



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

MEMORANDUM NO. M-2015-004

To : ALL UNIVERSAL AND COMMERCIAL BANKS (UKBs)

Subject : Guidelines on the Electronic Submission of the Report on Selected Accounts and Activities for the Identification of Domestic Systemically Important Banks (DSIBs Report)

Pursuant to BSP Circular No. 856 dated 29 October 2014 on the Implementing Guidelines on the Framework for Dealing with Domestic Systemically Important Banks under Basel III, the following submission guidelines shall be observed for the Report on Selected Accounts and Activities for the Identification of Domestic Systemically Important Banks (DSIBs Report) starting with the reporting period ending 31 December 2014:

1. The prescribed data entry template (DET) and the corresponding Control Prooflist (CP) of the DSIBs Report can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
2. Considering that necessary adjustments are applied to the DET between reporting periods, the updated DET will be available and posted for banks to download ten (10) calendar days after the reporting reference period (e.g., for reference period 30 June 2015, the updated DET will be posted on 10 July 2015). Should the posting date fall on a non-working day, it follows that the updated DET will be posted on the following business day.
3. The prescribed DET of the DSIBs Report together with the scanned copy of the CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting bank shall be electronically transmitted within 30 banking days after the end of the reference semester to sdckb-dsib@bsp.gov.ph.
4. The DET in Excel, **DSIBs-Report.xls**, and CP in PDF, **DSIBs-Report-CP.pdf**, shall be submitted using the prescribed format for the subject, as follows:

"DSIB <bankname>, <reference period>", as illustrated below:

To : sdckb-dsib@bsp.gov.ph
Subject : DSIB *Bank Name*, 31 December 2014

5. Banks that are unable to transmit electronically can submit the DET and its accompanying scanned CP 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-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

6. In accordance with BSP Memorandum No. M-2014-020 dated 22 April 2014, 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 be considered erroneous or defective, and thus, considered unsubmitted. It likewise follows that only the DET and CP prescribed by the BSP for the DSIBs Report shall be deemed compliant with the existing reportorial requirements and standards subject to validation and applicable penalties for late and/or erroneous reporting for Category A-1 reports as prescribed under Subsection X192.2 of the Manual of Regulations for Banks.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

 January 2015