

# ANNEX - R

## Rules & Regulations

# Acceptgiro Form Printing Proofs

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### Disclaimer:

This document is a translation of the Dutch original and is provided as a courtesy only. In the event of any inconsistencies or differences of interpretation between the original and translated versions the Dutch version shall prevail. No rights may be derived from the translated document.

## 1 General

This Annex covers the way in which printing proofs and production specimens of Acceptgiro Forms are checked. This inspection procedure relates to Printers wishing to apply for a D or Dmin Certificate from Acceptgiro B.V. and to Printers already in possession of such a Certificate and wishing to produce Acceptgiro Forms and supply them to their customers. The object of the inspection is to guarantee the quality of the Acceptgiro Forms as far as possible in order to achieve the smoothest possible processing of the forms by Acceptgiro Debit Processors.

The conditions applicable to Printers already in possession of the necessary Certificate are stated in the Contract for Printers and the associated R&R documents:

- Acceptgiro Printer;
- Annex G 'Specifications and standards for the production and processing of Acceptgiro Forms';
- Annex Q 'A Closer Look at Acceptgiro';
- Annex F 'Acceptgiro Embodiments'.

N.B. The most recent versions of the Annexes can be downloaded from [www.acceptgiro.nl](http://www.acceptgiro.nl).

This Annex R is restricted to the procedure and guidelines for checking printing proofs and production specimens of Acceptgiro Forms. The inspection is performed by test institutes appointed by Acceptgiro B.V., which are currently Unisys Payment Services & Solutions (UPSS) and RR Donnelley Document Solutions (RRD, formerly: ING Kwaliteitsgroep Acceptgiro), referred to below as the 'Acceptgiro Test Institute'.

This procedure relates exclusively to printing orders for special embodiments and standard embodiments without creditor details as ordered by Payees, Service Bureaus in possession of an S Certificate and other Printers in possession of D or Dmin Certificates.

## 2 Printing proof and production specimen procedures

### 2.1 Printing proof procedure

The procedure for checking printing proofs is as follows.

- The 'Printing Proof Inspection Application' form (see 4.1) must be completed in full and e-mailed, together with the printing proof, to an Acceptgiro Test Institute for checking, as follows:
  - if the Payee has a bank account number (of 7 digits or fewer), to RRD (e-mail address: SCDS-DP-Kwaliteit@mail.ing.nl);
  - if the Payee has an bank account (9 of 10 digits), to UPSS (e-mail address: UPSSKwaliteitsbeheer@unisys.com).
- N.B. 1. For repeat orders not involving any changes, it is not necessary to send a printing proof to an Acceptgiro Test Institute.
  2. For each printing order, a Printer is required to check that the client is in possession of the appropriate Acceptgiro Contract or the appropriate Certificate (S, D, Dmin).
  3. If an applicant Payee not yet in possession of an Acceptgiro Contract or an applicant Service Bureau not yet in possession of an S Certificate orders Acceptgiro Forms for system testing purposes (see Annex E), a Printer is permitted to supply a maximum of 6,000 Acceptgiro Forms to that party.
  4. For the inspection of printing proofs connected with Certificate applications, the physical proof must be submitted.
- The submitted printing proof will be checked for:
  - existence of the appropriate Acceptgiro Contract;
  - correct creditor details on the form (name, including type of legal entity, if applicable, place of domicile). These details must be identical to the Credit Bank account details;
  - the correct bank account number for the creditor;
  - correctly computed check digits in the preprinted details appearing in the machine-readable message space on the Acceptgiro Form;
  - the correct form code in the machine-readable message space on the Acceptgiro Form;
  - any undesirable information printed on the Acceptgiro Form.
- The result of the printing proof inspection will be communicated to the submitter by e-mail within 24 hours of receipt of the printing proof (or, in the case of a Certificate application, in writing within three working days):
  - *Akkoord afgedrukt* (Passed for printing):  
The Printer can commence production;
  - *Na correctie akkoord* (Passed subject to corrections):  
Production can commence when the necessary corrections have been made;
  - *Niet akkoord* (Not passed):  
The Printer is required to submit a revised version of the printing proof to the Acceptgiro Test Institute concerned and await acceptance before proceeding with production.
- N.B. 1. If the check reveals that the client is not in possession of the appropriate Acceptgiro Contract, the Printer must not execute the printing order. The Printer should refer the client to its bank.

2. The printing proof, together with comments or suggestions as necessary, will always be returned to the Printer, either in physical form or by e-mail.

### 2.2 Test set procedure

The procedure for checking the test set is as follows. This procedure only applies to Certificate applications by Printers.

- The Printer is required to send the test set together with the 'Acceptgiro Test Set Inspection Application' form (see Acceptgiro Printer R&R, Section 7) with the results of the inspection measurements entered on the 'Acceptgiro Form Inspection Sheet' (see 4.2) to the Acceptgiro Test Institute.
  - N.B.1. The test set of Acceptgiro Forms should be supplied in the same manner as it would be supplied to a customer.
  - 2. NCR paper may only be used with the prior permission of the Acceptgiro Test Institute. If form packs using NCR paper are used, the copy sheets forming part of the pack must be submitted with the production specimens.
  - 3. It is recommended that a printing proof be submitted to the Acceptgiro Test Institute for inspection, either in physical form or by e-mail, prior to submission of the test set.
- The Acceptgiro Test Institute will inspect the test set in the following manner:
  - Acceptgiro Forms (semifinished or preprinted forms) will be checked against the printing specifications contained in Annex Q 'A Closer Look at Acceptgiro' and the manual entitled 'Specifications and standards for the production and processing of Acceptgiro Forms' (Annex G);
  - orders to preprint details on forms will be tested against the requirements laid down in the manual entitled 'Specifications and standards for the production and processing of Acceptgiro Forms'.
- The result of the test set inspection will be communicated to the submitter in writing within three working days of receipt by the Acceptgiro Test Institute, with a copy sent to Acceptgiro B.V.:
  - *Goedgekeurd* (Accepted):  
The Printer will be able to proceed with the Acceptgiro B.V. Certificate application procedure;
  - *Afgekeurd* (Rejected):  
The Printer will not be able to proceed with the Certificate application procedure for the time being. In certain cases, however, the Printer will be permitted to submit a new test set for inspection with the agreement of the Acceptgiro Test Institute.

### 3 Costs of inspection

There are charges for the inspection of each individual printing proof and/or test set. The charges are reviewed annually. The charges will be automatically debited to the Printer's nominated bank account.

### **4 Printing proof and production specimen forms**

#### **4.1 Acceptgiro Printing Proof/Production Specimen Inspection Application**

The form 'Acceptgiro Printing Proof/Production Specimen Inspection Application' is available via the Currence website ([www.acceptgiro.nl](http://www.acceptgiro.nl)).

Via the title 'Uniform payment products', followed by the choice for the product 'Acceptgiro' you will find an overview of available Acceptgiro forms. The forms are mentioned at the bottom of the page.

#### **4.2 Acceptgiro Test Set Inspection Application**

You can request the form 'Acceptgiro Test Set Inspection Application' either via the contact form on the Currence website ([www.acceptgiro.nl](http://www.acceptgiro.nl)), or by e-mail: [info@currence.nl](mailto:info@currence.nl).

#### **4.3 Acceptgiro Form Inspection Sheet**

You can request the form 'Acceptgiro Form Inspection Sheet' either via the contact form on the Currence website ([www.acceptgiro.nl](http://www.acceptgiro.nl)), or by e-mail: [info@currence.nl](mailto:info@currence.nl).