



FIFA[®]

**INTERNATIONAL
PLAYER TRANSFER
GUIDE**

JULY 2024



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Note: This guide does not represent the formal position of FIFA or its decision-making bodies on specific matters or any future cases. All regulatory references are to the June 2024 edition of the FIFA Regulations on the Status and Transfer of Players (“RSTP”) and the October 2022 edition of the FIFA Clearing House Regulations (“FCHR”). In addition, all technical references to the Transfer Matching System (“TMS”) correspond to TMS release 11.4 of June 2024.

More detailed information on the international player transfer process is available to TMS users in the online Help Centre, accessible via TMS.

FOREWORD

We are delighted to present our first-ever **International Player Transfer Guide**, which collates all practical information and best practices on how to get ready to process international player transfers while complying with the relevant regulatory and technical requirements as set out in the FIFA Regulations on the Status and Transfer of Players (**RSTP**) and in the Transfer Matching System (**TMS**).

Specifically, we will dig into topics such as the use of TMS, give you some insights on the international transfer process, registration periods and deadline days, outline the importance of uploading proofs of payment, and explain how to prevent a transfer being halted by the system and what to do if and when that happens.

We will also share information on best practices and the latest updates on the international player transfer process.

As you surely know, TMS is a mandatory tool for international transfers involving professional and amateur players in 11-a-side football. Most notably, TMS must be used for all international transfers of male, female, professional, amateur and minor football players, emphasizing its universal application across the footballing spectrum. In addition, minor applications of football (and futsal) players must also be processed through TMS. The procedural guidelines for using TMS are outlined in Annexe 3 of the RSTP, providing a structured framework for adherence.

Following the introduction of the FIFA Clearing House, entering information accurately in TMS has become paramount for the effective operation of the FIFA Clearing House and the accurate distribution of training rewards. This underscores the critical role of precision and diligence in the international transfer process, highlighting the importance of meticulous attention to detail and transparency.

In order to provide a comprehensive understanding of the intricacies surrounding international player transfers, this guide offers an overview and explains the procedures to be followed when navigating an international player transfer. By going through the necessary steps and considerations, this guide aims to facilitate smooth and compliant player transfers across borders, fostering integrity and transparency within the global football community.

We hope that you find this guide helpful and that you use it as an opportunity to enhance your knowledge of the international player transfer process, in compliance with the relevant regulatory and technical requirements.

We thank you for your support and hope you enjoy reading the guide.

If you have any questions or comments, please visit us at legal.fifa.com or contact us at legal@fifa.org.



Emilio García Silvero

Chief Legal & Compliance Officer



Jan Kleiner

Director of Football Regulatory



01.

International transfers – Scope of TMS

INTERNATIONAL TRANSFERS

SCOPE OF TMS

To start with the intricate landscape of football transfers, making a distinction between national and international transfers holds significant importance. An international transfer, as per definition no. 21 of the RSTP, entails the movement of a player's registration from one association to another. This is in contrast to a national transfer, as explained under definition no. 22 of the RSTP, which involves a player's registration at an association moving from one club to another within the same association.

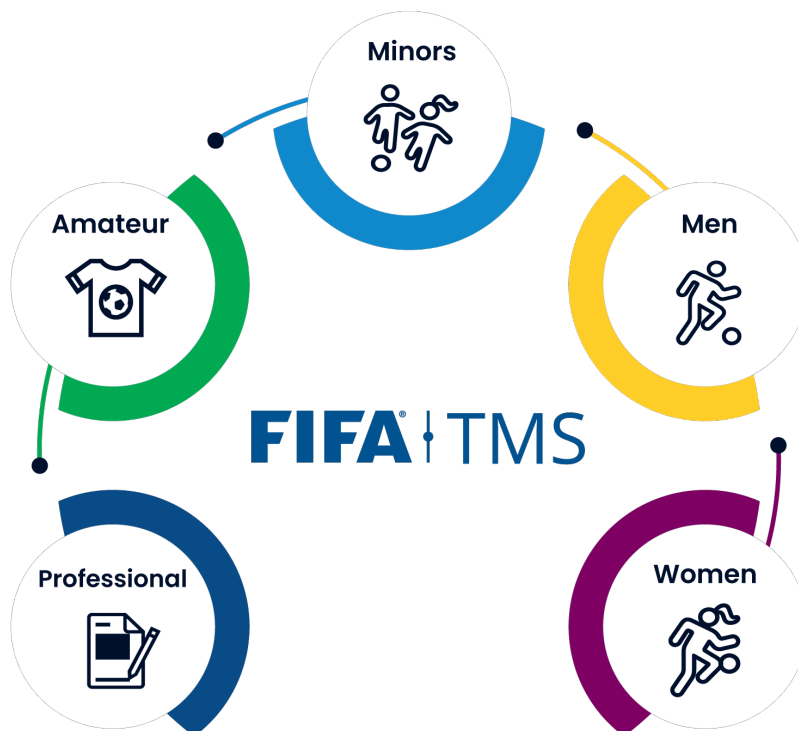
TMS	Domestic transfer system
<ul style="list-style-type: none"> / Mandatory for all international transfers of male and female, amateur and professional players (and minors) in 11-a-side football. Also mandatory for minor applications of futsal players / Governed by FIFA / All international transfers must adhere to the RSTP 	<ul style="list-style-type: none"> / Used for domestic transfers / Governed by the domestic regulations of the specific association that has adopted them / The regulating body is the national association

While national transfers are generally subject to the regulations issued by the respective member association¹, international transfers follow a distinct set of guidelines outlined in Annexe 3 of the RSTP. Our focus in this guide lies specifically on international transfers, which are processed through TMS. By navigating the complexities of international transfers within the framework of TMS, clubs and associations ensure compliance with FIFA regulations and facilitate smooth player movements across borders.

Before taking a closer look at the international transfer process, it is imperative to recognise the nuances that govern each transfer. TMS serves as the central hub for processing these transfers, but clubs correctly entering information and selecting the appropriate transfer instruction type is also pivotal for seamless transactions.

¹ | It is important to highlight that national transfers with an international dimension may trigger training rewards through the FIFA Clearing House, in accordance with the RSTP and the FCHR.

Which international transfers must be entered in TMS? ²



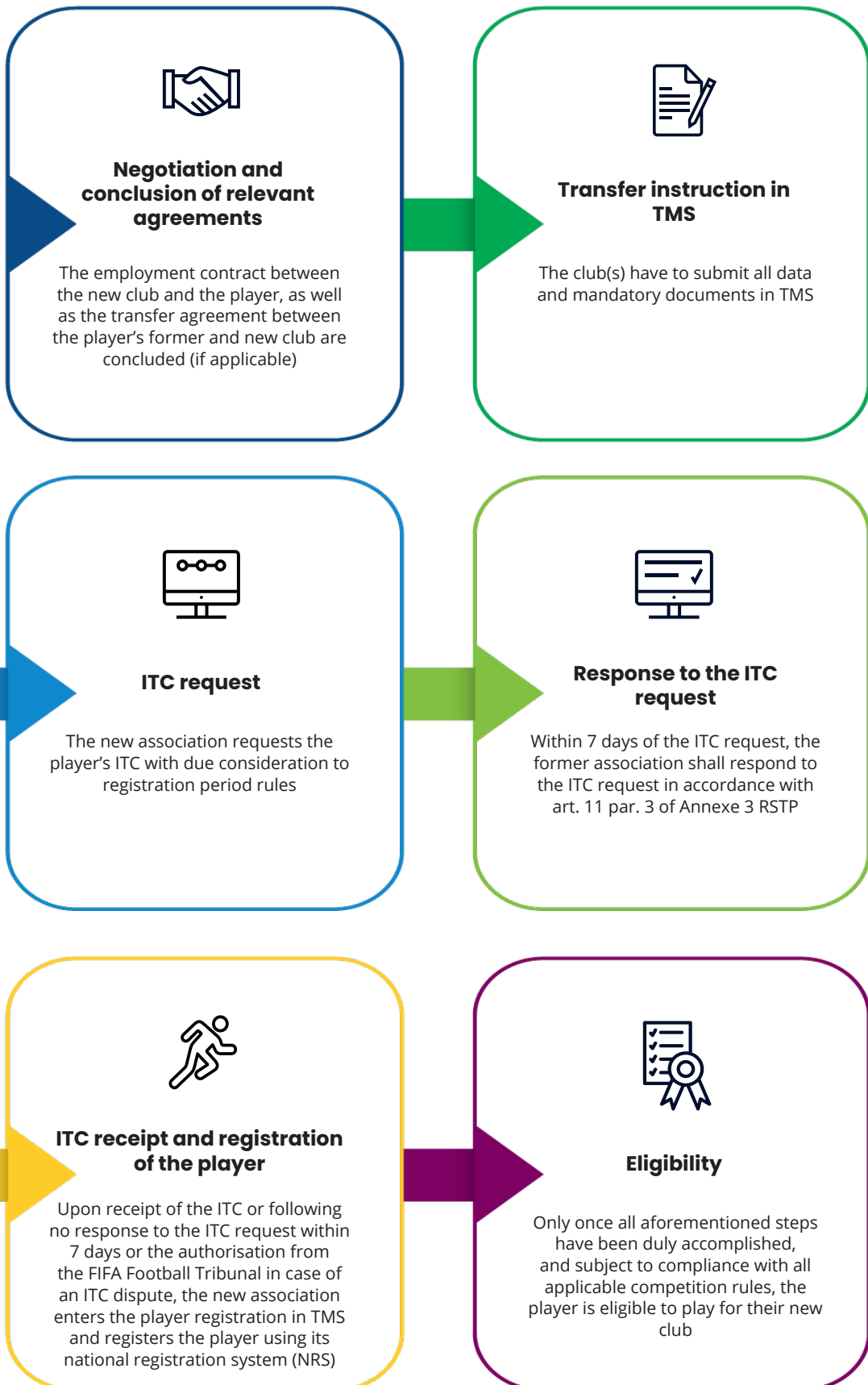
To navigate this process effectively, clubs must consider key questions tailored to the specifics of each transfer, such as:

- / Am I **engaging** or **releasing** a player?
- / Will the player be a **professional** or an **amateur** with their new club?
- / When will the **registration period** of the new association open?
- / Is it a **permanent** transfer or a **loan**?
- / Has a **transfer agreement** been concluded between the player's former club and new club, or is the player being **engaged out of contract** (a so-called free agent)?
- / Are any **club-to-club payments** involved?
- / Does my club and the counter club have a **TMS account**?

Addressing these questions proactively will ensure clarity and accuracy in the transfer instructions entered in TMS, as well as the success of the transfer, streamlining the process for all parties involved. By methodically assessing the nature of the transfer and gathering the relevant supporting documents, clubs can confidently align with the appropriate TMS procedures, facilitating smooth and compliant international player transfers.

² | International transfers of players as of the age of 10 (cf. article 9 paragraph 4 of the RSTP).

INTERNATIONAL TRANSFER PROCESS



CONCLUSION OF RELEVANT AGREEMENTS

Contractual negotiations usually mark the beginning of any international player transfer. At this stage, clubs, players and possibly agents engage in discussions to outline the terms and conditions of the proposed transfer. These negotiations usually focus on various aspects, such as the player's contract, duration, salary, bonuses, release clauses, and any other stipulations pertinent to the transfer. These discussions aim to find an agreement or a compromise between the interests of both parties, always adhering to the relevant applicable law and to the regulations set forth by governing bodies such as FIFA. Successful negotiations pave the way for the subsequent steps in the transfer process, laying the groundwork for the player's move to a new club and new association (if applicable).

IMPORTANT NOTE



TMS must not be used for contractual negotiations. All relevant information shall only be entered in TMS once the necessary agreements have been concluded. If a player is being registered as a professional with their new association, TMS should be used as soon as the relevant transfer or loan agreement has been concluded between the new club and the former club or, if no transfer or loan agreement exists, after the player has concluded an employment contract with the new club.

GETTING READY TO PROCESS AN INTERNATIONAL TRANSFER IN TMS

As explained later in this guide, it is essential to ensure that you are ready before initiating the transfer process in TMS. For example, both clubs involved (if applicable) must have an active TMS account. Additionally, it is imperative to have all documentation required by the system readily available. Moreover, it is crucial to confirm that the registration period of the new association is open, unless a specific exception to this rule applies.


It is highly recommended for all parties to diligently prepare all these steps as well as the required material and documentation, so that they do not face any possible complications once the transfer process has been initiated in TMS.



HAVING A TMS ACCOUNT

It is very important to note that only TMS users have access to TMS³. In other words, to access TMS for the first time, a club must appoint at least one TMS user, who must undergo the training required by FIFA. Only once this training has been completed, will an association be able to submit a new user request via TMS, which will be reviewed by FIFA to ensure that the newly appointed individual fulfils the user requirements and is eligible to become a TMS user. To be eligible as a TMS user, an individual shall among the other requirements set out in article 5 of Annexe 3 of the RSTP, be a direct employee of the relevant club or association.

³ | As stated under definition 37 of the RSTP, a TMS user is an individual trained and authorised to access TMS on behalf of a club or association. All TMS users have their own unique login credentials.






If a club wishes to engage a player, it must ensure that it has a TMS account as well as the necessary equipment, training and know-how to fulfil its obligations. If a transfer agreement has been signed, the same applies for the releasing club from which you are engaging the player. In this case, both clubs will need a TMS account.



WHO HAS A TMS ACCOUNT AND WHAT ARE THEIR MAIN ROLES?

A designated employee of each club and association, duly trained and authorised by FIFA can have access to TMS, as well as the FIFA administration. Their main responsibilities are summarized below:

 Member associations	 Clubs	FIFA® FIFA
<ul style="list-style-type: none"> / Carry out the ITC procedure / Enter transfers of amateur players on behalf of affiliated clubs that do not have access to TMS / Enter dates of competition periods, seasons and registration periods / Process minor applications / Process Electronic Player Passports (EPPs) 	<ul style="list-style-type: none"> / Enter and confirm transfer instructions and (where applicable) ensure that the required information matches / Upload all required agreements / Declare all payments made in the context of an international transfer 	<ul style="list-style-type: none"> / Manage access of TMS users / Provide regulatory & technical assistance / Manage intervention in cases of a “validation exception” / Enter sanctions against clubs and associations



Did you know? If a player is being registered as an amateur for a club that does not have a TMS account, the new association may enter the transfer on behalf of an affiliated club that does not have access to TMS (cf. art. 8 par. 1 j. and art. 10 par. 9 of Annexe 3 RSTP).



HAVING ALL THE NECESSARY DOCUMENTATION AT HAND

TMS requires the club(s) to enter the player's details as well as all relevant agreements. In addition, all payment terms between the club and the player on the one hand, and between both clubs in case of a transfer agreement on the other hand, must be accurately disclosed, together with agent details (if applicable).

It is therefore of utmost importance for clubs to have all relevant information and documentation related to the transfer at hand. In this regard, entering the payment terms correctly in TMS, and the subsequent uploading of the relevant proof of payment, will be crucial for the correct calculation of training rewards by the FIFA Clearing House.

Payment terms may include various types (cf. art. 10 par. 4 of Annexe 3 RSTP) such as fixed transfer fees, release (buy-out) fees, conditional transfer fees and sell-on fees. It is important to note, in consideration of the FIFA Clearing House and for the avoidance of doubt, that **any transfer agreement with the former club** must be declared in TMS.

This declaration encompasses any agreement under which the former club waives its rights to receive training rewards in exchange for another payment type mentioned in the previous paragraph including in exchange for a sell-on fee. For the sake of completeness, please remember that a sell-on fee constitutes a percentage of a future transfer fee agreed upon between the two clubs involved in a transfer. Therefore, if the new club transfers the player to a third club, the former club is entitled to a percentage of the new transfer fee if it has a sell-one fee.



If a club wishes to engage a player, it must ensure that it has all the necessary documentation at hand. In cases where a player is engaged out of contract, this includes the player's proof of last contract end date as well as the reason for termination of their former contract. The club wishing to engage a player must ensure to obtain this document from the player's former club directly.



DETERMINE THE STATUS OF THE PLAYER WITH THEIR NEW CLUB

Article 2 of the RSTP establishes that only two specific categories of players exist in organised football (amateurs or professionals), and it defines the criteria according to which players fall into either of these two categories.

A player must meet two cumulative conditions in order to qualify as a professional, namely a player must have entered into a written contract with their club and must be paid more for the footballing activity than the expenses they effectively incur.

Any player who does not qualify as a professional would in turn be deemed an amateur.



When engaging a player, it is crucial to correctly identify the status (amateur or professional) that the player will have with the new club in order to ensure that the correct instruction type is selected in TMS and in order to have the required documents ready to be submitted through the system.

TMS AS A COMPLIANCE TOOL FOR REGISTRATION PERIODS

TMS is an essential compliance tool designed to ensure the integrity and transparency of international player transfers within the applicable registration periods. By mandating that all international transfers be entered and validated through TMS, FIFA ensures that transfers comply with the regulatory requirements and deadlines. The main objectives of registration periods are to enhance contractual stability between professional players and clubs as well as to protect the sporting integrity of competitions.

TMS considers the status of the player (amateur or professional) selected by the clubs in TMS, as well as the applicable registration period dates entered by the relevant member association. Consequently, any transfer that does not meet the registration period requirements of article 6 of the RSTP will be automatically detected by the system and will not be able to proceed.

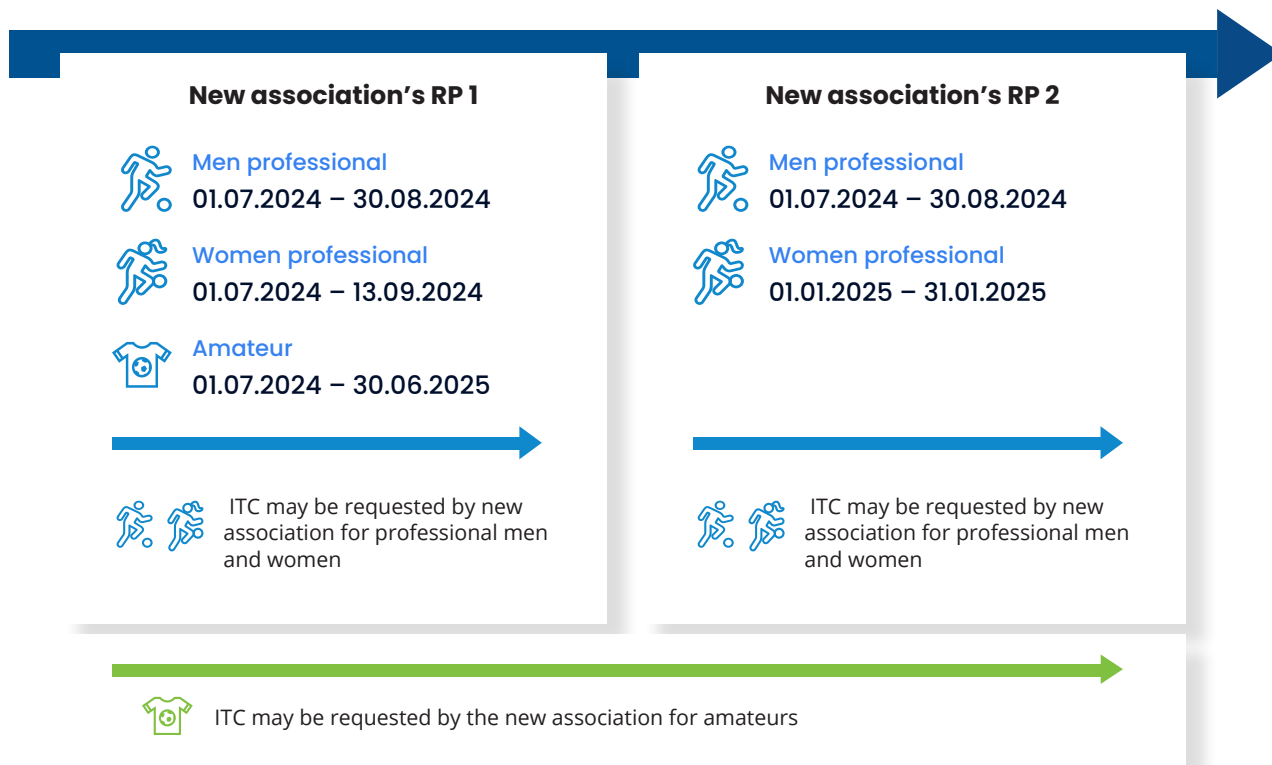
In accordance with article 6 of the RSTP, each FIFA member association has to define two official registration periods for each season of professional men's and women's football and enter those dates in TMS. Member associations may, however, set different registration periods (i.e. different dates) for their men's and women's professional competitions, as well as for competitions in which only amateur players (men and/or women) participate.

The rule in article 6 paragraph 1 of the RSTP further stipulates that players may only be registered during one of the two annual registration periods set by the new association to which the engaging (new) club is affiliated. Consequently, the International Transfer Certificate ("ITC") must be requested by the new association during these registration periods. More precisely, the ITC shall be requested by the new association by no later than the last day of its registration period for the transfer to occur during that registration period. Indeed, as set out below, an ITC requested after the closure of the relevant registration period of the new association (subject to the exceptions in article 6 of the RSTP) will not proceed and will go into validation exception status.

Example




The general principle of article 6 of the RSTP




Once a club has determined a player's status, whether amateur or professional, it must register the player according to the registration periods for the competitions in which they will participate. This means that if, for instance, a club intends to register a professional female player for competitions in which professional female players participate, they will generally only be able to register her during one of the two annual registration periods designated for professional female players by the association to which the new club is affiliated (subject to the exceptions in art. 6 RSTP).

The following is a specific example based on the illustration above: during the European summer of 2024, a club wants to conclude an international transfer for a professional female player and has signed a transfer agreement with the player's former club. In this case, the association to which the engaging (new) club is affiliated would have to request the player's ITC at any point between 01 July 2024 and 13 September 2024 at the very latest.

Finally, please note that a player who is registered with a club to play in a competition in which only amateurs participate will only be eligible to play for that club in a professional competition during the course of one sporting season if the player was initially registered during one of the two registration periods fixed for professional competitions (cf. [FIFA circular no. 1693](#)).



The new association must request the ITC in TMS before its registration period closes (unless an exception to the rule applies).

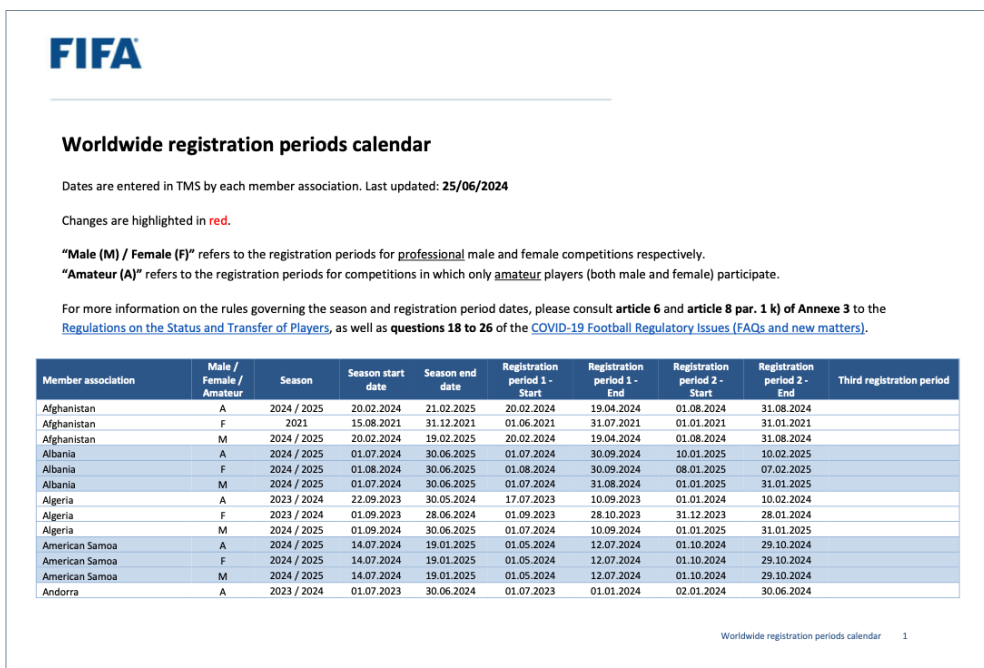


Considering registration periods when transferring a player is crucial for a smooth and compliant transfer. Therefore, please remember to plan ahead of time. Clubs need to be aware, in advance, of the seasons and registration period dates of all associations worldwide in order to plan their transfer and contractual arrangements appropriately.

THE TRANSFER WINDOW CALENDAR

Each FIFA member association has to define two official registration periods (also known as “transfer windows”) for each season of professional men’s and women’s football and enter those dates in TMS. For TMS users, all registration periods are visible in TMS.

In order for all our stakeholders to have up-to-date information and access to the registration period dates of all FIFA member associations worldwide, FIFA publishes a **calendar which can be found [here](#)**.



FIFA

Worldwide registration periods calendar

Dates are entered in TMS by each member association. Last updated: **25/06/2024**

Changes are highlighted in **red**.

“Male (M) / Female (F)” refers to the registration periods for professional male and female competitions respectively.
 “Amateur (A)” refers to the registration periods for competitions in which only amateur players (both male and female) participate.

For more information on the rules governing the season and registration period dates, please consult **article 6** and **article 8 par. 1 k)** of **Annexe 3** to the **Regulations on the Status and Transfer of Players**, as well as **questions 18 to 26** of the **COVID-19 Football Regulatory Issues (FAQs and new matters)**.

Member association	Male / Female / Amateur	Season	Season start date	Season end date	Registration period 1 - Start	Registration period 1 - End	Registration period 2 - Start	Registration period 2 - End	Third registration period
Afghanistan	A	2024 / 2025	20.02.2024	21.02.2025	20.02.2024	19.04.2024	01.08.2024	31.08.2024	
Afghanistan	F	2021	15.08.2021	31.12.2021	01.06.2021	31.07.2021	01.01.2021	31.01.2021	
Afghanistan	M	2024 / 2025	20.02.2024	19.02.2025	20.02.2024	19.04.2024	01.08.2024	31.08.2024	
Albania	A	2024 / 2025	01.07.2024	30.06.2025	01.07.2024	30.09.2024	10.01.2025	10.02.2025	
Albania	F	2024 / 2025	01.08.2024	30.06.2025	01.08.2024	30.09.2024	08.01.2025	07.02.2025	
Albania	M	2024 / 2025	01.07.2024	30.06.2025	01.07.2024	31.08.2024	01.01.2025	31.01.2025	
Algeria	A	2023 / 2024	22.09.2023	30.05.2024	17.07.2023	10.09.2023	01.01.2024	10.02.2024	
Algeria	F	2023 / 2024	01.09.2023	28.06.2024	01.09.2023	28.10.2023	31.12.2023	28.01.2024	
Algeria	M	2024 / 2025	01.09.2024	30.06.2025	01.07.2024	10.09.2024	01.01.2025	31.01.2025	
American Samoa	A	2024 / 2025	14.07.2024	19.01.2025	01.05.2024	12.07.2024	01.10.2024	29.10.2024	
American Samoa	F	2024 / 2025	14.07.2024	19.01.2025	01.05.2024	12.07.2024	01.10.2024	29.10.2024	
American Samoa	M	2024 / 2025	14.07.2024	19.01.2025	01.05.2024	12.07.2024	01.10.2024	29.10.2024	
Andorra	A	2023 / 2024	01.07.2023	30.06.2024	01.07.2023	01.01.2024	02.01.2024	30.06.2024	

Worldwide registration periods calendar 1



[Worldwide registration periods calendar](#)



EXCEPTIONS TO REGISTRATION PERIOD RULES

Article 6 paragraph 3 of the RSTP provides for limited exceptions to the rule that players may only be registered during a registration period fixed by the relevant member association. This means that, regardless of the registration period dates, certain transfers can still be completed in TMS. These exceptions to the registration period dates are the following:

- a. A professional who has unilaterally terminated their contract with just cause, or whose contract has been unilaterally terminated without just cause by their club, may be registered outside a registration period. Upon receipt of the ITC request, the FIFA general secretariat shall expeditiously assess on a prima facie basis whether the unilateral termination occurred with or without just cause and permit or deny the registration accordingly. Such prima facie assessment is without prejudice to a decision of the Football Tribunal about the consequences of the termination of contract.
- b. A professional whose contract has naturally expired or has been mutually terminated prior to the end of the registration period applicable to the engaging club may be registered with the engaging club also after expiry of the respective registration period.
- c. A female player may be registered outside a registration period to temporarily replace another female player that has exercised her rights linked to pregnancy, adoption or family leave. The period of the contract of the temporary replacement player shall, unless otherwise mutually agreed, be from the date of registration until the day prior to the start of the first registration period after the return of the female player that has taken maternity leave.
- d. A female player may be registered outside a registration period upon completion of her family, adoption or maternity leave or recovery related to her pregnancy (cf. art. 18 par. 7 and article 18quater) subject to her contractual status.
- e. A professional whose contract has expired or been terminated as a result of COVID-19 has the right to be registered outside a registration period, regardless of the date of expiry or termination.

For further details on article 6 of the RSTP, please refer to the [Commentary on the RSTP](#) also available at legal.fifa.com



HOW DOES TMS WORK?


In principle, if an association attempts to request an ITC outside of their registration period, the transfer will be automatically halted with a “validation exception”. Only upon request for intervention through TMS from the association wishing to register the player, the FIFA administration will assess each individual situation to make sure that the abovementioned exceptions to article 6 apply and, if so, it may grant an authorisation to allow the new association to register the player. It is important to emphasise that only member associations (as opposed to clubs) are able to request FIFA administration intervention through TMS.



If an association wishes to register a professional player for one of its affiliated clubs based on one of the aforementioned exceptions and a validation exception occurs in TMS when requesting the ITC, the relevant association may request an override of the validation exception via TMS (see “Validation exceptions”).

There are, however, two cases provided for under article 6 paragraph 3 b) of the RSTP, under which a player who was registered as a professional with their former club may be able to be registered with the new association outside of its own registration period without a validation exception being triggered by TMS and without an intervention from FIFA. For these cases, the following cumulative conditions need to be met:

- / The reason for the termination of the contract with the former club is either: “The contract with the former club has expired” or “The player and their former club mutually agreed on an early termination of the employment contract between them”; and
- / The date of termination of the player’s employment contract with their former club is prior to the end of the new association’s last registration period.



The Proof of Last Contract End Date document (POLCED) to be uploaded to TMS by the new club will have to confirm that one of the above-mentioned situations is applicable. Clubs must ensure that they obtain a copy of this document, confirming the date and reason for the termination of the former contract directly from the player’s former club. Should the former club fail to respond to the request, the new club is encouraged to contact the former association to obtain the document.



DEADLINE DAY – ENSURING A SMOOTH TRANSFER WINDOW

FIFA fosters enhanced collaboration with and between our stakeholders and reinforces the importance of planning ahead and not leaving transfers until the last minute.


We strongly encourage early planning, as it is crucial to ensure a smooth transfer process and achieve the desired outcome for clubs and players alike.

We particularly encourage clubs and players to engage in early communications and be aligned on the key aspects of the transfer process, including all necessary documentation and regulatory requirements, as well as anticipating any potential pitfalls. In this regard, it is vital to implement best practices and learn from the experience of previous transfer windows.

This being said, we acknowledge that the reality of football often means that many transfers happen at

the last-minute. In recognition of this fact, and in order to speed up the transfer process and support our community of stakeholders, FIFA has a dedicated team that meticulously plans ahead and provides immediate regulatory and technical support to clubs and associations worldwide throughout the entire year at TMSHelpdesk@fifa.org.

As deadline day approaches and time becomes even more critical, FIFA’s dedicated team also plays a pivotal role in supporting flawless transfers and providing stand-by services on those critical dates when most member associations’ registration periods are closing, in order to make sure that all tasks are performed smoothly.



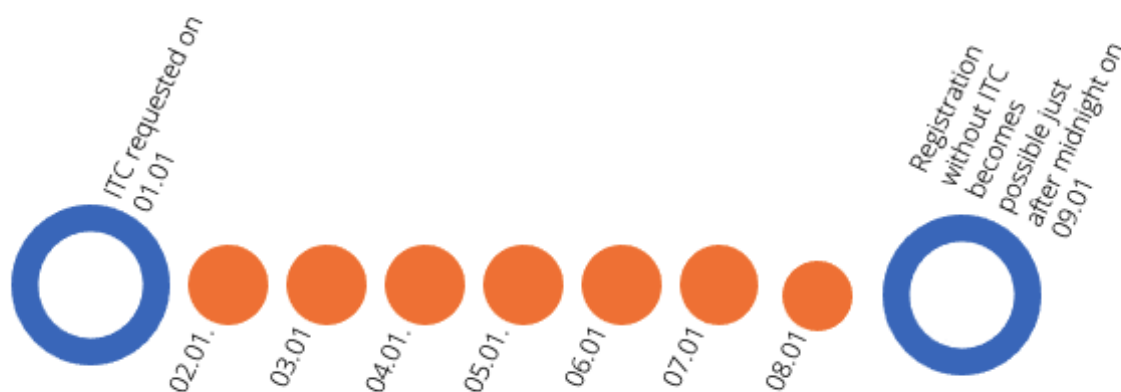
We encourage all our stakeholders to plan ahead with enough time and be aligned on the key aspects of the transfer process.

TMS AND THE INTERNATIONAL TRANSFER CERTIFICATE (ITC)

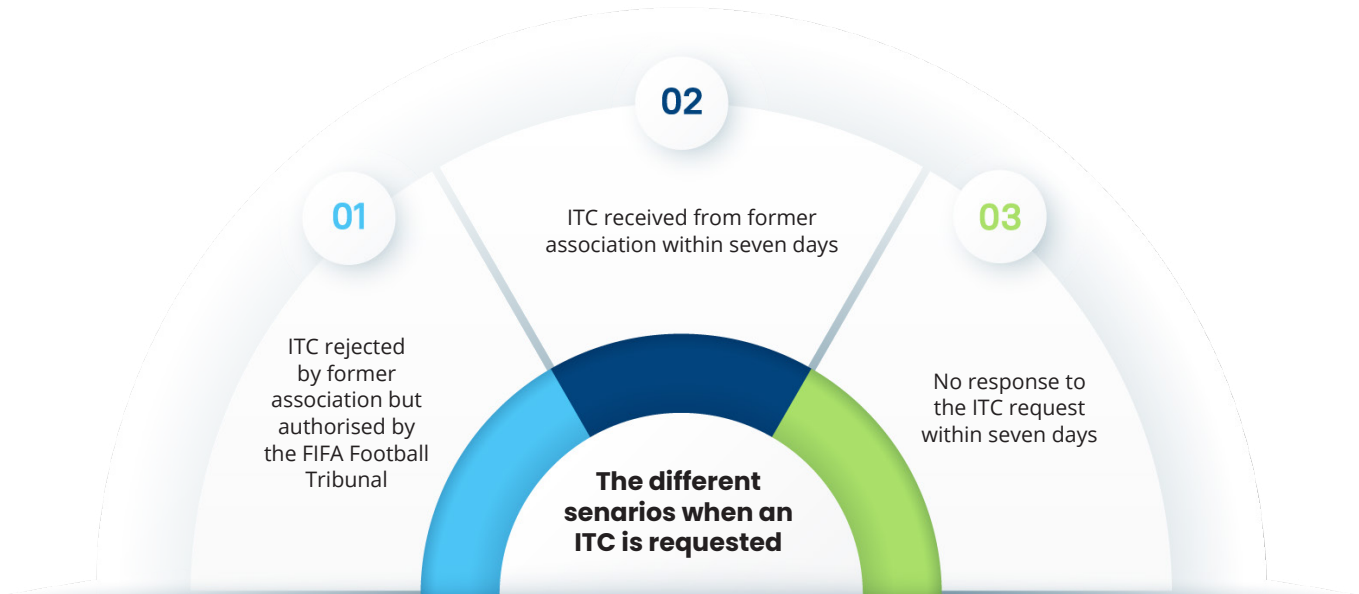

Players registered at one association may only be registered at a new and different association once the latter has received an ITC from the former association through TMS. This procedure, which must be carried out free of charge and without any conditions or time limit, is the responsibility of the member associations involved. It is crucial for all parties to maintain communication throughout this process. Once the new club has uploaded all required information and documentation into TMS, the new member association proceeds to request the ITC. The former association must respond to the ITC request within seven days, as specified in article 11 paragraph 3 of Annexe 3 of the RSTP.

These seven days are consecutive and are calculated as of the day after the ITC has been requested.


Example



In the ideal scenario, the association releasing the player will deliver the ITC through TMS immediately or, at the latest, within seven days, allowing the new association to confirm receipt of the ITC and register the player. However, other possible scenarios in TMS may include a lack of response by the former association and even the rejection of the ITC request, which could lead to an ITC dispute. The different scenarios are further illustrated in the chart below.

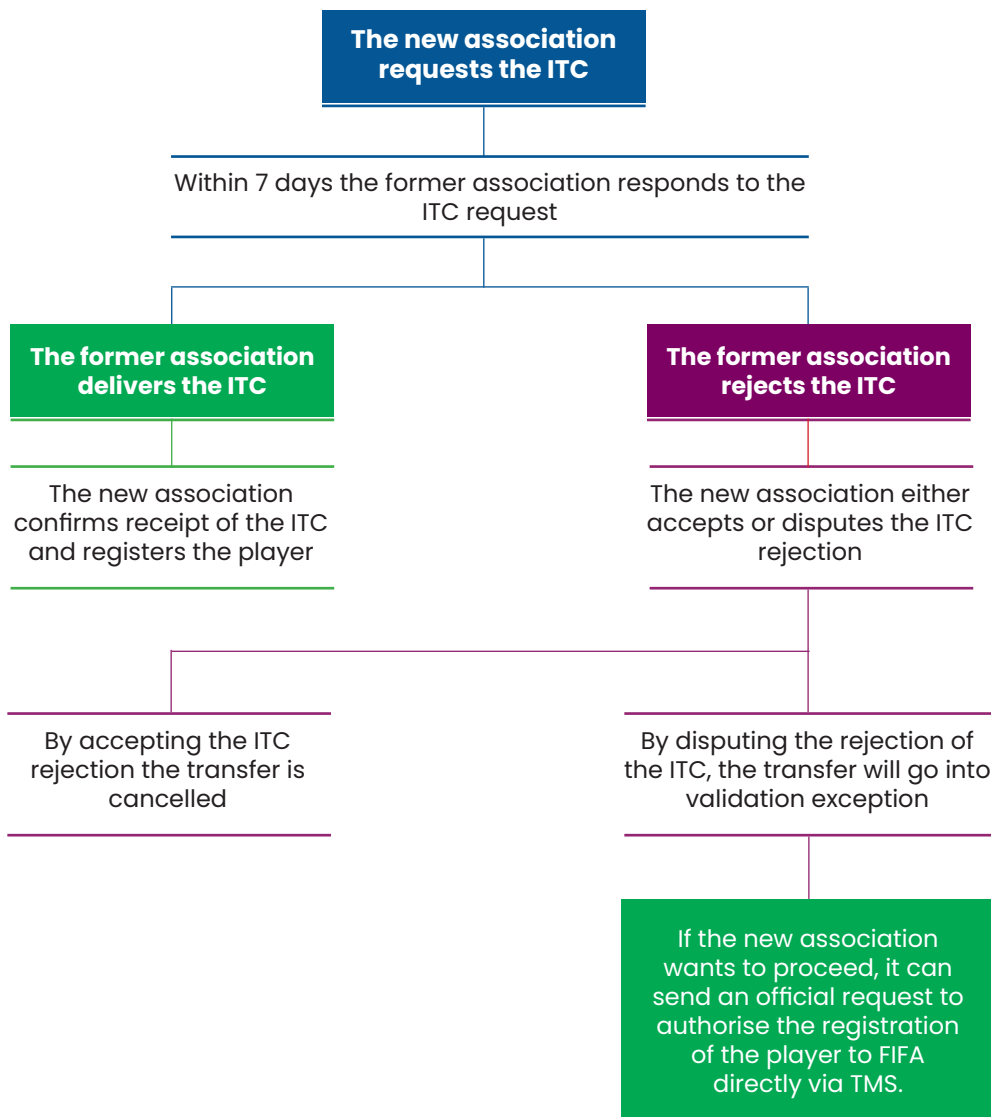
It is important to note that the registration of a player by the new association following receipt of the ITC, following the absence of a response to the ITC request within seven days, or following authorisation from the FIFA Football Tribunal to register the player all have the same effect and are equally valid.




If the former association fails to respond to the ITC request within seven days, the new association will be able to register the player with the new club and enter the relevant player registration information in TMS.

What happens if an ITC request is rejected by the former association?

In this case, if the new association wishes to register the player, the rejection of the ITC request will have to be disputed and the new association will need to request FIFA's intervention in order to resolve the dispute.⁴





The former association can only reject an ITC request if one of the reasons under article 11 of Annexe 3 of the RSTP applies, i.e. only if an employment contract between the former club and the player is considered to still be in force or if there has been no mutual agreement regarding its early termination.

⁴ | It is important to point out that, in line with the jurisprudence of the FIFA Football Tribunal and the Court of Arbitration for Sport (CAS), even if a contractual dispute over an ITC arises, FIFA cannot compel players to remain employed with a particular employer. In this sense, in case of an ITC dispute and, upon request of the new association, the FIFA Football Tribunal will authorise the player registration with their new association, without prejudice to any claim being lodged with FIFA in accordance with article 22 of the RSTP.

ISSUES THAT PREVENT INTERNATIONAL TRANSFERS FROM PROCEEDING IN TMS (“VALIDATION EXCEPTIONS”)

International transfers may encounter certain issues that prevent them from proceeding in TMS and that need to be resolved in order for the transfer to move forward.

As mentioned above, the former association rejecting an ITC request and the new association disputing the rejection is one of the reasons why a transfer could go into such a status. Another possible reason is an ITC request being made outside of a registration period and no exception to the rule of article 6 of the RSTP being applicable.

Validation exceptions need to be resolved by FIFA. The new association needs to submit a request for FIFA to override the validation exception via TMS. However, any such overrides are only granted in exceptional circumstances and at the discretion of FIFA.

Example

A club wants to register a professional male player but its association’s registration period for professional men’s competitions is currently closed.

What would happen if the new association were to go ahead and request the player’s ITC?

- / The transfer would be halted in TMS due to the new association requesting the player’s ITC outside of the relevant registration period.
- / In this case and if the new association wishes to register the player and believes that one of the exceptions to the registration period rules is applicable or that the delay in requesting the player’s ITC is due to reasons not attributable to the new association or its affiliated club, the **new association may ask FIFA through TMS to grant authorisation for the transfer to proceed.**



BEST PRACTICES**/ Ensure compliance**

The engaging club must comply with all obligations on time and in full. This includes entering all required data and uploading all documents into TMS.

/ Address non-cooperation

If the releasing club fails to enter its data or cooperate to resolve discrepancies, the engaging club should avoid delays where possible and continue to comply with all TMS requirements at its disposal to avoid being disadvantaged.

How to proceed if a validation exception is still triggered?**FIFA Intervention**

An association can ask FIFA to override the validation exception halting the transfer in TMS. FIFA will assess the request and decide whether the circumstances justify an override.

Criteria for a possible override

To ensure that an engaging club is not disadvantaged if the releasing club fails to fulfil its obligations in TMS an override generally occurs if:

- / The engaging club entered and approved its transfer instruction and uploaded all mandatory documents correctly before the end of the registration period; and
- / The new association requested the ITC in TMS after the registration period closed, but through no fault of its own or that of its affiliated club.

Outcome

If these conditions are met, FIFA may authorize an override of the validation exception, allowing the transfer to proceed.

If FIFA does NOT authorise an override of the validation exception, the player will not be able to be registered for their new club until the next registration period of the new association opens. Consequently, the player will also be ineligible to participate in organised football for their new club until this occurs.



If a transfer is unsuccessful due to a lack of cooperation from the counterparty, we recommend that the parties involved communicate with each other to resolve the issue prior to the closure of the applicable registration period. The contact details of all TMS users are accessible to each other via the “Stakeholders” tab in their TMS account.

REGISTRATION BANS AND TMS

A registration ban is one of the potential disciplinary measures that may be imposed on clubs by the FIFA judicial bodies or by the Football Tribunal and that may prevent a transfer in TMS from proceeding. Once a registration ban has been imposed on a club it will also be reflected in TMS. Keeping in mind that TMS works as a compliance tool, the club serving a registration ban will be prevented from **registering new players**, either nationally or internationally and whether as amateurs or as professionals, for the full duration of the measure and in accordance with articles 12 bis, 17, 24 and article 8 of Annexe 2 of the RSTP. The club will therefore only be able to register new players again after serving the ban in its entirety or in the event that the ban is lifted by the FIFA administration upon fulfilment of the relevant requirements.

This means that a club serving a registration ban will be prevented from completing any new incoming transfers in TMS.

A ban at international level will be implemented directly by FIFA in TMS for all clubs existing in the system. However, it is the responsibility of the association concerned to ensure that the ban is also correctly implemented at national level within its own registration platform and at international level for those clubs that are not in TMS. For more details about the implementation of the ban at national level please refer to FIFA [circular no. 1843](#).



If your club has complied with all necessary requirements for a registration ban to be lifted, please make sure that you communicate with FIFA through the Legal Portal as soon as possible in order for the sanction to be lifted in TMS in accordance with the RSTP, if applicable.



ACTIONS THAT DO NOT CONTRAVENE A REGISTRATION BAN AND TMS

As mentioned above, a club serving a registration ban will be prevented from completing any new incoming transfers in TMS.

However, if a club is serving a registration ban, it is in principle not prevented from releasing players in TMS, which means that a third club could still engage a player from a club that is serving a registration ban.

In addition, there are other scenarios that do not contravene a registration ban (cf. arts. 12bis, 17, 18quater and 24 of the RSTP) and which are set out in article 25 paragraph 3 of the RSTP:

- a. The return from loan of a professional, solely where the loan agreement expires naturally;
- b. The extension of the loan of a professional, beyond the natural expiry of the loan agreement;
- c. The definitive engagement of a professional who was temporarily registered for the club directly prior to the registration ban being imposed; and
- d. The registration of a professional who was already registered with the club as an amateur directly prior to the registration ban being imposed.

If a club serving a registration ban enters one of the above-mentioned transfers in TMS (i.e. a “return from loan”, a “loan extension” or a “loan to permanent”), the system will at first instance trigger a validation exception and prevent the transfers from moving forward. It is only after the FIFA administration has effectively confirmed, upon request from the association concerned, that the conditions required by the RSTP have been met, that the system will authorise the transfers.

As mentioned above, article 25 paragraph 3 of the RSTP refers to one last scenario which does not contravene a registration ban, namely the registration of a professional who was already registered with the club as an amateur directly prior to the registration ban being imposed. As TMS is a mandatory tool for international player transfers, this scenario - where the player is not transferring internationally - will not be reflected through TMS.

Finally, and in accordance with FIFA [circular no. 1843](#), in order not to hinder the development of young football players, and unless otherwise specified within the relevant decision imposing the sanction, a club subject to a registration ban may register players for its youth teams, such possibility being, however, limited to players until the age of 15. Players newly registered with a youth team during a registration ban cannot play for the club’s first team or any other professional team of the club until the registration ban has elapsed. If this occurs, the player(s) concerned shall be declared ineligible, and any match in which the player(s) featured must be declared forfeited.

There are further scenarios that can lead to a transfer being prevented from proceeding and requiring an intervention from FIFA, such as if the new club has exceeded the loan cap or if a player is under 18 years of age and a minor application has not been accepted (cf. article 14 of Annexe 3 of the RSTP). These scenarios will also be explained below in this guide.

For more details on registration bans please refer to FIFA [circular no. 1843](#).

Actions which do not contravene a registration ban in TMS



THE REGISTRATION BAN TOOL IN THE FIFA LEGAL PORTAL

In line with its continued efforts to promote transparency and maintain full disclosure in relation to the activities of the FIFA judicial bodies, FIFA has launched a digital tool that lists the clubs subject to registration bans.

The primary objective of this new tool is to provide stakeholders, including players and clubs, as well as the general public, with an overview of all clubs currently prevented from registering new players.

The digital tool is regularly updated in order to reflect the situation of the clubs subject to registration bans imposed by FIFA.



You can access [here](#) and on legal.fifa.com a list of the clubs that are currently serving a registration ban imposed by FIFA.

FIFA		REGISTRATION BANS						Sign in
Currently active registration bans .								
<p> Please note that the following list is published and/or updated on a weekly basis (every Monday at 12:00 CET).</p>								
Club (international name)	Club (local name)	Confederation	Association					
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			<input type="button" value="Search"/>		
Club (international name)	Club (local name)	Confederation	Association	Applicable to	Start of registration ban	Number of registration periods		
Kastrioti	KASTRIOTI	UEFA	Albania	Male	29.04.2024	3		
Kastrioti	KASTRIOTI	UEFA	Albania	Male	29.05.2024	3		

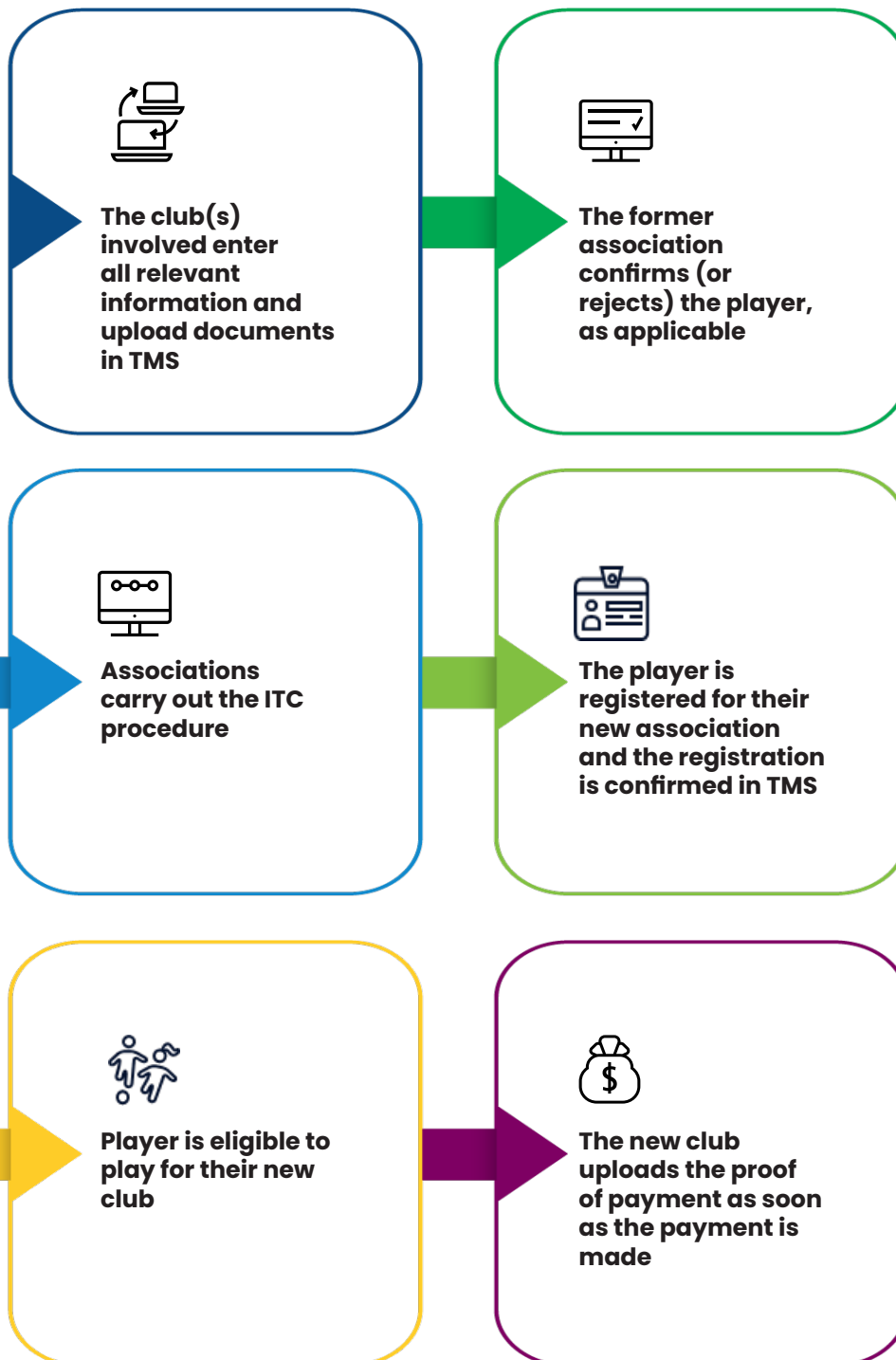


[Currently active registration bans](#)

SUCCESSFUL COMPLETION OF THE INTERNATIONAL TRANSFER PROCESS – PLAYER'S ELIGIBILITY

Once an international transfer has been entered in TMS, the ITC procedure has been successfully completed and any possible issues preventing the transfer from proceeding have been resolved, the new association will be able to register the player and the latter will be, in principle, eligible to play for their new club, subject to the applicable competition regulations.

However, please note that following an international transfer, a player will still remain ineligible to participate in organized football until the member association to which their new club is affiliated **has confirmed the player registration date in TMS**. It is only once the registration process has been concluded that a player becomes eligible to showcase their talent and play for their new team.





02.

Proof of payment and the FIFA Clearing House

PROOF OF PAYMENT AND THE FIFA CLEARING HOUSE

Following the introduction of the FIFA Clearing House⁵, entering accurate information in TMS has become paramount for its effective operation and the accurate distribution of training rewards.

Consequently, once a transfer has been successfully completed in TMS and if payments have been agreed, clubs are obliged to declare them in TMS and to upload the relevant proofs of payment **within 30 days of the date of each payment** (cf. article 12 of Annexe 3 of the RSTP).

The proof of payment declared to FIFA by the new club plays a crucial role in the calculation and distribution of training rewards through the FIFA Clearing House because, in accordance with the FCHR, the proof of payment triggers the generation of an allocation statement for the payment of solidarity contribution (cf. article 12 paragraph 3 of the FCHR) and allows the calculation of solidarity contribution based on the amount declared in the proof of payment, as established in the RSTP.

In accordance with article 1 of Annexe 5 of the RSTP, 5% of any transfer compensation must be deducted for payment of the solidarity contribution. Colloquially, this method of calculating and paying solidarity contributions is known as "95+5".

As a general rule and to ensure the proper functioning of the FIFA Clearing House process, member associations and clubs must declare transfer compensation payments as follows:

1. Member associations and their clubs must declare the full amount of payments agreed between the clubs for the transfer of the player in the corresponding transfer instruction (international transfers in TMS, domestic transfers in DTMS or the system used by the member association).
2. Clubs must then make these payments while withholding 5% of the total amount, in all cases unless agreed otherwise (see below), and declare this amount with 5% withheld for the solidarity contribution in the proof of payment declaration.
3. Once the final solidarity contribution payment has been processed and paid through the Clearing House, if applicable and in accordance with the final EPP and all applicable conditions, in cases where there is a remaining balance of the transfer compensation to be paid, the new club should pay the remaining transfer compensation amount directly to the former club, following existing jurisprudence.

This will ensure the proper calculation of training rewards and consideration of all registrations of the player for the distribution of the solidarity contribution.

More detailed information on how to declare payments in TMS in cases where special agreements between clubs have been concluded (such as solidarity contribution included in the transfer compensation or the former club waiving its entitlement to solidarity contribution, is available to TMS users in the TMS Help Centre).

⁵ | The FIFA Clearing House (FCH) is an integral part of FIFA's ongoing commitment to introducing fundamental changes to the football transfer system. The main objectives of the FCH are to centralize, process and automate payments between clubs, initially relating to training rewards (training compensation and solidarity contribution) and to promote financial transparency and integrity, and avoid fraudulent conduct in the transfer system. More information about the FCH can be found [here](#) and is also available at legal.fifa.com

An example of how to correctly declare payments in TMS is further illustrated below:

Example



Payment terms may include various types (cf. article 10 paragraph 4 of Annexe 3 of the RSTP) such as fixed transfer fees, release (buy-out) fees, conditional transfer fees and sell-on fees. It is important to note, in consideration of the FIFA Clearing House and for the avoidance of doubt, that any transfer agreement with the former club must be declared in TMS. This declaration encompasses any agreement under which the former club waives its rights to receive training rewards in exchange for another payment type mentioned above, including in exchange for a sell-on fee. This means that any such payments shall also be declared by both clubs in TMS, in accordance with Annexe 3 of the RSTP.

It is also important to highlight that any amendments to the payment terms shall also be declared in TMS as soon as the amended terms have been agreed upon, and the corresponding proof of payment shall be uploaded to TMS accordingly.

Finally, it must be noted that precision and diligence in the international transfer process, as well as meticulous attention to detail and transparency are crucial for the proper functioning of the FIFA Clearing House and the equitable distribution of training rewards. To fulfil this goal, FIFA has a dedicated team whose role is to provide technical and regulatory assistance, as well as to ensure compliance with Annexe 3 of the RSTP and the FIFA Clearing House Regulations. You can contact the team at TMShelpdesk@fifa.org.



03.

What if an international transfer is a loan?

WHAT IF AN INTERNATIONAL TRANSFER IS A LOAN?

A professional player may be loaned to another club on the basis of a written agreement between the player and the clubs concerned. Any such loan is subject to the same rules as those that apply to international player transfers, including the obligation to duly reflect the loan transfer in TMS and to carry out the ITC procedure (cf. article 10 of the RSTP).



Loans, like permanent transfers are subject to respecting registration periods. Therefore, it is essential to consider registration periods when negotiating the duration of a loan.

On 1 July 2022, the additional provisions relating to international loans came into force. These provisions apply to international loans and loan extensions for professional male and female players. One key element of these provisions is a cap on the number of permissible loans. In addition, the RSTP now contains clear rules on the permissible maximum duration of a loan.

To ensure the smooth implementation on the loan cap for all stakeholders, there has been a three-year transition period under which the number of international loans started with a maximum of eight players in the first year (from 1 July 2022 until 30 June 2023), a restriction that has gradually become stricter by decreasing to a maximum of seven players on loan in the second year (from 1 July 2023 until 30 June 2024) and finally to a maximum number of six players on loan (from 1 July 2024 onwards).

HOW DOES THE LOAN CAP WORK IN TMS?

General loan cap 6 players

The loan cap applies to men and women separately, which means that a club can loan out and/or in a maximum of six male players and six female players.

- / Outgoing (releasing): A club can loan out six players
- / Incoming (engaging): A club can loan in six players

Club-to-club Loan Cap 3 players between the same clubs

The club-to-club loan cap (i.e. between the same clubs) applies to men and women separately. If the clubs use some of the club-to-club cap for one gender, they will not be able to increase the cap for the other gender, e.g. if they only have two incoming loans of female players, they cannot have four incoming loans of male players. This is not permitted.

- / Outgoing (releasing): Club A can loan Club B three players
- / Incoming (engaging): Club B can loan Club A three players

Loan Cap Exemption (club-trained player)

The definition of a club-trained player does not require the player to be in one particular team of the club to be considered a club-trained player, as long as the player is registered for the club for three seasons or 36 months (continuous or not)

- / Loan can be exempt from overall cap if
 - / it occurs before the end of former club's season when the professional turns 21
 - / the professional is a club trained player (cf. definition 31 RSTP) with the former club
- / The former club shall upload evidence thereof in TMS

Maximum Loan Duration

- / The maximum duration allowed for loans and loan extensions is one year

TMS is a compliance tool designed to enforce the provisions on loans. Failure by a club to respect the loan cap will result in the transfer being halted by a validation exception.


For more detailed information on loan provisions, please consult the following document, which is also available at legal.fifa.com:



[Explanatory Notes on the New Loan Provisions in the Regulations on the Status and Transfer of Players](#)

END OF A LOAN

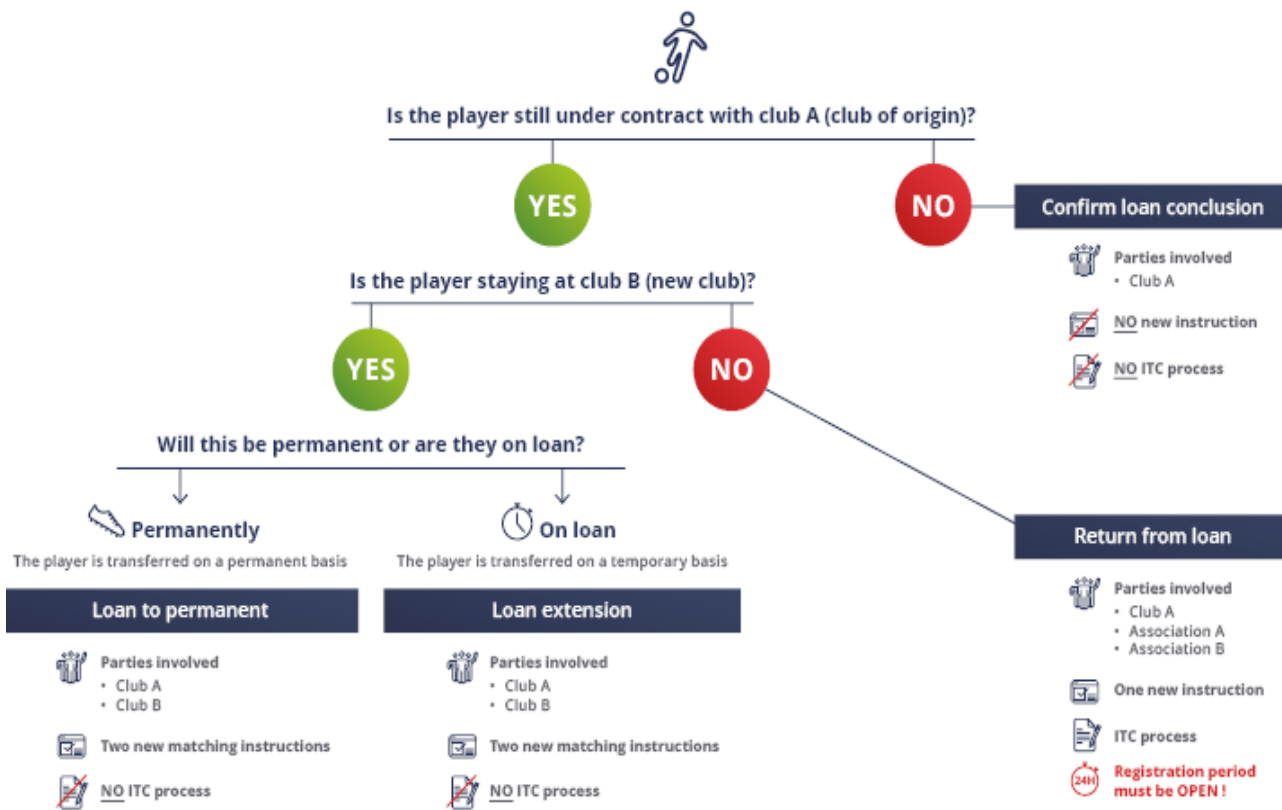

What happens at the end of a loan? Once the loan period has ended (this includes situations under which a loan has been terminated early), the necessary action must be taken in TMS to reflect the player's next move. This should be performed by the club that released the player on loan (club A) and/or the club to which the player is on loan (club B), depending on the situation.



At the end of the loan the two clubs should speak to each other to make sure that the necessary steps are correctly taken in TMS without delay so that they can both benefit from an additional loan within the cap.

Failure to reflect the end of a loan in TMS affects the club's cap on loans!

The options available at the end of a loan are:

If a loan has ended and the player is returning to their club of origin, this return from loan is considered as a permanent transfer and must be reflected in TMS. Additionally, the registration period of the association to which the player is returning must be open.

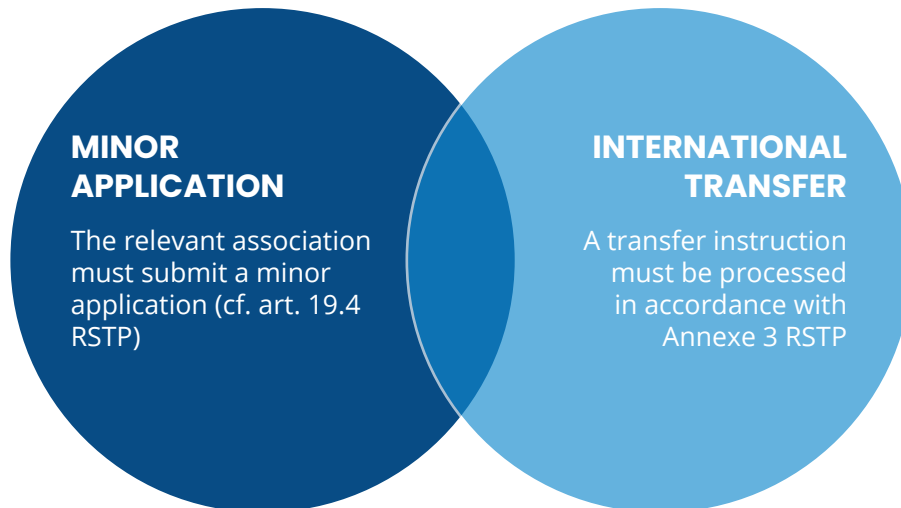
04.

International transfers of minor players



INTERNATIONAL TRANSFERS OF MINOR PLAYERS

If an international transfer of a minor player⁶ is due to take place, two separate and cumulative processes must be conducted in TMS (2-step process).



This means that, even if a minor application has been approved by FIFA, if the player is transferring internationally (i.e., if the player was previously registered with another association), an ITC still has to be requested through TMS in order for the new association to register the player. Consequently, and in addition to a minor application, the relevant transfer shall also be entered in TMS.

All international transfers involving minor players (amateurs, professionals, men, women and futsal players) require FIFA's approval (cf. article 19 of the RSTP).⁷

If a club is intending to register a minor player it is important to remember that it must comply with all obligations prior to the end of the applicable registration period (subject to the exceptions under article 6 paragraph 1 of the RSTP), as per the applicable provisions of Annexe 3 of the RSTP⁸. This means that, independently from the relevant minor application, the new club must enter a transfer instruction in TMS, provide all compulsory data, upload all mandatory documents to support the information entered and confirm the transfer prior to the end of the applicable registration period.

Upon notification of a decision approving a minor application, the new association will be able to request the ITC in TMS. Should this fall after the end of the applicable registration period, as soon as the ITC has been requested, the transfer will be halted by a validation exception and the new association may request intervention from the FIFA administration for an override, given that the transfer was only delayed due to the minor application being approved. However, such a validation exception will only be overridden if all the obligations related to the transfer were met before the end of the registration period, as described above.

⁶ | As per definition no. 11 of the RSTP, a minor is a player who has not yet reached the age of 18.

⁷ | The first registration of a player that is not a national of the country where the association at which he wishes to be registered for the first time is domiciled is also subject to a minor application and the provisions on minors, in accordance with article 19 of the RSTP.

⁸ | See [FIFA circular no. 1763](#)

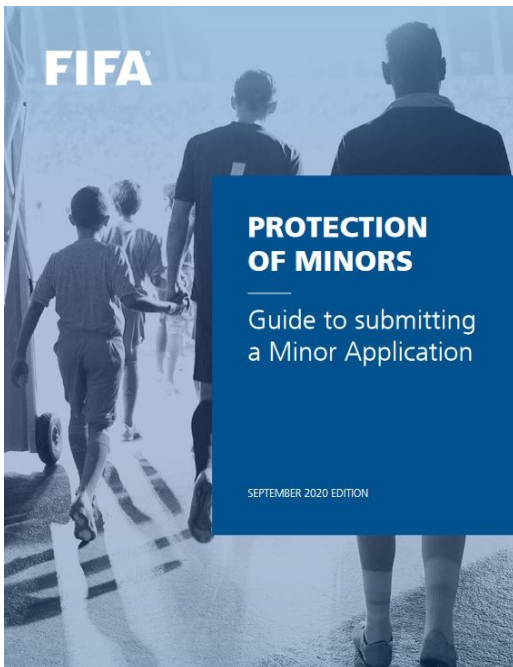
For full details on minor players and art. 19 of the RSTP, please refer to the [Commentary to the RSTP](#) also available at legal.fifa.com.



A club engaging a player needs to pay special attention if the player it wishes to engage is a minor (i.e. a player who has not yet reached the age of 18) and must follow the additional steps to request FIFA's approval.



If a player is transferring internationally, both the submission of the minor application, as well as the player's international transfer, must be entered correctly and fully in TMS before the end of the registration period.



GUIDE TO SUBMITTING A MINOR APPLICATION

In line with its continued efforts to promote transparency, FIFA published all the details on how to process a minor application which can be found in the Guide to submitting a Minor Application also available at legal.fifa.com



[Guide to submitting a Minor Application](#)



05.

International transfers of amateur players



INTERNATIONAL TRANSFERS OF AMATEUR PLAYERS

As mentioned throughout this guide, TMS is a mandatory tool for all international transfers involving women, men, professional, amateur and minor football players, emphasising its universal application across the footballing spectrum.

While international transfers of amateur players are also governed by Annexe 3 of the RSTP and it is mandatory for such transfers to be processed through TMS, these transfers are subject to fewer requirements compared to those of professional players.

On the one hand, and in accordance with article 6 paragraph 8 of the RSTP, the provisions concerning the duration of registration periods do not apply to competitions in which only amateurs participate. In this sense, the relevant association shall specify the periods when players may be registered for such competitions provided that due consideration is given to the sporting integrity of the relevant competition.

Although nothing prevents associations from setting the same registration periods for both professional and amateur competitions, in general, the registration periods fixed by member associations for amateur competitions typically tend to be longer and, in such cases, international movements of amateur players tend to be less time-sensitive regarding registration period deadlines and rarely lead to a validation exception that may halt the transfer of an amateur player.

In addition, an amateur player is by definition not contractually bound to their club. Consequently, if a club is engaging a player as an amateur, TMS does not require that club to upload an employment or transfer agreement, making the transfer process faster and less complex, due to the status of the player.

This being said, an international transfer involving an amateur player is still subject to the ITC and registration procedure being completed by both associations in TMS and the new club still has to enter a certain amount of information in TMS, in accordance with the RSTP.

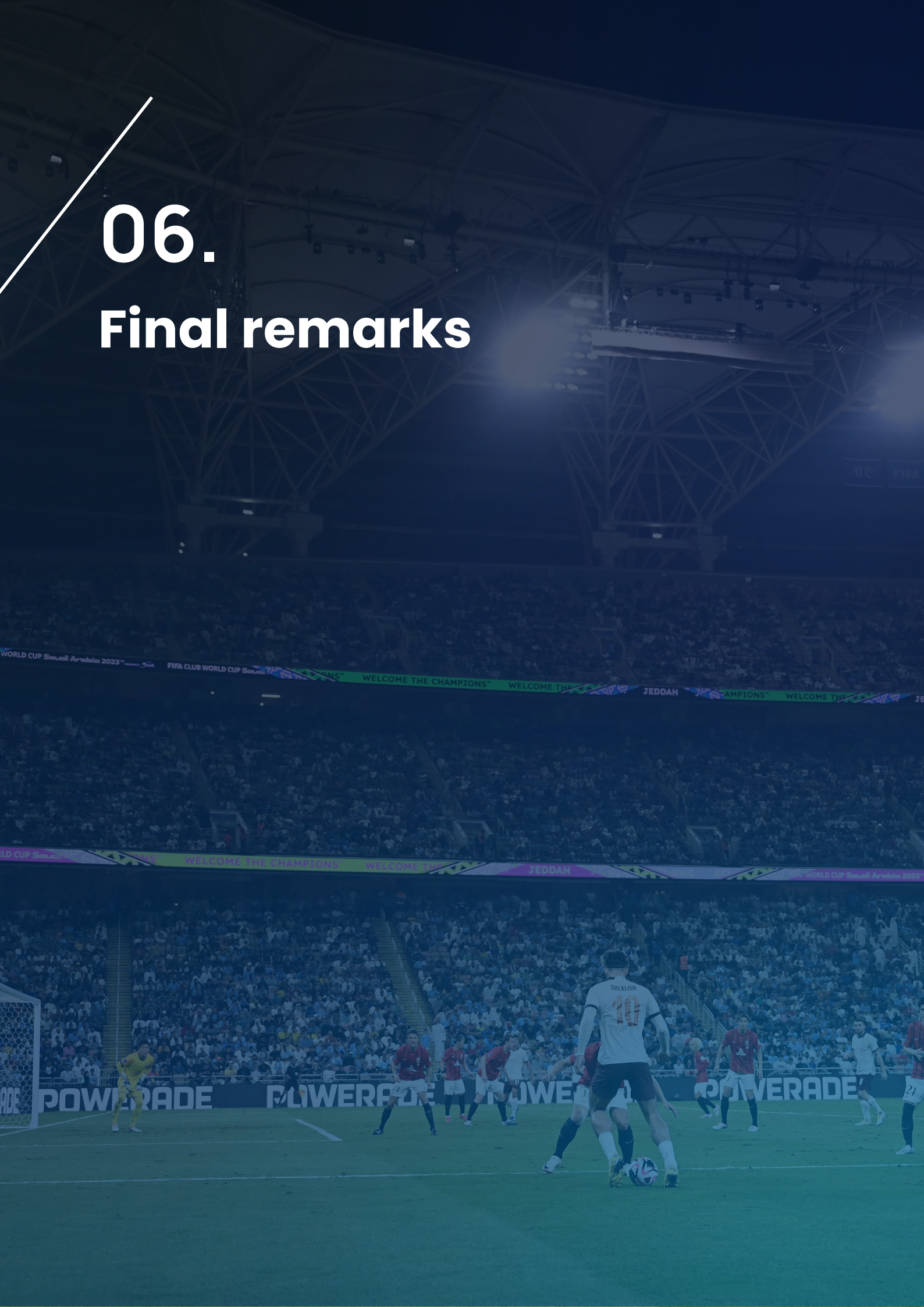
It is worth highlighting that, in accordance with the RSTP, only professional players can be loaned. Therefore, as TMS is a regulatory tool, it does not provide for the possibility to loan amateur players internationally. This means that any international loan must be reflected in TMS as the loan of a professional player and will therefore be subject to the relevant applicable rules outlined throughout this guide.

Finally, an international transfer of an amateur player under the age of 18 also requires the submission of a minor application through TMS and is subject to the same rules on minors as for professional players⁹.

⁹ | The same applies to the first registration of an amateur player that is not a national of the country where the association at which they wish to be registered for the first time is domiciled (cf. article 19 of the RSTP).

06.

Final remarks



FINAL REMARKS

As explained throughout this guide, the international player transfer process and its ever-growing complexity require advanced preparation and good knowledge of the transfer process and best practices.

The football transfer system is constantly evolving and TMS is a powerful tool that fosters compliance and transparency and facilitates the international transfer process, enhancing worldwide communication among the community of stakeholders.

Understanding the practices involved, from regulatory compliance to navigating potential pitfalls, is crucial for the dynamics of football and to ensure smoother transactions between stakeholders.

With this guide, we trust that we have provided you with a summary of the most up-to-date information in the field. FIFA will continue to help the community of stakeholders to benefit from the most innovative tools to facilitate player transfers while complying with the required international standards.

If you have any doubts or questions, please do not hesitate to visit us at legal.fifa.com or contact us at legal@fifa.org.

Our dedicated team is also at your disposal at TMSHelpdesk@fifa.org.



07.

Useful documents and information

USEFUL DOCUMENTS AND INFORMATION

In line with our continued efforts to promote transparency, the following information is also available at legal.fifa.com.



RSTP



[FIFA Regulations on the Status and Transfer of Players](#)



[Commentary on the FIFA Regulations on the Status and Transfer of Players](#)



Registration Periods



[Explanatory Notes on the New Provisions in the FIFA Regulations on the Status and Transfer of Players Regarding Registration Periods \(Transfer Windows\)](#)



Clearing House



<https://inside.fifa.com/legal/football-regulatory/clearing-house>



<https://fifaclearinghouse.org/>



[FIFA Clearing House Regulations](#)



[Explanatory Notes on the FIFA Clearing House Regulations](#)



Loans



[Explanatory Notes on the New Loan Provisions in the FIFA Regulations on the Status and Transfer of Players](#)



Minors



[Explanatory Notes on the New Provisions in the FIFA Regulations on the Status and Transfer of Players Regarding the International Transfer of Minors](#)



[Guide to submitting a Minor Application](#)

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