



**BANGKO SENTRAL NG PILIPINAS**

**OFFICE OF THE DEPUTY GOVERNOR  
SUPERVISION AND EXAMINATION SECTOR**

**MEMORANDUM NO. M-2013-014**

**To : ALL BANKS**

**Subject : UPDATED PUBLISHED BALANCE SHEET (BS) AND  
CONSOLIDATED BALANCE SHEET (CBS)**

Pursuant to Circular No. 788 dated 26 February 2013 on the Amendments to Required Disclosures in the Published Balance Sheet and Circular No. 576 dated 8 August 2007 on the Publication/Posting of Balance Sheet, the following guidelines on the submission of the updated BS/CBS shall be observed:

1. The updated data entry templates of the published BS/CBS, the corresponding prescribed database file structure, and the Control Prooflist incorporating the amendments under Circular No. 788 can be accessed at <http://www.bsp.gov.ph/frp/templates> or requested from the BSP-SDC.
2. The updated data entry templates of the published BS/CBS shall be adopted starting with the reporting period ending 31 March 2013 in accordance with the publication requirements provided under Circular No. 576.
3. Consistent with the existing submission guidelines, the updated data entry templates of the published BS/CBS shall continue to be submitted electronically to the following prescribed e-mail addresses:

E-Mail Address	Type of Reporting Bank
sdckb-pbs@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-pbs@bsp.gov.ph	Thrift Banks (TBs)
sdcrb-pbs@bsp.gov.ph	Rural/Cooperative Banks (RCBs)

using the following required format for the subject:

PBS<bankname>,<referenceperiod>”, e.g.,:

To : [sdckb-pbs@bsp.gov.ph](mailto:sdckb-pbs@bsp.gov.ph)

cc :

Subject : PBS <bankname>, 31 March 2013

4. Covered banks shall likewise electronically transmit in a compressed/zipped PDF file the scanned Control Prooflist of the said updated BS/CBS duly notarized and signed by the authorized official of the reporting bank as well as the scanned Publisher's Certificate to the above e-mail address within the required submission deadline provided under Circular No. 576 using the following prescribed filenames:

Document	Filename
Control Prooflist	PBS-CP-ddmmccyy.pdf
Publisher's Certificate	PBS-PC-ddmmccyy.pdf

where ddmmccyy is the reference period (e.g., 31dec2012).

For compliance.

  
NESTOR A. ESPENILLA, JR.  
Deputy Governor

04 April 2013