

New participant membership in AIPS

Membership stages

- I. Membership in AIPS CUG, AIP Fin Y – Copy.
- II. Testing and training procedures.
- III. Compilation of documentation.
- IV. Implementation and transition into live environment.

FIRST STAGE. Membership in AIPS CUG, AIP Fin Y – Copy

1. SWIFT Form filling at www.SWIFT.com “ SWIFT Service Form for FIN-Y Copy ”.
2. Approval at www.SWIFT.com by the authorised approvers of the Bank of Albania.
3. Participant addition in AIPS CUG from S.W.I.F.T.

SECOND STAGE. Testing and training

1. VPN testing
 - a. VPN installing and configuring at the premises of the candidate bank;
 - b. Request compilation for users in VPN by the candidate bank;
 - c. Establishment of VNP users by Bank of Albania;
 - d. VPN testing by candidate bank and the Bank of Albania.
2. SWIFT testing
 - a. TEST SWIFT keys exchange of the candidate bank to two TEST destinations to participant banks in AIPS and to the Bank of Albania;
 - b. Installation/configuration of AIP Fin Y-Copy in SWIFT server of the candidate bank;
 - c. Testing of AIP Fin Y-Copy by candidate bank, Bank of Albania and a third bank.
3. Training / Testing in AIPS
 - a. The participant bank shall submit the request on users in TEST;
 - b. Bank of Albania shall prepare the security cards, to be delivered to participants and shall establish also the users in TEST environment;
 - c. Bank of Albania shall train two to three employees of the candidate bank on the functioning of AIPS;
 - d. Candidate bank in cooperation with Bank of Albania shall execute the testing script and shall sign it.

THIRD STAGE. Compilation of documentation

- a. Candidate bank shall compile” The internal rules and procedures of AIPS functioning” in line with this regulation;
- b. Final documentation shall be submitted to the Bank of Albania for approval;
- c. Bank of Albania carries out the respective observations/alterations if they oppose this regulation and others issued by the Bank of Albania, and reflects them to the candidate banks;
- d. Candidate bank delivers in final version the elaborated “Internal rules and procedures of AIPS functioning”.

FORTH STAGE. Implementation and transition to live Environment

- a. Bank of Albania compiles and grants the participation certificate to the candidate Bank;
- b. Bank of Albania and the participant bank shall sign the tip contract;
- c. Participant bank should have exchanged S.W.F.T keys in live environment with all participant banks in AIPS and with AIPS destinations in the Bank of Albania;
- d. The participant compiles and submits to the Bank of Albania “ the form for participation in AIPS” as specified in Appendix C;
- e. The participants completes and submits to the Bank of Albania “ the request on security equipment and users in live environment”, as specified in Appendix E;
- f. Participant completes and submits to the Bank of Albania “The request on changes occurring in VPN”, Appendix F;
- g. Following the requests approval, the Bank of Albania establishes the participant profile in AIPS, prepares the security cards with users’ certificates, creates the users in AIPS LIVE environment, and grants the security equipment to the participant;
- h. Bank of Albania establishes the day where shall take place the transition to live environment of the participant and informs all AIPS participants via e-mail of AIPS;
- i. Transition to live environment.