



BANGKO SENTRAL NG PILIPINAS

**OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR**

MEMORANDUM NO. M-2013-058

TO : ALL UNIVERSAL/COMMERCIAL BANKS AND THRIFT BANKS

Subject : Enhancements to the Reporting Format of the Consolidated Daily Report of Condition (CDRC)

In an effort to streamline and rationalize the reporting of the Consolidated Daily Report of Condition (CDRC) by maximizing the use of current IT technologies available, the following guidelines shall be observed in the transition of the CDRC reporting from Data Base File (DBF) format to Comma-Separated Values (CSV) file format:

1. Beginning reserve report week-ending 23 January 2014, the CDRC in the currently prescribed DBF format shall be submitted in parallel with the same CDRC in a CSV file format. Both the DBF and CSV formats shall be accompanied and supported by a single scanned Control Prooflist (CP) duly notarized and signed by the authorized bank official in Portable Document Format (PDF). It is expected that both the DBF and CSV formats of the subject CDRC tally and coincide with the values reported in the notarized CP.
2. The prescribed file structure of the CSV for the CDRC along with its accompanying instructions and the prescribed CP for the CDRC can be downloaded from http://www.bsp.gov.ph/ses/reporting_templates¹ or requested from the BSP-Supervisory Data Center (SDC).
3. The DBF, CSV and CP in PDF of the CDRC shall be electronically submitted to the following email addresses:

E-Mail Address	Type of Reporting Bank
sdckb-cdrc@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-cdrc@bsp.gov.ph	Thrift Banks (TBs)

using the following required format for the subject, as follows:

"CDRC <bank name>, <week-ended reference date>" as illustrated in the sample below

To : sdckb-cdrc@bsp.gov.ph
Subject : CDRC <bankname>, 23 January 2014

¹ Formerly <http://www.bsp.gov.ph/frp/templates>

and using the following prescribed file names for CSV and DBF formats, respectively:

Report	Prescribed File Name
CDRC	SES01000.csv SES01000.dbf
Control Prooflist	CDRC-CP.pdf

4. Banks that are unable to electronically transmit the said CDRC files can submit the same via CD together with the corresponding scanned PDF copy of the CP through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
12th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. Beginning reserve report week-ending 6 February 2014, only the prescribed CSV and CP in PDF of the subject CDRC shall be required for submission since the DBF of the CDRC shall be discontinued and phased-out.
6. Submissions that are arithmetically unbalanced and/or those not in conformity with the procedures specified in item 3 including submissions not in the prescribed file format shall be considered erroneous reporting subject to existing penalties. Same existing penalties for late and/or erroneous reporting prescribed under Subsection X192.2 of the Manual of Regulations for Banks for Category A-2 reports shall continue to apply for the CDRC.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

13 December 2013