



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2018-015

To : ALL NON-BANK REMITTANCE AND TRANSFER COMPANIES and MONEY CHANGERS/FOREIGN EXCHANGE DEALERS

Subject : Updated BSP-Prescribed Forms in filing an Application for Registration to Operate a Money Service Business and Data Entry Template

In line with the continuous enhancements in the processing of application to operate a Money Service Business (MSB) by the Supervision and Examination Sector (SES), BSP, the following shall serve as amendments to Memorandum No. M-2017-014 dated 31 March 2017:

I. Updated BSP-Prescribed Forms

The following updated forms, which can be downloaded from the BSP website (http://www.bsp.gov.ph/regulations/reg_others.asp), shall be accomplished by all Remittance and Transfer Companies (RTCs) and Money Changers (MCs)/Foreign Exchange Dealers (FXDs) in filing an application for the issuance of Certificate of Registration (COR) as RTC/MC/FXD:

A. Application for Registration to Operate a Money Service Business (Stage 1):

Form Name	Old Form Number	New SES Licensing Form Number
Checklist of Documentary Requirements for Registration to Operate a Money Service Business (Stage 1)	Not applicable	02-001

B. Application for Registration to Operate a Money Service Business (Stage 2):

	Form Name	Old Form Number	New SES Licensing Form Number
1.	Application for Registration to Operate a Money Service Business	Form 1M	03-001
2.	Checklist of Documentary Requirements for Registration to Operate a Money Service Business (Stage 2)	Annex A	03-002
3.	Deed of Undertaking (for Entity)	Annex A-1.1	03-003
4.	Deed of Undertaking (for owners/officers)	Annex A-1.2	03-004
5.	Personal Data Sheet	Annex A-2	03-005
6.	Sworn Certification (on MLPP)	Annex A-4	03-006

	Form Name	Old Form Number	New SES Licensing Form Number
7.	Authorization for Querying the BSP Watchlist File	Annex A-3	03-007
8.	Sworn Certification (on Financial Capacity)	Annex A-3	03-008
9.	List of Remittance Tie-up Partners	Annex A-6	03-009

II. Electronic submission of Data Entry Template (DET)-generated application form

Accordingly, the new SES licensing form number shall be used in the filename and subject format, as illustrated below, when submitting the DET-generated application form to the Integrated Supervision Department I through e-mail address ISD1Licensing@bsp.gov.ph as prescribed under Memorandum No. M-2017-014:

Illustration (Filename)

For Application for Registration to Operate a Money Service Business:	
From:	To:
1MDET - XYZ Money Changer and Remittance Business	03-001DET - XYZ Money Changer and Remittance Business

Illustration (E-mail Subject Format)

For Application for Registration to Operate a Money Service Business:	
From:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	Form 1M - Personal, Metro Manila, Manila, XYZ Money Changer and Remittance Business
To:	
To:	ISD1Licensing@bsp.gov.ph
Subject:	03-001 - Personal, Metro Manila, Manila, XYZ Money Changer and Remittance Business

For guidance and compliance.


CHUCHI G. FONACIER
 Deputy Governor

28 March 2018