

INTERNATIONAL STANDARD

ISO
10043

First edition
1994-10-15

ANSI Internat Doc Sec

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

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



Reference number
ISO 10043 1994(E)



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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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International Organization for Standardization

Case Postale 56 • CH-1211 Genève 20 • Switzerland

Printed in Switzerland

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.