ANNEX IV

## INSTRUCTIONS FOR COMPLETING THE ADDITIONAL MONITORING TOOLS TEMPLATE OF ANNEX III

1. Additional Monitoring Tools
	1. General remarks
2. The summary template contained in Annex III is designed to monitor an institution’s liquidity risk that falls outside of the scope of the reports on Liquidity Coverage and Stable Funding.
	1. Concentration of funding by counterparty
3. This template seeks to collect information about the reporting institutions’ concentration of funding by counterparty.
4. For the purpose of completing this template:
	1. Institutions shall report the top ten largest counterparties or a group of connected clients according to Article 4 (46) CRR from which funding obtained exceeds a threshold of 1% of total liabilities in the sublines of section 1 of the template. Thus, the counterparty reported in item 1.01 shall be the largest amount of funding received from one counterparty which is above the 1% threshold as at the reporting date; item 1.02 shall be the second largest; and so on.
	2. Institutions shall report all other liabilities in section 2.
	3. The totals of section 1 and section 2 shall equal an institution’s total liabilities as per its balance sheet.
5. For each counterparty, institutions shall record the following components:
	1. counterparty name;
	2. counterparty type;
	3. counterparty location;
	4. product type;
	5. currency;
	6. amount received;
	7. weighted average initial maturity; and
	8. weighted average residual maturity.

These components are explained in more detail in the table below.

1. For the purpose of determining those counterparties from which funding obtained is greater than 1% of total liabilities threshold, the currency is irrelevant. However, the currency that the funding was received in shall be recorded in column H.
2. Where funding is obtained in more than one currency, the currency type reported shall be the currency in which the largest proportion of funding was obtained. Separate information shall be reported to the competent authority explaining the breakdown of funding received by currency.
3. Where funding is obtained in more than one product type, the type reported shall be the product in which the largest proportion of funding was obtained. Separate information shall be reported to the competent authority explaining the breakdown of funding received by product type.
4. Instructions concerning specific rows:

|  |  |
| --- | --- |
| Column | Legal references and instructions |
| D | **Counterparty Name**The name of those counterparties from which funding obtained exceeds 1% of total liabilities shall be recorded in column D in order of size of funding obtained.The name of those counterparties from which unsecured wholesale funding obtained is greater than 1% of total liabilities shall be recorded in column D beginning with the largest in item 1.1, the second in line item 1.2, and so on.The counterparty name recorded shall be the legal entity title of the company from which the funding is derived including any company type references such as SA (*Société anonyme* in France), Plc. (public limited company in the UK), or AG (*Aktiengesellschaft* in Germany). |
| E | LEI CodeThe legal entity identifier code of the counterparty.  |
| F | **Counterparty Sector**One sector shall be allocated to every counterparty on the basis of FINREP economic sector classes:* 1. Central Banks; (ii) General Governments; (iii) Credit institutions; (iv) Other financial corporations; (v) Non-financial corporations; (vi) households.

For groups of connected clients, no sector shall be reported. |
| G | **Residence of counterparty** ISO code 3166-1-alpha-2 of the country of incorporation of the counterparty shall be used (including pseudo-ISO codes for international organisations, available in the last edition of the Eurostat’s “Balance of Payments Vademecum”). For groups of connected clients, no country shall be reported.  |
|  |  |  |
| H | **Product type**Counterparties recorded in column D shall be assigned a product type, corresponding to the product issued in which the funding was received (or in which the largest proportion of funding was received for mixed product types) using the following codes indicated in bold:**RSD** (retail sight deposits)**RFTDWP** (retail fixed term deposits greater than 30 days with a penalty for early withdrawal significantly greater than the loss of interest)**RFTDNP** (retail fixed term deposits greater than 30 days with no penalty for early withdrawal significantly greater than the loss of interest)**RSWNP** (retail savings accounts with a notice period for withdrawal greater than 30 days)**RSWNNP** (retail savings accounts with no notice period for withdrawal greater than 30 days)**UWF** (unsecured wholesale funding obtained from financial customers including interbank money)**UWNF** (unsecured wholesale funding obtained from non-financial customers)**REPO** (funding obtained from repurchase agreements as defined in Article 188 of CRR)**CB** (funding obtained from covered bond issuance as defined in Article 124(3) or (4) of CRR OR Article 52(4) of Directive 2009/65/EC)**ABS** (funding obtained from asset backed security issuance including asset backed commercial paper)**IGCP** (funding obtained from funding obtained from intragroup counterparties) |
| I | **Currency**Counterparties recorded in column D shall be assigned a currency ISO code in column G corresponding to the denomination in which the funding was received (or largest proportion of funding was received for mixed currencies) as follows: |
|  | AED United Arab Emirates DirhamAFN Afghanistan AfghaniALL Albania LekAMD Armenia DramANG Netherlands Antilles GuilderAOA Angola KwanzaARS Argentina PesoAUD Australia DollarAWG Aruba GuilderAZN Azerbaijan New ManatBAM Bosnia and Herzegovina Convertible MarkaBBD Barbados DollarBDT Bangladesh TakaBGN Bulgaria LevBHD Bahrain DinarBIF Burundi FrancBMD Bermuda DollarBND Brunei Darussalam DollarBOB Bolivia BolivianoBRL Brazil RealBSD Bahamas DollarBTN Bhutan NgultrumBWP Botswana PulaBYR Belarus RubleBZD Belize DollarCAD Canada DollarCDF Congo/Kinshasa FrancCHF Switzerland FrancCLP Chile PesoCNY China Yuan RenminbiCOP Colombia PesoCRC Costa Rica ColonCUC Cuba Convertible PesoCUP Cuba PesoCVE Cape Verde EscudoCZK Czech Republic KorunaDJF Djibouti FrancDKK Denmark KroneDOP Dominican Republic PesoDZD Algeria DinarEGP Egypt PoundERN Eritrea NakfaETB Ethiopia BirrEUR Euro Member CountriesFJD Fiji DollarFKP Falkland Islands (Malvinas) PoundGBP United Kingdom PoundGEL Georgia LariGGP Guernsey PoundGHS Ghana CediGIP Gibraltar PoundGMD Gambia DalasiGNF Guinea FrancGTQ Guatemala QuetzalGYD Guyana DollarHKD Hong Kong DollarHNL Honduras LempiraHRK Croatia KunaHTG Haiti GourdeHUF Hungary ForintIDR Indonesia RupiahILS Israel ShekelIMP Isle of Man PoundINR India RupeeIQD Iraq DinarIRR Iran RialISK Iceland KronaJEP Jersey PoundJMD Jamaica DollarJOD Jordan DinarJPY Japan YenKES Kenya ShillingKGS Kyrgyzstan SomKHR Cambodia RielKMF Comoros FrancKPW Korea (North) WonKRW Korea (South) WonKWD Kuwait DinarKYD Cayman Islands DollarKZT Kazakhstan Tenge | LAK Laos KipLBP Lebanon PoundLKR Sri Lanka RupeeLRD Liberia DollarLSL Lesotho LotiLTL Lithuania LitasLVL Latvia LatLYD Libya DinarMAD Morocco DirhamMDL Moldova LeuMGA Madagascar AriaryMKD FYROM DenarMMK Myanmar (Burma) KyatMNT Mongolia TughrikMOP Macau PatacaMRO Mauritania OuguiyaMUR Mauritius RupeeMVR Maldives (Maldive Islands) RufiyaaMWK Malawi KwachaMXN Mexico PesoMYR Malaysia RinggitMZN Mozambique MeticalNAD Namibia DollarNGN Nigeria NairaNIO Nicaragua CordobaNOK Norway KroneNPR Nepal RupeeNZD New Zealand DollarOMR Oman RialPAB Panama BalboaPEN Peru Nuevo SolPGK Papua New Guinea KinaPHP Philippines PesoPKR Pakistan RupeePLN Poland ZlotyPYG Paraguay GuaraniQAR Qatar RiyalRON Romania New LeuRSD Serbia DinarRUB Russia RubleRWF Rwanda FrancSAR Saudi Arabia RiyalSBD Solomon Islands DollarSCR Seychelles RupeeSDG Sudan PoundSEK Sweden KronaSGD Singapore DollarSHP Saint Helena PoundSLL Sierra Leone LeoneSOS Somalia ShillingSPL\* Seborga LuiginoSRD Suriname DollarSTD São Tomé and Príncipe DobraSVC El Salvador ColonSYP Syria PoundSZL Swaziland LilangeniTHB Thailand BahtTJS Tajikistan SomoniTMT Turkmenistan ManatTND Tunisia DinarTOP Tonga Pa'angaTRY Turkey LiraTTD Trinidad and Tobago DollarTVD Tuvalu DollarTWD Taiwan New DollarTZS Tanzania ShillingUAH Ukraine HryvnaUGX Uganda ShillingUSD United States DollarUYU Uruguay PesoUZS Uzbekistan SomVEF Venezuela Bolivar FuerteVND Viet Nam DongVUV Vanuatu VatuWST Samoa TalaXAF Communauté Financière Africaine (BEAC) CFA Franc BEACXCD East Caribbean DollarXDR International Monetary Fund (IMF) Special Drawing RightsXOF Communauté Financière Africaine (BCEAO) FrancXPF Comptoirs Français du Pacifique (CFP) FrancYER Yemen RialZAR South Africa RandZMK Zambia KwachaZWD Zimbabwe Dollar |
| J | **Amount Received**Counterparties reported in column D shall be assigned an amount of funding received in column I, in the units of currency applicable to the denomination of currency recorded in column H. |
| K | **Weighted average initial maturity**For the amount of funding received reported in column I, from the counterparty reported in column D, a weighted average initial maturity for that funding shall be recorded in column J.Weighted average initial maturity is the average initial maturity of the funding received from that counterparty based on the size of different amounts of funding received to total funding received.For example:* 1. €1 billion received from counterparty A with an initial maturity of six months.
	2. €0.5 billion received from counterparty A with an initial maturity of one year.

Weighted average initial maturity = (€1 billion/€1.5 billion) \* 6 months + (€0.5 billion/€1.5 billion) \* 12 monthsWeighted average initial maturity = 8 months |
| L | **Weighted average residual maturity**For the amount of funding received reported in column H, from the counterparty reported in column I, a weighted average residual maturity for that funding shall be recorded in column K.Weighted average residual maturity is the average maturity of the funding received from that counterparty left based on the size of different amounts of funding received to total funding received.For example:* 1. €1 billion received from counterparty A with two months residual maturity left.
	2. €0.5 billion received from counterparty A with six months residual maturity left.

Weighted average residual maturity = (€1 billion/€1.5 billion) \* 2 months + (€0.5 billion/€1.5 billion) \* 6 monthsWeighted average residual maturity = 2.33 months |

* 1. Concentration of funding by product type
1. This template seeks to collect information about the reporting institutions’ concentration of funding by product type, broken down into the following funding types:
	1. Retail funding;

(a) Sight deposits;

(b) Fixed term deposits greater than 30 days;

(i) With a penalty for early withdrawal significantly greater than the loss of interest;

(ii) Without a penalty for early withdrawal which is significantly greater than the loss of interest;

(c) Savings accounts;

(i) With a notice period for withdrawal greater than 30 days;

(ii) Without a notice period for withdrawal which is greater than 30 days;

2. Wholesale funding;

* 1. Unsecured wholesale funding;
		1. of which financial customers
		2. of which non-financial customers
	2. Secured wholesale funding;
		1. of which repurchase agreements
		2. of which covered bond issuance
		3. of which asset backed security issuance
	3. Funding obtained from intragroup counterparties;
1. For the purpose of completing this template institutions shall report the total amount of funding received from each product category, which exceeds a threshold of 1% of total liabilities.
2. For each product type, institutions shall record the following components:
	1. total amount received;
	2. amount covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country;
	3. amount not covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country;
	4. weighted average initial maturity; and
	5. weighted average residual maturity.

These components are explained in more detail in the table below.

1. For the purpose of determining those product types from which funding obtained is greater than 1% of total liabilities threshold, the currency is irrelevant. However, the total amount of funding received recorded in column E shall be reported in one combined currency.
2. Instructions concerning specific rows:

|  |  |
| --- | --- |
| Column | Legal references and instructions |
| E | **Total amount received**Total amount of funding received for each of the product categories listed in column D shall be reported in column E of the template in one combined reporting currency. |
| F | **Amount covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country**Of the total amount of funding received for each of the product categories listed in column D reported in column E, the amount which is covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country. Note: the amounts reported in column F and column G, for each of the product categories listed in column D, shall be equal to the total amount received reported in column E. |
| G | **Amount not covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country**Of the total amount of funding received for each of the product categories listed in column D reported in column E, the amount which is not covered by a Deposit Guarantee Scheme according to Directive 94/19/EC or an equivalent deposit guarantee scheme in a third country. Note: the amounts reported in column F and column G, for each of the product categories listed in column D, shall be equal to the total amount received reported in column E. |
| H | **Weighted average initial maturity**For the amount of funding received reported in column E, from the product categories listed in column D, a weighted average initial maturity for that funding shall be recorded in column H.Weighted average initial maturity is the average initial maturity of the funding received from each and every counterparty as a result of the issuance of a specified product, to total funding received from the issuance of that product.For example:* 1. €1 billion received from counterparty A as a result of issuing product X with an initial maturity of six months.
	2. €0.5 billion received from counterparty B as a result of issuing product X with an initial maturity of one year.

Weighted average initial maturity = (€1 billion/€1.5 billion) \* 6 months + (€0.5 billion/€1.5 billion) \* 12 monthsWeighted average initial maturity = 8 months |
| I | **Weighted average residual maturity**For the amount of funding received reported in column E, from the product categories listed in column D, a weighted average residual maturity for that funding shall be recorded in column I.Weighted average residual maturity is the average maturity left on the funding received from each and every counterparty as a result of the issuance of a specified product, to total funding received from the issuance of that product.For example:1. €1 billion received from counterparty A as a result of issuing product X with two months residual maturity left.2. €0.5 billion received from counterparty B as a result of issuing product X with six months residual maturity left.Weighted average residual maturity = (€1 billion/€1.5 billion) \* 2 months + (€0.5 billion/€1.5 billion) \* 6 monthsWeighted average residual maturity = 2.33 months |

* 1. Prices for Various Lengths of Funding
1. This template seeks to collect information about the average transaction volume and prices paid by institutions for funding with the following maturities:
	1. Overnight (columns E-F)
	2. 1 week (columns G-H)
	3. 1 month (columns I-J)
	4. 3 months (columns K-L)
	5. 6 months (columns M-N)
	6. 1 year (columns O-P)
	7. 2 years (columns Q-R)
	8. 5 years (columns S-T)
	9. 10 years (columns U-V)
2. For the purpose of determining the maturity of funding obtained, institutions shall ignore the period between trade date and settlement date, e.g. a three month liability settling in two weeks time shall be reported in the 3 months maturity (columns K-L).
3. The spread reported in the left hand column of each time bucket shall be one of the following:
	1. the spread payable by the firm for liabilities less than or equal to one year, if it were to have been swapped to the benchmark overnight index for the appropriate currency no later than close of business on the day of the transaction;
	2. the spread payable by the firm at issuance for liabilities greater than one year, were it to be swapped to the relevant benchmark floating three month EURIBOR for EUR or LIBOR for GBP and USD, no later than close of business on the day of the transaction.
4. Spread shall be reported in basis points (bp) and calculated on a weighted average basis. For example:
	1. €1 billion of funding received or offered by counterparty A with a spread 200bp above the prevailing EURIBOR rate.
	2. €.5 billion of funding received or offered by counterparty B with a spread 150bp above the prevailing EURIBOR rate.

Weighted average spread = (€1 billion/€1.5 billion) \* 200bp + (€.5 billion/€1.5 billion) \* 150bp

Weighted average spread = 183.33 bp

1. For the purposes of calculating the average spread payable, institutions shall calculate the total cost in the currency of issue ignoring any FX swap, but include any premium or discount and fees payable or receivable, with the term of any theoretical or actual interest rate swap matching the term of the liability. The spread is the liability rate minus the swap rate.
2. The net amount of funding obtained for the funding categories listed in column D shall be reported in the ‘volume’ column of the applicable time bucket in thousands (i.e. 000s). For example, for the funding in point 4 above, this would be €1,500,000.
3. Where there is nothing to report, spreads shall be reported as 0.00 and volumes as 0.
4. Instructions concerning specific rows:

|  |  |
| --- | --- |
| Row | Legal references and instructions |
| 6 | **1 Total Funding**Total volume and weighted average spread of all funding obtained for the following lengths:* 1. Overnight (columns E-F)
	2. 1 week (columns G-H)
	3. 1 month (columns I-J)
	4. 3 months (columns K-L)
	5. 6 months (columns M-N)
	6. 1 year (columns O-P)
	7. 2 years (columns Q-R)
	8. 5 years (columns S-T)
	9. 10 years (columns U-V)
 |
| 7 | **1.1 Cash deposits**Of the total funding reported in item 1, the total volume and weighted average spread of cash deposits obtained. |
| 8 | **1.1 Secured funding**Of the total funding reported in item 1, the total volume and weighted average spread of secured funding obtained. |
| 9 | **1.2 Senior unsecured securities**Of the total funding reported in item 1, the total volume and weighted average spread of senior unsecured securities obtained. |
| 10 | **1.3 Covered bonds**Of the total funding reported in item 1, the total volume and weighted average spread of all covered bond issuance encumbering the institutions own assets. |
| 11 | **1.4 Asset backed securities including ABCP**Of the total funding reported in item 1, the total volume and weighted average spread of asset backed securities issued including asset backed commercial paper. |

* 1. Roll-over of funding
1. This template seeks to collect information about the volume of funds maturing and new funding obtained i.e. ‘roll-over of funding’ on a daily basis over a monthly time horizon.
2. Institutions shall report the funding they have maturing in the following time buckets:
	1. Daily (columns E-G)
	2. Between 1 day and 1 week (columns H-J)
	3. Between 1 week and 2 weeks (columns K-M)
	4. Between 2 weeks and 1 month (columns N-P)
	5. Between 1 month and 3 months (columns O-S)
	6. Between 3 months and 6 months (columns T-V)
	7. Maturing greater than 6 months (columns W-Y)
3. For each time bucket as described in point 2 above, the amount maturing shall be reported in the left-hand column, new funds obtained (i.e. the agreed roll-over) shall be reported in the central column and the net difference (i.e. maturing – new funds) shall be reported in the right-hand column.
4. Total net cashflows shall be reported in column Z and shall equal the sum of all ‘Net’ columns (i.e. G+J+M+P+S+V+Y).
5. The average term of funding (in days) for maturing term funds shall be reported in column AA.
6. The average term of funding (in days) for new term funds shall be reported in column AB.
7. Instructions concerning specific rows:

|  |  |
| --- | --- |
| Column | Legal references and instructions |
| E-G | **Daily**The total amount of funding maturing on a daily basis shall be reported in column E of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted on a daily basis shall be reported in column F of line item 1.01-1.31.The net difference between maturing daily funding and new daily funding granted shall be reported in column G of line item 1.01-1.31. |
| H-J | **> 1 day ≤ 7 days**The total amount of funding maturing between one day and one week shall be reported in column H of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration between one day and one week shall be reported in column I of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column J of line item 1.01-1.31. |
| K-M | **>7days ≤ 14 days**The total amount of funding maturing between one week and two weeks shall be reported in column K of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration between one week and two weeks shall be reported in column L of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column M of line item 1.01-1.31.1.31. |
| N-P | **>14 days ≤ 1 month**The total amount of funding maturing between two weeks and one month shall be reported in column N of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration between two weeks and one month shall be reported in column O of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column P of line item 1.01-1.31. |
| Q-S | **>=1 Month ≤ 3 Months**The total amount of funding maturing between one month and three months shall be reported in column Q of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration between one month and three months shall be reported in column R of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column S of line item 1.01-1.31. |
| T-V | **>=3 Months ≤ 6 Months**The total amount of funding maturing between three months and six months shall be reported in column T of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration between three months and six months shall be reported in column U of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column V of line item 1.01-1.31. |
| W-Y | **>6 Months**The total amount of funding maturing beyond six months shall be reported in column W of line item 1.01-1.31. For months with less than 31 days, irrelevant lines shall be completed with zeros.The total amount of new funding granted for a duration beyond six months shall be reported in column X of line item 1.01-1.31.The net difference between maturing funding and new funding granted shall be reported in column Y of line item 1.01-1.31. |
| Z | **Total net cashflows**The total net cashflows equal to the sum of all ‘Net’ columns (i.e. G+J+M+P+S+V+Y) shall be reported in column Z. |
| AA-AB | **Average Term (days)**The weighted average term (in days) of all funds maturing shall be reported in column AA. And the weighted average term (in days) of all new funds shall be reported in column AB. |