



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

MEMORANDUM NO. M-2015-029

To : ALL NON-STOCK SAVINGS AND LOAN ASSOCIATIONS (NSSLAs)

Subject : Guidelines on the Electronic Submission of the Consolidated Statement of Condition (CSOC) and Consolidated Statement of Income and Expenses (CSIE)

Pursuant to Circular No. 883 dated 10 July 2015 on amendments to pertinent regulations on Motor Vehicle Loans, Circular No. 886 dated 08 September 2015 on Guidelines on Salary-Based General-Purpose Consumption Loans 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 CSOC/CSIE shall be observed beginning report ending 30 September 2015:

1. The Data Entry Template (DET) and the accompanying Control Prooflist (CP) for the CSOC/CSIE can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested directly from the BSP-Supervisory Data Center (SDC).
2. The DET together with the corresponding scanned CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the NSSLA shall be electronically transmitted quarterly on or before the end of the immediately following month to sdcnssla-csoc@bsp.gov.ph.
3. The DET in Excel format, **NSSLA temp.xls**, and CP in PDF, **NSSLA-CP.pdf**, shall be submitted using the required format for the subject, as follows:

"CSOC <Name of NSSLA>, <Reference Period>", as illustrated below:

To : sdcnssla-csoc@bsp.gov.ph
Subject : *CSOC Name of NSSLA, 30 September 2015*

4. Hard copy submission of the report shall no longer be accepted. NSSLAs 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

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 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 as prescribed under existing regulations.

For compliance.


LENY I. SILVESTRE
Sector-in-Charge

14 September 2015