



SECURITIES
CLEARING CORPORATION
OF THE PHILIPPINES

Memo for Brokers

No. 01-0423

For : All Clearing Members

Date : 11 April 2023

Subject : Request for User Resetting for the New C&S System and the CM Reports Portal

Please be advised that effective April 17, 2023, SCCP will execute requests for resetting of the users of the New C&S System and the Administrator user of the CM Reports Portal only upon our receipt of the duly accomplished Request Form, a sample of which is attached. The Request Form should be signed not only by the user requesting for the resetting of his/her user account, but also by the authorized signatory(ies). You may send your Request Form to us via fax or email. We trust that you appreciate that it is our objective to ensure that SCCP honors only duly-authorized requests for resetting of user accounts in order to prevent any unauthorized transactions.

Upon our receipt of your Request Form, any of the following SCCP personnel will call back your Authorized Signatory to verify the authenticity of such request:

1. Renee Rubio
2. Rhose Ojo
3. Myrna Lacar

Should you have questions on the above matter, please do not hesitate to call up the undersigned at 8876-4501, or email me at rdrubio@sccp.com.ph.

Thank you.

(ORIGINAL SIGNED)
Renee D. Rubio
Chief Operating Officer



Form No. 001

**C&S SYSTEM USERS AND CM REPORTS PORTAL USER ADMINISTRATOR
RESETTING REQUEST FORM**

Attention : Operations/RMM Group
Fax Number : 8848-6616 / 8848-6626
Email Address : sccp@sccp.com.ph

Date : _____
Tel. No. : 8876-4503 / 8876-4504 /
8876-4514 / 8876-4515

BROKER NAME : _____ BROKER CODE: _____
E-MAIL ADDRESS: _____ TEL. NO.: _____

C&S SYSTEM

CM REPORTS PORTAL

ADMINISTRATOR

ADMINISTRATOR

OTHER USERS: _____

REASON FOR REQUEST:

REQUESTED BY:

APPROVED BY:

SIGN OVER PRINTED NAME
(ADMINISTRATOR)

SIGN OVER PRINTED NAME
(AUTHORIZED SIGNATORY)

TEL. NO.

****Default Password will be sent to the e-mail address indicated above.***

For SCCP Personnel Only

Initial password : _____

Reset by : _____

E-Mail Sent by : _____

Verified by : _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

SCCP will collect, record, store, use, disclose, and process your personal information consisting of name, signature, and telephone number for the purpose of this request to reset CCCS administrator password and for purposes relevant or incidental thereto. Said personal information will be retained for a period of 10 years, and afterwards it will be safely destroyed. You have the rights under the Data Privacy Act such as the rights to be informed, access, correct, object, withdraw, erasure or block, data portability, file complaint, and damages. You should be aware that there are risks in the processing of your personal information and for safeguards to protect it, kindly read our Privacy Policy at www.sccp.com.ph or contact our Data Protection Officer at dataprivacy@sccp.com.ph to exercise your right or for any concern.