



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2018-027

To : ALL BANKS

**Subject : Guidelines on the Electronic Submission of the Updated Reports
Arising from Circular Nos. 976 and 992**

In line with Circular No. 976^{1/} dated 10 October 2017 and Circular No. 992^{2/} dated 01 February 2018, the following submission guidelines shall be observed beginning with the reporting period ending 30 September 2018:

1. The list of covered reports for electronic submission, the prescribed file names, the frequency of submission, e-mail address designated for each covered report, the submission deadlines and the required standard format for the subject line of the e-mail transmission are provided in the attached Annex A.
2. The prescribed Data Entry Template (DET), database file structure and corresponding control prooflist (CP) for each covered report prescribed for submission can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
3. The prescribed DET or database file, as the case may be, together with the corresponding scanned CP in Portable Document Format (PDF) duly certified and signed by the authorized official of the reporting bank shall be electronically transmitted within deadline to the prescribed e-mail address indicated in the attached Annex A.
4. Each e-mail submission should only pertain to the files required for a particular reporting period. Submissions containing file/s for more than one (1) reporting period shall automatically be rejected and considered non-compliant with the BSP reporting standards. Likewise, submissions without the required CP shall be considered non-compliant with the BSP reporting standards.

^{1/} Circular No. 976 dated on 10 October 2017 on the Amendments to the Expanded Report on Real Estate Exposures (ERREE) and the Submission of the Report on Project Finance Exposures (RPFE)

^{2/} Circular No. 992 dated 01 February 2018 on Framework for Basic Deposit Accounts

5. Banks that are unable to transmit electronically can submit the DET and its accompanying scanned CP in compact disc (CD) or any portable storage device (e.g. USB Flash Drive) through messengerial or postal services within the prescribed deadline to:

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

6. In accordance with BSP Memorandum No. M-2017-028 dated 11 September 2017, only electronic submissions originating from officially registered e-mail address/es of the bank 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.
7. Report submissions that do not conform to the above prescribed procedures shall not be accepted and will be considered non-compliant with the BSP reporting standards as provided under Section X184 of the Manual of Regulations for Banks. It likewise follows that only the DETs or database file structures prescribed by the BSP shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for erroneous, delayed, or unsubmitted reporting.

For compliance.


CHUCHI G. FONACIER
Deputy Governor

5 October 2018

A. Prescribed Reports for Banks

Report Title (Report Acronym)	File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address ^{2/}	Submission Deadlines	Standard Format for the Subject of the E-mail
1 Financial Reporting Package (FRP) - Solo	Data Entry Template	KB-SOLO-ANNUAL.xls			✓	sdckb-frp@bsp.gov.ph	15 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2018
		KB-SOLO-BORROW.xls	✓	✓	✓			
		KB-SOLO-CNTINGNT.xls		✓	✓			
		KB-SOLO-COCE.xls	✓	✓	✓			
		KB-SOLO-DEPLIAB.xls	✓	✓	✓			
		KB-SOLO-FINASSET.xls	✓	✓	✓			
		KB-SOLO-FINLIAB.xls		✓	✓			
		KB-SOLO-LOANS.xls	✓	✓	✓			
		KB-SOLO-NONFIN.xls	✓	✓	✓			
		KB-SOLO-OTHEREAST.xls	✓	✓	✓			
		KB-SOLO-OTHLIAB.xls	✓	✓	✓			
		KB-SOLO-SIEACT.xls		✓	✓			
		KB-SOLO-SOCSIE.xls	✓	✓	✓			
	Database File	SANNUAL.DBF			✓			
		SBORROW.DBF	✓	✓	✓			
		SCNTNGNT.DBF		✓	✓			
		SCOCE.DBF	✓	✓	✓			
		SDEPLIAB.DBF	✓	✓	✓			
		SFINASST.DBF	✓	✓	✓			
		SFINLIAB.DBF		✓	✓			
		SLOANS.DBF	✓	✓	✓			
		SNONFIN.DBF	✓	✓	✓			
		SOTHRAST.DBF	✓	✓	✓			
		SOTHLIB.DBF	✓	✓	✓			
		SSIEACCT.DBF		✓	✓			
		SSOCSIE.DBF	✓	✓	✓			
	Control Profflist	FRP-Control Profflist.pdf	✓	✓	✓			
	Data Entry Template	TB-SOLO-ANNUAL.xls			✓	sdctb-frp@bsp.gov.ph	15 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2018
		TB-SOLO-BORROW.xls	✓	✓	✓			
		TB-SOLO-CNTINGNT.xls		✓	✓			
		TB-SOLO-COCE.xls	✓	✓	✓			
		TB-SOLO-DEPLIAB.xls	✓	✓	✓			
		TB-SOLO-FINASSET.xls	✓	✓	✓			
		TB-SOLO-FINLIAB.xls		✓	✓			
		TB-SOLO-LOANS.xls	✓	✓	✓			
		TB-SOLO-NONFIN.xls	✓	✓	✓			
		TB-SOLO-OTHEREAST.xls	✓	✓	✓			
		TB-SOLO-OTHLIAB.xls	✓	✓	✓			
		TB-SOLO-SIEACT.xls		✓	✓			
		TB-SOLO-SOCSIE.xls	✓	✓	✓			
	Database File	SANNUAL.DBF			✓			
		SBORROW.DBF	✓	✓	✓			
		SCNTNGNT.DBF		✓	✓			
		SCOCE.DBF	✓	✓	✓			
		SDEPLIAB.DBF	✓	✓	✓			
		SFINASST.DBF	✓	✓	✓			
		SFINLIAB.DBF		✓	✓			
		SLOANS.DBF	✓	✓	✓			
		SNONFIN.DBF	✓	✓	✓			
		SOTHRAST.DBF	✓	✓	✓			
		SOTHLIB.DBF	✓	✓	✓			
		SSIEACCT.DBF		✓	✓			
		SSOCSIE.DBF	✓	✓	✓			
	Control Profflist	FRP-Control Profflist.pdf	✓	✓	✓			

Report Title (Report Acronym)		File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address ^{2/}	Submission Deadlines	Standard Format for the Subject of the E-mail	
Continuation: Financial Reporting Package (FRP) - Solo	Data Entry Template		RB-SOLO-ANNUAL.xls			✓	sdcrb-frp@bsp.gov.ph	15 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2018	
			RB-SOLO-BORROW.xls		✓	✓				
			RB-SOLO-CNTINGNT.xls		✓	✓				
			RB-SOLO-COCE.xls		✓	✓				
			RB-SOLO-DEPLIAB.xls		✓	✓				
			RB-SOLO-FINASSET.xls		✓	✓				
			RB-SOLO-FINLIAB.xls ^{1/}		✓	✓				
			RB-SOLO-LOANS.xls		✓	✓				
			RB-SOLO-NONFIN.xls		✓	✓				
			RB-SOLO-OTHEREAST.xls		✓	✓				
			RB-SOLO-OTHLIAB.xls		✓	✓				
			RB-SOLO-SIEACT.xls		✓	✓				
			RB-SOLO-SOCSIE.xls		✓	✓				
		Database File		SANNUAL.DBF						✓
				SBORROW.DBF		✓				✓
				SCNTNGNT.DBF		✓				✓
				SCOCE.DBF		✓				✓
				SDEPLIAB.DBF		✓				✓
				SFINASST.DBF		✓				✓
			SFINLIAB.DBF ^{1/}		✓	✓				
			SLOANS.DBF		✓	✓				
			SNONFIN.DBF		✓	✓				
	Control Prooflist		FRP-Control Prooflist.pdf		✓	✓				
		Data Entry Template		KB-CONSO-ANNUAL.xls			✓	sdckb-frp@bsp.gov.ph		30 banking days after end of reference period
				KB-CONSO-BORROW.xls		✓	✓			
				KB-CONSO-CNTINGNT.xls		✓	✓			
			KB-CONSO-COCE.xls		✓	✓				
			KB-CONSO-DEPLIAB.xls		✓	✓				
			KB-CONSO-FINASSET.xls		✓	✓				
			KB-CONSO-FINLIAB.xls		✓	✓				
			KB-CONSO-LOANS.xls		✓	✓				
	KB-CONSO-NONFIN.xls			✓	✓					
	KB-CONSO-OTHEREAST.xls			✓	✓					
	KB-CONSO-OTHLIAB.xls			✓	✓					
	KB-CONSO-SIEACT.xls			✓	✓					
	KB-CONSO-SOCSIE.xls			✓	✓					
Database File		CANNUAL.DBF			✓					
		CBORROW.DBF		✓	✓					
		CCNTNGNT.DBF		✓	✓					
		CCOCE.DBF		✓	✓					
		CDEPLIAB.DBF		✓	✓					
		CFINASST.DBF		✓	✓					
		CFINLIAB.DBF		✓	✓					
		CLOANS.DBF		✓	✓					
		CNONFIN.DBF		✓	✓					
		COTHRASST.DBF		✓	✓					
		COTHLIAB.DBF		✓	✓					
		CSIEACCT.DBF		✓	✓					
		CSOCSIE.DBF		✓	✓					
Control Prooflist		FRP-Control Prooflist.pdf		✓	✓					

Report Title (Report Acronym)		File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address ^{2/}	Submission Deadlines	Standard Format for the Subject of the E-mail
Continuation: Financial Reporting Package (FRP) - Consolidated		Data Entry Template	TB-CONSO-ANNUAL.xls			✓	sdctb-frp@bsp.gov.ph	30 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2018
			TB-CONSO-BORROW.xls		✓	✓			
			TB-CONSO-CNTINGNT.xls		✓	✓			
			TB-CONSO-COCE.xls		✓	✓			
			TB-CONSO-DEPLIAB.xls		✓	✓			
			TB-CONSO-FINASSET.xls		✓	✓			
			TB-CONSO-FINLIAB.xls		✓	✓			
			TB-CONSO-LOANS.xls		✓	✓			
			TB-CONSO-NONFIN.xls		✓	✓			
			TB-CONSO-OTHEREAST.xls		✓	✓			
			TB-CONSO-OTHLIAB.xls		✓	✓			
			TB-CONSO-SIEACT.xls		✓	✓			
		TB-CONSO-SOCSIE.xls		✓	✓				
		Database File	CANNUAL.DBF			✓			
			CBORROW.DBF		✓	✓			
			CCNTNGNT.DBF		✓	✓			
			CCOCE.DBF		✓	✓			
			CDEPLIAB.DBF		✓	✓			
			CFINASST.DBF		✓	✓			
			CFINLIAB.DBF		✓	✓			
		Database File	CLOANS.DBF		✓	✓			
			CNONFIN.DBF		✓	✓			
			COTHRASST.DBF		✓	✓			
			COTHLIB.DBF		✓	✓			
			CSIEACCT.DBF		✓	✓			
			CSOCSIE.DBF		✓	✓			
		Control Prooflist	FRP-Control Prooflist.pdf		✓	✓			
3 Microfinance Reports - Report on Microfinance Products (MBS) and Income Statement on Retail Microfinance Operations (MIS)	Data Entry Template	MBS.xls	✓	✓		sdckb-micro@bsp.gov.ph / sdctb-micro@bsp.gov.ph / sdcrb-micro@bsp.gov.ph	15 banking days after end of reference period	MRS <Bank Name>, <Reference Period> i.e., MRS Bank Name, 30 September 2018	
	Control Prooflist	MBS-Control Prooflist.pdf	✓	✓					
	Data Entry Template	MIS.xls		✓					
	Control Prooflist	MIS-Control Prooflist.pdf		✓					
4 Report of Selected Branch Accounts (BRIS)	Data Entry Template	BRIS.xls		✓		sdckb-bris@bsp.gov.ph / sdctb-bris@bsp.gov.ph / sdcrb-bris@bsp.gov.ph	20 banking days after end of reference period	BRANCH <Bank Name>, <Reference Period> i.e., BRANCH Bank Name, 30 September 2018	
	Control Prooflist	BRIS-Control Prooflist.pdf		✓					
5 Expanded Report on Real Estate Exposure (ERREE)	Data Entry Template	ERREE-Solo.xls		✓		sdckb-erree@bsp.gov.ph / sdctb-erree@bsp.gov.ph / sdcrb-erree@bsp.gov.ph	15 banking days after end of reference period	ERREE <Bank Name>, <Reference Period> i.e., ERREE Bank Name, 30 September 2018	
	Control Prooflist	ERREE-Solo-Control Prooflist.pdf		✓					
	Data Entry Template	ERREE-Conso.xls		✓			30 banking days after end of reference period		
	Control Prooflist	ERREE-Conso-Control Prooflist.pdf		✓					

^{1/} - File is not required for submission for RCBs using Simplified FRP templates pursuant to Circular No. 644

^{2/} - kb e-mail addresses apply to Universal and Commercial Banks
 - tb e-mail addresses apply to Thrift Banks
 - rb e-mail addresses apply to Rural and Cooperative Banks