



BANGKO SENTRAL NG PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR
FINANCIAL SUPERVISION SECTOR

MEMORANDUM NO. M-2020-007

To : **All BSP-Supervised Financial Institutions (BSFIs)**

Subject : **Submission of Reports/Documents and Communications to the BSP Financial Supervision Sector (FSS)**

Further to the BSP Memorandum No. M-2020-006 dated 11 March 2020 on the Response Plan to Coronavirus Disease 2019 (COVID-19) Epidemic, the following guidelines on the submission of reports/documents and communications to the BSP-FSS shall be observed:

- 1) All communications and periodic reports for submission to the BSP-FSS shall be transmitted via email. BSFIs shall refrain from submitting documents to the BSP-FSS by ordinary post, messenger or courier.
- 2) Required reports that are currently being submitted electronically to the Department of Supervisory Analytics (DSA) shall continue to be submitted to the designated BSP-FSS email address following the existing guidelines on their submission. All other communications to the BSP-FSS, including general correspondences and other documents, shall be transmitted electronically to the following email address: **fss-somd@bsp.gov.ph**.
- 3) Non-receipt of an acknowledgement from the fss-somd@bsp.gov.ph account on the BSFI's communication shall mean failure of delivery of the message.
- 4) Meanwhile, communications sent under the fss-somd@bsp.gov.ph account shall be considered as duly received by the BSFI, absent notification from the BSP system of the failure of delivery.
- 5) The above guidelines shall apply until otherwise prescribed by the Bangko Sentral.

For guidance and immediate compliance.


CHUCHI G. FONACIER
Deputy Governor

13 March 2020