

Date of entry into force:
4 September 2012

As at 5 January 2015

Instruction sheet on exchanging damaged coins

In accordance with art. 6 of the Coinage Ordinance, the Swiss National Bank (SNB) will replace damaged coins. Coins are considered damaged if their condition is as follows: deformed, flattened or indecipherable on the front or reverse.

Important information on exchanging coins

You can exchange the coins by post (section 2) or in person at an SNB counter (section 3).

You are required to enclose with the coins a 'Request for the replacement of damaged coins' form as well as, in some cases, written proof of origin of the funds submitted. For further information on this point, cf. section 1.

For organisational reasons, large quantities of damaged coins (over 100 kg) may only be submitted following prior notification and subject to certain conditions with regard to packaging and delivery. The examination of large quantities of coins that are damaged or difficult to reconstruct may take several months.

Once the coins have been examined, the nominal value will be credited to you. On the basis of art. 6 para. 2 of the Coinage Ordinance, the SNB may make a deduction for damaged coins. Please take note of the relevant information in section 2 as regards the transfer of the sum in question to your account.

1. Request for further information by the SNB, particularly proof of origin

In order to fulfil its duty of due diligence with regard to combating money laundering, the SNB may make the exchange of damaged coins dependent on further clarifications. These may include identification of the submitting party as well as establishment of the beneficial owner's identity and additional information.

In cases where your own coins have been damaged, the cause of damage should be noted in the 'Request for the replacement of damaged coins' form.

If, as part of your commercial operations, you have acquired damaged coins exceeding the value of CHF 1,000 from a third party, either against payment or free of charge, written proof of origin of the funds must be submitted with the 'Request for the replacement of damaged coins' form.

The proof of origin must include the following information and/or attachments:

- Name and full address of commercial operator
- Name and full address of third party
- Copy of valid ID of third party
- Details of origin of coins, as provided by third party
- Value of acquired coins (depending on trading practice, weight of coins may be provided instead)
- Place and date of purchase/receipt
- Third party's signature

Please note that proof of origin must be submitted with each delivery of coins. If you wish to make a batch delivery consisting of coins originating from different third parties, the coins must be sorted according to third party and packaged separately, before being submitted to the SNB. It must be clear which coins originate from whom.

If the damaged coins were obtained directly from a recycling process, the recycler must submit a written declaration to the SNB, stating the origin of the material that was destined for recycling and briefly explaining the recycling process, rather than submitting proof of origin.

If the recycler is a legal entity, such declaration must be validly signed by the authorised signatories specified in the entity's commercial documentation.

In view of the fact that commercial operators based or resident in Switzerland are subject to the Swiss regulations on combating money laundering and the financing of terrorism, special rules apply to such operators as regards proof of origin. For details, please contact the Cash division's Customer Support and Administration team directly (+41 58 631 07 57 or bargeld@snb.ch).

2. Exchange by post

Send your coins, together with the documentation specified in section 1, to the following address:

Swiss National Bank
Cash division
Customer Support and Administration
Bundesplatz 1
CH-3003 Berne

Please note:

The SNB accepts no liability whatsoever for the shipment.

The countervalue of the damaged coins will be transferred to your bank or postal account. To perform the transfer, we require the following additional details:

- **Switzerland:**
Your address (surname, first name, address) as well as the number and/or IBAN of a bank account held in your name, with the exact address of the bank holding the account (BC no., if possible)
 - **Europe:**
Your address (surname, first name, address, country) as well as the IBAN of a bank account held in your name, with the BIC (SWIFT address) of the bank holding the account
 - **Other countries:**
Your address (surname, first name, address, country) as well as the number of a bank account held in your name, with the address and BIC of the bank holding the account
- IBAN = International Bank Account Number
BC no. = Bank clearing number
BIC = Bank Identifier Code

If you have questions concerning the required details, please contact the bank holding your account, which will certainly be able to assist you.

3. Exchange at one of our counters

You can present the damaged coins, together with the documentation specified in section 1, at one of our counters. They will then be sent to Berne for assessment.

Cash offices:

BERNE Swiss National Bank Counter Bank EEK 1 Amthausgasse 14 CH-3011 Berne +41 58 631 00 00	ZURICH Swiss National Bank Börsenstrasse 15 CH-8022 Zurich +41 58 631 00 00
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Agencies:

ALTDORF Urner Kantonalbank Bahnhofstrasse 1 CH-6460 Altdorf +41 41 875 60 00	APPENZELL Appenzeller Kantonalbank Bankgasse 2 CH-9050 Appenzell +41 71 788 88 88	CHUR Graubündner Kantonalbank Postplatz CH-7002 Chur +41 81 256 91 11
FRIBOURG Banque Cantonale de Fribourg Bd de Pérolles 1 CH-1700 Fribourg +41 26 350 71 11	GENEVA Banque Cantonale de Genève Quai de l'Ile 17 CH-1211 Geneva +41 58 211 21 00	GLARUS Glarner Kantonalbank Hauptstrasse 21 CH-8750 Glarus +41 55 646 71 11
LIESTAL Basellandschaftliche Kantonalbank Rheinstrasse 7 CH-4410 Liestal +41 61 925 94 94	LUCERNE Luzerner Kantonalbank Pilatusstrasse 12 CH-6002 Lucerne +41 41 206 22 22	SARNEN Obwaldner Kantonalbank Bahnhofstrasse 2 CH-6060 Sarnen +41 41 666 22 11
SCHAFFHAUSEN Schaffhauser Kantonalbank Vorstadt 53 CH-8200 Schaffhausen +41 52 635 22 22	SCHWYZ Schwyzer Kantonalbank Bahnhofstrasse 3 CH-6430 Schwyz +41 58 800 20 20	SION Banque Cantonale du Valais Rue des Cèdres 8 CH-1950 Sion +41 27 324 61 11
STANS Nidwaldner Kantonalbank Stansstadterstrasse 54 CH-6370 Stans +41 41 619 22 22	ZUG Zuger Kantonalbank Bahnhofstrasse 1 CH-6300 Zug +41 41 709 11 11	

If you have any specific questions, please contact the Cash division's Customer Support and Administration team directly (+41 58 631 07 57 or bargeld@snb.ch).

This instruction sheet takes effect on 19 December 2011.

¹ Due to renovation work at the head office of the Swiss National Bank at Bundesplatz 1 in Berne the bank counter accessible to the public has been temporarily transferred to Bank EEK AG. Please also see the press release of 28 November 2014:

http://www.snb.ch/en/mmr/reference/pre_20141128/source/pre_20141128.en.pdf