Central Bank of UAE

Cross border and Domestic Reporting

Subscription steps for a participant to BOP service

Version 1-0 – July 2018

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1. Introduction

This document describes the steps for banks to register to the Central Bank of UAE FINInform service. Please note that subscribing to this service is free of charge.

1.1 Assumptions

- You are a SWIFT customer who already has the necessary SWIFTNet infrastructure in place to use the FIN messaging service.
- You are a SWIFT customer registered on www.swift.com for online ordering.

1.2 Planning

The full registration process takes up to 2 weeks, however submitting the subscription process should only take about 15 minutes.

1.3 Documentation

The "FINInform Service Description" describes the features and functions of FINInform , also chapter 7 describes the roles and responsibilities applicable to users participating in a FINInform service.

The document can be found on swift.com > User Handbook > FINInform section
https://www2.swift.com/uhbonline/books/protected/en_uk/finf_sd/index.htm

2. How to subscribe to BOP services as a Bank Institution?

2.1 Select the subscription form

a) Go to SWIFT Web page   www.swift.com
b) From main page select option « Ordering & Support » and then « Order Products and Services».
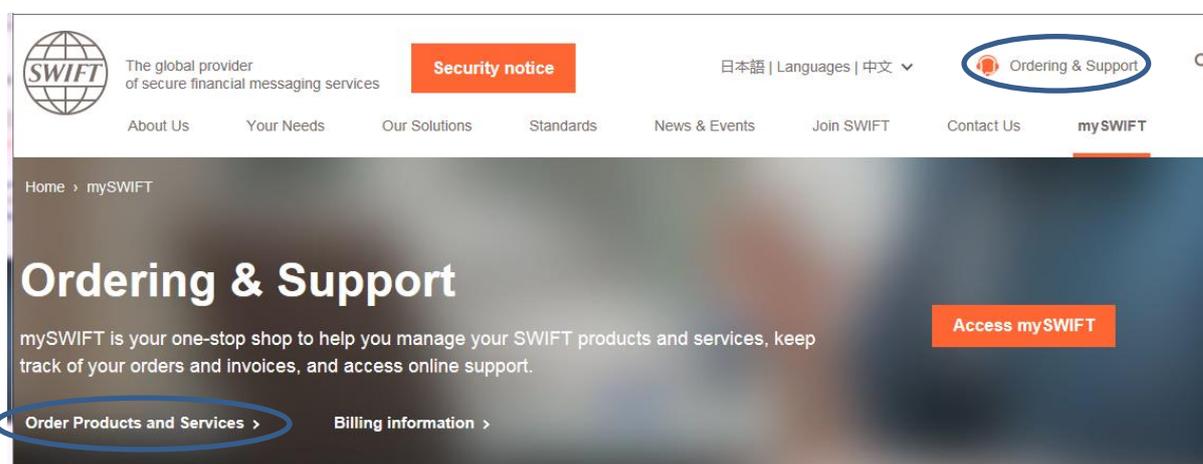
c) on the "Order products and services" page, tab "ALL", please go to F zone and select the option "FINInform"

F				Top ^
> FileAct				
> FIN				
> FIN Bulk Retrieval				
> FINCopy				
> FINInform				
> Funds				
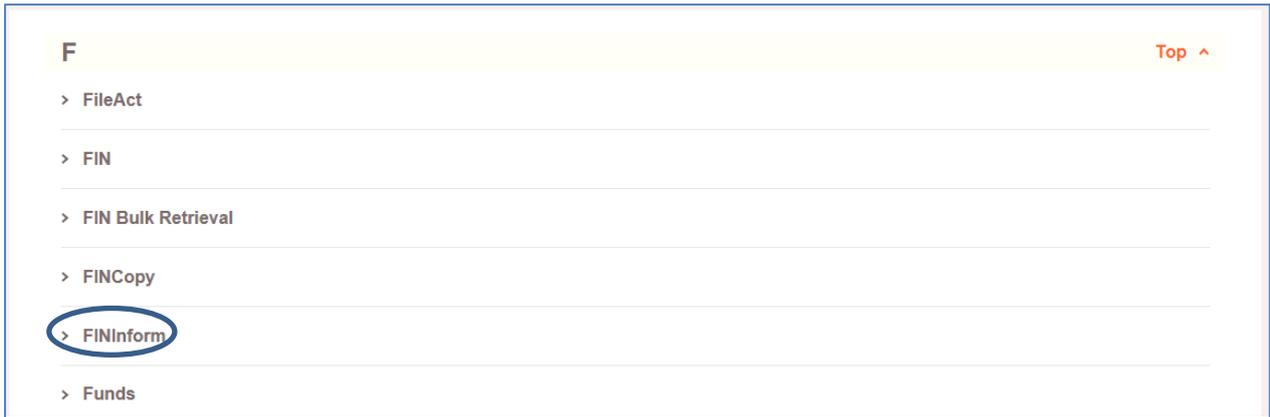
d) This should show you the list of all FINInform services

e) Select the Central Bank of UAE (BIC: CBAUAEAA) - BOP (Live) service

Subscribe to a FINInform service

FINInform is a value-added feature of FIN that automatically duplicates a predefined set of message types and forwards it to one or more selected destinations. Use the links below to register to FINInform service.

> FINInform Service Description

🔍 UAE   ✕

Central Bank of UAE (CBAUAEAA)

CBUAE FINInform (Live)   **Subscribe**

2.2   Main steps to join the Central Bank of UAE - BOP live service.

Hereafter, you will find an example on how to complete the subscription form.

CBAUAEAA	Central Bank of UAE FINInform Live Service	Central Bank of UAE	BOP	Subscribe link

When you select the subscribe link, the system invites you to login to swift.com If this has not already been done, then you can see the service subscription form.

Points of attention:

Orange arrow ▶ means that this field must be filled in

Please use default values except when it is explained differently on this document.

a) Registered Customer Information

Fields 1.01 to 1.07: This section is prefilled with data related to your BIC code.

b) Consulting Services and Training Options

This section gives you the possibility to request assistance from SWIFT Training and/or Consulting. Tick the box if you want to be contacted by SWIFT (payable service).

c) Order Information

Field 3.01: **please enter the reference to be used for this service on your SWIFT invoices.**

Field 3.03 : **to be left empty**

Field 3.04: please enter alaa.alrousan@swift.com

Order information				
Your own Purchase Order Reference	?	▶	yourself	3.01
Sales partner	?	▶	S.W.I.F.T. SCRL ▾	3.02
SWIFT commercial quotation reference	?			3.03
SWIFT account manager email address	?		alaa.alrousan@swift.com	3.04

d) Institution that you order for

This field displays by default the BIC8 of the institution of which you are a registered user. However, if you are ordering on behalf of another customer you must select his BIC8 from the list.

Institution that you order for				
BIC	?	▶		4.01

e) Preferred implementation date

Recommendation: keep the default date. This will be the earliest activation date.

Preferred implementation date				
Implementations always occur during the weekend that starts on Saturday and ends on Sunday as per relevant Allowed Downtime Window (ADW) schedule. The earliest possible implementation of an order that is validated by SWIFT as being correct and duly approved by the Service Administrator, is the second weekend following the date of submission. A later weekend can be specified. However, in case of **first subscription** to a SWIFTNet service, the implementation date should concur with the next planned BIC directory publication date.				
Preferred implementation date	?	▶	please select	5.01

f) Bulk Ordering (optional)

On the left you will find a list of all BICs being part of your Institution.

If you need to select multiple BICs to subscribe to the service, select the BICs for which activation to the service is requested.

Bulk Ordering

All BICs specified in this section will be provisioned with the same routing rules, SNL instances, store & forward queue names and DN/CUG category as defined in the appropriate sections below.

Extra record (routing rule, DN or CUG categories) cannot be added for a particular subset of the selected BICs. If you require different records per BIC, a separate order should be placed for each BIC.

Provisioning BIC8 ⑦

Available BICs for selection

1- BANKAEAA

Move to right >>>
<<< Move to left

Selected BICs

6.01

Select All   De-Select All   Select All   De-Select All

g) FIN Service Configuration

Filed 7.01: the value cannot be changed, keep the default value BOP

Field 7.02, select your main destination BIC.

Field 7.03, select "SERVICEPARTICIPANT"

FIN Service Configuration

FIN service code	⑦ ▶	BOP	7.01
BIC8 to be registered in the service	⑦ ▶		7.02
CUG Category	▶	SERVICEPARTICIPANT	7.03

h) Forms validation and submission

As next step, you have the validation of the form by selecting the continue button. If everything is ok the system invites you to confirm your request.

Terms and Conditions

Use of this ordering service is subject to the SWIFT Ordering Service - Terms and Conditions. SWIFT will process any personal data you provide according to the SWIFT Privacy Statement. The provision and use of the ordered service or product above are subject to the SWIFT General Terms and Conditions.

Order history

| User | Status | Time of change |
| No history found | | |

✕ cancel   ▶ Save as draft   ▶ Continue

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Privacy statement   Terms of use   Contacts   Feedback   Sitemap

i) Confirmation

When the submission is done, SWIFT sends you back a confirmation email with reference order. Please be sure that you received both confirmations.

1- What happens after the subscription form has been submitted?

2.3 Validation

SWIFT End-to-End Ordering will perform some further validation of the form. If the form is correct, then it will be submitted to the Central Bank for approval. In case the form needs corrections, End-to-End Ordering will inform you.

2.4 Approval

The Service Administrators at the Central Bank will be requested to approve your subscription. The information on the subscription form will also allow them to schedule the activation of a link within their systems.
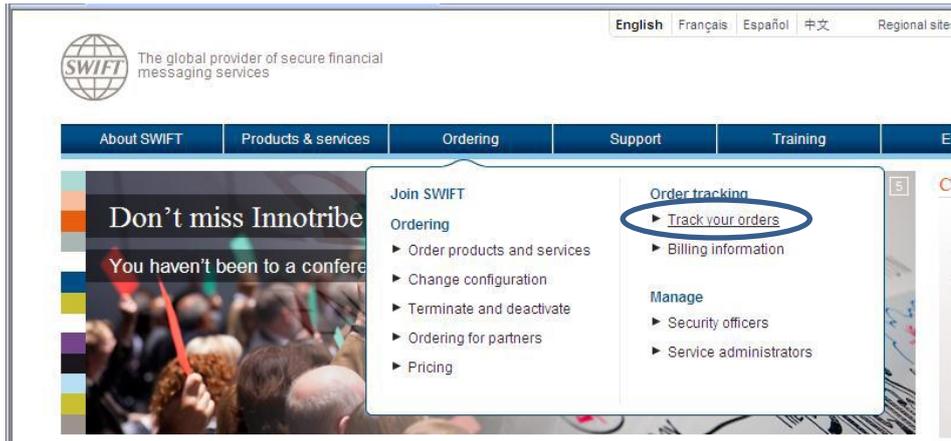
2.5 Provisioning

Once approved, End-to-End Ordering will plan the provisioning of your request on SWIFTNet. The provisioning should take place within 2 weeks.

2.6 Tracking Orders

You can track progress of your order on:

http://www.swift.com/   > Ordering > Order tracking > Track your orders.

3. SWIFT Support

3.1 Technical support - online

Please use the http://www.swift.com/support/support_contacts.page? To find all contact information for SWIFT support.

Registered SWIFT users can receive 24 hours support through the Case Manager. With this tool, you can easily report, update and monitor the status of cases. It is advised that you use online support as your main communication channel with SWIFT's regional support centres. If your problem is urgent, then do not hesitate to contact SWIFT by telephone.

3.2 Technical support - telephone

Please have your support registration number, and if required, the reference of your case readily available before calling the support centre. This allows you to benefit from a faster and a more personalised support service.

European Customer Support Centre:

Tel: +31 71 582 2822

Fax: +31 71 581 2645

3.3 Technical support – e-mail

Additional information on a query or technical problem can also be sent by e-mail to support@swift.com. If you have an existing open case, this information will automatically be added to the case. Ensure you make reference to the case number in the subject field.