



Bangko Sentral ng Pilipinas

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM TO ALL BANKS

Subject: Implementing Guidelines on the Submission of the New Financial Reporting Package (FRP)

Pursuant to Circular No. 512 dated 3 February 2006 on the Amendment of the Manual of Accounts and BSP Reportorial Requirements for Banks, the following guidelines and procedures shall be observed relative to the submission of the new FRP:

1. Pilot runs of the new FRP shall start with the 31 December 2005 quarter-end reports and end with the 30 September 2006 quarter-end reports and shall be submitted within the prescribed submission deadlines as shown below:

Reporting Period	Submission Deadlines	
	Solo Reports	Consolidated Reports
31-Dec-05	5-Jun-06	5-Jun-06
31-Mar-06	6-Jul-06	6-Jul-06
30-Jun-06	1-Sep-06	22-Sep-06
30-Sep-06	4-Dec-06	26-Dec-06

2. The new FRP shall be submitted in soft copy (in dbase or excel files) to the following e-mail addresses:

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

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

To : **sdcrb-frp@bsp.gov.ph**
Cc :
Subject : **FRP <bankname>, 31 December 2005**

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3. A Control Prooflist (Annex A), duly signed by the authorized official of the reporting bank and a Notary Public, shall be sent within the prescribed submission deadlines to the Director of the BSP Supervisory Data Center (SDC) via fax number (632) 523-3461.
4. Banks who may opt to send their FRPs in CDs or diskettes through messengerial or postal services shall submit same, together with the aforementioned Control Prooflist, within the prescribed deadline to:

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

5. Banks should be guided by the prescribed database structure and validation rules detailed in Annex B in creating their respective data bases for the new FRP. Shown below are the dbase files applicable to each particular bank type:

Dbase Files	UKBs/KBs	TBs	RBs/CBs
SOCSIE.dbf	✓	✓	✓
COCE.dbf	✓	✓	✓
FINASSET.dbf	✓	✓	✓
LOANS.dbf	✓	✓	✓
OTHEFAST.dbf	✓	✓	✓
NONFIN.dbf	✓	✓	✓
FINLIAB.dbf	✓	Not applicable	Not applicable
DEPLIAB.dbf	✓	✓	✓
BORROW.dbf	✓	✓	✓
OTHRLIAB.dbf	✓	✓	✓
CNTINGNT.dbf	✓	✓	Not applicable
SIEACCT.dbf	✓	✓	✓
ANNUAL.dbf *	✓	✓	✓

* For annual submission only

6. Banks, who shall opt to use excel formats for their FRP, may use the pre-designed templates (with corresponding account codes and embedded formulations in macros) that is accessible at <http://www.bsp.gov.ph/frp/templates>. These templates with instruction guidelines are also available upon request at the BSP SDC through the above-mentioned e-mail addresses and/or postal address.
7. Banks shall be notified of the results of the validation of the submitted reports. Any exceptions or errors noted should be corrected within five banking days from receipt of validation results.

8. Banks shall continue to submit the General Ledgers (GLs) for the Consolidated Statement of Condition (CSOC), Consolidated Statement of Income and Expense (CSIE), together with the supporting schedules in accordance with the mode and frequency of submission as provided for under existing rules and regulations. Late and/or erroneous reporting of existing GL-CSOC, CSIE and schedules shall be subject to penalty in accordance with existing regulations even for the duration of the parallel runs for the new FRP.


NESTOR A. ESPENILLA, JR.
Deputy Governor

07 March 2006