The register of information must be submitted in xBRL-CSV format to the ESAs (EBA, EIOPA, and ESMA). To support financial entities that are not yet ready to submit the register of information in xBRL-CSV, we offer the option to submit the register in Excel (only in 2025). If you wish to make use of this option, you must use our standardized [Excel template](#). We will then convert the Excel template into the standard xBRL-CSV format. When submitting the register of information in Excel, you remain fully responsible for the accurate and timely submission of the register.

Following the questions we recently received from the sector, below are the key points to consider when completing the report.

Header tab:
- Entity identifier: In this field, enter the LEI code of the reporting financial institution, followed by ".IND" or ".CON" for individual or consolidated reporting, respectively. For example: DUMMYLEI123456789012.CON for consolidated or DUMMYLEI123456789012.IND for individual reporting.
- Entity scheme: This indicates the identifier The EBA requires https://eurofiling.info/eu/rs to be entered here.
- Unit: The default currency used. If multiple currencies are used in the register, you may enter the currency that is used most frequently (for most institutions, this will be EUR).
- Decimals: The "Decimals" field indicates the default number of decimal places for all numbers in the register. In the "Integer decimals" field, you should fill in "0". If the number of decimal places varies (for example, for monetary amounts), you can adjust this for the other fields under "Decimals."

Tabs B_01.01 – B_99.01:
- Order of tabs and columns: If you use the Excel template, it is important that you do not change the order of the tabs or columns. Adding, removing, or rearranging tabs or columns will result in conversion errors. The column order aligns with the DNB template (and not with the ITS). This does not affect the final submission to the EBA. The column names match exactly with the [ITS](#) naming conventions.
- Link: On tabs B_02.03, B_03.01, and B_03.03, the column "link" is included. This column is not part of the technical standard but is crucial for the conversion to xBRL-CSV. You must leave this field blank.
- In table B_02.02, the columns "Location of the data at rest (storage)" (B_02.02.0150), "Location of management of the data (processing)" (B_02.02.0160), and "Country of provision of the ICT Services" (B_02.02.0130) must not be left empty. Select "Not Applicable" from the list instead. (The list is in alphabetical order).
- Format: When completing the register, it is important to consider the expected format of the value entered. If you copy values from another Excel file, these will not be validated by the template. To prevent conversion errors, you should check whether the entered values meet the expected format. Below is an overview of the key points to consider when filling out the register:
    - Date: Dates must be entered in the "yyyy-mm-dd" format.

- o Number: Enter only the number. If necessary, use a period (".") as a thousands separator and a comma (",") for decimals. For example, 123.456,78. If the entered number is right-aligned in the cell, it has been correctly entered as a number.
  - o Monetary amount: Monetary amounts must be entered in the same way as other numbers (without a currency symbol).
  - o Drop-down: For drop-down menus, you can only select an option from the list. Pre-filled drop-down fields will only be included in the conversion once the other fields in the row have been completed.
- Periods: When asked for a period (such as the notice period for B_02.02.0100), it must be entered in days. For example, if the period is one year, enter 365. It is important to enter only the number (without text).