



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

MEMORANDUM NO. M-2015-033

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Financial Reporting Package (FRP) 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), Circular No. 883 dated 10 July 2015 on amendments to pertinent regulations on Motor Vehicle Loans, Circular No. 885 dated 14 August 2015 on the Segregation of Customer Funds and Securities Received by Banks in the Performance of their Securities Brokering Functions, 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 FRP shall be observed beginning report ending 30 September 2015:

1. The updated Data Entry Templates (DET), the corresponding updated database file (DBF) structure incorporating the above amendments, and the accompanying Control Prooflist (CP) for the FRP report 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/DBF together with the corresponding scanned CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting Bank shall be electronically transmitted within the prescribed deadline from end of reporting period to the following prescribed e-mail addresses:

Type of Institution	E-mail Address
Universal/Commercial Banks	sdckb-frp@bsp.gov.ph
Thrift Banks	sdctb-frp@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-frp@bsp.gov.ph

using the required format for the subject, as follows:

"FRP <Bank Name>, <Reference Period>", as illustrated below

To : sdckb-frp@bsp.gov.ph

Subject : FRP Bank Name, 30 September 2015

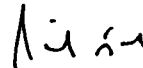
and using the prescribed file name/s of the DET or DBF as identified in the prescribed file structure.

3. Hard copy submission of the FRP shall no longer be accepted. Banks 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 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.
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/DBF and CP prescribed by the BSP for the FRP 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-1 as prescribed under existing regulations.

For compliance.


LENY I. SILVESTRE
Sector-in-Charge

14 September 2015