

*Note: The translation is unofficial, for information purpose only  
The Official Monitor of the Republic of Moldova no. 388-398 of 11.11.2016, art. 1942*

**EXECUTIVE BOARD  
OF THE NATIONAL BANK OF MOLDOVA**

**DECISION no.296  
of 27 October 2016**

REGISTERED:  
Minister of Justice  
of the Republic of Moldova  
Vladimir CEBOTARI  
no.1143 of 3 November 2016

**On the approval of the Instruction on reporting to the  
National Bank of Moldova by foreign exchange offices and hotels**

Pursuant to art.11 para. (1), art.27 para. (1) letter c), art.51 letters a) and b) and art.52 of the Law no.548-XIII of 21 July 1995 on the National Bank of Moldova (republished in the Official Monitor of the Republic of Moldova, 2015, no. 297-300, art. 544), with further modifications and completions, art. 43 para. (10) and art. 67 of the Law no. 62-XVI of 21 March 2008 on foreign exchange regulation (the Official Monitor of the Republic of Moldova, 2008, no. 127-130, art. 496), with subsequent amendments and completions, Executive Board of the National Bank of Moldova

**DECIDES:**

1. To approve the Instruction on the reporting to the National Bank of Moldova by foreign exchange offices and hotels, according to the annex to this decision.
2. The first reporting according to the Instruction indicated in item 1 of this decision will be made as follows:
  - a) the reports according to the provisions of annexes no. 1 and no. 2 to the mentioned Instruction will be presented for the reporting day 12 December 2016;
  - b) the reports according to the provisions of annexes no. 3 and no. 4 of the mentioned Instruction will be presented for the reporting month December 2016.
3. This Decision shall enter into force on 10 December 2016.

**Chairman  
of the Executive Board**

**Sergiu CIOCLEA**

**Approved**  
**by Decision of the Executive Board**  
**of the National Bank of Moldova**  
**no. 296 of October 27, 2016**

**Instruction**  
**on reporting to the National Bank of Moldova**  
**by foreign exchange offices and hotels**

*Amended by:*

*DEB of the NBM no.275 of 14.11.2018, OM of the Republic of Moldova no. 440 of 29.11.2018, art.1700*

**Chapter I. General provisions**

**1.** This Instruction uses the notions defined in Law no. 62-XVI of 21 March 2008 on foreign exchange regulation (republished in the Official Monitor of the Republic of Moldova, 2016, no. 423-429, art. 859), with further amendments and completions (hereinafter - Law no. 62-XVI of 21.03.2008).

*(Item 1 amended by NBM Decision no. 275 of 14.11.2018)*

**2.** This Instruction regulates the procedure for compiling and submitting to the National Bank of Moldova by foreign exchange offices and hotels of the following reports:

- a) the report on the buying and selling rates of the main foreign currencies established by the foreign exchange office, provided for in annex no.1;
- b) the report on the buying rates of the main foreign currencies established by the hotel, provided for in annex no.2;
- c) the report on the foreign exchange operations performed by the foreign exchange office, provided for in annex no.3;
- d) the report on the foreign exchange operations performed by the hotel, provided for in annex no.4.

**3.** The reports referred to in item 2 (hereinafter - reports) shall be compiled by the foreign exchange offices and hotels according to the forms and the procedure for their completion provided in Annexes No. 1 - No. 4 and shall be submitted to the National Bank of Moldova in order to analyze the situation on the foreign exchange market of the Republic of Moldova, as well as to supervise the activity of the mentioned foreign exchange entities.

**4.** If the code of the national currency / foreign currencies is to be indicated in the report, their numerical codes are indicated in accordance with the international standard ISO 4217 "Codes for the representation of currencies and funds".

**Chapter II. Deadlines for submission of reports**

**5.** Foreign exchange offices and hotels with a work programme of up to 12 hours shall compile and submit to the National Bank of Moldova the reports indicated in item 2 letters a) and b) on a daily basis (except for non-working days), as follows:

- 1) the first report for the reporting day - within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable, but no later than 10.00 of the reporting day;
- 2) the second report for the reporting day:
  - a) within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable, but no later than 16.00 on the reporting day - if the foreign exchange office or hotel has changed the mentioned rates until 16.00 of the reporting day, or

b) within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable - if the foreign exchange office or hotel has changed the mentioned rates after 16.00 of the reporting day.

6. Foreign exchange offices and hotels with a work programme of more than 12 hours shall compile and submit to the National Bank of Moldova the reports indicated in item 2 letters a) and b) daily (except on non-working days), as follows:

1) the first report for the reporting day - within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable, but no later than 10.00 of the reporting day;

2) the second report for the reporting day:

a) within 30 minutes of the time (hour and minute) when the buying and selling rates become applicable, but no later than 16.00 of the reporting day- if the foreign exchange office or hotel has made the first change of the mentioned rates until 16.00 of the reporting day, or

b) within 30 minutes of the time (hour and minute) when the buying and selling rates become applicable - if the foreign exchange office or hotel has made the first change of the mentioned rates after 16.00 of the reporting day;

3) the third report for the reporting day - within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable - if the foreign exchange office or hotel has made a second change to the mentioned rates.

7. If the reporting day is a day with a reduced working time, the reports referred to in item 5 sub-item 2 letter a) and item 6 sub-item 2 letter a) shall be submitted within 30 minutes from the time (hour and minute) when the buying and selling rates become applicable, but no later than 15.00 on this reporting day.

8. The reports indicated in item 2 letters c) and d) shall be compiled monthly and shall be submitted to the National Bank of Moldova no later than the 5th of the month following the reporting month. If the 5th is a non-working day, the reports shall be submitted on the next working day.

### **Chapter III. Form of presentation of reports**

9. The reports are submitted to the National Bank of Moldova in electronic form according to the Instruction on procedure of submission of reports in electronic form to the National Bank of Moldova by foreign exchange offices and hotels, approved by the Decision of the Council of Administration of the National Bank of Moldova no. 232 of October 27, 2011 (the Official Monitor of the Republic of Moldova, 2011, nr.227-232, art.2097).

10. In the event of a failure of the internet connection, power failure and in other exceptional cases, the information from the reports indicated in item 5 sub-item 1) and sub-item 2) letter a) and in item 6 sub-item 1) and sub-item 2) letter a) shall be presented by telephone.

### **Chapter IV. Other provisions**

11. The reports referred to in item 2 letters a) and b) shall be compiled based on the data from the orders on the buying and selling rates for currency exchange operations in cash with individuals for the reporting day.

12. The reports referred to in item 2 letters c) and d) are compiled based on the data from the accounting records for the reporting period.

13. Foreign exchange offices and hotels are responsible for the accuracy of the information presented according to the reports indicated in item 2 letters a) and b) and the correspondence of this

information with the data from the orders on buying and selling rates for currency exchange operations in cash with individuals.

**14.** The data from the reports specified in item 2 letters c) and d) submitted in electronic form by the foreign exchange offices and hotels shall correspond to the data from these reports on paper, which are stored in the foreign exchange office and hotel.

**15.** In case of detection in the reports specified in item 2 letters c) and d), erroneous data submitted for a reporting period, the foreign exchange office and the hotel are obliged to correct the errors and to send the report repeatedly in electronic form with an accompanying letter signed in handwriting (scanned, in PDF format) or electronically signed (in the case of possession of the electronic signature), including an explanation of the changes made.

*(Item 15 amended by NBM Decision no. 275 of 14.11.2018)*

Annex no.1  
to the Instruction on reporting to the National Bank of  
Moldova by foreign exchange offices and hotels

form code ORD0410

( IDNO)

Code of the layout	Periodicity	Type form	No. of corrections
	9		

It is presented daily within 30 minutes from the time (hour and minute) when exchange rates become applicable and, where appropriate, at the latest 10:00/16:00 of the reporting day

\_\_\_\_\_  
(The foreign exchange office name)

\_\_\_\_\_  
( legal adress)

NBM's license \_\_\_\_\_  
(number and date of the National Bank of Moldova's license)

**REPORT**  
**on the buying and selling rates of the main foreign currencies**  
**established by the foreign exchange office**  
for \_\_\_\_ 20\_\_

Code of FEO / branch/ CEM	The time from which the rates are applicable	Foreign currency code	The name of the foreign currency	Buying rates	Selling rates
A	B	C	D	1	2
<b>The headquarters of the foreign exchange office</b>					
		840	US dollar		
		978	Euro		
		643	Russian ruble		
		946	Romanian leu		
		980	Ukrainian hryvnia		
<b>Branch (name and location of the branch)</b>					
		840	US dollar		
		978	Euro		
		643	Russian ruble		
		946	Romanian leu		
		980	Ukrainian hryvnia		
<b>Currency exchange machine (no. and installation address)</b>					
		840	US dollar		
		978	Euro		
		643	Russian ruble		
		946	Romanian leu		
		980	Ukrainian hryvnia		

Date of compilation \_\_\_\_ 20\_\_

Executor and telephone number \_\_\_\_\_

NOTE: The report shall be compiled in accordance with:

1. Instruction on the reporting to the National Bank of Moldova by foreign exchange offices and hotels, annex no.1 (DEB of the NBM no.296 of 27.10.2016).

**The procedure on compilation  
of the Report on buying and selling rates  
of the main foreign currencies established by the foreign exchange office**

1. In the report shall be reflected the information on the buying and selling rates of the main foreign currencies, indicated in item 2, established by the foreign exchange office to be used for carrying out foreign exchange operations in cash with individuals on the reporting day.

2. Information on buying and selling rates is indicated in the following foreign currencies: US dollar, euro, Russian ruble, Romanian leu and Ukrainian hryvnia.

3. If the foreign exchange office has branches and / or operates through currency exchange machines, the report also includes information on the buying and selling rates established for use in carrying out foreign exchange operations in cash with individuals by each branch and / or through each currency exchange machine.

4. The report is presented by the foreign exchange office, which has a work programme of up to 12 hours, twice during the reporting day, as follows:

a) the first report shall include information on the buying and selling rates set for the start performing the foreign exchange activity with individuals on the reporting day;

b) the second report shall include information on buying and selling rates changed during the work programme. If the foreign exchange office does not change the buying and selling rates during the work programme, the report shall reflect the buying and selling rates included in the first report.

5. The report is presented by the foreign exchange office, which has a work programme of more than 12 hours, three times during the reporting day, as follows:

a) the first report shall include information on the buying and selling rates set for the start performing of the foreign exchange activity with individuals on the reporting day;

b) the second report shall include information on the buying and selling rates modified for the first time during the work programme. If the foreign exchange office does not change the buying and selling rates during the work programme, the report shall reflect the buying and selling rates included in the first report;

c) the third report shall include information on the buying and selling rates modified for the second time during the work programme. If the foreign exchange office does not change the buying and selling rates during the work programme, the report shall reflect the buying and selling rates included, as the case may be, in the first or second report.

6. IDNO: shall be indicated the state identification number (IDNO) of the foreign exchange office.

7. The foreign exchange office name: shall be indicated the full name of the foreign exchange office.

8. Legal adress: shall be indicated the legal adress of the foreign exchange office.

9. NBM's license: shall be indicated the number of the license for carrying out currency exchange activity in cash with individuals, issued by the National Bank of Moldova, as well as the date of its issuance.

10. In column A shall be indicated the numeric code of the foreign exchange office, the numerical codes of its branches and its currency exchange machines, assigned by the National Bank of Moldova.

**11.** In column B shall be indicated the time (hours and minutes) from which the established rates are applicable for carrying out foreign exchange operations in cash with individuals.

**12.** In column C shall be indicated the numeric codes of the foreign currencies indicated in item 2.

**13.** In column D shall be indicated the names of the foreign currencies indicated in item 2.

**14.** In column 1 shall be indicated, for each foreign currency, the buying rate established by the foreign exchange office.

**15.** In column 2 shall be indicated, for each foreign currency, the selling rate established by the foreign exchange office.

**16.** In the report, the buying and selling rates are indicated as follows:

a) for the US dollar, the euro, the Romanian leu, the Ukrainian hryvnia - with two decimal places;

b) for the Russian rubles - with three decimal places.

**17.** If the foreign exchange office has not established the buying / selling rates in a certain foreign currency, in columns 1 and 2 of that row shall be indicated zero.

Annex no.2  
to the Instruction on reporting to the National Bank of  
Moldova by foreign exchange offices and hotels

form code ORD0411

( IDNO)

Code of the layout	Periodicity	Type form	No. of corrections
	9		

\_\_\_\_\_  
(the name of the hotel)

It is presented daily within 30 minutes from the time (hour and minute) when  
exchange rates shall become applicable and, where appropriate, no later  
than 10:00/16: 00 of the reporting day

\_\_\_\_\_  
(legal address )

NBM's license \_\_\_\_\_  
(number and date of the National Bank of Moldova's license)

**REPORT**  
**on the buying rates of the main foreign currencies established by the hotel**  
for \_\_\_\_\_ 20\_\_\_\_

Code of hotel / CEM	The time from which the rates are applicable	Foreign currency code	The name of the foreign currency	Buying rates
A	B	B	C	1
<b>The hotel's currency exchange bureau</b>				
		840	US dollar	
		978	Euro	
		643	Russian ruble	
		946	Romanian leu	
		980	Ukrainian hryvnia	
<b>Currency exchange machine (no.)</b>				
		840	US dollar	
		978	Euro	
		643	Russian ruble	
		946	Romanian leu	
		980	Ukrainian hryvnia	

Date of compilation \_\_\_\_\_ 20\_\_\_\_

Executor and telephone number \_\_\_\_\_

NOTE: The report is compiled in accordance with:

1. Instruction on the reporting to the National Bank of Moldova by foreign exchange offices and hotels, annex no.2 (DEB of the NBM no.296 of 27.10.2016).



**The procedures on compilation  
of the Report on the buying rates of the main foreign currencies  
established by the hotel**

1. In the report shall be reflected the information on the buying rates of the main foreign currencies, indicated in item 2, established by the hotel to be used for carrying out foreign exchange operations in cash with individuals on the reporting day.

2. Information on buying rates is indicated in the following foreign currencies: US dollar, euro, Russian ruble, Romanian leu and Ukrainian hryvnia.

3. In the report is reflected the information on the buying rates established for use by the hotel in carrying out operations through the hotel's foreign exchange bureau and / or, if available, through each currency exchange machine installed by the hotel.

4. The report is presented by the hotel which has a work programme of up to 12 hours twice during the reporting day, as follows:

a) the first report shall include information on the buying rates set for the start performing of the foreign exchange activity with individuals on the reporting day;

b) the second report shall include information on buying rates changed during the work programme. If the hotel does not change the buying rates during work programme, the report reflects the buying rates included in the first report.

5. The report is presented by the hotel, which has a working programme of more than 12 hours, three times during the reporting day, as follows:

a) the first report shall include information on the buying rates set for the start performing of the foreign exchange activity with individuals on the reporting day;

b) the second report shall include information on the buying rates modified for the first time during the work programme. If the hotel does not change the buying rates during the work programme, the report shall reflect the buying rates included in the first report;

c) the third report shall include information on buying rates modified a second time during the work programme. If the hotel does not change the buying rates during the work programme, the report shall reflect the buying rates included, as the case may be, in the first or second report.

6. IDNO: shall be indicated the hotel's state identification number (IDNO).

7. Hotel name: shall be indicated the full name of the hotel.

8. Legal adress: shall be indicated the hotel legal adress.

9. NBM's license: shall be indicated the number of the license for carrying out currency exchange activity in cash with individuals, issued by the National Bank of Moldova, as well as the date of its issuance.

10. In column A shall be indicated the hotel numeric code, the numeric codes of the hotel's foreign exchange machines, assigned by the National Bank of Moldova.

11. In column B shall be indicated the time (hours and minutes) from which the established rates are applicable for carrying out foreign exchange operations in cash with individuals.

12. In column C shall be indicated the numeric codes of the foreign currencies indicated in item 2.

13. In column D shall be indicated the names of the foreign currencies indicated in item 2.

**14.** In column 1 shall be indicated, for each foreign currency, the buying rate set by the hotel.

**15.** In the report, the buying rates shall be indicated as follows:

a) for the US dollar, the euro, the Romanian leu, the Ukrainian hryvnia – with two decimal places;

b) for the Russian rubles - with three decimal places.

**16.** If the hotel has not established the buying rates in a certain foreign currency, in column 1 of that row shall be indicated zero.

Annex no.3  
to Instruction on reporting to the National Bank of  
Moldova by foreign exchange offices and hotels

(IDNO)

\_\_\_\_\_

(The foreign exchange office name)

\_\_\_\_\_

(legal address)

NBM's license \_\_\_\_\_  
(number and date of the National Bank of Moldova's license)

Form code ORD0412A

Code of the layout	Periodicity	Type form	No. of corrections
	2		

To be submitted monthly, at the latest on the 5<sup>th</sup> day of the month following the reporting month

**REPORT**  
**on currency exchange operations performed by the foreign exchange office**  
for month \_\_\_\_\_ 20\_\_\_\_

Chapter	Section	Article	Foreign currency code	Indicator's name	Purchase			Sale		
					Foreign currency	Equivalent in Moldovan lei	Number of operations	Foreign currency	Equivalent in Moldovan lei	Number of operations
A	B	C	D	E	1	2	3	4	5	6
1	1			Currency exchange operations in cash with individuals performed:	X	X	X	X	X	X
		1		- over the counter:	X	X	X	X	X	X
			840	US dollars						
			...	...						
		2		- via currency exchange machines:	X	X	X	X	X	X
			840	US dollars						
			...	...						
	2			Currency exchange operations with licensed banks:	X	X	X	X	X	X
		1	840	US dollars						
			...							

	3			Currency exchange operations in cash revoked by customers:	X	X	X	X	X	X
			840	US dollars						
			...							

Form code ORD0412B

Code of the layout	Periodicity	Type form	No. of corrections
	2		

Chapter	Currency code	Indicator's name	Cash balances		Balances in bank accounts			CEM balances	
			In foreign currency	Equivalent in Moldovan lei	In foreign currency	Equivalent in Moldovan lei	Number of accounts	In foreign currency	Equivalent in Moldovan lei
A	B	C	1	2	3	4	5	6	7
2		Month-end balances in Moldovan lei and foreign currency of the foreign exchange office	X	X	X	X	X	X	X
	498	Moldovan lei	X		X			X	
	840	US dollars							
	...	...							
9	999	TOTAL	X		X			X	

Administrator \_\_\_\_\_

Chief accountant \_\_\_\_\_

Date of compilation \_\_\_\_ 20\_\_

Executor and telephone number \_\_\_\_\_

NOTE: The report is compiled in accordance with:

1. Instruction on reporting to the National Bank of Moldova by foreign exchange offices and hotels, Annex no.3 (DEB of the NBM no.296 of 27.10.2016).

**The procedure on compilation of  
the Report on currency exchange operations  
performed by the foreign exchange office**

- 1.** In the report shall be reflected the information on:
  - a) currency exchange operations with individuals and licensed banks performed by the foreign exchange office in the reporting period;
  - b) currency exchange operations revoked by the customers of the foreign exchange office in the reporting period;
  - c) cash balances (in cash and in cashless form) held by the foreign exchange office at the end of the reporting period.
- 2.** In the report also shall be included the information on all branches of the foreign exchange office, as well as on currency exchange machines, if any.
- 3.** The amounts in Moldovan lei and foreign currency shall be indicated as whole numbers.
- 4.** IDNO: shall be indicated the state identification number (IDNO) of the foreign exchange office.
- 5.** The foreign exchange office name: shall be indicate the full name of the foreign exchange office.
- 6.** Legal address: shall be indicated the legal address of the foreign exchange office.
- 7.** NBM's license: shall be indicated the number of the license for carrying out currency exchange activity in cash with individuals, issued by the National Bank of Moldova, as well as the date of its issuance.
- 8.** Chapter 1 of the report shall be completed as provided for in items 9 -16.
- 9.** In Chapter 1, information shall be reflected in three sections:
  - a) section 1 – currency exchange operations in cash with individuals;
  - b) section 2 – currency exchange operations with licensed banks;
  - c) section 3 – for currency exchange operations in cash revoked by customers.
- 10.** In Chapter 1, information shall be indicated for each foreign currency in which operations were performed.
- 11.** In section 1 „Currency exchange operations in cash with individuals”, shall be indicated the information on purchase and sale operations of cash in foreign currency and traveler's cheques in foreign currency with individuals, performed:
  - a) over the counters of the foreign exchange office, including its branches, if any (article 1), and
  - b) via currency exchange machines, if any (article 2).
- 12.** In section 2 „Currency exchange operations with licensed banks”, shall be indicated the information on purchase and sale operations of foreign currency with licensed banks performed in the reporting period.

**13.** In section 3 „Currency exchange operations revoked by customers”, shall be indicated the information on foreign currency purchase and sale operations revoked by individuals in the reporting period. It shall be indicated only the information on foreign exchange operations in cash, which were revoked after their completion,.

**14.** In column 1 and 4 „Foreign currency”, shall be indicated the amounts in foreign currency in which the foreign exchange office performed the foreign exchange operations, namely:

1) in section 1 and 2:

a) in column 1 shall be indicated the amounts of foreign currency purchased in the reporting period;

b) in column 4 shall be indicated the amounts of foreign currency sold in the reporting period;

c) if, during the reporting period, foreign currency purchase and sale operations were revoked by individuals, the amounts indicated in letters a) and b) shall be reflected after deduction of the amounts related to the respective revocation operations;

2) in section 3:

a) in column 1 shall be indicate the amounts of foreign currency returned to individuals following revocation of foreign currency purchase operations in the reporting period;

b) in column 4 shall be indicate the amounts of foreign currency received from individuals following revocation of foreign currency sale operations in the reporting period.

**15.** In columns 2 and 5 „Equivalent in Moldovan lei” shall be indicate the equivalent in Moldovan lei of the foreign exchange operations performed by the foreign exchange office, as follows:

1) in section 1:

a) in column 2 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, determined by application of the buying rates established by the foreign exchange office, including for each branch and each currency exchange machine, for each day;

b) in column 5 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 4, determined by application of the selling rates established by the foreign exchange office, including for each branch and each currency exchange machine, for each day;

2) in section 2:

a) in column 2 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, determined by application of the exchange rates applied to each purchase operation with the licensed bank;

b) in column 5 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 4, determined by use of the exchange rates applied to each sale operation with the licensed bank;

3) in section 3:

a) in column 2 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, which was received from individuals following revocation of foreign currency purchase operations;

b) in column 5 shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 4, which was returned to individuals following revocation of foreign currency sale operations.

**16.** In columns 3 and 6 „Number of operations” shall be indicated the number of foreign exchange operations performed by the foreign exchange office, as follows:

1) in section 1 and 2:

a) in column 3 shall be indicated the number of purchase operations performed in the reporting period;

b) in column 6 shall be indicated the number of sale operations in the reporting period;

c) if, during the reporting period, foreign currency purchase and sale operations were revoked by individuals, the number of operations in letters a) and b) shall be reflected after deduction of the number of respective revocation operations;

2) in section 3:

a) in column 3 shall be indicate the number of purchase operations revoked by individuals in the reporting period;

b) column 4 shall indicate the number of sale operations revoked by individuals in the reporting period.

**17.** Chapter 2 of the report shall be completed as provided for in items 18-27.

**18.** In chapter 2 „Month-end balances in Moldovan lei and foreign currency of the foreign exchange office” shall be reflected the balances in Moldovan lei and foreign currency at the end of the reporting period (last calendar day) which were:

a) in the cash desk of the head office and, if any, in the cash desks of the branches of the foreign exchange office (columns 1 and 2);

b) in the bank accounts of the foreign exchange office including, if any, in the bank accounts of its branches (columns 3, 4, 5);

c) in currency exchange machines, if any (columns 6 and 7).

**19.** In chapter 2, information shall be indicated for each foreign currency in which the foreign exchange office had balances.

**20.** In column 1 „In foreign currency” shall be indicated the amounts of foreign currency in the cash desk of the foreign exchange office (including the cash desks of all branches, if any) at the end of the last calendar day of the reporting period.

**21.** In column 2 „Equivalent in Moldovan lei” shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, determined by application of the official exchange rate of the Moldovan leu against foreign currencies valid on the last calendar day of the reporting period.

**22.** In column 3 „In foreign currency” shall be indicated the amounts in foreign currency in the bank accounts of the foreign exchange office, including, if any, in the bank accounts of its branches, at the end of the last calendar day of the reporting period.

**23.** In column 4 „Equivalent in Moldovan lei” shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 3, determined by application of the official exchange rate of the Moldovan leu against foreign currencies valid on the last calendar day of the reporting period.

**24.** In column 5 „Number of accounts” shall be indicated the number of accounts opened with the licensed banks by the foreign exchange office (including for branches, if any) in the respective currency.

**25.** In column 6 „In foreign currency” shall be indicated the amounts of foreign currency in the currency exchange machines of the foreign exchange office, if any, at the end of the last calendar day of the reporting period.

**26.** In column 7 „Equivalent in Moldovan lei” shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 6, determined by application of the official exchange rate of the Moldovan leu against foreign currencies valid on the last calendar day of the reporting period.

**27.** In the row „Total”, in each column 2, 4, 5 and 7 shall be indicated the total calculated by summing up all the data in that column.

**28.** The report shall be signed by the administrator and chief accountant of the foreign exchange office.



Annex no.4  
to Instruction on reporting to the National Bank of  
Moldova by foreign exchange offices and hotels

Form code ORD0413

(IDNO)

Code of the layout	Periodicity	Type form	No. of corrections
	2		

\_\_\_\_\_

(name of the hotel)

\_\_\_\_\_

(legal address)

NBM's license \_\_\_\_\_

(number and date of the National Bank of Moldova's license)

To be submitted monthly, at the latest on the 5<sup>th</sup> day of the month  
following the reporting month

**REPORT**  
**on currency exchange operations performed by the hotel**  
for month \_\_\_\_\_ 20\_\_\_\_

Chapter	Article	Foreign currency code	Indicator's name	Volume of operations		
				Foreign currency	Equivalent in MDL	Number of operations
A	B	C	D	1	2	3
1			Purchase operations of foreign currency from individuals performed:	X	X	X
	1		- via the foreign exchange bureau:	X	X	X
		840	US dollars			
		...	...			
	2		- via currency exchange machines:	X	X	X
		840	US dollars			
		...	...			
2			Purchase operations of foreign currency revoked by customers	X	X	X
		840	US dollars			
		...	...			
3			Delivery operations to the licensed bank of the purchased foreign currency cash	X	X	X
	1	840	US dollars		X	
		...	...		X	

Administrator \_\_\_\_\_

Chief accountant \_\_\_\_\_

Date of compilation \_\_\_\_\_ 20\_\_\_\_

Executor and telephone number \_\_\_\_\_

\_\_\_\_\_

NOTE: The report is compiled in accordance with:

1. Instruction on reporting to the National Bank of Moldova by foreign exchange offices and hotels, Annex no.4  
(DEB of the NBM no.296 of 27.10.2016)

**The procedure on compilation of  
the Report on currency exchange operations  
performed by the hotel**

1. In the report shall be reflected the information, for the reporting period, on:
  - a) purchase operations of foreign currency from individuals performed by the hotel via its foreign exchange bureau and, if any, via its currency exchange machines;
  - b) purchase operations of foreign currency revoked by customers;
  - c) delivery operations to the licensed bank of the purchased foreign currency cash by hotel via the hotel's foreign exchange bureau and, if any, currency exchange machines.
2. The amounts in Moldovan lei and foreign currency shall be indicated as whole numbers.
3. In the report, information shall be indicated for each foreign currency in which operations were performed.
4. IDNO: shall be indicated the state identification number (IDNO) of the hotel.
5. Name of the hotel: shall be indicated the full name of the hotel.
6. Legal address: shall be indicated the legal address of the hotel.
7. NBM's license: shall be indicated the number of the license for carrying out currency exchange activity in cash with individuals, issued by the National Bank of Moldova, as well as the date of its issuance.
8. In the report, information shall be reflected in three chapters:
  - a) chapter 1 – purchase operations of foreign currency from individuals;
  - b) chapter 2 – purchase operations of foreign currency revoked by customers;
  - c) chapter 3 – delivery operations to the licensed bank of the purchased foreign currency cash.
9. In chapter 1 „Purchase operations of foreign currency from individuals” shall be reflected the information on purchase operations of cash in foreign currency and traveler's cheques in foreign currency from individuals, performed in the reporting period.
10. In chapter 1 shall be indicated the information on purchase operations with individuals, performed:
  - a) via the foreign exchange bureau of the hotel (article 1), and
  - b) via currency exchange machines, if any (article 2).
11. In chapter 1, column 1 „Foreign currency” shall be indicated the amounts of foreign currency purchased from individuals in the reporting period.

If, during the reporting period, foreign currency purchase operations were revoked by individuals, the amounts indicated in column 1 shall be reflected after deduction of the amounts related to the respective revocation operations.
12. In chapter 1, in column 2 „Equivalent in Moldovan lei” shall be indicated the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, determined by application of the buying rates established by the hotel for the foreign exchange bureau and, if any, for each currency exchange machine, for each day.

**13.** In chapter 1, in column 3 „Number of operations” shall be indicated the number of purchase operations of cash in foreign currency and traveler’s checks in foreign currency from individuals in the reporting period.

If, during the reporting period, foreign currency purchase operations were revoked by individuals, the number of purchase operations shall be reflected after deduction of the number of respective purchase operations revoked by individuals.

**14.** In chapter 2 „Purchase operations of foreign currency revoked by customers” shall be indicated the foreign currency purchase operations revoked by individuals in the reporting period. Shall be indicated only the information on purchase operations revoked after their completion.

**15.** In chapter 2, in column 1 „Foreign currency” shall be indicated the amounts of foreign currency returned to individuals following revocation of foreign currency purchase operations in the reporting period.

**16.** In chapter 2, column 2 „Equivalent in Moldovan lei” shall be indicate the equivalent in Moldovan lei of the amounts of foreign currency reflected in column 1, which was received from individuals following revocation of foreign currency purchase operations.

**17.** In chapter 2, column 3 „Number of operations” shall be indicated the number of purchase operations revoked by individuals in the reporting period.

**18.** In chapter 3 „Delivery operations to the licensed bank of the purchased foreign currency cash” shall be indicated the information on delivery operations to the licensed bank of the purchased foreign currency cash, via the hotel's foreign exchange bureau and, if any, via currency exchange machines, for being recorded in the hotel’s accounts.

**19.** In chapter 3, in column 1 „Foreign currency” shall be indicated the amounts of purchased cash in foreign currency while carrying out the activity of foreign exchange in cash with individuals, which were delivered to the licensed bank to be recorded in the hotel’s accounts.

**20.** In chapter 3, in column 3 „Number of operations” shall be indicated the number of operations of delivery to the licensed bank, in the reporting period, of the cash in foreign currency indicated in column 1.

**21.** The report shall be signed by the administrator and chief accountant, responsible for the hotel’s currency exchange activity in cash with individuals.