**Application to become a member entity of an**

**ISO 20022 Registration Body**

*Note: the purpose of this document is to give guidelines to entities that wish to apply for membership in one or more of the ISO 20022 Registration Bodies. Such applications are subject to the approval of the* [*Registration Management Group (RMG)*](http://www.iso20022.org/registration_management_group.page)*. Please consult the iso20022.org website for additional details on* [*the ISO 20022 Registration Bodies Governance*](https://www.iso20022.org/about-iso-20022/governance)*.*

*The application must include the following captions, as described. Applications are to be sent via e-mail to the ISO 20022 Registration Authority (RA) at* [*iso20022ra@iso20022.org*](mailto:iso20022ra@iso20022.org)

1. **Entity identification:**

Identity of the organisation, group, initiative or community that submits the application.

Address of the entity.

Short description of scope and activities.

1. **Scope of application:**

The applicant entity indicates which ISO 20022 registration body(ies) it wishes to apply for membership and, when already known, the name of the experts who will represent the entity in (each of) the registration body(ies):

[Registration Management Group (RMG)](http://www.iso20022.org/registration_management_group.page): yes/no

[API Resources Standards Evaluation Group (SEG)](https://www.swtcollaboration.net/communities/iso20022/APIsWG/default.aspx): yes/no

[Payments Standards Evaluation Group (SEG](http://www.iso20022.org/payments_standards_evaluation_group.page?)): yes/no

[Securities SEG](http://www.iso20022.org/securities_standards_evaluation_group.page?): yes/no [Derivatives SubSEG](http://www.iso20022.org/securities_standards_evaluation_group.page?): yes/no

[Cards and related retail financial services SEG](http://www.iso20022.org/cards_standards_evaluation_group.page?): yes/no

[Trade Finance SEG](http://www.iso20022.org/trade_services_standards_evaluation_group.page?): yes/no

[Foreign exchange SEG](http://www.iso20022.org/fx_standards_evaluation_group.page?): yes/no

[Technical Support Group (TSG)](http://www.iso20022.org/technical_support_group.page): yes/no

*If the application includes RMG membership, the entity must seek the guidance regarding their application from the RMG leadership (that is, the RMG Convenor, Vice Convenor and the Registration Authority) in the preparation of their application. If the application does not include RMG membership, the entity must seek the guidance from the leadership of the Groups they wish to apply for membership (that is the Convenor, Vice Convenor and Secretary of the SEG(s) or TSG) in the preparation of their application.*

1. **Membership criteria:**

The applicant entity must explain how it complies with each of the following membership criteria:

1. The entity is structured as a representative organisation/body/community that brings together a community of users, or interested parties with a legitimate interest or track record in standardization
2. The entity is governed to reinforce the representative nature of membership and decision making
3. The entity has a membership, or represents a community, that is appropriate to the financial services sector scope of the ISO 20022 standard
4. The entity intends to commit to actively participate in and adhere to the [governance](https://www.iso20022.org/sites/default/files/2022-09/ISO20022Governance.pdf) and [procedures](https://www.iso20022.org/sites/default/files/2020-12/ISO20022RegistrationProcedures.pdf) of the ISO 20022 registration bodies it applies for membership
5. The entity is constituted, where the preference is given to membership rules that are based on principles with a not for profit orientation
6. The entity has a domestic, regional or global focus relevant to ISO 20022.

The entity wishing to apply is also strongly encouraged to provide details to explain:

1. Any relevant track record of engagement in, and/or implementation of, industry standards with particular emphasis on the financial services sector
2. Whether in applying to become a member of the ISO 20022 registration bodies it has the support and sponsorship of a National Standards Body or national financial community organisation, such as a National Central Bank or banking association. Or whether there are existing affiliations to ISO or other standards bodies, perhaps as a liaison organisation.
3. **Purpose of the application:**

The applicant entity must describe the reasons why it is interested to participate in (each of) the registration body(ies) identified in section B and the benefits that this membership are expected to bring to (each of) the registration body(ies).

If the entity has adopted ISO 20022 messages or is planning to adopt ISO 20022 messages, the message sets that are (being) adopted and the timing of adoption should be mentioned here.

If the entity has developed or intends to develop ISO 20022 message definitions, it should be described here.

1. **Commitments of the applicant entity:**

The applicant entity must confirm that it can and will:

* nominate expert(s) to each of the registration bodies identified in section B. Each expert is strongly encouraged to serve for a period of at least 3 years to help ensure consistency and retain knowledge and experience of the ISO 20022 registration and approval processes. RMG membership is limited to three experts. There is no limit to the number of experts of an entity in a SEG or in the TSG, provided that these experts contribute actively;
* participate to the promotion of ISO 20022.

The applicant entity must confirm its knowledge and acceptance of the ISO 20022 Intellectual Property Rights policy for contributing organisations, as follows.

*“Organizations that contribute information to be incorporated into the ISO 20022 Repository shall keep any Intellectual Property Rights (IPR) they have on this information. A contributing organization warrants that it has sufficient rights on the contributed information to have it published in the ISO 20022 Repository through the ISO 20022 Registration Authority in accordance with the rules set in ISO 20022. To ascertain a widespread, public and uniform use of the ISO 20022 Repository information, the contributing organization grants third parties a non-exclusive, royalty-free licence to use the published information”.*

1. **Contact persons:**

The applicant entity provides the contact details (name, e-mail address, telephone) of the person(s) who can be contacted by the RA, RMG, SEG or TSG to get additional information about their application.

1. **Comments from the RMG members and relevant SEG(s)/TSG and disposition of comments by the applicant entity:**

This section will include the comments received from RMG members and the SEG(s) or TSG, if any, and the response given to each of these comments by the applicant entity.