



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

MEMORANDUM NO. M-2014-026

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Published Balance Sheet (BS) and Consolidated Balance Sheet (CBS) in Relation to Recently Issued Regulations

Pursuant to BSP Circular No. 781 dated 15 January 2013 on the approval of the implementing guidelines on the disclosure requirements for the Philippine banking system in accordance with the Basel III standards and Circular No. 576 dated 8 August 2007 on the Publication/Posting of Balance Sheet, the following submission guidelines shall be observed effective 30 June 2014:

1. The updated prescribed Data Entry Template (DET) and the corresponding prescribed Control Prooflist (CP) for the BS and CBS report can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP – Supervisory Data Center (SDC).
2. The prescribed DET together with the accompanying scanned CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting Bank shall be submitted electronically within twelve (12) banking days after call letter to the following prescribed e-mail addresses:

Type of Institution	E-mail Address
Universal/Commercial Banks	sdckb-pbs@bsp.gov.ph
Thrift Banks	sdctb-pbs@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-pbs@bsp.gov.ph

using the required format for the subject, as follows:

"PBS <Bank Name>, <Reference Period>", as illustrated below

To : sdckb-pbs@bsp.gov.ph
Subject : PBS <Bank Name>, 30 June 2014

and using the prescribed file names, as follows:

Data Entry Template/Control Prooflist	Prescribed File Name
PBS	PBS.xls
Control Prooflist	PBS-cp-ddmmccyy.pdf

3. Hard copy submission of the report shall no longer be accepted. Banks that are unable to transmit electronically can submit such report and the corresponding scanned CP in CD form 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, as stated in Memorandum No. 2014-020 dated 22 April 2014, 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 be considered erroneous or defective and, thus, considered unsubmitted. It likewise follows that only the DET prescribed by the BSP for the PBS shall be accepted as compliant with the existing reportorial requirements subject to validation and applicable penalties for late and/or erroneous reporting for Category A-1 as prescribed under Subsection X192.2 of the Manual of Regulations for Banks.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

23 June 2014