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BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2014-020

To : ALL BANKS AND NON-BANKS WITH QUASI-BANKING FUNCTION (NBQBs)

Subject : Guidelines on the Electronic Submission of Prescribed Reports to the BSP-Supervision and Examination Sector (SES) through the Supervisory Data Center (SDC)

Pursuant to on-going initiatives of maximizing available Information Technology infrastructure and in accordance with existing prescribed procedures in the submission of reports to the BSP-SES, the following submission guidelines shall be observed effective 1 July 2014:

1. All the reports prescribed for submission to the BSP-SES through the SDC shall be transmitted electronically within deadline to the official SDC e-mail address prescribed for the subject report. The electronic submission shall be supported with the corresponding scanned Control Prooflist (CP) or affidavit prescribed for the subject report/s. The scanned CP/affidavit duly notarized and signed by the authorized official of the reporting Bank/NBQB shall be in Portable Document Format (PDF) using the file name prescribed for the CP/affidavit of such report, if applicable.
2. Attached as Annex A is the list of reports for electronic submission to the SDC and the official SDC e-mail address prescribed for each report. The prescribed data entry template and/or data file format structure and corresponding CP/affidavits for each report listed in Annex A can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates. Submission procedures of other reports not identified in Annex A remain unchanged and shall continue to be in force unless advised otherwise.
3. Hard copy submission of reports listed in Annex A shall no longer be accepted. Banks/NBQBs that are unable to transmit electronically can submit such report/s and the corresponding scanned CP/affidavits in CD form through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Story Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

4. Only electronic submissions originating from officially registered e-mail address/es of the Bank/NBQB shall be recognized and accepted by the SDC. Same registered e-mail address/es shall be used by the SDC in electronically acknowledging the submitted report and transmitting the corresponding validation results. A Bank/NBQB can officially register a maximum of four (4) e-mail addresses with each e-mail address having a single registered accountable official. In no case shall there be two or more registered officials for a single registered e-mail address. Of the said e-mail addresses, one should belong to and registered under the accountability of the Compliance Officer.
5. For this purpose, a duly notarized Registration Form (RF) signed by the President or corresponding alternate designated by the Bank/NBQB certifying the registered e-mail address/es and officials shall be accomplished. The said RF and its corresponding prescribed Excel data file (referred to as e-Form) shall be submitted to the SDC no later than 23 May 2014. The prescribed RF and its e-Form can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested directly from the SDC.
6. The scanned copy of the notarized RF in PDF and its prescribed e-Form shall be submitted together to the following e-mail addresses:

Type of Institution	E-mail Address
Universal/Commercial Banks	sdckb-reportrf@bsp.gov.ph
Thrift Banks	sdctb-reportrf@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-reportrf@bsp.gov.ph
Non-Banks with Quasi Banking Function	sdcnbf-reportrf@bsp.gov.ph

7. Subsequent changes in the official registry can be facilitated by submitting an updated RF and data entry template as provided in items 5 and 6. The updated RF shall constitute the institution's updated list of registered e-mail addresses and designated Bank/NBQB officials and shall supersede the previously submitted RF.

8. The Bank/NBQB should develop and implement its own internal policy and system to ensure accountability and responsible use of the registered e-mail addresses. It should likewise ensure that the registered e-mail addresses and responsible officials remain current and updated.
9. Report submissions that do not conform to the above prescribed procedures shall not be accepted and, thus, considered unsubmitted. It likewise follows that only the data entry templates and/or data file format structures prescribed by the BSP for the reports listed in Annex A shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for late and/or erroneous reporting.
10. BSP-SES shall presume that e-mails released to the officially registered e-mail address/es are duly received by the bank, absent notification from the BSP system of the failure of delivery. Banks/NBQBs are thereby encouraged to develop their system in order to be able to automatically generate acknowledgement receipts.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

22 April 2014

List of Prescribed Reports for Electronic Submission to the Supervisory Data Center (SDC) Pursuant to Memorandum No. M-2014-020

Report Title		Frequency	Deadline	Prescribed E-mail Address	Covered Institutions
1	Report on Non-Deliverable Forward Transactions Against Philippine Peso	Daily	2 banking days after end of reference date	sdcdndf@bsp.gov.ph	UKBs, TBs, RCBs
2	Consolidated Daily Report of Condition (CDRC)	Weekly	3 banking days after end of reference week	sdckb-cdrc@bsp.gov.ph	UKBs
3	Weekly Report on Required and Available Reserves Against Deposit Liabilities (WRRAR)	Weekly	6 banking days after end of reference week	sdctb-cdrc@bsp.gov.ph	TBs
4	Consolidated Report on Required and Available Reserves Against Deposit Substitutes and Special Financing (CRRAR)	Weekly	4 banking days after end of reference week	sdcrrb-wrrar@bsp.gov.ph	RCBs
5	Report on Peso-Denominated Common Trust Fund and Other Similarly Managed Funds (CTF)	Weekly	4 banking days after end of reference week	sdcnqb-crrar@bsp.gov.ph	NBQBs
6	Reserve Report on Trust and Other Fiduciary Accounts (TOFA)	Weekly	3 banking days after end of reference week	sdckb-trust@bsp.gov.ph	UKBs
7	Statement of Capital Required and Capital Accounts	Weekly	3 banking days after end of reference week	sdctb-trust@bsp.gov.ph	UKBs
8	Consolidated Statement of Condition / Consolidated Statement of Income and Expenses (with Supplementary Report on Early Adoption of PFRS 9 - Solo where applicable)	Semi-monthly	7 banking days after 15th and end of the month	sdctb-trust@bsp.gov.ph	TBs
9	Financial Reporting Package - Solo (with Supplementary Report on Early Adoption of PFRS 9 - Solo where applicable)	Monthly	15 banking days after end of reference month	sdcnqb-crca@bsp.gov.ph	NBQBs
10	Financial Reporting Package - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Monthly	15 banking days after end of reference month	sdckb-frp@bsp.gov.ph	UKBs
11	Report on Microfinance Products	Quarterly	15 banking days after end of reference quarter	sdctb-frp@bsp.gov.ph	TBs
12	Income Statement on Retail Microfinance Operations	Quarterly	15 banking days after end of reference quarter	sdcrb-frp@bsp.gov.ph	RCBs
13	Computation of the Risk-Based Capital Adequacy Ratio Covering Combined Credit Risk, Market Risk and Operational Risk for Stand Alone TBs and RCBs - Solo	Quarterly	30 banking days after end of reference quarter	sdckb-micro@bsp.gov.ph	UKBs
				sdctb-micro@bsp.gov.ph	TBs
				sdcrb-micro@bsp.gov.ph	RCBs
				sdckb-micro@bsp.gov.ph	UKBs
				sdctb-micro@bsp.gov.ph	TBs
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				sdctb-micro@bsp.gov.ph	TBs

	Report Title	Frequency	Deadline	Prescribed E-mail Address	Covered Institutions
14	Computation of the Risk-Based Capital Adequacy Ratio Covering Combined Credit Risk, Market Risk and Operational Risk for Stand Alone TBs and RCBs - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdctb-car@bsp.gov.ph sdcrb-car@bsp.gov.ph	TBs RCBs
15	Capital Adequacy Ratio (CAR) Summary Report - Solo	Quarterly	15 banking days after end of reference quarter	sdckb-car574@bsp.gov.ph sdctb-car574@bsp.gov.ph sdcrb-car574@bsp.gov.ph	UKBs TBs RCBs
16	Capital Adequacy Ratio (CAR) Summary Report - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdckb-car574@bsp.gov.ph	UKBs
17	Report on Compliance with the Mandatory Agri Agri Credit (Agri-Agra)	Quarterly	15 banking days after end of reference quarter	sdckb-agra@bsp.gov.ph sdctb-agra@bsp.gov.ph sdcrb-agra@bsp.gov.ph	UKBs TBs RCBs
18	Report on Compliance with Mandatory Credit Allocation Required Under RA 6977 as Amended by RA Nos. 8289 and 9501(MSME)	Quarterly	15 banking days after end of reference quarter	sdckb-sme@bsp.gov.ph sdctb-sme@bsp.gov.ph sdcrb-sme@bsp.gov.ph	UKBs TBs RCBs
19	Report on Credit & Equity Exposures to Individuals/Companies/ Groups Aggregating P1 Million and Above (CREDEX)	Quarterly	15 banking days after end of reference period	srso-credex@bsp.gov.ph	UKBs, TBs, NBQBs
20	Financial Reporting Package for Trust Institutions (FRPTI) (with Supplementary Report on Early Adoption of PFRS 9 where applicable)	Quarterly	20 banking days after end of reference quarter	sdckb-frpti@bsp.gov.ph sdctb-frpti@bsp.gov.ph sdcrb-frpti@bsp.gov.ph sdcnbf-frpti@bsp.gov.ph	UKBs TBs RCBs NBQBs
21	Published Balance Sheet / Consolidated Balance Sheet (Before Publication) For Banks with resources of P1 billion and above (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	12 banking days from the date of call letter (CL)	sdckb-pbs@bsp.gov.ph sdctb-pbs@bsp.gov.ph sdcrb-pbs@bsp.gov.ph	UKBs TBs RCBs
22	Statement of E-Money Balances and Activity (Volume and Amount of E-Money Transactions)	Quarterly	15 banking days after end of reference quarter	sdckb-emoney@bsp.gov.ph sdctb-emoney@bsp.gov.ph sdcrb-emoney@bsp.gov.ph sdcnbf-emoney@bsp.gov.ph	UKBs TBs RCBs NBQBs
23	Expanded Report on Real Estate Exposures - Solo	Quarterly	30 banking days after end of reference quarter	sdckb-ree@bsp.gov.ph sdctb-ree@bsp.gov.ph	UKBs TBs

	Report Title	Frequency	Deadline	Prescribed E-mail Address	Covered Institutions
24	Expanded Report on Real Estate Exposures - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdckb-ree@bsp.gov.ph sdctb-ree@bsp.gov.ph	UKBs TBs
25	Report on the Inventory of Banking Network	Quarterly	20 banking days after end of reference quarter	sdckb-ibn@bsp.gov.ph sdctb-ibn@bsp.gov.ph sdcrb-ibn@bsp.gov.ph	UKBs TBs RCBs
26	Credit Card Business Activity Report	Quarterly	15 banking days after end of reference quarter	sdccbar@bsp.gov.ph	UKBs TBs RCBs
27	Semestral Report of Selected Branch Accounts	Semestral	20 banking days after end of reference semester	sdckb-bris@bsp.gov.ph sdctb-bris@bsp.gov.ph sdcrb-bris@bsp.gov.ph	UKBs TBs RCBs
28	IT Profile Report	Annual	25 calendar days after end of reference year	sdckb-itprofile@bsp.gov.ph sdctb-itprofile@bsp.gov.ph sdcrb-itprofile@bsp.gov.ph sdcnbfi-itprofile@bsp.gov.ph	UKBs TBs RCBs NBFIs
29	Report on Initial Application of PFRS 9	Upon initial application of PFRS 9	15 banking days from the end of the calendar or fiscal year of initial application of PFRS 9	sdckb-pfrs@bsp.gov.ph sdctb-pfrs@bsp.gov.ph sdcrb-pfrs@bsp.gov.ph sdcnbfi-pfrs@bsp.gov.ph	UKBs TBs RCBs NBQBs
30	Registration Form (E-Correspondences)	As changes occur		sdckb-rf@bsp.gov.ph sdctb-rf@bsp.gov.ph sdcrb-rf@bsp.gov.ph sdcnbqb-rf@bsp.gov.ph	UKBs TBs RCBs NBQBs