For information

To
Customers making coin deliveries at the SNB

Zurich/Berne, 3 March 2017

Cash division

Provisions on coin deliveries

The Swiss National Bank (SNB) has issued provisions governing deliveries of coins as follows.

These delivery provisions are based on the Federal Act on Currency and Payment Instruments (CPIA), which

- *specifies that the SNB can issue provisions on the manner, place and time of receipt and delivery of coins in order to ensure the supply and distribution of cash (art. 5 para. 2 CPIA).*

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 provisions of the CPIA.

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

1. General conditions on coin deliveries

1.1. Prerequisites

In principle, an SNB sight deposit account is a prerequisite for deliveries to be credited. Holders of a sight deposit accounts may allow cash deposits to be made by third parties at their own risk and expense. These are only admissible if said third parties act as couriers on behalf and for account of the account holder. The depositor must give prior written notification to the SNB of his/her intention to employ a courier for cash transactions.

1.2. Bordereaus for deliveries

The SNB provides bordereaus for both deposits and money handed over from a cash deposit facility. These are available either as a pdf document which can be electronically processed, or in paper form. The following information must be provided:

- Company/name and address of sight deposit account holder
- Number of account to be credited (sight deposit account at the SNB)
- Specification and number of coins being delivered, divided up according to
  – Coins (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 cash distribution service

1.3. Credit

The countervalue of the coins submitted is credited to the account of the party submitting them as soon as the preliminary check has been completed. In principle, this takes place before 3.30 pm on the day of the deposit. The credit covers the amount cited in the delivery bordereau (subject to delivery discrepancies as per section 1.4.).

Accounting vouchers (credit) are sent to the party submitting the banknotes by post.

1.4. Delivery discrepancies at preliminary check stage

If discrepancies are ascertained in a preliminary check, they are immediately debited or credited to the same account in a separate transaction. The SNB will inform the consigner immediately about the discrepancy.

In exceptional cases, it may also be possible to reduce the amount of the credit itself (or increase the credit in the event of a positive discrepancy), if the consigner ascertains the

discrepancy before the SNB carries out the preliminary check and informs the SNB by telephone.

Appropriate accounting vouchers are sent to the consigner by post.

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

2. Provisions governing coin deliveries

2.1. Basic principles

Each consignment of coin deliveries must be physically divided into:

- Coins fit for circulation
- Defect coins
- Silver coins
- Commemorative coins

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

Items that are not part of the actual delivery, for instance 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 package:

- Coins for encashment (e.g. damaged coins and shredder coins)

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 and/or by the pallet

The SNB may permit other minimum quantities for customers making small deliveries on an individual basis.

2.2.2. Defect coins

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

The bags should contain at least 100 coins.

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

Denomination	Number of coins
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

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 separated by denomination.

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

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:

Denomination	Number of coins
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 separated by denomination.

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

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

- CHF 5: 1,000 coins

A total of 500 commemorative coins for CHF 10, CHF 20, CHF 50, CHF 100 and CHF 250 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.

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 print or stamp must be visible on each coin roll so that any discrepancies can be clarified directly with the consigner. Consigners may deliver machine-rolled coin rolls (according to the SNB standard) with the labels of third parties, although they must notify the SNB of this in writing. Any discrepancies that are identified will be debited to the consigner and not to the third party.

Boxes

Denomination	Value	Number of rolls	Number of coins
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

Ideally, the top flaps should be bound with a strap rather than being fastened with staples.

Pallets

Denomination	Value	Number of boxes	Packaging
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. Charging of differences

In processing, foreign coins and counterfeits are identified, eliminated and debited as delivery differences.

2.6. Verification period

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

Delivery discrepancies in processing: If positive or negative discrepancies, foreign currencies or counterfeit coins are identified during processing, the differences are debited or credited to the consigner's sight deposit account.

3. Coins for encashment

3.1. Introduction

The coins listed below may not be included in normal deliveries and must be submitted for encashment. The coins should be submitted together with a 'Request for the replacement of damaged banknotes and coins' (form B 2.5006/1, available on the SNB website at www.snb.ch/en/iabout/cash/id/cash_damaged).

The following characteristics qualify a coin for encashment:

- Coins salvaged from a fire
- Coins from metal processing plants (shredder coins)
- Other extremely damaged coins
- Discoloured coins

Coins for encashment will be credited by our specialist unit at the SNB's head office in Berne. The examination of large quantities of damaged coins may take several months. The SNB charges processing fees which are calculated according to how much time it needs to check and count the coins.

Delivered coins must be cleaned and identifiable. **This may not involve the use of cleaning agents that pose a health risk.**

The SNB does not return any containers. However, consigners may arrange for their collection at the place of delivery.

The 2-centime coins have been withdrawn from circulation; the SNB therefore **no longer** reimburses these (cf. www.swissmint.ch).

The SNB can only accept and reimburse Swiss francs.

3.2. Special matters

Undamaged coins (coins fit for circulation) in deliveries of coins for encashment will not be processed by us and will be returned to the customer.