



BANGKO SENTRAL NG PILIPINAS

MEMORANDUM NO. M-2021-036

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

To : **ALL BSP SUPERVISED FINANCIAL INSTITUTIONS (BSFIs)**

Subject : **Guidelines on the Submission of Reports/Documents and Communications through the BSP Financial Supervision Sector (FSS) Mail-In Account**

In line with ongoing initiatives of maximizing available information technology infrastructure, all BSFIs shall observe the following guidelines¹ on the submission of reports/documents and communications through the FSS Mail-In Account:

1. Effective 05 July 2021, all reports, documents, and communications to the BSP FSS, including general correspondences and other documents shall be transmitted electronically to the email address: **fssmail@bsp.gov.ph**.
2. BSFIs shall strictly apply the prescribed format for the subject line, as follows:

<FSS Unit Acronym><space><BSFI Name><,><space><Subject Matter Description>
 - a. FSS Unit Acronym refers to the acronym of the intended FSS Unit's recipient of the report, document, and communication based on the attached Annex A.
 - b. BSFI Name refers to the name of the BSP supervised bank/entity sending the email.
 - c. Subject Matter Description shall refer to the general description of the email submission and/or communication (e.g. name of

¹ These guidelines shall be adopted for all correspondences and reports usually hand delivered by BSFIs to BSP FSS. This is not applicable for correspondences relating to policies and supervision-related correspondences including applications or reports to be submitted electronically to specific FSS Departments (e.g., Department of Supervisory Analytics, Financial Supervision Department IX, Supervisory Policy and Research Department, Technology Risk and Innovation Supervision Department, and Capital Markets and Trust Supervision Department). Further, these guidelines supersede Memorandum No. 2020-007 dated 13 March 2020 on the submission of reports/documents and communications to BSP FSS.

report/document being submitted). Reference period, if any, shall be indicated in this date format: dd<space>mmm<space>yyyy.

For example:

FSD1 ABC Bank, Reply to Report of Examination ending 30 Apr 2021

3. The BSFIs, through its Compliance Officers, are expected to ensure that the reports/correspondences to FSS are submitted to proper communication channels (i.e., specific FSS Department/Office email addresses or via the FSS mail-in account).
4. Failure to use the prescribed subject line format will result in the failure of delivery of the email to the intended recipient. For reports, it may be considered non-compliance with the BSP reporting standards and may be subject to applicable sanctions under existing BSP regulations.
5. Non-receipt of an acknowledgement email from the fssmail@bsp.gov.ph account on the BSFI's email within the day shall mean failure of delivery of the message.
6. The auto-generated reply/notice from the fssmail@bsp.gov.ph account shall be considered as duly received by the BSFI absent notification from the BSP system of the failure of delivery.

For strict compliance.

 Digitally signed
by Chuchi G.
Fonacier
Date: 2021.06.28
07:08:30 +08'00'

CHUCHI G. FONACIER
Deputy Governor

Att: a/s

28 June 2021

**FINANCIAL SUPERVISION SECTOR (FSS)
LIST OF FSS UNIT ACRONYM**

FSS UNIT	ACRONYM
Capital Markets and Trust Supervision Department ¹	CATSD
Credit Reporting System Unit	CRSU
Department of Supervisory Analytics ²	DSA
Financial Supervision Department I	FSD1
Financial Supervision Department II	FSD2
Financial Supervision Department III	FSD3
Financial Supervision Department IV	FSD4
Financial Supervision Department V	FSD5
Financial Supervision Department VI	FSD6
Financial Supervision Department VII	FSD7
Financial Supervision Department VIII	FSD8
Financial Supervision Department IX	FSD9
Financial Supervision Sub-Sector I	FSSS1
Financial Supervision Sub-Sector II	FSSS2
Financial Supervision Sub-Sector III	FSSS3
Financial System Integrity Department ³	FSID
FSS Operations Support Department ⁴	FOSD
Islamic Banking Supervision Group	IBSG
Policy and Specialized Supervision Sub-Sector	PSSSS
Supervisory Policy and Research Department ⁵	SPRD
Technology Risk and Innovation Supervision Department ⁶	TRISD

¹ - Formerly Treasury and Asset Management Supervision Department

² - Formerly Supervisory Data Center

³ - Formerly Anti-Money Laundering Specialist Group

⁴ - Formerly Sectoral Operations Management Department, FSS

⁵ - Formerly Office of Supervisory Policy Development

⁶ - Formerly Core Information Technology Specialist Group