**Management letter template**

Article 3(1)(b) and Article 3(3) of Decision (EU) 2019/2158 of the European Central Bank (ECB/2019/38)[[1]](#footnote-1) require that management certify fee-paying branches’ total assets by submitting a management letter to the relevant national competent authority (NCA). The enclosed document is a template for the said management letter, which should be used by all fee-paying branches.

The management letter should be duly signed by the manager of the fee-paying branch or, where such manager is unavailable, by a representative of the management body of the credit institution establishing the fee-paying branch. The management body is defined in Article 2 of Decision (EU) 2019/2158 (ECB/2019/38).

It should be noted that individual NCAs may decide to adapt the management letter template due to certain specificities in their jurisdiction. The NCAs should inform the ECB if this is the case.

**Template for management letter**

[Name of fee-paying branch]

[Name of contact person]

[Department]

[Address and email address]

[Name of national competent authority (NCA)]

[Name of contact person]

[Department]

[Address and email address]

**Management letter**

Subject: **Information for calculation of [YYYY] ECB supervisory fee**

|  |  |
| --- | --- |
| Name of fee-paying branch: | [Name] |
| Monetary financial institution (MFI) ID:  | [YYXXXXX] |
| Management letter accompanies: | [Please select one option only]Option 1: information as reported for prudential purposes Option 2: information as reported in “fee factors” template (see Annex II to Decision ECB/2019/38)  |
|

|  |  |
| --- | --- |
| Submission date[[2]](#footnote-2) of information to be used for calculation of supervisory fee: |  |

 | [dd/mm/yyyy] |
| Submission date to NCA of management letter: | [dd/mm/yyyy] |
| Name of manager of fee-paying branch or name of representative of management body who has validated the information: | [Name] |
| Position within institution: | [Position] |

[Please select the relevant text below. If Option 1 is selected, text A must be used. If Option 2 is selected, text B must be used.]

Text A

I have reviewed and approved the final version of the information pertaining to the value of the total assets to be used for the calculation of the ECB supervisory fee and hereby certify that this information has been compiled in accordance with the instructions set out in Article 3(1)(b) of Decision (EU) 2019/2158 of the European Central Bank (ECB/2019/38)[[3]](#footnote-3).

Text B

I hereby certify that the necessary procedures and controls were used to ensure that the extracted and reported information is in accordance with the definitions set out in Article 2 of Regulation (EU) No 1163/2014 of the European Central Bank (ECB/2014/41)[[4]](#footnote-4) and any other guidance provided under the applicable law. I have reviewed and approved the final version of the fee factors template information pertaining to the value of total assets to be used for the calculation of the ECB supervisory fee.

Name of fee-paying branch: [XYZ]

Duly represented by: [XYZ]

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Name: [XYZ]

Title: [XYZ] Date: [dd/mm/yyyy]

1. Decision (EU) 2019/2158 of the European Central Bank of 5 December 2019 on the methodology and procedures for the determination and collection of data regarding fee factors used to calculate annual supervisory fees (ECB/2019/38) (OJ L 327, 17.12.2019, p. 99). [↑](#footnote-ref-1)
2. Date of transmission to the NCA of the final version of the information as reported for prudential purposes, including the value of total assets to be used for the calculation of the ECB supervisory fee. [↑](#footnote-ref-2)
3. Decision (EU) 2019/2158 of the European Central Bank of 5 December 2019 on the methodology and procedures for the determination and collection of data regarding fee factors used to calculate annual supervisory fees (ECB/2019/38) (OJ L 327, 17.12.2019, p. 99). [↑](#footnote-ref-3)
4. Regulation (EU) No 1163/2014 of the European Central Bank of 22 October 2014 on supervisory fees (ECB/2014/41) (OJ L 311, 31.10.2014, p. 23). [↑](#footnote-ref-4)