



Bangko Sentral ng Pilipinas
MAYNILA, PILIPINAS

Office of the Deputy Governor
Supervision and Examination Sector

CIRCULAR LETTER
Series of 2002

To –

All Commercial Banks with Trust License

To further implement the GL/SL Template File Reporting under Circular Letter dated December 20, 2000, the General Ledger using the GL Template for Trust Accounts/Activities prescribed under Circular 108 dated May 9, 1996 and amended by Circular 201 dated May 1, 1999 shall be required for reports as of June 30, 2002, in lieu of the hard copy Quarterly Report on Trust and Other Fiduciary Business and Investment Management Activities (BSP 7-16-35TR). However, the usual supporting schedules shall continue to be submitted in electronic form, effective June 30, 2002 pending future phase in of reports using the Subsidiary Ledger (SL) template.

For this purpose, all commercial banks with trust license shall comply with the following guidelines:

1. The GL report including the supporting schedules attached to the former quarterly report on trust and other fiduciary business and investment management activities shall be directly submitted electronically to the **Supervisory Reports and Studies Office (SRSO)** in accordance with existing deadlines using the following CC-Mail address:

CC Mail Address: **CIR108-TRUST**
Subject: **(Bank Name) GL File – Trust**
Date: **As of Reference Date of Report**

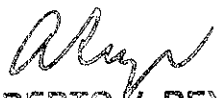
The revised report format containing information and schedules, which is not in the GL file including the file name and structure for purposes of electronic transmission is attached for your ready reference. (Annex 1 and 1.1)

The penalties for delayed/erroneous reporting shall continue to apply.

2. There shall be a parallel run for reports as of quarter ending December 31, 2001 and March 31, 2002, for transmission on March 15, 2002, and on April 30, 2002, respectively, wherein banks shall submit the report both in the new reporting schemes, i.e. via CC: Mail and hard copy.
3. In the transmission of the report, the bank shall also fax (Fax No. 523-34-61) the notarized control prooflist duly signed by the authorized officer of the bank (attached in Annex 2). The original notarized control prooflist shall likewise be submitted directly by each bank to the Supervisory Reports and Studies Office (SRSO), Bangko Sentral Ng Pilipinas.
4. Banks shall be responsible for reconciling the GL report against the various schedules prior to the submission to SRSO in accordance with prescribed validation rules. Banks may secure a copy of the BSP validation program for this purpose.
5. SRSO shall run an official validation test on the reports submitted using the same program provided to banks. The validation results shall be transmitted to the banks, which shall serve as basis/guidance for the correction of the reports, as may be necessary.
6. The Bangko Sentral Ng Pilipinas shall advise all Commercial Banks on the target date of the implementation of the Subsidiary Ledger (SL) Template File reporting system and encourage banks concerned to fast track the early development of the system to enable compliance with the new reporting system. As prescribed under Circular 108, the following SL accounts requires immediate development:
 - a. Loan Ledger System
 - b. Investment Ledger System
 - c. Source of Funds Ledger

All queries relative to the implementation of the GL/SL Trust Template Reporting System may be addressed to SRSO, c/o Ms. Milagros F. Ayuyao, at 524-77-54 or Mr. Arsenio N. Co at 523-15-16. Queries may also be faxed at 523-34-61.

For strict compliance.


ALBERTO V. REYES
 Deputy Governor

February 5, 2002

Name of Bank

Report on Trust and Other Fiduciary Business and Investment Management Activities - Other Information/Schedules -

(Date)

(In Thousand Pesos)

Particulars	Rec No.	Trust & Other Fiduciary Accounts		Common Trust Funds		Investment Management Accounts	Total
		Peso Accounts	FCDU/EFCDU Peso Equiv.	Peso	FCDU/EFCDU Peso Equiv.		
I. Basic Security Deposit for the Faithful Performance of Trust and Other Fiduciary Business and	10						
A. Basic Security Deposit	15						
1.	16						
2.	17						
3.	18						
4. Average for the Quarter	19						
5. Base Amount of Security Deposit (1% of I.A.4 but not less than P500,000 for Peso Accounts)	20						
B. Total Security Deposits with BSP	25						
Government Securities Deposited with Bangko Sentral Ng Pilipinas (As of Report Date)	26						
Excess/(Additional) Government Security Deposits	27						
II. Surplus Reserves (To be accomplished for the second quarter report only and to be supported by a copy of the immediately preceding calendars years audited financial statements.)	35						
A. Outstanding Balance as of December	36						
B. Amount transferred for Year ____ (Based on 10% of net income from trust and investment management operations as in the audited financial financial statements)	37						
II. Supporting Schedules							
A. Investment in Other Securities and Debt Instruments	40						
1. According to Type	41						
a. Government Securities without guarantee	42						
b. Money Market or Deposit Substitute Instruments	43						
c. Others	44						
2. According to Original Maturity	45						
a. One Year and Below	46						
b. Over One Year	47						
B. Loans and Discounts	50						
1. According to Type	51						
a. Agricultural Loans	52						
b. Commercial Loans	53						
c. Industrial Loans	54						
d. Real Estate Loans	55						
e. Consumption Loans	56						
f. Other Loans and Discounts	57						
g. Peso Loans Under FCDU/EFCDU	58						
2. According to Original Maturity	60						
a. One Year and Below	61						
b. Over One Year	62						
3. According to Status	65						
a. Current	66						
b. Restructured	67						
c. Past Due	68						
d. Items in Litigation	69						
4. According to Security	70						
a. Secured	71						
b. Unsecured	72						
C. Investment in Common Trust Funds	75						
a. Own Trust Department	76						
b. Other Bank's Trust Department	77						
D. Deposits in Banks	80						
1. Time Deposits	81						
a. Own Bank	82						

Name of Bank

Report on Trust and Other Fiduciary Business and Investment Management Activities - Other Information/Schedules -

(Date)
(In Thousand Pesos)

Particulars	Rec No.	Trust & Other Fiduciary Accounts		Common Trust Funds		Investment Management Accounts	Total
		Peso Accounts	FCDU/EFCDU Peso Equiv.	Peso	FCDU/EFCDU Peso Equiv.		
b. Other Banks	83						
2. Savings Deposits	85						
a. Own Bank	86						
b. Other Banks	87						
3. Demand Deposits	90						
a. Own Bank	91						
b. Other Banks	92						
E. CTF Revaluation Account	95						
1. Investment in Shares of Stocks	96						
2. Investment in Real Estate	97						
F. Allowance for Probable Losses	100						
1. Investment in Government Securities	101						
2. Investment in Other Securities & Debt Instruments	102						
3. Loans and Discounts	103						
4. Real and Other Properties Acquired in Settlement of Loans	104						
5. Investment in Shares of Stocks	105						
6. Investment in Real Estate	106						
7. Miscellaneous Receivables	107						
G. Exposures to Directors, Officers, Stockholders & Their Related Interest	110						
1. Investment in Other Securities & Debt Instruments	111						
2. Loans and Discounts	112						
3. Investment in Shares of Stocks	113						
4. Investment in Real Estate	114						
5. Others	115						
H. Government Funds Held in Trust (Subject to Sec. 1239)	120						
1. Amount of Government Funds Held	121						
2. Invested in:	122						
a. Government Securities	123						
b. Loans and Discounts	124						
c. Others (Pls. Specify)	125						
1.	126						
2.	127						
3.	128						
d. Total	130						
							FCDU/EFCDU CTF in US\$
III. Liquidity Requirement for \$ Common Trust Funds	140						
1.	141						
2.	142						
3.	143						
4. Average for the Quarter	144						
5. Base Amount of Liquidity Requirement (10% of Item III.4)	145						
6. Compliance consist of:	146						
a. Foreign Currency Securities	147						
b. Foreign Currency Deposits	148						
1. With Foreign Banks/Local Banks	149						
2. With Other EFCDU & Resident OBUs*	150						
7. Excess/(Additional) Liquidity Requirement (III.6 - III.5)	151						

Annex 1.1

Commercial Banks

Report on Trust and Other Fiduciary Business and Investment Management Activities (Trust Assets and Accountabilities)

File Name: **TSCHAD.DBF**

Field Name	Description	Length	Type	DP	Value
TRDATE	Reference Quarter	8	N	0	End of Quarter Date in the CCYYMMDD format. Ex. 20020331 for March 31, 2002
BKCODE	Entity Code	4	N	0	Your Assigned Code. Inquire from SRSO for your assigned code.
FORMNO	Form Number	5	A	0	35TR
SCHNO	Schedule Number	3	A		TSC
RECNO	Record Number	3	N		Record Nos. 10-151
AMT1	Amount-Peso Accts (TOFA)	15	N	2	
AMT2	Amount-FCDU Peso Equiv. (TOFA)	15	N	2	
AMT3	Amount-Peso Accts (CTF)	15	N	2	
AMT4	Amount-FCDU Peso Equiv. (CTF)	15	N	2	
AMT5	Inv. Mngt. Accts.	15	N	2	
AMT6	Total	15	N	2	
AMT7	FCDU/EFCDU \$	15	N	2	Record Nos. 140-151

Annex 2

Name of Commercial Bank

Report on Trust and Other Fiduciary Business and Investment Management Activities (Trust Assets and Accountabilities)

Control Prooflist

As of Quarter _____

Accounts Title	Amount ¹¹
Assets	
1. Investment in Government Securities	
2. Investment in Other Securities and Debt Instruments	
3. Loans and Discounts	
4. Investment in Shares of Stocks	
5. Investment in Real Estate	
6. Investment in Common Trust Funds	
7. Real Properties Administered	
8. Real and Other Properties Acquired in Settlement of Loans	
9. Miscellaneous Receivables	
10. Due from Bangko Sentral Ng Pilipinas	
11. Deposits in Banks	
12. Cash	
13. Checks and Other Cash Items	
14. Miscellaneous Assets	
15. Foreign Currency Notes and Coins on Hand-FCDU/EFCDU	
16. Foreign Currency Assets-Non FCDU/EFCDU	
17. CTF Revaluation Account	
18. Allowance for Probable Losses	
19. Total Assets	
Accountabilities	
20. Trust and Other Fiduciary Accounts	
21. Common Trust Funds	
22. Investment Management Accounts	
23. FCDU/EFCDU Trust Accountabilities	
24. Unearned Income	
25. Other Accountabilities	
26. Total Accountabilities	

¹¹ Refers to the Total Amount Column of the Quarterly Report on Trust and Other Fiduciary Business and Investment Management Activities (BSP 7-16-35TR)

Republic of the Philippines) s.s.
_____)

I solemnly swear that all matters set forth in this statement (GL Trust Template File) and its supporting schedules, which were submitted through electronic mail, are true and correct, to the best of my knowledge and belief.

Signature of Authorized Officer

SUBSCRIBED AND SWORN TO BEFORE ME, this
_____ day of _____,
_____, affiant exhibiting to me his Community Tax Certificate No.
_____ issued at _____ on
_____.

NOTARY PUBLIC

Until December 31, _____

PTR No. _____

Place _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____