



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2017- 011

To : ALL BANKS AND QUASI-BANKS (QBs)

Subject : Revised Guidelines on the Submission of the Annual Report of Banks and QBs

The Monetary Board (MB), in its Resolution No. 461 dated 16 March 2017, approved the issuance of the revised guidelines on the submission of the annual reports of banks and QBs pursuant to Subsections X190.6 and 4190Q.6 of the Manual of Regulation for Banks (MORB) and Manual of Regulations for Non-Bank Financial Institutions (MORNBFI), respectively.

Consequently, the Annual Report Assessment Checklist (ARAC) is hereby amended to align it with the revised disclosure requirements of the Annual Report. The revised reportorial template for ARAC for financial year 2017 and onwards is shown in Annexes "A" to "D".

For strict compliance.


NESTOR A. ESPENILLA JR.
Deputy Governor

31 March 2017

Annual Report Assessment Checklist					
Name of Bank					
Universal and Commercial Banks, and their Subsidiary Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
1.	Compliance with Subsection X190.5-Disclosure Requirements in the Annual Report				
1.	Corporate Policy				
	a.	Brief discussion of bank's vision and mission statements			
	b.	Introduction of bank's brand			
	c.	Business model of the bank			
2.	Financial Summary/Financial Highlights				
3.	Financial Condition and Results of Operations				
	a.	Review of bank's operations and result of operations for the financial year including details and explanations for any significant change during the year			
	b.	Highlight of major activities during the year that impact operations, if any			
	c.	Major strategic initiatives of the bank and the banking group, as applicable			
	d.	Challenges, opportunities, and responses during the year, if any			
4.	Financial Results of Business Segments (for complex banks)				
	a.	Summary of financial performance of the business segment			
	b.	Contribution of each major business segment to the total revenue of the bank			
	c.	Significant developments during the year including major activities			
	d.	Future plans/targets/objective			
5.	Risk Management Framework Adopted				
	a.	Overall risk management culture and philosophy			
	b.	Risk appetite and strategy			
	c.	Bank-wide risk governance structure and risk management process			
	d.	AML governance and culture, and description of the overall Money Laundering (ML)/Terrorist Financing (TF) risk management framework to prevent the use of the bank for ML/TF activities			
6.	Corporate Governance				
	a.	Overall corporate governance structure and practices			
	b.	Selection process for the Board and Senior Management			
	c.	Board's overall responsibility			
	d.	Description of the role and contribution of executive, non-executive and independent directors, and of the chairman of the Board			

Annual Report Assessment Checklist				
Name of Bank				
Universal and Commercial Banks, and their Subsidiary Banks				
As of _____ Annual Report				
			Reference	
Conditions			Page	Section
	e.	Board composition. For each member, include the following:		
	i.	Type of directorship		
	ii.	The principal stockholder represented if nominee		
	iii.	The number of years served as director		
	iv.	Number of direct and indirect shares held		
	v.	Percentage of shares held to total outstanding shares of the bank		
	f.	Board qualification		
	g.	List of board-level committees including membership and function		
	h.	Directors' attendance at Board and committee meetings		
	i.	Changes in the Board of Directors (for complex banks)		
	j.	List of Executive Officers/Senior Management		
	k.	Performance Assessment Program		
	l.	Orientation and Education Program		
	m.	Retirement and Succession Policy		
	n.	Remuneration policy		
	i.	Remuneration Policy and Structure for Executive and Non-Executive Directors		
	ii.	Remuneration Policy for Senior Management		
	o.	Policies and procedures on related party transactions		
	i.	Overarching policies and procedures for managing related party transactions		
	iii.	Conglomerate Structure		
	iii.	Material RPTs		
	p.	Self-Assessment Function		
	i.	The structure of the internal audit and compliance functions including its role, mandate/authority, and reporting process		
	ii.	The review process adopted by the Board to ensure effectiveness and adequacy of the internal control system		
	q.	Dividend policy		
	r.	Corporate Social Responsibility Initiatives		
	s.	Consumer Protection Practices		
	i.	Role and responsibility of the Board and Senior Management for the development of consumer protection strategy and establishment of an effective oversight over the bank's consumer protection programs		

Annual Report Assessment Checklist					
Name of Bank					
Universal and Commercial Banks, and their Subsidiary Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
		ii.	The consumer protection risk management system of the bank		
		iii.	The consumer assistance management system of the bank which shall include the consumer assistance policies and procedures as well as the corporate structure for handling complaints		
7.	Corporate Information				
	a.	Organizational structure, including the name and position of key officers			
	b.	List of major stockholders of the bank, including nationality, percentage of stockholdings and voting status			
	c.	List and description of products and services offered			
	d.	Bank website			
	e.	List of banking units domestic and abroad including			
8.	Audited Financial Statements (AFS) with Auditor's Opinion				
II.	Compliance with Appendix 63b of the MORB-Disclosures in the Annual Reports and Published Statement of Condition				
A.	Capital structure and capital adequacy:				
1.	CET 1 capital and a breakdown of its components;				
2.	Tier 1 capital and a breakdown of its components;				
3.	Tier 2 capital and a breakdown of its components;				
4.	Total qualifying capital;				
5.	Capital Conservation Buffer;				
6.	Capital requirements for credit risk (including securitization exposures);				
7.	Capital requirements for market risk;				
8.	Capital requirements for operational risk; and				
9.	Total CAR, Tier 1 and CET1 ratios on both solo and consolidated bases;				
10.	Full reconciliation of all regulatory capital elements back to the balance sheet in the audited financial statements;				
11.	All regulatory adjustments/deductions, as applicable;				
12.	Description of the main features of capital instruments issued; and				
13.	Comprehensive explanations of how ratios involving components of regulatory capital are calculated.				
B.	Risk Exposures and Assessments (for each separate risk area - credit, market, operational, interest rate risk in the banking book)				
1.	Strategies and processes;				

Annual Report Assessment Checklist					
Name of Bank					
Universal and Commercial Banks, and their Subsidiary Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
2.	The structure and organization of the relevant risk management function;				
3.	The scope and nature of risk reporting and/or measurement systems; and				
4.	Policies for hedging and/or mitigating risk, and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants.				
C. Aside from the general disclosure requirements, the following information with regard to the following risk types have to be disclosed in bank's Annual Reports:					
1.	Credit Risk				
	a.	Total credit risk exposures (i.e., principal amount for on-balance sheet and credit equivalent amount for off-balance sheet, net of specific provision) broken down by type of exposures;			
	b.	Total credit risk exposure after risk mitigation, broken down by:			
	i.	Type of exposures;			
	ii.	Risk buckets, as well as those that are deducted from capital.			
	c.	Total credit risk-weighted assets broken down by type of exposures;			
	d.	Names of external credit assessment institutions used, and the types of exposures for which they were used;			
	e.	Types of eligible credit risk mitigants used including credit derivatives;			
	f.	For banks with exposures to securitization structures, the following information have to be disclosed:			
	i.	Accounting policies for these activities;			
	ii.	Total outstanding exposures securitized by the bank; and			
	iii.	Total amount of securitization exposures retained or purchased broken down by exposure type.			

Annual Report Assessment Checklist					
Name of Bank					
Universal and Commercial Banks, and their Subsidiary Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
	g.	Total outstanding amount of credit protection given by the bank broken down by type of reference exposures (for banks that provide credit protection through credit derivatives); and			
	h.	Total outstanding amount of other types of structured products issued or purchased by the bank broken down by type (for banks with investments in other types of structured products).			
2. Market Risk					
	a.	Total market risk-weighted assets broken down by type of exposures (interest rate, equity, foreign exchange and options); and			
	b.	For banks using the internal models approach, the following information have to be disclosed:			
	i.	The characteristics of the models used;			
	ii.	A description of stress testing applied to the portfolio;			
	iii.	A description of the approach used for backtesting/validating the accuracy and consistency of the internal models and modeling processes;			
	iv.	The scope of acceptance by the BSP; and			
	v.	A comparison of VaR estimates with actual gains/losses experienced by the bank, with analysis of important outliers in backtest results.			
3. Operational Risk					
	a.	Operational risk-weighted assets.			
4. Interest Rate in the Banking Book					
	a.	Internal measurement of interest of interest rate risk in the banking book, including assumptions regarding loan payments and behavior of non-maturity deposits, and frequency of measurement; and			
	b.	The increase (decrease) in earnings or economic value (or relevant measure used by management) for upward and downward rate shocks according to internal measurement of interest rate risk in the banking book.			

Annual Report Assessment Checklist					
Name of Bank					
Stand-alone Thrift Banks, Rural Banks and Cooperative Banks					
As of _____ Annual Report					
			Reference		
Conditions			Page	Section	
1.	Compliance with Subsection 4190Q.5-Disclosure Requirements in the Annual Report				
1.	Corporate Policy				
	a.	Brief discussion of bank's vision and mission statements			
	b.	Introduction of the bank's brand			
	c.	Business model of the bank			
2.	Financial Summary/Financial Highlights				
3.	Financial Condition and Results of Operations				
	a.	Review of bank's operations and result of operations for the financial year including details and explanations for any significant change during the year			
	b.	Highlight of major activities during the year that impact operations			
	c.	Major strategic initiatives of the bank and the banking group, as applicable			
	d.	Challenges, opportunities, and responses during the year			
4.	Financial Results of Business Segments (for complex banks)				
	a.	Summary of financial performance of the business segment			
	b.	Contribution of each major business segment to the total revenue of the bank			
	c.	Significant developments during the year including major activities			
	d.	Future plans/targets/objective			
5.	Risk Management Framework Adopted				
	a.	Overall risk management culture and philosophy			
	b.	Risk appetite and strategy			
	c.	Bank-wide risk governance structure and risk management process			
	d.	AML governance and culture, and description of the overall Money Laundering (ML)/Terrorist Financing (TF) risk management framework to prevent the use of the bank for ML/TF activities			
6.	Corporate Governance				
	a.	Overall corporate governance structure and practices			
	b.	Selection process for the Board and Senior Management			
	c.	Board's overall responsibility			
	d.	Description of the role and contribution of executive, non-executive and independent directors, and of the chairman of the Board			

Annual Report Assessment Checklist					
Name of Bank					
Stand-alone Thrift Banks, Rural Banks and Cooperative Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
	e.	Board composition. For each member, include the following:			
	i.	Type of directorship			
	ii.	The principal stockholder represented if nominee			
	iii.	The number of years served as director			
	iv.	Number of direct and indirect shares held			
	v.	Percentage of shares held to total outstanding shares of the bank			
	f.	Board qualification			
	g.	List of board-level committees including membership and function			
	h.	Directors' attendance at Board and committee meetings			
	i.	Changes in the Board of Directors (for complex banks)			
	j.	List of Executive Officers/Senior Management			
	k.	Performance Assessment Program			
	l.	Orientation and Education Program			
	m.	Retirement and Succession Policy			
	n.	Remuneration policy			
	i.	Remuneration Policy and Structure for Executive and Non-Executive Directors			
	ii.	Remuneration Policy for Senior Management			
	o.	Policies and procedures on related party transactions			
	i.	Overarching policies and procedures for managing related party transactions			
	iii.	Conglomerate Structure			
	iii.	Material RPTs			
	p.	Self-Assessment Function			
	i.	The structure of the internal audit and compliance functions including its role, mandate/authority, and reporting process			
	ii.	The review process adopted by the Board to ensure effectiveness and adequacy of the internal control system			
	q.	Dividend policy			
	r.	Corporate Social Responsibility Initiatives			
	s.	Consumer Protection Practices			
	i.	Role and responsibility of the Board and Senior Management for the development of consumer protection strategy and establishment of an effective oversight over the bank's consumer protection programs			

Annual Report Assessment Checklist					
Name of Bank					
Stand-alone Thrift Banks, Rural Banks and Cooperative Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
		ii.	The consumer protection risk management system of the bank		
		iii.	The consumer assistance management system of the bank which shall include the consumer assistance policies and procedures as well as the corporate structure for handling complaints		
7.	Corporate Information				
	a.	Organizational structure, including the name and position of key officers			
	b.	List of major stockholders of the bank, including nationality, percentage of stockholdings and voting status			
	c.	List and description of products and services offered			
	d.	Bank website			
	e.	List of banking units domestic and abroad including			
8.	Audited Financial Statements (AFS) with Auditor's Opinion				
II.	Compliance with Appendix 63c of the MORB-Disclosures in the Annual Reports and Published Statement of Condition				
A.	Capital structure and capital adequacy:				
1.	Tier 1 capital and a breakdown of its components;				
2.	Tier 2 capital and a breakdown of its components;				
3.	Deductions from Tier 1 (50%) and Tier 2 (50%) capital;				
4.	Total qualifying capital;				
5.	Capital requirements for credit risk;				
6.	Capital requirements for market risk;				
7.	Capital requirements for operational risk; and				
8.	Total and Tier 1 capital adequacy ratio on both solo and consolidated bases.				

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Quasi Banks that are subsidiaries of Universal and Commercial Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
1.	Compliance with Subsection X190.5-Disclosure Requirements in the Annual Report				
1.	Corporate Policy				
	a.	Brief discussion of QB's vision and mission statements			
	b.	Introduction of who the QB's brand			
	c.	Business model of the QB			
2.	Financial Summary/Financial Highlights				
3.	Financial Condition and Results of Operations				
	a.	Review of QB's operations and result of operations for the financial year including details and explanations for any significant change during the year			
	b.	Highlight of major activities during the year that impact operations			
	c.	Major strategic initiatives of the QB and its subsidiaries, as applicable			
	d.	Challenges, opportunities, and responses during the year			
4.	Financial Results of Business Segments				
	a.	Summary of financial performance of the business segment			
	b.	Contribution of business segment to the total revenue of the QB during the year			
	c.	Significant developments during the year including major activities			
	d.	Future plans/targets/objective			
5.	Risk Management Framework Adopted				
	a.	Overall risk management culture and philosophy			
	b.	Risk appetite and strategy			
	c.	Entity-wide risk governance structure and risk management process			
	d.	AML governance and culture, and description of the overall Money Laundering (ML)/Terrorist Financing (TF) risk management framework to prevent the use of the QB for ML/TF activities			
6.	Corporate Governance				
	a.	Overall corporate governance structure and practices			
	b.	Selection process for the Board and Senior Management			
	c.	Board's overall responsibility			

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Quasi Banks that are subsidiaries of Universal and Commercial Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
	d.	Description of the role and contribution of executive, non-executive and independent directors, and of the chairman of the Board			
	e.	Board composition. For each member, include the following:			
	i.	Type of directorship			
	ii.	The principal stockholder represented if nominee			
	iii.	The number of years served as director			
	iv.	Number of direct and indirect shares held			
	v.	Percentage of shares held to total outstanding shares of the QB			
	f.	Board qualification			
	g.	List of board-level committees including membership and function			
	h.	Directors' attendance at Board and committee meetings			
	i.	Changes in the Board of Directors			
	j.	List of Executive Officers/Senior Management			
	k.	Performance Assessment Program			
	l.	Orientation and Education Program			
	m.	Retirement and Succession Policy			
	n.	Remuneration policy			
	i.	Remuneration Policy and Structure for Executive and Non-Executive Directors			
	ii.	Remuneration Policy for Senior Management			
	o.	Policies and procedures on related party transactions			
	i.	Overarching policies and procedures for managing related party transactions			
	ii.	Material RPTs			
	p.	Self-Assessment Function			
	i.	The structure of the internal audit and compliance functions including its role, mandate/authority, and reporting process			
	ii.	The review process adopted by the Board to ensure effectiveness and adequacy of the internal control system			
	q.	Dividend policy			
	r.	Corporate Social Responsibility Initiatives			
	s.	Consumer Protection Practices			

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Quasi Banks that are subsidiaries of Universal and Commercial Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
		i.	Role and responsibility of the Board and Senior Management for the development of consumer protection strategy and establishment of an effective oversight over the QB's consumer protection programs		
		ii.	The consumer protection risk management system of the QB		
		iii.	The consumer assistance management system of the QB which shall include the consumer assistance policies and procedures as well as the corporate structure for handling complaints		
7.	Corporate Information				
	a.	Organizational structure, including the name and position of key officers			
	b.	List of major stockholders of the QB, including nationality, percentage of stockholdings and voting status			
	c.	List and description of products and services offered			
	d.	QB's website			
	e.	List of branches/units domestic and abroad including			
8.	Audited Financial Statements (AFS) with Auditor's Opinion				
II.	Compliance with Appendix Q-46 of the MORBNBFI-Disclosures in the Annual Reports and Published Financial Statements				
A.	Capital structure and capital adequacy:				
1.	CET 1 capital and a breakdown of its components;				
2.	Tier 1 capital and a breakdown of its components;				
3.	Tier 2 capital and a breakdown of its components;				
4.	Total qualifying capital;				
5.	Capital Conservation Buffer;				
6.	Capital requirements for credit risk (including securitization exposures);				
7.	Capital requirements for market risk;				
8.	Capital requirements for operational risk; and				
9.	Total CAR, Tier 1 and CET1 ratios on both solo and consolidated bases;				
10.	Full reconciliation of all regulatory capital elements back to the balance sheet in the audited financial statements;				
11.	All regulatory adjustments/deductions, as applicable;				
12.	Description of the main features of capital instruments issued; and				

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Quasi Banks that are subsidiaries of Universal and Commercial Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
13.	Comprehensive explanations of how ratios involving components of regulatory capital are calculated.				
B.	<i>Risk Exposures and Assessments (for each separate risk area - credit, market, operational, interest rate risk in the banking book)</i>				
1.	Strategies and processes;				
2.	The structure and organization of the relevant risk management function;				
3.	The scope and nature of risk reporting and/or measurement systems; and				
4.	Policies for hedging and/or mitigating risk, and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants.				
C.	<i>Aside from the general disclosure requirements, the following information with regard to the following risk types have to be disclosed in Annual Reports:</i>				
1.	<i>Credit Risk</i>				
	a.	Total credit risk exposures (i.e., principal amount for on-balance sheet and credit equivalent amount for off-balance sheet, net of specific provision) broken down by type of exposures;			
	b.	Total credit risk exposure after risk mitigation, broken down by:			
	i.	Type of exposures;			
	ii.	Risk buckets, as well as those that are deducted from capital.			
	c.	Total credit risk-weighted assets broken down by type of exposures;			
	d.	Names of external credit assessment institutions used, and the types of exposures for which they were used;			
	e.	Types of eligible credit risk mitigants used including credit derivatives;			
	f.	For QBs with exposures to securitization structures, the following information have to be disclosed:			
	i.	Accounting policies for these activities;			
	ii.	Total outstanding exposures securitized by the QB; and			
	iii.	Total amount of securitization exposures retained or purchased broken down by exposure type.			

Annual Report Assessment Checklist				
Name of Quasi Bank (QB)				
Quasi Banks that are subsidiaries of Universal and Commercial Banks				
As of _____ Annual Report				
			Reference	
Conditions			Page	Section
	g.	Total outstanding amount of credit protection given by the QB broken down by type of reference exposures (for QBs that provide credit protection through credit derivatives); and		
	h.	Total outstanding amount of other types of structured products issued or purchased by the QB broken down by type (for QBs with investments in other types of structured products).		
2. Market Risk				
	a.	Total market risk-weighted assets broken down by type of exposures (interest rate, equity, foreign exchange and options); and		
	b.	For QBs using the internal models approach, the following information have to be disclosed:		
	i.	The characteristics of the models used;		
	ii.	A description of stress testing applied to the portfolio;		
	iii.	A description of the approach used for backtesting/validating the accuracy and consistency of the internal models and modeling processes;		
	iv.	The scope of acceptance by the BSP; and		
	v.	A comparison of VaR estimates with actual gains/losses experienced by the QB, with analysis of important outliers in backtest results.		
3. Operational Risk				
	a.	Operational risk-weighted assets.		
4. Interest Rate in the Banking Book				
	a.	Internal measurement of interest of interest rate risk in the banking book, including assumptions regarding loan payments and behavior of non-maturity deposits, and frequency of measurement; and		
	b.	The increase (decrease) in earnings or economic value (or relevant measure used by management) for upward and downward rate shocks according to internal measurement of interest rate risk in the banking book.		

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Stand-alone Quasi Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
1.	Compliance with Subsection X190.5-Disclosure Requirements in the Annual Report				
1.	Corporate Policy				
	a.	Brief discussion of QB's vision and mission statements			
	b.	Introduction of who the QB's brand			
	c.	Business model of the QB			
2.	Financial Summary/Financial Highlights				
3.	Financial Condition and Results of Operations				
	a.	Review of QB's operations and result of operations for the financial year including details and explanations for any significant change during the year			
	b.	Highlight of major activities during the year that impact operations			
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	d.	Challenges, opportunities, and responses during the year			
4.	Financial Results of Business Segments				
	a.	Summary of financial performance of the business segment			
	b.	Contribution of business segment to the total revenue of the QB during the year			
	c.	Significant developments during the year including major activities			
	d.	Future plans/targets/objective			
5.	Risk Management Framework Adopted				
	a.	Overall risk management culture and philosophy			
	b.	Risk appetite and strategy			
	c.	Entity-wide risk governance structure and risk management process			
	d.	AML governance and culture, and description of the overall Money Laundering (ML)/Terrorist Financing (TF) risk management framework to prevent the use of the QB for ML/TF activities			
6.	Corporate Governance				
	a.	Overall corporate governance structure and practices			
	b.	Selection process for the Board and Senior Management			
	c.	Board's overall responsibility			

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Stand-alone Quasi Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
	d.	Description of the role and contribution of executive, non-executive and independent directors, and of the chairman of the Board			
	e.	Board composition. For each member, include the following:			
	i.	Type of directorship			
	ii.	The principal stockholder represented if nominee			
	iii.	The number of years served as director			
	iv.	Number of direct and indirect shares held			
	v.	Percentage of shares held to total outstanding shares of the QB			
	f.	Board qualification			
	g.	List of board-level committees including membership and function			
	h.	Directors' attendance at Board and committee meetings			
	i.	Changes in the Board of Directors			
	j.	List of Executive Officers/Senior Management			
	k.	Performance Assessment Program			
	l.	Orientation and Education Program			
	m.	Retirement and Succession Policy			
	n.	Remuneration policy			
	i.	Remuneration Policy and Structure for Executive and Non-Executive Directors			
	ii.	Remuneration Policy for Senior Management			
	o.	Self-Assessment Function			
	i.	The structure of the internal audit and compliance functions including its role, mandate/authority, and reporting process			
	ii.	The review process adopted by the Board to ensure effectiveness and adequacy of the internal control system			
	p.	Dividend policy			
	q.	Corporate Social Responsibility Initiatives			
	r.	Consumer Protection Practices			
	i.	Role and responsibility of the Board and Senior Management for the development of consumer protection strategy and establishment of an effective oversight over the QB's consumer protection programs			
	ii.	The consumer protection risk management system of the QB			

Annual Report Assessment Checklist					
Name of Quasi Bank (QB)					
Stand-alone Quasi Banks					
As of _____ Annual Report					
				Reference	
Conditions				Page	Section
		iii.	The consumer assistance management system of the QB which shall include the consumer assistance policies and procedures as well as the corporate structure for handling complaints		
7.	Corporate Information				
	a.	Organizational structure, including the name and position of key officers			
	b.	List of major stockholders of the QB, including nationality, percentage of stockholdings and voting status			
	c.	List and description of products and services offered			
	d.	QB's website			
	e.	List of branches/units domestic and abroad including			
8.	Audited Financial Statements (AFS) with Auditor's Opinion				