

In the name of God.

Article No.: Six

Subject:

Offline Banking Network in International Banking System.

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(The reference language for this article is Persian and it is only translated to English language.)

This article is only for providing some basic knowledge, definitions, and understanding at the public level and there won't be any technical terms.

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Client information sheet (CIS):

For each party in the on-ledger and off-ledger transferring contract (**DOA**), providing the client sheet information (**CIS**) is necessary; by definition, **CIS** is a document that contains the client's personal, company, banking (on-ledger and off-ledger) information. Part of this information is extracted from the account signatory or beneficiary passport and certificate of incorporation of the company and the other part is related to the on-ledger and off-ledger bank account and server which are provided by bank officers. This information must be on the letterhead of the company and it must be confirmed, signed and sealed, or stamped by the CIS owner. According to the law, the client must submit this to the bank, and after confirmation by the bank, it will be registered in the international banking system.

The CIS consists of six parts:

Real or legal person information in separate tables, information is as follows (because the company CIS is more complete than personal, we will explain the company CIS):

A. Company and personal information:

- 1- COMPANY NAME:** It is the full company name that is registered in the company registration authority.
- 2- COMPANY REGISTRATION NUMBER:** The number that is issued by the company registration authority.
- 3- COMPANY REGISTERED NUMBER:** The address registered in the company registration authority.
- 4- COMPANY OFFICE ADDRESS:** The company's headquarter address if it is different from the registered address.
- 5- REPRESENTED BY:** A company authority that his name is the company resolution and is a company signatory and decision-maker.
- 6- TITLE:** The representative title in the company.
- 7- PASSPORT NUMBER:** The passport number of the company representative.
- 8- PLACE OF ISSUE:** The country that issued the passport.

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9- DATE OF ISSUE: Passport issue date.

10- DATE OF EXPIRY: Passport expiry date.

11- DATE OF BIRTH: The passport owner date of birth.

12- NATIONALITY: The nationality of the passport owner.

13- COMPANY TELEPHONE NUMBER: Company's office telephone number.

14- COMPANY FAX NUMBER: Company's office fax number.

15- MOBILE NUMBER: Company representative mobile number.

16- COMPANY WEBSITE ADDRESS: Company website address.

17- COMPANY E-MAIL ADDRESS: Company e-mail address.

18- COMPANY OFFICER E-MAIL: Company representative email address.

B. Bank account information (on-ledger):

1- BANK NAME: The bank name that the account is opened in.

2- BANK ADDRESS: Accurate address of the bank.

3- BANK SWIFT OR BIC CODE: SWIFT code of the bank or BIC (Business Identifier Code) of the bank.

4- BANK BRANCH CODE: The branch code of the bank.

5- ACCOUNT NAME: The client's name that the account belongs to.

6- ACCOUNT NUMBER: Account number of the client

7- IBAN NUMBER: International Bank Account Number of the client

8- BANK OFFICER NAME: The responsible bank officer's name.

9- BANK OFFICER E-MAIL: The responsible bank officer email.

10- BANK OFFICER TEL. NO.: The responsible bank officer telephone number.

11- BANK OFFICER FAX NO.: The responsible bank officer fax number.

12- BANK OFFICER MOBILE NO.: The responsible bank officer mobile number.

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C. Bank server information:

- 1- **COMMON ACCOUNT NUMBER:** The account number for the bank that all the transactions before sending or receiving from or to the client, deposit in.
- 2- **GLOBAL SERVER ID:** This will be explained in later articles.
- 3- **GLOBAL SERVER IP:** This will be explained in later articles.
- 4- **SERVER ID:** This will be explained in later articles.
- 5- **SERVER IP:** This will be explained in later articles.
- 6- **RECEIVING SERVER ID:** This will be explained in later articles.
- 7- **RECEIVING SERVER IP:** This will be explained in later articles.
- 8- **TRANSACTION SERVER ID:** This will be explained in later articles.
- 9- **TRANSACTION SERVER IP:** This will be explained in later articles.
- 10- **SERVER SERIAL ID:** This will be explained in later articles.
- 11- **SERVER TERMINAL ID:** This will be explained in later articles.
- 12- **CLEARING HOUSE CODE:** This will be explained in later articles.
- 13- **IDENTITY CODE:** This will be explained in later articles.
- 14- **UNIQUE TRANSACTION REFERENCE (UTR):** This will be explained in later articles.
- 15- **SORT CODE:** This will be explained in later articles.
- 16- **WINDOW TERMINAL SERVER (WTS):** This will be explained in later articles.
- 17- **IMAD:** This will be explained in later articles.
- 18- **ISIN:** This will be explained in later articles.
- 19- **USER NAME:** This will be explained in later articles.
- 20- **USER ID:** This will be explained in later articles.
- 21- **TRANSACTION CODE ID:** This will be explained in later articles.
- 22- **LOGON DOMAIN:** This will be explained in later articles.
- 23- **LOGON SERVER ID:** This will be explained in later articles.
- 24- **FARM NAME:** This will be explained in later articles.
- 25- **CURRENCY:** This will be explained in later articles.

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D. NOSTRO ACCOUNT information:

In some cases, the receiving bank doesn't have the necessary server equipment or authorizations, so they use a third-party bank to receive the off-ledger funds, but how?! The sender will transfer the off-ledger funds to the third-party bank where the receiving bank (that the client has its account in) has a NOSTRO account in there. The third-party bank (corresponding bank) monetizes the fund and deposits the fund in the NOSTRO account and the client's bank can deposit it in the account of the receiver that it holds from the NOSTRO account in the corresponding bank. (NOSTRO account full explanation is at the end of this article.)

If the receiver uses a NOSTRO ACCOUNT, then in the cis the NOSTRO account information and the server information (**B and C items**) of the third-party bank (where the NOSTRO account is there) must be intercalated in the CIS.

Important Note: if the receiver uses a NOSTRO account they must fill in the CIS with NOSTRO account information, otherwise they won't fill it at all.

E. General obligations and descriptions:

In this part owner or the beneficiary describes the procedure they can receive the fund and also confirms that the information provided in the CIS is accurate and then signs and seals with wet ink.

F. Attachments:

CIS has two very important attachments that without them the CIS doesn't have any legal validity. Note that these documents must be high-definition and clear, color copies. These documents are:

- 1- Passport copy:** A copy of the passport's page with an image of the company representative.
- 2- Certificate of incorporation:** This is the certificate that is issued by the registration authorities as proof of registration.

Very Important Notice: CIS must be on the company letterhead (**A.1**) and it must be signed, sealed, and stamped; otherwise it is not a valid **CIS** and cannot be registered in the international banking system.

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What is NOSTRO and VOSTRO account?

Our (client) bank's account is held in other banks (NOSTRO): it is an account that a bank (in this case client's bank) has in another bank and if that bank is in another country, the account currency is the same as the country's currency. NOSTRO is an Italian word that means **Ours**.

Other bank's account in our (client) bank (VOSTRO): the account other banks have in our (client) bank, the account currency is the same as the country's currency. VOSTRO is an Italian word that means **Yours**.

In essence **VOSTRO** and **NOSTRO** are different names for the **same account**. What it means is that the same account from one bank perspective is NOSTRO and from the other one's perspective it is VOSTRO.

Both banks must record the amount saved by one bank on behalf of the other bank. The terms NOSTRO and Vostro are used to distinguish between the two sets of accounting records maintained by each bank in the banking analyst network.

NOSTRO account is a term used by Bank **A**, which belongs to another bank, "**Ours**", to refer to account **B**; **A** NOSTRO account is a bank account whose money is deposited in another bank. These accounts are often used to simplify the settlement of various types of transactions or foreign exchange transactions.

VOSTRO account is a term used by Bank **B**, where Bank **A**'s funds are deposited and refers to your money deposited in our bank. VOSTRO account becomes "**Yours**". VOSTRO means like any other account maintained by a bank. This account is a record of money owed or held by a third party; Usually another bank, but it can also be a company or an individual.

The bank that holds the **VOSTRO** or **NOSTRO** account is called the corresponding bank. NOSTRO accounts are calculated by debit cash balance and, in contrast, the VOSTRO is calculated by the credit cash balance. Accounting software can easily reconcile the NOSTRO and VOSTRO accounts using "+" and "-" signs.

End of Article Number Six.

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