

## Standardization of Personal And Commercial Checks

## Frequently Asked Questions

1. Can continue printing checks customers who print in laser printing?

From February 1st, 2016 shall not print checks in laser. The model of standardized commercial check requires the issuance of the complete base of the check by an authorized printer.

You can only print under laser printing, the following data: date, recipient amount in numbers and letters, and description.

2. What happens with the inventory of checks?

The regulations allow the coexistence of the current format until July 31st, 2017.

Customers are encouraged to take the necessary measures to maintain a low inventory of checks in the old format.

3. ¿What is the last date to issue a check with old format?

Commercial Checks / Staff: April 30, 2017\*

\*considering the period of validity of a commercial check/staff, that is 90 days.

4. Can we print checks with any printing office?

The printing of the checks must be carried out through a printing company validated by the Banking Association of Panama.

Unibank offers the service of creation of checkbooks. Any direct request that the client will perform with a printing office should be coordinated and approved by the Bank.

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5. ¿It allows customization of the check?

It is allowed only the logo of the bank and the company in the spaces that sets the agreement.

For more detail of the design and format of the check, refer to 001-2014 agreement, which states the rules in its Annex II, Paragraph IV:

- [Agreement 001-2014](#)
- [Agreement 010-2014](#)
- [Agreement 008-2015](#)

## Design of **Personal Check** (front)

The image shows the front of a personal check from the Republic of Panama. It features a light green background with a subtle wavy pattern. The top left has a dashed box for 'NOMBRE Y N° DE CUENTA'. The top right shows 'CHEQUE No. 000003' and 'REPUBLICA DE PANAMA'. Below this is a date field 'FECHA' with boxes for D, D, M, M, A, A, A, A. The middle section has 'PAGUESE A LA ORDEN DE' followed by a line for the payee, 'LA SUMA DE' followed by a line for the amount, and 'MEMO' followed by a line for the bank name 'BANCO'. The bottom section contains a MICR line with fields for 'DV', 'Tránsito', 'N° de Cuenta', and 'N° de cheque'.

## Design of **Personal Check Extended** (front)

The image shows the front of a personal check extended from the Republic of Panama. It features a light green background with a subtle wavy pattern. The top left has a dashed box for 'NOMBRE Y N° DE CUENTA'. The top right shows 'CHEQUE No. 00000003' and 'REPUBLICA DE PANAMA'. Below this is a date field 'FECHA' with boxes for D, D, M, M, A, A, A, A. The middle section has 'PAGUESE A LA ORDEN DE' followed by a line for the payee, 'LA SUMA DE' followed by a line for the amount, and 'MEMO' followed by a line for the bank name 'BANCO'. The bottom section contains a MICR line with fields for 'N° de cheque', 'Tránsito', 'N° de Cuenta', and 'DV'.

## Design of **Commercial Check** (front)

The image shows the front of a commercial check from the Republic of Panama. It features a light green background with a subtle wavy pattern. The top left has a dashed box for '(LOGO) NOMBRE Y N° DE CUENTA'. The top right shows 'CHEQUE No. 000000003' and 'REPUBLICA DE PANAMA'. Below this is a date field 'FECHA' with boxes for D, D, M, M, A, A, A, A. The middle section has 'PAGUESE A LA ORDEN DE' followed by a line for the payee, 'LA SUMA DE' followed by a line for the amount, and 'MEMO' followed by a line for the bank name 'BANCO'. The bottom section contains a MICR line with fields for 'N° de cheque', 'Tránsito', 'N° de Cuenta', and 'DV'. Two orange callout boxes point to specific areas: one points to the top right area (cheque number and date) with the text 'Space for customizing the client: logo and account number', and another points to the bottom right area (bank name) with the text 'Space for customizing the Bank'.