

*[This is an authorised message sent from the European Central Bank]*

**Fee debtor reference number: XXXX**

**Fee debtor name: xxxx**

Please use this [link](#) if you would like to read this letter in another language.

To whom it may concern,

We are writing to you in your capacity as a fee debtor registered with the European Central Bank (ECB) [online portal for supervisory fees](#), in order to provide you with information pertaining to the 2021 ECB supervisory feeing cycle.

### **What's new for the 2021 ECB supervisory feeing cycle?**

- An online process has been established which enables fee debtors of banking groups to submit notifications to the ECB via the online portal. Further details on the new process can be found below.
- The ECB has recently updated the [Supervisory fees section](#) of the ECB Banking Supervision website to include useful information, in all EU languages, pertaining to the 2021 feeing cycle.
- The important deadlines with respect to the 2021 feeing cycle are detailed below.

### **By 30 September 2021 all fee debtors are requested to complete the following steps.**

1. Make sure that the **contact details** maintained in the [ECB online portal](#) are correct. It is essential to keep your contact details up to date – particularly your preferred email address, as the ECB will communicate with fee debtors primarily through this channel. Checking your contact details is also a good opportunity for you to check your payment details (IBAN and BIC) and add or update them if you would like your supervisory fee to be directly debited by the ECB. Should you wish to update the name of your legal entity, please send an email to [SSM-fee-enquiries@ecb.europa.eu](mailto:SSM-fee-enquiries@ecb.europa.eu);
2. Provide **a fee debtor notification** (only applicable to supervised banking groups) if a new banking group has been established or if there is a change in the group structure affecting the head of the group or the nominated fee debtor. Use the [fee debtor notification form](#) for this purpose. The form can be submitted as a PDF file in an email sent to [SSM-fee-enquiries@ecb.europa.eu](mailto:SSM-fee-enquiries@ecb.europa.eu);
3. **Submit a notification of the intention to exclude total assets and/or risk exposure** (only applicable to banking groups) corresponding to non-SSM subsidiaries (where applicable). This notification ensures that we are aware of which fee debtors will be providing fee factors in November 2021, ensuring that the process of collection runs smoothly. From the 2021 fee period these notifications should be submitted via the online portal and you are no longer required to submit a form via email. Detailed instructions are provided in Section 3.3 of the user manual available in the online portal. If no notification is received by the deadline, it will be assumed that the banking group does not wish to deduct the contribution of non-SSM

subsidiaries and therefore financial reporting (FINREP) and common reporting (COREP) data available at the ECB will be reused. **Late notifications cannot be accepted.**

**By 11 November 2021, where applicable, fee debtors are requested to submit the fee factors to the relevant national competent authority (NCA).** Before the procedure starts in autumn 2021, the NCAs will provide fee debtors with updated instructions on how to submit the fee factors using the respective templates.

**January 2022:** Fee factors for all fee debtors will be published via the ECB's online portal. Fee debtors will have 15 days to review and comment on the fee factors published in the portal. A notification email announcing the availability of the fee factors in the ECB's online portal as well as the start of the review period will be sent to all fee debtors using the preferred email address registered via the online portal.

**March 2022:** The ECB will publish the total amount to be levied for the 2021 fee period and the estimate of the total amount to be levied for the 2022 fee period.

**May 2022:** Fee notices will be made available via the ECB's online portal in the fee debtor's preferred EU language, as long as the language preference is indicated before the correspondence is produced in the system. Instructions on how to select the language for correspondence can be found in Section 3.1 of the user manual in the portal.

**June 2022:** Fee payment deadline: 35 days following the issuance of the fee notice.

More details regarding the feeing framework can be found in the [Supervisory fees section](#) of the ECB's banking supervision website, including updated information on the following topics.

- How to [estimate your fee](#). This page contains practical information to enable the annual fee to be estimated for individual fee debtors for the 2021 fee period. It includes the 2021 annual fee estimate, as published in Chapter 6 of the [ECB's Annual Report on supervisory activities 2020](#). The exact annual cost will be known following the closure of the accounts for the year concerned and will be published in March 2022 in the ECB's Annual Report on supervisory activities 2021;
- [Fee debtor](#) obligations. This section provides information on which banking groups should submit the fee debtor notification form or an updated version of the form, including the [new fee debtor notification form](#);
- [Fee factors](#). This section gives details regarding the reuse of supervisory data, as well as information on how to submit fee factors for those who still need to provide them;
- The issuance of the [fee notices and payment-related](#) information;
- Additional practical guidance for [frequently asked questions](#).

For any questions regarding your obligations as a fee debtor, or any other queries related to supervisory fees, please consult the [Supervisory fees section](#) of the ECB Banking Supervision website. The ECB also stands ready to provide you with the necessary support, preferably by email ([SSM-fee-enquiries@ecb.europa.eu](mailto:SSM-fee-enquiries@ecb.europa.eu)).

Kind regards,

The ECB SSM fee enquiries team