



**REPUBLIC OF ALBANIA  
BANK OF ALBANIA  
SUPERVISORY COUNCIL**

**DECISION  
No.56, dated 6.8.2015**

**ON APPROVING THE REGULATION**

**"ON  
TRANSACTIONS WITH CASH AT THE BANK OF ALBANIA"**

Pursuant to and for the implementation of Article 12, letter "a", Article 43, letter "c" and Chapter V of the Law No. 8269 of 23/12/1997 "On the Bank of Albania", as amended, and the Law No. 9662 of 18/12/2006 "On Banks in the Republic of Albania", as amended, upon the proposal of the Issue Department, the Supervisory Council of the Bank of Albania,

**DECIDED:**

1. To approve the Regulation "On transactions with cash at the Bank of Albania", in accordance with the text attached herein.
2. Bank of Albania's Issue Department is charged for implementation of this decision.
3. Upon entry into force of this Decision, the Guideline "On the processing of the Albanian currency", approved by the Supervisory Council Decision No 68, dated 19.07.2000, shall be repealed.
4. The Public Relations Department is charged with the publication of this Regulation in the Official Bulletin of the Bank of Albania and the Official Journal of the Republic of Albania.

This decision shall enter into force 15 days after its publication in the Official Journal of the Republic of Albania.

**SECRETARY**

**CHAIR**

**Elvis ÇIBUKU**

**Gent SEJKO**

## **REGULATION**

### **"ON TRANSACTIONS WITH CASH AT THE BANK OF ALBANIA"**

**(Approved by Decision No. 56, dated 06.08.2015, amended by Decision No. 27, dated 05.05.2021, and Decision No. 37, dated 03.08.2022 of the Supervisory Council of the Bank of Albania).**

#### **CHAPTER I General provisions**

##### **Article 1 Scope**

This Regulation lays down rules and procedures on transactions with cash at the Bank of Albania.

##### **Article 2 Legal ground**

This Regulation is issued pursuant to and for the implementation of:

- a) Article 12, letter "a", Article 43, letter "c" and Chapter V of the Law No. 8269, dated 23/12/1997, "On the Bank of Albania", as amended";
- b) Law no. 9662 of 18/12/2006 "On Banks in the Republic of Albania", as amended, hereinafter referred to as the "Law on Banks".

##### **Article 3 Entities**

Entities subject to this Regulation are banks and branches of foreign banks, licensed to exercise banking and/or financial activities in the Republic of Albania, as well as other specific-status entities that perform transactions with cash with the Bank of Albania.

##### **Article 4 Definitions**

1. For the purposes of this Regulation, the following terms shall mean:

- a) 'Banknote processing' means the checking for the quantity, authenticity and fitness of banknotes for circulation, carried out by the entities subject to this Regulation through banknote handling machines, or manually by trained staff members;
- b) 'Automated processing of banknotes' means processing of banknotes through banknote handling machines;
- c) 'Manual processing of banknotes' means a visual and manual touch inspection of banknotes' fitness, in accordance with the criteria set out in the Regulation "On the authenticity and fitness checking and recirculation of Albanian banknotes"
- d) 'Fitness checking of banknotes' means examining banknotes, to separate fit from unfit banknotes for circulation, in accordance with criteria laid down in the Regulation "On the authenticity and fitness checking and recirculation of Albanian banknotes";
- e) 'Special-status clients' means persons that have gained Bank of Albania's client status through a specific law or agreement and that may perform *cash* transactions with the Bank of Albania;
- f) '*Cash* centres' means organisational units and premises at the Bank of Albania where cash transactions are performed, such as the Issue Department and Branches of the Bank of Albania;
- g) 'Packet' means packaging of 100 banknotes of the same denomination, facing the same direction (head to head), and cross bound with paper bands, on both sides of the packet. The band shall be signed by the person responsible for packaging and shall bear the stamp of the bank.
- h) 'Coin tubes' means the packaging for 25 or 50 coins;
- i) "Bundle" – means the packaging of 10 packets for banknotes or 500 coins of 10/20 coin tubes<sup>1</sup>;
- j) 'Containers' means sealed packaging, numbered or sealed with a distinct seal, such as cases, canvas bags, boxes, plastic bags and paper package for holding banknotes and coins. When containers arrive in the form of cases of 20 thousand banknotes from production or in paper package of one thousand coins from production or processing<sup>2</sup>, they shall be sealed with two plastic stripes, cross bound/in parallel;<sup>3</sup>;
- k) 'Delivery' means all containers with cash for depositing or withdrawal purposes;
- l) 'Delivery slip' means a transport document that accompanies the cash, detailing the number of containers, amount and value of funds broken down by denomination;
- m) 'Cash' means Albanian banknotes and coins and, as the case may be, privatisation bonds that are used or have been used before as a means of payment, in accordance with legal provisions;
- n) 'Cheque' means a document that is filled out by a commercial bank to withdraw funds from the Bank of Albania, in accordance with the stipulations in the Regulation "On special work conditions at the Bank of Albania;
- o) 'BoA' means Bank of Albania.

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<sup>1</sup> Amended by the Supervisory Council Decision No.37, dated 03.08.2022

<sup>2</sup> Amended by the Supervisory Council Decision No.37, dated 03.08.2022

<sup>3</sup> Amended by the Supervisory Council Decision No.27, dated 05.05.2021

**Chapter II**  
**General provisions on transactions with cash at the Bank of Albania**

**Article 5**  
**Transactions with cash**

1. Entities, subject to this Regulation, shall perform the following transactions with cash at the Bank of Albania:
  - a) for the purpose of normally conducting their activity, upon their request, they may deposit or withdraw Albanian banknotes and coins;
  - b) upon their request, they may deposit privatisation bonds that have been used before as a means of payment in accordance with the legal provisions;
2. Transactions with cash shall be performed at the Issue Department and Branches of the Bank of Albania on working days, during 8.30-14.30.

**Article 6**  
**Authorised signatures**

1. Entities, subject to this Regulation shall, at the start of each year, send the Bank of Albania the signatures of authorised persons to act on their behalf.
2. Entities, subject to this Regulation shall notify, in writing, the Bank of Albania on any changes to the submitted signatures, in accordance with paragraph 1 of this article.

**Article 7**  
**List of authorised persons to physically perform transactions with cash at *cash* centres**

1. Entities, subject to this Regulation shall, at the start of each year, send the Issue Department and Branches of the Bank of Albania the list of authorised persons to physically withdraw or deposit cash, at *cash* centres.
2. Entities, subject to this Regulation shall notify in writing the Bank of Albania on any change to the submitted list, in accordance with paragraph 1 of this article.

**Chapter III**  
**Transactions with deposits in cash**

**Article 8**  
**Depositing of funds**

1. Entities, as a rule, may deposit cash at *cash* centres at the Bank of Albania only once per day. They may deposit more than once per day, subject to the prior approval by the head of the *cash* centre unit, in particular cases, and on the grounds related to unpredictability or the geographical distance from certain branches.
2. The minimum amount of cash for depositing shall comply with the following characteristics:
  - a) Number of banknotes in every delivery for each denomination shall be dividable by 1000. In the case of depositing at Branches of the Bank of Albania, the number of the banknotes may be dividable by 100;
  - b) The number of coins for each denomination shall be dividable by 500;
3. The depositing of funds in custody shall be exempted from stipulations laid down in paragraph 2 of this article.

**Article 9**  
**Categories of deliveries for depositing funds at the BoA**

1. Entities that deposit cash at the Bank of Albania shall prepare individual deliveries for the funds, classified as follows:
  - a) deliveries of banknotes fit for circulation;  
  
This category includes deliveries of banknotes for which, according to the Regulation "On the authenticity and fitness checking and recirculation criteria of Albanian banknotes", the entity has performed an automated or manual processing of banknotes, at the end of which the banknotes have resulted as fit for circulation.
  - b) deliveries of banknotes unfit for circulation;  
  
This category includes deliveries of banknotes for which, according to the Regulation "On the authenticity and fitness checking and recirculation criteria of Albanian banknotes", the entity has performed an automated or manual processing of banknotes, at the end of which banknotes have resulted as unfit for circulation.
  - c) deliveries of coins;
  - d) deliveries of privatisation bonds.
2. Entities shall fill out a separate delivery slip for each category as set out in paragraph 1 of this article.

**Article 10**  
**Preparation of funds for depositing at the BoA**

1. Entities shall, according to the delivery slips, prepare cash for depositing at the BoA, as follows:

a) delivery of banknotes:

- i. Banknotes shall be packed by denomination in bundles of 10 packets, or in packets, when their number - when depositing at a Branch - is not sufficient to form a bundle. Packets shall be wrapped in plastic vacuum packaging or cross-bound with plastic stripes. In the absence of vacuum packaging or of the plastic band, packets may be cross-bound with a string in such a way that the packaged banknotes are not damaged.
- ii. Banknote bundles and/or packets shall be packaged by denomination in containers of 10 or 20 bundles. When the number of bundles is not sufficient to form complete containers (10 or 20 bundles), the last container shall be formed with the number of the remaining bundles and packets after the packaging of complete containers.
- iii. Containers shall be sealed and shall bear an information tag indicating the denomination and number of banknotes inside the container, the seal and the date the container is sealed. When the container is a plastic box, it shall be sealed in four points and the tag shall be attached to one of the seals. The tag shall be signed by the person that has sealed the container.

b) deliveries of coins:

- i. Coins shall be packaged by denomination in paper coin tubes, according to the following table:

<b>Denomination</b>	<b>Quantity (pcs)</b>	<b>Value (ALL)</b>
ALL 100	25/50	2500/5000
ALL 50	25/50	1250/2500
ALL 20	25/50	500/1000
ALL 10	50	500
ALL 5	50	250
ALL 1	50	50

- ii. Coin tubes shall be packaged by denomination in containers with 500/1000 coins.
- iii. Containers by denomination shall be sealed and shall bear an information tag indicating the denomination and number of coins inside the container, the seal

and the date the container is sealed. The tag shall be signed by the person that has sealed the container.

- c) Privatisation bonds shall be packaged in containers, sealed, bearing an information tag indicating the denomination and quantity inside the container, the seal and the date when the container is sealed. The tag shall be signed by the person that has sealed the container.
2. When the packaging of coins in coin tubes is not possible, then the entities shall package the coins in containers with 500 or 1000 coins, in accordance with the rules for sealing the container.

### **Article 11**

#### **Transactions for depositing funds at cash counters**

1. Funds shall be deposited by the entities at *cash* centre premises by authorised persons by the entity.
2. When receiving funds at the cash counter, the Bank of Albania employee shall perform the following actions:
  - a) determine the identity of the authorised person for depositing cash on behalf of the entity. The identity shall be determined by comparing the person appearing at the cash counter with the personal documents of the authorised person for depositing cash on behalf of the bank and later comparing the content of the data in the identification document with the data of the authorised person for depositing funds on behalf of the bank, as specified in the list of authorised persons submitted in advance by the bank.
  - b) control the delivery of funds according to the submitted delivery slip, by counting the containers and checking the seals;
  - c) admit funds by signing the delivery slip as stipulated in Annex 1, attached herein and integral part of this Regulation and the book of the funds delivery persons.
3. In the case of discrepancies in the number of containers or of irregularities in sealing, the funds shall be admitted, but a process-verbal of all the findings in the respective delivery shall be kept by the employee of the Bank of Albania and the authorised person for depositing the funds, in accordance with Annex 2, attached herein and an integral part of this Regulation. In the case of irregularities in the sealing of the container, the employees of the Bank of Albania shall open the container and check the deposited funds in the presence of the authorised person for depositing them on behalf of the respective entity. The funds shall be checked in accordance with the provisions laid down in Article 12 of this Regulation.
4. For banknote and coin deliveries, immediately after the admission of funds, the respective account of the entity shall be credited.

### **Article 12**

### **Checking the deposited funds**

1. The deposited funds at the Bank of Albania shall be checked by three employees, sharing equal responsibility, in compliance with the following procedures:
  - a) funds shall be checked for each delivery, separately, conform to the order of the deliveries arrival. As a rule, the funds shall be checked on the date of arrival (admission) of the delivery, but no later than on the following working day.
  - b) for banknote deliveries, the containers shall be first stacked by denomination, and then opened by three responsible employees;
  - c) employees shall check the funds by counting the quantity of bundles of banknotes for each denomination. After the verification of the quantity of bundles for each denomination, the employees shall count the packets, ensuring that there are 10 (ten) packets in each bundle, and the total amount of packets for each denomination;
  - d) checked funds, when resulting without discrepancies, shall be stacked by denomination and accompanied by the relevant file.
  - e) coins and privatisation bonds shall be checked only for the number of containers.
2. When the checking of funds for a delivery reveals discrepancies, the following actions shall be performed:
  - a) the employees that have checked the funds shall keep a process-verbal in accordance with Annex 3, attached herein and an integral part of this Regulation;
  - b) for discrepancies, in quantity and value by denomination, found by the checking of banknotes and coins, the submitting entity shall be notified by sending it a copy of the process-verbal; it is also recorded in the accounting book, reflecting the discrepancies in the current account of the entity.

### **Article 13 Processing the deposited funds**

1. The funds checked in accordance with Article 12 of this Regulation shall be processed in compliance with the following procedures:
  - a) funds shall be checked for each delivery separately. As a rule, funds shall be processed on the day following the admission of the delivery, but no later than 10 working days from the admission of funds;
  - b) banknotes shall be processed in accordance with stipulations set out in the Regulation "On the authenticity and fitness checking and recirculation of Albanian banknotes", and consists in:
    - i. checking the quantity of banknotes for each denomination and separating unfit from fit banknotes for circulation,
    - ii. separating banknotes suspected as counterfeit;



- c) coins shall be processed with coin processing machines and shall consist in:
    - i. checking the quantity of coins for each denomination and separating unfit from fit coins for circulation,
    - ii. separating coins suspected as counterfeit;
  - d) privatisation bonds shall be processed manually determining their authenticity, quantity and value.
2. When the processing of funds for a delivery reveals discrepancies, the following actions shall be performed:
- a) the processing employees shall keep a process-verbal in accordance with Annex 4 attached to this Regulation;
  - b) for discrepancies, in denomination and value by denomination, resulting from the processing of banknotes and coins, the submitting entity shall be notified by sending a copy of the process-verbal, and is recorded in the accounting book, reflecting the discrepancies in the current account of the entity.
3. When the processing of funds reveals banknotes and coins suspected as counterfeit or invalid, in addition to actions set out in paragraph 2 of this article, the banknote or coins shall be sent to the National Analysis Centre for further handling.

## **Chapter IV**

### **Transactions for the withdrawal of cash**

#### **Article 14**

##### **Request to withdraw cash**

1. Entities may withdraw cash at the Bank of Albania only once per day in one *cash* centre.
2. Entities that request to withdraw cash are obliged to send, one day in advance, a request to the Bank of Albania, electronically, which shall specify the quantity and total value of the requested funds, detailed by denomination;
3. On the day of withdrawal of funds, the entity shall present the relevant documentation, request and cheque, filled out, signed and stamped by the authorised person by the entity.
4. The minimum amount of cash for withdrawal shall comply with the following characteristics:

- a) number of banknotes for each denomination shall be dividable by 1000; in the case of requests submitted to Branches of the Bank of Albania, and when banknotes of the **5000 and/or 10000 denomination**<sup>4</sup> are requested, the number of banknotes shall be dividable by 100.
  - b) **number of coins for each denomination shall be dividable by 1000**<sup>5</sup>.
5. Exceptionally from specifications in paragraphs 1 and 4 of this article, in particular cases on the grounds of unpredictability, the withdrawal may be made subject to the prior approval of the head of the cash centre unit, based on the request of the entity, presented electronically.

### **Article 15**

#### **Preparation of fund deliveries at the Bank of Albania**

1. Upon receiving the request by the entity, the *cash* centres shall start internal procedures for its approval, following these steps:
  - a) determine the regularity of the cheque, verifying the authorised signatures;
  - b) check the identity of the designated person for withdrawing funds, ensuring he is enrolled in the list of authorised persons by the entity for transactions with cash;
  - c) determine the quantity and total amount of funds, detailed by denomination. As a rule, the detailing by denomination shall be the same as in the submitted request; however, on a case by case basis, according to internal analyses of the amount of denomination in circulation, the Bank of Albania may substitute denominations within the required amount, informing the requesting entity about this.
2. Upon the approval of the request, the responsible employee for preparing the delivery of funds shall fill out the delivery slip, by denomination and value, in accordance with Annex 5 attached herein and shall prepare the funds for delivery as follows:
  - a) banknotes delivery **consisting of containers in the form of cases arriving from production and/or containers arriving from cash centres shall be prepared and packaged** <sup>6</sup> in accordance with stipulations in Article 10 (1) (a) of this Regulation;
  - b) coin delivery: **consisting of containers in the form of paper package arriving from production and/or containers arriving from *cash* centres, shall be prepared and packaged as follows**<sup>7</sup>:
    - i. **coins shall be packaged by denomination in paper coin tubes by 25 or 50 coins, in accordance with stipulations in Article 10 of this Regulation.**

<sup>4</sup> Amended by the Supervisory Council Decision No 37, dated 03.08.2022

<sup>5</sup> Amended by the Supervisory Council Decision No 37, dated 03.08.2022

<sup>6</sup> Amended by the Supervisory Council Decision No 27, dated 05.05.2021

<sup>7</sup> Amended by the Supervisory Council Decision No 27, dated 05.05.2021

- Coin tubes shall be packaged in containers (paper package) by 1000 coins. The container (paper package) shall be sealed indicating the date the containers is sealed and shall be signed by the person sealing the container .<sup>8</sup>
- ii. When coin tubes packaging and/or container paper packaging is not possible, coins shall be packaged by denomination in containers (canvas bags) consisting of at least 1000 coins. Containers by denomination shall be sealed and shall bear an information tag indicating the denomination and number of coins inside the container, the seal, and the date the container is sealed. The tag shall be signed by the person sealing the container.<sup>9</sup>
  - iii. Shall be repealed<sup>10</sup>

Separate delivery slips shall be filled out for banknotes and coins.

3. The Bank of Albania shall supply entities only with processed banknotes in accordance with the provisions set out in the Regulation "On the authenticity and fitness checking and recirculation of Albanian banknotes", that meet the circulation criteria, and with processed coins fit for circulation.

#### **Article 16**

#### **Transactions for withdrawing funds at the cash counter**

1. Funds shall be withdrawn by the entities at *cash* centre premises by authorised persons by the entity.
2. After the handover of funds, the *cash* centre employee in charge of this process, shall follow these steps:
  - a) determine the identity of the authorised person for withdrawing cash on behalf of the entity. The identity shall be determined by verifying and comparing personal documents of the authorised person for withdrawing cash on behalf of the bank with the data specified in the request for withdrawing funds and the bank's cheque.
  - b) for each delivery slip, he checks the funds by counting the containers by denomination and hands them over to the authorised person for withdrawal, together with a signed and stamped copy of the delivery slip.
3. The authorised person for withdrawing funds on behalf of the entity shall perform the following actions:
  - a) control the delivery of funds by counting the containers and checking the seals;

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<sup>8</sup> Amended by the Supervisory Council Decision No 37, dated 03.08.2022

<sup>9</sup> Amended by the Supervisory Council Decision No 37, dated 03.08.2022

<sup>10</sup> Repealed by the Supervisory Council Decision No 37, dated 03.08.2022

- b) admits funds by signing the delivery slip and in the deliveries and funds handover book.
4. Immediately upon the admission of funds by the entity, the respective account of the entity is debited.
  5. The Bank of Albania shall not accept complaints by entities for discrepancies in relation to fund deliveries, in accordance with specifications in articles 15 and 16 of this Regulation, but it will undertake all the necessary actions to clarify the procedure during the preparation the delivery for which a discrepancy is claimed.
  6. When the funds are delivered in recyclable plastic containers produced by the BoA, the entity is obliged to return the containers within 10 working days from receiving them.

## **Chapter V Final provisions**

### **Article 17 Transitory provisions**

Entities subject to this Regulation are obliged to comply with all the requirements set out in this Regulation, and adapt their internal regulatory framework in accordance to its stipulations, not later than 3 months after its entry into force.

### **Article 18 Supervisory measures**

In the event of non-compliance by the entities with the provisions of this Regulation, the Bank of Albania shall apply the supervisory measures in conformity with the Law on Banks and other by-laws in pursuance thereof.

### **Article 19 Final provisions**

The attached annexes are an integral part of this Regulation.

**CHAIRMAN OF THE SUPERVISORY COUNCIL**

**GENT SEJKO**

**ANNEX 1**  
**Delivery slip to the entity**

**BANK .....**  
\_\_\_\_\_

**DELIVERY SLIP OF CASH**

No \_\_Date: /\_/\_/201\_

To: Bank of Albania  
Type of currency/coin \_\_\_\_\_

CONTENT OF DELIVERY		VALUE
Quantity (pcs)	Denomination	
No. of containers in total (.....)	Value in numbers: _____	
(.....)	Value in words: (_____)	

Unique number of security bands:

\_\_\_\_\_  
\_\_\_\_\_

Responsible persons for preparing the containers: \_\_\_\_\_  
(First name, Last name, Signature)

\_\_\_\_\_  
(First name, Last name, Signature)

\_\_\_\_\_  
(First name, Last name, Signature)

In charge for handing over the delivery only as a number of containers:

I received \_\_\_\_\_ ( \_\_\_\_\_ ) containers  
Qty in words

Signature)

\_\_\_\_\_  
(First name, last name,

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**FOR THE BANK OF ALBANIA**

I received :.....( ..... ) Containers

\_\_\_\_\_  
(First name, Last name, Signature)

**ANNEX 2**  
**Process-verbal on the verification of containers No \_\_\_\_\_.\_\_\_\_\_**

Done today on \_\_/\_\_/20\_\_\_\_\_ at ..... on the verification of containers arrived with delivery no. \_\_, dated \_\_/\_\_/20\_\_, from bank\_\_\_\_\_.

The verification by counting, one by one, the arrived containers, in accordance with the above delivery, revealed the following deficiencies:

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This process-verbal is kept in two copies, of which one is given to the person delivering the funds and one to the operations cash unit.

The person responsible for checking the containers that have found deficiencies:

(First name,	Last name,	Signature)	
(First name,	Last name,	Signature)	
(First name,	Last name,	Signature)	

**Annex 3**  
**Process-verbal of deficiencies No\_\_\_\_\_.**

Done today on \_\_/\_\_/20\_\_\_\_\_ at ..... on the verification of banknotes and coins arrived with delivery no. \_\_, dated \_\_/\_\_/20\_\_, from bank\_\_\_\_\_.

The verification by counting one by one the packets of banknotes and containers of coins, according to the above delivery, revealed the following discrepancies:

LESS

<b>Difference less</b>		
<b>Denomination</b>	<b>Amount quantity</b>	<b>Value Lek</b>
5000		
.....		
<b>Total</b>		

MORE

<b>Difference more</b>		
<b>Denomination</b>	<b>Amount Quantity</b>	<b>Value Lek</b>
5000		
.....		
<b>Total</b>		

This process-verbal is kept in 3 copies, of which two are given to the accounting unit at the Bank of Albania and one to the operations cash unit.

The person responsible for checking the containers that have found deficiencies:

\_\_\_\_\_ (First name, Last name, Signature)

\_\_\_\_\_ (First name, Last name, Signature)

\_\_\_\_\_ (First name, Last name, Signature)



**Annex 4**  
**Process-verbal of deficiencies No \_\_\_\_\_**

Done today on \_\_/\_\_/20\_\_ at the Fund Processing Unit at the Bank of Albania on the processing of banknotes and coins of the delivery no, dated \_\_/\_\_/20\_\_, from bank \_\_\_\_\_.

The verification through the counting one by one of the situation of banknotes and coins of the above-stated delivery revealed the following discrepancies:

**LESS**

<b>Difference less</b>			<b>Type of difference less in quantity (pieces)</b>			
<b>Denomination</b>	<b>Amount quantity</b>	<b>Value Lek</b>	<b>Less</b>	<b>Counterfeit</b>	<b>Unfit (intentionally mutilated)</b>	
5000						
.....						
<b>Total</b>						

**MORE**

<b>Difference more</b>			<b>Type of difference more in quantity (pieces)</b>			
<b>Denomination</b>	<b>Amount quantity</b>	<b>Value Lek*</b>	<b>Less</b>	<b>Counterfeit</b>	<b>Unfit (intentionally mutilated)</b>	
5000						
.....						
<b>Total</b>						

\* In table "More", the column "value in lek" shall not be filled out for counterfeit and invalid banknotes and coins. This column corresponds only to regular banknotes and coins.

Attached to the process-verbal are the bands of packets of banknotes or wrappers or tags of coins wherein the differences are noted.

Banknotes and coins suspected as counterfeit shall be forwarded to the National Analysis Centre for further verification.

This process-verbal is kept in 3 copies, of which two are given to the accounting unit at the Bank of Albania and one to the Funds Processing Unit.

The persons responsible for the processing of funds that have found deficiencies:

\_\_\_\_\_  
(First name, Last name, Signature)

(First name, Last name, Signature)  

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(First name, Last name, Signature)

**ANNEX 5**  
**Delivery slip to the Bank of Albania**

**BANK OF ALBANIA**

**DELIVERY SLIP OF CASH**

No \_\_ Date: / \_\_ /201\_\_

Payable according to the cheque \_\_\_\_\_ no \_\_\_\_\_ dated \_\_\_\_\_

To: Bank .....

Type of currency \_\_\_\_\_

CONTENT OF DELIVERY		VALUE
Quantity (pcs)	Denomination	
No. of containers in total (.....) ) (..... )	Value in numbers: _____ Value in words( _____ _____ _____	

Number of bags \_\_\_\_\_

Number of cases \_

Number of \_\_\_\_\_

Unique number of \_\_\_\_\_:

.....

.....

.....

.....

.....

.....

Persons in charge of cash:

\_\_\_\_\_ (First name, Last name, Signature)

\_\_\_\_\_ (First name, Last name, Signature)

\_\_\_\_\_

(First name, Last name, Signature)

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In charge of receiving the delivery:

I received \_\_\_\_\_ ( \_\_\_\_\_ ) Containers  
Qty in words

\_\_\_\_\_

(First name, Last name, Signature)