DEPOSIT BAG INSTRUCTIONS

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1. Definitions:

"Denomination": This refers to the various face values of currency notes and coins. For example, in Curacao and Sint Maarten, common bank denominations of paper currency include XCG 100, XCG 50, XCG 20, XCG 10. For coins, denominations include 1 cent, 5 cents, 10 cents, 25 cents, 50 cents, 1 guilder and 5 guilders. Common bank denominations in USD Dollars consist of $ 100, $ 50, $ 20, $ 10, $ 5, $ 2, $ 1. For coins denominations include 25 cents, 10 cents, 5 cents and 1 cent.
"a Strap": This refers to 100 bills in a specific currency.
"a Bundle": This refers to the amount of 10 straps (1,000 bills).
"a Half a Bundle": This refers to the amount of 5 straps (500 bills).
"a Roll": This refers to a pack of coins rolled in a piece of paper, in a specific denomination.
"Tamper-evident bag": A specialized bag designed with features mechanisms or indicators that show if the deposit bag has been opened or tampered with

2. Purpose

This appendix outlines the standardized procedure for organizing and placing money inside the disposable deposit bags to ensure accuracy, security, and ease of processing.

3. Materials Needed

This is a list of materials that are needed:

1. Deposit bag (tamper-evident).
2. Cash denominations.
3. Orco Bank's Deposit Form.
4. Rubber bands or paper straps.
5. Envelopes or plastic "zip lock bags" (in case of coins).

4. Procedure

4.1 Preparation

1. Clean and Secure Workspace: Ensure the workspace is clean and free from distractions.
2. Gather Materials: Collect all necessary materials listed in Section 3.

4.2 Preparing Bills

1. Sort bills by Denomination: Separate all bills into individual stacks by denomination (e.g., XCG 10, XCG 20, XCG 50, XCG 100) or ($ 100, $ 50, $ 20, $ 10, $ 5, $ 2, $ 1.)
2. Sorting of old bills: Client should keep damaged, old, or taped bills separately.
3. Sorting of bills: The bills should be facing to the same direction.
4. Count bills: Count each stack twice to verify the amount.
5. Grouping Cash: Group the cash in uniform quantities using rubber bands or paper straps. Standard group quantities are 100 bills per strap, if the amount is reached.
6. Use as is or bundle with a rubber band in groups of 5 straps (half a bundle) or 10 straps (full bundle) by using two rubber bands on each side of the bundle. This is for ease of handling.

Notes:

- Client should not fold the money bills in half.
- Client should not use staples and/ or paperclips on the money bills.
- Client should not seal the bills in another envelope or bag, besides the official Orco Bank disposable bag.

4.3 Preparing Coins

1. Sort Coins: Separate local coins by denomination.
2. Count Coins I: For small number of coins, count each denomination and place in envelopes or "zip lock bags". Label the envelopes with the total amount and denomination.

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3. Count Coins II: For large number of coins, count each denomination and roll the coins per the next table:

Local Coins Table		
Coin type	**Pieces per roll**	**Amount in** XCG
5.00	20 pcs	100.00
1.00	25 pcs	25.00
0.50	50 pcs	25.00
0.25	40 pcs	10.00
0.10	50 pcs	5.00
0.05	40 pcs	2.00
0.01	50 pcs	0.50

USD coins Table		
Coins Type	Pieces per Roll	Value in USD
0.01	50pcs	0.50
0.05	40pcs	2.00
0.10	50pcs	5.00
0.25	40pcs	10.00

Notes:

- Client should not tape the coins on the deposit form or bills.
- Client can only deposit coins in XCG or USD currency.
- Client should use strong paper to wrap the coins.

4.4 Deposit Form

Client should fill in separate deposit forms for each **currency** that is deposited. Complete the deposit form with the following information:

- Name of the company.
- Account number to be credited.
- Breakdown of **bills** by denomination.
- Total amount bills.
- Breakdown of **coins** by denomination.
- Total amount of coins.
- Total deposit amount (Total sum of the Bills and Coins)
- Date of the deposit.

Notes:

- Only bills in XCG, USD, and EUR are accepted.
- Euro coins are not accepted

4.5 Placing Money in Deposit Bag

1. Write the name of the company, date and value of the deposits on the deposit bag.
2. Place Coins: Insert coin envelopes, plastic zip lock bags, or rolls into the deposit bag. Ensure they are securely closed and are placed neatly to avoid tearing the bag.
3. Place Bundled Bills: Insert the bundled bills into the deposit bag.
4. Double-Check Contents: Verify the contents of the deposit bag against the deposit form.
5. Deposit Form Placement: Place one completed deposit form inside the deposit bag and keep a carbon copy of the deposit forms for own administration.
6. Seal the Bag: Carefully seal the deposit bag according to the manufacturer's instructions. Ensure the deposit bag is tamper-evident.

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END