



CAPITAL MARKET PARTICIPANTS REGISTRY SYSTEM (CMPRS) USER GUIDE

ACTOR/USER: COMPANY REPRESENTATIVE

**STEP
3.0**

Application for New Registration of Capital Market Professional

Process 1: Create Application

- a. Click “Register Capital Market Professional” image/link
Company Representative will be directed to the Terms and Conditions
- b. Click “Accept” button
- c. Company Representative will be directed to “Application for Registration of Capital Market Professionals” page
- d. Click “Add Professional” button
- e. At the “Personal details” tab.

SCENARIO 1:

For First Time Registrant and **HAS NO** Existing Capital Market License
Application Type

- f.1. Select First Time Registrant in the “Application Type”.
- f.2. Another selection will appear. On “Has Existing Capital Market License” select “No”.
- f.3. Provide information for the following required fields:

Lastname *	Address *
Firstname *	Region *
Middlename	Province *
TIN *	City/Municipality *
Nationality *	

- f.4. Click “Save” button
Company Representative will be directed to the “License and Requirements” tab.

SCENARIO 2:

For First Time Registrant and HAS AN EXISTING Capital Market License Application Type

- g.1. Select First Time Registrant in the “Application Type”.
- g.2. Another selection will appear. On “Has Existing Capital Market License” select “Yes”.
- g.3. Provide information for “Certificate Number”.
- g.4. Click “Search” button.
The system will search for the Certificate Number.
- g.5. Click “Ok” button for record found
The system will display basic information of the CMP on the grid.
- g.6. Update information for the address, if necessary and then click “Update” button
Company Representative will be directed to the “License and Requirements” tab.

SCENARIO 3:

For Transferee/Change in Employer

- h.1. Select Transferee/Change in Employer in the “Application Type”.
- h.2. Provide information for “Certificate Number”.
- h.3. Click “Search” button.
The system will search for the Certificate Number.
- h.4. Click “Ok” button for record found
The system will display basic information of the CMP on the grid.
- h.5. Update information for the address, if necessary and then click “Update” button
Company Representative will be directed to the “License and Requirements” tab.

SCENARIO 4:

For Returnee

- i.1. Select Returnee in the “Application Type”.
- i.2. Provide information for “Certificate Number”.
- i.3. Click “Search” button.
The system will search for the Certificate Number.

- i.4. Click “Ok” button for record found

The system will display basic information of the CMP on the grid.

- i.5. Update information for the address, if necessary and then click “Update” button

Company Representative will be directed to the “License and Requirements” tab

Process 2: Add Type of License/s Applying for

- j. Click “Add” button for License/s applying for.

Add license screen will be displayed

- k. Select license type.

- l.1. In the “With Undertaking”, select whether “No” or “Yes”

- l.2. If “No” is selected, please provide Date of Exam

- m. Click “Save” button.

Process 3: Uploading of Basic Requirements

Listed in the grid are the requirements with the following header information:

No., Filename, Remarks, Required, Uploaded, View Attachment, Delete Attachment





Please take note of the “Required” column. If requirement has a “Yes” value, this means requirement is required to submit. Initially the “Uploaded” column has **X** image, meaning there is no document uploaded yet. The system only accepts document in .pdf format. Uploading of requirements is done one at a time.

- n. Click “Requirement” dropdown and select the form name to be uploaded

- o. Click “Browse” button to locate the file

Once selected, the filename of the file is displayed beside the “Browse” button

- p. Click “Upload File” button

“Uploaded” column will change from **X** to  icon after file has successfully uploaded   with  button beside it, functions of these button is to Preview or Delete the uploaded file. The same process has to be done in uploading other documents.

- q. Click “Save and Close” button.

The system directs you to “Application for Registration of Capital Market Professional” main page. Inside the table/grid contains the list/name of applicant.

- r. **Finally, click “Submit Application” button**
A confirmation page will display
- s. **Click “Yes” button to submit New Registration application**
The system will redirect you to “My Application” page. The “Open” button may be clicked to open and view details of application.