



Bangko Sentral ng Pilipinas

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2008-⁰³²_____

To : ALL BANKS

Subject : Guidelines on the Submission of the Branch Reportorial Requirements

Further to BSP Circular No. 613 dated 18 June 2008 on the Guidelines on the Computation of the Loans-to-Deposits Ratio and Proposed Amendments to the Branch Reportorial Requirements, the following shall be observed relative to the submission of the Report of Selected Branch Accounts:

1. The branch reporting templates which shall take effect starting the reporting period ending 31 December 2008 can be accessed at <http://www.bsp.gov.ph/frp/templates>.
2. The corresponding file structures which shall serve as the banks' guide in creating their respective data base files in CSV format for the branch reports are detailed in Annex A.
3. Banks may either submit the MS Excel reporting templates or the DBASE file in CSV format. Submission deadline is within 20 banking days from the end of reference semester.
4. The branch reports shall be submitted electronically to the following e-mail addresses:

E-mail Address	Type of Reporting Bank
sdckb-bris@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-bris@bsp.gov.ph	Thrift Banks (TBs)
sdcrb-bris@bsp.gov.ph	Rural/Cooperative Banks (R/CBs)

using the following format for the subject:
"BRANCH<bankname>,<reference period>", e.g.,:

To : sdctb-bris@bsp.gov.ph
cc :
Subject : **BRANCH <bankname>, 30 December 2008**

PANANALAPING MATATAG, BANSANG PANATAG

5. The Control Prooflist (Annex B), duly notarized and signed by the authorized official of the reporting bank, shall be sent within the prescribed submission deadline to the Director of the BSP Supervisory Data Center (SDC) via facsimile at (632) 523-3461 or 523-0230.
6. Banks that are unable to transmit the branch reports electronically can submit said reports in CD together with the aforementioned Control Prooflist through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
16th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

7. The branch reporting templates and other relevant attachments are also available upon request at the BSP-SDC through the above-mentioned e-mail addresses and/or postal address.
8. Late and/or erroneous reporting of the branch reports shall be subject to penalties prescribed under Subsection X162.2 of the Manual of Regulations for Banks for Category A-3 report.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

Att.:A/S

31 October 2008