



OFFICE OF THE DEPUTY GOVERNOR
Monetary Stability Sector

MEMORANDUM No. M-2015 - 042

To : **ALL UNIVERSAL/COMMERCIAL BANKS AND THRIFT BANKS**

Subject : **Guidelines on the Submission of Bank Quarterly Report on Residential Real Estate Loans (RRELS) for the Generation of the Residential Real Estate Price Index (RREPI)**

Pursuant to Circular No. 892 dated 16 November 2015 on the Submission of Quarterly Report on Residential Real Estate Loans (RRELS) by universal/commercial banks (UBs/KBs) and thrift banks (TBs) for the generation of the residential real estate price index (RREPI), the following guidelines on the submission of the bank quarterly report shall be observed:

1. The DES - RREPI Form 1 Reporting Template and the accompanying transmittal form for the Bank Quarterly Report on RRELS for RREPI can be downloaded from:
<http://www.bsp.gov.ph/downloads/regulations/attachments/2015/rrepi.xls>
or requested directly from the BSP- Department of Economic Statistics (DES).
2. The DES - RREPI Form 1 Reporting Template together with the corresponding scanned transmittal form in Portable Document Format (PDF) duly notarized and signed by the authorized official of the reporting bank shall be electronically submitted within 20 banking days from the reference quarter. The initial submission to cover the second quarter and third quarter of 2015 shall be submitted on or before 29 December 2015. The submission for the fourth quarter of 2015 shall follow the prescribed submission on the 20th banking day from the reference quarter.
3. The DES - RREPI Form 1 Reporting Template in Excel format, **RREPI.xls**, and transmittal form in PDF, **RREPI-TF.pdf**, shall be submitted through e-mail address: esligdes@bsp.gov.ph using the prescribed format for the subject as follows:

“RREPI<Bank Name>,<Reference Period>”, as illustrated below:

To : esligdes@bsp.gov.ph
Subject : RREPI *Bank Name*, 31 December 2015

4. Banks that are unable to transmit electronically can submit the DES - RREPI Form 1 Reporting Template and its accompanying scanned transmittal form in CD form through messengerial or postal services within the prescribed deadline to:

The Director
Department of Economic Statistics (DES)
Bangko Sentral ng Pilipinas
4th Floor, 5-Storey Building
BSP Complex, A. Mabini Street
Malate, Manila 1004

5. The prescribed data entry templates for the Bank Quarterly Report on RRELS for RREPI are also available upon request from the BSP – DES.
6. Banks failing to submit the reports within the prescribed deadline shall be subject to monetary penalties applicable for delayed reporting under Subsection X192.17 of the Manual of Regulations for Banks for Category A-3 report starting with the reporting period ending 31 December 2015. Moreover, submission of erroneous reports shall be considered non-compliance, subject to said penalties for delayed reporting.

For compliance.

Wilhelmina C. Mañalac
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Sector-In-Charge

2 December 2015