



Bangko Sentral ng Pilipinas

MAYNILA, PILIPINAS

SUPERVISION AND EXAMINATION SECTOR OFFICE OF THE DEPUTY GOVERNOR

CIRCULAR LETTER

TO : ALL COMMERCIAL BANKS, THRIFT BANKS AND RURAL BANKS

**SUBJECT : ELECTRONIC TRANSMISSION OF THE REPORT ON COMPLIANCE WITH THE
MANDATORY CREDIT ALLOCATION WITH SMALL AND MEDIUM ENTERPRISES**

The quarterly Report on Compliance with Mandatory Credit Allocation Required under R. A. No. 6977, as amended by R. A. No. 8289, shall be submitted electronically to Bangko Sentral ng Pilipinas (BSP) effective for the quarter-end March 2001 together with the supporting schedules. Thrift banks and rural banks which are electronically linked with BSP are encouraged to submit electronically or to report in diskette form or via internet.

The following guidelines in the implementation of the electronic submission shall be observed:

1. The report shall be transmitted in an **EXCEL** format (Sample Format attached in Annex A) and save as a **TEXT FILE**, effective for the quarter-end March 2001, following the attached data structures. The prescribed filenames shall be:

Main report	- SMEMAIN.txt
Schedule 1A	- SME01A.txt
Schedule 1B	- SME01B.txt
Schedule 1C	- SME01C.txt
Schedule 2	- SME02.txt

2. The modes of transmission and the corresponding BSP address shall be:

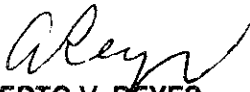
Mode of Transmission	BSP Address
Via cc:mail	SRSO-SME
Via Internet	SRSO-SME@bsp.gov.ph
Diskette	To be submitted to SRSO

There shall be allowed a pilot and parallel run for reports as of December 31, 2000 wherein the banks shall submit the report both in the new reporting schemes, i.e., via electronic mail, internet or diskette form and in hard copy.



3. Upon transmission of the report, the bank shall also fax (fax #523-34-61) the notarized control prooflist duly signed by the authorized officer of the bank (attached in Annex B). The original notarized control prooflist shall likewise be submitted directly by each bank to the **Supervisory Reports and Studies Office, Bangko Sentral ng Pilipinas**.
4. An acknowledgement receipt shall be issued by BSP-SRSO for reports that strictly follow the BSP prescribed format. Reports with noted exception/error/s shall be automatically rejected by the system and an error list shall be provided to serve as guide for the bank, in rectifying the error/s, if any. Delayed reports and amendments thereof shall be considered as late reporting and subject to the appropriate penalty for Category A-3 reports prescribed under the Manual of Regulations for Banks

For strict compliance.


ALBERTO V. REYES
Deputy Governor

January 4, 2001