

## **Instructions for Reporting through Data Acquisition Portal (DAP) and Reporting Specifications**

Instructions for installation of the upgraded MMCRS client have already been provided in [DMMD Circular No. 24 of 2019](#).

**Data Uploading:** All Banks and DFIs will upload the csv file on SBP DAP by adhering to following instructions:

- a. For every bank, DFI and Islamic window of conventional bank, a data upload request for each working day will be generated on DAP. The bank/DFI will upload the MMCRS-generated csv file till 10:30 AM next working day. The reporting request will remain open until data uploading is successful. In case of failure, log of the request may be checked to identify and fix issues with the csv file.
- b. If any bank or DFI wants to revise its reporting after submitting it, MMCRS unit may be requested to reopen the reporting request.
- c. The banks and DFIs will continue the current practice of reporting upgraded and existing MMCRS reports via email. Later, the banks and DFIs will be advised to discontinue the practice upon satisfactory performance of the upgraded system.

**Business Continuity:** If SBP DAP is not available on any working day, reporting institutions will email the reporting files (7 dbf file and 1 csv file generated by upgraded MMCRS) at [mmcrs@sbp.org.pk](mailto:mmcrs@sbp.org.pk).

**Automation on Client Side:** A bank or a DFI may generate the reporting files by linking the MMCRS client to its treasury or core banking system. However, strict adherence to the lists of values and specifications as specified in upgraded MMCRS application shall be ensured.

For reference, specifications of the csv data file structure (DFS) and list of values are available in knowledge center of the DAP.

In case of any query, please contact the following relevant resource person:

Query	Concerned Person	Telephone	Email
Business-related	Mr. Sarmad Mr. Izhar Ali	021 3311 3480 021 3311 3488	<a href="mailto:Sarmad@sbp.org.pk">Sarmad@sbp.org.pk</a> <a href="mailto:Izhar.ali@sbp.org.pk">Izhar.ali@sbp.org.pk</a> <a href="mailto:mmcrs@sbp.org.pk">mmcrs@sbp.org.pk</a>
MMCRS Client-related	Mr. Abubakar Abbas	021 3311 3084	<a href="mailto:abubakar.abbas@sbp.org.pk">abubakar.abbas@sbp.org.pk</a>
DAP-related	DWH Support Function Team	021 3311 4966 021 3311 4969 021 3311 4967	<a href="mailto:dwhsupport@sbp.org.pk">dwhsupport@sbp.org.pk</a>