

In case of discrepancies between the French and the English text,
the French text shall prevail

Report S 2.9

«Staff»

Banque centrale du Luxembourg

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1 Introduction

1.1 Reporting population

Report S 2.9 must be provided by all resident credit institutions regardless of their legal status.

1.2 Frequency and reporting deadlines

Report S 2.9 must be provided to BCL on a monthly no later than 20 calendar days after the end of the reference period.

The exact reporting dates for report S 2.9 are published on the website of the BCL (<http://www.bcl.lu>).

2 Information to report

The following information on staff must be reported:

- report S 2.9 must provide information on all staff members that are employed by the reporting credit institution and that are bound to the credit institution by contract, even the staff is bound by a fixed term contract, an apprenticeship and/or a part time job. It is important to report also the blue-collar workers as well as the cleaning and maintenance craft worker if they are bound to the reporting credit institution by contract. The managerial staff must also be included.
- the line "of which part time" regroups all the staff broken down in the lines Managers, Employees and Workers and bound to the reporting credit institution by a part time contract. In the line "of which part time" this staff must be broken down according to nationality and gender.
- part time means any person that works less than 100% of the normal working time
- foreigners means any person of a foreign nationality and not those residing abroad
- staff employed by a branch and/or an office located abroad must not be reported
- managers includes the members of the board as well as senior banking executives