

PSE Guidelines for Dollar Denominated Securities Training Sessions

1. What is a DDS Training Session?

The Dollar Denominated Securities (DDS) training session is a requisite educational program offered to trading participants (TPs) to learn about the features, operations, and regulations concerning DDS in the Philippines. The training session includes presentations that cover the following topics: (1) Overview of the PSE Rules on DDS; (2) the Securities Clearing Corporation of the Philippines' (SCCP) clearing and settlement processes; and (3) Operational readiness of TPs.

Attendance by TPs' licensed salesmen to a DDS training session conducted by the PSE is one of the requirements for TPs to be able to trade DDS, in accordance with Part C Section 1.b. ("Eligible Brokers") of the [PSE Rules on DDS](#), as well as the [Guidelines for Eligibility to Trade DDS](#).

2. Who are allowed to attend the DDS Training session?

Any representative of the TP is allowed to attend the training session, including, but not limited to traders, salesmen, operations, legal, or compliance personnel. However, only licensed salesmen will be issued a Certificate of Attendance, subject to compliance with and completion of the requirements stipulated in [Item No. 5](#) of this guide. The Certificate of Attendance must be presented to the PSE upon application to become a DDS Eligible Broker.

3. How do TPs participate in a DDS Training Session?

TPs may send an email request for a DDS training session to the Business Development Department (BDD) through bdd@pse.com.ph. The request should contain the following information: 1) Preferred date and time for the training; 2) Full names and email addresses of the participants; and (3) Preferred mode of payment as enumerated in [Item No. 4](#) of this guide.

The DDS training session is conducted remotely via videoconferencing software (e.g. Zoom or Microsoft Teams) with a duration of approximately one hour and 30 minutes. Once the TP has provided the necessary information and payment (see [Item No. 4](#)), a PSE representative will confirm the training request and provide the attendees with the session login details.

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4. What are the relevant fees and how will the TP pay for them?

Training sessions are conducted on a per TP basis. Each training session entails a fixed fee of Php3,000, regardless of the number of attendees.

The TP may pay for the training session through: (1) Automatic debit arrangement (ADA) to the TP's account with PSE; (2) Check payment; or (3) Dragonpay. If the chosen method is via check payment or Dragonpay, the TP must complete the payment and confirm the same to PSE before the training session is conducted. If the chosen method is via ADA, the payment is confirmed when the TP indicates to PSE that it chooses to pay via ADA. The TP will be billed after the training session.

5. How can a licensed salesman obtain a Certificate of Attendance?

A Certificate of Attendance will be issued to each licensed salesman of the TP, provided that they complete the DDS training, subject to the following criteria: (1) Attendance to the training session from beginning until the end; and (2) Submission of a notarized attestation from the TP's nominee that their attendees participated throughout the training session.

5.1 How is attendance measured?

Webinar participants should be in compliance with the following: (1) Joined the meeting within 10 minutes after the host officially started the training session; (2) Did not exit the meeting earlier than 10 minutes before the end of the training session; and (3) Did not leave the meeting for a cumulative period of more than 10 minutes while the training session was ongoing. Attendance will be automatically recorded by the videoconferencing software used to host the webinar.

5.2 What is the Nominee's Attestation requirement?

The Nominee's Attestation is a document certifying that licensed salesmen from the TP attended the training session in compliance with Part C Section 1.b. ("Eligible Brokers") of the [PSE Rules on DDS](#).

A template of the attestation can be accessed on the PSE website through this [link](#). The attestation must be notarized, scanned, and emailed to bdd@pse.com.ph after the training session. There is no need to submit a hard copy to PSE.

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6. What are the next steps after receiving the Certificate of Attendance to become an Eligible Broker?

To formalize the request to become a DDS Eligible Broker, the TP must submit the following scanned documents via email to the Trading Participant Support Services Department (TPSSD) through helpdesk@pse.com.ph:

1. [Sworn Certification of Operational Readiness](#), duly accomplished, signed by its Nominee or any authorized representative, and notarized;
2. [Application for Eligibility to Trade DDS](#), duly accomplished and signed by its Nominee or any authorized representative; and
3. List of licensed salesmen of the TP who have already attended the DDS training session or seminar conducted by the PSE.

The Sworn Certification of Operational Readiness and Application for Eligibility to Trade DDS must be signed by the same individual, i.e. either both documents will be signed by the TP's Nominee, or both documents will be signed by an authorized representative.

The procedures and requirements to become a DDS Eligible Broker are discussed in further detail in the [Guidelines for Eligibility to Trade DDS](#).

7. Who should TPs contact for further questions?

For questions regarding the application process to become an Eligible Broker to trade DDS, please email helpdesk@pse.com.ph.

For questions regarding DDS training sessions and Certificates of Attendance, please email bdd@pse.com.ph.

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