**MNB identification code: L10, L12**

**Completion instructions for the report**

Data on loans to corporations and households

Weekly CCIS data

1. **General instructions**

1. The data provider shall inform the MNB in a letter on the amendments that affect the structure and content of the CCIS databases related to enterprises and natural persons – not including the recording and deletion of the contracts in/from the database – within 10 working days from the amendment.

2. The data supply tables shall be submitted in files of cvs format without an identifier.

3. Do not use any semicolon (;), quotation mark (“ “) and line break characters when providing the substantive data.

4. The data supply shall be performed in the information system supporting electronic administration (ERA), the use of which requires separate registration and the installation of the related client application.

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

**1. Data on loans to corporations and households (MNB identification code: L10)**

1.1 In the tables the identifier of the reference data provider shall be the HCSO number (first eight characters of the tax number) of the respective reference data provider.

1.2 In table 01 the data of the contract shall be included by enterprise, designated by the HCSO number (first eight characters of the tax number), the code generated by the system identifying the enterprise and the contract together within CCIS (hereinafter: CCIS customer identifier of the enterprise) and also by the scrambled identifier specified by the data provider, as well as by contract, designated by the scrambled identifier specified by the data provider and by the code generated by the system, identifying the respective contract within CCIS (hereinafter: CCIS contract identifier). Columns bc), fa), fb), ff), fg), fk), fl), hd) and he) shall be left blank for the self-employed.

1.3 In table 02 the data of the contract shall be included by individuals, designated by the scrambled identifier specified by the data provider, by the anonymous customer identifier and by the code generated by the system identifying the natural person and the contract together within CCIS (hereinafter: CCIS customer identifier of the natural person) as well as by contract, designated by the scrambled identifier specified by the data provider and by the CCIS contract identifier. The data provider shall ensure that upon fulfilling the data reporting for the individual reporting periods, the same identifiers are used for the respective individual and contract in all cases, which are not suitable in any way for establishing the link between the submitted data and the individual concerned.

**2. Weekly CCIS data (MNB identification code: L12)**

2.1 In the tables the identifier of the reference data provider shall be the HCSO number (first eight characters of the tax number) of the respective reference data provider.

2.2 In table 01 the contract data shall be included by contracts designated by the HCSO number (first eight characters of the tax number), the CCIS customer identifier of the enterprise and the CCIS contract identifier. Column bb) shall be left blank for the self-employed.

2.3. In table 02 the contract data shall be included by contracts designated by the CCIS contract identifier.

2.4. In tables 03 and 04 the contract data shall be included by individuals designated by the CCIS identifier of the natural person customer and by contract designated by the CCIS contract identifier.