



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

MEMORANDUM NO. M-2017-028

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

**Subject : Guidelines on the Electronic Submission of Prescribed Reports to the
BSP-Supervision and Examination Sector (SES) through the
Supervisory Data Center (SDC)**

Pursuant to on-going initiatives of maximizing available information technology and in accordance with existing prescribed procedures in the submission of reports to the BSP-SES, the following submission guidelines shall be observed:

1. All reports prescribed for submission to the BSP-SES through the SDC shall be transmitted electronically within deadline to the official SDC e-mail address prescribed for the subject reports. The electronic submission shall be supported with the corresponding scanned control prooflist in Portable Document File (PDF) format. The scanned PDF of the control prooflist duly signed by the authorized official of the reporting BSP-supervised financial institution (BSFI) need not be notarized.
2. Attached as Annex A is the list of reports for electronic submission to the SDC and the official SDC e-mail address prescribed for each report. The prescribed data entry template (DET), database file structure and corresponding control prooflist for each report listed in Annex A can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates. Submission procedures of other reports not identified in Annex A remain unchanged and shall continue to be in force unless advised otherwise.
3. Hard copy submission of reports listed in Annex A shall no longer be accepted. BSFIs that are unable to transmit electronically can submit such reports and the corresponding scanned control prooflist 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

4. Only electronic submissions originating from officially registered e-mail address/es of the BSFI 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.
5. A BSFI can officially register a maximum of four (4) e-mail addresses. Of the four (4), one (1) should belong to the Compliance Officer. 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.
6. For this purpose, the BSFI is required to submit an accomplished Registration Form (RF) signed by the authorized official for Category A-2 reports. The prescribed RF and corresponding Excel file can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested directly from the SDC.
7. The scanned copy of the signed RF in PDF and its corresponding Excel file shall be submitted together to the following e-mail addresses:

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

8. Subsequent changes in the official registry can be facilitated by submitting an updated RF and corresponding Excel file as provided in items 5 to 7. The updated RF shall constitute the BSFI's updated list of registered e-mail addresses and designated officials of the BSFI and shall supersede the previously submitted RF.

9. The BSFI should develop and implement its own internal policy and system to ensure accountability and responsible use of the registered e-mail addresses. It should likewise ensure that the registered e-mail addresses and responsible officials remain current and updated.
10. 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 and/or database file structures prescribed by the BSP for the reports listed in Annex A shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for delayed and/or erroneous reporting.
11. 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.

This Memorandum supersedes Memorandum M-2016-015 dated 16 November 2016.

For compliance.


CHUCHI G. FONACIER
Deputy Governor

11 September 2017

List of Prescribed Reports for Electronic Submission to the Supervisory Data Center (SDC) Pursuant to Memorandum No. M-2017-028

Report Title		Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
1	Report on Non-Deliverable Forward Transactions Against Philippine Peso	Daily	2 banking days after end of reference date	sdc-ndf@bsp.gov.ph	UKBs, TBs, RCBs and Trust Entities with Type 2 Derivative License	Memorandum No. M-2013-018
2	Consolidated Daily Report of Condition (CDRC)	Weekly	3 banking days after end of reference week	sdckb-cdrc@bsp.gov.ph	UKBs	Memorandum No. M-2015-015
			6 banking days after end of reference week	sdctb-cdrc@bsp.gov.ph	TBs	
3	Weekly Report on Required and Available Reserves Against Deposit Liabilities (WRRAR)	Weekly	4 banking days after end of reference week	sdcrb-wrrar@bsp.gov.ph	RCBs	Memorandum No. M-2013-048
4	Consolidated Report on Required and Available Reserves Against Deposit Substitutes and Special Financing (CRRAR)	Weekly	4 banking days after end of reference week	sdcnbqb-crrar@bsp.gov.ph	NBQBs	Memorandum No. M-2013-059
5	Report on Peso-Denominated Common Trust Fund and Other Similarly Managed Funds (CTF)	Weekly	3 banking days after end of reference week	sdckb-trust@bsp.gov.ph	UKBs	Memorandum No. M-2013-057
6	Reserve Required on Trust and Other Fiduciary Accounts (TOFA)	Weekly	3 banking days after end of reference week	sdctb-trust@bsp.gov.ph	TBs	
				sdckb-trust@bsp.gov.ph	UKBs	
7	Statement of Capital Required and Capital Accounts	Semi-monthly	7 banking days after 15th and end of the month	sdcnbqb-crca@bsp.gov.ph	NBQBs	Memorandum dated 09 Feb 2004
8	Consolidated Statement of Condition / Consolidated Statement of Income and Expenses	Quarterly	On or before the end of the immediately following month	sdcnssla-csoc@bsp.gov.ph	NSSLAs	Memoranda Nos. M-2015-030 and M-2015-031
			Monthly	15 banking days after end of reference month	sdckb-brokering@bsp.gov.ph	UKBs
9	Securities Brokering Transaction Report	Monthly	15 banking days after end of reference month	sdctb-brokering@bsp.gov.ph	TBs	
				sdcrb-brokering@bsp.gov.ph	RCBs	with Securities Brokering License
				sdckb-frp@bsp.gov.ph	UKBs	
10	Financial Reporting Package (FRP) - Solo	Quarterly	15 banking days after end of reference quarter	sdctb-frp@bsp.gov.ph	TBs	Memorandum No. M-2016-008
				sdcrb-frp@bsp.gov.ph	RCBs	
11	Financial Reporting Package (FRP) - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdckb-frp@bsp.gov.ph	UKBs	Memorandum No. M-2016-008
				sdctb-frp@bsp.gov.ph	TBs	
12	Report on Microfinance Products	Monthly	15 banking days after end of reference month	sdckb-micro@bsp.gov.ph	UKBs	Memorandum No. M-2014-024
				sdctb-micro@bsp.gov.ph	TBs	
13	Income Statement on Retail Microfinance Operations	Quarterly	15 banking days from end of reference quarter	sdcrb-micro@bsp.gov.ph	RCBs	
				sdckb-micro@bsp.gov.ph	UKBs	
				sdctb-micro@bsp.gov.ph	TBs	
				sdcrb-micro@bsp.gov.ph	RCBs	

Report Title		Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
14	Report on Repurchase Agreements (REPO Report)	Monthly	30 banking days after end of reference month	sdckb-repo@bsp.gov.ph	UKBs	Memorandum No. M-2017-021
				sdctb-repo@bsp.gov.ph	TBs	
				sdcnbqb-repo@bsp.gov.ph	NBQBs	
15	Supplementary Report on Early Adoption of PFRS 9 - Solo (applicable to early adopter BSFIs)	Monthly	15 banking days after end of reference month	sdckb-pfrs@bsp.gov.ph	UKBs	Memorandum No. M-2011-048
				sdctb-pfrs@bsp.gov.ph	TBs	
		Quarterly	15 banking days after end of reference quarter	sdcnbfi-pfrs@bsp.gov.ph	NBQBs	
16	Supplementary Report on Early Adoption of PFRS 9 - Consolidated (applicable to early adopter BSFIs)	Quarterly	30 banking days after end of reference quarter	sdckb-pfrs@bsp.gov.ph	UKBs	
				sdctb-pfrs@bsp.gov.ph	TBs	
17	Computation of the Risk-Based Capital Adequacy Ratio Covering Combined Credit Market and Operational Risks (for stand alone TBs and RCBs) - Solo	Quarterly	15 banking days after end of reference quarter	sdctb-car@bsp.gov.ph	TBs	Memoranda Nos. M-2015-014 and M-2014-017
				sdcrb-car@bsp.gov.ph	RCBs	
18	Computation of the Risk-Based Capital Adequacy Ratio Covering Combined Credit Market and Operational Risks (for stand alone TBs and RCBs) - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdctb-car@bsp.gov.ph	TBs	
				sdcrb-car@bsp.gov.ph	RCBs	
19	Basel III Capital Adequacy Report - Solo	Quarterly	15 banking days after end of reference quarter	sdckb-Basel3CAR@bsp.gov.ph	UKBs	Memorandum No. M-2016-024
				sdctb-Basel3CAR@bsp.gov.ph	TBs	
				sdcrb-Basel3CAR@bsp.gov.ph	RCBs	
				sdcnbqb-Basel3CAR@bsp.gov.ph	NBQBs	
20	Basel III Capital Adequacy Report - Consolidated (applicable to parent banks/subsidiary NBQBs with financial allied undertaking excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdckb-Basel3CAR@bsp.gov.ph	UKBs	
				sdcnbqb-Basel3CAR@bsp.gov.ph	NBQBs	
21	Report on Compliance with the Mandatory Agri Agra Credit (Agri-Agra)	Quarterly	15 banking days after end of reference quarter	sdckb-agra@bsp.gov.ph	UKBs	Memorandum No. M-2011-064
				sdctb-agra@bsp.gov.ph	TBs	
				sdcrb-agra@bsp.gov.ph	RCBs	
22	Report on Compliance with Mandatory Credit Allocation Required Under RA 6977 (as Amended by RA Nos. 8289 and 9501)(MSME)	Quarterly	15 banking days after end of reference quarter	sdckb-sme@bsp.gov.ph	UKBs	Memorandum No. M-2008-035
				sdctb-sme@bsp.gov.ph	TBs	
				sdcrb-sme@bsp.gov.ph	RCBs	
23	Report on Credit and Equity Exposures to Individuals/Companies/ Groups Aggregating P1 Million and Above (CREDEX)	Quarterly	15 banking days after end of reference quarter	srso-credex@bsp.gov.ph	UKBs, TBs, NBQBs	Circular Letter dated 06 Aug 2003 and Memorandum No. M-2014-025
				sdctc-credex@bsp.gov.ph	TCs	Memorandum No. M-2017-027
24	Financial Reporting Package for Trust Institutions (FRPTI)	Quarterly	20 banking days after end of reference quarter	sdckb-frpti@bsp.gov.ph	UKBs	with Trust Authority
				sdctb-frpti@bsp.gov.ph	TBs	
				sdcrb-frpti@bsp.gov.ph	RCBs	
				sdcnbfi-frpti@bsp.gov.ph	NBQBs	
				sdctc-frpti@bsp.gov.ph	TCs	
						Memorandum No. M-2017-027

Report Title		Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
25	Published Balance Sheet / Consolidated Balance Sheet (Before Publication) For Banks (consolidated reports are applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	12 banking days from the date of Call Letter	sdckb-pbs@bsp.gov.ph	UKBs	Memorandum No. M-2014-026
				sdctb-pbs@bsp.gov.ph	TBs	
				sdcrb-pbs@bsp.gov.ph	RCBs	
			20 banking days from the date of Call Letter	sdctc-pbs@bsp.gov.ph	TCs	Memorandum No. M-2017-027
26	Report on Electronic Money Transactions (applicable to Electronic Money Issuers)	Quarterly	15 banking days after end of reference quarter	sdckb-emoney@bsp.gov.ph	UKBs	Memorandum No. M-2009-031
				sdctb-emoney@bsp.gov.ph	TBs	
				sdcrb-emoney@bsp.gov.ph	RCBs	
				sdcnbf-emoney@bsp.gov.ph	NBFIs	
27	Expanded Report on Real Estate Exposures - Solo	Quarterly	30 banking days after end of reference quarter	sdckb-ree@bsp.gov.ph	UKBs	Memorandum No. M-2012-057
				sdctb-ree@bsp.gov.ph	TBs	
				sdctc-ree@bsp.gov.ph	TCs	Memorandum No. M-2017-027
28	Expanded Report on Real Estate Exposures - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Quarterly	30 banking days after end of reference quarter	sdckb-ree@bsp.gov.ph	UKBs	Memorandum No. M-2012-057
				sdctb-ree@bsp.gov.ph	TBs	
29	Report on the Inventory of Banking Network	Quarterly	20 banking days after end of reference quarter	sdckb-ibn@bsp.gov.ph	UKBs	Memorandum No. M-2013-026
				sdctb-ibn@bsp.gov.ph	TBs	
				sdcrb-ibn@bsp.gov.ph	RCBs	
30	Credit Card Business Activity Report (applicable to Financial Institutions (FIs) with Credit Card Operations)	Quarterly	15 banking days after end of reference quarter	sdccbar@bsp.gov.ph	UKBs, TBs and RCBs with Credit Card Operations	Memorandum No. M-2016-002
31	Report of Selected Branch Accounts	Quarterly	20 banking days after end of reference quarter	sdckb-bris@bsp.gov.ph	UKBs	Memorandum No. M-2014-035
				sdctb-bris@bsp.gov.ph	TBs	
				sdcrb-bris@bsp.gov.ph	RCBs	
32	Basel III Liquidity Coverage Ratio (LCR) Report - Solo	Monthly ^{1/}	15 banking days from measurement date	sdckb-lcr@bsp.gov.ph	UKBs	Memorandum No. M-2016-010
33	Basel III Liquidity Coverage Ratio (LCR) Report - Consolidated	Quarterly	30 banking days from measurement date			
34	Report on Cross-Border Financial Positions	Quarterly	30 banking days after end of reference quarter	sdckb-rcbp@bsp.gov.ph	UKBs and Subsidiary TBs	Memorandum No. M-2015-021
35	Stress Testing Reports Covering Credit and Market Risks	Semestral	30 banking days after end of reference semester	sdckb-stresstesting@bsp.gov.ph	UKBs	Memorandum No. M-2014-032
				sdctb-stresstesting@bsp.gov.ph	TBs	
36	Report on Selected Accounts and Activities for the Identification of Domestic Systemically Important Banks	Semestral	30 banking days after end of reference semester	sdckb-dsib@bsp.gov.ph	UKBs	Memorandum No. M-2015-004
37	Basel III Leverage Ratio (BLR) Report - Solo	Semestral	15 banking days after end of reference semester	sdckb-leverage@bsp.gov.ph	UKBs	Memorandum No. M-2015-026
				sdctb-leverage@bsp.gov.ph	TBs	
				sdcrb-leverage@bsp.gov.ph	RCBs	
				sdcnbqb-leverage@bsp.gov.ph	NBQBs	
38	Basel III Leverage Ratio (BLR) Report - Consolidated (applicable to parent UKBs/subsidiary NBQBs with financial allied undertaking excluding insurance companies)	Semestral	30 banking days after end of reference semester	sdckb-leverage@bsp.gov.ph	UKBs	
				sdcnbqb-leverage@bsp.gov.ph	NBQBs	

Report Title	Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
39 Information Technology (IT) Profile Report	Annual	25 calendar days after end of reference year	sdckb-itprofile@bsp.gov.ph	UKBs	Memorandum No. M-2012-011
			sdctb-itprofile@bsp.gov.ph	TBs	
			sdcrb-itprofile@bsp.gov.ph	RCBs	
			sdctc-itprofile@bsp.gov.ph	TCs	Memorandum No. M-2017-027
40 Report on Crimes and/or Losses (RCL)	As crime/ incident occurs	Initial Report not later than 10 calendar days from knowledge of crime/incident	sdckb-rcl@bsp.gov.ph	UKBs	Memoranda Nos. M-2016-014 and M-2016-018
			sdctb-rcl@bsp.gov.ph	TBs	
			sdcrb-rcl@bsp.gov.ph	RCBs	
			sdcnbqb-rcl@bsp.gov.ph	NBQBs	
			sdctc-rcl@bsp.gov.ph	TCs	Memorandum No. M-2017-027
		Complete/Final Report not later than 20 calendar days from termination of investigation	sdckb-rcl@bsp.gov.ph	UKBs	Memoranda Nos. M-2016-014 and M-2016-018
			sdctb-rcl@bsp.gov.ph	TBs	
			sdcrb-rcl@bsp.gov.ph	RCBs	
			sdcnbqb-rcl@bsp.gov.ph	NBQBs	
			sdctc-rcl@bsp.gov.ph	TCs	Memorandum No. M-2017-027

^{1/} Monthly reporting beginning measurement date 1 January 2018 report pursuant to Circular No. 905 dated 10 March 2016.