



BANGKO SENTRAL NG PILIPINAS

MEMORANDUM NO. M-2022-008

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

To : **ALL BANKS, TRUST CORPORATIONS (TCs) AND
NON-STOCK SAVINGS AND LOANS ASSOCIATIONS
(NSSLAs)**

Subject : **Guidelines on the Submission of the Supplemental
Report to the Financial Reporting Package (FRP) on
Modified and Restructured Loans**

In line with BSP Memorandum No. M-2022-001 dated 11 January 2022 on the submission of Supplemental Report to the FRP on Modified and Restructured Loans by all covered BSFIs, the following are the submission guidelines that shall be observed beginning report as of end-September 2021:

A. Submission Guidelines

1. All BSFIs under the FRP Framework shall use the Supplemental Report to the FRP *Data Entry Template (DET)* and its corresponding *Control Prooflist (CP)* which can be downloaded from www.bsp.gov.ph/ses/reporting_templates or directly requested from BSP-Department of Supervisory Analytics (DSA) through **DSAREports@bsp.gov.ph**. In requesting the said files, covered BSFIs shall follow the prescribed format as the subject, [REQUEST] FRP_SRL Template.
2. All covered BSFIs shall submit the Supplemental Reports to the FRP (Solo and Consolidated basis) DET and CP as of end-September 2021 and end-December 2021 through the **DSAREports@bsp.gov.ph** on or before 15 February 2022.

The supplemental reports for the periods beginning end-January 2022 shall be submitted to DSA within the following deadlines:

Industry	Deadline
UKBs/ TBs	15 banking days after end of reference month for solo basis and 30 banking days after end of reference quarter for consolidated basis
RBs/ TCs	15 banking days after end of reference quarter
NSSLAs	30 calendar days after end of reference quarter

3. All covered BSFIs shall apply the prescribed format for the subject:

FRP_SRL<space>BSFI Name,<space><Reference period>

For example,

To : DSAReports@bsp.gov.ph
Subject : FRP_SRL BSFI Name, 30 September 2021

and using the prescribed file naming convention, as illustrated below:

File	File Name	File Format
DET	FRP_SRL- <i>basis</i> ¹	xls
CP	FRP_SRL-basis-CP ²	pdf

4. All covered BSFIs shall only use e-mail addresses officially registered with the DSA in electronically submitting reports in accordance 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 acknowledging the submitted reports.
5. All covered BSFIs that are unable to transmit electronically can submit the DET and CP in any portable storage device (e.g. USB flash drive) through messengerial or postal services within the prescribed deadline addressed to:

The Department Head
Department of Supervisory Analytics (DSA)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street, Malate
1004 Manila

¹ Where basis is the type of report (i.e., SOLO or CONSO), i.e., FRP_SRL-SOLO.xls, FRP_SRL-CONSO.xls

² Where basis is the type of report (i.e., SOLO or CONSO), i.e., FRP_SRL-SOLO-CP.pdf, FRP_SRL-CONSO-CP.pdf

6. Queries regarding the Supplemental Reports to the FRP, its related regulations and guidelines shall be sent via e-mail to **DSARports@bsp.gov.ph** following the prescribed format for the subject, [INQUIRY] FRP_SRL.

B. Important Reminders

1. The following may result in an erroneous or failed submission:
 - a. Failure to use an officially registered e-mail address;
 - b. Failure to use the prescribed subject line or reporting date;
 - c. Failure to use the correct templates;
 - d. Transmitting to the wrong e-mail address; and
 - e. Failure to use the prescribed file names and file format.
2. Report submissions that do not conform with the prescribed procedures shall not be accepted and will be considered non-compliant with the existing reportorial requirements subject to applicable penalties for late and/or erroneous submission.

For compliance.

 Digitally signed by
Chuchi G. Fonacier
Date: 2022.02.07
10:50:17 +08'00'

CHUCHI G. FONACIER
Deputy Governor

07 February 2022