IMPLEMENTED

September 23, 1992

AMENDMENTS PRE-NOVEMBER 2003


AMENDMENTS POST-NOVEMBER 2003

1. Amendments to Section 2 to align the size of an Intermember Control Document to a CRD, as well as make certain formatting optional, including holes, color, and non-MICR printing, approved by the Board September 28, 2018, effective November 27, 2018.
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1. GENERAL

1.1 SCOPE

The purpose of this Standard is to address the preparation for delivery of Qualified MICR Items in any intermember clearing exchange.

1.2 REVISIONS

The Standard will be subject to revision as required by experience and future developments. In order to ensure adequate advance notification is given to all concerned, such revisions shall only become binding after the elapse of a mutually agreed interval of time.

1.3 USE OF THE STANDARD

It is intended that financial institutions use this Standard in conjunction with Rule A1.

1.4 PARTICIPATION

Financial institutions who intend to use any aspect of this Standard may do so at any time provided the following:

a. Any procedures implemented do not disrupt the clearing exchange processes currently adopted at any intermember clearing exchanges and are co-ordinated through the local Regional Clearing Association(s) (RCA) affected.

b. Institutions may use this Standard independently or with bi-lateral agreements with other institutions, on a regional or national basis.

1.5 GUIDELINES

1.5.1 Financial institutions must ensure the following procedures be adopted when implementing the use of the Standard Intermember Control Document:

a. All bundles of Qualified Items (Rule A1) must be preceded by a respective Standard Intermember Control Document (ICD) (as specified in section 2), with each bundle’s ICD bearing a unique MICR ICD bundle ID for each business day.
b. The total dollar amount of each bundle and respective ICD bundle identification number for all bundles of Qualified Items must be listed on an automated clearing bundle recap (as specified in section 3). Separate recaps are required for Qualified Items $50,000.00 and over. Recaps must be provided for all intermember clearing exchanges, and must accompany respective bundles.

1.5.2 Financial institutions must ensure the following procedures be adopted when implementing the use of the intermember common cheque containers:

a. Intermember common cheque containers (as specified in section 4) may be used by financial institutions with or without the use of the ICD.

b. Financial institutions using the intermember common cheque containers or clearing bags in intermember clearing exchanges whereby not all participating Direct Clearers are using the intermember common cheque containers or clearing bags, must obtain agreement from the RCA that all members will agree to perform Inventory as specified in sub-section 4.4.
2. SPECIFICATIONS FOR THE INTERMEMBER CONTROL DOCUMENT

2.1 SIZE

Minimum  15.88cm x 6.99cm  (6 ¼" x 2 ¾")
Maximum  22.25cm x 10.80cm (8 ¾" x 4 ¼")

2.2 HOLES (OPTIONAL)

Two maximum .64cm (1/4") holes situated with centres at:
1st Hole:  5.08cm (2") from bottom edge and 5.72cm (2 1/4") from left edge.
2nd Hole:  5.08cm (2") from bottom edge and 5.72cm (2 1/4") from right edge.

2.3 BASE COLOUR

Any colour.

2.4 PAPER WEIGHT AND DEFINITIONS

Minimum 24lb and must comply to specifications set forth in section 2 of Standard 006.

2.5 NON MICR PRINTING (OPTIONAL)

Where optional non MICR printing is present, it shall be printed above the MICR band (where the MICR band is the 1.59cm (5/8") along the bottom edge).

Where diagonal black stripes are present, they shall be contained within a 2” band of the top portion on the document.

a. The 2” band may be demarcated with 0.64cm (1/4") black stripes at .64cm (1/4") intervals, running diagonally at a 45 degree angle, slanting to the left covering the top 5.08cm (2") of the document. Refer to sample in sub-section 2.7.

b. Within the black stripes, where present, two clear windows, one containing the allocated data centre number as per section 2.6, paragraph 5 of this Standard, the other containing an abbreviated name or logo of the sending financial institution. Refer to sample in sub-section 2.7.
2.6 MICR SPECIFICATIONS

All following specifications must conform to MICR requirements set forth in CPA Standard 006.

1. Amount Field: Optional
2. Transaction Code Field: Blank
3. On-Us Field/Account Number: Optional
4. On-Us Field/Transit Number:
   - POSITIONS 34 through 36 inclusive
     VALUE = 999
   - POSITIONS 38 through 42 inclusive
     VALUE = 55555
5. On-Us Auxiliary Field/Serial Number:
   - POSITIONS 46 through 51 inclusive
     VALUES = 000001 – 999999
     (representing a unique sequential number for each CONTROL DOCUMENT, referring to as ICD BUNDLE ID)
   - POSITIONS 52 through 55 inclusive
     VALUES = (Respective Sending Institution’s Allocated Data Centre Number in the form XXXY where:

     XXX = institution number; and
     Y = region identifier as outlined below.

     0 – Vancouver
     1 – Montreal
     2 – Toronto
     3 – Halifax
     7 – Winnipeg
     9 – Calgary
2.7 SAMPLE OF AN INTERMEMBER CONTROL DOCUMENT

N.B. This diagram is NOT to scale.
3. SPECIFICATIONS FOR THE AUTOMATED CLEARING BUNDLE RECAP

3.1 INTRODUCTION

An automated clearing bundle recap must be provided in accordance to guidelines stated in paragraph (b) of sub-section 1.5, for each participating Direct Clearer, for each and all exchanges at respective intermember clearing centres. The report is to be based on a 132 COLUMN by 60 LINES per page layout, column 1 containing carriage control characters.

Any undefined areas within the LINES 1 through 7 inclusive can include additional data as deemed necessary by the sending institution.

3.2 HEADER

LINE 2 COLUMN 49-79 – to contain report title:
   AUTOMATED CLEARING BUNDLE RECAP

LINE 3 COLUMN 90-97 – to contain the TIME report was produced:
   HH/MM/SS

LINE 3 COLUMN 121-129 – to contain report Page Number:
   PAGE: XXXE
   X = Page Number
   E = Alphabetic letter E present only if the last page of the report

LINE 4 COLUMN 5-7 – to contain TO:

LINE 4 COLUMN 9-13 – to contain:
   The receiving institution's CPA allocated data centre number as per section E, Appendix 3 of Standard 005.

LINE 4 COLUMN 15-85 – to contain the receiving institution's name.

LINE 4 COLUMN 121-130 – to contain the processing date:
   YYYY/MM/DD

LINE 5 COLUMN 3-7 – to contain FROM:

LINE 5 COLUMN 9-13 – to contain:
   The sending institution's CPA allocated data centre number as per section E, Appendix 3 of Standard 005.
STANDARD 010 – STANDARDS AND GUIDELINES FOR THE STANDARD INTERMEMBER CONTROL DOCUMENT

LINE 5 COLUMN 15-85 – to contain the sending institution’s name.
LINE 7 COLUMN 15-23 – to contain column title: BUNDLE ID
LINE 7 COLUMN 33-45 – to contain column title: DOLLAR AMOUNT
LINE 7 COLUMN 48-52 – to contain column title: ITEMS
LINE 7 COLUMN 82-90 – to contain column title: BUNDLE ID
LINE 7 COLUMN 100-112 – to contain column title: DOLLAR AMOUNT
LINE 7 COLUMN 115-119 – to contain column title: ITEMS

3.3 BUNDLE ID

1st TABULAR COLUMN – LINES 8-52 COLUMN 14-23
- each line to contain the 10 digit BUNDLE ID as processed from each standard intermember control document’s MICR ON-US Auxiliary Field/Serial number MICR positions 46 through 55 as per sub-section 2.6. The BUNDLE ID’s must be ascending in capture sequence order, so that the physical bundles can be prepared in the same order.

4th TABULAR COLUMN – LINES 8-52 COLUMN 81-90
- each line to contain the 10 digit BUNDLE ID as processed from each standard intermember control document’s MICR ON-US Auxiliary Field/Serial number MICR positions 46 through 55 as per sub-section 2.6. The BUNDLE ID’s must be ascending in capture sequence order, so that the physical bundles can be prepared in the same order, continuing from 1st TABULAR COLUMN Line 52 COLUMN 3-12.

3.4 DOLLAR AMOUNT

2nd TABULAR COLUMN – LINES 8-52 COLUMN 26-45
- each line to contain the total dollar amount for its respective BUNDLE ID as reported in the 1st TABULAR COLUMN, COLUMN 3-12, in a currency format as per sample in sub-section 3.8.

5th TABULAR COLUMN – LINES 8-52 COLUMN 93-112
- each line to contain the total dollar amount for its respective BUNDLE ID as reported in the 4th TABULAR COLUMN, COLUMN 48-57, in a currency format as per sample in sub-section 3.8.
3.5 NUMBER OF ITEMS

3RD TABULAR COLUMN – LINES 8-52 COLUMN 50-52
- each line to contain the total item count for each respective BUNDLE ID as reported in the 1st TABULAR COLUMN, COLUMN 3-12.

6TH TABULAR COLUMN – LINES 8-52 COLUMN 117-119
- each line to contain the total item count for each respective BUNDLE ID as reported in the 4th TABULAR COLUMN, COLUMN 48-57.

3.6 PAGE TOTALS

LINE 56 COLUMN 51-61 – to contain line title:
   PAGE TOTAL

LINE 56 COLUMN 64-70 – to contain the sum of all ITEMS for all BUNDLE IDs reported on each respective page as per the 3rd and 6th TABULAR COLUMNS as specified above.

LINE 56 COLUMN 73-77 – to contain line title:
   ITEMS

LINE 56 COLUMN 80-99 – to contain the sum of all DOLLAR AMOUNTS for all BUNDLE ID’s reported on each respective page as per the 2nd and 5th TABULAR COLUMNS as specified above.

LINE 56 COLUMN 102-108 – to contain line title:
   DOLLARS

LINE 56 COLUMN 111-116 – to contain the total number of BUNDLE IDs reported on each page of the RECAP.

LINE 56 COLUMN 119-125 – to contain line title:
   BUNDLES

3.7 GRAND TOTALS

Grand Totals line to be present only on the last page of the automated clearing bundle recap.

LINE 58 COLUMN 50-61 – to contain line title:
   GRAND TOTAL
LINE 58 COLUMN 64-70 – to contain the sum of all ITEMS for all BUNDLE Ids reported on all pages of the recap as per the 3rd and 6th TABULAR COLUMNS as specified above.
LINE 58 COLUMN 73-77 – to contain line title: 
ITEMS

LINE 58 COLUMN 80-99 – to contain the sum of all DOLLAR AMOUNTS for all BUNDLE IDs reported on all pages of the recap as per the 2nd and 5th TABULAR COLUMNS as specified above.

LINE 58 COLUMN 102-108 – to contain line title: 
DOLLARS

LINE 58 COLUMN 111-116 – to contain the total number of BUNDLE IDs reported on all pages of the RECAP.

LINE 58 COLUMN 119-125 – to contain line title: 
BUNDLES
### 3.8 Sample of an Automated Bundle Recap

#### Automated Clearing Bundle Recap

<table>
<thead>
<tr>
<th>Bundle ID</th>
<th>Dollar Amount</th>
<th>Items</th>
<th>Bundle ID</th>
<th>Dollar Amount</th>
<th>Items</th>
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</table>

**Page Total:** XXXXXXXX Items A.AAA.AAAA A.AAA DOLLARS BBBBB Bundles

**Grand Total:** XXXXXXXX Items A.AAA.AAAA A.AAA A.DOLLARS BBBBB Bundles
4. SPECIFICATIONS FOR INTERMEMBER COMMON CHEQUE CONTAINERS

4.1 GENERAL

Intermember common cheque containers are used to package MICR cheques and associated listings for inter-institutional clearing exchanges for delivery to respective participating Direct Clearers, at any intermember clearing exchange points. Each institution may opt to have any identifiable printing they desire, printed onto their containers, provided that the clear vinyl top portion is not used.

4.2 SIZE

Minimum:  
Height/Depth:  10.16cm (4”)
Width:  20.32cm (8”)
Length:  20.32cm (8”)

Maximum:  
Height/Depth:  10.16cm (4.75”)
Width:  20.32cm (8”)
Length:  43.18cm (17”)

4.3 COMPOSITION/CONSTRUCTION

Each institution may opt to use a variety of materials in the composition of intermember common cheque containers, but must ensure the following minimum specifications are maintained at all times:

- Must be collapsible
- Durable synthetic fibre (PBC 420 Denier)
- Durable clear vinyl top (minimum .40m PBC)
- Zipper opening along the two lengths and one width of the vinyl top
- minimum #8 zipper)
- Base color to be determined by each local RCA
- 2.54cm (1 inch) strap (e.g., velcro, “fastex lock”) to secure the cheques when zipped closed along the entire length circumference of the container.
  Strap attached to the bottom of container
4.4 USE, PURCHASE, AND INVENTORY

Each institution will package their outgoing MICR cheques and listings destined for other participating Direct Clearers in intermember common cheque containers. The total number of containers and their (1) sequence must be clearly visible through the clear vinyl top of the container when properly secured.

(1) sequence – If an institution is producing an automated clearing bundle recap, as per section 3.3 then the order of the containers must correspond to the order of the recap.

1. The RCA and designated working groups must ensure adequate inventory and quality of the intermember common clearing containers is maintained at all times.