

Annexure A- Receipt of Cash, Coins and Prize Bonds from SBP BSC Offices via Funds Received Through RTGS

This document shall provide the procedural guidelines to Commercial Banks for the procedure to be following regarding receipt of cash, coins and Prize Bonds from SBP BSC offices against transfer of funds through RTGS

Currency
Management
Department SBP BSC
(Bank) Head Office
Karachi

ANNEXURE A - RECEIPT OF CASH, COINS AND PRIZE BONDS FROM SBP BSC OFFICES VIA FUNDS RECEIVED THROUGH RTGS

Enlistment of Authorized Email IDs

As a onetime exercise, commercial banks shall submit a list of Authorized Email IDs, allowed to communicate with respective SBP BSC Field Offices for receipt of cash, coins and Prize Bonds. This list shall be communicated on the official letter head under the signatures of Authorized Signatories of respective commercial banks already registered with SBP BSC Field Offices.

1. Upon changes in the authorized ID or any of the authorized signatories, the updated list shall be resubmitted by respective commercial banks duly signed by the new authorized signatory (ies)

Procedural Guidelines

2. Commercial Banks shall intimate their requirement of Cash, Coins and Prize Bonds to the concerned SBP BSC Field Office latest by 4 PM via email, on the working day preceding the issuance by SBP BSC Field Offices.
3. The email shall carry following details:
 - Concerned SBP BSC Field Office – from where the commercial bank wishes to receive required Cash, Coins, Prize Bonds.
 - Name of receiving branch of commercial bank.
 - Required Product i.e. Cash, Coins or Prize Bonds along with denomination details.
4. Accordingly, corresponding BSC office shall review the requirement and intimate the commercial bank regarding date and time of collection of required product i.e. cash, coins and Prize Bonds, the denomination-wise quantity thereof and the total value of the product being issued to the commercial bank.
5. On the day of intended issuance, Commercial Banks shall credit the “**RTGS Clearing Banks Payment (02013999990107)**” Account with the requisite amount against which commensurate withdrawal, in terms of cash, coins and Prize Bonds, is to be made using **MT-202** and **TTC-049**.
6. While carrying out the RTGS the transaction, the **Field 20** of the RTGS message shall be populated as per following nomenclature; “**Bank mnemonic-BSC Office Mnemonic-Cash/NPB/Coins**”.
7. Upon successful credit of funds, commercial bank shall send an email, in continuation of the email mentioned at Sr. 1, to concerned personnel of respective SBP BSC Field Office containing the following:
 - a. Details of RTGS transaction and subsequent confirmation message.

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- b. Name, CNIC of the cashier/representative authorized to collect the cash, coins, prize bonds.
8. Concerned authorized bank representative shall also be advised to bring along printout of the email correspondence mentioned at Sr. 1 and Sr. 5, his original CNIC and copy thereof.
9. It must be ensured that the funds are credited via RTGS by 11 AM on the date of issuance and once funds are credited, the payment in terms of cash/NPBs is collected on the same day before 4 PM.

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