



Perbadanan Insurans Deposit Malaysia  
Protecting Your Insurance And Deposits In Malaysia

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**PIDM INDUSTRY PORTAL:  
USER GUIDE – SUBMISSION OF DEPOSIT PRODUCT  
INFORMATION**

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**ISSUE DATE : 6 APRIL 2026**



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<b>Ref No</b>	PIDM/UG3-A2/2026 (IPS-DPI)	<b>Issued on</b>	6 April 2026
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## PART A: INTRODUCTION

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### 1.0 BACKGROUND

- 1.1 The Guidelines on Submission of Deposit Product Information (“Guidelines”)<sup>1</sup> requires deposit-taking member institutions (“MIs”) to, amongst others, submit to Perbadanan Insurans Deposit Malaysia (“PIDM”) – (i) information on the deposit products offered by the MIs for PIDM’s certification of their insurability status; and (ii) an annual declaration form (“Declaration Form”) confirming that the information in the MI’s Deposit Product Insurability Report is accurate. The submission of this information to PIDM is to be done via PIDM’s Industry Portal.
- 1.2 This PIDM Industry Portal: User Guide – Submission of Deposit Product Information (“User Guide”) provides a step-by-step guide to assist MIs in accessing and using the PIDM Industry Portal<sup>2</sup> for the purpose of fulfilling the requirements in respect of submission of deposit product information under the Guidelines. This encompasses:
- (a) accessing and completing the Electronic Deposit Product Registration (“eDPR”) form<sup>3</sup> for the purpose of submitting the MI’s deposit product information to PIDM;<sup>4</sup>
  - (b) accessing the Deposit Product Insurability Report which contains information on the active deposit products of the MI registered with PIDM; and
  - (c) using the Annual Deposit Product Insurability Report Declaration submission type under the Submission Management module<sup>5</sup> for the purpose of submitting to PIDM, the annual Declaration Form confirming that the information in the Deposit Product Insurability Report is accurate.<sup>6</sup>
- 1.3 This User Guide is to be read in conjunction with the following –
- (a) the Guidelines;

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<sup>1</sup> Issued on 18 May 2022 and as amended from time to time.

<sup>2</sup> Accessible via <https://industryportal.pidm.gov.my>.

<sup>3</sup> Available at the PIDM Industry Portal via the Deposit Product Registration module.

<sup>4</sup> Pursuant to the Guidelines.

<sup>5</sup> Accessible via the PIDM Industry Portal.

<sup>6</sup> Pursuant to paragraph 7.1 of the Guidelines.

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- (b) PIDM Industry Portal: User Guide – System Access & MI User Maintenance;<sup>7</sup>
- (c) PIDM Industry Portal: MI Liaison Officers Appointment Process;<sup>7</sup>
- (d) PIDM Industry Portal: User Guide – Submission Management;<sup>7</sup>
- (e) Terms & Conditions of Use for PIDM Industry Portal and PIDM e-Box (“Terms and Conditions of Use”);<sup>7</sup> and
- (f) PIDM Industry Portal: Prerequisites Checklist (“Prerequisites Checklist”).<sup>7</sup>

1.4 This User Guide is effective 6 April 2026 and will supersede the Guide to Using the Electronic Deposit Product Registration Form for Member Institutions dated 14 February 2020.

1.5 Please note that the screenshots provided in this User Guide are for illustration purposes only.

1.6 A reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.

## 2.0 CONVENTIONS AND FEATURES IN THIS USER GUIDE

2.1 To use your time effectively, be sure that you understand the stylistic conventions that are used throughout this User Guide. The following list explains these conventions:

- (a) Hands-on exercises for you to follow are presented as lists of numbered steps (1, 2, and so on).
- (b) Keywords are depicted in **bold** font.
- (c) Button-names, functions and hyperlinks of the PIDM Industry Portal are depicted in *Italic* font.
- (d) A note that is labelled as **Note** is used to give you more information about a specific topic.

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<sup>7</sup> Accessible at <https://www.pidm.gov.my/key-references/industry-portal/resources>.



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- (e) A note that is labelled as **Important** is used to point out information that can help you avoid a problem.
- (f) A note that is labelled as **Tip** is used to convey advice that you might find useful when using the PIDM Industry Portal for the purposes set out in paragraph 1.2 above.

### 3.0 FEEDBACK AND SUPPORT

- 3.1 We have made every effort to ensure the accuracy of this User Guide. However, we welcome feedback on any topic it contains. This includes technical issues specific to the recommendations, usefulness and usability issues, and writing and editing issues. Please contact [legal@pidm.gov.my](mailto:legal@pidm.gov.my) for enquiries.

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## **PART B: ACCESSIBILITY REQUIREMENTS**

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### **4.0 SOFTWARE AND HARDWARE REQUIREMENTS**

- 4.1 The software and hardware requirements to access and use the PIDM Industry Portal are listed in the Prerequisites Checklist. MIs are to refer to the Prerequisites Checklist for further details on the requirements and ensure compliance prior to the use of the PIDM Industry Portal.

### **5.0 PIDM INDUSTRY PORTAL SUPPORT**

- 5.1 Queries related to user account creation and accessibility of the PIDM Industry Portal may be directed to:

Telephone: 1-800-88-1266

Email: [industryportalinfo@pidm.gov.my](mailto:industryportalinfo@pidm.gov.my)

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## PART C: DEFINITIONS, ROLES AND RESPONSIBILITIES

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### 6.0 DEFINITIONS

6.1 For the purposes of this User Guide—

**“Annual Deposit Product Insurability Report Declaration”** means a submission type in the Submission Management module that enables an MI to submit to PIDM, the annual Declaration Form confirming that the information in the Deposit Product Insurability Report is accurate, pursuant to paragraph 7.1 of the Guidelines;

**“Deposit Product Insurability Report”** means a report containing information (i.e. name, product code, deposit type, currency and where applicable, Shariah contract) on the active deposit products of an MI registered with PIDM and which report is accessible by the MI via the Deposit Product Registration module;

**“Deposit Product Registration module”** means a module in the PIDM Industry Portal that enables – (a) submissions of the eDPR form and the supporting documents (including any letter, brochure, term sheet, contract terms and conditions and form) by an MI to PIDM; and (b) access by an MI to its Deposit Product Insurability Report;

**“MIALO”** means any person nominated by an MI as the Member Institution Administrative Liaison Officer for the purposes of performing the roles and responsibilities as the MIALO in accordance with this User Guide;

**“MIPLO”** means any person nominated by an MI as the Member Institution Primary Liaison Officer for the purposes of performing the roles and responsibilities as the MIPLO in accordance with this User Guide;

**“MIOfficer”** means any person nominated by an MI as the Member Institution Officer for the purposes of performing the roles and responsibilities as the MIOfficer in accordance with this User Guide;

**“PIDM Industry Portal”** means PIDM’s online portal that comprises several modules (including the Deposit Product Registration module and Submission Management module) and enables submissions of information and documents by the MIs to PIDM;

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“**Resource Center**” means a module in the PIDM Industry Portal that contains relevant resources that an MI may require for purposes of performing submissions to PIDM via the PIDM Industry Portal;

“**Submission Management**” means a module in the PIDM Industry Portal that enables an MI to submit to PIDM, information and documents that are required by PIDM to be submitted via the PIDM Industry Portal; and

“**User**” means any person nominated by an MI to access or use the PIDM Industry Portal, including the MIALO.

## 7.0 ROLES AND RESPONSIBILITIES

7.1 The roles and responsibilities of the MIALO, MIPLO and MIOfficer in relation to the submission of deposit product information are set out in the table below: <sup>8</sup>

	Role	Responsibilities	
1.	MIALO	Please see the responsibilities of the MIALO in Section 1 (Roles and Responsibilities) of the PIDM Industry Portal: MI Liaison Officers Appointment Process.	
2.	MIPLO	(a)	Please see the responsibilities of the MIPLO in Section 1 (Roles and Responsibilities) of the PIDM Industry Portal: MI Liaison Officers Appointment Process.
		(b)	In particular for deposit product information, provides oversight and collaborates with the MIOfficer: <ul style="list-style-type: none"> <li>(i) to ensure complete and timely submission of information on deposit products using the eDPR form(s) for PIDM’s certification of their insurability status;</li> <li>(ii) for access as necessary to the MI’s Deposit Product Insurability Report; and</li> <li>(iii) to ensure complete and timely submission of the annual Declaration Form confirming that the</li> </ul>

<sup>8</sup> For the overall roles and responsibilities and headcount for the MIALO, MIPLO and MIOfficers in relation to the PIDM Industry Portal, please refer to Section 1 (Roles and Responsibilities) of the PIDM Industry Portal – MI Liaison Officers Appointment Process for further details.

	Role	Responsibilities
		information in the Deposit Product Insurability Report is accurate.
		(c) If the MIPLO is granted “Contribute” access rights to the Deposit Product Registration module and the Annual Deposit Product Insurability Report Declaration submission type under the Submission Management module, the MIPLO may also perform the responsibilities of the MIOfficer.
3.	MIOfficer	<p>(a) <b>Conducts the operational tasks in relation to submission of deposit product information</b> and hence, should be granted “Contribute” access rights to the <b>Deposit Product Registration module</b> and the <b>Annual Deposit Product Insurability Report Declaration submission type under the Submission Management module</b> to perform the following responsibilities:</p> <p>(i) make complete and timely submissions of information on deposit products using the eDPR form via <b>the Deposit Product Registration module</b> for PIDM’s certification of their insurability status;</p> <p>(ii) liaise with PIDM pertaining to all matters relating to the eDPR form submissions and certification of the deposit products;</p> <p>(iii) access and download the Deposit Product Insurability Report via the <b>Deposit Product Registration module</b> as and when necessary; and</p> <p>(iv) make complete and timely submission of the annual Declaration Form via the <b>Annual Deposit Product Insurability Report Declaration submission type</b>.</p>

## 7.2 MIPLO or MIOfficer: First Time Log In

Please follow the steps described under Section 3 (First Time Log In) of the PIDM Industry Portal: User Guide – System Access & MI User Maintenance on how to log in to the PIDM Industry Portal for the first time.



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**Important:** Prior to logging in to the PIDM Industry Portal, a user account with either read-only or “Contribute” access rights to the respective modules must be first created. An MIPLO / MIOfficer will require –

- (a) “Contribute” access rights to the Deposit Product Registration module to be able to access and use the eDPR form;
- (b) at least read-only access to the Deposit Product Registration module to be able to access and download the Deposit Product Insurability Report;
- (c) at least read-only access to the Resource Center module to be able to access and download the Declaration Form; and
- (d) “Contribute” access to the Annual Deposit Product Insurability Report Declaration submission type in order to receive the email notification when the submission period for the year is opened and be able to perform the submission in respect of the Annual Deposit Product Insurability Report Declaration.

Please contact your MIALO for matters related to user account creation.

**Note:** In the event the MIPLO / MIOfficer is representing more than one (1) MI (i.e. conventional and Islamic MIs from the same group) for the purposes as set out in paragraph 1.2 above, the MIPLO / MIOfficer will be required to select from the drop-down menu, the applicable MI that the MIPLO / MIOfficer is representing at that given time.

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## PART D: ELECTRONIC DEPOSIT PRODUCT REGISTRATION (“EDPR”) FORM

### 8.0 WHICH EDPR FORM SHOULD I USE

8.1 There are two (2) eDPR forms, each designed specifically for conventional and Islamic deposit products respectively.

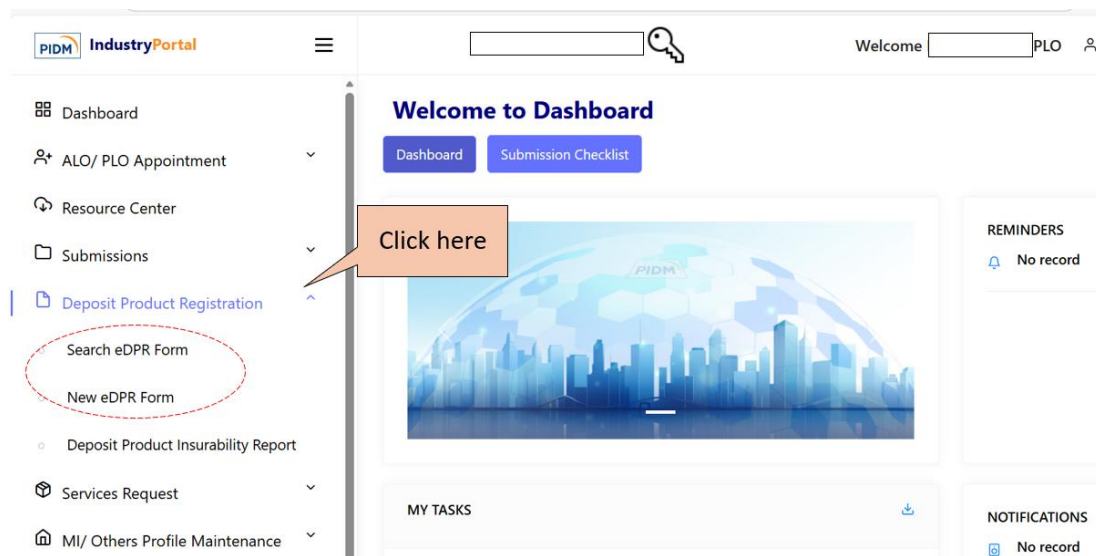
8.2 Please use the **conventional eDPR form** for **conventional** deposit products and the **Islamic eDPR form** for **Islamic** deposit products.

**Note:** Please contact PIDM if you are not certain which form is suitable for your deposit product.

8.3 Both the **Islamic** and **conventional** eDPR forms are accessible at the PIDM Industry Portal (<https://industryportal.pidm.gov.my>) via the **Deposit Product Registration module**.

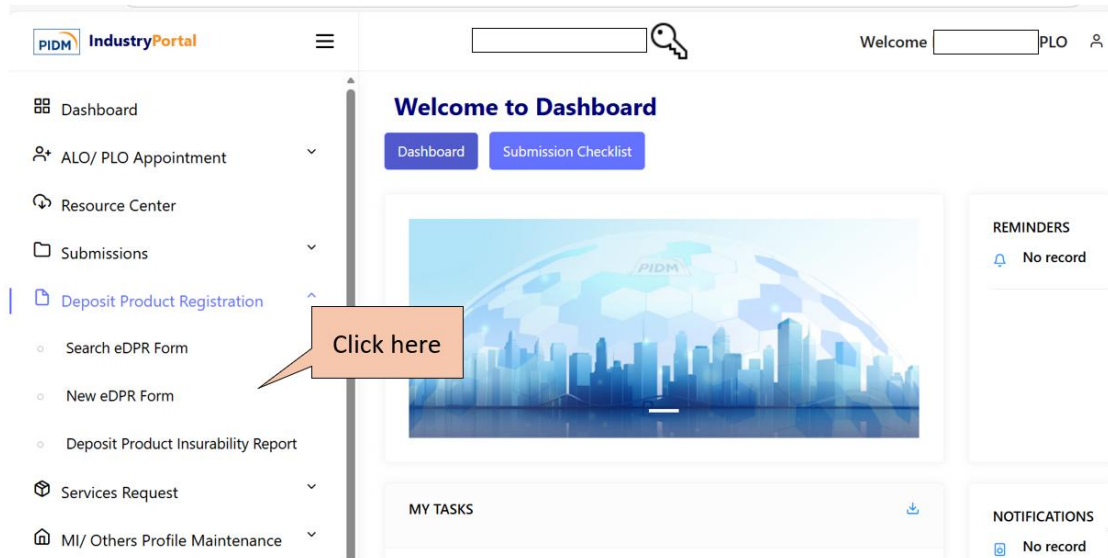
### 9.0 HOW TO ACCESS THE EDPR FORM

9.1 **Step 1:** Upon successfully logging in to the PIDM Industry Portal, click on the *Deposit Product Registration* module to access the eDPR form. The functions of *Search eDPR Form* and *New eDPR Form* will be made available.

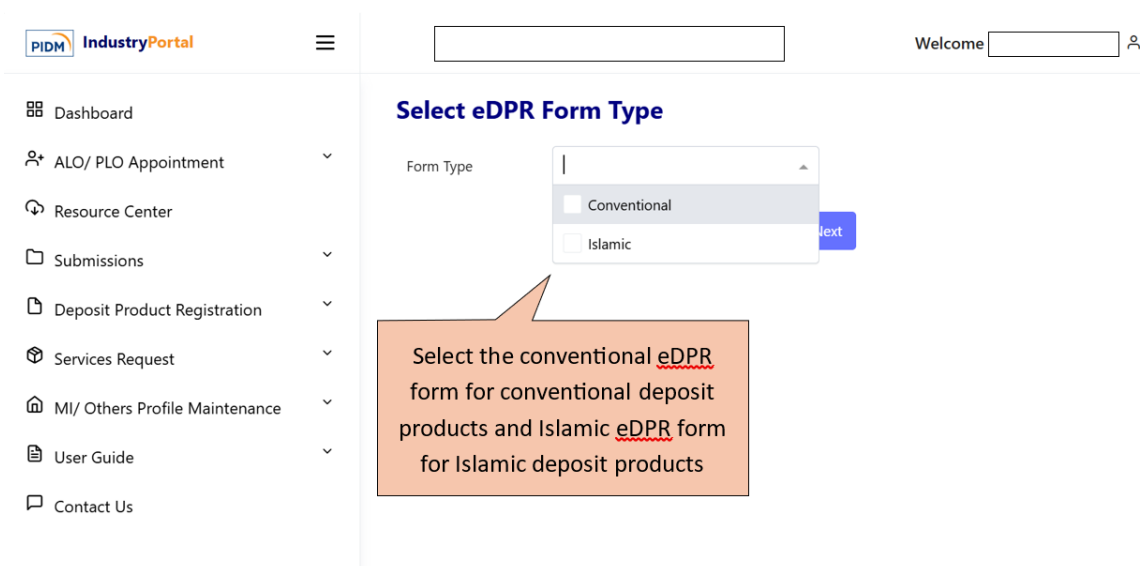


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9.2 **Step 2:** Click on the *New eDPR Form* function to create a new eDPR form for submission.

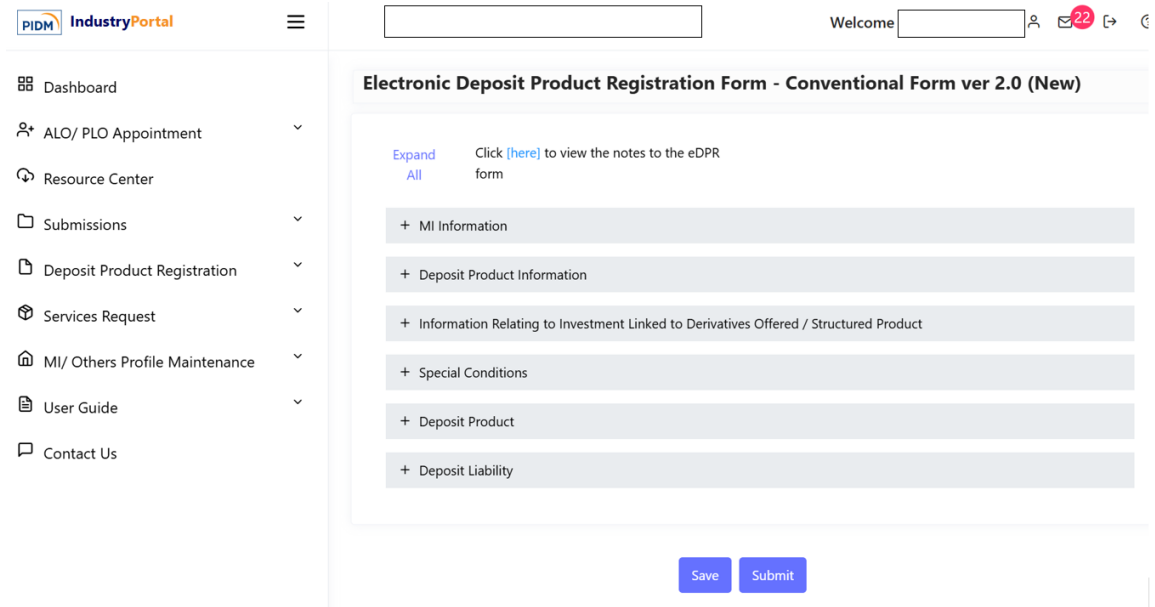


**Note:** For an MI that carries on Islamic banking business in addition to its conventional banking business, the MIPLO / MIOfficer will be required to select either the conventional eDPR form or the Islamic eDPR form before being directed to the new eDPR form page.



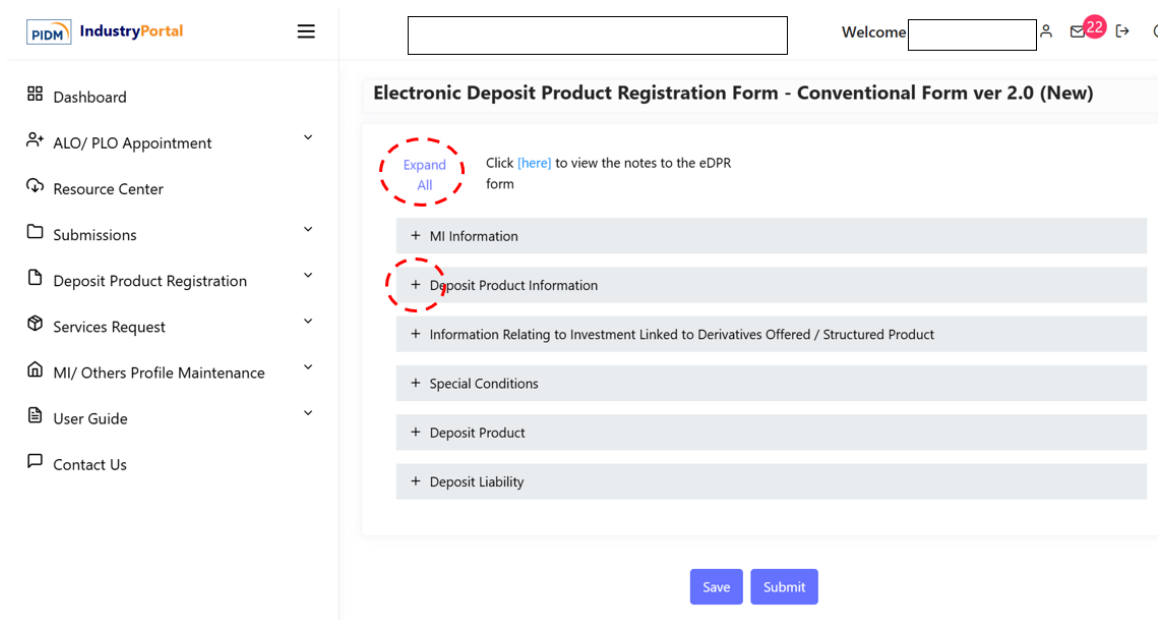
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9.3 **Step 3:** The MIPLO / MIOfficer will be directed to the new eDPR form page.



The screenshot shows the PIDM Industry Portal interface. On the left is a navigation menu with items like Dashboard, ALO/ PLO Appointment, Resource Center, Submissions, Deposit Product Registration, Services Request, MI/ Others Profile Maintenance, User Guide, and Contact Us. The main content area displays the 'Electronic Deposit Product Registration Form - Conventional Form ver 2.0 (New)'. At the top of the form, there is a search bar and a 'Welcome' message. Below this, there is a link to view notes to the eDPR form. The form sections are collapsed, each with a '+' icon. At the bottom of the form, there are 'Save' and 'Submit' buttons.

9.4 **Step 4:** Click on the *Expand All* function to display all questions in the eDPR form or the "+" function to display the questions of a specific section in the eDPR form.

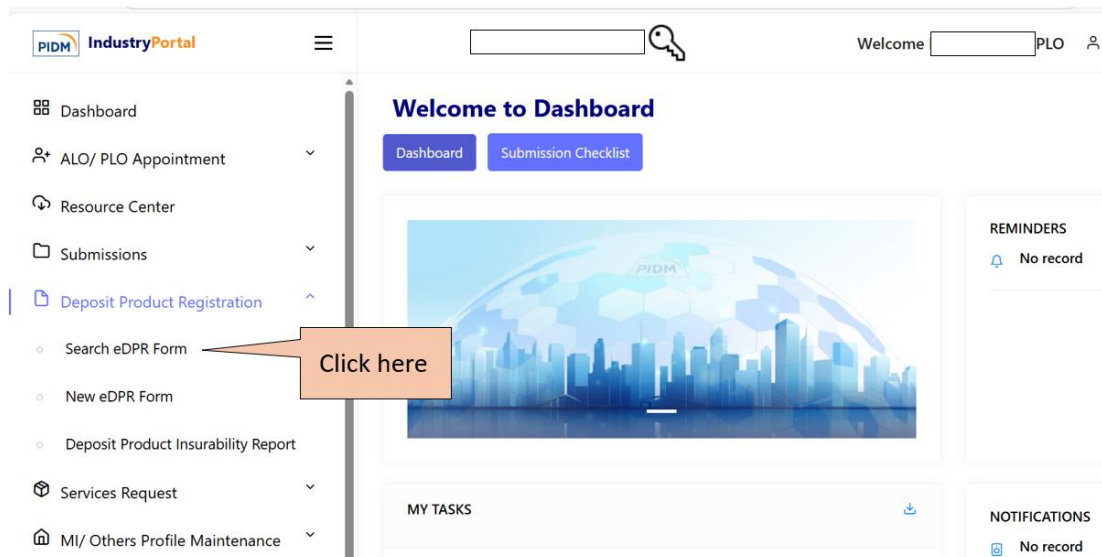


This screenshot is similar to the previous one, but with red dashed circles highlighting the 'Expand All' button and the '+' icon for the 'Deposit Product Information' section, indicating the user's next action.

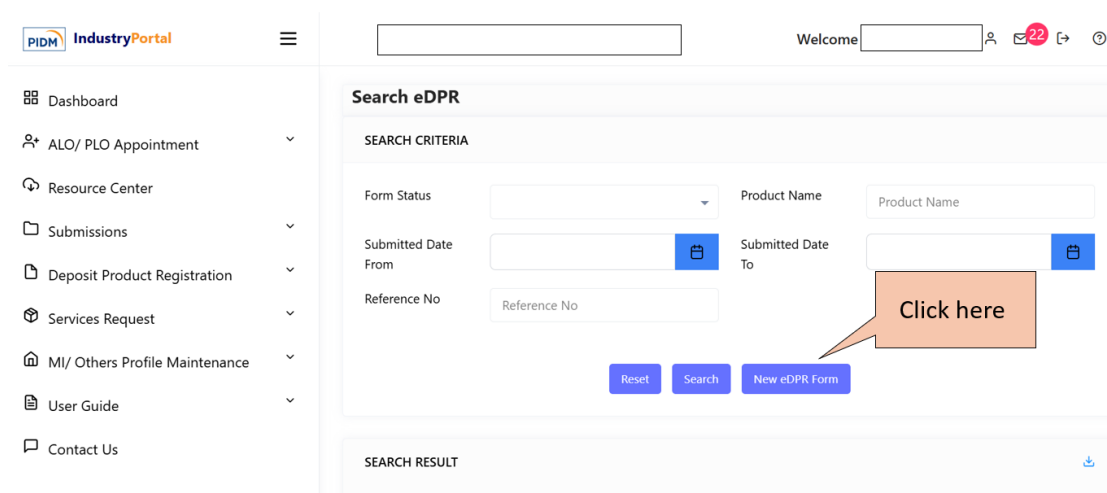
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### Alternative way to access the eDPR form

9.5 **Step 1:** Click on the *Search eDPR Form* function under the Deposit Product Registration module.



9.6 **Step 2:** The MIPLO / MIOfficer will be directed to the *Search eDPR Form* page. Click on the *New eDPR Form* button in this page.



**Note:** For an MI that carries on Islamic banking business in addition to its conventional banking business, the MIPLO / MIOfficer will be required to select either the conventional eDPR form or the Islamic eDPR form before being directed to the new eDPR form page.

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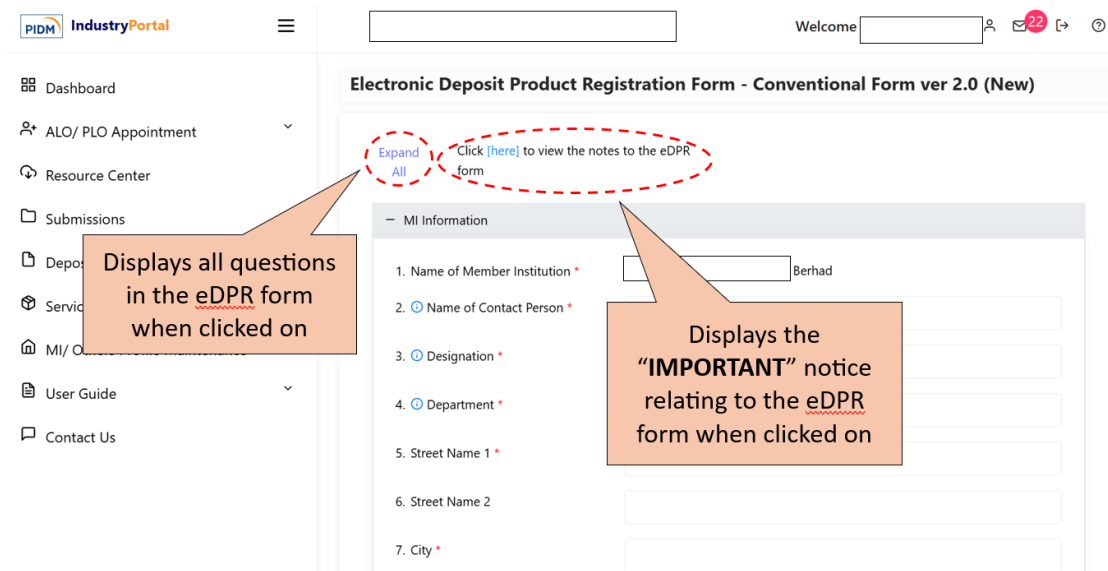
## 10.0 COMPONENTS OF THE EDPR FORM

The eDPR form has three (3) main components:

### 10.1 Function Links

Function links are located at the top of the eDPR form. There are two (2) function links and they comprise:

- Expand All* – displays all questions in the eDPR form. See paragraph 9.4 above for further details; and
- Notes to the eDPR form* – display the **“IMPORTANT”** notice relating to the eDPR form. A MIPLO / MIOfficer must read and understand this notice before answering the questions in the eDPR form.



### 10.2 Function Buttons

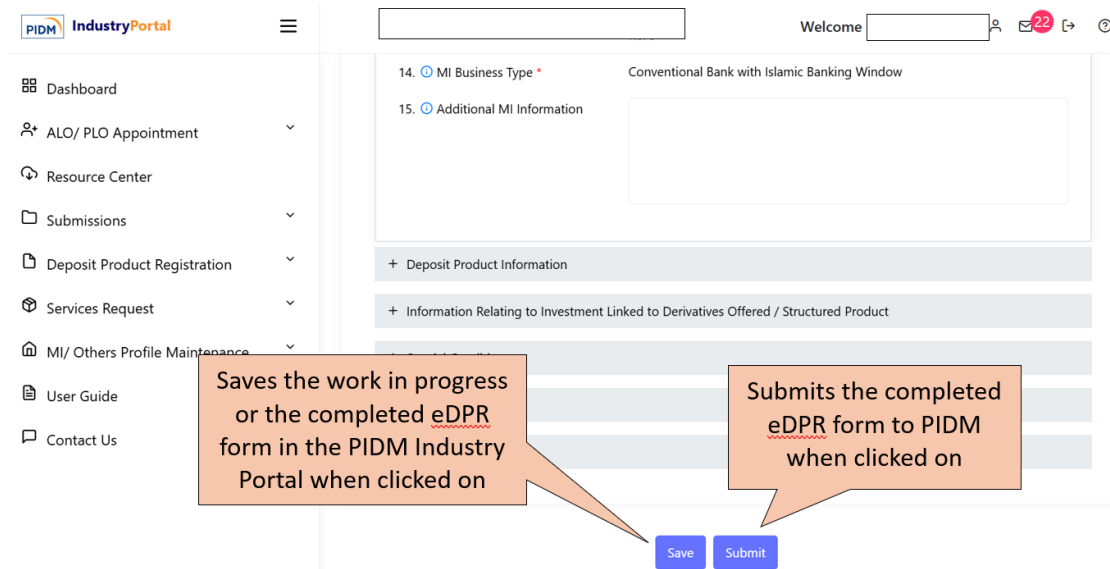
Function buttons are located at the bottom of the eDPR form. There are two (2) function buttons and they comprise:

- Save* – saves the eDPR form that the MIPLO / MIOfficer is working on (“work in progress”) or the completed but yet to submit eDPR form in the PIDM


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Industry Portal.<sup>9,10</sup> If the MIPLO / MIOfficer has saved a work in progress or the completed but yet to submit eDPR form, the MIPLO / MIOfficer may continue to complete or edit the eDPR form by searching for the work in progress using the *Search eDPR Form* function.<sup>11</sup>; and

- (b) *Submit* – submits the completed eDPR form to PIDM.<sup>12</sup>



### 10.3 eDPR Questions

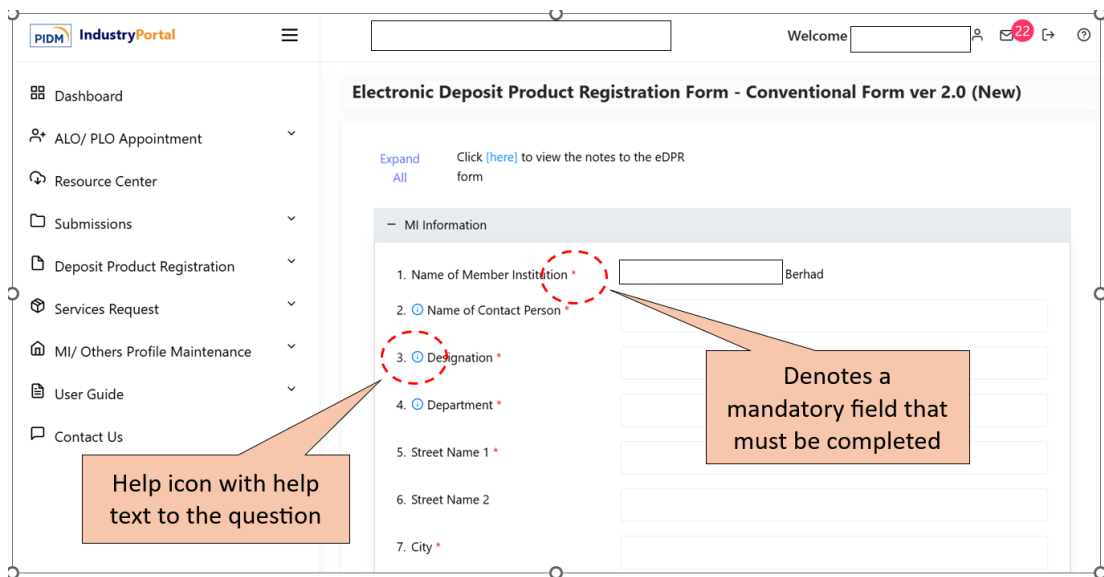
This section (divided into six (6) categories, see below) contains the list of questions that a MIPLO / MIOfficer must answer in order to register a deposit product with PIDM. There are also help icons  next to selected questions to help a MIPLO / MIOfficer in answering the questions in the eDPR form. Please refer to them before answering the questions. The help text is for both conventional and Islamic eDPR forms. Go through each question in the eDPR form carefully and answer the questions as applicable. An asterisk \* in the eDPR form denotes a mandatory field that must be completed. A "Not Applicable" or "N/A" answer is not acceptable for questions marked with an asterisk \*.

<sup>9</sup> In the event the MIPLO / MIOfficer is not yet ready to submit the eDPR form to PIDM.

<sup>10</sup> See paragraph 11.1 below for further details.

<sup>11</sup> See paragraph 11.2 below for further details.

<sup>12</sup> See paragraph 11.3 below for further details.



The submission questions for both conventional and Islamic eDPR forms<sup>13</sup> are divided into six (6) categories and they are:

- (a) MI Information;
- (b) Deposit Product Information;
- (c) Information Relating to Investment Linked to Derivatives Offered / Structured Product;
- (d) Special Conditions;
- (e) Deposit Product; and
- (f) Deposit Liability.

## 11.0 COMPLETING THE EDPR FORM IN MULTIPLE SESSIONS<sup>14</sup>

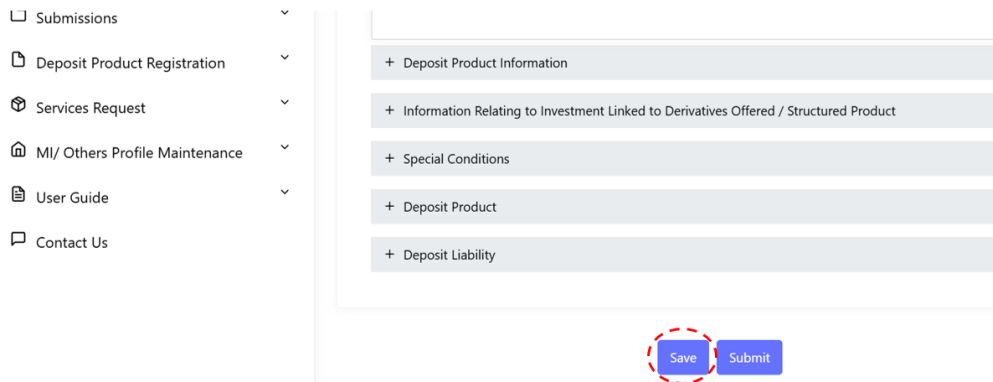
### 11.1 How to Save a Work in Progress or Completed eDPR Form

- (a) A MIPLO / MIOfficer can save a work in progress or a completed but yet to submit eDPR form by clicking on the *Save* button.

<sup>13</sup> While both conventional and Islamic eDPR forms have the same six (6) categories, there may be different or additional submission questions in the respective forms.

<sup>14</sup> MIPLO / MIOfficer is advised to work on one (1) eDPR form at a time and encouraged to complete the eDPR Form in one (1) session.

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Submissions

Deposit Product Registration

Services Request

MI/ Others Profile Maintenance

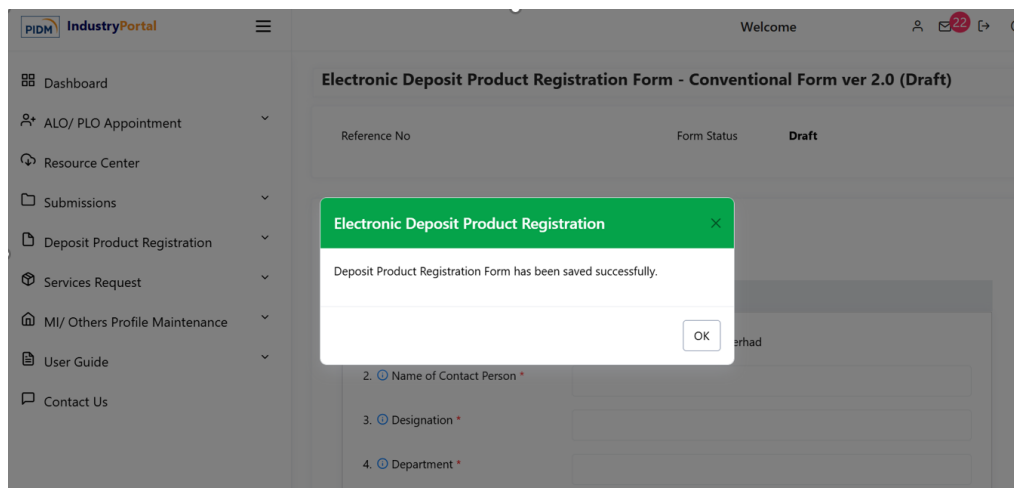
User Guide

Contact Us

- + Deposit Product Information
- + Information Relating to Investment Linked to Derivatives Offered / Structured Product
- + Special Conditions
- + Deposit Product
- + Deposit Liability

Save Submit

- (b) The MIPLO / MIOfficer will be prompted with a confirmation message that the work in progress or the completed but yet to submit eDPR form has been saved.



Electronic Deposit Product Registration Form - Conventional Form ver 2.0 (Draft)

Reference No

Form Status

**Draft**

**Electronic Deposit Product Registration**

Deposit Product Registration Form has been saved successfully.

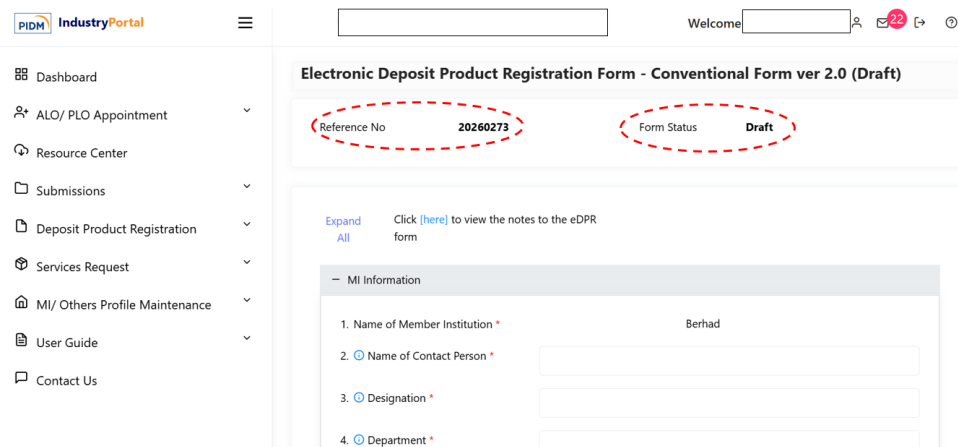
OK

2. Name of Contact Person \*

3. Designation \*

4. Department \*

- (c) The saved work in progress or the completed but yet to submit eDPR form will be assigned with a reference number.



Electronic Deposit Product Registration Form - Conventional Form ver 2.0 (Draft)

Reference No **20260273**

Form Status **Draft**

Expand All Click [here] to view the notes to the eDPR form

MI Information

1. Name of Member Institution \* Berhad

2. Name of Contact Person \*

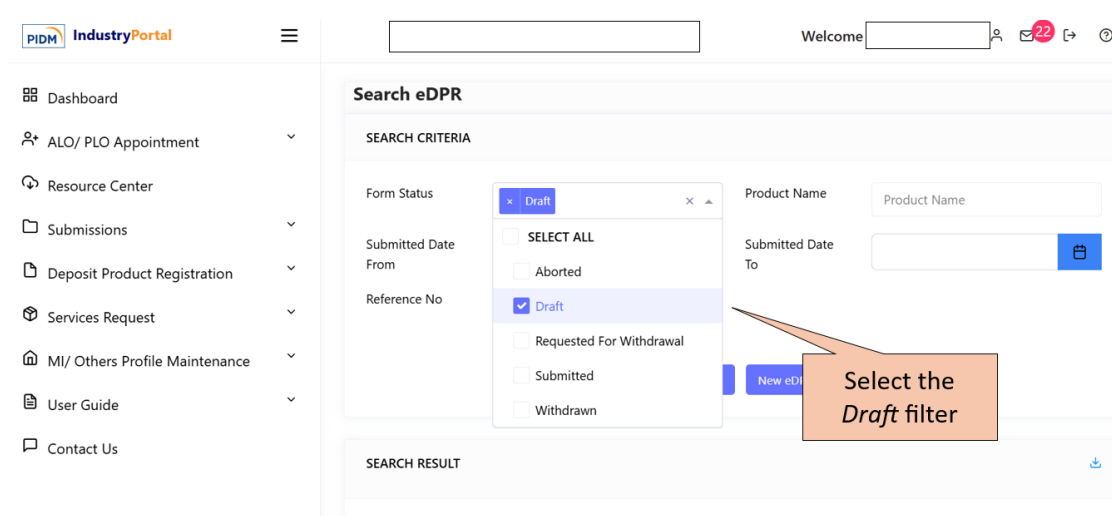
3. Designation \*

4. Department \*

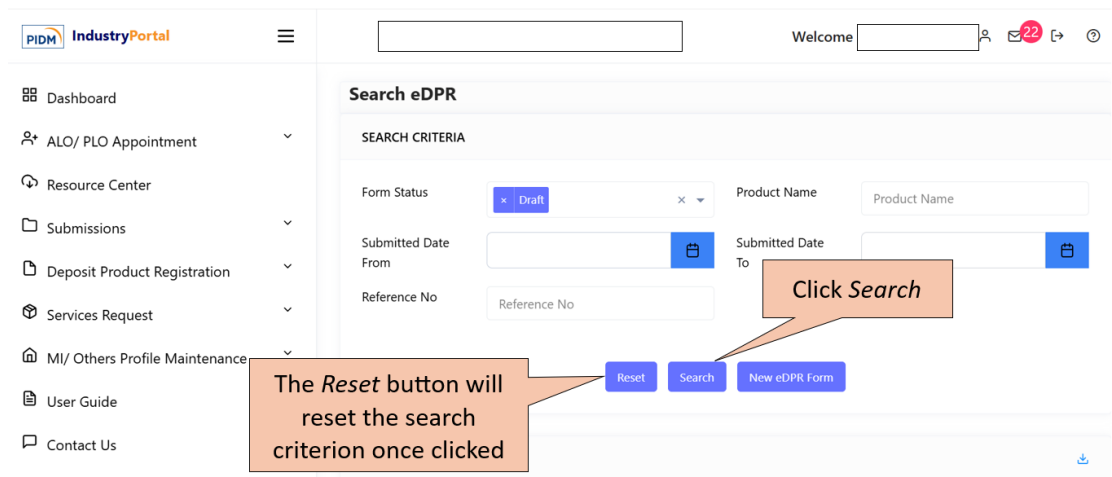
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## 11.2 How to Continue Completing or Editing a Saved eDPR Form

- (a) Where a MIPLO / MIOfficer has saved a work in progress and wants to continue working on it, the MIPLO / MIOfficer should use the *Search eDPR Form* function, select the *Form Status* as the search criterion, choose the *Draft* filter and click on the *Search* button.



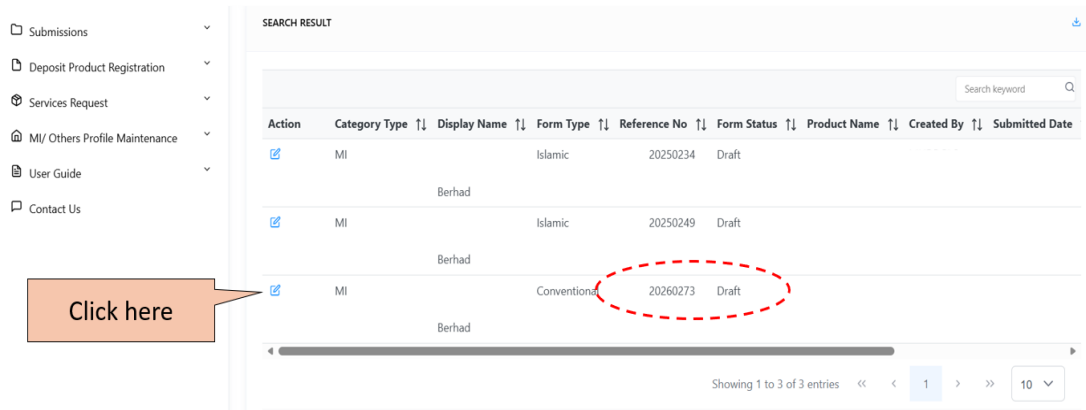
The screenshot shows the 'Search eDPR' interface. The 'Form Status' dropdown menu is open, and the 'Draft' option is selected. A callout box points to this selection with the text 'Select the Draft filter'. Other search criteria like 'Product Name', 'Submitted Date From', and 'Submitted Date To' are visible but not selected. The 'SEARCH RESULT' section is currently empty.



This screenshot shows the 'Search eDPR' interface after the search criteria are set. The 'Form Status' dropdown is now closed and shows 'Draft'. The 'Search' button is highlighted with a callout box that says 'Click Search'. Another callout box points to the 'Reset' button, stating 'The Reset button will reset the search criterion once clicked'. The 'SEARCH RESULT' section is still empty.

- (b) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the saved work in progress.

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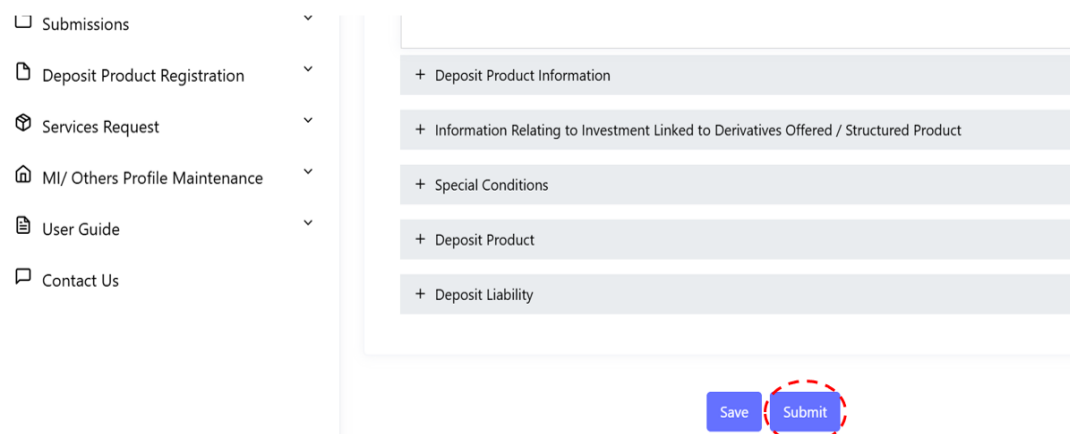
Action	Category Type	Display Name	Form Type	Reference No	Form Status	Product Name	Created By	Submitted Date
	MI	Berhad	Islamic	20250234	Draft			
	MI	Berhad	Islamic	20250249	Draft			
	MI	Berhad	Conventional	20260273	Draft			

Showing 1 to 3 of 3 entries

- (c) The MIPLO / MIOfficer will be directed to the saved work in progress once the blue *Action* icon is clicked on.
- (d) To search for completed but yet to submit eDPR form, follow the steps described in paragraphs 11.2(a) to (c) above.

### 11.3 How to Submit a Completed eDPR Form to PIDM

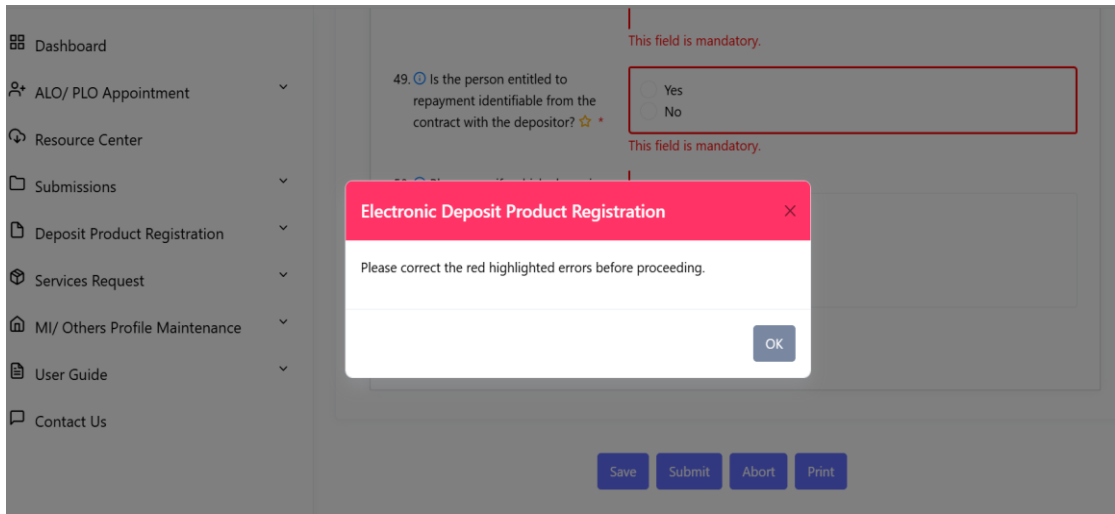
- (a) When the eDPR form is ready for submission and the MIPLO / MIOfficer wants to submit it to PIDM, the MIPLO / MIOfficer should click on the *Submit* button.



Save Submit

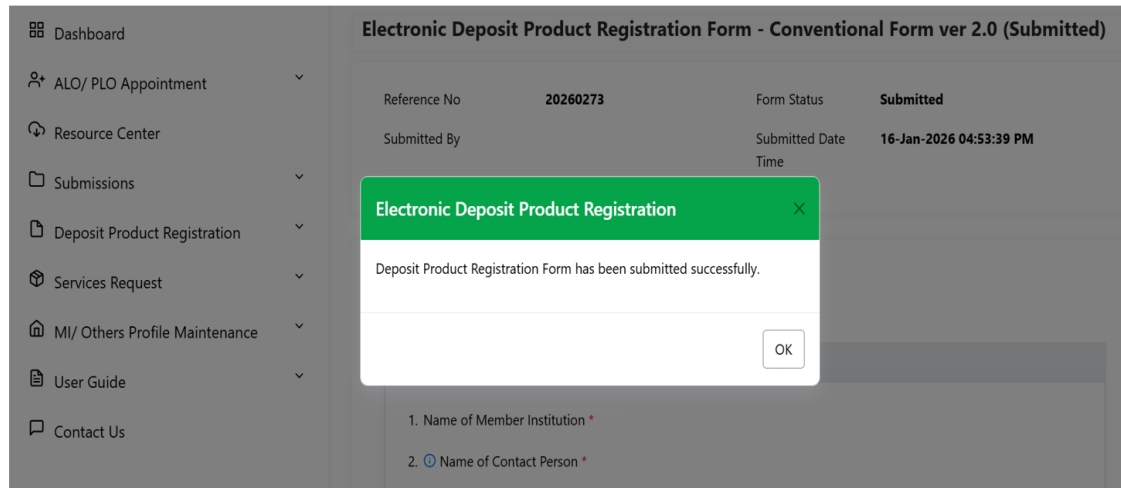
- (b) The information in the eDPR form will be checked for completeness and errors. If errors are found, a warning message will appear.

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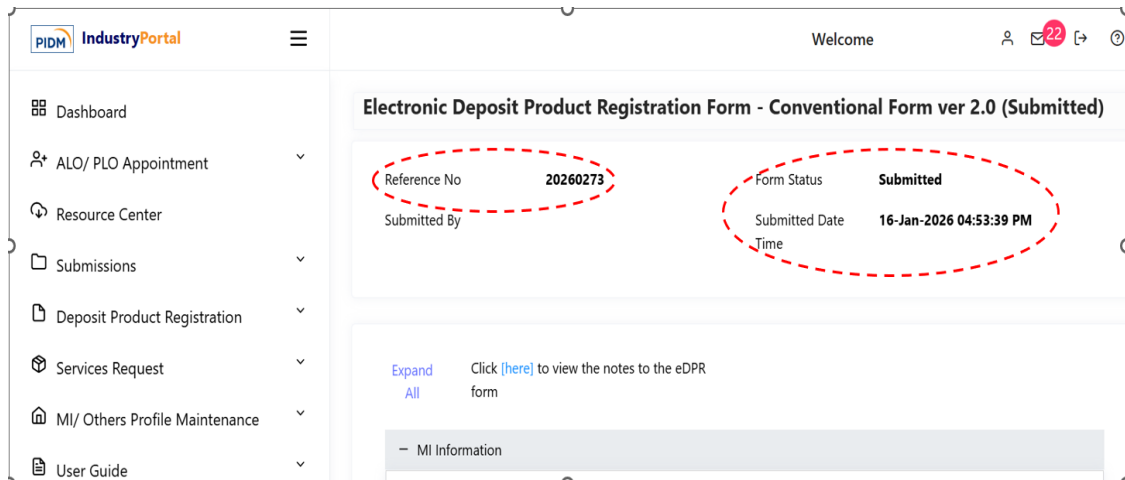
**Important: DO NOT** fill in a postmaster or general use email address e.g. [enquiry@bank.com](mailto:enquiry@bank.com) for the contact person's email address in the eDPR form. The MIPLO / MIOfficer must also rectify all the errors before submitting the eDPR form to PIDM. PIDM has the right to reject any incomplete submission.

(c) If there is no error, the MIPLO / MIOfficer will be prompted with a confirmation message that the eDPR form has been successfully submitted to PIDM.

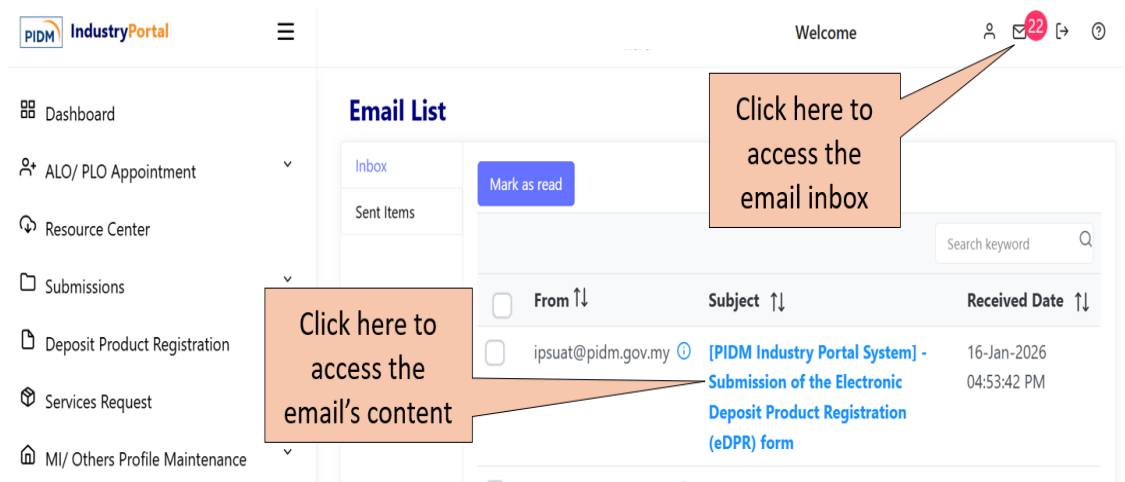


(d) The submitted eDPR form will be assigned with a reference number.

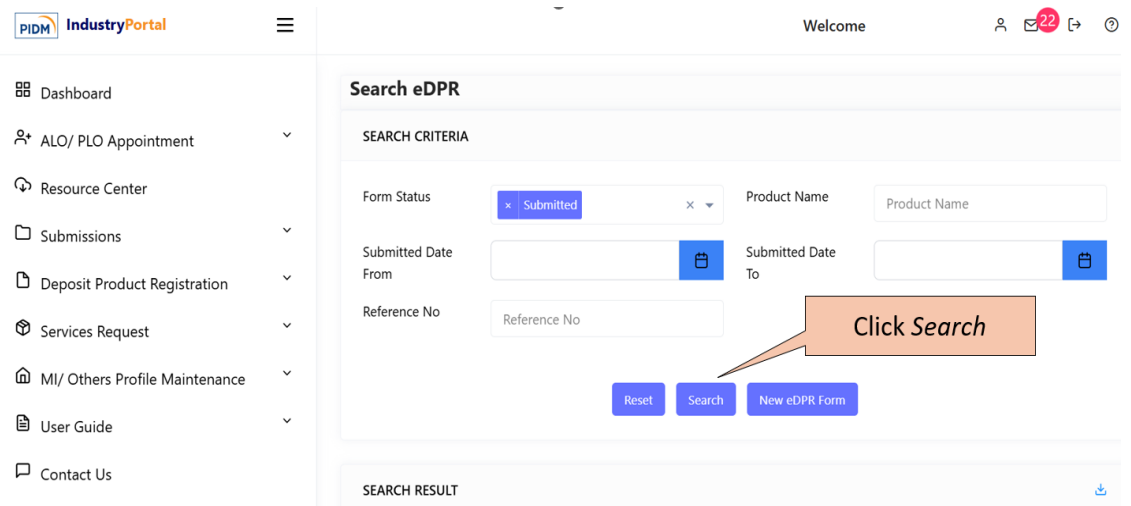
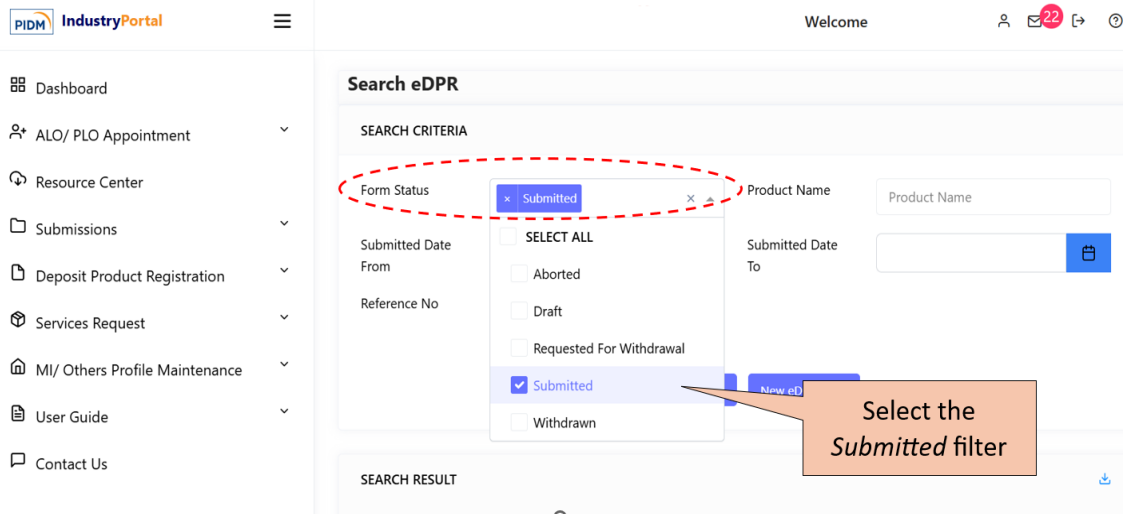
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- (e) An email confirmation will be automatically sent to the inbox of the MIPLO / MIOfficer in the PIDM Industry Portal informing the MIPLO / MIOfficer of the successful submission.

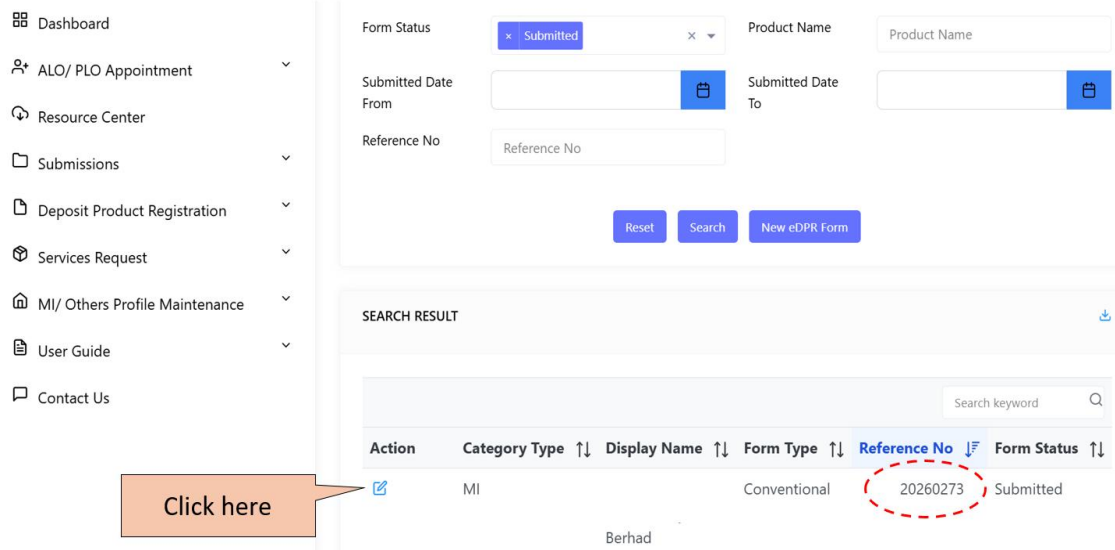


- (f) The MIPLO / MIOfficer may use the *Search eDPR Form* function to search for an eDPR form which has been submitted successfully. Please select the *Form Status* as the search criterion, choose the *Submitted* filter and click on the *Search* button.



- (g) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the submitted eDPR form to view the submitted eDPR form.

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Dashboard

- ALO/ PLO Appointment
- Resource Center
- Submissions
- Deposit Product Registration
- Services Request
- MI/ Others Profile Maintenance
- User Guide
- Contact Us

Form Status: Submitted

Product Name: Product Name

Submitted Date From: [ ] To: [ ]

Reference No: Reference No

Buttons: Reset, Search, New eDPR Form

SEARCH RESULT

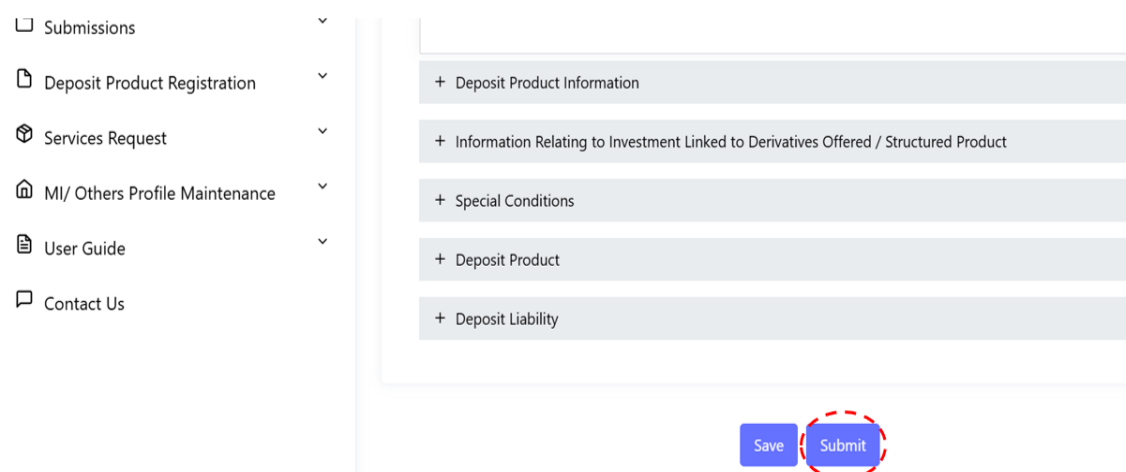
Action	Category Type	Display Name	Form Type	Reference No	Form Status
[ ]	MI	Berhad	Conventional	20260273	Submitted

Click here

## 12.0 HOW TO COMPLETE THE EDPR FORM IN ONE SESSION AND SUBMIT TO PIDM<sup>15</sup>

12.1 Click on the Deposit Product Registration module and access the new eDPR form by either using the function of *New eDPR Form* or *Search eDPR Form*.<sup>16</sup>

12.2 Once a MIPLO / MIOfficer has answered all the questions in the eDPR form, the MIPLO / MIOfficer can submit the completed eDPR form to PIDM by clicking on the *Submit* button.



- Submissions
- Deposit Product Registration
- Services Request
- MI/ Others Profile Maintenance
- User Guide
- Contact Us

+ Deposit Product Information

+ Information Relating to Investment Linked to Derivatives Offered / Structured Product

+ Special Conditions

+ Deposit Product

+ Deposit Liability

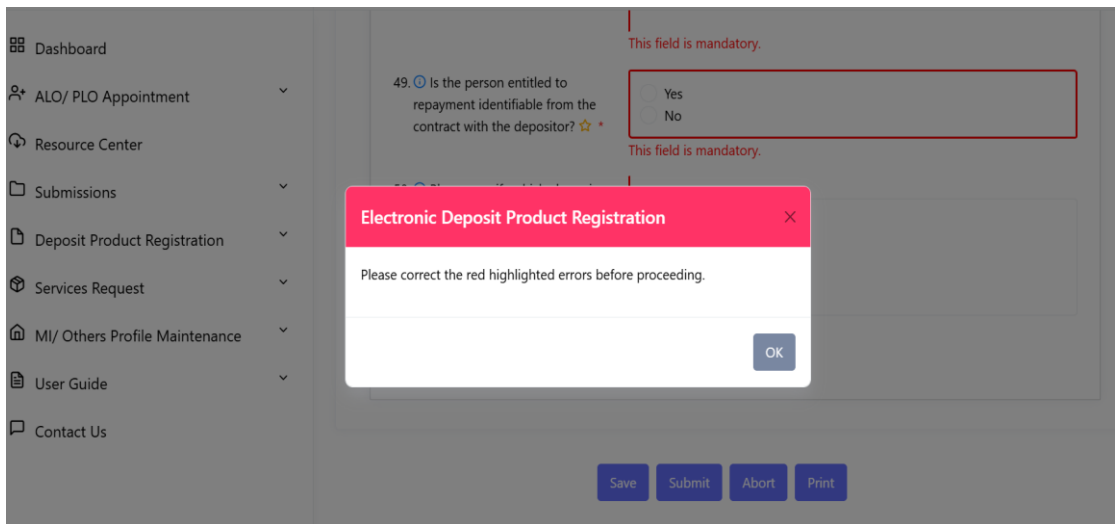
Buttons: Save, Submit

12.3 The information in the eDPR form will be checked for completeness and errors. If errors are found, a warning message will appear.

<sup>15</sup> MIPLO / MIOfficer is encouraged to complete the eDPR Form in one (1) session and submit to PIDM as there are fewer steps involved.

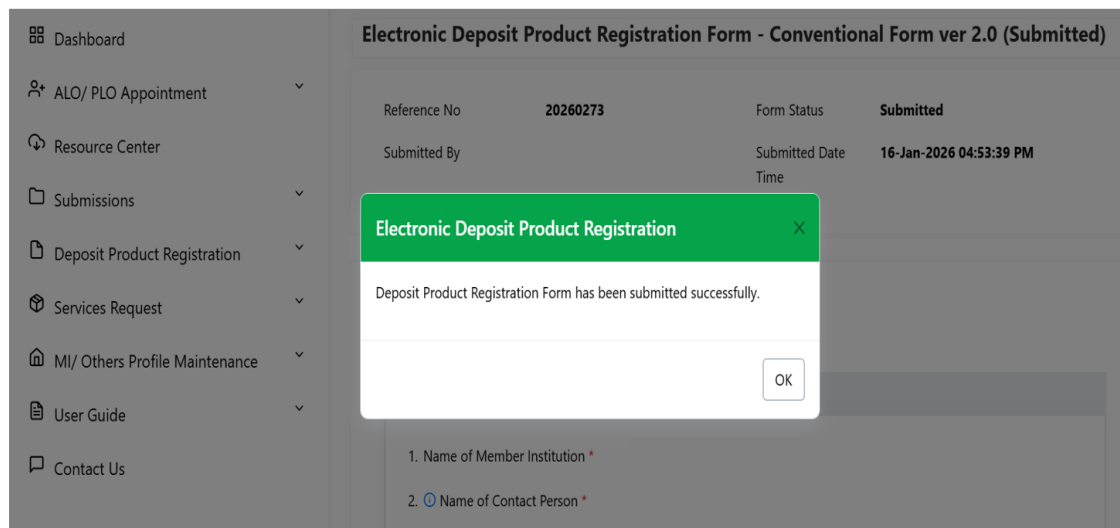
<sup>16</sup> See paragraphs 9.1 to 9.8 above for further details.

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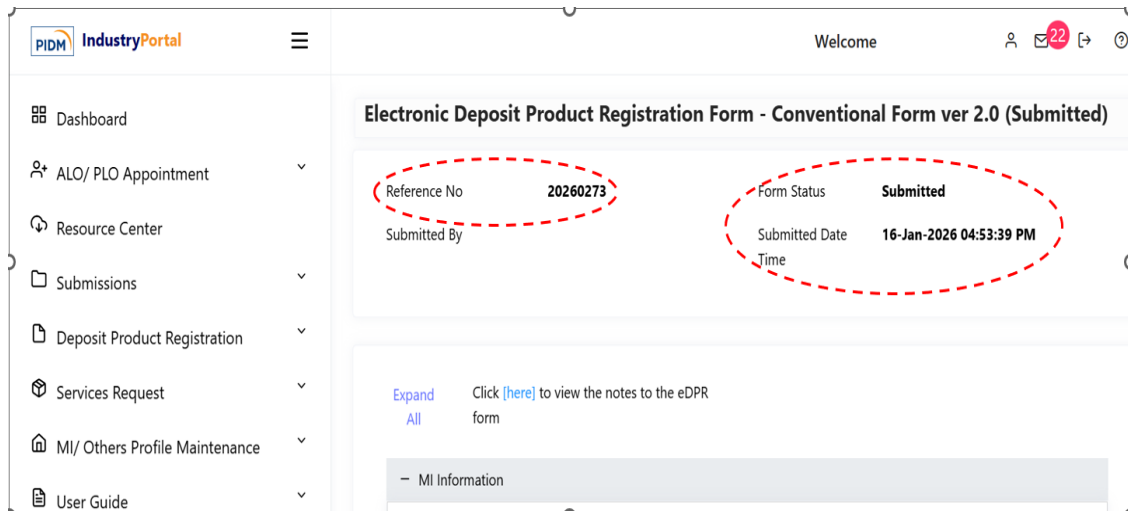
**Important: DO NOT** fill in a postmaster or general use email address e.g. [enquiry@bank.com](mailto:enquiry@bank.com) for the contact person's email address in the eDPR form. The MIPLO / MIOfficer must also rectify all the errors before submitting the eDPR form to PIDM. PIDM has the right to reject any incomplete submission.

12.4 If there is no error, the MIPLO / MIOfficer will be prompted with a confirmation message that the eDPR form has been successfully submitted to PIDM.

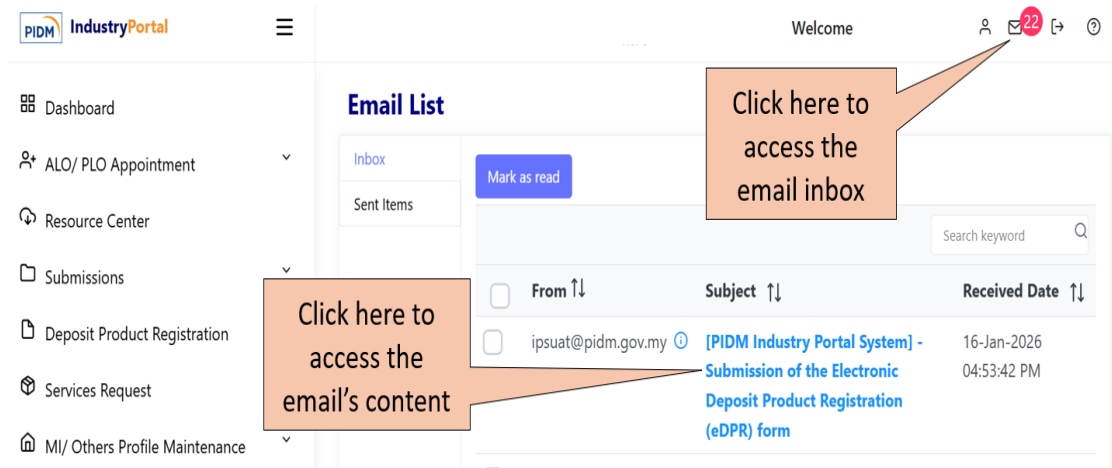


12.5 The submitted eDPR form will be assigned with a reference number.

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12.6 An email confirmation will be automatically sent to the inbox of the MIPLO / MIOfficer in the PIDM Industry Portal informing the MIPLO / MIOfficer of the successful submission.



12.7 The MIPLO / MIOfficer may use the *Search eDPR Form* function to search for an eDPR form which has been submitted successfully. Follow the steps described in paragraphs 11.3(f) to (g) above.

## 13.0 OTHER FUNCTIONS

13.1 A MIPLO / MIOfficer may also perform the following functions in respect of eDPR forms via the Deposit Product Registration module:

- (a) duplicate a submitted eDPR form;

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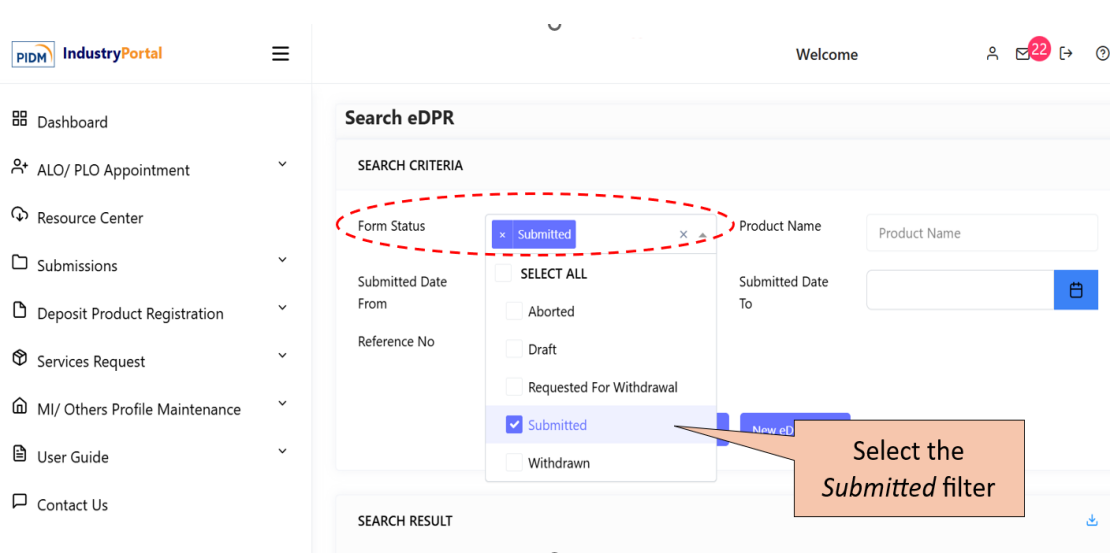
- (b) request to withdraw a submitted eDPR form;
- (c) abort a work in progress;
- (d) perform other searches; and
- (e) print an eDPR form.

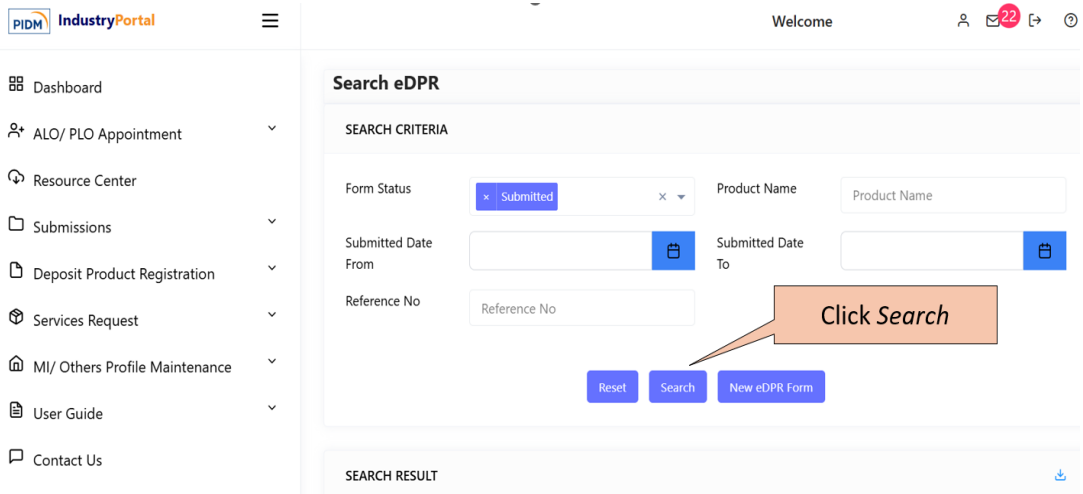
### 13.2 How to Duplicate a Submitted eDPR form

- (a) When a MIPLO / MIOfficer wants to make another eDPR form submission, the MIPLO / MIOfficer has the option to either create a new eDPR form by following the steps described in paragraphs 9.1 to 9.4 above, paragraphs 9.5 to 9.8 above or duplicate a submitted eDPR form.

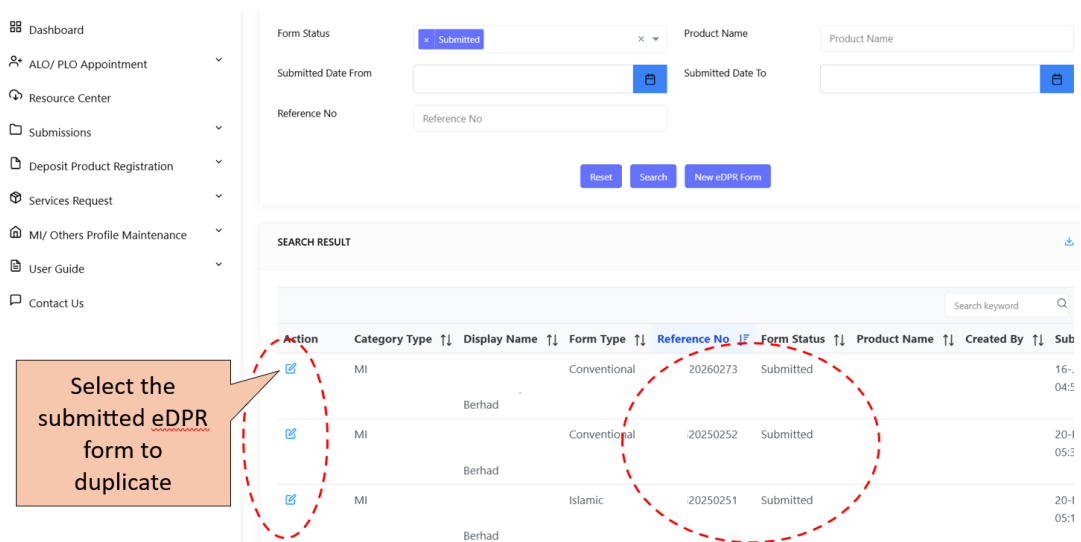
**Tip:** Duplication of an eDPR form applies to only an eDPR form that has been submitted to PIDM via the PIDM Industry Portal. The duplicated eDPR form will be populated with the same answers provided in the submitted eDPR form.

- (b) To duplicate a submitted eDPR form, use the *Search eDPR Form* function, select the *Form Status* as the search criterion, choose the *Submitted* filter to search for a submitted eDPR form and click on the *Search* button.



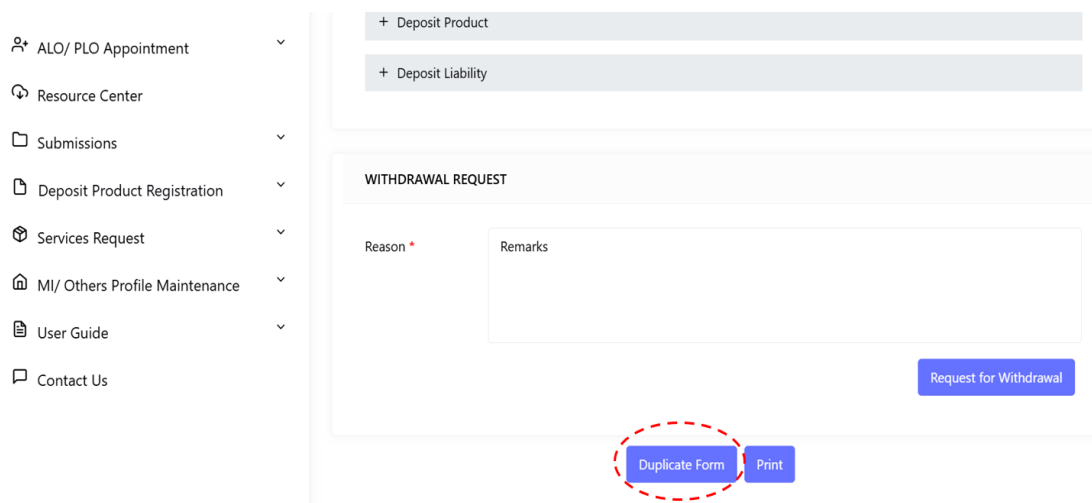


- (c) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the assigned reference number of the submitted eDPR form.



- (d) The MIPLO / MIOfficer will be directed to the submitted eDPR form once the blue *Action* icon is clicked on. Once directed to the page, click on the *Duplicate Form* button to duplicate the submitted eDPR form.

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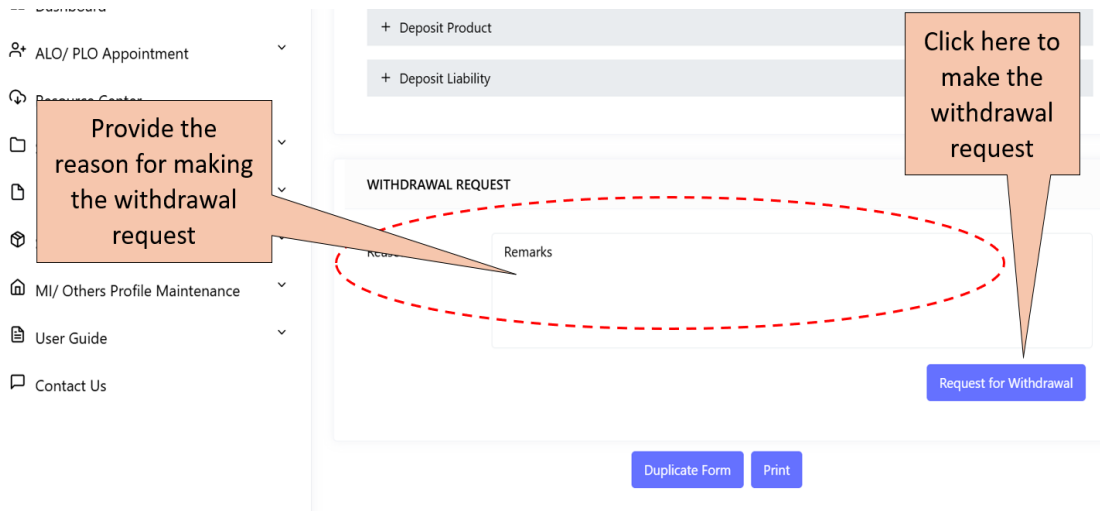
The screenshot shows a sidebar menu on the left with options like 'ALO/ PLO Appointment', 'Resource Center', 'Submissions', 'Deposit Product Registration', 'Services Request', 'MI/ Others Profile Maintenance', 'User Guide', and 'Contact Us'. The main content area displays a 'WITHDRAWAL REQUEST' form with two input fields: 'Reason' and 'Remarks'. Below the form, there are three buttons: 'Duplicate Form' (highlighted with a red dashed circle), 'Print', and 'Request for Withdrawal'.

- (e) A duplicate of the submitted eDPR form will be created as a new eDPR form. All answers provided in the submitted eDPR form are populated in the new eDPR form.

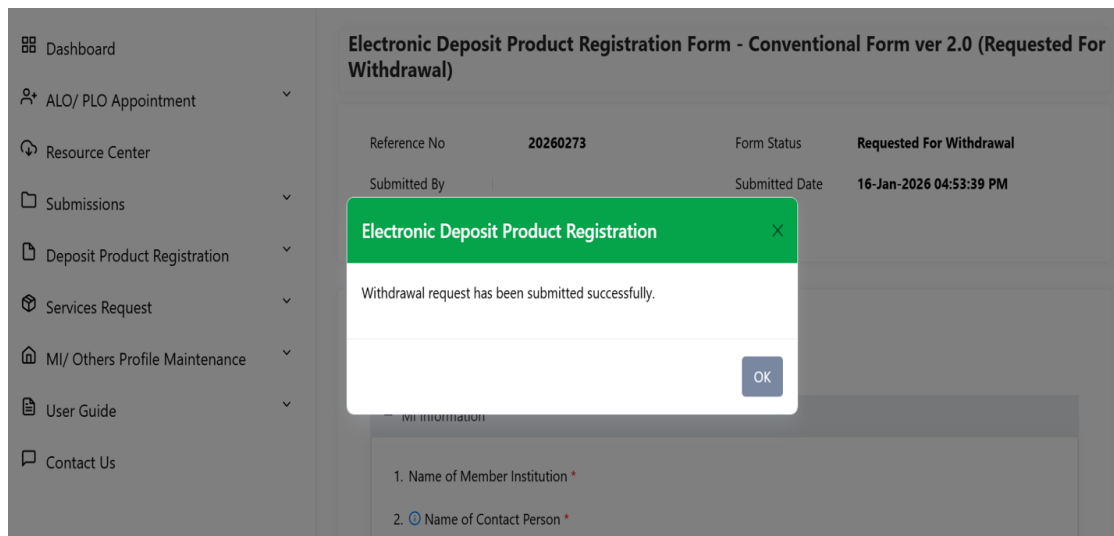
**Important:** A MIPLO / MIOfficer must make the necessary changes to the populated answers contained in the new eDPR form. The answers in the new eDPR form must be in accordance with the deposit product information to be submitted to PIDM for certification. PIDM has the right to reject any erroneous or incomplete submission.

### 13.3 How to Request for a Withdrawal of a Submitted eDPR form

- (a) If a MIPLO / MIOfficer wishes to withdraw an eDPR form that has been submitted to PIDM due to any factual error in the answers or other reasons, the MIPLO / MIOfficer may make a request to withdraw the submitted eDPR form following the steps below.
- (b) To search for the submitted eDPR form that the MIPLO / MIOfficer wishes to make a request to withdraw, use the *Search eDPR Form* function, the relevant search filter or criteria and follow the steps described in paragraphs 13.2(b) to (c) above.
- (c) The MIPLO / MIOfficer will be directed to the submitted eDPR form once the blue *Action* icon is clicked on. Once directed to the page, provide a brief statement on the reason for making the request and click on the *Request for Withdrawal* button to request for a withdrawal.

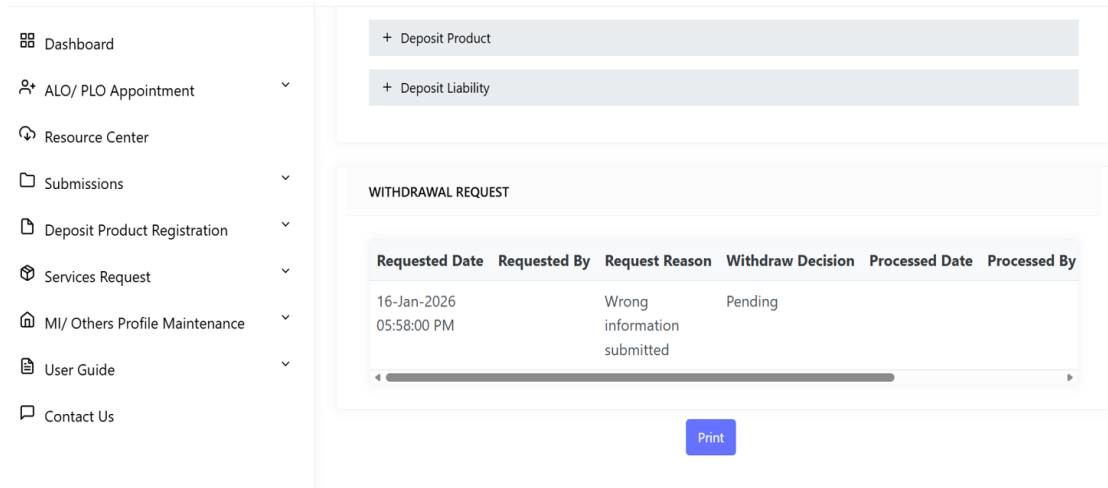


- (d) The MIPLO / MIOfficer will be prompted with a confirmation message that a withdrawal request has been submitted to PIDM.



- (e) An email confirmation will be automatically sent to the inbox of the MIPLO / MIOfficer in the PIDM Industry Portal informing the MIPLO / MIOfficer of the withdrawal request made. The submitted eDPR form's page will also display the withdrawal request history and progress.

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The screenshot shows a sidebar menu on the left with items: Dashboard, ALO/ PLO Appointment, Resource Center, Submissions, Deposit Product Registration, Services Request, MI/ Others Profile Maintenance, User Guide, and Contact Us. The main content area displays two expandable sections: '+ Deposit Product' and '+ Deposit Liability'. Below these is a 'WITHDRAWAL REQUEST' section containing a table:

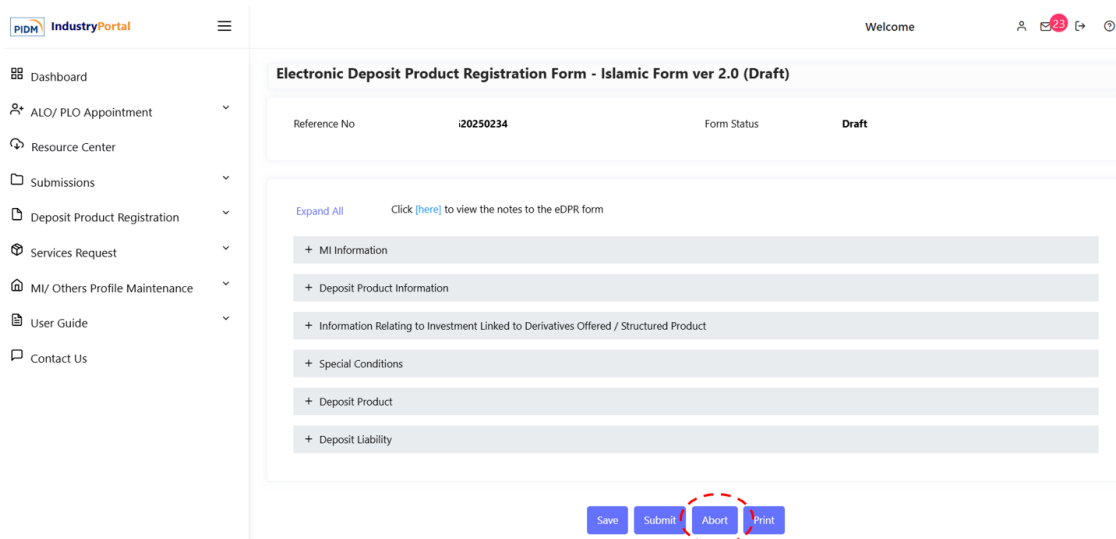
Requested Date	Requested By	Request Reason	Withdraw Decision	Processed Date	Processed By
16-Jan-2026 05:58:00 PM		Wrong information submitted	Pending		

A 'Print' button is located below the table.

- (f) Should the MIPLO / MIOfficer wish to retract the withdrawal request made, please contact [legal@pidm.gov.my](mailto:legal@pidm.gov.my) and state the reason for the retraction. An email notification will be automatically sent to the inbox of the MIPLO / MIOfficer in the PIDM Industry Portal informing either the successful withdrawal or the rejection of the withdrawal, as the case may be. The submitted eDPR form's page will also display the updated progress.

### 13.4 How to Abort a Work in Progress

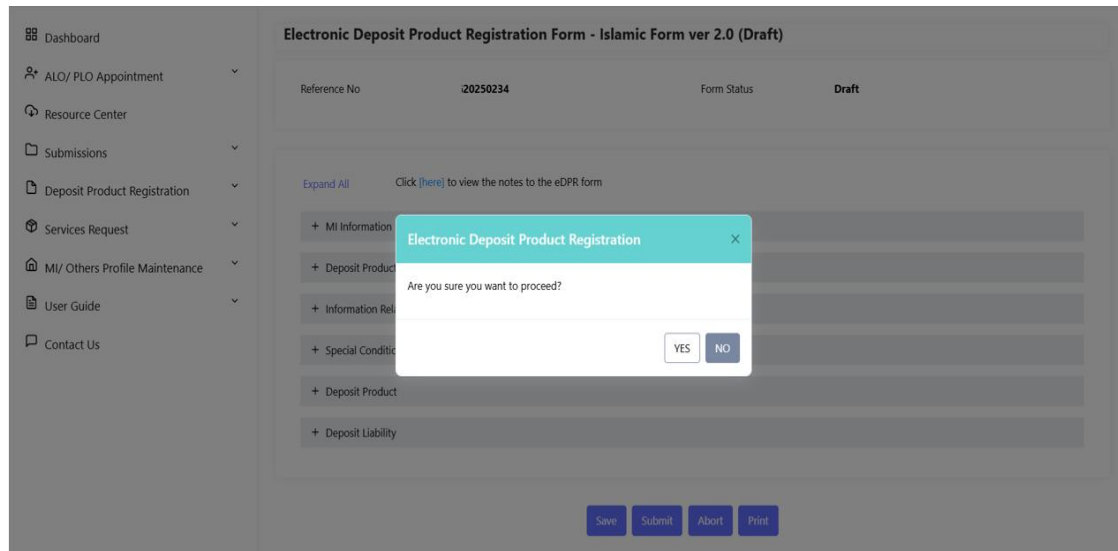
- (a) A MIPLO / MIOfficer may choose to cancel a work in progress by clicking on the *Abort* button.



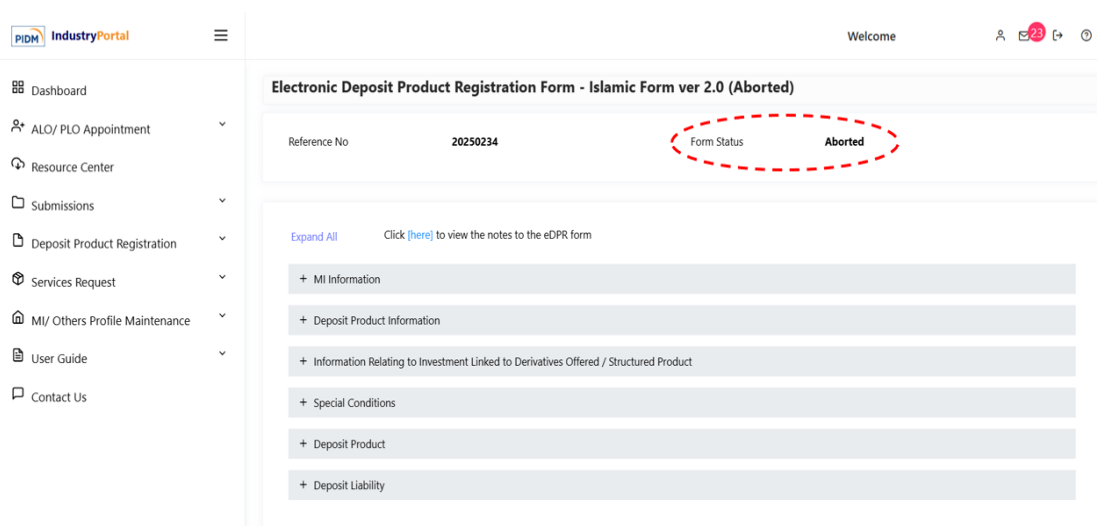
The screenshot shows the 'Electronic Deposit Product Registration Form - Islamic Form ver 2.0 (Draft)' page. At the top, it displays 'Reference No: i20250234' and 'Form Status: Draft'. Below this is a list of expandable sections: '+ MI Information', '+ Deposit Product Information', '+ Information Relating to Investment Linked to Derivatives Offered / Structured Product', '+ Special Conditions', '+ Deposit Product', and '+ Deposit Liability'. At the bottom of the page, there are four buttons: 'Save', 'Submit', 'Abort', and 'Print'. The 'Abort' button is circled in red.

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- (b) The MIPLO / MIOfficer will be prompted with a confirmation message to cancel the work in progress. Click “Yes” to confirm, otherwise click “No”.

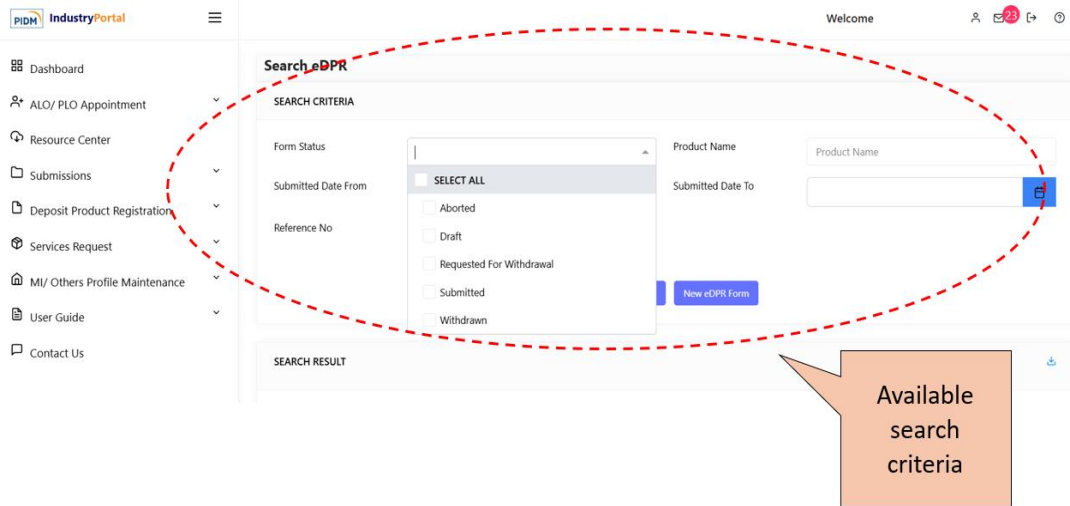


- (c) The work in progress’s status will be updated as “Aborted”. The work in progress cannot be further edited for the purposes of making a submission to PIDM.

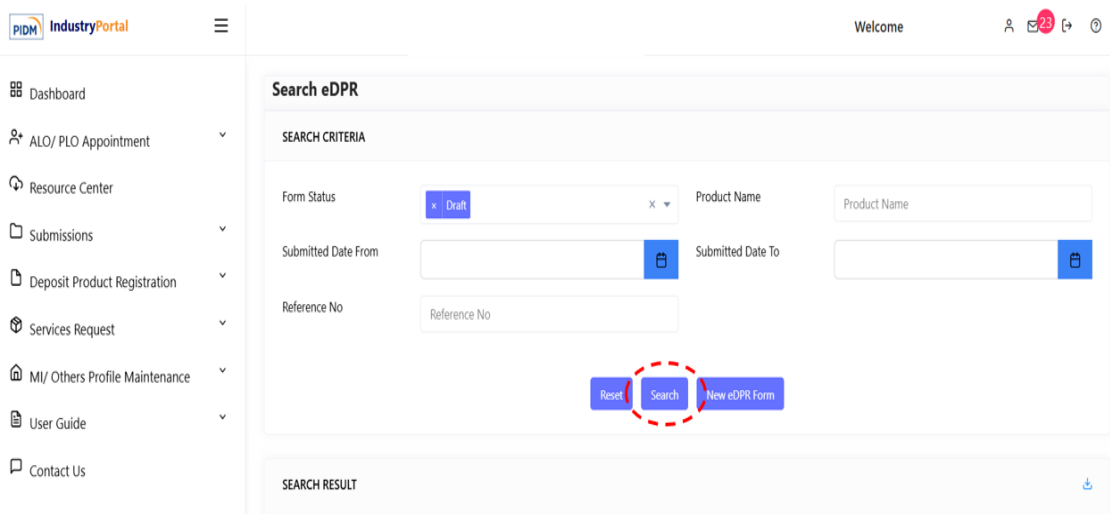


### 13.5 How to Perform other Searches

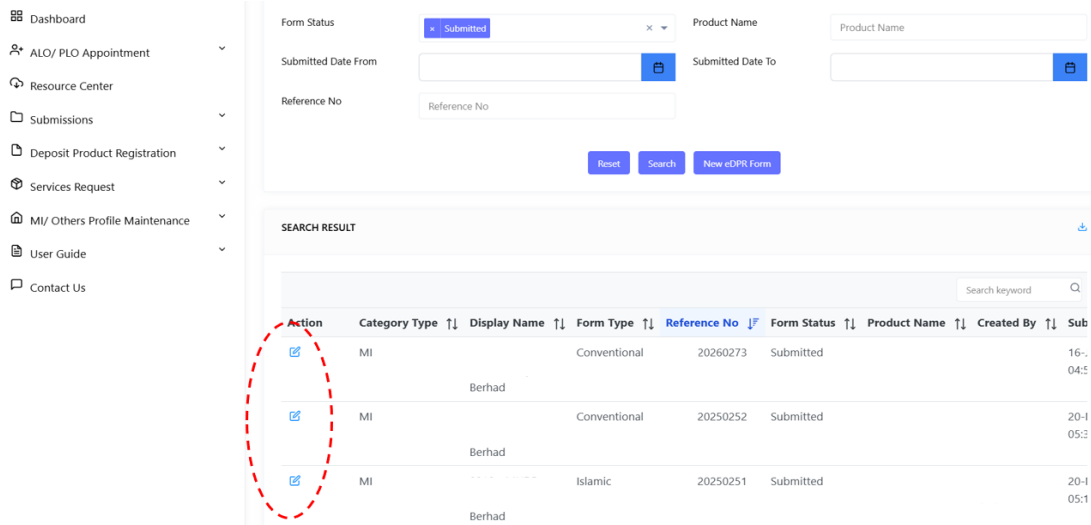
- (a) A MIPLO / MIOfficer may perform searches relating to the saved work in progress and the eDPR form (i.e. aborted, draft, requested for withdrawal, submitted and withdrawn) via the *Search eDPR Form* function and by using one (1) or more than one (1) search criterion.



(b) Upon ticking the relevant search criteria, click on the *Search* button.

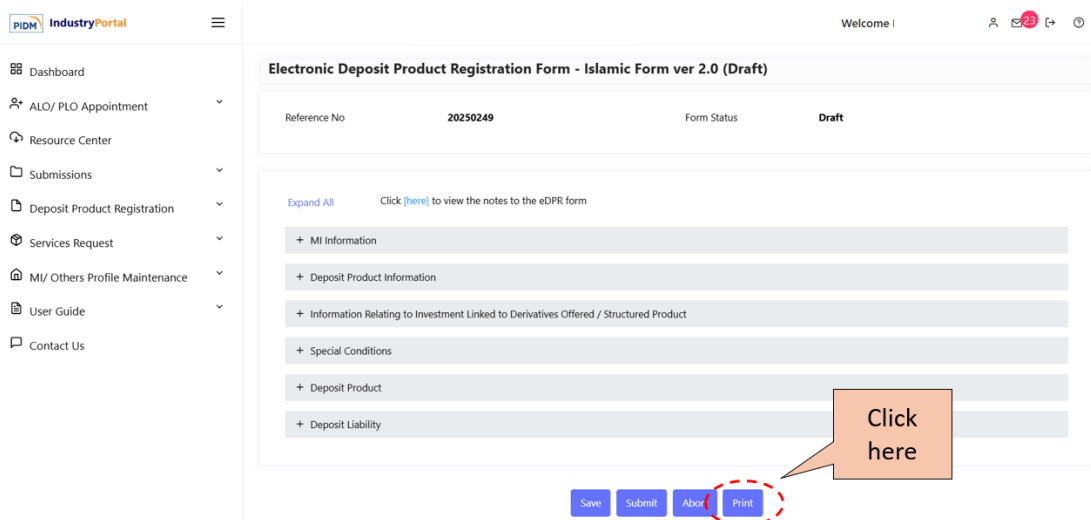


(c) A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon to access the work in progress or the eDPR form.



### 13.6 How to Print an eDPR form

- If a MIPLO / MIOfficer wishes to print an eDPR form, the MIPLO / MIOfficer may use the *Print* button to print the eDPR form.
- To search for the eDPR form to be printed, use the *Search eDPR Form* function, the relevant search filter or criteria and follow the steps described in paragraphs 13.2(b) to (c) above.
- The MIPLO / MIOfficer will be directed to the eDPR form once the blue *Action* icon is clicked on. Once directed to the page, click on the *Print* button to print the eDPR form.



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## PART E: DEPOSIT PRODUCT INSURABILITY REPORT

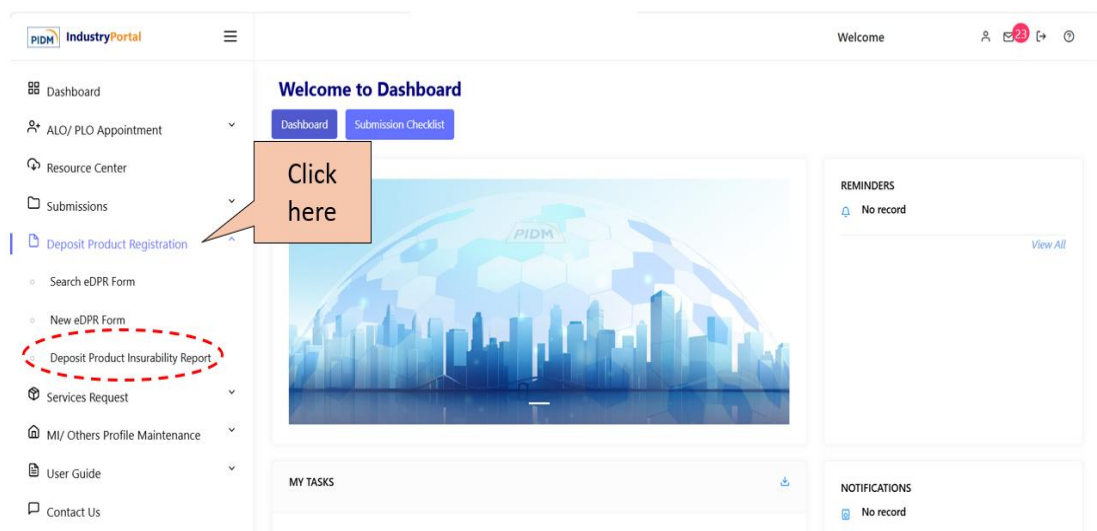
### 14.0 INTRODUCTION

14.1 An MI may access its Deposit Product Insurability Report via the Deposit Product Registration Module in the PIDM Industry Portal. The Deposit Product Insurability Report accessible will be as follows –

- (a) the Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration, which will be accessible when PIDM carries out the Annual Deposit Product Insurability Report Declaration exercise;
- (b) the Deposit Product Insurability Report dated current date i.e. the date as and when the MI searches for and accesses the Deposit Product Insurability Report; and
- (c) the Deposit Product Insurability Report dated 31 December of the preceding year.

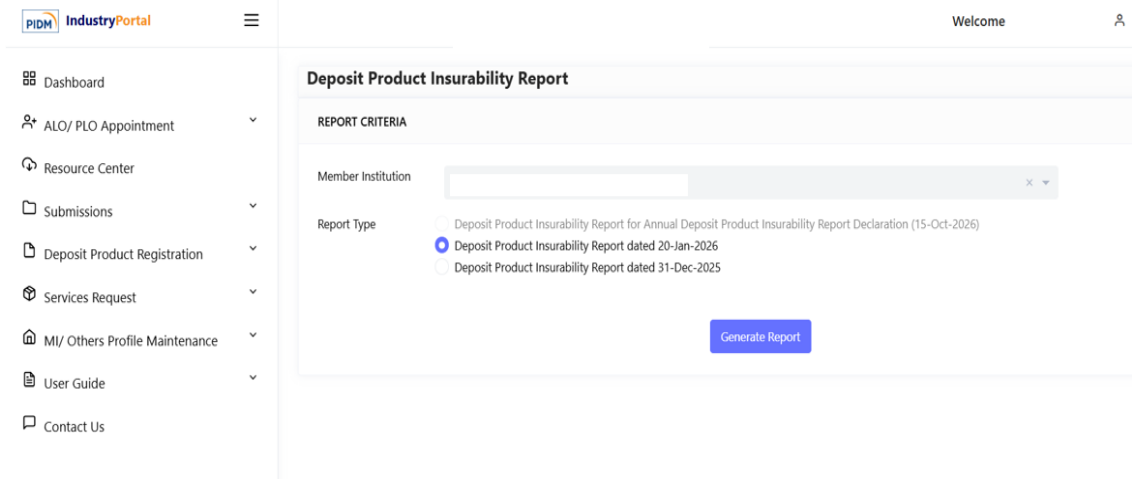
### 15.0 ACCESSING THE DEPOSIT PRODUCT INSURABILITY REPORT

15.1 **Step 1:** Upon successfully logging in to the PIDM Industry Portal, click on the *Deposit Product Registration* module to access the Deposit Product Insurability Report.

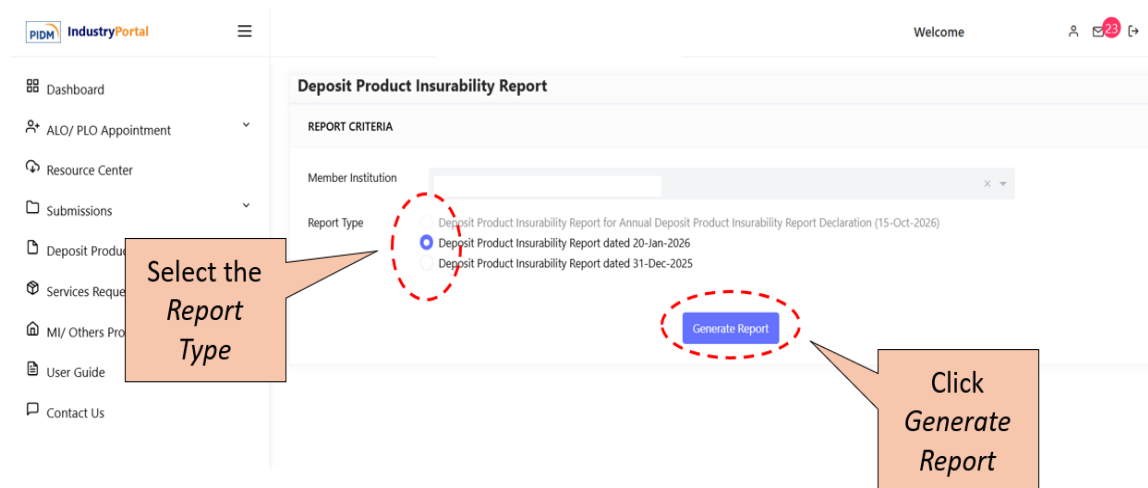


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15.2 **Step 2:** The MIPLO / MIOfficer will be directed to the Deposit Product Insurability Report page.



15.3 **Step 3:** The MIPLO / MIOfficer is to select the *Report Type* that the MIPLO / MIOfficer requires and click *Generate Report*.



**Note:** The *Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration* will only be accessible during the period when the Annual Deposit Product Insurability Report Declaration submission is open annually. Please see Part F: Annual Deposit Product Insurability Report Declaration submission below for further details.

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## PART F: ANNUAL DEPOSIT PRODUCT INSURABILITY REPORT DECLARATION

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### 16.0 INTRODUCTION

- 16.1 Pursuant to the Guidelines, each MI is annually required to submit a Declaration Form confirming that the information in the Deposit Product Insurability Report, as at a particular date, is accurate. MIs are required to submit the signed Declaration Form to PIDM in accordance with the mode and date as stipulated by PIDM.
- 16.2 With effect from 2026, MIs are required to submit the signed Declaration Form via the Annual Deposit Product Insurability Report Declaration submission type in the Submission Management module of the PIDM Industry Portal.

### 17.0 NOTIFICATION ON THE ANNUAL DEPOSIT PRODUCT INSURABILITY REPORT DECLARATION

- 17.1 **Step 1:** The MIPLO / MIOfficer granted “Contribute” access rights to the Annual Deposit Product Insurability Report Declaration submission type under the Submission Management module will receive an email notification when the submission period for the year is opened. The MIPLO / MIOfficer is to read, understand and comply with the instructions set out in the email notification.

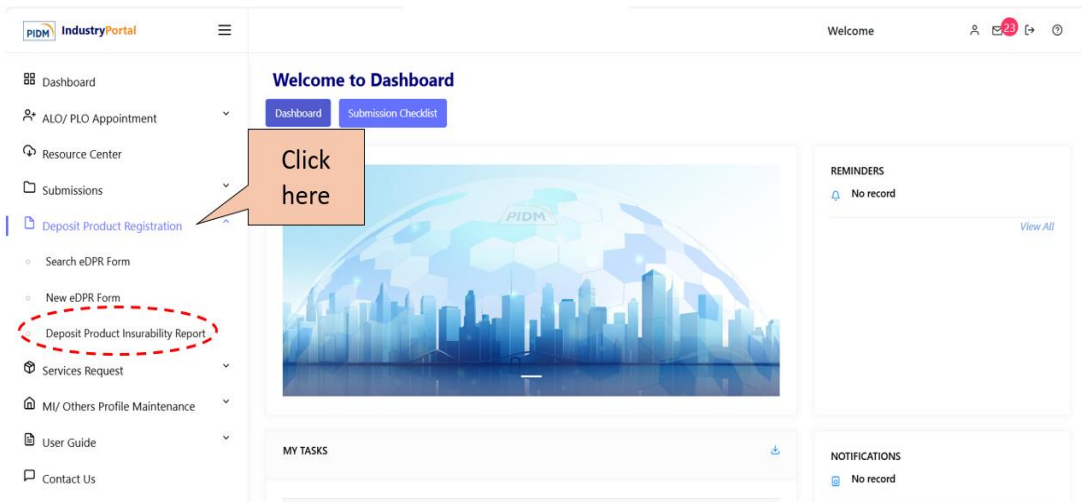
**Important:** The MIALO shall ensure the relevant officers of the MI that are assigned to perform the submission in respect of the Annual Deposit Product Insurability Report Declaration are appointed as MIPLO / MIOfficer with the necessary access rights and their details are always kept up-to-date in the PIDM Industry Portal. This is because the email notification will only be directed to the MIPLO / MIOfficer with the relevant access rights and at the email address provided in the PIDM Industry Portal.

- 17.2 **Step 2:** The email notification will include a hyperlink to the PIDM Industry Portal. The MIPLO / MIOfficer is to click on the hyperlink to be directed to the PIDM Industry Portal login page.

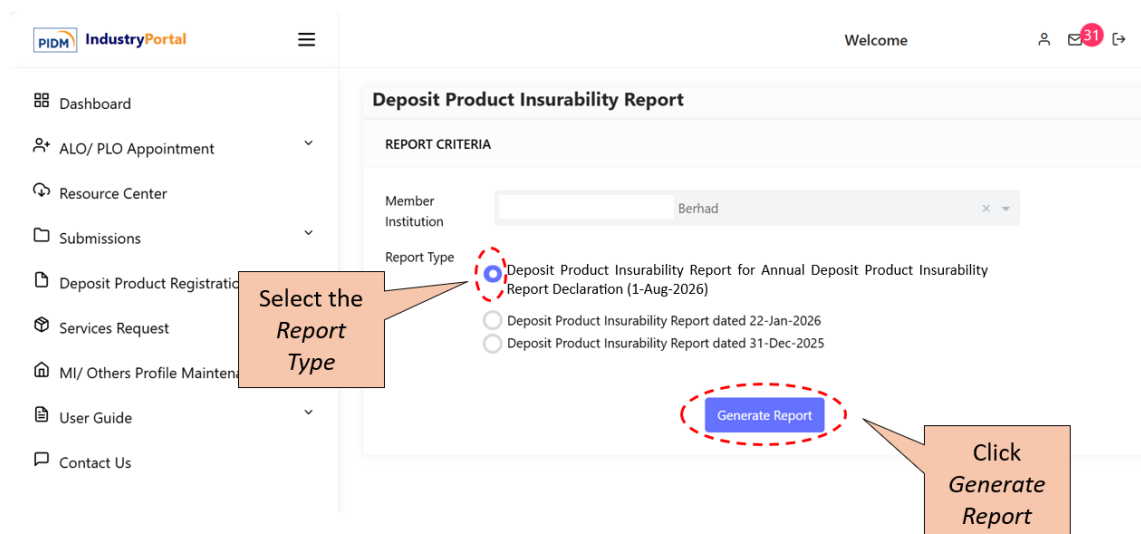
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## 18.0 DOWNLOADING THE DEPOSIT PRODUCT INSURABILITY REPORT FOR ANNUAL DEPOSIT PRODUCT INSURABILITY REPORT DECLARATION

18.1 **Step 1:** Upon successfully logging in to the PIDM Industry Portal, the MIPLO / MIOfficer is to click on the *Deposit Product Registration* module to access the Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration.



18.2 **Step 2:** The MIPLO / MIOfficer will be directed to the Deposit Product Insurability Report page. The MIPLO / MIOfficer is to then select the *Report Type* of *Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration (dd-mmm-yyyy)* and click *Generate Report* to download the insurability report.



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**Note:** The *Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration* will only be accessible during the period when the Annual Deposit Product Insurability Report Declaration submission is open annually.

## 19.0 DOWNLOADING THE DECLARATION FORM

19.1 The next step is for the MIPLO / MIOfficer to download the Declaration Form. The email notification to the MIPLO / MIOfficer under paragraph 17.1 above will contain a hyperlink to the Declaration Form. The MIPLO / MIOfficer may download the Declaration Form by clicking on the hyperlink.

## 20.0 VERIFYING THE INFORMATION IN THE INSURABILITY REPORT AND SIGNING OF THE DECLARATION FORM

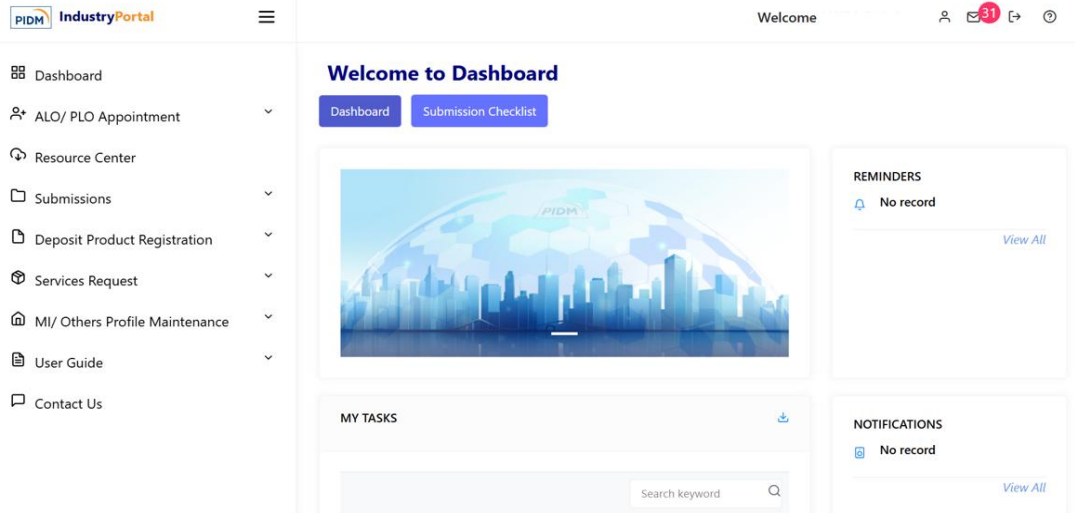
20.1 The MIPLO / MIOfficer is to attend to the following:

- (a) if the information in the *Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration* is accurate, the MIPLO / MIOfficer is to get the Declaration Form signed; and
- (b) if there are any discrepancies between the information in the *Deposit Product Insurability Report for Annual Deposit Product Insurability Report Declaration* and the deposit products that are offered by the MI, the MIPLO / MIOfficer is to indicate the discrepancies in the same insurability report and email this report to PIDM at [legal@pidm.gov.my](mailto:legal@pidm.gov.my) by the timeline as specified in the email notification. Thereafter, the MIPLO / MIOfficer is to get the Declaration Form signed.

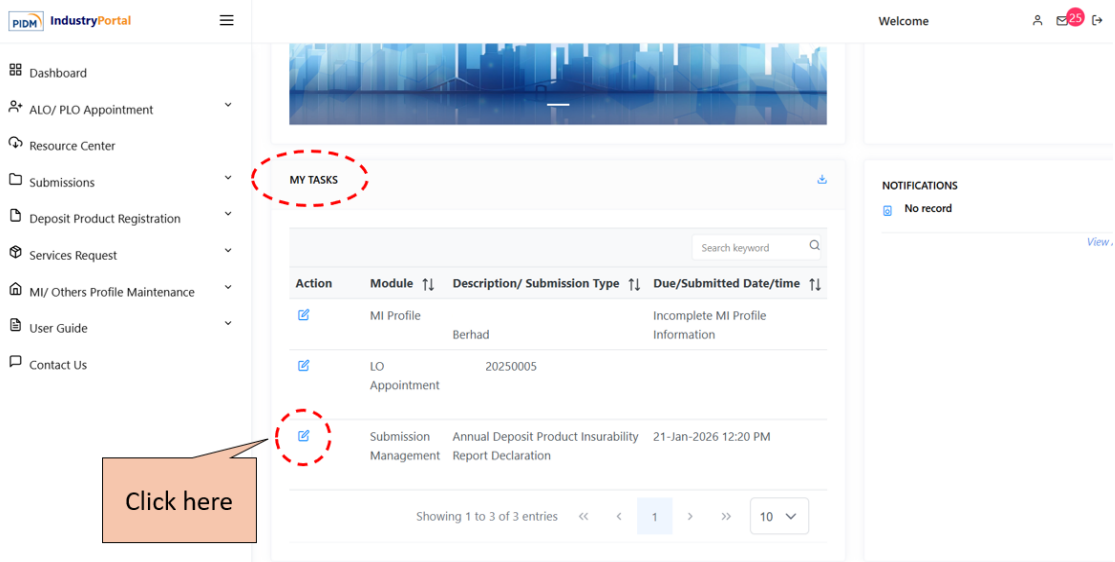
**Note:** As required under the Guidelines, the person signing the Declaration Form must be a senior officer designated by the MI, holding a senior position in management or charged with the responsibility of a department within the MI, and is able to engage PIDM in discussions and clarifications on the MI's deposit products.

## 21.0 SUBMISSION OF THE SIGNED DECLARATION FORM

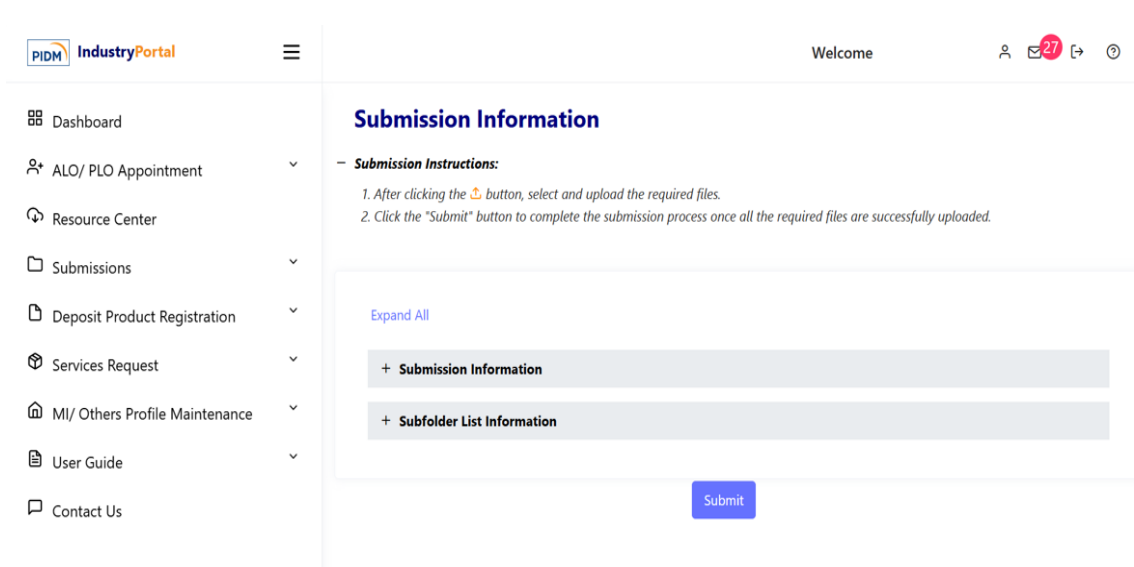
21.1 **Step 1:** The MIPLO / MIOfficer is to login to the PIDM Industry Portal. Upon successful signing in, the MIPLO / MIOfficer will be directed to his / her personal *Dashboard*.



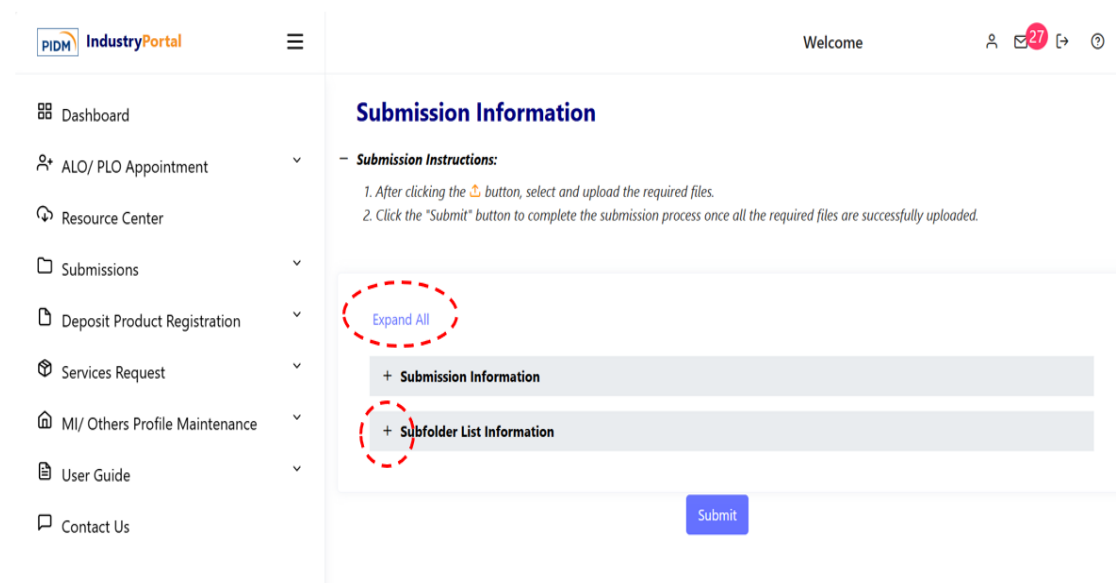
21.2 **Step 2:** Submissions requiring further action from the MIPLO / MIOfficer will be reflected under the *My Tasks* section. The MIPLO / MIOfficer is to click on the blue *Action* icon for the *Annual Deposit Product Insurability Report Declaration* submission type under the *Submission Management* module.



21.3 **Step 3:** The MIPLO / MIOfficer will be directed to the Annual Deposit Product Insurability Report Declaration submission page.

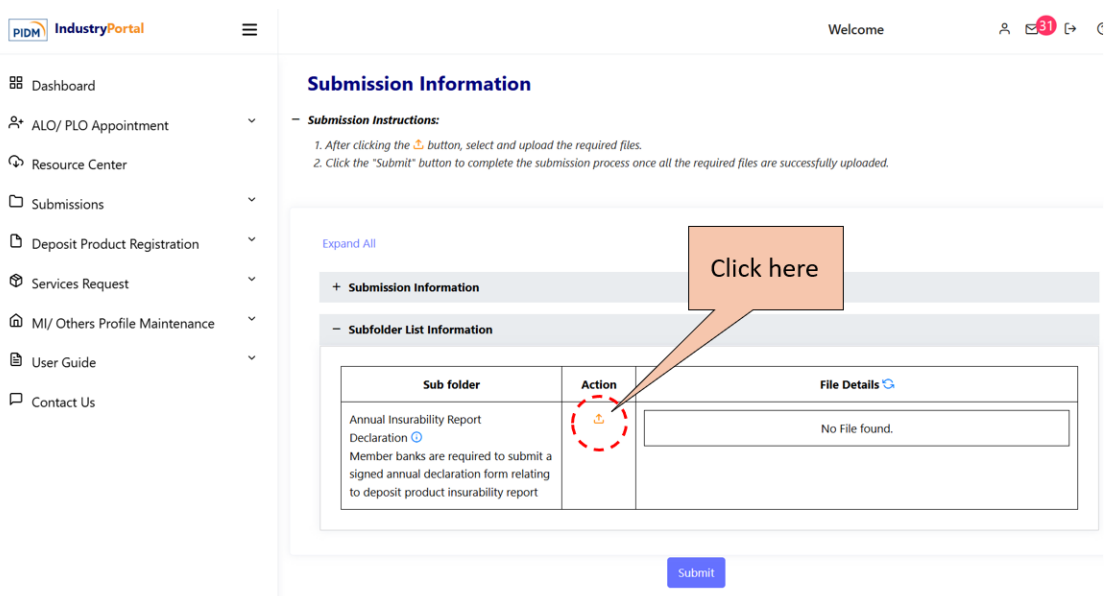


21.4 **Step 4:** Click on the *Expand All* function to display all details or the “+” function to display the details of a specific section.

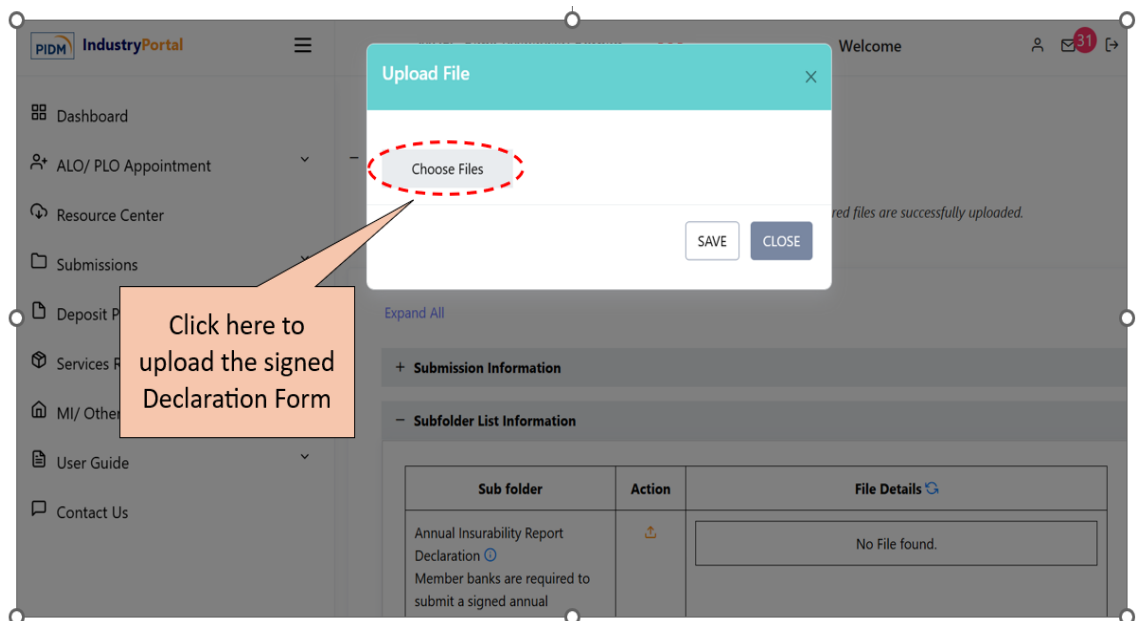


21.5 **Step 5:** Under the *Subfolder List Information* section, the MIPLO / MIOfficer is to click on the orange *Action* icon.

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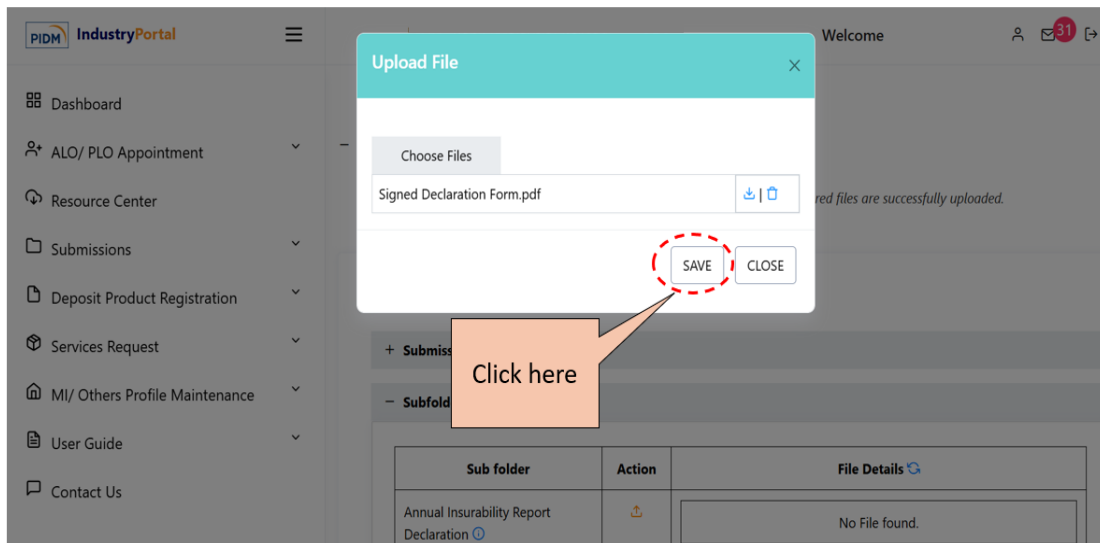
21.6 **Step 6:** Once the orange *Action* icon is clicked, a pop-up will appear. The MIPLO / MIOfficer is to click *Choose Files* and upload the signed Declaration Form.



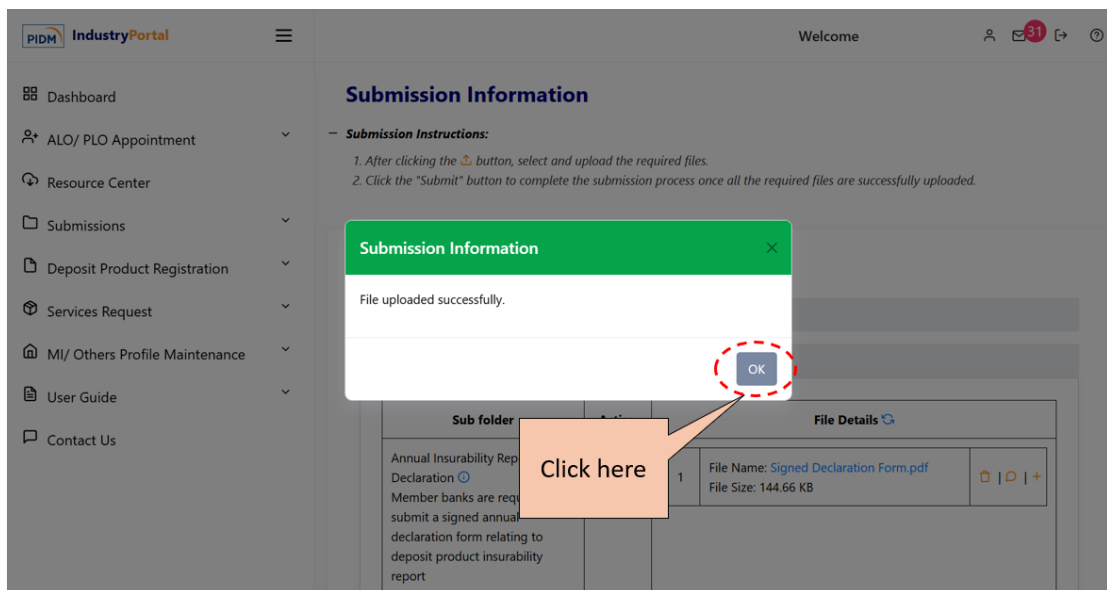
**Important:** The signed Declaration Form must be in PDF format to enable successful uploading.

21.7 **Step 7:** Once the signed Declaration Form has been uploaded, click the *Save* button.

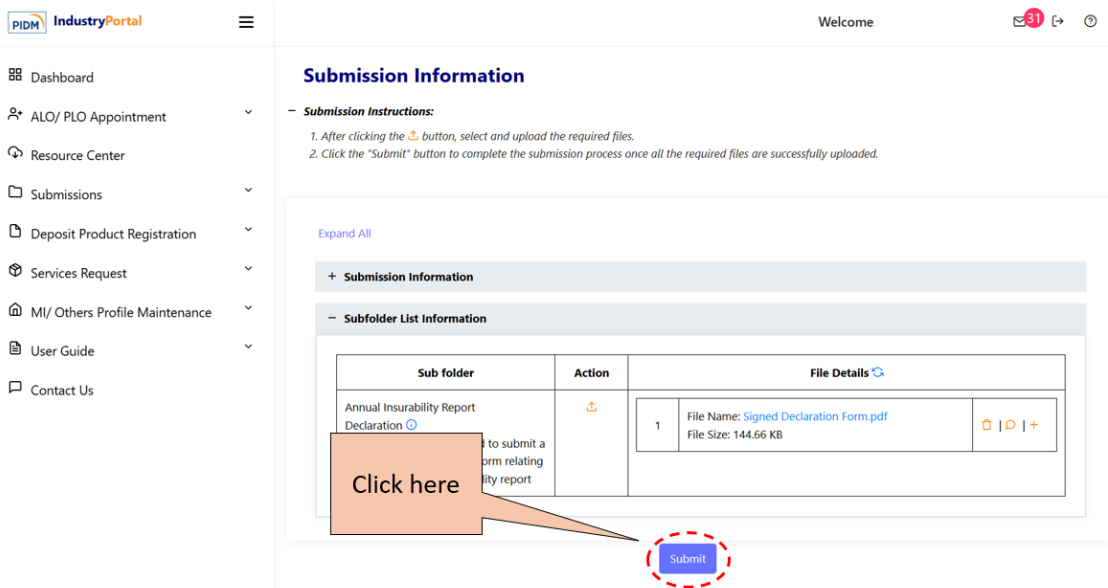
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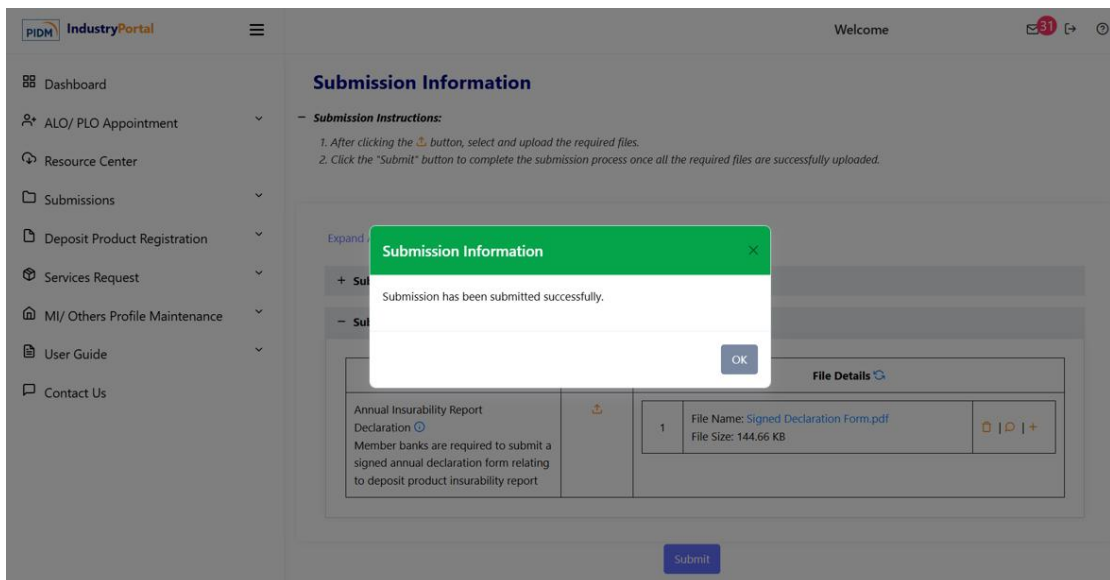
21.8 **Step 8:** The MIPLO / MIOfficer will receive a message that the file has been uploaded successfully. Click on the *OK* button to return to the submission page.

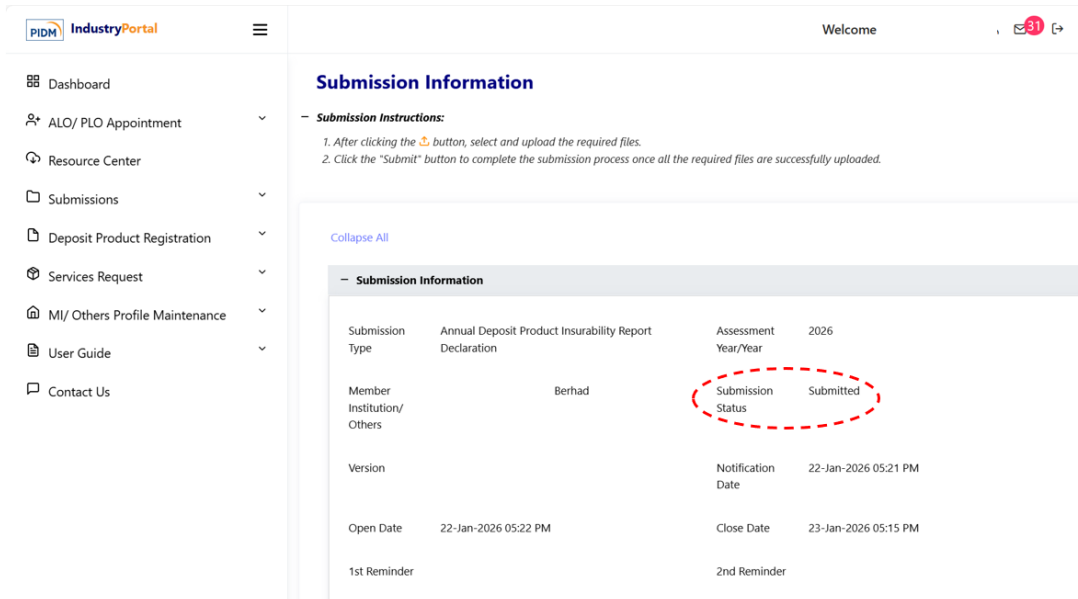


21.9 **Step 9:** Upon successful uploading of the signed Declaration Form, the file name and file size will be shown at the *File Details* section. Click the *Submit* button to proceed to submit the signed Declaration Form to PIDM.



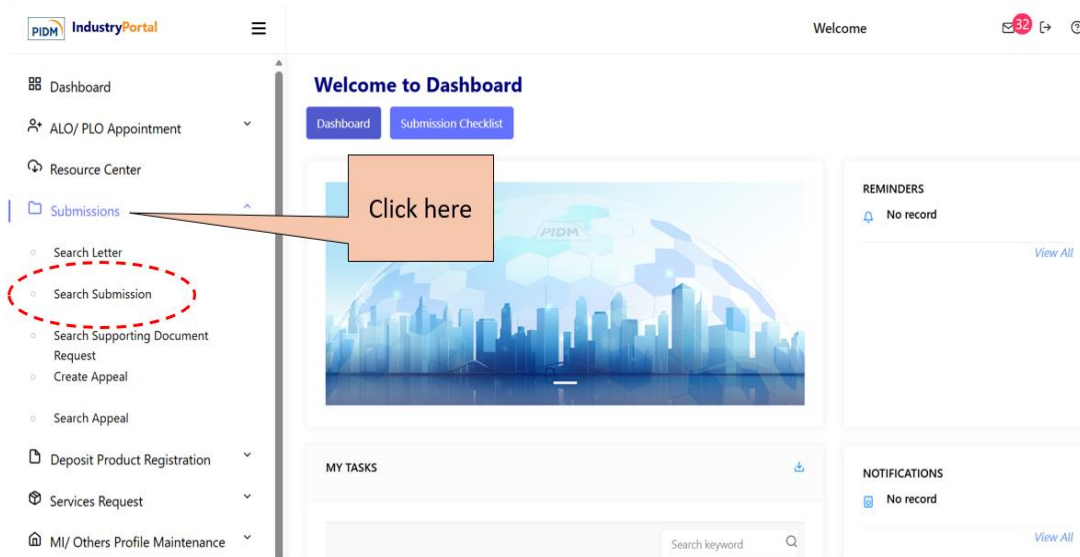
21.10 Upon successful submission, the MIPLO / MIOfficer will be prompted with a confirmation message that the submission has been successfully submitted to PIDM. Further, under the *Submission Information* section, the status of the submission will be shown as "Submitted".



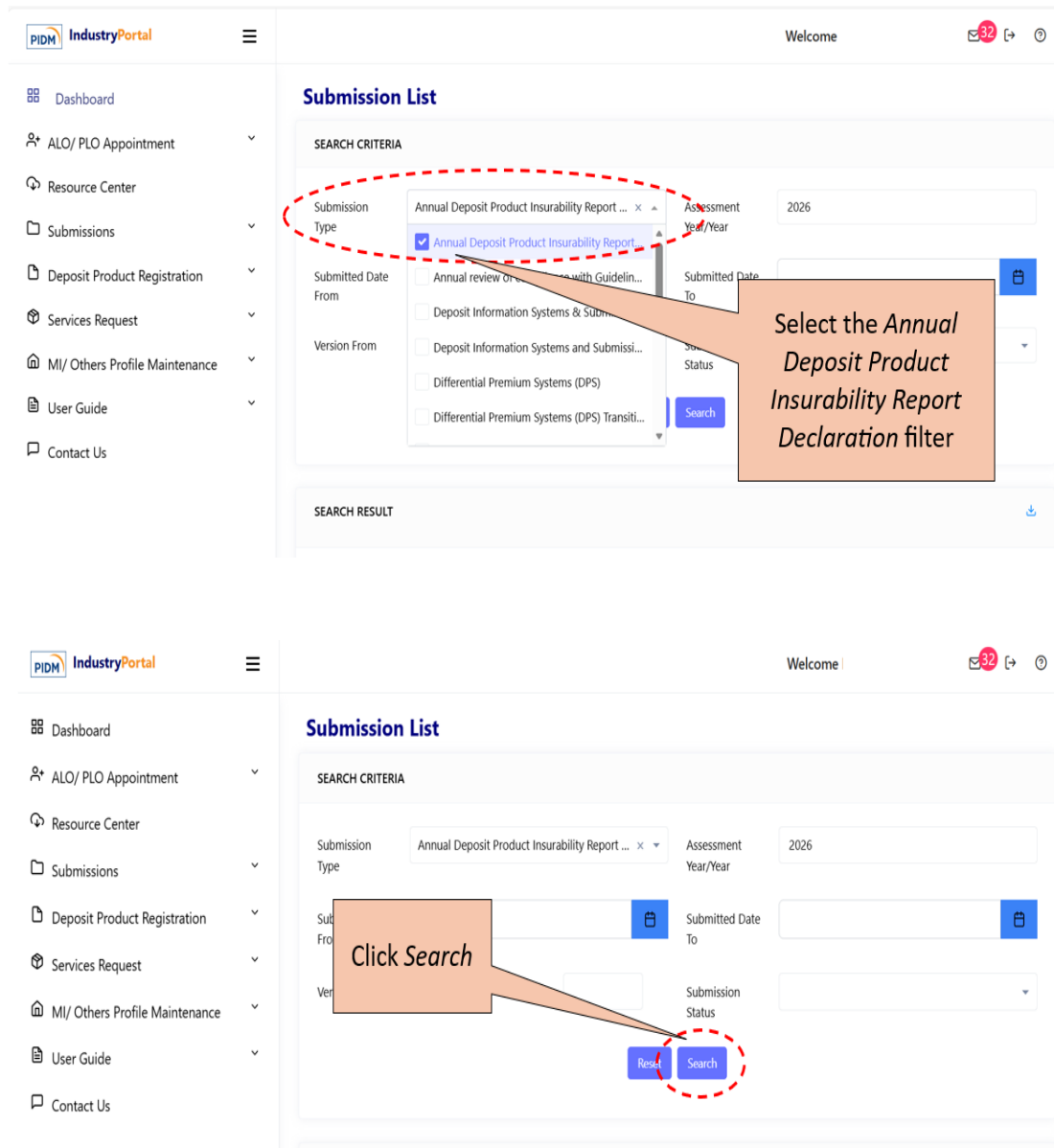


## 22.0 SEARCH SUBMISSION

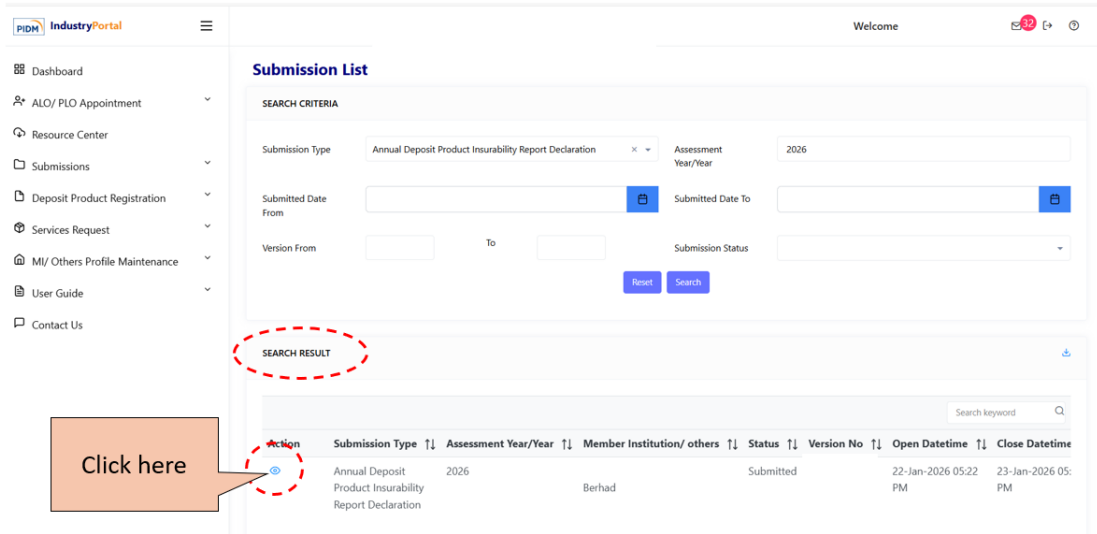
22.1 The MIPLO / MIOfficer may use the *Search Submission* function under the *Submission* module to search for a submission which has been submitted successfully.



22.2 Please select the *Submission Type* as the search criterion, choose the *Annual Deposit Product Insurability Report Declaration* filter and click on the *Search* button.



22.3 A list of search results will appear under the *Search Result* header. Click on the blue *Action* icon based on the submission type.



22.4 The MIPLO / MIOfficer will be directed to the submission page once the blue *Action* icon is clicked on.

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## PART G: CONDITIONS OF USE

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### 23.0 CONDITIONS OF USE OF THE EDPR FORMS

**Important:** PIDM owns the title, copyright and other intellectual property rights in the eDPR form(s). By accessing, saving, copying or otherwise using the eDPR form(s), an MI agrees to be bound by the terms in this User Guide, including the terms set out below. The term “eDPR form” shall include the computer programming and processes incorporated therein.

#### 23.1 GRANT OF LICENSE

PIDM grants the MI a non-exclusive, non-transferable, limited licence without any fees or charges to access, use, save and copy the eDPR form(s) solely for the purpose of submitting the MI’s deposit product information to PIDM and such other purposes as may be specified by PIDM in writing from time to time, and not for any other purposes.

#### 23.2 RESTRICTIONS

Neither the MI nor its servants or agents shall directly or indirectly: (a) adapt, alter, merge, modify, translate or vary the whole or part of the eDPR form(s); (b) create any derivative works out of the whole or any part of the eDPR form(s); (c) decompile, disassemble or reverse engineer the whole or any part of the eDPR form(s); (d) alter or remove any copyright or any other proprietary legend or notice in the eDPR form(s); (e) sell, resell, sub-licence or otherwise transfer (for monetary value or otherwise) the whole or any part of the eDPR form(s); (f) provide or make available the whole or any part of the eDPR form(s) to any third party without the prior written consent of PIDM; (g) use the eDPR form(s) otherwise than for the purposes for which it is provided by PIDM or in any manner which jeopardises PIDM’s rights in or to the eDPR form(s); or (h) use the eDPR form(s) in any manner contrary to any applicable law or any instruction, rule or regulation of PIDM.

#### 23.3 RESERVATION OF RIGHTS AND OWNERSHIP

PIDM reserves all rights not expressly granted to the MI. PIDM owns the title, copyright and all intellectual property rights in the eDPR form(s). The eDPR form(s) is protected by copyright and other intellectual property laws and treaties. The MI acquires no right,

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title or interest in or to any trademark, service mark, logo or trade name or any other form of branding or identity of PIDM whatsoever.

#### 23.4 **UPDATES**

The conditions herein apply to updates, supplements and/or add-on components of the eDPR form(s) which PIDM may provide to the MI or make available to the MI via the PIDM Industry Portal after the date the MIs access or use the initial eDPR form(s), unless otherwise expressly stated in writing by PIDM. PIDM is under no obligation to provide, and the MI is solely responsible to procure at its own cost and expense all whatsoever hardware, software and system required for the effective use of the eDPR form(s) and any updates, supplements and add-on components of the eDPR form(s).

#### 24.0 **CONDITIONS OF USE OF THE PIDM INDUSTRY PORTAL**

**Important:** The Terms and Conditions of Use govern the use of the PIDM Industry Portal. By accessing or otherwise using the PIDM Industry Portal (including but not limited to, the eDPR form(s), Deposit Product Insurability Report, Declaration Form and Annual Deposit Product Insurability Report Declaration submission type), an MI agrees to be bound by the Terms and Conditions of Use and the terms in this User Guide including the following –

##### 24.1 **WARRANTY**

To the extent permitted by applicable law, PIDM provides the MI with access to the PIDM Industry Portal and the Deposit Product Insurability Report(s) on an AS IS basis, and hereby disclaims all warranties and conditions, whether express, implied or statutory, including, but not limited to, any express, implied or statutory warranties, duties or conditions of merchantability, of fitness for any particular purpose, or accuracy or completeness of responses, or results, or workmanlike effort, or the security, or absence of software bugs, defects or errors, or lack of viruses, or absence of negligence with regard to the PIDM Industry Portal and the Deposit Product Insurability Report(s). Without prejudice to the foregoing, PIDM does not warrant that the PIDM Industry Portal shall be compatible, able to integrate and/or be usable in tandem with any hardware, software and/or system of the MI. PIDM may, but shall not be obliged to, offer and/or provide support and maintenance with regard to the PIDM Industry Portal, and may charge any fees or charges to the MI for this purpose.

The MI represents and warrants to PIDM that the MI shall be solely responsible for its use of the PIDM Industry Portal and the Deposit Product Insurability Report(s) and all

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the risks attached to and/or associated with its use of the PIDM Industry Portal and the Deposit Product Insurability Report(s).

## 24.2 INDEMNITY

Notwithstanding anything contained herein, the MI shall indemnify and hold PIDM, its employees, agents and authorised representatives harmless against all whatsoever actions, claims and demands (including the cost of defending or settling any damage, loss, expense, action, claim or demand) which may be instituted against PIDM, its employees, agents and/or authorised representatives and against all whatsoever liability arising out of or in any way related to the use of the PIDM Industry Portal, the Deposit Product Insurability Report(s) and/or otherwise under or in connection therewith or with any provision herein, notwithstanding any fault, omission or negligence whatsoever on the part of PIDM.

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