



# Guidelines of Admission for MFPC Corporate Member



Best Islamic Wealth Management  
Qualification 2018/19  
Championship Award (Advocacy) 2019  
Best Islamic Finance Qualification 2016  
Best Islamic Finance Education Provider 2015



WORLD  
EDUCATION  
CONGRESS

Best Educational  
Institute in Banking  
and Insurance 2016  
Awards



Honourable Commendation for  
Financial Planning Awareness Programs  
Wen Hui Award for Educational Innovation 2014



Network Malaysia  
WE SUPPORT

# Step 1: To Provide Supporting Documents with Certified True Copy (CTC)

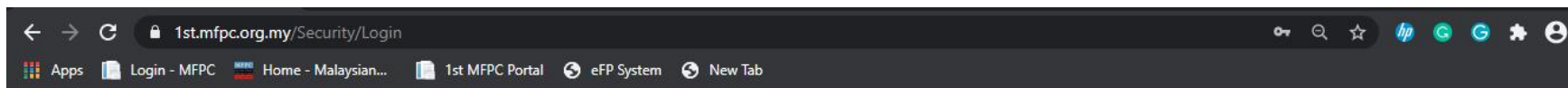
- a) Form 24 - (Paid up capital for a Sdn Bhd should be more than RM25,000)
- b) Form 49
- c) Form 9/44 - (Company established and operating for more than 1 year)
- d) Capital Market Service License (CMSL) and/ or Financial Adviser License or
- e) Form 7 (Labuan Financial Services Authority)
- f) M & A
- g) Activities of Services and past year track record
- h) Referral
- i) List of clients
- j) Company Profile and Logo (JPAG & A.I file)

## Note:

Without complete supporting documents, MFPC Secretariat unable to process for the application.

## Step 2: To Register in 1<sup>st</sup> MFPC Portal : <https://1st.mfpc.org.my/>

- Go to <https://1st.mfpc.org.my/>
- Click “Sign Up Now” to register for Corporate Member



### MFPC Login

Username

Password

☐ Remember me

[Forgot Password?](#)

**SIGN IN**

Not a member?

**SIGN UP NOW**



## Step 2: To Register in 1<sup>st</sup> MFPC Portal : <https://1st.mfpc.org.my/> (Con't)

At MFPC Member Registration, choose "Corporate" at Membership Type.

1<sup>st</sup> MFPC

MFPC Member Registration

- The Email field is required.
- The Name is required and please provide name as stated in your NRIC.
- New IC must be in format yyyymmddxxxyyyz. 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

Login Details

Email:

This will serve as your login ID and notifications will be sent here.

Membership Type

Membership Category: 

Individual

Personal Details

Please select...

Individual

Corporate

Name:

Primary

+

Mandatory to fill up details as follows:

- a) Email address – *PIC will receive any notification update/reminder from MFPC*
- b) Company Name
- c) Company Registration No.
- d) Paid Up Capital
- e) Authorised Capital
- f) Incorporation Date
- g) Total Staff
- h) Phone No - *PIC will receive any notification update/reminder from MFPC*
- i) Company Address

## Step 3: To Create Password

After submit registration , you will receive an email to verify your 1st MFPC account to create your own password. The PIC whom to receive any notification update from MFPC shall keep the password created.

### Note:

*If you do not receive any email within few minutes, please check your Junk, Bulk or Spam folders. Mark the message as Not SPAM to avoid problems receiving our correspondence in the future.*

1<sup>st</sup>MFPC

MFPC Member Registration Confirmation

- The Password field is required.
- The Confirm password field is required.

Login Details

Email: 

This will serve as your login ID and notifications will be sent here.

Password: \* 

Password must be 8-15 alphanumeric characters with these requirement  
- number (0-9)  
- lowercase letter (a-z)  
- uppercase letter (A-Z)

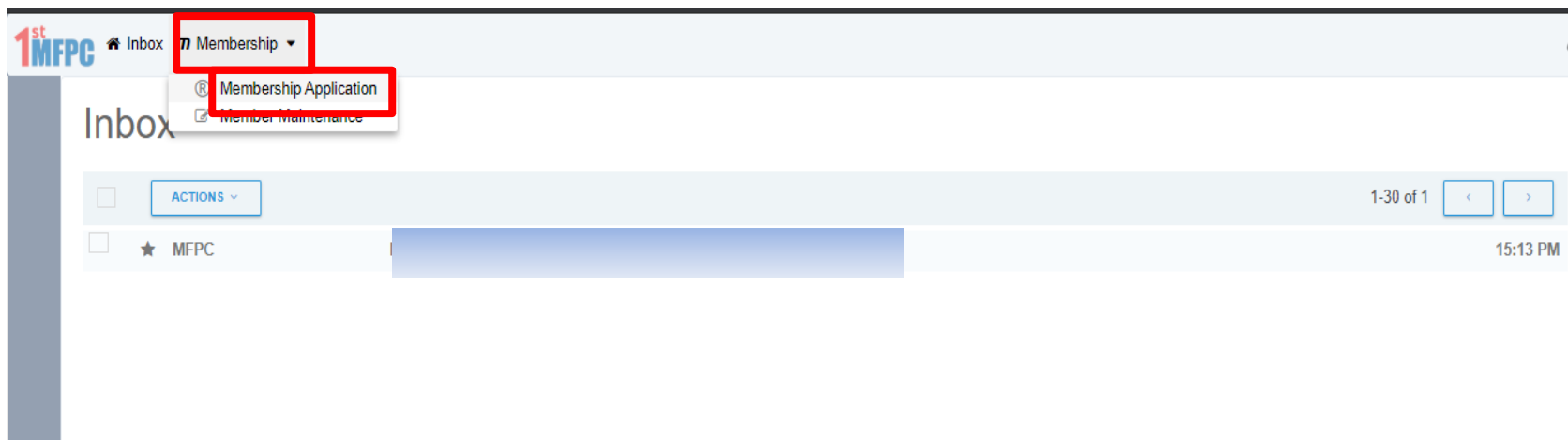
Confirm Password: \*

SUBMIT

## Step 4: To Complete Registration

After confirm password, please login to complete the registration.

After login, go to Membership > Membership Application.



## Section 1: To fill up all Corporate Details

1<sup>st</sup> MFPC

[Inbox](#)
[Membership](#)

1 Member Particulars

2

3

4

Membership Type

Membership Category: Corporate

Corporate Details

Name:

Company Registration No.:

Business Sectors:

Paid Up Capital: \$

Authorised Capital: \$

Incorporation Date:

Total Staff:

Website:

SELECT IMAGE



## Section 2: To fill up Contact Details

1<sup>st</sup> MFPC
Inbox
Membership

Website:

Contact Details

Phone:

Mobile

+

Address

Correspondence

+

Line 1:

Line 2:

Postcode:

City:

State:

Country: Malaysia

## Section 3: To fill up Nominee Representing from Company

### Nominee Representing from Company (please provide two names)

Name:



NRIC:



Designation:



Name:



NRIC:



Designation:



## Section 4: To fill up:

- 1) Objective and Activity of Service
- 2) Supporting Documents

### Objective and Activity of Service

Objective:

Activity of Service and Past Year Track Record:

[SELECT FILE](#)

### Supporting Documents

Please ensure you have provided true copies of the original document. The document is required for the evaluation of your application. If the copy is found not to be true, MFPC have the rights to decline your application and block you in the future applications.

Documents	Remarks	Attachment
Form 24		<a href="#">+ Add files...</a>
Form 49		<a href="#">+ Add files...</a>
Form 9 / 44		<a href="#">+ Add files...</a>
Form 13		<a href="#">+ Add files...</a>
Capital Market Service License (CMSL)		<a href="#">+ Add files...</a>
Memorandum and Articles of Association (M&A)		<a href="#">+ Add files...</a>
Activities of Services and past year track record		<a href="#">+ Add files...</a>
Company Profile and Logo		<a href="#">+ Add files...</a>

[SUBMIT](#)

5/18 2:35 PM

# Upon Membership Approval

## 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 Pay for Subscription Renewal Membership Fee:

### Option 1: To pay direct from the 1<sup>st</sup> MFPC Portal

- Go to **Membership > Member Maintenance.**
- Click **Membership > +Renew > Renew 2020**
- To proceed payment, click button **Make Payment > ipay88 > Pay Now**

### Option 2: To request payment by LOU (Letter of Undertaking)

- Please request invoice from Membership Department by call at 03-6203 5899

## 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

## 4. To Download/ Print/Save Confirmation Letter

- Go to **Membership > Member Maintenance**.
- Click tab “**Membership**” to print/Download/ Save your Confirmation Letter

## 5. To Update Company Details:

- Go to **Membership > Member Maintenance**
- Click “**Contact**” to update correspondence address/ Phone No/ CEO’s name/ any related to company information details

### Note:

*At same time, please notify MFPC Secretariat if there is any changes or update for company details.  
Reason: MFPC required to update Corporate database.*

## 6. For e-ID Verification :

- Go to MFPC Website : <https://mfpc.org.my/>
- Click “**Membership**” > “**How to join us**”
- Tracking item by using:
- *Original IC Number/ Passport/ Company Registration Number Or Member Code*
- Enter the security code as display. If you having problem with security code, please click “**Search**” to refresh security code

## Things to know:

### Evaluation and Approval

- Membership Committee shall evaluate and approve any corporate application submitted to the MFPC Secretariat.
- Membership Committee reserves the right to request for additional documents and/or to call for a meeting with the applicant; and/or to decline the application.
- Vice President shall seek approval from the National Council to admit the new corporate member once the Membership Committee approved said application within 3 months.

### Interview Session/Field Visit

Membership committee reserves the right to conduct interview session/ field visit on new applicant to be corporate member of the MFPC prior to approval.

### Notification and Membership Certificate

- MFPC Secretariat will notify the applicant on their application status in accordance with the Membership Committee and National Council's decision in writing.
- Upon approval; new corporate member's company logo will be display onto the MFPC website and events collaterals when deem appropriate.
- A certificate as the MFPC Corporate Member (according to membership category) will be issued and delivered to the new corporate member's correspondence address within 30 working days after payment received.

### Duration of Membership

The corporate membership runs for 12 months and will be invoiced annually by system.

### Corporate Membership Renewal

Corporate Member of the MFPC shall renew its membership on a yearly basis upon receipt of invoice. All yearly membership subscriptions shall be payable in advance on 1st January each year.



## **Who can be the MFPC Corporate Members**

Financial Institutions and organizations to be considered and/or invited to join as the MFPC corporate members including the followings;

I. Insurance Companies

II. Banks

III. Unit Trust Companies

IV. Takaful Companies

V. Asset Management Companies

VI. Takaful Operators

VII. Government Agencies

VIII. Bank Negara Malaysia &

Securities Commission's Agencies

XI. University / Education Training Providers

IX. Professional & Trade Associates related to  
financial planning industry

X. Licensed financial planners/financial adviser

XII. Congress and Conference companies involve in financial  
planning related  
subject matters

XIII. Professional practices/ financial intermediaries / corporate  
agencies support  
financial planning development; officially registered with the  
government /

regulatory body / recognized by the principals/trade association

XIV. System and software companies provide support to  
financial services industry

## **Note:**

The Membership Committee shall not consider any corporate membership application from organizations conduct any having been declared insolvent, illegal or unlawful business and multi a-level marketing companies.





# THANK YOU

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