



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2018-016

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Report on Inventory of Bank Network (IBN)

Pursuant to Circular No. 987 dated 28 December 2017 on the Rationalization of Prudential Requirements on Banking Offices and Guidelines on the Establishment of the Branch-lite Units, the following submission guidelines shall be observed for the quarterly submission of the Inventory of Bank Network (IBN) Report effective beginning reporting period quarter ended 31 March 2018 due for submission on 30 April 2018 or 20 banking days after the end of reference quarter:

1. The updated Data Entry Template (DET) and corresponding control prooflist (CP) of the IBN Report, incorporating the above amendments, can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
2. The updated DET of the IBN Report together with the scanned copy of the CP in Portable Document Format (PDF) signed by authorized officials of the reporting bank shall be electronically submitted to the following e-mail addresses:

Type of Institution	E-mail Address
Universal/Commercial Banks	SDCKB-IBN@bsp.gov.ph
Thrift Banks	SDCTB-IBN@bsp.gov.ph
Rural and Cooperative Banks	SDCRB-IBN@bsp.gov.ph

using the prescribed format for the subject:

"IBN <bank name>, <Reference Period>", as illustrated below:

To : SDCTB-IBN @bsp.gov.ph
Subject : IBN <bank name>, 31 March 2018

using the following prescribed file names:

File	Name
Data Entry Template	IBN<bankname>-<reference period>.xls Ex. IBN <bankname>-20180331.xls
Control Prooflist	IBN<bankname>-<reference period>_control prooflist.<file extension> Ex. IBN <bankname>-20180331_control prooflist.pdf

3. Banks that are unable to transmit electronically can submit the DET and its accompanying scanned CP in compact disc (CD) or any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline to:

The Senior Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street, Malate
1004 Manila

4. In accordance with BSP Memorandum No. M-2017-028 dated 11 September 2017, only electronic submissions originating from officially registered e-mail address/es of banks shall be recognized and accepted by the SDC. Same registered e-mail address/es shall be used by the SDC in electronically acknowledging the submitted report and transmitting the corresponding validation results.
5. Report submissions that do not conform to the above prescribed procedures shall not be accepted and, thus, considered unsubmitted. It likewise follows that only the files prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for erroneous, delayed and/or unsubmitted reporting.

For compliance.



LYN I. JAVIER
Sector-In-Charge

11 April 2018