Version 1.0





GUIDE









Terms & Conditions

Programme Changes – Please note that the topics were confirmed at the time of publishing.

IBFIM reserves the right to postpone/cancel/replace the programme due to unforeseen circumstances. (subject to change)

Cancellations and Substitutions – Cancellation are not permitted.

However, if you are unable to attend, a substitute is welcome at no extra charge.

Refund and withdrawal - 50% refund will be given for cancellation/withdrawal received in writing, one week before commencement of the programme.

However, no refund will be made for cancellation/withrawal received after the said period.

STF-i Credit – For Islamic Bank, all the programme listed can be utilise with STF-i training credit scheme.

HRDC – All the programme listed are HRDC claimable

Programme Fees – The published fees are meant for Malaysian participants and subject to 6% Sales & Service Tax [SST]

Learning Mode – The learning mode shall be face-to-face or online.

However, face-to-face learners are given the option to attend both learning modes. Fee will be charged based on the registered learning mode.



Discounts

Early bird 5% Off Upon receipt of payment **3 weeks** prior to programme date.

Group Discount

Three or more participants registered from the same organisation and same programme.

Package Deal 25% Off

Participant registering for **full** certification programme.

Student/Academician 25% Off

Student/Academician is **entitled** to 25% discount.



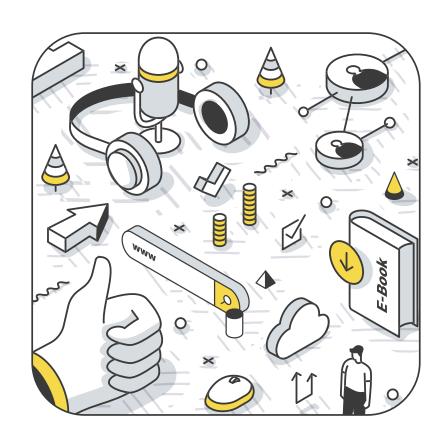






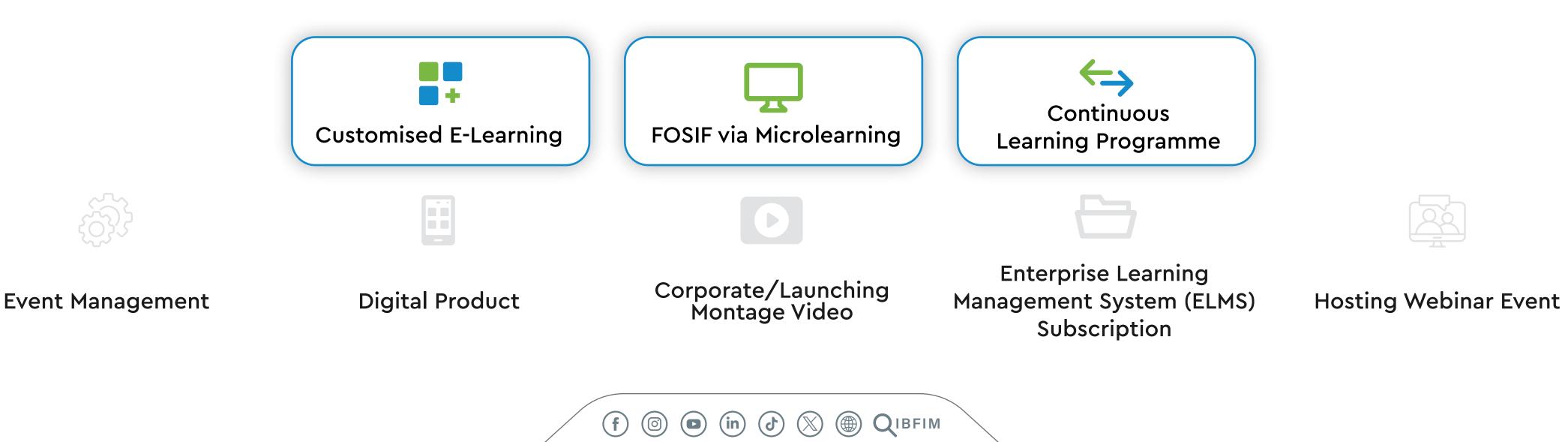
PROGRAMME

GUIDE





In today's fast-paced and challenging economy, it is essential for businesses to be resilient and competent to remain on the cutting edge. Upscaling employees with relevant skillsets is vital in ensuring that businesses stay ahead of the curve in this ever-changing market. Introducing IBFIM's Digital Learning: a bite-sized, innovative way of learning to upgrade your skills and achieve desired learning objectives with convenience and efficiency.





DIGITAL LEARNING

SERVICES









PROGRAMME GUIDE

Introduction to Islamic Deposit Products Get Started	Customised Customised E-Learning
User guide Learning Objective.	USER GUDE Continuous page arrow do the control case of a control between the started case to be a control between control busices continuous page arrow continuous page arrow continuous page arrow
Intraduction to Islamic Deposit Products Comparison Detroven Convertitional and Islamic Deposit Accounts Philesophy, Objectives and Principles of Islamic Banking Islamic banking operates within the scope of Shariah that prescribes specific patterns of economic behaviour for individuals and society as a whole. Therefore, Islamic banking is much more than just refraining an institution from charging interest and conforming to the requirements of Islamic families (PA), Islamic banking shall at all times ensure that its aims and operations, business, affairs and activities are in compliance with Shariah. The institution is to certify with any ruling of the Shariah in respect of the aims and operations, business, affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness, affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness, affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Shariah in respect of the aims and operations. Dusiness affair or activity shall be deemed to be a compliance with Sh	M Gar Userguido Learning Objectives
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<i>Aicro-learning Topic</i>	Learning Hours	Price per Topics*	Price per Package
Exchange Contracts: Sale & Lease Contract	100 mins	RM39.90	RM15.99
Introduction to Shariah & Fiqh	25 mins	RM19.90	RM15.99
Rule Making Process in Islamic Law	60 mins	RM19.90	RM15.99
 Introduction to Muamalat Contracts in Islamic Finance 	35 mins	RM19.90	RM15.99
• Partnership and other Contracts Applied in Islamic Finance	80 mins	RM19.90	RM15.99
Ethics in Islamic Finance	30 mins	RM19.90	RM15.99
Ethics in Banking: Related Policy and Guidelines	40 mins	RM19.90	RM15.99
Malaysia Legal and Regulatory Policy for Islamic Financial Institutions	80 mins	RM19.90	RM15.99
Shariah Governance	35 mins	RM19.90	RM15.99
Case Study Related to Shariah Governance	60 mins	RM19.90	RM15.99
Rule-Making Process in Modern Islamic Banking and Finance	15 mins	RM19.90	RM15.99
• Overview of Fiqh al-Muamalat al-Maliyyah	30 mins	RM19.90	RM15.99
Ethics in General	30 mins	RM19.90	RM15.99
• Akhlaq	60 mins	RM19.90	RM15.99
Scan QR code for Registration		*+ 3 Weeks Access	**Any topics for RM159.90 only! + 6 Months Access + E books + Case Study + Quizzess







IBFIM's Microlearning features fundamental level Islamic finance topics that are derived from FOSIF, which is the core module for Associate Qualification in Islamic Finance (AQIF), Certified Professional Shariah Audit (CPSA) and Islamic Professional Credit Certification (iPCC).

FOSIF module consists of Shariah theories, principles and focuses on key Shariah contracts applicable in Islamic banking practices. Hence, IBFIM's Microlearning provides the opportunity for learners to be FOSIF certified through self-learning mode.

Completion of FOSIF through IBFIM Microlearning is a prelude to IBFIM's progression pathway i.e. AQIF, CPSA and iPCC.

The present restriction movement accelerates the concept of self-learning where eligible banking institutions can upskill their workforce remotely. IBFIM's Microlearning provides the flexibility for banks' staff to learn at their own pace remotely. In addition, the Microlearning topics are suitable for all level of learners, from entry level to middle executives and above.

Programme details

Upon completing the 10 Microlearning topics, learners will be qualified automatically to register for FOSIF assessment.

Learners will receive:

- FOSIF Handbook & E-books
- FOSIF Assessment

E-Certificate of:

- Completion for Microlearning
- Achievement for FOSIF Assessment



access





Microlearning Structure and Topics

Topics: Exchange Contracts: Sale & Lease Contract

C 100 minutes learning hours

Sub-topics

- >> Unit 1: Exchange Contracts: Sale Contract (Trading of Gold and Silver)
 - Bay' Sarf
 - Bay' Dayn
 - Bay'Tawarruq
 - Bay' Bithaman Ajil
 - Bay' Murabahah
 - Bay' Tawliyah
- Bay' Wadiah • Bay' Istisna
- Bay' Salam
- Bay' Inah
- Bay' Istijrar
- >> Unit 2: Exchange Contracts: Sale (Trading of Gold and Silver)

>> Unit 3: Exchange Contracts: Lease Contract

- Ijarah
- Ijarah Muntahiyah Bi Al Tamlik
- Ijarah Mausufah fi Dhimmah
- Ijarah Thumma Bay'

Topics: Case Study Related to Shariah Governance

(c = 60 minutes learning hours)

Sub-topics

- >> Unit 1: Issues and Challenges in Implementing Shariah Governance
- >> Unit 2: Illustrations on Issue and Challenges in Implementing Shariah Governance

Topics: Partnership and other Contracts Applied in Islamic Finance

(: 80 minutes learning hours)

Sub-topics

- >> Unit 1: Partnership Contract
 - Musharakah Mudarabah
- Musharakah Mutanagisah
- Muzara'ah

Unit 2: Other Contracts

- Rahn
- Kafalah
- Wakalah
- Wadiah
- Qard

- Hawalah
- Tabarru
- Hibah
- Ibra'
- Mugasah

Topics: Ethics in Banking: Related Policy and Guidelines

Sub-topics

- >> Unit 1: Insider Trading
- >> Unit 2: Bank Negara Malaysia's Definition of Insider Trading
- >> Unit 3: Who are Involved in Insider Trading
- >> Unit 4: Why is Insider Trading is a Crime
- >> Unit 5: Consumer Protection Initiatives in Malaysia
- >> Unit 6: Objectives of Consumer Protection Initiatives
- >> Unit 7: Why is Consumer Protection Important?
- >> Unit 8: Financial Consumer Protection
- >> Unit 9: Bank Negara Malaysia's Requirements on Financial Institutions







Microlearning Structure and Topics

Topics: Rule Making Process in Islamic Law

(: 60 minutes learning hours)

Sub-topics

- >> Unit 1: Definition of *litihad*
- Unit 2: Historical Development of Ijtihad
- >> Unit 3: Schools of Islamic Legal Thought: Salient Features and Differences of Opinion
- >> Unit 4: Reasons Why Divergence of Opinion is Acceptable in Islam
- >> Unit 5: Methodology of Islamic Rule Making Process: Ijtihad
- >> Unit 6: Principles of Islamic Jurisprudence (Usul Figh)
- >> Unit 7: Sources of Shariah I
- Unit 8: Sources of Shariah II
- >> Unit 9: Definition of Islamic Legal Maxim (Qawa'id Fiqhiyyah)
- >> Unit 10: Five Main Rules of Islamic Legal Maxims
- >> Unit 11: Relationship Between Islamic Legal Maxims (Qawa'id Fighiyyah) and Islamic Jurisprudence (Usul Figh)
- >> Unit 12: Siyasah Shariyyah

Topics: Ethics in Islamic Finance

 \bigcirc 30 minutes learning hours

Sub-topics

- >> Unit 1: Implementation of Islamic Ethics (Akhlag) in Islamic Finance
- >> Unit 2: Ethics and Corporate Governance
- >> Unit 3: Bank Negara Malaysia's Shariah Governance Policy
- Unit 4: Importance of Justice in Islamic Finance

Topics: Introduction to Muamalat Contracts in Islamic Finance

C 35 minutes learning hours

Sub-topics

- >> Unit 1: Introduction to Muamalat Contracts
- Unit 2: Introduction to the Main Theories of Muamalat
- Unit 3: Theory of Ownership (Milkiyyah)
- >> Unit 4: Theory of Property (*Mal*)
- \rightarrow Unit 5: Theory of Right (Haq)
- Unit 6: Theories of Contract (Agad)
- Unit 7: Termination of Contract

Topics: Shariah Governance

C: 35 minutes learning hours

Sub-topics

- Unit 1: Overview of Shariah Governance
- >> Unit 2: BNM Shariah Governance Arrangements and Principles
- Governance
- >> Unit 4: Section II Oversight, Accountability and Responsibility Framework
- Unit 5: Section III Independence
- >> Unit 6: Section IV Competency
- Unit 7: Section V Confidentiality and Consistency

Functions



>> Unit 3: Section I – General Requirements of the Shariah

>> Unit 8: Section VI – Shariah Compliance and Research

Topics: Introduction to Shariah and Figh

C: 25 minutes learning hours

Sub-topics

- >> Unit 1: Definition of Shariah
- >> Unit 2: Basic Component of Islam
- >> Unit 3: Definition of Figh
- >> Unit 4: Relationship between Shariah and Figh
- >> Unit 5: Salient Features of Shariah
- >> Unit 6: Objectives of Magasid Shariah
- >> Unit 7: Definition of Economics and Economics Principles of Islam
- >> Unit 8: View of Islam on the Economic Problems
- >> Unit 9: Development of Islamic Banking and Finance
- >> Unit 10: Differences between Islamic and Conventional Banking
- >> Unit 11: Insight of the Shariah Aspect in the Implementation of Islamic Banking

Topics: Rule-Making Process in Modern Islamic Banking and Finance

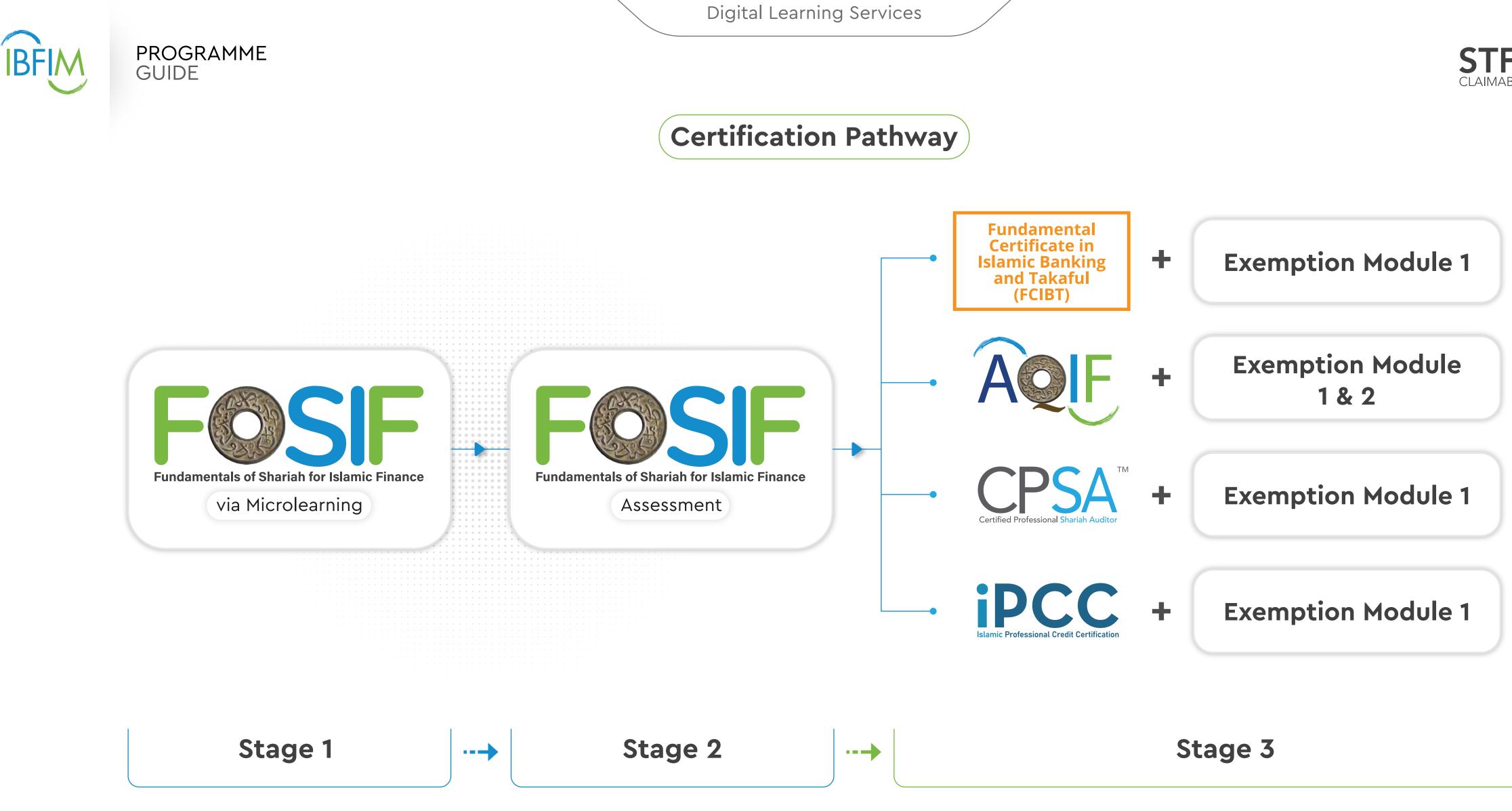
C: 15 minutes learning hours

Sub-topics

- >> Unit 1: Shariah Governance Policy in Islamic Banking and Finance in Malaysia
- >> Unit 2: Roles and Duties of Shariah Advisory Council (SAC) of BNM and SC
- >> Unit 3: Roles and Duties of Shariah Committee at Individual and Institutional Level
- >> Unit 4: Roles and Duties of Shariah Advisor at Fund Management Level
- >> Unit 5: Roles and Duties of Shariah Officer/Secretariat at Banking Level





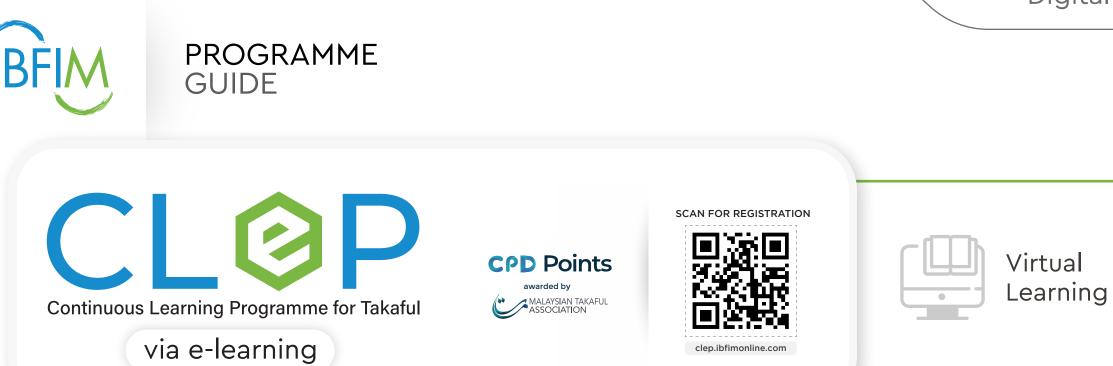












Continuous Learning Programme (CLeP) aims to promote the culture of lifelong learning. CLeP currently offers 18 e-learning topics for Takaful with all the topics being accorded with CPD points by the Malaysian Takaful Association (MTA).

The content in all 18 topics are curated to raise the professional standards, level of knowledge and competency of the Takaful practitioners via the on-demand platform. Look out for other topics in the future including banking, wealth and investment management, social finance and sustainability, among others.

Learning **Outcomes**

- └ Identify key features of takaful as well as the historical aspiration behind the existence of takaful;
- ☑ Characterise the various products and functions within the takaful operational framework; and
- Solution Discuss the roles of the regulatory and supervisory authorities in keeping the takaful industry stable and resilient.



E-learning

- TMC1: Intro
- TMC2: The
- TMC3: Ove
- TMC4: Prin Takaful Pro
- TMC5: Ger
- TMC6: Fan
- TMC7: Stru
- TMC8: Tak Framewor
- TMC9: Mar
- TMC10: Ta





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Bite-sized & Interactive



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Learn on Demand

Personalised Dashboard



Recognised CPD Programme

g Topics	CPD Point (s) 60 Minutes/1CPD		CPD Point (s) 60 Minutes/1CPD
roduction to Takaful	01	• TMC11: Customer Service for Takaful	02
e Business of Takaful	01	• TMC12: Financial Aspects of Takaful	01
verview of Takaful Industry	01	• TMC13: Understanding Takaful Funds	01
nciples and Development of oducts	01	 TMC14: Actuarial and Technical Basis in Takaful 	02
eneral Takaful Products	01	• TMC15: Underwriting for Takaful	03
mily Takaful Products	01	TMC16: Claims for Takaful	02
ucture of Takaful Operator	01	• TMC17: Retakaful	01
kaful Supervisory and Regulatory rk	01	 TMC18: Global Development and Opportunities for Takaful 	01
rketing for Takaful	01	Total CPD Points	23
akaful Distribution	01	Quizzes (10 Questions/topic)	Yes

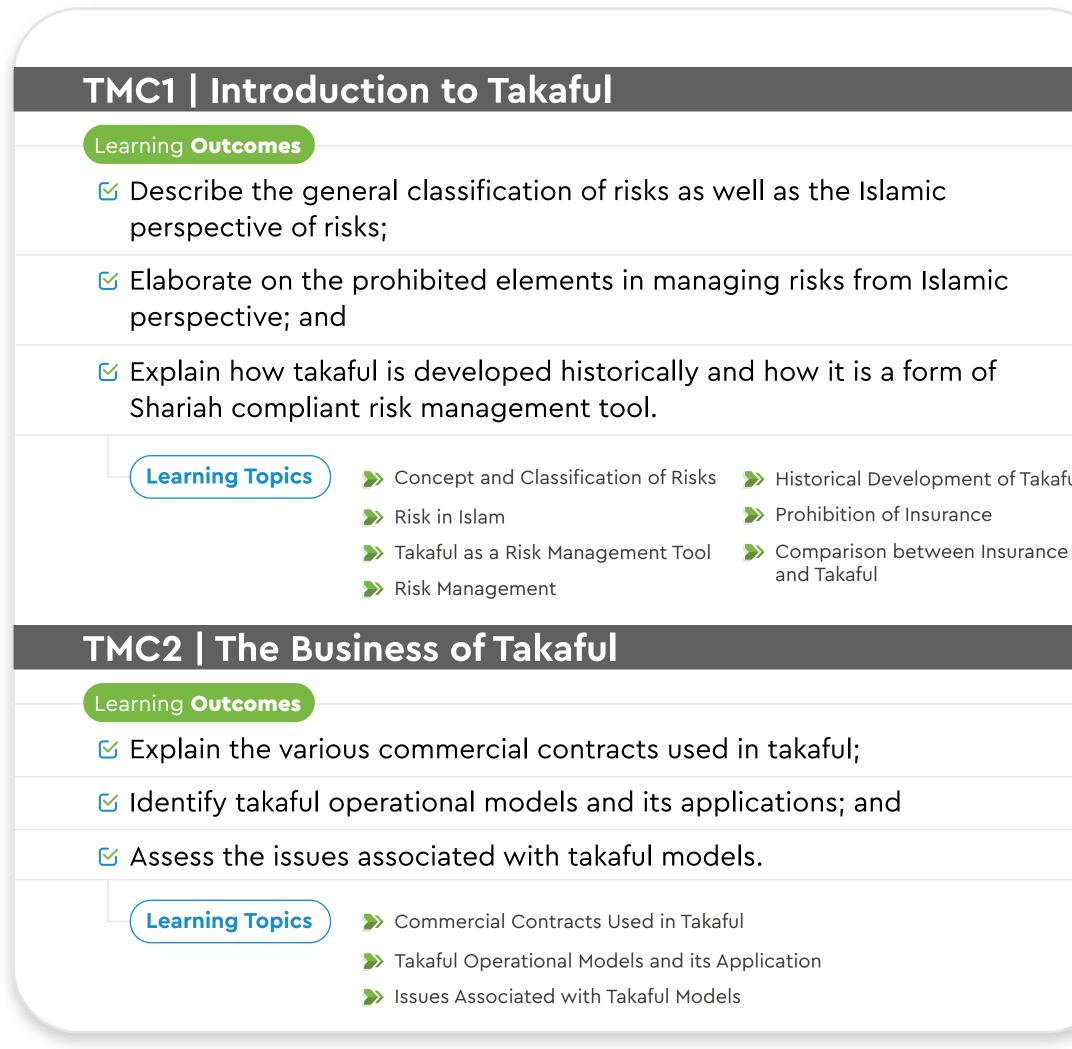






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Learning Outcomes
Understand the Takaful Operator as an organisation;
☑ Discuss the functional roles of the Takaful Operators as defined by IFSA 2013;
Comprehend the objectives of regulatory and supervisory framework in takaful business; and
Recognise the functions of the industry associations in supporting the takaful business.
 Learning Topics Takaful Company Organisation Takaful Companies as Financial Institutions Regulatory and Supervisory Framework for Takaful







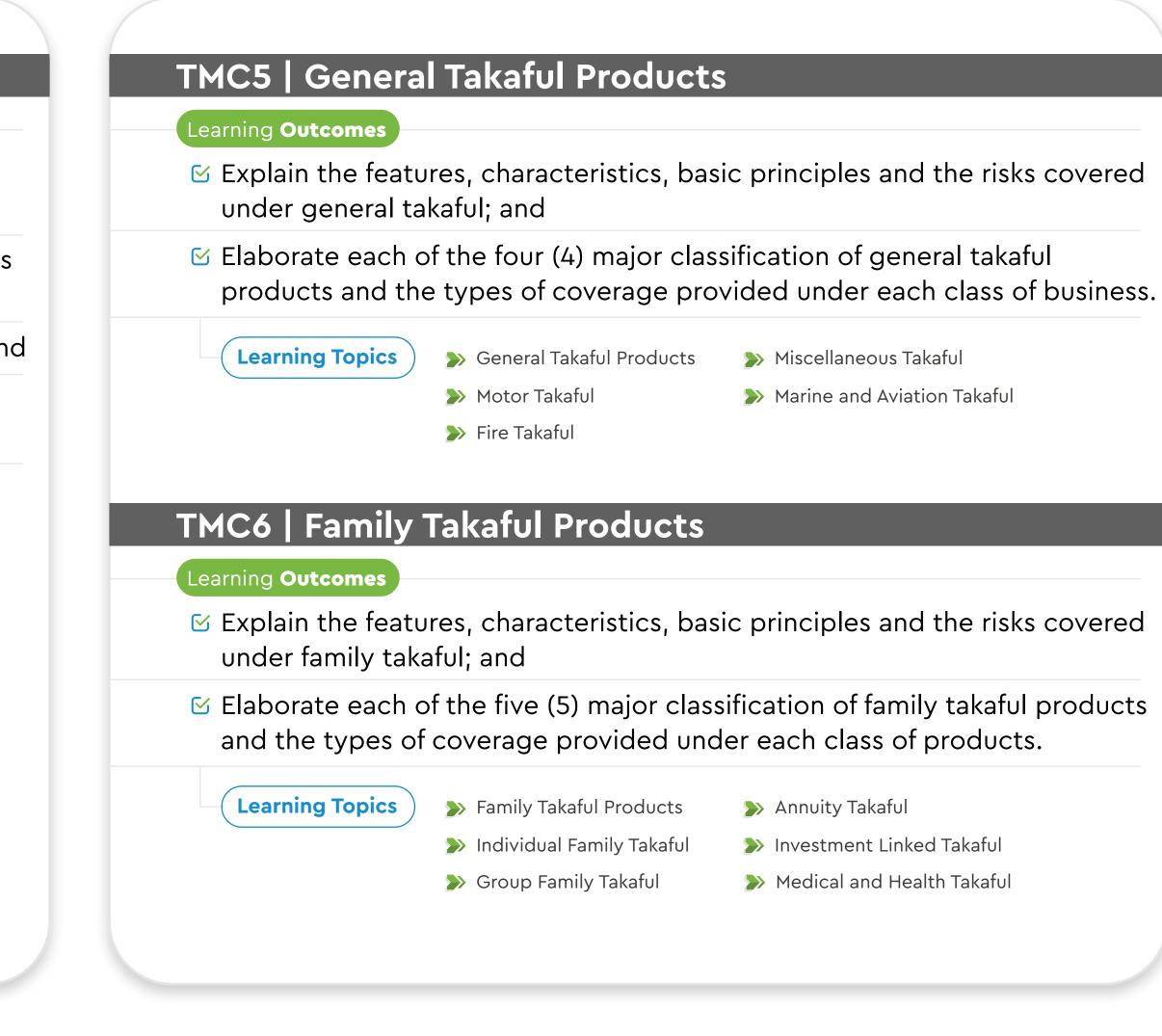
PROGRAMME

GUIDE

Learning Outcomes	
Explain the basic insurance princip	principles of takaful which are coherent with ples;
	oose, functions and roles of takaful products and server eir economic impact on individuals and businesses;
🗹 Identify distinct o	characteristics of general and family takaful product
•	ulatory and Shariah compliance requirements in eac e product development process.
Learning Topics	Insurance Principles as Applied to Takaful Products
	Characteristics of General Takaful Products
	Characteristics of Family Takaful Products
	 Product Development New Product Development Process













earning Outcomes	Learning Outcomes	
Identify core concepts, roles and key processes of marketing in the takaful industry;	✓ Describe the functions of Bank Negara Malaysia (BNM) in supervising the takaful industry;	
\leq Understand the various marketing mixes to create the right takaful	Elaborate the objectives of Islamic Financial Services Act (IFSA) 2013;	
marketing strategy;	Define the key guidelines of BNM as well as other relevant laws pertaining to the takaful industry; and	
Appreciate the various types of distribution channels used to market takaful products; and		
	Expose the Shariah Governance Framework of BNM and the key challenge faced by the industry in implementing this framework.	
Align Takaful Operator's vision and goals in the planning and designing of a customer driven marketing strategy towards maximising consumer response and enhancing competitive advantage.	Learning Topics >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
Learning Topics >>> Introduction to Marketing	 Islamic Financial Services Act (IFSA) 2013 BNM Guidelines 	
 Marketing Concepts 	Other Relevant Laws	
Marketing Key Process	>>> Shariah Governance	
Marketing Mix Marketing of Takaful Products		
Marketing Planning		









TMC9 | Marketing for Takaful

Learning **Outcomes**

- ☑ Identify core concepts, roles and key processes of marketing in the taka industry;
- ☑ Understand the various marketing mixes to create the right takaful marketing strategy;
- $\$ Appreciate the various types of distribution channels used to market takaful products; and
- ☑ Align Takaful Operator's vision and goals in the planning and designing c a customer driven marketing strategy towards maximising consumer response and enhancing competitive advantage.





Learning Outcomes	
	played by distribution channels in the takaful
•	teristics between different takaful distribution okers, t, financial advisers, direct siness; and
Identify strategic fit k should be distributed	between takaful products and the methods they d.
Learning Topics	ntroduction to Takaful Distribution
	Agency System
	Takaful broking
>> E	Bancatakaful
	-inancial Advisers
>> [Direct Marketing
>> E	E-Business/Internet System
	Achieving Strategic Fit Between Product and Distribution



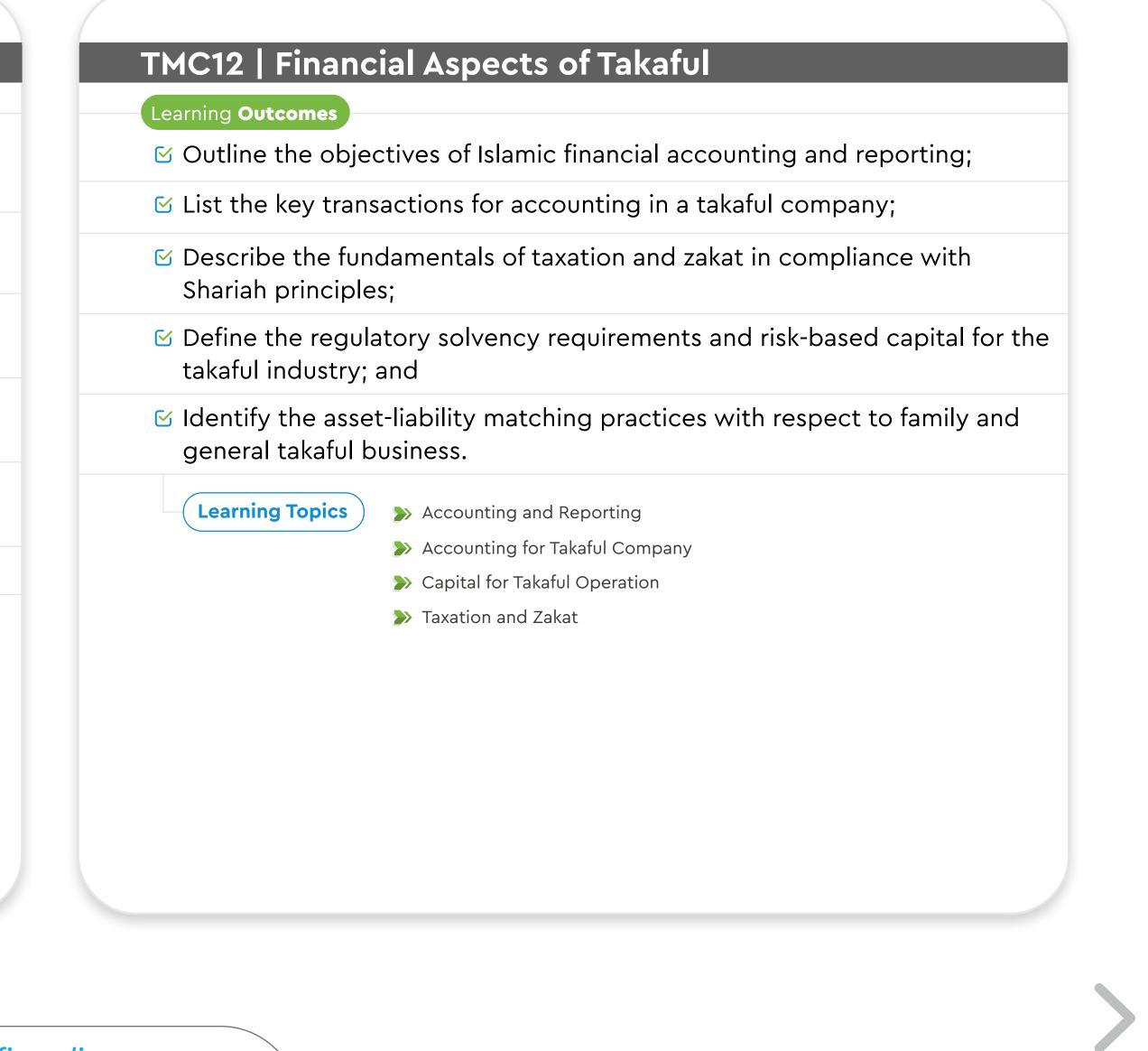




Learning Outcomes	
Familiarise with takaful company	the organisational structure of customer service of a /;
-	ng, positions, responsibilities, skills and level of auth omer services to ensure efficiency of takaful busines
Elaborate the ke service;	ey qualities required in delivering effective customer
•	natic customers effectively to resolve misunderstand miscommunications;
Determine the v Takaful Operato	arious conservation methods to retain customers of r; and
	·
🗹 Discuss various	measures to gauge customer service performance.
Discuss variousLearning Topics	 Measures to gauge customer service performance. >> Organisational Structure of Customer Service
	>> Organisational Structure of Customer Service
	 Organisational Structure of Customer Service Creating a Customer Service Department
	 >> Organisational Structure of Customer Service >> Creating a Customer Service Department >> Effective Customer Service











TMC13 | Understanding Takaful Funds

Learning **Outcomes**

- ✓ Clarify the regulatory requirements for management of takaful fund;
- Classify the takaful fund into shareholders', family takaful and general takaful funds;
- ☑ Define investment policies and strategies of takaful fund;
- Sensure the investment activities are in compliance with Shariah principles
- ☑ Interpret the meaning of asset allocation in investment of takaful fund; ar
- Section Explain the importance of matching investments to takaful risks and exposures in asset-liability matching process.

Learning Topics

- >>> Regulatory Requirements
- >> Classification of Takaful Funds
- >> Strategies and Investment Policies



Learning Outcomes
Understand basic actuarial and technical concepts in takaful;
Recognise the concept of product pricing in relation to takaful benefit for family and general takaful;
Emphasise the importance and the need of reserving for family and general takaful; and
Define the concept of surplus and the regulatory and supervisory requirements in determining and sharing of surplus.
 Learning Topics Introduction to Actuarial and Technical Basis in Takaful Basis of Takaful Product Pricing Product Pricing in Family and General Takaful Reserving for Family and General Takaful Surplus Determination and Distribution







TMC15 | Underwriting for Takaful

Learning **Outcomes**

Learning Topics

- ☑ Understand the roles and functions of underwriting in takaful business;
- ☑ Define the fundamental purpose and objectives of the underwriting policy and underwriting guidelines;
- Selaborate on the underwriting process for family takaful and general takaful;
- ☑ Establish control mechanisms for underwriting;
- Emphasise the importance of company inter-departmental relationship in underwriting process; and
- $\$ Determine the regulatory requirements for underwriting in takaful.



- >> Underwriting Process
- >> Family Takaful Underwriting Practices
- General Takaful Underwriting Practices
- >> Control Mechanisms for Underwriting
- >> Regulatory Requirements for Underwriting



Understand tak	aful claims and application of takaful principles in c
practices;	
	st practices of standard operating procedures (SOF preement (SLA) in relation to claims;
🗹 Describe the in	nportance and purpose of claims reserving and pro
Explain the function investigation; a	ctions of third party service providers in claims nd
🗹 Identify the cha	annels available for dispute resolution.
Learning Topics	Introduction to Claims
	Application of Takaful Principles in Claims Process
	Standard Operating Procedures (SOP) for Claims
	Claims Documentation and Investigation
	Claims Reserving and Provision
	Claims Rejection
	Roles of Third Party Service Providers
	Dispute Resolution in Takaful











Learning **Outcomes**

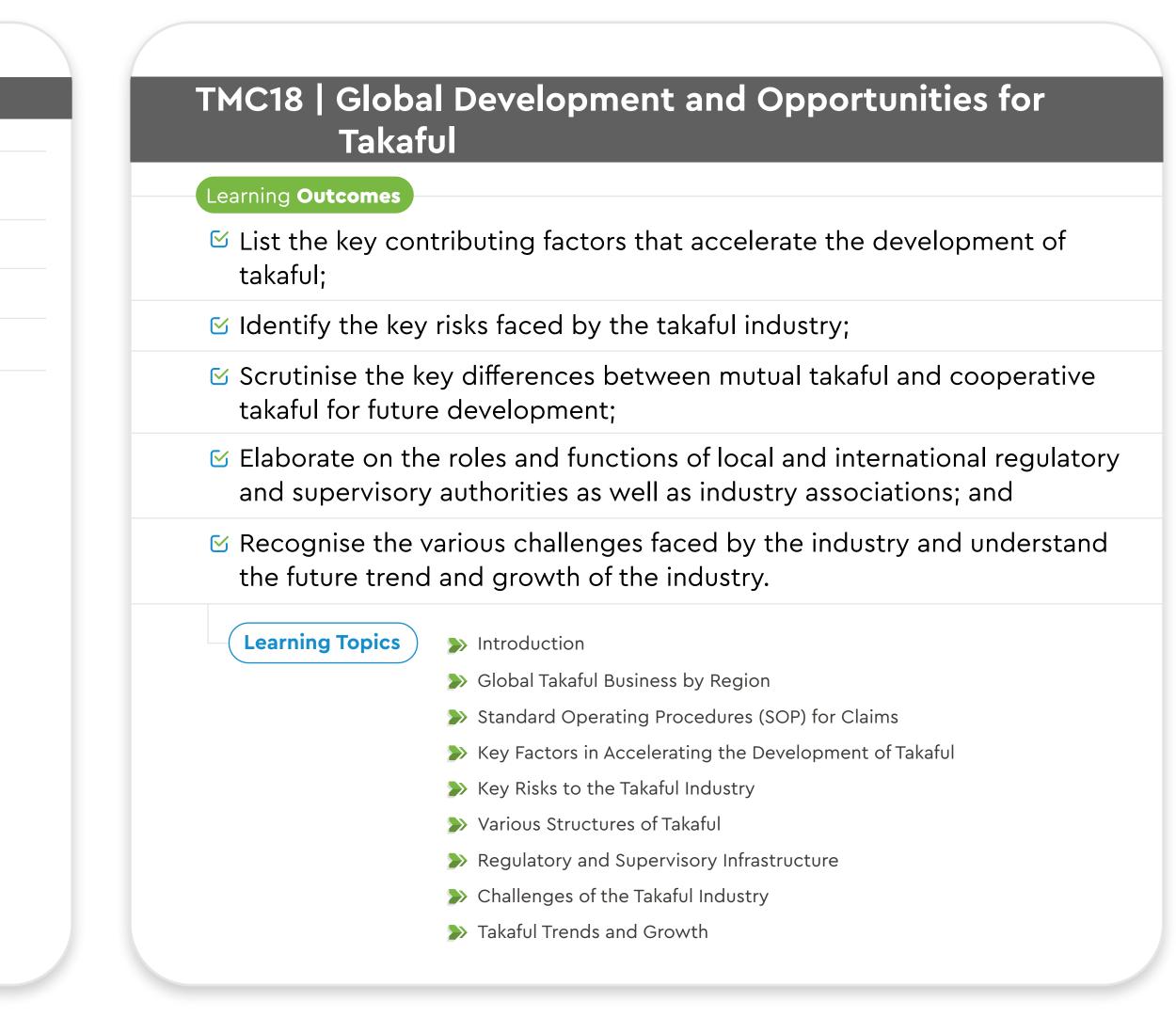
- ☑ Appreciate the legal and Shariah aspects of retakaful;
- $\mathbf{\underline{\mathbf{V}}}$ Understand the various types of retakaful models;
- ☑ Comprehend the needs for retakaful in a takaful business; and
- $\mathbf{\underline{C}}$ Describe the various types of retakaful arrangement in the industry.



>>> History, Philosophy and Concepts of Retakaful

- >> Legal and Shariah Aspects of Retakaful
- >> Retakaful Operational Model
- >> Differences Between Retakaful and Reinsurance
- Types of Retakaful
- >> Needs for Retakaful







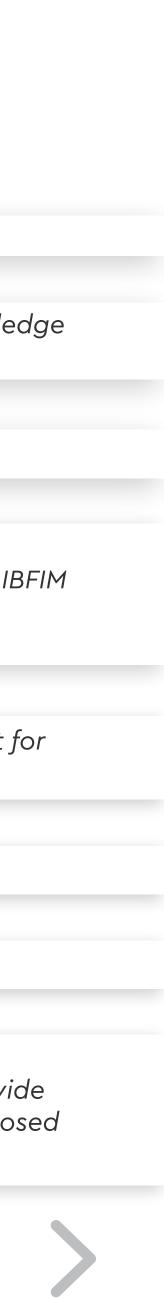




Abbreviation	Description
Advanced	Programmes focusing on strategic and expert knowledge in Islamic finance
Advanced Standing Status	Recognition or credit awarded based on the prior learning assessment made on the applicant's credentials.
AQIF	Associate Qualification in Islamic Finance
CPSA	Certified Professional Shariah Auditor
CQIF	Certified Qualification in Islamic Finance
EAU	Examination and Assessment Unit; A unit in charge of processing and reviewing RPL application received from Learner.
ERC	Examination Result Committee; An internal Committee in charge of providing endorsement over examination results for IBFIM programme and the Committee in charge of reviewing appeal on RPL application.
FCIB	Fundamental Certificate in Islamic Banking
FCIBT	Fundamental Certificate in Islamic Banking and Takaful
FCIT	Fundamental Certificate in Takaful
Final Examination	Examination conducted and required to be passed at every module or at the end of the Programme as part of the requirement to receive certification of a Programme
Fundamental	Programmes covering a wide range of foundational knowledge in Islamic finance

Abbreviation Description

	iBCP	Islamic Business Credit Professional
	IFP®	Islamic Financial Planner™
	Intermediate	Programmes focusing on specialised and more focused knowled in Islamic finance
	ILM	Islamic Legacy Management (Pengurusan Pewarisan Islam)
	iPCC	Islamic Professional Credit Certification
	IQIF	Intermediate Qualification in Islamic Finance
	IQS	IBFIM Qualification Standard; An integrated system of qualification standard developed for IB based on the concepts and principles adopted by various accreditation and professional qualification standard bodies.
Ē	iRCP	Islamic Retail Credit Professional
	Learner	Individuals who registered to attend tutorial session and to sit for Final Examination in order to receive IBFIM certification.
	Module/Modular	A single unit out of a Programme.
	Programme	IBFIM Certification Programme.
	RPCL	Recognition of Prior Certificated Learning.
	RPEL	Recognition of Prior Experiential Learning.
	RPL	Recognition of Prior Learning.
	Submission Portfolio	Submitted academic or professional certificates, supporting documents and any other related documents which shall provid weight onto the RPL application. Refer to Appendix 2 for propos list of items to be included as Submission Portfolio.





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• Partnership

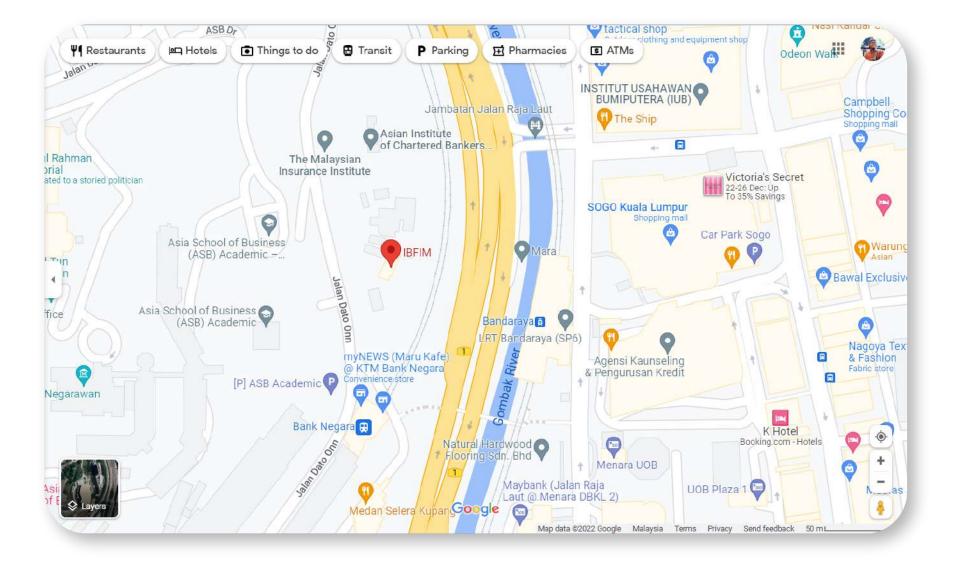
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