



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2021-003

To : ALL BSP SUPERVISED FINANCIAL INSTITUTIONS (BSFIs)

Subject : Guidelines on the Electronic Submission of the Report on Reclassification of Debt Securities (RRDS) Out of the Fair Value Category

Pursuant to Memorandum No. M-2020-022 dated 8 April 2020 on the Reclassification of Debt Securities Measured at Fair Value to the Amortized Cost Category, the following guidelines shall be observed for the electronic submission of the RRDS on or before 29 January 2021.

1. The prescribed *Data Entry Template (DET)* and the corresponding *Control Prooflist (CP)* of the RRDS can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates.
2. The DET with its corresponding scanned CP in Portable Document Format (PDF) duly signed by the authorized officials¹ of the BSFI shall be electronically transmitted on or before 29 January 2021, to the prescribed e-mail address, **DSA-RRDS@bsp.gov.ph**, using the required format for the subject, as follows:

“RRDS<space><Name of BSFI>,<space><Reference Period>”, as illustrated below

To : DSA-RRDS@bsp.gov.ph
Subject : RRDS <Name of BSFI>, DD MMMM YYYY (e.g. 30 September 2020)

and using the following prescribed file names and file format:

File	File Name	File Format
Data Entry Template	Reclassification Report	xls
Control Prooflist	Reclassification Report-Control Prooflist	pdf

3. Only electronic submissions originating from officially registered email address/es of the BSFIs shall be recognized and accepted by the DSA. The acknowledgment receipt for the submitted RRDS report and its corresponding validation results, upon availability, will be sent to the same registered email address/es.

¹ Category A-1 reports shall be signed by the bank's chief executive officer or, in his absence, by the executive vice president, and by the comptroller or, in his absence, by the chief accountant, or officers holding equivalent positions. (Section 173 of the MORB)

4. Hard copy submission shall not be accepted. Covered BSFIs that are unable to transmit via email may submit the DET and its accompanying scanned CP using any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline addressed 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 Reminder

The following may result in an *erroneous* or failed submission, among others:

- a. Failure to use/send the correct/updated templates;
- b. Failure to use an officially registered email address;
- c. Transmitting to the wrong email address;
- d. Failure to use the prescribed subject line or reporting date;
- e. Failure to use the prescribed file names;
- f. Failure to use the correct file formats; and
- g. Incomplete entry in the updated templates.

For compliance.

CHUCHI G. FONACIER
Deputy Governor

08 January 2021