

**CHECKLIST OF COMPLIANCE TO PIDM'S KEY REQUIREMENTS FOR ANNUAL RECURRING SUBMISSIONS**

Key Requirements & Key Action Items		Key Due Date	Reference	Contact Details
Terms and Conditions of Membership	<input type="checkbox"/> Submit Annual report / audited financial statements via PIDM's Industry Portal	Within 90 days after the end of each financial year (or any other period as determined by PIDM)	MDIC Terms and Conditions of Membership Regulations  (ref: section 4A Handbook)	Email : <a href="mailto:tid@pidm.gov.my">tid@pidm.gov.my</a>  Officers: Cik Nur Zalifah Mohd Nushi: 03-2173 7562 En. Mohd Asmawi Mohamed: 03 -2173 7446
	<input type="checkbox"/> Submit list of DTM's related corporations via PIDM's Industry Portal			
	<input type="checkbox"/> Submit list of the names, addresses, telephone numbers and offices or designations of the key responsible persons via PIDM's Industry Portal			
	<input type="checkbox"/> Submit list of the names, addresses and telephone numbers of the DTM's auditors via PIDM's Industry Portal			
Provision of Information on Deposit Insurance	<input type="checkbox"/> Conduct an annual review <sup>1</sup> of its compliance and the compliance by its appointed agents with the requirements of the Guidelines on Provision of Information on Deposit Insurance	30 April	Guidelines on Provision of Information on Deposit Insurance  (ref: section 4B Handbook)	Email: <a href="mailto:policyenquiry@pidm.gov.my">policyenquiry@pidm.gov.my</a>  Officers: Ms. Hoh Li Yun: 03 – 2173 7561 Ms. Sejal Mehta: 03 – 2173 7479
	<input type="checkbox"/> Submit annual review report (scanned copy) via PIDM's Industry Portal			
Annual Premium	<input type="checkbox"/> Submit certified DPS Quantitative Information ("QI") Form (soft copy and scanned hard copy) via PIDM's Industry Portal (3 <sup>rd</sup> assessment year onwards)	30 April of each assessment year (or the immediately preceding working day if 30 April falls on a weekend or a public holiday in Kuala Lumpur)	Guidelines on Differential Premium Systems  (ref: section 6.0 Handbook)  DPS QI Form available at PIDM's website	Email : <a href="mailto:dps@pidm.gov.my">dps@pidm.gov.my</a> <a href="mailto:tid@pidm.gov.my">tid@pidm.gov.my</a>  Officers: Cik Nur Zalifah Mohd Nushi: 03-2173 7562 En. Mohd Asmawi Mohamed: 03 -2173 7446
	<input type="checkbox"/> Submit certified RTID Form (soft copy and scanned hard copy) via PIDM's Industry Portal	31 May each assessment year (or the immediately preceding working day if 31 May falls on a weekend or a public holiday in Kuala Lumpur)	Guidelines on Total Insured Deposits and Premium  (ref: section 6.0 Handbook)  RTID form available at PIDM's website	
	<input type="checkbox"/> Remit Payment via RENTAS or cheque			
	<input type="checkbox"/> Notify PIDM of payment via email			

<sup>1</sup> The first and second review shall be conducted in a manner and within the time specified by PIDM.

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Deposits Information Systems and Submission	<input type="checkbox"/> Submit Deposit Information in SFF (masked) via PIDM's Industry Portal, as well as: <input type="checkbox"/> Product Summary Report (Appendix II) <input type="checkbox"/> Reconciliation of Deposit Balance in General Ledger vs. SFF (Appendix III) <input type="checkbox"/> Aggregation Summary Report (Appendix IV(a)) <input type="checkbox"/> Reconciliation between Aggregation Summary Report and RTID (Appendix IV(b)) <input type="checkbox"/> Annual Certification of Compliance (Appendix VI) <input type="checkbox"/> Confirmation of no changes to the documentation of SFF Generation Process form (Appendix VII); or <input type="checkbox"/> Documentation of SFF Generation Process, if there are material changes	31 May	Guidelines on Deposit Information Systems and Submissions ("DISS Guidelines")  (ref: section 5C Handbook)	Email: <a href="mailto:diss_guidelines@pidm.gov.my">diss_guidelines@pidm.gov.my</a>  Officers: Fariza Ahmad: 03-2173 7414 Mahpa bin Musa: 03-2173 7411
Deposit Product Information	<input type="checkbox"/> Submit signed declaration form on insurability report issued by PIDM	To be specified by PIDM	Guidelines on Submission of Deposit Product Information  (ref: section 5B Handbook)	Email: <a href="mailto:legal@pidm.gov.my">legal@pidm.gov.my</a>  Officers: Ms. Soh Shey Yin: 03-2173 7591 Ms. Kong Chia Yee: 03-2173 7417 Ms. Meerasree Ganasan: 03-2265 6423
Industry Portal	<input type="checkbox"/> Update MI Profile  <input type="checkbox"/> Update member institution liaison officers ("MI Officers"), primary liaison officers ("PLO") and admin liaison officers ("ALO")	As and when there are changes		