



As per [SWIFT Corporate rules](#), SWIFT may request the applicant or SWIFT user to provide it with any material documentation to substantiate the applicant's or SWIFT user's compliance with the eligibility criteria and conditions for admission. Below is a non-exhaustive list of standard documents that must be provided by an applicant in the scope of an on-boarding request. In addition, the applicant shall also provide additional documents conditional to the [SWIFT user categories](#) in which an applicant wishes to join.

SWIFT reserves the right to request additional documents in the scope of its [Know Your Customer validation process](#). Failure to provide the documents in a timely manner or insufficient evidence of its compliance with the eligibility criteria and conditions for admission may be a cause for rejection of an application file or a ground for SWIFT not to commence the admission process or validate the application.

Certificate of Incorporation/ Memorandum of Incorporation/ Charter/Notary Deed (local language and English)	Evidence that the company is legally existing and registered at set-up time of the company.
Certificate of Name Change(s) (local language and English)	Official document issued/registered by the Registration authority which certifies that the company has officially changed its name.
Articles of Associations or Memorandum of Association or By-laws or Charter or law (local language and English)	Official document issued by the legal entity and which forms the entity's constitution.
Extract from the Trade Register	Evidence that the company is legally existing and properly registered in the country of the applicant at the time of application. (less than 3 months old)
Official ownership structure and percentage of ownership (on company letterhead)	Document showing the full shareholding (legal) structure of the company up to the beneficial owner.
Proof of authorised signatures (e.g. Power of Attorney (PoA), official list of signatures)	Proof (Power of Attorney) (PoA) issued by the applicant entity or its parent organisation confirming that the person that signs the Undertaking has the power to represent and commit the company.
Composition of the Board of Directors	
Audited financial statements including report from the external auditor	Comprehensive report issued by the applicant or the group detailing the financial statements of the previous year. The document will need to include either within the document, either separately the auditor's opinion.
Financial Operating License (local language and English) – for Supervised Financial Institutions	Initial, or where applicable, most recent official document issued by the local financial regulator or supervisory authority authorising the entity to conduct financial business (banking, insurance, securities, etc.).