
International Standard



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.

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 :

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

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.

2 References

ISO 1073/2, *Alphanumeric 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.