

## **Procedures Adopted by the Central Bank of Sri Lanka (CBSL) When Issuing Coins in Bulk Amounts and Instructions for the Public for the Same**

1. Issuing a one wooden box of coins or boxes of coins defined as “Issuing of Coins in bulk”.
2. CBSL issues only Rs.10, Rs.5, Rs.2 and Re.1 coin packs in wooden boxes to the public in the following manner.

<b>Denomination of the Coin</b>	<b>Pieces of Coins in a Box</b>	<b>Value of Coins in a Box (Rs.)</b>
Re.1	10,000	10,000
Rs.2	8,500	17,000
Rs.5	7,500	37,500
Rs.10	6,500	65,000

3. Each request for bulk coins should include minimum of one box of Re.1 coin (value Rs.10,000).
4. If any person or institution (authorized person of the institution) requires coins in bulk they should fill an “Application Form” and hand it over or/Fax to the Cash Counter (Fax No. 011 2477705/011 2477726) of the Currency Department of CBSL two working days before the issuance date.
5. Issuing coins will be taken place on every Wednesdays and Thursdays except public & bank holidays.
6. Application Form for the requirement of coins can be obtained from the Cash Counter of Currency Department or downloaded from the official web site of the CBSL.
7. The relevant payment (the value of the coins to be obtained) in exchange of coins should be made to the Cash Counter on the day of receiving the coins. At the time of the payment, a copy of the previously submitted application form should be handed over to the Cash Counter along with a copy of National Identity Card (NIC).

8. Customer/ authorized person will receive an acknowledgement from the Cash Counter for relevant payment.
9. Person who comes to collect the coins should submit his/her NIC to the personnel of the Security Services Department of the CBSL and further they should adhere all the other security requirements of the CBSL.
10. Only two persons including requesting party are permitted to enter into the Central Bank premises to receive coins from the bay area of CRD.
11. The acknowledgement received by the customer from the Cash Counter should be submitted to the Bulk Issuing Section to receive the relevant bulk of coins.
12. Issuing bulk coins will be done after 10.00 a.m. until 12.00 noon and arrangements should be made by the customer to take the vehicles away with the issued coins from the Central Bank premises immediately after the receiving coins.
13. It is the responsibility of the customer for carrying the coins issued to him/her in a secured way. CBSL will not take any responsibility after issuing of coins to the customer.

**For more information, please contact;**

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Superintendent

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