



Bank  
Negara  
Malaysia

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# **Applications & Notifications User Manual For Financial Institutions**

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# Acronyms

Abbreviations	Description
BNM	Bank Negara Malaysia / Central Bank of Malaysia
EP	Enterprise Portal
FI	Financial Institutions
FICPS	Financial Institutions Corporate Profile System
JIT	Jabatan Perkhidmatan IT / IT Services Department
JP1	Jabatan Penyeliaan Konglomerat Kewangan
JP2	Jabatan Penyeliaan Perbankan
JP3	Jabatan Penyeliaan Insurans dan Takaful

## Document Revision History

Version	Date	Author
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V1.5	10 October 2011	Chan Yat Choong (ES)
V1.6	25 October 2011	Khoo Yoke Mee (ES)
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# Introduction

BNM is introducing an application and notification submission system which is migrated from the existing FICPS to be leveraged on FI@Kijangnet platform with enhanced functions.

The main objective is to streamline the submission process between financial institutions and BNM into a two-way secured communication channel. It also addresses other objectives, e.g. to improve processing activity, to improve turn-around time, to eliminate physical submission of documents, etc.

## ***Implementation Approach***

### **Phase 1:**

Phase 1 is to focus on the key applications, i.e. CEO/Director/FAR and Expatriate.

### **Phase 2:**

The remaining applications/notifications, e.g. Distribution Network, Auditor, Actuary, etc., which are currently being submitted via existing FICPS, will be covered under this phase.

## ***Prior Knowledge***

It is expected that users of this manual have prior knowledge on the existing FICPS workflow process and functions. Functions described and screen shots displayed in this document will only cover new functions and requirements.

## ***New Features***

The following are new features for Phase 1.

### **1. New login experience**

The existing FICPS has different login experience. The new “Applications & Notifications” will be based on single log on for all FI users.

### **2. Summary page**

The summary page provides a consolidated view of all applications in one page. It displays the status of the applications, which can be viewed from a single page without going into each module.

### **3. Return incomplete**

Any reason/remarks made for incomplete application returned by BNM can be viewed in a new tab named “Return Application”. The remark is printable.

### **4. Decision Message**

The status of all approved or rejected applications will be displayed in the summary page. New icons, i.e. for remark and attachment, are attached to the status of the application. User will be able to view the remarks provided by BNM when mouse over the remark icon. The remark also can be viewed from “Decision Message” in the detail application form. User will be able to view or download the attachment by clicking the attachment icon. The information is printable.

# User Access

To access to “Applications & Notifications”, there are two (2) levels of access control:

1. Access to FI@Kijangnet
2. Access to modules within the “Applications & Notifications”

## ***1<sup>st</sup> level of access control***

### **Registration at FI@Kijangnet**

Current FICPS and new users are required to register with FI@Kijangnet Administrator. Upon approval by the FI’s Administrator, users are able to login to FI@Kijangnet. The user will be assigned a role.

There are 2 types of role at FI@Kijangnet:

- a. Administrator role (eAppsFIAdmin)
  - Able to grant access to new user.
  - Able to grant access to user to a specific application types.
- b. User role (eAppsFIUser)
  - Able to access to specific permitted module.

The details of registration at FI@Kijangnet are described in the later section in this document.

## ***2<sup>nd</sup> level of access control***

### **Access to modules within “Applications & Notifications”**

Users need to be given an access to the modules within “Applications & Notifications”. Users are only able to access into the specific modules assigned to them . If the user has not been granted access to any modules, an error message will be displayed informing that user does not have access to any modules yet.

The details of granting access to application modules are described in the later section in this document.

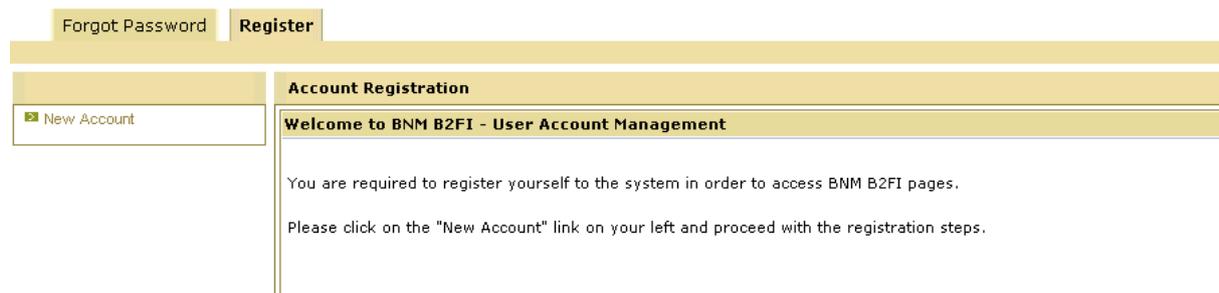
# Registration at FI@Kijangnet

## Register as a Member

Click on the **Register as a Member** link from the FI@Kijangnet landing page (<https://kijangnet.bnm.gov.my>).



A new browser window will pop-up.



1. Click the Register tab.
2. In the left navigation menu, click “New Account”.  
Key in the required profile information.

**Note:** You have to register with a valid email address with your institution domain address. (e.g. Ali@maybank.com.my)

3. Security Question and Answer
  - Select six (6) security questions and provide the answers.

**Note:** Please remember the exact answer as it will be compared with what user has typed in earlier, e.g. capital letters, spacing, special characters, etc.

4. Kindly read through the Terms of Use.

**Terms of Use**

Please review the following terms and indicate your agreement below.

1 The Terms of Use of FI@KijangNet  
-----  
The information and material contained in this FI@KijangNet is intended for -

[Printable Version](#) 

By submitting this registration form, you agree and consent (a) to BNM's Terms of Use and (b) to receive required notices from BNM electronically.

5. If you are agreeable to the Terms of Use, click “Register” to complete the registration application process.

## Forgot Password

This function allows user to reset his/her password.

1. From the main FI@Kijangnet landing page, click on “Forgot Password”.

A new browser window will pop-up.



The screenshot shows a web interface for the 'Forgot Password' function. At the top, there is a yellow navigation bar with two tabs: 'Forgot Password' (selected) and 'Register'. Below this, a sidebar on the left contains two menu items: 'Forgot Password' (with a green checkmark icon) and 'Identify Yourself' (with a yellow square icon). The main content area is titled 'Forgot Password' and contains a form with a 'User ID:' label, a text input field, and a 'Search' button.

2. Key in your complete user ID in User ID field and click Search.

User ID:

If your account is found, it will be displayed as “Last name”, “First Name” and “Department”. To reset your password, click on your name.

3. Key-in the answer for the security questions.

If you have set-up the security questions and answers correctly during production set-up, you will be prompted to answer your personal security questions.

**Note:** Please type in the exact answer you have provided in the earlier registration. Take note of capital letters, spacing, special characters, etc.

4. Change Password

After successfully answering all the security questions with your security answers, you will be prompted to change your password.

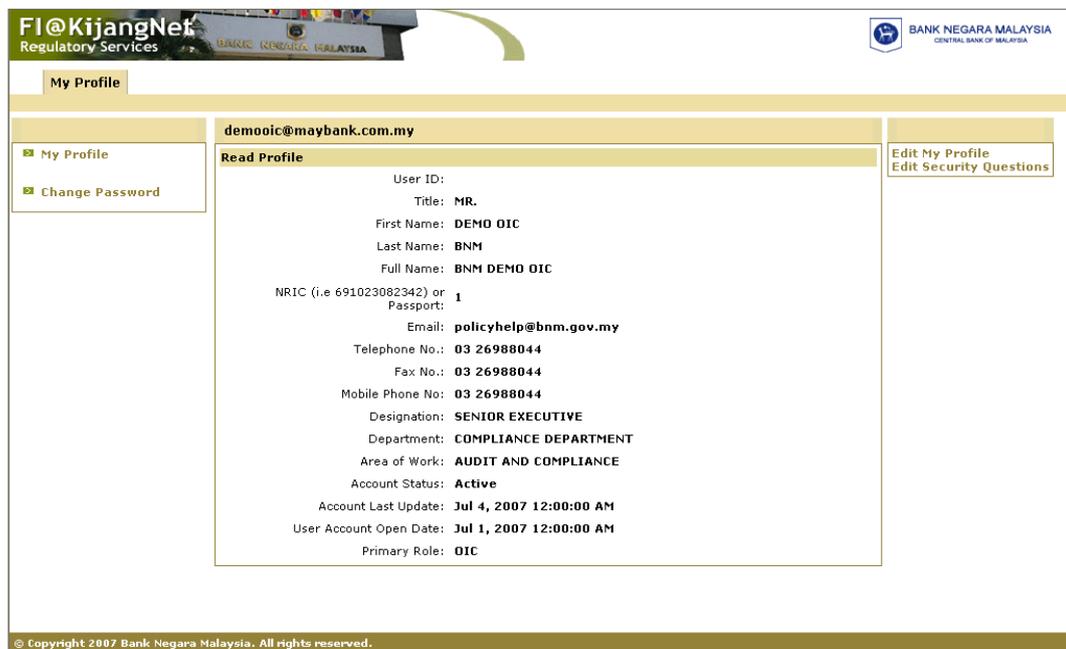
5. Key in your new password and click “Save”.

## Edit My Profile

This function allows you to edit your membership profile.

1. After login, click on “Edit My Account”.

A new browser window will pop-up.



The screenshot displays the 'My Profile' page for a user logged in as 'demoic@maybank.com.my'. The page is titled 'Read Profile' and contains the following information:

<b>User ID:</b>	
<b>Title:</b>	MR.
<b>First Name:</b>	DEMO OIC
<b>Last Name:</b>	BNM
<b>Full Name:</b>	BNM DEMO OIC
<b>NRIC (i.e 691023082342) or Passport:</b>	1
<b>Email:</b>	policyhelp@bnm.gov.my
<b>Telephone No.:</b>	03 26988044
<b>Fax No.:</b>	03 26988044
<b>Mobile Phone No.:</b>	03 26988044
<b>Designation:</b>	SENIOR EXECUTIVE
<b>Department:</b>	COMPLIANCE DEPARTMENT
<b>Area of Work:</b>	AUDIT AND COMPLIANCE
<b>Account Status:</b>	Active
<b>Account Last Update:</b>	Jul 4, 2007 12:00:00 AM
<b>User Account Open Date:</b>	Jul 1, 2007 12:00:00 AM
<b>Primary Role:</b>	OIC

Navigation links on the right include 'Edit My Profile' and 'Edit Security Questions'. The footer contains the copyright notice: '© Copyright 2007 Bank Negara Malaysia. All rights reserved.'

2. Edit My Profile.

Click “Edit My Profile” on the right navigation menu to update/edit your profile. Click “Save” when you are done.

## Installing the Site Security Certificate

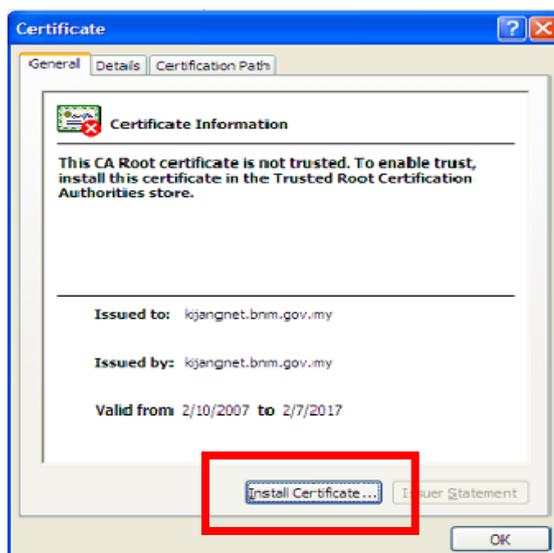
Below are the steps to be completed in order to avoid being prompted each time you browse to FI@Kijangnet Portal.

**Note:** The screen shots are taken from a Windows XP machine running on Internet Explorer 6.

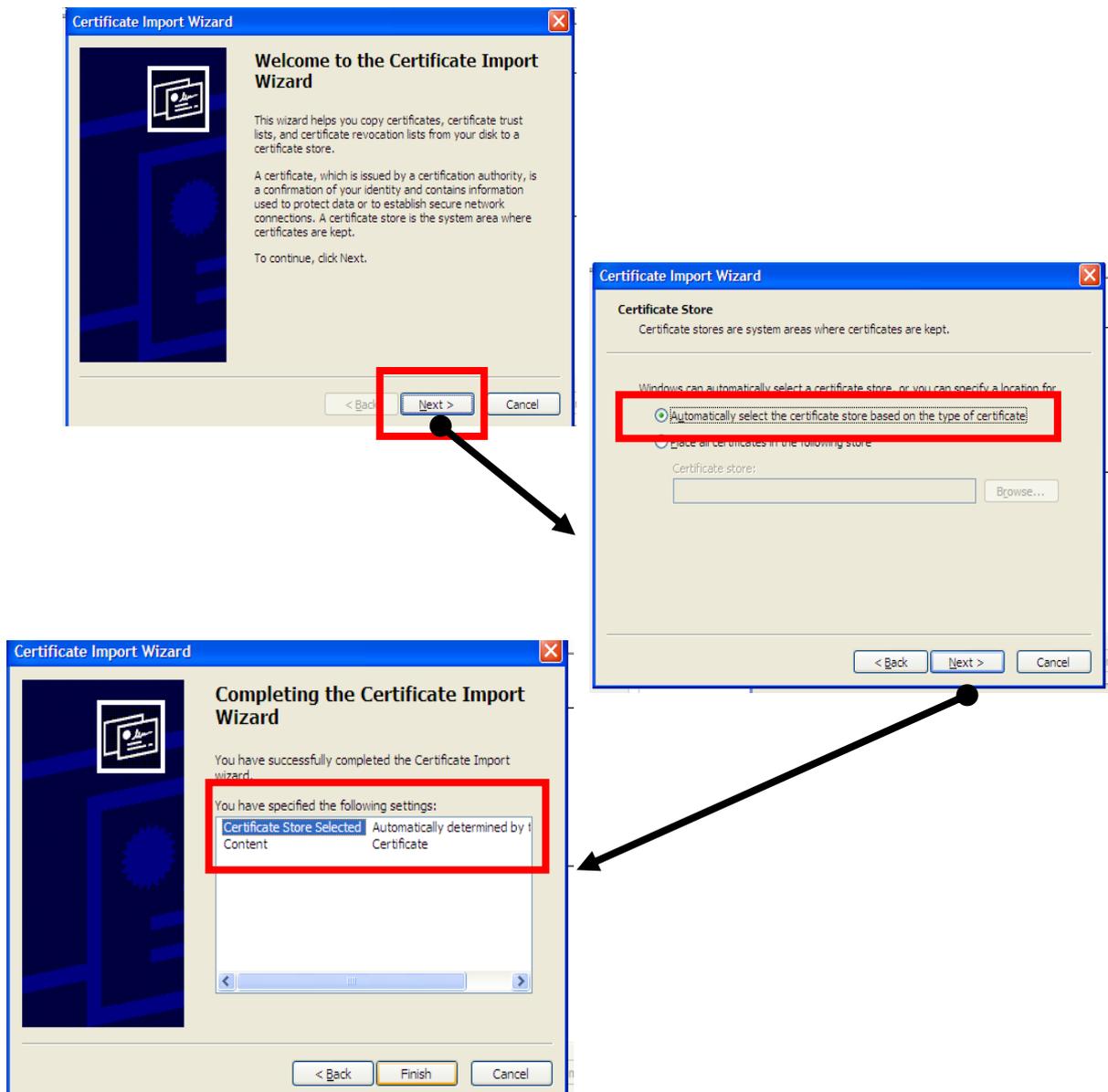
1. Open Internet Explorer and browse to <https://kijangnet.bnm.gov.my>
2. Click “View Certificate”.



3. When below window pop-up, click on “Install Certificate”.



4. A Certificate Import Wizard dialog box is displayed. Follow the default options.



5. Click "Finish" to complete.

# Grant Access to “Applications & Notifications” Modules

**Note:** *The function of this section is applicable to FI@Kijangnet Administrator only.*

This is a function that enable administrator to grant registered user to access the specific modules.

If the 2<sup>nd</sup> level access is not granted to the user, the menu “Applications & Notifications” will not be displayed.

## **To grant access to registered user**

The 3 main functions of the FI@Kijangnet Administrator are as follows:

- a. System Admin – To view the list of approved user and to update if necessary.
- b. Create New Profile – To grant access to application module for registered user.
- c. Update/Delete Profile – To update the access of application module.

### **“Create New Profile” function**

1. Go to top menu navigation.
2. Mouse over to the “System Admin” tab. Drop-down menu navigation will appear.
3. Click on the “Create New Profile” from the drop-down menu.
4. The details will be displayed in a pop-up window.
5. Default view.
  - a. Fields displayed at the page:
    - User Name (Login ID) drop-down selection.
    - Full name (read only field).
    - New IC No./Passport No. (read only field).
    - Department (read only field).
    - Contact No. (read only field).
    - Email Address (read only field).
    - Modules (List of module name with check box).
  - b. If there is no new registered user, a message will be displayed at the top of the page “No new user to add”.
6. Select one user login ID from the “User Name (Login ID)” drop-down selection list:
  - Login ID listed at the drop-down item are users who had been registered at FI@Kijangnet and the FI@Kijangnet Administrator has approved the registration request at FI@Kijangnet.
7. User data will be auto-populated into the fields after selection.
8. To grant access to the specific modules, tick on the checkbox beside the module name.
9. Click “Save” button.
10. An alert message, i.e. “Click Ok to proceed, Cancel to return” will pop-up.
11. Click on “OK” button to close the pop-up window.

**CREATE NEW PROFILE**

[Print](#)

No new user to add.

User Name(Login ID) :

Full Name :

New IC No./Passport No. :

Department :

Contact No. :

Email Address :

Modules

<input type="checkbox"/> Institution Profile	<input type="checkbox"/> Appointed Actuary
<input type="checkbox"/> Shareholding Structure	<input type="checkbox"/> Rating Assessment
<input type="checkbox"/> Employee Information	<input type="checkbox"/> Investment in Shares
<input type="checkbox"/> Expatriate	<input type="checkbox"/> Shariah Council
<input type="checkbox"/> Distribution Network	
<input type="checkbox"/> CEO/Directors	
<input type="checkbox"/> Auditor Information	

Figure 1: Create New Profile (System Admin)

### **“Update Profile” function**

1. Go to top menu navigation.
2. Mouse over to the “System Admin” tab. Drop-down menu navigation will appear.
3. Click on the “Update/Delete Profile” menu link. The list of approved users will be displayed.
4. Click on the user name:
  - a. Details of the user and the permitted module will be displayed.
  - b. User details are for read only and the fields cannot be edited.
  - c. The previously permitted module(s) will be checked.
5. Select or unselect the checkbox.
6. Click on the “Save” button.
  - a. Changes will be saved.
  - b. The pop-up window will be closed.
7. To remove user from access to the modules, repeat Steps 1 to 4 above.
8. Click on the “Delete” button.
  - a. User will be deleted from the list.
  - b. The pop-up window will be closed.
  - c. The deleted user will still be listed in the drop-down selection list at the “Create New Profile” module User Name (Login ID).



Figure 2: Update/Delete Profile

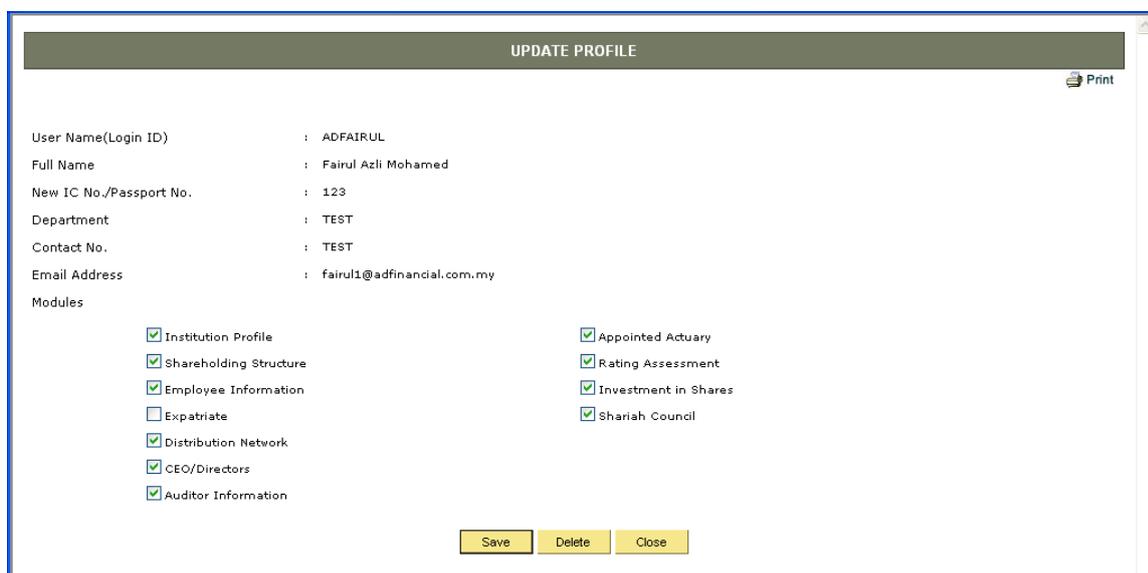


Figure 3: Update/Delete Profile Details Pop-up Window

### “System Admin” function

1. Go to top menu navigation.
2. Click on the “System Admin” tab. The list of approved users will be displayed.
3. Click on the user name, the details of the user and the permitted module will be displayed.

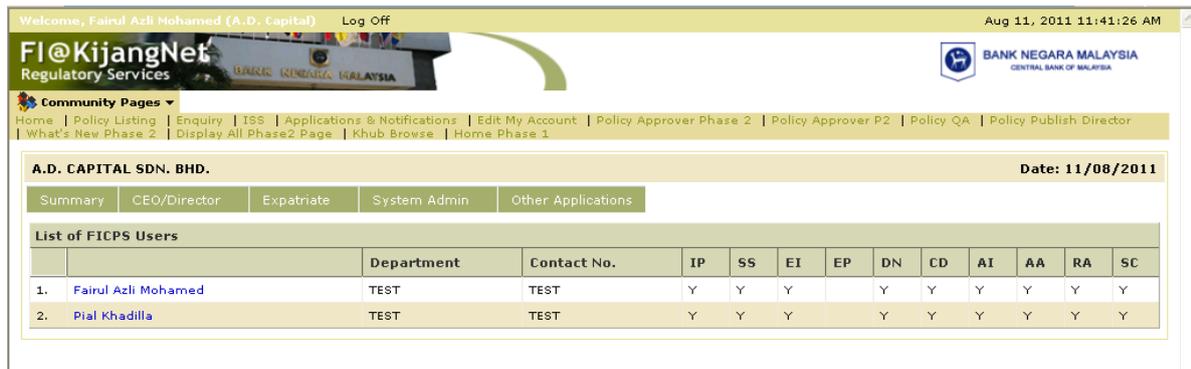


Figure 4: System Admin User Listing View

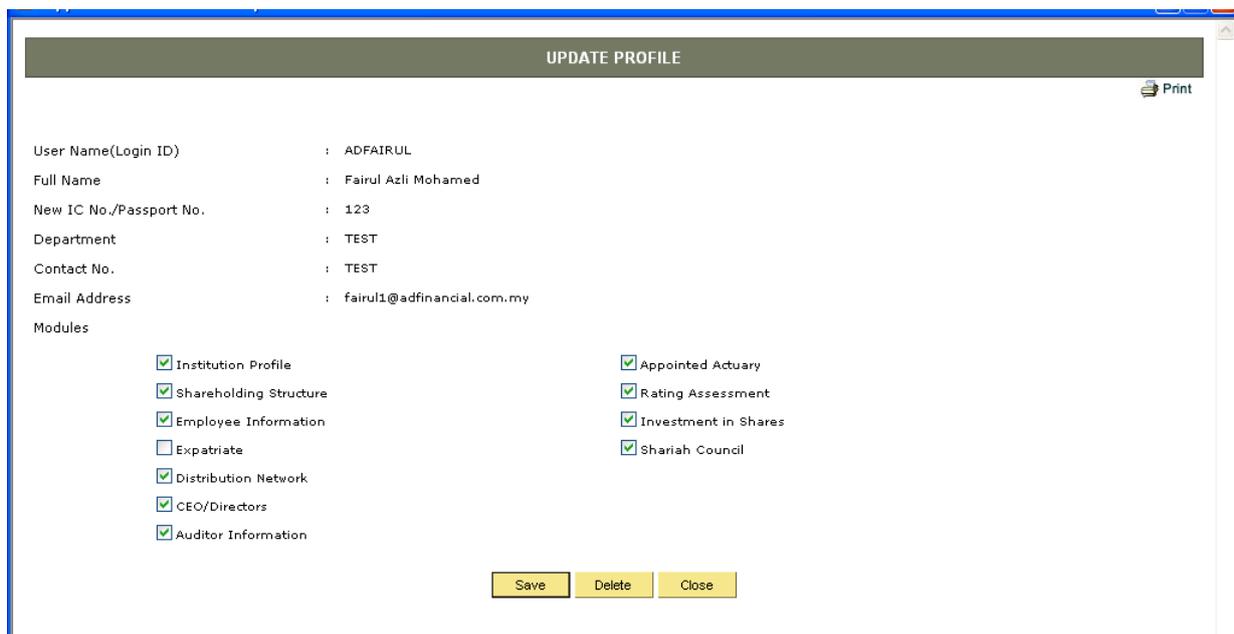


Figure 5: System Admin - User Details Pop-up Window

# New Login Logic

## *Login ID registered with multiple FIs*

User who has access to multiple FIs and registered using the same email address for each FI will be directed to the institution selection page after clicking on “Applications & Notifications” link. The user has to select one institution to proceed. Only one institution is allowed to be accessed at one time. If user would like to access to another institution, he/she is required to login again to make another selection.



Figure 6: Login ID registered with multiple FIs (Institution Selection Page)

## Login ID registered with only one FI

For user who has access to one FI only, the user will be directed to the summary page of “Applications & Notifications” upon clicking on “Applications & Notifications” link.

The screenshot shows the F@KijangNet Regulatory Services interface. At the top, it says 'Welcome, SYAHIRAH AUNI' and 'Log Off' with the date 'Aug 11, 2011 12:00:15 PM'. The main header includes 'F@KijangNet Regulatory Services' and 'BANK NEGARA MALAYSIA CENTRAL BANK OF MALAYSIA'. Below the header is a navigation menu with links like 'Home', 'Policy Listing', 'Enquiry', 'ISS', 'Applications & Notifications', etc. The main content area is titled 'MALAYSIAN ASSURANCE ALLIANCE BERHAD' with a date of '11/08/2011'. There are tabs for 'Summary', 'CEO/Director', 'Expatriate', 'System Admin', and 'Other Applications'. The 'Summary' tab is active, showing two tables: 'Draft / Pending' and 'Submitted Application'.

MALAYSIAN ASSURANCE ALLIANCE BERHAD					Date: 11/08/2011					
<table border="1"> <tr> <td>Summary</td> <td>CEO/Director</td> <td>Expatriate</td> <td>System Admin</td> <td>Other Applications</td> </tr> </table>					Summary	CEO/Director	Expatriate	System Admin	Other Applications	
Summary	CEO/Director	Expatriate	System Admin	Other Applications						
Draft / Pending										
Application Type	Subject Matter	Created By	Date Created							
1 REAPP-EXPAT-HEAD OF FINANCIAL	JONATHAN	SYAHIRAH AUNI	09/08/2011							
2 NEW-EXPAT-BUSINESS DEVELOPMENT CONSULTANT	GEORGE GORDON	LODY	27/05/2011							
Submitted Application										
Application Type	Subject Matter	Status	Date of Submission	BNM Contact Details						
1 REAPP-EXPAT-HEAD OF FINANCIAL	REFEAH BT ZULKARNAIN	Submitted to BNM	09/08/2011							
2 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	SALINA BINTI ABU BAKAR	Submitted to BNM	29/07/2011							
3 NEW-DIRECTOR-NON-INDEPENDENT EXECUTIVE DIRECTOR	JOHN JONNY JONATHAN	Return Incomplete by BNM	29/07/2011	SHAMSUL NAZRIAH ISMAIL						
4 NEW-EXPAT-CHIEF OFFICER	SHAREEN JANE	Approved	26/07/2011	SHAMSUL NAZRIAH ISMAIL						
5 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	RASYID SIDEK	Approved	22/07/2011	SHAMSUL NAZRIAH ISMAIL						

Figure 7: Summary Page

## ***Login ID registered at FI@Kijangnet but has no access to any modules in “Applications & Notifications”***

If the user has been granted to the 1<sup>st</sup> and 2<sup>nd</sup> level access but has not been given access to any modules in the “Applications & Notifications”, an error message, i.e. “You do not have access to any module. Please contact “Applications & Notifications’ Administrator”, will be prompted.



Figure 8: No access to “Applications & Notifications”

## ***Login ID has not been registered at FI@Kijangnet***

For user who has not been registered at FI@Kijangnet, an error message, i.e. “The user name, password, or authentication source entered is not recognised. Re-enter your login information below. Passwords are case sensitive”, will be prompted, which means the following:

- a. User has registered at FI@Kijangnet, but has yet to be approved by the FI@Kijangnet Administrator.
- b. User has not been registered at FI@Kijangnet.

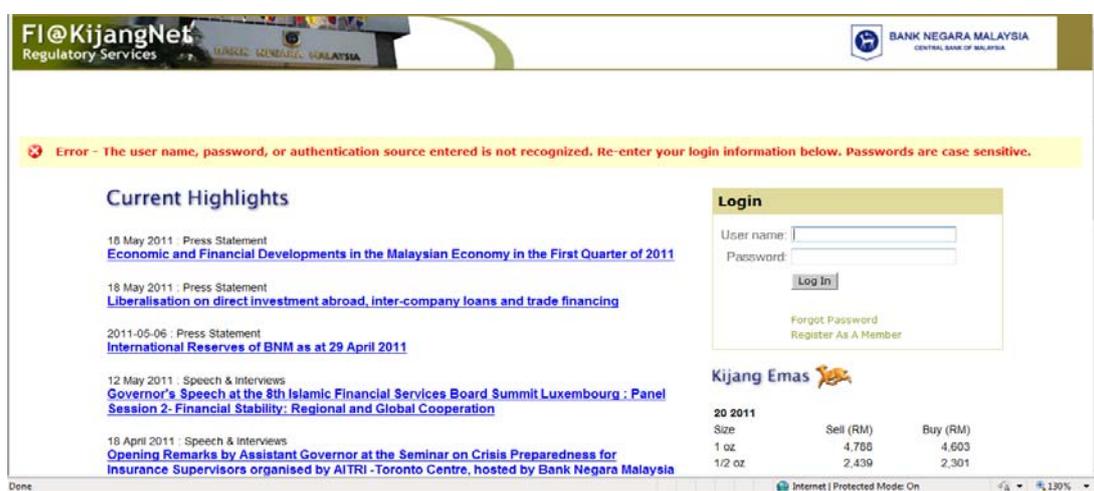


Figure 9: Login ID has not been registered at FI@Kijangnet

# Summary Page

The summary page is the landing page shown after you have clicked on the “Applications & Notifications” link from FI@Kijangnet.

This page displays two tables of information and “Applications & Notifications” menu navigation:

The two tables are:

1. Draft/Pending application
2. Submitted Application

The screenshot shows a web application interface with a navigation menu at the top: Summary, CEO/Director, Expatriate, System Admin, and Other Applications. The main content area is divided into two sections:

**Draft / Pending**

Application Type	Subject Matter	Created By	Date Created
1 REAPP-EXPAT-HEAD OF FINANCIAL	JONATHAN	SYAHIRAH AUNI	09/08/2011
2 NEW-EXPAT-BUSINESS DEVELOPMENT CONSULTANT	GEORGE GORDON	LODY	27/05/2011

**Submitted Application**

Application Type	Subject Matter	Status	Date of Submission	BNM Contact Details
1 REAPP-EXPAT-HEAD OF FINANCIAL	REFEAH BT ZULKARNAIN	Submitted to BNM	09/08/2011	
2 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	SALINA BINTI ABU BAKAR	Submitted to BNM	29/07/2011	
3 NEW-DIRECTOR-NON-INDEPENDENT EXECUTIVE DIRECTOR	JOHN JOHNY JONATHAN	Return Incomplete by BNM	29/07/2011	SHAMSUL NAZRIAH ISMAIL
4 NEW-EXPAT-CHIEF OFFICER	SHAREEN JANE	Approved	26/07/2011	SHAMSUL NAZRIAH ISMAIL
5 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	RASYID SIDEK	Approved	22/07/2011	SHAMSUL NAZRIAH ISMAIL

At the bottom right of the table, there is a 'More' link with a dropdown arrow. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

Figure 10: The landing page of “Applications & Notifications”

## “Applications & Notifications” menu navigation

The links that display at the menu navigation are as follows:

1. Summary  
By clicking this tab, it will bring you to the summary page.
2. CEO/Director/FAR  
When user mouse over the tab, the related menu under CEO/Director/FAR will appear. By clicking the link, it will bring you to the specific CEO/Director/FAR module page.
3. Expatriate  
When user mouse over the tab, the related menu under Expatriate will appear. By clicking the link, it will bring you to the specific Expatriate module page.
4. Other Applications  
By clicking this tab, it will route you to the FICPS (other than CEO/Director/FAR and Expatriate).
5. System Admin  
When user mouse over the tab, drop-down menu will appear. By clicking the link, it will bring you to the system administration module.

The links will only be shown if you have been assigned to the relevant modules.

### Note

The “System Admin” tab is viewable by administrator only. If you are not assigned as an administrator, you are not able to view this tab.

MALAYSIAN ASSURANCE ALLIANCE BERHAD					Date: 11/08/2011
Summary	CEO/Director	Expatriate	System Admin	Other Applications	
Draft / Pen	Application	New Appointment			
Applicat	Application Status	Reappointment	Subject Matter	Created By	Date Created
1 REAPP-EX	Incomplete Form		JONATHAN	SYHIRAH AUNI	09/08/2011
2 NEW-EXPA	Notification/Update	CONSULTANT	GEORGE GORDON	LODY	27/05/2011
	Notification Status				
Submitted Application					
Application Type	Subject Matter	Status	Date of Submission	BNM Contact Details	
1 REAPP-EXPAT-HEAD OF FINANCIAL	REFEAH BT ZULKARNAIN	Submitted to BNM	09/08/2011		
2 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	SALINA BINTI ABU BAKAR	Submitted to BNM	29/07/2011		
3 NEW-DIRECTOR-NON-INDEPENDENT EXECUTIVE DIRECTOR	JOHN JONNY JONATHAN	Return Incomplete by BNM	29/07/2011	SHAMSUL NAZRIAH ISMAIL	
4 NEW-EXPAT-CHIEF OFFICER	SHAREEN JANE	Approved	26/07/2011	SHAMSUL NAZRIAH ISMAIL	
5 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	RASYID SIDEK	Approved	22/07/2011	SHAMSUL NAZRIAH ISMAIL	

Figure 11: The “Applications & Notifications” menu navigation

## ***Types of table displayed at the summary page***

### **Draft/Pending application table (1<sup>st</sup> table)**

This table will display all applications that pending submission to BNM.

### **Submitted Application table (2<sup>nd</sup> table)**

1. The application submitted to BNM will be reflected with the following status:
  - a. “Submitted to BNM” – application has been submitted successfully.
  - b. “In Progress” – after BNM processing officer has accepted the application.
  - c. “Notified” – notification of appointment date has been submitted successfully.
  - d. “Return Incomplete by BNM” – application returned by BNM due to incomplete information.
2. The application that has been approved by BNM will show “Approved” status.
  - There are 2 images that will be shown at the “Status” column, if BNM processing officer attached a file or provide remarks as follows:
    - Attachment image  - click on the image to open the document or download it to your local PC.
    - Remarks image  - to view the remarks, mouse over the image, a balloon will appear to show the details.
3. The application that has been rejected by BNM will show “Rejected” status:
  - There are 2 images that will be shown at the “Status” column, if BNM processing officer attached a file or provide remarks as follows:
    - Attachment image  - click on the image to open the document or download it to your local PC.
    - Remarks image  - to view the remarks, mouse over the image, a balloon will appear to show the details.

## ***“Draft/Pending” table***

### **Default view:**

Without creating any draft application, this table is empty.

Once you saved a draft application, you will be able to see the following columns:

- a. Application Type
- b. Subject Matter
- c. Created By
- d. Date Created

### **Application displayed at the table:**

- The application will be sorted by latest “Date Created”.
- Only the latest 5 applications will be displayed in the list.
- If there are more than 5 applications, the “More” link will be displayed.
- By clicking at the “More” link, you will be able to see a full listing view of items replacing the summary page.

### **Full listing view:**

- A maximum of 12 applications will be displayed.
- If there are more than 12 applications on a page, a page numbering will appear at the bottom of the display list.
- By clicking on any page number, you will be able to view the list of application in the selected page.
- By clicking the “Subject Matter” column, user will be directed to the details of the application in a pop-up window.

**To submit application:**

- Click on the link displayed in the “Subject Matter” column.
- Once clicked, you will be directed to the details of the application in a pop-up window.
- Proceed to complete the required information.
- In the “Confirmation” page, click on the “Submit” button to submit to BNM.
- Upon successful submission, the application will be moved to the “Submitted Application” table.
- The status of the submitted application will be shown as “Submitted to BNM”.

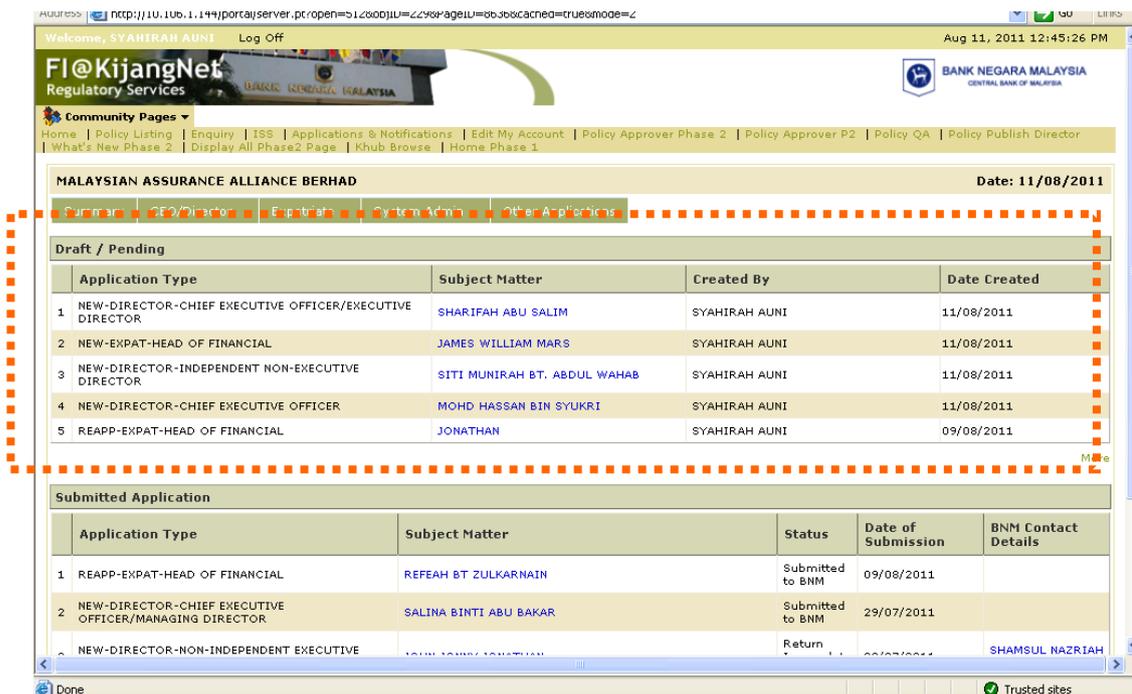


Figure 12: Draft/Pending Table in Summary Page

The screenshot shows the same portal as Figure 12, but with a different set of data in the 'Draft / Pending' table:

Application Type	Subject Matter	Created By	Date Created
1 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR	SHARIFAH ABU SALIM	SYAHIRAH AUNI	11/08/2011
2 NEW-EXPAT-HEAD OF FINANCIAL	JAMES WILLIAM MARS	SYAHIRAH AUNI	11/08/2011
3 NEW-DIRECTOR-INDEPENDENT NON-EXECUTIVE DIRECTOR	SITI MUNIRAH BT. ABDUL WAHAB	SYAHIRAH AUNI	11/08/2011
4 NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER	MOHD HASSAN BIN SYUKRI	SYAHIRAH AUNI	11/08/2011
5 REAPP-EXPAT-HEAD OF FINANCIAL	JONATHAN	SYAHIRAH AUNI	09/08/2011
6 NEW-EXPAT-BUSINESS DEVELOPMENT CONSULTANT	GEORGE GORDON	LODY	27/05/2011

Figure 13: Draft/Pending Table - Full Listing View

**Appoint/Re-Appoint Chairman/Director/Chief Executive Officer of Licensed Institution/Controller of Licensed Institution**

Personal Details
Qualifications
Working Experience
Political Post
Directorship
Financial Information(1)
Financial Information(2)
Financial Information(3)
Assessment by Nominating Committee
Corporate Governance Standards
Schedule 1
Schedule 2
Confirmation
Close

[Print Preview](#)

(Please ensure this page is saved before proceed to the next page)

Name of Financial Institution: MALAYSIAN ASSURANCE ALLIANCE BERHAD

Type of Appointment:  New Appointment  Re-appointment

Designation \*: CHIEF EXECUTIVE OFFICER

Status of Directorship:  Chairman  Deputy Chairman

Name of Shareholders Representing:

% Shareholding:

**PERSONAL PARTICULARS OF APPOINTEE**

Name \* [Encik/Puan/Others (please specify)]: Mohd Hassan bin Syukri

Identity Card No. (New) \*: 870303-04-4234

(Old):

Passport No. \*:

Date of Birth \*: 03/03/1987 (eg: 29/07/1999)

Nationality \*: MALAYSIA

**RESIDENTIAL INFORMATION**

Residential Address \*: No 33, Jalan Merdeka 3,  
Taman Mewah,  
Masjid Tanah

Postal Code: 45637

State: MELAKA

Telephone No. (House) \*: 06-2432424

(Mobile) \*: 017-5677809

Email \*: hassan@ymail.com.my

**CURRENT EMPLOYER INFORMATION**

Organization Name \*: MAAB

Designation \*: Human Resource Department

Address \*: No 3, Bangunan Gemilang Sdn. Bhd.,  
Jalan Kijang Jaya,  
Sungai Udang,

Postal code: 45678

State: MELAKA

Telephone No. \*: 06-3535352

Figure 14: Application Form Details View

## ***“Submitted Application” table***

### **Default view:**

The table will be empty if there is no application submitted to BNM.

Once you submit an application, you will be able to see the following columns:

- a. Application Type
- b. Subject Matter
- c. Status
- d. Date of Submission
- e. BNM Contact Details

### **Application displayed at the table:**

- The application will be sorted by latest “Date of Submission”.
- Only the latest 5 applications will be displayed in the list.
- If there are more than 5 applications, the “More” link will be displayed.
- By clicking the “More” link, you will be able to see a full listing view of items replacing the summary page.

### **Full listing view:**

- A maximum of 12 applications will be displayed.
- If there are more than 12 applications on a page, a page numbering will appear at the bottom of the display list.
- By clicking on any page number, user will be able to view the list of application in the selected page.
- By clicking the “Subject Matter” column, user will be directed to the details of the application in a pop-up window.

**To view the submitted application details:**

- Click on the link displayed at “Subject Matter” column.
- Once clicked, you will be directed to the details of the application in a pop-up window.
- The information cannot be edited once application has been submitted to BNM.
- Once the application is accepted by BNM processing officer, the processing officer’s name will be displayed in the “BNM Contact Details” column. If the application has not been accepted by BNM officer, the “BNM Contact Details” column will be empty. By clicking on the BNM processing officer’s name, the BNM processing officer’s contact details will be shown in a pop-up window.

**The information in BNM contact details pop-up page:**

- a. Date Start Processing – the date when BNM processing officer starts the application process.
- b. BNM Processing Officer – the name of BNM processing officer who processes the application.
- c. Email – The email link is clickable. Once clicked, the user’s email applications will pop-up to send email.

Draft / Pending				
	Application Type	Subject Matter	Created By	Date Created
1	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR	<a href="#">SHARIFAH ABU SALIM</a>	SYAHIRAH AUNI	11/08/2011
2	NEW-EXPAT-HEAD OF FINANCIAL	<a href="#">JAMES WILLIAM MARS</a>	SYAHIRAH AUNI	11/08/2011
3	NEW-DIRECTOR-INDEPENDENT NON-EXECUTIVE DIRECTOR	<a href="#">SITI MUNIRAH BT. ABDUL WAHAB</a>	SYAHIRAH AUNI	11/08/2011
4	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER	<a href="#">MOHD HASSAN BIN SYUKRI</a>	SYAHIRAH AUNI	11/08/2011
5	REAPP-EXPAT-HEAD OF FINANCIAL	<a href="#">JONATHAN</a>	SYAHIRAH AUNI	09/08/2011

Submitted Application					
	Application Type	Subject Matter	Status	Date of Submission	BNM Contact Details
1	REAPP-EXPAT-HEAD OF FINANCIAL	<a href="#">REFEAH BT ZULKARNAIN</a>	Submitted to BNM	09/08/2011	
2	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	<a href="#">SALINA BINTI ABU BAKAR</a>	Submitted to BNM	29/07/2011	
3	NEW-DIRECTOR-NON-INDEPENDENT EXECUTIVE DIRECTOR	<a href="#">JOHN JONNY JONATHAN</a>	Return Incomplete by BNM	29/07/2011	<a href="#">SHAMSUL NAZRIAH ISMAIL</a>
4	NEW-EXPAT-CHIEF OFFICER	<a href="#">SHAREEN JANE</a>	Approved	26/07/2011	<a href="#">SHAMSUL NAZRIAH ISMAIL</a>
5	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	<a href="#">RASYID SIDEK</a>	Approved	22/07/2011	<a href="#">SHAMSUL NAZRIAH ISMAIL</a>

Figure 15: Submitted Application Table

Submitted Application					
	Application Type	Subject Matter	Status	Date of Submission	BNM Contact Details
1	REAPP-EXPAT-Head of Financial	REFEAH BT ZULKARNAIN	Submitted to BNM	09/08/2011	
2	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	SALINA BINTI ABU BAKAR	Submitted to BNM	29/07/2011	
3	NEW-DIRECTOR-NON-INDEPENDENT EXECUTIVE DIRECTOR	JOHN JONNY JONATHAN	Return Incomplete by BNM	29/07/2011	SHAMSUL NAZRIAH ISMAIL
4	NEW-EXPAT-CHIEF OFFICER	SHAREEN JANE	Approved	26/07/2011	SHAMSUL NAZRIAH ISMAIL
5	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR	RASYID SIDEK	Approved	22/07/2011	SHAMSUL NAZRIAH ISMAIL
6	REAPP-DIRECTOR-MANAGING DIRECTOR	SITI NUR HIDAYU BINTI AHMAD	Rejected	19/07/2011	SHAMSUL NAZRIAH ISMAIL
7	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER	ENCIK RAHMAN BIN AHMAD	In Progress	19/07/2011	SHAMSUL NAZRIAH ISMAIL
8	NEW-EXPAT-Director of Operations	SUHAIRIE BIN HASSAN	Approved	19/07/2011	SHAMSUL NAZRIAH ISMAIL
9	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER	IVAN CHANG	Approved	13/07/2011	SHAMSUL NAZRIAH ISMAIL
10	NEW-DIRECTOR-CHIEF EXECUTIVE OFFICER	SITI SUBAIDAH BT. HARUN	Rejected	13/07/2011	SHAMSUL NAZRIAH ISMAIL
11	NEW-EXPAT-Head of Financial	AZAM BIN HARUN	In Progress	13/07/2011	SHAMSUL NAZRIAH ISMAIL
12	REAPP-DIRECTOR-INDEPENDENT NON-EXECUTIVE	DATUK RAZMAN MD. HASHIM BIN CHE DIN MD. HASHIM	Approved	29/06/2011	SHAMSUL NAZRIAH ISMAIL

Figure 16: Submitted Application - Full Listing View and paging number



Figure 17: BNM Contact Details – pop-up window

eApps - Microsoft Internet Explorer

**Appoint/Re-Appoint Chairman/Director/Chief Executive Officer of Licensed Institution/Controller of Licensed Institution**

**PERSONAL PARTICULARS OF APPOINTEE** Print Close

Name of Financial Institution : MALAYSIAN ASSURANCE ALLIANCE BERHAD

Type of Appointment : New Appointment

Designation : INDEPENDENT NON-EXECUTIVE DIRECTOR

Status of Appointee	:	
Name of Shareholders Representing	:	
% Shareholding	:	

**1. NAME [Encik/Puan/Others (please specify)]**

Siti Munirah bt. Abdul Wahab

**2. IDENTITY CARD NO.** **3. PASSPORT NO.**

New: 800101-07-3434

Old:

**4. DATE OF BIRTH**

01/01/1980

**5. NATIONALITY**

MALAYSIA

**6. RESIDENTIAL ADDRESS** **7. CONTACT DETAILS**

No 5, Jalan Anggerik 2, Taman Anggerik

PULAU PINANG

Telephone (House): 04-77387309

Telephone (Mobile): 013-3463480

Email: munirah@gmail.com

Trusted sites

CEO/Director application form details view continues on next page...

eApps - Microsoft Internet Explorer

**8. ACADEMIC AND PROFESSIONAL QUALIFICATION**

Qualification	Awarded by	Country	Year
---------------	------------	---------	------

**9. CURRENT EMPLOYER INFORMATION**

Organization Name : MAAB  
 Designation : Head of Financial  
 Address : No 3, Jalan Titivangsa 3, Titivangsa  
 : 07  
 Telephone No. : 04-2424325

**10. WORKING EXPERIENCE**

Position Held/Department	Main Responsibilities	Organization (Principal Activities)	Country	Duration
--------------------------	-----------------------	-------------------------------------	---------	----------

**11. POLITICAL POSTS CURRENTLY HELD**

Name of Political Party	Position Held
-------------------------	---------------

**12. PRESENT DIRECTORSHIP IN COMPANIES**

Company Name	Company No.	Date of incorporation	Designation	Principal Activity
--------------	-------------	-----------------------	-------------	--------------------

**13. INFORMATION ON FINANCIAL OBLIGATIONS [Not applicable to COO/CFO (or their equivalent)]**

**A. INFORMATION ON THE APPOINTEE'S INDIVIDUAL/JOINT ACCOUNT/BUSINESS ACCOUNTS**

Name of Borrower	Company No.	Date of Incorporation	Name of Institution	Type of Account	Account No
------------------	-------------	-----------------------	---------------------	-----------------	------------

**B. INFORMATION ON FAMILY-OWNED COMPANY BUSINESS ACCOUNTS**

Name of Borrower	Company No.	Date of Incorporation	Name of Institution	Type of Account	Account No
------------------	-------------	-----------------------	---------------------	-----------------	------------

**C. FINANCIAL GUARANTEE GIVEN TO A PERSON**

Name of Borrower	Company No.	Date of Incorporation	Name of Institution	Type of Account	Account No
------------------	-------------	-----------------------	---------------------	-----------------	------------

**ATTACHMENT**

Statutory Declaration  
 Photocopy of IC/Passport  
 Bankruptcy Search

Date: 01/01/1900  
 Result:

**LIST OF ATTACHMENT**

No.	Attachment Name
1.	20110811344080704CE-gif-format.gif
2.	20110811344080704CE-ppsx_format.ppsx
3.	20110811344080704CE-doc_format.doc
4.	20110811344080704CE-xlsx_format.xlsx
5.	20110811344080704CE-jpg-format.jpg

**CLICK THE BELOW LINK TO PRINT/VIEW**

- Assessment by the Nominating Committee
- Information on Compliance with Corporate Governance Standard
- Present Board of Directors (Schedule 1)
- Compliance with Requirements for Committees as per Corporate Governance Standard (Schedule 2)

**CONFIRMATION AND DECLARATION**

Authorised Officer : Mahmood bin Hassan  
 Designation/Department : Business Development Manager  
 Telephone No. : 03-2378800  
 Facsimile No. : 03-23788010  
 E-mail Address : mahmood@gmail.com  
 Date of Submission : 12/08/2011

Trusted sites

Figure 18: CEO/Directors Application Form Details View

## Return Incomplete Application

- The application submitted to BNM, can be returned to the respective FI, if any of the information is incomplete before or after the processing starts. The status of the returned application will be shown as “Return Incomplete by BNM”.
- BNM processing officer will return the application form with remarks. You are able to view and print the remark. The remark will be shown at the tab named “Returned Application” at the application form view.

There are 2 scenarios for application with status “Returned Incomplete by BNM”:

- 1) Application submitted at FI@Kijangnet “Applications & Notifications”. However, the submitted information is incomplete.
- 2) Application submitted in FICPS and still in process:
  - All applications that were submitted in FICPS cannot be processed in “Applications & Notifications”. BNM processing officer will return the application to FI. FI will receive the returned application at “Applications & Notifications”. The FI user is required to resubmit the application via “Applications & Notifications” without key-in again.

## Screen shots for CEO/Director/FAR

Incomplete Form					
Name	Application	Attachment	Status	Delete	
1. Mohd Hassan Bin Syukri	New Appointment - CHIEF EXECUTIVE OFFICER		Pending submission to BNM	<input type="checkbox"/>	
2. Siti Munirah bt. Abdul Wahab	New Appointment - INDEPENDENT NON-EXECUTIVE DIRECTOR		Pending submission to BNM	<input type="checkbox"/>	
3. John Jonny Jonathan	New Appointment - NON-INDEPENDENT EXECUTIVE DIRECTOR		Return Incomplete by BNM	<input type="checkbox"/>	
4. Sharifah Abu Salim	New Appointment - CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR	Yes	Pending submission to BNM	<input type="checkbox"/>	

Delete

Figure 19: Return Incomplete Application

**Appoint/Re-Appoint Chairman/Director/Chief Executive Officer of Licensed Institution/Controller of Licensed Institution**

Personal Details | Qualifications | Working Experience | Political Post | Directorship | Financial Information(1) | Financial Information(2)

Assessment by Nominating Committee | Corporate Governance Standards | Schedule 1 | Schedule 2

Returned Application | Confirmation | Close

---

FI Name: Malaysian Assurance Alliance Berhad  
 Name: John Jonny Jonathan  
 New I.C. No. / Passport No.: 810101-07-2431  
 Position to be held: Non-Independent Executive Director  
 Incomplete Remarks: Incomplete form. Please submit again.

[Print](#)

Figure 20: Return Incomplete Message

## Screen shots for Expatriate

Summary				
CEO/Director				
Expatriate				
System Admin				
Other Applications				
<b>Incomplete Form</b>				
Expatriate Name	Application	Status	Delete	
1. James William Mars	New Appointment of Expatriate	Return Incomplete by BNM	<input type="checkbox"/>	
2. GEORGE GORDON	New Appointment of Expatriate	Pending Submission to BNM	<input type="checkbox"/>	
3. JONATHAN	Reappointment of Expatriate	Pending Submission to BNM	<input type="checkbox"/>	
<b>Delete</b>				

Figure 21: Return Incomplete Form Listing View

Appoint/Re-Appoint Expatriate of Licensed Institution/Controller of Licensed Institution	
Personal Particulars	Qualification
Working Experience	Remuneration & Certification
Incomplete Message	Close

Print

FI Name : Malaysian Assurance Alliance Berhad  
 Name : James William Mars  
 New I.C. No. / Passport No. : G4788689C  
 Position to be held : Head Of Financial  
 Incomplete Remarks : This form is not complete. Please complete and submit again.

Figure 22: Return Incomplete Message Details View

## Approved or Rejected Application

The summary page will display the status of the application whether it is “Approved” or “Rejected”. Two (2) icons will be shown besides the status, e.g. . One icon is for “Approval” or “Rejection” remarks given by BNM and the other icon is for “Attachment”. The attachment can be downloaded and printed. The remarks and attachment can also be viewed and printed from the “Decision Message” tab.

## Screen shots for CEO/Director/FAR

MALAYSIAN ASSURANCE ALLIANCE BERHAD				
Summary				
CEO/Director				
Expatriate				
System Admin				
Other Applications				
<b>Application Status</b>				
Name	Application	Status	Delete	
1. DATUK RAZMAN MD. HASHIM BIN CHE MD. HASHIM	Reappointment - INDEPENDENT NON-EXECUTIVE DIRECTOR	Processing in Progress	<input type="checkbox"/>	
2. TAN SRI AHMAD BIN MOHD DON	Reappointment - INDEPENDENT NON-EXECUTIVE DIRECTOR	Processing in Progress	<input type="checkbox"/>	
3. ZAHA RINA ZAHARI	Reappointment - INDEPENDENT NON-EXECUTIVE DIRECTOR	Processing in Progress	<input type="checkbox"/>	
4. Test Fids Connection	New Appointment - CHIEF EXECUTIVE OFFICER	Processing in Progress	<input type="checkbox"/>	
5. Suriani binti Md. Ali	New Appointment - CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR	REJECTED 	<input type="checkbox"/>	
6. Mohd Zainal bin Hamid	New Appointment - CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR	Processing in Progress	<input type="checkbox"/>	

Figure 23: Application Status Form Listing View

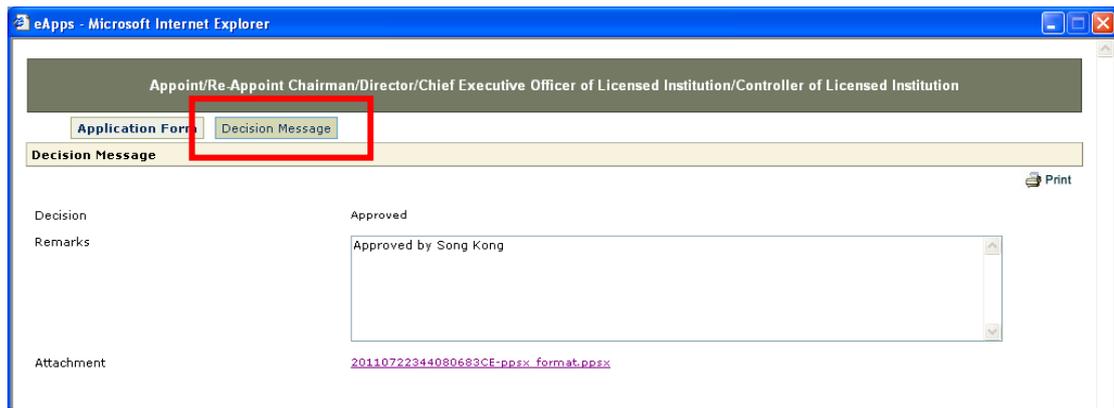


Figure 24: Decision Message Details View

### Screen shots for Expatriate

Expatriate Name	Application	Status
1. MOHD HAIKAL BIN YAHYA	New Appointment of Expatriate	Processing in Progress
2. Ahmad Khairil Azhar	New Appointment of Expatriate	Processing in Progress
3. Sulaiman Yaakob	New Appointment of Expatriate	Processing in Progress
4. GRAHAM DWANE FEEHELY	Reappointment of Expatriate	APPROVED
5. REENA	New Appointment of Expatriate	Processing in Progress
6. Mohd Suzaimie	New Appointment of Expatriate	Processing in Progress
7. GRAHAM DWANE FEEHELY	Reappointment of Expatriate	APPROVED
8. Nurul Fadzilla binti Amri	New Appointment of Expatriate	APPROVED
9. Mohd Amri bin Yahya	New Appointment of Expatriate	Processing in Progress
10. Refeah bt Zulkarnain	Reappointment of Expatriate	Processing in Progress
11. Suhairie bin Hassan	New Appointment of Expatriate	APPROVED
12. Nurkumalansari bt. Baba	New Appointment of Expatriate	Processing in Progress
13. Azam bin Harun	New Appointment of Expatriate	Processing in Progress

Figure 25: Application Status Form Listing View

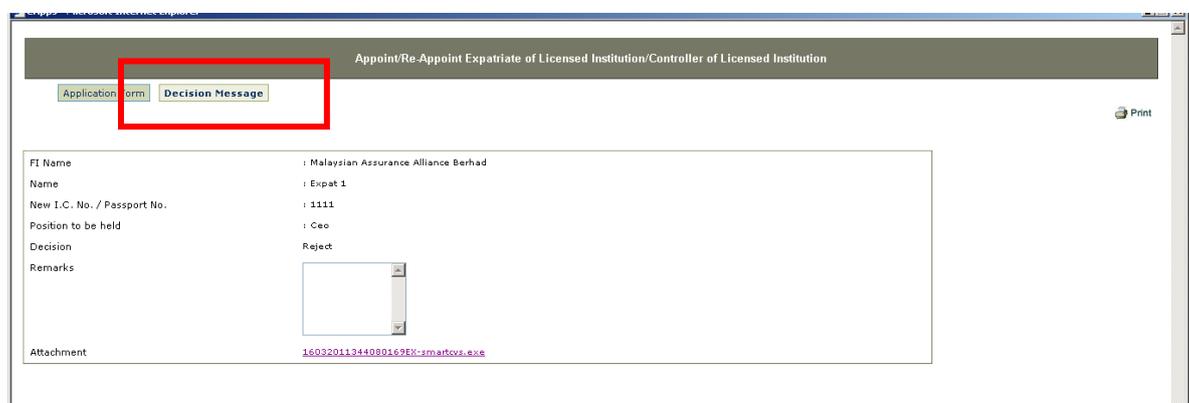


Figure 26: Decision Message Details View

# Appendix

## FAQ – FI@KijangNet

1. **Q: What are the minimum system requirements to access FI@Kijangnet?**

A: The specifications are as follow:

Computer:	Minimum 256 MB Memory, CPU Pentium 4 or later ( <i>or equivalent</i> )
Display:	1024 x 768 resolution or higher
Web Browser:	Internet Explorer ver. 6 or later, Firefox ver. 1 or later
Connection Speed:	Minimum 56k (dialup),  Broadband internet access (recommended)

2. **Q: What is the URL address to access the system?**

A: The URL address is <https://kijangnet.bnm.gov.my>

3. **Q: I have forgotten my password**

A: Please use the “Forgot Password” function at the landing page. You will be prompted for your security answers which you have keyed-in during registration.

**Note:** Please remember the exact answer as it will be compared with what user has typed in earlier, e.g. capital letters, spacing, special characters, etc.

4. **Q: I cannot register. The system prompted an error message that the “Password Criteria is not met”.**

A: Please use a password according to the following password policy. Do avoid passwords that are easy for you AS WELL AS for others to guess.

## Strong Password

Minimum password length - 8 or more characters. Combination of any three (3) of the following rules:

- Capital Letters (**A – Z**)
- Small Letters (**a – z**)
- Numerals (**0 – 9**)
- Special Characters (**! @ \_**)

## Examples of Good Password

### RECOMMENDED TO use

Make simple words complex  
For e.g. **m@l@ys1@ (Malaysia)**

Use combination of words  
For e.g. **Kup0fte@ (Cup of Tea)**

Take first letter of sentence  
For e.g. **Tbi@teso**  
**(This briefing is about to end soon ok?)**

**Easy for me to remember , but difficult for someone else to guess**

5. **Q: I have performed self-registration but cannot login.**

A: Your registration request will be forwarded to your FI@Kijangnet Administrator. He/she will need to vet through your membership details and assign an appropriate role prior to approval of your request. You will be notified once the FI@Kijangnet Administrator has approved your request. You will have to wait between 2 – 3 hours in order to allow the registration details to be audited internally by BNM before you can see any contents or modules in the FI@Kijangnet. If you login before the audit completes, you will only be able to see your Membership Profile.

**6. Q: I can only see half of the page.**

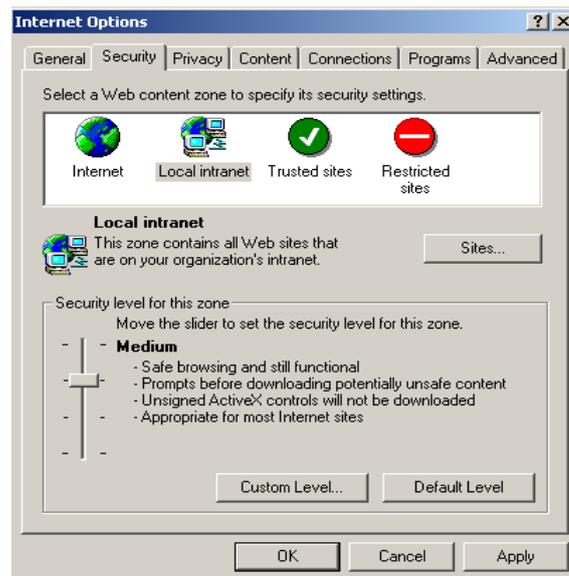
A: This could be due to your PC's Screen Resolution setting. Please note our recommended minimum screen resolution for easy browsing, i.e. 1024 x 768. To change the screen resolution (on a Microsoft Windows PC), perform the following steps:

- Right click on your desktop.
- Click "Properties".
- Click on the "Settings" tab.
- Under the Screen Resolution pane, draw the slider to match screen resolution, i.e. 1024 x 768 or higher (if your PC supports it).
- Click "Apply".
- Your desktop screen will be adjusted to fit the new resolution. A pop-up dialog box will appear. If you do not see anything, wait for 15 seconds and your system will revert to the previous resolution.
- If the display is compatible under the larger resolution, click "Yes" in the dialog box.
- Click "OK".

**7. Q: My FI@Kijangnet Administrator has given me access and I have waited for 3 hours but I am still not able to login.**

A: Try to login using the same credentials at another PC. If you could, try to reset the settings at your PC. We would recommend that you follow the following steps to reset your PC setting:

- i) Ensure you have an active Internet Connection by browsing to other Internet websites, e.g. <http://www.bnm.gov.my>. If you are not connected to the Internet, please contact your IT HelpDesk for further troubleshooting.
- ii) Check your Internet Browser privacy and security settings to ensure it is not set to HIGH or above. In Internet Explorer 6.0 (running on Windows 2000), follow these steps to modify the Security and Privacy settings,:
  - a. Open Internet Explorer
  - b. Go to Tools > Internet Options
  - c. Click on the "Security" tab. Modify the Security setting to "Medium" or below.



- d. Click on the “Privacy” tab. Modify the Privacy setting to “Medium” or below.



- e. Click on “OK” to finish.

**8. Q: I am still facing technical difficulties. Where can I go for help?**

A: Please contact your FI@Kijangnet Administrator or IT HelpDesk at BNM (03-2698 8044 ext. 8000) to escalate the technical difficulties you are currently facing.

## ***FAQ – “Applications & Notifications”***

1. **Q:** I am an existing FICPS user. Do I need to register as a member at FI@Kijangnet?

A: Yes. You are required to register at FI@Kijangnet.
  
2. **Q:** **I am an existing FICPS user and I can access to multiple institutions. Do I need to register few login ID at FI@Kijangnet to access to multiple institutions?**

A: No. You do not require registering for multiple institutions. There is a login logic check from the existing database during login. If your newly registered login ID was detected has the same email address, you will be directed to the institution selection page after login.
  
3. **Q:** **I am an existing FICPS user and I can access to multiple institutions. Under which institution should I select for registration?**

A: You can register using any one of the institution that you can access to FICPS currently.
  
4. **Q:** **I can access to FI@Kijangnet. However, an error message prompted when I clicked on the “Applications & Notifications” link?**

A: An error message is prompted because the FI@Kijangnet Administrator has not granted you any access to any module yet.
  
5. **Q:** **Can I submit the “Draft” application saved in FICPS via “Applications & Notifications”?**

A: Yes. You can submit the “Draft” application saved in FICPS via “Applications & Notifications”.
  
6. **Q:** **Do I need to re-submit application submitted via FICPS that is still pending BNM’s approval?**

A: BNM processing officer will return the application submitted via FICPS with status “Return Incomplete by BNM” to you for resubmission.

7. **Q:** Why can't I click on any tabs from the application form view, except the 'Personal Details' page?

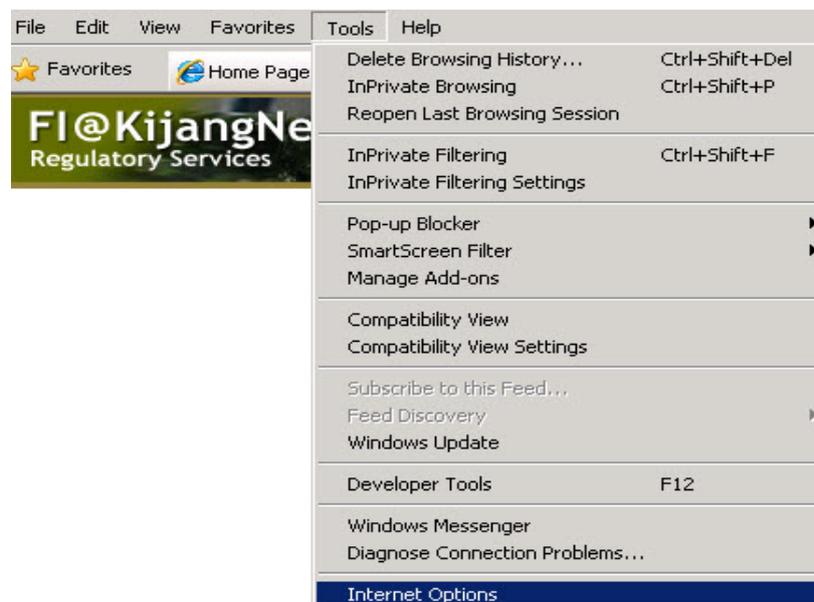
A: At the "Personal Details" page, you are required to fill-in all compulsory fields (indicated with an asterisk "\*\*") and save the information keyed-in. Thereafter, you will be able to click on the rest of the tab.

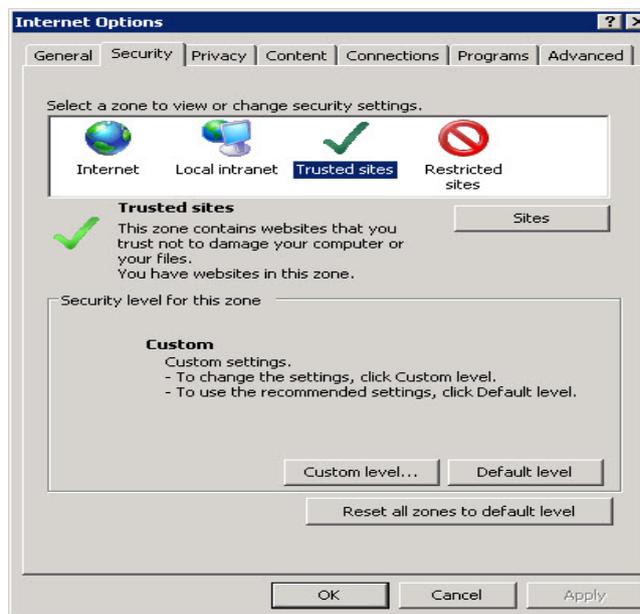
8. **Q:** Security Warning prompted during browsing.



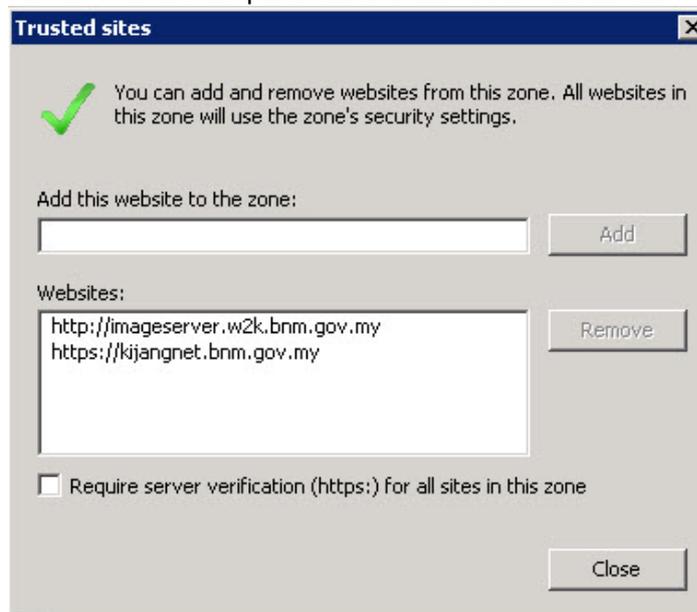
A: Click 'No' and configure your Internet Browser setting as follows:

### Step 1: Click "Tools" → Internet Options



**Step 2: Click “Security” → “Trusted Sites” → “Sites” button****Step 3: Add the following websites to the zone**

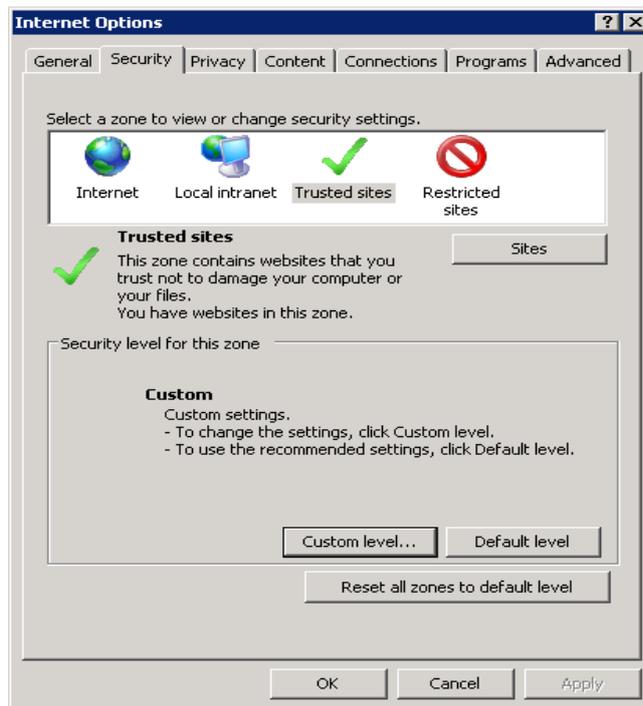
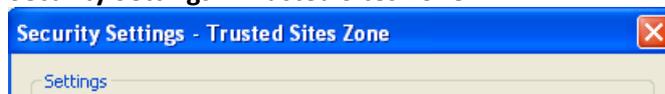
- i. <https://kijangnet.bnm.gov.my> → Click “Add”.
- ii. <http://imageserver.w2k.bnm.gov.my> → Click “Add”.
- iii. Uncheck the ‘Require server verification’ check box.



Click ‘Close’ to close the ‘Trusted Sites’ window.

**Step 4: Click “Custom level”.**

Upon clicking, the ‘Security Settings – Trusted Sites Zone’ appears.

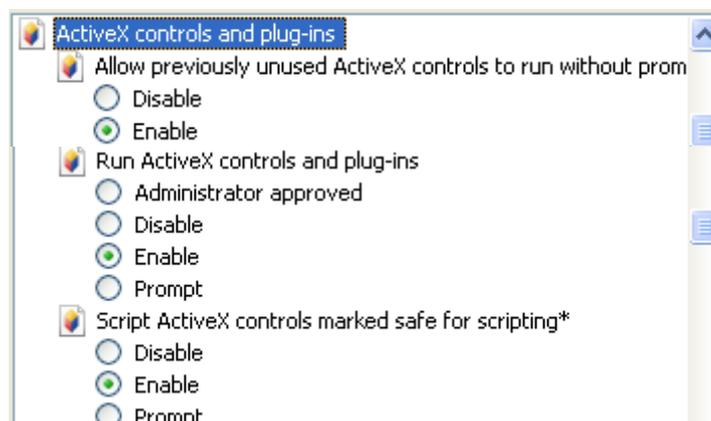
**Security Settings – Trusted Sites Zone**

Scroll down to

**1. ActiveX Controls and Plug-ins**

Check “Enable” on the following items:

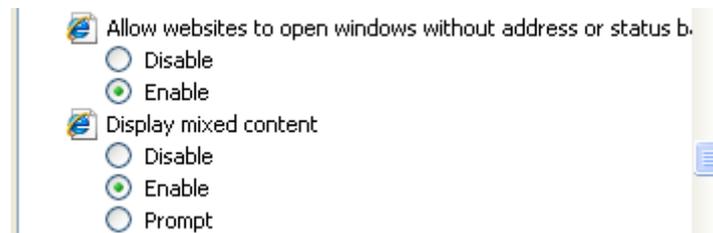
- **Allow previously unused ActiveX controls to run without prompt**
- **Run ActiveX controls and plug-ins**
- **Script ActiveX Controls marked safe for scripting**



## 2. Miscellaneous

Check “Enable” on the following items:

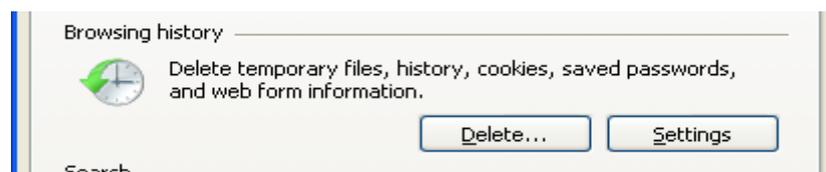
- **Allow website to open windows without address or status bar**
- **Display mixed content**



Click ‘OK’ to close the ‘Security Settings – Trusted Sites Zone’.

### Step 5: Delete Temporary Internet Files

Click “Tools” → “Internet Option” → General tab → Browsing History



Click “Delete” button. Upon clicking, the ‘Delete Browsing History’ appears.

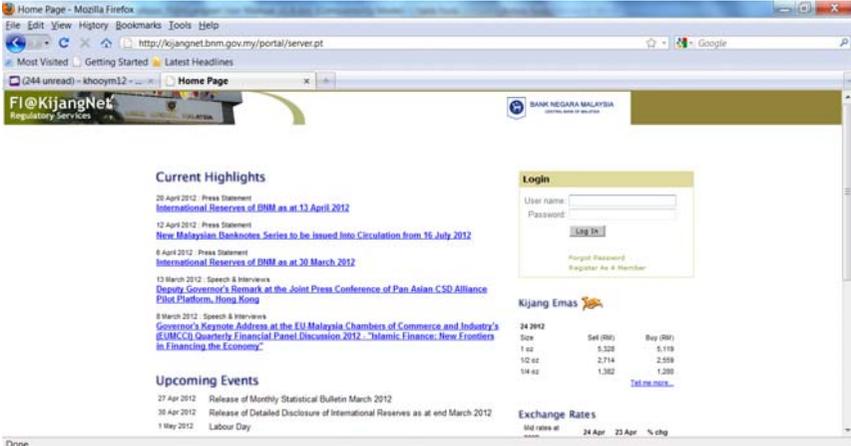
- Go to Temporary Internet Files → Click “Delete Files”.
- Go to Cookies → Click “Delete Cookies”.



### Step 6: Close the Internet Explorer then open again.

Browse to <https://kijangnet.bnm.gov.my/portal/server.pt?>

## User Access Matrix

Scenario	Existing RH (FI@Kijangnet) user	Not RH (FI@Kijangnet) user
<p><b>Scenario 1:</b></p> <p>Existing eFICPS user</p>	<p><b>Step 1:</b></p> <p>FI Admin to assign “Applications &amp; Notifications” user role to this RH user.</p> <p>Go to:</p> <ol style="list-style-type: none"> <li>Click on the Register tab.</li> <li>Click on the Available task. You should be able to see a list of tasks pending your approval.</li> <li>Click Perform to assign user role.</li> <li>Allocate Primary Role and Account Status to the user.</li> </ol> 	<p><b>Step 1:</b></p> <p>“FI user” registers a userid via self-registration page.</p> <p>Go to:</p> <ol style="list-style-type: none"> <li>https://Kijangnet.bnm.gov.my</li> <li>Click on ‘Registered as a Member’.</li> </ol> 

		<div><h3>New Account</h3><h4>User Details</h4><p>Fields marked with an asterisk * are mandatory.</p><p>*User ID: <input type="text"/></p><p>*Password : <input type="password"/></p><p>*Verify password : <input type="password"/></p><p>[Password must be at least 8 characters long and contains a combination of alpha numeric and special characters. i.e ErF6\$W2p]</p><p>*Title: <input type="text"/></p><p>*First Name: <input type="text"/></p><p>*Last Name: <input type="text"/></p><p><input type="radio"/> Last Name, First Name <input type="radio"/> First Name, Last Name</p><p>*Full Name: <input type="text"/></p><p>*NRIC (i.e 691023082342) or Passport: <input type="text"/></p><p>*Email: <input type="text"/></p><p>*Telephone No.: <input type="text"/></p><p>*Fax No.: <input type="text"/></p><p>*Mobile Phone: <input type="text"/></p><p>*Department: <input type="text"/></p><p>*Designation: <input type="text"/></p><p>*Area Of Work: <input type="text"/></p><p>*Institution Name: <input type="text"/></p></div>
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**Step 2:**

FI Admin approves the user and assign “Applications & Notifications” user role to user.

Go to:

- a. Click on the Register tab.
- b. Click on the Available task.  
You should be able to see a list of tasks pending your approval.
- c. Click Perform to assign user role.
- d. Allocate Primary Role and Account Status to the user.

**Account Request for BNM VIEWER DEMO**

User ID: **kijangviewer1@bnm.gov.my**

Title: Ms.

First Name: BNM VIEWER

Last Name: DEMO

NRIC (i.e 691023082342) or Passport: 80051108555

Email: kijangviewer1@bnm.gov.my

Telephone No.: 26988044

Fax No.: 26988044

Primary Role:

Account Status:

**Actions**  
Approve  
Reject

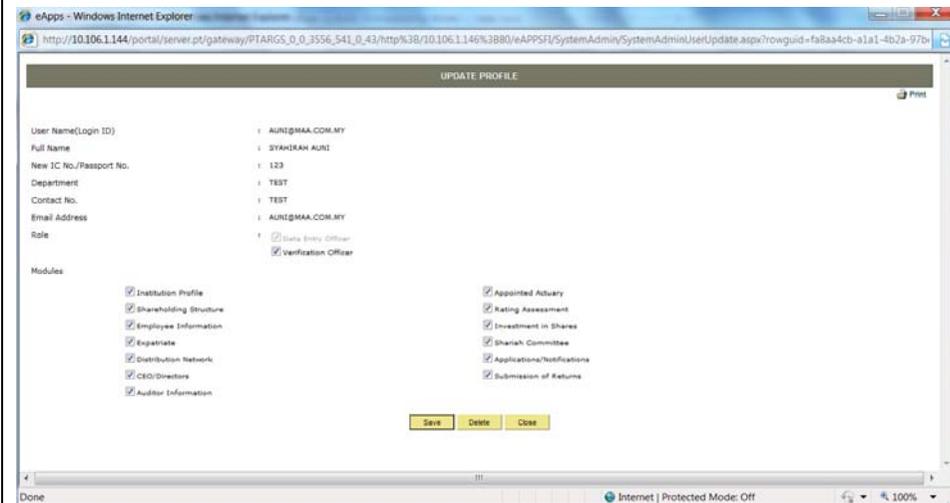
**Step 3:**

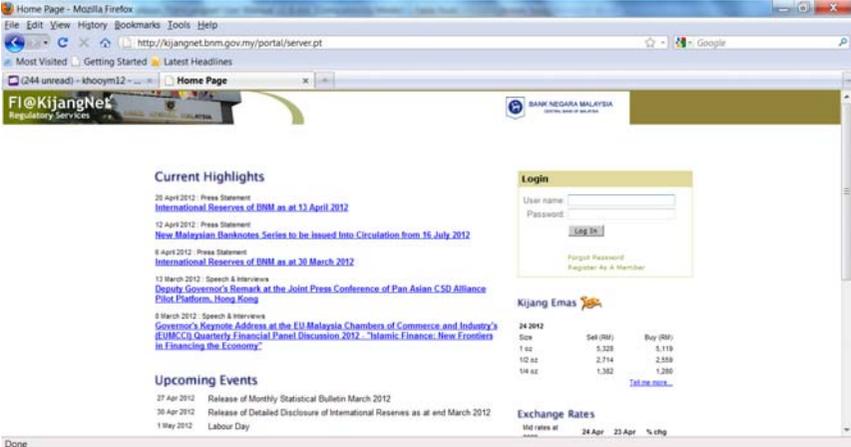
FI Admin goes into “Applications & Notifications” to assign user to access the application module.

Go to ‘System Admin’ menu tab, then select user from the list.



Grant user access to the application module.



Scenario	Existing RH (FI@Kijangnet) user	Not RH (FI@Kijangnet) user
<p><b>Scenario 2:</b></p> <p>Not Existing eFICPS user</p>	<p><b>Step 1:</b></p> <p>FI Admin to assign “Applications &amp; Notifications” user role to this RH user.</p> <p>Go to:</p> <ul style="list-style-type: none"> <li>Click on the Register tab.</li> <li>Click on the Available task.</li> </ul> <p>You should be able to see a list of tasks pending your approval.</p> <ul style="list-style-type: none"> <li>Click Perform to assign user role.</li> <li>Allocate Primary Role and Account Status to the user.</li> </ul> 	<p><b>Step 1:</b></p> <p>“FI user” registers userid via self-registration page.</p> <p>Go to:</p> <ol style="list-style-type: none"> <li>https://Kijangnet.bnm.gov.my</li> <li>Click on ‘Registered as a Member’.</li> </ol> 

		<p><b>New Account</b></p> <p><b>User Details</b></p> <p>Fields marked with an asterisk * are mandatory.</p> <p>*User ID: <input type="text"/></p> <p>*Password : <input type="password"/></p> <p>*Verify password : <input type="password"/></p> <p>[Password must be at least 8 characters long and contains a combination of alpha numeric and special characters. i.e ErF6\$W2p]</p> <p>*Title: <input type="text"/></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p><input type="radio"/> Last Name, First Name <input type="radio"/> First Name, Last Name</p> <p>*Full Name: <input type="text"/></p> <p>*NRIC (i.e 691023082342) or Passport: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Telephone No.: <input type="text"/></p> <p>*Fax No.: <input type="text"/></p> <p>*Mobile Phone: <input type="text"/></p> <p>*Department: <input type="text"/></p> <p>*Designation: <input type="text"/></p> <p>*Area Of Work: <input type="text"/></p> <p>*Institution Name: <input type="text"/></p>
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**Step 2:**

FI Admin approves the user and assign “Applications & Notifications” user role to user.

Go to:

- Click on the Register tab.
- Click on the Available task.  
You should be able to see a list of tasks pending your approval.
- Click Perform to assign user role.
- Allocate Primary Role and Account Status to the user.

**Account Request for BNM VIEWER DEMO**

User ID: **kijangviewer1@bnm.gov.my**

Title: Ms.

First Name:

Last Name:

NRIC (i.e 691023082342) or Passport:

Email:

Telephone No.:

Fax No.:

Primary Role:

Account Status:

**Actions**  
Approve  
Reject

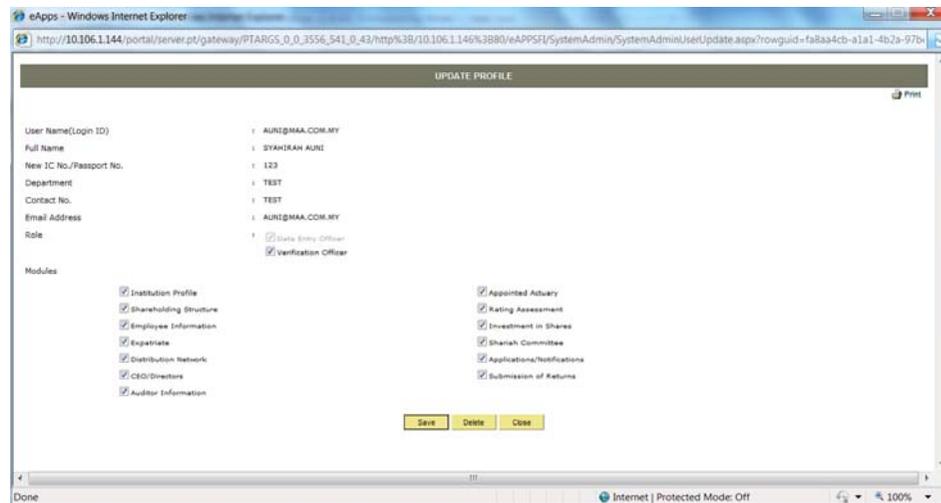
**Step 3:**

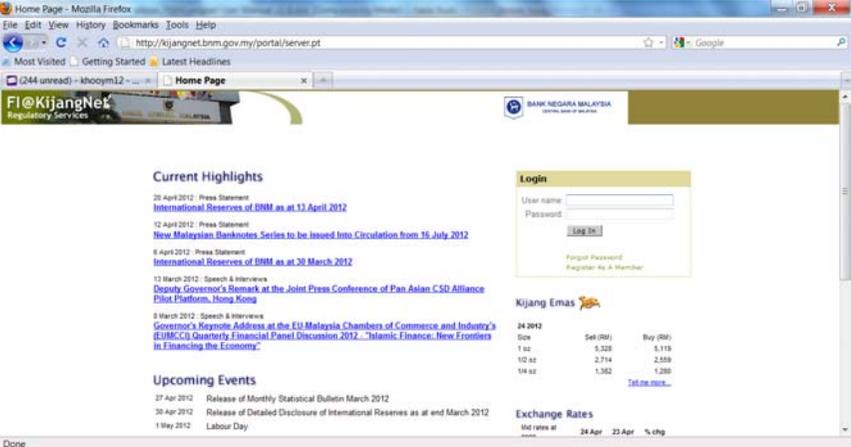
FI Admin goes into “Applications & Notifications” to assign user to access the application module.

Go to ‘System Admin’ menu tab, then select user from the list.



Grant user access to the application module.



Scenario	Existing RH (FI@Kijangnet) user	Not RH (FI@Kijangnet) user
<p><b>Scenario 3 :</b></p> <p>New “Applications &amp; Notifications” FI user</p>	<p>No</p>	<p><b>Step 1:</b></p> <p>“FI user” registers a userid via self-registration page.</p> <p>Go to:</p> <ol style="list-style-type: none"> <li>a. <a href="https://Kijangnet.bnm.gov.my">https://Kijangnet.bnm.gov.my</a></li> <li>b. Click on ‘Registered as a Member’.</li> </ol>  <p>The screenshot shows the KijangNet website homepage. At the top, there is a navigation bar with the Bank Negara Malaysia logo and the text 'FI@KijangNet Regulatory services'. Below this, there is a 'Current Highlights' section with several news items dated from March to April 2012. To the right of the highlights is a 'Login' form with fields for 'User name' and 'Password', and a 'Log In' button. Below the login form is a 'Kijang Emas' section with a table of gold prices and an 'Exchange Rates' section with a table of rates. The browser's address bar shows the URL 'http://kijangnet.bnm.gov.my/portala/server.pt'.</p>

		<div style="background-color: #f2f2f2; padding: 5px;"><b>New Account</b></div> <div style="border: 1px solid #ccc; padding: 5px;"><b>User Details</b><p style="text-align: center; font-size: small;">Fields marked with an asterisk * are mandatory.</p><p>*User ID: <input type="text"/></p><p>*Password : <input type="password"/></p><p>*Verify password : <input type="password"/></p><p style="text-align: center; font-size: x-small;">[Password must be at least 8 characters long and contains a combination of alpha numeric and special characters. i.e ErF6\$W2p]</p><p>*Title: <input type="text"/></p><p>*First Name: <input type="text"/></p><p>*Last Name: <input type="text"/></p><p style="text-align: center;"><input type="radio"/> Last Name, First Name   <input type="radio"/> First Name, Last Name</p><p>*Full Name: <input type="text"/></p><p>*NRIC (i.e 691023082342) or Passport: <input type="text"/></p><p>*Email: <input type="text"/></p><p>*Telephone No.: <input type="text"/></p><p>*Fax No.: <input type="text"/></p><p>*Mobile Phone: <input type="text"/></p><p>*Department: <input type="text"/></p><p>*Designation: <input type="text"/></p><p>*Area Of Work: <input type="text"/></p><p>*Institution Name: <input type="text"/></p></div>
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**Step 2:**

FI Admin approves the user and assign “Applications & Notifications” user role to user.

Go to:

- a. Click on the Register tab.
- b. Click on the Available task.  
You should be able to see a list of tasks pending your approval.
- c. Click Perform to assign user role.
- d. Allocate Primary Role and Account Status to the user.

**Account Request for BNM VIEWER DEMO**

User ID: **kijangviewer1@bnm.gov.my**

Title: Ms.

First Name:

Last Name:

NRIC (i.e 691023082342) or Passport:

Email:

Telephone No.:

Fax No.:

\* Primary Role:

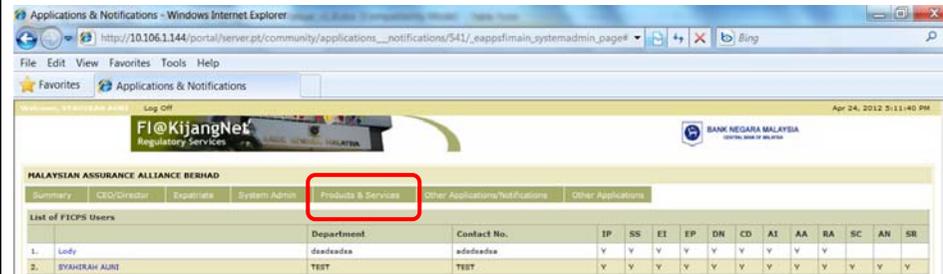
\* Account Status:

**Actions**  
Approve  
Reject

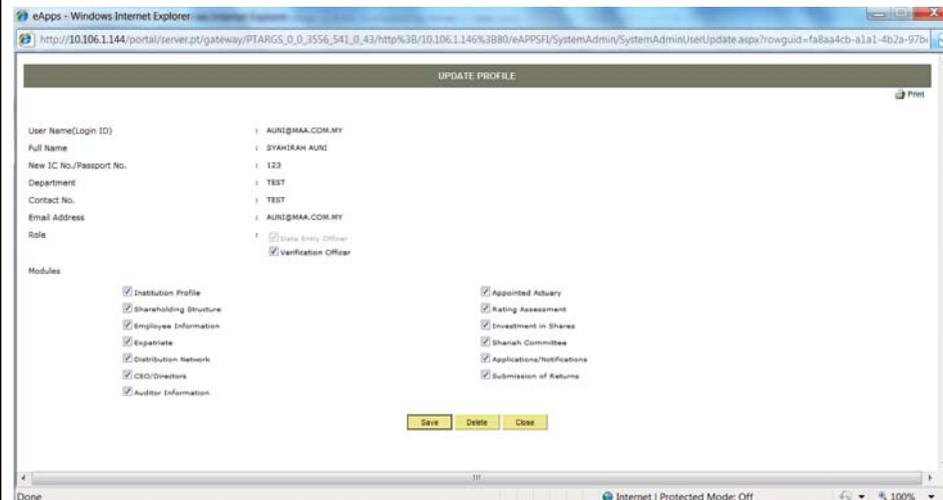
**Step 3:**

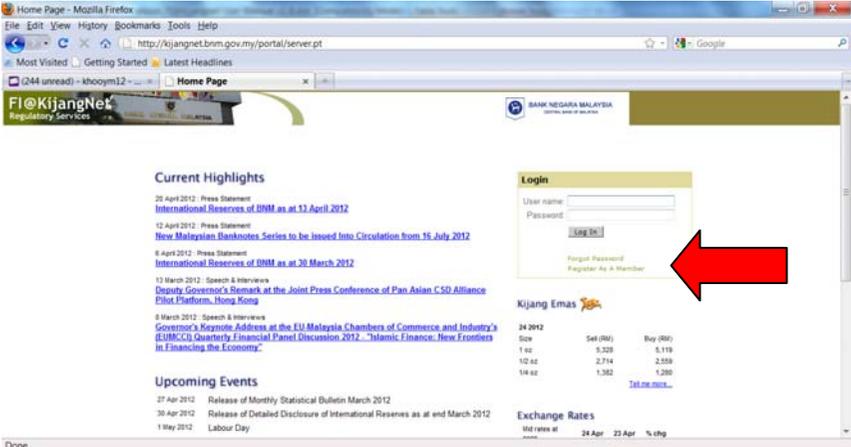
FI Admin goes into “Applications & Notifications” to assign user to access the application module.

Go to ‘System Admin’ menu tab, then select user from the list.



Grant user access to the application module.



Scenario	Existing RH (FI@Kijangnet) user	Not RH (FI@Kijangnet) user
<p><b>Scenario 4:</b></p> <p>New FI user need access to more than one FI account</p>	<p>No</p>	<p><b>Step 1:</b></p> <p>“FI user” registers “user login ID” via self-registration page for 1<sup>st</sup> FI.</p> <p><b>Step 2:</b></p> <p>“FI user” registers “user login ID” via self-registration page for 2<sup>nd</sup> FI.</p> <p>Go to:</p> <ol style="list-style-type: none"> <li>https://Kijangnet.bnm.gov.my</li> <li>Click on ‘Registered as a Member’.</li> </ol>  <p>The screenshot shows the KijangNet website interface. On the right side, there is a 'Login' section with fields for 'User name' and 'Password', and a 'Log In' button. Below the login section, there is a link that says 'Registered as a Member'. A red arrow points to this link. The website also features sections for 'Current Highlights' and 'Upcoming Events'.</p>

		<div style="border: 1px solid black; padding: 5px;"> <p><b>New Account</b></p> <p><b>User Details</b></p> <p style="font-size: small;">Fields marked with an asterisk * are mandatory.</p> <p>*User ID: <input type="text"/></p> <p>*Password: <input type="password"/></p> <p>*Verify password: <input type="password"/></p> <p style="font-size: x-small;">[Password must be at least 8 characters long and contains a combination of alpha numeric and special characters. i.e ErF6\$W2p]</p> <p>*Title: <input type="text"/></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p><input type="radio"/> Last Name, First Name <input type="radio"/> First Name, Last Name</p> <p>*Full Name: <input type="text"/></p> <p>*NRIC (i.e 691023082342) or Passport: <input type="text"/></p> <p>*Email: <input type="text"/></p> <p>*Telephone No.: <input type="text"/></p> <p>*Fax No.: <input type="text"/></p> <p>*Mobile Phone: <input type="text"/></p> <p>*Department: <input type="text"/></p> <p>*Designation: <input type="text"/></p> <p>*Area Of Work: <input type="text"/></p> <p>*Institution Name: <input type="text"/></p> </div> <p><b>Note:</b> “User login ID” in <b>Step 1</b> and <b>Step 2</b> <b>CANNOT</b> be the same. However, the “<b>Contact Email Address</b>” <b>CAN</b> be the same.</p> <p><b>Example:</b></p> <p><i>1<sup>st</sup> FI:</i></p> <ul style="list-style-type: none"> <li>• User login ID register as <a href="mailto:ym@ambg.com.my">ym@ambg.com.my</a></li> <li>• Contact email address register as <a href="mailto:ym@ymbhd.com">ym@ymbhd.com</a></li> </ul> <p><i>2<sup>nd</sup> FI:</i></p> <ul style="list-style-type: none"> <li>• User login ID register as <a href="mailto:ym@mbb.com.my">ym@mbb.com.my</a></li> <li>• Contact email address register as <a href="mailto:ym@ymbhd.com">ym@ymbhd.com</a></li> </ul>
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Scenario	Existing RH (FI@Kijangnet) user	Not RH (FI@Kijangnet) user
<b>Scenario 5:</b>  How to access “Other Applications” module?	If you are able to access “Applications & Notifications”, you will be able to see “Other Applications” link displayed at the menu navigation tab. By clicking on the tab link, you will be directed to the existing FICPS.	