



Malaysian Financial Planning Council
(Reg. No: 0402-04-5)
(Incorporated Under Societies Act 1966)



CMDF GRANT REGISTRATION GUIDELINE 2023

Certification in Retirement Planning for Unit Trust Consultant

1. For New Member

i. Sign Up

- Go to <https://1st.mfpc.org.my/>
- Click the 'Sign Up' button
- Fill up the 'MFPC Member Registration' page
- Click the button to upload a copy of your IC (front and back)
- Proceed to fill up your contact, education and other required details
- You can put more than 1 phone number and address by clicking the button
- Click the 'Submit' button once all required fields are filled up
- Once you click the 'Submit' button, you will be directed to below page

ii. Account Verification

- Log into your email
- Open the email from 'MFPC1st Notification'
- Click the 'Account Verification' link
- You will be directed to below page
- Set your own password and confirm your password
- Once password is confirmed, click the 'Submit' button
- You will be directed to the 'Membership Type Application'
- Fill up all necessary fields
- If you have not uploaded a copy of your IC, click the button to upload a copy of your IC
- Fill up your 'Contact Details', 'Employer Details' and 'Education Details'
- Attached Certification (Mandatory);
 - Passport size photo
 - IC (front and back)
 - SPM academic certificate or its equivalent
 - UTC license
 - Updated resume/CV
 - Scanned copy of the completed and signed "Declaration of Agreement 2023"
- Click 'Next'
- You will be directed to the 'Exemption Application' page
 - i. Please choose; **(For RFP candidate)**
 - Method of Exemption: **Corporate**
 - Module: **RFP 1: Fundamentals of Financial Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - Method of Exemption: **Corporate**
 - Module: **RFP Module 6: Retirement Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add

- ii. Please choose; (For Shariah RFP candidate)
- Method of Exemption: **Corporate**
 - Module: **Shariah RFP 1: Fundamentals of Shariah Financial Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - Method of Exemption: **Corporate**
 - Module: **Shariah RFP Module 6: Retirement Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
- Review and click 'save'
 - Tick the 'declaration'
 - Click 'Next'
 - You will be directed to the 'Examination Application' page. **Please ignore this session.**
 - Tick the 'declaration' and Click 'Next'
 - You will be directed to the 'Review' Page
 - Click the 'Submit' button

NOTE:

DO NOT make any payment in the 1stMFPC portal. The application will be reviewed and only approved application is required to make payment for Commitment Fee

2. For Active Member

- ii. Go to <https://1st.mfpc.org.my/Home/Index>
- iii. Log in to your email
- iv. Go to 'Education'
 - a. Click '+ Add New'. Upload below documentation (*If documentation not completed*)
 - Passport size photo
 - IC (front and back)
 - SPM academic certificate or its equivalent
 - Declaration of Agreement (signed)
 - Resume/CV (updated)
 - v. Go to 'Programme/Module'
 - a. Click '+ Add Exam/Course/Exemption'
 - b. Select Exemption
 - i. Please choose; **(For RFP candidate)**
 - Method of Exemption: **Corporate**
 - Module: **RFP 1: Fundamentals of Financial Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - Method of Exemption: **Corporate**
 - Module: **RFP Module 6: Retirement Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - ii. Please choose; **(For Shariah RFP candidate)**
 - Method of Exemption: **Corporate**
 - Module: **Shariah RFP 1: Fundamentals of Shariah Financial Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - Method of Exemption: **Corporate**
 - Module: **Shariah RFP Module 6: Retirement Planning**
 - Assessment Date: **Please choose available**
 - Assessment Centre: **Please choose available**
 - Click Add
 - vi. Review and click 'save'
 - vii. Log out

NOTE:

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