

**BANQUE DU LIBAN**

**Basic Circular No 117**

**Addressed to Banks  
and also to Financial Institutions, Money Exchange Institutions, Financial  
Intermediation Institutions and Leasing Companies**

Attached is a copy of Basic Decision No 9901 of May 13, 2008, relating to the verification of checks and payment orders drawn on the Banque du Liban.

Beirut, May 13, 2008

The Governor of the Banque du Liban

Riad Toufic Salamé

**BANQUE DU LIBAN****Basic Decision No 9901****Verification of checks and payment orders drawn on the Banque du Liban**

**The Governor of the Banque du Liban,**

**Pursuant to the Code of Money and Credit, notably Articles 70 and 174 thereof;**  
**Pursuant to Law No 133 of October 26, 1999, on the Banque du Liban General Mission;**  
**Pursuant to Law No 160 of December 27, 1999, on Regulating Leasing Operations, notably Article 20 thereof;**  
**Pursuant to Law No 234 of June 10, 2000, on Regulating the Financial Intermediation Profession, notably Article 10 thereof;**  
**Pursuant to Law No 347 of August 6, 2001, on Regulating the Money Changer Profession, notably Article 18 thereof; and**  
**Pursuant to the Decision of the Central Council of the Banque du Liban, taken in its meeting of May 7, 2008,**

**Decides the following:**

**Article 1:**

All banks, financial institutions, money exchange institutions, financial intermediation institutions and leasing companies operating in Lebanon must:

- 1- Act with due diligence and adopt the strongest safety measures in keeping, controlling, delivering, using and dealing with the stock of checkbooks related to their accounts at the Banque du Liban.
- 2- Verify meticulously the content, form, specifications, features and marks of the checks and payment orders drawn on the Banque du Liban, as required by legal and regulatory texts in force, before collecting them and paying their value.

**Article 2:**

When detecting falsified, forged or altered checks or payment orders drawn on the Banque du Liban, the concerned institutions mentioned in Article 1 above must:

- 1- Keep these checks and payment orders in order to deliver them to the Banque du Liban, and prepare the relevant report in accordance with Form No 1 attached to this Decision.

- 2- Notify the Banque du Liban immediately by fax, to be addressed to both the Legal Department (Fax No: 01/347389) and the Current Operations Department (Fax No: 01/750420). The notification letter shall be prepared in accordance with Form No 2 attached to this Decision.
- 3- Deliver, by the end of the day following their detection, the falsified, forged or altered checks and payment orders to the BDL Current Operations Department, along with the notification letter prepared in accordance with the above-mentioned Form No 2.

**Article 3:**

Any institution that does not comply with the provisions of this Decision shall be exposed to administrative and legal proceedings, including the obligation to pay a compensation for resulting damages.

**Article 4:**

This Decision shall come into force upon its promulgation.

**Article 5:**

This Decision shall be published in the Official Gazette.

Beirut, May 13, 2008

The Governor of the Banque du Liban

Riad Toufic Salamé

**FORM No 1**

**Report on the detection of falsified, forged or altered checks/payment orders**

Report No:

Date:

**Information on the customer depositing falsified, forged or altered checks/payment orders**

Natural person:

Full Name:

Register No:

Mother's name:

Title:

Nationality:

Address:

Place and date of birth:

Phone:

**Specifications of falsified, forged or altered checks/payment orders**

Type	Number	Withdrawal date	Value	Drawer	First beneficiary	Detection time

**How the falsified, forged or altered checks /payment orders were detected**

.....  
 .....  
 .....  
 .....

Name and Signature of the  
 Employee preparing the report

**Depositor's statement and signature**

I the undersigned, ....., depositor of the checks/payment orders, hereby declare that I have read all the information mentioned in this report and received a copy of it, and that I approve the contents thereof.

Signature

This report was made in two copies, the first given to the checks/payment orders' depositor, and the second kept with the party preparing the report, for submission to the competent official authority, if needed.

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**FORM No 2**

**Notification addressed to Banque du Liban  
On the detection of falsified, forged or altered checks/payment orders**

Sender's name:

Date:

No on the Banque du Liban List:

**Information on the falsified, forged or altered checks/payment orders**

Type	Number	Issue date	Value	Drawer	First beneficiary	Report number given by the sender

**Reserved for Banque du Liban**

Reception date	Incoming mail number	Receiver's signature