



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2020-080

To : ALL BSP SUPERVISED FINANCIAL INSTITUTIONS (BSFIs) WITH ELECTRONIC PAYMENT AND FINANCIAL SERVICES (EPFS) LICENSE

Subject : Guidelines on the Electronic Submission of Monthly and Semi-Annual EPFS Reports

All BSFIs with EPFS license shall observe the following submission guidelines for month/semester-end reports. This is in line with Circular No. 1033 dated 22 February 2019¹ requiring the said BSFIs to provide data and updates on their EPFS.

Submission Procedures

1. All BSFIs with EPFS license shall use the prescribed EPFS *Data Entry Template (DET)* and the corresponding *Control Prooflist (CP)* which can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates. The User Guide for accomplishing the Semi-Annual DET and the Definition of Terms for the Monthly DET can also be downloaded from the above link.
2. The corresponding DET for the EPFS monthly and semi-annual reports together with the scanned CP in Portable Document Format (PDF) duly signed by the authorized official² of the BSFI shall be electronically transmitted within fifteen (15) banking days after the end of each reference period beginning 31 January 2021 for monthly report and 31 December 2020 for semi-annual report, to the prescribed e-mail addresses, as follows:

Type of Institution	Email Address
Universal/Commercial Banks	dsakb-epfs@bsp.gov.ph
Thrift Banks	dsatb-epfs@bsp.gov.ph
Rural/Cooperative Banks	dsarb-epfs@bsp.gov.ph
Non-Bank Financial Institutions (NBFIs)	dsanbfi-epfs@bsp.gov.ph

using the following prescribed format as subject:

“EPFS<space><Name of BSFI>,<space><Reference Period>” , as illustrated below

To : dsakb-epfs@bsp.gov.ph
Subject : EPFS <Name of BSFI>, DD MMMM YYYY (e.g. 30 June 2020)

¹ Guidelines on the Amendments to Regulations on Electronic Banking Services and Other Electronic Operations

² Category A-3 reports shall be signed by officers or their alternates, duly designated by the board of directors (Section 173 of the MORB)

and using the following prescribed file names and file format:

File	File Name	File Format
Data Entry Template	EPFS-Monthly EPFS-Semi-Annual	xlsm
Control Prooflist	EPFS-Monthly_Control Prooflist EPFS-Semi-Annual_Control Prooflist	pdf

3. Only electronic submissions originating from officially registered email address/es of the BSFIs shall be recognized and accepted by the DSA. The acknowledgment receipt for the submitted EPFS report and its corresponding validation results, upon availability, will be sent to the same registered email address/es.

For submissions covering the initial data set for balances prior to the pilot submission, a separate DET together with the scanned CP in PDF duly signed by the authorized official shall be accomplished. The prescribed submission schedule and deadlines shall be observed, as follows:

Report	Covered Period	Submission Reference Date	Deadline of Submission
EPFS Monthly Report	Jan 2019 to Dec 2019	31 December 2019	30 Oct 2020
	Jan 2018 to Dec 2018	31 December 2018	27 Nov 2020
	Jan 2020 to Sept 2020	30 September 2020	29 Dec 2020
	Oct 2020 to Dec 2020	31 December 2020	29 Jan 2021
EPFS Semi-Annual Report	Apr 2019 to Dec 2019	31 December 2019	30 Oct 2020
	Jan 2020 to Jun 2020	30 June 2020	30 Nov 2020

4. Hard copy submission shall not be accepted. Covered BSFIs that are unable to transmit via email may submit the DET and its accompanying scanned CP using any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline addressed to:

The Director
Department of Supervisory Analytics (DSA)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street, Malate
1004 Manila

Important Reminders

1. The following may result in an *erroneous* or failed submission, among others:
 - a. Failure to use/send the correct/updated templates;
 - b. Failure to use an officially registered email address;
 - c. Transmitting to the wrong email address;

- d. Failure to use the prescribed subject line or reporting date;
 - e. Failure to use the prescribed file names;
 - f. Failure to use the correct file formats; and
 - g. Incomplete entry in the updated templates.
2. Only one (1) DET and its corresponding signed and scanned CP shall be submitted for each applicable reporting period within the prescribed deadline. Submissions containing more than one (1) DET and one (1) CP shall automatically be rejected by the system and considered non-compliant with the BSP reporting standard as prescribed under Section 173 of the MORB and Section 172-Q of the MORNBF. I.
3. Queries regarding EPFS and its related regulations may be sent via email to: psod-paymentsdata@bsp.gov.ph for EPFS Monthly Report and trisd@bsp.gov.ph for EPFS Semi-Annual Report.

For compliance.

 Digitally signed by
Chuchi G. Fonacier
Date: 2020.10.09
14:13:46 +08'00'

CHUCHI G. FONACIER
Deputy Governor

09 October 2020