



NATIONAL BANK OF THE REPUBLIC OF MACEDONIA

Pursuant to Article 48 paragraph 1 item 3 of the Law on the National Bank of the Republic of Macedonia (Official Gazette of the Republic of Macedonia No. 158/10, 123/12 and 43/14) and item 10 of the Decision on the terms and the manner of supplying banknotes and coins (Official Gazette of the Republic of Macedonia No. 112/15), the Governor of the National Bank of the Republic of Macedonia adopted the following

INSTRUCTIONS FOR DETERMINING THE MANNER AND PROCEDURE OF SUPPLYING BANKNOTES AND COINS

I. GENERAL PROVISIONS

1. These Instructions shall regulate the manner and the procedure of supplying banknotes and coins (hereinafter: cash), which are legal tender in the Republic of Macedonia.
2. Cash shall be supplied by withdrawal of banknotes and coins from the National Bank of the Republic of Macedonia (hereinafter: the National Bank), their processing, packing, transport to users and lodgment of cash to the National Bank by banks and cash supplying companies (hereinafter: cash centers).
3. The National Bank's working hours with banks and cash centers shall be from 8:30 to 15:30.

II. METHOD AND PROCEDURE OF WITHDRAWING CASH

4. Banks withdrawing cash from the National Bank, shall pay in funds from their account through the Macedonian Interbank Payment System (hereinafter: MIPS) on a separate account of the National Bank, in the amount they wish to withdraw.

Cash centers that withdraw cash from the National Bank shall make payment from their account on a special account in the National Bank.

5. In accordance with the payment, the banks and cash centers shall submit information about the denomination structure of the cash they want to withdraw and the time of withdrawing the cash by fax, e-mail or phone.

To establish optimal denomination structure of cash in circulation, the National Bank may modify the submitted information on the cash denomination structure and make payment with a denomination different from the one required.

6. Cash may be withdrawn by persons authorized by the appropriate authority of the management body of banks or cash centers to withdraw cash.

Banks and cash centers shall be required to submit a certified list of persons authorized to withdraw cash, at the beginning of each year and after any change. Cash centers shall, besides the list of authorized persons, also submit a copy of the cash supply contract.

When withdrawing cash, authorized persons shall present the authorization and identification documents.



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Access to the Banknotes Department for persons other than the authorized persons shall not be allowed.

7. Cash may be withdrawn several times during the working day and each time payment is made to a separate account of the National Bank. After the payment, cash may not be withdrawn in a period shorter than 1 hour from the moment of submission of the information about the required denomination structure.

When withdrawing cash, authorized persons of banks and cash centers, shall count the cash in the presence of the authorized persons of the National Bank according to the markings on the packaging.

8. Minimum quantity for withdrawing banknotes is 1 package - a bundle (1,000 pieces) for the denominations of 10, 50, 100, 500 and 1,000 Denars, and one package of 100 pieces for the denomination of 5,000 Denars.

The minimum amount to withdraw coins is one bag with 500 pieces for the denominations of 1, 2, 5, 10 and 50 Denars.

9. For the cash withdrawn a Denar order shall be prepared, which, after counting the cash and determining the accuracy of cash received, shall be signed and verified by the authorized persons of the National Bank and the authorized persons of the banks and cash centers.

The Denar order shall be prepared in three copies, two for the National Bank and one for the banks and the cash centers.

10. For the cash withdrawn, the National Bank shall charge fees according to the single tariff of fees for services rendered by the National Bank.

11. The National Bank shall issue banknotes and coins to banks and cash centers, packaged as follows:

- banknotes shall be packaged in bundles (1,000 pieces of banknotes) or sealed package of 10,000 pieces of banknotes which has a label with the following data: type of denomination, number of pieces, nominal value, signature of employees who packed the cash and date of packaging.
- coins in denominations of 1, 2, 5, 10 and 50 Denars shall be packaged in bags of 500 pieces.
- the bags shall contain information about: type of denomination, number of pieces, value, signature of employees who packed the bag and date of packaging.

By way of derogation from paragraph 1 indents 1, 2, and 3 of this item, banknotes in denomination of 5,000 Denars may be packed in packages of 100 banknotes, and are counted at handover.

III. MANNER AND PROCEDURE OF LODGMENT OF CASH

12. Cash which is lodged in the National Bank shall be properly processed and packed.

Banks and cash centers shall be bound to specifically pack and differentiate worn out and damaged banknotes and coins in accordance with the criteria stipulated by the National Bank.



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13. The National Bank shall check and count the cash it receives from banks and cash centers according to markings on the packaging.

14. Minimum quantity for lodging banknotes in the National Bank by the banks and cash centers is 1 package - a bundle (1,000 pieces) for the denominations of 10, 50, 100, 500 and 1,000 Denars, and one bundle of 100 pieces for the denomination of 5,000 Denars.

The minimum for lodging coins in the National Bank by the banks and cash centers is one bag with 500 pieces for the denominations of 1, 2, 5, 10 and 50 Denars.

15. When lodging the cash, banks and cash centers shall submit a certified form, order - specification, which, after counting the cash is signed by authorized persons of the National Bank.

For the cash lodged, the National Bank shall prepare a Denar order that is verified and signed by the authorized persons of the banks and cash centers and the authorized persons of the National Bank.

16. The National Bank shall pay in the amount of cash received from the bank through MIPS, on account of the bank, and in the case of cash centers, it shall pay in the amount of cash on its account in an authorized bank.

17. Banks and cash centers shall pack properly the cash that is lodged.

- Banks and cash centers shall specifically mark the worn out cash packaged. Straps, labels on the bundle and markings on the sealed package with worn money shall be stroke through with crossed lines.
- Damaged money, separated by the banks and cash centers, shall be handed over to the National Bank specially sealed, bearing the mark of the bank and the cash center, amount, denomination structure, and "damaged money" label.
- All banknotes shall be packaged in denominations, turned to one side and all either in obverse or reverse, by 100 banknotes in a package, 10 packages in a bundle of 1000 pieces and 10 bundles packaged in a sealed parcel of 10,000 pieces.
- The paper strap on the packages shall contain the mark of the bank and the cash center that processed the package, date of packing, type of denomination, number of pieces (100), value and signature or code of two persons who processed and controlled the packages.
- Ten packages shall form a bundle of 1,000 pieces of the same denomination and shall be machine strapped (cross with strapping ribbon) or shall be vacuumed. Each bundle shall contain the date of packaging with the signature of two persons who carried out the counting and the strapping or vacuuming.
- The sealed package of 10,000 pieces must be securely packed. The sealed package shall contain the name of the bank and the cash center, quantity, value, denomination, date of packaging and signatures of persons who carried out the packaging.
- Banks and cash centers shall lodge coins in the National Bank packed as specified in item 11 of these Instructions.



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IV. PROCEDURE FOR DETERMINING DIFFERENCES IN PARCELS (SHORTAGE AND SURPLUS)

18. Following the receipt of cash, the National Bank shall perform a detailed control and counting of the cash (hereinafter: processing).

If during the processing of cash shortage or surplus is identified, a report on the difference in the parcel shall be prepared. The report shall contain the following elements:

- Name of the bank and the cash center from which cash is received;
- Amount of the determined difference;
- Number of pieces and denomination structure;
- Date of processing the determined difference;
- Name and surname of the employees who processed the cash;
- Note.

The label on the packaging shall be attached to the report.

The cash from the banks and the cash centers for which the processing and the expertise shall determine that it is forgery shall be treated as shortage and it shall be seized.

19. If the processing of cash which is designated as worn out or damaged reveals samples that do not meet the criteria stipulated by the National Bank, they shall be treated as shortage.

20. The bank and the cash center shall compensate the determined difference in the parcel based on the report from item 18 of these Guidelines. When compensating the difference in the parcel - the shortage, a certificate of compensated difference shall be issued.

The identified surplus in the parcel of cash shall be returned to the bank or to the cash center along with a certificate of returned surplus, according to the prepared report.

V. CLOSING PROVISIONS

21. With the entry into force of these Instructions, the Guidelines for determining the manner and procedure of supplying banks with banknotes and coins (Official Gazette of the Republic of Macedonia No. 68/11) shall cease to apply.

22. These Guidelines enter into force on the eighth day after their publication in the Official Gazette of the Republic of Macedonia.

I No. 24411

9 July 2015

Skopje

Dimitar Bogov

Governor