



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

MEMORANDUM NO. M-2015-032

To : ALL TRUST INSTITUTIONS

Subject : Guidelines on the Electronic Submission of the Financial Reporting Package on Trust Institutions (FRPTI) in Relation to Recently Issued Regulations

Pursuant to Circular No. 880 dated 22 May 2015 on the reportorial requirements on Personal Equity and Retirement Account (PERA) and Memorandum No. M-2015-028 dated 31 July 2015 on the revised effectivity date of the FRP and other related reports in relation to recently issued regulations, the following guidelines on the submission of the FRPTI shall be observed beginning report ending 30 September 2015:

1. The updated Data Entry Template (DET), the corresponding updated comma separated value (CSV) file structure incorporating the above amendments and the accompanying Control Prooflist (CP) for the FRPTI can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested directly from the BSP-Supervisory Data Center (SDC).
2. The updated DET/CSV together with the corresponding scanned CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting Trust Institution (TI) shall be electronically transmitted within twenty (20) banking days after end of reference quarter to the following prescribed e-mail addresses:

Type of Institution	E-mail Address
Universal/Commercial Banks	sdckb-frpti@bsp.gov.ph
Thrift Banks	sdctb-frpti@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-frpti@bsp.gov.ph
Non-Bank Financial Institutions	sdcnbf-frpti@bsp.gov.ph

using the required format for the subject, as follows:

"TRUST <TI Name>, <Reference Period>", as illustrated below

To : sdckb-frpti@bsp.gov.ph

Subject : TRUST *TI Name*, 30 September 2015

and using the prescribed file name of the DET or CSV as identified in the prescribed file structure.

3. Hard copy submission of the report shall no longer be accepted. TIs that are unable to transmit electronically can submit such report and the corresponding 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

4. 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 Banks/NBQBs 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.
5. 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 DET/CSV and CP prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for late and/or erroneous reporting for Category A-2 as prescribed under existing regulations.

For compliance.


LENY I. SILVESTRE
Sector-in-Charge

14 September 2015