

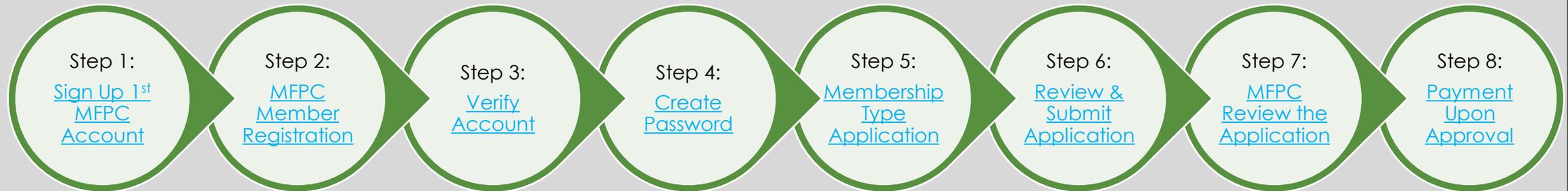


1ST MFPC PORTAL

New Registration Guideline

Version: Feb 2021

Registration Flow



Step 1 : Sign Up 1st MFPC Account

1. Search for
<https://1st.mfpc.org.my/>

2. Click the **'Sign Up'** button

Kindly read MFPC Constitution
before you sign up with MFPC.

Note:

Kindly proceed to Login if you already MFPC Existing Member or call MFPC to check your membership status at 03-62035899.

Username: Email address registered with MFPC)

Password: Your own password

The screenshot shows a web browser window with the address bar displaying '1st.mfpc.org.my'. The page content includes a large banner image of a classroom with students and two 'REGISTERED RFP FINANCIAL PLANNER' logos. Below the banner, the text '1st MFPC' is prominently displayed. To the right, the 'MFPC Login' section contains fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'Forgot Password?' link, and a 'SIGN IN' button. Below the login section, there is a 'Not a member?' link and a 'SIGN UP NOW' button, which is highlighted with a red rectangular border. At the bottom of the page, there are several accreditation logos including GIFA, World Education Congress, Best Educational Institute in Banking and Insurance 2016 Awards, and Finance Accreditation Agency.

Step 2 : MFPC Member Registration

1. Fill up all the requirement in MFPC Member Registration details.

2. Please upload:

a) **Malaysian:**

Copy of IC (front & back)

b) **Non Malaysian:**

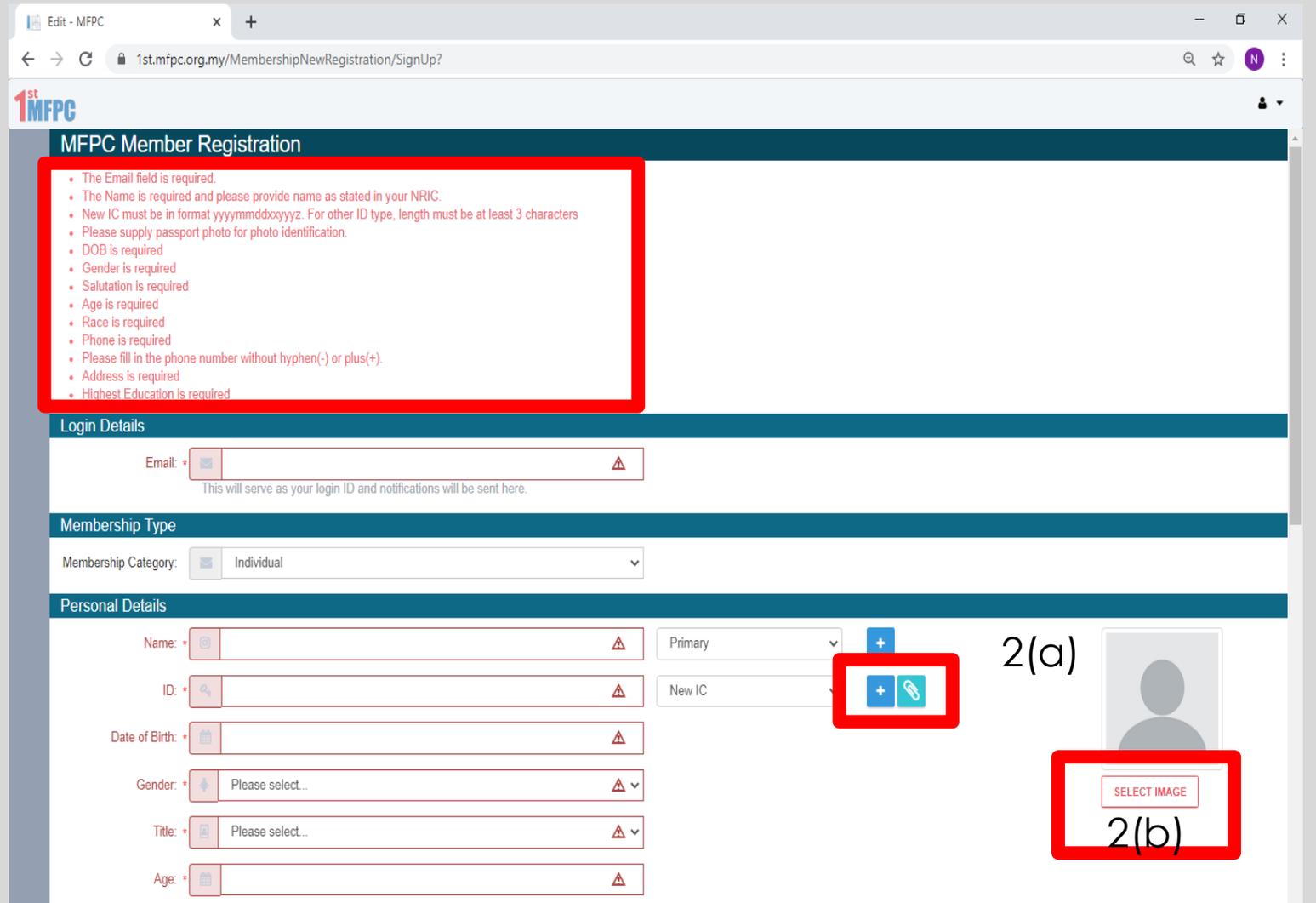
Copy of Passport

b) **Passport Size Photo**

Sample:



3. Click the '**Submit**' button once all required field is filled up.



The screenshot shows the MFPC Member Registration form in a web browser. The browser address bar shows the URL: 1st.mfpc.org.my/MembershipNewRegistration/SignUp?. The form title is "MFPC Member Registration". A red box highlights a list of requirements:

- The Email field is required.
- The Name is required and please provide name as stated in your NRIC.
- New IC must be in format yyyymmddxxxx. For other ID type, length must be at least 3 characters
- Please supply passport photo for photo identification.
- DOB is required
- Gender is required
- Salutation is required
- Age is required
- Race is required
- Phone is required
- Please fill in the phone number without hyphen(-) or plus(+).
- Address is required
- Highest Education is required

The form is divided into sections: "Login Details", "Membership Type", and "Personal Details".

Login Details: Email: * [input field] [warning icon]. Below the field: "This will serve as your login ID and notifications will be sent here."

Membership Type: Membership Category: [input field] Individual [dropdown arrow]

Personal Details:

- Name: * [input field] [warning icon] Primary [dropdown arrow] [plus icon]
- ID: * [input field] [warning icon] New IC [input field] [plus icon] [link icon]
- Date of Birth: * [input field] [warning icon]
- Gender: * [dropdown arrow] Please select... [warning icon]
- Title: * [input field] Please select... [warning icon]
- Age: * [input field] [warning icon]

Annotations on the right side of the form:

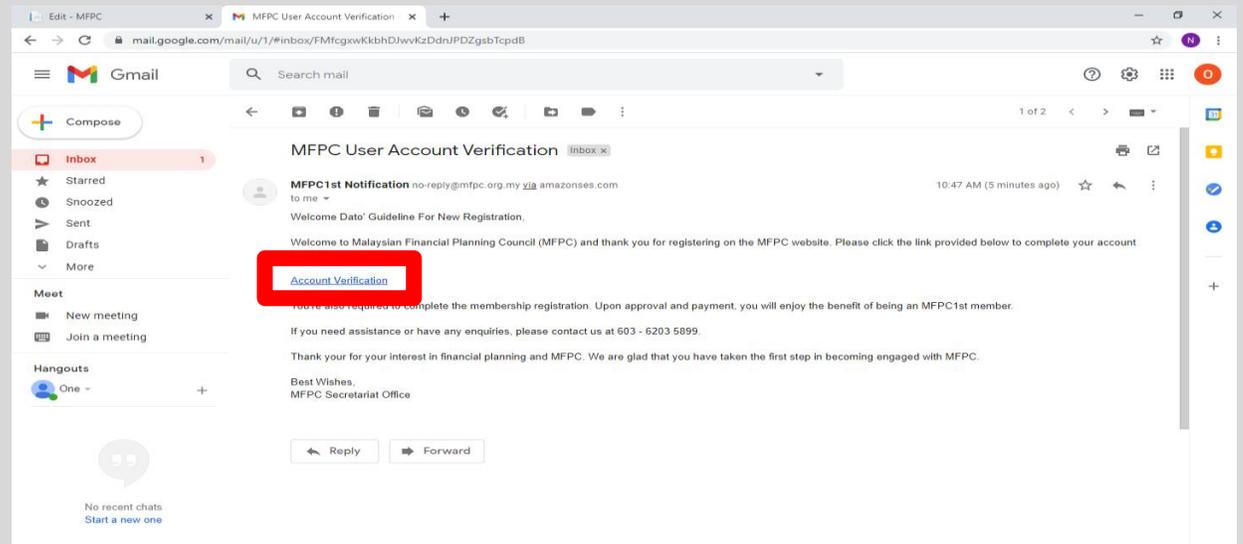
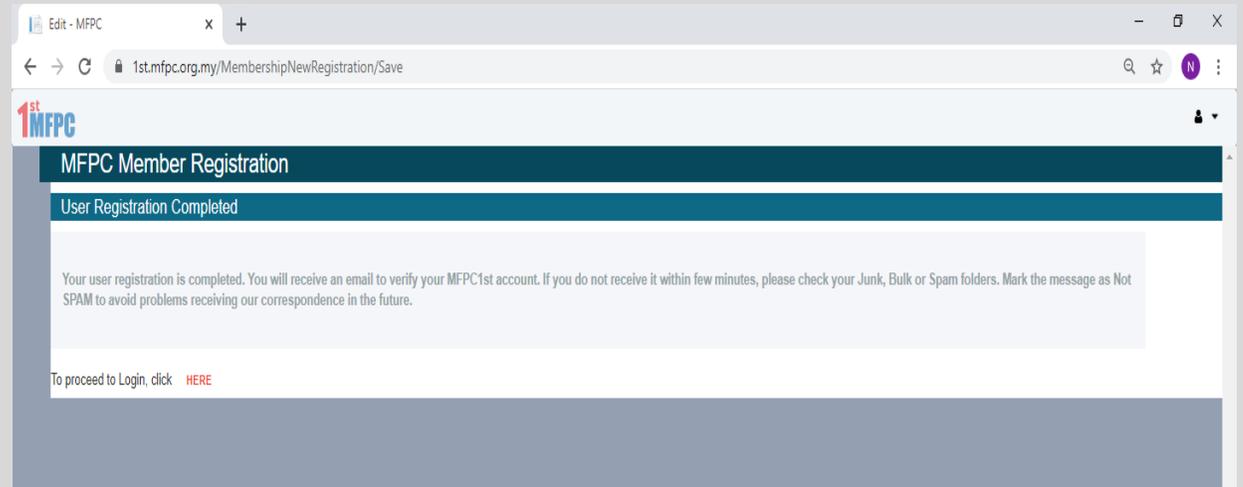
- 2(a) points to the plus icon in the New IC field.
- 2(b) points to the "SELECT IMAGE" button below a placeholder for a passport size photo.

Step 3 : Account Verification

1. Once you click the '**Submit**' button, you will be directed to below page.
2. Account Verification
 - a) Log into your email
 - b) Open the email from '**MFPC1st Notification**'
 - c) Click the '**Account Verification**' link

Note :

The account verification email will be send to your email address as per filled in during registration. Kindly check in your **junk/spam email if you didn't received it in your inbox.**

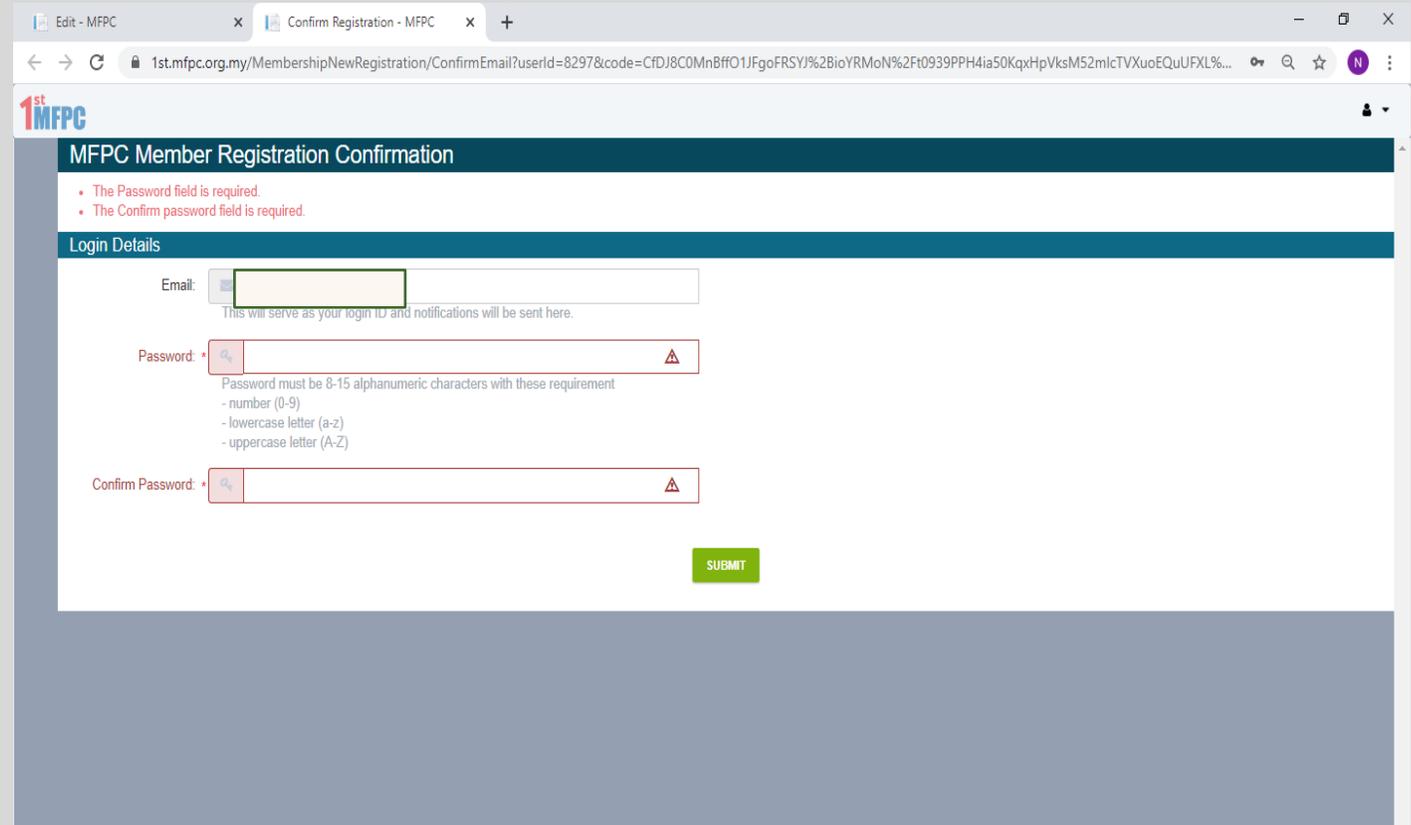


Step 4 : Create Password

1. You will be directed to the next page
2. Set your own password and confirm your password
3. Password must be 8-15 alphanumeric characters with these requirement
 - number (0-9)
 - lowercase letter (a-z)
 - uppercase letter (A-Z)
 - **E.g : Abcd1234**
4. Once password is confirmed, click the **'Submit'** button.

Note:

If you forgot the password, please click button **"Forgot Password"** at Login page to reset the password.



The screenshot displays a web browser window with the URL 1st.mfpc.org.my/MembershipNewRegistration/ConfirmEmail?userId=8297&code=CfDJ8C0MnBff01JFgoFRSY%2BioYRMoN%2Ft0939PPH4ia50KqxHpVksM52mlcTVXuoEQuUFXL%.... The page title is "MFPC Member Registration Confirmation". Below the title, there are two red error messages: "The Password field is required" and "The Confirm password field is required". The form section is titled "Login Details" and contains three input fields: "Email", "Password", and "Confirm Password". The "Email" field has a placeholder text: "This will serve as your login ID and notifications will be sent here." The "Password" and "Confirm Password" fields have a red border and a warning icon. Below the "Password" field, there is a list of requirements: "Password must be 8-15 alphanumeric characters with these requirement", "- number (0-9)", "- lowercase letter (a-z)", and "- uppercase letter (A-Z)". A green "SUBMIT" button is located at the bottom right of the form.

Step 5 : Membership Type Application

Part 1: Member Particulars

1. You will be directed to the **(1) 'Member Particulars'**
2. Fill up your:
 - a) **Personal Details** : Compulsory to attach Copy of IC (front & back). Or refer [here](#)
 - b) **Contact Details** : H/P No, Email Add, Correspondence Add
 - c) **Employer Details** : Latest employer details
 - d) **Education Details** :
 - i. **Certificate**: Compulsory to attach highest education level (Minimum is Degree or equivalent)
 - ii. **Resume**: Compulsory to attach for Capstone program
3. Step to attach document at **Education Details**:
 - a) Click the drop-down button at the **'Certification'** field to select your education qualification or professional qualification
 - b) Click the **'Select File'** button to upload certificate relevant to the education qualification or professional qualification selected earlier
 - c) Click the **'Add'** button and click **"Next"**

Notes : if you have more than one attachment, please repeat steps 3(b) & (c) and click next once done.

The screenshot displays the MFPC Membership Type Application form. The progress bar at the top indicates the current step is '1 Member Particulars', with other steps being '2 Exemption Application', '3 Examination', and '4 Review'. The form is divided into several sections:

- Membership Type**: Membership Category is set to 'Individual'.
- Personal Details**: Name and ID fields are highlighted with red boxes. Primary and New IC dropdowns are visible.
- Employer Details**: Employer is 'AIA Bhd', Designation is 'Manager', Business Sector is 'Insurance', and Years Of Experience is '10'.
- Education Details**: Highest Education is 'Degree'. The Certification dropdown is set to 'Bachelor of Finance (Hons)'. The 'Remarks' field is empty. The 'Attachment' table shows one file: '1610671706631.jpg'.

Red circles highlight the 'Certification' dropdown, the 'Select File' button, the 'Add' button, and the 'Next' button in the Education Details section.

Part 2: Exemption Application (Introduction)

If you apply for Exemption, please note there are three Method of Exemptions.

No	Method	Description
1	Corporate	Corporate Registration
2	Individual Application	Individual those entitled for Module exemption.
3	University Collaboration	Undergraduate under University collaboration

Important Note :

- 1) For Individual application; *Please download the exemption guidelines to check either your program/course degree can be exempted.*
- 2) *Modular Exemption Processing Fee, RM150.00 will be charged for any exemption application. Non-refundable.*
- 3) *Exemption per module, RM300.00 will be charged upon approval.*

The screenshot shows a web browser window with the URL 1st.mfpc.org.my/MembershipTypeApplication/NextMemberDetails. The page title is "Membership Type Application". A progress bar at the top indicates four steps: 1. Member Particulars, 2. Exemption Application (current step), 3. Examination, and 4. Review. The "Module Exemption" section is highlighted with a red box. It contains a "Method of Exemption" dropdown menu with a blue highlight on the "Please select..." option. Below the dropdown are fields for "Module:" and "Remarks:". An "ADD" button is located below the "Remarks" field. At the bottom of the form, there are "BACK" and "NEXT" buttons. A disclaimer at the bottom of the page states: "Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If copy is found not to be true, MFPC have the rights to decline your application and block you in the future applications. Please note that a fee of RM106 will be imposed for each module exemption upon CCB's approval and a non refundable application fee of RM150 will be charged per application." Below the disclaimer is a link for "Guidelines for Exemption Application Download" and a checkbox with the text: "I have read the exemption guidelines provided by the MFPC and I understand that RM150 non-refundable Exemption Application Fee is applicable per exemption application".

Part 2: Exemption Application (Con't)

Those applying for examination (Module or Capstone) , please contact MFPC secretariat in advanced to checked either you are **entitled** for any exemption.

- 1) **If you not applying any Exemption Application** please click **“Tick”** box Exemption Guideline
- 2) then, click **“Next”** to proceed for Class and Exam registration

The screenshot shows a web browser window with the URL `1st.mfpc.org.my/MembershipTypeApplication/NextExemption`. The page title is "Membership Type Application". A progress bar at the top indicates four steps: 1. Member Particulars, 2. Exemption Application (current step), 3. Examination, and 4. Review. The "Exemption Application" step is highlighted with a yellow circle.

The main form area is titled "Module Exemption" and contains the following fields:

- Method of Exemption:
- Module:
- Remarks:

Below the form is a green "ADD" button. Underneath is a table with the following columns: Method of Exemption, Module, Exemption Details, and Remarks.

A disclaimer text reads: "Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If copy is found not to be of true, MFPC have the rights to decline your application and block you in the future applications. Please note that a fee of RM106 will be imposed for each module exemption upon CCB's approval and a non refundable application fee of RM150 will be charged per application."

Below the disclaimer is a link: "Guidelines for Exemption Application Download".

At the bottom of the form, there is a checkbox with the text: "I have read the exemption guidelines provided by the MFPC and I understand that RM150 non-refundable Exemption Application Fee is applicable per exemption application". The checkbox is checked and highlighted with a red square.

At the bottom right of the form, there are two green buttons: "BACK" and "NEXT". The "NEXT" button is highlighted with a red square.

Part 2: Exemption Application (Con't)

A) Method of Exemption: Corporate

For Corporate Registration, please contact your company PIC or MFPC Secretariat before you fill the below detail;

1. Company
2. Module
3. Assessment Date/Time
4. Assessment Centre
5. Remarks

The screenshot displays the MFPC website interface for an exemption application. The browser address bar shows the URL: 1st.mfpc.org.my/MembershipTypeApplication/NextMemberDetails. The page features a navigation bar with the MFPC logo and a menu with 'Inbox' and 'Membership'. A progress indicator at the top shows four steps: 1. Member Particulars, 2. Exemption Application (current step), 3. Examination, and 4. Review.

The main form area is titled 'Module Exemption' and contains the following fields:

- Method of Exemption: Corporate (dropdown menu)
- Module: Please select... (dropdown menu)
- Assessment Date/Time: Please select... (dropdown menu)
- Assessment Centre: Please select... (dropdown menu)
- Remarks: Text area

An 'ADD' button is located below the form fields. Below the form is a table with the following columns: Method of Exemption, Module, Exemption Details, and Remarks.

Below the table, there is a disclaimer: "Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If copy is found not to be of true, MFPC have the rights to decline your application and block you in the future applications. Please note that a fee of RM106 will be imposed for each module exemption upon CCB's approval and a non refundable application fee of RM150 will be charged per application." Below this is a link for "Guidelines for Exemption Application Download".

At the bottom of the form, there is a checkbox: "I have read the exemption guidelines provided by the MFPC and I understand that RM150 non-refundable Exemption Application Fee is applicable per exemption application".

At the very bottom of the page, there are 'BACK' and 'NEXT' buttons.

Part 2: Exemption Application (Con't)

B) Method of Exemption: Individual Application

Please select:

1. **Module:** *Qualified as per MFPC Exemption Table.* [Check Here](#)
2. **Remarks:** *Your Qualification (i.e CFP/ICSA/ etc)*

Click **“ADD”** and add another module if want to apply exemption for another module.

Important Note:

1. Modular Exemption Processing Fee, RM150.00 will be charged for any exemption application. Non-refundable.
2. Exemption per module, RM300.00 will be charged upon approval.

The screenshot shows a web browser window with the URL 1st.mfpc.org.my/MembershipTypeApplication/NextMemberDetails. The page title is "Membership Type Application". A progress bar at the top indicates four steps: 1. Member Particulars (completed), 2. Exemption Application (current step), 3. Examination, and 4. Review.

The "Module Exemption" section contains the following fields:

- Method of Exemption: Individual Application (dropdown menu)
- Module: Please select.. (dropdown menu)
- Remarks: (text area)

Below these fields is a green "ADD" button. Underneath is a table with the following columns: Method of Exemption, Module, Exemption Details, and Remarks.

A light blue box contains the following text:

Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If copy is found not to be of true, MFPC have the rights to decline your application and block you in the future applications.
Please note that a fee of RM106 will be imposed for each module exemption upon CCB's approval and a non refundable application fee of RM150 will be charged per application.

Below this is a link: [Guidelines for Exemption Application Download](#)

At the bottom, there is a checkbox with the text: I have read the exemption guidelines provided by the MFPC and I understand that RM150 non-refundable Exemption Application Fee is applicable per exemption application

At the very bottom are two green buttons: "BACK" and "NEXT".

Part 2: Exemption Application (Con't)

C) Method of Exemption: University Collaboration

For Corporate Registration, please contact your company PIC or MFPC Secretariat before you fill the below detail;

1. University:
2. Module:
3. Remarks:

For University Collaboration, please refer to MFPC Secretariat.

1st MFPC

Inbox Membership

1 Member Particulars 2 Exemption Application 3 Examination 4 Review

Module Exemption

Method of Exemption:

Company/University:

Module:

Remarks:

ADD

Method of Exemption	Module	Exemption Details	Remarks
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Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If copy is found not to be true, MFPC have the rights to decline your application and block you in the future applications.
Please note that a fee of RM106 will be imposed for each module exemption upon CCB's approval and a non refundable application fee of RM150 will be charged per application.

Guidelines for Exemption Application [Download](#)

I have read the exemption guidelines provided by the MFPC and I understand that RM150 non-refundable Exemption Application Fee is applicable per exemption application

BACK **NEXT**

Part 3: Examination

MFPC Examination consist of two Method of Study.

As below;

No	Method	Description
1	Self Study	<ul style="list-style-type: none">•Text Materials (courier within 14 working days)•Examination Registration
2	Course	<ul style="list-style-type: none">•Class (Physical or Virtual)•Text Material•Examination registration

Important Note:

1. For Program detail: Minimum Entry Requirement, Class & Exam schedule, fee and etc. Please refer MPFC Website
2. For course registration, please register your exam as stated in the course schedule table.

MFPC Website : <https://www.mfpc.org.my/>

1st MFPC | Inbox | Membership

Membership Type Application

1 Member Particulars | 2 Exemption Application | 3 Examination | 4 Review

Examination

Method of Study: ✓

Programme/Module:
SelfStudy
Course

Exam Date: Exam Time:

Exam Centre: Seats Available:

Remarks:

You will be charged the below fee(s) should your application is approved:
Total Fees: RM 0.00

Guidelines for Examination Application [Download](#)

I have read and agree to the term and condition stated in the examination guidelines [Download](#)

BACK NEXT

Part 3: Examination (Con't)

A) Method of Study: Self – Study

Please fill as below;

1. Programme/Module: **e.g** RFP Module 1
2. Exam Date: **e.g** 23 January 2021
3. Exam Centre: **e.g** Kuala Lumpur
4. Exam Time: **e.g** 9.00 AM
5. Seats Available: **e.g** 3/3

Important Note:

1. Please make sure you have check the exam date in [MFPC website](#) before proceed with the registration.
2. Exam Registration is based the **seat availability, real time and first come first basis**.
3. Exam information such as schedule, guidelines and center address can be refer at MFPC website; under [Examination Section](#).

The screenshot shows a web browser window with the URL 1st.mfpc.org.my/MembershipTypeApplication/NextExemption. The page title is "Membership Type Application". A progress bar at the top indicates four steps: 1. Member Particulars, 2. Exemption Application, 3. Examination (current step), and 4. Review. The "Examination" section contains the following fields:

- Method of Study:
- Programme/Module:
- Exam Date:
- Exam Centre:
- Exam Time:
- Seats Available:
- Remarks:

Below the form, there is a section for fees: "You will be charged the below fee(s) should your application is approved: Total Fees: RM 0.00". There is also a link for "Guidelines for Examination Application Download" and a checkbox for "I have read and agree to the term and condition stated in the examination guidelines Download". At the bottom right, there are "BACK" and "NEXT" buttons.

Part 3: Examination (Con't)

B) Method of Study: Course

Please fill as below;

1. Programme/Module: **e.g.** RFP Capstone
2. Course: **e.g.** 14,15,16 July
3. Exam Date: **e.g.** 23 January 2021
4. Exam Centre: **e.g.** Kuala Lumpur
5. Exam Time: **e.g.** 12.00 PM
6. Seats Available: **e.g.** 15/15

Important Note:

1. Please make sure you have check the exam date in MFPC website before proceed with the registration.
2. Exam Registration is based the **seat availability, real time and first come first basis.**
3. Exam information such as schedule, guidelines and center address can be refer at MFPC website; under Examination Section.

The screenshot displays a web browser window with the URL 1st.mfpc.org.my/MembershipTypeApplication/NextExemption. The page features a progress bar with four steps: 1. Member Particulars (yellow), 2. Exemption Application (yellow), 3. Examination (blue, active), and 4. Review (grey). Below the progress bar, the 'Examination' section contains several dropdown menus and a text area:

- Method of Study:
- Programme/Module:
- Course:
- Exam Date:
- Exam Centre:
- Exam Time:
- Seats Available:
- Remarks:

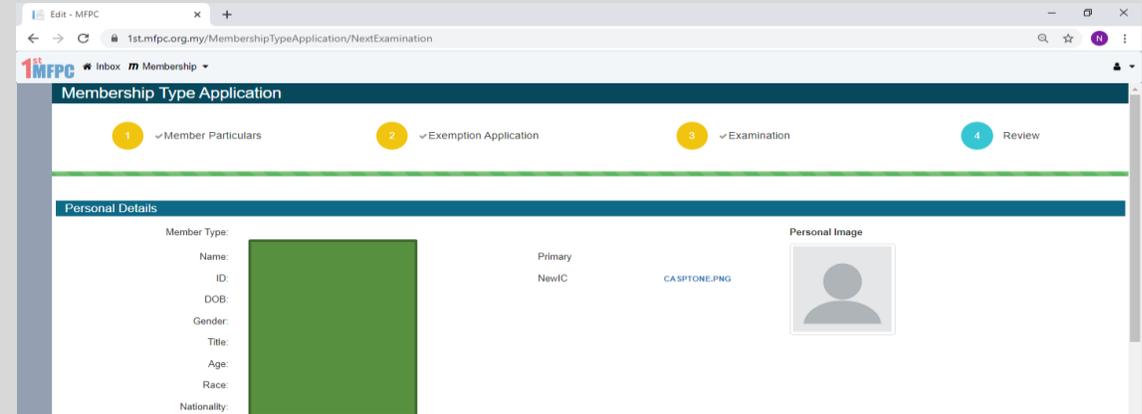
Below the form, a light blue box states: "You will be charged the below fee(s) should your application is approved: Total Fees: RM 0.00". A link for "Guidelines for Examination Application Download" is provided. At the bottom, there is a checkbox for "I have read and agree to the term and condition stated in the examination guidelines Download". At the very bottom of the page, there are two green buttons labeled "BACK" and "NEXT".

Step 6 : Review & Submit Application

1. Please review all your details before **“Submit”** :
 - I. Personal Details
 - II. Contact Details
 - III. Employer Details
 - IV. Education Details
 - V. Module Exemption
 - VI. Examination Registration
2. Once done, please click **“Submit”** button or **“Back”** button to edit your details.

Important Note:

Your application can be amend or change before MFPC secretariat approve your application. Once your application has been successfully been approved, any changes will require you to pay deferment fee RM50 . Thus, you are require to ensure al detail is correct before you submit your application.



Membership Type Application

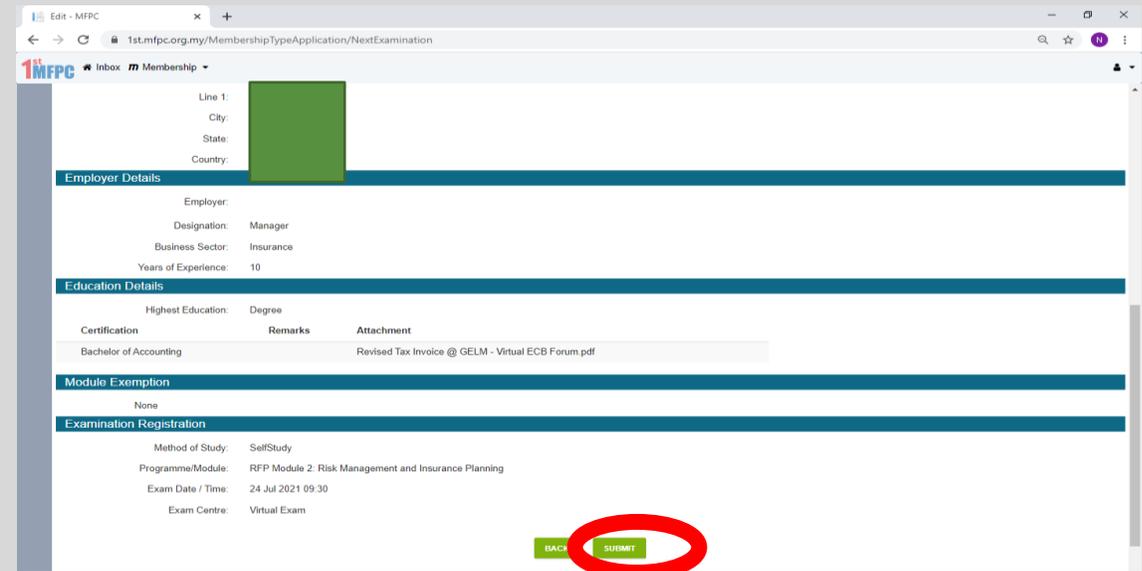
1 Member Particulars 2 Exemption Application 3 Examination 4 Review

Personal Details

Member Type: Primary NewIC CASPTONE.PNG

Name: [Redacted] ID: [Redacted] DOB: [Redacted] Gender: [Redacted] Title: [Redacted] Age: [Redacted] Race: [Redacted] Nationality: [Redacted]

Personal Image: [Redacted]



Line 1: [Redacted] City: [Redacted] State: [Redacted] Country: [Redacted]

Employer Details

Employer: [Redacted] Designation: Manager Business Sector: Insurance Years of Experience: 10

Education Details

Certification	Remarks	Attachment
Bachelor of Accounting		Revised Tax Invoice @ GELM - Virtual ECB Forum.pdf

Module Exemption

None

Examination Registration

Method of Study: Self Study Programme/Module: RFP Module 2: Risk Management and Insurance Planning Exam Date / Time: 24 Jul 2021 09:30 Exam Centre: Virtual Exam

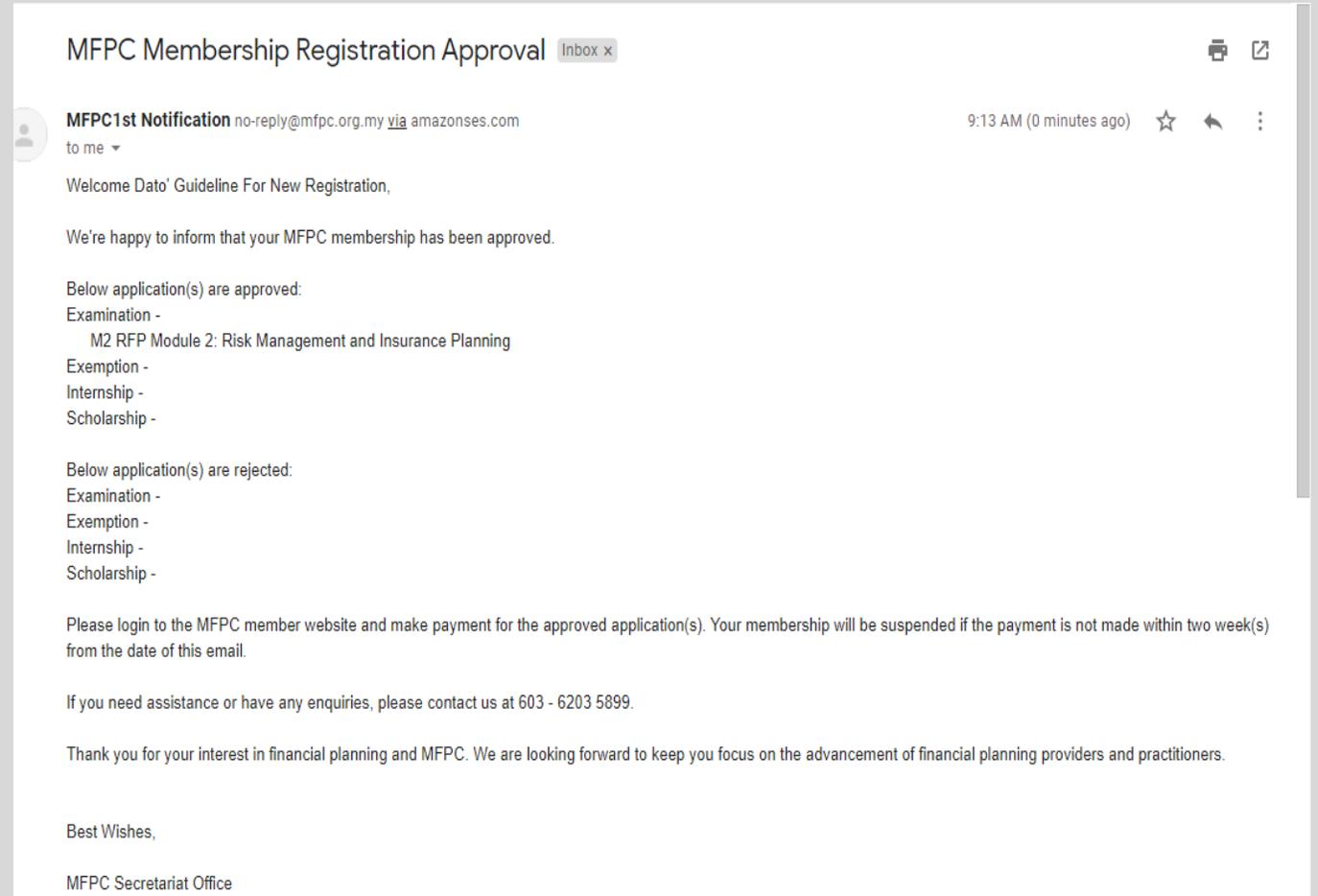
BACK SUBMIT

Step 7 : MFPC Review the Application

1. After submitting the application, you will receive email notification from MFPC 1st Notification.
2. Please allow MFPC Secretariat to review your application.
3. Within 7 (Seven) working days you will receive result via email from MFPC.

Step 8 : Payment Upon Approval

1. Upon the approval, you will receive email notification from MFPC 1st Notification.
2. Please login to 1st MFPC Portal <https://1st.mfpc.org.my/> to make payment within two weeks from date of approval/email received
3. For Exam application, kindly make payment before exam registration closing date as stated in examination schedule in MFPC website.



Step 8: Payment Upon Approval (Con't)

Please follow below step to make payment:

- 1. Login to MFPC Portal** <https://1st.mfpc.org.my>
 - Username: Email address (**as Registered with MFPC**)
 - Password: Your password (Or click **“Forgot Password”** at the login page if you have forgot your password)
- 2. To Make Payment:**
 - Go to **Membership > Member Maintenance**
 - Click button **Make Payment > ipay88 > Pay Now**

Note: Please make sure you pay for correct module/Programme you applied.

- 3. To Download/ Print/Save Official Receipt**
 - Go to **Membership > Member Maintenance**.
 - Click button **“Transaction History”** to print/Download/ Save your Official Receipts or Tax Invoice

The screenshot shows the MFPC Payment portal interface. The browser address bar displays 1st.mfpc.org.my/MemberPayment/Payment/20708. The page title is "MFPC Payment".

Charge Summary

<input checked="" type="checkbox"/>	Item Code	Description	Quantity	Unit Cost	GST	Total
<input checked="" type="checkbox"/>	PF002	RFP M2 By Self Study	1	850.00	0.00	850.00
<input checked="" type="checkbox"/>	EM001	Entrance fee	1	100.00	0.00	100.00
<input checked="" type="checkbox"/>	EM047	Yearly subscription fee - Affiliate Individual Membership	1	80.00	0.00	80.00

Credit

Code	Credit Type	Description	Value	Effective Date	Expiry Date
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Payment

Choose Payment Options

IPAY88

Card Holder Name: [Redacted]

Email: [Redacted]

User Contact: [Redacted]

Payment Summary

Sub Total :	RM 1,030.00
GST :	RM 0.00
Total :	RM 1,030.00

PAY NOW (highlighted with a red circle)

Contact Us!

For Any Enquiry:

- **Membership Department** : Ms Azlin (azlin@mfpc.org.my), Ms Atiqah (atiqah@mfpc.org.my)
- **Education & Training Department** : Mr Nadzmi (nadzmi@mfpc.org.my), Ms Wawa (wawa@mfpc.org.my),
Ms Amanie (amanie@mfpc.org.my)
- **Examination Department** : Ms Aishah (aishah@mfpc.org.my), Ms Loo Bee Ling (loobeeling@mfpc.org.my)

Locate Us:

Unit 22.7, Level 22, Menara One Mont' Kiara (1MK)

No.1 Jalan Kiara, Mont' Kiara

50480 Kuala Lumpur

Please Like, Review & Share MFPC Facebook!



<http://www.facebook.com/mfpc.org.my>

A photograph of two business people shaking hands over a desk with a laptop and papers, overlaid with a teal-to-purple gradient. The text 'Thank You' is centered in white.

Thank You