**MNB identification code: J02**

**Completion instructions**

**Certain data concerning natural persons claiming family allowances, the allowances and the eligible property**

**I. General instructions**

1. The data shall be provided for every natural person applying for family allowances corresponding to the relevant table in the period between 1 January 2016 and 30 June of the year of the data supply as the reference period.

2. The data shall be reported using UTF-8 coding in a semicolon-delimited values (.csv) format, with the anonymous linking code generated in accordance with the Code Generation Guide made available by the MNB, along with a record of delivery-acceptance to the representative of the Hungarian State Treasury designated in writing.

3. The data supplier shall deliver the electronic data carrier containing the data supply to a representative designated by the MNB in writing; a report shall be drawn up of the delivery and acceptance process.

4. The codes to be used when completing the tables are provided in the technical guidelines referred to in Section 4.14 of Annex 3 and available on the MNB’s official website (hereinafter: list of codes).

**II. Detailed instructions for the completion of the tables**

**Table 01: Home Purchase Subsidy Scheme for Families (with related interest subsidy and tax refund)**

Table 01 shall list the data on the Home Purchase Subsidy Scheme for Families (CSOK), the Interest Rate Subsidy for Home Purchases and tax refunds related to the CSOK scheme used by the natural person concerned pursuant to Government Decree No 16/2016 (II. 10.) on housing subsidies for the construction and purchase of a new home (Government Decree 16/2016), Government Decree No 17/2016 (II. 10.) on the Home Purchase Subsidy Scheme for Families for the purchase and extension of second-hand homes (Government Decree 17/2016), Government Decree No 302/2023 (VII. 11.) on home purchase subsidies for small municipalities (Government Decree No 302/2023), and Government Decree No 518/2023 (XI. 30.) on the preferential CSOK Plus loan scheme to support families in the construction and purchase of a home (Government Decree No 518/2023).

Columns (aa) and (ab) shall contain the anonymous identifier id\_1a and id\_1b of claimant 1 and claimant 2, respectively, generated as per the Code Generation Guide. This identifier should also be entered in columns (aa) and (ab) of Tables 02–04.

Columns (ba) and (bb) shall contain the anonymous identifier id\_2a and id\_2b of claimant 1 and claimant 2, respectively, generated as per the Code Generation Guide. This identifier must also be entered in columns (ba) and (bb) of Tables 02–04.

Columns (ca) and (cb) shall contain the anonymous identifier id\_3a and id\_3b of claimant 1 and claimant 2, respectively, generated as per the Code Generation Guide. This identifier should also be entered in columns (ca) and (cb) of Tables 02–04.

Column d) shall contain the individual case identifier of the CSOK.

In columns e) and f), the year of birth of applicant 1 and applicant 2 should be provided in the format ‘YYYY’.

Column g) shall contain the type of the CSOK, using the appropriate code from the relevant list of codes.

In column h), the amount of subsidy fixed in the subsidy contract should be provided.

In column i), the date of conclusion of the subsidy contract should be provided in the format ‘YYYYMMDD’.

In column j), the unique identifier of the credit institution concluding the subsidy contract should be provided.

In column (k), the amount of the loan covered by the Interest Rate Subsidy for Home Purchases should be entered if the person concerned has used the Interest Rate Subsidy for Home Purchases under Government Decree No 16/2016, Government Decree No 17/2016, Government Decree No 302/2023, or Government Decree No 518/2023. If no Interest Rate Subsidisation for Home Purchases has been used, the field should be left blank.

In column l), the total useful floor area of the property related to the CSOK should be provided.

In column m), the number of existing children as defined in Government Decree No 17/2016 (II.10.) at the time of the conclusion of the contract shall be indicated.

In column n), the number of existing children as defined in Government Decree No 17/2016 (II.10.) at the time of the data query shall be indicated.

Column o) should indicate the number of children planned at the time the contract is concluded.

Column p) should indicate the number of children planned at the time of the data query.

In columns qa)-qh), the date of birth of the children in the household should be given in the format ‘YYYYMMDD’. In the case of a stillborn foetus, the date of birth should be replaced by the word ‘foetus’.

In column ra), the postal code should be provided for the eligible property.

In column rb), the name of the municipality should be provided for the eligible property.

In columns rc) and rd), the name of the street and other details of the address (number, building, staircase, floor, door, etc.) must be provided for the eligible property.

In columns sa)–sd) and ta)–td), the data concerning the place of residence of applicant 1 and applicant 2, respectively, must be provided, using the completion instructions in columns ra)–rd).

**Table 02: Prenatal baby support loan**

Table 02 should be used to list the details of the prenatal baby support loan and related subsidies used by the natural person concerned under Government Decree No 44/2019 (III.12.) on the prenatal baby support.

Column d) shall contain the individual case identifier of the prenatal baby support.

In columns e) and f), the year of birth of applicant 1 and applicant 2 should be provided in the format ‘YYYY’.

Column g) shall contain the contractual amount of the prenatal baby support loan.

In column h), the name of the credit institution concluding the prenatal baby support loan contract should be provided.

In column i), the date of conclusion of the prenatal baby support loan contract should be provided in the format ‘YYYYMMDD’.

In column j), the date of termination of the interest subsidy should be provided, in the format ‘YYYYMMDD’. If the interest subsidy has not been terminated, the field should be left blank.

In column k), the amount of the interest subsidy should be provided for the date on which the interest subsidy is terminated. If the interest subsidy has not been terminated, the field should be left blank.

In column l), the date of termination of the prenatal baby support loan contract should be provided in the format ‘YYYYMMDD’. If the prenatal baby support loan contract has not been terminated, the field should be left blank.

Column m) should indicate the amount of principal forgiveness. In the absence of a principal forgiveness event, the field should be left blank.

In columns na)–nc), the date of birth of the children already born should be given in the format ‘YYYYMMDD’.

In column oa), the postcode should be given for the place of residence of applicant 1.

In column ob), the name of the municipality should be given for the place of residence of applicant 1.

In column oc), the name of the street should be given for the place of residence of applicant 1.

In column od), the type of the street or square should be given for the place of residence of applicant 1.

In column oe), the other details of the address (number, building, staircase, floor, door, etc.) must be provided for the place of residence of applicant 1.

In columns pa)–pe), the data concerning the place of residence of applicant 2 must be provided, using the completion instructions in columns oa)-oe).

**Table 03: Home renovation subsidy**

Table 03 should be used to list the details of the home renovation subsidy (hereinafter: “OFT”) used by the natural person concerned under Government Decree No 518/2020 (XI. 25.) on home renovation subsidy for families raising children.

Column d) shall contain the individual case identifier of the OFT.

In columns e) and f), the year of birth of applicant 1 and applicant 2 should be provided in the format ‘YYYY’.

Column g) should indicate the amount of the OFT applied for.

In columns h) and i), the data must be entered numerically, with '1' for 'yes' and '0' for 'no’ to be reported as values.

In column j), it should be indicated whether the person concerned has used the home renovation subsidy under Chapter 14b of Government Decree 17/2016 (II.10.). The value to be reported is ‘1’ for yes and ‘0’ for no.

In column k), it should be indicated whether the person has claimed a subsidy under Government Decree No 337/2017 (XI.14.) on the reduction of mortgage loan debts for housing purposes of families with three or more children [hereinafter: “Government Decree 337/2017 (XI.14.)”] in respect of the home renovation loan. The value to be reported is ‘1’ for yes and ‘0’ for no.

Column l) shall contain the intended use of the renovated property, according to the applicable list of codes.

In column m), the full address of the renovated property should be provided.

The full address of applicant 1 and applicant 2 should be given in columns n) and o), respectively.

**Table 04: Mortgage forgiveness**

Table 04 should be used to list the details of the subsidy for mortgage debt relief (hereinafter: “JHE”) under Government Decree 337/2017. (XI.14.), used by the natural person concerned.

Column d) shall contain the individual case identifier of the JHE.

In columns e) and f), the year of birth of applicant 1 and applicant 2 should be provided in the format ‘YYYY’.

Column g) shall contain the amount of the JHE.

In columns ha) to hc), the names of the financial institutions registering the mortgage shall be provided.

In columns ia)–ih), the date of birth of existing children should be given in the format ‘YYYYMMDD’.

In column ja), the postal code should be provided for the mortgaged property.

In column jb), the name of the municipality should be given for the mortgaged property.

In column jc), for the mortgaged property, additional address details (name and type of street, number, building, staircase, floor, door, etc.) must be provided.

In column jd), the lot number of the mortgaged property should be provided.