

Consolidated version of
DECREE
No. 274/2011 Coll.
of 5 September 2011
**on the implementation of certain provisions of the Act on the Circulation of Banknotes
and Coins**
(valid from 1 January 2017)

as amended by Decree No. 418/2016 Coll.

Pursuant to Article 35 of Act No. 136/2011 Coll., on the circulation of banknotes and coins and on the amendment of Act No. 6/1993 Coll., on the Czech National Bank, as amended, the Czech National Bank stipulates the following to implement Article 7(7), Article 8(3), Article 10(5), Article 11(3), Article 12(6), Article 14, Article 17(1), Article 18(2), Article 21(5), Article 23(3) and Article 33(7):

PART ONE
INTRODUCTORY PROVISIONS

Article 1

Subject

This Decree stipulates

- a) numbers of domestic banknotes and coins in respect of the requirement that they be packed and the manner of packing thereof (Article 7(7) of Act No 136/2011 Coll., on the circulation of banknotes and coins and on the amendment of Act No. 6/1993 on the Czech National Bank, as amended, hereinafter referred to as the “Act”),
- b) standards for handling domestic banknotes and coins (Article 7(7) of the Act),
- c) a description of the degree of wear and damage of domestic banknotes and coins unfit for further circulation and the manner of handing them over to the Czech National Bank (Article 8(3) of the Act),
- d) the procedure for seizing suspicious banknotes and coins and domestic banknotes and coins damaged in a non-standard way, the prerequisites of the confirmation of their seizure, and the procedure for handing them over to the Czech National Bank (Articles 9(3) and 12(6) of the Act),
- e) the scope of specification of a transaction executed by a non-anonymous device (Article 11(3) of the Act),
- f) the procedure for exchanging domestic banknotes that are not complete or whole (Article 10(5) of the Act),
- g) the conditions under which it is possible to produce or sell reproductions of domestic and foreign currency banknotes or coins and objects imitating them (Article 14 of the Act),
- h) the specimen of the form for application for authorisation to handle domestic banknotes and coins and the content of its appendices, and the specimen of the form for the notification of changes and the content of its appendices (Article 17(1) and Article 18(2) of the Act),
- i) the manner of fulfilling the requirements regarding the control system of a credit institution providing cash services and of a handler of domestic banknotes and coins

- (Article 21(5) of the Act),
- j) the scope, structure, form, manner and time limits for the provision of information about the locations at which domestic banknotes and coins are handled, information about devices used for handling domestic banknotes and coins, information about changes to these devices and information about the handling of domestic banknotes and coins (Article 23(3) of the Act),
 - k) the types and content of courses, the content of final tests, the organisational and technical prerequisites for the organisation of courses by an authorised person, and the essential elements of certificates (Article 33(7) of the Act).

PART TWO

MANNER OF PACKING OF DOMESTIC BANKNOTES AND COINS

Article 2

(1) In the transfer of domestic banknotes and coins to the Czech National Bank or a credit institution providing cash services, the procedures specified in the agreement between the payer and the Czech National Bank or the credit institution shall be applied. In the absence of such an agreement, the procedures set out in paragraphs 2 to 4 shall be applied.

(2) Where the number of banknotes of the same denomination to be transferred exceeds 100, the payer shall group them together in packages of 100 in a manner that does not damage the banknotes. Where the number of banknotes to be transferred exceeds 1,000, the payer shall group them together into bundles of 1,000 comprising ten packages each.

(3) Where the number of coins of denomination up to CZK 5 to be transferred exceeds 1,000, the payer shall group them together in bags of 1,000 sorted by denomination. Where the number of domestic coins of denomination CZK 10 or higher to be transferred exceeds 500, the payer shall group them together in bags of 500 sorted by denomination.

(4) Where domestic banknotes and coins of multiple denominations are to be transferred all at the same time, the payer shall specify the number of pieces of each denomination and the total amount.

PART THREE

STANDARDS FOR HANDLING DOMESTIC BANKNOTES AND COINS

Article 3

Handling methods

(1) Domestic banknotes and coins may be subject to manual or machine handling.

(2) “Manual handling” shall mean handling by a person who holds a certificate of completion of a course on the identification of suspected counterfeit or altered banknotes and coins pursuant to Article 33(3)(a) or (b) of the Act or pursuant to the Foreign Exchange Act.

(3) “Machine handling” shall mean handling in devices for handling domestic banknotes and coins (hereinafter referred to as “devices”) that comply with the standards specified in Articles 4 and 5. The handling of domestic banknotes and coins rejected by a

device for being inauthentic, invalid or unfit for further circulation shall be deemed manual handling pursuant to paragraph 2.

Article 4 **Obligations of handlers**

(1) In manual handling, the Czech National Bank, a credit institution providing cash services and a handler of domestic banknotes and coins (hereinafter referred to as an “obliged person”) shall

- a) check the number, authenticity and validity of domestic banknotes and coins using tools facilitating identification of the presence of protective elements of domestic banknotes and coins,
- b) sort and physically separate domestic banknotes and coins by denomination and genuine and valid domestic banknotes and coins from suspicious or invalid domestic banknotes and coins,
- c) assess the fitness of domestic banknotes and coins for further circulation pursuant to Articles 6 and 7; domestic banknotes and coins worn and damaged below the stipulated extent may also be rejected as unfit for further circulation if signs of wear or damage are visible to the naked eye, and
- d) sort and physically separate domestic banknotes and coins which are fit for further circulation from domestic banknotes and coins unfit for further circulation.

(2) The tools referred to in paragraph 1(a) shall include at least tools or equipment used for optical magnification and for displaying elements visible in the ultraviolet and infrared areas of the light spectrum or equipment designed to determine the authenticity of banknotes and coins on the basis of the said elements.

(3) In machine handling, an obliged person shall use a single device or a set of devices which will

- a) check the number, authenticity and validity of domestic banknotes and coins,
- b) sort and physically separate domestic banknotes and coins by denomination and genuine and valid domestic banknotes and coins from suspicious or invalid domestic banknotes and coins,
- c) verify the fitness of domestic banknotes and coins for further circulation pursuant to Articles 6 and 7, and
- d) sort and physically separate domestic banknotes and coins which are fit for further circulation from domestic banknotes and coins unfit for further circulation.

Article 5

In machine handling, a device or a set of devices shall be used which has been successfully tested by the Czech National Bank as being compliant with the handling standards.

PART FOUR

DESCRIPTION OF THE DEGREE OF WEAR AND DAMAGE OF DOMESTIC BANKNOTES AND COINS UNFIT FOR FURTHER CIRCULATION AND THE MANNER OF HANDING THEM OVER TO THE CZECH NATIONAL BANK

Article 6

Description of the degree of wear and damage of domestic banknotes unfit for further circulation

(1) In manual handling, a domestic banknote shall be deemed a domestic banknote unfit for further circulation if

- a) it is soiled,
- b) it has been written on, drawn on, overprinted, printed on, coloured, de-inked, or damaged by hygienically harmful material,
- c) it is fire-damaged or rotten,
- d) it is perforated with at least one visible hole,
- e) it has been damaged by an anti-theft device,
- f) it is assembled from two or more parts,
- g) it is incomplete,
- h) it is torn,
- i) it has lost the stiffness typical of banknote paper, or
- j) it is crumpled and its surface is not flat even after manual handling.

(2) In machine handling, a domestic banknote shall be deemed a domestic banknote unfit for further circulation if

- a) it is soiled to the extent that the currency, denomination, authenticity or validity cannot be identified,
- b) it has been written on, drawn on, overprinted, printed on, coloured or de-inked, and/or damaged by hygienically harmful material and the damage to the banknote covers at least 10 mm x 10 mm of the blank space or at least 15 mm x 15 mm of the printed area,
- c) it is fire-damaged or rotten,
- d) it has been perforated over an area greater than 10 mm²,
- e) it has been damaged by an anti-theft device,
- f) it is assembled from two or more parts,
- g) it is incomplete and the missing part is at least 6 mm in length or 5 mm in width,
- h) it is torn and the tear is more than 4 mm in width and 8 mm in length vertically, or 4 mm in width and 15 mm in length horizontally, or 4 mm in width and 18 mm in length diagonally, measured along the straight line leading from the end of the tear to the edge of the domestic banknote where the tear began and forming a right angle with the tear,
- i) it has lost the stiffness typical of banknote paper,
- j) it is crumpled or folded and as a result of the fold the banknote has been shortened by at least 6 mm in length or at least 5 mm in width, or
- k) it has a folded corner greater than 130 mm² in size and the length of the shorter edge is greater than 10 mm.

(3) In machine or manual handling, a domestic banknote shall also be deemed a domestic banknote unfit for further circulation if it shows other significant deviations preventing it from passing through the device or preventing its authenticity, validity or fitness for further circulation from being detected.

Article 7

Description of the degree of wear and damage of coins unfit for further circulation

(1) In manual handling, a coin shall be deemed a domestic coin unfit for further circulation if

- a) it is soiled to the extent that the currency, denomination, authenticity or validity cannot be identified,
- b) it is incomplete,
- c) its design or relief is illegible, it has been deformed, cut into or perforated or it has been manufactured from multiple parts and such parts are separated,
- d) it has been damaged by an anti-theft device, or
- e) it is worn away, corroded, soiled or otherwise worn or damaged in a manner preventing its smooth use in circulation and in particular the determination of its authenticity and validity.

(2) In machine handling, a domestic coin shall also be deemed a domestic coin unfit for further circulation if it shows, in addition to the criteria set out in paragraph 1, other significant deviations preventing it from passing through the device or preventing its authenticity, validity or fitness for further circulation from being detected.

Article 8

Manner of handing over domestic banknotes and coins unfit for further circulation to the Czech National Bank

(1) Credit institutions providing cash services shall hand over to the Czech National Bank any domestic banknotes and coins worn by circulation and damaged in a standard way

- a) by depositing them on an account held at the Czech National Bank together with domestic banknotes and coins fit for further circulation if it is not clear from the damage to the banknotes or coins that such damage will cause machine handling problems, e.g. if the banknotes are stuck together, incomplete or pasted with glue; such banknotes or coins shall be handed over separately in a package labelled “BANKNOTES AND COINS DAMAGED IN A STANDARD WAY AND UNFIT FOR MACHINE HANDLING” and shall not be stuck on a grid pursuant to Article 12, or
- b) by exchanging them at counters of the Czech National Bank for domestic banknotes and coins fit for further circulation.

(2) A handler of domestic banknotes and coins shall hand over to the Czech National Bank any domestic banknotes and coins worn by circulation or damaged in a standard way

- a) through a credit institution providing cash services by depositing them on an account held at a credit institution providing cash services or by exchanging them at the counters of a credit institution providing cash services for domestic banknotes and coins fit for further circulation, or
- b) by exchanging them at counters of the Czech National Bank for domestic banknotes and coins fit for further circulation.

(3) A legal entity other than those referred to in paragraphs 1 and 2 and a bureau de change shall hand over to the Czech National Bank any domestic banknotes and coins worn by circulation or damaged in a standard way

- a) through a credit institution providing cash services by depositing them on an account held at a credit institution providing cash services or by exchanging them at the counters of a credit institution providing cash services for domestic banknotes and coins fit for further circulation,
- b) by exchanging them at counters of the Czech National Bank for domestic banknotes and coins fit for further circulation, or
- c) through a handler of domestic banknotes and coins.

PART FIVE

PROCEDURES FOR SEIZING SUSPICIOUS BANKNOTES AND COINS AND DOMESTIC BANKNOTES AND COINS DAMAGED IN A NON-STANDARD WAY, THE PREREQUISITES OF THE CONFIRMATION OF THEIR SEIZURE AND THE PROCEDURE FOR HANDING THEM OVER TO THE CZECH NATIONAL BANK

Article 9

Procedures for seizing suspicious banknotes and coins and domestic banknotes and coins damaged in a non-standard way

- (1) The confirmation that suspicious banknotes or coins have been seized shall contain
- a) the identification data of the person who submitted the suspicious banknotes or coins (hereinafter referred to as the “tendering party”), i.e. the name or names, surname, date of birth and nationality in the case of a natural person, and the company name of the tendering party in the case of a legal entity,
 - b) the tendering party’s permanent residence address, or long-term or permanent residence address in the Czech Republic, in the case of a natural person, and the tendering party’s registered address in the case of a legal entity; if the tendering party has no long-term or permanent residence address or registered address in the Czech Republic, or if the tendering party’s residence in the Czech Republic can reasonably be expected to end within three weeks of the seizure of the suspicious banknotes or coins, the tendering party’s permanent residence address or registered address abroad shall be given,
 - c) the type and the number of the document used to identify the tendering party,
 - d) the currency and denomination of the seized suspicious banknote and the series and number thereof, or the currency and denomination of the seized suspicious coin and its year of mintage, the number of pieces of the individual types and denominations of the seized suspicious banknotes or coins, and the total amount,
 - e) the place and date of seizure of the suspicious banknotes and coins,
 - f) the identification data of the person who seized the suspicious banknotes or coins (hereinafter referred to as the “seizing party”), i.e. the name or names, surname and permanent residence address in the case of a natural person, and the company name and address of the seizing party in the case of a legal entity,
 - g) the circumstances in which the suspicious banknotes and coins were seized, and
 - h) the signature of the tendering party, if present when the confirmation is issued.

(2) At the request of the tendering party, the seizing party shall state on the confirmation of seizure the number of the account to which the amount equivalent to the value of the seized suspicious banknotes or coins may be sent if these banknotes and coins prove to be genuine.

(3) The seizing party shall put the text “suspicious banknotes or coins” in the confirmation of the seizure of the suspicious banknotes and coins.

(4) The seizing party shall insert the seized suspicious banknotes or coins, accompanied by a copy of the confirmation of the seizure thereof, into an envelope or other suitable packaging, which he shall secure against unauthorised opening in a suitable fashion. The tendering party, if present, shall confirm his presence at the insertion of the seized suspicious banknotes or coins into the packaging by affixing his signature across the seal of the

packaging. The seizing party shall also affix his signature across the seal of the packaging. If the tendering party refuses to affix his signature, the seizing party shall state this fact. The suspicious banknotes or coins thus inserted shall be sent by the seizing party to the Czech National Bank for expert analysis. The seizing party shall hand over a second copy of the confirmation of the seizure of suspicious banknotes or coins to the tendering party.

(5) If the tendering party is unknown or refuses to give any of the required information or confirm his presence at the insertion of the seized suspicious banknotes or coins into the packaging, the seizing party shall state this fact in the confirmation of the seizure of the suspicious banknotes or coins.

(6) A specimen of the confirmation of the seizure of banknotes or coins under paragraph 1 is provided in Annex 1 to this Decree.

(7) Articles 1 and 4 to 6 shall apply mutatis mutandis to the seizure of domestic banknotes damaged in a non-standard way or domestic coins damaged in a non-standard way (hereinafter referred to as “domestic banknotes or coins damaged in a non-standard way”), in which respect

- a) at the request of the tendering party, the seizing party shall state on the confirmation of seizure of domestic banknotes or coins damaged in a non-standard way the number of the account to which the amount equivalent to the nominal value of the seized domestic banknotes or coins damaged in a non-standard way can be sent if the Czech National Bank provides compensation for them, and
- b) the seizing party shall put the text “banknotes or coins damaged in a non-standard way” in the confirmation of the seizure of the banknotes or coins damaged in a non-standard way.

Article 10

Special provisions for the seizure of suspicious banknotes in a non-anonymous device

Article 9 shall apply mutatis mutandis to the seizure of suspicious banknotes in a non-anonymous device, in which respect the seizing party shall

- a) give the place where the non-anonymous device is operated as the place of seizure of the banknotes,
- b) give the date of the transaction as the date of seizure,
- c) determine the identity of the card holder or, where this is not possible, the account holder, and give him as the tendering party, and
- d) enter the type, model and serial number or other appropriate identifier of the non-anonymous device in the confirmation.

Article 11

Result of expert analysis and procedure in the event that seized suspicious banknotes or coins are found to be genuine

(1) The seizing party shall notify the tendering party of the result of the expert analysis on the request of the latter.

(2) If the Czech National Bank finds that the seized suspicious banknotes or coins are genuine, it shall notify the seizing party of the result.

PART SIX

PROCEDURES FOR EXCHANGING DOMESTIC BANKNOTES WHICH ARE NOT COMPLETE OR WHOLE

Article 12

The total area of an incomplete domestic banknote shall be determined by attaching it to a grid that divides the surface of the banknote, by means of an equal number of vertical and horizontal lines, into 100 boxes of the same size. Compensation shall be provided for an incomplete domestic banknote if

- a) at least 51 fields of the grid are more than half covered and the total area of the incomplete banknote is simultaneously greater than 50%, or
- b) 50 fields of the grid are 100% covered and, in addition, one more field is covered at least partially.

PART SEVEN

TERMS AND CONDITIONS UNDER WHICH REPRODUCTIONS OF DOMESTIC OR FOREIGN BANKNOTES OR COINS AND OBJECTS IMITATING THEM MAY BE PRODUCED

Article 13

Reproduction of banknotes

(1) A tangible reproduction of a domestic or foreign banknote or an object imitating a domestic or foreign banknote (hereinafter referred to as an “imitation”) may be made if

- a) it is single-sided and its length, while maintaining the ratio of the sides, is at most 75% of the length or at least 125% of the length of the reproduced or imitated banknote,
- b) it is double-sided and its length, while maintaining the ratio of the sides, is at most 50% of the length or at least 200% of the length of the reproduced or imitated banknote,
- c) it is single-sided and the longer and shorter sides form an angle of less than 70 degrees or more than 110 degrees, or
- d) it is made from a material that is unmistakable for the material from which the reproduced or imitated banknote is made.

(2) A tangible reproduction or imitation of parts of a domestic or foreign banknote may be made if it is single-sided and does not exceed 33 % of the area of the banknote in such a way that a whole reproduced or imitated banknote cannot be assembled from the individual parts in contravention of the terms and conditions laid down in paragraph 1.

(3) A tangible reproduction of an individual graphic element of a domestic or foreign banknote may be made provided that such graphic element is not displayed on a background resembling the banknote on which it features.

(4) An intangible reproduction or intangible imitation of a domestic or foreign banknote may be made if, while maintaining the size of the banknote, it has a maximum resolution of 72 dots per inch (dpi) and is labelled diagonally, in a layer inseparable from the image of the banknote, with the word “Specimen” executed in an opaque colour which is at least 75% of the longer side of the banknote in length and at least 15% of the shorter side of the banknote in height or with another word of the same dimensions with a similar meaning,

(5) Intangible source materials designed and used solely for the production of tangible reproductions of banknotes or imitations of banknotes under the terms and conditions laid down in paragraph 1 shall not be deemed an intangible reproduction or an intangible imitation.

Article 14

Reproduction of coins

A reproduction of a domestic or foreign coin or an object imitating a domestic or foreign coin may be made solely of a material that is unmistakable for the material of which the reproduced or imitated coin is made, or as an intangible image.

Article 15

Unmistakable material

(1) In the case of a banknote, unmistakable material shall mean a material other than paper or plastic.

(2) In the case of a coin, unmistakable material shall mean a metal of different colour than that of which the reproduced or imitated coin is made, provided that the product made of

such metal of different colour cannot, given its physical and chemical properties, be used instead of coins in an anonymous or non-anonymous device, and a material other than metal.

PART EIGHT

SPECIMENS OF FORMS AND REQUIREMENTS FOR THE CONTROL SYSTEM IN THE AREA OF HANDLING OF DOMESTIC BANKNOTES AND COINS

Article 16

(1) An application for authorisation to handle domestic banknotes and coins shall be submitted on a form, the specimen of which is provided in Annex 2.

(2) The applicant shall attach appendices containing the following to an application referred to in paragraph 1:

- a) the original or a certified copy of the applicant's certificate of incorporation, containing information valid at the time of the application, including information on any application for registration in the Commercial Register which has not been processed by the date of the application, including the full certificate of incorporation or documents from similar registers abroad,
- b) proof of the integrity of the person who is the applicant's statutory body, a member of the applicant's statutory body, or the applicant's actual owner and the person who will manage the applicant's business. Proof of integrity shall be a document analogous to an extract from the Criminal Register not older than three months, issued by the foreign state of which a natural person is a citizen, and by any foreign state in which a natural person has resided continuously for more than six months in the last three years,
- c) a list of operated devices or sets of devices that comply with the handling standards, including the types of devices, the number of such devices operated, and the addresses of the locations where the devices are operated, d) draft internal regulations governing the control system in the area of the handling of domestic banknotes and coins.

Article 17

A handler of domestic banknotes and coins shall provide notification of any change in data referred to in Article 18(1) of the Act on a form, the specimen of which is provided in Annex 3 to this Decree. The notification shall include appendices pursuant to Article 16(2) confirming such changes.

Article 18

Requirements for the control system of a credit institution providing cash services and of a handler of domestic banknotes and coins in the area of handling of domestic banknotes and coins

A credit institution and a handler of domestic banknotes and coins shall ensure that the control system includes

- a) the establishment and maintenance of a functional and effective organisational structure, including the segregation of conflicting duties and prevention of potential conflicts of interest,
- b) arrangements to ensure the protection of domestic banknotes and coins against theft, damage or destruction,

- c) the keeping of records of domestic banknotes and coins entrusted to the handler of domestic banknotes and coins for handling,
- d) a definition of accountability for the values entrusted,
- e) processes for the handling of domestic banknotes and coins,
- f) procedures for carrying out individual activities, including the operation of technical devices,
- g) an internal control system,
- h) an emergency and contingency plan, and
- i) security policies for information systems.

PART NINE

SCOPE, STRUCTURE, FORM, MANNER AND TIME LIMITS FOR THE PROVISION OF INFORMATION ON DEVICES AND ON THE HANDLING OF DOMESTIC BANKNOTES AND COINS

Article 19

Time limits for providing information on devices

(1) A credit institution providing cash services shall notify the Czech National Bank of the list of operated devices or sets of devices that comply with the handling standards 30 days prior to the commencement of handling.

(2) A credit institution providing cash services and a handler of domestic banknotes and coins shall notify the Czech National Bank of any changes to the devices or sets of devices no later than the end of the calendar month in which the changes occurred.

Article 20

Information on the handling of domestic banknotes and coins

(1) A credit institution providing cash services shall notify the Czech National Bank of the number of

- a) domestic banknotes and coins handled, except for domestic banknotes and coins handled at cash counters, broken down by the manner of handling into machine-handled and manually handled domestic banknotes and coins,
- b) non-handled domestic banknotes and coins handed over for handling to a handler of domestic banknotes and coins or another credit institution providing cash services, and
- c) domestic banknotes and coins recirculated by non-anonymous devices, broken down by the manner of handling of the recirculated domestic banknotes and coins into those handled by
 - 1. a non-anonymous device,
 - 2. a credit institution providing cash services,
 - 3. the Czech National Bank,
 - 4. a handler of domestic banknotes and coins, or
 - 5. another credit institution providing cash services.

(2) A handler of domestic banknotes and coins shall notify the Czech National Bank of the number of

- a) domestic banknotes and coins received for handling from credit institutions providing cash services,

- b) domestic banknotes and coins received for handling from entities that are not credit institutions providing cash services,
- c) domestic banknotes and coins handled, broken down by the manner of handling into machine-handled and manually handled domestic banknotes and coins, and
- d) handled domestic banknotes and coins returned to credit institutions providing cash services or to the Czech National Bank and the number of handled domestic banknotes and coins returned to other entities.

(3) Credit institutions providing cash services and handlers of domestic banknotes and coins shall provide the information specified in paragraphs 1 and 2 to the Czech National Bank, according to the situation for the calendar year, electronically, by 15 February of the following calendar year at the latest.

(4) The information shall be reported separately for domestic banknotes and for domestic coins, by number of pieces and broken down by denomination.

PART TEN

COURSES ON THE IDENTIFICATION OF SUSPECTED COUNTERFEIT OR ALTERED BANKNOTES AND COINS

Article 21

Types and content of courses on the identification of suspected counterfeit or altered banknotes and coins and the content of final tests

(1) The course for persons who may lead courses as a trainer (hereinafter referred to as a “trainer”) shall last for at least four days and the final test shall include proof of theoretical knowledge of the whole issue and practical skills in recognising the authenticity of banknotes and coins.

(2) The course for persons who check domestic and foreign banknotes and coins for authenticity and validity in credit institutions providing cash services and in handlers of domestic banknotes and coins when such domestic or foreign banknotes and coins are accepted, handled or returned shall last for at least two days and the final test shall include proof of theoretical knowledge and practical skills in recognising the authenticity of banknotes and coins.

(3) The course for persons who check domestic and foreign banknotes and coins for authenticity and validity in legal entities other than the Czech National Bank, a credit institution providing cash services or a handler of domestic banknotes and coins when such domestic or foreign banknotes and coins are accepted, handled or returned shall last for at least one day and the final test shall include proof of theoretical knowledge and practical skills in recognising the authenticity of banknotes and coins.

(4) The scope of expertise shall be tailored to the different types of courses and shall include, in particular, the issues of:

- a) legislation on the protection of banknotes and coins and related information,
- b) protective elements associated with banknote paper,
- c) protective elements associated with the printing of banknotes,

- d) the production and counterfeiting of banknotes and coins, and
- e) the degree of wear and damage of domestic banknotes and coins unfit for further circulation.

(5) The content of the final tests shall correspond to the subject matter taught during the given type of course.

Article 22

Organisational and technical prerequisites for the organisation of courses by an authorised person

(1) The authorised person shall ensure that each course participant is equipped with a magnifying glass and UV lamp for the duration of the course. In addition, the authorised person shall ensure that participants receive a set of study banknotes, to be shared in pairs at most. The authorised person shall also make available to all participants equipment for detecting elements in the infrared area of the light spectrum.

(2) The number of course participants shall be limited to a maximum of 30 persons.

Article 23

Essential elements of certificates

(1) Certificates shall be printed in the standard manner for the printing of stamps, shall be adequately protected against forgery, and shall contain:

- a) the name or names, surname and date of birth of the course graduate,
- b) the company name or the name or names and surname of the person who organised the course,
- c) the identification number of the person who organised the course,
- d) the date of issue of the certificate,
- e) the signature of an authorised person or a person authorised to act on behalf of an authorised person or of the Czech National Bank,
- f) the signature of the trainer,
- g) a unique certificate number, and
- h) a photograph of the course participant.

(2) Certificate forms shall be provided to authorised persons by the Czech National Bank.

PART ELEVEN

TRANSITIONAL PROVISIONS

Article 24

A credit institution providing cash services and a handler of domestic banknotes and coins shall notify the Czech National Bank of the information under Article 20 for the first time for 2013.

PART TWELVE

EFFECT

Article 25

This Decree shall take effect on the date of its promulgation. Governor:

Miroslav Singer

SPECIMEN
Confirmation of the seizure of banknotes or coins

Seizure date:

Reason for seizure (*circle one of the options below*):

- a) suspicious banknotes or coins
- b) domestic banknotes and coins damaged in a non-standard way

Number/ value	Currency	Version (series)	Serial number or year of mintage	Total amount (in words)

Company name and address of the seizing party (if a legal entity) or name and address in the Czech Republic of the seizing party (if a natural person):

.....
.....

Name of the tendering party (if a natural person; nationality for foreigners) or company name of the tendering party (if a legal entity):

.....
.....

Date of birth: Document type and number:

Address in the Czech Republic (registered address for legal entities)

.....
.....

Permanent address of a foreigner or registered address (for legal entities) abroad:

.....
.....

If the suspicious domestic banknotes or coins prove to be genuine or if the Czech National Bank decides to provide compensation for domestic banknotes or coins damaged in a non-standard way, I would prefer the amount equivalent to the nominal value of the banknotes and coins (*circle one of the options below*):

a) to be credited by the Czech National Bank to bank account no.,
bank identifier code

for a foreign account IBAN

and, if applicable, SWIFT

b) to be posted by the Czech National Bank to the above address or to the postal address
given below (if the suspicious domestic banknotes or coins prove to be genuine, the Czech
National Bank will send them exclusively by post).

Postal address:

.....

Circumstances of the seizure of the banknotes and coins (*circle one of the options below*):

- a) during handling by the Czech National Bank,
- b) on receipt at the counter of a credit institution providing cash services,
- c) in the back office of a credit institution providing cash services or by a handler of domestic banknotes and coins during further handling,
- d) by legal entities or natural persons as suspected counterfeits before transfer for further handling,
- e) by the Police of the Czech Republic prior to circulation,
- f) other:

Place of seizure of banknotes or coins:

.....

This part should be completed by the tendering party in the event of seizure of domestic banknotes or coins damaged in a non-standard way.

Description of the circumstances and the manner in which the domestic banknotes or coins were damaged, including time information:

.....
.....
.....
.....
.....
.....

Complete this part only if the banknotes were seized in a non-anonymous device (Article 11(2) of Act No. 136/2011 Coll., on the circulation of banknotes and coins).

Type, model and serial or other number of the non-anonymous device:

.....

Location where the non-anonymous equipment is operated:
--

.....
Signature of the tendering party

.....
Signature (or stamp) of the seizing party

Information regarding the seizure of domestic banknotes or coins damaged in a non-standard way:

The Czech National Bank shall regard the completion of this form by the tendering party, from whom the banknotes or coins damaged in a non-standard way were seized, as an application for compensation for those banknotes or coins pursuant to Article 10(2) of Act No. 136/2011 Coll., on the Circulation of Banknotes and Coins, as amended. Under this provision, the Czech National Bank is entitled to provide compensation in justified cases, relating above all to natural disasters or other events seriously affecting or endangering property or resulting in a criminal act.

Application
for authorisation to perform the activity of handler of domestic banknotes and coins
 pursuant to Article 15(2) of Act No. 136/2011 Coll., on the Circulation of Banknotes and
 Coins and on the amendment of Act No. 6/1993 Coll., on the Czech National Bank, as
 amended

I.
 ADMINISTRATIVE AUTHORITY

1. Name and address of the administrative authority

Name of the administrative authority	CZECH NATIONAL BANK
Address	Na Příkopě 28, Prague 1

II.
 APPLICANT

2. Particulars of the applicant

Company name	
Identification number	
Date of establishment of legal entity	
Address in the form municipality, municipal district, street, house number, postcode, state	

2.1. Further information about the applicant

Date on which the applicant wishes to start handling domestic banknotes and coins	
Number of statutory bodies of the applicant and members of the statutory body of the applicant	
Total number of partners of the applicant of which: natural persons	
legal entities	

III.
 STATUTORY BODY OF THE APPLICANT

3. Information about the statutory body of the applicant/member of the statutory body of the applicant¹⁾

Name(s) and surname			
Maiden name			
Birth	Date of birth		

certificate number²⁾			
Place of birth (state, district, municipality)			
Nationality			

IV.
ACTUAL OWNER^{4), 5)}

6. Particulars of the actual owner of the applicant

Name(s) and surname			
Maiden name			
Birth certificate number²⁾	Date of birth		
Place of birth (state, district, municipality)			
Nationality			
Facts on the basis of which the natural person is the actual owner. The applicant must prove these facts using originals or certified copies of relevant documents.			

V.
PERSON WHO IS TO MANAGE THE APPLICANT'S BUSINESS⁶⁾

7. Particulars of the person who is to manage the applicant's business¹⁾

Name(s) and surname			
Maiden name			
Birth certificate number²⁾	Date of birth		
Place of birth (state, district, municipality)			
Nationality			

VI.
APPENDICES

8. Numbered list of all appendices (the appendices themselves must also be numbered)

Give a reference to the relevant provision of the decree for each appendix

--

--

**VII.
DECLARATION**

I hereby declare that the information given in this application and the appendices thereto is up-to-date, complete and truthful.

This application will be filed by the applicant

9. Identification of the person acting on behalf of the applicant

Name(s) and surname	
Date of birth	
Address in the form: street, house number municipality, municipal district postcode state	
Position held	

This application will be filed by the applicant's representative

10. Identification of the person representing the applicant

Particulars of representative⁷⁾	
Name(s) and surname / company name⁸⁾	
Date of birth/identification number³⁾	
Address/registered address in the form: street, house number municipality, municipal district postcode state	
Mailing address if different from the address/registered address in the form: municipality, municipal district, street, house number, postcode, state	

--

--

--

At

Date:

Signature:

- 1) Where there are multiple such persons, information shall be completed for each of them.
- 2) To be filled in only where allocated. The birth certificate number is used by the Czech National Bank solely for the purpose of proving the integrity or credibility of a party to administrative proceedings pursuant to Article 44b of Act No. 6/1993 Coll., on the Czech National Bank.
- 3) To be filled in only if the applicant has a partner that is natural person.
- 4) Article 4(4) of Act No. 253/2008 Coll., on certain measures against money laundering and terrorist financing. The actual owner must prove upon which fact he is the actual owner.
- 5) To be filled in only where the person is different from the applicant.
- 6) To be filled in only where the person is different from the statutory body.
- 7) For example, an attorney, a notary or a general representative.
- 8) A legal entity shall also state the person acting for it.

Notification by a handler of domestic banknotes and coins

pursuant to Article 18(1) of Act No. 136/2011 Coll., on the Circulation of Banknotes and Coins and on the amendment of Act No. 6/1993 Coll., on the Czech National Bank, as amended

I.

ADMINISTRATIVE AUTHORITY

1. Name and address of the administrative authority

Name of the administrative authority	CZECH NATIONAL BANK
Address	Na Příkopě 28, Prague 1

II.

HANDLERS OF DOMESTIC BANKNOTES AND COINS

2. Information about the handler of domestic banknotes and coins

Company name	
Identification number	
Date of establishment of legal entity	
Address in the form municipality, municipal district, street, house number, postcode, state	

III.

NOTIFICATION OF A CHANGE

3. The notification of a change concerns

4. Where the notification of a change concerns a member of the handler's statutory body, the particulars of the member of the handler's statutory body¹⁾

Name			
Maiden name			
Birth certificate number²⁾	Date of birth		
Place of birth (state, district, municipality)			

Nationality	
--------------------	--

5. Where the notification of a change concerns the actual owner of the handler, the particulars of the actual owner of the handler³⁾

Name			
Maiden name			
Birth certificate number²⁾	Date of birth		
Place of birth (state, district, municipality)			
Nationality			
Facts on the basis of which the natural person is the actual owner.			
The handler must prove these facts using originals or certified copies of relevant documents.			

6. Where the notification of a change concerns a person who is to manage the handler's business, the particulars of the person who is to manage the handler's business¹⁾

Name			
Maiden name			
Birth certificate number²⁾	Date of birth		
Place of birth (state, district, municipality)			
Nationality			

7. Information relating to the submission of the certificate of integrity issued by a foreign state, submitted by the assumed actual owner/the person who is to manage the handler's business

Have you resided outside the territory of the Czech Republic for an unbroken period of more than six months during the last three years?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>If YES, give the state(s) in which you have resided for a period of more than six months during the last three years and enclose originals of the certificates of integrity issued by foreign states with the notification.</p> <p>List of states concerned:</p>

IV.
APPENDICES

8. Numbered list of all appendices (the appendices themselves must also be numbered)

Give a reference to the relevant provision of the decree for each appendix

--

V.
DECLARATION

I hereby declare that the information given in this notification and the appendices thereto is up-to-date, complete and truthful.

This notification will be filed by the handler

9. Identification of the person acting on behalf of the handler

Name	
Date of birth	
Address in the form: street, house number municipality, municipal district postcode state	
Position held	

This notification will be filed by the handler's representative

10. Identification of the person representing the handler

Particulars of representative⁴⁾	
Name / company name⁵⁾	
Date of birth/identification number⁶⁾	
Address/registered address in the form: street, house number municipality, municipal district postcode state	
Mailing address if different from the address/registered address in the form: street, house number municipality, municipal district postcode state	

At

Date:

Signature:

- 1) Where there are multiple such persons, information shall be completed for each of them.
- 2) To be filled in only where allocated. The birth certificate number is used by the Czech National Bank solely for the purpose of proving the integrity or credibility of a party to administrative proceedings pursuant to Article 44b of Act No. 6/1993 Coll., on the Czech National Bank, as amended.
- 3) Article 16(2) of Act No. 136/2011 Coll., on the Circulation of Banknotes and Coins and on the amendment of Act No. 6/1993 Coll., on the Czech National Bank, as amended. The actual owner must prove upon which fact he is the actual owner.
- 4) For example, an attorney, a notary or a representative.
- 5) A legal entity shall also state the person acting for it.
- 6) To be filled in only where allocated.