

**EESTI PANK**  
**Governor's Decree No 7**  
**20 October 2009**

**Amendment of Eesti Pank Governor's Decree No 15 of 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.

Annex 1 “Rules for Sending Banknotes and Coins to Eesti Pank” to Eesti Pank Governor's Decree No. 15 of 4 November 2005 “Procedure for Sending Banknotes and Coins to Eesti Pank” (RTL 2005, 112, 1724) shall be amended and established in the new wording (attached).

Andres Lipstok  
Governor

Annex to Eesti Pank Governor's Decree No 7 of 20 October 2009  
“Amendment of Eesti Pank Governor's Decree No 15  
of 4 November 2005 'Procedure for Sending Banknotes and Coins to Eesti Pank'”

Annex 1 to Eesti Pank Governor's Decree No 15  
of 4 November 2005 “Procedure for Sending Banknotes and Coins to Eesti Pank”

## **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 and 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-out 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 worn-out banknote is a banknote which shows at least 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 taped together, using 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 one 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. Ten packets of banknotes sorted and bound by a hundred shall be made into a bundle (1,000 banknotes).

3.4. Two alternative methods may be used for putting together a bundle: placing cardboard sheets on the bottom and on top of the bundle, or affixing an information tag to the bundle.

3.5. The use of cardboard sheets shall be governed by the following.

3.5.1. When putting together a bundle, a cardboard sheet measuring 140 x 70 mm shall be placed on the bottom and on top of the bundle.

3.5.2. 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.

3.5.3. 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 ten packets in a bundle.

3.6. The use of information tags shall be governed by the following.

3.6.1. The bundle shall be wrapped into heat shrink plastic or plastic vacuum packaging. The bundle may previously be tied with a packaging strap. If no packaging strap is used, the plastic wrapping shall ensure rigidity of the bundle.

3.6.2. Prior to wrapping the bundle in plastic, an information tag shall be placed on top of the bundle, or affixed to the plastic wrapping after packaging of the bundle. The tag shall have a size (cover at least a half of the top banknote of the bundle) which allows, on visual inspection, to clearly identify the nominal value of the banknotes within the bundle;

3.6.3. On visual inspection of a bundle, the cross-bands of the packets must be visible and it has to be identifiable that there are ten packets in a bundle.

3.7. The cover sheet or the information tag 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.

3.8. The following shall be added in the course of packaging or previously printed on the cover sheet or the information tag:

- 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 cover sheet does not have to contain the name (identification number) and signature of the counter-packager of the banknotes, if the banknotes in the bundle have been processed by machine simultaneously operated by more than one employee. Still, the information specified on the cover sheet must allow to identify the employees who wrapped the bundle.

3.9. Worn banknotes are sent to Eesti Pank separately from the banknotes fit for circulation. The corresponding information shall be indicated on the cover sheet or the information tag of the bundle which contains worn banknotes.

3.10. **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

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

3.12. 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.

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

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