



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

## Participant Guide to NRoSS v.1 Go Live!

23 October 2017

### ✓ Connectivity to NRoSS v.1 established.

Checklist:

Requirements	Status
1. VPN Form for Primary Connection	
2. VPN Form for Secondary Connection	
3. Connectivity Testing with BTr	

### ✓ Production e-Tokens obtained.

Checklist:

Requirements	Status
1. Participant User Enrolment Form with the following documents: a. Company ID and One (1) Valid ID of User with three (3) specimen signatures b. Company ID and One (1) Valid ID of the Authorized Signatory/ies with three (3) specimen signatures	
2. Signed Participation Agreement – four (4) duly notarized copies	
3. Authorization to pick up e-Token package with one (1) valid ID of the authorized representative	

#### KEY DATES:

- **Oct. 23 - 27, 2017** Submission of Production User Enrolment Forms
- **Oct. 30 - Nov. 8, 2017** Deployment of Production e-Tokens (Deployment Process attached)

## Deployment Process for Production e-Tokens

- STEP 1** Download the Production User Enrolment Form at the BTr Website (<http://www.treasury.gov.ph/>) and submit a duly accomplished form to the BTr-Scripless Securities Registration Division (SSRD) through email [ssrd@treasury.gov.ph](mailto:ssrd@treasury.gov.ph)
- STEP 2** If the form is in order, the NRoSS Helpdesk announces the schedule for the pick-up of the Production e-Tokens.
- STEP 3** User or authorized representative presents the following documents to BTr-SSRD (2/F Ayuntamiento Bldg., BTr, Intramuros, Manila):
- ✓ Original Copy of the Production User Enrolment Form/s with supporting documents as follows:
    - Company ID and One (1) Valid ID of User with three (3) specimen signatures
    - Company ID and One (1) Valid ID of the Authorized Signatory/ies with three (3) specimen signatures
  - ✓ Signed Participation Agreement (final draft downloadable at the BTr website) - four (4) duly notarized copies
  - ✓ Authorization to pick up the Production e-Tokens with:
    - Authorization to pick up e-Token package with one (1) valid ID of the authorized representative
- STEP 4** If documents are in order, User or authorized representative collects the Production e-Token package at the BTr MISS-Systems Administration Division.

### NOTE:

*By signing the Production User Enrolment Form, the NRoSS Participant is authorizing the BTr to debit the DDA account of its settlement bank with the Bangko Sentral ng Pilipinas in the amount of PHP5,000.00 for the cost of each e-Token. To effect payment, a one-off charge will be performed by the BTr using the NRoSS System on the 30<sup>th</sup> day following the NRoSS Go-Live! date.*

### KEY DATES:

- |                          |   |
|--------------------------|---|
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| • Oct. 30 - Nov. 8, 2017 | Deployment of Production e-Token Package      |

