



# PREMIUM**TRUST** BANK LTD

## STAMP DUTY Remittance

PTB/COPS/EBANKING/22/0001  
Version 1.0



Policy number	PTB/COPS/EBANKING/22/0001
Policy Owner	E-banking Operations
Policy Status	Current
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## Document Control Sheet


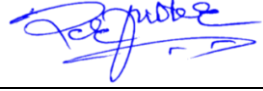
### Version and Update History

Date	Document Version	Document Revision History	Document Author/Reviser
01-07-2022	1.0	Document creation	E-Banking Operations
01-07-2022	1.0	Document Review	Conduct & Compliance
01-07-2022	1.0	Document Approval	ED OPS & MD

### Reviewed by

Name	Title	Version	Signature & Date
Temitope Obielodan	Unit Head	1.0	 11.01.2023
Tomisin Bodunde	Team Lead	1.0	 11.01.2023
	Team Lead	1.0	
	Conduct & Compliance	1.0	

### Approval

Name	Title	Version	Signature & Date
Kingsley Emekpe	GH COPS	1.0	 01/09/2022
Cosmas Uwaezuoke	CCO	1.0	
Cyril Osheku	COO	1.0	

Emmanuel Emefienim	MD/CEO	1.0	
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## Change Control

Change Clause/Frequency
The contents of this document are subject to change control on a twenty-four (24) months review cycle.

### 1. PURPOSE

*This process manual is aimed at the refined procedures to which transactions are consummated in Ebanking operations as it pertinently affects the standard operating activities, performer, responsibility, timeline, and priority.*

### 2. DEFINITIONS

This comprises of abbreviations and the full meanings.

- COPS- Central Operations
- GH- Group Head
- MICR: Magnetic Ink Character Recognition
- ATM- Automated Teller Machine
- POS- Point of Sale
- CBG- Corporate Banking Group
- CCMO- Conduct & Compliance Monitoring Officer
- NUBAN- Nigeria Uniform Bank Account Number
- CBA- Core banking Application
- CBN- Central Bank of Nigeria
- NOSTRO- Premium Trust Bank Account with other banks or Our Operating Account with other banks
- URL- Uniform Resource Locator

- RM- Relationship Manager
- EOD- End of Day
- FGN- Federal Government of Nigeria
- WHT- Withholding Tax
- VAT- Value Added Tax
- BVN- Bank Verification Number
- CEMP- Customer Experience Management Personnel
- CCMO- Conduct Compliance and Monitoring Officer

### 3. APPLICABILITY & SCOPE

The process manual takes effect immediately has been signed off and the scope covers all transactions captured in this process manual.

### 4. POLICY REQUIREMENTS

To ensure transactions are consummated according to the documented and signed off procedures as contained in the process manual.

### **Roles and Responsibilities – STAMP DUTY Remittance**

s/n	Roles	Responsibility
1.	Stamp Duty Remittance	E-Banking Funds transfer Officer

No.	Action	Description	Responsibility	Time Taken
	<b>STAMP DUTY REMITTANCE</b>			
	STAMP DUTY Remittance	<ul style="list-style-type: none"> <li>Send an advice to Core Banking Team requesting for breakdown of stamp duty remittance for previous week (last week Saturday -Friday)</li> <li>Obtain the figures from both team and merge the entries together</li> <li>Ensure that figure to be advised NIBSS (<a href="mailto:abcoperations@nibss-plc.com.ng">abcoperations@nibss-plc.com.ng</a>) is sufficient to accommodate the debit in Stamp duty account</li> <li>Login to the FIRS E-Portal (<a href="https://stampduty.gov.ng/login">https://stampduty.gov.ng/login</a>) and input the value and volume of the Stamp duty amount to be debited to generate an e-bills receipt.</li> <li>Credit the stamp duty NUBAN <b>XXXXXX</b> with the amount to be remitted and advise branch to pass the debit using the e-bills receipt generated on stamp duty. The branch sends an e-copy receipt showing evidence of remittance to FIRS</li> <li>Send the advise via email to NIBSS (<a href="mailto:abcoperations@nibss-plc.com.ng">abcoperations@nibss-plc.com.ng</a> on <b>Monday</b></li> <li>Send a copy of stamp duty remittance to <b>CBN</b> <a href="mailto:paymentdata@cbn.gov.ng">paymentdata@cbn.gov.ng</a> before close of Business every Monday except there is a public holiday which must be sent next working day</li> </ul>	E-Banking Funds transfer Officer	2hrs
	Stamp Duty upload	<ul style="list-style-type: none"> <li>Debit the SAF account 0028532966 and credit the stamp duty internal account <b>XXXXXX</b></li> <li>Debit stamp duty account XXXXXX and credit NUBAN account XXXXXX</li> </ul>	E-Banking Funds transfer Officer	30mins
	Daily Stamp Duty upload on NIBSS FTP Server	<ul style="list-style-type: none"> <li>An automated mail is received from which contains daily files on stamp duty</li> <li>Click on the hyperlink and choose the current date</li> <li>Save file in CSV format as 232_DD/MM/YYYY</li> <li>Login to the FTP file <a href="https://webserver.nibssplc.com/thinclient/">https://webserver.nibssplc.com/thinclient/</a> and upload the file</li> </ul>	E-Banking Funds transfer Officer	15mins

## Work Tools:

Available workstation

- NIBSS FTP File server CBA
- FIRS E-Portal