

Pursuant to Article 44 paragraph 2 point 3 and in conjunction with Article 24 paragraph 1 of the Central Bank of Montenegro Law (OGM 40/10, 46/10, 06/13, 70/17), the Council of the Central Bank of Montenegro at its meeting held on 7 September 2018, has passed the following

DECISION
amending the Decision on Authenticity and Fitness Checking and Recirculation of Euro Banknotes and Coins

Article 1

In Article 4 paragraph 1 of the Decision on authenticity and fitness checking and recirculation of euro banknotes and coins (OGM 35/11) the word “banks” shall be replaced by the following: “credit institutions”.

Paragraph 2 shall be amended, worded as follows:

“Financial institution, within the meaning of paragraph 1 above, shall be legal persons providing financial services licensed and/or approved by the Central Bank for providing financial services”.

Article 2

In Article 7 paragraph 4 shall be amended to read:

“The machines under paragraph 3 above shall be used only for the denominations and series of euro banknotes listed on the ECB’s website for the corresponding machines, with the standard factory settings, including any updates thereof that have been successfully tested unless stricter settings are agreed between the Central Bank and the cash handler”.

Article 3

In Article 9 the words: “carried out by National Counterfeit Centre”, shall be replaced by the following: “carried out by the National Analysis Centre and the Coin National Analysis Centre”.

Article 4

Article 10 shall be amended to read:

“Article 10

Manual fitness checking shall be carried out in accordance with the minimum standards laid down in Annex III herein, which is enclosed to this Decision and makes an integral part thereof.

Automated fitness checking shall be carried out by a successfully tested banknote handling machine according to the minimum standards which are published on the ECB’s website and amended from time to time.

The Central Bank of Montenegro may lay down stricter standards for one or more denominations or series of euro banknotes if this is justified (for example by a deterioration in the quality of the euro banknotes in circulation). These stricter standards shall be published on its website.

Unfit euro banknotes shall be handed over to the Central Bank”.

Article 5

In Article 15 paragraph 1 the words: “Central Bank shall, pursuant to the law governing establishment and operations of banks, carry out on-site inspections of the euro banknote cash handler’s machines”, shall be replaced by the following “The Central Bank may, without announcement, carry out on-site inspections at cash handlers' premises to monitor their banknote handling machines”.

In paragraph 3 the following: “in the course of an on-site inspection”, shall be repealed.

Article 6

In Article 17 paragraph 3 the words: “European Commission / European Anti-Fraud Office (OLAF) / European Technical and Scientific Centre (ETSC)” shall be replaced by the following “European Commission - Directorate-General for Economic and Financial Affairs (DG ECFIN)/ European Technical and Scientific Centre (ETSC)”.

After paragraph 3 a new paragraph shall be inserted, worded as follows:

“The Central Bank shall not be held liable if a successfully tested type of coin-processing machine is unable to classify and treat euro coins in accordance specified herein.”

Article 7

In Article 18 paragraph 2 the following “and euro coins unfit for circulation”, shall be repealed.

Article 8

In Article 20 in the introduction sentence the words: “once a year”, shall be replaced by the following “on a six-month basis”, and in indent 3 the word “per year” shall be replaced by the following “on a six-month basis”.

Article 9

After Article 20 a new Article shall be inserted worded as follows:

“Article 20a

The Central Bank may, without announcement, carry out on-site inspections at cash handlers' premises to monitor their euro coin-processing machines, in particular the machines' capacity to check for authenticity and fitness and to trace suspect counterfeit euro coins that are not clearly authenticated and to verify the procedures governing the operation and control of the euro coin-processing machines, the treatment of checked euro coins and any manual authenticity and fitness checking of euro coins.

The Central Bank is authorised to take samples of processed euro coins to check them at its own premises.

When the Central Bank detects non-compliance with the provisions of this Decision, it shall require from the cash handler to remove the irregularities disclosed within a specified time limit. Until the non-compliance is rectified, the Central Bank may prohibit the cash handler from recirculating the euro coins concerned.

If the non-compliance is due to a failure of the type of euro coin-processing machine, the Central Bank may remove it from the list referred to in Article 17 paragraph 2 herein”.

Article 10

In Article 24 paragraph 2 shall be amended to read:

“The Central Bank shall issue the receipt for successful execution of testing of the euro banknote handling machine or euro coin-processing machine for period of one year”.

After paragraph 2, two new paragraphs shall be added, worded as follows:

“Upon the expiry of the deadline set forth in paragraph 2 above, cash handlers shall supply the Central Bank with the request for retesting of the euro banknote handling machine or euro coin-processing machine.

The results of the successful testing of the euro banknote handling machine or euro coin-processing machine shall be in force for period that is shorter than that specified in paragraph 2 above when it is determined that these machines cannot detect all known counterfeits of euro banknotes or euro coins within the specified period”.

Current paragraph 3 shall become paragraph 5.

Article 11

Article 27 shall be amended, worded as follows:

“Article 27

For the purpose of replacing euro banknotes in the manner specified under Article 26 herein, the following is required:

- 1) the applicant provides an evidence of his identity and/or an evidence that he is authorised applicant;
- 2) where doubt exists as to the authenticity of the euro banknotes, the applicant shall provide origin of suspected euro banknotes together with an evidence on his identity;
- 3) where ink-stained, contaminated or impregnated genuine euro banknotes are presented, the applicant shall provide a written explanation as to the kind of stain, contamination or impregnation;
- 4) where the genuine euro banknotes have been damaged by anti-theft devices, the applicant shall provide a written statement on the cause of neutralisation;
- 5) where the genuine euro banknotes have been damaged by anti-theft devices in connection with an attempted or actual criminal activity, the banknotes shall be exchanged only at the request of the owner or otherwise authorised applicant who is the victim of the attempted or actual criminal activity leading to the damage to the banknotes. In the latter case, the documentation of validly terminated proceedings before the competent authorities should be submitted together with the request;
- 6) if euro banknotes have been damaged by anti-theft devices and presented by credit institutions, other entities providing services of payments and disbursements of euro banknotes and euro coins as their main activity, including entities performing

- transport and security of transport of euro banknotes (hereinafter: professional cash handlers) shall provide together with the request, a written statement on the cause of neutralisation, labels and technical specifications of the anti-theft devices to a person presenting damaged euro banknotes and the date of their presentation;
- 7) when euro banknotes have been damaged in bulk due to the activation of anti-theft devices, they must be presented in sets of 100 euro banknotes, if they meet such requirement;
 - 8) where professional cash handlers present for the exchange, in one or more transactions, damaged genuine euro banknotes with a value of at least EUR 7 500, the documentation on the origin of the banknotes and identification of the customer or, where applicable, of the beneficial owner as defined in regulations governing prevention of money laundering, shall be provided by those cash handlers. This obligation shall also apply in the event of doubt regarding whether the threshold value of EUR 7 500 is reached.

The Central Bank may verify the fulfilment of the requirements referred to in paragraph 1 above also in cooperation with other competent authorities or other persons within and outside Montenegro”.

Article 12

Article 31 shall be amended, worded as follows:

“Article 31

The Central Bank shall not replace unfit euro banknotes and coins in the events where:

- 1) doubt exists in the authenticity of euro banknotes or euro coins;
- 2) doubt exists that euro banknotes and euro coins originate from the criminal activity;
- 3) euro banknotes are presented for exchange where doubt exists that they have been damaged when anti-theft device is activates, and the requirements under Article 27 items 5) and 6) have not been met;
- 4) Euro banknotes and euro coins have been intentionally damaged (e.g. punctured coins) or they have been damaged with unwary intentions, and where an important loss in weight of euro coins exists, whereas euro banknotes with smaller damage (e.g. with notes, numbers or short sentences), as a rule, are not deemed intentionally damaged;
- 5) sufficient reason to believe exists that the damaged genuine euro banknotes are ink-stained such that they pose a risk to health and safety, only in the event the applicant can provide a health and safety assessment by the competent authorities;
- 6) several euro banknotes have the same or very similar damages presented for replacement by one or several applicants;
- 7) applicant cannot prove identity, beneficial ownership or origin of money, whose replacements is required in accordance with Article 27 herein;
- 8) large bulk of euro banknotes and euro coins exists where doubt exists that are exported outside Montenegro.

In the events under paragraph 1 above, the Central bank shall keep unfit euro banknotes and coins as evidence with the statement of receipt and it shall submit it to competent authorities for further procedure, whereas those euro banknotes and coins may be replaced if competent authorities determine that the doubt was ungrounded”.

Article 13

Article 32 shall be repealed.

Article 14

Annexes enclosed to the Decision on authenticity and fitness checking and recirculation of euro banknotes and coins (OGM 35/11) shall be replaced with the annexes enclosed herein.

Article 15

Cash handlers that have not submitted request for testing of the euro banknotes handling machines as of the day this decision enters into force (machines referred to in Annex 1 – Table 1 and Table 2) and euro coin processing machines, shall submit their request no later than six months as of the day this decision enters into force.

Article 16

This Decision shall enter into force on the eighth day following that of its publication in the Official Gazette of Montenegro.

THE COUNCIL OF THE CENTRAL BANK OF MONTENEGRO

Decision number 0101-6850-6/2018
Podgorica, 7 September 2018

**CHAIRMAN
GOVERNOR,
Radoje Žugić, m.p.**

ANNEX I

EURO BANKNOTE HANDLING MACHINES

1. General technical requirements

- 1.1. To qualify as a banknote handling machine, a machine has to be capable of processing batches of euro banknotes, classifying the individual euro banknotes and physically separating the euro banknotes according to their classifications without the intervention of the machine operator, subject to Annexes IIa and IIb. Banknote handling machines need to have the required number of dedicated output stackers and/or other means to ensure the reliable separation of the euro banknotes processed.
- 1.2. Banknote handling machines have to be adaptable to ensure that they are capable of reliably detecting new euro counterfeits. Moreover, they have to be adaptable to enable the setting up of more or less restrictive fitness sorting standards, if applicable.

2. Categories of banknote handling machines

Banknote handling machines are customer-operated machines or staff-operated machines.

Table 1
Customer-operated machines

A. Customer-operated machines where cash is deposited with customer tracing		
1.	Cash-in machines (CIMs)	CIMs allow customers, by using a bank card or other means, to deposit euro banknotes in their bank accounts, but do not have any cash-dispensing function. CIMs check euro banknotes for authenticity and allow for traceability of the account holder; fitness checks are optional.
2.	Cash-recycling machines (CRMs)	CRMs allow customers, by using a bank card or other means, to deposit euro banknotes in their bank accounts and to withdraw euro banknotes from their bank accounts. CRMs check euro banknotes for authenticity and fitness and allow for traceability of the account holder. For withdrawals, CRMs may use genuine fit euro banknotes that have been deposited by other customers in previous transactions.
3.	Combined cash-in machines (CCMs)	CCMs allow customers, by using a bank card or other means, to deposit euro banknotes in their bank accounts and to withdraw euro banknotes from their bank accounts. CCMs check euro banknotes for authenticity and allow for traceability of the account holder; fitness checks are optional. For withdrawals, CCMs do not use euro banknotes that have been deposited by other customers in previous transactions but only euro banknotes loaded separately into them.
B. Other customer-operated machines where cash is deposited with customer tracing		

4.	Cash-out machines (COM)	COMs are cash dispensers which check euro banknotes for authenticity and fitness before dispensing them to customers. COMs use euro banknotes loaded into them by cash handlers or other automated systems (e.g. vending machines)
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CRM may be used as a CIM or CCM if the detector systems, software and other components for the performance of their core functionalities are the same as the CRM type listed on the Central Bank's website.

A CCM may be used as a CIM if the detector systems, software and other components for the performance of its core functionalities are the same as the CCM type listed on the Central Bank's website

Table 2
Staff operated machines

1.	Banknote processing machines (BPMs)	BPMs check euro banknotes for authenticity and fitness
2.	Banknote authentication machines (BAMs)	BAMs check euro banknotes for authenticity
3.	Teller assistant recycling machines (TARMs)	TARMs are cash recycling machines operated by cash handlers that check euro banknotes for authenticity and fitness. For withdrawals, TARMs may use genuine fit euro banknotes that have been deposited by other customers in previous transactions. In addition, they keep euro banknotes in safe custody and allow cash handlers to credit or debit the bank accounts of customers
4.	Teller assistant machines (TAMs)	TAMs are machines operated by cash handlers that check euro banknotes for authenticity. In addition, they keep euro banknotes in safe custody and allow cash handlers to credit or debit the bank accounts of customers

Staff operated machines must process the banknotes in batches.

TARMs and TAMs may be used as customer-operated machines if the machine type has been tested and listed on the Central Bank's website as a CRM or CIM/CCM, respectively. In this case, a TARM is to be considered as a CRM and a TAM is to be considered as a CIM/CCM.

3. Types of banknote handling machines

The Central Bank tests types of euro banknote handling machines. Types of euro banknote handling machines can be distinguished from each other through their specific detector systems, software or other components for the performance of their core functionalities. These are: (a) the authentication of genuine euro banknotes; (b) the detection and separation of euro banknotes suspected to be counterfeit; (c) the detection and separation of unfit euro banknotes from fit euro banknotes, if applicable; and (d) the tracing of objects identified as suspect

counterfeit euro banknotes and of euro banknotes that are not clearly authenticated, if applicable.

ANNEX IIa

CLASSIFICATION AND TREATMENT OF EURO BANKNOTES BY CUSTOMER-OPERATED MACHINES

Euro banknotes are classified into one of the following categories and are physically separated by category. Machines which do not check euro banknotes for fitness do not need to distinguish between categories 4a and 4b euro banknotes referred to herein.

Table 1

Classification and treatment of euro banknotes by customer-operated machines in which cash is deposited with customer tracing

	Category	Properties	Treatment
1	Objects not recognised as euro banknotes	Not recognised as euro banknotes because of any of the following: <ul style="list-style-type: none">- euro banknotes not supported by the machine,- non-euro banknotes,- euro banknote-like objects,- wrong image or format,- large folded corner(s) or missing part(s),- feeding or transportation error of the machine,	Return by the machine to the customer
2	Suspect counterfeit euro banknotes	Image and format recognised, but one or more authentication features checked by the machine not detected or clearly out of tolerance	Withdraw from circulation To be handed over to the National Counterfeit Centre immediately for authentication, together with information related to the account holder, at the latest 3 working days after deposit in the machine. Do not credit to the account holder
3	Euro banknotes that are not clearly authenticated	Image and format recognised, but not all authentication features checked by the machine are recognised because of quality and/or tolerance deviations. In most cases unfit euro banknotes	Withdraw from circulation. The euro banknotes are processed separately and handed over for authentication checking to the National Counterfeit Centre, at the latest 3 working days after deposit in the machine Information on the account holder is stored for eight weeks after the euro banknotes have been detected by the machine. This information is made available on request to the competent national authorities. Alternatively, in agreement with the competent national authorities, information allowing the traceability of the account holder can be handed over

			together with the euro banknotes to those authorities May be credited to the account holder
4a	Euro banknotes that are identified as genuine and fit	All authenticity and fitness checks carried out by the machine giving positive results	Can be used for recirculation Credited to the account holder
4b	Euro banknotes that are identified as genuine and unfit	All authenticity checks carried out by the machine giving positive results. At least one fitness criterion checked giving a negative result	Cannot be used for recirculation and are returned to the Central Bank. Credited to the account holder

Specific rules regarding Table 1:

1. Categories 2 and 3 euro banknotes are not returned to the customer by a machine if the machine allows the cancellation of a deposit transaction. Retaining such euro banknotes when a transaction is cancelled can be done by storing them in a temporary storage area in the machine.

2. Category 3 euro banknotes may not be physically separated from category 4b euro banknotes. In such case the timeframe for handing over the mixed category 3 and 4b euro banknotes to the Central Bank – National Counterfeit Centre and the requirements for the customer tracing of the category 3 euro banknotes as specified for category 3 still apply.

Table 2
Classification and treatment of euro banknotes by other customer-operated machines

	Category	Properties	Treatment
1.	Objects not recognised as euro banknotes	Not recognised as euro banknotes because of any of the following: <ul style="list-style-type: none"> - euro banknotes not supported by the machine, - non-euro banknotes, - euro banknote-like objects - wrong image or format, - large folded corner(s) or missing part(s), - feeding or transportation error of the machine 	Cannot be dispensed to customers
2.	Suspect counterfeit euro banknotes	Image and format recognised, but one or more authentication feature checked by the machine not detected or clearly out of tolerance.	Cannot be dispensed to customers To be handed over for

			authentication to National Counterfeit Centre immediately, together with information related to the account holder if available, at the latest 3 working days after deposit in the machine.
3.	Euro banknotes that are not clearly authenticated	Image and format recognised, but not all authentication features checked by the machine recognised because of quality and/or tolerance deviations. In most cases unfit euro banknotes.	Cannot be dispensed to customers The euro banknotes are processed separately and handed over for authentication to the National Counterfeit Centre immediately, at the latest 3 working days after deposit in the machine
4a	Euro banknotes that are identified as genuine and fit	All authenticity and fitness checks carried out by the machine giving positive results	Can be dispensed to customers
4b	Euro banknotes that are identified as genuine and unfit	All authenticity checks carried out by the machine giving positive results. At least one fitness criterion checked giving a negative result	Withdraw from circulation Cannot be dispensed to customers and are returned to the Central Bank

Specific rules regarding Table 2:

1. Category 1, 2 and 3 euro banknotes may not be physically separated. Mixed, all three categories must be treated as category 2 euro banknotes. If category 1, 2 and 3 euro banknotes can be separated on another banknote handling machine or, if agreed by the Central Bank, by trained staff members, they must be treated in accordance with Table 2.

2. Category 3 euro banknotes may not be physically separated from category 4b euro banknotes. In such case the timeframe for handing over the mixed category 3 and 4b euro banknotes to the Central Bank – National Counterfeit Centre as specified in category 3 still applies.

ANNEX IIb

CLASSIFICATION AND TREATMENT OF EURO BANKNOTES BY STAFF-OPERATED MACHINES

Euro banknotes are classified into one of the following categories set out in Table 1. Categories euro banknotes are to be physically separated from categories 1, 2 and 3 euro banknotes. Machines which do not check euro banknotes for fitness do not need to distinguish between categories 4a and 4b euro banknotes.

Table 1
Classification and treatment of euro banknotes by staff-operated machines

	Category	Properties	Treatment
1.	Objects not recognised as euro banknotes	Not recognised as euro banknotes because of any of the following: <ul style="list-style-type: none"> - euro banknotes not supported by the machine, - non-euro banknotes, - euro banknote-like objects, - wrong image or format, - large folded corner(s) or missing part(s), - feeding or transportation error of the machine. 	Return by the machine to the operator for further evaluation and treatment. After visual evaluation by a staff member these can be returned by the cash handler to the customer
2.	Suspect counterfeit euro banknotes	Image and format recognised, but one or more authentication feature checked by the machine not detected or clearly out of tolerance.	Return by the machine to the operator for further evaluation and treatment. These are processed separately and handed over for final authentication to the National Counterfeit Centre immediately, at the latest 3 working days after processing by the machine.
3.	Euro banknotes that are not clearly authenticated	Image and format recognised, but not all authentication features checked by the machine are recognised because of quality and/or tolerance deviations. In most cases unfit euro banknotes.	
4a.	Euro banknotes that are identified as genuine and fit	All authenticity and fitness checks carried out by the machine giving positive results	Can be used for recirculation. Credited to the account holder
4b.	Euro banknotes that are identified as genuine and unfit	All authenticity and fitness checks carried out by the machine giving positive results. At least one fitness criterion checked giving a negative result	Cannot be used for recirculation and are returned to the Central Bank. Credited to the account holder.

Specific rule regarding Table 1:

If euro banknotes in categories 2 and 3 can be physically separated by the machine itself or by another banknote handling machine, or, if the Central Bank agrees, by trained staff members, then category 3 euro banknotes can be provided together with category 4b euro banknotes to the Central Bank. In such case the time limit for handing category 2 euro banknotes and mixed category 3 and 4b euro banknotes to the Central Bank still apply as specified in the table.

Specific classification and sorting rules for some staff-operated machines

1. BPMs classify and physically sort euro banknotes into categories 1, 2 and 3 one or more output stackers and euro banknotes of categories 4a and 4b into two separate output stackers as set out in Annex IIb, for which at least three dedicated output stackers are needed to avoid the intervention of the machine operator.
2. BPMs with only two dedicated output stackers may however classify and sort euro banknotes if the following requirements are fulfilled:
 - (a) The authenticity and fitness checks are conducted in the same pass. In this pass, category 4a euro banknotes must be sorted into one stationary output stacker, whereas euro banknotes of the other categories must be sorted into a separate stationary output stacker that does not have any physical contact with 4a category euro banknote.
 - (b) If a category 1, 2 or 3 euro banknote is identified as being present in the second output stacker, the operator must re-run the euro banknote(s) from the second output stacker. In this second pass, category 1, 2 and 3 euro banknotes must be separated from the category 4b euro banknotes by sorting the former into a dedicated output stacker and treated as specified in the table above. As the machine cannot physically separate category 1, 2 and 3 euro banknotes into different output stackers, they must all be considered and treated as category 2 euro banknotes.
3. BAMs classify and physically sort euro banknotes into categories 1, 2 and 3 into one output stacker and euro banknotes of categories 4a and 4b into a second output stacker, for which at least two dedicated output stackers are needed to avoid the intervention of the machine operator.
4. BAMs with only one dedicated output stacker may however classify and sort euro banknotes if the following requirements are fulfilled:
 - (a) Each time a category 1, 2 or 3 euro banknote is processed, the machine must stop the processing immediately and keep that euro banknote in a position that avoids any physical contact with authenticated euro banknotes.
 - (b) The result of the authenticity check must be indicated for any single euro banknote of category 1, 2 or 3 on a display. As the machine cannot physically separate category 1, 2 and 3 euro banknotes into different output stackers, they must all be considered and treated as category 2 euro banknotes.
 - (c) The machine must check for the presence of a category 1, 2 or 3 euro banknote when it stops processing, and processing can only be resumed after the physical removal of the category 1, 2 or 3 euro banknote by the operator.
 - (d) For each stop of the processing mode no more than one category 1, 2 or 3 euro banknote can be accessible to the operator.

ANNEX IIIa

MINIMUM STANDARDS FOR MANUAL FITNESS CHECKING OF EURO BANKNOTES

This Annex lays down minimum standards for manual fitness checking of euro banknotes by trained staff members.

In the course of the fitness checks, euro banknotes with any defect as set out in the table below, or with a clearly noticeable defect in one of the visible security features, are unfit. However, folded euro banknotes and euro banknotes with folded corners may be rectified by manual unfolding where possible. The fitness checks are carried out by a visual inspection of the individual euro banknotes and do not require the use of any tools.

List of sorting criteria for manual fitness checking

	Feature	Description
1.	Soil	Visually noticeable distribution of dirt across the euro banknote
2.	Stain	Visually noticeable localised concentration of dirt
3.	Graffiti	Visually noticeable added image or lettering written or marked in any manner on a euro banknote
4.	De-inked note	Visually noticeable lack of ink on part or whole of the euro banknote, e.g. a washed euro banknote
5.	Tear	Euro banknote with at least one tear at the edge
6.	Hole	Euro banknote with at least one visually noticeable hole
7.	Mutilation	Euro banknote with a part/parts missing along at least one edge (in contrast to holes), e.g. a missing corner
8.	Repair	Parts of one or more euro banknotes joined together by tape, glue or other means
9.	Crumples	Euro banknote with multiple random folds across it that strongly affect its visual appearance
10.	Limpness	Euro banknote with structural deterioration resulting in a marked lack of stiffness
11.	Fold	Euro banknote that is folded, including a euro banknote that cannot be unfolded
12.	Folded corner	Euro banknote with at least one clearly noticeable folded corner

ANNEX IV

DATA COLLECTION FROM CASH HANDLERS

1. Objectives

The objectives of data collection are to enable the Central Bank and relevant international institutions to monitor the relevant activities of cash handlers and to oversee developments in the cash cycle.

2. General principles

- 2.1. Data on banknote handling machines are only reported when the machines are used to comply with this Decision.
- 2.2. Cash handlers regularly provide the Central Bank with the following:
 - information on establishments where cash is handled such as branch offices, and
 - information on banknote handling machines and cash dispensers.
- 2.3. In addition, cash handlers that recirculate euro banknotes via banknote handling machines and cash dispensers regularly provide the Central Bank with the following:
 - information on the volume of cash operations (number of euro banknotes processed) involving banknote handling machines and cash dispensers,
 - information on remote branches of credit and financial institutions with a low level of cash operations where fitness checks are carried out manually.

3. Type of data and reporting requirements

- 3.1. Depending on its nature, the data collected are divided into master data and operational data.

Master data

- 3.2. Master data cover information on: (a) the individual cash handlers and their banknote handling machines and cash dispensers in operation; and (b) remote branches of credit and financial institutions.
- 3.3. Master data are provided to the Central Bank at the date of application of this Decision and every six months thereafter. The data specified in the template set out in Appendix 1 must be provided, although the Central Bank may require them to be provided in a different format.
- 3.4. The Central Bank may, for monitoring reasons, to collect data at business units, (e.g. branch offices).

- 3.5. The Central Bank may decide to exclude from the scope of the reporting requirements euro banknote handling machines only used to process euro banknotes distributed over the counter or that are not used for recirculation. The Central Bank may require the cash handlers to indicate CRMs and CCMs which are used respectively as CCMs/CIMs or CIMs.
- 3.6. Data on remote branches specified in the template set out in Appendix 3 must be provided, although the Central Bank may require them to be provided in a different format.

Operational data

- 3.7. Data originating from the processing and recirculation of euro banknotes by cash handlers are classified as operational data.
- 3.8. The Central Bank may decide to exclude some cash handlers from the obligation to report operational data if the number of euro banknotes they recirculate via cash dispensers is below a threshold determined by the Central Bank.
- 3.9. Data are provided to the Central Bank on a six-monthly basis. The data are reported to the Central Bank at the latest two months after the relevant reporting period, i.e. end-February and end-August. Data are provided using the template set out in Appendix 2.
- 3.10. Data are provided by cash handlers which physically handle euro banknotes. If a cash handler has outsourced the checking for authenticity and fitness to another cash handler, the data are provided by the designated cash handler.
- 3.11. Data are reported by cash handlers in terms of pieces (volume), aggregated at national level and broken down by euro banknote denomination. A breakdown by banknote series is not required. For remote branches of credit and financial institutions, operational data is reported separately.
- 3.12. The Central Bank may decide, for monitoring reasons, to collect the data also at business units.
- 3.13. The Central Bank may decide to exclude from the scope of the reporting requirements euro banknotes that are processed on euro banknote handling machines and distributed over the counter.
- 3.14. Cash handlers which have outsourced authenticity and fitness checking to other cash handlers may be requested to provide detailed information to the Central Bank on the latter, including the outsourcing arrangements.
- 3.15. Data on remote branches specified in the template set out in Appendix 3 must be provided, although the Central Bank may require them to be provided in a different format and may agree with cash handlers to collect more extensive data.

4. Confidentiality and publication of data

- 4.1 Both master data and operational data are treated as confidential.

4.2 The Central Bank may decide to publish reports or statistics using data acquired under this Annex. Any such publication is aggregated in such a way that no data can be attributed to single reporting entities.

APPENDIX 1
REPORTING TEMPLATE

Master data

1. Cash handler information

Cash handler's name:

Headquarters address:

Postal code:

City:

Street:

Type of company:

- Credit institution
- Financial institution
- Bureau de change
- Cash in transit company which is not a payment institution
- Trader (retailer)
- Casino
- Other, including payment institutions where not already categorised as one of the above

Contact persons:

Names:

Telephone Nos:

Telefax Nos:

E-mail addresses:

Outsourcing partner (if relevant)

Name:

Address:

Zip/postal code:

City:

2. Customer-operated machines

Type	Identification number (*)	Manufacturer (*)	Machine name (*)	Identification (*) (detector system / software versions)	Total number in operation
CIMs					
CRMs					
CCMs					
COMs					

(*) These entries are completed following the corresponding entries on the Central Bank website.

3. Staff-operated machines

Type	Identification number (*)	Manufacturer (*)	Machine name (*)	Identification (*) (detector system / software versions)	Total number In operation
BPMs					
BAMs					
TARMs					
TAMs					

(*) These entries are completed following the corresponding entries on the Central Bank website.

4. Cash dispensers

Type	Total number in operation
ATMs	
SCoTs	
Others	

APPENDIX 2

REPORTING TEMPLATE

Operational data

1. Cash handler information

Cash handler's name	
Reporting period	

2. Data

Please provide data aggregated at national level, excluding remote branches.

	Total number of euro banknotes processed ⁽¹⁾	Of which sorted as unfit ⁽¹⁾	Of which recirculated ⁽²⁾
EUR 5			
EUR 10			
EUR 20			
EUR 50			
EUR 100			
EUR 200			
EUR 500			

(1) This item covers both staff-operated and customer-operated machines.

(2) Euro banknotes that are returned to Central Bank, and euro banknotes recirculated over the counter, if the Central Bank so decides, are excluded.

Number of euro banknotes distributed via customer operated machines and cash dispensers	
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If the Central Bank applies an exception for remote branches laid down in Article 13 paragraph 2 herein, these data are mandatory for credit institutions. The credit institutions must consult the Central Bank to ascertain whether these data must be reported.

APPENDIX 2

REMOTE BRANCHES OF CREDIT AND FINANCIAL INSTITUTIONS

This information is provided only by credit institutions which have remote branches as referred to in Article 13 paragraph 2 herein.

1. Credit and/or financial institution information

Credit and/or financial institution's name	
Reporting period	

2. Data

Name of remote branch	Address	Number of euro banknotes distributed via customer-operated machines and cash dispensers

APPENDIX 3

REMOTE BRANCHES OF CREDIT INSTITUTIONS

1. Information on Bank or Financial Institution

Name of Bank or Financial Institution	
Reporting Period	

2. Data

Name of remote branch	Address	Number of euro banknotes distributed via customer-operated machines and cash dispensers