



**Perbadanan Insurans Deposit Malaysia**  
**Protecting Your Insurance And Deposits In Malaysia**

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**GUIDE TO USING THE PIDM INDUSTRY PORTAL  
("MI USER MANUAL")  
MI PROFILE MAINTENANCE**

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**ISSUE DATE : 31 MARCH 2023**



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<b>Ref No</b>	PIDM/UG2-A1/2023 (IPS-MIPM)	<b>Version No</b>	3.0
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[Update] Notice for Change in Terminology:

Existing terms reflected in this document	Updated terms reflected in the PIDM Industry Portal
MI Users	MI Users / Others
Member Institution	Member Institution / Others
MI	MI / Others
MI Officer	MI Officer / Others

Please note that there is no implication on the function and usage of the PIDM Industry Portal resulting from the update above.

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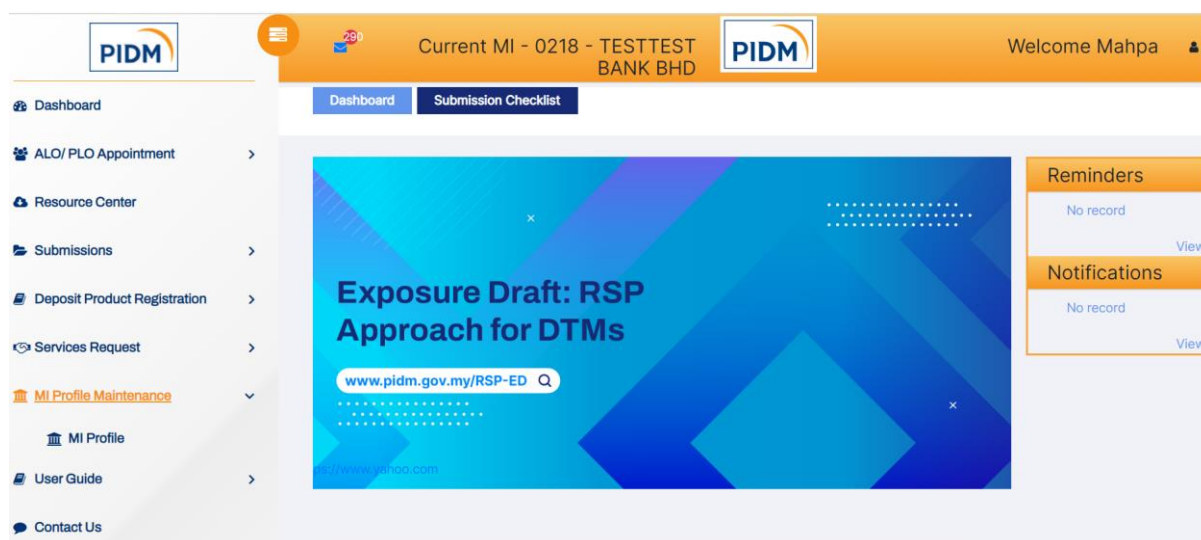
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## SECTION 1: UPDATE MI PROFILE

- 1.1 **Step 1:** Upon successful signing-in and selection of MI, user will be directed to a personal Dashboard. Select 'MI Profile Maintenance' module. User may update the MI Profile whenever changes occur.

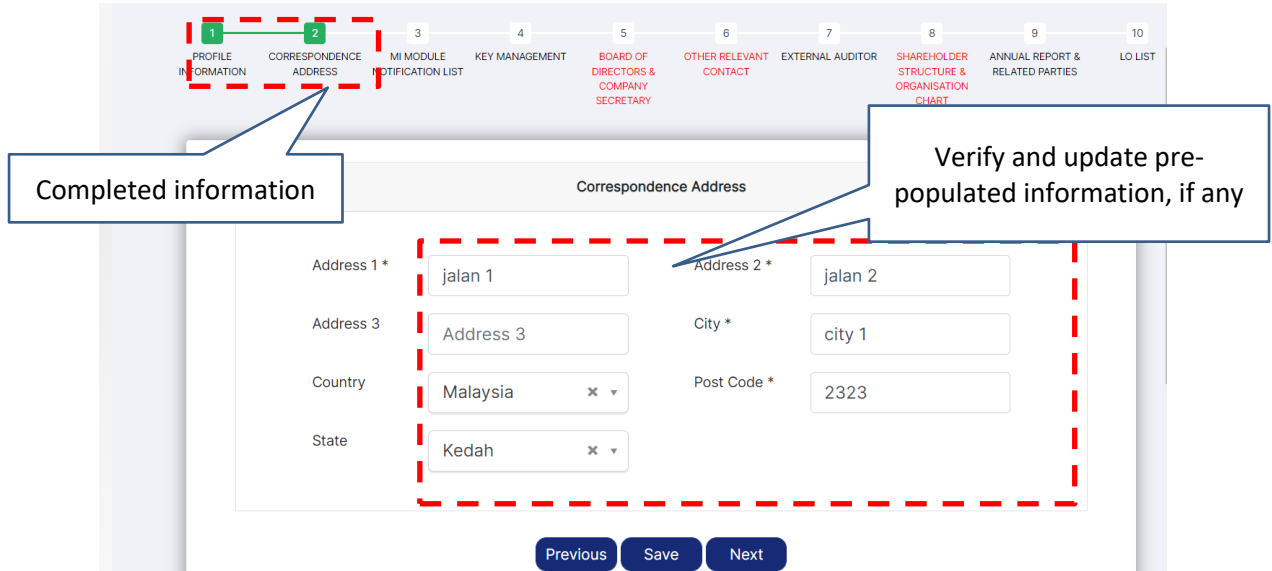
**Note:** If the MI Profile is incomplete and current logged on user has "Contribute" access to the "MI Profile Maintenance" module, there will be an "Incomplete MI Profile Information" pending task entry shown on the "My Tasks" listing under Dashboard. The pending task will be removed automatically once the MI Profile is updated.



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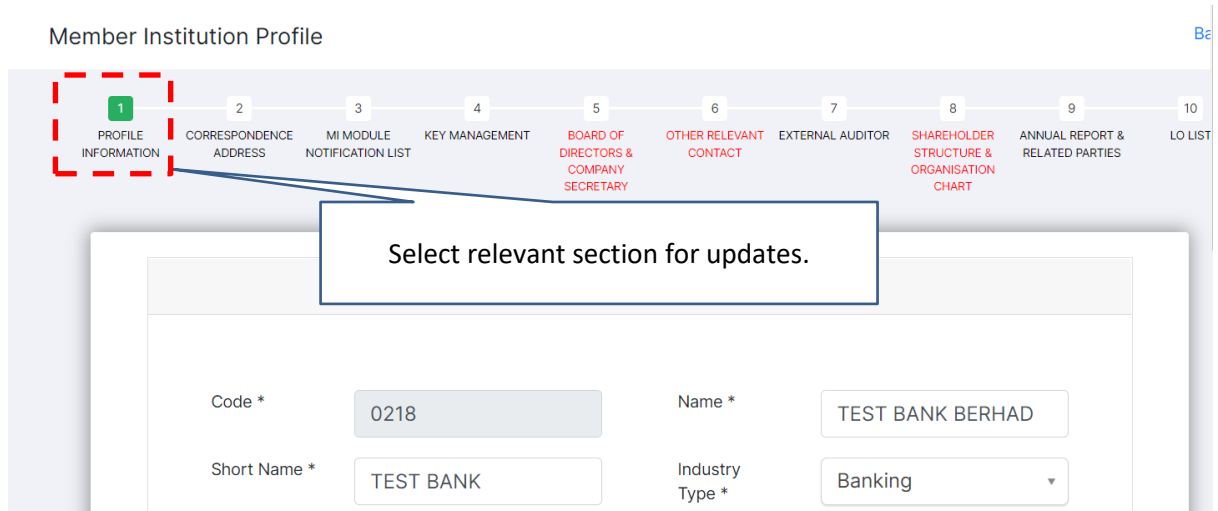
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- 1.2 **Step 2:** Verify the pre-populated MI Profile information (black font tab) and make the necessary amendments as required.



**Note:** Tab Name with black font colour denotes completed profile information (with pre-populated data) which requires validation and updates from the user, if any.

- 1.3 **Step 3:** User is required to insert the relevant information in the "Profile Information" section.

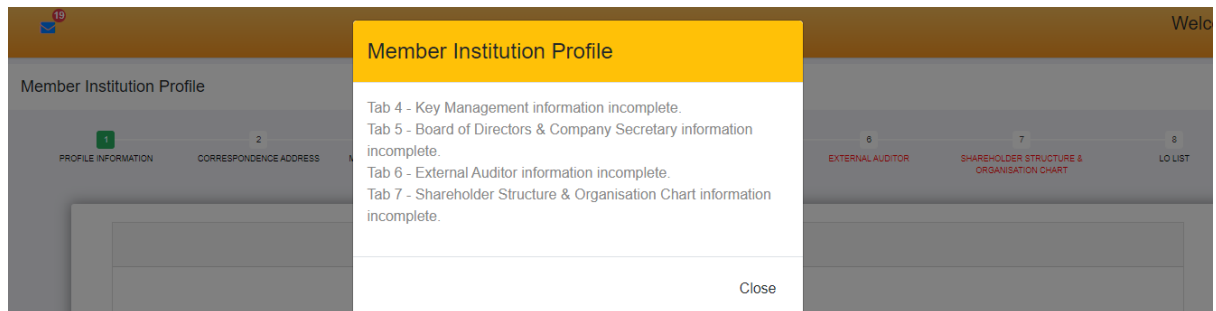


**Note:** Tab Name with red font colour denotes incomplete profile information which requires action from the user. The following message will appear if the current MI Profile is incomplete.



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#### 1.4 Step 4: User to fill in all mandatory inputs.

Add New or Update Existing Record:

Contact Type \*

Select Contact Type ▾

Full Name \*

Designation \*

Select an Option ▾

Email \*

email

Picture

Browse...

Mandatory inputs marked with '\*'

#### 1.5 Step 5: Select 'Save' to save the inputs and 'Next' to go to the next Section.

Official Email Domain(s) \*

pidm.gov.my

Note: Add multiple entries by comma(,) separated.

Save

Next

'Save' and 'Next' to update the next section

#### 1.6 Step 6: User is required to continue to update the remaining sections which are "Correspondence Address", "MI Module Notification List", "Key Management", "Board of Directors & Company Secretary", "Other Relevant Contact", "External Auditor" and "Shareholder Structure & Organisation Chart".



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LO List

Show 10 entries

Search:

- 1.7 **Step 7:** Under “Key Management”, “Board of Directors & Company Secretary”, “Other Relevant Contact” and “External Auditor” sections, user to provide the information to the latest available date, as per minimum entry under the Note section in order to complete the updates.

“Key Management” minimum entry:

Note on minimum entry of database

Key Management

Note:

1. This section must include, at the minimum, information on CEO, CFO, Chief Compliance Officer (CCO), Chief Internal Auditor (CIA), head of risk management and appointed or signing actuaries (applicable to insurer members only), or equivalent.
2. At least five (5) records to mark this section as “Complete”. Among one must be Authorised Person.
3. Record(s) in red text font denotes obsolete data that requires immediate amendment.

“Board of Director & Company Secretary” minimum entry for MIs with conventional business type:

- Conventional Bank
- International Currency Business Unit
- General Insurance
- Life Insurance



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Note on minimum entry of database

1 2 3 4 5 6 7 8 9 10

PROFILE INFORMATION CORRESPONDENCE MI/ OTHERS MODULE KEY MANAGEMENT BOARD OF DIRECTORS & COMPANY SECRETARY OTHER RELEVANT CONTACT EXTERNAL AUDITOR SHAREHOLDER STRUCTURE & ORGANISATION CHART ANNUAL REPORT & RELATED PARTIES LO LIST

Board of Directors & Company Secretary

Note:

1. This section must at least include the following records to mark as "Complete".
  - The Board of Directors record count must tally with the "No. of Board of Directors Member" stated, must have one(1) Chairman, one(1) Audit Committee Chairman
  - One (1) Company Secretary record
2. Record(s) in red text font denotes obsolete data that requires immediate amendment by PLO/Officers.

**"Board of Director & Company Secretary"** minimum entry for MIs with Islamic business type:

- Islamic Bank
- Conventional Bank with Islamic Banking Window
- Family Takaful
- General Takaful

Note on minimum entry of database

1 2 3 4 5 6 7 8 9 10

PROFILE INFORMATION CORRESPONDENCE MI/ OTHERS MODULE KEY MANAGEMENT BOARD OF DIRECTORS & COMPANY SECRETARY OTHER RELEVANT CONTACT EXTERNAL AUDITOR SHAREHOLDER STRUCTURE & ORGANISATION CHART ANNUAL REPORT & RELATED PARTIES LO LIST

Board of Directors, Shariah Committee & Company Secretary

Note:

1. This section must at least include the following records to mark as "Complete".
  - The Board of Directors record count must tally with the "No. of Board of Directors Member" stated, must have one(1) Chairman, one(1) Audit Committee Chairman
  - one (1) Shariah Committee record
  - one (1) Company Secretary record
2. Record(s) in red text font denotes obsolete data that requires immediate amendment by PLO/Officers.

**"Other Relevant Contact"** minimum entry:

Note on minimum entry of database

1 2 3 4 5 6 7 8 9 10

PROFILE INFORMATION CORRESPONDENCE MI MODULE KEY MANAGEMENT BOARD OF DIRECTORS & COMPANY SECRETARY OTHER RELEVANT CONTACT EXTERNAL AUDITOR SHAREHOLDER STRUCTURE & ORGANISATION CHART ANNUAL REPORT & RELATED PARTIES LO LIST

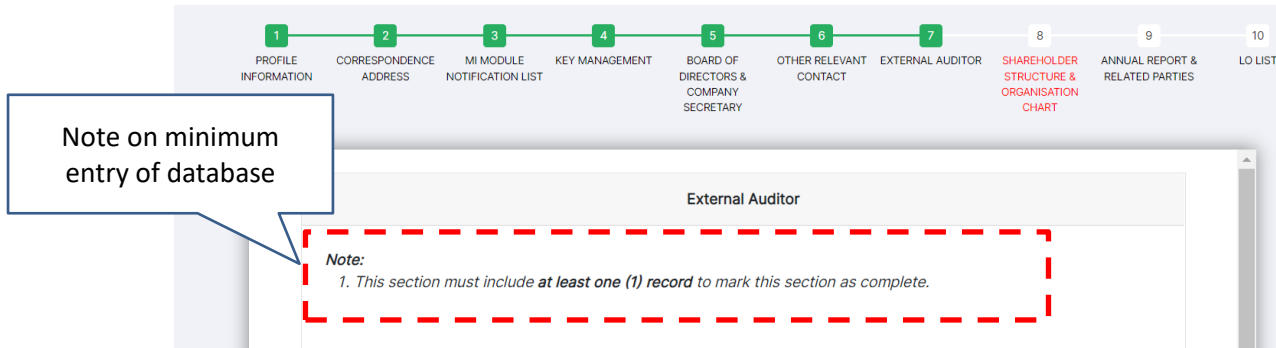
Other Relevant Contacts

Note:

1. This section must include **at least one (1) record** to mark this section as complete.
2. This section must include, at the minimum, information on Head of Communications or equivalent contact.

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**"External Auditor"** minimum entry:









Note on minimum entry of database

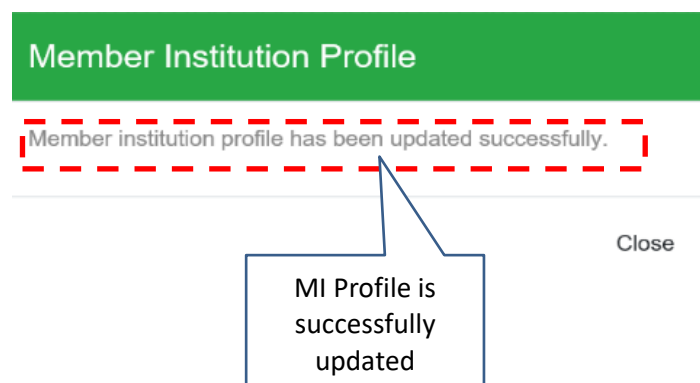
Note:  
1. This section must include **at least one (1) record** to mark this section as complete.

**Note:** Text font of obsolete MI contact record in **red** color denotes obsolete data that requires actions from the user.

*Key Management Listing:*

Full Name	Designation	Division	Email	Secretary Name	Secretary Email	Last Updated	Action
Ali bin Abu *	CEO	CEO's Office	ceo111@gmail.com	2222	2222@gmail.com	06-Dec-2022	 
Lee Zie Jia	CFO	FINAD	lee_002@gmail.com	Alia	Alia_Ali@gmail.com	15-Nov-2022	 
Robert Kuok	CRO	Communications	robert_k@gmail.com	Karen	karen_lee@gmail.com	21-Nov-2022	 

1.8 **Step 8:** User will get a notification once all the updates have been completed.



Member Institution Profile

Member institution profile has been updated successfully.

MI Profile is successfully updated

Close