**P****urpose**

A prospective Inform Copy Service Administrator should use this *Service Approval Request Form* to provide details about the set-up of an Inform Copy service. The Service Administrator will subsequently need to execute separate contractual arrangements with SWIFT for the provision and use of the Inform Copy service and any other SWIFT services and products which are necessary to support access to the Inform Copy service.

**Service approval request procedure**

The prospective Inform Copy Service Administrator must first complete and sign this *Service Approval Request Form* and then return itto its *commercial administrator (for addresses, please refer to* [*www.Swift.com*](http://www.swift.com)*)*.

**Important** **The Inform Copy Service Administrator must be a SWIFT User. If not a SWIFT User, the prospective Inform Copy Service Administrator must first apply to become a SWIFT User.**

|  |  |
| --- | --- |
|  | Full legal name of the prospective Inform Copy Service Administrator: |
|  |  |
|  | BIC8: |
|  |  |
|  | Primary contact person for all matters regarding this Service Approval Request Form: |
|  | Family Name:  First Name:  Job Title:  Telephone:  Fax:  e-mail:  Address: |
|  | Details of the Inform Copy service(s) for which approval is sought |
|  | Name of the service:  Description of the service and it business purpose: |

By completing this *Service Approval Request Form* the prospective Inform Copy Service Administrator warrants to SWIFT that, at the date of this *Service Approval Request Form*, the information supplied herein is accurate, complete and reliable for the purposes for which it is supplied, and agrees to immediately notify SWIFT (att. of its *commercial administrator (for addresses, please refer to* [*www.Swift.com*](http://www.swift.com)*)*) in writing of any change to such information from time to time so as to ensure that it shall remain accurate, complete and reliable for the purposes for which it is supplied at any time thereafter;

This *Service Approval Request Form* - including, the approval of, or refusal to approve, the proposed Inform Copy service by SWIFT - shall be governed by, interpreted and enforced under Belgian Law and any dispute relating or arising from this that cannot be settled to the satisfaction of the parties shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC). The arbitration shall take place in Brussels, in English, and shall be settled by one arbitrator appointed in accordance under said Rules.

**Privacy**

By signing this *Service Approval Request Form* the prospective Inform Copy Service Administrator acknowledges and agrees that SWIFT reserves the right to process personal data they supply to SWIFT for or in connection with their service approval request for purposes relating to the review of this *Service Approval Request Form*, the administration of the SWIFT Users community and, more generally, the performance of SWIFT obligations and the enjoyment of its rights and remedies. Where such data is collected and supplied to SWIFT by or for the prospective Inform Copy Service Administrator, it shall ensure that such data is collected and supplied for such purposes in accordance with all applicable laws and regulations and without infringing any third party rights. In any event the prospective Inform Copy Service Administrator acknowledges (and shall cause all other persons concerned to acknowledge) that each person concerned has a right to consult its data for information and correction purposes through a written request to SWIFT.

**Confidentiality**

SWIFT acknowledges that you may disclose confidential information in this *Service Approval Request Form*. SWIFT will use any such information only as may be reasonably necessary for the purpose for which it is supplied and, in any event, undertakes that it will not disclose it to third parties except to its staff, directors, agents, subcontractors or professional advisers always subject to no less stringent obligations of confidentiality. This however does not apply to information SWIFT can demonstrate was in the Public Domain; become part of the Public Domain without breach hereof; was already in the possession of SWIFT free of any obligation of confidentiality; or was developed by SWIFT independently without use of such information.

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| Prospective Inform Copy Service Administrator |
| The Undersigned declares to have full capacity and authority to execute this *Inform Copy Service Request Approval Form* for and on behalf of the prospective Inform Copy Service Administrator above. |
| …………………………………………………… (Signature) |
| Name: ......................................................  Title: ......................................................  Date: ...................................................... |