



LETTER CIRCULAR
NO. 2017- 01

Date : 12 May 2017
To : SUBMITTING ENTITIES
Re : REMINDER for MONTHLY SUBMISSIONS


This is to serve as an official reminder to the Credit Information Corporation's **Submitting Entities** of the following matters involving monthly submission of credit data:

1. Submission of regular contribution files must be made regularly on a monthly basis, on or before the 5th working day of the following month;
2. All credit data/record of all borrower's in the SE's database must be submitted, regardless of the completeness of the fields as contained in the borrower's record; and
3. Submissions must comply with the formats and manner as prescribed by the CIC. The SE must ensure that data submitted are of good quality. No default values must be submitted especially for the ID Number (TIN/SSS/GSIS) and Contact Number.

Additionally, the transmittal forms that are required to be submitted must contain the accurate number of subjects and number of contracts. This must be forwarded to prodtransmittal@creditinfo.gov.ph subsequently when the SE's production data for the month was sent.

In submitting an update or correction file of the SE's existing records to the CIC's database, such must be coordinated with the CIS Support Team via cis-support@creditinfo.gov.ph to ensure that said correction file will be processed ahead of the regular submission file.

For guidance and compliance.


JAIME CASTO JOSE P. GARCIA LORENA
President and CEO

