



Bank of England Branch Return

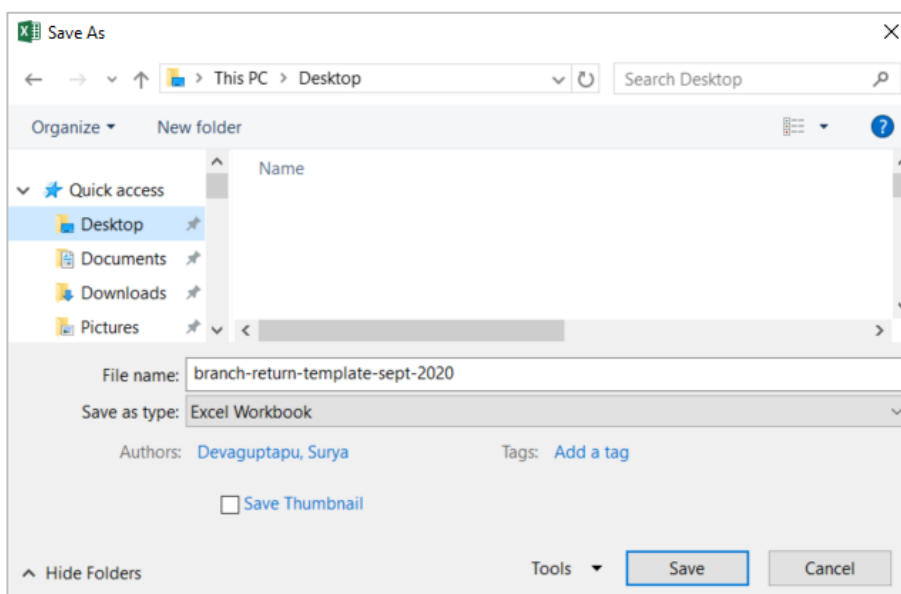
20 November 2020

The Bank of England has confirmed that firms subject to Branch Returns reporting requirements will be encouraged to use the Bank of England's Electronic Data Submission (BEEDS) portal to submit Branch Returns, using the new template published today, from February 2021. More details on the BEEDS portal will be shared in due course.

This template allows firms to prepare their data submission in an Excel format before generating an XML file for submission on the BEEDS portal. We have also published the XSD schema if firms prefer to generate the XML file directly.

To generate the XML file from the Excel template, the following steps are to be used:

1. Download the latest Excel template, published November 2020.
2. Complete all reportable fields as appropriate. Numeric fields reflecting monetary values permit a maximum of 2 decimal places, with other numeric fields restricted to integers. As per the guidance, please don't complete greyed out fields.
3. Once the data is complete save the file as 'XML Data'.
 - a. Within Excel select File – Save As... and the Save As window will appear.
 - b. Use the dropdown option 'Save as type' to select 'XML Data'.
 - c. Choose the appropriate file name and location to save the file and select 'Save'.
 - d. The generated XML file can be uploaded to the BEEDS portal for submitting. Reporting the Excel template will not be permitted via BEEDS.



For any queries on the BEEDS portal please contact BEEDSqueries@bankofengland.co.uk. For queries specific to the Branch return reporting requirements please contact your usual supervisory contact.