



RIX-INST Onboarding Guide

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Summary

This document is intended as a guide to the accession process (assessment) regarding new participants in RIX and certification and implementation for the RIX-INST settlement service. It describes each step in the process and also contains references to other necessary documentation.

The accession process consists of four different parts: Expression of interest, Application for RIX participation, Certification and Implementation.

Expression of interest involves the Institution contacting the Riksbank for an initial meeting regarding the accession process.

Application involves the applicant institution submitting a description of its organisation, why it is applying for participation and demonstrating how it can meet the Terms and Conditions for RIX and Monetary Policy Instruments (Terms and Conditions). The Riksbank's task is to examine the application and then to notify the applicant of approval or rejection of the application.

A RIX Participant who is already participating in RIX-RTGS and wants to join RIX-INST only needs to submit a limited application. See Section [2.1](#) for more details.

Implementation involves the configuration of the approved institution in RIX-INST and the implementation of other necessary settings and registrations to enable the institution to participate and interact with other participating institutions in RIX-INST.

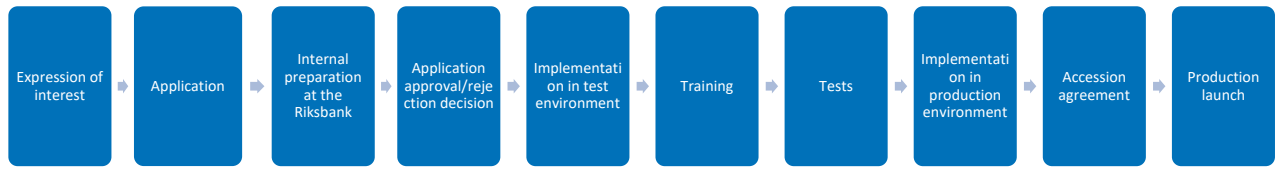
Before set-up in the RIX-INST production environment and the signing of accession agreements are possible, applicants must undergo a certification.

Certification includes three steps: Approval of application, Training and Tests.

In the first step, the Riksbank approves the application. Certification then continues with training in RIX-INST held by the Riksbank. The final step is tests to ensure the new participant has the right skills, the correct set-up in the system and other necessary settings.

After approved certification, the accession agreement must be signed before production launch. See section [8](#). A RIX Participant who is already participating in RIX-RTGS and wants to join RIX-INST has already signed an accession agreement with the Riksbank and this step is therefore not carried out. For RIX Participants with existing accession agreements, approved certification is sufficient to start production launch.

Illustration 1: Overview of the accession process



1 Expression of interest

To begin the process of accession to RIX-INST, the Institution should first contact the Riksbank for a first meeting to go through the accession process.

Prior to the application for RIX-INST participation, a first contact must be made with the Riksbank. The Institution contacts the Riksbank by e-mail, rix.helpdesk@riksbank.se.

The Riksbank sets up a meeting with the Institution to go through the accession process. Before the meeting, the Riksbank sends out information and links to relevant information on the Riksbank's website.

2 Application

The application may be for either new RIX participation (Form H9_B) or an application for certification for RIX-INST for existing RIX Participants (Form H9_B2). Common to these is that the applicant shall demonstrate how the applicant institution can meet the Terms and Conditions for RIX and Monetary Policy Instruments.

2.1 Forms, instructions and applicable Terms and Conditions

Depending on whether the application is for new RIX participation or certification for RIX-INST for an existing RIX Participant, two different forms are used. To support the application process, there are instructions that specify in more detail what type of information is expected to be submitted on the form, *Instructions Counterpart Application*.

Forms, Instructions and Terms and Conditions for RIX and Monetary Policy Instruments are available on the Riksbank's website, www.riksbank.se.

Application for RIX participation

The application for RIX participation shall be formulated on the Riksbank's application form (Form H9_B). The application shall describe the institution's organisation, why it is applying for participation and demonstrate how it can meet the Terms and Conditions for RIX and Monetary Policy Instruments. The application specifies whether the application relates to the RIX-INST and/or RIX-RTGS settlement service.

Application for certification for RIX Participants already connected to RIX-RTGS

The application for certification for RIX-INST for existing RIX Participants shall be formulated on the Riksbank's application for certification form (Form H9_B2). The application should describe what differs when joining RIX-INST compared to participation in RIX-RTGS. This means that the main focus should be staffing and incident management 24/7. In addition, the application must also contain information on the type of payments that the applicant plans to send through RIX-INST.

2.2 Necessary conditions for connection

In order to make a connection to RIX-INST, the participant must have a Network Service Provider (NSP), one or more BIC11 and the participant must have joined the NCT Inst. Information on the fulfilment of these conditions is given in the application.

Network Service Provider (NSP)

Connection to RIX-INST requires communication via an NSP approved by the Eurosystem. Today there are two approved NSPs, SWIFT and SIA. The choice of NSP needs to be completed or imminent in the event of a new application for RIX-INST participation or an application for certification for RIX-INST for existing RIX Participants. See also 'Enrolling to Closed User Group' in Section 4. It is the NSP that issues the technical addresses needed for the implementation of users in RIX-INST, see form *I_B9 - Order of user RIX-INST* in section [3.2](#).

For existing RIX-RTGS Participants, please note that the SWIFT Alliance Remote gateway and Alliance Lite2 do not support 'Instant' messages and therefore are not suitable for RIX-INST. If the Participant uses one of these for RIX-RTGS another service is needed for RIX-INST. The Riksbank recommends to contact the two authorised NSPs for more information on available services that can be used for RIX-INST.

BIC

BIC11 is used when implementing a participant and Authorized Account User in RIX-INST. If the applicant institution does not have a BIC, the application for BIC is submitted to SWIFT. The application for BIC must have started when the application for RIX participation is submitted. See also information in the section [3.2](#) for Forms *I_B1* and *I_B3*.

Connection to NCT Inst

The Terms and Conditions contain a requirement in C.2.1.1(c), that a RIX-INST participant shall have joined the NCT Inst Scheme by having signing the NPC Instant Credit Transfer Adherence Agreement. An applicant intending to obtain certification for RIX-INST shall therefore confirm that it will have adhered to NCT Inst by the date on which the RIX-INST Participant is launched in RIX-INST.

2.3 Submitted application

When the application is submitted to the Riksbank, existing participants will be informed of this. The information circulated states which Institution has applied, which settlement service the application applies to, and contact persons at the applicant and at the Riksbank.

2.4 Decision

After assessment of the application submitted, the applicant is informed of the Riksbank's decision to reject or approve the application. A decision to approve is taken on condition that the applicant Institution undergoing training and carrying out tests with approved results. Existing participants will also be notified of the decision. Implementation and certification can then be initiated.

3 Prior to implementation and certification

Implementation and the final steps of certification require participation in the necessary systems to be in place and the new participant to have the right skills.

3.1 Implementation meeting

Implementation start-up takes place in the form of a meeting with the Riksbank for each participant in RIX-INST with a review of the necessary measures to enable production launch. During the meeting, a preliminary implementation timetable with a preliminary production launch date is also set. The meeting booking is sent out by the Riksbank.

3.2 Forms

In order for the Riksbank to be able to correctly set up the participant in the systems, to assign access rights and technical access, the participant needs to submit information to the Riksbank. The information is provided on the Riksbank's forms, which are sent out before the implementation meeting. During the meeting, a brief review of the forms is also made.

The table below shows which forms are required for a basic set-up of RIX-INST and which forms are optional. The optional forms are linked to certain functionality that is not mandatory. The last column indicates which forms, in addition to the basic set-up,

need to be filled in for RIX-INST Participants who are to participate via a Single Instructing Party (SIP), e.g. for Swish payments.

For more detailed information on each form, refer to Instructions RIX-INST.

All forms except *I_B2 - Power of Attorney* and *I_B6 Power of Attorney for Instructing Party* can be sent in electronic format by e-mail. Powers of Attorney shall be sent by post to the Riksbank. E-mail address and postal address is stated in each form.

Tabell 1. Overview of forms and areas of use

Form	Basic set-up	Optional extra functionality	For use of SIP (e.g. Swish payments)
Form I_B1 – Registration of Customer Information – RIX-INST Participant	X		
I_B2 – Power of Attorney	X		
I_B3 – Settlement Account Order	X		
I_B4 – Additional Authorised Account User Order		X	
I_B5 – CMB Order		X	
I_B6 – Power of Attorney for Instructing Party		X	X
I_B7 - Order for notifications RIX-INST		X	
I_B9 – User Order	X		
I_B10 – Single Instructing Party Order		X	X
I_B11 – Consent for debiting of fees and interest		X	
I_B12 - Power of Attorney for RIX-RTGS Agent		X	

Source: Sveriges Riksbank

I_B1 – Registration of Customer Information – RIX-INST Participant

State information about the applicant Institution for configuration in the system and information distribution by the Riksbank State the BIC11 to be used for the set-up of the RIX-INST Participant. For a Participant that also participates in RIX-RTGS, it is recommended that, if possible, to state as participant-BIC the BIC8 used in RIX-RTGS with the addition of XXX to convert it from an 8-digit to an 11-digit BIC.

For more details, see Instructions RIX-INST, Section 10.2.1.

I_B2 – Power of Attorney

Allocation of power of attorney for the signing of forms. If no such power of attorney is registered, only the authorised signatory of the company can sign forms.

For this form, which is to be completed several times, it is advisable to first fill in a form and submit for verification by your contact person at the Riksbank before the remaining forms are completed and submitted.

For more details, see Instructions RIX-INST, Section 8.2.1.

I_B3 – Settlement Account Order

The form is used to order one or more accounts and to indicate which BIC11 is authorised to use the account. The participant is advised to state BIC8 with the addition of XXX for the Authorized Account User who will send and receive payments in the Standard Settlement Model.

For more details, see Instructions RIX-INST, Section 11.2.1.

I_B4 – Additional Authorised Account User Order

If more than one BIC11 is to be authorised to use a Settlement Account, this form is used to register this.

For more details, see Instructions RIX-INST, Section 11.2.1.

I_B5 – CMB Order

This form is used if the RIX-INST Participant wants a Credit Memorandum Balance (CMB) connected to a Settlement Account. The Authorised Account User for the CMB must be specified on the form.

The CMB is not a balance on an account at the Riksbank but is an accounting function used by the RIX-INST Participant. All Payment Transactions applicable to a specific CMB are recorded on the Settlement Account to which the CMB is linked. This can be used, for example, if a RIX-INST Participant wants to have separate reporting of a Reachable Party's use of the liquidity of the RIX-INST Participant's liquidity (e.g. an Indirect Participant).

For more details, see Instructions RIX-INST, Section 11.2.1.

I_B6 – Power of Attorney for Instructing Party

If the RIX-INST Participant wishes to use an Instructing Party to communicate with RIX-INST, the RIX-INST Participant needs to give the Instructing Party power of attorney to act on behalf of the RIX-INST Participant on this form.

For more details, see Instructions RIX-INST, Section 10.4.1.

I_B7 – Order of notifications RIX-INST

If the RIX-INST Participant wishes to order notifications linked to Liquidity Transfers, The form I_B7 should be filled in.

For more details, see Instructions RIX-INST, Section 13.6.2.

I_B9 – RIX-INST User Order

Used to create new users and assign access rights to RIX-INST, RIX-INST Online and RIX-INST CRDM. The form is used both for users who will communicate via application (A2A) and for interface users (U2A).

Specify the environment and the type of access right that the user will be assigned. State also indicates the technical address with which the user will communicate with RIX-INST. This technical address has been issued by RIX-INST Participant's NSP. For this form, which is to be completed several times, it is advisable to first fill in a form and submit for verification by your contact person at the Riksbank before the remaining forms are completed and submitted.

For more details, see Instructions RIX-INST, Section 8.1.2.

I_B10 – Single Instructing Party Order

For an agent to be able to act as a Single Instructing Party, a RIX-INST Participant must apply to the Riksbank and ask it to give 'Single Instructing Party' authorisation to the Technical Address that belongs to the Instructing Party

Note that this order is only submitted once for a specific Technical Address, which means that the Riksbank only needs to receive this form from one of the RIX-INST Participants that intend to use the Single Instructing Party.

For more details, see Instructions RIX-INST, Section 10.5.1.

I_B11 – Consent for Debiting of Fees and Interest

Applies only to participants who are to act as a RIX RTGS representative, i.e. act on behalf of another Institution participating only in RIX-INST.

For more details, see Instructions RIX-INST, Section 10.6.

I_B12 - Power of Attorney for RIX-RTGS Agent

Applies only to RIX-INST Participants who are not themselves participating in RIX-RTGS. In this form the RIX-RTGS is given access to functionality in RIX-RTGS linked to the RIX-INST Participants accounts in RIX-INST.

For more details, see Instructions RIX-INST, Section 10.6.

4 Closed User Group NSP

In order to send payments via RIX-INST, a new participant needs to join a Closed User Group (CUG) for the NSP to be used.

4.1 Closed User Group - SWIFT

The applicant is responsible for reporting to SWIFT that it wishes to be part of the SWIFT closed User Group for RIX-INST.

- 1) The RIX-INST Participant or the Instructing Party makes a subscription request on SWIFT's website asking to participate in the relevant CUG. Registration needs to be made for both the test environment (CERT) and the production environment (PROD)
- 2) SWIFT verifies the authenticity of the request and sends an approval notification to Sveriges Riksbank.
- 3) Sveriges Riksbank checks the subscription request on SWIFT's website.
- 4) If the request is approved by Sveriges Riksbank, SWIFT sends an approval notification to the TIPS Operator.
- 5) The TIPS Operator checks the subscription request on the SWIFT's website.
- 6) SWIFT sends an approval or rejection notification. Upon approval, SWIFT configures the RIX-INST Participant in the CUG. Normally within 1-2 weeks.

For more details on this process, contact SWIFT.

4.2 Closed User Group - SIA

The applicant is responsible for reporting to SIA that it wishes to be part of the Closed User Group for RIX-INST.

- 1) The RIX-INST Participant or the Instructing Party makes a subscription request on SIA's website asking to participate in the relevant CUG. Registration needs to be made for both the test environment (CERT) and the production environment (PROD)
- 2) SIA verifies the authenticity of the request and sends an approval notification to Sveriges Riksbank.
- 3) Sveriges Riksbank checks the subscription request on SIA's website.
- 4) If the request is approved by Sveriges Riksbank, SIA sends an approval notification to the TIPS Operator.
- 5) The TIPS Operator checks the subscription request on SIA's website.
- 6) SIA sends an approval or rejection notification. Upon approval, SIA configures the RIX-INST Participant in the CUG. Normally within about a week.

For more details on this process, contact SIA.

5 Implementation in Acceptance Test Environment

In order to minimise the problem arising at production launch, implementation in the Riksbank's Acceptance Test Environments is carried out as a first step. When tests indicate the correct set-up, the same configuration is performed in the Production Environment.

5.1 Acceptance test environment implementation period

The Riksbank's Acceptance Test Environment is set up in the same way as the Production Environment. In the Test Environment, the part of the certification that verifies that the participant has the right skills to manage the system, the correct set-up of the participant, and a functioning technical connection is performed.

5.2 Acceptance Test Environment after production launch

The Acceptance Test Environment will be available to the participant even after production launch. After production launch, the environment can continue to be used by the participant to perform tests. The environment is also used to carry out the mandatory exercises to be carried out at the Riksbank's request. You can read more about the Riksbank's exercises under the heading "Production launch" in this document.

6 Training

In order for the new participant to have knowledge of RIX and RIX-INST, the participant shall undergo training provided by the Riksbank. Minimum three persons from the participant should attend the training that is part of the certification. After the training, the participant will have knowledge of what RIX is, how RIX-INST is part of the payment infrastructure and how RIX-INST, RIX-INST Online and RIX-INST CRDM work.

On an overarching level, the training includes the following elements:

- Overarching information on RIX (RIX-INST and RIX-RTGS)
- RIX-INST
 - Participants
 - Accounts
 - Payment process
- Link between RIX-INST and RIX-RTGS
 - Liquidity Transfers
 - Fees and interest
- User interface
 - RIX-INST Online
 - RIX-INST CRDM
- Contingency routines

7 Tests

In order to ensure skills, connection and correct registration of the new participant in the different systems, tests shall be carried out. The tests are to be carried out both for communication via application and via the RIX-INST Online and RIX-INST CRDM interfaces and are part of the certification. The test cases to be completed with approved results are sent out after completion of the training.

7.1 Test cases

After the training has been completed the Riksbank will provide the Participants with the mandatory test cases to be performed in order to be certified. The test cases are separated into two groups, one for certification for sending payments and the other for certification for receiving payments.

7.2 Contingency workplace

Participants wishing to take advantage of the contingency workplace at the Riksbank test this after production launch in connection with the annual tests announced by the Riksbank. Please note that the contingency workplace only provides access to RIX-RTGS Online and therefore only applies to RIX-INST Participants who also participate in RIX-RTGS.

8 Agreement

Following the completion of a successful assessment, the applicant shall sign an Accession Agreement with the Riksbank. Please note that this applies only to new RIX Participants and not to an existing participant applying for RIX-INST certification.

8.1 Accession Agreement

The Accession Agreement is an annex to the terms and Conditions, Annex H2.

9 Production launch

Production launch occurs on the agreed date after approved certification and the signing of the accession agreement in the event of new participation.

9.1 Implementation

Implementation is carried out in the same way as in the Acceptance Test Environment after any adjustments identified by acceptance tests in previous steps.

9.2 Production launch

In connection with production launch, information about participation in future meeting groups and exercises is sent out to the new participant's notified recipient. The invitation to user forums, exercises and also mailshots in case of incidents are sent out via the RIX Helpdesk. The Helpdesk is staffed during all RIX-INST opening hours and is after production the contact method that all participants should use.

RIX Helpdesk | Payments Department

SVERIGES RIKSBANK

SE-103 37 Stockholm

Tel: +46 8 787 05 99 | Fax: +46 8 21 70 23

rix@riksbank.se

9.3 User forums

The Riksbank has several different forums and cooperation groups to keep in contact with the market and ensure that RIX-INST develops and adapts to the needs of the market¹. If necessary, working groups or forums are set up to gather the views of the market on specific needs for changes or on various current issues that may affect the payment system. Several of the activities and projects carried out by the Riksbank in this context are aimed at addressing identified risks and ensuring continuity and at the same time contributing to innovation in the payment market.

9.4 Exercises

The Riksbank conducts exercises with RIX participants during the year. All participants are expected to perform all exercises. The following exercises are mandatory for RIX-INST Participants:

- Unannounced conference call

¹For example, RIX Council, RIX User Group

- Test of contingency solution for e-mail
- Transfer of funds to and from RIX-INST during manual contingency routines (part of the RIX-RTGS exercise of manual routines)

9.5 Monitoring of RIX Participants

The Riksbank regularly monitors its RIX Participants. Monitoring is carried out to ensure that the participant continues to meet the Terms and Conditions, but also to gain a deeper understanding of the participant and the way RIX is used in order to effectively manage events and different types of incidents. Monitoring is carried out via a questionnaire sent by the Riksbank and a subsequent meeting with the RIX Participant. Monitoring is carried out every 2-3 years.

APPENDIX 1 – References to other documents and forms

The list below is a list of the documents, including forms, that are referenced in this document. The list also indicates whether the documents are published on the Riksbank's website or not. For access to documents that are not published, please contact the Riksbank via mail at rix@riksbank.se

List of documents referred to

Tabell 2. Documents and forms

Document	Detailed information	Published on the Riksbank website
Form H9_B	Form for application for RIX participation	Yes
Form H9_B2	Form for application for RIX-INST certification. Only for RIX-INST Participants that already participate in RIX-RTGS	Yes
Instructions Counterparty Application	Instructions for forms H9_B and H9_B2	Yes
Instructions RIX-INST	Detailed information about RIX-INST including instructions for implementation forms	Yes
Form I_B1 – Registration of customer information – RIX-INST Participant	Form for basic information regarding Participant	No
Form I_B2 – Power of attorney	The RIX-INST Participant has the possibility of giving power of attorney to sign forms for RIX-INST to other persons than authorised representatives of the RIX-INST Participant	No
Form I_B3 – Settlement Account Order	Form for order new Settlement Account, can also use for modification or removal of a Settlement Account	No
Form I_B4 – Order for additional Authorised Account User	Form for additional Authorised Account User	No
Form I_B5 – CMB Order	Form for order new Credit Memorandum Balance, can also use for modification or removal of a Credit Memorandum Balance	No
Form I_B6 – Power of Attorney for Instructing Party	Form to give the Instructing Party a power of attorney to act on behalf of the RIX-INST Participant.	No
Form I_B7 - Order for notifications RIX-INST	Ordering of notifications linked to Liquidity transfers	No

APPENDIX 1 – References to other documents and forms

Document	Detailed information	Published on the Riksbank website
Form I_B9 – Order of Users	Form for register a User in RIX-INST	No
Form I_B10 – Order of Single Instructing Party	Order of Single Instructing Party	No
Form I_B11 – Consent for debiting of fees and interest	For fees and interest to be able to be drawn from the RIX-RTGS Agent's account in RIX-RTGS, the RIX-RTGS Participant needs to give its consent to the Riksbank	No
Form I_B12 - Power of Attorney for RIX-RTGS Agent	Gives RIX-RTGS Agent access to certain functionality on behalf of a RIX-INST Participant	No



SVERIGES RIKSBANK

Tel +46 8 - 787 00 00

registratorn@riksbank.se

www.riksbank.se

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