

ELECTRONIC CORRESPONDENCES FROM THE BSP-SUPERVISION AND EXAMINATION SECTOR (SES)

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/233ae3644d0f/>

Adopted: 29 February 2012

Date Filed: 21 March 2012

Pursuant to on-going initiatives of maximizing available information technology platforms and infrastructure, the following guidelines shall be observed in the transmission of written correspondences to supervised institutions through electronic mail (e-mail):

- Starting 1 April 2012, the BSP-SES will transmit official notices and correspondences via e-mail only to officially registered e-mail address/es of a supervised institution.
- The official e-mail address/es should belong to the Compliance Officer and/or other authorized responsible official/s with equivalent or higher rank. A supervised institution can officially register a maximum of four (4) e-mail addresses.
- For this purpose, a supervised institution is required to submit a duly accomplished and notarized registration Form (RF attached as Annex A) signed by the Corporate Secretary certifying the official e-mail address/es of the designated official/s of the supervised institution to the postal address below:

The director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
16[th] Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

Alternatively, a scanned pdf of the RF duly notarized and signed by the Corporate Secretary under the filename (bank name).E-mail-registry.pdf can be also be transmitted to the following prescribed e-mail addresses specifically designated only for the registration of e-mail address/es of supervised institutions:

Type of Institution E-mail Address

Universal and Commercial Banks sdckb-rf@bsp.gov.ph

Thrift Banks sdctb-rf@bsp.gov.ph

Rural and Cooperative Banks sdcrb-rf@bsp.gov.ph

Non-Bank with quasi Banking Function sdcnbqb-rf@bsp.gov.ph

- Subsequent changes in the official registry can be facilitated by submitting the updated or duly notarized and signed by the Corporate Secretary through postal mail or in pdf as provided in item 2. It is the responsibility of the Corporate Secretary of the supervised institution to inform the BSP-SES, should there be changes in its said

registry of official e-mail address/es.

- BSP-SES shall presume that e-mails released to the officially registered e-mail address/es are duly received by the supervised institution, absent notification from the BSP system of the failure of delivery. Supervised institutions are thereby encouraged to develop their system in order to be able to automatically generate acknowledgment receipts.

- The above guidelines will not apply to the electronic transmission of the BSP-Supervisory data Center of the system generated validation results of submitted reports to the supervised institution as such is covered by separate procedures.

For immediate compliance.

(SGD.) NESTOR A. ESPENILLA, JR.

Deputy Governor

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