

**[BSP MEMORANDUM NO. M-2012-011
(CORRECTED COPY), February 17, 2012]**

**GUIDELINES ON SUBMISSION OF INFORMATION TECHNOLOGY
(IT) PROFILE REPORT**

Adopted: 17 February 2012

Date Filed: 21 March 2012

In order to build baseline information of IT systems of Philippine banks and to risk profile the complexity of IT operations based on technology-related products and services offered, delivery channels, and processes involved, all banks are required to accomplish and submit an IT Profile report as of 31 December 2011. This is in furtherance to Sec. X176 of the manual of regulations of Banks (MORB) on Technology risk management.

The following shall be observed in the submission of the IT Profile report:

1. The IT Profile reporting template can be accessed at <http://bsp.gov.ph/frp/templates>. The initial IT Profile report as of 31 December 2011 shall be submitted to the BSP on or before 31 March 2012. Subsequent reports shall be submitted on an annual basis within twenty-five (25) calendar days from the end of reference year. (Attached as Annex A is sample format of IT Profile report).
2. The IT Profile report shall be submitted electronically to the following e-mail addresses:

E-mail Address	Type of reporting Institution
sdckb-itprofile@bsp.gov.ph	Universal/Commercial Banks (U/KBs)
sdctb-itprofile@bsp.gov.ph	Thrift Banks (TBs)
sdcrb-itprofile@bsp.gov.ph	Rural/Cooperative Banks (R/CBs)

using the following format for the subject: "ITPROFILE,< bankname >,< reference period > ", e.g.:

To : sdctb-itprofile@bsp.gov.ph
Cc :
Subject: ITPROFILE < bankname >, 31 December 2011