

FINANCIAL INSTITUTIONS VALIDATION SCHEDULE

Overview

The validation process is divided into three stages (Assessment, Evaluation and Decision) extending over 55 business days. Day 1 to 30 is the first stage (Assessment Stage), Day 31 to 51 is the second stage (Evaluation Stage) and Day 52 to 55 is the third stage (Decision Stage).

In the Assessment Stage, the Financial Institutions (FI) submission form (and the supporting documents) are extensively reviewed to ensure the FI is provided with the queries and feedback necessary to ensure conformance with SBTi criteria. If all the clarifications and non-conformities raised in the Assessment Stage are not resolved within the Assessment Stage, the validation moves to the Evaluation Stage, wherein the FI is provided with an extended period to resolve the outstanding queries. If all queries are resolved within the Assessment Stage, the submission is moved directly to the Decision Stage. In the Decision Stage, the final decision of whether to approve or reject the targets submitted by the FI will be issued to the FI. Detailed steps within each stage are outlined in the sections below.

Stage 1: Assessment Stage

During the Assessment Stage, the Lead Reviewer (LR) and Peer Reviewer (PR) review the submission form responses and supporting documents to verify conformity with the SBTi Criteria. The LR will hold one validation call at the beginning of the assessment; up to two additional calls may be held at the LR's discretion or the FI's request, including one following the PR review and one prior to moving the targets to the Evaluation Stage.

If clarifications are required or non-conformances are identified, the LR will send queries to the FI via email. Up to five rounds of queries may be conducted; any unresolved queries after the fifth round will result in the targets being moved to the Evaluation Stage. If all queries are resolved before the fifth round, the timeline will be shortened by six business days for each unused query round.

Date (business days)	Steps	Responsibility/ Activity	
		FI Target Validation Team	Financial institution
Day 1 (Services start date)	1st review and queries	<u>Lead Reviewer:</u> Initial review; 1st round of queries sent to FI.	As the Lead Reviewer will begin their initial review in advance of the contract start date, the FI should ensure they have submitted the final documentation to be validated at least 5 business days before the services start date.
60 minute slot between day 2 - day 5	Validation Call	<u>Lead Reviewer:</u> Provides clarification on any queries raised by the FI; Reviews and shares feedback on the FI's preliminary responses, (responses should be submitted prior to the call).	Prepares preliminary responses and sends what is available before the call . Identifies queries requiring further clarification for discussion during the call.
By end of day 5, if not earlier	1st round of responses due	-	Sends responses to the 1st round of queries and updated documents; indicates which queries require additional time to resolve and provides a timeline for response.
Day 6		<u>Lead Reviewer:</u> Reviews all responses and updated documentation; organizes folder for PR review.	
Day 6	2nd review	<u>Peer Reviewer:</u> Performs the secondary review of the Lead Reviewer's assessment;	



		identifies non-conformances and sends further queries if relevant.	
By end of day 7, if not earlier	2nd round of queries (PR queries)	<u>Lead Reviewer:</u> Sends 2nd round of queries to the FI, which include any queries from the PR.	
Between day 8 and 11	(Optional) 2nd Validation call	<u>Lead Reviewer:</u> Provides further clarification to any queries that remain outstanding and/or new queries raised by the PR; Reviews and shares feedback on the FI's preliminary responses, (responses should be submitted prior to the call).	Prepares preliminary responses and sends what is available before the call . Identifies queries requiring further clarification for discussion during the call.
By end of day 11, if not earlier	2nd round of queries - response due		Sends 2nd round of responses and updated documents; indicates which queries require additional time to resolve and provides a timeline for response.
By end of day 13, if not earlier	3rd round of queries	<u>Lead Reviewer:</u> Sends 3rd round of queries to the FI.	
By end of day 17, if not earlier	3rd round of queries - response due		Sends 3rd round of response and updated documents; indicates which queries require additional time to resolve and provides a timeline for response.
By end of day 19, if not earlier	4th round of queries	<u>Lead Reviewer:</u> Sends 4th round of queries to the FI.	



By end of day 23, if not earlier	4th round of queries - response due		Sends 4th round of response and updated documents; indicates which queries require additional time to resolve and provides a timeline for response.
By end of day 25, if not earlier	5th round of queries	<u>Lead Reviewer:</u> Sends 5th and last round of queries to the FI.	
Between day 25 and 29	(optional) 3rd Validation call	<u>Lead Reviewer:</u> Provides further clarification to any outstanding queries which if remain open, it will mean moving targets to Evaluation Stage is required; reviews and shares feedback on the FI's preliminary responses (responses should be submitted prior to the call).	Prepares preliminary responses and sends what is available before the call . Identifies queries requiring further clarification for discussion during the call.
By end of day 29, if not earlier	5th round of queries - response due	-	Sends 5th round of responses and updated documents; indicates which queries require additional time to resolve, which would use the Evaluation Stage time.
Day 30	Review of all responses	<u>Lead Reviewer:</u> Reviews all responses and updated documentation; determines if Evaluation Stage is needed or if the validation may proceed directly to the Decision Stage	-



Stage 2: Evaluation Stage

The Evaluation Stage is activated only if the queries raised in the Assessment Stage are not resolved within the Assessment Stage. Although the FI is allotted Day 31 to Day 50 to resolve the outstanding queries in the Evaluation Stage, the FI is strongly encouraged to resolve the outstanding queries earlier. If all queries are resolved earlier, the submission will be moved to the Decision Stage and the validation timeline will be expedited accordingly. **Any missing documentation or queries that remain unresolved by the end of Day 50 will become non-conformities and trigger a rejection recommendation in the Decision Stage.**

Date (business days)	Steps	Responsibility/ Activity	
		FI Target Validation Team	Financial Institution
By end of day 31	Interim report	<u>Lead Reviewer:</u> Issues an Interim Report detailing outstanding queries.	-
Between day 31 - 50	Resolution of outstanding queries	-	During this period, the FI must resolve all the outstanding queries identified in the Interim Report. If the FI intends to gather feedback from the Lead Reviewer to their preliminary responses, the FI must plan it within this period. No feedback is provided after the due date (Day 50). [Note: Based on the responses received and updated documents, new queries might be raised by the Lead Reviewer even in this stage.]
By end of day 50, if not earlier	Final response due	-	Sends responses to all the outstanding queries outlined in the Interim Report. If applicable, also sends updated submission forms, target setting tools and any other supporting documents.



Stage 3: Decision Stage

The Lead Reviewer and Peer Reviewer assess and discuss the FI's responses, and agree on a decision to be confirmed by the FI Validation Management Team Representative (FI VMR). The LR prepares deliverables for review. The FI VMR reviews deliverables and the recommended decision and issues a final decision. If further information is required for the FI VMR to issue a final decision or adjustments are required to approve the targets, the LR will send FI VMR query round #1 and the FI will receive an additional 5 business days to provide this information, and the remainder of the schedule will be extended by 5 business days.

Date (business days)	Step	Responsibility/Activity (FI Target Validation Team)
Day 52	Final review by Lead and Peer Reviewer	<u>Lead Reviewer:</u> Reviews responses from the Evaluation Stage queries and updated documents. Based on that, the Lead Reviewer prepares a recommendation either to approve or reject the targets. <u>Peer Reviewer:</u> Signs off LR's deliverables and the recommendation to approve or reject the targets
Between day 52-54	FI VMR review	<u>Lead Reviewer:</u> Presents recommendation to the FI VMR to approve or reject the targets. <u>FI VMR:</u> Reviews final targets and supporting information. Issues a decision on the recommendation forwarded by the LR and/or raises any further queries or feedback, for example, requiring adjustments to the target language.
By end of day 55, if not earlier	Decision by FI VMR	<u>Lead Reviewer:</u> Issues a closing report detailing the outcome of the validation to the FI. <i>[Note: If further information is needed for the FI VMR to approve the lead reviewer's recommendation, this will be</i>



		<i>provided on Day 55 as the outcome of the review. The FI will have an additional 5 business days to respond, and the remainder of the schedule will be extended by 5 business days. The last day for the FI to respond will be day 59. Between day 53-59 the Lead Reviewer can hold a last validation call with the FI to provide further clarification to the FI VMR queries or feedback. The decision would be sent on Day 60]</i>
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Version	Change/update description	Release date	Effective dates
1.0	First publication of the Financial Institutions Validation Schedule	March, 2026	March, 2026

