

Ref.: ST.22-0372

Luxembourg, 13 May 2022

To all the credit institutions, electronic money institutions / payment institutions and to the financial services of Post and Telecommunication company

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

Subject: Number of established locations

Ladies and Gentlemen,

As part of the Guideline (UE) 2021/832 of the European Central Bank (ECB) on reporting requirements on payments statistics (BCE/2021/13), the Banque centrale du Luxembourg (BCL) has to submit semi-annual information on the number of offices established in the reporting country to the European Central Bank (ECB).

In addition, the BCL must also provide information to the ECB on the number of agencies within the framework of structural statistics on the Luxembourg financial system as well as information on the access points to financial services at the International Monetary Fund (IMF) in the context of statistics on access to financial services.

In order to satisfy these various requests, either annually or semi-annually, we would like to ask you to provide us, on a semi-annual basis, with a list of agencies and offices.

In this context the following definitions apply:

1. Agencies

The term "agency" means a place of establishment that offers payment services with clearing and settlement in scriptural money. A branch is characterized by counters equipped with staff, open to the public and allowing customers to carry out banking operations; thus, automatic teller machines and/or various types of "self-bank" without staff are not to be considered as bank branches within the meaning of the present application.

Insofar as the head office has counters open to customers, it should also be counted as an agency.

2. Offices

The term "office" means a place of establishment that offers payment services with clearing and settlement in scriptural money.

Unlike "agencies", offices also include ATMs and various types of unstaffed "self-banks".

The head office of the establishment is counted as an office if it offers payment services with clearing and settlement in scriptural money.

It is important to specify that ATMs whose sole purpose is the withdrawal / deposit of banknotes are not to be reported.

For the establishment of this statement, the following details apply:

- The mobile agencies and offices are not counted.
- Insofar as the two definitions are not mutually exclusive, a place of establishment entered under "agencies" is not to be counted under "offices".
Thus, when an agency and an office are located at the same place of establishment, only the agency should be entered in order to avoid double counting.
- Only the agencies and offices in Luxembourg are considered.
- Each of the places of establishment created are listed separately.
- As this is a purely statistical counting, we would like to clarify that it is not necessary to provide a precise address for each agency and/or office and that it is sufficient to provide the name of the city in which the office is located.

For the cities in which the bank has several branches and/or offices, please distinguish them by a summary identification.

So for example:

- Agence Dudelange
- Agence Luxembourg - Centre
- Agence Luxembourg - Gare
- Agence Luxembourg - Siège
- Bureau - Gasperich-Cloche d'or

With regard to the provision of the aforementioned information, it should be specified that for the period from January to June the information must be transmitted before the close of business on the last working day of July. Information for the period from July to December

should be sent before the close of business on the last working day of January.

We would like to ask you to provide us with this statement for the end of July 2022, as well as for the end of January 2023 by answering the survey via the Epsilon application, which is a secure Eurosystem survey service. A link to this survey will be sent to your e-mail address on July 1, 2022 and January 2, 2023.

Finally, we remain at your disposal for any additional questions at reporting.banques@bcl.lu.

Please accept, Ladies and Gentlemen, the assurance of our highest consideration.

BANQUE CENTRALE DU LUXEMBOURG

Germain Stammet

Roland Nockels