Contact Details Collection – BCL Operations ("COPDAT")

General User Guideline

V2.0

I.   Notes and comments on the data collection

1)   Background

In accordance with the BCL General Terms and Conditions, the BCL Operations Department conducts a recurring data collection aimed at updating the contact details of Luxembourgish credit institutions. This exercise covers the most relevant referential information and serves to ensure that any request can be directed immediately and accurately to the appropriate addressee. Moreover, it contributes to enhancing the efficiency of communication between the BCL and its counterparties, in particular in the event of an incident, in order to prevent any potential adverse outcomes. It is the responsibility of counterparties to ensure that an updated version of the data collection is submitted in the event of contact changes.

The contact data collection also comprises the list of authorised signatures and the official organigram. BCL counterparties are invited to submit these two documents along with their contact details.

2)   Instructions

Please note the following when completing the form:

- There are six domains in total, i.e.
    1) "Board / Management" (BM),
    2) "Treasury / Liquidity Management" (TLM),
    3) "Collateral Management" (CM),
    4) "Settlements / Payments Management" (SPM),
    5) "TARGET-LU Management" (TRGT), and
    6) "Regulatory and Legal Management" (RLM).

- For each domain, the "Main Contact" (MC), "Alternate Contact" (AC) and "Generic Contact" (GC) are collected.

- MC and AC are personal contacts that must be different and are mandatory. GC refers to general group contacts/distribution lists and must be indicated to the extent possible.

- Depending on the size, the internal structure/organisation and the business model of the bank, the six domains may overlap to a certain extent; the following information may serve as a guide to identify the correct contacts:

Board / Management ↳ *COO*	*BM* ↳ *COO*	▪ *the COO is responsible for ensuring the functioning of all operational aspects of the bank* ▪ *a COO monitors the functional, technical and regulatory dimensions of the bank's operations* ▪ *in case a COO is not assigned, the operational responsibility is typically ascribed to a Head of Operations (Department/Directorate/Division)*

Treasury / Liquidity Management	TLM	*implementation and analytical support of all monetary policy operations (i.e. open market operations and standing facilities)* *coordination of the Minimum Reserves Requirement (MRR)*
Collateral Management	CM	*administration of collateral assets pledged to secure financial transactions (bilateral and trilateral collateral management) vis-à-vis the BCL* *assessing the eligibility for monetary policy operations, valuation, risk characteristics of collateral assets* *monitoring haircuts, margin requirements and collateral positioning* *expertise on ECMS (Eurosystem Collateral Management System)*
Settlements / Payments Management	SPM	*focuses on the execution and processing of SEPA (Single Euro Payments Area) payments between counterparties* *overseeing settlement of trades, payments and transfers (involving various payment systems and clearing houses) of commercial bank money* *managing SEPA settlement accounts*
TARGET-LU Management	TRGT	*technical expertise on payment system infrastructure TARGET-LU where TARGET provides Central Liquidity Management (CLM) service, including the settlement of central bank operations through Main Cash Accounts (MCAs), large value Real-Time Gross Settlement (RTGS) for payments through RTGS Dedicated Cash Accounts (DCAs), cash payments in relation to securities settlement through T2S Dedicated Cash Accounts (T2S DCAs) and settlement of instant payments through TARGET Instant Payment Settlement (TIPS) Dedicated Cash Accounts (TIPS DCAs)* *managing of services for Ancillary System (AS) settlement through sub-accounts, RTGS AS technical accounts, AS guarantee fund accounts and TIPS AS technical accounts* *administration of TARGET standards, technologies, protocols, best practices and security*
Regulatory and Legal Management	RLM	*ensuring adherence with regulatory requirements and reporting processes* ↳ *Liquidity ratios (LCR, NSFR)* ↳ *Capital and Leverage ratios (TCR, T1CR, CT1CR, LER)* *operational compliance functions of the bank* *steering regulatory requirements and guidelines regarding anti-money laundering (AML) and counter-terrorism financing (CTF)* *governance of ECB/Eurosystem legal frameworks and General Terms and Conditions (GTC)*

- MC and AC (and GC, to the extent possible) must be indicated in all cases, irrespective of whether the bank organises the six domains in a work-sharing intra-group setup or vis-à-vis third parties (e.g. co-managed format, three-party-agreements).

- If a domain is not covered by the bank, please indicate for MC and AC the contacts that are thematically closest to the domain in question.

3) Technical remarks to the template

Please note the following:

- Contact data is collected using a standardised template with pre-defined elements. Adding additional elements is not possible and will lead to a rejection of the file.

- The data set comprises the following elements:

BCL_CONTACT_TYPE

BM_CEO	CM_MC	TRGT_MC
BM_CFO	CM_AC	TRGT_AC
BM_COO	CM_GC	TRGT_GC
TLM_MC	SPM_MC	RLM_MC
TLM_AC	SPM_AC	RLM_AC
TLM_GC	SPM_GC	RLM_GC

BCL_TIME_PERIOD

YYYY-Q1	*YYYY*-Q2	*YYYY*-Q3	*YYYY*-Q4

Please indicate the current quarter when making the data submission.

BCL_SAME_CONTACT_AS

BM_CEO, BM_CFO, BM_COO, TLM_MC, TLM_AC, TLM_GC, CM_MC, CM_AC, CM_GC, SPM_MC, SPM_AC, SPM_GC, TRGT_MC, TRGT_AC, TRGT_GC, RLM_MC, RLM_AC, RLM_GC

A contact fulfilling several functions can be assigned to another domain by adding the acronym above in the field "BCL-SAME_CONTACT_AS", i.e. it is not necessary to fill in identical information several times.
By example, if the MC of the TLM domain is also the relevant MC for the TRGT domain, then please insert "TLM_MC" in the "BCL-SAME_CONTACT_AS" field of the "TRGT_MC" line - and leave all subsequent data fields of this line blank.

BCL_CONTACT_TITLE

MR
MS

Further potential title details are not permitted. Please make sure to comply with capital letters.

BCL_FIRST_NAME

A free text input is permitted.

BCL_SURNAME

A free text input is permitted.

BCL_FUNCTION

A free text input is permitted. However, please refrain from separating longer descriptions with a comma, as this counteracts the file format (.csv). For longer function specifications, please use hyphens or slashes.*

BCL_PHONE

The telephone number must comply with the following convention: +352xxxxxxxxx
Please do not use spaces between the numbers and start with a + sign in front of the number. By example, a telephone number would look like: +352123456789. Please note that only Luxembourgish phone numbers are accepted.

BCL_EMAIL

The email format must comply with the standard convention.

- The file format of the template is set to *.csv (comma-separated value). CSV files are plain text files and hence can be opened and edited in any text editor; please avoid 'Text to columns' function offered by some applications when editing the file as this can reinterpret the data set. We strongly recommend the use of a Notepad application. Please submit the template in *.csv format.

Box - Syntax structure

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STRUCTURE,STRUCTURE_ID,ACTION,BCL_FREQ,BCL_CONTACT_TYPE,TIME_PERIOD,OBS_VALUE,BCL_SAME_CONTACT_AS,BCL_CONTACT_TITLE,BCL_FIRST_NAME,BCL_SURN
datastructure,BCL:BCL_COPDAT(1.0),R,Q,BM_CEO,   ,,   ,   ,   ,   ,   ,   ,
datastructure,BCL:BCL_COPDAT(1.0),R,Q,BM_CFO,   ,,   ,   ,   ,   ,   ,   ,
datastructure,BCL:BCL_COPDAT(1.0),R,Q,BM_COO,   ,,   ,   ,   ,   ,   ,   ,
datastructure,BCL:BCL_COPDAT(1.0),R,Q,TLM_MC,   ,,   ,   ,   ,   ,   ,   ,
datastructure,BCL:BCL_COPDAT(1.0),R,Q,TLM_AC,   ,,   ,   ,   ,   ,   ,   ,
datastructure,BCL:BCL_COPDAT(1.0),R,Q,TLM_GC,   ,,   ,   ,   ,   ,   ,   ,
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The "OBS_VALUE" input should be left empty.

II.   Submission of the template

We kindly ask to submit the filled-in template (*.csv) either via the secured e-file® (Fundsquare) or SOFiE® (Wordline) channel.

When choosing the <u>e-file® channel</u>, the file naming convention is:

OTHREP_{ReportingAgentCode}_COPDAT_1_{Timestamp}.csv

Important remark: Please submit the file in the e-file "Sending types: <u>CD</u>" and not via the e-file "Sending types: <u>OTH</u>".

Where:
- **{ReportingAgentCode}** refers to the RIAD code, the unique identifier published by both the ECB and the BCL,[1]
- **{Timestamp}** must be the submission date and time (YYYY-MM-DD_HHmm).

Example: **OTHREP_LUB00xxx_COPDAT_1_2026-01-29_1425.csv**

When choosing the <u>SOFiE® channel</u>, the file naming convention is:

OTXREP-B0{NOSIG}-COPDAT_1_{Timestamp}.csv

Where:
- **{NOSIG}** refers to the CSSF three digit ID, the unique identifier published by the CSSF,
- **{Timestamp}** must be the submission date and time (YYYY-MM-DD_HHmm).

Example: **OTXREP-B0xxx-COPDAT_1_2026-01-29_1135.csv**

For both, the secured e-file® or SOFiE® channel it holds that the COPDAT interface will check the submitted file for completeness and correctness. If errors occur, the file is rejected and an error report, listing and describing all errors made, will be sent to the submitting counterparty. In consequence, please resubmit a corrected file with a **new time stamp**.

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[1]   The RIAD code (Register of Institutions and Affiliates Database) is ECB's Monetary Financial Institutions (MFIs) unique identifier and is assigned by the National Central Bank of the country in which the MFI is domiciled, i.e. in case for Luxembourg the BCL. The RIAD code is available online via: ECB > Statistics (https://www.ecb.europa.eu/stats/ html/index.en.html).

Example e-file®:	**OTHREP_LUB00xxx_COPDAT_1_2026-01-29_1425.csv**
	OTHREP_LUB00xxx_COPDAT_1_2026-01-29_1515.csv
Example SOFiE®:	**OTXREP-B0xxx-COPDAT_1_2026-01-29_1135.csv**
	OTXREP-B0xxx-COPDAT_1_2026-01-30_1030.csv

If the data transfer was successful and the details in the template were specified correctly, you will receive a confirmation report about the successful submission.

III.   List of authorised signatures and organigram

Counterparties are expected to complete the contact data submission via the required template together with the two supplementary documents: the list of authorised signatures and the organisational chart. Please note that the three files should be harmonised with each other (i.e. a contact specified as CEO in the template should also appear in the list of authorised signatures and in the organisational chart).

There are no specific requirements regarding the structure and the layout of the two accompanying documents, except that they must be provided in pdf file format each. The file name for the list of authorised signatures is indicated by number **2** and for the organigram by number **3**.

When choosing the <u>e-file®</u> channel, the file naming conventions are:

OTHREP_{ReportingAgentCode}_COPDAT_2_{Timestamp}.pdf

and

OTHREP_{ReportingAgentCode}_COPDAT_3_{Timestamp}.pdf

When choosing the <u>SOFiE®</u> channel, the file naming conventions are:

OTXREP-B0{NOSIG}-COPDAT_2_{Timestamp}.pdf

and

OTXREP-B0{NOSIG}-COPDAT_3_{Timestamp}.pdf

Please note that these two accompanying documents must be submitted only if a change has occurred compared to the version previously submitted.

IV.   Final provisions and data protection

Banks are obliged to cautiously check the completeness and accuracy of the information provided in the *.csv template. Banks are solely responsible for any errors in content.

All data provided will be treated with the greatest confidentiality, in line with the European Union's General Data Protection Regulation, and will be used for the purposes described in this project only. For further information on the BCL's data protection policy, please consult the following website:
https://www.bcl.lu/fr/support/Cookies/politique-de-confidentialite/index.html

V. Contact

For any additional information or if you encounter any issues with the completion and upload of a file, please do not hesitate to contact copdat@bcl.lu.

~ Appendix – Feedback report ~

In addition to purely attribute-based errors, which are described in detail in the respective "COPDAT - Feedback report" after submission, the following technical errors may occur in line with the submission process.

Error ID	Error Description
FORMATTING_ERROR	Data format error: Please check the content of the submitted file

This is an indication of a technical error in the overall structure of the template/file. Possible sources of error are:
- *added input lines with additional content*
- *deleted input lines*
- *added additional attributes*
- *deleted attributes*
- *modified syntax*
- *modified separators (e.g. semicolons or slashes instead of commas)*

Error ID	Error Description
ERROR	An error occurred when processing the file: null

This is an indication of a technical error in the sequence of input lines. Possible sources of error are:
- *added blank lines between input lines*

Error ID	Error Description
ERR001	A file with this filename '*XXX*.csv' has already been processed.

This is an indication of a gateway and file reception error. Possible sources of error are:
- *the file name is identical to a file that has already been submitted*

Error ID	Error Description
ERR001	The name of the file does not respect the required naming convention.

This is an indication of a gateway and file reception error. Possible sources of error are:
- *the file name specification has been ignored*
- *additional letters, numbers or special characters have been inserted*
- *the file extension is incorrect*

Error ID	Error Description
ERR012	The contact type *XXX* has a recursive dependency.

The error indicates that the respective contact type / value is defined in such a way that it depends on itself, either directly or through a chain of other dependencies. This recursive relationship prevents the data from being processed correctly, as the system cannot resolve a self-referential structure when establishing valid contact structures. Possible sources of error are:
- *a value in the field BCL_SAME_CONTACT_AS is incorrectly configured to reference itself across other BCL_SAME_CONTACT_AS fields*
- *a BCL_SAME_CONTACT_AS has never been correctly defined in the first place*