

## **NIBSS CERTIFICATION RENEWAL PROCESS**

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

1. Submission of Letter of Intent by Institution requesting for Renewal of Payment Terminal/Application Certification. The name of the Application, current Application version, Name of the device that the application runs on, updated Compliance Standards and certificates, updated letter of partnership from manufacturer (if there are any changes), contact email/phone number and other necessary information **MUST** be included in this request.

As an addendum to the Letter of Intent, the client **MUST** attach the following:

- a) a photocopy of your license issued by the Central Bank of Nigeria (CBN) to operate as a Payment Terminal Service Provider (PTSP). If you do not have this, you can provide an Approval-In-Principle (AIP) issued by the CBN.
- b) a document capturing your Segment of Market Coverage and Evidence of Playing in the Payment Space.

**NB. Please note that the above document requirements are pre-requisites for Point of Sale Terminal/Application Certification and must be submitted alongside the Formal Letter of Intent for pre-assessment.**

2. Payment of Certification Renewal Fee – *NGN 50,000 per Payment Terminal OR Application and submission of evidence. If you are renewing both application and device, the renewal fee would be NGN 100,000.*
3. Submission of updated certificates and valid documents for the Terminal and the Application by the Institution requesting for Certification Renewal. E.g. Updated EMV L1 & L2, PCI PTS, MasterCard TQM, VISA Evaluation Report etc.
4. The Certification Team provides the requesting party with the most recent update of the **POS Application Certification Test Script** that will guide the client while carrying out regression testing on the Application

prior to submission for renewal. Upon successful Testing, client is expected to submit the Filled **POS Application Test Script** to NIBSS for evaluation and review.

5. **Assessment of Terminal and Testing of Payment Application by client** – The client conducts *rigorous checks and application testing with captured evidences of tests to EPMS using the Test Script provided by Certification Team. This is to ascertain the Application meets NIBSS current Testing Standard for POS application.* Upon successful test completion, client is expected to submit the Filled **POS Application Test Script** to NIBSS for evaluation and review.
6. Submission of Terminal and Application by the Institution requesting for Certification Renewal – NIBSS Certification Team will schedule a **device handover session** with client for proper handover of the device and necessary pass codes for the Re-certification process to commence. **A brief demo is carried out on the application and basic checks on customer operations is done to ascertain if the application is ready for testing.** If this doesn't PASS, client's application and device is rejected, else NIBSS accepts the device and application. *Please note the application should be pointed to the Test Environment.*
7. NIBSS commences Certification and Validation Process
8. NIBSS Management Approval.
9. Issuance of Certificate - *Reflecting new Date of Issuance and Date of Renewal.*