



НАРОДНА БАНКА НА РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА

Pursuant to Article 48 paragraph 1 item 3 of the Law on the National Bank of the Republic of North Macedonia (Official Gazette of the Republic of Macedonia No. 158/10, 123/12, 43/14, 153/15, 6/16 and 83/18 and Official Gazette of the Republic of North Macedonia No. 110/21), item 47 of the Decision on the terms and the manner of supplying banknotes and coins (Official Gazette of the Republic of North Macedonia No. 149/21) and the Decision on determining the order in which the Vice Governors replace the Governor while absent or prevented to perform their work obligations in 2021, No. 04-481/1 of 8 January 2021, the Vice Governor of the National Bank of the Republic of North Macedonia adopted the following

I N S T R U C T I O N S **for implementing the Decision on the conditions and the manner of** **supplying banknotes and coins** **(Official Gazette of the Republic of North Macedonia No. 169/2021)**

I. GENERAL PROVISIONS

1. These Instructions shall regulate the implementation of the Decision on the conditions and the manner of supplying banknotes and coins by:

- prescribing the manner of supplying banknotes and coins which are legal tender in the Republic of North Macedonia (hereinafter: cash);
- prescribing the procedure for determining differences in packages (shortage and excess);
- prescribing the notification on the authenticity and fitness checking and recirculation of banknotes and coins;
- determining the form and the contents of the forms - requests that are submitted to the National Bank for testing cash processing machines and requests for training of employees to train them to check cash and determine their authenticity and fitness for circulation.

II. MANNER OF SUPPLYING CASH

2. Cash shall be supplied by withdrawing banknotes and coins from the National Bank, transporting to the users, collecting the cash from the users, processing, packing and returning the cash to the National Bank by the banks and the cash supply companies (hereinafter: cash centers).

3. The working hours in the National Bank for work with banks and cash centers shall be from 8:30 a.m. to 15:30 p.m., each working day from Monday to Friday

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

Cash centers withdrawing cash from the National Bank shall pay funds from their account into a special account in the National Bank.

5. According to the performed payment, banks and cash centers shall submit information on the denomination structure of the cash they want to withdraw and the time of withdrawing the cash by fax, e-mail or by telephone.

In order to establish an optimum denomination structure of currency in circulation, the National Bank may change the submitted information on the denomination structure of cash and may pay cash with a denomination structure different from that required. The National Bank shall notify banks and cash centers of the performed correction to the required denomination structure of money.

6. The cash may be withdrawn by persons who have authorization to withdraw cash from the appropriate governing body of banks or cash centers.

At the beginning of each year, banks and cash centers shall be obliged to submit a certified review of the authorized persons who will withdraw and return cash from/to the National Bank, which shall contain the following data on the authorized persons: name and surname, identity card number and bank/cash center - authorization issuer. Cash centers, in addition to the certified review of the authorized persons, shall also submit a copy of the cash supply contract.

In case of authorizing a new person, or revoking authorization of an authorized person, banks and cash centers shall submit a notification to the National Bank with the data on the new authorized person, i.e. the person whose authorization has been revoked. The notification for the person whose authorization has been revoked shall be submitted within a period of no more than 1 day after the revocation of the authorization.

The review and notifications referred to in paragraph 2 of this item shall be kept for 5 years.

When withdrawing and returning the cash, the authorized persons should have an identification document with themselves.

Except of the authorized persons, the access of other persons in the Banknotes Department shall not be allowed.

7. The cash may be withdrawn several times during the working day, whereby for each withdrawal, funds shall be paid into a special account of the National Bank. After the performed payment, the cash may not be withdrawn in a time shorter than 1 hour from the moment of submitting the information on the required denomination structure.

When withdrawing the cash, the authorized persons of the banks and the cash centers shall be obliged to count the cash in accordance with the marks on the packaging in the presence of the authorized persons from the National Bank.

8. The banknotes shall be packed in bundles (1 bundle contains 1,000 pieces of banknotes), or a packing of 10,000 pieces of banknotes on which there is a label with the following data: type of denomination, number of pieces, nominal value, signature of the employees who packed the cash and date of the performed packing.

The minimum quantity for withdrawing banknotes shall be 1 bundle (1,000 pieces).

The coins shall be packed in bags/plastic bags of 500 pieces on which there are data on: the type of denomination, the number of pieces, the nominal value, the signature of the employees who packed the bag and the date of the performed packing.

The minimum quantity for withdrawing coins shall be one bag/plastic bag with 500 pieces.

9. For the performed withdrawal of cash, a denar order shall be prepared, which, after counting the cash and determining the accuracy of the received cash, shall be signed and certified by the authorized persons of the National Bank and the authorized persons of the banks and the cash centers.

The denar order shall be prepared in two copies, out of which one copy for the National Bank and one copy for the banks and the cash centers.

10. Cash returned to the National Bank should be properly processed and packed.

Banks and cash centers shall be obliged to separately pack and sort the worn-out and damaged banknotes and coins in accordance with the criteria established by the National Bank.

The rings, the labels on the bundle and the marks on the sealed package with the worn-out money shall be crossed off with cross-lines.

Damaged money, sorted by banks and cash centers shall be submitted to the National Bank separately sealed with a sign of the bank and the cash center, the amount, the denomination structure, with a label "damaged money".

All banknotes, except the damaged ones, should be packed by denominations, turned on one side and one person, by 100 banknotes in a bundle, 10 bundles packed in a bundle of 1000 pieces and 10 bundles packed in one sealed package out of a total of 10,000 pieces.

On the paper ring of the bundles, there must be a sign of the bank and the cash center that processed the bundle, the date of packing, the type of denomination, the number of pieces (100), the value and signature or code of two persons who processed and controlled the bundles.

Ten bundles shall form a bundle of 1,000 pieces of the same denomination and shall be tied with a tying machine (crosswise with a tying ribbon) or shrink-wrapping. On each bundle, there shall be a date of the packing with a signature of two persons who performed the counting and the tying or the shrink-wrapping.

The sealed package of 10,000 pieces must be safely packed. The name of the bank and the cash center, the quantity, the value, the denomination, the date of packing and signatures of the persons who performed the packing shall be written down on the sealed package.

Banks and cash centers shall hand over the coins to the National Bank packed in the manner stated in item 8 of these Instructions.

11. The National Bank shall control and count the cash it receives from banks and cash centers according to the packaging labels.

12. The minimum amount for return of banknotes to the National Bank by banks and cash centers shall be 1 bundle (1,000 pieces).

The minimum amount for return of coins to the National Bank by banks and cash centers shall be one bag/plastic bag with 500 pieces.

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

For the returned cash, the National Bank shall prepare a denar order which shall be certified and signed by the authorized persons of the banks and the cash centers and the authorized persons of the National Bank.

The denar order shall be prepared in two copies, out of which one copy for the National Bank and one copy for the banks and the cash centers.

14. The National Bank shall pay the amount of the cash received from the bank through MIPS, into the bank account, while for the cash center it shall pay it into its account in an authorized bank.

III. PROCEDURE FOR DETERMINING DIFFERENCES IN PACKAGES (SHORTAGE AND EXCESS)

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

If the processing of the cash identifies a shortage, i.e. an excess, a report on the determined difference in the package shall be compiled. The report shall include:

- name of the bank and the cash center from which the cash was 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 mark on the packaging shall be enclosed to the report.

Cash from banks and cash centers for which the processing and the expert analysis will establish that it is a counterfeit, shall also be treated as a shortage, and it shall be confiscated.

16. If the processing of the cash labeled as worn-out or damaged identifies samples that fail to meet the criteria established by the National Bank, such samples shall be treated as a shortage.

17. The bank and the cash center shall be obliged to compensate the difference determined in the package on the basis of the report referred to in item 15 of these Instructions.

The determined excess from the cash package shall be returned to the bank, or to the cash center, in accordance with the prepared report.

IV. NOTIFICATION ON THE AUTHENTICITY AND FITNESS CHECKING AND RECIRCULATION OF BANKNOTES AND COINS

Data collection

18. 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.

19. 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.

Data submission forms shall consist of data sets that should be adequately filled in by banks and cash centers and will be available on the web site of the National Bank.

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.

Submitting requests to the National Bank

20. 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.

21. 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.

V. CLOSING PROVISIONS

22. With the effectuation of these Instructions, the Instructions for determining the manner and procedure of supplying banks with banknotes and coins (Official Gazette of the Republic of Macedonia No. 118/15 and 6/17) and the Instructions 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) shall become void.

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

I. No. 11-22553/1
22 July 2021
Skopje

Fadil Bajrami, PhD, m.p.
Vice Governor

Annex 1

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
Denar 10				

Denar 50				
Denar 100				
Denar 200				
Denar 500				
Denar 1000				
Denar 2000				
Total:				

Coins

Denomination	Total paid out	Total paid in
Denar 1		
Denar 2		
Denar 5		
Denar 10		
Denar 50		
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
Denar 10			
Denar 50			
Denar 100			
Denar 200			

Denar 500			
Denar 1000			
Denar 2000			
Total:			

Manually processed banknotes:

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

Machine-processed coins:

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

Manually processed coins:

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

(place and date)

(name and surname)

(signature of responsible officer)

Annex 3**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)

Annex 4

DATA ON PROCESSED CASH

1. MAIN DATA

Data on cash processing bank/cash center

Name and address:	
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
Denar 10			
Denar 50			
Denar 100			
Denar 200			
Denar 500			
Denar 1000			
Denar 2000			
Total:			

Coins

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

2) Data on manual cash processing

Banknotes

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

Coins

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

Denar 50			
Total:			

3) Data on cash circulation

Banknotes

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

Coins

Denomination	Received by service user	Handed over to service user
Denar 1		
Denar 2		
Denar 5		
Denar 10		
Denar 50		
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:	
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:	<input type="checkbox"/> banknotes issued by the NBRNM <input type="checkbox"/> coins issued by the NBRNM
Which banknote denominations are processed by the machine?	<input type="checkbox"/> Denar 10. <input type="checkbox"/> Denar 50. <input type="checkbox"/> Denar 100. <input type="checkbox"/> Denar 200. <input type="checkbox"/> Denar 500. <input type="checkbox"/> Denar 1000. <input type="checkbox"/> Denar 2000.
Which coin denominations are processed by the machine?	<input type="checkbox"/> Denar 1. <input type="checkbox"/> Denar 2. <input type="checkbox"/> Denar 5. <input type="checkbox"/> Denar 10. <input type="checkbox"/> Denar 50.
Machine classification:	<input type="checkbox"/> customer-operated machine <input type="checkbox"/> machine operated by trained employees
<i>Question for the customer-operated machines:</i> Does the machine store the information about the account holder and the confiscated suspicious money, i.e. is there a connection between the confiscated suspicious banknotes and coins and the depositor?	<input type="checkbox"/> yes <input type="checkbox"/> no
Machine type:	<input type="checkbox"/> Cash in machine (CIM) <input type="checkbox"/> Cash recycling machine (CRM) <input type="checkbox"/> Combined cash in machine (CCM) <input type="checkbox"/> Cash out machine (COM) <input type="checkbox"/> Banknotes processing machine (BPM) <input type="checkbox"/> Banknotes authentication machine (BAM) <input type="checkbox"/> Coins processing machine (CPM) <input type="checkbox"/> Coins depositing machine
The machine shall automatically process the money and shall categorize it into fit, unfit and rejected, i.e. suspicious, without the intervention of the machine operator	<input type="checkbox"/> yes <input type="checkbox"/> no
The machine has separate compartments for processed banknotes and coins:	<input type="checkbox"/> yes <input type="checkbox"/> no
If the answer to the previous question is negative, please describe how the machine selects and registers fit, unfit and suspicious banknotes and coins by output modules during processing	<input type="checkbox"/> yes <input type="checkbox"/> no
Are information on denominations processed by the machine displayed on the machine?	<input type="checkbox"/> yes <input type="checkbox"/> no
Number of orientations of cash during	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

processing.	
What security features are checked by the machine?	<input type="checkbox"/> UV <input type="checkbox"/> IR <input type="checkbox"/> magnetism <input type="checkbox"/> _____
Who is authorized to set authenticity parameters and physical features of the banknotes in the machine?	<input type="checkbox"/> operator <input type="checkbox"/> maintenance officer <input type="checkbox"/> machine manufacturer <input type="checkbox"/> _____
The technical characteristics of the machine and the operating instructions shall be submitted with the completed request	<input type="checkbox"/> yes <input type="checkbox"/> no
The safe machine operation requires service interventions in the interval from:	<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> semiannual <input type="checkbox"/> annual <input type="checkbox"/> occasional _____
Can the machine be adjusted for introducing new denominations?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can the machine be adjusted for identifying new counterfeits?	<input type="checkbox"/> yes <input type="checkbox"/> no

(place and date)

(name and surname)

(signature of responsible officer)

Annex 6**APPLICATION FOR TRAINING EMPLOYEES
FOR PROCESSING CASH**

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

Reference number	Name and surname	Position

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(*place and date*)

(*name and surname*)

(*signature of responsible officer*)