

Technique of Making Sealed Bag Cash Deposits

1. The sealed bag cash deposit shall be sorted by face value and arranged, whereas:
 - 100 pieces of banknotes of one face value shall be banded into the so-called full bundle of banknotes;
 - banknotes of one face value, which cannot form a full bundle, shall be banded into the so-called partial bundle;
 - banknotes shall be: unfolded, laid in the same direction, face up;
 - coins – only in PLN. The sealed bag cash deposits in coins must be set aside separately from deposits in banknotes, mixed deposits shall not be accepted.
2. **Sealed bag cash deposits** shall be made only in the transparent Sealed Bags with the Bank's logo, rendered by the ING Bank Śląski S.A.
3. One Sealed bag with the sealed bag cash deposit shall not weigh more than 15 kilos.
4. Each Sealed cash deposit shall be accompanied by a correctly and legibly filled-in bank deposit confirmation (two copies). The original and copy shall be placed in the external pocket of the Sealed bag.
5. Each Sealed bag shall bear: depositing Client's name, total amount deposited in the sealed bag cash deposit, deposit's currency, date and depositor's signature.
6. Each Sealed bag may include one deposit only, containing solely banknotes or coins. It is essential to pack coins and banknotes separately.
7. Every Sealed bag cash deposit performed at the night vault shall be deposited separately. Inserting more than one sealed bag at once shall be unacceptable.