

# Ordinance No. 18

## on the Control over Quality of Banknotes and Coins in Cash Circulation

(Adopted by the Bulgarian National Bank on 20 October 2005; published in Darjaven Vestnik, issue 88 of 4 November 2005: effective as of 31 March 2006; amended, issue 15 of 2007; amended; issue 68 of 2007, effective as of 1 September 2007; amended, issue 93 of 2011; amended, issue 24 of 2013))

### *Chapter One*

#### **General Provisions**

**Article 1.** This Ordinance shall set out the control over quality of banknotes and coins in cash circulation and establish the terms and procedure for:

1. reproduction of Bulgarian banknotes and coins;
2. exchange of mutilated or damaged Bulgarian banknotes and coins;
3. retention, authentication check and evaluation of banknotes and coins suspected as non-genuine or altered;
4. (amended, Darjaven Vestnik, issue 24 of 2013) use of sorting machines of banknotes and coins for recycling, hereinafter referred as ‘sorting machines’, customer-operated machines dispensing banknotes and coins, hereinafter referred as ‘customer-operated machines’ and banknote and coin change or exchange machines hereinafter referred as ‘change or exchange machines’.

**Article 2.** (1) The Bulgarian National Bank (BNB) shall have the exclusive right to issue and put into circulation Bulgarian banknotes and coins, as well as to withdraw from circulation and destruct unfit Bulgarian banknotes and coins.

(2) To ensure implementation of the right under paragraph 1, the BNB shall exercise control over the quality of Bulgarian banknotes and coins in cash circulation which will guarantee their acceptance as legal tender while observing the effective legislation and the requirements of this Ordinance.

**Article 3.** A Bulgarian banknote or coin may be reproduced upon written consent of the BNB.

**Article 4.** (1) The Bulgarian National Bank shall exchange mutilated or damaged Bulgarian banknotes and coins which are legal tender or have been withdrawn from circulation with unexpired term of exchange.

(2) Banks shall exchange mutilated or damaged Bulgarian banknotes and coins which are legal tender.

(3) Mutilated or damaged Bulgarian banknotes and coins exchanged under paragraph 2 shall be submitted to the BNB.

**Article 5.** (1) The Bulgarian National Bank, banks and suppliers of services shall separate and not provide to customers Bulgarian banknotes and coins unfit for cash circulation.

(2) Banknotes and coins unfit for circulation and separated under paragraph 1 shall be submitted to the BNB.

(3) Bulgarian banknotes and coins unfit for cash circulation shall be separated through sorting machines or specially trained staff.

(4) The Bulgarian National Bank shall assist banks and suppliers of services in training employees responsible for separating unfit Bulgarian banknotes and coins.

**Article 6.** (amended, Darjaven Vestnik, issue 24 of 2013) The Bulgarian National Bank, banks and suppliers of services shall reimburse Bulgarian banknotes and/or coins classified as genuine and fit by sorting machines to customers through ATMs, other customer-operated machines and change or exchange machines.

**Article 7.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank, banks, financial institutions, exchange bureaus and service suppliers shall evaluate the authenticity of all incoming Bulgarian and foreign currency banknotes and coins, as well as of all foreign banknotes and coins for recycling which they intend to put back in circulation and retain those suspected as non-genuine or altered.

(2) Banknotes and coins retained under paragraph 1 and suspected as non-genuine or altered shall be submitted to the BNB.

(3) (amended; Darjaven Vestnik, issue 93 of 2011, effective as of 1 January 2012; amended, issue 24 of 2013) Banknote and coin authenticity under paragraph 1 shall be evaluated by specially trained staff of the persons under paragraph 1 or through sorting machines, customer-operated machines and change or exchange machines.

(4) (new; Darjaven Vestnik, issue 93 of 2011, effective as of 1 January 2012; amended, issue 24 of 2013) The sorting machines, customer-operated machines or change or exchange machines used for authenticating euro banknotes or coins shall be included in the list of banknotes published by the European Central Bank or in the list of coins published by the European Commission.

(5) (former paragraph 4, amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank shall assist banks, financial houses, exchange bureaus and suppliers of services in training employees responsible for evaluation of incoming banknotes and coins.

**Article 8.** The Bulgarian National Bank shall initiate a check and carry out an evaluation of all retained and submitted to the BNB banknotes and coins which are suspected as non-genuine or altered.

**Article 9.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) The authentication evaluation of Bulgarian and foreign banknotes and coins, check and evaluation of banknotes and coins suspected as non-genuine or altered, and separation of those unfit for cash circulation carried out by the BNB shall be based on the information by the relevant issuer.

(2) (amended, Darjaven Vestnik, issue 93 of 2011) The authentication of incoming Bulgarian and foreign banknotes and coins and separation of those unfit for

cash circulation carried out by banks and suppliers of services shall be based on the information which the relevant issuer has made public.

(3) (amended, Darjaven Vestnik, issue 93 of 2011) The the authenticity verification of incoming Bulgarian banknotes and coins carried out by financial institutions and exchange bureaus shall be based on the information which the relevant issuer has made public.

**Article 10.** Banks shall inform the BNB within five business days after concluding, amending or terminating agreements with suppliers of services whereby the said banks have delivered all or part of the activities and operations in banknotes and coins.

**Article 11.** (1) The Bulgarian National Bank shall establish requirements for: recognizing Bulgarian banknotes and coins, hereinafter referred to as ‘a standard of recognition’;

separating Bulgarian banknotes and coins unfit for recycling from the fit ones, hereinafter referred to as ‘a standard of fitness’.

(2) The standard of fitness shall contain requirements for separating unfit Bulgarian banknotes and coins from the fit ones through a sorting machine or by a specially trained employee.

(3) The Bulgarian National Bank shall announce in public the standard of recognition. (4) The Bulgarian National Bank shall submit the standard of fitness to banks and suppliers of services.

(5) The Bulgarian National Bank may change the standards of recognition and fitness and shall provide information thereon.

**Article 12.** (1) Where sufficient data on every new type of a non-genuine or altered banknote or coin are gathered, the BNB shall submit information about its features and characteristics.

(2) The Bulgarian National Bank shall provide banks and suppliers of services with the necessary information about every new type of a non-genuine or altered Bulgarian banknote or coin in order to update the hardware and/or software of sorting and customer-operated machines.

**Article 13.** (amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank, banks, financial institutions, exchange bureaus and suppliers of services shall adopt internal rules for implementing the requirements of this Ordinance.

## *Chapter Two*

### **Reproduction of Bulgarian Banknotes and Coins**

#### Section One

#### **General Provisions**

**Article 14.** Reproduction of a Bulgarian banknote or coin shall mean any tangible or intangible image which uses all or part of a Bulgarian banknote or coin according to the characteristics as specified in the BNB official publications and

website, which image may resemble or give the general impression of a Bulgarian banknote or coin, irrespective of:

1. the size of the image;
2. the materials or techniques used to produce the reproduction;
3. whether or not elements or illustrations have been added to the image which do not originate from banknotes or coins;
4. whether or not the design of the banknote or coin, such as letters, digits or symbols has been altered.

**Article 15.** The requirements for reproduction shall apply to all issues of Bulgarian banknotes and coins.

**Article 16.** (1) A person wishing to reproduce a Bulgarian banknote or coin shall file at the BNB an application declaration for reproduction of a Bulgarian banknote or coin according to a sample form (Appendix No. 1) in a single copy.

(2) (new; Darjaven Vestnik, issue 15 of 2007) In the cases under paragraph 1, the BNB may require in writing the applicants to provide supplementary documentation and/or information.

(3) (former paragraph 2; amended; Darjaven Vestnik, issue 15 of 2007) The Bulgarian National Bank shall deliver its decision on the application declaration under paragraph 1 within five business days after the date of its filing, respectively the date of receipt of the documentation and/or information required under paragraph 2.

(4) (new; Darjaven Vestnik, issue 24 of 2013) The Bulgarian National Bank may refuse to provide a written motivated consent for reproducing Bulgarian banknotes or coins, even if the requirements for such reproductions are met.

## Section Two

### Requirements for Reproducing Bulgarian Banknotes

**Article 17.** The reproduction of a Bulgarian banknote shall meet at least one of the following requirements:

1. the size of one-sided reproductions of a Bulgarian banknote shall be at least 125 per cent of both the length and width or at most 75 per cent of both the length and width of the respective Bulgarian banknote;
2. the size of two-sided reproductions of a Bulgarian banknote shall be at least 200 per cent of both the length and width or at most 50 per cent of both the length and width of the respective Bulgarian banknote;
3. in case of reproductions of individual design elements of the original images on a Bulgarian banknote, these elements shall not be depicted on a background resembling the banknote;
4. in case of one-sided reproductions depicting a part of the front side or reverse side of a Bulgarian banknote, such a part shall be smaller than one third of the original front side or reverse side of the respective banknote;
5. in case of one-sided or two-sided reproductions of a Bulgarian banknote in a size corresponding to the size of the respective banknote, the reproduction shall be

made of a material clearly different from paper, which looks distinctly different from the material used for the banknote;

in case of intangible reproductions made available electronically on websites, by wire or wireless means which allow third parties to access these intangible reproductions at a time and from a place individually chosen by them, the reproduction shall contain the word SPECIMEN printed diagonally across the reproduction in TimokB font or a font similar to TimokB font; the length of the word SPECIMEN shall be at least 75 per cent of the length of the reproduction and the height of the word SPECIMEN shall be at least 15 per cent of the width of the reproduction, and in a non-transparent (opaque) colour contrasting with the dominant colour of the respective Bulgarian banknote; the resolution of the electronic reproduction in its original size shall not exceed 72 dpi.

### Section Three

#### **Requirements for Reproducing Bulgarian Coins**

**Article 18.** The reproduction of a Bulgarian coin shall meet at least one of the following requirements:

1. the size of one-sided reproductions of a Bulgarian coin shall be at least 125 per cent or at most 75 per cent of both the size and weight of the respective coin;
2. the size of two-sided reproductions of a Bulgarian coin shall be at least 200 per cent or at most 50 per cent of both the size and weight of the respective coin;
3. in case of reproductions of individual design elements of the original images on a Bulgarian coin, these elements shall not be depicted on a metal;
4. in case of one-sided reproductions of a Bulgarian coin depicting a part of the front side or reverse side of a Bulgarian coin, such a part shall be smaller than one third of the original front side or reverse side of the respective coin;
5. in case of one-sided or two-sided reproductions of a Bulgarian coin in a size corresponding to the size of the respective coin, the reproduction shall be made of a material clearly different from metal, which looks distinctly different from the material used for the coin;
6. the reproduction shall be depicted electronically and made available on websites, by wire or wireless means which allow third parties to access the intangible reproductions at a time and from a place individually chosen by them;
7. the reproduction shall be graphic depiction.

### *Chapter Three*

## **Exchange of Mutilated or Damaged Bulgarian Banknotes and Coins**

### **Section One**

#### **General Provisions**

**Article 19.** (1) The Bulgarian National Bank and banks shall exchange mutilated or damaged Bulgarian banknotes and coins which arouse no suspect:

1. of an intentional mutilation or damage;
2. of a crime;
3. regarding the ownership of the claimant over them;
4. that they are non-genuine or altered.

(2) Bulgarian banknotes and coins shall not be deemed intentionally mutilated or damaged in the following cases:

1. Bulgarian banknotes which are mutilated or damaged to a minor degree, e. g. by having annotations, numbers, lines drawn with pencil, pen, ball-pen or other writing/printing device;

2. Bulgarian coins which are oxidized or worn off.

3. (new; Darjaven Vestnik, issue 93 of 2011) Bulgarian banknotes damaged or mutilated by activated anti-theft devices not regarded as the object of crime.

(3) The Bulgarian National Bank and banks shall not exchange but retain intentionally mutilated or damaged Bulgarian banknotes and coins, as well as mutilated or damaged Bulgarian banknotes and coins suspected as non-genuine or altered; in this case a document certifying retention shall be issued.

(4) (amended; Darjaven Vestnik, issue 15 of 2007) The Bulgarian National Bank and banks shall not exchange but retain mutilated or damaged Bulgarian banknotes and coins suspected as subject to crime. A document for retaining them shall be issued to serve before competent authorities to initiate or to support an ongoing criminal investigation.

(5) Banks shall submit banknotes and coins retained under paragraphs 3 and 4 to the BNB.

**Article 20.** (1) The Bulgarian National Bank and banks shall exchange mutilated or damaged Bulgarian banknotes and coins based on evaluation under the following conditions and ratios:

1. a mutilated or damaged Bulgarian banknote of which at least three fourths (75 per cent) of its size is preserved or the separate parts by putting them together represent three fourths of the size shall be exchanged at full nominal value;

2. a mutilated or damaged Bulgarian banknote of which at least half (50 per cent) of its size is preserved or the separate parts by putting them together represent at least half of the size shall be exchanged at half of the nominal value;

3. a mutilated or damaged Bulgarian banknote of which less than half (50 per cent) of its size is preserved or the separate parts by putting them together represent less than half of the size shall not be exchanged;

4. (amended; Darjaven Vestnik, issue 93 of 2011) a mutilated or damaged Bulgarian banknote assembled from parts of different banknotes shall be assessed by applying the criteria and ratios under items 1, 2 and 3 to each individual part;

5. a mutilated or damaged Bulgarian banknote on which the images of the front side and reverse side are recognizable shall be exchanged at full nominal value;

6. a mutilated or damaged Bulgarian banknote on which the images of the front side and/or reverse side are unrecognisable, which is punched, cut or bears a sign shall not be exchanged;

7. a mutilated or damaged bi-coloured coin of which only the inner circle is preserved and the images of the front side and reverse side are recognizable shall be exchanged at full nominal value;

8. a mutilated or damaged bi-coloured coin of which only the inner circle is preserved but the images of the front side and/or reverse side are unrecognisable, which is punched, cut or bears a sign shall not be exchanged;

9. a mutilated or damaged bi-coloured coin of which only the outer ring is preserved shall not be exchanged.

(2) The officer refusing the exchange of a mutilated or damaged Bulgarian banknote meeting the conditions of paragraph 1, items 3 and 4 shall stamp it or write the text 'no value' on it, put the seal, write down the date and put on his signature.

(3) (amended; Darjaven Vestnik, issue 24 of 2013) The Bulgarian National Bank and banks shall not exchange but retain mutilated or damaged Bulgarian banknotes and coins meeting the conditions of paragraph 1, items 3, 6, 8 and 9, and a document certifying the retention shall be issued.

(4) Banks shall submit banknotes and coins retained under paragraph 3 to the BNB.

**Article 21.** (1) All mutilated or damaged Bulgarian banknotes and coins whose evaluation may be done immediately upon submission shall be exchanged at the moment of submission (an immediate exchange).

(2) All mutilated or damaged Bulgarian banknotes and coins whose evaluation may not be done upon submission, since specialized methods and means are required, shall be exchanged at a moment other than that of their submission (a subsequent exchange).

(3) (amended; Darjaven Vestnik, issue 93 of 2011) Bulgarian banknotes mutilated or damages by activated anti-theft devices not regarded as the object of crime shall be accepted for a subsequent exchange. In all other cases, Article 19, paragraph 4 shall be applied.

## Section Two

### **Immediate Exchange of Mutilated or Damaged Bulgarian Banknotes and Coins**

**Article 22.** An immediate exchange of mutilated or damaged Bulgarian banknotes and coins shall be done by the BNB and banks.

**Article 23.** (1) Upon an immediate exchange of mutilated or damaged Bulgarian banknotes and coins, the claimant shall be paid out Bulgarian banknotes and coins to the amount as determined in compliance with the conditions and ratios under Article 20.

(2) (repealed, Darjaven Vestnik, issue 24 of 2013)

## Section Three

### **Subsequent Exchange of Mutilated or Damaged Bulgarian Banknotes**

**Article 24.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) A subsequent exchange of mutilated or damaged Bulgarian banknotes shall be done by the BNB within 30 business days after the date of claiming such banknotes for exchange.

(2) (amended; Darjaven Vestnik, issue 24 of 2013) Evaluation of mutilated or damaged Bulgarian banknotes claimed for a subsequent exchange shall be done by a commission of the BNB without the presence of the claimant.

(3) The evaluation under paragraph 2 shall not be subject to appeal.

**Article 25.** Mutilated or damaged Bulgarian banknotes shall be claimed for a subsequent exchange to the BNB:

1. (amended; Darjaven Vestnik, issue 68 of 2007) personally or on behalf and for the account of another person;
2. on his own behalf by parcel postage with advice delivery or by courier.

**Article 26.** (1) To claim mutilated or damaged Bulgarian banknotes for a subsequent exchange, the claimant shall:

1. fill in application declaration according to a sample form (Appendix No. 2);
2. (amended; Darjaven Vestnik, issue 93 of 2011) submit a document issued by a municipality, a body of the Ministry of Interior or other competent authority about the reasons and circumstances under which the banknote has been mutilated or damaged, if such document can be issued; and where Bulgarian banknotes have been mutilated or damaged by activated anti-theft devices the competent authorities shall issue a document stating the causes and circumstances under which the respective anti-theft devices have been activated.

3. (amended; Darjaven Vestnik, issue 24 of 2013) submit notary-certified explicit power of attorney where mutilated or damaged Bulgarian banknotes are claimed on behalf and for the account of another person;

4. (amended; Darjaven Vestnik, issue 93 of 2011) pack the banknotes in a parcel (envelope), protecting its content from further physical and chemical effects and



then place them in a separate parcel or envelope together with the supporting documents specified under items 1, 2 and 3.

(2) Where mutilated or damaged Bulgarian banknotes are claimed on behalf and for the account of:

1. the claimant: he shall write down on the parcel (envelope) his full name, the permanent address and the date of the claim;

2. another person: the claimant shall write down on the parcel (envelope) the full name of the person, his permanent address and the date of the claim.

**Article 27.** (amended; Darjaven Vestnik, issue 68 of 2007; effective as of 1 September 2007; amended, issue 93 of 2011; effective as of 1 January 2012) (1) (amended; Darjaven Vestnik, issue 24 of 2013) Upon claiming mutilated or damaged Bulgarian banknotes for a subsequent exchange at a cash desk, specified by the BNB in Sofia, authorized officers at the BNB shall accept the parcel (envelope) with mutilated or damaged banknotes and shall issue a receipt.

(2) Upon claiming mutilated or damaged Bulgarian banknotes for a subsequent exchange by parcel postage with advice delivery or by courier, authorised officers at the BNB shall sign the relevant acknowledgement of receipt and shall issue no separate document thereof.

**Article 28.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) Upon claiming mutilated or damaged Bulgarian banknotes for a subsequent exchange by parcel postage or courier, the parcel (envelope) under Article 26, paragraph 1, item 4 shall be addressed to the BNB, Issue Department, the commission on evaluation of mutilated or damaged Bulgarian banknotes.

(2) All postage and/or courier expenses on claiming the parcel with mutilated or damaged Bulgarian banknotes to the BNB shall be borne by the claimant.

**Article 29.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) The BNB commission on evaluation of mutilated or damaged Bulgarian banknotes shall review the content of the parcel (envelope) with mutilated or damaged Bulgarian banknotes accepted for a subsequent exchange and give its evaluation on the value of the banknotes in the parcel (envelope) in compliance with the conditions and ratios under Article 20.

2. (amended; Darjaven Vestnik, issue 93 (2011) The evaluation under paragraph 1 shall be recorded in the protocol of retaining mutilated or damaged Bulgarian banknotes. A copy of it shall be sent to the claimant.

(3) (new, Darjaven Vestnik, issue 93 of 2011; effective as of 1 January 2012, amended; Darjaven Vestnik, issue 24 of 2013) The BNB commission on evaluation of mutilated or damaged Bulgarian banknotes shall require the claimant of banknotes to submit a declaration on the origin of funds under the Law on the Measures Against Money Laundering where such is required by this Law.

**Article 30.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) Upon a subsequent exchange of mutilated or damaged Bulgarian banknotes, the value of the

banknotes exchanged by the BNB less due fees under Section Four of this Chapter shall be transferred in favour of the claimant:

1. on the bank account as specified by the claimant in the application declaration;  
2. (repealed; Darjaven Vestnik, issue 68 of 2007, effective as of 1 September 2007; new; Darjaven Vestnik, issue 93 of 2011) at the designated for the purpose BNB cash desks in Sofia.

3. (amended; Darjaven Vestnik, issue 93 of 2011) at the designated for the purpose BNB cash desks in Sofia provided banknotes are claimed under Article 25, item 2, but the claimant has not explicitly specified the manner of receiving the amount;

4. (new; Darjaven Vestnik, issue 93 of 2011, effective as of 1 July 2012) by a postal funds transfer provided that all postage expenses are borne by the claimant.

(2) (amended; Darjaven Vestnik, issue 93 of 2011) The amounts under paragraph 1, items 2, 3 and 4 unclaimed within five years after the date of transferring them shall be recorded as income to the BNB.

#### Section Four

### **Fees Charged for a Subsequent Exchange of Mutilated or Damaged Bulgarian Banknotes**

**Article 31.** (1) The BNB shall charge the claimant a fee for the exchange of Bulgarian banknotes mutilated or damaged by activated anti-theft devices as a result of improper handling.

(2) The fee under paragraph 1 shall only be charged if at least 100 mutilated or damaged banknotes are exchanged and for all exchanged banknotes.

(3) No fee shall be charged where banknotes have been mutilated or damaged in connection with an attempted robbery or theft proved by a document of the Ministry of Interior stating the cause and circumstances of the mutilation or damage.

**Article 32.** Where an additional physical and chemical analysis is done for evaluation of mutilated or damaged Bulgarian banknotes in the case of a subsequent exchange, the expenses incurred shall be borne by the claimant.

**Article 33.** (1) Where the claimant of mutilated or damaged Bulgarian banknotes has specified in an application declaration the bank account on which the amount of the exchanged banknotes shall be transferred, the transfer shall be made at the expense of the claimant.

(2) (amended; Darjaven Vestnik, issue 93 of 2011) Where the expenses for the transfer exceed the amount of the exchanged Bulgarian banknotes, the value of the exchanged banknotes shall be paid at a designated for the purpose BNB cash desk in Sofia and the claimant of the banknotes shall be notified thereof.

*Chapter Four***Retention and Evaluation of Bulgarian and Foreign Banknotes and Coins Suspected as Non-Genuine or Altered**

(Title amended; Darjaven Vestnik, issue 93 of 2011)

## Section One

**Retention of Bulgarian and Foreign Banknotes and Coins Suspected as Non-Genuine or Altered**

(Title amended; Darjaven Vestnik, issue 93 of 2011)

**Article 34.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank, banks, financial institutions, exchange bureaus and service suppliers shall be required to retain for verification all Bulgarian and foreign banknotes and coins which have come under their control and which are suspected of being non-genuine or altered.

(2) In case of retention under paragraph 1, a protocol of retaining banknotes or coins suspected as non-genuine or altered shall be drawn up in accordance with a sample (Appendix No. 4) in at least two identical copies. One of the copies shall be submitted to the claimant and the other shall accompany the banknotes/coins sent to the BNB.

(3) (amended; Darjaven Vestnik, issue 93 of 2011) Persons under paragraph 1 shall keep data allowing identification of the claimant of Bulgarian and foreign banknotes and coins suspected as non-genuine or altered.

**Article 35.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) Bulgarian and foreign banknotes and coins retained under Article 34 shall be packed in an envelope (parcel) and together with a copy of the protocol of retaining shall be submitted to the BNB within three business days after their retention.

(2) Submission under paragraph 1 shall be done by parcel postage with advice delivery or by courier and the envelope/parcel shall be addressed to the BNB, Issue Department, National Analysis centre. All postage and/or courier expenses shall be borne by the claimant.

(3) (amended; Darjaven Vestnik, issue 93 of 2011) preliminary proceedings bodies and courts shall submit to the BNB National Analysis centre all non-genuine or altered Bulgarian and foreign banknotes and coins and those suspected as non-genuine or altered.

## Section Two

**Authentication Check and Evaluation of Retained Bulgarian and Foreign Banknotes and Coins Suspected as Non-genuine or Altered**

(Title amended; Darjaven Vestnik, issue 93 of 2011)

**Article 36.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) Within 20 business days after the receipt at the BNB of the Bulgarian and foreign banknotes and coins suspected as non-genuine or altered, the BNB shall perform an authentication check and evaluation to establish whether the banknotes and coins are non-genuine or altered.

(2) (amended; Darjaven Vestnik, issue 93 of 2011) The BNB shall draw up a protocol on the technical examination of authenticity stating the results of the authentication check and evaluation of the Bulgarian and foreign banknotes and coins suspected as non-genuine or altered.

(3) In case the authentication check and evaluation do not lead to a definite conclusion that the foreign currency banknotes or coins are non-genuine or altered, the BNB shall send them to the respective issuer for an evaluation. The person who has retained the banknotes or coins shall be notified in writing thereof, and he, on his part, shall notify the claimant.

**Article 37.** (amended; Darjaven Vestnik, issue 93 of 2011) The results of the authentication check and evaluation of the Bulgarian and foreign banknotes and coins suspected as non-genuine or altered under Article 36 shall not be subject to appeal.

**Article 38.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) Upon claimant's explicit request, the BNB shall submit to the person who has retained the Bulgarian and foreign banknotes or coins a copy of the protocol on the technical examination of authenticity.

(2) (amended; Darjaven Vestnik, issue 93 of 2011) Provided the Bulgarian and foreign banknotes or coins are genuine, the BNB shall submit to the person who has retained the banknotes or coins a copy of the protocol on the technical examination of authenticity.

(3) (amended; Darjaven Vestnik, issue 93 of 2011) The person who has retained the Bulgarian and foreign banknotes or coins shall notify in writing the claimant of the Bulgarian and foreign banknotes or coins about the outcome of the authentication check and evaluation within three business days after the receipt of the protocol of the technical examination of authenticity.

**Article 39.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank shall retain, store and destruct the Bulgarian and foreign banknotes or coins which are found non-genuine or altered. Retained non-genuine or altered Bulgarian and foreign banknotes or coins shall not be returned or reimbursed.

(2) The Bulgarian National Bank shall reimburse the equivalence of the banknotes or coins found to be genuine to the person who has retained the banknotes

or coins and the person, on his part, shall notify the claimant about the receipt of their equivalence.

(3) The Bulgarian National Bank shall return the foreign currency banknotes or coins found to be genuine to the person who has retained the banknotes or coins and the person, on his part, shall notify the claimant about the receipt of the banknotes or coins.

(4) (amended; Darjaven Vestnik, issue 93 of 2011) Where the Bulgarian and foreign banknotes or coins found to be genuine are submitted by preliminary proceedings bodies and courts, the BNB shall return them to the competent bodies.

## *Chapter Five*

### **Use of Sorting Machines, Customer-operated Machines and Change or Exchange Machines**

(Title amended; Darjaven Vestnik, issue 24 of 2013)

#### Section One

#### **General Provisions**

**Article 40.** (1) Sorting machines classify Bulgarian banknotes and coins according to the categories specified in Section Two of this Chapter in compliance with the standards of recognition and fitness.

(2) Customer-operated machines classify Bulgarian banknotes and coins according to the categories specified in Section Three of this Chapter in compliance with the standard of recognition and, if technically possible, in compliance with the standard of fitness.

(3) (new; Darjaven Vestnik, issue 24 of 2013) Change or exchange machines classify Bulgarian banknotes and coins according to the categories specified in Section Three of this Chapter in compliance with the standard of recognition and, if technically possible, in compliance with the standard of fitness.

**Article 41.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) Bulgarian banknotes and coins classified by sorting machines, customer-operated machines and change or exchange machines as banknotes and coins suspected as non-genuine or altered shall be retained and submitted to the BNB under the procedure of Chapter Four.

(2) Bulgarian banknotes and coins classified by sorting machines as genuine but separated as unfit shall be submitted to the BNB.

**Article 42.** (1) (amended; Darjaven Vestnik, issue 24 of 2013) The Bulgarian National Bank, banks and suppliers of services shall provide their staff with training in operating the respective sorting, customer-operated and change or exchange machines.

(2) Employees who have not been trained under paragraph 1 shall not be allowed to operate the respective machines.

(3) (new, Darjaven Vestnik, issue 24 of 2013) The Bulgarian National Bank, banks and suppliers of services, together with manufacturers, shall install the latest version of the updated hardware and/or software of the sorting machines, customer-operated machines and change or exchange machines in compliance with the standards of recognition and fitness.

## Section Two

### Sorting Machines

**Article 43.** (1) Sorting machines classify Bulgarian banknotes into the following categories:

1. category A – banknote classification: not recognized or not a banknote – a wrong or unrecognised image or format (width, length and thickness) of the banknote, large dog-ears or missing parts of the banknote, with drawn lines, the banknote is different from those designated for sorting, etc.;

2. category B: banknote classification: suspected as non-genuine or altered – the image and format (width, length and thickness) of the banknote recognized, but one or more of the security features missing or the recording is not in compliance with the standard of recognition;

3. category C – banknote classification: identified as genuine and fit for circulation – the image, format (width, length and thickness) and security features in compliance with the standard of recognition and the quality of the banknote satisfies the standard of fitness;

category D – banknote classification: identified as genuine but unfit for circulation – the image, format (width, length and thickness) and security features in compliance with the standard of recognition but the quality of the banknote does not satisfy the standard of fitness.

(2) Sorting machines classify Bulgarian coins into the following categories:

category A – coin classification: not recognized or not a coin – a wrong or unrecognised image, format (diameter and thickness) or weight of the coin, the recorded electroconductivity and electromagnetic permeability of the coin beyond the admissible rates, the coin different from those designated for sorting, etc.;

2. category B – coin classification: suspected as non-genuine or altered – the image, format (diameter and thickness) and weight of the coin recognized, but the recording of one or more of the technical parameters of the coin missing or not in compliance with the standard of recognition;

3. category C – coin classification: identified as genuine and fit for circulation – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition and the quality of the coin satisfies the standard of fitness;

4. category D – coin classification: identified as genuine but unfit for circulation – the image, format (diameter and thickness), weight and the other technical param-

eters of the coin in compliance with the standard of recognition but the quality of the coin does not satisfy the standard of fitness.

### Section Three

#### **Customer-operated Machines**

**Article 44.** (1) Customer-operated machines classify Bulgarian banknotes into the following categories:

1. category A – banknote classification: not recognized or not a banknote – a wrong or unrecognised image or format (width, length and thickness) of the banknote, large dog-ears or missing parts of the banknote, with drawn lines, the banknote is different from those designated for self-service, etc.;

2. category B – banknote classification: suspected as non-genuine or altered – the image and format (width, length and thickness) of the banknote recognized, but one or more of the security features missing or the recording is not in compliance with the standard of recognition;

3. category C – banknote classification: not undoubtedly genuine – the image and format (width, length and thickness) of the banknote recognized but not all security features recorded or recognized or the recording beyond the standard of recognition; in most cases these are mutilated, damaged or soiled banknotes;

4. category D – banknote classification: identified as genuine – the image and format (width, length and thickness) and security features of the banknote in compliance with the standard of recognition:

a) subcategory D1 – banknote classification: identified as genuine and fit for circulation – the image, format (width, length and thickness) and security features of the banknote in compliance with the standard of recognition and the quality of the banknote satisfies the standard of fitness; b) subcategory D2 – banknote classification: identified as genuine but unfit for circulation – the image, format (width, length and thickness) and security features of the banknote in compliance with the standard of recognition but the quality of the banknote does not satisfy the standard of fitness.

(2) Customer-operated machines classify Bulgarian coins into the following categories:

1. category A – coin classification: not recognized or not a coin – a wrong or unrecognised image, format (diameter and thickness) or weight of the coin, the recorded electroconductivity and electromagnetic permeability of the coin beyond the admissible rates, the coin different from those designated for self-service, etc.;

2. category B – coin classification: suspected as non-genuine or altered – the image, format (diameter and thickness) and weight of the coin recognized, but the recording of one or more of the technical parameters of the coin missing or not in compliance with the standard of recognition.

3. category C – coin classification: not undoubtedly genuine – the image, format (diameter and thickness) and the weight of the coin recognized but not all technical

parameters of the coin recorded or recognized or the recording beyond the standard of recognition; in most cases these are mutilated, damaged or soiled coins;

4. category D – coin classification: identified as genuine – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition:

a) subcategory D1 – coin classification: identified as genuine and fit for circulation – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition and the quality of the coin satisfies the standard of fitness;

b) subcategory D2 – coin classification: identified as genuine but unfit for circulation – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition but the quality of the coin does not satisfy the standard of fitness.

(3) Customer-operated machines may not separate banknotes and coins classified under category D into subcategories D1 and D2.

### Section Three A

#### Change or Exchange Machines

(new, Darjaven Vestnik, issue 24 of 2013)

**Article 44a.** (new, Darjaven Vestnik, issue 24 of 2013 ) (1) Change or exchange machines classify Bulgarian banknotes into the following categories:

1. category A – banknote classification: not recognized or not a banknote – a wrong or unrecognized image or format (width, length and thickness) of the banknote, large dog-ears or missing parts of the banknote, with drawn lines, the banknote different from those designated for self-service, *etc.*;

2. category B – banknote classification: suspected as non-genuine or altered – the image and format (width, length and thickness) of the banknote recognized, but one or more of the security features missing or the recording is not in compliance with the standard of recognition;

3. category C – banknote classification: not undoubtedly genuine – the image and format (width, length and thickness) of the banknote recognized but not all security features recorded or recognized, or the recording beyond the standard of recognition; in most cases, these are mutilated, damaged or soiled banknotes;

4. category D – banknote classification: identified as genuine – the image and format (width, length and thickness) and security features of the banknote in compliance with the standard of recognition:

a) subcategory D1 – banknote classification: identified as genuine and fit for circulation – the image, format (width, length and thickness) and security features of the banknote in compliance with the standard of recognition and the quality of the banknote satisfies the standard of fitness;

b) subcategory D2 – banknote classification: identified as genuine but unfit for circulation – the image, format (width, length and thickness) and security features



of the banknote in compliance with the standard of recognition but the quality of the banknote does not satisfy the standard of fitness.

(2) Change or exchange machines classify Bulgarian coins into the following categories:

1. category A – coin classification: not recognized or not a coin – a wrong or unrecognized image, format (diameter and thickness) or weight of the coin, the recorded electroconductivity and electromagnetic permeability of the coin beyond the admissible rates, the coin different from those designated for self-service, *etc.*;

2. category B – coin classification: suspected as non-genuine or altered – the image, format (diameter and thickness) and weight of the coin recognized, but the recording of one or more of the technical parameters of the coin missing or not in compliance with the standard of recognition.

3. category C – coin classification: not undoubtedly genuine – the image, format (diameter and thickness) and the weight of the coin recognized but not all technical parameters of the coin recorded or recognized, or the recording beyond the standard of recognition; in most cases, these are mutilated, damaged or soiled coins;

4. category D – coin classification: identified as genuine – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition:

a) subcategory D1 – coin classification: identified as genuine and fit for circulation – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition and the quality of the coin satisfies the standard of fitness;

b) subcategory D2 – coin classification: identified as genuine but unfit for circulation – the image, format (diameter and thickness), weight and the other technical parameters of the coin in compliance with the standard of recognition but the quality of the coin does not satisfy the standard of fitness.

(3) Change or exchange machines may not separate banknotes and coins classified under category D into subcategories D1 and D2.

(4) Change or exchange machines are not subject to tests by the BNB.

## Section Four

### **Requirements for Testing of Sorting and Customer-operated Machines**

**Article 45.** (1) (former wording of Article 45, Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank, banks and suppliers of services shall use sorting machines and customer-operated machines which have been tested by the manufacturer and the BNB for their compliance with the requirements of this Ordinance.

(2) (new; Darjaven Vestnik, issue 93 of 2011) The sorting and customer-service machines, subject to tests under paragraph 1, are designated in Appendix No. 5.

**Article 46.** (1) The Bulgarian National Bank shall submit, upon request of manufacturers of sorting and customer-operated machines, topical non-genuine, genuine fit and unfit banknotes and coins for testing the said machines.

(2) The type of the sorting or customer-operated machine which has been tested by the manufacturer and the BNB according to the standards of recognition and fitness shall be published on the BNB website.

**Article 47.** (1) (repealed, Darjaven Vestnik, issue 24 of 2013)

(2) The Bulgarian National Bank shall test sorting and customer-operated machines after each hardware and/or software update.

(3) Each testing shall be valid only for the non-genuine banknotes and coins used in the test.

(4) In case any type of a machine does not pass a subsequent test conducted by the BNB, it shall be removed from the list published on the BNB website.

**Article 48.** (1) (former wording of Article 48, paragraph 1, Darjaven Vestnik, issue 93 of 2011) Prior to putting into operation of a sorting or customer-operated machine, banks and suppliers of services shall submit to the BNB the following documents:

1. an application containing the address of the premises where the machine will operate, the type of the machine, the make and the manufacturer;
2. a copy of the technical documentation of the manufacturer of the machine containing a detailed description of the machine's characteristics and functionality; the documentation shall also be submitted in a certified Bulgarian translation.

**Article 49.** (1) The Bulgarian National Bank shall:

1. examine the submitted documents;
2. test the sorting machine for classifying banknotes and coins according to the categories specified in Section Two of this Chapter in compliance with the standards of recognition and fitness;
3. test the customer-operated machine for classifying banknotes and coins according to the categories specified in Section Three of this Chapter in compliance with the standard of recognition and, depending on the machine type, with the standard of fitness.

(2) The Bulgarian National Bank shall issue a test report on the results of the tested sorting machine or customer-operated machine.

**Article 50.** The Bulgarian National Bank shall not be held liable if the sorting machine or the customer-operated machine which has passed the tests and has been used by banks and suppliers of services does not classify banknotes or coins according to the categories specified in Sections Two and Three of this Chapter.

## Chapter Six

### Monitoring and Control

**Article 51.** The Bulgarian National Bank shall monitor and control compliance with the requirements of the Law on the BNB, this Ordinance and the instructions on its implementation.

**Article 52.** (1) Banks and suppliers of services shall provide the BNB with information on:

1. the volume of cash operations;
2. deposited and withdrawn cash through customer-operated machines and ATMs;
3. the number and places of carrying cash operations (branches, offices, cash centres, *etc.*);
4. (amended; Darjaven Vestnik, issue 24 of 2013) the number, types and location of sorting machines, customer-operated machines, ATMs and change or exchange machines.
5. (new; Darjaven Vestnik, issue 93 of 2011) the type of the banknote anti-theft device used by them (ink), providing a sample thereof.

(2) The Deputy Governor of the BNB heading the Issue Department may require information other than that specified under paragraph 1.

(3) The Deputy Governor of the BNB heading the Issue Department shall give instructions on the manner of compiling and submitting the required information.

**Article 53.** (1) (amended; Darjaven Vestnik, issue 93 of 2011) The Bulgarian National Bank may carry out on-site checks of banks, financial institutions, exchange bureaus and suppliers of services through officers authorized by it.

(2) Persons under paragraph 1 shall assist the authorized BNB officers in exercising their controlling functions.

**Article 54.** (1) The authorized BNB officers carrying out on-site checks shall have the right to:

1. a free access to the office premises where cash operations are conducted;
2. require documents and collect information related to the tasks assigned to them;
3. carry out tests of sorting machines, and customer-operated machines for compliance with the standards of recognition and fitness;
4. require internal rules and tariffs regulating cash activities and operations;
5. (amended; Darjaven Vestnik, issue 24 of 2013) require information on purchased sorting machines, customer-operated machines and change or exchange machines, as well as on technical service of the machines and software updates;
6. check the required qualification and experience of officers carrying out cash activities and operations;
7. (new, Darjaven Vestnik, issue 24 of 2013) retain Bulgarian banknotes and coins which banks, financial institutions, exchange bureaus and suppliers of services intend to put back into circulation in order to check their quality.

(2) Any check conducted by BNB officers shall finish with a report containing findings and recommendations for removing weaknesses in operation and for initiating measures against violations of the Law on the BNB, this Ordinance, the instructions on its implementation and the internal rules of inspected persons.

**Article 55.** Where banks and suppliers of services establish non-compliance with the requirements or part of the requirements under this Ordinance, they shall immediately notify in writing the BNB Deputy Governor heading the Issue Department and propose measures and terms for bringing their operations in line with the requirements of the Law on the BNB, this Ordinance and the instructions on its implementation.

### **Additional Provision**

§ 1. Within the meaning of this Ordinance:

1. ‘cash circulation’ shall mean movement of banknotes and coins in circulation among persons;

2. ‘banknotes and coins, legal tender’ shall mean banknotes and coins issued by the respective issuer that are mandatorily accepted for payments in their full nominal value without any limitations;

3. (amended; Darjaven Vestnik, issue 15 of 2007) ‘a bank’ shall be an entity which has been granted a license by the BNB to conduct bank operations on the territory of the Republic of Bulgaria through a branch and a bank which has been granted a license to conduct bank operations by the competent authorities of a Member State which provides, directly or through a branch, services on the territory of the Republic of Bulgaria;

4. (amended; Darjaven Vestnik, issue 93 of 2011) ‘financial institution’ shall mean an institution entered in the Registry under Article 3, paragraph 2 of the Law on Credit Institutions, whose principle activity is to carry out the cash and non-cash transactions in foreign currency specified under Article 2, paragraph 2, item 8b of the Law on Credit Institutions.

5. ‘exchange bureau’ shall mean a trader who conducts transactions in banknotes and coins in the course of business;

6. ‘supplier of services’ shall mean a person who carries out in the course of business activities and transactions in banknotes and coins, including their categorization, storing, transportation and/or distribution;

7. ‘unfit banknote’ shall mean a banknote which has undergone physical and chemical changes during its use in currency circulation and as a result it has been contaminated, soiled, with deleted relief, crumpled, with a changed size and faded colours;

8. ‘mutilated or damaged banknote’ shall mean a banknote which has undergone physical and chemical changes other than those during its use in currency circulation, and as a result it has been coloured, contaminated, soiled, punched, cut, torn, pasted, with missing parts, scorched, with a sign on it, etc.

9. 'unfit coin' shall mean a coin which has undergone physical and chemical changes during its use in currency circulation, and as a result it has been strongly oxidized, coloured and with a deleted relief;

10. 'mutilated or damaged coin' shall mean a coin which has undergone physical and chemical changes other than those during its use in currency circulation, and as a result it has been flattened, folded, punched, cut, disjoined, with missing parts and a sign on it, etc.;

11. 'bi-coloured coin' shall mean a coin minted on a blank, including separate parts of an inner circle and outer ring;

12. 'altered banknote/coin' shall mean a genuine banknote/coin with altered images, main motifs and compulsory requisites;

13. 'non-genuine banknote/coin' shall mean a banknote/coin with the nominal value designated on it, fraudulently made and/or non-identical by physical and chemical characteristics with the banknote/coin issued by the respective issuer;

14. (amended; Darjaven Vestnik, issue 93 of 2011) 'sorting machine' shall mean a machine used by the staff of the BNB, banks, and suppliers of services to classify Bulgarian banknotes or coins into the categories specified in Chapter Five, Section Two, applying the standards of recognition and fitness;

15. (amended; Darjaven Vestnik, issue 93 of 2011) 'customer-operated machines' shall mean a machine used on a self-service principle for depositing and/or dispensing of Bulgarian banknotes and coins on their bank accounts effected by bank cards or other payment means, classifying banknotes or coins into the categories specified in Chapter Five, Section Three, applying the standard of recognition and, if technically possible, the standard of fitness;

15a. (new, Darjaven Vestnik, issue 24 of 2013) 'change or exchange machine' shall mean a machine used by customers on a self-service principle for a change or exchange of banknotes and coins with no option for customer tracing/identification;

16. 'ATM' shall mean a machine used on a self-service principle for withdrawing banknotes;

17. 'anti-theft device' shall mean a device for protection of banknotes which activates and changes banknote colours by means of a chemical substance in case of a violation or improper use.

18. (new, Darjaven Vestnik, issue 15 of 2007) 'Member State' shall be a state that holds membership to the European Union, or a state which belongs to the European Economic Area.

19. (new; Darjaven Vestnik, issue 93 of 2011) 'trained staff' shall be employees of the BNB, banks, financial institutions, exchanges bureaus and service suppliers, who have:

a) knowledge of the different protective features of Bulgarian banknotes and coins specified in the standard of recognition, as well as knowledge of the different protective features of foreign banknotes and coins based on the information made public by the respective issuer;

b) knowledge of the requirements for the separation of Bulgarian banknotes and coins unfit for recycling specified in the standard of fitness.

### **Transitional and Final Provisions**

§ 2. Banks and suppliers of services shall bring their activities in line with the requirements of Article 6 and Chapter Five of this Ordinance at the latest by 1 January 2007.

§ 3. (amended; Darjaven Vestnik, issue 15 of 2007) This Ordinance is issued on the grounds of Article 27, paragraph 8 and Article 60 of the Law on the Bulgarian National Bank and is adopted by Resolution No. 119 of 20 October 2005 of the Governing Council of the Bulgarian National Bank.

§ 4. This Ordinance shall repeal Ordinance No. 18 of 1996 on the Replacement of Circulating Damaged Bulgarian Banknotes and Coins (Darjaven Vestnik, issue 29 of 1996).

§ 5. This Ordinance shall come into force as of 31 March 2006.

§ 6. The Bulgarian National Bank shall issue instructions on the implementation of this Ordinance.

### **Ordinance on Amendment to Ordinance No. 18 of 2005 on the Control over Quality of Banknotes and Coins in Cash Circulation**

(published; Darjaven Vestnik, issue 68 of 2007, effective as of 1 September 2007)

§ 6. This Ordinance is adopted on the grounds of Article 16, item 2 and Article 27, paragraph 8 of the Law on the Government Debt and is adopted by Resolution No. 97 of 7 August 2007 of the Governing Council of the BNB, and shall enter into force as of 1 September 2007.

### **Transitional and Final Provisions**

### **to Ordinance on Amendment of Ordinance No. 18 of 2005 on the Control over Quality of Banknotes and Coins in Cash Circulation**

(published; Darjaven Vestnik, issue 93 of 2011).

§ 30. Banks and suppliers of services shall meet the requirement under Article 52, paragraph 1, item 5 within one month following the enforcement of this Ordinance.

§ 31. This Ordinance is issued on the grounds of Article 16, item 5; Article 27, paragraph 8 and Article 60 of the Law on the Bulgarian National Bank, adopted by Resolution No. 95 of 10 November 2011 of the Governing Council of the Bulgarian National Bank and shall enter into force on 1 January 2012 except for § 10, item 1, letter c and § 26 which shall enter into force on 1 July 2012.

---

**Ordinance on Amendment of Ordinance No. 18 of 2005 on the Control over Quality of Banknotes and Coins in Cash Circulation**

(published; Darjaven Vestnik, issue 24 of 2013).

.....

**Final Provision**

§ 23. This Ordinance is issued on the grounds of Article 27, paragraph 8 and Article 60 of the Law on the Bulgarian National Bank, and is adopted by Resolution No. 18 of the Governing Council of the Bulgarian National Bank dated 21 February 2013.

Appendix No. 1  
to Article 16, paragraph 1

### APPLICATION DECLARATION

for reproduction of a Bulgarian banknote or coin

The hereinafter signed .....  
full name

Identity No. .... card No. .... date of issue .....

Permanent address. ....

..... mailing code ..... phone .....

... e-mail .....

do file the present application:

on behalf of myself

on behalf of .....

name of the person

address .....

..... mailing code ..... phone .....

..... e-mail .....

subject of reproduction  banknote  coin

description of the subject of reproduction (denomination, year, name, etc.)

type of reproduction  physical  electronic

type of reproduction .....

specify the material of which the reproduction is to be made of .....

specify the access to the electronic reproduction .....

volume of reproduction

entire banknote or coin  part of a banknote or coin  one-sided reproduction

two-sided reproduction  reproductions of elements of the original images

one-sided reproduction depicting a part of the front or reverse

purpose of reproduction

advert  exhibition  jewelry  educational

holiday  information  other .....

specify the purpose

reproduction media

leaflet/brochure/booklet  postcard  postage stamp  catalogue

newspaper/magazine/book  television  video/film  Internet

medal/plate/badge  poster  illustration  report/survey

other. ....

specify the media

I hereby declare that the reproduction will be used only for the purpose stated above.

Date ..... APPLICANT DECLARANT .....

signature

Mark the selected  with X



Appendix No. 2  
to Article 26, paragraph 1, item 1  
(amended; Darjaven Vestnik,  
issue 93 of 2011; effective as of 1 July 2012)

**APPLICATION DECLARATION**  
for claiming a mutilated or damaged Bulgarian banknote  
with a subsequent exchange

I. NATURAL PERSON:

The hereinafter signed. ....  
Identity No. .... card No. .... date of issue .....  
Current address. ....  
mailing code ..... phone ..... e-mail .....

II. LEGAL ENTITY:

..... BULSTAT/UIC .....  
Representative ..... position .....  
Identity No. .... card No. .... date of issue .....  
Permanent address. ....  
..... mailing code ..... phone ..... e-mail .....

III. Do claim the mutilated or damaged banknotes:

on behalf of myself and for my own account  
 on behalf and for the account of .....  
name of the person

Current address .....  
..... mailing code .....  
phone ..... e-mail .....

IV. Description of the circumstances under which the banknotes have been mutilated or damaged:  
.....

V. Accompanying documents .....

VI. The value of the exchanged banknotes less due fees and transfer charges to be:

paid in cash at a designated BNB cash desk in Sofia  
 transferred in favour of <sup>2</sup> .....

..... account titleholder  
IBAN/BG/ ..... bank code .....  
bank ..... branch .....

postal funds transfers  
 I would like to receive a protocol for subsequent exchange

Date ..... CLAIMANT DECLARANT .....  
signature

Mark the selected  with X

## APPLICATION FORM COMPLETION NOTES

Data on the person claiming the mutilated or damaged banknotes on his own behalf and for his own account are filled under item I.

In this case, the field *on behalf of myself and for my own account* under item III should be crossed out.

Where damaged or mutilated banknotes are claimed on behalf and for the account of another person, the data of the authorized person are filled under item I. In this case, the field *on behalf and for the account of* shall be crossed out completing the assignee's data

Current address shall mean the address which the person has registered as residence at the time of submitting the application declaration and where he/she receives its mail. The current address may not coincide with the permanent address of the person given in his identity document.

Where damaged or mutilated banknotes are claimed on behalf and for the account of a legal entity, the data thereof shall be provided under item II as well as the data of the authorized representative of the legal entity. In this case item I should not be completed and the name of the legal entity shall be written down in the field *on behalf and for the account of* under item III.

A description of the circumstances under which the banknotes have been damaged or mutilated shall be provided under item IV.

All the documents attached to the application declaration shall be listed under item V (notary verified power of attorney, where the mutilated or damaged banknotes are claimed on behalf and for the account of another person; a document issued by a municipal council, a city-hall, a body of the Ministry of Interior or other competent authority about the reasons and circumstances under which the banknote has been mutilated or damaged, if such document can be issued; where Bulgarian banknotes have been damaged by activated anti-theft devices, the competent authorities shall issue a document stating the causes and circumstances under which the respective anti-theft devices have been activated; certificate of good standing).

The selected field under item VI shall be marked with X by the claimant or the authorized person to specify the way in which he/she would like to receive the amount of the exchanged banknotes. When crossing the field *'transferred in favour of..... (account titleholder) ..... IBAN/BG..... bank code.....bank .....branch'* the data of the account titleholder should coincide with the data under item I or item III of the person on whose behalf and for whose account the mutilated or damaged banknotes have been claimed.

*Note:* Upon claiming mutilated or damaged Bulgarian banknotes with a subsequent exchange, the banknotes shall be packed in an parcel (envelope) protecting its content from further physical and chemical effects and together with the accompanying documents (application declaration) and the documents listed under item V of the application declaration form) shall be placed in another parcel (envelope) which shall be addressed to: The Commission on Evaluation of Mutilated or Damaged Banknotes, BNB Cash Centre, 10 Mihail Tenev Str., 1784 Sofia.

This parcel (envelope) may be submitted at a designated BNB cash desk in Sofia, as well as by parcel postage with advice delivery or by courier.

Appendix No. 3  
to Article 27, paragraph 1  
(amended; Darjaven Vestnik, issue 68 of 2007,  
effective as of 1 September 2007,  
former Appendix No. 3  
to Article 27, paragraph 2;  
Darjaven Vestnik, issue 93 of 2011)



**BULGARIAN  
NATIONAL BANK**

*1, Knyaz Alexander I Square, 1000 Sofia;  
Telex 24091; Fax +359/2/9802425; Phone 91-459*

**RECEIPT**

Today .....

..... position .....  
employee's full name

..... position .....  
employee's full name

has accepted from .....  
full name of the claimant of the parcel (envelope) with mutilated or damaged banknotes

Identity No. .... card No. .... date of issue .....

Permanent address. ....

mailing code. ....

phone ..... e-mail .....

A SEALED PARCEL (ENVELOPE) with mutilated or damaged banknotes.

The sealed parcel (envelope) has been accepted to be sent/submitted to the Commission on Evaluation of Mutilated or Damaged Banknotes.

Parcel (envelope) accepted by ..... CLAIMANT .....  
signatures signature

Appendix No. 4 to Article 34, paragraph 2  
(amended; Darjaven Vestnik, issue 93 of 2011, effective as of 1 January 2012;  
amended, issue 24 of 2013)

**PROTOCOL OF RETAINING BANKNOTES/COINS SUSPECTED AS NON-GENUINE OR ALTERED**

ПРОТОКОЛ ЗА ЗАДЪРЖАНЕ НА БАНКНОТИ/МОНЕТИ, КОИТО ПОРАЖДАТ СЪМНЕНИЕ, ЧЕ СА НЕИСТИНСКИ ИЛИ ПРЕПРАВЕНИ							
Днес <input style="width: 150px;" type="text"/>							
име и длъжност <input style="width: 600px;" type="text"/>							
при <input style="width: 600px;" type="text"/>							
клон <input style="width: 250px;" type="text"/> Адрес: гр. <input style="width: 150px;" type="text"/>							
ул./бул.№ <input style="width: 400px;" type="text"/> сл. тел. <input style="width: 100px;" type="text"/>							
задържа: <input style="width: 150px;" type="text"/> бр. банкноти <input style="width: 150px;" type="text"/> бр. монети							
които пораждат съмнение, че са неистински/преправени, както следва:							
№	Тип банк. монети	Вид валута	Номинал		Серия и номер	Емисия	Отличителни белези
			цифри	думи			
Банкнотите/монетите, които пораждат съмнение, че са неистински/преправени са установени:							
<input type="checkbox"/> При обслужването на клиент <input style="width: 300px;" type="text"/>							
с ЕГН <input style="width: 100px;" type="text"/> л.к. № <input style="width: 100px;" type="text"/> изд. на <input style="width: 100px;" type="text"/>							
с адрес гр./с. <input style="width: 150px;" type="text"/> ПК <input style="width: 50px;" type="text"/> област <input style="width: 150px;" type="text"/>							
ул. №/ж.к. <input style="width: 200px;" type="text"/>							
бл. <input style="width: 50px;" type="text"/> вх. <input style="width: 50px;" type="text"/> ет. <input style="width: 50px;" type="text"/> ап. <input style="width: 50px;" type="text"/> тел. <input style="width: 100px;" type="text"/>							
<input type="checkbox"/> В ценна пратка № <input style="width: 150px;" type="text"/> дата <input style="width: 100px;" type="text"/>							
получена от: банка, клон, клиент <input style="width: 400px;" type="text"/>							
В машина <input type="checkbox"/> за самообслужване <input type="checkbox"/> за обмяна или размяна, модел, № <input style="width: 150px;" type="text"/>							
дата <input style="width: 100px;" type="text"/> инсталирана на адрес: <input style="width: 300px;" type="text"/>							
Банкнотите/монетите пораждащи съмнение за истинност са придобити при следните обстоятелства:							
<input style="width: 750px;" type="text"/>							
<input type="checkbox"/> Желая да получа екземпляр от протокола за техническа експертиза, изготвен от БНБ							
В случай, че експертизата на БНБ установи, че задържаните банкноти/монети са истински, моля:							
<input type="checkbox"/> със сумата да се завери следната банкова сметка <input style="width: 300px;" type="text"/>							
ПРЕДЯВИТЕЛ <input style="width: 150px;" type="text"/> ЗАДЪРЖАЛ БАНКНОТИТЕ/МОНЕТИТЕ <input style="width: 150px;" type="text"/>							
Настоящият протокол и задържаните банкноти/монети на основание чл. 34, ал. 2 от Наредба № 18 на БНБ се изпращат на адрес: гр. София 1784, ул. Михаил Тенев 10, Касов център на БНБ, НЦА“							

Appendix No. 5  
to Article 45, paragraph 2  
(new; Darjaven Vestnik, issue 93 of 2011)

## **Classification of Sorting and Customer Operated Machines Subject to Tests Performed by the BNB**

1. Sorting machines used by BNB employees, banks and services providers:

1.1. sorting machines are machines which check the authenticity and fitness of Bulgarian banknotes or coins in the categories specified in Chapter Five, Section II, while applying the standards of recognition and fitness;

1.2. teller assistant machines (TAMs) which check the authenticity and fitness of Bulgarian banknotes in the categories specified in Chapter Five, Section II, while applying the standards of recognition and fitness and are used to store banknotes, allowing cash handlers to credit or debit customers' accounts.

2. Customer operated machines are machines operated by the customers to deposit and/or dispense Bulgarian banknotes or coins to the customers' accounts using bank cards or other devices:

2.1. cash-in machines – machines used to deposit Bulgarian banknotes and coins on customers' bank accounts and check the authenticity of the banknotes and coins in the categories specified in Chapter Five, Section III, while applying the standards of recognition and, where technically possible, the standard of fitness, but the deposited banknotes or coins are not recirculated;

2.2. cash recycling machines – machines used to deposit and dispense Bulgarian banknotes and coins on customers' bank accounts and check the authenticity of the banknotes and coins in the categories specified in Chapter Five, Section III, applying the standards of recognition and fitness, and to recirculate the banknotes and coins deposited by other customers in previous transactions;

2.3. combined cash-in machines – machines used for depositing and dispensing Bulgarian banknotes and coins on customers' bank accounts. They check the authenticity of the banknotes and coins in the categories specified in Chapter Five, Section III, while applying the standards of recognition and, where technically possible, the standard of fitness, and dispense only banknotes or coins loaded by BNB employees, banks, and suppliers of services, but not used for recirculating the banknotes or coins deposited by other customers in previous transactions.

