



**BANGKO SENTRAL NG PILIPINAS**  
**OFFICE OF THE DEPUTY GOVERNOR**  
**SUPERVISION AND EXAMINATION SECTOR**

**MEMORANDUM NO. M-2012 - 012**

**To : ALL BANKS AND NON-BANKS WITH QUASI-BANKING FUNCTIONS (NBQBs)**

**Subject : ELECTRONIC CORRESPONDENCES FROM THE BSP-SUPERVISION AND EXAMINATION SECTOR (SES)**

Pursuant to on-going initiatives of maximizing available information technology platforms and infrastructure, the following guidelines shall be observed in the transmission of written correspondences to supervised institutions through electronic mail (e-mail):

1. Starting 1 April 2012, the BSP-SES will transmit official notices and correspondences via e-mail only to officially registered e-mail address/es of a supervised institution.
2. The official e-mail address/es should belong to the Compliance Officer and/or other authorized responsible official/s with equivalent or higher rank. A supervised institution can officially register a maximum of four (4) e-mail addresses.
3. For this purpose, a supervised institution is required to submit a duly accomplished and notarized Registration Form (RF attached as Annex A) signed by the Corporate Secretary certifying the official e-mail address/es of the designated official/s of the supervised institution to the postal address below:

The Director  
Supervisory Data Center (SDC)  
Bangko Sentral ng Pilipinas  
16th Floor, Multi-Storey Building  
BSP Complex, A. Mabini Street  
Malate, Manila 1004

Alternatively, a scanned pdf of the RF duly notarized and signed by the Corporate Secretary under the filename **(bank name).Email-Registry.pdf** can be also be transmitted to the following prescribed e-mail addresses specifically designated only for the registration of e-mail address/es of supervised institutions:

Type of Institution	E-mail Address
Universal and Commercial Banks	sdckb-rf@bsp.gov.ph
Thrift Banks	sdctb-rf@bsp.gov.ph
Rural and Cooperative Banks	sdcrb-rf@bsp.gov.ph
Non-Bank with Quasi Banking Function	sdcnbqb-rf@bsp.gov.ph

4. Subsequent changes in the official registry can be facilitated by submitting the updated RF duly notarized and signed by the Corporate Secretary through postal mail or in pdf as provided in item 2. It is the responsibility of the Corporate Secretary of the supervised institution to inform the BSP-SES, should there be changes in its said registry of official e-mail address/es.
5. BSP-SES shall presume that e-mails released to the officially registered e-mail address/es are duly received by the supervised institution, absent notification from the BSP system of the failure of delivery. Supervised institutions are thereby encouraged to develop their system in order to be able to automatically generate acknowledgment receipts.
6. The above guidelines will not apply to the electronic transmission of the BSP-Supervisory Data Center of the system generated validation results of submitted reports to the supervised institution as such is covered by separate procedures.

For immediate compliance.

  
**NESTOR A. ESPENILLA, JR.**  
 Deputy Governor

29 February 2012

**REGISTRATION FORM FOR THE OFFICIAL E-MAIL  
ADDRESS/ES OF FINANCIAL INSTITUTIONS SUPERVISED BY  
THE BANGKO SENTRAL NG PILIPINAS (BSP)**

	Name of Official			Position	E-mail address
	Last Name	First Name	Middle Initial		
1					
2					
3					
4					

This is to certify that the aforementioned e-mail address/es of the designated official/s enumerated above shall serve as the official receptacle of Name of Bank/NBQB for purposes of BSP-Supervision and Examination Sector (SES) official notices and correspondences to Name of Bank/NBQB. For this purpose, BSP-SES shall presume that emails released to the aforementioned e-mail address/es are duly received by Name of Bank/NBQB, absent notification from the BSP system of the failure of delivery. Financial institutions supervised by the BSP are therefore encouraged to develop their system in order to be able to automatically generate acknowledgment receipts.

This Registration Form is submitted in compliance with BSP Memorandum No. M-2012-\_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN BEFORE ME this \_\_\_\_\_ of January, 2012 in the City of \_\_\_\_\_, exhibited to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

WITNESS MY HAND AND SEAL.

NOTARY PUBLIC

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