



**BANGKO SENTRAL NG PILIPINAS**

**OFFICE OF THE DEPUTY GOVERNOR  
FINANCIAL SUPERVISION SECTOR**

**MEMORANDUM NO. M-2018-030**

**TO : ALL NON-BANK REMITTANCE AND TRANSFER COMPANIES/MONEY CHANGERS/FOREIGN EXCHANGE DEALERS**

**Subject : Guidelines on the Electronic Submission of Report on Remittance, Money Changing/Foreign Exchange, and/or Virtual Currency Exchange Transactions to BSP-Supervisory Data Center (SDC)**

Pursuant to Subsections 4511N.6a(3)(4) and 4512N.8a of the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI), prescribing the submission of quarterly reports on remittance, money changing/foreign exchange, and/or virtual currency exchange transactions for non-bank Remittance and Transfer Companies (RTCs)/Money Changers (MCs)/Foreign Exchange Dealers (FXDs)<sup>1</sup>, the following guidelines shall be observed for the electronic submission of said reports beginning with the reporting period ended 31 March 2018:

1. The reporting template and the corresponding Control Prooflist (CP) can be downloaded from [http://www.bsp.gov.ph/ses/reporting\\_templates](http://www.bsp.gov.ph/ses/reporting_templates) by entering the assigned BSP Supervised Financial Institution (BSFI) code. The BSFI code is patterned after the Certificate of Registration (COR) for MSBs and/or Certificate of Authority to Operate (AOR) for Pawnshops as illustrated below:

<b>Financial Institution Type</b>	<b>COR/COA No.</b>	<b>BSFI Code</b>
Money Service Business	60-00001-0-00000	6000001
Pawnshop	31-00001-0-00000	3100001

2. The reporting template together with its corresponding scanned CP in Portable Document Format (PDF) duly certified and signed by the Proprietor/Managing Partner/President or any officer of equivalent rank of covered entities shall be electronically submitted within ten (10) business days from the end of reference quarter to "[sdm-sbrp@bsp.gov.ph](mailto:sdm-sbrp@bsp.gov.ph)" using the following required format for the subject:

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<sup>1</sup> collectively known as Money Service Businesses (MSBs)

**“MSB <BSFI Code>, Reference Period”**

as illustrated in the sample below:

To : sdc-msbrp@bsp.gov.ph  
Subject : MSB <BSFI Code>, 30 September 2018

using the following prescribed file names:

Report Name	Prescribed File Name
MSB	MSB.xls
Control Prooflist	MSB-ControlProoflist.pdf

- Each email transmission shall correspond to only one (1) report. Multiple reports in a single email transmission will be automatically rejected, thus considered unsubmitted. Each report transmission shall be accompanied by its corresponding CP as described in item 2. Otherwise, submission shall be considered non-compliant with the BSP reporting standards.
- The initial submission of the subject report shall cover the first three (3) quarters of 2018 with deadlines, as follows:

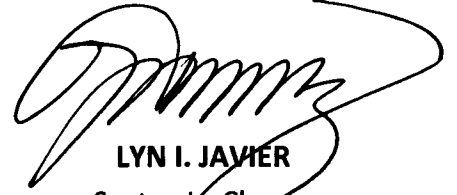
Reporting Period	Deadline
01 January 2018 to 31 March 2018	22 October 2018
01 April 2018 to 30 June 2018	31 October 2018
01 July 2018 to 30 September 2018	15 November 2018

- Only electronic submissions originating from officially registered e-mail address/es of the BSFIs shall be recognized and accepted by the SDC. The official e-mail address refers to the same e-mail address/es used by MSBs in registering/notifying activity/ies with the BSP, pursuant to Item II of BSP Memoranda Nos. 2017-014 and 2017-015 both dated 31 March 2017. Same registered e-mail address/es shall be used by the SDC in electronically acknowledging the submitted reports and transmitting the corresponding validation/evaluation.
- BSFIs that are unable to transmit electronically can submit the reporting template and its accompanying scanned CP in compact disc (CD) or any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline to:

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

7. Only report submissions that conform to the above prescribed procedures shall be accepted and will be considered compliant with the BSP reporting standards. Otherwise, appropriate sanctions may be imposed as provided under Subsections 4511N.15 and 4512N.15 of the MORNBF.I.

For compliance.



**LYN I. JAVIER**  
Sector-In-Charge

2 October 2018