



CIC Registration Process

1. Submitting Entity must submit the following documents to CIC data submission (datasubmission@creditinfo.gov.ph)
 - SEIS (Submitting Entity Information Sheet) for Test
 - By Laws (Certified True Copy)
 - Articles of Incorporation (Certified True Copy)
 - Secretary's Certificate (Certified True Copy)
2. After completion of the Registration Requirements, CIC will provide the Provider Code and CIC UAT credentials to the specified operators indicated in the SEIS.
3. Submitting Entity must install Encryption software Gpg4win 2.2.4 (Kleopatra). Once installed, they have to import the Public Encryption Key provided CIC. SE must install also FTP tool (Filezilla) where they will use in data submission.
4. Submitting Entity will prepare their data to be used in submission following the CIC required formats: pipe delimited, UTF-8 without BOM, compressed, encrypted. Filename should follow CIC format [Provider Code]_CSDF_[Timestamp].
Note: Provider Code is the 8 alphanumeric assigned Provider Number by CIC to SE. Timestamp format: YYYYMMDDhhmmss
5. Actual data submission of SE in test phase via ftp.
6. Interpretation of Error report based on submitted file.
7. Correction of error report (if any) and re-submission of corrected file.
8. Once 1st test submission passed, SE will received credentials to be used in validation of Credit Report via Web enquiry. SE will be advised to send at least 2 more test submissions.
9. After 3 successful test submissions, SE will received an email from CIC that they need to provide at least 5-10 validated credit reports.
10. Validation of Credit Reports. This process includes checking if all the Personal and Contract information was properly mapped with CIC Credit Report template.



11. SE will send Certification letter confirming the correctness of the validated credit reports signed by their primary contact person.

12. CIC Operator will check and analyze the validated credit report. Candidate for Production

13. CIC Operator will discuss the observations in the credit report. All observations to be corrected should be acknowledged by the SE to be complied/updated in their submission to Production.

14. SE will become candidate for Production. CIC Operator will forward the analysis to Ms. Bon also endorsing for Production.

15. Ms. Bon will review and analyzed the validated credit report if the SE will be graduating from test phase to Production. SE will received an email confirmation if they are now for Submission to Production.

16. SE will provide new set of registration requirements for Production. Note: SE can prepare in advance the requirements even they are in the process of validation of Credit Reports.

- SEIS (Submitting Entity Information Sheet) for Production
- By Laws (Certified True Copy)
- Articles of Incorporation (Certified True Copy)
- Secretary's Certificate (Certified True Copy)
- Static IP (for whitelisting)
- Certification of Number of Accounts

*Soft copies will be sent to datasubmission@creditinfo.gov.ph

*Send Hard copies to:

Data Submission

Credit Information Corporation
6th Floor Exchange corner Building
107 VA Rufino St. Cor. Esteban St.
Legaspi Village, Makati City

17. Once all registration requirements was completed, NOC Team will provide credentials for production.

18. Actual submission to Production.