



Sent by email

TO ALL LICENSORS

For the attention of the Licensing Managers

Your reference	Your correspondence of	Our reference	Date
		NCLS/ROZ	5 June 2023

UEFA Club Monitoring – Key deadlines for the 2023/24 monitoring process

Dear Licensing Managers,

In accordance with the *UEFA Club Licensing and Financial Sustainability Regulations – Edition 2022* ('CL&FS Regulations'), please find enclosed the applicable deadlines for the 2023/24 monitoring process.

The club monitoring requirements, for which information will be required from your affiliated clubs during the 2023/24 season, are the following ones:

- **[New] Cost control requirements** (squad cost rule) for the relevant 12-month period from 1 January up until 31 December 2023. We would like to draw your attention to these new club monitoring requirements introduced in the CL&FS Regulations which will be assessed for the first time during the 2023/24 monitoring process. 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.
- **Solvency requirements** (overdue payables) to be assessed as at 15 July and 15 October 2023 as well as, if applicable, 15 January 2024.
- **Stability requirements** (football earnings rule) which only require the submission of financial data for the reporting period ending in 2023.
- **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 at any time during the 2023/24 season must promptly be communicated to UEFA.

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.

We ask all licensors to promptly communicate these deadlines to all their affiliated clubs. Please note that it is the licensors' responsibility to set internal deadlines to their affiliated clubs to allow sufficient time for the licensors to perform the required assessment procedures before submitting the validated information to the UEFA.

The enclosed "Deadlines for the 2023/24 monitoring process" which are presented in Annex 1 or 2 (as applicable, on the basis of the club's accounting reference date) shall also be published on uefa.com.

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

A handwritten signature in blue ink, appearing to read 'Pablo Rodriguez', is positioned above the printed name.

Pablo Rodriguez,
Chief of Financial Monitoring & Compliance

Enclosure: - Deadlines for the 2023/24 monitoring process (Annex 1 or Annex 2)

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

**ANNEX 1: Deadlines for the 2023/24 monitoring process for clubs with
annual accounting reference date **ON OR BEFORE** 31 July 2023**

Deadlines	Club monitoring information to be submitted via the CL/FS IT Solution
<p align="center">18 July 2023</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 July 2023 in respect of amounts due to be paid by 30 June 2023 to clubs, employees, social/tax authorities and UEFA. ➤ Club Information – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Submission package including club’s information and legal group structure for the two reporting periods ending in 2021 and 2022¹.
<p align="center">17 October 2023</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 October 2023 in respect of amounts due to be paid by 30 September 2023 to clubs, employees, social/tax authorities and UEFA. ➤ Club Information – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Submission package including <u>final</u> club’s information and legal group structure for the reporting period ending in 2023. ➤ Stability requirements – <i>For all clubs in 2023/24 UEFA competitions, except those clubs that have employee benefit expenses in respect of all employees below EUR 5 million in each of the reporting periods ending in 2021 and 2022.</i> <ul style="list-style-type: none"> ○ Football Earnings package including <u>final</u> football earnings information for the reporting period ending in 2023 based on <u>audited</u> annual financial statements. ➤ Cost control requirements – <i>For all clubs qualified for the group stage of a 2023/24 UEFA competition, except those clubs that have employee benefit expenses in respect of all employees below EUR 30 million in the reporting periods ending in 2023 and 2022.</i> <ul style="list-style-type: none"> ○ Squad Cost package for the 12-month period up to 31 December 2023² including <u>preliminary</u> information based on data submitted for Football Earnings³ and <u>audited</u> interim financial statements for the interim periods ending in December 2022, 2021⁴ and 2020⁵.
<p align="center">17 January 2024</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>Only for clubs in the 2023/24 UEFA competitions which had overdue payables as at 15 July and/or 15 October 2023, or which had deferred payables as at 15 October 2023 or which have been requested by the CFCB.</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 January 2024 in respect of amounts due to be paid by 31 December 2023 to clubs, employees, social/tax authorities and UEFA.
<p align="center">15 March 2024</p>	<ul style="list-style-type: none"> ➤ Club Information – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Submission package including any <u>updated</u> club’s information and legal group structure after the reporting period ending in 2023. ➤ Cost control requirements – <i>For all clubs qualified for the group stage of a 2023/24 UEFA competition, except those clubs that have employee benefit expenses in respect of all employees below EUR 30 million in the reporting periods ending in 2023 and 2022.</i> <ul style="list-style-type: none"> ○ Squad Cost package for the 12-month period up to 31 December 2023² including the <u>final</u> squad cost information based on data submitted for Football Earnings³ and <u>audited</u> interim financial statements for the interim period ending in December 2023.

**ANNEX 1: Deadlines for the 2023/24 monitoring process for clubs with
annual accounting reference date **ON OR BEFORE** 31 July 2023**

¹ If a club has already submitted its club information for the reporting periods ending in 2022 and 2021 in a previous 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.

² In accordance with Article 92.05 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 submit its request in writing to UEFA (via email to fs.support@uefa.ch).

³ Clubs that choose to include the profit or loss on disposal of player registrations and other transfer income/expenses over 24 months or 36 months to 31 December 2023 must provide annual audited financial information for the reporting periods ending in 2022 and 2021, 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 24 months or 36 months to 31 December 2023.

⁵ 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 2023.

**ANNEX 2: Deadlines for the 2023/24 monitoring process for clubs with
annual accounting reference date **AFTER** 31 July 2023**

Deadlines	Club monitoring information to be submitted via the CL/FS IT Solution
<p align="center">18 July 2023</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 July 2023 in respect of amounts due to be paid by 30 June 2023 to clubs, employees, social/tax authorities and UEFA. ➤ Club Information – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Submission package including club’s information and legal group structure for the two reporting periods ending in 2021 and 2022¹.
<p align="center">17 October 2023</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 October 2023 in respect of amounts due to be paid by 30 September 2023 to clubs, employees, social/tax authorities and UEFA. ➤ Club Information – <i>For all clubs in the 2023/24 UEFA competitions</i> <ul style="list-style-type: none"> ○ Submission package including <u>preliminary</u> club’s information and legal group structure for the reporting period ending in 2023. ➤ Stability requirements – <i>For all clubs in the 2023/24 UEFA competitions, except those clubs that have employee benefit expenses in respect of all employees below EUR 5 million in each of the reporting periods ending in 2021 and 2022.</i> <ul style="list-style-type: none"> ○ Football Earnings package including <u>preliminary</u> football earnings information for the reporting period ending in 2023. ➤ Cost control requirements – <i>For all clubs qualified for the group stage of a 2023/24 UEFA competition, except those clubs that have employee benefit expenses in respect of all employees below EUR 30 million in the reporting periods ending in 2023 and 2022.</i> <ul style="list-style-type: none"> ○ Squad Cost package for the 12-month period up to 31 December 2023² including the <u>preliminary</u> squad cost information based on data submitted for Football Earnings³.
<p align="center">17 January 2024</p>	<ul style="list-style-type: none"> ➤ Solvency requirements – <i>Only for clubs in the 2023/24 UEFA competitions which had overdue payables as at 15 July and/or 15 October 2023, or which had deferred payables as at 15 October 2023 or which have been requested by the CFCB.</i> <ul style="list-style-type: none"> ○ Overdue Payables package as at 15 January 2024 in respect of amounts due to be paid by 31 December 2023 to clubs, employees, social/tax authorities and UEFA.
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**ANNEX 2: Deadlines for the 2023/24 monitoring process for clubs with
annual accounting reference date **AFTER** 31 July 2023**

¹ If a club has already submitted its club information for the reporting periods ending in 2022 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.

² In accordance with Article 92.05 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 submit its request in writing to UEFA (via email to fs.support@uefa.ch).

³ Clubs that choose to include the profit or loss on disposal of player registrations and other transfer income/expenses over 24 months or 36 months to 31 December 2023 must provide annual audited financial information for the reporting periods ending in 2022 and 2021, if not already provided.
