

**BANGKO SENTRAL NG PILIPINAS**

OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2012- 011

To : **ALL BANKS**

Subject : **Guidelines on Submission of Information Technology (IT)
Profile Report**

In order to build the baseline information of IT systems of Philippine banks and to risk profile the complexity of IT operations based on technology-related products and services offered, delivery channels, and processes involved, all banks are required to accomplish and submit an IT Profile Report as of 31 December 2011. This is in furtherance to Sec. X176 of the Manual of Regulations of Banks (MORB) on Technology Risk Management. The following shall be observed in the submission of the IT Profile Report:

1. The IT Profile reporting template can be accessed at <http://www.bsp.gov.ph/frp/templates>. The initial IT Profile Report as of 31 December 2011 shall be submitted to the BSP on or before 31 March 2012. Subsequent reports shall be submitted on an annual basis within twenty-five (25) calendar days from the end of reference year. (Attached as Annex A is sample format of IT Profile Report.)
2. The IT Profile report shall be submitted electronically to the following e-mail addresses:

E-mail Address	Type of Reporting Institution
sdckb-itprofile@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-itprofile@bsp.gov.ph	Thrift Banks (TBs)
sdcrb-itprofile@bsp.gov.ph	Rural/Cooperative Banks (R/CBs)

using the following format for the subject: "ITPROFILE <bank-name>,<reference period>", e.g.:

To : sdctb-itprofile@bsp.gov.ph
cc :
Subject : ITPROFILE <bankname>, 31 December 2011

3. The certification, duly notarized and signed by the authorized official of the reporting institution, shall be sent within the prescribed submission deadline to the Director of the *BSP Supervisory Data Center (SDC)* via facsimile at (632) 708-7554 or 708-7558.
4. Institutions that are unable to transmit the IT Profile Report electronically can submit said reports in CD together with the aforementioned certification through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center
Bangko Sentral ng Pilipinas
16th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. The IT Profile Report template and other relevant attachments are also available upon request at the BSP-SDC through the above-mentioned e-mail addresses and/or postal address.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

17 February 2012

Bank Name

C E R T I F I C A T I O N

This is to certify that the attached IT Profile as of _____ contains accurate description of the bank's application systems, hardware, network, electronic banking products and services, disaster recovery and business continuity plan, and other technology-related information as well as the IT organizational structure of the bank.

President or Officer of equivalent rank

Head of Compliance

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ day of _____ 20____, affiant exhibiting to me their:

NOTARY PUBLIC
Until December 31, 20____
PTR No. _____
Place _____

Doc No. _____
Page No. _____
Book No. _____
Series of _____

INFORMATION TECHNOLOGY PROFILE

[illegible]

II. Core Application Systems (Note: Should clearly indicate if None or N/A)

Application System	Product Software	Date of Initial Implementation	Latest Update	Product Version	Operating System Used	Solutions Provider/Developer	Platform (e.g. Mainframe, Client-Server, Stand Alone)	Hardware Make/Model	Date of Acquisition (HW)
CASA System									
General Ledger									
Loans System									
Teller System									
Treasury									
Trust									
Risk Management System									
- Credit Risk									
- Market Risk									
- Liquidity Risk									
- Operations Risk									
E-Banking Platform									
- Internet Banking									
- Mobile Banking									
- Phone Banking									
- POS									
- Others									
ATM Host Platform									
Trade System									
Remittance System									
AML System									
Interbranch Reconciliation System									
Information Security Software:									
- Anti-virus									
- Firewall									
- IPS/IDS									
- Others									
Authentication Systems									
- Active Directory									
- Others									
Others, please specify:									

Notes:

- Annual year-end report, cut-off December 2011.
- This form shall be supported with a cover page (duly notarized) indicating that statements in the report are true and correct.

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III. Branch Network

Branches	No. of Branches
Online (Connected)	
• Landline	
• Wireless	
Offline (Stand-alone)	

Notes:

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IV. Electronic Banking

1. Please check electronic banking channels available

Electronic Banking Facility	Available	No. of Cards Issued	No. of Customers
Card products			
• ATMs			
• Credit Card			
• Cash Card / Prepaid Card			
Internet Banking			
Mobile Banking			
Phone Banking (IVRS/call center)			
Others, please specify			

2. Please check electronic banking services offered

Type of E-Banking Services	Offered:Y/N?
Internet Banking - Consumer (Retail)	
Internet Banking - Corporate (Wholesale)	
Affiliate ATM Switch Network	
BancNet	
Megalink	
Expressnet	
Encash	
Nationlink	
eCTK	
Others, please specify	
Credit Card Service	
Proprietary (Bank Issued)	
VISA Branded	
Mastercard Branded	
Others, please specify	
Cash Card/Prepaid Card	
Proprietary (Bank Issued)	
VISA Branded	
Mastercard Branded	
Others, please specify	

3. Please check participation in electronic payment systems network:

Name of Payments Systems	Participant
Real Time Gross Settlement System (PhilPaSS)	
SWIFT	
Philippine Domestic Dollar Transfer System (PDDTS)	
Electronic Peso Clearing System (EPCS)	
Philippine Dealing System (PDS Group/PDEX/PDTC)	
BSP e-Rediscounting Service	
Bureau of Treasury (RoSS)	
Others, please specify	

4. E-Banking: Terminals/Machines

ATM Machines Installed	No.
ATM	
• Onsite	
• Offsite	
POS Terminals Installed	
Kiosk/Other Terminals	

Notes:

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- This form shall be supported with a cover page (duly notarized) indicating that statements in the report are true and correct.

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V. Communications Carrier

Telecommunications Carrier	Indicate Primary, Secondary, and/or Both
PLDT	
Globe Telecommunications	
Smart Communications	
Bayantel	
Others, please specify:	

Notes:

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- This form shall be supported with a cover page (duly notarized) indicating that statements in the report are true and correct.

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VI. Disaster Recovery (DR) and Business Continuity Plan (BCP)

1. Please check availability of following

Description	Available	Last Update	Board approved?Y/N	Date approved:
Documented DR Plan				
Documented BCP				

2. Date of most recent BCP/DRP test: _____

Notes:

- Annual year-end report, cut-off December 2011.
- This form shall be supported with a cover page (duly notarized) indicating that statements in the report are true and correct.

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VII. Others

1. Internet access (portal): _____
2. Web browser: _____
3. Software: _____

Notes:

- *Annual year-end report, cut-off December 2011.*
- *This form shall be supported with a cover page (duly notarized) indicating that statements in the report are true and correct.*