



NATIONAL BANK OF THE REPUBLIC OF MACEDONIA

Pursuant to Article 21 paragraph 4 of the Law on Providing Prompt Money Transfer Services ("Official Gazette of the Republic of Macedonia" no. 77/03) and Article 64 paragraph 1 item 22 of the Law on the National Bank of the Republic of Macedonia ("Official Gazette of the Republic of Macedonia" no. 3/02, 51/03 and 85/03), the National Bank of the Republic of Macedonia Council, at its II session, held on January 29, 2004, adopted the following

DECISION

on the manner of keeping records for each prompt money transfer transaction

1. This Decision sets forth the manner of keeping records of prompt money transfer transactions, which shall be kept by the providers of prompt money transfer services and the subagents.
2. The provider of prompt money transfer service and the money transfer subagent shall keep single records of each prompt money transfer transaction.
3. A written document – confirmation shall be issued for each payment of cash foreign exchange, in accordance with any global electronic money transfer system.

Before starting to operate, the National Bank of the Republic of Macedonia shall grant the provider of prompt money transfer service an approval for the form and the contents of the confirmation referred to in paragraph 1 of this item.

The provider of prompt money transfer service shall be responsible to the subagents they concluded an agreement with for the identicalness of the form and the contents of the written document – confirmation.

The written document – confirmation shall contain the following basic elements:

- type of currency and amount;
- recipient data (name and surname, address, National ID of the citizen, ID or passport number, etc.);
- sender data (name and surname, address, National ID of the citizen, ID or passport number, etc.);
- control number;
- date of transfer;
- signature of the client and the provider of prompt money transfer service
- service fee.

4. The provider of prompt money transfer service and the subagent shall keep the single records daily on 1BTP Form which is an integral part of this Decision.
5. The graphs of this form shall present the following data:
 - 1) the National ID number of the provider of prompt money transfer service, i.e. the subagent;
 - 2) the name of the provider of prompt money transfer service, i.e. the subagent;
 - 3) the address of the facility for providing prompt money transfer service and the phone number;
 - 4) the initial amount in the vault by currencies. The initial amount shall be equal to the final amount in the preceding day by currencies;
 - 5) the amount of the given own funds by currencies which increases the value of cash foreign exchange in the vault;
 - 6) the amount of cash foreign exchange by currencies withdrawn from the account with an authorized bank. This graph shall be filled out only by the service provider;
 - 7) the amount of cash foreign exchange by currencies the subagent received;
 - 8) the amount of cash foreign exchange by currencies received by the provider of prompt money transfer service. This graph shall be filled out only by the subagent;
 - 9) column 1: the reference number of the transaction for that day;
 column 2: the control number of the transaction registered in the global system for electronic money transfer;
 column 3: the code of the currency in which the payment has been made;
 column 4: the name and the surname of the natural person which uses the prompt money transfer services;
 column 5: the National ID number of the citizen in case of domestic natural person, i.e. the passport number in case of foreign natural person;
 column 6: the amount of cash foreign exchange paid to the natural entity;
 column 7: the amount of cash foreign exchange paid by the natural person;
 column 8: the amount of charged fee in Denars for the service provided;
 - 10) the amount of cash foreign exchange by currencies deposited on the account with an authorized bank. This graph shall be filled out only by the service provider;
 - 11) the amount of cash foreign exchange by currencies given to the subagent. This graph shall be filled out only by the service provider;

- 12) the amount of cash foreign exchange by currencies given to the service provider.
This graph shall be filled out only by the subagent;
 - 13) the amount of withdrawn own funds by currencies which decreases the cash value in the vault;
 - 14) final balance in the vault by currencies. The amount of the final balance shall be equal to the sum of the amounts of graphs 4, 5, 6, 7, 8 and 9 column 7 decreased by the amount of graphs 9 column 6, 10, 11, 12 and 13.
6. This Decision shall enter into force on the eighth day of its publishing in the "Official Gazette of the Republic of Macedonia".

D. no. 02-15/II-4/2004
January 29, 2004
Skopje

President of the
National Bank of the
Republic of Macedonia Council

Ljube Trpeski

Governor

1BTP – Form for keeping records of the prompt money transfer transactions
on: _____

1. National ID of the service provider / subagent:		2.Name of the service provider/ subagent:		3.Address of the facility for providing the service: Tel.no.			
4. Initial balance in the vault by currencies:							
5.Own funds by currencies:							
6. Cash withdrawn from the account with authorized bank by currencies:							
7.Cash received by subagent in currencies:							
8.Cash received by service provider by currencies:							
9. Ref. no.	Control number of the transaction	Currency code	Name and surname of the natural person	National ID or passport number	Amount of payment	Paid-in amount	Fee
1	2	3	4	5	6	7	8
Total by currencies:							
10. Cash deposited on the account with authorized bank by currencies:							
11. Cash given to subagent by currencies:							
12. Cash given to service provider by currencies:							
13.Own funds by currencies:							
14.Final balance in the vault by currencies:							
15.Name, surname and signature of the provider of prompt money transfer services:							
16.Name, surname and signature of the person in charge in the legal entity:							