



BANGKO SENTRAL NG PILIPINAS

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

MEMORANDUM NO. M-2019-007

To : ALL TRUST ENTITIES AND PERA ADMINISTRATORS

Subject : Guidelines on the Electronic Submission of the Basic Security Deposit (BSD) Transactional Report

In line with BSP Circular No. 1032 dated 15 February 2019 on the Amendments to the Guidelines on the Basic Security Deposit Requirement, the following guidelines on the submission of the BSD Transactional Report shall be observed from the effectivity of the Circular for any deposit, withdrawal, replacement or redemption of government securities used to comply with the BSD requirement:

1. The prescribed data entry template (DET), and the corresponding Control Profflist (CP) and Certification of the BSD Transactional Report, can be downloaded from the http://www.bsp.gov.ph/SES/reporting_templates or requested from the BSP-Treasury and Asset Management Supervision Department (TAMSD).
2. The DET, together with the scanned copy of the duly notarized and signed CP and Certification in Portable Document Format (PDF) shall be electronically submitted at least three (3) banking/business days prior to date of securities transfer to BSD-Transactional@bsp.gov.ph and to the appropriate supervising department.
 - a. The format for the subject line shall be:
"BSD-Transactional <Full Name of Trust Entity/PERA Administrator>, yyyymmdd", as illustrated below

**To : BSD-Transactional@bsp.gov.ph, Group Head and
Division Head of the appropriate supervising department**

**Subject : BSD-Transactional *Full Name of Trust Entity/PERA Administrator*,
20190331**

b. The following prescribed file names and file formats shall be used:

	File	File Name*	File Format
Data Entry Templates ¹	Report on Basic Security Deposit Transaction	BSD-Form-2- yyyymmdd	Xls
	Report on Basic Security Deposit Transaction for PERA Administrator	BSD-PERA-Form-2- yyyymmdd	Xls
Control Prooflist	Report on Basic Security Deposit Transaction	BSD-control prooflist- yyyymmdd	Pdf
	Report on Basic Security Deposit Transaction for PERA Administrator	BSD-PERA-control prooflist-yyyymmdd	Pdf
Certification	Certification on Compliance with the Requirements on Basic Security Deposit Transactions	BSD-Certification Form-yyyymmdd	Pdf
	Certification on Compliance with the Requirements on Basic Security Deposit Transactions	BSD-PERA- Certification Form- yyyymmdd	Pdf

**Similar to the subject line, all file names always contain the specific date of the BSD transaction using the yyyymmdd format*

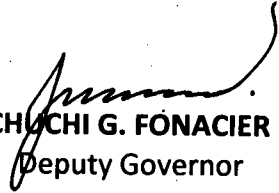
3. Only one (1) DET and corresponding CP and Certification should be submitted for all BSD transactions on a given day. Submissions with more than one (1) DET, one (1) CP, or one (1) Certificate will automatically be rejected. Incomplete submissions (e.g. without the required CP and/or Certification) shall also be automatically rejected.
4. In the event of a system and/or internet connection downtime, BSFIs that are unable to transmit their reports electronically can submit the DET and the accompanying scanned CP and Certification through a portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline to:

The Officer-In-Charge
 Treasury and Asset Management Supervision Department (TAMSD)
 Bangko Sentral ng Pilipinas
 11th Floor, Multi-Storey Building
 BSP Complex, A. Mabini Street, Malate
 1004 Manila

¹ For securities used as compliance for the BSD requirement that were issued after the reference calendar quarter of the transaction date, the fair value to be inputted shall be the purchase price.

5. In accordance with BSP Memorandum No. M-2017-028 dated 11 September 2017, only electronic submissions originating from the officially registered e-mail address/es of BSFIs shall be recognized and accepted. The electronic acknowledgment of the submitted reports shall be sent to the same registered e-mail address.
6. Report submissions that do not conform to the above prescribed deadline/procedures shall not be accepted. Only the files prescribed by the BSP for the report shall be accepted as compliant with the existing reportorial requirements, subject to validation and applicable penalties for unsubmitted reports, or erroneous and/or delayed reporting

For compliance.


CHUCHI G. FONACIER
Deputy Governor

14 March 2019