

# Form for exchanging withdrawn banknotes and coins

## For amounts of NOK 100 000 and above

Please complete the form in accordance with Norges Bank's guidelines for exchanging withdrawn banknotes and coins. Norges Bank reserves the right to request additional information pursuant to the Anti-Money Laundering Act or other relevant legislation. Send the completed form with the banknotes you wish to exchange by post or deliver them in person. Payment will be made to the **bank account specified** on the form, normally within two weeks.

### 1. Your details as the owner of the banknotes/coins

Fill in the form electronically before making a printout or write clearly by hand in capital letters.

First name:	Surname:	Date:
National identity number or D-number: <small>Natural persons must present a valid identification document.</small>		Nationality:
Organisation number: <small>If the owner of the banknotes/coins is a business/company/legal entity, please enter the company's organisation number. Please enclose a certificate of registration no older than three months and a list of beneficial owners. If the legal entity is not registered in the Register of Business Enterprises, please enclose a printout from the Central Coordinating Register for Legal Entities (<i>Enhetsregisteret</i>) or other public register.</small>		
Address:		Telephone:
Postal code:	City:	Country:
Email address:		
<b>Bank account number:</b> <small>The account must be in the name of the owner. If not, the payment will be stopped. Norges Bank will if necessary conduct an enquiry under the Anti-Money Laundering Act to assess whether the payment can be made to the account. For payments to an overseas bank account, please provide the <a href="#">IBAN number</a> and <a href="#">SWIFT code (BIC)</a>.</small>		
Have you exchanged withdrawn banknotes or coins before?	Yes:	No:
Are you planning to exchange banknotes or coins again in the future?	Yes:	No:
Do you occupy or have you occupied a position that comes under the definition of PEP (politically exposed person) in the Anti-Money Laundering Act?	Yes:	No:
<small>Under Section 2 of the <a href="#">Anti-Money Laundering Act</a>, a politically exposed person is a person who serves or has served in the position or function of:  a) head of State, head of government, minister and assistant minister;  b) member of national assembly;  c) member of a governing body of a political party;  d) member of a high-level judicial body, the decisions of which are not subject to further appeal, except in exceptional circumstances;  e) member of the board of an auditor general's office, a court of auditors or a central bank;  f) ambassador, chargé d'affaires or high-ranking officer of the armed forces;  g) member of an administrative, management or supervisory body of a State-owned enterprise;  h) director, member of the board or other person in the senior management of an international organisation.</small>		

## 2. Details of the banknotes/coins to be exchanged

Specify the number of banknotes and coins of each denomination and the total amount to be exchanged. Fill in the form electronically before making a printout or write clearly by hand in capital letters.

Withdrawn banknotes	Withdrawn coins
Number of 1 000-krone banknotes:	Number of 10-krone coins:
Number of 500-krone banknotes:	Number of 5-krone coins:
Number of 200-krone banknotes:	Number of 50-øre coins (brown):
Number of 100-krone banknotes:	
Number of 50-krone banknotes:	
Number of 10-krone banknotes:	
Number of 5-krone banknotes:	
<b>Total amount in NOK:</b>	

## 3. How the banknotes or coins came to be in your possession

Norges Bank has legal obligations under the Anti-Money Laundering Act. Like your bank, we are required to investigate how the money you wish to exchange came into your possession. We therefore need to enquire about the origin of the banknotes/coins and ask you to submit relevant documentation as far as possible. Good documentation will result in a shorter processing time. Fill in the form electronically before making a printout or write clearly by hand in capital letters.

### If received as remuneration:

If you received the banknotes/coins as remuneration for work, goods or services, describe the specific kind of work, goods, services, occupational group or business:		
The period in which the money was earned:		
<b>Details of employer/contract partner/business:</b>		
Name:		
Address:		
Do you have an ownership interest in the business where you earned the money?	Yes:	No:
You must also enclose a copy of documentation in the form of a bank statement showing income, account withdrawals, wage slips, tax returns or other documents (such as receipts, sales notices, accounts, advertisements). A bank statement showing income and withdrawals may be sufficient.		

## If received through inheritance:

If you received the money through **inheritance**, explain why you are eligible to inherit the money:

If you received the money as inheritance, please enclose documentation in the form of a copy of the grant of probate or other documentation showing that the money was received as inheritance. Letters of authority from other heirs and copies of their identification documents should also be enclosed if the grant of probate does not specify who has the authority to act on behalf of the estate.

## If received as a gift:

If you received the money as a **gift**, describe when and in which context you received the gift:

### Details of giver:

Enclose a letter of confirmation from the giver confirming that the money was a gift and a copy of the giver's ID.

Name:

Nationality:

## If by other means:

If the money came to be in your possession by other means than the alternatives above, describe how:

## Certification

Fill in the place and date electronically before making a printout, or write clearly by hand, and then sign the printout to certify that the information provided is correct.

Place/date - signature:

I hereby certify that the information provided in this form is correct.