

MFPC Standard Guidelines on Membership (Up-dated March 2022)

The Membership Guidelines serve as a guide to streamline the standard operating procedures pertaining to membership matters.

1. Entrance fee and yearly subscription schedule for all types of Membership are as follow: -

Membership Type	Entrance Fees	Yearly Subscriptions
ChPO Member	NIL	RM1,000.00
FSO Member	RM1,000.00	RM1,000.00
ChFSI	RM5,000.00	RM1,500.00
FSI Member	RM500.00	RM1,500.00
FSF Member	RM100.00	RM500.00
Affiliate Member – Corporate	RM100.00	RM500.00
Fellow Member	RM100.00	RM300.00
Ordinary Member	RM100.00	RM200.00
Associate Member	RM100.00	RM100.00
Affiliate Member – Individual	RM100.00	RM80.00

2. Fee Collection

Members are required to subscribe annual subscriptions to maintain membership. MFPC Members will receive notification via registered email as follows: -

A Renewal e-Notice will be issued in the 1st week of December to draw members attention that annual subscription shall be payable on 1st January each year.

First Reminder e-Notice will be issued in the 1st week of February to remind members' who have outstanding payment to remit payment not later than 28th February each year.

Second Reminder e-Notice will be issued in the 1st week of March to remind those yet to settle the outstanding payment to remit payment not later than 31st March each year.

***Notification on Ceased of Membership**

A member who allows his/her arrears to exceed a period of three months shall cease to be a member. Upon approval from the National Council; ceased members' will be given a notification informing their ceased membership status with the MFPC. Notification is sent to members via email & SMS (e-platform).

3. Reinstatement Fee; Membership Arrears and Refresher Course for Lapsed Members.

Member with an outstanding membership fee for more than 3 months will be ceased to be a member. He/she is required to appeal for reinstatement through the Vice President of Membership by fulfilling the requirements set by the Membership Committee and approved by National Council from time to time.

The reinstatement appeals will be reviewed by the Membership Committee and subject to the approval of the Committee. He/she is required to pay the amount in arrears plus the current annual subscription and reinstatement fee in order to reinstate his/her membership.

Effective 1 January 2017, members with lapsed membership; is allowed to reinstate membership by paying the reinstatement fee, membership arrears and to attend refresher course in accordance with the category of membership as listed below;

Category of Membership	Reinstatement Fee	Current Year Membership Fee	Membership Arrears (# Number of Year Lapsed)	To attend Refresher Course
Ordinary / Fellow MFPC				
Membership Lapsed for 1 to 4 years	RM200	RM200	RM200 x #Years	N/A
Membership Lapsed for 5 years & above	RM200	RM200	RM200 x #Years	CPFP RM1,800
30 CPD Hours required per year				
Associate RFP / Shariah RFP				
Membership Lapsed for 1 to 4 years	RM100	RM100	RM100 x #Years	N/A
Membership Lapsed for 5 years & above	RM100	RM100	RM100 x #Years	M1 Refresher Course RM1,000
20 CPD Hours required per year				
Affiliate RFP / Shariah RFP				
Membership Lapsed for 1 to 4 years	RM80	RM80	N/A	N/A
Membership Lapsed for 5 years & above	RM80	RM80	N/A	M1 Refresher Course RM1,000
CPD fulfilment is not applicable				

It's important to observe that RFP/Shariah RFP/Associate RFP/Associate Shariah RFP designee shall remain active member of the MFPC to declare and proclaim the professional title and qualification for professional practice; commercial or academic purposes.

4. **Membership Automatic Upgrade Mechanism**

Effective 1st January 2017, Certification & CPD Board adopted and enforced automatic upgrade mechanism for Affiliate Membership to be upgraded to Associate RFP/Shariah RFP Membership; or Affiliate Membership to be upgraded to Ordinary Membership; and for Associate Membership to be up-graded to Ordinary Membership upon successful completion (Passed) of the relevant RFP/Shariah RFP examination(s) of the members.

5. **Timeframe to Complete the RFP/Shariah RFP Programme**

Effective 1st January 2017, all Members are required to complete RFP/Shariah RFP programme within **7 years** from the date of examination registration of the RFP/Shariah RFP programme. For example, if a new student registers RFP Module 1 Examination on 15 June 2017; he/she is required to complete the entire RFP programme (7 modules) by 15 June 2024.

6. **Annual 30-CPD Credit Hour requirement for Ordinary Members**

For Ordinary Members, they shall comply to complete an **Annual 30-CPD Credit Hour** requirement. They are required to submit all Certification of Completion Letters/ Certifications (Certified True Copies are acceptable) upon membership renewal and/or by December each year via 1st MFPC portal.

7. **Annual 20-CPD Credit Hour requirement for Associate Members**

For Associate Members, they shall comply to complete an **Annual 20-CPD Credit Hour** requirement. They are required to submit all Certification of Completion Letters/ Certifications (Certified True Copies are acceptable) upon membership renewal and/or by December each year via 1st MFPC portal.

8. **Registration of Examination/Classes**

Members with outstanding membership fee shall not be allowed to register for RFP /Shariah RFP examinations/class or any assessments/examinations conducted by the MFPC.

9. **Membership Registration in October, November and December for the new year**

New member who has registered and made payment in the month of October, November and December shall be considered membership payment paid for the relevant month(s) and the coming new year (15-months membership entitlement).

10. **Membership Verification/Confirmation**

Active member can print their membership verification letter via 1st MFPC Portal and membership status is reflected in the e-card via MFPC Website at <https://1st.mfpc.org.my/eid>.

For “Non-Active” member; request must be made in writing to the MFPC Secretariat and administration fee **RM50** is impose for one (1) verification to be conducted; and letter of confirmation of membership status will be issued accordingly. The letter will be couriered to the applicant.

11. 1st MFPC Portal

Effective May 2018, MFPC members shall login to 1st MFPC Portal at <https://1st.mfpc.org.my> . The portal allows members to :

- Update personal profile & contact
- Update latest employer details
- Update latest education level & attach certificates
- Register online for Classes & Examinations
- View & Print exam results
- View, Print & submit CPD reports
- Register online for seminars / CPD Programmes
- Renew membership
- View & print certificates
- e-Badge
- e-ID verification
- Verify membership status and print confirmation letter
- Make payment via IPAY88 gateway
- View & print invoices/official receipts