

**EESTI PANK**  
**Governor's Decree No 15**

**4 November 2005**

**Procedure for Sending Banknotes and Coins to Eesti Pank**

The Decree shall be laid down under subsection 2 (1) of the Eesti Pank Act.

**§ 1.** Establishing the Rules for Sending Banknotes and Coins to Eesti Pank (Annex 1) and Rules for Sending Mutilated or Damaged Banknotes and Coins to Eesti Pank for Exchange (Annex 2).

**§ 2.** Repealing Rules for Establishing Circulation Fitness and Processing of Banknotes Issued by Eesti Pank in the Banks Operating in the Republic of Estonia approved by the Deputy Governor of Eesti Pank on 23 November 1992.

Andres Lipstok  
Governor

**Eesti Pank Governor's Decree  
No 15 of 4 November 2005  
Procedure for Sending Banknotes and Coins to Eesti Pank**

**Annex 1**

## **Rules for Sending Banknotes and Coins to Eesti Pank**

### **1. General Provisions**

1.1. These rules provide for the procedure of sending Estonian kroon banknotes and coins (hereinafter *banknotes* or *coins* or *cash* in case of both) fit for circulation as well as worn out to Eesti Pank by credit institutions.

1.2. A credit institution may send to Eesti Pank cash fit for circulation according to these rules and a contract concluded between Eesti Pank and a credit institution, which lays down the rights and obligations of the parties and their responsibility upon meeting cash orders.

1.3. A credit institution is obliged to send worn cash detected by itself or by an authorised cash handler to Eesti Pank for removal from circulation according to these rules and a contract concluded between Eesti Pank and the credit institution.

### **2. Worn Out Cash**

2.1. Worn out banknotes are banknotes whose overall appearance, dimensions or security features have been damaged in circulation to such an extent that further use thereof as means of payment is impossible. A banknote is considered to be worn out, if it shows even one of the following damages compared to the specimen banknote:

- 1) a banknote that is in one piece lacks up to 25%;
- 2) a banknote has been glued together with an adhesive tape from two separated parts of one and the same banknote;
- 3) the surface of a banknote is significantly worn out, soiled or covered with colorants and/or oil stains, but the condition of the banknote allows handling thereof (manually or by machine) without further damage to it;
- 4) a banknote has a few tears.

It is possible to determine the authenticity of a banknote without laboratory tests and the series and number have to be fully readable.

2.2. Worn out coins are coins whose original appearance has been damaged due to several physical and chemical impacts, but whose original shape has preserved. It must be possible to establish the nominal value and minting year of worn coins, also the principal elements of design of the front and reverse of the coins must have been preserved.

### **3. Cash Packaging**

3.1. **Banknotes** shall be packaged into packets of 100 (hundred) banknotes.

3.2. Only banknotes of the same denomination are allowed to be packaged into one packet. In the packet, banknotes must be placed in the same direction and the corners of the banknotes must be straight. The packet shall be cross-bound with paper or plastic, and it must be possible to sign or stamp the band and it must be easily removable manually (torn). The width of the band may be 25 – 40 mm.

3.3. 10 (ten) packets of banknotes sorted and bound by 100 (hundred) shall be made into a bundle (1000 banknotes).

3.4. When putting together a bundle, a cardboard sheet measuring 140 x 77 mm shall be placed on the bottom and on top of the bundle.

3.5. It is advisable to use the principal colour of the banknotes in the bundle also as the background colour of the upper cardboard sheet (cover sheet) or as the colour of the edge surrounding the cover sheet.

3.6. The cover sheet must include the following data:

- 1) the name of the credit institution by whom or by whose authorisation the banknotes have been packaged;
- 2) the number of the banknotes in the bundle;
- 3) the nominal value of one banknote;
- 4) the total sum of the nominal values of the banknotes in the bundle.

3.7. Additionally, upon packaging the following shall be indicated on the cover sheet:

- 1) the name or identification number of the counter-packager of the banknotes;
- 2) the signature of the counter-packager;
- 3) the date of packaging.

The name (identification number) and signature of the counter-packager of the banknotes may miss from the cover sheet if the banknotes in the bundled have been handled by a cash-counting machine simultaneously operated by more than one employee. Meanwhile the information on the cover sheet must enable identification of the employees who packaged the bundle.

3.8. The bundle shall be tied with a packaging strap. The cross-point of the strap must be covered with transparent adhesive plastic, or the bundles must be wrapped into plastic. On visual inspection of a bundle, the cross-bands of the packets must be visible and it has to be identifiable that there are 10 packets in a bundle.

3.9. **Coins** may be packaged into bags made of strong fabric or plastic (incl. secure plastic bags). One bag may include 500 pieces or a multiple thereof of coins of only the same denomination, but not more than the following:

5-cent	5 000 pc	EEK 250
10-cent	5 000 pc	EEK 500
20-cent	5 000 pc	EEK 1 000
50-cent	2 000 pc	EEK 1 000
1-kroon	1 000 pc	EEK 1 000
5-kroon	1 000 pc	EEK 5 000

3.10. Bags made of fabric or plastic shall be sealed. Secure plastic bags shall not be sealed.

3.11. A bag of coins or a cardboard or fabric label attached to the bag must include the following data:

- 1) the name of the credit institution by whom or by whose authorisation the coins have been packaged;
- 2) the nominal value of one coin;
- 3) the number of coins in the bag;
- 4) the total sum of the nominal values of the coins in the bag;
- 5) the name of the cashier;
- 6) the signature of the cashier;
- 7) the date of packaging.

Also other relevant information may be added.

3.12. Worn coins are sent to Eesti Pank separately from the coins fit for circulation.

3.13. Banknotes and coins sent to Eesti Pank may be packaged differently from the way described above only by the respective authorisation of Eesti Pank.

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**Annex 2**

**Rules for Sending Mutilated or Damaged Banknotes and Coins to Eesti Pank for Exchange**

1. These rules provide for the procedure of sending mutilated or damaged Estonian kroon banknotes and coins (hereinafter *banknotes* or *coins* or *cash* in case of both) to Eesti Pank for exchange by credit institutions.
2. These rules do not regulate handling of suspected counterfeit cash, which shall be handed over to the local police prefecture. If mutilated or damaged cash is also under suspicion of being counterfeit, it must be handled as suspected counterfeit cash.
3. Mutilated or damaged banknotes are banknotes that are submitted to credit institutions for exchange by legal and natural persons since they have been damaged in circulation to the extent that further use thereof as means of payment is impossible and laboratory tests may be needed for determining authenticity thereof. Mutilated or damaged banknotes are also banknotes with the following features detected in the course of cash processing by credit institutions or cash-handlers authorised by them:
  - 1) a banknote lacks more than 25% of its original dimensions;
  - 2) a banknote has been glued together or joined with the help of other tools from several parts of one and the same banknote that have been separated from each other;
  - 3) the series and number of the banknote are not clearly and fully readable;
  - 4) the condition of the banknote has been damaged due to physical or chemical impacts (change in colour, covered with paint or oil stains, burnt, rotten, scribbled on, etc.) to such an extent and become different from the specimen that the nominal value or authenticity thereof cannot be established without laboratory tests, or standard processing of thereof (manually or with a machine) has become impossible without further damage to the banknote.
4. Mutilated or damaged coins are coins whose condition has been damaged due to physical or chemical impacts to such an extent that the nominal value, time of minting or authenticity is impossible to determine without laboratory tests.
5. Credit institutions are obligated to exchange mutilated or damaged cash whose authenticity is not under suspicion on the condition that more than one half has been preserved from the banknote and the series and number thereof are fully readable. On the coin, at least the nominal value and time of minting must be readable. If needed, prior to the exchange the result of an expert analysis by Eesti Pank shall be waited.
6. Mutilated and damaged cash accepted from legal and natural persons shall be sent to Eesti Pank by credit institutions in a package that secures preservation thereof in the same condition and quantity as when submitted to the credit institution along with the standard format application completed by the legal or natural person that submitted the cash for exchange (enclosed). Every single case (banknotes or coins submitted for exchange at the same time by a legal or physical person) must be packaged separately.

7. As a general rule, one month after the arrival of the mutilated or damaged cash at the latest Eesti Pank shall inform the credit institution that had sent the cash of either its agreement or refusal to exchange the cash. In case of refusal a brief explanation shall be provided. If a single case includes more than 100 banknotes or coins submitted for exchange, agreement or refusal to exchange the cash may take more than a month, of which Eesti Pank shall inform the credit institution that had sent the cash within one month.

8. Eesti Pank shall transfer the sum equalling the value of the cash to be exchanged into the account of the credit institution that had sent the cash.

9. Mutilated or damaged cash shall not be returned by Eesti Pank to the credit institution or the legal or natural person who submitted it to be exchanged.

## Rules for Sending Mutilated or Damaged Banknotes and Coins to Eesti Pank for Exchange

Annex

### APPLICATION

#### for exchange of mutilated or damaged cash

“.....” .....20.....

1. Given name and surname of the applicant, personal identification code (registration number of legal person):

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2. Address, telephone number of the applicant:

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3. Name and number of the document presented by the applicant:

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4. I request exchange of mutilated or damaged cash in the total sum of:

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(sum expressed in figures and words)

5. Banknotes and coins submitted by the applicant for exchange:

No	Nominal value	Series and number of banknote/year of issuance of coin	Number banknotes and coins	Sum

6. Applicant's description of the extent of the damage to banknotes and coins and causes thereof:

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7. With the application I shall enclose the documents certifying the cause of the damage (if available):

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Signature of the applicant:

8. Name of the credit institution sending the banknotes and coins to Eesti Pank:

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9. Given and surname of the bank official, signature:

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