



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2018-003

TO : ALL RURAL AND COOPERATIVE BANKS

Subject : Amendment to the Weekly Report on Required and Available Reserves Against Deposit Liabilities (WRRAR)

Pursuant to Circular No. 992 dated 01 February 2018 on the Framework for Basic Deposit Accounts (BDA), the following submission guidelines shall be observed beginning reserve report week-ending 1 March 2018:

1. The updated Data Entry Template (DET) for the WRRAR for Rural and Cooperative Banks to account for the creation of the BDA along with the corresponding Control Prooflist (CP) can be downloaded from http://www.bsp.gov.ph/ses/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
2. The DET of the WRRAR and CP in Portable Document Format (PDF) are to be electronically submitted together within the prescribed deadline to "sdcrb-wrrar@bsp.gov.ph" using the following required format for the subject, as follows:

"WRRAR <bank name>, <week-ended reference date>"

as illustrated in the sample below:

To : sdcrb-wrrar@bsp.gov.ph
Subject : WRRAR *Bank Name*, 01 March 2018

using the following prescribed file names:

File	Prescribed File Name
WRRAR	WRRAR.xls
Control Prooflist	WRRAR-Control Prooflist.pdf

3. Banks that are unable to transmit electronically can submit the DET and its accompanying scanned CP in compact disc (CD) or any portable storage device (e.g USB flash drive) through messengerial or postal services within the prescribed deadline to:

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

4. In accordance with BSP Memorandum No. M-2017-028 dated 11 September 2017, only electronic submissions originating from officially registered e-mail address/es of the bank 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. Report submissions that do not conform to the above prescribed procedures shall not be accepted and, thus, shall be considered unsubmitted. It likewise follows that only files 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.



LYN I. JAVIER
Sector-In-Charge

7 February 2018