



BANKNOTES PACKING INSTRUCTIONS



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Scope

State Bank of Pakistan and SBP Banking Services Corporation (SBPBSC) has been making efforts to ensure adequate supply of good quality banknotes across the country. The currency management strategy issued in August 2015 is amongst the key initiatives taken for the purpose. As the strategy has prescribed a mechanism for Interbank Trading of Cash (ITC), it is important that the cash to be traded and/or surrendered to SBP is packed properly and consistently. In order to standardize the cash packaging practices across the industry, a set of instructions is being issued for preparation of banknote packets and bundles. These instructions shall be applicable for banknotes to be traded in interbank market and/or to be surrendered to SBPBSC.

1. Packing Instructions

1.1 General Instructions

- a) Pursuant to the SBP, Finance Department Circular No. 3 dated August 26, 2015, banks shall classify their cash deposits into following four categories:
 - i. Fit for Reissue/Circulation
 - ii. Unfit/ Soiled
 - iii. Machine Rejected Banknotes
The banknotes rejected by machine(s) will be taken out by the machine operator and fed into the machine again after straightening the notes and removing ridges and/or dog-ears, if any. This process will be repeated once or more to ensure that only such notes are rejected by the machines that don't have the requisite/defined features. The final reject output will be taken out and manually examined. The notes rejected by the machines shall be sent to SBPBSC for verification. The SBPBSC shall give credit for the notes found genuine after verification.
 - iv. Suspected Counterfeit Banknotes
The machine rejected banknotes categorized as suspected counterfeit shall be surrendered to SBPBSC for further examination along with the particulars of banknote(s) and name of branch from whose cash the banknote is detected within 48 hours of detection. A proper branch wise log of such suspected counterfeit banknotes shall be maintained by the bank. The SBPBSC after verification shall impound the counterfeit banknotes whereas the bank will be given credit for the notes found genuine after verification.
- b) Banks shall ensure discontinuation of practice of stapling/stitching of banknotes of all denominations regardless of the category of banknotes. Further, they must ensure that the packets don't have any metallic object, pins, and rubber bands. Further, the packets shall not be wrapped by masking tapes or any sticky material etc.

1.2 Preparation of Banknote Packets

- Each packet must contain 100 banknotes of same category, design and denomination.
- Banknotes shall be straightened and all corners should be aligned.
- The banknotes shall be face-up, i.e. portrait up orientation.
- All packets must be banded with a single white paper band.
- The paper band must be at least 30 mm in width and the length of the band must be such that it wraps the packet with minimal overlap, leaving no loose flaps beyond the adhesive point. Good quality paper bands shall be used for the purpose. SBP may assign grammage of the paper bands, based on practical experience in future.
- Each packet band shall contain the following information:

Details Required	Example
Bank Name	ABC Bank
Branch Code/Cash Center Code	1234
Category of Banknotes	Reissue
Teller PIN/ID	789
Date of Packing	1-2-2017
Denomination	Rs. 500/-

- The information must be affixed on the paper band at the front (portrait) side of the packet.
- Easy-to-read font with black ink shall be used on the paper bands and it must not transfer on the banknote.

1.3 Preparation of Banknote Bundles

- Each bundle must contain 10 packets, i.e. 1,000 banknotes, of same category, design and denomination.
- The packets in each bundle must be placed in such a way that the Quaid's portrait is upwards and all packets are facing the same direction.
- Each bundle must be tightly bound by a single white paper band to ensure that the packets are firmly secured.
- The paper band used to bind banknote bundles must be at least 30 mm in width and the length of the band must be such that it wraps the bundle once with minimal overlap and leaves no loose flaps beyond the adhesive point.
- Thereafter, Bundle Cards must be placed on the top and bottom of the bundles.
- The top bundle card must face the same direction as the banknote packets, while the bottom bundle card shall be in reverse direction such that its contents are visible from the bottom side.
- The bundle then shall be tightly shrink wrapped using good quality plastic wrapping material (minimum 15 micron) so as to ensure that the bundle cards remain intact and the shrink wrap does not tear off during transit.

1.3.1 Printing Bundle Cards

- a) The bundle cards must be printed on card board paper of minimum 300 gsm (grams per square meter). The following color scheme shall be used for bundle cards of respective banknotes category:

Banknotes Category	Bundle Card Color
Reissue	White
Soiled	Yellow
Machine Rejected	Red

- b) Each Bundle Card must specify the information as per format prescribed at 1.3.3.
- c) The dimensions of each bundle card should be similar to the dimensions of respective banknote. However, if any new series is issued by SBP, the dimensions as mentioned on SBP's website shall be adhered to while printing the bundle cards. For convenience, dimensions of existing banknote series are given below:

Sr. No.	Denomination in PKR	Design /Series	Length	Breadth
			mm	mm
1	5000	New	163	65
2	1000	New	155	65
3	500	New	147	65
4	100	New	139	65
5	50	New	131	65
6	20	New (Brown)	123	65
7	20	New (Orange Green)	123	65
8	10	New	115	65
Tolerance is ± 1.5 mm at any direction				
The above dimensions are only for existing series i.e. (first issue 2005 to 2008)				

1.3.2 Deposit ID on Bundle Cards:

The unique ID code will be a single alpha numeric code comprising of 17 characters, as per below format:

Bank Code (6 digits)						City (3 char)			Branch Code (4 digits)				Categ (2 char)		Denom (2 char)	

- a) **Bank & City Code:** (list of Bank codes and city codes is attached as Annexure-I and II).
- b) **Branch Code:** The existing branch codes.
- c) **Category:**

Category	Mnemonic
Fit/ Re-issue	FR
Unfit /Soiled	US
Rejected	RJ

Note: Suspected Counterfeit banknotes shall be deposited as per the instructions in section 1.1 a(iv).

d) **Denomination**

Denomination	Type	Mnemonic
5000	New	OV
1000	New	OM
500	New	OD
100	New	OC
50	New	OL
20	New (Brown)	XX
20	New (Orange Green)	XX
10	New	OX


Example:


The example illustrates the composition of the unique identification code.


Bank Code						City			Branch Code				Categ		Denom	
1	0	0	0	8	0	K	H	I	0	0	0	1	F	R	O	V

100080- KHI-0001-FR-OV denotes the deposit of MCB bank, located in Karachi, having branch code number 0001, and consisting of fit/ re-issue banknotes of Rs. 5,000 denomination.

1.3.3 Bundle Cards Format

FIT/RE-ISSUE BANKNOTES Machine Processed	 <div style="text-align: right;">ABC Bank</div>	Series: First Issue 2005 to 2008
	Remittance/Deposit ID: <div style="border: 1px solid black; width: 100%; height: 30px; display: flex; align-items: center;"> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="border-right: 1px solid black; width: 25px; height: 25px;"></div> <div style="width: 25px; height: 25px;"></div> </div>	Denom: Rs. _____
	Date of Packaging: _____ PIN/ID of the Packing Officer _____	No. of Pieces: 1,000 Value: Rs. _____

UNFIT/ SOILED BANKNOTES Machine Processed	 <div>ABC Bank</div>	Series: First Issue 2005 to 2008
	Remittance/Deposit ID: <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> Date of Packaging: _____ PIN/ID of the Packing Officer _____	Denom: Rs. _____
		No. of Pieces: 1,000
		Value: Rs. _____

<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> REJECT BANKNOTES Machine Processed </div>	 <div style="text-align: right;">ABC Bank</div>	Series: First Issue 2005 to 2008
	Remittance/Deposit ID: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Denom: Rs. _____
	Date of Packaging: _____ PIN/ID of the Packing Officer _____	No. of Pieces: 1,000 Value: Rs. _____

2. Transport Mechanism for Banknote Bundles

With the aim to bring cash handling procedures in line with the international best practices, SBP has undertaken an initiative to store and transport banknotes in purpose built plastic cash trays. These plastic trays shall have sealing mechanism on two sides (preferably the width side) and will ensure that the banknotes are not damaged during transport/storage.

In order to maintain the shape and quality of banknotes, banks shall phase out the practice of depositing banknotes in canvas/jute bags with cash trays in the 15 cities where SBPBSC offices are located. Going forward, the scope of this requirement will be broadened to encompass movement of all remittances across the banking sector; for which separate instructions/timelines will be issued in due course.

- a) The banks shall remit/deposit banknote bundles to SBPBSC offices in sealable plastic cash trays. The cash trays must have removable lids with translucent color and tamper proof sealing mechanism on both sides. The dimensions of cash trays must be as under:

i. Bin Size (mm)	520 × 393 × 95
ii. Lid Size (mm)	520 × 393 × 15.4
iii. Assembled Bin (mm)	520 × 393 × 102

- b) The trays shall be produced from injection grade Polypropylene (PP) plastic material, so as to withstand the weight of the banknote bundles. To facilitate the banks, reference resin grades¹ for manufacture of the trays are appended in the footnote below. The banks may however, use any resin grades of equivalent/higher strength as per their preference.
- c) Only virgin plastic material /resin will be used for manufacture of the trays. Recycled material shall not be used in any circumstances.
- d) The trays should preferably be designed in a manner that they are stackable i.e. the tray & lid snugly fit, when two trays are placed on top of one another.
- e) For different categories of banknotes, sticker tags of following colors must be placed on each cash tray:

i. White	Fit/Re-issuable
ii. Yellow	Unfit/Soiled
iii. Red	Rejected

Banks shall ensure that same denominations and categories of banknotes are placed inside a single cash tray.

¹

- i. SABIC (PP 57MNK 10, PP 48MK 40, PP 49MK 45 or equivalent)
- ii. ExxonMobile (PP 7684KN or equivalent)
- iii. Lyondell Basell (Moplen EP 2596, Moplen EP 641P or equivalent)
- iv. HMC Polymers (Moplen EP 540N, Moplen EP 6004 or equivalent)
- v. LG Chem (SEETEC H 1501 or equivalent)

3. Deposit with SBPBSC

Reference para E of FD Circular No. 03/2015 dated August 26, 2015, the banks may deposit their cash as per following:

- a) Only main branches of the banks attached with each office of SBPBSC shall deposit cash in bundles with their respective SBPBSC Offices.
- b) Processed banknotes shall be packed as per instruction given in Para 1 above.
- c) The banks can deposit only their own processed cash to SBPBSC which shall invariably contain the bundle cards of the depositing bank².
- d) At the time of receipt of the remittance, the SBPBSC official will ensure the shrink-wrap on all the bundles is intact and the bundle cards of the depositing bank are placed thereon.
- e) Reject banknotes shall be deposited in cash trays, bundles or packets, as the case may be, depending upon the quantity of banknotes. In case the number of reject banknotes is not sufficient to prepare a cash tray or a bundle, the banknotes can be deposited in complete packetform in tamper proof plastic bags. However, loose banknotes (i.e. chit packets) shall not be deposited with SBPBSC.
- f) Banks shall surrender all suspected counterfeit banknotes as per instructions contained in clause 1.1(a)(iv) of these instructions. These notes shall be packed in a tamper proof bag, containing the name of the bank, branch, denomination and serial number of note on a separate paper.
- g) Mutilated, defective or mismatched banknotes shall be deposited at SBPBSC Offices as per existing practice.
- h) The depositing bank shall be responsible for any discrepancy/shortage found in the remittance deposited with SBPBSC. Banks shall be required to give a guarantee bond in form E-14 for any discrepancy/deficiency later found in their bundles. Shortages will be made good as per the existing practice.
- i) With the onset of automated cash processing, the bank's representative shall not be allowed entry in the examination room. The examination process can, however, be monitored through CCTV system provided in a separate room on concurrent basis.
- j) For their own convenience and to ensure accountability at their end, banks are advised to formulate a monitoring mechanism for tracking the bank branches or tellers who have prepared the banknote packets, bundles and cash trays. Since processing at SBPBSC will be conducted at the bank level, shortages will also be made good at the bank level without identifying branch or teller names/IDs. The codification on the bundle cards is for banks to monitor the flow of cash during ITC and from one branch to other.

² Unopened bundles of other banks (received through ITC) shall not be placed for further deposit to SBPBSC and/or traded in ITC. Such bundles shall be opened and processed on bank's own machines and packed/bundled as per above instructions.

4. Interbank Trading of Cash (ITC)

- a) Only processed Fit for Reissue banknotes can be offered for ITC.
- b) The unit of ITC shall be a bundle to be packed in the manner prescribed in para 1 above.
- c) The cash offered for ITC shall invariably contain the bundle cards of the disbursing bank.
- d) The disbursing/offering bank shall be solely responsible for any discrepancy/shortage found in their remittance.
- e) At the time of receipt of the remittance through ITC, the receiving bank should ensure that the bundle cards of the disbursing bank are placed thereon and the shrink wrap on all the bundles is intact. The receiving bank reserves the right to return the remittance in case the shrink wrap is torn or shows signs of tampering.
- f) The remittance received through ITC shall be opened under CCTV environment, and shortage if any, will be made good by the disbursing bank. The receiving bank may approach disbursing bank with sufficient evidence(s) in the matter.
- g) Banks shall try to amicably settle any disputes among them, as far as possible. However, in case of unresolved instances, the decision of SBPBSC shall be final.

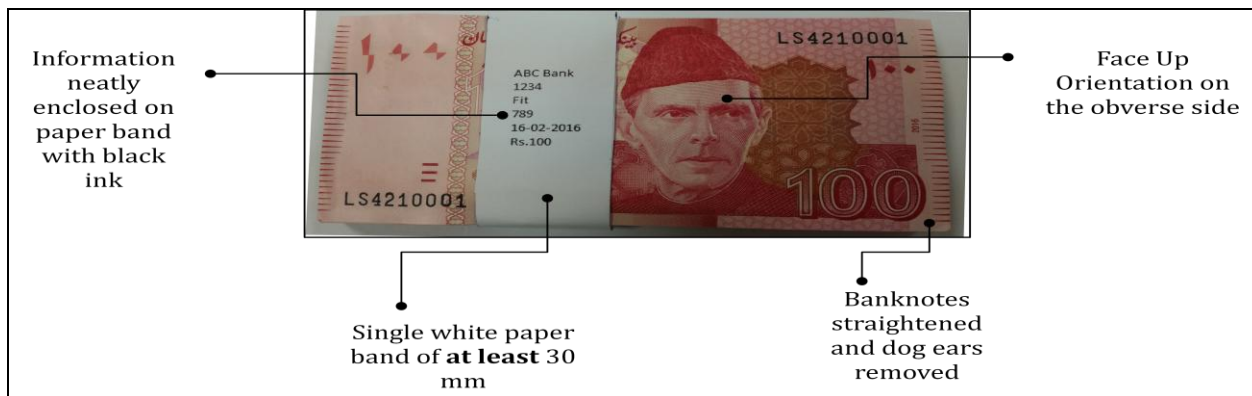
5. Summary of Banknote Deposit Guidelines

		Category of Banknotes		
		Fit/Re-Issue	Unfit/ Soiled	Machine Rejected
Packet	Type of Banding	Good Quality Paper (at least 30 mm)	Good Quality Paper (at least 30 mm)	Good Quality Paper (at least 30 mm)
	Number of Bands	1	1	1
	Stamp/Print	√	√	√
Bundle	Bundle Card	√	√	√
	Color of Bundle Card	White	Yellow	Red
	Dimensions of Bundle Card	As per the banknote denomination	As per the banknote denomination	As per the banknote denomination
	Grmmage of Bundle Card	At least 300 gsm hard card paper	At least 300 gsm hard card paper	At least 300 gsm hard card paper
	Type of Banding	Paper (at least 30 mm)	Paper (at least 30 mm)	Paper (at least 30 mm)
	Number of Bands	1	1	1
	Shrink Wrapping	√	√	√
	Grammage of Shrink-Wrap	At least 15 microns	At least 15 microns	At least 15 microns
Cash Tray	Size of Cash Tray	a) Bin Size (mm) 520 × 393 × 95 b) Lid Size (mm) 520 × 393 × 15.4 c) Assembled Bin (mm) 520 × 393 × 102		
	Plastic Seals	√	√	√
	Sticker Tag	√	√	√
	Color of Sticker Tag	White	Yellow	Red

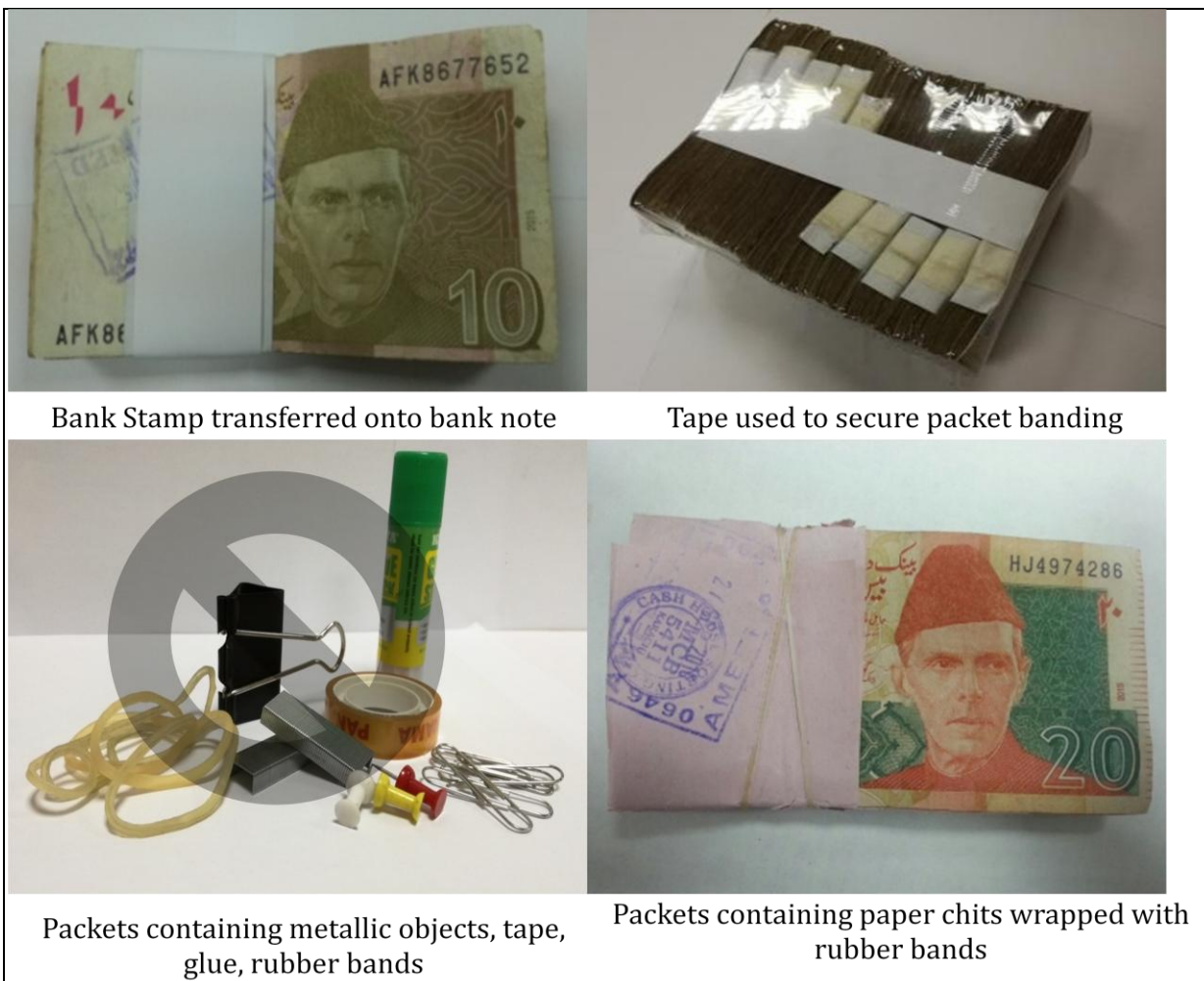
Pictorial References

Packets Preparation:

- Correct Manner



- Incorrect Manner



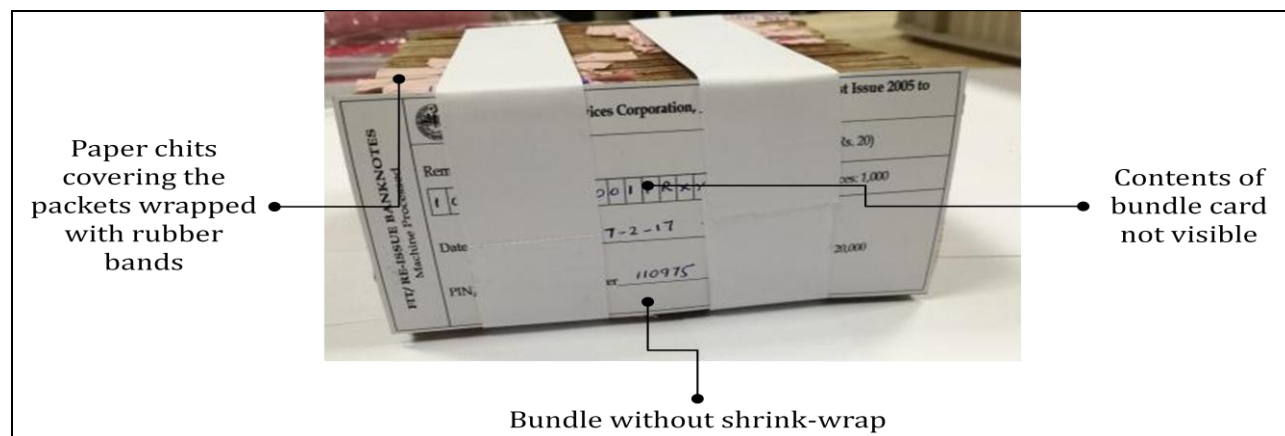
Preparation of Banknote Bundles

- **Correct Manner**

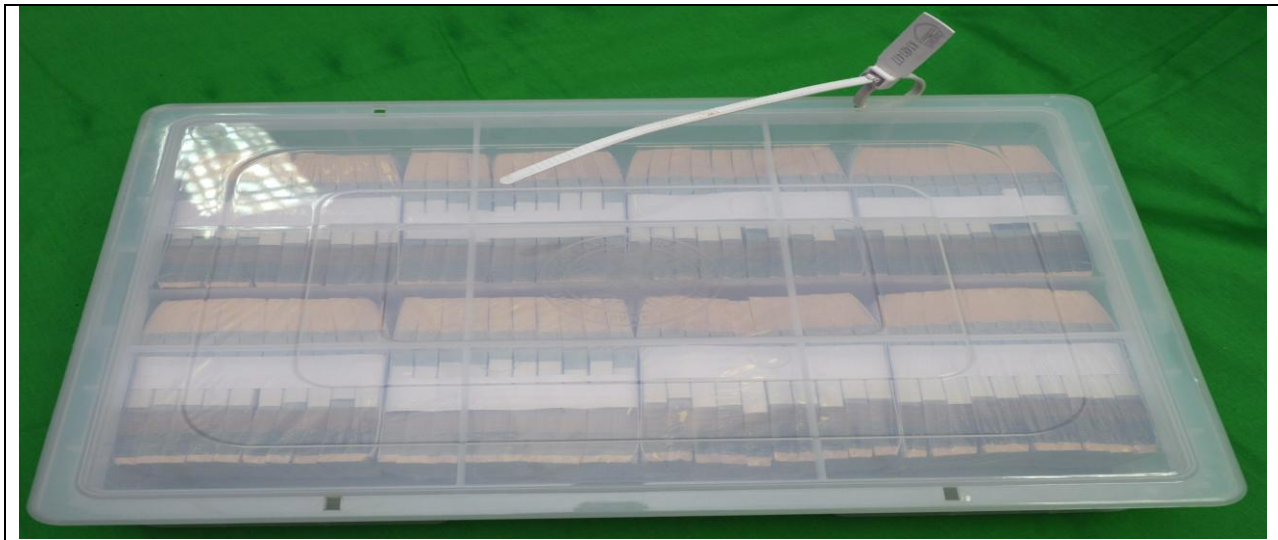


Bundle Card placed as per the category and denomination of banknotes

- **Incorrect Manner**



Transport Mechanism- Cash Trays



Banknotes shrink wrapped and placed in cash trays after preparation



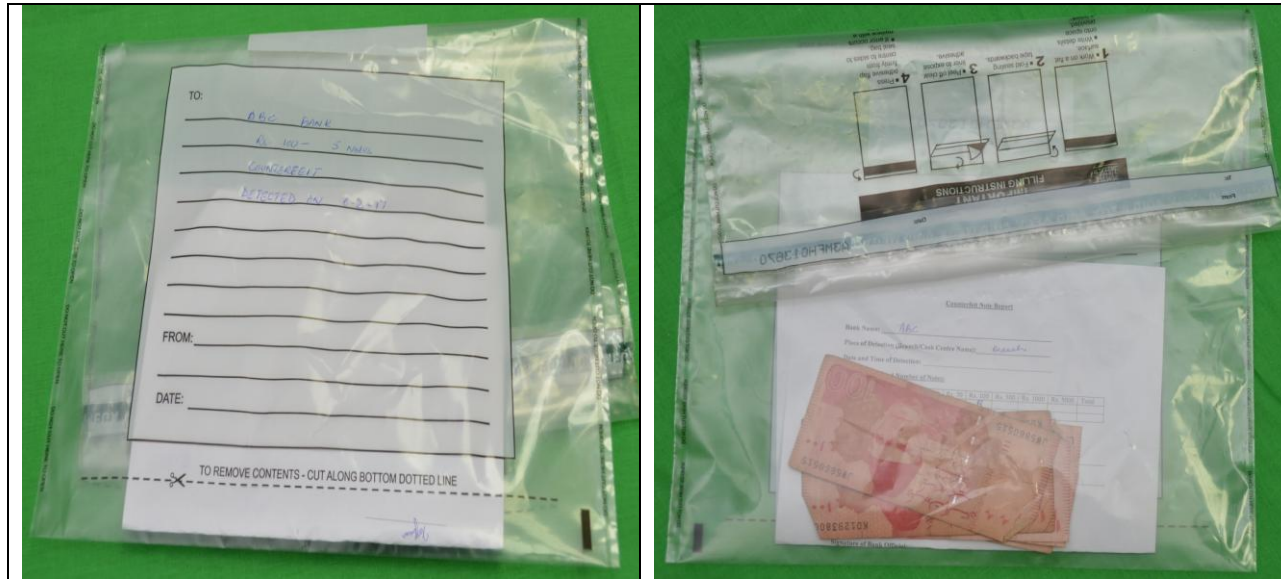
Sticker tag denoting the category of banknotes

Plastic Seals (Specimen)

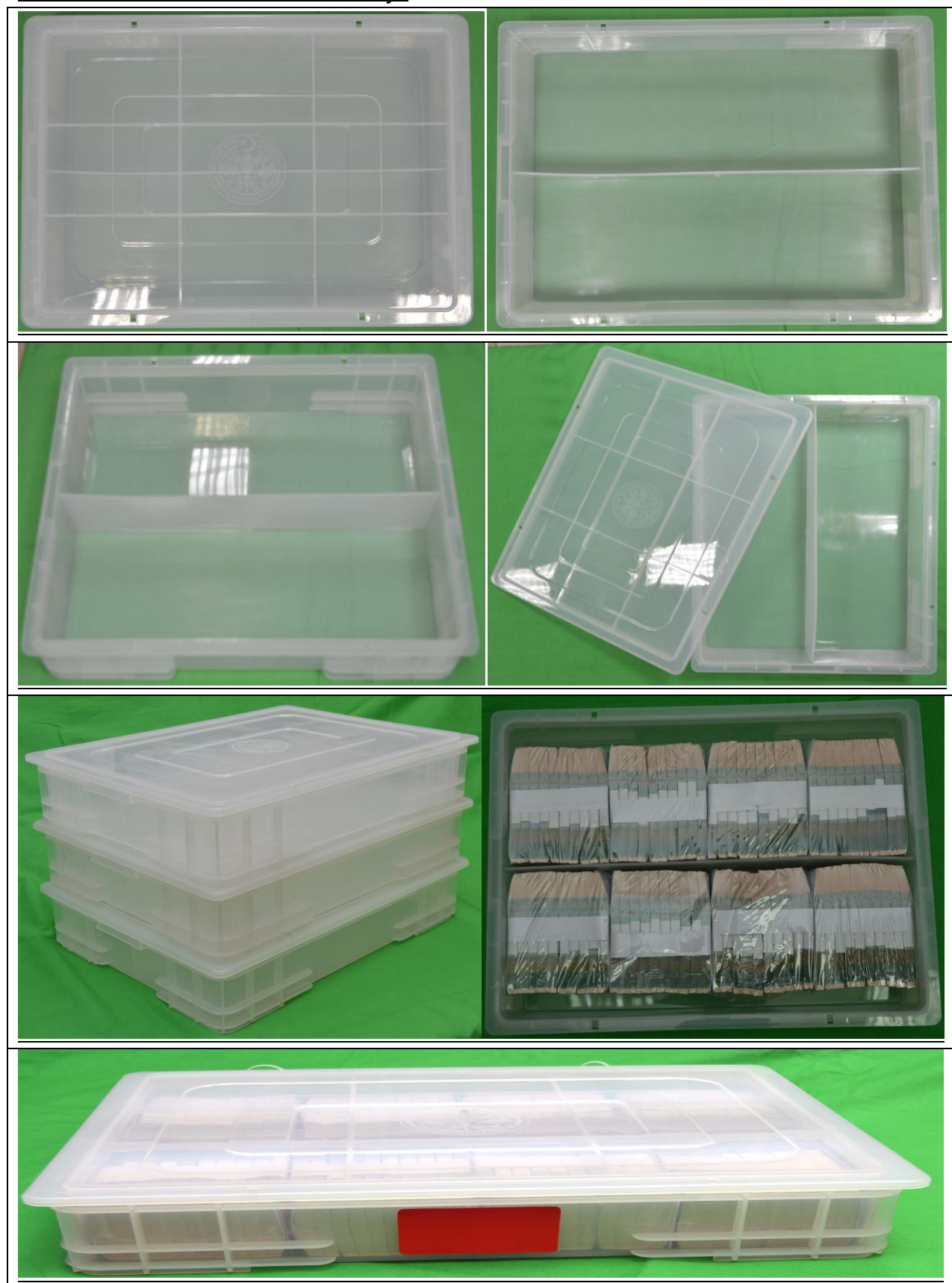


Suspected Counterfeit Banknotes

- Suspected counterfeit banknotes packed in tamper proof bag sealed and deposited to SBPBSC within 48 hours of detection, along with details of banknotes.



Different Orientations of Plastic Trays



**Annexure – I**

S. No.	CUSTOMER.ID	MNEMONIC	FULL NAME
1	100003	CIZTBL	ZARAI TARAQIATI BANK LIMITED-
2	100004	CIABIB	AL BARAKA ISLAMIC BANK
3	100005	CIMEEZ	MEEZAN BANK LIMITED
4	100008	CIABL	ALLIED BANK LIMITED
5	100010	CIASBL	ASKARI BANK LIMITED
6	100015	CIBAFLIS	BANK ALFALAH ISLAMIC LTD.
7	100016	CIBAFL	BANK AL FALAH LIMITED
8	100017	CIBAHL	BANK AL HABIB LTD
9	100020	CIBOK	THE BANK OF KHYBER
10	100021	CITBOP	THE BANK OF PUNJAB
11	100022	CIBOT	THE BANK OF TOKYO MITSUBISHI LTD
12	100026	CIBOKI	THE BANK OF KHYBER ISLAMIC
13	100028	CICITI	CITI BANK N A
14	100032	CIDIBP	DUBAI ISLAMIC BANK PAKISTAN LIMITED
15	100035	CIDBAG	DEUTSCHE BANK AG
16	100041	CIFBL	FAYSAL BANK LIMITED
17	100056	CIFWBL	FIRST WOMEN BANK LTD.
18	100062	CIHBL	HABIB BANK LIMITED
19	100065	CIIBL	INDUS BANK LIMITED
20	100066	CIIDBL	INDUSTRIAL DEVELOPMENT BANK LIMITED
21	100072	CIJSBL	JS BANK LIMITED
22	100074	CIKB	KHUSHHALI BANK
23	100076	CISMBL	SAMBA BANK LIMITED
24	100080	CIMCB	MCB BANK LIMITED
25	100084	CINBP	NATIONAL BANK OF PAKISTAN
26	100107	CIBIPL2	BANKISLAMI PAKISTAN LIMITED-2
27	100113	CISUMM	SUMMIT BANK LIMITED
28	100114	CISILK	SILK BANK LIMITED
29	100125	CISBL	SONERI BANK LIMITED
30	100128	CISCB	STANDARD CHARTERED BANK (PAK) LTD.
31	100133	CIUBL	UNITED BANK LIMITED
32	100160	CIASBIS	ASKARI BANK LIMITED (ISLAMIC)
33	100161	CISDBL	SINDH BANK LIMITED
34	100162	CIAMFB	APNA MICRO FINANCE BANK
35	100163	CIFIMFB	FIRST MICRO FINANCE BANK
36	100164	CIFNMFB	FINCA MICRO FINANCE BANK LIMITED
37	100540	CINIB	NIB BANK LIMITED
38	100571	CIBIPL	BANK ISLAMI PAKISTAN LIMITED
39	100644	CIHMBL	HABIB METROPOLITAN BANK LTD
40	100645	CINBPIB	NBP ISLAMIC BANKING
41	100646	CIALBB	ALBARAKA BANK (PAKISTAN) LIMITED
42	100649	CIIBUBL	UNITED BANK ISLAMIC BANKING
43	100653	CITMFBL	TAMEER MICRO FINANCE BANK LTD.



S. No.	CUSTOMER.ID	MNEMONIC	FULL NAME
44	100654	CIFMFB	THE FIRST MICRO FINANCE BANK LTD
45	100656	CINRSPMF	NRSP MICRO FINANCE BANK LTD.
46	100657	CIICBC	INDUSTRIAL AND COMM BANK OF CHINA
47	100658	CIAPMFBL	ADVANS PAKISTAN MICROFINANCE BANK
48	100659	CIWMFBL	WASEELA MICROFINANCE BANK LTD
49	100660	CIUMBL	U MICROFINANCE BANK LTD.
50	100103	IBMCB	MCB ISLAMIC BANK
51	100123	SME	SME BANK LTD

Annexure-II

S.No	City	Code
1	Karachi	KHI
2	Lahore	LHR
3	Rawalpindi	RWP
4	Faisalabad	FSB
5	Islamabad	ISB
6	Sialkot	SLK
7	Gujranwala	GUJ
8	Multan	MUL
9	Hyderabad	HYD
10	Bahawalpur	BHP
11	Quetta	QTA
12	Peshawar	PSH
13	Sukkur	SUK
14	Muzaffarabad	MUZ
15	D.I. Khan	DIK
16	Gujrat	GJT
17	Mirpur	MPR
18	Sargodha	SAR
19	Rahim Yar Khan	RYK
20	Jhelum	JHL
21	Attock	ATT
22	Abbotabad	ABB
23	Sheikhupura	SHK
24	Okara	OKR
25	Toba Tek Singh	TTS
26	Chakwal	CHK
27	Swat	SWT
28	Vehari	VHR
29	Khanewal	KHW
30	Kotli	KOT