



**BANGKO SENTRAL NG PILIPINAS**

**OFFICE OF THE DEPUTY GOVERNOR  
SUPERVISION AND EXAMINATION SECTOR**

**MEMORANDUM NO. M-2013- 026**

**To : ALL BANKS**

**Subject : Report on the Inventory of Bank Network**

Pursuant to the preservation and maintenance of the database on the banking industry's network of offices and other relevant access points, the Report on the Inventory of Bank Network containing the list and location of Bank Offices and Automated Teller Machines (ATM) shall be required for submission in accordance with the following guidelines:

1. The Report on the Inventory of Bank Network shall be submitted on a quarterly basis beginning with quarter ending **30 September 2013**. Deadline for submission is twenty (20) banking days after the end of the reference quarter.
2. The prescribed data entry templates of the Report on the Inventory of Bank Network and its accompanying Affidavit can be accessed at <http://www.bsp.gov.ph/frp/templates> or requested directly from the BSP-Supervisory Data Center (SDC).
3. The report shall be submitted electronically to the following email addresses:

<b>E-mail Address</b>	<b>Type of Reporting Bank</b>
SDCKB-IBN@bsp.gov.ph	Universal/Commercial Banks
SDCTB-IBN@bsp.gov.ph	Thrift Banks
SDCRB-IBN@bsp.gov.ph	Rural/Cooperative Banks

using the following required format for the subject:

"IBN <bankname>, <reference period>, e.g.:

To : SDCTB-IBN@bsp.gov.ph (example for thrift banks)  
Cc :  
Subject : IBN <bankname>, 30 September 2013

using the following required format for the filename:

IBN <bankname> - <reference period>\_<date transmitted>.  
<file extension>  
e.g.: IBN <bankname> - 20130930\_20131022.xls

4. The scanned copy (in PDF format) of the Affidavit duly notarized and signed by the authorized official of the reporting institution, shall be electronically transmitted along with the report within the prescribed deadline using the following required format for the filename:

IBN <bankname> - <reference period>\_<date transmitted>\_Aff.  
<file extension>  
e.g., IBN <bankname> - 20130930\_20131022\_Aff.pdf

5. Banks that are not able to submit via electronic mail can submit the report contained in a Compact Disc (CD) together with the required scanned copy of the notarized Affidavit through messengerial or postal services within the prescribed deadline to:

The Director  
Supervisory Data Center  
Bangko Sentral ng Pilipinas  
12<sup>th</sup> Floor, Multi-Storey Building  
BSP Complex, A. Mabini Street  
Malate, Manila 1004

The submission shall be accompanied by a notarized certification attesting why the Bank is unable to submit the report via electronic mail.

6. Late reporting of the Report on the Inventory of Bank Network shall be subject to penalties prescribed under Subsection X192.2 of the Manual of Regulations for Banks for Category B report.

For compliance.

  
NESTOR A. ESPENILLA, JR.  
Deputy Governor

11 June 2013