
**Financial services — Official
organizational roles — Scheme for
official organizational roles**

*Services financiers — Rôles organisationnels officiels — Système de
rôles organisationnels officiels*

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee/TC 68, *Financial services*, Subcommittee SC 8, *Reference data for financial services*.

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Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

Understanding the official roles of persons acting on behalf of organizations is an important consideration in fulfilling both commercial business and regulatory interactions and obligations. This is especially true for engagements and interactions in the digital world, and in financial services in particular, as we move towards creating and sustaining a global digital economy.

This document addresses the need for listing official organizational roles in a structured way in order to specify the roles of persons acting officially on behalf of an organization or legal entity.

Key provisions of this document include:

- providing lists of official organizational roles;
- leveraging the experience of ISO/TC 68 in defining and maintaining reference data standards;
- defining an official organizational role scheme that is extensible and free from limitation on use and redistribution.

ISO/TC 68 sees that this document can be used to specify in a standard way the optional role extension contained in X.509 (ISO/IEC 9594-8) public key certificates with embedded LEIs, as outlined in ISO 17442-2.

This document can also be used to indicate roles in a standard way in digital verifiable credentials, the format for interoperable, cryptographically verifiable digital credentials being defined by the W3C standards organization.

Combining LEIs with official organizational roles can become a key enabler for digital identity management.

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Financial services — Official organizational roles — Scheme for official organizational roles

1 Scope

This document specifies an unambiguous scheme to list official organizational roles by jurisdiction in a standard way.

It is not the purpose of this document to compare or align official organizational roles across different countries or jurisdictions, so as not to limit the usage or relevance of this document. To understand the powers associated with each official organizational role, users of this document can consult applicable regulation or legislation, documents of the legal entity in which the official organizational role exists and procedures specific to each organizational entity.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 639-1, *Codes for the representation of names of languages — Part 1: Alpha-2 code*

ISO 3166-1, *Codes for the representation of names of countries and their subdivisions — Part 1: Country code*

ISO 3166-2, *Codes for the representation of names of countries and their subdivisions — Part 2: Country subdivision code*

ISO 8601, *Data elements and interchange formats — Information interchange — Representation of dates and times*

ISO 20275, *Financial services — Entity legal forms (ELF)*

ISO 01-140-10, *Writing and Transliteration*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

3.1

official organizational role

official role of a person within an organization or legal entity within a particular jurisdiction that is publicly discoverable in formation, registration or other official documents of the organization or legal entity

3.2

legal entity

legal person or structure that is organized under the laws of any jurisdiction

3.3

X.509

digital certificate used in many internet protocols, including TLS/SSL

4 Official organizational role code structure

The official organizational role code is an alphanumeric code of six characters from the basic Latin character set.

Alphabetic characters are uppercase letters A to Z, without accents (e.g. À, É, Ö, Ñ) and excluding “special” characters such as blanks, separators or punctuation.

Numeric characters are integers within the range 0 to 9.

Codes comprising solely numeric characters will be reserved and not assigned by the maintenance agency.

An official organizational role code contains no embedded intelligence regarding the identification of the role to which it applies. This document does not compare or align roles across different countries or jurisdictions. A unique official organizational role code will be assigned for every role identified using this document.

EXAMPLE A chief executive officer (CEO) in one country or jurisdiction is assigned an official organizational role code of G6D83R, whereas an equivalent or similarly named role in another country or jurisdiction is assigned an official organizational role code of CS2604.

5 Official organizational role data record

The official organizational role data record shall be composed of the following minimum data attributes:

- Name(s) of the official organizational role, with the following components present for all relevant official local languages of the country and/or jurisdiction of formation:
 - name and language of the official organizational role;
 - transliterated name of the official organizational role represented in ISO 01-140-10, where applicable;
 - abbreviation of the official organizational role in the local language;
 - transliterated abbreviation of the official organizational role.
- Country and jurisdiction applicable to the role as represented in ISO 3166-1 for countries and ISO 3166-2 for subdivisions.
- Entity legal form (ELF) code represented in ISO 20275.
- Date created, as represented in ISO 8601.
- Role status: whether the role is in current use or inactive.
- Modification of the official organization role data record, with the following components:
 - modification date, as represented in ISO 8601.
 - modification reason: reason(s) official organizational role data record was modified.
- Applicable regulation and/or legislation regarding the official organizational role.

The official organizational role data record shall be structured in accordance with [Table 1](#) in relation to the minimum set of data attributes.

Table 1 — Structure of official organizational role data record

Attribute		Cardinality	Attribute definition	Format
Name(s) of official organizational role		1:n		
	Name	1:1	Name of official organizational role in local language as it appears in the official documentation verifying the existence of the role	Free text
	Abbreviation of name	0:1	Abbreviation of the official organizational role in local language	Free text
	Language	1:1	The official language of the official organizational role	ISO 639-1; Alpha-2 code
	Transliterated name	0:1	Transliterated name of the official organizational role	Free text; ISO 01-140-10
	Transliterated abbreviation of name	0:1	Transliterated abbreviation(s) of the official organizational role	Free text; ISO 01-140-10
Country		1:1	As defined in ISO 3166-1	ISO 3166-1
Jurisdiction		0:1	Subdivision as defined in ISO 3166-2	ISO 3166-2
ELF code		0:1	The ELF in which the official organizational role exists, represented by its ELF code	ISO 20275
Date created		1:1	Date on which the official organizational role code and data record was added to the list of official organizational roles	ISO 8601; YYYY-MM-DD
Role status		1:1	Indication of whether the role is or is not currently an official organizational role for the relevant ELF	ACTV = active INAC = inactive
Modification(s)		0:n	Indicates if the data record has been modified	—
	Modification date	1:1	The date on which the official organizational role data record was modified.	ISO 8601; YYYY-MM-DD
	Modified attribute(s) and reason(s)	1:1	List of data attributes updated and reason(s) for the update	Free text; basic Latin
Applicable regulation and/or legislation		0:n	Applicable regulation and/or legislation in which the official organizational role is stated	Free text

6 Maintenance

A maintenance agency established by the ISO council acts in accordance with procedures approved by the council. It has been entrusted with the following functions:

- to create and maintain official organizational role data records as needed;
- to publish and disseminate official organizational role data records;
- to establish, in the normal course of work, additional rules for the practical application of the principles for issuing and maintaining official organizational role data records.

The name and contact details of the organization acting as the maintenance agency for this document can be found at https://www.iso.org/maintenance_agencies.html.

Enquiries concerning official organizational roles, including requests for additions of official organizational roles, should be directed to the maintenance agency.

Bibliography

- [1] ISO/IEC 9594-8, *Information technology — Open systems interconnection — Part 8: The Directory: Public-key and attribute certificate frameworks*
- [2] ISO 17442-2, *Financial services — Legal entity identifier (LEI) — Part 2: Application in digital certificates*
- [3] W3C. *Verifiable Credentials Data Model 1.0*. Available from: <https://www.w3.org/TR/vc-data-model/>
- [4] X.509: *Information technology - Open Systems Interconnection - The Directory: Public-key and attribute certificate frameworks*. Available from: <https://www.itu.int/rec/T-REC-X.509-201910-I/en>

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