



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2013-048

TO : ALL RURAL BANKS AND COOPERATIVE BANKS

Subject : Guidelines on the Electronic Submission of the Weekly Report on Required and Available Reserves Against Deposit Liabilities

In an effort to streamline and rationalize the reserve reporting of Rural Banks and Cooperative Banks in accordance with the Section X258 of the Manual of Regulations of Banks (MORB), the following guidelines on the electronic submission of the updated Weekly Report on Required and Available Reserves Against Deposit Liabilities (WRRAR) shall be observed:

1. Effective for reserve report week-ending 12 December 2013, the updated WRRAR reporting data entry templates shall be used. The prescribed data entry templates and the corresponding Control Prooflist (CP) of the updated WRRAR can be downloaded from <http://www.bsp.gov.ph/frp/templates> or requested from the BSP-Supervisory Data Center (SDC).
2. The prescribed WRRAR data entry templates along with the scanned copy of the corresponding CP of the said report duly notarized and signed by authorized bank official in Portable Document Format (PDF) shall be electronically submitted within the existing deadline of four (4) banking days after reference week to the prescribed e-mail address, as follows:

sdcrb-wrrar@bsp.gov.ph

using the required format for the subject, as follows:

“WRRAR <bank name>, <week-ended reference date>” as illustrated below

To : sdcrb-wrrar@bsp.gov.ph
Cc :
Subject : WRRAR <bank name>, 12 December 2013

and using the prescribed file names, as follows:

Data Entry Template / Control Prooflist	Prescribed File Name
WRRAR	wrrar.xls
Control Prooflist	wrrar-cp.pdf

3. Banks that are unable to electronically transmit the WRRAR can submit said report via CD together with the corresponding scanned PDF copy of the CP through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
12th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

4. Submissions that are arithmetically unbalanced and/ or those not in conformity with the procedures specified in item 2 including submissions not in the prescribed template shall be considered erroneous reporting subject to existing penalties. Same existing penalties for late and/or erroneous reporting prescribed under Subsection X192.2 of the MORB for Category A-2 reports shall continue to apply for the WRRAR.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

07 November 2013