



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2013-059

TO : ALL NON-BANKS WITH QUASI-BANKING FUNCTIONS (NBQBs)

Subject : Enhancements to the Submission Process of the Consolidated Report on Required and Available Reserves (CRRAR)

In an effort to streamline and rationalize the reserve reporting of NBQBs in accordance with Section 4253Q of the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) by maximizing the use of current IT technologies available, the following guidelines on the electronic submission of the Consolidated Report on Required and Available Reserves (CRRAR) shall be observed:

1. Effective for reserve report week-ending 9 January 2014, the prescribed CRRAR data entry templates along with the scanned copy of the corresponding Control Prooflist (CP) of the said report duly notarized and signed by authorized official in Portable Document Format (PDF) shall be electronically submitted within the existing deadline of four (4) banking days after reference week to the prescribed e-mail address, as follows:

sdcnbqb-crrar@bsp.gov.ph

using the required format for the subject, as follows:

"CRRAR <FI name>, <week-ended reference date>" as illustrated below

To : **sdcnbqb-crrar@bsp.gov.ph**
Subject : CRRAR <FI name>, 9 January 2014

and using the prescribed file names, as follows:

Data Entry Template / Control Prooflist	Prescribed File Name
CRRAR	crrar.xls
Control Prooflist	crrar-cp.pdf

2. The prescribed data entry templates along with its corresponding CP of the CRRAR can be downloaded from **http://www.bsp.gov.ph/ses/reporting_templates**¹ or requested from the BSP-Supervisory Data Center (SDC).

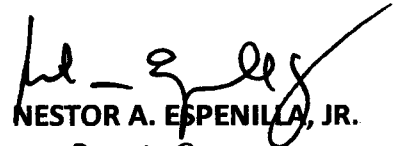
¹ formerly **<http://www.bsp.gov.ph/frp/templates>**

3. NBQBs that are unable to electronically transmit the CRRAR can submit said report 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

4. Submissions that are arithmetically unbalanced and/or those not in conformity with the procedures specified in item 1 including submissions not in the prescribed template shall be considered erroneous reporting subject to existing penalties. Same existing penalties for late and/or erroneous reporting prescribed under Subsection 4192Q.2 of the MORNBF I for Category A-2 reports shall continue to apply for the CRRAR.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

13 December 2013