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# **OPERATIONAL STANDARDS FOR CASH MOVEMENTS AT BANQUE DE FRANCE COUNTERS**

**January 2012**

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# 1. General

The standards described in this document are applicable to all lodgements and withdrawals of cash at Banque de France counters by the following entities:

- credit institutions with a mandatory cash and reserves account at the Banque de France,
- credit institutions holding an account in the Payments Module (PM) of the Target2-Banque de France system,
- cash-in-transit (CIT) companies working for institutions with accounts at the Banque de France.

Cash movement operations are conducted directly by the account holder or indirectly by their mandated cash-in-transit companies (hereafter referred to as “CIT companies”).

Information exchanges concerning cash movement operations between the account holder and the Banque de France and between the CIT company and the Banque de France are conducted via the Interop portal. All cash movement operations must be preceded by the issue of a remittance or withdrawal notice via Interop, either by the account holder or its CIT company.

If an account holder or its CIT company is unable to access the Interop portal, it must send this notice by fax to the cash center where it wishes to conduct the cash movement.

Cash movement operations (lodgements and withdrawals) may be performed on working days during the counter opening times defined by the Banque de France for each region. These opening times do not necessarily correspond to branch accounting hours.

## 2. Lodgement operations

### 2.1. Lodgement of banknotes

#### 2.1.1. General principles applicable to the lodgement of banknotes

The Banque de France will accept each day:

- as many lodgements of bundles of 10 packets as the account holder wishes (in accordance with the procedures described at § 2.1.2),

and

- a single lodgement of incomplete bundles per branch for each of the CIT companies used by the account holder. At branches where a single CIT company uses several different vaults, the Banque de France accepts one lodgement of incomplete packets per vault (in accordance with the procedures described at § 2.1.3).

Each lodgement must be preceded by the posting of a lodgement notice on the Interop portal.

The client’s account is credited on the day of the lodgement with the amount indicated in the lodgement notice (or, where applicable, on the lodgement statement), minus the value of any missing or rejected packages, provided the cash is lodged within the accounting hours. In the event the lodgement includes one or more unannounced packages, the depositor shall draw up a complementary lodgement statement and the corresponding cash is credited to the appropriate account.

#### 2.1.2. 2.1.6. How packets should be lodged

##### The safebag

The lodgements are packaged in **sealable transparent plastic bags** called **safebags**. These safebags contain:

- **when complete, 10 bundles of a single denomination** (which makes a *complete single denomination safebag*) arranged with the straps stacked at alternate ends for easy counting;

or

- **when incomplete, 1 to 9 bundles of a single denomination** (which makes an *incomplete single denomination bag*) arranged with the straps stacked at alternate ends for easy counting;

or

- when packing more than one denomination, 1 to 10 bundles of mixed denominations (*complete or incomplete multiple denomination bag*) arranged with the straps stacked at alternate ends for easy counting.

**Each bag has a band** on which a label is attached as described in Annex 1. The label must have a) a traceability bar-code and b) the following information: Date when the package is lodged; name of the entity that owns the cash (*local client*); name of the CIT company's local office (*local transporter*); name of the Banque de France cash center where the funds are lodged, and a breakdown of the quantities per denomination (*quantities per denomination*).

### **The bundle**

Each **bundle** contains ten **packets**. Each packet contains 100 banknotes of the same denomination. The packets are arranged alternately, 5 by 5.

A **top-sheet** is applied to each bundle bearing the name of the account holder, the name of the CIT company, the total value of the bundle, the denomination concerned and the date on which the bundle was lodged in the Banque de France.

### **The packet (100 banknotes)**

Each **packet** is tied together with a **strap** and nothing else.

The safebags into which the bundles, the top-sheets and the packet straps are inserted must comply with the specifications provided in Annex 1 below.

#### **2.1.3. How incomplete bundles should be remitted**

An incomplete bundle is any bundle containing less than 10 packets in each of the highest denominations (100, 200 and 500 euro banknotes).

Incomplete bundles are not authorised for the commonly used denominations (5, 10, 20 and 50 euros).

The banknotes are packaged in **sealed transparent plastic bags**.

Each **bag** has a **band** to which a label is attached stating the same information as that required for the lodgement of bundles (see § 2.1.2.).

Each packet must have an identification sheet the same size as the banknotes to which it is attached. This identification sheet must indicate the name of the account holder, the name of the CIT company and the date on which the packet was remitted to the Banque de France.

The bags for the incomplete bundles and the straps binding the packets must comply with the specifications described in Annex 1 below.

#### **2.1.4. Recognition of lodgements of banknotes**

At the counters of the Banque de France where the lodgement is made and in the presence of the account holder or its CIT company, the Banque de France verifies the number of safebags of bundles and bags of incomplete bundles and checks that they are properly packaged.

The Banque de France then makes a summary count of the lodgement (not in the presence of the account holder or its CIT company) which, at the latest, usually takes place the following

working day after the lodgement, except under exceptional circumstances. This summary count is conducted without opening the packaging and focuses on:

- the number of bundles in each safebag;
- the number of packets in the bags of incomplete bundles.

The Banque de France carries out a detailed audit of the number and authenticity of the banknotes in each bundle and/or bag at a later stage.

The Bank of France communicates any discrepancies to the account holder as soon as they are identified, indicating the type of packaging in which the discrepancy was detected. The discrepancy is immediately recognised in the client's account.

### **2.1.5. Specific procedures for the lodgement of damaged banknotes or banknotes that have been ink-stained by activated anti-theft devices**

The lodgement of damaged banknotes or banknotes that have been ink-stained by activated anti-theft devices requires a specific and separate procedure from the procedures described above. Such banknotes are not audited at Banque de France counters.

#### *2.1.5.1. Lodgement of damaged banknotes (excluding banknotes ink-stained by activated anti-theft devices)*

The client establishes a lodgement statement that can be downloaded from the Banque de France website.

The client's account is credited, the day of the lodgement, with the amount indicated on this statement, provided that the funds are lodged within the accounting hours of that day. The amount credited may be subject to adjustment after the banknotes have been audited if a discrepancy is detected between the amount indicated on the statement and the banknotes actually remitted, or, if any of the banknotes are too damaged to qualify for reimbursement.

#### *2.1.5.2. Lodgement of banknotes ink-stained by activated anti-theft devices*

The account holder must provide a written declaration describing the cause and nature of the staining of the banknotes using the statement entitled "Request for reimbursement of ink-stained banknotes" available on the Banque de France website.

The client's account is not immediately credited. It is only credited after the ink-stained banknotes have been physically examined by the Banque de France's specialist services and with the amount recognised by these services. If subsequent verifications by the specialist services of the Banque de France determine that the reimbursed banknotes were of forged origin, the Bank reserves the right to adjust the amount credited within 30 days of the credit date.

### **2.1.6. Lodgement of banknotes suspected of being counterfeit**

The lodgement of suspected counterfeit banknotes requires a specific and separate procedure involving the use of a "Lodgement Statement For Suspected Counterfeit Banknotes", available for download from the Banque de France website.

These banknotes are not examined at the counters of the Bank.

After examination by Banque de France central services, the value of the banknotes identified as genuine is credited to the client's account and the "*Conclusions of the examination of the suspect banknotes*" are sent to the client who deposited them.

## **2.2. Lodgement of coin money**

### **2.2.1. General principles**

The only rolls of coins that may be lodged in the Banque de France are rolls manufactured by the Paris Mint (*Monnaie de Paris*), the Banque de France or an entity having signed an agreement with the Banque de France for the processing of coin money. The list of entities to

have signed such agreements and the individual identification codes of these entities is posted and updated on the Banque de France website.

Each lodgement of coin money must be pre-announced in a lodgement notice on the Interop portal.

### **2.2.2. How coin money should be packaged for lodgement**

Coins should be remitted in **coin-bags** containing:

- **packs** or vacuum-sealed sachets of **10 rolls**, the number of which (the packs or vacuum-sealed sachets) differs depending on the face value of the coins.
- or **boxes** in multiples of three.

Each **roll** bears a code identifying its manufacturer and attributed by the Banque de France.

Each coin-bag bears **two labels** that are colour coded to the face values of the different coins.

The first label carries the identification code of the entity that packaged the coin-bag, an indication of the face value of the coins it contains, the number of coins contained, the total value of the contents and the date the bag was packaged. The second label indicates the name of the account holder and the date of the bag's lodgement to the Banque de France.

The characteristics of the rolls, packs, boxes, coin-bags, labels and identification codes must comply with the specifications described in Annex 2 below.

### **2.2.3. Recognition of lodgements of coin money**

At the Banque de France counter where the lodgement is made and in the presence of the account holder or its CIT company, the Banque de France counts the coin-bags remitted and checks that they are correctly packaged. Any non-compliant coin-bags are immediately handed back to the remitter.

The client's account is credited on the day of the lodgement with the amount indicated in the lodgement notice (or, where applicable, on the lodgement statement), minus the value of any missing or rejected coin-bags, and subject to the cash having been lodged within the accounting hours. If the deposit includes one or more unannounced coin-bags, the depositor shall draw up a complementary lodgement statement and the value of the unannounced coins is credited to the appropriate account.

### **2.2.4. Lodgement of coins classified as counterfeit after automatic processing operations**

These lodgements do not need a prior lodgement notice; they are a specific and separate procedure that is recognised by the issue of a receipt.

The suspected counterfeit coins are not examined at the counters of the Bank.

The coins are transferred to the National Coin Analysis Centre (*CNAP*) for examination in accordance with the procedure communicated to operators having signed agreements for automatic coin processing with the Banque de France.

## **3. Withdrawal operations**

### **3.1. Withdrawals of banknotes**

Each working day, the account holder is entitled to:

- as many withdrawals of bundles of 10 packets as it wishes to make,
- and
- a single withdrawal of incomplete bundles per branch for each of the CIT companies used by the account holder. At branches where a single CIT company uses several different vaults, the Banque de France accepts one withdrawal of incomplete bundles per vault.

« Withdrawal of an incomplete bundle » means the withdrawal of a bundle containing less than ten packets in any of the euro's three highest denominations. Incomplete bundles are not authorised for the commonly used denominations (5, 10, 20 and 50 euros).

## 3.2. Withdrawals of coin money

Coin money is withdrawn packaged as follows:

- in coin-bags containing **packs** or vacuum-sealed sachets of **10 rolls**, the number of which (the packs or vacuum-sealed sachets) differs depending on the face value of the coins.
- or in **boxes** delivered in multiples of three.

The specifications for this packaging are described in Annex 2 below.

The Banque de France cannot not be liable for the contents of coin packs/ boxes that it has not prepared. If a discrepancy is detected between the amount indicated on the packs/ boxes and the amount actually withdrawn, the account holder must contact the automatic coin processing operator directly. The operators' identification codes are indicated on the packsboxes.

## 3.3. Withdrawal procedures

### 3.3.1. Withdrawal notice

Each withdrawal operation must be preceded by the issue of a **withdrawal notice** that should be issued:

- the previous day for a withdrawal the following morning,
- The same day before 11 am, for a withdrawal that afternoon, if local conditions allow it.

Under certain circumstances, the local branches of the Banque de France may impose different timeframes.

The order must be posted on Interop. If the account holder is unable to access Interop, the order may be placed by faxing an order form that can be downloaded on the Banque de France website.

If an account holder wishes to cancel a withdrawal order, it informs the manager of the Banque de France branch concerned via an order cancellation request sent by fax or communicated over the telephone. The cash center manager will inform the account-holder of whether or not the order cancellation is accepted. The account holder accordingly informs the CIT company it has mandated to carry out the withdrawal.

### 3.3.2. Cash withdrawal procedures

#### 3.3.2.1. General case (order via Interop)

To make a withdrawal from one of the Banque de France counters, the representative of the mandated CIT company must communicate the information necessary for the identification of the funds it wishes to withdraw.

It acknowledges the funds withdrawn by signing a payment received slip.

#### 3.3.2.2. Order transmitted by fax (alternative procedure)

If the order is not issued on the Interop portal, the representative of the CIT company mandated gives a copy of the withdrawal statement it has received from the account holder (by whatever means) to the manager of the Bank de France branch.

Before releasing the funds, the Banque de France checks that the withdrawal statement it receives from the CIT company corresponds to the order faxed directly to it by the account holder. If the statement and the order are not identical or are in any way illegible, the funds will not be released.

The funds are released after:

- verification of the account holder's signature on the withdrawal order form sent by fax. The signature does not have to be handwritten,
- verification of the identity of the CIT company's representative who attaches a payment-received slip to the withdrawal order form faxed to the Banque de France by the account holder.

The faxes received by the Banque de France represent proof of payment orders. Any out-payment of funds on the basis of a fax releases the Banque de France from its custodial obligations with respect to the funds released and from its obligation to return those funds to the client.

The account holder is solely responsible for the utilisation of its fax machine by its employees or any third parties. The Banque de France cannot be liable for any incident of any nature whatsoever relating to out-payments made on the basis of withdrawal statements communicated by fax, and notably for any fraudulent use of the fax machine, any breach of confidentiality or any interception of the information communicated via telecommunications networks.

The account holder is solely responsible for the data indicated under each heading of any withdrawal statement or orders it issues. The Banque de France cannot accept liability for any consequences whatsoever of erroneous data being entered into withdrawal statements or order forms.

All the headings of the withdrawal order form must be legibly filled in. Where this is not the case, the Banque de France reserves the right to refuse to release the funds.



## BANKNOTE PACKAGING SPECIFICATIONS

### 1. Packet STRAPS (for attaching packets of 100 banknotes)

The packet straps must be made of either paper or plasticized paper

### 2. Bundle TOP-SHEETS (for bundles of 10 packets, i.e. 1,000 banknotes in total)

The **bundle top-sheet** must show the following information:

Example of a top-sheet:

<b>€100</b> type	Space reserved for client For the account of:	Space reserved for BdF
CIT company	<u>Lodgement date</u>	
Space for bar code		

The **bundle bottom-sheet** must be blank.

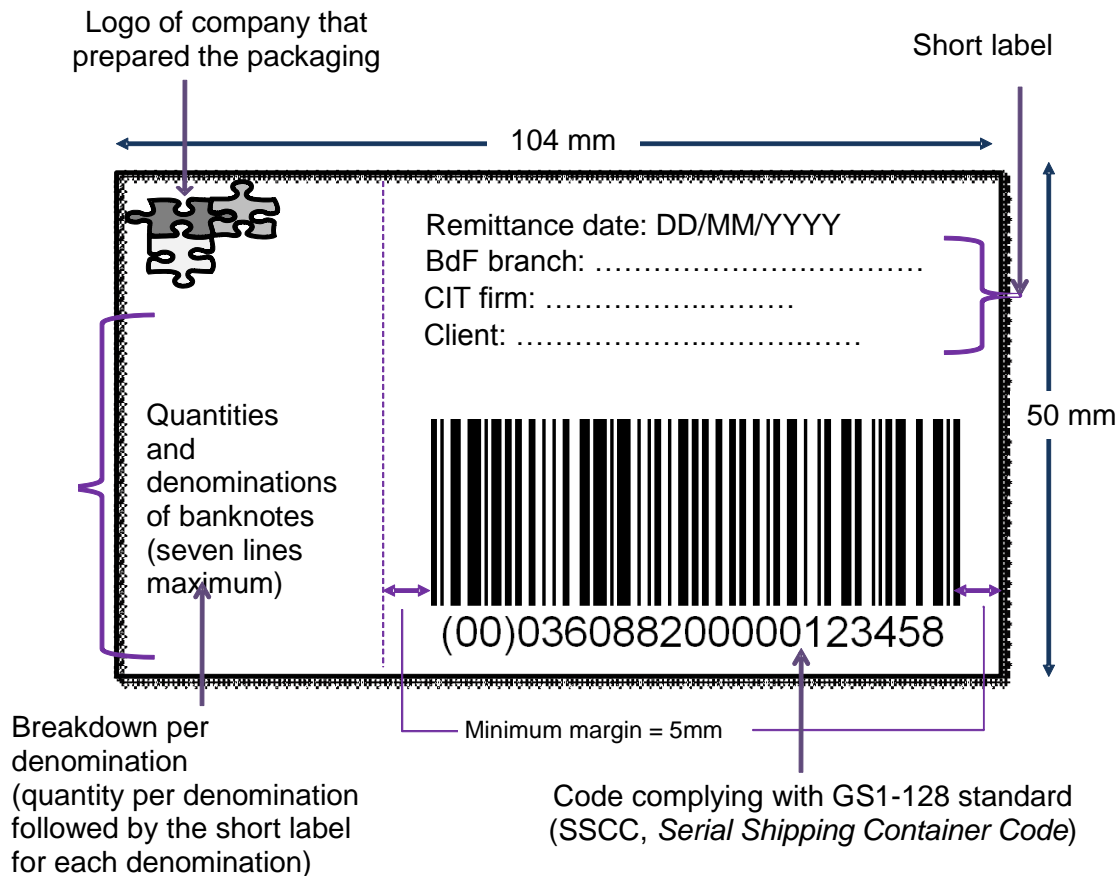
Once the top and bottom sheets are in place, the bundle is strapped together with plastic ties.

### 3. SEALED TRANSPARENT PLASTIC SAFE BAGS and SLEEVES

#### 3.1. GENERAL PROVISIONS RELATING TO THE USE OF INTEROP

A label measuring 104 × 50 mm is placed on the band of each safe bag or sleeve. The label must have:

- a bag/sleeve traceability bar-code complying with the GS1-128 standard;
- and the following information:
  - the lodgement date of the bag/sleeve,
  - the name of the Banque de France branch receiving the funds,
  - the name of the CIT company's local office (local transporter),
  - the name of the entity that owns the funds (local client),
  - a breakdown of the quantities per denomination (*quantities per denomination*).



The elements of the Interop database (*short label* of the *Interop correspondents*; – the date, the cash center, the local transporter, the local client — and the denominations — bundles or packets of banknotes in each denomination) are available on the Interop portal.

The label must be of sufficient quality to last for three years, resist tears (rip-resistant) and scratches, dampness, exposure to sunlight and strong heat. The adhesive must be of sufficient quality for the label to resist being peeled off by hand and to leave a trace of any attempts to do so (damage to the glued surface... leaves residue on the surface to which the label is glued, etc.).

The label replaces the information otherwise indicated on the band attached to the safebag or to the sleeve (see diagrams below).

### 3.2. SEALABLE TRANSPARENT PLASTIC BAGS for €5, €10 and €20

This packaging is mandatory for lodgement operations:

- Up to 10 bundles of a same denomination of €5, €10 or €20 at the Banque de France counters (single-denomination bags).

The bundles are placed with the straps visible and the top-sheets showing from above and from below for the two piles of bundles.

<b><u>Dimensions:</u></b>	Length (mm)	Width (mm)	Extendable gusset (mm)
<b>3.3.3. Section of bag where the contents is placed:</b>	670	356	90
<b>Band:</b>	▪ Band attached to bag	60	356

**Presentation of the back of the safebag:**

Band attached to the safebag (where the Interop label is normally placed): **Detachable receipt:**

CIT company: ..... Recipient branch: ..... Account number: ..... Lodgement date: ..... Total amount remitted: ..... Number of safebags remitted: <input type="checkbox"/> *	<b>Unique safebag number (number)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">No. of bundles</th> <th style="width: 10%;">Amount in €</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5 €</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">10 €</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">20 €</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> <td></td> </tr> </tbody> </table>		No. of bundles	Amount in €	5 €			10 €			20 €			Total			Lodgement date: ..... Recipient branch: ..... Number remitted: <input type="checkbox"/> of safebags <input type="checkbox"/>
	No. of bundles	Amount in €																
5 €																		
10 €																		
20 €																		
Total																		

**TO BE REMOVED AND KEPT**

Section of bag where the contents is placed:

**EXCLUSIVELY €5/10/20 BANKNOTES FOR TOP-SHEET**

TOPSHEET	TOPSHEET																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> </table>																						Unique safebag number (number)  Manufacturer's reference
Bottom-sheet	Bottom-sheet																					

\* 1 safebag out of 3 = 

1 3
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**3.3. SEALABLE TRANSPARENT PLASTIC BAGS for €50, €100, €200 and €500, and mixed denomination bags**

This packaging is mandatory for lodgement operations:

- up to 10 bundles of a single denomination of €50, €100, €200 or €500 banknotes at the Banque de France counters (single-denomination bags).
- up to 10 bundles of any of the 4 denominations: €50, €100, €200 or €500, (mixed-denomination bags).

The bundles are placed with the straps visible and the top-sheets showing from above and from below for the two piles of bundles.

<b>Dimensions:</b>		Length (mm)	Width (mm)	3-D gusset (mm)
<b>Section of bag where the contents is placed:</b>		720	406	90
<b>Band:</b>	<ul style="list-style-type: none"> <li>▪ Band attached to bag</li> <li>▪ Detachable receipt</li> </ul>	60	406	

**The back of the safebag:**

**Band attached to the safebag (where the Interop label is normally placed): Detachable receipt:**

CIT company: ..... Recipient branch: ..... Account number: ..... Lodgement date: ..... Total amount remitted: ..... Number of safebags remitted: <input type="checkbox"/>	<i>Unique safebag number (number)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>No. of bundles</th> <th>Amount in €</th> </tr> </thead> <tbody> <tr><td>5 €</td><td></td><td></td></tr> <tr><td>10 €</td><td></td><td></td></tr> <tr><td>20 €</td><td></td><td></td></tr> <tr><td>50 €</td><td></td><td></td></tr> <tr><td>100 €</td><td></td><td></td></tr> <tr><td>200 €</td><td></td><td></td></tr> <tr><td>500 €</td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td></tr> </tbody> </table>		No. of bundles	Amount in €	5 €			10 €			20 €			50 €			100 €			200 €			500 €			Total			Lodgement date: ..... Recipient branch: ..... Number of safebags remitted: <input type="checkbox"/>	<i>Unique safebag number (number)</i>
	No. of bundles	Amount in €																													
5 €																															
10 €																															
20 €																															
50 €																															
100 €																															
200 €																															
500 €																															
Total																															

**TO BE REMOVED AND KEPT**

Section of bag where the contents is placed:

	TOPSHEET	TOPSHEET																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td><td style="width: 25%; height: 30px;"></td></tr> <tr><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td></tr> </table>																						<i>Unique safebag number (number)</i>  <i>Manufacturer's reference</i>
	Bottom-sheet	Bottom-sheet																					

**3.4. SEALABLE TRANSPARENT PLASTIC SLEEVES**

The packaging described in this section is mandatory for lodgements of incomplete bundles at Banque de France counters. An incomplete bundle is any number of packets less than 10, in each of the three highest denominations (€100, €200, €500).

This packaging is also advised, instead of the larger safebags, for lodgements of a single bundle in any denomination (i.e. from €5 to €500).

<b><u>Dimensions:</u></b>		Length (mm)	Width (mm)
<b>Section of plastic sleeve that holds the contents:</b>		295	228
<b>Band:</b>	<ul style="list-style-type: none"> <li>▪ Band attached to the sleeve</li> <li>▪ Detachable receipt</li> </ul>	60	228

**Band attached to the sleeve  
(normally for the Interop label):**

**Detachable receipt:**

	5 €	10 €	20 €	50 €	100 €	200 €	500 €	TOTAL		Lodgement date: .....
Number of packets										Recipient branch: .....
Amount in €										Number of bags remitted: .....

CIT company: ..... Recipient branch: ..... **Unique bag number (number)**

Account number: ..... Lodgement date: ..... **Unique bag number (number)**

Number of bags remitted: ..... **Unique bag number (number)**

Total amount remitted: .....

**3.3.4. TO BE REMOVED AND KEPT**

**Up to 10 PACKETS**

***Unique bag number (number)***

***Manufacturer's reference***

### 3.5. TECHNICAL SPECIFICATIONS

The technical specifications are applicable to the three types of sealable transparent plastic bags and to the sealable transparent plastic sleeves:

<b>Security/traceability</b>	<ul style="list-style-type: none"><li>– Triple numbered, with unique numbers on each side</li><li>– Unforgeable ink jet</li></ul>
<b>Security/inviolability</b>	<ul style="list-style-type: none"><li>– The two sides and the bottom welded with a visible ink-line in the weld as a security feature</li><li>– High-security permanent adhesive that leaves a permanent trace of any attempts at fraud (manual, cold, heat, solvent, humidification). Self adhesive system below the band</li></ul>
<b>Material</b>	<ul style="list-style-type: none"><li>– Three-layer <b>transparent</b> polyethylene, 100 microns RS</li></ul>
<b>Air evacuation system</b>	<ul style="list-style-type: none"><li>– Between 6 and 9 perforations (each less than 3 mm in diameter) spread over at least one third of the bag)</li></ul>
<b>Type of printing</b>	<ul style="list-style-type: none"><li>– 2 colours: black markings. White background for the band attached to the bag and the detachable receipt</li><li>– Security band of any colour</li></ul>

## COIN PACKAGING SPECIFICATIONS

**1. ROLLS****1.1. Composition of rolls**

Coin face values in €	Roll value in €	3.3.6. Number of coins in roll
0,01	0,50	50
0,02	1	50
0,05	2,50	50
0,10	4	40
0,20	8	40
0,50	20	40
1	25	25
2	50	25

**1.2. Technical specifications of the paper**

Coin rolls must be made using a “neutral” paper, i.e. a paper without any manufacturers’ or remitters’ brand markings or indications. The roll-maker is identifiable by the indication of an identification code attributed by the Banque de France.

In addition, the roll must comply with certain paper-quality specifications (described in the French version of the standards):

**1.3. What should be printed on the paper**

The only three elements that must be printed on the rolls are:

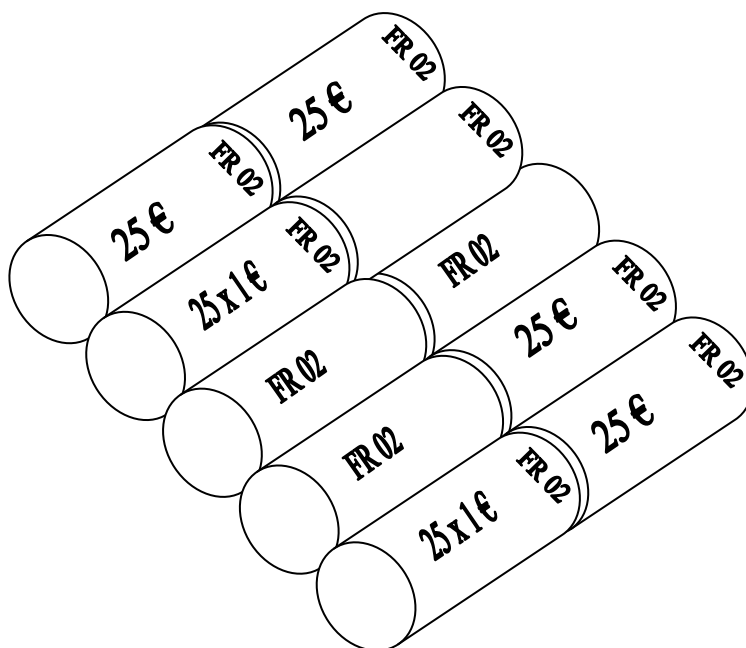
- The value of the coin roll,
- i.e. the number of coins multiplied by their face value,
- The manufacturer’s identification code.

The manufacturer’s (roll-maker’s) identification code should preferably be repeated on one of the lateral sides of the roll and should be followed by a space and then the date the roll was made. The contents of the rolls must correspond to the indications printed on the roll paper.

<b>€25</b>	<b>DD MMY</b>
<b>€25 x 1</b>	<b>DD MMY</b>
<b>FR 02</b>	<b>FR 02</b>

### 3. PACKS OF 10 ROLLS

A pack is made by putting 10 same-denomination coin rolls into transparent plastic shrink-wrap sachets or film. These packs may contain rolls prepared by different roll-makers. No adhesive labels indicating the name of the roll-maker(s) should be affixed to these plastic packs. The rolls of metal coins must be packed in two rows of 5 rolls, as shown in the diagram below.



The shrink wrap film or sachet must comply with the technical specifications (see French version of the standards)

- Value and dimensions of the pack:

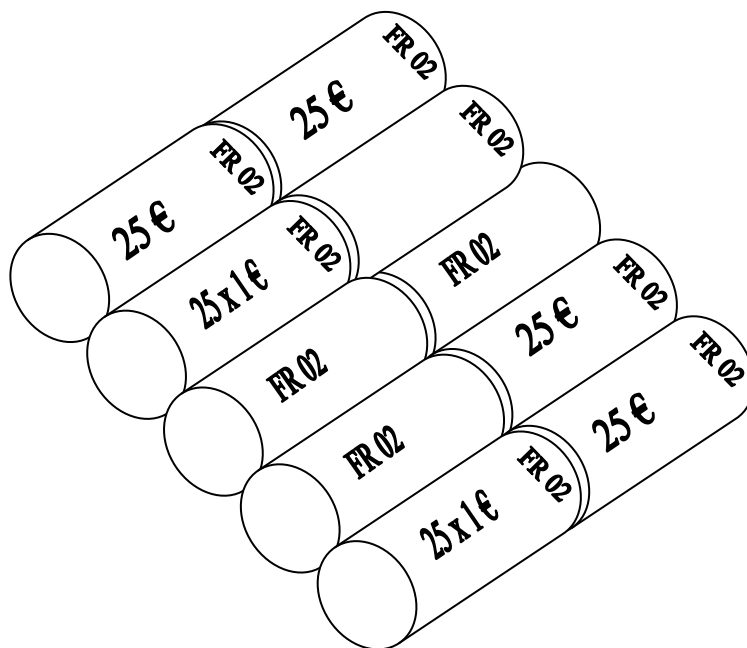
Nominal value	Pack		Dimensions of the packs*		
	Amount in €	Number of rolls	Length (in mm)	Width (in mm)	Height (in mm)
€0.01	5	10	183	84	17
€0.02	10	10	183	97	20
€0.05	25	10	183	109	22
€0.10	40	10	170	102	21
€0.20	80	10	186	114	23
€0.50	200	10	206	124	25
€1	250	10	130	119	24
€2	500	10	123	132	27

\* Different roll-makers may use packs of slightly different dimensions



#### 4. VACUUM PACKED SACHETS

Coin rolls may be packaged in transparent plastic vacuum sachets. These vacuum packed sachets must contain 10 rolls of same-value coins. These sachets may contain rolls prepared by different roll-makers. No adhesive labels indicating the name of the roll-maker(s) should be affixed to these sachets. The rolls of coins must be packed in two rows of 5 rolls, as shown in the diagram below.



##### 4.1. Technical specifications

The plastic of the vacuum sachet must comply with the technical specifications (see French version of the standards)

- Value and dimensions:

Face value	Sachet		Dimensions of the sachets*	
	Amount in €	Number of rolls	Length (in mm)	Width (in mm)
€0.01	5	10	250	110
€0.02	10	10	240	130
€0.05	25	10	260	150
€0.10	40	10	240	130
€0.20	80	10	260	150
€0.50	200	10	280	170
€1	250	10	220	170
€2	500	10	220	170

\* Different roll-makers may use sachets of slightly different dimensions

#### 5. BOXES OF ROLLS

The coin rolls – as presented in paragraph 1 “Rolls” of Annex 2 of this document – may be packaged in cardboard boxes.

*N.B. the Paris Mint uses cardboard box packaging for rolls of new coins.*

### 5.1. Technical specifications for the cardboard

The box must be made of a neutral cardboard, i.e. a without any manufacturer’s or remitter’s brand markings or commercial insignia.

The cardboard used to make the boxes must comply with the specified technical requirements (see French version of the standards)

The boxes must have a system whereby all violation attempts leave a trace.

### 5.2. Value and dimension of the boxes

The boxes must contain rolls of coins with the same face value and the number of rolls depends on the face value of the coin packaged, as indicated in the table below.

These boxes may contain rolls prepared by different roll-makers.

Face value	Boxes			Dimensions of the boxes*		
	Amount (in €)	Number of coins	Number of rolls	Length (in mm)	Width (in mm)	Height (in mm)
€0.01	20	2000	40	183	88	69,5
€0.02	30	1500	30	183	100	60
€0.05	50	1000	20	183	113	45,5
€0.10	120	1200	30	169.5	105.5	63
€0.20	160	800	20	186.5	118	47.5
€0.50	400	800	20	208	128	51.5
€1	750	750	30	130	123	73.5
€2	1000	500	20	126	135,5	54.5

\* Different roll-makers may use boxes of slightly different dimensions

### 5.3. What should be printed on the boxes

The only three elements that must be printed on the rolls are:

- The value of the box contents,
- The number of rolls per box and the coin (face value) packed,
- The identification code of the entity that packed the box.

The contents of the box must correspond to the indications printed on the box.

## 6. COIN BAGS

The packs, vacuum-sachets and boxes are placed inside coin-bags made of braided polypropylene or any other material with similar rip-resistant properties. These coin-bags should be approximately 30 cm wide and 50 cm long. Each coin-bag must have two colour-coded labels corresponding to the face value of the coins it carries.

The first label must provide five indications:

- the identification code of the entity that packed the coin-bag.
- the face-value of the coins contained;

- the number of coins contained;
- the face value of the contents;
- The date the coin-bag was packed.

The second label must indicate two pieces of information:

- the name of the remitter entity holding an account at the Banque de France;
- the date of lodgement to the Banque de France.

Composition and properties of a coin-bag:

Face value	Number of				Value (in euro)	Colour*	Weight (in kg) **
	coins	rolls	packs/vacuum-sachets	boxes			
€0.01	6 000	120	12	3	60	White	13.80
€0.02	4 500	90	9	3	90	Grey 421	13.77
€0.05	3 000	60	6	3	150	Red 192	11.76
€0.10	3 600	90	9	3	360	Blue 298	14.76
€0.20	2 400	60	6	3	480	Orange 143	13.78
€0.50	2 400	60	6	3	1 200	Green 367	18.72
€1	2 250	90	9	3	2 250	Yellow 114	16.88
€2	1 500	60	6	3	3 000	Violet 514	12.75

\* hues corresponding to the Pantone colour chart system

\*\* theoretical weight

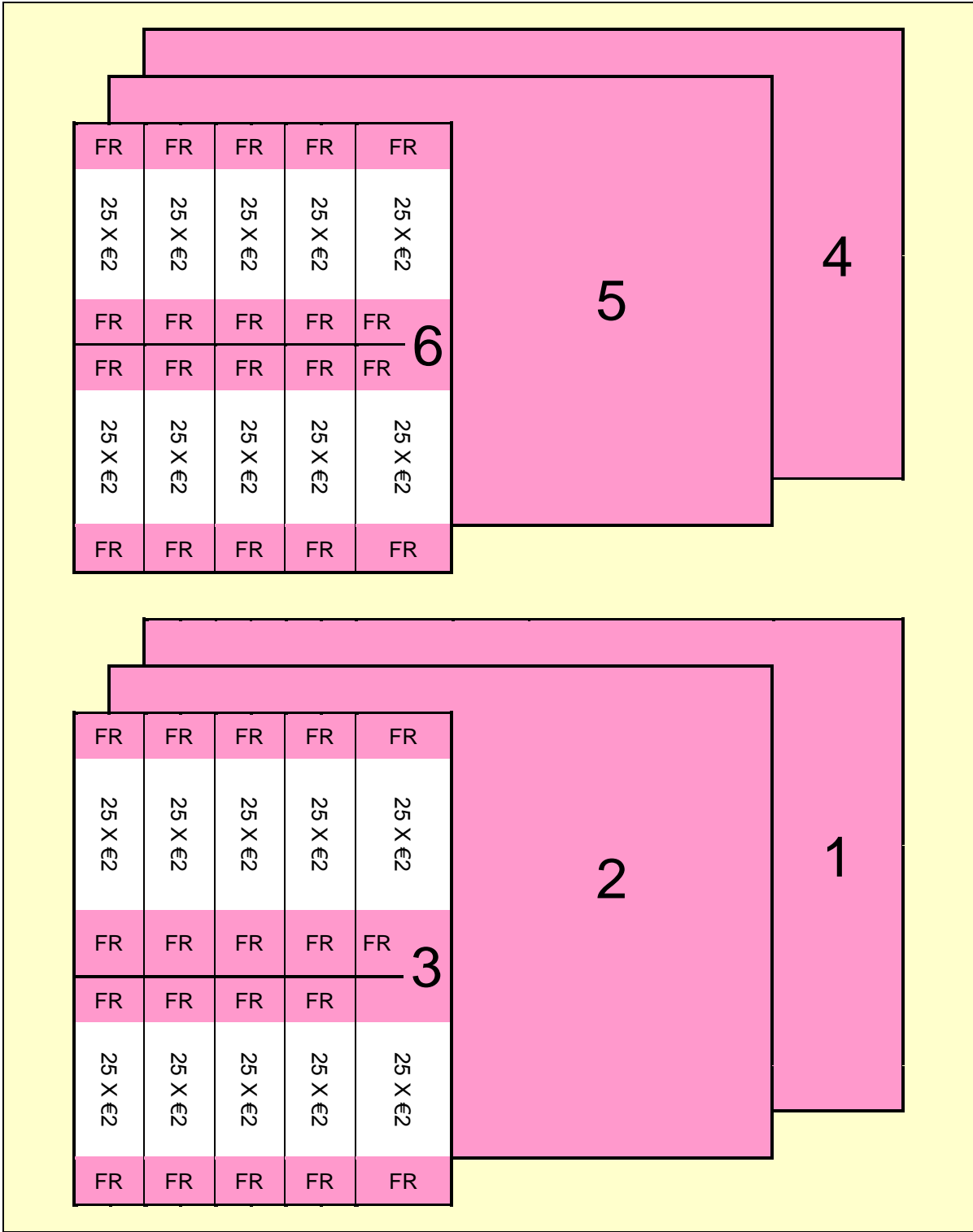
The coin-bags must be closed with a seal that prevents them from being opened. The seal must indicate the identification code of the entity that prepared the coin-bag.

The packs must be placed vertically in the coin-bags as specified in the following diagrams in order to facilitate their subsequent stacking and storage.

# PACKAGING OF €2 COINS

**€3,000**  
**1,500 COINS**

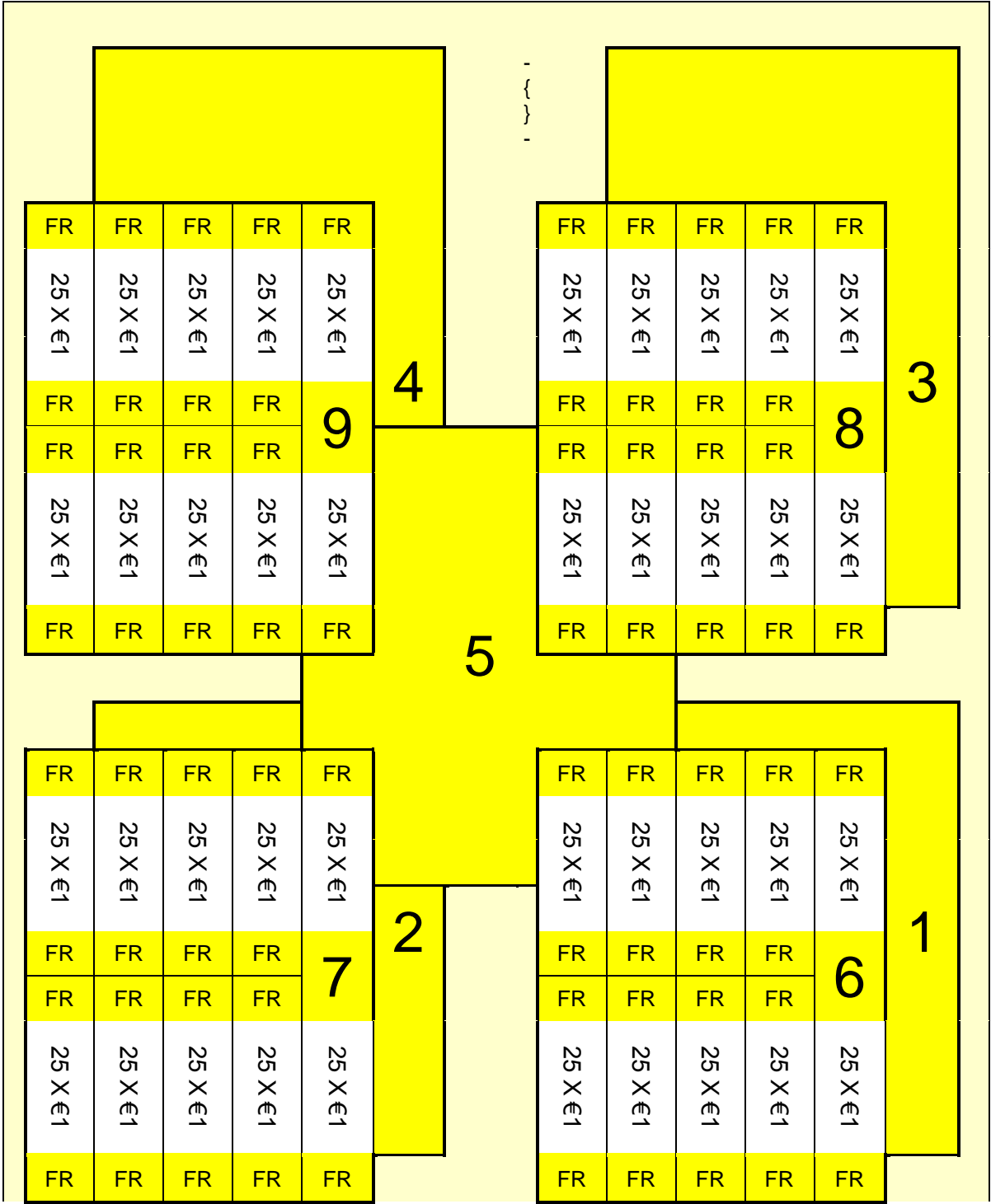
<b>25 COINS PER ROLL</b>
<b>10 ROLLS PER PACK</b>
<b>6 PACKS PER COIN-BAG</b>



# PACKAGING OF €1 COINS

**€2,250**  
**2,250 COINS**

<b>25 COINS PER ROLL</b>
<b>10 ROLLS PER PACK</b>
<b>9 PACKS PER COIN-BAG</b>



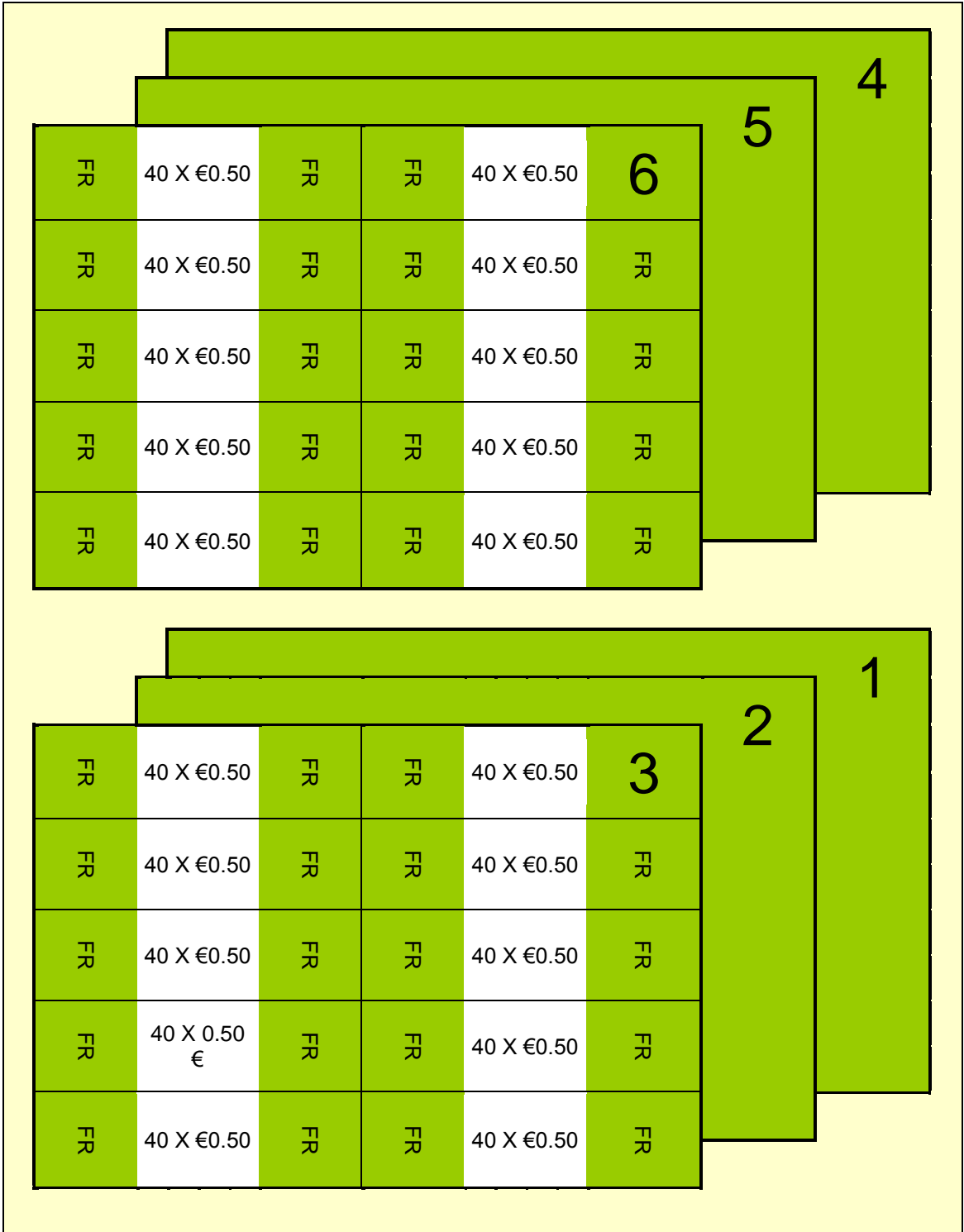
# PACKAGING OF €0.50 COINS

**€1,200**  
**2,400 COINS**

**40 COINS PER ROLL**

**10 ROLLS PER PACK**

**6 PACKS PER COIN-BAG**



# PACKAGING OF €0.20 COINS

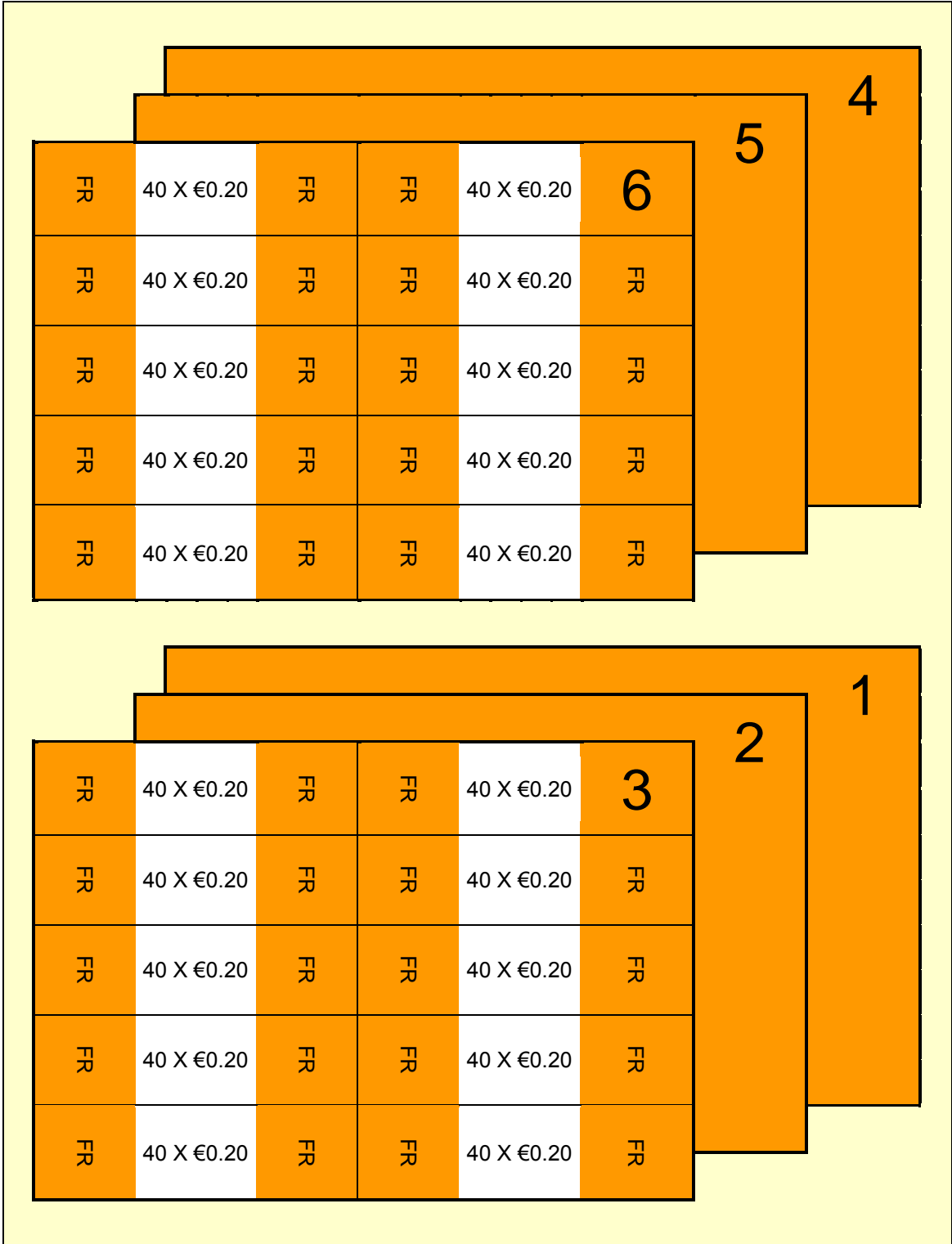
**480 €**

**2,400 COINS**

**40 COINS PER ROLL**

**10 ROLLS PER PACK**

**6 PACKS PER COIN-BAG**



# PACKAGING OF €0.10 COINS

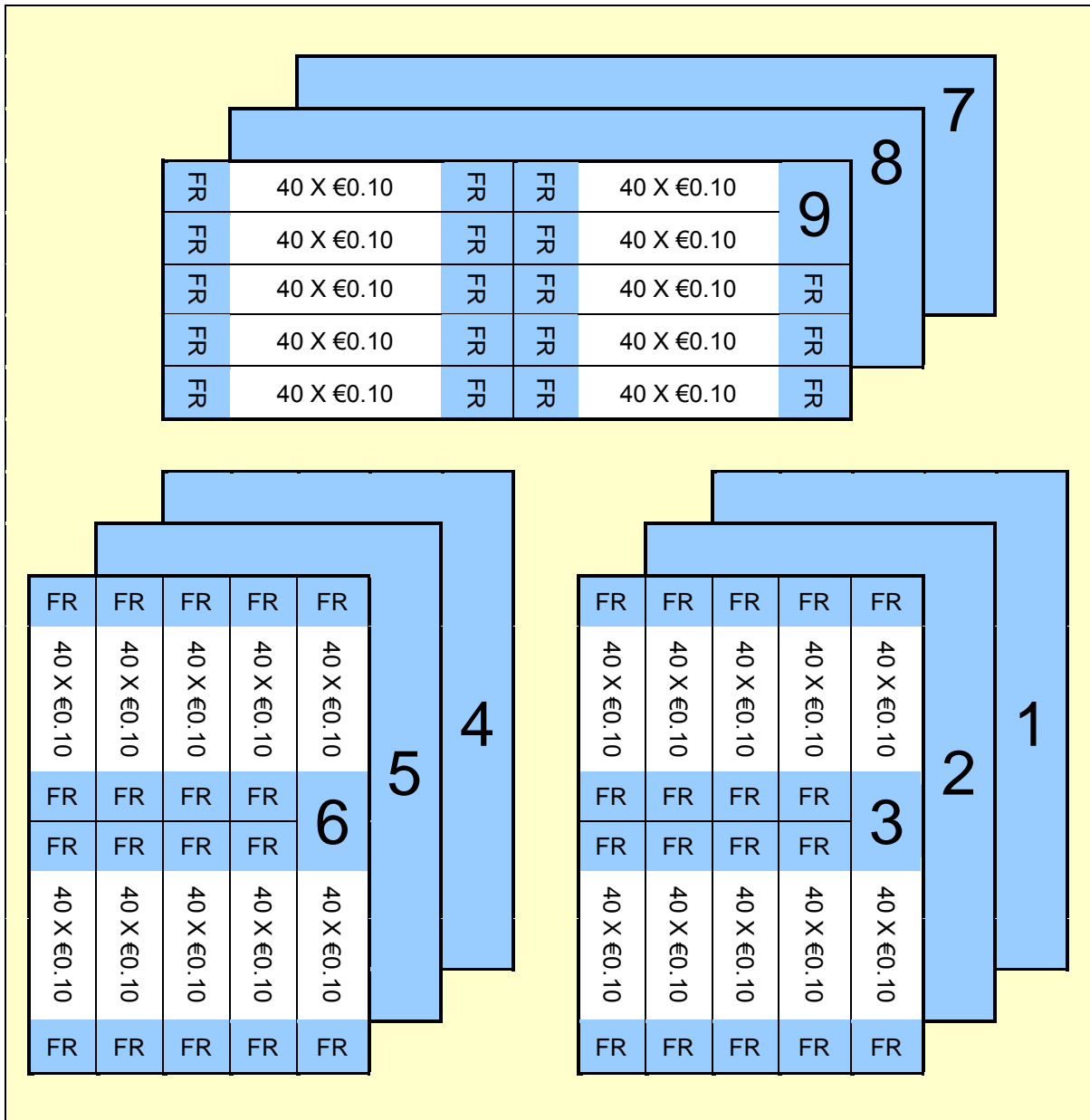
**€360**

**3,600 COINS**

**40 COINS PER ROLL**

**10 ROLLS PER PACK**

**9 PACKS PER COIN-BAG**

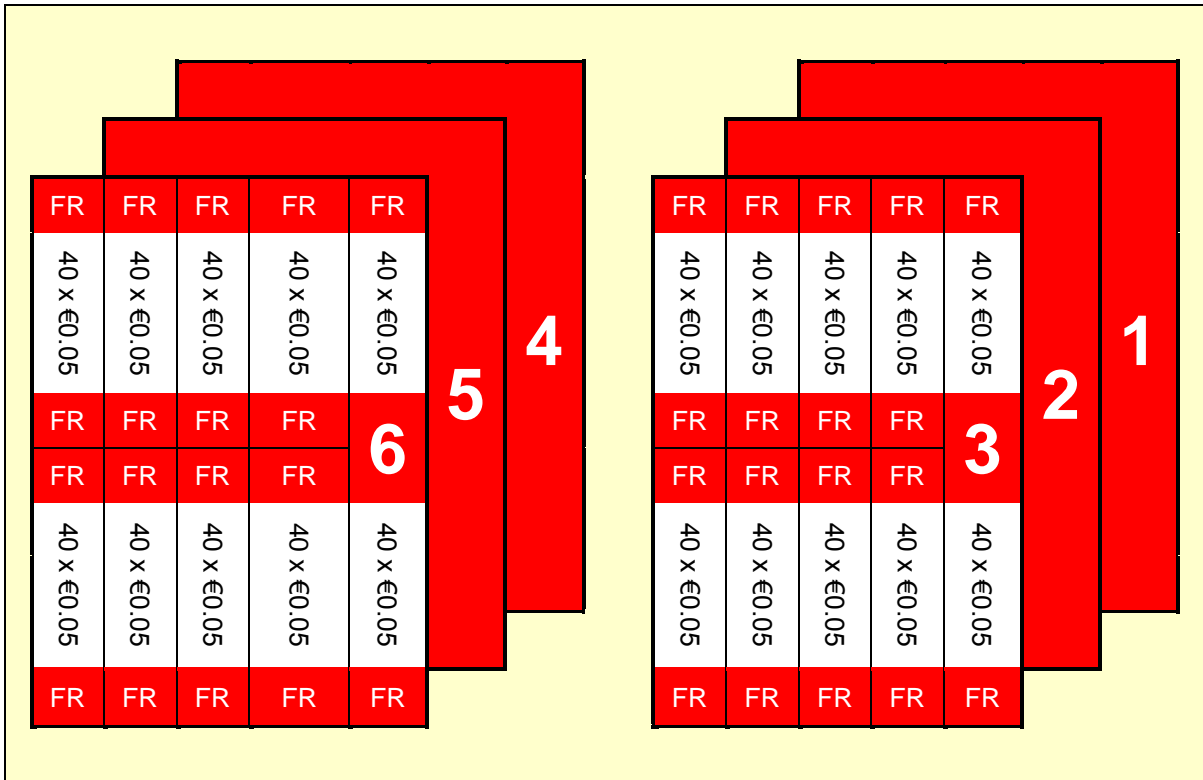




# PACKAGING OF €0.05 COINS

**150 €**  
**3,000 COINS**

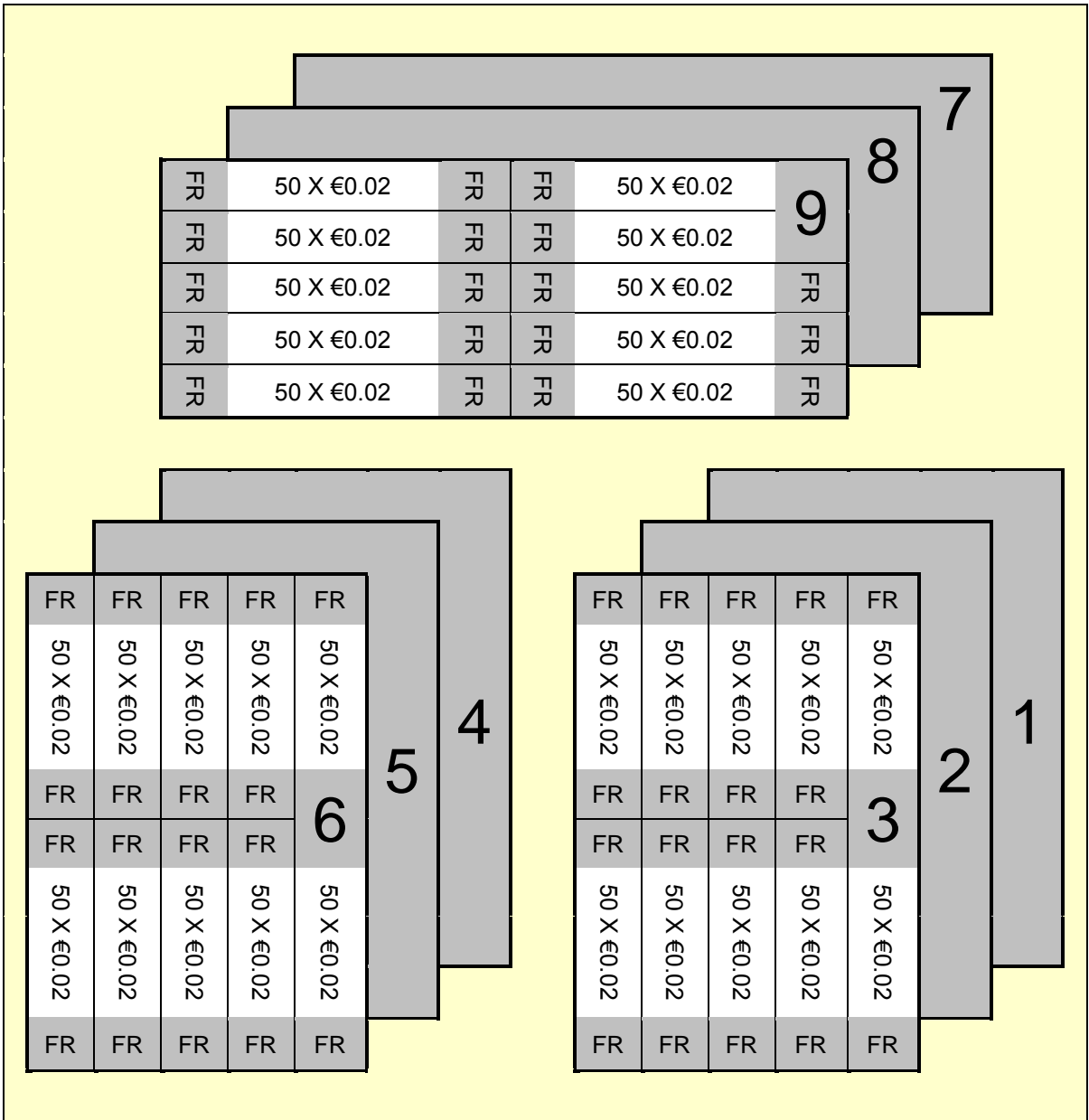
<b>50 COINS PER ROLL</b>
<b>10 ROLLS PER PACK</b>
<b>6 PACKS PER COIN-BAG</b>



# PACKAGING OF €0.02 COINS

**€90**  
**4,500 COINS**

**50 COINS PER ROLL**  
**10 ROLLS PER PACK**  
**9 PACKS PER COIN-BAG**



# PACKAGING OF €0.01 COINS

**€60**  
**6,000 COINS**

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**50 COINS PER ROLL**  
**10 ROLLS PER PACK**  
**12 PACKS PER COIN-BAG**

