

SLS 1050 : 1995
(ISO 6536 : 1981)

Sri Lanka Standard

BANK OPERATIONS - STANDARD SCHEME FOR DRAWING LISTS

Gr. G

SRI LANKA STANDARDS INSTITUTION

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ISO 6536 : 1981

Sri Lanka Standard
BANK OPERATIONS - STANDARD SCHEME FOR DRAWING LISTS

NATIONAL FOREWORD

This standard was finalized by the Sectoral Committee on Information Technology and was authorized for adoption and publication as a Sri Lanka Standard by the Council of the Sri Lanka Standards Institution on 1995-05-25.

This Sri Lanka Standard is identical with ISO 6536:1981 Bank operations - Standard scheme for drawing lists, published by the International Organization for Standardization (ISO).

Terminology and conventions

The text of the International standard has been accepted as suitable for publication, without deviation, as a Sri Lanka Standard. However, certain terminology and conventions are not identical with those used in Sri Lanka Standards, attention is therefore drawn to the following:

- a) Wherever the words 'International Standard/publication' appear, referring to this standard they should be interpreted as "Sri Lanka Standard".

Wherever page numbers are quoted, they are ISO page numbers.

CROSS - REFERENCES

International Standard

ISO 3166 : 1993, Codes for the representation of names of countries.

ISO 4217:1987, Codes for the representation of currencies and funds

Corresponding Sri Lanka Standards

SLS 1009 : 1993, Codes for the representation of names of countries.

SLS 1010:1993, Codes for the representation of currencies and funds

-/ltf.

International Standard



6536

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Bank operations — Standard scheme for drawing lists

Opérations bancaires — Normalisation des listes de tirage

First edition — 1981-12-01

UDC 336.33 : 336.764

Ref. No. ISO 6536-1981 (E)

Descriptors : banking, information interchange, forms (papers), data layout.

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 6536 was developed by Technical Committee ISO/TC 68, *Banking*, and was circulated to the member bodies in December 1980.

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

Belgium	France	Spain
Canada	Germany, F. R.	Sweden
Czechoslovakia	Iraq	Switzerland
Egypt, Arab Rep. of	Netherlands	USA
Finland	New Zealand	

No member body expressed disapproval of the document.

Bank operations — Standard scheme for drawing lists

0 Introduction

Bond drawing lists are widely used by loan issuers, banks, financial institutions and stock exchanges. Drawing lists allow these institutions to verify whether a bond presented by a bearer in respect of a transaction (sale, redemption coupon(s), payment(s), etc.) is a redeemed bond either from the last drawing or from previous drawings; lists also allow banks and other financial institutions which have bonds in safe-custody to examine their holdings after each drawing and to present redeemed bonds for payment.

Because of the diversity of redemption methods and drawing procedures from one country to another and inside each country¹⁾, standardized lists reduce the risk of making an incorrect payment or selling a bond already drawn for redemption.

Standardized lists facilitate information exchanges on an international level.

NOTE — The specified characteristics given in this International Standard are to be applied on the international level and do not prohibit more precise specifications on a national level.

1 Scope and field of application

This International Standard applies to :

- a) drawing lists, either printed or else typed or written by computer and duplicated, which are distributed by the issuer or his agent to the parties concerned (banks, brokers, stock exchanges, etc.);
- b) drawing lists published as notices in official gazettes or newspapers with the exception of 4.1, 4.2, 4.3, 4.6, 5.1.1 and 5.6.

This International Standard defines the contents, the sequence and the composition of the notice of drawing; it also specifies physical characteristics for the presentation of lists mentioned in a) above.

NOTE — In clauses 4 and 5 hereafter, when characteristics are to be applied to both kinds of lists a) and b), they are marked by an asterisk(*) .

2 References

- ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series.*
- ISO 2014, *Writing of calendar dates in all-numeric form.*
- ISO 3166, *Codes for the representation of names of countries.*
- ISO 4217, *Codes for the representation of currencies and funds.*
- ISO 6166, *Bank operations — International securities identification numbering system.*

3 Definition

drawing list : A list of numbers for bonds and registered certificates which are to be redeemed from the latest drawing of a loan, and from prior drawings not paid.

4 General presentation of standardized lists

Examples of standardized lists are given in :

- annex A : First page model;
- annex B : Additional page;
- annex C : Sample presentation (French issue);
- annex D : Sample presentation (French issue, external publication).

4.1 Size of the lists

The size of the form shall be A 4 in accordance with ISO 216. For countries which have not yet adopted the ISO A-Series, the size 210 mm × 280 mm or the North American size (215 mm × 280 mm) may be used.

1) By individual and separate numbers, by blocks of numbers in their natural order and following one number drawn at random, or by series (letters or numbers).

If required :

- either additional sheets of the same size are to be used,
- or the list may be extended, from the right-hand side of the first sheet by joining one or several additional sheets to it.

4.2 General arrangement

List printings must allow adequate margins :

- on the left-hand side of the sheet,
- at the top,

for easy filing, according to usage in various countries, in bound files.

Margin widths shall be as specified in annex A.

4.3 Colour

Drawing lists are to be printed in black ink and preferably on white paper.

* 4.4 Type sizes

Type sizes to be used for the drawn numbers must have a minimum height of 3 mm.

* 4.5 Languages

The language(s) shall be that (those) which is (are) used in the issue (mandatory); in addition, an English version is recommended for publications outside of the country of issue.

4.6 Additional page(s) (if required)

The following should be mentioned at the top of each additional page :

- the number of the page;
- the issuer's name;
- the identification number;
- the latest redemption date.

4.7 Grouping of drawing lists

Whenever several loans of the one and same issuer have been drawn, the multiple drawings may, optionally, be grouped in one single list, providing this list is published in official gazettes or newspapers [see 1 b)]. In such a case, the particulars as given in clause 5 relating to the various loans need only appear once, at the place provided for them, on condition they are common to all these drawn loans; however, the differing characteristics must be published, for each loan, in a separate section. Drawing lists in accordance with 1a) may not be grouped.

5 Drawing lists data and their printing zones

NOTE — Printing zones are numbered on the example shown in annex A.

5.1 General references

5.1.1 Numbering pages (zone 1) (mandatory)

This information shall appear, even where there is only one page.

Numbering will indicate the page number followed by a diagonal stroke which is to be followed by a number indicating the total number of pages in the list. The total number of pages in the list is to be printed in smaller type than the page number.

* 5.1.2 Identification number (zone 2) (mandatory)

This information shall appear in bold type.

The international securities identification number (see ISO 6166) must be used, when available, otherwise the national number(s) preceded by the appropriate Alpha 2-country code (see ISO 3166) in parenthesis should be used.

* 5.1.3 Redemption date (zone 3) (mandatory)

This information shall appear in bold type, clearly indicating : "Payable on or after" and with complete date : year, month, day.

* 5.1.4 Drawing date and date of first publication (zone 4) (mandatory)

Either the drawing date or the publication date or both may be used.

* 5.1.5 Number of the drawing (zone 5) (optional)

The number of the list ("list No. ...") may serve as substitute for the number of the drawing.

5.2 Issuer's references

* 5.2.1 Issuer's name (zone 6) (mandatory)

This information shall appear in bold type and shall be composed of a precise and complete current name followed by prior name(s), if any.

* 5.2.2 Issuer's abbreviated name or trade name or initial letters (zone 7) (optional)

This information is optional even when the issuer is well or best known by his abbreviated name.

*** 5.2.3 Issuer's legal definition or structure (zone 8)**
(optional)

This information is reserved for countries which consider the issuer's legal definition as information to be printed.

*** 5.2.4 Issuer's registered or main office (zone 9)**
(optional)

This information is reserved for countries which require the address :

- of the issuer;
- of an agent in one country representing a foreign issuer;
- of a securities department not located in the main office.

In all cases, only one address may be shown.

Alternatively, this space may show the address where it is possible to obtain more lists; in particular, when this address is not the one in zone 9.

*** 5.2.5 Issuer's codes (zone 10)** (optional)

This zone is at the issuer's disposal to show national codes used to identify issuers.

5.3 Loan references

*** 5.3.1 Loan name (zone 11)** (mandatory)

This information shall appear in bold type. Legal name of the issue, with all necessary specifications according to countries, such as : rate of interest, issue year, due date, special tranche, if any, face value, quantity of bonds issued, number of issue, currency option, etc.

*** 5.3.2 Additional data (zone 12)** (optional)

This zone should be reserved in case it is required for additional data which do not appear in other zones, for example :

- a) old loan translated into a new one;
- b) official or private warrant (such as guarantees);
- c) official references;
- d) interest due date;
- e) optional conversion into shares;
- f) issue life (from the year of issuance until the year of final maturity).

Tax regulations should not be mentioned.

5.4 Latest drawing

*** 5.4.1 General data about the latest drawing (zone 13)**
(optional)

This zone is designed to provide details such as :

- quantities of bonds drawn and purchased on the market;
- indicating numbers of coupons included or cancelled, and procedures for missing coupons;
- drawing details; for example, lottery bonds;
- repayment price and currency (issue price, redemption premium, redemption rate etc.), when there is only one unique repayment price; when there are several, see 5.4.5;
- numbers of stopped bonds as per date of drawing. In this case a footnote must indicate "as per date of drawing".

*** 5.4.2 Arrangement of numbers (zone 14)**

Numbers are to be arranged in ascending order; the following applies :

- a) drawing from a block : the first and last numbers of bonds to be redeemed are to be shown;
- b) drawing by separate numbers in ascending order;
- c) drawing by series : in the alphabetical or the numerical order, as the case may be;
- d) bonds with different denominations : one paragraph for each denomination (or face value) must be printed, so as to avoid confusion in specific loans where similar numbers corresponding to different face values may appear on a unique drawing list.

*** 5.4.3 Printing of numbers**

If several numbers have been drawn and these numbers and the particulars that are to be shown next to them take up several rows, the rows should be replaced by vertical columns. Within these columns, the numbers must be shown in ascending numerical order, reading from top to bottom (successive numbers placed one beneath the other). It is mandatory to have a blank space between them. In each number, a space must be interposed after every third digit from the right.

*** 5.4.4 Repayment price**

Mandatory, unless already shown according to 5.4.1. When there are several repayment prices for the same drawing (for example, when there are lottery bonds), they must appear in a separate column opposite to the drawn numbers; currency must be indicated.

*** 5.4.5 Remarks column**

If required, to be reserved for additional data and for special or additional requirements, such as the first unredeemable coupon not to be detached.

5.5 Prior drawings

General remark — If required, for bonds previously drawn and not yet presented for payment.

*** 5.5.1 General data about previous drawings (zone 15) (optional)**

This zone is designed to give additional details to those shown in zone 13 (see 5.4.1) specifically related to previous drawings.

*** 5.5.2 Previous drawing numbers list (zone 16)**

The arrangement given in 5.4.2 is applicable. However, a separate column is specially needed when repayment prices differ from one year to another. Whenever a law of a country requires that the numbers previously drawn be published

together with the numbers of the latest drawing in ascending sequence, the latest numbers drawn have to be first listed in zone 14, and may then be repeated in zone 16 grouped with numbers previously drawn and not yet redeemed.

*** 5.5.3 Redemption date**

A special column must be reserved to mention the redemption date by means of the last two figures of the year and, where applicable, of the month when the loan has had more than one drawing a year, in the format prescribed by ISO 2014.

5.6 End of the list (mandatory)

The word "End" must appear at the end of the list of numbers.

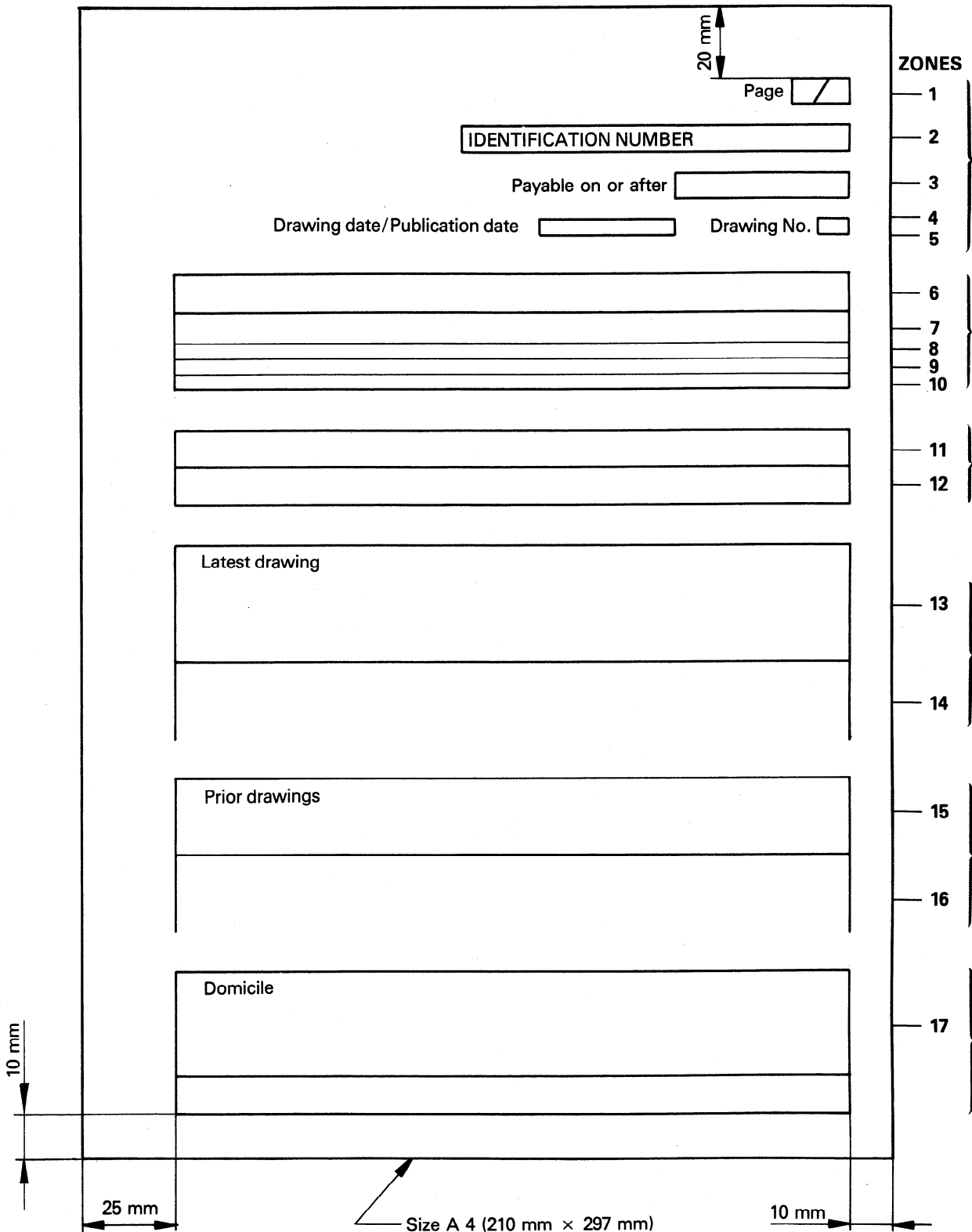
5.7 Domiciles

*** 5.7.1 Name(s) and address(es) of paying agent(s), if any (zone 17) (mandatory)**

In the case of several paying agents, the full name and address of one is sufficient.

Annex A

First page model



Margins
 10 mm or 4/12 in
 20 mm or 8/12 in
 25 mm or 10/12 in

Zones 1 to 5 — General references
 Zones 6 to 10 — Issuer's references
 Zones 11 to 12 — Loan references
 Zones 13 to 14 — Latest drawing
 Zones 15 to 16 — Prior drawings
 Zone 17 — Domiciles

Annex B
Additional page

ISSUER'S NAME	Page <input type="checkbox"/>
IDENTIFICATION NUMBER	
Payable on or after <input type="checkbox"/>	

Annex C
Sample presentation (French issue)

ISO 6536-1981 (E)

Page 1/1

(FR) 632 187

Remboursement à partir du 1976-09-30

Tirage du 1976-09-10

Tirage n° 15

Société Française des Automobiles B. Martin
Martin — France

Société Anonyme au Capital de FRF 100 000 000
Siège Social : 212, bd. Haussmann F — 75009 PARIS

Obligations 5 1/2 % 1961 de FRF 200

Ex-Compagnie Française E. DUPONT
Emprunt pris en charge par Martin-France (A.G.E. 1972-03-27)

Dernier tirage

Nombre de titres sortis au tirage : 8253, remboursables coupons n° 16 et suivants attachés

Nombre de titres rachetés en Bourse : 1747

Prix de remboursement : FRF 200

OP : oppositions à la date du tirage

Particularités : néant

Séries ou numéros	Remarques
217 378 à 224 105 224 106 à 224 107 224 108 à 225 630	OP

Tirages précédents

Séries ou numéros	Année remb ^t	Remarques	Séries ou numéros	Année remb ^t	Remarques
10 753 à 11 855 11 856 11 857 à 12 702 12 703 à 18 130 18 131 à 18 145	70 70 70 75 75	OP OP	292 813 à 292 903	68	

— FIN —

Lieu de remboursement : tous sièges de la

Société Nationale d'Escompte
15, bd. du Printemps
F — 75008 PARIS

Annex D

Sample presentation (French issue, external publication)

Page 1/1

(FR) 632 192

Payable on or after 1977-12-13

Drawing date : 1977-11-26

Drawing No. 1

Société Française des Automobiles B. Martin

Martin — France

212, bd. Haussmann F — 75009 PARIS

11 % 1976 Bonds of FRF 1 000

Latest drawing

Quantity of drawn bonds : 5 000

Bonds redeemable cum coupon No. 1 and following
coupons attached

Redemption price : FRF 1 000

Drawn numbers :

from 54 529 to 59 528

— END —

Domicile : bonds payable at all the offices of

Société Nationale d'Escompte
15, bd. du Printemps
F — 75008 PARIS

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