



CERTIFIED FINANCIAL PLANNER[®]



Creating Value and Enrichment in Lifelong Learning



Who Is This For?

The **CERTIFIED FINANCIAL PLANNER**[®] qualification is for those wishing to practice the profession of financial planning and who wish to master a certain level of theoretical knowledge and practical application of financial planning in such areas as:

- General principles of financial planning
- Risk management & insurance planning
- Taxation planning
- Investment planning
- Retirement planning
- Estate planning
- Financial plan construction and professional responsibilities

The Benefits

The **CFP**_{CERT}[™] and **CERTIFIED FINANCIAL PLANNER**[®] certification marks are the most recognized financial planning marks in the world. Unlike an educational designation offered by a college or university, **CFP**_{CERT}[™] certification is based on independently established public interest standards. As a result, it prepares you for a career-long commitment to meeting the ever-changing needs of your clients. Examples of the benefits of **CFP**_{CERT}[™] certification include:

- Your Expertise and Credibility as a Financial Planner is Instantly Communicated
- Your Career and Professional Development Opportunities Are Enhanced
- You Become a Coach and a Problem Solver
- Your Clients Are More Satisfied
- Your Earnings Reflect Your Personal Status
- You Have Tested Yourself Against the Best, and Met the Challenge

The **CFP**_{CERT}[™] Certification

The financial planner who uses the service marks **CFP**_{CERT}[™] and **CERTIFIED FINANCIAL PLANNER**[®] is recognised as having met the highest standards for the practice of financial planning.

The **CFP**_{CERT}[™] certification qualifies who the financial planner is, establishes a standard of professional practice, and creates a mark of quality that consumers can recognise and for which practitioners may aspire to attain. The financial planner who uses this mark is recognised as having met the highest standards for the practice of financial planning. The international **CFP**_{CERT}[™] Council works to ensure that a well-defined six-step process used by a financial planner will place the client's interest and needs first. To date, there are more than 100,000 **CFP**_{CERT}[™] certified practitioners worldwide and the number is growing.

CFP_{CERT}[™] Certification Examination

Examination Dates:

Examinations are held at centralised locations around Malaysia every June and December.

Candidates sitting for Module 1 and Challenge Status students must be registered with FPAM as Trade Members. Candidates for Module 2 to 6 must be registered as Associate Members. Candidates for Module 6 must have passed Module 1 to 5, with the exception of Challenge Status students. All candidates must be enrolled in a **CFP**_{CERT}[™] course with an approved education provider and have fulfilled the programme attendance requirement: minimum 40 contact hours.



KMDC Won 9 out of 15 FPAM **CFP_{CERT}[™] 2008 Awards**
KMDC achieved 85% Pass rate for the past 2 years

CFP_{CERT}[™] and **CFP**_{CERT}[™] are registered certification trademarks and **CERTIFIED FINANCIAL PLANNER**[®] is a certification mark owned outside the U.S.A. by the Financial Planning Standards Board Ltd. (FPSB). The Financial Planning Association of Malaysia (FPAM) is the marks licensing authority for the CFP Marks in Malaysia, through agreement with FPSB.

Certification Process

The **CFP^{CERT}™** certification programme evolves around the 4Es of Education, Examination, Experience and Ethics, which are the cornerstones of professional practice. The course consists of six (6) modules with a minimum of 40 contact hours of classroom-based workshops and seminars per module, followed by examinations. Candidates taking the **CFP^{CERT}™** certification examinations are required to first be members of the Financial Planning Association of Malaysia (FPAM).

The **CFP^{CERT}™** Certification is proprietary to individuals who have demonstrated technical competency combined with practical experience, which enables them to write a comprehensive, functional financial plan for an individual, whilst conforming to the international **CFP^{CERT}™** standards.

The Financial Planning Process

The financial planning process defined by the **CFP^{CERT}™** Board involves the following six steps:

- Gathering client data, including goals
- Analysing and evaluating the client's financial status
- Developing and presenting financial planning recommendations
- Implementing the financial planning recommendations
- Monitoring the financial planning recommendations
- Establishing and defining the client-partner relationship

Relevant Work Experience

Appropriate relevant experience for a **CFP^{CERT}™** candidate is defined as:

Individuals employed in a position where they actively use their knowledge, skill and ability to provide for or to directly supervise the provision of comprehensive financial planning advice to clients, in accordance with the Financial Planning Association of Malaysia (FPAM)'s six-step financial planning process.

Relevant financial planning work experience can be obtained from the following three work areas:

- Working in the financial services industry
- Self employed, sole proprietors, partners or directors in industries relating to financial planning or financial services
- Insurance/unit trust/will writing/trusts agents and remisers

The relevant work experience must be over a period of 3 years within the 5 years prior to application for certified status.

8 Good Reasons to Study Your CFP^{CERT}™ Course at KMDC

- Our reputation as a professional education provider with over 25 years of experience ensures you get the best for your education
- Our balanced approach gives appropriate weighting to all essential topic areas
- Our value-added and learning support products and services prepares you with the extra-edge beyond classroom theory
- We have consistently been the best performer in the industry in Malaysia with the highest **CFP^{CERT}™** examination results
- Sessions are facilitated by a strong team of highly qualified industry practitioners, all with strong academic qualifications and professional experience
- Up-to-date study materials contain real-world case studies, making the information immediately relevant and applicable to everyday business
- Special examination revision seminars are aimed at helping our candidates with their studies and exams
- Successful completion of the programme satisfies the educational requirement for the Financial Planning Association of Malaysia's **CFP^{CERT}™** Certification Examination

Testimonials

"Choosing KMDC for my **CFP^{CERT}™** certification is the best decision I've made when it comes to an education provider. They have good facilities and their staff are helpful. Most importantly, their facilitators are there when you need guidance."



Peter Lim Cheng Teik

Learning Member, **CFP^{CERT}™** 2004

Youngest Learning Member to get **CFP^{CERT}™** in 14 months

"KMDC is a good **CFP^{CERT}™** education provider with their friendly, approachable and committed staff. The facilitators are knowledgeable and experienced. Learning facilities are adequate. Many thanks to KMDC for assisting me through the 6 modules smoothly."



Lee Seng Guan

Learning Member, **CFP^{CERT}™** 2004

National 1st Runner-up: New EPF Investors Campaign 2004

National 5th Runner-up: Personal Sales Mutual Fund Agent

Category 2004

CFP^{CERT}™ Continuing Education

Continuing professional development is part of good professional practice. Associate Members of FPAM are required to obtain 20 CE points every 2 years whereas Certified Members are required to obtain 30 CE points every 2 years. This is to ensure that members are updated with current developments in the financial planning profession in order to better serve their clients.

CE points can be accumulated by attending FPAM approved seminars and courses, through subscription to FPAM's official and other approved magazines, and through writing or reviewing articles for FPAM's journal or publishing books related to financial planning topics.

Entry Requirements

Admission:

With effect from 1 July 2002, members can select any of the 3 options below to complete the **CFP^{CERT}™** certification programme.

Option A: Full **CFP^{CERT}™** Certification Programme

Members without any relevant qualifications are required to undergo the full **CFP^{CERT}™** certification course, which comprises Module 1 to 6.

Course duration:

The shortest possible timeframe to complete the programme is 18 months.

Minimum academic requirements: SPM or equivalent

Option B: Partial Exemption on Modules

FPAM recognises that certain professional qualifications cover some of the components in financial planning and has decided to waive certain modules for eligible members. Holders of these degrees and/or credentials are exempted from the following modules:

Qualification	M1	M2	M3	M4	M5	M6
1. Registered Financial Planner (RFP)	X	X				
2. Chartered Financial Practitioners (Namlifa)	X					
3. MII Dip. In Financial Planning	X	X				
4. Chartered Life Underwriters	X	X				
5. Life Underwriters Training Council of Fellows	X					
6. Graduate Diploma in Applied Finance and Investment	X			X		
7. Member of Malaysian Institute of Taxation			X			
8. Bachelors Degree (Finance / Accounting / Economics) - must include taxation module			X			

Option C: **CFP^{CERT}™** Challenge Status

FPAM has approved certain qualifications and/or professional credentials as fulfilling the education requirements and members who are eligible can apply to FPAM for approval under the **CFP^{CERT}™** challenge status. The approved member is only required to sit for Module 6. This **CFP^{CERT}™** challenge status is only open to Malaysians.

Members must fulfill the following three requirements:

1. Qualifications:

- Professional accountants (MIA, CPA(M), CPA(Aust), AICPA, CA, ACCA, ICMA and AIA)
- Company Secretaries (ICSA & Fellow of MACS)
- Chartered Financial Consultants
- Chartered Financial Analysts (CFA)
- Doctorate in Business Admin, PhD (business, accounting or economics)
- Masters (Business Admin /Finance /Economics/Accounting) from accredited universities

2. Three years of personal finance related experience at the time of application:

Insurance, mutual funds, securities, asset management, accounting, estate planning, banking, taxation, trusts, retirement planning and financial planning.

3. Condition:

A maximum of three (3) consecutive examination attempts only, are given for the challenge status member commencing immediately after obtaining approval from FPAM. Failure in the 3 attempts (including non-attempts) will result in the member having to enroll for the normal **CFP^{CERT}™** certification.

Additional requirements

The Challenge Status application must be accompanied by an Application for Trade Member form together with payment (if applicant is not currently a member). All certificates and academic transcripts must be certified. Working experience from the present employer must be under the employer's letterhead.

Applications for module exemptions or challenge status must be at least one month before the registration for any examination. Failure to comply will result in your application not been processed in time for the next examination.



Module 1: Foundation in Financial Planning

Candidates are provided with an outline of each of the major concerns of a financial planner to instill a clear appreciation of financial planning and to prepare for the extensive study to be covered in the other modules.

- Topic 1: An Overview
- Topic 2: The Economic Environment and Its Effects on Financial Planning
- Topic 3: Risk Management and Insurance Planning
- Topic 4: Investment Planning
- Topic 5: Income Tax Planning
- Topic 6: Retirement Planning / Estate Planning
- Topic 7: The Basis of a Financial Plan
- Topic 8: FPAM Code of Ethics

Module 2: Risk Management & Insurance Planning

Candidates will understand the fundamental concepts of risk management and insurance, and gain the knowledge about various personal insurance products, both life and general, which are related to financial planning.

- Topic 1: Fundamental Concepts in Risk Management
- Topic 2: Insurance Fundamentals
- Topic 3: Legal Principles in Insurance
- Topic 4: The Role of Insurance in Financial Planning
- Topic 5: Factors Affecting Insurance Needs
- Topic 6: General Insurance Policy Analysis
- Topic 7: Life Insurance Policy Analysis
- Topic 8: Comparing Life Insurance Products
- Topic 9: Annuity Policy Analysis
- Topic 10: Health Insurance Policy Analysis
- Topic 11: Legislation Affecting Insurance Business
- Topic 12: Evaluating Life Insurance Companies
- Topic 13: Consumer Protection and Life Insurance Industry Codes of Practice
- Topic 14: Additional topics

Module 3: Tax Planning

Candidates will further their existing knowledge and skills in the area of taxation planning. The unit deals with consideration of income tax and other forms of taxation. Case studies of different tax scenarios are also analysed in the module.

- Topic 1: Introduction to Taxation
- Topic 2: Income
- Topic 3: Deductions
- Topic 4: Tax Planning & Tax Offsets
- Topic 5: Administration of the Taxation System and Tax Audit
- Topic 6: Taxation and Employee Provident Fund
- Topic 7: Taxation Aspects of Business Succession Planning

Module 4: Investment Planning

Candidates will understand the concepts of risk and return, the financial markets and instruments, and the basic concepts and tools of asset valuation and portfolio management. The aim is to be able to evaluate alternative investments, the advantages and disadvantages, and to make suitable investment recommendations to clients.

- Topic 1: Basic Concepts of Investment
- Topic 2: Financial Mathematics and Statistics
- Topic 3: Financial Statement Analysis
- Topic 4: Investment in Shares
- Topic 5: Basics of Equity Valuation
- Topic 6: Investment in Bonds or Fixed Income Securities
- Topic 7: Derivatives
- Topic 8: Unit Trusts
- Topic 9: Real Estate
- Topic 10: Basic Concepts of Portfolio Management

Module 5: Estate Planning & Retirement Planning

This unit is taught in two parts: Estate Planning and Retirement Planning.

Part 1: ESTATE PLANNING

The area of estate planning includes preparing provision for administration of the affairs of a client by someone other than the client.

- Topic 1: Estate Planning Fundamentals
- Topic 1a: Wills and Will Planning
- Topic 2: Trusts
- Topic 3: Powers of Attorney
- Topic 4: Duties and Power of the Personal Representative
- Topic 5: Rights of Beneficiaries
- Topic 6: Special Estate Planning Issues for Business Owners

Part 2: RETIREMENT PLANNING

This part covers how to analyse a clients' retirement needs and the ways in which these needs can be met.

- Topic 1: Introduction
- Topic 2: Investment for Retirement
- Topic 3: Retirement Schemes
- Topic 4: The Employee Provident Fund (EPF)
- Topic 5: Retirement Income Streams
- Topic 6: Role of Financial Planner in Pre-Retirement Counselling

Module 6: Financial Plan Construction and Professional Responsibilities

This module is for candidates who have completed Module 1 to 5, or who are preparing for the CFP^{CERT}™ Challenge Status. The financial plan construction process will be meticulously considered.

- Topic 1: The Regulatory Environment: An Overview
- Topic 2: Understanding the Client
- Topic 3: The Process of Data Gathering
- Topic 4: Financial Analysis of Data to Determine Investment Strategy
- Topic 5: Strategies to Meet Needs
- Topic 6: Plan Preparation
- Topic 7: The Plan Implementation Process
- Topic 8: Financial Plan Review
- Topic 9: Dealing with Client Complaints
- Topic 10: The FPAM Code of Ethics
- Topic 11: The Importance of Continuing Education

KDU Management Development Centre Sdn. Bhd. (KMDC) is a workforce transformation and learning solutions provider established to develop and enhance the capabilities of professionals through leading edge and high quality executive education and professional development programmes.

KMDC offers innovative learning solutions with emphasis on personal as well as professional growth for the individual and integrated management solutions for dynamic organisational change.

The team at KMDC understands what drives individuals and organisations to succeed and advance into leadership positions. Our model engages learners in a transformational experience that goes beyond the mere acquisition of knowledge. Our learning network brings professionals, client organisations, partner learning providers and learning members together in a network that can promote lasting, rewarding and satisfying lifelong experiences.

OUR MISSION

Creating Value and Enrichment in Lifelong Learning

OUR PLEDGE

Graduates:
Become Employable Fast
Professionals:
Retool Your Career
Companies:
Retrain and Retain Valuable Employees

Personal Financial Planning Courses

Personal Financial Planning is the process of meeting an individual's life goals through the proper management of his finances. Life goals can include buying a home, going for vacations, saving for a child's education or planning for retirement.

For individuals who want to learn about managing their finances and for personal development, this is a great opportunity to equip yourself with necessary information which will be extremely helpful in covering your bases during times of financial crisis.

- **Smart Money-User (SMU) Workshop:**
Learn Money Management Skills
- **Smart Money Skills (SMS) Workshop:**
Essentials of Personal Financial Planning
- **Practice Development Workshop**
- Investment Planning & Investments for Non-Financial Managers & Executives
- Financial Decision Making
- Finance & Accounting for Managers & Executives

Facilitators

Carol Yip - Author & Facilitator



"It is important to have the interpersonal skills to be The Outstanding Financial Planner who emphatically understands the client's life & knows how to help their client. KMDC's Personal Financial Planning programme, SMU Workshop, teaches the basic fundamentals of understanding a client, which is the missing link to the CFP course."

Essentials of Personal Financial Planning

Most of us graduated from school without a basic understanding of money & money management skills. You can change that today!



Elwin Lau

Elwin Lau is an Agency Manager with a leading life insurance and unit trust companies. He holds a Master in Financial Planning (MFP) with The University of the Sunshine Coast, Queensland, Australia.



Yap Kam Cheng

Yap Kam Cheng holds a Bachelor of Economics (Honours) from the Manchester Polytechnic, England and a post-graduate qualification in Business Administration from the Aston Business School in Birmingham, England.



KDU Management Development Centre Sdn. Bhd. (584539-D)
A **PARAMOUNT** CORPORATION COMPANY

Block A, KDU University College, 76, Jalan Universiti,
46200, Petaling Jaya, Selangor Darul Ehsan

Tel : **03.7953.6969 / 03.7953.6968**

Fax : **03.7953.6966**

Mobile : **012.3989030**

Email : **start@kmdc.com.my**

Website: **www.kmdc.com.my**

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