

# Exchange form to be used for invalid Danish banknotes

COMPANIES/ASSOCIATIONS/  
FOUNDATIONS etc.  
(referred to as companies below)

Please read the supporting document before filling in the form. All fields must be completed unless otherwise stated.

The completed form must be handed in at the exchange point together with the invalid banknotes to be transferred to the company account.

The banknotes must NOT be sent to Danmarks Nationalbank, FOREX or the exchange point.

## You must bring:

1. Proof that you can act on behalf of the company.
  - a. You are mentioned in a register as a beneficial owner, member of the management board or other.
  - b. You may bring an authorisation document that authorises you to act on behalf of the company.
2. Proof of your identity, i.e. valid photo ID in the form of a passport, official national ID card or Nordic driver's licence and official proof of your permanent address.
3. For foreign companies, additional documentation is required.

## Company details (owner of the banknotes)

Name

CVR/TIN

Address/country

Email

Tel.

## Person with controlling influence

Name

CPR/personal identity number

Address/country

Ownership percentage

Email

Tel.

## Beneficial owner

(more than 25 per cent of the company)

Name

CPR/personal identity number

Address/country

Ownership percentage

Email

Tel.

## Beneficial owner

(more than 25 per cent of the company)

Name

CPR/personal identity number

Address/country

Ownership percentage

Email

Tel.

## Beneficial owner

(more than 25 per cent of the company)

Name

CPR/personal identity number

Address/country

Ownership percentage

Email

Tel.

Total amount (DKK):



If your company has a Danish bank account, fill in the box to the left below. If your company has a foreign bank account, fill in the box to the right below.

### Transfer to Danish bank

Name of the bank

Bank address

Registration number

Account number

### Transfer to foreign bank

Name of the bank

Bank address

SWIFT

IBAN

Other details

Danmarks Nationalbank will issue the transaction in Danish kroner. Any fees, transaction and exchange costs are the responsibility of the recipient.

### How did the banknotes come into the company's possession?

In the field above, describe how you acquired the banknotes. It could be equity, cash from daily operations, loan or anything else that clearly explains the origin of the money. Stating why the cash was not used before it became invalid as a means of payment can be beneficial.

Please note: FOREX or Danmarks Nationalbank may request additional documentation of the origin of the money before it can be exchanged or transferred to a bank account. Submitting cash for exchange requires sufficient documentation.

Signature (to be filled in at the exchange point)

#### To be filled in by a staff member at the exchange point

- Valid photo ID
- Documentation of address
- Required company documentation enclosed
- Proof of bank account

Signature

Date



DANMARKS  
NATIONALBANK

FOREX

## Information about the banknote exchange form

This document explains what information FOREX and Danmarks Nationalbank require and what documents must be brought to Danmarks Nationalbank's exchange point. If any information or documentation is missing, the notes cannot be handed in and therefore cannot be exchanged. For the value of the invalid banknotes to be paid into your company bank account, it is important to bring all necessary documentation.

### The form must be filled in online before the notes are handed in

The exchange form must be completed online before you go to one of Danmarks Nationalbank's exchange points. The completed form must also be printed and brought along in paper format. The form is documentation for the company, FOREX and Danmarks Nationalbank showing that the banknotes have been handed in. The form must be presented before the notes are exchanged. The form will be checked by staff at the exchange point before the exchange can be made.

### The value of invalid banknotes can only be transferred to your company bank account

The documents you bring, including the exchange form, will be collected by staff at the exchange point, who will check whether the documentation is sufficient. The money will be counted and forwarded to Danmarks Nationalbank for further processing. Danmarks Nationalbank will make a final check of the documentation and then transfer the amount to your company bank account.

### Danish companies – information and documentation requirements

If the owner of the banknotes is a Danish company, the company name and CVR number are required. The company must be listed on virk.dk. The name of the company owner (see definition below) and the business address must also be stated. All information must be up to date on virk.dk.

What to bring:

- copy of photo ID of the beneficial owner(s) (passport, official national ID card or Nordic driver's licence)
- copy of proof of address for the beneficial owner(s) (Danish address, social security (CPR) card)
- copy of photo ID and official proof of address for the person(s) who have a controlling interest in the company's operations (see definition below)
- original photo ID and proof of address for the person physically presenting themselves at the exchange point.

Regardless of the amount involved, the value of invalid banknotes will be transferred to the company's Danish bank account. Therefore, the "Transfer to Danish bank" field on the exchange form must be filled in. Danish companies cannot have money transferred to foreign accounts.

There may be a processing time of up to six weeks. It may be longer if Danmarks Nationalbank needs additional documentation.

### Foreign companies – information and documentation requirements

If the owner of the banknotes is a foreign company, the company name and national registration number are required. The company must be listed in a national register. A reference to a register or the documentation brought in must show who owns or runs the business. All information must be up to date.

What to bring:

- copy of photo ID of the beneficial owner(s) (passport, official national ID card or Nordic driver's licence)
- copy of proof of official proof of address for the beneficial owner(s)
- copy of photo ID and official proof of address for the person(s) with a controlling interest in the company
- original photo ID and proof of address of the person physically presenting themselves at the exchange point
- details of the company's bank account when attending the exchange point
- documents proving incorporation/registration of the company
- documents proving who the beneficial owner(s) of the company are (see definition below)
- minutes of the company's last general meeting.

*ALL documents must be translated into Danish or English by an authorised translator.*

Regardless of the total amount, the value of invalid banknotes will be transferred to either the company's Danish bank account or its foreign bank account. If the value of the invalid banknotes is to be deposited into the company's foreign bank account, the fields regarding transfer to a foreign bank must be completed on the exchange form. If the value of the invalid banknotes is to be deposited into the company's Danish bank account, the fields regarding transfer to a Danish bank must be completed on the exchange form. If your company's bank does not use IBAN and SWIFT, the "Other details" field must be filled in when transferring to a foreign bank account.

There may be a processing time of up to six weeks. It may be longer if Danmarks Nationalbank needs additional documentation.

### **Beneficial owner**

A beneficial owner is defined as a person who owns more than 25 per cent of a company. There are no beneficial owners in limited companies if the company's shares are traded on a recognised stock exchange. In some cases, the company's management must be listed as beneficial owners. In associations, for example, it will typically be the chairman, treasurer or other board members who must be listed on the form. This will be stated in the company's Articles of Association.

### **Persons with controlling influence**

The term "persons with controlling influence" is not defined but refers to people who exercise significant control or power over the decision-making processes of a company. This can include beneficial owners (as defined above), directors or other key individuals who can influence the strategic direction and policies of the company. The documentation requirements for persons with controlling influence are similar to the requirements for beneficial owners.

### **Total amount (DKK)**

In the field "Total amount (DKK)" on the exchange form, state the total value the company wishes to hand in to Danmarks Nationalbank's exchange point. Staff at the exchange point will count and check the banknotes in the presence of the person bringing them in.

If an amount exceeding kr. 50,000 is brought in, FOREX must be contacted by email at [nationalbanken@forexvaluta.dk](mailto:nationalbanken@forexvaluta.dk) prior to attendance.

### **Power of attorney – requires extra documentation**

The exchange form includes the option for a company to allow another person to hand in the company's banknotes. That person must bring an authorisation document. A separate document for this purpose is available on the FOREX website. The authorisation document must be filled in before attendance and brought in hard copy. If an authorisation document is used, the company that owns the banknotes and the authorised person (the person representing the company) must identify themselves. The authorised person must bring a legible copy of the valid identification documents of the beneficial owners: photo ID (typically passport, official national ID card or a Nordic driver's licence) and proof of home address.

The authorised person must also bring original documents (not copies): valid photo ID (typically passport, official national ID card or a Nordic driver's licence), proof of home address and documentation for the authorised person's relation to the company, e.g. employment contract or similar.

The authorised person cannot receive the money in cash, but Danmarks Nationalbank will deposit it in the company's bank account. The company that owns the banknotes must therefore fill in one of the fields regarding transfer to a Danish or foreign bank account.

### **How did the money come into the company's possession?**

Explain how the company acquired the banknotes in the field "How did the money come into the company's possession?" For example, it may come from daily operations, equity, loans or other sources. Stating where the banknotes came from is mandatory. Bringing proof of their origin will speed up the processing time. Such proof can be accounts, annual statements or bank statements showing the origin of the amount.

### **Signatures**

The person handing in the notes does not need to sign the exchange form before handing in. The signature must take place at the exchange point in the presence of a staff member there. Once the notes are handed in and counted, and the necessary documentation is deemed sufficient, the staff at the exchange point will sign the form and provide a receipt to the person delivering the notes.

### **Processing of your personal data**

Danmarks Nationalbank is the data controller for the processing of your personal data. You can read more about how Danmarks Nationalbank processes your personal data on our website: [Data protection policy](#)

### **Questions?**

If you have any questions, please contact FOREX at [nationalbanken@forexvaluta.dk](mailto:nationalbanken@forexvaluta.dk) or call one of the three exchange points. You can find contact details of exchange points on the websites of Danmarks Nationalbank and FOREX.

## Power of attorney

CAN ONLY BE USED ONCE

A power of attorney must be accompanied by a completed exchange form. The power of attorney can only be used once and will be sent to Danmarks Nationalbank for processing together with the exchange form. The money is transferred to the company account within six weeks. The processing time may be longer if FOREX and Danmarks Nationalbank need additional information and/or documentation.

Date: \_\_\_\_\_

I, the authoriser, grant permission for the authorised representative to deliver invalid Danish banknotes to Danmarks Nationalbank's banknote exchange points, FOREX, for transfer to the company's bank account.

### Authoriser

Company name: \_\_\_\_\_

CVR/TIN: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

Tel.: \_\_\_\_\_

Other details: \_\_\_\_\_

### Authorised representative

Name: \_\_\_\_\_

CPR/personal identity number: \_\_\_\_\_

Address: \_\_\_\_\_

Country of residence: \_\_\_\_\_

Nationality: \_\_\_\_\_

Email: \_\_\_\_\_

Tel.: \_\_\_\_\_

In addition to this power of attorney, you MUST bring the following documents:

- pre-completed exchange form
- valid official photo ID
- proof of permanent address
- copy of valid official photo ID and permanent address of the ultimate beneficial owners
- necessary documentation for the registration of the company
- documentation for company bank account.

Information about the required documentation can be found on the exchange form and in the supporting documents.

\_\_\_\_\_  
Signature of the authoriser (owner of invalid banknotes)

**Signed by the authoriser before arrival at the exchange point**



\_\_\_\_\_  
Signature of the authorised representative (the person handing in invalid banknotes)

**Signed by the authorised representative in person at the exchange point**

