



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

MEMORANDUM NO. M-2019-024

To : NON-STOCK SAVINGS AND LOAN ASSOCIATIONS (NSSLAs)

Subject : Guidelines on the Electronic Submission of the Financial Reporting Package for Non-Stock Savings and Loan Association (FRPNSSLA)

All NSSLAs shall observe the following submission guidelines for the parallel run beginning with the 30 September 2019 quarter-end reports. This is in line with BSP Circular No. 1047 dated 29 August 2019 on the Guidelines on the Adoption of PFRS 9 - Financial Instruments and the FRPNSSLA.

Submission Procedures

1. NSSLAs shall use the prescribed *Data Entry Template (DET)*, the corresponding *Control Prooflist (CP)*, and the reconciliation rules for the FRPNSSLA. These can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or may be requested directly from the BSP-Department of Supervisory Analytics (DSA) thru dsa-datarequest@bsp.gov.ph.
2. NSSLAs shall electronically transmit reports for submission to this email address – dsanssla-frp@bsp.gov.ph.
3. NSSLAs shall use only *email addresses officially registered with the DSA* when electronically submitting reports. This is in line with BSP Memorandum No. M-2017-028 dated 11 September 2017. The same registered e-mail address/es shall be used by the DSA in electronically acknowledging the submitted report and transmitting the corresponding validation results.
4. NSSLAs shall apply the prescribed format for the Subject – “FRPNSSLA<space><Name of NSSLAs>,<space><Reference Period in dd monthname cyy>”

For Example,

To : dsanssla-frp@bsp.gov.ph
Subject : FRPNSSLA <Name of NSSLAs>, 30 September 2019

5. NSSLAs shall use the following prescribed file names and file format:

File	File Name	File Format
Data Entry Template	FRP-NSSLA	xls
Control Prooflist	FRPNSSLA-CP	pdf

6. NSSLAs 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 to:

The Officer-In-Charge
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 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
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.

Additional Information regarding the Parallel Run

1. The parallel run shall involve the submission of both the FRPNSSLA and the existing Consolidated Statement of Condition and Consolidated Statement of Income and Expenses (CSOC/CSIE).
2. Both reports shall be submitted on a quarterly basis beginning with the 30 September 2019 quarter-end report.
3. During the parallel run, following deadlines shall be observed:
 - a. The CSOC/CSIE shall be electronically transmitted by NSSLAs to the Bangko Sentral *on or before the end of the immediately following month*.
 - b. The FRPNSSLA shall be submitted to the Bangko Sentral *within forty-five (45) calendar days after the end of reference quarter*. If the 45th calendar day falls on a Saturday, Sunday, or Holiday, or on a day which business operations of the Bangko Sentral is suspended, the following business day shall apply.
4. While the parallel run is ongoing, penalties under Subsection 4162S.3 of the MORNBFi shall not be imposed for late and/or erroneous submission of FRPNSSLA only.

5. Penalties shall continue to be imposed for late and/or erroneous submission of the CSOC/CSIE.
6. Submission guidelines for the live implementation of the FRPNSSLA shall be covered by a separate issuance.

For compliance.



CHUCHI G. FONACIER
Deputy Governor

24 September 2019