

Annex 1 to Eesti Pank Governor's Decree  
No. 24 of 15 December 2010 “Procedure  
for sending euro banknotes and coins to  
Eesti Pank”

## **Rules for sending euro banknotes and coins to Eesti Pank**

### **1. General Provisions**

1.1. These rules establish the procedure for sending euro banknotes and coins fit and unfit for circulation (hereinafter *banknotes* or *coins* or *cash* in case of both) to Eesti Pank by credit institutions.

1.2. A credit institution may send cash fit for circulation to Eesti Pank according to these rules and a contract concluded between Eesti Pank and the credit institution, which lays down the rights and obligations of the parties and their responsibility upon meeting cash orders.

1.3. Credit institutions are obligated to send cash unfit for circulation discovered by themselves or their authorised cash handlers to Eesti Pank for removal from circulation pursuant to the Decision of the European Central Bank of 16 September 2010, these rules and the contracts concluded between Eesti Pank and the credit institutions.

### **2. Cash unfit for circulation**

2.1. Banknotes that are unfit for circulation are euro banknotes that are deemed unfit for circulation during a procedure of fitness checking, as provided for in Article 6 of the Decision of the European Central Bank of 16 September 2010 regarding the authenticity, fitness checking and recirculation of euro banknotes.

2.2. Coins unfit for circulation are authentic circulating euro coins with defects or considerable changes to their technical parameters or identification features (dimensions, weight, colour, corrosion and damage to edges) due to a long period of circulation or an accident, but also intentionally mutilated coins that are not counterfeit. For the purposes of these rules, coins are unfit for circulation due to their technical parameters, if one measurement differs from the reference measurement of a euro coin by at least 0.30 millimetres and/or by at least 5% in case of weight.

### **3. Packaging cash**

3.1. **Banknotes** shall be packaged into packets of one hundred banknotes.

3.2. One packet may only include banknotes with the same denomination. In the packets, banknotes must be placed in the same direction and the corners of banknotes must be straight. The packet shall be cross-bound with paper or plastic, and it must be possible to sign or stamp the band and it must be easily removable manually (torn). The width of the band may be 25-40 mm.

3.3. Ten packets of banknotes sorted and bound by a hundred shall be made into a bundle (1,000 banknotes). A bundle composed of €200 and €500 banknotes may also contain one (100 banknotes) or five (500 banknotes) packets.

3.4. Two alternative methods may be used for putting together a bundle: affixing an information tag to the bundle or placing cardboard sheets on the bottom and top of the bundle.

3.5. The use of information tags shall proceed from the following.

3.5.1. The bundle shall be wrapped into heat shrink plastic or plastic vacuum packaging. The bundle may previously be tied with a packaging strap. If no packaging strap is used, the plastic wrapping must ensure the rigidity of the bundle.

3.5.2. Prior to wrapping the bundle in plastic, an information tag shall be placed on top of the bundle, or affixed to the plastic wrapping after packaging the bundle. The tag shall have a size (covering less than a half of the top banknote of the bundle) which allows, on visual inspection, to clearly identify the nominal value of the banknotes within the bundle.

3.5.3. On visual inspection, the cross-bands of the packets must be visible and it has to be identifiable that there are ten packets in a bundle.

3.6. The use of cardboard sheets shall proceed from the following.

3.6.1. When putting together a bundle, a cardboard sheet corresponding to the measurements of the packaged banknote shall be placed on the bottom and top of the bundle.

3.6.2. It is advisable to use the principal colour of the banknotes in the bundle also as the background colour of the upper cardboard sheet (cover sheet) or as the colour of the edge surrounding the cover sheet.

3.6.3. The bundle shall be tied with a packaging strap. The cross-points of the strap must be covered with transparent adhesive plastic, or the bundles must be wrapped into plastic. Upon visual inspection, the cross-bands of the packets must be visible and it has to be identifiable that there are ten packets in a bundle.

3.7. The cover sheet or the information tag must include the following data:

- 1) the name of the credit institution by whom or by whose authorisation the banknotes have been packaged;
- 2) the number of banknotes in the bundle;
- 3) the nominal value of one banknote;
- 4) the total sum of the nominal values of the banknotes in the bundle.

3.8. The following shall be added in the course of packaging or is previously printed on the cover sheet or the information tag:

- 1) the name or identification number of the counter-packager of the banknotes;
- 2) the signature of the counter-packager;
- 3) the date of packaging.

The cover sheet does not have to contain the name (identification number) and signature of the counter-packager of the banknotes, if the banknotes in the bundle have been processed by machine simultaneously operated by more than one employee. Still, the information specified on the cover sheet must allow the identification of the employees who wrapped the bundle.

3.9. Banknotes that are unfit for circulation shall be sent to Eesti Pank separately from the banknotes fit for circulation. This information shall be indicated on the cover sheet or the information tag of the bundle, which contains banknotes unfit for circulation.

3.10. **Coins** may be packaged into bags made of strong fabric or plastic (incl. secure plastic bags). One bag may include coins of only the same denomination in the following amount:

1 cent coin	5,000 pcs	€50
2 cent coin	3,000 pcs	€60
5 cent coin	3,000 pcs	€150
10 cent coin	2,500 pcs	€250
20 cent coin	2,000 pcs	€400
50 cent coin	1,500 pcs	€750
€1	1,500 pcs	€1,500
€2	1,000 pcs	€2,000

3.11. Bags made of fabric or plastic shall be sealed. Secure plastic bags shall not be sealed.

3.12. A bag of coins or a cardboard or fabric label attached to the bag shall include the following data:

- 1) the name of the credit institution by whom or by whose authorisation the coins have been packaged;
- 2) the nominal value of one coin;
- 3) the number of coins in the bag;
- 4) the total sum of the nominal values of the coins in the bag;
- 5) the name of the cashier;
- 6) the signature of the cashier;
- 7) the date of packaging.

Other relevant information may be added.

3.13. Coins that are unfit for circulation shall be sent to Eesti Pank separately from coins fit for circulation.

3.14. Banknotes and coins sent to Eesti Pank may be packaged differently from the way described above only by the authorisation of Eesti Pank.