

FEDERAL RESERVE BANK OF NEW YORK

NEW YORK, N.Y. 10045-0001

AREA CODE 212-720-5000

December 31, 1999

To: The Chief Executive Officer of Each U.S. Branch and Agency of a Foreign Bank Located in the Second Federal Reserve District

Enclosed are copies of forms for the following reports for the quarter ending December 31, 1999:

- Report of Assets and Liabilities of U.S. Branches and Agencies of Foreign Banks (FFIEC 002); and
- Supplemental Report of Assets and Liabilities of a Non-U.S. Branch that is Managed or Controlled by a U.S. Branch or Agency of a Foreign (Non-U.S.) Bank (FFIEC 002S).

There are no changes to the **FFIEC 002** or **FFIEC 002S** reporting forms or instructions for **December 31, 1999**.

Reports Monitoring

Please note that, under the Regulatory Reports Monitoring Program, the timeliness of receipt of each of these reports will be monitored, and that submission of initial data via facsimile, even if prior to the deadline, does not constitute timely filing.

An original and one copy of the completed FFIEC 002 and FFIEC 002S report(s) (if applicable) must be returned to this Bank, by mail or messenger, no later than January 31, 2000. Any FFIEC 002/002S reports received after 5:00 p.m. on January 31 will be considered late unless postmarked by January 28 or sent by overnight service by January 30. Complete reports should be submitted to:

December 31, 1999

**Federal Reserve Bank of New York
Statistics Function
33 Liberty Street, 4th Floor
New York, NY 10045**

We will also continue to monitor the accuracy of the periodic regulatory reports submitted for the December 31, 1999, report date. The staff of this Reserve Bank will monitor whether banking organizations are meeting their basic reporting requirements through the use of "validity edits." The edits for the FFIEC 002 report that are subject to monitoring have been mailed previously.

Electronic Submission Option

Electronic submission of the FFIEC 002/002S reports are available to all U.S. branches and agencies. We encourage you to take advantage of this method of reports submission. A vendor has developed a software package that provides the means to the FFIEC 002/002S electronically. Submitting reports electronically using the software package provides the following key benefits:

- A timely and efficient alternative to sending the report forms by mail;
- Data are checked automatically for miscalculated totals and blank fields; and
- A printed report is generated that can serve as your institution's permanent record of the report.

For information on filing the FFIEC 002/002S report electronically, please contact Alex Santana at (212) 720-6357.

Website

The FFIEC 002/002S forms and instructions are available on the FFIEC web site at http://www.ffiec.gov/ffiec_report_forms.htm.

December 31, 1999

Annual FFIEC 002/002S Seminars

Please note a letter containing information on U.S. Branches and Agencies 2000 seminars would be mailed to your institution's Chief Executive Officer in March 2000. If you have any questions about the seminars, you can contact Patricia Maone at (212) 720-7871.

Questions regarding the FFIEC 002/002S reports should be directed to Susan Jessop at (212) 720-1561, Alex Santana at (212) 720-6357 or Andrew Bain, Team Leader in the Regulatory Reports Division at (212) 720-1317.

Sincerely,

Signed by Kenneth P. Lamar

Kenneth P. Lamar
Assistant Vice President
Statistics Function

December 31, 1999

cc: Mr. Taub
Mr. Pietrangolare
Mr. Bain
Ms. Miske
Ms. Hyman
Ms. Waldman
Foreign unit
RRD File

December 31, 1999