



Solutions

MA-CUG

For SWIFT for Corporates

Service Description

This service description describes the Member-Administered Closed User Group (MA-CUG) service. The information in this document includes the responsibilities and liabilities of SWIFT, the service administrators, service-administrator-related-participants, and other users participating in an MA-CUG service.

29 August 2008

Preface

About this document

This service description describes the Member-Administered Closed User Group (MA-CUG) service. The information in this document includes the responsibilities and liabilities of SWIFT, the service administrators, service-administrator-related-participants, and other users participating in an MA-CUG service.

Audience

The information in this document is appropriate to the following categories of reader:

- MA-CUG service administrators
- MA-CUG service-administrator-related-participants
- MA-CUG service participants

This service description, together with the SWIFT General Terms and Conditions and other relevant service documentation, is an integral part of the contractual arrangements between SWIFT and its customers for the provision and use of MA-CUG.

Assumptions

This document assumes that the reader has a basic understanding of SWIFTNet messaging services as described in the SWIFTNet service descriptions.

Related documents

The following documents are of relevance to the MA-CUG service:

- *SWIFT General Terms and Conditions*
- *Corporate Rules*
- *FIN Operations Guide*
- *SWIFTNet Service Description*
- *SWIFTNet Link Service Description*
- *SCORE Service Description*
- *SWIFT for Corporates - Standards MT Implementation Guidelines*
- *SWIFT for Corporates - Standards MX Implementation Guidelines*
- *SWIFT for Corporates - FileAct Implementation Guide*
- *SWIFT for Corporates - Introductory Guide*
- *Solutions Implementation Service Overview*
- *Network Access Control Guide*
- *Connectivity Packs*
- *Naming and Addressing Guide*
- *Standards MT Message Reference Guides*
- *Standards MX Message Reference Guides*
- *SWIFT Price List*
- *SWIFT Data Retrieval Policy*

- *SWIFT Personal Data Protection Policy*
- *SWIFT Service Bureau Policy*

Note: The latest version of most of these documents is available on
www.swift.com > Support > [Documentation](#)

Table of Contents

Preface	2
Table of Contents	4
1 Overview	5
1.1 Roles	5
1.2 Messaging in an MA-CUG	6
1.3 Supporting SCORE Rules and Standards in MA-CUG	6
2 How to Create, Join, and Leave an MA-CUG	8
2.1 How to Create an MA-CUG	8
2.2 How to Join an MA-CUG	8
2.3 How to Leave an MA-CUG	8
3 Responsibilities of Sponsoring Member, Administrator, and Participant	9
3.1 Sponsoring Member.....	9
3.2 Service Administrator.....	9
3.3 Participating Users.....	10
4 Support	11
5 Ordering	12
6 Pricing and Traffic Billing	13
6.1 Pricing Structure	13
6.2 Traffic Billing	13
7 SWIFT General Terms and Conditions and Liability	15
7.1 Application of the SWIFT General Terms and Conditions.....	15
7.2 Liability	15
8 Appendix A: Traffic Billing Scenarios	16

1 Overview

An MA-CUG is a SWIFT-operated, member-managed service designed to enable users participating in the MA-CUG to communicate with the service administrator or service-administrator-related participants using SWIFTNet messaging services.

1.1 Roles

Sponsoring member

A sponsoring member is a SWIFT member that sponsors the creation of an MA-CUG.

Service administrator

The service administrator is a SWIFT member or sub-member that approves the participation of the users in its MA-CUG and defines the SWIFTNet messaging services available within the MA-CUG and applicable service parameters. The sponsoring member acts as the MA-CUG service administrator, but can also permit one of its sub-members to do so.

Service-administrator-related participant

A service-administrator-related participant is a SWIFT member or sub-member that belongs to the same financial institution as the service administrator. The service-administrator-related participant must have subscribed to the MA-CUG service as a service-administrator-related-participant and must have been approved by the service administrator. To be considered as part of the same financial institution, both parties must be registered with SWIFT as belonging to the same group of affiliated customers for traffic aggregation purposes. For more information about traffic aggregation and related common ownership criteria, see the *SWIFT Price List*.

Sponsoring members that permit one of their sub-members to act as the MA-CUG service administrator and still want to participate in the MA-CUG, can do so as a service-administrator-related participant.

Service-administrator-related participants may exchange messages with the service administrator and any user participating in the MA-CUG.

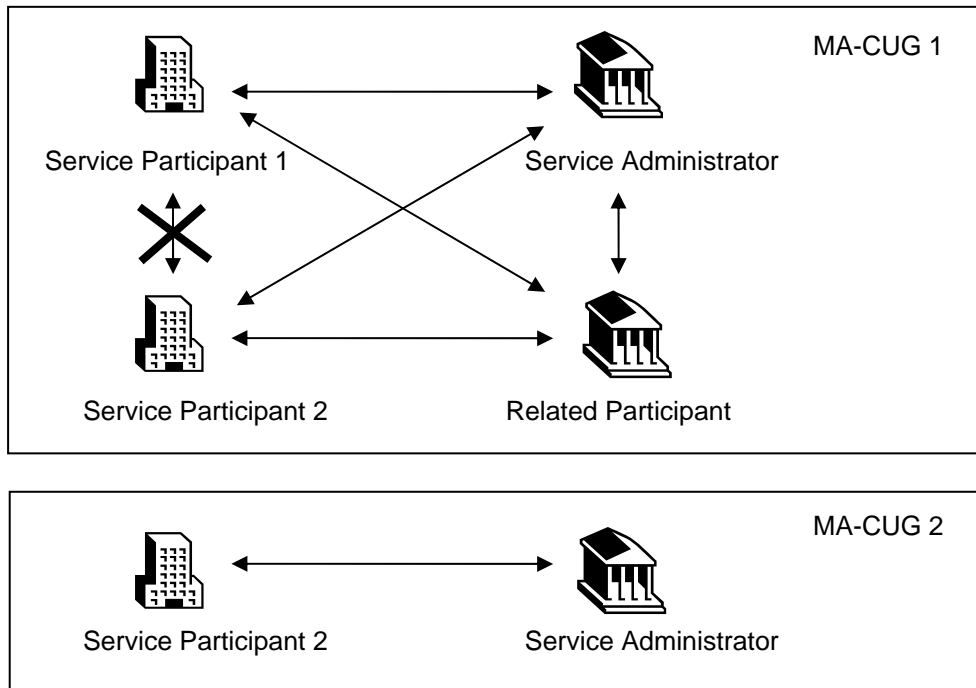
Participating users

A participating user is a SWIFT user that has subscribed to the MA-CUG service as a participating user and has been approved by the MA-CUG service administrator. Organisations that wish to participate in an MA-CUG service and are not yet eligible as an existing SWIFT user to do so must first register with SWIFT under the category of *service participant within MA-CUGs*, provided they meet the applicable eligibility criteria pre-agreed between SWIFT and the MA-CUG service administrator.

The eligibility criteria for users to participate in an MA-CUG service require that the user be a known customer of the service administrator, or of any of the service-administrator-related participants.

SWIFT users may subscribe to several MA-CUG services.

Users participating in an MA-CUG service may exchange messages with the service administrator and any service-administrator-related participant. Users participating in an MA-CUG service may not exchange messages directly with other participating users.



1.2 Messaging in an MA-CUG

The service administrator defines the Messaging (FIN, FileAct, InterAct, and Browse) that are available in the MA-CUG. The service administrator also defines the parameters of these services.

1.3 Supporting SCORE Rules and Standards in MA-CUG

The service administrator of an MA-CUG for corporate access has the option to align the implementation of SWIFTNet services in his MA-CUG with the usage rules and standards of SCORE. These usage rules and standards are set out in the *Standards MT Implementation Guide* and the *FileAct Implementation Guide* of SCORE.

The objective is to offer MA-CUG participants (corporates) the same level of standardisation, independent of whether they are connected via an MA-CUG or SCORE.

Service administrators that support the usage rules for SCORE in their MA-CUG for corporate access, may register for the *SCORE compliant MA-CUG* label.

Each MA-CUG that obtains the *SCORE compliant MA-CUG* label will be published on www.swift.com. Service administrators may also use the specific *SCORE compliant MA-CUG* title and logo in other communications for promotion purposes.

Basic principles

- Registration for the *SCORE compliant MA-CUG* label is optional.
- The SCORE compliant MA-CUG must support the usage rules of SCORE as documented in the *Standards MT Implementation Guide* and the *FileAct Implementation Guide* for SCORE. If the MA-CUG implements only a subset of the Standards MT message types and FIN messaging services that are supported by SCORE, then only those usage rules of SCORE apply that are relevant to those Standards MT message types and FIN messaging services.

- Additionally, service administrators are free to offer proprietary implementations in a SCORE-compliant MA-CUG.

2 How to Create, Join, and Leave an MA-CUG

2.1 How to Create an MA-CUG

To request SWIFT to create an MA-CUG, the sponsoring member completes a Service Approval Request Form and returns the duly signed form to SWIFT. The SWIFT Board of Directors reviews applications for approval on a monthly basis. SWIFT informs the sponsoring member of the decision of the SWIFT Board of Directors.

To request SWIFT to set up the MA-CUG service and operate Messaging services within the MA-CUG, the service administrator executes a Service Administration Agreement with SWIFT, completes a Service Profile Form and returns it to SWIFT. SWIFT must then agree on the Messaging services available within the MA-CUG, and the applicable service parameters.

2.2 How to Join an MA-CUG

If the applicant organisation is not an existing SWIFT user entitled to participate in the MA-CUG, the organisation must first join SWIFT under the category of *service participant within MA-CUGs*. The following options are available:

- MCCO: service participants within Member-Administered Closed User Groups (non-financial institutions)
- MCFI: service participants within Member-Administered Closed User Groups (financial institutions)

To subscribe to an MA-CUG, the SWIFT user completes a SWIFTNet Service Subscription. The service administrator is then requested to approve the subscription. If the service administrator rejects the subscription, SWIFT notifies the user that its subscription cannot be validated, and it is for the user and the service administrator to review any matter arising from this rejection.

2.3 How to Leave an MA-CUG

To terminate its subscription to the MA-CUG, the participating user completes the relevant termination form.

The Service Administration Agreement and all forms referred to in this section are available at www.swift.com > [Ordering](#).

3 Responsibilities of Sponsoring Member, Administrator, and Participant

3.1 Sponsoring Member

A sponsoring member has the following responsibilities:

- The sponsoring member initiates the creation of the MA-CUG. This is done jointly with the service administrator if these are different parties.
- The sponsoring member either assumes the role of service administrator or permits one of its sub-members to assume the role.
- The sponsoring member defines the purpose of the MA-CUG.

3.2 Service Administrator

Without prejudice to its other obligations, the service administrator acts as the primary contact for any communication between SWIFT and the service participants for the implementation and provision of its MA-CUG.

As a general principle, the service administrator administers its MA-CUG solely and exclusively. The service administrator ensures that all service participants in its MA-CUG fully understand and duly comply with MA-CUG obligations in a timely manner.

The service administrator has the following responsibilities:

- The service administrator ensures that service participants meet the admission criteria described in section 3.2.1 *Admission Criteria*.
- The service administrator manages and administers the MA-CUG admission process. In particular, the service administrator must certify the identity of service participants.
- The service administrator restricts the use of SWIFT products and services to support other services that it supplies.
- The service administrator monitors compliance, and takes reasonable measures to ensure compliance by service participants with the admission criteria, and with applicable laws and regulations. Laws and regulations include, but are not limited to, money-laundering regulations.
- The service administrator establishes adequate lines of communication, processes, and procedures between itself and the service participants.
- The service administrator ensures the payment of all applicable SWIFT messaging charges in the MA-CUG.

3.2.1 Admission Criteria

The admission criteria that the service administrator defines must be objective and proportional to its legitimate needs and objectives. At a minimum, the admission criteria must make the following requirements of any service participant:

- the service participant is a duly incorporated, validly existing, and duly organised legal entity
- the service participant is in good standing financially, and with respect to compliance with applicable laws and regulations

- the service participant is subject to regular audit by an independent audit firm, in accordance with internationally recognised accounting standards

The service administrator may define additional admission criteria for candidates that want to join a specific MA-CUG.

Without prejudice to the generality of the foregoing, it is the service administrator's sole and exclusive responsibility to inform and liaise with the service participants about the procedures for joining or leaving the MA-CUG. The service administrator must also notify service participants of the reasons that underlie its decisions in such matters.

It is the service administrator's responsibility to request changes to the MA-CUG profile.

The service administrator further acknowledges that its administration of the MA-CUG is subject to any and all service participants being accurately and fully informed of the relevant MA-CUG parameter values as specified in the Service Profile Form.

The service administrator also agrees to be solely and exclusively responsible and liable for the following actions:

- The service administrator provides details of the parameter values to any service participants concerned and keeps them informed of any changes to the parameters, upon a reasonable, prior, written notice.
- The service administrator provides, to any service participants that may be affected, information about any modifications to the MA-CUG profile that it requests SWIFT to implement.
- The service administrator informs any service participants that may be affected by modifications, of the necessity to investigate and understand the impact of such modifications on the service participants' operations, environment, configuration, and on its use of other SWIFT or third-party products and services.

3.3 Participating Users

Without prejudice to its other obligations, the service participant must understand the terms and conditions of the provision of the MA-CUG to which it belongs. Specifically, but not exclusively, the service participant must understand the relevant terms and conditions of the service parameters as set out in the Service Profile Form. The service participant must investigate and take any actions that SWIFT or the service administrator may reasonably require to be able participate in the MA-CUG in the context of its own operations, environment, configuration, and use of other SWIFT or third-party products and services.

4 Support

Support for SWIFT customers

SWIFT is the single point of contact to report all problems and queries that relate to SWIFT services and products. Support is SWIFT's customer support service. It is available to all SWIFT customers.

Users within a customer institution must register to use the Support service. For more information about how to register for Support, see www.swift.com > [Support](#).

Related information

For more information about Support services, see the *Support Service Description*.

5 Ordering

Order SWIFT services and products

To use SWIFT services and products, a customer must subscribe to, or order, the relevant services and products.

Related information

For information about SWIFT's online ordering facility and how to order, see www.swift.com > [Ordering](#).

6 Pricing and Traffic Billing

6.1 Pricing Structure

SWIFT charges service administrators a fixed annual fee per MA-CUG, which is independent of the number of participating users. This fixed fee becomes due as of the date the MA-CUG service is available in the live environment, and SWIFT invoices the service administrator the following month.

SWIFT charges service participants that have subscribed to the MA-CUG service a fixed annual fee, which is independent of the number of MA-CUGs to which they have subscribed. This fixed fee becomes due as of the date of activation in the first MA-CUG service, and SWIFT invoices the participating user the following month.

Service-administrator-related participants can register in an MA-CUG free of charge.

MA-CUG service fees do not cover the provision of other SWIFT services and products in connection with the MA-CUG service, such as traffic and connectivity fees, and charges that may apply in addition to the MA-CUG specific service fees.

For more information about applicable prices and applicable invoicing and payment conditions, see the latest available version of the *SWIFT Price List*.

6.2 Traffic Billing

Standard billing

New MA-CUGs are established with standard billing. New service participants can subscribe to MA-CUG services that are set up with standard billing.

As per SWIFT standard billing, SWIFT then invoices the sender of a message in an MA-CUG.

Centralised billing

If an existing participant is registered in an MA-CUG with centralised billing, then SWIFT applies the following billing procedures:

- For FIN, the service administrator must pay for all messages that the service administrator and service-administrator-related participants have sent or received in the MA-CUG. SWIFT applies centralised billing to user-to-user messages that the receiver positively acknowledges. System and service messages are not affected by centralised billing, and related fees remain due by the sender as per standard billing.
- For SWIFTNet, the service administrator must pay for all traffic that it has sent or received in the MA-CUG, and each service-administrator-related participant must pay for all messages that it has sent or received in the MA-CUG.

Traffic fees are calculated according to the invoiced customer's global messaging tier. Traffic so invoiced contributes to determining the customer's global tier.

Reverse billing

If an existing participant is registered in an MA-CUG with reverse billing, then SWIFT invoices the participating user for all messages that the user has sent or received in the MA-CUG. SWIFT applies reverse billing to user-to-user messages that the receiver positively acknowledges. System and service messages are not affected by reverse billing, and related fees remain due by the sender as per standard billing.

Traffic fees are calculated according to the invoiced customer's global messaging tier. Traffic so invoiced contributes to determining the customer's global tier.

Minimum network-based invoice

SWIFT has defined a minimum amount that it invoices for each network-usage and traffic invoice, which it implements as follows:

- SWIFT adjusts all invoices for network usage and traffic that are for a total amount lower than EUR 166 to a minimum Network-Based Invoice charge of EUR 166.
- SWIFT applies this charge per invoice, independent of the number of services or destinations that it has included in the invoice.

Chargeable FIN system and service messages traffic, for example, Select, and all test and training SWIFTNet traffic is payable by the sender. Consequently, even if a service participant selects centralised or reverse billing, the participant is liable for the minimum Network-Based Invoice. SWIFT invoices the service administrator for the user messages that the service participant sends.

7 SWIFT General Terms and Conditions and Liability

7.1 Application of the SWIFT General Terms and Conditions

SWIFT General Terms and Conditions

The *SWIFT General Terms and Conditions* govern the provision and use of the MA-CUG service. For the latest available version of the *SWIFT General Terms and Conditions*, see www.swift.com > About SWIFT > Legal > [SWIFT offering](#).

7.2 Liability

Liability for the MA-CUG service

SWIFT accepts liability (whether in contract, tort, or otherwise) to the MA-CUG service administrator, service-administrator-related-participants and other participating users, in connection with the provision and use of the MA-CUG service, as set out in the *SWIFT General Terms and Conditions*.

As regards the use of Messaging services and related products within the MA-CUG service, all roles and responsibilities applicable to the users of these services and products as laid down in the relevant service documentation and, in particular, the *SWIFTNet and FIN Service Descriptions*, continue to apply to the MA-CUG service administrator, service-administrator-related-participants and other participating users to the extent supplemented or varied by other relevant service documentation such as the Service Administration Agreement or this MA-CUG service description.

8 Appendix A: Traffic Billing Scenarios

FileAct, InterAct, and Browse

For FileAct, InterAct and Browse, SWIFT bills according to the service name, for example, bank.cashmgt!p.

The service name used in the message determines the billing scenario that SWIFT applies.

FIN

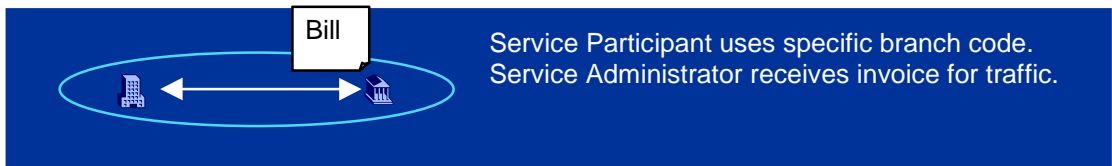
For FIN, SWIFT determines the billing according to the sender-receiver pair used in the message.

To select centralised billing, a service participant registers and uses a specific branch code for each FIN MA-CUG in which it participates. Service administrators and service-administrator-related participants do not need to define a specific branch code.

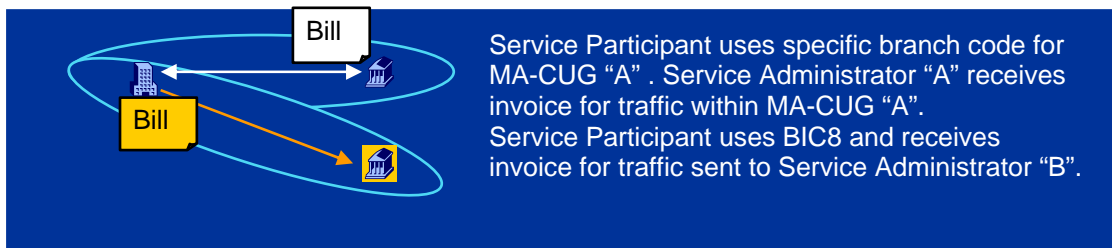
Service participants can define branch codes at the time of registering with an MA-CUG through the e-ordering portal on www.swift.com.

Typical scenarios

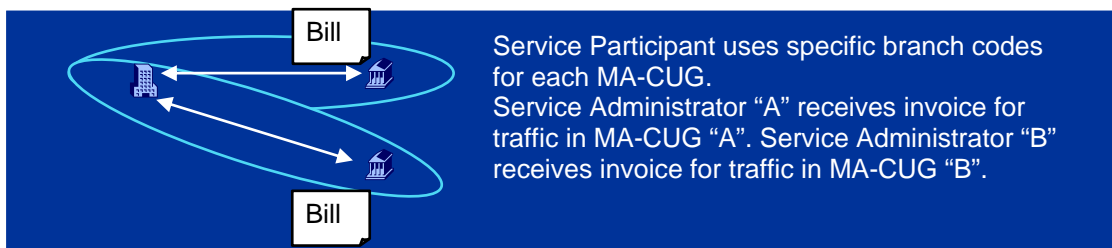
Participant in FIN MA-CUG with centralised billing.



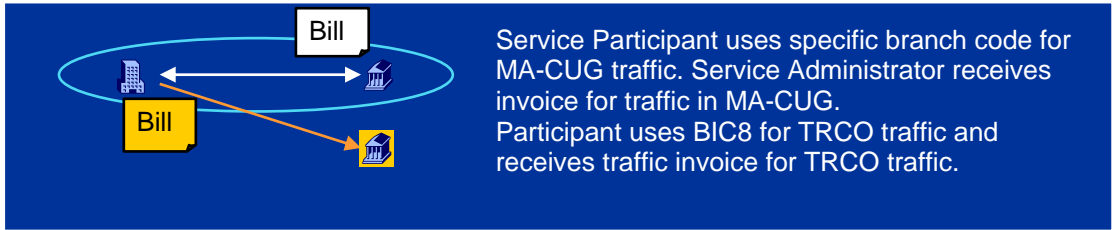
Participant in two FIN MA-CUGs, one with centralised billing (A), and one with standard billing (B).



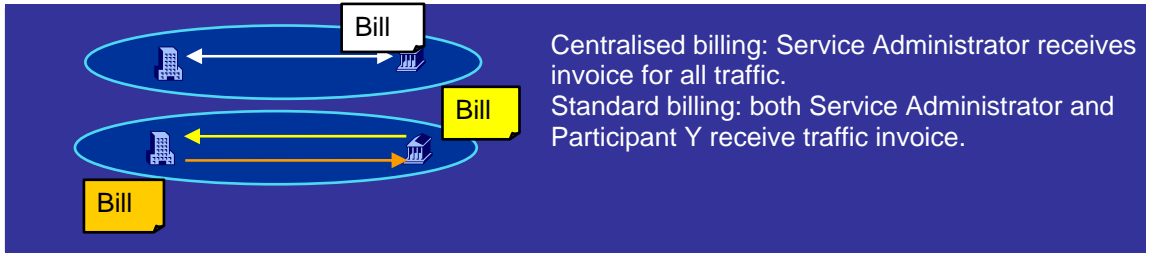
Participant in two FIN MA-CUGs, in which both have centralised billing.



Treasury Counterparty participant in FIN MA-CUG that has centralised billing.



Service administrator provides the MA-CUG with two different SWIFTNet services: one that has centralised billing and one that has standard billing.



Legal Notices

Copyright

SWIFT © 2008. All rights reserved.

You may copy this publication within your organisation. Any such copy must include these legal notices.

Confidentiality

This publication contains SWIFT or third-party confidential information. Do not disclose this publication outside your organisation without the prior written consent of SWIFT.

Disclaimer

The information in this publication may change from time to time. You must always refer to the latest available version on www.swift.com.

Translations

The English version of SWIFT documentation is the only official and binding version.

Trademarks

SWIFT is the trade name of S.W.I.F.T. SCRL. The following are registered trademarks of SWIFT: SWIFT, the SWIFT logo, Sibos, SWIFTNet, SWIFTReady, and Accord. Other product, service, or company names in this publication are trade names, trademarks, or registered trademarks of their respective owners.