



Bangko Sentral ng Pilipinas

MAYNILA, PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

CIRCULAR LETTER

Series 2002

TO : RURAL BANKS AND COOPERATIVE BANKS

Subject: E-mail Transmission of the Weekly Report on Required and Available Reserves Against Deposit Liabilities (WRRAR) to SRSO

Pursuant to Circular No. 249 dated June 26, 2000 all rural/cooperative banks may e-mail their Weekly Report on Required and Available Reserves (WRRAR) to SRSO-WRRAR@bsp.gov.ph.

For the purpose of implementing the e-mail transmission of herein report, the following guidelines shall be observed:

1. All banks shall comply with the prescribed *Excel* format shown in Annexes A (RB Form 7) and B (RB Form 7A-Control Prooflist). Banks opting to send reports in *D-base* format shall comply with the required data structure indicated in Annex C with filename *WRRAR*.
2. Reports sent shall have the following subject: **WRRAR for the week _____ to _____, province and region.**
3. The reports submitted via e-mail shall be considered as the bank's official report only upon receipt of the Control Prooflist, sent thru fax to SRSO (fax no. 523-3461), duly signed by the authorized signatory of the institution.
4. An acknowledgement receipt shall be issued by SRSO for reports that strictly follow the prescribed format. Reports with errors shall be automatically rejected and an *error list* shall be provided to the bank to serve as guide in rectifying errors verified. Delayed and amended reports shall be considered as late and, therefore, be subjected to penalties.



MAG-IMPOK SA BANGKO

5. SRSO shall not be held liable for any loss or damage that may be suffered by the banks due to delays/non-deliveries caused by internet service interruptions, communication failures, deletion of files, defects, theft, destruction, and/or unauthorized access of reports submitted via the Internet.
6. For authentication, all RBs that opt to submit reports via e-mail are requested to register their e-mail addresses with SRSO. Only reports originating from registered e-mail addresses will be accepted. For registration, the following are the BSP's contact persons:

Ms. Rodelyn S. Luquingan – Tel. No. 524-7011 local 2414 or 2866

Ms. Rya M. Leada -- Tel. No. 524-7011 local 2708

For information.


ALBERTO V. REYES
Deputy Governor

19 November 2002