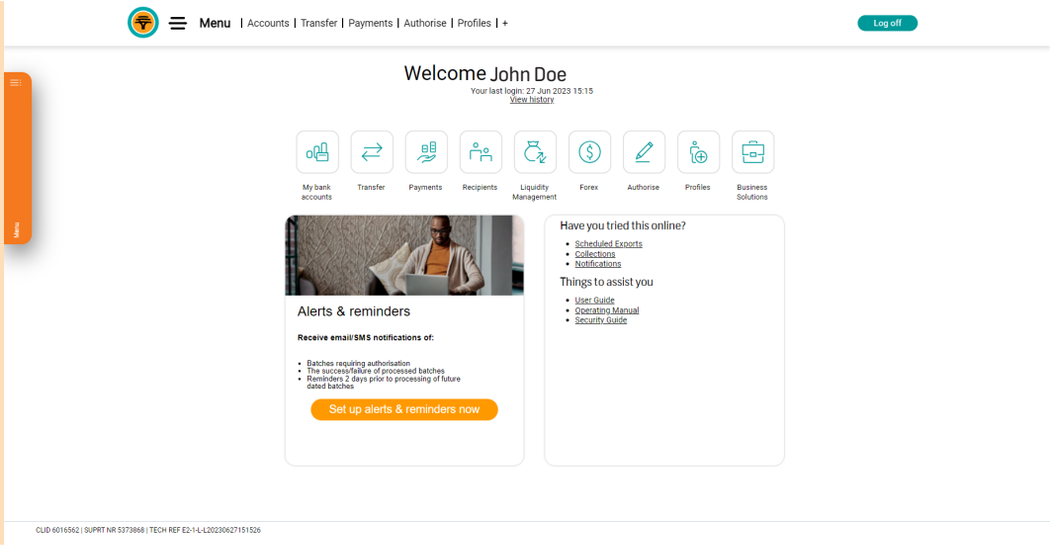
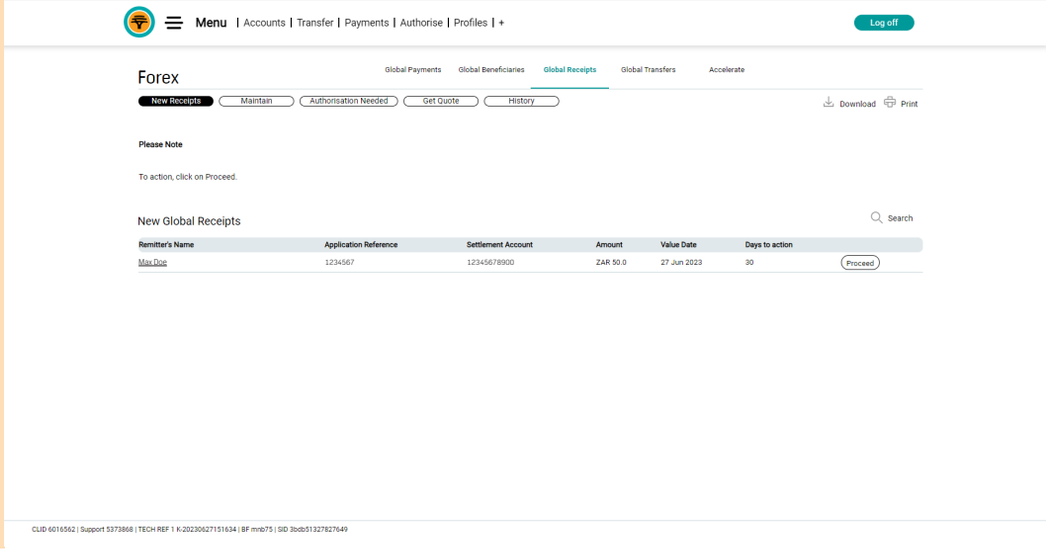
Processing Global Receipts with FNB Online Banking Enterprise

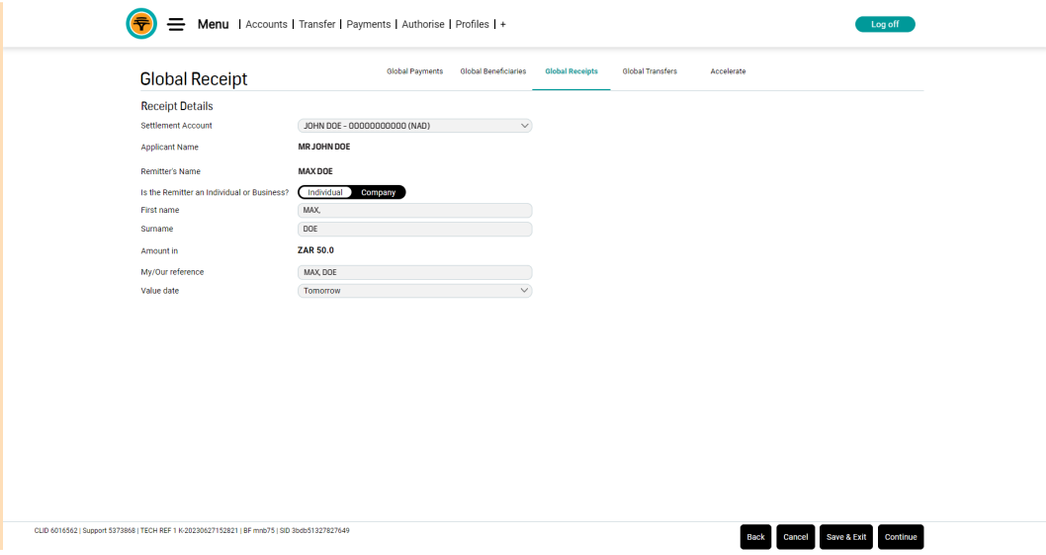
1. Select **Forex**



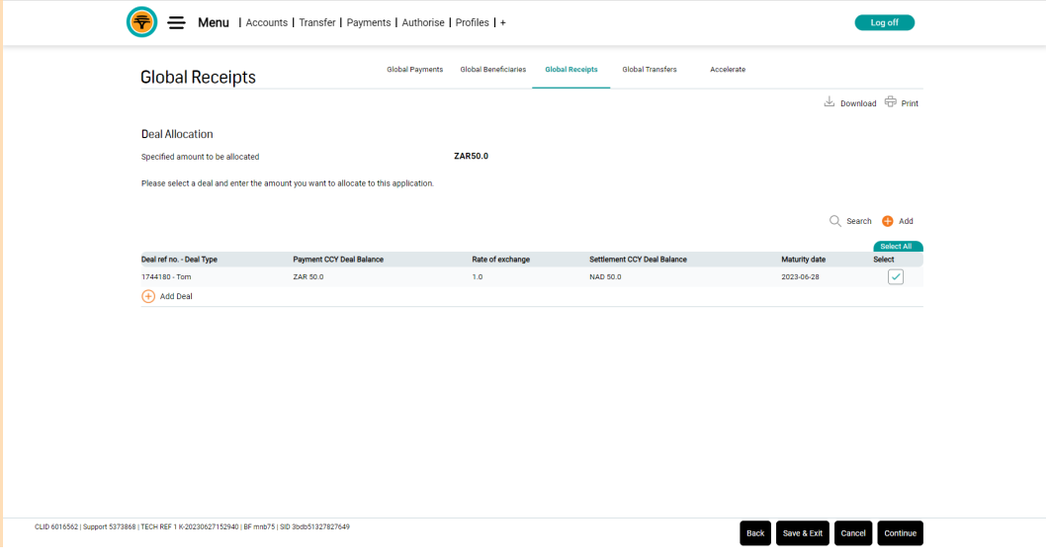
2. Select **Global Receipts** and all available receipts will be displayed. Click on **Proceed** next to the receipt that needs to be settled.



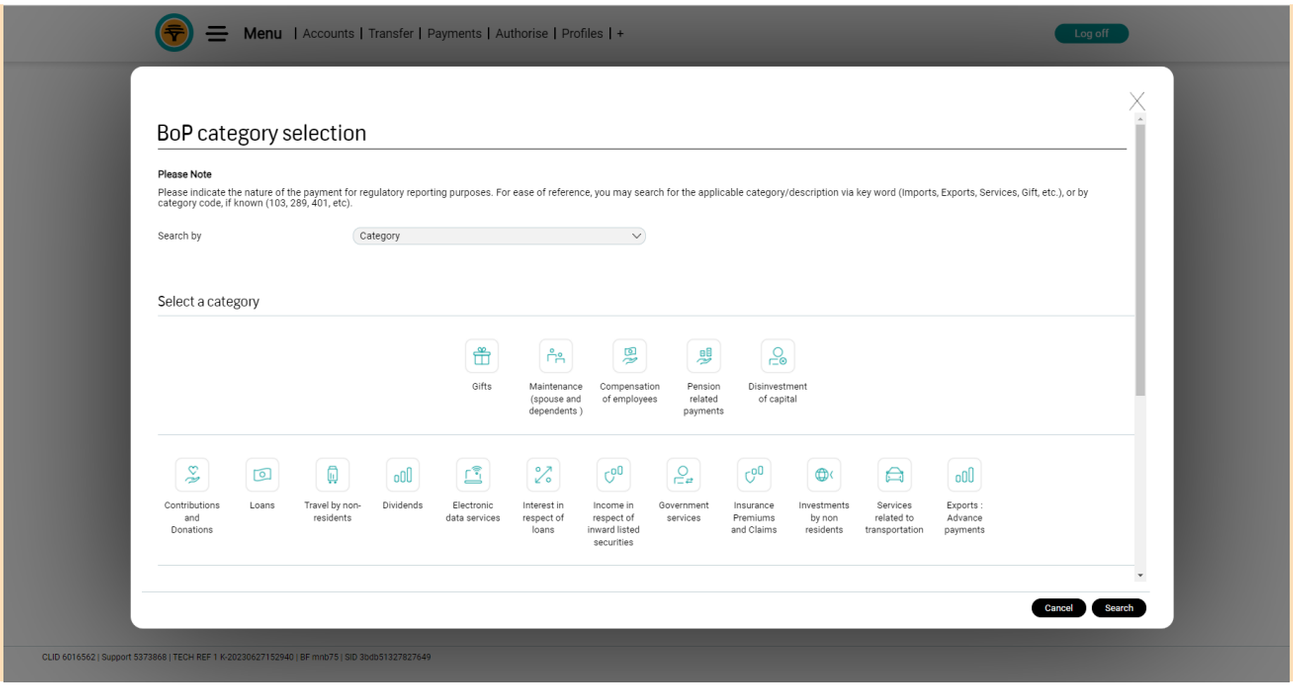
3. Details of the inward payment will be already displayed. Click on **Continue**



4. Where a rate was pre-booked, this will be displayed provided that all details inserted are the same as confirmed with the bank. **It is important to select this trade by adding a 'tick' to the box**. Failure to do so will result in the deal being reversed which may result in losses to you. (For CMA ZAR payments, pre-booked deals are only required for amounts above 5 million Namibian Dollars)



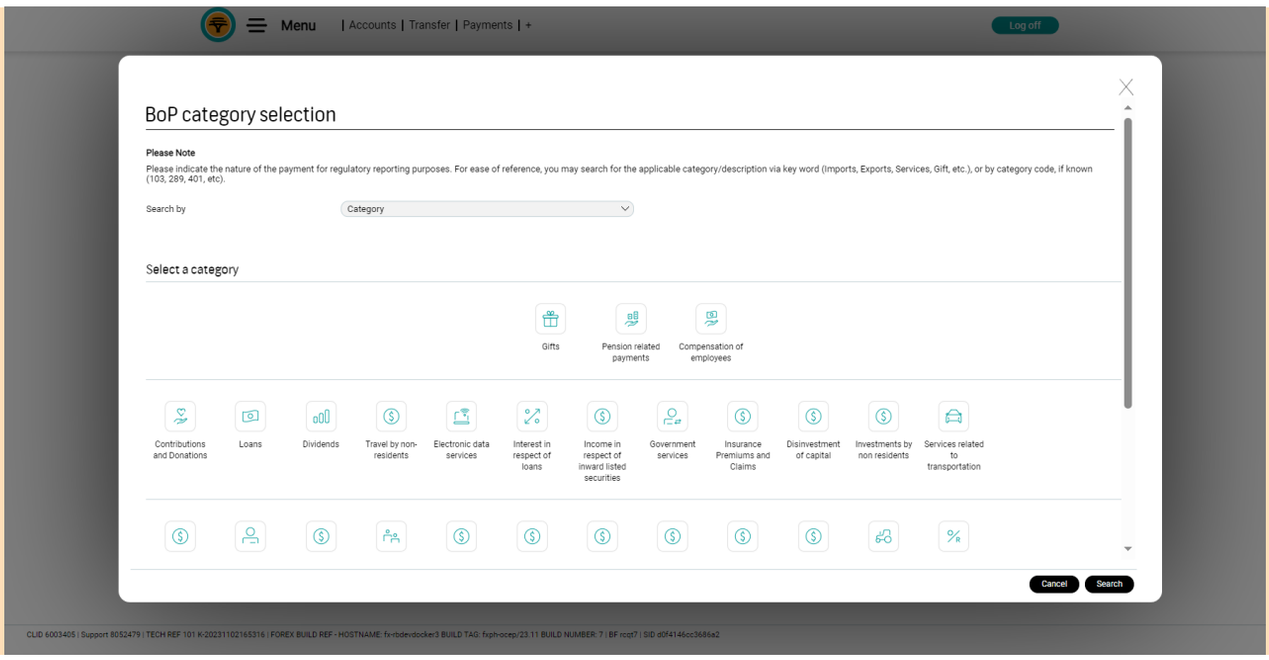
5. Select the **BoP code** (reason for receipt). This can be searched directly by code using the 'search by' dropdown. Please note that this is a regulatory declaration and thus needs to correspond to the nature of the activity that generated the inflow.



For **BoP Codes 101 to 104**, additional information will be required as per below:

101 and 102 BoP Code Ranges

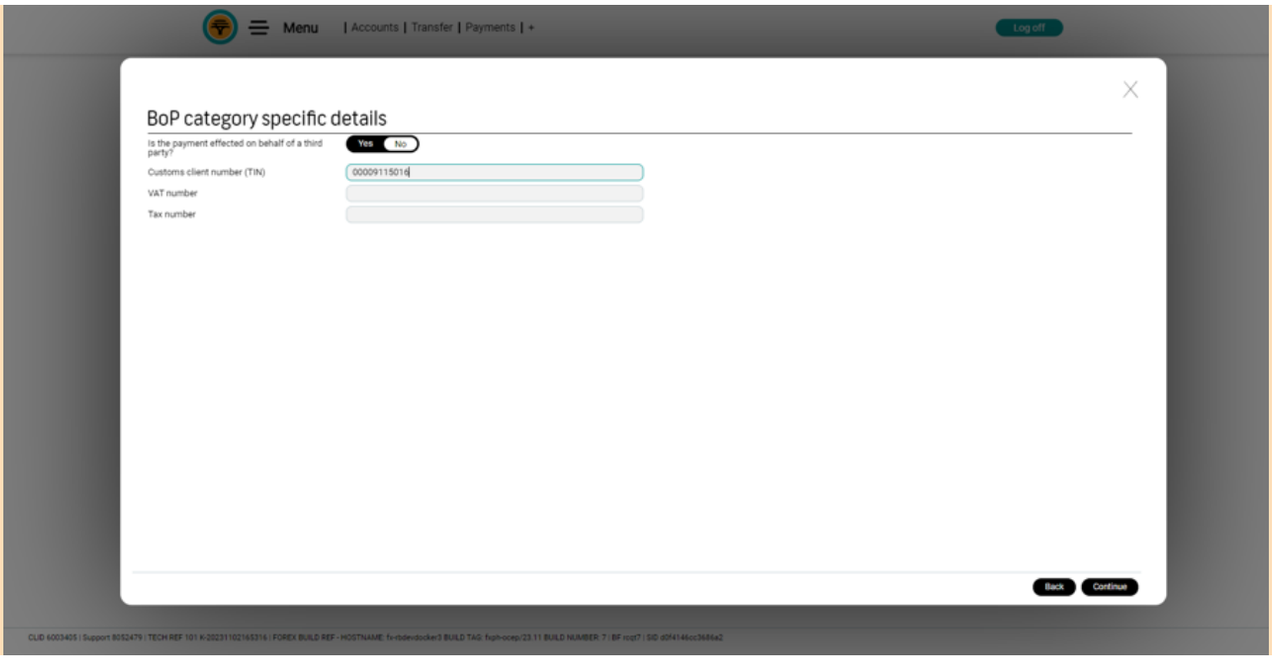
On BoP selection screen, search the BoP code



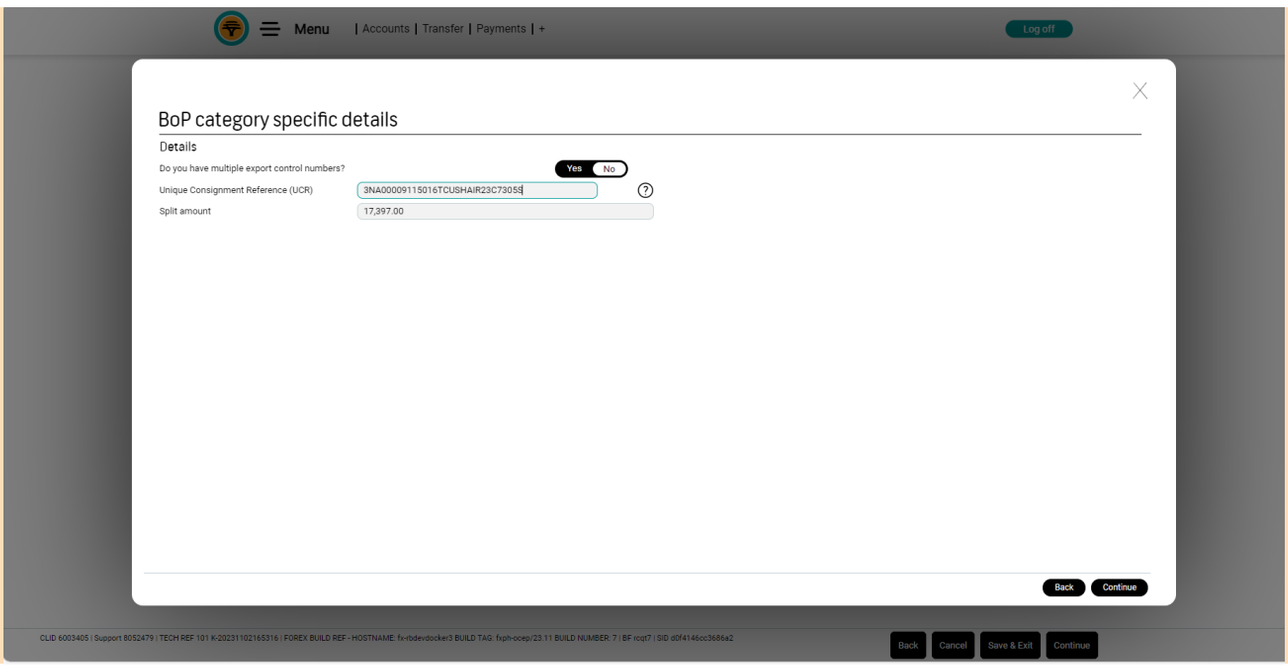
5. (continued)

Enter **TIN/CCN number**. This is a mandatory field. If no TIN/CCN is available, the value **NO TIN** needs to be entered in the field

Now **Continue**



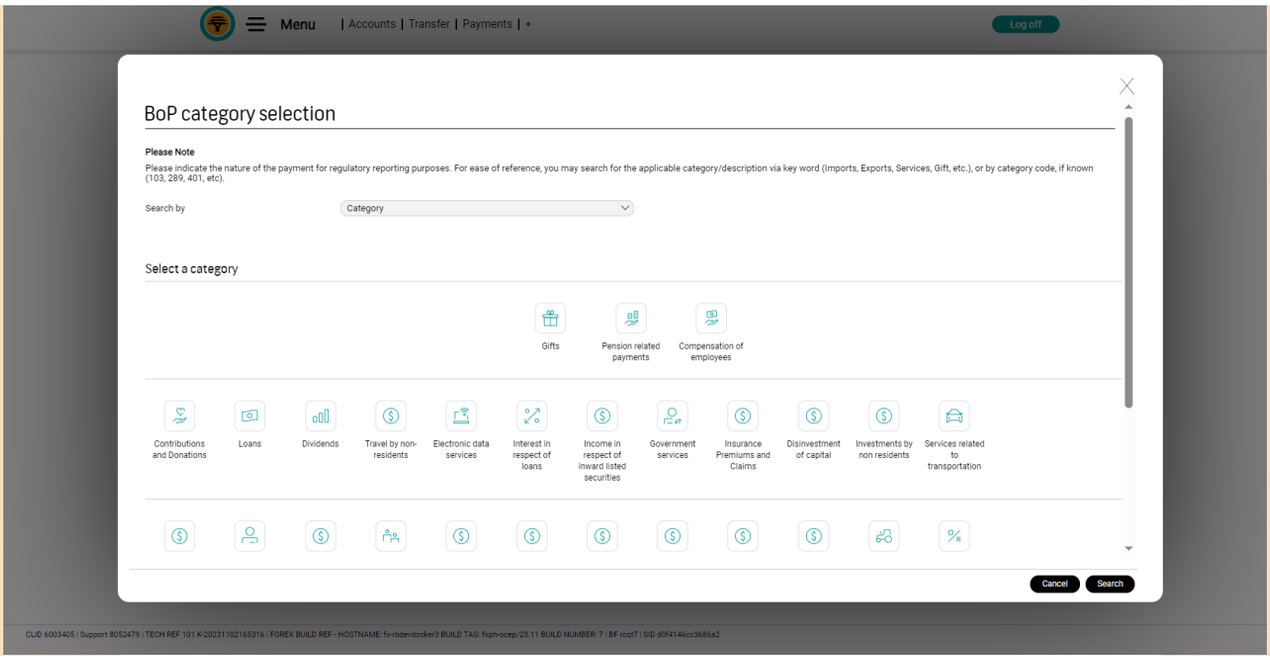
Add **UCR Number** and **Continue** to proceed to finalise the payment



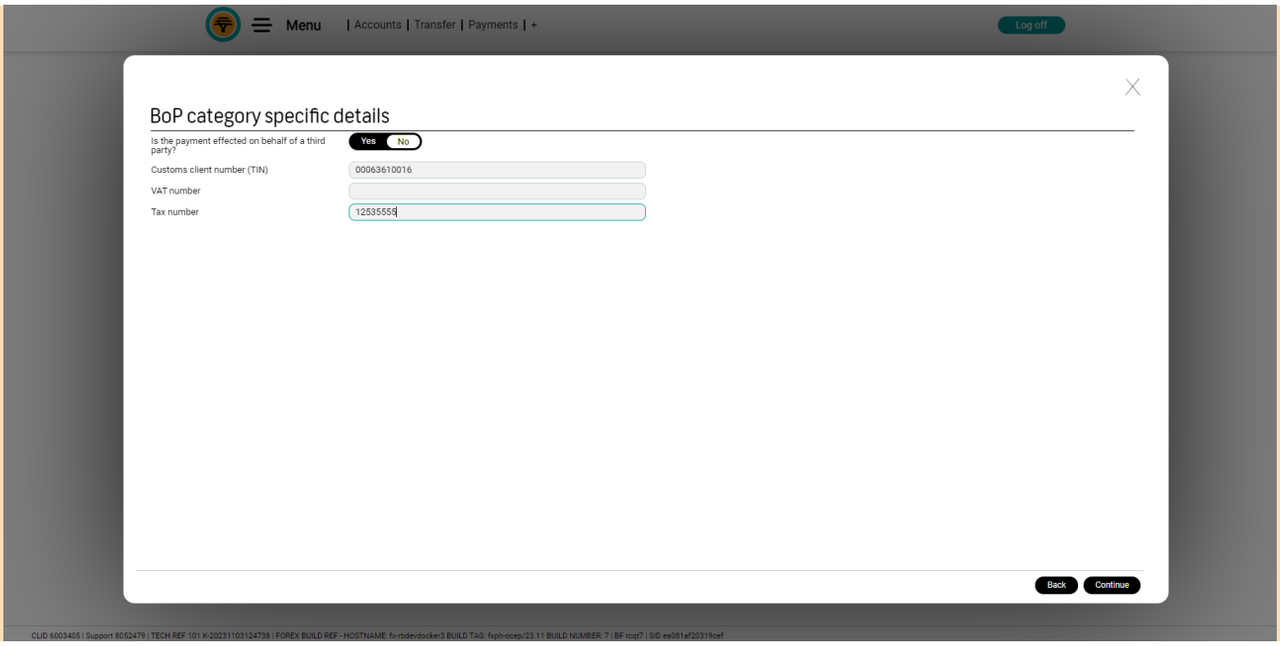
5. (continued)

103 and 104 BoP Code Ranges

On BoP selection screen, search for and select the category code



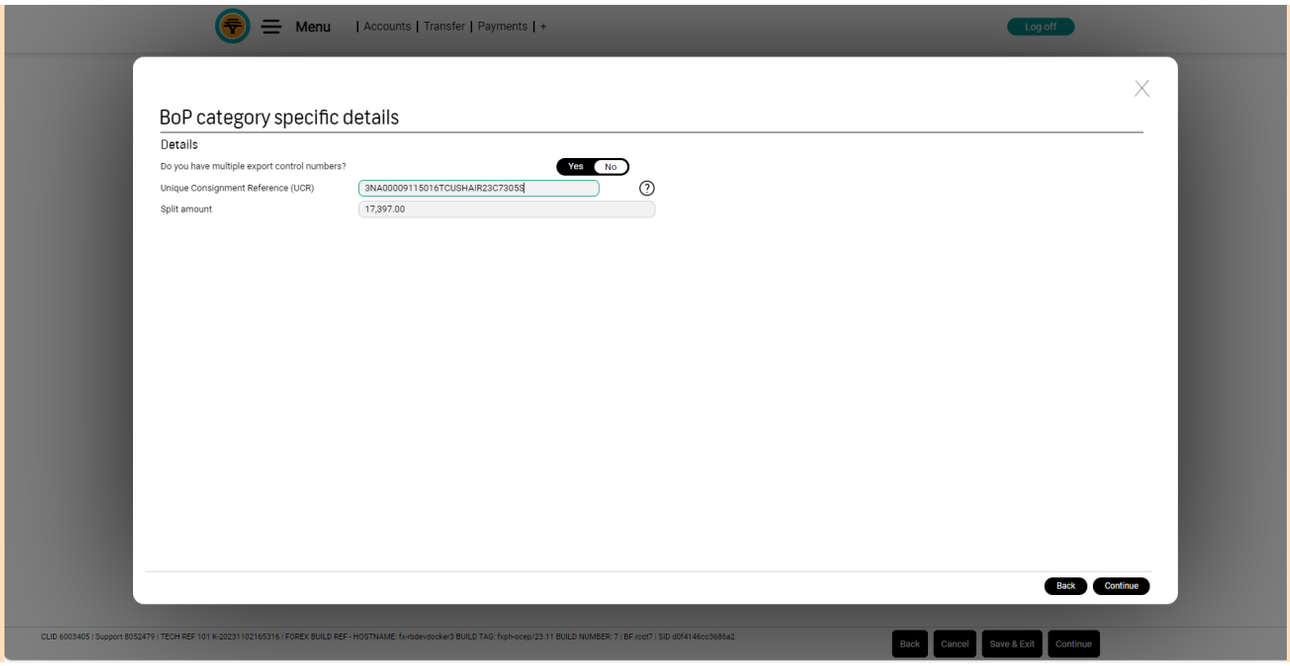
Enter **TIN/CCN number** and **Continue**



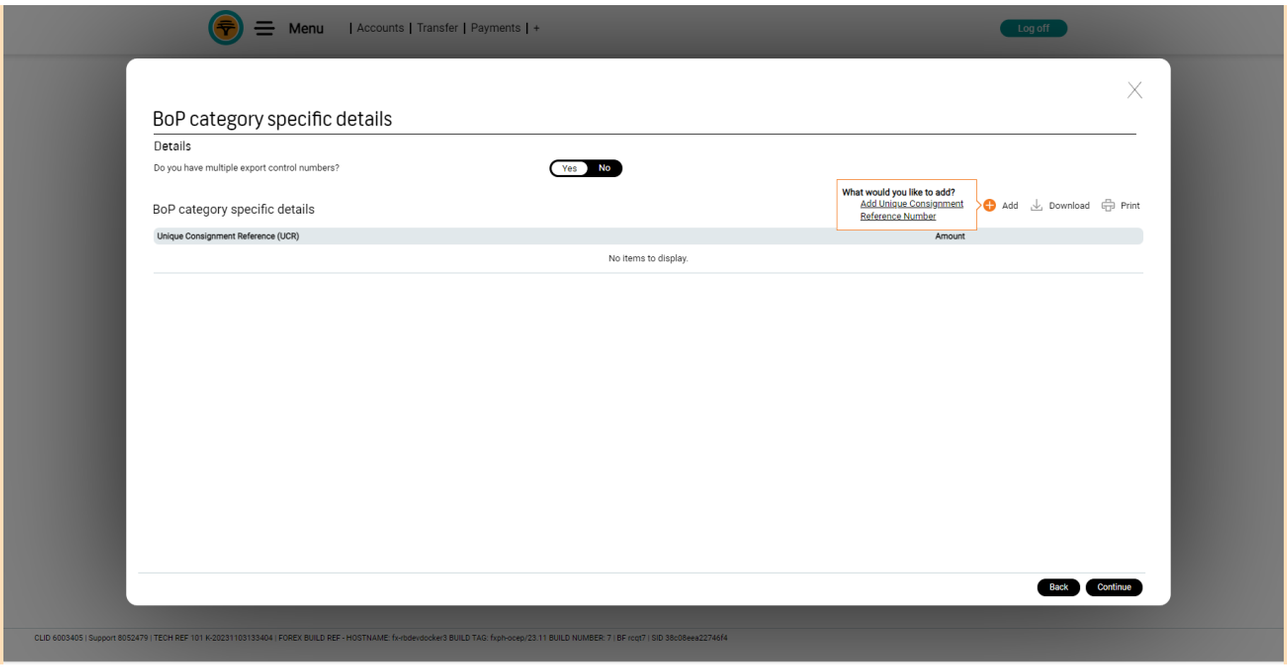
5. (continued)

Select whether multiple export control numbers will be used.

- If NO, enter UCR and proceed to finalise the transaction
- If YES, screen will be directed to a new screen

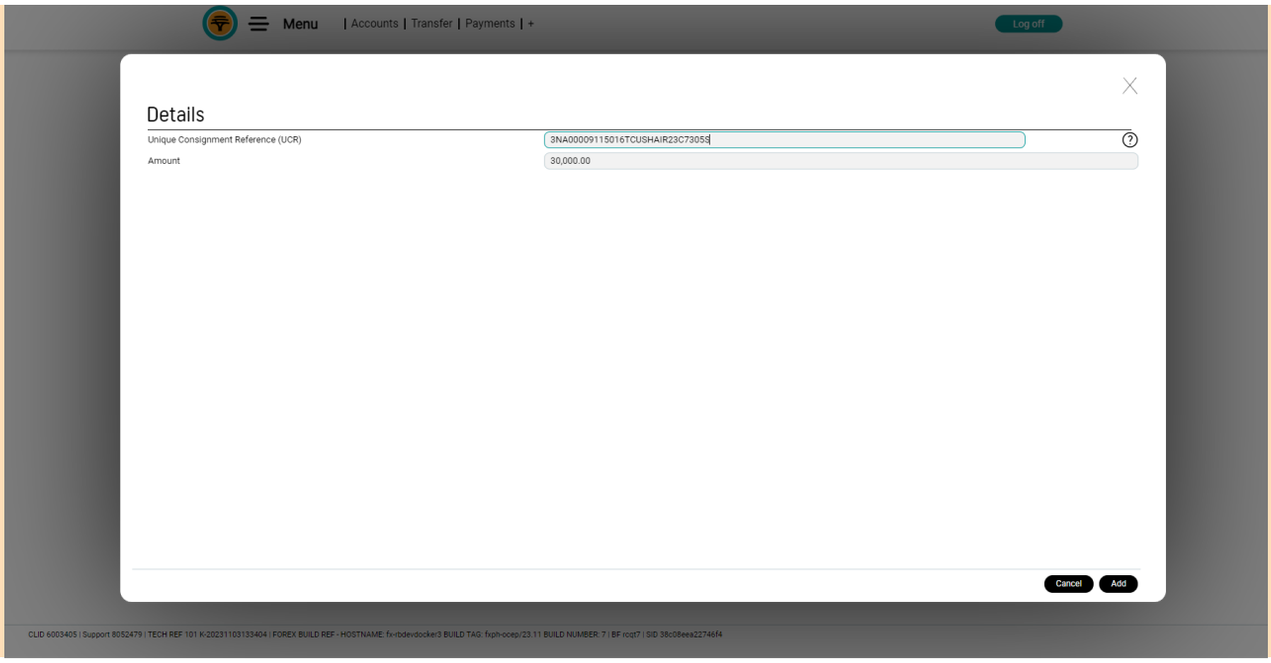


Click on **Add** and then **Add Unique Consignment Reference**

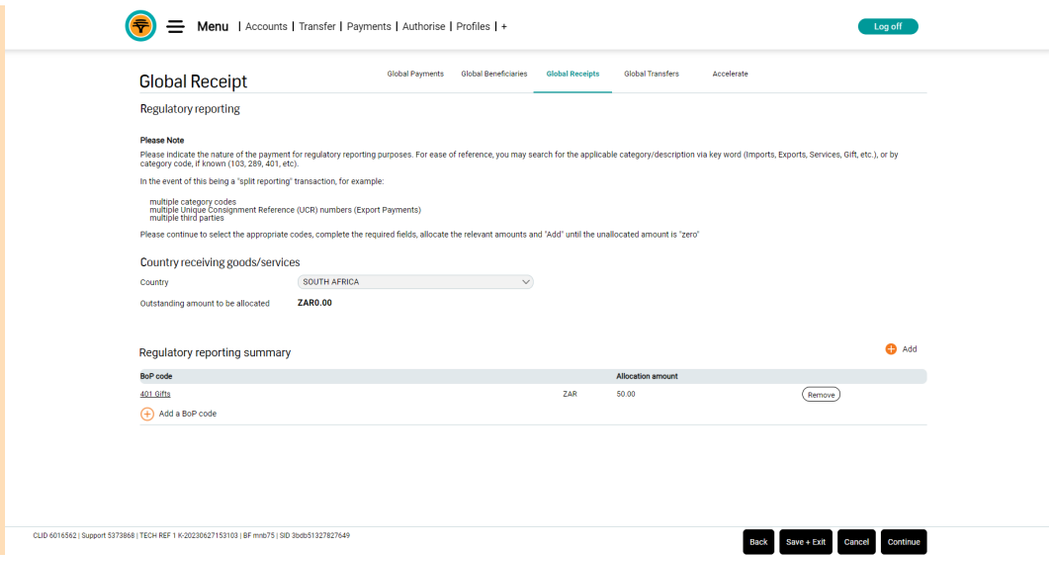


5. (continued)

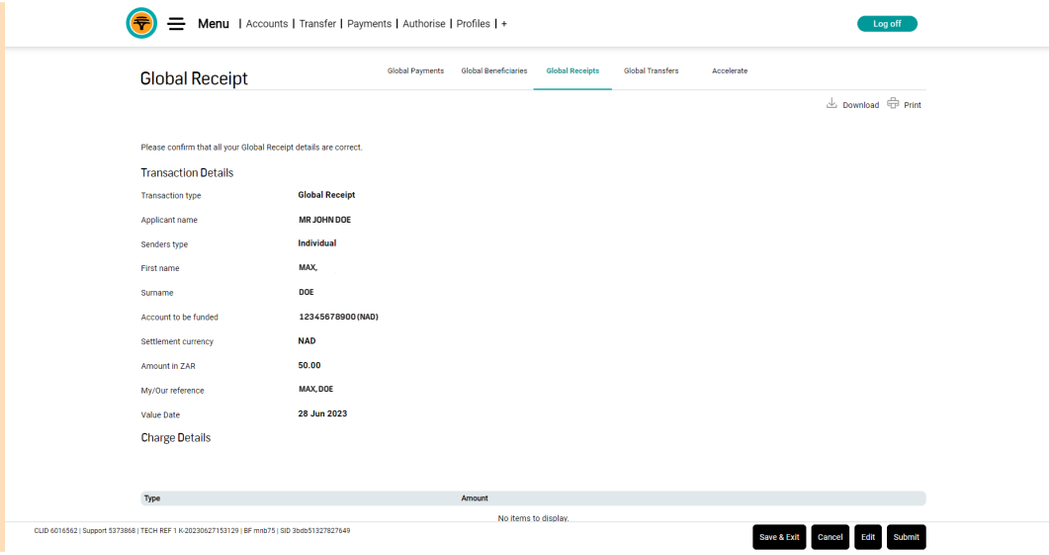
Enter the UCR and the amount that is linked to the UCR and click on **Add**. Follow this process until all UCRs and amounts have been loaded



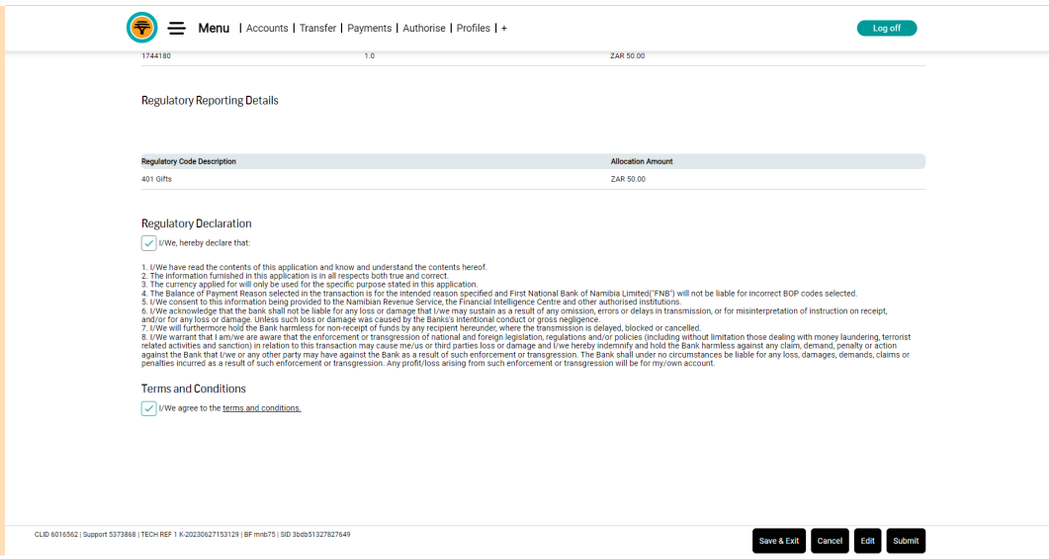
6. Once BoP selection is done, the outstanding amount to be allocated will change to 0.00 and the amount will be placed next to the BoP category that was selected. **Continue**



7. You will now land on the Summary page.

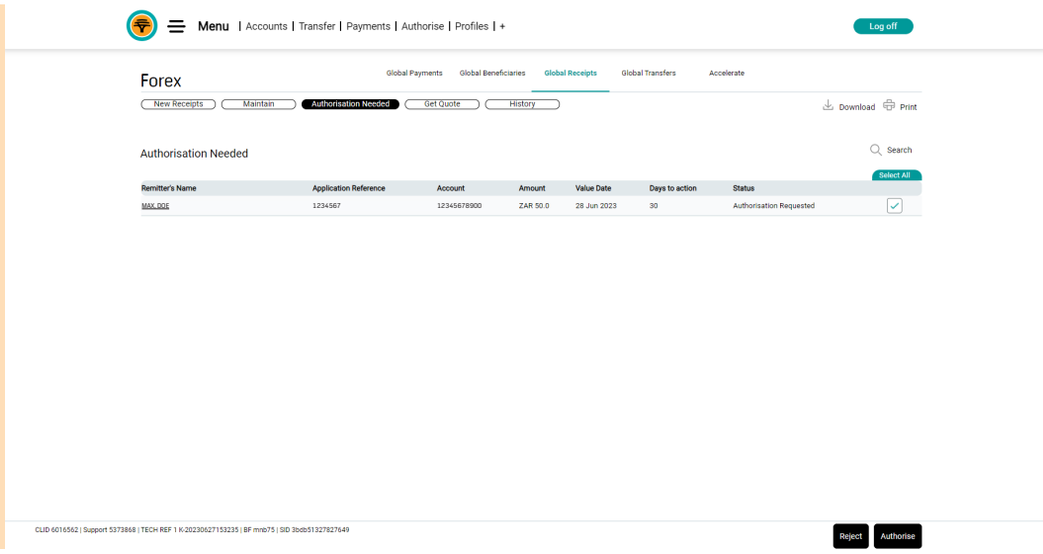


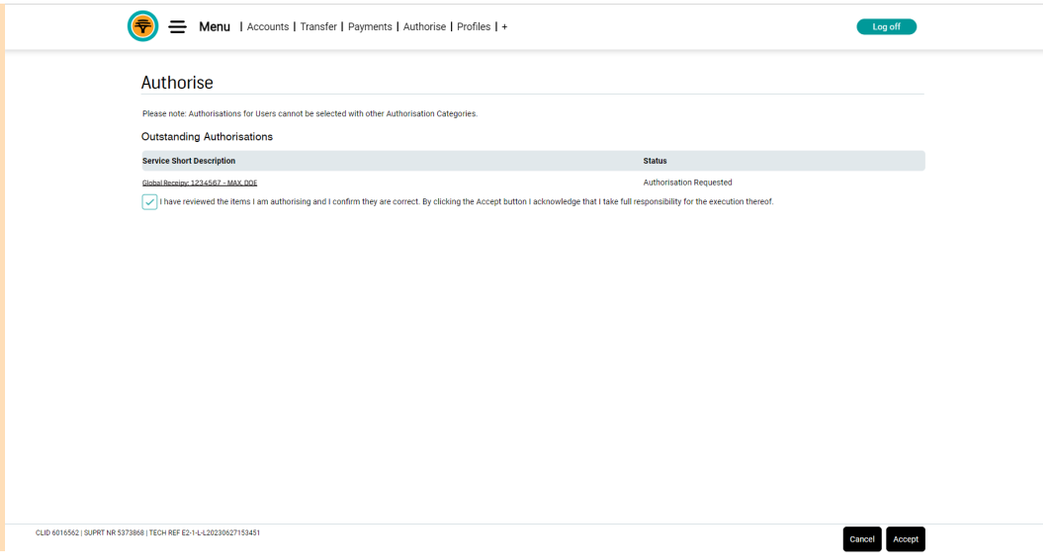
8. Scroll down and **accept** the **Terms and Conditions** and **Regulatory Declaration** by placing a tick in the appropriate boxes, and then select **Submit**



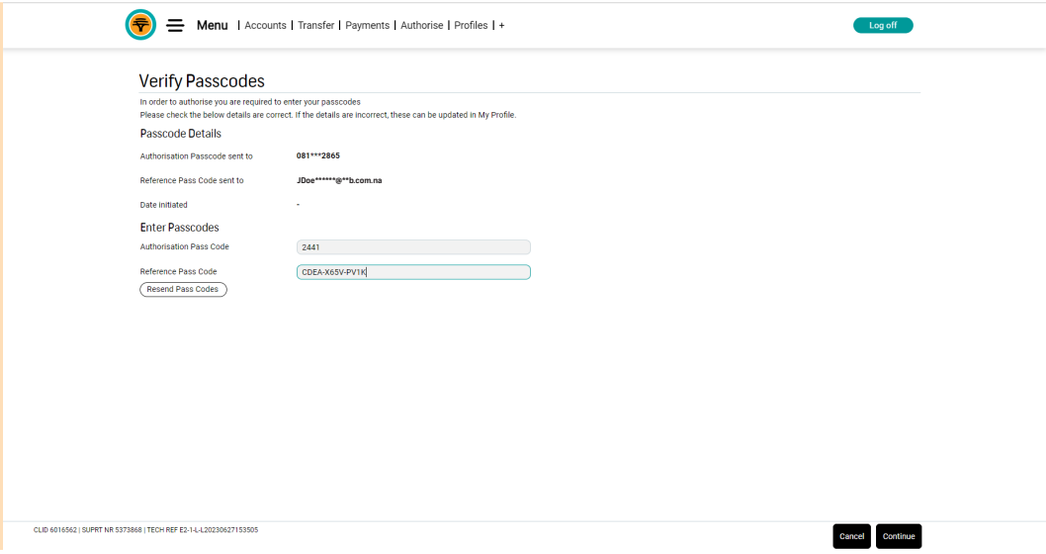
9. The Global Receipt will move to the **Authorisation Needed** tab where the authorisers need to authorise the receipt. (If 2 authorizers are required to authorise the receipt, after the first authoriser is done the receipt will move into a partially authorized status and the second authoriser needs to authorise this too under the **Authorisation Needed** tab under Global Receipts).

Follow the authorising prompts.

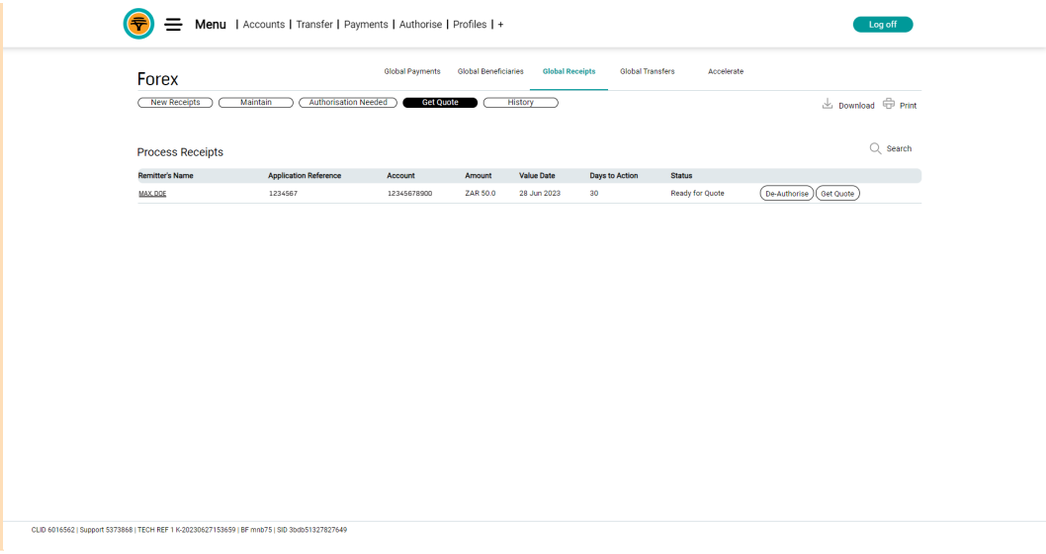




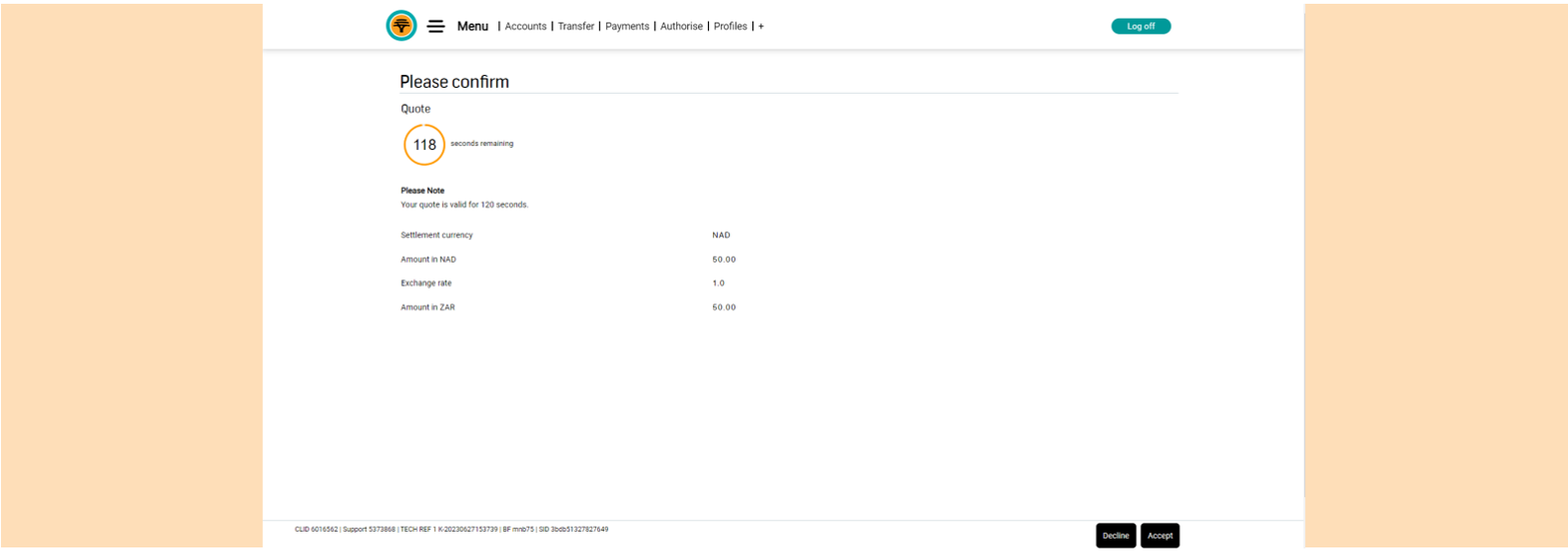
10. Finalize the authorisation on the FNB App or **Verify Passcodes** as per set up



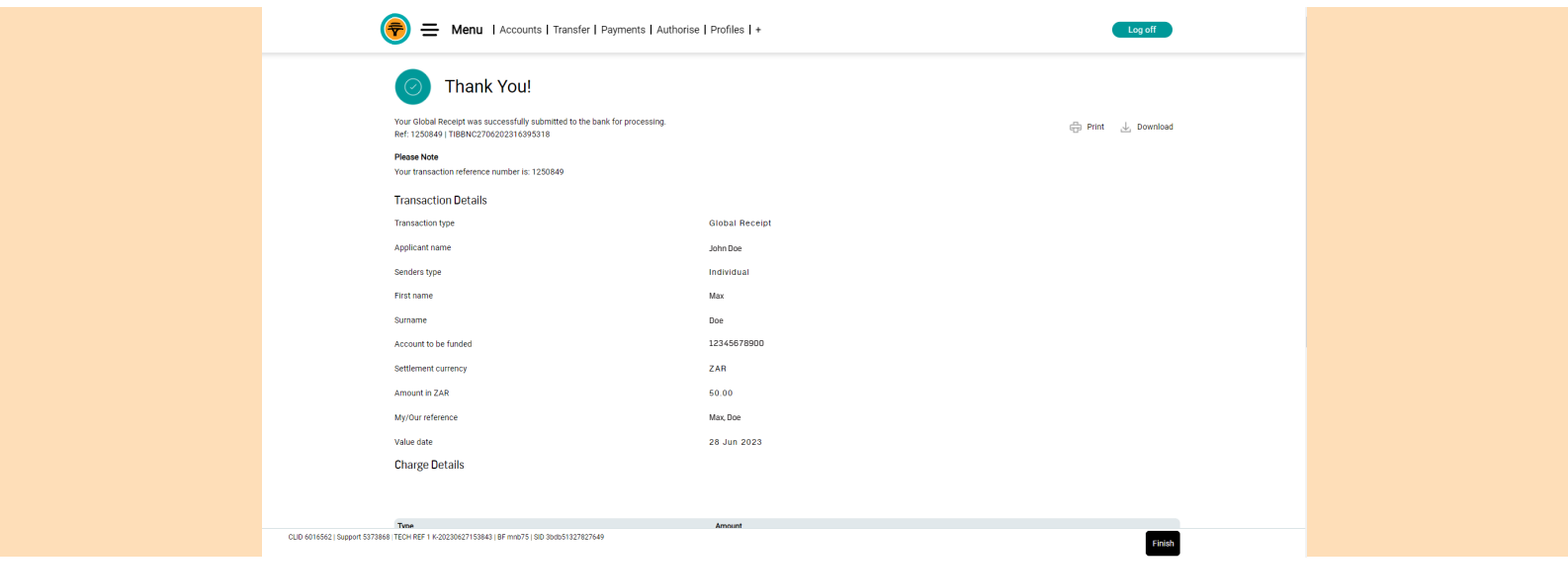
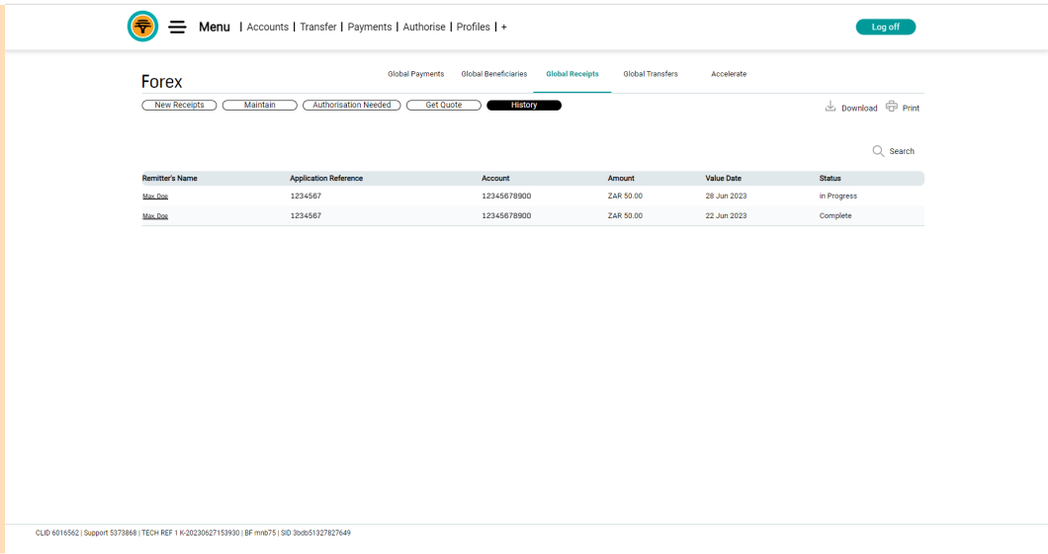
11. Select **Global Receipts** again and select **Get Quote**. Next to the receipt, click on **Get Quote** again



12. You will get 120 seconds to Accept or Decline the quote. If the rate is in order, click on **Accept**



13. The Global Receipt is now finalised. Click on **Finish**



14. The Global Receipt will remain in the **History** tab in an **In-Progress** state for 20 minutes before moving into a settled state and reflecting in the selected account.