

**CHEQUE BOOK ORDER - LEGAL ENTITIES**

**ORDER DETAILS**

|                |  |                          |  |
|----------------|--|--------------------------|--|
| Account Number |  | Cheque Books<br>Quantity |  |
| Account Name   |  |                          |  |

**CONTACT DETAILS (complete if not the same as account)**

Address

.....

|           |     |       |
|-----------|-----|-------|
| Telephone | Fax | Email |
|-----------|-----|-------|

**DELIVERY DETAILS**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Please send me/us the cheque book/s by registered post.   |
| <input type="checkbox"/> | I/we will collect the cheque book/s from the Bank.  |
| <input type="checkbox"/> | Please keep the cheque book/s at the Bank. It/they will be received by the undermentioned person and the Bank has no obligation if for any reason I do not receive the cheque book/s. |
|                          | Recipient's Full Name ..... Identity Card Number .....<br><br>Authorised Signatory/ies<br>.....   |

I/we accept that my/our account will be debited with the cost of the cheque book/s and any postage expenses without further advice to me/us.

I/we undertake to keep the said cheque book/s in a safe place and I/we declare that in the event of its/their loss or theft, or the loss or theft of any cheques, I/we will notify the Bank duly and in writing to prevent any irregular payment. The Bank will incur no responsibility towards me/us in the event of payment of any cheque dated prior to the date of receipt of my/our above written notification by the Bank.

|      |   |
|------|---|
| Date | Authorised Signatory/ies' Full Name/s and Signature/s |
|      |   |
|      |   |

**FOR INTERNAL USE**

|              |      |               |      |
|--------------|------|---------------|------|
| Processed by | Date | Authorisation | Date |
|              |      |               |      |

## INSTRUCTIONS FOR THE OPERATION OF CURRENT ACCOUNTS IN RELATION TO THE CENTRAL INFORMATION REGISTER FOR THE ISSUERS OF DISHONOURED CHEQUES (CIR)

We hereby wish to inform you that the Central Bank of Cyprus as from 01/02/2003 has set up a "Central Information Register for the Issuers of Dishonoured Cheques" (CIR), in which data is maintained in relation to issuers of dishonoured cheques. A specific Management Committee (MC) is responsible for the administration of the CIR and has the exclusive right to enter, maintain, update and delete the recorded persons.

### DEFINITION OF A DISHONOURED CHEQUE

A "dishonoured cheque" is a cheque drawn on any Bank or any Cooperative Credit Company (CCC)<sup>1</sup>, which, after its representation to the paying Bank or CCC, and provided that at least 15 days have elapsed from its first presentation, remains unpaid due to lack of or insufficient funds in the account of the issuer with this Bank or CCC, or a cheque drawn on any Bank or any CCC which at its first presentation was returned unpaid due to lack of or insufficient funds in the account of the issuer with this Bank or CCC, and consequently the issuer gave instructions to stop its payment. The term includes cheques in any currency and issued at any time before or on the date they became payable.

### RECORDING CRITERIA

Based on these instructions, the Banks and CCCs are obliged to forward to the Central Bank of Cyprus the details of the issuers of dishonoured cheques, as well as, the details of the unpaid cheques, which will be initially recorded on a preliminary Register. It is noted that in case of settlement of a cheque, which has been recorded as dishonoured, the relevant entry into the preliminary Register WILL NOT BE deleted.

If during a twelve-month period, an individual or a legal entity issues:

- At least three dishonoured cheques, or
- The total amount of any dishonoured cheque(s) exceeds the amount of 2.000 Euros, or the equivalent amount in a foreign currency as it has been translated in Euros,

irrespective of the Bank on which they have been drawn and irrespective of whether the cheque(s) have been settled or not after their entry in the preliminary Register, the individual or legal entity will be automatically recorded in the CIR.

Additionally, an entry into the CIR is made if a convicting court order has been issued against a person for an offence in relation to the issuance of a dishonoured cheque of any amount.

Furthermore, besides the holder of the account, the Management Committee may, after it hears or gives the opportunity to any affected person to be heard in person or by a representative, also record in the CIR:

- Any of his signatory or signatories who have the authority to issue cheques as representatives or attorneys of the issuer,
- The co-holder or the co-holders of joint current accounts with the above person,
- In the case of legal entities, members of the Board of Directors or other executives, who caused or participated in the issuance of the dishonoured cheque or cheques, in any direct or indirect way.

The Central Bank will notify all Banks and CCCs of the registration and also will notify the affected person (s) by letter to the last known home or work address.

### CONSEQUENCES OF AN ENTRY INTO THE CIR

The Banks and the CCCs are obliged to freeze all the current accounts<sup>2</sup> of the recorded person and to inform their client about the imposed limitation in regards to the operation of these accounts. All withdrawals and charges in relation to any such account are prohibited, with the exception of; (1) charges due to the Bank or CCC with which the account is maintained, (2) the payment of insurance premiums for insurance contracts assigned to the Bank or CCC and (3) the settlement of dishonoured cheques which were issued prior to the notification of entry of their issuer.

The Banks and the CCC are obliged to request the recorded person to immediately stop, pursuant to his express or implied contractual obligations towards the Bank or CCC, issuing cheques upon the Bank or CCC.

The cheque books constitute the Bank's property and therefore the recorded person is obliged to return and/or deliver the said cheques to the Bank, the latest within ten (10) days from the receipt date of the notice. Furthermore, the recorded person must inform the Bank for any cheques which have been issued and have not yet been cleared – whether these are post-dated or not.

A dishonoured cheque may be settled either with the payment of cash by the issuer, or with the deposit of funds to an account which will be blocked in favour of the beneficiary of the dishonoured cheque.

The consequences of an entry to the CIR continue throughout the period for which the recording is valid, a period during which the opening of a current account is not permitted for any recorded person (individual or legal entity) in this Register.

### CONDITIONS FOR REMOVAL FROM THE CIR

No person shall be removed from the CIR unless:

- a) A period of three years from the date of the recording of this person in the CIR has elapsed, and this person has provided evidence for the settlement of all dishonoured cheques issued by him, as well as evidence that at least twelve months have elapsed from the last settlement of the last dishonoured cheque, or
- b) At the discretion of the MC of the CIR,
  - i. when it is proven that the settlement of each dishonoured cheque has taken place within one (1) month from the date of its return as dishonoured, or
  - ii. after a time period of twelve (12) months from the proven settlement of all dishonoured cheques of the recorded person has elapsed.

Registered persons, who wish to apply to the Management Committee for removal and/or correction of their recording will have to fill the relevant **application** and submit it to the Management Committee with all the evidence required.

### ACTIONS UPON REMOVAL

After the decision for the removal of a registered person from the CIR is taken, the Central Bank ensures that the name of this person is immediately removed and does not appear any more in the CIR and at the same time informs all the Banks and CCC of this decision.

For any further information or clarifications you may require, please contact either the Responsible Officer of your account, or visit the website of the Central Bank using the following link <https://www.centralBank.cy/en/payment-systems-services/instruments-and-payment-services/cir>.

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<sup>1</sup>Including Cooperative Savings Banks

<sup>2</sup>Accounts in a Bank or CCC in any currency, on which the holder has the right to issue cheques upon.

**DECLARATION**

(to be signed during the Current Account Opening process)

Following my application for the opening of a Current Account with the Bank, I hereby declare the following:

1. During the last twelve (12) months prior to the date of signing of the present declaration, I have not issued any dishonoured cheque from any account with any Bank or CCC.
2. I have been duly informed about the instructions of the Central Bank of Cyprus and the Commissioner of the Co-operative Societies Supervision and Development Authority for the opening and the operation of current accounts, the set up of a Central Information Register for issuers of dishonoured cheques and other related matters.
3. I irrevocably undertake responsibility to instantly return all the unused printed cheques immediately after being called to do so by the Bank. Furthermore, in case where my name is recorded in the Central Information Register, I irrevocably take the responsibility to inform the Bank for any cheques which have been issued and have not yet been cleared – whether these are post-dated or not.
4. I agree that in case I issue a dishonoured cheque, my data will be submitted to the Management Committee of the Central Information Register.
5. The present shall be construed in plural in case of its signing by more than one individual or legal entity.

|                         |   |               |      |
|-------------------------|---|---------------|------|
| Date                    | Authorised Signatory/ies' Full Name/s and Signature/s |               |      |
|                         |   |               |      |
|                         |   |               |      |
| <b>FOR INTERNAL USE</b> |   |               |      |
| Processed by            | Date  | Authorisation | Date |
|                         |   |               |      |