

CODE  
050.0040 N. 15.03.16

March 15, 2016, No 40-N

ON APPROVAL OF REGULATION 9 “CRITERIA OF VALIDITY AND WEAR OF BANKNOTES  
AND COINS OF THE REPUBLIC OF ARMENIA. CASH OPERATIONS CARRIED OUT BY  
BANKS OPERATING IN THE TERRITORY OF THE REPUBLIC OF ARMENIA”

*with the view* to arranging turnover of the Republic of Armenia banknotes and coins, examination of suspicious banknotes and coins, cash operations carried out in banking system of the Republic of Armenia and transportation of cash, as well as streamlining criteria of validity and wear of banknotes and coins of the Republic of Armenia,

*in accordance with* Article 20(e) and Article 45 of the Republic of Armenia law “On Central Bank” and Article 8.1 of the Republic of Armenia law “On Cash Transportation”,

*pursuant to* Article 16 of the Republic of Armenia law “On Legal Acts”, The Board of «the Republic of Armenia Central Bank

**it is hereby decided:**

1. To approve Regulation 9 “Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia. Cash Operations Carried Out by Banks Operating in the Territory of the Republic of Armenia” (see attached);

2. To repeal Republic of Armenia Central Bank Board Ordinance 199-N “On Approval of Regulation 9 “Cash Operations Carried Out by Banks Operating in the Territory of the Republic of Armenia””.

3. This Ordinance shall enter into force on the tenth day following promulgation.

Republic of Armenia  
Central Bank Chairman

Artur Javadyan

March 17, 2016  
Yerevan

Approved by  
Republic of Armenia  
Central Bank Board  
Ordinance 40-N of March 15, 2016

## REGULATION 9

### CRITERIA OF VALIDITY AND WEAR OF BANKNOTES AND COINS OF THE REPUBLIC OF ARMENIA. CASH OPERATIONS CARRIED OUT BY BANKS OPERATING IN THE TERRITORY OF THE REPUBLIC OF ARMENIA

#### Rule 1. Subject of Regulation

1.1. This Regulation stipulates criteria of validity and wear of banknotes and coins of the Republic of Armenia, acceptance of Republic of Armenia banknotes and coins for examination and their exchange, cash operations carried out in banking system of the Republic of Armenia, including acceptance and exchange of Republic of Armenia banknotes and coins, packaging of Republic of Armenia banknotes and coins, correction of calculation errors identified during counting of cash, provision of cash from banking accounts, and transportation of cash.

#### Rule 2. Main Concepts

2.1. **Banknotes and coins** – currency deemed legal tender in the Republic of Armenia in its nominal value;

2.2. **Banknote** – currency unit in paper or polymer form. Types of banknotes include circulation banknotes and collection banknotes.

2.2.1. **Circulation banknote** – banknote issued and reissued with the view to ensuring money circulation;

2.2.2. **Collection banknote** - banknote, which is a subject of collection that has sale price, is issued in limited quantity, and cannot be reissued.

2.3. **Coin** - currency unit in metallic form issued for money circulation

2.3.1. **Circulation coin** – *coin issued and reissued with the view to ensuring money circulation, manufactured from non-precious metals.*

2.3.2. **Circulation commemorative coin** - coin, which is identical to circulation coin by its technical characteristics, but is issued in memory of an event or phenomenon, in limited quantity

and cannot be reissued (exceptions are circulation commemorative coins “32 Chess Olympiad” issued in 1996 and “100-th anniversary of Yeghishe Charents’ Birth” issued in 1996 with AMD 100 nominal value, and “Goddess Anahit” with AMD 25,000 nominal value.)

2.4. **Cash** - banknotes and coins in circulation and withdrawn from circulation.

2.5. **Cash recounting** – recounting page by page or piece by piece of cash received by banks operating in the Republic of Armenia territory (hereinafter referred to as banks).

2.6. **Calculation error** – surplus or deficit of cash, invalid or forged banknotes and coins identified during recount of cash in banks.

2.7. **Banknotes of the same issue** – banknotes with the same nominal value and identical size issued in different years.

2.8. **Coins of the same issue** - coins with the same nominal value and identical size issued in different years.

2.9. **Packaging of banknotes and coins** – grouping of banknotes or coins into holistic and/or not holistic packs, rolls, and then envelopes or bags with registration of the relevant requisites.

### **Rule 3. Validity Criteria of Banknotes and Coins**

3.1. Valid shall be deemed banknotes, if their authenticity is beyond doubt (no forgery features), and which are:

a) holistic (not torn, preserved the original appearance, shape (size) and images), unless established otherwise in paragraph 5.1 (b) and (d) of this Regulation, or

b) damaged, i.e. with the defect of integrity, having holes (punctures), ruptures, wearing, have stains, spots, writings, including visible under UV, faded, containing traces of thermal, chemical or moisture exposure, but the preserved part allows to identify authenticity and nominal value of banknotes, unless established otherwise in paragraph 5.1 (b) of this Regulation or

c) consist of pieces indisputably belonging to the same banknote, which form a holistic banknote or their total surface is equal at least to 60% of the holistic banknote (the size of the surface determined in accordance with Annex 1), unless established otherwise in paragraph 5.1 (b) of this Regulation.

3.2. Valid shall be deemed coins, if their authenticity is beyond doubt (no forgery features), and which are:

a) holistic, i.e. with the original appearance and shape preserved; or

b) cranked up, flattened, contain traces of thermal, chemical or moisture exposure, but the obverse and reverse images are visible.

### **Rule 4. Criteria of Wear of Banknotes and Coins**

4.1. The following valid banknotes conforming with the description provided in paragraph 3.1 of this Regulation shall be deemed worn out and depending on the degree of wear or damage unfit for circulation:

a) at least 2 percent of the total surface of banknote is missing, however more than 60 percent is preserved, unless established otherwise in paragraph 5.1 (b) and (d) of this Regulation, or

b) banknotes have one or more ruptures each of at least 1 sm length, or

c) are torn and glued or attached to each other with adhesive tape, or

d) are faded and have traces of thermal chemical or moisture exposure, or

e) the clearness of images and colours of the banknote is not preserved because of wear and soiling, or

f) have one or more holes, each at least with 5 mm diameter, however at least 60 percent is preserved, with the exception of worn out banknotes tagged by the Central Bank or unless established otherwise in paragraph 5.1 (b) of this Regulation, or

g) are covered with painting of more than 3 percent of surface, however the preserved part allows to determine the authenticity and nominal value of the banknote, or

h) have lines and inscriptions, including those that can be seen under UV rays, consisting of three and more signs (characters), whereas total length of inscriptions is more than 2 sm, and the width is more than 1 sm, or

i) are deemed manufacturing defect, and while being banknotes issued by the Republic of Armenia Central Bank (hereinafter, referred to as Central Bank), contain features of manufacturing deviations.

4.2. The following valid coins conforming with the description provided in paragraph 3.2 of this Regulation shall be deemed worn out and depending on the degree of wear or damage, unfit for circulation:

a) are cranked up, flattened, contain traces of thermal, chemical or moisture exposure, but the obverse and reverse images are visible, or

b) are deemed manufacturing defect, and while being banknotes issued by the Central Bank, contain features of manufacturing deviations.

## **Rule 5. Criteria of Invalidity of Banknotes and Coins**

5.1. Invalid shall be deemed coins, which while their authenticity is beyond doubt (no forgery features), however:

a) preserved surface or total surface of the pieces belonging to the same banknote is not equal to at least 60 percent of the total surface, or

b) bear traces of deliberate removal of protective features, such as removed protective foil (kinegram, hologram), framing or hidden protective line, etc., while 60 percent of the total

surface of the banknote is preserved, the section containing banknote foil is completely missing,  
or

c) the surface contains inscription "SPECIMEN" (imprinted or stamped), or

d) the banknotes dyed with special color as a result of the palette used in cash storage and transportation boxes.

5.2. Invalid shall be deemed coins, which while their authenticity is beyond doubt (no forgery features), however their integrity is not fully preserved (bear traces of deliberate alteration, such as pierced, cut off, etc.).

## **Rule 6. Forged Banknotes and Coins**

6.1. Forged are deemed banknotes and coins, which were not issued by the Central Bank.

6.2. Forged are deemed both fully or partially forged (altered) banknotes and coins: In terms of banknotes partial forging (alteration) includes:

a) gluing or supplementing letters and figures expressing nominal value, which alters nominal value of the banknote, or

b) forging other elements and protective features of banknote (kinogram, hologram, etc.),  
or

c) banknotes, consisting of two or more parts, of which at least one is not part of a banknote issued by the Central Bank.

## **Rule 7. Rules of Acceptance and Exchange of Banknotes and Coins**

7.1. Individuals and legal persons shall be obligated to accept as legal tender against provided goods, services and works banknotes and coins defined in paragraph 3.1 (a) and (b), of this Regulation corresponding to the description provided in paragraph 3.2 (a) of this Regulation, as well as can accept banknotes and coins defined in paragraph 3.1 (c) of this Regulation corresponding to the description provided in paragraph 3.2 (b) of this Regulation.

7.2. Legal persons shall carry out separate accounting of banknotes and coins defined in paragraph 3.1 (c) of this Regulation corresponding to the description provided in paragraph 3.2 (b) of this Regulation, not put them into circulation and submit to the servicing banks.

7.3. Banks shall be obligated to accept from individuals and legal persons and service on a free basis banknotes and coins corresponding to the description provided in paragraphs 3.1, 3.2, 4.1 and 4.2 of this Regulation.

7.4. Banks shall be obligated to separate from the banknotes valid for circulation the worn out banknotes and coins defined in paragraphs 4.1 and 4.2 of this Regulation, not put them into circulation and submit to the Central Bank in the prescribed manner.

7.5. Banks shall be obligated to accept from their customers and exchange on a free basis banknotes and coins of one nominal value with those of a different nominal value.

7.6. Banks may accept from individuals and legal persons, which are not their customers and exchange (at their request) banknotes and coins of one nominal value with those of a different nominal value on a free basis for up to 50 banknotes and coins of each nominal value and the remaining part at the rates established by the banks.

7.7. Banks shall be obligated to receive from individuals and legal persons banknotes and coins of dubious authenticity, invalid and likely to contain factory defect of banknotes and coins, viewing them as banknotes and coins, which are subject to examination, and submit them to the Central Bank in separate packaging in order to examine their authenticity and determine the possibility of their exchange. Banks shall account those banknotes and coins in accordance with the rules established by them.

7.8. In the event of identifying invalid banknotes and coins during their acceptance, banks shall prepare act of identification of invalid banknotes and coins (Annex 2) in three copies, which shall be signed by the customer, cashier who found invalid banknotes and coins, the relevant officer and head of the cash unit of the bank. If customer refuses to sign the act, there should be a relevant note made in the act. One copy of the act shall be submitted to the Central Bank together with invalid banknotes and coins. The second copy of the act shall be kept in the bank, which identified invalid banknotes and coins, and the third copy shall be submitted to the customer that handed cash.

7.9. In the event of identifying forged banknotes and coins, banks shall be obligated to prepare act in four copies (Annex 3), which shall be signed by the customer, cashier who found forged banknotes and coins, the relevant officer and head of the cash unit of the bank. One copy of the act shall be submitted to the republic of Armenia Police together with invalid banknotes and coins. The second copy of the act shall be submitted to the Central Bank together with detailed description of the features of invalid banknotes and coins. The third copy of the act shall be kept in the bank, which identified forged banknotes and coins, and the fourth copy shall be submitted to the customer that handed cash.

If during recounting cash in the banks, forged banknotes and coins are identified after cash was submitted by customer, due to which it impossible to identify the customer that handed the cash to the bank, the bank shall be obligated to prepare act in three copies (Annex 3), where instead of information about customer, requisites of the cashier who identified forged banknotes and coins shall be provided. The act shall be signed by the cashier who identified forged banknotes and coins, the relevant officer and head of the cash unit of the bank.

The act shall indicate name of the bank where forged banknotes and coins were identified, name/corporate name of the customer that handed banknotes and coins to the bank or name/surname of the cashier who found forged banknotes and coins, the date, serial number of banknotes and coins and their nominal value.

7.10. Banks shall send to the Central Bank banknotes and coins that are dubious in terms of validity through cash collection organization - to the operational entrance of the Central Bank or through representative of the bank – to the operational cash division of the Central Bank for the exchange of banknotes and coins.

a) If banknotes and coins are sent to the Central Bank through cash collection organization, they shall be placed in the envelope with the word “Examination” with the attached accompanying list (Annex 4), which shall provide:

- nominal value of banknotes and coins;
- amount;
- banknote number (if available);
- number of parts for banknotes consisting of multiple parts;
- name, surname, passport data, address of person who hands banknotes and coins (if available).

b) in case of sending through representative of the bank, the representative shall complete the relevant application on-site and submit it to the cashier together with banknotes and coins, against which the applicant shall be given a receipt. The receipt shall indicate the number of submitted banknotes and coins and their nominal value, serial number for holistic banknotes and number of parts for multipart banknotes.

7.11. Individuals may hand banknotes and coins that are dubious in terms of validity to the Central Bank Yerevan Operational Cash Unit on Replacement of Banknotes and Coins with the attached application (Annex 5).

7.12. Banks shall pick the banknotes mentioned in paragraph 5.1 (d) out of the banknotes fit for circulation. Moreover, they shall not put such banknotes into circulation and shall hand them over to the Central Bank in a prescribed manner.

## **Rule 8. Accepting Banknotes and Coins for Examination in the Central Bank and their Exchange**

8.1. Central Bank carries out examination of banknotes and coins that are dubious in terms of validity or authenticity, received from individuals together with the attached application. Examination of banknotes and coins by Central Bank shall be carried out on a free basis.

8.2. Banknotes and coins, which as a result of examination are deemed valid in accordance with paragraphs 3.1, 3.2, 4.1 and 4.2 of this Regulation, shall be exchanged by the Central Bank and stamped with words “Subject to Exchange”.

8.3. Banknotes and coins, which as a result of examination are deemed invalid in accordance with paragraphs 5.1 and 5.2 of this Regulation, shall not be returned or exchanged. The person handing banknotes and coins for examination shall be only furnished with the conclusion with the attached photocopies of the banknotes and coins. Banknotes shall be stamped with the word “Invalid”. Such banknotes and coins shall be subject to destruction and kept separately for 6 months, during which the person who handed them shall have access to the banknotes and coins.

8.4. Banknotes and coins, which as a result of examination are deemed forged in accordance with paragraphs 6.1 and 6.2 of this Regulation, shall not be returned or exchanged. The person handing banknotes and coins for examination shall be only furnished with the

conclusion with the attached photocopies of the banknotes and coins. Banknotes shall be stamped with the word “Forged”. All forged banknotes and coins shall be sent to the Republic of Armenia Police.

### **Rule 9. Packaging of Banknotes and Coins in Banks**

9.1. Banknotes and coins shall be packaged in banks in accordance with the requirements of this Regulation.

9.2. Banknotes and coins shall be packaged in banks by cashier through automatic packaging systems (hereinafter, referred to as Automatic System) and/or manually.

9.3. Valid and worn out banknotes and coins shall be packaged separately.

9.4. 100 banknotes of the same nominal value and the same issue, packaged in appropriate packaging, shall be deemed a holistic bundle. Packaging paper shall have indication of the packaging bank (in the event packaging was made in a bank branch, name of the branch as well), nominal value of banknotes, the amount in figures, packaging date, month and year, name and surname, signature or personal stamp of the cashier who packaged money (hereinafter, referred to as requisites of packaging banknotes).

9.5. A pack consisting of ten holistic bundles of banknotes with the same nominal value shall be deemed a single holistic bunch:

9.6. Holistic bundles of banknotes with the same nominal value from which it is impossible to form holistic bunch shall be formed as a non-holistic bunch. A bunch formed from holistic and non-holistic bundles of banknotes of the same nominal value or from one non-holistic bundle of the same nominal value shall be deemed non-holistic bunch.

9.7. Holistic and non-holistic bunches shall be supplemented with the relevant overlay or label. The overlay or label shall specify the name of the packaging bank (in the event packaging was made in a bank branch, name of the branch as well), nominal value of banknotes, the amount in figures, packaging date, month and year, name and surname, nominal or personal stamp of the cashier who packaged money, and also signature in case of overlay. The right angle of the overlay or label of non-holistic bunch shall contain the word “non-holistic”.

9.8. Holistic or non-holistic bundles of banknotes packaged by the same cashier on different dates or of banknotes of the same nominal value packaged by different cashiers shall be deemed as a combined one. Combined bunches shall be supplemented with the relevant overlay or label, which shall specify the name of the packaging bank (in the event packaging was made in a bank branch, name of the branch as well), nominal value of banknotes, the amount in figures, packaging date, month and year, name and surname, nominal or personal stamp of the cashier who packaged money, and also signature in case of overlay. The right angle of the overlay or label of non-holistic bunch shall contain the word “combined” or “non-combined” depending on the type of the bunch.



9.9. Cashiers shall pack banknotes in special packaging paper for banknotes of each nominal value and cover by overlays in accordance with Annex 6 of this Regulation.

9.10. In case of packaging banknotes by Automatic System, banks may use packaging paper without colour differentiations, whereby requisites on packaging banknotes defined in paragraph 9.4 of this Regulation are not mandatory.

9.11. Bunches of banknotes shall be packaged in polyethylene envelopes only in the longitudinal direction.

9.12. If bunches of banknotes are packaged by a cashier, after packaging bundles of banknotes in longitudinal direction, covering with overlay and putting in polyethylene envelopes, the open edge of the envelope shall be welded and sealed with a stamp indicating the bank's code (sign). In case of packaging banknotes by Automatic System, after placing the label, only open edge of the envelope shall be welded.

9.13. Banknotes of different issue with the same nominal value shall not be packaged within the same bundle.

9.14. The thresholds for banknotes of each nominal value to be handed by banks to the Central Bank shall be established through cash service contract signed between the Central Bank and banks.

9.15. Coins of the same nominal value and the same issue shall be packaged in cloth bags without external seams. Each bag shall have attached label, specify the name of the packaging bank (in the event packaging was made in a bank branch, name of the branch as well), nominal value of coins, the amount in figures, packaging date, month and year, name and surname, nominal or personal stamp and signature of the cashier who packaged coins (hereinafter, referred to as requisites of coins' packaging).

9.16. Coins of the same nominal value and the same issue can be also packaged in polyethylene packages. After packaging coins and placing the overlay with the packaging requisites as per paragraph 9.15 of this Regulation into polyethylene envelopes, open edge of the envelope shall be welded and sealed with a stamp indicating the bank's code (sign).

9.17. Prior to putting into bags, coins shall be packaged in paper or polyethylene packages with 100 coins per envelope.

9.18. 50 coins of the same nominal value and the same issue can be packaged by the relevant packaging paper into rolls. Rolls' packaging paper shall specify the name of the packaging bank (in the event packaging was made in a bank branch, name of the branch as well), nominal value of coin and the amount in figures.

9.19. In case of submitting to the Central Bank coins packaged in bags, banks may pack them without placing in paper or polyethylene packages defined in paragraph 9.17 above. Coins packaged by the Central Bank for submission to commercial banks may be packaged without placing in paper or polyethylene packages defined in paragraph 9.17 above.

9.20. After placing coins in bags:

- 1) must be tied with wiring and welded on the edges by seal, or
- 2) sealed with numbered seal of a single use together with the label.

9.21. Coins packaged in rolls shall be placed either in cloth bags or polyethylene envelopes, each containing 20 rolls, in which the overlay defined in paragraph 9.15 of this regulation shall be placed.

9.22. After placing rolls in polyethylene envelopes, the open edge of envelopes shall be welded and sealed with a stamp indicating the bank's code (sign).

9.23. Coins submitted by banks to the Central Bank shall be packaged solely in seamless cloth bags or polyethylene envelopes within the thresholds defined in paragraph 9.24 of this Regulation.

9.24. The following thresholds shall apply for coins submitted to the Central Bank in seamless cloth bags or polyethylene envelopes:

10 luma	-	300 dram	10 dram	-	10'000 dram
20 luma	-	500 dram	20 dram	-	20'000 dram
50 luma	-	1'000 dram	50 dram	-	50'000 dram
1 dram	-	2'000 dram	100 dram	-	100'000 dram
3 dram	-	3'000 dram	200 dram	-	200'000 dram
5 dram	-	5'000 dram	500 dram	-	500'000 dram

9.25. Banknotes and coins, which are worn out, withdrawn from circulation, or dubious in terms of authenticity or validity (forged, invalid and probable manufacturing defect) irrespective of their value, shall be packaged based on the actual available quantity of banknotes/coins.

9.26. The right corner of worn out banknotes, packaging paper of bundles, overlay or label of a bunch of worn out banknote, label of a bag with worn out coins shall indicate the word "Worn Out" and in case of banknotes and coins, which are dubious in terms of authenticity or validity, the word "Dubious".

9.27. Commemorative coins shall be packaged in separate bags, with 1,000 coins per bag.

9.28. Bags with commemorative coins shall have the attached label, which shall specify requisites of packaging the coins in accordance with paragraph 9.15 of this Regulation, as well as the name of commemorative coin.

9.29. If commemorative and circulation coins of the same nominal value have identical size, such coins can be packaged together.

## **Rule 10. Correction of Counting Errors Identified During Recounting of Cash in Banks**

10.1. Central offices of banks shall correct counting errors identified during recounting of cash provided within the framework of interbank operations on contractual basis. Cash service contracts signed between banks shall comply with provisions of this regulation. The contracts

shall mandatorily include mechanisms for correction of counting errors identified during recounting of cash provided within the framework of interbank operations.

10.2. Servicing of customers by banks, as well as correction of the counting errors identified during recounting of collected cash, shall be regulated by bilateral contracts. Regulation of cash services on which cash service contract was not concluded, shall be carried out by internal rules of a bank, adopted in accordance with Rule 17 of this Regulation.

10.3. Banknotes and coins with dubious authenticity identified during recounting of cash in banks shall be forwarded to the central Bank examination in accordance with paragraph 7.7 of this Regulation.

## **Rule 11. Provision of Cash from Bank Accounts**

11.1. Banks shall provide cash in banknotes and coins of nominal value requested by their customers within the limits of available funds in their bank accounts, unless otherwise specified in the bank account service contract concluded between the bank and the customer.

11.2. Central Bank shall carry out cash servicing of banks based on contracts concluded between the Central Bank and the respective bank on opening and servicing correspondent account and cash servicing of banks.

11.3. Cash servicing of banks, which are involved in the process of insolvency (bankruptcy) shall be carried out in accordance with the procedure established by the Central Bank.

## **Rule 12. Transporting cash in banks**

12.1. Transporting cash in banks shall be performed based on the contract signed between the bank, which transfers cash, and cash transportation organization and in accordance with the requirements set forth in this Regulation.

12.2. All interbank and interbank transportations (between the branches of the same bank, conducted with the view to charging ATMs and transporting ATM's balance to the bank) of the amounts above AMD five million shall be carried out exclusively through cash transportation organizations.

12.3. Methods of transportation, delivery and acceptance of cash from the bank to the customer and in opposite direction shall be defined by tripartite contracts between the bank, the customer and encashment organization, which establish:

- a) banks cash delivery and acceptance methods;
- b) methods and deadlines of acceptance and delivery of cash from the customers of the banks by cash transportation organizations;

c) the transfer of responsibilities and duties of one party to the other during transportation and delivery of cash;

d) cash insurance.

Contracts concluded shall not contradict the "Cassation" law, this Regulation and provisions of other normative legal acts of the Central Bank.

12.4. If under the contract responsibility of transportation of cash in the amount above AMD five million is assigned to the bank, such transportations shall be carried out exclusively through cash transportation organization.

### **Rule 13. Forms of cash acceptance and delivery by cash transportation organization**

12.5. Banks shall submit cash (except standardized bars of precious metals) to cash transportation organization in following forms:

a) in sealed bags (made of cloth or polyethylene), containers (hereinafter, means of transportation), in which one copy of the list accompanying cash and valuables signed by the bank officers shall be placed in the presence of cash collectors and sealed with the bank seal. Before sealing the means of transportation, cash collectors shall verify correspondence of the delivered cash and valuables to the accompanying list, checking banknotes by bunches and bundles, and coins by bags or polyethylene packages in order to verify their conformity with the requisites specified on the labels of bags and polyethylene packages. Further to cash, cash collectors shall be provided with the second copy of the accompanying list.

b) banknotes in bunches, coins in bags or polyethylene bags, checking the number of bunches and bundles of banknotes and bags or polyethylene packages of coins. Bunches or bags with damaged seals and torn packages shall be packaged anew. Further to cash, cash collectors shall be provided with two copies of the accompanying list.

c) with presealed transportation units, in accordance with the requisites specified on the label of transportation units. The officer (officers) of the bank shall put in advance cash and one copy of the accompanying list into the transportation unit and seal it with the bank's seal. Further to the presealed transportation unit with cash, cash collectors shall be provided with the second copy of the accompanying list

13.1. Banks shall accept cash transported by cash transportation organization between banks in the same way, as it was submitted to cash transportation organization in the delivering bank.

13.2. Depending on the method of submission defined in paragraph 13.1 of this Regulation, acceptance of cash (excluding standardized bullions of precious metals) in banks by cash transportation organizations shall occur:

a) in sealed units of transportation, whereas before opening the presealed transportation unit, the integrity (intactness) of transportation units and seals shall be checked.

In case if transportation units and their seals are damaged, an act shall be prepared and signed by the officer (officers) of the bank accepting cash and cash collectors. Cash in the transportation units shall be recounted by bunches and bundles, and in case of coins by bags and polyethylene packages. In case if bunches, bags or polyethylene packages are damaged, cash shall be separately recounted by each banknote and coin. Cash in the transportation units shall be verified against the accompanying list of valuables. In case of inconsistencies, act shall be prepared subject to which the counting error shall be corrected in accordance with the concluded tripartite contracts. Acts shall be signed by the authorized persons of the accepting bank and cash collectors.

b) Banknotes in bunches, checking accuracy of packaging, number of bundles, integrity and intactness of packages and seals. Coins in bags and polyethylene packages shall be checked for accuracy, integrity and intactness of bags and seals.

Damaged, torn bunches, bags and polyethylene packages shall be accepted separately counting each banknote and coin. Cash in the transportation units shall be verified against the accompanying list of valuables. In case of inconsistencies, act shall be prepared subject to which the counting error shall be corrected in accordance with the concluded tripartite contracts. Acts shall be signed by the authorized persons of the accepting bank and cash collectors.

c) In presealed transportation units, by checking integrity (intactness) of transportation units and seals.

In case of the damage of presealed transportation units or seals, act shall be prepared and signed by the authorized person (persons) of the accepting bank and cash collectors. Cash in the transportation units shall be recounted by bunches and bundles, and in case of coins by bags and polyethylene packages. In case if bunches, bags or polyethylene packages are damaged, cash shall be separately recounted by each banknote and coin. Cash in the transportation units shall be verified against the accompanying list of valuables. In case of inconsistencies, act shall be prepared subject to which the counting error shall be corrected in accordance with the concluded tripartite contracts. Acts shall be signed by the authorized persons of the accepting bank and cash collectors.

13.3. Standardized bars of precious metals in banks shall be submitted to cash transportation organization:

a) in sealed bags or containers.

For transportation through cash transportation organization, standardized bars of precious metals in banks together with the accompanying list shall be put in bags or containers in the presence of cash collectors and sealed with the seal (lead seal) of the delivering bank or disposable seal. Prior to placing bars in bags and sealing of bags and containers, cash collectors shall check correctness and intactness of bars. If bars are damaged, an act shall be prepared, one copy of which together with the accompanying list shall be placed in the sealed bag or container.

b) In presealed bags or containers, as per requisites specified on bags or containers. Prior to submission to cash collectors, standardized bars of precious metals in banks together with the accompanying list signed by the authorized persons of the accepting bank shall be placed in bags

or containers and sealed with the bank seals (lead seals) or disposable seals, upon which bars shall be submitted to the cash collectors.

13.4. Cash transportation organization shall accept from banks standardized bars of precious metals in accordance with the methods of delivery specified in paragraph 13.4 of this Regulation.

If bags, containers of their seals are damaged, act shall be prepared and signed by the relevant officers of the receiving bank and cash collectors, upon which standardized bars of precious metals shall be checked and verified against the accompanying list, as well as against the act on damage, as available. In case of the violation (damage) of the integrity of bags, containers or seals, or damage of bars without existence of preliminary act, or inconsistencies between the bars and the accompanying list, acts shall be prepared separately for each such case, and signed by the relevant officers of the receiving bank and cash collectors, which shall serve as a basis for identifying the liability of the delivering and receiving banks and cash transportation organization and liquidation of damages.

13.5. Delivery of standardized bars of precious metals to cash collectors in the sending bank and their acceptance in the receiving bank shall be formalized in accordance with the rules of cash operations established by the receiving and sending banks respectively.

13.6. Banks shall sign agreement on interbank transfer (sending and receiving) of cash through cash transportation organization, as well as mutual settlements based on the acts prepared in case of counting errors.

13.7. Submission and acceptance of cash by customer from cash transportation organization shall be carried out based on the provisions of tripartite agreement signed between bank, customer and cash transportation organization, which, however, shall not contradict requirements of this Regulation.

#### **Rule 14. Bank records of cash transfers**

14.1. Intrabank (intrabranh) cash transportation shall be carried out based on written instructions provided to cash transportation organization by banks, which shall be signed by the bank officials, whose signature specimens are available in the bank delivering cash and are verified by the bank seal. Bank may provide the instruction to the cash transportation agency electronically through the interbank network CBANet.

14.2. Form of the instruction shall be prepared by the bank in coordination with the cash collection organization and complying with the requisites defined in this Regulation, in accordance with Annex 7. In case of electronically provided instruction, template of records shall be used, which shall comply with the requirements of Annex 8.

14.3. In order to receive cash in the bank, cash transportation organization shall submit to the relevant officer of cash division a power of attorney issued by senior collection officer the cash transportation organization in accordance with Annex 9, or 1 copy of the instruction, if the

instruction is issued in paper form, based on which delivery of cash shall be formalized in accordance with the cash procedures established by the respective bank.

14.4. Cash transportation organization shall submit cash in the manner prescribed in paragraph 13.1 of this Regulation. Bank shall attach to deliverable cash completed accompanying list in three copies in accordance with Annex 10, signed by the cash division officer. The first copy of the accompanying list shall be kept in the cash delivering bank and the second copy, together with cash shall be submitted to cash collectors. The third copy of the accompanying list shall be:

- a) placed in transportation units as per paragraph 13.1 a);
- b) submitted to cash collectors together with the valuables defined in paragraph 13.1 b) in order to deliver to the cash receiving bank;
- c) placed in presealed transportation units as per paragraph 13.1 c).

14.5. The receiving bank shall accept cash from cash transportation organization in the manner prescribed in paragraph 13.3 of this Regulation. Cash shall be registered in accordance with the procedure of cash operations established by the relevant bank. After accepting cash, officers of the cash division and cash collectors shall sign two copies of the accompanying list of valuables, of which one copy shall be kept in the bank and the second one, verified with the bank seal, shall be submitted to cash transportation organization.

#### **Rule 15. Accompanying of banks' and customers' officers during cash transportation**

15.1. During receiving or delivery of cash from/to another bank, the bank's officer (officers) may be accompanied by the employees of cash transportation organization. The procedure on accompanying receiving/delivering bank's officers by cash transportation organization shall be set forth in the contract concluded between the bank and cash transportation organization, where duties and powers of the parties with regards to valuables shall be clearly defined.

15.2. In order to accompany bank officers, cash collectors shall present to them certificates of cash collectors as well as, powers of attorney issued by cash transportation organization and Submission Card (see Annex 11).

15.3. Upon receiving cash from another bank or prior to delivering cash to another bank, bank's authorized officers shall place it the transportation unit and seal. During transportation, the sealed transportation unit shall remain at the disposal of the bank's authorized officer. Upon arrival to destination point, transportation unit with valuables shall be submitted to the receiving bank's authorized officer in the presence of cash collectors.

15.4. Upon arrival to destination point, bank's authorized officer shall sign the Submission Card provided by cash transportation organization.

15.5. Accompanying officers of the bank's customers during cash transportation shall be regulated under contract concluded between the customer and cash transportation organization.

**Rule 16. Handing to cashier cash transported by cash transportation organization**

16.1. Where the bank does not have night cash desk, after the end of the working day cash can be kept in cash transportation organization under its responsibility.

16.2. Cash kept under the responsibility of cash transportation organization shall be submitted to the bank on the next business day in accordance with the provisions of this regulation and procedure on performing cash operations in the bank.

**Rule 17. Performing cash operations in banks**

17.1. Cash operations in banks shall be performed in accordance with the provisions of procedures established by them. Procedures on cash operations of the banks shall be in compliance with the provisions of this Regulation and other legal normative acts of the Central Bank.

17.2. Banks operating in the Republic of Armenia shall submit to the Central Bank within one month a copy of the procedures specified under this Regulation, together with all amendment and supplements thereto, and newly opened banks shall submit to the Central Bank one copy of the procedures within three months after receiving banking license.

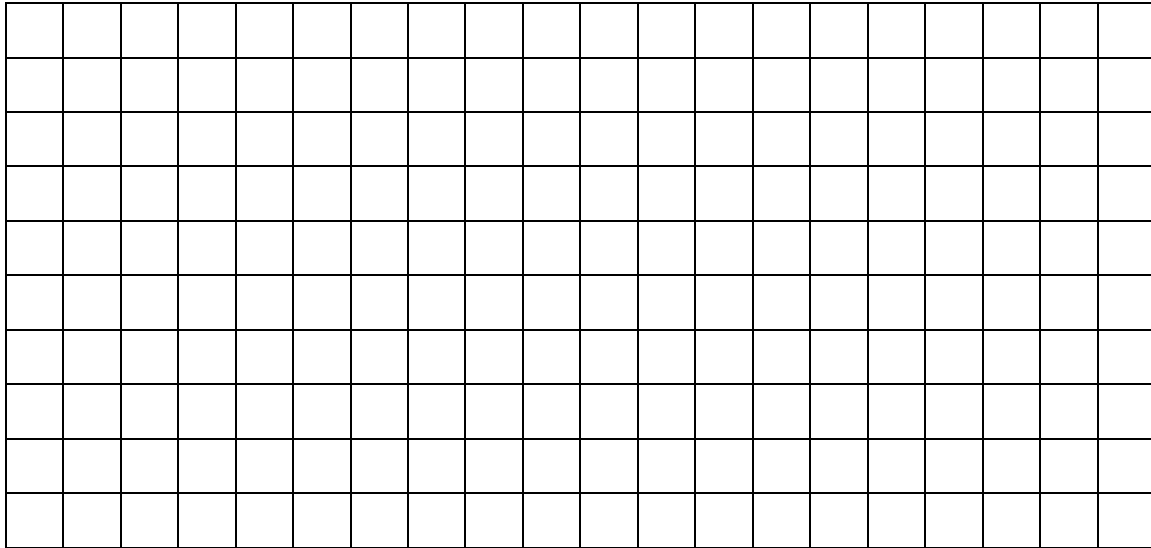


**Annex 1**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

**Grid template for identification of the validity of banknotes**

1



---

<sup>1</sup> The grid used for identification of the validity of banknotes shall be printed on paper or transparent tape at the nominal value and size of the sample banknote of the reference year. It consists of 200 equal boxes. The damaged banknote shall be placed on the grid and outlined line around the edges of the damaged parts where the grid is printed on paper, or the whole [picture shall be illuminated or photographed. The total number of cells located within the circle shall be added to the half of the number of cells arranged along the circle and then its tenth part shall be subtracted from the total. The banknote can be considered valid where the result is greater than 120.

### Dimensions of the grid for identification of the validity of banknotes

Banknotes in circulation		The revoked banknotes	
Nominal value	Dimensions (mm)	Nominal value	Dimensions (mm)
500 drams (1999)	129 x 72	10 drams (1993)	125 x 62
1,000 drams (1999)	136 x 72	25 drams (1993)	125 x 62
1,000 drams (2001)	136 x 72	50 drams (1993)	125 x 62
1,000 drams (2011)	136 x 72	50 drams (1998)	122 x 65
1,000 drams (2015)	136 x 72	100 drams (1993)	135 x 65
5,000 drams (1999)	143 x 72	100 drams (1998)	122 x 65
5,000 drams (2003)	143 x 72	200 drams (1993)	135 x 65
5,000 drams (2009)	143 x 72	500 drams (1993)	135 x 65
5,000 drams (2012)	143 x 72	1,000 drams (1994)	145 x 68
10,000 drams (2003)	150 X 72	5,000 drams (1995)	145 x 71
10,000 drams (2006)	150 X 72	5,000 drams (1995)	145 x 71
10,000 drams (2008)	150 X 72		
10,000 drams (2012)	150 X 72		
20,000 drams (1999)	150 x 72		
20,000 drams (2007)	155 x 72		
20,000 drams (2009)	155 x 72		
20,000 drams (2012)	155 x 72		
50,000 drams (2001)	160 x 79		
100,000 drams (2009)	160 x 72		

**ACT**  
**ON IDENTIFICATION OF INVALID BANKNOTES AND COINS**  
Date \_\_\_\_\_ 20\_\_ No \_\_\_\_\_

This act was prepared by  
.....  
(name of commercial bank (if identified in branch, name of the branch))

evidencing that the cashier .....  
(name, surname and patronymic of the cashier)

had identified invalid banknotes and coins,  
.....  
submitted by  
(name/corporate name of the customer or name/surname of the cashier )

nominal value, serial number  
.....  
.....:  
(nominal value in figures and words)

Customer: .....  
(signature) (name, surname)

Cashier: .....  
(signature) (name, surname)

Officer: .....  
(signature) (name, surname)

Head of Cash Division: .....  
(signature) (name, surname)

Customer refused to sign

DATE  
-----/-----/20\_\_

**ACT**

**ON IDENTIFICATION OF FORGED BANKNOTES AND COINS**

Date \_\_\_\_\_ 20\_\_ No \_\_\_\_\_

**This act was prepared by**

.....  
(name of commercial bank (if identified in branch, name of the branch))

**evidencing that the cashier** .....  
(name, surname and patronymic of the cashier)

**had identified forged banknotes and coins,**  
.....  
**submitted by**  
(name/corporate name of the customer or name/surname of the cashier )

**nominal value, serial number**  
.....  
.....:  
(nominal value in figures and words)

**Customer:** .....  
(signature) (name, surname)

**Cashier:** .....  
(signature) (name, surname)

**Officer:** .....  
(signature) (name, surname)

**Head of Cash Division:** .....  
(signature) (name, surname)

**Customer refused to sign**

**DATE**

-----/-----/20\_\_

to Regulation 9  
 “Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
 Cash Operations Carried Out by Banks Operating  
 in the Territory of the Republic of Armenia”

**List Accompanying Dubious Banknotes and Coins Delivered from Bank**

----- 20

Delivering bank -----

To: Republic of Armenia Central Bank

Herewith, we deliver dubious banknotes and coins in a presealed envelop through senior cash collector ---  
 -----.

Nominal value of banknotes and coins	Amount (AMD)	Number of pieces, if delivered in pieces	Serial number (as available)	Person who submitted banknotes and coins (as available)	
				Name, surname	Passport data, address
<b>Total</b>					

Signatures of cash division officer

Cash collectors:

Place of seal

**RECEIPT**

Herewith we certify that ----- 20... we received the list of valuables, delivered in  
close bags, bunches and containers through senior cash collector -----  
(underline)

----- with the total amount of: -----  
(the amount in figures and words)  
-----

Valuables were accepted after checking -----  
-----  
-----

Valuables received by:

*Cashier*

*Controller*

Valuables submitted by:

*Cash collectors*

**Annex 5**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

«-----» ----- 20.....

RoA Central Bank

-----  
-----  
(name, surname, passport data, address and phone number of the applicant)

**APPLICATION**  
**For submission banknotes and coins of dubious validity for expert examination**

I would ask to accept for expert examination banknotes and coins -----Armenian drams/----- pieces\* of total amount ..... (amount in letters), of which:

Nominal value	Quantity (in pieces)	Number of pieces if in pieces	Serial number (as available)
Total			

The reason of damage of banknotes and coins \_\_\_\_\_

Applicant: \_\_\_\_\_

(signature)

Receipt No \_\_\_\_\_ was provided

\*In case of pieces, the applicant may not mention total amount.

RoA Central Bank

RECEIPT No \_\_\_\_

Mr./Mrs. .... submitted to the Republic of Armenia Central Bank for expert examination \_\_\_\_ (number) banknotes and coins with the total amount of \_\_\_\_\_, of which (amount in letters)

nominal value	Quantity (in pieces)	Number of pieces if in pieces	Serial number (as available)
Total			

\_\_\_\_\_  
(Name and surname of person receiving banknotes and coins)

\_\_\_\_\_  
(Signature of person receiving banknotes and coins)

The results of expert examination will be available within 3 business days; however that period can be extended by up to 30 business days.

Reverse side

1. Invalid and forged banknotes and coins shall not be replaced and shall not be returned to the customer.
2. The receipt on receiving banknotes and coins to expert examination cannot be transferred to a third person without Central Bank's knowledge. Upon receiving the amount for banknotes subject to expert examination, customer must return the receipt to the bank.
3. For receiving the amount bring your passport.



**Annex 6**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

**Colours of banknote bundle packaging papers, bunch overlays and sizes of bundle packaging papers**

Banknotes and coins by nominal values	Colours of overlay and packaging paper	Width (mm)	Length (mm)	Width per line (mm)	Number of lines (piece)
AMD 10	brown	45	220	4	1
AMD 25	red	45	220	4	1
AMD 50	blue	45	230	4	1
AMD 100	brown	45	230	4	2
AMD 200	red	45	240	4	2
AMD 500	green	45	240	4	2
AMD 1,000	brown	50	260	4	3
AMD 5,000	black	50	260	4	1
AMD 10,000	blue	57	290	10	2
AMD 20,000	orange	55	260	10	1
AMD 50,000	violet	57	290	10	1
AMD 100,000	green	57	260	10	1

**Sizes of banknote bunch overlays**

<b>Banknotes in circulation</b>		<b>Banknotes revoked from circulation</b>	
Nominal value	Size (mm)	Nominal value	Size (mm)
500 drams (1999)	129 x 72	10 drams (1993)	125 x 62
1,000 drams (1999)	136 x 72	25 drams (1993)	125 x 62
1,000 drams (2001)	136 x 72	50 drams (1993)	125 x 62
1,000 drams (2011)	136 x 72	50 drams (1998)	122 x 65
1,000 drams (2015)	136 x 72	100 drams (1993)	135 x 65
5,000 drams (1999)	143 x 72	100 drams (1998)	122 x 65
5,000 drams (2003)	143 x 72	200 drams (1993)	135 x 65
5,000 drams (2009)	143 x 72	500 drams (1993)	135 x 65
5,000 drams (2012)	143 x 72	1,000 drams (1994)	145 x 68
10,000 drams (2003)	150 X 72	5,000 drams (1995)	145 x 71
10,000 drams (2006)	150 X 72		
10,000 drams (2008)	150 X 72		
10,000 drams (2012)	150 X 72		
20,000 drams (1999 <del>p</del> )	150 x 72		
20,000 drams (2007)	155 x 72		
20,000 drams (2009)	155 x 72		
20,000 drams (2012)	155 x 72		
50,000 drams (2001)	160 x 79		
100,000 drams (2009)	160 x 72		

**Annex 7**  
to Regulation 9  
“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

<p>Name of the organization (name of cash transportation organization)</p> <p>Instruction on delivery of cash No__ We instruct to deliver:</p> <p><u>Banknotes by nominal values</u></p> <p style="padding-left: 40px;">Total _____</p> <p><u>Coins by nominal values</u></p> <p style="padding-left: 40px;">Total _____</p> <p>Amount (1+2) _____</p> <p style="text-align: right; margin-top: 20px;">_____ 20 ____</p>	<p>Name of the organization (name of cash transportation organization)</p> <p>Instruction on delivery of cash No __</p> <p>We instruct to deliver: ----- ----- ----- drams</p> <p>Competent person 1:</p> <p style="text-align: right; margin-right: 40px;">Seal</p> <p>Competent person 2:</p> <p style="text-align: right; margin-top: 20px;">_____ 20 ____</p>	<p>Name of the organization (name of cash transportation organization)</p> <p>Instruction on delivery of cash No __</p> <p>We instruct to deliver: ----- ----- ----- drams</p> <p>Banknote_ _____AMD</p> <p>Coin _____AMD</p> <p>Total _____AMD _____AMD (amount in letters)</p> <p>Competent person 1:</p> <p>Competent person 2:</p> <p style="text-align: right; margin-top: 20px;">_____ 20 ____</p>
--	---	--

Subject to transportation:

Banknotes by nominal values

Total \_\_\_\_\_

Coins by nominal values

Total \_\_\_\_\_

Grand total (1+2) \_\_\_\_\_

---

\_\_\_\_\_ 20 \_\_\_\_\_

**Annex 8**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

-----  
(name of the organization ordering delivery of cash)

Date of issuing ----- 20—

Date of valuables transportation ----- 20—

INSTRUCTION No -----  
on Transportation of Valuables  
(serial number, on cumulative basis from the beginning of the year)

Provided to ----- in order to arrange transportation from -----  
----- to -----

(name of cash transportation organization) (name of the entity delivering valuables) (name of the entity receiving  
valuables)

-----  
(type of transported valuable and amount in figures and letters)

Including:

-----  
(banknotes by nominal values)

-----  
(coins by nominal values)

Competent person 1:

Competent person 2:

**Annex 9**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

.....  
(name of cash transportation organization)

Letter of Attorney No .....

Voucher No .....

Senior cash collector of the brigade .....

is authorized to receive from .....

.....  
(name of the bank delivering valuables)

and submit to .....

.....  
name of the bank receiving valuables)

.....  
(name of transported valuables)

.....  
(amount in figures)

(.....)  
(amount in words)

Power of attorney

is valid till: ..... “...” inclusive

Executive Body (authorized person) .....  
(name, surname, signature)

I confirm receiving the letter of attorney.....

.....  
(name of cash transportation organization)

is valid till: ..... “...” inclusive

Letter of Attorney No .....

Senior cash collector of the brigade .....

is authorized to receive from .....

.....  
name of the bank delivering valuables)

and submit to .....

.....  
(name of the bank receiving valuables)

.....  
(name of transported valuables)

.....  
(amount in figures)

(.....)Senior  
cash collector .....  
(name, surname, signature)

I approve

Executive Body (authorized person) .....  
(name, surname, signature)

Seal “.....” .....

(name, surname, signature)

“ ..... ”



LIST

OF CASH COLLECTORS INCLUDED IN THE BRIGADE FOR  
TRANSPORTATION OF VALUABLES

1. ....  
(name, surname, signature)

2. ....  
(name, surname, signature)

3. ....  
(name, surname, signature)

4. ....  
(name, surname, signature)

5. ....  
(name, surname, signature)

LIST

OF CASH COLLECTORS INCLUDED IN THE BRIGADE FOR  
TRANSPORTATION OF VALUABLES

1. ....  
(name, surname, signature)

2. ....  
(name, surname, signature)

3. ....  
(name, surname, signature)

4. ....  
(name, surname, signature)

5. ....  
(name, surname, signature)

**Annex 10**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

**List of Valuables Delivered from Banks**

----- 20 -----

Delivering bank-----

Receiving bank-----

Herewith, we deliver containers and presealed bags with banknotes and coins through senior cash collector  
-----:

Banknotes and coins	Amount (in Armenian drams)	Numbers of bags and containers	Seal numbers
Banknotes		1	-
10 drams		-	-
25 drams		-	-
50 drams		-	-
100 drams		-	-
200 drams		n	-
500 drams			
1000 drams			
5000 drams			
10000 drams			
20000 drams			
50000 drams			
100000 drams			
Total			
Coins			
10 loomas			
20 loomas			
50 loomas			
1 drams			
3 drams			
5 drams			
10 drams			
20 drams			
50 drams			
100 drams			
200 drams			
500 drams			
Total			
Grand Total			
		Total bags and/or containers	

Signatures of the cash division officers:

Cash collectors:

Seal

**RECEIPT**

Herewith we certify that on ----- 20... we received the list of valuables, delivered  
in close bags, bunches and containers through senior cash collector----- 20 -----  
(underline)  
-----

----- with the total amount of -----  
(amount in figures and letters)  
-----

Valuables were accepted after checking: -----  
-----  
-----

Valuables were accepted by:

Valuables were submitted by:

Competent person 1:

Cash collectors:

Competent person 2:

Competent person 3:



**Annex 11**  
to Regulation 9

“Criteria of Validity and Wear of Banknotes and Coins of the Republic of Armenia.  
Cash Operations Carried Out by Banks Operating  
in the Territory of the Republic of Armenia”

.....  
Name of cash transportation organization  
.....  
(signature of the official)

Seal

**SUBMISSION CARD**

Customer .....

Day, month, year	Name and surname of cash collectors	Letter of attorney number	The amount subject to transportation	Name, surname of the accompanied person	Signature of the accompanied person verifying completion of work