



Form No. 001

**C&S SYSTEM USERS AND CM REPORTS PORTAL USER ADMINISTRATOR
RESETTING REQUEST FORM**

Attention : Operations/RMM Group
Fax Number : 8848-6616 / 8848-6626
Email Address : sccp@sccp.com.ph

Date : _____
Tel. No. : 8876-4503 / 8876-4504 /
8876-4514 / 8876-4515

BROKER NAME : _____ BROKER CODE: _____

C&S SYSTEM

CM REPORTS PORTAL

User ID	Email Address

User ID: ADMINISTRATOR

Email Address: _____

REASON FOR REQUEST: _____

REQUESTED BY:

APPROVED BY:

SIGN OVER PRINTED NAME

SIGN OVER PRINTED NAME

TEL. NO.

****Default Password will be sent to the e-mail address indicated above.***

For SCCP Personnel Only

Initial password : _____

Reset by : _____

E-Mail Sent by : _____

Verified by : _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

SCCP will collect, record, store, use, disclose, and process your personal information consisting of name, signature, and telephone number for the purpose of this request to reset CCCS administrator password and for purposes relevant or incidental thereto. Said personal information will be retained for a period of 10 years, and afterwards it will be safely destroyed. You have the rights under the Data Privacy Act such as the rights to be informed, access, correct, object, withdraw, erasure or block, data portability, file complaint, and damages. You should be aware that there are risks in the processing of your personal information and for safeguards to protect it, kindly read our Privacy Policy at www.sccp.com.ph or contact our Data Protection Officer at dataprivacy@sccp.com.ph to exercise your right or for any concern.