



## OpenFIGI申請程序

<https://openfigi.com/>

# 步驟1：註冊

The screenshot displays the OpenFIGI website interface. At the top left is the logo "OpenFIGI". To the right are navigation links for "About", "Search", "API", and "Account". The "Account" dropdown menu is open, showing "Log in", "Sign up" (highlighted with a red box and a red star), and "Contact Us". The main content area features the text "OpenFIGI is for Funds." and a search bar with the placeholder "Name, Company, ID..." and a "Search" button. Below the search bar, the text "Request a FIGI now!" is displayed, followed by a "Sign up" button, the word "OR", and a "Log in" button.

OpenFIGI

About Search API Account ▾

Log in

Sign up ★

Contact Us

OpenFIGI is for Funds.

Name, Company, ID... Search

Request a FIGI now!

Sign up

OR

Log in

# 步驟2：完成註冊表單

OpenFIGI

About Search API Account

Sign up

Sign up for an institutional account.

What is an institutional account?  
Already a user? Log in here.

Account Info Collapse

Credentials

User name

Password

Repeat password

Email

Your business Email

Sharing this account with colleagues?

Security Question

Your answer - please remember this.

About You Collapse

First Name M. Last Name Suffix

Company name

Select Phone

Job Title

Industry

Company Address Collapse

Address Line 1

Address Line 2 (Optional)

Select Country

City State/Province

Zip/Postal Code

想要和同事分享帳號？

建立企業帳號吧：

- 允許多人登入（最多20位）。

- **首先**必須建立一位主要登入用戶，接著依以下步驟增加使用者：

登入帳號。

點擊「我的帳號」下拉選單。

選擇「管理個人檔案」。

點選「管理電子郵件」。

一個帳號最多可增加20個電子信箱\*。

使用「移除」選項刪除電子郵件。

- 在共享帳號中，所有使用者皆可使用遞交/歷史記錄功能，並能編輯個人檔案。**\*所有使用者皆共享相同使用者名稱與密碼。\***

# 帳戶類型

Zip/Postal Code

Account Type

Collapse ▲

- API Key Only
- Access to Request FIGI (Requires an Internal Review)

請在此框中打勾

Terms and Policy

Collapse ▲

- I have read and agree to the [Terms of Service](#).
- I have read and agree to the [Privacy Policy](#)

FIGI申請：

- 請務必選擇您的帳戶類型：「Access to Request Figi」
- 點選「Sign up」遞交所有資料。

Sign up

# 步驟3：確認電子郵件

 **Your OpenFIGI account has been created**

Hello,

Your account for the OpenFIGI website has been created with this username:

test\_12345

If you requested access to create FIGIs for a certain asset class, your signup will be reviewed and you will receive another notification when it is activated. If you simply wanted to register for an API key, you can sign in now and use that functionality!


Thanks!

OpenFIGI Support Team

- 收到確認郵件表示帳號已經創建完成。
- 請留意帳號申請需要24小時核可。
- 帳號被核可後，您會收到第二封確認郵件。

If you have any questions, please feel free to reach out to [support@openfigi.com](mailto:support@openfigi.com).

# 步驟4：帳號被核可

 **OpenFIGI** Your OpenFIGI account has been activated

Hello,

Your account for the OpenFIGI website:

test\_12345

has been activated. You can now create FIGIs and view submissions of previous FIGIs.

Please visit the link below to activate your account:

[https://www.openfigi.com/user/activation/test\\_12345](https://www.openfigi.com/user/activation/test_12345)

Thanks!

OpenFIGI Support Team

If you have any questions, please feel free to reach out to [support@openfigi.com](mailto:support@openfigi.com).

一旦您的帳號被核准遞交申請後，您會收到一封獨立的電子郵件。您現在可以使用帳號資料以及電子郵件中的確認碼登入您的帳號。

# 步驟5：遞交申請

## New Submission

Please use the dropdowns below to navigate to the instrument type that you want to fill out. A "Start" button will appear below any choice that has an associated form. If you know the name of the instrument type form you want to submit, you can use the quick search below to find it.

### Select from List

#### Asset Class

3 choices available

- Derivatives >
- Fixed Income >
- Funds >

#### Type

1 choice available

All Funds

Start

### Quick Search

Search by name

# New FIGI Request

There are two ways to request FIGI identifiers: Single Submission and Bulk Submission. Please choose the proper tab below for your need.

Single Submission Bulk Submission

## All Funds

Fill out the form below to request a new FIGI for a Fund Share Class. If you have any questions, reach out to the website admins, or if you already have a Bloomberg Data representative, you can reach out directly to them.

Please note:

- 1) If the inception date of the fund has already passed, please submit an Excel file with full NAV history back to inception, in addition to the prospectus. This is necessary to process your request.
- 2) If you have a preferred ticker, please enter it in the Requested Ticker field. This should be a 7-digit alpha-numeric combination. It is, however, not guaranteed if the requested ticker is already in use.

General Information Collapse

**Document Contact**

\* First Name

\* Last Name

\* Phone Number

\* Email

**Pricing And Assets Contact**

\* First Name

\* Last Name

\* Phone Number

\* Email

**Dividends Contact** ✖ Empty children fields

(\*) First Name

(\*) Last Name

(\*) Phone Number

(\*) Email

**Portfolio Holdings Contact**

\* First Name

\* Last Name

\* Phone Number

\* Email

**Pricing Info**

Bloomberg Pricing Contact

# 單一／批量遞交

- 選擇「單一」或是批量遞交（*批量遞交必須使用JSON格式*）。
- 完成所有具星號(\*)的必填欄位，並在頁面底部的「附件」欄附上證明文件。
- 點擊最下方的「發佈」完成遞交。



# Submission

Submission Files

Select or drop attachment documents here

Up to 10 files, accepting .pdf, .xlsx, .xls, .csv, .doc, .docx, total limit 12.0MB.

No file added yet

I'm not a robot

  
reCAPTCHA  
[Privacy - Terms](#)

Publish

Publish bundle with multiple Share Class children

- 公開說明書、投資條件書、價格資料檔和其他財務報告文件也能在上述欄位中遞交。
- 選擇「發佈」或是點選「發佈多種股別」以暫時擱置遞交程序，直到所有股別都填寫完成。

# 步驟6：遞交記錄

## Submission History

This page shows a recap of your submission history. Next to each submission are buttons that allow you to either view the full details for a submission or copy the contents of a submission directly to a form to create a new submission similar to this one.

Submission Time	Email	Security Type	Submission ID	Status	Assigned Identifier	Actions
2016-01-15 11:53		All Funds	6240058413585006592	Rejected		<a href="#">View</a> <a href="#">Copy</a>
2016-01-15 11:05		All Funds	6240046112798670848	Rejected		<a href="#">View</a> <a href="#">Copy</a>
2016-01-15 09:03		All Funds	6240014501839634432	Rejected		<a href="#">View</a> <a href="#">Copy</a>
2015-12-22 09:02		All Funds	6231108225724841984	Accepted		<a href="#">View</a> <a href="#">Copy</a>
2015-12-22 09:01		All Funds	6231108126941904896	Accepted		<a href="#">View</a> <a href="#">Copy</a>
2015-12-22 09:01		All Funds	6231107980911706112	Accepted		<a href="#">View</a> <a href="#">Copy</a>

- **All Submissions** – 可查看所有遞交的進度。
- **Staged Submission** – 遞交多於一個股別的記錄。舉例來說，基金可能有很多股別（請記得完成並發佈，否則基金會停留在待遞交狀態。）
- **Migrated Submission**– 從原有的基金核心數據區移轉的歷史遞交記錄。

# 常見問題

## 註冊問題：

- **註冊後需要多久才能收到登入資訊？**

我們致力於讓所有用戶在24小時內收到訊息。只要帳號被建立，您就會收到確認郵件。

- **個人電子郵件網域是否無法註冊呢？**

我們對熱門的非企業電子郵件網域有所限制，您將無法建立帳號。

## 遞交狀態問題：

- **我要怎麼查詢申請狀態？**

一旦完成遞交，您就會收到附有遞交編號的確認信件。若有疑問，您可以將問題寄至support@openfigi.com，並附上遞交編號與使用者名稱。

- **遞交被接受或拒絕時，我會收到通知嗎？**

當繳交成功時，您會收到附有具體資訊的確認郵件。若是遞交被拒絕，您也會收到確認信函，說明被拒絕的原因。

- **我每次登入都需要重新輸入聯絡訊息嗎？這些資訊會被公布嗎？**

您需要完成所有具星號(\*)的必填欄位。如果資訊相同，您可以使用複製功能。這些資訊只限內部使用，絕不會公布在任何地方。

- **如果需要閒置一段時間，我的訊息會自動儲存嗎？**

閒置超過一小時網站將會自動登出，表格中尚未遞交的資訊不會被儲存。

# 常見問題

## 基金相關問題：

- **我能申請特定的基金代碼嗎？**

可以，但必須是7位代碼，且該代碼尚未被使用。

- **某檔基金目標為零售及機構投資。我該如何選擇？**

如果基金目標為兩者，請選擇零售。

- **我需要附上什麼文件？**

最少請附上基金的公開說明書以及歷史價格資料檔（建議使用.xls檔）以供我們建立基金代碼訊息。若是基金尚在募集期，價格資料檔可以在上市後提供。

- **需要使用最新版的公開說明書嗎？**

是的，請使用12個月內的公開說明書，否則申請可能會被拒絕。如果公開說明書日期超過12個月，請附上證明的補充文件。

- **公開說明書必須是英文版的嗎？**

不。不過請附上基金投資目標與策略的簡介。

- **申請基金代碼需要第三方辨識碼嗎？**

是的，您在遞交基金時需要提供辨識碼。大部分的基金依據所在地會有特定類型的辨識碼。

- **我能使用OpenFIGI修改現有基金嗎？（例如更新數據/資產淨值）**

此功能目前尚未開放。OpenFIGI.com是一個可以讓您遞交新基金/股別的平台。至於現有基金，請通過gfunds@bloomberg.net聯繫您的代表。

- **建立基金代碼需要多少時間？**

股票代碼分派需時3-5個工作天。用戶會在代碼建立後收到通知郵件。

- **我已經收到代碼，但在OpenFIGI網站上卻尚未顯示。為什麼會延遲？**

目前OpenFIGI網站每日更新一次，成功的遞交將會在隔天顯示。