

# PROCEDURE FOR PIC ENROLMENT OF TRUST AND CUSTODY CLIENTS

*Note: The procedures enumerated in this document apply to the client accounts of Trust & Custody Entities. This procedure is customized to ensure that confidential client information is kept privileged at all times during the processing of the enrolment. In this process, the submission of the forms will be done by the Trust or Custodian with an authorization granted by the PDEX Trading Participant.*

## **OPTION 1: SUBMISSION OF PIC CREATION REQUEST FORM (Form PC-02)**

1. The Trading Participant and the Trust or Custodian of the client shall accomplish the PIC Creation Request Form for Segregated Client Accounts Under Trusts and Custodians (Form PC-02), ticking the check box for submission of “PIC Creation Request Form.”
2. Duly Accomplished PC-02 Forms shall be submitted by the Trust or Custodian to:

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

3. PDS Group shall forward the forms to the Bureau of the Treasury for signature verification of the Direct Account Holder. If there are errors in filling-up the form, PDS Group shall advise the Trust/Custodian of the error.
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.
5. Depending on the volume of PICs being requested per Trust or Custody, the turnaround time for creation shall be as follows:
  - a. 5 PICs or less - Available for use on the 3<sup>rd</sup> business day
  - b. 6-15 PICs- Available for use on the 4<sup>th</sup> business day after receipt of the request
  - c. 16-50 PICs- Available for use on the 5<sup>th</sup> business day upon receipt of the request.
  - d. 51 or more PICs - shall be subject to PDS' advice on availability.
6. If there are any errors or any deficiencies on the PIC Creation Request Forms that surfaced during the creation of the PIC Enrolment, the Trust/ Custodian will be notified via electronic mail on the nature of the error no later than 1 business day before the committed date of availability.
7. 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.
8. Confirmation of successful PIC Enrolment shall be sent by PDS Client Services to the Trust / Custodian no later than 9:00 AM of the scheduled date of availability.

## **OPTION 2: SUBMISSION OF SSA FILE AND PIC CREATION REQUEST FORM**

1. The Trading Participant and the Trust or Custodian of the client shall accomplish the SSA File AND the PIC Creation Request Form for Segregated Client Accounts Under Trusts and Custodians (Form PC-02), ticking the check box for submission of both an “SSA File and a PIC Creation Request Form.”
  - a. The Trust / Custodian shall initiate the request for PIC Enrollment from the Trading Participant by informing the TP of the number of PICs that have to be enrolled for its clients.
  - b. The Trading Participant shall first fill-up the SSA file by populating the PIC column and by indicating their TP details in the Header (Sponsor’s BP ID, Sponsor’s Omnibus with Client Account Number, eDvP TP Code). Once filled-in, the TP shall forward the SSA file to the Trust/Custodian.
  - c. Once the Trust/Custodian received the File from the TP with the PICs, the Trust/Custodian should encode the client details required in the SSA file such as Client Name, Client Address, BP ID, Cash Settlement Details, etc.

**Please note that the sequence of Steps a, b and c above should not be interchanged to ensure that confidential details are kept private.**

2. The duly Accomplished PC-02 Form and SSA File in Excel Format (.xls or.xlsx) shall be submitted and e-mailed accordingly by the Trust or Custodian to PDS Group.

<b>Document</b>	<b>Mode of Submission</b>
<b>PC-02 Form</b>	Original hard copy must be submitted to:  PDS Client Services 37 <sup>th</sup> Floor, Tower 1 The Enterprise Center, Ayala Avenue, Makati City
<b>SSA File in Excel Form</b>	Must be submitted in .xls or xlsx format via e-mail to <a href="mailto:clientservices@pds.com.ph">clientservices@pds.com.ph</a>  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-02 Form submitted for each Cash Settlement Bank per SSA File per Direct Account Holder.

3. 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.

4. Depending on the volume of PICs being requested per Trust or Custody, 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 4<sup>th</sup> business day after receipt of the request
  - c. 16-50 PICs- Available for use on the 5<sup>th</sup> business day upon receipt of the request.
  - d. 51 or more PICs - shall be subject to PDS' advice on availability.
5. If there are errors on the PIC Creation Request Forms or on the SSA Files, these shall be returned to the Trust/Custodian for correction. The Trust/Custodian will be notified on the nature of the error via electronic mail no later than 1 business day before the committed date of availability.
6. 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.
7. Confirmation of successful PIC Enrolment shall be sent by PDS Client Services to the Trust / Custodian no later than 9:00 AM of the scheduled date of availability.

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