



**Application for Certificate of Registration (CR) of Certified Investment Solicitor (CIS)
through Electronic Registry of Application for Market Participants (eRAMP)**



Type of Application	Processing Procedure	Processors/ Approving Authority	Processing Time
CERTIFICATE OF REGISTRATION Filing fees: P2,500 + 25 (LRF) + 30 (DST)	1. Upload the documents for registration through Electronic Registry of Application for Market Participants (eRAMP)		
	2. Evaluate the completeness of the uploaded documents. 2.1.1. If the uploaded document is complete and compliant, issue a Payment Assessment Form. 2.1.2 If the uploaded document is incomplete and non-compliant, return the documents to the Authorized filer. 2.2. Go back to No. 2	LU Processors	15 minutes per capital market institution or capital market professional
	3. Pay the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/		
	4. Issue Payment Assessment Form	LU Processors	5 minutes per capital market institution and capital market professional
	5. Submission of three (3) sets of documentary requirements (1 set original and two sets photocopy) at the Licensing Unit counter.		
	6. Check the completeness of the documents. Stamp received and affixed initials on the submitted documents	LU Processors	5 minutes per capital market institution and capital market professional
	7. Verify the submitted and uploaded documents	LU Processors	15 minutes per capital market institution and capital market professional

7.1.1. If consistent, generate a certificate through eRAMP	LU Processors	15minutes per capital market institution and capital market professional
7.1.2. If non-compliant, notify the Authorized Filer through eRAMP	LU Processors	5minutes per capital market institution and capital market professional
7.2. Review the application and certificate. 7.2.1 If there are corrections to be made in the certificate, return the application to Administrative Assistant II and Securities Specialist I	Assistant Director	5 minutes per capital market institution and capital market professional
7.3. Review the application.	Assistant Director	5 minutes per capital market institution and capital market professional
7.4. Sign the certificate.	Director	2 minutes per capital market institution and capital market professional
7.5. Notify the party thru eRAMP that the Certificate was already signed.	Administrative Assistant II	2 minutes per capital market institution and capital market professional
7.6. Scans the signed Certificate	LU Processors	2 minutes per capital market institution and capital market professional

	7.7. Uploads the scanned Certificate to the Document Verification System to generate QR Code.	LU Processors	2 minutes per capital market institution and capital market professional
	7.8. Prints the Certificate with generated QR Code	LU Processors	2 minutes per capital market institution and capital market professional
	8. Stamp received and affix initials on the OR; Release the Certificate to the applicant	LU Processors	2 minutes per capital market institution and capital market professional