



TO ALL LICENSORS

*For the attention of the Licensing Manager  
Sent by email*

Your reference	Your correspondence of	Our reference	Date
		NCLS/AZA/DPE	28 June 2023

### **UEFA Club Licensing – Key Deadlines for the 2023/24 Club Licensing Process**

Dear Licensing Managers,

In order to assist you throughout the 2023/24 season, enclosed please find the summary of the key club licensing deadlines that will need to be respected until 31 May 2024.

We kindly ask you to pay particular attention to the deadline for submitting the final and internally approved version of the national club licensing regulations for participation to UEFA men's and women's club competitions for licence season 2024/2025, which has been set for 31 October 2023.

In addition, it should be noted that the submission of the licensing decisions for the participation to the 2024/25 UEFA men's and women's club competitions has been set for 31 May 2024. We kindly ask you to take this into account when defining your core process in accordance with Article 10 of the UEFA Club Licensing and Financial Sustainability Regulations, Edition 2022 (hereinafter: CL&FS) or the UEFA Club Licensing Regulations for the UEFA Women's Champions League, Edition 2022 (hereinafter: CLWCL) as applicable.

In this respect, it should also be noted that as part of the admission procedure for entering the 2024/25 UEFA club competitions, the entire club licensing core process needs to be finalised by the deadline set for the submission of the list of licensing decisions to the UEFA administration. Decisions communicated after this deadline cannot be taken into account.

Should you have any questions or require further information, please do not hesitate to contact the UEFA Club Licensing Unit.

Yours faithfully,

**U E F A**

Aleš Zavrl  
Head of Club Licensing

#### Enclosure

- Key Club Licensing Deadlines for the 2023/24 Club Licensing Process

## CLUB LICENSING PROCESS 2023/24

Key deadlines for the 2023/24 club licensing process for granting licences to enter the **UEFA Champions League, the UEFA Europa League, or the UEFA Europa Conference League** in accordance with the *UEFA Club Licensing and Financial Sustainability Regulations, Edition 2022 (CL&FS)* and the *UEFA Club Licensing Quality Standard, Edition 2022 (CLQS)*:

Deadline	Information to be submitted to the UEFA administration by the licensor
29 September 2023	<ul style="list-style-type: none"> <li>• <b>Exception requests in view of 2024/25 licence season</b> (<i>if applicable</i>) <ul style="list-style-type: none"> <li>- Submission of exception requests in relation to the UEFA club licensing provisions (<i>CL&amp;FS: Article 13 and Annex A</i>);</li> </ul> </li> </ul>
31 October 2023	<ul style="list-style-type: none"> <li>• <b>National club licensing regulations in view of 2024/25 licence season</b> <ul style="list-style-type: none"> <li>- Submission of the final and internally approved version of national club licensing regulations, in accordance with the CL&amp;FS applicable for 2024 licensing decisions, to UEFA for review (<i>CL&amp;FS: Paragraph 5.03 and Annex C</i>);</li> </ul> </li> </ul>
31 October 2023	<ul style="list-style-type: none"> <li>• <b>Organisational structure</b> <ul style="list-style-type: none"> <li>- Organisational structure of the licensor – ‘BOARD Organigram package’ (<i>CLQS: 1.8, 1.9 and 1.10</i>);</li> <li>- In the event of changes, information on organisational structure must be promptly provided in the ‘Organigram package’;</li> </ul> </li> </ul>
31 January 2024	<ul style="list-style-type: none"> <li>• <b>Three-year rule information</b> <ul style="list-style-type: none"> <li>- Submission of the licence applicant/licensee information concerning changes with potential impact on the “three-year rule” (<i>CL&amp;FS: Article 14 and Annex A</i>);</li> </ul> </li> </ul>
29 March 2024	<ul style="list-style-type: none"> <li>• <b>Three-year rule exception request</b> (<i>if applicable</i>) <ul style="list-style-type: none"> <li>- Submission of exception requests in relation to the “three-year rule” (<i>CL&amp;FS: Article 14 and Annex A</i>);</li> </ul> </li> </ul>
15 April 2024	<ul style="list-style-type: none"> <li>• <b>Extraordinary application in view of 2024/25 licence season</b> (<i>if applicable</i>) <ul style="list-style-type: none"> <li>- Notification of the possibility of an extraordinary application of the club licensing system (<i>CL&amp;FS: Article 17 and Annex D</i>);</li> </ul> </li> </ul>
30 April 2024	<ul style="list-style-type: none"> <li>• <b>2023 Benchmarking/financial statements and minimum legal information</b> <ul style="list-style-type: none"> <li>- Financial statements information for 2023 – ‘Financial information package’;</li> <li>- Minimum legal information – ‘Club information package’ (<i>CL&amp;FS: Articles 60, 61, 62, 63 and 65</i>);</li> </ul> </li> </ul>
31 May 2024	<ul style="list-style-type: none"> <li>• <b>Licensing decisions for 2024/25 licence season</b> <ul style="list-style-type: none"> <li>- Submission of each licensing decision for the participation to 2024/25 UEFA club competitions to UEFA within 7 (seven) days of each decision being final (<i>CL&amp;FS: Paragraph 10.03(f)</i>);</li> <li>- Submission of the list of licensing decisions to UEFA by 31 May 2024 at the latest (<i>CL&amp;FS: Paragraph 10.02</i>).</li> </ul> </li> </ul>

## CLUB LICENSING PROCESS 2023/24

Key deadlines for the 2023/24 club licensing process for granting licences to enter the **UEFA Women's Champions League** in accordance with the *UEFA Club Licensing Regulations for the UEFA Women's Champions League, Edition 2022 (CLWCL)* and the *UEFA Club Licensing Quality Standard, Edition 2022 (CLQS)*:

Deadline	Information to be submitted to the UEFA administration by the licensor
29 September 2023	<ul style="list-style-type: none"> <li>• <b>Exception requests in view of 2024/25 licence season</b> (<i>if applicable</i>) <ul style="list-style-type: none"> <li>- Submission of exception requests in relation to the UEFA club licensing provisions (<i>CLWCL: Article 13 and Annex A</i>);</li> </ul> </li> </ul>
31 October 2023	<ul style="list-style-type: none"> <li>• <b>National club licensing regulations in view of 2024/25 licence season</b> <ul style="list-style-type: none"> <li>- Submission of the final and internally approved version of national club licensing regulations, in accordance with the CLWCL applicable for 2024 licensing decisions, to UEFA for review (<i>CLWCL: Paragraph 5.03 and Annex C</i>);</li> </ul> </li> </ul>
31 October 2023	<ul style="list-style-type: none"> <li>• <b>Organisational structure</b> <ul style="list-style-type: none"> <li>- Organisational structure of the licensor – 'BOARD Organigram package' (<i>CLQS: 1.8, 1.9 and 1.10</i>);</li> <li>- In the event of changes, information on organisational structure must be promptly provided in the 'Organigram package';</li> </ul> </li> </ul>
15 April 2024	<ul style="list-style-type: none"> <li>• <b>Extraordinary application in view of 2024/25 licence season</b> (<i>if applicable</i>) <ul style="list-style-type: none"> <li>- Notification of the possibility of an extraordinary application of the club licensing system (<i>CLWCL: Article 17 and Annex D</i>);</li> </ul> </li> </ul>
31 May 2024	<ul style="list-style-type: none"> <li>• <b>Licensing decisions for 2024/25 licence season</b> <ul style="list-style-type: none"> <li>- Submission of each licensing decision for the participation to 2024/25 UEFA club competitions to UEFA within 7 (seven) days of each decision being final (<i>CLWCL: Paragraph 10.03(f)</i>);</li> <li>- Submission of the list of licensing decisions to UEFA by 31 May 2024 at the latest (<i>CLWCL: Paragraph 10.02</i>).</li> </ul> </li> </ul>