

PROCESS FLOW FOR PTA/BTA

INPUT			
S/N	ACTIVITY	DESCRIPTION	RESPONSIBILITY/TURN AROUND TIME(TAT)
1.	Customer logs on CBN TRMS portal to initiate a PTA/BTA request	<p>The customer logs in on TRMS portal using the link below: https://www.tradesystem.gov.ng</p> <ul style="list-style-type: none"> a) The Applicant must have an existing account with PremiumTrust Bank b) The customer selects preferred branch and completes the e-Form A. c) Customer uploads all the required regulatory documents precedent to purchase of PTA/BTA d) Customer submits the completed e-Form A (after the generated reference is received) to the selected branch via the TRMs portal. e) The customer should have a printed copy of the generated e-Form A. 	<p>PremiumTrust Bank Customer</p> <p>TAT: At Customer's Prerogative</p>
2.	Customer presents his documents for PTA/BTA purchase to the selected branch	<p>The Teller and Branch Service Manager receives customer's documents as stipulated below for review and validation.</p> <p>PTA – Valid International Passport, Valid Visa, Return Flight Ticket (with paid status), Duly Completed e-Form A, Customer Request Form, Completed PTA/BTA Declaration Form, Tax Clearance Certificate (TCC) evidencing tax payment/compliance for three (3) years preceding the current year of assessment or a Tax Exemption Certificate.</p> <p>BTA - Duly Completed e-Form A, Customer Request Form, Travel Documents -Valid International Passport with relevant visa and International Return Air Ticket (with paid status), Letter of request from the corporate body stating the purpose of the visit addressed to PremiumTrust Bank, Certificate of the Business Registration/Incorporation, Letter of Invitation from Overseas Business Partner, Completed PTA/BTA Declaration Form. Tax Clearance Certificate (TCC) evidencing tax payment/compliance for three (3) years preceding the current year of assessment or a Tax Exemption Certificate.</p>	<p>Branch Service Manager</p> <p>TAT: 3 Minutes</p>
3.	Travel Documents Review and Validation	<ul style="list-style-type: none"> i. Branch reviews and validates authenticity of the documents provided. ii. International Passport can be confirmed using the link below. http://172.18.5.50/Security/ShowLoggedOutStatus iii. Returned flight ticket paid status can be confirmed on the respective Airline website. 	<p>Branch Service Manager</p> <p>TAT: 5 Minutes</p>

4.	e-Form A review by the Branch Reviewer	The Dedicated FX teller who is the Branch Reviewer logs on to the URL below to review the applicant's e-Form A application and supporting documents as uploaded by the customer and submits for authorization if okay with the review. https://www.tradesystem.gov.ng/index.html	Teller TAT: 5 Minutes																		
5.	Branch Supervisor authorizes the e-Form A review	The Service Manager who is profiled as the branch supervisor also logs in to the link to authorize the e-Form A application as reviewed by the Branch Reviewer and if okay with the inputs and supporting documents, approves the request.	Branch Service Manager TAT: 5 Minutes																		
6.	Treasury advises FX availability and Allocate funds	The Treasury team advises Banking Services Group daily on FX availability as well as allocating funds for PTA/BTA payments.	Treasury Dealers TAT: Start of Business																		
7.	Disbursement Reviewer Initiates funds disbursement on the CBN trade platform	Once the customer's application is approved by the Branch Supervisor, the FX teller who is also the Disbursement officer proceeds to initiate funds disbursement for the customer on the CBN TRMS platform once funds availability is confirmed. The FX teller is expected to stamp the original passport of the customer also stating the amount purchased and the rate. E.g. \$4,000 @ 760	Teller TAT: 5 Minutes																		
8.	Funds disbursement is approved on the CBN trade platform by the Disbursement Authorizer	Finally, on the TRMS platform, the BSM who also doubles as the final Disbursement Officer, proceeds to approve funds disbursement on the platform. Above is done after Authorization to disburse an approved amount is given by the Group Head, Banking Services.	Branch Service Manager TAT: 5 Minutes																		
9.	Account Entries	Once disbursement is approved by the Branch Service Manager, the accounting entries follows: <table border="1"><tr><td></td><td></td><td></td></tr><tr><td></td><td>Dr</td><td>Customer Acct (NGN) for PTA/BTA Value Approved for disbursement</td></tr><tr><td></td><td>Cr</td><td>Branch USD Cash Transit A/C (Suspense)</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td>Dr</td><td>Customer Acct for N5,000(CBN Form A Charge)</td></tr><tr><td></td><td>Cr</td><td>Form A Suspense Account</td></tr></table>					Dr	Customer Acct (NGN) for PTA/BTA Value Approved for disbursement		Cr	Branch USD Cash Transit A/C (Suspense)					Dr	Customer Acct for N5,000(CBN Form A Charge)		Cr	Form A Suspense Account	Teller TAT: 5 Minutes
	Dr	Customer Acct (NGN) for PTA/BTA Value Approved for disbursement																			
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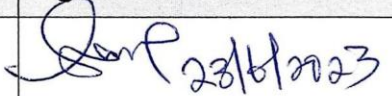
			Dr	Branch USD Cash Transit A/C (Suspense)	
			Cr	Teller Till - FCY Cash	
10.	Account Entries	Once the FX teller has submitted the transaction, it moves to the Branch Service Manager (BSM) for authorization. The BSM reviews all inputs and approves the transaction posted.			Branch Service Manager TAT: 5 Minutes
11.	Funds is availed to the customer and customer signs off the PTA/BTA Register	Once the accounting entries have been passed, the FCY value is availed to the customer and customer signs off the PTA/BTA register as appropriate. The customer's Int'l passport is endorsed, noting the value of FCY disbursed, the rate and the date of disbursement. Afterwards, the customer is paid in cash. Customers are expected to verify their cash using the FX Verifying machine.			Branch Service Manager TAT: 5 Minutes
12.	Document Filing and Registering	The branch properly files copies of the documents provided and ensures the PTA/BTA Register is correctly filled and signs off.			Teller and Branch Service Manager TAT: 5 Minutes
13.	Post ticket review	Branch ensures they conduct a post ticket review after the customer's departure date and provides appropriate report on the PTA/BTA Report Portal. (To be created)			Branch Service Manager TAT: 5 Minutes
14.	Outcome of ticket Review	Where ticket status shows "utilized" or "valid", go to 15. Where ticket status shows "cancelled", go to 16.			Branch Service Manager TAT: 5 Minutes
15.	Utilized ticket	The report is uploaded on the portal as stated in point 13, and that ends it			Branch Service Manager TAT: 5 Minutes
16.	Cancelled ticket	<ol style="list-style-type: none"> 1. Reach out to the customer to ask for the reason for the cancellation. If it is a case of rescheduled flight, new tickets should be provided by the customer. 2. If it is a case of cancelled flight, the customer is expected to return the purchased FX, and transaction reversed. 3. If there is no genuine reason for the cancellation and the customer is not returning the purchased FX, the following should be done. <ol style="list-style-type: none"> A. Account should be reported to the conduct and compliance team for filing of STR, 			Branch Service Manager TAT: 5 Minutes

		<p>B. PTA/BTA purchase to be reported on the portal as contained in 13 above.</p> <p>C. A mail should be sent to customer's registered email as documentary evidence that he was duly communicated for the PTA/BTA default, and a reminder mail sent 2 days after the first.</p>	
17.	Fake documents (Visa or passport)	Where fake document(s) is established, evidence should be documented, and customer should be held in the branch while compliance and Banking Services is duly informed for further action.	<p>Branch Service Manager</p> <p>TAT: 5 Minutes</p>

TREASURY OPERATIONS

Account Entries	Dr	Nostro (UBA New York) FCY/Customer Dom
	Cr	CBN/Customer LCY


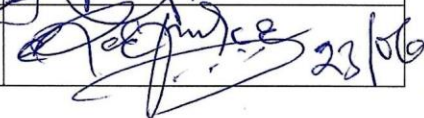
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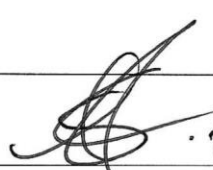

Name	Title	Version	Signature & Date
Jane-Javaline Igwe	Team Lead, Trade processing and Support	1.0	 23/6/2023

Reviewed By

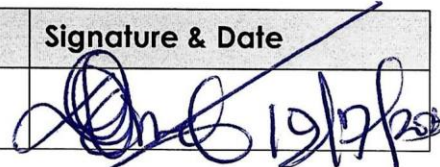
Name	Title	Version	Signature & Date
Emmanuel James	Group Head, International Trade Services	1.0	 23/6/2023
Tolulope Ogundipe	Group Head, Banking Services	1.0	 12/7/2023

Concurrence

Name	Title	Version	Signature & Date
Tiwa Ademoyega	Group Head, Treasury & Financial Institutions	1.0	
Cosmas Uwaezuoke	Chief Compliance Officer	1.0	 23/06/2023

Kingsley Emekpe	Group Head, Central Operations	1.0	 . 23/06/23
Cyril Osheku	Chief Operating Officer	1.0	 30/06/23

Approval

Name	Title	Version	Signature & Date
Emmanuel Emefienim	MD/CEO	1.0	 19/7/23