

MALTA CLEARING HOUSE

RULES AND REGULATIONS

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1.0 DEFINITION

The Malta Clearing House (MCH) is a formal agreement between the Central Bank of Malta, Credit Institutions licensed under the Banking Act, and Financial Institutions licensed under the Financial Institutions Act that provide clearing arrangements to cater for low value payments in the agreed currencies.

- 1.1** – Clearing Facilities for paper based instruments (cheques) - Current account facilities – to enable participants to exchange and clear cheques as smoothly as possible.
- 1.2** - Clearing Facility for non-paper based instruments - Direct Debits, Direct Credits, Standing Orders and ATM transactions in the currencies specified for each product.

2.0 ADMINISTRATION

The business of the Malta Clearing House shall be managed by a Committee, made up of 1 nominated representative from each participating institution and chaired by the Central Bank as operator. The nominated participant can be assisted by experts whenever required.

- 2.1** The Committee will meet on the first Tuesday of every odd month. Any member of the committee can propose items for the agenda of a meeting by advising the Chairman with details of the proposals at least five working days prior to the meeting of the Committee. The Chairman will forward all details to the other members at least 4 working days before the meeting.
- 2.2** A meeting shall be called at any time on the request of any member, specifying the business to be discussed, provided three days notice is given. However, an urgent meeting addressing an issue can still be called subject to a 24-hour notice being given.
- 2.3** Members of the Committee shall be appointed for a period of two years, and may be re-appointed.
- 2.4** The Committee is responsible for the Rules and Regulations of the Malta Clearing House and may amend them from time to time.
- 2.5** The Committee is responsible for arbitrating on all disputes between the participants arising out of their participation in the Malta Clearing House. Disputing members will be automatically excluded from voting. The decisions taken by the arbitrating arrangements shall be binding on all parties concerned as indicated by the decision.
- 2.6** Decisions which change these regulations (the Malta Clearing House Rules and Regulations), will need two-thirds of the votes of members eligible to vote, which banks voting in favour should at least represent 50% of the volume of cheques presented. Participants have equal voting rights. Should a matter raised during one meeting require further analysis by one or more

members, voting on the specific proposal can be taken during the next meeting. For the purpose of this clause the clearing volume is calculated at the end of each calendar year.

- 2.7 Each cheque issuing member shall have one vote and the Chairman, who is appointed by the Central Bank, shall have a casting vote.
- 2.8 The Committee can nominate working groups to address specific technical issues of interest to the operation or development of the Clearing House. Each participant of the clearing house shall have the right to nominate technical representatives to such working groups.

3.0 PARTICIPANTS

3.1 Any credit or financial institution licensed to provide payment services is eligible for direct participation. It will be admitted as a direct Participant of the Malta Clearing House provided that:

- a) the institution has settlement facilities as required by this agreement or settlement facilities as required for settlement for the respective instrument.
- b) it is an institution licensed to provide payment services in a scheduled state - **Appendix “A”**.
- c) it has business contingency arrangements in place to achieve the minimum service level requirements stipulated for the specific instrument. These measures can include service agreements between participants that will provide services in case of contingency.

3.2 Any credit or financial institution licensed to provide payment services is also eligible for indirect participation. An institution is eligible for participation provided that:

- a) it has a contractual agreement for settlement purposes with a direct participant of the clearing house.
- b) the direct participant will assume all responsibility for the purpose of this agreement on behalf of the sponsored indirect participant, including representation on the governing committee.
- c) it is an institution licensed to provide payment services in a scheduled state.
- d) it has business contingency measures in place to achieve the minimum service level requirements stipulated for the specific instrument. These measures can include service agreements between participants that will provide services in case of contingency.

3.3 Application for access to this system does not in any way imply automatic right of access to any system required for settlement of claims arising under this agreement. However, a participant can opt out from the clearing of

particular instruments or specific currencies by indicating clearly to the operators and other participants of its decision.

4.0 CLEARING OF CHEQUES AND BANK DRAFTS DENOMINATED IN Euro DRAWN ON DIRECT OR INDIRECT PARTICIPANTS OF THE MALTA CLEARING HOUSE.

4.1 Scope of Section

The instruments to be cleared shall be cheques and drafts denominated in Euro. The currency symbol to be used on cheques and drafts is Euro, Eur or €.

4.2 Request to Participate

A new application by an institution to participate in the clearing under this section requires a maximum 6 months to be processed from the initial date of application. The application attracts any out-of-pocket expenses incurred by the existing participants to accommodate the new participant. The prospective participant has the right to request an estimate from the chairman of the clearing house for the total costs involved. This request has to be entertained within 40 working days.

4.3 Operating Days

The clearing of cheques will take place between Monday and Friday on all days except national, public or banking holidays, as follows:

Representatives from each participating institution shall meet at the Central Bank, St James Counterguard, in order to exchange cheques/diskettes at 07.00 hours on each clearing house operating day.

To ensure time efficiency, representatives are obliged to wait for a maximum period of 15 minutes. Any institution failing this time frame would be obliged to deliver and collect cheques from the other participating institutions on the next working day.

Cheques should be individually pre-packed for each of the other institutions in a sealed envelope or container. Every package should be clearly marked (e.g. 1/1 or 1/2 and 2/2) and should also include the relative diskette as per **Appendix “B”**.

Out-clearing in case of any disruption of service should be delivered by 11.00 am. The participant presenting the cheques late should however allow for at most an extra working day for the return of cheques by participants which receive presentations after 9.00 am. In such circumstances banks should in any case endeavour to accommodate a shorter timetable on a best effort basis.

Wrongly listed checks will be investigated and entertained up to a maximum of five years after the initial erroneous presentation.

The delivery of electronic data files between member banks must be secured by means of the agreed algorithm for signing, encrypting and decrypting e-

mails. Data files are encrypted/decrypted by means of passwords/keys which are exchanged between member banks.

4.4 Settlement

Every Participating Institution will be required to pay the respective gross amount for cheques that every other participant or indirect participant of the clearing house has negotiated on its behalf on the previous day effecting settlement as per settlement instructions in **Appendix “C”**. The receiving participant should have receipt of payment by 2.30 pm.

4.5 Unpaid Articles

4.5.1 Unpaid articles will be advised by email/fax to the negotiating bank within one business day from time of presentation at the Central Bank and physically returned by the drawee bank through the Clearing House the next business day. For banks which are not open for business on a Saturday, unpaid articles emanating from cheques negotiated by other banks on a Thursday will be advised by email/fax to the negotiating bank by Friday and physically returned by the drawee bank through the Clearing House on Monday. Likewise, unpaid articles emanating from cheques negotiated by other banks on Friday/Saturday will be advised by email/fax to the negotiating bank on Monday and physically returned by the drawee bank through the Clearing House by Tuesday.

4.5.2 The issuing bank has the responsibility of ensuring that standards required for safe and efficient processing are adopted. It is also his responsibility to ensure authentication.

4.5.3 All unpaid articles are to be marked with the reason for non-payment, as shown in **Appendix “D”**, dated but not necessarily initialled. These are listed in the format shown on form BOP5 – **Appendix “E”**. However, a cheque is considered as post-dated only if the date of presentation for clearing is before the actual cheque’s date. Cheques can be presented on the day they are dated through the clearing house for settlement. Acceptance of a cheque is a matter between the bank and his customer.

4.5.4 An image of a cheque is accepted in cases where the original cheque has been lost or misplaced. Such image should be duly authenticated by authorised officials from the negotiating Bank. An indemnity should also be given as per established format – **Appendix “F”**. Details such as serial number, amount and account number are to be included in the Indemnity.

4.5.5 **Appendix “G”** is the template to be used in informing the payee of the eventuality that the original cheque returned unpaid has been misplaced and currently unavailable. An authenticated scanned copy of this cheque which is to be included or attached to this letter will be considered as the original document and can be presented again by the payee.

- 4.5.6** If cheques are notified to be returned, or are returned unpaid to a participant A (presenting participant) by a participant B (issuing bank) by 3.30 pm, they will be paid back on the next clearing day. If there is no presentation, or there are technical problems with the days presentations, the amount of returned cheques will be paid out independently within the deadline for settlement identified for the days clearing. Failure to do so will make interest due payable, and may attract further sanctions to be determined by the clearing house committee, including expulsion from the clearing house if the misconduct is repeated.

A cheque that has been lost or misplaced prior to its imaging can still be cleared and paid, provided an appropriate indemnity is given as per established format – **Appendix “H”**.

4.6 Endorsement

- 4.6.1** A printed endorsement by way of a ‘place to the credit’ stamp, not accompanied by the paying bank official’s signature should be considered sufficient as far as validity of the endorsement is concerned.
A cheque payable ‘cash’ can be either encashed by the drawer, or deposited in the drawer’s account, only if endorsed.

4.7 Special Clearing

- 4.7.1** Special Clearing for same day value is allowed subject to a minimum limit of Eur 250,000 per cheque. The cut-off time for presenting the cheques to the drawee banks is:

1 January to 31 December - 12.30pm

Settlement of special clearing is to be effected as per section 4.4.

Special Clearing between the credit institutions for items less than Eur 250,000 is also to be allowed provided that settlement is effected through the Clearing House on the next business day.

In any case, Special Clearing will be accepted for payment without recourse, provided that the cheque is presented by the ‘presenting bank’ at the counters of the bank (branch) on which it is drawn.

For special clearing form refer to **Appendix “P”**

4.8 Account Number Structure and Cheque Specifications

Refer to **Appendices “J”, “K” “L” and “M”**.

5.0 NEGOTIATION OF FOREIGN CURRENCY CHEQUES DRAWN ON LOCAL CREDIT INSTITUTIONS

5.1 Scope of Section

1. Cheques in foreign currency drawn on local institutions

Cheques in various Foreign Currencies drawn by banks, financial intermediaries or personal customers on their respective accounts held with local institutions.

2. Currencies

Currencies of items covered by agreement are USD, GBP, AUD, CAD, YEN, CHF, NOK, SEK and DKK.

Any other currencies not specified above, will be treated outside this agreement.

5.2 Operating Days

See Sections **4.1**.

The items under this section should be separately packed and marked using the Charge Slip as indicated in **Appendix “N”**. The negotiating Bank/s will present all foreign currency cheques to the drawee bank for payment split up by currency of cheques.

5.3 Settlement Cycle

- Day 1 Presentation of items at clearing house - **Appendix “N” Form I and II**,
- Day 2 Cheques returned unpaid with confirmation of net credit by drawee bank - **Appendix “N” Form II**;
- Day 3 Payment- Settlement to Nostro accounts is to be made net of cheques returned unpaid on day 2.

The drawee participant will provide cover on the negotiating banks’ Nostro accounts by the 3rd clearing working day, excluding currency holidays, indicated on the latter’s charge slip, less any dishonoured cheques. Drawee participant is to confirm credit on the charge form itself two days after presentation.

In case of any dishonoured cheques, drawee participants are to return draft/s on the 3rd day of the clearing cycle to the negotiating participant, stipulating the amount and the reason/s for dishonour. No charge is to be applied for this service.

The value of payment will be 3 days from presentation of cheques. This 3-day clearing cycle is shown in **Appendix “O”**.

6.0 BUSINESS CONTINGENCY ARRANGEMENTS

In case of any major incident that prevents the participants meeting at the Central Bank of Malta, the participants are to meet at HSBC Bank Malta P.l.c, 80 Mill Street, Qormi. The participants are to be contacted and advised of the change of venue due to contingency arrangements.

7.0. REFERRAL OF DIFFICULTIES

Any difficulties/problems relating to the clearing of any payment instrument would continue to be tackled by the Malta Clearing House Committee.

8.0 GOVERNING LAW

These Malta Clearing House Rules shall be governed by and construed in accordance with the Laws of the Republic of Malta.

Schedule 1

Scheduled States

Austria
Belgium
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Norway
Poland
Portugal
Slovakia
Slovenia
Spain
Sweden
The Netherlands
United Kingdom of Great Britain and Northern Ireland

CHEQUE CLEARING DATA EXCHANGE SPECIFICATION

The following details were agreed to by the Malta Clearing House Committee held on Friday, 9th August 1991.

- The diskette should be 3.5 inch, high density – 1.44 Mb in DOS format
- Banks shall exchange two copies of the diskette
- The data file on the diskette shall be of line sequential organisation
- Date should be held in military format i.e. YYMMDD – six bytes in length

The data file description will follow the pattern below:

- Header record
- Multiple batches of data records
- Batch trailer record, immediately following its respective batch of Data Records
- Grand total record

File names should include abbreviations for the Presenting Bank and Destination Bank. The following example should apply:

- PRESENTING BANK+DESTINATION BANK+JULIAN DATE+1+DAT
- Example – from Central Bank to BOV – CBBV0251.DAT where
- 025 is the Julian date
- 1 means single file
- DAT – data file extension

File Usage : Clearing data import/export file
 Organisation : Line Sequential
 Record length : **040** characters

```

FD  ICCSDISK
    BLOCK CONTAINS 512 CHARACTERS
    RECORD CONTAINS 050 CHARACTERS
    LABEL RECORD STANDARD
01  DISK-REC
    03 DISK-HDR-RECD-TYPE      PIC * (02)
        88 HEADER-RECORD      VALUE"HD"
    03 DISK-HDR-PRES-BANK      PIC 9 (02)
    03 DISK-HDR-DEST-BANK      PIC 9 (02)
    03 DISK-HDR-PROC-DATE      PIC 9 (06)
    03 DISK-HDR-FILLER        PIC* (28)

01  DISK-DATA-REC
    03 DISK-DTA-HDR-RECD-TYPE  PIC * (02)
        88 DATA-RECORD      VALUE "DR"
    03 DISK-DTA-CHEQUE-NO      PIC (06)
    03 DISK-DTA-SORT-CODE      PIC 9 (05)
    03 DISK-DTA-ACCT-NUMB      PIC 9 (11)
    03 DISK-DTA-TRAN-CODE      PIC 9 (02)
        88 CHEQUES          VALUE 0
    03 DISK-DTA-AMOUNT         PIC 9 (12)
    03 DISK-DTA-FILLER        PIC * (02)

01  DISK-BATCH-TRAILER-REC
    03 DISK-BRT-RECD-TYPE      PIC * (02)
        88 BATCH-TRAILER    VALUE "BT"
    03 DISK-BRT-BATCH-ID       PIC 9 (06)`
    03 DISK-BRT-ITEMS          PIC 9 (06)
    03 DISK-BRT-JRN4-TOTL      PIC 9 (13)
    03 DISK-BRT-VALUE          PIC 9 (12)
    03-DISK-BRT-FILLER        PIC*

01  DISK-GRAND-TOTAL-REC
    03 DISK-GRT-RECD-TYPE      PIC * (02)
        88 GRAND-TOTAL      VALUE "GT"
    03 DISK-GRT-ITEMS          PIC 9 (06)
    03 DISK-GRT-VALUE          PIC 9 (14)
    03 DISK-GRT-BATCHES       PIC 9 (06)
    03 DISK-GRT-FILLER        PIC 9 (12)
  
```

LIST OF SSIs (STANDARD SETTLEMENT INSTRUCTIONS)

CBM
VOLKSBANK
APS
HSBC
LOMBARD
BOV
BANIF
COPPINI

MALMTMT
VBOEATWW
DEUTDEFF
MIDLGB22
COBADEFF
BBRUBEBB
BNIFPTPL
BBRUBEBB

REASON FOR NON-PAYMENT

	<u>Customer</u>		<u>BOP5 (Appendix 4)</u>
01	Endorsement required	50	Bank stamp required
02	Endorsement irregular	51	Wrongly listed
03	Words and figures disagree	52	Not drawn on us
04	Mutilated cheque	53	Suspected Fraud
05	Post-dated cheque		
06	Out of date (stale)*		
07	Drawer’s signature required		
08	Another signature required		
09	Signatures differ		
10	Refer to drawer		
11	Alteration requires drawer's signature		
12	Irregularly drawn – confirmation required		
13	Payment countermanded		
14	Drawer's Confirmation Required. Represent		
15	Drawer Deceased		
16	Account Closed		

* Valid for 6 months unless otherwise stated.

BOP 5

FROM: _____

TO: _____

We return unpaid cheque/s No. _____ / as below, drawn on
 _____ with remarks _____.

This/these cheque/s passed through the Malta Clearing House on _____.

CHEQUE NO.	REMARKS	AMOUNT
	TOTAL	

Signature

**INDEMNITY FOR LOST, DESTROYED OR MISLAID CHEQUE
AFTER BEING IMAGED**

To: (Drawee Bank)

In consideration of your accepting for clearance a cheque image, which has been duly issued and authenticated by us, in lieu of the original cheque (insert here details of cheque, e.g. cheque number, on which account it is drawn, details of payee and of amount, etc.), that has been lost, destroyed or mislaid, we (paying or collecting bank) hereby agree to hold you indemnified from and against all actions, claims and demands that may be made or raised against you and from all damages, loss, costs and expenses which you may sustain, incur or become responsible for in consequence of your having accepted the cheque image as aforesaid.

We,, declare and agree (1) that, save as appears on the cheque image if applicable, the said original cheque had not been negotiated or dealt with in any manner affecting the payment mandate as appearing on the cheque image; and (2) that we shall deliver immediately to you for cancellation the aforesaid original cheque if and when found, it being understood that in the event of such delivery of the said original cheque this Indemnity will be returned to us.

Signed by:

Date:.....

LOST CHEQUES TEMPLATE

(on sending bank's letterhead.)

Date:

To: XYZ Ltd
Address

Re: - Cheque No
- Drawn on Account No..... held with us in the name of
- *Name of client*
- Presented on.....

Please find enclosed a scanned copy of the above mentioned cheque which was presented to us for clearance by(*name of clearer*)..... and which is being returned unpaid with remarks.....(*remarks*).....

The enclosed scanned copy is being provided as evidence of the issue of the original cheque which is not presently available, and may be used for any representation. This document should not in any way be construed as a dispensation of the drawer's obligations if any to issue a replacement. In the meantime you are advised to contact the drawer with a view to obtaining a replacement.

In the event that the physical cheque is traced we will be handing it over to you.

Yours faithfully

Signed by:

Signed by:

**INDEMNITY FOR LOST, DESTROYED OR MISLAID CHEQUE
PRIOR BEING IMAGED**

TO: (Name of Bank)

In consideration of your accepting for clearance and repayment the following cheques:

<u>Cheque No</u>	<u>Account No</u>	<u>Amount</u>

which we declare have been lost, mislaid, stolen or destroyed, and in consideration of your so doing we hereby undertake to hold your successors and assigns harmless, and keep you, your successors and assigns fully indemnified from and against all claims, expenses or damages that may be made upon or against you, or which you may incur, sustain, or be put to by reason of your repaying the amount of the said cheques, or by reason of the said original cheques being at any time found or presented for payment and paid, whether by mistake or oversight or otherwise howsoever, we promise to pay such claims, losses, expenses or damages on your first demand.

We further undertake to return to you the original cheques should these be found by us or come into our possession at any time hereafter.

Signed by:

Signed by:

Date:.....

SPECIAL CLEARING RECEIPT
<i>Euro CHEQUES</i>

Date		Ref.	
------	--	------	--

Issued by		
	<i>Drawee Bank</i>	<i>Branch</i>

Received today at		from	
	<i>Insert time of day</i>		<i>Insert presenting bank's name and branch / office</i>

the undermentioned cheque/s for payment.

Cheque Number	Drawn by <i>(Customer Name and Account number)</i>	Amount (Euro)
TOTAL		

The above mentioned cheque/s is/are being accepted by us for **PAYMENT WITHOUT RECOURSE** provided that it/they is/are drawn on our bank and it/they is/are presented by the presenting bank at the counters of the branch of our bank on which it/they is/are drawn.

Subject to the above conditions we undertake to credit the presenting bank's correspondent account through Target2 with the amount of the cheque/s described herein by means of a SWIFT Transfer value today, or, in the event of close of business, value the next business day.

Subject to the Malta Clearing House Rules and Regulations and the Payment System Users' Group regulations in force.

Manager

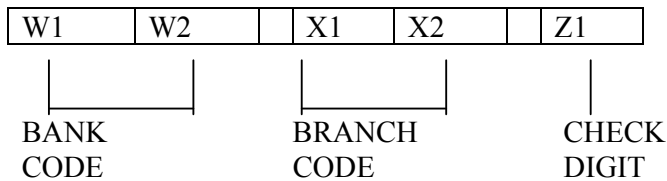
Manager

Account Number Structure and Cheque Specifications

1. Account number structure and cheque specifications

All banks should adhere to a 17 digit account number which will consist of two parts:-

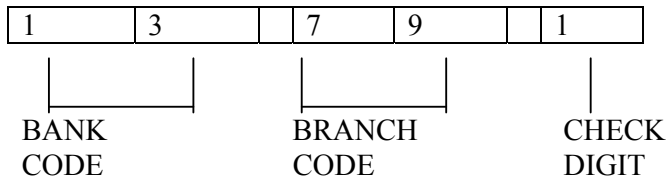
- a) The Routing Code – this should be a five digit number which is made up of:-
 - i) 2 digits for Bank Code
 - ii) 2 digits for Branch Code
 - iii) 1 Check digit for Bank and Branch Code



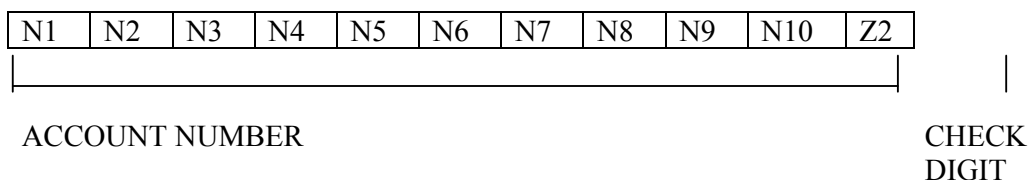
The Routing code shall be self-checking and must always be in the following order :-

- i) BANK CODE
- ii) BRANCH CODE
- iii) CHECK DIGIT

Verification of Bank and Branch Code is to be performed using a Check Modulus 10 with numeric weights as shown below :-



- b) The Account Number – the length of this number must not exceed 12 digits (including the final check digit), although each bank is free to utilise any number length within the above parameters and so long as the check digit is always included irrelevant of the number of digits used.



Other than the total number of digits to be utilised the banks are also free to decide upon :-

- i) The Modulus base
- ii) The Weight of each number within the account number which will be used for verification.

The banks must communicate their formula in writing to all the other domestically operating credit institutions.

In the event of a subsequent change to the original formula this will not be put in practice unless previously advised to the other banks. To enable this system to function, each bank will compile a look-up table (as per Appendix I) with the different account numbers, modulii and weights. From this table, banks will incorporate a series of routines in their respective software to enable the choice of the appropriate formula when validating the cheques for different banks.

The above system offers the following advantages:

- i) It will allow the banks to communicate with each other even though each may adopt a different account number structure;
- ii) Every bank is free to utilise its preferred method of validation and adopt any modulus desired;
- iii) Any future changes in the numbering structure by any bank will not affect any major software changes both within that particular bank itself and also within all the other banks; (subject to expenses)
- iv) It allows greater flexibility of choice and the structuring of each individual bank's software; and
- v) In the future, any new bank wishing to join the Clearing House will only be required to inform all the other banks of his number structure.

2. Other Matters

- a) The AMOUNT FIELD of every transaction should be capable of accommodating a 12 digit number:

--	--	--	--	--	--	--	--	--	--	--	--

The TOTAL AMOUNT FIELD should consequently consist of a fourteen digit numeral

- b) The existing BANK CODES are:-

APS Bank Ltd	77
Bank of Valletta plc	22
Central Bank of Malta	01
HSBC Bank Malta p.l.c	44
Lombard Bank (M) p.l.c	05
Sparkasse Bank Malta p.l.c	55
Volksbank Malta Ltd	88
Fimbank	33

Izola Bank	66
Mediterranean Bank p.l.c	07
Finansbank	99
Fortis Bank Malta Ltd	10
T. Garanti Bankasi A.S.	18
Bawag Bank Malta p.l.c	12
Finansbank Holland Malta	13
Banif Bank p.l.c	14
W & J Coppini & Co	15
The International Banking Corp (Malta)	16

A list containing the Branch codes can be found in Appendix “K”

List of Branch Codes

The following list contains the Branch codes:

	<u>Sort Code</u>	<u>Branch</u>
APS Bank Ltd.	77079	Mosta
	77013	Head Office
	77057	Attard
	77024	Valletta
	77035	Victoria Gozo
	77080	Paola
	77105	Floriana
	77116	Qormi
	77046	Birkirkara
	77127	Sliema
	77091	Commercial Business Unit
77138	Rabat	
Bank of Valletta p.l.c.	22127	Attard
	22183	Balluta
	22116	Bir id-Deheb
	22345	Birkirkara
	22356	Birzebbugia
	22552	Bugibba
	22655	Cospicua
	22770	Fgura
	22334	Fluer-de-Lys
	22862	Floriana
	22714	Gozo – Nadur
	22747	Gozo – Sannat
	22242	Gozo – Victoria
	22758	Gozo – Xaghra
	22769	Gozo – Xewkija
	22079	Gzira
	22389	Hamrun
	22013	Head Office
	22666	Ibragg
	22297	Luqa
	22286	Malta International Airport
	22415	Marsa – Racecourse
	22231	Marsascala
	22080	Marsaxlokk
	22530	Mellieha
	22725	Mosta
22367	Mqabba	

	22493	Msida
	22633	Naxxar
	22323	Palace Square
	22736	Paola
	22482	Preluna Towers
	22150	Qormi
	22460	Rabat
	22024	Republic Street
Bank of Valletta p.l.c.	22677	San Gwann
	22172	Siggiewi
	22529	St Paul's Bay
	22585	St Venera
	22644	St Julian's
	22688	University
	22208	Waterfront
	22194	Wealth Management
	22518	Zabbar
	22828	Zebbug
	22219	Zejtun
	22792	Zurrieq
Central Bank of Malta	01100	
HSBC Bank Malta p.l.c.	44026	St Julian's
	44060	High Street, Sliema
	44082	Manwel Dimech Street, Sliema
	44093	St Andrew's
	44118	Balzan
	44129	Tarxien
	44130	Paola
	44163	Birkirkara
	44233	Hamrun
	44255	Customs, Valletta
	44266	International Business Company Unit
	44277	St Venera
	44336	Merchants Street, Valletta
	44370	Marsa
	44392	Gzira
	44406	Cospicua
	44428	Zabbar
	44439	Corporate
	44440	Zebbug
	44473	Birzebbugia
	44495	Marsascala
	44509	Luqa
	44543	Qormi
	44565	Zejtun
	44576	Malta International Airport
	44587	Rabat
	44598	Naxxar
	44613	Mosta
	44646	St Paul's Bay

	44657	Attard
	44680	Mellieha
	44716	Victoria, Gozo
	44738	Bugibba
	44749	University Campus
	44750	San Gwann
	44783	Zurrieq
	44853	Msida
	44875	Fgura
	44886	Factoring Centre
	44897	Floriana
	44901	Head Office
Lombard Bank Malta p.l.c.	05016	Valletta
	05027	Sliema
	05038	Qormi
	05049	St Julian's
	05050	Balzan
	05061	Gozo
	05186	Head Office
	05000	IBAN
	05083	Qormi San Bastjan
Volksbank Malta Ltd.	88101	
Sparkasse	55505	
Izola Bank	66110	
Fimbank	33019	
Mediterranean Bank p.l.c	07113	
Finansbank	99004	
Fortis Bank Malta Ltd	10009	
T. Garanti Bankasi A.S.	18500	
Bawag Malta Bank Ltd	12508	
Finansbank Holland N.V. Malta Branch	13505	
Banif Bank (Malta) p.l.c	14502	Head Office Gzira
	14018	St Julians
	14030	PAVI Shopping complex Qormi
	14029	22, Naxxar Road, San Gwann
	14041	Mosta Road, St. Paul's Bay
	14801	Republic Street, Victoria – Gozo
	14085	6, Triq il-Karrijiet Rabat

W & J Coppini & Co	15060	144, Tower Road Sliema
The International Banking Corporation (Malta) p.l.c	16012	Level 20, Portomaso Business Tower Portomaso, STJ 4011

Validating Account numbers

APPENDIX “L”

	L	M	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
→ 01	11	10	3	7	9	1	3	7	9	1				
→ 05	9	11	3	2	7	6	5	4	3	2	1			
→ 22	10	10	1	3	7	1	3	7	1	3	7	1		
→ 44	9	11	3	2	7	6	5	4	3	2	1			
→ 77	11	10	5	7	9	6	5	3	8	4	2	9		
→ 88	10	11	6	3	7	9	10	5	8	4	2	1		
→ 14	11	11		7	6	5	4	3	2	1				

Where : L = length of Account Number
 M = modulus
 W_x = Weight for digit x

- a) Apply values for Bank BK
- b) For account number digits 1 to L, multiply each digit of the number by its corresponding weight (W_x)
- c) Divide sum of products by Modulus M.
- d) If result is zero
 - i) Account number is valid
 - ii) Transaction record is written to the magnetic tape or disc for Bank BK as per attached file formats

The diagram shows a cheque form with a total width of 212mm and a height of 72mm. The form is divided into several sections:

- Header:** "Sample Bank Ltd Valletta" and "DATE _____".
- Pay/Order Section:** "Pay _____ Or Order" with a "Euro" box.
- Payee Information:** "Mr & Mrs J Borg, 1 Main Street, Valletta".
- MICR Line:** "Cheque No. Bank Code Account Number" with the example "000001 01 100 00076161005". The MICR line is 155mm wide and 6mm high.
- Table:** A table with 3 columns and 8 rows for recording transactions: Date, To, For, Bal Bt Fwd, Deposit/Charges, Total, This Cheque, and Bal Cd Fwd.

a) 4mm per cheque are lost when printers use burster/guillotine. Consequently to print four cheques on each paper fold, which is 12" long, the height of cheques should be 72mm and not 76mm (3")

b) Cheque number and printers serial number need not be the same.
 b) MICR line consists of:

- Field no 1: 6 digit cheque number
- Field no 2: 5 digit Bank and Branch code plus check digit
- Field no 3: 12 digit a/c number including check digit
- Field no 4: Spare for 12 digit amount field including decimal point

d) The Banks need not standardise the cheque's format except for:

- 1) MICR line
- 2) Size of cheque 72mm X 155mm
- 3) Space for amount in figures should be on the right

Form I

{Logo of Sending Bank}

To: {Receiving Bank}

Presentation Claim	
Foreign Currency Cheques – Malta Clearing House	
Date:	
Reference:	
Sending Bank:	
Receiving Bank:	
Number of cheques:	
Currency:	
Amount:	
Value Date:	

Kindly transfer proceeds by SWIFT, less any unpaid items, to (Name of Correspondent) for further credit to our (account Number) with them, quoting the above reference number, amount and value date.

List of Cheques

Form II

From : {Sending Bank}

To: {Receiving Bank}
 {Address 1}
 {Address 2}
 {Address 3}

We shall credit your (account number) with (Correspondent) via SWIFT with:

Amount:

Value:

Reference:

Less unpaid cheques of (attached)

Signature (1) _____ Signature (2) _____

APPENDIX “O”

3-day Clearing Cycle

Monday	Day 1 (negotiation)					
Tuesday	Day 2 (Pres & Set)	Day 1 (negotiation)				
Wednesday	Day3 (return by 3.30pm)	Day 2 (Pres & Set)	Day 1 (negotiation)			
Thursday		Day3 (return by 3.30pm)	Day 2 (Pres & Set)	Day 1 (negotiation)		
Friday			Day3 (return by 3.30pm)	Day 2 (+3) (returns by 3.30 pm for banks not working Sat)	Day 1 (+2) (presentation (file only) to banks working Sat by 7.30am Sat)	
Saturday				Day3	Day 2 (Pres)	Day 1 (negotiation)
Sunday						
Monday	Day 1 (negotiation)				Day3 (Set) (presentation to banks not available Sat and return by 3.30pm)	Presentation of cheques negotiated on Saturdays Day 2 (Set)
Tuesday	Day 2 (Pres & Set)	Day 1 (negotiation)				Day3 (return by 3.30pm)
Wednesday	Day3 (return by 3.30pm)	Day 2 (Pres & Set)	Day 1 (negotiation)			
Thursday		Day3 (return by 3.30pm)	Day 2 (Pres & Set)	Day 1 (negotiation)		
Friday			Day3 (return by 3.30pm)	Day 2 (+3) (returns by 3.30 pm for banks not working Sat)	Day 1 (+2) (presentation (file only) to banks working Sat by 7.00am Sat)	
Saturday				Day3	Day 2 (Pres)	Day 1 (negotiation)
Sunday						

Monday	Day 1 (negotiation)				Day3 (Set) (presentation to banks not available Sat and return by 3.30pm)	Presentation of cheques negotiated on Saturdays Day 2 (Set)
Tuesday						
Wednesday	Day 2 (Pres & Set)		Day 1 (negotiation)			Day3 (return by 3.30pm)
Thursday	Day3 (return by 3.30pm)		Day 2 (Pres & Set)	Day 1 (negotiation)		
Friday			Day3 (return by 3.30pm)	Day 2 (+3) (returns by 3.30 pm for banks not working Sat)	Day 1 (+2) (presentation (file only) to banks working Sat by 7.00am Sat)	
Saturday				Day3	Day 2 (Pres)	Day 1 (negotiation)
Sunday						
Monday					Day3 (Set) (presentation to banks not available Sat and return by 3.30pm)	Presentation of cheques negotiated on Saturdays Day 2 (Set)
Tuesday						Day3 (return by 3.30pm)

Clearing non working day	
Calendar Holiday	
Day 1	Day of negotiation
Day 2	Day of presentation
Day 3	Return of cheques moratorium