



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

MEMORANDUM NO. M-2015-030

To : ALL BSP-SUPERVISED INVESTMENT HOUSES

Subject : Guidelines on the Electronic Submission of the Consolidated Statement of Condition (CSOC) and Consolidated Statement of Income and Expenses (CSIE) 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) 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 CSOC/CSIE shall be observed beginning report ending 30 September 2015:

1. The updated Data Entry Templates (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 updated DET together with the corresponding scanned CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the covered Investment House (IH) 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
Investment House with QB	sdcnbqb-csoc@bsp.gov.ph
Investment House without QB	sdcnbfi@bsp.gov.ph

3. The DET in Excel format, **IH temp.xls**, and CP in PDF, **IH-CP.pdf**, shall be submitted using the required format for the subject, as follows:

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

To : sdcnbqb-csoc@bsp.gov.ph
Subject : CSOC *IH Name*, 30 September 2015

4. Hard copy submission of the report shall no longer be accepted. IHs 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

5. 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 IHs with QB 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.
6. 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 for the report 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.


LENY I. SILVESTRE
Sector-in-Charge

14 September 2015