

May 29, 2023  
Circular No. SBP-DPC-MP-0036-2023

General Manager

Subject: Compliance Reports – Payment methods and electronic money issuers; debit, credit, and prepaid card issuers and/or processors

Dear Sir/Madam,

Please be advised that, in accordance with the provisions of Law 23, dated 27 April 2015, the Prevention & Control of Illicit Operations Division of the Superintendency of Banks of Panama has strengthened the risk-based supervision process. Therefore, we find it advisable and necessary to request information related to anti-money laundering, terrorism financing, and financing the proliferation of weapons of mass destruction.

In connection with the foregoing, the Superintendency has decided to create four (4) reports, as outlined below:

1. **Report 1 – General Data.** This report must be submitted semi-annually within the first ten business days following the end of each reporting period.
2. **Report 2 – Share and Board of Directors Structure.** This report must be submitted semi-annually within the first ten business days following the end of each reporting period.
3. **Report 3 – Operational Information.** This report must be submitted semi-annually within the first ten business days following the end of each reporting period.
4. **Report 4 – Interim Financial Statements.** This information must be reported semi-annually and should be submitted by the 30<sup>th</sup> or 31<sup>st</sup> day of the month following the end of each reporting period.

Enclosed, you will find Excel files containing the Instructions and Structure for the submission of each report. The reporting periods are June 30 and December 31 of each year, on a semi-annual basis. These reports should be submitted through the TIDSO system in **Excel** format.

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*“Solidez y confianza: garantes de los derechos de los consumidores bancarios”*

Additionally, the payment methods providers and electronic money, debit, credit, and pre-paid card issuers or processors are required to submit the following regulatory documents:

1. Anti-Money Laundering Manual. This document must be submitted annually by January 30 of each year through the TIDSO system in PDF format.
2. Audited financial statements. These documents must be submitted annually by April 30 of each year through the TIDSO system in PDF format.

Please note that, for the first time, these reports and documents must be submitted by July 30, 2023, containing the information for the first half of 2023.

Furthermore, it is essential to emphasize that the designated channel for responding to inquiries remains the e-mail address: [soporte@superbancos.gob.pa](mailto:soporte@superbancos.gob.pa).

We kindly request that you inform your staff about the provisions of this Circular and ensure that the information is submitted within the specified deadlines.

Sincerely yours,

*Digitally signed by [S]*  
NAME CASTILLO CHANG,  
AMAURI ARIEL – ID 8-238-386  
Date: 2023.05.29 12:00:59 - 05'00'  
Amauri A. Castillo  
Superintendent

Enc.: A/s

TB/mc