



Bangko Sentral ng Pilipinas

MAYNILA, PILIPINAS

MEMORANDUM

Supervision and Examination Sector
OFFICE OF THE DEPUTY GOVERNOR

CIRCULAR LETTER Series of 2001

To: **Non-Bank Financial Institutions Performing
Quasi-Banking Functions (NBQBs)**

Pursuant to Circular Letter to all NBQBs dated August 7, 2000, allowing among others, the electronic submission of the Consolidated Statement of Condition (CSOC) and the Consolidated Statement of Income and Expense (CSIE) to the Supervisory Reports and Studies Office (SRSO), it is further clarified that –

- The ccmail address shall be **SRSO-NBQB** with title captions as follows:

Subject	Date
Consolidated Statement of Condition (CSOC)	As of Reference Month
Consolidated Statement of Income and Expense (CSIE)	As of Reference Month

- The report shall be transmitted in an **EXCEL** format (sample format attached – Annex C) and saved using the following:

Report Title	File Name		File Type
	Investment House	Financing Companies	
1. Consolidated Statement of Condition	QBIH2	QBFC2	All files should be saved in Formatted Text (Space Delimited) type. *
a. Main Report	QBIH01	QBFC01	
b. Schedule 1	QBIH02	QBFC02	
c. Schedule 2	QBIH03	QBFC03	
d. Schedule 3	QBIH04	QBFC04	
e. Schedule 4	QBIH05	QBFC05	
f. Schedule 5			
2. Consolidated Statement of Income and Expense	QBIH3	QBFC3	-do-

* Note: File type **Formatted Text (Space Delimited)** automatically saves the files with an extension **.prn**.

- The attached data structure of the CSIE (*Annex A.6 for Investment Houses and Annex B.6 for Financing Companies*) shall include column reference **F** as field for **AMT** and column reference **G** as field for **DESC**.
- During the testing period, each NBQB that shall submit the reports via **electronic mail shall also submit the usual hard copy**. The timetable for implementing the electronic reporting system for NBQBs shall be as follows:

Name of Report / Frequency	Parallel Testing Period	Live Implementation
Consolidated Statement of Condition (CSOC) / Monthly	Two months (April 2001 and May 2001)	June 2001
Consolidated Statement of Income and Expense (CSIE) / Monthly	Two months (April 2001 and May 2001)	June 2001

- Only reports which strictly adhere with the prescribed format and data structure will be received by SRSO. After the parallel run, reporting entities shall rectify the errors and exceptions uncovered prior to the live implementation of electronic transmission.

All other guidelines shall remain in effect.


ALBERTO V. REYES
Deputy Governor

April 1, 2001

**Non-Banks with Quasi Banking Function
(Investment Houses with QB)**

Consolidated Statement of Income and Expense

Data Structure

File Name: QBIH3

Column Reference	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Date	8	N	0	End-Quarter date in the CCYYMMDD format. Ex. 20000331 for March 31, 2000.
B	BKCODE	Entity Code	4	N	0	Your assigned code. Inquire from SRSO.
C	FORMNO	Form Number	5	A		NBIH3
D	SCHNO	Schedule Number	3	A		blank spaces
E	RECNO	Record Number	3	N	0	111 to 420
F	AMT	Amount in Pesos	15	N	0	
G	DESC	Description	25	A		

**Non-Banks with Quasi Banking Function
(Financing Companies with QB)**

Consolidated Statement of Income and Expense

Data Structure

File Name: QBFC3

Column Reference	Field Name	Description	Length	Type	DP	Value
A	TRDATE	Reference Date	8	N	0	End-Quarter date in the CCYYMMDD format. Ex. 20000331 for March 31, 2000.
B	BKCODE	Entity Code	4	N	0	Your assigned code. Inquire from SRSO.
C	FORMNO	Form Number	5	A		FC3B
D	SCHNO	Schedule Number	3	A		blank spaces
E	RECNO	Record Number	3	N	0	102 TO 420
F	AMT	Amount in Pesos	15	N	0	
G	DESC	Description	25	A		

Annex C

Sample Report Format in Excel Form

Column A	Column B	Column C	Column D	Column E	Column F	Column G
TRDATE	BKCODE	FORMNO	SCHNO	RECNO	AMT	DESC
20000331	1000	NBIH2		010		
20000331	1000	NBIH2		020		
20000331	1000	NBIH2		030		
20000331	1000	NBIH2		040		
20000331	1000	NBIH2		050		
20000331	1000	NBIH2		051		
20000331	1000	NBIH2		052		
20000331	1000	NBIH2		053		
20000331	1000	NBIH2		054		
20000331	1000	NBIH2		055		
20000331	1000	NBIH2		056		
20000331	1000	NBIH2		057		
20000331	1000	NBIH2		058		
20000331	1000	NBIH2		059		
20000331	1000	NBIH2		060		
20000331	1000	NBIH2		061		
20000331	1000	NBIH2		070		
20000331	1000	NBIH2		071		
20000331	1000	NBIH2		072		
20000331	1000	NBIH2		073		
20000331	1000	NBIH2		080		
20000331	1000	NBIH2		081		
20000331	1000	NBIH2		082		
20000331	1000	NBIH2		083		
20000331	1000	NBIH2		084		
20000331	1000	NBIH2		085		
20000331	1000	NBIH2		086		
20000331	1000	NBIH2		087		
20000331	1000	NBIH2		088		
20000331	1000	NBIH2		089		
20000331	1000	NBIH2		090		
20000331	1000	NBIH2		100		
20000331	1000	NBIH2		101		
20000331	1000	NBIH2		102		
20000331	1000	NBIH2		103		
20000331	1000	NBIH2		104		
20000331	1000	NBIH2		105		
20000331	1000	NBIH2		106		
20000331	1000	NBIH2		107		
20000331	1000	NBIH2		110		
20000331	1000	NBIH2		111		
20000331	1000	NBIH2		112		
20000331	1000	NBIH2		113		