



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2014-035

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Enhanced Report of Selected Branch Accounts

Pursuant to BSP Circular No. 848 dated 8 September 2014 on the addition of the schedule of bank deposit interest rates in the Report of Selected Branch Accounts (i.e. branch report), the following submission guidelines shall be observed starting with the reporting period ending 30 September 2014:

1. The updated prescribed data entry templates (DET), file structure for the CSV and corresponding Control Prooflist (CP) of the branch report can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
2. The updated prescribed DET/CSV of the branch report together with the scanned copy of the CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting bank shall be electronically submitted on a quarterly basis within twenty (20) banking days after the end of reference quarter to the following email addresses:

E-mail Address	Type of Reporting Bank
sdckb-bris@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-bris@bsp.gov.ph	Thrift Banks (TBs)
sdcrb-bris@bsp.gov.ph	Rural/Cooperative Banks (R/CBs)

using the required format for the subject, as follows:

"BRANCH <bankname>, <reference period>", as illustrated below:

To : sdctb-bris@bsp.gov.ph

Subject : BRANCH <bankname>, 30 September 2014

3. Banks that are unable to transmit electronically can submit the DET/CSV and its accompanying 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. In accordance with BSP Memorandum M-2014-020 dated 22 April 2014, 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 be considered erroneous or defective and, thus, considered unsubmitted. It likewise follows that only the DET/CSV and/or data file format structures prescribed by the BSP for the branch reports shall be deemed compliant with the existing reportorial requirements and standard subject to validation and applicable penalties for late and/or erroneous reporting for Category A-3 as prescribed under Subsection X192.2 of the Manual of Regulations for Banks.

For compliance.



DR. JOHNNY NOE E. RAVALO
Sector-In-Charge

16 September 2014