



BANGKO SENTRAL NG PILIPINAS

**OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR**

MEMORANDUM NO. M-2013-057

**TO : ALL UNIVERSAL/COMMERCIAL BANKS AND THRIFT BANKS
AUTHORIZED TO ENGAGE IN TRUST BUSINESS**

**Subject : Enhancements to the Reporting Format of the Weekly Reserve
Report on Peso-Denominated Common Trust Fund and Other
Similarly Managed Funds (CTF) and Weekly Reserve Report on
Trust and Other Fiduciary Accounts (TOFA)**

In an effort to streamline and rationalize the reporting of the Weekly Reserve Report on Peso-Denominated Common Trust Fund and Other Similarly Managed Funds (CTF) and Weekly Reserve Report on Trust and Other Fiduciary Accounts (TOFA) (hereinafter referred to as the Reports) by maximizing the use of current IT technologies available, the following guidelines shall be observed in the transition of the Report reporting from Data Base File (DBF) format to Comma-Separated Values (CSV) file format:

1. Beginning reserve report week-ending 23 January 2014, the Reports in the currently prescribed DBF format shall be submitted in parallel with the same Reports in a CSV file format. Both the DBF and CSV formats shall be accompanied and supported by a single scanned Control Prooflist (CP) duly notarized and signed by the authorized official in Portable Document Format (PDF). It is expected that both the DBF and CSV formats of the subject Reports tally and coincide with the values reported in the notarized CP.
2. The prescribed file structure of the CSV for the Reports along with its accompanying instructions and the prescribed CP for the Reports can be downloaded from [**http://www.bsp.gov.ph/ses/reporting_templates¹**](http://www.bsp.gov.ph/ses/reporting_templates) or requested from the BSP-Supervisory Data Center (SDC).
3. The DBF, CSV and CP in PDF of the Reports shall be electronically submitted to the following email addresses:

E-Mail Address	Type of Reporting Bank
sdckb-trust@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-trust@bsp.gov.ph	Thrift Banks (TBs)

¹ Formerly [**http://www.bsp.gov.ph/frp/templates**](http://www.bsp.gov.ph/frp/templates)

using the following required format for the subject, as follows:

"TRUST <bank name>, <week-ended reference date>" as illustrated in the sample below

To : **sdckb-trust@bsp.gov.ph**
Subject : **TRUST <bankname>, 23 January 2014**

and using the following prescribed file names for CSV and DBF formats, respectively:

Report	Prescribed File Name	
	U/KBs	TBs
CTF	SESCTFKB.csv	SESCTFTB.csv
	SESCTFKB.dbf	SESCTFTB.dbf
TOFA	SETOFAKB.csv	SETOFATB.csv
	SETOFAKB.dbf	SETOFATB.dbf
Control Prooflist-CTF	CTF-CP.pdf	
Control Prooflist-TOFA	TOFA-CP.pdf	

4. Trust institutions that are unable to electronically transmit the said Reports files can submit the same via CD together with the corresponding scanned PDF copy of the CP through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
12th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. Beginning reserve report week-ending 6 February 2014, only the prescribed CSV and CP in PDF of the subject Reports shall be required for submission since the DBF of the Reports shall be discontinued and phased-out.
6. Submissions that are arithmetically unbalanced and/or those not in conformity with the procedures specified in item 3 including submissions not in the prescribed file format shall be considered erroneous reporting subject to existing penalties. Same existing penalties for late and/or erroneous reporting prescribed under Subsection X192.2 of the Manual of Regulations for Banks for Category A-2 reports shall continue to apply for the Reports.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

13 December 2013