



BANGKO SENTRAL NG PILIPINAS

MEMORANDUM NO. M-2022-018

OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

To : **ALL UNIVERSAL/COMMERCIAL BANKS AND THEIR
THRIFT BANK/NON-BANK FINANCIAL INSTITUTION
WITH QUASI-BANKING FUNCTIONS/TRUST
CORPORATION SUBSIDIARIES, AND DIGITAL BANKS**

Subject : **Guidelines on the Submission of the Comprehensive
Credit and Equity Exposures (COCREE) Report
through the BSP Financial Institution (FI) Portal**

Pursuant to Circular No. 1131 dated 13 December 2021 and in line with Memorandum No. M-2021-070 dated 22 December 2021, the following guidelines shall be observed for the submission of the COCREE Report through the Financial Institution (FI) Portal:

- 1) Effective immediately, all COCREE Reports, whether for purposes of pilot testing or upon live implementation, shall only be submitted through the BSP Financial Institution (FI) Portal. The corresponding User Guide for navigating the COCREE Module of the FI Portal is attached as **Annex A**. The FI Portal can be accessed at <https://fiportal.bsp.gov.ph>.¹
- 2) Pilot testing shall continue up to May 2022 while the live implementation beginning with reporting period 31 March 2022 shall be on 06 June 2022 in accordance with the schedule prescribed under Memorandum No. M-2021-070.
- 3) The COCREE Report shall be encrypted when submitting to the BSP. To facilitate the encryption process, the accomplished Encryption Management Form (EMF attached as **Annex B**) in PDF as duly signed by the authorized official of the BSP-Supervised Financial Institution (BSFI) shall be emailed to cocree@bsp.gov.ph, following the prescribed e-mail subject format of [COCREE-EMF] <BSFI Name>.
- 4) Guidelines on the registration of authorized officers of the BSFI allowed to access the FI Portal shall continue to be observed in

¹ As provided in the FI Portal Manual, compatible web browsers shall be at least Chrome 51/Win7, Firefox 31.3.0 ESR/Win7, Firefox 46/Win 7, Internet Explorer 11/Win 7, Edge 13/Win 10.

accordance with Memorandum Nos. M-2017-028 dated 11 September 2017 and M-2020-073 dated 25 September 2020. Such authorized officers allowed to access the FI Portal need not be the same representatives designated in the EMF referred in item no. 3. Discretion is accorded to the BSFI to duly designate the responsible officers.

Queries on the guidelines and others related to the COCREE Report can be emailed to cocree@bsp.gov.ph.

For compliance.

 Digitally signed by
Chuchi G. Fonacier
Date: 2022.03.28
22:41:19 +08'00'

CHUCHI G. FONACIER
Deputy Governor

28 March 2022



Bangko Sentral ng Pilipinas

Comprehensive Credit and Equity Exposures Report Financial Institution Portal User Guide



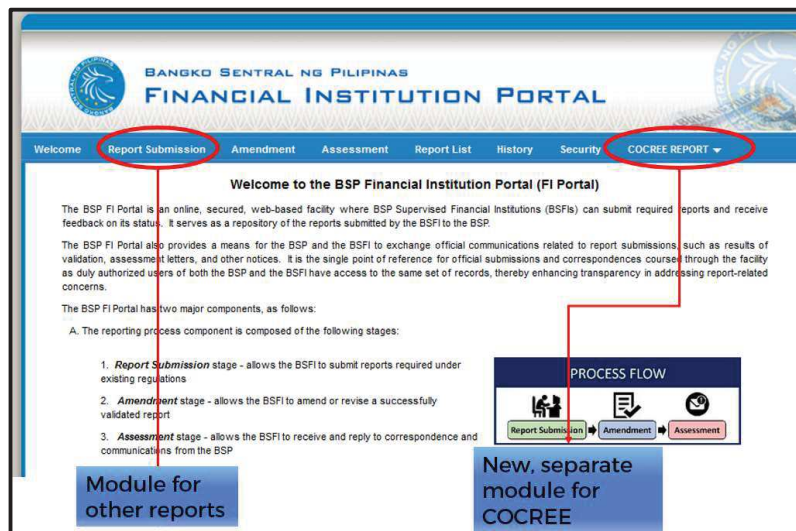
BSP Financial Institution Portal

This document shall be applicable only to Universal/Commercial Banks and their Thrift Banks, Non-bank Financial Institutions with Quasi-Banking Functions, and Trust Corporation subsidiaries, as well as Digital Banks, pursuant to BSP Circular No. 1131 and Memorandum no. M-2021-070 on the Comprehensive Credit and Equity Exposures (COCREE) Report. Covered BSP-supervised Financial Institutions (BSFIs) shall electronically submit the COCREE Report and its corresponding Control Prooflist (CP) through the Financial Institution (FI) Portal.¹

COCREE Report Module

A new module in the FI Portal, the “COCREE Report” tab, is dedicated for the electronic submission and processing of COCREE Report.

1. The “**COCREE REPORT**” module displays the “**Uploading**” and “**Monitoring**” tabs.



2. To begin the submission process, click on the “**Uploading**” tab. This tab will direct the BSFI to a page which contains the following:
 - a. **Select Reference Date** – This is a dropdown list of monthly reference dates.
 - b. **Upload Zip File** – This is the tab to upload the compressed file containing the COCREE-XML. The COCREE-XML should be compressed to **.zip**, **.rar**, or **.7z** format and should be encrypted with the BSFI nominated Password.² It can be observed that directly compressing the folder containing the COCREE-XML files will result in an error upon the FI Portal’s extraction/decryption of the submitted report. In this regard, the BSFI shall select/highlight the COCREE-XML files (instead of

¹ The FI Portal can be accessed at: <https://fiportal.bsp.gov.ph/>.

² Refer to Encryption Management Form (EMF)

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the folder) and compress them into one (1) file using the preferred compression format.

- c. **Upload Control Prooflist** – This is the tab to upload the Control Prooflist (CP) in PDF format. The CP shall be uploaded separately and shall not be encrypted.
- d. **Status Table** – This shows the upload progress of the last one hundred (100) submissions, status as follows:
 - *Pending* – compressed file is on queue for extraction/decryption
 - *Ongoing/Processing* – extraction/decryption of the compressed file is ongoing
 - *Uploaded* – file is already extracted/decrypted. In this stage, the validation status is already available in the **Monitoring** page.

The screenshot displays the 'XML Submission' form and a table of submissions. The form includes fields for 'Select Reference Date', 'Upload Zip File', and 'Upload Control Prooflist', each with a 'Choose File' button and a 'No file chosen' status. A 'Submit' button is at the bottom of the form. Below the form is a table with columns for 'REFERENCE DATE', 'SUBMITTED DATE', and 'STATUS'. The table shows three entries: one in 'Processing' status and two in 'Uploaded' status.

REFERENCE DATE	SUBMITTED DATE	STATUS
2021-06-30	03-24-2022 14:41	Processing
2021-06-30	03-23-2022 14:49	Uploaded
2021-06-30	03-23-2022 14:22	Uploaded

The following error messages may be encountered in the upload:

- *Unable to continue. Uploaded file is not a valid compressed file.*
This shall prompt if the compressed file is not in .zip, .rar, and .7z format.
- *Unable to continue. No valid Prooflist file found.*
This shall prompt if the Control Prooflist is not in PDF format.
- *Extraction error occurred. No file/s to extract.*
This shall prompt if the compressed file has no content.

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- *Extraction error occurred. Uploaded compressed file contains an invalid file.*

This shall prompt if the compressed file contains a file that is not in XML format.

- *Extraction error occurred. Either XML file is unreadable or has no data(OKB).*

This shall prompt if the compressed file contains a corrupted XML file.

- *Extraction error occurred. Invalid structure, zip file cannot contain folder.*

This shall prompt if the XML files are not properly compressed, such as if the folder was compressed instead of the XML file/s.

Other error messages, which are Password-related, are as follows:

- *Extraction error occurred. Password is expired.*
- *Extraction error occurred. Invalid password.*
- *Extraction error occurred. Please set a password.*

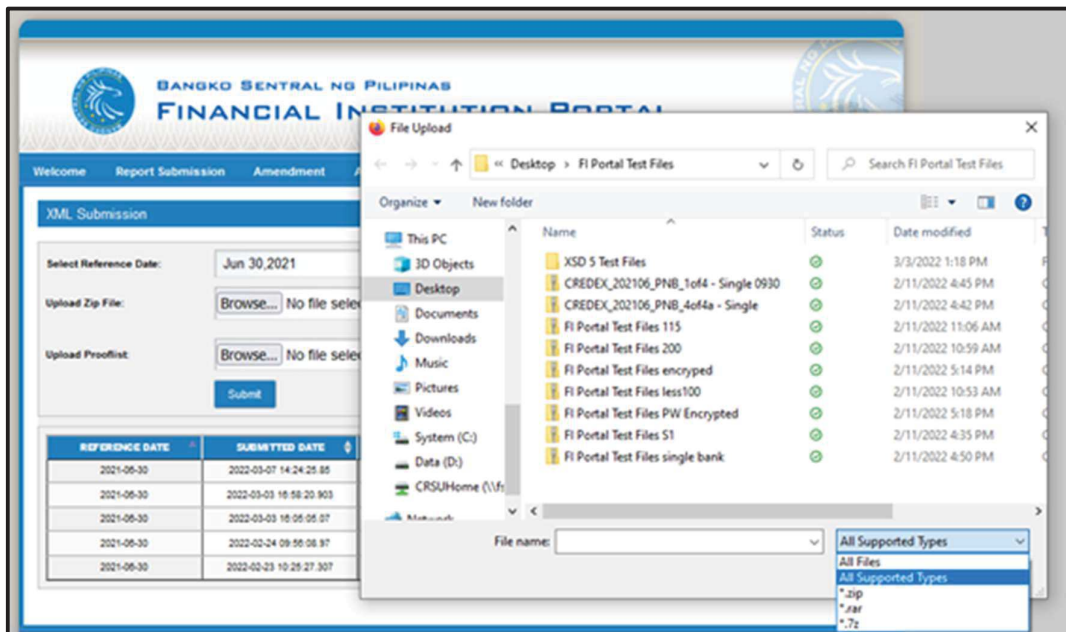
3. Click the **"Select Reference Date"** to choose the reporting period referred in the submission.

The screenshot displays the 'XML Submission' form on the BSP Financial Institution Portal. The form is titled 'XML Submission' and includes the following fields:

- Select Reference Date:** A dropdown menu is open, showing a list of dates: Feb 28, 2022, Jan 31, 2022, Dec 31, 2021, Nov 30, 2021, Oct 31, 2021, Sep 30, 2021, Aug 31, 2021, Jul 31, 2021, Jun 30, 2021, May 31, 2021, and Apr 30, 2021. The 'Please Select' option is highlighted at the top.
- Upload Zip File:** A text input field.
- Upload Control Prooflist:** A text input field.

At the bottom of the form, there is a 'Show 10 entries' option and a 'Search' field. The form also has a 'REFERENCE DATE' tab and a 'STATUS' tab.

4. Click on **"Upload Zip File"** to attach the encrypted and compressed file. It must be noted that the size of the compressed file for uploading is capped at 500MB. The size of the individual XML file contained in the compressed file can exceed 500MB.

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Next, click on the **“Upload Control Prooflist”** to attach the CP in PDF format.

The file naming convention for the compressed file is <COCREE_YYYYMM_UploadX.zip> where **“YYYYMM”** is the reference year and month, and the **“X”** after Upload is the number of submission attempt (e.g., COCREE_202203_Upload1.zip).

The naming convention for the individual XML file is <COCREE_YYYYMM_X_BankAcronym_1ofN.xml> where **“YYYYMM”** is the reference year and month, **X** is the number of submission attempt, and the **N** in **“1ofN”** is the total number of XML files for submission in the reference period, sample as shown below:

- a. For a single-XML file Submission:
COCREE_202203_1_ABC_1of1.xml
- b. For a three-XML file Submission:
COCREE_202203_1_ABC_1of3.xml
COCREE_202203_1_ABC_2of3.xml
COCREE_202203_1_ABC_3of3.xml

The file naming convention for the Control Prooflist is <COCREE_YYYYMM_<Bank acronym>_Control Prooflist.pdf> (e.g., COCREE_202203_ABC_Control Prooflist.pdf).

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5. Uploading will only proceed if both **“Upload Zip File”** and **“Upload Control Prooflist”** have the correct file attachments.

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FINANCIAL INSTITUTION PORTAL

Welcome Report Submission Amendment Assessment Report List History Security COCREE REPORT ▼

XML Submission

Select Reference Date: Jun 30, 2021 ▼

Upload Zip File: Choose File
COCREE_202203_Upload1.zip

Upload Prooflist: Choose File No file chosen

Submit

Please select a file.

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FINANCIAL INSTITUTION PORTAL

Welcome Report Submission Amendment Assessment Report List History Security COCREE REPORT ▼

XML Submission

Select Reference Date: Jun 30, 2021 ▼

Upload Zip File: Choose File No file chosen

Upload Prooflist: Choose File
COCREE_202106_ABC_Control Prooflist.pdf.pdf

Submit

Please select a file.

Once relevant files are attached, click **Submit**.

It is advised that all COCREE-XML files are compressed into one file as the BSFI can only proceed to the uploading of another compressed file once prior submission has been validated. For instance, for the reference month 202203, Bank A has 2 compressed files with the size of 100 MB each. Bank A can only upload compressed file #2 once compressed file #1 has been validated.

6. Results of validation can be tracked in the **“Monitoring”** page. This page contains the following tabs:

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- a. Bank Code and Bank Name;
- b. Search; and
- c. Monitoring Table.

7. The Monitoring Table contains the following:

- a. **Trans #** - This displays the system-assigned transaction ID number of each XML file.
- b. **Reference Date** - This displays the monthly reference date.
- c. **Filename** - This displays the file name of each COCREE-XML file.
- d. **Status** - This displays the status of the validation as: *On process*, *Stage 1 Failed*, *Stage 2 Failed*, and *Passed*.
- e. **Submitted Date** - This shows the date and time of submission.
- f. **Action** - This allows the BSFI to download the validation results ("**Download the Validation Result**"), as well as the submitted file ("**Download the file**"):

Search:		
Status	Submitted Date	Action
Failed Stage 2	2022-03-08 12:15:19.127	 
Failed Stage 2	2022-03-08 11:30:38.533	  click to Download the File

**BSP Financial Institution Portal**

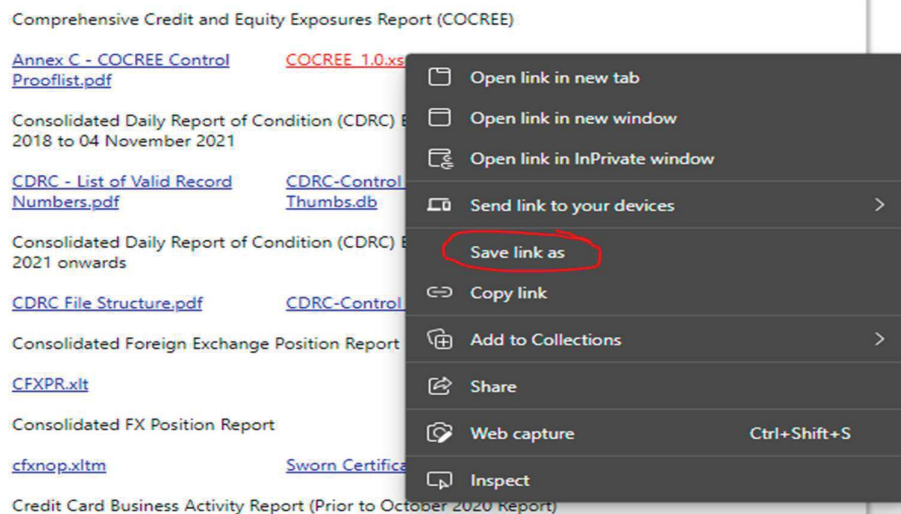
Submitted Date	Action
2022-03-08 12:15:19.127	 
2022-03-08 11:30:38.533	  click to Download the Validation Result

The Monitoring Table can also be sorted by clicking the specific header, as shown below.

Trans #	Reference Date	Filename	Status	Submitted Date	Action
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Additional Information**How to Download the XSD file**

1. Access the BSP Template Portal through www.bsp.gov.ph/SES/reporting_templates.
2. Right-click the "COCREE_1.1.xsd" then choose "Save link as", instead of directly opening the link.



3. Once the XSD is downloaded, open the file in any application that can read .xsd format such as Notepad and Notepad++



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CREDIT REPORTING SYSTEM UNIT (CRSU) Comprehensive Credit and Equity Exposure (COCREE) Report

PART I: GENERAL GUIDELINES

1. This Encryption Management Form (EMF) is specifically for the Comprehensive Credit and Equity Exposures (COCREE) Report pursuant to BSP Circular No. 1131 dated 13 December 2021.
2. The BSP-supervised Financial Institution (BSFI) shall always take all the necessary and adequate security and precautionary measures in the preparation and submission of the COCREE Report to ensure compliance with Republic Act No. 10173 (Data Privacy Act) and all pertinent laws or regulations.
3. The BSFI, through its authorized official, shall designate four (4) registrants - which shall be split into two (2) pairs, each pair with one (1) primary and one (1) alternate - who are authorized to provide the BSP with the nominated Password. The authorized official of the BSFI shall endorse the nomination of registrants by affixing his/her signature in the EMF.
4. The duly accomplished EMF of the BSFI shall be transmitted to CRSU, through **cocree@bsp.gov.ph**, following the prescribed e-mail subject format of **[COCREE-EMF] <BSFI Name>**.
5. Each authorized registrant shall nominate the respective Password to encrypt the COCREE Report following the instructions in Part II below.
6. The BSFI and its authorized registrants shall ensure the confidentiality of the Password and COCREE Report.
7. For changes in the authorized primary and/or alternate registrant/s, the BSFI shall submit the duly accomplished EMF reflecting the corresponding change/s in accordance with Part I.4.

PART II: INSTRUCTIONS ON THE PASSWORD SUBMISSION

1. A strong password for the encryption of the COCREE Report shall be used with at least 10 characters, containing upper and lowercase letters, at least one (1) number, and at least one (1) special character.
2. Password shall be split into two. Each pair of registrants shall nominate either the 1st half ("left") or the 2nd half ("right") side of the Password. It is understood that the registrants shall keep confidential their respective half of the Password.
3. After receiving the accomplished EMF from the BSFI, the CRSU shall coordinate with the authorized registrants to provide the medium for the Password submission.
4. The authorized registrant/s shall immediately inform the CRSU, through **cocree@bsp.gov.ph**, of any change in the BSFI's nominated Password.



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CREDIT REPORTING SYSTEM UNIT

Comprehensive Credit and Equity Exposure (COCREE) Report

ENCRYPTION MANAGEMENT FORM

Institution Name			
(Left Password) Registrant Name <i>(Last Name, First Name M.I.)</i>	Position Title	Department/ Office/Unit/ Group	E-mail Address
(Left Password) Alternate Registrant Name <i>(Last Name, First Name M.I.)</i>	Position Title	Department/ Office/Unit/ Group	E-mail Address
(Right Password) Registrant Name <i>(Last Name, First Name M.I.)</i>	Position Title	Department/ Office/Unit/ Group	E-mail Address
(Right Password) Alternate Registrant Name <i>(Last Name, First Name M.I.)</i>	Position Title	Department/ Office/Unit/ Group	E-mail Address
Type of Request:			
☐ Registration ☐ Change Profile			
This is to certify that all personnel involved, whose personal information appears above, have been duly notified of their responsibilities relative to the submission of the COCREE Report. This is to further certify that all information supplied in the EMF are complete, truthful, and valid. Signature over Printed name of Authorized Official Date Signed: _____			