



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
SUPERVISION AND EXAMINATION SECTOR

MEMORANDUM NO. M-2015-026

**To : ALL UNIVERSAL AND COMMERCIAL BANKS (UKBs) AND THEIR
SUBSIDIARY BANKS AND NON-BANKS WITH QUASI BANKING FUNCTION
(NBQBs)**

**Subject : Guidelines on the Electronic Submission of the Basel III Leverage Ratio
(BLR) Report**

Pursuant to BSP Circular No. 881 dated 09 June 2015 on the Implementing Guidelines on the Basel III Leverage Ratio Framework, the following submission guidelines shall be observed for the BLR Report starting with the reporting period ending 31 December 2014 and every quarter hereafter until 31 December 2016:

1. The prescribed data entry template (DET) and the corresponding Control Profflist (CP) of the BLR Report can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Supervisory Data Center (SDC).
2. The prescribed DET of the BLR Report together with the scanned copy of the CP in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting bank shall be submitted semi-annually, using the prescribed reporting periods and corresponding submission deadlines as specified in the table below:

Reporting Period	Submission Reference Date	Deadline of Submission
31 December 2014 31 March 2015 30 June 2015	30 June 2015	30 banking days from submission reference date for both solo and consolidated bases
30 September 2015 31 December 2015	31 December 2015	15 banking days from submission reference date for solo basis and 30 banking days from submission reference date for consolidated basis
31 March 2016 30 June 2016	30 June 2016	
30 September 2016 31 December 2016	31 December 2016	

and shall be electronically transmitted to the following e-mail addresses:

Industry Type	E-mail Address
Universal and Commercial Banks (UKBs)	sdckb-leverage@bsp.gov.ph
Thrift Banks (TBs)	sdctb-leverage@bsp.gov.ph
Rural and Cooperative Banks (RCBs)	sdcrb-leverage@bsp.gov.ph
Non-Banks with Quasi-Banking Function (NBQBs)	sdcnbqb-leverage@bsp.gov.ph

3. The DET in Excel and CP in PDF shall be submitted using the prescribed format for the subject, as follows:

“BLR <bankname>, <submission reference date>”, as illustrated below:

To : sdckb-leverage@bsp.gov.ph
Subject : BLR *Bank Name*, 30 June 2015

and using the following prescribed file names:

File	Name
Data Entry Template	BLR-basis-ddmmmyyyy.xls
Control Prooflist	BLR-CP-basis-ddmmmyyyy.pdf

where *basis* is either *SOLO* or *CONSO*, and *ddmmmyyyy* is the reporting period.

4. Banks that are unable to transmit electronically can submit the DET and its accompanying scanned CP in CD form through messengerial or postal services within the prescribed deadline to:

The Director
Supervisory Data Center (SDC)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. In accordance with BSP Memorandum No. M-2014-020 dated 22 April 2014, only electronic submissions originating from officially registered e-mail address/es of the bank shall be recognized and accepted by the SDC. Same registered e-mail address/es shall be used by the SDC in electronically acknowledging the submitted report.

6. Report submissions that do not conform to the above prescribed procedures shall be considered erroneous or defective, and thus, considered unsubmitted. It likewise follows that only the DET and CP prescribed by the BSP for the BLR Report shall be deemed compliant with the existing reportorial requirements and standards subject to validation and applicable penalties for late and/or erroneous reporting for Category A-1 reports as prescribed under Subsection X192.2 of the Manual of Regulations for Banks and Subsection 4192Q.2 of the Manual of Regulations for Non-Bank Financial Institutions.

For compliance.


NESTOR A. ESPENILLA, JR.
Deputy Governor

16 July 2015