



BANGKO SENTRAL NG PILIPINAS

MONETARY AND ECONOMICS SECTOR
MEMORANDUM NO. M-2023-**027**

To : **ALL BANKS**

Subject : **Submission of Forms to Secure Access to the International Transactions Reporting System (ITRS) Module**

In view of the pilot testing of the ITRS as scheduled in November to December 2023, the banks are advised to accomplish the following attached forms:

1. BSP Relationship Management System (BRMS) User Registration Form (URF);¹ and
2. Certificate Signing Request (CSR).

The CSR will be accomplished only if the banks opt to use the machine-to-machine reporting. The accomplished URF and CSR forms shall be submitted via an email to ESSG-ITRS@bsp.gov.ph under the Department of Economic Statistics (DES) using the following prescribed subject format and file naming convention:

Subject: ITRS<space>URF<space><Bank Name>
URF Filename: ITRS_URF_<Bank Name>.pdf
CSR Filename: ITRS_CSR_<Bank Name>.pdf

For example,
To: ESSG-ITRS@bsp.gov.ph
Subject: ITRS URF Bank A
URF Filename: ITRS_URF_Bank_A.pdf
CSR Filename: ITRS_CSR_Bank_A.pdf

Kindly submit the accomplished and duly signed forms by Wednesday, 27 September 2023. For further queries, you may call (632) 8-708-7692.

For information and compliance.


FRANCISCO G. DAKILA, JR.
Deputy Governor
22 September 2023

¹ Existing BRMS Portal users who were granted access to the BSP Financial Institution Portal (FI Portal) are required to submit an updated URF to secure access to the ITRS module, and be provided with Two-Factor Authentication Credentials and/or Digital Certificate, whichever is applicable.



BANGKO SENTRAL NG PILIPINAS

TECHNOLOGY AND DIGITAL INNOVATION OFFICE

USER REGISTRATION BSP Relationship Management System

I. REQUESTOR INFORMATION

(To be accomplished by new registration/replacement of existing user)			
Name of Bank/Institution			Date of Request
Complete Address	Bldg./ Floor/ Unit No.	Street	
	Village/ Subd.	Barangay	
	City/ Municipality	Province	
Zip Code			
Name of Authorized User			
	(Last Name)	(First Name)	(Middle Name)
Position Title of Authorized User		Department/ Office/ Unit/ Group	
E-mail address		Contact Number	

II. DETAILS OF REQUEST

Type of Request:							
☐	NEW USER						
☐ New registration	A. Registration for: ☒ BSP Relationship Management System (BRMS) Portal ☐ Agent Registry ☐ IOD Portal ☐ CRIMS ☐ ORLS ☒ IFSS Submission Portal ☒ Others: ITRS Weekly Report and/or ITRS Monthly Report ☒ Machine-to-Machine (for Digital Certificate) <i>Please accomplish Annex A - Certificate Signing Request (CSR)</i>						
☐ Replacement of existing user ¹	B. Existing user to be replaced: (applicable for the replacement of existing user) Name of Existing User : _____ Email address : _____						
☐	EXISTING USER: Name of Existing User : _____ Email address : _____						
☐ Update User Information/Access	C. Specify information to be updated: <table><thead><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table> D. User Access: ☒ Add: <i>ITRS Weekly Report and/or ITRS Monthly Report</i> ☐ Revoke: <i>[specify application system/module]</i> <i>(See Item II.A for the list of modules for reference)</i>	From	To				
From	To						
☐ Delete/Remove Existing User	E. Delete Access and User Effective Date : _____ <i>Note: Request must be submitted at least 30 days before the effective date.</i>						

¹ Two-factor authentication of the existing user will be deleted/removed.



USER REGISTRATION

BSP Relationship Management System

III. APPROVAL OF REQUEST

With existing access to other modules? (☐ YES / ☐ NO)

☐ Approved☐ Denied

Remarks:

REDENTOR PAULO M. ALEGRE, JR./ SENIOR DIRECTOR/ DES

Signature over Printed Name of the Authorized Approver
Date:

ACTION/S TAKEN: (applicable only for approved request)

Remarks:

Signature over Printed Name of TDIO Administrator

Date:

Verification and Assigning of Role in Selected Module/s: (BSP Department/ Office Administrator)

Note: Applicable for New Registration/Replacement of Existing User

Remarks:

Signature over Printed Name of Authorized BSP
Department/Office Administrator

Date:

² Authorized official for this registration form should belong to authorized signatory for category A-3 reports per Manual of Regulations on Foreign Exchange Transactions.

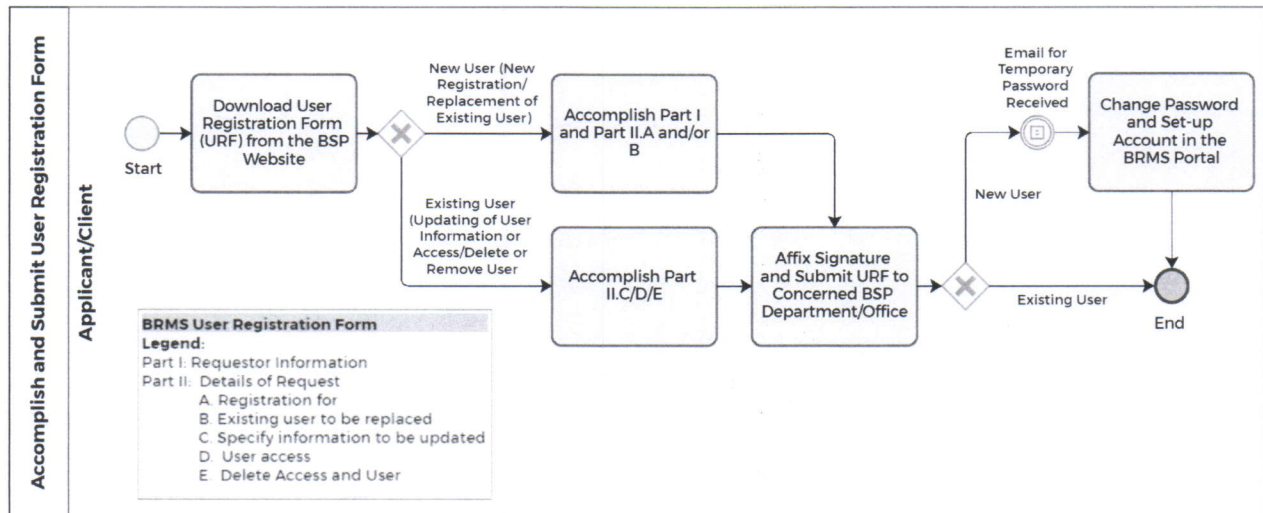


BANGKO SENTRAL NG PILIPINAS

TECHNOLOGY AND DIGITAL INNOVATION OFFICE

USER REGISTRATION BSP Relationship Management System

Accomplish and Submit User Registration Form (URF):



Reminders:

1. Submit the accomplished and signed form/s to: (as applicable depending on the selected module/s to be accessed)

Modules	BSP Department/Office	Email Address
Agent Registry	Financial Inclusion Office (FIO)	agentregistry@bsp.gov.ph
IFSS Submission Portal ORLS	Department of Supervisory Analytics (DSA)	brms_urf@bsp.gov.ph
CRIMS	Credit Reporting System Unit (CRSU)	crsu@bsp.gov.ph
ITRS	Department of Economic Statistics	ESSG-ITRS@bsp.gov.ph

Note: For any inquiries/clarification, you may send an email to the concerned BSP Department/Office.

2. User Registration Form with incomplete/inaccurate information will be returned to the requestor.
3. The new user must immediately change password and set up account in the BRMS Portal (<https://brms.bsp.gov.ph/>) upon receipt of the temporary password.

Note: Password may contain combination of the following:

- Alphanumeric characters;
 - Both upper and lower case characters (e.g. a-z, A-Z); and,
 - Special characters (e.g. !@#\$%^&*()+=~\`{}[]:;'\<>?.,/)
4. Password must not be shared with anybody. Registered user/s must be responsible in protecting the secrecy of password.



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USER REGISTRATION BSP Relationship Management System

TERMS AND CONDITIONS

1. The BSP Relationship Management System (BRMS) is a common integrated system available to provide digital services to BSP Stakeholders.
2. The BRMS can be used for registration, licensing, reportorial, advisory, and other related services. It is a Portal which enables participant¹ to do the following:
 - a. submit report for processing;
 - b. get report status; and
 - c. get report status file.
3. The requested user access is provided for the exclusive use of the participant. New participants are required to accomplish and submit the User Registration Form (URF) to request for a digital certificate/ log-in credential to authorize report submission and facilitate access/connectivity with the system.
4. The BSP shall handle the Administrator function of the system.
5. The participant shall be responsible for any hardware/software upgrades required to support remote access to the system.
6. It is the participant's responsibility to ensure that only those registered users are authorized to access the system. Propagating the system configuration is considered a security breach and is a ground for the termination of the access to the system. The BSP can revoke, block, or permanently disallow the use of the system without prior notice due to reasons that may compromise internal security. The BRMS system and all information inside is the sole property of the BSP. Any unauthorized distribution, dissemination or use of any information, media, and the like, outside of its intended purpose is not allowed.
7. Subject to the participant's registration:
 - a. The system will send a credential login request to the registered email. That email will contain a one-time link that will prompt end-user to enroll his/her password; and
 - b. The concerned BSP Department/Office will provide instructions on how to access the system, URL, and username that participant will use.
8. The BSP shall not be held responsible for any loss, liability or damage caused by errors and mistakes of the participant or by processing failures as a consequence of machine/computer malfunctions due to fortuitous events/force majeure or analogous causes and shall be held free and harmless from claims, suits, costs and damages attributable thereto. Furthermore, the BSP shall not be made party to any dispute nor be held answerable for any liability in connection with, arising out of, or in relation to any transactions covered by this URF. The BSP shall be held free and harmless from claims, suits, costs, and damages attributable to the participant.
9. Each participant shall be responsible in promptly checking the correctness of the submissions and generated results of the system as well as notifying BSP of any system errors so discovered.



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USER REGISTRATION BSP Relationship Management System

10. Each participant shall be responsible for providing and/or establishing its own back-up/contingency plans to ensure that electronic instructions shall be successfully transmitted to the system in the event of failure of its primary hardware and/or computer.
11. In case of any security breach or problem, the participant should report immediately to the concerned BSP Department/Office indicated in the URF, to trigger the investigation of the said security breach or problem and prompt corrective action can be performed. BSP has the right to disable a user account without prior notice in case of any suspected or reported incidents.
12. Each participant expressly agrees to be legally bound by the electronic instruction it sends through the system provided they comply with the terms and conditions set forth in the URF. The BSP records will be the evidence of the participant's dealings with the BSP in connection with the system. The participant agrees to the admission of the BSP records as evidence in any legal proceeding although such records are electronic, not in writing or produced by a computer.
13. This agreement shall be governed by the laws of the Republic of the Philippines.



BANGKO SENTRAL NG PILIPINAS

CERTIFICATE SIGNING REQUEST

- I. The following details are to be provided in the creation of Certificate Signing Request (CSR):

Country:	Philippines
Organization:	Name of Bank/Institution
Organization Unit:	Bank Code / Participation Code
Common Name:	FQDN of website: Example: abc.bank.com

- II. CSR shall be in **.CSR** or **.ARM** format.

- III. The authorized personnel listed in the User Registration Form shall manage the below processes involving Digital Certificate:

- Sending of CSR to Bangko Sentral ng Pilipinas (BSP)
- Acknowledging receipt of Digital Certificates (*Server Certificate, Intermediate Certificate Authority and Root Certificate Authority*) from BSP
- Installation and usage of Digital Certificates

Definition of Terms:

- Certificate Signing Request (CSR)** - a message sent from an applicant to a certificate authority of the public key infrastructure in order to apply for a digital identity certificate
- Fully Qualified Domain Name (FQDN)**
- sometimes also referred to as an absolute domain name, is a domain name that specifies its exact location in the tree hierarchy of the Domain Name System (DNS)
 - if no domain name is registered, choose a name that will identify the organization/client bank
- Certificate Authority (CA)**
- an entity that stores, signs, and issues digital certificates. A digital certificate certifies the ownership of a public key by the named subject of the certificate.

Guidelines in Filling the User Registration Form (URF) and Certificate Signing Request (CSR)

A. For registration of a new user or replacement of an existing user:

1. Fill out Section I. Requestor Information.

I. REQUESTOR INFORMATION (To be accomplished by new registration/replacement of existing user)				
Name of Bank/Institution				Date of Request
Complete Address	Bldg./ Floor/ Unit No.		Street	
	Village/ Subd.		Barangay	
	City/ Municipality		Province	
Zip Code				
Name of Authorized User				
	(Last Name)	(First Name)	(Middle Name)	
Position Title of Authorized User			Department/ Office/ Unit/ Group	
E-mail address			Contact Number	

2. Under II. Details of Request, select "New User" or "Existing User," whichever is applicable.

Type of Request:							
☐ NEW USER ☐ New registration ☐ Replacement of existing user ¹	A. Registration for: ☒ BSP Relationship Management System (BRMS) Portal ☐ Agent Registry ☐ CRIMS ☒ IFSS Submission Portal ☐ IOD Portal ☐ ORLS ☒ Others: ITRS Weekly Report and/or ITRS Monthly Report ☒ Machine-to-Machine (for Digital Certificate) Please accomplish Annex A - Certificate Signing Request (CSR)						
	B. Existing user to be replaced: (applicable for the replacement of existing user) Name of Existing User : _____ Email address : _____						
☐ EXISTING USER: ☐ Update User Information/Access ☐ Delete/Remove Existing User	Name of Existing User : _____ Email address : _____ C. Specify information to be updated: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%; text-align: center;">From</th> <th style="width: 50%; text-align: center;">To</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table> D. User Access: ☒ Add: <i>ITRS Weekly Report and /or ITRS Monthly Report</i> ☐ Revoke: <i>[specify application system/module]</i> (See Item II.A for the list of modules for reference) E. Delete Access and User Effective Date : _____ Note: Request must be submitted at least 30 days before the effective date.	From	To				
From	To						

3. For New User:

- a. Click "New Registration" or "Replacement of existing user," whichever is applicable.

II. DETAILS OF REQUEST	
Type of Request:	
☐ NEW USER	
☒ New registration	A
☐ Replacement of existing user	B
A B C D E	

- b. Select "IFSS Submission Portal" and "Others: ITRS Weekly Report and/or ITRS Monthly Report."

A. Registration for:	
☐ BSP Relationship Management System (BRMS) Portal	
☐ Agent Registry	☐ IOD Portal
☐ CRIMS	☐ ORLS
☒ IFSS Submission Portal	☒ Others:
	<u>ITRS Weekly Report and/or</u>
	<u>ITRS Monthly Report</u>

- c. If the bank will use Machine-to-Machine submission, tick also the "Machine-to-Machine (for Digital Certificate) and accomplish Annex A – Certificate Signing Request.

☒ Machine-to-Machine (for Digital Certificate)
<i>Please accomplish Annex A - Certificate Signing Request (CSR)</i>

- d. For replacement of existing user, fill out B. Existing user to be replaced

B. Existing user to be replaced: (applicable for the replacement of existing user)

Name of Existing User : _____

Email address : _____

B. For updating of credentials of an existing user (i.e., with existing BRMS credentials to access and report in the IFSS Submission Portal):

1. Fill out the information of the existing user (1) who will be given access to the ITRS Weekly or Monthly Module; or (2) whose access to the said module will be removed.

☐ EXISTING USER:	Name of Existing User	:	_____
	Email address	:	_____

2. If the existing BRMS-ITRS Module user will update his/her information, fill out C. Specify the information to be updated.

☐ Update User Information/Access	C. Specify information to be updated:	
	From	To

3. If the existing BRMS user will be given access to the ITRS Weekly or Monthly Report Module, select *Add: ITRS Weekly Report and /or ITRS Monthly Report*. If access of the existing user to the module will be revoked, select *Revoke* and provide details.

D. User Access: ☐ Add: <i>ITRS Weekly Report and /or ITRS Monthly Report</i> ☐ Revoke: <i>[specify application system/module]</i> <i>(See Item II.A for the list of modules for reference)</i>
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4. If the existing user will be given access to "Machine-to-Machine (for Digital Certificate), accomplish Annex A - Certificate Signing Request.
5. If the access of an existing user to the BRMS will be removed, select Delete/Remove Existing User and specify the effectivity date.

☐ Delete/Remove Existing User	E. Delete Access and User
	Effective Date : _____
	<i>Note: Request must be submitted at least 30 days before the effective date.</i>