



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 organization followed by obtaining Non-connected BIC.

14 November 2022

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2 Preface

Purpose

This document provides information about how to use the Non-Connected BIC Registration tool, a SWIFT application to register a new organization and to subsequently request a Non-connected BIC.

Audience

This document is intended for companies who want to register a non-connected BIC.

Related documentation

- [ISO 9362](#)
- [BIC Registration Procedures](#)
- [BIC Policy](#)

1 Introduction

SWIFT is the registration authority for the Business Identifier Code (BIC) as defined in the ISO 9362 standard. There are two types of BIC's; connected and non-connected BICs. Organisations with a connected BIC can send and receive messages over the SWIFT network. A non-connected BIC is the BIC of an organisation not connected to the SWIFT network. Such non-connected BIC can be used as an identifier in the payload of messages sent over SWIFT network.

This guide relates to the registration and validation process for non-connected BICs.

1.1 When to use the non-connected BIC registration tool

Obtaining a non-connected BIC8 for an organisation or legal entity is a two phase process.

1. The "Non-connected BIC registration" application allows you to register a new organisation (legal entity) with SWIFT, and provide the necessary information and documents to do so.
2. Once your organisation is registered with SWIFT, you can submit an order to request the non-connected BIC8 to be assigned.

1.2 Prepare your application

To ensure a smooth registration process, it is advisable to prepare the following information and documents, which will be requested during the registration process. SWIFT expects that all required legal documents are provided within 8 business days, else the registration request may be cancelled.

Extract from Company/Trade Registry	Provide a recent proof from your official companies' registration authority that your organisation is legally existing and properly registered in your country, and where available, the list of mandated company directors. If not available in the country, provide a certificate of good standing issued by the local authorities, or a copy of the latest annual return as filed with the competent authorities.
Proof of authorised signature (Power of Attorney)	The registration request form must be signed by a person who has signing authority and can commit the registering organisation. We strongly recommend this form to be signed by an authorised signer mentioned on the extract from the trade registry. Otherwise, evidence of such signature authority (e.g. Power of Attorney or POA) must be provided. Such POA must be issued and signed by someone authorised to grant such authority and SWIFT should be able to check this against provided official documents.
Supervisory Authority evidence (only applicable for financial institution registration)	Provide proof of financial supervision issued by the local financial regulator or supervisory authority, demonstrating that your entity is authorized and supervised to conduct financial business (banking, insurance, securities, trade finance etc.) and specifying the type of authorized business and activities.
Legal Entity Identifier (LEI)	A pre-requisite for obtaining a non-connected BIC is to have a Legal Entity Identifier (LEI). In case your company does not have an LEI, ensure to obtain one with one of the LEI issuing organisations , before starting this registration procedure with SWIFT.

Format requirements for documents:

- For non-English documents, please also provide a translation in English.
- In case a specific webpage of a company registrar or financial supervisor is referenced, please

-
- provide a full PDF print including the URL to that specific page.
 - Scans of documents need to be taken directly from the original, in colour and with high quality.

2 Non-Connected BIC Registration Tool Guidance

Registering a non-connected BIC is a two-step process: (1) Register your entity with SWIFT, and (2) Request the allocation of a non-connected BIC.

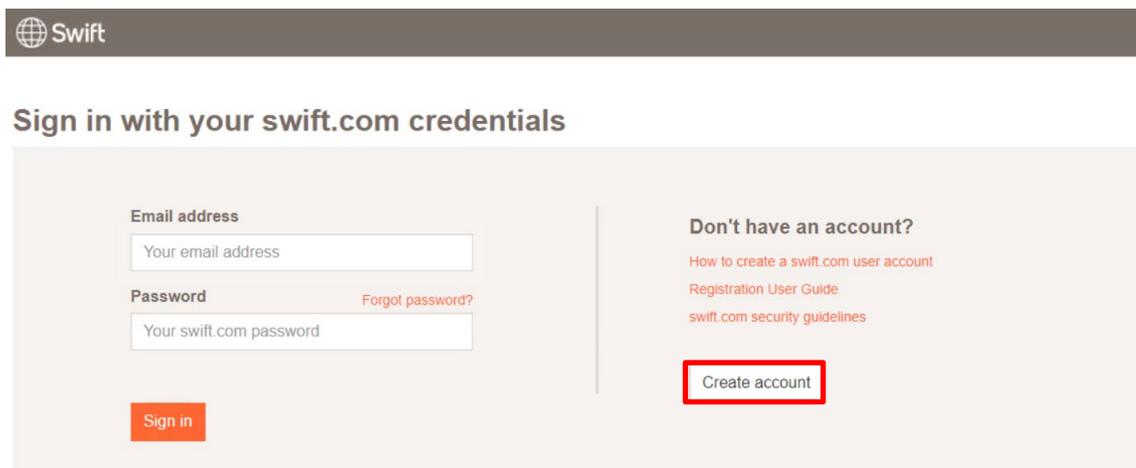
The entity registration process comprises of three sections, which are covered in sequence:

1. Identification of your organisation
2. Identification of BIC Administrators and Company Signatory
3. Submission of supporting documents (*refer item 1.2*)

2.1 Accessing the application

Access the [Organisation registration application](#) by signing in with your swift.com account and credentials.

If you do not have a swift.com account yet, create one by clicking on “[Create Account](#)”. More guidance can be found here: [How to create a swift.com user account](#).



The screenshot shows the Swift login interface. At the top left is the Swift logo. Below it, the heading reads "Sign in with your swift.com credentials". The form is divided into two main sections. On the left, there are two input fields: "Email address" with the placeholder text "Your email address" and "Password" with the placeholder text "Your swift.com password". A "Forgot password?" link is located to the right of the password field. Below these fields is an orange "Sign in" button. On the right side of the form, under the heading "Don't have an account?", there are three links: "How to create a swift.com user account", "Registration User Guide", and "swift.com security guidelines". A red rectangular box highlights the "Create account" button, which is positioned below the links.

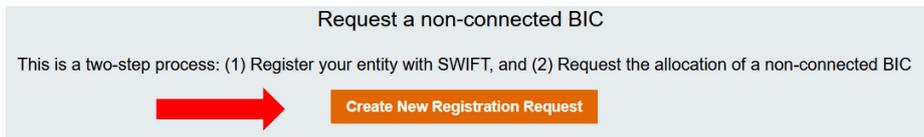
2.2 Identification of Your Organisation

Before you begin

Before you start, you may wish to check the list with required documents in section 1.2 and ensure to have these documents at hand. This will ensure a smooth process and timely submission.

Procedure

1. Once logged in to the tool, click **Create New Registration Request** to start the registration process.



2. Provide the official company identification data. The fields marked with an asterisk are mandatory.

Identification

LEI (Legal Entity Identifier)*

Legal Entity Name*

Country*

Company Registration Number*

Company Registration Authority where the entity is registered

Legal Form*

Select your Institution type*

Link/URL to Client organisation website*

Sales tax number (e.g. VAT)

Address information

Building Name

Building Information

Building Floor

Street 1*

Street 2

Street Number

Country

State / Region / Province

City*

Postal / Zip Code*

3. After filling in the data, click **Next Step**.

The **Next Step** button will remain unavailable when some mandatory fields – indicated with an asterisk – are not filled in.

Collect organisation data

Step 1/2: Provide the requested information on the registering legal entity

Please provide the official details identifying your legal entity. This includes your entity legal name, the official registration address, the Legal Entity Identifier, and legal form.

[Reset](#) [Next step >](#)

Note: If you encounter an error after clicking **Next Step**, you will be notified of the blocking issue. For instance:

Identification

LEI (Legal Entity Identifier)* ⚠️ Must be 20 characters

2.3 Identification of BIC Administrators and Company Signatory

- After completing your organisation identification data, you need to provide three contact persons:
 - two BIC Administrators who are responsible for maintaining BIC record on SWIFT website and receive swift.com access to manage the non-connected BIC, and
 - one Company Signatory who is authorized to sign on behalf the registering entity and who will sign the non-connected BIC registration form.

BIC Administrator
This is the primary contact responsible for maintaining the organisation information and BIC record always up-to-date, and ensuring there is always an available active BIC administrator.

Salutation*

First Name*

Last Name*

Business e-mail address*

International dialing code*

Phone Number*

Alternate BIC Administrator
This is the primary contact responsible for maintaining the organisation information and BIC record always up-to-date, and ensuring there is always an available active BIC administrator.

Salutation*

First Name*

Last Name*

Business e-mail address*

International dialing code*

Phone Number*

Company Signature

The Company Signature contact is the person authorized to sign on behalf of the registering organisation, and will also sign the non-connected BIC registration form.

Salutation*

First Name*

Last Name*

Business e-mail address*

International dialing code*

Phone Number*

Is second signature required?

If dual signature is required, you may wish to tick the “second signature” box and fill in the second company signatory contact fields.

After completing all fields marked with an asterisk, click to proceed to next stage.

Note: *It is mandatory to define two distinct BIC Administrators. You will receive the error below in the case the Primary BIC Administrator is also the Alternate BIC Administrator.*

For Instance:

Alternate BIC Administrator

This is the primary contact responsible for maintaining the organisation information and BIC record always up-to-date, and ensuring there is always an available active BIC administrator

Salutation*

First Name*

Last Name*

Business e-mail address*
⚠ Please make sure that your Alternate BIC administrator is a different person than the BIC Administrator

International dialing code*

Phone Number*

2.4 Submit the supporting “Legal Documents”

After completion of your company and contact information, the tool will prompt you to upload the required supporting legal documents.

Procedure

1. Click **Continue** to upload the legal documents.

Organisation Data	Description Provide the necessary information about the legal entity and representatives	Thank you for providing organisation data.	
Legal Document	Description Extract from Company/Trade Registry	Please upload requested legal document	Continue >
Legal Document	Description Proof of authorised signatures (Power of Attorney)	Please upload requested legal document	Continue >
Legal Document	Description Supervisory Authority evidence	Please upload requested legal document	Continue >

2. Click **Upload** and select file from your PC or drag and drop the file to the designated box and click **Attach**. On the next screen, you can view the document you uploaded or upload an additional document.

Note: Please keep the document name sufficiently short, the maximum allowed filename length is 50 characters.

Extract from Company/Trade Registry

[Submit](#)

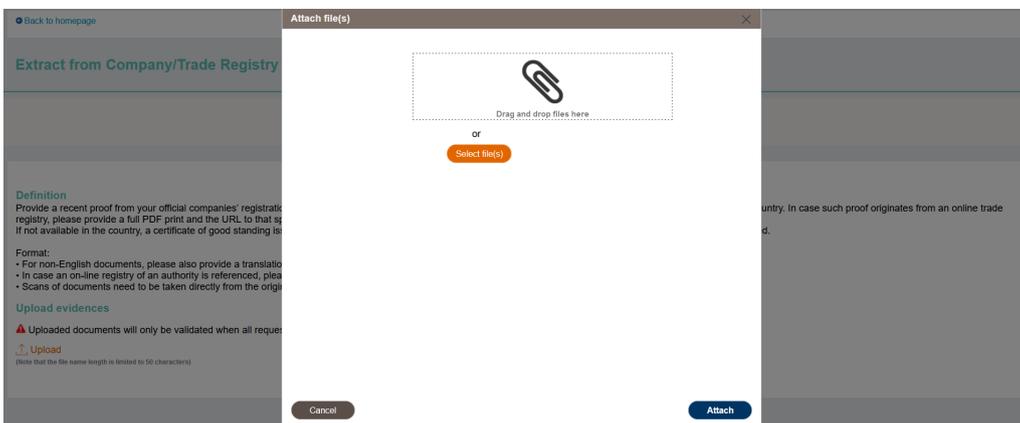
Definition
Provide a recent proof from your official companies' registration authority (less than 3 months old), that your organisation is legally existing and properly registered in your country. In case such proof originates from an online trade registry, please provide a full PDF print and the URL to that specific page.
If not available in the country, a certificate of good standing issued by the local authorities, or a copy of the latest annual return as filed with the authorities must be transmitted.

Format:

- For non-English documents, please also provide a translation in English.
- In case an on-line registry of an authority is referenced, please also include the full URL to the specific record.
- Scans of documents need to be taken directly from the original, in colour and high quality.

Upload evidences
▲ Uploaded documents will only be validated when all requested information and documents are provided

[Upload](#)
(Note that the file name length is limited to 50 characters)



3. Click **Submit** once you have uploaded the document(s).

Extract from Company/Trade Registry

Submit

Definition
Provide a recent proof from your official companies' registration authority (less than 3 months old), that your organisation is legally existing and properly registered in your country. In case such proof originates from an online trade registry, please provide a full PDF print and the URL to that specific page.
If not available in the country, a certificate of good standing issued by the local authorities, or a copy of the latest annual return as filed with the authorities must be transmitted.

Format:

- For non-English documents, please also provide a translation in English.
- In case an on-line registry of an authority is referenced, please also include the full URL to the specific record.
- Scans of documents need to be taken directly from the original, in colour and high quality.

Upload evidences

▲ Uploaded documents will only be validated when all requested information and documents are provided

▲ Upload (Note that the file name length is limited to 50 characters)

Testing

Create Date/Time View uploaded document

October 26,2022 05:12:15 AM

4. Repeat the steps above for all legal documents.
5. In case your entity is a supervised financial institution (including central bank, an authority, or a supranational institution), then the tool will prompt you to provide the supervisory authority evidence (cfr the last document in the image below).

Organisation Data	Description Provide the necessary information about the legal entity and representatives	Thank you for providing organisation data.	
Legal Document	Description Extract from Company/Trade Registry	Thank you for providing the document.	View>
Legal Document	Description Proof of authorised signatures (Power of Attorney)	Please upload requested legal document	Continue>
Legal Document	Description Supervisory Authority evidence	Please upload requested legal document	Continue>

2.5 Completion of the Validation

After you have submitted all required legal documents, they will be reviewed and validated by the respective SWIFT department.

Note *You will only be able to click **View** when all the sub-sections are in **Validation mode**:*

Organisation Data	Description Provide the necessary information about the legal entity and representatives	Thank you for providing organisation data.	
Legal Document	Description Extract from Company/Trade Registry	Thank you for providing the document.	View>
Legal Document	Description Proof of authorised signatures (Power of Attorney)	Thank you for providing the document.	View>
Legal Document	Description Supervisory Authority evidence	Thank you for providing the document.	View>

If the document provided is incorrect or cannot be validated, you will receive an e-mail notifying you of the action to take.

REF: Your onboarding ID: , uploaded document Extract from Company/Trade Registry at date

Dear

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

- Please provide the latest General Information Sheet with issued date less than 3 months old.

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.

Kind regards,
SWIFT Global Customer Operations - Data Collection & Compliance Management

After the successful validation of all documents, you will be requested to download, sign and submit the company registration form. It is to be signed by the identified authorized company representative(s).

Click [Continue](#) to upload the signed company application form.

Legal Document	Description Company application form	Please upload requested legal document	Continue >
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REF: Your onboarding ID: , Company application form at date

Dear

We have generated your legal document Company application form on . It contains your organisation data and main contact information.

Potentially SWIFT has corrected/amended some of your information. Please verify all information currently presented in the document.

In order to further progress with the SWIFT on-boarding process as Application for Non-Connected BIC proceed as follows: download the document, print & sign the document on paper, and submit a scanned copy all through the Onboarding application.

Thank you in advance for your cooperation.

Kind regards,
SWIFT Global Customer Operations - Data Collection & Compliance Management

You will receive an e-mail informing you of the completion of the organisation registration process, followed by an e-mail to BIC administrators within a business day, inviting them to request the assignment of the non-connected BIC by completing an e-order form.

View Email - Work - Microsoft Edge
https://www2.swift.com/duediligence/PRWebLDAP1/ZISrG-wbjpd5CDibyd_x9f_ZTtGFhsbKcme-sh8nuj%58*/TABTHREAD3?pyActivity=%40baseclass.Show&nsHandle=DATA-CORR-EMAIL%20SWIFT-REG...ION-WORK%20N... A

View Email

Sent: Sep 20, 2022 10:01:07 AM from bepeg106.swift.com
From: online.ordering@swift.com
To:
Cc:
Bcc:
Subject: : Applicant for a non-connected BIC: Status and next steps

 The global provider of secure financial messaging services

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.

Kind regards,
SWIFT Global Customer Operations - Data Collection & Compliance Management

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3 Legal Notices

3.1.1.1.1 Copyright

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3.1.1.1.2 Disclaimer

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3.1.1.1.3 Translations

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3.1.1.1.4 Trademarks

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