



**BANGKO SENTRAL NG PILIPINAS**

**OFFICE OF THE DEPUTY GOVERNOR  
SUPERVISION AND EXAMINATION SECTOR**

**MEMORANDUM NO.M-2013 - 018**

**To : ALL BANKS AND TRUST ENTITIES**

**Subject : Guidelines on the Submission of the Updated Report on  
Non-Deliverable Forward (NDF) Transactions**

Pursuant to Circular No. 594 dated 8 January 2008, as amended by Circular No. 790 dated 6 March 2013, the following shall be observed relative to the submission of the updated report on NDF transactions effective 27 May 2013.

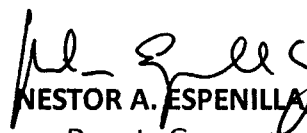
1. The updated NDF data entry template and the corresponding Control Prooflist can be accessed at <http://www.bsp.gov.ph/frp/templates> or requested from the BSP-SDC.
2. The updated NDF data entry template shall be adopted starting with the reporting date 27 May 2013. The daily NDF report shall continue to be electronically submitted to the SDC at e-mail address [sdc-ndf@bsp.gov.ph](mailto:sdc-ndf@bsp.gov.ph), copy furnished to the BSP Treasury Department at e-mail address [fx-omo@bsp.gov.ph](mailto:fx-omo@bsp.gov.ph), by the 2<sup>nd</sup> banking day after the reference date using the following required format for the subject:

"NDF <bankname>, <reference period>", e.g.,:

To : [sdc-ndf@bsp.gov.ph](mailto:sdc-ndf@bsp.gov.ph)  
Cc : [fx-omo@bsp.gov.ph](mailto:fx-omo@bsp.gov.ph)  
Subject : NDF <bankname>, 27 May 2013

3. The scanned pdf copy of the corresponding Control Prooflist that refers to the daily result of the subject reference week as duly notarized and signed by the authorized official of the supervised institution shall be emailed to [sdc-ndf@bsp.gov.ph](mailto:sdc-ndf@bsp.gov.ph) by the 2<sup>nd</sup> banking day after end of each reference week using the prescribed filename, NDF-CP-ddmmccyy.pdf where ddmmccyy is the reference period (e.g.,27May2013).
4. Late and/or erroneous reporting shall be subject to penalty as provided under Circular No. 594.

For compliance.

  
**NESTOR A. ESPENILLA JR.**  
Deputy Governor

07 May 2013