

LIST OF REQUIRED DOCUMENTS/REGULAR REPORTS PER REGULATORY ISSUANCE NO. 2021-01

Document/Report Title	Filename Convention	Frequency of Submission	Submission Deadline	Mode of Submission
I. OPERATIONS MANUAL ON RECORD-KEEPING OF BANK DEPOSITS	OM yyyy_mm dd (e.g. OM 2021_12 31)	One-time submission, except in case of any change or amendment	Not later than thirty (30) calendar days from the effective date of this RI. For newly established banks: Within ninety (90) calendar days , from the start of its operations as indicated in the corresponding Circular Letter issued by the BSP. In case of any change or amendment: Within thirty (30) calendar days from the effective date of such change or amendment thereto	Electronic copy in Portable Document Format (PDF) to designated e-mail address: bsd-kb@pdic.gov.ph (For Universal/Commercial Banks) bsd-tb@pdic.gov.ph (For Thrift Banks) bsd-rb1@pdic.gov.ph (For Rural/Coop Banks in NCR, Regions 4A and 4B, CAR, and CARAGA) bsd-rb2@pdic.gov.ph (For Rural/Coop Banks in Regions 1, 2, 3, and 5) bsd-rb3@pdic.gov.ph (For Rural/Coop Banks in Regions 6, 7, 8, 9, 10, 11, 12, and ARMM)
II. CERTIFICATION OF COMPLIANCE	COC yyyy_mm dd (e.g. COC 2021_12 31)	Annually (i.e., every January 31 of each year), except in case of any change or amendment, including changes in the bank's certifying officers	Within ninety (90) calendar days from the effective date of this RI. For newly established banks: Within ninety (90) calendar days , from the start of its operations as indicated in the corresponding Circular Letter issued by the BSP. Thereafter, annual basis, i.e., every January 31 of each year. In case of any change or amendment: Within thirty (30) calendar days from the effective date of any change or amendment thereto, including changes in the bank's certifying officers.	Electronic copy in PDF to designated e-mail address Printed copy to: The Department Manager Bank Statistics Department Philippine Deposit Insurance Corporation 7th Floor SSS Building 6782 Ayala Avenue corner V.A. Rufino St. (formerly Herrera Street) Makati City 1226 Philippines
III. FEATURES OF THE BANK COMPUTER SYSTEMS	CS yyyy_mm dd (e.g. CS 2021_12 31)	One-time submission, except in case of any change or amendment	Within ninety (90) calendar days from the effective date of this RI. For newly established banks: Within ninety (90) calendar days , from the start of its operations as indicated in the corresponding Circular Letter issued by the BSP. In case of any change or amendment: Within thirty (30) calendar days from the effective date of any change or amendment thereto, including changes in the bank's certifying officers.	Electronic copy in PDF to designated e-mail address

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IV. TECHNICAL SPECIFICATIONS OF THE DEPOSIT ACCOUNT VIEW	TS yyyy_mm dd (e.g. TS 2021_03 31)	One-time submission, except in case of any change or amendment	Within ninety (90) calendar days from the effective date of this RI. For newly established banks: Within ninety (90) calendar days, from the start of its operations as indicated in the corresponding Circular Letter issued by the BSP. In case of any change or amendment: Within thirty (30) calendar days from the effective date of any change or amendment thereto, including changes in the bank's certifying officers.	Electronic copy in PDF to designated e-mail address
V. PDIC REPORTING PACKAGE (PRP) PRP-SS Sworn Statement PRP-GI General Instructions PRP-SDP Form.1 & 2 Schedule of Deposit Products PRP-BDL Form.1 - 3 Breakdown of Deposit Liabilities (BDL)	PRP yyyy_mm dd (e.g. PRP 2021_12 31)	Quarterly	Fifteen (15) banking days after the end of reference period	Electronic copy, with the scanned copy of the duly signed and notarized Sworn Statement in PDF, to designated e-mail address Printed copy of the duly signed and notarized Sworn Statement to: The Department Manager Bank Statistics Department Philippine Deposit Insurance Corporation 7th Floor SSS Building 6782 Ayala Avenue corner V.A. Rufino St. (formerly Herrera Street) Makati City 1226 Philippines
VI. BANK INFORMATION SHEET (BIS) BIS-SS Sworn Statement BIS-Form 1 General Instructions and Bank Profile BIS-Form 2 List of Board of Directors and Officers BIS-Form 3.1 List of Shareholders and their Shareholdings BIS-Form 3.2 List of Chairman and President of Juridical Entity Shareholders, if applicable BIS-Form 4 Bank Authorized Signatories to PDIC Reports (Specimen Signature Form) BIS-Form 5 List of Depository Banks BIS-Form PP Privacy Policy	BIS yyyy_mm dd (e.g. BIS 2021_12 31)	Semi-Annually	Fifteen (15) banking days after the end of reference period	Electronic copy, with the scanned copy of the duly signed and notarized Sworn Statement, Bank Authorized Signatories to PDIC Reports (Specimen Signature Form), and signed Privacy Policy in PDF, to designated e-mail address Printed copy of the duly signed and notarized Sworn Statement to: The Department Manager Bank Statistics Department Philippine Deposit Insurance Corporation 7th Floor SSS Building 6782 Ayala Avenue corner V.A. Rufino St. (formerly Herrera Street) Makati City 1226 Philippines
VII. FINANCIAL AUDIT REPORT (FAR) Audited Financial Statements Opinion of the external auditor Management Letter/Summary of Audit Findings Letter of Comments or a certification under oath stating that no material weakness or breach was noted	FAR yyyy_mm dd (e.g. FAR 2020_12 31)	Annually	Fiscal year ending December 31: on or before June 30 Fiscal year other than December 31: within 180 days from the end of fiscal year, as stated in the Financial Statements	Electronic copy in PDF to designated e-mail address
VIII. DEPOSIT ACCOUNT VIEW (without depositor information and deposit account number)	DAV yyyy_mm dd (e.g., DAV 2021_06 30)	Annually	Five (5) banking days after the end of June 30	Electronic copy in comma-separated values (CSV) file to designated e-mail address