

# **ANFA Club Licensing Regulations**

# CHAPTER ONE

1

## Definition

<b>ANFA Competitions</b>	'A' Division League & National League.
<b>Accounting Policies</b>	The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.
<b>Annual Financial Statements</b>	A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an integral part of the financial statements.
<b>Associate</b>	An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.
<b>Audit</b>	<p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria.</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance.</p> <p>The term "Audited" shall be interpreted accordingly.</p>
<b>Budget</b>	The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.
<b>CLAS or Club Licensing Administration System</b>	The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations.
<b>Control</b>	<p>The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.</p> <p>The terms "Controlled" and "Controlling" shall be interpreted accordingly.</p>
<b>Club Licensing Criteria</b>	The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into five categories (sporting, infrastructure, personnel and administrative, legal and financial).
<b>Licence</b>	Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering ANFA and AFC club competitions.
<b>Licence Applicant</b>	Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a Licence.

<b>Licensee</b>	Licence Applicant that has been granted a Licence by its Licensor.
<b>Licensing Administration</b>	The staff within the Licensor that deals with club licensing matters.
<b>Licence Season</b>	ANFA season for which a Licence Applicant has applied for/been granted a Licence. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the ANFA and lasts until the same deadline the following year.
<b>Licensor</b>	The Body that operates the club licensing system and grants the Licences in accordance with these Regulations.
<b>List of Licensing Decisions</b>	The list submitted by the Licensor to the AFC containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a Licence by the national decision-making bodies in the format established and communicated by the ANFA General Secretariat.
<b>Registered Member</b>	Any legal entity according to national law and/or AFC Member Association statutes, which is member of the AFC Member Association and/or its affiliated league.
<b>Reporting Entity/ Entities</b>	A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.

## **2 Introduction - ANFA Club Licensing System**

- 2.1 The “ANFA Club Licensing Regulations” (ANFA CLR) is the basic working document which incorporates the ANFA minimum requirements that must be transformed into a “National Club Licensing Regulations.
- 2.2 These Regulations were accredited by the AFC and approved by the ANFA Executive Committee and applied for the 2021-2022 season.
- 2.3 These regulations apply whenever expressly referred to by specific regulations governing club competitions to be played under the auspices of ANFA (ANFA club competitions i.e. 'A' Division League / National League).
- 2.4 These regulations govern the rights, duties and responsibilities of all parties involved in the ANFA Club Licensing System and define in particular:
- i. the minimum requirements to be fulfilled by the ANFA affiliated clubs. ANFA will act as a licensor for the clubs,
  - ii. the licence applicant and the licence required as per this regulation
  - iii. the minimum sporting, infrastructure, personnel and administrative, legal and financial criteria to be fulfilled by a club in order to be granted a licence by an AFC Member Association i.e. ANFA
- 2.5 The ANFA Club Licensing Regulations are supplemented by the AFC Club Licensing Manual which provides a standard interpretation of the criteria and assessment process stated.

- 2.6 Any license issued is based on the minimum criteria set in the AFC Club Licensing Regulations and applies to, and for, clubs wishing to attain an ANFA Club License for participation in the ANFA Club competitions ('A' Division League & National League) season 2021-2022.
- 2.7 This Club Licensing Manual is divided into two main sections:
- a. Chapters 1 to 5 address and detail the roles of the *Licensor, the Licence Applicant* and the licensing bodies along with explanation of *core process* applied in the Club Licensing Regulations.
  - b. Chapter 6 to 10 categorise the minimum *criteria* the Club has to fulfil as follow:
    - i. Sporting criteria
    - ii. Infrastructure criteria
    - iii. Personnel and Administrative criteria
    - iv. Legal criteria
    - v. Financial criteria

Criteria are divided into three different grades ("A", "B" & "C").

### 3

#### **Objectives**

The ANFA Club Licensing System has the following objectives:

- a) safeguarding the credibility and integrity of all the club competitions that are authorized by the ANFA
- b) Allowing the development of benchmarking of clubs in sporting, infrastructure, personnel, administrative, legal and financial related criteria throughout Nepal;
- c) to improve continuous improvement of the standard of all aspects of football in Nepal and to give continued priority to the training and care of young players in each club;
- d) to improve the quality of management and organization within the clubs;
- e) improvement of the financial capability of the clubs, increasing their transparency and credibility, and placing the necessary importance on the protection of creditors;
- f) Improvement of clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe stadiums.

**4 Enforcement**

The regulations come into force on its approval by the ANFA Executive Committee and apply from the 2021 season onwards. License Application that do not apply for a license or submit the Club Licensing Agreement timely in accordance with these regulations or do not receive a license or do not receive an exemption, shall not participate in National Club Competitions ('A' Division League & National League).

**5 Legal Basis**

The Licensor has the jurisdiction to govern the Licensing System in Nepal by virtue of Article 75 of ANFA Statutes.

# CHAPTER TWO

## PROCEDURE

### 6 Criteria

6.1. The Criteria described in the ANFA Club Licensing Regulations are as follows:

- a. Sporting,
- b. Infrastructure,
- c. Personnel and Administrative,
- d. Legal,
- e. Financial

6.2 The criteria described in this ANFA Club Licensing Regulations are minimum requirements. The criteria in the regulations have been graded into A, B and C

- a. **“A” - criteria - “MANDATORY”** : If the License Applicant does not fulfil any A-criteria, then it shall not be granted a license to enter the National and /or AFC club competitions.
  
- b. **“B” - criteria- “MANDATORY”** : If the License Applicant does not fulfil any B-criteria, then it shall be sanctioned as specified by the Licensor but may still receive a license to enter the National and/or AFC Club Competitions.
  
- c. **“C” - criteria- “BEST PRACTICE”** : C-criteria are best practice recommendations. Non-fulfilment of any C-criteria does not lead to any sanction or to the refusal of the license. Certain C-criteria *may* become “MANDATORY” criteria at a later stage.

### 7 Sanction

- 7.1 ANFA Disciplinary Committee, upon recommendations from decision-making body, may impose any one or more of following sanctions in case of any failure to meet the obligations/criteria specified in these Regulations :
- a. Caution and/or fine
  - b. Deduction of points
  - c. Prohibition to conclude new players' contracts or transfer agreements
  - d. Obligation to submit guarantees
  - e. License review
- 7.2 The Club may be sanctioned before the start and/or during the season.
- 7.3 In case of any violation of the Licensing Regulations, the clubs may be referred to the relevant Disciplinary Committee of the ANFA.

## **8 Application of ANFA CLS**

- 8.1 ANFA shall implement the CLS for participation in AFC Club competitions.
- 8.2 ANFA may also decide to implement the CLS for participation in the top division and/or lower division national competitions as per the decision of the ANFA executive committee. ANFA is free to increase, decrease, or introduce additional criteria in its club licensing regulations for its application in national club competitions.

## **9 Spot-Checks**

- 9.1 ANFA and/or its nominated bodies/agencies reserve, at any time, the right to conduct spot-checks with the applicant club in order to ensure that its licence was correctly awarded at the time of the final and binding decision of ANFA. The non-observance of the minimum mandatory requirements as defined in the ANFA Club Licensing Regulations accredited by the AFC may result in sanctions defined by the appropriate ANFA body according to the nature and the gravity of the violations.

# **CHAPTER THREE**

## **LICENSOR**

### **10 Introduction**

- 10.1 The All Nepal Football Association (ANFA) is the Licensor in the Federal Democratic Republic of Nepal.
- 10.2 The ANFA governs the Licensing System using Club Licensing Administration System (CLAS), and appoints the corresponding Licensing Bodies and controls the Licensing Core Process.
- 10.3 ANFA guarantees the Licensee full confidentiality with regard to all information given by the Licensing process or appointed by ANFA must sign a confidentiality clause before starting its tasks.

### **11 Licensing Administration**

- 11.1 The ANFA shall establish a secretariat of Licensing Administration with adequate resources and equipment.
- 11.2 The Licensing Administration (LA) of ANFA shall perform following tasks:
- a. Preparing, implementing and further developing Club Licensing System
  - b. access and administer the ANFA CLS;
  - c. Provide training and support to the License Applicants in using AFC CLAS;
  - d. Providing administrative support to the Club Licensing Bodies;
  - e. assisting, advising and monitoring the licensees during the season;
  - f. informing the AFC of an events occurring after the licensing decision that constitutes a significant change to the information previously submitted to the licensor;

11.3 The Licensing Administration will be headed by the Club Licensing Manager. The ANFA will employ administrative and/or support staff as necessary.

11.4 All employees at the Licensing Administration will remain independent from License Applicants. The independence of any staff or member may not be guaranteed if the person, or any member of their family, is associated with the license applicant in any of the following ways :

- Member,
- Shareholder,
- Business Partner,
- Consultant
- Director,
- Employee, etc

## **12 Decision-Making Bodies**

12.1 There shall be two decision-making bodies at ANFA, namely:

- Club Licensing Committee (First Instance Body); and
- Club Licensing Appeals Body.

12.2 The Decision Making Bodies will remain independent from each other. ANFA shall provide administrative support to Decision Making Bodies.

## **13 Club Licensing Committee (FIB)**

13.1 The Club Licensing Committee will operate as the first instance body (FIB) and decide whether the National License and/or AFC license should be granted or not to an applicant under this *Regulations*.

13.2 Powers of FIB are as follow:

- a. The FIB shall decide on the license application on the basis of documents received, within stipulated deadline set by the Licensor, through CLAS.
- b. The decision of refusal of granting license shall be made in writing with appropriate reasoning.
- c. The FIB may request for further documentation, evidence, information and/or clarification in relation to any submission. Such request shall be made to the Club Licensing Manager and only prior to the meeting that decides on the application.
- d. The members including the chairperson of the FIB will have a vote each.
- e. In case the FIB is unable to make a majority vote on any given issue, the chairperson of the FIB will have the casting vote, which is in addition to his/her first vote.
- f. The FIB in following cases has the power to recommend and refer necessary sanctions to relevant Disciplinary Committee of ANFA against license applicant:



- Fails to comply with any criteria of issuing of the license;
- violates and/or non-compliance of its obligations, and duties under this Regulations;
- is bankrupt or is in process of liquidation or its legal status is revoked by the Government of Nepal.

## **14 Members of FIB**

14.1 FIB shall consist of five members with a quorum of three members.

14.2 The quorum must have among its members at least one qualified lawyer and an auditor.

14.3 The executive committee of the ANFA, upon recommendation of the ANFA president, shall appoint the Chairperson and other members of the FIB.

14.4 The tenure of the Chairperson and members of FIB shall be of four years and shall remain eligible for re-appointment.

14.5 The ANFA executive Committee shall fill any vacant position by appointment in case any position of FIB is vacant. Such appointment of replacement shall for the remaining tenure of the FIB.

14.6 No members of the FIB shall simultaneously be a member of any standing committees of ANFA.

14.7 Administrative staff of ANFA shall not be eligible to for appointment to any position of the Club Licensing Appeals Body.

14.8 Members of the FIB shall abide by strict confidentiality and ANFA shall decide on rules of code of conduct for members of FIB.

## **15 Club Licensing Appeals Body**

15.1 The Club Licensing Appeals Body decides upon all appeals made by the License Applicant against the decisions of the FIB. Such decisions must be made in writing with appropriate reasoning.

15.2 Appeals to the Club Licensing Appeal Body may be launched by:

- A License Applicant who received a refusal from the FIB;
- A Licensee whose license has been withdrawn by the FIB; or
- The Licensing Manager on behalf of the Licensor.

15.3 A written request for appeal shall be made within the set deadline.

15.4 The Club Licensing Appeals Body shall only review decisions made by the FIB and shall consider or review evidence that has been submitted within the submission deadline.

15.5 The members including the chairperson of the Club Licensing Appeals Body will have a vote each.

15.6 In case the Club Licensing Appeals Body is unable to make a

majority vote on any given issue, the chairperson of the it will have the casting vote, which is in addition to his/her first vote.

- 15.7 Members of the Club Licensing Appeals Body must act in an impartial manner while discharging their duties.
- 15.8 The Club Licensing Appeals Body has the power to make final and binding decisions.
- 15.9 The Licensing Appeals Body, where necessary, may request for clarification on any issue from the Club Licensing Manager.

## **16 Members of Club Licensing Appeals Body**

- 16.1 The Club Licensing Appeals Body shall consist of five members with a quorum of three members.
- 16.2 The quorum must have among its members at least one qualified lawyer and an auditor.
- 16.3 The chairperson of the Club Licensing Appeals Body should be a qualified lawyer with license to practice law in Nepal.
- 16.4 The executive committee of the ANFA, upon recommendation of the ANFA president, shall appoint the Chairperson and other members of the Club Licensing Appeals Body.
- 16.5 The tenure of the Chairperson and members of the Club Licensing Appeals Body shall be of four years and shall remain eligible for re-appointment.
- 16.6 The ANFA executive Committee shall fill any vacant position by appointment in case any position of the Club Licensing Appeals Body is vacant. Such appointment of replacement shall for the remaining tuner of the FIB.
- 16.7 No members of the Club Licensing Appeals Body shall simultaneously be a member of any standing committees of ANFA.
- 16.8 Administrative staff of ANFA shall not be eligible to for appointment to any position of the Club Licensing Appeals Body.
- 16.9 Members of the Club Licensing Appeals Body shall abide by strict confidentiality and ANFA shall decide on rules of code of conduct for members of Club Licensing Appeals Body.

## **CHAPTER FOUR**

### **LICENSE APPLICANT AND LICENSE**

#### **17 License Applicant**

- 17.1 A License Applicant is a legally incorporated football club and a registered member (as a club) of the ANFA who participated in the Martyr's Memorial A Division League season 2019-20, and have not been relegated to the 2nd Division League for the season 2021-22.

- 17.2 No Natural Person can apply for the relevant license as per these Regulations.
- 17.3 The License Applicant is fully responsible for acquiring the relevant license by fulfilling the relevant criteria.

## **18 Responsibilities of License Applicant**

- 18.1 The License applicant shall provide following to the Licensor:
- a. All necessary and relevant information and/or documents that demonstrate that the licensing obligations are fulfilled;
  - b. Any other document relevant for decision-making by the Licensor
- 18.2 The License Applicant shall promptly notify the Licensor in case of any event post submission of the licensing documentation that would create significant changes to the informational previously submitted.

## **19 License**

- 19.1 Following types of license shall be provided as per ANFA CLS:
- AFC License : this license shall grant the license applicant a regulatory qualification to be eligible to play in the AFC club competition
  - National License: this license shall grant the license applicant the eligibility to play in the Martyr's Memorial A Division League and National League
- 19.2 In following cases the license hence provided shall expire :
- At the end of the season for which it was issued for;
  - On the dissolution of the football competition in question
- 19.3 In following cases the Club Licensing Committee or the Club Licensing Appeals Body may withdraw the license during a season:
- In case the Licensee becomes insolvent and enters into the liquidation process during the season as determined by the relevant nepal laws;
  - In case the license issuing conditions are not satisfied;
  - In case the licensee acts in contravention to the obligation set against it in this Regulations.
- 19.4 ANFA shall inform any withdrawal of license of licensee to the relevant AFC body.
- 19.5 If a license Applicant has its license withdrawn, a decision concerning the elimination of the club from the AFC competition in question must be made by the AFC Judicial Bodies. In case of the national club competition, it has to be taken by the relevant body of

the ANFA.

- 19.6 The license provided is not transferable.
- 19.7 ANFA reserves the right to sanction a club or eliminate a club from the future national club competitions based on the applicable ANFA club competition regulation and ANFA disciplinary code.

## **20 Admission to AFC Club Competition**

- 20.1 In addition to fulfilling the requirements of AFC License, the License Applicant must further fulfill all the requirements according to the relevant AFC club competition to be admitted to the relevant club competition organized by the AFC.
- 20.2 The admission process falls under the sole jurisdiction of the AFC and its competent bodies (Competition Committee etc.).
- 20.3 The competent bodies of the AFC make the final decision regarding admission of a club to participate in any club competition organized by AFC. The License Applicant hereby

# CHAPTER FIVE

## CORE PROCESS

### **22 Introduction**

The Core Process describes the procedure for the issuance of the License to the License Applicant. The Core Process consists of three parts:

- a. **Application Steps** - It consists of procedures of license application
- b. **Decision Steps** - It consists of decision making process including appeals procedures
- c. **Compliance Steps** - It consists of compliance will be

### **23 Application Steps**

- 23.1 The Licensing Administration shall produce a Club Licensing Application Pack (CLAP) which would include Club Licensing Agreement, the Club Licensing Regulations and Core Process Timeline;
- 23.2 This Licensing procedure shall be applicable to the clubs playing in the Martyr's Memorial A Division League;  
However, this licensing procedure shall not be applicable to the clubs who have joined the Martyr's Memorial A Division League in 2020-21 by way of qualifying from 2nd Division League 2019-20.

Such clubs however, have to fulfill all the mandatory criteria in these regulations during the 2020-21 season in order to get the relevant licenses in the 2020-21 season.

- 23.3 The Licensing Administration shall send the CLAP to the eligible License Applicants i.e. existing clubs who participated in the Martyr's Memorial A Division League season 2019-20, and have not relegated to the 2nd Division League

In case the Licensing Administration fails to send the CLAP to any License Applicant, such applicants may approach the Club Licensing Manager along with the proof of their participation in the league as prescribed in 12.2(b) of these regulations. If the Club Licensing Manager finds such applicant to be eligible, CLAP shall be issued.

However, if such applicants are found not to be eligible, the Club Licensing Manager shall communicate its decision in writing within seven days of the receipt of the application. The applicant may submit an application to the ANFA Appeals Committee against the decision of the Club Licensing Manager within five days from the date of communication of decision of Club Licensing Manager to the applicant. The decision of the ANFA Appeals Committee shall be final and binding.

- 23.4 The License Applicant shall submit the Club Licensing Agreement along with relevant documents as prescribed in CLAP, to the Licensing Administration within the stipulated deadline. Applicants shall not be eligible to participate in the licensing procedure in case of failure to submit the documents within stipulated deadline.

- 23.5 The names Clubs who fail to submit the Club Licensing Agreement within stipulated deadline shall be provided to the Executive Committee of ANFA.

- 23.6 The Licensing Administration shall issue the Account details (Login credentials) of AFC CLAS to Applicants upon successfully receiving the Club Licensing Agreement.

- 23.7 The applicant clubs shall submit necessary documents along with supporting documentation (if any) for each criterion as necessary in the AFC CLAS. The applicants shall complete such submission within submission deadline.

- 23.8 The Applicant club may make a written request for an extension of the submission date, in case there is any difficulty in acquiring documentation and/or information from any third party such as auditors or lawyers etc, to the Licensing Manager. Such written requests shall be accompanied with proof of such difficulty in form of correspondence with such third party which shall have evidence of the Applicant requesting for the said information and/or documents and acknowledgement of such by the third party with reason and/or explanation of delay.

- 23.9 The Licensing Administration shall respond the applicants with a preliminary report upon successfully receiving the required and necessary documents through AFC CLAS within stipulated submission deadline.

- 23.10 Such preliminary report is only an acknowledgement of successful receiving of the document.
- 23.11 Upon successful receiving of all documents and/or information within stipulated submission deadline, the Licensing Administration shall sort all the documents and information received from the Applicant Clubs and shall forward such information and/or documents to the relevant and appointed expertes.
- 23.12 The experts will review the documents and report back to the Licensing Manager within the agreed deadline, through AFC CLAS; such reports of the experts on the documents and/or information of the applicant clubs shall be justified with narration and supported with evidence.
- 23.13 The License Manager shall review and assess the reports of the experts and where applicable shall identify areas or issues of concern that would require further investigation.
- 23.14 The Licensing Manager shall prepare a report based on the analysis of submitted documents, report from experts, and any other relevant reports or documents. Such a report shall be submitted to the FIB along with the recommendation of the Licensing Manager on issuance of license.
- 23.15 The Licensing Manager shall send a copy of the report and a meeting notice to each member of the FIB; such notice shall be provided at least five business day before the scheduled meeting.

## **24 Decision Steps**

- 24.1 The FIB shall review the report received from the Licensing Manager; if felt necessary the FIB can ask the Licensing Manager to contact the official from the applicant club for further clarification. Upon making review and other necessary investigation into the report, the FIB, shall make its decision on issuance of the license, or issuance of license with sanctions, or refuse the license or may apply other sanctions as laid on this regulation.
- 24.2 The license is subject to the condition that the applicant club fulfills all mandatory "A" and "B" criteria defined in these regulations.
- 24.3 Upon receiving the report of the decision making body, the Licensing Administration shall communicate the decision to the applicant club via email and/or letter. Based on the decision of the decision-making body, the Licensing Manager prepares the list of successful applicants and forwards such list to the ANFA and relevant AFC Administration.

## **25 Compliance Steps**

- 25.1 After it has been issued a license, up until the expiry of the license, the Licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the Licensee's ability to continue the criteria until at least the end of the season for which the license has been

granted.

- 25.2 If the Licensee is in breach of one or more of the indicators, then the Licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month basis.

S.01	ANFA Criteria	ACC Criteria	
<b>Youth Development Programmes (YDP)</b>	<b>C</b>	<b>A</b>	
<p>1. The Licence Applicant must have a written youth development programme approved by the Licensor. The Licensor must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training and games.</p> <p>2. The programme must cover at least the following areas:</p> <ol style="list-style-type: none"> <li>Objectives, youth playing philosophy and youth development philosophy;</li> <li>Organisation of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.);</li> <li>Personnel (technical, medical, administrative, etc.) and minimum qualifications required;</li> <li>Infrastructure available for youth sector (training and match facilities, etc);</li> <li>Financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.);</li> <li>Football education programme for the different age Groups (psychological, technical, tactical and physical);</li> <li>Education programmes (Laws of the Game, anti-doping, integrity, anti-racism);</li> <li>Medical support for youth players (including medical checks);</li> <li>Individual performance evaluation of players in the programme;</li> <li>Review and feedback process to evaluate the results and the achievements of the set objectives; and</li> <li>Validity of the programme (at least three years but maximum seven).</li> </ol> <p>3. The Licence Applicant must further ensure that:</p> <ol style="list-style-type: none"> <li>every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and</li> <li>no youth player involved in its youth development programme is prevented from continuing their non-football education.</li> </ol>			

## Chapter SIX: Sporting Criteria

S.02	ANFA Criteria	ACC Criteria	
<b>Youth Teams</b>	<b>B</b>	<b>A</b>	
<p>1. The Licence Applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter or a club affiliated to its legal entity:</p> <ol style="list-style-type: none"> <li>At least two youth teams of different age groups within the age range of 15 to 21;</li> <li>At least one youth team within the age range of 10 to 14;</li> <li>At least one under 10 team; and</li> <li>Each youth team, except the under 10s, must take part in official competitions or programmes played at national, regional or local level and recognised by the AFC Member Association.</li> </ol>			

S.03	ANFA Criteria	ACC Criteria	
<b>Medical Care of Players</b>	<b>A</b>	<b>A</b>	
<p>1. The Licence Applicant shall provide all players registered in the club with full access to medical support services. These shall include, but not limited to the following:</p> <p>a) yearly medical examination including cardio vascular screening for all its players in its first squad;  b) yearly medical examination for all players above the age of 12; and  c) comprehensive medical insurance coverage for contracted players.</p>			

S.04	ANFA Criteria	ACC Criteria	
<b>Educational Programmes</b>	<b>B</b>	<b>B</b>	
<p>1. The Licence Applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:</p> <p>a) sports integrity matters;  b) FIFA Laws of the Game;  c) doping control; and  d) other topics as required by the AFC.</p> <p>2. These sessions or events must be provided either by the Licence Applicant, AFC Member Association or a third party in collaboration with the Licence Applicant / AFC Member Association, during the year prior to the season to be licensed.</p>			

S.05	ANFA Criteria	ACC Criteria	
<b>Registration Of Players</b>	<b>B</b>	<b>B</b>	
<p>1. All the Licence Applicant's players, including youth players above the age of 10, must be registered with the AFC Member Association and/or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p>			

S.07	ANFA Criteria	ACC Criteria	
<b>Grassroots Programmes</b>	<b>C</b>	<b>C</b>	
<p>1. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes.</p> <p>2. The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.</p>			



S.08	ANFA Criteria	ACC Criteria	
<b>Child Protection and Welfare</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant must establish and apply measures, in line with any relevant AFC policies and guidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organised by the Licence Applicant. The Licence Applicant should work with locally based child protection expertise and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.</p>			

S.09	ANFA Criteria	ACC Criteria	
<b>Women's Team</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant must have at least one women's team within its legal entity or another legal entity included in the reporting perimeter.</p> <p>2. The women's team must take part in official competitions played at national, regional or local level and recognised by the AFC Member Association.</p>			

S.10	ANFA Criteria	ACC Criteria	
<b>Corporate Social Responsibility (CSR) Programmes</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant to establish strategies and implementation programmes to promote the club, the game and to address current issues in football and society.</p> <p>2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the Licence Applicant, the AFC Member Association, AFC and FIFA.</p> <p>3. Such programmes connect and create links with the community which will facilitate the following:</p> <ol style="list-style-type: none"> <li>establishment and enlargement of their fan base;</li> <li>creation of a pool of volunteers;</li> <li>organisation of grassroots football activities, initiatives and events for and within the community;</li> <li>creation of strong links with the community; and</li> <li>creation of a market base for branding, merchandising, sponsors and commercial partners.</li> </ol>			

S.11	ANFA Criteria	ACC Criteria	
<b>Club Youth Academy</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant must establish a Club Youth Academy with the required infrastructure and facilities as prescribed in the AFC Elite Youth Scheme.</p>			

## Chapter 7: Infrastructure Criteria

I.01	ANFA Criteria	ACC Criteria	
<b>Approved Stadiums for AFC Club Competitions</b>	<b>C</b>	<b>A</b>	
<p>1. The Licence Applicant must have a Stadium available to play AFC club competitions. The Licence Applicant either:</p> <ul style="list-style-type: none"> <li>a) owns the Stadium; or</li> <li>b) can provide a written contract with the owner of the Stadium it will use. This contract must guarantee the use of the Stadium for the AFC matches for the coming season, for which the Licence Applicant qualifies in sporting terms.</li> </ul> <p>2. The Stadium must meet the requirements expressly referred to by the:</p> <ul style="list-style-type: none"> <li>a) AFC Stadium Regulations; and</li> <li>b) respective AFC club competition regulations/AFC Competition Operations Manual.</li> </ul> <p>3. The Stadium must be approved by the Licensor and located in the same city where the Licence Applicant is based. If the Stadium is not located in the Licence Applicant's base city, a justifiable reason should be provided.</p>			

I.02	ANFA Criteria	ACC Criteria	
<b>Stadium – Safety Certification</b>	<b>C</b>	<b>A</b>	
<p>1. The Stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the Licensor shall establish the content of the Stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.)</p> <p>2. The certificate shall comply with the requirements in the AFC Safety and Security Regulations and must provide at least the following information:</p> <ul style="list-style-type: none"> <li>a) safety status of the Stadium structure and building fitness;</li> <li>b) compliance statement regarding the safety/security regulations of the competent civil authority;</li> <li>c) approval of the entire Stadium capacity (individual seats, terraces and total number);</li> <li>d) approved evacuation plan which ensures that the whole Stadium can be emptied in a case of emergency according to the applicable national law;</li> <li>e) a colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium; and</li> <li>f) an approved match security plan covering the organisational measures intended to ensure safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.</li> </ul> <p>3. The certificate issued by the appropriate body shall be valid for a maximum of two (2) years and shall be valid throughout the licensing season.</p>			

<b>I.03</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Stadium – Approved Evacuation Plan</b>	<b>C</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole Stadium can be emptied in case of an emergency according to the applicable national law.</li> <li>2. If such law does not exist, the Licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close cooperation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</li> <li>3. A colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium.</li> <li>4. Risk analysis specific to the Stadium.</li> <li>5. The Security Officer, stewards and club &amp; Stadium employees shall be briefed on the evacuation plan.</li> </ol>			

<b>I.04</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Training Facilities – Availability</b>	<b>B</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have Training Facilities available throughout the year. The Licence Applicant either: <ol style="list-style-type: none"> <li>a) owns the Training Facilities; or</li> <li>b) shall provide a written contract with the owner of the Training Facilities.</li> </ol> </li> <li>2. It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the Licence Season, taking into account its youth development programme.</li> </ol>			

<b>I.05</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Training Facilities for Player Development – Minimum Infrastructure</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>1. As a minimum, the infrastructure of the Training Facilities for Player Development must include: <ol style="list-style-type: none"> <li>a) outdoor Training Facilities;</li> <li>b) indoor Training Facilities;</li> <li>c) dressing rooms; and</li> <li>d) medical room(s) or direct access to first aid at the training site.</li> </ol> </li> </ol>			

<b>I.06</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Stadium – Ground Rules</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>1. Each Stadium must have the ground rules affixed to it and visible to the spectators. These rules must provide information on at least the following: <ol style="list-style-type: none"> <li>a) admission rights;</li> <li>b) abandonment or postponement of events;</li> </ol> </li> </ol>			

- c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc;
- d) restrictions with regard to smoking, alcohol, fireworks, banners, etc;
- e) seating rules; and
- f) causes for ejection from the ground.

## Chapter 8: Personnel and Administrative Criteria

P.01	ANFA Criteria	ACC Criteria	
<b>Club Secretariat</b>	<b>A</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have an office space sufficiently spacious to run its administration with the required infrastructure.</li> <li>2. The Licence Applicant must have appointed adequate number of skilled secretarial staff according to its needs to run its daily business.</li> <li>3. It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, as a minimum, with phone, fax, email facilities and a website.</li> </ol>			

P.02	ANFA Criteria	ACC Criteria	
<b>General Manager</b>	<b>A</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed a General Manager being responsible for running its daily business (operational matters).</li> <li>2. The appointment must have been done by the appropriate body (e.g. Executive Board) of the Licence Applicant.</li> </ol>			

P.03	ANFA Criteria	ACC Criteria	
<b>Finance Officer</b>	<b>A</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed a qualified Finance Officer who is responsible for its financial matters.</li> <li>2. The Finance Officer must hold as a minimum one of the following qualifications:               <ol style="list-style-type: none"> <li>a) a degree in accountancy, finance or related field; or</li> <li>b) a recognition of competence issued by an organisation recognised by the Licensor.</li> </ol> </li> </ol>			

<b>P.04</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Security Officer</b>	<b>C</b>	<b>B</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed a qualified Security Officer being responsible for safety and security matters.</li> <li>2. The Security Officer must hold as a minimum one of the following qualifications: <ol style="list-style-type: none"> <li>a) a certificate as policeman or security person according to national law;</li> <li>b) a safety and security diploma based on a specific course issued by the AFC Member Association or by a state recognised organisation; or</li> <li>c) a recognition of competence approved by the AFC Member Association, which is based on the participation in specific safety and security course of the AFC Member Association and at least one (1) year experience in such matters.</li> </ol> </li> </ol>			

<b>P.05</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Media Officer</b>	<b>C</b>	<b>B</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed a qualified Media Officer being responsible for media matters.</li> <li>2. The Media Officer must hold as a minimum one of the following qualifications: <ol style="list-style-type: none"> <li>a) diploma in journalism;</li> <li>b) concluded a media officer education course provided by the AFC Member Association or an organisation recognised by the AFC Member Association; or</li> <li>c) a recognition of competence approved by the AFC Member Association, which requires at least one (1) year experience in such matters.</li> </ol> </li> </ol>			

<b>P.06</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Medical Doctor</b>	<b>C</b>	<b>B</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.</li> <li>2. The qualification of the Medical Doctor must be recognised by the appropriate national health authorities.</li> <li>3. The Medical Doctor must be duly registered with the AFC Member Association and/or the affiliated league.</li> </ol>			

<b>P.07</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Physiotherapist</b>	<b>B</b>	<b>B</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed at least one (1) Physiotherapist being responsible for medical treatment and massages for the first squad during trainings and matches.</li> <li>2. The qualification of the Physiotherapist must be recognised by the appropriate national health authorities.</li> <li>3. The Physiotherapist must be duly registered with the AFC Member Association and/or the affiliated league.</li> </ol>			

P.08	ANFA Criteria	ACC Criteria	
<b>Head Coach of First Team</b>	<b>A</b>	<b>A</b>	
<p>1. The Licence Applicant must appoint a Head Coach with a valid coaching diploma/licence responsible for all football matters of the first team.</p> <p>2. The Head Coach must:</p> <ol style="list-style-type: none"> <li>hold the Minimum Coach Education Requirement (MCER) as stipulated by the AFC Competition Operations Manual; or</li> <li>hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (a) above; or</li> <li>already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.</li> </ol> <p>3. The Head Coach must be duly registered with the AFC Member Association and undertaken by the appropriate body of the Licence Applicant.</p>			

P.09	ANFA Criteria	ACC Criteria	
<b>Assistant Coach of First Team</b>	<b>A</b>	<b>C</b>	
<p>1. The Licence Applicant must appoint an Assistant Coach with a valid coaching diploma/licence assisting the Head Coach in all football technical matters of the first team.</p> <p>2. The Assistant Coach must:</p> <ol style="list-style-type: none"> <li>hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual</li> <li>hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Assistant Coach of the first team does not have the required certification as defined under (a) above; or</li> <li>already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.</li> </ol> <p>3. The Assistant Coach must be duly registered with the AFC Member Association and undertaken by the appropriate body of the License Applicant.</p>			

P.10	ANFA Criteria	ACC Criteria	
<b>Head of Youth Development</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant must appoint a Head of Youth Development (HYD) with a valid coaching diploma/licence responsible for managing and implementing all aspects of youth development matters including the Youth Development Programme (YDP).</p> <p>2. The Head of the Youth Development must:</p> <ol style="list-style-type: none"> <li>hold at least the AFC 'A' diploma/licence or its equivalence recognised and approved by AFC; or</li> <li>already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above;</li> <li>have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; and</li> <li>have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel.</li> </ol>			

P.11	ANFA Criteria	ACC Criteria	
<b>Youth Coaches</b>	<b>B</b>	<b>B</b>	
<ol style="list-style-type: none"> <li>For each mandatory youth team, the Licence Applicant must have appointed at least one qualified coach who is responsible for all football matters related to that team.</li> <li>At least two (2) Youth Coaches must: <ol style="list-style-type: none"> <li>hold at least AFC 'B' coaching diploma/licence or its equivalence recognised and approved by AFC;</li> <li>have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players; and</li> <li>have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.</li> </ol> </li> <li>The other Youth Coaches must hold the minimum qualification as defined by the AFC Member Association which shall not be below the AFC Member Association's 'C' coaching diploma/licence or its equivalence recognised and approved by AFC.</li> <li>The youth coaches must be duly registered with the AFC Member Association and undertaken by the appropriate body of the Licence Applicant.</li> </ol>			

P.12	ANFA Criteria	ACC Criteria	
<b>Safety and Security Organisation - Stewarding</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>The Licence Applicant must have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must: <ol style="list-style-type: none"> <li>employ the stewards; or</li> <li>conclude a written contract with the Stadium owner providing the stewards; or an external security company providing stewards.</li> </ol> </li> </ol>			

P.13	ANFA Criteria	ACC Criteria	
<b>Rights, Responsibilities and Duties</b>	<b>C</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>The rights, responsibilities and duties of the Licence Applicant's personnel mentioned in these Regulations must be defined in writing.</li> </ol>			

P. 14	ANFA Criteria	ACC Criteria	
<b>Duty of Replacement During the Licensing Season</b>	<b>C</b>	<b>A</b>	
<ol style="list-style-type: none"> <li>If a function defined in these Regulations becomes vacant during the season, the Licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification.</li> <li>In the event that a function becomes vacant due to illness or accident, the Licensor may grant an extension to the sixty (60) day period only if reasonably satisfied that the person concerned is still medically unfit to resume</li> </ol>			

duties.

3. The occurrence of vacancy and replacement must be notified to the Licensor within seven (7) working days of the respective event.

P.15	ANFA Criteria	ACC Criteria	
<b>Legal Advisor</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must appoint a qualified legal advisor who is responsible to handle all legal matters in the Licence Applicant's activities.</li> <li>2. The legal advisor shall have the necessary legal qualifications.</li> </ol>			

P.16	ANFA Criteria	ACC Criteria	
<b>Club Technical Director</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must employ a Club Technical Director.</li> <li>2. He should have at least an AFC 'A' Coaching diploma/licence and supplementary qualities like an extensive playing and work experience at the professional club level or have been a long serving dedicated member of the club as a player, coach, manager or advisor.</li> <li>3. He must have strong management skills, visionary and lead the technical development of the club.</li> <li>4. He shall be responsible for but not limited to the following:               <ol style="list-style-type: none"> <li>a) establish and/or implement club philosophy;</li> <li>b) establish Youth and Player Development Structures and Programmes;</li> <li>c) ensure technical standards are maintained and enhanced;</li> <li>d) monitor and evaluate all technical and developmental programmes;</li> <li>e) talent scouting;</li> <li>f) management of Club's Youth Academies;</li> <li>g) recruitment and management of coaches and talent scouts; and</li> <li>h) management of match analysis processes.</li> </ol> </li> </ol>			

P.17	ANFA Criteria	ACC Criteria	
<b>Goalkeeper Coach of First Team</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>1. The Licence Applicant must have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team.</li> <li>2. The Goalkeeper Coach must:               <ol style="list-style-type: none"> <li>a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual; or</li> <li>b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined under (a) above; or</li> <li>c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.</li> </ol> </li> </ol>			



P.18	ANFA Criteria	ACC Criteria	
<b>Fitness Coach of First Team</b>	<b>C</b>	<b>C</b>	
<p>1. The Licence Applicant must have appointed a qualified Fitness Coach with a valid coaching diploma/licence for the first team.</p> <p>2. The Fitness Coach must:</p> <ol style="list-style-type: none"> <li>hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competitions Operations Manual; or</li> <li>hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (a) above; or</li> <li>already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (a) above.</li> </ol>			

## Chapter 9: Legal Criteria

L.01	ANFA Criteria	ACC Criteria	
<b>Declaration in Respect of the Participation in AFC Club Competitions</b>	<b>C</b>	<b>A</b>	
<p>1. The Licence Applicant must submit a legally valid declaration confirming that:</p> <ol style="list-style-type: none"> <li>it recognises as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, its AFC Member Association and, if it exists as a separate legal entity, of its national league as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes;</li> <li>it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;</li> <li>it recognises the prohibition on recourse to ordinary courts under the FIFA and AFC Statutes;</li> <li>at national level, it will play in competitions that are recognised and endorsed by its AFC Member Association (e.g. national championship, national cup);</li> <li>at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;</li> <li>it will abide by and observe the provisions and conditions of the national club licensing regulations;</li> <li>its reporting perimeter is defined in accordance with Article 20.1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration.</li> <li>all submitted documents are complete and correct;</li> <li>it authorises the competent Licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law; and</li> <li>it acknowledges that AFC reserves the right to execute compliance audits at national level in accordance with Article 21.3.</li> </ol> <p>2. This declaration must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>			

L.02	ANFA Criteria	ACC Criteria	
<b>Legal Documents</b>	<b>A</b>	<b>A</b>	
<p>1. The Licence Applicant must submit the following documents:</p> <ul style="list-style-type: none"> <li>a) a copy of its current company articles, constitution, statutes or similar- type governing document;</li> <li>b) an extract from a public register (e.g. trade register) which demonstrates that the Licence Applicant is a legal entity which contains the following minimum information; <ul style="list-style-type: none"> <li>i. registered name;</li> <li>ii. popular name;</li> <li>iii. address of headquarters;</li> <li>iv. legal form;</li> <li>v. list of authorised signatories and;</li> <li>vi. type of signature (e.g. individual, collective).</li> </ul> </li> <li>c) (if applicable) the agreement between the Licence Applicant and the relevant member which has the right to participate in affiliated competitions of the AFC Member Association.</li> </ul>			

L.03	ANFA Criteria	ACC Criteria	
<b>Ownership and Control of Clubs</b>	<b>A</b>	<b>A</b>	
<p>1. The Licence Applicant 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.</p> <p>No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:</p> <ul style="list-style-type: none"> <li>a) holds or deals in the securities or shares that allows such person to exercise Significant Influence in the activities of any other club participating in the same competition;</li> <li>b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;</li> <li>c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;</li> <li>d) is a shareholder and alone Controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;</li> <li>e) is a member of any other club participating in the same competition;</li> <li>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; and</li> <li>g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.</li> </ul> <p>2. These declarations must be executed by an authorised signatory no more than three (3) months prior to the corresponding deadline for its submission to the Licensor.</p>			

L.04	ANFA Criteria	ACC Criteria	
<b>Legal Group Structure and Ultimate Controlling Party</b>	<b>C</b>	<b>A</b>	
<p>1. The Licence Applicant must provide the Licensor with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to the Licensor. It must be presented in a chart and duly approved by management. The Licensor must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the Licensor.</p> <p>2. This document must clearly identify and include information on:</p> <ul style="list-style-type: none"> <li>a) the Licence Applicant and, if different, the Registered Member of the AFC Member Association;</li> <li>b) any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;</li> <li>c) any Associate entity of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;</li> <li>d) any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party;</li> <li>e) any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights;</li> <li>f) any party with a Significant Influence over the Licence Applicant;</li> <li>g) any other football club, in respect of which any of the parties identified in (a) to (f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and</li> <li>h) The reporting perimeter as defined in Article 20.1 must also be clearly identified in the document.</li> </ul> <p>3. If deemed relevant the Licensor may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).</p> <p>4. The following information must be provided in relation to all entities included in the legal Group structure:</p> <ul style="list-style-type: none"> <li>a) Name of legal entity;</li> <li>b) Type of legal entity;</li> <li>c) Main activity of legal entity; and</li> <li>d) Percentage of ownership interest (and, if different, percentage of voting power held).</li> </ul> <p>5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of the AFC Member Association, the following information must also be provided:</p> <ul style="list-style-type: none"> <li>a) Share capital;</li> <li>b) Total assets;</li> <li>c) Total revenues; and</li> <li>d) Total equity.</li> </ul>			

L.05	ANFA Criteria	ACC Criteria	
<b>Written Contract with Professional Players</b>	<b>A</b>	<b>A</b>	
<p>1. The professional players of the Licence Applicant must have a written contract with the Licence Applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the relevant national law and of FIFA, the AFC, and the AFC Member Association.</p>			

L.06	ANFA Criteria	ACC Criteria	
<b>Disciplinary Procedure and Code of Conduct for Players and Officials</b>	<b>C</b>	<b>B</b>	
<p>1. The Licence Applicant shall establish a legally binding code of conduct for players and officials in compliance with the relevant national law, and the Statutes of FIFA, the AFC and the AFC Member Association.</p> <p>2. The code of conduct should be supplemented by a legally binding disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted and sanctions may be applied.</p>			

## Chapter 10: Financial Criteria

1. Reporting Entity/Entities and reporting perimeter
  - a) The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.
  - b) The reporting perimeter must include:
    - i. the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
    - ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of the AFC Member Association;
    - iii. any other entity included in the legal Group structure which generates revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph c) iii. to x. below;
    - iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph c) i. and ii. below.
  - c) Football activities include:
    - i. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
    - ii. acquiring/selling players' registrations (including loans);
    - iii. ticketing;
    - iv. sponsorship and advertising;
    - v. broadcasting;
    - vi. merchandising and hospitality;
    - vii. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
    - viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
    - ix. use and management of Stadium and Training Facilities; and
    - x. youth sector.
  - d) An entity may be excluded from the reporting perimeter only if:
    - i. its activities are entirely unrelated to the football activities defined in paragraph c) above and/or the locations, assets or brand of the football club; or
    - ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph c) i. and ii. above; or
    - iii. the football activities it performs are already entirely

reflected in the financial statements of one of the entities included in the reporting perimeter.

- e) The Licence Applicant must submit a declaration by an authorised signatory which confirms:
- i. that all revenues and costs related to each of the football activities indicated in paragraph c). have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
  - ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph d).

2. For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook.

F.01	ANFA Criteria	ACC Criteria	
<b>Annual Financial Statements - Audited</b>	<b>A</b>	<b>A</b>	
<p>1. Regardless of the legal structure of the Licence Applicant, Annual Financial Statements based on the local legislation for incorporated companies shall be prepared and Audited by an independent auditor.</p> <p>2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to AFC and must consist of:</p> <ol style="list-style-type: none"> <li>a) a balance sheet;</li> <li>b) a profit and loss account;</li> <li>c) a cash flow statement;</li> <li>d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; and</li> <li>e) a financial Review by management.</li> </ol> <p>3. The Audited Annual Financial Statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.</p> <p>4. If the Audited Annual Financial Statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, then Supplementary Information must be prepared by the Licence Applicant and assessed by the auditor.</p>			

F.02	ANFA Criteria	ACC Criteria	
<b>Financial Statements for the Interim Period - Reviewed</b>	<b>C</b>	<b>C</b>	
<p>1. If the Statutory Closing Date of the Licence Applicant is more than six (6) months before the deadline for submission of the List of Licensing Decisions to AFC, then the Licence Applicant shall prepare and submit additional financial statements covering the Interim Period.</p> <p>2. If the Financial Statements for the Interim Period are prepared and submitted, they should cover the Interim Period up to a date within six (6) months preceding the deadline for submission of the List of Licensing Decisions to AFC and must be Reviewed or Audited by an independent auditor.</p> <p>3. The Interim Financial Statements shall meet the minimum disclosure requirements and accounting principles set</p>			

out in the AFC Club Licensing Financial Handbook.

<b>F.03</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>No Overdue Payables Towards Football Clubs Arising from Transfer Activities</b>	<b>B</b>	<b>A</b>	
<p>1. The Licence Applicant must prove that it has no overdue payables towards football clubs arising from transfer activities as at 30 June preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p>			

<b>F.04</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>No Overdue Payables Towards Employees and Social / Tax Authorities</b>	<b>A</b>	<b>A</b>	
<p>1. The Licence Applicant must prove that, in respect of contractual and legal obligations with its current/former employees and social/tax authorities it has no overdue payables as at 30 June preceding the season to be licensed, unless by the following 31 August they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <p>a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and</p> <p>b) the administrative, technical, medical and security staff specified in the AFC Club Licensing Regulations.</p>			

<b>F.05</b>	<b>ANFA Criteria</b>	<b>ACC Criteria</b>	
<b>Written Representations Prior to the Licensing Decision</b>	<b>C</b>	<b>A</b>	
<p>1. Within seven (7) days prior to the date on which the licensing decision is to be made by the First Instance Body, the Licence Applicant must make written representations to the Licensor.</p> <p>2. The written representations shall confirm:</p> <p>a) That all documents submitted to the Licensor are complete and correct;</p> <p>b) Whether or not any Significant Change in relation to all the licensing criteria has occurred;</p> <p>c) Whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the Licence Applicant’s financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and</p> <p>d) Whether or not the Licence Applicant (or the Registered Member of the AFC Member Association which has a contractual relationship with the Licence Applicant within the meaning of Article 12) or any Parent company of the Licence Applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season.</p> <p>3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the Licence Applicant.</p>			

F.06	ANFA Criteria	ACC Criteria	
<b>Future Financial Information</b>	<b>C</b>	<b>C</b>	

1. The Licence Applicant must prepare and submit Future Financial Information in order to demonstrate to the Licensor its ability to continue as a Going Concern until the end of the Licence Season.
2. If a Licence Applicant exhibits any of the conditions described by indicator 1 or 2, it is considered in breach of the indicator:
  - a) Indicator 1: Going Concern  
The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern
  - b) Indicator 2: Negative equity  
The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.
3. Future Financial Information must cover the period commencing immediately after the later of the Statutory Closing Date of the Annual Financial Statements or, if applicable, the balance sheet date of The Interim Financial Statements, and it must cover at least the entire Licence Season.
4. Future Financial Information consists of:
  - a) a budgeted profit and loss account, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable);
  - b) a budgeted cash flow, with comparative figures for the immediately preceding Financial Year and Interim Period (if applicable); and
  - c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects of Historic Financial Information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.
5. Future Financial Information must be prepared, on a quarterly basis.
6. Future Financial Information must be prepared on a consistent basis with the Audited Annual Financial Statements and follow the same Accounting Policies as those applied for the preparation of the Annual Financial Statements, except for accounting policy changes made after the date of the most recent Annual Financial Statements that are to be reflected in the next Annual Financial Statements, in which case details must be disclosed.
7. Future Financial Information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Financial Handbook. Additional line items or notes must be included if they provide clarification or if their omission would make the Future Financial Information misleading.
8. Future Financial Information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the Reporting Entity.

F.07	ANFA Criteria	ACC Criteria	
<b>Annual Budget</b>	<b>A</b>	<b>A</b>	

1. The Licence Applicant must submit its annual Budget before the start of the season. It should state the following:

- a) projected income for the coming Financial Year;
- b) projected expenditure for the coming Financial Year;
- c) all the sources of revenues and income projected for the coming Financial Year along with the amount;  
and
- d) all the sources of expenditures projected for the coming Financial Year along with the amount.

### SUBSEQUENT INFORMATION

Criteria F.08 and F.09 apply to Licensees after the Licensing Decision. Criterion F.08 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.09 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators.

F.08	ANFA Criteria	ACC Criteria	
<b>Duty to Notify Subsequent Events</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>Following the licensing decision by the decision-making body, the Licensee must promptly notify the Licensor in writing about any Subsequent Events that may cast significant doubt upon the Licensee's ability to continue as a Going Concern until at least the end of the season for which the Licence has been granted.</li> <li>Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</li> </ol>			

F.09	ANFA Criteria	ACC Criteria	
<b>Duty to Update Future Financial Information</b>	<b>C</b>	<b>C</b>	
<ol style="list-style-type: none"> <li>If the Licensee is in breach of one or more of the below indicators, then the Licensee must prepare and submit an updated version of the Future Financial Information (prepared according to F.06). In addition, the prepared information shall include a comparison of Budget to actual figures including explanations of variances. The updated version of the Future Financial Information must be prepared, as a minimum, on a six (6) month basis. <ul style="list-style-type: none"> <li><u><i>Indicator 1: Going concern</i></u> The auditor's report in respect of the Annual or Interim Financial Statements submitted in accordance with F.01 and F.02 includes an emphasis of matter or a qualified opinion/conclusion in respect of Going Concern.</li> <li><u><i>Indicator 2: Negative equity</i></u> The Annual Financial Statements (including, where required, the Supplementary Information) submitted in accordance with F.01 disclose a net liabilities position that has deteriorated relative to the comparative figure contained in the previous year's Annual Financial Statements, or the Interim Financial Statements submitted in accordance with F.02 (including, where required, the Supplementary Information) disclose a net liabilities position that has deteriorated relative to the comparative figure at the preceding Statutory Closing Date.</li> </ul> </li> <li>The updated Future Financial Information shall meet the minimum disclosure requirements set out in the AFC Club Licensing Financial Handbook.</li> <li>Compliance with this criterion shall be assessed by the Licensor in respect of the following licensing cycle.</li> </ol>			