

# INTERNATIONAL STANDARD

**ISO/IEC**  
**7812-2**

Third edition  
1993-12-01

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## **Identification cards — Identification of issuers —**

### **Part 2:**

### **Application and registration procedures**

*Cartes d'identification — Identification des émetteurs —*

*Partie 2: Procédures pour les demandes de numéros et pour leur  
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. 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.

International Standard ISO/IEC 7812-2 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 17, *Identification cards and related devices*.

This third edition cancels and replaces the second edition (ISO 7812:1987), 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*

Annexes A, B, C, D and E of this International Standard are for information only.

## Introduction

This International Standard is one of a series of standards describing the parameters for identification cards and the use of such cards for international interchange.

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# Identification cards - Identification of issuers -

## Part 2 :

## Application and registration procedures

### 1 Scope

This part of ISO/IEC 7812 describes the application and registration procedures for numbers issued in accordance with ISO/IEC 7812-1.

ISO/IEC 7812-1 specifies the numbering system for the identification of issuers of identification cards used in international interchange.

### 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of ISO/IEC 7812. 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/IEC 7812 are encouraged to investigate the possibility of applying the most recent editions of the standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 3166:1988, *Codes for the representation of names of countries*.

ISO 7810:1985, *Identification cards - Physical characteristics*.

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

### 3 Definitions

For the purposes of this part of ISO/IEC 7812, the definitions given in ISO 7810, ISO/IEC 7812-1 and the following definitions apply:

**3.1 block (of Issuer Identification Numbers [IINs]):** The reservation in the register of card issuer identification numbers, of a series of two or more IINs for assignment by an authorized blockholder.

**3.2 blockholder:** A business entity representing a group of card issuers. The blockholder has no role in the issuance or acceptance of identification cards other than to administer the assignment of IINs to members of its group in accordance with the procedures established herein and under legal agreement with the Registration Authority.

**3.3 card acceptor:** Party accepting the identification card for the purpose of presenting transaction data to an acquirer.

**3.4 card scheme:** A body representing a group of card issuers, one purpose of which is to facilitate the issuance and acceptance of the cards of that group. To facilitate such acceptance, the card scheme and card issuer shall be visibly identifiable on the identification card. Interchange among the

card scheme members must be governed by a set of operating procedures.

**3.5 Sponsoring Authority:** A body authorized by the Sub-Committee responsible for administering an ISO numbering system, (in this case ISO/IEC JTC1/SC17) to receive, process and approve applications for IINs submitted in accordance with ISO/IEC 7812.

### 4 Application and registration procedures

#### 4.1 Application procedure for assignment of a single IIN

A card issuer shall apply to its national standards body, or in the absence of a national standards body, to the secretariat of the ISO/IEC technical body responsible for this International Standard, for the assignment of an IIN using the form shown in annex A. 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 JTC1/SC17. The national standards body or the secretariat of the ISO/IEC JTC1/SC17 then acts as the "Sponsoring Authority" (see clause 8) with respect to the application.

#### 4.2 Application procedure for approval to become an authorized blockholder

If the applicant is applying for numbers on behalf of card issuers or as a card scheme (see 3.4), it may apply to become an authorized blockholder (see 3.2). In this case the applicant shall provide the following supplementary information as justification:

- a) the reason why the proposed blockholder's constituents must receive IINs from an authorized blockholder, rather than each applying individually to the Registration Authority for an IIN;
- b) description of the nature of the service that the applicant's organization is planning to provide;
- c) whether the proposed blockholder will act as agent for issuers legally associated with it, but each issuer is a separate corporate legal entity;
- d) details of future proposed plans, including the following:
  - 1) estimated number of card issuers by country;
  - 2) timing plans, (i.e. estimated date for allocation of all IINs in the proposed block);

- e) whether card acceptors can access all the card issuers in the card scheme, through a single acquiring link;
- f) whether the service provided to the issuers extends beyond networking, i.e. communications switching, and if so in what way?
- g) the common aspects of services offered by card issuers within a proposed card scheme.

NOTE 1 Answers to these questions need not be exclusive.

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 international interchange environment (see ISO/IEC 7812-1);
- d) the applicant shall be a single corporate entity operating under a specific legislative regulation.

NOTE 2 Where cards are for use solely within the country of issue, card issuers should 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 members of 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) and is still utilizing it;
- c) the cards issued by the applicant would not be used in an international interchange environment;
- d) the IIN will be used to identify or differentiate between products or services 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 number or the reservation in the register of a specific number or made a request which is outside the scope of this International Standard.

NOTE 3 Where special circumstances exist, the Sponsoring Authority may approve an application for assignment of a specific number and forward the application to the Registration Authority for assignment of the number. All such requests must be reported by the Sponsoring Authority to the RMG.

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

#### 4.3.3 Criteria for approval as an authorized blockholder

Applications to become authorized blockholders shall be approved only by the RMG, following sponsorship by a Sponsoring Authority.

Requests to become an authorized 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 authorized blockholder (see 4.2);
- b) the applicant shall request a block size which accommodates only a single IIN for each entity that it currently represents or may reasonably expect to represent in the future;
- c) 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 laid down in the letter of agreement.

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

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

- a) the applicant does not meet the criteria for approval as an authorized blockholder in 4.3.3;
- b) the applicant has previously been assigned an IIN and has not provided adequate supplementary information as justification for issue of an additional IIN (see 4.2);
- c) the organizations represented by the applicant (i.e. the card issuers) will not issue cards for use in an international interchange environment;
- d) the organizations represented by the applicant (i.e. the card issuers) will use the IINs to identify or differentiate

between products or services, or to identify geographic locations;

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

## 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 9). Where an application has been rejected by the RMG the applicant may appeal to ISO/IEC JTC1/SC17 through the secretariat of ISO/IEC JTC1/SC17. Applicants may submit for appeal, applications that have been rejected by ISO/IEC JTC1/SC17, 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 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 fulfills the criteria for approval (see 4.3.1 or 4.3.3);
- 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 approval outlined in this International Standard.

## 6 Responsibilities of card issuing applicants

The responsibilities of card issuing applicants shall be:

- a) to comply fully with the numbering system and the procedures for application for IINs as contained in ISO/IEC 7812-1 and ISO/IEC 7812-2;
- b) to forward to its national standards body, or in the absence of a national standards body, to the secretariat of ISO/IEC JTC1/SC17, a completed application form, (see annex A) together with the requisite fee;
- c) to retain the completed application form containing the IIN assigned to the applicant by the Registration Authority;
- d) to issue cards using the IIN assigned by the Registration Authority within a reasonable timeframe preferably within 12 months of the date of assignment of the IIN.

## 7 Maintenance of blocks

### 7.1 Responsibilities of authorized blockholders

Applicants meeting the criteria in 4.3.3 and approved to

become an authorized blockholder shall enter into a written legal agreement with the Registration Authority (see annex B). The responsibilities of authorized 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 a single card issuer whose application fulfills the criteria for approval 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 11.3.3) of each number 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 monthly by the fifteenth of each month and submitted along with the issuance fee unless otherwise stipulated by separate written agreement with the Registration Authority. The Registration Authority shall stipulate the format for supplying the information (see 11.3.3);
- 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 register of card issuer identification numbers maintained by the Registration Authority (see 10.2) 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.

## 8 Sponsoring Authorities

### 8.1 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 JTC1/SC17; and
- c) any group within ISO/IEC JTC1/SC17 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 JTC1/SC17.

## 8.2 Responsibilities

The responsibilities of a Sponsoring Authority shall be:

- a) to ensure that the application fully complies with the numbering system and procedures for application for IINs in ISO/IEC 7812-1 and ISO/IEC 7812-2;
- b) to process, within 30 days of receipt of the request, applications for IINs 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 (see 11.3.2) those sponsored requests for single IINs that shall be used for the purposes described in this International Standard and that meet the approval criteria in 4.3.1;
- e) where special circumstances exist, to approve applications for assignment of a specific number and forward the application to the Registration Authority for assignment of the number. The Sponsoring Authority shall report all such requests to the RMG. All other requests of an unusual nature must be reported to the RMG for review;
- f) 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);
- g) to respond to general enquiries covering this International Standard.

## 9 Registration Management Group (RMG)

### 9.1 Constitution

In order to effectively manage the numbering system for the identification of card issuers, ISO/IEC JTC1/SC17 has established a RMG, ISO/IEC JTC1/SC17/WG5, 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 Convener of the RMG, appointed by the P members (national standards body with Participant status) of ISO/IEC JTC1/SC17;

- c) the secretariat of the RMG, appointed by the P members of ISO/IEC JTC1/SC17.

In addition, each member of ISO/IEC JTC1/SC17 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.

### 9.2 Responsibilities

The responsibilities of the RMG shall be:

- a) to enforce the regulations for approving applications to become authorized blockholders (see 4.3.3) and to ensure that applicants whose applications do not fulfill 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 applications to become authorized blockholders (within 60 days of receipt of the request) received from the secretariat of the RMG, which have been submitted by Sponsoring Authorities. This may be done either by postal 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 which demonstrate special circumstances, requests for block assignments and requests for specific numbers. This guidance shall be decided by resolution at a meeting or in writing following a postal 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 laid down within this International Standard (see clause 8);
- g) to respond to all requests for guidance from the Registration Authority within 60 days of the date of request; to review annually the 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 JTC1/SC17 and as required between meetings;
- h) to maintain ISO/IEC 7812-1 and ISO/IEC 7812-2.

### 9.3 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 postal ballot.

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

- i) assignment of up to ten consecutive numbers;
- ii) specific unusual requests.

By unanimous approval of the RMG (with at least five members voting), either by postal ballot or by voting at a



meeting, the RMG may approve the assignment of more than ten consecutive numbers.

Where a postal 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 JTC1/SC17.

Where an application to become an authorized 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 JTC1/SC17 (see clause 5).

## 10 The register of card issuer identification numbers

### 10.1 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 a register of card issuer identification numbers. The register shall be published in both numerical and alphabetical order.

The register of card issuer identification numbers is not a publicly available document. It is available free of charge to the members of the RMG. It is available at a charge to card issuers appearing in the register, authorized blockholders and Sponsoring Authorities only.

### 10.2 Contents

The register of card issuer identification numbers shall contain the following information:

- a) name of card issuer or blockholder;
- b) address as indicated on the application form;
- c) IIN assigned to the card issuer by the Registration Authority or by an authorized blockholder.

NOTE 4 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.

The 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 register of card issuer identification numbers or not).

## 11 Registration Authority

### 11.1 Appointment

One of the members of ISO/IEC JTC1/SC17, or an approved body, shall be appointed to act as the Registration Authority

under legal agreement with ISO in accordance with ISO/IEC JTC1 Directives annex H.

### 11.2 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 JTC1/SC17. The secretariat of ISO/IEC JTC1/SC17 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 JTC1/SC17 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.

### 11.3 Responsibilities

#### 11.3.1 General

The responsibilities of the Registration Authority shall be:

- a) to maintain the database of card issuer identification information (see clause 10);
- b) to submit a copy of the ISO register of card issuer identification numbers annually to the secretariat of ISO/IEC JTC1/SC17 and to the RMG;
- c) to submit for review to each meeting of the RMG, a Registration Management Report, a Block Reservation Report and a List of Block Representative Reports. These reports shall be sent to the secretariat of the RMG two months prior to a meeting;
- d) to forward to the RMG, within 30 days of receipt of the application, 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.

#### 11.3.2 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 fulfill the criteria for approval set out in 4.3.1 to allocate one number, notify the Sponsoring Authority or the secretariat of ISO/IEC JTC1/SC17 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 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.

### 11.3.3 Responsibilities to authorized blockholders

The responsibilities of the Registration Authority to authorized blockholders shall be:

- a) to send to the newly authorized blockholder, a letter of agreement on block assignment (see annex B) for signature by the applicant and to advise the blockholder that the applicant should retain one copy of the letter of agreement and to ensure that the other is received by the Registration Authority and kept as a permanent record; and to allocate to the authorized blockholder, upon instruction from the RMG, a block of numbers from within the register of card issuer identification numbers;
- 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 authorized 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.

Where no response is received to the inquiry within 60 days, the Registration Authority, with the authority of the RMG, shall write again to the blockholder 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;

- e) the Registration Authority, on behalf of the RMG, shall follow up with blockholders if, after four years, less than 50% of the reserved numbers have been assigned.

## Annex A

### Application for issuer identification number

(informative)

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 APPLICANT (Card Issuer)

Name of organization (maximum 40 characters. Abbreviate where necessary) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
Address (maximum 55 characters, stating street, city, state. Abbreviate where necessary) <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
Country: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> ISO 3166 country code <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>		
Principal contact in organization		
Telephone number	Telefax number	Anticipated date of first use of number
Address for correspondence/billing		<b>INDUSTRY</b> <input type="checkbox"/> Airlines <input type="checkbox"/> Travel and entertainment <input type="checkbox"/> Banking/financial <input type="checkbox"/> Merchandizing and banking <input type="checkbox"/> Petroleum industry <input type="checkbox"/> Telecommunications <input type="checkbox"/> Other _____ (Please state)
Date	Signature	
Brief explanation of card usage		

Please return application to:

#### B. TO BE COMPLETED BY NATIONAL STANDARDS BODY

Application approved by		Recommended MI:
Date	Signature	

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

Issuer identification number
Signature/Date

Note - If requesting more than one number, attach additional justification, (see ISO/IEC 7812-2)

## Annex B

### Letter Of Agreement On Block Assignments

(informative)

Between [name of blockholder's organization] and Registration Authority

The application from [name of blockholder's organization] (hereinafter the Organization) for a block of [total number of Issuer Identification Numbers] Issuer Identification Numbers (IINs) has been approved by the membership of the Identification Cards and Related Devices Subcommittee ISO/IEC JTC1/SC17. Therefore, IINs beginning with [Issuer Identification Number] and ending with [Issuer Identification Number] will be reserved for use by [name of blockholder's organization], subject to this letter of agreement between [name of blockholder's organization] and the Registration Authority.

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 number issued and that fee amount shall be paid in U.S. dollars to the Registration Authority.

IINs are defined in ISO Standards 7812, "Identification cards - Identification of issuers" - Part 1: Numbering system, and Part 2: Application and registration procedures. These standards specify a numbering system for issuers of identification cards and the associated procedures for the registration and publication of these numbers. In order to administer ISO Standard 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 JTC1/SC17/WG5) and the procedures set out in ISO/IEC 7812-2. By agreeing to reserve this block of numbers for use by your organization, some of the responsibilities of the Registration Authority are in fact being delegated to the organization administering this block of numbers. [Name of blockholder's organization] shall be subject to the same conditions of accountability as the Registration Authority as set out below.

The responsibilities of [name of blockholder's organization] in ensuring the proper assignment of numbers are as follows:

1. To receive and process applications for IINs from within its area of responsibility within 30 days of the receipt of the request.
  2. To approve the application after ensuring that the request for a single IIN meets the requirements of ISO Standard 7812-2 and is needed for the actual issuance of cards.
  3. To assign a single IIN, within 30 days of the receipt of the request, to a single card issuer whose application fulfills the criteria for approval (ISO/IEC 7812-2). Only one number may be assigned from the reserved block to a single card issuer. Numbers shall not be issued to other than card issuers.
  4. To issue numbers sequentially beginning with [Issuer Identification Number].
  5. To notify its constituents as to the disposition of their application in writing within 30 days of the receipt of the application.
  6. 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).
  7. To notify the Registration Authority within the timeframe agreed with the Registration Authority (see ISO/IEC 7812-2) that an IIN has been assigned in accordance with the procedures set out in ISO/IEC 7812-2 and to whom it has been assigned. 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 along with a check covering the issuance fee unless otherwise stipulated by separate written agreement with the Registration Authority. The Registration Authority will stipulate the format for supplying the information.
8. To prepare and submit a report to the Registration Authority on the first anniversary of this agreement on the issuance of all numbers assigned from the block. This will be used by the Registration Management Group to evaluate the effective utilization of the numbers in the assigned block.
  9. To verify in all subsequent publications of the register of card issuer identification numbers that the information regarding IINs within the block from [Issuer Identification Number] to [Issuer Identification Number] is accurate.
  10. To establish and maintain records relative to the request for, or assignment of, an IIN including notification to the Registration Authority. In the event that [name of blockholder's organization] relinquishes the management of the block, these records shall be transferred to the Registration Authority and the block is then dissolved.

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

This letter is confirmation of the acceptance by [name of blockholder's organization] of the reservation of this block of numbers and the terms and conditions for its use.

It is mutually agreed that neither party shall be held liable for damage caused by delay or failure to perform when such 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.

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

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.

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

This agreement constitutes a total integration of the parties' understanding and supercedes all prior oral agreements and memoranda between the parties.

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

All modifications to this agreement shall be in writing and signed by both parties.

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.

For the Registration Authority:

.....  
(Signature)

.....  
(Date)

.....  
Print Name

For [name of blockholder's organization]:

.....  
(Signature)

.....  
(Date)

.....  
Print Name

## Annex C

### Guidance for Sponsoring Authorities

(informative)

#### 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 Introduction

The International Organization for Standardization (ISO) established a register of card issuer identification numbers (IINs) in 1971. The numbering system for issuer identifiers is contained in ISO/IEC 7812-1 "Identification cards - Identification of Issuers - Part 1: Numbering system" and ISO/IEC 7812-2 "Identification cards - Identification of issuers - Part 2: Application and registration procedures". These Standards were formerly combined within ISO 2894 "Embossed credit cards - Specifications, Numbering System and Registration Procedures".

The purpose of the numbering system is to uniquely identify a card issuing institution in an international interchange environment.

Within ISO, responsibility for the numbering system rests with the Sub-Committee on Identification cards and related devices, ISO/IEC JTC1/SC17. In order to effectively manage the system the Sub-Committee has established a Registration Management Group (RMG), (ISO/IEC JTC1/SC17/WG5), which is delegated to act on its behalf.

A Registration Authority is established under agreement with ISO to perform the functions of number 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 numbers are listed in the ISO register of card issuer identification numbers. Distribution of the register is limited to authorized blockholders, Sponsoring Authorities 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  
Standards Department  
1120 Connecticut Avenue, N.W.  
Washington, D.C. 20036  
USA  
Telephone: (202) 663 5312

##### 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/TC68 and for other future industry assignments
- 1 - airlines
- 2 - airlines and other future industry assignments
- 3 - travel and entertainment
- 4 - banking/financial
- 5 - banking/financial
- 6 - merchandizing and banking
- 7 - petroleum
- 8 - telecommunications and other future industry assignments
- 9 - for assignment by national standards bodies (refer to annex A of ISO/IEC 7812-1)

##### 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 number 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 number that has been expanded to six digits, the holder of that number will now have a total of 100 numbers for its use, e.g. a four digit number of '1234' when expanded becomes 123400-123499.

Card issuers affected by grandfathering are strongly encouraged to return unused numbers 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 JTC1/SC17 (in the absence of a national standards body); and
- c) any group within ISO/IEC JTC1/SC17 appointed for the purpose of helping administer the identification card numbering system.

#### 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 ensure that the application fully complies with the numbering system and procedures for application in ISO/IEC 7812-1 and ISO/IEC 7812-2;
- b) to process, within 30 days of receipt of the request, applications for IINs 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 (see ISO/IEC 7812-2) those sponsored requests for single IINs that shall be used for the purposes described in ISO/IEC 7812 and that meet the approval criteria therein;
- e) where special circumstances exist, to approve applications for assignment of a specific number and forward the application to the Registration Authority for assignment of the number. The Sponsoring Authority shall report all such requests to the RMG. All other requests of an unusual nature must be reported to the RMG for review;
- f) 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 ISO/IEC 7812-2);
- g) to respond to general enquiries covering ISO/IEC 7812.

##### 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 ISO/IEC 7812-2 - a completed sample application form is also attached as annex D to these guidelines);

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

c) details of the cost recovery fee and its administration as follows:

- the applicant may submit payment to the Sponsoring Authority who then would forward fees to the Registration Authority monthly; or
- the applicant can submit a cheque or money order payable to the American Bankers' Association in US dollars and which would then be forwarded with the application by the Sponsoring Authority.

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

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

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 number. This can be done 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 number identifies the card issuer as a separate corporate entity, operating under its particular specific legislative regulation. The number does not identify a product or geographical region, nor a company branch or subsidiary organization. Numbers 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.

##### C.3.2.3.1 Action by the Sponsoring Authority where the applicant is applying for more than one number

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

- a) ensure that the application fulfills all the criteria for approval as an authorized blockholder and that none of the criteria in 4.3.4 of ISO/IEC 7812-2 exist;
- b) forward the sponsored application to the RMG.

NOTE - Applications to become authorized blockholders shall be approved only by the RMG, following sponsorship by a Sponsoring Authority.

**C.3.2.3.2 Action for approved 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.

NOTE - To complete the Recommended MII, the Sponsoring Authority should refer to ISO/IEC 7812-1. It is recommended that the MII be written both in words and numerically to avoid error.

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

American Bankers' Association  
Standards Department  
1120 Connecticut Avenue, N.W.  
Washington, D.C. 20036  
U.S.A.

- c) notify the applicant in writing, within 30 days of receipt of the application, that the application has been approved and that assignment of a number may take up to 8 weeks.

**C.3.2.3.3 Action for rejected 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 then through ISO/IEC JTC1/SC17 and that should the applicant wish to lodge an appeal against the rejection then 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 number assignment**

On receipt of the number assignment from the Registration Authority, the Sponsoring Authority shall:

- a) inform the applicant of the number assignment returning the completed application form containing the number assignment to the applicant informing them 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.