



REPORTING PROTOCOLS FOR THE EXCEL REPORTING SYSTEM (ERS)

1. E-mailed reports are to be **sent** within **15 working days** after the end of the respective reporting period to the following e-mail address: RegReports@centralbankbahamas.com.
2. A signed form by management (PDF), in the enclosed report, attesting to the correctness of the data **must** be received with the e-mail submission.
3. E-mail submissions **must** be in the correct format of Microsoft Excel 97-2003 and higher. *E-mails submitted in other formats will be returned.*
4. E-mails sent with attached file(s) are to properly state the bank name, code and date of the report.
5. Reasonable measures should be taken to ensure that all e-mails submitted are **virus-free**.
6. Files should be password protected and only accessible in read-only format.
7. The data is to be reported in **thousands of dollars only**, with no decimals, except where interest rates or ratios are to be reported.
8. The overall checks page of the revised ERS should be reviewed before submitting the report to ensure consistency on balance sheet items across report forms. **All** inconsistencies should be resolved **prior to** submission of the report.
9. E-mails are to be submitted with all reports compiled **in full**, except in the case of the profit and loss report where banks report on a fiscal quarter-end basis. *E-mails with incomplete reports will be returned.*
10. **Minor amendments** may be provided by (**fax/mail/hand delivered**) subsequently provided. **Significant amendments** should be accompanied by a note detailing the revision(s).
11. For extensive changes, banks may be required to submit a revised report.
12. Banks whose reports will be late, are required to notify the Research Department and provide an indication of the likely time for submission.