

PROCEDURE OF REQUESTING CLARIFICATION ON RUPIAH WHOSE ORIGINAL IS DOUBTED

(Circular of the Head of the Department of Money Management at Bank Indonesia No. 18/28/DPU, dated November 24, 2016)

In line with Bank Indonesia Regulation No. 14/7/PBI/2012 concerning the Management of Rupiah Currency (Statute Book of the Republic of Indonesia of 2012 No. 138, Supplement to Statute Book of the Republic of Indonesia No. 5323), it is necessary to stipulate procedure of requesting clarification on Rupiah whose original is doubted in a circular of Bank Indonesia as follows:

I. GENERAL PROVISIONS

A. Definition

Referred to in this Ministerial Regulation as :

1. Rupiah is the rupiah as referred to in the law concerning currency.
2. Bank is a commercial bank as referred to in the law concerning the banking industry and a sharia commercial bank as referred to in the law concerning the sharia banking industry.

B. Party requesting clarification on rupiah whose original is doubted

1. The public can request clarification from Bank Indonesia on rupiah whose original is doubted.
2. The public as referred to in point 1 covers:
 - a. Banks or other parties appointed by the banks to manage rupiah; and
 - b. parties other than banks.
3. Referred to as parties other than banks as referred to in point 2.b include:
 - a. individuals;
 - b. legal entities; and
 - c. institutions in charge of initial investigation and investigation.

II. PROCEDURE OF TREATING RUPIAH WHOSE ORIGINAL IS DOUBTED

A. Bank or other party appointed by the bank to manage rupiah

1. Bank which receives or finds rupiah whose original is doubted shall take the following steps:
 - a. if rupiah whose original is doubted is received from front office services, the bank shall :
 - 1) hold rupiah whose original is doubted from the customer;
 - 2) record the full identity of the customer handing, paying or exchanging rupiah whose original is doubted and give a receipt to the customer for rupiah whose original is doubted;
 - 3) inform the customer that rupiah whose original is doubted is not returned to request clarification from Bank Indonesia, and will be replaced as much as the nominal value if the rupiah is declared original by Bank Indonesia; and
 - 4) keep the physical condition of rupiah whose original is doubted without destroying the physical condition of rupiah whose original is doubted, such as tearing, cutting and scribbling;
 - b. if rupiah whose original is doubted is obtained from rupiah management activities or from the other party appointed by the bank to conduct rupiah management activities (back office) as referred to in point 2, the bank shall keep the physical condition of rupiah whose original is doubted without destroying the physical condition of rupiah whose original is doubted, such as tearing, cutting and scribbling; and
 - c. in addition to the steps as referred to in letters a and b, the bank shall also prevent rupiah whose original is doubted from being re-circulated.
2. The other party appointed by the bank to manage rupiah, who finds rupiah whose original is doubted shall take the following steps:
 - a. preventing rupiah whose original is doubted from being paid to Bank Indonesia;
 - b. keeping the physical condition of rupiah whose original is doubted without destroying the physical condition of rupiah whose original is doubted such as tearing, cutting and scribbling;
 - c. informing the bank of the finding of rupiah whose original is doubted; and
 - d. handing over physically rupiah whose original is doubted to the bank or requesting clarification from Bank Indonesia with prior consent of the bank.

B. Party other than bank

The party other than bank that finds rupiah whose original is doubted shall take the following steps:

- a. keeping the physical condition of rupiah whose original is doubted without destroying the physical condition of rupiah whose original is doubted such as tearing, cutting and scribbling; and
- b. preventing rupiah whose original is doubted from being re-circulated.

III. REQUEST FOR CLARIFICATION ON RUPIAH WHOSE ORIGINAL IS DOUBTED

A. The bank or the other party appointed by the bank to manage rupiah shall make a request for clarification by :

1. filing a request for clarification signed by the authorized official by referring to Attachment I which is an integral part of this Bank Indonesia Circular, along with digital document (soft copy) containing the breakdown of rupiah on which clarification is requested;
2. handing over physically rupiah whose original is doubted as an attachment to the request for clarification as referred to in point 1;
3. signing an official report on the physical handover of rupiah whose original is doubted by the bank officer or the other party appointed by the bank to manage rupiah in duplicates by referring to Attachment II which is an integral part of this Bank Indonesia Circular; and
4. receiving a copy of the official report on the physical handover of rupiah whose original is doubted as referred to in point 3.

B. The party other than bank as referred to in point I.B.3 shall make a request for clarification by :

1. filing directly a request for clarification to Bank Indonesia after being signed by the party asking for clarification by referring to Attachment III which is an integral part of this Bank Indonesia Circular,
2. handing over physically rupiah whose original is doubted as an attachment to the request for clarification as referred to in point 1;
3. signing an official report on the physical handover of rupiah whose original is doubted by the bank officer or the other party appointed by the bank to manage rupiah in duplicates by referring to Attachment II; and
4. receiving a copy of the official report on the physical handover of rupiah whose original is doubted as referred to in point 3.

C. If a request for clarification is not directly filed so that official report on the physical handover of rupiah whose original is doubted as referred to in point B.3 cannot be made, Bank Indonesia shall record the request for clarification and the physical condition of rupiah whose original is doubted according to what it has received.. The evidence of the recording is sent to the party requesting clarification along with the result of research.

D. Address of request for clarification on rupiah whose original is doubted

The request for clarification on rupiah whose original is doubted by the public as referred to in point III.A and point III.B shall be addressed to :

1. Department of Money Management

Bank Indonesia Office Complex Building C floor 7

M. H. Thamrin Street No. 2

Jakarta 10350,

for residents living in Special Capital Province of Jakarta, South Tangerang City, Bekasi Regency/ City, Bogor Regency/City, Karawang Regency, and Depok City; or

2. Nearby Domestic Representative Office of Bank Indonesia for residents living outside the regions as referred to in point 1, with the address of Domestic Representative Office of Bank Indonesia referring to the Bank Indonesia website.

IV. CHECK ON RUPIAH WHOSE ORIGINAL IS DOUBTED

A. Bank Indonesia checks rupiah whose original is doubted, on which the public files a request for clarification.

B. Based on the result of check as referred to in letter A, Bank Indonesia shall declare that:

1. rupiah on which the public files a request for clarification is original; or
2. rupiah on which the public files a request for clarification is not original.

V. FOLLOW UP ON THE RESULT OF CHECK

A. Information on the result of check on rupiah whose original is doubted

1. Bank Indonesia sends information on the result of check on rupiah whose original is doubted to the public no later than 14 (fourteen) working days after Bank Indonesia receives a request for clarification as referred to in point III.
2. A copy of the information on the result of check as referred to point 1 is addressed to the head office of the bank if the office of bank files a request for clarification.
3. Information on the result of check may be filed in excess of the time limit as referred to in point 1, if the check on rupiah whose original is doubted needs an in-depth laboratory check by notifying in writing the party filing a request for clarification.i
4. The bank shall inform the result of check on rupiah whose original is doubted from Bank Indonesia to the customer as referred to in point II.A.1.a.
5. The other party appointed by the bank to manage rupiah shall inform the result of check on rupiah whose original is doubted from Bank Indonesia to the bank as referred to in point II.A.2.

B. The replacement of rupiah declared original

1. Based on the result of check on rupiah whose original is doubted, Bank Indonesia shall replace rupiah declared original as referred to in point IV.B.1, as much as its nominal value.
2. If rupiah declared original as referred to in point is worn out, impaired or damaged partially, the amount of rupiah replaced shall refer to Bank Indonesia provisions on the exchange of rupiah.
3. The replacement as referred to in point 1 is done as follows:
 - a. cash replacement or transfer, if the party requesting clarification is other than the bank or other party appointed by the bank to manage rupiah; or
 - b. replacement done by crediting the bank's account if the party requesting clarification is bank.
4. If rupiah as referred to in point IV.B.1 belongs to the bank's customer as referred to in point II.A.1.a the bank filing a request for clarification shall give replacement from Bank Indonesia to the customer.

C. Follow up to rupiah declared unoriginal

1. If rupiah is declared unoriginal as referred to in point IV.B.2, Bank Indonesia:
 - a. shall not replace rupiah as referred to in point V.B; and

- b. shall not return physically rupiah declared unoriginal.
- 2. With regard to the physic of rupiah as referred to in point 1, Bank Indonesia shall take the following steps:
 - a. classify unoriginal rupiah;
 - b. administer unoriginal rupiah until it is handed over to the Indonesian Police; and
 - c. mark the physic of unoriginal rupiah.
- 3. Bank Indonesia hands over the physic of unoriginal rupiah already marked as referred to in point 2.c to the local office of the Indonesian Police as follows:
 - a. the handover of unoriginal rupiah is done every month no later than the 15th of the following month;
 - b. if the 15th falls on holiday the handover of physic of unoriginal rupiah is done one the following working day;
 - c. the handover of physic of unoriginal rupiah as referred to in letter a is done based on an official report of handover signed by Bank Indonesia official or employee and officer of the Indonesian Police.
- 4. Provisions as referred to in points 1.b, 2.c, and 3 will not be valid if a request for clarification is filed by an institution in charge of initial investigation and investigation.

VI. OTHERS

- A. Provisions on the procedure of requesting clarification on rupiah whose original is doubted within the framework of bringing rupiah into or out from the customs area of the Republic of Indonesia, shall comply with provisions of Bank Indonesia concerning the requirements and procedure of bringing rupiah in or out of the customs area of the Republic of Indonesia, except provisions on follow up to rupiah declared unoriginal which comply with provisions as referred to in points V.C.1, V.C.2, and V.C.3 of Bank Indonesia Circular.
- B. Provisions on the procedure of requesting clarification on rupiah whose original is doubted for branch of foreign bank shall refer to provisions on the procedure of requesting clarification on rupiah whose original is doubted which apply to banks

VII. CONCLUSION

With the coming into force of this Bank Indonesia Circular, Bank Indonesia Circular No. 6/49/DPU dated December 14, 2004 concerning Request for Clarification from the Community and Bank on Rupiah whose original is doubted and the Report of the Finding of Fake Banknotes by Banks shall be revoked and declared null and void.

This Bank Indonesia Circular shall come into force as from November 24,
2016

For public cognizance, this Bank Indonesia Circular shall be promulgated by placing it in the State Gazette of the Republic of Indonesia:

Kindly be informed of it.

BANK INDONESIA,

sgd.

SUHAEDI

HEAD OF MONEY MANAGEMENT DEPARTMENT

ATTACHMENT I

**EXAMPLE OF REQUEST FOR CLARIFICATION BY BANK OR OTHER PARTY APPOINTED BY
BANK TO MANAGE RUPIAH**

(City), (date, month, year)

No.

Enclosure :

To *)

Money Management Department

Bank Indonesia

Bank Indonesia Office Complex Building C floor 7

M. H. Thamrin Street No. 2

Jakarta 10350

To.**))

The Representative Office of Bank Indonesia

Street

.....

Subject: Request for Clarification on Rupiah Whose Original Is Doubted

We herewith file a request for clarification on rupiah whose original is doubted as much as Rp..... (in letters), with breakdown as enclosed.

Kindly be informed of it.

Sincerely yours,

(signature)

(full name)

Office Phone No. : ***)

Cellular Phone No. :

Facsimile No. :

Email address :

Remarks :

- *) The address of request for clarification, for the bank or other party appointed by the bank domiciled in the Special Capital Province of Jakarta, South Tangerang City, Bekasi Regency/City, Bogor Regency/City, Karawang Regency, Depok City.
- **) The address of request for clarification, for the bank or other party appointed by the bank domiciled outside the Special Capital Province of Jakarta, South Tangerang City, Bekasi Regency/City, Bogor Regency/City, Karawang Regency, Depok City.
- ***) Official of the bank or other party appointed by the bank puts office phone number, cellular phone number, facsimile number, and/or email address (if any).

ATTACHMENT TO REQUEST FOR CLARIFICATION ON RUPIAH WHOSE ORIGINAL IS DOUBTED

1. Attachment to a request for clarification on rupiah whose original is doubted from the bank

Customer*)		Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
Name	Address				Sheet	Chip		
		TOTAL						

*) fill if a request for clarification on rupiah whose original is doubted is found in the front office.

2. Attachment to a request for clarification on rupiah whose original is doubted from the other party appointed by the bank to manage rupiah

Name of Bank	Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
				Sheet	Chip		
	TOTAL						

HEAD OF MONEY MANAGEMENT DEPARTMENT,

sgd.

SUHAEDI

ATTACHMENT II

EXAMPLE OF OFFICIAL REPORT ON THE HANDOVER OF
RUPIAH WHOSE ORIGINAL IS DOUBTED

**OFFICIAL REPORT OF THE HANDOVER OF
RUPIAH WHOSE ORIGINAL IS DOUBTED**

Today date month year, in, we, the undersigned :

First Party : Name :
Address :

Second Party : Name :
Rank/Position :
Address :

herewith certify that the First Party has handed over rupiah whose original is doubted as much as Rp (in letters :) to the Second Party, and the Second Party has received the rupiah from the First Party with the breakdown as stated in the attachment which is an integral part of this official report.

This official report is made in 2 (two) copies, each of which is for the First Party and the Second Party.

The submitting party,

The receiving party,

(full name)

(full name)

**ATTACHMENT TO OFFICIAL REPORT ON THE HANDOVER OF
RUPIAH WHOSE ORIGINAL IS DOUBTED**

1. Attachment to official report on the handover of rupiah whose original is doubted from the bank

Customer*)		Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
Name	Address				Sheet	Chip		
		TOTAL						

*) fill if a request for clarification on rupiah whose original is doubted is found in the front office.

2. Attachment to An official report on the handover of rupiah whose original is doubted from the other party appointed by the bank to manage rupiah

Name of Bank	Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
				Sheet	Chip		
		TOTAL					

3. Attachment to official report on the handover of rupiah whose original is doubted from party other than bank

Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
			Sheet	Chip		
	TOTAL					

HEAD OF THE MONEY MANAGEMENT DEPARTMENT,

sgd.

SUHAEDI

ATTACHMENT III

EXAMPLE OF REQUEST FOR CLARIFICATION BY BANK OTHER THAN BANK

(City), (date, month, year)

No.

Enclosure :

To *)

Money Management Department

Bank Indonesia

Bank Indonesia Office Complex Building C floor 7

M. H. Thamrin Street No. 2

Jakarta 10350

To. **)

The Representative Office of Bank Indonesia

Street

.....

Subject: Request for Clarification on Rupiah Whose Original Is Doubted

We herewith file a request for clarification on rupiah whose original is doubted as much as Rp.....
(in letters), with breakdown as enclosed.

Kindly be informed of it.

Sincerely yours,

(signature)

(full name)

Office Phone No. : ***)

Cellular Phone No. :

Facsimile No. :

Email address :

Remarks :

- *) The address of request for clarification, for the party other than bank domiciled in the Special Capital Province of Jakarta, South Tangerang City, Bekasi Regency/City, Bogor Regency/City, Karawang Regency, Depok City.
- **) The address of request for clarification, for the party other than bank domiciled outside the Special Capital Province of Jakarta, South Tangerang City, Bekasi Regency/City, Bogor Regency/City, Karawang Regency, Depok City.
- ***) The party other than bank puts office phone number, cellular phone number, facsimile number, and/or email address (if any).

ATTACHMENT TO REQUEST FOR CLARIFICATION ON RUPIAH WHOSE ORIGINAL IS DOUBTED

Type of Money (banknotes/ coin)	Change	Issuance Year	Amount		Number Series	Nominal
			Sheet	Chip		
	TOTAL					

HEAD OF THE MONEY MANAGEMENT DEPARTMENT,

sgd.

SUHAEDI

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