

KYC Registry's e-order Subscription Guide

This guide explains the required information on KYC Registry's e-order form. The e-order form can be found [here](#).

The e-order form can only be submitted by a person within the institution having a [swift.com](#) account with the 'ordering role'.

1. The Ordering Institution, Reference, and Sales partner

BIC	<input type="text" value="OCSJFRPB"/>	2.01
Your own purchase order reference	<input type="text"/>	2.02
Sales partner	<input type="text" value="S.W.I.F.T. SC"/>	2.03

2.01: Select the **BIC** code of the entity or institution that you are placing the order for. This is the entity that will own the KYC Registry contract.

2.02: Your own purchase order reference: Provide your internal purchase order reference.

2.03: Sales partner: "S.W.I.F.T. SC" by default. Select another value in case you ordered from one of the SWIFT's recognized business partners.

2. KYC Group configuration

KYC Group Name	<input type="text" value="Long Bridge Bank Group"/>	5.01
KYC Group Scope	<input type="text"/>	5.02
Available entities	<input type="text" value="Filter :"/> <ul style="list-style-type: none"> OCSJGB2L - Long Bridge Bank London - London, GB OCSJDEFF - Associated Invest Long Bridge Bank - Frankfurt, DE OCSJFRPB - Long Bridge Bank S.A. - Paris, FR OCSJFRPA - Long Bridge Bank - Investment Bank - Paris, FR 	

A KYC Group is the set of legal entities belonging to the same contract, for which you are contributing or collecting data or both, on KYC Registry.

KYC Group name will be used to: Name the Group Head (virtual) entity of your KYC Group for your own users and, Identify your KYC Group to your counterparties.

5.01: Define your KYC Group Name. SWIFT recommends that you set a KYC Group Name which clearly and uniquely identifies your group.

5.02: Select the legal entities to form your KYC Group for which you will be contributing and/or collecting data.

3. The KYC Administrators

First KYC administrator		▶ Enter a search key to look for <input type="text"/>		5.03
		<input type="text" value="juan.p.doe@longbridgebank.fr"/>		
Second KYC administrator		▶ Enter a search key to look for <input type="text"/>		5.04
		<input type="text" value="willy.v.smith@longbridgebank.fr"/>		

5.03 & 5.04: Select two persons in your institution that will be assigned the KYC administrator user role. They will be able to add and delete users, assign user roles, manage specific application settings, etc. Note: these persons must already be registered as Swift.com users and are not administrators of another KYC group.

4. Optional Services

Do you want to order a KYC Adverse Media subscription for your KYC Group?		<input type="radio"/> Yes	<input checked="" type="radio"/> No	7.01
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7.01: KYC Adverse Media offers instant access to a global database of business-critical news articles and regulatory notices about your correspondents. You may opt-in for this service with a subscription fee¹.

5. Learn more

Enrol into the e-learning "[Introduction to the KYC Registry](#)".

¹ Please consult your Swift Account Manager on subscription fee of KYC Adverse Media service.