Non-Connected BIC Registration Application Frequently Asked Questions (FAQ)

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1 General

1.1 What is the "Non-connected BIC Registration" tool?

The Non-connected BIC Registration tool is an application on swift.com to register organisations who want to obtain a non-connected BIC (hereafter applicant/registering entity). The registration process includes collecting information such as company identification data, address information, two BIC administrators, company signatory and related supporting official documents.

1.2 Why does this data need to be provided?

The ISO 9362 standard and registration procedure requires the registering entities to provide this information to allow the Registration Authority (SWIFT) to verify and validate the organization information before obtaining a non-connected BIC. The applicant is responsible to provide accurate and up-to-date data and to maintain this data with the Registration Authority.

1.3 Who should provide the registering entity's data and upload required legal documents to Non-Connected BIC Registration tool?

The swift.com user who submits the organisation registration request on the Non-Connected BIC Registration tool. This person does not necessarily need to be employed by the registering entity, though the registration process will require the registration form to be signed by an authorized signatory of the registering entity.

1.4 What information need to be submitted for registering entity?

The following data must be submitted on Non-Connected BIC Registration tool. Note that registration request will only be validated once all the required data has been provided.

- Identification of your organization: LEI (Legal Entity Identifier), Legal Entity name, Country, company registration number, legal form, authority, URL to company's website, full address.

- The institution type:

    i.   Financial institution: Prudential supervised or regulated financial institution (The supervising authority shall be selected from the available dropdown list)
    ii. Non-financial institution: All other companies

- Contact information (Primary & Alternate BIC administrator who will have access to swift.com to order the non-connected BIC and to maintain the BIC data record thereafter) *

- Company Signatory contact (the person authorized to sign on behalf of the registering organization, who will sign the registration form)

    The two BIC administrators strictly must be two distinct persons with different email address and phone number, failure to comply to the requirement will result in the cancellation of the application.

1.5 What should I prepare before registration?

SWIFT recommends that you have at hand:

- A recent (< 3 months old) extract from the company / trade register of your country or state, proving that your organisation is legally existing and properly registered.

- Proof of signature authority of the person who will sign the registration form. We recommend the form to be signed by a mandated director listed on the registry extract. Otherwise, evidence of

such signature authority (e.g. Power of Attorney or POA) must be provided.

- Only for financial institution registration: proof of financial supervision issued by the local financial regulator or supervisory authority

- The Legal Entity Identifier (LEI) of your company.

1.6 What should I do if a document is rejected by SWIFT?

The Non-Connected BIC Registration tool will notify you by email with the rejection reason of the legal document that was not validated. The applicant is required to re-upload a correct/revised document through the tool.

1.7 What should I do after the validation of the legal documents?

You will be informed by email of the validation. At this time, the pre-filled Company registration form will be available in the Non-Connected BIC Registration tool. It contains the organization identification data and main contact information.

You are required to verify all information on this form, download and print it and have it signed by the authorized signatory, as identified. Then upload a scanned version of this document in the tool.

1.8 What is the deadline for completing the validation process?

The validation process should be completed within 8 business days upon receipt of the first legal documents on the Non-Connected BIC Registration tool.

The application will be cancelled automatically if applicant fails to submit all the required legal documents within 8 business days after the submission of first legal documents in the Non-Connected BIC Registration tool.

1.9 How can I check if my organization already has a non-connected BIC?

You can check this in the online BIC directory.

1.10 What can I do if my organization owns a non-connected BIC, but the existing BIC administrator(s) has left the organization/my organization's staff no longer has access to swift.com to maintain the BIC record?

You can (re-)claim the ownership of a non-connected BIC through this e-order form.
Please be note that SWIFT will cancel a new organisation registration request on the Non-Connected BIC Registration tool if your organization is already registered and owns a non-connected BIC.

1.11 How do I know that the validation process has been duly completed?

After the acceptance of the signed Company Registration form by SWIFT, the requester and the two BIC administrators will be notified by email of the completion of the organisation registration process. The BIC administrators will get a second e-mail inviting them to order the assignment of the non-connected BIC.

1.12 What is the final step to obtain the non-connected BIC?

A BIC administrators is required to submit an e-order to have the non-connected BIC allocated and

published in the BIC directory.**

**Only the registered BIC administrators contacts are eligible to place the non-connected BIC ordering form.

1.13 What are the different statuses of legal document on the Homepage?

- "*Please upload requested legal document*" indicates that legal document is pending for submission by the registering entity.
- "*Thank you for providing the document*" indicates that the legal document has been submitted and SWIFT will proceed to the validation.

2 Access to Non-Connected BIC Registration tool

2.1 I have forwarded the registration to another colleague, but he/she does not have access to the application.

This is probably because your colleague does not have a swift.com account and/or the appropriate profile (Primary Business Contact, swift.com administrator or ordering profile).

3 Identification of your organisation

3.1 Is a Legal Identity Identifier (LEI) mandatory in order to register for a non-connected BIC ?

Yes, a LEI is mandatory. If the registering entity does not have a LEI, it should register one with one of the LEI issuing organisations (e.g. GMEIUtility) before starting the registration procedure with SWIFT. Failure to provide a valid LEI will result in the rejection of the application.

3.2 What is the Company Registration Number?

A company registration number is the number under which your organisation is registered with the official authorities such as the trade registry, register of companies, etc. You can find it on the certificate of incorporation, the extract of the trade register, etc. of your organisation.

3.3 My organization has many different addresses. Which one should be provided?

You must provide the registered or primary legal address of your organization as registered with the local authorities. When you submit later on the order to have the non-connected BIC assigned, you can specify additionally a main operating address, should this be different from the legal address.

4 Institution type

4.1 Financial Institutions

4.1.1 What is a financial institution?

ISO 9362 defines a financial institution as an organization that is principally engaged in financial intermediation and/or in auxiliary financial activities. A financial organization shall either be the following:

- (i) licensed by or (ii) authorized by or (iii) registered with a Financial Market Regulator;

- subject to the supervision by a Financial Market Regulator;

- an international, supranational, intergovernmental, or national governmental body, or institution that as a main activity engages in payment, securities, banking, financial, insurance, or investment services or activities (including central banks)

4.1.2 Which supervisor shall be provided if my organization is subject to the supervision of different supervisors?

You must mention your main supervisor. For branches and subsidiaries, it must be the local supervisor of the country of incorporation or registration. For instance, the German branch of a US organization must provide the information and evidence related to the German supervisor, not the supervisor of their home office.

4.2 Non-financial Institutions

4.2.1 What is a non-financial institution?

An organization that does not meet the criteria defined in 4.1, primarily established to offer goods or perform services other than financial services.

Some non-financial institutions may have secondary financial activities such as providing consumer credit to their customers, or treasury functions. However, such corporations will be classified on the basis of their main activity in the non-financial sector.

4.3 The application required additional information or legal documents

As per 4.1 of the **BIC Registration Procedures**, upon request, the applicant shall also provide any additional information or documents as the Registration Authority may consider necessary or desirable to issue a non-connected BIC.

5 Non-connected BIC(s)

5.1 What is a non-connected BIC?

A non-connected BIC is validated in the same way as a connected BIC in the payload of a SWIFT message, but it cannot be used in the header of a SWIFT message, otherwise it will be rejected by the SWIFT system. A non-connected BIC is always published in the ISO directory of BICs.

5.2 How long does it take for my non-connected BIC to be issued?

Non-connected BIC activation/publication takes place on the 1st Saturday of the month and you may refer to the publication schedule and distribution information page that is publicly available on swift.com.

5.3 What should be done in case my organization needs more than one non-connected BIC?

You may submit an e-order to register a branch for additional non-connected BIC.

***Justification is requested upon the registration of additional non-connected BIC.

5.4 What should be done in case my organization no longer uses the non-connected BIC?

You may choose to deactivate the BIC by submitting deactivation order via swift.com.

5.5 Where can I get more information about the use and the registration of a BIC?

All the information about the use and the registration of a non-connected BIC can be found in the ISO 9362.

6 Support

If you need more details on the various screens, please refer to the **User Guide** published on swift.com.