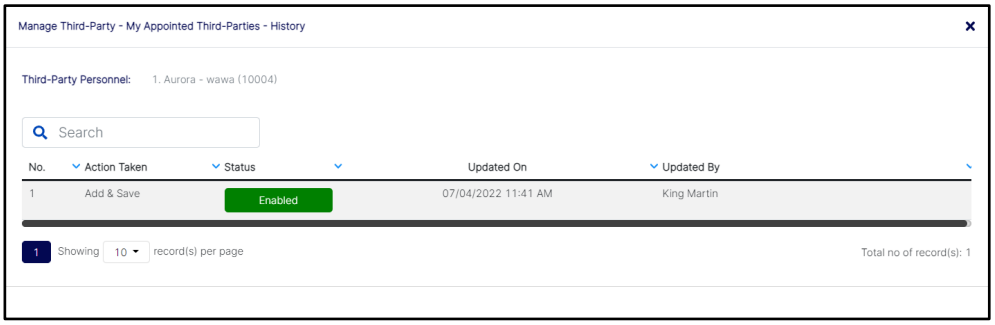
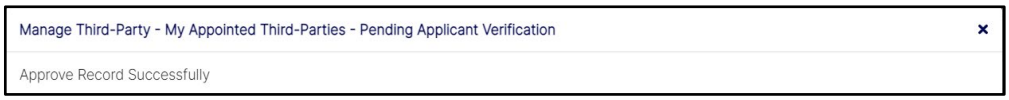
A confirmation message screen will be displayed.

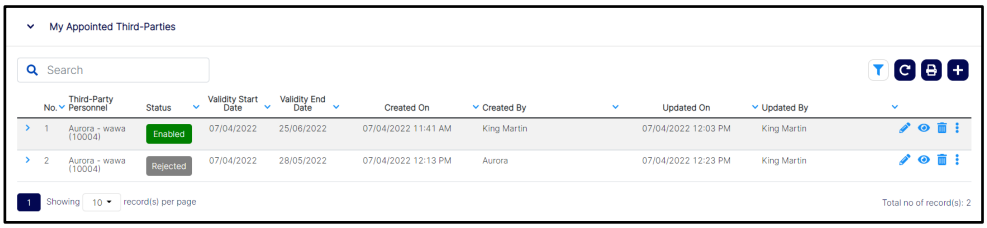
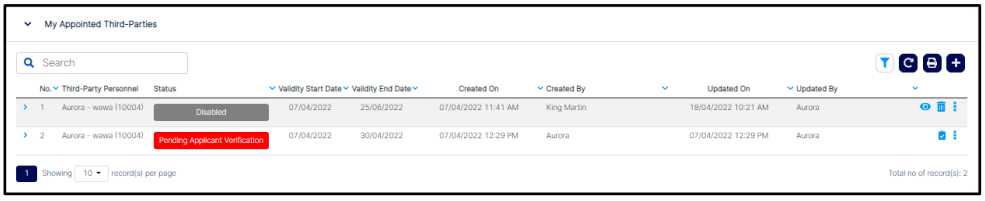






**Confirm**
Confirm to delete existing personnel

| | |
|---|---|
| | User is able to view history for a specific Third-Party personnel by clicking on ⋮ icon and select **History**.<br><br>**"Manage Third-Party – My Appointed Third-Parties – History"** screen will be displayed.<br><br> |
| **Approve/ Reject** | User is able to **Approve/Reject** a specific Third-Party personnel by clicking on icon if the status is **Pending Applicant Verification**.<br><br>**"Manage Third-Party – My Appointed Third-Parties – Pending Applicant Verification"** screen will be displayed.<br><br><br><br>Approve/Reject message will be displayed after user clicks on the **Approve** or **Reject** button.<br><br><br><br> |

| | |
|---|---|
| **Status** | Third-Party Personnel can be in the following status:<br>● **Enabled**: Status when Third-Party Personnel has been approved by Applicant.<br>● **Pending Applicant Verification:** Status when Third-Party Personnel has not been approved by Applicant.<br>● **Rejected**: Status when Third-Party Personnel has been rejected by Applicant.<br>● **Disabled:** Status when Third-Party Personnel has been disabled by Applicant.<br><br><br><br> |

## (b) MY PRINCIPAL/CLIENTS (APPLICANT)

My Principal/Clients (Applicant) is only applicable to Third-Party Submitters and refers to the list of Applicants who had appointed the Submitter to represent the Applicant for their submission(s) to BNM. From this screen, the Third-Party Submitter shall be able to manage information of the Applicants or clients it is representing.

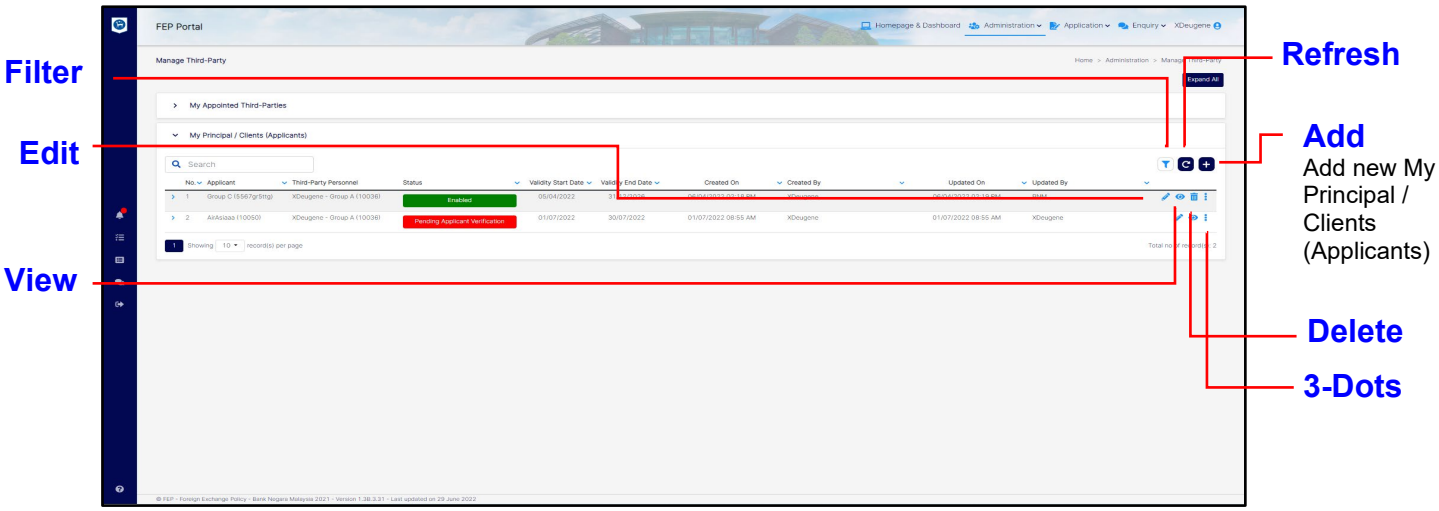
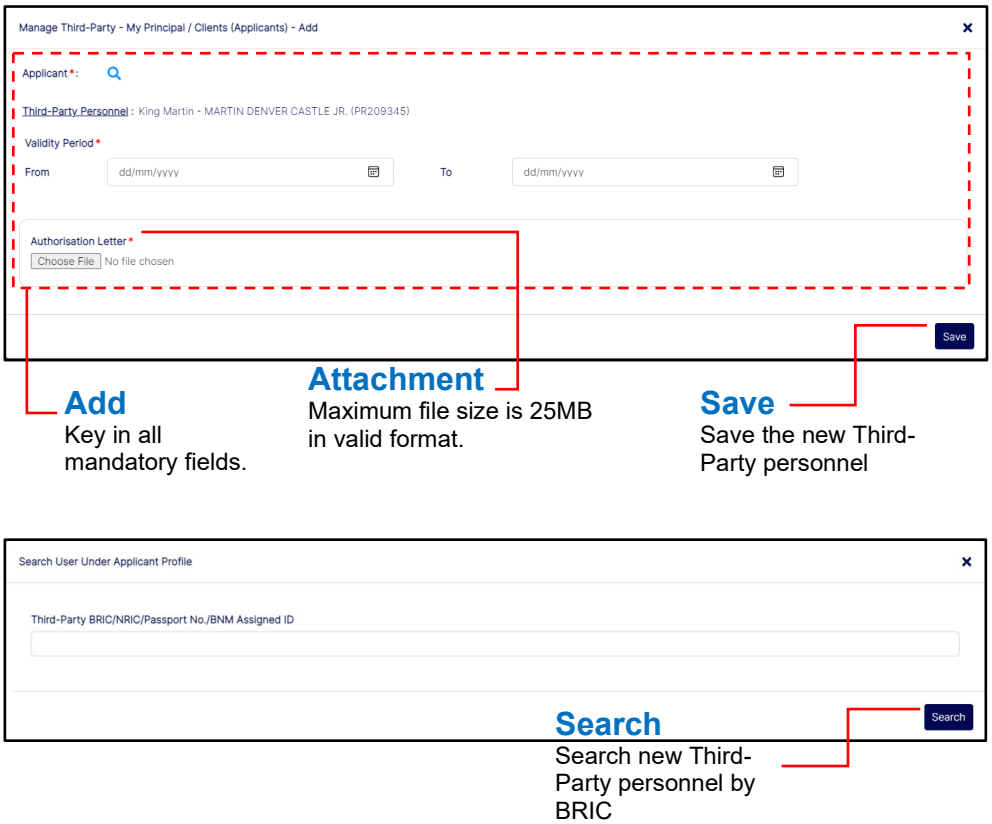
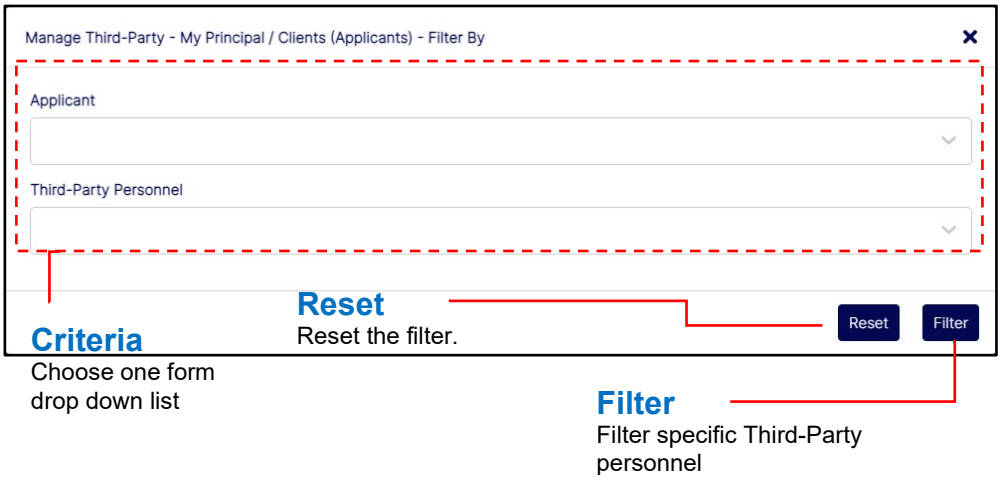
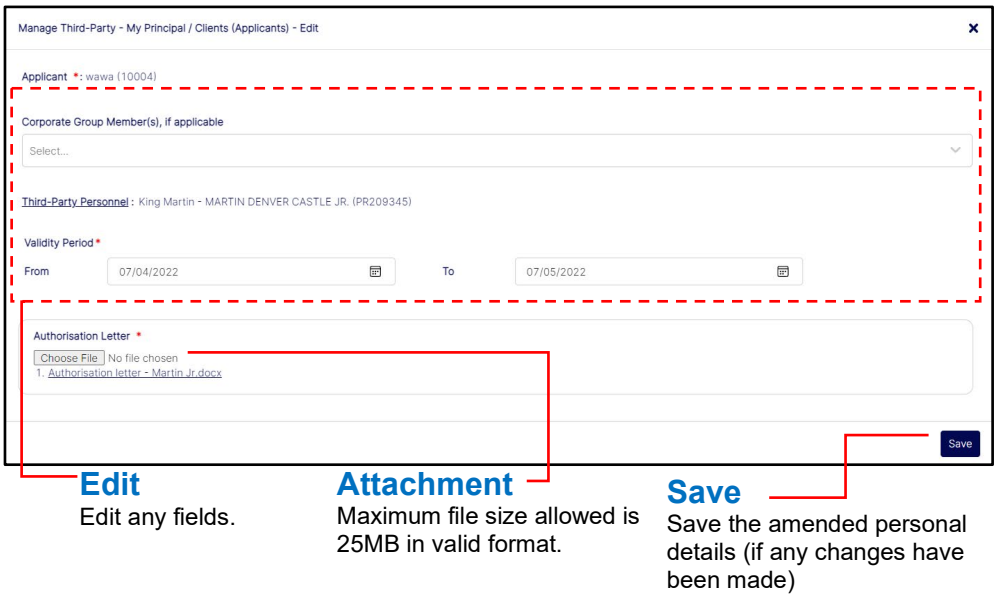
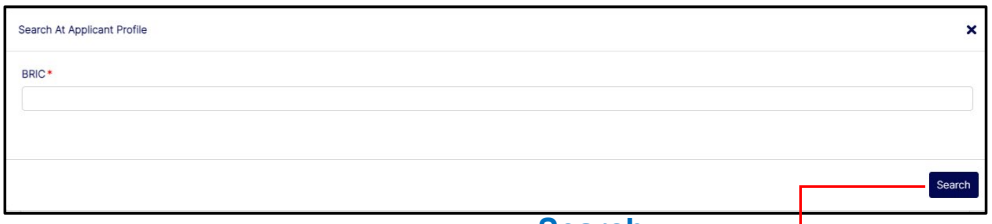



***Figure 12 Administration - Manage Third-Party - My Principal/Clients (Applicants)***

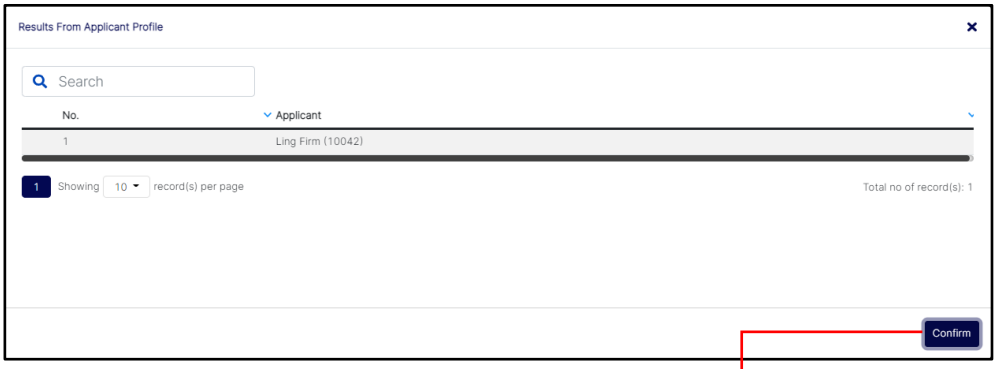
| | |
|---|---|
| **Add** | If user wants to add one or more new Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Add"** screen will be displayed.<br><br>User can click on icon and **"Search User Under Applicant Profile"** screen will be displayed.<br><br> |

| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Filter By"** screen will be displayed.<br><br> |
| **Edit** | If user wants to edit the details of an existing Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Edit"** screen will be displayed.<br>Then, user can click on the **Save** button to save the amended details.<br><br> |




**Search**
Search new Third-Party personnel by BRIC

User can search a specific Third-Party personnel by BRIC, and the result from Applicant Profile will be displayed where user can select an Applicant Name and click on the **Confirm** button.




**Confirm**
Confirm select applicant name.

**View**

**"Manage Third Party – My Principal/Clients (Applicants) – View"** screen will be displayed when user clicks on icon.




**Delete**

If user wants to delete an existing Third-Party personnel, user can click on icon.

Then, user can click on the **Confirm** button to delete the record. After that the Third-Party personnel will be removed from the main listing.



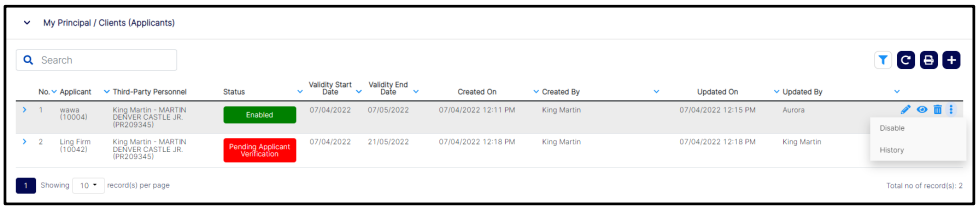

**Confirm**
Confirm to delete existing Third-Party personnel.

**3-dots**

User is able to disable a specific Third-party personnel by clicking on ⋮ icon and select **Disable** when the status is Enabled**.**

A confirmation message screen will be displayed.

- Status: **Enabled**

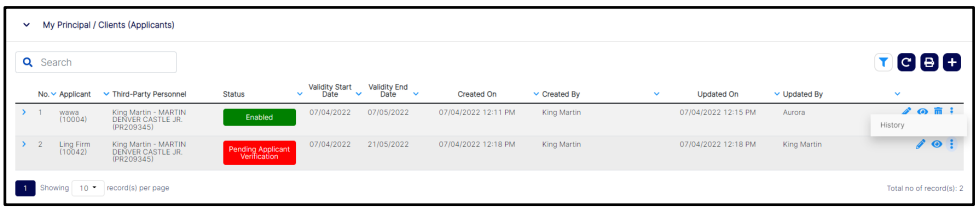


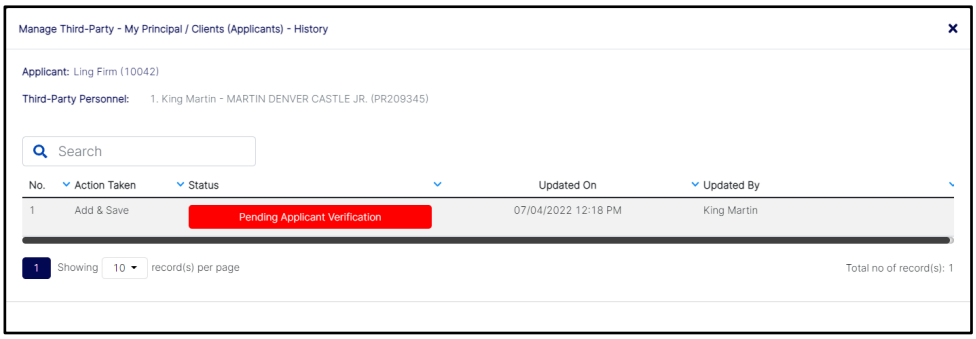




User is able to view history of a specific Third-Party personnel by clicking on ⋮ icon and select **History.**

**"Manage Third-Party – My Appointed Third-Parties – History"** screen will be displayed.

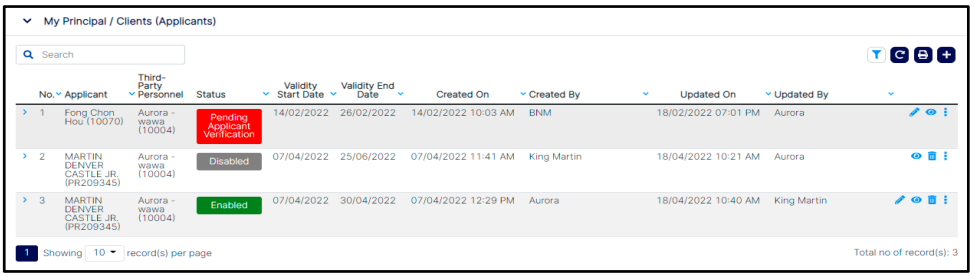


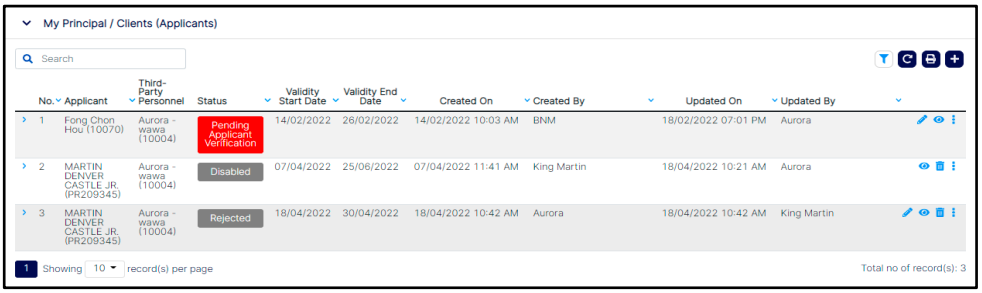



**Status**

Third-Party Personnel can be in the following status:

- **Enabled**: Status when Third-Party Personnel has been approved by Principal/Clients (Applicant).
- **Pending Applicant Verification:** Status when Third-Party Personnel has yet to be approved by Principal/Clients (Applicant).
- **Rejected**: Status when Third-Party Personnel has been rejected by Principal/Clients (Applicant).
- **Disabled:** Status when Third-Party Personnel has been disabled by Principal/Clients (Applicant).



## 4.2 CORPORATE USER

Corporate Users refer to individual users who has been assigned roles by an Applicant who is a corporate entity. There are two main roles, i.e. Corporate Administrator and Corporate Non-Administrator. The default tasks for each role are as follows:

- Corporate Administrator: Update Applicant Profile, Update Public Group Profile, Update Public User Profile and Manage Third-Party.
- Corporate Non-Administrator: Update User Profile.

Note:
Assignment of task is **CONFIGURABLE** and the Corporate Administrator has to configure task assignment to each user under the **Administration** menu. Prior to any task assignment, the Corporate Non-Administrator's **Application** menu will be empty.

### 4.2.1 CORPORATE ADMINISTRATOR

The authorised Corporate Administrator can create and manage the Public User Profile under the **Administration** menu. The first registered user for the corporate entity will be the default Corporate Administrator.

#### 4.2.1.1 UPDATE APPLICANT PROFILE

Applicant Profile can be managed and updated from this screen by the Corporate Administrator by clicking on the Expand All button or expand one particular tab to view the tab contents.

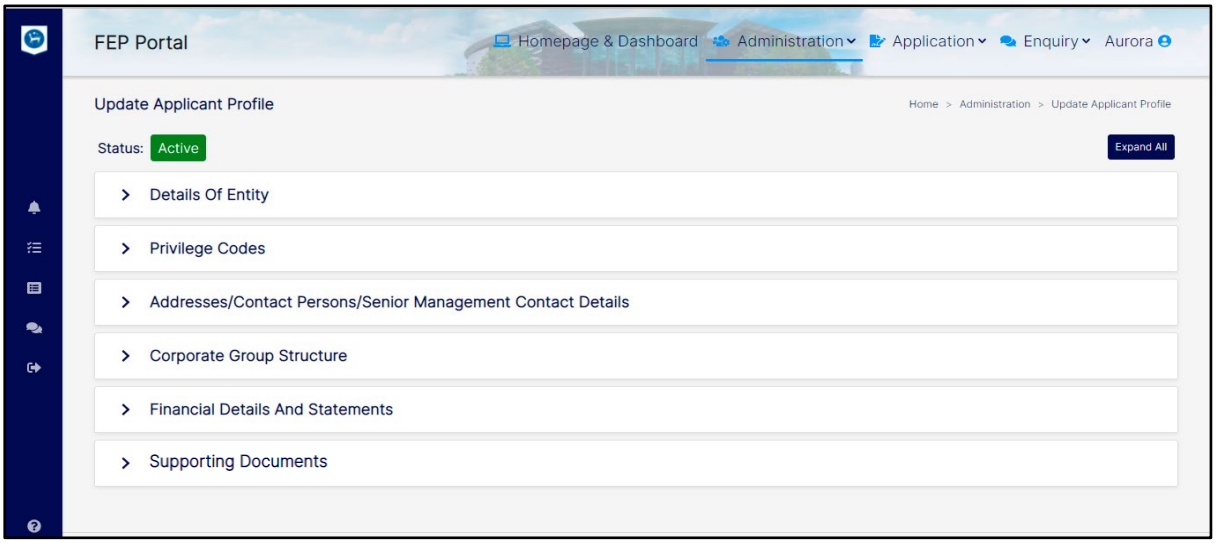



***Figure 1 Administration – Update Applicant Profile***

### (a) Details of Entity

This tab provides information on **Details of Entity** and allows the Corporate Administrator to edit and manage the information. After updating the entity information, user is required to click on the **Save** button

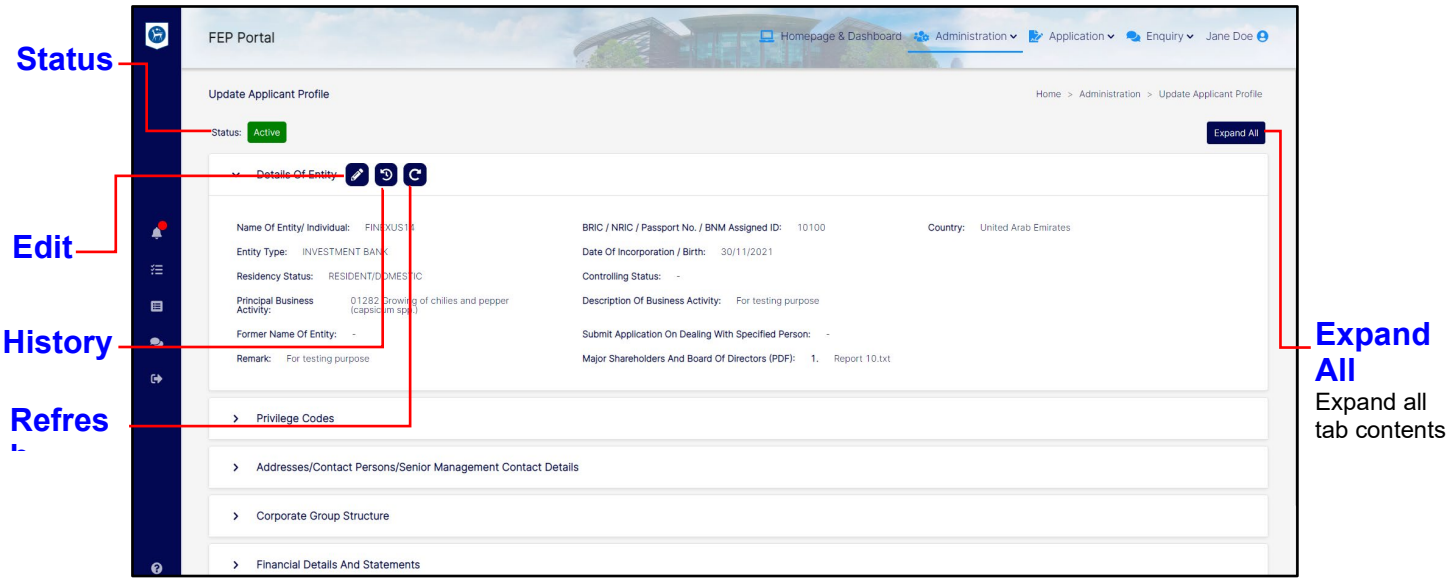
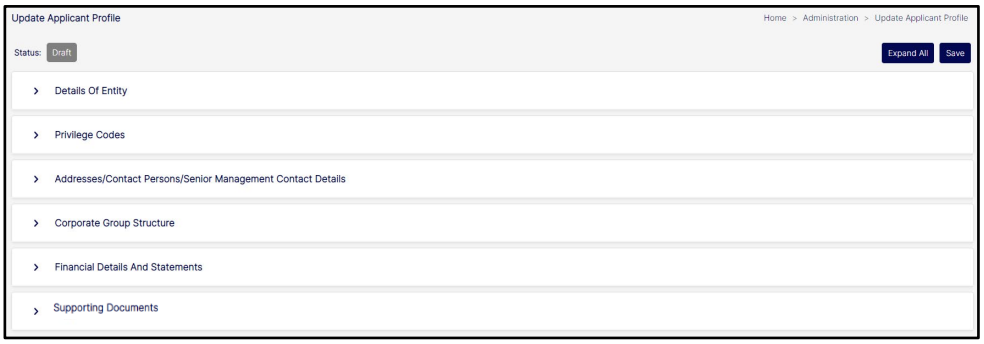
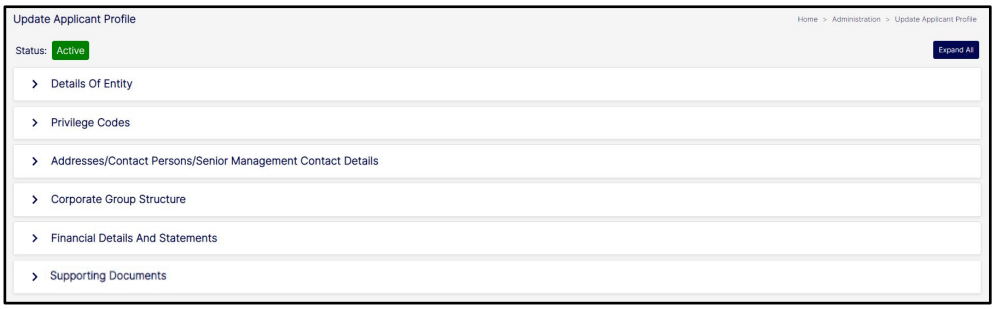
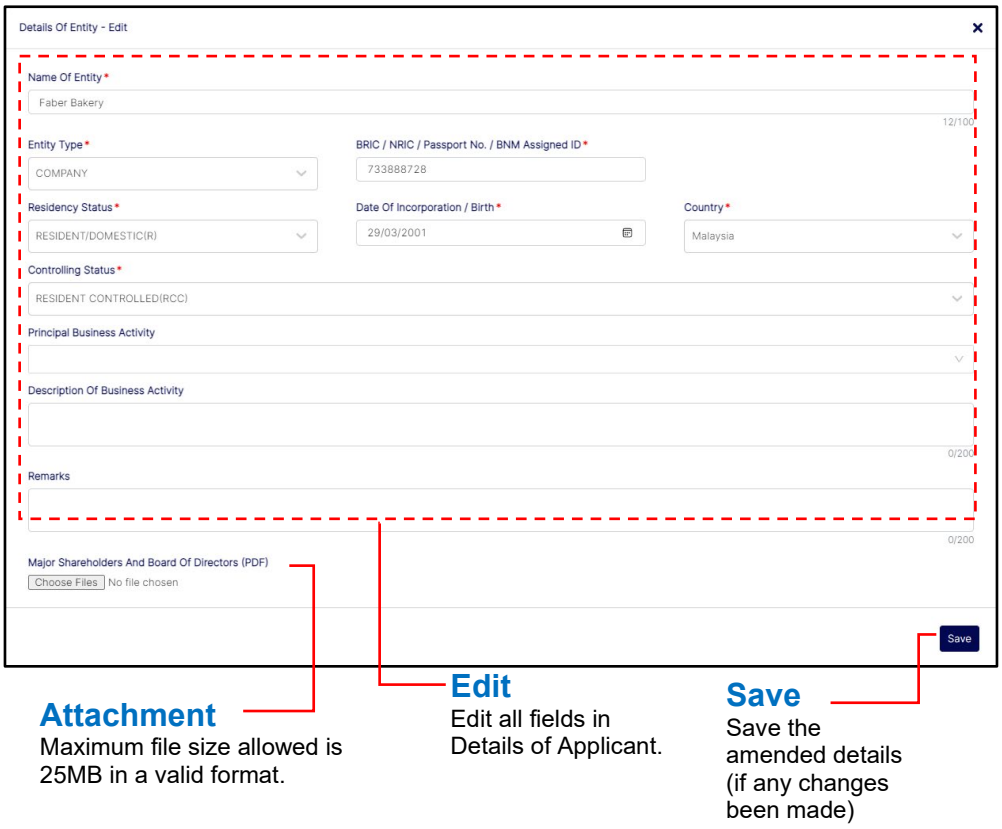



***Figure 2 Administration – Update Applicant Profile (Details of Entity)***

| | |
|---|---|
| **Status** | Applicant Profile can be in the following status:<br>• **Draft**: Status when a corporate user has yet to create the Applicant Profile.<br><br>• **Active**: Status when Applicant Profile has been successfully created and verified by BNM. |

| | |
|---|---|
| | <br>● **Pending Verification**: Status when corporate user has successfully created the Applicant Profile but pending verification by BNM.<br> |
| **Edit** | **"Details of Entity – Edit"** screen will be displayed after clicking on icon.<br><br>For an Applicant Profile in **Draft** status, a corporate user is able to edit all fields in **Details of Entity** including ***Name of Entity***, ***BRIC/ NRIC/ Passport No./ BNM Assigned ID*** and ***Entity Type.*** |

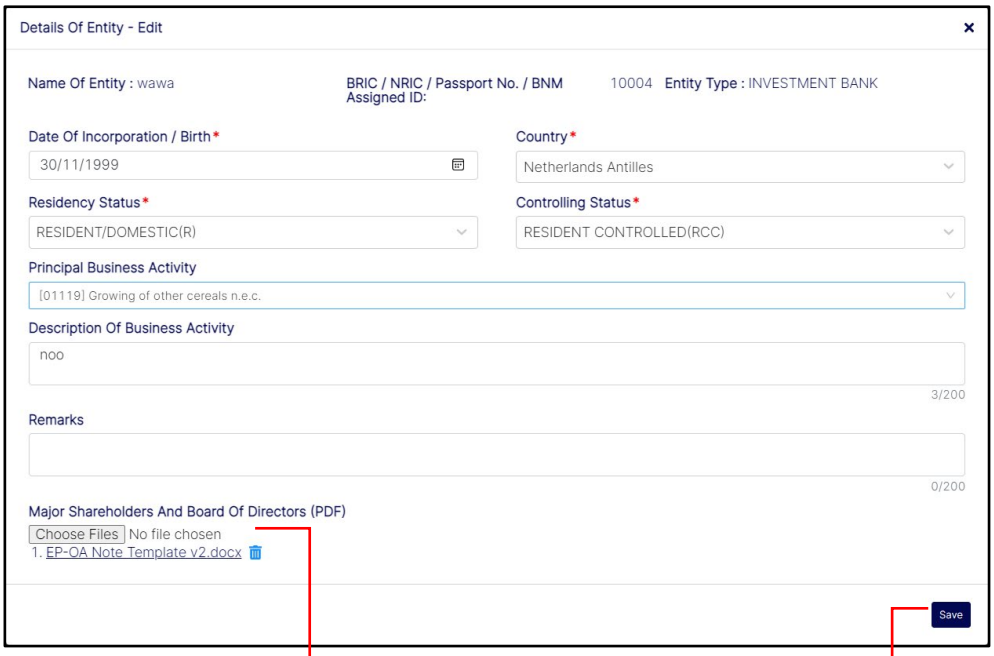



**Attachment**
Maximum file size allowed is 25MB in a valid format.

**Edit**
Edit all fields in Details of Applicant.

**Save**
Save the amended details (if any changes been made)

For an Applicant Profile in **Active** or **Pending Verification** status, the corporate user is able to edit all fields in **Details of Entity** EXCEPT ***Name of Entity***, ***BRIC/ NRIC/ Passport No./ BNM Assigned ID*** and ***Entity Type.***

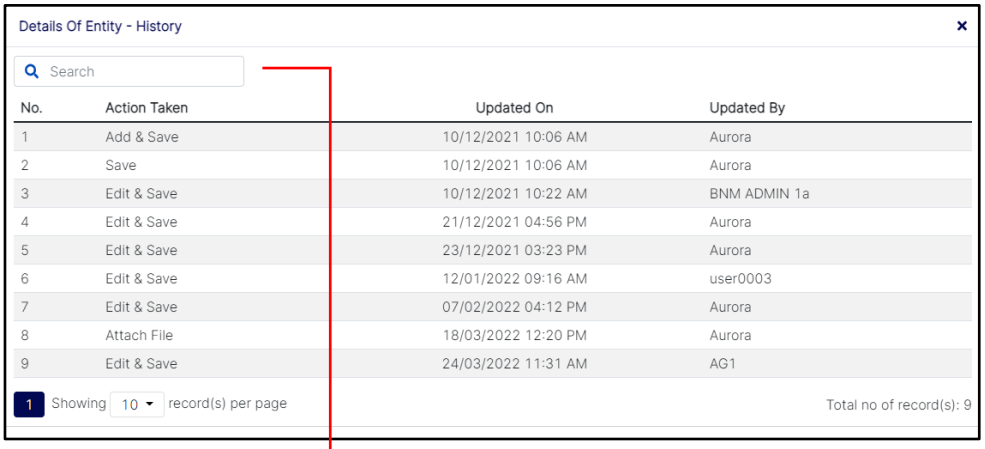



**Attachment**
Maximum file size allowed is 25MB in a valid format.

**Save**
Save the amended details (if any changes have been made)

**History**

**"Details Of Entity – History"** screen will be displayed after clicking on icon.




**Search**
Search specific history.

**Refresh**

The tab contents will be refreshed after clicking on icon.

### (b) Privilege Codes

This tab provides the list of Privilege Codes and allows the Corporate Administrator to add and manage the Privilege Codes.

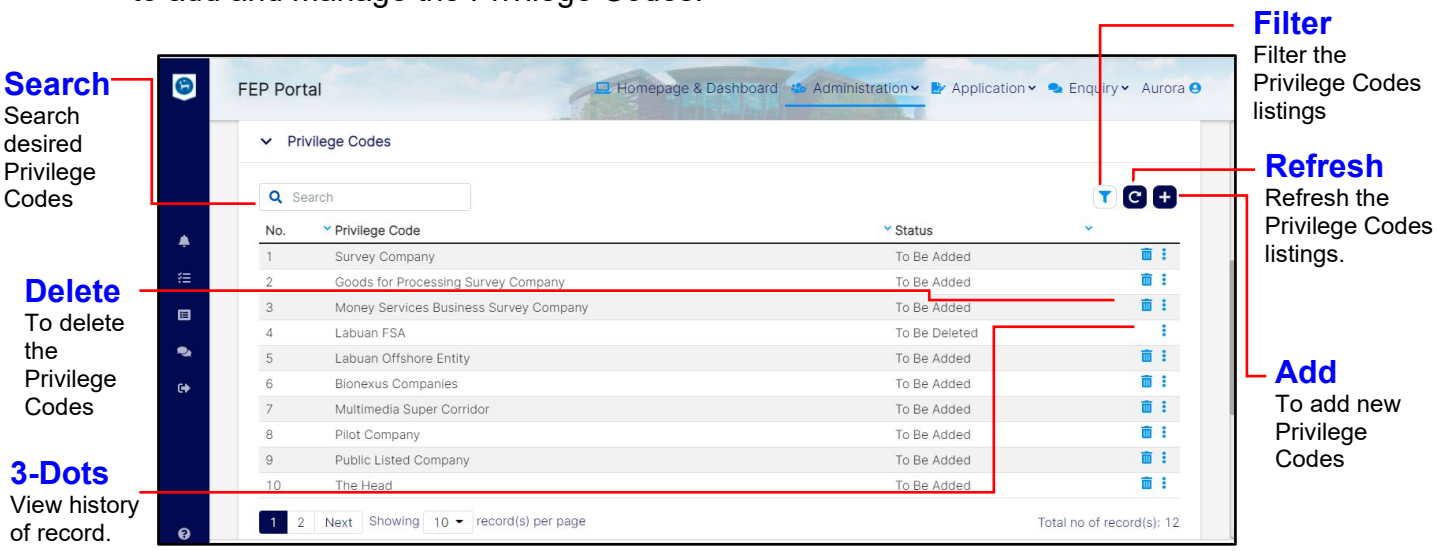
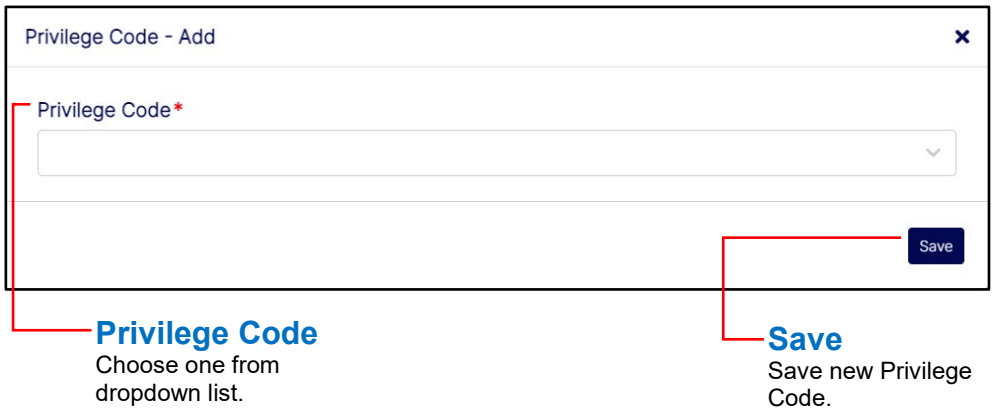
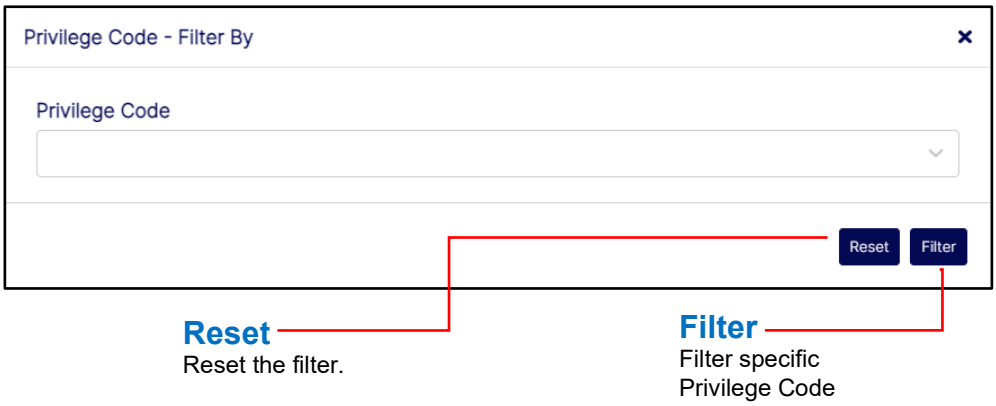



***Figure 3 Administration – Update Applicant Profile (Privilege Codes)***

| | |
|---|---|
| **Add** | If user wants to add one or more new Privileges Codes, user can click on icon and **"Privilege Code – Add"** screen will be displayed.<br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Privileges Codes, user can click on icon and **"Privilege Code – Filter By"** screen will be displayed. |



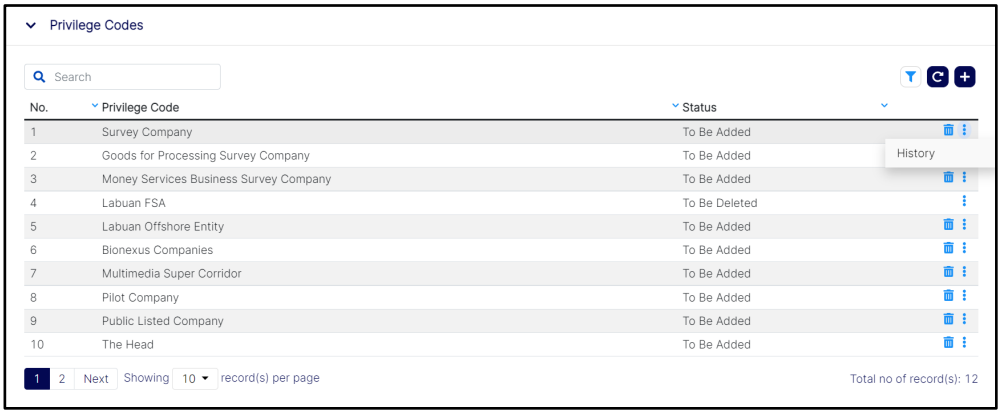

**Delete**

If user wants to delete an existing Privileges Code, user can click on icon and a confirmation message will be displayed.

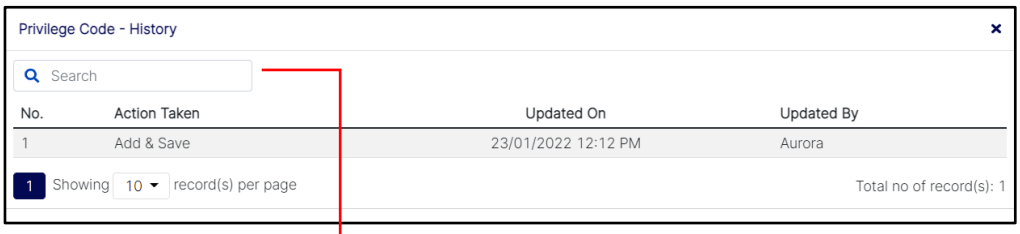



**3-dots**

User is able to view history for a specific privilege code by clicking on icon and select **History**.




**"Privilege Code – History"** screen will be displayed.




**Search**
Search specific history.

## (c) Addresses /Contact Persons/Senior Management Contact Details

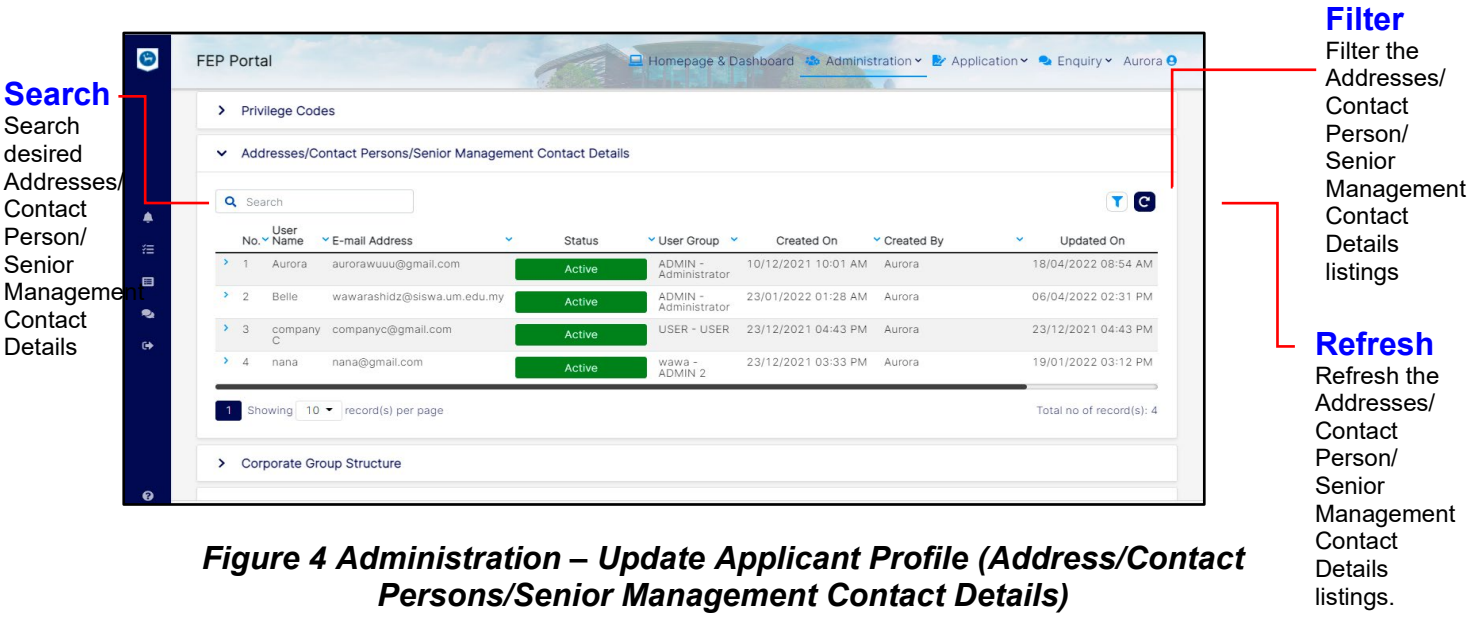
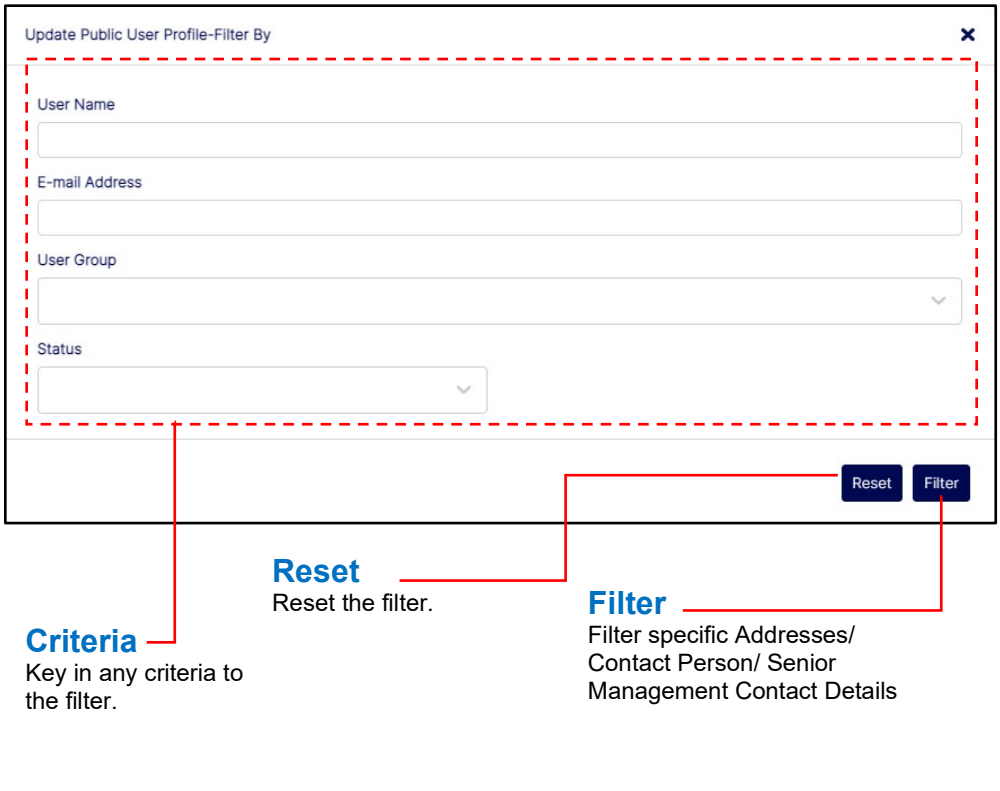



***Figure 4 Administration – Update Applicant Profile (Address/Contact Persons/Senior Management Contact Details)***

| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Addresses/ Contact Person/ Senior Management Contact Details, use can click on icon and **"Update Public User Profile – Filter By"** screen will be displayed. |



### (d) Corporate Group Structure

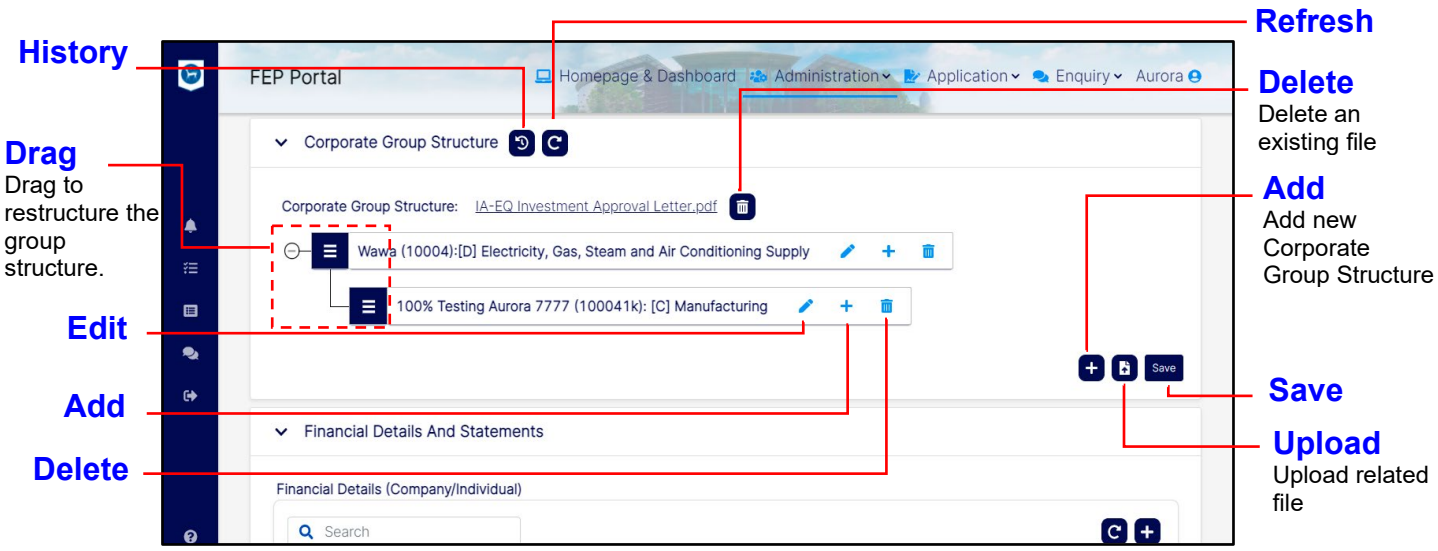
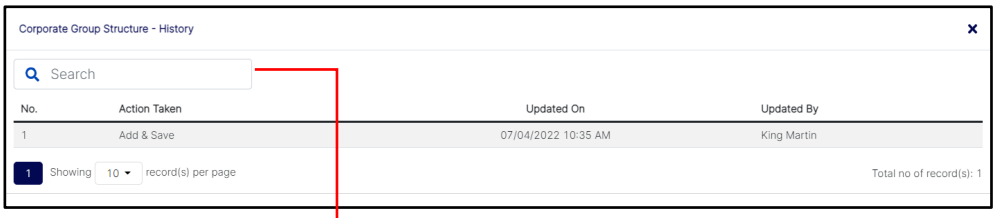
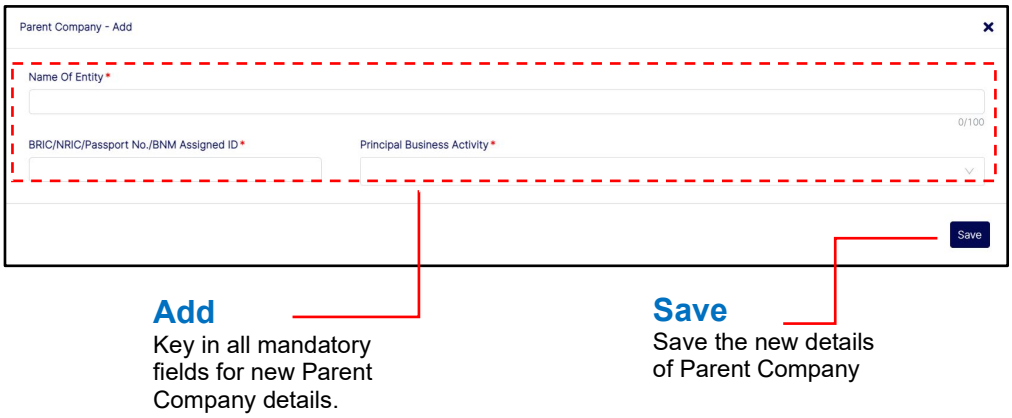
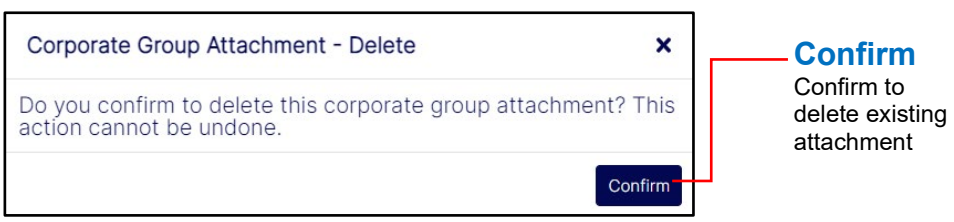
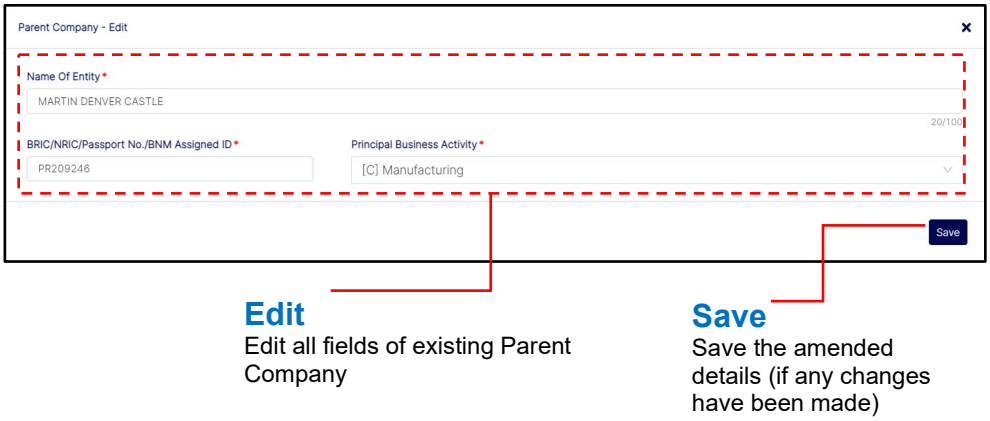



***Figure 5 Administration – Update Applicant Profile (Address/Contact Persons/Senior Management Contact Details)***

| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **History** | **"Corporate Group Structure – History"** screen will be displayed after clicking on icon.<br><br><br>**Search**<br>Search specific history. |
| **Add** | If no corporate structure has been configured, the screen display will be as follows:<br><br><br>If user wants to configure one or more new Corporate Group Structure, user can click on icon and **"Corporate Group Structure – Add"** |

| | |
|---|---|
| | screen will be displayed. For a new corporate group structure, the parent company will be added first. Then, user can click on the **Save** button to save the record.<br><br> |
| **Upload** | If user wants to upload a file on Corporate Group Structure, user can click on icon and **"Corporate Group Structure – Upload File"** screen will be displayed. Then, user can click on **Save** button to save the record.<br><br> |
| **Delete** | If user wants to delete an existing file on Corporate Group Structure, user can click on icon and a confirmation message will be displayed.<br><br> |

<table>
<tr>
<td>Edit</td>
<td>
For existing Corporate Group Structure, if user wants to edit a record, user can click on icon and “Parent Company / Subsidiary Company – Edit” screen will be displayed.<br><br>
Then, user can click on Save button to save the amended details.<br><br>
● “Parent Company – Edit” screen<br><br>


<br><br>
● “Subsidiary Company – Edit” screen. User can edit the percentage (%) of shareholding of one or more subsidiary company. The percentage (%) should not exceed 100% for each subsidiary.<br><br>


</td>
</tr>
<tr>
<td>Add</td>
<td>
If user wants to add one or more new Subsidiary Company, user can click on + icon and “Subsidiary Company – Add” screen will be displayed. Then, user can click on Save button to save the record.<br><br>
The percentage (%) should not exceed 100% for each subsidiary..
</td>
</tr>
</table>

<table>
<tr><td></td><td>


Add<br>Key in all mandatory fields for new Subsidiary Company details.<br><br>Save<br>Save the new details of Subsidiary Company
</td></tr>
<tr><td>Delete</td><td>If user wants to delete an existing Parent Company/ Subsidiary Company, user can click on icon and a confirmation message will be displayed.<br><br>


Confirm<br>Confirm to delete existing corporate group
</td></tr>
<tr><td>Save</td><td>After user has completed the configuration of the Corporate Group Structure, a message will be displayed after clicking on the Save button.<br><br>


</td></tr>
</table>

## (e) Financial Details and Statements

### (i) Financial Details (Company/Individual) & Financial Details (Corporate Group)

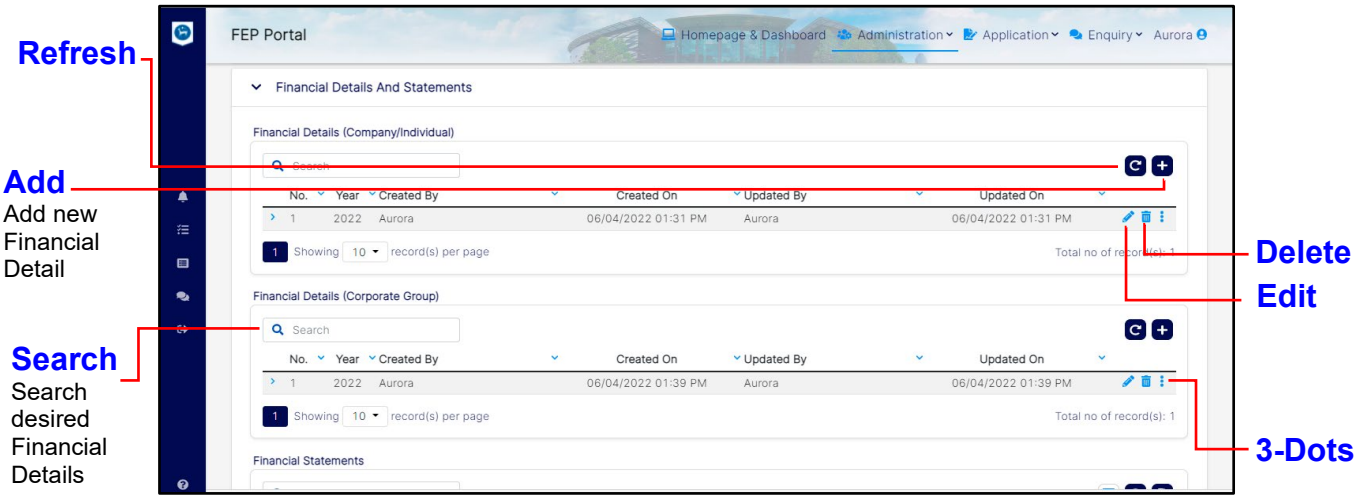



***Figure 6 Administration – Update Applicant Profile (Financial Details and Statements – Company/Individual)***

| | |
|---|---|
| **Add** | If user wants to add new Financial Details, user can click on icon and **"Financial Details – Add"** screen for Company/Individual and **"Financial Details (Corporate Group) – Add"** screen will be displayed. |




**Add**
Key in mandatory and any fields for new Financial Details of Company/Individual

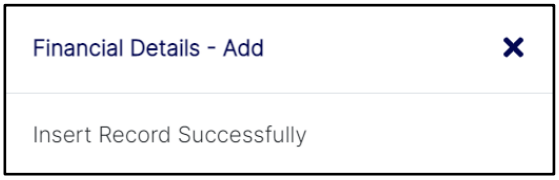
**Save**
Save the new Financial Details of Company/Individual



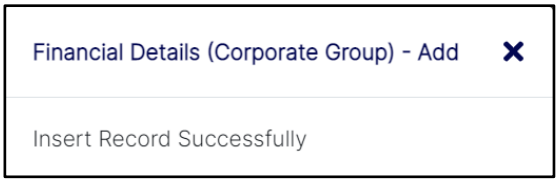

**Add**
Key in mandatory and any fields for new Financial Details of Corporate Group

**Save**
Save the new Financial Details of Corporate Group

Upon successfully upload of financial details (Company/Individual), the following message will be displayed:




Upon successfully upload of financial details (Corporate Group), the following message will be displayed:




| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Edit** | If user wants to edit an existing financial detail, user can click on icon and **"Financial Details – Edit"** screen will be displayed.<br>Then, user can click on **Save** button to save the amended details. |

- Financial Details (Company/Individual)




**Edit**
Edit any field(s) of financial details address

**Save**
Save the amended personal details (if any changes have been made)

- Financial Details (Corporate Group)




**Edit**
Edit any field(s) of financial details address

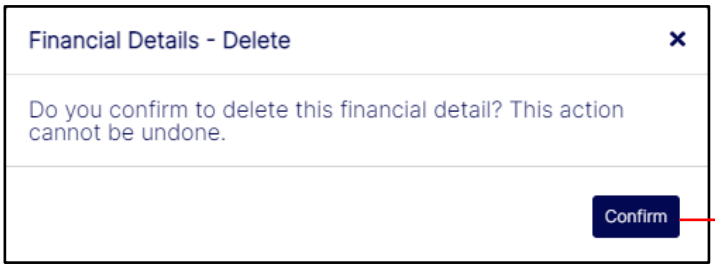
**Save**
Save the amended personal details (if any changes been made)

**Delete**

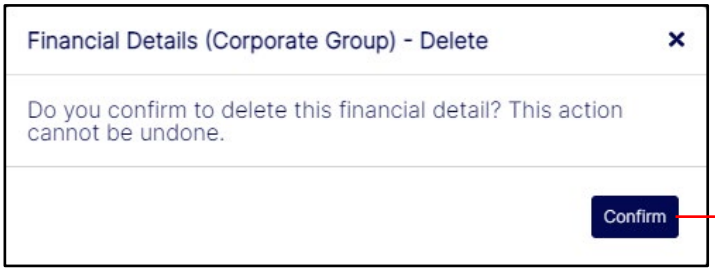
If user wants to delete an existing financial detail, user can click on icon.

Then, user can click on the **Confirm** button to delete the record. The financial details will be removed from the main listing.

- Financial Details (Company/Individual)




- Financial Details (Corporate Group)



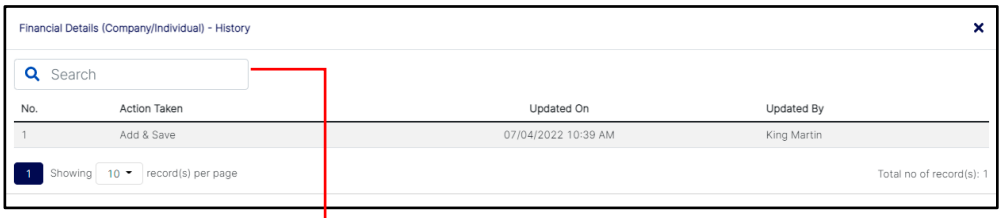

**Confirm**
Confirm to delete an existing financial detail.

**3-dots**

User is able to view history for a specific financial detail by clicking on ⋮ icon and select **History.**

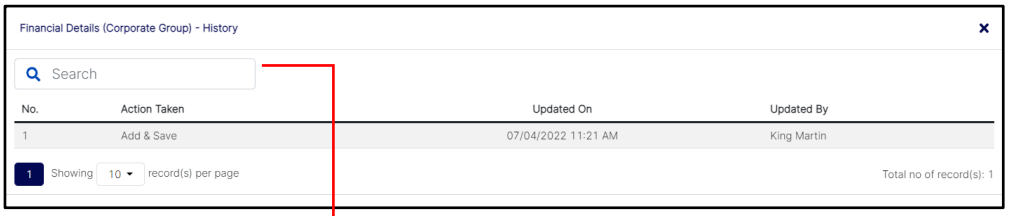
**"Financial Details – History"** screen will be displayed.

- Financial Details (Company/Individual)




**Search**
Search specific history.

- Financial Details (Corporate Group)




**Search**
Search specific history.

### (ii) Financial Statements

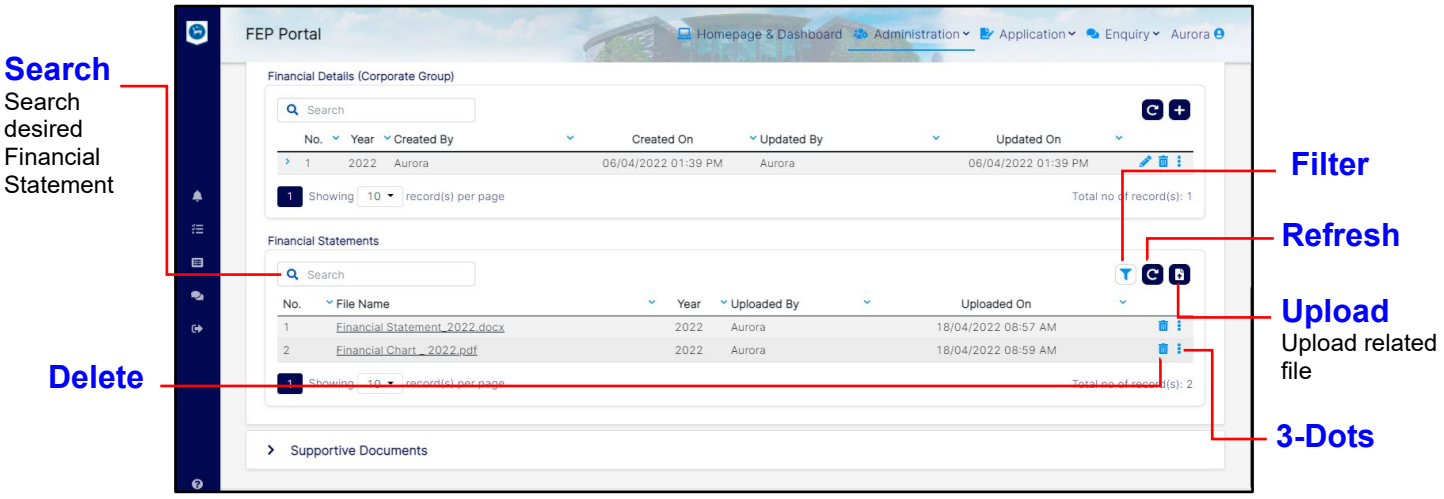
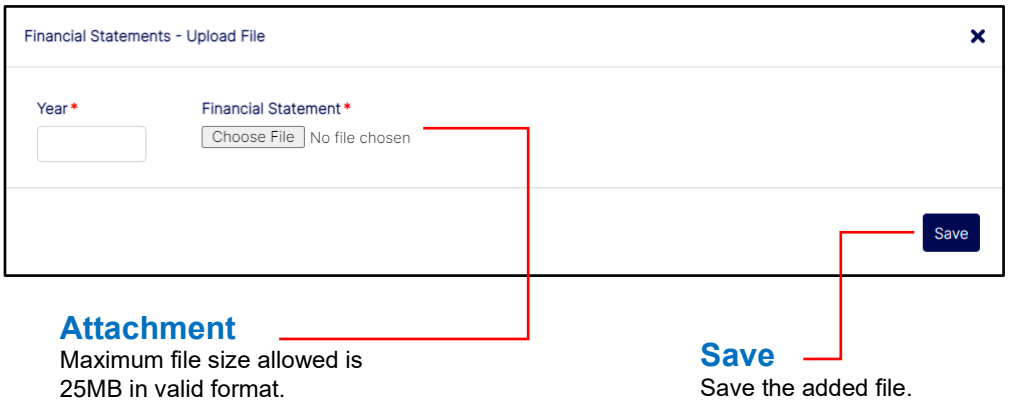
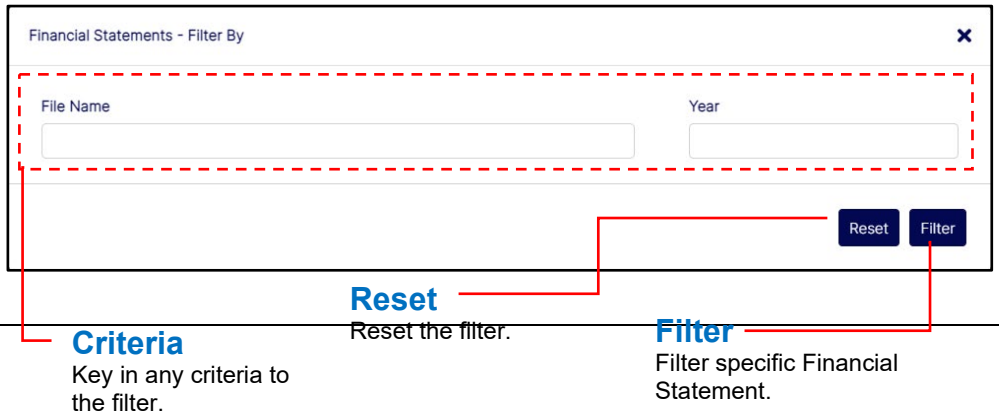
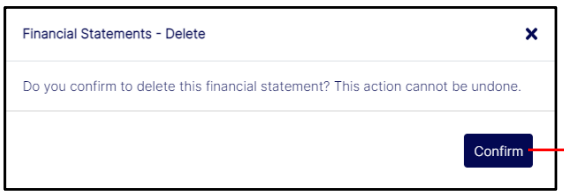
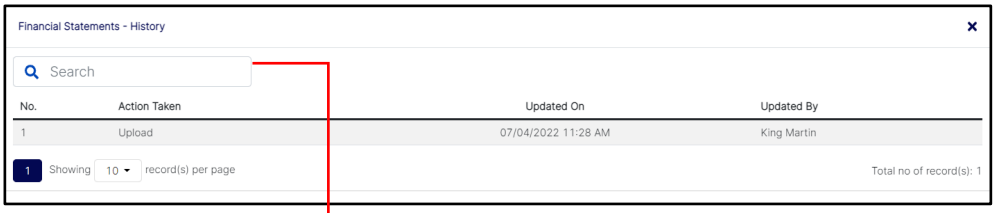



***Figure 7 Administration – Update Applicant Profile (Financial Details and Statements)***

| | |
|---|---|
| **Upload** | If user wants to upload financial statements, user can click on icon and **"Financial Statements – Upload File"** screen will be displayed. Then, user can click on **Save** button to save the record. |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Financial Statements, user can click on icon and **"Financial Statements – Filter By"** screen will be displayed. |



| | |
|---|---|
| **Delete** | If user wants to delete an existing financial statement, user can click on icon.<br><br>Then, user can click on **Confirm** button to delete the record. The financial statement(s) will be removed from the main listing.<br><br><br><br>**Confirm**<br>Confirm to delete existing financial statements. |
| **3-dots** | User is able to view history for a specific financial statement by clicking on icon and select **History.**<br><br>**"Financial Statements – History"** screen will be displayed.<br><br><br><br>**Search**<br>Search specific history. |

## (f) Supporting Documents

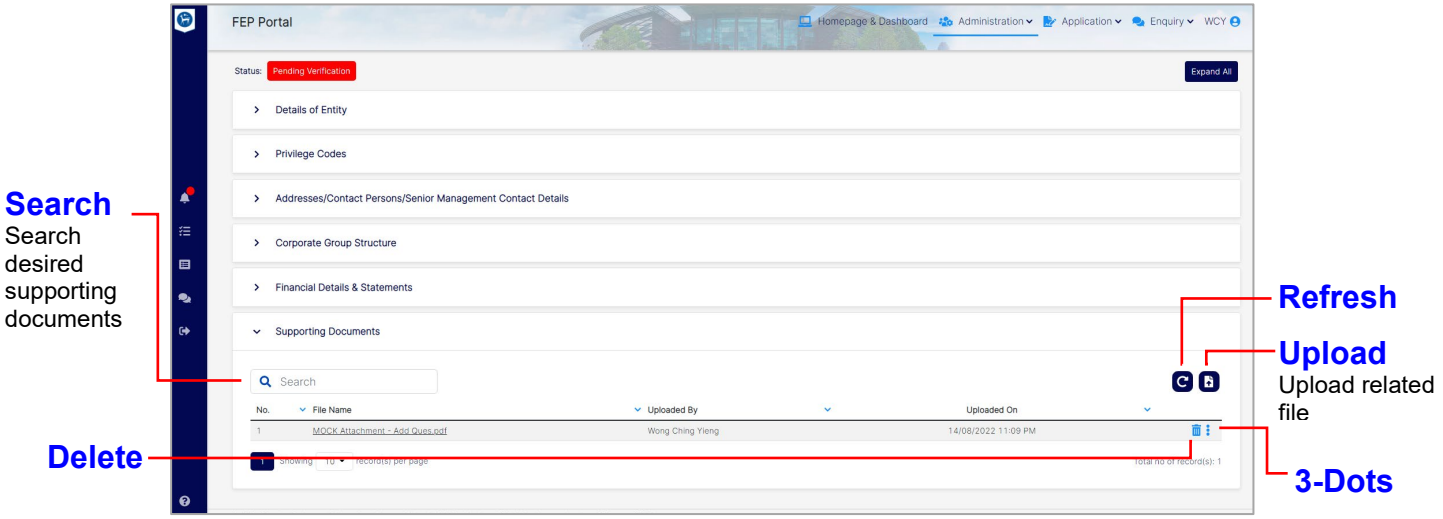
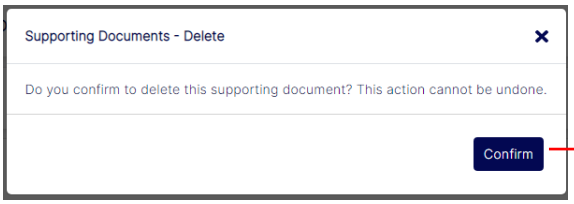
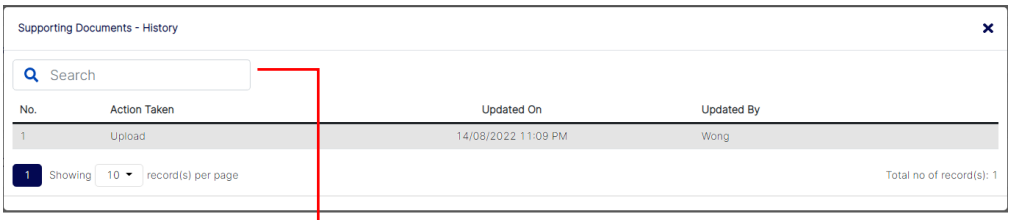



***Figure 8 Administration – Update Applicant Profile (Supporting Documents)***

| | |
|---|---|
| **Upload** | If user wants to upload a file as supporting documents, user can click on icon and **"Supporting Documents – Upload File"** screen will be displayed. Then, user can click on **Save** button to save the record.<br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Delete** | If user wants to delete an existing supporting document, user can click on icon.<br>Then, user can click on **Confirm** button to delete the record. The supporting document will be removed from the main listing. |

<table>
<tr><td></td><td>


Confirm<br>Confirm to delete an existing supporting document.
</td></tr>
<tr><td>3-dots</td><td>
User is able to view history for a specific supporting document by clicking on ⋮ icon and choose History.<br><br>
“Supporting Documents – History” screen will be displayed.<br>


Search<br>Search specific history.
</td></tr>
</table>

#### 4.2.1.2 UPDATE PUBLIC USER PROFILE

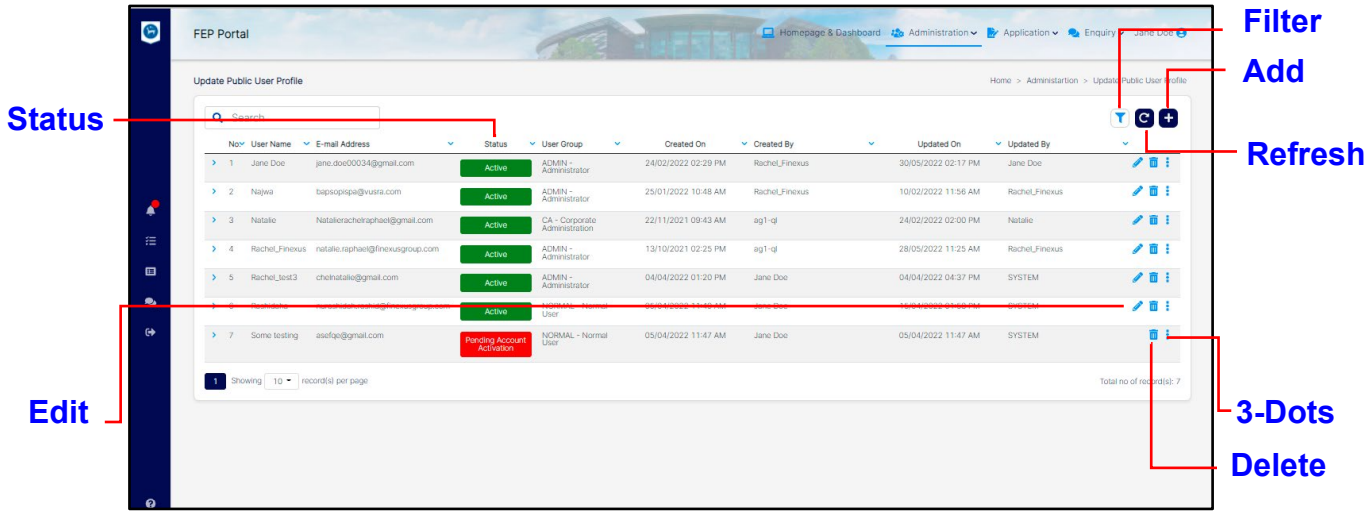
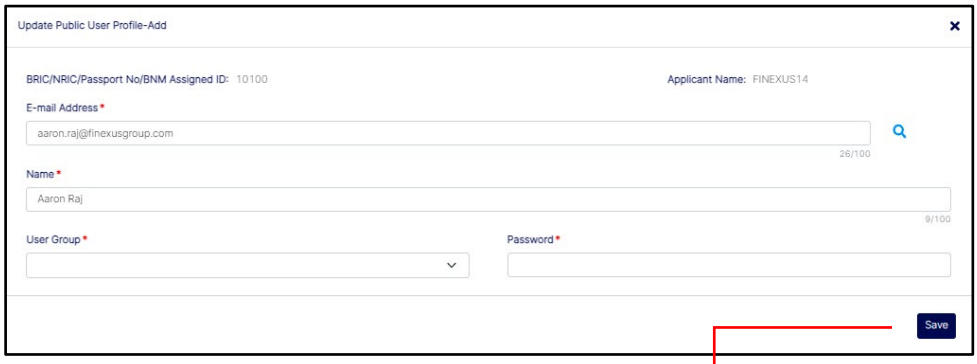


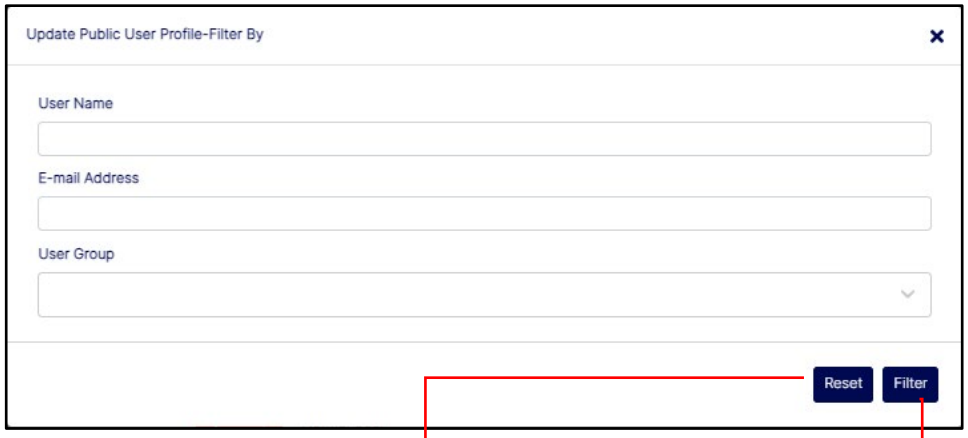

***Figure 9 Administration - Update Public User Profile***

| | |
|---|---|
| **Status** | Public User Profile can be in the following status:<br>• **Active**: Status after being verified successfully. When an individual user has been verified by the Applicant's Corporate Administrator, he/she can access the account to perform desired action. *(Please refer Chapter 1: Login & Registration)*<br>• **Pending Verification**: Status when user is pending verification by the Applicant's Corporate Administrator. |
| **Add** | If user wants to add one or more new Public User Profile, user can click on icon and "**Update Public User Profile – Add"** screen will be displayed.<br>At the **Email Address** field, user has to key in a valid email address and click on icon. User is required to key in all mandatory fields in this screen before clicking on the **Save** button.<br>After clicking on the **Save** button, the new Public User Profile will be added to the table listing.<br>Note:<br>Email address must be the one registered at FEP Portal and not under any other registered Applicant Profile in FEP Portal. |




**Save**
Save new Public User Profile.

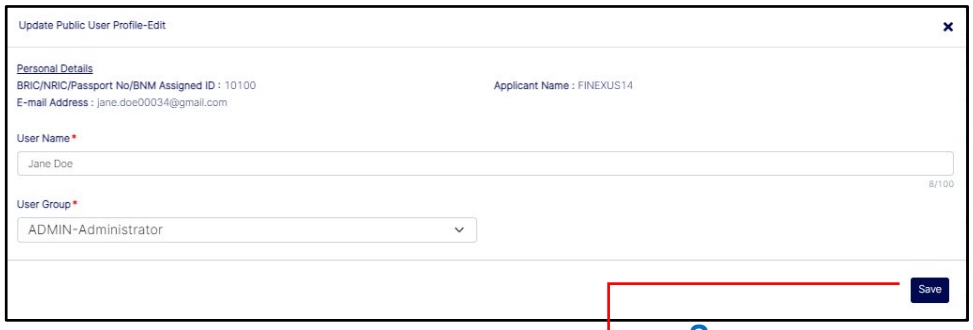
| | |
|---|---|
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Public User Profile, user can click on icon and **"Update Public User Profile – Filter By"** screen will be displayed. |




**Reset**
Reset the filter.

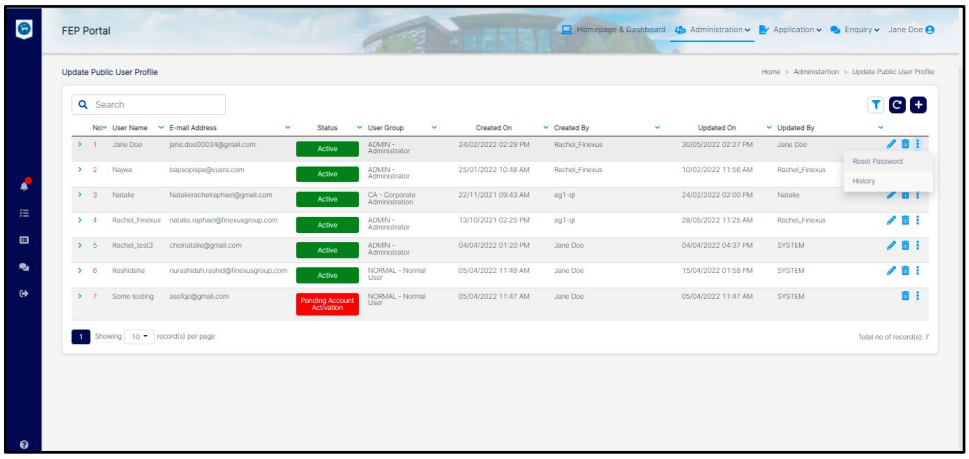
**Filter**
Filter specific Public User Profile.

| | |
|---|---|
| **Edit** | **"Update Public User Profile – Edit"** screen will be displayed after clicking on icon. |

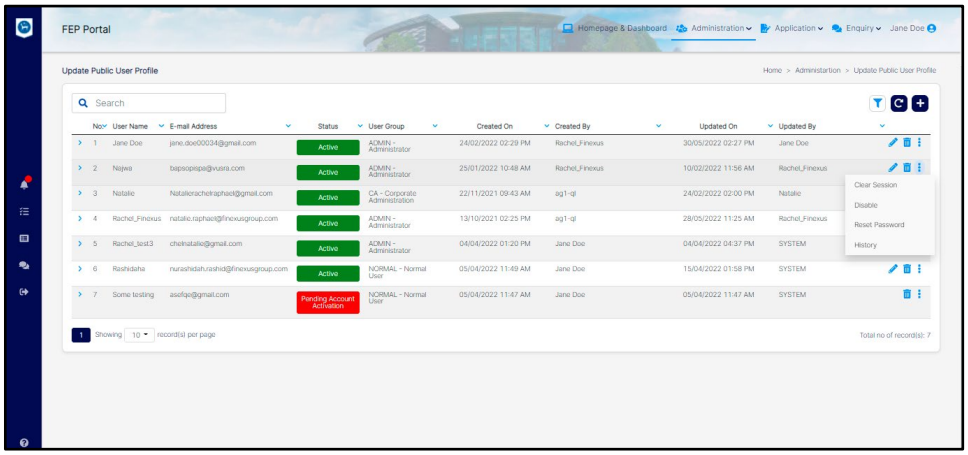



**Save**
Save edited details.

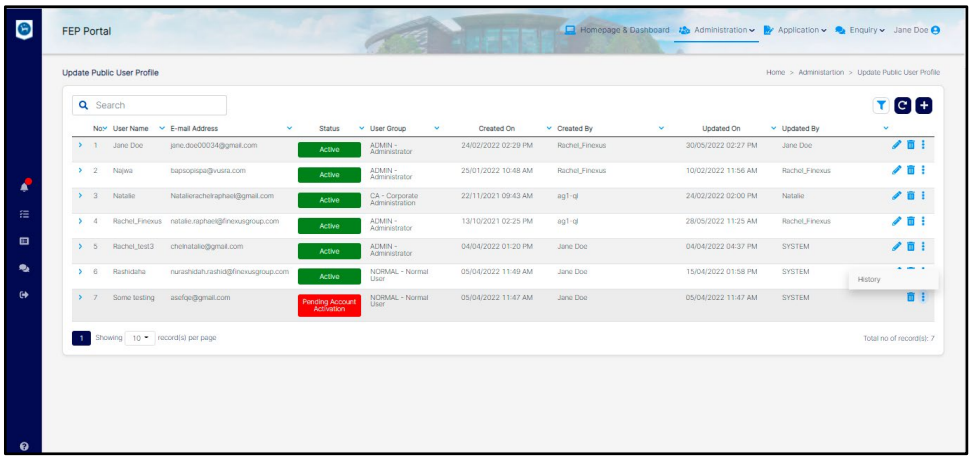
<table>
<tr><td>Delete</td><td>If user wants to delete an existing Public User Profile, user can click on icon.<br><br>Then, user can click on the Confirm button to delete the record. After that the Public User Profile will be removed from the main listing.<br><br>

Confirm<br>Confirm to delete Public User Profile.</td></tr>
<tr><td>3-Dots</td><td>User is able to view option for specific Public User Profile by clicking on icon. The options available will depend on the user group of the Public User.<br><br>• If the status of the Public User Profile is Active, and the user group is the ADMIN, i.e. Corporate Administrator of the Applicant, user can only Reset Password and view History.<br><br>

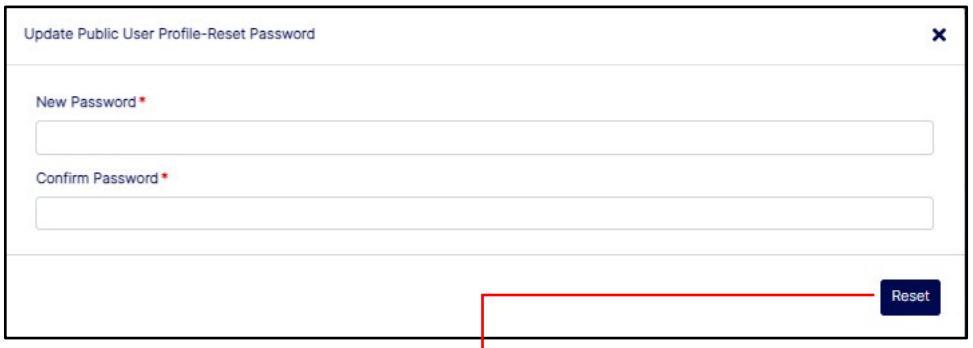
<br><br>• If the status of the Public User Profile is Active, and the user group is NON-ADMIN of the Applicant, the user can perform Clear Session, Disable, Reset Password and view History.</td></tr>
</table>




- If the status of the Public User Profile is **Pending Activation**, and the user group is **NON-ADMIN** of the Applicant, the user can only view **History**.

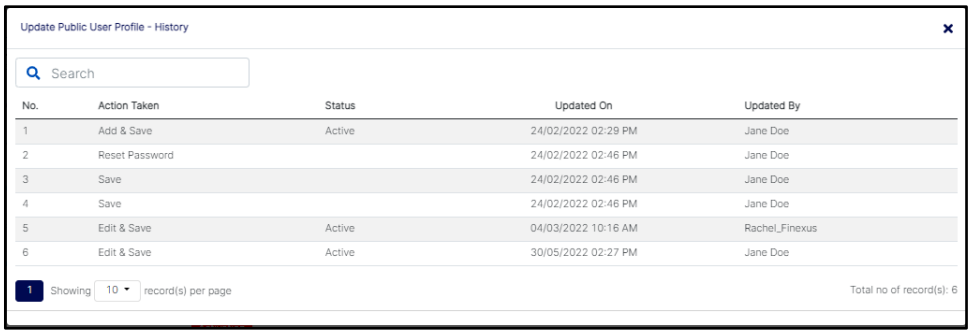



- User is able to select **Reset Password** at **3-dots** icon and **"Update Public User Profile – Reset Password"** screen will be displayed.




**Reset**
Reset to the new password.

- User is able to select **History** at **3-dots** icon and **"Update Public User Profile – History"** screen will be displayed.




- If user wants to **Clear Session** for any specific existing Public User Profile, user can select **Clear Session** at **3-Dots** icon and a confirmation message will be displayed.




- If user wants to disable any specific existing Public User Profile, user can select **Disable** at **3-Dots** icon and a confirmation message will be displayed.



#### 4.2.1.3 UPDATE PUBLIC GROUP PROFILE

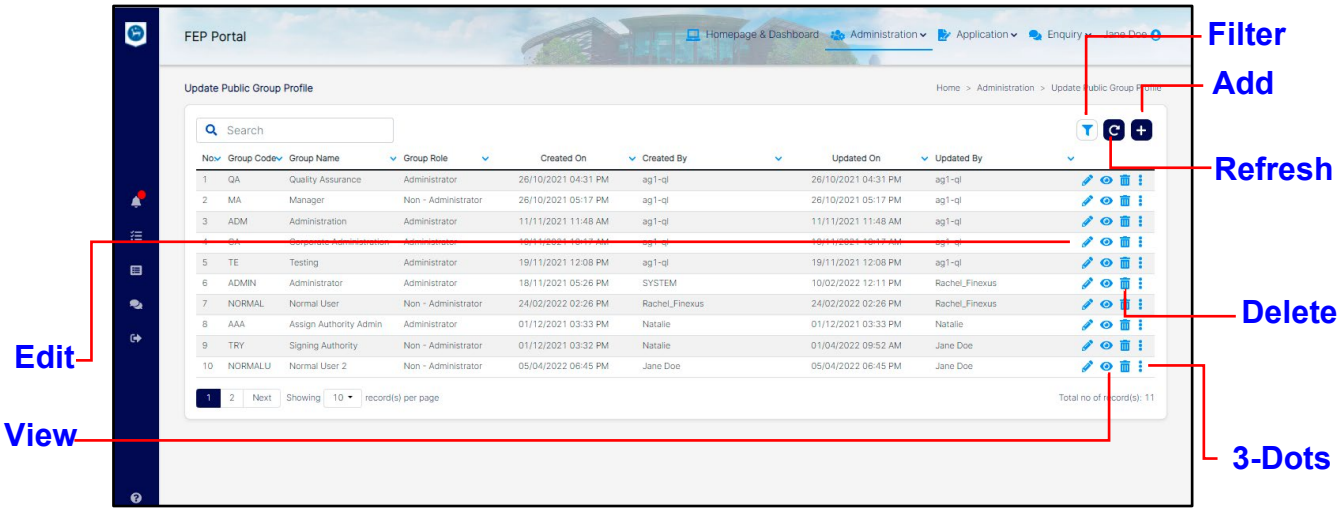
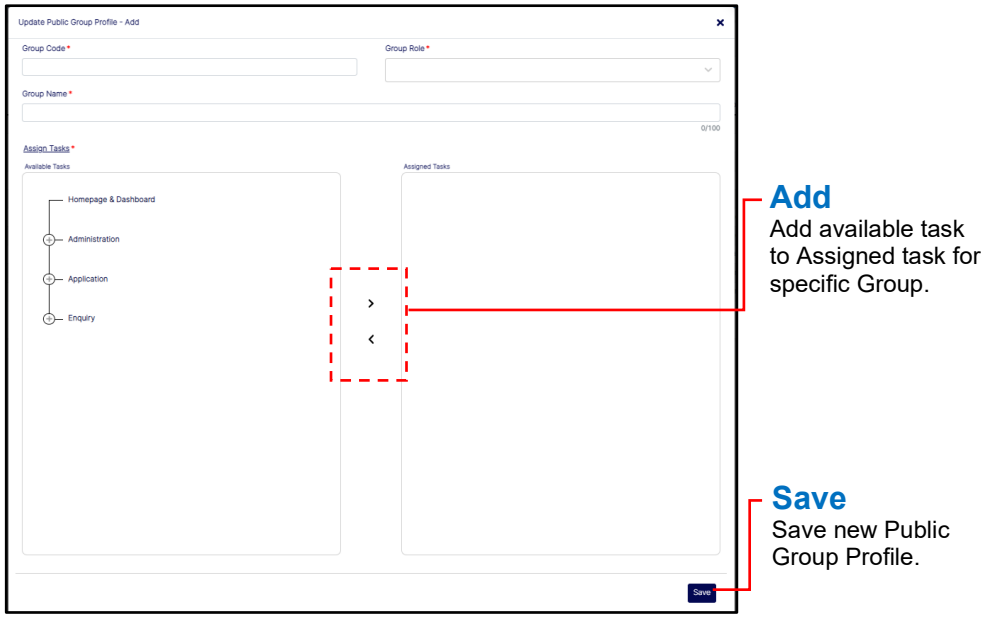
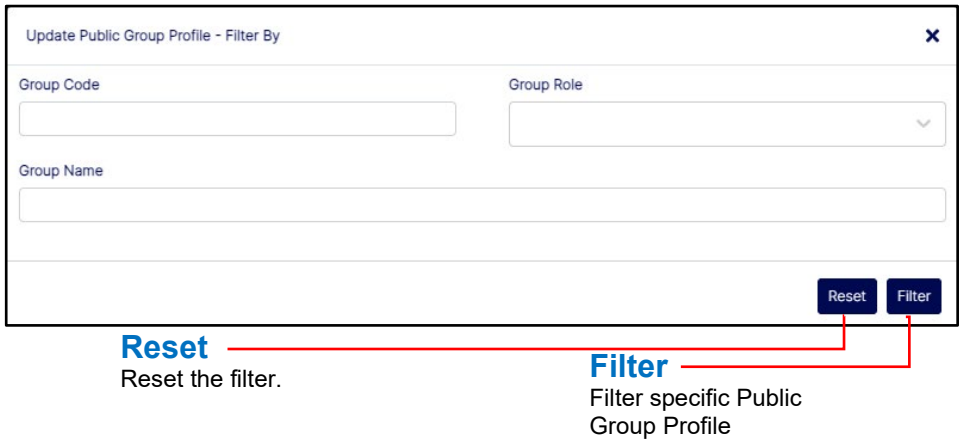
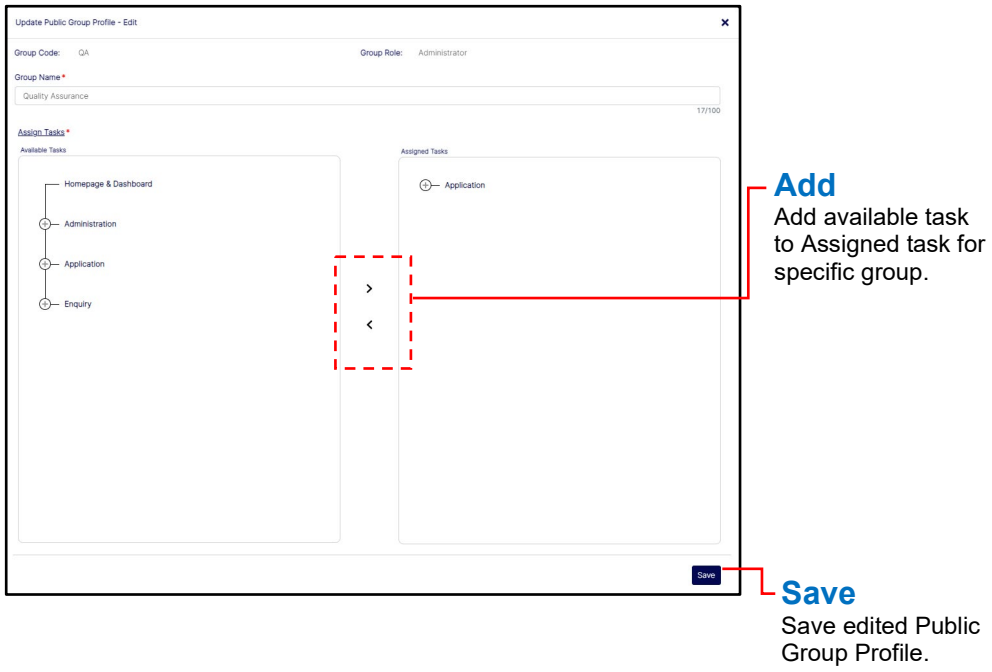
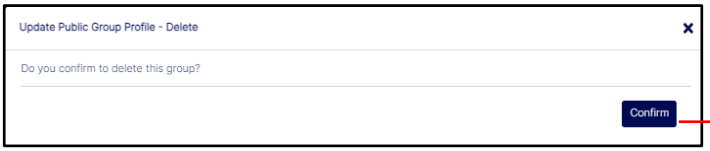
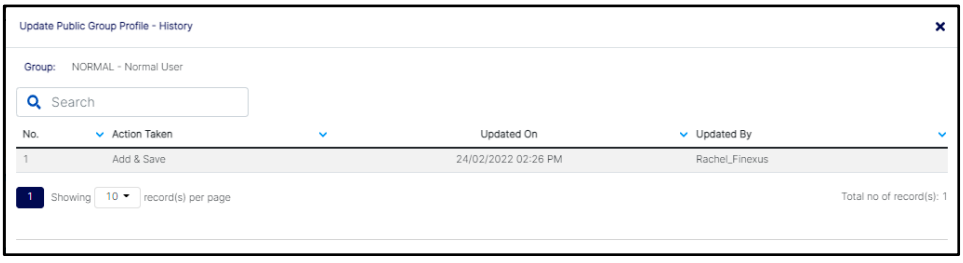



***Figure 10 Administration - Update Public Group Profile***

| | |
|---|---|
| **Add** | If user wants to add one or more new Public Group Profile, user can click on + icon and **"Update Public Group Profile – Add"** screen will be displayed.<br><br>User can assign task(s) to the new group by adding task from available task section to assigned task section. User is required to key in all mandatory fields before clicking on the **Save** button.<br><br><br> |
| **Refresh** | The tab contents will be refreshed after clicking on ↻ icon. |

| | |
|---|---|
| **Filter** | If user wants to filter Public User Profile, user can click on icon and **"Update Public Group Profile – Filter By"** screen will be displayed.<br> |
| **Edit** | **"Update Public Group Profile – Edit"** screen will be displayed after clicking on icon.<br> |
| **View** | **"Update Public Group – View"** screen will be displayed when user clicks on the icon. |

<table>
<tr><td></td><td>
</td></tr>
<tr><td>Delete</td><td>If user wants to delete an existing Public Group Profile, user can click on icon.<br><br>Then, user can click on the Confirm button to delete the record. After that, the Public Group Profile will be removed from the main listing.<br><br>

Confirm<br>Confirm to delete existing Public Group Profile.</td></tr>
<tr><td>3-Dots</td><td>User is able to view history for a specific Public Group Profile by clicking on icon and select History.<br><br>“Privilege Code – History” screen will be displayed.<br><br>
</td></tr>
</table>

### 4.2.2 MANAGE THIRD-PARTY

There are 2 sections under this Manage Third-Party screen as follows:

- My Appointed Third-Parties; and
- My Principal/Clients (Applicants)

Both Third-Party and Applicant are able to access and perform actions on this screen. However, submission by a Third-Party shall require verification from the Applicant that the Third-Party is appointed to represent the Applicant.

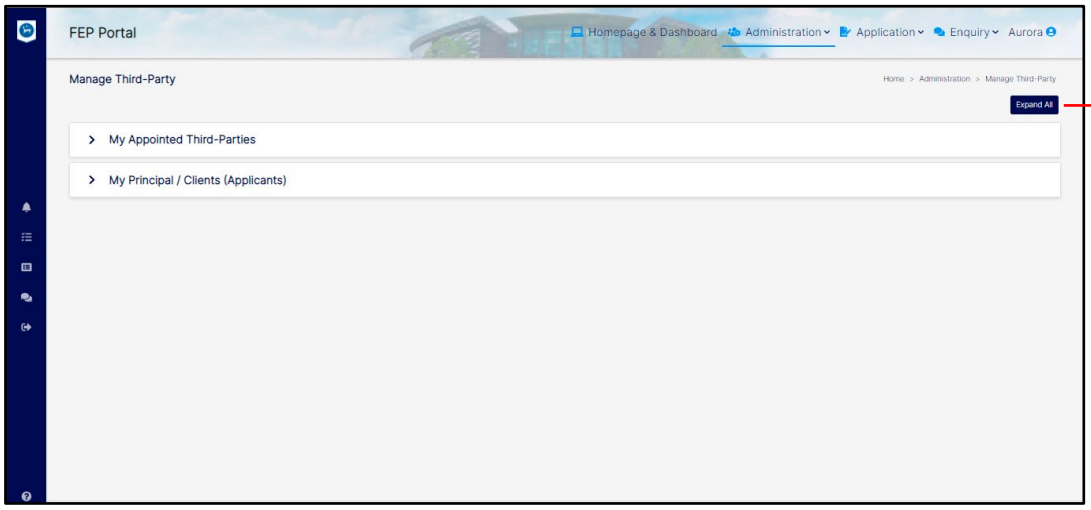



***Figure 11 Administration – Manage Third-Party***

#### 4.2.2.1 MY APPOINTED THIRD-PARTIES

My Appointed Third-Parties refers to the Applicant's appointed Third-Party Submitters. From this screen, the Applicant or the Corporate System Administrator shall be able to manage information of an appointed Third-Party, including uploading the authorisation letter which is a requirement to enable submission by Third-Party Submitters on behalf of an Applicant.

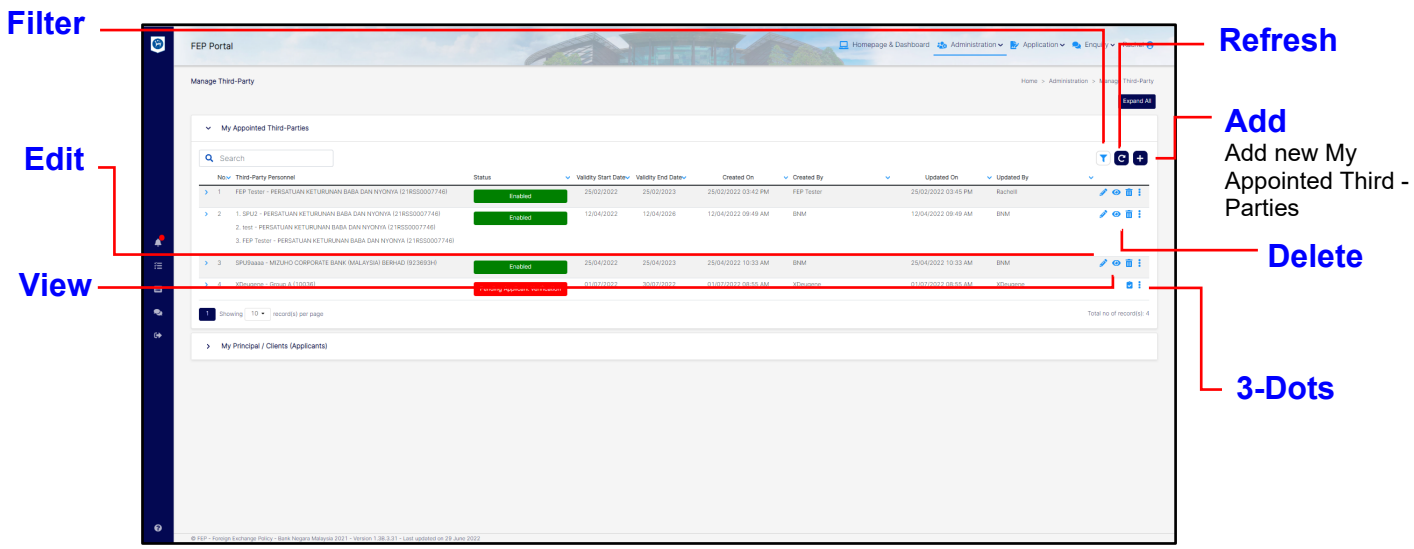
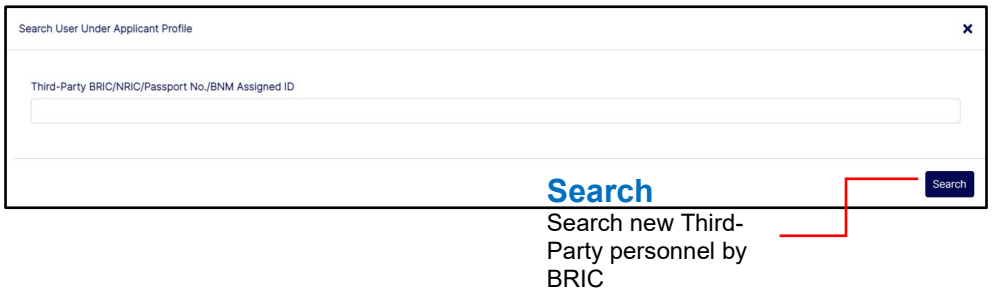
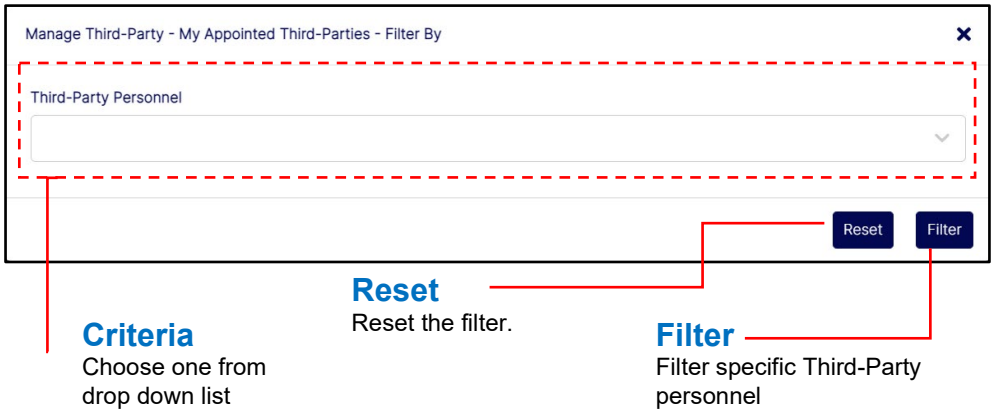
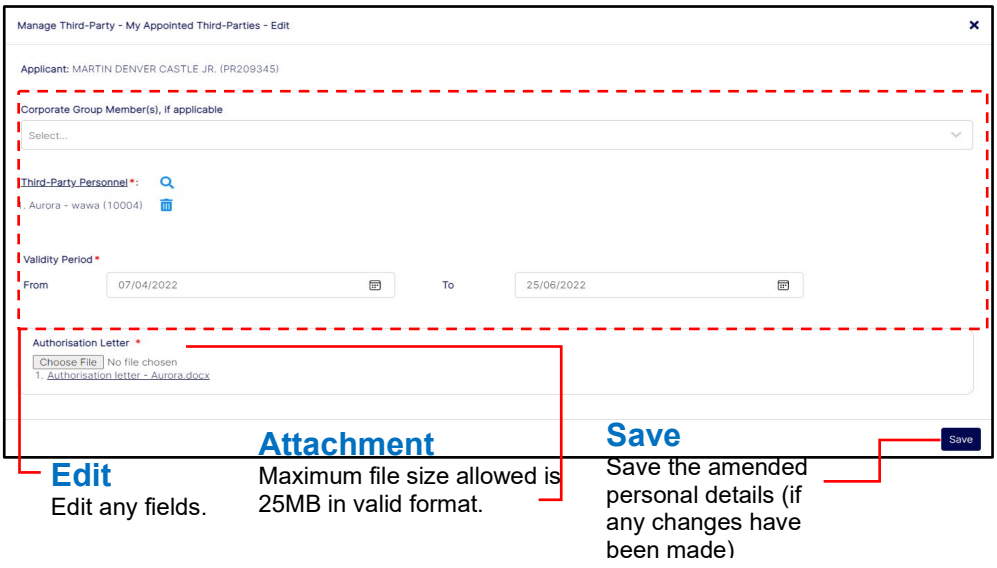
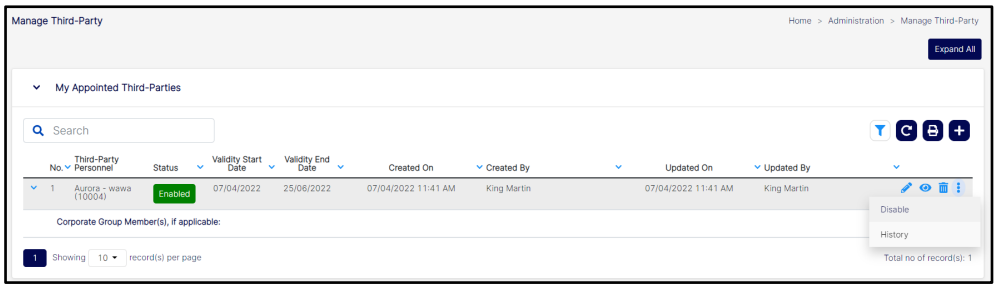



***Figure 12 Administration- Manage Third Party – My Appointed Third-Parties***

| | |
|---|---|
| **Add** | If user wants to add one or more new Third-Party personnel, user can click on icon and **"Manage Third-Party – My Appointed Third-Parties – Add"** screen will be displayed.<br><br>User can click on icon and **"Search User Under Applicant Profile"** screen will be displayed.<br><br><br>**Add**<br>Key in all mandatory fields.<br><br>**Attachment**<br>Maximum file size allowed is 25MB in valid format.<br><br>**Save**<br>Save the new Third-Party personnel |

<table>
<tr><td></td><td>
</td></tr>
<tr><td>Refresh</td><td>The tab contents will be refreshed after clicking on icon.</td></tr>
<tr><td>Filter</td><td>If user wants to filter Third-Party personnel, user can click on icon and “Manage Third Party – My Appointed Third-Parties – Filter By” screen will be displayed.<br>
</td></tr>
<tr><td>Edit</td><td>If user wants to edit an existing Third-Party personnel details, user can click on icon and “Manage Third-Party – My Appointed Third-Parties – Edit” screen will be displayed.<br><br>Then, user can click on Save button to save the amended details.<br>
</td></tr>
</table>

<table>
<tr><td></td><td>
</td></tr>
<tr><td>View</td><td>“Manage Third-Party – My Appointed Third-Parties – View” screen will be displayed when user clicks on icon.<br>
</td></tr>
<tr><td>Delete</td><td>If user wants to delete an existing Third-Party personnel, user can click on icon.<br>Then, user can click on the Confirm button to delete the record. After that, the Third-Party personnel will be removed from the main listing.<br>
</td></tr>
<tr><td>3-dots</td><td>User is able to disable a specific Third-Party personnel by clicking on icon and select Disable.<br>A confirmation message screen will be displayed.</td></tr>
</table>



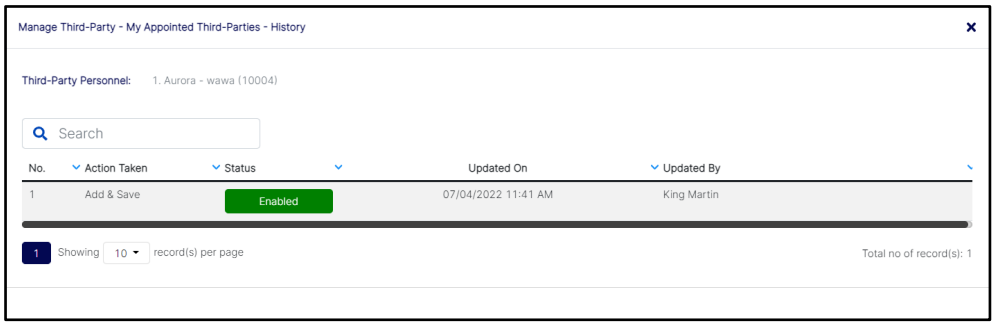




**Confirm**
Confirm to delete existing personnel

User is able to view history of a specific Third-Party personnel by clicking on ⋮ icon and select **History.**

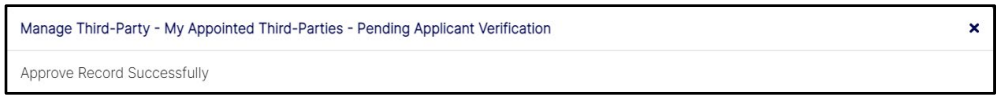
**"Manage Third-Party – My Appointed Third-Parties – History"** screen will be displayed.




| | |
|---|---|
| **Approve/ Reject** | User is able to **Approve/Reject** a specific Third-Party personnel by clicking on 💼 icon if the status is **Pending Applicant Verification.**<br><br>**"Manage Third-Party – My Appointed Third-Parties – Pending Applicant Verification"** screen will be displayed. |




Approve/Reject message will be displayed after user clicks on **Approve** or **Reject** button.



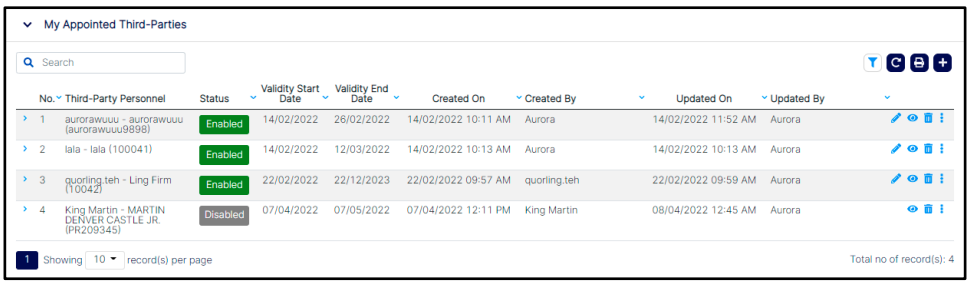


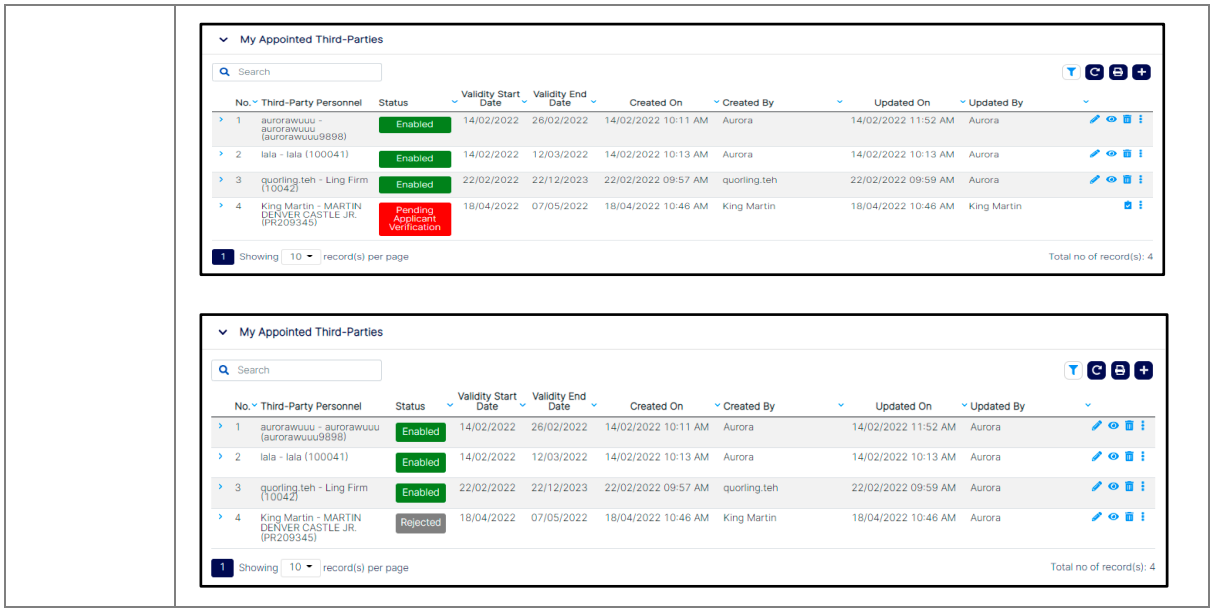


**Status**

Third-Party Personnel can be in the following status:

- **Enabled**: Status when Third-Party Personnel has been approved by Applicant.
- **Pending Applicant Verification:** Status when Third-Party Personnel has yet to be approved by Applicant.
- **Rejected**: Status when Third-Party Personnel has been rejected by Applicant.
- **Disabled**: Status when Third-Party Personnel has been disabled by Applicant.






### 4.2.2.2 MY PRINCIPAL/CLIENTS (APPLICANTS)

My Principal/Clients (Applicants) refer to the list of Applicants managed by a Third-Party Submitter.

From this screen, the appointed Third-Party will be able to manage the information of the Applicants or clients it is representing.

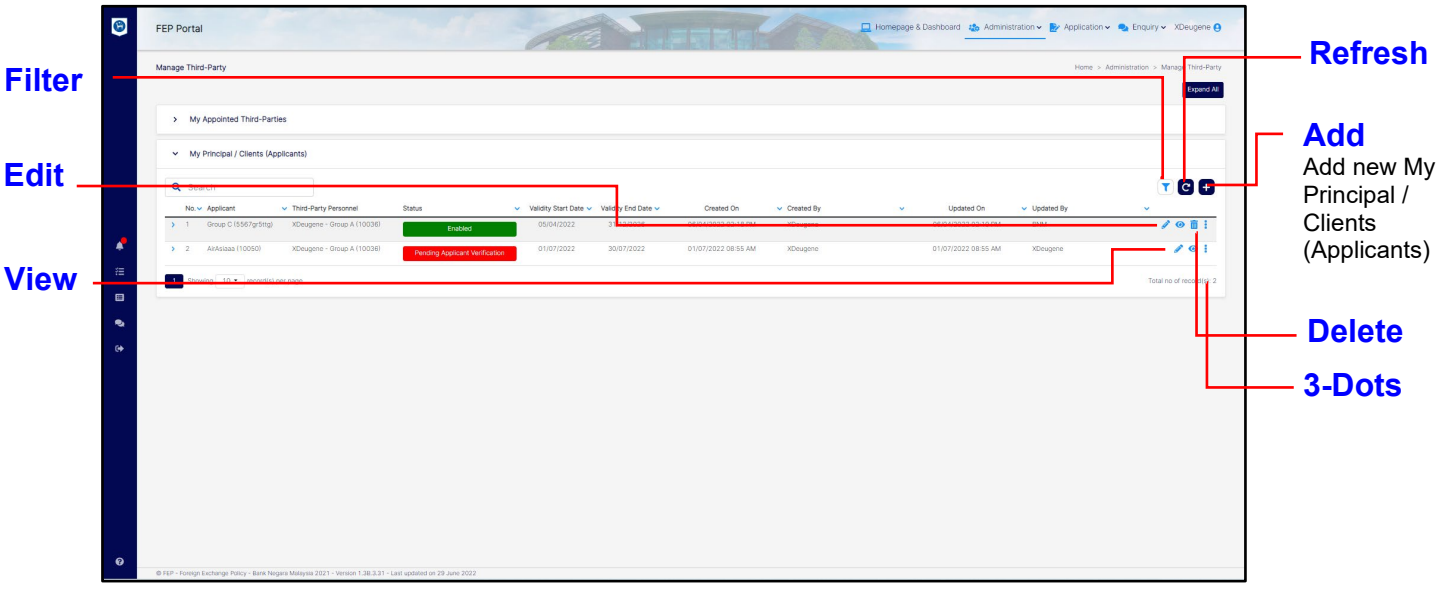
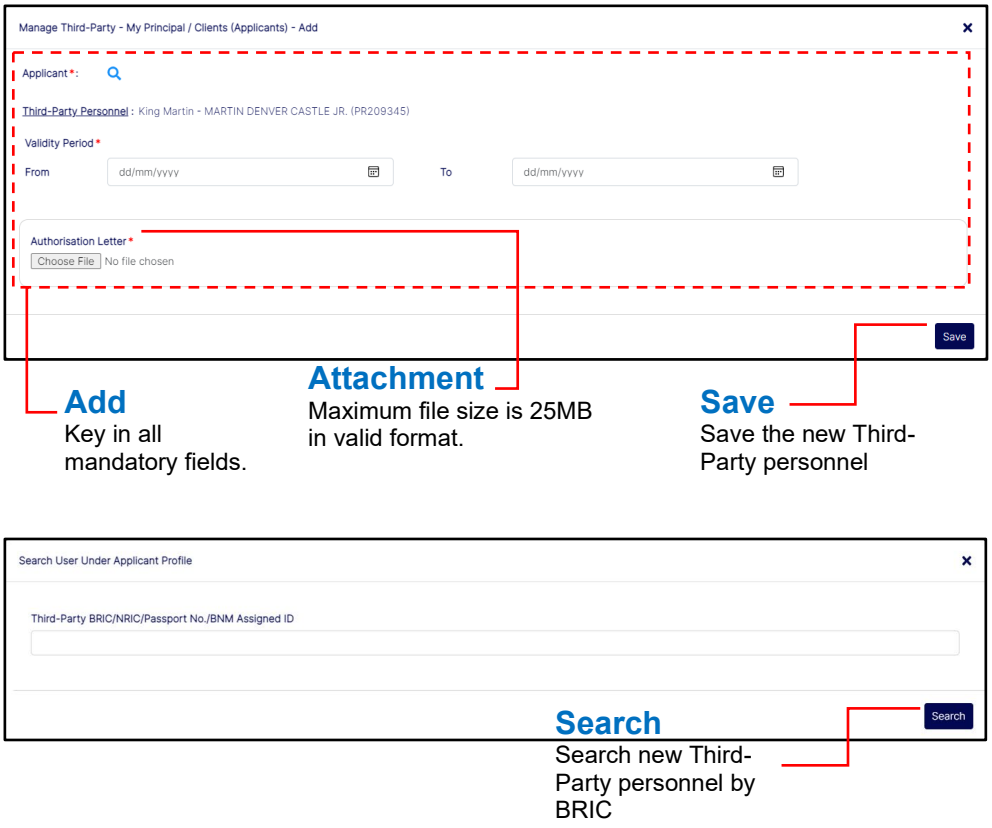
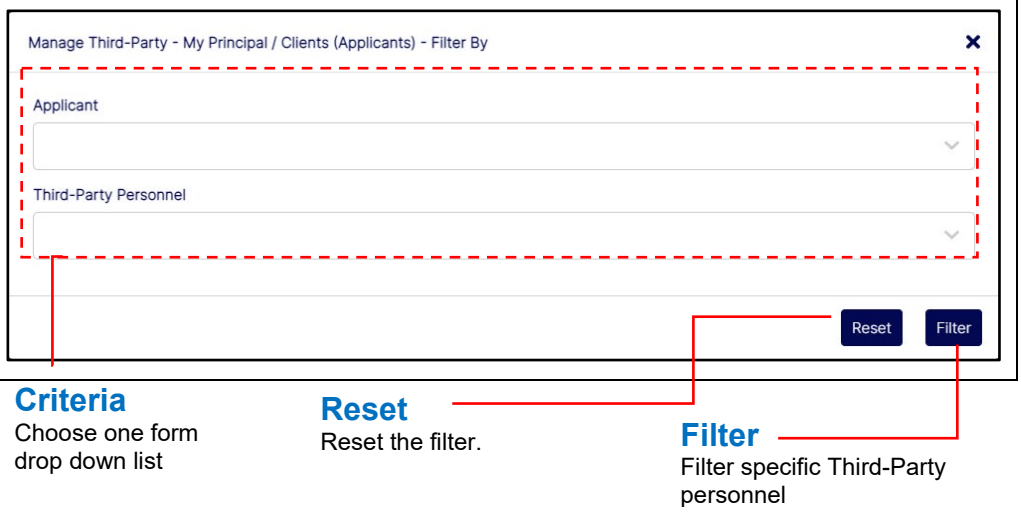


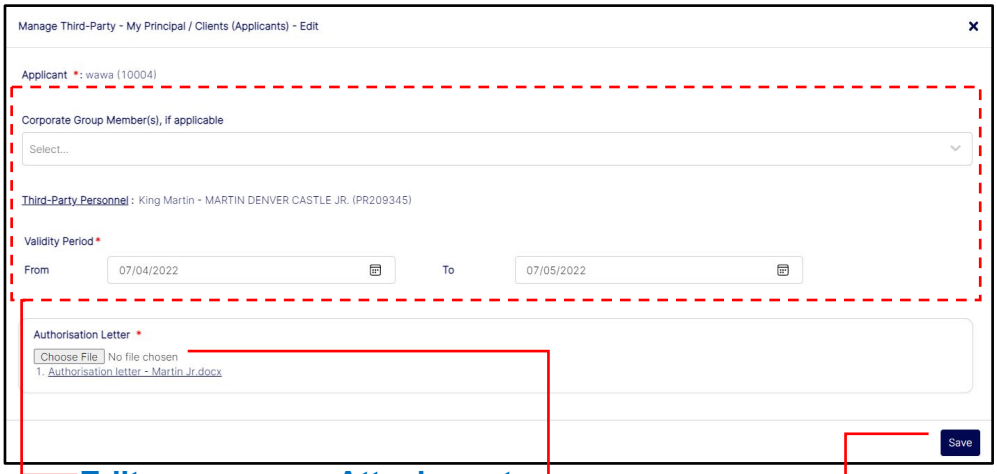

***Figure 13 Administration - Manage Third-Party - My Principal/Clients (Applicants)***

| | |
|---|---|
| **Add** | If user wants to add one or more new Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Add"** screen will be displayed.<br><br>User can click on icon and **"Search User Under Applicant Profile"** screen will be displayed.<br><br><br> |
| **Refresh** | The tab contents will be refreshed after clicking on icon. |
| **Filter** | If user wants to filter Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Filter By"** screen will be displayed.<br><br> |

**Edit**

If user wants to edit the details of an existing Third-Party personnel, user can click on icon and **"Manage Third Party – My Principal/Clients (Applicants) – Edit"** screen will be displayed.

Then, user can click on the **Save** button to save the amended details.




**Edit**
Edit any fields.

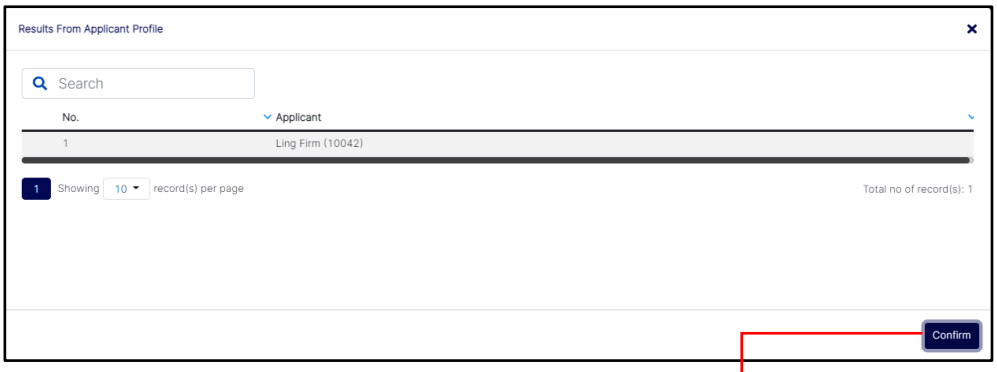
**Attachment**
Maximum file size allowed is 25MB in valid format.

**Save**
Save the amended personal details (if any changes have been made)

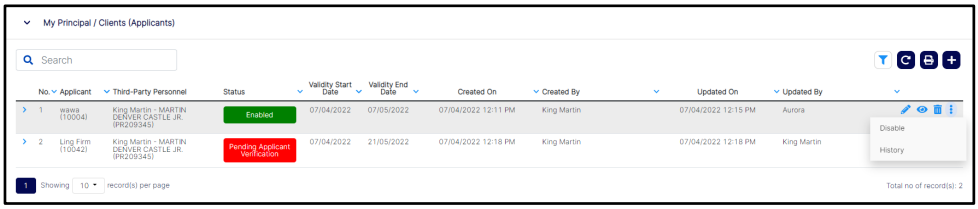



**Search**
Search new Third-Party personnel by BRIC

User can search a specific Third-Party personnel by BRIC, and the result from Applicant Profile will be displayed where user can select an Applicant Name and click on the **Confirm** button.



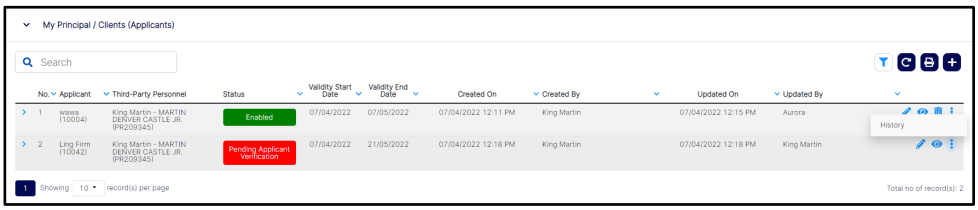

**Confirm**
Confirm select applicant name.

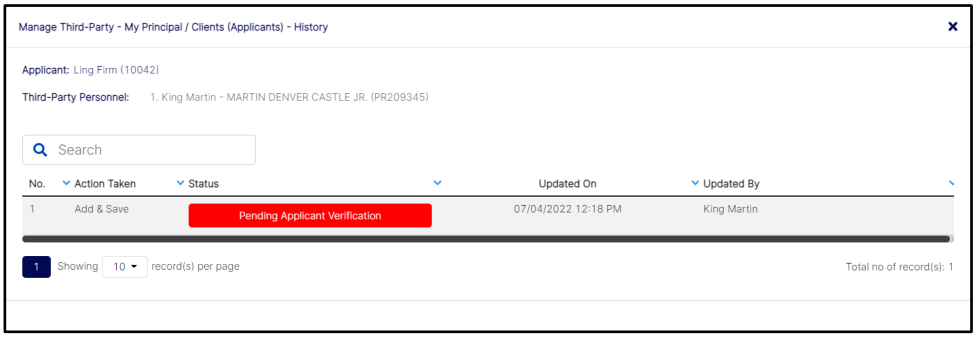
| | |
|---|---|
| **View** | **"Manage Third Party – My Principal/Clients (Applicants) – View"** screen will be displayed when user clicks on icon.<br> |
| **Delete** | If user wants to delete an existing Third-Party personnel, user can click on icon.<br>Then, user can click on the **Confirm** button to delete the record. After that the Third-Party personnel will be removed from the main listing.<br> |
| **3-dots** | User is able to disable a specific Third-party personnel by clicking on icon and select **Disable** when the status is Enabled.<br>A confirmation message screen will be displayed.<br>● Status: **Enabled**<br> |




User is able to view history of a specific Third-Party personnel by clicking on ⋮ icon and select **History.**

**"Manage Third-Party – My Appointed Third-Parties – History"** screen will be displayed.

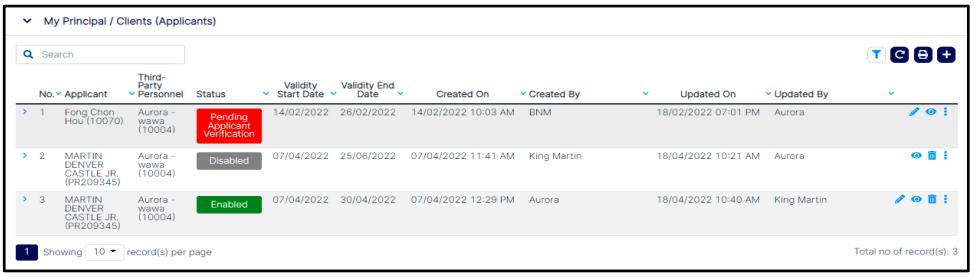


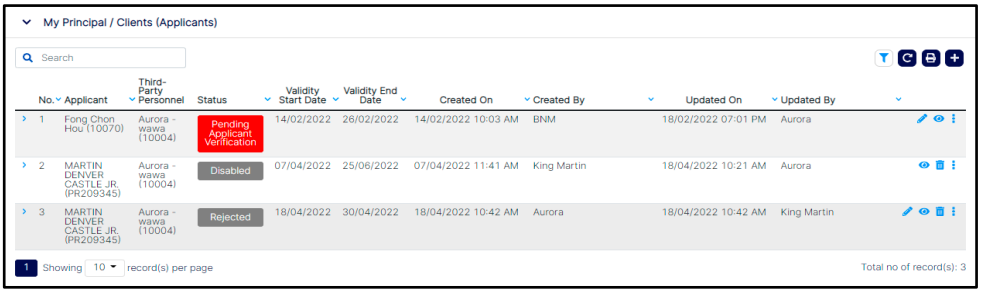




**Status**

Third-Party Personnel can be in the following status:

- **Enabled**: Status when Third-Party Personnel has been approved by Principal/Clients (Applicant).
- **Pending Applicant Verification:** Status when Third-Party Personnel has yet to be approved by Principal/Clients (Applicant).
- **Rejected**: Status when Third-Party Personnel has been rejected by Principal/Clients (Applicant).
- **Disabled:** Status when Third-Party Personnel has been disabled by Principal/Clients (Applicant).


My Principal / Clients (Applicants)
Search
No. Applicant Third-Party Personnel Status Validity Start Date Validity End Date Created On Created By Updated On Updated By
1 Fong Chon Hou (10070) Aurora - wawa (10004) Pending Applicant Verification 14/02/2022 26/02/2022 14/02/2022 10:03 AM BNM 18/02/2022 07:01 PM Aurora
2 MARTIN DENVER CASTLE JR. (PR209345) Aurora - wawa (10004) Disabled 07/04/2022 25/06/2022 07/04/2022 11:41 AM King Martin 18/04/2022 10:21 AM Aurora
3 MARTIN DENVER CASTLE JR. (PR209345) Aurora - wawa (10004) Enabled 07/04/2022 30/04/2022 07/04/2022 12:29 PM Aurora 18/04/2022 10:40 AM King Martin
1 Showing 10 record(s) per page
Total no of record(s): 3


My Principal / Clients (Applicants)
Search
No. Applicant Third-Party Personnel Status Validity Start Date Validity End Date Created On Created By Updated On Updated By
1 Fong Chon Hou (10070) Aurora - wawa (10004) Pending Applicant Verification 14/02/2022 26/02/2022 14/02/2022 10:03 AM BNM 18/02/2022 07:01 PM Aurora
2 MARTIN DENVER CASTLE JR. (PR209345) Aurora - wawa (10004) Disabled 07/04/2022 25/06/2022 07/04/2022 11:41 AM King Martin 18/04/2022 10:21 AM Aurora
3 MARTIN DENVER CASTLE JR. (PR209345) Aurora - wawa (10004) Rejected 18/04/2022 30/04/2022 18/04/2022 10:42 AM Aurora 18/04/2022 10:42 AM King Martin
1 Showing 10 record(s) per page
Total no of record(s): 3