Annex to the announcement of the President of Narodowy Bank Polski of 30 August 2018 (item 14)

REGULATION 19/2016
of the President of Narodowy Bank Polski
of 17 August 2016

on the method and procedure to be used in counting, sorting, packaging and labelling packages of banknotes and coins, and in conducting activities related to the supply of banknotes and coins to the banks

In accordance with Article 68 item 2 of the Banking Act of 29 August 1997 - (Journal of Laws of 2017, item 1876, as amended) it is hereby resolved as follows:

SECTION I
GENERAL PROVISIONS

§ 1. 1. The Regulation sets out the method and procedure for:
1) counting, sorting, packaging and labelling packages of banknotes and coins by banks;
2) conducting activities related to the supply of banknotes and coins to the banks.
2. The provisions of the Regulation shall not apply to collector banknotes and coins.

§ 2. 1. Wherever used in this Regulation:
1) identification number shall mean a numerical or a letter symbol which is used as the signature of an employee or signatures of a team of employees, individually assigned to the employee or team of employees;
2) customer identification shall mean identification based on directly or indirectly determining the customer depositing banknotes in a cash handling machine, using an account number;
3) customer shall mean a natural person, legal person or an organizational unit without legal personality;
4) band shall mean a band made of white paper with a width of 25 mm to 40 mm;
5) label should be understood as a label from a bundle, half-bundle or non-standard half-bundle, a box label, a label for a cash-in-transit bag, collective bag or a bag, self-tightening seal or security strap with the producer’s name;
6) standard packet shall mean 100 banknotes of the same denomination and the same size, arranged in any direction, kept together with a band;
7) non-standard packet shall mean fewer than 100 banknotes of the same denomination and the same size, arranged in any direction, kept together with a band;

1) Amendments to the consolidated text of the mentioned Act were announced in the Journal of Laws of 2017 items 2361 and 2491 and of 2018, items 62, 106, 138, 650, 685, 723, 864, 1000, 1075, 1499 and 1629.
2) Amended by § 1(1) of the regulation No. 14/2018 of the President of Narodowy Bank Polski of 7 June 2018 amending the regulation on the method and procedure to be used in counting, sorting, packaging and labelling packages of banknotes and coins, and in conducting activities related to the supply of banknotes and coins to the banks (Official Journal of NBP, item 10), which entered into force as of 1 July 2018.
3) In the wording determined by §1(1) of the regulation referred to in footnote 2 hereinabove.
8) pack shall mean 10 rolls of coins of the same denomination and the same diameter, packed in transparent shrink-wrap or vacuum packaging using a foiling machine;
9) self-tightening seal shall mean a seal made of plastic, containing information written on it in a permanent manner: individual seal number, bank name or number or entrepreneur’s name;
10) half-bundle shall mean 5 standard packets of the same denomination, arranged so that all bands are one on top of the other, packed in transparent foil;
11) non-standard half-bundle shall mean not more than four standard packets or not more than one non-standard packet with the same denomination which cannot form a half-bundle, arranged so that all bands are one on the top of the other, packed in transparent foil;
12) counting shall mean determining the number of banknotes and coins and their denomination.
13) box shall mean packaging made of cardboard, with dimensions no larger than 40 cm x 35 cm x 15 cm, containing 10 bundles of banknotes of the same denomination;
14) cash discrepancies shall mean a discrepancy (deficit or surplus) resulting from finding suspected counterfeit banknotes or coins in a packet, not subject to exchange or with a denomination other than declared, and a discrepancy between the actual number of banknotes or coins in a package and the declared number;
15) roll shall mean 50 Polish currency coins or 50 or fewer coins of foreign currencies, with the same denomination and the same diameter, arranged in such a way that their surfaces are in contact, packed in roll paper;
16) sachet shall mean 100 coins of the same denomination or 50 coins with the denomination of 2 zloty, made of the Nordic Gold alloy, packed in a bag made of transparent foil, which has in particular the following information: the denomination of the coins, the number of coins and the total value of coins in the sachet;
17) sorting shall mean grouping banknotes or coins by their denomination and separating banknotes fit for circulation from banknotes unfit for circulation, including banknotes unfit for machine sorting and separating coins fit for circulation from coins unfit for circulation;
18) summary check shall mean determining the number of:
   a) bundles in boxes,
   b) bundles or half-bundles or non-standard half-bundles in cash-in-transit bags or collective bags,
   c) standard packets in bundles or half-bundles,
   d) standard packets or non-standard packets in a non-standard half-bundle,
   e) bags with coins or packs in collective bags,
   f) sachets in collective bags,
   g) rolls in packs,
   - and the denomination of banknotes and coins in those packages and their compliance with the information contained on those packages or their labels;
19) cash handling machine shall mean a machine for counting or sorting or verifying the authenticity of banknotes or coins, operated by an employee or team of employees or a customer;
20) banding machine shall mean a machine applying bands on a standard packet or non-standard packet;
21) Polish currency shall mean currency (banknotes and coins) within the meaning of Article 2 Paragraph (1)(7) of the Act Foreign Exchange Law of 27 July 2002 (Journal of Laws of 2017, item 679 and of 2018 items 650 and 1629);
22) foreign currencies shall mean currency (banknotes and coins) within the meaning of Article 2 Paragraph (1) (10) of the Act mentioned in item 21;
23) bundle shall mean 10 standard packets of the same denomination, packed in transparent foil, arranged so that:
   a) all bands are one on top of the other,
   b) on the upper 5 standard packets in a bundle, the bands are shifted to the left and on the lower 5 packets the bands should be shifted to the right side of the bundle, in the case of bundles formed by the producer;
24) bag shall mean a bag made of cloth of the size of 14 cm x 20 cm in the case of coins of the denomination ranging from 1 grosz to 20 grosz or 18 cm x 32.5 cm in the case of coins of the denomination ranging from 50 grosz to 5 zloty, or a bag made of transparent foil;
25) cash-in-transit bag shall mean a bag with caps, made of cloth, of the size of 50 cm x 80 cm;
26) collective bag shall mean a bag of the size of 35 cm x 50 cm:
   a) with caps, made of cloth, or
   b) a bag made of transparent foil – in the case of a bag formed by the producer.
2. The term "withdrawal and lodgement of banknotes and coins" shall mean supplying banks in banknotes and coins.

§ 3. The provisions of the Regulation shall apply to Narodowy Bank Polski hereinafter referred to as "NBP", unless a specific provision provides otherwise.

§ 4. 1. In the agreements on withdrawal and lodgement of banknotes and coins, the banks shall specify, in particular:
   1) the conditions for withdrawal and lodgement of banknotes or coins and the procedure in the event of damage to the packaging of banknotes or coins, damage to its labelling, or finding cash discrepancy;
   2) the entrepreneur, when entrusting the entrepreneur with the performance of activities of counting, sorting, packaging and labelling of packages of banknotes and coins;
   3) the method and procedure for counting, sorting, packaging and labelling packages of banknotes and coins withdrawn from circulation on the basis of separate regulations.
2. On the basis of the agreements referred to in paragraph 1, banks may use in trade between them a different than specified in the Regulation manner and mode of:
   1) packaging and labelling packages of banknotes or coins provided that the method of packaging prevents tampering with the package or its label;
   2) counting, sorting and labelling packages of banknotes or coins of foreign currencies and conducting activities related to withdrawal or lodgement of banknotes and coins.
§ 5. The manner and procedure for handling suspected counterfeit banknotes and coins and the manner of exchange of banknotes and coins, which as a result of wear or damage cease to be legal tender in the Republic of Poland are governed by separate regulations.

§ 6. Summary checking, counting, sorting and verifying the authenticity of banknotes or coins withdrawn from NBP is monitored and recorded or performed in the presence of another employee while providing the possibility of mutual observation.

SECTION II
POLISH CURRENCY

Chapter 1
Method and procedure for counting and sorting of banknotes and coins

§ 7. 1. Counting, sorting and verifying the authenticity of banknotes and coins shall be performed using a machine or manually.

   1) the share of banknotes manually counted, sorted and verified for authenticity in the total number of banknotes of all denominations, both deemed fit and unfit for circulation, counted, sorted and verified for authenticity by a given bank cannot exceed 10% in each individual quarter.

   2) in the case of banknotes allotted to be used in customer-operated machines, banknotes shall be counted, sorted and verified for authenticity using devices operated by an employee or a team of employees.

2. During counting, sorting or verifying the authenticity of banknotes, their fitness shall be checked, according to the criteria set out in Attachments 1 and 2 to this Regulation, subject to paragraph 10.

3. The devices referred to in paragraph 1 shall meet the requirements set out in Attachment 3 to the Regulation and classify banknotes in accordance with Attachment 4 to the Regulation.

4. Banks:

   1) shall inform NBP about tests of types of machines referred to in paragraph 1, carried out to verify compliance with the requirements referred to in Paragraphs 2 and 3; the information about tests shall be available on the NBP website;

   2) shall provide NBP with quarterly reports specified by NBP in the agreements referred to in § 4, containing in particular:

       a) the types of cash handling machines,

       b) the number of banknotes and coins counted, sorted and verified for authenticity, including: separated as unfit for circulation, unfit for machine sorting, re-introduced into circulation without the involvement of NBP.

5. Banknotes with damage referred to in Attachments 1 or 2 to this Regulation shall be regarded as unfit for circulation.

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4 In the wording determined by §1(2)(a) of the regulation referred to in footnote 2 hereinabove, however as regards §7(1) the provision shall enter into force as of 1 January 2021 and as regards §7(2), as of 1 January 2020.

5 In the wording determined by §1(2)(b) of the regulation referred to in footnote 2 hereinabove.
6. During manual counting, sorting and verifying the authenticity, banknotes with folds shall be straightened, and torn or broken banknotes are taped on one side on the reverse of the banknote.

7. Banknotes unfit for machine sorting shall be separated from banknotes unfit for circulation; such banknotes include particularly banknotes joined together by tape, glue or otherwise, torn, stapled or ripped.

8. During sorting of coins – coins with mechanical damage, as well as worn, discoloured, and corroded coins, including coins damaged by placing a permanent inscription, drawing or other mark on them shall be considered unfit for circulation.

9. In the case of counting, sorting or verifying the authenticity:
   1) of banknotes from
      a) a bundle or half-bundle, the transparent foil used for packaging the bundle or half-bundle as well as the band taken off from any packet of banknotes in the half-bundle or bundle shall be kept, whereas the other bands shall be destroyed by tearing or cutting into at least two parts. After ascertaining compliance of the number, denomination and authenticity of banknotes in a half-bundle or bundle the residual foil and the band shall be destroyed by tearing or cutting into at least two parts;
      b) a non-standard half-bundle, the foil in which the non-standard half-bundle was packed and the band removed from the given standard or non-standard packet shall be kept until the moment of ascertaining compliance of the number, denomination and authenticity of banknotes in this packet, and then the band shall be destroyed in the manner described in item a; after ascertaining compliance of the number, denomination and authenticity of the banknotes in the non-standard half-bundle, the kept foil shall be destroyed in the manner described in item a;
      c) standard packets, not included in a bundle or a half-bundle or non-standard packets not included in a non-standard half-bundle, the band removed from the given standard packet or non-standard packet shall be kept until the moment of ascertaining compliance of the number, denomination and authenticity of banknotes in this packet, and then the band shall be destroyed in the manner described in item a;
   2) coins from rolls, sachets, packs, bags or collective bags, with loose coins, the package of the roll, the sachet, or the label from the pack, bag or collective bag with coins shall be kept until ascertaining compliance of the number, denomination and authenticity of coins and then, they shall be destroyed in the manner referred to in item 1.

10. In particularly justified cases, NBP may apply other fitness criteria for banknotes other than those specified in Attachments 1 and 2 to this Regulation.

Chapter 2
Method and procedure for packaging and labelling packages of banknotes

§ 8. 1. ARG A standard packet of banknotes shall be formed from banknotes:
   1) fit for circulation;
   2) unfit for circulation;

In the wording determined by §1(3) of the regulation referred to in footnote 2 hereinafter.
3) unfit for machine sorting;
4) fit and unfit for circulation stacked together.

2. A non-standard packet shall be formed from banknotes unfit for machine sorting.
3. Forming a standard packet or a non-standard packet from banknotes unfit for machine sorting shall be done with consideration of the provisions referred to in § 5.

§ 9. 1. Forming of:
1) a standard packet shall be done using a machine or a banding machine or manually;
2) a standard or non-standard package from banknotes unfit for machine sorting shall be done using a banding machine or manually.

2. A band with the following information shall be put on banknotes fit for circulation: date of forming the packet, the number of banknotes in the packet and signature or the identification number.

3. Apart from the information referred to in paragraph 2, additionally a band with the letters "ON" shall be put on banknotes unfit for circulation or banknotes fit and unfit for circulation forming one packet.
4. Apart from the information referred to in paragraph 2, additionally a band with the letters "NS" shall be put on banknotes unfit for machine sorting.
5. In the case of forming a standard packet or a non-standard packet:
   1) using a cash handling machine or banding machine – a band shall be put in the place envisaged by the producer of these machines;
   2) manually – a band shall be put on the left edge of the banknotes.

6. In the case of forming a standard packet of banknotes counted using a cash handling machine, the letter "M" may additionally be placed next to the signature or identification number.

§ 10. 1. A bundle shall be formed from standard packets of banknotes:
1) fit for circulation;
2) unfit for circulation;
3) unfit for machine sorting;
4) fit and unfit for circulation stacked together.

2. A half-bundle shall be formed from standard packets of banknotes unsuitable for machine sorting.
3. A non-standard bundle shall be formed from standard packets or non-standard packets formed from banknotes unsuitable for machine sorting.

§ 11. 1. Forming:
1) of a bundle or a half-bundle shall be done using a machine or manually;
2) of a non-standard half-bundle shall be done manually.

2. Manual forming of a bundle, half-bundle or non-standard half-bundle shall be done:
   1) by an employee who using a machine or banding machine or manually formed all the standard packets or non-standard packets;
   2) by one of the employees of the team operating the machines referred to in item 1 by means of which all standard packets or non-standard packets were formed.

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7 In the wording determined by §1(4) of the regulation referred to in footnote 2 hereinabove.
8 In the wording determined by §1(5) of the regulation referred to in footnote 2 hereinabove.
3. Manual forming of a bundle, half-bundle or non-standard half-bundle from standard packets or non-standard packets formed by an employee or a team of employees referred to in paragraph 2, can be done by another employee, provided that before the formation of the bundle, half-bundle or non-standard bundle that employee checks the compliance of the number of banknotes in all the standard packets and non-standard packets constituting the bundle, a half-bundle or non-standard bundle and puts a signature or identification number on the back of the bands of checked standard packets or non-standard packets.

4. The employee forming a bundle, half-bundle or non-standard half-bundle, puts on a label permanently stuck to the foil, the name or identification number of the organizational unit of the bank, the date of formation of the bundle, half-bundle or non-standard bundle, the denomination of the banknotes, the number of banknotes, the total value of banknotes in the bundle, half-bundle or non-standard half-bundle, and the signature or identification number, and in the case of a bundle referred to in §10(1)(2) and §10(1)(4), additionally the letters “ON”.

5. The signature or identification number and the information referred to in paragraph 4 can be replaced by using another technology ensuring the durability of the packaging and information put on it.

6. It shall not be required to put a signature or identification number and the information referred to in paragraph 4 on bundles or half-bundles formed using a cash handling machine operating in a closed cycle, but on bands of standard packets, in addition to the information referred to in § 9 paragraph 2, the denomination of the banknotes contained in the packets and the name or identification number of the organizational unit of the bank shall be given.

§ 12. 1. A cash-in-transit bag with banknotes shall be formed for banknotes:
   1) fit for circulation, to which a label is applied, a specimen of which is attached as Attachment 5 to the Regulation;
   2) unfit for circulation, to which a label is applied, a specimen of which is attached as Attachment 5 to the Regulation;
   3) both fit and unfit for circulation, to which a label is applied, a specimen of which is attached as Attachment 5 to the Regulation;
   4) unfit for machine sorting, to which a blank label is applied.

2. Forming a cash-in-transit bag with banknotes consists in:
   1) putting in a bag bundles containing banknotes referred to in paragraph 1 items 1-3, of the same denomination, in the number of 20,000 pieces;
   2) putting in a bag bundles, half-bundles or non-standard half-bundles containing banknotes unfit for machine sorting, referred to in paragraph 1 item 4, of the same or different denomination in a number equal to or less than 20,000 pieces;
   3) closing and labelling the bag in the manner referred to in paragraph 3 and § 13.

3. The employee or employees responsible for the contents of a cash-in-transit bag with banknotes:
   1) referred to in paragraph 2 item 1 - put signatures or an identification number on the label, a specimen of which is in Attachment 5 to the Regulation and the name and identification number of the organizational unit of the bank and the date of forming the

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9 In the wording determined by §1(6) of the regulation referred to in footnote 2 hereinabove.
10 In the wording determined by §1(7) of the regulation referred to in footnote 2 hereinabove.
bag, and in the case of a bag referred to in paragraph 1 item 2 or 3, additionally adding letters “ON”;
2) referred to in paragraph 2 item 2 – put signatures or identification numbers on the blank label, and:
   a) a symbol standing for a thousand pieces of banknotes of a given denomination, formed into bundles or half-bundles or the number of banknotes of a given denomination formed into non-standard half-bundles,
   b) a symbol standing for the denomination of banknotes referred to in Attachments 5 to the Regulation.
   c) the name or identification number of the organizational unit of the bank and the date of forming the bag and letters “NS”.
3. It is allowed to put in a cash-in-transit bag bundles containing banknotes referred to in paragraph 1 items 1-3 of the same denomination in a number equal to 10,000 pieces or 5,000 pieces, to which a blank label is applied, specifying:
   1) a symbol standing for a thousand pieces of banknotes of a given denomination, formed into bundles;
   2) a symbol standing for the denomination of banknotes, referred to in Attachment 5 to the Regulation;
   3) name or identification number of the organizational unit of the bank and the date of forming the bag;
   4) signatures or identification numbers of the employees who formed the bag and are responsible for its contents, and in the case of a bag referred to in paragraph 1, items 2 and 3, additionally the letters “ON”.

§ 13.1. A cash-in-transit bag with banknotes shall be closed and labelled by putting the self-tightening seal through all the caps a single time and tightening and then applying a second self-tightening seal with a label on folds of the bag and tightening it.
2. In the case of forming a collective bag with banknotes, the provisions of paragraph 1 and § 12 shall apply.

§ 14. In the case referred to in § 4 paragraph 1 item 2, additionally the name of the entrepreneur shall be put on bundles, half-bundles, non-standard half-bundles and labels for cash-in-transit bags or collective bags.

Chapter 3
Method and procedure of packing and labelling packages of coins

§ 15.\textsuperscript{11} From coins
1) fit for circulation, with the same denomination and the same diameter – rolls, packs, bags and collective bags shall be formed;
2) put loose into the bag, which are:
   a) fit for circulation;
   b) unfit for circulation;
   c) coins fit and unfit for circulation grouped together

\textsuperscript{11} In the wording determined by §1(8) of the regulation referred to in footnote 2 hereinabove.
- of the same denomination and the same diameter – collective bags shall be formed.

§ 16. The date of forming the roll and a signature or identification number is not required to be put on a roll wrapped in roll paper, a specimen of which is attached as Attachment 7 to the Regulation.

§ 17. An employee or one of the employees included in the team forming a packet puts a signature or identification number and the name or identification number of the organizational unit of the bank and the date of formation of the package on the label, a specimen of which is attached as Attachment 8 to this Regulation, and then places the label under the foil before closing it.

§ 18. 1. Bags with coins shall be formed from coins fit for circulation.
   2. Forming a bag with coins consists in putting in a bag 500 coins fit for circulation, loose or in rolls, as well as closing and labelling the bag in the manner set out in § 19 and 20.

§ 19. 1. A bag with coins, made of cloth, shall be closed and labelled by tightening a self-tightening seal on the folds of the bag, together with a label, a specimen of which is attached as Attachment 8 to this Regulation.
   2. The employee forming a bag with coins shall put on the label in particular the following information: name and identification number of the organizational unit of the bank, date of forming the bag and the signature or identification number.
   3. The bag with coins, made of foil, shall be heat-sealed or sealed in another manner, but the used foil and sealing technology should ensure the durability of the packaging.
   4. Before sealing the bag, the label referred to in paragraph 1 shall be put in; the bag may be labelled in a different manner, provided all information contained on the label is given.

§ 20. 1. Bags or packs with coins, or loose coins of the same denomination shall be put in a collective bag.
   2. A collective bag with coins shall be formed from:
      1) coins fit for circulation;
      2) coins unfit for circulation;
      3) coins fit and unfit for circulation put together.
   3. Forming a collective bag with coins consists in:
      1) putting in a bag
         a) packs or bags with coins fit for circulation – in a quantity set out in Attachment 10 to this Regulation.
         b) sachets – in a quantity set out in Attachment 11 to this Regulation.
         c) 16 loose coins:
            – fit for circulation,

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12 In the wording determined by §1(9) of the regulation referred to in footnote 2 hereinabove.
13 In the wording determined by §1(10) of the regulation referred to in footnote 2 hereinabove.
14 In the wording determined by §1(11) of the regulation referred to in footnote 2 hereinabove.
15 In the wording determined by §1(12) letter a) of the regulation referred to in footnote 2 hereinabove.
16 In the wording determined by the first indent of §1(12) letter b) of the regulation referred to in footnote 2 hereinabove.
– unfit for circulation,
– fit and unfit for circulation put together
– broken down according to their denomination, in a quantity set out in Attachment 10 to this Regulation;

2) sealing and labelling the bag in the manner set out in § 13, where to a bag containing coins:
   a) fit for circulation – a label is applied whose specimen is attached as Attachment 12 to this Regulation, and in the case of sachets the inscription “saszetek” (sachets) and their number shall be given,
   b) unfit for circulation, or fit and unfit for circulation put in together – a label is applied whose specimen is attached as Attachment 12 to this Regulation, but apart from the information referred to in paragraph 4, the number, denomination and total value of coins in the collective bag shall be given.

4. The employee or employees responsible for the contents of a collective bag with coins place on the label in particular the following information: name or identification number of the organizational unit of the bank, the date of forming the bag and signatures or identification numbers.

§ 21. In the case referred to in § 4 paragraph 1 item 2, additionally the entrepreneur’s name shall be given on packs and labels for collective bags and for bags.

Chapter 4
Banknote and coin packages formed by the producer

§ 22. A package of banknotes formed by the producer is:
   1) a bundle in which each 5 standard packs containing in addition to the information referred to in § 9 paragraph 2, the inscription "Narodowy Bank Polski", shall be wrapped in strips of transparent foil, to which labels are glued, one on each strip, including in particular the following information: the number of banknotes, denomination and the total value of banknotes in the bundle;
   2) a box with two permanently stuck labels whose specimen is attached as Attachment 14 to this Regulation, located in the corner of the box, in a manner enabling reading it at the shorter and longer side of the box and marked with a security strap with the name of the producer, in a manner which makes it impossible to reuse it after tearing off.

§ 23. 1. A coin packet formed by the producer is:
   1) a sachet;
   2) a pack with a permanently stuck label containing in particular the following information: producer’s name, number of coins, denomination and total value of coins in the pack;
   3) a collective bag, containing packs or sachets, sewn together or heat-sealed, which may have perforation in the form of holes at two sides of the bag, with a permanently fixed label, the specimen of which is attached as Attachment 15 to this Regulation.

17 In the wording determined by the second indent of §1(12) letter b) of the regulation referred to in footnote 2 hereinabove.
2. The number and total value of coins of individual denominations in packs or sachets and the number of packs or sachets in collective bags with coins shall be set out in Attachments 10 and 11 to this Regulation.

Chapter 5
Withdrawal and lodgement of banknotes and coins

§ 24. 1. Withdrawal and lodgement of banknotes and coins by the banks’ organizational units shall be effected in boxes containing banknotes, cash-in-transit bags containing banknotes and in collective bags containing coins or banknotes. 2. Banknotes and coins are lodged in NBP by organizational units of banks in the form of:

1) cash-in-transit bags with banknotes:
   a) unfit for circulation;
   b) fit and unfit for circulation stacked together;
   c) unsuitable for machine sorting;
2) collective bags containing loose coins:
   d) unfit for circulation,
   e) fit and unfit for circulation put in together,
   f) unsuitable for machine sorting;

3. Organizational units of banks are not allowed to lodge in NBP:
   1) cash-in-transit bags containing banknotes fit for circulation,
   2) collective bags containing loose coins fit for circulation
   with letters “ON” placed additionally on labels affixed to the bags.

§ 25. 1. An organizational unit of a bank, while withdrawing banknotes or coins from NBP or an organizational unit of another bank shall:

1) check if the boxes, cash-in-transit bags containing banknotes and collective bags containing coins or banknotes are not damaged, if their markings have not been tampered with and whether the information provided on the labels stuck to the boxes or on the labels stuck to the bags is consistent with the information in the documentation referred to in agreements referred to in § 4;
2) put in a permanent manner, on labels stuck to boxes or on the reverse side of labels on bags, the name or identification number of the organizational unit of the bank that withdraws banknotes or coins, and the date of withdrawal of banknotes or coins from NBP or an organizational unit of another bank;
3) do a summary check, count, sort and verify the authenticity of banknotes or coins within the period of:
   a) 20 calendar days from the date of withdrawing the banknotes, subject to letter b,
   b) 30 calendar days from the date of withdrawing the banknotes unfit for machine sorting,
   c) 90 calendar days from the date of withdrawing the coins.

2. After the summary check, the organizational unit of the bank puts in a permanent manner, on bundles, half-bundles or non-standard half-bundles and packs, sachets or on the reverse side of labels affixed to bags containing coins, the name or identification number of the organizational unit of the bank and the date of withdrawal of banknotes and

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18 In the wording determined by §1(13) of the regulation referred to in footnote 2 hereinabove.
19 Paragraph added by §1(13) of the regulation referred to in footnote 2 hereinabove.
coins from the organizational unit of another bank or from NBP and destroys the label affixed to the bag by tearing or cutting it into at least two parts, and the label affixed to the box – by crossing it.

3. The organizational unit of the bank may not put on packages of banknotes and coins the information referred to in paragraph 2, if the summary check takes place immediately before counting or sorting or checking the authenticity of all the banknotes or coins. This information is put only in the case of finding non-compliance in the package.

4. In the case referred to under paragraph 3, the box or the label affixed to the bag shall be stored, until counting or sorting or verifying the authenticity of the banknotes or coins contained in the packages.

5. In the case of packages formed by NBP or the producer, the organizational unit of the bank may decide:
   1) not to sort banknotes;
   2) not to count, sort or verify the authenticity of coins in rolls or sachets, provided the agreements referred to in § 4 so stipulate.

§ 26. 1. When lodging banknotes or coins in NBP or other organizational unit of another bank, the organizational unit of the bank shall permanently affix on:
   1) the reverse side of the labels on cash-in-transit bags and collective bags – the name or identification number of the organizational unit of the bank and the date of withdrawal, in the case of the lodging of banknotes or coins received from the organizational unit of the same bank;
   2) the bundles, half-bundles or non-standard half-bundles, packs or on the reverse side of the labels affixed to bags containing coins – the name or identification number of the organizational unit of the bank and the date of withdrawal in the event of lodging of banknotes or coins received from the organizational unit of the same or another bank.

2. The organizational unit of the bank may lodge in NBP coins grouped by the denomination of 1, 2 and 5 grosz, in the quantity of 500 coins or a multiple of that number, yet not exceeding the quantity specified in Attachment 10 to the Regulation, to which a label is affixed referred to in § 20 paragraph 3 item 2 letter b.

3. Accepting banknotes and coins lodged by the organizational unit of the bank referred to in paragraph 1, NBP shall apply § 25 paragraphs 1-4, as appropriate, where the periods referred to in § 25 paragraph 1 item 3 shall run starting from the date of lodging banknotes or coins in NBP.

§ 27. In the case of finding a cash discrepancy in a package of banknotes or coins in relation to:
   1) a deficit – the entity responsible for settlement is the organizational unit of the bank forming the packages to the benefit of the organizational unit of the bank finding the discrepancy, unless agreements referred to under § 4 set out otherwise;
   2) a surplus – the entity responsible for settlement is the organizational unit of the bank finding the surplus to the benefit of the organizational unit of the bank forming the packages, unless agreements referred to under § 4 set out otherwise.

20 In the wording determined by § 1(14) of the regulation referred to in footnote 2 hereinabove.
21 In the wording determined in § 1(15) of the regulation referred to in footnote 2 hereinabove.
SECTION III
FOREIGN CURRENCY

Chapter 1
Method and procedure for counting and sorting of banknotes and coins

§ 28. 1. Counting and sorting of banknotes and coins and verifying their authenticity shall be done in accordance with § 7 paragraphs 1, 6, 8 and paragraph 9 item 1 letters a) and c) and item 2, unless agreements referred to under § 4 paragraph 2 item 2 set out otherwise.


3. During sorting of banknotes, banknotes shall be deemed as unfit for circulation that in particular are tattered, excessively soiled, stained, de-inked or otherwise damaged, including as a result of affixing a permanent inscription, imprint, drawing, or other marking, and banknotes backed with tape, glued, or otherwise stuck, torn, stitched or stapled, broken, damp, decayed and crumbling and banknotes contaminated with liquids or solids.

4. In the case of counting, sorting and checking the authenticity of banknotes from a bundle or half-bundle, the band removed from a given standard package shall be stored until ascertaining the conformity of the number, denomination and authenticity of banknotes in this package, and then the band shall be destroyed by tearing or cutting it into at least two parts.

Chapter 2
Method and procedure for packaging and labelling packages of banknotes and coins and withdrawal and lodging of banknotes and coins

§ 29. 1. A standard packet shall be formed separately from banknotes fit for circulation or unfit for circulation in the manner set out under § 9 paragraphs 1, 2, 5 and 6.

2. On the front side of the band, apart from the information referred to under § 9 paragraph 2, additionally the denomination, name or identification number of the organizational unit of the bank, code of the given currency set by the International Organization for Standardization, hereinafter "ISO", shall be affixed, and in the case of banknotes unfit for circulation, also the letter “Z”.

§ 30. 1. A bundle or a half-bundle shall be formed separately for standard packets fit for circulation or unfit for circulation, in the manner set out under § 11 paragraph 1.

2. A bundle or a half-bundle shall be formed from standard packets containing banknotes of the same size of a given foreign currency, formed by one employee or a team of employees from packets formed by various employees, applying § 11 paragraphs 3-5.

§ 31. 1. Rolls, packs or bags of coins are created from coins fit for circulation and unfit for circulation, of the same denomination.

22 In the wording determined by § 1(16) of the regulation referred to in footnote 2 hereinaabove.
2. forming a bag with coins, made from:
   1) cloth – consists of placing any number of coins in the bag and its closing and labelling
      in the way stated in § 19 paragraphs 1-2, respectively;
   2) foil – consists of placing any number of coins in the bag and its closing and labelling
      in the way stated § 19 paragraphs 3-4, respectively.
3. A bag with coins shall be labelled with a label, the specimen of which is Attachment 16 to
   the Regulation, on which, after the words "Waluta obca" (foreign currency), the information
   regarding the code of a given currency, specified by ISO, name or identification number of
   the organizational unit of the bank and the date of forming the bag are placed in a
   permanent manner, as well as a signature or identification number.
4. In case of bags with coins unfit for circulation, the letter "Z" shall be placed to the right of
   the currency code on the label.

§ 32. Cash-in-transit bags with banknotes or collective bags with coins or banknotes shall be
closed and labelled in the way specified in § 13, but the label, the specimen of which is
Attachment 16 to the Regulation, is used, or a blank label on which the words "Waluta obca"
(foreign currency), information specifying the code of a given currency, as specified by ISO,
denomination, number of banknotes or coins in the bag, the name or identification number
of the organizational unit of the bank, and the date of forming the bag are placed in a
permanent manner, as well as the signature or identification number.

§ 33. Withdrawal and lodgement of banknotes and coins of foreign currency is done in the
way specified in § 24–27, respectively, unless agreements stated in § 4 paragraph 2 item 2
state otherwise.

SECTION IV
FINAL AND TRANSITIONAL PROVISIONS

§ 34. Used under the Regulation referred to in § 35:
   1) cash-in-transit bags and collective bags without caps, bands for banknote packets,
      labels for cash-in-transit bags and seals made of metal or plastic may be used in
      accordance with the previous rules until 30 June 2018;
   2) boxes containing labels may be used while their stock lasts

§ 35. Regulation 19/2007 of the President of Narodowy Bank Polski of 24 October 2007 on the
method and procedure to be used on counting, sorting, packaging and labelling packages of
banknotes and coins, and in conducting activities related to the supply of banknotes and
coins to the banks. (Official Journal of Narodowy Bank Polski – Dz. Urz. NBP of 2015 item 8)
shall be repealed.

§ 36. The Regulation shall enter into force on 1 January 2017, except for § 7 paragraphs 2-5
and paragraph 10, which shall enter into force on 1 July 2018.

The President
of Narodowy Bank Polski
Criteria for assessment of fitness of banknotes for circulation conducted with cash handling machines and the manner of checking these criteria

Table 1. List of defects affecting the assessment of fitness for circulation

<table>
<thead>
<tr>
<th>Defect</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Soil</td>
<td>General distribution of dirt across the entire banknote</td>
</tr>
<tr>
<td>2. Stain</td>
<td>Localised concentration of dirt</td>
</tr>
<tr>
<td>3. Graffiti</td>
<td>Added image or lettering written or marked in any manner on a banknote</td>
</tr>
<tr>
<td>4. De-inked</td>
<td>Lack of ink on part or whole of the banknote, e.g. a washed banknote</td>
</tr>
<tr>
<td>5. Tear</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>6. Hole</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>7. Mutilation</td>
<td>Incomplete banknote; banknote with part(s) missing, along at least one edge (in contrast to holes)</td>
</tr>
<tr>
<td>8. Repair</td>
<td>Parts of the same or more banknotes joined together by adhesive tape, glue or other means</td>
</tr>
<tr>
<td>9. Crumples</td>
<td>Multiple random folds</td>
</tr>
<tr>
<td>10. Limpness</td>
<td>Structural deterioration resulting in a marked lack of stiffness</td>
</tr>
<tr>
<td>11. Folds</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>12. Folded corners</td>
<td>Self-explanatory</td>
</tr>
</tbody>
</table>

1. Additional information concerning the fitness criteria (banknote reproductions display samples of defects and the scale thereof):

1) Soil
Soiled banknotes have an increased optical density. Table 2 specifies the maximum density increase of banknotes compared to new banknotes that banknotes may exhibit to be classified as fit.

---

23 In the wording determined by §1(17) of the regulation referred to in footnote 2 hereinabove.
Table 2.

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Maximum level of optical density increase compared to the new banknote</th>
<th>Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLN 10</td>
<td>0.07</td>
<td>magenta</td>
</tr>
<tr>
<td>PLN 20</td>
<td>0.07</td>
<td>magenta</td>
</tr>
<tr>
<td>PLN 50</td>
<td>0.07</td>
<td>magenta</td>
</tr>
<tr>
<td>PLN 100</td>
<td>0.07</td>
<td>magenta</td>
</tr>
<tr>
<td>PLN 200</td>
<td>0.07</td>
<td>magenta</td>
</tr>
<tr>
<td>PLN 500</td>
<td>0.07</td>
<td>magenta</td>
</tr>
</tbody>
</table>

* Sample images of banknotes (issued in 1994) fit and unfit for circulation due to soiling are specified in Part B. Images of soiled samples of banknotes issued in 1994.

The optical density increase of a banknote is calculated based on the highest of the two averages of at least four measurement points measured on the front and on the back of the banknote in an unprinted area and without any watermark separately on each side of the banknote. Banknotes not meeting these criteria are unfit.

2) Stain
Banknotes with a localized concentration of dirt on the surface of the banknote covering at least 9 mm x 9 mm in a non-printed area or at least 15 mm x 15 mm in a printed area are unfit.

3) Graffiti
There is no mandatory requirement to sort banknotes in respect of this defect (as regards detection of added image or lettering, written or marked).
4) De-inked
De-inked banknotes as a result of having been washed or exposed to aggressive chemicals can be detected by image detectors or UV detectors. Such banknotes are unfit for circulation.

5) Tear
Banknotes with “open” tears which are located wholly or partly outside the area of operation of the machine responsible for mechanical transport are unfit if the tear is greater than indicated in Table 3 below.

<table>
<thead>
<tr>
<th>Direction</th>
<th>Width</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical</td>
<td>4 mm</td>
<td>8 mm</td>
</tr>
<tr>
<td>Horizontal</td>
<td>4 mm</td>
<td>15 mm</td>
</tr>
<tr>
<td>Diagonal</td>
<td>4 mm</td>
<td>18 mm</td>
</tr>
</tbody>
</table>

*) The measurement is done by drawing a straight line from the peak of the tear to the edge of the banknote where the tear begins (rectangular projection), rather than measuring the length of the tear itself.
6) Hole
Banknotes with holes which are wholly or partly located outside the area of operation of the machine responsible for mechanical transport are unfit if the area of the hole is greater than 10 mm$^2$. 

1994 issue

2012 issue
7) Mutilation
Banknotes with their lengths reduced by 6 mm or more or widths reduced by 5 mm or more are unfit. All measurements refer to differences from the nominal lengths and widths of the banknotes.

8) Repair
Banknotes with an adhesive tape covering an area greater than 10 mm x 40 mm and thicker than 50 μm are unfit. In the case of devices which have no such technological capacity, sorting banknotes in line with this criterion is not mandatory.
9) Crumples
Crumpled banknotes can normally be identified if their level of reflectance or stiffness is reduced. There is no mandatory requirement to sort banknotes in respect of this defect.

10) Limpness
Banknotes with very little stiffness should be sorted as unfit. As limpness normally correlates with soiling, such banknotes are generally also detected by a soil sensor. There is no mandatory requirement to sort banknotes in respect of this defect.

11) Fold
Folded banknotes, because of their reduced length or width, can be detected by sensors checking the size of the banknotes. In addition, they can be detected by thickness sensors. However, due to technical limitations, only folds fulfilling the criteria laid down for mutilations, i.e. folds leading to a reduction in length greater than 6 mm or a reduction in width greater than 5 mm, can be identified as unfit for circulation.
12) Folded corner

Banknotes with folded corners of an area of more than 220 mm² and a minimum length of the shorter edge of the corner exceeding 15 mm are unfit for circulation.

1994 issue

2012 issue

2. Images of soiled samples of banknotes issued in 1994.

In each set of images of particular banknote denominations, banknotes 1 and 2 are fit banknotes, banknote 3 is a “borderline fitness” banknote, while banknotes 4 and 5 are unfit banknotes.
Denomination of PLN 200
3. Images of soiled samples of banknotes issued in 2012, 2015 and 2016

In each set of images of particular banknote denominations banknotes 1 and 2 are fit banknotes, banknote 3 is a “borderline fitness” banknote, while banknotes 4 and 5 are unfit banknotes.

**Denomination of PLN 10**

![Image of banknotes](image)

**Denomination of PLN 20**

![Image of banknotes](image)

**Denomination of PLN 50**

![Image of banknotes](image)

**Denomination of PLN 100**

![Image of banknotes](image)
Criteria for fitness checks of banknotes conducted by manual counting or sorting and the manner of checking these criteria

Banknotes shall be checked for damage specified in the table or the occurrence of clear damage to one of the recognizable security features.

<table>
<thead>
<tr>
<th>Defect</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Soil</td>
<td>Visually noticeable distribution of dirt across the banknote</td>
</tr>
<tr>
<td>2. Stain</td>
<td>Visually noticeable localised concentration of dirt</td>
</tr>
<tr>
<td>3. Graffiti</td>
<td>Visually noticeable added image or lettering written or marked in any manner on the banknote</td>
</tr>
<tr>
<td>4. De-inked</td>
<td>Visually noticeable lack of ink on part or whole of the banknote, e.g. a washed banknote</td>
</tr>
<tr>
<td>5. Tear</td>
<td>Banknote with at least one tear at the edge</td>
</tr>
<tr>
<td>6. Hole</td>
<td>Banknote with at least one visually noticeable hole</td>
</tr>
<tr>
<td>7. Mutilation</td>
<td>Lack of a part of the banknote along at least one edge (in contrast to holes), e.g. banknote with a torn-off corner</td>
</tr>
<tr>
<td>8. Repair</td>
<td>Parts of one or more banknotes joined together by tape, glue or other means</td>
</tr>
<tr>
<td>9. Crumples</td>
<td>Banknote with multiple random folds across it that strongly affect its visual appearance</td>
</tr>
<tr>
<td>10. Limpness</td>
<td>Banknote with structural deterioration resulting in a marked lack of stiffness</td>
</tr>
<tr>
<td>11. Folded banknote</td>
<td>Banknote that is folded, including a banknote that cannot be unfolded</td>
</tr>
<tr>
<td>12. Folded corners</td>
<td>Banknote with at least one clearly noticeable folded corner</td>
</tr>
</tbody>
</table>
Requirements for banknote handling machines

1. Banknote handling machines should meet the following requirements:

   1) sort banknotes, classify the individual banknotes and separate banknotes according to their classification;
   2) they must have separate output stackers or other solutions to ensure a proper separation of sorted banknotes;
   3) they must allow modification of the settings so that they can correctly detect different types of counterfeits. Additionally, if necessary, these machines must allow modification of the settings to meet more or less stringent sorting fitness criteria.

2. Requirements for individual types of cash handling machines are set out in Tables 1 and 2.

Table 1. Customer-operated machines

| 1. | Machines for cash-depositing with the function of verification of the authenticity – Cash-in machines (CIMs) | Machines for cash-depositing with the function of authenticity and fitness check allow customers to deposit banknotes in a bank account using a payment card or other means, but do not have any cash-dispensing functions. These machines verify banknotes for authenticity and allow for identification of the customer; fitness checks are optional. |
| 2. | Machines for cash-depositing and cash-dispensing operating in closed cycle – Cash-recycling machines (CRMs) | Machines for cash-depositing and cash-dispensing, operating in a closed cycle, enabling customers to deposit banknotes in a bank account and withdraw banknotes from a bank account using a payment card or other means. These machines check banknotes for authenticity and fitness, as well as allow for identification of the client. For withdrawals these machines use authentic and fit banknotes which were deposited by other customers in previous transactions. |
| 3. | Machines for cash-depositing and cash-dispensing – Combined cash-in machines (CCIMs) | Machines for cash-depositing and cash-dispensing, not operating in a closed cycle, allow customers to deposit banknotes in a bank account and withdraw banknotes from a bank account using a payment card or other means. These machines check banknotes for authenticity and allow for identification of the customer; fitness checks are optional. For withdrawals these machines do not use banknotes that have been |

24 Containing amendments introduced by §1(18)(a) of the regulation referred to in footnote 2 hereinabove.
deposited by other customers in previous transactions but only banknotes that have been loaded separately into them.

B. Other customer-operated machines

| Machines for cash-dispensing with the function of authenticity and fitness checks – Cash-out machines (COMs) | Machines for cash-dispensing which check banknotes for authenticity and fitness before dispensing them to customers. |

Table 2. Staff-operated machines

<table>
<thead>
<tr>
<th></th>
<th>Banknote processing machines (BPMs)</th>
<th>BPMs check banknotes for authenticity and fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Banknote authentication machines (BAMs)</td>
<td>BAMs check banknotes for authenticity</td>
</tr>
<tr>
<td>2</td>
<td>Teller assistant recycling machines with the function of authenticity or fitness checks</td>
<td>Teller assistant recycling machines with the function of authenticity or fitness checks are machines for cash-depositing and cash-dispensing, operating in a closed cycle. They check banknotes for authenticity and fitness. These machines dispense banknotes that are authentic and fit which were deposited by other customers in previous transactions. In addition, they store banknotes in safe custody, as well as allow crediting or debiting bank accounts of customers.</td>
</tr>
<tr>
<td>3</td>
<td>Teller assistant machines with the function of authenticity checks</td>
<td>Teller assistant machines with the function of authenticity checks verify the authenticity of banknotes. In addition, they store banknotes in safe custody, as well as allow crediting or debiting bank accounts of customers.</td>
</tr>
</tbody>
</table>

25 Containing amendments introduced by §1(18)(b) of the regulation referred to in footnote 2 hereinabove
Classification of banknotes by banknote handling machines and the detailed manner of treating banknotes

1. The classification and manner of treating banknotes deposited in a machine or dispensed by a customer-operated machine are specified in Tables 1 and 2.

Table 1. Classification and manner of handling banknotes deposited to a customer-operated machine, together with customer identification

<table>
<thead>
<tr>
<th>Category</th>
<th>Characteristics</th>
<th>Banknote treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Objects not recognized as Polish currency banknotes</td>
<td>Not recognized as Polish currency due to any of the following:</td>
<td>Dispensed / non-accepted by the machine.</td>
</tr>
<tr>
<td></td>
<td>- banknotes other than Polish currency,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- objects similar to Polish banknotes,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- wrong image or format,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- large folded corner(s) or missing part(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- feeding or transportation error of the machine.</td>
<td></td>
</tr>
<tr>
<td>2. Suspected counterfeits banknotes</td>
<td>Recognised image and format, but one or more authentication features checked by</td>
<td>Seized by the machine. To be immediately handed over to the nearest Police unit in</td>
</tr>
<tr>
<td></td>
<td>the machine not detected or clearly out of tolerance.</td>
<td>line with applicable regulations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Customer account should not be credited.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verification of authenticity may be carried out by an employee or team of employees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After the employee or team of employees recognises the banknotes as suspected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>counterfeits, in line with the applicable regulations the banknotes are immediately</td>
</tr>
<tr>
<td></td>
<td></td>
<td>handed over to the nearest Police unit.</td>
</tr>
<tr>
<td>3. Banknotes that are not clearly authenticated</td>
<td>Recognised image and format, but not all authentication features checked by the</td>
<td>Customer’s account should be credited. Verification of authenticity by an employee</td>
</tr>
<tr>
<td></td>
<td>machine recognised because of quality and/or tolerance deviations. In most cases</td>
<td>or team of employees. After the banknote’s authentication, the fit banknotes can be</td>
</tr>
<tr>
<td></td>
<td>these are unfit banknotes.</td>
<td>recirculated. Unfit</td>
</tr>
</tbody>
</table>

26 Containing amendments introduced by §1(19)(a) of the regulation referred to in footnote 2 hereinabove
Banknotes must be submitted to NBP. After the employee or team of employees recognises the banknotes as suspected counterfeits, in line with the applicable regulations the banknotes are immediately handed over to the nearest Police unit.

| 4. | Banknotes that are identified as genuine and fit | All authentication and fitness checks carried out by the machine gave positive results. | Can be used for recirculation. Customer's account may be credited. |
| 5. | Banknotes that are identified as genuine but unfit for circulation | All authentication checks carried out by the machine gave positive results. At least one fitness criterion checked gave a negative result. | Cannot be used for recirculation, banknotes are to be returned to NBP. Can be credited to the customer account. |

Additional information regarding Table 1:
Category 2 and 3 banknotes are not returned to the customer by the machine if the machine allows cancellation of the deposit transaction. Retaining such banknotes when the transaction is cancelled can be done by storing them in a temporary storage area in the machine. Machines that do not check banknotes for fitness do not need to distinguish between banknote categories 4 and 5.

Table 2. Classification and the manner of handling banknotes dispensed from a customer-operated machine

<table>
<thead>
<tr>
<th>Category</th>
<th>Characteristics</th>
<th>Banknote treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Objects not recognized as Polish currency banknotes</td>
<td>Not recognized as Polish currency due to any of the following: - banknotes other than Polish currency banknotes, - objects similar to Polish banknotes, - wrong image or format, - large folded corner (corners) or missing part(s) - feeding or transportation error of the machine</td>
</tr>
<tr>
<td>2.</td>
<td>Suspected counterfeit banknotes</td>
<td>Recognised image and format, but one or more authentication features checked by the machine not detected or clearly out of</td>
</tr>
</tbody>
</table>

27 Containing amendments introduced by §1(19)(b) of the regulation referred to in footnote 2 hereinaabove
### Table 3. Procedure in the case of a machine operated by an employee or team of employees

<table>
<thead>
<tr>
<th>Category</th>
<th>Characteristics</th>
<th>Banknote treatment</th>
</tr>
</thead>
</table>
| 1. Objects not recognized as Polish currency banknotes | Not recognized as Polish currency due to any of the following:  
- banknotes other than Polish currency banknotes,  
- objects similar to Polish banknotes,  
- wrong image or format,  
- large folded corner(s) or missing part(s)  
- feeding or transportation | Return by machine to the employee or team of employees for further evaluation and treatment.  
After visual evaluation by the employee or team of employees, the objects that are not recognised as Polish banknotes may be returned to the customer |
| 2. | Suspected counterfeits banknotes | Recognised image and format, but one or more authentication features checked by the machine not detected or clearly out of tolerance. | Return by machine to the employee or team of employees for further evaluation and treatment. After the employee or team of employees recognises the banknotes as suspected counterfeits, in line with the applicable regulations the banknotes are immediately handed over to the nearest Police unit. |
| 3. | Banknotes that are not clearly authenticated | Recognised image and format, but not all authentication features checked by the machine recognised because of quality and/or tolerance deviations. | Return by machine to the employee or team of employees for further evaluation and treatment. After the employee or team of employees recognises the banknotes as suspected counterfeits, in line with the applicable regulations the banknotes are immediately handed over to the nearest Police unit. |
| 4. | Banknotes that are identified as genuine and fit | All authentication and fitness checks carried out by the machine gave positive results. | Can be used for recirculation. Credited to customer account. |
| 5. | Banknotes that are identified as genuine and unfit | All authentication checks carried out by the machine gave positive results. At least one fitness criterion checked gave a negative result. | Cannot be used for recirculation. Banknotes are to be returned to NBP. Credited to customer account. |

Additional information regarding the classification and treatment of banknotes in the case of certain staff-operated machines.

1. Category 4 and 5 banknotes are subject to separation from category 1, 2 and 3 banknotes. Devices that do not check banknotes for fitness do not need to make a distinction between category 4 and 5 banknotes.

2. Banknote processing machines (BPMs) classify and physically sort categories 1, 2 and 3 banknotes to one or more output stackers, and categories 4 and 5 banknotes to two or more dedicated output stackers, as set out by Table 3. To avoid the intervention of the employee or team of employees, at least three dedicated output stackers are needed.

3. BPMs with only two dedicated output stackers may, however, classify and sort banknotes if the following requirements are fulfilled:
1) mode one:
   a) The authenticity and fitness checks are conducted in the same pass. In this pass, any category 4 banknotes must be sorted into one stationary output stacker, whereas all other categories of banknotes must be sorted into a separate stationary output stacker that does not have any physical contact with any category 4 banknotes;
   b) If a category 1, 2 or 3 banknote is identified as being present in the second output stacker, the employee or team of employees must re-run the banknote(s) from the second output stacker. In this second pass, category 1, 2 and 3 banknotes must be separated from category 5 banknotes by sorting category 1, 2 and 3 banknotes into a dedicated output stacker and their classifying them in accordance with Table 3. As the machine has no capacity to physically sort categories 1, 2 and 3 banknotes to dedicated output stackers, all these banknotes should be classified as category 2 banknotes;

2) mode two:
   a) verification of authenticity in the first pass. In this pass, category 4 and 5 banknotes must be separated into one stationary output stacker, while category 1, 2 and 3 banknotes have to be separated to a separate stationary output stacker, which has no physical contact with category 4 and 5 banknotes. As the machines have no capacity to physically sort categories 1, 2 and 3 banknotes to dedicated output stackers, all these banknotes should be classified as category 2 banknotes.
   b) verification of fitness in the second pass. In this pass, category 4 banknotes are separated from category 5 banknotes through the transfer of category 5 banknotes to a separate output stacker and handled in accordance with Table 3.

4. Banknote authentication machines (BAMs) classify and physically sort category 1, 2 and 3 banknotes into one dedicated output stacker, and category 4 and 5 banknotes into another dedicated stacker, for which at least two dedicated output stackers are needed to avoid intervention of the employee or team of employees.

5. BAMs with only one dedicated output stacker may, however, classify and sort banknotes if the following requirements are fulfilled:
   a) Each time a category 1, 2 or 3 banknote is processed, the machine must stop the processing immediately and keep the banknote in a position that avoids any physical contact with the authenticated banknotes;
   b) The result of the authenticity check for any single category 1, 2 or 3 banknote must be indicated on a display. As the machine cannot physically separate category 1, 2 and 3 banknotes by placing them in separate dedicated output stackers, these banknotes should all be classified as category 2 banknotes and treated accordingly;
   c) The machine must check for the presence of category 1, 2 and 3 banknotes when it stops processing, and processing can only be resumed after the physical removal of the category 1, 2 and 3 banknotes by the employee or team of employees;
   d) For each stop of the processing mode, no more than one category 1, 2 or 3 banknote can be accessible to the employee or team of employees.
Specimen of the label to be affixed to cash-in-transit bag containing fit banknotes

Explanatory notes:
1) The specimen shows a sample denomination.
2) A label with the dimensions 110 mm x 57 mm, made of white cardboard, plastic or cloth, one-side printed, bordered with a frame of a minimum width of 8 mm, indicating the denomination of the banknotes with the use of different colours:
   a) red, Pantone 1795 U, indicates banknotes of the 500 zloty denomination
   b) orange, Pantone 1585 U, indicates banknotes of the 200 zloty denomination,
   c) green, Pantone 7482 U, indicates banknotes of the 100 zloty denomination,
   d) dark blue, Pantone 2748 U, indicates banknotes of the 50 zloty denomination,
   e) purple, Pantone 2577 U, indicates banknotes of the 20 zloty denomination,
   f) brown, Pantone 7517 U, indicates banknotes of the 10 zloty denomination.
3) In the white field inside the frame there are the imprints referred to under item 2, which indicate the contents of the bag:
   a) symbol "20" indicates 20,000 pieces of banknotes of the same denomination, formed in bundles or half-bundles,
   b) symbol 1/1 indicates banknotes of the 10 zloty denomination,
   c) symbol 2/1 indicates banknotes of the 20 zloty denomination,
   d) symbol 5/1 indicates banknotes of the 50 zloty denomination,
   e) symbol 1/2 indicates banknotes of the 100 zloty denomination,
   f) symbol 2/2 indicates banknotes of the 200 zloty denomination,
   g) symbol 5/2 indicates banknotes of the 500 zloty denomination.
4) NBP uses labels bearing the imprint "NBP".
5) The bank uses labels bearing the imprint of the name of the bank or labels without the imprint.
Specimen of roll paper

Explanatory notes:
1) The specimen shows a sample denomination.
2) White roll paper, one-side printed in green, along the top and bottom edge appears a recurring imprint indicating the denomination.
3) The white field between the imprint indicating the denomination bears imprints indicating the total value of coins in the roll, the number of coins and their denomination, and the inscription: "Przeliczyć przy odbiorze" ("Count on delivery").
4) The size of the roll paper should be adjusted to the size of coins of particular denominations.
5) NBP uses roll paper bearing the imprint: of "Narodowy Bank Polski".
6) The bank uses roll paper bearing the imprint of the name of the bank or roll paper without the imprint.

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28 Repealed by §1(20) of the regulation referred to in footnote 2 hereinabove.
Specimen of the label to be affixed to a bag or a pack containing fit coins

Explanatory notes:
1) The specimen shows a sample denomination.
2) A label with the dimensions 85 mm x 50 mm, made of white cardboard, plastic or cloth, one-side printed in green.
3) The white field bears imprints indicating the total value of coins in the bag or pack, the number of coins and their denomination. Along the bottom edge of the label appears a recurring imprint indicating the denomination.
4) NBP uses labels bearing the imprint: "Narodowy Bank Polski".
5) The bank uses labels bearing the imprint of the name of the bank or labels without the imprint.
Number of bags or packs and total value of coins in a collective bag

<table>
<thead>
<tr>
<th>Denomination of coins</th>
<th>Number of bags or packs in a collective bag (pcs)</th>
<th>Total value of coins in a bag or pack (zł)</th>
<th>Number of coins in a collective bag (pcs)</th>
<th>Total value of coins in a collective bag (zł)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 grosz</td>
<td>16</td>
<td>5</td>
<td>8,000</td>
<td>80</td>
</tr>
<tr>
<td>2 grosz</td>
<td>13</td>
<td>10</td>
<td>6,500</td>
<td>130</td>
</tr>
<tr>
<td>5 grosz</td>
<td>10</td>
<td>25</td>
<td>5,000</td>
<td>250</td>
</tr>
<tr>
<td>10 grosz</td>
<td>10</td>
<td>50</td>
<td>5,000</td>
<td>500</td>
</tr>
<tr>
<td>20 grosz</td>
<td>9</td>
<td>100</td>
<td>4,500</td>
<td>900</td>
</tr>
<tr>
<td>50 grosz</td>
<td>6</td>
<td>250</td>
<td>3,000</td>
<td>1,500</td>
</tr>
<tr>
<td>1 zloty</td>
<td>5</td>
<td>500</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>2 zloty</td>
<td>5</td>
<td>1,000</td>
<td>2,500</td>
<td>5,000</td>
</tr>
<tr>
<td>2 zloty Nordic Gold</td>
<td>3</td>
<td>1,000</td>
<td>1,500</td>
<td>3,000</td>
</tr>
<tr>
<td>5 zloty</td>
<td>4</td>
<td>2,500</td>
<td>2,000</td>
<td>10,000</td>
</tr>
</tbody>
</table>

Explanatory notes:
1) For coins with the denomination of 5 zloty and coins with the denomination of 5 zloty with a commemorative image, NBP and the bank shall apply collective and separate packing, the number of bags or packs and the total value of coins in the collective bag are equal to the number of bags or packs and the total value of coins in the collective bag specified for coins with a denomination of 5 zloty;
2) For coins with a denomination of 5 zloty with a commemorative image, the producer shall apply the number and the total value of coins in a pack and collective bag equal to the number and total value of coins in a pack and collective bag specified for coins with the denomination of 5 zloty.
The number and total value of coins of the respective denominations in a sachet and collective bag

<table>
<thead>
<tr>
<th>Denomination of coins</th>
<th>Sachet</th>
<th>Collective bag</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of coins (pcs)</td>
<td>Total value of coins (zł)</td>
</tr>
<tr>
<td></td>
<td>1 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>2 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>5 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>10 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>20 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>50 grosz</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1 zloty</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>2 zloty</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>2 zloty Nordic Gold</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>5 zloty</td>
<td>100</td>
</tr>
</tbody>
</table>

Explanatory notes:
For coins with a denomination of 5 zloty, with a commemorative image, the producer shall apply the number and the total value of coins in a sachet and collective bag equal to the number and total value of coins in the pack and collective bag specified for coins with the denomination of 5 zloty.
Specimen of the label to be affixed to a collective bag containing fit coins

Explanatory notes:
1) The specimen shows a sample denomination.
2) A label with the dimensions 95 mm x 55 mm, made of white cardboard, plastic or cloth, one side printed in green.
3) The white field bears imprints indicating the number of coins, their denomination and the total value of coins in the collective bag. Along the left edge of the label appears a recurring imprint indicating the denomination.
4) NBP uses labels bearing the imprint: "Narodowy Bank Polski".
5) The bank uses labels bearing the imprint of the name of the bank or labels without the imprint.
Specimen of the label to be affixed to a box formed by the producer

Explanatory notes:
1) The specimen shows a sample denomination.
2) The label of the size of 105 mm x 99 mm, made of white cardboard, bordered with a frame of the minimum width of 8 mm, indicating the denomination of banknotes with the use of different colours:
   a) red, Pantone 1795 U, indicates banknotes of the 500 zloty denomination.
   b) orange colour, Pantone 1585 U, indicates banknotes of the 200 zloty denomination,
   c) green, Pantone 7482 U, indicates banknotes of the 100 zloty denomination,
   d) dark blue, Pantone 2748 U, indicates banknotes of the 50 zloty denomination,
   e) purple, Pantone 2577 U, indicates banknotes of the 20 zloty denomination,
   f) brown, Pantone 7517 U, indicates banknotes of the 10 zloty denomination.
3) In the white field inside the frame there are black imprints which indicate the space for the producer name, box number, batch number, date and identification numbers of persons who packed it and the symbols indicating the box content:
   a) symbol "10" indicates 10 000 pieces of banknotes of the same denomination, formed in bundles
   b) symbol 1/1 indicates banknotes of the 10 zloty denomination,
   symbol 2/1 indicates banknotes of the 20 zloty denomination,
   symbol 5/1 indicates banknotes of the 50 zloty denomination,
   symbol 1/2 indicates banknotes of the 100 zloty denomination,
   symbol 2/2 indicates banknotes of the 200 zloty denomination,
   symbol 5/2 indicates banknotes of the 500 zloty denomination.
Specimen of the label to be affixed to a collective bag formed by the producer

Explanatory notes:
1) The specimen shows a sample denomination.
2) A label made of one-side printed linen, with stripes in the centre running all along the label, the number and colour of which indicate the denomination of coins:
   a) one red stripe  - coins of the 1 grosz denomination
   b) two red stripes - coins of the 2 grosz denomination
   c) five red stripes - coins of the 5 grosz denomination
   d) one blue stripe  - coins of the 10 grosz denomination
   e) two blue stripes - coins of the 20 grosz denomination
   f) five blue stripes - coins of the 50 grosz denomination
   g) one brown stripe - coins of the 1 zloty denomination
   h) two brown stripes - coins of the 2 zloty denomination
   i) two green stripes - coins of the 2 zloty denomination of Nordic Gold alloy.
   j) five brown stripes - coins of the 5 zloty denomination
   k) five green stripes - coins of the 5 zloty denomination with a commemorative image.
3) The white field inside the frame in a colour corresponding to the colours referred to under item 2, bears imprints with the name of the producer and imprints indicating the number of sachets, the number of coins in a sachet, the denomination of the coins and the total value of coins in the collective bag.
4) In the case of forming packs, the imprints indicating the number of packs and the number of coins in a sachet referred to under item 3 shall be replaced with imprints indicating the number of packs and the number of coins in a pack;
5) The imprint on the label referred to under item 3, may be replaced with a label permanently affixed to the label.
6) The label may be replaced by an imprint on the collective bag made of transparent foil.
Specimen of the label to be affixed to a bag containing coins, a cash-in-transit bag containing banknotes and a collective bag containing banknotes or coins

Explanatory notes:
A label with dimensions 100-120 mm x 70-75 mm, made of white cardboard, plastic or cloth, one-side printed in black, bearing imprints indicating the place where information about the contents of the bag is entered.