



This form is to be used by a new or existing non-SWIFT User Group Hub connecting affiliated users within its corporate group as defined in the SIP Terms and Conditions<sup>1</sup>. By signing this form, the non-SWIFT User Group Hub confirms it will service only its own group and will now (partially) register under the [Shared Infrastructure Programme](#).

## Section 1 New or Existing non-SWIFT User Group Hub

### SECTION 1.1 COMPANY INFORMATION

**Name of company** \_\_\_\_\_

**Website of company** \_\_\_\_\_

**PIC code** \_\_\_\_\_

**Registered address \***

Building name \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Code/Zip \_\_\_\_\_

City \_\_\_\_\_

State/County \_\_\_\_\_

Country \_\_\_\_\_

VAT<sup>2</sup> I have the following VAT number \_\_\_\_\_

I do not have a VAT number<sup>3</sup>

I am exempted from VAT (for EU customers only)<sup>4</sup>

**Stock Exchange listed Company? \***

Yes Ticker \_\_\_\_\_

No

**Majority owned by SWIFT shareholder(s)? \***

SWIFT user's name \_\_\_\_\_

BIC \_\_\_\_\_

**swift.com administrators \***

Please provide the information for your first administrator:

Family name \_\_\_\_\_

First name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Please provide the information for your second administrator:

Family name \_\_\_\_\_

First name \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

## SECTION 1.2 CONTACT DETAILS

**Contact name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Address (if different from above)**

Building Name \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Code/Zip \_\_\_\_\_

City \_\_\_\_\_

State/County \_\_\_\_\_

Country \_\_\_\_\_

## SECTION 1.3 CONTACT DETAILS FOR BILLING

Please note that the below address will be used for billing.

**Contact name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Address (if different from above)**

Building Name \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Code/Zip \_\_\_\_\_

City \_\_\_\_\_

State/County \_\_\_\_\_

Country \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

(Please note that if no email address is provided, a payable paper invoice will be set up)

## Section 2: Contractual Framework

By submitting and signing this form:

- You agree that you register under the Shared Infrastructure Programme and accept the registration and termination terms and conditions as well as the General Terms and Conditions detailed in section 7 of the [Shared Infrastructure Programme](#), where applicable to you.
- You agree that you will service only connecting affiliated users within your corporate group. You are not bound by the eligibility criteria and compliance requirements and are not listed in the SWIFT directory of registered service bureaux.

You confirm that you are an authorised representative of the non-SWIFT User Group hub entitled to sign this form on behalf of the non-SWIFT User Group.

<b>Family Name</b>	_____
<b>First Name</b>	_____
<b>E-mail</b>	_____
<b>Function</b>	_____
<b>Signature</b>	
	<b>Date</b> (DD-MMM-YYYY) _____

Please return the form duly signed to [SB.Certification.Office@swift.com](mailto:SB.Certification.Office@swift.com)

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<sup>1</sup> The shareholder's group of companies is a group of users under common ownership as defined for SWIFT Traffic Aggregation (i.e. 50 percent shareholding and management/effective control).

<sup>2</sup> Please select one of the VAT options.

<sup>3</sup> If you are a domestic customer, local VAT will be applied on the invoices. If you are an EU customer and you do not provide SWIFT with a valid EU VAT number, the prices will be subject to the application of local VAT. No credit notes will be made for invoices prior to your VAT number registration in our systems. If you are a non EU customer, the above doesn't apply as out of the scope of VAT.

<sup>4</sup> For EU customers only: SWIFT will apply the VAT exemption as from the moment you provide us with the supporting documentation to evidence the EU VAT exemption. No credit notes will be made for invoices prior to your VAT exemption confirmation in our systems.