

EBA IT solutions – instructions

INSTRUCTIONS FOR REPORTING ON CONTACT PERSONS FOR PILLAR 3 DATA HUB PROCESS

1. These instructions relate to the template included in the Annex to Implementing Regulation (EU) 2025/xxx.
2. Reporting scope: institutions, other than small and non-complex institutions, that provide disclosures in accordance with Part Eight, Titles II and III of Regulation (EU) No 575/2013 shall report the data specified in the template included in the Annex to Implementing Regulation (EU) 2025/xxx.
3. Instructions concerning specific positions:

<u>Rows</u>	
<u>0010</u>	<u>Name of the institution</u> Legal name of the institution providing the Pillar 3 reports via Pillar 3 Data hub.
<u>0020</u>	<u>Code</u> The code as part of a row identifier must be unique for each reported entity. For institutions, the code shall be the LEI code. For other entities the code shall be the LEI code, or if not available, a national code. The code shall be unique and used consistently across the templates and across time. The code shall always have a value.
<u>0030</u>	<u>Type of code</u> The institutions shall identify the type of code reported in column 0020 as a 'LEI code' or 'Non-LEI code'. The type of code shall always be reported.
<u>0040</u>	<u>National code</u> Institutions may additionally report the national code when they report LEI code as identifier in the 'Code' column.
<u>0050</u>	<u>Country code</u> Institutions shall report the two-letter country code referred to in ISO 3166-2.
<u>0060</u>	<u>Functional e-mail</u> Institutions shall report a functional e-mail address relevant for the Pillar 3 function.
<u>0070</u>	<u>Name of the contact person</u> Institutions shall report the full name of the person from the institution (as indicated in their ID card which should be an official card valid in their country of origin or in their country of residence) who would be the contact point of reference for the communications between the institution and the EBA for the purpose of the Pillar 3 data hub publications. The contact persons should have the role of submitters of the Pillar 3 information.

<u>0080</u>	<u>Role in the institution</u> Institutions shall report the position of the staff member reported under row (0060).
<u>0090</u>	<u>Contact information (e-mail)</u> Institutions shall report the professional e-mail address linked to the institution.
<u>0100</u>	<u>Contact information (telephone)</u> Institutions shall report the professional telephone by providing: +[Member state prefix] and [telephone number].

4. Institutions shall report in columns 0020 to 0040 the information of the columns concerning the three contact points.