



BANGKO SENTRAL NG PILIPINAS

MEMORANDUM NO. M-2021-066

FINANCIAL SUPERVISION SECTOR

To : **ALL BSP – SUPERVISED FINANCIAL INSTITUTIONS (BSFI)**

Subject : **GUIDELINES ON THE USE OF DATA ENTRY TEMPLATES FOR APPLICATIONS FOR ISSUANCE OF CERTIFICATE OF AUTHORITY TO REGISTER AMENDMENTS TO ARTICLES OF INCORPORATION/ARTICLES OF COOPERATION AND BY-LAWS**

To promote efficiency in processing of applications for issuance of Certificate of Authority (COA) to register amendments to Articles of Incorporation (AOI)/Articles of Cooperation (AOC) and By-Laws (BL) and to avoid the return of applications due to errors and alterations of prescribed templates, the following guidelines are issued to facilitate the use of data entry templates¹ (DET) pursuant to Bangko Sentral ng Pilipinas (BSP) Memorandum No. 2020-058² dated 16 July 2020.

- a. All BSP Supervised Financial Institutions (BSFIs) intending to submit an application for issuance of COA to register amendments to AOI/AOC and BL should download and use the corresponding files of the prescribed *Data Entry Templates* from www.bsp.gov.ph/ses/reporting_templates.
- b. The scanned and hard copy of the application letter together with the documentary requirements³ should both be submitted to the BSP through the appropriate supervising department of the BSFI. The scanned copy of the documents should be electronically submitted to fssmail@bsp.gov.ph copy furnished the appropriate head of the supervising department in compliance with BSP Memorandum No. M-2021-036 dated 28 June 2021 on the Guidelines on the Submission of Reports/Documents and

¹ Uses Microsoft Word file editing restriction feature

² Documentary Requirements for the Amendment of Articles of Incorporation/Articles of Cooperation and By-Laws

³ All documents to be submitted must be in two (2) copies and original except for Securities and Exchange Commission – certified AOI and BL, and Cooperative Development Authority – certified AOC and BL in case of cooperative banks.

Communications through the BSP Financial Supervision Sector Mail-In Account.

The DET shall be strictly used for templates under Annexes A to E. However, BSFIs are given flexibility to provide additional covenants for the Subscription Agreement⁴ (Annex F) as warranted.

BFSIs are likewise reminded to comply with the requirements provided under BSP Memorandum No. M-2020-077 dated 28 September 2020 on the Web-Based Self-Assessment Questionnaire for Applications for the Grant of a License or Special Authority before submitting to the BSP an application for issuance of COA to register amendments to AOI/AOC and BL.

This Memorandum shall apply to all initial requests and applications submitted effective 15 December 2021.

For compliance.

 Digitally signed by
Chuchi G. Fonacier
Date: 2021.12.03
15:10:43 +08'00'

CHUCHI G. FONACIER
Deputy Governor

03 December 2021

⁴ BSFIs can use the template as reference and prepare the agreement depending on their requirements (e.g., multiple subscribers, additional covenants, among others).