



# BANGKO SENTRAL NG PILIPINAS

## OFFICE OF THE DEPUTY GOVERNOR FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2020-055

To : ALL BANKS

Subject : Guidelines on the Electronic Submission of the Annual Report and Audited Financial Statements

Pursuant to Section 175 of the Manual of Regulation for Banks (MORB) and Circular No. 1074 dated 07 February 2020 relative to the submission of the Annual Report (AR) and Audited Financial Statements (AFS), respectively, and in line with the digitalization initiatives of the Bangko Sentral ng Pilipinas (BSP), banks shall observe the following submission guidelines beginning with the 2019 AR and AFS.

### Submission Guidelines

1. Banks shall electronically transmit (in Portable Document Format - PDF) the AR and AFS beginning with the 2019 AR and AFS to the Department of Supervisory Analytics (DSA) as follows:

Type of Institution	E-mail Address	Report Title	File Name
Universal/Commercial Banks	dsakb-ar@bsp.gov.ph	1. Annual Report of Management to Stockholders covering Results of Operations for the Past Year	AR
Thrift Banks	dsatb-ar@bsp.gov.ph		2. Annual Reports Assessment Checklist (ARAC)
Rural and Cooperative Banks	dsarb-ar@bsp.gov.ph		

Type of Institution	E-mail Address	Report Title	File Name
Universal/Commercial Banks	dsakb-afs@bsp.gov.ph	1. Audited Financial Statements	AFS- <i>basis</i> <sup>2</sup>
Thrift Banks	dsatb-afs@bsp.gov.ph	2. Certification of the External Auditor	AFS-Cert- <i>basis</i>
		3. Reconciliation Statement including adjusting entries, if any	AFS-Recon- <i>basis</i>
Rural and Cooperative Banks	dsarb-afs@bsp.gov.ph	4. Letter of Comments (LOC) Or Certification by the External Auditor that there are no issues noted in the course of audit to warrant the submission of LOC	AFS-LOC- <i>basis</i> or AFS-NLC- <i>basis</i>
		5. Copy of the Board Resolutions (or Country Head Report, in case of foreign banks with branches in the Philippines) on action(s) taken by the covered institutions on AFS and LOC, if any	AFS-BMR- <i>basis</i>
		6. Certification by the external auditor of none to report on matters adversely affecting the condition or soundness of the bank	AFS-NCS- <i>basis</i>
		7. Audited Financial Statements of the FCDU/EFCDU <sup>1</sup>	AFS-FXT

<sup>1</sup> For Banks, including its forex corporations, and offshore banking units, that are authorized to operate Foreign Exchange Transactions, where applicable.

<sup>2</sup> Where *basis* is the type of report (i.e., SOLO, CONSO or TRUST), i.e., AFS-SOLO.pdf, AFS-CONSO.pdf, and AFS-TRUST.pdf

2. Banks shall apply the following prescribed format for the Subject –  
**AR<space><Bank Name>,<space><Reference period in dd Month yyyy>**

For Example,

To : *dsakb-ar@bsp.gov.ph*

Subject : *AR <Bank Name>, 31 December 2019*

**and**

**AFS<space><Bank Name>,<space><Reference period in dd Month yyyy>**

For Example,

To : *dsakb-afs@bsp.gov.ph*

Subject : *AFS <Bank Name>, 31 December 2019*

3. Pursuant to BSP Memorandum No. M-2017-028 dated 11 September 2017, banks shall only use e-mail addresses officially registered with the DSA in electronically submitting reports. The same registered e-mail addresses shall be used by the DSA in electronically acknowledging the submitted reports.
4. Banks that are unable to electronically transmit the AR and AFS may use any portable storage device (e.g. USB flash drive) and submit the same through messengerial or postal services within the prescribed deadline to:

The Director  
Department of Supervisory Analytics (DSA)  
Bangko Sentral ng Pilipinas  
11th Floor, Multi-Storey Building  
BSP Complex, A. Mabini Street, Malate  
1004 Manila

#### **Important Reminders**

1. For AFS submission, banks shall submit the six (6) required files as described in the abovementioned table plus the 7th file if the bank is engaged in foreign exchange transactions.
2. The following may result in *erroneous* or failed submission, among others:
  - a. Failure to use the prescribed filenames
  - b. Failure to use the correct file format
  - c. Failure to use the prescribed subject line or reporting date
  - d. Failure to use an officially registered e-mail address
  - e. Transmitting to the wrong e-mail address
  - f. Attachments that do not contain the exact number of files

3. Report submissions that do not conform with the above prescribed guidelines shall not be accepted and will be considered non-compliant with the BSP reporting requirements as provided under Section 171 of the Manual of Regulations for Banks.

For compliance.



CHUCHI G. FONACIER  
Deputy Governor

11 July 2020