MNB identification code: **K23**

**Completion instructions**

**Report on the loan contracts of households and non-profit institutions serving households**

**I. General instructions**

1. Except for Section 2, the terms used in the table and in these completion instructions are explained in Section I.E.3 of this Annex.
2. Renegotiated loans are governed by subsection I.E.3.13 of this Annex subject to the following:

(a) a renegotiated loan is a new agreement on an existing loan entered into by the parties through their active involvement, resulting in

(aa) a change in the type of the loan,

(ab) a change in interest rates, including other charges,

(ac) a change in maturity, or

(ad) a change of the debtor.

For the purpose of reporting, repriced agreements, as well as extensions, maturity reductions and repayment cuts without extension shall also be considered renegotiated.

(b) In the case of renegotiated and restructured loans, the date of renegotiation shall be the starting date of the new agreement, and the contractual amount shall be the outstanding loan balance as at the renegotiation date. For loans denominated in a currency other than HUF, the contractual amount must be converted into HUF at the official exchange rate published by the MNB, effective on the last day of the reference period in question. Restructuring also implies the renegotiation of the loan concerned; therefore, in the event of restructuring, the loan should always be marked as renegotiated.

**II. Detailed instructions for filling in the tables**

1. The number of rows reported in Table 01 shall equal the number of new loan agreements concluded during the given month by the data provider with its clients belonging to the sector of households and non-profit institutions assisting households.
2. Overdraft loans (and the revolving and roll over loans) shall not be reported.
3. Renegotiated loans shall be reported as new agreements in the interest rate statistics.
4. The table should also provide the data of loan agreements denominated in currencies other than EUR, HUF and CHF. For loans denominated in a foreign currency, conversion into HUF must be done using the official exchange rate published by the MNB, effective on the last day of the reference period in question.
5. Data to be reported in the columns of the table:

In column (j), the date of signing contract should, as a general rule, be the day on which the loan agreement was signed by the parties or, if the dates of signature differ, by the party signing later. The date of entering into the agreement shall be the date of pledging for pawned loans, and for restructured and renegotiated loans, it shall be the date of restructuring or renegotiation.

Column (k) should indicate the date of expiry of the agreement. In the case of pawnbroking, the date of expiry of the agreement is the date of expiry of the pawn slip.

In column (l), the amount of contract as defined in the agreement with the client should be reported. For loans with the loan (facility) disbursed in instalments, the total (facility) amount under the agreement must be reported.

In column (q), the interest rate premium, i.e. the difference between the borrowing rate and the reference rate, payable on top of the reference rate of a variable rate loan as part of the borrowing rate must be reported.

1. The following loan arrangements should also be reported:

a) loans restructured within the data provider because of the client’s repayment difficulties, and

b) accommodation loans under Act IV of 2009 on the Joint and Several Guaranty of the State on Housing Loans.

1. The ISO codes of the currencies to be reported in the table and the additional codes that may be used in the table are specified in the technical guidelines set out Sections 4.1 and 4.6 of Annex 3, published on the MNB’s website, and a methodological guide to completing the table is provided in the technical guidelines in Section 9 of Annex 3, also published on the MNB’s website.