



By email

TO ALL LICENSORS

For the attention of the Licensing Managers

Your reference	Your correspondence of	Our reference	Date
		NCLS/ROZ	10 June 2024

UEFA Club Monitoring – Key deadlines for the 2024/25 monitoring process

Dear Licensing Managers,

In accordance with the *UEFA Club Licensing and Financial Sustainability Regulations – Edition 2024* ('CL&FS Regulations'), please find enclosed the applicable deadlines for the 2024/25 monitoring process.

The club monitoring requirements, for which information will be required from your affiliated clubs during the 2024/25 season, are the following ones:

- **Club Information requirements** which comprise information on the club's legal group structure, its ultimate controlling party, its ultimate beneficiary and any party with significant influence over the club. Any changes to their club information occurring during the 2024/25 season must be promptly communicated to UEFA.
- **Solvency requirements** (overdue payables rule) to be assessed as at 15 July, 15 October 2024 and, if applicable, 15 January 2025.
- **Stability requirements** (football earnings rule) which require the submission of financial data for the reporting periods ending in 2023 and 2024.
- **Cost control requirements** (squad cost rule) for the relevant 12-month period from 1 January up until 31 December 2024. In order to assess the compliance with the squad cost rule, clubs with an annual accounting reference date ending on or before 31 July will be required to submit their interim financial statements.

As in previous seasons, the monitoring information shall be submitted to UEFA via the CL/FS IT Solution unless otherwise specified or requested during the monitoring process.

According to Article 77 of the CL&FS Regulations, it is the licensors' responsibility to communicate these deadlines to all the affiliated clubs qualified for the UEFA club competitions and to assess club's documentation in accordance with Annex I of the CL&FS Regulations. Each licensor is therefore required to set internal deadlines to its affiliated clubs to allow sufficient time for the licensors to perform the required assessment procedures before submitting the validated information to UEFA.

The enclosed "Deadlines for the 2024/25 monitoring process" which are presented in Annex 1 or 2 (as applicable, based on the club's accounting reference date) is also published on uefa.com.

Please note that these "Deadlines for the 2024/25 monitoring process" must be complied with by clubs participating in UEFA club competitions and are independent from any other deadlines set by licensors for club licensing purposes.

Should you have any questions or require further information, please do not hesitate to contact us.

We sincerely thank you for your cooperation.

Yours faithfully,

U E F A



Pablo Rodriguez
Chief of Financial Monitoring & Compliance

Enclosure: - Deadlines for the 2024/25 monitoring process (Annex 1 or Annex 2)

cc (with enclosure): - European Club Association (ECA)
- European Leagues (EL)

**ANNEX 1: Deadlines of the 2024/25 monitoring process for clubs with
annual accounting reference date **ON OR BEFORE** 31 July 2024**

Deadlines	Club monitoring information to be submitted by clubs participating to UEFA competitions
16 July 2024	<p>All clubs qualified for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club information</u>¹ – Package including club’s information and legal group structure for the two reporting periods ending in 2022 and 2023. ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 July 2024 in respect of amounts due to be paid by 30 June 2024 to clubs, employees, social/tax authorities and UEFA. ➤ <u>Stability requirements</u>¹ – Financial information package for the reporting periods ending in 2022 and 2023 based on <u>audited</u> annual financial statements.
16 October 2024	<p>All clubs qualified for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club information</u> – Package including <u>final</u> club’s information and legal group structure for the reporting period ending in 2024. ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 October 2024 in respect of amounts due to be paid by 30 September 2024 to clubs, employees, social/tax authorities and UEFA. <p>Clubs with employee benefit expenses (‘EBE’) equal to or greater than EUR 5 million in the reporting period ending in 2022 or 2023 will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Stability requirements</u> – Financial information package including <u>final</u> football earnings information for the reporting period ending 2024 based on <u>audited</u> annual financial statements. <p>Clubs with EBE equal to or greater than EUR 30 million in the reporting period ending in 2023 or 2024 which qualified for a league phase of UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Cost control requirements</u> – Squad cost information for the 12-month period up to 31 December 2024² based on data submitted in the financial information package³, <u>preliminary</u> financial information for the interim period ending in December 2024 and <u>reviewed/audited</u> interim financial statements for the interim periods ending in December 2021⁴, 2022 and 2023.
16 January 2025	<p>Clubs which (i) had overdue payables as at 15 July or 15 October 2024, (ii) had deferred payables as at 15 October 2024 or (iii) have been requested by CFCB will have to provide the following.</p> <ul style="list-style-type: none"> ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 January 2025 in respect of amounts due to be paid by 31 December 2024 to clubs, employees, social/tax authorities and UEFA.
13 March 2025	<p>All clubs qualified for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club Information</u> – Package including any <u>updated</u> club’s information and legal group structure <u>after</u> the reporting period ending in 2024. <p>Clubs with EBE equal to or greater than EUR 30 million in the reporting period ending in 2023 or 2024 which qualified for a league phase of UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Cost control requirements</u> – Squad cost information for the 12-month period up to 31 December 2024² based on data submitted in the financial information package and <u>reviewed/audited</u> interim financial statements for the interim period ending in December 2024.

¹ If a club was monitored in the licence season 2023/24, the submitted data will be carried forward in the CL/FS IT Solution.

² In accordance with Article 93.05 of the CL&FS, a club may request an alternative period for the squad cost assessment. In such case, all reference to 31 December should be understood as 30 November. The club must confirm this choice in the CL/FS IT Solution.

³ Clubs that choose to include the profit or loss on disposal of player registrations and other transfer income/expenses over 36 months to 31 December 2024 must provide annual audited financial information for the reporting period ending in 2022, if not already provided.

⁴ Only for clubs that choose to include the profit or loss on disposal of player registrations and other transfer income/expenses over 36 months to 31 December 2024.

**ANNEX 2: Deadlines for the 2024/25 monitoring process for clubs with
annual accounting reference date **AFTER** 31 July 2024**

Deadlines	Club monitoring information to be submitted by clubs participating to UEFA competitions
<p align="center">16 July 2024</p>	<p>All clubs qualified for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club information</u>¹ – Package including club’s information and legal group structure for the two reporting periods ending in 2022 and 2023. ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 July 2024 in respect of amounts due to be paid by 30 June 2024 to clubs, employees, social/tax authorities and UEFA. ➤ <u>Stability requirements</u>¹ – Financial information package for the reporting periods ending in 2022 and 2023 based on <u>audited</u> annual financial statements.
<p align="center">16 October 2024</p>	<p>All clubs for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club information</u> – Package including <u>preliminary</u> club’s information and legal group structure for the reporting period ending in 2024. ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 October 2024 in respect of amounts due to be paid by 30 September 2024 to clubs, employees, social/tax authorities and UEFA. <p>Clubs with employee benefit expenses (‘EBE’) equal to or greater than EUR 5 million in the reporting period ending in 2022 or 2023, will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Stability requirements</u> – Financial information package including <u>preliminary</u> football earnings information for the reporting period ending in 2024. <p>Clubs with EBE equal to or greater than EUR 30 million in the reporting period ending in 2023 or 2024 which qualified for a league phase of UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Cost control requirements</u> – <u>Preliminary</u> squad cost information for the 12-month period up to 31 December 2024² based on data submitted in the financial information package³.
<p align="center">16 January 2025</p>	<p>Clubs which (i) had overdue payables as at 15 July or 15 October 2024, (ii) had deferred payables as at 15 October 2024 or (iii) have been requested by CFCB will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Solvency requirements</u> – Overdue Payables package as at 15 January 2025 in respect of amounts due to be paid by 31 December 2024 to clubs, employees, social/tax authorities and UEFA.
<p align="center">13 March 2025</p>	<p>All clubs for UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Club Information</u> – Submission package including <u>final</u> club’s information and legal group structure for the reporting period ending in 2024. <p>Cubs with EBE equal to or greater than EUR 5 million in the reporting period ending in 2022 or 2023 will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Stability requirements</u> – Financial information package including <u>final</u> football earnings information for the reporting period ending 2024 based on <u>audited</u> annual financial statements. <p>Clubs with EBE equal to or greater than EUR 30 million in the reporting period ending in 2023 or 2024 which qualified for a league phase of UEFA competitions will have to provide the following:</p> <ul style="list-style-type: none"> ➤ <u>Cost control requirements</u> – Squad Cost information for the 12-month period up to 31 December 2024² based on data submitted in the financial information package³.

¹ If a club was monitored in the licence season 2023/24, the submitted data will be carried forward in the CL/FS IT Solution.

² In accordance with Article 93.05 of the CL&FS, a club may request an alternative period for the squad cost assessment. In such case, all reference to 31 December should be understood as 30 November. The club must confirm this choice in the CL/FS IT Solution.

³ Clubs that choose to include the profit or loss on disposal of player registrations and other transfer income/expenses over 36 months to 31 December 2024 must provide annual audited financial information for the reporting period 2022, if not already provided.