

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

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

Dear Sir or Madam,

We are writing to you in your capacity as a fee debtor registered with the European Central Bank (ECB) [online portal for supervisory fees](#).

We would like to inform you that the ECB has recently updated the [Supervisory fees section](#) of the banking supervision website. It contains useful information, in all EU languages, on matters such as:

- (i) the procedure for submitting fee factors: fee debtors can now download the Excel format template in order to submit their fee factors to the national competent authorities (NCAs), as well as the instructions, which were updated in April 2016, for completing this template;
- (ii) the total amount of annual fees: on 28 April 2016 the ECB published its decision on the total amount of annual supervisory fees for 2016;
- (iii) the legal framework for the supervisory fees, including the [ECB Fee regulation](#) and the [ECB Decision on the fee factors](#);
- (iv) details on the issuance of the fee notices and payment-related information.

We would like to take this opportunity to remind you of the upcoming important deadlines with respect to the ECB supervisory fees:

Fee debtors must by 1 July 2016 submit the information on their fee factors to the NCAs, using either the PDF forms annexed to the ECB Decision on fee factors or the Excel format template referred to in point (i) above. Fee debtors should submit the fee factors with the reference date of 31 December 2015.

If you wish to update your contact details prior to the calculation of the supervisory fees for the 2016 fee period, please do so by 1 July 2016 via the ECB online portal under the above-mentioned link.

It is important to keep your contact details, particularly the email address, up to date, as the ECB will communicate with fee debtors primarily via this channel. Checking your contact details will also be a good opportunity for you to cross-check, add or update your payment details (IBAN number and BIC code) if you would like your supervisory fees to be directly debited by the ECB.

Supervised groups are advised that in case they want to nominate a different fee debtor or need to update the fee debtor nomination form that was provided to the ECB previously (for example,

because of a change in group composition), then they have until 1 July 2016 to do so. Please note that there is no need to submit the form if the supervised group structure has not changed, or if the same fee debtor nominated in the past continues to act for the supervised group in the forthcoming supervisory fee cycle.

As was the case last year, the fee factor data submitted to your NCA will be available for review by you, in your capacity as fee debtors, at the end of July or the beginning of August, before being considered in the calculation of the individual fees for 2016. You will have five working days in which to comment on the fee factor data for your entity in the event that you consider the data to be incorrect. The ECB supervisory fee notice will be sent to you later on electronically. For your convenience, you will receive email notifications when your fee factors and fee notice have been made available on the portal. We therefore encourage you to ensure in advance that your credentials to the portal are still valid. In case there are any IT issues, such as a lack of authorisation or an expired password, please contact SSM.SupervisoryFees@ecb.europa.eu

If you have any questions regarding your obligations or any other queries related to fees, the ECB will be able to provide you with the necessary support by email (SSM-fee-enquiries@ecb.europa.eu) or phone (+49 69 1344 4690). In addition, the [ECB's banking supervision website](#) has a [Frequently asked questions \(FAQ\)](#) section that you can consult.

Kind regards,

The ECB SSM fee enquiries team