



TO ALL LICENSORS

*For the attention of the Licensing Manager
Sent by email*

Your reference	Your correspondence of	Our reference	Date
		NCLS/APW	1 July 2024

UEFA Club Licensing – Key Deadlines for the 2024/25 Club Licensing Process

Dear Licensing Managers,

In order to assist you throughout the 2024/25 season, please find enclosed the summary of the key club licensing deadlines that will need to be respected for the season 2024/25 by 30 May 2025.

We kindly ask you to pay particular attention to the deadline for submitting the final and internally approved version of the national club licensing regulations for participation to UEFA men's and women's club competitions for licence season 2025/2026, which has been set for 31 October 2024.

In addition, it should be noted that the submission of the licensing decisions for the participation to the 2025/26 UEFA men's and women's club competitions has been set for 30 May 2025. We kindly ask you to take into account all necessary steps when defining your core process in accordance with Article 10 of the UEFA Club Licensing and Financial Sustainability Regulations, Edition 2024 (hereinafter: CL&FS) or the UEFA Club Licensing Regulations for UEFA Women's Club Competitions, Edition 2024 (hereinafter: CLWCC) as applicable.

In this respect, it should also be noted that as part of the admission procedure for entering the 2025/26 UEFA club competitions, the entire club licensing core process needs to be finalised by the deadline set for the submission of the list of licensing decisions to the UEFA administration.

Should you have any questions or require further information, please do not hesitate to contact the UEFA Club Licensing Unit.

Yours faithfully,

U E F A

Aleš Zavrl
Head of Club Licensing

Enclosure

- Key Club Licensing Deadlines for the 2024/25 Club Licensing Process

CLUB LICENSING PROCESS 2024/25

Key deadlines for the 2024/25 club licensing process for granting licences to enter **UEFA men's club competitions** in accordance with the *UEFA Club Licensing and Financial Sustainability Regulations, Edition 2024 (CL&FS)* and the *UEFA Club Licensing Quality Standard, Edition 2022 (CLQS)*:

Deadline	Information to be submitted to the UEFA administration by the licensor
30 September 2024	<ul style="list-style-type: none"> • Exception requests in view of 2025/26 licence season <i>(if applicable)</i> <ul style="list-style-type: none"> - Submission of exception requests in relation to the UEFA club licensing provisions (<i>CL&FS: Article 13 and Annex A.1</i>);
31 October 2024	<ul style="list-style-type: none"> • National club licensing regulations in view of 2025/26 licence season <ul style="list-style-type: none"> - Submission of the final and internally approved version of national club licensing regulations, in accordance with the CL&FS applicable for 2025 licensing decisions, to UEFA for review (<i>CL&FS: Paragraph 5.03 and Annex C</i>);
31 October 2024	<ul style="list-style-type: none"> • Organisational structure <ul style="list-style-type: none"> - Organisational structure of the licensor – 'BOARD Organigram package' (<i>CLQS: 1.8, 1.9 and 1.10</i>); - In the event of changes, information on organisational structure must be promptly provided in the 'Organigram package';
31 January 2025	<ul style="list-style-type: none"> • Three-year rule information <ul style="list-style-type: none"> - Submission of the licence applicant/licensee information concerning changes with potential impact on the "three-year rule" (<i>CL&FS: Article 14 and Annex A.2</i>);
13 March 2025	<ul style="list-style-type: none"> • Minimum legal information <ul style="list-style-type: none"> - Minimum legal & ownership information – 'Club information package' (<i>CL&FS: Articles 60, 62, 63, 64 and 66</i>);
31 March 2025	<ul style="list-style-type: none"> • Three-year rule exception request <i>(if applicable)</i> <ul style="list-style-type: none"> - Submission of exception requests in relation to the "three-year rule" (<i>CL&FS: Article 14 and Annex A.2</i>);
15 April 2025	<ul style="list-style-type: none"> • Extraordinary application in view of 2025/26 licence season <i>(if applicable)</i> <ul style="list-style-type: none"> - Notification of the possibility of an extraordinary application of the club licensing system (<i>CL&FS: Article 17 and Annex D</i>);
30 April 2025	<ul style="list-style-type: none"> • 2024 Benchmarking/financial statements <ul style="list-style-type: none"> - Financial statements information for 2024 - 'Financial information package';
30 May 2025	<ul style="list-style-type: none"> • Licensing decisions for 2025/26 licence season <ul style="list-style-type: none"> - Submission of each licensing decision for the participation to 2025/26 UEFA club competitions to UEFA within 7 (seven) days of each decision being final (<i>CL&FS: Paragraph 10.03(f)</i>); - Submission of the list of licensing decisions to UEFA by 30 May 2025 at the latest (<i>CL&FS: Paragraph 10.02</i>).

CLUB LICENSING PROCESS 2024/25

Key deadlines for the 2024/25 club licensing process for granting licences to enter **UEFA women's club competitions** in accordance with the *UEFA Club Licensing Regulations for UEFA Women's Club Competitions, Edition 2024 (CLWCC)* and the *UEFA Club Licensing Quality Standard, Edition 2022 (CLQS)*:

Deadline	Information to be submitted to the UEFA administration by the licensor
30 September 2024	<ul style="list-style-type: none"> • Exception requests in view of 2025/26 licence season <i>(if applicable)</i> <ul style="list-style-type: none"> - Submission of exception requests in relation to the UEFA club licensing provisions (<i>CLWCC: Article 13 and Annex A.1</i>);
31 October 2024	<ul style="list-style-type: none"> • National club licensing regulations in view of 2025/26 licence season <ul style="list-style-type: none"> - Submission of the final and internally approved version of national club licensing regulations, in accordance with the CLWCC applicable for 2025 licensing decisions, to UEFA for review (<i>CLWCC: Paragraph 5.03 and Annex C</i>);
31 October 2024	<ul style="list-style-type: none"> • Organisational structure <ul style="list-style-type: none"> - Organisational structure of the licensor – 'BOARD Organigram package' (<i>CLQS: 1.8, 1.9 and 1.10</i>); - In the event of changes, information on organisational structure must be promptly provided in the 'Organigram package';
31 January 2025	<ul style="list-style-type: none"> • Two-year rule information <ul style="list-style-type: none"> - Submission of the licence applicant/licensee information concerning changes with potential impact on the "two-year rule" (<i>CLWCC: Article 14 and Annex A.2</i>);
31 March 2025	<ul style="list-style-type: none"> • Two-year rule exception request <i>(if applicable)</i> <ul style="list-style-type: none"> - Submission of exception requests in relation to the "two-year rule" (<i>CLWCC: Article 14 and Annex A.2</i>);
15 April 2025	<ul style="list-style-type: none"> • Extraordinary application in view of 2025/26 licence season <i>(if applicable)</i> <ul style="list-style-type: none"> - Notification of the possibility of an extraordinary application of the club licensing system (<i>CLWCC: Article 17 and Annex D</i>);
30 May 2025	<ul style="list-style-type: none"> • Licensing decisions for 2025/26 licence season <ul style="list-style-type: none"> - Submission of each licensing decision for the participation to 2025/26 UEFA club competitions to UEFA within 7 (seven) days of each decision being final (<i>CLWCC: Paragraph 10.03(f)</i>); - Submission of the list of licensing decisions to UEFA by 30 May 2025 at the latest (<i>CLWCC: Paragraph 10.02</i>).