



# BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR | FINANCIAL SUPERVISION SECTOR

## MEMORANDUM NO. M-2022-036

To : **ALL BANKS**

Subject : **Guidelines on the Electronic Submission of Report of Selected Branch Accounts through the BSP Financial Institution (FI) Portal**

Pursuant to Republic Act (R.A.) No. 11054, also known as the "Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao" and the Philippine Statistics Authority (PSA) Board Resolution No. 13, Series of 2021 – "Approving and Adopting the Third Quarter 2021 Philippine Standard Geographic Code (PSGC) Updates to Include the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) and Correct the Names of 37 Barangays", all banks shall observe the following guidelines in the electronic submission of Report of Selected Branch Accounts beginning 30 June 2022 report:

### **Submission Guidelines**

1. All Banks shall use the prescribed Report of Selected Branch Accounts *Data Entry Template (DET)*, *Branch list files*, and *Control Prooflist (CP)*, which can be downloaded from [www.bsp.gov.ph/SES/reporting\\_templates](http://www.bsp.gov.ph/SES/reporting_templates) or may directly be requested from the BSP-Department of Supervisory Analytics through [dsareports@bsp.gov.ph](mailto:dsareports@bsp.gov.ph). In requesting the said template, banks shall use the prescribed subject line format as follows: **[REQUEST] Report of Selected Branch Accounts Template**.
2. For semester ending 30 June 2022, all Banks shall submit the Report of Selected Branch Accounts through the FI Portal on or before 31 August 2022. Subsequent reports will be due for submission within twenty (20) banking days after end of reference quarter.
3. The DET and CP shall be submitted through the FI Portal using the prescribed file naming convention and file extension/format, as identified below:

| File                | File Name         | File extension/<br>Format |
|---------------------|-------------------|---------------------------|
| Data Entry Template | BRIS              | XLS                       |
| Control Prooflist   | Control Prooflist | PDF                       |

4. Banks that are unable to transmit electronically can submit the DET and CP in any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline addressed to:

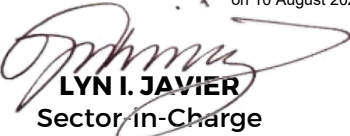
**The Director**

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

5. Report submissions should continue to comply with existing BSP reporting standards. It likewise follows that only files prescribed by the BSP for the report shall be accepted, and validated, subject to applicable penalties for reporting violations.

For compliance.

Digitally signed by  
AG Lyn I. Javier  
on 10 August 2022



**LYN I. JAVIER**  
Sector In-Charge

10 August 2022