



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2017-026

**To : ALL BANKS, NON-BANKS WITH QUASI-BANKING FUNCTION (NBQBs),
NON-STOCK SAVINGS AND LOANS ASSOCIATIONS (NSSLAs), AND
TRUST CORPORATIONS (TCs)**

**Subject : Electronic Correspondences from the BSP-Supervision and
Examination Sector (SES)**

Pursuant to on-going initiatives of maximizing available information technology in enhancing the process of communications between the BSP-SES and BSP-supervised financial institutions (BSFIs), the following guidelines shall be observed in the transmission of correspondences to BSFIs through electronic mail (e-mail) effective 06 November 2017:

1. Official notices and correspondences transmitted by the BSP-SES via e-mail will be sent only to officially registered e-mail addresses of a BSFI.
2. For this purpose, the BSFI is required to submit on or before 06 November 2017 an accomplished Registration Form (RF) signed by the Corporate Secretary certifying that the designation of the official e-mail addresses of the authorized officials have been duly approved by the Board. The prescribed RF (in Excel) can be downloaded from http://www.bsp.gov.ph/ses/reporting_templates or requested directly from the Supervisory Data Center (SDC). The scanned copy of the signed RF in Portable Document Form (PDF) together with the accomplished Excel file of the RF shall be transmitted to the appropriate email addresses of the SDC as follows:

Type of Institution	E-mail Address
Universal/Commercial Banks	sdckb-rf@bsp.gov.ph
Thrift Banks	sdctb-rf@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-rf@bsp.gov.ph
Non-Banks with Quasi Banking Function	sdcnbqb-rf@bsp.gov.ph
Non-Stock Savings and Loans Associations	sdcnssla-rf@bsp.gov.ph
Trust Corporations	sdctc-rf@bsp.gov.ph

3. A BSFI can officially register a maximum of four (4) email addresses. Of the said four (4), one (1) should belong to the President and another should belong to the Compliance Officer (CO). The remaining two (2)

other e-mail addresses should belong to other authorized responsible officials with a rank not lower than that of the CO. Each officially designated e-mail address must be registered to only one official. In no case shall there be two or more registered officials for a single registered e-mail address.

4. A BSFI that is unable to transmit the signed RF in PDF and its corresponding Excel file electronically can submit the same via compact disc (CD) or any portable storage device (e.g., USB) through messengerial or postal services to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. Subsequent changes in the official registry can be facilitated by submitting an updated RF and corresponding Excel file in accordance with items 2 and 3. The updated RF shall constitute the BSFI's updated list of registered e-mail addresses and designated officials and shall supersede the previously submitted RF.
6. BSP-SES shall presume that e-mails released to the officially registered e-mail address/es are duly received by the BSFI, absent notification from the BSP system of the failure of delivery.
7. The above guidelines will not apply to the electronic transmission of the SDC of the system generated validation results of submitted reports to the BSFI which is covered under Memorandum No. M-2016-015 dated 16 November 2016.

This Memorandum supersedes Memoranda No. M-2012-012 dated 29 February 2012 and No. M-2016-007 dated 25 May 2016.

For immediate compliance.


CHUCHI G. FONACIER
Deputy Governor

11 September 2017