

**OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR****MEMORANDUM NO. M-2020-060**

To : ALL COVERED NON-BANK BSP-SUPERVISED FINANCIAL INSTITUTIONS (BSFIs)

Subject : Guidelines on the Electronic Submission of the Annual Report and Audited Financial Statements

Pursuant to Section 174-Q of the Manual of Regulation for Non-Bank Financial Institutions (MORNBI) and Circular No. 1075 dated 07 February 2020 relative to the submission of the Annual Report (AR) and Audited Financial Statements (AFS), respectively, and in line with the digitalization initiatives of the Bangko Sentral ng Pilipinas (BSP), all covered Non-Bank BSFIs shall observe the following submission guidelines beginning with the 2019 AR and AFS.

Submission Procedures

1. The following BSFIs shall electronically transmit (in Portable Document Format -PDF) the AR and AFS (as applicable) beginning with the 2019 AR and AFS to the Department of Supervisory Analytics (DSA):
 - a. Non-Banks with Quasi-Banking Functions (NBQBs)
 - b. Non-Stock Savings and Loan Associations except those with total resources of Php10 million or less
 - c. Trust Corporations (TCs)
 - d. Non-Bank Financial Institutions w/o Quasi-Banking Functions
 - e. Electronic Money Issuers
 - f. Virtual Currency Exchanges
 - g. Pawnshops which were issued Type C or Type D license
 - h. All Money Service Business (MSB): except Type F which are small scale operator/money changer/foreign exchange dealers with average monthly volume of transactions of less than Php50 million and total capital of less than Php10 million.
2. The above-listed BSFIs shall comply with the following prescribed guidelines:

Type of Institution	E-mail Address	Report Title	File Name
Non-Banks with Quasi-Banking Functions	dsanbqb-ar@bsp.gov.ph	1. Annual Report of Management to Stockholders covering Results of Operations for the Past Year	AR

		2. Annual Reports Assessment Checklist (ARAC)	ARAC
Trust Corporations	dsatc-ar@bsp.gov.ph	1. Annual Report of Management to Stockholders covering Results of Operations for the Past Year	AR
Non-Banks with Quasi-Banking Functions	dsanbqb-afs@bsp.gov.ph	1. Audited Financial Statements	AFS- basis ¹
Non-Stock Savings and Loan Associations	dsanssla-afs@bsp.gov.ph	2. Certification of the External Auditor	AFS-Cert- basis
Trust Corporations	dsatc-afs@bsp.gov.ph	3. Reconciliation Statement including adjusting entries, if any	AFS-Recon- basis
Non-Bank Financial Institutions w/o Quasi-Banking Functions	dsanbfi-afs@bsp.gov.ph	4. Letter of Comments (LOC) Or Certification by the External Auditor that there are no issues noted in the course of audit to warrant the submission of LOC	AFS-LOC- basis or AFS-NLC- basis
Electronic Money Issuers	dsaemi-afs@bsp.gov.ph	5. Copy of the Board Resolutions on action(s) taken by the covered institutions on AFS and LOC, if any	AFS-BMR- basis
Virtual Currency Exchanges	dsavce-afs@bsp.gov.ph	6. Certification by the external auditor of none to report on matters adversely affecting the condition or soundness of the covered institution	AFS-NCS- basis
Pawnshops	dsapawnshop-afs@bsp.gov.ph		
Money Services Businesses	dsamsb-afs@bsp.gov.ph		

3. Covered Non-Bank BSFIs shall apply the following prescribed format for the Subject – **AR<space><BSFI Name>,<space><Reference period in dd Month yyyy>**

For Example,

To : dsanbqb-ar@bsp.gov.ph

Subject : AR <BSFI Name>, 31 December 2019

and/or

¹ Where **basis** is the type of report (i.e., SOLO, CONSO or TRUST), i.e., AFS-SOLO.pdf, AFS-CONSO.pdf, and AFS-TRUST.pdf

AFS<space><BSFI Name>,<space><Reference period in dd Month yyyy>

For Example,

To : dsanbqb-afs@bsp.gov.ph

Subject : AFS <BSFI Name>, 31 December 2019

4. Pursuant to BSP Memorandum Nos. M-2017-006 and M-2017-007 dated 22 February 2017, M-2017-014 and M-2017-015 dated 31 March 2017, and M-2017-028 dated 11 September 2017, covered Non-Bank BSFIs shall only use e-mail addresses officially registered with the BSP in electronically submitting reports. The same registered e-mail addresses shall be used by the DSA in electronically acknowledging the submitted reports. For Non-Bank BSFIs that are not covered by these memoranda, the e-mail addresses used in electronically submitting the AFS shall be the same e-mail addresses that will be used by the DSA in electronically acknowledging the submitted report.
5. Covered Non-Bank BSFIs that are unable to electronically transmit the AR and AFS may use any portable storage device (e.g. USB flash drive) and submit the same through messengerial or postal services within the prescribed deadline to:

The Director
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. For AFS submission, only the six required files as described in the abovementioned table shall be submitted.
2. The following may result in an *erroneous* or failed submission, among others:
 - a. Failure to use the prescribed filenames
 - b. Failure to use the correct file format
 - c. Failure to use the prescribed subject line or reporting date
 - d. Failure to use an officially registered e-mail address
 - e. Transmitting to the wrong e-mail address
 - f. Attachments that do not contain the exact number of files
3. Report submissions that do not conform with the above prescribed guidelines shall not be accepted and will be considered non-compliant with the BSP reporting requirements.

For compliance.


CHUCHI G. FONACIER
Deputy Governor

05 August 2020