



CAPITAL MARKET PARTICIPANTS REGISTRY SYSTEM (CMPRS) USER GUIDE

COMPANY REPRESENTATIVE COPY

USER INTERFACE

ACTOR/USER	URL
Company Representative and Public	http://cmprs.sec.gov.ph/

ASSUMPTIONS/CONDITIONS

1. All fields marked with Asterisk (*) are Required Fields
2. The system displays Information Message, Confirmation Message and Error Message for every action, whichever is applicable.
3. This guide focuses on the following processes for CRMD-LU and Company Representative

PROCESS	ACTOR/USER
1. User Account Request and Approval	
1.0 Request for An Account	Company Representative
1.1 Process Account Request	Licensing Clerk (CRMD)
1.2 Activate Approved Account	Company Representative
2. Logging In	
3. New Registration of Capital Market Professional Application, Evaluation and Approval	
3.0 Application for New Registration	Company Representative
3.1 Evaluate Application	Licensing Specialist (CRMD)
3.2 Comply Deficiency/ies, if any	Company Representative
3.3 Check Compliance	Licensing Specialist (CRMD)

PROCESS	ACTOR/USER
3.4 Calculate Fees and Send PAF Details	Licensing Specialist (CRMD)
3.5 Pay Fees and Upload Payment Details	Company Representative
3.6 Approve Application and Print Certificate	Licensing Specialist (CRMD)
3.7 Go to SEC Office to: a. Submit Original Copies of documents requirements b. Claim signed Certificate of Registration	Company Representative
4. Payment of Annual Fees Application, Evaluation and Approval	
4.0 Application for Annual Payment of Fees	Company Representative
4.1 Evaluate Application	Licensing Specialist (CRMD)
4.2 Comply Deficiency/ies, if any	Company Representative
4.3 Check Compliance	Licensing Specialist (CRMD)
4.4 Calculate Fees and Send PAF Details	Licensing Specialist (CRMD)
4.5 Pay Fees and Upload Payment Details	Company Representative
4.6 Approve Application and Print Confirmation of Payment (COP) of Annual Fees	Licensing Specialist (CRMD)
4.7 Go to SEC Head Office to: a. Submit Original Copies of documents requirements b. Claim signed Confirmation of Payment of Annual Fees	Company Representative