INTERNATIONAL STANDARD

ISO/IEC 7812-2

Third edition
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Identification cards — Identification of issuers —

Part 2: Application and registration procedures

Cartes d'identification — Identification des émetteurs —

Partie 2: Application et procédures de demande d'enregistrement

Reference number
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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 7812-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 17, *Cards and personal identification*.

This third edition cancels and replaces the second edition (ISO/IEC 7812-2:2000), which has been technically revised.

ISO/IEC 7812 consists of the following parts, under the general title *Identification cards — Identification of issuers*:

— *Part 1: Numbering system*

— *Part 2: Application and registration procedures*

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Introduction

This International Standard is one of a series describing the parameters for identification cards, and the use of such cards for international, interindustry and/or intra-industry interchange.

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Identification cards — Identification of issuers —

Part 2:
Application and registration procedures

1 Scope

This part of ISO/IEC 7812 specifies the application and registration procedures for Issuer Identification Numbers (IINs) issued in accordance with ISO/IEC 7812-1.

ISO/IEC 7812-1 specifies a numbering system for the identification of issuers of cards that require an IIN to operate in international, interindustry and/or intra-industry interchange.

2 Normative references

The following referenced document is indispensable for the application 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/IEC 7812-1, *Identification cards — Identification of issuers — Part 1: Numbering system*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 7812-1 and the following apply.

3.1
administrative blockholder
body/business entity that is assigned a block of Issuer Identification Numbers (IINs) for re-assignment to card issuing organizations within its specific geographic or industry sector area of jurisdiction

NOTE These IINs are assigned in accordance with the procedures established herein and under legal agreement with the Registration Authority.

3.2
block of IINs
reservation in the *ISO Register of Card Issuer Identification Numbers* of a series of two or more IINs for assignment by an administrative or card scheme blockholder

3.3
card acceptor
party accepting the identification card for the purpose of presenting transaction data to an acquirer

3.4
card scheme blockholder
body/business entity representing a group of card issuers, one purpose of which is to facilitate the issuance and acceptance of the cards of that group

NOTE Interchange among the card scheme members is governed by a set of operating procedures.

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3.5
Sponsoring Authority
body authorized by the Sub-Committee 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 7812-1

4 Application and registration procedures

4.1 Application procedure for assignment of a single IIN

An applicant shall apply to its national standards body, or its national body's designated Sponsoring Authority for the assignment of a single IIN using the form shown in Annex A. In the absence of a national standards body, or designated Sponsoring Authority, the application should be sent to the secretariat of the ISO/IEC technical body responsible for this International Standard. Application forms are also available, on request from the Registration Authority, the secretariat of the Registration Management Group (RMG) and the secretariat of ISO/IEC JTC 1/SC 17. The national standards body or the secretariat of ISO/IEC JTC 1/SC 17 then acts as the “Sponsoring Authority” (see Clause 7) with respect to the application.

4.2 Application procedure for approval to become an authorized blockholder

4.2.1 Types of blockholders

There are two types of blockholders, administrative blockholders and card scheme blockholders.

Administrative blockholders (see 3.1) are assigned a block of IINs, following approval by the RMG, for re-assignment to organizations that fall within their specific industry or geographic area of jurisdiction. Once assigned, the IIN belongs to the organization unless it specifically agrees to relinquish the IIN because it is no longer used by them. The Registration Authority fee applies to each IIN assigned from the block.

Card scheme blockholders (see 3.4) represent a group of card issuers. These blockholders are assigned a block of IINs, following approval by the RMG, for assignment to the members of that particular card scheme. If a card issuer relinquishes membership of that scheme the IIN reverts back to the blockholder and use of it by the organization must cease. The Registration Authority fee applies to each IIN assigned from the block.

4.2.2 Application procedure

Where the applicant is applying for a block of IINs either as an administrative blockholder (see 3.1), or as a card scheme blockholder (see 3.4), the applicant shall complete a Blockholder Application Form (see Annex E) and provide the following supplementary information as justification:

a) whether the application is to become an administrative blockholder or a card scheme blockholder;

b) the reason why card issuers must receive IINs from a blockholder, rather than each card issuer applying individually to the Registration Authority for an IIN;

c) description of the nature of the service that the applicant's organization is planning to provide;

d) whether the proposed blockholder will act as an agent for issuers legally associated with it, but each issuer is a separate corporate legal entity;

e) details of any future proposed plans, including where relevant the following:

   1) estimated number of cards issuers by country;

   2) timing plans, (i.e. estimated date for allocation of all IINs in the proposed block);

f) whether card acceptors can access all the card issuers in the card scheme, through an acquiring link;

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g) whether the service provided to the issuers extends beyond networking, i.e. communications switching, and if so in what way;

h) any common aspects of services offered by card issuers within a proposed card scheme.

The RMG may request additional information where further clarification is needed.

4.3 Criteria for approval and rejection of applications

4.3.1 Criteria for approval of an application for a single IIN

Applications for a single IIN shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 4.3.2.

The criteria for approval are:

a) the applicant applying for a single IIN shall not already have an IIN assigned to it in its own right (outside of any card scheme);

b) the IIN shall be for immediate use, preferably within 12 months of the date of issue of the IIN;

c) the card being issued shall be for use in an interchange environment (see ISO/IEC 7812-1);

d) the applicant shall be a single corporate entity operating under a specific legislative regulation.

Where cards are for use solely within the country of issue and/or there is no interchange, card issuers shall contact their national standards body for information on the availability of a national numbering system (see ISO/IEC 7812-1).

4.3.2 Criteria for rejection of an application for a single IIN

An application for a single IIN shall be rejected by the Sponsoring Authority or the RMG when any one of the following conditions exist:

a) the applicant is not a card issuer;

b) the applicant has previously been assigned an IIN in its own right (outside of its membership of any card scheme) that it is still using;

c) the cards issued by the applicant would not be used in an international, interindustry and/or intra-industry interchange environment;

d) the IIN will be used to identify or differentiate between products, services, or technologies (i.e. including but not limited to integrated circuit cards), or solely to facilitate routing, or to identify geographic location;

e) the IIN will be used to identify or differentiate between branches or subsidiaries within the applicant's organization (i.e. these branches or subsidiaries are not separate corporate entities);

f) the applicant has requested a specific IIN or the reservation of a specific IIN that is outside the scope of this part of ISO/IEC 7812;

g) no card will be issued for immediate use, e.g. within 12 months from the date of issue of an IIN.

Where special circumstances exist, the Sponsoring Authority may approve an application for assignment of a specific IIN and forward the application to the Registration Authority for assignment of the IIN. All such requests shall be reported by the Sponsoring Authority to the RMG.

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4.3.3 Criteria for approval as an authorized blockholder

Applications to become an administrative or card scheme blockholder shall be approved only by the RMG, following sponsorship by a Sponsoring Authority.

Requests to become a blockholder shall meet all the criteria for approval below and shall not comply with any of the criteria for rejection in 4.3.4.

The criteria for approval are:

a) the applicant has provided adequate supplementary information as justification to become an administrative or card scheme blockholder (see 4.2);

b) the applicant shall request a block size that accommodates only a single IIN for each entity that it currently represents or may reasonably expect to represent in the future;

c) the applicant agrees to assign a single IIN from the block to each card issuer and not to assign subsequent IINs to differentiate between products, services, technologies or geographic location;

d) the applicant agrees to forward requests for second or additional IINs to the RMG for their decision;

e) the applicant shall agree to sign a legal agreement with the Registration Authority (see letter of agreement on block assignments, annex B) and shall accept the responsibilities enumerated in the letter of agreement.

4.3.4 Criteria for rejection of an application to become an authorized blockholder

An application to become an administrative or card scheme blockholder shall be rejected by the Sponsoring Authority or the RMG where any one of the following conditions exist:

a) the applicant does not meet the criteria for approval as a blockholder in 4.3.3;

b) the organizations represented by the applicant (i.e. the card issuers) will not issue cards for use in an international, interindustry and/or intra-industry interchange environment;

c) the organizations represented by the applicant (i.e. the card issuers) will use the IINs to identify or differentiate between products, services, or technologies (i.e. including but not limited to integrated circuit cards), or to identify geographic locations;

d) the blockholder will not be in a position to assign any IINs from the reserved block within 12 months from the date of issue of the block of IINs;

e) the service provided to the issuers does not extend beyond networking, i.e., switching transactions.

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 RMG (see Clause 8). Where an application has been rejected by the RMG, the applicant may appeal to ISO/IEC JTC 1/SC 17 through the secretariat of ISO/IEC JTC 1/SC 17. Applicants may submit for appeal, applications that have been rejected by ISO/IEC JTC 1/SC 17, 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.

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5.2 Information to be provided

Where an application for either a single IIN or to become an authorized blockholder has been rejected by the Sponsoring Authority, the following information shall be provided by the applicant to the relevant appeal body in support of the appeal:

a) statement of which rejection clause (see 4.3.2 or 4.3.4) is disputed and why the applicant believes that the rejected application fulfils the criteria for acceptance (see 4.3.1 or 4.3.3). The applicant must provide adequate supplementary information as justification for the approval of the request as submitted under the appeal.

b) statement of special circumstances whereby a specific requirement of the rejected application can be met, but such requirement is outside the current procedures and criteria for acceptance outlined in this part of ISO/IEC 7812.

6 Responsibilities

6.1 Responsibilities of card issuing applicants

The responsibilities of card issuing applicants shall be:

a) to forward to its national standards body, or designated Sponsoring Authority, a completed application form, (see Annex A) together with the requisite fee. In the absence of a national standards body, or designated Sponsoring Authority, the application should be sent to the secretariat of the ISO/IEC technical body responsible for this International Standard.

b) to retain the completed application form containing the IIN assigned to the applicant by the Registration Authority;

c) to issue cards using the IIN assigned by the Registration Authority within a reasonable timeframe (defined as within 12 months of the date of assignment of the IIN);

d) to fully comply with the numbering system as contained in ISO/IEC 7812-1 and this part of ISO/IEC 7812;

e) to inform the Registration Authority of any change to the details provided on the original application form.

6.2 Responsibilities of authorized blockholders

Applicants meeting the criteria in 4.3.3 and approved to become an administrative or card scheme blockholder shall enter into a written legal agreement with the Registration Authority (see Annex B). The responsibilities of blockholders shall be:

a) to process applications for IINs from within its area of responsibility within 30 days of receipt of the application;

b) to approve applications that meet the criteria in 4.3.1;

c) to assign sequentially a single IIN, within 30 days of receipt of the request, from the reserved block to each card issuer whose application fulfils the criteria for acceptance in 4.3.1;

d) to inform its constituents in writing, within 30 days of receipt of the application, as to the disposition of their application;

e) to inform the Registration Authority in writing, within the agreed timeframe (see 10.3.3) of each IIN assignment; and to notify the Registration Authority regarding changes to the information as originally supplied. This information shall be provided either when such changes arise or as stipulated in the written agreement with the Registration Authority. The Registration Authority shall stipulate the format for supplying the information (see 10.3.3);

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f) where an application has been rejected, to inform the applicant in writing, within 30 days of receipt of the application, of the rejection and of the appeal process (see Clause 5);

g) to verify that the *ISO Register of Card Issuer Identification Numbers* (see 9.2) contains accurate information regarding IINs issued from within its block;

h) to establish and maintain records relative to the request for or assignment of an IIN including notification of the assignment to the Registration Authority. Records of IIN issuance shall be permanently maintained and available for reference by the RMG. Requests for an IIN that have been denied, shall be maintained for a minimum period of 90 days where no appeal is initiated; or when an appeal is initiated, until that process is complete. In the event that the blockholder's organization relinquishes the management of the block, or the block is terminated by action of the RMG, all records shall be transferred to the Registration Authority.

7 Sponsoring Authorities

7.1 Eligibility to become a Sponsoring Authority

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

a) any national member body of ISO (or agent appointed to act for its national member body);

b) ISO/IEC JTC 1/SC 17; and

c) any group within ISO/IEC JTC 1/SC 17 appointed for purposes concerning the identification card numbering system.

A document entitled 'Guidance for Sponsoring Authorities' (Annex C) is available to assist Sponsoring Authorities in assessing the eligibility of applications and to assist in the procedures for dealing with applications. This document is also available from the Registration Authority, the secretariat of the RMG and the secretariat of ISO/IEC JTC 1/SC 17.

7.2 Responsibilities

The responsibilities of a Sponsoring Authority shall be:

a) to perform due diligence as it deems appropriate to verify the authenticity of the applicant;

b) to ensure that the applicant meets the criteria for assignment of an IIN and fully complies with the procedures for applying for IINs in ISO/IEC 7812-1 and this part of ISO/IEC 7812;

c) to process, within 30 days of receipt of the request, applications for IINs from within their countries or areas of responsibility;

d) to notify the applicant in writing, within 30 days of receipt of the application, as to the disposition of their application;

e) to forward to the Registration Authority (see 10.3.2) within 30 days of receipt, those sponsored requests for single IINs that it is satisfied shall be used for the purposes described in this part of ISO/IEC 7812 and that meet the approval criteria in 4.3.1;

f) where special circumstances exist, to approve applications for assignment of a specific IIN and forward the application to the Registration Authority for assignment of the IIN. All other requests of an unusual nature must be reported to the RMG for review;

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g) to sponsor requests for blocks of IINs submitted to the RMG where appropriate supplementary information has been provided as justification and that justification satisfies the criteria for approval to become an authorized blockholder (see 4.3.3);

h) to respond to general enquiries covering the IIN numbering system;

i) ensure that applicants are aware that additional IINs will not be assigned to identify products, services, technologies or geographical location. How this information is passed to the applicant is at the discretion of the Sponsoring Authority.

8 RMG

8.1 Constitution

In order to effectively manage the numbering system for the identification of card issuers, ISO/IEC JTC 1/SC 17 has established a RMG, ISO/IEC JTC 1/SC 17/WG 5, which is delegated to act on its behalf.

The RMG shall be made up of:

a) a representative of the Registration Authority who shall be a non-voting member of the RMG and shall be expected to attend all meetings;

b) the Convenor of the RMG, appointed by the P members (national standards body with Participant status) of ISO/IEC JTC 1/SC 17;

c) the secretariat of the RMG, appointed by the P members of ISO/IEC JTC 1/SC 17.

In addition, each member of ISO/IEC JTC 1/SC 17 is entitled to nominate one delegate and one alternate to the RMG. The alternate may attend all meetings, but is entitled to vote only in the absence of the principal delegate.

8.2 Responsibilities

The responsibilities of the RMG shall be:

a) to enforce the requirements for approving applications to become authorized blockholders (see 4.3.3) and to ensure that applicants whose applications do not fulfil the criteria in 4.3.1 or 4.3.3 are rejected and informed of their right to appeal (see Clause 5);

b) to process within 60 days of receipt of the request, applications to become authorized blockholders which have been submitted by Sponsoring Authorities to the Secretariat of the RMG. This may be done either by electronic ballot or at a meeting;

c) to provide, on request, guidance and counsel to any national standards body on the establishment of a national numbering system (see ISO/IEC 7812-1);

d) to provide guidance to Sponsoring Authorities on applications that demonstrate special circumstances, requests for block assignments and requests for specific IINs. This guidance shall be decided by resolution at a meeting or in writing following an electronic ballot;

e) to approve the report on the cost recovery scheme from the Registration Authority;

f) to monitor Sponsoring Authorities to ensure that they comply with the criteria enumerated within this International Standard (see Clause 7);

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g) to respond to all requests for guidance from the Registration Authority within 60 days of the date of request; to review annually the *ISO Register of Card Issuer Identification Numbers*, to review at each meeting all block assignments and to report its activities to each meeting of ISO/IEC JTC 1/SC 17 and as required between meetings;

h) to maintain ISO/IEC 7812-1 and ISO/IEC 7812-2.

8.3 Voting Procedures

Any specific request outside the scope of this International Standard, that has been forwarded to the RMG by a Sponsoring Authority, may be dealt with either by voting at a meeting or by 30 day electronic ballot.

By approval of a majority of returned votes in an electronic ballot or by majority voting at a meeting, the RMG may authorize:

a) assignment of up to ten consecutive IINs;

b) specific unusual requests.

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

Where an electronic ballot has failed, it shall be referred to a meeting. If the RMG cannot resolve the failed ballot at a meeting the matter shall be referred to ISO/IEC JTC 1/SC 17.

Where an application to become a blockholder has been rejected, the RMG shall notify the applicant in writing, within 30 days of the close of the ballot, or where a vote was taken at a meeting, within 30 days of that meeting, that the request has been rejected. The RMG shall state the specific reason(s) for the rejection (see 4.3.4) and advise the applicant of their right to appeal to ISO/IEC JTC 1/SC 17 (see Clause 5).

9 The ISO Register of Card Issuer Identification Numbers

9.1 Publication and availability

The Registration Authority shall maintain a database of information taken directly from either the application form or from the information forwarded from blockholders. All information in the database (whether published or not) is considered confidential.

Based on the information contained in this database, the Registration Authority shall publish the *ISO Register of Card Issuer Identification Numbers*. The register shall be published in both numerical and alphabetical order.

The *ISO Register of Card Issuer Identification Numbers* is not a publicly available document. It is available at a charge to card issuers appearing in the register, blockholders, Sponsoring Authorities and network providers only.

NOTE The register is available to the members of the RMG upon request.

9.2 Contents

The *ISO Register of Card Issuer Identification Numbers* shall contain the following information:

a) name of card issuer or blockholder;

b) address;

c) IIN assigned to the card issuer by the Registration Authority or by an authorized blockholder.

NOTE A copy of each application received shall be maintained on file by the Registration Authority. Where the IIN has been issued by an authorized blockholder, a copy of the application form shall also be maintained by the blockholder.

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The Sponsoring Authority, card issuer, (or blockholder, as appropriate) is responsible for advising the Registration Authority of any changes to information on the application (whether part of the *ISO Register of Card Issuer Identification Numbers* or not).

10 Registration Authority

10.1 Appointment

One of the members of ISO/IEC JTC 1/SC 17, or an approved body, shall be appointed to act as the Registration Authority under legal agreement with ISO in accordance with ISO/IEC JTC 1 Directives Annex E and the ISO/IEC Directives Annex H.

10.2 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/IEC JTC 1/SC 17. The secretariat of ISO/IEC JTC 1/SC 17 shall notify the RMG and initiate a search for a new Registration Authority. If a new Registration Authority cannot be found within six months, the ISO/IEC JTC 1/SC 17 secretariat in association with the ISO Central Secretariat shall assume the responsibilities of the Registration Authority on a temporary basis until a replacement is found.

10.3 Responsibilities

10.3.1 General

The responsibilities of the Registration Authority shall be:

a) to maintain the database of card issuer identification information (see Clause 9);

b) to submit a copy of the *ISO Register of Card Issuer Identification Numbers* annually to the secretariat of ISO/IEC JTC 1/SC 17 and to the RMG;

c) to submit for review to each meeting of the RMG, a report detailing MII assignments and blockholder usage. This report shall be sent to the secretariat of the RMG 30 days prior to a meeting;

d) to forward to the RMG, within 30 days of receipt, any requests for more than one IIN or any applications where special circumstances exist;

e) to retain as a permanent record, copies of all applications submitted to it, along with the disposition of each application.

10.3.2 Responsibilities to applicants applying for a single IIN

The responsibilities of the Registration Authority to applicants applying for a single IIN shall be:

a) where applications fulfil the criteria set out in 4.3.1 to allocate one IIN, notify the Sponsoring Authority or the secretariat of ISO/IEC JTC 1/SC 17 as appropriate, in writing, within 30 days of receipt of the application, as to the IIN assignment;

b) to assign the next available IIN 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 RMG, the Registration Authority shall notify the applicant, in writing, that a reply may not be received within the usual timeframe, and the reason for referring the application to the RMG.

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10.3.3 Responsibilities to authorized blockholders

The responsibilities of the Registration Authority to administrative and card scheme blockholders shall be:

a) to send to the new blockholder, two (2) copies of the letter of agreement on block assignment (see Annex B) for signature by the applicant. To advise the blockholder that they should retain one copy of the letter of agreement as a permanent record. To ensure that the other copy is received by the Registration Authority (for their retention as a permanent record). To allocate to the blockholder, upon instruction from the RMG, a block of IINs;

b) to stipulate in the letter of agreement with the blockholder the format for supplying information to the Registration Authority;

c) to maintain on-going monitoring of blocks and upon specific request from the RMG, the Registration Authority shall write to the blockholder, or the responsible body to determine the status of the block;

d) to cancel letters of agreement where applicants do not respond to requests for information on the block, within 60 days of the date of the request;

e) to write again to the blockholder if no response has been received after 60 days to advise that their letter of agreement with the Registration Authority has been cancelled. Confirmation of existing assignments from their block and copies of all relative documentation shall also be requested. The RMG shall be advised by the copy of the letter, of the termination;

f) to follow up with the blockholders if, after four years, less than 50 % of the reserved IINs have been assigned.

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Annex A
(informative)

Application for issuer identification number

PLEASE TYPE OR USE BLOCK LETTERS

This application is submitted in accordance with ISO/IEC 7812-1, *Identification cards — Identification of issuers — Part 1: Numbering system.*

A. TO BE COMPLETED BY THE APPLICANT

Complete **Legal** Name of Applicant Organization:	
Physical Address of Applicant Organization:	
Mailing Address of Applicant/Agent Organization (if different from physical address):	
Main Contact: (Include first and last name):	
Phone number:	Fax Number:
E-mail address:	

Please identify the **main** industry of the applicant organization (check ✓ only one box):

☐ Airline ☐ Banking / Financial ☐ Entertainment
☐ Healthcare ☐ Merchandizing e.g. Retail ☐ Petroleum
☐ Telecommunications ☐ Travel
☐ Other _____
Please provide description of "Other"

Anticipated Date of First Use of this IIN: _____

(Please select all that apply) The IIN will be used in an:

☐ International Interchange Environment ☐ Inter-industry Interchange Environment
☐ Intra-industry Interchange Environment ☐ National Use **ONLY**

Please provide a brief description of how the IIN will be used.

Will the applicant organization be issuing a card? ☐ Yes ☐ No

By signing this application, you are agreeing to abide by all of the terms and conditions set forth in ISO/IEC 7812-1 and ISO/IEC 7812-2. You are also certifying that the information provided on this application is correct.

Print Name:	
Signature:	Date:

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B. TO BE COMPLETED BY THE YOUR COUNTRY'S DESIGNATED SPONSORING AUTHORITY:

Name of Sponsoring Authority:	
Date of approval:	
Print Name:	Signature:

Note to Sponsoring Authority: Please refer to ISO/IEC 7812-2 regarding your responsibility as a Sponsoring Authority. By signing this application, you have verified the applicant meets the criteria for the assignment of an IIN.

C. TO BE COMPLETED BY THE ISO/IEC 7812 REGISTRATION AUTHORITY:

Name of Organization as it will appear in the *ISO Register of Issuer Identification Numbers*:	
Issuer Identification Number (IIN) assigned:	
Registration Authority: (Print Name)	
Signature:	Date:

Please send completed application and fee to:

American Bankers Association
ISO 7812 Registration Authority
1120 Connecticut Avenue, N.W., Suite 600
Washington, D.C. 20036
USA

Telephone: +1 (202) 663 5000; For US applicants: 1 800 226 5377
Fax: +1 (202) 828 5057
E-mail: ISO7812regauth@aba.com

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Annex B
(informative)

Letter of Agreement on Block Assignments

SAMPLE
LETTER OF AGREEMENT ON BLOCK ASSIGNMENT

1) Between **Name of Organization** and the **American Bankers Association**, the authorized ISO/IEC 7812 Registration Authority.

2) The application from **Name of Organization** (hereinafter the Organization) for a [ ] Card Scheme block [ ] Administrative block of **Number of IINs** Issuer Identification Numbers (IINs) has been approved by the membership of the Cards and Personal Identification Subcommittee ISO/IEC JTC 1/SC 17.

   i) [ ] Card Scheme Blocks: Therefore, IINs beginning with ***Issuer Identification Number*** and ending with ***Issuer Identification Number*** will be reserved for use by the Organization, subject to this letter of Agreement between the Organization and the Registration Authority.

   ii) [ ] Administrative Block: Therefore, IINs beginning with [***Issuer Identification Number***] and ending with [***Issuer Identification Number***] will be reserved for assignment by the Organization, subject to this letter of Agreement between the Organization and the Registration Authority.

3) The Organization shall pay a fee to the Registration Authority as authorized by the International Organization for Standardization (ISO). This fee is charged for each IIN issued and that fee amount shall be paid in U.S. dollars to the Registration Authority. This fee may be reviewed at the end of the Registration Authority's fiscal year. Fees would then be adjusted at the beginning of the next calendar year.

4) IINs are defined in ISO/IEC 7812-1 and ISO/IEC 7812-2. This standard specifies a numbering system for issuers of identification cards and the associated procedures for the registration and publication of these IINs. It also defines criteria for approval as an authorized blockholder (card scheme or administrative).

5) In order to administer ISO/IEC 7812-1, a Registration Authority has been appointed by the ISO Council and is responsible under legal agreement to them. The Registration Authority operates under the direction and guidance of the Registration Management Group (ISO/IEC JTC 1/SC 17/WG 5) and the procedures set out in ISO/IEC 7812-2. By agreeing to reserve this block of IINs for use by the constituents of the Organization, some of the responsibilities of the Registration Authority are in fact being delegated to the organization administering this block of IINs. The Organization shall be subject to the same conditions of accountability as the Registration Authority as set out below.

6) The responsibilities of the Organization in ensuring the proper assignment of IINs are as follows:

   i) To receive and process applications for IINs from within its area of responsibility within 30 days of the receipt of the request.

   ii) To approve the application after ensuring that the request for a single IIN meets the requirements of ISO/IEC 7812-2 and is needed for the actual issuance of cards.

   iii) To assign a **single IIN**, within 30 days of the receipt of the request, to a single card issuer whose application fulfils the criteria for approval (ISO/IEC 7812-2). **Only one IIN may be assigned from the reserved block to a single card issuer**. IINs shall not be issued to any organization other than card issuers. **No sub-blocks of IINs may be issued**. In the event the blockholder is a card scheme, the IIN remains the property of the card scheme and will be recalled by the card scheme if the card issuer resigns or is terminated from the membership of the card scheme. In the event the block holder is an administrative block holder, the IIN, once assigned, remains the property of the card issuer, and the administrative blockholder has no further claim to the IIN.

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iv) To issue IINs sequentially beginning with **Starting IIN.**

v) To notify the applicant as to the disposition of their application in writing within 30 days of the receipt of the application.

vi) Where an application has been rejected, to inform the applicant in writing, within 30 days of receipt of the application, of the rejection and of the appeal procedure (see ISO/IEC 7812-2).

vii) To notify the Registration Authority within the timeframe agreed with the Registration Authority (see ISO/IEC 7812-2) that an Issuer Identifier Number has been assigned in accordance with the procedures set out in ISO/IEC 7812-2 and to whom it has been assigned. (Note: This requirement is applicable only in the case of an administrative block holder. Card scheme blockholders do not have to provide the name of the card issuer when reporting assignments.) To notify the Registration Authority at the timeframe agreed with the Registration Authority (see ISO/IEC 7812-2) regarding deletions or changes to the information as originally supplied.

All additions, deletions and changes will be supplied to the Registration Authority by the Organization when they occur or monthly by the fifteenth of each month with payment attached covering the issuance fee (in U.S. Dollars) unless otherwise stipulated by separate written agreement with the Registration Authority. The Registration Authority will stipulate the format for supplying the information.

viii) To prepare and submit a report to the Registration Authority on the first anniversary of this agreement on the issuance of all IINs assigned in the block. This will be used by the Registration Management Group to evaluate the effective utilization of the IINs in the assigned block.

ix) To verify in all subsequent publications of the *ISO Register of Card Issuer Identification Numbers* that the information regarding IINs within the block from (**Range of IINs**) is accurate.

x) To establish and maintain records relative to the request for, or assignment of, an IIN including notification to the Registration Authority. In the event the Organization relinquishes the management of the block, these records shall be transferred to the Registration Authority and the block is then dissolved.

7) Any variation in these issuing procedures will not take place without consulting with and the prior approval of the Registration Authority.

8) This letter is confirmation of the acceptance by the Organization of the reservation of this block of IINs and the terms and conditions for its use.

9) It is mutually agreed that neither Party shall be held liable for damage caused by delay or failure to perform when delay or failure is due to government regulation, Act of God, war, disaster, fire, flood, strike or labour disruption, or civil disorder making it illegal or impossible to abide by this agreement or any of its terms.

10) The blockholder agrees to defend, hold harmless, and indemnify the Registration Authority for any negligent or reckless acts or omissions of its agents, employees, or those under its exclusive control arising in and of this agreement.

11) This agreement is intended to bind only the parties hereto and their corporate successors and may not be subsequently assigned by either party without express written consent of the other. No transfer of this agreement is permitted.

12) The Registration Authority is an independent contractor, and this agreement shall not constitute a joint venture or partnership.

13) This agreement constitutes a total integration of the parties' understanding and supersedes all prior oral agreements and Memoranda between the parties.

14) The agreement between the Organization and Registration Authority shall be governed by this laws of the District of Columbia, USA as the domicile of the Registration Authority.

15) All modifications of this agreement shall be in writing and signed by both parties.

16) Please sign and date both copies of this letter. Return both to the Registration Authority. You will be sent a fully executed original for your records.

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ISO/IEC 7812 REGISTRATION AUTHORITY	**Name of Organization**
_____	_____
Signature	Signature
_____	_____
Name (Please Print)	Name (Please Print)
_____	_____
Title	Title
_____	_____
Date	Date

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Annex C
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Guidance for Sponsoring Authorities

C.1 Purpose

This annex is designed to assist Sponsoring Authorities to understand the numbering system and their role within the ISO/IEC 7812 card issuer identification registration scheme. The paper presents general background information followed by guidelines on application and registration procedures.

C.2 Background Information

C.2.1 General

ISO established the *ISO Register of Card Issuer Identification Numbers* (IINs) in 1971. The numbering system for issuer identifiers is contained in ISO/IEC 7812-1 and ISO/IEC 7812-2. These International Standards were formerly combined within ISO 2894, *Embossed credit cards — Specifications, numbering system and registration procedure*, which has since been withdrawn.

The purpose of the numbering system is to uniquely identify a card issuing institution in an international, interindustry and/or intra-industry interchange environment.

Within ISO, responsibility for the numbering system rests with ISO/IEC JTC 1/SC 17, *Cards and personal identification*. In order to effectively manage the system the Subcommittee has established a Registration Management Group (RMG), (ISO/IEC JTC 1/SC 17/WG 5), which is delegated to act on its behalf.

A Registration Authority is established under agreement with ISO to perform the functions of IIN allocation and maintenance of the *ISO Register of Card Issuer Identification Numbers*. The American Bankers Association, Washington, DC, USA is the Registration Authority for ISO/IEC 7812.

C.2.2 Numbering System

Specific information on the numbering system can be found in ISO/IEC 7812-1. Information on the application and registration procedures is contained in ISO/IEC 7812-2.

Assigned IINs are listed in the *ISO Register of Card Issuer Identification Numbers.* Distribution of the register is limited to administrative and card scheme blockholders, Sponsoring Authorities, network providers and those card issuers listed in the register.

To purchase a copy of the register, contact the American Bankers Association at the following address:

American Bankers Association
ISO/IEC 7812 Registration Authority
1120 Connecticut Avenue, N.W., Suite 600
Washington, D.C. 20036
USA
Telephone: +1 (202) 663 5000; For US applicants: 1 800 226 5477
Fax: +1 (202) 828 5057
E-mail: ISO7812RegAuth@aba.com

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C.2.3 Major Industry Identifier (MII)

The first digit of the IIN is the MII. There are ten single digit MIIs as follows:

0 - for assignment by ISO/TC 68 and for other future industry assignments
1 - airlines
2 - airlines and other future industry assignments
3 - travel and entertainment and banking/financial
4 - banking/financial
5 - banking/financial
6 - merchandizing and banking/financial
7 - petroleum and other future industry assignments
8 - healthcare, telecommunications and other future industry assignments
9 - for assignment by national standards bodies (refer to Annex A of ISO/IEC 7812-1).

The MII does not in any way reflect or limit the application in which the card is usable. Single digit MIIs are assigned using the applicant's description of their main area of business on the application form (see Annex A of ISO/IEC 7812-2).

C.2.4 Length of IIN

Currently, all IINs assigned are fixed length six digit numbers.

When the numbering system was first established in 1971, IINs varied in length, depending on the MII. Since then, there has been an effort to make all IINs equal in length (six digits, including the MII). Nevertheless, some variations continue to exist.

To minimize the impact on these existing card issuers, they are protected by a "grandfathering" process. The definition of the term "grandfathering", when used in reference to the numbering system for IINs, signifies that any existing IIN assignment which has been affected by the extension to six digits is said to have been "grandfathered". For example, in the case of a four digit IIN that has been expanded to six digits, the holder of that IIN will now have a total of 100 IINs e.g. a four digit IIN of '1234' when expanded becomes 123400-123499.

Card issuers affected by grandfathering are strongly encouraged to return unused IINs to the Registration Authority within twelve months of this migration.

C.3 Guidelines to Sponsoring Authorities for the Issuance of IINs

C.3.1 Eligibility to become a Sponsoring Authority

Applications for the assignment of IINs shall only be forwarded to the Registration Authority by a Sponsoring Authority. The following bodies may act as Sponsoring Authorities:

a) any national member body of ISO (or agent appointed to act for its national member body);

b) ISO/IEC JTC 1/SC 17 (in the absence of a national standards body); and

c) any group within ISO/IEC JTC 1/SC 17 appointed for the purpose of helping administer the identification card numbering system.

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C.3.2 Responsibilities of a Sponsoring Authority (see ISO/IEC 7812-2)

C.3.2.1 General

The responsibilities of a Sponsoring Authority are:

a) to perform due diligence as it deems appropriate to verify the authenticity of the applicant;

b) to ensure that the applicant meets the criteria for assignment of an IIN and fully complies with the procedures for applying for IINs in ISO/IEC 7812-1 and ISO/IEC 7812-2;

c) to process, within 30 days of receipt of the request, applications for IINs from within their countries or areas of responsibility;

d) to notify the applicant in writing, within 30 days of receipt of the application, as to the disposition of their application;

e) to forward to the Registration Authority (see 10.3.2) within 30 days of receipt, those sponsored requests for single IINs that it is satisfied shall be used for the purposes described in this part of ISO/IEC 7812 and that meet the approval criteria in 4.3.1;

f) where special circumstances exist, to approve applications for assignment of a specific IIN and forward the application to the Registration Authority for assignment of the IIN. All other requests of an unusual nature must be reported to the RMG for review;

g) to sponsor requests for blocks of IINs submitted to the RMG where appropriate supplementary information has been provided as justification and that justification satisfies the criteria for approval to become an authorized blockholder (see 4.3.3);

h) to respond to general enquiries covering the IIN numbering system;

i) ensure that applicants are aware that additional IINs will not be assigned to identify products, services, technologies or geographical location. How this information is passed to the applicant is at the discretion of the Sponsoring Authority.

C.3.2.2 Requests for information from applicants

Upon request for information from an applicant the Sponsoring Authority shall provide the following:

a) an application form (see Annex A ISO/IEC 7812-2);

b) important information which must be supplied to applicants (Annex D of these guidelines). This may be printed on the reverse of the application form; and

c) details of their cost recovery fee (if any) and of the fee payable to the Registration Authority. The fee is forwarded by the Sponsoring Authority to the Registration Authority monthly;

NOTE The Registration Authority re-calculates the amount of the fee based on expenses in September of each year. Any changes in the fee are forwarded to ISO for distribution to each Sponsoring Authority.

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C.3.2.3 Action by Sponsoring Authorities on receipt of a completed application form

C.3.2.3.1 Actions by Sponsoring Authorities where the applicant is applying for a single IIN

Upon receipt of a completed application form the Sponsoring Authority shall:

a) ensure that section “A” of the application form has been filled out correctly. The information must be complete and clearly indicated. The application form must be dated and signed;

b) confirm whether or not the applicant already has an ISO IIN by asking the applicant, checking the Register or by contacting the Registration Authority. A single corporate entity operating under specific legislative regulation is entitled to one IIN. The IIN identifies the card issuer as a separate corporate entity, operating under its particular specific legislative regulation. The IIN does not identify a product, service or technology (i.e. including but no limited to integrated circuit cards) or geographical region, or a company branch or subsidiary organization. IINs will not be issued for product/service differentiation;

c) ensure that the application meets all the criteria for approval in 4.3.1 and that it does not comply with any of the criteria for rejection in 4.3.2;

d) forward to the Registration Authority those sponsored requests for single IINs that it is satisfied shall be used for the purposes described in ISO/IEC 7812 and that meet the criteria for approval in ISO/IEC 7812-2, subclause 4.3.1;

e) when the IIN has been assigned by the Registration Authority and the form returned to the Sponsoring Authority, the Sponsoring Authority shall return the completed form to the applicant showing the assigned IIN and shall also retain a permanent copy for its own records;

f) ensure that applicants are aware that additional IINs will not be assigned to identify products, services, technologies or geographical location. This information can be sent to the applicant either in the letter confirming assignment of the IIN or indicated on the application form, e.g. on the reverse of the form, or on the sheet entitled “Important Information regarding your IIN Assignment”.

C.3.2.3.2 Actions by the Sponsoring Authority where the applicant is applying for more than one IIN

Upon receipt of an application for more than one IIN, the Sponsoring Authority shall:

a) ensure that the application fulfils all the criteria for approval as an administrative blockholder or as a card scheme blockholder as appropriate and that none of the criteria in 4.3.4 of ISO/IEC 7812-2 exist;

b) forward the sponsored application to the RMG;

c) notify the applicant that the application has been forwarded to the RMG for consideration.

Applications to become administrative or card scheme blockholders shall be approved only by the RMG, following sponsorship by a Sponsoring Authority.

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C.3.2.3.3 Actions for sponsored applications

Once the Sponsoring Authority is satisfied that the application meets the criteria for approval in ISO/IEC 7812-2, the Sponsoring Authority shall:

a) complete Section B of the application form.

b) Send the completed application form and fee to the Registration Authority:

The completed sponsored form shall be sent to:
American Bankers Association
ISO/IEC 7812 Registration Authority
1120 Connecticut Avenue, N.W., Suite 600
Washington, D.C. 20036
U.S.A.
Telephone: +1 (202) 663 5000; For US applicants: 1 800 226 5477
Fax: +1 (202) 828 5057
E-mail: ISO7812RegAuth@aba.com

c) notify the applicant in writing, within 30 days of receipt of the application, that the application has been sponsored and has been forwarded to the Registration Authority for assignment of an IIN.

C.3.2.3.4 Action for disapproved applications

If the application does not meet the criteria for approval in ISO/IEC 7812-2, the Sponsoring Authority shall notify the applicant in writing, within 30 days of the receipt of the application, of the reason for the rejection, that recourse is available firstly through the RMG and secondly through ISO/IEC JTC 1/SC 17. Should the applicant wish to lodge an appeal against the rejection they should do so within 90 days of the date of the letter of rejection. (The criteria for rejection of an application and the appeals procedure are described in ISO/IEC 7812-2.)

C.3.2.4 Notification of IIN Assignment

On receipt of the IIN assignment from the Registration Authority, the Sponsoring Authority shall

a) inform the applicant of the IIN assignment by returning the completed application form. Inform the applicant of the requirement to retain the completed application form as a permanent record;

b) retain a copy of the completed application form for their own records.

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Annex D
(informative)

Important Information regarding your IIN Assignment

This IIN is issued with the understanding that it will be used in accordance with the requirements in ISO/IEC 7812. It should be understood that in assigning an IIN in response to your application, the Registration Authority is designating the assigned IIN as identifying the organization specified as a card issuer as described in ISO/IEC 7812-1.

The use of this IIN or any other IIN by a party which does not choose to comply with the provisions of this International Standard with or without the knowledge of the Registration Authority is beyond the control of the Registration Authority and, therefore, the Registration Authority cannot guarantee the sole and unique use of this IIN to your organization.

The information published in the *ISO Register of Card Issuer Identification Numbers* with regard to this assignment will be the information supplied on the application form by the applicant.

The operation of the Registration Authority is a voluntary non-profit service to card issuers complying with ISO/IEC 7812 and its success depends, in part, on the cooperation of card issuers. The Registration Authority will not be held financially liable for errors in the registration, reservation or assignment of IINs or the publication of those IINs and the names and addresses of the parties to which they are assigned.

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Annex E
(informative)

Application for Approval as an Authorized Blockholder

(Please refer to 4.2 of ISO/IEC 7812-2)

PLEASE TYPE OR USE BLOCK LETTERS

Complete **Legal** Name of Applicant Organization:	
Physical Address of Applicant Organization:	
Mailing Address of Applicant Organization (if different from physical address):	
Main Contact details: (Include first and last name):	
Tel:	Fax:
E-mail:	

Please answer all of the following:

This application is for (please check only one*):

☐ Administrative ☐ Card Scheme Blockholder

* *Please refer to 4.2.1 of Part two for definitions*

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A. Please cite the reason why card issuers must receive IINs from the applicant's organization as a blockholder, rather than each card issuer applying individually to the Registration Authority for an IIN.

B. Please provide a detailed description of the nature of the service that the applicant's organization is planning to provide.

C. Will the applicant's organization act as an agent for issuers legally associated with it?

☐ Yes ☐ No

D. Is each issuer a separate corporate legal entity?

☐ Yes ☐ No

E. Please **provide details** of any future proposed plans, including where relevant, the following:

i) Estimated number of cards issuers by country:

ii) Timing plans, (i.e. estimated date for allocation of all IINs in the proposed block):

iii) Whether card acceptors can access all of the card issuers through an acquiring link:

iv) Any common aspects of services offered by card issuers:

G. Does the service provided to the issuers extend beyond networking, i.e. communications switching?

☐ Yes ☐ No If Yes, please describe in what way:

Please be advised that upon review of this application to become an authorized block holder, the Registration Management Group may request additional information where further clarification is needed.

Please refer to section 4.3.3 regarding the criteria for approval as an authorized blockholder.

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