

## CHECKLIST OF COMPLIANCE TO PIDM'S KEY REQUIREMENTS

Requirements & Action Items		Due Date	Reference	Contact Details
First Premium Payable	<input type="checkbox"/> Submit certified RTID form	30 days from date of the letter	Guidelines on Total Insured Deposits and Premiums  (ref: section 6.0 Handbook)	Email : <a href="mailto:tid@pidm.gov.my">tid@pidm.gov.my</a>  Officers: Ms. Nur Zalifah Mohd Nushi: 03 – 2303 0495 Mr. Amirruddin Hamzah: 03 – 2303 0492
	<input type="checkbox"/> Remit Payment via RENTAS or cheque			
	<input type="checkbox"/> Notify PIDM of payment			
Submission of Deposit Product Information for PIDM to certify the insurability status	<input type="checkbox"/> Submit information on deposit products to be offered, using the Electronic Deposit Product Registration (“eDPR”) forms in PIDM’s Industry Portal (A deposit product code will be issued upon the successful registration of a product by PIDM)	Prior to launch of the product	<ul style="list-style-type: none"> <li>Guidelines on Submission of Deposit Product Information</li> <li><a href="#">Guide to Using the Electronic Deposit Product Registration Form for Member Institutions (“MI User Guide”)</a></li> </ul> (ref: section 5B Handbook)	Email: <a href="mailto:legal@pidm.gov.my">legal@pidm.gov.my</a>  Officers: Ms. Soh Shey Yin: 03 – 2303 0487 Ms. Kong Chia Yee: 03 – 2303 0482 Ms. Meerasree Ganasan: 03 – 2303 0483
Deposits Information Systems and Submission	<input type="checkbox"/> Development of deposit liability system incorporating requirements set out in the DISS Guidelines	Upon system completion and prior to commencement of operations	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 – 2303 0603 Mahpa bin Musa: 03 – 2303 0605
	<input type="checkbox"/> Conduct trial run with PIDM on deposits information in the standard file format (“SFF”)			
	<input type="checkbox"/> Submit CEO and CFO certification on deposit system’s compliance to DISS Guidelines			
	<input type="checkbox"/> Submit documentation of SFF Generation Process			
	<input type="checkbox"/> Submit independent external assurance report			
Disclosures about membership status and deposit insurance provided by PIDM	<input type="checkbox"/> <b>Obtain/Prepare:</b> 1. <u>Membership Representation</u> (i) Graphics Form - request via Industry Portal for Printed copy and Electronic copy (ii) Statement Form - downloadable from PIDM’s website  2. <u>DIS Brochures</u> Printed copy - request via Industry Portal Electronic copy - downloadable from PIDM’s website  3. List of Insured Deposits – types of insured deposits offered and PIDM’s deposit product code	Prior to commencement of operations	<ul style="list-style-type: none"> <li>Guidelines on Provision of Information on Deposit Insurance</li> <li><a href="#">PIDM - Deposit Insurance Information Materials</a></li> </ul> (ref: section 4B Handbook)	Email: <a href="mailto:policyenquiry@pidm.gov.my">policyenquiry@pidm.gov.my</a>  Officers: Ms. Hoh Li Yun: 03 – 2303 0497 Ms. Sejal Mehta: 03 – 2303 0498
	<input type="checkbox"/> Training for Agents and Employees	Within six (6) months from the date of appointment or employment		

	<input type="checkbox"/> Conduct first review by its internal audit function (or external auditor) on its compliance with the relevant disclosure requirements specified in the Guidelines on Provision of Information on Deposit Insurance and submit first review report	Prior to commencement of operations		
Appointment of Primary Liaison Officers (“PLO”) to manage communication	<input type="checkbox"/> Notify PIDM on PLO	Upon the receipt of the membership letter		Email: <a href="mailto:industryportalinfo@pidm.gov.my">industryportalinfo@pidm.gov.my</a> Officers: Ms. Nur Zalifah Mohd Nushi: 03 – 2303 0495 Mr. Amirruddin Hamzah: 03 – 2303 0492
PIDM’s Industry Portal as a platform of submission and future communication between the MI and PIDM	<input type="checkbox"/> In addition to PLO above, notify PIDM on Administrative Liaison Officers (“ALO”) and Liaison Officers (“MI Officers”)	Prior to commencement of its operations	<a href="#">Industry Portal Resources</a> (ref: section 7.0 Handbook)	Email: <a href="mailto:industryportalinfo@pidm.gov.my">industryportalinfo@pidm.gov.my</a> Officers: Ms. Nur Zalifah Mohd Nushi: 03 – 2303 0495 Mr. Amirruddin Hamzah: 03 – 2303 0492
	<input type="checkbox"/> Set-up access to PIDM’s Industry Portal			
	<input type="checkbox"/> Update MI Profile in Industry Portal			