



On approval of the Rules for cash transactions with individuals and legal entities in the National Bank of the Republic of Kazakhstan

Unofficial translation

Resolution № 120 of the Board of the National Bank of the Republic of Kazakhstan as of September 28, 2020. Registered with the Ministry of Justice of the Republic of Kazakhstan on September 29, 2020 under № 21299.

Unofficial translation

In accordance with subparagraph 5) of part two of Article 15 of the Law of the Republic of Kazakhstan “On the National Bank of the Republic of Kazakhstan”, the Board of the National Bank of the Republic of Kazakhstan hereby **RESOLVES**:

1. To approve the appended Rules for cash transactions with individuals and legal entities in the National Bank of the Republic of Kazakhstan.

2. To invalidate:

1) Resolution № 247 of the Board of the National Bank of the Republic of Kazakhstan as of December 24, 2014 “On approval of the Rules for cash transactions with individuals and legal entities in the National Bank of the Republic of Kazakhstan” (registered in the State Registration Register of Regulatory Legal Acts under № 10204, published on March 3, 2015 in the “Adilet” Legal Information System);

2) paragraph 6 of the List of Resolutions of the Board of the National Bank of the Republic of Kazakhstan, which are amended with regard to payments and payment systems, which is approved by Resolution № 248 of the Board of the National Bank of the Republic of Kazakhstan as of December 22, 2017 “On amendments to some resolutions of the Board of the National Bank of the Republic of Kazakhstan regarding payments and payment systems” (registered in the State Registration Register of Regulatory Legal Acts under № 16446, published on March 13, 2018 in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan).

3. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Cash Circulation Department of the National Bank of the Republic of Kazakhstan shall ensure:

1) state registration of this resolution with the Ministry of Justice of the Republic of Kazakhstan together with the Legal Department of the National Bank of the Republic of Kazakhstan;

2) the posting of this resolution on the official website of the National Bank of the Republic of Kazakhstan after its official publication;

3) the submission of information on the implementation of the measures provided for in subparagraph 2) of this paragraph and paragraph 4 of this resolution to the Legal Department of the National Bank of the Republic of Kazakhstan within ten working days of the state registration of this resolution.

4. The Information and Communications Department - the press service of the National Bank of the Republic of Kazakhstan shall ensure the sending of a copy of this resolution to print periodicals for its official publication within ten calendar days of its state registration.

5. Control over the implementation of this resolution shall be entrusted to the supervising deputy chairman of the National Bank of the Republic of Kazakhstan.

6. This resolution is subject to official publication and comes into force on December 16, 2020.

*Chairman of the National Bank of
the Republic of Kazakhstan*

Y.Dossayev

Approved by
Resolution № 120 of the Board
of the National Bank of
the Republic of Kazakhstan
as of September 28, 2020

Rules for cash transactions with individuals and legal entities in the National Bank of the Republic of Kazakhstan Chapter 1. General provisions

1. These Rules for Cash Operations with Individuals and Legal Entities in the National Bank of the Republic of Kazakhstan (hereinafter - the Rules) have been drawn up under the Law of the Republic of Kazakhstan “On the National Bank of the Republic of Kazakhstan” and establish the procedure for cash operations with individuals and legal entities in the National Bank of the Republic of Kazakhstan (hereinafter - the National Bank).

Footnote. Paragraph 1 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 19 dated 28.02.2022 (shall take effect ninety calendar days after the day of the first official publication of this Resolution).

2. The Rules apply to subdivisions of the central office, territorial branches of the National Bank (hereinafter referred to as branches of the National Bank), the Center for Cash Operations and Storage of Valuables (branch) of the National Bank (hereinafter referred to as the Center of the National Bank), individuals and legal entities depositing (handing over) and (or) receiving banknotes and (or) coins of the national currency of the Republic of Kazakhstan - tenge, as well as legal entities depositing (handing over) and (or) receiving foreign currency in the branches of the National Bank, the Center of the National Bank.

3. The following terms are used in the Rules:

1) currency handling office - the cash desk of the branch of the National Bank, the Center of the National Bank, including the receiving, paying counters, receipt and payment cash desk, the recount office, the change (exchange) cash desk and the night depository;

2) the change (exchange) cash desk - a specially equipped booth (room) in the branch of the National Bank, the Center of the National Bank intended for giving banknotes and coins of one face value in exchange for banknotes and coins of a different face value;

3) excess of money - excessive difference between the amount of banknotes, coins or foreign currency indicated on the package of banknotes, coins, foreign currency and the actual amount in this package;

4) banknotes and coins - banknotes and coins of the national currency of the Republic of Kazakhstan - tenge, which are legal payment instruments in the Republic of Kazakhstan, as well as banknotes and coins withdrawn or to be withdrawn from circulation, including worn out and damaged ones;

5) a room for recounting banknotes, coins, foreign currency - a specially equipped place next to the receiving, paying counters, receipt and payment cash desk in the branch of the National Bank, the Center of the National Bank for recounting banknotes, coins, foreign currency by an authorized representative;

6) a manufacturer - Republican state enterprises with the right of economic management “Banknote Factory of the National Bank of the Republic of Kazakhstan” and “Mint of the National Bank of the Republic of Kazakhstan” that manufacture banknotes and coins;

7) responsible unit - a structural unit of the central office of the National Bank responsible for the organization of cash circulation in the Republic of Kazakhstan;

8) a legal entity - second-tier banks, branches of non-resident banks of the Republic of Kazakhstan, the National Postal Operator (hereinafter referred to as the bank), legal entities whose exclusive activities are the collection of banknotes, coins and valuables (hereinafter referred to as collection organizations), subsidiaries of the National Bank, banks under liquidation;

9) cash collection division - a division of the Center of the National Bank that transports banknotes, coins and valuables between the branches of the National Bank, as well as the Center of the National Bank and legal entities on the basis of an agreement for the collection of banknotes, coins and valuables;

10) cashier module - a module for issuing and cash transactions of the automated banking information system of the National Bank;

11) cash documents - documents confirming the performance of transactions with banknotes and coins of reserve funds and the currency handling office and valuables stored in the storeroom (vault);

12) shortage - the missing difference between the amount of banknotes, coins or foreign currency indicated on the package of banknotes, coins, foreign currency and the actual amount in this package;

13) night depository – a specially equipped booth (room) in the branch of the National Bank, the Center of the National Bank designed to accept banknotes, coins, foreign currency at the end of the transaction day and (or) on weekends and holidays;

14) defective banknotes and coins - banknotes that have preserved more than 50 (fifty) percent of the area of the size of banknotes established by the National Bank, with damages hampering the determination of the authenticity of banknotes, and coins that are damaged, distorted, hampering the determination of the authenticity of coins;

15) receiving counter - a specially equipped booth (room) in a branch of the National Bank, the Center of the National Bank designed to accept banknotes, coins, foreign currency;

16) receipt and payment cash desk - a specially equipped booth (room) in a branch of the National Bank, the Center of the National Bank designed for receiving and giving banknotes, coins, foreign currency;

17) recount office - a specially equipped room in a branch of the National Bank, the Center of the National Bank for recounting banknotes, coins, foreign currency by cashiers of the branch of the National Bank, Center of the National Bank;

18) financial automated information transport system (hereinafter - FAITS) - a special communication channel designed to transmit information in electronic form through secure communication channels;

19) a subdivision responsible for auxiliary accounting - a structural subdivision of the central office of the National Bank responsible for the auxiliary accounting for the transactions of the National Bank;

20) transaction passport (trade ticket) - a document confirming the making of a transaction in accordance with the parameters established by Resolution № 202 of the Board of the National Bank of the Republic of Kazakhstan as of November 19, 2019 “On the Procedure for transactions with foreign currency by the National Bank of the Republic of Kazakhstan” (hereinafter – Procedure № 202);

21) state institution - state institutions of the Republic of Kazakhstan serviced by the National Bank;

22) a subdivision responsible for monetary operations - a structural subdivision of the central office of the National Bank responsible for monetary operations;

23) an authorized representative - a representative of a legal entity or a state institution authorized to deposit (hand over) and (or) receive banknotes, coins, foreign currency.

24) accounting department of a branch - an accounting unit of a branch of the National Bank, Center of the National Bank;

25) foreign currency - banknotes and coins that are in circulation and are a payment instrument in a relevant foreign state or group of states, as well as banknotes withdrawn or to be withdrawn from circulation, but subject to exchange;

26) paying counter - a specially equipped booth (room) in the branch of the National Bank, the Center of the National Bank designed for giving out banknotes, coins, foreign currency.

Chapter 2. Organization of cash work

4. Cash transactions in a branch of the National Bank, the Center of the National Bank are carried out during a transaction day. The start and end times of the work of a cash desk, as well as the specifics of the work of the cash desk, are established by the order of the head of the branch of the National Bank, the Center of the National Bank or the persons acting for them.

5. Banknotes and coins received from a legal entity, state institution during a transaction day are accepted by the currency handling office of a branch of the National Bank, the Center of the National Bank with the crediting of the deposited amounts to the corresponding bank accounts of the legal entity, state institution on the same transaction day.

Banknotes and coins given out to a legal entity, a state institution from a cash desk of a branch of the National Bank, the Center of the National Bank during a transaction day are debited by a branch of the National Bank, the Center of the National Bank from the corresponding bank accounts of a legal entity, a state institution on the same transaction day

6. The branch of the National Bank, the Center of the National Bank accepts for payment exclusively banknotes and coins.

The fitness for use as currency of banknotes and coins accepted and exchanged by a branch of the National Bank, the Center of the National Bank is determined in accordance with Resolution № 230 of the Board of the National Bank of the Republic of Kazakhstan as of November 29, 2017 “On approval of the Rules for determining the fitness for use as currency of banknotes and coins of the national currency of the Republic of Kazakhstan” registered in State Registration Register of Regulatory Legal Acts under № 16120 (hereinafter - Rules № 230).

7. A branch of the National Bank, the Center of the National Bank considers messages (claims) related to the detection of banknotes or coins with signs of counterfeiting. Banknotes and coins with signs of counterfeiting, as well as invalid banknotes or coins shall not be returned or exchanged to an individual, legal entity, or state institution. The discovered banknotes and coins with signs of counterfeiting are transferred to law enforcement agencies by the branch of the National Bank, the Center of the National Bank.

Chapter 3. Procedure for cash transactions Clause 1. Procedure for accepting banknotes and coins by a receiving counter

8. The receiving counter accepts banknotes and coins deposited (handed over) by an individual, legal entity, or state institution.

9. The receiving counter accepts banknotes and coins from a legal entity with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting on the basis of an agreement for cash services in national currency - tenge concluded between the branch of the National Bank, the Center of the National Bank and the specified legal entity.

10. The receiving counter accepts banknotes and coins from an individual, legal entity without a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting without concluding an agreement for cash services in national currency - tenge, with recount per banknote and of coins in circles.

11. The receiving counter accepts banknotes and coins from a state institution with a bank account (bank accounts):

1) with a branch of the National Bank, the Center of the National Bank and (or) subdivision responsible for auxiliary accounting - on the basis of an agreement for cash services in the national currency - tenge;

2) with a subdivision responsible for auxiliary accounting - without concluding an agreement for cash services in the national currency - tenge.

12. The cashier of the receiving counter accepts from a legal entity, a state institution sorted banknotes and coins packed by a legal entity, a state institution in full bundles of banknotes and bags with coins:

1) banknotes by face value, by the years of issue and by the degree of wear (for useable, dilapidated, withdrawn and to be withdrawn from circulation ones);

2) coins by face value according to the degree of wear (for useable, defective (damaged), withdrawn and to be withdrawn from circulation.

Bundles of banknotes and bags of coins are accepted within a period not exceeding 1 (one) month of their formation.

Incomplete bundles of banknotes and bags of coins are accepted from a legal entity (except for subsidiaries of the National Bank and banks under liquidation), a state institution with the written permission of the head of the branch of the National Bank, the Center of the National Bank or the person acting for him/her. Incomplete bundles of banknotes are accepted according to the number of straps and inscriptions on the covers, incomplete bags of coins are accepted according to the inscriptions on the labels attached to the bags. When accepting separate banknotes, and coins in circles, they are counted one-by-one and piece by piece.

13. The cashier of the receiving counter, when accepting banknotes and coins from a legal entity, state institution, checks:

1) banknotes by bundles and straps for the integrity of the packaging, the correct design of the details on the top cover of the bundle, the presence of a clear (clearly visible) print of a plate or an imprint of a sealant on a seal;

2) coins by bags for the integrity of the packaging, the correct design of the details on the tags attached to the bags, and a clear (clearly visible) imprint of the sealant on the seal.

Bundles of banknotes and bags of coins are packed by cashiers of a legal entity, a state institution in the manner prescribed by paragraphs 81, 82, 83, 84, 85, 88 and 89 of the Rules.

Bundles of banknotes and bags of coins in damaged packaging are not accepted.

14. The recount per banknote and of coins in circles in the packaging of a legal entity, a state institution, is carried out by the recount office within:

1) 45 (forty-five) calendar days of acceptance of full bundles of banknotes and full bags of coins;

2) 10 (ten) working days of acceptance of incomplete bundles of banknotes and incomplete bags of coins.

15. Banknotes and coins are accepted and counted by the cashier of the receiving counter in the presence of an authorized representative. All earlier accepted banknotes and coins are stored in safes, metal cabinets, desk drawers, special carts that lock with a key, or safe (collection) bags sealed with a sealant assigned to the cashier of the receiving counter.

16. Banknotes and coins are accepted from a legal entity, state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank, and (or) a subdivision responsible for auxiliary accounting on the basis of the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules.

17. When accepting banknotes and coins from a legal entity, state institution, the responsible executive of the branch's accounting department, having accepted the announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules, checks the correctness of their filling, the presence of the necessary details therein, signs and transfers them to the comptroller of the branch's accounting department.

18. The comptroller of the branch's accounting department, on the basis of the received announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules:

1) makes an entry in the incoming cash register in accordance with the form in Appendix 2 to the Rules;

2) signs an announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules;

3) transfers the incoming cash register in accordance with the form in Appendix 2 to the Rules, the announcement for depositing banknotes and coins, the receipt and the order in accordance with the form in Appendix 1 to the Rules to the cashier of the receiving counter.

It is not allowed to transfer the incoming cash register in accordance with the form in Appendix 2 to the Rules, announcements for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules to the receiving counter via a legal entity, a state institution.

19. The cashier of the receiving counter, having received an announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules from the comptroller of the branch's accounting department:

1) checks the presence of signatures of the executive officer and the comptroller of the branch's accounting department therein and the compliance of the signatures with the available sample signatures;

2) checks the amounts indicated therein in figures and in words for identity;

3) invites an authorized representative depositing banknotes and coins and accepts banknotes and coins in the manner prescribed by paragraph 13 of the Rules.

20. After receiving each face value of banknotes and coins, the cashier of the receiving counter enters data into the document of the cashier module.

21. Having received banknotes and coins from an authorized representative, the cashier of the receiving counter checks the total amount indicated in the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, with the total amount and total amount of actually accepted banknotes and coins indicated in the document of the cashier module.

If the amounts indicated in the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, match the amount of actually accepted banknotes and coins, the cashier of the receiving counter:

1) signs an announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules;

2) affixes the seal of the receiving counter on the receipt in accordance with form 2 in Appendix 1 to the Rules, which is issued to the authorized representative.

The announcement for depositing banknotes and coins in accordance with form 1 in Appendix 1 to the Rules remains with the cashier, and the order in accordance with form 3 in Appendix 1 to the Rules is transferred to the responsible executor of the branch's accounting department.

22. In the event of a discrepancy between the amount of deposited banknotes and coins and the amount indicated in the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, as well as in case of refusal to accept individual bundles of banknotes and bags of coins packed in violation of the procedure specified in paragraphs 83, 84, 85, 88 and 89 of the Rules, an announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules are reissued by a legal entity, a state institution for the amount of actually deposited banknotes and coins. In this case, the cashier of the receiving counter crosses out the front side of the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules and on the back of the announcements for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, indicates the actual amount of accepted banknotes and coins, signs and returns them to the responsible executor of the branch's accounting department.

To reissue the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, the banknotes and coins accepted by the cashier of the receiving counter of the branch of the National Bank are returned to the authorized representative.

It is not allowed to correct the entry in the incoming cash register in accordance with the form in Appendix 2 to the Rules, the announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules.

23. Having received a re-filled announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules from a legal entity, state institution, the responsible executor of the branch's accounting department checks the correctness of their filling, signs and transfers them to the comptroller of the branch's accounting department.

24. The comptroller of the branch's accounting department, on the basis of a re-filled announcement for depositing banknotes and coins, receipts and orders in accordance with the forms in Appendix 1 to the Rules, makes a new entry in the incoming cash register in accordance with the form in Appendix 2 to the Rules, and submits the announcement for depositing banknotes and coins, a receipt and an order in accordance with the forms in Appendix 1 to the Rules to a cashier of the receiving counter for accepting banknotes and coins from a legal entity, a state institution in the manner prescribed by paragraphs 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of the Rules.

25. Banknotes and coins are accepted by the branch of the National Bank, the Center of the National Bank on the basis of an incoming cash order in accordance with the form in Appendix 3 to the Rules, with a per banknote and per coin recount:

1) from an individual, legal entity without a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting;

2) from a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, with the Center of the National Bank, a subdivision responsible for auxiliary accounting.

26. When accepting banknotes and coins from an individual, legal entity, state institution, a branch of the National Bank, the Center of the National Bank register and reconcile incoming cash documents (announcements for depositing cash, receipts and orders in accordance with the forms in Appendix 1 to the Rules, an incoming cash order in accordance with the form in Appendix 3 to the Rules) in the manner prescribed by paragraphs 17, 18, 20 and 21 of the Rules, except for the cases when the branch of the National Bank, the Center of the National Bank sells investment and collection coins issued by the National Bank to perform exchange (change) transactions.

Clause 2. Procedure for accepting foreign currency by a receiving counter

27. The receiving counter accepts foreign currency deposited (handed over) by:

1) a legal entity and (or) a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting on the basis of a transaction passport (trade ticket) and a cash receipt order in foreign currency in accordance with the form in Appendix 4 to the Rules ;

2) a state institution with a bank account (bank accounts) with a subdivision responsible for auxiliary accounting on the basis of an incoming cash order in foreign currency in accordance with the form in Appendix 4 to the Rules and on the basis of the instruction of the subdivision responsible for auxiliary accounting.

28. The cashier of the receiving counter accepts foreign currency from a legal entity and (or) state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, sorted by face value and according to the degree of wear, packed in full bundles and bags.

Incomplete straps with foreign currency banknotes of the same and (or) different face values and separate foreign currency coins of different face values from a legal entity and (or) state institution are accepted with a recount of foreign currency per banknote and foreign currency coins in circles.

The bundles with banknotes and bags with coins of foreign currency from a legal entity and (or) state institution shall be accepted within a period not exceeding 1 (one) month from the day of their formation. The banknotes and (or) coins of foreign currency found at the time of recounting that are unfit for circulation, damaged, doubtful, withdrawn (withdrawn) from circulation, with signs of factory defect shall not be accepted and shall be returned to the legal entity and (or) state institution.

Footnote. Paragraph 28 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall come into effect ten calendar days after the date of its first official publication).

29. Foreign currency is accepted and recounted by the cashier of the receiving counter in the presence of an authorized representative. Earlier accepted foreign currency is stored in safes, metal cabinets, desk drawers, special trolleys, locked with a key, or safe (collection) bags, sealed with a sealant assigned to the cashier of the receiving counter.

30. When accepting foreign currency from a legal entity and (or) a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, the cashier of the receiving counter checks:

1) banknotes of foreign currency by bundles and straps for the integrity of the packaging, the correct design of the details on the top cover of the bundle, the presence of a clear (clearly visible) print of a plate or an imprint of a sealant on a seal;

2) coins of foreign currency in bags for the integrity of the packaging, the correct design of the details on the tags attached to the bags, and a clear (clearly visible) imprint of the sealant on the seal.

Bundles of banknotes and bags of foreign currency coins are packed by cashiers of a legal entity and (or) a state institution, in the manner prescribed by paragraphs 83, 84, 85, 88 and 89 of the Rules. Bundles of banknotes and bags with foreign currency coins in damaged packaging cannot be accepted.

31. A recount office recounts foreign currency banknotes per piece and coins by circles accepted in the packaging of a legal entity and (or) state institution within 45 (forty five) calendar days of acceptance of foreign currency banknotes and coins.

Clause 3. Procedure for accepting banknotes and coins by a night depository

32. To accept banknotes and coins after the end of a transaction day, by order of the deputy chairman of the National Bank in charge of the responsible unit, a night depository is set up in a branch of the National Bank, the Center of the National Bank, the working hours of which are set by the responsible unit.

33. A cashier of the night depository accepts banknotes and coins from a legal entity under the supervision of a comptroller-accountant appointed by order of the heads of a branch of the National Bank, the Center of the National Bank or persons acting for them.

34. Banknotes and coins received at the night depository are accepted in the manner prescribed by paragraph 1 of Chapter 3 of the Rules, with the stamp of the cashier “Keshki kassa” on the cash documents. The comptroller-accountant makes an entry in the receipt cash register of the night depository in accordance with the form in Appendix 5 to the Rules.

35. Banknotes and coins accepted by the night depository are recorded the currency handling office and credited to the corresponding bank account (bank accounts) of the legal entity not later than the next transaction day.

Clause 4. Procedure for giving out banknotes and coins by a paying counter

36. The paying counter gives out banknotes and coins to individuals, legal entities, state institution.

37. The paying counter gives out banknotes and coins to a legal entity with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting on the basis of an agreement for cash services in national currency - tenge concluded between the branch of the National Bank, the Center of the National Bank and the specified legal entity.

38. The paying counter gives out banknotes and coins to an individual, a legal entity without a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) subdivision responsible for auxiliary accounting without concluding

an agreement for cash services in the national currency - tenge, with recount per banknote and of coins in circles.

39. The paying counter gives out banknotes and coins to a state institution with a bank account (bank accounts):

1) in the branch of the National Bank, the Center of the National Bank and (or) in the subdivision responsible for auxiliary accounting on the basis of an agreement for cash services in the national currency - tenge;

2) in the subdivision responsible for auxiliary accounting without concluding an agreement for cash services in the national currency - tenge.

40. Banknotes and coins are given out on the basis of the following cash documents:

1) a cash receipt;

2) a cash payment voucher in accordance with the form in Appendix 6 to the Rules.

41. Banknotes and coins are given out:

1) based on the cheque and consolidated statement for cash receipt by a bank (non-banking institution) and (or) branch of a bank (non-banking institution) through a branch of the National Bank, the Centre of the National Bank in the form pursuant to Appendix 2 to the Rules for Establishing Correspondent Relationships between the National Bank of the Republic of Kazakhstan and Banks, as well as entities engaged in certain types of banking operations, approved by Resolution of the Board of the National Bank of the Republic of Kazakhstan No. 209 dated August 31, 2016 “On Approval of the Rules for Establishing Correspondent Relationships between the National Bank of the Republic of Kazakhstan and Banks, Branches of Non-Resident Banks of the Republic of Kazakhstan, as well as Entities Engaged in Certain Types of Banking Operations”, entered in the Register of State Registration of Regulatory Legal Acts under No. 14336 (hereinafter referred to as the consolidated statement) - to a legal entity that has bank account(s) with the subdivision responsible for auxiliary accounting;

2) on the basis of a cash receipt - to a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank;

3) on the basis of a cash payment voucher in accordance with the form in Appendix 6 to the Rules - to a state institution with a bank account (bank accounts) with a subdivision responsible for auxiliary accounting;

4) on the basis of a cash payment voucher in accordance with the form in Appendix 6 to the Rules –to an individual, a legal entity without a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting.

Footnote. Paragraph 41 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall enter into force ten calendar days after the date of its first official publication).

42. On the eve of the day of receipt or on the day of receipt of banknotes and coins, a legal entity that has concluded a cash service agreement shall file an application for receipt of banknotes and coins (foreign currency) in the form as per Appendix 7 hereto to the branch of the National Bank, the Centre of the National Bank via the FAITS and/or by hand.

An application for receiving banknotes and coins (foreign currency) in accordance with the form in Appendix 7 to the Rules is accepted by the responsible executor of the branch's accounting department, who checks whether it is filled in correctly, whether the signatures of the recipient of a legal entity, a state institution with a bank account (bank accounts) with the branch of the National Bank, the Center of the National Bank and (or) the subdivision responsible for auxiliary accounting match the available samples of signatures.

Footnote. Paragraph 42 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

43. Responsible executor of the branch accounting department shall:

1) when issuing banknotes and coins to the authorised representative of a legal entity having bank account(s) in the subdivision responsible for auxiliary accounting:

accept the cheque;

reconcile the amount on the cheque with the summary statement data;

verify that the cheque has been filled in correctly;

verify that the signature of the authorised representative on the cheque matches the available specimen signatures;

verify compliance of data about the person indicated in the cheque with the data of his/her identity document or data confirming (identifying) his/her identity obtained through the digital document service;

countersign the cheque;

issue to the authorised representative a control stamp from the cheque for presentation to the cash desk;

hand over the cheque and the summary statement to the branch accounting controller;

2) when issuing banknotes and coins to the authorized representative of a legal entity, state institution which has a bank account(s) with a branch of the National Bank, the Centre of the National Bank and (or) a subdivision responsible for auxiliary accounting:

accept the cheque;

verify that the cheque has been filled in correctly;

check the compliance of the authorised representative's signature on the cheque with the available specimen signatures and seal of the state institution;

verify compliance of the data stated in the cheque with the data of the identity document of the authorised representative or the data confirming (identifying) his/her identity obtained through the digital document service;

sign the cheque;

issue to the authorised representative a control stamp from the cheque for presentation to the cash desk;

hand the cheque to the controller of the branch accounting department.

Footnote. Paragraph 43 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 19 dated 28.02.2022 (shall become effective ninety calendar days after the day of the first official publication of this Resolution).

44. If the required amount of money in the bank account (bank accounts) of a legal entity, state institution is insufficient, the cash receipt is returned to the legal entity, state institution.

45. Having received a cash receipt and (or) a summary sheet from the responsible executor of the branch's accounting department, the comptroller of the branch's accounting department checks whether the cash receipt is filled in correctly, whether the signatures of a legal entity, a state institution match the available samples of signatures, the seal sample of a state institution, compares the amount of the cash receipt with the summary sheet, registers it in the cash register in accordance with Appendix 8 to the Rules, signs the cash receipt and hands it to the cashier of the paying counter.

It is not allowed to transfer a cash receipt and a cash payment register through a legal entity, state institution in accordance with the form in Appendix 8 to the Rules

46. Upon receipt of the cheque, the cashier of the debit office shall:

- 1) verify the presence and conformity of the signatures of the executive officer and the controller of the branch accounting department with the available specimen signatures;
- 2) verify the amounts shown on the cheque in figures and words for their identity;
- 3) invite the authorised representative by cheque number and clarify the amount to be received from him/her;
- 4) verify the signature of the authorised representative on the cheque and verify the data included in the cheque with the data of his/her identity document or the data confirming (identifying) his/her identity obtained through the digital document service;
- 5) prepare the amount of banknotes and coins to be issued;
- 6) verify compliance of the number of the cheque control stamp submitted to the cash desk with the number indicated in the cheque and affix the control stamp to the cheque;
- 7) recalculate the banknotes and coins prepared for issue in the presence of the authorised representative;
- 8) issue banknotes, coins and a cheque to the authorised representative for signing the receipt of banknotes and coins;
- 9) countersigns the cheque.

Footnote. Paragraph 46 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 19 dated 28.02.2022 (shall take effect ninety calendar days after the day of the first official publication of this Resolution).

47. As the banknotes and coins are given out, the cashier of the paying counter enters data into the document of the cash register module.

48. A cashier of the paying counter gives out to a legal entity, a state institution:

- 1) banknotes in full bundles according to the face value on the covers, the number of straps without per banknote recount, provided that the package is intact;
- 2) banknotes in separate straps from incomplete bundles and bundles with damaged packaging with per banknote recount;
- 3) coins packaged in bags according to the inscriptions on the labels attached to the bags;
- 4) coins packaged in bags or tubes according to the inscriptions on them.

49. When giving out to a legal entity, state institution:

- 1) banknotes in separate straps or individual banknotes, the cashier of the paying counter opens the bundles of banknotes and recounts the entire bundle per banknote;
- 2) coins in separate circles, not packaged in packages or tubes, the cashier of the paying counter opens the bag of coins counting the entire bag of coins in circles.

50. When giving out banknotes and coins, the cashier of the paying counter shall not exchange banknotes and coins of one face value for another at the request of a legal entity, a state institution.

51. Banknotes and coins obtained by a legal entity, state institution shall be counted and checked by its authorised representative without leaving the cash desk, in the presence of the cashier of the cash office that issued the banknotes and coins:

- 1) banknotes - by bundles and stubs, individual sheets - by counting by counting sheets;
- 2) coins - by inscriptions on labels attached to bags, coins in bags - by inscriptions on them, and individual coins - by counting by circles.

Seals and clichés (if any) shall be cut from full bundles with banknotes and bags with coins by the cashier of the cash office in the presence of an authorised representative.

Bundles with banknotes and bags with coins shall be issued without removal of seals and clichés (if any) in the cases envisaged by paragraphs 52 and 53 hereof, and in the presence of such condition in the cash service agreement in the national currency - tenge, concluded with a legal entity, state institution.

Footnote. Paragraph 51 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

52. If a legal entity, a state institution count banknotes per piece and coins in circles, the following conditions are observed:

- 1) seals and clichés (if any) shall not be cut off from full banknote bundles and coin bags by the cashier of the cashier's office;
- 2) the authorized representative, after receiving banknotes and coins from the cashier of the paying counter, recounts banknotes and coins in the room for recounting banknotes, coins, foreign currency under the supervision of the cashier-controller;
- 3) when carrying out continuous visual observation of the counting of banknotes and coins by the authorized representative, the cashier-controller simultaneously observes that the

packaging materials are preserved until the end of the counting of the entire bundle of banknotes or bag of coins;

4) the amounts of the shortage revealed when recounting banknotes and coins are reimbursed to a legal entity, a state institution by a branch of the National Bank, the Center of the National Bank with subsequent reimbursement to the branch of the National Bank, the Center of the National Bank of the amount of the shortage by the person (persons) guilty of the shortage;

5) excess of banknotes and coins revealed during the recount is recorded by the cash desk and credited to the income of the National Bank;

6) from the remaining full bundles with banknotes and bags with coins not counted by the authorised representative, the cashier-controller shall cut off seals and clichés (if any), claims for which shall not be subsequently accepted from the legal entity or state institution.

Footnote. Paragraph 52 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

53. When recounting banknotes and coins by an authorized representative outside a room for recounting banknotes, coins, foreign currency, an application for a shortage of banknotes and coins from a legal entity, state institution is not considered and claims for recounting, forming, packaging and giving out banknotes and coins are not accepted by the branch of the National Bank, the Center of the National Bank.

54. The head of a branch of the National Bank, the Center of the National Bank or the person acting for him/her, takes measures to verify the application of a legal entity, a state institution for the shortage of banknotes and coins, regardless of whether the claims of the legal entity or the state institution are satisfied.

55. Banknotes and coins are given out to a state institution with a bank account (bank accounts) with a subdivision responsible for auxiliary accounting on the basis of the instruction received, which is signed by employees of the subdivision responsible for auxiliary accounting, who have the right to sign the instruction and on the basis of a power of attorney issued in the name of an authorized person of a state institution.

The subdivision responsible for auxiliary accounting submits a document with samples of signatures of the employees of the subdivision responsible for auxiliary accounting entitled to sign the instruction to the branch of the National Bank, the Center of the National Bank. The document with samples of signatures of employees entitled to sign the instruction can be altered as necessary.

The signed instruction shall be forwarded to the branch of the National Bank, the Centre of the National Bank by 11:00 a.m. Astana time on the day of cash disbursement.

The instruction contains the following information:

- 1) the full name of the state institution;
- 2) date of giving out;

3) place of giving out (branch of the National Bank, Center of the National Bank);

4) the total amount of banknotes and coins.

Footnote. Paragraph 55 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall take effect ten calendar days after the date of its first official publication).

56. If a legal entity submits to a branch of the National Bank, the Center of the National Bank an application for receiving banknotes and coins (foreign currency) in accordance with the form in Appendix 7 to the Rules and a cash receipt on the eve of the day of receipt of banknotes and coins, the branch of the National Bank, the Center of the National Bank shall prepare banknotes and coins for giving out in advance.

57. Previously prepared banknotes and coins are given out by the cashier of the paying counter in the manner prescribed by paragraphs 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 51 and 52 of the Rules.

58. Bags with previously prepared banknotes and coins are opened by an authorized representative in the room for recounting banknotes, coins, foreign currency under the supervision of a cashier-controller, who cuts the seals from the bags. Received banknotes and coins are recounted by an authorized representative in accordance with paragraph 52 of the Rules.

Clause 5. Procedure for giving out foreign currency by a paying counter

59. The paying counter gives out foreign currency to a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting.

60. The paying counter gives out foreign currency on the basis of the following cash documents:

1) a transaction passport (trade ticket);

2) a cash payment voucher in foreign currency in accordance with the form in Appendix 9 to the Rules.

61. The paying counter gives out foreign currency:

1) on the basis of the transaction passport (trade ticket), cash payment voucher in foreign currency in accordance with the form in Appendix 9 to the Rules, a power of attorney issued to an authorized representative - a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) subdivision responsible for auxiliary accounting;

2) on the basis of a cash payment voucher in foreign currency in accordance with the form in Appendix 9 to the Rules, a power of attorney issued to an authorized person of a state institution and the instruction of the subdivision responsible for auxiliary accounting - to a state institution with a bank account (bank accounts) with the subdivision responsible for auxiliary accounting.

62. On the eve of the day of receipt or on the day of receipt of foreign currency, a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting shall submit an application for receiving banknotes and coins (foreign currency) in accordance with the form in Appendix 7 to the Rules to the branch of the National Bank, Center of the National Bank through FAITS and (or) personal delivery.

An application for receiving banknotes and coins (foreign currency) in accordance with the form in Appendix 7 to the Rules is accepted by the responsible executor of the branch's accounting department, who checks whether it is filled in correctly, whether the signatures of the recipients of the legal entity, the state institution match available samples of signatures, the sample seal of the state institution.

63. Foreign currency is given out to a legal entity, state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) subdivision responsible for auxiliary accounting in the packaging of the manufacturer or that of the branch of the National Bank, Center of the National Bank according to the face value of banknotes and coins at the same time checking banknotes by bundles and straps and the integrity of the packaging of bundles, coins by the inscriptions on the labels attached to the bags.

A cashier of a paying counter gives out to a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting:

- 1) banknotes of foreign currency in separate straps from incomplete bundles and bundles with damaged packaging, with per banknote recount;

- 2) coins of foreign currency, packaged in bags, according to the inscriptions on the labels attached to the bags, and coins, prepackaged in packets, according to the inscriptions on the packets.

64. To give out to a legal entity, state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, the cashier of the paying counter in advance:

- 1) recounts the entire bundle per strap or per banknote when opening bundles with foreign currency banknotes;

- 2) recounts the entire bag with coins in circles per circle when opening bags with foreign currency coins, which are not packaged in packets or tubes.

65. When giving out foreign currency, a cashier of a paying counter is not allowed, at the request of a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, to exchange foreign currency banknotes and coins of one face value to another.

66. Foreign currency received by a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) subdivision responsible for auxiliary accounting is recounted and checked by an authorized representative right at the cash desk, in the presence of a cashier of the paying counter that has given out the foreign currency:

- 1) banknotes - by bundles and straps;
- 2) individual banknotes - by counting per banknote;
- 3) coins - according to the inscriptions on the labels attached to the bags;
- 4) coins in packets or tubes - according to the inscriptions on the packets or tubes;
- 5) individual coins - by counting per circle.

Meanwhile, the clichés (if any) from full bundles with foreign currency banknotes in the package of the branch of the National Bank, the Centre of the National Bank and seals from bags with foreign currency coins shall be cut off by the cash clerk of the cash desk in the presence of an authorised representative.

Footnote. Paragraph 66 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall become effective ten calendar days after the date of its first official publication).

67. In case of recounting foreign currency (banknotes per piece and coins per circle) by a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, it is necessary to observe the following conditions:

1) seals and clichés (if any) from full bundles with foreign currency banknotes and bags with foreign currency coins shall not be cut off by the cashier of the cash desk of the cash office;

2) having received foreign currency from the cashier of the paying counter, the authorized representative, at the time of recounting it in the room for recounting banknotes, coins, foreign currency, is under the supervision of the cashier-controller, who is present during the recounting of foreign currency by the authorized representative;

3) when carrying out continuous visual observation of the counting of foreign currency by the authorized representative, the cashier-controller simultaneously observes that the packaging materials are preserved until the end of the counting of the entire bundle of foreign currency banknotes or bag of foreign currency coins;

4) the amounts of the shortage revealed during the recount of foreign currency are reimbursed to the legal entity and (or) the state institution by the branch of the National Bank, the Center of the National Bank with subsequent reimbursement to the branch of the National Bank, the Center of the National Bank of the amount of the shortage by the person (persons) guilty of the shortage;

5) excess of foreign currencies revealed during the recount is recorded by the cash desk and credited to the income of the National Bank;

6) the cashier-controller shall cut the seals and clichés (if any) from the remaining full bundles with foreign currency banknotes and bags with foreign currency coins not counted by the authorised representative, claims on which shall not be subsequently accepted from the legal entity, state institution.

Footnote. Paragraph 67 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be put into effect ten calendar days after the date of its first official publication).

68. If foreign currency was recounted by an authorized representative outside the room for the recounting of banknotes, coins, foreign currency, a statement of a shortage of foreign currency from a legal entity, a state institution is not considered and claims for recounting, forming, packaging and giving out foreign currency by a branch of the National Bank, the Center of the National Bank is not accepted.

69. The head of the branch of the National Bank, the Center of the National Bank or the person acting for him/her takes measures to verify the application of a legal entity, a state institution for the shortage of foreign currency, regardless of whether the claims of a legal entity or a state institution are satisfied.

70. When a legal entity, a state institution submits an application for receiving banknotes and coins (foreign currency) to a branch of the National Bank, the Center of the National Bank on the eve of the day of receipt of foreign currency in accordance with the form in Appendix 7 to the Rules, the branch of the National Bank, the Center of the National Bank prepares foreign currency in advance.

71. Preliminarily prepared foreign currency is given out in the manner prescribed by paragraphs 60, 61, 62, 63, 64, 65, 66, 67 and 68 of the Rules.

72. An authorized representative opens bags with preliminarily prepared foreign currency in the room for counting banknotes, coins, foreign currency under the supervision of a cashier-controller, who cuts the seals off the bags. The authorized representative recounts the received foreign currency in accordance with paragraph 67 of the Rules.

Clause 6. Procedure for giving out and accepting banknotes and coins in an amount exceeding 20 (twenty) bundles of banknotes and 10 (ten) bags of coins

73. Banknotes and coins in the amount exceeding 20 (twenty) bundles with banknotes and 10 (ten) bags with coins shall be issued to the authorised representative by the cashier without removing the guarantee clichés (if any) from the vacuum packages and guarantee seals from the bundles with banknotes and bags with coins.

Footnote. Paragraph 73 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

74. The cashier of a branch of the National Bank accepts and gives out banknotes and coins to the authorized representative in an amount exceeding 5 (five) bundles of banknotes and 2 (two) bags of coins through a special gateway (if any).

75. The authorized representative accepts banknotes and coins at the branch of the National Bank, the Center of the National Bank at the paying counter observing the following conditions:

1) bundles of banknotes in the packaging of a branch of the National Bank, the Center of the National Bank are accepted according to the number of straps if there are covers indicating the name of the branch of the National Bank, the Center of the National Bank, face value, number and amount of banknotes, date of formation of the bundle, name stamp, surname with the initials or code of the cashier and his/her signature;

2) bundles of banknotes in the packaging of the manufacturer are accepted according to the number of straps and face value given the integrity of the packaging;

3) the safety of banknote packaging shall be ensured (integrity of twine, vacuum packaging, presence of a clear sealer's imprint or cliché (if any) on the guarantee seam of the vacuum packaging);

4) bags with coins in the packaging of a branch of the National Bank, the Center of the National Bank are accepted according to the number of bags, a label attached to the bag indicating a stamp with the name of the branch of the National Bank, the Center of the National Bank, face value, number and amount of coins, date of formation of the packaging, name stamp, surname with initials or code of the cashier and his/her signature;

5) bags with coins in the packaging of the manufacturer are accepted with checking the integrity of the bag, according to a label attached to the bag indicating the face value, number and amount of coins, the date of formation of the packaging, the name of the packer and the manufacturer's controller;

6) the safety of the bag with coins is ensured (the integrity of the bag, of the twine, clear seal imprint).

Footnote. Paragraph 75 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be enforced upon expiration of ten calendar days after the day of its first official publication).

Clause 7. The order of work of a receipt and payment cash desk and a change (exchange) cash desk

76. The receipt and payment cash desk accepts and gives out banknotes and coins, foreign currency to an individual, legal entity, state institution in the manner prescribed by paragraphs 1, 2, 4, 5 of Chapter 3 of the Rules.

77. The change (exchange) cash desk shall carry out the following activities:

exchange of coins for banknotes;

exchange of banknotes for coins;

exchange of dilapidated banknotes, defective (damaged) coins, withdrawn and withdrawn from circulation banknotes or coins for suitable banknotes and coins;

exchange of banknotes with changed design (shape) for banknotes of the same denomination in circulation;

exchange of banknotes in circulation for banknotes of the same denomination with changed design (shape);

exchange of valid banknotes and coins of large denomination for smaller denominations;

exchange of valid banknotes and coins of smaller denominations for larger denominations

Footnote. Paragraph 77 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall enter into force ten calendar days after the date of its first official publication).

78. When exchanging (changing) banknotes or coins, the cashier of the receipt and payment cash desk, having received banknotes or coins from an individual, legal entity, state institution, recounts banknotes or coins, selects banknotes and (or) coins of the required face values, checks the amount to be given out, and gives out banknotes and (or) coins.

Worn-out banknotes or defective (damaged) coins, banknotes and coins withdrawn and to be withdrawn from circulation are exchanged for usable banknotes or coins in the amount of banknotes or coins accepted for exchange.

79. If the amount of banknotes and coins accepted from an individual, legal entity, or state institution exceeds the amount indicated in the incoming cash documents, the cashier of the receipt and payment cash desk gives out the amount to be returned (handed over).

80. When performing operations on issue (sale) of investment and collector coins issued by the National Bank, the cashier shall issue a control receipt for the amount of coins sold in the form as per Appendix 10 hereto, generated in the cash desk module, the details thereof meet the requirements established by Resolution of the Board of the National Bank of the Republic of Kazakhstan No. 39 of February 26, 2018 “On Establishing the Form and Content of the Check of Hardware and Software Complexes Used by Banks, Organisations Engaged in Certain Types of Banking Operations and Branches of Non-Resident Banks of the Republic of Kazakhstan” entered in the Register of State Registration of Regulatory Legal Acts under No. 16639.

Footnote. Paragraph 80 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall become effective ten calendar days after the date of its first official publication).

Chapter 4. Procedure for sorting and packing banknotes and coins

81. Cashiers of the branch of the National Bank, the Center of the National Bank (hereinafter - cashiers) sort the banknotes and coins accepted by the recount office by their face value and degree of wear.

Banknotes are sorted by face value, year of issue for circulation as usable, worn-out, withdrawn and to be withdrawn from circulation.

Coins are sorted into usable, defective (damaged), withdrawn and to be withdrawn from circulation.

82. Banknotes and coins good for circulation shall be packed separately from worn-out banknotes and defective (damaged) coins, as well as from banknotes and coins withdrawn and to be withdrawn from circulation.

83. Every one hundred (100) sheets of banknotes of the same denomination shall be placed face up to one side, formed into stubs and encased crosswise or in a single transverse band, as appropriate to the way the stubs are packed in the bundle. If the bundle is formed with subsequent tying with twine, the stubs shall be packed crosswise.

When banknotes are packed in polythene bags, the spines shall be packed in one transverse parcel. The parcel shall be labelled with:

- 1) a stamp with the name of the branch of the National Bank, the Centre of the National Bank;
- 2) the amount and denomination of banknotes;
- 3) the signature of the cash officer;
- 4) the name stamp of the cash officer, code or surname with initials of the cash officer when using a self-dated stamp;
- 5) formation date.

Special packaging material shall be used for banknote stubs on the banderole machines. Depending on the design of the banderole machine, the banderoles shall be labelled with:

- 1) the abbreviated name of the branch of the National Bank, the Centre of the National Bank;
- 2) the amount and denomination of banknotes;
- 3) the code of the cashier;
- 4) the date and time of formation.

When forming banknote stubs, the bundles shall be cross-wrapped with plastic tapes on special machines before wrapping the banknote stubs in polythene bags.

Special packaging material shall be used for banknote stubs on counting and sorting machines with automatic encapsulation system, marking of details (hereinafter referred to as counting and sorting machine). Depending on the design of the counting and sorting machine, the parcels shall be labelled as follows:

- 1) the abbreviated name of the branch of the National Bank, the Centre of the National Bank;
- 2) the bank identification code;
- 3) the code of the cashier or the code of the brigade;
- 4) the number of counting and sorting machine;
- 5) the date and time of formation;

6) the degree of banknote validity (valid or dilapidated ones).

Footnote. Paragraph 83 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall take effect ten calendar days after the date of its first official publication).

84. Banknotes shall be formed into a pack of 10 (ten) stubs (1000 (one thousand) sheets of banknotes of the same denomination), which shall be fitted with upper and lower cardboard overlays and tied with twine without knots and tears, crosswise by double knotting on four blind knots, a seal shall be applied at the ends of the twine by a cashier.

When packing banknotes into polyethylene bags, the neck of the bag shall be welded and the name of the branch of the National Bank, the Centre of the National Bank and the serial number of the cash officer shall be marked on the cliché used for welding.

No cliché shall be used when forming and packing banknote bundles on the counting and sorting machine, banknote bundles shall not be provided with upper and lower overlays.

Footnote. Paragraph 84 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be put into effect upon expiry of ten calendar days after the day of its first official publication).

85. Upon formation of bundles with banknotes under paragraph 84 hereof, the top overlay of the bundle shall be labelled as follows:

1) the stamp with the name of the branch of the National Bank, the Centre of the National Bank;

2) the denomination of banknotes;

3) the amount of banknotes;

4) the number of banknotes;

5) the date of formation;

6) the name stamp of the cash officer, code or surname with initials of the cash officer when using a self-assigned date stamp;

7) the signature of the cash officer;

8) the inscription “Shygygyrylgan zhyly _____”.

When the upper overlay of a bundle of old banknotes is designed, the stamp “Tozygy Jetken” shall be additionally stamped in the upper right corner of the overlay.

When the upper overlay of a bundle of jubilee, commemorative banknotes is designed, the stamp “Mereytoylyk, Yeskertkish” shall be additionally stamped in the lower left corner of the overlay.

When forming banknote bundles on the counting and sorting machine, the label shall be labelled with:

1) the abbreviated name of the branch of the National Bank, the Centre of the National Bank;

2) the denomination of banknotes and the year of issue of banknotes;

3) the number of banknotes;

- 4) the code of the cashier or code of the brigade;
- 5) the number of counting and sorting machine;
- 6) the amount of banknotes;
- 7) the degree of banknotes validity (valid or dilapidated);
- 8) the date and time of formation.

Footnote. Paragraph 85 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall enter into force ten calendar days after the date of its first official publication).

86. The sheets remaining after the counting of banknotes, incomplete straps, incomplete bundles are transferred to one or several cashiers for consolidation and packing.

Cashiers recount the banknotes accepted for combining one by one and form full bundles of banknotes from them. Full straps of banknotes of the same face value, of the same degree of wear, but of different years of issue, are formed into a full bundle of banknotes, on the upper cover in the upper left corner of which the stamp “Kurama” is affixed.

87. Formed bundles with banknotes of the same face value and circulating coins of different face values, packaged in packets or tubes, 25,000 (twenty five thousand) tenge or 50,000 (fifty thousand) tenge in one bag, with the “Kurama” stamp are given out within 10 (ten) working days or after the expiration of the storage period, banknotes are recounted per sheet, and coins per circle.

88. Circulation and collection coins made of base metals are packaged by face value, packed by cashiers of a branch of the National Bank, the Center of the National Bank in packages (tubes) by face values, put into bags without external seams and damage. The neck of each packed bag is sewn together with a fabric or polyester label and tied tightly with twine without knots or tears. The ends of the twine are tied with a blind knot and a seal is applied. On packets and labels to bags with coins, the following shall be sequentially affixed:

- 1) the name of the branch of the National Bank, the Center of the National Bank;
- 2) the date of formation of the package;
- 3) the face value of the coins;
- 4) the amount of coins;

5) the name stamp of the cashier, the code or the surname with the initials of the cashier when using a self-typed date;;

- 6) the number of coins;
- 7) the cashier’s signature.

89. The number of coins of one face value in one bag shall be:

- 1 tenge - 4,000 (four thousand) pieces;
- 2 tenge - 4,000 (four thousand) pieces;
- 5 tenge - 3,000 (three thousand) pieces;
- 10 tenge - 2,500 (two thousand five hundred) pieces;
- 20 tenge - 2,500 (two thousand five hundred) pieces;

50 tenge - 1,500 (one thousand five hundred) pieces;
100 tenge - 1,000 (one thousand) pieces;
200 tenge - 750 (seven hundred fifty) pieces;
collection coins of base metals - 500 (five hundred) pieces.

90. The responsible unit informs the branches of the National Bank, the Center of the National Bank, a legal entity and a state institution about the change in the amounts of coins in one bag, or the issue of new coins.

91. In case of partial withdrawal of coins from the bag or adding coins into the bag, the remaining coins are counted in circles, packaged coins - according to the inscriptions on the packets (tubes).

The bag with coins is re-stitched in the manner prescribed by paragraph 88 of the Rules. The label attached to the bag bears the signature of the cashier who recounted and verified the actual amount of the remainder of the coins in the bag, indicating the date of recount.

Cashiers having remaining packets (tubes) with coins, from which it is impossible to form full bags, transfer them to one or several cashiers for putting together and packing.

Separate packets (tubes), from which it is impossible to form full bags of coins, are packed in incomplete bags of coins of the same or different face values; the labels for these bags indicate the amount of coins of each face value.

It is necessary to affix the “Kurama” inscription on the labels attached to complete and incomplete bags, formed from packets (tubes) counted by different cashiers.

Coins in mixed bags in the balance of the currency handling office are stored for no more than 10 (ten) working days of formation of the bags with coins.

Chapter 5. Procedure for dealing with shortages, excess, worn-out, damaged, defective and unusable banknotes and coins, as well as banknotes and coins with signs of counterfeiting and (or) defects
Clause 1. Procedure for dealing with shortages, excess, defective, unusable, worn-out, damaged banknotes, coins found during their recount

92. If a branch of the National Bank, the Center of the National Bank finds shortages (excess currency) when recounting banknotes and coins accepted from a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, the amounts of shortages (excess currency) are written off (credited) from (to) a bank account (bank accounts) under an agreement on cash services in the national currency - tenge, except for a state institution with a bank account (bank accounts) with a subdivision responsible for auxiliary accounting.

93. Claims of a legal entity, a state institution related to the detection of a shortage in the packaging of a branch of the National Bank, the Center of the National Bank are accepted by the branch of the National Bank, the Center of the National Bank if banknotes and coins were counted by the legal entity, the state institution in the presence of a cashier-controller in the

room for recounting banknotes, coins, foreign currency in the manner prescribed by paragraph 52 of the Rules.

94. It is not allowed to give out to a legal entity, state institution unusable banknotes and coins earlier accepted from a legal entity, state institution.

Unusable banknotes and coins accepted from a legal entity, a state institution are sorted by face value and stored in the currency handling office of a branch of the National Bank, the Center of the National Bank separately from other banknotes and coins.

95. Cashiers determine the fitness for use as currency of banknotes and coins counted by machines used for counting banknotes and coins, as well as sorted by persons depositing (handing over) banknotes and coins in accordance with Rules № 230.

96. Banknotes with insignificant damage (if they do not hinder to establish the authenticity of banknotes) with at least 70 (seventy) percent of the area of the size of banknotes established by the National Bank are exchanged without restrictions by the branch of the National Bank, the Center of the National Bank directly upon their acceptance.

Banknotes with less than 70 (seventy) percent, but more than 50 (fifty) percent of the area of the size of banknotes established by the National Bank are exchanged by the branch of the National Bank, the Center of the National Bank after examination.

97. If defective banknotes and coins are found in the packaging of a legal entity, state institution, as well as in the packaging of a branch of the National Bank, the Center of the National Bank, it is necessary to draw up a statement of shortage (excess) for the amount of defective banknotes and coins in accordance with the form in Appendix 11 to the Rules. In this case, the amount of the shortage is compensated by debiting from the bank account of a legal entity, state institution or by an employee of the National Bank branch, the Center of the National Bank who is guilty of the shortage on the basis of a certificate of examination of banknotes and coins in accordance with the form in Appendix 12 to the Rules.

98. If a shortage, excess, unusable banknotes or coins, those with signs of counterfeiting and (or) defect are found in a cash desk of a branch of the National Bank, the Center of the National Bank, a statement of shortage (excess) is drawn up in accordance with the form in Appendix 11 to the Rules, which is signed by the cashier, the comptroller who watched the recounting of banknotes and coins or by officials responsible for the safety of banknotes and coins in the branch of the National Bank, the Center of the National Bank.

99. The statement of shortage (excess) in accordance with the form in Appendix 11 to the Rules is drawn up:

- 1) in the event of shortage, excess, defective, unusable banknotes or coins, those with signs of counterfeiting and (or) defect found in the packaging of a branch of the National Bank, the Center of the National Bank - in one copy, which remains in the branch of the National Bank, the Center of the National Bank;

- 2) in the event of shortage, excess, defective, unusable banknotes or coins, those with signs of counterfeiting and (or) defect found in the packaging of a legal entity, a state

institution - in two copies, one of which is transferred to a legal entity, a state institution with packaging material, the second the copy remains in the branch of the National Bank, the Center of the National Bank;

3) in case of shortage, excess, defective, unusable banknotes or coins, those with signs of counterfeiting and (or) defect found in the packaging of another branch of the National Bank, the Center of the National Bank - in two copies, one of which is transferred to another branch of the National Bank with packaging material, the second copy remains in this branch of the National Bank, the Center of the National Bank;

4) in case of shortage, excess, defective, unusable banknotes or coins, those with signs of counterfeiting and (or) defect found in the packaging of a legal entity, state institution received from another branch of the National Bank, the Center of the National Bank - in three copies, two of which are transferred to another branch of the National Bank, the Center of the National Bank with packaging material (one of which with packaging material is transferred to a legal entity, a state institution), the third copy remains in this branch of the National Bank or the Center of the National Bank.

Should any shortage, surplus, doubtful, non-payable, with signs of forgery and (or) defect of banknotes or coins in the package of a legal entity, state institution, branch of the National Bank, the Centre of the National Bank be found, the electronic image (scanned image) of the act of shortage (surplus) in the form as per Appendix 11 hereto shall be forwarded by the branch of the National Bank, the Centre of the National Bank to the responsible unit.

Footnote. Paragraph 99 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be effective ten calendar days after the date of its first official publication).

100. If a branch of the National Bank, the Center of the National Bank finds excess banknotes and coins in the packaging of a state institution, the excess amount is returned to its bank account (bank accounts).

Paragraph 2: Procedure of handling of shortages, surpluses, doubtful, non-payable, unfit for circulation, damaged, detected during foreign currency recalculation

Footnote. The heading of Clause 2 - as revised by Resolution of the Board of the National Bank of the Republic of Kazakhstan No. 106 dated 25.12.2023 (shall come into effect upon expiry of ten calendar days after the day of its first official publication).

101. If a branch of the National Bank, the Center of the National Bank finds shortages (excess) when recounting foreign currency accepted from a legal entity, a state institution with a bank account (bank accounts) with a branch of the National Bank, the Center of the National Bank and (or) a subdivision responsible for auxiliary accounting, the amounts of shortages (excess) are written off, (credited) from (to) a bank account (bank accounts).

102. Claims of a legal entity, a state institution related to finding a shortage in the packaging of a branch of the National Bank, the Center of the National Bank are accepted by

the branch of the National Bank, the Center of the National Bank if the foreign currency is recounted by legal entities, by a state institution in the presence of a cashier-controller in the room for recounting banknotes, coins, foreign currency in the manner prescribed by paragraph 52 of the Rules.

103. Cashiers establish the fitness for use as currency of foreign currency counted by machines used for counting banknotes and coins, as well as that sorted by persons depositing (handing over) foreign currency in accordance with Resolution № 49 of the Board of the National Bank of the Republic of Kazakhstan as of April 4, 2019 “On approval of the Rules for exchange operations with foreign currency in cash in the Republic of Kazakhstan” registered in the State Registration Register of Regulatory Legal Acts under № 18545.

104. Foreign currency unfit for circulation shall not be accepted.

Footnote. Paragraph 104 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be enacted ten calendar days after the date of its first official publication).

105. If defective foreign currency is found in the packaging of a legal entity, state institution, as well as in the packaging of a branch of the National Bank, the Center of the National Bank, it is necessary to draw up a statement of shortage (excess) for the amount of defective foreign currency in accordance with the form in Appendix 11 to the Rules. In this case, the amount of the shortage is compensated by writing off from the bank account (bank accounts) of a legal entity, state institution, or by the employee of the branch of the National Bank, the Center of the National Bank guilty of the shortage on the basis of a certificate of examination of banknotes and coins in accordance with the form in Appendix 12 to the Rules.

106. If a shortage, excess, unusable foreign currency, that with signs of counterfeiting and (or) defect is found in the cash desk of a branch of the National Bank, the Center of the National Bank, a statement of shortage (excess) is drawn up in accordance with the form in Appendix 11 to the Rules, which is signed by the cashier, comptroller who watched the recount of foreign currency or by officials responsible for the safety of foreign currency in the branch of the National Bank, the Center of the National Bank.

107. The statement of shortage (excess) in accordance with the form in Appendix 11 to the Rules is drawn up:

1) in the event of a shortage, excess, defective, unusable foreign currency, that with signs of counterfeiting and (or) defect found in the packaging of a branch of the National Bank, the Center of the National Bank - in one copy, which remains in the branch of the National Bank, the Center of the National Bank;

2) in the event of a shortage, excess, defective, unusable foreign currency, that with signs of counterfeiting and (or) defect found in the packaging of a legal entity, a state institution - in two copies, one of which is transferred to a legal entity, a state institution with packaging material, the second copy remains in the branch of the National Bank, the Center of the National Bank.

Should any shortage, surplus, doubtful, non-payable, with signs of forgery and (or) defect of foreign currency be found in the package of a legal entity, state institution, branch of the National Bank, the Centre of the National Bank, the electronic image (scanned image) of the act of shortage (surplus) in the form as per Appendix 11 hereto shall be forwarded by the branch of the National Bank, the Centre of the National Bank to the responsible unit.

Footnote. Paragraph 107 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall come into effect ten calendar days after the date of its first official publication).

108. If unusable foreign currency, that with signs of counterfeiting and (or) defect found in the packaging of a legal entity, state institution, the specified foreign currency is returned to the legal entity, state institution along with packaging material with the preparation of a statement of shortage (excess) in accordance with the form in Appendix 11 to the Rules.

109. If a branch of the National Bank, the Center of the National Bank finds excess foreign currency in the packaging of a state institution, the excess amount is returned to its bank account (bank accounts).

Clause 3. The procedure for the examination of defective banknotes and coins , and the procedure for dealing with banknotes and coins with signs of counterfeiting

110. If a cashier finds it difficult to independently determine the fitness of banknotes and coins for use as currency, it is necessary to carry out the examination of a banknote and a coin in the branch of the National Bank, the Center of the National Bank by an expert-cashier who has been trained to determine the authenticity and usability of banknotes and coins using special equipment.

111. The received defective banknotes and coins are examined by the branch of the National Bank, the Center of the National Bank on the basis of an application-list of banknotes and coins submitted for examination in accordance with the form in Appendix 13 to the Rules, completed by an individual, legal entity, state institution in two copies, one of which with a receipt for accepting banknotes and coins in accordance with the form in Appendix 14 to the Rules issued by the cashier who accepted the banknotes and coins is transferred to an individual, legal entity, state institution, the second one remains in the branch of the National Bank, the Center of the National Bank.

When issuing a receipt for accepting banknotes and coins in accordance with the form in Appendix 14 to the Rules, the cashier checks the completeness of the application-inventory of banknotes and coins transferred for examination, in accordance with the form in Appendix 13 to the Rules, by an individual, legal entity, state institution.

112. Should it be impossible for the National Bank branch to determine the payment status of doubtful coins, the National Bank branch shall forward the doubtful coins to the Centre of the National Bank by special transport (wagon) via the employees of the collection service of the Centre of the National Bank.

Footnote. Paragraph 112 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall become effective ten calendar days after the date of its first official publication).

113. Following the results of the examination of doubtful banknotes and coins by the branch of the National Bank, the Centre of the National Bank shall prepare a conclusion on doubtful banknotes and coins.

Footnote. Paragraph 113 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall take effect ten calendar days after the date of its first official publication).

114. Based on the conclusion on doubtful banknotes and coins prepared by a branch of the National Bank, the Centre of the National Bank shall compile an act of examination of banknotes and coins in the form as per Appendix 12 hereto in two copies:

1) one copy shall be filed in the cash documents of the day by the branch of the National Bank, the Centre of the National Bank;

2) the second copy shall be kept at the branch of the National Bank, the Centre of the National Bank in a separate file along with the conclusion(s) on the basis of which it was drawn up.

1) one copy is filed in daily cash documents by the branch of the National Bank, the Center of the National Bank, the responsible unit as a separate file;

2) the second copy is kept in the branch of the National Bank, the Center of the National Bank as a separate file together with the opinion (opinions) on the basis of which (which) it was drawn up.

A copy of the certificate of examination of banknotes and coins in accordance with the form in Appendix 12 to the Rules:

1) is sent to the accounting department of the branch;

2) is provided to the person who handed over defective banknotes and coins for examination, at his/her request.

Footnote. Paragraph 114 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be enforced upon expiration of ten calendar days after the day of its first official publication).

115. The certificate of examination of banknotes and coins, in accordance with the form in Appendix 12 to the Rules, is drawn up separately:

1) for each face value of banknotes and coins received according to one application-inventory of banknotes and coins submitted for examination, in accordance with the form in Appendix 13 to the Rules;

2) for banknotes and coins recognized by the expert examination as unusable, as having signs of counterfeiting and (or) defect.

116. To obtain payment banknotes and coins in exchange for doubtful banknotes and coins previously accepted by the branch of the National Bank or the Centre of the National

Bank, an individual (his/her authorized representative), authorized representative of a legal entity or state institution shall file with the branch of the National Bank or the Centre of the National Bank a receipt for acceptance of banknotes and coins in the form as per Appendix 14 hereto, an application- inventory of banknotes and coins transferred for examination, in the form as per Appendix 13 hereto, and a document certifying his/her identity or data confirming (identifying) his/her identity obtained via the digital document service, as well as a power of attorney for an authorised representative.

Should the receipt on acceptance for examination of banknotes and coins and (or) application for inventory of banknotes and coins be lost, payment banknotes and coins shall be issued to an individual (his/her authorised representative), authorised representative of a legal entity, public institution on the grounds of the application for issuance of banknotes and coins, identity document or data confirming (identifying) the identity obtained via the digital document service, as well as a power of attorney for the authorised representative.

Footnote. Paragraph 116 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 19 dated 28.02.2022 (shall be put into effect ninety calendar days after the day of the first official publication of this Resolution).

117. Useable banknotes and coins are given out in exchange for defective banknotes and coins earlier accepted by the branch of the National Bank, the Center of the National Bank by the branch of the National Bank, the Center of the National Bank in banknotes and in coins or by bank transfer.

118. If defective banknotes and coins are recognized as unusable by the expert examination, the branch of the National Bank, the Center of the National Bank shall notify an individual, legal entity, state institution thereof, indicating the reason for the refusal to exchange.

119. If defective banknotes and coins are recognized as those with signs of counterfeiting by the expert examination, the branch of the National Bank, the Center of the National Bank does not return, does not exchange them and reports this fact to the law enforcement agencies.

When representatives of law enforcement agencies seize banknotes and coins, the original document on the seizure of banknotes and coins is issued to an individual, legal entity, state institution, a copy remains in the branch of the National Bank, the Center of the National Bank.

120. Excluded by Resolution of the Board of the National Bank of the Republic of Kazakhstan No. 106 dated 25.12.2023 (shall enter into force upon expiry of ten calendar days after the date of its first official publication).

Paragraph 4. Order of approval of samples of special paint, examination and exchange of banknotes coloured with special paint

Footnote. Chapter 5 is supplemented by Clause 4 pursuant to Resolution of the Board of the National Bank of Kazakhstan No. 125 dated 19.12.2022 (shall come into effect ten calendar days after the date of its first official publication).

120-1. Not later than 30 (thirty) working days prior to the use of devices (cases and containers) for storage and safe transportation of banknotes fitted with special ink (hereinafter referred to as “special containers”), the legal entity shall send for approval to the responsible division samples of the colouring agent used in special containers, resistant to solvents, chemical reagents, with characteristics allowing to identify their presence on banknotes (hereinafter referred to as “special ink”) with the technical documentation thereto (documentation containing data on technical specifications of protective paint and markers, chemical designation and composition of products used for neutralisation, name of the company producing the special paint, as well as a document confirming the safety of the special paint used for neutralisation).

Not later than 30 (thirty) working days prior to the use of special containers, the client of the legal entity shall forward to the legal entity samples of special paint with technical documentation thereto.

Not later than 3 (three) working days from the date of receipt of special paint samples with technical documentation from the client, the legal entity shall forward them for approval to the responsible department.

120-2. Following the results of the examination of the submitted samples of special paint with technical documentation thereto, within 15 (fifteen) working days from the date of their receipt, the responsible subdivision shall forward to the legal entity a letter on approval of the samples of special paint or on refusal in their approval with indication of the reasons thereof.

Should the ink samples be approved, the responsible unit shall forward to the branches of the National Bank and the Centre of the National Bank a letter containing the characteristics of the special ink that allow identifying its presence on banknotes in case they are submitted for exchange, as well as the full name of the legal entity, client using this special ink in special containers.

120-3. Banknotes painted with special paint shall be accepted for exchange by the branch of the National Bank, the Centre of the National Bank from a legal entity pursuant to paragraph 111 hereof only if the branch of the National Bank, the Centre of the National Bank has data on the special paint used in special containers of this legal entity or its client with relevant specifications.

120-4. The banknotes painted with special ink accepted by the branch of the National Bank or the Centre of the National Bank shall be referred for examination to the responsible unit under paragraph 112 hereof.

120-5. The legal entity shall attach to the statement of banknotes and coins passed for examination, drawn up in the form as per Appendix 13 hereto, an act of special container activation, drawn up in any form, which shall include the following data:

- 1) the date of detection of the triggering fact;
- 2) circumstances of detection of the triggering fact;
- 3) the reason for staining banknotes with special dye (authorised or unauthorised opening of the special container);
- 4) the specification of the special paint;
- 5) the name of the entity - manufacturer of special paint.

The act of special container activation shall be signed by the head and chief accountant of the legal entity or persons acting in their stead, as well as by the person who has revealed the fact of special container activation.

120-6. Banknotes painted with special ink, when being handed over by a legal entity for examination and exchange to a branch of the National Bank, the Centre of the National Bank, shall be dried, counted individually, and packed in a bag without outer seams, the label of which shall contain the following details:

- 1) the full name of the legal entity;
- 2) the bank identification code of the legal entity;
- 3) the denominations and the number of banknotes coloured with special ink for each denomination;
- 4) the amount of banknotes coloured with special ink;
- 5) the date of packaging of banknotes coloured with special ink;
- 6) the surname, initials and signature of the legal entity's employee who packed the banknotes coloured with special ink;
- 7) the stamp or inscription "Banknotes Coloured with Special Ink".

120-7. The responsible unit shall conduct an examination to determine:

- 1) the conformity of the special colouring ink used to colour banknotes with the colouring ink samples with relevant specifications previously sent by the legal entity to the responsible unit under paragraph 120-1 hereof;
- 2) the authenticity and payment value of banknotes coloured with special ink.

Based on the results of examination of banknotes coloured with special ink, procedures shall be implemented as per paragraphs 113, 114, 115, 116, 117, 118 and 119 hereof.

Footnote. Paragraph 120-7 as amended by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall be implemented ten calendar days after the date of its first official publication).

Chapter 6. Features of making cash transactions in the Center of the National Bank

121. The Centre of the National Bank shall accept and issue banknotes, coins, foreign currency prior to 13:00 p.m. of Astana city time.

Footnote. Paragraph 121 - as revised by Resolution of the Board of the National Bank of Kazakhstan No. 106 dated 25.12.2023 (shall enter into force ten calendar days after the date of its first official publication).

122. The Center of the National Bank accepts and gives out banknotes, coins, foreign currency through receiving and paying counters. If a legal entity, state institution delivers banknotes, coins, foreign currency through a special gateway, a cashier of the Center of the National Bank opens the bags under the supervision of a legal entity, a state institution through a viewing window.

123. If it is impossible to store and retain banknotes, coins, foreign currency accepted during a transaction day at the receiving counter of the National Bank's Center, banknotes, coins, foreign currency are transferred to the currency handling office of the Center of the National Bank.

When transferring banknotes, coins, foreign currency from the receiving counter to the currency handling office of the Center of the National Bank, the receiving and paying counters of the Center of the National Bank stop servicing clients, an employee of the internal security service of the Center of the National Bank ensures that all doors are blocked and a representative of a legal entity, a state institution is accompanied to another room of the Center of the National Bank until the transfer of banknotes, coins, foreign currency to the currency handling office of the Center of the National Bank is completed.

124. On the basis of an agreement for the collection of banknotes and coins concluded between the Center of the National Bank and a legal entity, the Center of the National Bank delivers preliminarily prepared banknotes and coins in accordance with paragraph 56 of the Rules for giving them out to a legal entity.

The opening of bags with banknotes and their recounting by bundles and straps, the opening bags of coins and their recounting by labels attached to the bags are carried out in the presence of employees of the collection department or a specially appointed cashier of the Center of the National Bank without sheet-by-sheet and piece-by-piece (by circles) counting.

125. In case of recounting banknotes and coins, foreign currency (banknotes sheet-by-sheet, coins in circles) in a room of a legal entity, they are recounted by the legal entity in the presence of a cashier of the Center of the National Bank.

Applications (claims) for (about) the shortage of banknotes and coins, foreign currency shall not be accepted by the Center of the National Bank if they were recounted by a legal entity in the absence of a cashier of the Center of the National Bank.

Appendix 1
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form 1

(name of the branch of the National Bank of the Republic of Kazakhstan)

Announcement for depositing banknotes and coins №____ **as of “**____ **”** _____ **20**____

From _____

(name of the legal entity or state institution)

Code for crediting to the account			
Bank of the beneficiary		Amount in figures	
Beneficiary	BC		
Amount in words _____ tenge		PPC	
Purpose of the deposit _____			
Signature of the depositor _____			
Accountant _____ (surname, name, patronymic (if any))			
Comptroller _____ (surname, name, patronymic (if any))			
Money accepted by the cashier _____ (surname, name, patronymic (if any))			

Form 2

Receipt № _____ as of “ _____ ” _____ 20____	
IIN (BIN) _____	
From _____ (
name of the legal entity or state institution)	
Code for crediting to the account	
Bank of the beneficiary	
Beneficiary	BC
Amount in figures	
Amount in words _____ tenge	
Purpose of the deposit _____	
PPC	
Accountant _____	
(surname, name, patronymic (if any))	
Comptroller _____	
(surname, name, patronymic (if any))	
Money accepted by the cashier _____	
(surname, name, patronymic (if any))	

Form 3

Order № _____ as of “ _____ ” _____ 20____

IIN (BIN) _____

From _____

(name of the legal entity or state institution)

		Debit Amount	
Code		account	Total
		Credit	
Bank of the beneficiary		Account	Private
Beneficiary	BC	number	code

Purpose of the payment	PPC	Transaction type Purpose of the payment
Accountant _____ (surname, name, patronymic (if any)) Comptroller _____ (surname, name, patronymic (if any)) Money accepted by the cashier _____ (surname, name, patronymic (if any))		

Appendix 2
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Incoming cash register _____ as of “ _____ ” _____ 20 _____

Type of transaction:

Bank account №

Number	Bank account number	Name of a legal entity, state institution, surname, name, patronymic (if any) of an individual	Document number	Amount	Cashier's signature
1	2	3	4	5	6
Total:					

Comptroller

surname, name, patronymic (if any)

Accountant

surname, name, patronymic (if any)

Appendix 3
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

Cash receipt voucher _____ as of “____” _____ 20 ____ (date of issue)
Sender of banknotes, coins:

(name of a legal entity) _____				
surname, name, patronymic (if any) IIN (BIN): _____				
Debit				
Bank of the beneficiary: _____	BIC		Amount	symbol

Beneficiary: _____	IIC			

IIN (BIN): _____	BC			

		Credit		
Account name: _____	IIC		Amount	

	BC			
Amount in words: _____				
Purpose of the payment: _____				

Identity card № _____				
Issued by _____ Date of issue _____				
Sender of banknotes and coins _____				
Head _____				
surname, name, patronymic (if any)				
Comptroller _____				
surname, name, patronymic (if any)				
Executor _____				
surname, name, patronymic (if any)				
Cashier _____				
surname, name, patronymic (if any)				

in the National Bank of
the Republic of Kazakhstan
Form

Cash receipt voucher in foreign currency №

as of “ ” 20 (date of issue)

Sender of banknotes and coins

IIN (BIN):

Debit Amount

Bank of the beneficiary: _____	BIC		in KZT	in foreign currency

Beneficiary: _____	IIC			

IIN (BIN): _____	BC			
Credit				
Account name: _	IIC			

_____	BC			

Currency code: Rate:

Amount in tenge in words: _____

Amount in foreign currency in words: _____

On the basis of: _____

Purpose of the payment: _____

Identity card № _____

Issued by _____ Date of issue _____

Signature of the money sender: _____

Head _____

surname, name, patronymic (if any)

Comptroller _____

surname, name, patronymic (if any)

Executor _____

surname, name, patronymic (if any)

Cashier _____

surname, name, patronymic (if any)

Appendix 5
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Incoming cash register of the night depository _____

as of “__” _____ 20__

Transaction type: _____
Bank account № _____

Sequential number	Bank account number	Name of a legal entity, state institution, surname, name, patronymic (if any) of an individual	Document number	Amount	Signature of the cashier
1	2	3	4	5	6
Total:					

Comptroller of the accounting department of the night depository _____

surname, name, patronymic (if any)

Accountant _____

surname, name, patronymic (if any)

Appendix 6
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

Cash payment voucher №__ as of “__” _____ 20__ (date of issue)

Beneficiary (receiver of banknotes and coins):

surname, name, patronymic (if any)

IIN (BIN): _____

	Debit	Amount
Account name: _____ _____ _____ _____	IIC	
	BC	

Credit

Sending bank: _____ _____ _____ _____ _____	BIC		amount	symbol
Sender: _____ _____ _____ _____ _____ _____ _____	IIC			
IIN (BIN) _____ _____ _____	BC			

Amount in words: _____

Purpose of the payment: _____

Identity card № _____

Issued by _____ Date of issue _____

The amount indicated in the voucher was received by: Beneficiary _____

Head _____

surname, name, patronymic (if any)

Comptroller _____

surname, name, patronymic (if any)

Executor _____

surname, name, patronymic (if any)

Cashier _____

surname, name, patronymic (if any)

Appendix 7
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Application № _____ for receiving banknotes and coins (foreign currency)

as of “ ____ ” _____ 20____ . as of “ ____ ” _____ 20____

Name of the bank account _____

Amount of banknotes to be received _____

in figures

Amount of banknotes to be received _____

in words

Amount of coins to be received _____

in figures

Amount of coins to be received _____

in words

Head _____

surname, name, patronymic (if any)

Chief accountant _____

surname, name, patronymic (if any)

Responsible executor _____

surname, name, patronymic (if any)

Appendix 8
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Cash payment register _____

as of “ ____ ” _____ 20____

Transaction type:
Bank account № _____

Sequential number	Bank account number	Name of a legal entity, state institution, surname, name, patronymic (if any) of an individual	Document number	Amount	Signature of the cashier
1	2	3	4	5	6
Total:					

Comptroller of the accounting department _____

surname, name, patronymic (if any) подпись

Accountant _____

surname, name, patronymic (if any) подпись

Appendix 9
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

Cash payment voucher in foreign currency				
№ as of “ ___ ” _____ 20 __ (date of issue)				
Beneficiary (receiver): _____				
IIN (BIN): _____				
Debit Amount				
Account name: _____	IIC		in KZT	in foreign currency

	BC			
Credit				
Sender's bank: _____	BIC			

Sender: _____	IIC			

IIN (BIN): _____	BC			
Currency code: Rate: _____				
Amount in tenge in words: _____				
Amount in foreign currency in words: _____				
On the basis of: _____				
Purpose of the payment: _____				
Identity card № _____				
Issued by _____ Date of issue _____				
The amount indicated in the voucher was received by: _____				
Head _____				
surname, name, patronymic (if any)				
Comptroller _____				
surname, name, patronymic (if any)				
Executor _____				
surname, name, patronymic (if any)				
Cashier _____				
surname, name, patronymic (if any)				

Appendix 10
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

Check voucher

National Bank of the Republic of Kazakhstan

— _____

(name of subdivision)

IIN (BIN) _____

— _____

Registration number of the banking information system _____

— _____

Voucher number _____

— _____

Date and time of transaction _____

— _____

Name of transaction _____

— _____

Name of the coin Number _____ Amount _____

Total transaction amount _____

(amount in words)

Cashier _____
surname, name, patronymic (if any) signature

Appendix 11
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

Statement of shortage (excess) № _____

shortage	defective	withdrawn	banknotes in bundles
excess	unusable	with defect	coins in bags
in packaging			

(name of a legal entity or state institution)

as of “ ____ ” _____ 20__ is drawn up by

(name of a branch of the National Bank of the Republic of Kazakhstan)
at _____

(location) to certify that when opening and recounting _____ at the cash desk, in the room for
recounting

banknotes	customer service area
coins	by the cashier

surname, name, patronymic (if any)

in the presence of

(surname, name, patronymic (if any): head of the department or his/her deputies, comptroller, cashier of the branch of the National Bank, the Center of the National Bank that took part in drawing up the statement)

it was found that in the bundle in safe packaging
in the bag in damaged packaging

(surname, name, patronymic (if any) of the cashier or the number of the team that formed the packaging

where the shortage or excess was found)

with intact plates with intact with strings banknotes
damaged seal damaged with parcels coins
of the face value

for the amount of

(indicate in figures and words)

The specified bundle with number of straps, in a strap of which a coin from the bag,

the shortage defective withdrawn completely
excess unusable with defect
was found
was recounted by

(surname, name, patronymic (if any) of the cashier that recounted them)
in the presence of

(surname, name, patronymic (if any) of the person that was present at the recounting)
The fact of shortage defective withdrawn in the amount of
excess unusable with defect

_____ was confirmed

(in figures and words)

This statement is accompanied by the upper and lower covers from the bundle of banknotes, a strapping with a seal, strings or parcels from the straps, a polyethylene bag with a plate, a strapping with a seal and a label from a bag with coins in which a shortage (excess) was found.

Comptroller _____
surname, name, patronymic (if any)

Cashier _____
surname, name, patronymic (if any)

Appendix 12
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Certificate of examination of banknotes and coins № _____
as of “ _____ **”** _____ **20** _____

This certificate is to certify that on “ _____ ” _____ 20 _____

(name of the branch that carried out the examination of banknotes and coins)
of the National Bank of the Republic of Kazakhstan received a defective
banknote (banknotes), coin (coins)
found with (delete as appropriate)

(name of a legal entity, state institution or surname, name, patronymic (if any) of the individual)

The examination has found that the below indicated banknote (banknotes), coin (coins):

(face value, series and number (for banknotes) or face value and metal type (for coins))

is (are): _____

(useable, unusable, having signs of
counterfeiting (altered), having signs of defect, requiring additional examination)

And is (are) (no) subject to exchange in accordance with regulatory legal acts of the
Republic of Kazakhstan.

Basis: opinion (opinions) number _____ for defective banknotes and coins

The certificate is drawn up in _____ copy (copies).

(position)

surname, name, patronymic (if any)

Appendix 13
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Application-inventory of banknotes and coins transferred for examination

as of “_____” _____ 20_____

name of a legal entity, state institution or surname, name, patronymic (if any) of an
individual

bank account number

location of a legal entity, state institution or an individual

number and date of an identity document of an individual, contact phone numbers

We hereby request to receive the banknotes (coins) of the below indicated face values for
examination:

_____	_____	_____	_____	_____	_____
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Sequential number	Name of the face value of banknotes (coins)	Quantity	Series	Number	Amount
1.					
2.					
	Total:				
3.					
	Total:				

Handed over by _____

—
surname, name, patronymic (if any)

Received by _____

—
surname, name, patronymic (if any)

Appendix 14
to the Rules for
cash transactions
with individuals and legal entities
in the National Bank of
the Republic of Kazakhstan
Form

(name of a branch of the National Bank of the Republic of Kazakhstan)

Receipt for accepting banknotes, coins (specify as required) number ____ as of “____” _____ 20

			Amount	
From		Off-balance sheet account number	Total	
Bank of the beneficiary			Transaction type	
Tenge				

Purpose of payment _____

Basis _____

Comptroller _____

surname, name, patronymic (if any)

Accountant _____

surname, name, patronymic (if any)

Cashier _____

surname, name, patronymic (if any)

Stamp here

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the Republic of Kazakhstan