



BANGKO SENTRAL NG PILIPINAS

REGIONAL OPERATIONS AND ADVOCACY SECTOR

MEMORANDUM NO. 2026-041

To : ALL AUTHORIZED AGENT BANKS (AABs)

Subject : Use of BSP Loading Bays and Other Designated Areas as Alternative Venues for Cash Service Alliance Currency Exchanges

The Regional Operations Sub-Sector hereby advises all participating AABs that the loading bays and other designated areas within BSP premises may be utilized as alternative venues for Cash Service Alliance (CSA) – matched fit currency exchanges, subject to prior coordination with the BSP ROB concerned and compliance with applicable BSP operational and security protocols.

The use of BSP loading bays and other designated areas is intended to facilitate CSA transactions, particularly where participating AABs encounter security or logistical constraints in conducting fit currency exchanges. As participating AABs regularly conduct currency transactions within BSP premises, the loading bays and other designated areas provide a secure and convenient venue for the conduct of CSA transactions. Moreover, AABs with scheduled transactions with the concerned BSP ROB may concurrently schedule their CSA exchanges with their regular currency deposits and withdrawals, thereby optimizing transportation resources and reducing operating expenses.

CSA transactions conducted within BSP premises shall remain strictly bank-to-bank transactions. The participating AABs shall retain sole custody, accountability, and absolute responsibility over the exchanged currency. The BSP shall neither validate, count, verify, nor certify the currency involved, and shall not assume any liability for any claims, losses, or disputes arising from such transactions.

The operational procedures governing the use of BSP premises as venues for CSA transactions are provided in **Annex A** (for BSP Greater Manila Regional Office) and **Annex B** (for BSP Provincial Regional Offices and Branches). The prescribed request form is attached as **Annex C**.

For guidance of the AABs.


BERNADETTE ROMULO-PUYAT
Deputy Governor

5 August 2026

Atts: a/s

Procedure for Participating Banks' Use of BSP Loading Bays for the Delivery of CSA-Matched Transactions in the GMRO

Pre-requisites:

1. The transaction has been autonomously matched in the CSA portal or manually matched by the Cash Service Alliance Staff (CSAS).
2. The Source Bank (SB) and Client Bank (CB) representatives and armored vehicles are duly authorized to enter the BSP premises.
3. The CSA matched transaction has been settled¹ through the preferred mode of settlement.

Day 1:

1. Both the SB and CB shall submit the *Banks Request for Use of Loading Bay Form (Annex A)* via email (csa@bsp.gov.ph). The accomplished form must be signed by an authorized bank officer and received by the CSAS not later than 2:00 PM of Day 1.
2. The request shall be forwarded to the Bank Officer V, CSAS, for approval. Upon approval, the same shall be forwarded to the concerned banks for their reference. In the event that the loading bay is not available on the requested schedule, the CSAS shall coordinate with the concerned banks to arrange an alternative schedule acceptable to all parties.
3. The CSAS shall coordinate with the Payment Processing Division (PPD) on the submission of entry permits by the concerned banks. Said permits shall be submitted to the PPD not later than 3:00 PM of Day 1.

Day 2:

1. Both the SB and CB representatives and armored vehicles shall arrive at the BSP premises at the time specified in the approved request form. Use of the loading bays shall be from 9:00 AM to 4:00 PM only. All banks using the loading bays for CSA transactions must be at the BSP premises not later than 2:30 PM.
2. The CSAS shall facilitate and coordinate with the Security Services Department regarding the ingress and egress of the banks at their assigned loading bay and shall record the arrival and departure time of both parties in the *CSA Daily Exchange Schedule (CSA-DES) (Annex B)*.
3. The SB's armored vehicle and authorized bank representative(s) shall proceed to the assigned loading bay and drop-off the currency. Upon completion of the drop-off, the armored vehicle shall exit the loading bay, leaving at least one (1) authorized bank representative to safeguard the currency.

¹ Unless the parties have agreed to settle the transaction upon the completion of currency exchange.

4. Upon the advice of the SB representative and/or the BSP personnel, the CB's armored vehicle and authorized bank representative(s) shall then proceed to the same loading bay and pick up the requested currency from the SB. The CB's authorized representative(s) may conduct a bag, bundle, wrapper and/or piece count of the currency. Since the exchange transaction is solely between the CB and SB, BSP personnel shall not validate, count, verify, or certify the currency exchanged.
5. Any disputes arising from the transaction shall be governed by the Revised CSA Guidelines and shall be settled by the transacting banks.
6. The CSAS shall secure the signatures of both SB and CB representatives on the CSA-DES to document and confirm completion of the transaction.

Procedure for Participating Banks' Use of BSP Loading Bays for the Delivery of CSA-Matched Transactions in the Provincial ROB's

Pre-requisites:

1. The transaction has been autonomously matched in the CSA portal or manually matched by the Currency Operations Division (COD)
2. The Source Bank (SB) and Client Bank (CB) representatives and armored vehicles are duly authorized to enter the BSP premises.
3. The CSA matched transaction has been settled¹ through the preferred mode of settlement.

Day 1:

1. Both the SB and CB shall submit the *Banks Request for Use of Loading Bay Form (Annex A)* via email (xxx@bsp.gov.ph). The accomplished form must be signed by an authorized bank officer and received by the BSP ROB not later than 2:00 PM of Day 1.
2. The request shall be forwarded to the COD Manager for approval. Upon approval, the same shall be forwarded to the concerned banks for their reference. In the event that the loading bay is not available on the requested schedule, the Paying Teller (PT) or Assistant Manager (AM) shall coordinate with the concerned banks to arrange an alternative schedule acceptable to all parties.
3. The PT/AM shall coordinate with the Physical Security Division (PSD) and/or Electronic Security Staff (ESS) on the submission of entry permits by the concerned banks. Said permits should be submitted to PSD and/or ESS not later than 3:00 PM of Day 1.

Day 2:

1. Both the SB and CB representatives and armored vehicles shall arrive at the BSP premises at the time specified in the approved request form. Use of the loading bays shall be from 9:00 AM to 4:00 PM only. All banks using the loading bays for CSA transactions must be at the BSP premises not later than 2:30 PM.
2. The PT/AM shall facilitate and coordinate with the PSD regarding the ingress and egress of the banks at their assigned loading bay and shall record the arrival and departure time of both parties in the *CSA Daily Exchange Schedule (CSA-DES) (Annex B)*.
3. The SB's armored vehicle and authorized bank representative(s) shall proceed to the assigned loading bay and drop-off the currency at the currency receiving

¹ Unless the parties have agreed to settle the transaction upon the completion of currency exchange.

and releasing area. Upon completion of the drop-off, the armored vehicle shall exit the loading bay, leaving at least one (1) authorized bank representative to safeguard the currency.

4. Upon the advice of the SB representative and/or the BSP personnel, the CB's armored vehicle and authorized bank representative(s) shall then proceed to the same loading bay and pick up the requested currency from the SB. The CB's authorized representative(s) may conduct a bag, bundle, wrapper and/or piece count of the currency. Since the exchange transaction is solely between the client bank and source bank, BSP personnel shall not validate, count, verify, or certify the currency exchanged.
5. Any disputes arising from the transaction shall be governed by the Revised CSA Guidelines and shall be settled by the transacting banks.
6. The PT/AM shall secure the signatures of both SB and CB representatives on the CSA-DES to document and confirm completion of the transaction.

REQUEST FOR THE USE OF BSP LOADING BAY FOR CSA TRANSACTIONS

[BSP Regional Office/Branch]

[Group / Division]

Date of Request: _____

Requesting Bank's Role: _____

Name of Source Bank: _____

Cash Hub: _____

Name of Client Bank: _____

Cash Hub: _____

Date of Matching: _____

Preferred Date of Exchange: _____

Preferred Time of Exchange: _____

Banknotes

Denomination	Qty in Bundles	Amount
1000-Piso	-	-
500-Piso	-	-
200-Piso	-	-
100-Piso	-	-
50-Piso	-	-
20-Piso	-	-
TOTAL	-	-

Coins

Denomination	Qty in Bags	Amount
20-Piso	-	-
10-Piso	-	-
5-Piso	-	-
1-Piso	-	-
25-Sentimo	-	-
5-Sentimo	-	-
1-Sentimo	-	-
TOTAL	-	-

GRAND TOTAL		-
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Requested by:

[NAME OF BANK PERSONNEL]

[Designation]

[Bank Name]

Approved by:

[NAME OF CSAS/COD HEAD]

[Designation]

[BSP Regional Office/Branch]