Swift

Non-Connected BIC Registration User Guide

This document provides information about how to use the Non-Connected BIC registration tool, a Swift application that helps prospect to register a new organisation followed by obtaining a Non-connected BIC.

27 February 2026

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Preface

Purpose

This document outlines the process for using the Non-Connected BIC Registration Tool, a Swift application designed to facilitate the registration of new organizations and the subsequent request for a Non-connected BIC.

Audience

This document is intended for organization who wants to register for a non-connected BIC.

Related documentation

- ISO 9362
- BIC Registration Procedures
- BICPolicy

Significant Changes

The following table lists the significant changes to the content of the *Non-Connected BIC Registration User Guide* since the last edition. It does not include editorial or structural changes that Swift makes to improve the usability and comprehension of the document.

New information	Location
Updated content to align with the latest version of the Non-Connected BIC Registration tool	Globally throughout the document

1 Introduction

Swift is the official registration authority for Business Identifier Codes (BICs) as defined by the ISO 9362 standard. BICs can be classified into two types: Connected BICs and Non-Connected BICs. An organization with a connected BIC can both sends and receive messages through the Swift network. A non-connected BIC refers to the BIC of an organization that is not directly connected to the Swift network. However, this non-connected BIC can still be used as an identifier within the payload of messages transmitted over the Swift network.

This guide provides detailed information on the registration process for Non-Connected BICs.

1.1 Process to register for a Non-connected BIC

Obtaining a Non-connected BIC for a new organisation (legal entity) involves a two-step process.

Step 1: Register the new organisation (legal entity) with Swift by providing the necessary organizational information and uploading the required documents.

Step 2: After successfully registering the organisation with Swift (upon completion of step 1), submit an e-order to request the assignment of a non-connected BIC.

1.2 Accessing the application tool

To ensure a smooth registration process, it is recommended to prepare the following information and documents, which will be required during registration. Swift expects all necessary legal documents and any additional clarification requests to be submitted within 8 business days. Failure to provide the requested documents or clarifications within this timeframe will result in the cancellation of the registration.

Type of Data/Documents	Requirement
Extract from Company/Trade Registry	· A recent official document from the company registration authority confirming that the organization is legally established and properly registered in the country of the organization. · If such proof is not available in the country, provide a certificate of good standing issued by the local authorities, or a copy of the most recent annual return filed with the competent authorities. · The extract and certificate of good standing must be dated within the last three months.
Proof of authorised signature (Power of Attorney)	· The registration form must be signed by the legal representative or authorized signatory(-ies) who have signing authority and are authorized to commit the registering organization. It is recommended that the registration form be signed by an authorized signatory listed in the trade registry extract. · If this is not the case, evidence of the signature authority (e.g., Power of Attorney) must be provided. The Power of Attorney must be issued and signed by the legal representative or an individual authorized to grant such authority, and Swift should be able to verify the individual's identity and position based on the provided official documents.

Supervisory Authority evidence (Only applicable to financial institution registration)	· A copy of the financial operating license issued by the local financial regulator or supervisory authority, confirming that the organization is authorized and supervised to conduct financial activities (such as banking, insurance, securities, trade finance, etc.), along with details specifying the types of authorized business and activities. · Additionally, Swift should be able to verify the supervision status on the official website of the supervisory authority.
Non-connected BIC Registration form	· The form will be released and made available to the applicant for access and signature only after all required documents have been submitted, and Swift has received all necessary clarifications related to the application.
Legal Entity Identifier (LEI)	· Providing a Legal Entity Identifier (LEI) is optional when registering a new organization, but applicants are strongly encouraged to include it.

Note

- *For non-English document, please also provide an English translation.*
- *Scans of documents need to be taken directly from the original, in color, and with high quality. Poor quality documents will be discarded.*

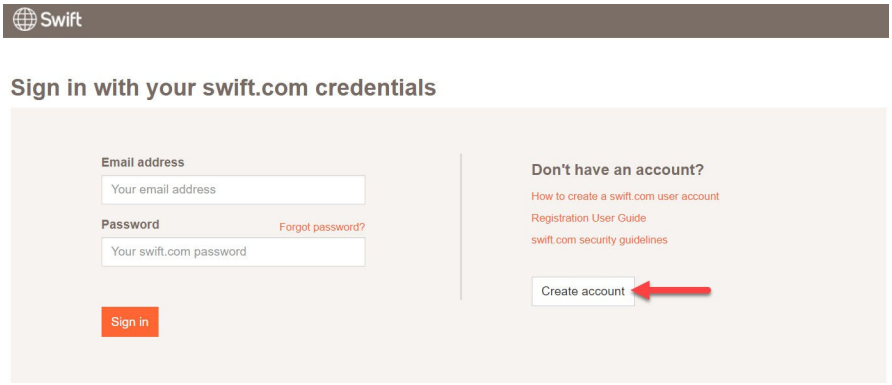
2 Register a new organisation with Swift

The new organisation registration process follows this sequence:

1. Register on Swift.com to gain access to the application tool.
2. Collecting organisational data comprises of two sections:
   i. Identification and address information of the organisation
   ii. Identification of First, Second BIC Administrators, as well as the Company Signatory
3. Submitting supporting documents (refer to section 1.2)

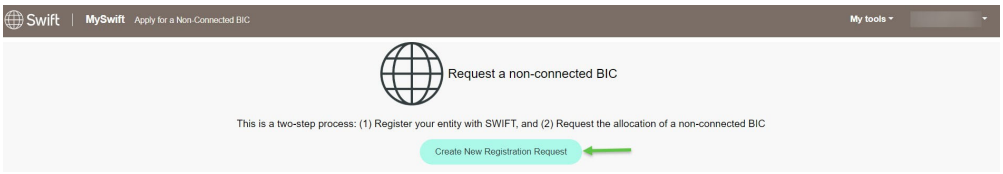
2.1 Register on Swift.com to gain access to the application tool

If you do not yet have a swift.com account, you can create one by clicking on CreateAccount. For further instructions, refer to the guide: How to create a swift.com user account.



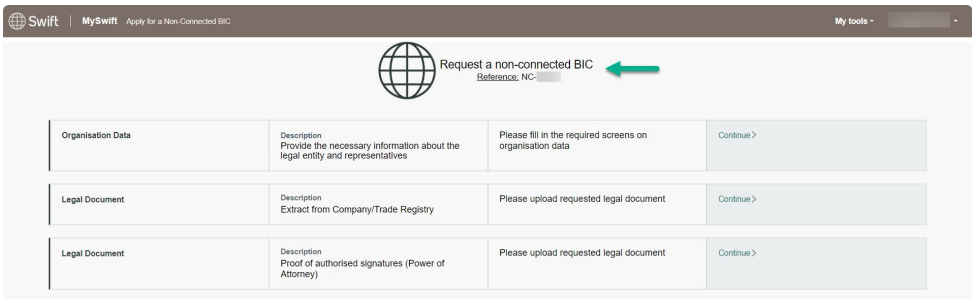
Access the New organisation registration application by signing in with your swift.com account and credentials.

Once logged into the application tool, you will be directed to the Request a non-connected BIC page. Then, click on Create New Registration Request.



2.2 Collecting organisational data

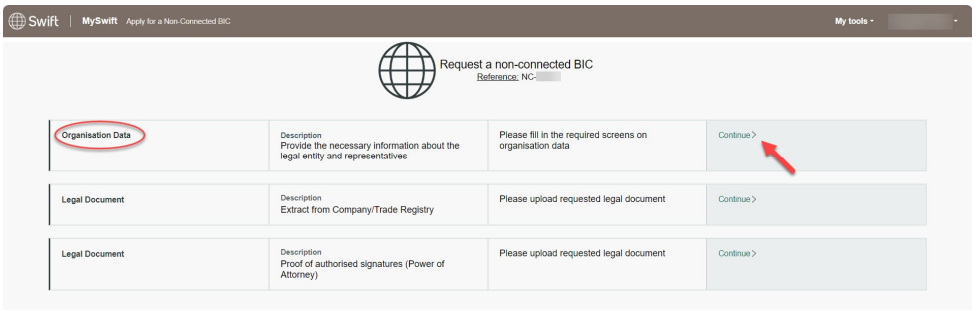
You will be directed to the Request a Non-Connected BIC page. Each new application will be assigned a unique reference ID starting with NC-xxxx.



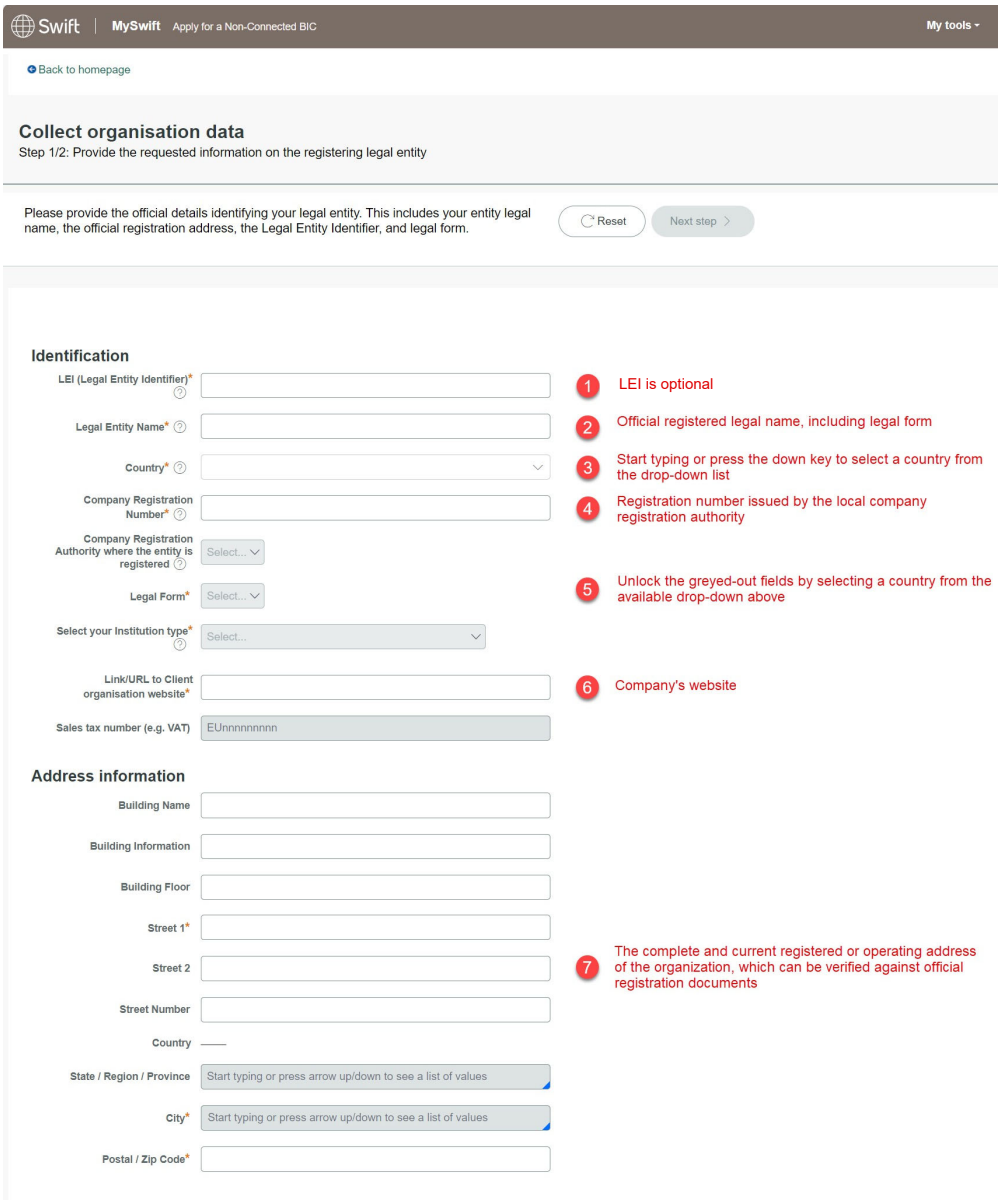
2.2.1 Identification of your Organisation

Procedure

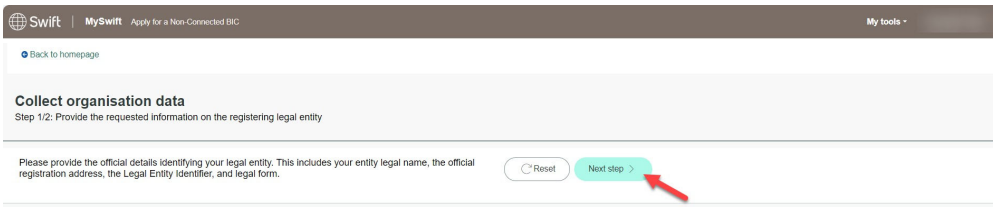
1. Go to the Organisation data section and click Continue to begin the registration process.



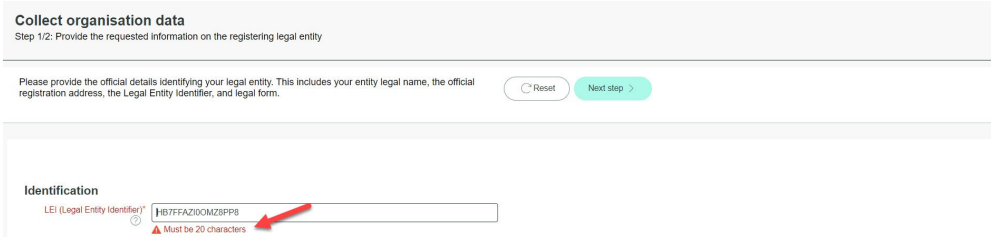
2. Complete the official organisation identification data and address information. The Next Step button will remain unavailable/greyed out until all mandatory fields (marked with an asterisk) are filled in. Hover your cursor over to the “?” next to each field and read the instructions provided.



3. After completing the organisation data, click Next Step.



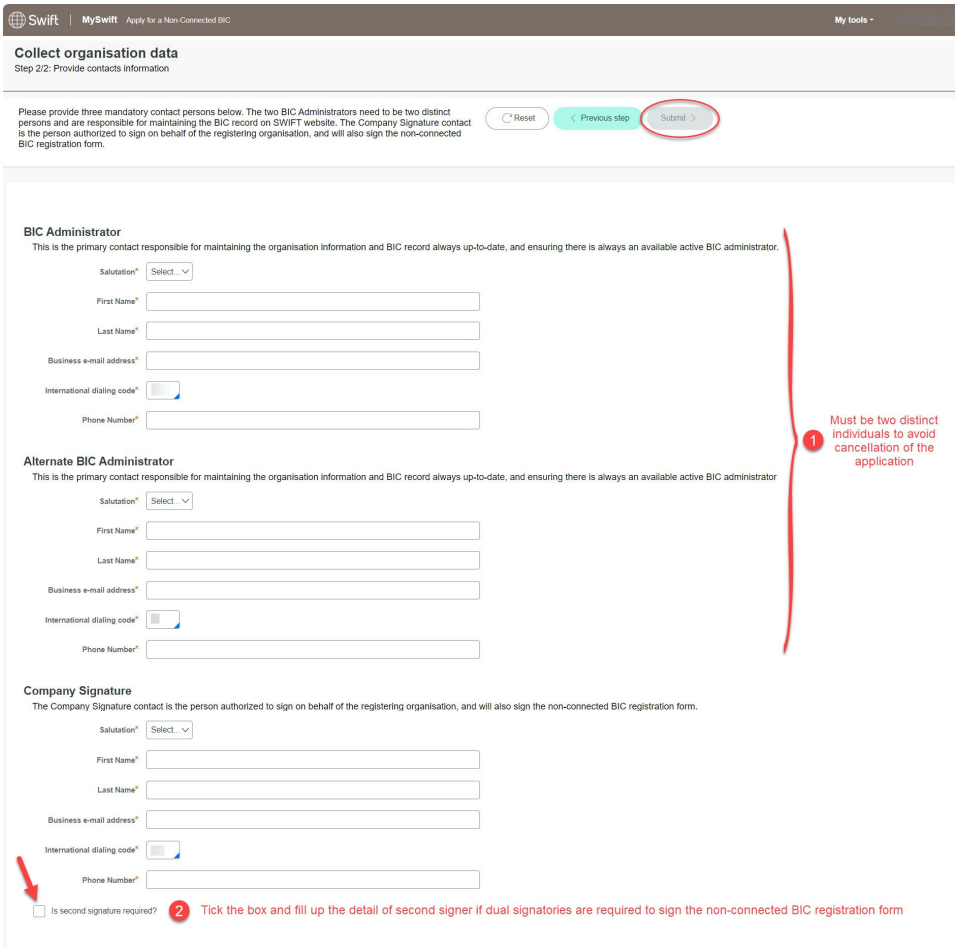
Note *If you encounter an error after clicking Next Step*, the tool will highlight the blocking issue in red, as shown below.



2.2.2 Identification of BIC Administrators and Company Signatory

Procedure

1. In this section, you are required to provide the details of the following individuals:
   - Two BIC Administrators who will be granted access to manage and maintain the non-connected BIC record on the Swift website.
   - Company Signatory(ies) who is/are authorized to represent and sign the Non-connected BIC registration form on behalf of the registering organisation.
   - The Submit button will remain unavailable until all mandatory fields (indicated with an asterisk) are completed.

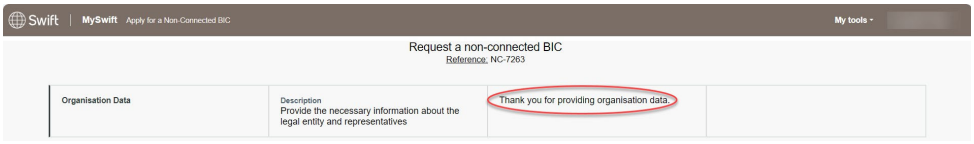


Note:

- *It is mandatory to define two distinct BIC Administrators. The tool will highlight a blocking issue in red if the Primary and Alternate BIC Administrators are the same individual.*
- *If dual signatories are required to sign the non-connected BIC registration form, select the Is second signature required option and provide the details of the second company signatory.*

2. Once all fields marked with an asterisk are completed, click "Submit" to proceed to the next step.

3. The tool will return you to the main page of the application, where the status of Organisation Data will now be displayed as Thank you for providing organization data.



2.3 Submitting supporting documents

Before you begin

It is recommended to review the list of required documents in *section 1.2* and ensure that all necessary documents are prepared. This will smoothen the process and timely submission of the required documents.

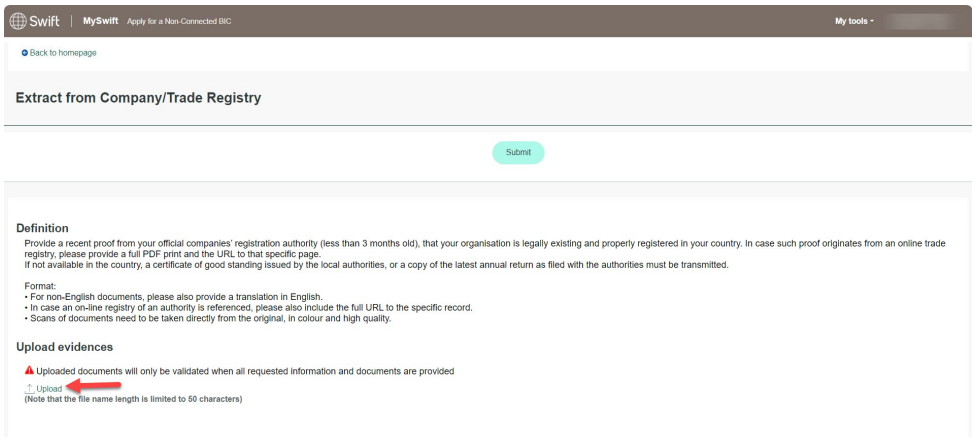
Procedure

1. On the homepage, click Continue to upload the documents in each section.

Note:

- *For Non-financial institution (non-FI),it is mandatory to upload 2 documents.*
- *For Financial institution (FI), it is mandatory to upload 3 documents.*

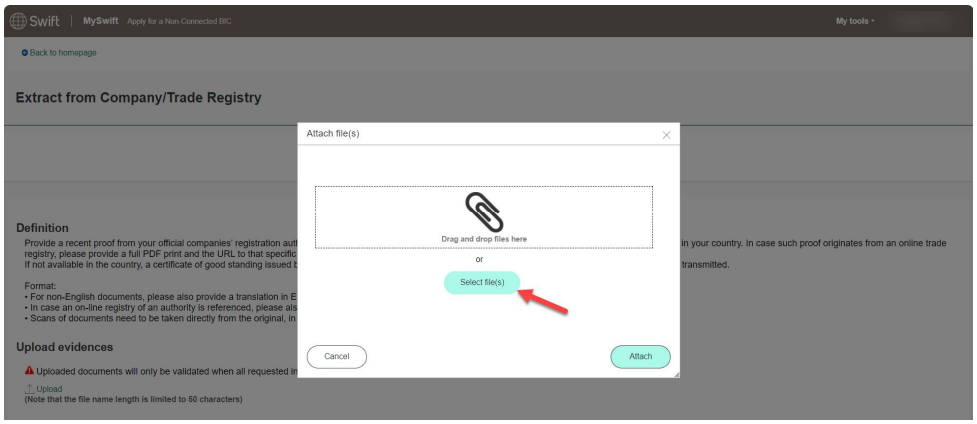
2. Before uploading the document, please review the definition of each document carefully. Once reviewed, click "Upload" to proceed.



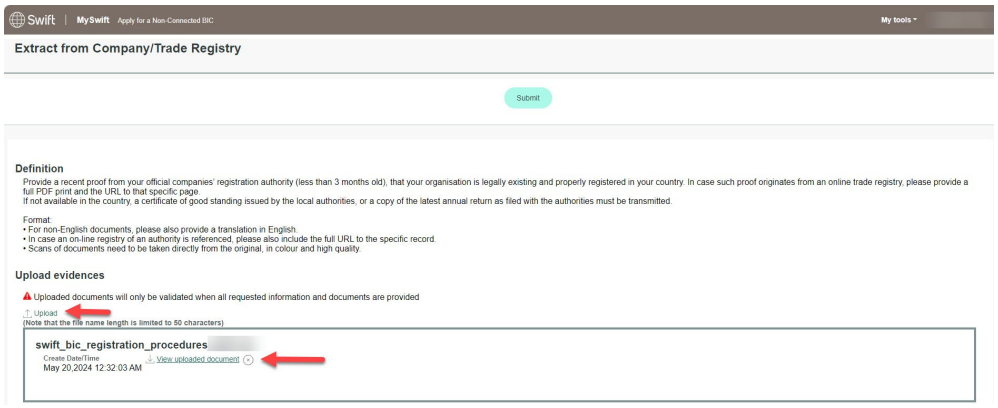
Note

- *Please ensure the document name is concise, as the maximum allowed filename length is 50 characters.*
- *The application will only be validated once all the requested information and documents have been provided.*

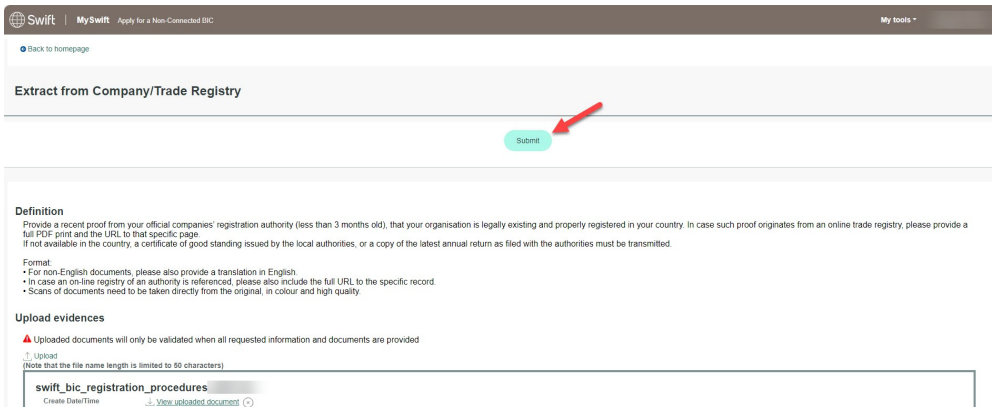
3. Click Select file(s) (multiple files selection is available) to choose files from your PC, or drag and drop the file into the designated box. Then, click Attach.



4. On the same screen, you will be able to view or remove the uploaded documents. To upload additional documents, simply click the Upload button again.

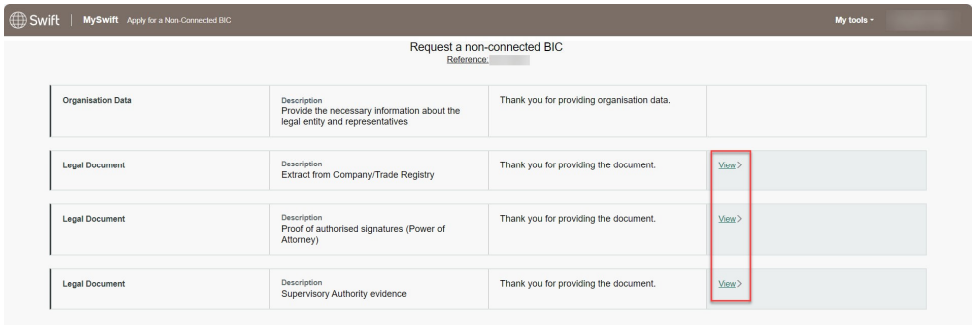


5. It is important to ensure that all relevant document(s) have been uploaded before clicking the Submit button.



6. The tool will return to the main screen. Repeat the steps to upload the remaining document(s). Once completed, the status will display as View, indicating that Swift has successfully received your application and it is now in the validation stage.

Note *You will only be able to click View and will no longer be able to upload any additional documents. Therefore, it is important to ensure that all relevant documents have been uploaded before clicking the Submit button in Step 6.*

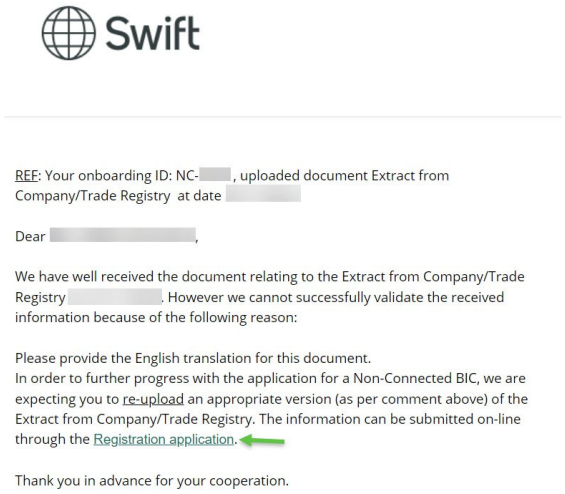


3 Validation and Completion of the application

Your application will be reviewed and validated by the respective Swift department.

1. The initial validation of the application will take up to 3 business days.

2. If the document provided is incorrect or cannot be validated, you will receive an email notifying on the reason and correction action to be taken. Please note that each re-submission of documents or clarification will require an additional 3 business days for validation.



Swift

REF: Your onboarding ID: NC-[redacted], uploaded document Extract from Company/Trade Registry at date [redacted]

Dear [redacted],

We have well received the document relating to the Extract from Company/Trade Registry [redacted]. However we cannot successfully validate the received information because of the following reason:

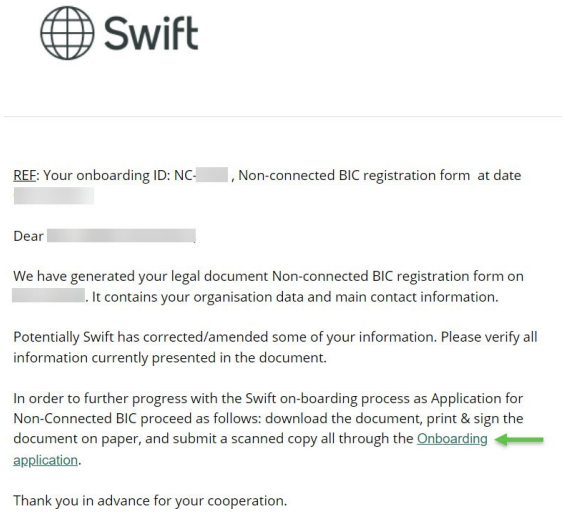
Please provide the English translation for this document.
In order to further progress with the application for a Non-Connected BIC, we are expecting you to re-upload an appropriate version (as per comment above) of the Extract from Company/Trade Registry. The information can be submitted on-line through the Registration application.

Thank you in advance for your cooperation.

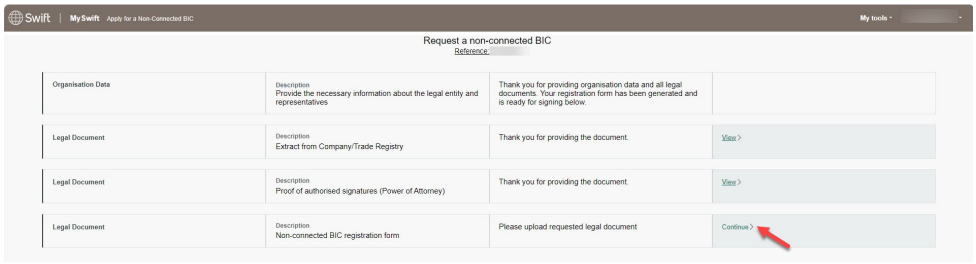
Note

- *Pursuant to clause 4.1 of the BIC Registration Procedures, Swift reserves the right to request additional information and supporting documents necessary or deemed desirable for the issuance of a Non-connected BIC.*
- *Ensure that the correct document is re-uploaded and submitted within 8 business days; failure to do so will result in automatic cancellation of the application. If you still wish to proceed with the application after Swift has notified you of the cancellation, you will need to restart the entire application process, following the steps outlined in section 2.*

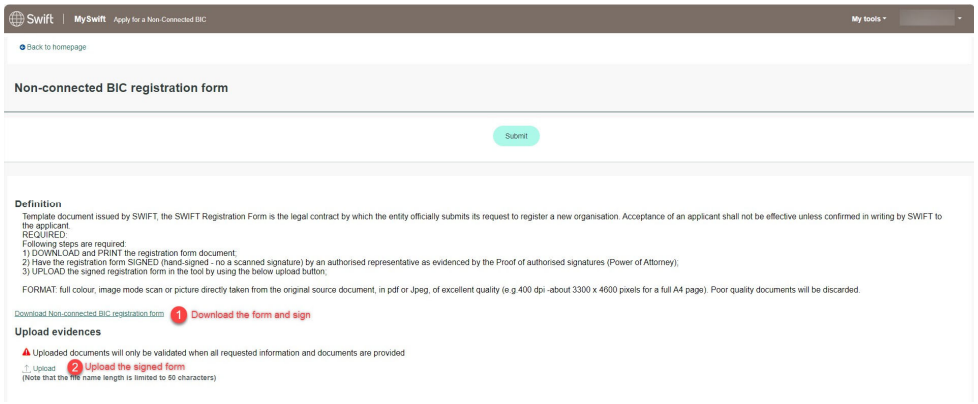
3. Upon successful validation of the organisation data and documents, the applicant will receive an email with instructions for the next step – Registration form. Follow the Onboarding application link provided in the email to complete the submission of the registration form within 8 business days.



After logging into the application tool, click Continue.

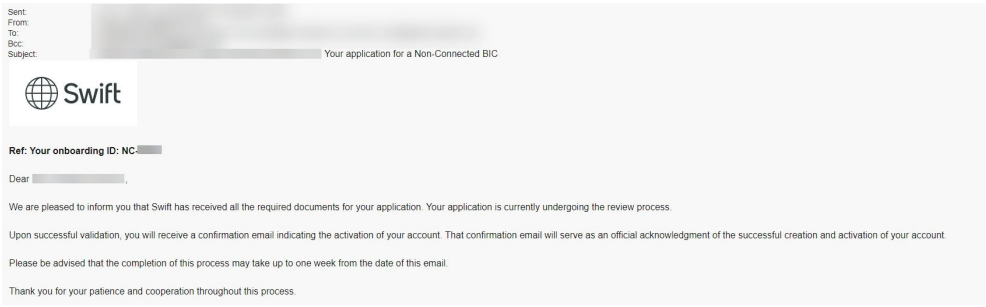


Download the draft version of the registration form, fill in the signing date, and sign in the designated field.



Note *The company registration form to be wet-ink signed by the identified authorised company representative(s), as defined in the Proof of authorised signature (Power of Attorney) submitted earlier.*

4. Following the successful validation of the registration form, the entire application is expected to be finalized within one week.



Sent:
From:
To:
Bcc:
Subject: Your application for a Non-Connected BIC

Swift

Ref: Your onboarding ID: NC-

Dear ,

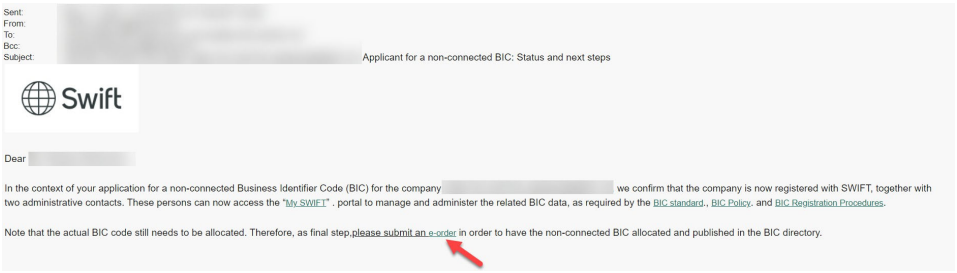
We are pleased to inform you that Swift has received all the required documents for your application. Your application is currently undergoing the review process.

Upon successful validation, you will receive a confirmation email indicating the activation of your account. That confirmation email will serve as an official acknowledgment of the successful creation and activation of your account.

Please be advised that the completion of this process may take up to one week from the date of this email.

Thank you for your patience and cooperation throughout this process.

5. Once the application is approved, both the primary and alternate BIC administrators will receive an email confirming the completion of the registration process (marking the completion of Step 1). They will then be able to submit an e-order form to request a non-connected BIC (representing Step 2).



Sent:
From:
To:
Bcc:
Subject: Applicant for a non-connected BIC: Status and next steps

Swift

Dear

In the context of your application for a non-connected Business Identifier Code (BIC) for the company we confirm that the company is now registered with SWIFT, together with two administrative contacts. These persons can now access the "My SWIFT" . portal to manage and administer the related BIC data, as required by the BIC standard., BIC Policy, and BIC Registration Procedures.

Note that the actual BIC code still needs to be allocated. Therefore, as final step,please submit an e-order in order to have the non-connected BIC allocated and published in the BIC directory.

4 Cancellation or Rejection of the application

If your application is not accepted by Swift, the reason for the cancellation or rejection will be communicated via email.

Legal Notices

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Translations

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