



**BANGKO SENTRAL NG PILIPINAS**

**OFFICE OF THE GOVERNOR**

**CIRCULAR NO. 1096**  
Series of 2020

**Subject: Semestral Submission of Reconciliation Statement by Banks/Quasi-Banks on their Demand Deposit Account Maintained with the Bangko Sentral**

The Monetary Board, in its Resolution No. 1151 dated 10 September 2020, approved the amendments to the Manual of Regulations for Banks (MORB) and the Manual of Regulations for Non-Bank Financial Institutions (MORNBFI) to implement the semestral submission of the Reconciliation Statement by banks and quasi-banks (QBs) on their Demand Deposit Account (DDA) maintained with the BSP.

**Section 1.** Section 315/312-Q of the MORB/MORNBFI shall be amended to include the provisions on the DDA Reconciliation Statement, and shall now read, as follows:

**315/312-Q INTERBANK LOANS**

x x x

***Accounting procedures.***

x x x

- c. Banks/QBs shall reconcile their demand deposit accounts/DDAs with the Bangko Sentral against monthly statements of account to be furnished by the Bangko Sentral Financial Accounting Department, Comptrollership Sub-Sector. In relation to this, banks/QBs shall submit a DDA Reconciliation Statement on solo basis as indicated in Appendix 7/Q-3.<sup>1</sup> The submission of the DDA Reconciliation Statement shall be subject to the provisions of Sec. 171/172-Q.

***Settlement procedures for interbank loan transactions. xxx***

x x x

- <sup>1/</sup> "The regular submission of the DDA Reconciliation Statement shall commence starting with the semester ending 31 December 2021."

**Section 2.** Appendix 7 "Reports Required of Banks" and Appendix Q-3 "List of Reports Required from Quasi-Banks" of the MORB/MORNBFI are hereby amended as shown in *Annex A* and *Annex B*, respectively.

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RYA ROSE D. NUÑEZ  
Manager/RMD

Administrative Services Department

**Section 3.** The reportorial template of the DDA Reconciliation Statement is shown under *Annex C*.

**Section 4. Effectivity**

This Circular shall take effect fifteen (15) calendar days following its publication either in the Official Gazette or in a newspaper of general circulation.



FOR THE MONETARY BOARD:



**BENJAMIN E. DIOKNO**  
Governor

16 September 2020

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**RYA ROSE D. NUÑEZ**  
Manager, RMD  
Administrative Services Dep. 

## Appendix 7 of the MORB – Reports Required of Banks

A. UBs/KBs

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
Secondary Reports						
xxx	xxx	xxx	xxx	xxx	Xxx	xxx
B	Unnumbered	Sec. 105 (M-17 dated 17 May 2018)	BSP-Supervised Institutions (BSFIs) Consolidated Complaints Report (BCCR)	Quarterly	20 banking days after end of each reference quarter	sdckb-bccr@bsp.gov.ph
B	Unnumbered	Section 315	DDA Reconciliation Statement <sup>1</sup>	Semestral	15 <sup>th</sup> banking day from end of reference semester	Email address will be provided by FSS
xxx	xxx	xxx	xxx	xxx	Xxx	xxx

B. TBs

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
Secondary Reports						
xxx	xxx	xxx	xxx	xxx	Xxx	xxx
B	Unnumbered	(M-002 dated 01.27.14, M-032 3 dated 08.11.14 as amended by Cir. Nos. 890 dated 11.02.15, 963	Stress testing Reports Covering Credit and Market Risks  a. Covering Credit & Market Risks Stand-alone TBs with	Semestral	30 banking days from end of reference semester	sdctb-stresstesting@bsp.gov.ph

<sup>1</sup>The regular submission of the DDA Reconciliation Statement shall commence as of the end-December 2021 reporting period.

Annex A

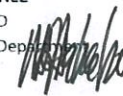
Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
		dated 06.27.17 and M-028 dated 09.11.17)	total assets of at least P5.0 billion; or total cap of at least P1.0 billion b. Credit Risk Only Stand-alone TBs that did not qualify above			
B	Unnumbered	Section 315	DDA Reconciliation Statement <sup>2</sup>	Semestral	15 <sup>th</sup> banking day from end of reference semester	Email address will be provided by FSS
xxx	xxx	xxx	xxx	xxx	Xxx	xxx

C. RBs and Coop Banks

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
Secondary Reports						
xxx	xxx	xxx	xxx	xxx	Xxx	Xxx
B	Unnumbered	Sec. 148	Disruptions of financial services and operations.	As disruptions occur	Within two (2) hours upon discovery Within twenty-four (24) hours from discovery	citsg@bsp.gov.ph citsg@bsp.gov.ph
B	Unnumbered	Section 315	DDA Reconciliation Statement <sup>3</sup>	Semestral	15 <sup>th</sup> banking day from end of reference semester	Email address will be provided by FSS
xxx	xxx	xxx	xxx	xxx	Xxx	xxx

<sup>2</sup>The regular submission of the DDA Reconciliation Statement shall commence as of the end-December 2021 reporting period.

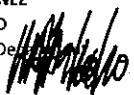
<sup>3</sup>The regular submission of the DDA Reconciliation Statement shall commence as of the end-December 2021 reporting period.



## Appendix Q-3 of the MORNBF I – List of Reports Required from Quasi-Banks

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
Secondary Reports						
xxx	xxx	xxx	xxx	xxx	Xxx	Xxx
B	Unnumbered	435-Q	Report on Required and Available Reserves on Peso-Denominated CTFs, Such Other Similarly Managed Peso Funds and TOFA-Others	Weekly	3 banking days after end of reference week	-do-
			Control Prooflist duly signed by the authorized officer of the institution			Email to SDC: srso-nbqb@bsp.gov.ph Fax to SDC @ (02) 708-7554
B	Unnumbered	312-Q	DDA Reconciliation Statement <sup>4</sup>	Semestral	15 <sup>th</sup> business day from end of reference semester	Email address will be provided by FSS

<sup>4</sup>The regular submission of the DDA Reconciliation Statement shall commence as of the end-December 2021 reporting period.



**Annex C**

Category: **Category B**  
Deadline: 15<sup>th</sup> banking/business day from end of reference semester  
Submission: Email to DSA

**FOR ALL BANKS AND QUASI-BANKS**

Name of Bank/QB	Code
Address	

**DDA RECONCILIATION STATEMENT**

As of _____ (Semester Ended)
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REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_)  
S.S.

I solemnly swear that all matters set forth in this report are true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Duly-Authorized Officer)

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RYA ROSE D. NUÑEZ  
Manager/RMD  
Administrative Services Dep. 

**Bank/Quasi-Bank Name**  
**DDA Reconciliation Statement**  
**For the Semester Ended \_\_\_\_\_**  
**In Absolute Amounts**

Particulars			AMOUNT
Demand Deposit Account with the BSP Per BSP Statement of Account			
Reconciling Items			
Details	Date	Amount	
<b>Add:</b>			
			0
Details	Date	Amount	
<b>Deduct:</b>			
			0
<b>Adjusted Balance of Demand Deposit Account with the BSP</b>			

Particulars			AMOUNT
Demand Deposit Account with the BSP Per Bank Ledger			
Reconciling Items			
Details	Date	Amount	
<b>Add:</b>			
			0
Details	Date	Amount	
<b>Deduct:</b>			
			0
<b>Adjusted Balance of Demand Deposit Account with the BSP</b>			

Note: Please indicate the details of items that are added/deducted in the spaces provided

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 Manager/RMD  
 Administrative Services Dept.

