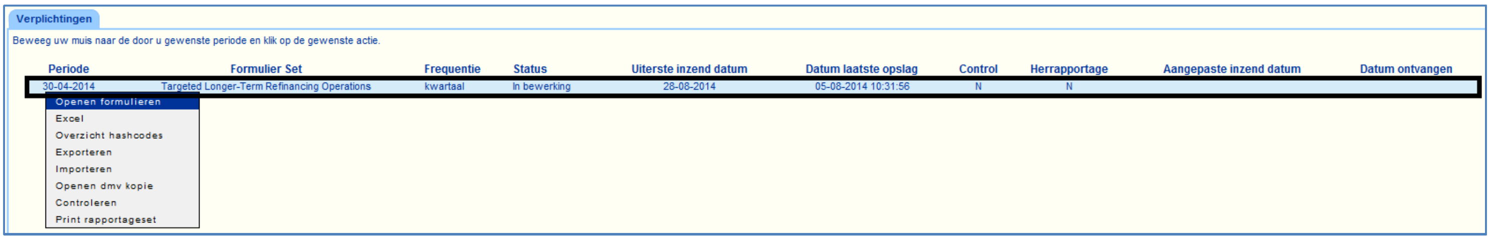
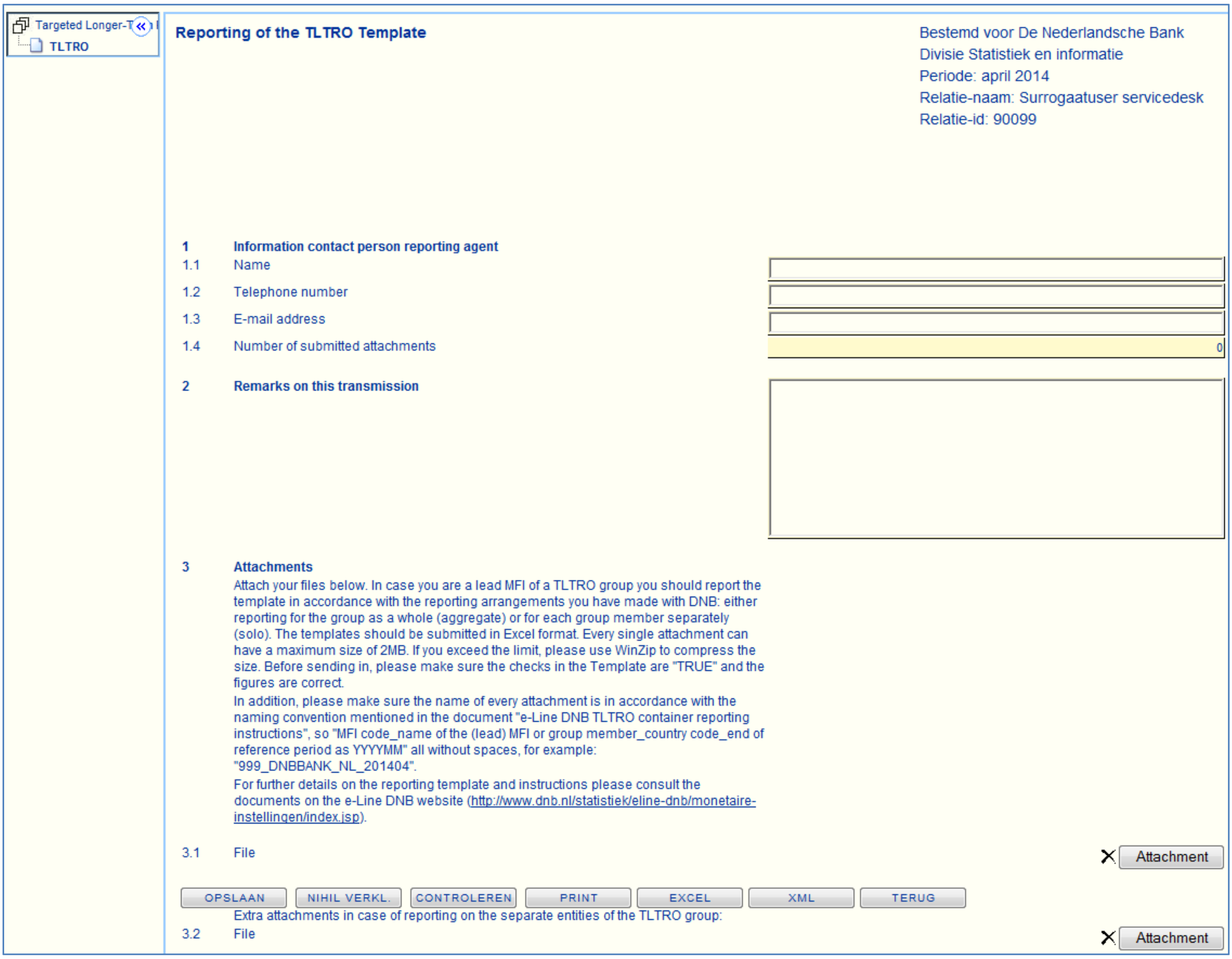
Reporting instructions for sending in the TLTRO Template via e-Line DNB

1. Log on to e-Line DNB in the same way you are used to for other DNB reporting obligations.

2. In the “verplichtingen” (obligations) screen the new reporting obligation for those who participate in the TLTROs is shown and bears the name “Targeted Longer Term Refinancing Operations”. Place your cursor on the date and click in the menu on “Openen formulieren” (open forms).



3. The following form appears.



The following fields have to be filled out.

No.	Field name	Explanation
1.1	Name	Name of the contact person which we can contact in case of questions about the report.
1.2	Telephone number	Telephone number of the contact person
1.3	E-mail	E-mail address of the contact person
1.4	Number of submitted attachments	We can use the number of submitted attachments to check whether we have received all attachments which have been submitted by the reporting institution.
2	Remarks on this transmission	Here you can submit remarks on your submission if necessary.
3	Attachments	Attach your files here. In case you are a lead MFI of a TLTRO group you should report the template in accordance with the reporting arrangements you have made with DNB: either reporting for the group as a whole (aggregate) or for each group member separately (solo). The templates should be submitted in Excel format. Every single attachment can have a maximum size of 2MB. If you exceed the limit, please use WinZip to compress the size. Before sending in, please make sure the checks in the Template are "TRUE" and the figures are correct. In addition, please make sure the name of every attachment is in accordance with the naming convention mentioned in the document "e-Line DNB TLTRO container reporting instructions", so "MFI code_name of the (lead) MFI or group member_country code_end of reference period as YYYYMM" all without spaces, for example: "999_DNBBANK_NL_201404".

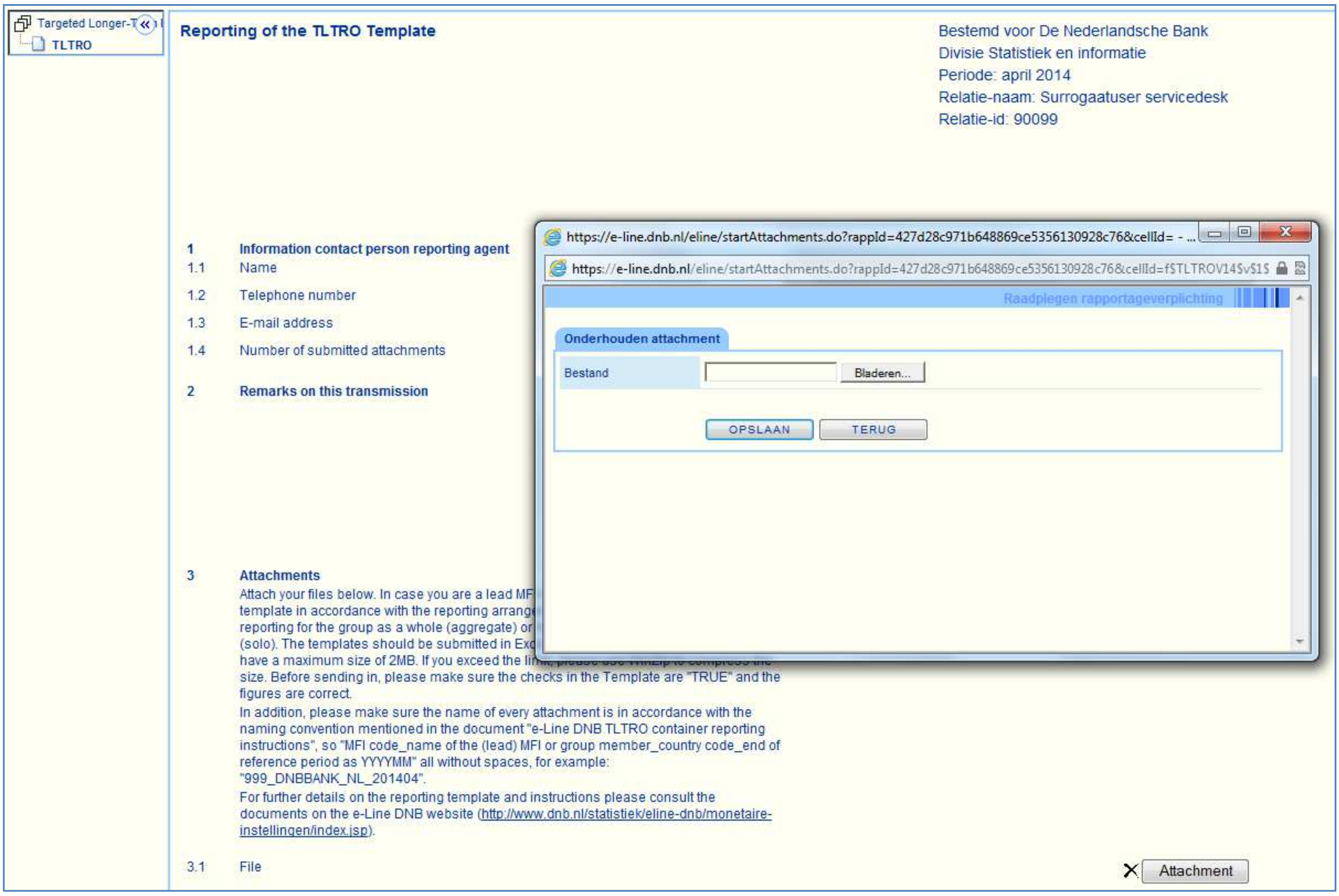
4. Click on the “Attachment” button in order to upload your filled out TLTRO Template. The following screen appears. Browse to your file on your local hard drive and click on “Opslaan” (Save).

<u>---- NAMING CONVENTION FOR THE TLTRO TEMPLATE FILES ---</u>

For a proper processing of your TLTRO Template is of the utmost importance to abide to the following naming convention rules for the TLTRO Template files. The file name should have the following form:

“MFI code (used for reporting to DNB)_name of the (lead) MFI or group member to which the file refers_country code of the (lead) MFI or group member_end of reference period as YYYYMM”

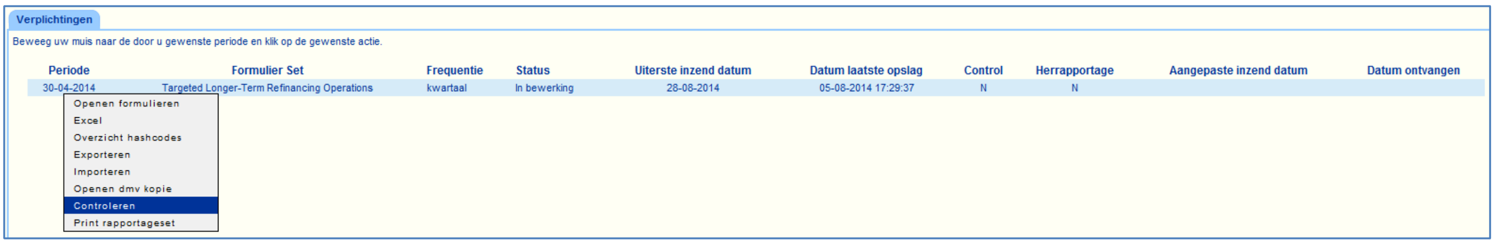
For example a Dutch bank participating in the TLTRO is a lead MFI with one German subsidiary in its group. It than submits two files: “999_DNBBANK_NL_201404.xls” (for the lead MFI) and “999_DNBBANKFRANKFURT_DE_201404.xls” (for its group member).



If the file is accepted, a message will appear “Het attachment is toegevoegd” (The attachment has been added). A green check mark will appear next to the attachment button.

5. If you added your attachment(s), click on “OPSLAAN” (SAVE) and subsequently on “CONTROLEREN” (CHECK). A check will be made on the fields 1.1 t/m 1.3. If you are ready, then click on “TERUG” (BACK).

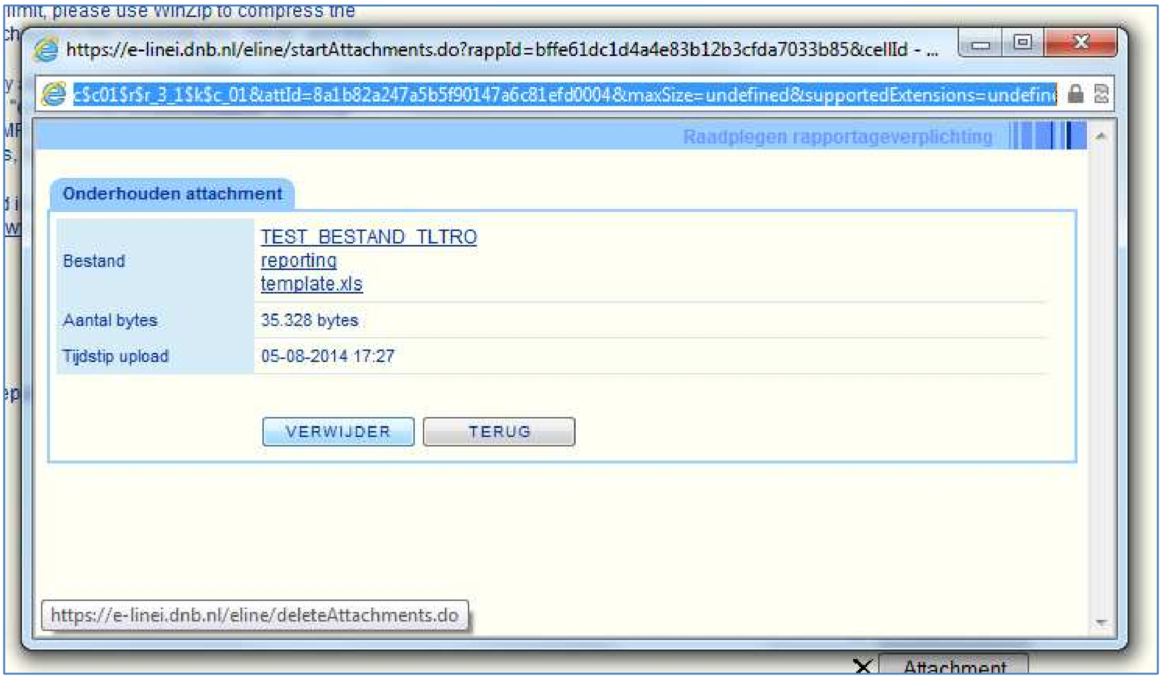
6. The “verplichtingen” (obligations) screen will appear again. Place your cursor on the date and click in the menu on “Controleren” (Check).



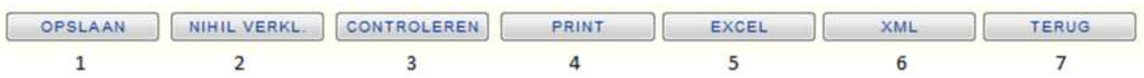
7. If the check holds, the “verplichtingen” (obligations) screen will appear again. Place your cursor on the date and click in the menu on “Insturen” (Submit). Click again on “Insturen” (Submit) in the screen that will appear. The form including all attachments have now been sent to DNB.

What if you added a wrong file?

Click on the “Attachment” button of the file you would like to delete. The following screen will appear. Click on “Verwijder” (Delete). By pressing “Opslaan” (Save) on the bottom of the screen, the deletion will be final.



Explanation of the buttons on the bottom of the screen



No.	Explanation
1	For saving the report. See point 5 of the instructions.
2	In case you have no TLTRO Template to report. In practice this button will not be used, because whenever an institution participates in the TLTRO, it has a legal obligation to submit the TLTRO Template.
3	For checking some fields in the form. See point 5 of the instructions.
4	For printing the form (not of the attachments)
5	For an Excel version of the form (not of the attachments)
6	For an XML version of the form (not of the attachments)
7	You will go back to the “verplichtingen” (obligations) screen

- please turn over -

Overview of the reference period and timeliness

TLTRO	Month in which TLTRO takes place	Reference reporting period*	Reporting deadline
1	sep-14	may 2013 – april 2014	August 28, 2014
2	dec-14	may 2014 – october 2014	November 20, 2014
3	mar-15	november 2014 – january 2015	To be announced by the ECB
4	jun-15	february 2015 – april 2015	To be announced by the ECB
5	sep-15	may 2015 – july 2015	To be announced by the ECB
6	dec-15	august 2015 – october 2015	To be announced by the ECB
7	mar-16	november 2015 – january 2016	To be announced by the ECB
8	jun-16	february 2016 – april 2016	To be announced by the ECB
* The '– ' means up to and including			
