



OFFICE OF THE DEPUTY GOVERNOR
Monetary and Economics Sector

MEMORANDUM No. M-2019 - 017

To : **ALL UNIVERSAL/COMMERCIAL BANKS AND THRIFT BANKS**

Subject : **Revised Guidelines on the Electronic Submission of Bank Quarterly Report on Residential Real Estate Loans (RREs) for the Generation of the Residential Real Estate Price Index (RREPI)**

With reference to the enhancements in the reporting template of the Bank Quarterly Report on RREs for the Generation of the RREPI by Universal/Commercial Banks (UBs/KBs) and Thrift Banks (TBs), the following revised guidelines on the electronic submission of the said report shall be observed:

1. The prescribed DES - RREPI Form 1 Reporting Template (RT) and the accompanying Transmittal Form (TF) for the Bank Quarterly Report on RREs for the RREPI can be downloaded from:
<http://www.bsp.gov.ph/downloads/regulations/attachments/2015/RREPI.xlsm>
and the user's manual for the prescribed RT can be downloaded from:
http://www.bsp.gov.ph/downloads/regulations/attachments/2015/RREPI_Template_UsersManual.pdf or requested directly from the BSP-Department of Economic Statistics (DES).
2. The prescribed RT in Excel format and the scanned copy of the TF, duly notarized and signed by the authorized officials of the reporting bank, in PDF format shall be submitted within twenty (20) banking days after the reference quarter through e-mail at: des-rrepi@bsp.gov.ph using the prescribed format for the subject as follows:

"RREPI <Bank Name>, <Reference Period>", as illustrated below:

To : des-rrepi@bsp.gov.ph
Subject : RREPI <Bank Name>, 30 June 2019

and using the following prescribed file names:

Files for Submission	File Name
Reporting Template (RT)	RREPI.xlsm
Transmittal Form (TF)	RREPI-TF.pdf

3. Banks that are unable to transmit electronically may submit the prescribed RT and its accompanying scanned TF in CD form through messengerial or postal services within the prescribed deadline to:

The Director
Department of Economic Statistics
Bangko Sentral ng Pilipinas
Room 401, 4th Floor, 5-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

4. Only electronic submissions originating from the duly registered e-mail addresses of reporting banks shall be recognized and accepted by the DES. The DES will send acknowledgment receipts and validation results on submitted reports to the said registered e-mail addresses. For this purpose, a reporting bank, through its Compliance Officer, must send a minimum of two (2) to a maximum of four (4) e-mail addresses of the bank's authorized senders. Any subsequent updates to the said e-mail addresses must be sent by the Compliance Officer to: esligdes@bsp.gov.ph
5. Banks failing to submit the reports within the prescribed deadline will be subject to monetary penalties applicable for delayed reporting under Subsection X192.17 of the Manual of Regulations for Banks for Category A-3 report. Moreover, report submissions that are incomplete, erroneous and/or do not conform to the above prescribed procedures shall not be accepted; thus, these submissions will be considered non-compliant and subject to said penalties for delayed reporting.

For compliance.


DIWA C. GUINIGUNDO
Deputy Governor

28 June 2019