RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

IMPLEMENTED

March 1995

AMENDMENTS PRE-NOVEMBER 2003


AMENDMENTS POST-NOVEMBER 2003

2. Amendments to reflect consistency with the new CPA Payment Items and ACSS By-law, approved by the Board November 27, 2003, effective January 27, 2004.
3. Section 10 (b) (v) and section 12 (a), approved by the Board June 29, 2004, effective January 5, 2005.
4. Amendment to Appendix IV, to revise Bank of Canada contact information, approved by the President, effective June 15, 2005.
5. Amendments to the manual balancing procedures removing the requirement for manual balancing totals to be rounded to the nearest thousand, approved by the Board June 6, 2007, effective August 6, 2007.
6. Amendment to replace references to “General Manager” with “President”, consequential to amendments to the Canadian Payments Act (Bill C-37) that came into effect on March 1, 2010.
7. Amendments to Appendices I, II and III to replace references to “Credit Union Central of Canada” with “Central 1 Credit Union”, approved by the Board May 26, 2011, effective July 6, 2011.
9. Amendments to Section 21 to reduce the number of mandatory ACSS Manual Balance Simulations per year, approved by the Board February 23, 2012, effective April 23, 2012.
11. Amendments to accommodate the removal of “L” stream, approved by the Board October 3, 2013, effective January 2, 2014.

12. Amendments to accommodate the use of ISO 20022 Message formats for AFT Payments, approved by the Board February 18, 2016, effective April 18, 2016.

13. Amendments to Appendices I, II and III to replace references to “La caisse Centrale Desjardins du Québec” and/or “La Fédération des caisses Desjardins du Québec” with “Fédération des caisses Desjardins du Québec”. Revisions made under the authority of the CPA President, effective January 1, 2017.

14. Amendments to section 21 to replace operational committee names (‘National Clearings Committee’ to ‘Senior Operational Committee’) to reflect the restructuring of operational committees. Approved by the Board December 1, 2016, effective January 3, 2017.

RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

Introduction

1. This Rule outlines procedures applicable in the event of a National Failure of the Automated Clearing Settlement System (ACSS) necessitating manual balancing for the purpose of Settlement in all ACSS regions.

Scope

2. a. The manual balancing procedures contained in this Rule shall be invoked by an officer of the CPA where a National Failure is in effect and the CPA determines that migration to manual balancing for the purpose of Settlement is required.

   b. Once invoked, these procedures shall be in force until further notice is received from the CPA.

   c. Paper-based Remittances (stream “F”) shall be excluded from the manual balancing procedures contained in this Rule. ACSS entries shall be made in accordance with section 47 of Rule H6, on the next Business Day that ACSS is operational.


National Electronic Settlement Region

3. The Regional Clearing Association of Toronto shall carry out the manual balancing procedures in this Rule for both the Toronto Region and the National Electronic Settlement Region. Each Region shall be addressed separately.

CPA Notification

4. An officer of the CPA shall immediately notify an officer of each RCA (i.e., Chairperson, Vice-Chairperson or Secretary) and Bank of Canada, Banking Services Department, Ottawa (see Appendix IV), upon the invoking of the manual balancing procedures.

Regional Site

5. Each RCA is responsible for designating a pre-determined site for the manual balancing function. In the event of a National Failure, each RCA Chairperson shall advise the Payment Services Division of the CPA and Bank of Canada, Banking Services Department,
RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

Ottawa (see Appendix IV), of the location at which the manual balancing function will take place and the telephone number where the RCA Chairperson can be reached.

Presiding Officer

6. At each Regional Exchange Point, the Chairperson of the RCA or his/her designate shall be present at the site of the manual balancing function and act as Presiding Officer.

Representatives

7. At each Regional Exchange Point, a representative for each participating Direct Clearer shall attend the manual balancing for the purpose of Settlement function. A Bank of Canada representative shall always participate from the Ottawa office.

Forms Required and Generation of Forms

8. a. The forms required of each Direct Clearer for the manual balancing for the purpose of Settlement function include:

   i. Clearing Logs
   ii. Clearing Exchange Statement
   iii. Confirmation of Clearing Balances
   iv. Paper Clearing Exchange Report
   v. Electronic Clearing Exchange Report

   Samples of these forms are provided in Appendix I.

   b. Clearing Logs may be computer generated or manually produced in accordance with Rule B2.

Procedures – RCA Request for a Manual Clearing Balance

9. Upon a request for a manual Clearing Balance from a Regional Clearing Association Chairperson the following procedures shall be followed:

   a. The Bank of Canada shall prepare a manual Clearing Exchange Statement and a manual Confirmation of Clearing Balances, and forward both forms, by facsimile, to the RCA Chairperson in the appropriate region.

   b. Once net results have been finalized, the RCA Chairperson shall forward, by facsimile, the Clearing Association Proof Sheet to the Bank of Canada, Ottawa.
c. The Bank of Canada shall confirm and sign the Clearing Association Proof Sheet and provide acknowledgement of such by returning it, by facsimile, to the RCA Chairperson.

d. The RCA Chairperson shall then forward the original Proof Sheet along with the Confirmation of Clearing Balances to the Bank of Canada, Banking Services, 234 Wellington Street, Ottawa, Ontario K1A 0G9.

Clearing Exchange Statement and Completion of Form

10. a. The Clearing Exchange Statement is used to record the "AMOUNT DELIVERED" to and the "AMOUNT RECEIVED" from each Direct Clearer. Clearing Exchange Statement figures shall correspond with the Clearing Logs less the total value of stream "F" deliveries.

b. Each Direct Clearer representative shall:

i. record the total values of that Direct Clearer’s deliveries to each other Direct Clearer, less the total value of stream "F" deliveries, in the "AMOUNT DELIVERED" column of the Clearing Exchange Statement;

ii. record the total values of deliveries received by that Direct Clearer from each other Direct Clearer, less the total value of stream "F" deliveries in the "AMOUNT RECEIVED" column of the Clearing Exchange Statement;

iii. sum the values delivered and enter the total into Box A (Total Delivered). Sum the values received and enter the total in Box B (Total Received);

iv. subtract total ‘B’ (Total Received) from total ‘A’ (Total Delivered) and enter the result into the 'Net Result' box of the Clearing Exchange Statement. Signify a positive result with a ‘+’ or a negative result with a ‘-’;

v. sign the Clearing Exchange Statement and provide the original of this form to the Presiding Officer, and retain a copy of the Clearing Exchange Statement for a period of two years.

Note: Portions of the Clearing Exchange Statement may be completed at each Direct Clearer site prior to the manual balancing for the purpose of Settlement function.

Confirmation of Clearing Balances
11. The Confirmation of Clearing Balances shall be completed in duplicate for each Direct Clearer by its representative and shall indicate that Direct Clearer’s "Net Result" as per its Clearing Exchange Statement. In the case of a negative "Net Result", the word "Credit" shall be deleted from the form; in the case of a positive "net result", the word "Debit" shall be deleted from the form (refer to Appendix I, page 3). The Confirmation of Clearing Balances shall be signed by the Direct Clearer’s authorized signatory with the Bank of Canada and be forwarded by facsimile to the Bank of Canada’s Banking Services Department in Ottawa to confirm the Direct Clearer’s net position and to calculate interest compensation pursuant to Rule J10, Part II, "Interest Compensation for Overnight Use of Funds". Both copies of this form shall be provided to the Presiding Officer.

Clearing Exchange Reports and Report Preparation

12. a. While the manual balancing procedures are in effect, each Direct Clearer shall maintain manual daily records of the Exchanges in which it participated using the Paper and Electronic Clearing Exchange Reports contained in Appendix I. A copy of each pair of daily reports ("delivered" and "received", see below), along with copies of the corresponding Clearing Logs, shall be provided to the RCA Chairperson. Copies of the Clearing Logs will be held by the RCA Chairperson for a period of two years.

b. The daily Paper and Electronic Clearing Exchange Reports are to be completed in the following manner:

   i. Maintain two separate reports, one for Items delivered and one for Items received.

   ii. Transcribe information from the relevant Clearing Logs excluding stream "F" information.

   iii. Internally cross check the total of amounts recorded to Settlement figures. (This is an internal balancing routine which is not referred to on the Paper and Electronic Clearing Exchange Report).

Clearing Association Proof Sheet and Completion of Proof Sheet

13. a. The Clearing Association Proof Sheet shall be used to reconcile the Clearing Balances within an RCA and shall be completed in duplicate by the Presiding Officer (photocopy acceptable). This form lists all Direct Clearers attending the manual balancing for the purpose of Settlement function. A sample of the form is provided in Appendix II.

b. Information from the Clearing Exchange Statements provided by the
RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

participating Direct Clearers shall be entered in the appropriate column by the Presiding Officer. Detailed instructions for completing the Clearing Association Proof Sheet are printed on the Sheet.

Verification and Distribution of Forms

14. For each Direct Clearer, the Presiding Officer shall compare the value indicated on that Direct Clearer’s Confirmation of Clearing Balances to the “Net Result” for that Direct Clearer indicated on the Clearing Association Proof Sheet. After resolving any discrepancy in consultation with the Direct Clearer’s representative, the Presiding Officer shall sign both copies of the Confirmation of Clearing Balances and the original of the Direct Clearer’s Clearing Exchange Statement. Forms shall then be distributed as follows:

Bank of Canada (Banking Services Department, Ottawa by facsimile, or, in the event that the facsimile is down, by telephone. Refer to Contact List attached as Appendix IV):
- original of Clearing Association Proof Sheet
- original of each Confirmation of Clearing Balances

Presiding Officer:
- copy of Clearing Association Proof Sheet
- original of the Direct Clearer’s Clearing Exchange Statement

Each Direct Clearer representative:
- copy of Confirmation of Clearing Balances
- Clearing Exchange Statement for that Direct Clearer

CPA Operations and Technology Division (forms to be provided the day of the manual balancing for the purpose of Settlement function):
- copies of all Direct Clearers’ Paper and Electronic Clearing Exchange Reports

Calculation of Interest Compensation

15. Upon receipt of the Confirmation of Clearing Balances from each Direct Clearer, the Bank of Canada shall calculate the interest compensation component pursuant to Rule J10, Part II, “Interest Compensation for Overnight Use of Funds” in order to determine the final Clearing Balance of each Direct Clearer. Settlement shall be effected by the Bank of Canada on the basis of this final amount.

Re-Openings and Communication with the CPA

16. a. The adjustment of differences and errors in Exchanges may be effected after
the balancing function up until 11:00 hours Ottawa time. Under special conditions, an extension to the final closing time may be granted by the CPA. Only one such extension (of 30 minutes, until 11:30 hours Ottawa Time) may be granted.

b. The Direct Clearer requesting a re-opening shall notify the Bank of Canada and the Direct Clearers involved shall attend the re-opening at the regional site for such functions. Each Direct Clearer shall prepare a revised Clearing Exchange Statement and Confirmation of Clearing Balances and provide the required originals/copies (refer to sections 11 and 12) to the Presiding Officer, who shall complete a revised Clearing Association Proof Sheet (refer to section 14). Revised Paper and Electronic Clearing Exchange Reports shall also be prepared (refer to section 13), and submitted to the CPA Information Systems and Technology Division.

c. The Direct Clearer responsible for the re-opening shall deliver the revised forms to the Bank of Canada’s Banking Services Department in Ottawa by facsimile. (Refer to Section 9).

d. A detailed report of the re-opening shall be provided to the CPA within three (3) business days of the re-opening. The report shall include both Direct Clearer names (receiver and deliverer), Settlement date, time, stream value, volume and re-opening reason code(s).

Final Closing Time

17. Each RCA Chairperson shall advise the Information Systems Division of the CPA when their ACSS region has closed for that ACSS Cycle or alternatively indicate, by 11:00 hours Ottawa time, that an out-of-balance condition exists.

Out-of-Balance Situation

18. Where an out-of-balance situation exists at an REP at 11:00 hours Ottawa time and participating Direct Clearers are unable to reach an agreement as to how to absorb the outstanding amount to rectify the Imbalance:

a. the RCA Chairperson shall immediately give notice to the President of the out-of-balance situation;

b. the President in consultation with the Bank of Canada, shall invoke appropriate measures to force Settlement. Such measures may include, but are not limited to, the following:
RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

i. requesting that the RCA Chairperson’s Financial Institution absorb the outstanding amount until the error causing the imbalance is identified;

ii. requesting that the Financial Institutions experiencing an imbalance absorb, in equal shares, the outstanding amount until the error causing the imbalance is identified; or

iii. requesting that all Direct Clearers participating at that REP absorb, in equal shares, the outstanding amount until the error causing the imbalance is identified; and

c. once Settlement has been effected, Direct Clearers participating at that REP shall endeavour to resolve the error causing the imbalance as soon as possible. Upon resolution of the imbalance, the Financial Institution(s) that unduly benefited from the error(s) shall reimburse the Financial Institution(s) that absorbed a loss for the initial amount absorbed, plus interest charges calculated pursuant to Rule J10.

Extended Contingency

19. a. Where the manual balancing procedures have been in effect for an entire month, each participating Direct Clearer shall prepare Paper and Electronic Clearing Exchange Monthly Summary Reports (refer to Appendix III) indicating the totals for that month. The reports shall be provided to the CPA Information Systems and Technology Division and to the RCA Chairperson within five (5) business days following month end.

b. The RCA Chairperson shall, within ten (10) business days of month end, summarize the Paper and Electronic Clearing Exchange Monthly Summary Reports provided by the participating Direct Clearers and, after resolving any discrepancies with the Direct Clearers involved, submit the summary, in the format indicated in Appendix III, to the CPA.

Resumption of ACSS

20. Once the ACSS resumes normal operations, the CPA shall input to the system the records of all Exchanges which took place while the manual balancing procedures were in effect.

Simulations

21. Each RCA shall undertake a simulation of the manual balancing for the purpose of Settlement function in parallel with the automated system (i.e., the ACSS will remain operational). The number of the simulations shall be determined by the CPA each year in consultation with the Senior Operational Committee, but shall occur at least twice per
RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

calendar year. Each RCA Chairperson shall advise the Payment Services Division of the CPA and Bank of Canada, Banking Services Department, Ottawa (see Appendix IV), of the date of each simulation and the location of the manual balancing for the purpose of Settlement function. Each Chairperson shall also ensure that the requirements set out in section 12 are met for purposes of the simulation.
# RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

## APPENDIX I - SAMPLE CLEARING LOG

### Direct Clearer A

**Toronto Data Centre**

*(Originating Direct Clearer)*

**Instructions**

Enter one of the following letters in centre shaded column:

A - ABM Adjustments/SA RAjustements
B - AFT Credits/Credits AFT
C - AFT Debits/Debits AFT
D - ECODE/ECODES
E - EDI
F - Paper-based Remittances/Versements Papier
G - Image/Image
H - Image Return/Image Return
I - ISO AFT Credits/Credits AFT ISO
J - ISO Debits/Debits ISO
K - Image/Image
L - ISO Debits/Debits ISO
M - Unqualified Items/Effects Non Admissibles
N - Qualified Items/Versements Electroniques
O - Paper-based Remittances/Versements Papier
P - Image/Image
Q - Remittance Adjustments/Versement d'ajustements
R - Remittance Batches/Versements de lots
S - Remittance Return/Image Return
T - Remittance Return/Image Return
U - Unqualified Items/Effects Non Admissibles
V - qualify items/Versements Electroniques
W - Image/Image
X - EDI
Y - Electronic Remittances/Versements Electroniques
Z - Computer Rejects/Rejets

### Sample Clearing Log

<table>
<thead>
<tr>
<th>Number - NOMBRE</th>
<th>Amount - Montant</th>
<th>POS Identifier - Identificateur PV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Totals**

**Cheque Clearing Log**

**Contrôle Compensation**
### Appendix I - Sample Clearing Exchange Statement/Exemplaire de Relevé des Échanges de Compensation

<table>
<thead>
<tr>
<th>No. No</th>
<th>Direct Clearer Adhérent</th>
<th>Amount Delivered Montant Livré (+)</th>
<th>Int.</th>
<th>Amount Received Montant Reçu (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Bank of Montreal/Banque de Montréal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Nova Scotia/Québec Bank de Nouvelle Écosse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Royal Bank/La Banque Royale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>Toronto Dominion Bank/La Banque Toronto Dominion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>National Bank/Banque Nationale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CIBC/CIBC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>016</td>
<td>HSBC Bank/Banque HSBC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>039</td>
<td>Laurentian Bank/Banque Laurentienne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>177</td>
<td>Bank of Canada/Banque du Canada</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>219</td>
<td>Alberta Treasury Branches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>815</td>
<td>Federation des caisses Desjardins du Québec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>859</td>
<td>Central 1 Credit Union</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[
\text{Total Delivered} = \sum_{i}^{n} \text{Amount Delivered}_i
\]
\[
\text{Total Received} = \sum_{i}^{n} \text{Amount Received}_i
\]

\[
\text{Net Result} = \text{Total Delivered} - \text{Total Received}
\]

Prepared by: ____________________  Presiding Officer:/Dirigeant president: ____________________
# Appendix I - Sample Confirmation of Clearing Balances

**Confirmation of Clearing Balances - Confirmation des solides de compensation**

<table>
<thead>
<tr>
<th>TO THE AGENT - À L’AGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK OF CANADA - BANQUE DU CANADA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Place)</th>
<th>(Endroit)</th>
<th>(Settlement Date)</th>
<th>(Date de règlement)</th>
</tr>
</thead>
</table>

Please instruct the Bank of Canada, Ottawa to CREDIT/DEBIT this Direct Clearer with the following amount, plus interest pursuant to Rule J10, Part II, "Intermember Domestic Interest Claims/Compensation", which is the final settlement of today's clearing.

Veuillez donner instruction à la Banque du Canada à Ottawa de CRÉDITER/DÉBITER cet adhérent de ce montant ainsi que les intérêts conformément à la règle J10, Partie II, "Demandes/Compensation d'intérêts entre membres dans le cadre d'opérations nationales", lequel représente le règlement final de compensation, ce jour.

<table>
<thead>
<tr>
<th>($ )</th>
<th>DIRECT CLEARER - ADHERENT</th>
</tr>
</thead>
</table>

Authorized Officer - Représentant
Authorized Officer - Représentant

**Regional Clearing Association Chair - Président(e) de l'Association régionale de compensation**

FOR BANK OF CANADA USE ONLY - RESERVE A LA BANQUE DU CANADA

**Initial Clearing Balance - Solde initial de compensation**

| $ |

**Interest Compensation - Compensation des intérêts**

| $ | RATE - % |

| Taux |

**Final Clearing Balance - Solde final de compensation**

| $ |
APPENDIX I - SAMPLE PAPER CLEARING EXCHANGE REPORT

ITEMS DELIVERED/RECEIVED (indicate delivered or received)
By: ____________________ (Direct Clearer) IN ____________________ REGION
FOR THE FOLLOWING SETTLEMENT DATE(s): ________________

<table>
<thead>
<tr>
<th>Direct Clearer Adhérent</th>
<th>Qualified Qualifies (E) Number/Nombre Value/Valeur</th>
<th>Unqualified Non Admissibles (U) Number/Nombre Value/Valeur</th>
<th>Computer Rejects/Rejets (Z) Number/Nombre Value/Valeur</th>
<th>Total Paper Debits/Number/Nombre Value/Valeur</th>
<th>Grand Total Paper and Electronic Number/Nombre Value/Valeur</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Bank of Montreal</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002 Bank of Nova Scotia</td>
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<tr>
<td>003 Royal Bank of Canada</td>
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</tr>
<tr>
<td>004 Toronto-Dominion Bank</td>
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<tr>
<td>006 National Bank of Canada</td>
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<tr>
<td>010 C.I.B.C.</td>
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<tr>
<td>016 HSBC Bank Canada</td>
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<td></td>
</tr>
<tr>
<td>039 Laurentian Bank of Canada</td>
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<tr>
<td>177 Bank of Canada</td>
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<tr>
<td>219 Alberta Treasury Branches</td>
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<tr>
<td>815 Fédération des caisses Desjardins du Québec</td>
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</tr>
<tr>
<td>869 Central 1 Credit Union</td>
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<tr>
<td>Total Number/Nombre</td>
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<tr>
<td>Total Value/Valeur</td>
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</tbody>
</table>
**RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT**

**APPENDIX I - SAMPLE ELECTRONIC CLEARING EXCHANGE REPORT**

Items Delivered/Received (indicate delivered or received)

By: __________________ (Direct Clearer) In: __________________ Region

for the Following Settlement Date(s): __________________

<table>
<thead>
<tr>
<th>Direct Clearer Adherent</th>
<th>AFT/TAF</th>
<th>*Image (ICP)</th>
<th>Adjustments/ GA Adjustments</th>
<th>Point of Sale/Point de Vente</th>
<th>Online Payments</th>
<th>EDI</th>
<th>Regional Debits &amp; Credits</th>
<th>Total Debits &amp; Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Bank of Montreal</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>002 Bank of Nova Scotia</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>004 Royal Bank of Canada</td>
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<tr>
<td>005 National Bank of Canada</td>
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<td></td>
<td></td>
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<tr>
<td>010 CIBC</td>
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<tr>
<td>016 HSBC Bank Canada</td>
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<tr>
<td>039 Laurentian Bank of Canada</td>
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<td>177 Bank of Canada</td>
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<tr>
<td>219 Alberta Treasury Branches</td>
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<tr>
<td>815 Fédération des caisses Desjardins du Québec</td>
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<tr>
<td>869 Central 1 Credit Union</td>
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<td></td>
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<tr>
<td>Total Number Enters</td>
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<td></td>
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<tr>
<td>Total Value/Value</td>
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</tbody>
</table>

*ICP items are considered electronic solely for the purpose of manual balancing*
## RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

### APPENDIX II - SAMPLE CLEARING ASSOCIATION PROOF SHEET

<table>
<thead>
<tr>
<th>DIRECT CLEARER</th>
<th>(A) TOTAL DEL'D (+)</th>
<th>(B) TOTAL REC'D (+)</th>
<th>(A - B) NEW RESULT</th>
<th>+ / -</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 BANK OF MONTREAL</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>002 NOVA SCOTIA BANK</td>
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<tr>
<td>003 ROYAL BANK</td>
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<tr>
<td>004 TORONTO DOMINION BANK</td>
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<tr>
<td>005 NATIONAL BANK</td>
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</tr>
<tr>
<td>010 CANADIAN IMPERIAL BANK OF COMMERCE</td>
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<tr>
<td>019 HSBC BANK CANADA</td>
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</tr>
<tr>
<td>038 LAURENTIAN BANK</td>
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<tr>
<td>177 BANK OF CANADA</td>
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</tr>
<tr>
<td>218 ALBERTA TREASURY BRANCHES</td>
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</tr>
<tr>
<td>815 FEDERATION DES CAISSES DESJARDINS DU QUEBEC</td>
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<td></td>
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</tr>
<tr>
<td>889 CENTRAL 1 CREDIT UNION</td>
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<td>CONTROL</td>
<td></td>
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<td>0.00</td>
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**ATTENTION:** THE PRESIDING OFFICER  
REGIONAL CLEARING ASSOCIATION

**CHECK LIST:**

- From the clearing exchange statements of each participating Direct Clearer, enter the ‘Delivered’ total into column A of the Clearing Association Proof Sheet and enter the ‘Received’ total into column B.
- Calculate the total effect of exchanges upon each Direct Clearer by subtracting column B from column A. Enter the result into the ‘Net Result’ column of the Clearing Association Proof Sheet. Signify a positive amount with a ‘+’ sign or a negative amount with a ‘-’ sign.
- Sum column A and B to provide the Control totals. Subtract column B Control total from column A Control total. The result must be equal to zero. Cross-balance the Proof Sheet by summing the grand total of the ‘Net Result’ column. The total must also be equal to zero.
- Verify the ‘Net Result’ of each Direct Clearer to the Confirmation of Clearing Balances form received from the participating Direct Clearers with a positive (+) net result should indicate a ‘credit’ instruction to the Bank of Canada. Direct Clearers with a negative (-) net result should indicate a ‘debit’ instruction. The date should be the settlement date.
- Sign: each Clearing Exchange Statement/two copies of each Confirmation Proof Sheet.

**CONFIRMED:**  
Signature of Presiding Officer  
Regional Clearing Association
ITEMS DELIVERED/RECEIVED (indicate delivered or received)

By: __________________ (Direct Clearer) IN _____________ REGION

FOR THE FOLLOWING SETTLEMENT DATE(s): _____________

<table>
<thead>
<tr>
<th>Direct Clearer Adhérent</th>
<th>Qualified Qualifies (E) Number/Nombre Value/Valeur</th>
<th>Unqualified Non Admissibles (U) Number/Nombre Value/Valeur</th>
<th>Computer Rejects/Rejets (Z) Number/Nombre Value/Valeur</th>
<th>Total Paper Debits/Number/Nombre Value/Valeur</th>
<th>Grand Total Paper and Electronic Number/Nombre Value/Valeur</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Bank of Montreal</td>
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<tr>
<td>002 Bank of Nova Scotia</td>
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<tr>
<td>003 Royal Bank of Canada</td>
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<td></td>
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<tr>
<td>004 Toronto-Dominion Bank</td>
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<tr>
<td>010 C.I.B.C.</td>
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<tr>
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<tr>
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<tr>
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APPENDIX III - SAMPLE ELECTRONIC CLEARING EXCHANGE MONTHLY SUMMARY REPORT

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<th>Direct Clearer Adherent</th>
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<th>*Image (ICP)</th>
<th>Adjustments</th>
<th>Point of Sale</th>
<th>Online Payments</th>
<th>Total Electronic Debit</th>
<th>Total Electronic Credit</th>
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*ICP items are considered electronic solely for the purpose of manual balancing
RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

APPENDIX IV - CLEARING EXCHANGE MONTHLY SUMMARY

Canadian Payments Association
Facsimile: 613-233-3385
Telephone: 613-238-4173

Bank of Canada Contacts:
Facsimile: 1-800-353-3937
Telephone: 1-800-353-4296

Alternates
Telephone: 1-613-782-8979
1-613-782-8414