

INSTRUCTIONS **for Completion of Equipment (Assembly) Registration Form for Testing** **in accordance with Act No. 136/2011 Coll.**

The Czech National Bank performs, in accordance with Act No. 136/2011 Coll., testing of equipment for processing domestic banknotes and coins in accordance with set standards. The obligated entities, equipment manufacturer, its representative, service company or supplier (hereinafter the “Supplier”) register for testing equipment (an assembly) through the registration form that is available at the Czech National Bank’s website (www.cnb.cz).

Please comply with these instructions for the completion of the registration form for testing. A registration form will be accepted only in the event all mandatory information, as marked with a star, is completed and all mandatory annexes are produced. If a registration form is filled in incompletely or incorrectly and/or if one of the annexes is missing, it will be returned to the applicant for supplementation. Please submit the registration form, including annexes, in one counterpart.

Instructions for completion

INFORMATION ABOUT EQUIPMENT (ASSEMBLY)

Please state the following information in accordance with the technical specifications for the equipment.

1 – Type designation of tested equipment (assembly)

Mandatory information. Please state the complete name (type, business, etc.) of the equipment tested.

2 – Hardware version of detector

Mandatory information. Please state the detector of the tested equipment, i.e. uniform features for one type of equipment (sensors, detectors, cameras, etc.) to ascertain protective elements and parameters for domestic bank notes or coins.

3 – SW version – template, currency f.

Mandatory information. Please state the software version of the tested equipment (Firmware, Template, Currency File, etc.)

4 – Change to HW - SW – re-testing

Mandatory information only in the event of a change to the hardware features (sensor, detector, etc.) or different SW features, establishing the duty of a new process for testing the equipment.

5 – Equipment for processing

Mandatory information. Please state one or both of the options offered.

6 – Equipment category

Mandatory information. Please state one of the options offered.

INFORMATION ABOUT SUPPLIER

Please state this information in accordance with the registration (commercial register, trade licensing register).

7 – Name

Mandatory information. Please state the full name of the registering entity in accordance with the registration.

8 – Identifier (registered number)

Mandatory information. Please state the supplier’s registered number.

9 – Tax ID

Please state the Supplier’s registered number

SUPPLIER’S REGISTERED OFFICE

10 – 15 – Registered office

Information marked * is mandatory. Please state information about the registered office of the registering entity in accordance with its registration (commercial register, trade licensing register).

SUPPLIER’S CORRESPONDENCE ADDRESS

16 – 21 – Correspondence address

Here please state the address for sending correspondence, if it differs from the Supplier’s registered office. Otherwise leave these parts blank.

SUPPLIER'S CONTACT DETAILS

22 – Name of contact person

Mandatory information. Please state the name of the person responsible for testing the equipment registered.

23 – 24 – Telephone and fax

Please state the telephone number (mandatory information) or fax number of the person responsible.

25 – E-mail address

Please state the e-mail address of the responsible person.

REPRESENTATIVES OF THE SUPPLIER PARTICIPATING IN EQUIPMENT TESTING

26 – 27 – Representatives' information

Mandatory information. Please state the surname, first name and position of persons that participate in testing of equipment for the supplier.

DETAILED SPECIFICATIONS OF REGISTERED EQUIPMENT (ASSEMBLY)

28 - The equipment is able to process means of payment

Mandatory information. Please state one of the options offered.

29 - The equipment is able to process bank notes

Mandatory information. Please state all the values supported from the options offered.

30 - The equipment is able to recycle bank notes (if it is supported):*

Mandatory information (if it is supported). Please state all the values supported from the options offered.

31 - In what way does the equipment (assembly) verify protective elements and parameters of domestic bank notes or coins and in what way does it perform backtracking

Mandatory information. Please state in what way the equipment (assembly) verifies protective elements and parameters of domestic bank notes or coins and in what way it performs backtracking (if it is supported). Further, specify other related information in detail (in an annex). All such information can be provided by reference to annexes supplied (page, paragraph, etc.) or to documents available on the internet.

32 - A change to limit values (sorting parameters) can be made by

Mandatory information. Please state one or more of the options offered. Who is entitled to make a change to limit values, i.e. settings directly on the equipment for processing banknotes or coins in accordance with suitability for circulation. It can be a combination, for example, operators and the service company or the service company and the manufacturer.

33 - Recommended frequency of performance of preventative checks (clean-up)

Mandatory information. Please state the frequency (interval) for recommended preventative checks (clean-up) as a part of which adjustment, cleaning, calibration, etc. of individual elements and the whole device is performed. Please state the frequency (interval) of recommended performance of maintenance of the equipment by operators.

LIST OF ANNEXES SUPPLIED

33 – In the event an individual field of the registration form is insufficient for the statement of all information, please use the general annex to the registration form, which can be downloaded from the CNB's website.

34 – For each of the annexes please state one of the forms offered. Please state a description of the annex in the text.

In the lower part of the form please state the place and date of completion of the registration form.

SIGNING AND SENDING OF FORM

Documentary Form

Please print out the completed form on both sides, stamp it with a stamp and sign it, then send it to the address stated in the registration form.

Electronic Form

Please attach a guaranteed electronic signature to the completed form in accordance with Act 297/2016 Coll. – Act on Services Creating Trust for Electronic Transactions. Please save the signed form in a file and send it to the Czech National Bank's data box or as an e-mail attachment to the address stated on the registration form.

Data box ID: 8tgaiej
www.cnb.cz