

NPC Manager Instruction - Member

1 NPC Manager

NPC Manager is your main gateway to get an overview of your engagement with the NPC. Through this platform, you can easily apply for membership, manage scheme participation, and gain insights into your organisation's involvement with the NPC. Please also read the [Acceptable Use Policy](#) before getting started.

It is the main point of contact who will have access to the NPC Manager and can submit amendments regarding your engagement with the NPC. If you would like to grant access to other contacts of your organisation – please contact us by sending an email to info@npcouncil.org.

- **Membership Application and Scheme Participation:**
 - Apply for membership and scheme participation within the NPC Schemes.
- **Amendment of Participation:**
 - Modify your current participation, such as adding a Scheme Currency or selecting preferences for cross-border payments.
- **Overview of Organisational Engagement:**
 - **View your organisation's engagement with the NPC, including:**
 - Colleagues involved in NPC working groups.
 - Submitted documents like applications.
 - Proxy for representation in the General Assembly.

2 Log-in to the NPC Manager for the first time

2.1 Existing NPC Member

The organisation's main contact person (as specified in the NPC Member application) will receive an email containing a link to the system for logging in and a temporary password. Your username is your email address. Upon logging in, you will be prompted to change the password to a new one.

2.2 New NPC Member

Please contact the NPC via info@npcouncil.org to start the dialogue on becoming an NPC Member. You will find more information at the NPC website under "[Becoming a member of the NPC](#)".

3 Becoming a member of the NPC

After you, as main contact person, have received the logging in details via email to the NPC Manager and changed your temporary password into a new one you will be able to complete your membership application under "Our pages".

← Organisation

Our pages - AA TEST

Update information

Awaiting application completion 1 Submitted 2 Confirmed 3 Approved by board 4 First active scheme participation 5

1 Current membership application status is: Awaiting application completion. **Complete your membership application** X

Organisation

BIC code: None registered yet

Authorisation Authority: Not specified

Organisation type: Member

Most recent membership status: Awaiting application completion

Main contact person

Full name: Alfa Beta

Email address: [REDACTED]

General invoicing information

Invoice contact is a department or a person: None registered yet

History

Created by: Camilla Åkerman

Created: 2025-04-16 09:19

Last update made by: Camilla Åkerman

Updated: 2025-04-16 09:19

NPC Schemes Membership years Groups Contacts at organisation Uploaded files

Contacts at organisation

Add new contact person

1 hit

First name	Last name	Email address	Phone number	Main contact	Invoice contact	Scheme applicant	Has a user account	Created	Ca Åk
Alfa	Beta	[REDACTED]		Yes	No	No	Yes	2025-04-16 09:19	Ca Åk

Under “Complete your membership application”, you will find brief instructions and templates to be downloaded, some highlighted in yellow, should be signed by the authorised signatory(ies) of your organisation. As example, the document highlighted in yellow below are required to provide in your membership application. Continue by clicking Next.

← Organisation

Complete your membership application

Next

How to complete your application

1. First download and review the documents provided on this page.
2. Then fill in the required information and go on to the next page by clicking the link at the top of this page. There you will be asked to update the remaining information pertaining to your organisation.

You may navigate to the next page and review it if you like, and go back here, until you have submitted the form on that next page.

6 hits

Filename	Description
NPC Membership application v4.0.pdf	To expedite the processing and approval of your application, we kindly request a list of authorised
List of authorised signatories.pdf	Please download a list, or similar documentation, of authorised signatories empowered to sign on
Guide to the NPC Member Application.pdf	This document will outline support document requirements and define Member Usage Categories.
NPC Bylaws 3.0.pdf	
NPC Internal Rules 4.1.pdf	
NPC Manager - Acceptable Use Policy.pdf	Please read this document before starting to use the NPC Manager.

Please proceed to fill out the necessary details under “Submit your final application” as outlined below. Reference the BIC - either a BIC8 or BIC11 selected by and relevant to the applicant. The BIC is not intended for routing purposes. How to define Usage Category is explained in one of the provided documents “Guide to the NPC Member Application”. Upload the signed membership application and include your organisation's list of authorised signatories under “Voluntary additional files”.

[← Organisation](#) > [Complete your membership application](#)

Submit your final application

Previously provided information

Name of organisation
AA TEST

National Company ID
123456

Main contact person
Alfa Beta

Email address of main contact person
[REDACTED]

General information

Type of institution * (Choose a type)

BIC code

Generic email address
If available.

Usage category * A

Initial scheme you intend to apply to join

Scheme * (Choose a scheme)

The full scheme application will be done once your organisation is a member.

Official address for notices

Address *

City *

Postal code *

Country * (Choose a country)

Concerned authorities

Authorisation Authority

National Adherence Support Organisation

A different Authorisation Authority
Overrides the automatically specified one, which depends on the country in the address for notices.

General invoicing information

Invoice contact is a department or a person * Department Person

Name of invoicing department *

Email address of invoicing department

Invoice reference *

Invoice address

Address *

City *

Postal code *

Country * (Choose a country)

Document uploads

Required documents *

Document name	Document upload *
NPC Membership application v4.0.pdf	<input type="text" value="Drop your file here, or browse"/>
List of authorised signatories.pdf	<input type="text" value="Drop your file here, or browse"/>

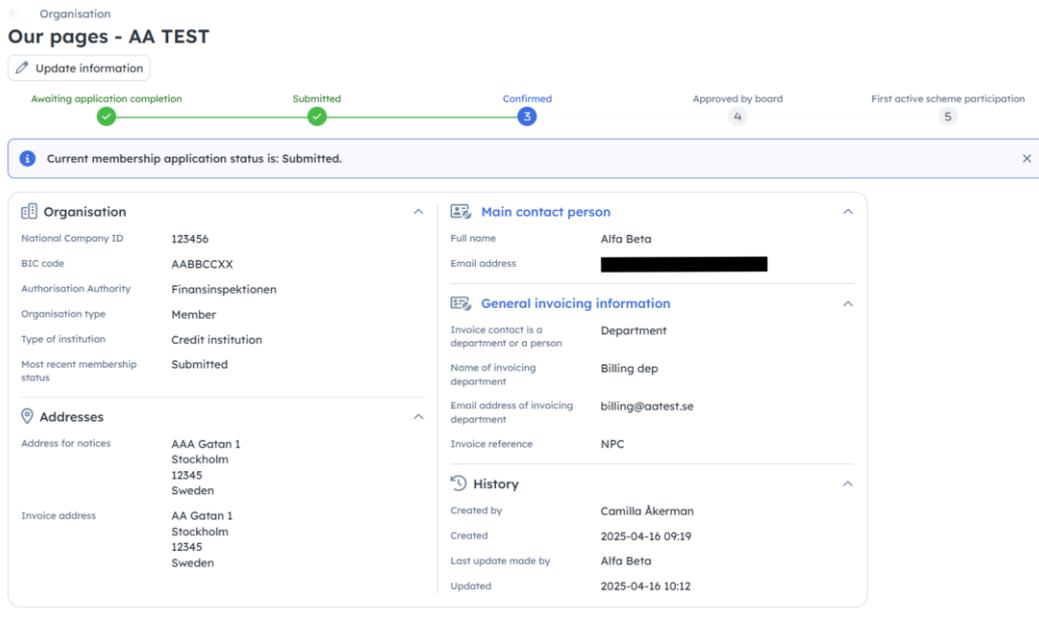
Voluntary additional files
Providing additional files is not mandatory.

[Submit application](#)[Cancel](#)

- Please note: In the “Invoice address” section, the email address you provide will serve as the billing address for the NPC membership fee invoice.
- Please note: Some documents are required to submit. You may name the documents after your preference before downloading.

Press the Submit application button when ready with your application.

You will be able to follow the progress of your application on top of the page:

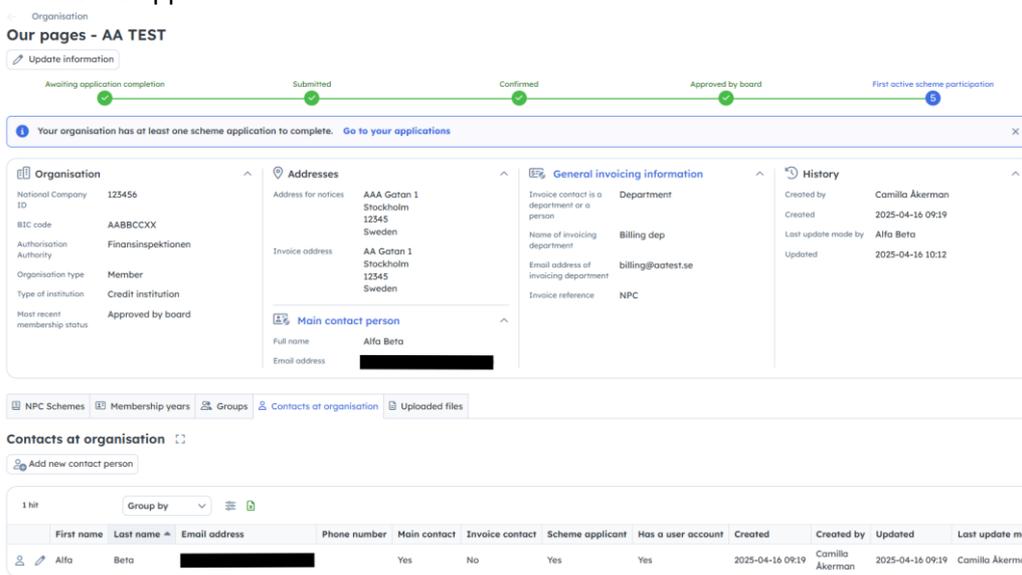


The screenshot shows the 'Our pages - AA TEST' section with a progress bar indicating the following steps: Awaiting application completion (checked), Submitted (checked), Confirmed (3), Approved by board (4), and First active scheme participation (5). A notification states: 'Current membership application status is: Submitted.' Below this, the application details are displayed in several sections:

- Organisation:** National Company ID: 123456, BIC code: AABBCXXX, Authorisation Authority: Finansinspektionen, Organisation type: Member, Type of institution: Credit institution, Most recent membership status: Submitted.
- Addresses:** Address for notices: AAA Gatan 1, Stockholm 12345, Sweden; Invoice address: AA Gatan 1, Stockholm 12345, Sweden.
- Main contact person:** Full name: Alfa Beta, Email address: [REDACTED].
- General invoicing information:** Invoice contact is a department or a person: Department; Name of invoicing department: Billing dep; Email address of invoicing department: billing@aatetest.se; Invoice reference: NPC.
- History:** Created by: Camilla Åkerman; Created: 2025-04-16 09:19; Last update made by: Alfa Beta; Updated: 2025-04-16 10:12.

As the next step, you will receive an email from NPC requesting the submission of the original documents (if not digitally signed). NPC will not process your application until the signed original application is received.

After NPC Board approval of your membership application, you will receive an email as confirmation. You are now welcome to participate in the work of the NPC. You are also welcome to submit a Scheme Adherence application.



The screenshot shows the 'Our pages - AA TEST' section with a progress bar indicating the following steps: Awaiting application completion (checked), Submitted (checked), Confirmed (checked), Approved by board (checked), and First active scheme participation (6). A notification states: 'Your organisation has at least one scheme application to complete. Go to your applications'. Below this, the application details are displayed in several sections:

- Organisation:** National Company ID: 123456, BIC code: AABBCXXX, Authorisation Authority: Finansinspektionen, Organisation type: Member, Type of institution: Credit institution, Most recent membership status: Approved by board.
- Addresses:** Address for notices: AAA Gatan 1, Stockholm 12345, Sweden; Invoice address: AA Gatan 1, Stockholm 12345, Sweden.
- Main contact person:** Full name: Alfa Beta, Email address: [REDACTED].
- General invoicing information:** Invoice contact is a department or a person: Department; Name of invoicing department: Billing dep; Email address of invoicing department: billing@aatetest.se; Invoice reference: NPC.
- History:** Created by: Camilla Åkerman; Created: 2025-04-16 09:19; Last update made by: Alfa Beta; Updated: 2025-04-16 10:12.

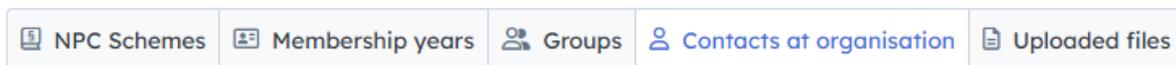
Below the details, there are tabs for 'NPC Schemes', 'Membership years', 'Groups', 'Contacts at organisation', and 'Uploaded files'. The 'Contacts at organisation' section shows a table with one contact:

First name	Last name	Email address	Phone number	Main contact	Invoice contact	Scheme applicant	Has a user account	Created	Created by	Updated	Last update mac
Alfa	Beta	[REDACTED]		Yes	No	Yes	Yes	2025-04-16 09:19	Camilla Åkerman	2025-04-16 09:19	Camilla Åkerman

4 NPC engagement being a member

As an NPC Member, you are encouraged to engage with the NPC in the process of evolving the schemes by participating in our working groups and task forces. All relevant information can be found in the email you received upon approval as a member. You will not be able to update the NPC Manager with the names of your chosen representatives; this task will be handled by the NPC Secretariat. However, you will have visibility with your colleagues and the working or support groups in which they are participating.

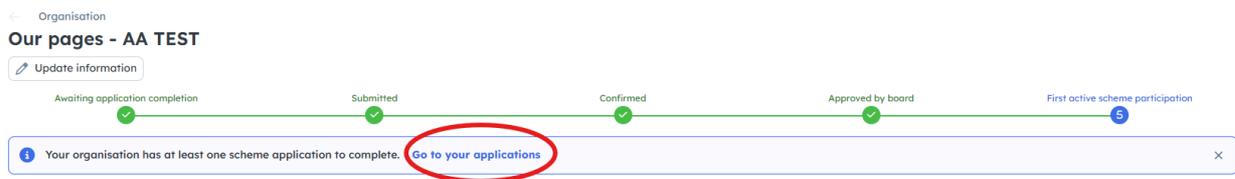
Under “Our page” you will be able to view your status and engagement with the NPC by clicking on the NPC Schemes, Membership years, Groups, Contacts at organisation and Uploaded files.



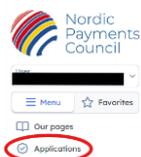
5 Adhering to an NPC Scheme

When you are ready to adhere to a scheme, there are several ways to do so in the NPC Manager.

1. One option is to complete the task (please refer to the marked section in red below). You will be directed to the same page as under below 2.



2. Another option is through “Applications” on the left side of the page.



- Applications – Complete your current application (the NPC scheme indicated in your membership application) or;
 - Applications – Begin a new NPC scheme applications (other NPC schemes than indicated in your membership application).
3. A third option is to navigate to “NPC Schemes” on “Our page” and click on the icon highlighted in red. You will find instructions and adherence documents for the NPC Scheme you indicated in your membership application.

Our pages - AA TEST

[Update information](#)

Awaiting application completion ✔ Submitted ✔ Confirmed ✔

Your organisation has at least one scheme application to complete. [Go to your applications](#)

Organisation		Addresses	
National Company ID	123456	Address for notices	AAA Gatan 1 Stockholm 12345 Sweden
BIC code	AABBCCXX	Invoice address	AA Gatan 1 Stockholm 12345 Sweden
Authorisation Authority	Finansinspektionen		
Organisation type	Member		
Type of institution	Credit institution		
Most recent membership status	Approved by board		

NPC Schemes | [Membership years](#) | [Groups](#) | [Contacts at organisation](#) | [Uploaded files](#)

NPC Schemes

1 hit

Name of Scheme	Most recent status	Status reached at	Status triggered by
NPC Instant Credit Transfer Scheme	Declared intention to apply	2025-04-16 10:12	Alfa Beta

[NPC Schemes](#) > [Scheme participation](#)

NPC Instant Credit Transfer Scheme - AA TEST

[Next](#)

Declared intention to apply 1 Submitted 2 Confirmed 3 Approved 4

How to complete your application	Scheme participation
<p>1. First download and review the documents provided on this page.</p> <p>2. Then fill in the required information and go on to the next page by clicking the link at the top of this page. There you will be asked to provide the remaining information.</p> <p>You may navigate to the next page and review it if you like, and go back here, until you have submitted the form on that next page.</p>	<p>NPC scheme: NPC Instant Credit Transfer Scheme</p> <p>Name of organisation: AA TEST</p> <p>Authorisation Authority: Finansinspektionen</p> <p>Most recent status: Declared intention to apply</p> <p>Updated by member: No</p> <p>Status triggered by: Alfa Beta</p> <p>Status reached at: 2025-04-16 10:12</p>

[NPC documents for scheme appl...](#) | [Scheme status log](#)

NPC documents for scheme application

5 hits

Filename	Description
NPC015-01 Annex A-1 NPC Instant Credit Transfer Adherence Agreement v2.0.pdf	The Adherence Agreement must be signed by authorised signatory(ies).
NPC023-01 Annex A-3 Standard Legal Opinion NCT Inst Scheme v2.0.pdf	To facilitate verification of your compliance with the participation requirements, we require a legal opinion as evidence that you meet the r
NPC024-01 Annex A-4 Standard Legal Opinion for PSD2 entities - NCT Inst Scheme v2.0.pdf	For PSD2 entities: To facilitate verification of your compliance with the participation requirements, we require a legal opinion as evidence t
NPC028-01 NPC Instant Credit Transfer Waiver v1.0.pdf	In relation to NCT Inst adherence, NPC has granted an exception - a temporary waiver - to certain breaches in the TIPS DKK and RIX-INS
List of authorised signatories.pdf	Please replace this document with a list or similar documentation of authorised signatories empowered to sign on behalf of your organisati

You need to fill out the information required as stated in the application form (the document names to download could differ from the example). In the example below (NPC Instant Credit Transfer Scheme application), you will be able to add more than one NPC Scheme Currency by clicking on “New row”. Please note that you will be able to add additional currencies later on as described in section 7.3.

You can either choose to be the **Applicant contact person** or select another contact person who is already registered. If you choose another contact person who doesn't have a “User account”, it will be enabled as soon as you register them as the Applicant contact person. This gives the Applicant contact person login access to the NPC Manager and the same authority as the main contact. They will also

receive all the emails confirming the status of your application, which also will be visible in the NPC Manager.¹

Please note: Any comments/notes will only be visible to you and not to the NPC Secretariat.

When you are ready and have uploaded required documents, you submit your application by clicking on “Save”.

← NPC Schemes > Scheme participation > Complete the NPC scheme application

Application to partake in the NPC Instant Credit Transfer Scheme

AA 1231
BIC code of Member Organisation
AABCCXX
Authorisation Authority
Finansinspektionen

Details of participation

Currencies * Currency * CSM * Readiness date * Accept cross border payment * NASO

Danish Krone TIPS DKK 2025-06-30 Yes Finance Denmark No

+ New row

Applicant contact person

Either pick an existing contact person, or else add a new one.

Pick an existing contact person
Deleting the value from this search field lets you add a new contact person.

Alfa Beta

Email address of applicant contact person *

Notes

Document uploads

Required documents *

Document name	Document upload *
NPC015-01 Annex A-1 NPC Instant Credit Transfer Adherence Agreement v2.0.pdf	<input type="text"/>
NPC023-01 Annex A-3 Standard Legal Opinion NCT Inst Scheme v2.0.pdf	<input type="text"/>
List of authorised signatories.pdf	<input type="text"/>

Voluntary additional files
Providing additional files is not mandatory.

Save

After clicking on “Save”, the Applicant contact person will receive a confirmation stating that your application has been submitted.

Under Files uploaded by applicant you will see the submitted documents:

¹ Please note: The required Legal Opinion could be either Annex A-3 or A-4, depending on your organisation's status (Credit Institution or Payment Institution/E-money Institution). If approved by the NPC, an alternative opinion may be submitted.

Files uploaded by applicant | Scheme status log

Files uploaded by applicant

3 hits

File category	Application	Filename	Comment
Scheme application	NPC Instant Credit Transfer Scheme application	NPC015-01 Annex A-1 NPC Instant Credit Transfer Adherence Agreement v2.0.pdf	
Scheme application	NPC Instant Credit Transfer Scheme application	NPC023-01 Annex A-3 Standard Legal Opinion NCT Inst Scheme v2.0.pdf	
Scheme application	NPC Instant Credit Transfer Scheme application	List of authorised signatories.pdf	

Under “Scheme status log” you will find date and time when you submitted the adherence application – please see below.

Files uploaded by applicant | Scheme status log

Scheme status log

These entries are immutable once logged.

2 hits

Status	Status reached at	Status triggered by
Submitted	2025-04-16 11:17	Alfa Beta
Declared intention to apply	2025-04-16 10:12	Alfa Beta

Next step: The Applicant's contact person will receive an email from NPC confirming receipt and providing additional information. To continue with the application process, the signed original application documents must be submitted to the NPC (if not digitally signed).

After approval, the Applicant's contact person will receive an email from NPC. You will also be able to verify your registration by logging in to the NPC Manager – as detailed below.

← NPC Schemes > Scheme participation

NPC Instant Credit Transfer Scheme - AA TEST

Edit scheme participation

Declared intention to apply ✓ Submitted ✓ Confirmed ✓ Approved ✓ ←

Scheme participation		Applicant contact person		Currencies	
NPC scheme	NPC Instant Credit Transfer Scheme	Full name	Alfa Beta	Currency	Danish Krone
Name of organisation	AA TEST			Readiness date	2025-06-30
Authorisation Authority	Finansinspektionen			CSM	TIPS DKK
Most recent status	Approved			Accept cross border payment	No
Updated by member	No			NASO	Finance Denmark
Status triggered by	Camilla Åkerman				
Status reached at	2025-04-16 11:25				

Files uploaded by applicant | Scheme status log

Scheme status log

These entries are immutable once logged.

4 hits

Status	Status reached at	Status triggered by
Approved	2025-04-16 11:25	Camilla Åkerman
Confirmed	2025-04-16 11:20	Camilla Åkerman
Submitted	2025-04-16 11:17	Alfa Beta
Declared intention to apply	2025-04-16 10:12	Alfa Beta

6 To participate in the General Assembly

When it is time for the General Assembly, the main contact person will receive an email from the NPC with an invitation that includes instructions on how to submit the proxy of the member, specifying the name of the appointed representative for the General Assembly meeting. As the main contact person, you will be required to log in to the NPC Manager to complete the provided proxy template and download it with the necessary authorised signatures.

7 Manage information

7.1 To add contact person

On “Our Page”, you will have the ability to add contact persons from your organisation to participate in NPC working groups and receive emails. However, only NPC has the capability to assign the person to a specific working group. These additional contact persons will not have a “user account”, and therefore will not have the possibility to log in. As the main contact person, you will retain this privilege. If you would like to grant your colleagues access to the NPC Manager and allow them to make amendments to your engagement with the NPC, please contact us by sending an email to info@npcouncil.org. However, in relation to your scheme application, you may designate a registered contact person who will have access to the NPC Manager to manage your scheme application and have with the same authority as the main contact person. The NPC Secretariat will send an email with login credentials.

Contacts at organisation

 Add new contact person

1 hit		Group by							
	First name	Last name	Email address	Phone number	Main contact	Invoice contact	Scheme applicant	Has a user account	
		Alfa	Beta	<div style="background-color: black; width: 100px; height: 1em;"></div>		Yes	No	Yes	Yes

7.2 To update Generic email address and Authorisation Authority

Under “Update information” will be able to update generic email address and if changed, authorisation authority.

← Organisation

Update information

Generic email address

Authorisation Authority

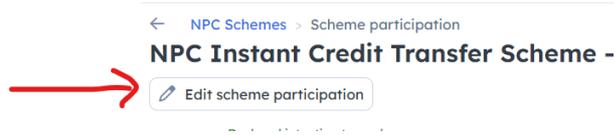
Save

Cancel

7.3 To add Scheme Currency (payment schemes)

After the approval of your scheme adherence application, you may add a new scheme currency to your Adherence Agreement. Please navigate to “Edit scheme participation” and select “add a new row” to choose a currency.

Please note: The registered Applicant contact person will continue to receive emails regarding any amendments unless changed.



7.4 To amend information

There are certain things you as member will be able to amend by yourself (see text in blue) when being logged in the NPC Manager:

- Contact person (main contact person and invoice contact person)
- General Invoicing information
- Usage Category²

7.5 To delete information

Please contact the NPC at info@npcouncil.org if you would like to remove a contact person or make any other changes that you are not authorised to perform.

With any questions or feedback, feel free to email us at info@npcouncil.org.

² Each year, at the beginning of the year, you will receive an email allowing you to update your Usage Category Membership (A-D). This can only be done within a limited 30-day time period.