



Perbadanan Insurans Deposit Malaysia
Protecting Your Insurance And Deposits In Malaysia

**PIDM INDUSTRY PORTAL:
USER GUIDE - MI PROFILE MAINTENANCE**

ISSUE DATE : 6 APRIL 2026



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|---------------|---|------------------|--------------|
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| TITLE | PIDM INDUSTRY PORTAL: USER GUIDE - MI PROFILE MAINTENANCE | | |

TABLE OF CONTENTS

1.0 SECTION 1: UPDATE MI PROFILE..... 1

Notice for Change in Terminology:

| Existing terms reflected in this document | Updated terms reflected in the PIDM Industry Portal |
|--|--|
| MI Profile Maintenance | MI / Others Profile Maintenance |
| 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.

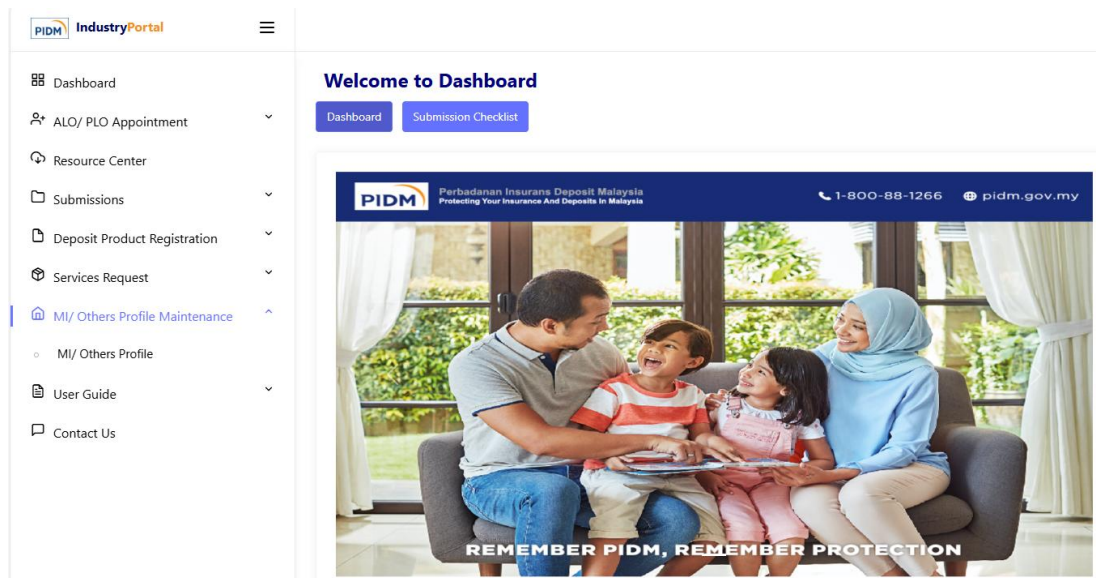
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| | | | |
|---------------|---|------------------|--------------|
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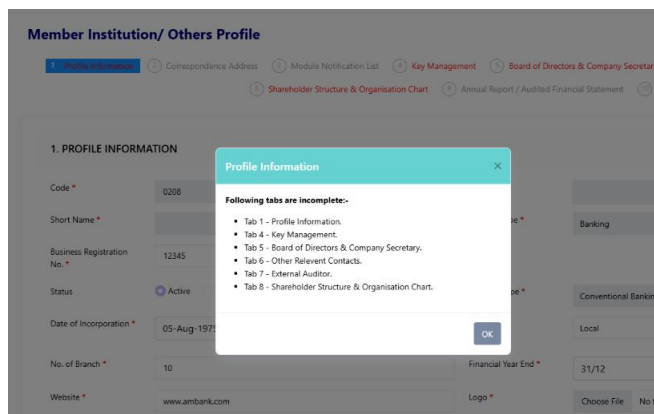
1.0 SECTION 1: UPDATE MI PROFILE

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.

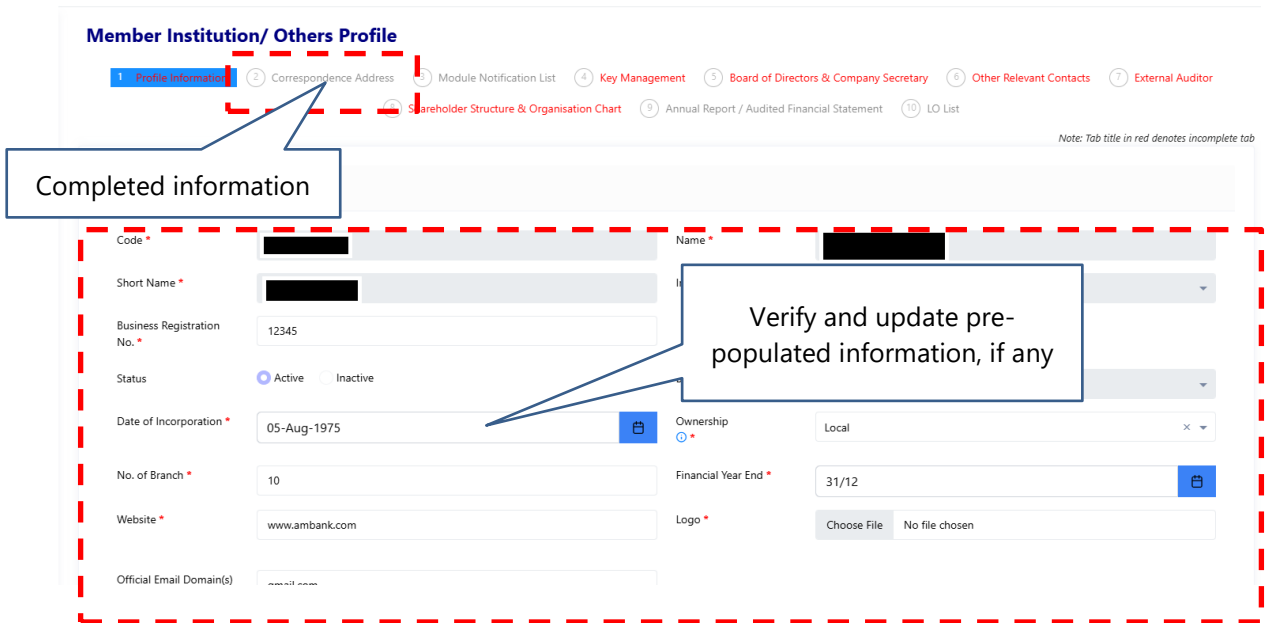


Note: Tab Name with red font colour denotes incomplete profile information which requires action from the user. The following message will appear if the current MI Profile is incomplete.



| | | | |
|---------------|---|------------------|--------------|
| Ref No | PIDM/UG2-A2/2026 (IPS-MIPM) | Issued on | 6 April 2026 |
| TITLE | PIDM INDUSTRY PORTAL: USER GUIDE - MI PROFILE MAINTENANCE | | |

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



Member Institution/ Others Profile

1 Profile Information 2 Correspondence Address 3 Module Notification List 4 Key Management 5 Board of Directors & Company Secretary 6 Other Relevant Contacts 7 External Auditor 8 Shareholder Structure & Organisation Chart 9 Annual Report / Audited Financial Statement 10 LO List

Note: Tab title in red denotes incomplete tab

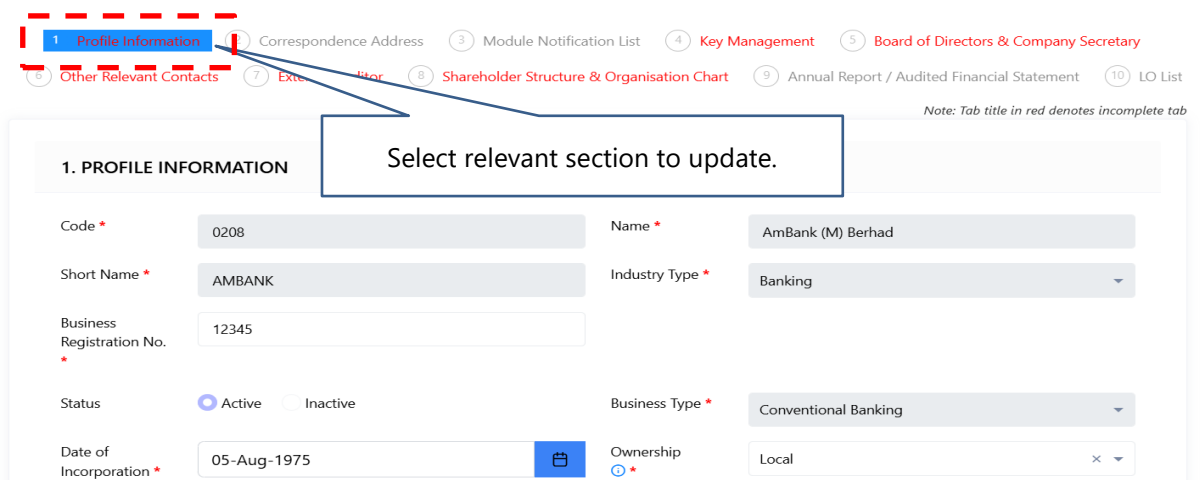
Completed information

Verify and update pre-populated information, if any

Code * [Redacted] Name * [Redacted]
 Short Name * [Redacted]
 Business Registration No. * 12345
 Status Active Inactive
 Date of Incorporation * 05-Aug-1975 Ownership Local
 No. of Branch * 10 Financial Year End * 31/12
 Website * www.ambank.com Logo * Choose File No file chosen
 Official Email Domain(s) [Redacted]

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.



Member Institution/ Others Profile

1 Profile Information 2 Correspondence Address 3 Module Notification List 4 Key Management 5 Board of Directors & Company Secretary 6 Other Relevant Contacts 7 External Auditor 8 Shareholder Structure & Organisation Chart 9 Annual Report / Audited Financial Statement 10 LO List

Note: Tab title in red denotes incomplete tab

Select relevant section to update.

1. PROFILE INFORMATION

Code * 0208 Name * AmBank (M) Berhad
 Short Name * AMBANK Industry Type * Banking
 Business Registration No. * 12345
 Status Active Inactive Business Type * Conventional Banking
 Date of Incorporation * 05-Aug-1975 Ownership Local

Note: Tab Name with red font colour denotes incomplete profile information which requires action from the user.

| | | | |
|---------------|---|------------------|--------------|
| Ref No | PIDM/UG2-A2/2026 (IPS-MIPM) | Issued on | 6 April 2026 |
| TITLE | PIDM INDUSTRY PORTAL: USER GUIDE - MI PROFILE MAINTENANCE | | |

1.4 **Step 4:** User to input all mandatory fields.

ADD NEW OR UPDATE EXISTING RECORD:

Full Name *

Designation *

Is this the Authorised Person?

Division *

Department

Mandatory fields marked with '*'

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

Official Email Domain(s) *

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

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

Save Next

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

Member Institution/ Others Profile

1 Profile Information 2 Correspondence Address 3 Module Notification List 4 Key Management

5 Board of Directors & Company Secretary 6 Other Relevant Contacts 7 External Auditor

8 Shareholder Structure & Organisation Chart 9 Annual Report / Audited Financial Statement 10 LO List

Note: Tab title in red denotes incomplete tab

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

| | | | |
|---------------|---|------------------|--------------|
| Ref No | PIDM/UG2-A2/2026 (IPS-MIPM) | Issued on | 6 April 2026 |
| TITLE | PIDM INDUSTRY PORTAL: USER GUIDE - MI PROFILE MAINTENANCE | | |

"Key Management" minimum entry:

- 1 Profile Information
 2 Correspondence Address
 3 Module Notification List
 4 Key Management
 5 Board of Directors & Company Secretary
 6 Other Relevant Contacts
 7 External Auditor
 8 Shareholder Structure & Organisation Chart
 9 Annual Report / Audited Financial Statement
 10 LO List

Note: Tab title in red denotes incomplete tab

Note on minimum entry of database

4. 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 background color denotes obsolete data that requires immediate amendment by PLO/Officers.

"Board of Directors & Company Secretary" minimum entry for MIs with conventional business type:

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

- 1 Profile Information
 2 Correspondence Address
 3 Module Notification List
 4 Key Management
 5 Board of Directors & Company Secretary
 6 Other Relevant Contacts
 7 External Auditor
 8 Shareholder Structure & Organisation Chart
 9 Annual Report / Audited Financial Statement
 10 LO List

Note: Tab title in red denotes incomplete tab

Note on minimum entry of database

BOARD OF DIRECTORS & COMPANY SECRETARY

Note:

1. This section must at least include the following records to mark as 'Complete'.
 - o 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
 - o one (1) Company Secretary record
2. Record(s) in red background color denotes obsolete data that requires immediate amendment by PLO/Officers.

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

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

5. BOARD OF DIRECTORS, SHARIAH COMMITTEE & COMPANY SECRETARY

Note:
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. If Shariah Committee is also a Board of Director, please record under Shariah Committee.
 ○ one (1) Company Secretary record
 2. Record(s) in **red** background color denotes obsolete data that requires immediate amendment by PLO/Officers.

Note on minimum entry of database

"Other Relevant Contacts" minimum entry:

1 Profile Information 2 Correspondence Address 3 Module Notification List 4 Key Management 5 Board of Directors & Company Secretary
 6 Other Relevant Contacts 7 External Auditor 8 Shareholder Structure & Organisation Chart 9 Annual Report / Audited Financial Statement 10 LO List
 Note: Tab title in red denotes incomplete tab

Note on minimum entry of database

6. 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 Corporate Communication or equivalent contact.

"External Auditor" minimum entry:

1 Profile Information 2 Correspondence Address 3 Module Notification List 4 Key Management 5 Board of Directors & Company Secretary
 6 Other Relevant Contacts 7 External Auditor 8 Shareholder Structure & Organisation Chart 9 Annual Report / Audited Financial Statement 10 LO List
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Note on minimum entry of database

7. EXTERNAL AUDITOR







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

Note: Text font of obsolete MI contacts record in **red** color denotes obsolete data that requires action from the user. This is applicable to all sections.

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| | | | |
|---------------|---|------------------|--------------|
| Ref No | PIDM/UG2-A2/2026 (IPS-MIPM) | Issued on | 6 April 2026 |
| TITLE | PIDM INDUSTRY PORTAL: USER GUIDE - MI PROFILE MAINTENANCE | | |

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 |   |
| [REDACTED] | CFO | FINAD | lee_002@gmail.com | Alia | Alia_Ali@gmail.com | 15-Nov-2022 |   |
| [REDACTED] | CRO | Communications | [REDACTED] | Karen | karen_lee@gmail.com | 21-Nov-2022 |   |

“Shareholder Structure & Organisation Chart”: User is required to provide the shareholder structure and organisation chart in the prescribed file format.

- 1 Profile Information
- 2 Correspondence Address
- 3 Module Notification List
- 4 Key Management
- 5 Board of Directors & Company Secretary
- 6 Other Relevant Contacts
- 7 External Auditor
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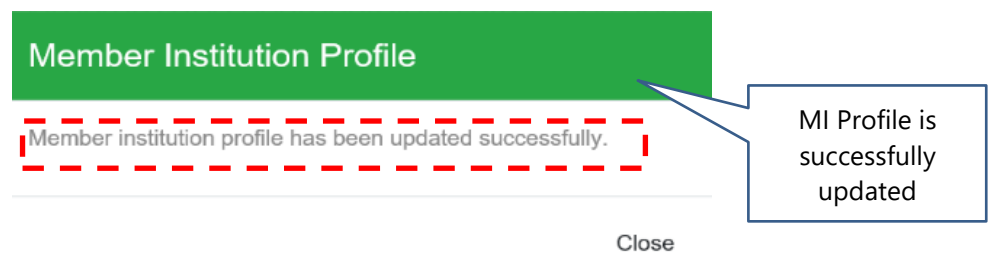
Note: Tab title in red denotes incomplete tab

8. SHAREHOLDER STRUCTURE & ORGANISATION CHART

Shareholder Structure * No file chosen

Organisation Chart * No file chosen

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



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