



Bangko Sentral ng Pilipinas

OFFICE OF THE GOVERNOR

CIRCULAR-LETTER Series of 2003

To : All Expanded Commercial Banks (EKBs), Commercial Banks (KBs) and Offshore Banking Units (OBUs)

Re : Reporting by EKBs, KBs and OBUs Under the Foreign Portfolio Investment Monitoring System

In line with the thrust to further simplify bank reports submitted to the Bangko Sentral ng Pilipinas (BSP) and to improve the monitoring of foreign portfolio investment transactions, all EKBs, KBs and OBUs shall report to the BSP International Operations Department (IOD) both electronically thru Lotus Notes (soft copy) and in hard copy all foreign portfolio investment transactions using the attached consolidated report formats under the Foreign Portfolio Investment Monitoring System (Annexes 1a, 1b and 1c).

The consolidated report, which shall be called the Consolidated Daily Foreign Portfolio Investment Registration and Outward Remittance Report, supersedes the following existing reports on foreign portfolio investment transactions:

1. Report on New Issuances of Bangko Sentral Registration Documents (BSRDs) for Foreign Portfolio Investments;
2. Annex 1 – Daily Report on Additional FX Inward Remittances Under Existing BSRDs;
3. Annex II – Weekly Report on Changes in Investments Under Existing BSRDs (Other than those funded by additional FX inward remittances);
4. Report on Outstanding Monthly Balances of Foreign Portfolio Investments Registered in behalf of BSP; and
5. Statement of Capital Repatriation and Remittance of Dividends, Profits and Earnings Accruing to Registered Foreign Portfolio Investments.

The following are the implementing guidelines to be observed in accomplishing the report:

1. Effective 5 May 2003, EKBs, KBs and OBUs shall report using the attached consolidated report formats, both electronically thru Lotus Notes and in hard copy, foreign portfolio investment transactions within two (2)

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banking days from transaction date. In accomplishing the report, banks shall be guided by the Manual of Instructions in Annex 2. In reporting the registration of transactions funded by inward remittances of foreign exchange (FX), the soft copy report shall be supported by a soft copy Certificate of Inward Remittance (CIR) Report using the CIR Report Format in Annex 3. Should there be a failure in the electronic transmission system, the soft copy reports shall be submitted in diskette.

2. The hard copy reports shall be accompanied by the required supporting documents prescribed under existing rules for validation/verification purposes.
3. An officer of the EKB, KB or OBU with the rank of Assistant Vice-President or equivalent rank shall certify the veracity and accuracy of the report.
4. EKBs, KBs and OBUs shall be given two (2) months from start of full implementation to familiarize themselves with the system. After said period, non-submission, delayed, erroneous or incomplete reporting shall be subject to appropriate penalties and sanctions prescribed under existing BSP regulations.
5. BSP-IOD will accept no responsibility for electronic messages/reports/information that may be hacked or cracked, intercepted, copied or disclosed outside BSP's information system.

Prior to system implementation, BSP thru the Information Systems and Technology Department (ISTD) shall provide banks with the report templates in MS Excel format both for the CIR Report and the Consolidated Daily Foreign Portfolio Investment Registration and Outward Remittance Report. If there are revisions/enhancements in the system, ISTD shall correspondingly revise the report templates and subsequently deploy the revised templates electronically to all banks.

This Circular-Letter repeals or amends all existing BSP issuances inconsistent herewith.


AMANDO M. TETANGCO, JR.
Officer-In-Charge

23 April 2003

Attachments

Note: Transactions in this report (omit) are samples only.

Deadline for submission is 8PM-ICTD
2 Banking days from completion of required documentation

DAILY FOREIGN PORTFOLIO INVESTMENT REGISTRATION AND OUTWARD REMITTANCE REPORT

ICD-100 Form 1b: Changes in Equity Registrations Investments
April 2023

Transaction No.	Reporting Date	Reporting Bank	BSRD No.	Transaction Code	Investment ID	Settlement/ Record Date	CIR No	Telegraphic Transfer Ref. No.	Conversion Date	FCY Symbol	Amount FCY USD Equivalent	Converting Bank	FX Rate	Dividend Rate/ Ratio	No. of Shares/ Shares	INCREASE No. of Shares/ Face Value Pass Proceeds	DECREASE No. of Shares/ Face Value Pass Proceeds
1.00	2001/04/03	BANK A	AYNN-8888	201.0 TEL	201.0 TEL	2001/03/27	659-xxxx-xxxx	MSXXXXXXX	2001/03/28	GBP	7,553.36	10,387.50 BANK C	50.000000		725	518,375.00	(20)
2.00	2001/04/03	BANK A	AYNN-8888	201.0 BND	201.0 BND	2001/03/27	659-xxxx-xxxx	SLXXXXXXX	2001/03/28	SGD	44.00	23.58 BANK D	50.000000		800	1,184.00	
3.00	2001/04/03	BANK A	AYNN-8888	201.0 MET	201.0 MET	2001/03/27	659-xxxx-xxxx	KLXXXXXXX	2001/03/28	CAD	24,342.00	18,000.00 BANK E	50.000000		10,000	800,000.00	
4.00	2001/04/03	BANK A	AYNN-8888	201.0 AMC	201.0 AMC	2001/03/27	659-xxxx-xxxx	KLXXXXXXX	2001/03/28	HKD	15,555.95	4,200.00 BANK E	50.000000		100,000	210,000.00	
5.01	2001/04/03	BANK A	AYNN-8888	201.0 MFC	201.0 MFC	2001/03/27	659-xxxx-xxxx	KLXXXXXXX	2001/03/28						1,000	1,210,000.00	
5.02	2001/04/03	BANK A	AYNN-8888	401.1 AC	401.1 AC	2001/03/27	659-xxxx-xxxx										28,572
5.03	2001/04/03	BANK A	AYNN-8888	401.1 AMC	401.1 AMC	2001/03/27	659-xxxx-xxxx										200,000.00
5.04	2001/04/03	BANK A	AYNN-8888	401.1 ATJ	401.1 ATJ	2001/03/27	659-xxxx-xxxx										210,000.00
5.05	2001/04/03	BANK A	AYNN-8888	401.1 WGA	401.1 WGA	2001/03/27	659-xxxx-xxxx										400,000.00
5.06	2001/04/03	BANK A	AYNN-8888	401.1 PLT	401.1 PLT	2001/03/27	659-xxxx-xxxx										133,381.00
6.01	2001/04/03	BANK A	AYNN-8888	212.0 IPD	212.0 IPD	2001/03/27	659-xxxx-xxxx										90,000
6.02	2001/04/03	BANK A	AYNN-8888	403.1 SMCB	403.1 SMCB	2001/03/27	659-xxxx-xxxx										243,654
6.03	2001/04/03	BANK A	AYNN-8888	403.1 TEL	403.1 TEL	2001/03/27	659-xxxx-xxxx										1,000.00
7.00	2001/04/03	BANK A	AYNN-8888	205.0 SMCB	205.0 SMCB	2001/03/27	659-xxxx-xxxx										500.00
7.01	2001/04/03	BANK A	AYNN-8888	403.2 SMCB	403.2 SMCB	2001/03/27	659-xxxx-xxxx										200.00
8.01	2001/04/03	BANK A	AYNN-8888	204.0 MFCB	204.0 MFCB	2001/03/27	659-xxxx-xxxx										300.00
8.02	2001/04/03	BANK A	AYNN-8888	404.1 IPD	404.1 IPD	2001/03/27	659-xxxx-xxxx										7,500.00
9.00	2001/04/03	BANK A	AYNN-8888	205.0 TEL	205.0 TEL	2001/03/27	659-xxxx-xxxx										515,000.00
10.00	2001/04/03	BANK A	AYNN-8888	206.0 TEL	206.0 TEL	2001/03/27	659-xxxx-xxxx										7,500.00
11.00	2001/04/03	BANK A	AYNN-8888	207.0 TEL	207.0 TEL	2001/03/27	659-xxxx-xxxx										515,000.00
12.00	2001/04/03	BANK A	AYNN-8888	402.1 TEL	402.1 TEL	2001/03/27	659-xxxx-xxxx										500
12.01	2001/04/03	BANK A	AYNN-8888	402.2 TEL	402.2 TEL	2001/03/27	659-xxxx-xxxx										500
13.00	2001/04/03	BANK A	AYNN-8888	208.0 TEL	208.0 TEL	2001/03/27	659-xxxx-xxxx										500
14.00	2001/04/03	BANK A	AYNN-8888	209.0 TEL	209.0 TEL	2001/03/27	659-xxxx-xxxx										500
14.01	2001/04/03	BANK A	AYNN-8888	401.1 AC	401.1 AC	2001/03/27	659-xxxx-xxxx										500
15.00	2001/04/03	BANK A	AYNN-8888	203.2 AC	203.2 AC	2001/03/27	659-xxxx-xxxx										500
15.01	2001/04/03	BANK A	AYNN-8888	403.1 AC	403.1 AC	2001/03/27	659-xxxx-xxxx										500
16.00	2001/04/03	BANK A	AYNN-8888	209.0 AC	209.0 AC	2001/03/27	659-xxxx-xxxx										500
16.01	2001/04/03	BANK A	AYNN-8888	405.0 AC	405.0 AC	2001/03/27	659-xxxx-xxxx										500
17.00	2001/04/03	BANK A	AYNN-8888	210.0 AC	210.0 AC	2001/03/27	659-xxxx-xxxx										500
17.01	2001/04/03	BANK A	AYNN-8888	211.0 AC	211.0 AC	2001/03/27	659-xxxx-xxxx										500
18.00	2001/04/03	BANK A	AYNN-8888	211.0 IPD	211.0 IPD	2001/03/27	659-xxxx-xxxx										500
18.01	2001/04/03	BANK A	AYNN-8888	404.1 TEL	404.1 TEL	2001/03/27	659-xxxx-xxxx										500
19.00	2001/04/03	BANK A	AYNN-8888	212.0 IPD	212.0 IPD	2001/03/27	659-xxxx-xxxx										500
20.00	2001/04/03	BANK A	AYNN-8888	213.0 GLOW	213.0 GLOW	2001/03/27	659-xxxx-xxxx										500
20.01	2001/04/03	BANK A	AYNN-8888	405.0 GLO	405.0 GLO	2001/03/27	659-xxxx-xxxx										500
21.00	2001/04/03	BANK A	AYNN-8888	203.3 MET	203.3 MET	2001/03/27	659-xxxx-xxxx										500
21.01	2001/04/03	BANK A	AYNN-8888	404.1 IPD	404.1 IPD	2001/03/27	659-xxxx-xxxx										500
22.00	2001/04/03	BANK A	AYNN-8888	213.1 PNBW	213.1 PNBW	2001/03/27	659-xxxx-xxxx										500
22.01	2001/04/03	BANK A	AYNN-8888	213.2 PNBW	213.2 PNBW	2001/03/27	659-xxxx-xxxx										500
24.00	2001/04/03	BANK A	AYNN-8888	401.1 SMCB	401.1 SMCB	2001/03/27	659-xxxx-xxxx										500
24.01	2001/04/03	BANK A	AYNN-8888	402.1 AC	402.1 AC	2001/03/27	659-xxxx-xxxx										500
25.00	2001/04/03	BANK A	AYNN-8888	213.4 PNBW	213.4 PNBW	2001/03/27	659-xxxx-xxxx										500
25.01	2001/04/03	BANK A	AYNN-8888	404.1 TEL	404.1 TEL	2001/03/27	659-xxxx-xxxx										500
26.00	2001/04/03	BANK A	AYNN-8888	401.1 PNB	401.1 PNB	2001/03/27	659-xxxx-xxxx										500
26.01	2001/04/03	BANK A	AYNN-8888	402.1 TEL	402.1 TEL	2001/03/27	659-xxxx-xxxx										500
27.00	2001/04/03	BANK A	AYNN-8888	404.1 IPD	404.1 IPD	2001/03/27	659-xxxx-xxxx										500
28.00	2001/04/03	BANK A	AYNN-8888	403.1 AC	403.1 AC	2001/03/27	659-xxxx-xxxx										500

ANNEX 1c

ANNEX 1c

FOREIGN PORTFOLIO INVESTMENT MONITORING SYSTEM

Manual of Instructions

April 2003

This Manual provides the guidelines for EKBs, KBs and OBUs in accomplishing the Consolidated Daily Foreign Portfolio Investment Registration and Outward Remittance Report submitted to the Bangko Sentral ng Pilipinas – International Operations Department (BSP-IOD).

Deadline for Submission to BSP-IOD:

1. **IOD FORM 1a - Initial Registration:**
 - 2 banking days from issuance of BSRD
2. **IOD FORM 1b - Changes on Existing Registered Investments:**
 - 2 banking days from settlement/completion of required documents.
3. **IOD FORM 1c - Repatriation:**
 - 2 banking days from remittance date (when FX was actually remitted).

Acronyms:

BSRD	-	Bangko Sentral Registration Document
BSRDLA	-	BSRD Letter Advice
CIR	-	Certificate of Inward Remittance
COP	-	Confirmation of Purchase
COS	-	Confirmation of Sale
CP	-	Commercial Paper
FCY	-	Foreign Currency
FX	-	Foreign Exchange
FXTN	-	FX Treasury Notes
GS	-	Government Securities
IPD	-	Interim Peso Deposit
IPO	-	Initial Public Offering
IR	-	Inward Remittance
MMIs	-	Money Market Instruments
PCD	-	Philippine Central Depository
PSE	-	Philippine Stock Exchange
TBIL	-	Treasury Bills
TBOND	-	Treasury Bonds

Contact Unit for the Report:

Queries about the new reporting format may be addressed to:

Portfolio Investments Division
Trade and Investment Flows Group
International Operations Department
Bangko Sentral ng Pilipinas
Room 301, 5-Storey Bldg.
A. Mabini corner P. Ocampo Sts., Manila
Tel. Nos.: 523-0510; 536-6076; 536-6073
FAX No.: 536-6072
Lotus Notes e-mail Address: iod-pid@bsp.gov.ph

I. INSTRUCTIONS FOR INDIVIDUAL DATA FIELDS

The report shall follow the file structure attached hereto. Individual fields shall be filled up as follows:

Transaction No.

- The numeric sequential order of a transaction.
- Field value is expressed in six decimal places.

Reporting Date

- The date when report is submitted to BSP-IOD.
- Field format is **ccyyymmdd** (e.g., 03-April-2001 will be indicated as 20010403). The same format is standard for all **date fields** in the report.

Reporting Bank

- The bank acronym used by the reporting bank for all their transactions with the BSP. (Refer to reference libraries incorporated in the template).

BSRD No.

- The pre-assigned number of the BSRD covering the investments and under which all subsequent transactions shall be recorded.
- Field format is **Annnnnnn-bbbb** where Annnnnnn is the assigned BSRD number of the account and bbbb is the numeric code assigned by the BSP to the bank holding the account referred to by the BSRD number (e.g., Citibank's BSRD number A007001 will be displayed as A007001-0080).

Transaction Code

Classify according to the following transaction codes:

A. Initial Registration

- | | |
|---------|---|
| 101.0 - | Pertains to the original registration of new accounts funded by an inward remittance (IR) of FX. |
| 101.1 - | Pertains to the original registration of new accounts arising from initial public offering (IPO) funded by an inward remittance (IR) of FX. |
| 102.0 - | Pertains to the original registration of new accounts funded by sales proceeds from other investments covered by BSRD/s of another custodian bank. |
| 103.0 - | Pertains to the original registration of new accounts funded by cash dividends accruing to other investments covered by BSRD/s of another custodian bank. |
| 104.0 - | Pertains to the original registration of new accounts transferred from an existing BSRD of another custodian bank. |
| 105.0 - | Pertains to consolidation or replacements of old BSRD/s into the new BSP-prescribed BSRD form. |

B. Changes on Existing Registered Investments

- 201.0 - Registration of additional investments funded by additional IR of FX.
- 202.0 - Registration of additional investments funded by sales proceeds from other investments covered by BSRD/s (switch transaction).
- 203.0 - Registration of additional investments funded by cash dividends accruing to investments covered by BSRD/s.
- 204.0 - Registration of additional investments funded by interim peso deposits.
- 205.0 - Registration of stock dividends accruing on investments covered by BSRD/s.
- 206.0 - Registration of internal transfers of investments from one BSRD to another BSRD within a custodian bank.
- 207.0 - Registration of transfers of investments (partial or full) from an existing BSRD of another custodian bank.
- 208.0 - Registration of stock rights funded by IR.
- 208.1 - Registration of stock rights funded by sales proceeds.
- 208.2 - Registration of stock rights funded by cash dividends.
- 208.3 - Registration of stock rights funded by interim peso deposits.
- 209.0 - Registration of stock splits.
- 210.0 - Registration of reverse stock splits.
- 211.0 - Registration of interim peso deposits funded by sales proceeds of PSE listed securities and other investments in government securities, 90-day peso time deposits and money market instruments.
- 212.0 - Registration of IPDs funded by cash dividends and interest income on registered peso deposits.
- 213.0 - Registration of stock warrants (entitled bonus warrants).
- 213.1 - Registration of stock warrants funded by IR.
- 213.2 - Registration of stock warrants funded by sales proceeds.
- 213.3 - Registration of stock warrants funded by cash dividends.
- 213.4 - Registration of stock warrants funded by interim peso deposits.

C. Repatriation

- 301.0 - Outward remittance of interim peso deposit/s.
- 302.0 - Outward remittance of sales proceeds.
- 303.0 - Outward remittance of cash dividend/s.
- 304.0 - Outward remittance of peso proceeds of time deposit/s.
- 305.0 - Outward remittance of peso proceeds of government security/ies.
- 306.0 - Outward remittance of peso proceeds of money market instrument/s.
- 310.0 - Outward remittance of sales proceeds of investments made prior to March 15, 1973.

D. Decrease Transactions

- 401.1 - Pertains to the sale transaction of a security reflected in the *decrease column* covered by BSRD/s issued by the reporting/registering custodian bank.

NOTE: If the custodian bank which issued the BSRDLA is also the remitting bank which repatriated the sales proceeds, the said remitting bank should notify IOD-PID immediately for the adjustment of entries.
- 401.2 - Pertains to the sale transaction of a security reflected in the *decrease column* by the receiver of the BSRDLA.
- 402.1 - Pertains to the transfer of shares or the value of GS from one account to another under the custody of the reporting custodian bank reflected in the *decrease column*.
- 402.2 - Pertains to the transfer of shares or the value of the GS from another custodian bank reflected in the *decrease column* by the receiver of the BSRDLA.
- 402.3 - Pertains to consolidation or replacements of old BSRD/s into BSP-prescribed BSRD form reflected in the *decrease column*.
- 403.1 - Pertains to the cash dividend accruing to investments covered with BSRD/s which funded the additional increase in investments. Said cash dividend shall be reflected in the *decrease column* for monitoring/verification purposes only.
- 403.2 - Pertains to the cash dividend that funded the transaction reflected in the *decrease column* by the receiver of the BSRDLA.
- 404.1 - Pertains to the interim peso deposit/peso proceeds of time deposit/s / government security/ies / money market instrument/s covered by BSRD/s issued by the reporting/registering custodian bank which funded the transaction reflected in the *decrease column*.

NOTE: If the custodian bank which issued the BSRDLA is also the remitting bank which repatriated the sales proceeds, the said remitting bank should notify IOD-PID immediately for the adjustment of entries

- 404.2 - Pertains to the interim peso deposit that funded the transaction reflected in the *decrease column* by the receiver of the BSRDLA.
- 405.0 - Pertains to the reduction of the corresponding number of shares in the *decrease column* as a result of the corporate action event.
- 406.0 - Pertains to the outstanding shares entitled to a bonus warrant (for monitoring/verification purposes only).

Country Code / Country Where Remitted

- For Registrations: The country code of the investor.
- For Outward Remittances: The country code to where the funds were remitted.
- Refer to reference libraries incorporated in the template.

Investment ID

- The alpha code/stock symbol of the security assigned by the Philippine Stock Exchange (PSE) which will be the **only acceptable standard**. Use standard market codes for fixed income private securities (e.g., CP + PSE Stock Symbol of the Security – CP-ALI). For government securities, use applicable codes like TBIL, FXTN, TBOND. For 90-day peso bank time deposits, use TD and IPD for interim peso deposits.

Settlement Date / Record Date

- The settlement date of the securities transaction, whether purchase or sale and for transfer, use the date of receipt of letter advice.
- In the case of corporate action events (e.g., Cash Dividend, Stock Dividend, Stock Rights, etc.), use the record date of the event. The record date of the event determines the number of shares (Column 16) entitled to participate in or avail of the corporate action event.

CIR No.

- The bank assigned number of the CIR covering the FX inward remittance.
- Field format is CCYY-NNNNN-BBBB where:
 - CCYY – is the year the CIR is issued.
 - NNNNN – is the series number of the CIR
 - BBBB – is the BSP assigned numeric bank code

Telegraphic Transfer Reference Number

- Contains the bank's unique reference number when the FX remittance occurred.
- Length should not exceed 50 characters

Conversion Date / Actual Remittance Date

- **Conversion Date of an inward remittance:** The actual date when conversion of foreign currency to local currency was executed.
- **Actual Remittance Date:** The remittance date of an outward FX transaction.

Foreign Currency Symbol

- For registrations: The accepted currency code of the converted foreign currency that was used to purchase the securities.
- For remittances: The accepted currency code of the foreign currency that was purchased by the investor/s for repatriation/remittance of earnings.
- Refer to reference libraries incorporated in the template.

Amount - Foreign Currency

- For registrations: The actual foreign currency amount that was converted to peso for the purpose of purchasing local securities.
- For remittances: The amount of foreign currency purchased by the investor/s for repatriation/remittance of earnings.

Amount - US \$ Equivalent

- The actual US\$ amount of the peso proceeds used to purchase the local securities.
- If FCY is other than US\$, the US\$ equivalent of the FCY is derived by dividing the FCY's peso proceeds by the BSP reference rate on settlement date.
- The actual US\$ amount purchased against net peso proceeds of the divestments/earnings remitted outward.

Converting Bank

- The bank acronym used by the local bank that converted the FX inward remittance for investment in Philippine securities. (Refer to Annex 1 for valid bank acronyms).

This field is used for registration purposes only.

FX Rate

- For Registration: The exchange rate used by the converting bank for conversion of FX to pesos.
- For Remittance: The exchange rate used to convert pesos to FX.

Dividend Rate / Split Ratio Used

- Dividend Rate:
 - Applies to both cash and stock dividend transactions.
 - This is the rate announced by the company issuing the dividend.
 - The rate is expressed as the decimal form of the dividend rate (e.g., for stock dividends: 25% is expressed as 0.250000 and 100% is expressed as 1.000000; for cash dividends: Php0.25 per share is expressed as 0.250000).
- Split Ratio:
 - Applies to both stock splits and reverse stock splits.
 - This is the rate announced by the issuing company.
 - The rate is expressed as the decimal form of the split ratio, with the mother shares as the base (e.g., 1:2 split is expressed as 2.000000; a 1:1.5 split is expressed as 1.500000; a 1:0.25 reverse split is expressed as 0.250000).
- Field value is expressed in six decimal places.

No. of Mother Shares

- The outstanding balance of the shares on record date that is entitled to a corporate action event (Cash Dividend, Stock Dividend, Stock Split, etc).

Note: The ex-date is used as the reckoning date for entitlement computation. The seller is entitled to the dividend if the shares are sold on or before the ex-date.

Increase – No. of Shares / Face Value

- For Non-Corporate Action Registrations:
 - The corresponding number of shares of a particular security that the investor additionally acquired.
- For Corporate Action Registrations:
 - Stock Dividends:
The additional number of shares earned by the investor/s' portfolio as a result of the stock dividends.
 - Stock Warrants:
The number of stock warrants given as a bonus to stockholders based on outstanding shareholdings.
- For Stock Splits:
 - The new balance of the security in the investor/s' portfolio as a result of the event which is derived by multiplying the rate in Column 15 with the no. of mother shares in Column 16 of IOD-PID Form 1b.
- For Reverse Stock Splits:
 - The new balance of the security in the investor/s' portfolio as a result of the event which is derived by multiplying the rate in Column 15 with the no. of mother shares in Column 16 of IOD-PID Form 1b.
- Face Value
 - The amount of GS/MMIs acquired.

Increase – Peso Proceeds

- For registrations funded by IR, sale of security/ies and cash dividend:
 - The amount paid for by the investor/s to acquire the securities.
- For Interim Peso Deposit (IPD) Registrations:
 - The amount transferred/credited to the IPD account from sales proceeds accruing to registered investments. (While awaiting repatriation, sales proceeds of duly registered investments may be placed in IPD). This type of registration requires a corresponding entry in the Decrease – Peso Proceeds (Column 18) column to indicate a conversion of proceeds to IPD.

Decrease – No. of Shares / Face Value

- The number of shares that have been sold by the investor/s or transferred out.
- The number of mother shares/base shares which will be zeroed-out as a result of a stock split.
- The maturity/pre-terminated value of the GS/MMIs sold or repatriated.

Decrease – Peso Proceeds

- Proceeds from sale of securities which funded the switch transaction/s.
- Net cash dividends which funded the additional investments.
- Interim Peso Deposits – The amount of IPD utilized to purchase additional investment/s, transferred to another account within a bank or to another custodian bank.
- For outward remittances – The net peso proceeds from sale of investment/s for repatriation or dividend income (net of applicable taxes) converted to foreign currency for remittance.

II. DOCUMENTATION AND REGISTRATION PROCEDURE

A. Initial Registration (IOD Form 1a)

1. Investments funded by an Inward Remittance (Trans. Codes 101.0 and 101.1)

- a. Documentary Requirements:
 - 1) CIR
 - 2) Purchase invoice
 - 3) New pre-numbered BSRD Form
- b. Process:
 - 1) Obtain / Issue CIR as proof of funding of investments.
 - 2) Obtain purchase/buy invoice.
 - 3) Accomplish new BSRD form.
 - 4) Fill up columns for transaction no., 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 17, 18 and 12 if other than US dollar.

In the sample, this is illustrated in transaction numbers 1.00 and 6.00 for transaction code 101.0 (new account/client) and transaction number 7.00 for transaction code 101.1 (IPO).

2. Investments funded by Sales Proceeds (Trans. Codes 102.0)

- a. Documentary Requirements:
 - 1) Sales invoice/s as proof of sale
 - 2) Purchase invoice
 - 3) Original BSRD if fully sold/utilized or applicable BSRDLA if the registering custodian bank is different from the custodian which sold the security/ies
 - 4) New pre-numbered BSRD Form
- b. Process:
 - 1) Issue/Obtain applicable BSRDLA covering sold securities funding the investments for account of new investor/s.
 - 2) Obtain purchase invoice.
 - 3) Obtain sales invoice.
 - 4) Accomplish new BSRD form.
 - 5) Fill up two consecutive lines in the report. The first line contains details corresponding to the new investment (columns transaction no., 3, 4, 5, 6, 7, 18 and 19). The second line contains the details of the decrease of the source BSRD/s covering the securities sold which funded the purchase of the new investment (columns 3, 4, 6, 7, 20 and 21).

If multiple sales proceeds fund the purchase transaction, then, replicate the second line for each sale transaction as needed to show that total sales peso proceeds (DECREASE - Column 20) equals the purchase amount (INCREASE - Column 18).

In the sample, this is illustrated in transaction numbers 2.00 and 2.01 .

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

3. Investments Funded By Dividend Income (Trans. Code 103.0)

- a. Documentary Requirements:
 - 1) Purchase invoice
 - 2) Cash Dividend BSRDLA (if applicable)
 - 3) Copy of the PSE Circular announcing the cash dividend
 - 4) Cash Dividend Voucher or duly signed copies of the PCD print-out for cash dividend entitlement and breakdown/ledger of the cash dividend received
 - 5) New pre-numbered BSRD Form
- b. Process:
 - 1) Issue/Obtain cash dividend applicable BSRDLA and cash dividend PCD print-out and breakdown/ledger.
 - 2) Obtain purchase invoice.
 - 3) Accomplish new BSRD form.
 - 4) Fill up two consecutive lines in the report. The first line contains details corresponding to the new investment (columns transaction no., 3, 4, 5, 6, 7, 18, and 19). The second line contains the details where the cash dividend/s came from which funded the new transaction (columns transaction no., 3, 4, 6, 7, 16, 17 and 21).

In the sample, this is illustrated in transaction numbers 4.00 and 4.01.

If multiple cash dividend proceeds fund the purchase transaction, then, replicate the second line for each cash dividend as needed to show that the total cash dividend proceeds equal the purchase amount.

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

4. Registration of Transfers (Trans. Codes 104.0 and 105.0) – This may occur when holdings/shares are transferred from one account to another between custodians.

- a. Documentary Requirements:
 - 1) BSRDLA/s from the account where the shares/holdings originated
 - 2) Original BSRD if fully transferred/replaced or applicable BSRDLA from the custodian which transferred the security/ies
 - 3) New pre-numbered BSRD Form
- b. Process:
 - 1) Obtain BSRDLA/s from the account where the holdings originated.
 - 2) Accomplish new BSRD form
 - 3) Reporting entries:
 - o 104.0 - original registration of new accounts transferred from an existing BSRD of another custodian.
 - o 105.0 - consolidation/replacements of old BSRDs
 - o Fill up two consecutive lines in the report. The first line contains details corresponding to the new account and the new investment (columns transaction no., 3, 4, 5, 6, 7 and 18). The second line contains the details where the holdings/shares came from and the holdings that decreased (columns transaction no., 3, 4, 6, 7 and 20). The report will show the transfer of holdings from an old account to a new account.

In the sample, this is illustrated in the following transactions:

<u>Transaction No.</u>	<u>Transaction Code</u>
3.00 and 3.01	104.0
5.00 and 5.01	105.0

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

B. Changes on Existing Registered Investments (IOD-PID Form 1b)

1. Additional investments funded by an inward remittance of FX (Trans. Code 201.0)

a. Documentary Requirements:

- 1) CIR
- 2) Purchase invoice

b. Process:

- 1) Obtain / Issue CIR as proof of funding of investments
- 2) Obtain purchase/buy invoice
- 3) Fill up columns transaction no., 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 17, 18 and 11 if other than US dollar.

In the sample, this is illustrated in transaction numbers 1.00, 2.00, 3.00 and 4.00.

2. Additional investments funded by sales proceeds (Trans. Code 202.0)

a. Documentary Requirements:

- 1) Sales invoice/s as proof of sale
- 2) Purchase invoice
- 3) Original BSRD if fully sold/utilized or applicable BSRDLA if the registering custodian bank is different from the custodian which sold the security/ies

b. Process:

- 1) Obtain purchase invoice.
- 2) Obtain sales invoice.
- 3) Fill up two consecutive lines in the report. The first line contains details corresponding to the additional purchase/investments (columns transaction no., 3, 4, 5, 6, 17 and 18). The second line contains the details of the decrease of the source BSRD covering the securities sold which funded the purchase of additional investments (columns transaction no., 3, 4, 5, 6, 19 and 20).

If multiple sales proceeds fund the purchase transaction then, replicate the second line for each sale transaction as needed to show that total sales peso proceeds (DECREASE) equals the purchase amount (INCREASE).

In the sample, this is illustrated in transaction numbers 5.00 to 5.06.

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

3. Additional investments funded by dividend income (Trans. Code 203.0)

- a. Documentary Requirements:
 - 1) Purchase invoice
 - 2) Cash Dividend BSRDLA (if applicable)
 - 3) Copy of the PSE Circular announcing the cash dividend
 - 4) Cash Dividend Voucher or duly signed copies of the PCD print-out for cash dividend entitlement and breakdown/ledger of the cash dividend received
- b. Process:
 - 1) Issue/Obtain cash dividend applicable BSRDLA and cash dividend PCD print-out and breakdown/ledger.
 - 2) Obtain purchase invoice.
 - 3) Fill up two consecutive lines on the report. The first line contains information of the additional purchase/investments (columns transaction no., 3, 4, 5, 6, 17, and 18). The second line contains the details where the cash dividend/s came from which funded the additional transaction (columns transaction no., 3, 4, 5, 6, 15, 16 and 20).

In the sample, this is illustrated in transaction numbers 7.00 and 7.01.

If multiple cash dividend proceeds fund the purchase transaction then, replicate the second line for each cash dividend as needed to show that the total cash dividend proceeds equal the purchase amount.

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

4. Investments in Securities Funded by IPD (Trans. Code 204.0)

- a. Documentary Requirements:
 - 1) IPD BSRDLA/s (if applicable)
 - 2) Purchase invoice
 - 3) Duly signed IPD ledger showing credit/debit entries and outstanding balance
- b. Process:
 - 1) Issue / Obtain applicable IPD BSRDLA/s.
 - 2) Obtain purchase invoice.
 - 3) Fill up two consecutive lines on the report. The first line contains details corresponding to the additional purchase/investments (columns transaction no., 3, 4, 5, 6, 17 and 18). The second line contains the details of the IPD that funded the additional purchase/investments (columns transaction no., 3, 4, 5, 6, and 20).

In the sample, this is illustrated in transaction numbers 8.00 and 8.01.

If multiple IPD proceeds fund the purchase transaction then, replicate second line for each IPD as needed to show that the total IPD proceeds equal the purchase amount.

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

5. Registration of Stock Dividends (Trans. Code 205.0)

- a. Documentary Requirement:
 - 1) PSE Notice (Circular for Brokers) announcing the issuance of stock dividends
- b. Process:
 - 1) Compute for the entitled stock dividend of the client.
 - 2) Fill up columns transaction no., 3, 4, 5, 6, 15, 16 and 17.

In the sample, this is illustrated in transaction numbers 9.00 and 10.00.

6. Registration of Transfers (Trans. Codes 206.0 and 207.0). This may occur when holdings/shares are transferred from one account to another within the same custodian or between custodians.

- a. Documentary Requirements:
 - 1) BSRDLA/s from the account where the shares/holdings originated
 - 2) Original BSRD if fully transferred or applicable BSRD Letter Advice (BSRDLA) if the registering custodian bank is different from the custodian which transferred the security
- b. Process:
 - 1) Obtain BSRDLA/s from the account where the holdings originated.
 - 2) Reporting entries:
 - o 206.0 - internal transfers of investments within a custodian
 - o 207.0 - transfers of existing BSRD (partial or full) issued by another custodian
 - o Fill up two consecutive lines in the report. The first line contains details corresponding to the new account and the investment (columns transaction no., 3, 4, 5, 6, and 17). The second line contains the details where the holdings/shares came from and the holdings that decreased (columns transaction no., 3, 4, 5, 6 and 19). The report will show the transfer of holdings from an old account to a new account.

In the sample, this is illustrated in the following transactions:

<u>Transaction No.</u>	<u>Transaction Code</u>
11.00 and 11.01	206.0
12.00 and 12.01	207.0

NOTE: Custodian banks which issued the BSRDLA/s should submit their own reports indicating, among others, in the decrease column the details of the utilized BSRD/s.

7. Registration of Stock Rights (Trans. Codes 208.0 to 208.3)

- a. Documentary Requirements:
 - 1) Photocopy of subscription agreement or duly signed PCD print-out for stock rights and breakdown of entitlement.
 - 2) PSE notice of stock rights offering
 - 3) Payment invoice or official receipt
 - 4) Source of funding documents (CIR, Sales Proceeds, Dividend Income, IPD, or any combination).

b. Process:

- 1) Follow the same procedure in Part II of Documentation and Registration Procedure, B. Changes on Existing Registered Investments.
- 2) Reporting entries:
 - 208.0 – funded by IR: Fill up columns transaction no., 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18 and 11 if other than US dollar.
 - 208.1 – funded by sales proceeds: Fill up two consecutive lines in the report. The first line contains details corresponding to the new purchase (columns transaction no., 3, 4, 5, 6, 17 and 18). The second line contains the details of the decrease of the source BSRD covering the securities sold which funded the purchase of investments (columns transaction no., 3, 4, 5, 6, 15, 16, 19 and 20).
 - 208.2 – funded by cash dividends: Fill up two consecutive lines on the report. The first line contains information of the new purchase (columns transaction no., 3, 4, 5, 6, 17, and 18. The second line contains the details where the cash dividend/s came from which funded the new transaction (columns transaction no., 3, 4, 5, 6, 15, 16 and 20).
 - 208.3 – funded by IPD: Fill up two consecutive lines on the report. The first line contains details corresponding to the investment (columns transaction no., 3, 4, 5, 6, 17 and 18). The second line contains the details of the IPD that funded the purchase (columns transaction no., 3, 4, 5, 6, 15, 16 and 20).

In the sample, the above is illustrated in the following transactions:

<u>Transaction No.</u>	<u>Transaction Code</u>	<u>Source of Funding</u>
13.00	208.0	Inward Remittance
14.00 and 14.01	208.1	Sales Proceeds
15.00 and 15.01	208.2	Cash Dividends
21.00 and 21.01	208.3	IPD

8. Registration of Stock Splits (Trans. Code 209.0)
Reverse Stock Splits (Trans. Code 210.0)

a. Documentary Requirement:

- 1) PSE Notice (Circular for Brokers) announcing the issuance of stock splits/reverse stock splits.

b. Process:

- 1) Fill up two consecutive lines in the report. The first line gives the particulars of the account after the event (columns transaction no., 3, 4, 5, 6, 15, 16 and 17). The second line gives the particulars of the account to be zeroed out (columns 2, 3, 5, 6, and 19).

In the sample, the above is illustrated in transaction numbers 16.00 and 16.01 for stock splits and 17.00 and 17.01 for reverse stock splits.

9. Registration of Interim Peso Deposits (IPD)

a. Documentary Requirements:

- 1) Sales Invoice
- 2) PSE Notice/ Cash Dividend Voucher or duly signed copies of the PCD print-out for cash dividend entitlement and breakdown/ledger of the cash dividend received

3) Duly signed IPD ledger

b. Process:

- 1) To register IPDs funded by sales proceeds, the registration procedure is similar to Part II of the Documentation and Registration Procedure, B. Changes on Existing Registered Investments with the exemption of CIRs, as they cannot be registered as IPDs. The only difference is that the transaction code of the first line is 211.0 and column 5 is always IPD on the first line. The first line contains the details corresponding to the registered IPDs (columns transaction no., 3, 4, 5, 6, and 18) while the second line contains the source of the switch transaction (column transaction no., 3, 4, 5, 6, 19 and 20) and for cash dividends, columns transaction no., 3, 4, 5, 6, 15, 16, 19 and 20.
- 2) To register IPDs from interest income of registered peso deposits and cash dividends (Trans. Code 212.0), the required document is a certification on the interest income or credit advice from the bank where the account was held regarding the interest credited to the investor/s' account. This certification or credit advice should contain the detailed computation (indicating the principal and interest earned net of tax) for the particular period. Only one line is needed, filling up columns transaction no., 3, 4, 5, 6, and 18. For cash dividends funding, columns transaction no., 3, 4, 5, 6, 15, 16, 19 and 20. Moreover, column 17 is never filled-up on the first line.

In the sample, the above is illustrated in the following transactions:

<u>Transaction No.</u>	<u>Transaction Code</u>	<u>Source of Funding</u>
18.00 and 18.01	211.0	Sales Proceeds
6.00 to 6.02	212.0	Cash Dividends
19.00 and 19.01	212.0	Interest Income

NOTE: Sales proceeds placed in peso deposit account shall be considered investments in IPD *only* if maintained on a per individual/investor basis consistent with the one-BSRD-per investor rule.

10. Registration of Stock Warrants

a. Documentary Requirement:

- 1) PSE Notice (Circular for Brokers) announcing the issuance of stock warrants.

b. Process:

- 1) Compute for the entitled bonus warrants of the client.
- 2) Fill up two consecutive lines in the report. The first line contains details corresponding to the additional investments in stock warrants. The second line contains the details of stock warrants entitlement.
- 3) Follow the same procedure in Part II of Documentation and Registration Procedure of B. Changes on Existing Registered Investments. Use applicable transaction codes for registration of stock warrants, e.g., funded by IR – 213.1, funded by sales proceeds – 213.2, funded by cash dividends – 213.3, and funded by IPD – 213.4.

In the sample, this is illustrated in the following transactions:

<u>Transaction No.</u>	<u>Transaction Code</u>	<u>Source of Funding</u>
20.00 and 20.01	213.0	Bonus (Free)
22.00	213.1	Inward Remittance
23.00 and 23.01	213.2	Sales Proceeds
24.00 and 24.01	213.3	Cash Dividends
25.00 and 25.01	213.4	IPD

C. Repatriation (IOD-PID Form 1c)

1. Repatriation of IPD (Trans. Code 301.0)

- a. Documentary Requirements:
 - 1) Debit memo of the amount to be repatriated or duly signed IPD ledger
 - 2) BSRDLA, if applicable
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 16, and 10 if other than US dollar.

In the sample, the above is illustrated in transaction number 3.00.

2. Repatriation of Sales Proceeds (Trans. Code 302.0)

- a. Documentary Requirements:
 - 1) Applicable BSRDLA/s of the shares sold
 - 2) Sales invoice/s for listed shares
 - 3) For government securities - COPs (confirmation of purchase – for fixed income) pertaining to the sale transaction/s
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 15, 16 and 10 if other than US dollar.

In the sample, the above is illustrated in lines transaction numbers 1.00 and 4.00.

3. Repatriation of Cash Dividends (Trans. Code 303.0)

- a. Documentary Requirements:
 - 1) PSE Notice (Circular for Brokers) or announcement from the issuing company
 - 2) Cash Dividend Voucher or duly signed copies of the PCD print-out for cash dividend entitlement and breakdown/ledger of the cash dividend
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16 and 10 if other than US dollar.

In the sample, the above is illustrated in transaction numbers 2.00 and 5.00.

4. Repatriation of Peso Proceeds of Matured 90-day Peso Time Deposits (Trans. Code 304.0)

- a. Documentary Requirements:
 - 1) Applicable BSRDLA/s
 - 2) Cancelled Certificate of Peso Time Deposit/s
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 16 and 12 if other than US dollar.

In the sample, the above is illustrated in transaction number 6.00.

5. Repatriation of Peso Proceeds of Government Securities (Trans. Code 305.0)

- a. Documentary Requirements:
 - 1) Applicable BSRDLA/s
 - 2) Confirmation of Purchase
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 15, 16, and 10 if other than US dollar.

In the sample, the above is illustrated in transaction number 7.00.

6. Repatriation of Peso Proceeds of Money Market Instruments (Trans. Code 306)

- a. Documentary Requirements:
 - 1) Matured/Pre-terminated Certificate of Investments in Money Market Instruments
 - 2) Applicable BSRDLA/s
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 15, 16 and 10 if other than US dollar.

In the sample, the above is illustrated in transaction number 8.00.

7. Repatriation of Sales Proceeds of Investments Made Prior to March 15, 1973 (Trans. Code 310.0)

- a. Documentary Requirements:
 - 1) Sworn certification of the stock transfer agent that the investments were made prior to March 15, 1973
 - 2) Sales Invoice/s of listed shares
- b. Process: Fill up columns Transaction No., 3, 4, 5, 6, 7, 8, 9, 11, 12, 15, 16 and 10 if other than US dollar.

In the sample, the above is illustrated in line transaction number 9.00.

Reporting Date	April 3, 2001
Reporting Bank	BANK A

Reporting Bank:		BANK A		BANK B		BANK C		BANK D		BANK E		BANK F		BANK G		BANK H		BANK I		BANK J		BANK K		BANK L		BANK M		BANK N		BANK O		BANK P		BANK Q		BANK R		BANK S		BANK T		BANK U		BANK V		BANK W		BANK X		BANK Y		BANK Z		BANK AA		BANK AB		BANK AC		BANK AD		BANK AE		BANK AF		BANK AG		BANK AH		BANK AI		BANK AJ		BANK AK		BANK AL		BANK AM		BANK AN		BANK AO		BANK AP		BANK AQ		BANK AR		BANK AS		BANK AT		BANK AU		BANK AV		BANK AW		BANK AX		BANK AY		BANK AZ		BANK BA		BANK BB		BANK BC		BANK BD		BANK BE		BANK BF		BANK BG		BANK BH		BANK BI		BANK BJ		BANK BK		BANK BL		BANK BM		BANK BN		BANK BO		BANK BP		BANK BQ		BANK BR		BANK BS		BANK BT		BANK BU		BANK BV		BANK BW		BANK BX		BANK BY		BANK BZ		BANK CA		BANK CB		BANK CC		BANK CD		BANK CE		BANK CF		BANK CG		BANK CH		BANK CI		BANK CJ		BANK CK		BANK CL		BANK CM		BANK CN		BANK CO		BANK CP		BANK CQ		BANK CR		BANK CS		BANK CT		BANK CU		BANK CV		BANK CW		BANK CX		BANK CY		BANK CZ		BANK DA		BANK DB		BANK DC		BANK DD		BANK DE		BANK DF		BANK DG		BANK DH		BANK DI		BANK DJ		BANK DK		BANK DL		BANK DM		BANK DN		BANK DO		BANK DP		BANK DQ		BANK DR		BANK DS		BANK DT		BANK DU		BANK DV		BANK DW		BANK DX		BANK DY		BANK DZ		BANK EA		BANK EB		BANK EC		BANK ED		BANK EE		BANK EF		BANK EG		BANK EH		BANK EI		BANK EJ		BANK EK		BANK EL		BANK EM		BANK EN		BANK EO		BANK EP		BANK EQ		BANK ER		BANK ES		BANK ET		BANK EU		BANK EV		BANK EW		BANK EX		BANK EY		BANK EZ		BANK FA		BANK FB		BANK FC		BANK FD		BANK FE		BANK FF		BANK FG		BANK FH		BANK FI		BANK FJ		BANK FK		BANK FL		BANK FM		BANK FN		BANK FO		BANK FP		BANK FQ		BANK FR		BANK FS		BANK FT		BANK FU		BANK FV		BANK FW		BANK FX		BANK FY		BANK FZ		BANK GA		BANK GB		BANK GC		BANK GD		BANK GE		BANK GF		BANK GG		BANK GH		BANK GI		BANK GJ		BANK GK		BANK GL		BANK GM		BANK GN		BANK GO		BANK GP		BANK GQ		BANK GR		BANK GS		BANK GT		BANK GU		BANK GV		BANK GW		BANK GX		BANK GY		BANK GZ		BANK HA		BANK HB		BANK HC		BANK HD		BANK HE		BANK HF		BANK HG		BANK HH		BANK HI		BANK HJ		BANK HK		BANK HL		BANK HM		BANK HN		BANK HO		BANK HP		BANK HQ		BANK HR		BANK HS		BANK HT		BANK HU		BANK HV		BANK HW		BANK HX		BANK HY		BANK HZ		BANK IA		BANK IB		BANK IC		BANK ID		BANK IE		BANK IF		BANK IG		BANK IH		BANK II		BANK IJ		BANK IK		BANK IL		BANK IM		BANK IN		BANK IO		BANK IP		BANK IQ		BANK IR		BANK IS		BANK IT		BANK IU		BANK IV		BANK IW		BANK IX		BANK IY		BANK IZ		BANK JA		BANK JB		BANK JC		BANK JD		BANK JE		BANK JF		BANK JG		BANK JH		BANK JI		BANK JJ		BANK JK		BANK JL		BANK JM		BANK JN		BANK JO		BANK JP		BANK JQ		BANK JR		BANK JS		BANK JT		BANK JU		BANK JV		BANK JW		BANK JX		BANK JY		BANK JZ		BANK KA		BANK KB		BANK KC		BANK KD		BANK KE		BANK KF		BANK KG		BANK KH		BANK KI		BANK KJ		BANK KK		BANK KL		BANK KM		BANK KN		BANK KO		BANK KP		BANK KQ		BANK KR		BANK KS		BANK KT		BANK KU		BANK KV		BANK KW		BANK KX		BANK KY		BANK KZ		BANK LA		BANK LB		BANK LC		BANK LD		BANK LE		BANK LF		BANK LG		BANK LH		BANK LI		BANK LJ		BANK LK		BANK LL		BANK LM		BANK LN		BANK LO		BANK LP		BANK LQ		BANK LR		BANK LS		BANK LT		BANK LU		BANK LV		BANK LW		BANK LX		BANK LY		BANK LZ		BANK MA		BANK MB		BANK MC		BANK MD		BANK ME		BANK MF		BANK MG		BANK MH		BANK MI		BANK MJ		BANK MK		BANK ML		BANK MN		BANK MO		BANK MP		BANK MQ		BANK MR		BANK MS		BANK MT		BANK MU		BANK MV		BANK MW		BANK MX		BANK MY		BANK MZ		BANK NA		BANK NB		BANK NC		BANK ND		BANK NE		BANK NF		BANK NG		BANK NH		BANK NI		BANK NJ		BANK NK		BANK NL		BANK NM		BANK NO		BANK NP		BANK NQ		BANK NR		BANK NS		BANK NT		BANK NU		BANK NV		BANK NW		BANK NX		BANK NY		BANK NZ		BANK OA		BANK OB		BANK OC		BANK OD		BANK OE		BANK OF		BANK OG		BANK OH		BANK OI		BANK OJ		BANK OK		BANK OL		BANK OM		BANK ON		BANK OO		BANK OP		BANK OQ		BANK OR		BANK OS		BANK OT		BANK OU		BANK OV		BANK OW		BANK OX		BANK OY		BANK OZ		BANK PA		BANK PB		BANK PC		BANK PD		BANK PE		BANK PF		BANK PG		BANK PH		BANK PI		BANK PJ		BANK PK		BANK PL		BANK PM		BANK PN		BANK PO		BANK PP		BANK PQ		BANK PR		BANK PS		BANK PT		BANK PU		BANK PV		BANK PW		BANK PX		BANK PY		BANK PZ		BANK QA		BANK QB		BANK QC		BANK QD		BANK QE		BANK QF		BANK QG		BANK QH		BANK QI		BANK QJ		BANK QK		BANK QL		BANK QM		BANK QN		BANK QO		BANK QP		BANK QQ		BANK QR		BANK QS		BANK QT		BANK QU		BANK QV		BANK QW		BANK QX		BANK QY		BANK QZ		BANK RA		BANK RB		BANK RC		BANK RD		BANK RE		BANK RF		BANK RG		BANK RH		BANK RI		BANK RJ		BANK RK		BANK RL		BANK RM		BANK RN		BANK RO		BANK RP		BANK RQ		BANK RR		BANK RS		BANK RT		BANK RU		BANK RV		BANK RW		BANK RX		BANK RY		BANK RZ		BANK SA		BANK SB		BANK SC		BANK SD		BANK SE		BANK SF		BANK SG		BANK SH		BANK SI		BANK SJ		BANK SK		BANK SL		BANK SM		BANK SN		BANK SO		BANK SP		BANK SQ		BANK SR		BANK SS		BANK ST		BANK SU		BANK SV		BANK SW		BANK SX		BANK SY		BANK SZ		BANK TA		BANK TB		BANK TC		BANK TD		BANK TE		BANK TF		BANK TG		BANK TH		BANK TI		BANK TJ		BANK TK		BANK TL		BANK TM		BANK TN		BANK TO		BANK TP		BANK TQ		BANK TR		BANK TS		BANK TT		BANK TU		BANK TV		BANK TW		BANK TX		BANK TY		BANK TZ		BANK UA		BANK UB		BANK UC		BANK UD		BANK UE		BANK UF		BANK UG		BANK UH		BANK UI		BANK UJ		BANK UK		BANK UL		BANK UM		BANK UN		BANK UO		BANK UP		BANK UQ		BANK UR		BANK US		BANK UT		BANK UV		BANK UW		BANK UX		BANK UY		BANK UZ		BANK VA		BANK VB		BANK VC		BANK VD		BANK VE		BANK VF		BANK VG		BANK VH		BANK VI		BANK VJ		BANK VK		BANK VL		BANK VM		BANK VN		BANK VO		BANK VP		BANK VQ		BANK VR		BANK VS		BANK VT		BANK VU		BANK VV		BANK VW		BANK VX		BANK VY		BANK VZ		BANK WA		BANK WB		BANK WC		BANK WD		BANK WE		BANK WF		BANK WG		BANK WH		BANK WI		BANK WJ		BANK WK		BANK WL		BANK WM		BANK WN		BANK WO		BANK WP		BANK WQ		BANK WR		BANK WS		BANK WT		BANK WU		BANK WV		BANK WY		BANK WZ		BANK XA		BANK XB		BANK XC		BANK XD		BANK XE		BANK XF		BANK XG		BANK XH		BANK XI		BANK XJ		BANK XK		BANK XL		BANK XM		BANK XN		BANK XO		BANK XP		BANK XQ		BANK XR		BANK XS		BANK XT		BANK XU		BANK XV		BANK XW		BANK XX		BANK XY		BANK XZ		BANK YA		BANK YB		BANK YC		BANK YD		BANK YE		BANK YF		BANK YG		BANK YH		BANK YI		BANK YJ		BANK YK		BANK YL		BANK YM		BANK YN		BANK YO		BANK YP		BANK YQ		BANK YR		BANK YS		BANK YT		BANK YU		BANK YV		BANK YW		BANK YX		BANK YY		BANK YZ		BANK ZA		BANK ZB		BANK ZC		BANK ZD		BANK ZE		BANK ZF		BANK ZG		BANK ZH		BANK ZI		BANK ZJ		BANK ZK		BANK ZL		BANK ZM		BANK ZN		BANK ZO		BANK ZP		BANK ZQ		BANK ZR		BANK ZS		BANK ZT		BANK ZU		BANK ZV		BANK ZW		BANK ZX		BANK ZY		BANK ZZ	
CIRNO	REMITTER	REMI	BENEFICIARY	BENECTRY	REMBANK	TIT REF. NO.	REMGATE	CURRENCY	EX RECEIVED	UTCLUR	CONVBANK	CONVERSION DATE	FX RATE	FX CONVERTED	EXCESSO	UTPESO	US \$ Equivalent (if currency remitted is other than US \$)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
5927-0000-8888	CO 1	26	BENEFICIARY 1	26	FOREIGN BANK 1	CBKXXXXXXX	20010226	USD	14,000.00	14,000.00	BANK 4	20010320	50.000000	700,000.00	700,000.00	700,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
5927-0000-8888	CO 2	26	BENEFICIARY 2	26	FOREIGN BANK 2	CSKXXXXXXX	20010326	USD	1,500.00	1,500.00	BANK 2	20010320	50.000000	75,000.00	75,000.00	75,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
5927-0000-8888	CO 3	163	BENEFICIARY 3	163	FOREIGN BANK 3	MSKXXXXXXX	20010326	USD	11,500.00	14,000.00	BANK 3	20010320	50.000000	740,000.00	740,000.00	740,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
5927-0000-8888	CO 4	163	BANAFICIARY 1	163	FOREIGN BANK 3	MSKXXXXXXX	20010326	GBP	7,405.38	7,405.38	BANK 3	20010320	50.000000	518,375.00	518,375.00	518,375.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
5927-0000-8888	CO 4	70	BENEFICIARY 1	70	FOREIGN BANK 4	SLKXXXXXXX	20010326	USD	60.00	44.00	BANK 5	20010320	50.000000	1,184.00	1,184.00		10,387.50																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
5927-0000-8888	CO 5	42	BENEFICIARY 2	42	FOREIGN BANK 5	ALKXXXXXXX	20010326	CAD	24,342.80	24,342.80	BANK 1	20010320	50.000000	800,000.00	800,000.00		23.85																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
5927-0000-8888	CO 3	26	BENEFICIARY 2	26	FOREIGN BANK 2	RLKXXXXXXX	20010222	HKG	16,000.00	15,458.85	BANK 2	20010222	50.000000	210,000.00	210,000.00		19,000.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
5927-0000-8888	CO 3	26	BENEFICIARY 1	26	FOREIGN BANK 1	SLKXXXXXXX	20010226	USD	238.10	238.10	BANK 4	20010226	42.000000	10,000.00	10,000.00		4,200.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
5927-0000-8888	CO 9	52	BENEFICIARY 6	52	FOREIGN BANK 5	GPXXXXXXX	20010326	USD	1,480.00	1,480.00	BANK 1	20010326	50.000000	74,000.00	74,000.00		1,480.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

Guide/Instructions for Filling Up CIR Report Template

File Name: CIR Template
File Description: Daily Utilization of Certificate of Inward Remittance(CIR)

Field Name	Definition
Reporting Date	The format is CCYY/MM/DD, not later than the current date.
Reporting Bank	BSP-assigned short name. Refer to the bank library worksheet.
CIRNO	<i>For New CIR Format:</i> Contains the bank's unique CIR number with format <u>CCYY-NNNNN-BBBB</u> where: <u>CCYY</u> is the year the CIR issued. <u>NNNNN</u> is the series number of the CIR. <u>BBBB</u> is the bankcode <i>For Old Format:</i> Use the assigned CIR number.
REMITTER	Remitter's Name
REMCTRY	Remitter's Country (Refer to Country Lib worksheet)
BENEFICIARY	Name of the Beneficiary
BENECTRY	Beneficiary's Country (Refer to Country Lib worksheet)
REMBNK	Name of the Remitting Bank
T/T REF. NO.	Contains the bank's unique telegraphic reference number. Length should not exceed 50 alphanumeric characters.
REMDATE	Remittance Date
	The format is CCYYMMDD (e.g. 20021030).
CURRENCY	Original Currency (Refer to Currency Lib worksheet)
BGCURR	Specifies the FX amount received.
UTCURR	Specifies the FX amount utilized.
CONVBANK	Name of the Converting Bank (Refer to Bank Lib worksheet)
DATE	Conversion Date
	The format is CCYYMMDD (e.g. 20021030).
FXRATE	Conversion Rate
BGPESO	Specifies the net peso proceeds of fx amount converted.
UTPESO	Specifies the net peso proceeds utilized.
If Other Than The Converting Bank	
CIR NO.	CCYY-NNNNN-BBBB
T/T REF NO.	Contains the bank's unique telegraphic reference number. Length should not exceed 50 alphanumeric characters.
US\$ Equivalent	US\$ equivalent if other than US\$ amount