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 and 123/12), Article 36 paragraph 3 of the Law on the Foreign Exchange Operations ("Official Gazette of the Republic of Macedonia" No. 34/01, 49/01, 103/01, 51/03, 81/08, 24/11 and 135/11) and item 22 of the Decision on currency exchange operations ("Official Gazette of the Republic of Macedonia" No. 127/12), 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 enforcing the Decision on currency exchange operations
("Official Gazette of the Republic of Macedonia" no. 164/12)

1. These Instructions regulate the method of enforcing the Decision on currency exchange operations, the form and the contents of the Forms and the manner of their completion.

2. The label issued to the licensed currency exchange operator for each currency exchange office shall be in a rectangular form, in blue color containing the text: "National Bank of the Republic of Macedonia" and the text in a white field reading "THE CURRENCY EXCHANGE OFFICE FULFILLS THE REQUIREMENTS FOR CONDUCTING CURRENCY EXCHANGE OPERATIONS".The lower right corner shall indicate the serial number of the label. The upper left corner shall present the logo of the National Bank of the Republic of Macedonia in yellow color.

3. The licensed currency exchange operator shall, at any time, display, on a noticeable place in the premises for conducting currency exchange operations, an exchange rate list for purchasing cash foreign currencies and checks and for selling cash foreign currencies.

The exchange rate list shall also include the date of its validity.

The licensed currency exchange operator shall independently define the exchange rate list and may change it during the day. The licensed currency exchange operator that conducts currency exchange operations on their behalf and for the account of a bank shall adhere to the provision of the Agreement concluded with the Bank concerning the application of the exchange rate list.

The licensed currency exchange operator may purchase cash foreign currencies and checks denominated in foreign currencies and sell cash foreign currencies denominated in foreign currencies subject to purchase and sale on the foreign exchange market in the Republic of Macedonia.

4. If the licensed currency exchange operator needs to place the cash foreign currencies or denars derived from currency exchange operations on an account with an authorized bank, they shall be obliged to open a special foreign exchange account and special denar transaction account for performing currency exchange operations, which will serve exclusively for performing currency exchange operations.

From the special foreign exchange account, the licensed currency exchange operator may sell to an authorized bank the cash foreign currencies derived from performing currency exchange operations or may put them in the vault of the exchange office.

The licensed currency exchange operator may withdraw and place denars from the special denar account from/on the vault of the exchange office, or may transfer denars to/from the regular denar transaction account.

5. For each transaction, the licensed currency exchange operator shall prepare MT1 Form. Its structure, contents and method of fulfillment are given below:

Certificate for purchasing/selling cash foreign currencies and checks

MT1 Form

Licensed currency exchange operator: Authorized bank:		Number of certificate	Date	Purchase	Sell
Type of currency	Amount of cash foreign currencies and checks		Exchange rate	Amount in Denars	
Resident/ Nonresident		Identification document:		Authorized person	

MT1 Form - Certificate for purchasing/selling of cash foreign currencies and checks shall be filled in as follows:

‒ the field "licensed currency exchange operator and authorized bank" shall contain the name of the licensed currency exchange operator, while the data on the authorized bank shall be provided only by those licensed currency exchange operators that work on their behalf and for the account of an authorized bank, indicating the name of the authorized bank, the licensed currency exchange operator concluded an agreement with;
‒ the field "number of certificate" shall contain the number of the Certificate that chronologically starts with one;
‒ the field "date" shall indicate the transaction date;
‒ the field "purchase" shall contain the code 1, filled in when the licensed currency exchange operator purchases cash foreign currencies and checks;
‒ the field "sell" shall contain the code 2, filled in when the licensed currency exchange operator sells cash foreign currencies and checks;
‒ the field "type of currency" shall specify the symbol for the type of currency purchased or sold, from among the currency code list defined in the Instructions for the manner for conducting international payment operations;
‒ the field "amount of cash foreign currencies and checks" shall indicate the amount of cash foreign currencies and checks purchased or the amount of cash foreign currencies sold;
‒ the field "exchange rate" shall indicate the exchange rate (bid or ask rate depending on the transaction) valid in the moment of transaction;
‒ the field "amount in Denars" shall indicate the Denar amount obtained by multiplying the amount of the cash foreign currencies and checks by the exchange rate value;

‒   the field "resident/nonresident" shall indicate the code 3 for purchasing/selling from/to domestic natural person (resident) and code 4 for purchasing/selling from/to foreign natural person (nonresident);

‒   the field "identification document" shall indicate the name and the surname and the single ID number from the biometric ID card or passport for domestic natural person (resident), while foreign natural person (nonresident) shall enter the name and surname, number and place of issuance from the passport, or the name and surname, the number and place of issuance from the biometric ID card if the client comes from a country with which the Republic of Macedonia has signed a bilateral agreement that allows entry into the Republic of Macedonia with biometric ID card, for every transaction exceeding the amount of EUR 500 in denar equivalent and

‒   the field "authorized person" shall indicate the name, surname and signature of the authorized person who issued the form.

The Certificate for purchasing and selling cash foreign currencies and checks shall be prepared in two copies, one of which to the natural person who ordered the transaction, and the other copy serves for the needs of the licensed currency exchange operator.

6. The licensed currency exchange operator shall keep records of the cash turnover in a special cash book (cash report or cash journal) in a form which is an integral part of these Instructions, which consists of: Form for Recording Transactions - no. 1KT and Form for calculation of the daily cash in the vault - no. 1DB.

For each day of cash turnover registered at the cashier's desk, the licensed currency exchange operator shall make a cash journal and shall check whether the turnover documents and the actual cash balance at the cashier's desk match.

The **Form for Recording Transactions no.** 1KT is given below:

Form for Recording Transactions on _____ (date) no. 1KT

Single registration number of the licensed currency exchange operator	Name of the licensed currency exchange operator:		Address of the currency exchange office:						
Name of the authorized bank:									
No.	Number of document	Descri ption	Cash foreign currencies and checks					Amount in Denars	
			Type of currency	Excha nge rate	Type of assets	Inflo w	Outflo w	Inflow	Outflow
1	2	3	4	5	6	7	8	9	10
Name, surname and signature of the authorized person:									
Name, surname and signature of the responsible person or other person authorized by the responsible person:									

The column "Name of the authorized bank" shall be filled in only by licensed currency exchange operators that work on their behalf and for the account of an authorized bank.

The following data shall be presented in the columns of the Form for Recording Transactions no. 1KT:

– Column 1 - reference number - shall indicate the transaction reference number starting from one;

– Column 2 - document number - shall indicate the number of the recorded document, as follows:

– for recording of transactions with codes 10, 11 and 12 the number from the Certificate for purchasing/selling of cash foreign currencies and checks (Form MT1) shall be entered;

– for recording of transactions with code 13 the number from Form PP40 used for withdrawal of denars from the special Denar transaction account for currency exchange operations and the number of the receipt shall be entered;

– for recording of transactions with codes 14 and 16 is the number of the receipt shall be entered;

– for recording of transactions with code 15 the number from the document used for withdrawal of cash foreign currency from the foreign currency account for currency exchange operations (Form 746) and the number of the receipt shall be entered;

– for recording of transactions with code 17 the number from Form PP10 used for depositing denars on the special Denar transaction account for currency exchange operations and the number of the receipt shall be entered;

– for recording of transactions with codes 18, 20 and 21 the number of the receipt shall be entered;

– for recording of transactions with code 19 the number from the document used for depositing cash foreign currency on the foreign currency account for currency exchange operations (Form 746) and the number of the receipt shall be entered;

– for recording of transactions with code 22 and 23 the number of the document providing evidence of the event of shortage of cash denar amount or cash foreign currency and checks shall be entered.

– Column 3 - description of the executed transaction - shall state the transaction code; The transaction codes are as follows:

10 - for purchasing cash foreign currencies (the amount of cash foreign currencies shall be recorded in column 7, and the amount of issued Denars in column 10);

11 - for purchasing checks (the checks value shall be recorded in column 7, and the amount of issued Denars in column 10);

12 - for sale of cash foreign currencies (the outflow of cash foreign currencies shall be recorded in column 8, and the inflow of Denars in column 9);

13 - for inflow of Denars from the special Denar transaction account for currency exchange operations (the inflow of Denars from the account shall be entered in column 9);

14 - for inflow of Denars from another currency exchange office (the Denar inflow from another currency exchange office shall be indicated in column 9);

15 - for inflow of cash foreign currencies from the foreign exchange account for currency exchange operations (the amount of cash foreign currencies shall be indicated in column 7);

16 - for inflow of cash foreign currencies from another currency exchange office (the amount of cash foreign currencies shall be indicated in column 7);

17 - for depositing (transfer) Denars in the special Denar transaction account for currency exchange operations (the amount of Denars shall be recorded in column 10);

18 - for transferring (transfer) Denars to another currency exchange office (the amount of Denars shall be indicated in column 10);

19 - for depositing (transfer) i.e placement of cash foreign currencies in the foreign currency account for currency exchange operations (the amount of cash foreign currencies shall be stated in column 8);

20 - for transferring (transfer) cash foreign currencies to another currency exchange office (the amount of cash foreign currencies shall be indicated in column 8);

21 - for giving checks for collection in an authorized bank (the amount of checks shall be recorded in column 8);

22 - for shortage of cash Denars (the amount of Denars shall be indicated in column 10);

23 - for shortage of cash foreign currencies and checks (the amount of cash foreign currencies and checks shall be indicated in column 8).

– Column 4 - type of currency - shall present the designation of the type of currency subject to purchase and sale from among the currency code list included in the Instructions for the manner of conducting international payment operations by the National Bank;

– Column 5 - exchange rate - shall present the exchange rate from the exchange rate list (bid or ask) depending on the type of transaction;

– Column 6 - type of assets (for cash foreign currencies: without a designation, and for checks, the designation CHECK is used);

– Column 7 - inflow - shall present the amount of inflow of cash foreign currencies in the cashier's desk;

– Column 8 - outflow - shall present the amount of cash foreign currencies issued from the cashier's desk;

– Column 9 - inflow - in Denars shall present the Denar equivalent of the sold cash foreign currencies and other inflows in Denars in the cashier's desk;

– Column 10 - outflow - in Denars shall present the Denar equivalent of the purchased cash foreign currencies and checks and other payments in Denars from the cashier's desk;

The Form for calculation of the daily cash in the vault No. 1DT is given below:

Form for calculation of the daily cash in the vault as of_____ no. 1DB

Single registration number of the licensed currency exchange operator:		Name of the licensed currency exchange operator:	Address of the currency exchange office:	
Type of currency	Initial balance	Inflow	Outflow	End balance
1	2	3	4	5

Name, surname and signature of the authorized person:	Name, surname and signature of the responsible person or other person authorized by the responsible person:

The following shall be indicated in the columns of the Form for calculation of the daily cash in the vault no. 1DB:

– Column 1 - type of currency - shall present the designation of the currency from among the currency code list included in the Instructions for the manner of conducting international payment operations by the National Bank;
– Column 2 - initial balance - shall present the initial balance which shall be equal to the end balance of the last calculation of the cash at the cashier's desk;
– Column 3 - inflow - shall present the sum of all inflows by currency;
– Column 4 - outflow - shall present the sum of all outflows by currency;
– Column 5 - end balance - shall present the amount that is equal to column 2 + column 3 - column 4

7. The licensed currency exchange operator shall submit to the National Bank an aggregate 10-day report on the turnover from currency exchange operations, on the IMR1 Form.

The aggregate 10-day period report on the turnover from currency exchange operations shall be submitted electronically, through internet application within 2 (two) working days after the expiration of the 10-day period. As for the currency exchange operators who work on their behalf and for the account of an authorized bank, such obligation is on the bank which authorized the currency exchange operator.

To submit the aggregate 10-day period report on the turnover from currency exchange operations through internet application, the currency exchange operator shall provide an electronic signature certificate from an authorized issuer of digital certificates for electronic signatures for the persons responsible for its submission.

IMR1 Form - Report on the turnover from currency exchange operations is given below:

IMR1 Form - Report on the turnover from currency exchange operations
for the period from _____ to _____   in original
currency

Single registration number of the licensed currency exchange operator:					Name of the licensed currency exchange operator:								
											Tel. no.		
Currenc	Initial balance	Purchased			Bid . rate	Denar amount received	Sold		cash foreign currency to authorize. banks	Handed over foreign checks to authoriz banks	Ask . rate	Denar amount issued:	End balance .
		Purchased cash foreign currer		Purchase foreign . checks			Sold cash foreign curre						
		Resident .	Nonresid .				Resider .	Nonresid .					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Stamp and signature of the authorized person:

The following data shall be indicated in the columns of the IMR 1 Form:

– Column 1 - shall present the designation of currency subject to transaction from among the currency code list defined in the Instructions for the manner for conducting international payment operations by the National Bank;
– Column 2 - shall present the initial balance for each currency which is to be the same as the column which presents the end balance from the report pertaining to the previous 10-day period;
– Column 3 - shall present the purchase of cash foreign currencies from domestic natural persons (residents);
– Column 4 - shall present the purchase of cash foreign currencies from foreign natural persons (nonresidents);
– Column 5 - shall present the amount of purchased checks;
– Column 6 - shall present the value of the middle bid exchange rate for that 10-day period by currency;
– Column 7 - shall present the total amount of Denar inflows, as follows:
    – inflow of Denar equivalent from the sold cash foreign currencies;
    – withdrawn Denars from the Denar transaction account for currency exchange operations;
– Column 8 - shall present the value of the cash foreign currencies sold to domestic natural persons (residents);
– Column 9 - shall present the value of the cash foreign currencies sold to foreign natural persons (nonresidents);
– Column 10 - shall present the value of cash foreign currencies sold to authorized banks;
– Column 11 - shall present the value of foreign checks submitted to authorized banks;
– Column 12 - shall present the value of the middle ask rate for that 10-day period by currency;
– Column 13 - shall present the total amount of Denar outflows, as follows:
    – issued Denar equivalent for the purchased cash foreign currencies and checks;
    – paid-in Denar on the Denar transaction account for currency exchange operations;
– Column 14 - shall present the end balance by currency on the last day of the 10-day period;

When preparing the 10-day period report on IMR1 Form - Report on the turnover from currency exchange operations, the banks authorized to conduct currency exchange operations shall not fill-in column 2 - initial balance and column 14 - end balance.

8. These Instructions shall enter into force on the date of their publishing in the "Official Gazette of the Republic of Macedonia".

9. Once these Instructions enter into force, they shall supersede the Instructions for enforcing the Decision on currency exchange operations ("Official Gazette of the Republic of Macedonia No. 38/09, 136/09, 13/10, 90/10 and 62/11).

I.no. 10003
19 December 2012   Governor
Skopje   Dimitar Bogov