



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2020-078

To : NON-STOCK SAVINGS AND LOAN ASSOCIATIONS (NSSLAs)

Subject : Guidelines on the Electronic Submission of the Financial Reporting Package for Non-Stock Savings and Loan Association (FRPNSSLA)

Pursuant to BSP Circular No. 1047 dated 29 August 2019 on the Guidelines on the Adoption of PFRS 9 - Financial Instruments and the Financial Reporting Package for Non-Stock Savings and Loan Association (FRPNSSLA), all Non-Stock Savings and Loan Associations (NSSLAs) shall observe the following submission guidelines for the live implementation of the FRPNSSLA beginning with the 30 September 2020 quarter-end reports.

1. Submission Procedures

- a. NSSLAs shall use the prescribed *Data Entry Template (DET)*, the corresponding *Control Prooflist (CP)*, and the reconciliation rules for the FRPNSSLA. These can be downloaded from http://www.bsp.gov.ph/SES/reporting_templates.
- b. NSSLAs shall electronically transmit reports for submission to this e-mail address – **dsanssla-frp@bsp.gov.ph**
- c. NSSLAs shall use only *email addresses officially registered with the DSA* when electronically submitting reports. This is in line with BSP Memorandum No. M-2017-028 dated 11 September 2017. The same registered e-mail address/es shall be used by the DSA in electronically acknowledging the submitted report and transmitting the corresponding validation and reconciliation results.
- d. NSSLAs shall apply the prescribed format for the Subject – **"FRPNSSLA<space><Name of NSSLAs><space><Reference Period in dd monthname ccyy>"**

For Example,

To : dsanssla-frp@bsp.gov.ph
Subject: FRPNSSLA <Name of NSSLAs>, 30 September 2020

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Flory Dheem. Espiritu 9/30/2020
FLORY DHEEM. ESPIRITU
Bank Officer II, RMD
Administrative Services Department

- e. NSSLAs shall use the following prescribed file names and file format:

File	File Name	File Format
Data Entry Template	FRP-NSSLA	xls
Control Prooflist	FRPNSSLA-CP	pdf

- f. The FRPNSSLA shall be submitted to the Bangko Sentral *within thirty (30) calendar days after the end of reference quarter*. If the 30th calendar day falls on a Saturday, Sunday, or Holiday, or on a day which business operations of the Bangko Sentral is suspended, the following business day shall apply.
- g. NSSLAs that are unable to transmit via e-mail may submit the DET and its accompanying scanned CP using any portable storage device (e.g., USB flash drive) through messengerial or postal services within the prescribed deadline to:

The Director
Department of Supervisory Analytics (DSA)
Bangko Sentral ng Pilipinas
11th Floor, Multi-Storey Building
BSP Complex, A. Mabini Street, Malate
1004 Manila

2. Important Reminders

- a. The following may result in an *erroneous* or failed submission, among others:
- Failure to use the correct/updated templates
 - Failure to use an officially registered email address
 - Transmitting to the wrong email address
 - Failure to use the prescribed subject line or reporting date
 - Failure to use the prescribed filenames
 - Failure to follow the correct file format
- b. Only one (1) DET and its corresponding signed and scanned CP shall be submitted for each applicable reporting period within the prescribed deadline. Submissions containing more than one (1) DET and one (1) CP shall automatically be rejected by the system.
- c. The parallel run involving the submission of both the FRPNSSLA and the Consolidated Statement of Condition and Consolidated Statement of Income and Expenses (CSOC/CSIE) shall be discontinued. Only submission of the FRPNSSLA will be accepted beginning with the 30 September 2020 quarter-end report.

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- d. Report submissions that do not conform to the above prescribed procedures shall not be accepted and will be considered non-compliant with the existing reportorial requirements subject to applicable penalties for late and/or erroneous submission of FRPNSSLA.

For compliance.



Digitally signed
by Chuchi G.
Fonacier
Date: 2020.09.30
10:45:56 +08'00'

CHUCHI G. FONACIER
Deputy Governor

30 September 2020

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FLORY DHEL M. ESPIRITU
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