**Guidance Notes for Completion of the Self-Certificate and Annex 1**

**General guidance -** Organisations operating COCDs dispensing Bank of England banknotes must report their compliance state annually as at end March by completion of a self-certificate. The completed certificate (and where appropriate Annex 1) should be sent to local.recycling@paymentsuk.org.uk by the end May each year1. Further information, including the Code of Conduct for the Authentication of Machine-Dispensed Banknotes document, can be found at <http://www.cashservices.org.uk/what-we-do/codes-conduct>

**Self-Certificate**

**COCDs** – Customer-operated cash dispensers. Devices which dispense banknotes to a customer without requiring the intervention of a member of staff in the transaction

**Number of sites required to be compliant to the Code –** totalnumber of sites/stores with COCDs dispensingBank of England banknotes

**Number of COCDs required to be compliant to the Code –** totalnumber of COCDs dispensingBank of England banknotes

**Organisation Name –** the name of the organisation deploying COCDs which dispense Bank of England banknotes

**Position** – the role within the organisation, typically with responsibility for COCDs and/or cash processes

**Date** – date at which the compliance position in relation to the Code is being declared.

**Annex 1**

**Note 1** – Details of the Code Principle and Paragraph to which to non-compliance relates to be included in this column eg Principle 4, Paragraph 4.3

**Note 2 -** Organisations are not required to list in Annex 1, issues of non-compliances that have been declared on previous certificates providing they have been or are being progressed in accordance with agreed timescales

**Note 3 –** total number of sites/stores which do not comply with the Code of Conduct, either in part or in full

**Note 4 -** total number of COCDs which do not comply with the Code of Conduct, either in part or in full

**Note 5 –** details of the issue givingrise to the non-complianceto be recorded in this section

**Note 6 -** details of the actions proposed to resolve the non-compliance to be recorded in this section

**Note 7 –** the latest date by which the corrective actions are due to be completed

1Information will be reviewed by Cash Services and the Bank of England. Any subsequent reporting of data will be on an anonymised basis only.

**Self-Certificate for the Code of Conduct for the Authentication of Machine Dispensed Banknotes**

In signing the self-certificate, the signatory is confirming on behalf of his/her organisation that the following is an accurate summary on compliance with the Code of Conduct :

1. There are no matters of non-compliance to version 3.0 of the Code of Conduct to declare

**OR**

1. There are matters of non-compliance to version 3.0 of the Code of Conduct to declare. I have provided full details in Annex 1

(Please delete either A or B as appropriate for your organisation)

Number of sites required to be compliant to the Code ………………

Number of COCDs required to be compliant to the Code ………………

On behalf of…………………………………………………….. (Name of Organisation)

e-signed ……………………………………………………..(Name and Position)

Date …………………………………………………….

E-mail …………………………………………………….

Telephone …………………………………………………….

**ANNEX 1**

**Details of non-compliance/s to the Code of Conduct**

Please detail each non-compliance separately on the rows below, copying if more rows are required

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Matters of Non-compliance (See Note 1)** | **New Non-Compliance not previously declared****Yes/No (See Note 2)** | **Number of non-compliant sites (See Note 3)** | **Number of non-compliant COCDs (See Note 4)** | **Details of Non-Compliance** **(See Note 5)** | **Proposals for Corrective Action/s****(See Note 6)** | **Target Resolution Date/s****(See Note 7)** |
|  |  |   |   |   |   | DD/MM/YYYY |
|  |  |   |   |   |   | DD/MM/YYYY |
|  |  |   |   |   |   | DD/MM/YYYY |