



## CAPITAL MARKET PARTICIPANTS REGISTRY SYSTEM (CMPRS) USER GUIDE

**ACTOR/USER: COMPANY REPRESENTATIVE**

**STEP  
4.5**

- Pay Fees
- Upload Payment Details

### Process : Pay Fees and Upload Payment Details

- Click “My Applications ( )” or “Notification” link  
All application (Pending, In-Process, Approved,) will be displayed.
- Click “Payment Details” button  
Payment Details page will display next
- Under Payment Application Form, click “Open” icon to view “Payment Assessment Form”  
Scanned copy of Payment Assessment Form will open where amount due for payment is indicated.
- Pay the assessed/filing fee over-the-counter to selected Land bank branches or at SEC-PICC Cashier office
- Once payment has been made, provide information for the following under the “Payment Details” section:

OR Amount*
OR No. *
OR Date *

- Upload scanned copy of proof of payment by clicking the “Upload File” button  
The following must be presented to SEC CRMD-LU for validation: (1) Validated Payment Assessment Form, Proof of Payment (e.g. OR, Deposit Slip) and 3. Hard/physical copy of Documentary Requirements.
- Click “Notify Specialist” button  
A “Confirm Action” page will show next.
- Enter note/remarks to notify Specialist for the payment made

e. Click “Confirm” button

A notification will be sent to Specialist regarding the payments details.