

**Post Office Barcoded Cash Deposit Services Terms and Conditions**

*These terms and conditions are for business and charity current account customers only.*

1. All cash deposits must comply with the following presentation standards:
  - a. all notes (£5, £10, £20, £50 and £100) to be grouped by denomination using elastic bands or equivalent. £5 notes to be bundled in £500 multiples, £10 and £20 notes to be bundled in £500 or £1000 multiples, £50 notes to be bundled in £2,500 multiples and £100 notes have no bundling limits;
  - b. for each deposit, a part bundle of any denomination of note up to the maximum of the relevant multiple referred to in paragraph 1 (a.) will be accepted in respect of:
    - i) the whole of the deposited denomination where it's aggregate value is less than the relevant multiple; or
    - ii) the excess of any deposited denomination which remains after bundling the notes in accordance with paragraph 1 (a.);
  - c. mutilated or defaced notes may be refused;
  - d. notes suspected of being counterfeit will be retained and not form part of the deposit. The Customer will be presented with a receipt to confirm the sum of any counterfeit notes retained;
  - e. £1 and £2 coins to be bagged by denomination, up to the relevant coin bag limit (it is the responsibility of the relevant Service Recipient to provide Customers with coin bags and materials to enable the deposit however Post Office will supply coin bags on a reasonable endeavors basis to any personal Customer requests). For denominations below £1, any coin deposited must be in full bags, so the minimum values deposited must be multiples of the below:

50p - £10
20p - £10
10p - £5
5p - £5
2p - £1
1p - £1

- f. mixed cash and cheque deposits are not acceptable;
- g. Customers may be requested to represent cash deposits not conforming to the above presentation standards;
- h. each Bulk Coin Bag shall consist of an acceptable coin denomination up to the maximum of each coin denomination listed in the table below and each being the respective Bulk Coin Bag maximum ("**Bulk Coin Bag**"):

<b>Coin Denomination</b>	<b>Bulk Coin Bag Maximum</b>
£2 or £1 coins	£500
50p and 20p coins	£250
10p and 5p coins	£100
2p and 1p coins	£20

2. The Cash Deposit Service enables a customer to pay in cash at Post Office Outlets for the Post Office to deliver to the Institution for placing on the Customer's Bank Account via use of their barcoded deposit slip.

The transaction must not exceed **£10,000** save where:

- a. the Post Office has notified the Institution in writing that in specified Post Office Outlets the transaction must not exceed £2,000 or such other amount as may be agreed by Post Office in writing; or
  - b. a customer is looking to make cash deposits in a particular Post Office Outlet exceeding £10,000 or coin in excess of 10 Bulk Coin Bags per week on a regular basis in which case the Cash Deposit Service will only be available at a nominated Post Office Outlet which has been agreed between the Parties in accordance with paragraph 3. below.
  - c. the maximum amount of coin acceptable in a single transaction must not exceed £250.
3. Where a Customer is looking to make cash deposits in a particular Post Office Outlet exceeding £10,000 or coin in excess of 10 Bulk Coin Bags on a regular weekly basis, the customer will contact the Customer Experience Team at Reliance Bank Ltd who will support the completion of the required documentation to agree those arrangements with the Post Office and in particular, the required Post Office Outlet.
4. Maximum single transaction limits:

Type	Transaction Limit shall be:
Max coin and notes	£10,000, subject to the limitations set out above.
Max coin	£250 except where the limitation set out in paragraph 1 (h.) exceeds this limit, then the limit in paragraph 1 (h.) shall apply (For the avoidance of doubt, the maximum amount held in a single Bulk Coin Bag for £1- or £2-coin denominations).