



CAPITAL MARKET PARTICIPANTS REGISTRY SYSTEM (CMPRS) USER GUIDE

ACTOR/USER: COMPANY REPRESENTATIVE

STEP 1.0

Request for User Account

General Step

1. Open Web browser preferably Mozilla Firefox
2. Enter <http://cmprs.sec.gov.ph/>
The homepage will be displayed
3. Click “Request for an Account” link
Account Request page will show next

STEP 1: Search Company Name or SEC Registration Number

- a. Key Input Company Name or SEC Registration Number of the company to represent
A keyword may be accepted
- b. Click “Search” button or “Enter” key from the keyboard
Search result will be displayed
- c. Click/Tick the checkbox beside the Company name to select the company

STEP 2: Company Representative Profile

- a. Enter company representative profile
 1. Firstname,
 2. Lastname
 3. Email
 4. Confirm email
- b. Upload the following filled up forms:
 - CMPRS Form 1 - Undertaking
 - CMPRS Form 2 - Secretary’s Certificate

- CMPRS Form 3 - User Designation Form

Note: These forms are available at:

<http://www.sec.gov.ph/forms-and-fees/capital-market-professionals/>

<http://www.sec.gov.ph/forms-and-fees/secondary-license/>

- c. Enter the code to “Verify Code” field as security check

STEP 3: Terms and Conditions

- a. Click/Tick the checkbox beside “I accept the Terms and Conditions”
- b. Click “Submit” button
For successful account request, the system will display this message “Account Request Submitted Successfully!”
- c. Click “Close page” button
User will be redirected to the main/home page.
You may login to your email to check email message from the system that your account request has submitted successfully.