

PROCEDURE FOR PIC ENROLLMENT

Mode 1: PIC CREATION/ENROLLMENT via/using REQUEST FORM (Form PC-01):

**This mode may be used for PIC Enrolment of Direct Account Holders and of Sponsored Accounts*

1. The Enrolling Trading Participant shall accomplish the PIC Creation Request Form (Form PC-01), ticking the check box for submission of a physical "PIC Creation Request Form.
2. The Trading Participant must route the Form PC-01 to the nominated cash settlement bank of the client if such bank is different from the Enrolling TP's cash settlement bank.
3. Duly Accomplished PC-01 Forms shall be submitted by the Trading Participant to:

PDS Client Services
37th Floor, Tower 1
The Enterprise Center, Ayala Avenue, Makati City

4. Only completely and correctly-accomplished PIC Creation Request Forms submitted by 12 noon shall be processed by the PDS Group. Documents submitted after 12:00nn until 5:30pm shall be received, but processed on the next business day. If there are errors in filling-up the form, PDS Group shall advise the Trading Participant.
5. PIC Requests for Direct Account Holders shall be forwarded by the PDS Group to the Bureau of the Treasury (BTr) for Signature Verification of the Direct Account Holder's signature. Turnaround time for the BTr signature-verified forms to be returned to PDS Group is a maximum of two (2) Business Days upon receipt of PDS Group of the Form PC-01 from the Trading Participant.
6. Depending on the volume of PICs being requested, the turnaround time for creation shall be as follows where the day count starts upon receipt of the duly accomplished PIC Creation Request Form from the Trading Participant:
 - a. 5 PICs or less - Available for use on the 3rd business day
 - b. 6-15 PICs- Available for use on the 4th business day after receipt of the request
 - c. 16-50 PICs- Available for use on the 5th business day upon receipt of the request.
 - d. 51 or more PICs shall be subject to PDS' advice regarding availability.
7. If there are any errors or any deficiencies on the PIC Creation Request Forms that surfaced during the creation of the PIC, these shall be returned to the Trading Participant no later than 1 day before the committed time of availability for correction.
8. For PIC Creation Request Forms for correction, PDS shall only begin processing the PIC Creation Request upon receipt of the completely corrected form. The above schedule of availability will apply.
9. Confirmation of successful PIC Enrolment shall be sent by PDS Client Services to the Trading Participant no later than 9:00 AM of the scheduled date of availability.

MODE 2: PIC CREATION/ENROLLMENT via SUBMISSION OF SSA FILE AND PIC CREATION REQUEST FORM

**This mode may be used for PIC Enrolment of Sponsored Accounts. For Enrolment of Direct Accounts, refer to Mode 1.*

1. The SSA File may only be used for PIC Enrollment of Sponsored Securities Accounts.
2. The Trading Participant shall accomplish the SSA File AND the PIC Creation Request Form (Form PC-01), ticking the check box for submission of both an “SSA File and a PIC Creation Request Form”
3. The duly Accomplished PC-01 Form and SSA File in Excel Format (.xls or.xlsx) shall be submitted and e-mailed accordingly by the Trading Participant to:

Document	Mode of Submission
PC-01 Form	Original hard copy must be submitted to: PDS Client Services 37 th Floor, Tower 1 The Enterprise Center, Ayala Avenue, Makati City
SSA File in Excel Form	Must be submitted in .xls or.xlsx format via e-mail to clientservices@pds.com.ph The e-mail message must contain that the SSA file is for PIC CREATION REQUEST ONLY. If the SSA file is for both SATT & PIC creation, this must be submitted to the Bureau of the Treasury.

There should be one (1) PC-01 Form submitted for each Cash Settlement Bank per SSA File.

4. Only completely and correctly-accomplished PIC Creation Request Forms and SSA Files submitted by 12 noon shall be processed by the PDS Group. Documents submitted after 12:00nn until 5:30pm shall be received, but processed on the next business day.
5. Depending on the volume of PICs being requested per Trading Participant, the turnaround time for creation shall be as follows:
 - a. 5 PICs or less - Available for use on the 3rd business day
 - b. 6-15 PICs- Available for use on the 4th business day after receipt of the request
 - c. 16-50 PICs- Available for use on the 5th business day upon receipt of the request.
 - d. 51 or more PICs shall be subject to PDS’ advice on availability.
6. If there are errors on the PIC Creation Request Forms or on the SSA Files, these shall be returned to the Trading Participant for correction. The Trading Participant will be advised on the nature of the error via electronic mail.

7. For PIC Creation Request Forms for correction, PDS shall only begin processing the PIC Creation Request with SSA File upon receipt of the completely corrected file. The above schedule of availability will apply.
8. Confirmation of successful PIC Enrolment shall be sent by PDS Client Services to the Trading Participant no later than 9:00 AM of the scheduled date of availability.

OPTIONAL MODE of SUBMISSION for PIC Enrollment via SSA File: INVESTOR DIRECT

1. The SSA File may only be used for PIC Enrolment of Sponsored Accounts.
2. The Trading Participant shall accomplish the SSA File AND the PIC Creation Request Form (Form PC-01), ticking the check box for submission via “Investor Direct”
3. Once the SSA File has been authorized by BTr in Investor Direct, the duly Accomplished PC-01 Form must be submitted to:

PDS Client Services
37th Floor, Tower 1
The Enterprise Center, Ayala Avenue, Makati City

There should be one (1) PC-01 Form submitted for each Cash Settlement Bank per SSA File.

4. Only completely and correctly-accomplished PIC Creation Request Forms and SSA Files authorized by BTr by 12 noon shall be processed by the PDS Group. Documents submitted after 12:00nn until 5:30pm shall be received, but processed on the next business day.
5. Depending on the volume of PICs being requested per Trading Participant, the turnaround time for creation shall be as follows:
 - a. 5 PICs or less - Available for use on the 3rd business day
 - b. 6-15 PICs- Available for use on the 4th business day after receipt of the request
 - c. 16-50 PICs- Available for use on the 5th business day upon receipt of the request.
 - d. 51 or more PICs shall be subject to PDS’ advice on availability.
6. If there are errors on the PIC Creation Request Forms or on the SSA Files, these shall be returned to the Trading Participant for correction. The Trading Participant will be advised on the nature of the error via electronic mail.
7. For PIC Creation Request Forms for correction, PDS shall only begin processing the PIC Creation Request with SSA File upon receipt of the completely corrected file. The above schedule of availability will apply.
8. Confirmation of successful PIC Enrolment shall be sent by PDS Client Services to the Trading Participant no later than 9:00 AM of the scheduled date of availability.

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