



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2012- 049

**TO : ALL UNIVERSAL BANKS AND COMMERCIAL BANKS AND THEIR
SUBSIDIARY BANKS**

**Subject : Guidelines on the Electronic Submission of the Capital Adequacy
Ratio (CAR) Summary Report**

Further to BSP Circular No. 574 dated 10 July 2007 which issued the Reporting Template for the hardcopy submission of CAR Reports, the following guidelines on the electronic submission of the CAR Summary Report shall be observed:

1. All universal and commercial banks (U/KBs) as well as their subsidiary banks shall continue to submit the hardcopy of the CAR Reports under Circular No. 574 quarterly within the prescribed deadlines.
2. In addition to the hardcopy submission of the CAR Reports, U/KBs and their subsidiary banks are to electronically submit the CAR Summary Report on a quarterly basis starting with the reporting period ending 30 September 2012. The Summary Reports shall be accomplished for both solo and consolidated basis. The prescribed data entry template of the CAR Summary Report may be downloaded from the BSP website under <http://www.bsp.gov.ph/frp/templates>.
3. Covered banks shall electronically submit the CAR Summary Report to the BSP-Supervisory Data Center (SDC) using the prescribed data entry template within 15 banking days after the end of the reference quarter for solo basis and 30 banking days after the end of the reference quarter for consolidated basis. For the CAR Summary Report – solo basis as of 30 September 2012, the deadline shall be extended until 31 October 2012. The deadline for the consolidated basis as of 30 September 2012 shall be the same as the hardcopy report submission deadline, i.e. 30 banking days after the end of the reference quarter. The electronic submission shall be transmitted to the following prescribed e-mail addresses:

E-mail Address	Type of Reporting Bank
sdckb-car574@bsp.gov.ph	UBs and KBs
sdctb-car574@bsp.gov.ph	Subsidiary TBs
sdcrb-car574@bsp.gov.ph	Subsidiary RBs

using the following required format for the subject:

"CAR<bankname>, <reference period>", e.g.,:

To : sdckb-car574@bsp.gov.ph
cc :
Subject : CAR<bankname>, 30 September 2012

4. The prescribed file names are **Solo Summary Report Circ 574.xls** and **Conso Summary Report Circ 574.xls** for solo and consolidated reporting, respectively. These data entry templates for the CAR Summary Reports are also available upon request from the BSP-SDC.
5. It is understood that the information contained in the CAR Summary Reports forwarded to the BSP-SDC have already been checked for consistency against the CAR Reports. No other electronic or soft copy of the CAR Summary Report template shall be accepted by the receiving system of the SDC other than the above mentioned prescribed data entry templates.

For strict compliance.


NESTOR A. ESPENILLA JR.
Deputy Governor

22 October 2012