



**PAYMENTS
CANADA**

RULE B9

MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

2023 CANADIAN PAYMENTS ASSOCIATION

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IMPLEMENTED

March 1995

AMENDMENTS PRE-NOVEMBER 2003

September 1985, September 20, 1989, May 15, 1991, January 20, 1994, March 31, 1994, September 29, 1994, March 23, 1995, November 28, 1996, May 26, 1997, October 14, 1997, June 18, 1998, July 18, 1998, December 7, 1998, May 3, 1999, June 21, 1999, October 7, 1999, February 3, 2000, May 25, 2000, July 24, 2000, March 22, 2001, April 23, 2001, June 10, 2001, November 29, 2001, November 25, 2002 and July 7, 2003.

AMENDMENTS POST-NOVEMBER 2003

1. November 3, 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.
8. Amendments to accommodate ACSS Version 12 and other housekeeping amendments, approved by the Board November 24, 2011, effective April 2, 2012.
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.
10. Amendments to Appendix I, Page 1 & 4 and Appendix III, Page 1 to add Stream I and R, approved by the Board October 11, 2012, effective December 10, 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.
15. Amendments to add Stream O and S, approved by the Board September 28, 2018, effective November 27, 2018.
16. Amendments to add Stream V. Approved by the Board September 21, 2020, effective November 23, 2020.
17. Amendments to manual balancing procedures to accommodate changes associated with the ACSS Refresh. Approved by the Board September 21, 2020, effective November 29, 2020.
18. Consequential amendments to reflect changes to Rules G2 and G3. Approved by the Board December 3, 2020, effective January 2, 2021.
19. Amendments to add Stream RSET and rename Stream V to NSET, approved by the Board September 23, 2021, effective November 22, 2021.
20. Amendments to reflect the addition of Peoples Trust Company as a new ACSS Direct Clearer, made under the authority of the CPA President, effective June 13, 2022.
21. Amendments to remove streams “I” and “R” from Appendix I and III, approved by the Board March 2, 2023, effective May 3, 2023.
22. Administrative amendment to Appendix IV, to update Bank of Canada contact information, approved by the President, effective June 23, 2023.

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.
 - d. Government of Canada Paper and Electronic Items (Streams “B”, “G”, “H”, “M”, “T”, “W” and “AFTG”) shall be excluded from the manual balancing procedures contained in this Rule. Refer to Rule G9 for Manual Balancing procedures for Government Instruments.

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 CPA and Bank of Canada, Banking Services Department, 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

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.

Electronic Manual Balancing Templates and Clearing Exchange Data

9. The CPA shall make available to each Direct Clearer, in accordance with procedures outlined in the ACSS/USBE User Guide, the following:
 - a. Electronic templates of manual balancing and Settlement forms; and,
 - b. Clearing Exchange data entered by that Direct Clearer into the ACSS web application prior to the failure.

Procedures – RCA Request for a Manual Clearing Balance

10. 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

- 11.
- 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 '-'; and
 - 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

12. 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

13.
 - 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

14.
 - 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 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

15. 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 (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

16. 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

- 17.
- 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

- 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

18. Each RCA Chairperson shall advise 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

19. 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:
 - 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

20.
 - 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 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

21. 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

22. 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 calendar year. Each RCA Chairperson shall advise 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.

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:
INSCRIRE UNE DES LETTRES SUIVANTES DANS LA COLONNE OMBRÉE DU CENTRE

- | | |
|---|---|
| A – ABM ADJUSTMENTS/ GA RAJUSTEMENTS | S – IMAGE RETURN/IMAGE RETOUR |
| C – AFT CREDITS/CRÉDITS TAF | U – UNQUALIFIED ITEMS/EFFETS NON ADMISSIBLES |
| D – AFT DEBITS/ DÉBITS TAF | X – EDI/EDI |
| E – ENCODED/CODÉS | Y – ELECTRONIC REMITTANCES/VERSEMENTS ÉLECTRONIQUES |
| F – PAPER-BASED REMITTANCES/VERSEMENTS PAPIER | Z – COMPUTER REJECTS/REJETS |
| N – SHARED NETWORK/RÉSEAUX PARTAGÉS | AFTC - ISO AFT CREDITS/ CRÉDITS TAF ISO |
| O – IMAGE/IMAGE | AFTD - ISO AFT DEBITS/DÉBITS TAF ISO |
| P – POS DEBIT/DÉBITS PV | NSET – NATIONAL SET/NATIONAL OER |
| Q – POS CREDIT/CRÉDITS PV | RSET – REGIONAL SET/RÉGIONAL OER |

<input type="checkbox"/>	DIRECT CLEARER A	<input type="checkbox"/>	DIRECT CLEARER H
<input type="checkbox"/>	DIRECT CLEARER B	<input type="checkbox"/>	DIRECT CLEARER I
<input type="checkbox"/>	DIRECT CLEARER C	<input type="checkbox"/>	DIRECT CLEARER J
<input type="checkbox"/>	DIRECT CLEARER D	<input type="checkbox"/>	DIRECT CLEARER K
<input type="checkbox"/>	DIRECT CLEARER E	<input type="checkbox"/>	DIRECT CLEARER L
<input type="checkbox"/>	DIRECT CLEARER F	<input type="checkbox"/>	DIRECT CLEARER M
<input type="checkbox"/>	DIRECT CLEARER G	<input type="checkbox"/>	DIRECT CLEARER N
<input type="checkbox"/>	DELIVERY LIVRAISON	SETTLEMENT	TIME/HEURE
<input type="checkbox"/>	RECAP RECAPITULATION	DATE	DELIVERY NP.

NUMBER – NOMBRE		AMOUNT - MONTANT		POS Identifier – Identificateur PV/On-line Identifier – Identificateur en ligne
TOTALS ▶ TOTAUX				

CHEQUE CLEARING LOG
CONTRÔLE COMPENSATION

APPENDIX I - SAMPLE CLEARING EXCHANGE STATEMENT/EXEMPLAIRE DE RELEVÉ DES ÉCHANGES DE COMPENSATION

DIRECT CLEARER/ADHÉRENT	DATE
REGIONAL POINT/CENTRE RÉGIONAL	SETTLEMENT/DATE DE RÉGLEMENT

No. No	DIRECT CLEARER ADHÉRENT	AMOUNT DELIVERED MONTANT LIVRÉ (+)				INT	AMOUNT RECEIVED MONTANT REÇU (-)			
001	Bank of Montreal/ Banque de Montréal									
002	Nova Scotia/ La Banque de Nouvelle Écosse									
003	Royal Bank/ La Banque Royale									
004	Toronto Dominion Bank/ La Banque Toronto Dominion									
006	National Bank/ Banque Nationale									
010	CIBC/CIBC									
016	HSBC Bank/ Banque HSBC									
039	Laurentian Bank/ Banque Laurentienne									
177	Bank of Canada/ Banque du Canada									
219	Alberta Treasury Branches									
621	Peoples Trust Company									
815	La Caisse Centrale Desjardins									
869	Credit Union Central of Canada/ La Centrale des caisses de crédit du Canada									
		(A) TOTAL DEL'D/TOTAL REMIS (+)					(B) TOTAL REC'D/TOTAL REÇU (-)			
		(A-B) NET RESULT/SOLDE NET				+/ -				

Prepared by/
Préparé par _____

Presiding Officer/
Dirigeant président _____

APPENDIX I - SAMPLE CONFIRMATION OF CLEARING BALANCES

CONFIRMATION OF CLEARING BALANCES - CONFIRMATION DES SOLDES DE COMPENSATION			
TO THE AGENT - À L'AGENT			
BANK OF CANADA - BANQUE DU CANADA _____			
(Place)	(Endroit)	(Settlement Date)	(Date de règlement)
<p>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.</p> <p>Veillez 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.</p>			
			(Dollars)

(\$ _____)		DIRECT CLEARER - ADHÉRENT	
_____		_____	
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 INTERETS	\$	RATE - TAUX	%
_____	_____	_____	_____
FINAL CLEARING BALANCE - SOLDE FINAL DE COMPENSATION	\$		
_____	_____		

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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): _____

Direct Clearer Adhérent	Qualified Qualifies (E) Number/Nombre Value/Valeur	Unqualified Non Admissibles (U) Number/Nombre Value/Valeur	Computer Rejects/ Rejets (Z) Number/Nombre Value/Valeur	National SETs/National OERs (NSET) Number/Nombre Value/Valeur	Regional SETs/Régional OERs (RSET) Number/Nombre Value/Valeur	Total Paper Debits/ Number/Nombre Value/Valeur	Grand Total Paper and Electronic Number/Nombre Value/Valeur
001 Bank of Montreal							
002 Bank of Nova Scotia							
003 Royal Bank of Canada							
004 Toronto-Dominion Bank							
006 National Bank of Canada							
010 C.I.B.C.							
016 HSBC Bank Canada							
039 Laurentian Bank of Canada							
177 Bank of Canada							
219 Alberta Treasury Branches							
621 Peoples Trust Company							
815 Fédération des caisses Desjardins du Québec							
869 Central 1 Credit Union							
Total Number/Nombre Total Value/Valeur							

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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): _____

Direct Clearer Adhérent	AFT/TAF				*Image (ICP)		Shared Network/ Réseaux Partages (N) Number/Nombre Value/Valeur	ABM Adjustments/ GA Rajustments (A) Number/Nombre Value/Valeur	Point of Sale/Point de Vente		Online Payments		EDI (X) Number/Nombre Value/Valeur	Electronic Remittance/ Versement Électronique (Y) Number/Nombre Value/Valeur	Total Electronic Debit/Credit Number/Nombre Value/Valeur
	Debits (D) Number/Nombre Value/Valeur	Credits (C) Number/Nombre Value/Valeur	ISO Debits (AFTD) Number/Nombre Value/Valeur	ISO Credits (AFTC) Number/Nombre Value/Valeur	Image (O) Number/Nombre Value/Valeur	Image Return Image Retour (S) Number/Nombre Value/Valeur			Debits (P) Number/Nombre Value/Valeur	Credits (Q) Number/Nombre Value/Valeur	Credits (J) Number/Nombre Value/Valeur	Credit Returns(K) Number/Nombre Value/Valeur			
001 Bank of Montreal															
002 Bank of Nova Scotia															
003 Royal Bank of Canada															
004 Toronto-Dominion Bank															
006 National Bank of Canada															
010 C.I.B.C.															
016 HSBC Bank Canada															
039 Laurentian Bank of Canada															
177 Bank of Canada															
219 Alberta Treasury Branches															
621 Peoples Trust Company															
815 Fédération des caisses Desjardins du Québec															
869 Central 1 Credit Union															
Total Number/Nombre															
Total Value/Valeur															

*ICP items are considered electronic solely for the purpose of manual balancing

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APPENDIX II - SAMPLE CLEARING ASSOCIATION PROOF SHEET

REGIONAL SETTLEMENT POINT :	CURRENT DATE :	SETTLEMENT DATE :
-----------------------------	----------------	-------------------

DIRECT CLEARER	(A) TOTAL DEL'D (+)				(B) TOTAL REC'D (-)				(A - B) NEW RESULT				+ / -	
001 BANK OF MONTREAL														
002 NOVA SCOTIA BANK														
003 ROYAL BANK														
004 TORONTO-DOMINION BANK														
006 NATIONAL BANK														
010 CANADIAN IMPERIAL BANK OF COMMERCE														
016 HSBC BANK CANADA														
039 LAURENTIAN BANK														
177 BANK OF CANADA														
219 ALBERTA TREASURY BRANCHES														
621 PEOPLES TRUST COMPANY														
815 LA CAISSE CENTRALE DESJARDINS														
869 CREDIT UNION CENTRAL OF CANADA														
CONTROL												0	00	

ATTENTION: THE PRESIDING OFFICER
REGIONAL CLEARING ASSOCIATION

CHECK-LIST:

1. 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.
2. Calculate the 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.
3. Sum columns 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.
4. Verify the « NET RESULT » of each direct Clearer to the Confirmation of Clearing Balances form received from the participants. Direct Clearers with a positive (+) net result should indicated a "credit" instruction to the Bank of Canada; Direct Clearers with a negative (-) result should indicate the "debit" instruction. The date should be settlement date.
5. Sign :each Clearing Exchange Statement/two copies of each Confirmation; Proof Sheet.
6. Distribution forms: Clearing Exchange Statement - Direct clearer. Confirmations - copy to direct Clearer; copy to Bank of Canada. Proof Sheet, Bank of Canada; photocopy for RCA files.

CONFIRMED:

Signature of Presiding Officer
Regional Clearing Association

RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

APPENDIX III - SAMPLE PAPER CLEARING EXCHANGE MONTHLY SUMMARY

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

Direct Clearer Adhérent	Qualified Qualifies (E) Number/Nombre Value/Valeur	Unqualified Non Admissibles (U) Number/Nombre Value/Valeur	Computer Rejects/ Rejets (Z) Number/Nombre Value/Valeur	National SETs/National OERs (NSET) Number/Nombre Value/Valeur	Regional SETs/Régional OERs (RSET) Number/Nombre Value/Valeur	Total Paper Debits/ Number/Nombre Value/Valeur	Grand Total Paper and Electronic Number/Nombre Value/Valeur
001 Bank of Montreal							
002 Bank of Nova Scotia							
003 Royal Bank of Canada							
004 Toronto-Dominion Bank							
006 National Bank of Canada							
010 C.I.B.C.							
016 HSBC Bank Canada							
039 Laurentian Bank of Canada							
177 Bank of Canada							
219 Alberta Treasury Branches							
621 Peoples Trust Company							
815 Fédération des caisses Desjardins du Qu							
869 Central 1 Credit Union							
Total Number/Nombre Total Value/Valeur							

RULE B9 – MANUAL BALANCING FOR THE PURPOSE OF SETTLEMENT

APPENDIX III - SAMPLE ELECTRONIC CLEARING EXCHANGE MONTHLY SUMMARY REPORT

Items Delivered/Received (indicate delivered or received)
 By: _____ (Direct Clearer) In: _____ Region
 for the Following Settlement Date(s): _____

Direct Clearer Adhérent	AFT/TAF				*Image (ICP)		Shared Network/ Réseaux Partages (N) Number/Nombre Value/Valeur	ABM Adjustments/ GA Rajustments (A) Number/Nombre Value/Valeur	Point of Sale/Point de Vente		Online Payments		EDI (X) Number/Nombre Value/Valeur	Electronic Remittance/ Versement Électronique (Y) Number/Nombre Value/Valeur	Total Electronic Debit/Credit Number/Nombre Value/Valeur
	Debits (D) Number/Nombre Value/Valeur	Credits (C) Number/Nombre Value/Valeur	ISO Debits (AFTD) Number/Nombre Value/Valeur	ISO Credits (AFTC) Number/Nombre Value/Valeur	Image (O) Number/Nombre Value/Valeur	Image Return Image Retour (S) Number/Nombre Value/Valeur			Debits (P) Number/Nombre Value/Valeur	Credits (Q) Number/Nombre Value/Valeur	Credits (J) Number/Nombre Value/Valeur	Credit Returns(K) Number/Nombre Value/Valeur			
001 Bank of Montreal															
002 Bank of Nova Scotia															
003 Royal Bank of Canada															
004 Toronto-Dominion Bank															
006 National Bank of Canada															
010 C.I.B.C.															
016 HSBC Bank Canada															
039 Laurentian Bank of Canada															
177 Bank of Canada															
219 Alberta Treasury Branches															
621 Peoples Trust Company															
815 Fédération des caisses Desjardins du Québec															
869 Central 1 Credit Union															
Total Number/Nombre															
Total Value/Valeur															

*ICP items are considered electronic solely for the purpose of manual balancing

APPENDIX IV - CLEARING EXCHANGE MONTHLY SUMMARY

Canadian Payments Association

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Bank of Canada Contacts:

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1-613-782-8422