

Managing **cash** in society.



How to register your deposit



This is how you register your deposit

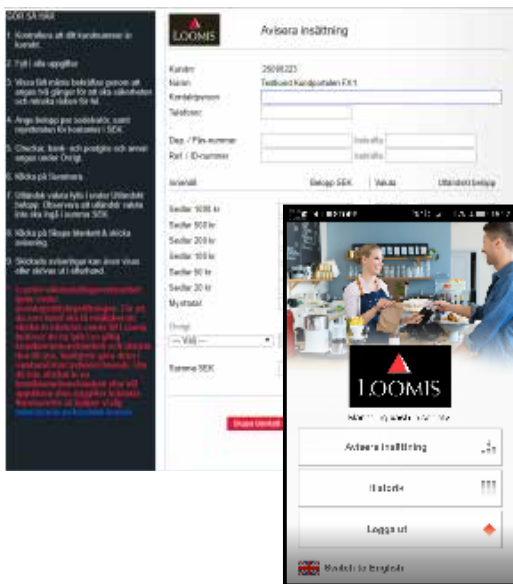
To make it as easy as possible, we have made this instruction on how to register your deposit, and how to pack it. If the deposit has not been prepared properly as described below, Loomis will handle the bag manually which will add a cost.

Customer- and bag number

Your customer number as well as the bag number is required in your contact with us. You find this information on your deposit receipts that you have received via e-mail or letter.

If there is a problem with the registration, make a new one with a new bag. Automatic deletion of the incorrect bag occurs in the system after 30 days.

A step-by-step instruction on handling your deposit



Register your deposit at Loomis.se

At our webpage Loomis.se/minasidor you log in to register your deposit.

Choose **Avisera ny insättning** in the menu and press **Ny avisering**.

Fill in your contact details, bag number and reference (if required).

Enter an amount per value and any other remaining amount (like cheque or giro forms).

Click **Summera** to get the total amount.

Register your deposit via the Loomis Cash Manager app

Instead of register through the website you can download our app to your smartphone/tablet. You log in and enter the same information as on the website. An advantage with the app is that you can scan your barcode instead of writing down the number.



Put the money in the bag

A deposit may contain Swedish banknotes, foreign banknotes, a limited number of coins, cheque, postal money orders and giro forms.

In your agreement, you find information regarding content and maximum amount.

Help us to do the work as smoothly as possible by;

Roll out all the notes and turn them in the same direction. Sort them by value, with the largest value at the bottom and the smallest value at the top. Do not make bundles or use clips or rubber bands etc.

Put the coins loose in the bag, not tubed or taped.



Seal the bag

Once you have deposited your cash following our instructions, it is time to close the bag. To do this, pull the red protective strip on the inside of the bag opening.

Then press it together and the bag is well sealed.

Pull the tear-off tab on the safety bag and keep it. Save it until you have received the money in your account, as the bag number will be visible on your bank statement.



The image shows a blank Swedish cheque form. It has a yellow background with a subtle pattern. The fields are labeled in Swedish: 'Ort och datum' (Location and date), 'Kronor (med bokstäver)' (Crown (with letters)), 'Till' (To), 'Underskrift' (Signature), and 'Kontohavare' (Account holder). There is also a small 'Kontonummer' (Account number) label at the bottom right.

Cheque or bank draft

In order for us to redeem a cheque or bank draft, it must be filled in correctly. See instructions below.

We do not accept traveler's cheques or cheques with a foreign amount or bank cheque. On the front of the cheque, you write;

City and date.

The amount in letters followed by numbers (e.g. SEK six thousand) is the valid amount for redemption.

The written amount must match the amount stated in numbers. If numbers and letters do not match, the letter amount is applicable.

Address must be filled in, either with company stamp or by hand.

Signature of the drawer of the cheque must be present.

On the back of the cheque quote the following:

Stamp or handwritten: **For deposit on our account XX at bank XX (your bank)**, followed by company name and signed with signature.

The ID credentials must be checked, filled in and signed at checkout upon receipt of cheque.

Questions?

If something is unclear in how to calculate your cash or arrange your safety bag, just contact us. You reach us by e-mail: kundservice@se.loomis.com or by phone: 010-163 63 00.

Frequently asked questions and answers can also be found on loomis.se.

