



**LETTER MEMORANDUM NO. 2021-04**

TO : ALL SUBMITTING ENTITIES IN PRODUCTION

SUBJECT : INVITATION TO THE SUBMITTING ENTITIES IN PRODUCTION  
(SEP) YEAR-END FORUM ON 16 DECEMBER 2021

DATE : 06 DECEMBER 2021

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In order to present and provide a venue for the discussion of latest developments and updates in the Credit Information System as the fiscal year comes to a close, the Credit Information Corporation (CIC) will host a **year-end forum for Submitting Entities in Production (SEPs) on 16 December 2021, Thursday, from 9:00 AM to 12:00 NN.**

The said forum will discuss the following topics:

1. Becoming a submitting entity: Issues and solutions from registration and testing to validation and production
2. Special submission of separate file to update/correct disputer's credit data in the Credit Information System
3. Access updates: Transferability of CIC credits and Direct-to-consumer (DTC) credit reports
4. Plans and projects for SEPs for 2022 and beyond (PhilSys integration, etc.)
5. Special Accessing Entity (SAE) report on new market trends and tools

All submitting entities in production (SEPs) are hereby enjoined to send **at least two (2) representatives** composed of any of the following personnel:


1. Authorized representative
2. Primary or secondary contact person
3. Dispute resolution contact person
4. Billing and collection point person
5. Web operator/s
6. Other representatives working on CIC submission and compliance

Registration will be on a first-come, first-served basis as the maximum Zoom capacity is at 1,000 participants only.

A certificate of participation will be issued to those who attended the event via Zoom and accomplished the evaluation form.

Attendees shall register online until **15 December 2021** only through this link: <https://bit.ly/CICSEPFForum>.

For information and compliance.

  
**BEN JOSHUA A. BALTAZAR**  
President and CEO