

# **UEFA Club Licensing and Financial Sustainability Regulations**

**Toolkit Addendum 2022**

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## 1. INTRODUCTION

### 1.1. UEFA Club Licensing and Financial Sustainability Regulations

The UEFA Club Licensing and Financial Sustainability Regulations (Edition 2022) were approved by the UEFA Executive Committee on 7 April 2022.

These new regulations come into force on 1 June 2022, subject to certain exceptions and transitional provisions as set out in Articles 103 and 104.

For club monitoring for licence season 2022/23:

- The updated club information requirements will apply - Article 78;
- The break-even requirement will continue to apply - Articles 58 to 64 of the UEFA Club Licensing and Financial Fair Play Regulations (Edition 2018) and amended by the emergency measures to take account the adverse effect of COVID-19 on the finances of clubs as set out in the addendum approved by the UEFA Executive Committee on 18 June 2020; and
- The updated no overdue payables requirements will apply – Articles 80 to 83.

The football earnings rule and the squad cost rule will not apply for licence season 2022/23.

### 1.2. Purpose of this Toolkit Addendum 2022

The IT Solution used for gathering information from licensees and licensors for the club monitoring requirements has been updated for licence season 2022/23 to take account of the new regulations.

This document (“Toolkit Addendum 2022”) is an addendum to the IT Solution Toolkit 2021 (“Toolkit 2021”), to help users understand the **key changes to the IT Solution which will apply for licence season 2022/23** in respect of:

- The **club information package (see section 2)**, which requires some additional disclosures in 2022/23 including in respect of a licensee’s legal group structure and parties with beneficial interest, control and significant influence;
- The **financial information package (see section 3)**, which requires some additional disclosures of certain costs, and the COVID-19 adjustments in respect of the reporting periods ending in 2020 and 2021 will now apply for reporting period T-1 for the break-even requirement for the monitoring period for 2022/23. For licence season 2022/23, all licensees (except those below the thresholds to be exempt from the break-even requirement) must submit to UEFA the financial information package and their audited financial statements for their reporting period T ending in 2022. Whereas prior to 2022 some licensees did not need to submit to UEFA their audited annual financial statements for reporting period T during the licence season; and
- The **overdue payables package (see section 4)**, which requires assessment during the licence season 2022/23 at each of 15 July 2022 (in respect of payables at 30 June 2022), 15 October 2022 (in respect of payables at 30 September 2022) and, on request or if certain indicators breached, 15 January 2023 (in respect of payables at 31 December 2022). In addition, the new regulations broaden the parties in respect of whom a licensee must have no overdue payables.

Unless otherwise stated herein, references to Articles and Annexes refer to the new regulations.

This Toolkit Addendum 2022 should be read in conjunction with applicable elements of the Toolkit 2021. In Toolkit 2021 some references to Articles and Annexes of the UEFA Club Licensing and Financial Fair Play Regulations (Edition 2018) have been superseded by the new regulations.

If there is any discrepancy between this Toolkit Addendum 2022 and the regulations, the regulations always prevail. The information contained in this Toolkit Addendum 2022 is without prejudice to any decision by the UEFA Club Financial Control Body (“CFCB”) with regard to enforcing the regulations.

### 1.3. Other future changes to the IT Solution

Before licence season 2023/24 UEFA will make some further changes to the IT Solution and will provide a new full version of the Toolkit to replace Toolkit 2021 and Toolkit Addendum 2022.

The **IT Solution will be further updated for licence season 2023/24 onwards** in respect of:

- **Further adaptation of the financial information package** in accordance with the requirements for the football earnings rule (replacing the break-even requirement), for first-time calculation of football earnings in respect of the reporting period T ending in 2023. Also, some changes to the financial information package will align to the disclosure requirements for the squad cost rule; and
- Introduction of the **new squad cost information package** in accordance with the requirements for the squad cost rule, for first-time calculation of the squad cost ratio in respect of the calendar year to 31 December 2023 and including the net transfer result for either the 12, 24 or 36 months to 31 December 2023.

It should also be noted that for licence season 2023/24 onwards:

- For the football earnings rule (and for use in respect of the squad cost rule for some licensees), **during the licence season all applicable licensees must submit to UEFA their financial information package and audited annual financial statements for reporting period T** (i.e. the reporting period ending in the calendar year that the UEFA club competitions commence) by the October deadline (for licensees with a reporting period T ending on or before 31 July) or the March deadline (for licensees with a reporting period T ending after 31 July). Submission of the financial information package and audited annual financial statements during the licence season for reporting period T is also a requirement for all applicable licensees for licence season 2022/23, as determined by the CFCB;
- For the squad cost rule, **during the licence season all applicable licensees must submit to UEFA their reviewed or audited interim financial statements to 31 December** by the March deadline. Whereas prior to 2023 there was no requirement to submit to UEFA their reviewed or audited interim financial statements during the licence season; and
- For the squad cost rule, **during the licence season all applicable licensees must prepare their player identification table and keep it available for inspection by UEFA**, which must agree with or be reconciled to the applicable annual financial statements, interim financial statements, or restated financial statements.

If the annual financial statements and/or interim financial statements do not meet the minimum disclosure requirements set out in Annex F, then the licensee must also submit **supplementary information** assessed by the same auditor.

If the annual financial statements and/or interim financial statements do not comply with the accounting requirements set out in Annex G, then the licensee must also submit **restated financial statements** assessed by the same auditor.

## 1.4. Summary of deadlines for licence season 2022/23

Deadline	Club monitoring information to be submitted via the CL/FS IT Solution
<p><b>15 July 2022</b></p>	<p><i>Scope: All clubs admitted to the 2022/23 UEFA competitions</i></p> <ul style="list-style-type: none"> <li>• <b>Overdue Payables</b> package as at 15 July 2022 in respect of amounts due to be paid by 30 June 2022 to clubs, employees, social/tax authorities and UEFA;</li> <li>• <b>Club Information</b> package including club's information and legal group structure for the reporting periods ending in 2019, 2020 and 2021<sup>1</sup>;</li> </ul> <p><b>Financial Information</b><sup>2</sup> package, including the break-even information for the reporting periods ending in 2019, 2020 and 2021.</p>
<p><b>18 October 2022</b></p>	<p><i>Scope: All clubs admitted to the 2022/23 UEFA competitions</i></p> <ul style="list-style-type: none"> <li>• <b>Overdue Payables</b> package as at 15 October 2022 in respect of amounts due to be paid by 30 September 2022 to clubs, employees, social/tax authorities and UEFA;</li> <li>• <b>Club Information</b> package including club's information and legal group structure for the reporting period ending in 2022.</li> </ul> <p>→ <i>Scope: All clubs admitted to the 2022/23 UEFA competitions, unless a club is exempt from the break-even requirement<sup>3</sup></i></p> <ul style="list-style-type: none"> <li>• <b>Financial Information</b> package, including: <ul style="list-style-type: none"> <li>○ <i>for clubs with a reporting period T ending on or before 31 July 2022, final</i> break-even information for the reporting period ending in 2022 based on <u>audited</u> annual financial statements; or</li> <li>○ <i>for clubs with a reporting period T ending after 31 July 2022, preliminary</i> break-even information for the reporting period ending in 2022.</li> </ul> </li> </ul>
<p><b>17 January 2023</b> <i>(if applicable)</i></p>	<p><i>Scope: Clubs admitted to the 2022/23 UEFA competitions</i></p> <ul style="list-style-type: none"> <li>- <i>which had overdue payables as at 15 July and/or 15 October 2022, or</i></li> <li>- <i>which had deferred payables as at 15 October 2022; or</i></li> <li>- <i>which have been requested by the CFCB.</i></li> </ul> <ul style="list-style-type: none"> <li>• <b>Overdue Payables</b> package as at 15 January 2023 in respect of amounts due to be paid by 31 December 2022 to clubs, employees, social/tax authorities and UEFA.</li> </ul>
<p><b>15 March 2023</b> <i>(if applicable)</i></p>	<p><i>Scope: Clubs admitted to the 2022/23 UEFA competitions</i></p> <ul style="list-style-type: none"> <li>- <i>which are not exempt from the break-even requirement, and</i></li> <li>- <i>with a reporting period T ending after 31 July 2022.</i></li> </ul> <ul style="list-style-type: none"> <li>• <b>Club Information</b> package including the updated club's information and legal group structure for the reporting period ending in 2022.</li> </ul> <p><b>Financial Information</b> package, including the <u>final</u> break-even information for the reporting period ending in 2022 based on <u>audited</u> annual financial statements.</p>

<sup>1</sup> If a club has already submitted their club information for the reporting periods ending in 2019, 2020 and 2021 in a previous licence season, then the data will be carried forward in the CL/FS IT Solution. Clubs will still be required to validate the information previously submitted.

<sup>2</sup> If a club has already submitted their break-even information for the reporting periods ending in 2019, 2020 and 2021 in a previous licence season, the data will be carried forward in the CL/FS IT Solution. Clubs will still be required to validate the information previously submitted.

<sup>3</sup> Pursuant to Article 62 (4) of the UEFA Club Licensing and Financial Fair Play Regulations (Edition 2018), the CFCB First Chamber decided, at its meeting in May 2022, to request all licensees subject to the break-even requirement to submit information for the reporting period ending in 2022 (in line with the new procedure foreseen in the new regulations).

## 2. CLUB INFORMATION PACKAGE

The information in this section updates section 3 of the Toolkit 2021 to reflect Article 78 of the new regulations and key changes to the club information package in the IT Solution which apply for the 2022/23 licence season.

### 2.1. Summary of documentation to be submitted

Schedules	Requirements	For July	For October / March	
		T-1* & T-2	T	T-3 & T-4
<b>Club information</b>	Check the information in the schedule: <ul style="list-style-type: none"> <li>– the reporting currency</li> <li>– the reporting period closing month</li> </ul> If incorrect, please contact the UEFA administration ( <a href="mailto:fs.support@uefa.ch">fs.support@uefa.ch</a> ) before entering any information in any packages.	✓	✓	×
	Disclose the required <b>legal information</b> , including: <ul style="list-style-type: none"> <li>– legal form of the licensee/registered member</li> <li>– ultimate controlling party</li> <li>– ultimate beneficiary</li> <li>– any party with significant influence</li> </ul> Disclose the required <b>reporting information</b> : <ul style="list-style-type: none"> <li>– reporting perimeter</li> <li>– audit opinion on financial statements</li> <li>– protection from creditors and insolvency proceedings</li> <li>– length of reporting period</li> <li>– stadium recognition and ownership</li> <li>– women's football</li> </ul>	✓	✓	×
	Disclosure in the <b>activities schedule</b> of the football activities included in the reporting perimeter and certain financing arrangements outside of the reporting perimeter, with reference to Article 65.	✓	✓	×
	<b>Current information</b> , if there have been changes since the end of previous reporting period.	✓	✓	×
<b>Contact details</b>	Enter the <b>contact details</b> of the licensee to be used by the UEFA administration and CFCB.	✓	✓	×
<b>Attachments</b>	Attach the required documents to the club information package.	✓	✓	×
<b>Management representation</b>	Complete the <b>management representation schedule</b> to validate the information and confirm that relevant documents are attached to the club information package.	✓	✓	×

T-1\*: for the monitoring period assessed in 2022/23, the reporting period T-1 includes two financial years (2020 and 2021). The information in the club information package for reporting period T-1 will be the situation at the accounting reference date in 2021.

## 2.2. Key changes to the club information package in 2022/23

Key changes to the club information package applicable for licence season 2022/23:

- In addition to information about the licensee's legal group structure, the licensee must disclose information about the licensee's ultimate beneficiary (i.e. the natural person on whose behalf an entity or arrangement is owned or controlled or a transaction is conducted);
- From October 2022 submission, all licensees regardless of their legal form, must disclose information on the structure of their governing body(-ies) that sets strategy and oversees the management of the club;
- In accordance with Article 78.02, the licensee must identify any other football club(s) over which any of the following parties have control or significant influence:
  - a) any of the parties identified in the licensee's legal group structure (including its ultimate controlling party) per Article 62.02;
  - b) the licensee's ultimate beneficiary;
  - c) any party with significant influence over the licensee; and
  - d) any of the key management personnel of the parties identified in (a), (b) or (c) above;
- In addition to the club information at the annual accounting reference date of the reporting period, the licensee must submit information about any subsequent changes to the licensee's legal group structure, ultimate controlling party, ultimate beneficiary, and/or a party with significant influence over the licensee;
- In the activities schedule in the club information package, a requirement to disclose if there is an entity in the legal group structure or outside of the legal group structure, but not in the licensee's reporting perimeter, which has financing arrangements whereby there is equity that results in obligations on the licensee or debt directly or indirectly secured or pledged against the licensee's assets or revenues; and
- In addition to the requirements in the club information package, under Article 78.04 the licensee must promptly notify UEFA (in writing by emailing [fs.support@uefa.ch](mailto:fs.support@uefa.ch)) about any changes to the licensee's information as set out in Articles 78.01 and 78.02 occurring at any time during the licence season.

## 2.3. Submitting the club information package

The licensee must submit the club information package in respect of the annual accounting reference date of each applicable reporting period by the deadline set by the licensor before each of UEFA's submission deadlines.

If the licensee's annual accounting reference date for reporting period T (ending in 2022) has not passed at the time of submission in October 2022, then the licensee's inputs for the club information package for reporting period T must be in respect of the current situation at the time of submission.

In addition to submission of the club information package, in accordance with Article 78.04, a licensee must promptly inform UEFA via email to [fs.support@uefa.ch](mailto:fs.support@uefa.ch) of any changes to the information submitted as part of the club information package at any time during the licence season.

## 2.4. Club information schedule – club information and reporting information

The licensee must submit the following information in the **club information schedule** in respect of the annual accounting reference date of each applicable reporting period:

- Under Article 78.01, the licensee must submit information in respect of its **legal group structure** (as defined in Article 62.02):
  - the licensee and, if different, the registered member;
  - any subsidiary of the licensee and, if different, the registered member;
  - any associate entity of the licensee and, if different, the registered member;
  - any party that has 10% or greater direct or indirect ownership of the licensee, or 10% or greater voting rights;
  - any direct or indirect controlling entity of the licensee;
  - any other football club, in respect of which any of the parties identified in a) to e), or any of their key management personnel, have any ownership interest or voting rights or membership or any other involvement or influence whatsoever in its management, administration or sporting performance; and
  - the key management personnel of the licensee and, if different, the registered member.

- Depending on the legal form, the licensee may be required to provide additional details about any party that has 10% or greater ultimate ownership of the licence applicant, or 10% or greater voting rights:
  - The legal form and the name of the owners;
  - Whether the licensee's shares are held directly or through additional entities. If ownership is split between direct and indirect, indicate which has control by holding a greater percentage of voting rights;
  - The total percentage (direct and indirect) of share capital and voting rights;
  - The nationalities of the owners or the country in which the owning entity is registered;
  - The date on which the shareholder first acquired a stake in the club;
  - The date on which the shareholder reached the current percentage of ownership.
- Under Article 78.01, the licensee must submit information in respect of each of (a) the licensee's **ultimately controlling party**; (b) the licensee's **ultimate beneficiary**; and (c) **any party with significant influence over the licensee**, including:
  - Full legal name;
  - Legal form, which may be either (1) a natural person; (2) a not-for-profit organisation including association, foundation; (3) a limited company, including joint stock company; (4) a stock exchange listed company; (5) a government;
  - Main activity/activities performed;
  - Percentage of ownership interest and, if different, percentage of voting rights in respect of the licensee;
  - Full name and role of key management personnel;
  - Name of any other football club(s) in respect of which the party, or any of its key management personnel, has any ownership interest, voting rights or membership or any other involvement or influence whatsoever.
- In accordance with Article 78.02, the licensee must identify any other football club(s) over which any of the following parties have control or significant influence:
  - a) any of the parties identified in the licensee's legal group structure (including its ultimate controlling party) per Article 62.02;
  - b) the licensee's ultimate beneficiary;
  - c) any party with significant influence over the licensee; and
  - d) any of the key management personnel of the parties identified in (a), (b) or (c) above.
- From October 2022, all licensees, irrespective of their legal form, must provide the information about their governing body(ies) that sets strategy and oversees management of the club:
  - A structure of the governing body(ies);
  - Information on their members, including:
    - A total number of members;
    - Names: first name and surname of each person;
    - Name of a party represented by each member;
    - Name of an entity or a natural person;
    - Relationship between the club and the party represented by a member e.g., Club's Executive (CEO, CFO, etc), Majority shareholder, Club's sponsor, Independent member.
  - Governing body gender split

A Licensee with a legal form of an association/foundation must also provide information on its president: name and first name.

- If the legal form of the ultimate controlling party is an association, the following information must be provided about the president and the members of the executive decision-making body:
  - Role (e.g., president, board member); and
  - Name: first name and surname of each person.

In addition, information about the licensee's current legal group structure, ultimate controlling party, ultimate beneficiary and any party with significant influence at the time of submission, if it has changed since the end of the previous reporting period.



In the club information package for licence season 2022/23, the **reporting information schedule** is substantially the same as for licence season 2021/22, as set out in the IT Solution and in section 3.1.5 of Toolkit 2021.

## 2.5. Activities schedule

In the club information package for licence season 2022/23, the **activities schedule** is substantially the same as for licence season 2021/22, as set out in the IT Solution and in section 3.1.6 of Toolkit 2021, except for an additional requirement in respect of Article 65.03(k) to disclose if there is an entity in the legal group structure or outside of the legal group structure, but not in the licensee’s reporting perimeter, which has financing arrangements whereby there is equity that results in obligations on the licensee or debt directly or indirectly secured or pledged against the licensee’s assets or revenues;

## 2.6. Contact details schedule

In the club information package for licence season 2022/23, the **contact details schedule** is substantially the same as for licence season 2021/22, as set out in the IT Solution and in section 3.1.5 of Toolkit 2021.

## 2.7. Management representation

The executive body of the licensee must confirm that:

- The contact information in the club information package shall be used by the CFCB and the UEFA administration to notify any procedural acts to the club;
- The complete legal name of the licensee and, if different, the registered member, fully corresponds to the name contained in the extract from a public register;
- Each of the following **documents is attached** to the club information package:
  - The **legal group structure document** as defined in Article 62 for each relevant reporting period, including the reporting perimeter as defined in Article 65 which should be clearly identified in the document;
  - If it has changed since the end of the previous reporting period, the **current legal group structure document** as defined in Article 62, including the reporting perimeter as defined in Article 65 which should be clearly identified in the document;
  - A **document with the information as defined in Article 63** about the licensee’s ultimate controlling party, ultimate beneficiary and any parties with significant influence over the licensee, for each relevant reporting period;
  - A copy of current, valid **statutes, articles of association or equivalent** of the licensee; and
  - **Extract from a public register** including the complete legal name and legal form of the licensee and, if different, the registered member.

The licensee must **validate the club information package** prior to submission by completing the management representation schedule, certifying that:

*“On behalf of the executive body of the licensee, we hereby certify that:*

- *all possible care has been taken to ensure that the information entered in the IT Solution is, complete, accurate, and in compliance with the requirements in the UEFA Club Licensing and Financial Sustainability Regulations, directives, toolkits and other information communicated to licensees.”*

The licensee’s management representative must be on the list of authorised signatories registered for club licensing purposes.

## 2.8. Licensor’s responsibilities

The licensor’s assessment procedures in respect of the club information package for licence season 2022/23 are substantially the same as the assessment procedures for licence season 2021/22, as set out in the IT Solution and in section 3.2 of Toolkit 2021.

### 3. FINANCIAL INFORMATION PACKAGE

For club monitoring for licence season 2022/23 the break-even requirement will continue to apply - Articles 58 to 64 of the UEFA Club Licensing and Financial Fair Play Regulations (Edition 2018) and amended by the emergency measures to take account the adverse effect of COVID-19 on the finances of clubs as set out in the addendum approved by the UEFA Executive Committee on 18 June 2020.

The information in this section supersedes section 2 of Toolkit Addendum 2021 and updates section 4 of the Toolkit 2021, in respect of some additional disclosures of certain costs, and the COVID-19 adjustments in respect of the reporting periods ending in 2020 and 2021 now apply for reporting period T-1 for the break-even requirement.

#### 3.1. Summary of documentation to be submitted

Schedule	Requirements	For July	For October / March	
		T-1 & T-2	T	T-3 & T-4 *
<b>Balance sheet</b>	Complete the <b>balance sheet schedule</b> .	✓	✓	✓
<b>Balance sheet reconciliation</b>	Complete the <b>balance sheet reconciliation schedule</b> .	✓	✓	✓
<b>Profit and loss account</b>	Complete the <b>profit and loss account schedule</b> .	✓	✓	✓
<b>Profit and loss account – supplementary schedules</b>	If applicable, complete the <b>supplementary schedules</b> to provide additional disclosure about particular profit and loss account lines.	✓	✓	✓
<b>Adjustment schedules</b>	First complete the <b>adjustment summary schedule</b> . If applicable, complete the relevant supplementary <b>adjustment schedules</b> .	✓	✓	✓
<b>Cash flow</b>	Complete the <b>cash flow schedule</b> .	✓	✓	✓
<b>Going concern and negative equity</b>	Complete the <b>going concern and negative equity schedule</b> .	✓	x	x
<b>Contributions</b>	If applicable, complete the <b>contributions schedule</b> for the monitoring period.	x	✓ **	x
<b>Attachment</b>	Attach the audited annual financial statements and, if applicable, the assessed supplementary information and/or assessed restated financial statements.	✓	✓	x
<b>Management representation</b>	Complete the <b>management representation schedule</b> .	✓	✓	

\* Disclosing information for reporting periods T-3 and T-4 is optional for the licensee.

\*\* The contributions schedule to be submitted by the October/March deadline includes disclosure of contributions which have occurred and been recognised in the annual financial statements for reporting periods T-2, T-1 and T, and in the accounting records of reporting period T+1 up to the deadline for submission of the break-even information.

#### 3.2. Key changes for the financial information package in 2022/23

Key changes to the financial information package applicable for licence season 2022/23:

- Disclosure of amounts in respect of new account lines in the profit and loss account schedule for (i) costs of agents/intermediaries of relevant persons, if such costs are not included in employee benefits

expenses of relevant persons or amortisation/impairment in respect of relevant persons, and (ii) costs directly attributable to merchandise sales;

- The COVID-19 adjustments in respect of the reporting periods ending in 2020 and 2021 will continue to apply for the break-even requirement, but are now for reporting period T-1 for the monitoring period for 2022/23; and
- All licensees (except those below the thresholds to be exempt from the break-even requirement) must submit to UEFA the financial information package and their audited annual financial statements for their reporting period T ending in 2022. Whereas prior to 2022 some licensees did not need to submit to UEFA their audited annual financial statements for reporting period T during the licence season.

### 3.3. Submitting the financial information package

For some licensees the financial information package for a reporting period will be prepopulated with entries from a previously submitted financial information package. This information must be checked and, if necessary, amended before submission.

By the deadline set by the licensor (which will be before UEFA's July deadline), all licensees that qualify for a UEFA club competition must submit the **break-even information for reporting periods T-1 and T-2**, based on and reconciled to the applicable audited annual financial statements.

Subsequently, by the deadline set by the licensor (which will be before UEFA's October deadline), all licensees that qualify for UEFA club competitions must submit the **break-even information for reporting period T**:

- Licensees with a reporting period T ending on or before 31 July 2022 must submit break-even information for reporting period T based on and reconciled to the audited annual financial statements; and
- Licensees with a reporting period T ending after 31 July 2022 must submit break-even information for reporting period T based on a combination of actual and projected amounts.

Subsequently, by the deadline set by the licensor (which will be before UEFA's March deadline), all licensees with a reporting period T ending after 31 July 2022 must submit **updated break-even information for reporting period T** based on and reconciled to the audited annual financial statements.

In addition, a licensee may demonstrate that the aggregate break-even deficit is reduced by a surplus resulting from the sum of the break-even result of the two reporting periods prior to the monitoring period (reporting periods T-3 and T-4), by selecting 'Yes' in the management representation schedule and then completing the relevant schedule in the financial information package, by the applicable October or March deadline. Once the licensee has completed the information, the sum of these break-even results will automatically appear in the licensee's break-even calculation output report schedule.

### 3.4. The relevant reporting periods for licence season 2022/23

The current monitoring period to be assessed for the licence season 2022/23 covers the following reporting periods:

- Reporting period ending in 2022 (reporting period T);
- Reporting periods ending in 2020 and 2021, which will be considered as one single reporting period (reporting period T-1) – see section 3.6 below; and
- Reporting period ending in 2019 (reporting period T-2).

The reporting periods ending in 2018 (reporting period T-3) and 2017 (reporting period T-4) will also be applicable if a licensee elects to use the surplus to reduce the aggregate break-even deficit for the monitoring period.

### 3.5. New account lines in the profit and loss account schedule

As from October 2022, the profit and loss account schedule for reporting period T ending in 2022 in the IT Solution includes two new account lines for licensees to complete:

- costs of agents/intermediaries of relevant persons, if such costs are not included in employee benefits expenses of relevant persons and amortisation/impairment of relevant persons' costs; and
- costs directly attributable to merchandise sales.

In future, these new account lines will be relevant for the calculation of the squad cost ratio. For licence season 2023/24 separate disclosure of these new account lines will be mandatory for licensees for whom the squad cost rule applies for:

- the (full year) reporting period ending in 2023;
- the interim period covered by the interim financial statements to 31 December 2022; and
- the interim period covered by the interim financial statements to 31 December 2023.

#### **Costs of agents/intermediaries of relevant persons, if not included in employee benefits expenses of relevant persons and amortisation/impairment of relevant persons' costs**

Costs of agents/intermediaries are costs incurred by a licensee in respect of a natural or legal person who represents/advises persons and/or clubs in negotiations with a view to concluding a new or revised employment contract or represents/advises clubs in negotiations with a view to concluding a transfer agreement.

Relevant persons are professional male players and persons acting as a head coach as defined in detail in Annex K.1.2.

Costs of agents/intermediaries of relevant persons do not need to be separately disclosed in the new account line if:

- such costs are otherwise included in employee benefits expenses of relevant persons; and/or
- such costs have initially been capitalised as an intangible asset as part of the costs of a player's registration or costs in respect of a head coach, and the subsequent amortisation/impairment is costed (or to be costed in a future reporting period) to the profit and loss account).

#### **Costs directly attributable to merchandise sales**

Merchandise sales is an account line disclosure which is part of revenue from commercial activities.

Costs directly attributable to merchandise sales are only those costs for which (a) the expense would have been avoided if merchandise sales had not been undertaken, and (b) the expense is separately identifiable without apportionment.

Examples of costs directly attributable to merchandise sales include:

- The costs of acquiring from suppliers the goods which comprise merchandise sales (e.g. replica team shirts, other club branded goods);
- Costs of fees and commissions to another party incurred wholly and exclusively for merchandise sales;
- Shipping costs.

The account lines for merchandise sales and costs directly attributable to merchandise sales will be relevant for the calculation of the squad cost ratio. For licence season 2023/24, separate disclosure of these account lines will be mandatory for licensees for whom the squad cost rule applies.

### 3.6. COVID-19 adverse financial impact adjustment

For the break-even calculation, appropriate adjustments may be made to take account of the adverse financial impact caused by COVID-19 in respect of the reporting periods ending in 2020 and 2021.

The COVID-19 adverse financial impact adjustment is defined in the addendum to the UEFA Club Licensing and Financial Fair Play Regulations (Edition 2018), in respect of the loss of revenues between:

- the actual average revenue (as listed below) relevant in calculating the break-even result recognised in the reporting periods ending in 2020 and 2021; and

- the corresponding anticipated average revenue for the same reporting periods.

Anticipated average revenues forecast for the reporting periods ending in 2020 and 2021 are, as a minimum, equivalent to the revenues (as listed below) relevant in calculating the break-even result recognised in the reporting period ending in 2019. This 2019 base can be increased if supported by legal and/or contractual arrangements (e.g. new broadcasting or sponsorship deal) concluded before start of the COVID-19 pandemic.

The COVID-19 adverse financial impact adjustment is limited to the following revenue lines: Gate receipts, Sponsorship and advertising, Broadcasting rights, Commercial activities, Other operating revenue. Any decrease in UEFA solidarity and prize money because UEFA distributions were reduced due to COVID-19 can be taken into account.

For some licensees the COVID-19 adverse financial impact adjustment will be pre-populated in the financial information package for reporting periods ending in 2020 and 2021 with entries from a previously submitted financial information package. This information must be checked and, if necessary, amended before submission.

If the COVID-19 adverse financial impact adjustment is not pre-populated in the financial information package, the licensee must select from the list of possible adjustments:

Total Club adjustments	0	35,151	20,189	19,373
	None	2020 & 2021		
Adjustment for COVID-19 (provisional until submission of BE 2021)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38,028	

When the COVID-19 adjustment schedule is opened, actual revenue will be pre-populated with the amounts from the relevant profit and loss account lines for reporting periods ending in 2020 and 2021.

Anticipated revenue for each eligible revenue line for the reporting periods ending in 2020 and 2021 must be entered by the licensee, plus a brief explanation about the difference between actual revenue and anticipated revenue.

The IT Solution will automatically calculate the actual average revenue, the anticipated average revenue, and the maximum upwards adjustment that can be used to decrease the average break-even deficit of reporting period T-1 (covering reporting periods ending in 2020 and 2021).

	Relevant Income 2021	Relevant Income 2020	Relevant Income 2019	Anticipated Relevant Income 2021	Anticipated Relevant Income 2020	Explanation	Average Relevant Income	Average Anticipated Income	COVID Adjustment
Total Gate Receipts		51,488	45,027	65,005	65,005	Adjustment for: 1) Pro-rata season tickets not recognized +2) match day loss - : :	51,488	65,005	13,517
Total Sponsorship and Advertising		80,566	132,814	92,874	92,874	Reduction contractual fees to sponsors+Opportunity lost in H2;not considered i :	80,566	92,874	12,308
Total Broadcasting Rights		88,424	103,859	88,424	88,424	Not considered any adjustment for revenue deferred from 2020 to 2021 due to :	88,424	88,424	
Total Commercial		5,217	2,807	14,197	14,197	Impact on merchandising and other commercial activities;not considered any a :	5,217	14,197	8,980
Total UEFA Solidarity and Prize Money		46,349	52,993	48,416	48,416	Reduction applied by UEFA on UCL and UEL revenue;not considered any adjusti :	46,349	48,416	2,067
Total Other Operating Income		21,079	19,339	22,235	22,235	Impact on other revenue;not considered any adjustment for revenue deferred fi :	21,079	22,235	1,156
<b>Total</b>									<b>38,028</b>

### 3.7. Fulfilment of the break-even requirement

The aggregate break-even result is the sum of the break-even results of each of the reporting periods covered by the monitoring period.

For the licence season 2022/23 the **aggregate break-even result** is the sum of:

- a) The break-even surplus or deficit for the reporting period ending in 2022 (reporting period T);
- b) For the reporting periods ending in 2020 and 2021, which will be considered as one single reporting period (reporting period T-1):
  - If the sum of the break-even results for 2020 and 2021 is a surplus, then include the break-even surplus; or
  - If the sum of the break-even results for 2020 and 2021 is a deficit, then include half of the break-even deficit. The deficit may be decreased for the COVID-19 adverse financial impact adjustment; and
- c) The break-even surplus or deficit for the reporting period ending in 2019 (reporting period T-2).

If the aggregate break-even result is equal to zero or positive, then the licensee has an aggregate break-even surplus for the monitoring period. If the aggregate break-even result is negative, i.e. below zero, then the licensee has an aggregate break-even deficit for the monitoring period.

In the case of an aggregate break-even deficit for the current monitoring period assessed for the 2022/23 licence season, the licensee may demonstrate that the aggregate break-even deficit is reduced by a surplus resulting from the sum of the break-even results of the reporting periods ending in 2018 (T-3) and 2017 (T-4).

The break-even requirement for the current monitoring period is fulfilled if the licensee has:

- an aggregate break-even surplus for reporting period T, T-1 and T-2; or
- an aggregate break-even deficit for reporting periods T, T-1 and T-2 that is within the acceptable deviation, having also taken into account any surplus resulting from the sum of the break-even results in reporting periods T-3 and T-4.

The break-even requirement is not fulfilled if the licensee has an aggregate break-even deficit exceeding the acceptable deviation for the current monitoring period.

### 3.8. Illustrative scenarios for the break-even requirement

The break-even calculation schedule summarises:

- the amounts of relevant income, relevant expenses, the COVID-19 adjustment, and the break-even result for each of the relevant reporting periods;
- the aggregate break-even result for the current monitoring period covering reporting periods T-2, T-1 and T; and
- if applicable, the sum of the surplus of break-even results for the two reporting periods prior to the monitoring period (i.e. reporting periods T-3 and T-4).

If the licensee's aggregate break-even result for the monitoring period is a deficit (if applicable, after taking into account a surplus for reporting periods T-3 and T-4), then it is compared with the acceptable deviation (i.e. €5m plus any contributions up to the maximum level of €25m).

#### Example 1: 2020 + 2021 >0 and the aggregate break-even result for the monitoring period is a surplus

Reporting period	T-2 2019	T-1 2020 + 2021	T 2022
Annual break-even result	+2	3 + -2 = +1	-1
Aggregate break-even result	+2		
<b>Outcome: requirement fulfilled</b>			
The sum of the break-even results for 2020 and 2021 is a surplus. It is added to the break-even results of 2019 and 2022.			
The aggregate break-even result for the current monitoring period is a surplus, so the break-even requirement is fulfilled.			

**Example 2: 2020 + 2021 < 0, COVID-19 adjustment < remaining deficit for 2020 and 2021, and the aggregate break-even result for the monitoring period is a surplus**

Reporting period	T-2 2019	T-1 2020 + 2021	T 2022
Annual break-even result before COVID-19 adjustment	+3	-1 + -5 = -6	-1
If sum of break-even results for 2020 & 2021 is a deficit, then deficit is halved	n/a	-3	n/a
COVID-19 adjustment	n/a	+2	n/a
Annual break-even result	+3	-1	-1
Aggregate break-even result monitoring period 2021/22	+1		
<b>Outcome: requirement fulfilled</b>			
The sum of the break-even results for 2020 and 2021 is a deficit, so it is halved and the upwards COVID-19 adjustment is applied.			
The aggregate break-even result for the current monitoring period is a surplus, so the break-even requirement is fulfilled.			

**Example 3: 2020 + 2021 < 0, COVID-19 adjustment < remaining deficit for 2020 and 2021, and the aggregate break-even result for the monitoring period (having also taken into account the surplus of T-3 and T-4) is a deficit within acceptable deviation as the club has some contributions**

Reporting period	T-2 2019	T-1 2020 + 2021	T 2022
Annual break-even result before COVID-19 adjustment	+2	-6 + -10 = -16	-9
If sum of break-even results for 2020 & 2021 is a deficit, then deficit is halved	n/a	-8	n/a
COVID-19 adjustment	n/a	+2	n/a
Annual break-even result	+2	-6	-9
Aggregate break-even result monitoring period 2021/22	-13		
Sum of break-even results for T-3 (2018) and T-4 (2017)	+3		
Aggregate break-even result (after the sum of the T-3 and T-4 surpluses are taken into account)	-10		
Contributions from equity participants and related parties	6		
Acceptable deviation	-11		
<b>Outcome: requirement fulfilled</b>			
The sum of the break-even results for 2020 and 2021 is a deficit, so it is halved and the upwards COVID-19 adjustment is applied.			
The aggregate break-even result (after the T-3 and T-4 surplus is also taken into account) is a deficit of €10m, which is within the acceptable deviation (i.e. deficit of up to €11m, being €5m plus €6m contributions), so the break-even requirement is fulfilled.			

**Example 4: 2020 + 2021 < 0, COVID-19 adjustment < remaining deficit for 2020 and 2021, and the aggregate break-even result for the monitoring period (having also taken into account the surplus of T-3 and T-4) is a deficit which exceeds acceptable deviation because no contributions**

Reporting period	T-2 2019	T-1 2020 + 2021	T 2022
Annual break-even result before COVID-19 adjustment	+2	-6 + -10 = -16	-9
If sum of break-even results for 2020 & 2021 is a deficit, then deficit is halved	n/a	-8	n/a
COVID-19 adjustment	n/a	+2	n/a
Annual break-even result	+2	-6	-9
Aggregate break-even result monitoring period 2021/22	-13		
Sum of break-even results for T-3 (2018) and T-4 (2017)	+3		
Aggregate break-even result (after the sum of the T-3 and T-4 surpluses are taken into account)	-10		
Contributions from equity participants and related parties	0		
Acceptable deviation	-5		
<b>Outcome: requirement is not fulfilled</b>			
The sum of the break-even results for 2020 and 2021 is a deficit, so it is halved and the upwards COVID-19 adjustment is applied.			
The aggregate break-even result (after the T-3 and T-4 surplus is also taken into account) is a deficit of €10m, which is in excess of the acceptable deviation (i.e. deficit of up to €5m), so the break-even requirement is not fulfilled.			

**Example 5: 2020 + 2021 < 0, COVID-19 adjustment < remaining deficit for 2020 and 2021, and the aggregate break-even result for the monitoring period (having also taken into account the surplus of T-3 and T-4) is a deficit which exceeds acceptable deviation because contributions are not sufficient to cover the deficit**

Reporting period	T-2 2019	T-1 2020 + 2021	T 2022
Annual break-even result before COVID-19 adjustment	+2	-6 + -10 = -16	-9
If sum of break-even results for 2020 & 2021 is a deficit, then deficit is halved	n/a	-8	n/a
COVID-19 adjustment	n/a	+2	n/a
Annual break-even result	+2	-6	-9
Aggregate break-even result monitoring period 2021/22	-13		
Sum of break-even results for T-3 (2018) and T-4 (2017)	+3		
Aggregate break-even result (after the sum of the T-3 and T-4 surpluses are taken into account)	-10		
Contributions from equity participants and related parties	2		
Acceptable deviation	-7		
<b>Outcome: requirement is not fulfilled</b>			
The sum of the break-even results for 2020 and 2021 is a deficit, so it is halved and the upwards COVID-19 adjustment is applied.			
The aggregate break-even result (after the T-3 and T-4 surplus is also taken into account) is a deficit of €10m, which is in excess of the acceptable deviation (i.e. deficit of up to €7m, being €5m plus €2m contributions), so the break-even requirement is not fulfilled.			



### 3.9. Management representation

The executive body of the licensee must confirm that each of the following **documents is attached** to the financial information package for each applicable reporting period:

- The audited annual financial statements covering the reporting perimeter, including the auditor’s report; and
- If applicable, the supplementary information and associated auditor’s assessment report and/or the restated financial statements and associated auditor’s assessment report.

The licensee must **validate the financial information package** prior to submission by completing the management representation schedule, certifying that:

*“On behalf of the executive body of the licensee, we hereby certify that:*

- *the information entered in the IT Solution relates to the same reporting perimeter as used for the fulfilment of the club licensing criteria; and*
- *all possible care has been taken to ensure that the information entered in the IT Solution is complete, accurate, and in compliance with the requirements in the UEFA Club Licensing and Financial Sustainability Regulations, directives, toolkits and other information communicated to licensees.”*

The licensee’s management representative must be on the list of authorised signatories registered for club licensing purposes.

The management representation schedule also provides the licensee with the possibility to disclose:

- details of any unusual items or events of major economic importance experienced during the reporting period, as well as any subsequent events after the reporting period, by entering a brief description in the box provided and listing any supporting documentation attached to the package; and
- details of any prior period adjustments, either due to the correction of errors in the annual financial statements, a previous input error in the IT Solution or a change in the reporting perimeter, by entering a brief description in the box provided and listing any supporting documentation attached to the package.

### 3.10. Licensor’s responsibilities

The licensor’s assessment procedures in respect of the financial information package for licence season 2022/23 are substantially the same as the assessment procedures for licence season 2021/22, as set out in the IT Solution and in section 4.2 of Toolkit 2021.

## 4. OVERDUE PAYABLES PACKAGE

The overdue payables package is for submitting and assessing financial information in a licensee's reporting perimeter at 15 July, 15 October and 15 January during the licence season for the club monitoring requirements under 'no overdue payables to football clubs - enhanced' (Article 80), 'no overdue payables in respect of employees - enhanced' (Article 81), 'no overdue payables to social/tax authorities - enhanced' (Article 82), and 'no overdue payables in respect of UEFA - enhanced' (Article 83).

The information in this section updates section 5 of the Toolkit 2021 to reflect Articles 80 to 83 of the new regulations and key changes to the overdue payables package in the IT Solution which apply for the licence season 2022/23.

The requirements for licence applicants under UEFA club licencing for no overdue payables (Articles 70 to 73) will first apply at 31 March 2023 before the start of licence season 2023/24.

If applicable, the amounts will be translated from the original currency of the payables into euros by applying the pre-populated exchange rates (sourced from the European Central Bank or another appropriate institution) as at the cut-off date.

### 4.1. Summary of documentation to be submitted

Schedules	Requirements	For July (at 15 July)	For October (at 15 October)	For January* (at 15 January)
<b>Transfer payables</b>	Complete the <b>transfer payables</b> schedule, including details of each player transfer.	✓	✓	✓*
<b>Overdue transfer receivables</b>	Complete the <b>overdue transfer receivables</b> schedule.	✓	✓	✓**
<b>Employee table</b>	Complete the <b>employee table</b> schedule.	✓	✓	✓*
<b>Social/tax table</b>	Complete the <b>social/tax table</b> schedule.	✓	✓	✓*
<b>Management representation</b>	Complete the <b>management representation</b> schedule to validate the information before submission.	✓	✓	✓*

\* A licensee will be required to complete the schedules set out above for January if the licensee has overdue payables as at 15 July or 15 October, if it has deferred payables as at 15 October, or if otherwise requested by the CFCB.

\*\* A licensee will also be required to complete the overdue transfer receivables schedule in respect of 31 December, if requested by the CFCB.

The input information is summarised in the output report entitled 'payables summary'.

### 4.2. Key changes to the overdue payables package in 2022/23

Key changes to the overdue payables package applicable for licence season 2022/23:

- All licensees must now prepare and submit the overdue payables package in October (in respect of the 15 October deadline). In addition, some licensees will be required to prepare and submit the overdue payables package in January (in respect of the 15 January deadline);
- In respect of each of the schedules for transfer payables, employees and social/tax, there are new disclosure requirements for any overdue payables at the cut-off date in respect of the period between the cut-off date (i.e. 30 June, 30 September and, if applicable, 31 December) and the applicable deadline date (i.e. 15 July, 15 October and, if applicable, 15 January);
- Additional disclosure requirements in respect of any overdue transfer receivables at the cut-off date;
- For a licensee's payables to employees, the term 'employees' has broadened to cover more roles than previously, to cover all persons undertaking the roles defined in Articles 36 to 52 (not just the minimum required staff), and now also includes persons who are service providers (rather than employees) performing any of the roles referred to in Articles 36 to 52;
- For a licensee's payables to social/tax authorities, additional disclosure requirements if payables are deferred pending a decision by a competent authority;

- As part of the management representations, a new requirement in respect of any overdue payables to UEFA; and
- The licensor's assessment procedures have been adapted to align with the new requirements for the overdue payables package.

### 4.3. Submitting the overdue payables package

The licensee must submit the overdue payables package by the deadline set by the licensor before each of UEFA's submission deadlines for July, October and, if applicable, January.

For each type of no overdue payables defined in Articles 80 to 83, the licensee must have no overdue payables as at 15 July 2022, 15 October 2022 and 15 January 2023 (each referred to as the "**deadline**") in respect of obligations due to be paid by the 30 June 2022, 30 September 2022 and 31 December 2022 respectively (each referred to as the "**cut-off date**").

A licensee will only be required to submit information in respect of no overdue payables as at 15 January 2023 if the licensee has overdue payables as at 15 July 2022 or as at 15 October 2022, if it has deferred payables as at 15 October 2022, or if otherwise requested by the CFCB.

Amounts must be entered as positive figures in the reporting currency of the licensee's annual financial statements as disclosed in the club information package and rounded to the nearest thousand, e.g., €1,234,567 should be entered as €1,235.

The licensee must reconcile its liabilities as per the transfers information, employees information and social/tax information to its underlying accounting records, and retain such reconciliations which may be requested for inspection by UEFA.

## 4.4. Transfer payables

In respect of Article 80, in the transfer table summary schedule the licensee must disclose:

- a) All new player registrations (permanent and temporary/loan transfers) as a result of transfer agreements concluded in the 12-month period up to the relevant cut-off date (i.e. 12 months to 30 June 2022, 30 September 2022, or 31 December 2022 respectively), irrespective of whether there is any outstanding amount due at the cut-off date. This also includes the registration of youth players signing their first professional contract if a solidarity contribution or training compensation becomes payable.
- b) All transfers for which an amount outstanding is to be paid at the relevant cut-off date, irrespective of whether the transfer was during the 12-month period up to the cut-off date or before, and irrespective of whether it relates to the release or registration of players. This includes any additional amounts due by the releasing club to the player's new club to facilitate the transfer or loan, e.g. bonuses paid to the new club to put the player on the pitch, participation in player's salary or any kind of development fees to be paid to the player's new club.
- c) All transfers subject to any amounts disputed as at the relevant cut-off date.

**Note:** In the October and January submissions, only transfers with the status "overdue, disputed, deferred, pending amount" as at 30 June or 30 September will be brought forward from the previous submission. With regard to transfers with a status "free transfer / fully paid / amount not overdue payable" as at 30 June or 30 September, should any of the transfer payables due to previous club(s) become "overdue, disputed, deferred or pending" as at 30 September or 31 December, such a transfer should be re-entered in the Transfer table.

The following information must be disclosed in the **transfer payables schedule for each player transfer**:

- **player's name and date of birth**, as shown on the player's registration document; if the player is not in the pre-defined list, click on the "+" button after "Cannot find the player? Please click here to create a new one" to add a new name.
- **transfer type**: to disclose whether the player has been transferred permanently, select '**transfer**'; if temporarily, select '**loan**';
- **transfer status (as at cut-off date)**: to disclose whether there were no transfer payables due to his previous club(s), select '**free transfer**'; if all payables due to previous clubs either unconditional or conditional have been cleared, select '**fully paid**'; and if some payables either unconditional or conditional are to be paid at a future date, select '**payable amount not overdue**'. If some of the transfer payables due to creditor club(s) are either with a due date prior to the cut-off date ('overdue'), or contested by a club ('disputed'), or have been subject to an agreement to postpone the payment date ('deferred'), or for which the licensee club is waiting for additional information to process the payment ('pending amount' with regard to training compensation and solidarity contribution), then select '**overdue, disputed, deferred, pending solidarity /training**'.
- **transfer currency** of the payables, as specified in the transfer or loan agreement with the creditor club.
- **transfer status (as at previous deadline)**: automatically populated.
- **national association of the creditor club** with which the player was registered before being transferred in to the licensee.
- **creditor club**: the name of the football club that is the creditor for the licensee's payables, which could be:
  - **the former club** from which the player's registration was transferred permanently or on loan and with which compensation was agreed; or
  - **another club** to which the licensee has transferred a player's registration permanently or on loan and the licensee has payables to that other club in respect of the player.

if the club name is not disclosed in the pre-populated list, select 'other club' from the list and enter the name of the club manually.

- **date of the transfer** on which the player's registration was transferred in; for international transfers this date should be the same as that required to be entered in FIFA's Transfer Matching System.
- **length of contract (original duration in months)**, i.e., the number of months of the employment contract with the player, as originally contracted at the time the player's registration was transferred-in to the licensee.
- In the transfer payables schedule, the **ageing of any overdue amount** will be automatically calculated as the number of days between the due date of the instalment and the deadline.
- If the amount in respect of player transfers must be paid by the licensee direct to a factoring company instead of to the creditor club, please indicate it by ticking the related box.

The initial data entry table in the transfer table summary schedule:

**Player Name**  
**Nationality** Date of Birth: 18/09/1999

CUT-OFF DATE: 30/06/2022  
 DEADLINE: 15/07/2022  
 EXCHANGE RATE: 0.910747

Choose Transfer Type: **LOAN** | **TRANSFER**

Transfer Status (at Cut-Off Date): 1/1  Overdue, Deferred, Disputed, Pending Solidarity / Training

Transfer Currency: 1/1  CHF

National Association of Club: 1/1  SUI Other Club

Creditor Club: 1/1  FC St. Gallen

Date of Transfer: 14/06/2019

Length of contract (in months): 24

**CONTINUE**

For each item below, indicate the amount (paid or to be paid) related to transfers

	No Amount	(CHF'000)
Fixed Transfer Compensation (FTC)	<input type="checkbox"/>	250
Max. Conditional transfer compensation (MCTC)	<input type="checkbox"/>	0
Realised Conditional transfer compensation (RCTC)	<input checked="" type="checkbox"/>	0
Not realised conditional transfer compensation (NRCTC)	<input checked="" type="checkbox"/>	0
Solidarity Contributions/training compensation	<input checked="" type="checkbox"/>	0
Other compensation in the scope of a transfer agreement	<input checked="" type="checkbox"/>	0

1 mio = 1'000 Please enter amounts in Thousands.

Total Payables at Cut-Off date (without Solidarity Contributions/training compensation):	OVERDUE PAYABLES		Amounts due at Cut-Off date to be paid in the future (incl. deferrals):									TOTAL	
	No Amount	(CHF'000)	No Amount	Due in "Days" 0-30	Due in "Days" 30-60	Due in "Days" 60-90	Due in "Days" 90-120	Due in "Days" 120-150	Due in "Days" 150-180	Due in "Days" 180-365	Due in "Days" >365		
<input type="checkbox"/>	50		<input type="checkbox"/>	50		150							250

Intermediary fee or other professional costs (on FTC/RCTC paid to date)  (CHF'000) 30

Tick the box if the amount payable has to be paid to a third party and not to the selling club (i.e. factoring)  **CONTINUE**

**Note:** In addition, information is requested in respect of each player transfer:

- **Not-realised conditional transfer compensation**, i.e. the total amount of conditional transfer compensation included in the transfer agreement for which conditions have not yet been fulfilled at the cut-off date.
- **Other compensation in the scope of the transfer agreement:** Any other compensation paid or payable to another club in the scope of the transfer agreement e.g. training compensation, solidarity payment, sell-on fee.

### 4.5. Transfer payables – amounts overdue, deferred, disputed, or pending solidarity contributions/training compensation

The licensee must select all categories applicable to the payables for the transfer of the player, i.e. overdue, deferred, disputed or pending solidarity contributions/training compensation.

If a competent authority recognises a club jointly and severally liable for the termination of a contract by a player, this must also be reported under the relevant categories below:

### OVERDUE AMOUNTS

Disclosure of **payables that are overdue at the cut-off date** under the contractual or legal terms agreed between the licensee and the player's previous club.

Transfer Type: Transfer

Transfer Status (at Cut-Off Date): Overdue, Deferred, Disputed, Pending Solidarity / Training

Transfer Currency: CHF

Country of Former Club: SUI

Creditor Club: FC St. Gallen

Date of Transfer: 14/06/2019 Total Payable at Cut-Off Date: 250

DATA-ENTRY CONTROLS  
If there is an amount entered "amount paid between assessment date and the submission deadline" a date must be entered in "Date of amount paid between ass. Date and the submission deadline."

Overdue	Deferred	Disputed	Pending Solidarity/Training Compensation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CONTINUE**

	Overdue Amount at Cut-Off Date	Fixed	Conditional	Solidarity / Training	Original Due Date	Amount paid between Cut-Off Date and the deadline?	Date of Payment between Cut-Off Date and Deadline?	Ageing in days	Tick if deferred between the Cut-Off Date and the Deadline?	Tick if disputed between the Cut-Off Date and the Deadline?	Comments
1	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30/04/2022	<input type="checkbox"/>	10	01/07/2022	76 days	<input type="checkbox"/>	<input type="checkbox"/>

The licensee must disclose certain details for each instalment overdue at the cut-off date:

- the amount payable as at the cut-off date, rounded to the nearest thousand;
- the category of the payable due, by selecting whether the payable is fixed transfer compensation, realised conditional transfer compensation, or solidarity contributions/training compensation payable to the player's previous club(s);
- the original due date for the instalment to be paid, in accordance with the original transfer agreement between the clubs;
- if applicable, the amount and date of any payable instalments settled between the cut-off date and the deadline;

- if applicable, whether the payable instalment has been deferred or become disputed between the cut-off date and the deadline.

In the transfer details schedule, the ageing of any overdue amount will be automatically calculated as the number of days between the due date of the instalment and the deadline.

In accordance with Annex H (notion of overdue payables), for the purpose of Article 80, transfer payables are not considered as overdue if the licensee is able to prove by the applicable deadline (i.e. 15 July, 15 October and 15 January respectively) that:

- the relevant amount has been settled;
- the settlement date has been deferred;
- the relevant amount is subject to a dispute by way of a legal claim or open proceedings; or
- in respect of solidarity contributions/training compensation, the settlement is pending.

## DISPUTED AMOUNTS

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate disputed amounts at the deadline date (i.e. an agreement has been concluded in writing with the creditor to extend the due date for the payable amount), then such payables are not considered as overdue.

If the licensee has disputed amounts at the deadline date, then the licensee must enter the details including:

- the **amount** subject to dispute and the month in which it was originally due to be paid, entered as positive figures in the transfer currency and rounded to the nearest thousand;
- the category of the disputed amount, by selecting whether the payable is fixed transfer compensation, realised conditional transfer compensation, or solidarity contributions/training compensation payable to the player's previous club(s);
- the original due date for the instalment to be paid, in accordance with the original transfer agreement between the clubs;
- the **name** of the club that opened the dispute;
- the date on which proceedings were opened;
- the **competent authority** with whom the dispute has been opened, e.g., FIFA;
- the dispute **case reference**, e.g., FIFA case number;
- the date on which the amount payable was contested;
- a **brief summary** to explain the nature of the dispute;
- the **status** of the dispute (e.g., pending, awaiting grounds of decision, closed);
- relevant **case documentation** by attaching the document(s) to the OP package on submission.

Transfer Type:	Transfer	
Transfer Status (at Cut-Off Date)	Overdue, Deferred, Disputed, Pending Solidarity / Training	
Transfer Currency:	CHF	
Country of Former Club:	SUI	
Creditor Club:	FC St. Gallen	
Date of Transfer:	14/06/2019	Total Payable at Cut-Off Date: 0

DATA-ENTRY CONTROLS  
If disputed flag is checked, all fields must be entered except date contested

Overdue	Deferred	Disputed	Pending Solidarity/Training Compensation
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CONTINUE**

**DISPUTED (CHF'000)**

	Dispute Amount	Fixed	Conditional	Solidarity / Training	Original Due Date	Name of Club opening dispute	Date when case has been opened	Competent authority hearing claim	Case reference	Date contested by other club	Case Summary / Current Status
1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
7	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

## DEFERRED AMOUNTS

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate deferred amounts at the deadline date (i.e. an agreement has been concluded in writing with the creditor to extend the due date for the payable amount), then such payables are not considered as overdue.

If the licensee has deferred amounts at the deadline date, then the licensee must enter the details including:

- the category of the deferred amount, by selecting whether the payable is fixed transfer compensation, realised conditional transfer compensation, or solidarity contributions/training compensation payable to the player's previous club(s);
- the original due date for the instalment to be paid, in accordance with the original transfer agreement between the clubs;
- the earliest date on which a payment is to be made;
- if there is more than one additional payment date, the latest date on which payment is to be made;
- the date on which the deferral agreement was entered into.

Transfer Type: Transfer  
 Transfer Status (at Cut-Off Date): Overdue, Deferred, Disputed, Pending Solidarity / Training  
 Transfer Currency: CHF  
 Country of Former Club: SUI  
 Creditor Club: FC St. Gallen  
 Date of Transfer: 14/06/2019 Total Payable at Cut-Off Date: 0

DATA-ENTRY CONTROLS  
If deferred flag is checked, all fields must be completed

Overdue	Deferred	Disputed	Pending Solidarity/Training Compensation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUE

**DEFERRED (CHF'000)**

	Please enter the individual amounts which were deferred as at Cut-Off Date?	Fixed	Conditional	Solidarity / Training	Original Due Date	Earliest new Due Date	Tick if more than one new Due Date	Last new Due Date	Date of Deferral Agreement
1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
3	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
7	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		

**PENDING SOLIDARITY CONTRIBUTIONS/TRAINING COMPENSATION**

In accordance with Annex H (notion of overdue payables), in respect of solidarity contributions/training compensation, if the licensee has legitimate pending amounts at the deadline date (i.e. the licensee is able to demonstrate that it has taken all reasonable measures to identify and pay the creditor(s) in respect of training compensation and solidarity contributions as defined in the FIFA Regulations on the Status and Transfer of Players), then such payables are not considered as overdue.

If the licensee has pending amounts at the deadline date, then the licensee must enter the details including:

- The type of compensation due to the creditor club(s);
- The original due date;
- The date of the last correspondence with the creditor club(s) and/or the relevant national association(s);
- A brief explanation about why the amount is considered to be pending;

Transfer Type: Transfer  
 Transfer Status (at Cut-Off Date): Overdue, Deferred, Disputed, Pending Solidarity / Training  
 Transfer Currency: CHF  
 Country of Former Club: SUI  
 Creditor Club: FC St. Gallen  
 Date of Transfer: 14/06/2019 Total Payable at Cut-Off Date: 0

DATA-ENTRY CONTROLS  
If pending solidarity is checked, all fields must be entered

Overdue	Deferred	Disputed	Pending Solidarity/Training Compensation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

CONTINUE

**PENDING SOLIDARITY / TRAINING (CHF'000)**

	Amount of pending solidarity / training compensation	Training	Solidarity	Original Due Date	Last Correspondance Date	Former club to whom training/solidarity is due	Comments
1	0	<input type="checkbox"/>	<input type="checkbox"/>				
2	0	<input type="checkbox"/>	<input type="checkbox"/>				
3	0	<input type="checkbox"/>	<input type="checkbox"/>				
4	0	<input type="checkbox"/>	<input type="checkbox"/>				
5	0	<input type="checkbox"/>	<input type="checkbox"/>				

### 4.6. Overdue transfer receivables

Licensees must also complete the overdue transfer receivables schedule for players that the licensee has from transfers, either on loan or on permanent transfer, for whom there is an amount to be received from another club at the cut-off date of 30 June 2022, 30 September 2022 and, if requested, at 31 December 2022.

The licensee must first enter information about the **total of transfer receivables** before entering the overdue transfer receivable details per player.

- Total amount receivable from other clubs for player transfers at cut-off date is the total balance to be received by the licensee as a result of obligations arising from transfers. It includes all amounts receivable by the licensee, whether overdue or not overdue at the relevant cut-off date.
- Subtotal transfer receivables from clubs registered with a UEFA member association. The licensee must disclose the amount receivable (overdue and/or not overdue) from clubs registered in the UEFA member association.
- Subtotal transfer receivables from clubs qualified for the UEFA competitions. The licensee must disclose amount receivable (overdue and/or not overdue) from clubs registered in the UEFA member association and participating in a UEFA club competition in the licence season.

1) PLEASE ENTER THE TOTAL TRANSFER RECEIVABLES AT CUT-OFF DATE AS PER BALANCE SHEET OR UNDERLYING ACCOUNTING RECORDS:

	No Amount	(TRY'000)
Total accounts receivable from player transfer at assessment date	<input type="checkbox"/>	<input type="checkbox"/>
Subtotal transfers receivable from clubs registered with a UEFA National Association	<input type="checkbox"/>	<input type="checkbox"/>
Subtotal transfers receivable from clubs qualified for the UEFA competitions	<input type="checkbox"/>	<input type="checkbox"/>

Then second screen,

Choose Transfer Type: **LOAN** TRANSFER

Transfer Status (at Cut-Off Date) 1/1 ▬ Overdue, Deferred, Disputed, Pending Solidarity / Training

Transfer Currency 1/1 ▬ EUR

Buyer Club 1/1 ▬

Date of Transfer: 20/01/2022 → CONTINUE

DATA-ENTRY CONTROLS

If there is a transfer status "Overdue, Deferred, Disputed", there must be an amount or a tick at "NO AMOUNT" in the Overdue Payables question.

Disclose the amount receivable at the Cut-Off date:

Total Receivables at Cut-Off date (without Solidarity Contributions/training compensation):	OVERDUE RECEIVABLES		OPTIONAL - Amounts due to be received after Cut-Off date (incl. Deferrals):									TOTAL
	No Amount	(EUR'000)	No Amount	Due in "Days" 0-30	Due in "Days" 30-60	Due in "Days" 60-90	Due in "Days" 90-120	Due in "Days" 120-150	Due in "Days" 150-180	Due in "Days" 180-365	Due in "Days" >365	
	<input type="checkbox"/>	<input type="text" value="200,000"/>	<input type="checkbox"/>	<input type="text" value="30,000"/>	<input type="text" value=""/>	<input type="text" value="15,000"/>	<input type="text" value=""/>	<input type="text" value="15,000"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Transfer Type: Loan

Transfer Status (at Cut-Off Date) Overdue, Deferred, Disputed, Pending Solidarity / Training

Transfer Currency: EUR

Buyer Club:

Date of Transfer: 20/01/2022 → CONTINUE

**Total Receivables at Cut-Off Date 260,000**

	Overdue	Deferred	Disputed
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OVERDUE (EUR'000)**

	Overdue Amount at Cut-Off Date	Fixed	Conditional	Solidarity / Training	Due Date	Amount Paid between Cut-Off Date and Deadline	Date of Payment between Cut-Off Date and Deadline?	Tick if deferred between the Cut-Off Date and deadline?	Tick if disputed between the Cut-Off Date and deadline?	Comments
1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
3	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
4	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
5	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
7	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	
10	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0		<input type="checkbox"/>	<input type="checkbox"/>	

The licensee must disclose certain **information in respect of each player for which there are overdue receivable amounts at the cut-off date:**

- the amount receivable as at the cut-off date, rounded to the nearest thousand;
- the category of the receivable amount due, by selecting whether the receivable is fixed transfer compensation, realised conditional transfer compensation, or solidarity contributions/training compensation receivable by the licensee;
- the original due date for the instalment to be received, in accordance with the original transfer agreement between the clubs;



- if applicable, the amount and date of any overdue instalments received between the cut-off date and the deadline;
- if applicable, whether the receivable instalment has been deferred or become disputed between the cut-off date and the deadline (and provide the additional requested information).

In the transfer details schedule, the ageing of any overdue amount will be automatically calculated as the number of days between the due date of the instalment and the deadline.

## 4.7. Employee table

### Information to be input by all licensees

In respect of Article 81, each licensee must disclose certain information in the employee table schedule for each of the deadlines 15 July 2022 and 15 October 2022.

A licensee will only be required to submit information in respect of no overdue payables as at 15 January 2023 if the licensee has overdue payables as at 15 July 2022 or as at 15 October 2022, or if it has deferred payables as at 15 October 2022, or if otherwise requested by the CFCB.

The following information must be disclosed:

- The **total amount of payables to employees as at the cut-off date**. The definition of payables to employees is the same as for club licensing purposes - see Article 71.02 (payables) and Articles 71.03 to 71.05 (the term “employees”). For the avoidance of doubt, this amount must be equal to or greater than the sum of overdue payables, disputed amounts and deferred payables.
- Select from the drop-down list when employee’s salary for month M is paid.
- A declaration confirming whether or not payables to employees are overdue at the cut-off date, by selecting Yes or No for:
  - overdue payables to employees as at the cut-off date;
  - overdue payables to employees that have been settled in whole or in part between the cut-off date and the deadline. If Yes, the amount settled since the cut-off date must be separately disclosed, and must also be included in the ‘total employee payables at the cut-off date’ balance.
- A declaration confirming payables to employees that are not overdue but are disputed or deferred as at the cut-off date, by selecting Yes or No for:
  - amounts to employees that were disputed;
  - amounts to employees that were deferred under a written agreement with the employee.
- A declaration confirming overdue payables to employees as at the cut-off date that are fully paid by the deadline, by selecting Yes or No.

The financial information in the employee table schedule is automatically aggregated, converted to euros, and included in the payable summary schedule.

For the avoidance of doubt, **payables** are all forms of consideration due in respect of employees as a result of contractual or legal obligations, including wages, salaries, image rights payments, bonuses and other benefits as specified in Annex K.1.2(c). Amounts payable to people who, for various reasons, are no longer employed by the licensee or any entity within the legal group structure of the licensee fall within the scope of this requirement and must be settled within the period stipulated in the contract or defined by law.

All forms of consideration for the benefit of employees must be accounted for in the books of one of the entities included in the reporting perimeter.

For the purpose of the no overdue payables in respect of employees, for licence season 2022/23 onwards the definition of ‘employees’ has changed and is broader than the previous definition. Under Article 81 (for club monitoring), the term ‘**employees**’ refers to the following persons:

- all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players;
- All administrative, technical, medical and security staff performing any of the functions referred to in Article 36 to Article 52 i.e. the administrative, technical, medical and security staff specified in Articles 28 to 33 and 35 to 39, i.e. the general manager, finance officer, media officer, medical doctor(s), physiotherapist(s), youth team medic(s), match organisation officer, safety and security officer, football social responsibility officer, supporter liaison officer, disability access officer, head coach of the first squad, assistant coach of first squad, goalkeeper coach of first squad, head of the youth development programme, youth coaches and goalkeeper coach of youth teams; and
- Service providers performing any of the roles referred to in Article 36 to Article 52.

If any of the “employees” is employed by, contracted to, a consultant of or otherwise provides services to an entity within the legal group structure or the reporting perimeter other than the licensee, these payables must be also included in the scope of the requirement.

If the licensee declares that it does not have any overdue payables towards employees as at the cut-off date, or any deferrals or disputes, it does not need to disclose further information unless otherwise requested by the licensor or the CFCB.

If the licensee declares that it does have overdue, deferred or disputed payables towards employees as at the cut-off date, it must disclose further information as set out in the employee table schedule and further described below.

In accordance with Annex H (notion of overdue payables), for the purpose of Article 81, employee payables are not considered as overdue if the licensee is able to prove by the applicable deadline (i.e. 15 July, 15 October and 15 January respectively) that:

- a) the relevant amount has been settled;
- b) the settlement date has been deferred; or
- c) the relevant amount is subject to a dispute by way of a legal claim or open proceedings.

### **Additional information to be disclosed by licensees where applicable**

#### **OVERDUE AMOUNTS**

If the licensee declares that it does have **overdue payables to employees at the cut-off date and those overdue payables have not been fully paid by the deadline**, it must disclose the following information in the employee table schedule:

- employee's position, by selecting the applicable role;
- employee's name;
- the amount overdue at the deadline date, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the three monthly periods prior to the cut-off date i.e., '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;
- If the licensee has made partial payments against overdue payables to employees between the cut-off date and the deadline, then the licensee must also disclose the amount and date of any payment to the employee since the cut-off date, in respect of payables overdue at the cut-off date and paid/settled before the deadline;
- if applicable, whether the overdue payment has been deferred or become disputed between the cut-off date and the deadline, and provide the additional requested information.

If the licensee declares that it does have **overdue payables to employees at the cut-off date and they are fully paid by the deadline**, the total amount of overdue payable at the cut-off date must be disclosed.

#### **DISPUTED AMOUNTS**

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate disputed amounts at the deadline date then such payables are not considered as overdue.

If the licensee has disputed amounts at the deadline date, then the licensee must enter the details in respect of each employee including:

- employee's position, by selecting the applicable role;
- employee's name;
- the disputed amount, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the three monthly periods prior to the cut-off date i.e., '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;

In respect of disputed amounts with employees, licensees must also provide:

- the name of the **party that opened the dispute** and the **date** on which the proceedings were opened;
- the date on which the proceedings have been contested;
- the competent authority with which the dispute has been opened;
- the dispute case reference number provided by that authority;
- a brief summary to explain the nature of the case, the type of payable being disputed, e.g., salary, bonus or signing fees;
- relevant case documentation by attaching the document(s) to the OP package on submission.

#### **DEFERRED AMOUNTS**

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate deferred amounts at the deadline date (i.e. an agreement has been concluded in writing with the employee to extend the due date for the payable amount), then such payables are not considered as overdue.

If the licensee has deferred amounts at the deadline date, then the licensee must enter the details in respect of each employee including:

- employee's position, by selecting the applicable role;
- employee's name;
- the amount subject to deferral, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the six monthly periods prior to the cut-off date i.e., '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;
- if there is more than one additional payment date, the latest date on which payment is to be made;
- the earliest date for the amount(s) to be paid to the employee under a written agreement;
- the date on which the deferral agreement with the employee was entered into.

The written agreement with an employee must not be obtained under duress or coercion.

## 4.8. Social/tax table

### Information to be input by all licensees

In respect of Article 82, each licensee must disclose certain information in the social/tax table schedule for each deadline of 15 July 2022 and 15 October 2022.

A licensee will only be required to submit information in respect of no overdue payables as at 15 January 2023 if the licensee has overdue payables as at 15 July 2022 or as at 15 October 2022, if it has deferred payables as at 15 October 2022, or if otherwise requested by the CFCB.

Each licensee must disclose:

- a declaration confirming whether or not payables to social/tax authorities are overdue at the cut-off date, by entering a tick under Yes or No for:
  - overdue payables to social/tax authorities as at cut-off date;
  - overdue payables to social/tax authorities that have been settled in whole or in part between the cut-off date and the deadline. If Yes, the amount settled since the cut-off date must be separately disclosed, and must also be included in the 'total social/tax payables at the cut-off date' balance.
- a declaration confirming payables to social/tax authorities that are not overdue but are disputed, deferred or pending, by entering a tick under Yes or No for:
  - payables to social/tax authorities at the cut-off date that have been disputed;
  - payables to social/tax authorities at the cut-off date that have been deferred under a written agreement with the social/tax authority.
  - payables to social/tax authorities at the cut-off date that are subject to a pending decision by a competent authority.
- the total amount of payables to social/tax authorities at the cut-off date and fully paid by the deadline. For the avoidance of doubt, this amount must be equal to or greater than the sum of overdue payables, disputed payables and deferred payables

The financial information in the social/tax table schedule is automatically aggregated, converted to euros, and included in the payable summary schedule.

If the licensee declares that it does not have any overdue payables to social/tax authorities at the cut-off date, or any deferrals, disputes or pending amounts, it does not need to disclose further information unless otherwise requested by the licensor or the CFCB.

If the licensee declares that it does have overdue, deferred, disputed and/or pending payables towards social/tax authorities at the cut-off date, then it must disclose further information as set out in the social/tax authority table schedule and as further described below.

In accordance with Annex H (notion of overdue payables), for the purpose of Article 82, social/tax payables are not considered as overdue if the licensee is able to prove by the applicable deadline (i.e. 15 July, 15 October and 15 January respectively) that:

- a) the relevant amount has been settled;
- b) the settlement date has been deferred;
- c) the relevant amount is subject to a dispute by way of a legal claim or open proceedings; or
- d) the settlement of the relevant amount is pending a decision by a competent authority.

### Additional information to be disclosed by licensees where applicable

## OVERDUE AMOUNTS

If the licensee declares that it does have **overdue payables towards social/tax authorities as at the cut-off date and those overdue payables have not been paid in whole by the deadline**, then it must disclose the following information in the social/tax authority table schedule:

- the name of relevant social/tax authority;
- the amount that is overdue, and the month in which it was originally due to be paid, specifying amounts in each of the three monthly periods prior to the cut-off date i.e., '1-30 days', '> 1 Month', '> 2 Months' etc), and inputting any amounts older than three months in the '> 3 Months' cell;
- If the licensee has made partial **payments against overdue payables towards social/tax authorities between the cut-off date and the deadline**, it must also disclose the amount and date of any payment since the cut-off date and before the deadline, in respect of overdue payables at the cut-off date.
- if applicable, whether the overdue payment has been deferred or become disputed between the cut-off date and the deadline, and provide the additional requested information.

If the licensee declares that it does have **overdue payables towards social/tax authorities at the cut-off date and they are fully paid by the deadline**, the total amount of overdue payable must be disclosed.

## DISPUTED AMOUNTS

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate disputed amounts at the deadline date then such payables are not considered as overdue.

If the licensee has disputed amounts at the deadline date, then the licensee must enter the details in respect of each employee including:

- The name of the social/tax authorities;
- the disputed amount, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the three monthly periods prior to the cut-off date i.e., '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;

In respect of disputed amounts with the social/tax authorities, licensees must also provide:

- the name of the **party that opened the dispute** and the **date** on which the proceedings were opened;
- the competent authority with which the dispute has been opened;
- the dispute case reference number provided by that authority;
- the date on which the proceedings have been contested;
- the status of the dispute;
- a brief summary to explain the nature of the case, the type of payable being disputed;
- relevant case documentation by attaching the document(s) to the OP package on submission.

## DEFERRED AMOUNTS

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate deferred amounts at the deadline date (i.e. an agreement has been concluded in writing with the social/tax authority to extend the due date for the payable amount), then such payables are not considered as overdue.

If the licensee has deferred amounts at the deadline date, then the licensee must enter the details in respect of each employee including:

- the name of relevant social/tax authority;
- the amount subject to deferral, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the three monthly periods prior to the cut-off date i.e. '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;
- the earliest post-deferrals due date for the amount(s) to be paid under a written agreement with the social/tax authority;
- if there is more than one additional payment date, the latest date on which payment is to be made;

## DEFERRED AMOUNTS PENDING DECISION BY A COMPETENT BODY

In accordance with Annex H (notion of overdue payables), if the licensee has legitimate pending amounts at the deadline date in respect of social/tax payables, then such payables are not considered as overdue.


The settlement of the relevant amount is pending if the licensee has requested a competent body, in writing and in accordance with the applicable law, to extend the deadline for payment of payables to social/tax authorities (as

defined by Article 72 and Article 82), and the competent authority has confirmed in writing that this request has been deemed admissible and still pending by the deadline (15 July, 15 October or 15 January respectively).

If the licensee has pending amounts at the deadline date, then the licensee must enter the details including:

- the name of relevant social/tax authority;
- the amount subject to a pending decision, and the month in which it was originally due to be paid to the employee, specifying amounts in each of the three-monthly periods prior to the cut-off date (i.e., '1-30 days', '> 1 Month', '> 2 Months' and inputting any amounts older than three months in the '> 3 Months' cell;
- the date of submission of the request for deferral made by the licensee;
- the date confirmation was received from the competent body;
- a brief summary explaining why the amount is pending.

		(TRY'000)	NO
Total Social and Tax Payables at Cut-Off Date		30,000	<input type="checkbox"/>
<b>Do you have any of the following at cut-off date?</b>	YES	NO	TOTAL AMOUNT (TRY'000)
Social and Tax-Overdue	<input type="checkbox"/>	<input type="checkbox"/>	
Social and Tax-Dispute	<input type="checkbox"/>	<input type="checkbox"/>	
Social and Tax-Deferrals	<input type="checkbox"/>	<input type="checkbox"/>	
Social and Tax-Pending Decision by comp. body	<input type="checkbox"/>	<input type="checkbox"/>	
Social and Tax-Overdue fully paid by Deadline		<input type="checkbox"/>	<input type="checkbox"/>

 **CONTINUE**

#### 4.9. Payables summary schedule (global summary)

The payables summary schedule is automatically populated with data from other schedules in the overdue payables package. The amounts in the payables summary schedule are denominated in euros to enable comparisons between licensees.

The payables summary schedule summarises the disclosed payables at the cut-off date, converted to euros, for:

- transfer payables, categorised as 'agreed transfer compensation', 'realised conditional transfer compensation' or 'solidarity contributions/training compensation';
- employee payables; and
- social/tax payables.

**For each type of payables, the payables summary schedule separately identifies:**

- the amount of overdue payables at the cut-off date;
- amounts that have been deferred by written agreement at the cut-off date;
- amounts in dispute at the cut-off date;
- amounts pending in respect of solidarity contributions/training compensation at the cut-off date;
- amounts pending in respect of social/tax authorities at the cut-off date;
- or amounts overdue at the cut-off date:
  - (i) amounts paid/settled between the cut-off date and deadline;
  - (ii) amounts deferred between the cut-off date and deadline;
  - (iii) amounts disputed between the cut-off date and deadline;
  - (iv) remaining amounts not settled between the cut-off date and deadline;
  - (v) The number of instalments for which payment is overdue more than 90 days.

For transfer payables, the payables summary schedule has a separate tab in which **amounts overdue, disputed, deferred or pending solidarity contributions/training compensation at the deadline are disclosed on an individual player basis** split by:

- (i) 'agreed transfer compensation';
- (ii) 'realised conditional transfer compensation';
- (iii) 'solidarity contributions/training compensation'.

The categorisation of transfer payables is the same as those outlined for the payables summary schedule above.

The payables summary schedule has a separate tab in which it identifies **transfer details disclosed at the cut-off date for each player**:

- (i) transfer type (e.g., permanent or loan);
- (ii) transfer status (e.g., free agent);
- (iii) the name of the creditor club;
- (iv) the transfer currency and date of transfer;
- (v) contract duration;
- (vi) fixed transfer compensation;
- (vii) maximum conditional transfer compensation;
- (viii) realised conditional transfer compensation;
- (ix) not realised conditional transfer compensation;
- (x) solidarity contributions/training compensation;
- (xi) other compensation in the scope of the transfer agreement;
- (xii) total payable at the cut-off date;
- (xiii) amount paid or payable to agent or intermediary as well as the other direct costs of the transfer;
- (xiv) details of any third party payable.

#### 4.10. Management representation

The executive body of the licensee **must confirm** that:

- It has no overdue payables at the deadline in respect of UEFA as defined in Article 83, as a result of obligations due to be paid by the cut-off date. If a licensee has overdue payables in respect of UEFA, the amount overdue as at the deadline must be disclosed.

The licensee **must validate** the overdue payables package prior to submission by completing the management representation schedule, certifying that:

*“On behalf of the executive body of the licensee, we hereby certify that:*

- *all possible care has been taken to ensure that the information entered in the IT Solution is complete, accurate, and in compliance with the requirements in the UEFA Club Licensing and Financial Sustainability Regulations, directives, toolkits and other information communicated to licensees.”*

The licensee’s management representative must be on the list of authorised signatories registered for club licensing purposes.

The management representation schedule also provides the licensee with the **possibility to disclose**:

- any unusual items contained in the package, by entering a brief description in the box provided and describing any documentation attached to the package.
- **Special COVID-19 scheme in respect of payables to social/tax authorities:** Indicate whether at the cut-off date, any special measures have been taken at national level due to the pandemic that change the standard conditions for payables to social/tax authorities, e.g., payment deferral or debt forgiveness. A brief description of the measures must be provided to explain what the changes are.

#### 4.11.Licensors’ responsibilities

To assess the completeness and accuracy of the information submitted in the payables schedules, the licensor’s minimum assessment procedures in respect of the no overdue payables requirements of Articles 80 to 82 are as follows:

Schedule	Licensor’s assessment
Transfer payables	<ul style="list-style-type: none"> <li>• Check the licensee's completed 'transfer payables' schedule and 'transfer payables table' and make additional enquiries of the licensee if there is any payables information (e.g., overdue, deferred or disputed payables, or pending solidarity contributions/training compensation) that may be incomplete and/or inaccurate, based on the licensor's existing knowledge of the licensee from club licensing and/or other reasonable information sources. *</li> </ul>

Schedule	Licensor's assessment
Employee table	<ul style="list-style-type: none"> <li>• Check the licensee's completed 'employee payables' schedule and make additional enquiries of the licensee if there is any payables information (e.g., overdue, deferred or disputed payables) that may be incomplete and/or inaccurate, based on the licensor's existing knowledge of the licensee from club licensing and/or other reasonable information sources. *</li> </ul>
Social/tax table	<ul style="list-style-type: none"> <li>• Check the licensee's completed 'social/tax payables' schedule and make additional enquiries of the licensee if there is any payables information (e.g., overdue, deferred or disputed payables, or payables subject to pending decision by a competent authority) that may be incomplete and/or inaccurate based on the licensor's existing knowledge of the licensee from club licensing and/or other reasonable information sources. *</li> </ul>
Management representation	<ul style="list-style-type: none"> <li>• Check that the licensee's signatory in the management representation schedule is on the list of authorised signatories as already held for club licensing purposes.</li> </ul>

\* Examples of information sources include media reports, notifications of dispute cases, decision of a competent authority regarding termination of a contract by a player and correspondence from other football bodies, football clubs, the licensee's directors and employees, and social/tax authorities.