

## BUSINESS: ADD SAMOS PARTICIPANT

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### 1. Participant – SARB Banking Supervision

- a) The applicant should, if not yet done, approach the SARB, Bank Supervision Department to apply for a banking licence. The participant can only join the SAMOS system if they have a valid Banking licence.

### 2. Participant – SWIFT

- a) The applicant should, if not yet done, approach SWIFT to apply for a valid SWIFT BIC code. The participant can only join the SAMOS system if they have a valid SWIFT BIC code.
- b) SWIFT takes six to seven weeks to process and implement SWIFT BIC codes.
- c) Please refer to the [SWIFT.com](http://www.swift.com), for more details
  - [http://www.swift.com/ordering/old\\_ordering\\_configuration/new\\_customers/activation\\_and\\_recommended\\_start\\_dates.page](http://www.swift.com/ordering/old_ordering_configuration/new_customers/activation_and_recommended_start_dates.page)
  - The recommended start dates do not include the time necessary for the National Member Group (NMG) to verify the eligibility criteria of the applicants and to communicate it to the SWIFT Membership Management. Once received, the SWIFT Membership Management then presents this result to the SWIFT Board of Directors for final approval. This process can take several weeks
- d) There are three options.
  - If it is a new bank, then they will apply to join SWIFT using the “Undertaking, Join SWIFT” form see: “U” in the [A-Z](#). Based on this application, the BIC code is granted.
  - If it is an existing bank and they want an additional BIC code – choose “Business Identifier Code” under “B” in the [A-Z](#).
  - If the bank is existing and wants to change the BIC code Change “Business Identifier Code” form under “B” would have to be completed. Here is the link to the change [A-Z](#).
- e) Applicants can also contact the SWIFT SA (Pty Ltd) office if further details are required at 011 250-5350.

### 3. Participant – SARB NPSD

- a) The applicant should inform the SARB in writing, of their intention to join the SAMOS system.

→ National Payment System Department,  
Head: Operations,  
PO Box, 427,  
PRETORIA,  
0001

b) The following information should be clearly recorded in the above notification by the applicant:

- Full Name of Institution.
- Short Name of Institution.
- Official physical address.
- Official postal address.
- Company Registration Number
- VAT Registration Number
- Participant SWIFT BIC code (Test and Live) or indicate intention to apply for SWIFT BIC code
- PCH Agreements that the participant will be participating in.
- Full name, surname, telephone and cellular phone numbers of business contact person.
- Full name, surname, telephone and cellular phone numbers of technical contact person
- SAMOS proposed take-on date.
  - The SAMOS participant should advise the SARB, NPS Department should the SAMOS take-on date change.
  - SARB contact details: SARB, NPS Department, SAMOS Customer Support Centre , Fax number 012 313-415, Tel number 0861 72667
- The applicant should, if applicable, advise the SARB if an external party is appointed to co-ordinate the SAMOS application.
- The applicant should, if applicable, advise the SARB if an external party is appointed to manage the submission of messages to the SAMOS system on behalf of the applicant

4. **SARB - NPSD**

a) SARB, NPSD will furnish a letter to the applicant confirming that the applicant has applied to join SAMOS. A copy of this letter will be provided to PASA.

5. **Participant – PASA**

a) The applicant should approach PASA to obtain the required application forms and process.

- The Chief Executive Officer,  
Payment Association of South Africa (PASA),  
PO Box 61380,  
Marshalltown,  
2107.  
PASA switchboard number (011) 645-6800

- b) The applicant will complete and return the following documents to PASA:
  - PASA Application Form (which will include the following documents)
    - Certified copy of banking licence.
    - Confirmation letter from SARB, NPSD that the participant has applied to join SAMOS.
    - Confirmation of Banking Council membership.
    - Relevant PCH agreement application forms.
  - Immediate Settlement (IMMS) PCH Application Form.
  - All other PCH Application Forms can be obtained from PASA.

## 6. **PASA**

- a) PASA will process the application. If the application is successful, **provisional PASA membership** is granted to the participant:
  - Provisional PASA membership allows the applicant to approach other participants regarding trading with them in the various PCH's.
- b) PASA will inform the relevant PCH members and applicable PCH System Operators of the application and will refer the PCH application form to the appropriate PCH PG for consideration.

## 7. **Participant**

- a) After PASA provisional membership has been obtained; the applicant will approach the SARB, NPSD to:
  - Establish what the SAMOS infrastructure requirements are if not already obtained.
    - The procurement of the required infrastructure by an applicant can take up to 6 months so the applicant should approach the SARB, NPSD as a matter of urgency.
    - The SARB, NPSD will set up a meeting between the applicant and the SARB Business Technology Department to initiate a project.
  - Request the allocation of SARB Settlement, Loan and Reserve Accounts for use in the SAMOS system.

## 8. **SARB - NPSD**

- a) The SARB NPSD will advise the applicant as well as PASA, in writing, of the Settlement, Loan and Reserve Account numbers once allocated by the SARB, Financial Market Department.
  - The SAMOS profile cannot be created on SAMOS by the SARB, NPSD until such time as the aforementioned account numbers have been furnished.

## 9. **Participant**

- a) The applicant can contact the SARB FMD for any Financial Instrument Register (FIR) queries. The participant will arrange for collateral to be reserved to the SAMOS system

- b) The applicant should provide confirmation to PASA regarding trade arrangements with other participants.
  - The confirmation letter from each participant will detail the approval or non-approval.
  - Non-approval by another participant can only be risk-based.
- c) Arrange for testing with the System operators and SARB NPSD
  - Pilot testing required is 4 weeks of which 1 week should be error free.
  - Once testing completed there will be a change freeze of 2 weeks to enable the submission of change notices and preparation for implementation.

10. **SARB - NPSD**

- a) SARB NPSD will circulate a NPSD Notice with the following information to PASA, SSPG and IMMS PG
  - Pilot test dates
  - Test and live BIC codes of the Participant
  - Test and live account numbers of the Participant
  - Proposed Live date of the participant
- b) The SARB, NPSD, upon certification of successful testing by the SARB, will confirm to PASA that the applicant has tested the relevant infrastructure successfully. This confirmation is required to enable a participant to be granted full PASA membership. This will be done via an Email notification
- c) The PCH System Operator/s and SARB will provide PASA with a letter certifying the applicant.
  - SARB and the PCH System Operator will CC the letters to one another.

11. **PASA**

- a) Once full PASA membership has been granted, PASA will arrange for the signing of the SAMOS Service and Settlement Agreements and the relevant PCH and PCH System Operator/s Agreements.
  - PASA keeps a soft copy of the SAMOS Service Agreement and will send two hard copies of the agreement to the new participant for signature (duplicate original copies are signed).
  - Once the SAMOS Service Agreement is signed by the participant, the duplicate original copies of the agreement are then forwarded to the SARB: Head – NPS Department for counter signature.
  - The SARB retains one original copy of the signed agreement (which is kept in safe custody by the Contract Management Division of Legal Services Department) and the other copy is sent to the participant.
- b) PASA will inform the SARB, NPSD of the following:

- The PCH's that the participant will participate in i.e. Immediate Settlement PCH (IMMS), STRATE or BE settlement.
- The final approved implementation date as agreed to between the applicant, the PCH System Operator/s, SSPG, IMMS, and the SARB, NPSD.

12. **SARB - NPSD**

- a) The SARB, NPSD and the PCH System Operator/s will officially notify PASA on the successful take-on of the applicant. NPSD will advise Bankserv, Financial Services Department as well as the SARB FMD of the successful creation of the Institution as a SAMOS Participant
- b) NPSD will confirm via a letter to the participant the successful take on date and all the relevant account numbers and agreement numbers.

13. **PASA**

- a) PASA will issue a membership certificate to the participant. PASA will inform the other PASA members, the SSPG, IMMS the PCH System Operator, the SARB and the applicable PCH PG's.