



**To the attention of**  
General Secretaries and  
Licensing Managers

Your reference	Your correspondence of	Our reference	Date
		KNCLS/AZA/BLE	16 November 2021

## **UEFA Club Licensing & Financial Fair Play // Three-year rule assessment process**

Dear General Secretaries, Dear Licensing Managers,

The entry into force of the *UEFA Club Licensing and Financial Fair Play Regulations – Edition 2018* (hereinafter: CL&FFP Regulations) has given the UEFA Club Financial Control Body Investigatory Chamber (hereinafter: CFCB-IC) the responsibility to act as the decision-making body on exception requests (Annex I (B) (1) of the CL&FFP) regarding the “three-year rule” (Art. 12 (2-3) of the CL&FFP).

In order for the CFCB-IC to undergo a proper assessment, *“exceptions related to the item defined under A(1)(d) [Non-applicability of the three-year rule] must be submitted by the licensor on behalf of the licence applicant by the deadline and in the form communicated by the UEFA administration”* (Annex I (B) (4) of the CL&FFP). The UEFA Administration requests therefore the cooperation of all licensors to undertake the following three-year rule assessment process:

### **Duties of the licence applicant/licensee**

For club licensing purposes, the licence applicant and/or the licensee must promptly inform its licensor in writing of any changes taking place during the season in respect of:

- its legal form;
- its legal group structure (including a merger with another entity or transfer of football activities to another entity);
- its identity (including headquarters, name, logo or club colours);
- the affiliation of a new club;
- its contractual relationship with a registered member;
- its receipt of protection from its creditors;
- its headquarters, name, logo or club colours;
- its stakeholdings (including their transfer to another club); and
- any other matters having an impact on the licence applicant.

The deadline to apply for an exception in respect of the three-year rule for the next licence season is the 31<sup>st</sup> March 2022.

It is the duty of the licence applicant/licensee to be fully cooperative with its licensor and UEFA when a change takes place and to duly share all relevant documents (financial statements, auditors reports, contracts, etc.), to inform relevant bodies about any impacts the change could have on the licence

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applicant. The licensor must indeed be provided with all necessary information in order to have a complete background of the situation.

UEFA reserves the right to request additional information regarding the change in question and/or to perform a compliance audit.

### **Duties of the licensor**

Once informed (directly by the licence applicant/licensee or by any other source), the licensor must:

- establish the facts by requesting all the relevant documents to assess the case;
- verify, in accordance with its statutes and regulations, whether the reported change constitutes an interruption of membership or contractual relationship (if any);
  - should the licensor have at domestic level a provision comparable to Article 12 of the CL&FFP, it must be applied, and UEFA must be informed of the consequences at domestic level;
- inform UEFA in writing ([clublicensing@uefa.ch](mailto:clublicensing@uefa.ch)), immediately after having been informed of the change and, in any case, by 31<sup>st</sup> March 2022;
- provide UEFA with the information on status of all top division clubs, by completing the 'Three-year rule' package within the CL&FFP application by 1<sup>st</sup> February 2022.

An exception request must be lodged if the changes could have an impact on the following areas:

- obtaining of a licence;
- integrity of a competition;
- protection of creditors;
- identity of the club;
- sporting qualification.

In accordance with Annex I (B) (4) of the CL&FFP, the exception request must be submitted by the licensor on behalf of its club concerned. Such measure must be taken with the total collaboration of the concerned licence applicant/licensee which must confirm the factual accuracy of any documents sent on its behalf to UEFA administration.

We kindly ask you to communicate information on this 'Three-year rule exception request process' to your clubs without delay. Should you or your clubs require any additional information or further clarifications in respect of any of the above, please do not hesitate to contact UEFA administration ([clublicensing@uefa.ch](mailto:clublicensing@uefa.ch)).

Yours faithfully,

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Aleš Zavrl  
Head of Club Licensing