



Bangko Sentral ng Pilipinas

MAYNILA, PILIPINAS

MEMORANDUM

Supervision and Examination Sector

Office of the Deputy Governor

CIRCULAR LETTER

Series of 2001

To : **NON BANK FINANCIAL INSTITUTIONS
PERFORMING QUASI-BANKING FUNCTIONS (NBQBs)**

Subject **Electronic Transmission of the Consolidated Report on
Required and Available Reserves Against Deposit Substitutes
and Special Financing (CRRAR) to SRSO**

In line with the new reportorial requirements under R.A. 8791 (General Banking Law of 2000), all NBQBs are required to submit in electronic form their CRRAR (*Annex A, Annex A.1, Annex A.2 and Annex A.3*) to the Supervisory Reports and Studies Office (SRSO) starting week covering *December 28, 2001 – January 3, 2002*

The following guidelines shall be observed:

1. All entities shall comply with the stipulated data structure shown in **Annex B** and **Annex B.1** (for Investment Houses) and **Annex C** and **Annex C.1** (for Financing Companies). The report shall be transmitted in an EXCEL format (sample format attached as **Annex D** and **Annex D.1**) and saved as an Excel file (.xls) using the prescribed filename: **NBQN01.xls** (for CRRAR for both Investment Houses and Financing Companies) and **NBQN03.xls** (for Eligible Philippine Government Securities utilized as Reserves against Deposit Substitutes for both Investment Houses and Financing companies).
2. The modes of transmission and the corresponding BSP address shall be:

<u>Mode of Transmission</u>	<u>BSP Address</u>	<u>Subject</u>
Via CCMail	srso-nbqb	CRRAR for the week ____ to ____
Via Internet	srsofb@bsp.gov.ph	CRRAR for the week ____ to ____

3. There shall be a parallel run for one month starting with reports covering week Dec. 28, 2001 – Jan. 3, 2002 (*submission deadline, Jan. 9, 2002*) wherein the NBQB concerned shall submit to SRSO the reports both in the (1) new reporting scheme (*ccmail or email/internet*) and (2) in hard copy format. A duplicate hard copy of the report shall likewise be submitted to the Dept. of Thrift Banks and Non-Bank Financial Institutions (DTBNBFI).
4. Upon electronic transmission of the reports, a **control prooflist** (sample copy attached as **Annex E**), duly signed by the authorized officer of the institution, shall be faxed to SRSO (#523-3461) on the same day.
5. An acknowledgement receipt shall be issued by SRSO for reports that strictly follow the prescribed format. Reports with exceptions/errors shall be automatically rejected by the system and an error list shall be provided to the NBQB to serve as guide in rectifying errors verified. Delayed and amended reports shall be considered as late reports and subject to the penalties for Category A-2 reports. These penalties shall be imposed after the parallel testing period, i.e. week covering Feb. 1, 2002 – Feb. 7, 2002 (*submission deadline, Feb. 13, 2002*).
6. SRSO will provide the Excel templates to the NBQBs during the week of December 17, 2001. For authentication, all NBQBs are required to confirm their ccmil or email addresses with SRSO on or before December 14, 2001.

For strict compliance.


ALBERTON REYES
 Officer-In-Charge

27 November 2001

Annexes:

- A Consolidated Report on Required and Available Reserves Against DS and Special Financing
- A.1 Components of DS with Original Maturities of 730 days or less
- A.2 Components of DS with Original Maturities of more than 730 days
- A.3 Eligible Phil. Gov't. Securities utilized as Reserves against DS
- B CRRAR Data Structure for IHS
- B.1 Eligible Phil. Gov't. Securities utilized as Reserves against DS Data Structure for IHS
- C CRRAR Data Structure for FCs
- C.1 Eligible Phil. Gov't. Securities utilized as Reserves against DS Data Structure for FCs
- D Sample Report Format of CRRAR in Excel Form
- D.1 Sample Report Format of Eligible Phil. GS in Excel Form
- E Control Prooflist

CONSOLIDATED REPORT ON REQUIRED AND AVAILABLE RESERVES AGAINST DEPOSIT SUBSTITUTES AND SPECIAL FINANCING

For the Week _____ to _____, 200__

Name of NBQB
Address

Code

Deadline: 4th banking day after end of
reference week
Submission: email or email to SRSO
hard copy to DTBNBFI

ACCOUNT NAME	Rec. No.	A M O U N T S						
		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
A. GROSS DEPOSIT SUBSTITUTES								
1. Non-interbank Borrowings	010							
a. With original maturities of 730 days or less (Item 3 of Schedule 1)	020							
b. With original maturities of more than 730 days (Item 3 of Schedule 2)	021							
2. Interbank Borrowings	022							
a. Subject to %	030							
a. Subject to %	031							
a. Subject to %	032							
B. DEPOSIT SUBSTITUTES EXEMPTED FROM RESERVE REQUIREMENTS	033							
1. Item 2 of Schedule 1	034							
2. Item 2 of Schedule 2	035							
C. SPECIAL FINANCING								
1. With original maturities of 730 days or less	040							
2. With original maturities of more than 730 days	041							
C. GOVERNMENT SECURITIES - (Circular 10 dated 12.29.93)								
1. Due from BSP	042							
2. Eligible gov't securities (except those sold under repurchase agreement)	050							
3. Deposit in Banks - Demand	060							
4. Others (specify)	061							
	062							
	063							
	064							
	065							
	066							
	067							
	068							
	069							

Certified Correct:

Signature Over Printed Name

Designation

COMPONENTS OF DEPOSIT SUBSTITUTES WITH ORIGINAL MATURITIES OF 730 DAYS OR LESS

For the Week _____ to _____, 200__

ACCOUNT NAME	Rec. No.	A M O U N T S						
		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1. BORROWINGS SUBJECT TO RESERVE REQUIREMENTS								
a. Promissory Notes	070	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Repurchase Agreements	071	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Certificates of Assignments / Participation with recourse	072	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Borrowings from trust / managed funds	073	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1) Banks	074	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Investment Houses	075	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Other Financial Intermediaries	076	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Others (specify)	077	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	078	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	079	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	080	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	081	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	082	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	083	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. BORROWINGS EXEMPTED FROM RESERVE REQUIREMENTS								
a. Long term foreign borrowings of PNB, DBP & other government banks, the peso proceeds of which are relent to NBOB for financing BOJ-NEIDA priority productive enterprises (i.e. govt banks as principal)	091	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Long term borrowings of NBOB from PNB, DBP & other govt banks representing peso proceeds of foreign loans relent to BOJ-NEIDA priority productive enterprises (i.e. government banks as conduit)	092	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Others (specify)	093	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	094	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	095	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	096	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	097	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	098	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. GRAND TOTAL	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Certified Correct:

Signature Over Printed Name

Designation

COMPONENTS OF DEPOSIT SUBSTITUTES WITH ORIGINAL MATURITIES OF MORE THAN 730 DAYS

For the Week _____ to _____, 200__

ACCOUNT NAME	Rec. No.	A M O U N T S						
		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1. BORROWINGS SUBJECT TO RESERVE REQUIREMENTS	110	0.00	0.00	0.00	0.00	0.00	0.00	0.00
a. Promissory Notes	111	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Repurchase Agreements	112	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Certificates of Assignments / Participation with recourse	113	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Borrowings from trust managed funds	114	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1) Banks	115	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2) Investment Houses	116	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3) Other Financial Intermediaries	117	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Bonds	118	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f. Other (specify)	119	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	120	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	121	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	122	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	123	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	124	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. BORROWINGS EXEMPTED FROM RESERVE REQUIREMENT	130	0.00	0.00	0.00	0.00	0.00	0.00	0.00
a. Long term foreign borrowings of PNB, DBP & other government banks the peso proceeds of which are used to NBOB for financing BOI-NEDA priority productive enterprises (i.e. government banks as principal)	131	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Long term borrowings of NBOB from PNB, DBP & other government banks representing peso proceeds of foreign loans used to BOI-NEDA priority productive enterprises (i.e. government banks as conduit)	132	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Others (specify)	133	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	134	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	135	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	136	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	137	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	138	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. GRAND TOTAL	140	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Certified Correct:

Signature Over Printed Name
 Designation

ELIGIBLE PHILIPPINE GOVERNMENT SECURITIES UTILIZED AS RESERVES AGAINST DEPOSIT SUBSTITUTES

For the Week _____ to _____, 200__

Code _____
Address _____

INSTRUMENT	Rec. No.	UTILIZATION							Serial No.	Issue Date	Maturity Date	Interest Rate
		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday				
I. GOVT SECURITIES PURCHASED												
1.	150											
2.	151											
3.	152											
4.	153											
5.	154											
Subtotal	160											
II. GOVT SECURITIES PURCHASED UNDER RESALE AGREEMENT												
1.	170											
2.	171											
3.	172											
4.	173											
5.	174											
Subtotal	180											
III. TOTAL	190											
a. Government Securities (GS) shall be listed individually and acquisition cost shall be indicated in each day column where the securities are actually utilized as reserves against deposit substitutes.												
b. GS utilized as reserves shall be limited to Central Bank supported government securities featuring a maximum yield of per annum and are non-negotiable. The amount, maturity date and rate of interest shall be listed in the certificate.												

Certified Correct:

Signature Over Printed Name

Designation

Non-Banks with Quasi Banking Functions
(Investment Houses with QB)

Consolidated Report on Required and Available Reserves

Data Structure

File Name: NBQN01.xls

Column	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Week	8	N	0	Transaction date should be in CCYYMMDD format. This should always be a Friday. Example is 20010831 for balances for week covering Aug. 31-Sept. 6, 2001.
B	BKCODE		6	N	0	Your assigned code. Inquire from SRSO
C	FORMNO		5	A		IHO?
D	RECNO		3	N	0	010 to 140
E	AMTE	Friday amount	15	N	2	
F	AMTF	Saturday amount	15	N	2	
G	AMTG	Sunday amount	15	N	2	
H	AMTA	Monday amount	15	N	2	
I	AMTB	Tuesday amount	15	N	2	
J	AMTC	Wednesday amount	15	N	2	
K	AMTD	Thursday amount	15	N	2	
L	DESC	Description	25	A		

Non-Banks with Quasi Banking Functions
(Investment Houses with QB)

Eligible Philippine Government Securities utilized as Reserves against Deposit Substitutes

Data Structure

File Name: NBQN03.xls

Column	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Week	8	N	0	Transaction date should be in CCYYMMDD format. This should always be a Friday. Example is 20010831 for balances for week covering Aug. 31-Sept. 6, 2001.
B	BKCODE		6	N	0	Your assigned code. Inquire from SRSO
C	FORMNO		5	A		IH03
D	RECNO		3	N	0	150 to 190
E	AMTE	Friday amount	15	N	2	
F	AMTF	Saturday amount	15	N	2	
G	AMTG	Sunday amount	15	N	2	
H	AMTA	Monday amount	15	N	2	
I	AMTB	Tuesday amount	15	N	2	
J	AMTC	Wednesday amount	15	N	2	
K	AMTD	Thursday amount	15	N	2	
L	DESC	Description	25	A		
M	SERIALNO	Serial No.	25	A		
N	ISSUEDATE	Issue Date	8	N	0	In CCYYMMDD format.
O	MATDATE	Maturity Date	8	N	0	In CCYYMMDD format.
P	INTRATE	Interest Rate	8	N	2	

Non-Banks with Quasi Banking Functions
(Financing Companies with QB)

Consolidated Report on Required and Available Reserves

Data Structure

File Name: NEQN01.xls

Column	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Week	8	N	0	Transaction date should be in CCYYMMDD format. This should always be a Friday. Example is 20010831 for balances for week covering Aug. 31-Sept. 6, 2001.
B	BKCODE		6	N	0	Your assigned code. Inquire from SRSO
C	FORMNO		5	A		FC01
D	RECNO		3	N	0	010 to 140
E	AMTE	Friday amount	15	N	2	
F	AMTF	Saturday amount	15	N	2	
G	AMTG	Sunday amount	15	N	2	
H	AMTA	Monday amount	15	N	2	
I	AMTB	Tuesday amount	15	N	2	
J	AMTC	Wednesday amount	15	N	2	
K	AMTD	Thursday amount	15	N	2	
L	DESC	Description	25	A		

Non-Banks with Quasi Banking Functions
(Financing Companies with QB)

Eligible Philippine Government Securities utilized as Reserves against Deposit Substitutes

Data Structure

File Name: NBQN03.xls

Column	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Week	8	N	0	Transaction date should be in CCYYMMDD format. This should always be a Friday. Example is 20010831 for balances for week covering Aug. 31-Sept. 6, 2001.
B	BKCODE		6	N	0	Your assigned code. Inquire from SRSO
C	FORMNO		5	A		FC03
D	RECNO		3	N	0	150 to 190
E	AMTE	Friday amount	15	N	2	
F	AMTF	Saturday amount	15	N	2	
G	AMTG	Sunday amount	15	N	2	
H	AMTA	Monday amount	15	N	2	
I	AMTB	Tuesday amount	15	N	2	
J	AMTC	Wednesday amount	15	N	2	
K	AMTD	Thursday amount	15	N	2	
L	DESC	Description	25	A		
M	SERIALNO	Serial No.	25	A		
N	ISSUEDATE	Issue Date	8	N	0	In CCYYMMDD format.
O	MATDATE	Maturity Date	8	N	0	In CCYYMMDD format.
P	INTRATE	Interest Rate	8	N	2	

Sample Report Format of CRRAR in Excel Form
File Name: NBQNO1.xls

Annex D

TRDATE	BKCODE	FORM	REQ	AMTE	AMTF	AMTG	AMTA	AMTB	AMTC	AMTD	DESC
20010831	1020	IH01	010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20010831	1020	IH01	020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20010831	1020	IH01	030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20010831	1020	IH01	040	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20010831	1020	IH01	050	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20010831	1020	IH01	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

FORMNO for Investment Houses is IH01.
FORMNO for Financing Companies is FC01.

Sample Report Format of Eligible Phil. GS in Excel Form
File Name: NBOIN03.xls

Annex D.1

TRDATE	BKCD	FORM	REQ	AMTE	AMTF	AMTG	AMTA	AMTB	AMTC	AMTD	DESC	SERIAL	ISSUED	DATE	INTRATE
20010831	1020	IH03	010	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
20010831	1020	IH03	020	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
20010831	1020	IH03	030	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
20010831	1020	IH03	040	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
20010831	1020	IH03	050	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
20010831	1020	IH03	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00					

FORMINO for investment Houses is IH03.
FORMINO for Financing Companies is FC03.

Name of NBQB Code
Address

CONSOLIDATED REPORT ON REQUIRED AND AVAILABLE RESERVES AGAINST DEPOSIT SUBSTITUTES AND SPECIAL FINANCING

For the Week _____ to _____, 200__

ACCOUNT NAME	Rec. No.	A M O U N T S						
		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
A. GROSS DEPOSIT SUBSTITUTES								
1. Non Interest Borrowings	020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Interest Borrowings	030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
B. SPECIAL FINANCING								
1. With original maturities of 730 days or less	040	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. With original maturities of more than 730 days	041	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. GOVERNMENT SECURITIES - (Circular 10 dated 12.29.93)								
1. Due from BSP	060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Deposit in Banks - Demand	061	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Eligible govt securities	062	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Others	063	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D. AVAILABLE RESERVES								
1. Due from BSP	064	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Certified Correct:

Signature Over Printed Name

Designation