



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

MEMORANDUM NO. M-2017-030

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Updated Reports Arising from Circular No. 941

Pursuant to Circular No. 941 dated 20 January 2017 on the Amendments to the Regulations on Past Due and Non-Performing Loans, the following submission guidelines shall be observed beginning with the reporting period ending 30 September 2017:

1. The list of covered reports for electronic submission, the prescribed e-mail address designated for each covered report, the prescribed file name for the said reports and the required standard format for the subject line of the e-mail transmission are provided in the attached Annex A.
2. The prescribed Data Entry Template (DET), database file structure and corresponding control profflist (CP) for each covered report prescribed for submission can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
3. The prescribed DET or database file, as the case may be, together with the corresponding scanned CP in Portable Document Format (PDF) duly certified and signed by the authorized official of the reporting bank shall be transmitted electronically within deadline to the prescribed e-mail address indicated in the attached Annex A.
4. Hard copy submissions shall not be accepted. Banks that are unable to transmit electronically via e-mail can submit such report and the corresponding scanned CP in compact disc (CD) or any portable storage device (e.g. USB) 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

5. 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.

6. 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 DETs or database file structures 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.


CHUCHI G. FONACIER
Deputy Governor

2 October 2017

A. Prescribed reports for All Banks

Report Title (Report Acronym)	File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address	Submission Deadlines	Standard Format for the Subject of the E-mail
1 Financial Reporting Package (FRP) - Solo	Data Entry Template	KB-SOLO-ANNUAL.xls			✓	sdckb-frp@bsp.gov.ph	15 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2017
		KB-SOLO-BORROW.xls	✓	✓	✓			
		KB-SOLO-CNTINGNT.xls		✓	✓			
		KB-SOLO-COCE.xls	✓	✓	✓			
		KB-SOLO-DEPLIAB.xls	✓	✓	✓			
		KB-SOLO-FINASSET.xls	✓	✓	✓			
		KB-SOLO-FINLIAB.xls		✓	✓			
		KB-SOLO-LOANS.xls	✓	✓	✓			
		KB-SOLO-NONFIN.xls	✓	✓	✓			
		KB-SOLO-OTHEREAST.xls	✓	✓	✓			
		KB-SOLO-OTHLOANS.xls		✓	✓			
		KB-SOLO-OTHLIAB.xls	✓	✓	✓			
		KB-SOLO-SIEACCT.xls		✓	✓			
		KB-SOLO-SOCSIE.xls	✓	✓	✓			
	Database File	SANNUAL.DBF			✓			
		SBORROW.DBF	✓	✓	✓			
		SCNTNGNT.DBF		✓	✓			
		SCOCE.DBF	✓	✓	✓			
		SDEPLIAB.DBF	✓	✓	✓			
		SFINASST.DBF	✓	✓	✓			
		SFINLIAB.DBF		✓	✓			
		SLOANS.DBF	✓	✓	✓			
		SNONFIN.DBF	✓	✓	✓			
		SOTHLOANS.DBF		✓	✓			
		SOTHRASST.DBF	✓	✓	✓			
		SOTHLIB.DBF	✓	✓	✓			
		SSIEACCT.DBF		✓	✓			
		SSOCSIE.DBF	✓	✓	✓			
	Control Prooflist	FRPSOLO-Control Prooflist.pdf	✓	✓	✓			
	Data Entry Template	TB-SOLO-ANNUAL.xls			✓	sdctb-frp@bsp.gov.ph		
		TB-SOLO-BORROW.xls	✓	✓	✓			
		TB-SOLO-CNTINGNT.xls		✓	✓			
		TB-SOLO-COCE.xls	✓	✓	✓			
		TB-SOLO-DEPLIAB.xls	✓	✓	✓			
		TB-SOLO-FINASSET.xls	✓	✓	✓			
		TB-SOLO-FINLIAB.xls		✓	✓			
		TB-SOLO-LOANS.xls	✓	✓	✓			
		TB-SOLO-NONFIN.xls	✓	✓	✓			
		TB-SOLO-OTHEREAST.xls	✓	✓	✓			
		TB-SOLO-OTHLOANS.xls		✓	✓			
		TB-SOLO-OTHLIAB.xls	✓	✓	✓			
		TB-SOLO-SIEACCT.xls		✓	✓			
		TB-SOLO-SOCSIE.xls	✓	✓	✓			
	Database File	SANNUAL.DBF			✓			
		SBORROW.DBF	✓	✓	✓			
		SCNTNGNT.DBF		✓	✓			
		SCOCE.DBF	✓	✓	✓			
		SDEPLIAB.DBF	✓	✓	✓			
		SFINASST.DBF	✓	✓	✓			
		SFINLIAB.DBF		✓	✓			

Report Title (Report Acronym)	File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address	Submission Deadlines	Standard Format for the Subject of the E-mail
Continuation: Financial Reporting Package (FRP) - Solo	Database File	SLOANS.DBF	✓	✓	✓	sdctb-frp@bsp.gov.ph	15 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2017
		SNONFIN.DBF	✓	✓	✓			
		SOTHLOANS.DBF		✓	✓			
		SOTHRAST.DBF	✓	✓	✓			
		SOTHRLIB.DBF	✓	✓	✓			
		SSIEACCT.DBF		✓	✓			
		SSOCSIE.DBF	✓	✓	✓			
	Control Prooflist	FRPSOLO-Control Prooflist.pdf	✓	✓	✓			
	Data Entry Template	RB-SOLO-ANNUAL.xls			✓			
		RB-SOLO-BORROW.xls		✓	✓			
		RB-SOLO-CNTINGNT.xls		✓	✓			
		RB-SOLO-COCE.xls		✓	✓			
		RB-SOLO-DEPLIAB.xls		✓	✓			
		RB-SOLO-FINASSET.xls		✓	✓			
		RB-SOLO-FINLIAB.xls ^{1/}		✓	✓			
		RB-SOLO-LOANS.xls		✓	✓			
		RB-SOLO-NONFIN.xls		✓	✓			
		RB-SOLO-OTHERAST.xls		✓	✓			
		RB-SOLO-OTHRLIAB.xls		✓	✓			
		RB-SOLO-SIEACCT.xls		✓	✓			
		RB-SOLO-SOCSIE.xls		✓	✓			
	Database File	SANNUAL.DBF			✓	sdcrb-frp@bsp.gov.ph	15 banking days after end of reference period	
		SBORROW.DBF		✓	✓			
		SCNTNGNT.DBF		✓	✓			
		SCOCE.DBF		✓	✓			
		SDEPLIAB.DBF		✓	✓			
		SFINASST.DBF		✓	✓			
		SFINLIAB.DBF ^{1/}		✓	✓			
		SLOANS.DBF		✓	✓			
		SNONFIN.DBF		✓	✓			
		SOTHRAST.DBF		✓	✓			
		SSIEACCT.DBF		✓	✓			
		SSOCSIE.DBF		✓	✓			
Control Prooflist		FRPSOLO-Control Prooflist.pdf		✓	✓			

^{1/} - File is not required for submission for Rural and Cooperative Banks using Simplified FRP templates pursuant to Circular No. 644

Report Title (Report Acronym)	File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address	Submission Deadlines	Standard Format for the Subject of the E-mail
2 Financial Reporting Package (FRP) - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertaking excluding insurance companies)	Data Entry Template	KB-CONSO-ANNUAL.xls			✓	sdckb-frp@bsp.gov.ph	30 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2017
		KB-CONSO-BORROW.xls		✓	✓			
		KB-CONSO-CNTINGNT.xls		✓	✓			
		KB-CONSO-COCE.xls		✓	✓			
		KB-CONSO-DEPLIAB.xls		✓	✓			
		KB-CONSO-FINASSET.xls		✓	✓			
		KB-CONSO-FINLIAB.xls		✓	✓			
		KB-CONSO-LOANS.xls		✓	✓			
		KB-CONSO-NONFIN.xls		✓	✓			
		KB-CONSO-OTHEREAST.xls		✓	✓			
		KB-CONSO-OTHRLIAB.xls		✓	✓			
		KB-CONSO-SIEACCT.xls		✓	✓			
		KB-CONSO-SOCSIE.xls		✓	✓			
	Database File	CANNUAL.DBF			✓			
		CBORROW.DBF		✓	✓			
		CCNTNGNT.DBF		✓	✓			
		CCOCE.DBF		✓	✓			
		CDEPLIAB.DBF		✓	✓			
		CFINASST.DBF		✓	✓			
		CFINLIAB.DBF		✓	✓			
		CLOANS.DBF		✓	✓			
		CNONFIN.DBF		✓	✓			
		COTHRASST.DBF		✓	✓			
		COTHLIB.DBF		✓	✓			
		CSIEACCT.DBF		✓	✓			
		CSOCSIE.DBF		✓	✓			
	Control Prooflist	FRPCONSO-Control Prooflist.pdf		✓	✓			
	Data Entry Template	TB-CONSO-ANNUAL.xls			✓	sdctb-frp@bsp.gov.ph		
		TB-CONSO-BORROW.xls		✓	✓			
		TB-CONSO-CNTINGNT.xls		✓	✓			
		TB-CONSO-COCE.xls		✓	✓			
		TB-CONSO-DEPLIAB.xls		✓	✓			
		TB-CONSO-FINASSET.xls		✓	✓			
		TB-CONSO-FINLIAB.xls		✓	✓			
		TB-CONSO-LOANS.xls		✓	✓			
		TB-CONSO-NONFIN.xls		✓	✓			
		TB-CONSO-OTHEREAST.xls		✓	✓			
		TB-CONSO-OTHRLIAB.xls		✓	✓			
		TB-CONSO-SIEACCT.xls		✓	✓			
		TB-CONSO-SOCSIE.xls		✓	✓			
	Database File	CANNUAL.DBF			✓			
		CBORROW.DBF		✓	✓			
		CCNTNGNT.DBF		✓	✓			
		CCOCE.DBF		✓	✓			
		CDEPLIAB.DBF		✓	✓			
		CFINASST.DBF		✓	✓			
		CFINLIAB.DBF		✓	✓			

Report Title (Report Acronym)	File	Prescribed File Name	Monthly	Quarterly	Annually	Prescribed E-mail Address	Submission Deadlines	Standard Format for the Subject of the E-mail
Continuation: Financial Reporting Package (FRP) - Consolidated	Database File	CLOANS.DBF		✓	✓	sdctb-frp@bsp.gov.ph	30 banking days after end of reference period	FRP <Bank Name>, <Reference Period> i.e., FRP Bank Name, 30 September 2017
		CNONFIN.DBF		✓	✓			
		COTHRASST.DBF		✓	✓			
		COTHRLIB.DBF		✓	✓			
		CSIEACCT.DBF		✓	✓			
	CSOCSIE.DBF		✓	✓				
Control Prooflist	FRPCONSO-Control Prooflist.pdf		✓	✓				
3 Published Balance Sheet/ Consolidated Balance Sheet (Before Publication) For Banks (consolidated reports are applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Data Entry Template	PBS.xls				sdckb-pbs@bsp.gov.ph	12 banking days from the date of Call Letter	PBS <Bank Name>, <Reference Period> i.e., PBS Bank Name, 30 September 2017
	Control Prooflist	PBS-Control Prooflist.pdf						
	Data Entry Template	PBS.xls				sdctb-pbs@bsp.gov.ph		
	Control Prooflist	PBS-Control Prooflist.pdf						
	Data Entry Template	PBS.xls				sdcrb-pbs@bsp.gov.ph		
	Control Prooflist	PBS-Control Prooflist.pdf						
4 Report of Selected Branch Accounts	Data Entry Template	BRIS.xls		✓		sdckb-bris@bsp.gov.ph	20 banking days after end of reference period	BRANCH <Bank Name>, <Reference Period> i.e., BRANCH Bank Name, 30 September 2017
	Control Prooflist	BRIS-Control Prooflist.pdf		✓				
	Data Entry Template	BRIS.xls		✓		sdctb-bris@bsp.gov.ph		
	Control Prooflist	BRIS-Control Prooflist.pdf		✓				
	Data Entry Template	BRIS.xls		✓		sdcrb-bris@bsp.gov.ph		
	Control Prooflist	BRIS-Control Prooflist.pdf		✓				
5 Expanded Report on Real Estate Exposures - Solo	Data Entry Template	REESolo.xls		✓		sdckb-ree@bsp.gov.ph	30 banking days after end of reference period	REE <Bank Name>, <Reference Period> i.e., REE Bank Name, 30 September 2017
	Control Prooflist	REESOLO-Control Prooflist.pdf		✓				
	Data Entry Template	REESolo.xls		✓		sdctb-ree@bsp.gov.ph		
	Control Prooflist	REESOLO-Control Prooflist.pdf		✓				
6 Expanded Report on Real Estate Exposures - Consolidated (applicable to parent banks with subsidiary banks and other financial allied undertakings excluding insurance companies)	Data Entry Template	REEConso.xls		✓		sdckb-bris@bsp.gov.ph	30 banking days after end of reference period	REE <Bank Name>, <Reference Period> i.e., REE Bank Name, 30 September 2017
	Control Prooflist	REECONSO-Control Prooflist.pdf		✓				
	Data Entry Template	REEConso.xls		✓		sdctb-bris@bsp.gov.ph		
	Control Prooflist	REECONSO-Control Prooflist.pdf		✓				