



Bangko Sentral ng Pilipinas

MAYNILA, PILIPINAS

SUPERVISION AND EXAMINATION SECTOR Office of the Deputy Governor

CIRCULAR LETTER Series of 2001

TO: ALL OFFSHORE BANKING UNITS

Pursuant to Circular No. 274 dated 27 February 2001 approved under M.B. Resolution No. 230 dated February 9, 2001, the following guidelines shall govern the electronic submission to the Supervisory Reports and Studies Office (SRSO) of the Statement of Assets and Liabilities and Schedules of Offshore Banking Units (OBUs):

1. The BSP e-mail address where the reports shall be transmitted is:
SRSO-OBUS@bsp.gov.ph with subject caption as follows:

Subject: (OBU Shortname) – Assets and Liabilities for (reference date)

2. The reports, which shall follow the data structure prescribed under Circular No. 274, shall be prepared in EXCEL format and saved as text file prior to submission. The prescribed file name for each report shall be:

Title of Report	Prescribed File Name
Main Report - Statement of Assets and Liabilities	OBUMAIN
Schedule 1 - Maturity Profile of Sources and Uses of Funds	OBUSC1
Schedule 2 - Currency Classification of Funds (In US\$) Currency Classification of Funds (In Original Currencies)	OBUSC2
Schedule 3 - Country Classification of Interbank Funds/Non-Bank Funds	OBUSC3
Schedule 4A-Report on Loans Granted by OBUs-Part I-Credit Information	OBUSC4A
Schedule 4B - Report on Loans Granted by OBUs-Part II-Credit Status	OBUSC4B
Schedule 4C - Loans and Discounts – Residents	OBUSC4C
Schedule 5 - Investments in Bonds and Other Debt Instruments	OBUSC5
Schedule 5A- Investments in Bonds and Other Debt Instruments (Issued by Residents)	OBUSC5A
Schedule 6 - Indebtedness Among Banks Operating in the Philippines	OBUSC6
Schedule 7 - Report on OBU Liabilities to Non-Residents	OBUSC7
Schedule 8 - Spot and Forward Foreign Exchange Transactions of OBUs	OBUSC8
Schedule 9 - Report on Foreign Exchange Flows	OBUSC9
Schedule 9A - Foreign Exchange Actually Sold to Authorized Agent Banks (AABs)	OBUSC9A
Schedule 9B - Details of Investment Receipts and Disbursements	OBUSC9B



3. Reports shall be submitted through electronic mail to SRSO in accordance with the following schedule:

Report Month	Deadline
January 2001	March 30, 2001
February 2001	April 23, 2001
March 2001	May 4, 2001

Reports for April 30, 2001 and onwards shall be submitted within the prescribed deadline, i.e., within fifteen (15) banking days after end of reference month.

4. For purposes of these reports, OBUs shall provide the BSP with the following information prior to the initial submission of reports:
- E-mail address of the OBU;
 - Name and address of the Internet Service Provider (ISP);
 - Names of authorized senders;
 - Name/s and specimen signature/s of authorized signatories for the Control Prooflist (Item 5 below); and
 - Name/s of contact persons.
5. Upon transmission of the reports, OBUs shall also fax at 523-3461 the notarized Control Prooflist (attached as Annex A) duly signed by the authorized officer of the OBU. The original notarized Control Prooflist shall likewise be submitted directly by each OBU to the Bangko Sentral ng Pilipinas, through the SRSO.
6. Queries and requests for clarifications by OBUs on the new reporting requirement shall be addressed to the following:

Forms/Schedules	Contact Departments/Units
Main Statement and Schedules 1, 2, 3, 4C, 6 and 8	Supervisory Reports and Studies Office Data and Reports Group Tel. Nos. 525-5234; 523-9538 Fax # 523-3461 E-mail: SRSO-OBU@bsp.gov.ph
Schedules 4A/4B, 5, and 7	International Operations Department Systems, Audit and Data Center Tel. Nos. 536-0050; 523-4114 Fax # 536-6072 E-mail: iod@bsp.gov.ph
Schedules 5A, 9/9A/9B	Department of Economic Research International Transactions Reporting Systems Division Tel. No. 523-8944 Fax # 523-5851 E-mail: esantos@bsp.gov.ph

7. An acknowledgement receipt shall be electronically transmitted by SRSO for reports submitted. Only reports that strictly follow the BSP-prescribed format shall be accepted by the system and considered as submitted to the Bangko Sentral.
8. Reports accepted by the system shall be subject to further verification and processing by the user-departments. OBUs shall be notified of incomplete/erroneous reports and shall be required to submit an explanation or an amended report as may be necessary. Penalties for incomplete/erroneous reports shall be imposed as may be deemed appropriate by the user department.
9. The BSP shall not be responsible for electronic messages/reports/information that may be hacked or cracked, intercepted, copied or disclosed outside BSP's information system.

For strict compliance.


ALBERTO V. REYES
Deputy Governor

Attached: a/s

30 March, 2001

Name of OBU _____

Bank Code _____

STATEMENT OF ASSETS AND LIABILITIES
Control Proof List

As of _____

	Rec. No.	T o t a l
ASSETS		
Notes and Coins on Hand	010	
Due from Banks	020	
Loans and Discounts to Non-Banks	040	
Bills Discounted or Purchased	060	
Investments in Bonds and Other Debt Instruments	070	
Other Assets	100	
Less: Allowance for Probable Losses	155	
TOTAL ASSETS	190	
LIABILITIES		
Deposits of Non-Resident Non-Banks	210	
Due to Banks	220	
Other Liabilities	250	
TOTAL LIABILITIES	290	
TOTAL CONTINGENT ACCOUNTS	390	

Republic of the Philippines)

_____) S.S.

I solemnly swear that all matters set forth in this statement and all its supporting schedules, which were submitted through electronic mail, are true and correct to the best of my knowledge and belief.

 (Signature of Authorized Officer over
 Printed Name)

 Designation

SUBSCRIBED AND SWORN TO BEFORE ME, this ____ day of _____, affiant exhibiting to me his Community Tax Certificate No. _____, issued at _____ on _____.

NOTARY PUBLIC

Until December 31, _____

PTR No. _____

Doc. No. _____

Page No. _____

Book No. _____