



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR | PAYMENTS AND CURRENCY MANAGEMENT SECTOR

MEMORANDUM NO. M-2026-036

To : **Operators of Designated Payment Systems and Other Operators of Payment Systems Determined by the Bangko Sentral**

Subject : **Guidelines on the Submission of Surveillance Reports through the BSP Prudential Reporting Innovation and Monitoring Engine**

In line with Section 103 of the Manual of Regulations for Payment Systems (MORPS)¹, Operators of Designated Payment Systems (ODPS) and other Operators of Payment Systems (OPS), as determined by the Bangko Sentral ng Pilipinas (BSP)², shall submit periodic Surveillance Reports to support the BSP's monitoring of the operations, performance, and other significant developments relating to designated and critical payment systems, as well as the effective discharge of its oversight and supervisory functions.

Accordingly, all entities concerned shall observe the following guidelines for the submission of Surveillance Reports through the Prudential Reporting Innovation and Monitoring Engine (PRIME):

Payment System Surveillance Reports

1. The following Payment System Surveillance Reports shall be submitted by the ODPS and other OPS concerned, as applicable to the payment systems they operate:
 - a. **Daily Surveillance Report (DSR)** – The DSR shall contain daily data on the payment systems operated by the covered entity, including transaction activities, system availability, and other relevant developments. Each covered entity shall submit a single consolidated DSR covering all payment systems it operates.
 - b. **Monthly Surveillance Report for-Financial Market Infrastructure (MSR-FMI)** – The MSR-FMI shall contain monthly information on the operations, performance, transactions, availability, active modes of operation, and other relevant activities of payment systems that support wholesale or large-value payments. A separate report shall be submitted for each FMI payment system operated by the covered entity.
 - c. **Monthly Surveillance Report for Retail Payment System (MSR-RPS)** – The MSR-RPS shall contain monthly information on the operations, performance, transactions, availability, active modes of operation, and other relevant activities of retail payment systems. A separate report shall be submitted for each retail payment system operated by the covered entity.

¹ Issued under BSP Circular No. 1138 dated 14 February 2022

² The BSP shall formally notify other OPS of their reporting obligations under these Guidelines.

Report Preparation and Submission

- The prescribed report templates are available for download from the Reports Details module in PRIME under the BSP Relationship Management System (BRMS)³, which can be accessed at <https://brms.bsp.gov.ph> using the latest version of web browsers. Covered entities shall use only the latest version of the prescribed templates in preparing and submitting Surveillance Reports.
- Covered entities shall prepare and submit the required Surveillance Reports in XML format using the XML converter facility available in PRIME. Reports shall be submitted within the reporting timelines prescribed below.

Report Type	Frequency	Deadline
DSR	Weekly (daily data)	Next banking day following the end of the reference week.
MSR – FMI	Monthly	Five (5) banking days after the end of each calendar month.
MSR – RPS	Monthly	Five (5) banking days after the end of each calendar month.

- A report shall be deemed submitted only upon successful upload to PRIME and receipt of system confirmation that it has passed validation. Compliance with the prescribed reporting deadlines shall be determined based on the date and time recorded by PRIME.

PRIME Implementation Arrangements

- The implementation of Surveillance Report submissions through PRIME shall include a parallel run to validate the reporting process prior to full implementation. The implementation schedule is set out below.

Report Type	Coverage of Parallel Run	Start of Live Submission
DSR	1 st Run - Reference week 3 – 9 August 2026	Reference week starting 17 August 2026
	2 nd Run – Reference week 10 - 16 August 2026	
MSR – FMI / MSR – RPS	1 st Run - Reference period ending 30 June 2026 due on 7 August 2026 2 nd Run - Reference period ending 31 July 2026 due on 14 August 2026	Reference period ending 31 August 2026

Except as otherwise indicated, reports submitted during the parallel run shall follow the prescribed submission deadlines for the applicable Surveillance Report.

- During the parallel run period, covered entities shall submit Surveillance Reports through both e-mail and PRIME using the prescribed report templates. Reports submitted through e-mail during the parallel run shall remain the official submissions for compliance purposes.

³ BRMS is a web-based platform that provides BSP-supervised institutions with a single access point for submitting reports, viewing validation results, and monitoring reporting violations for enrolled reports.

Upon full implementation of PRIME, only reports successfully submitted through PRIME shall be recognized as official submissions. Any amendments to reports covering reporting periods prior to the implementation of PRIME shall continue to be submitted through e-mail.

Registration and Access Management

7. Access to PRIME shall be subject to the BSP's user enrollment and authentication requirements, including the implementation of two-factor authentication (2FA). Each covered entity may designate up to three (3) authorized users who shall be granted access to PRIME for the submission of Surveillance Reports.
8. Each authorized user shall be registered using a unique official e-mail address. Under no circumstances shall the same e-mail address be assigned to or shared by multiple users. The scanned copy of the signed Registration Form in PDF shall be electronically submitted to **psld-reports@bsp.gov.ph**.

For the initial registration of authorized users, covered entities shall submit the duly accomplished Registration Form (Annex A) to the BSP **on or before 28 July 2026**.

9. Covered entities shall ensure that their authorized users maintain valid and active official e-mail addresses and other authentication credentials required to access BRMS. Any addition, replacement, or removal of authorized users, or changes to their registration information, shall be communicated to the BSP at least five (5) banking days prior to the intended effectivity of such change and in accordance with the prescribed user registration guidelines.

Notification of Changes Affecting Report Templates

10. To ensure that the reporting requirements for the Surveillance Reports remain responsive to developments in payment systems and participant arrangements, a covered entity proposing amendments to the prescribed report templates shall notify the BSP at least ten (10) banking days before the intended implementation of the proposed amendments. The BSP shall evaluate the proposed amendments and, where appropriate, revise the report templates. Depending on the nature and complexity of the proposed amendments, the BSP may prescribe a later implementation date.

Other Related Guidelines

11. Report submissions shall comply with the reporting standards prescribed under Section 103 of the MORPS. Only files and formats prescribed by the BSP shall be accepted and subjected to applicable validation rules and sanctions for reporting violations.
12. Queries and technical concerns relating to the Payment System Surveillance Reports and PRIME-BRMS shall be sent via e-mail to **psld-reports@bsp.gov.ph** using the following subject format: **[INQUIRY] Surveillance Reports – <OPS Entity Name> / <Name of Payment System>**

For compliance.


MAMERTO E. TANGONAN
Deputy Governor

Electronically signed
on 17 July 2026

17 July 2026

REGISTRATION OF AUTHORIZED USERS FOR THE SUBMISSION OF PAYMENT SYSTEM SURVEILLANCE REPORTS

Name of ODPS / Other OPS	
Business Address:	
Date of Form Submission:	

#	Name of Official			Position	Official Email Address	Remarks
	Last Name	First Name	Middle Name			
1						
2						
3						

Registration Guidelines:

- OPS are required to submit an accomplished Registration Form with the names and e-mail addresses of the authorized users duly signed and approved by the President of the OPS or officer of equivalent rank.
- Each covered entity may designate up to three (3) authorized users for PRIME access. The designated users shall be responsible for the preparation, review, and/or submission of Surveillance Reports on behalf of the covered entity.
- Each authorized user shall be registered using a unique official e-mail address. Under no circumstances shall the same e-mail address be assigned to or shared by more than one authorized user.
- Only duly registered and authorized users shall be permitted to access PRIME and submit Surveillance Reports. Covered entities shall ensure that the information provided for each authorized user is complete, accurate, and up to date.
- Any addition, removal, replacement, or modification of authorized users or their registration information shall be effected through the submission of an updated User Registration Form in accordance with BSP-prescribed procedures. The updated registration shall supersede previously submitted registration information.
- Covered entities shall ensure that authorized users maintain valid and active official e-mail addresses and comply with all applicable authentication requirements, including two-factor authentication (2FA).
- Transactions, submissions, and other activities performed through the PRIME accounts of authorized users shall be deemed to have been made on behalf of the covered entity. Covered entities shall be responsible for maintaining appropriate controls over the use of such accounts.
- Official notices, advisories, and communications relating to Surveillance Reports and PRIME access shall be sent to the registered e-mail addresses of the authorized users.

I hereby certify that the names and email addresses of the corresponding officers enumerated above serve as the official authorized users for the submission of Payment System Surveillance Reports via PRIME.

<i>Signature Over Printed Name</i>
Designation:
Date Signed: