



BANGLADESH FOOTBALL FEDERATION

BFF CLUB LICENSING APPLICATION MANUAL 2021-22



APPLICATION MANUAL

Name of the Club: -----

Address: -----

Date of Submission: -----



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BFF CLUB LICENSING DECLARATION LETTER

Hereby applies for a **BFF CLUB LICENSE** for BPL/ BCL for the football season 2021-22.

It is hereby certified that the -----

Confirms that:

- (1) The Club undertakes to adhere to the criteria, process, provisions and conditions of the BFF CLUB LICENSING SYSTEM;
- (2) The information and documents submitted in support of the application are complete, true and correct;
- (3) The Club authorizes the Bangladesh Football Federation to examine the said documents and to seek from the Club all information relevant to the issue of a BFF Club License;
- (4) The Club agrees to acknowledge the decisions taken by Bangladesh Football Federation in relation to issuing the license to the club;

Signed: -----
(Authorized Signatory)

Position: -----

Date: -----



INTRODUCTION

Bangladesh Football Federation (BFF) has introduced the ‘BFF Club Licensing Regulations 2021-22’ with the aim of establishing reliability, credibility and integrity of the elite league competition of Bangladesh – ‘Bangladesh Premier League and Bangladesh Championship League’. The objective of the regulations is to continuously improve the standards of all aspects of the league and as well as the clubs participating in the leagues. It is necessary that all the clubs have some minimum standards that need to be achieved in order to improve their image and results on the field and off the field. Therefore, it is required that all the clubs who wish to participate in the ‘Bangladesh Premier League and or Bangladesh Championship League 2021-22’ must obtain a license from BFF to participate in the league.

The license will be issued by BFF after it determines that the club has fulfilled all the criteria listed in the BFF Club Licensing Regulations.



Criteria: The BFF Club Licensing Regulations consists of a minimum of five (5) main sections and each contains a set of minimum criteria as indicated below:

SL. No	Criteria	Sub Criteria
1	Sporting	Head Coach
		Assistant Coach
		Goal Keeper Coach
		Youth Development Program and Participation in Youth Competitions
		Team Doctor
		Physical trainer
		Women's Team
2	Infrastructure	Home Playing Field
		Training Facilities
		Club Secretariat
3	Personal and Administrative	Full Time CEO/General Secretary/General Manager
		Team Manager
		Full Time Club Coordinator
		Full Time/Part Time Finance Officer
		Full Time/Part Time Security Advisor or Security Officer
		Media Officer
4	Legal	Legal Entity
		Ownership and control of clubs
5	Financial	Annual Budget
		Audited Annual Financial Statements
		Declaration regarding overdue payables

For more details on each criterion, please refer to the BFF Club Licensing Regulations.

In order to ensure a consistent and transparent evaluation, BFF has produced this Club Licensing Application Manual. All clubs wishing to obtain a license shall submit all the supporting documents, as required by this Manual, to BFF.



SPORTING CRITERIA

- 1.1: Head Coach**
- 1.2: Assistant Coach**
- 1.3: Goal Keeper Coach**
- 1.4: Youth Development Program and Participation in Youth Competitions**
- 1.5: Team Doctor or Physiotherapist**
- 1.6: Physical Trainer**
- 1.7: Women's Team**



1.1 Head coach of the first team: The license Applicant Club must appoint a Head Coach for its first team who is responsible for all matters of the first team. For BPL, the Head Coach must hold at least a valid BFF AFC ‘A’ Diploma or any valid coaching qualification that is equivalent to BFF AFC ‘A’ Diploma that is recognized by BFF and AFC. For BCL, the Head Coach must hold at least a valid BFF AFC ‘B’ Diploma or any valid coaching qualification that is equivalent to BFF AFC ‘B’ Diploma that is recognized by BFF and AFC.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a head coach for its first team.

As a participant of the Bangladesh Premier League or Bangladesh Championship League the club agrees as follows:

- i. The club has appointed a head coach who has BFF AFC Coaching Certificate, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulation, by the time the club submits the team registration to BFF.
- ii. The head coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The head coach, who will be responsible for the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion BFF can cancel this club’s participation in the Bangladesh Premier and or Championship League.

General Secretary of the: -----

Signature: -----

Name: -----



Please attach the following:

- i. CV of the Head Coach of the first team
- ii. Copy of NID (mandatory)/Passport (have to submit if any) Head Coach of the first team
- iii. Passport Size Photo of the Head Coach of the first team
- iv. Copy of head coach's coaching qualification/coaching certificate
- v. An appointment letter or an employment contract stating his/her appointment as a head coach of the first team

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification along with the appointment letter/employment contract of the Head Coach.

1.2 Assistant coach of the first team: License Applicant Club must appoint an Assistant Coach for its first team who is responsible for assisting the head coach in all the football matters of the first team a valid BFF AFC 'B' Diploma or any valid coaching qualification that is equivalent to BFF AFC 'B' Diploma and is recognized by BFF and AFC. For BCL, the Assistant Coach must have BFF AFC 'C' Certificate or any valid coaching qualification.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed an assistant coach for its first team.

As a participant of 'Bangladesh Premier and or Championship League 2021-22' the club agrees as follows:

- i. The club has appointed an assistant coach who has AFC Coaching Certificate, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulation, by the time the club submits the team registration to BFF.
- ii. The assistant coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The assistant coach, who will be responsible for assisting the head coach in all the football matters of the first team, will be registered with BFF along with his CV and appointment letter.
- iv. Should this club fail to meet this criterion BFF can cancel this club's participation in the Bangladesh Premier and Bangladesh Championship League.



General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Assistant Coach of the first team
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Assistant Coach of the first team
- iii. Passport Size Photo of the Assistant Coach of the first team
- iv. Copy of Assistant Coach's coaching qualification/coaching certificate
- v. An appointment letter or an employment contract stating his/her appointment as of the Assistant Coach of the first team

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification along with the appointment letter/employment contract of the Assistant Coach.

1.3 Goal Keeper Coach of the first team: The license applicant club must have appointed a Goal Keeper Coach for its first team, who is responsible for assisting the Head Coach in all the football matters of the first team. The potential club has to carry the burden of proof for the equivalent coaching qualification of the coach.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Goal Keeper Coach for its first team.

As a participant of 'Bangladesh Premier and or Championship League 2021-22' the club agrees as follows:

- i. The club has appointed a goal keeper coach who has ----- Coaching Certificate, which is the minimum coaching qualification indicated in the BFF Club Licensing Regulations, by the time the club submits the team registration to BFF.
- ii. The Goal Keeper Coach is appointed by the executive body/club secretariat through a written agreement endorsed by the head of club administration.
- iii. The Goal Keeper coach, who will be responsible for assisting the head coach in all the football matters of the first team, will be registered with BFF along with his CV and appointment letter.



- iv. Should this club fail to meet this criterion BFF can cancel this club's participation in the Bangladesh Premier and or Championship League.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Goal Keeper Coach of the first team
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Goal Keeper Coach of the first team
- iii. Passport Size Photo of the Goal Keeper Coach of the first team
- iv. Copy of Assistant Coach's coaching qualification/coaching certificate
- v. An appointment letter or an employment contract stating his/her appointment as the Goal Keeper Coach of the first team.

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Goal Keeper Coach of the first team.

1.4 Team Doctor or Physiotherapist of the first team: The license applicant club must have appointed a Team Doctor or a Physiotherapist who is responsible for medical support during matches and training as well as for doping prevention. The qualifications of the Team Doctor or Physiotherapist must be recognized by the appropriate national health authorities. The Team Doctor or Physiotherapist must be duly registered with the member association and/or the affiliated league.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Team Doctor or a Physiotherapist for its first team.

General Secretary of the: -----

Signature: -----

Name: -----



Please attach the following:

- i. CV of the Team Doctor or a Physiotherapist
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Team Doctor or a Physiotherapist
- iii. Passport Size Photo of the Team Doctor or a Physiotherapist
- iv. Copy of Qualification certificate of the Team Doctor or a Physiotherapist
- v. An appointment letter or an employment contract stating his/her appointment as the Team Doctor or a Physiotherapist.

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Team Doctor or a Physiotherapist.

1.5 Physical Trainer for the First Team: The license applicant club must have appointed a Physical Trainer who is responsible for the improvement of the physical fitness of the players of the first team. The Physical Trainer must have BFF AFC 'C' Certificate or any valid coaching qualification

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has appointed a Physical Trainer for its first team.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- i. CV of the Physical Trainer
- ii. Copy of NID (mandatory)/Passport (have to submit if any) of the Physical Trainer
- iii. Passport Size Photo of the Physical Trainer
- iv. A valid BFF AFC 'C' Certificate or any valid coaching qualification that is equivalent to BFF AFC 'C' Certificate that is recognized by BFF and AFC.
- v. An appointment letter or an employment contract stating his/her appointment as the Physical Trainer.

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate along with the appointment letter/employment contract of the Physical Trainer.



1.6 Youth Development Program and Participation in Youth Competition (S): The license applicant club must have at least one youth team within the age range of U-18 that participates in all the youth competition(s) organized by BFF in the national, regional or local level in Bangladesh. The youth team should also participate in any youth development activities organized by BFF.

General Secretary or the Head of Administration of the club is to sign the following declaration stating that Club has at least one youth team within the age range of U18 and it participates in the youth competitions organized by the BFF and the club has a valid youth development program.

As a participant of Bangladesh Premier and or Championship League 2021-22 the club agrees as follows:

- i. The club has at least one youth team within the age range of U18 and the club has a valid youth development program for its youth team.
- ii. The youth team(s) undergoes regular training before and during the youth competition(s).
- iii. The club will participate and field its U18 youth team in the youth Competitions that organized by BFF.
- iv. Should this club fail to meet this criterion (1.6), BFF can cancel this club's Participation in the Bangladesh Premier and or Championship League.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- I. CV of the Youth Team Coach.
- II. Passport size photo of the Youth Team Coach.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Youth Team Coach.
- IV. An appointment letter or an employment contract stating the appointment of the person as the Youth Team Coach of the club.
- V. A valid BFF AFC 'B' Diploma or any valid coaching qualification that is equivalent to BFF AFC 'B' Diploma that is recognized by BFF and AFC.



- VI. Medical support for youth players.
- VII. The club needs to provide a signed undertaking in writing stating its commitment to participate in all the youth competitions organized by BFF.
- VIII. Youth Development Strategy, Annual Youth Development Program and Periodic Development Plan.
- IX. List of the Youth team players with photo, birth certificate/passport.
- X. Five (5) image of the event.

Assessment Process: BFF verifies the name, CV, NID (mandatory)/Passport (have to submit if any), Passport Size Photo and qualification certificate, appointment letter/employment contract of the Youth Coach along with the Annual Youth Development Program & Periodic Plan, Youth Development Strategy, Player Development Plan and List of the Youth team players with photo, birth certificate/passport.

1.7 Women's Team: The License applicant club may have women's teams or have them affiliated to a legal entity connected to the License applicant in order to give them the opportunity to gain experience playing with other women's teams. The women's team must take part in official league and competitions which is played at national, regional or local level and recognized by BFF.

General Secretary of the: -----

Signature: -----

Name: -----

Please attach the following:

- I. List of Women's Team Players.
- II. NID (mandatory)/Passport (have to submit if any)/Birth Certificate of the Women's Team Players.
- III. Five (5) images of the event.
- IV. Commitment letter to participate in the entire Women's League/competitions organized by BFF.

Assessment Process: BFF verifies the list of women's Team Players, NID (mandatory)/Passport (have to submit if any)/Birth Certificate, Passport Size Photo.



INFRASTRUCTURE CRITERIA

2.1: Home Playing Field

2.2: Training Facilities

2.3: Club Secretariat



2.1 Home Playing Field: License Applicant Club must either own or have a guaranteed access to a Home Playing Field that is considered as its home venue to play its Bangladesh Premier or Championship League matches.

Please complete the following information:

Name of Home Playing Field: -----

Address of Home Playing Field: -----

Assessment Process:

BFF verifies the existence of Home Playing Field by on-site visit and further checks the agreement/ownership of the Home Playing Field.

If your club is playing its Bangladesh Premier and or Championship League home matches in a stadia or playing field owned by your club, please complete **2.1.a**.

If your club is playing its Bangladesh Premier and or Championship League matches in a stadia or playing field that is NOT owned by your club (i.e. your club is renting the stadia or playing field), please complete **2.1.b**.

2.1.a. Home Playing Field: (Owned By Your Club)

Declaration of ownership or lease of “Home” playing field

Please complete this form if the stadia or playing field is owned by your club.

The----- confirms that the Club will play its home matches at the -----

The Club also confirms that the Stadia/Playing field is owned by the Club.

General Secretary of the Club: -----

Signature: -----

Name: -----



Please attach at least one of the following:

- I. Ownership deed stating that club owns the Stadium/Playing Field.
- II. Images of the various parts of the Stadium/Home Playing Field.

2.1.b Home playing Field: (Not Owned by Your Club)

Declaration regarding ownership or lease of Home playing field.

Please complete this form if the stadia or playing field is not owned by your club.

The ----- confirms that the Club
Will play its home matches at the -----

General Secretary of the: -----

Signature: -----

Name: -----

Owner or Manager of the stadia/playing field to fill in and sign

The owner and/or authorities of the -----Confirm (s)
that the -----will play its
home matches at the -----

Owner/Manager of the -----

Signature: -----

Name: -----

Please attach the following: Lease agreement of the playing field from the Owner of the field indicating the duration of the lease agreement and the name, address & images of the field.



2.2 Training Field: License Applicant Club must either own or have a guaranteed access to a Training Field/ Training Facilities that is available throughout the year where the players of the club can train on a regular basis

Please complete the following information:

Name of the Training Field: -----

Address of the Training Field: -----

Assessment Process:

BFF verifies the existence of Training Field/Training Facilities by on-site visit and further checks the agreement/ownership of the Training Field/Training Facilities.

If your club is training in a stadia or playing field that is owned by the club, please complete the 2.2.a.

If your club is training in a stadia or playing field that is NOT owned by your club (i.e. your club is renting the stadia or playing field), please complete 2.2.b.

2.2.a Training Field (owned by the club)

Declaration of ownership or lease of training field

Please complete this form if the training field/training facility is owned by your club.

The -----confirms that the Club will conduct its training at the -----

The Club also confirms that the training field/training facility is owned by the Club.

General Secretary of the -----

Signature: -----

Name: -----



Please attach at least one of the following:

- i. Ownership deed stating that club owns the training field/training facility.
- ii. Ownership agreement of the training field/training facility with name and address from the city government.

2.2.b Training Field (Not Owned by the club)

Declaration of ownership or lease of training field

Please complete this form if the training field/training facility is not owned by your club.

The -----confirms that the Club will
conduct its training at the -----.

General Secretary of the-----

Signature: -----

Name: -----

Owner or Manager of the training field/training facility to fill in and sign

The owner and/or authorities of the ----- confirm(s) that the
-----will conduct its training
at the -----

Owner/Manager of the -----

Signature: -----

Name: -----

Please attach the following: Lease agreement of the training field/training facility from the Owner of the field indicating the duration of the lease agreement and the name and address of the field.



2.3 Club Secretariat: License Applicant Club must either own or have a guaranteed access to an office space to conduct its administrative task. The club administration must be based in this office space.

Club office Address- please completes followings information.

Name: -----
Street: -----
Locality: -----
Postal Code: -----
City: -----
Province: -----
Country: -----
Telephone: -----
Fax: -----
Email: -----
Website: -----

Submission to BFF: If the Club owns the office space, it must submit to BFF the documents proving its ownership document.

Assessment Process: BFF verifies the details of the club office by on-site visit and further checks of the club secretariat.



PERSONNEL AND ADMINISTRATIVE CRITERIA

- 3.1: CEO/General Manager/General Secretary**
- 3.2: Team Manager**
- 3.3: Fulltime Club Coordinator**
- 3.4: Finance Officer**
- 3.5: Security Officer or Security Advisor**
- 3.6: Media Officer**



3.1 Full Time CEO/General Manager/General Secretary: License Applicant Club must have an appointed full time CEO or General Manager or General Secretary who is the head of the administration of the club.

Please complete the following information:

Name and Contact details of the Head of Administration

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if Any): -----

Please attach the following:

- I. CV of the Fulltime CEO/General Manager/General Secretary.
- II. Passport size photo of the Fulltime CEO/General Manager/General Secretary.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime CEO/General Manager/General Secretary.
- IV. An appointment letter or an employment contract of the person as the Full time CEO/General Manager/General Secretary.

Assessment Process:

BFF verifies the name and contact details of Full Time CEO/General Manager/General Secretary along with his CV and appointment letter/employment contract.



3.2 Full Time Team Manager: The club must have an appointed Team Manager. He is responsible for managing and supervising the Football Team of the club. He should have the necessary knowledge and communication skills required in Football Team management.

Please complete the following information:

Name and Contact details of the Team manager:-

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if Any): -----

Please attach the following:

- I. CV of the Fulltime Team Manager.
- II. Passport size photo of the Fulltime Team Manager.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime Team Manager.
- IV. An appointment letter or an employment contract of the Fulltime Team Manager.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

BFF would verify the documents to confirm the appointment and authenticity.



3.3 Full Time Club Coordinator: The club must have an appointed full-time club coordinator for the club who is responsible for managing and coordinating all the communication and activities between the club, BFF and any other stakeholder

Please complete the following information:

Name and Contact details of the Club Coordinator

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if any): -----

Please attach the following:

- I. CV of the Fulltime Club Coordinator.
- II. Passport size photo of the Fulltime Club Coordinator.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime Club Coordinator.
- IV. An appointment letter or an employment contract of the Fulltime Club Coordinator.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

BFF would verify the documents to confirm the appointment and authenticity.



3.4 Full Time/Part time Finance Officer: The club must have an appointed full time or part time Finance Officer who is responsible for its financial and accounting matters. He/she is responsible for managing and supervising all the financial matters of the club. The Finance Officer should have adequate financial and accounting academic qualifications and experience in these aspects of football industry/football club.

Please complete the following information:

Name and Contact details of the Finance Officer

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if any): -----

Please attach the following:

- I. CV of the Fulltime/Part Time Finance Officer.
- II. Passport size photo of the Fulltime/Part Time Finance Officer.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Fulltime/Part Time Finance Officer.
- IV. An appointment letter or an employment contract of the Fulltime/Part Time Finance Officer.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

BFF would verify the documents to confirm the appointment and authenticity.



3.5 Full time/part time security officer or security advisor: The license applicant club must have an appointed part time or full-time security officer or a security advisor who is responsible for safety and security matters.

Please complete the following information:

Name and Contact details of the

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if any): -----

Please attach the following:

- I. CV of the Full time/part time security officer or security advisor.
- II. Passport size photo of the Full time/part time security officer or security advisor.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Full time/part time security officer or security advisor.
- IV. An appointment letter or an employment contract of the Full time/part time security officer or security advisor.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

BFF would verify the documents to confirm the appointment and authenticity.



3.6 Full Time /part time Media Officer: The club must have an appointed part time or full time Media Officer being responsible for all media matters. The Media Officer should have adequate academic qualifications and experience in media aspects of football industry/football club.

Please complete the following information:

Name and Contact details of the Full Time /part time Media Officer

Name: -----

Address: -----

Postal Code: -----

Telephone: -----

Email: -----

Other Club Responsibilities (if any): -----

Please attach the following:

- I. CV of the Full time/part time Media Officer.
- II. Passport size photo of the Full time/part time Media Officer.
- III. Copy of NID (mandatory)/Passport (have to submit if any) of the Full time/part time Media Officer.
- IV. An appointment letter or an employment contract of the Full time/part time Media Officer.

General Secretary of the: -----

Signature: -----

Name: -----

Assessment Process:

BFF would verify the documents to confirm the appointment and authenticity.



LEGAL CRITERIA

4.1: Legal Entity

4.2: Ownership and Control of Clubs



4.1 Legal Entity: The license applicant must be registered with an appropriate authority as a legal entity as per the law prevailing in Bangladesh.

Registration with appropriate authority as a legal entity

The -----confirms that the Club is registered as a----- and hereby confirms the requirements of being a registered legal entity.

General Secretary of the-----

Signature: -----

Name: -----

Please attach the following:

- i. A copy of its current company articles, constitution, statutes or similar- type governing document;
- ii. A certificate/document stating its legal entity status;
- iii. Valid legal executive committee/board of director list according to club’s company articles, constitution or statutes;
- iv. List of authorized signatories according to club’s company articles, constitution or statutes.

Assessment Process: BFF would verify the documents to confirm and authenticity.



4.2 Ownership and Control of Clubs: The License Applicant Club must submit a legally-valid declaration outlining the ownership structure and control mechanism of the Club. Such declaration should ensure conformity with the conditions set out below.

The License Applicant Club must submit a legally-valid declaration

The -----confirms that the Club is registered as a----- and hereby confirms the requirements of being a registered legal entity.

General Secretary of the-----

Signature: -----

Name: -----

Submission to the Licensor

The club must provide a valid declaration about its ownership & control.

Assessment Process: BFF would verify the documents to confirm and authenticity.



FINANCIAL CRITERIA

- 5.1: Financial Budget**
- 5.2: Audited Annual Financial Statements**
- 5.3: Declaration regarding overdue Payables towards employees and social/tax authorities.**



5. **Financial Criteria:** The license applicant club must present their budget of football team for the upcoming season to the BFF in accordance with the time period of the financial fiscal year, audited annual financial statements of the previous year and the valid papers regarding the declaration of overdue payables towards its current or former employees and social/tax authorities.

The ----- confirms that the Club has confirmed that they have sent their financial budget for the upcoming season, audited annual financial statements of the previous year and the valid papers regarding the declaration of overdue payables towards its current or former employees and social/tax authorities.

General Secretary of the-----

Signature: -----

Name: -----

Please attach the following:

- i. Financial Budget of the football team for the upcoming season
- ii. Audited annual financial statements of the previous year's financial budget
- iii. Declaration regarding the overdue payables towards its current or former employees and social/tax authorities.

Assessment Process: BFF verifies the club's financial budget for the upcoming season, audited annual financial statements of the previous year and the valid papers regarding the declaration of overdue payables towards its current or former employees and social/tax authorities.