

GUIDELINES ON THE SUBMISSION OF THE REPORT ON MICROFINANCE LOANS OF BANKS

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Further to BSP Circular No. 607 dated 30 April 2008 on the Reportorial Requirements of Microfinance Loans of Banks, the following shall be observed relative to the submission of the subject microfinance reports:

1 The microfinance reporting templates which shall take effect starting the reporting period ending 30 June 2008 can be accessed at <http://www.bsp.gov.ph/frp/templates>.

2 The corresponding file structures which shall serve as the banks' guide in creating their respective data base files in CSV format for the microfinance reports are detailed in Annex A Enumerated below is the list of prescribed filenames and the frequency of submission of each report for all banks:

Report Title	Filename	Frequency of Submission
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Report on Microfinance Loans	MBS.CSV	Monthly
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Income Statement on		
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Microfinance Operations	MIS.CSV	Quarterly
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3. Submission deadline is within 15. banking days from the end of reference month/quarter.

4. The microfinance reports shall be submitted electronically to the following e-mail addresses:

E-mail Address	Type of Reporting Bank
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sdckb-micro(a)bsp.gov.ph	Universal/Commercial Banks (U/KBs)
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sdctb-micro(a)bsp.gov.ph	Thrift Banks (TBs)
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sdcrb-micro@bsp.gov.ph	Rural/Cooperative Banks (R/CBs)
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using the following format for the subject: "MICRO, " e.g.,

To:sdctb-micro@bsp.gov.ph

cc:

Subject: MICRO , 30 June 2008

5. The Control Prooflist (Annex B), duly notarized and signed by the authorized official of the reporting bank,

shall be sent within the prescribed submission deadline to the Director of the BSP Supervisory Data Center (SDC) via facsimile at (632) 523-3461 or 523-0230.

6. Banks that are unable to transmit the microfinance reports electronically can submit said reports in CD together with the aforementioned Control Prooflist through messengerial Or postal services within the prescribed deadline to:

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

7. The microfinance reporting templates and other relevant attachments are also available upon request at the BSP-SDC through the above-mentioned e-mail addresses and/or postal address.

8. Late and/or erroneous reporting of the microfinance reports shall be subject to penalties prescribed under Subsection X162.2 of the Manual of Regulations for Banks for Category A-2 report.

For compliance.

Adopted: 16 June 2008

(SGD.) NESTOR A. ESPENILLA, JR.
Deputy Governor

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