

EESTI PANK
Governor's Decree No 24
of 15 December 2010

The procedure for sending euro banknotes and coins to Eesti Pank

This decree shall be laid down under clause 14 8) and subsection 14¹ (3) of Eesti Pank Act.

§ 1. This Decree shall establish the “Rules for sending euro banknotes and coins to Eesti Pank” (Annex 1) and the “Rules for sending damaged or mutilated euro banknotes and coins to Eesti Pank for exchange” (Annex 2).

§ 2. This Decree shall enter into force on 1 January 2011.

Rein Minka
Deputy Governor acting Governor

Annex 1 to Eesti Pank Governor's Decree
No 24 of 15 December 2010 "Procedure
for sending euro banknotes and coins to
Eesti Pank"

Rules for sending euro banknotes and coins to Eesti Pank

1. General Provisions

1.1. These rules establish the procedure for sending euro banknotes and coins fit and unfit for circulation (hereinafter *banknotes* or *coins* or *cash* in case of both) to Eesti Pank by credit institutions.

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

1.3. Credit institutions are obligated to send cash unfit for circulation discovered by themselves or their authorised cash handlers to Eesti Pank for removal from circulation pursuant to the Decision of the European Central Bank of 16 September 2010, these rules and the contracts concluded between Eesti Pank and the credit institutions.

2. Cash unfit for circulation

2.1. Banknotes that are unfit for circulation are euro banknotes that are deemed unfit for circulation during a procedure of fitness checking, as provided for in Article 6 of the Decision of the European Central Bank of 16 September 2010 regarding the authenticity, fitness checking and recirculation of euro banknotes.

2.2. *Coins unfit for circulation* are authentic circulating euro coins with defects or considerable changes to their technical parameters or identification features (dimensions, weight, colour, corrosion and damage to edges) due to a long period of circulation or an accident, but also intentionally mutilated coins that are not counterfeit. In the meaning of these rules, coins are unfit for circulation due to their technical parameters, if one measurement differs from the reference measurement of a euro coin by at least 0.30 millimetres and/or by at least 5% in case of weight.

2. Packaging cash

2.1. **Banknotes** shall be packaged into packets of one hundred banknotes.

2.2. One packet may only include banknotes with the same denomination. In the packets, banknotes must be placed in the same direction and the corners of 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.

2.3. Ten packets of banknotes sorted and bound by a hundred shall be made into a bundle (1,000 banknotes). A bundle composed of €200 and €500 banknotes may also contain one (100 banknotes) or five (500 banknotes) packets.

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

2.5. The use of information tags shall proceed from the following.

2.5.1. 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 must ensure the rigidity of the bundle.

2.5.2. 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 the bundle. The tag shall have a size (covering 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.

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

2.6. The use of cardboard sheets shall proceed from the following.

2.6.1. When putting together a bundle, a cardboard sheet corresponding to the measurements of the packaged banknote shall be placed on the bottom and top of the bundle.

2.6.2. 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.

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

2.7. 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 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.

2.8. The following shall be added in the course of packaging or is 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 the identification of the employees who wrapped the bundle.

2.9. Banknotes that are unfit for circulation shall be sent to Eesti Pank separately from the banknotes fit for circulation. This information shall be indicated on the cover sheet or the information tag of the bundle, which contains banknotes unfit for circulation.

2.10. **Coins** may be packaged into bags made of strong fabric or plastic (incl. secure plastic bags). One bag may include coins of only the same denomination in the following amount:

1 cent coin	5,000 pcs	€50
2 cent coin	3,000 pcs	€60
5 cent coin	3,000 pcs	€150
10 cent coin	2,500 pcs	€250
20 cent coin	2,000 pcs	€400
50 cent coin	1,500 pcs	€750
€1	1,500 pcs	€1,500
€2	1,000 pcs	€2,000

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

2.12. A bag of coins or a cardboard or fabric label attached to the bag shall 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.

Other relevant information may be added.

2.13. Coins that are unfit for circulation shall be sent to Eesti Pank separately from coins fit for circulation.

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

Rules for sending damaged or mutilated euro banknotes and coins to Eesti Pank for exchange

1. These rules establish the procedure for sending damaged or mutilated euro banknotes and coins (hereinafter *banknotes* or *coins* or *cash* in case of both) for exchange to Eesti Pank by credit institutions.
2. These rules do not regulate the handling of suspect counterfeit cash, which shall be handed over to the local police authority. If the damaged or mutilated cash is also suspected to be counterfeit, it shall be treated as suspect counterfeit.
3. Credit institutions are obliged to accept damaged or mutilated cash from legal and natural persons and send it to Eesti Pank in order to be exchanged in a package that guarantees the preservation of the condition and amount of the cash as presented to the credit institution, together with the suitable exchange application submitted by the legal or natural person (enclosed). Every single case (banknotes or coins presented simultaneously for replacement by a legal or natural person) shall be packed separately.
4. Credit institutions are obliged to send damaged or mutilated cash discovered during handling to Eesti Pank, packed separately from cash fit and unfit for circulation, if it shows the following features:
 - 1) the banknote has lost more than 25% of its initial measurements;
 - 2) the bank note is taped together from more than two separate pieces by tape or other adhesives;
 - 3) the quality of the banknote is so damaged (for instance, it is discoloured, covered by paint or oil stains, burnt, decomposed, or scribbled on) and/or its machine-readable elements do not fully comply with its specifications (including the euro banknotes specified in Annexes IIa and IIb of the European Central Bank's Decision of 16.09.2010, the authenticity of which has not been clearly verified), so that its authenticity may not be clearly verified and/or the degree of damage does not enable ordinary manual or machine handling of the banknote without further damage to it;
 - 4) coins, the condition of which has been damaged by physical or chemical impacts so that their face value, minting date or authenticity may not be determined without laboratory testing.
5. Credit institutions shall send the damaged or mutilated cash discovered upon handling to Eesti Pank in a package that guarantees the preservation of the condition and amount of the cash as presented to the credit institution, together with a transmittal

letter indicating the nominal values and amounts of the submitted banknotes and coins and, if possible, the serial numbers of the banknotes.

6. Generally, Eesti Pank shall notify the credit institution that submitted the damaged or mutilated cash about the decision to exchange or refuse to exchange the damaged or mutilated cash within at least one month of its receipt. A brief explanation shall be provided upon refusal to exchange the cash. If one case involves the simultaneous submission of over 100 banknotes or coins to be exchanged, the notification regarding the exchange or refusal to do so may take longer than a month, of which Eesti Pank shall inform the credit institution that submitted the damaged or mutilated bank notes within one month.
7. Eesti Pank shall transfer the sum corresponding to the value of the cash presented to be exchanged to the account of the credit institution that submitted it.
8. Eesti Pank shall not return the damaged or mutilated cash to the credit institution or the legal or natural person who submitted it.

Appendix to “Rules for sending damaged or mutilated euro banknotes and coins to Eesti Pank for exchange”

APPLICATION

for the exchange of damaged or mutilated cash

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1. First and surname of the applicant, personal identification code (for legal persons, also the name and registration number):

2. Applicant’s address, telephone:

3. Applicant’s document type and number:

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

(sum in numbers and words)

5. Banknotes and coins submitted by the applicant to be exchanged:

No	Face value	Banknote series and no / coin minting date	Number of banknotes and coins	Sum

6. The applicant’s description of the extent and causes of the damage to the banknotes and coins (including how the banknotes were stained, contaminated or coloured):

7. A written explanation regarding the reason and nature of discolouration, if the banknotes have been discoloured due to the implementation of anti-theft measures and they are presented by a person whose activities involve cash handling.

8. Documents (if such exist) proving the destruction of the missing parts of banknotes, when up to 50% of a euro banknote is presented:

Applicant's signature:

9. Name of the credit institution that forwards the banknotes and coins to Eesti Pank:

10. First and surname and signature of the employee of the credit institution:
