



Order for Specially Printed Cheques/Deposits

See instructions on reverse

Printer Details

Name Identifier

Address Postcode

Contact name Phone number Facsimile number

Request Type (✓)

Cheques DAN – Design Approval Number Reprint only

Deposits PAN – Print Approval Number

Design Approval No. (DAN) Details

Completed by printer Copy of artwork (to scale) is attached Field Guide printed in scan non-readable ink

\$ sign will be machine printed Machine printed – amount in figures position must be shown on artwork

Security features proposed

Financial Institution Use Only

DAN – Design Approval Number

Contact name Phone number Facsimile number

Print Approval No. (PAN) Details

Completed by printer Company business name and ACN/ABN (if applicable)

Account title

BSB number Account number Trancode (if required) Quantity

Numbered/Agent numbered From To Branch domicile (to be printed on forms)

Copy of artwork (to scale) is attached including details of colours and shades to be used

DAN – Design Approval Number (if already held) PAN – Print Approval Number allocated (Reprint only)

D : : : : : : : : **P** : : : : : : : : : :

Proposed colours/tints to be used Type of paper to be utilised

Financial Institution Use Only

PAN – Print Approval Number

P : : : : : : : : : :

Contact name Phone number Facsimile number

Delivery Details

Completed by printer Cheque/Deposits to be delivered to: Customer Other

Delivery address

Customer's Signature

Customer's authorised signatory/ies

Date

Instructions for Completion of Order for Specially Printed Cheques/Deposits

All sections are to be completed by the requesting printer or artist, except the sections marked 'Financial Institution Use Only'.

■ Printer Details

These details may be preprinted including the printer's logo if required.

■ Request Type

Place a tick (✓) in the appropriate box/es.

■ Design Approval Number (DAN) Details

To be completed by the printer or artist etc., only when design approval is required. Do not complete this section if an existing DAN is held and the design is unchanged.

A copy of the artwork, to scale, is to be attached or forwarded under separate cover. The artwork may be black and white.

If the \$ sign is to be machine-printed by the drawer, tick the relevant box.

If a Field Guide is to be printed, tick the relevant box to confirm that it will be printed in a scan non-readable colour or shade.

If the Amount in Figures and \$ sign are to be machine printed, their intended position must be shown on the artwork.

Describe the security features proposed, e.g. paper, inks, watermarks etc.

When the design is approved, the approving institution will allocate a DAN. If only design approval is required, a copy of the artwork together with a copy of the Order for Specially Printed Cheques/Deposits is to be returned by the institution to the requestor.

■ Request for Print Approval Number (PAN) Details

To be completed by the printer, i.e. the organisation to whom the Financial Institution is to issue the MICR Confirmatory Authority. If a DAN has not been obtained, the section for Design Approval Number (DAN) details must also be completed.

Record the following on the form:

- The drawer's legal name as it has been registered if a company, including the ACN/ARBN if applicable. This must also be shown on the cheque and must match the name of the account held at the relevant Financial Institution
- The Account title or Trading name if it is to be printed in the cheque or deposit
- The branch domicile that is to be printed on the cheque or deposit in the APCA approved format
- The quantity to be printed, and the first and last serial numbers.

A copy of the artwork, to scale, is to be attached or forwarded under separate cover. The artwork may be black and white.

Enter the DAN, if already held, and the PAN in the case of reprint only.

Record details of the colours to be used, e.g. background PMS 300 at 5% screen and foreground 100% process black, or provide separate samples of the colours at the actual densities to be used.

Record the type of paper to be used.

When the design and content of the form is approved, the approving institution will allocate a PAN. In the case of reprints, the same PAN will be used with the Reprint number being incremented by one.

The Financial Institution will also record their contact name, telephone and facsimile numbers. A Confirmatory Authority is to be completed and issued to the printer together with a copy of the order form. The Confirmatory Authority is to specify the MICR character position, but does not need to repeat any information already on the order form except the customer's name and PAN.

■ Delivery Details

To be completed by the printer.

■ Customer's Authorised Signature

To be completed by the customer and signed in accordance with the relevant bank authority for the account.