
**Financial transaction card originated
messages — Interchange message
specifications —**

Part 2:

**Application and registration procedures for
Institution Identification Codes (IIC)**

*Messages initiés par cartes de transaction financière — Spécifications
d'échange de messages —*

*Partie 2: Procédures d'application et d'enregistrement pour codes
d'identification d'institution (IIC)*

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 8583-2 was prepared by Technical Committee ISO/TC 68, *Banking, securities and other financial services*, Subcommittee SC 6, *Retail financial services*.

ISO 8583 consists of the following parts, under the general title *Financial transaction card originated messages — Interchange message specifications*:

- *Part 1: Interchange message specifications*
- *Part 2: Application and registration procedures for Institution Identification Codes (IIC)*
- *Part 3: Maintenance procedures for codes*

Part 1 is currently published as ISO 8583:1993.

Annex A of this part of ISO 8583 is for information only.

Financial transaction card originated messages — Interchange message specifications —

Part 2:

Application and registration procedures for Institution Identification Codes (IIC)

1 Scope

This part of ISO 8583 describes the application and registration procedure for Institution Identification Codes (IIC), in accordance with ISO 8583 (will become ISO 8583-1 at next revision).

ISO 8583 specifies a numbering system for institution identification codes for institutions which do not qualify for an ISO 7812 issuer identification number.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 8583. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 8583 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 8583-2:1998

ISO 8583:1993, *Financial transaction card originated messages — Interchange message specifications.*

8583-2-1998

ISO 8583-3:1998, *Financial transaction card originated messages — Interchange message specifications — Part 3: Maintenance procedures for codes.*

ISO 7812-1:1993, *Identification cards — Identification of issuers — Part 1: Numbering system.*

ISO 7812-2:1993, *Identification cards — Identification of issuers — Part 2: Application and registration procedures.*

3 Terms and definitions

For the purposes of this part of ISO 8583, the terms and definitions given in ISO 8583 (part 1) and the following apply.

3.1

institution identification code

unique number assigned to an institution participating in financial card originated message interchange

3.2

registration authority

entity under the authority of the ISO Council designated to allocate institution identification codes and maintain the register of those codes

3.3

registration and maintenance management group (RMMG)

the group responsible for the registration of institution identification codes and the maintenance of the other codes defined in ISO 8583

4 Application and registration procedures

4.1 Application procedure for assignment of an IIC

The institution shall apply to its national standards body, or in absence of a national standards body, to the secretariat of the ISO/TC 68/SC 6 Standard, for the assignment of an IIC, using the form shown in annex A. Application forms are also available on request from the Registration Authority, and the secretariat of ISO/TC 68/SC 6. The national standards body or the secretariat of ISO/TC 68/SC 6 then acts as the "Sponsoring Authority" with respect to the application.

4.2 Criteria for approval of an application for an IIC

Applications for an IIC shall meet all the criteria for approval, and shall not be subject to any of the rejection criteria, as listed in 4.3.

The criteria for approval are:

- a) the applicant applying for an IIC shall not already have an IIC assigned to it in its own right;
- b) the IIC shall be for immediate use, e.g. within 12 months of the date of issue of the IIC;
- c) the IIC being issued shall be for use in an interchange environment;
- d) the applicant shall be a single corporate entity operating under a specific legislative regulation.

4.3 Criteria for rejection of an application for an IIC

An application for an IIC shall be rejected by the Sponsoring Authority or the members of the Registration and Maintenance Management Group (RMMG) when any one of the following conditions exist:

- a) the applicant has previously been assigned an IIC in its own right and is still utilizing it;
- b) the applicant has requested a specific number;
- c) the applicant has made a request which is outside the scope of this part of ISO 8583.

5 Appeal process

5.1 Appeal bodies

Where an application has been rejected by a Sponsoring Authority, the applicant may appeal to the secretariat of the RMMG. Where an application has been rejected by the RMMG, the applicant may appeal to ISO through the secretariat of ISO/TC 68/SC 6. Applicants may submit for appeal, applications that have been rejected by ISO/TC 68/SC 6 to the ISO Central Secretariat.

Appeal against rejection of an application shall be lodged with the appropriate body within 90 days of the date of the letter of rejection.

5.2 Information to be provided

Where an application for an IIC has been rejected, the following information shall be provided by the applicant to the relevant appeal body in support of the appeal:

- a) statement for which rejection is disputed and why the applicant believes that the rejected application fulfills the criteria for acceptance;
- b) statement of special circumstances whereby a specific requirement of the rejected application can be met.

6 Sponsoring Authorities

A Sponsoring Authority is a body authorized by the Subcommittee responsible for administering an ISO numbering system, (in this case ISO/IEC JTC 1/SC 17) to receive, process and approve applications for IINs submitted in accordance with ISO/IEC 7812.

6.1 Eligibility to become a Sponsoring Authority

The following bodies may act as Sponsoring Authorities in processing applications for an IIC:

- a) any national member body of ISO (or agent appointed to act for its national member body);
- b) ISO/TC 68/SC 6;
- c) any group within TC 68/SC 6 appointed for purposes concerning the institution identification code.

6.2 Responsibilities

The responsibilities of a Sponsoring Authority shall be:

- a) to fully comply with the ISO 8583 procedure for applications for IIC and ensure that the applicant uses ISO 8583 (part 1);
- b) to process, within 30 days of receipt of the request, applications for IICs from within their countries or areas of responsibility;
- c) to notify the applicant in writing, within 30 days of receipt of the application, as to the disposition of their application;
- d) to forward to the Registration Authority those sponsored requests for IICs that it is satisfied shall be used for the purposes described in this part of ISO 8583 and that meet the approval criteria in 4.2;
- e) to respond to general enquiries covering this part of ISO 8583.

7 Registration and Maintenance Management Group (RMMG)

7.1 Constitution

In order to effectively manage the IIC for the identification of institutions, TC 68/SC 6 has established an RMMG, which is empowered to act on its behalf.

The RMMG shall be made up of:

- a) a representative of the Registration Authority, who shall be a non-voting member of the RMMG and shall be expected to attend all meetings;
- b) the convener;
- c) the secretariat.

In addition, each member of ISO/TC 68/SC 6 is entitled to nominate one delegate and one alternate to the RMMG. The alternate may attend all meetings, but is entitled to vote only in the absence of the principal delegate.

7.2 Responsibilities

The responsibilities of the RMMG shall be:

- a) to approve the report on the cost recovery scheme from the Registration Authority;
- b) to monitor the Sponsoring Authorities to ensure that they comply with the criteria laid down within this part of ISO 8583;
- c) to respond to all requests for guidance from the Registration Authority within 60 days of the date of request;
- d) to review annually the register of IICs;
- e) to report its activities to each meeting of ISO/TC 68/SC 6; and
- f) to hear appeals of applications rejected by Sponsoring Authorities.

7.3 Voting procedures

Any specific request outside the scope of this part of ISO 8583 that has been forwarded to the RMMG by a Sponsoring Authority may be dealt with either by voting at a meeting or by postal ballot. The RMMG may approve this assignment by a majority of five voting members of the RMMG in a postal ballot or at a meeting.

By unanimous approval of the RMMG (with at least five members voting) either by postal ballot or by voting at a meeting, the RMMG may approve the assignment of more than ten consecutive numbers.

Where a postal ballot has failed, the request shall be referred to a meeting. If the RMMG cannot resolve the failed ballot at a meeting, the matter shall be referred to ISO/TC 68/SC 6.

8 The register of Institution Identification Codes (IIC)

8.1 Publication and availability

The Registration Authority shall maintain a database of information taken directly from the application form. Information in the database shall be considered confidential.

Based on the information contained in this database, the Registration Authority shall publish a register of Institution Identification Codes. The register shall be published in both numerical and alphabetical order.

The register of Institution Identification Codes is not a publicly available document. It is available free of charge to the members of the RMMG. It is available at a charge to Sponsoring Authorities and IIC holders.

8.2 Contents

The register of Institution Identification Codes shall contain the following information:

- a) name of organization;
- b) address as indicated on the application form;
- c) IIC assigned to the institution by the Registration Authority.

The institution is responsible for advising the Registration Authority of any changes to information held within the database.

9 Registration Authority

9.1 Appointment

One of the members of ISO/TC 68/SC 6, or any approved body, shall be appointed to act as the Registration Authority under legal agreement with ISO in accordance with ISO Directives annex H. The current ISO 8583 Registration Authority's address is:

American Bankers Association
ISO 8583 Registrar
1120 Connecticut Ave NW
WASHINGTON, DC 20036
USA

9.2 Resignation

If a Registration Authority finds it necessary to resign, six months' notice shall be given to the ISO Central Secretariat and the secretariat of ISO/TC 68/SC 6. The secretariat of ISO/TC 68/SC 6 shall notify the RMMG and initiate a search for a new Registration Authority. If a new Registration Authority cannot be found within six months, the ISO/TC 68/SC 6 secretariat shall assume the responsibilities of the Registration Authority on a temporary basis until a replacement is found.

9.3 Responsibilities

9.3.1 General

The responsibilities of the Registration Authority shall be:

- a) to maintain the database of institution identification codes;
- b) to submit a copy of the ISO register of Institution Identification Codes annually to the Secretariat of ISO/TC 68/SC 6 and to the RMMG;
- c) to submit activity reports for review to each meeting of the RMMG, a Summary of the Register of Issued Numbers Report, and a Registration Management Report. These reports shall be sent to the secretariat of the RMMG two months prior to a meeting;
- d) to retain as a permanent record copies of all applications, along with the disposition of each application.

9.3.2 Responsibilities to applicants applying for an IIC

The responsibilities of the Registration Authority to applicants applying for an IIC shall be:

- a) where applications fulfill the criteria set out in 4.2 to allocate one number, notify the Sponsoring Authority or the secretariat of ISO/TC 68/SC 6 as appropriate, in writing, within 30 days of receipt of the application, as to the number assignment;
- b) to assign the next available number to the applicant and to forward the completed application form to the Sponsoring Authority, within 30 days of receipt of the sponsored application;
- c) where an application is referred to the RMMG, the Registration Authority shall notify the applicant, in writing, that a reply may not be received within the usual time-frame, and the reason for referring the application to the RMMG.

Annex A (informative)

Application for Institution Identification Code

This application is submitted in accordance with International Standard ISO 8583, Financial transaction card originated messages - Interchange message specifications.

Date of Application: Sponsoring Authority:

Institution name:

Address to be registered (maximum two lines, 30 characters per line)

Principal contact in institution:

Telephone number:

Fax/telex number:

Address for correspondence/billing :

Address to return application:

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Anticipated first use:

Check institution Identification code data elements applicable:

_____ Acquiring _____ Authorizing _____ Forwarding _____ Receiving

_____ Settlement _____ Transaction Destination _____ Transaction Originator

To be completed by ISO 8583 Registration Authority

Application approved by:

Date: Signature:

Identification Code or other action taken:

RETURN TO: American Bankers Association
 c/o ASC X9 Secretariat
 1120 Connecticut Ave NW
 WASHINGTON DC 20036
 USA