



Bangko Sentral ng Pilipinas

Supervision and Examination Sector
Office of the Deputy Governor

Memorandum To All Non-Bank Financial Institutions Performing Quasi-Banking Functions (NBQBs)

Subject : *GUIDELINES TO GOVERN ELECTRONIC TRANSMISSION OF NBQB
REPORTS TO BSP-SRSO*

To implement the electronic transmission of the following reports by NBQBs to the Supervisory Reports and Studies Office (SRSO), the following guidelines shall be complied with:

1. The reports to be transmitted electronically to SRSO shall include -

<i>Title of Report</i>	<i>Filenames</i>	<i>Frequency of Reporting</i>	<i>Parallel Run for Report Dates (Two consecutive reporting periods)</i>
Statement of Capital Required and Capital Accounts (CRCA)	CRCA.xls	Bi-Monthly	April 16 – 30, 2004 and May 1 – 15, 2004
Report on Peso-Denominated Common Trust Fund and Other Similarly Managed Funds (CTF)	CTF.xls	Weekly	March 19 – 25, 2004 and March 26 – April 1, 2004
Report on Required and Available Reserves Against Trust and Other Fiduciary Accounts (TOFA) – Others	TOFA.xls	Weekly	March 19 – 25, 2004 and March 26 – April 1, 2004
Published Statement of Condition	PSOC.xls	Quarterly	June 30, 2004 and September 30, 2004

2. The corresponding BSP-SRSO address shall be:

<i>Mode of Transmission</i>	<i>BSP-SRSO Address</i>	<i>Subject/Label</i>
Email	srso-nbqb@bsp.gov.ph	CRCA for (period covered) CTF for (week covered) TOFA for (week covered) PSOC as of (call date/quarter covered)

3. There shall be a parallel run for two periods according to the schedule indicated above, during which time the entities concerned shall be required to submit the reports to SRSO both electronically (ccmail/email) or in diskette, and in hard copy format. A duplicate hard copy / advance copy of the report shall likewise be submitted to the Supervision and Examination Department III (SED III, formerly DTBNBFI) or Supervision and Examination Department I (SED I, formerly DCB I). After the parallel run, submission of the hard copy shall be discontinued and only the electronic reports shall henceforth be submitted to SRSO.

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4. Together with the reports electronically transmitted, a control prooflist duly signed by the authorized officer of the institution shall be faxed on the same day to SRSO at #523.3461.
5. An acknowledgement receipt shall be mailed back by SRSO for reports that strictly follow the prescribed format. Reports with errors/exceptions shall be automatically rejected by the system and an error list shall be provided to the NBQBs to serve as guide in rectifying errors uncovered. Delayed and amended reports shall be considered late reports and shall be subject to corresponding penalties for Category A reports.
6. The parallel testing of the PSOC (*due within 20 business days from receipt of call*) shall cover 2 quarter reports, i.e. June 2004 and September 2004. To show proof of publication, the Publisher's Certificate (*due within 5 business days from publication date*) shall continue to be submitted in hard copy to the appropriate supervising departments concerned even with the electronic submission of PSOC.
7. SRSO shall provide the **Excel templates** and a corresponding **User's Manual** for further instructions on the correct use of the templates. All NBQBs are required to submit and confirm their cmail or email addresses to SRSO on or before March 5, 2004. Confirmation of the electronic addresses and all other queries may be communicated to SRSO through Mrs. Aurora P. Frias (525.52.34) or Mrs. Elizabeth R. Endaya (524.70.11 local 2414).


ALBERTO V. REYES
Deputy Governor

February 9, 2004