

## Application to exchange withdrawn banknotes and coins.

Read the instructions on pages 2-3 before filling in the form. Please fill in all fields unless otherwise stated.

1. Your details as the owner of the banknotes/coins (**Please write clearly in capital letters**).

Exchange amount:		
Given name:	Surname:	Citizenship:
National identity number or D-number:		Date of birth:
Address:		Telephone:
Postal code:	City:	Country:
Email address:		
Organization number (Applicable if you're representing a company):		

2. Bank account information

Norwegian <input type="checkbox"/> Foreign <input type="checkbox"/>	Bank	Swift/BIC/Clearing number
Bank account number (Please write your IBAN and BIC if you have a foreign bank account)		

3. How did the money come to be in your possession (Salary, heritage, gift or by other).

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4. Signature

Place/date – signature
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# Application to exchange withdrawn banknotes and coins.

## Instructions

Please complete the form per Norges Bank's guidelines for exchanging withdrawn banknotes and coins. Norges Bank reserves the right to request additional information under the Anti-Money Laundering Act or other relevant legislation. Please send the completed form with the banknotes and coins you wish to exchange by post - or deliver them in person in Oslo. Sending money by post is at your own risk. So please take reasonable measures to insure against loss or theft. We will transfer the payment to the bank account specified on the form.

### 1. Applicant

Provide information of the rightful owner of the money. The bank account specified must also be in the name of the owner. If not, the payment will be stopped.

### 2. Behalf of someone else

If you exchange money on behalf of someone else, you need to provide signed power of attorney from the owner, naming you and how they would like to receive the payment. A certified copy of the ID for you and the owner of the banknotes is required.

If you send the application and money by post:

Over NOK 1.000: enclose a copy of valid ID.

Over NOK 7.000: enclose a certified copy of a valid ID or identify yourself with BankID on Norges Bank's website. Valid identification can be certified by notary public, banks, finance companies, mortgage companies, investment firms, investment management companies, real estate agents, auditors, accountants, and lawyers.

If you deliver your application and money to Norges Bank in Oslo: please bring a valid photo ID.

### 3. Bank account details

Provide bank account details belonging to the owner of the money. The bank account specified must also be in the name of the owner. If not, the payment will be stopped.

Norges Bank transfers transactions in NOK. Your bank will convert it to your local currency if you have a foreign account. Norges Bank does not take any charge for this service; however, your bank or its intermediaries may charge you. Make sure that your bank accepts NOK before you send the application.

### 4. Explanation

Norges Bank has legal obligations under the Anti-Money Laundering Act. Like your bank, we must 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 can result in a shorter processing time.

Salary: If you received the banknotes/coins as earnings for work, goods, or services, describe the specific kind of work, goods, services, profession, or business. Provide details about the employer and the period in which the money was earned.

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Inheritance: If you received the money through inheritance, explain why you are eligible to inherit the money. Please enclose a copy of the grant of probate or other documentation indicating the heritage. Letters of authority from other heirs and copies of their identification should also be enclosed if the grant of probate does not specify who has the power to act on behalf of the estate.

Gift: If you received the money as a gift, describe when, from whom and in which context you received the gift. You must enclose a letter from the giver confirming that the money was a gift and a copy of the giver's ID.

Received other means: Explain how the money came into your possession to the best of your ability.

Please note that in some cases we will request withdrawal receipts, pay slips, tax settlements, bank statements etc. before we can transfer the money.

### **5. Case processing time**

Amounts up to NOK 7,000 – Processing time is normally under 3 weeks.

Amounts over NOK 7,000 – Processing time is normally 8-10 weeks.

Amounts over NOK 40,000 - Processing time is normally 10-16 weeks.

You will receive confirmation by e-mail when the money has been transferred.

### **Send post to:**

Norges Bank  
K&D  
Postboks 1179 Sentrum  
0107 Oslo  
Norway