

Approved under:
the Central Bank of the Republic of Armenia
Board Resolution No. 175 N, dated July 13, 2004

REGULATION 21

CASH TRANSACTIONS AT CREDIT ORGANIZATIONS FUNCTIONING IN THE TERRITORY OF THE REPUBLIC OF ARMENIA

Chapter 1. General provisions

1.1. This regulation governs the aspects relating to the implementation of cash transactions at credit organizations functioning in the territory of the Republic of Armenia; the action and activities in the event counterfeit notes and coins are detected when credit organizations accept cash; the collection of cash in credit organizations.

1.2. For the meaning of this regulation:

a) Cash: the currency of the Republic of Armenia, the dram, in circulation and out of circulation yet allowed to be replaced, as well as the foreign currency in the form of banknotes and coins; standardized bullions of precious metals;

b) (clause “b” repealed under CBA Board Res. No. 200N, dated 26.04.05);

c) Cash desk: an area where cashier service is provided for customers;

d) Cash desk payment documents: cash-in and cash-out orders;

e) Cashier: an employee of a credit organization, who performs cash-in and cash-out transactions of the credit organization;

f) Customer of credit organization: persons using the services of the credit organization.

Chapter 2. Implementing cash transactions at credit organizations

2.1. At credit organizations, cash transactions, such as accepting and handing of cash from/to customers (collection officers); document formalities in credit organizations for transit of cash, providing imprest money to the cashier, providing imprest money to other employees of the credit organization with time limitations set for such money; accepting valuables for safe custody; cash desk closing; keeping a cash book, paper or electronic (where a cash book is kept in paper form, pursuant to Annex 1 of this Regulation), securing valuables in the cash desk; checking valuables in cash desks of credit organizations, shall be carried out in accordance with policies/procedures established by the credit organization.

(clause 2.1 amended under CBA Board Res. No. 78-N, dated 25.05.21)

2.2. **(clause 2.2 repealed under CBA Board Res. No. 78-N, dated 25.05.21)**

2.3. The credit organizations functioning in the territory of the Republic of Armenia shall provide one copy of each of the procedures regulating cash desk transactions, including amendments and additions thereto, to the Central Bank of Armenia within one month after these procedures shall have been adopted, and newly opened credit organizations shall provide one copy of each of these procedures to the Central Bank of Armenia within three months after an activity license shall have been issued to the credit organization.

(clause 2.3 edited under CBA Board Res. No. 64N, dated 11.03.08)

2.4. **(clause 2.4 repealed under CBA Board Res. No. 64N, dated 11.03.08)**

2.5. **(clause 2.5 repealed under CBA Board Res. No. 64N, dated 11.03.08)**

Chapter 3. Actions to be taken when counterfeit notes and coins are detected during acceptance of cash to credit organizations

3.1. When making a cash-in transaction, the cashier of the credit organization shall, while checking the solvency of the notes and coins, follow the requirements of this chapter and rule 3 of Regulation 9 “The Solvency and Wear-Out Features for the Notes and Coins of the Republic of Armenia; Cash Operations at Banks functioning in the Territory of the Republic Of Armenia”, as approved under the CBA Board Resolution No. 40-N of March 15, 2016.

(clause 3.1 edited under CBA Board Res. No. 200N, dated 26.04.05; edited under CBA Board Res. No. 84N, dated 24.05.16)

3.2. Where counterfeit notes/coins are detected during making a cash-in transaction, an act of 4 copies (pursuant to Annex 2 of this regulation) must be drawn up, which shall be signed by the cashier who detected the counterfeit note/coin, the customer (or collection officer) and the head of the credit organization. The first copy of the act, together with counterfeit note/coin, shall be handed over to the Police of the Republic of Armenia adjunct to the Government of the Republic of Armenia. The second copy of the act shall be sent to the Central Bank of Armenia. The third copy shall be given to the customer having handed the cash (or to the bank having delivered the cash), and the fourth copy shall remain with the credit organization having detected the counterfeit note/coin.

Chapter 4. Collection of cash at credit organizations

4.1. Where the total amount of cash in transit from the credit organization to the bank or other credit organizations and vice versa is in excess of AMD 5 million, the transits shall be carried out through cash collection companies only, on the basis of the agreement concluded between the credit organization and the cash collection company.

4.2. The agreement concluded between the credit organization and the cash collection company shall establish:

- a) the forms of transit of cash,
- b) the receipt and handover of cash at the credit organization,
- c) the cash collection company's officer escorting the responsible persons of the credit organization during the transit of cash,

d) responsibilities and obligations of the parties during the transit of cash.

4.3. At credit organizations, cash can be handed over to the cash collection company in:

a) sealed sacks (or bags); before handing over to the collectors, the cash shall be put into the sacks (or bags) and sealed with the seal of the credit organization. The accompanying list of values, signed and sealed by a person in charge of handing the value at the credit organization to the collection officers, shall also be put into the sack/bag (pursuant to Annex 3 of this regulation);

b) banknotes, calculated sheet by sheet; coins, calculated piece by piece. Before the transit of cash, the collection officers shall check the compliance of the deliverable values with the amount indicated in the accompanying list of values.

4.4. At credit organizations, acceptance of cash from the cash collection company, depending on how the cash is handed over to the cash collection company at the servicing bank, shall be carried out, accordingly, by:

a) Sealed sacks (or bags), checking that the sacks (or bags) and seals are whole (undamaged). In case of damage to the sacks/bags or to their leaden seals, an act shall be drawn up, which shall be signed by the receiver of the values and the collection officers.

The values of damaged sacks (or bags) shall be re-calculated: the banknotes, sheet by sheet, the coins, piece by piece. The values in the sacks (or bags) shall be estimated against the list of values. In case of inconsistencies, an act shall be drawn up, which will serve basis for restoring the identified deficit. The act shall be signed by the receiver of the values and the collection officers.

b) Banknotes in bundles and coins in bags, verifying the accuracy of the packaging of the bundles, the number of stacks of the banknotes, and checking if the packs, sacks of coins and seals are whole and undamaged.

The bundles and bags with damaged seals and torn packs (bags) shall be accepted by counting the banknotes sheet by sheet, the coins, piece by piece. In case any discrepancies are detected, an act shall be drawn up, which will serve a basis for restoring the identified deficit.

c) Banknotes, counting sheet by sheet, the coins, piece by piece.

4.5. **(clause 4.5 repealed under CBA Board Res. No. 200N, dated 26.04.05)**

Name of credit organization _____

CASH BOOK

Started on _____ 20__

Ended on _____ 20__

Opening balance
as of _____ 20__

AMD -----

Cash order No.

Cash-in

Cash-out

Cash-in

Cash-out

Closing balance as of end-day

AMD -----

1' (signatures)

2'

ACT

On Detected Counterfeit Note/Coin

_____ 20 __, No. _____

This act is drawn up by:

Cashier _____
(name, surname of the cashier)

of _____
(name of the credit organization)

We have detected a counterfeit note/coin, delivered by

(name of the customer)

Nominal value, series and number

(nominal value in figures and words)

Cashier: _____
(name, surname, and signature of the cashier)

Head of the credit organization:

(name, surname, and signature)

Customer: _____
(name, surname, and signature of the customer)

The counterfeit note/coin sent to the relevant law enforcement authority of the Republic of Armenia.

(name of the law enforcement authority)

List of values in delivery

_____ 20 ____

Deliverer: _____

Receiver: _____

We hereby deliver values with the help of senior collection officer _____ .

Sack (or bag) sealed by a seal No. _____ .

Name of the values (currency by nominal value)	Amount	Number of the sacks (bags)	Seal number
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Responsible cash desk employee
signature:Collection
officer(s)
signature(s)

Place of stamp:

ACKNOWLEDGEMENT

The values mentioned in the list as of _____ 20__

at the total amount _____ (amount in figures and words)

delivered with the help of senior collection officer _____,

have arrived to us.

Acceptance of values done by checking -----

Values accepted by:

Responsible employees

Values handed over by:

Collection officers