



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

MEMORANDUM NO. M-2018-009

To : ALL NON-BANK FINANCIAL INSTITUTIONS WITH QUASI-BANKING FUNCTIONS (NBQBs), INVESTMENT HOUSES (IHs) WITH TRUST OPERATIONS AND NON-BANK FINANCIAL INSTITUTIONS (NBFIs) WITHOUT QB THAT ARE SUBSIDIARIES/AFFILIATES OF BANKS/QBs

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

Pursuant to Circular No. 941 dated 20 January 2017 on the Amendments to the Regulations on Past Due and Non-Performing Loans, the following submission guidelines shall be observed in submitting the updated CSOC/CSIE effective 28 February 2018 report:

1. The updated 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 prescribed DET together with the corresponding scanned Control Prooflist (CP) in Portable Document Format (PDF) certified and signed by the authorized official of the covered BSP Supervised Non-Bank Financial Institution (BSNBFI) shall be electronically transmitted within fifteen (15) banking days after end of reference month to the following prescribed e-mail addresses:

Type of Institution	E-mail Address
NBQB	sdcnbqb-csoc@bsp.gov.ph
All Others	sdcnbfi@bsp.gov.ph

using the required format for the subject, as follows:

"CSOC <BSNBFI Name>, <Reference Period>", as illustrated below

To : sdcnbqb-csoc@bsp.gov.ph
Subject : CSOC *BSNBFI Name*, 28 February 2018

and using the following prescribed file names:

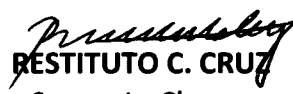
File	Name
Data Entry Template	CSOC.xls
Control Prooflist	CSOC-Control Prooflist.pdf

3. Hard copy submissions shall not be accepted. Covered BSNBFIs that are unable to transmit electronically via e-mail can submit such report and the corresponding scanned CP in compact disc (CD) or any portable storage device (e.g. USB Flash Drive) through messengerial or postal services within the prescribed deadline to:

The Senior Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

4. 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 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-2 as prescribed under existing regulations.

For compliance.


RESTITUTO C. CRUZ
Sector-In-Charge

24 February 2018