



**BANGKO SENTRAL NG PILIPINAS**  
**OFFICE OF THE DEPUTY GOVERNOR**  
**SUPERVISION AND EXAMINATION SECTOR**

**MEMORANDUM NO. M-2017-027**

**To : ALL TRUST ENTITIES**

**Subject : Guidelines on the Electronic Submission of Reports Required from Trust Entities**

Pursuant to Circular No. 967 dated 27 July 2017 on the Reportorial Requirements for Trust Entities (TE)<sup>1/</sup>, the following submission guidelines shall be observed beginning with the reporting period ending 30 September 2017:

1. The list of covered reports for electronic submission, the prescribed e-mail address designated for each covered report, the prescribed file name for the said reports and the required standard format for the subject line of the e-mail transmission are provided in the attached Annex A.
2. The prescribed Data Entry Template (DET), database file structure and corresponding control prooflist (CP) for each covered report prescribed for submission can be downloaded from [http://www.bsp.gov.ph/SES/reporting\\_templates](http://www.bsp.gov.ph/SES/reporting_templates) or requested from the BSP-Supervisory Data Center (SDC).
3. The prescribed DET or database file, as the case may be, together with the corresponding scanned CP in Portable Document Format (PDF) duly certified and signed by the authorized official of the reporting TE shall be transmitted electronically within deadline to the prescribed e-mail address indicated in the attached Annex A.
4. Hard copy submissions shall not be accepted. TEs that are unable to transmit electronically via e-mail can submit such report and the corresponding scanned CP in compact disc (CD) or any portable storage device (e.g. USB) through messengerial or postal services within the prescribed deadline to:

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

<sup>1/</sup> Trust entity shall refer to a: (1) bank or an NBF, through its specifically designated business unit to perform trust functions; or (2) trust corporation, authorized by the Bangko Sentral to engage in trust and other fiduciary business under Section 79 of R.A. No. 8791 (The General Banking Law of 2000) or to perform investment management services under Section 53 of R.A. No. 8791.

5. Only electronic submissions originating from officially registered e-mail address/es of the TE shall be recognized and accepted by the SDC. Same registered e-mail address/es shall be used by the SDC in electronically acknowledging the submitted report and transmitting the corresponding validation results.
6. Report submissions that do not conform to the above prescribed procedures shall not be accepted and, thus, considered unsubmitted. It likewise follows that only the DETs or database file structures prescribed by the BSP shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for late and/or erroneous reporting.

For compliance.



**CHUCHI G. FONACIER**  
Deputy Governor

11 September 2017

**A. For Trust Corporations**

Report Title (Report Acronym)		File	Prescribed File Name	Prescribed E-mail Address	Submission Deadlines	Standard Format for the Subject of the E-mail
1	Report on NDF Transactions with non-resident (NDF)	Data Entry Template	NDF.xls	sdcnf@bsp.gov.ph	2nd business day after end of reference week	NDF <TC Name>, Reference Period <i>i.e., NDF TC Name, 29 September 2017</i>
		Control Prooflist	NDF-Control Prooflist.pdf			
2	Financial Reporting Package for Trust Institutions (FRPTI)	Data Entry Template	TC-Trust.xls	sdctc-frpti@bsp.gov.ph	20th business day from end of reference quarter	FRPTI <TC Name>, Reference Period <i>i.e., FRPTI TC Name, 30 September 2017</i>
		Database File	Trust.csv			
		Control Prooflist	FRPTI-Control Prooflist.pdf			
3	Financial Reporting Package (FRP)	Data Entry Template	FRPTC.xls	sdctc-frp@bsp.gov.ph	15th business day from end of reference quarter	FRP <TC Name>, Reference Period <i>i.e., FRP TC Name, 30 September 2017</i>
		Control Prooflist	TCFS-Control Prooflist.pdf			
4	Balance Sheet for Publication (PBS)	Data Entry Template	PBS-TC.xls	sdctc-pbs@bsp.gov.ph	20th business day from receipt of call	PBS <TC Name>, Reference Period <i>i.e., PBS TC Name, 30 September 2017</i>
		Control Prooflist	PBS-Control Prooflist.pdf			
	Scanned copy of Published Balance Sheet with Publisher's Certificate (PBS)	Scanned PBS with Publisher's Certificate	PBSCert.pdf	sdctc-pbs@bsp.gov.ph	5th business day from publication date	
5	Expanded Report on the Real Estate Exposures (REE)	Data Entry Template	REE.xls	sdctc-ree@bsp.gov.ph	30th business day from end of reference quarter	REE <TC Name>, Reference Period <i>i.e., REE TC Name, 30 September 2017</i>
		Control Prooflist	REE-Control Prooflist.pdf			
6	Credit and Equity Exposures to Individuals/Companies/Groups Aggregating P1 Million & above (CREDEX)	Database File	CREDEX.dbf	sdctc-credex@bsp.gov.ph	15th business day from end of reference quarter	CREDEX <TC Name>, Reference Period <i>i.e., CREDEX TC Name, 30 September 2017</i>
		Control Prooflist	CREDEX-Control Prooflist.pdf			
7	IT Risk Profile Report (ITPROFILE)	Data Entry Template	ITPROFILE.xls	sdctc-itprofile@bsp.gov.ph	25 calendar days after end of reference year	ITPROFILE <TC Name>, Reference Period <i>i.e., ITPROFILE TC Name, 31 December 2017</i>
		Certification	IT-Control Prooflist.pdf			
8	Biographical Data of Directors/Officers with ID picture (BIODATA)	Scanned Data Entry Template	BIODATA.pdf	sdctc-biodata@bsp.gov.ph	20th business day from the date of election of the directors in which the officers are appointed/promoted or from the date the change of name or residential address occurred	BIODATA <TC Name>, Reference Period <i>i.e., Biodata TC Name, 30 September 2017</i>
9	Report on Crimes and Losses for Head Office/Branches (RCL)	Data Entry Template-Initial	RCL_<Reference No.>_Initial.xls	sdctc-rcl@bsp.gov.ph	Not later than ten(10) calendar days from knowledge of crime/incident	RCL <TC Name> <Control Number> <Report Status> <i>i.e., RCL TC Name 093017-0001 INITIAL</i>
		Control Prooflist	RCL-Control Prooflist_Initial.pdf			
		Data Entry Template-Final	RCL_<Reference No.>_Final.xls	sdctc-rcl@bsp.gov.ph	Complete report not later than twenty (20) calendar days from termination of investigation	RCL <TC Name> <Control Number> <Report Status> <i>i.e., RCL TC Name 093017-0001 FINAL</i>
		Control Prooflist	RCL-Control Prooflist_Final.pdf			

**B. For Banks and Non-Bank Financial Institutions (NBFI) with Trust Authority**

Report Title		File	Prescribed File Name	Prescribed E-mail Address	Submission Deadlines	Prescribed Subject Line
1	Financial Reporting Package for Trust Institutions (FRPTI)	Data Entry Template	KB-Trust.xls	sdckb-frpti@bsp.gov.ph	20th business day from end of reference quarter	FRPTI <BSFI Name>, Reference Period <i>i.e., FRPTI BSFI Name, 30 September 2017</i>
		Database File	Trust.csv			
		Control Prooflist	FRPTI-Control Prooflist.pdf			
		Data Entry Template	TB-Trust.xls	sdctb-frpti@bsp.gov.ph		
		Database File	Trust.csv			
		Control Prooflist	FRPTI-Control Prooflist.pdf			
		Data Entry Template	RB-Trust.xls	sdcrb-frpti@bsp.gov.ph		
		Database File	Trust.csv			
		Control Prooflist	FRPTI-Control Prooflist.pdf			
		Data Entry Template	NB-Trust.xls	sdcnbfi-frpti@bsp.gov.ph		
		Database File	Trust.csv			
		Control Prooflist	FRPTI-Control Prooflist.pdf			