



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

**MEMORANDUM NO. M-2016-015**

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

**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 infrastructure and in accordance with existing prescribed procedures in the submission of reports to the BSP-SES, the following submission guidelines, which supersedes Memorandum M-2014-020 dated 22 April 2014, shall be observed effective 1 January 2017:

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 report. The electronic submission shall be supported with the corresponding scanned Control Prooflist (CP), affidavit or certification prescribed for the subject report/s. The scanned CP/affidavit/certification duly notarized and signed by the authorized official of the reporting Bank/NBQB/NSSLA shall be in Portable Document Format (PDF) using the file name prescribed for the CP/affidavit/certification of such report, if applicable.
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 and/or data file format structure and corresponding CP/affidavit/certification for each report listed in Annex A can be downloaded from [http://www.bsp.gov.ph/SES/reporting\\_templates](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. Banks/NBQBs/NSSLAs that are unable to transmit electronically can submit such report/s and the corresponding scanned CP/affidavit/certification 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 of the Bank/NBQB/NSSLA 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. A Bank/NBQB/NSSLA can officially register a maximum of four (4) e-mail addresses with each e-mail address having a single registered accountable official. In no case shall there be two or more registered officials for a single registered e-mail address. Of the said e-mail addresses, one should belong to and registered under the accountability of the Compliance Officer.
5. For this purpose, a duly notarized Registration Form (RF) signed by the President or corresponding alternate designated by the Bank/NBQB/NSSLA certifying the registered e-mail address/es and officials shall be accomplished and submitted to the SDC. The prescribed RF and its e-Form can be downloaded from [http://www.bsp.gov.ph/SES/reporting\\_templates](http://www.bsp.gov.ph/SES/reporting_templates) or requested directly from the SDC.
6. The scanned copy of the notarized RF in PDF and its prescribed e-Form 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

7. Subsequent changes in the official registry can be facilitated by submitting an updated RF and data entry template as provided in items 5 and 6. The updated RF shall constitute the institution's updated list of registered e-mail addresses and designated Bank/NBQB/NSSLA officials and shall supersede the previously submitted RF.

8. The Bank/NBQB/NSSLA 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.
9. 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 data entry templates and/or data file format 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 late and/or erroneous reporting.
10. BSP-SES shall presume that e-mails released to the officially registered e-mail address/es are duly received by the Bank/NBQB/NSSLA, absent notification from the BSP system of the failure of delivery.

For compliance.

  
NESTOR A. ESPENILLA, JR.  
Deputy Governor

16 November 2016

List of Prescribed Reports for Electronic Submission to the Supervisory Data Center (SDC) Pursuant to Memorandum No. M-2016-015

	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	sdcdndf@bsp.gov.ph	Banks and trust entities	Memorandum No. M-2013-018
2	Consolidated Daily Report of Condition (CDRC)	Weekly	3 banking days after end of reference week 6 banking days after end of reference week	sdckb-cdrc@bsp.gov.ph sdctb-cdrc@bsp.gov.ph	UKBs TBs	Memorandum No. M-2015-015
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	All UKBs and TBs authorized to engage in trust business	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		
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	Monthly	15 banking days after end of reference month	sdcnssla-csoc@bsp.gov.ph sdcnbqb-csoc@bsp.gov.ph	NSSLAs NBQBs	Memoranda Nos. M-2015-029 M-2015-030 M-2015-031
9	Broker Customer Accounts for Settlement of Customer Trades - Cash Accounts/Securities Accounts End-of-Week Balance	Monthly	15 banking days after end of reference month	sdckb-brokering@bsp.gov.ph sdctb-brokering@bsp.gov.ph sdcrb-brokering@bsp.gov.ph	All banks with securities brokering license	Memorandum No. M-2015-034
10	Financial Reporting Package (FRP) - Solo	Monthly	15 banking days after end of reference month	sdckb-frp@bsp.gov.ph sdctb-frp@bsp.gov.ph	UKBs TBs	Memorandum No. M-2016-008
		Quarterly	15 banking days after end of reference quarter	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 sdctb-frp@bsp.gov.ph	KBs TBs	
12	Report on Microfinance Products	Monthly	15 banking days after end of reference month	sdckb-micro@bsp.gov.ph sdctb-micro@bsp.gov.ph	UKBs TBs	Memorandum No. M-2014-024
13	Income Statement on Retail Microfinance Operations	Quarterly	15 banking days from end of reference quarter	sdcrb-micro@bsp.gov.ph	RCBs	
14	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 sdctb-pfrs@bsp.gov.ph sdcnbfi-pfrs@bsp.gov.ph	UKBs TBs NBQBs	Memorandum No. M-2011-048
		Quarterly	15 banking days after end of reference quarter	sdcrb-pfrs@bsp.gov.ph	RCBs	
15	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 sdctb-pfrs@bsp.gov.ph	KBs TBs	

Report Title		Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
16	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 sdcrb-car@bsp.gov.ph	TBs RCBs	Memoranda Nos. M-2015-014 M-2014-017
17	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 sdcrb-car@bsp.gov.ph	TBs RCBs	
18	Basel III Capital Adequacy Summary Report - Solo	Quarterly	15 banking days after end of reference quarter	sdckb-carsummary@bsp.gov.ph sdctb-carsummary@bsp.gov.ph sdcrb-carsummary@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2015-001
19	Basel III Capital Adequacy Summary Report - 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-carsummary@bsp.gov.ph	UKBs	
20	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 sdctb-agra@bsp.gov.ph sdcrb-agra@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2011-064
21	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 sdctb-sme@bsp.gov.ph sdcrb-sme@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2008-035
22	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
23	Financial Reporting Package for Trust Institutions (FRPTI)	Quarterly	20 banking days after end of reference quarter	sdckb-frpti@bsp.gov.ph sdctb-frpti@bsp.gov.ph sdcrb-frpti@bsp.gov.ph sdcnbfi-frpti@bsp.gov.ph	All trust institutions	Memorandum No. M-2016-009
24	Published Balance Sheet / Consolidated Balance Sheet (Before Publication) For Banks with resources of P1 billion and above (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 sdctb-pbs@bsp.gov.ph sdcrb-pbs@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2014-026
25	Report on Electronic Money Transactions (applicable to Electronic Money Issuers)	Quarterly	15 banking days after end of reference quarter	sdckb-emoney@bsp.gov.ph sdctb-emoney@bsp.gov.ph sdcrb-emoney@bsp.gov.ph sdcnbfi-emoney@bsp.gov.ph	All electronic money issuers	Memorandum No. M-2009-031

	Report Title	Frequency	Deadline	Prescribed E-mail Address	Covered Institutions	Relevant Issuance
26	Expanded Report on Real Estate Exposures - Solo	Quarterly	30 banking days after end of reference quarter	sdckb-ree@bsp.gov.ph sdctb-ree@bsp.gov.ph	UKBs TBs	Memorandum No. M-2012-057
27	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 sdctb-ree@bsp.gov.ph	UKBs TBs	
28	Report on the Inventory of Banking Network	Quarterly	20 banking days after end of reference quarter	sdckb-ibn@bsp.gov.ph sdctb-ibn@bsp.gov.ph sdcrb-ibn@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2013-026
29	Credit Card Business Activity Report (applicable to Financial Institutions (FIs) with Credit Card Operations)	Quarterly	15 banking days after end of reference quarter	sdc-ccbar@bsp.gov.ph	All BSFIs with credit card operations and their subsidiary/affiliate credit card companies	Memorandum No. M-2016-002
30	Report of Selected Branch Accounts	Quarterly	20 banking days after end of reference quarter	sdckb-bris@bsp.gov.ph sdctb-bris@bsp.gov.ph sdcrb-bris@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2014-035
31	Basel III Liquidity Coverage Ratio (LCR) Report - Solo	Quarterly	15 banking days after end of reference quarter	sdckb-lcr@bsp.gov.ph	UKBs	Memorandum No. M-2016-010
32	Basel III Liquidity Coverage Ratio (LCR) Report - Consolidated		30 banking days after end of reference quarter			
33	Report on Cross-Border Financial Positions	Quarterly	30 banking days after end of reference quarter	sdckb-rcbp@bsp.gov.ph	UKBs TBs	Memorandum No. M-2015-021
34	Stress Testing Reports Covering Credit and Market Risks	Semestral	30 banking days after end of reference semester	sdckb-stresstesting@bsp.gov.ph sdctb-stresstesting@bsp.gov.ph	UKBs TBs	Memorandum No. M-2014-032
35	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
36	Basel III Leverage Ratio (BLR) Report - Solo	Semestral	15 banking days after end of reference semester	sdckb-leverage@bsp.gov.ph sdctb-leverage@bsp.gov.ph sdcrb-leverage@bsp.gov.ph sdcnbqb-leverage@bsp.gov.ph	UKBs TBs RCBs NBQBs	Memorandum No. M-2015-026
37	Basel III Leverage Ratio (BLR) Report - Consolidated (applicable to parent UKBs with subsidiary banks and other financial allied undertakings excluding insurance companies)	Semestral	30 banking days after end of reference semester			
38	Information Technology (IT) Profile Report	Annual	25 calendar days after end of reference year	sdckb-itprofile@bsp.gov.ph sdctb-itprofile@bsp.gov.ph sdcrb-itprofile@bsp.gov.ph	UKBs TBs RCBs	Memorandum No. M-2012-011
39	Report on Crimes and/or Losses (RCL)	As crime/ incident occurs	Initial Report not later than 10 calendar days from knowledge of crime/incident Complete/Final Report not later than 20 calendar days from termination of investigation	sdckb-rcl@bsp.gov.ph sdctb-rcl@bsp.gov.ph sdcrb-rcl@bsp.gov.ph sdcnbqb-rcl@bsp.gov.ph	UKBs TBs RCBs NBQBs	Memorandum No. M-2016-014
40	Registration Form (E-Correspondences)	As changes occur		sdckb-rf@bsp.gov.ph sdctb-rf@bsp.gov.ph sdcrb-rf@bsp.gov.ph sdcnbqb-rf@bsp.gov.ph sdcnssla-rf@bsp.gov.ph	UKBs TBs RCBs NBQBs NSSLAs	Memoranda Nos. M-2012-012 M-2016-007