

(Unofficial Translation) *

Notification of the Bank of Thailand
Re: Procedures of Inter-Provincial Cheque Collection System

The Bank of Thailand has set forth procedures under the Bank of Thailand Regulation on Inter-Provincial Cheque Collection B.E. 2546, Articles 24, 25, 29, 30, 32, 34 and 36, as below:

Article 1 Of this notification, the BOT hereinafter refers to the Bank of Thailand.

Article 2 Cheque data transmission procedures

2.1 All member banks of the clearing house with online and offline data transmission shall operate on cheque collection, returned cheque, as well as other collections and payments, according to the procedures, as below:

2.1.1 All member banks shall transmit data in a format file, which data separately in each file according to each type of transaction, i.e., cheque collection, returned cheque, as well as other collections and payments.

2.1.2 One file shall contain data transmission not exceeding 25 batches.

2.1.3 The data in one file shall not exceed 100 records.

Article 3 Cheque and clearing procedures

3.1 Exchange of cheque collection

Member banks shall separate cheques in batches, sorted by the paying banks, and provide a summary of cheque presentment, together with a binding copy of the summary report, attached to each batch for exchanges at the clearing house.

3.2 Exchange of returned cheques

3.2.1 Member banks shall sort returned cheques in batches, classified by the sending banks, together with reports on acceptance of returned cheques and reasons, to be clipped on every returned physical cheque, and a summary report of returned cheque and a binding copy of the returned cheque report, attached to each batch, for exchange at the clearing house.

3.2.2 Member banks shall bring returned cheques for exchange by 11.00 a.m., of the third working day, and the cheque exchange date shall be included. In case where an application system of any member bank has not been in place, a picture of a returned cheque can be used for exchange, by using a returned cheque notification form, as designated by the BOT, as reference document for cheque

* This translation is for the convenience of those unfamiliar with the Thai language. Please refer to the Thai text for the official version.

return, and sending it by fax. The original returned physical cheque shall be exchanged on the fourth working day, the cheque exchange date shall be included.

3.3 To update information of the offices or branches of a bank, the member bank shall notify the names, addresses, and bank codes of branches and sub-branches, which will be newly opened, shut down, or relocated, all over the country, to the clearing houses, at least seven days in advance before starting the operations of cheque collection.

3.4 Exchange of documents for other collections and payments

Member banks shall submit a letter requesting correction of deviated data in documents subject for other collections and payments, and separate the letter as such and payment documents in batches, sorted by the counter-party banks. Also, the banks shall provide a summary report, together with a binding summary report, attached to letter of correction and payment documents for exchange at the clearing houses.

Article 4 Inconsistencies in cheque data and physical cheque

4.1 When a paying bank receives fewer physical cheques than the number stated in cheque data (No Physical), the paying bank shall correct the cheque data, using a letter form for correcting deviated data, as stipulated by the BOT, as attached to this notification. It shall also provide other collections report, and identify reasons, i.e., “54 No Physical”, for collection by 11.00 a.m., by the third working day, with the cheque-exchange date inclusive.

4.2 When a paying bank receives more physical cheques than the number stated in cheque data (No Data), the paying bank, shall take the following actions:

4.2.1 Notify and return said cheques to the sending banks on the next working day after the date of exchange, or:

4.2.2 To keep said cheque for clearing, a paying bank shall notify the sending bank of an increase in the total sum of physical cheques subject for collection. The sending bank shall issue a letter for correcting deviated data, using the form as designated by the BOT, and identify reasons, “51 Under-Collecting”, for collection by 11.00 a.m., by the third working day, with the cheque-exchange date inclusive.

4.2.3 In case of inconsistencies between the collection amount data and the amount of physical cheques subject for collection, the counter-party bank shall request correction of deviated data, based on the collection amount data, through the following procedures:

(1) If the collection amount data is less than the amount stated on physical cheques, the sending bank shall increase the total amount data for cheque

collection, using the data correction form, as stipulated by the BOT, attached to this notification. There shall be a report on other collections, and identified reasons as “51 Under-Collecting”, for collection by 11.00 a.m., by the third working day, with the cheque-exchange date inclusive.

(2) If the collection amount data is more than the amount stated on physical cheques, the paying bank shall subtract the total amount data for cheque collection, using the data correction form, as stipulated by the BOT, attached to this notification. There shall be a report on other collections, and identified reasons as “52 Over-Collected”, for collection by 11.00 a.m., by the third working day, with the cheque-exchange date inclusive.

4.2.4 In case of a lost cheque after sending for collection, the paying bank shall take actions, as follow:

(1) Notify the police, and bring the filing report to the customer to issue a new cheque.

(2) Should the customer refuses to issue the new cheque, or the customer cannot be contacted, the paying bank shall return said cheque data, by preparing returned cheque data, and the police filing report as reference.

(3) If the police cannot be informed, a member bank shall inform the counter-party bank, and submit the returned cheque data. The police filing report shall be sent later.

This notification shall take effect from 14th February B.E. 2546 onwards.

Given on 10th January B.E. 2546

(Signed)

(M.R. Pridiyathorn Devakula)

Governor

Bank of Thailand