

Application for Certificate of Registration (CR) of Certified Investment Solicitors (CIS)

Type of Application	Processing Procedure	Subject of Evaluation	Processors/ Approving Authority	Processing Time
CR Filing fees: P2,500 + LRF	1. Applicant presents the application documents to LU OD (usually presented in bulk)			1 minute
	2. LU OD gives the application documents to assigned LU SS (LU SS have their respective assignments)	Type of Application vis-à-vis Specialist	OD	1 minute
	3. LU SS evaluates 4 sets of application documents (If with deficiencies, LU SS returns the application documents to applicant with affected pages folded and deficiencies enumerated at the Cover Sheet)	All documents required vis-à-vis compliance with pertinent laws and SEC rules and regulations	SS	4 hours
	4. LU SS Issues the PAF	Type of Application	SS	15 minutes
	5. Upon receipt of application from the CFRD,CRMD,LU SS re-evaluates the application and prepares the CRs (In case of deficiency, the applicant is immediately informed of the deficiency)	CRs vis-à-vis all documents required vis-à-vis compliance with pertinent laws and SEC rules and regulations	SS	3 working days
	6. Reviews the application and initials the CR (In case of any finding, the CR and application is returned to the LU SS for appropriate action.)	CRs vis-à-vis all documents required vis-à-vis compliance with pertinent laws and SEC rules and regulations	AD	3 working days
	7. Approves the application and signs the CRs (In case of any finding, the CR and application is returned to LU for appropriate action.)	CRs and all documents required vis-à-vis compliance with pertinent laws and SEC rules and regulations	D	1 working day

LU-Licensing Unit
CR – Certificate of Registration

OD-Officer of the Day
AD-Assistant Director

SS- Securities Specialist
D - Director