SUPERVISION AND EXAMINATION SECTOR
OFFICE OF THE DEPUTY GOVERNOR

MEMORANDUM TO ALL UNIVERSAL AND COMMERCIAL BANKS

In view of the split of the Supervisory Reports and Studies Office into two (2) offices: Office of Supervisory Policy Development (OSPD) and Supervisory Data Center (SDC) please take note of the e-mail/cc:mail addresses (attached as Annex A) for the electronic submission of selected BSP reportorial requirements.

Moreover, for uniformity in the transmission of said reports, all universal and commercial banks are strictly enjoined to reflect as subject the following:

report title(acronym of report) bankname reference period

e.g. Subject : CDRC *bankname December 31, 2004 -January 6, 2005*

Meanwhile, all related communications and/or requests for data/information and/or inquiries shall be addressed to the Officer-in-Charge of SDC with the following contact details:

The Officer-in-Charge
Supervisory Data Center
16th Floor Multi-storey Building
BSP Complex, 1004 Malate
Manila, Philippines
Telephone Nos.: 0632-524-7754 (Direct Line)
0632-524-7011, Local 3165/3166
Fax No. : 0632-523-3461
E-mail Address: zabiog@bsp.gov.ph

Please be guided accordingly.

ALBERTO V. REYES
Deputy Governor

10 December 2004

Report Title	Acronym	Filename	E-mail / cc:mail Address		Date of Report	Date of Submission
			Existing	Proposed		
General Ledger	GL	GLFILE.dbf, SCHAD.dbf, DCB2A01.dbf, DCB2A02.dbf, SCH21.dbf, SCH22.dbf, DCB2A03.dbf, DCB2A03A.dbf, SCH3B.dbf, DCB2A04.dbf, DCB2A04A.dbf, DCB2A05.dbf, DCB2A05A.dbf, DCB2A05B.dbf, DCB2A05C.dbf, DCB2A06.dbf, DCB2A07.dbf, DCB2A07A.dbf, DCB2A08.dbf, DCB2A09.dbf, DCB2A10.dbf, DCB2A10A.dbf, DCB2A10B.dbf, DCB2A11.dbf, DCB2A12.dbf, DCB2A13.dbf, DCB2A14.dbf, DCB2A14A.dbf, DCB2A14S.dbf, DCB2A16.dbf, DCB2A17.dbf	srsokb@bsp.gov.ph or srsocb@bsp.gov.ph or CIR108	sdckb-gl@bsp.gov.ph or CIR108	31 December 2004	21 January 2005
Subsidiary Ledger	SL	DUEFROM.dbf, OTHRLIAB.dbf, DEPLIAB.dbf, BILLSPAY.dbf, CONTGNT.dbf, EQUITY.dbf, INVEST.dbf, DOSRI.dbf, LOANCHAR.dbf, BORR.dbf, CORP.dbf, FCDU.dbf, INTEREST.dbf, COLLA.dbf, REPAY.dbf	-do-	sdckb-sl@bsp.gov.ph or CIR108	31 December 2004	21 January 2005
Consolidated Daily Report of Condition	CDRC	SES01000.dbf, GS Inventory.xls, ILF*date* .xls - where *date* is the reference period	-do-	sdckb-cdrc@bsp.gov.ph or CIR108	31 December 2004 to 6 January 2005	11 January 2005
Weekly Report on Required and Available Reserves on Peso Denominated Common Trust Funds and Similarly Managed Funds	CTF	SESCTFKB.dbf	srsokb@bsp.gov.ph or srsocb@bsp.gov.ph or SRSO TRUST	sdckb-trust@bsp.gov.ph or SDC TRUST	31 December 2004 to 6 January 2005	11 January 2005
Weekly Report on Required and Available Reserves on Trust and Other Fiduciary Activities - Others	TOFA	SETOFAKB.dbf			31 December 2004 to 6 January 2005	11 January 2005
Quarterly Report on Trust & Other Fiduciary Business and Investment Management Activities (General Ledger/GL)	TRUST	TRUSTFLE.dbf, TRSCH1.dbf, TRSCH2.dbf	srsokb@bsp.gov.ph or srsocb@bsp.gov.ph or CIR108@bsp.gov.ph or SRSO-TRUST		31 December 2004	14 January 2005

Report Title	Acronym	Filename	E-mail / cc:mail Address		Date of Report	Date of Submission
			Existing	Proposed		
Published Statement of Condition (Head Office & Branches & Bank & Subsidiaries)	PSOC	DCB2B.dbf	srsokb@bsp.gov.ph or srsocb@bsp.gov.ph or SRSO-PUBCSOC	sdckb-psoc@bsp.gov.ph or CIR108 or SDC-PUBCSOC	December 2004	To be announced in a separate memorandum
NPL/ROPOA for SPV	SPV	frm1jun2.dbf, frm2jun2.dbf, frm1dec1.dbf, frm2dec1.dbf	srsokb-spv@bsp.gov.ph	sdckb-spv@bsp.gov.ph		
Report on Compliance with Small and Medium Enterprise Credit (including Schedules 1.A to 1.C, 2)	SME	SME TEMPLATE.xls	srso-sme@bsp.gov.ph	sdckb-sme@bsp.gov.ph	31 December 2004	21 January 2005
Report on Utilization of Loanable Funds Set Aside for Agri/Agra Credits	AGRA	AGRITEMP.xls	srso-agra@bsp.gov.ph	sdckb-agra@bsp.gov.ph	31 December 2004	21 January 2005
Biodata of Directors/Officers	BIODATA	*bankname* -1.xls for group data, *bankname-surname of officer* .xls for individual data	srso-biodata@bsp.gov.ph	sdc-biodata@bsp.gov.ph		