



*Bangko Sentral ng Pilipinas*  
MAYNILA, PILIPINAS

OFFICE OF THE DEPUTY GOVERNOR  
SUPERVISION AND EXAMINATION SECTOR

CIRCULAR LETTER

**TO: ALL BANKS/NBQBs**

In response to request of banks for extension of deadline for submission and to encourage banks to report thru electronic mail or in diskette form, the deadline for the submission of the revised bio-data sheets of all officers/directors of said banks/quasi-banks is hereby extended to June 30, 2001.

For the further guidance of banks/NBQBs concerned, the following guidelines shall be observed:

1. *All past positions of officers/directors shall be included;*
2. The accomplished biographical data sheet shall be submitted to the Supervisory Reports and Studies Office (SRSO) using the following address:
  - a. *via Electronic Mail*

**CC:Mail**

*Receiving E-mail address: SRSO-Biodata*

*Subject: (Bank's short name) Biodata of (no.) D/O as of (ccyymmdd)*



**Internet:**

Receiving E-mail Address: SRSO-BIODATA@BSP.GOV.PH

Subject: (Bank's short name) Biodata of (no.) D/O as of (ccyymmdd)

**b. in Diskette Form**

*The Director  
Supervisory Reports and Studies Office  
16<sup>th</sup> Floor, Multi-Storey Bldg.  
Bangko Sentral ng Pilipinas  
Mabini St., Malate, Manila*

The notarized first page sent via electronic mail and/or submitted in diskette form shall be transmitted directly to BSP-SRSO at the above-mentioned address in item 2.b.

3. All banks without the capability of submitting in electronic or diskette form may continue to submit in hard copy.

  
**ALBERTO V. REYES**  
Deputy Governor

May 11, 2001