

## **STEP-BY-STEP PROCESS FOR CERTIFICATION OF PAYMENT TERMINALS AND/OR PAYMENT APPLICATIONS.**

The below-mentioned steps represent the general flow of activities involved in the certification of Payment Devices and/or Payment Applications:

1. **Formal Letter of Intent** – This is a formal request done to the MD, NIBSS specifically stating intent to have a Payment Device/Application certified as fit for the Nigerian market by NIBSS. The name of the device, the manufacturer, unique features of the device and other necessary information must be included in this request.
2. **POS Functional Specification Process Document** – On receiving the management-approved request, the Certification Team provides the requesting party with the POS Certification process document, and requires that Company to provide the Items listed in specific sections of the document.
3. **Submission of Requirements** – The Company submits the documents as required, and NIBSS Legal Team performs a thorough examination of the documents provided. As part of this examination, Due Diligence Visits may be performed to assess the capability of the company in carrying on its business.
4. **Execution of NDA** - After Due Diligence Visit, there may be need to execute a Non Disclosure Agreement with NIBSS (particularly for Application Certification) to be followed by the provision of API (Interface Specification Document), POS Functional Specifications, and POS Certification Test Cases for the purpose of guiding Application Development.
5. **Letter of Commitment** – As part of the certification process, all OEMs (Payment Device Manufacturers) are required to provide a formal letter to NIBSS clearly expressing their partnership with and support of the company whose device is presented for certification. Also, Technical Support and other Maintenance/Replacement Commitments are required
6. **Assessment of POS Terminal and/or Application** – The Payment Device and/or Application gets subjected to rigorous checks and tests by the Certification Team, using the CBN defined requirements and other internationally recognized benchmarks for standardization of Payment Devices and Applications, as defined in the CBN Guidelines for POS Card Acceptance Services of August 2011.
7. **Issuance or Decline of Certificate** – After the assessment is conducted, the findings of the certification team is communicated to the Device/Application Owner. Where found to have been Compliant with

all requirements, Certificate and Statement of Compliance is issued. Where not compliant, identified defects are communicated to the company, which must be corrected before certificate and statement of compliance are issued.

8. **Renewal of Certificate** – The documents carry a validity period of 24 months, after which it becomes obsolete. Both documents when received are to be consistently renewed 24 months from the Date of Approval mentioned on the documents.