

# Payments Policy - Version 9

## 1. Purpose

This document outlines the policy for payments handled by our organization.

## 2. Policy Summary

We aim to ensure all payments are processed efficiently. Contact [support@company.com](mailto:support@company.com) for issues or clarifications.

## 3. Payment Processing

All payments must include a transaction reference number.  
This ensures accurate tracking of each payment.

## 4. Payment Processing

Payments via installment plans require credit approval.  
Approval assesses customer creditworthiness.

## 5. Payment Methods

Emergency payments are processed within 30 minutes.  
Fast processing supports urgent needs.

## 6. Payment Rules

Payments made in foreign currency incur a 2% conversion fee.  
Fee covers currency exchange costs.

Payment records are archived for 5 years.  
Archiving complies with regulatory requirements.

## 7. Summary

Condition Type	Details	Explanation
Payments	All payments must include a transaction reference number.	This ensures accurate tracking of each payment.
Payments	Payments via installment plans require credit approval.	Approval assesses customer creditworthiness.
Payments	Emergency payments are processed within 30 minutes.	Fast processing supports urgent needs.

Condition Type	Details	Explanation
Payments	Payments made in foreign currency incur a 2% conversion fee.	Fee covers currency exchange costs.
Payments	Payment records are archived for 5 years.	Archiving complies with regulatory requirements.

8. Contact

For queries, email support@company.com or call 0800-123-456 during business hours (9 AM - 5 PM, Monday to Friday).