



BANK of ZAMBIA

OFFICE OF THE DEPUTY GOVERNOR - OPERATIONS

September 05, 2008

CB Circular No. 07 /2008

To : All Commercial Banks

ENHANCED SECURITY MEASURES FOR BULK CASH TRANSACTIONS

Please be advised that the consultative process on procedures for Cash-in-Transit activities has been concluded and the following measures are to be effected.

1.0 Access to the Bank of Zambia by Custodians

- 1.1 All Commercial Banks and other organizations carrying cash to and from the Bank of Zambia premises are required to register their custodians who require access to the Bank.
- 1.2 Details of custodians should be submitted to Security Division of the Bank of Zambia by filling in the attached form. The forms should be signed by two authorized officers of the Commercial Banks and other relevant organizations. The applicant will be photographed at the Bank of Zambia for image comparison on the Electronic Security Management System.
- 1.3 Custodians visiting the Bank of Zambia on business will be required to use the main reception on Cairo Road.
- 1.4 The deadline for full registration is October 31, 2008.

2.0 Access to the Bank of Zambia by Cash-In-Transit Vehicles and Crew

- 2.1 Only authorised cash-in-transit vehicles and respective crew members will be permitted to use the perimeter gates at the rear entrance of the Bank.
- 2.2 Banks and other relevant organizations are required to submit to the Bank of Zambia Security Division details of the contracted cash-in-transit service provider and details of the vehicles the company uses. This will be done through the attached prescribed form. The form will need to be accompanied by two (02) passport size photos of the concerned individuals.

- 2.3 Details of the crew members will be confirmed every after three (03) months by authorized officials. Any changes in between should be communicated to the Bank immediately.
- 2.4 Before cash is deposited or withdrawn from the Bank of Zambia, institutions will be required to fax to the Bank of Zambia the following details on the official letterhead of the concerned bank:
- i. Names of Driver and Crew Members;
 - ii. Vehicle registration; and
 - iii. Signatures of authorised Officials.

These should be sent to facsimile numbers:

- i. Head office 0211 221736; or
 - ii. Regional Office 0212 615831.
- 2.5 If the fax lines are out of order, the authorised officers will need to telephone the Bank of Zambia and provide the above details. The original document shall be handed in on arrival at the Bank.
- 2.6 On arrival at the Bank of Zambia, Bank Security personnel will verify and confirm that the crew members' details are correct before granting them access into the Bank of Zambia.

3.0 **Armouring requirements**

- 3.1 All registered cash-in-transit vehicles will be required to adhere to the following minimum armouring requirements:
- i. Tyre locks; and
 - ii. B4, B6, or B6+ level of armouring.
- 3.2 The Bank of Zambia Security Division will inspect the CIT vehicles for compliance to the above requirements and certify them accordingly.
- 3.3 All CIT vehicles should conform to these requirements by March 1, 2009.

Please note that these measures are subject to review from time to time.



Denny H Kalyalya (Dr)
DEPUTY GOVERNOR - OPERATIONS

Cc: Governor
Deputy Governor - Administration



BANK of ZAMBIA

THE ASSISTANT DIRECTOR – SECURITY
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P O BOX 30080
LUSAKA

REGISTRATION OF CUSTODIANS AND MESSENGERS

The following are custodians/messengers who require access to the bank for routine duty:

- a) Name:
NRC:
Date of birth:
Title:

- b) Name:
NRC:
Date of birth:
Title:

- c) Name:
NRC:
Date of birth:
Title:

Signature:

Name:

Title:

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BANK of ZAMBIA

CIT VEHICLE AND CREW REGISTRATION FORM

VEHICLES

Make :
 Model :
 Registration No. :
 Chassis No. :

Colour

Make :
 Model :
 Registration No. :
 Chassis No. :

Colour

Make :
 Model :
 Registration No. :
 Chassis No. :

Colour

CREW DEPLOYED

NAME	NRC	DOB	ADDRESS	CLEAR NO

NOTE: Minimum armouring requirements and notes on reverse of this form

Sign
 Name
 Title.....

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