

Sri Lanka Standard
BANKING AND RELATED FINANCIAL SERVICES - INFORMATION
INTERCHANGE - COLLECTION ORDER FORM

SLS 1097 : 1995
(ISO 10043 : 1994)

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SLS 1097 : 1995
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Sri Lanka Standard
BANKING - AND RELATED FINANCIAL SERVICES -
INFORMATION INTERCHANGE - COLLECTION ORDER FORM

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 1995-11-23.

This Sri Lanka Standard is identical with ISO 10043 : 1994 Banking and related financial services - Information interchange - collection order form, 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:

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 Standards

Corresponding Sri Lanka Standards

ISO 4217 : 1990, Codes for
representation of currencies
and funds.

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

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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*



Reference number
ISO 10043:1994(E)

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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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 |

| 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.

| | | | |
|--|---|---|---|
| NAME OF REMITTING BANK (2) | | COLLECTION ORDER (1) | |
| | | Date (3) | Remitting Bank's Ref No (Quote in all correspondence) (4) |
| Principal (5) | | Collecting Bank (6) | |
| Interchangeable ↔ | | Amount (8) | |
| | | Term of draft (9) | |
| | | Principal's Ref No (10) | |
| Documents enclosed (11) | Draft (12) | Commercial invoice (13) | Bill of lading (14) |
| First Mail | | | |
| Second Mail | | | |
| Other documents enclosed (19) | | | |
| Insurance Pol/Cert (15) | | Customs invoice (16) | |
| Certificate of origin (17) | | Packing list (18) | |
| Covering (20) | | Transport details (21) | |
| Delivery documents <input type="checkbox"/> Against payment (22) <input type="checkbox"/> Against acceptance <input type="checkbox"/> Against trust receipt <input type="checkbox"/> In case of acceptance <input type="checkbox"/> Hold & represent at maturity (23) <input type="checkbox"/> Return | In case of non-acceptance/ non-payment <input type="checkbox"/> Protest (24) <input type="checkbox"/> Do not protest Advise <input type="checkbox"/> Acceptance & Due Date <input type="checkbox"/> Non-Acceptance <input type="checkbox"/> Payment (25) <input type="checkbox"/> Non-Payment <input type="checkbox"/> By Teletransmission <input type="checkbox"/> | Collect charges Currency and Amount(s) of Charges <input type="checkbox"/> Remitting Bank's - <input type="checkbox"/> Presenting Bank's - (26) <input type="checkbox"/> Collecting Banks - Waive OUR Charges <input type="checkbox"/> if refused (27) <input type="checkbox"/> OUR Charges must not be waived | |
| Settlement instructions <input type="checkbox"/> Credit our account with <input type="checkbox"/> Authorize us to debit account with <input type="checkbox"/> | | | |
| Additional instructions (28) | | | |
| THIS ORDER IS TO BE EXECUTED IN ACCORDANCE WITH THE UNIFORM RULES FOR COLLECTIONS ISSUED BY THE INTERNATIONAL CHAMBER OF COMMERCE, PARIS. (29) | | Authentication or signature (30) | |

Figure 1 - Collection order form

