

## WHAT IS CMPRS?

Capital Market Participants Registry System (CMPRS) is a web-enabled system designed to

- Manage online submission of applications;
- Manage online evaluation/processing of applications of Capital Market Participants;
- Automatic generation of Certificate of Registration (CR) and Confirmation of Payment (COP) of Annual Fees;
- Facilitate tagging/clearing of infractions as results of monitoring activities; and
- Real-time searching of registered Capital Market Participants.

### CAPITAL MARKET PARTICIPANTS REGISTRY SYSTEM

<http://cmprs.sec.gov.ph/>



The Securities and Exchange Commission (SEC) is announcing the availability of the online Capital Market Participants Registry System (CMPRS).



## REQUEST FOR ACCOUNT

*(One Time Request)*

- Step 1** – Open Web browser.  
Preferably Mozilla Firefox
- Step 2** – Log in to URL: <http://cmprs.sec.gov.ph>
- Step 3** – Click “Request for an Account” link
- Step 4** – Fill out necessary data
- Step 5** – Wait for the account to be approved
- Step 6** – Check email notification
- Step 7** – Click activation link

## LOGGING IN

- Step 1** – Open Web browser.  
Preferably Mozilla Firefox
- Step 2** – Log in to URL: <http://cmprs.sec.gov.ph>
- Step 3** – Click “Company User Log in” link
- Step 4** – Enter username and password
- Step 5** – Click “Sign in” button

Note: Default password is provided in the email notification

## APPLICATION

*For Registration of Professionals*

- Step 1** – Click “Register Capital Market Professional” image/link.
- Step 2** – Fill out necessary data.
- Step 3** – Add Professional.
- Step 4** – Add Type of License/s applying for.
- Step 5** – Upload basic requirements.
- Step 6** – Submit application.
- Step 7** – Comply deficiency, if any
- Step 8** – Check e-mail notification.
- Step 9** – Pay Fees thru SEC Head Office  
Cashier or Landbank (over-the-counter).
- Step 10** – Enter Payment Details and upload proof of payment.
- Step 11** – Go to SEC Head Office to submit original copies of documents and claim Certificate of Registration.

## APPLICATION

*For Payment of Annual Fees*

- Step 1** – Click “Annual Payment Application” image/link.
- Step 2** – Fill out necessary data .
- Step 3** – Upload basic requirements.
- Step 4** – Submit application.
- Step 5** – Comply deficiency, if any.
- Step 6** – Check e-mail notification.
- Step 7** – Pay Fees thru SEC Head Office  
Cashier or Landbank (over-the-counter).
- Step 8** – Enter Payment Details and upload proof of payment.
- Step 9** – Go to SEC Head Office to submit original copies of documents and claim Confirmation of Payment of Annual Fees.