



НАРОДНА БАНКА НА РЕПУБЛИКА МАКЕДОНИЈА

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, 43/14, 153/15 and 6/16) and item 31 of the Decision on the authenticity and fitness checking and recirculation of banknotes and coins and the manner of conducting supervision (Official Gazette of the Republic of Macedonia No. 54/17), the Governor of the National Bank of the Republic of Macedonia adopted the following

I N S T R U C T I O N S

for implementing the Decision on the authenticity and fitness checking and recirculation of banknotes and coins and the manner of conducting supervision

(Official Gazette of the Republic of Macedonia No. 69/17)

I. GENERAL PROVISIONS

1. These Instructions shall set forth the type, the manner and the deadlines for submitting data by banks and cash supplying companies (hereinafter: cash centers) in the implementation of the Decision on the authenticity and fitness checking and recirculation of banknotes and coins and the manner of conducting supervision (Official Gazette of the Republic of Macedonia No. 54/17).

Data refer to the type and the number of cash processing machines, the location of each cash processing machine, as well as the number and value of processed cash by the cash processing machines and the number and value of manually processed cash.

At the same time, these Instructions shall also determine the form and contents of the applications for testing cash processing machines and applications for training employees to check cash and determine their authenticity and fitness for circulation, submitted to the National Bank of the Republic of Macedonia (hereinafter: the National Bank).

2. Data submission forms shall consist of data sets that should be adequately filled in by banks and cash centers.

II. TYPES OF DATA, MANNER AND DEADLINES FOR THEIR SUBMISSION

Data collection

3. Data which banks and cash centers are required to submit to the National Bank are set out in Annexes 1, 2, 3 and 4 which are an integral part of these Instructions.

4. Depending on the nature, the submitted data are divided into main data and operational data.

The main data provide information on banks and cash centers that process cash.

Operational data provide information on processed cash and recirculation of cash.

Operational data shall be submitted according to the number of pieces (number), aggregate, by quarter and by denominations.

Data shall be submitted to the National Bank quarterly by the 15th day after the end of the reporting quarter.

Submitting requests to the National Bank

5. Operational data on cash processing machine submitted by any bank, cash center, manufacturer, supplier or authorized representative to the National Bank, are set out in the form provided in Annex 5 - Application for testing cash processing machine.

6. The application for training employees for checking cash authenticity and fitness for circulation shall be submitted on the form provided in Annex 6 - Application for training employees for processing cash.

III. CLOSING PROVISIONS

7. With the entry into force of these Instructions, the Instructions on the type and the method of submitting data and their use in the implementation of the Decision on the authenticity and fitness checking and recirculation of banknotes and coins (Official Gazette of the Republic of Macedonia, No. 118/15 and 6/17) shall cease to apply.

8. These Instructions shall enter into force on the eighth day from the day of their publication in the Official Gazette of the Republic of Macedonia.

**I. No. 18727
30 May 2017
Skopje**

**Governor
Dimitar Bogov**

DATA ON CASH CIRCULATION

1. DATA ON BANK

Name and address:	
Name of contact point:	
Tel:	
E-mail:	

2. PERIOD FOR WHICH DATA ARE SUBMITTED

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3. DATA ON CASH CIRCULATION

Banknotes

Denomination	Cashier's Desks		Banknote payment machines	
	Total paid out	Total paid in	Total paid out	Total paid in
10 Denars				
50 Denars				
100 Denars				
200 Denars				
500 Denars				
1000 Denars				
2000 Denars				
Total:				

Coins

Denomination	Total paid out	Total paid in
1 Denar		
2 Denars		
5 Denars		
10 Denars		
50 Denars		
Total:		

Note: Tables shall indicate the total quantity of banknotes and coins of the bank.

(place and date)

(name and surname)

(signature of responsible officer)

Annex 2

DATA ON PROCESSED CASH

1. DATA ON BANK/CASH CENTER

Name and address:	
Name of contact point:	
Tel:	
E-mail:	

2. PERIOD FOR WHICH DATA ARE SUBMITTED:

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3. DATA ON PROCESSED CASH

Machine-processed banknotes:

Denomination	Total processed	Fit for circulation	Unfit for circulation
10 Denars			
50 Denars			
100 Denars			
200 Denars			
500 Denars			
1000 Denars			
2000 Denars			
Total:			

Manually processed banknotes:

Denomination	Total processed	Fit for circulation	Unfit for circulation
10 Denars			
50 Denars			
100 Denars			
200 Denars			
500 Denars			
1000 Denars			
2000 Denars			
Total:			

Machine-processed coins:

Denomination	Total processed	Fit for circulation	Unfit for circulation
1 Denar			
2 Denars			
5 Denars			
10 Denars			
50 Denars			
Total:			

Manually processed coins:

Denomination	Total processed	Fit for circulation	Unfit for circulation
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1 Denar			
2 Denars			
5 Denars			
10 Denars			
50 Denars			
Total:			

(place and date)

(name and surname)

(signature of responsible officer)

**DATA ON MACHINES
HELD BY THE BANK/CASH CENTER**

1. DATA ON BANK/CASH CENTER

Name and address:	
Name of contact point:	
Tel:	
E-mail:	

2. MACHINES OPERATED BY BANK'S CLIENTS

Type	Manufacturer	Name of machine	Hardware and software designation	Serial No.	Location of the machines (place and address)
CIM					
CRM					
CCM					
COM					
TARM ⁽¹⁾					
TAM ⁽¹⁾					

⁽¹⁾ When used by bank's clients.

3. MACHINES OPERATED BY TRAINED EMPLOYEES

Type	Manufacturer	Name of machine	Hardware and software designation	Serial No.	Location of the machines (place and address)
BPM					
BAM					
TARM					
TAM					

4. COIN PROCESSING MACHINES

Type	Manufacturer	Name of machine	Hardware and software designation	Serial No.	Location of the machines (place and address)
CPM					

5. ATMs

Type	Manufacturer	Name of machine	Hardware and software designation	Serial No.	Location of the machines (place and address)
ATM					

Note: If the bank/cash center holds multiple machines or devices of the same kind, please enter them separately, one after another.

(place and date)

(name and surname)

(signature of responsible officer)

DATA ON PROCESSED CASH**1. MAIN DATA****Data on cash processing bank/cash center**

Name and address:	
Single registration number:	
Address:	
Name of contact point:	
Tel:	
E-mail:	

Data on service user

Name and address:	
Address:	
Name of contact point:	
Tel:	
E-mail:	

2. OPERATIONAL DATA ON PROCESSED CASH

Reporting period	
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Note: In the tables below, please enter the number of processed banknotes and coins.

1) Data on machine processing of cash*Banknotes*

Denomination	Total processed	Fit for circulation	Unfit for circulation
10 Denars			
50 Denars			
100 Denars			
200 Denars			
500 Denars			
1000 Denars			
2000 Denars			
Total:			

Coins

Denomination	Total processed	Fit for circulation	Unfit for circulation
1 Denar			
2 Denars			
5 Denars			

10 Denars			
50 Denars			
Total:			

2) Data on manual cash processing

Banknotes

Denomination	Total processed	Fit for circulation	Unfit for circulation
10 Denars			
50 Denars			
100 Denars			
200 Denars			
500 Denars			
1000 Denars			
2000 Denars			
Total:			

Coins

Denomination	Total processed	Fit for circulation	Unfit for circulation
1 Denar			
2 Denars			
5 Denars			
10 Denars			
50 Denars			
Total:			

3) Data on cash circulation

Banknotes

Denomination	Received by service user	Handed over to service user
10 Denars		
50 Denars		
100 Denars		
200 Denars		
500 Denars		
1000 Denars		
2000 Denars		
Total:		

Coins

Denomination	Received by service user	Handed over to service user
1 Denar		
2 Denars		
5 Denars		
10 Denars		
50 Denars		
Total:		

(place and date)

(name and surname)

(signature of responsible officer)

Annex 5

APPLICATION FOR TESTING CASH PROCESSING MACHINE

DATA ON APPLICANT	
Name and address:	
Single registration number:	
Address:	
Name of contact point:	
Tel:	
E-mail:	

DATA ON MACHINE MANUFACTURER	
Manufacturer:	
Address:	
E-mail:	
Tel:	

DATA ON MACHINE	
Name - Type:	
Model:	
Version:	
Software version:	
Factory No.	
The machine processes:	a) banknotes issued by the NBRM a) coins issued by the NBRM
Which banknote denominations are processed by the machine?	a) 10 Denars b) 50 Denars c) 100 Denars d) 200 Denars e) 500 Denars f) 1000 Denars g) 2000 Denars
Which coin denominations are processed by the machine?	a) 1 Denar b) 2 Denars c) 5 Denars d) 10 Denars e) 50 Denars
The machine processes and sorts cash by the following categories: 1) fit for circulation 2) unfit for circulation 3) rejected cash (not recognized as denars, suspected counterfeits and denars which can not be reliably claimed to be authentic).	a) yes b) no
If the answer of the question above is no, please describe how the machine sorts cash during processing.	
Are information on denominations processed by the machine displayed on the machine?	a) yes b) no
Number of orientations of cash during	a) 1 b) 2 c) 3 d) 4

processing.	
What security features are checked by the machine?	a) UV b) IR c) magnetism d) _____
Who is authorized to set authenticity parameters and physical features of the banknotes in the machine?	a) operator b) maintenance officer c) machine manufacturer d) _____
Can the machine be adjusted for introducing new denominations?	a) yes b) no
Can the machine be adjusted for identifying new counterfeits?	a) yes b) no

(place and date)

(name and surname)

(signature of responsible officer)

**APPLICATION FOR TRAINING EMPLOYEES
FOR PROCESSING CASH**

DATA ON APPLICANT	
Name and address:	
Organizational unit:	
Single registration number:	
Address:	
Name of contact point:	
Tel:	
E-mail:	

Data on employee:			
Ref No.	Name and surname	Job position	ID No.

(place and date)

(name and surname)

(signature of responsible officer)