



Bangko Sentral ng Pilipinas

OFFICE OF THE DEPUTY GOVERNOR MONETARY STABILITY SECTOR

Circular Letter No. CL- 2008 - 024

To : **All Universal, Commercial and Thrift Banks**
Subject : **Report on Bank Liabilities to Non-Residents**

Pursuant to Monetary Board Resolution No. 439.A dated 10 April 2008, all Universal Banks, Commercial Banks and Thrift Banks are hereby instructed to **continue the submission to the International Department of their Report on Bank Liabilities to Non-residents¹**. The report is hereby renumbered as **ID Form 5, effective report month ending 30 April 2008**.

The report shall be transmitted by electronic mail to the International Department (id-form5@bsp.gov.ph) on or before the deadline, i.e., 15th banking day of the month following the reference month, following the format and guidelines indicated in the attached Annexes 1-3.

Banks shall also submit, on or before said deadline, a hard copy certification signed by a duly authorized officer attesting to the correctness of the data reported and consistency thereof with the Financial Reporting Package (FRP) and its related schedules using the attached format (Annex 2). For this purpose, a copy of the Board Resolution covering the designation of authorized signatory/ies for ID Form 5 as a Category A-2 report, including the specimen signatures of the designates, shall be submitted to the International Department on or before the submission of the April 2008 report. Any subsequent change or update should also be immediately transmitted to the International Department.

Penalties for delayed/unsubmitted/erroneous/incomplete reports shall be imposed in accordance with Subsection X162.2 of the Manual of Regulations for Banks for Category A-2 reports.

¹ Formerly:

Schedule 8a of DCB I/II Form 2.A.1 and 2 being submitted by Universal and Commercial Banks; and
Schedule MO3-TB of TB Form 2 being submitted by Thrift Banks

PANANALAPING MATATAG, BANSANG PANATAG

Any provision or reporting guideline contained in Circular Letters dated 11 August 1994, 29 July 1999, 18 February 2003 and 30 June 2003 inconsistent herewith is deemed superseded.

Queries regarding subject report may be addressed to the International Department (c/o Standards and Data Control Group) and transmitted by e-mail (ic-form5@bsp.gov.ph), FAX No. 536-0053 or Telephone No. 523-4114.



DIWA C. GUINIGUNDO
Deputy Governor

Attachments

08 May 2008

**Guidelines for the Preparation and Submission of the
Monthly Report on Bank Liabilities to Non-Residents (ID Form 5 ^{a/})
to BSP - International Department (ID)**

I. General Instructions

Reporting Parties

All universal, commercial and thrift banks

Coverage

1. All bank liabilities (both real and contingent) to non-residents (such as Deposit Liabilities, Bills Payable, Outstanding Acceptances, etc.)
2. Liabilities to non-resident counterparties of foreign offices or branches abroad of Philippine-incorporated banks, from the perspective of the Head Office

whether denominated/payable in foreign currency or in Philippine pesos, and with outstanding balances as of end of the reference month (the particular month covered by the report submitted).

Report Format

The report shall be submitted to the International Department of the Bangko Sentral ng Pilipinas in database format (.dbf filename extension) following the file structure indicated in Annex 3.

Manner of Submission

Submission shall be by electronic mail (e-mail) to **id-form5@bsp.gov.ph**, using a standard format shown below, whether submitting an original, revised or amended report:

Type in the subject line of your outgoing message box:

e.g. *Report Form No., reference month*

Subject:	ID Form 5, 30 April 2008
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^{a/} Formerly:

Schedule 8a of DCB I/II Form 2.A.1 and 2 for Universal and Commercial Banks; and
Schedule MO3-TB of TB Form 2 for Thrift banks

Frequency and Deadline

The report shall be submitted **monthly**, on or before the 15th banking day of the month following the reference month.

Pursuant to Subsection X162.2.b of the Manual of Regulations for Banks (MORB), exceptions to the deadline shall be the following: (a) should the last day of filing fall on a non-working day in the locality where the reporting bank is situated, and (b) whenever a half-day suspension of business operations in the government offices is declared due to an emergency such as typhoon, floods, etc. In such cases, the deadline will be on the next banking day.

In case of problems in communication lines, the report may be submitted in 3.5" diskette or compact disc on or before the due date, duly scanned and free from virus.

An acknowledgement receipt shall be sent via e-mail as proof of the date of actual receipt by ID of the original bank report, amendments and/or revisions to the initial (original) electronic report.

II. Definition of Terms

"Resident" shall refer to –

- a. An individual citizen of the Philippines residing therein; or
- b. An individual who is not a citizen of the Philippines but is permanently residing therein; or
- c. A corporation or other juridical person organized under the laws of the Philippines; or
- d. A branch, subsidiary, affiliate, extension office or any other unit of corporations or juridical persons which are organized under the laws of any country and operating in the Philippines, except Offshore Banking Units.

"Non-resident" shall refer to an individual, a corporation or other juridical person not included in the definition of "resident". Foreign government instrumentalities stationed in the Philippines like embassies, consulates, and military establishments shall also be classified as non-residents.

III. Hard copy of Bank Certification

As a Category A-2 Report, the hard copy of the notarized **Bank Certification** (See Annex 2) which **is a required attachment to the Report**, shall be signed by the President, Executive Vice President, Vice-President or an officer holding an equivalent position.

The Bank Certification shall be **submitted directly to the International Department** on or before the 15th banking day of the month following the

reference month, duly stamped as received, dated and signed by the receiving personnel of the Department.

A copy of the Board Resolution covering the initial designation of signatory/ies and their alternates for ID Form 5 as a Category A-2 report, including their specimen signatures, shall be submitted to the International Department on or before the submission of the April 2008 report. Any subsequent change/s or update/s should be immediately transmitted to the International Department.

IV. Reporting Requirements

Both the report and hard copy Bank Certification should be submitted **even if there are no movements (transactions) in any of the liability accounts (both real and contingent)** during the reference month.

The exchange rates to be used in the revaluation of accounts from the original currencies (Philippine Peso/Third Currencies) to the US Dollar equivalent shall be consistent with those being used for the FRP and its Schedules.

All liability accounts should be reported on *gross basis*. Contra asset accounts such as "Due from Head Office/Branches/Agencies Abroad" and "Customers Liability for this Bank's Acceptances Outstanding" should not be netted out from their corresponding liability accounts of "Due to Head Office/ Branches/Agencies Abroad" and "Outstanding Acceptances Executed by or for Account of this Bank", respectively.

V. Instructions for Individual Data Fields

Reports shall follow the prescribed file structure in Annex 3. Individual data fields shall be filled up as follows:

TRDATE (Reference Date)

This refers to the end-of-month date to which the report pertains and shall be in *ccyymmdd* format. Example: 20080430 for 30 April 2008 report.

BKTYPE (Bank Type)

Valid values shall be as follows:

- 1 – Universal commercial bank
- 2 – Commercial bank
- 3 – Thrift bank

BKCODE (Bank Code)

Indicate the BSP bank code assigned to the reporting bank.

FORMNO (Form Number)

Indicate "ID5"

ACCT (Account Code)

Bank liabilities to non-residents shall be reported using the 18-digit account code presently being used in the Financial Reporting Package (FRP) to identify/classify accounts in the main report. Please refer to the FRP templates for valid account codes for real and contingent liabilities.

Classification of accounts and account titles that will be used in ID Form 5 should be consistent with those used in the FRP. In the case of head office-branch and inter-branch accounts (*between residents and non-residents*), these shall be reported under the "Due to Head Office/Branches/Agencies Abroad" account on *gross* basis by both Philippine-incorporated banks and Philippine branches of foreign banks.

ACCTYPE (Account Type)

Liabilities listed below are required to be identified separately from other accounts classified under the same account title and/or broken down into their components. For this purpose, the distinction shall be made by use of the following codes:

- 01 – Restructured under Circular 1179
- 02 - Accrued Interest
- 04 - Temporary Overdraft
- 06 - Assigned Capital (under the "Due To Head Office/Branches Abroad" account) for foreign bank branches in the Philippines

These codes may be modified or expanded from time to time as the need arises.

(a) Temporary Overdrafts (TOD) which may be classified under various accounts such as "Bills Payable" and/or "Due to Head Office/ Branches/ Agencies" shall be distinguished from other components of said G/L accounts (B/P and DTHOB) by using code "04".

CREDITOR (Creditor Code)

For each account, the specific creditor code in the creditor library for FX Form 1 shall be indicated. Codes to be used should correspond or *exactly match the country of residence of the particular creditor* (e.g., "Citibank - London", "JP Morgan - Kowloon, Hongkong", etc.).

In the case of deposit liabilities, dummy codes in the creditor library for "Banks/FIs" or "Non-banks/non-FIs" may be substituted for specific creditor codes taking into consideration the country of residence of the creditors (e.g., codes to be used may be "Banks/FIs - Belgium", "Non-banks/non-FI's - USA", etc.).

DRAWDTE (Date Drawn/Booked)

Refers to the date when proceeds of the loan were availed/ the liability was entered in the banks' books (whether Peso Regular, Foreign Regular, FCDU or Foreign Offices). For short-term accounts which were rolled-over, the roll-over dates shall be indicated in this field. Dates shall be indicated for each individual account reported in *ccyymmdd* format; the entry "Various" will not be valid/acceptable. For deposit liabilities (except Time Deposits) and other accounts (such as Unremitted Profits) which are withdrawable anytime or have no fixed repayment date, please leave this column blank.

DUEDTE (Due Date)

Refers to the date when the individual accounts shall be due for payment in full or, in case of accounts payable in installments over a period exceeding one year, the date when the final installment to fully liquidate the account is due. Dates shall be indicated for each individual account reported in the *ccyymmdd* format; the entry "Various" is not valid/acceptable. For deposit liabilities (except Time Deposits) and other accounts (such as Unremitted Profits) which are withdrawable anytime or have no fixed repayment date, please leave this column blank.

INTRATE (Interest Rate)

This refers to the total actual interest rate applicable to each account. Rates should be indicated up to 4 decimal places (e.g., "8.3125"). For accounts with floating interest rates, please indicate the total applicable rate (i.e., base rate plus spread) as of end of reference month.

BOOKCDE (Book Code)

Indicate the specific book of the bank where the liability is recorded: Peso Regular (11), Foreign Regular (12), FCDU (20), Foreign Offices (30). Foreign Offices refer to domestic banks' branches outside the Philippines. This information will facilitate segregation of accounts by booking office/unit.

CURRCDE (Currency Code)

For each individual loan account, indicate the original currency of the loan using the codes in the currency library for FX Form 1.

AMTORIG (Amount in Original Currency)

This refers to the outstanding amount of each account in original currency as of end of reference month which shall be indicated in full.

AMTDOLR (US\$ Equivalent)

Refers to the US\$ equivalent of the outstanding amount of each account converted at the same exchange rate used for the FRP report and its other schedules.

These guidelines may be revised/updated from time to time as the need arises.

VI. Default in the Submission of Report

The actual receipt by International Department of the complete and correct report and the hard copy Bank Certification on or before the due date shall be the basis for determining compliance with the reportorial requirements under this Circular Letter.

Penalties for Category A-2 report provided under Subsection X162.2 of the MORB shall be imposed for any violation (late, incomplete and/or erroneous reporting) of ID Form 5 reportorial requirements, including (1) delayed submission of the hard copy Bank Certification, (2) revisions/ amendments to ID Form 5, and (3) a report that is signed by an officer who is not included in the authorized list submitted by the reporting bank.

VII. Dissemination

Copies of this Circular Letter shall be made available to all covered banks. The Circular Letter may also be accessed at the Bangko Sentral ng Pilipinas website: www.bsp.gov.ph under the "Banking Supervision/ Regulations" page.

VIII. Queries

Any queries regarding the report should be addressed to the International Department-Standards and Data Control Group (ID-SDCG) with contact numbers as follows:

<u>Telephone Nos</u>	<u>Facsimile Nos.</u>	<u>Email Address</u>
536 – 0050 (Direct Line)	536 – 6072	ID-FORM5@BSP.GOV.PH
523 – 4114 (Direct Line)	536 – 0053	
524 -7011 to 50 (Trunkline)		
Local 2712/ 2532		

ANNEX 2

**Format of Bank Certification for ID Form 5 to be submitted by
all Universal, Commercial and Thrift Banks**

Deadline: 15th banking day of the month
following the reference month
Submission: INTERNATIONAL DEPT. (ID)
via e-mail to id-form5@bsp.gov.ph

Bank Name (Bank Code)

Address

ID Form 5 (REPORT ON BANK LIABILITIES TO NON-RESIDENTS)
As of (Month), 200_

REPUBLIC OF THE PHILIPPINES)
_____) S. S.

This is to certify that all information in this report submitted to the International Department, Bangko Sentral ng Pilipinas on (Date) are true and correct and consistent with the Financial Reporting Package to the best of my knowledge and belief.

Signature over Printed Name
of Authorized Bank Officer

Designation of Signatory and
Name of Bank Unit/Department

Subscribed and sworn to before me this (Date), affiant exhibiting
his/her Community Tax Certificate No. _____ issued on
_____ at _____

Doc No. _____
Page No. _____
Book No. _____
Series No. _____

Signature over Printed Name

REPORT ON BANK LIABILITIES TO NON-RESIDENTS
ID Form 5

ANNEX 3

Filename: ID5.DBF

DATA STRUCTURE					VALIDATION RULES
FIELD DESCRIPTION	FIELD NAME	LENGTH	FIELD TYPE	NO. OF DP	
Reference Date	TRDATE	8	Numeric	0	End-of-month date in the CCYYMMDD format. Example: 20080430 for 30 April 2008
Bank Type	BKTYPE	2	Numeric	0	Valid values are the following: 1 - Universal Commercial Banks (UBs) 2 - Commercial Banks (KBs) 3 - Thrift Banks (TBs)
Bank Code	BKCODE	6	Numeric	0	Your BSP assigned bank code
Form Code	FORMNO	5	Character		ID5
Account Type	ACCTYPE	2	Numeric	0	Valid values are the following: 01- Restructured under Circular 1179 02 - Accrued Interest 04 - Temporary Overdraft 06 - Assigned Capital
Account Code	ACCT	18	Numeric	0	Please refer to the FRP templates for the valid account codes of the real and contingent liability accounts
Creditor Code	CREDITOR	12	Numeric	0	Refer to list of valid creditor codes in the creditor library for FX Form 1. Use the country of residence of the particular creditor e.g., "Citibank - London". For deposit liabilities, the dummy creditor codes plus country of residence of the particular creditor such as "Banks/FIs - USA" or Non-Banks/Non-FIs - Japan" should be used.
Date Drawn/Booked	DRAWDTE	8	Numeric	0	Should be in the CCYYMMDD format. Refers to the date when proceeds of the loan were availed/ the liability was entered in the bank's books. For accounts which were rolled-over, the roll-over dates shall be indicated
Date Due	DUEDTE	8	Numeric	0	Should be in the CCYYMMDD format. Refers to the final maturity of the obligation. For accounts which are due and demandable anytime or have no fixed repayment date, leave this field blank.
Interest Rate	INTRATE	7	Numeric	4	For accounts with floating interest rates, report total applicable rate (i.e., base rate plus spread/margin) as of end of reference month
Book Code	BOOK	1	Numeric	0	Valid values are the following: 1 - Foreign Regular accounts 2 - FCDU accounts 3 - Foreign Office accounts 4 - Peso Accounts
Currency Code	CURRCDE	3	Character		Refer to list of valid currency codes in the currency library for FX Form 1
Amount in Original Currency	AMTORIG	17	Numeric	2	Absolute value
Amount in US\$ Equivalent	AMTDOLR	17	Numeric	2	Absolute value .Use the same revaluation procedure used in FRP report and its Schedules
	***TOTAL ***	114			