



CORPORATE PORTAL USER MANUAL – COURSE & EXAM REGISTRATION

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Version 1.0

TABLE OF CONTENT

GETTING STARTED.....	4
1.1 URL	4
1.2 LOGIN	4
1.2.1 How to Login	4
2 HOME	5
2.1 DASHBOARD.....	5
2.1.1 Manage Dashboard.....	5
3 PROFILE	9
3.1 EDIT DETAILS	9
3.1.1 Update Profile Details	9
3.2 CHANGE PASSWORD	13
3.2.1 Manage Change Password	13
4 COURSE REGISTRATION	15
4.1 PUBLIC PROGRAM.....	15
4.1.1 Candidate Profile.....	15
4.1.2 Registration.....	18
4.1.3 Payment	20
4.2 SEARCH CANDIDATE.....	23
4.3 EXAM REGISTRATION.....	24
4.3.1 Batch List.....	24
4.3.2 Search Details.....	25
4.3.3 Create New Batch	26
4.3.4 Add Candidate.....	30
4.3.5 Change Schedule.....	38
4.3.6 Update Candidate	43
5 EXAMINATION RESULT	47
6 EXAMINATION REPORT	48
7 FINANCE	50
7.1 STATEMENT OF ACCOUNT	50

7.1.1 Manage Statement of Account	50
8 USER GUIDE.....	57

Corporate Portal: Guide for Admin Login

GETTING STARTED

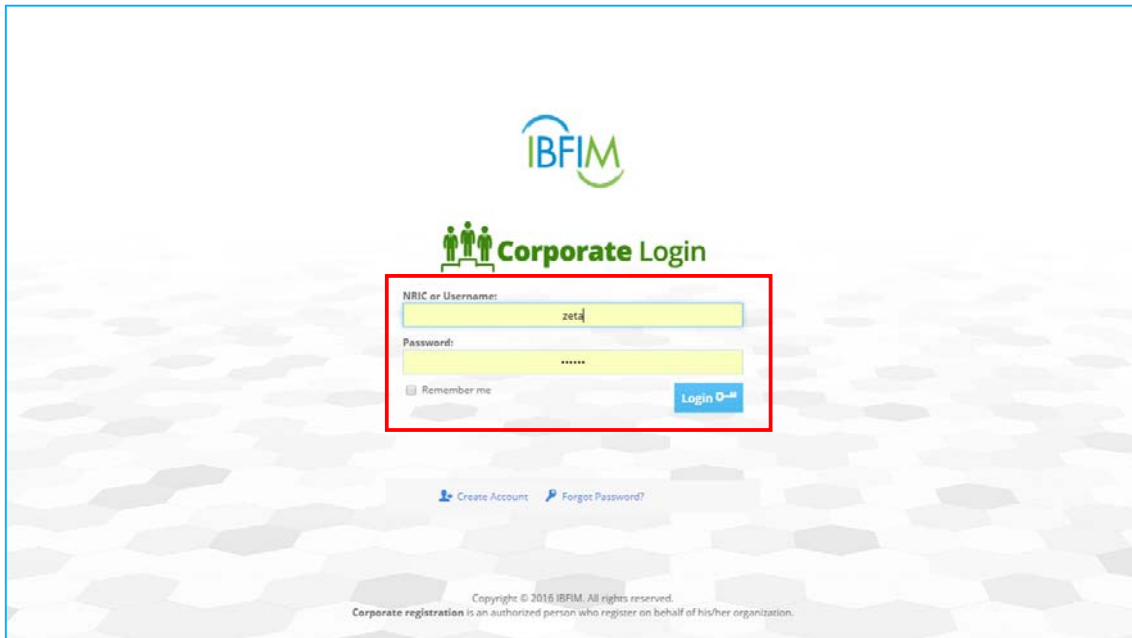
1.1 URL

Access the portal at <https://corp-enroll.ibfimonline.com>

1.2 LOGIN

1.2.1 How to Login

1. Enter the **NRIC or Username** and **Password** provided and click **Login**



IBFIM

Corporate Login

NRIC or Username:

Password:

Remember me

[Create Account](#) [Forgot Password?](#)

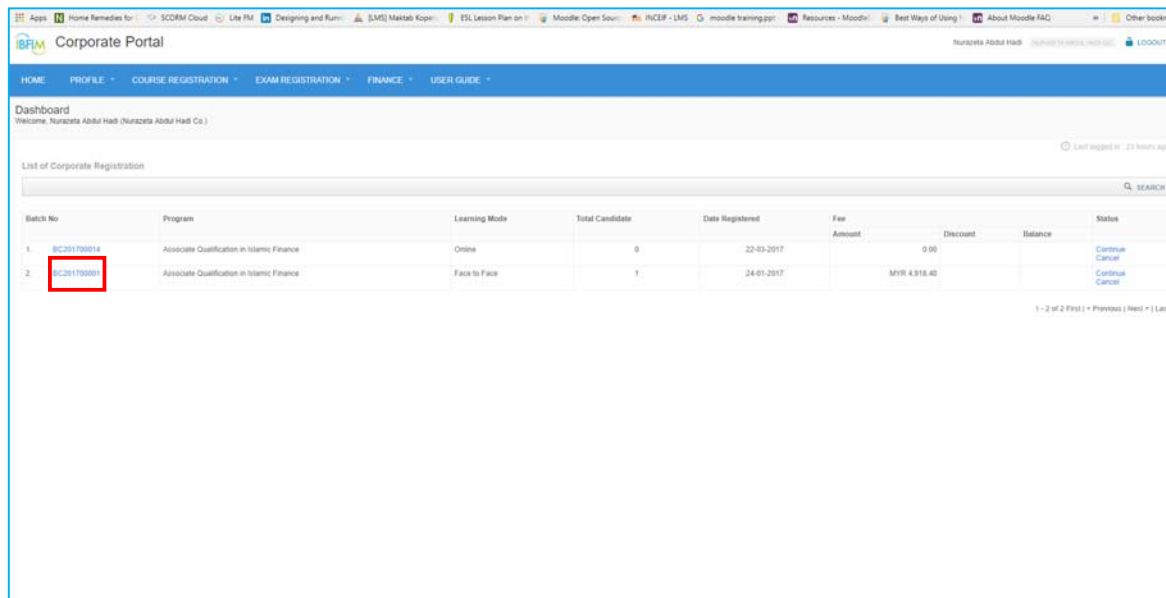
Copyright © 2016 IBFIM. All rights reserved.
Corporate registration is an authorized person who register on behalf of his/her organization.

2 HOME

2.1 DASHBOARD

2.1.1 Manage Dashboard

1. Once login, you will be directed to the **Dashboard** Page.
2. On Dashboard page, you will see the **List of Corporate Registration** with all the registration details.
3. Click on **Batch No** to view their account details

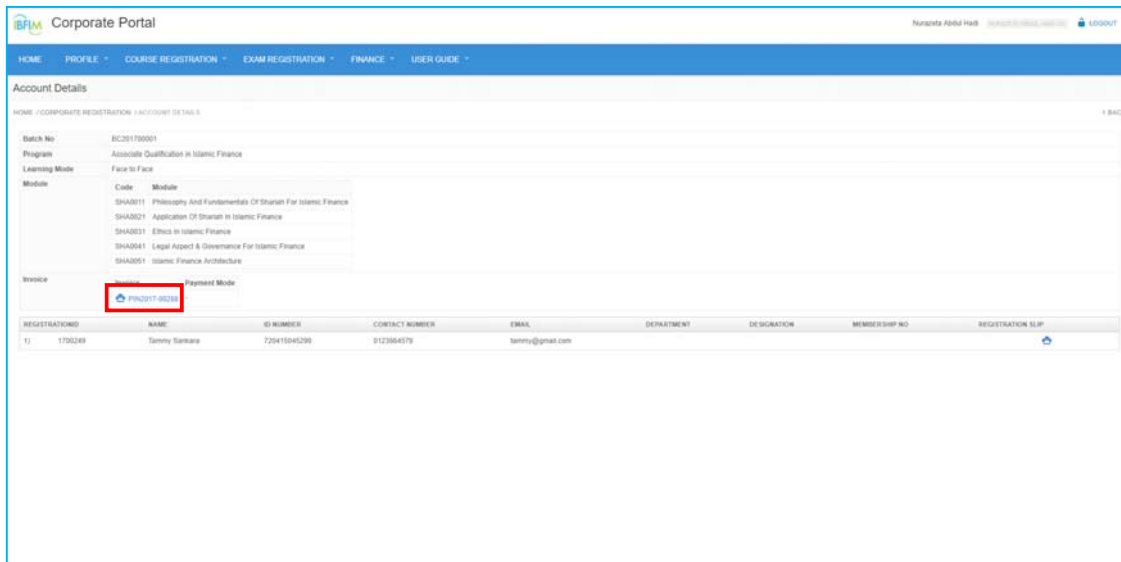


The screenshot shows the IBFIM Corporate Portal dashboard. The user is logged in as Nurzeta Abdul Halil. The dashboard displays a 'List of Corporate Registration' table with the following data:

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee Amount	Discount	Balance	Status
1. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017		0.00		Continue Cancel
2. IC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

The 'Batch No' column contains links to view account details. The second row's 'Batch No' (IC201700001) is highlighted with a red box in the original image.

4. Once clicked, **Account Details** will be displayed.
5. Click on **invoice link** to download invoice.



Corporate Portal

Nurazeta Abdul Hadi | [My Profile](#) | [Logout](#)

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Account Details

HOME / CORPORATE REGISTRATION / ACCOUNT DETAILS

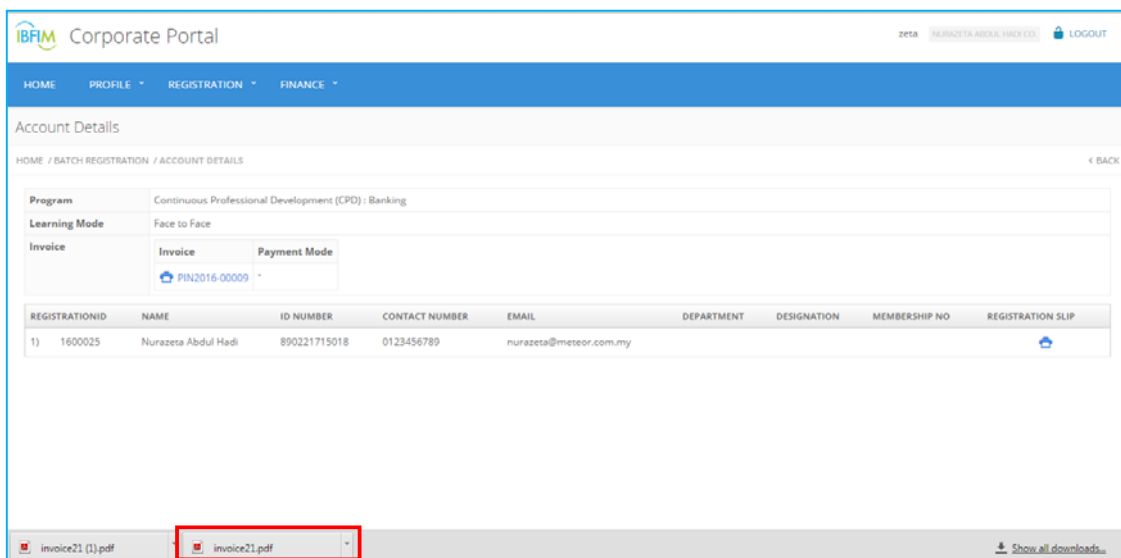
Batch No: BC20170001
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Face to Face

Module	Code	Module
SHAD011		Philosophy And Fundamentals Of Shariah For Islamic Finance
SHAD021		Application Of Shariah In Islamic Finance
SHAD031		Ethics In Islamic Finance
SHAD041		Legal Aspect & Governance For Islamic Finance
SHAD051		Islamic Finance Architecture

Invoice: [Invoice](#) | Payment Mode: [PIN211882](#)

REGISTRATIONID	NAME	ID NUMBER	CONTACT NUMBER	EMAIL	DEPARTMENT	DESIGNATION	MEMBERSHIP NO	REGISTRATION SLIP
1)	1790249	Tammy Samara	720415045290	0123584576	tammy@gmail.com			Download

6. Once clicked, the invoice will be downloaded.
7. Click to view invoice.



Corporate Portal

zeta | NURAZETA ABDUL HADI COO | [Logout](#)

HOME | PROFILE | REGISTRATION | FINANCE

Account Details

HOME / BATCH REGISTRATION / ACCOUNT DETAILS

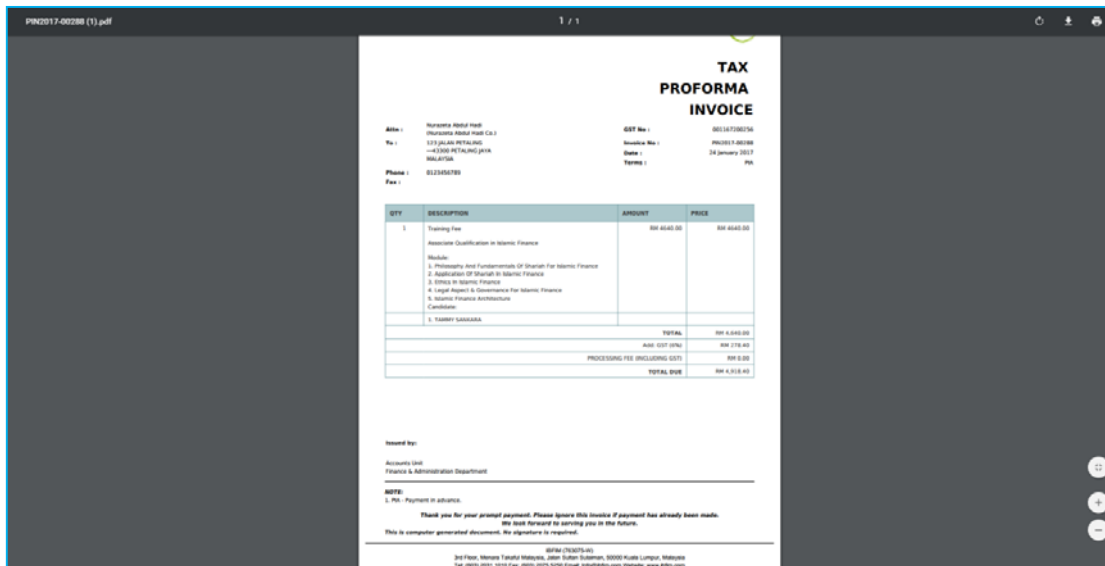
Program: Continuous Professional Development (CPD) : Banking
 Learning Mode: Face to Face

Invoice: [Invoice](#) | Payment Mode: [PIN2016.00009](#)

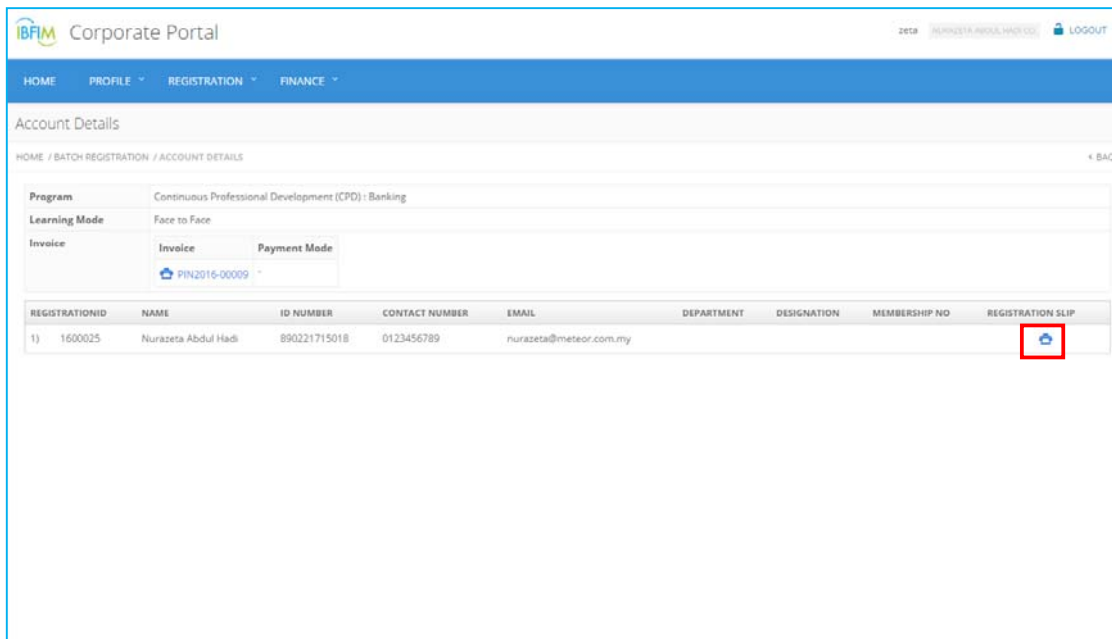
REGISTRATIONID	NAME	ID NUMBER	CONTACT NUMBER	EMAIL	DEPARTMENT	DESIGNATION	MEMBERSHIP NO	REGISTRATION SLIP
1)	1600025	Nurazeta Abdul Hadi	890221715018	0123456789	nurazeta@meteor.com.my			Download

invoice21 (1).pdf | [invoice21.pdf](#) | [Show all downloads...](#)

8. The Proforma Tax Invoice or Tax Invoice (based on registration status) will appear as below.

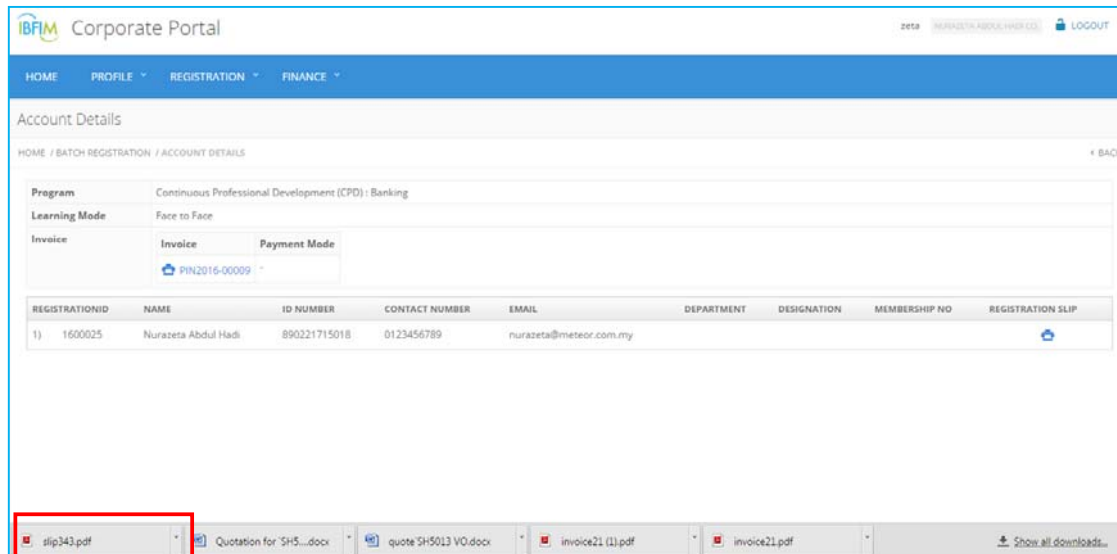


9. Click printer symbol to download and view registration slip.



10. Once clicked, the registration slip will be downloaded.

11. Click to view registration slip.



Corporate Portal

zeta NURAZETA ABDUL HADI CO. LOGOUT

HOME PROFILE REGISTRATION FINANCE


Account Details

HOME / BATCH REGISTRATION / ACCOUNT DETAILS

Program: Continuous Professional Development (CPD) : Banking

Learning Mode: Face to Face

Invoice: Invoice PIN2016-00009 Payment Mode

REGISTRATIONID	NAME	ID NUMBER	CONTACT NUMBER	EMAIL	DEPARTMENT	DESIGNATION	MEMBERSHIP NO	REGISTRATION SLIP
1) 1600025	Nurazeta Abdul Hadi	890221715018	0123456789	nurazeta@metecor.com.my				

slip343.pdf Quotation for SH5...docx quote SH5013 VO.docx invoice21 (1).pdf invoice21.pdf Show all downloads...

12. The registration slip will be displayed as follows



REGISTRATION SLIP

NAME: NURAZETA ABDUL HADI
 CANDIDATE ID: 17000008
 CONSIDERED FOR: 1700000008
 PROGRAM: CPD ASSOCIATE QUALIFICATION IN BANKING FINANCE
 MODE OF DELIVERY: FACE TO FACE

No	Module Code	Module Name	Class Schedule	Dates	Instructor
01	SH50001	Introduction to Islamic Banking & Finance	09:00 am to 12:00 pm	18-03-2017 - 17-03-2017	IBFIM 001 Puan Nurazeta Abdul HADI 0001000008 Kuala Lumpur
02	SH50002	Application of Shariah in Islamic Finance	09:00 am to 12:00 pm	18-08-2017 - 18-08-2017	IBFIM 001 Puan Nurazeta Abdul HADI 0001000008 Kuala Lumpur
03	SH50003	Islamic Finance Products	09:00 am to 12:00 pm	12-09-2017 - 12-09-2017	IBFIM 001 Puan Nurazeta Abdul HADI 0001000008 Kuala Lumpur
04	SH50004	ISGF Report & Development for Islamic Finance	09:00 am to 12:00 pm	13-09-2017 - 13-09-2017	IBFIM 001 Puan Nurazeta Abdul HADI 0001000008 Kuala Lumpur
05	SH50005	Islamic Finance Architecture	09:00 am to 12:00 pm	11-10-2017 - 11-10-2017	IBFIM 001 Puan Nurazeta Abdul HADI 0001000008 Kuala Lumpur

Date Printed: 03 August 2017

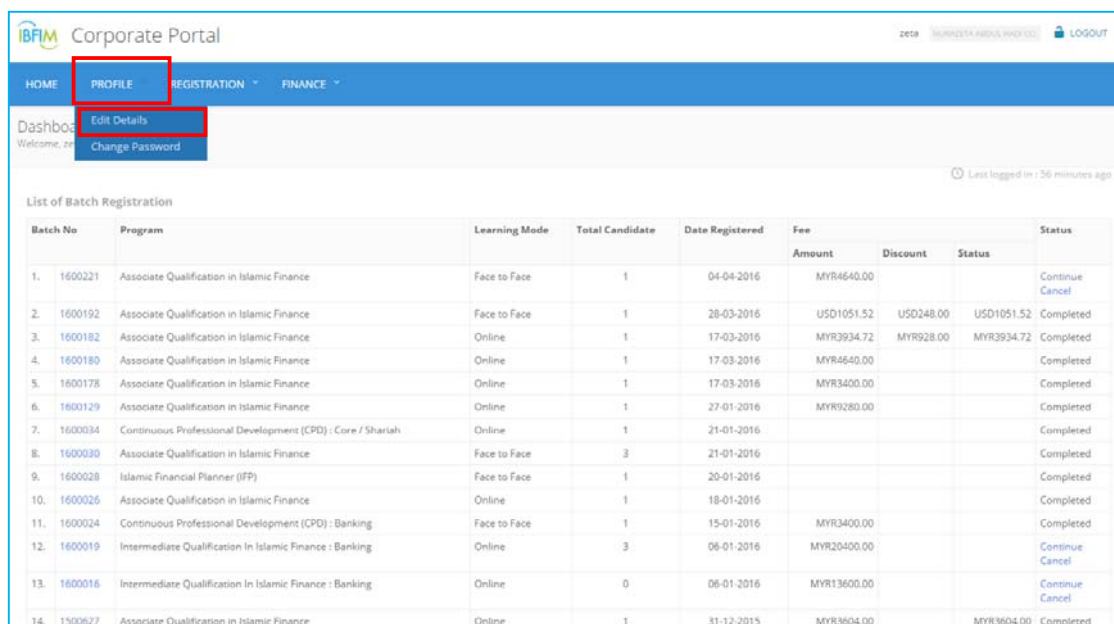
0001000008 1700000008 1700000008 0001000008
 Note: This is a computer generated document and does not require signature

3 PROFILE

3.1 EDIT DETAILS

3.1.1 Update Profile Details

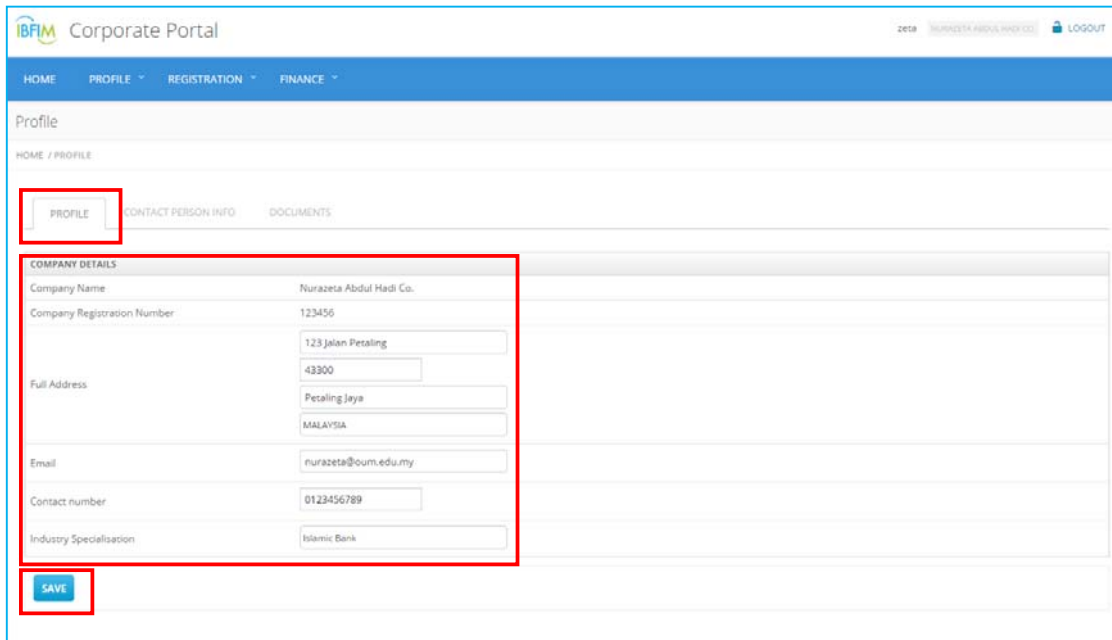
1. Click on **Profile** and Click **Edit Details** submenu.



The screenshot shows the IBFIM Corporate Portal interface. The navigation menu includes 'HOME', 'PROFILE', 'REGISTRATION', and 'FINANCE'. The 'PROFILE' menu is expanded, showing 'Edit Details' and 'Change Password' options. Below the navigation, there is a 'Dashboard' section with a 'Welcome, zeta' message and a 'Logout' button. The main content area displays a 'List of Batch Registration' table.

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status	
					Amount	Discount	Status		
1.	1600221	Associate Qualification in Islamic Finance	Face to Face	1	04-04-2016	MYR4640.00		Continue Cancel	
2.	1600192	Associate Qualification in Islamic Finance	Face to Face	1	28-03-2016	USD1051.52	USD248.00	USD1051.52	Completed
3.	1600182	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR3934.72	MYR928.00	MYR3934.72	Completed
4.	1600180	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR4640.00			Completed
5.	1600178	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR3400.00			Completed
6.	1600129	Associate Qualification in Islamic Finance	Online	1	27-01-2016	MYR9280.00			Completed
7.	1600034	Continuous Professional Development (CPD) : Core / Shariah	Online	1	21-01-2016				Completed
8.	1600030	Associate Qualification in Islamic Finance	Face to Face	3	21-01-2016				Completed
9.	1600028	Islamic Financial Planner (IFP)	Face to Face	1	20-01-2016				Completed
10.	1600026	Associate Qualification in Islamic Finance	Online	1	18-01-2016				Completed
11.	1600024	Continuous Professional Development (CPD) : Banking	Face to Face	1	15-01-2016	MYR3400.00			Completed
12.	1600019	Intermediate Qualification In Islamic Finance : Banking	Online	3	06-01-2016	MYR20400.00			Continue Cancel
13.	1600016	Intermediate Qualification In Islamic Finance : Banking	Online	0	06-01-2016	MYR13600.00			Continue Cancel
14.	1500627	Associate Qualification in Islamic Finance	Online	1	31-12-2015	MYR3604.00		MYR3604.00	Completed

2. Once clicked, the following screen will be displayed.
3. On **PROFILE** tab, you can update and edit profile company information.
4. Click **Save** button to save information.



IBFIM Corporate Portal

zeta | NURAZETA ABDUL HADI | LOGOUT

HOME PROFILE REGISTRATION FINANCE

Profile

HOME / PROFILE

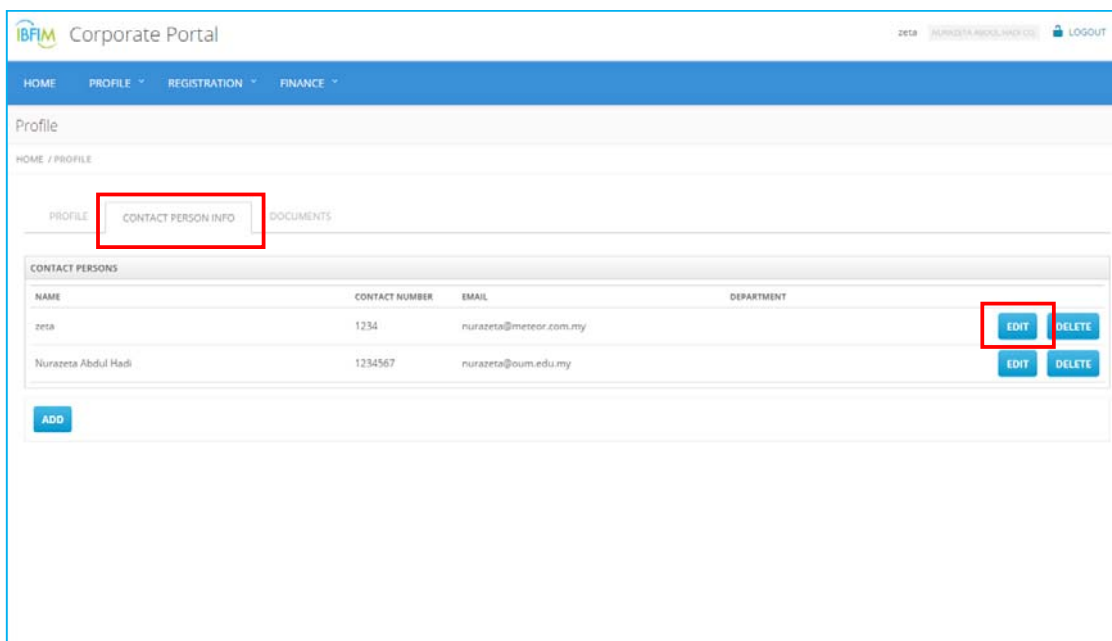
PROFILE CONTACT PERSON INFO DOCUMENTS

COMPANY DETAILS

Company Name	Nurazeta Abdul Hadi Co.
Company Registration Number	123456
Full Address	123 Jalan Petaling
	43300
	Petaling Jaya
	MALAYSIA
Email	nurazeta@oum.edu.my
Contact number	0123456789
Industry Specialisation	Islamic Bank

SAVE

5. Then click on **CONTACT PERSON INFO** tab to update details
6. To edit, you can click **EDIT** button



IBFIM Corporate Portal

zeta | NURAZETA ABDUL HADI | LOGOUT

HOME PROFILE REGISTRATION FINANCE

Profile

HOME / PROFILE

PROFILE CONTACT PERSON INFO DOCUMENTS

CONTACT PERSONS

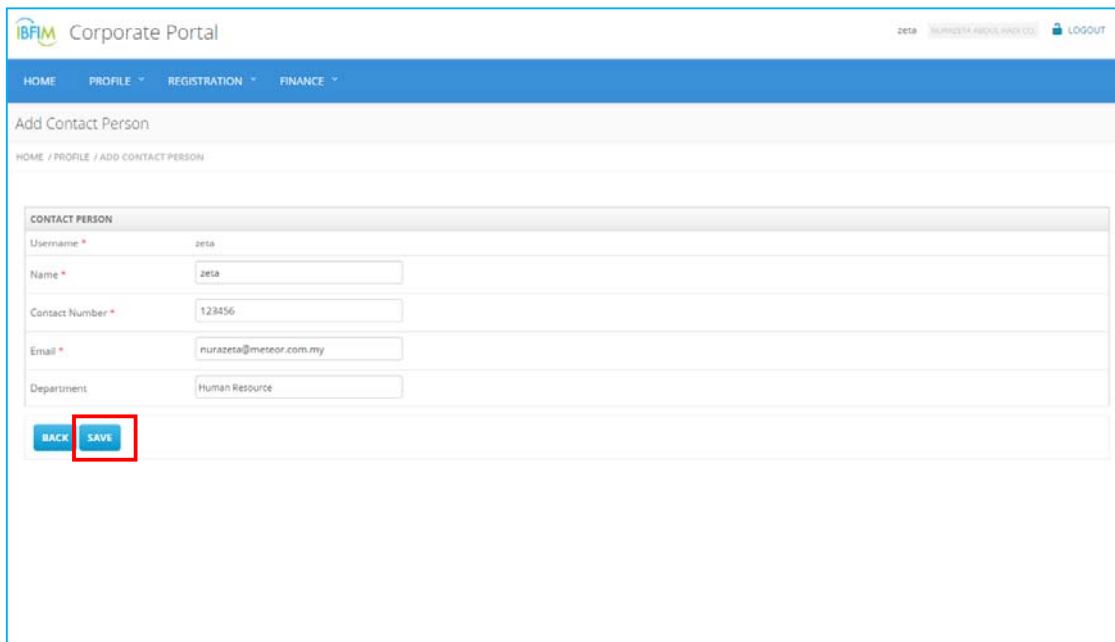
NAME	CONTACT NUMBER	EMAIL	DEPARTMENT
zeta	1234	nurazeta@meteor.com.my	
Nurazeta Abdul Hadi	1234567	nurazeta@oum.edu.my	

ADD

EDIT DELETE

EDIT DELETE

7. Once clicked, the following screen will be displayed.
8. Update and edit necessary information.
9. Fields marked with an asterisk (*) are compulsory.
10. Then click **Save** button



IBFIM Corporate Portal

zeta NURAZETA ABDUL HADI LOGOUT

HOME PROFILE REGISTRATION FINANCE

Add Contact Person

HOME / PROFILE / ADD CONTACT PERSON

CONTACT PERSON

Username * zeta

Name * zeta

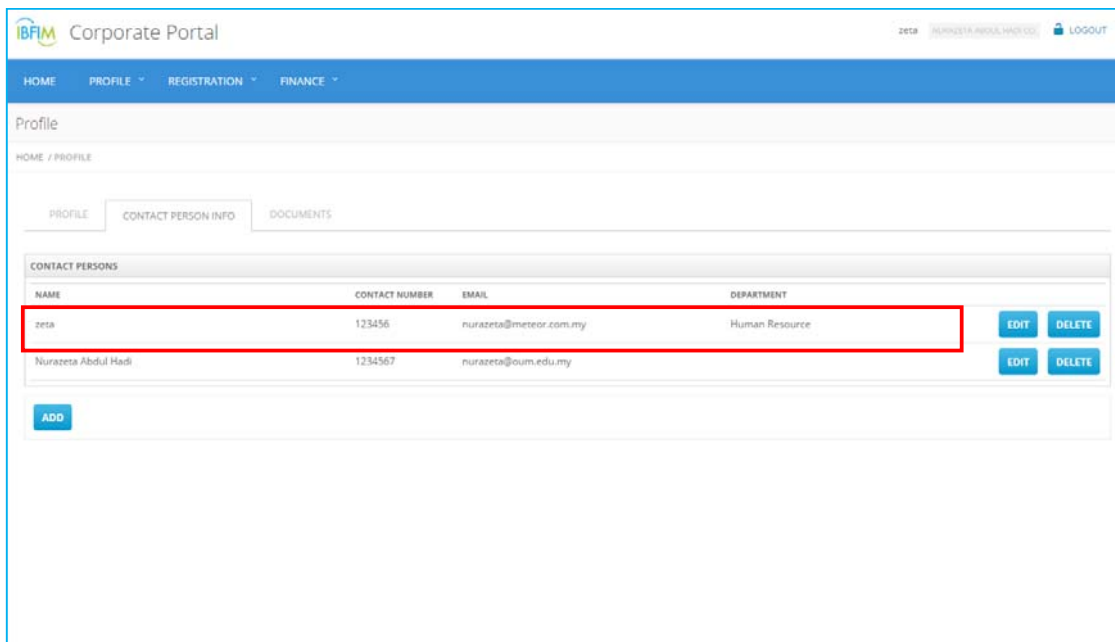
Contact Number * 123456

Email * nurazeta@meteor.com.my

Department Human Resource

BACK SAVE

11. The contact person info will be updated.



IBFIM Corporate Portal

zeta NURAZETA ABDUL HADI LOGOUT

HOME PROFILE REGISTRATION FINANCE

Profile

HOME / PROFILE

PROFILE CONTACT PERSON INFO DOCUMENTS

CONTACT PERSONS

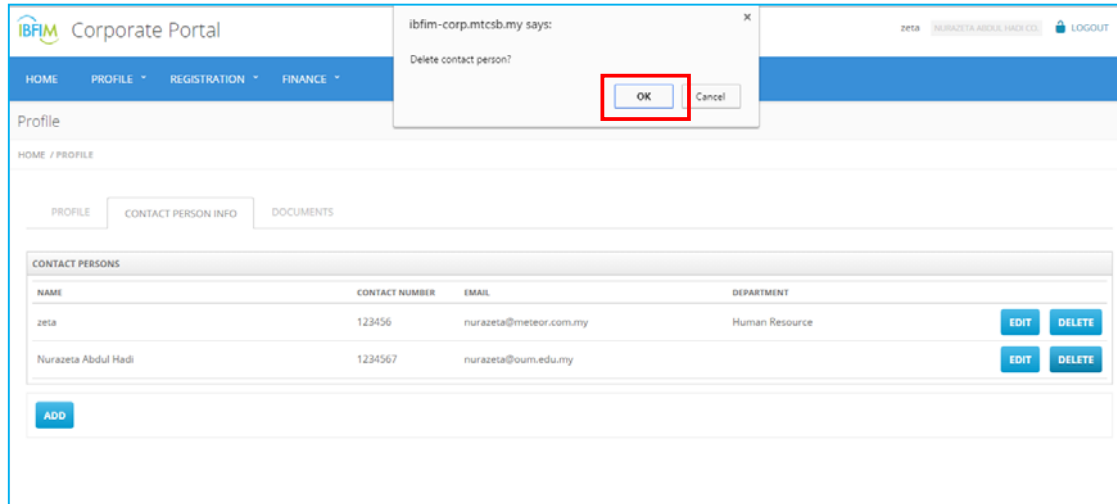
NAME	CONTACT NUMBER	EMAIL	DEPARTMENT	
zeta	123456	nurazeta@meteor.com.my	Human Resource	EDIT DELETE
Nurazeta Abdul Hadi	1234567	nurazeta@oum.edu.my		EDIT DELETE

ADD

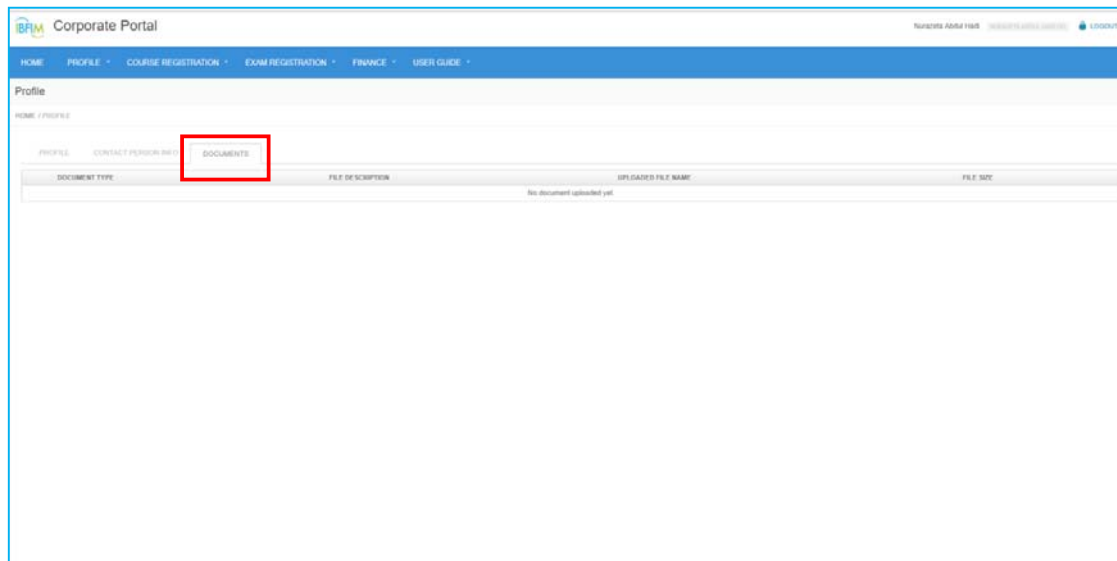
12. To delete contact person info, click **Delete** button

13. Once clicked, the following screen will pop up.

14. Click **OK** to remove contact person info.



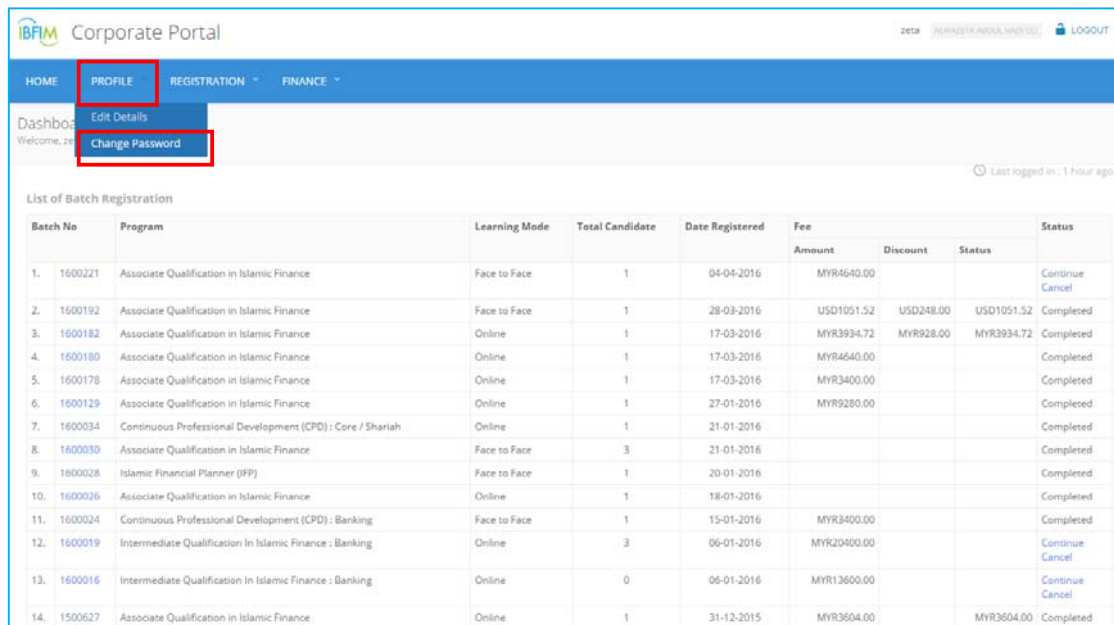
15. Then click on **DOCUMENTS** to view documents that has been uploaded



3.2 CHANGE PASSWORD

3.2.1 Manage Change Password

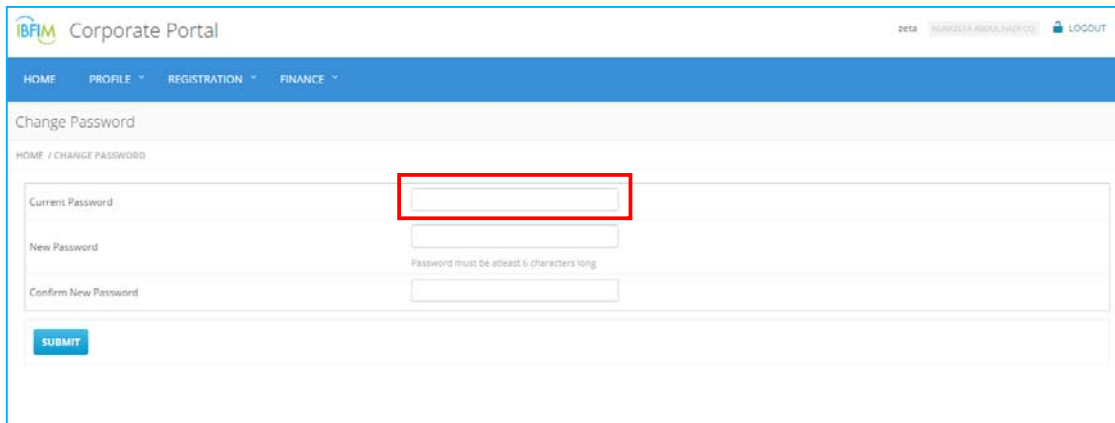
1. Click on **PROFILE** and click **Change Password** submenu.



The screenshot shows the IBFIM Corporate Portal interface. The navigation menu includes HOME, PROFILE, REGISTRATION, and FINANCE. The PROFILE menu is expanded, showing options like Edit Details and Change Password. Below the menu is a dashboard area with a 'List of Batch Registration' table. The table has columns for Batch No, Program, Learning Mode, Total Candidate, Date Registered, Fee (Amount, Discount, Status), and Status.

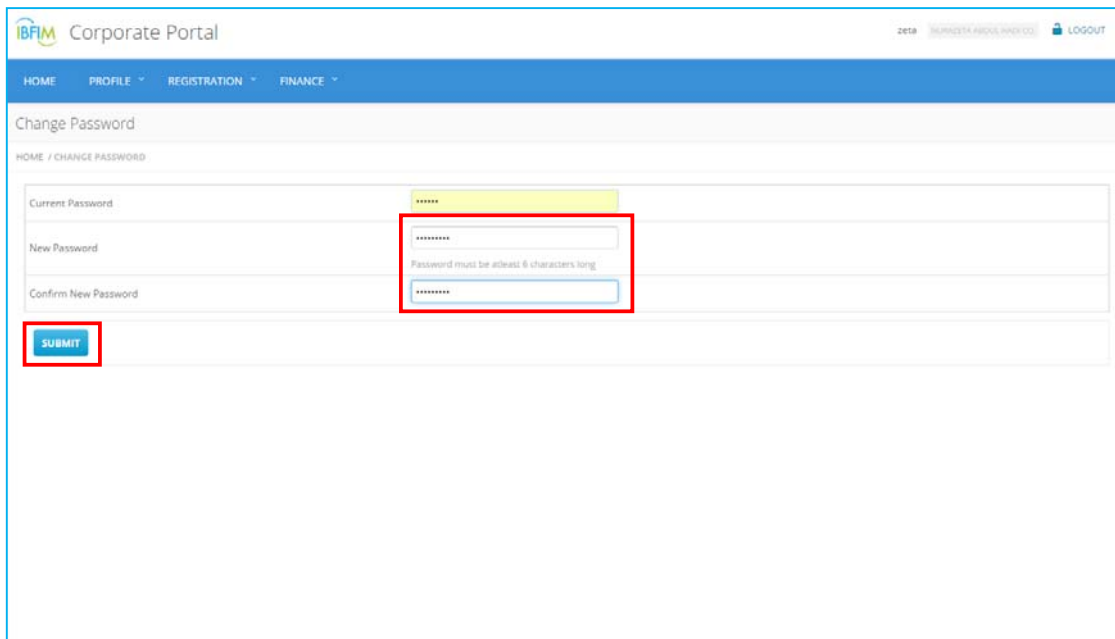
Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status	
					Amount	Discount	Status		
1.	1600221	Associate Qualification in Islamic Finance	Face to Face	1	04-04-2016	MYR4640.00		Continue Cancel	
2.	1600192	Associate Qualification in Islamic Finance	Face to Face	1	28-03-2016	USD1051.52	USD248.00	USD1051.52	Completed
3.	1600182	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR3934.72	MYR928.00	MYR3934.72	Completed
4.	1600180	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR4640.00			Completed
5.	1600178	Associate Qualification in Islamic Finance	Online	1	17-03-2016	MYR3400.00			Completed
6.	1600129	Associate Qualification in Islamic Finance	Online	1	27-01-2016	MYR9280.00			Completed
7.	1600034	Continuous Professional Development (CPD) : Core / Shariah	Online	1	21-01-2016				Completed
8.	1600030	Associate Qualification in Islamic Finance	Face to Face	3	21-01-2016				Completed
9.	1600028	Islamic Financial Planner (IFP)	Face to Face	1	20-01-2016				Completed
10.	1600026	Associate Qualification in Islamic Finance	Online	1	18-01-2016				Completed
11.	1600024	Continuous Professional Development (CPD) : Banking	Face to Face	1	15-01-2016	MYR3400.00			Completed
12.	1600019	Intermediate Qualification In Islamic Finance : Banking	Online	3	06-01-2016	MYR20400.00			Continue Cancel
13.	1600016	Intermediate Qualification In Islamic Finance : Banking	Online	0	06-01-2016	MYR13600.00			Continue Cancel
14.	1500627	Associate Qualification in Islamic Finance	Online	1	31-12-2015	MYR3604.00		MYR3604.00	Completed

2. Once clicked, the following screen will be displayed.
3. Click on box for **Current Password** and your current password will appear.



The screenshot shows the 'Change Password' page in the IBFIM Corporate Portal. The page has a blue header with the IBFIM logo and navigation links: HOME, PROFILE, REGISTRATION, and FINANCE. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A red box highlights the 'Current Password' field. Below the 'New Password' field, there is a note: 'Password must be atleast 6 characters long'. A blue 'SUBMIT' button is located at the bottom left of the form.

4. Enter your **New Password** and retype to **Confirm New Password**.
5. Make sure the password for **New Password** and **Confirm New Password** is the same.
6. Click **Submit** button to save.
7. The new password will be updated in the system



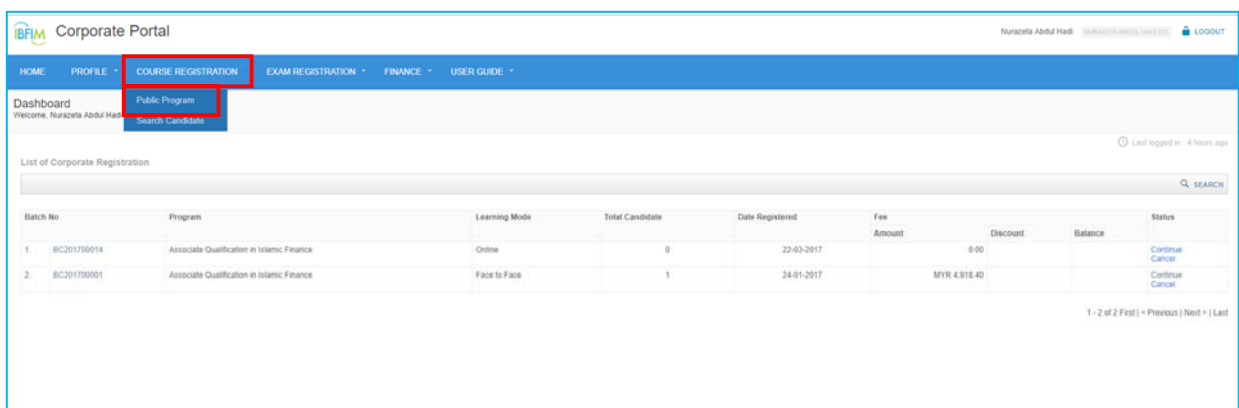
The screenshot shows the 'Change Password' page in the IBFIM Corporate Portal. The page has a blue header with the IBFIM logo and navigation links: HOME, PROFILE, REGISTRATION, and FINANCE. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The 'New Password' and 'Confirm New Password' fields are highlighted with a red box. Below the 'New Password' field, there is a note: 'Password must be atleast 6 characters long'. A blue 'SUBMIT' button is located at the bottom left of the form.

4 COURSE REGISTRATION

4.1 PUBLIC PROGRAM

4.1.1 Candidate Profile

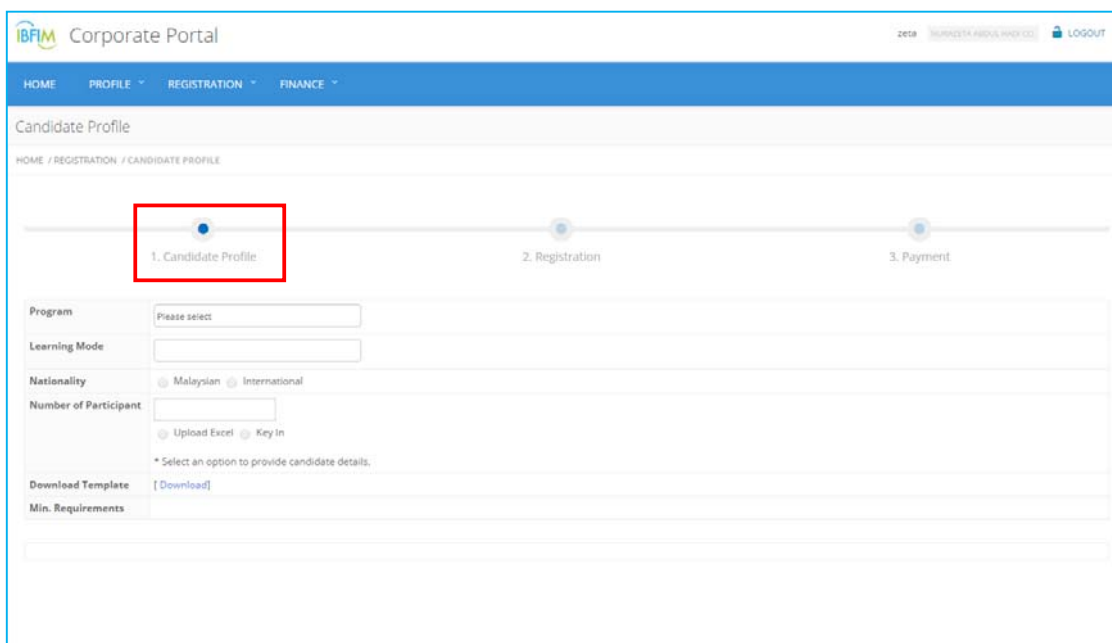
1. Click on **REGISTRATION** and click **Public Program** submenu.



The screenshot shows the IBFIM Corporate Portal interface. The user is logged in as Nurazeta Abdul Hadi. The navigation menu includes HOME, PROFILE, COURSE REGISTRATION, EXAM REGISTRATION, FINANCE, and USER GUIDE. Under COURSE REGISTRATION, the Public Program submenu is highlighted. The dashboard shows a list of corporate registrations with the following data:

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee Amount	Discount	Balance	Status
1. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017		0.00		Continue Cancel
2. BC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

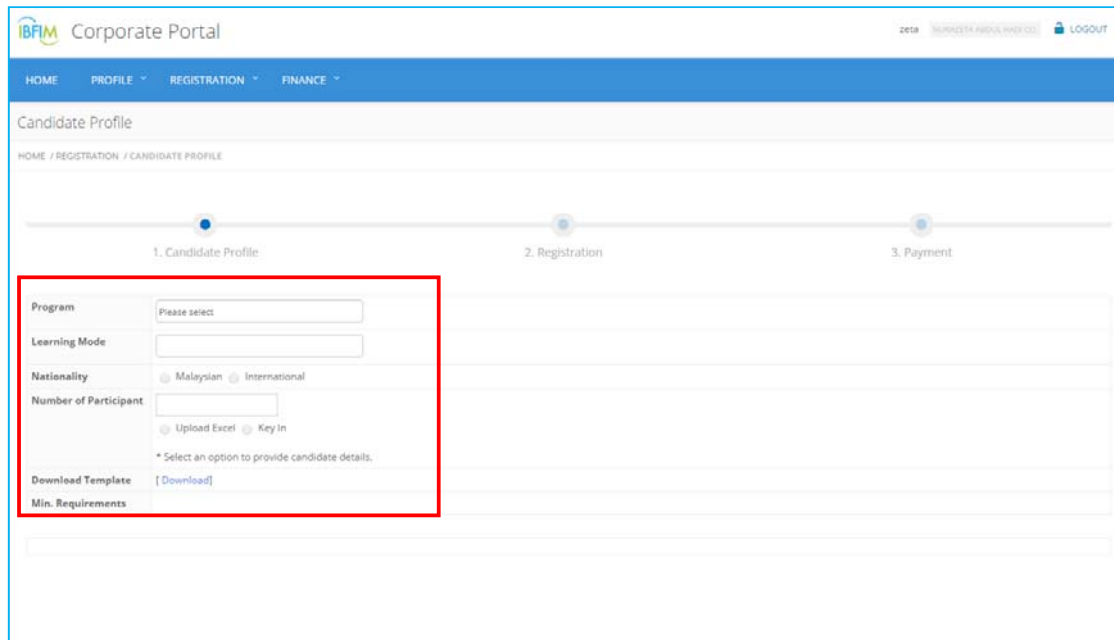
2. Once clicked, the following screen will be displayed.
3. On **Candidate Profile** page, you can register new candidate.



The screenshot shows the 'Candidate Profile' page in the IBFIM Corporate Portal. The page title is 'Candidate Profile' and the breadcrumb is 'HOME / REGISTRATION / CANDIDATE PROFILE'. A progress bar at the top indicates three steps: 1. Candidate Profile (highlighted with a red box), 2. Registration, and 3. Payment. Below the progress bar, there are several form fields for registration:

- Program: Please select
- Learning Mode: [Empty field]
- Nationality: Malaysian International
- Number of Participant: [Empty field]
- Upload Excel Key In
- * Select an option to provide candidate details.
- Download Template: [Download]
- Min. Requirements: [Empty field]

4. Fill in necessary information such as **Program**, **Learning Mode** and **Nationality**
5. On **Number of Participants** column, key in number of participant for the respective program or module.
6. There are two options to fill in participant's details. You can select either to upload excel or key in details.



IBFIM Corporate Portal

zeta SURABAYA AREA, WPK 100 LOGOUT

HOME PROFILE REGISTRATION FINANCE

Candidate Profile

HOME / REGISTRATION / CANDIDATE PROFILE

1. Candidate Profile 2. Registration 3. Payment

Program

Learning Mode

Nationality Malaysian International

Number of Participant

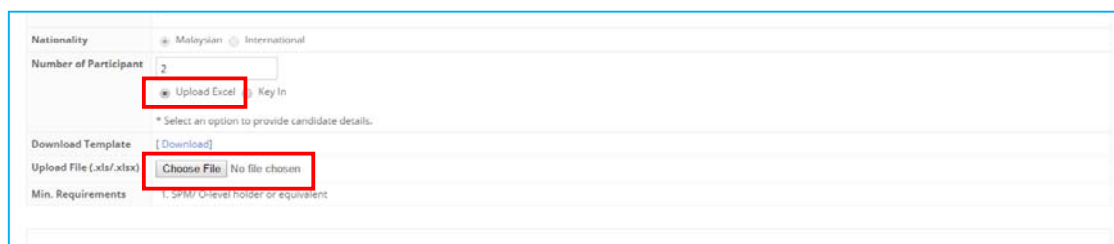
Upload Excel Key In

* Select an option to provide candidate details.

Download Template [\[Download\]](#)

Min. Requirements

7. If you select **Upload Excel**, click on **Choose File** button to upload file.



Nationality Malaysian International

Number of Participant

Upload Excel Key In

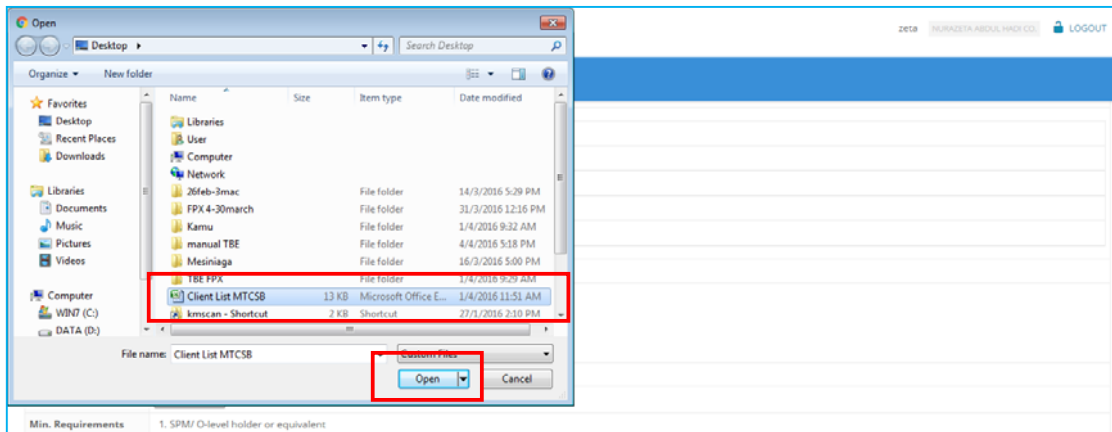
* Select an option to provide candidate details.

Download Template [\[Download\]](#)

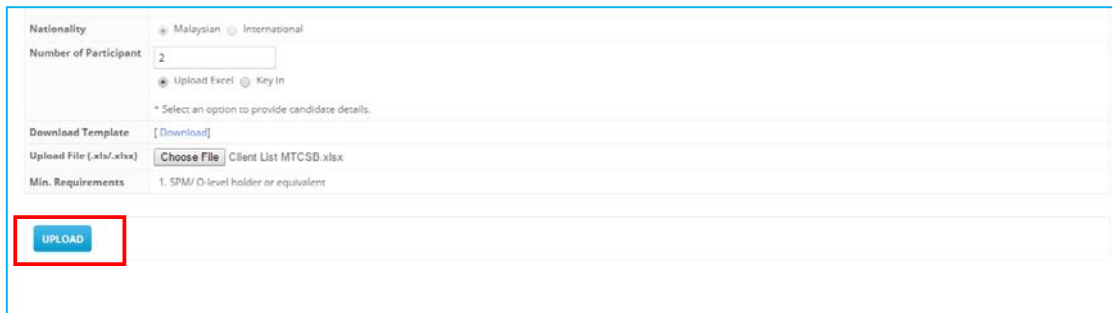
Upload File (xls/xlsx) No file chosen

Min. Requirements

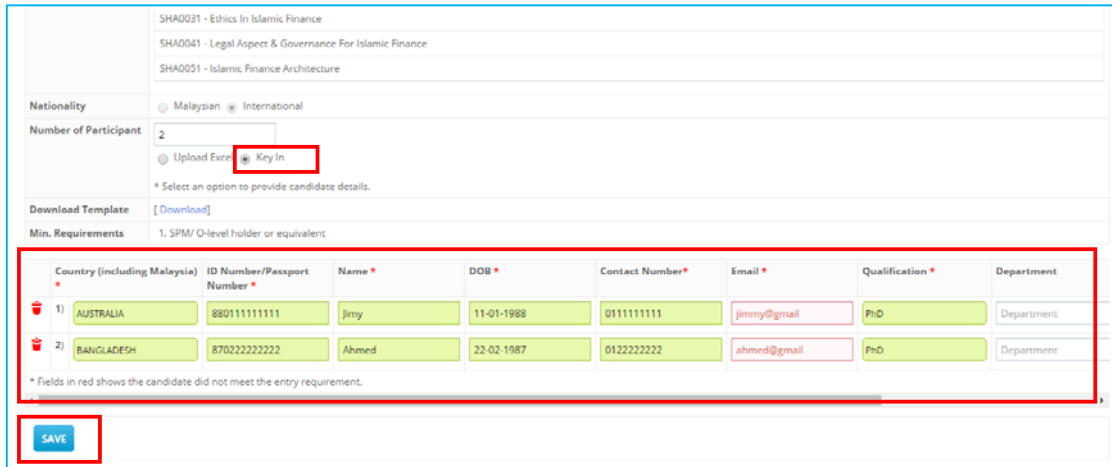
8. Once clicked, the following screen will pop up.
9. Select document and click **Open** button



10. The document will be uploaded.
11. Click **Upload** button to upload document in the system.



12. In the 2nd option, when you select **Key In**, the following template will displayed
13. Fill in the participant details.
14. Then, click **Save** button.
15. The participants' details will be saved in the system



SHAD0031 - Ethics In Islamic Finance
 SHAD0041 - Legal Aspect & Governance For Islamic Finance
 SHAD0051 - Islamic Finance Architecture

Nationality Malaysian International

Number of Participant

Upload Excel Key In

* Select an option to provide candidate details.

Download Template [Download]

Min. Requirements 1. SPM/ O-level holder or equivalent.

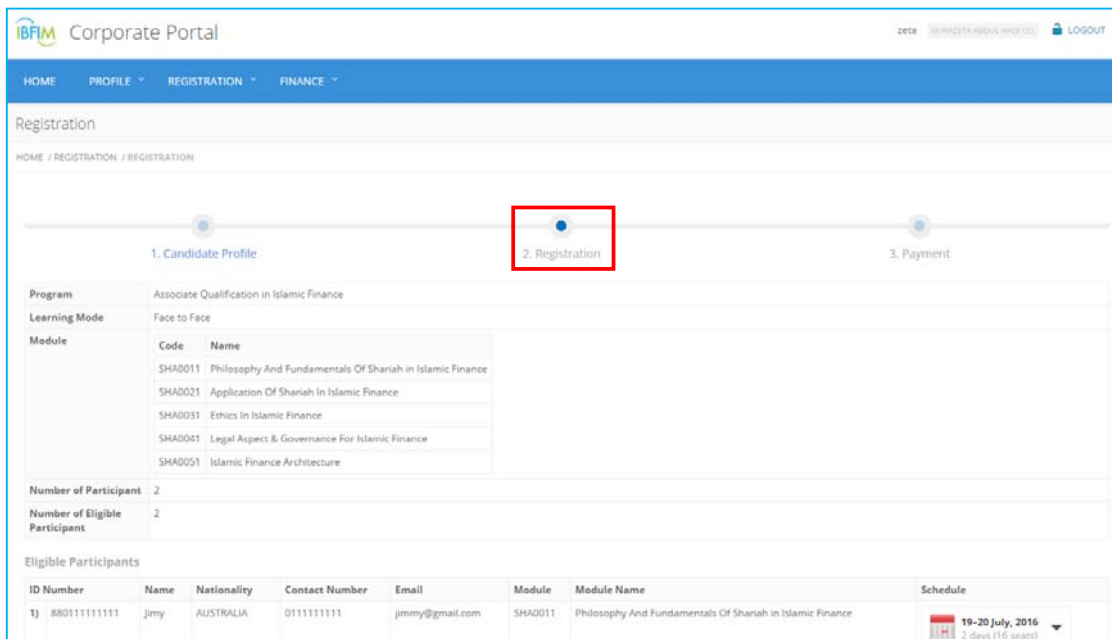
Country (including Malaysia) *	ID Number/Passport Number *	Name *	DOB *	Contact Number *	Email *	Qualification *	Department
1) AUSTRALIA	880111111111	Jimmy	11-01-1988	0111111111	jimmy@gmail	PhD	Department
2) BANGLADESH	870222222222	Ahmed	22-02-1987	0122222222	ahmed@gmail	PhD	Department

* Fields in red shows the candidate did not meet the entry requirement.

SAVE

4.1.2 Registration

1. On the **Registration** page, you can update schedule.



IBFIM Corporate Portal zeta SURPRISTA ABUL WADICEL LOGOUT

HOME PROFILE REGISTRATION FINANCE

Registration

HOME / REGISTRATION / REGISTRATION

1. Candidate Profile **2. Registration** 3. Payment

Program Associate Qualification in Islamic Finance

Learning Mode Face to Face

Module

Code	Name
SHAD011	Philosophy And Fundamentals Of Shariah In Islamic Finance
SHAD021	Application Of Shariah In Islamic Finance
SHAD031	Ethics In Islamic Finance
SHAD041	Legal Aspect & Governance For Islamic Finance
SHAD051	Islamic Finance Architecture

Number of Participant

Number of Eligible Participant

Eligible Participants

ID Number	Name	Nationality	Contact Number	Email	Module	Module Name	Schedule
1) 880111111111	Jimmy	AUSTRALIA	0111111111	jimmy@gmail.com	SHAD011	Philosophy And Fundamentals Of Shariah In Islamic Finance	19-20 July, 2016 2 days (16 hours)

IBFIM Corporate Portal zeta | YULPUKTA ABOLU HADICE | LOGOUT

HOME PROFILE REGISTRATION FINANCE

Eligible Participants

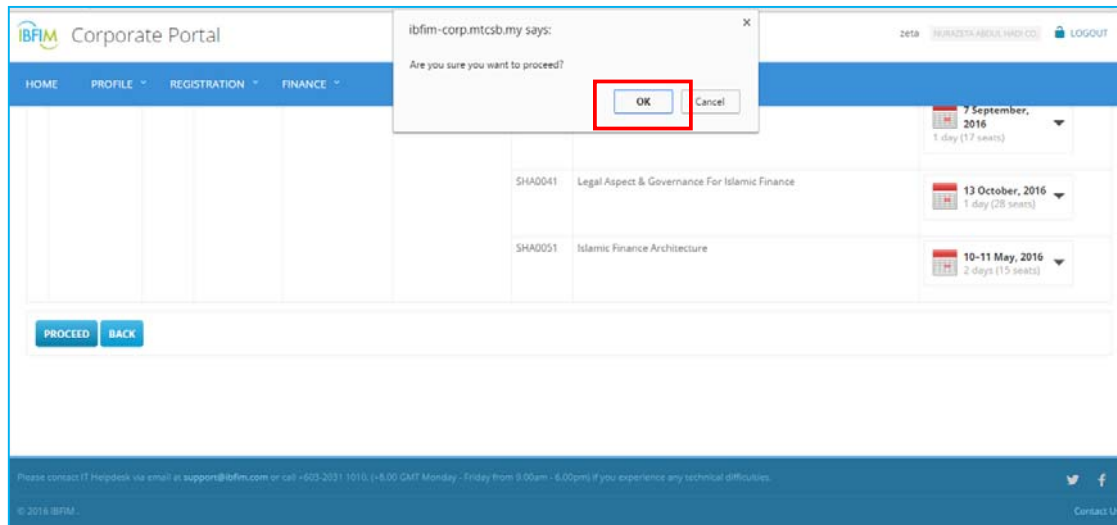
ID Number	Name	Nationality	Contact Number	Email	Module	Module Name	Schedule	
1)	880111111111	Jimmy	AUSTRALIA	0111111111	jimmy@gmail.com	SHA0011	Philosophy And Fundamentals Of Shariah In Islamic Finance	<div style="border: 2px solid red; padding: 5px;"> April 30-June 30, 2016 0 day (30 seats) </div>
						SHA0021	Application Of Shariah In Islamic Finance	19-20 July, 2016 2 days (16 seats)
						SHA0031	Ethics In Islamic Finance	April 30-June 30, 2016 0 day (30 seats)
						SHA0041	Legal Aspect & Governance For Islamic Finance	7 September, 2016 1 day (17 seats)
						SHA0051	Islamic Finance Architecture	13 October, 2016 1 day (28 seats)

2. Once you are done, click on **PROCEED** button to proceed to the next step.

2)	870222222222	Ahmed	BANGLADESH	0122222222	ahmed@gmail.com	SHA0011	Philosophy And Fundamentals Of Shariah In Islamic Finance	19-20 July, 2016 2 days (16 seats)
						SHA0021	Application Of Shariah In Islamic Finance	9-10 August, 2016 2 days (17 seats)
						SHA0031	Ethics In Islamic Finance	7 September, 2016 1 day (17 seats)
						SHA0041	Legal Aspect & Governance For Islamic Finance	13 October, 2016 1 day (28 seats)
						SHA0051	Islamic Finance Architecture	10-11 May, 2016 2 days (15 seats)

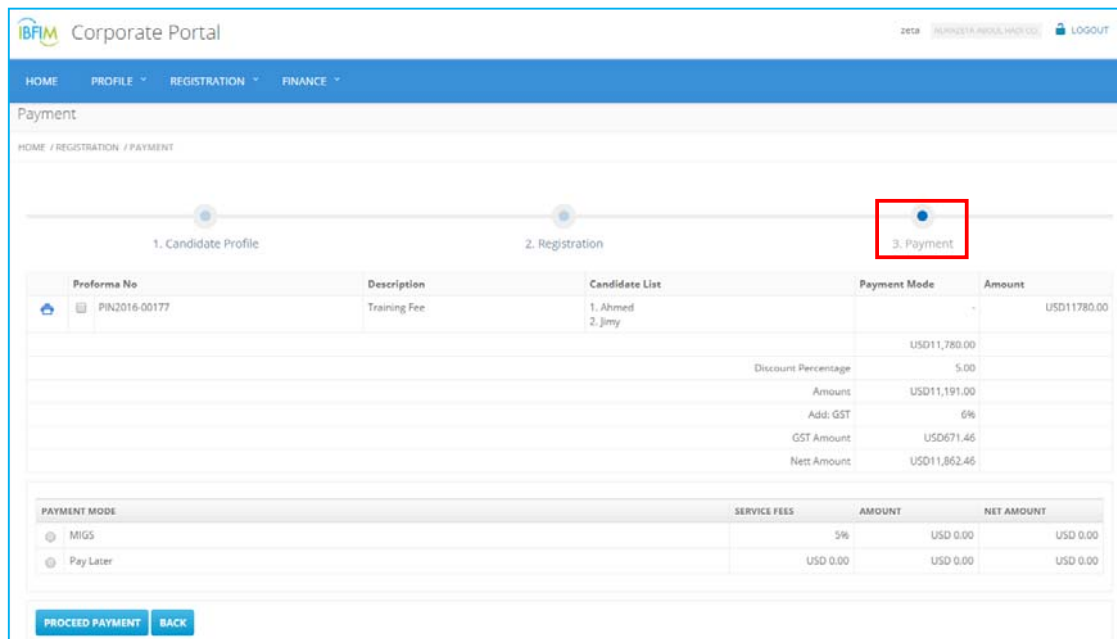
PROCEED
BACK

3. Once clicked, the following screen will pop up
4. Click **OK** to proceed.

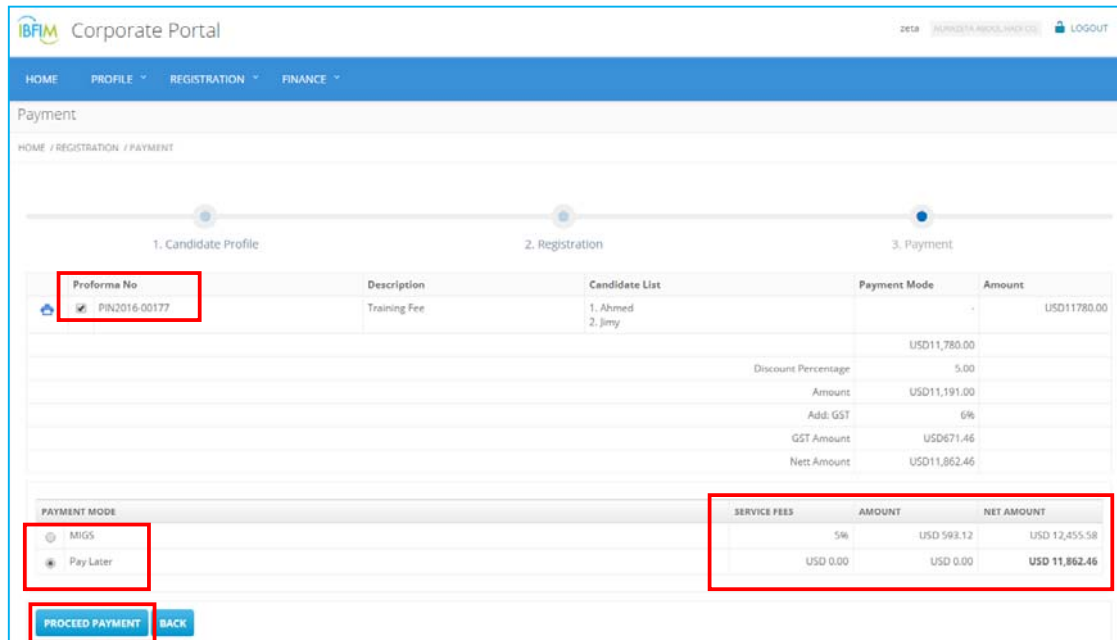


4.1.3 Payment

1. On the **Payment** page, you will see the payment details



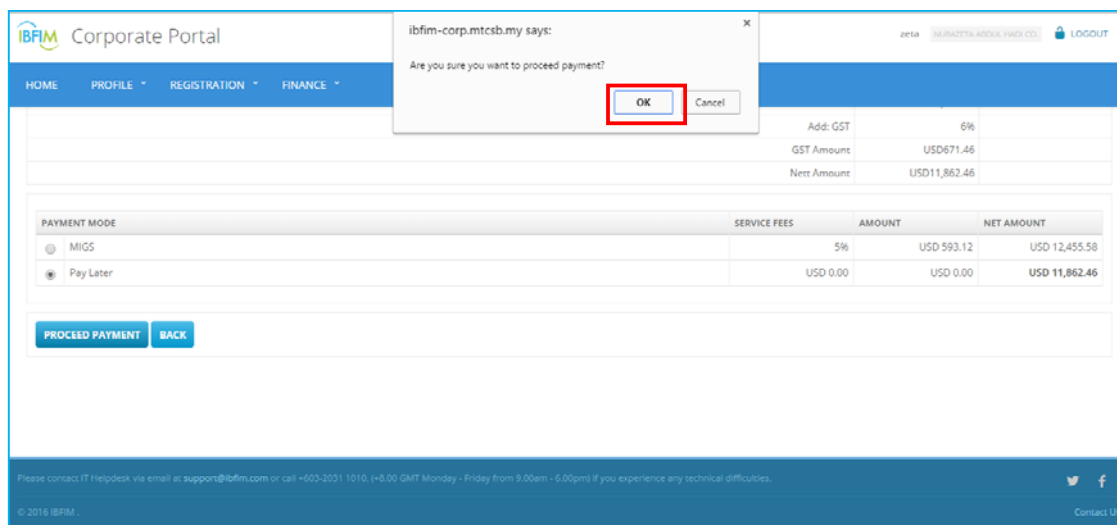
2. Tick **Proforma No** which you will make payment.
3. Then select **PAYMENT MODE** either MIGS or Pay Later.
4. Click **PROCEED PAYMENT** button to proceed.



Proforma No	Description	Candidate List	Payment Mode	Amount
<input checked="" type="checkbox"/> PIN2016-00177	Training Fee	1. Ahmed 2. Jimmy		USD11780.00
				USD11,780.00
	Discount Percentage		5.00	
	Amount			USD11,191.00
	Add. GST		6%	
	GST Amount			USD671.46
	Nett Amount			USD11,862.46

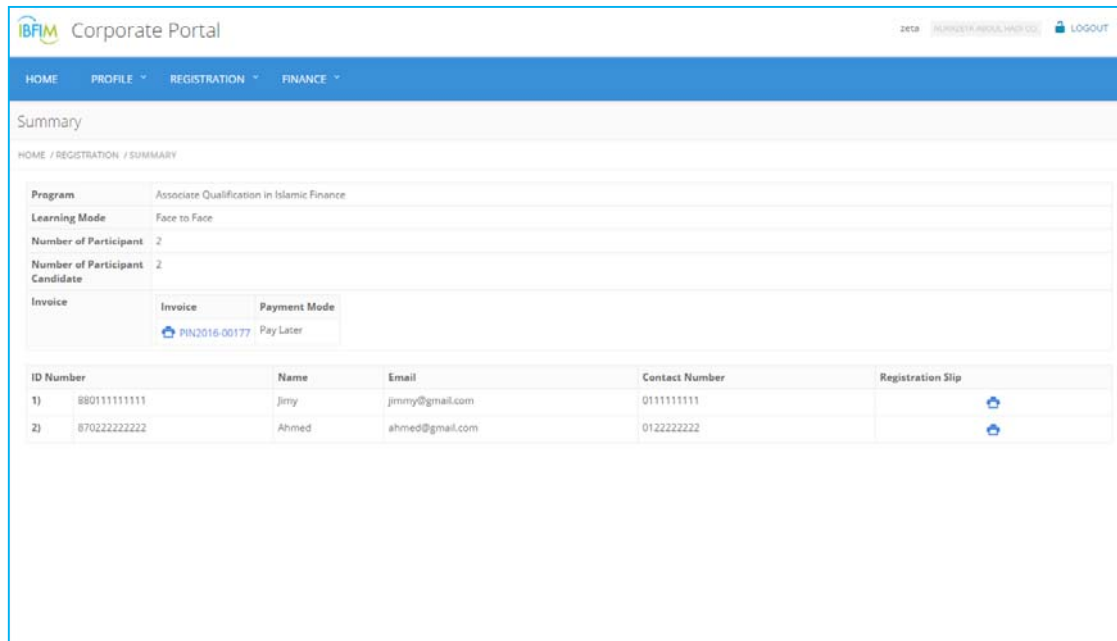
SERVICE FEES	AMOUNT	NET AMOUNT
5%	USD 593.12	USD 12,455.58
USD 0.00	USD 0.00	USD 11,862.46

5. Once clicked, the following screen will pop up.
6. Click **OK** to proceed.



ibfim-corp.mtcsb.my says:
 Are you sure you want to proceed payment?

7. Once you click **OK**, the following screen will displayed.
8. The candidates will be registered for the respective program/course



The screenshot shows the 'Summary' page of the IBFIM Corporate Portal. The page header includes the IBFIM logo, 'Corporate Portal', and user information (zeta, MURKIZTHABOULHARIZU, LOGOUT). The navigation menu contains HOME, PROFILE, REGISTRATION, and FINANCE. The main content area is titled 'Summary' and shows the following details:

- Program:** Associate Qualification in Islamic Finance
- Learning Mode:** Face to Face
- Number of Participant:** 2
- Number of Participant Candidate:** 2
- Invoice:**

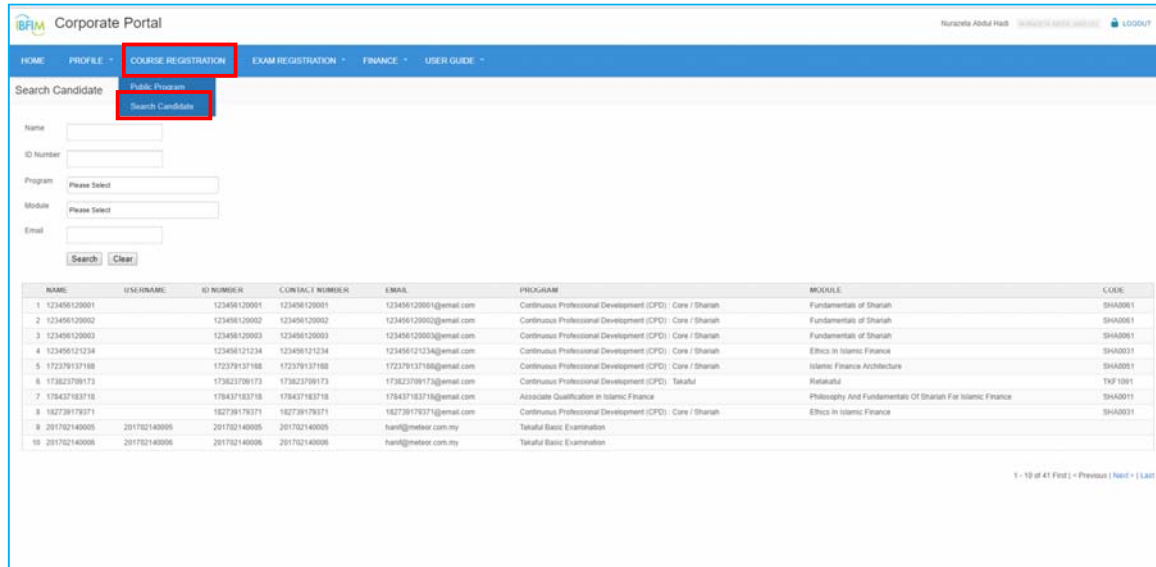
Invoice	Payment Mode
PIN2016-06177	Pay Later

Below the summary, there is a table listing the registered candidates:

ID Number	Name	Email	Contact Number	Registration Slip
1) 880111111111	Jimmy	jimmy@gmail.com	01111111111	Download
2) 870222222222	Ahmed	ahmed@gmail.com	01222222222	Download

4.2 SEARCH CANDIDATE

1. Click on **COURSE REGISTRATION** and click **Search Candidate**
2. The following page will be displayed
3. You can search for candidates based on Name, ID Number, Program, Module or email address.



Corporate Portal

Home PROFILE **COURSE REGISTRATION** EXAM REGISTRATION FINANCE USER GUIDE

Search Candidate

Public Process

Search Candidate

Name

ID Number

Program

Module

Email

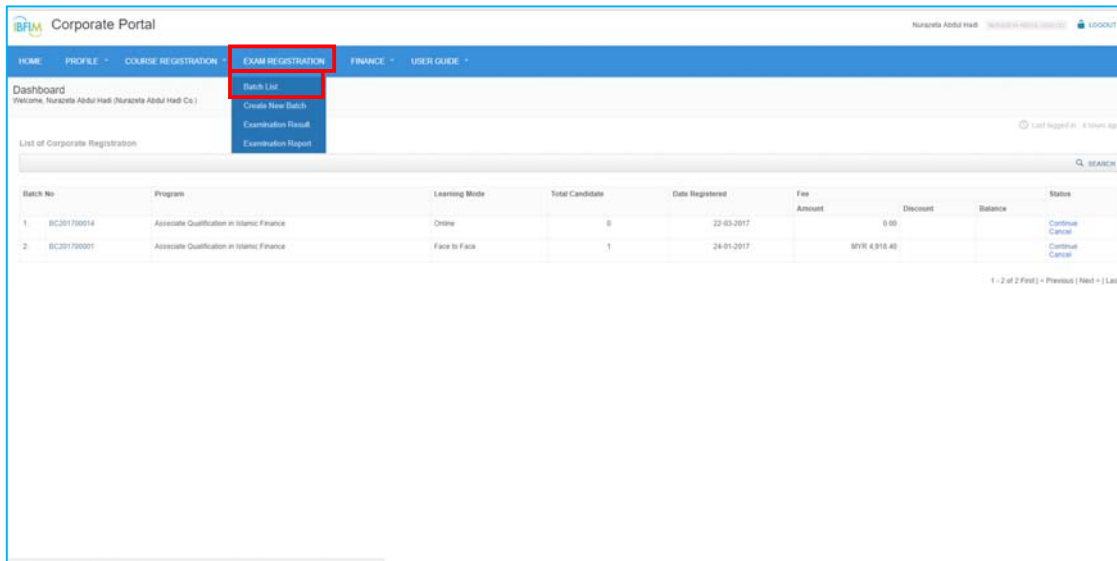
NAME	USERNAME	ID NUMBER	CONTACT NUMBER	EMAIL	PROGRAM	MODULE	CODE
1	123456120001	123456120001	123456120001	123456120001@email.com	Continuous Professional Development (CPD) - Core / Shariah	Fundamentals of Shariah	SHA0081
2	123456120002	123456120002	123456120002	123456120002@email.com	Continuous Professional Development (CPD) - Core / Shariah	Fundamentals of Shariah	SHA0081
3	123456120003	123456120003	123456120003	123456120003@email.com	Continuous Professional Development (CPD) - Core / Shariah	Fundamentals of Shariah	SHA0081
4	123456121234	123456121234	123456121234	123456121234@email.com	Continuous Professional Development (CPD) - Core / Shariah	Ethics in Islamic Finance	SHA0031
5	172379137188	172379137188	172379137188	172379137188@email.com	Continuous Professional Development (CPD) - Core / Shariah	Islamic Finance Architecture	SHA0051
6	173823709173	173823709173	173823709173	173823709173@email.com	Continuous Professional Development (CPD) - Takaful	Rakabul	TKF 1001
7	178437183718	178437183718	178437183718	178437183718@email.com	Associate Qualification in Islamic Finance	Philosophy And Fundamentals Of Shariah For Islamic Finance	SHA011
8	182739179371	182739179371	182739179371	182739179371@email.com	Continuous Professional Development (CPD) - Core / Shariah	Ethics in Islamic Finance	SHA0031
9	201702140005	201702140005	201702140005	ham@meteor.com.my	Takaful Basic Examination		
10	201702140006	201702140006	201702140006	ham@meteor.com.my	Takaful Basic Examination		

1 - 10 of 41 First | Previous | Next | Last

4.3 EXAM REGISTRATION

4.3.1 Batch List

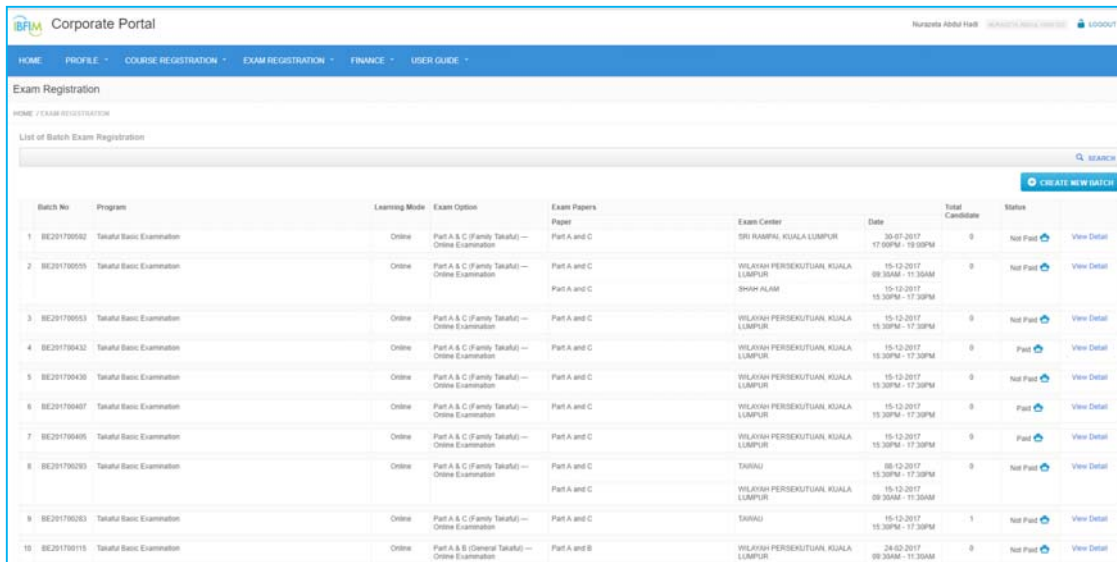
1. Click on **EXAM REGISTRATION** and click **Batch List** submenu.



The screenshot shows the Corporate Portal interface. The 'EXAM REGISTRATION' menu is highlighted in red, with a sub-menu 'Batch List' also highlighted in red. Below the menu, a table displays the 'List of Corporate Registration' with the following data:

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee Amount	Discount	Balance	Status
1	BC20170014	Associate Qualification in Islamic Finance	0	22-03-2017		0.00		Continue Cancel
2	BC20170001	Associate Qualification in Islamic Finance	1	24-01-2017	MYR 4,918.40			Continue Cancel

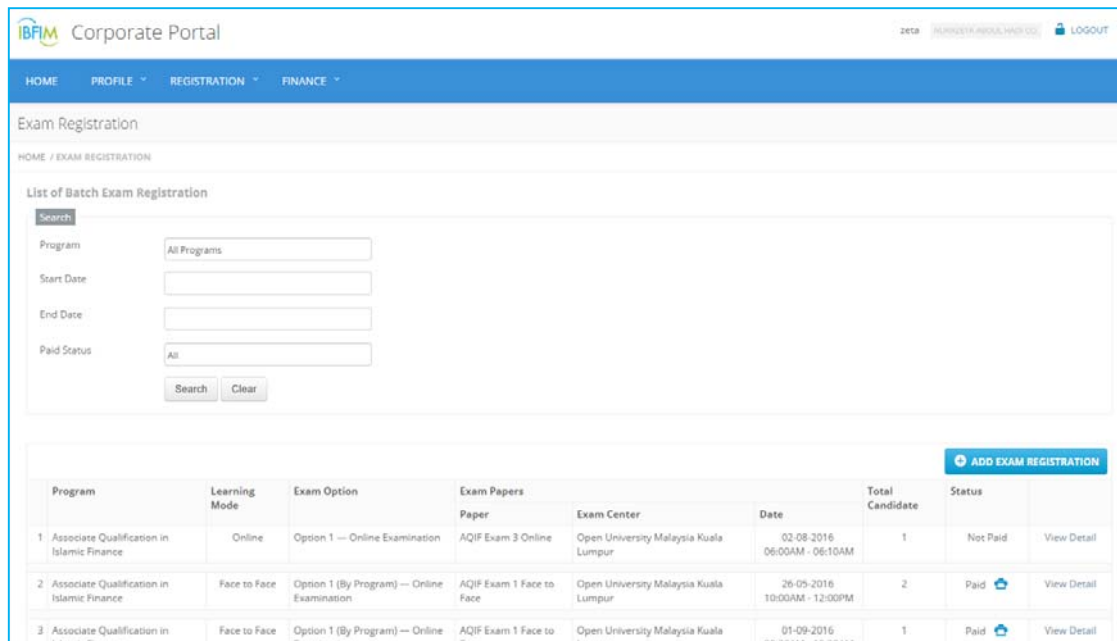
2. A list of batch registration will be displayed



The screenshot shows the 'Exam Registration' page with a detailed table of batch registrations. The table includes columns for Batch No, Program, Learning Mode, Exam Option, Exam Papers, Exam Center, Date, Total Candidate, and Status. The data is as follows:

Batch No	Program	Learning Mode	Exam Option	Exam Papers	Exam Center	Date	Total Candidate	Status
1	BE20170052 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	SRI RAMPAI, KUALA LUMPUR	30-07-2017 17:00PM - 19:00PM	0	Not Paid
2	BE20170055 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR SHAH ALAM	15-12-2017 09:30AM - 11:30AM 15-12-2017 15:30PM - 17:30PM	0	Not Paid
3	BE20170053 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid
4	BE20170043 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid
5	BE20170043 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid
6	BE20170047 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid
7	BE20170045 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid
8	BE20170020 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	TARAU	08-12-2017 15:30PM - 17:30PM	0	Not Paid
9	BE20170023 Takatul Basic Examination	Online	Part A & C (Family Takatul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 09:30AM - 11:30AM	0	Not Paid
10	BE20170015 Takatul Basic Examination	Online	Part A & B (General Takatul) — Online Examination	Part A and B	TARAU	15-12-2017 15:30PM - 17:30PM	1	Not Paid
10	BE20170015 Takatul Basic Examination	Online	Part A & B (General Takatul) — Online Examination	Part A and B	WILAYAH PERSEKUTUAN, KUALA LUMPUR	24-02-2017 09:30AM - 11:30AM	0	Not Paid

3. Once clicked, the following screen will be displayed.



The screenshot shows the 'Exam Registration' page in the IBFIM Corporate Portal. It features a search filter section with the following fields:

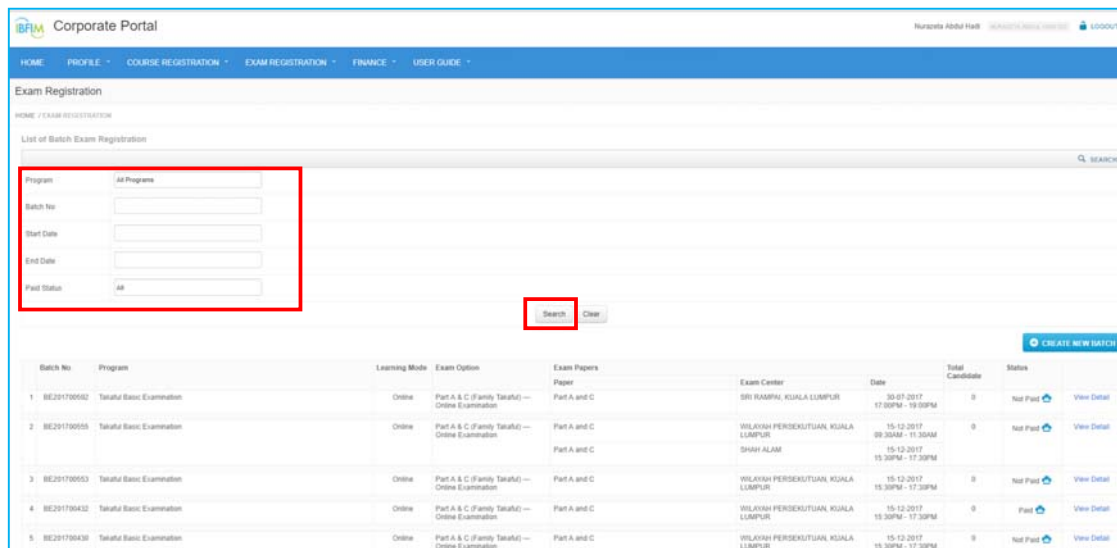
- Program: All Programs
- Start Date: [Empty]
- End Date: [Empty]
- Paid Status: All

Buttons for 'Search' and 'Clear' are located below the filters. A table titled 'List of Batch Exam Registration' is displayed below, with an 'ADD EXAM REGISTRATION' button in the top right corner.

Program	Learning Mode	Exam Option	Exam Papers		Date	Total Candidate	Status	View Detail
			Paper	Exam Center				
1 Associate Qualification in Islamic Finance	Online	Option 1 — Online Examination	AQIF Exam 3 Online	Open University Malaysia Kuala Lumpur	02-08-2016 06:00AM - 06:10AM	1	Not Paid	View Detail
2 Associate Qualification in Islamic Finance	Face to Face	Option 1 (By Program) — Online Examination	AQIF Exam 1 Face to Face	Open University Malaysia Kuala Lumpur	26-05-2016 10:00AM - 12:00PM	2	Paid	View Detail
3 Associate Qualification in Islamic Finance	Face to Face	Option 1 (By Program) — Online Examination	AQIF Exam 1 Face to Face	Open University Malaysia Kuala Lumpur	01-09-2016 09:30AM - 10:30AM	1	Paid	View Detail

4.3.2 Search Details

1. On List of Batch Exam Registration page, fill in necessary details and click Search button.



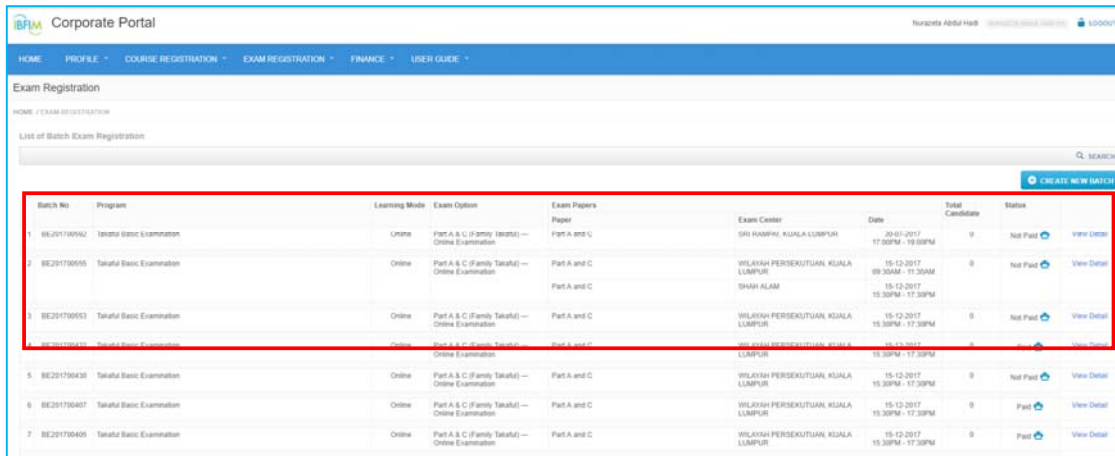
The screenshot shows the 'Exam Registration' page with search filters highlighted by a red box. The filters include:

- Program: All Programs
- Batch No: [Empty]
- Start Date: [Empty]
- End Date: [Empty]
- Paid Status: All

The 'Search' button is also highlighted by a red box. Below the filters is a table titled 'List of Batch Exam Registration' with a 'CREATE NEW BATCH' button in the top right corner.

Batch No	Program	Learning Mode	Exam Option	Exam Papers	Exam Center	Date	Total Candidate	Status	View Detail
1	BE201700562 Takahul Basic Examination	Online	Part A & C (Family Takahul) — Online Examination	Part A and C	SRI RAMPAI, KUALA LUMPUR	30-07-2017 17:00PM - 19:00PM	0	Not Paid	View Detail
2	BE201700558 Takahul Basic Examination	Online	Part A & C (Family Takahul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 09:30AM - 11:30AM	0	Not Paid	View Detail
					SHAH ALAM	15-12-2017 15:30PM - 17:30PM			
3	BE201700553 Takahul Basic Examination	Online	Part A & C (Family Takahul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
4	BE201700432 Takahul Basic Examination	Online	Part A & C (Family Takahul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail
5	BE201700430 Takahul Basic Examination	Online	Part A & C (Family Takahul) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail

2. Once clicked, the following screen will be displayed with all search details



Corporate Portal

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Exam Registration

HOME / EXAM REGISTRATION

List of Batch Exam Registration

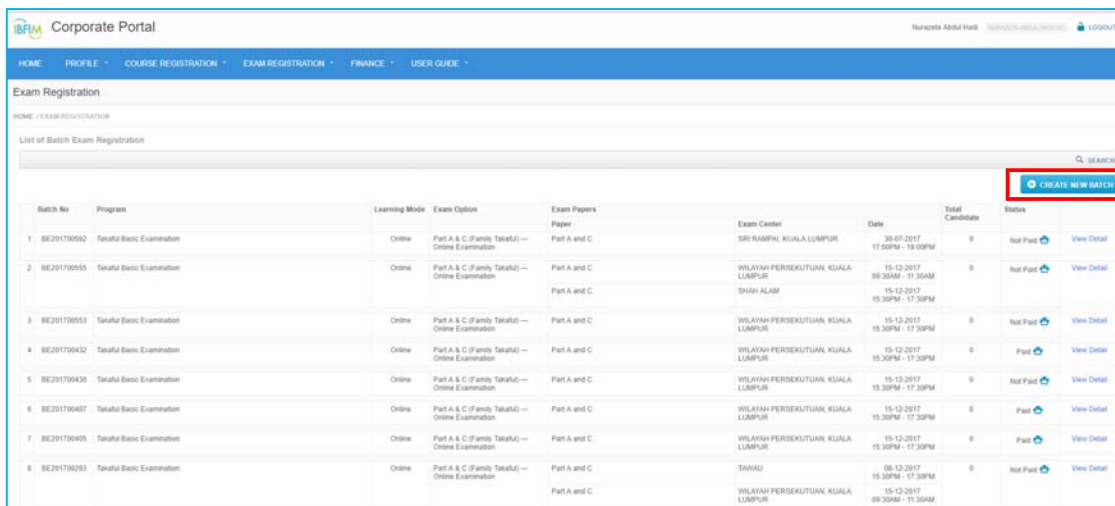
SEARCH

CREATE NEW BATCH

Batch No	Program	Learning Mode	Exam Option	Exam Papers	Exam Center	Date	Total Candidate	Status		
1	BE20170052	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	SRI RAMPAH, KUALA LUMPUR	20-07-2017 17:00PM - 19:00PM	0	Not Paid	View Detail
2	BE20170055	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR SHAH ALAM	15-12-2017 09:30AM - 11:30AM 15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
3	BE20170053	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
4	BE20170054	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
5	BE20170048	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
6	BE20170047	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail
7	BE20170049	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail

4.3.3 Create New Batch

1. On List of Batch Exam Registration page, click Create New Batch button.



Corporate Portal

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Exam Registration

HOME / EXAM REGISTRATION

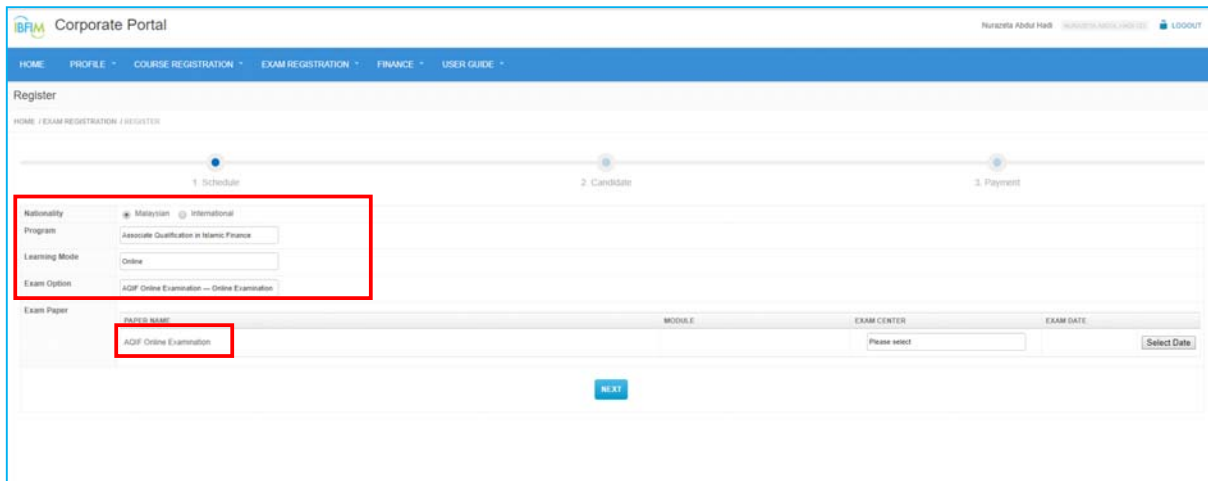
List of Batch Exam Registration

SEARCH

CREATE NEW BATCH

Batch No	Program	Learning Mode	Exam Option	Exam Papers	Exam Center	Date	Total Candidate	Status		
1	BE20170052	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	SRI RAMPAH, KUALA LUMPUR	20-07-2017 17:00PM - 19:00PM	0	Not Paid	View Detail
2	BE20170055	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR SHAH ALAM	15-12-2017 09:30AM - 11:30AM 15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
3	BE20170053	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
4	BE20170043	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail
5	BE20170043	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Not Paid	View Detail
6	BE20170047	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail
7	BE20170049	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	WILAYAH PERSEKUTUAN, KUALA LUMPUR	15-12-2017 15:30PM - 17:30PM	0	Paid	View Detail
8	BE20170023	Teratai Basic Examination	Online	Part A & C of Family (Part A) — Online Examination	Part A and C	TANAU WILAYAH PERSEKUTUAN, KUALA LUMPUR	08-12-2017 15:30PM - 17:30PM 15-12-2017 09:30AM - 11:30AM	0	Not Paid	View Detail

2. Once clicked, the following **Schedule** page will be displayed
3. Select **Nationality**
4. Choose **Program** and **Learning Mode** by click the blank box
5. When you click and choose **Exam Option**, the details of **Exam Paper** will be displayed as per below



Corporate Portal

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Register

HOME / EXAM REGISTRATION / REGISTER

1. Schedule 2. Candidate 3. Payment

Nationality: Malaysia International

Program: Associate Qualification in Islamic Finance

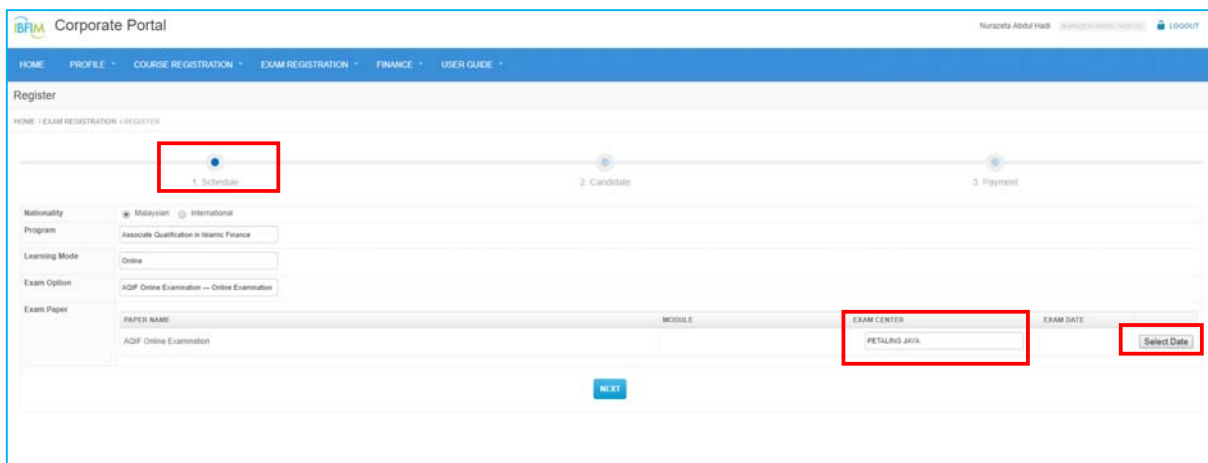
Learning Mode: Online

Exam Option: AQIF Online Examination - Online Examination

PAPER NAME	MODULE	EXAM CENTER	EXAM DATE
AQIF Online Examination		Please select	Select Date

NEXT

6. Choose **Exam Center**
7. Then click **Select Date** button to select exam date.



Corporate Portal

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Register

HOME / EXAM REGISTRATION / REGISTER

1. Schedule 2. Candidate 3. Payment

Nationality: Malaysia International

Program: Associate Qualification in Islamic Finance

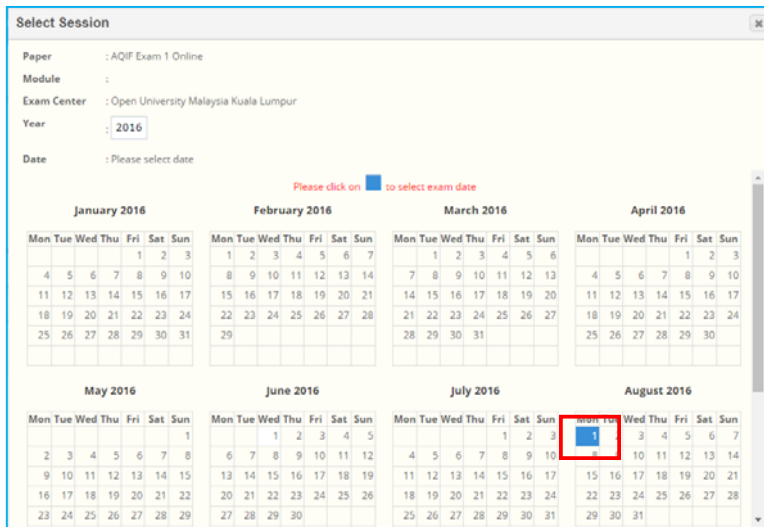
Learning Mode: Online

Exam Option: AQIF Online Examination - Online Examination

PAPER NAME	MODULE	EXAM CENTER	EXAM DATE
AQIF Online Examination		PETALING JAYA	Select Date

NEXT

8. Once clicked, the following screen will pop up.
9. Choose exam date, only date highlighted in blue is available for exam.



Select Session

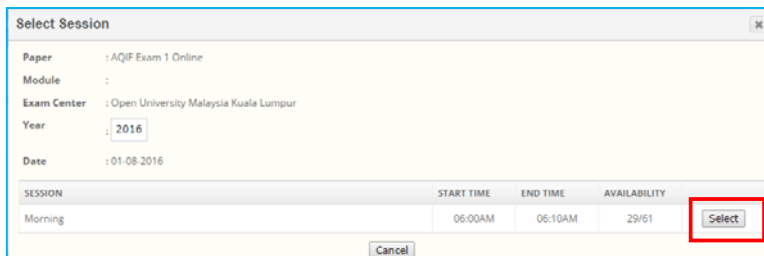
Paper : AQIF Exam 1 Online
 Module :
 Exam Center : Open University Malaysia Kuala Lumpur
 Year : 2016
 Date : Please select date

Please click on ■ to select exam date

January 2016							February 2016							March 2016							April 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29							28	29	30	31				25	26	27	28	29	30	

May 2016							June 2016							July 2016							August 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1				1	2	3	4	5				1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				

10. Once clicked on the date, another screen will pop up.
11. The details for exam will be displayed.
12. Click **Select** button to proceed.



Select Session

Paper : AQIF Exam 1 Online
 Module :
 Exam Center : Open University Malaysia Kuala Lumpur
 Year : 2016
 Date : 01/08/2016

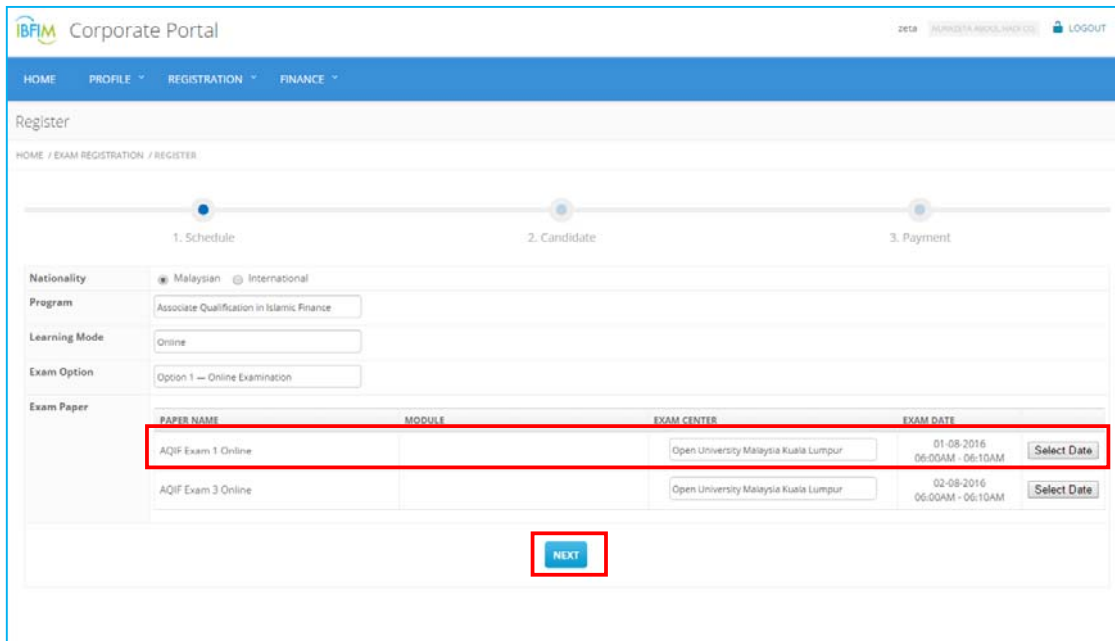
SESSION	START TIME	END TIME	AVAILABILITY
Morning	06:00AM	06:10AM	29/61

Select

Cancel

13. The details will displayed as per below.

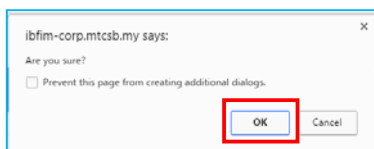
14. Click **Next** button to proceed to next step once all details are correct



PAPER NAME	MODULE	EXAM CENTER	EXAM DATE
AQIF Exam 1 Online		Open University Malaysia Kuala Lumpur	01-08-2016 06:00AM - 06:10AM
AQIF Exam 3 Online		Open University Malaysia Kuala Lumpur	02-08-2016 06:00AM - 06:10AM

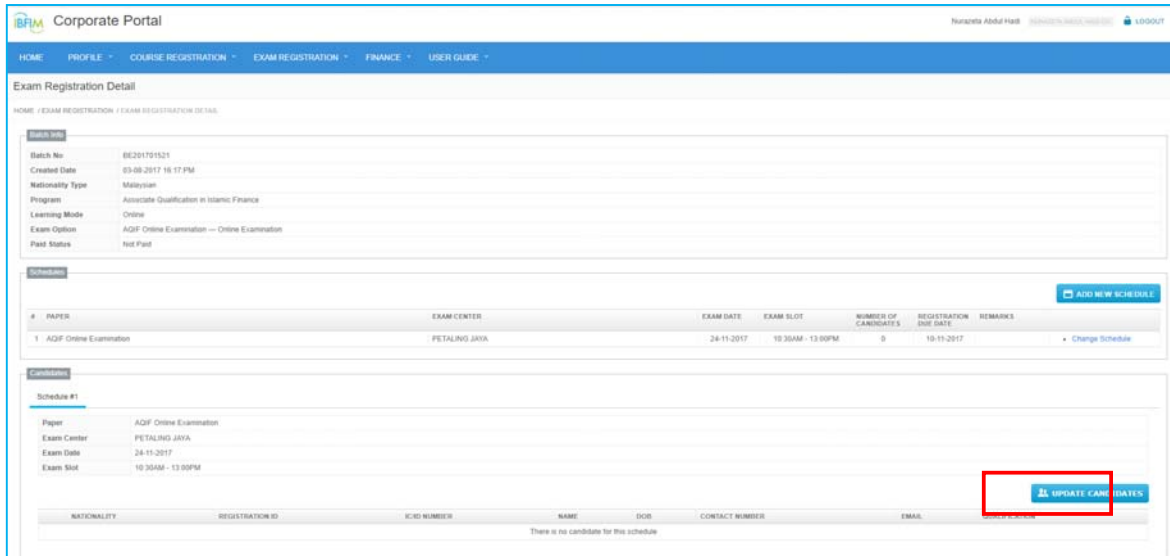
15. Once clicked, the following screen will be displayed.

16. Click **OK** to proceed.



4.3.4 Add Candidate

1. Once clicked, you will be directed to the **Exam Registration Detail** screen.
2. Click **Update Candidates**



Exam Registration Detail

Batch Info

Batch No	BE201701521
Created Date	03-08-2017 16:17 PM
Nationality Type	Malaysian
Program	Associate Qualification in Islamic Finance
Learning Mode	Online
Exam Option	AQIF Online Examination -- Online Examination
Paid Status	Not Paid

Schedule

#	PAPER	EXAM CENTER	EXAM DATE	EXAM SLOT	NUMBER OF CANDIDATES	REGISTRATION DUE DATE	REMARKS
1	AQIF Online Examination	PETALING JAYA	24-11-2017	10:35AM - 13:00PM	0	10-11-2017	

Candidates

Schedule #1

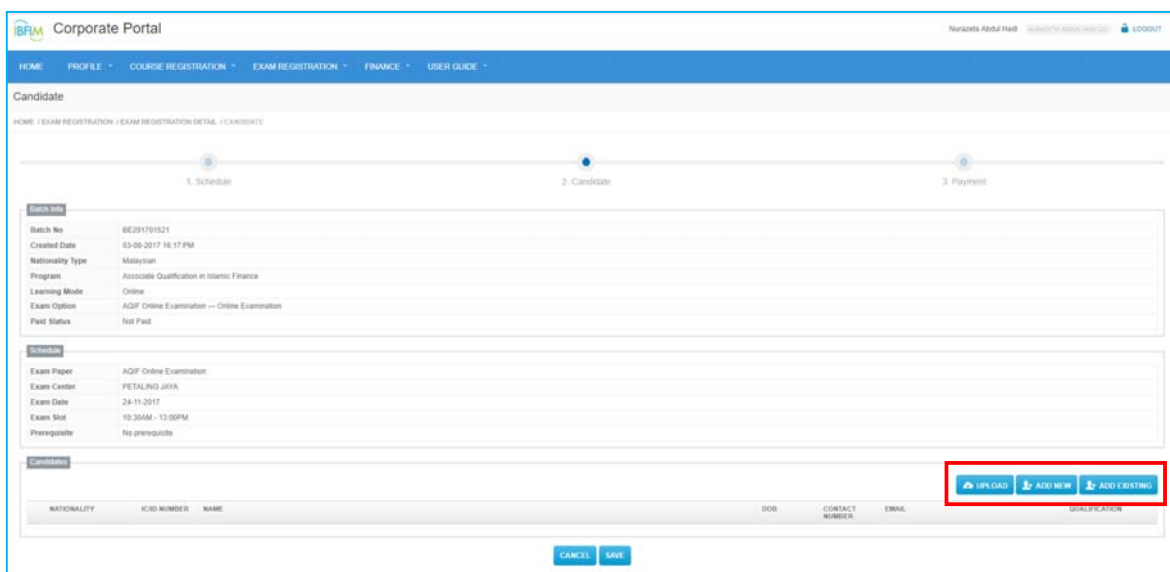
Paper	AQIF Online Examination
Exam Center	PETALING JAYA
Exam Date	24-11-2017
Exam Slot	10:35AM - 13:00PM

There is no candidate for this schedule

UPDATE CANDIDATES

A. Upload Candidates

3. Once clicked, the Candidate screen will be displayed
4. You have 3 options to add candidate – **Upload, Add New** or **Add Existing**
5. Click **Upload** button



Candidate

1. Schedule 2. Candidate 3. Payment

Batch Info

Batch No	BE201701521
Created Date	03-08-2017 16:17 PM
Nationality Type	Malaysian
Program	Associate Qualification in Islamic Finance
Learning Mode	Online
Exam Option	AQIF Online Examination -- Online Examination
Paid Status	Not Paid

Schedule

Exam Paper	AQIF Online Examination
Exam Center	PETALING JAYA
Exam Date	24-11-2017
Exam Slot	10:35AM - 13:00PM
Prerequisite	No prerequisite

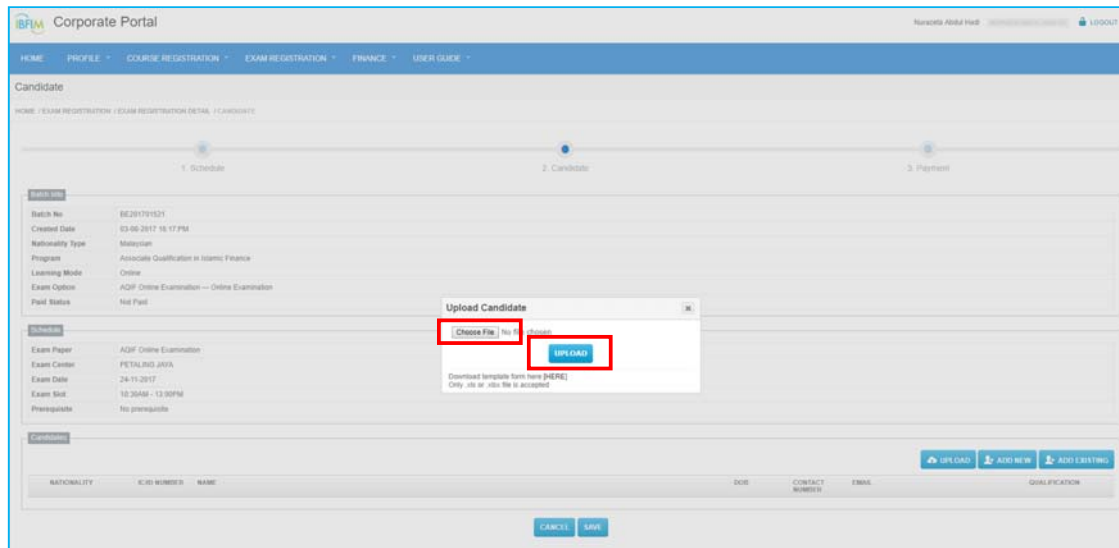
Candidates

NATIONALITY	ICID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	UNIVERSITY
There is no candidate for this schedule						

UPLOAD ADD NEW ADD EXISTING

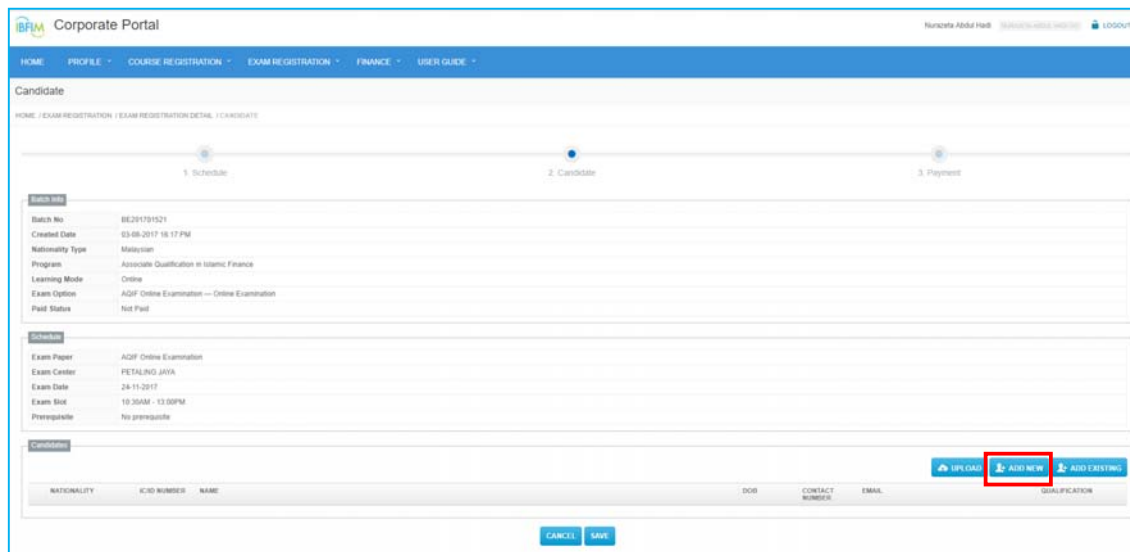
CANCEL SAVE

6. The following pop-up will be displayed
7. Click **Choose File** button
8. Then, Click **Upload** button
9. The candidates will be registered under the respective exam registration

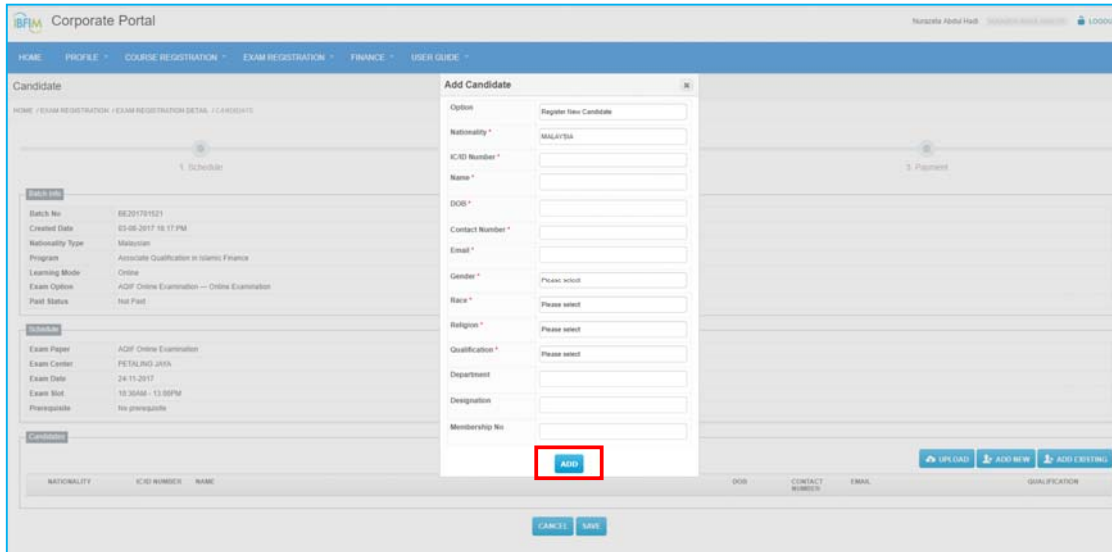


B. Add New Candidate

1. Click **Add New** button



2. The following pop-up will be displayed
3. Fill in the particulars
4. Click **Add**



Corporate Portal

Home | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Candidate

HOME | EXAM REGISTRATION | EXAM REGISTRATION DETAIL | CANDIDATE

1. Schedule

Batch Info

Batch No: BE20170121
 Created Date: 03-08-2017 10:17 PM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

Candidate

Add Candidate

Option: Register New Candidate

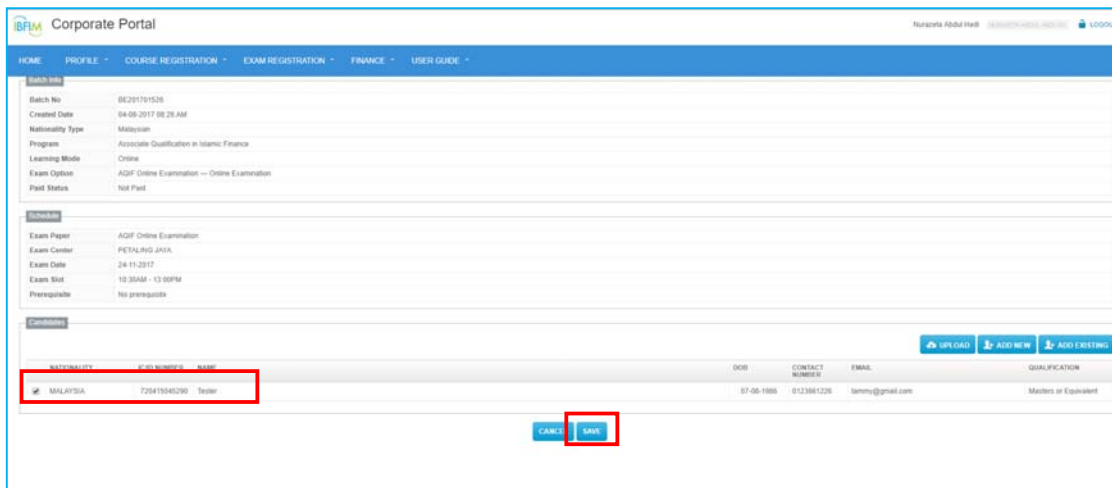
Nationality: MALAYSIA
 ICID Number:
 Name:
 DOB:
 Contact Number:
 Email:
 Gender: Please select
 Race: Please select
 Religion: Please select
 Qualification: Please select
 Department:
 Designation:
 Membership No:
Add

UPLOAD | ADD NEW | ADD EXISTING

NATIONALITY | ICID NUMBER | NAME | DOB | CONTACT NUMBER | EMAIL | QUALIFICATION

CANCEL | SAVE

5. The candidates will be added in the respective exam schedule as shown below
6. Click **Save**



Corporate Portal

Home | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Candidate

HOME | EXAM REGISTRATION | EXAM REGISTRATION DETAIL | CANDIDATE

1. Schedule

Batch Info

Batch No: BE20170121
 Created Date: 04-08-2017 00:28 AM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

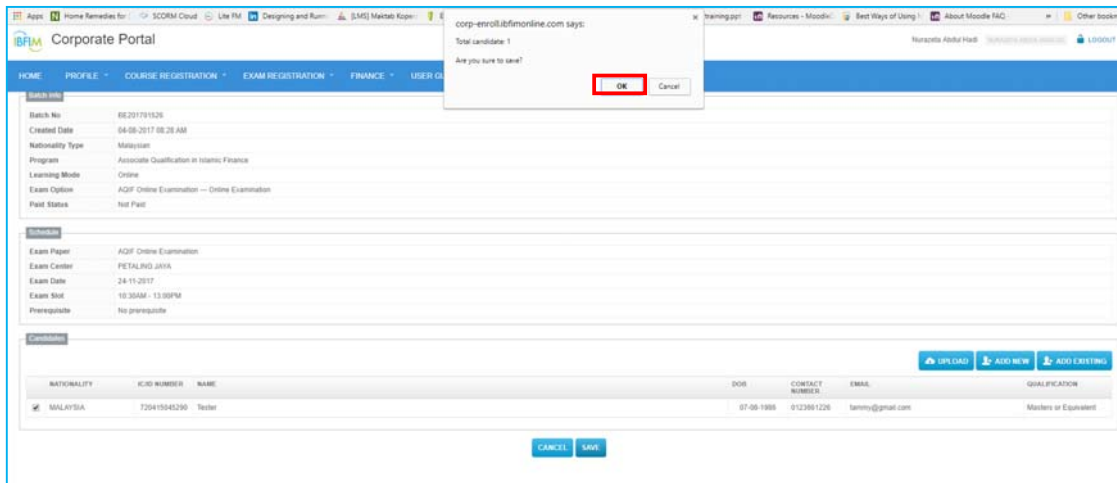
Candidate

UPLOAD | ADD NEW | ADD EXISTING

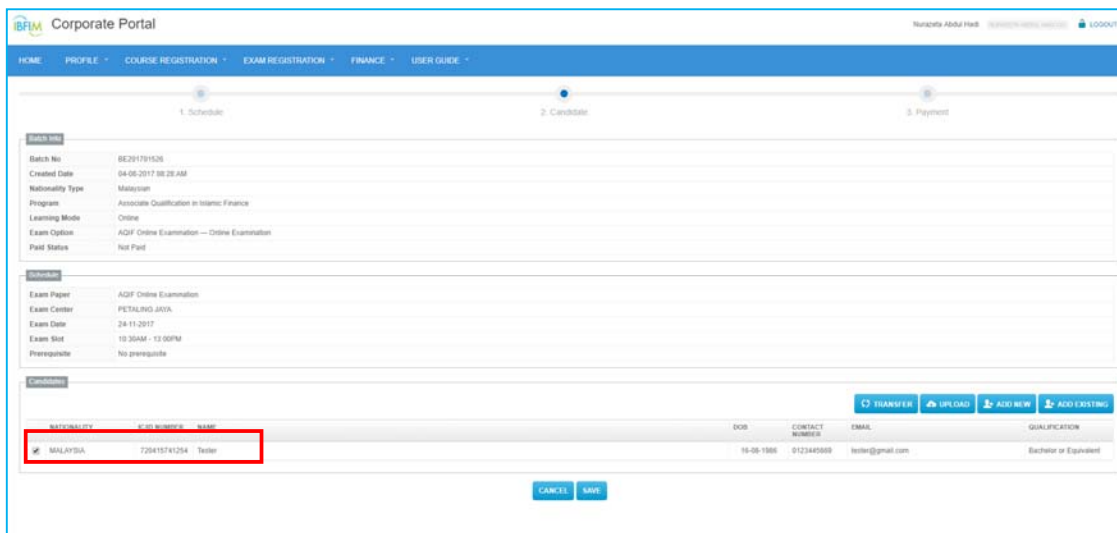
NATIONALITY	ICID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
Malaysia	729415040299	Ismail	07-08-1986	01234561234	ismail@gmail.com	Masters or Equivalent

CANCEL | **SAVE**

7. The following pop-up will be displayed
8. Click **Ok**

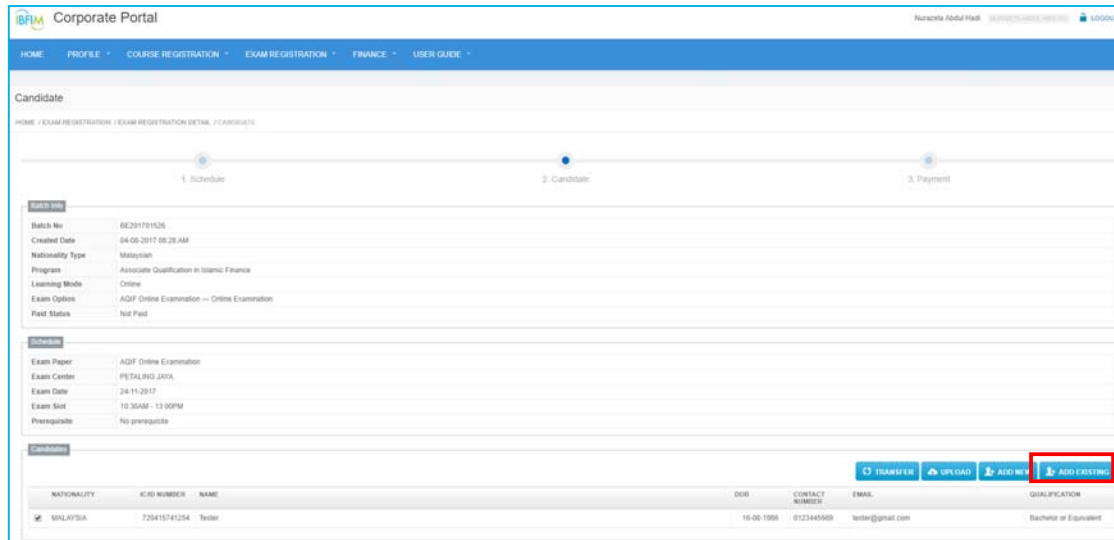


9. The candidate particulars will be displayed as below under the **Candidates** tab



C. Add Existing Candidate

1. Click **Add Existing** button



Corporate Portal | Nurazrie Abdul Halil | 18/08/2017 08:28:00 | LOGIN

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Candidate

HOME / EXAM REGISTRATION / EXAM REGISTRATION DETAIL / CANDIDATE

1. Schedule | 2. Candidate | 3. Payment

Batch Info

Batch No: BE29171912N
 Created Date: 04-08-2017 08:28:AM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

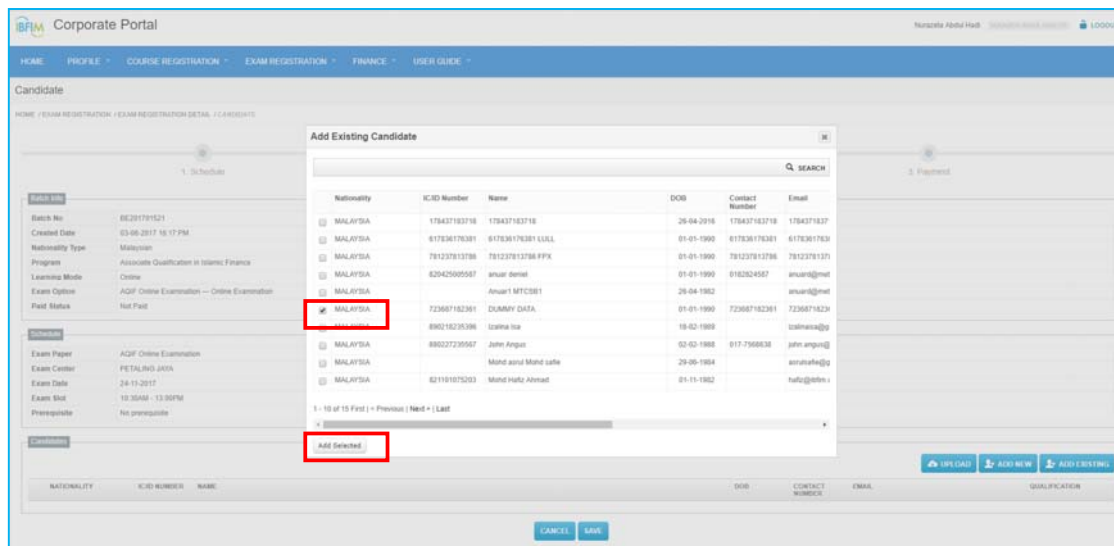
Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 28-11-2017
 Exam Slot: 10:35AM - 13:00PM
 Prerequisite: No prerequisite

Candidate

NATIONALITY	ICID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
<input checked="" type="checkbox"/>	725415741254	Teefer	18-08-1988	0123445566	teefer@gmail.com	Bachelor or Equivalent

TRANSFER | UPLOAD | ADD NEW | **ADD EXISTING**

2. The following page will be displayed
3. Select the candidate/s
4. Click **Add Selected**



Corporate Portal | Nurazrie Abdul Halil | 18/08/2017 08:28:00 | LOGIN

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Candidate

HOME / EXAM REGISTRATION / EXAM REGISTRATION DETAIL / CANDIDATE

1. Schedule | 2. Candidate | 3. Payment

Batch Info

Batch No: BE29171912N
 Created Date: 03-08-2017 15:17:PM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 28-11-2017
 Exam Slot: 10:35AM - 13:00PM
 Prerequisite: No prerequisite

Candidate

Add Existing Candidate

Nationality	ICID Number	Name	DOB	Contact Number	Email
<input type="checkbox"/>	178437183718	178437183718	26-04-2016	178437183718	1784371837
<input type="checkbox"/>	617636176361	617636176361 LULL	01-01-1990	617636176361	6176361763
<input type="checkbox"/>	781237812378	781237812378 KFX	01-01-1990	781237812378	7812378123
<input type="checkbox"/>	620425005057	anuar daniel	01-01-1990	6162024567	anuar@mel
<input type="checkbox"/>	ANUAR1	ANUAR1 MTC381	26-04-1982		anuar@mel
<input checked="" type="checkbox"/>	723687182361	DUMAY DATA	01-01-1990	723687182361	7236871823
<input type="checkbox"/>	8901623538	Iskaria Ika	18-02-1989		iskaria@p
<input type="checkbox"/>	8802723557	John Angus	02-02-1988	017-756636	john.angus@
<input type="checkbox"/>	MALAYSIA	Mohd azul Mohd latif	29-05-1984		amzah@p
<input type="checkbox"/>	82110107503	Mohd Hafiz Akhmad	01-11-1982		hafiz@tele

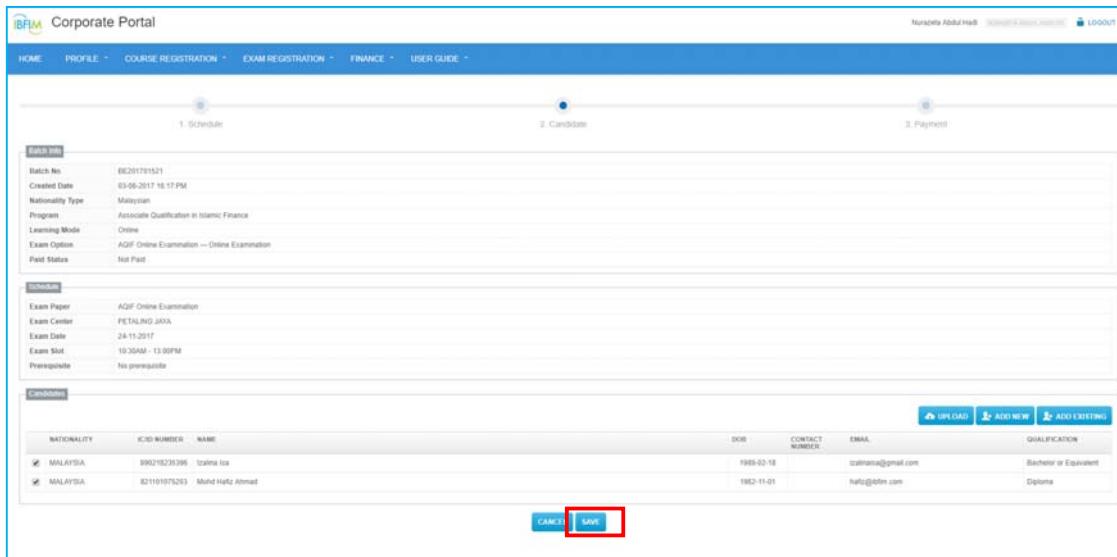
1 - 10 of 10 First | Previous | Next | Last

Add Selected

TRANSFER | UPLOAD | ADD NEW | ADD EXISTING

CANCEL | SAVE

5. The candidate particulars will be displayed as below under the **Candidates** tab
6. Click **Save**



IBFIM Corporate Portal | Nurazita Abdul Halim | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

1. Schedule | 2. Candidates | 3. Payment

Batch Info

Batch No: 88201710121
 Created Date: 03-08-2017 16:17 PM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

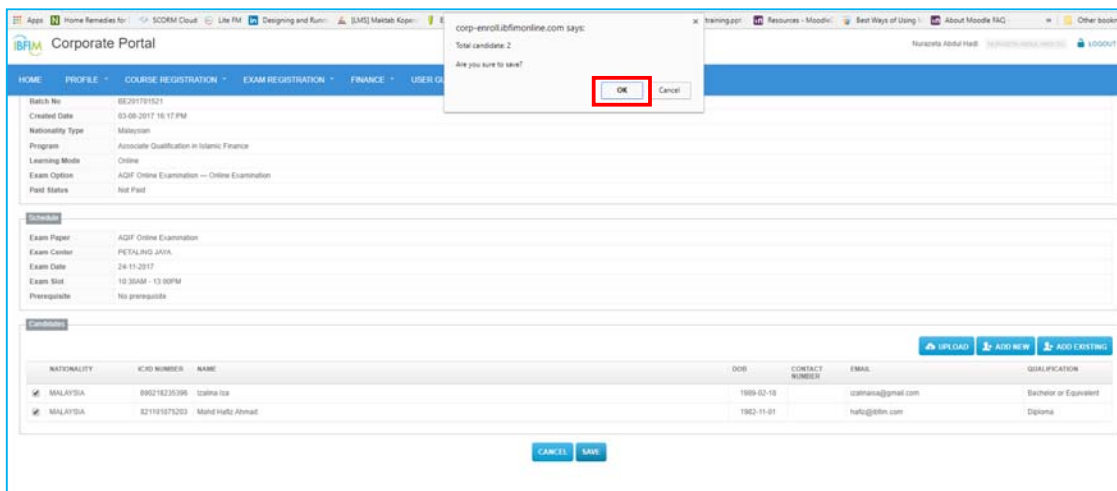
Candidates

UPLOAD | ADD NEW | ADD EXISTING

NATIONALITY	IC/ID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
<input checked="" type="checkbox"/>	MALAYSIA	890218235396	Izabela Iza	1989-02-18	izabelana@gmail.com	Bachelor or Equivalent
<input checked="" type="checkbox"/>	MALAYSIA	821101076203	Muhd Hafiz Ahmad	1982-11-01	hafiz@ibfm.com	Diploma

CANCEL | **SAVE**

7. The following pop-up will be displayed
8. Click **OK**



IBFIM Corporate Portal | Nurazita Abdul Halim | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

1. Schedule | 2. Candidates | 3. Payment

Batch Info

Batch No: 88201710121
 Created Date: 03-08-2017 16:17 PM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

Candidates

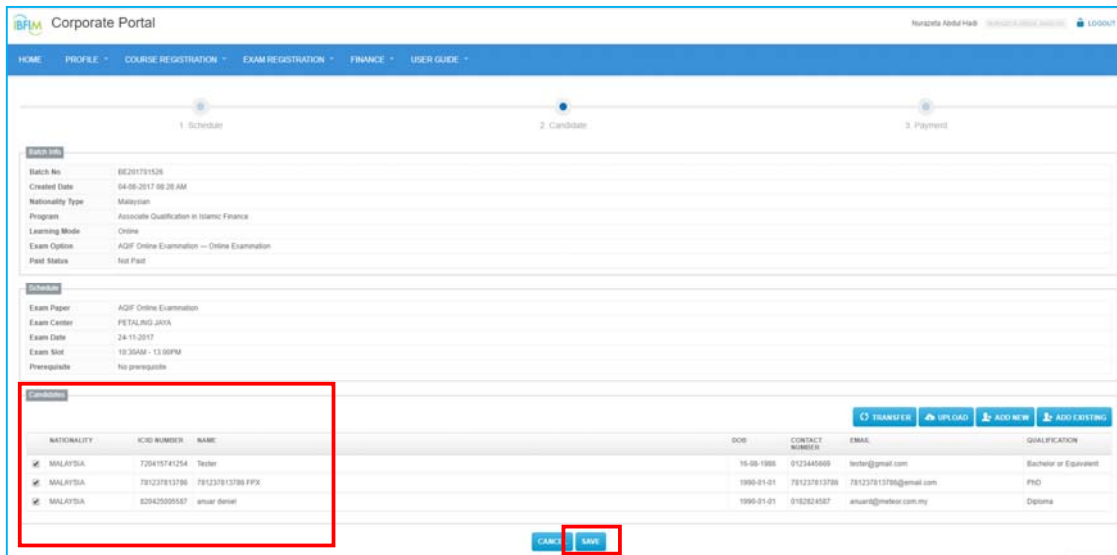
UPLOAD | ADD NEW | ADD EXISTING

NATIONALITY	IC/ID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
<input checked="" type="checkbox"/>	MALAYSIA	890218235396	Izabela Iza	1989-02-18	izabelana@gmail.com	Bachelor or Equivalent
<input checked="" type="checkbox"/>	MALAYSIA	821101076203	Muhd Hafiz Ahmad	1982-11-01	hafiz@ibfm.com	Diploma

CANCEL | **SAVE**

corp-enroll@ibfmonline.com says:
 Total candidate: 2
 Are you sure to save?
 OK | Cancel

9. The candidate particulars will be registered and displayed under the **Candidates** tab
10. Click **Save**



Corporate Portal | Nurazita Abdul Halim | 19/02/2017 10:20:00 AM | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

1. Schedule | 2. Candidate | 3. Payment

Batch Info

Batch No: BE20171526
 Created Date: 04-08-2017 09:28 AM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:35AM - 13:00PM
 Prerequisite: No prerequisite

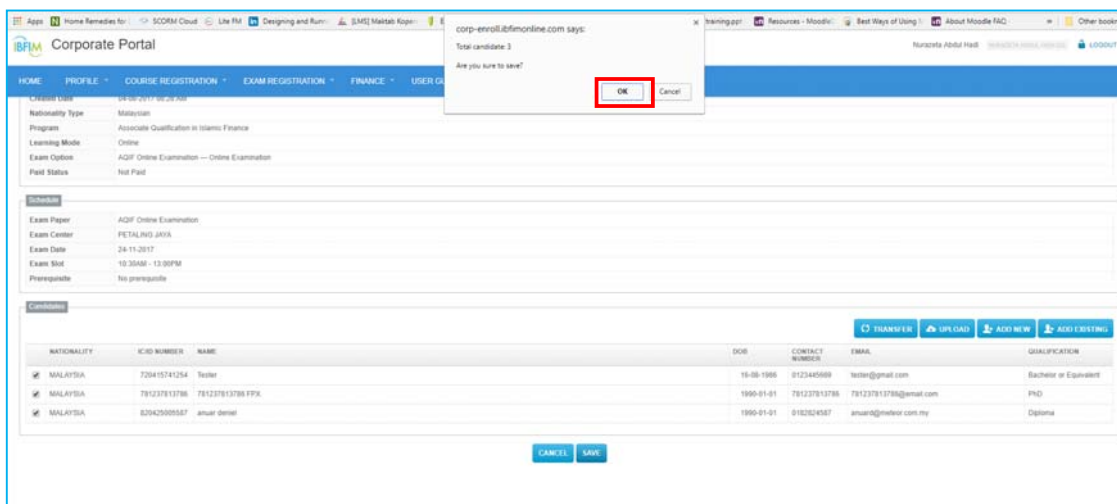
Candidates

TRANSFER | UPLOAD | ADD NEW | ADD EXISTING

NATIONALITY	ICAD NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION	
<input checked="" type="checkbox"/>	MALAYSIA	720415741254	Tester	15-08-1988	0123445669	tester@gmail.com	Bachelor or Equivalent
<input checked="" type="checkbox"/>	MALAYSIA	781237813786	781237813786 FPK	1990-01-01	781237813786	781237813786@gmail.com	PHD
<input checked="" type="checkbox"/>	MALAYSIA	829420095587	anuar denali	1990-01-01	0162824387	anuar@meilor.com.my	Diploma

CANCEL | **SAVE**

11. The following pop-up will be displayed.
12. Click **OK**



Corporate Portal | Nurazita Abdul Halim | 19/02/2017 10:20:00 AM | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

1. Schedule | 2. Candidate | 3. Payment

Batch Info

Batch No: BE20171526
 Created Date: 04-08-2017 09:28 AM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:35AM - 13:00PM
 Prerequisite: No prerequisite

Candidates

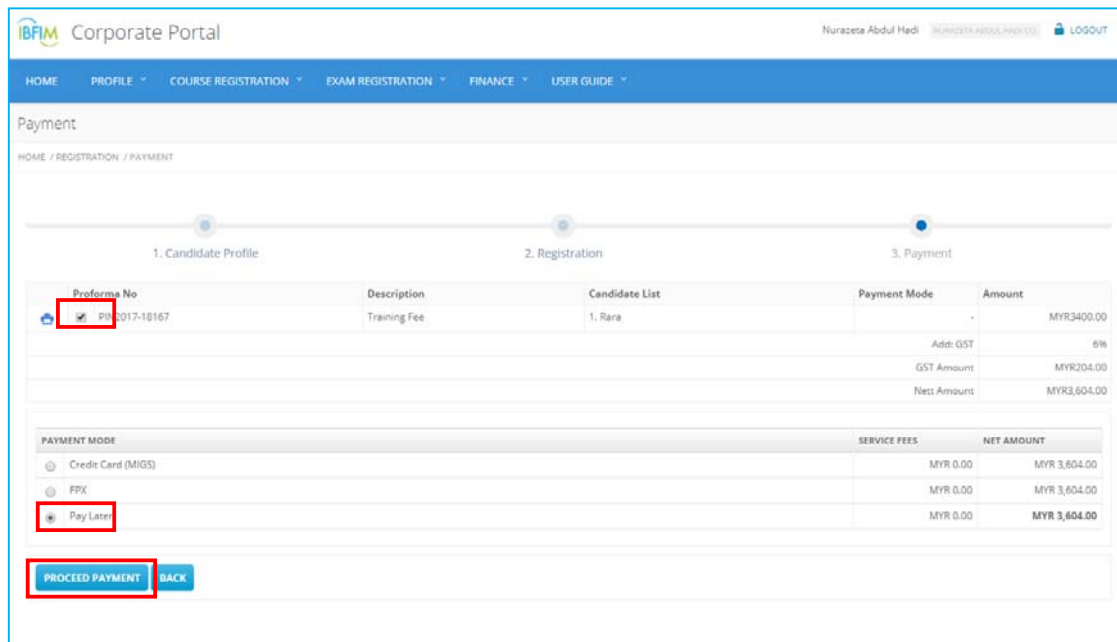
TRANSFER | UPLOAD | ADD NEW | ADD EXISTING

NATIONALITY	ICAD NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION	
<input checked="" type="checkbox"/>	MALAYSIA	720415741254	Tester	15-08-1988	0123445669	tester@gmail.com	Bachelor or Equivalent
<input checked="" type="checkbox"/>	MALAYSIA	781237813786	781237813786 FPK	1990-01-01	781237813786	781237813786@gmail.com	PHD
<input checked="" type="checkbox"/>	MALAYSIA	829420095587	anuar denali	1990-01-01	0162824387	anuar@meilor.com.my	Diploma

CANCEL | **SAVE**

corp-enroll@ibfmonline.com says:
 Total candidate: 3
 Are you sure to save?
 | Cancel

13. The following page will be displayed.
14. Tick on required check box
15. Then select **Payment Mode**
16. Click **Proceed Payment** button to proceed



IBFIM Corporate Portal

Nurazeta Abdul Hadi | SURAZETA.ABDUL.HADI@IBFIM.COM | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Payment

HOME / REGISTRATION / PAYMENT

1. Candidate Profile | 2. Registration | 3. Payment

Proforma No	Description	Candidate List	Payment Mode	Amount
1017-1B167	Training Fee	1. Rara		MYR3400.00
			Add: GST	6%
			GST Amount	MYR204.00
			Nett Amount	MYR3,604.00

PAYMENT MODE	SERVICE FEES	NET AMOUNT
<input type="radio"/> Credit Card (MIGS)	MYR 0.00	MYR 3,604.00
<input type="radio"/> FPX	MYR 0.00	MYR 3,604.00
<input checked="" type="radio"/> Pay Late	MYR 0.00	MYR 3,604.00

PROCEED PAYMENT **BACK**

17. You will be directed to the following screen

IBFIM Corporate Portal Nurazeta Abdul Hadi [NURAZETA.ABDULHADI@IBFIM.CO](#) [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Summary

HOME / REGISTRATION / SUMMARY

Program	Associate Qualification in Islamic Finance						
Learning Mode	Online						
Number of Participant	1						
Number of Participant Candidate	1						
Invoice	<table border="1"> <tr> <th>Invoice</th> <th>Payment Mode</th> </tr> <tr> <td>PIN2017-1B167</td> <td>Pay Later</td> </tr> </table>	Invoice	Payment Mode	PIN2017-1B167	Pay Later		
Invoice	Payment Mode						
PIN2017-1B167	Pay Later						

ID Number	Name	Email	Contact Number	Registration Slip
1j) 890611015151	Rara	rara@gmail.com	0112222222	📄

4.3.5 Change Schedule

1. On **Exam Registration** page, click **Search** to search Exam

IBFIM Corporate Portal Nurazeta Abdul Hadi [NURAZETA.ABDULHADI@IBFIM.CO](#) [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Exam Registration

HOME / EXAM REGISTRATION

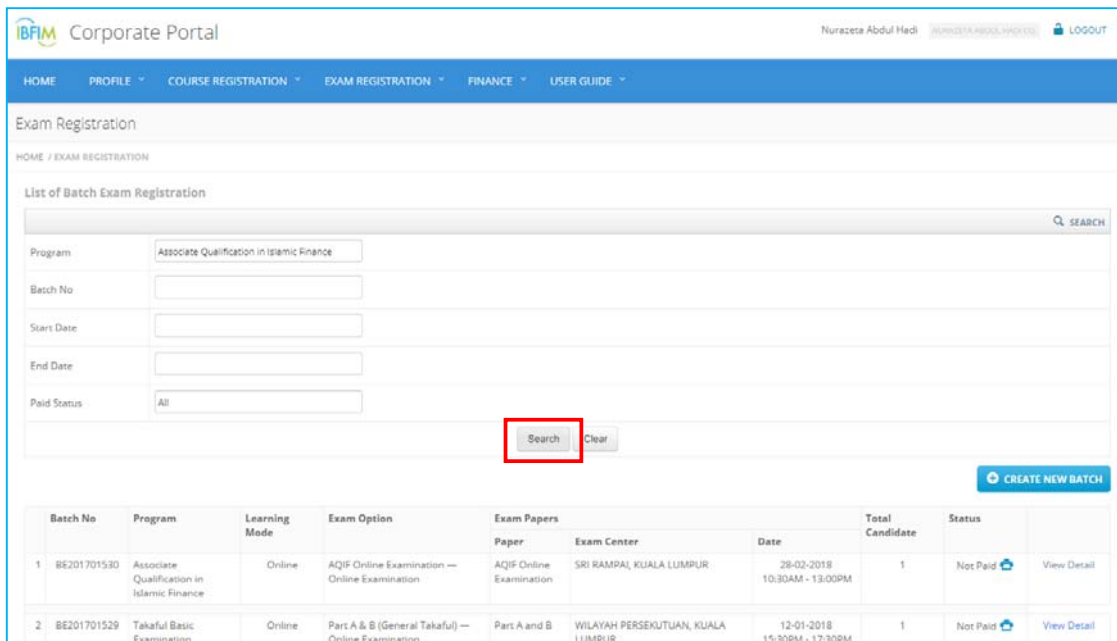
List of Batch Exam Registration

[SEARCH](#)

[CREATE NEW BATCH](#)

Batch No	Program	Learning Mode	Exam Option	Exam Papers		Date	Total Candidate	Status	View Detail
				Paper	Exam Center				
1	BE201701530 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	SRI RAMPAI, KUALA LUMPUR	28-02-2018 10:30AM - 13:00PM	1	Not Paid 📄	View Detail
2	BE201701529 Takaful Basic Examination	Online	Part A & B (General Takaful) — Online Examination	Part A and B	WILAYAH PERSEKUTUAN, KUALA LUMPUR	12-01-2018 15:30PM - 17:30PM	1	Not Paid 📄	View Detail
3	BE201701528 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	SRI RAMPAI, KUALA LUMPUR	20-04-2018 10:30AM - 13:00PM	1	Not Paid 📄	View Detail
4	BE201701526 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	PETALING JAYA	24-11-2017 10:30AM - 13:00PM	3	Not Paid 📄	View Detail
5	BE201701521 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	PETALING JAYA	24-11-2017 10:30AM - 13:00PM	2	Not Paid 📄	View Detail

2. Fill in necessary details and click **Search** button.



Corporate Portal

Nurazeta Abdul Hadi

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Exam Registration

HOME / EXAM REGISTRATION

List of Batch Exam Registration

SEARCH

Program: Associate Qualification in Islamic Finance

Batch No:

Start Date:

End Date:

Paid Status: All

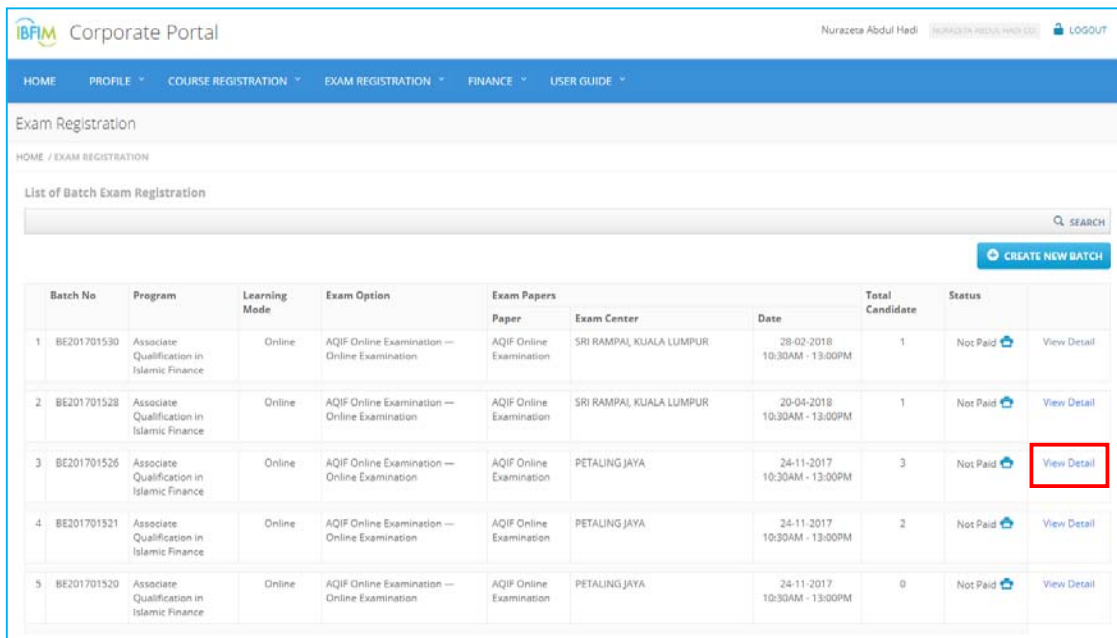
Search Clear

CREATE NEW BATCH

Batch No	Program	Learning Mode	Exam Option	Exam Papers			Total Candidate	Status	View Detail
				Paper	Exam Center	Date			
1	BE201701530 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	SRI RAMPAI, KUALA LUMPUR	28-02-2018 10:30AM - 13:00PM	1	Not Paid	View Detail
2	BE201701529 Takaful Basic Examination	Online	Part A & B (General Takaful) — Online Examination	Part A and B	WILAYAH PERSEKUTUAN, KUALA LUMPUR	12-01-2018 15:30PM - 17:30PM	1	Not Paid	View Detail

3. Once clicked, the following screen will be displayed with all search details

4. Select **Batch No** and click **View Detail**



Corporate Portal

Nurazeta Abdul Hadi

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Exam Registration

HOME / EXAM REGISTRATION

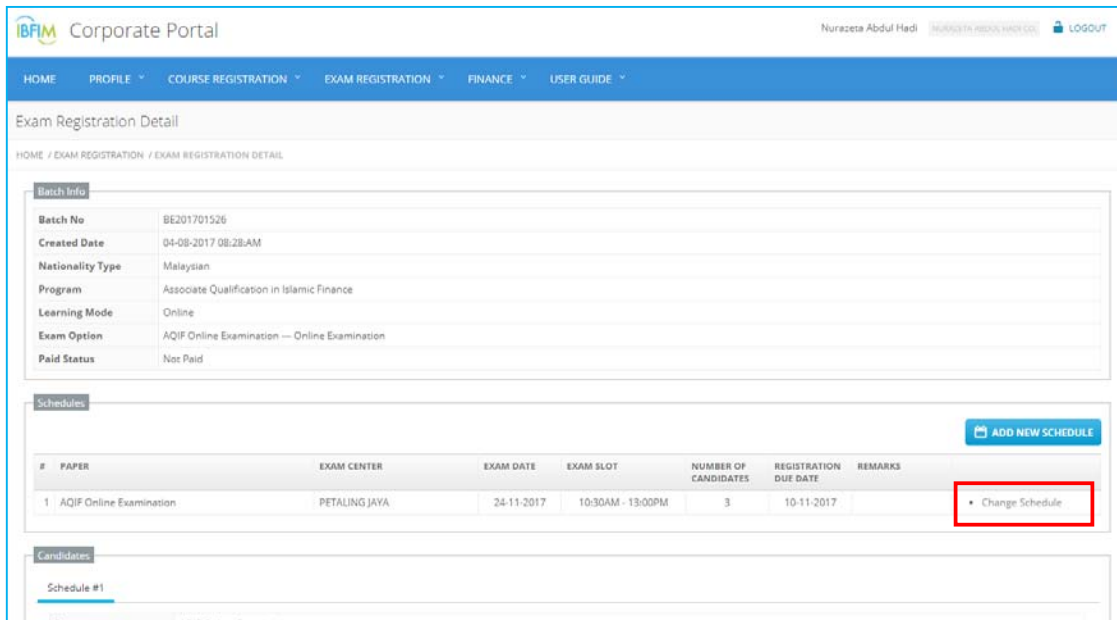
List of Batch Exam Registration

SEARCH

CREATE NEW BATCH

Batch No	Program	Learning Mode	Exam Option	Exam Papers			Total Candidate	Status	View Detail
				Paper	Exam Center	Date			
1	BE201701530 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	SRI RAMPAI, KUALA LUMPUR	28-02-2018 10:30AM - 13:00PM	1	Not Paid	View Detail
2	BE201701528 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	SRI RAMPAI, KUALA LUMPUR	20-04-2018 10:30AM - 13:00PM	1	Not Paid	View Detail
3	BE201701526 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	PETALING JAYA	24-11-2017 10:30AM - 13:00PM	3	Not Paid	View Detail
4	BE201701521 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	PETALING JAYA	24-11-2017 10:30AM - 13:00PM	2	Not Paid	View Detail
5	BE201701520 Associate Qualification in Islamic Finance	Online	AQIF Online Examination — Online Examination	AQIF Online Examination	PETALING JAYA	24-11-2017 10:30AM - 13:00PM	0	Not Paid	View Detail

5. Once clicked, you will be directed to **Exam Registration Detail** screen
6. Click **Change Schedule**



IBFIM Corporate Portal

Nurazeta Abdul Hadi | [NURAZETA ABDUL HADI](#) | [LOGOUT](#)

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Exam Registration Detail

HOME / EXAM REGISTRATION / EXAM REGISTRATION DETAIL

Batch Info

Batch No	BE201701526
Created Date	04-08-2017 08:28AM
Nationality Type	Malaysian
Program	Associate Qualification in Islamic Finance
Learning Mode	Online
Exam Option	AQIF Online Examination — Online Examination
Paid Status	Not Paid

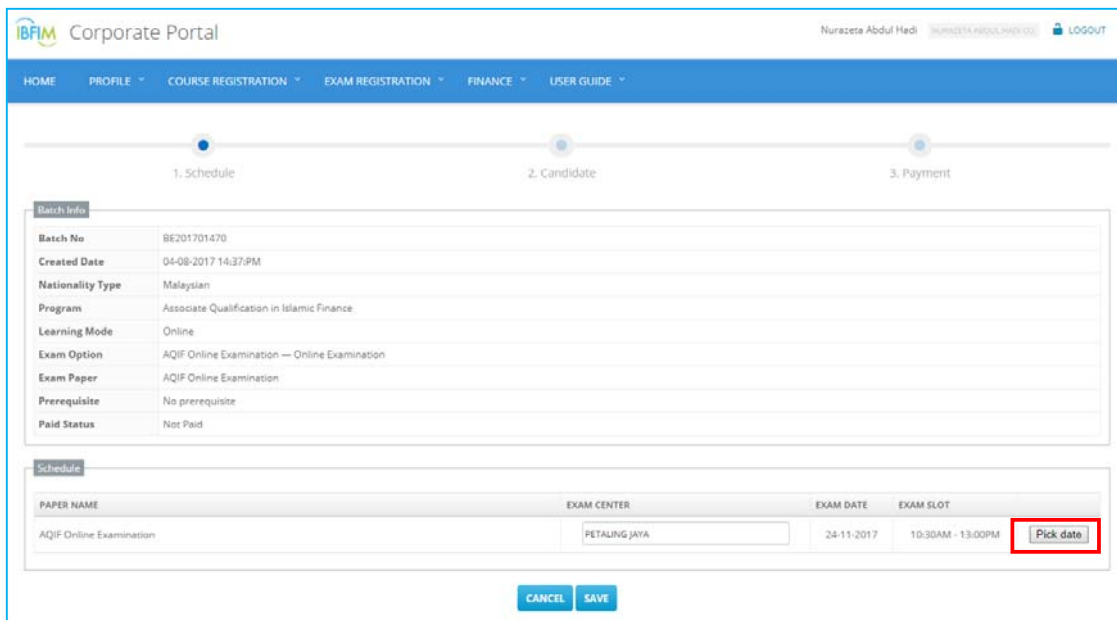
Schedules

[ADD NEW SCHEDULE](#)

#	PAPER	EXAM CENTER	EXAM DATE	EXAM SLOT	NUMBER OF CANDIDATES	REGISTRATION DUE DATE	REMARKS
1	AQIF Online Examination	PETALING JAYA	24-11-2017	10:30AM - 13:00PM	3	10-11-2017	Change Schedule

Candidates

Schedule #1



IBFIM Corporate Portal

Nurazeta Abdul Hadi | [NURAZETA ABDUL HADI](#) | [LOGOUT](#)

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

1. Schedule | 2. Candidate | 3. Payment

Batch Info

Batch No	BE201701470
Created Date	04-08-2017 14:37:PM
Nationality Type	Malaysian
Program	Associate Qualification in Islamic Finance
Learning Mode	Online
Exam Option	AQIF Online Examination — Online Examination
Exam Paper	AQIF Online Examination
Prerequisite	No prerequisite
Paid Status	Not Paid

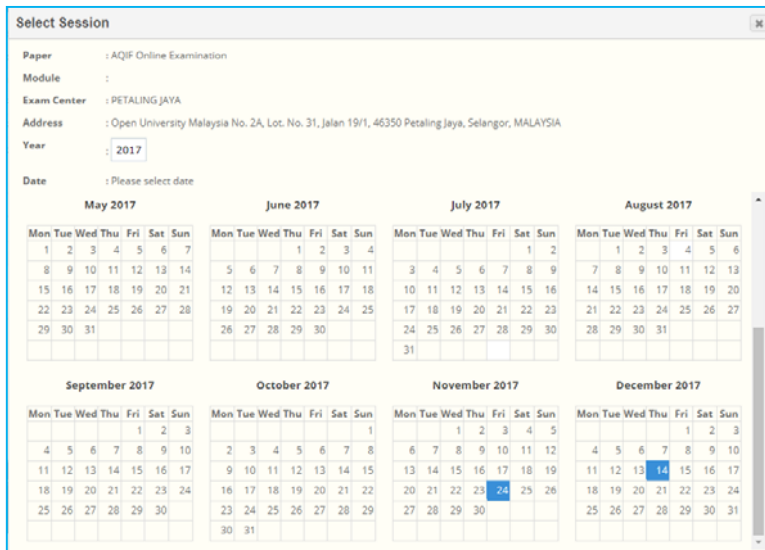
Schedule

PAPER NAME	EXAM CENTER	EXAM DATE	EXAM SLOT
AQIF Online Examination	PETALING JAYA	24-11-2017	10:30AM - 13:00PM

[Pick date](#)

[CANCEL](#) [SAVE](#)

7. Once clicked, the following screen will pop up.
8. Choose exam date, only date highlighted in blue is available for exam.



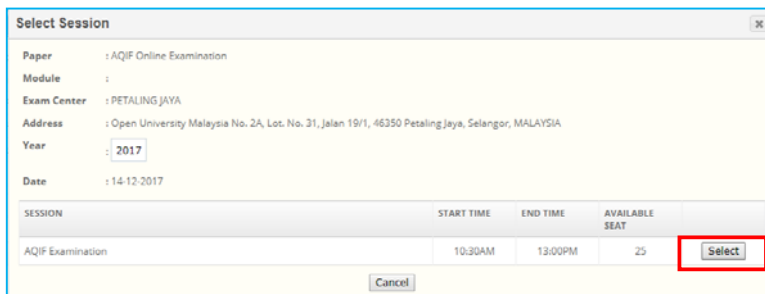
Select Session

Paper : AQIF Online Examination
 Module :
 Exam Center : PETALING JAYA
 Address : Open University Malaysia No. 2A, Lot. No. 31, Jalan 19/1, 46350 Petaling Jaya, Selangor, MALAYSIA
 Year : 2017
 Date : Please select date

May 2017							June 2017							July 2017							August 2017								
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31							
29	30	31					31																						

September 2017							October 2017							November 2017							December 2017						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	2	3	4	5	6	7	8	1	2	3	4	5	4	5	6	7	8	9	10		
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12	11	12	13	14	15	16	17
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19	18	19	20	21	22	23	24
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26	25	26	27	28	29	30	31
25	26	27	28	29	30	30	31	27	28	29	30	27	28	29	30	18	19	20	21	22	23	24					
														24	25	26	27	28	29	30	25	26	27	28	29	30	31

9. Once clicked on the date, another screen will pop up.
10. The details for exam will be displayed.
11. Click **Select** button to proceed.



Select Session

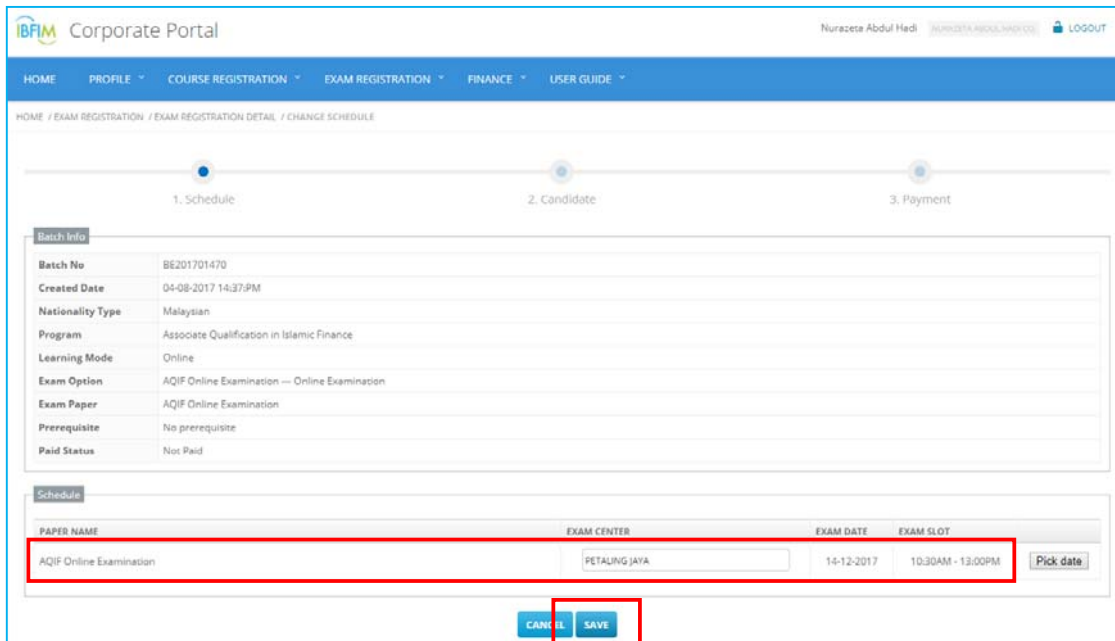
Paper : AQIF Online Examination
 Module :
 Exam Center : PETALING JAYA
 Address : Open University Malaysia No. 2A, Lot. No. 31, Jalan 19/1, 46350 Petaling Jaya, Selangor, MALAYSIA
 Year : 2017
 Date : 14-12-2017

SESSION	START TIME	END TIME	AVAILABLE SEAT
AQIF Examination	10:30AM	13:00PM	25

Select

Cancel

- The details will displayed as per below.
- Then click **Save** to save the new schedule



The screenshot shows the 'Corporate Portal' interface. At the top right, the user is identified as 'Nurazete Abdul Hadi' with a 'LOGOUT' button. The navigation menu includes 'HOME', 'PROFILE', 'COURSE REGISTRATION', 'EXAM REGISTRATION', 'FINANCE', and 'USER GUIDE'. The breadcrumb trail is 'HOME / EXAM REGISTRATION / EXAM REGISTRATION DETAIL / CHANGE SCHEDULE'. A progress bar indicates three steps: '1. Schedule', '2. Candidate', and '3. Payment', with '1. Schedule' being the active step.

Batch Info

Batch No	BE201701470
Created Date	04-08-2017 14:37:PM
Nationality Type	Malaysian
Program	Associate Qualification in Islamic Finance
Learning Mode	Online
Exam Option	AQIF Online Examination --- Online Examination
Exam Paper	AQIF Online Examination
Prerequisite	No prerequisite
Paid Status	Not Paid

Schedule

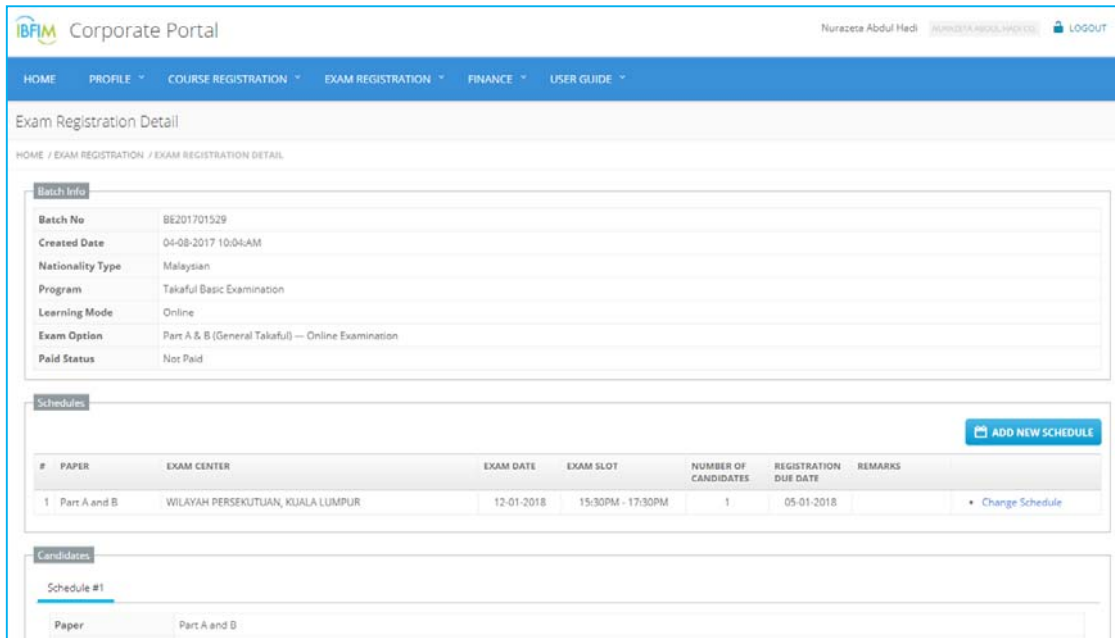
PAPER NAME	EXAM CENTER	EXAM DATE	EXAM SLOT	
AQIF Online Examination	PETALUNG JAYA	14-12-2017	10:30AM - 13:00PM	<input type="button" value="Pick date"/>

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red box.

- The exam date already changed.

4.3.6 Update Candidate

1. On **Exam Registration Detail** Page, click **Update Candidates** button



Batch Info

Batch No	BE201701529
Created Date	04-08-2017 10:04:AM
Nationality Type	Malaysian
Program	Takaful Basic Examination
Learning Mode	Online
Exam Option	Part A & B (General Takaful) — Online Examination
Paid Status	Nor Paid

Schedules

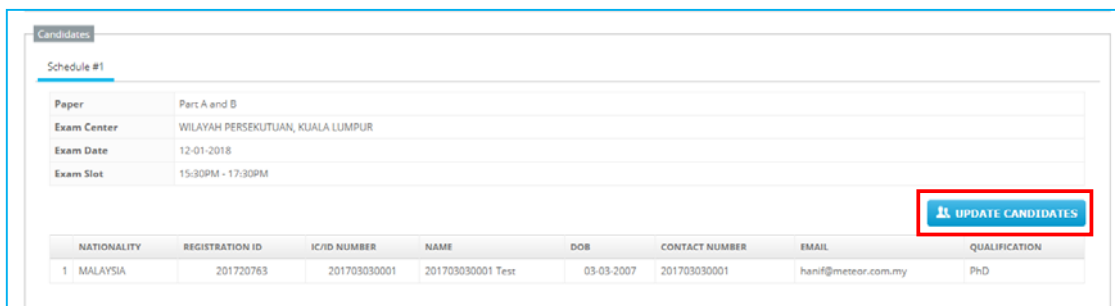
#	PAPER	EXAM CENTER	EXAM DATE	EXAM SLOT	NUMBER OF CANDIDATES	REGISTRATION DUE DATE	REMARKS
1	Part A and B	WILAYAH PERSEKUTUAN, KUALA LUMPUR	12-01-2018	15:30PM - 17:30PM	1	05-01-2018	Change Schedule

Candidates

Schedule #1

Paper	Part A and B
-------	--------------

2. Once clicked, you will be directed to the following screen



Candidates

Schedule #1

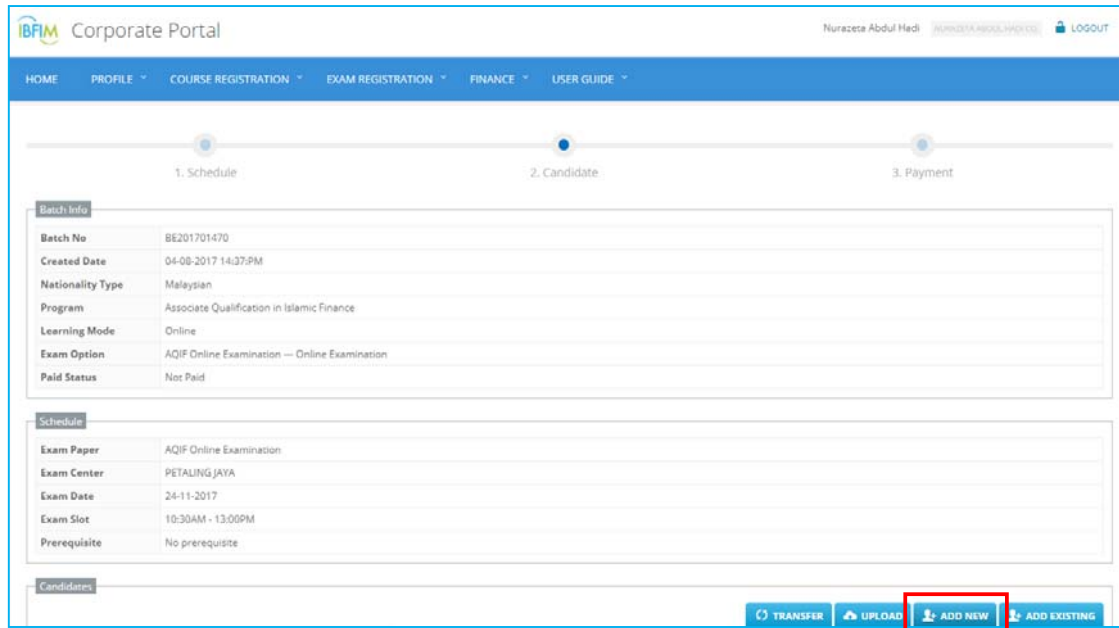
Paper	Part A and B
Exam Center	WILAYAH PERSEKUTUAN, KUALA LUMPUR
Exam Date	12-01-2018
Exam Slot	15:30PM - 17:30PM

UPDATE CANDIDATES

NATIONALITY	REGISTRATION ID	IC/ID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
1 MALAYSIA	201720763	201703030001	201703030001 Test	03-03-2007	201703030001	hanif@meteor.com.my	PhD

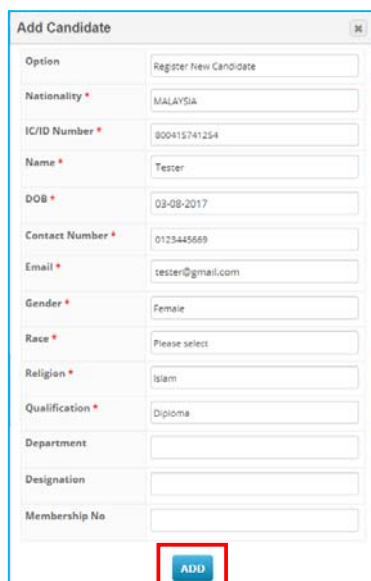
A. Add New

1. Click **Add New** button



The screenshot shows the IBFIM Corporate Portal interface. At the top right, the user is identified as Nuzzeza Abdul Hadi. The main navigation bar includes links for HOME, PROFILE, COURSE REGISTRATION, EXAM REGISTRATION, FINANCE, and USER GUIDE. Below this, a progress indicator shows three steps: 1. Schedule, 2. Candidate (current step), and 3. Payment. The 'Batch Info' section displays details for batch BE201701470, including its creation date, nationality, program, learning mode, exam option, and paid status. The 'Schedule' section shows exam details like paper type, center, date, slot, and prerequisites. At the bottom right, a toolbar contains buttons for TRANSFER, UPLOAD, ADD NEW (highlighted with a red box), and ADD EXISTING.

2. Once clicked, the following screen will pop up
3. Fill in required details and click on **Add** button to add new candidate

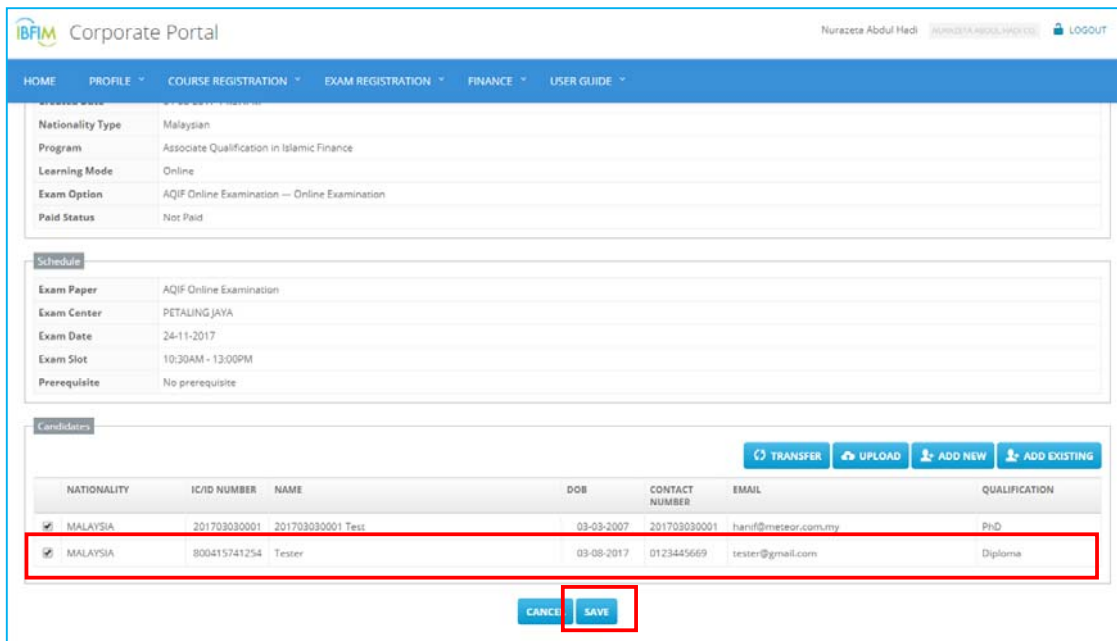


The 'Add Candidate' form is displayed with the following fields and values:

Option	Register New Candidate
Nationality *	MALAYSIA
IC/ID Number *	800415741254
Name *	Tesser
DOB *	03-08-2017
Contact Number *	0123445669
Email *	tesser@gmail.com
Gender *	Female
Race *	Please select
Religion *	Islam
Qualification *	Diploma
Department	
Designation	
Membership No	

The 'ADD' button at the bottom of the form is highlighted with a red box.

4. The added candidates will be listed as per screen below



IBFIM Corporate Portal

Nurazeta Abdul Hadi

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

Candidates

TRANSFER UPLOAD ADD NEW ADD EXISTING

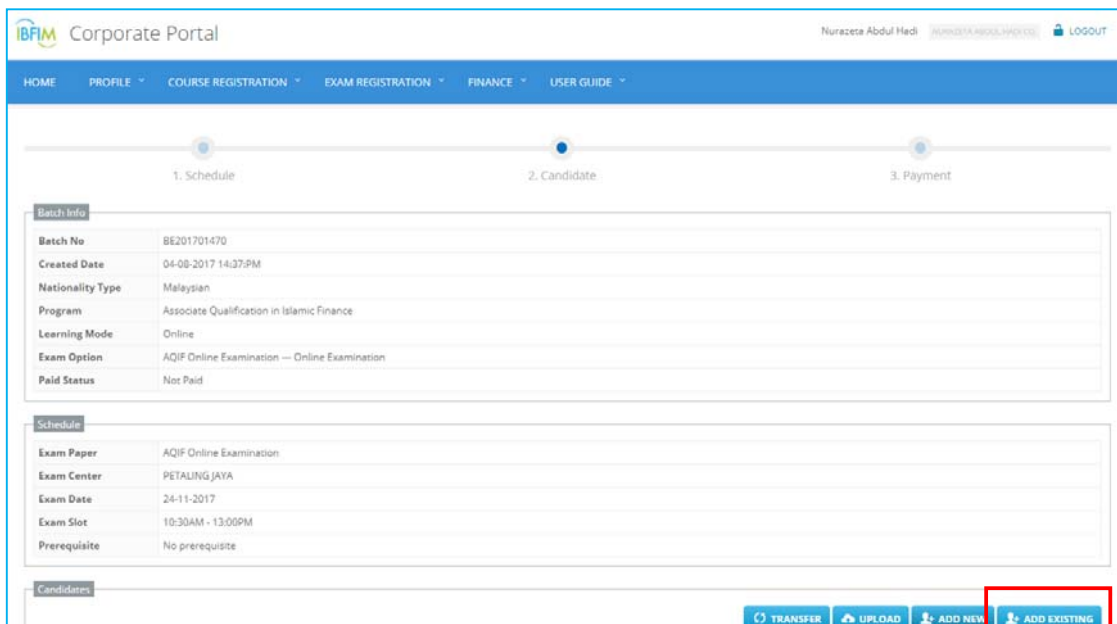
NATIONALITY	IC/ID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
<input checked="" type="checkbox"/> MALAYSIA	201703030001	201703030001 Test	03-03-2007	201703030001	harif@meteor.com.my	PhD
<input checked="" type="checkbox"/> MALAYSIA	800415741254	Tester	03-08-2017	0123445669	tester@gmail.com	Diploma

CANCEL SAVE

5. Click **Save** to save all the details

B Add Existing

1. Click **Add Existing** button



IBFIM Corporate Portal

Nurazeta Abdul Hadi

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

1. Schedule 2. Candidate 3. Payment

Batch Info

Batch No: BE201701470
 Created Date: 04-08-2017 14:07:5PM
 Nationality Type: Malaysian
 Program: Associate Qualification in Islamic Finance
 Learning Mode: Online
 Exam Option: AQIF Online Examination — Online Examination
 Paid Status: Not Paid

Schedule

Exam Paper: AQIF Online Examination
 Exam Center: PETALING JAYA
 Exam Date: 24-11-2017
 Exam Slot: 10:30AM - 13:00PM
 Prerequisite: No prerequisite

Candidates

TRANSFER UPLOAD ADD NEW ADD EXISTING

2. Once clicked, the following screen will pop up
3. Select and tick on check box for existing candidate and click on **Add Selected** button to add candidate into batch

Add Existing Candidate ✕

SEARCH

Nationality	IC/ID Number	Name	DOB	Contact Number	Email
<input checked="" type="checkbox"/> MALAYSIA	178437183718	178437183718	26-04-2016	178437183718	178437183718
<input type="checkbox"/> MALAYSIA	201703030001	201703030001 Test	03-03-2007	201703030001	hanif@meteor.com.my
<input type="checkbox"/> MALAYSIA	617836176381	617836176381 LULL	01-01-1990	617836176381	6178361763
<input type="checkbox"/> MALAYSIA	781237813786	781237813786 FPX	01-01-1990	781237813786	7812378137
<input type="checkbox"/> MALAYSIA	820425005587	anuar deniel	01-01-1990	0182824587	anuard@me
<input type="checkbox"/> MALAYSIA		Anuar1 MTC5B1	26-04-1982		anuard@me
<input type="checkbox"/> MALAYSIA	723687182361	DUMMY DATA	01-01-1990	723687182361	7236871823
<input type="checkbox"/> MALAYSIA	890218235396	Izalina Isa	18-02-1989		izalinaise@g
<input type="checkbox"/> MALAYSIA	880227235567	John Angus	02-02-1988	017-7568638	john.angus@
<input type="checkbox"/> MALAYSIA		Mohd asrul Mohd safie	29-06-1984		asrulsafie@g

1 - 10 of 17 First | < Previous | Next > | Last

Add Selected

4. Once clicked, automatically the selected candidate will be listed as per screen below

IBFIM Corporate Portal Nurazeta Abdul Hadi | [PROFILE](#) | [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Nationality Type Malaysian

Program Associate Qualification in Islamic Finance

Learning Mode Online

Exam Option AQIF Online Examination — Online Examination

Paid Status Not Paid

Schedule

Exam Paper AQIF Online Examination

Exam Center PETALING JAYA

Exam Date 24-11-2017

Exam Slot 10:30AM - 13:00PM

Prerequisite No prerequisite

Candidates

TRANSFER UPLOAD ADD NEW ADD EXISTING

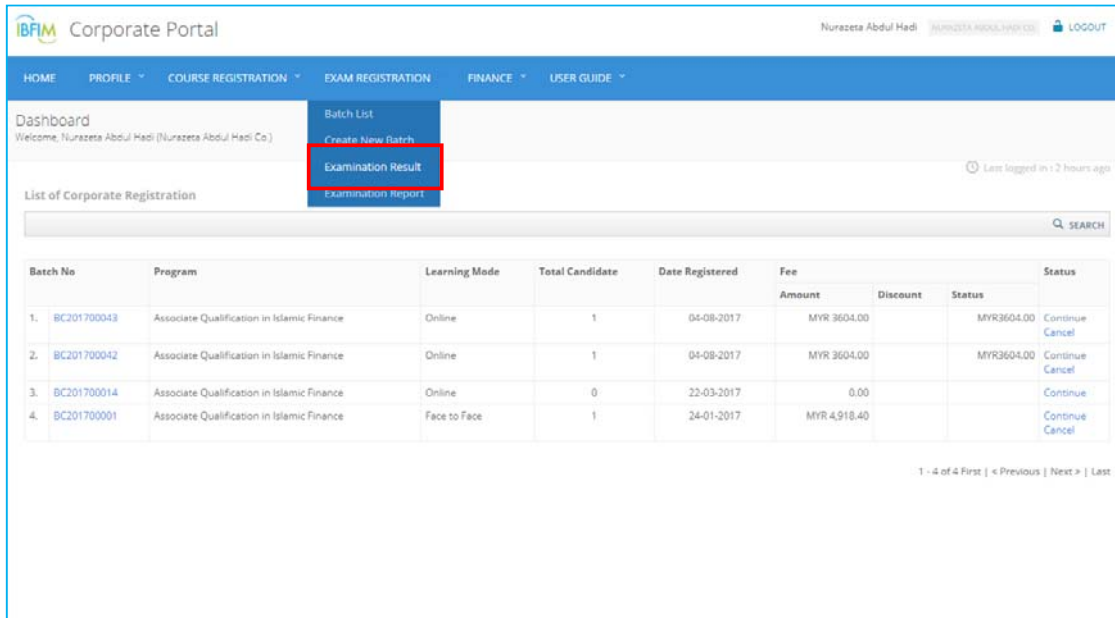
NATIONALITY	IC/ID NUMBER	NAME	DOB	CONTACT NUMBER	EMAIL	QUALIFICATION
<input checked="" type="checkbox"/> MALAYSIA	201703030001	201703030001 Test	03-03-2007	201703030001	hanif@meteor.com.my	PhD
<input checked="" type="checkbox"/> MALAYSIA	800415741254	Tester	03-08-2017	0123445669	tester@gmail.com	Diploma
<input checked="" type="checkbox"/> MALAYSIA	178437183718	178437183718	2016-04-26	178437183718	178437183718@gmail.com	PhD

CANCEL SAVE

5. Click **Save** to save all the details

5 EXAMINATION RESULT

1. On **Exam Registration**, select **Examination Result** menu



Corporate Portal

Nurazeta Abdul Hadi | NURAZETA ABUL HADI CO | LOGOUT

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Dashboard
Welcome, Nurazeta Abdul Hadi (Nurazeta Abdul Hadi Co)

Batch List
Create New Batch
Examination Result
Examination Report

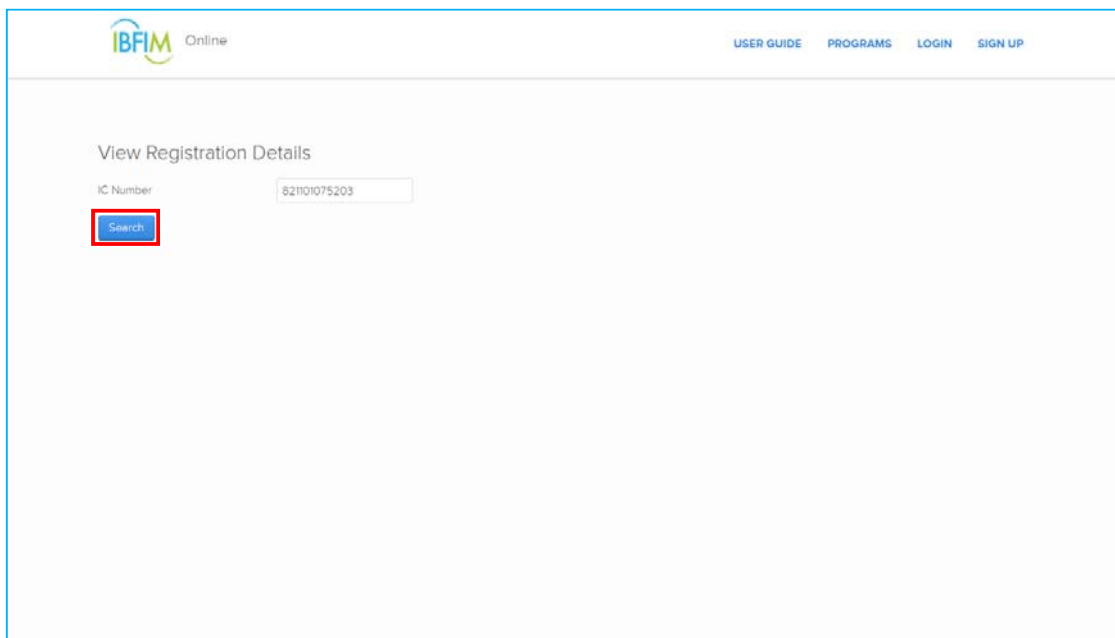
List of Corporate Registration

SEARCH

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status
					Amount	Discount	Status	
1. BC201700043	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
2. BC201700042	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
3. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017	0.00			Continue
4. BC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

1 - 4 of 4 First | < Previous | Next > | Last

2. Once clicked, you will be directed to the following screen
3. Key in **IC Number** to view registration details
4. Then click on **Search** button



IBFIM Online

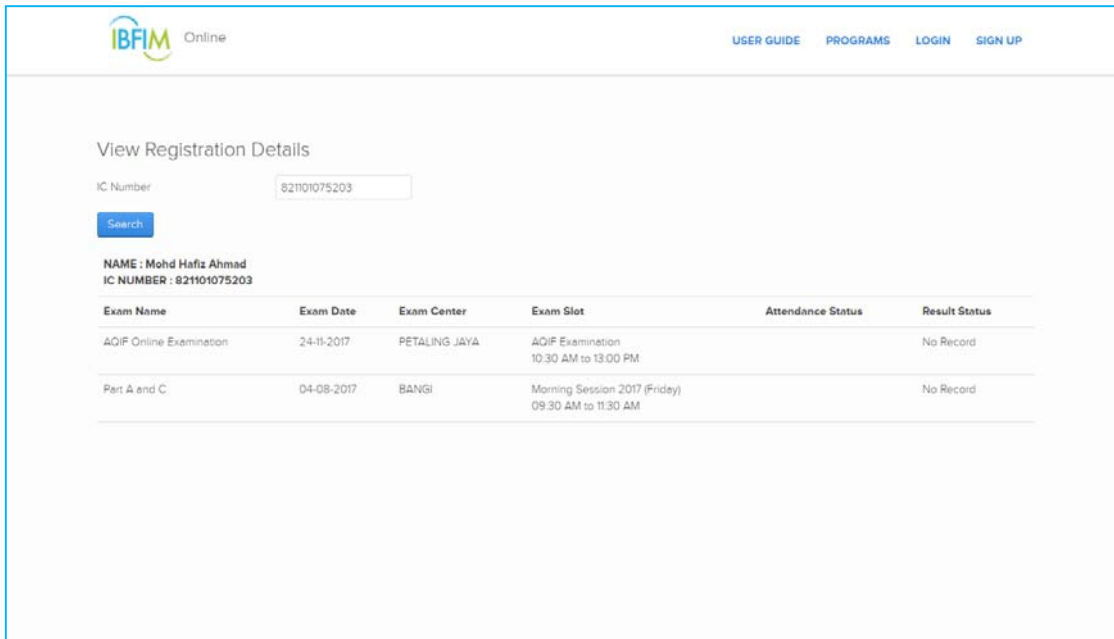
USER GUIDE PROGRAMS LOGIN SIGN UP

View Registration Details

IC Number

Search

5. The result status will be displayed as per screen below



View Registration Details

IC Number:

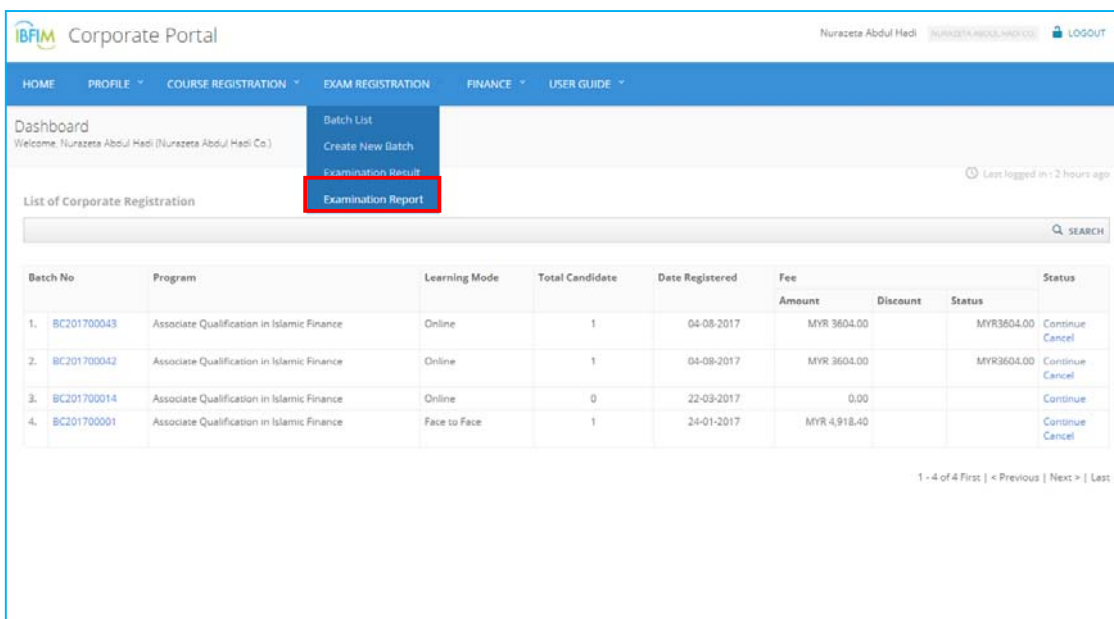
[Search](#)

NAME : Mohd Hafiz Ahmad
IC NUMBER : 821101075203

Exam Name	Exam Date	Exam Center	Exam Slot	Attendance Status	Result Status
AQIF Online Examination	24-11-2017	PETALING JAYA	AQIF Examination 10.30 AM to 13.00 PM		No Record
Part A and C	04-08-2017	BANGI	Morning Session 2017 (Friday) 09.30 AM to 11.30 AM		No Record

6 EXAMINATION REPORT

1. On **Exam Registration**, select **Examination Report** menu



IBFIM Corporate Portal

Nurazeta Abdul Hadi | [NURAZETA.ABDUL.HADI@IBFIM.CO](#) | [LOGOUT](#)

HOME | PROFILE | COURSE REGISTRATION | **EXAM REGISTRATION** | FINANCE | USER GUIDE

Dashboard
Welcome, Nurazeta Abdul Hadi (Nurazeta Abdul Hadi Co.)

- Batch List
- Create New Batch
- Examination Result
- Examination Report**

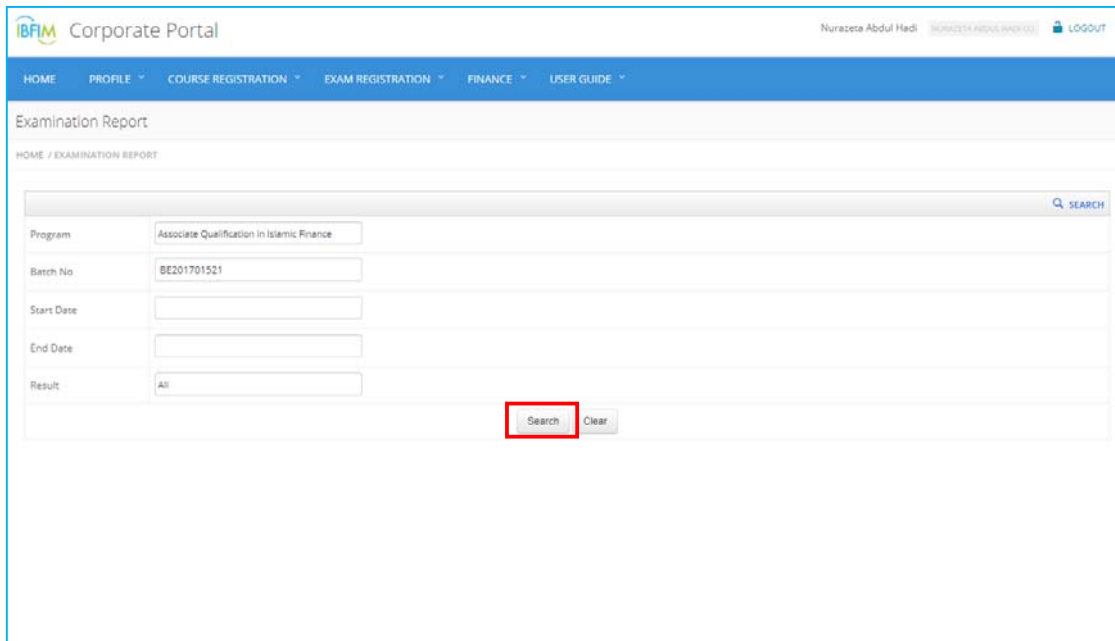
List of Corporate Registration

[SEARCH](#)

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status
					Amount	Discount	Status	
1. BC201700043	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
2. BC201700042	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
3. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017	0.00			Continue
4. BC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

1 - 4 of 4 First | < Previous | Next > | Last

2. Once clicked, you will be directed to the following screen
3. Fill in required details and click on **Search** button



IBFIM Corporate Portal

Nurazeta Abdul Hadi | NURAZETA.ABDULHADI@IBFIM.CO | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Examination Report

HOME / EXAMINATION REPORT

SEARCH

Program: Associate Qualification in Islamic Finance

Batch No: BE201701521

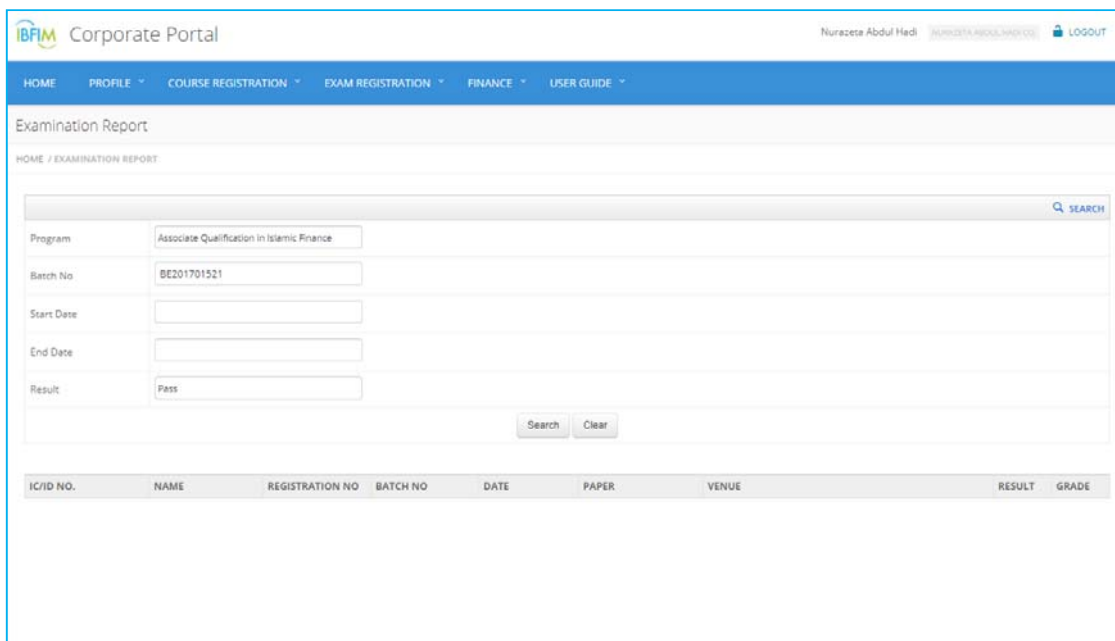
Start Date:

End Date:

Result: All

Search Clear

4. You will be directed to the following screen and the report will be displayed once the examination is taken



IBFIM Corporate Portal

Nurazeta Abdul Hadi | NURAZETA.ABDULHADI@IBFIM.CO | LOGOUT

HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | USER GUIDE

Examination Report

HOME / EXAMINATION REPORT

SEARCH

Program: Associate Qualification in Islamic Finance

Batch No: BE201701521

Start Date:

End Date:

Result: Pass

Search Clear

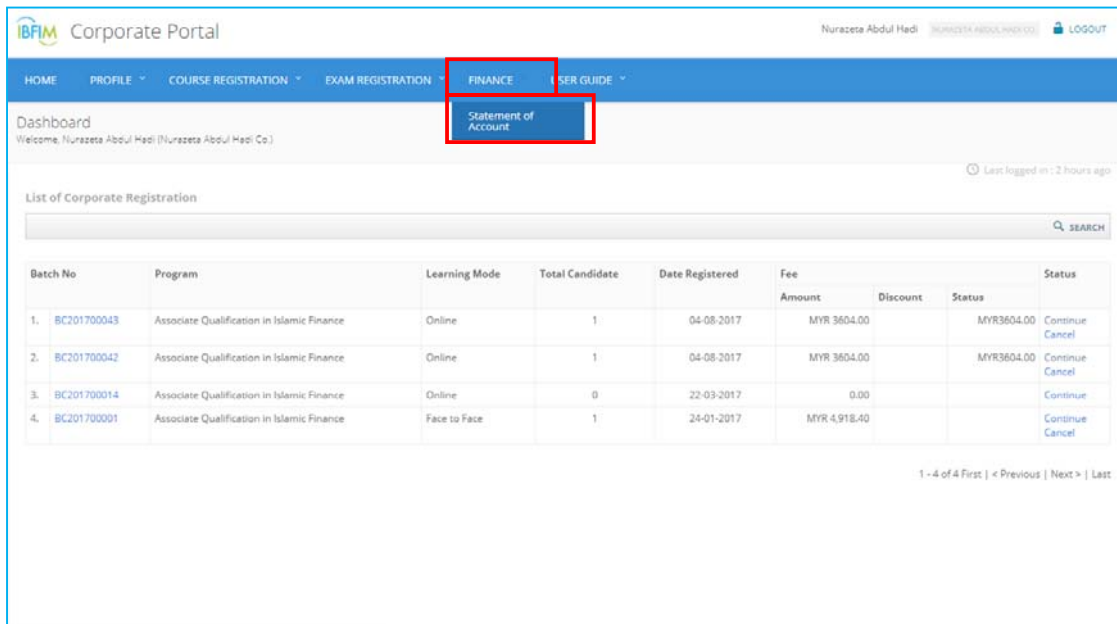
IC/ID NO.	NAME	REGISTRATION NO	BATCH NO	DATE	PAPER	VENUE	RESULT	GRADE
-----------	------	-----------------	----------	------	-------	-------	--------	-------

7 FINANCE

7.1 STATEMENT OF ACCOUNT

7.1.1 Manage Statement of Account

1. Click on **Finance**, and then click **Statement of Account**.
2. On **Statement of Account**, you can view account statement and invoices.



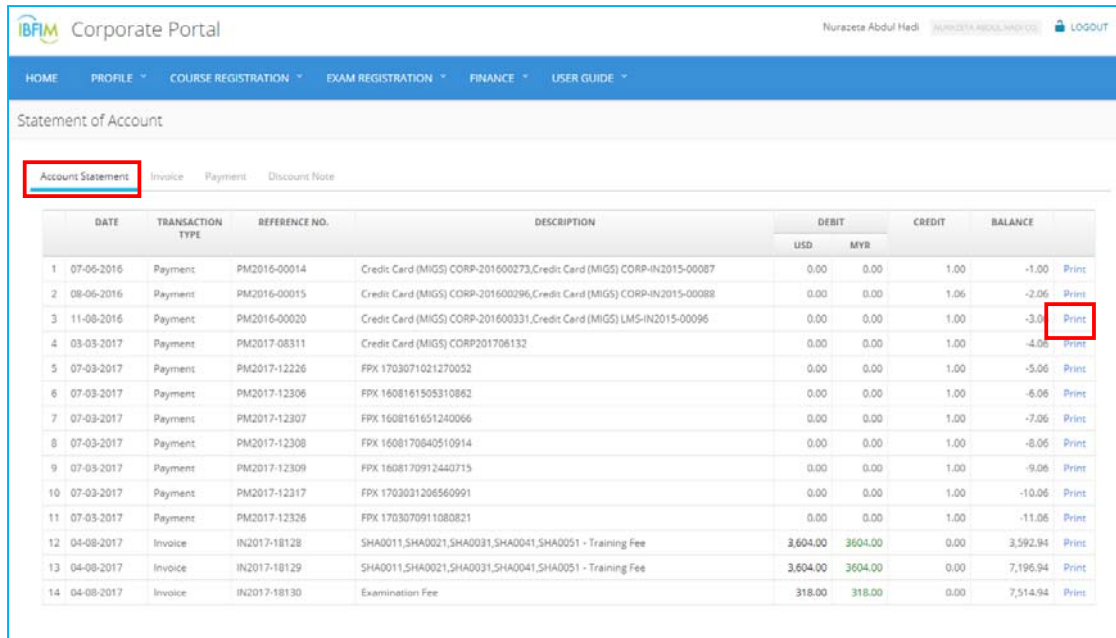
The screenshot shows the IBFIM Corporate Portal interface. The user is logged in as Nurazeta Abdul Hadi. The navigation menu includes HOME, PROFILE, COURSE REGISTRATION, EXAM REGISTRATION, FINANCE, and USER GUIDE. The 'FINANCE' menu is expanded, and 'Statement of Account' is highlighted. The dashboard area shows a 'List of Corporate Registration' table with the following data:

Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status
					Amount	Discount		
1. BC201700043	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
2. BC201700042	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
3. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017		0.00		Continue
4. BC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

Navigation: 1 - 4 of 4 First | < Previous | Next > | Last

A. Account Statement

1. On **Statement of Account** page, select account statement and click **Print**



Corporate Portal

Nurazeta Abdul Hadi [NURAZETA ABDUL HADI](#) [LOGOUT](#)

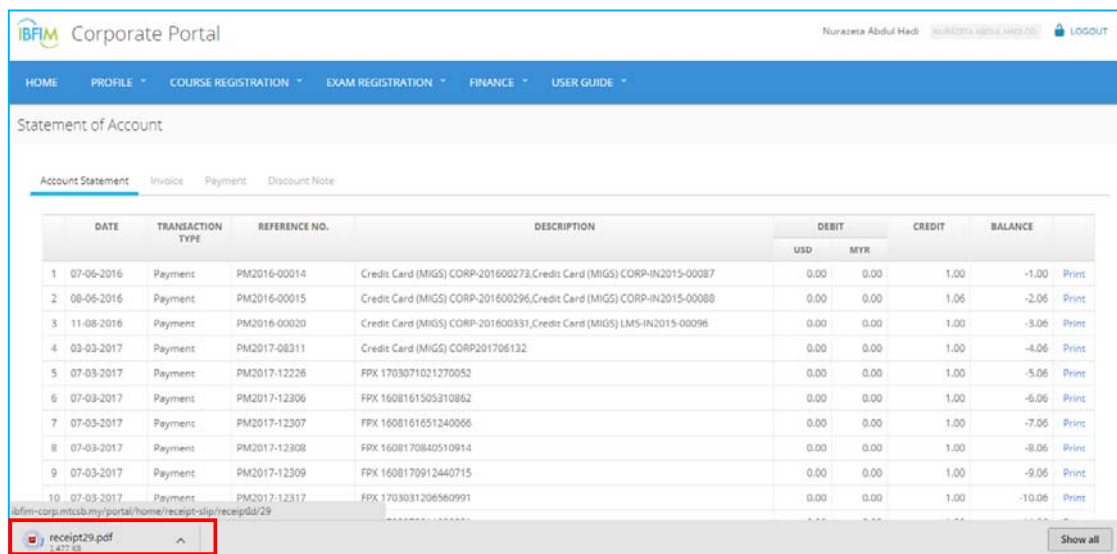
HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Statement of Account

Account Statement Invoice Payment Discount Note

	DATE	TRANSACTION TYPE	REFERENCE NO.	DESCRIPTION	DEBIT		CREDIT	BALANCE	
					USD	MYR			
1	07-06-2016	Payment	PM2016-00014	Credit Card (MIGS) CORP-201600273,Credit Card (MIGS) CORP-IN2015-00087	0.00	0.00	1.00	-1.00	Print
2	08-06-2016	Payment	PM2016-00015	Credit Card (MIGS) CORP-201600296,Credit Card (MIGS) CORP-IN2015-00088	0.00	0.00	1.06	-2.06	Print
3	11-08-2016	Payment	PM2016-00020	Credit Card (MIGS) CORP-201600331,Credit Card (MIGS) LMS-IN2015-00096	0.00	0.00	1.00	-3.00	Print
4	03-03-2017	Payment	PM2017-08311	Credit Card (MIGS) CORP201706132	0.00	0.00	1.00	-4.00	Print
5	07-03-2017	Payment	PM2017-12226	FPX 1703071021270052	0.00	0.00	1.00	-5.06	Print
6	07-03-2017	Payment	PM2017-12306	FPX 1608161505310862	0.00	0.00	1.00	-6.06	Print
7	07-03-2017	Payment	PM2017-12307	FPX 1608161651240066	0.00	0.00	1.00	-7.06	Print
8	07-03-2017	Payment	PM2017-12308	FPX 1608170840510914	0.00	0.00	1.00	-8.06	Print
9	07-03-2017	Payment	PM2017-12309	FPX 1608170912440715	0.00	0.00	1.00	-9.06	Print
10	07-03-2017	Payment	PM2017-12317	FPX 1703031206560991	0.00	0.00	1.00	-10.06	Print
11	07-03-2017	Payment	PM2017-12326	FPX 1703070911080821	0.00	0.00	1.00	-11.06	Print
12	04-08-2017	Invoice	IN2017-18128	SHA0011,SHA0021,SHA0031,SHA0041,SHA0051 - Training Fee	3,604.00	3604.00	0.00	3,592.94	Print
13	04-08-2017	Invoice	IN2017-18129	SHA0011,SHA0021,SHA0031,SHA0041,SHA0051 - Training Fee	3,604.00	3604.00	0.00	7,196.94	Print
14	04-08-2017	Invoice	IN2017-18130	Examination Fee	318.00	318.00	0.00	7,514.94	Print

2. Click the highlighted to view account statements.



Corporate Portal

Nurazeta Abdul Hadi [NURAZETA ABDUL HADI](#) [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Statement of Account

Account Statement Invoice Payment Discount Note

	DATE	TRANSACTION TYPE	REFERENCE NO.	DESCRIPTION	DEBIT		CREDIT	BALANCE	
					USD	MYR			
1	07-06-2016	Payment	PM2016-00014	Credit Card (MIGS) CORP-201600273,Credit Card (MIGS) CORP-IN2015-00087	0.00	0.00	1.00	-1.00	Print
2	08-06-2016	Payment	PM2016-00015	Credit Card (MIGS) CORP-201600296,Credit Card (MIGS) CORP-IN2015-00088	0.00	0.00	1.06	-2.06	Print
3	11-08-2016	Payment	PM2016-00020	Credit Card (MIGS) CORP-201600331,Credit Card (MIGS) LMS-IN2015-00096	0.00	0.00	1.00	-3.06	Print
4	03-03-2017	Payment	PM2017-08311	Credit Card (MIGS) CORP201706132	0.00	0.00	1.00	-4.06	Print
5	07-03-2017	Payment	PM2017-12226	FPX 1703071021270052	0.00	0.00	1.00	-5.06	Print
6	07-03-2017	Payment	PM2017-12306	FPX 1608161505310862	0.00	0.00	1.00	-6.06	Print
7	07-03-2017	Payment	PM2017-12307	FPX 1608161651240066	0.00	0.00	1.00	-7.06	Print
8	07-03-2017	Payment	PM2017-12308	FPX 1608170840510914	0.00	0.00	1.00	-8.06	Print
9	07-03-2017	Payment	PM2017-12309	FPX 1608170912440715	0.00	0.00	1.00	-9.06	Print
10	07-03-2017	Payment	PM2017-12317	FPX 1703031206560991	0.00	0.00	1.00	-10.06	Print

ibfim-corp.mtcib.my/portal/home/receipt-slip/receipt29

receipt29.pdf 1.277 KB [Show all](#)

3. Receipt will be displayed as per screen below



The screenshot shows a receipt from IBFIM. At the top right is the IBFIM logo and the word "RECEIPT". The center contains the company's contact information: IBFIM (763075-W), 3rd Floor, Menara Takaful Malaysia Jalan Sultan Sulaiman, 50000 Kuala Lumpur, MALAYSIA, Tel: +603-2031 1010 Fax: +603-2078 5250, E-mail: info@ibfim.com Website: www.ibfim.com. To the right of this, the GST No. is 001167200256, Receipt No. is PM2016-00014, and the Date is 07/06/2016. On the left, the recipient's name is NURAZETA ABDUL HADI, with address 123 JALAN PETALING, 43300 PETALING JAYA, MALAYSIA. Below this is a table titled "PAYMENT PARTICULARS" with two columns: "Being Payment For" and "Amount Paid". The table has one row with the value "(i)" and "RM 1.00". Below the table, it says "One Ringgit Only". At the bottom, a note states "This is computer generated document. No signature is required."

IBFIM (763075-W)
3rd Floor, Menara Takaful Malaysia Jalan Sultan Sulaiman,
50000 Kuala Lumpur, MALAYSIA
Tel: +603-2031 1010 Fax: +603-2078 5250
E-mail: info@ibfim.com Website: www.ibfim.com

IBFIM
RECEIPT

GST No: 001167200256
Receipt No: PM2016-00014
Date: 07/06/2016

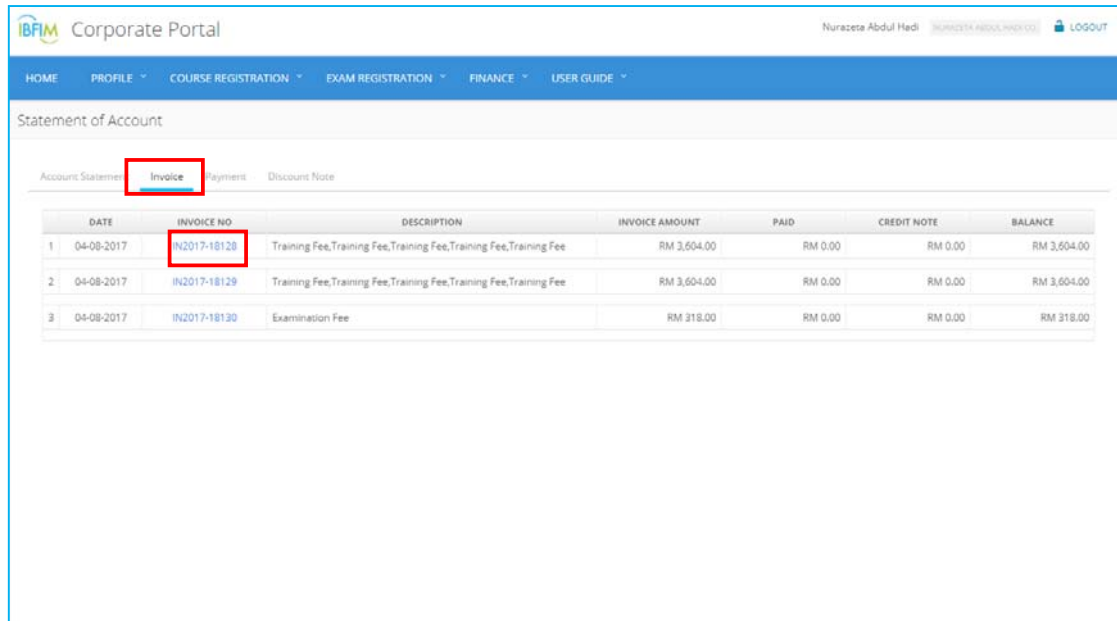
NURAZETA
ABDUL HADI
123 JALAN PETALING
43300 PETALING JAYA
MALAYSIA

PAYMENT PARTICULARS	
Being Payment For	Amount Paid
(i)	RM 1.00
One Ringgit Only	

This is computer generated document. No signature is required.

B. Invoice

1. On **Statement of Account** page, select **Invoice** and click on **Invoice No**



IBFIM Corporate Portal

Nurazeta Abdul Hadi

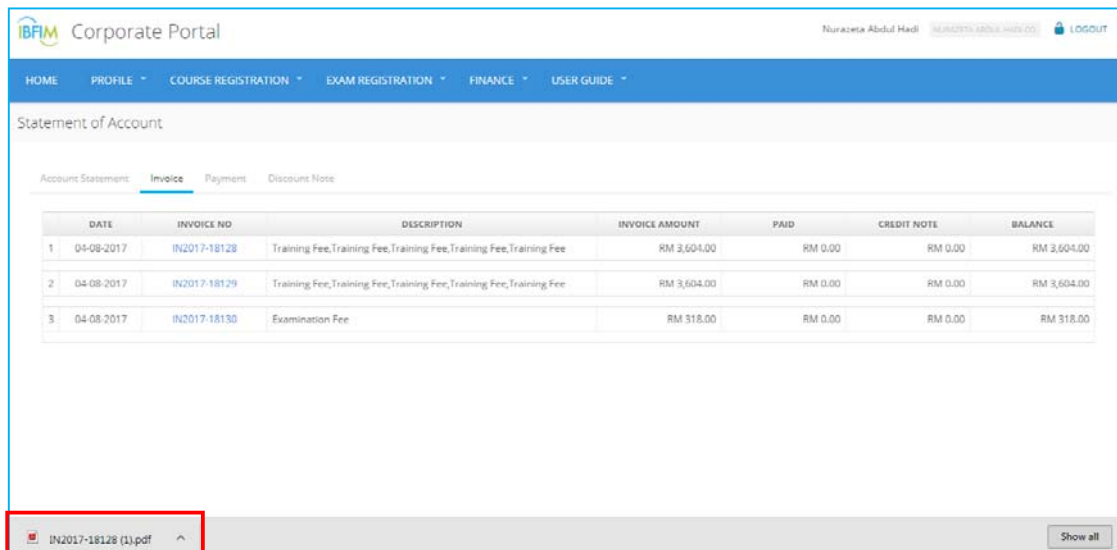
HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Statement of Account

Account Statement **Invoice** Payment Discount Note

	DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	PAID	CREDIT NOTE	BALANCE
1	04-08-2017	IN2017-18128	Training Fee, Training Fee, Training Fee, Training Fee, Training Fee	RM 3,604.00	RM 0.00	RM 0.00	RM 3,604.00
2	04-08-2017	IN2017-18129	Training Fee, Training Fee, Training Fee, Training Fee, Training Fee	RM 3,604.00	RM 0.00	RM 0.00	RM 3,604.00
3	04-08-2017	IN2017-18130	Examination Fee	RM 318.00	RM 0.00	RM 0.00	RM 318.00

2. Click the highlighted to view invoice



IBFIM Corporate Portal

Nurazeta Abdul Hadi

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Statement of Account

Account Statement **Invoice** Payment Discount Note

	DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	PAID	CREDIT NOTE	BALANCE
1	04-08-2017	IN2017-18128	Training Fee, Training Fee, Training Fee, Training Fee, Training Fee	RM 3,604.00	RM 0.00	RM 0.00	RM 3,604.00
2	04-08-2017	IN2017-18129	Training Fee, Training Fee, Training Fee, Training Fee, Training Fee	RM 3,604.00	RM 0.00	RM 0.00	RM 3,604.00
3	04-08-2017	IN2017-18130	Examination Fee	RM 318.00	RM 0.00	RM 0.00	RM 318.00

IN2017-18128 (1).pdf

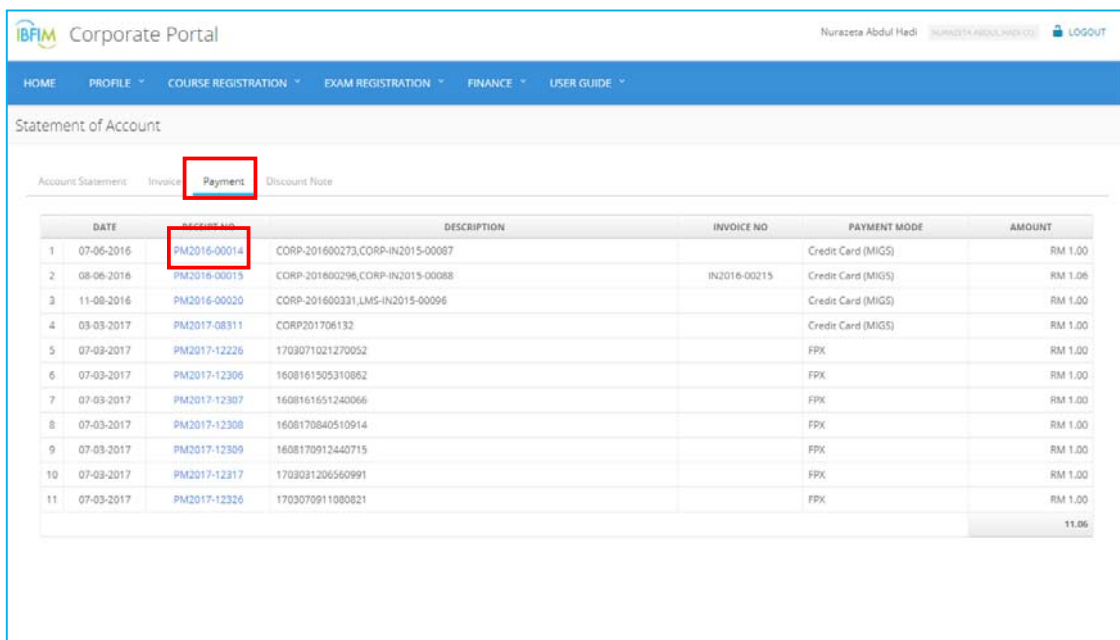
Show all

3. Invoice will be displayed as per screen below



C. Payment

1. On **Statement of Account** page, select **Payment** and click on **Receipt No**



2. Click the highlighted to view invoice

IBFIM Corporate Portal Nurazeta Abdul Hadi [NURAZETA ABDUL HADI CO.](#) [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

Statement of Account

Account Statement Invoice **Payment** Discount Note

DATE	RECEIPT NO	DESCRIPTION	INVOICE NO	PAYMENT MODE	AMOUNT
1 07-06-2016	PM2016-00014	CORP-201600273,CORP-IN2015-00087		Credit Card (MIGS)	RM 1.00
2 08-06-2016	PM2016-00015	CORP-201600296,CORP-IN2015-00088	IN2016-00215	Credit Card (MIGS)	RM 1.06
3 11-08-2016	PM2016-00020	CORP-201600331,LMS-IN2015-00096		Credit Card (MIGS)	RM 1.00
4 03-03-2017	PM2017-08311	CORP201706132		Credit Card (MIGS)	RM 1.00
5 07-03-2017	PM2017-12226	1703071021270052		FPX	RM 1.00
6 07-03-2017	PM2017-12306	1608161505310862		FPX	RM 1.00
7 07-03-2017	PM2017-12307	1608161651240056		FPX	RM 1.00
8 07-03-2017	PM2017-12308	1608170840510914		FPX	RM 1.00
9 07-03-2017	PM2017-12309	1608170912440715		FPX	RM 1.00
10 07-03-2017	PM2017-12317	1703031206560991		FPX	RM 1.00
11 07-03-2017	PM2017-12326	1703070911080821		FPX	RM 1.00

receipt29 (2).pdf receipt29 (1).pdf Show all

3. Invoice will be displayed as per screen below



IBFIM (763075-W)
3rd Floor, Menara Takaful Malaysia Jalan Sultan Sulaiman,
50000 Kuala Lumpur, MALAYSIA
Tel: +603-2031 1010 Fax: +603-2078 5250
E-mail: info@ibfim.com Website: www.ibfim.com

IBFIM
RECEIPT

GST No: 001167200256
Receipt No: PM2016-00014
Date: 07/06/2016

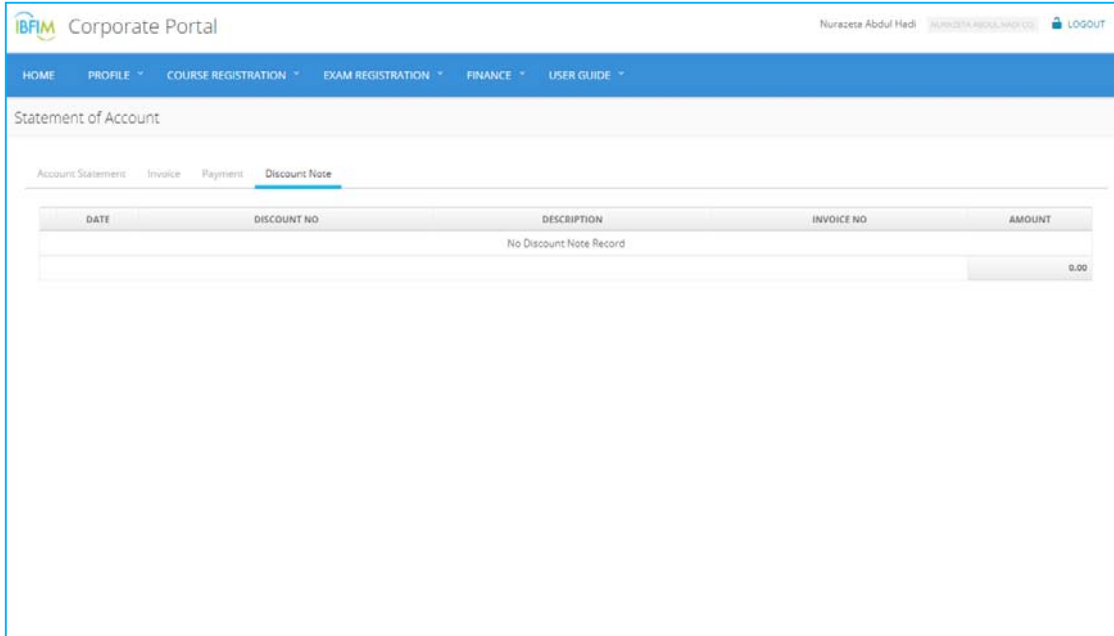
NURAZETA
ABDUL HADI
123 JALAN PETALING
43300 PETALING JAYA
MALAYSIA

PAYMENT PARTICULARS	
Being Payment For	Amount Paid
(i)	RM 1.00
One Ringgit Only	

This is computer generated document. No signature is required.

D. Discount Note

1. On **Statement of Account** page, select **Discount Note**
2. There is still no data



IBFIM Corporate Portal

Nurazete Abdul Hadi [MY ACCOUNT](#) [LOGOUT](#)

HOME PROFILE COURSE REGISTRATION EXAM REGISTRATION FINANCE USER GUIDE

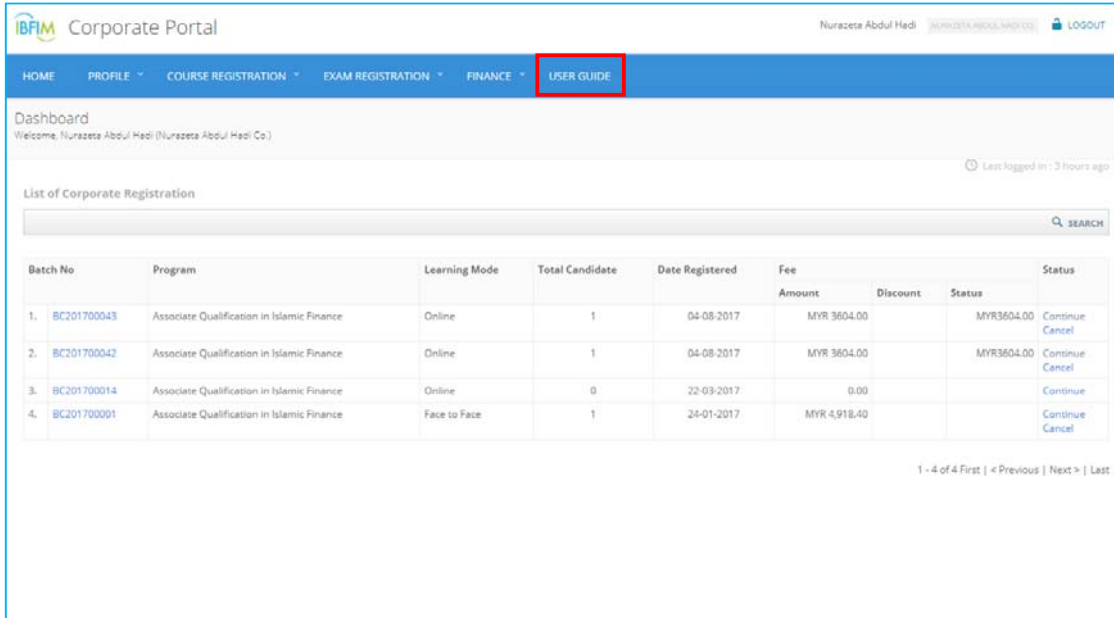
Statement of Account

Account Statements Invoice Payment **Discount Note**

DATE	DISCOUNT NO	DESCRIPTION	INVOICE NO	AMOUNT
		No Discount Note Record		0.00

8 USER GUIDE

1. Click **User Guide** menu to know how to use the system



Corporate Portal

Nurazeta Abdul Hadi | NURAZETA.ABDUL.HADI@COE | LOGOUT

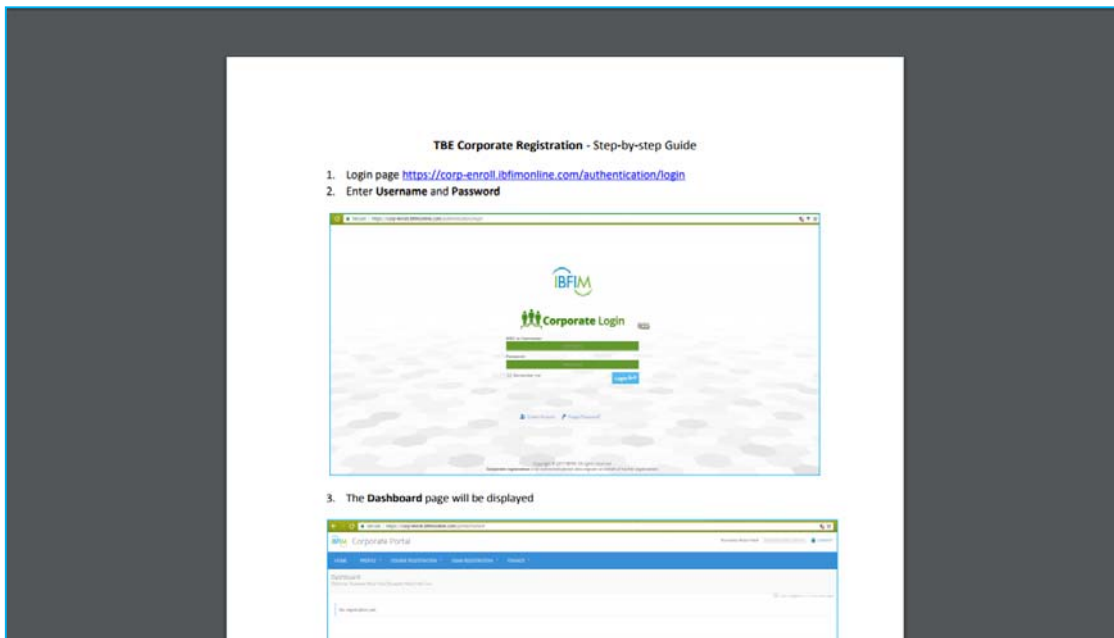
HOME | PROFILE | COURSE REGISTRATION | EXAM REGISTRATION | FINANCE | **USER GUIDE**

Dashboard
Welcome, Nurazeta Abdul Hadi (Nurazeta Abdul Hadi Co.)

List of Corporate Registration


Batch No	Program	Learning Mode	Total Candidate	Date Registered	Fee			Status
					Amount	Discount	Status	
1. BC201700043	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
2. BC201700042	Associate Qualification in Islamic Finance	Online	1	04-08-2017	MYR 3604.00		MYR3604.00	Continue Cancel
3. BC201700014	Associate Qualification in Islamic Finance	Online	0	22-03-2017	0.00			Continue Cancel
4. BC201700001	Associate Qualification in Islamic Finance	Face to Face	1	24-01-2017	MYR 4,918.40			Continue Cancel

1 - 4 of 4 First | < Previous | Next > | Last

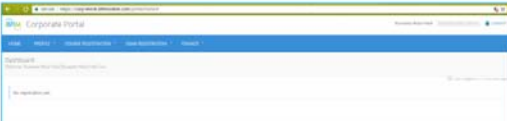


TBE Corporate Registration - Step-by-step Guide

1. Login page <https://corp-enroll.ibfimonline.com/authentication/login>
2. Enter Username and Password



3. The Dashboard page will be displayed



THANK YOU