

In case of discrepancies between the French and the English text, the French text shall prevail

Luxembourg, 10 January 1996

To credit institutions

CIRCULAR IML 96/123

Ladies and gentlemen,

We refer to Circular IML 91/76 on the introduction of table IML S 2.9 "Staff numbers" as well as Circular IML 92/85 on the new compilation of instructions to banks ("Recueil des instructions aux banques").

This circular aims to introduce a single amendment in order to improve the quality of the periodic information to be communicated to the IML based on report IML S 2.9 "Staff numbers".

Table S 2.9 in its current form will be supplemented by an additional line entitled "of which part-time".

The instructions and definitions included in pages III.153/154/155-1 of the former "Receuil des instructions aux banques" remain effective and are supplemented by the following observations:

1. The line "of which part-time" includes all persons divided into the lines "executives, office staff and technical staff" and bound to the credit institution by a part-time employment contract. In the line "of which part-time", these persons are to be broken down by nationality and gender only.

2. "Part-time employment" shall mean any person who works less than 100% of the normal working time.

New report S 2.9 "Staff numbers" is to be drawn up for the first time on 31 March 1996 and shall be subsequently communicated to the IML on a quarterly basis.

New table 2.9 is to be communicated electronically in accordance with the "EDIFACT" specifications included in the "Financial Reporting - Technical Documents". The update of the aforementioned document will be sent to you by separate letter.

As at 31 December 1995, credit institutions remain subject to the obligation to provide the IML with the staff numbers on the basis of former table IML 2.9.

Additional information on part-time employment, as at 31 December 1995, shall be sent on paper at the same time as the IML reporting relating to December 1995.

New table IML 2.9 is attached hereto.

This letter supplements the "Recueil des instructions aux banques" which will be amended subsequently.

Yours faithfully,

INSTITUT MONETAIRE LUXEMBOURGEOIS

Jean GUILL
Director

Jean-Nicolas SCHAUS
Director

Annexe

2.9 STAFF NUMBERS

(to be completed in typescript)

Name of the credit institution:

Situation as at:

.....

Authorised signatures and stamp:

Mr./Mrs./Ms. Name of the employee: Tel.:
Mr./Mrs./Ms. Name of the employee Tel.:

Reserved for the Institut Monétaire Luxembourgeois

Identification number	Input	Registration	Verification	Counting	Ranking

S 2.9. Staff numbers

Line	Title	Male		Female		Total	
		Luxembourg	Foreign	Luxembourg	Foreign	Luxembourg	Foreign
1	Executives						
2	Office staff						
3	Technical staff						
4	Total						
5	of which: part-time						