



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2019 - 027

To : **ALL BSP-SUPERVISED FINANCIAL INSTITUTIONS (BSFIs)**

Subject : **Guidelines on the Electronic Submission of the Biographical Data**

In line with existing regulations prescribing the submission of Biographical Data and with the ongoing digitization initiatives of the Bangko Sentral ng Pilipinas (BSP), all BSFIs shall observe the following guidelines beginning 25 November 2019:

1. Submission Procedure

- a. BSFIs shall use the prescribed Biographical Data Template (BDT) and the corresponding Control Prooflist (CP). These can be downloaded from http://www.bsp.gov.ph/ses/reporting_templates or may be requested directly from the Department of Supervisory Analytics (DSA) thru dsa_request@bsp.gov.ph
- b. BSFIs shall electronically transmit the reports for submission to the following e-mail addresses:

Type of Institution	E-mail Address
Universal and Commercial Banks (UKBs)	dsakb-biodata@bsp.gov.ph
Thrift Banks (TBs)	dsatb-biodata@bsp.gov.ph
Rural and Cooperative Banks (RCBs)	dsarb-biodata@bsp.gov.ph
Non-Bank with Quasi Banking (NBQBs)	dsanbqb-biodata@bsp.gov.ph
Non-Stock Savings & Loan Associations (NSSLAs)	dsanssla-biodata@bsp.gov.ph
Trust Corporations (TCs)	dsatc-biodata@bsp.gov.ph
Non-Bank Financial Institutions (NBFIs)	dsanbfi-biodata@bsp.gov.ph
Money Service Businesses (MSBs)	dsamsb-biodata@bsp.gov.ph
Pawnshops	dsapawnshop-biodata@bsp.gov.ph

- c. The e-mail address/es used when electronically submitting the Biographical Data shall be the same e-mail address/es that will be used by the DSA in electronically acknowledging the submitted report and transmitting the corresponding validation results. For BSFIs covered by Memorandum Nos. M-2017-028 dated 11 September 2017, M-2017-006 and M-2017-007 dated 22 February 2017, and M-2017-014 and M-2017-015 dated 31 March 2017, only *e-mail addresses officially registered with the DSA* shall be used when electronically submitting the Biographical Data.
- d. BSFIs shall apply the prescribed format for the Subject - **BIODATA<space><BSFI Name>,<space><Name of Officer – Complete First Name Middle Name Last Name>,<space><Year>**

For Example,

To : dsarb-biodata@bsp.gov.ph

Subject : **BIODATA <BSFI NAME>, JUAN CRUZ SANTOS, 2019**

- e. BSFIs shall use the following prescribed file names and file format:

File	File Name	File Format
Biographical Data Template (BDT)	BIODATA-Last Name,Complete First Name,Middle Name-Date Accomplished <i>(automatically generated filename)</i>	xls
Control Prooflist	BIODATA-Last Name,Complete First Name,Middle Name-Date Accomplished*	pdf

*Filename format is the same with the automatically generated filename of the BDT.

e.g.: BIODATA-SANTOS,JUAN,CRUZ-23AUG2019.xls
BIODATA-SANTOS,JUAN,CRUZ-23AUG2019.pdf

- f. BSFIs that are unable to transmit via e-mail may submit the BDT and its accompanying scanned CP in any portable storage device (e.g. USB flashdrive) through messengerial or postal services within the prescribed deadline to:

The Acting Director
Department of Supervisory Analytics (DSA)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street, Malate
1004 Manila

2. Important Reminders

- a. The following may result to a reporting violation:
- Failure to use the correct/updated templates
 - Failure to use an officially registered email address
 - Transmitting to the wrong email address
 - Failure to use the prescribed subject line
 - Failure to use the prescribed filename format for BDT and CP
- b. Each submission should contain one (1) BDT and one (1) scanned CP. Submissions containing only the BDT or scanned CP and submissions with more than one (1) BDT and one (1) scanned CP shall automatically be rejected by the system and considered non-compliant with the BSP reporting standards.

For compliance.


CHUCHI G. FONACIER
Deputy Governor

15 November 2019