

**Member Institution Liaison Officer(s): Appointment Process**

1. Each member institution (“MI”) shall appoint the following liaison officers (“LOs”) to facilitate the submissions to Perbadanan Insurans Deposit Malaysia (“PIDM”) via the PIDM Industry Portal.
2. The roles and responsibilities of the LOs are as follows:

No.	Role	Responsibilities	
1.	<b>MI Administrative LO (“MIALO”)</b>  <i>[at least one (1) and up to two (2) person]<sup>1</sup></i>	a.	<b>Manages the access and privileges of users within the MI</b> (i.e. MIPLO and MIOfficer), as determined by the MI’s internal governance framework (e.g. creating new users and permissions, deactivating users and updating user profiles).
		b.	<ul style="list-style-type: none"> <li>▪ Ensures information technology (IT) requirements of the MI facilitate the use of the PIDM Industry Portal;</li> <li>▪ Provides technical support to users within the MI; and</li> <li>▪ Engages the PIDM IT team on technical aspects of the PIDM Industry Portal.</li> </ul>
		c.	Recommended to be from the IT department of the MI.
2.	<b>MI Primary LO (“MIPLO”)</b>  <i>[at least one (1) and up to two (2) person]<sup>1</sup></i>	a.	<b>Governs the overall engagements between the MI and PIDM</b> as the central point of contact. Monitors, coordinates and communicates with PIDM on matters relating to the PIDM Industry Portal.
		b.	Provides oversight and collaborates with the relevant person(s) within the MI to ensure: <ul style="list-style-type: none"> <li>▪ Complete and timely regulatory submissions and reporting to PIDM, in accordance with the relevant legislation issued by PIDM; and</li> <li>▪ The MI’s profile details on the PIDM Industry Portal remain current.</li> </ul>
		c.	MIPLO can also perform the responsibilities of the MIOfficer.
3.	<b>MI Officer (“MIOfficer”)</b>  <i>[up to eight (8) persons]</i>	a.	<b>Conducts the operational tasks relating to regulatory submissions</b> <ul style="list-style-type: none"> <li>▪ Makes complete and timely regulatory submissions and reporting to PIDM, in accordance with the relevant legislation issued by PIDM;</li> <li>▪ Updates the MI’s profile details on the PIDM Industry Portal to ensure they remain current and;</li> <li>▪ Acts as the LO pertaining to all matters relating to the submissions for the Differential Premium Systems, Differential Levy Systems for Insurance Companies, Differential Levy Systems for Takaful Operators, Return on Total Insured Deposits and Deposit Information</li> </ul>

<sup>1</sup> Optional to appoint a second person.

No.	Role	Responsibilities
		Systems and Submission of Returns on Calculation of Levies for Takaful and Insurance Businesses.

### 3. Appointment of LOs:

- a. MIs should adopt optimal internal governance arrangements for engaging PIDM effectively via the PIDM Industry Portal.
- b. At the minimum, each MI should appoint two (2) representatives to take on the roles of the MIALO and MIPLO respectively.
- c. Options are provided for the MI to appoint an alternate person for each of the mandatory MIALO and MIPLO roles.
- d. MIs can appoint up to eight (8) MIOfficer(s) to perform the following regulatory submissions:

Regulatory Submissions <sup>2</sup>	Maximum number of MIOfficer(s)
<b>A. Submission through PIDM eBOX</b>	
<b>Deposit-taking Members:</b> <ul style="list-style-type: none"> <li>• Differential Premium Systems</li> <li>• Return on Total Insured Deposits</li> <li>• Deposit Information Systems and Submission</li> </ul> <b>Insurer Members:</b> <ul style="list-style-type: none"> <li>• Differential Levy Systems for Insurance Companies</li> <li>• Differential Levy Systems for Takaful Operators</li> <li>• Return on Calculation of Levies for Takaful and Insurance Businesses</li> </ul>	Up to 4
<b>B. Submission NOT through PIDM eBOX</b>	
<b>Deposit-taking Members:</b> <ul style="list-style-type: none"> <li>• Deposit Product Information via eDPR form</li> </ul> <b>Insurer Members:</b> <ul style="list-style-type: none"> <li>• Product Information for Insurer Members</li> </ul>	Up to 8
<b>Total number of MIOfficers [Combination of A + B]</b>	<b>8</b>

- e. The MIPLO may opt to assume the operational role of making the regulatory submissions and updating the MI's profile details. In this instance, no appointment of MIOfficer is required.
- f. Please note that only four (4) representatives of the MI (either MIPLO(s) or MIOfficer(s)) are granted with permissions (contribute or edit function) to perform the regulatory submissions via PIDM's eBox.

<sup>2</sup> Will be updated as and when new submission(s) are introduced through the PIDM Industry Portal.

**4. Appointment of new or changes to MIALO(s):**

- a. Appointment of new or a change in the MIALO(s) requires approval from the MI's Chief Executive Officer ("CEO") or a designated person in the absence of the CEO, using the Appointment Form in Appendix 1.
- b. The appointed MIALO(s) may represent other MIs under the same financial group. Notwithstanding this, if the same person represents different MIs, PIDM requires each MI to submit the respective appointment forms.
- c. Any changes to the personal details of the current appointed MIALO(s) are to be updated directly at the PIDM Industry Portal. Approval from or notification to PIDM is not required.
- d. The approved form shall be scanned and submitted to PIDM via [industryportalinfo@pidm.gov.my](mailto:industryportalinfo@pidm.gov.my).
- e. The changes shall be performed by PIDM upon receipt of the approved form.

**5. Appointment of new or changes to MIPLO(s):**

- a. Appointment of new or a change in the MIPLO(s) requires approval from the CEO or a designated person in the absence of the CEO, using the Appointment Form in Appendix 1.
- b. The appointed MIPLO(s) may represent other MIs under the same financial group. Notwithstanding this, if the same person represents different MIs, PIDM requires each MI to submit the respective appointment forms.
- c. Any changes to the personal details of the current appointed MIPLO(s) including any change to the user permission (access rights) are to be updated directly at the PIDM Industry Portal. Approval from or notification to PIDM is not required.
- d. The approved form shall be scanned and submitted to PIDM via [industryportalinfo@pidm.gov.my](mailto:industryportalinfo@pidm.gov.my) for record purposes only.
- e. The changes shall be performed by the MIALO(s).

**6. Changes to MIOfficer(s):**

- a. For appointment of new or a change in the MIOfficer(s), approval from or notification to PIDM is not required.
- b. The changes shall be performed by the MIALO(s).
- c. The appointed MIOfficer(s) may represent other MIs under the same financial group.

**7. By providing the details in the Appointment Form, you confirm that you have read, understood and agree to the Personal Data Protection Notice ("Privacy Notice") in PIDM's website, [www.pidm.gov.my](http://www.pidm.gov.my), and the processing of personal data in accordance with the Privacy Notice.**

**APPOINTMENT FORM**

I, ..... , am the.....  
[insert name of CEO] [insert designation]

of ..... (“Member Institution”) .....  
[insert name of MI] [insert MI code]

I confirm that:

- (i) I authorise the appointment of the Member Institution Liaison Officer(s) (“LO”) named in this Appointment Form, for the purposes of the LO(s) accessing and using the PIDM Industry Portal and PIDM e-Box in accordance with the terms and conditions of use for the PIDM Industry Portal and PIDM e-Box;<sup>3</sup>
- (ii) the named individual will perform the roles and responsibilities of the LO(s)<sup>4</sup> for and on behalf of the Member Institution;
- (iii) the details of the LO(s) set out in the Appointment Form are accurate; and
- (iv) the appointment of the LO(s) will continue until PIDM is informed of any change by way of another Appointment Form submitted to PIDM.<sup>5</sup>

.....  
Name:  
Designation:  
Date:  
Official stamp:

<sup>3</sup> The Terms and Conditions of Use for PIDM Industry Portal and PIDM e-Box are accessible at <https://www.pidm.gov.my/PIDM/media/downloads/2020/Form/Terms-Conditions.pdf>.

<sup>4</sup> As set out in paragraph 2 of the Member Institution Liaison Officer(s): Appointment Process.

<sup>5</sup> As required by paragraphs 4 and 5 of the Member Institution Liaison Officer(s): Appointment Process.

Role	:	Name of Current LO	Status: Retain / Replacement / New [[v] the applicable box(s)]	
MIALO (Mandatory)	:		<input type="checkbox"/>	New <sup>6</sup>
			<input type="checkbox"/>	Retain <sup>7</sup>
			<input type="checkbox"/>	Replacement <sup>6</sup>
Alternate MIALO (Optional) <i>[same user permission (access rights) as the Mandatory MIALO]</i>	:		<input type="checkbox"/>	New <sup>6</sup>
			<input type="checkbox"/>	Replacement <sup>6</sup>
			<input type="checkbox"/>	Retain <sup>7</sup>
			<input type="checkbox"/>	Role no longer required <sup>8</sup>
			<input type="checkbox"/>	Not applicable
MIPLO (Mandatory)	:		<input type="checkbox"/>	New <sup>9</sup>
			<input type="checkbox"/>	Retain <sup>7</sup>
			<input type="checkbox"/>	Replacement <sup>9</sup>
Alternate MIPLO (Optional) <i>[same user permission (access rights) as the Mandatory MIPLO]</i>	:		<input type="checkbox"/>	New <sup>9</sup>
			<input type="checkbox"/>	Retain <sup>7</sup>
			<input type="checkbox"/>	Replacement <sup>9</sup>
			<input type="checkbox"/>	Role no longer required <sup>8</sup>
			<input type="checkbox"/>	Not applicable

<sup>6</sup> Refer to Page 6. Fill in the details of the replacement / new MIALO in the applicable table.

<sup>7</sup> For the avoidance of doubt, where the existing MIALO or MIPLO is retained, there is no requirement to provide the details of the retained MIALO or MIPLO in the applicable table.

<sup>8</sup> Role no longer needed and no replacement is needed.

<sup>9</sup> Refer to Page 7. Fill out the details of the replacement / new MIPLO in the table provided.

**Details of Replacement / New MIALO(s)**

<b>User Details</b>	<b>MIALO (Mandatory)</b>	<b>Alternate MIALO (Optional)</b>
Salutation* <i>Mr/Ms/Dato'/Encik/Puan</i>		
Full Name* <i>as per Identity Card</i>		
Identity Card Number or Passport Number*		
Designation*		
Division or Department*		
Email*		
Telephone Number * <i>including extension</i>		
Direct Line		
Mobile Number		
Correspondence Address (Line 1):*		
(Line 2):*		
(Line 3):		
Postal Code*		
City*		
State*		
If representing other MI(s) under the same financial group, please specify the name(s) of the MI(s)		

*\*Mandatory Information*

Note: The MIALO(s) is given access to the User Management module of the PIDM Industry Portal to perform the following user functions: create, view, add, remove, edit, upload and download. The MIALO will not be able to view or have access to any of the regulatory submission.

**Details of Replacement / New MIPLO(s)**

<b>User Details</b>	<b>MIPLO (Mandatory)</b>	<b>Alternate MIPLO (Optional)</b>
Salutation* <i>Mr/Ms/Dato'/Encik/Puan</i>		
Full Name* <i>as per Identity Card</i>		
Identity Card Number or Passport Number*		
Designation*		
Division or Department*		
Email*		
Telephone Number * <i>including extension</i>		
Direct Line		
Mobile Number		
Correspondence Address (Line 1):*		
(Line 2):*		
(Line 3):		
Postal Code*		
City*		
State*		
If representing other MI(s) under the same financial group, please specify the name(s) of the MI(s)		

*\*Mandatory Information*