

**[ BSP MEMORANDUM NO. M-2008-021, June 16, 2008 ]**

**GUIDELINES ON THE SUBMISSION OF THE REPORT ON  
MICROFINANCE LOANS OF BANKS**

Further to BSP Circular No. 607 dated 30 April 2008 on the Reportorial Requirements of Microfinance Loans of Banks, the following shall be observed relative to the submission of the subject microfinance reports:

1 The microfinance reporting templates which shall take effect starting the reporting period ending 30 June 2008 can be accessed at <http://www.bsp.gov.ph/frp/templates>.

2 The corresponding file structures which shall serve as the banks' guide in creating their respective data base files in CSV format for the microfinance reports are detailed in Annex A Enumerated below is the list of prescribed filenames and the frequency of submission of each report for all banks:

| Report Title                                | Filename | Frequency of Submission |
|---|----------|-------------------------|
| Report on Microfinance Loans                | MBS.CSV  | Monthly                 |
| Income Statement on Microfinance Operations | MIS.CSV  | Quarterly               |

3. Submission deadline is within 15. banking days from the end of reference month/quarter.

4. The microfinance reports shall be submitted electronically to the following e-mail addresses:

| E-mail Address           | Type of Reporting Bank             |
|--------------------------|------------------------------------|
| sdckb-micro(a)bsp.gov.ph | Universal/Commercial Banks (U/KBs) |
| sdctb-micro(a)bsp.gov.ph | Thrift Banks (TBs)                 |
| sdcrb-micro@bsp.gov.ph   | Rural/Cooperative Banks (R/CBs)    |

using the following format for the subject: "MICRO, " e.g.,

To:sdctb-micro@bsp.gov.ph  
cc:  
Subject: MICRO , 30 June 2008

5. The Control Prooflist (Annex B), duly notarized and signed by the authorized official of the reporting bank, shall be sent within the prescribed submission deadline