



# BANGKO SENTRAL NG PILIPINAS

## MEMORANDUM NO. M-2021-049

### OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

To : **ALL BANKS AND NON-BANK FINANCIAL INSTITUTIONS WITH QUASI-BANKING FUNCTIONS (NBQBs)**

Subject : **Guidelines on the Electronic Submission of the Report on Borrowings of BSP Personnel**

Pursuant to Circular Letter Nos. CL-2007-050<sup>1</sup> dated 04 October 2007 and CL-2007-059<sup>2</sup> 28 November 2007, on the Borrowings of BSP Personnel from any Institutions Supervised by the BSP, all Banks and NBQBs shall report to the Department of Supervisory Analytics (DSA), the names of BSP personnel who obtained loans from them. The following guidelines are being issued to facilitate the electronic submission of the said report as part of digitalization initiatives of the BSP to reduce or eliminate hard copy submission and speed up the manner of consolidation and transmittal of reports.

#### 1. **Submission Guidelines**

- a. All Banks and NBQBs shall use the prescribed Report on Borrowings of BSP Personnel (RBBP) Data Entry Template (DET) which can be downloaded from [www.bsp.gov.ph/ses/reporting\\_templates](http://www.bsp.gov.ph/ses/reporting_templates).
- b. The DET shall be submitted electronically to the Bangko Sentral on a quarterly basis within fifteen (15) banking days after end of reference quarter beginning with the quarter ending 30 September 2021.
- c. The DET shall be transmitted to the prescribed e-mail address: [dsareports@bsp.gov.ph](mailto:dsareports@bsp.gov.ph) using the following prescribed format as subject:

RBBP<space>Name of Bank/NBQB,<space>Reference period in dd Month Name YYYY

<sup>1</sup> BSP Circular Letter No. CL-2007-050 dated 04 October 2007 provides the guidelines for the submission of report on borrowings of BSP personnel from institutions supervised by the BSP to then Supervisory Data Center (SDC) [now Department of Supervisory Analytics (DSA)]

<sup>2</sup> BSP Circular Letter No. CL-2007-059 dated 28 November 2007 on the report on borrowings of BSP personnel, further clarifies that a copy of said report shall no longer be submitted to Human Resources Management Department of the BSP.

For Example,

To : dsareports@bsp.gov.ph  
Subject : RBBP ABC Bank, 30 September 2021

and using the following prescribed file name and file format:

| File                | File Name  | File Format |
|---------------------|------------|-------------|
| Data Entry Template | Borrowings | .xls        |

- d. Banks and NBQBs shall only use e-mail addresses officially registered with the DSA in electronically submitting reports in accordance with BSP Memorandum No. M-2017-028 dated 11 September 2017. The same registered e-mail addresses shall be used by the DSA in acknowledging the submitted reports.
- e. Hard copy submission shall not be accepted. Covered Banks and NBQBs that are unable to transmit electronically may submit the prescribed report in any portable storage device (e.g. USB flashdrive) through messengerial or postal services within the prescribed deadline addressed to:

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

## **2. Important Reminders**

- a. Report submissions that do not conform to the above prescribed guidelines shall not be accepted and will be considered non-compliant with the BSP reporting requirements as prescribed under Section 171 of the Manual of Regulations for Banks and Section 172-Q of the Manual of Regulations for Non-Bank Financial Institutions. Moreover, only files prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for delayed, erroneous, and/or unsubmitted reporting.
- b. As part of the initial electronic submission, the submitted report as of **30 September 2021** should reflect all the borrowings of the BSP personnel **outstanding** as of report date.
- c. Starting reference cut-off **31 December 2021**, the report should **only** contain loans granted to BSP personnel during the reference quarter.

- d. If nothing to report for the quarter, covered Banks and NBQBs shall still submit the report stating, "None to Report", within the prescribed deadline.

For strict compliance.

 Digitally signed by  
Chuchi G. Fonacier  
Date: 2021.09.29  
16:55:52 +08'00'

**CHUCHI G. FONACIER**  
Deputy Governor

29 September 2021