



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2016-007

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

Subject : Electronic Correspondences from the BSP-Supervision and Examination Sector (BSP-SES)

Pursuant to on-going initiatives of maximizing available information technology platforms and infrastructure and enhancing the security of communications between the BSP and NSSLAs, the following guidelines shall be observed in the transmission of written correspondences to NSSLAs through electronic mail (e-mail):

1. Starting 01 July 2016, official notices and correspondences from BSP-SES via e-mail will be sent only to officially registered e-mail addresses of an NSSLA.
2. For this reason, all NSSLAs are required to submit a duly accomplished and notarized Registration Form (RF) signed by the Corporate Secretary certifying the official e-mail addresses of the designated officials of the NSSLA. The prescribed RF (in Excel) can be downloaded from http://www.bsp.gov.ph/ses/reporting_templates or requested directly from the SDC. The scanned copy of the notarized RF in Portable Document Format (PDF) together with its source Excel file shall be transmitted to sdcnssla-rf@bsp.gov.ph using the following required format for the subject, as follows:

"RF <Name of NSSLA>, <date of submission>"

as illustrated in the sample below:

To : sdcnssla-rf@bsp.gov.ph
Subject : RF *Name of NSSLA*, 31 May 2016

3. An NSSLA can officially register a maximum of four (4) e-mail addresses, one of which should belong to the Compliance Officer. The remaining e-mail addresses should belong to other authorized responsible officials with equivalent or higher rank. Each e-mail address must be registered to only one official. In no case shall there be two or more registered officials for a single registered e-mail address.

4. NSSLAs that are unable to electronically transmit the RF and its source Excel file can submit the same via CD through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. Subsequent changes in the official registry can be facilitated by submitting an updated RF and data entry template as provided in items 2 and 4. The updated RF shall constitute the institution's updated list of registered e-mail addresses and designated NSSLA officials and shall supersede the previously submitted RF.
6. The BSP-SES shall presume that e-mails released to the officially registered e-mail addresses are duly received by the NSSLA, absent notification from the BSP system of any failure of delivery.

For immediate compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

25 May 2016