

Banking and related financial services — Information interchange — Documentary credit form

ICS 03.060

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National foreword

This British Standard reproduces verbatim ISO 10044:1995 and implements it as the UK national standard.

The UK participation in its preparation was entrusted to Technical Committee IST/12, Banking, Securities and related financial services, which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

A list of organizations represented on this committee can be obtained on request to its secretary.

Cross-references

The British Standards which implement international or European publications referred to in this document may be found in the BSI Standards Catalogue under the section entitled “International Standards Correspondence Index”, or by using the “Find” facility of the BSI Standards Electronic Catalogue.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, the ISO title page, pages ii to iv, pages 1 to 20, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

Amendments issued since publication

Amd. No.	Date	Comments

This British Standard, having been prepared under the direction of the DISC Board, was published under the authority of the Standards Board and comes into effect on 15 September 1997

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INTERNATIONAL STANDARD

**ISO
10044**

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Banking and related financial services — Information interchange — Documentary credit form

*Banque et services financiers liés aux opérations bancaires — Échange
d'informations — Formulaire de crédit documentaire*



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Descriptors: Banking, banking documents, information interchange, forms (paper), credit forms, specifications, dimensions, layout.

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 10044 was prepared by Technical Committee ISO/TC 68, *Banking and related financial services*, Subcommittee SC 5, *Information interchange*.

Annex A and Annex B of this International Standard are for information only.

Introduction

The standard documentary credit forms introduced in this International Standard have been drafted to satisfy the needs both of the international banking community and of the commercial parties at whose request and in whose favour respectively, documentary credits are issued and operated.

The use of standard documentary credit forms has the following significant advantages:

- a) the similarity in layout is expected to help the beneficiary to prepare the stipulated documents in compliance with the terms and conditions of the credits issued in their favour;
- b) positioning of identical details in identical spots or areas of the different forms in which they appear,
- c) each of the various forms is well adapted to the purpose for which it has been drafted;
- d) ample blank centre areas in the issuance forms which will easily accommodate the description of goods, and/or services, the listing of stipulated documents and the special instructions, if any, in the large majority of cases.

The use of standard documentary credit forms will be an effective contribution towards standardization and simplification of international documentary credit procedures.

1 Scope

This International Standard specifies a set of standardized forms intended for documentary credit handling within the banking industry.

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 8439:1990, *Form design — Basic layout*.

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

3 Paper and print

3.1 Paper

It is strongly recommended that the original for the beneficiary and the original for the advising bank of the

- standard documentary credit issuance form;
- standard documentary credit continuation form; and the
- standard documentary credit amendment form;

be printed on safety paper and that further available techniques be used to make the standard forms secure.

3.2 Paper size

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

3.3 Image area

The image area is 183 mm × 262 mm and should be as carefully observed as the surrounding margins (top margin 10 mm, left hand margin 20 mm).

3.4 Address boxes

Corresponding address boxes should be outlined in heavy print and additionally, be marked by a printed arrow (oblique or other). This will help to avoid mismailings.

3.5 Layout and printed text

The standard forms have been developed in the interests of worldwide standardization and of uniform understanding, interpretation and processing. Therefore, the requirements of ISO 8439 shall be met unless otherwise specified in this International Standard.

It is possible that some banks only wish to preprint certain fields (for example, fields 1 and 3) 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.

4 Language

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).