

## **Documentation of Inland Currency Transportation**

### **Guidelines for the Standard Operating Procedure (SOPs)**

Exchange Companies (ECs) and Exchange Companies of 'B' Category shall develop the SOPs for movement of Pakistan Rupee (PKR) and Foreign Currencies (FCY) which should, inter alia, include the following:

1. Each outlet (including franchises) shall restrict their business activities within the declared working capital.
2. Reasons for the movement of cash PKR/FCY should be documented and approved.
3. Mode of the transportation, for each scenario, including the means of such transport should be documented and approved e.g. through company's owned vehicles, Cash-in-Transit Company, through airline etc.
4. The purpose for the movement of cash PKR and FCY shall be properly documented and recorded, after necessary authorization in system on real time basis by the head office.
5. Authorized employees and individuals associated with franchises should be registered and approved at appropriate level for such movement of cash PKR and FCY.
6. Authority Letter should be issued to the persons authorized to carry the cash PKR / FCY. The letter should be available with such cash carriers during movement of cash PKR and FCY. The letter should contain, inter alia, name of the bearer, his/her designation, date and time along with the details of currency(ies), amount, origin/destination, purpose etc. supported by the system generated vouchers / receipts.
7. ECs and ECs – B should develop mechanism and system to record the following information pertaining to the movement of cash PKR and FCY:
  - i. Date and Time of Cash Movement;
  - ii. Currency and Amount of Cash Movement;
  - iii. Value in PKR for FCY Cash Movement;
  - iv. Invoice (s) No./Voucher (s) No./Bill (s) No./Cheque No.;
  - v. Place of Origination (EC outlet / Head Office/Bank etc.);
  - vi. Destination (EC outlet/Head Office/Banks/Other EC etc.);
  - vii. Purpose of Movement;
  - viii. Mode of Currency Movement;
  - ix. Name of Authorized Employee / Cash-in-Transit Company;
  - x. Ticket No. / Vehicle details/Vehicle Logs;
  - xi. Date and Time of Cash Delivery;

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