



**BANK OF SAINT LUCIA'S CUSTOMER GUIDE FOR PRINTING CHEQUES:**

1. You must submit a letter of intent indicating whether printing will be done in-house or by an external printer. The letter must be signed by the signatories to the account based on the most recent signing instructions issued by you to the bank.
2. You will be issued a copy of the Bank of Saint Lucia (BOSL) Cheque Printing Specification Guide and Cheque Printing Terms and Conditions.
3. You must sign the BOSL Cheque Printing Terms and Conditions.
4. Include in a sealed envelope:
  - a) The signed Cheque Printing Terms and Conditions.
  - b) Five (5) cheque proofs/samples in conformance with the specifications outlined in the Specification Guide.
5. Submit the Cheque Printing Terms and Conditions and cheque proofs/samples to the Manager Central Services Unit at:

**Attn: Cheque Sample Approving Officer**

Bank of Saint Lucia  
1<sup>st</sup> Floor  
Financial Centre Building  
#1 Bridge Street  
Castries

**Please note that your samples will only be reviewed upon the receipt of the duly signed copy of the Terms and Conditions**

6. Upon review of the samples by the Bank, you will receive a communiqué indicating whether or not the cheque proofs/samples has met the Bank's requirements.
7. Upon receipt of an approval by the Bank, you must indicate the start date for usage of the new cheques. The time prior to your intended start-of-use date will be used to ensure that all Bank staff involved in cheque processing is familiar with your cheques.
8. It is estimated that the approval of the samples will be completed within seven (7) days from the date of receipt by the Bank's Central Services Unit.

**CHECKLIST:** The following checklist should be used to assist you with tracking your progress through the Bank's cheque printing approval process.

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|---|--------------------------|
| 1. Submit of intent   | <input type="checkbox"/> |
| 2. Receive cheque printing specification guide and Cheque Printing Terms and Conditions         | <input type="checkbox"/> |
| 3. Sign BOSL Cheque Printing Terms and Conditions   | <input type="checkbox"/> |
| 4. Produce five (5) cheque samples  | <input type="checkbox"/> |
| 5. Submit Terms and Conditions document & the samples to the Central Services Unit for approval | <input type="checkbox"/> |
| 6. Receive approval from the bank   | <input type="checkbox"/> |
| 7. Indicate the start date for usage of the new cheques   | <input type="checkbox"/> |