DEUTSCHE BUNDESBANK
EUROSYSTEM

Notes for completing the customer data reporting form (*Kundendaten-Meldebogen*)

The customer data reporting form is used to record and maintain customer master data. It is a prerequisite for the efficient settlement of cash payment transactions between the Deutsche Bundesbank (hereinafter "the Bank") and its cash management business partners.

You are therefore required to submit the signed copy of this reporting form before using the Bank's cash payment services for the first time. Please send the completed and signed data reporting form to the external customer service team (*Externe Kundenbetreuung*) in Leipzig.

In addition to the customer data reporting form, the account-carrying credit institution must also submit the form "Confirmation of your bank account details and identification pursuant to the Money Laundering Act" (*Bestätigung Ihrer Bankverbindung und Identifizierung nach dem Geldwäschegesetz*) (Form 3000 k), which is provided separately on the website. (Exception: Credit institutions that do not deposit into an account held with a third-party guarantor.)

For each branch,[1] we offer separate versions of the data reporting form. You can edit and save the document using Microsoft Word.

After entering your data in the Bank's Cash Management System (*Bargeld-Management-System* – BMS), we will inform you (usually by email) of your BMS customer number, SEPA mandate reference, as well as the customer master data that we have entered. We kindly request that you state your BMS customer number in all correspondence with the Bank relating to transactions or queries.

The Bank reserves the right to delete customer master records if you do not use them for an extended period of time and if there is reason to believe that you will no longer require them in the future. In this case, you will usually receive a notification of the deleted BMS customer number.

If you have any questions, please contact our external customer service team on:

Tel.: +49 (0)69 9566 32828
Email: kundendaten-bargeld@bundesbank.de.

[1] Public administrations (*öffentliche Verwaltungen*) include, in particular, corporations, agencies, or foundations under public law. Exceptions are public credit institutions assigned to the credit institution sector (*Kreditinstitute*) and publicly owned private law enterprises, which, provided they are not credit institutions, are assigned to business enterprises (*Handel/Dienstleistungen, Sonstige Branche*).

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Header section

New registration (*Neuanmeldung*)

A new registration is required if no customer master record exists yet and you are submitting the form for the first time. Please state your Global Location Number (GLN), if available. A GLN is required to be able to effect transactions using the CashEDI procedure (see Section 4). It is also used to uniquely identify your company. For further information as well as for details about how to apply for a GLN, see GS1 Germany.

Change report (*Änderungsmeldung*)

A change report relates to a BMS customer number that already exists, and should be submitted, in particular, if you wish to inform us of changes to your bank account details. Any changes to your contact data can be sent to us in writing (no special form required) to the address of the customer data management team (e.g. via email to kundendaten-bargeld@bundesbank.de).
Please always state your BMS customer number and, if available, your GLN when submitting a change request.

Valid from (*Gültig ab*)

Please note that it takes around five business days for change requests to be processed.

Collective reporting form for branches (*Sammelbogen für Filialunternehmen*)

If, for your company, you operate several branches or subsidiaries for which the company data in the fields "Company/name" (*Firma/Name*) and "Commercial register" (*Registernummer*) are identical and their cash transactions with the Bank are to be settled via the same accounts, you can submit a collective reporting form (*Sammelbogen für Filialunternehmen*) using the relevant annex instead of multiple individual forms. This form can be downloaded from the Bank's homepage by clicking the following link.

Section 1 — Customer (*Kunde*)

Company/name (*Firma/Name*)

State the company's full name or the name of your company as specified in the register entry (*Registereintragung -> eingetragen unter*) (if available).

ATM location (*Automatenstandort*) (for credit institutions only)

An ATM location (cannot be selected for all sectors) describes a customer master record that is only used for cash orders to supply or collect cash when the machines installed at this location are emptied. When selecting this option, please state the address of the ATM location and add the postal address of the responsible unit of your company under "Alternative addresses" (*Abweichende Versandadressen*).

Section 2 — Cash payment transaction types (*Geschäftsfälle im baren Zahlungsverkehr*)

Deposits (*Einzahlungen*)

Depending on the sector to which your company belongs, deposits can be made to the following accounts:

- to your account held at a credit institution;
- to your cash handling account held at the Bundesbank (only for credit institutions or public administrations);
- to your accounts held within T2 services on the TARGET platform (only for credit institutions).

For further information on the crediting options for deposits for credit institutions, see "*Informationspapier zu den Auswirkungen im Bereich des baren Zahlungsverkehrs in Bezug auf die TARGET2/TARGET2-Securities-Konsolidierung*" (in German only).

Outpayments (*Auszahlungen*)

Only outpayments to credit and payment institutions as well as to public administrations can be debited from a cash handling account held at a Bundesbank branch.

Section 3 — Account details for settling fees and differential amounts (*Kontoverbindungen für die Verrechnung von Entgelten und Differenzen)*

Settling fees and differential amounts (*Verrechnung von Entgelten und Differenzen*)

It is essential that you provide us with your own account details for collecting fees and differential amounts occurring in cash payments. The fees and differential amounts are generally collected via the SEPA Business to Business (B2B) Direct Debit Scheme.

SEPA B2B direct debit mandate (*SEPA-Firmenlastschrift-Mandat*)

You must complete a SEPA B2B direct debit mandate for us to be able to collect fees and differential amounts. If you have registered the same account for the settlement of both fees and differential amounts, the mandate has to be completed only once. If, however, you have

specified separate accounts, you are required to submit a separate SEPA B2B direct debit mandate for each type of transaction. To do this, select the relevant option in the header of the SEPA mandate form and confirm your selection by pressing “Enter”. The form then automatically adapts in line with your selection.

You will be informed separately of your mandate data before the SEPA mandate is used for the first time. Please use these data to instruct your account-carrying credit institution to redeem the direct debits.

Section 4

CashEDI

Cash Electronic Data Interchange (CashEDI)

As a general rule, all cash management business partners are required to submit an electronic notification of cash lodgements via CashEDI and to order outpayments electronically (cash orders are subject to the mandatory use of CashEDI). Further information about CashEDI can be found by clicking the following link.

It is compulsory to complete the section on CashEDI. You may need to consult with the respective cash-in-transit (CIT) company to complete this section. All of the conditions/specifications stated in this section must be acknowledged by placing a cross in the corresponding box.

Section 5

Contact details (*Kontaktdaten*)

Contacts person(s) (*Ansprechpartner*)

It is necessary to specify the name of at least one contact person for organisational matters. When a collective reporting form is submitted, the contact person named here will also be informed of any changes relating to the branches listed in the annex. It is possible to specify additional contact persons, also for different areas of responsibility, if necessary.

Notes on section 6

Dispatch details (*Versandangaben*)

Correspondence, reports on differential amounts, statements of fees (*Schriftverkehr, Feststellungsunterlagen zu Differenzen, Entgeltabrechnungen*)

For general correspondence and for sending documents pertaining to the identification of differential amounts or statements of fees, you have the option of stating addresses other than your company's postal address. In the case of addresses that are purely ATM locations, please state the postal address of the responsible unit at your company.

Sections 7-9: Changes, notes and declaration on data protection, the Bank's General Terms and Conditions (*Änderungen, Hinweis und Erklärung zum Datenschutz, Allgemeine Geschäftsbedingungen*)

General Terms and Conditions (Allgemeine Geschäftsbedingungen)

You must acknowledge and confirm the Bank's General Terms and Conditions by placing a cross in the corresponding box.

Company/company stamp and signature(s) (*Firma/Firmenstempel und Unterschrift(en)*)

You are required to endorse the completed form using your company stamp and by writing the names of the signatories in block letters. The original signature(s) must be attached. The signatory or signatories must be identified using the annex "Confirmation of your bank account details and identification pursuant to the Money Laundering Act" (*Bestätigung Ihrer Bankverbindung und Identifizierung nach dem GWG*) (Form 3000 k). Reporting forms for credit institutions, commercial enterprises or public administrations may not be signed and submitted by a CIT company, even if its staff have been authorised to sign for a customer's account.

Annexes (Anlagen)

General information

We have enclosed annexes with the reporting form and kindly request that you complete them in full in the case of new registration, have them signed by an authorised signatory or authorised signatories, and return the originals together with the original reporting form.
In addition, you must request that your account-carrying bank submit the "Confirmation of your bank account details and identification pursuant to the Money Laundering Act" (*Bestätigung Ihrer Bankverbindung und Identifizierung nach dem GWG*) (Form 3000 k).

Annex: Declaration of depositors in non-account-based payment procedures (individual and collective NiKo procedures) (*Erklärung der Einzahler im nichtkontogebundenen Verfahren (Einzel- bzw. Sammel-Niko-Verfahren)*) (in German only)

In the case of a new registration, Annex 1 is to be completed in full, signed by an authorised signatory or authorised signatories and submitted together with the customer data reporting form.

Confirming your bank account details and providing proof of identification according to the Money Laundering Act (*Bestätigung Ihrer Bankverbindung und Identifizierung nach dem GWG*) (Form 3000 k)

You are also required to have the data that you have entered in the form “Confirmation of your bank account details and proof of identification pursuant to the Money Laundering Act” (*Bestätigung Ihrer Bankverbindung und Identifizierung nach dem Geldwäschegesetz*) (Form 3000 k) confirmed and signed by the credit institution with which your account is held. The original form should be sent **directly** and without delay by your credit institution to the external customer service team.

Please also observe the explanatory notes set out in the form.