

RESERVE BANK OF FIJI



MUTILATED BANKNOTE SORTING GUIDE

The Reserve Bank of Fiji (RBF) pursuant to Section 4(a) of the RBF Act (1983) is vested with the responsibility of regulating the issue of currency in Fiji. The RBF also works closely with commercial banks to maintain high quality banknotes in circulation. This is to ensure the general public has confidence in using Fijian currency and has access to good quality, clean and authentic banknotes, thus making it more difficult for counterfeit banknotes to be passed or remain in circulation.

Mutilated banknote means a genuine banknote that is no longer fit for circulation and use by the general public in accordance with the quality standards as set out by the RBF. This type of banknote must be returned either directly to the RBF or via a commercial bank. A mutilated banknote may have any one or more of the mutilations as illustrated below:

Type of Mutilation	Mutilation Description
<i>Soiled</i>	General distribution of dirt across the entire banknote.
<i>Graffiti, Stains or marks</i>	Drawings, wordings, numbers written on banknotes. Localised dirty marks/patches on the banknote.
<i>Repaired</i>	Part(s) of banknote joined by taping or gluing.
<i>Crumpled</i>	Banknote being pressed or crushed into many folds or creases which damages the structure and texture of the banknote.
<i>Wet</i>	Banknote damaged due to washing, rain or flood waters.
<i>Hole(s)/Tears</i>	Banknote damaged by paper punch holes or other tears.
<i>Worn ink</i>	Banknote with faded ink, making the images and wordings blur on the banknote.
<i>Missing Security Thread and Foil Features</i>	Banknote with the security thread removed.



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CLAIMS FOR DAMAGED BANKNOTES

The RBF offers a claims service for damaged banknotes that fall into the following categories:

1. **TORN or BURNT** banknotes where more than 33 percent of the banknote is missing:

Percent of Banknote Missing	Valuation
<i>Up to 33 percent of banknote missing</i>	Full value to be paid.
<i>50 percent of banknote missing</i>	50 percent of face value to be paid.
<i>More than 50 percent of the banknote is missing</i>	No value to be paid.

2. **MUTILATED** banknotes which may have signs of:

- a. Significant damage that creates doubts of authenticity of the banknote;
- b. Exposed to excessive soiling and/or discoloration resulting from stains and graffiti leading to the banknote designs and security features not easily recognised.

A MUTILATED/DAMAGED/OLD DESIGN banknote claim form must be completed and returned with the banknote in a sealed envelope to the RBF via a commercial bank or by post addressed to the RBF.

For more information on damaged banknote, please go to: www.rbf.gov.fj

To access MUTILATED/DAMAGED/OLD DESIGN banknote claim form, please go to: www.rbf.gov.fj

For more information, please call on 331 3611 (8.30am – 5.00pm Monday – Friday).
Email: info@rbf.gov.fj
