

For information

SCHWEIZERISCHE NATIONALBANK
BANQUE NATIONALE SUISSE
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SWISS NATIONAL BANK 

Goes to

Customers making coin deliveries to the SNB

Zurich/Berne, 1 May 2023

Cash division

Provisions of the Swiss National Bank on coin deliveries

These provisions apply from 1 May 2023 and replace all previous provisions.

Based on the Federal Act on Currency and Payment Instruments (CPIA, art. 5 para. 2) and the Coinage Ordinance, the Swiss National Bank issues provisions on coin deliveries.

The following provisions as well as the SNB's Terms of Business must be observed when delivering cash. Non-observance can mean that acceptance will be refused and/or crediting of the countervalue to the sight deposit account will be delayed. In the case of extraordinary cash deliveries, additional provisions can be issued based on the CPIA (art. 5 para. 2).

All delivery provisions apply equally to money handed over from a cash deposit facility to the SNB (exception: cf. section 1.3. Crediting).

Further provisions and details on deliveries are provided in instruction sheets ([‘Instruction sheet on exchanging worn coins and coins withdrawn from circulation’](#) and [‘Instruction sheet on exchanging damaged coins’](#)).

Section A: Coin deliveries by sight deposit account holders

1. General conditions on coin deliveries

1.1. Prerequisites

An SNB sight deposit account is an absolute prerequisite for deliveries of regular issue coins to be credited.

Holders of sight deposit accounts may have cash deposits made at their own risk and expense by third parties. Such deposits are only admissible if said third parties act as cash-in-transit operators/couriers on behalf and for the account of the account holder. The depositor must give prior written notification to the SNB of their intention to commission a cash-in-transit operator/courier for cash transactions.

1.2. Bordereaux for deliveries

The SNB provides one bordereau each for deposits and for money handed over from a cash deposit facility. They must be completed with the following information:

- Company/name and address of sight deposit account holder
- Number of sight deposit account at the SNB to be credited
- Specification and number of coins being delivered, divided up according to
 - Coins fit for circulation (by denomination)
 - Other coins (commemorative coins, silver coins: by denomination)
- Place, date and signature of account holder
- *In the case of cash deposit facility transactions, also:*
 - *Type of transaction*
 - *Designation of cash deposit facility*
 - *SNB cashier's office*

Deliveries of banknotes and coins may be combined logistically, but have to be listed on separate bordereaux.

1.3. Crediting

The countervalue of the coins submitted as per the delivery bordereau is credited to the account of the consigner on the day of delivery once the preliminary check has been completed. The credit corresponds to the amount cited in the delivery bordereau (subject to delivery discrepancies as per section 1.4.).

The accounting vouchers are sent to the consigner in physical form.

1.4. Delivery discrepancies at preliminary check stage

If discrepancies with the delivery bordereau are ascertained in a preliminary check, the corresponding account will be debited or additionally credited in a separate booking after the amount as per the delivery bordereau has been credited. The SNB will inform the consigner about the discovery of the discrepancy, and will have the consigner confirm the discrepancy.

The accounting vouchers are sent to the consigner in physical form.

Where there are delivery discrepancies in cash deposit facility transactions, a new cash deposit facility handover form is issued and the booking subsequently corrected.

2. Provisions on the manner of coin deliveries

2.1. Basic principles

Each consignment of coin deliveries must be physically divided into:

- Coins fit for circulation
- Worn coins
- Damaged coins, provided the conditions in art. 6 of the Coinage Ordinance are met
- Silver coins
- Commemorative coins

The following principles apply to all coin deliveries. Coins must always be sorted by denomination prior to delivery. The denominations (CHF 0.05 to CHF 5) and the number of coins must be indicated on the packaging.

Damaged coins must be submitted for encashment (pursuant to section C). Encashment requests may be submitted with a normal consignment as long as they are physically separated and the documents are on the outer side of the container.

2.2. Minimum quantities for deliveries

The following minimum quantities apply for deliveries:

2.2.1. Coins fit for circulation

- CHF 0.05 to CHF 5: delivery by the box or by the pallet

The SNB may permit smaller minimum quantities.

2.2.2. Worn coins

Worn coins must be delivered loose (i.e. not in a roll) in a safe bag and sorted by denomination. Each safe bag must be labelled with the name of the consigner, the denomination, the number of coins and the value.

The safe bags should contain at least 50 coins or a multiple thereof (100, 150, etc.).

The maximum number of coins per safe bag is as follows:

<u>Denomination</u>	<u>Number of coins</u>
CHF 5	500 coins
CHF 2	1,000 coins
CHF 1	2,000 coins
CHF 0.50	4,000 coins
CHF 0.20	2,000 coins
CHF 0.10	2,000 coins
CHF 0.05	4,000 coins

The SNB may permit other forms of containers.

2.2.3. Silver coins

Silver coins for CHF 0.50, CHF 1, CHF 2 and CHF 5 can be delivered individually in a safe bag, loose (i.e. not in a roll) and sorted by denomination.

Each safe bag must be labelled with the name of the consigner, the denomination, the number of coins and the value.

Silver coins are available for the following years of issue:

- CHF 0.50 to CHF 2: years to 1967
- CHF 5: years to 1967, and 1969

The maximum number of coins per safe bag is as follows:

<u>Denomination</u>	<u>Number of coins</u>
CHF 5	500 coins
CHF 2	1,000 coins
CHF 1	2,000 coins
CHF 0.50	4,000 coins

2.2.4. Commemorative coins

Commemorative coins for CHF 5, CHF 10, CHF 20, CHF 50, CHF 100 and CHF 250 can be delivered individually in a safe bag, loose (i.e. not in a roll) and sorted by denomination.

Each safe bag must be labelled with the name of the consigner, the denomination, the number of coins and the value.

The maximum number of coins per safe bag is as follows:

- CHF 5: 1,000 coins
- For each of the denominations CHF 10, CHF 20, CHF 50, CHF 100 and CHF 250, a total of 500 commemorative coins can be placed in a safe bag.

2.3. Maximum quantities for deliveries

There are no restrictions on quantities. For larger deliveries, use of a loading bay for the delivery must be reserved in advance (bargeld@snb.ch).

2.4. Preparation of coin deliveries

The coins must be prepared as follows:

Rolls

- CHF 5: rolls of 25 coins or 50 coins
- CHF 0.05 to CHF 2: rolls of 50 coins each

The consigner's name (logo or stamp) must be visible on each coin roll so that any discrepancies can be unambiguously attributed. Consigners may deliver coin rolls to the SNB with the labels of third parties (without their own labels), as long as the SNB has been informed about these third parties beforehand. Any discrepancies that are identified will be debited to the consigner and not to the third party.

Boxes

<u>Denomination</u>	<u>Value</u>	<u>Number of rolls</u>	<u>Number of coins</u>
CHF 5	CHF 5,000	20 or 40 rolls	1,000 coins
CHF 2	CHF 2,000	20 rolls	1,000 coins
CHF 1	CHF 2,000	40 rolls	2,000 coins
CHF 0.50	CHF 2,000	80 rolls	4,000 coins
CHF 0.20	CHF 500	50 rolls	2,500 coins
CHF 0.10	CHF 250	50 rolls	2,500 coins
CHF 0.05	CHF 250	100 rolls	5,000 coins

The top flaps should be bound with a strap.

Pallets

<u>Denomination</u>	<u>Value</u>	<u>Number of boxes</u>	<u>Packaging</u>
CHF 5	CHF 180,000	36 boxes	2 layers of 18 boxes
CHF 2	CHF 100,000	50 boxes	2 layers of 25 boxes
CHF 1	CHF 126,000	63 boxes	3 layers of 21 boxes
CHF 0.50	CHF 128,000	64 boxes	4 layers of 16 boxes
CHF 0.20	CHF 30,000	60 boxes	3 layers of 20 boxes
CHF 0.10	CHF 18,000	72 boxes	3 layers of 24 boxes
CHF 0.05	CHF 12,000	48 boxes	3 layers of 16 boxes

The coin pallets must be bound with four straps, two around the pallet lengthwise and two crosswise.

2.5. Delivery discrepancies in processing

If during processing at the SNB there are found to be discrepancies (i.e. too few or too many coins having been delivered), counterfeit or foreign coins, the consigner's sight deposit account will be correspondingly debited or credited.

2.6. Verification period

The time taken to verify coins depends on the quantity of coins delivered.

Section B: Coin deliveries by the general public

The SNB will replace coins that are worn, withdrawn from circulation or damaged subject to the acceptance criteria set out in the following instruction sheets:

- [‘Instruction sheet on exchanging worn coins and coins withdrawn from circulation’](#)
- [‘Instruction sheet on exchanging damaged coins’](#)

Section C: Coins for encashment

3. General

Damaged coins may not be included in deliveries pursuant to section 2 above and must instead be submitted for encashment (cf. [‘Instruction sheet on exchanging damaged coins’](#)). The coins should be submitted together with a [‘Request for the replacement of damaged coins’](#).

Coins for encashment will be credited after examination by the SNB’s specialist unit. The examination of damaged coins may take several months. Based on art. 6 para. 6 of the Coinage Ordinance, in cases where extraordinary work is required in connection with the receipt of damaged coins and preparing them for examination, the SNB is entitled to charge a fee based on the time spent and to deduct this fee from the nominal value to be credited.

Damaged coins must be submitted in accordance with the requirements set out in art. 6 para. 3 of the Coinage Ordinance. The coins must be cleaned and their value clearly identifiable. **This must not involve the use of cleaning agents that pose a health risk.**

Damaged coins must be delivered loose (i.e. not in a roll) in a safe bag and sorted by denomination. Each safe bag must be labelled with the name of the consigner, the denomination, the number of coins and the value.

The SNB does not return any containers. These must be collected from the SNB in Berne if required.

4. Special matters

Submitted coins that do not meet the acceptance criteria for damaged coins set out in art. 6 para. 3 of the Coinage Ordinance can be reclaimed by the consigner at their own expense within 30 days of receiving written notice that the coins cannot be accepted. If the consigner refrains from doing so, the SNB will pass the submitted coins on to Swissmint for proper disposal.