NEW CLEARING & SETTLEMENT
QUICK GUIDE

SECURITIES CLEARING CORPORATION OF THE PHILIPPINES

Document Control & Version

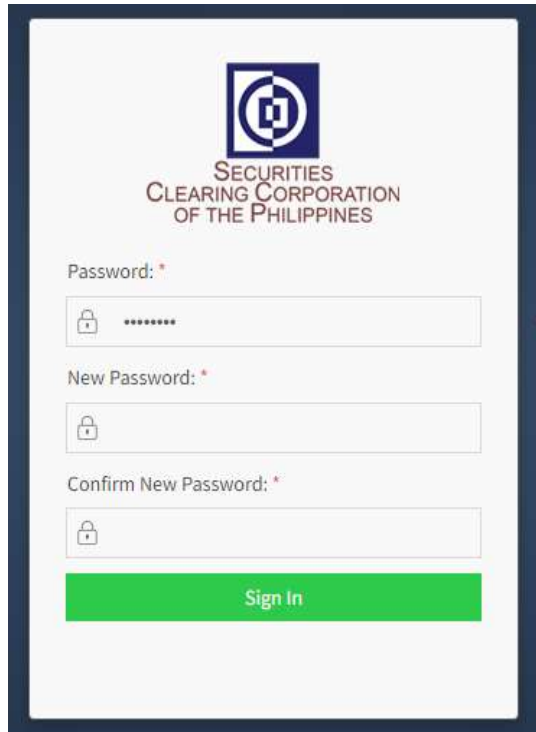| Version	1.0
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SCCP C&S QUICK GUIDE

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1.0 How to LOGIN

1.1 For Initial Login
  a. Open web browser and enter LINK: https://mpt.sccp.com.ph/pt-sccppr1/
  b. Enter Log in Details
      Firm: <Broker Code>
      User ID: (provided by ADMINISTRATOR)
      Password: (provided by SCCP)
  c. Follow below

Passwords must conform to the following standards:
* Must contain a minimum of eight (8) characters;
* Must contain at least one (1):
    i. English upper case characters (A to Z);
    ii. English lower case characters (a to z);
    iii. Numerals (0 to 9);
    iv. Special character
* Must not contain the user name or any proper names of the user.

1.Delete the asterisk.
2.Re-type the Default Password

3.Type your new password

4.Confirm your new password

  d. Scan then QR Code using the Google Authenticator
  e. Enter One-time-Pin or OTP
  f. Click Sign-in

1.2 For Succeeding Login
  a. Open web browser and enter LINK: https://mpt.sccp.com.ph/pt-sccppr1/
  b. Enter Log in Details
      Firm: <Broker Code>
      User ID: <User ID>
      Password: <Password>
  c. Enter OTP from Google Authenticator
  d. Click Sign-in

2.0   Checking of Cash Obligation for PHP and USD
>> *To verify Cash Obligation Due for Settlement on a Given Settlement Day (For reference only)*

2.1   To verify Cash Obligation for current Settlement Date
a. Go to CASH Module   -> Cash Transactions - > Internal Deposit -> View Internal Deposit
b. Filter the following columns:
(Between 8:00AM to 10:00am)
Settlement Date: Current Business Day
Obligation Type: Net Settlement
Obligation Sub Type: Forecast Cash Call
Currency: PHP / USD

(Between 10:00AM to 12:00NN)
Settlement Date: Current ISD
Obligation Type: Net Settlement
Obligation Sub Type: Cash Call
Currency: PHP / USD

2.3   To verify Cash Obligation for future Settlement Date
a. Go to CASH Module   -> Cash Transactions - > Internal Deposit -> View Internal Deposit
b. Filter the following columns:
Settlement Date: Future ISD
Obligation Type: Net Settlement
Obligation Sub Type: Forecast Cash Call
Currency: PHP / USD

3.0   Checking of Compliance to Delivery of Cash Obligation for PHP and USD
>> *To verify if Due Clearing obligation was already credited by Settlement Bank before the Batch Settlement Run*

a. Go to CASH Module -> Cash Transactions -> External Deposit -> View External Deposit
b. Filter the following columns:
Settlement Date: Current Business Day
Obligation Type: Ad-hoc
Obligation Sub Type: External Deposit
Status: Complete
Sub Status: Full
Currency: PHP / USD

4.0   Checking of Cash Entitlement for PHP and USD
>> *To Verify Cash Entitlement for a Given Settlement Day (For reference only)*

4.1   To verify Cash Entitlement for current Settlement Date
a. Go to CASH Module -> Cash Transactions -> Internal Withdrawal -> View Internal Withdrawal

b. Filter the following columns:
     (Between 8:00AM to 12:00nn)
          Settlement Date: Current ISD
          Obligation Type: Net Settlement
          Obligation Sub Type: Forecast Withdrawal
          Currency: PHP / USD

4.2 To verify Cash Entitlement for future Settlement Date
     a. Go to CASH Module -> Cash Transactions -> Internal Withdrawal -> View Internal
         Withdrawal
     b. Filter the following columns:
          Settlement Date: Future ISD
          Obligation Type: Net Settlement
          Obligation Sub Type: Forecast Withdrawal
          Currency: PHP / USD

5.0 Checking of Receipt of Cash Entitlement
     >> *To verify if Cash Entitlement (Due Broker) was credited after the Batch Settlement Run*

     a. Go to CASH Module -> Cash Transactions -> Internal Withdrawal -> View Internal
         Withdrawal

     b. Filter the following columns:
          Settlement Date: Current ISD
          Obligation Type: Sweep
          Obligation Sub Type: Net Settlement
          Status: Complete
          Sub Status: Full
          Currency: PHP / USD

6.0 Check Cash Settlement Account Balance for PHP and USD
     >> *To Verify Cash Position for Settlement Purposes*

     a. Go to CASH Module -> Balance Management -> Internal Cash Account Balances
     b. Apply Filter as necessary
          Account Type: CMNET
          Currency: PHP / USD

          Balance Types:
               Free – Available Balance
               Earmarked – Early Delivered
               Pending Debit – Payment Order pending confirmation by the Bank
               Pending Credit – Projected Due Clearing Obligation

7.0   Checking of Securities Obligations for PHP and USD
>> *To Verify Securities Obligations Due for Settlement on a Given Settlement Day*

7.1   To verify Securities Obligations for current Settlement Date
a. Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Current Business   Day
QUANTITY: less than 0

(Between 8:00AM to 10:00am)
Settlement Status: Open
Settlement Sub Status: Pending
Settlement Netting Type: Forecast
Trade Currency: PHP / USD

(Between 10:00AM to 12:00NN)
Settlement Status: Pending Settlement
Settlement Sub Status: Pending
Settlement Netting Type: Final
Trade Currency: PHP / USD

7.2   To verify Securities Obligations for future Settlement Date
a. Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Future ISD
QUANTITY: less than 0
Settlement Status: Open
Settlement Sub Status: Pending
Settlement Netting Type: Forecast
Trade Currency: PHP / USD

7.3   To verify status of Securities Deliveries after the 12:00 NN Batch Settlement Run
a. Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Current Business   Day
QUANTITY: less than 0
Settlement Netting Type: Final
Trade Currency: PHP / USD

For settled/completed deliveries:
Settlement Status: Settled
Settlement Sub Status: Settled-Full

For unsettled/incomplete deliveries:
Settlement Status: Pending Settlement
Settlement Sub Status: Pending / Settled-Partial

8.0   Checking of Securities Entitlement for PHP and USD
>> *To verify Securities Entitlements for a Given Settlement Day*

8.1   To verify Securities Entitlements for current settlement date
a. Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Current Day
QUANTITY: greater than 0

(Between 8:00AM to 10:00am)
Settlement Status: Open
Settlement Sub Status: Pending
Settlement Netting Type: Forecast
Trade Currency: PHP / USD

(Between 10:00AM to 12:00NN)
Settlement Status: Pending Settlement
Settlement Sub Status: Pending
Settlement Netting Type: Final
Trade Currency: PHP / USD

8.2   To verify Securities Entitlement for future settlement date
a. Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Next Day
QUANTITY: greater than 0
Settlement Status: Open
Settlement Sub Status: Pending
Settlement Netting Type: Forecast
Trade Currency: PHP / USD

8.3   To verify status after the 12:00 NN Batch Settlement Run
a.   Go to SETTLEMENT Module -> Settlement -> View Settlement Positions
b. Filter the following columns:
Intended Settlement Date: Current Day
QUANTITY: greater than 0
Settlement Netting Type: Final
Trade Currency: PHP / USD

For settled/completed receipt of securities entitlements:
Settlement Status: Settled
Settlement Sub Status: Settled-Full

For unsettled/incomplete receipt of securities entitlements:
Settlement Status: Pending Settlement
Settlement Sub Status: Pending / Settled-Partial

9.0   Check Securities Balances for PHP and USD
>> *To Verify Securities Position for Settlement Purposes*

      a. Go to DEPOSITORY Module -> Securities Balance -> Securities Position Balances -> View Securities Position Balances
      b. Apply Filter as necessary
          Account Type:
          NOV – Settlement Purposes
          Valuation Currency – PHP /USD

          Balance Types:
          Free – Available Balance
          Earmarked – Early Delivered
          Pending Withdrawal – Share Withdrawal pending confirmation by PDTC

10.0 Early Delivery of Securities
>> *To create Early Delivery of Securities to earmark shares for future settlement and reduce the collateral requirement*

10.1   To create Early Delivery

      a. Go to SETTLEMENT Module -> Early Delivery -> Submit Early Delivery Request Fields marked in red and with asterisks are mandatory:
          Action: Earmark
          Early Delivery Type: Securities
          Trade Date:
          Settlement Date:
          Account Type: FC / FH / LC / LH
          Instrument: ex. PSE
          Quantity: ex 1000
      b. Click Submit

      * Early Delivery Request will be pending until approved or rejected by the Participant Checker

10.2   To approve Early Delivery

      a. Go to COMMON Module -> Dual Approval -> Dual Approval View
      b. Click on the record that will be approved
      c. Right click -> Select Approve

10.3 To reject Early Delivery

      a. Go to COMMON Module -> Dual Approval -> Dual Approval View
      b. Click on the record that will be approved
      c. Right click -> Select Reject

11.0 Release Early Delivery of Security
>> *To release erroneous or excess early delivered shares*

    a. Go to SETTLEMENT Module -> Early Delivery -> Select Submit Early Delivery Request
    b. Fields marked in red and with asterisks are mandatory:
        Action: Release
        Early Delivery Type: Securities
        Trade Date:
        Settlement Date:
        Account Type: FC / FH / LC / LH
        Instrument: ex. PSE
        Quantity: ex 1000
    c. Click Submit

* Early Delivery Request will be pending until approved or rejected by SCCP

12.0 Early Delivery of Cash
>> *To create Early Delivery of Cash to deliver in advance the cash obligation and reduce the collateral requirement*

12.1 To create Early Delivery
    a. Go to SETTLEMENT Module -> Early Delivery -> Submit Early Delivery Request
    b. Fields marked in red and with asterisks are mandatory:
        Action: Earmark
        Early Delivery Type: Cash
        Trade Date:
        Settlement Date:
        Currency: PHP / USD
        Amount: ex 10000
    c. Click Submit

* Early Delivery Request will be pending until approved or rejected by the Participant Checker

12.2 To approve Early Delivery
    a. Go to COMMON Module -> Dual Approval -> Dual Approval View
    b. Click on the record that will be approved
    c. Right click > Select Approve

12.3 To reject early delivery
    a. Go to COMMON Module -> Dual Approval -> Dual Approval View
    b. Click on the record that will be approved
    c. Right click > Select Reject

13.0 Release Early Delivery of Cash
>> *To release erroneous or excess early delivered cash*

    a. Go to SETTLEMENT Module -> Early Delivery -> Submit Early Delivery Request

b. Fields marked in red and with asterisks are mandatory:

  Action: Release
  Early Delivery Type: Cash
  Trade Date:
  Settlement Date:
  Currency: PHP / USD
  Amount: ex 10,000.00

c. Click Submit

14.0 Share Withdrawal (Manual)

>> *To transfer shares from HOUSE to FREE Account by manually creating transfer instructions.*

14.1 To create Share Withdrawal

a. Go to DEPOSITORY Module -> Securities Balance -> Investor Initiated D/W Request ->
  Withdrawal Requests -> Create Investor Withdrawal Request

b. Fields marked in red and with asterisks are mandatory:

  Instrument: ex. PSE
  Transaction Category: Transfer to Free Account
  Securities Account ID: XXX-NOV-XX
  Transaction Quantity: ex. 7,000

c. Click Add (Green)

d. Click Submit after form completion

14.2 To approve Share Withdrawal

a. Go to COMMON Module -> Dual Approval -> Dual Approval View

b. Click on the record that will be approved

c. Right click > Select Approve

14.3 To reject Share Withdrawal

a. Go to COMMON Module -> Dual Approval -> Dual Approval View

b. Click on the record that will be approved

c. Right click > Select Reject

15.0 Share Withdrawal (File Upload)

>>*To transfer shares from HOUSE to FREE Account via File Uploading in the WebFE*

15.1 Prepare the CSV file.

15.2 To upload a Share Withdrawal file:

a. Go to DEPOSITORY Module -> Investor Initiated D/W Requests -> Withdrawal File Upload

b. Click "Choose File" button. Find the file that will be uploaded.

c. Click Upload.

d. All contents of the file will be displayed. Verify if all entries are accepted by checking
  the status displayed at the right:

  Success / Reject

e. Click Submit if all entries are OK. Otherwise, click Cancel.

16.0 To check Collateral Requirement

16.1 To check Collateral Requirement via CM Reports Portal

   a. Login to CM Reports Portal
   b. Click RMM Report
   c. Click MMCD Collateral Requirement Notice
   d. Search and Open report

16.2 To check Collateral Requirement via Mrisk
   a. From MPT, click RISK Module. New tab will open for the Risk User Interface
   b. Click Explorer Pane -> Explore Risk and Collateral -> Margin Summary View
   c. Click Official tab

Value indicated in the CVM is your Net Exposure

17.0 Check Cash Collateral Account Balance
>> To Verify Cash Position for Collateral Purposes

   a. Go to CASH Module -> Balance Management   -> Internal Cash Account Balances
   b. Apply Filter as necessary
       Account Type:
       COL – Collateral Purposes

       Balance Types:
       Free – Available Balance

18.0 Check Securities Balances
>> To Verify Securities Position for Collateral Purposes

   a. Go to DEPOSITORY Module -> Securities Balance -> Securities Position Balances -> View Securities Position Balances
   b. Apply Filter as necessary
       Account Type:
       COL – Collateral Purposes

       Balance Types:
       Free – Available Balance
       Earmarked – Early Delivered
       Pending Withdrawal – Share Withdrawal pending confirmation by PDTC

19.0 Securities Collateral Deposit
>> To create Securities Collateral Deposit

19.1 To create Collateral Deposit
   a. Go to DEPOSITORY Module -> Securities Position Transfers -> Transfers -> New Transfer Request

b. Fields marked in red and with asterisks are mandatory:
      Transfer Type: COLLATERAL_DEPOSIT
      Instrument: ex. PSE
      Quantity: ex. 1,000
      Source Account ID: XXX-NOV-XX, ex. XXX-NOV-LC
      Destination Account ID: XXX-COL-PHP-XX, ex. XXX-COL-PHP-LC
c. Click Submit after form completion and wait for the notification.

19.2 To approve Collateral Deposit
a. Go to COMMON Module -> Dual Approval -> Dual Approval View
b. Click on the record that will be approved
c. Right click > Select Approve

19.3 To reject Collateral Deposit
a. Go to COMMON Module -> Dual Approval -> Dual Approval View
b. Click on the record that will be approved
c. Right click > Select Reject

* Source and target accounts should have the same flags
** Source Account ID: Destination Account ID:
   NOV-FC / FH / LC / LH   COL-PHP-FC / FH / LC / LH

Note: Securities Collateral Deposit will be pending until approved or rejected by SCCP Admin

20.0 Securities Collateral Withdrawal
>> To create Securities Collateral Withdrawal

20.1 To create Collateral Withdrawal
a. Go to DEPOSITORY Module -> Securities Position Transfers -> Transfers -> New Transfer Request
b. Fields marked in red and with asterisks are mandatory:
      Transfer Type: COLLATERAL_WITHDRAWAL
      Instrument: ex. PSE
      Quantity: ex. 1000
      Source Account ID: : XXX-COL-PHP-XX, ex. XXX-COL-PHP-LC
      Destination Account ID: XXX-NOV-XX, ex. XXX-NOV-LC
c. Click Submit

* Source and destination accounts should have the same flags
** Source Account ID: Destination Account ID:
   COL-PHP-FC / FH / LC / LH   NOV-FC / FH / LC / LH

20.2 To approve Collateral Withdrawal
a. Go to COMMON Module -> Dual Approval -> Dual Approval View
b. Click on the record that will be approved
c. Right click > Select Approve

20.3 To reject Collateral Withdrawal
   a. Go to COMMON Module -> Dual Approval -> Dual Approval View
   b. Click on the record that will be approved
   c. Right click > Select Reject

Note: Securities Collateral Withdrawal will be pending until approved or rejected by SCCP Admin.

21.0 Cash Collateral Withdrawal
>> To create Cash Collateral Withdrawal

   a. Go to CASH Module -> Cash Transactions ->
        Internal Withdrawals -> Internal Withdrawal Request
   b. Fields marked in red and with asterisks are mandatory:
      Currency Code: PHP / USD
      Value:
      Payment System: SWIFT
      Withdraw Maximum Possible: No
      Delivering Internal Cash Account ID: (XXX-COL)
      Delivering Purpose: Collateral
      Delivering Bank: (BANK*)
      Delivering External Bank Account: (Account Number) ex.12345678910**
   c. Click Submit

   *Please select your respective Settlement Bank
   **Operating Account/Beneficiary Account/Cash Settlement Account

Note: Cash Collateral Withdrawal will be pending until approved or rejected by SCCP Admin.
Withdrawn excess Cash Collateral may be used to fund insufficient Due Clearing obligation.

22.0 Check which Securities caused the negative exposure
>> To check which Securities can be early delivered to reduce the collateral requirement

   a. From MPT, click RISK Module. New tab will open for the Risk User Interface
   b. Click Explorer Pane -> Explore Risk and Collateral -> View and Manage Margin Positions
   c. Check for records where ICVM < 0

Note: Records will be on per Flag and per Instrument. Value indicated in the ICVM is your Net Exposure
for that Instrument under that Flag.

23.0 Check the Securities delivered as Collateral
>> To check which Securities were delivered as Collateral

   a. From MPT, click RISK Module. New tab will open for the Risk User Interface.
   b. Click Explorer Pane -> Explore Risk and Collateral -> View and Manage Collateral Positions
   c. Check for records where Gross Value > 0

Note: Records will be on a per Flag and per Instrument

24.0 Check if new trades are reflected in the MRisk Module

>> To check if the Trades done in the PSE Trading Engine were reflected in MRisk

    a. From MPT, click RISK Module. New tab will open for the Risk User Interface.
    b. Click Explorer Pane -> Explore Input Transactions -> View and Manage Position Updates
    c. Filter by Trade Date = Current Business Date

25.0 Check if collaterals deposited and withdrawn are reflected in the MRisk Module

>> To check if collaterals deposited and withdrawn are reflected in MRisk

    a. From MPT, click RISK Module. New tab will open for the Risk User Interface
    b. Click Explorer Pane -> Explore Input Transactions -> View and Manage Collateral Updates
    c. For Collateral Deposits, check for records where Quantity or Value > 0
    d. For Collateral Withdrawals, check for records where Quantity or Value < 0

26.0 User Management by Clearing Member's User Administrator

26.1 To Create a user

    a. Login to MPT as a user Administrator
    b. Click General -> Participant User -> Create Participant User
    c. Accomplish the form (Fields with red asterisk are mandatory
    d. Status = Active
    e. Time Zone ID = PHT
    f. Click Submit
    g. Default password is Sccp@123

26.2 To Edit information of a user

    a. Login to MPT as a user Administrator
    b. Click General -> Participant User -> View Participant Users
    c. Right click the user subject for modification then click edit participant user
    d. Edit necessary information field (Except for User ID & Participant ID)
    e. Click edit user then click Yes

26.3 To Change the role of a user

    a. Login to MPT as a user Administrator
    b. Click General -> Participant User -> View Participant Users
    c. Right click the user subject for modification then click edit participant user
    d. Role ID: Click the drop down arrow and select the new role
    e. Click edit user then click Yes

26.4 To Delete a user

    a. Login to MPT as a user Administrator
    b. Click General -> Participant User -> View Participant Users

c. Right click the user subject for modification then click edit participant user
d. Flag for Delete: Click the drop down arrow and select Yes
e. Click edit user then click Yes

Resetting of User Administrators should be requested to SCCP. Please accomplish and submit Request for Resetting Form (Form 001).

27.0 How to LOGOUT
>> *Log out from the system*

a. Go to User Detail Bar
b. Point to User ID icon
c. Click drop down button
d. Click Log-out