International Standard ISO 6234

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Bank operations — Authorized signature lists and their representation on microfiche

Opérations bancaires — Listes de signatures autorisées et leur représentation sur microfiche

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up 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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

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International Standard ISO 6234 was developed by Technical Committee ISO/TC 68, *Banking procedures*, and was circulated to the member bodies in February 1979.

It has been approved by the member bodies of the following countries :

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Australia	Egypt, Arab Rep. of	Sweden
Austria	Finland	Thailand
Belgium	Germany, F.R.	USA
Canada	Italy	USA
Chile	New Zealand	USSR
Czechoslovakia	Spain	

The member body of the following country expressed disapproval of the document on technical grounds :

Switzerland

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Bank operations — Authorized signature lists and their representation on microfiche

0 Introduction

Positive identification of signatures appearing on bank documents is vital in international information interchange. This is assisted when both the format and information content of authorized signature lists are standardized.

1 Scope and field of application

This International Standard specifies the size, layout and content of the master form, including graphical requirements, for authorized signature lists used as source documents by banks.

It refers to signature lists transmitted as paper documents, and also specifies their representation on microfiche.

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2 References

ISO 1073/2, *Alphanumerical character sets for optical recognition — Part 2 : Character set OCR-B — Shapes and dimensions of the printed image.*

ISO 1831, *Printing specifications for optical character recognition.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2707, *Microcopying — Transparent A6 microfiche of uniform division — Image arrangements No. 1 and No. 2.*

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

ISO 3535, *Forms design sheet and layout chart.*

ISO 4882, *Offices machines and data processing equipment — Line spacings and character spacings.*

3 Signature list master form — Size, layout and content

In conformity with Annex A of ISO 3535, the following image area applies :

Width : 183 mm

Depth : 280 mm (in North American countries 262 mm is used)

The master form is shown in annex A and a completed example in annex B. The form may be used without the division into two columns.

The form contains the following fields :

3.1 Issuer field

The name of the bank, the city from which issued where there is more than one issuing office, country and optionally, in the upper left hand corner, the 2-Alpha country code in ISO 3166.

3.2 Page field

The number of the page, followed by a solidus (/), followed by the total number of pages of the issue, for example page 1/67 (one out sixty-seven pages). Alphabetic characters are not permitted. If additional pages are required, they shall be issued as a supplement conforming to this International Standard.

3.3 Date of issue field

The date of issue shall be indicated as specified in ISO 2014, year-month-day, for example 1981-04-30.

3.4 Legend field

Where there are restrictions on signing powers, a reference to the definitions of such power shall be given on each page. The languages used should be at least that of the issuer and English. The minimum signatures appearing on documents which are most frequently used, for example cheques and payment orders, should appear on each page. See annex B.

3.5 Signature fields

3.5.1 Field content

Each signature field shall contain :

a) The printed name of the signatory comprising the family name and given names or initials and number (if used), placed on the first line in the field, left-adjusted. Where the name is not shown in Latin characters, a number shall be shown.

b) The category of the signatory's power, where more than one category exists in the bank. The categories shall be shown in Latin block capitals.

c) The signature, centred in the remaining area of the field.

3.5.2 Signature order

The order of the signatures may be related to the organizational structure of the bank concerned.

4 Graphical requirements on signature list masters

For the quality of the image on a source document, the following specifications shall apply :

4.1 Printed or typewritten characters

4.1.1 Type font and size

The preferred type font is ISO OCR-B specified in ISO 1073/2.

The minimum dimension size shall be, or correspond to, size 1 in ISO 1073/2.

4.1.2 Character and line spacing

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The preferred character spacing for characters of size 1 shall be 2,54 mm (0.10 in), but 2,12 mm (0.083 in) may also be used. See ISO 4882. For larger size characters, the spacings shall be increased accordingly.

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The minimum line spacing shall be 4,233 mm (0.166 in). See ISO 4882.

4.2 Print and paper quality

The specifications in ISO 1831 shall apply.

4.3 Signatures

The available writing area on the form should be well utilized for each signature. A solid and fairly heavy black line is required, using a good quality nylon tip or ball point pen.

5 Issue of paper signature lists

The size of the master form as stated in clause 3 shall be used for lists transmitted as paper documents.

6 Representation on microfiche

6.1 Image arrangement

The recommended image arrangement is shown in the figure. It accomodates 420 frames (28 columns × 15 rows), each frame corresponding, at a reduction ratio of 1 : 48*, to a page as specified in clause 3.

As an option, image arrangement No. 2 in ISO 2707 may be used which, at a reduction ratio of 1 : 24 accomodates 98 frames (14 columns × 7 rows).

6.2 Heading area

The heading area may, when required, be extended by incorporating the next full row or rows below. Entries shall be upright, right reading with respect to the micro-images and readable with the unaided eye.

A backing colour may be used to improve readibility.

The heading area shall include, in the following order, from left to right :

— Name of issuing bank :

To include the name of the city from which issued when there is more than one issuing office, the country and, optionally in the upper left hand corner, the 2-Alpha country code in ISO 3166.

— Job identification :

The words "authorized signatures", centrally positioned.

Where there are several microfiche in a set, broad index categories shall be shown such as domestic or international.

— Numbering of microfiche :

Each microfiche in the set, including the first one, shall be sequentially identified by a number, followed by a solidus (/), followed by the total number of fiche in the set.

— Issue date :

The date of issue shall be indicated as specified in ISO 2014, year-month-day for example 1981-04-30.

— Instructions regarding previous issues (if required) :

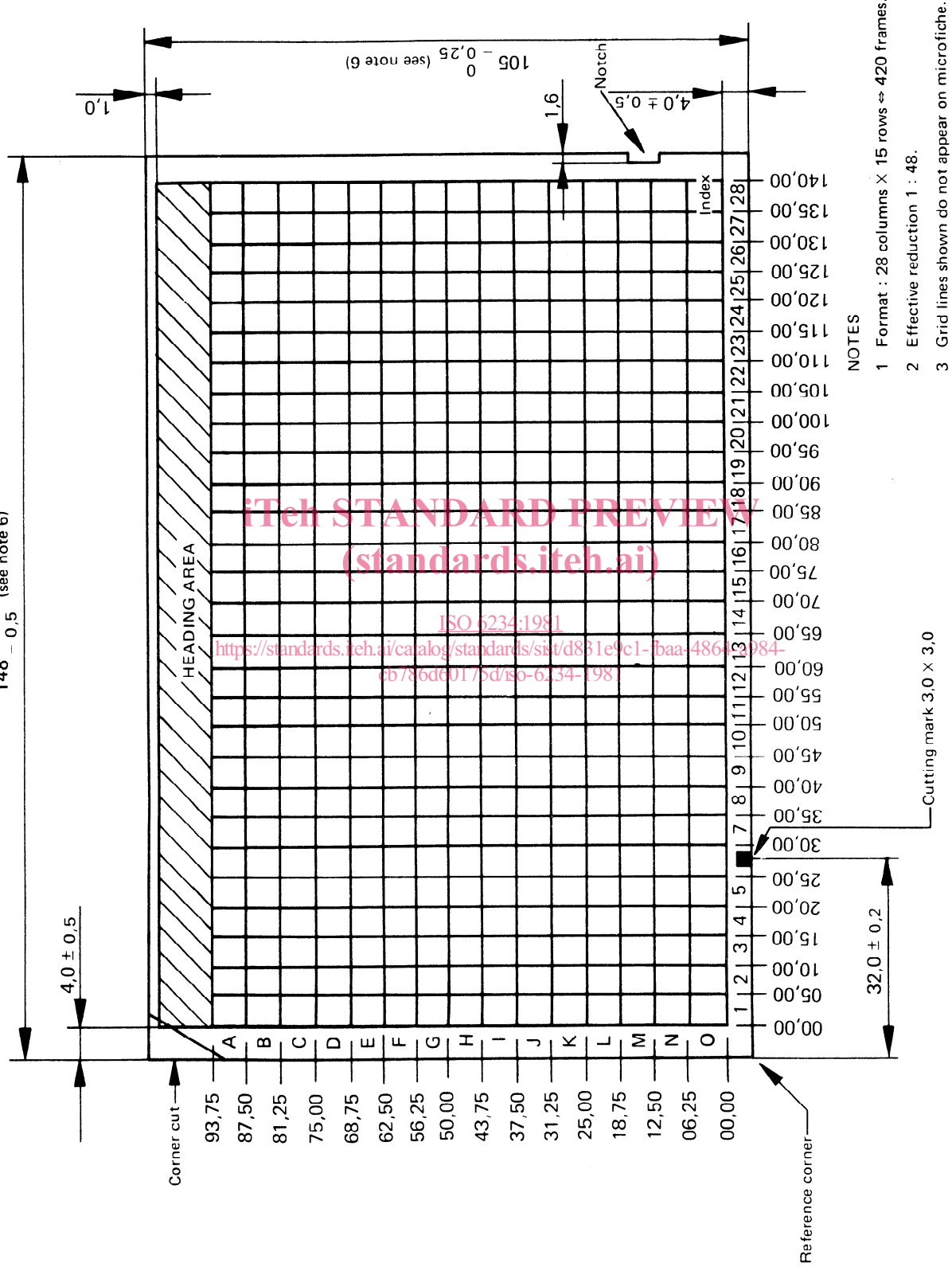
On the right-hand side, preferably below the issue date.

The full title, including job identification, given on the first of a set of microfiche, shall be repeated on all subsequent microfiche.

6.3 Instructions and definitions

Frames containing instructions for the use of the lists and definitions of signing powers shall appear on each fiche and

*) Standardization of images obtained from originals at reduction ratios up to 1 : 50 are currently under study.



NOTES

1 Format : 28 columns × 15 rows ⇔ 420 frames.

2 Effective reduction 1 : 48.

3 Grid lines shown do not appear on microfiche.

4 With the notch and corner cut in the positions shown on this drawing the sensitized layer is facing the observer.

5 Dimensions in millimetres.

6 Manufacturing tolerances for raw film.

Figure — Recommended image arrangement

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shall commence at the top left hand frame of the grid area, succeeding frames appearing in horizontal sequence. These instructions and definitions shall be at at least in a language chosen by the issuer and in English.

The micro-image of the heading of the fiche (see 6.2) shall appear at the top of the first frame.

6.4 Signature index

An index referring to the frame location for each item shall be contained on each fiche. See annex C.

If the index requires only a single frame, it shall occupy the last frame position on the microfiche. If, however, the index requires more than one frame it shall be recorded in normal sequence with the last page occupying the last frame position of the microfiche and the last frame shall indicate the position of the first index frame.

7 Updating of signature lists

Updating of signature lists on microfiche shall be achieved by replacement of the complete list. Where the list is in paper form, updating shall be achieved by replacement of the page or pages concerned, or by replacement of the complete list.

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Annex A

Master form

(Issuer field)	Authorized signatures	(Page field) (Date field)
(Legend field)		
(Signature field)	(Signature field)	

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Annex B

Example of completed master form

BE Banque X **Authorized signatures** Bruxelles, Belgique	Page 51/87 1978-04-03
Chèques et ordres de paiement Cheques en totalingsopdrachten : Minimum-Mindestens Cheques and payment orders B + B Schecks und Zahlungsaufträge	Autres opérations — Andere transacties Other transactions — Andere Geschäfte : Page Blz 6
JANSSEN, Paul-Emmanuel A	PANS, Armand B
KIPS, André B	PEETERS, Frédéric B
LACROIX, Robert A	PILET, Raoul A
LAHAUT, Jules A	RAPAILLE, Pierre B
	REGOUT, Roger A
LISMOND, Henri A	ROMAIN, Charles A
MOTQUIN, Marcel B	

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Annex C

Index of frame location

(Issuer field)	Authorized signatures index	(Page field)
		(Date field)

(Index field)

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