INTERNATIONAL STANDARD

ISO
10043

First edition
1994-10-15

Banking and related financial services — Information interchange — Collection order form

Banque et services financiers liés aux opérations bancaires — Échange d'informations — Formulaire de recouvrement

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% approval of the member bodies casting a vote.

International Standard ISO 10043 was prepared by Technical Committee ISO/TC68, *Banking and related financial services*, Subcommittee 5, *Information interchange*.

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ISO 10043:1994
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a5ab0bdda6ba/iso-10043-1994

Banking and related financial services —

Information interchange — Collection order form

1 Scope

This International Standard specifies the size and layout for forms, intended for orders sent internationally between banks to present documents for payment (collection). In addition, it defines the data elements to be used and describes how they are to be represented on the form.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard 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 4217:1990, *Codes for the representation of currencies and funds.*

ISO 8601:1988, *Data elements and interchange formats - Information interchange - Representation of dates and times.*

ISO 8439:1990, *Forms design - Basic layout.*

ICC Publication No. 322, *Uniform Rules for Collections.*

3 Form

3.1 Paper size

The paper size of the printed form should be ISO A4 (210 mm x 297 mm) or, where mandatory, American standard document size (8,5 in x 11 in).

3.2 Form size

The image area of the form shall be 183 mm x 262 mm in accordance with ISO 8439, observing surrounding margin requirements (top margin 10 mm, left-hand margin 20 mm).

3.3 Form layout

The layout shall be as in figure 1 which shows the various data element field reference numbers which relate to the directory of data elements (see table 1). Fields 5 and 6 may be interchanged to suit national postal requirements for window envelopes. The lines delineating fields 1, 2, 3 and 4 need not be printed as long as field sizes are respected.

3.4 Paper and print

It is possible some banks may only wish to preprint certain fields (for example fields 1 and 2) or use continuous blank forms. In such cases, only required field names shall be printed at the time the form is completed by high-speed impact or laser printers. Under such circumstances, the lines delineating the fields and the tick box(es) need not be printed. Only the relative instructions and/or information should be shown directly under or opposite the appropriate field names. Items shown in large print on the specimen form shall be suitably highlighted.

3.5 Copies

The remitting bank may produce the form in as many copies as they require for their own internal systems. In the event of a second mailing, use a copy of the form clearly marked "Duplicate".

NOTE 1 The outline of the original box for the collecting bank should be printed in heavier lines and marked by a printed arrow (oblique or other) which will help to avoid mismailings.

4 Languages

The preprinted text shall be given in English or French and additionally may be given in the native language of the originator or any other desired language(s).

5 Data elements

The directory given in table 1 defines the fields for the various data elements.

Table 1 - Directory of fields for data elements for collection orders

Field reference [1]	Field status [2]	Name	Description	Representation [3]
1	M	Document name	Name describing the function of the document.	According to preprinted text "COLLECTION ORDER".
2	M	Name of remitting bank	Bank, division or branch giving the instructions. Identifies the remitting bank, which originated the collection, by name and full address in sufficient detail to provide positive identification.	5 * 35x
3	M	Date	Date when the document was issued.	10x Date to be written as specified in ISO 8601.
4	M	Remitting bank's reference number	The reference assigned by the remitting bank.	16x
5	M	Principal	The party at whose request the collection order is issued. Identified by name and full address in sufficient detail to provide positive identification.	5 * 35x
6	M	Collecting bank	The bank requested to collect the remittance. Identified by name and full address in sufficient detail to provide positive identification.	5 * 35x
7	M	Drawee	The party to whom presentation is to be made according to the collection order. Identification by name and full address in sufficient detail to provide positive identification.	5 * 35x

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Field reference [1]	Field status [2]	Name	Description	Representation [3]
8	M	Amount	Monetary value, if known, of documents to be collected. Amount to be expressed in figures only. If monetary value unknown, elaborate, e.g. balance of account plus interest.	35x Currency and amounts to be written in accordance with ISO 4217.
9	O	Term of draft	Specifies the tenor of the draft, e.g. "at sight", "at 90 days sight", on 1986-11-15, etc.	35x
10	O	Principal's reference number	The reference assigned by the principal.	35x
11 to 18	O	Documents enclosed (group heading)	Description of documents submitted.	Tick and complete applicable preprinted boxes as required. Indicate the number of enclosed documents of each type.
19	O	Other documents enclosed	Blank boxes for the description of other documents submitted not covered in preprinted boxes. May be preprinted to cover description of other documents commonly used by the bank using this form.	Tick and complete applicable boxes as required. Indicate the number of enclosed documents of each type. If necessary, indicate first or second mailing as in field reference 11.
20	O	Covering	Concise but clear description of the goods.	5 * 35x
21	O	Transport details	Means of transport, place of dispatch, place of final destination.	5 * 35x

Field reference [1]	Field status [2]	Name	Description	Representation [3]
22	M	Deliver documents	Instructions for delivery of documents.	As per preprinted text. Tick the applicable box(es). Select one or more of the preprinted options. Space is provided for additional/alternative instructions.
23	C	In case of acceptance	Instructions regarding the handling of the draft in case of acceptance.	This field is conditional to the acceptance of the Collection Order. According to preprinted text. Tick the applicable box.
24	M	In case of non-acceptance/ non-payment	Instructions for the protest of draft.	According to preprinted text. Tick the applicable box.
25	O	Advise	Instructions for the collection bank regarding what and how to advise the remitting bank.	According to preprinted text. Tick the applicable box(es). Select one or more of the preprinted options. Space is provided for additional instructions.
26	O	Collect charges	Instructions for the collection of any charges relating to the collection.	According to preprinted text. Tick the applicable box(es). Currency and amounts to be written in accordance with ISO 4217.
27	M	Settlement instruction	Instructions for payment/remittance of proceeds.	According to preprinted text. Tick and complete the applicable box. Space is provided for additional/alternative instructions.

Field reference [1]	Field status [2]	Name	Description	Representation [3]
28	O	Additional instructions	Blank space for supplementary instructions at the discretion of the remitting bank. May be preprinted to cover interest, case of need, local currency, warehouse and insure, etc.	10 * 70x
29	M	Reference to rules	Text indicating that the collection is to be executed in accordance with the current ICC Publication No. 322.	According to preprinted text.
30	M	Authentication or signature	Space for signature/initials/name stamp as required by internal procedures of the remitting bank. If not required, state "No Signature Required".	According to the preprinted text.

1) Reference numbers correspond to the field numbers in the specimen form shown in figure 1.

2) The field status is either mandatory (M), optional (O) or conditional (C).

3) The representation contains specifications for field size and/or preprinted text. The following abbreviations are used:

-"a", which represents an alphabetic character only;
-"x", which represents any character of the permitted character set.
The field size is indicated by one of the following:
-n, which indicates that the field has a maximum length of n characters;
-$m * n$, which indicates that the field has a maximum of m lines each with a maximum length of n characters; where m and n are numbers.

Figure 1 - Collection order form

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