

## OFFICE OF THE PRESIDENT (OP)

### 1. Registration as a Submitting Entity (SE)

A Submitting Entity (SE) refers to any entity that provides credit facilities such as, but not limited to, banks, quasi-banks, trust entities, investment houses, financing companies, cooperatives, nongovernmental, micro-financing organizations, credit card companies, insurance companies and government lending institutions.<sup>1</sup> Pursuant to Section 4(a) of Republic Act No. 9510, all SEs that provide credit facilities are required to submit basic credit data and updates thereon on a regular basis to the Corporation, and are mandated to register and submit all of their borrowers' basic credit data in their possession to the CIC, regardless of the volume of the said data, the size, or capacity of the SE. CIC Circular No. 04, series of 2023 sets forth the implementing guidelines for the compliance of all SEs under CISA.

As a prerequisite before any SE is allowed to submit their borrowers' basic credit data to CIC, the SE must first register to the CIC. This registration process is the first stage of the Initial Compliance or Onboarding of SEs, towards becoming a Submitting Entity in production.<sup>2</sup> The Registration stage is deemed complete once the access credentials to the Covered Entity (CE) portal and batch operators' credentials have been issued to the SE by the corporation.

<b>Office or Division:</b>	Office of the President - Legal (Data Submission Team)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	<p><b>Submitting Entities</b>, as enumerated under Republic Act No. 9510 otherwise known as the Credit Information System Act (CISA) such as, but not limited to, the following<sup>3</sup>:</p> <ol style="list-style-type: none"> <li>Universal, commercial and thrift banks, including their trust departments, rural banks and entities with quasi-banking license issued by the BSP, including their subsidiaries and/or affiliates that are engaged in the business of providing credit;</li> <li>Life insurance companies, mutual benefit associations and other similar entities supervised by the Insurance Commission;</li> <li>Credit card companies;</li> <li>Financing companies;</li> <li>Trust entities;</li> <li>Investment houses with quasi-banking license;</li> <li>Non-governmental organizations engaged in the microfinancing business;</li> <li>Government lending institutions, both Government Financial Institutions (GFIs) and Government-owned and controlled corporations (GOCCs) engaged primarily in lending;</li> </ol>

<sup>1</sup> Section 3(q) of Republic Act No. 9510.

<sup>2</sup> Submitting Entities in Production (SEPs) are institutions submitting live or actual basic credit data of borrowers to the CIC database.

<sup>3</sup> Rule 4.1 of the Implementing Rules and Regulations of Republic Act No. 9510 otherwise known as the Credit Information System Act (CISA).

	<ul style="list-style-type: none"> <li>i. Cooperatives engaged in lending activities such as credit cooperatives or financial services cooperatives; and</li> <li>j. Such other entities that may be considered eligible as submitting entities by the Corporation from time to time.</li> </ul>
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Registration (1 Digital Copy)	Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA)
2. Articles of Incorporation (SEC) or Articles of Cooperation (CDA), <i>whichever is applicable</i> (1 Digital Copy)	Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA)
<b>For step #3 onwards:</b>	
3. Signed Secretary’s Certificate (Annex A) (1 Signed Digital Copy)	To be generated in the CIC Covered Entity (CE) portal. Once generated, it must be signed by the SE’s Authorized Representative.
4. Signed Submitting Entity Information Sheet (Annex B) (1 Signed Digital Copy)	To be generated in the CIC Covered Entity (CE) portal. Once generated, it must be signed by the SE’s Authorized Representative.
5. Any additional and relevant documents, <i>as may be required by the CIC for further validation of identification of the registering SE (1 Digital Copy)</i>	Registering Submitting Entity

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The SE’s Authorized Representative or Primary Contact Person shall submit the registration requirements to the Data Submission Team at <b>datasubmission@creditinfo.gov.ph</b>  Note: For previously registered SEs, proceed to the next step.	1.1. Acknowledge the receipt of the SE’s email and sent attachments	None	4 Hours	Attorney V, Office of the President
	1.2. Evaluate the submitted documents	None	5 Hours	Attorney V, Office of the President
	1.3. Once verified and thereafter found that the entity is eligible to be an SE of CIC, an email containing the link to the Online Submitting	None	4 Hours	Attorney V, Office of the President

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Entity Information Sheet (SEIS) will be sent to the SE's Authorized Representative			
2. Upon receipt of the link provided in the email sent by the CIC, shall accomplish the Online SEIS.	2. The system shall generate the accomplished SEIS form and the Secretary's Certificate template, which will be sent via email to the Authorized Representative for signature	None	1 Hour	System-generated email
3. Download the documents sent by CIC via email, and submit the signed documents (PDF copy) to the Data Submission Team at <b>datasubmission@creditinfo.gov.ph</b> .	3.1. Receive and validate the signed documents	None	3 Days	Attorney V, Office of the President
	3.2. Upon successful validation, the system will generate the SE's Covered Entity (CE) portal login credentials which includes the Provider Code assigned by the system to the SE. These will be sent via email to the SE's Authorized Representative's registered email address	None	1 Hour	System-generated and automated email
4. The SE shall encode its designated batch operator(s) in the CE Portal. A batch operator is the designated person to submit data to the CIC.	4. Generate the batch operator credentials and send these to the SE	None	5 Days	System-generated and automated email

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Once the SE has received the Production confirmation, the SE must encode the batch operator for Production, Static IP address, Dispute Resolution Contact Person, and Certification on the Total Number of Loan Accounts in the CE portal.	5.1. Receive and validate Static IP address and whitelist Static IP address in CIC's firewall	None	4 Hours	Department Manager III, TSD-CIMSG
	5.2. The system will generate a Dispute Resolution Contact Person confirmation email	None	1 Hour	System-generated and automated email
	5.3. Once the connectivity is approved, generate the batch operator credentials	None	4 Hours	Department Manager III, TSD-CIMSG
<b>TOTAL</b>		<b>None</b>	<b>11 Days</b>	