
**Financial transaction card originated
messages — Interchange message
specifications —**

**Part 3:
Maintenance procedures for codes**

*Messages initiés par cartes de transaction financière — Spécifications
d'échange de messages —*

Partie 3: Procédures de maintenance pour codes



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 8583-3 was prepared by Technical Committee ISO/TC 68, *Banking, securities and other financial services*, Subcommittee SC 6, *Retail financial services*.

ISO 8583 consists of the following parts, under the general title *Financial transaction card originated messages — Interchange message specifications*:

- *Part 1: Interchange message specifications*
- *Part 2: Application and registration procedures for Institution Identification Codes (IIC)*
- *Part 3: Maintenance procedures for codes*

Part 1 is currently published as ISO 8583:1993.

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Financial transaction card originated messages — Interchange message specifications —

Part 3: Maintenance procedures for codes

1 Scope

This part of ISO 8583 describes the procedures for the maintenance of codes listed in Annex A of ISO 8583:1993 (to become ISO 8583-1 at next revision) and establishes the Maintenance Agency for all of these codes.

The Maintenance Agency responsibilities relate to all codes within ISO 8583 (part 1) with the exception of Institution Identification Codes.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 8583. 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 8583 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 8583:1993, *Financial transaction card originated messages — Interchange message specifications*.

ISO 8583-2:1998, *Financial transaction card originated messages — Interchange message specifications — Part 2: Application and registration procedures for Institution Identification Codes (IIC)*.

3 Terms and definitions

For the purposes of this part of ISO 8583, the terms and definitions given in ISO 8583 (part 1) and the following apply.

3.1

registration and maintenance management group (RMMG)

the group responsible for the registration of institution identification codes and maintenance of the other codes defined in ISO 8583 (part 1)

4 Application procedures

4.1 Application procedure for assignment of a code

The institution shall apply to the Maintenance Agency for the assignment of a code by providing the information defined in 9.4.

4.2 Criteria for approval of an application for a new code

An application for a new code shall be approved by the RMMG when any one of the following conditions exist and when they are not subject to any of the rejection criteria as listed in 4.3.

- a) the requested code does not duplicate a code already listed in the relevant tables;
- b) the requested code is intended for use within an implementation of ISO 8583 (part 1) and is to be included in one of the codification tables of ISO 8583 (part 1).

4.3 Criteria for rejection of an application for a new code

An application for a new code shall be rejected by the RMMG when any one of the following conditions exist:

- a) when the requested code duplicates a code already listed in the relevant table;
- b) when the requested code is not intended for use within implementation of ISO 8583 (part 1);
- c) when the request concerns the deletion of an existing code or a change of the meaning of a code [this can only be done by revision of ISO 8583 (part 1)];
- d) when the request is for reassignment of an existing code [this can only be done by revision of ISO 8583 (part 1)];
- e) when the information to be provided for application is incomplete.

5 Appeal process

5.1 Appeal bodies

Where an application has been rejected by the RMMG, the applicant may appeal to ISO through the secretariat of ISO/TC 68/SC 6. Applicants may submit for appeal applications that have been rejected by ISO/TC 68/SC 6 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 a new code has been rejected, the following information shall be provided by the applicant to the relevant appeal body in support of the appeal:

- a) statement for which rejection is disputed and why the applicant believes that the rejected application fulfills the criteria for acceptance;
- b) statement of special circumstances whereby a specific requirement of the rejected application can be met.

6 Sponsoring Authorities

6.1 Eligibility to become a Sponsoring Authority

The following bodies may act as a Sponsoring Authorities in processing applications for new codes:

- a) any national member body of ISO (or agent appointed to act for its national member body);
- b) ISO/TC 68/SC 6;
- c) any group within ISO/TC 68/SC 6 appointed for purposes concerning the identification card numbering system.

6.2 Responsibilities

The responsibilities of a Sponsoring Authority shall be:

- a) to fully comply with the ISO 8583 (part 1) procedures for applications for new code values and ensures that the applicant uses ISO 8583 (part 1);
- b) to process, within 30 days of receipt of the request, applications for new codes 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 Maintenance Agency those sponsored requests for new codes that it is satisfied shall be used for the purposes described in this part of ISO 8583 and that meet the approval criteria in 4.2;
- e) to respond to general enquiries covering this part of ISO 8583.

7 Registration and Maintenance Management Group (RMMG)

7.1 Constitution

In order to effectively manage the codes listed in Annex A of ISO 8583:1993, TC 68/SC 6 has established an RMMG, which is empowered to act on its behalf.

The RMMG shall be made up of:

- a) a representative of the Maintenance Agency, who shall be a non-voting member of the RMMG and shall be expected to attend all meetings;
- b) the convener;
- c) the secretariat.

In addition, each member of ISO/TC 68/SC 6 is entitled to nominate one delegate and one alternate to the RMMG. The alternate may attend all meetings, but is entitled to vote only in the absence of the principal delegate.

7.2 Responsibilities

The responsibilities of the RMMG shall be:

- a) to approve the report from the Maintenance Agency;
- b) to respond to all requests for guidance from the Maintenance Agency;
- c) to review annually the register of the codes of Annex A of ISO 8583:1993;
- d) to report its activities to each meeting of ISO/TC 68/SC 6; and
- e) to establish in the normal course of work, additional rules for the practical application of the principles for assigning codes within this part of ISO 8583.

7.3 Voting procedures

All requests will be dealt with by the RMMG.

The RMMG may authorize requests by a majority of its voting members.

By unanimous approval of the RMMG (with at least five members voting) whether by postal ballot or by voting at a meeting, the RMMG may approve the assignment of more than ten consecutive codes.

When a postal ballot has failed to reach a decision, it shall be referred to a meeting.

8 The publication of new codes of ISO 8583 (part 1)

In January of each year a list of all new codes assigned during the preceding year will be published by the Maintenance Agency and circulated to all ISO/TC 68 members.

The tables of codes of ISO 8583 (part 1) will be updated at each revision of that International Standard including the periodical revision of International Standards.

9 Maintenance Agency

9.1 Appointment

One of the members of ISO/TC 68/SC 6, or any approved body, shall be appointed to act as the Maintenance Agency under legal agreement with ISO in accordance with ISO/TC 68 Directives annex H. The current ISO 8583 Maintenance Agency's address is:

AFNOR
ISO 8583 Maintenance Agency
Tour Europe - Cedex 7
92049 PARIS - LA DÉFENSE
FRANCE

9.2 Resignation

If a Maintenance Agency finds it necessary to resign, six months' notice shall be given to the ISO Central Secretariat and the secretariat of ISO/TC 68/SC 6. The secretariat of ISO/TC 68/SC 6 shall notify the RMMG and initiate a search for a new Maintenance Agency. If a new Maintenance Agency cannot be found within six months, the ISO/TC 68/SC 6 secretariat shall assume the responsibilities of the Maintenance Agency on a temporary basis until a replacement is found.

9.3 Responsibilities

9.3.1 General

The responsibilities of the Maintenance Agency shall be:

- a) to maintain the database of all codes listed in Annex A of ISO 8583:1993;
- b) to process code requests and to obtain approval by simple majority from the RMMG members of all assignments before confirmation;
- c) to submit to the RMMG all requests which do not fall within Maintenance Agency procedures;
- d) to submit a copy of the database of all codes listed in Annex A of ISO 8583:1993 annually to the Secretariat of ISO/TC 68/SC 6 and to the RMMG;
- e) to submit activity reports for review to each meeting of the RMMG. This report shall be sent to the secretariat of the RMMG two months prior to a meeting;
- f) to retain as a permanent record copies of all applications submitted to it, along with the disposition of each application;
- g) to ensure publication and distribution of code listing;
- h) to notify the applicant in writing, within one month of receipt of the application, as to the disposition of their application. If the application for a code is rejected, the notification to the applicant shall include a complete reason for rejection, citing the appropriate criteria under 4.3.