



# PREMIUM**TRUST** BANK LTD

## PAYU SETTLEMENT

PTB/COPS/EBANKING/22/0001  
Version 1.0



Policy number	PTB/COPS/EBANKING/22/0001
Policy Owner	E-banking Operations
Policy Status	Current
Date Signed Off	July 2022
Review Frequency	24 Months
Next Review Date	July 2024

## Document Control Sheet


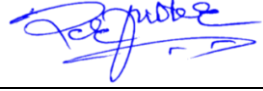
### Version and Update History

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 – PAYU SETTLEMENT

s/n	Roles	Responsibility
1.	PAYU Settlement	E-Banking Ops staff

No.	Action	Description	Responsibility	Time Taken

	<b>PAYU Settlement</b> <ul style="list-style-type: none"> <li>Download statement from via Sharedfolder link:</li> <li>Download the settlement report via <a href="https://mcaportal.herokuapp.com/mca/report">https://mcaportal.herokuapp.com/mca/report</a></li> <li>At settlement, (T+1), failed transactions are identified and refunded to customers while successful transactions are credited to PAYU account via Neft after bank share of income is deducted. Remittance is weekly.</li> <li>To arrive at successful and failed transactions, unique identifier that reference id which is common to the PTB'S CBA report and settlement report is used.</li> </ul>	E-Banking Ops staff	1 hour
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### Work Tools:

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- CBA
- Shared Point statement
- Microsoft Excel sheet
- PayU Plaform