

Oracle Banking Digital Experience

**In Principle Approval Originations User Manual
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ORACLE®

In Principle Approval Originations User Manual
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Oracle Financial Services Software Limited
Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

www.oracle.com/financialservices/

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 18.2.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 12.4.0.0.0	Oracle Banking Platform 2.5.0.2.0
1	Mortgage Loans - In Principle Approval Application Submission	×	×	✓
2	Mortgage Loans - In Principle Approval Application Tracker	×	×	✓

3. In Principle Approval Application

An In Principle Approval loan indicates whether bank can potentially lend the amount to the borrower.

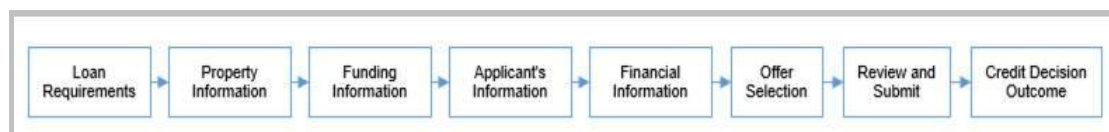
In Principle Approval is availed in the following scenarios:

- If you are planning to buy a new home
- If you have found a property and need an indication whether the bank may be able to lend you the amount you need
- If you are ready to apply for a mortgage

Important information pertaining to In Principle Approval

- An Approval in Principle letter is not an offer of a loan
- Requesting an Approval in Principle does not mean that you are committing to apply for a mortgage with the bank

In Principle Approval Workflow



Following are the steps involved as part of application submission:

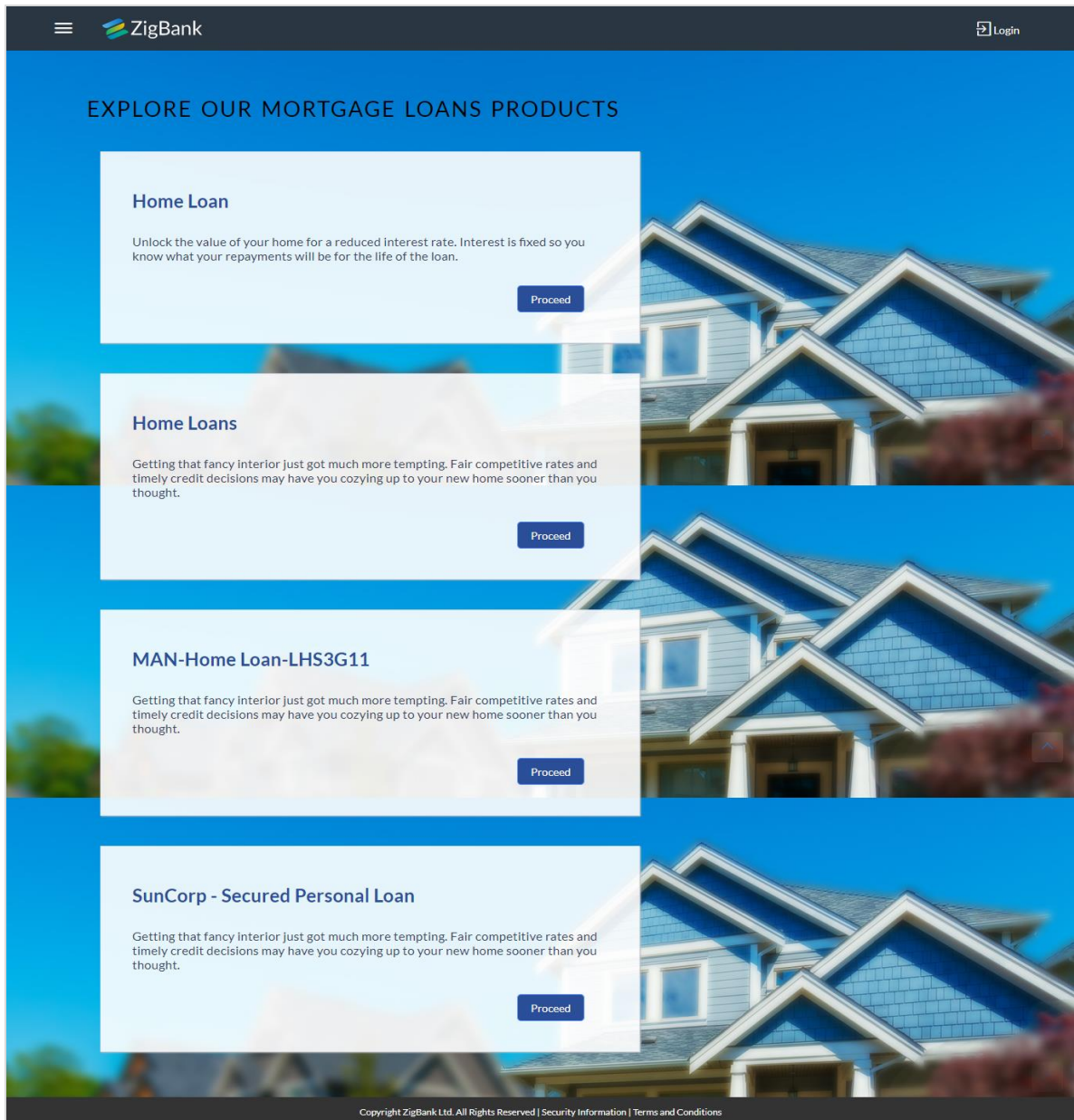
- **Loan Requirements:** You can specify the amount to be borrowed, purpose of the loan, tenure, and co-applicant if there is any.
- **Property Information:** You can provide property information like, purchase price, ownership details, intended owners of the property, address of property, and so on.
- **Funding Information:** This section displays the purchase price of the property, requested loan amount, application fees, lenders mortgage insurance, (if applicable), and contribution amount by the applicant towards the loan.
- **Applicant Information:** The applicant information section consists of details like, basic personal information, identity, contact, and employment information of the applicant.
- **Financial Information:** This section consists of income, expense, asset, and liability details of the applicant.
- **Offer Selection:** It displays multiple loan offers with an option to select any offer of choice.
- **Review and Submit:** It displays the summary of the loan application with details submitted as part of the application and modify any details if required.
- **Credit Decision Outcome:** It displays the credit decision, once the loan application is submitted successfully.

How to reach here:

Dashboard > In Principle Approval

To apply for In Principle Approval loan:

- Select 'In Principle Approval' on the product showcase.
- The product selection screen is displayed.

3.1 Product List

- Click the Proceed option available on the desired product card. The Mortgage Loans Orientation screen is displayed containing details informing the applicant about the steps involved in the loan application, details required for application and eligibility criteria.

3.2 Orientation Page

Home Loan

ZigBank keeps your personal information private and secure.

Before You Apply
It will take around 15 mins to complete the application and 60 seconds to get a response.

Check Your Eligibility
You must be a resident of the country, be at least 18 years old and earn a regular income.

Review and Submit
Once your application is complete, review your data entered and submit the application.

What you'll need

- Personal and Contact details.
- Financial details of your income, expenses, assets and liabilities.
- If you are self employed, you'll need your accountant's details.
- Details of Property being purchased.

Already a customer banking online with us?
Signing in with your login credentials will help us prefill some of the data

[Login](#)

[Cancel](#) [Continue](#)

Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions

- Click **Continue**, if you are a new/unregistered user.
OR
Click **Login** if you are a registered user. For more information on the application of a registered (existing) user, view the **Existing User** section in this document.
OR
Click **Cancel** to abort the loan application process. For more information on cancelling an application, view the **Cancel Application** section of this document
- The loan requirement screen is displayed. Enter the loan requirement details such as loan amount that is amount to be borrowed, loan tenure, and if a co-applicant is to be added to the application

3.3 Loan Requirements

You are applying for

HOME LOAN

Help us understand your loan requirements

How much would you like to borrow ? AUD

What is your purpose for this loan ?

Tenure 7 Years 4 Months

Is this the first time you are purchasing a house?

Is there a co-applicant?

Field Description

Field Name	Description
Help us understand your loan requirements	
What is your purpose for this loan?	The reason for which the loan application is being made
How much would you like to borrow	The loan amount that you would like to borrow.
Tenure	The tenure of the loan in terms of years and months to repay the loan amount.
Is this the first time you are purchasing a house?	Indicates if the borrower is buying a house for the first time
Is there a co-applicant?	You can identify whether a co-applicant is to be added to the application or not.

Field Name	Description
Is co-applicant an existing user?	Indicates whether the co-applicant is an existing user. This field is displayed, if you have selected Yes in the Is there a co-applicant? field.
Co-applicant Customer ID	You are required to enter the co-applicant's customer ID, if the co-applicant is an existing user. This field is displayed, if you have selected Yes in the Is co-applicant an existing user? field.
Send Verification Code via	Indicates the channel on which the verification code is to be sent. The options are: <ul style="list-style-type: none"> • Co-applicant's registered email address • Co-applicant's registered phone number This field is displayed, if you select Yes , in the ' Is co-applicant an existing user? ' field.








- Enter the relevant loan requirement details such as loan purpose, loan tenure, amount and other details.
- If a co-applicant is to be part of the application select option **Yes** in the '**Would you like to add a co-applicant?** field.
OR
Click **No** if the loan is required for a single applicant.
- If co-applicant is an existing user click '**Yes**' in the '**Is co-applicant an existing user?**' field.
OR
Click **No** if the co-applicant is not an existing user.
- If you have clicked **Yes** in the '**Is co-applicant an existing user?**' field, enter the co-applicant customer ID in the **Co-applicant Customer ID** field.
- Once the co-applicants customer ID is entered, it needs to be verified. From the **Send Verification Code via** field, select the desired option through which the verification code is to be sent.
- Click **Verify**. The **Verification** screen is displayed.
- In the **Verification Code** field, enter the verification code and click **Submit**.
- A message stating that the code has been verified is displayed. Click **Continue**.

The sections comprising of the application form are displayed. If a co-applicant has been added, the respective sections in which the co-applicant's information is to be captured are enabled.

3.4 Applicant's Profile Details

You are applying for

HOME LOAN of amount **A\$100,000.00** for tenure 7 year(s) 4 month(s)

	Applicant Information	>
	Property Information	>
	Funding Information	>
	Primary Information	>
	Proof of Identity	>
	Contact Information	>
	Employment Information	>

[Cancel](#) [Save for Later](#) [Continue](#)

- The applicant information section will open to enter basic information about the applicant.

3.5 Applicant Information:

In this section enter information like salutation, first name, middle name and last name.

Applicant Information

The screenshot shows a form titled "Applicant Information" with a dark header bar containing an information icon on the left and a checkmark on the right. The form fields are as follows:

Field Label	Value
Salutation	Mr
First Name	John
Middle Name	A
Last Name	Smith

A "Continue" button is located at the bottom right of the form.

Field Description



Field Name	Description
Salutation	Identify your salutation of applicant. The options are: <ul style="list-style-type: none"> • Dr • Mr. • Ms • Mrs. • Miss
First Name	Enter your first name.
Middle Name	Enter your middle name. This is an optional field.
Last Name	Enter your last name.

- Click **Continue** to confirm the applicant's information. If a co-applicant has been added, the screen on which co-applicant's name is to be defined will be displayed, after which the Property Information section will be displayed.



3.6 Property Information

In the property Information screen enter the information like property type, subtype, ownership and address of the property.



Property Information

**Property Information**

Property Details

Ownership Type	<input checked="" type="button" value="Single"/> <input type="button" value="Joint"/>
Owners of the Property	<input type="text" value="John Smith"/> 
Type of Property	<input type="text" value="Residential Property"/>
Sub-Type	<input type="text" value="Property Under Construction"/> 
Purchase Price	<input type="text" value="A\$98,000.00"/>

Address of the Property

Country	<input type="text" value="AUSTRALIA"/> 
Address Line 1	<input type="text" value="A11, Express Towers"/>
Address Line 2	<input type="text" value=""/>
City	<input type="text" value="Sydney"/>
State	<input type="text" value="Victoria"/> 
Zip Code	<input type="text" value="40002"/>
Is this your primary place of residence?	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>


Field Description

Field Name	Description
Property Details	
Ownership Type	<p>You are required to identify if the property is to be owned jointly or not. This field will be displayed only if you have added a co-applicant in the Loan Requirements page.</p> <p>The options available for selection are:</p> <ul style="list-style-type: none"> • Single • Joint
Owners of the Property	<p>Depending on the option selected in the Ownership Type field, this field will either be a dropdown or a read only field.</p> <p>If you have selected option Single in the Ownership Type field, this field will be a dropdown which will list down the names of the applicants. You can select either your name or the co-applicant's name to indicate the owner of the property.</p> <p>If you have selected the option Joint in the Ownership Type field, this field will be read only which will display the names of both you and your co-applicant, indicating that the property is going to be owned by both.</p>
Type of Property	The type of the property that you are planning to purchase, that is, residential property, commercial property, and so on.
Sub-Type	The sub type of the property within the type of property, that is, property under construction, and so on.
Purchase Price	Specify the purchase price of the property.
Address of the Property	
Country	Specify the country in which the property is located.
Address Line 1-2	Specify Address details of the property.
City	Specify the city name in which the property is located.
State	Select the state where the property is located.
Zip Code	Specify the zip code of the property.
Is this your primary place of residence?	Indicates whether the specified property is the primary place of residence

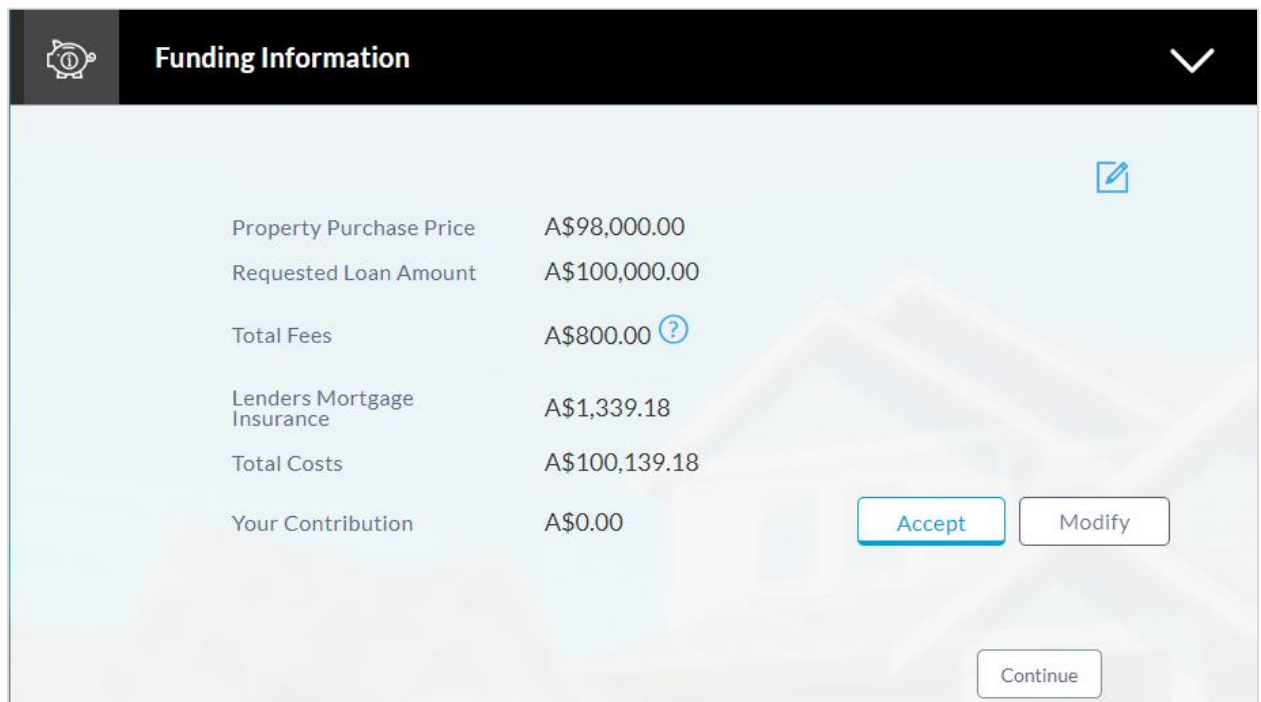
- Click Continue to update the property information. The **Funding Information** section is displayed.

3.7 Funding Information

This section displays the total fees that are applicable on the loan application, the total cost which is the sum of the property purchase price and the fees, as well as any amount that needs to be contributed by you which is the difference between the amount of loan you have requested and the total cost.

You can click on  or the **Modify** option to edit either the property purchase price or the amount of loan you are requesting if the contribution amount is not suitable to you. Once the values displayed are suitable, click on **Accept** and **Continue** to proceed to the next step in the application.

Funding Information




Field Name	Description
Property Purchase Price	A\$98,000.00
Requested Loan Amount	A\$100,000.00
Total Fees	A\$800.00 ?
Lenders Mortgage Insurance	A\$1,339.18
Total Costs	A\$100,139.18
Your Contribution	A\$0.00

Buttons: Accept, Modify, Continue

Field Description

Field Name	Description
Property Purchase Price	The purchase price of the property as defined by you in the previous section.
Requested Loan Amount	Loan amount requested by you to purchase the property in the requirements section.
Total Fees	It is the total fees to be paid for loan processing.
Lenders Mortgage Insurance	It is the insurance amount applicable against the mortgage loan.

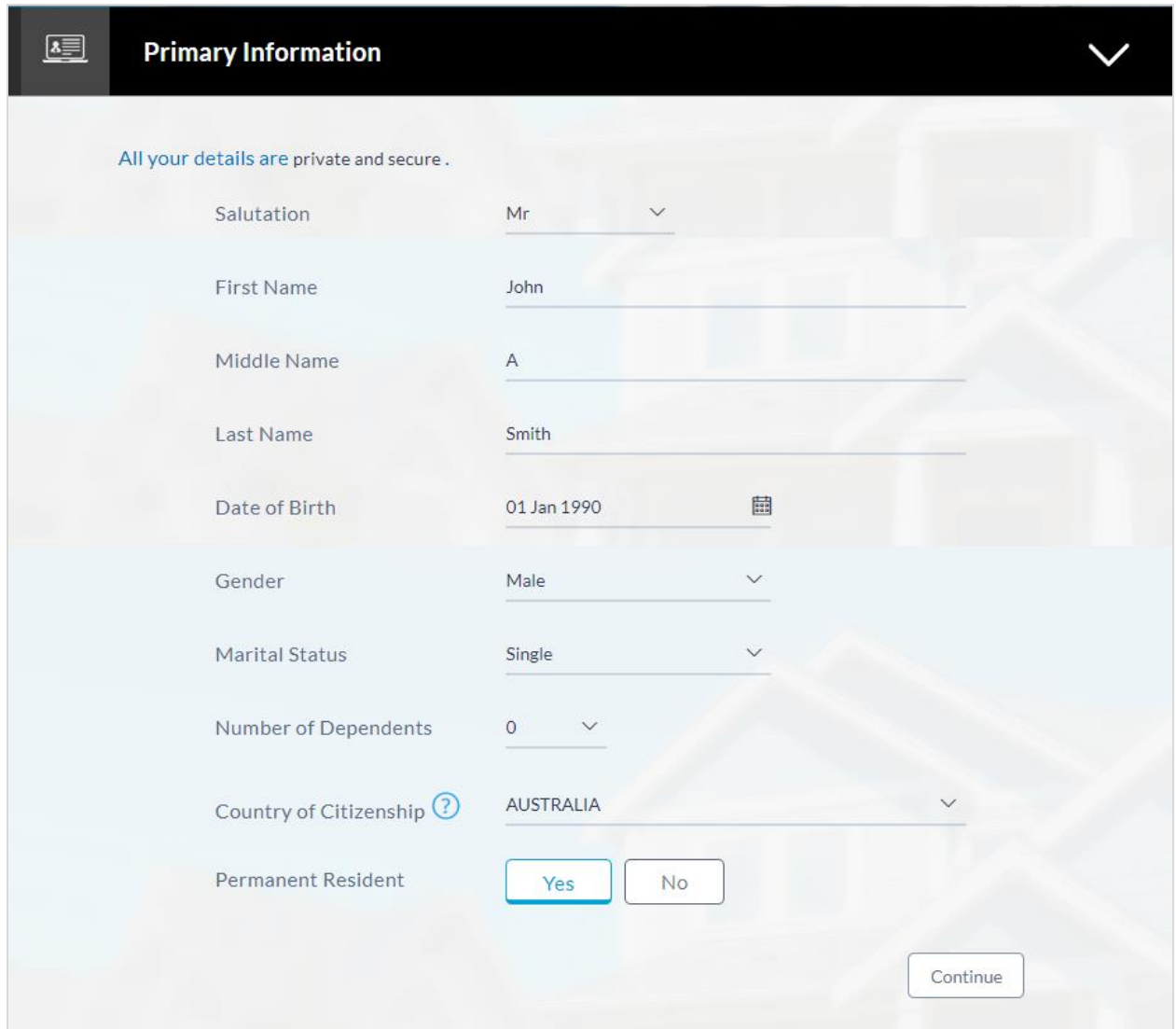
Field Name	Description
Total Cost	Total cost of the loan, that is, property purchase price + total fees + lenders mortgage insurance.
Your Contribution	The amount to be contributed by you towards the purchase of the property. This amount is the difference between the total costs to purchase the property and the requested loan amount.

- Click **Accept** to agree with the contribution amount displayed.
OR
Click **Modify** if you wish to get the contribution amount modified. You will need to modify the requested loan amount and/or property purchase price for the contribution amount to change.
- Click  to save the modified loan details.
- Click **Continue**. The **Primary Information** section is displayed.

3.8 Primary Information

In the Primary Information screen enter the appropriate information like, salutation, first name, last name, date of birth, citizenship, and so on.

Primary Information



The screenshot shows the 'Primary Information' screen of an application. At the top, there is a dark header bar with a user icon on the left, the title 'Primary Information' in the center, and a white checkmark icon on the right. Below the header, a light blue banner contains the text 'All your details are private and secure.' in a smaller font. The main form area has a light blue background with a faint house illustration. It contains several input fields: 'Salutation' with a dropdown menu showing 'Mr'; 'First Name' with the text 'John'; 'Middle Name' with the text 'A'; 'Last Name' with the text 'Smith'; 'Date of Birth' with the text '01 Jan 1990' and a calendar icon; 'Gender' with a dropdown menu showing 'Male'; 'Marital Status' with a dropdown menu showing 'Single'; 'Number of Dependents' with a dropdown menu showing '0'; 'Country of Citizenship' with a dropdown menu showing 'AUSTRALIA' and a help icon; and 'Permanent Resident' with two buttons, 'Yes' (highlighted in blue) and 'No'. A 'Continue' button is located at the bottom right of the form.

Salutation	Mr
First Name	John
Middle Name	A
Last Name	Smith
Date of Birth	01 Jan 1990
Gender	Male
Marital Status	Single
Number of Dependents	0
Country of Citizenship ?	AUSTRALIA
Permanent Resident	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

Continue

Field Description

Field Name	Description
Salutation	<p>Your salutation as captured in the applicant information section.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Dr • Mr. • Mrs • Miss • Ms
First Name	Your first name as entered in the Applicant Information section is displayed. You can update this value if you wish to
Middle Name	Enter your middle name here. If you have already entered your middle name in the Applicant Information section, it will be displayed here. You can update this value if you wish to.
Last Name	Your last name as entered in the Applicant Information section is displayed. You can update this value if you wish to.
Date of Birth	Enter your date of birth.
Gender	Specify your gender.
Marital Status	<p>Select your marital status from the list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Married • Single • Divorced • Separated • Widowed • De facto • Undisclosed
Number of Dependents	Specify number of people dependent on you.
Country of Citizenship	Select the country of which you are a citizen
Permanent Resident	You are required to identify whether you are a permanent resident.

Field Name	Description
Country of Residence	This field is enabled only if you have identified that you are not a permanent resident by selecting No in the Permanent Resident field. In this case, you are required to identify the country in which you reside.
<hr/>	
<ul style="list-style-type: none">Click Continue. The Proof of Identity section is displayed.	

3.9 Proof of Identity

In the proof of identity section enter the identity details such as, identity type, ID number, and expiry date.

Proof of Identity

Field Description

Field Name	Description
Identity	
Type of Identification	<p>The identification document that you want to provide as proof of identity.</p> <p>The identification type could be:</p> <ul style="list-style-type: none"> • Driving License • Passport • National Identification no • Student ID card • Tax ID individual
ID Number	Enter Identification number corresponding to the identification type.
Expiration Date	<p>Enter the date on which your identification document will expire. This date can be found printed on your identification document. The system will validate if the expiration date has passed or if it is a valid date, that is, not one that is too ahead in the future (the number of years will be defined by the bank) and will display an appropriate error message. In this case, you can either modify the expiration date or select a different ID to submit as proof of identity, one that has a valid expiration date.</p>



- Click **Continue** to save the identification information. The **Contact Information** section is displayed.

3.10 Contact Information

In the contact information section enter the contact details including your email address, phone number and current residential address.


You will be required to enter details of your previous residence if you have stayed at your current residence for less than the amount of time required. This amount of time is defined by the bank in terms of years.

Contact Information (Current and Previous Residential Address)


 **Contact Information** 

Residential Address

We will be sending all postal mail to this address.

Country	AUSTRALIA	▼
Address Line 1	A21, Sigma Towers	
Address Line 2		
City	Sydney	
State	Victoria	▼
Zip Code	444001	
Staying Since	01 Jan 1990	
Accommodation Type	Owned	▼

Email

Email 	john8@ofss.com
Please confirm your email ID	john8@ofss.com

Phone Number

Phone Type	Work Mobile	▼
Primary Phone Number	7423473984	
Add an alternate phone number	<input type="button" value="Yes"/> <input type="button" value="No"/>	

We may contact you with important information about your account on your primary phone number. If you have provided a mobile number as primary, we may also send you alerts via SMS. You may contact us at any time to change the preferences.

Field Description

Field Name	Description
Residential Address	
Country	Enter the country name in which you reside.
Address Line 1-2	Enter your Address details.
City	Enter the name of the city in which you reside.
State	Select the state from the list.
Zip Code	Enter your Zip code.
Staying Since	Date since which you have been residing at the current address. If you identify a date that is less than the minimum amount of time required for you to have resided in the current residence, the system will display fields in which you can specify your previous residence address.
Accommodation Type	<p>The type of accommodation in which you reside.</p> <p>The accommodation types are:</p> <ul style="list-style-type: none"> • Company Provided • Inherited • Leased • Owned • Parental • Rented • Others
Previous Residential Address	
Country	Select the country where you resided previously.
Address Line 1-2	Enter address details of your previous residence.
City	The city in which you resided previously.
State	The state in which you resided previously.
Zip Code	Enter the zip code where you resided previously.

Field Name	Description
Accommodation Type	<p>The type of accommodation in which you resided previously.</p> <p>The accommodation types are:</p> <ul style="list-style-type: none"> • Company Provided • Inherited • Leased • Owned • Parental • Rented • Others
Email	
Email	Enter your email address.
Please confirm your email ID	Re-enter your email ID to confirm the same.
Phone Number	
Phone Type	<p>Select the phone number type that you want to define as primary contact number.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Personal Mobile • Work Mobile • Home Phone • Work Phone
Primary Phone Number	Enter your phone number corresponding to the selected phone type.
Add an alternate phone number	You can select Yes if you want to add an alternate phone number. It is not mandatory to add an alternate phone number.

Field Name	Description
Phone Type	<p>Type of phone number that is being added as an alternate number.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Personal Mobile • Work Mobile • Home Phone • Work Phone <p>This field is displayed if you select Yes in the Add an alternate phone number field.</p>
Alternate Phone Number	<p>Alternate phone other than primary phone number.</p> <p>Phone number corresponding to the selected alternate phone type.</p>
Default as that of Primary Applicant	<p>Indicates whether address details of co-applicant is same as primary applicant.</p> <p>This field appears if you Yes in the Is there a co-applicant field in the loan requirement screen.</p>

3.11 Landlord Information

The section appears if you select '**Rented**' or '**Leased**' option in the **Accommodation Type** list.

Contact Information (Landlord Details)



Landlord Details

Landlord's Full Name	Geoff Marsh
Country	AUSTRALIA
Address Line 1	A2, NKP
Address Line 2	
City	Sydney
State	Victoria
Zip Code	444002
Mobile Number	3472988347



Field Description


Field Name	Description
Landlord's Full Name	Specify full name of the landlord.
Country	Select the country name where the landlord resides.
Address Line 1-2	Specify address details of the landlord.
City	Specify the city name where the landlord resides.
State	Select the state name where the landlord resides.
Zip Code	Specify the zip code where the landlord resides.
Mobile Number	Specify the mobile number of the landlord.

- Click **Continue** to save the contact information. The **Employment Information** section is displayed.

3.12 Employment Information


In this section enter details of your employment over a defined period starting with your current primary employment. The details required are type of employment, employment status, date on which specific employment was started and if you are salaried or self-employed, the company or employer name. If the amount of time at which you have been employed in your current employment is less than the required amount, the system will display fields in which you can enter details of previous employment.


Employment Information




Primary Employment


Please specify details of your employment for the last 3 years

Employment Type	Salaried
Employment Status	Full Time
Employer Name	BOFA
Designation	Sr.System Analysts
Start Date	01 Jan 2014
Gross Annual Salary	A\$500,000.00
Address	A3, NKP, Sydney VIC AU 444002

Additional Employment




Please specify details of your employment for the last 3 years

Employment Type	Salaried	▼
Employment Status	Full Time	▼
Employer Name	RBS	
Start Date	01 Jan 2012	
End Date	31 Dec 2013	
Designation	System Analysts	
Gross Annual Salary	A\$300,000.00	
Country	AUSTRALIA	▼
Address Line 1	A5, R Tech park	
Address Line 2		
City	Sydney	
State	Victoria	▼
Zip Code	444006	

Add

Field Description

Field Name	Description
Employment Type	<p>The type of your current primary employment</p> <p>The types are:</p> <ul style="list-style-type: none"> • Salaried • Self Employed • Others
Employment Status	<p>The status of your employment. The options in this field will depend on your selection as employment type.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Part Time • Full Time
Employer Name	The name of the company or firm in which you are employed.
Start Date	Enter the date on which you started at current employment
Designation	Enter your designation with the current employer.
Gross Annual Salary	Enter your gross annual salary with the current employer.
Country	Select the country in which you are currently employed.
Address Line 1-2	Enter your employer's address.
City	Enter the city in which you are currently employed.
State	Select the state name where you are currently employed.
Zip Code	Specify the zip code of the location where you are currently employed.


- Click **Add** to update the employment information.
OR
Click  to edit the employment information.
- Click  to add more than one employment information.
OR
- Click **Continue** to proceed with the application process
- The **Financial Profile** screen appears, with **Income**, **Expense**, **Asset**, and **Liability** sections


3.13 Financial Profile


You are applying for


HOME LOAN of amount **A\$100,000.00** for tenure 5 year(s) 5 month(s)

Financial Profile

 Income >

 Expenses >

 Assets >

 Liabilities >



Cancel



Save for Later


Continue

- Enter the appropriate details in the relevant sections.

3.13.1 Income Information

In this section enter details of all income that you want to be considered for loan repayment. You can add multiple records of income up to a defined limit. Click the  icon to add additional income records and the  icon against a specific record to delete it.


Income


Primary Income


Type of Income

PAYG or Salary

▼

Gross Income

A\$500,000.00

Net Income

A\$500,000.00

Frequency


Yearly

▼



Save

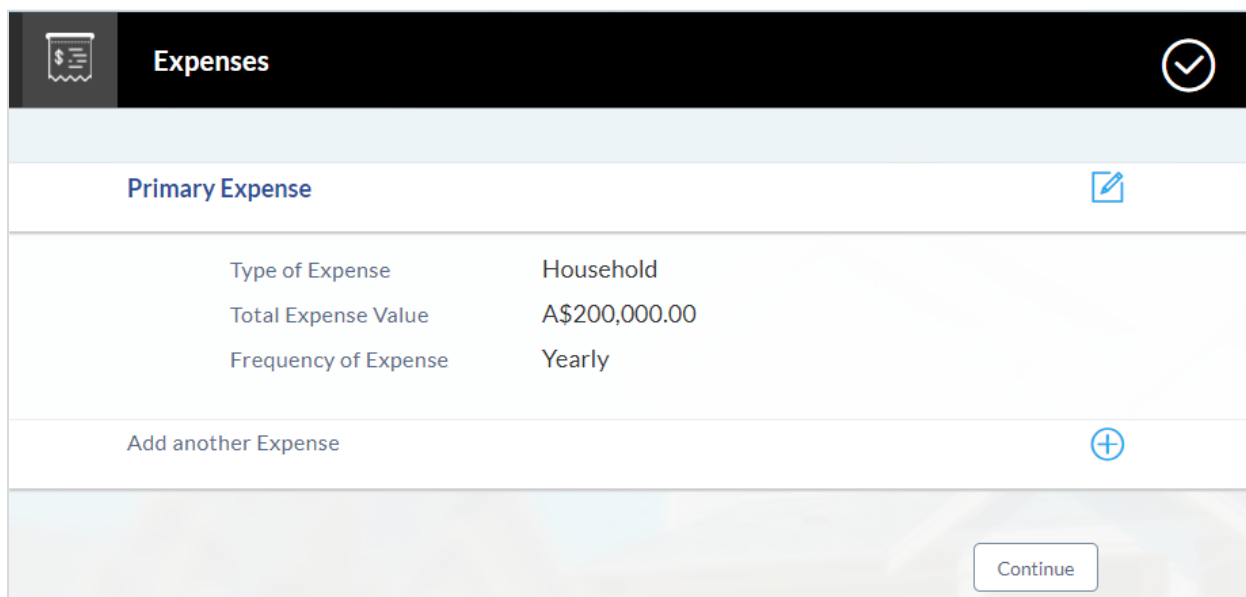
Field Description

Field Name	Description
Primary Income	
Income Type	The source of your primary income. Examples of source of income can be rental income, salary, and so on.
Gross Income	Gross amount of income earned.
Net Income	Net amount of income. The net income field will be defaulted with the gross income amount entered and can be changed
Frequency	The frequency at which you earn the particular income. Examples of income frequency can be Monthly, Yearly and so on.

- Click **Save** to update the income details.
 - Click **Continue** to proceed with the expense details section.
- OR
- Click  to add another income record

3.13.2 Expense Information

In this section enter details of all expenses you incur on a regular basis. You can add multiple expense records up to a defined limit. Click the  icon to add additional expense records and the  icon against a specific record to delete it



Field Description



Field Name	Description
Primary Expense	
Type of Expense	The type of expense. Example - household, school fees, and so on.
Total Expense Value	The total value of expenditure against the specific type identified.
Frequency of Expense	The frequency at which you incur the specific expense. By default the value Monthly will be selected and can be changed.

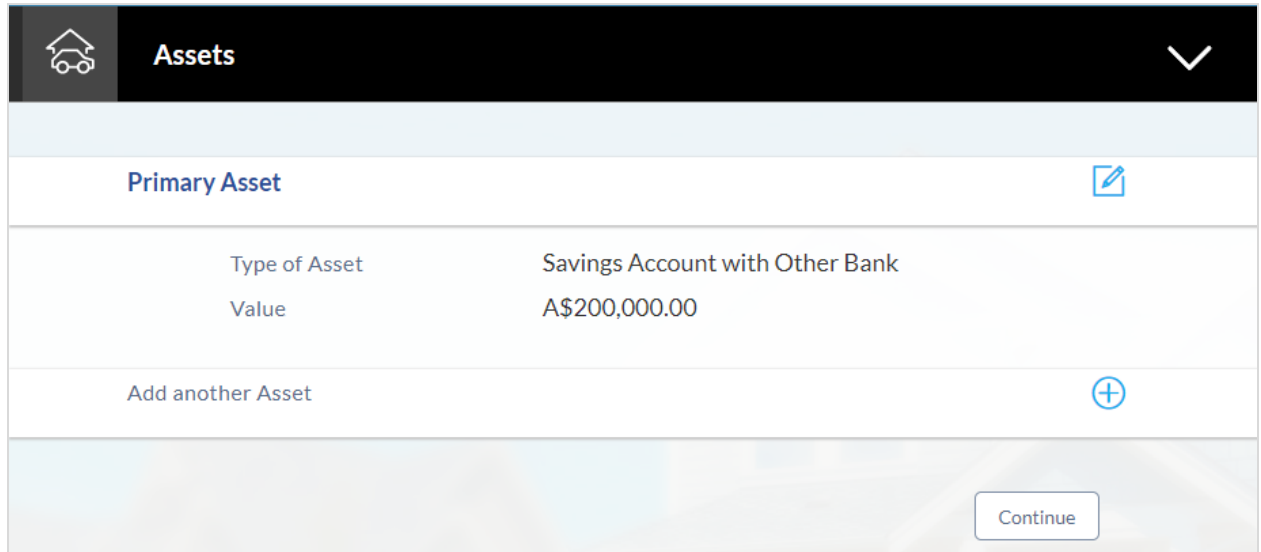
- Click **Save** to update the expense details.
- Click **Continue** to proceed with the asset details section.



OR

Click  to add another expense record.

3.13.3 Asset Information:


In this section enter details of all assets owned by you. You can add multiple asset records up to a defined limit. Click the  icon to add additional asset records and the  icon against a specific record to delete it



Assets	
Primary Asset 	
Type of Asset	Savings Account with Other Bank
Value	A\$200,000.00
Add another Asset 	
Continue	



Field Description



Field Name	Description
Primary Assets	
Type of Asset	Type of asset owned by you. Examples of assets are – Home, Savings account with bank, and so on.
Value	The market value of the asset.


- Click **Save**.
 - Click **Continue** to proceed with the liability details section.
- OR
- Click  to add another asset record

3.13.4 Liability Information


In this section, enter details of all your liabilities. You can add multiple records up to a defined limit.

Click the  icon to add additional records and the  icon against a specific record to delete it


Liabilities


Primary Liability



Type of Liability	Personal loan with bank
Original Value	A\$5,000.00
Outstanding Value	A\$200.00

Add another Liability


Continue

Field Description

Field Name	Description
Primary Liability	
Type of Liability	Select the type of liability you want to define. The liability type could be, home loan, personal loan, credit card, and others.
Original Value	Identify the original value of the liability.
Outstanding Value (\$)	Enter the current outstanding value of the liability.

- Click **Save**.
- OR
- Click  to add another liability record.
- Once the asset, liability, income, and expense details are entered click **Continue**
- Click **Continue** to proceed with the application process

3.14 Offers

This section displays all the product offers applicable to you. You can select any offer that best suits your needs.

You are applying for

HOME LOAN of amount **A\$100,000.00** for tenure 5 year(s) 5 month(s)

Offers

Please make your selection by clicking one of the offers below.

UHome Loan UOF300

Continue

Cancel Save for Later Review & Submit

- Select a suitable offer
- Click **Continue**.
- Click **Review and Submit**. The review screen is displayed.

3.15 Review and Submit

It will display all the information you have entered in the application. You can verify that all the information provided by you is correct and make any changes if required

Loan Requirement

You are applying for

HOME LOAN of amount **A\$100,000.00** for tenure **5 year(s) 5 month(s)**

Please review your application thoroughly before submitting

Loan Requirements	
How much would you like to borrow ?	A\$100,000.00
What is your purpose for this loan ?	Purchase Investment-Bus Premises Over 50 Pcnt Resi Invest
Tenure	5 Year(s) 5 Month(s)
How often would you like to make repayments ?	Monthly
Is this the first time you are purchasing a house?	Yes
Is there a co-applicant?	No



Offers

Offers		
Offer Name	UHome Loan UOF300	

Property Information

Property Information	
	
Property Details	
Owners of the Property	John Smith
Type of Property	Residential Property
Sub-Type	Property Under Construction
Purchase Price	A\$98,000.00
Address of the Property	A11, Express Towers, Sydney Victoria AUSTRALIA 40002



Funding Table

Funding Table	
	
Property Purchase Price	A\$98,000.00
Requested Loan Amount	A\$100,000.00
Total Fees	A\$800.00 
Lenders Mortgage Insurance	A\$1,339.18
Total Costs	A\$100,139.18
Your Contribution	A\$0.00

Primary Information

	Primary Information		
Name	Mr John A Smith		
Date of Birth	01 Jan 1990		
Marital Status	Single		
Number of Dependents	0		
Country of Citizenship	AUSTRALIA		
Permanent Resident	Yes		



Proof of Identity

	Proof of Identity		
Type of Identification	Driving License Number		
ID Number	A673673		
Expiration Date	01 Jan 2030		

Contact Information

	Contact Information		
Residential Address			
Staying Since	01 Jan 1990		
Accommodation Type	Owned		
Address	A21, Sigma Towers, Sydney Victoria AUSTRALIA 444001		
Email			
Email	john8@ofss.com		
Phone Number			
Primary Phone Number	Work Mobile: 7423473984		

Employment Information


Employment Information


Primary Employment

Employment Type	Salaried
Employment Status	Full Time
Employer Name	BOFA
Designation	Sr.System Analysts
Start Date	01 Jan 2014
Gross Annual Salary	A\$500,000.00
Address	A3, NKP, Sydney VIC AU 444002



Additional Employment

Employment Type	Salaried
Employment Status	Full Time
Employer Name	RBS
Designation	System Analysts
Start Date	01 Jan 2012
End Date	31 Dec 2013
Gross Annual Salary	A\$300,000.00
Address	A5, R Tech park, Sydney VIC AU 444006

Financial Profile

Income

Financial Profile


Income


Primary Income

Type of Income	PAYG or Salary
Gross Income	A\$500,000.00
Net Income	A\$500,000.00
Frequency	Yearly

Expenses



Expenses


Expenses




Primary Expense


Type of Expense	Household
Total Expense Value	A\$200,000.00
Frequency of Expense	Yearly

Assets

	Assets	
Primary Asset		
Type of Asset	Savings Account with Other Bank	
Value	A\$200,000.00	

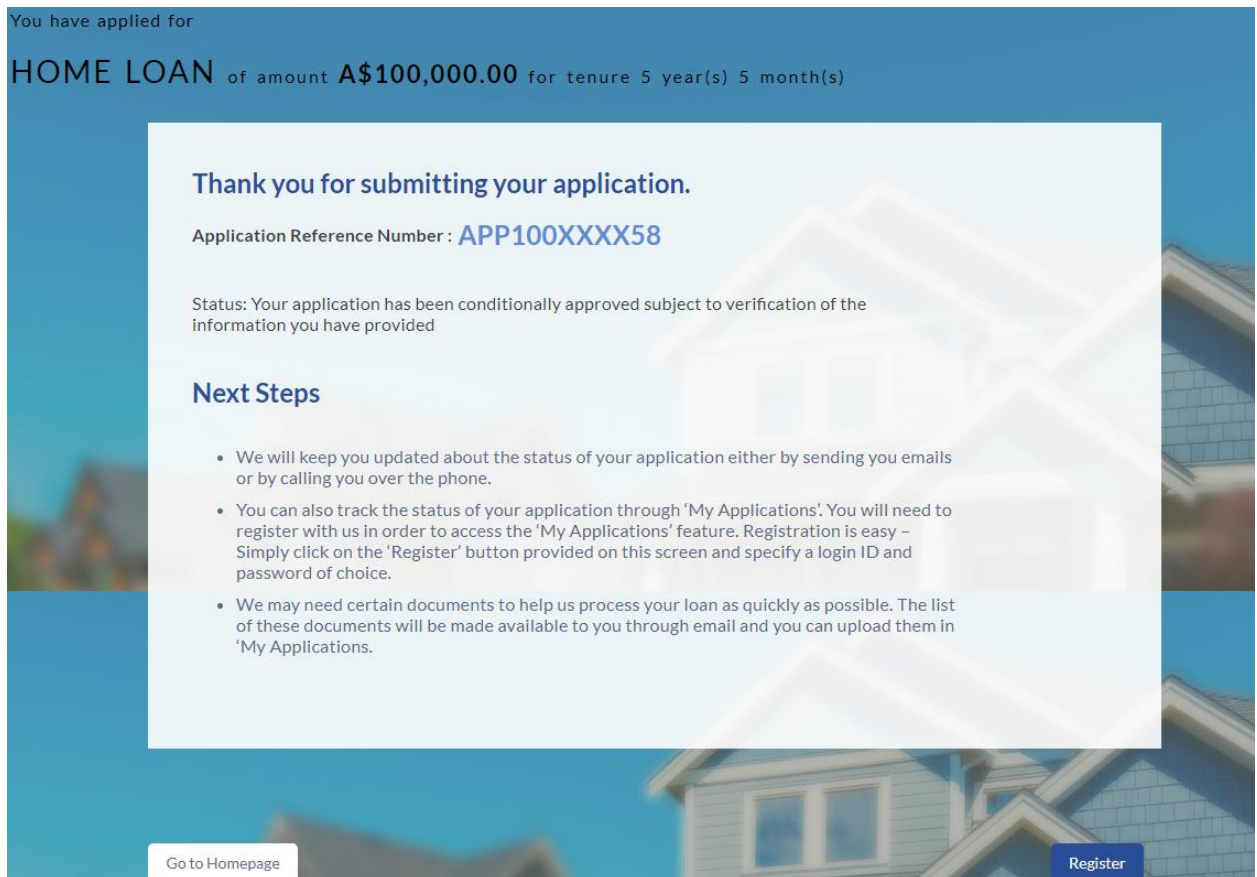
Liabilities

	Liabilities	
Primary Liability		
Type of Liability	Personal loan with bank	
Original Value	A\$5,000.00	
Outstanding Value	A\$200.00	
<div> <div>Cancel</div> <div>Save for Later</div> <div>Submit</div> </div>		

- Click  against any section if you wish to edit any information that is part of that section.
- Once the details are edited click **Continue**.
- The review and submit screen appears. Click **Submit**.
- The screen confirming application submission will be displayed which will contain the application reference number, decision outcome and any additional steps that might need to be undertaken by you or the bank.

3.16 Submitted Application Confirmation

The confirmation page is displayed once you have submitted your application. This page displays the current status of the application along with details of any further steps that might be required to be taken. The application reference number, by which you can track the status of your application, is also displayed on this page. Additionally, the options to register (if you are a new customer and have not yet registered with the bank) and to track the application are also provided on this page



- If you are not a registered channel user, you will have an option to register yourself for channel access. Click **Register**
- OR
- Click **Go to Homepage** to navigate to the product showcase
- Click **Track your Application** to track your submitted application. For more information on the application tracker view the **Application Tracker** section in this document

3.17 Register User

Registration

You need to register first before submitting your application.

You will need to register with us in order to track your application. Please provide the following details to register with ZigBank.

Define Login Credentials

Email

john@company.com

Confirm Email

john@company.com

Verify

Password

.....

Confirm Password

.....

Set Security Questions

Security questions may be used as a second level of authentication for transaction completion or even to retrieve forgotten Login ID or Password. These questions can also be set at a later date.

Skip set up of security questions

Security Question 1

What is your favorite game ?

Answer 1

Lawn Tennis

Security Question 2

What is your favorite color ?

Answer 2

Blue

Security Question 3

What is your favorite sport ?

Answer 3

Lawn Tennis

Security Question 4

fav place ?

Answer 4

Sydney

Security Question 5

What is your favorite color ?

Answer 5

Blue

Terms and Conditions

☒ I have read, fully understood and agreed with the terms and conditions.

[Terms and conditions](#)

Field Description

Field Name	Description
Define Login Credentials	
Email	Enter the email ID with which you would like to register.
Confirm Email	To confirm the email ID, re-enter the email ID entered in the Email field.
Verify	Click on this link to verify the email ID entered. A unique security code will be sent to the email address defined and a pop up window will be opened in which you can verify the email ID by entering the security code in the specified field.

Password	Enter a password to be used for the purpose of registration. You will be required to enter this password when you login to the system in the future.
Confirm Password	To confirm the password re-enter the password entered in the Password field.
Set Security Questions	
Skip set up of security questions?	<p>Through this option, you can opt to skip setting up security questions at the time of registration.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Yes • No <p>By default the option No will be selected and the security question and answer fields will be displayed. If you select the option Yes, identifying that you wish to skip set up of security questions, the security question and answer fields will be disabled and hidden.</p>
Security Question	<p>Select a question to be assigned as a security question.</p> <p>The security questions will be numbered, e.g. Security Question 1, Security Question 2 and so on. The number of security questions and answers available will be dependent on the number configured by the bank administrator.</p>
Answer	<p>Specify an answer for the selected security question.</p> <p>The fields in which you can specify answers to selected security questions will be displayed below each security question and will be numbered, e.g. Answer 1, Answer 2 and so on.</p>
Terms and Conditions	
I have read, fully understood and agreed with the terms and conditions	Select this checkbox to acknowledge agreement to the terms and conditions of registration for online banking access.
Terms and Conditions Link	Click this link to view the terms and conditions.

To register:


- In the **Email** field, enter the email address.
- To confirm enter the email ID in the **Confirm Email** field.
- Click the **Verify** link to verify the entered email address.

- a. In the **Verification Code** field, enter the verification code sent on the defined email ID.
 - b. Click **Resend Code**, if the code is not received.
 - c. Click **Submit**. The successful email verification message is displayed.
- In the **Password** field, enter the password required for login.
- To confirm enter the password in the **Confirm Password** field.
- From the security questions list, select a question to be added in your security question set.
- In the answer field, enter an answer for the selected security question.
- If you do not want to set security questions currently, select the option **Yes** against the **Skip set up of security questions** field.
- Click the **Terms and Conditions** link to view the terms and conditions.
- Select the **Terms and Conditions** check box to acknowledge agreement to the terms and conditions.
- Click **Register/Submit Application** to register. The button to register will be termed **Register** if registration is non mandatory and the user has navigated to the registration screen from the confirm screen. If registration is mandatory, this screen will be displayed once the user has filled out the application form and is proceeding to submit it, hence the button will be **Submit Application**.
OR
Click **Cancel Application** to cancel the application.
OR
Click **Return to Application**.

Verification

Verification

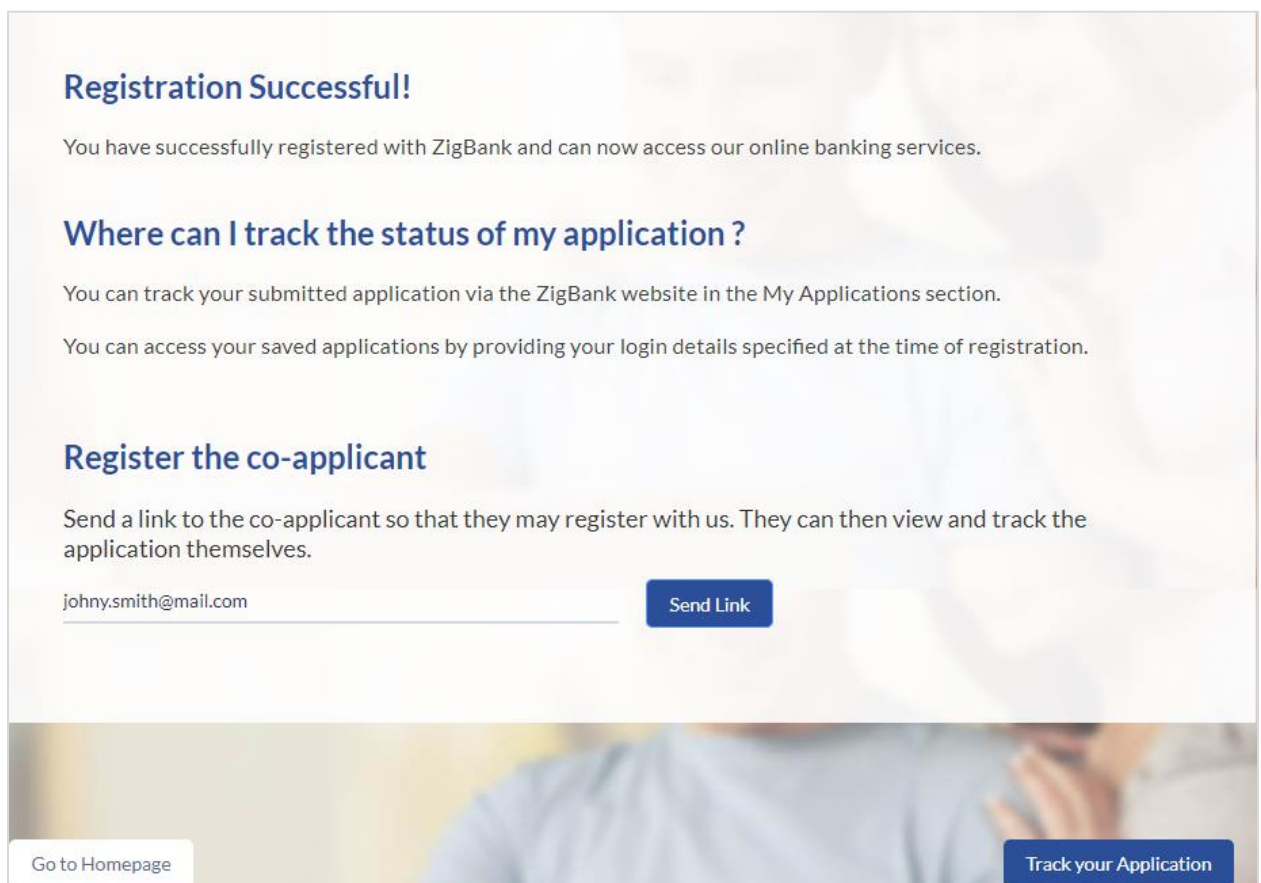
A verification code has been sent to your specified email address. Please enter that code below to complete the process

Verification Code 

Did not get the code?

Field Name	Description
Verification Code	Enter the security code sent to the email ID you have defined in the registration screen.
<ul style="list-style-type: none"> Click Submit to submit the verification code. On successful verification, a message stating that verification has been completed successfully will be displayed. OR Click Resend Code if you wish for the system to send you a different security code. OR Click Cancel to close the screen and return to the registration screen. 	

Register Applicant Confirmation



Registration Successful!

You have successfully registered with ZigBank and can now access our online banking services.

Where can I track the status of my application ?

You can track your submitted application via the ZigBank website in the My Applications section.

You can access your saved applications by providing your login details specified at the time of registration.

Register the co-applicant

Send a link to the co-applicant so that they may register with us. They can then view and track the application themselves.

johnny.smith@mail.com Send Link

Go to Homepage Track your Application

Field Description

Field Name	Description
Email	Specify the email ID of the co-applicant for registration. This field will be displayed only if the co-applicant involved in the application is not registered with the bank.

- Click **Send Link** to send the registration link to the co-applicant.
OR
Click **Track Application** to navigate to the application tracker and view the application status.
OR
Click **Go to Homepage** to navigate to the product showcase.

3.18 Cancel an Application

The option to cancel is provided throughout the application and you can opt to cancel the application at any step.

To cancel an application:

- Click **Cancel**. The cancel application screen is displayed. You will be able to select a reason for which you are cancelling the application.
- Click **Cancel and Exit**. The application is cancelled

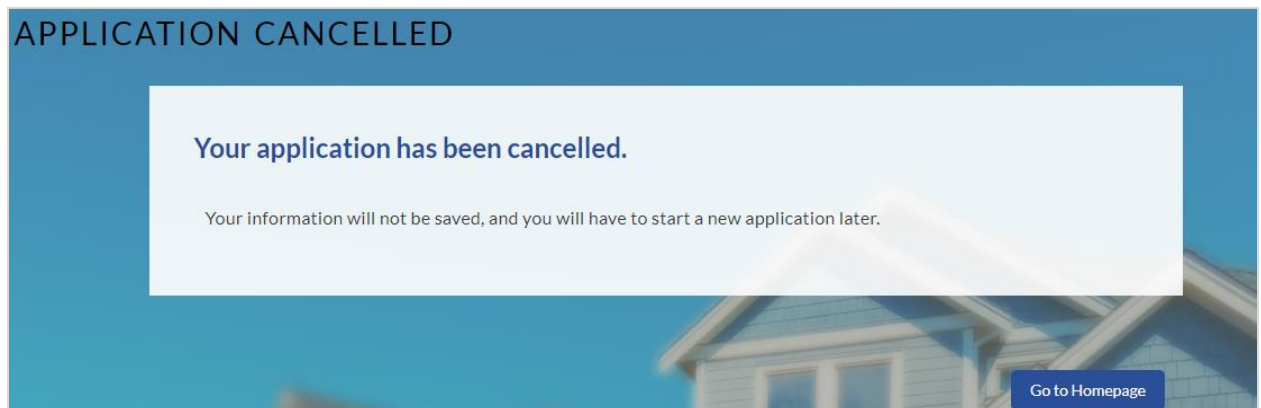
Field Description

Field Name	Description
Reason for Cancelling	<p>Indicate the reason for which you are cancelling the application. This is an optional step.</p> <p>The cancellation reason could be:</p> <ul style="list-style-type: none"> • Difficulty in completing the form • Insufficient time • Need more product details • Incorrect product selection • Others

Field Name	Description
Please Specify	<p>This field is displayed if you have selected the option Others as Reason for Cancelling.</p> <p>Specify the reason for which you are cancelling the application</p>

- Select the appropriate reason for cancelling the application.
- Click **Cancel and Exit** to cancel and exit the application. Application has been cancelled message is displayed.
OR
Click **Return to Application** to view the loan application.

Application Cancelled



- Click **Go to Homepage** to navigate to the product showcase screen.

3.19 Save for Later

There are two scenarios in this case

- If the applicant is a registered user and he/she is already logged in then the applicant will get a confirmation page indicating submission saved successfully.
- If the applicant is a new user, that is, one who is not registered for channel access, then he/she will be required to register while saving the application. The following steps are involved in the process of saving an application in this scenario.

All saved applications will be available in the application tracker under the In Draft tab. You can select any application to resume the application submission process

To save an application:

- Click **Save for Later**. The **Save and Complete Later** screen is displayed.


Save and Complete Later

Do you need more time? Save your application now and come back later to complete your application.


If you cancel your application, your information will not be saved and you will have to start a new application.


Please fill out the following details in order to save your application.

Define Login Credentials

Email  john@company.com

Confirm Email john@company.com [Verify](#)


Password 

Confirm Password 


Set Security Questions

Security questions may be used as a second level of authentication for transaction completion or even to retrieve forgotten Login ID or Password. These questions can also be set at a later date.


Skip set up of security questions

Security Question 1 What is your favorite game ? 


Answer 1 Football

Security Question 2 What is your favorite color ? 


Answer 2 Blue

Security Question 3 What is your favorite sport ? 

Answer 3 Football

Security Question 4 What is your favorite color ? 

Answer 4 Blue

Security Question 5 What is your favorite game ? 

Answer 5 Football

Terms and Conditions

☒ I have read, fully understood and agreed with the terms and conditions.

[Terms and conditions](#)

Field Description

Field Name	Description
Email	Enter the email ID with which you would like to register
Confirm Email	To confirm the email ID re-enter the email ID entered in the Email field.
Verify	<p>Click on this link to verify the email ID entered. A unique security code will be sent to the email address defined and a pop up window will be opened in which you can verify the email ID by entering the security code in the specified field.</p> <p>Refer the Verify sub section under section Register User for further information on verification.</p>

Field Name	Description
Password	Enter a password to be used for the purpose of registration. You will be required to enter this password when you login to the system in the future.
Confirm Password	To confirm the password re-enter the password entered in the Password field.
Set Security Questions	
Skip set up of security questions?	<p>Through this option, you can opt to skip setting up security questions at the time of registration.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Yes • No <p>By default the option No will be selected and the security question and answer fields will be displayed. If you select the option Yes, identifying that you wish to skip set up of security questions, the security question and answer fields will be disabled and hidden.</p>
Security Question	<p>Select a question to be assigned as a security question.</p> <p>The security questions will be numbered, e.g. Security Question 1, Security Question 2 and so on. The number of security questions and answers available will be dependent on the number configured by the bank administrator.</p>
Answer	<p>Specify an answer for the selected security question.</p> <p>The fields in which you can specify answers to selected security questions will be displayed below each security question and will be numbered, e.g. Answer 1, Answer 2 and so on.</p>
Terms and Conditions	
I have read, fully understood and agreed with the terms and conditions	Select this checkbox to acknowledge agreement to the terms and conditions of registration for online banking access.
Terms and Conditions Link	Click this link to view the terms and conditions.

The following steps are applicable for cases wherein the applicant is not a registered user:

- In the **Email** field, enter the email address.
- To confirm enter the email ID in the **Confirm Email** field.

- Click the **Verify** link to verify the entered email address.
 - a. In the **Verification Code** field, enter the verification code sent on the registered email ID.
 - b. Click **Resend Code**, if the code is not received.
 - c. Click **Submit**. A message stating that the email ID has been verified successfully is displayed.
- In the **Password** field, enter the password required for login.
- To confirm enter the password in the **Confirm Password** field.
- From the security questions list, select a question to be added in your security question set.
- In the answer field, enter an answer for the selected security question.
- If you do not want to set security questions currently, select the option **Yes** against the **Skip set up of security questions** field.
- Click the **Terms and Conditions** link to view the terms and conditions.
- Select the **Terms and Conditions** check box to acknowledge agreement to the terms and conditions.
- Click **Save Application**.
OR
Click **Cancel Application** to cancel the application.
OR
Click **Return to Application** to navigate back to the application screen

Saved Application

You are applying for

HOME LOAN of amount **A\$100,000.00** for tenure 5 year(s) 5 month(s)

Your application has been saved!

Your submission id is : **SUB100XXXX25**

You can access your saved application anytime within the next 30 days to complete it.
If you do not complete your application within the next 30 days it will expire.

Where can I find my saved application ?

You can retrieve your saved application via the ZigBank website in the Track Application section.
You can access your saved applications by providing your login details specified at the time of registration.

[Go to Homepage](#) [Track your Application](#)

Field Description

Field Name	Description
Email	Specify the email ID of the co-applicant for registration. This field will be displayed only if the co-applicant involved in the application is not registered with the bank.
<ul style="list-style-type: none"> Click Send Link to send registration link to the co-applicant. OR Click Track your Application to navigate to the application tracker to view the application status. OR Click Go to Homepage to navigate to the product showcase. 	

3.20 Existing User

An application form for an existing user will differ from that of one being initiated by a new/unregistered user. If you are applying for an In Principle Approval loan as an existing user, once you login to the system after having entered your login credentials, the application form will be displayed with all your personal details pre-populated in the respective fields and sections. You will, hence, be required to only specify details pertaining to the loan. The sections that will be pre-populated with your information are Primary Information, Proof of Identity, Contact Information, Employment Information and Financial Information including Income, Expenses, Assets and Liabilities.

[Home](#)

4. Application Tracker

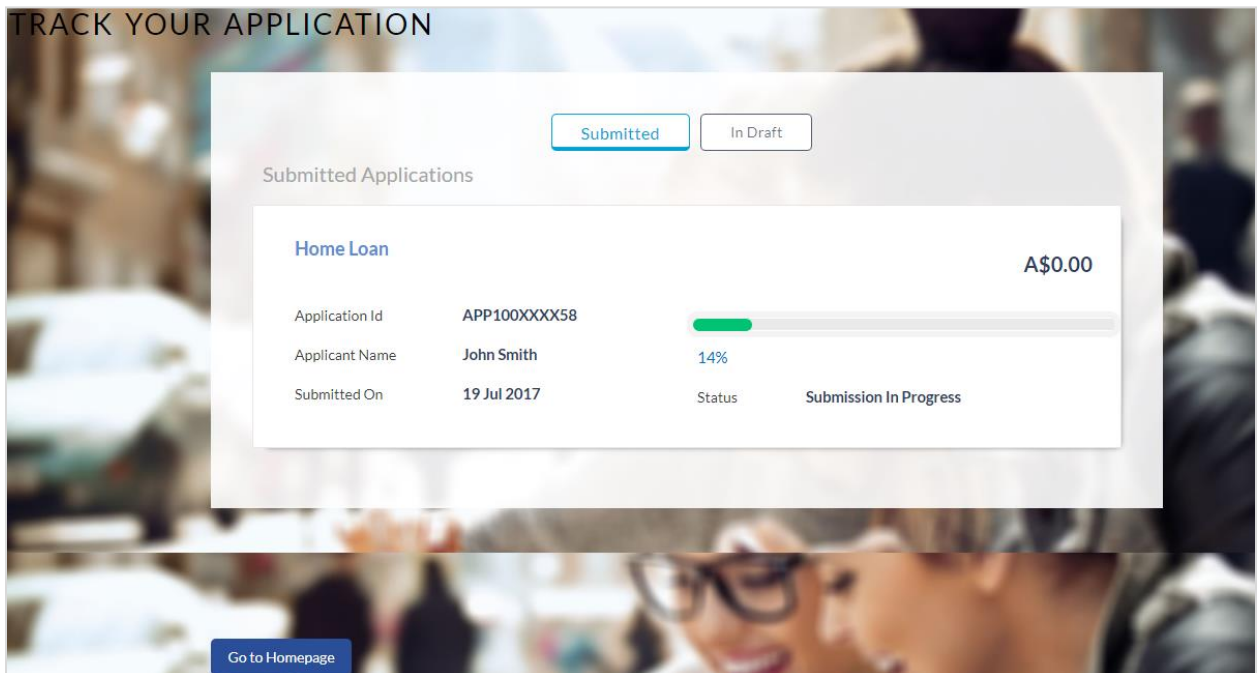
The Application Tracker enables you to view the progress of submitted applications and also to retrieve and complete applications that have been saved. Through the application tracker you can perform the following actions:

- **View submitted application:** The application tracker enables you to view details of submitted applications which includes viewing status history, application summary and term sheet document.
- **View application in draft:** While filling out an application form, if you opt to save the application instead of submitting it, the application is saved in the application tracker as an 'In Draft application'. You can select any of the applications available under this tab in order to complete and submit that application.

To track an application:

- Click **Track Application** on the dashboard. The **Login** screen is displayed.
- Enter the registered email ID and password, click **Login**.
- The **Application Tracker** screen is displayed. By default the submitted application view is displayed.

4.1 Submitted Application



Field Description

Field Name	Description
Loan Offer Name	The name of the offer for which the application has been made.
Application ID	The application reference number as generated by the bank at the time the application was submitted.
Progress Bar	The current status of the application will be displayed graphically with the help of a progress bar.
Loan Amount	The requested loan amount.
Applicant Name	The names of both the primary and co-applicant will be displayed here. If no co-applicant has been added, only the primary applicant's name will be displayed.
Submitted On	The date on which the application was submitted.
Status	The current status of the application.

- Select the application card
- The **Application Details** screen is displayed with options to view additional details of the application and pending tasks, if any.

4.2 Loan Application Details

Home Loan

Application Id	APP100XXXX58		
Applicant Name	John Smith	<div> <div></div> </div>	
Submitted On	19 Jul 2017		
Loan Amount	A\$0.00	Status	Submission In Progress
Tenure	5 year(s) 5 month(s)		

Action Required

Please contact any ZigBank banking center regarding the processing of your application.

View

- Application Summary >
- Offer >
- Status History >

[Return to Tracker](#)
[Cancel Application](#)



Field Description

Field Name	Description
Loan Offer Name	The name of the offer for which the application has been made.
Application ID	The application reference number as generated by the bank at the time the application was submitted.

Field Name	Description
Progress Bar	The current status of the application will be displayed graphically with the help of a progress bar.
Loan Amount	The requested loan amount.
Applicant Name	The names of both the primary and co-applicant will be displayed here. If no co-applicant has been added, only the primary applicant's name will be displayed.
Submitted On	The date on which the application was submitted.
Tenure	The term of the loan.

- Click any section heading to view details or to take required action on the application

4.3 Application Summary


Application Summary


Applicant Name	Mr John A Smith		
Purpose	Purchase Investment		
Requested Amount	A\$100,000.00	Loan Date	15 Feb 2016
Approved Amount	A\$0.00		
Tenure	5 year(s) 5 month(s)		

[View Complete Application](#)

Field Description

Field Name	Description
Application Summary	
Applicant Name	The names of the applicants will be displayed here.
Purpose	The purpose for which the loan was applied.
Requested Amount	The amount for which the loan is applied.
Approved Amount	Loan amount approved by the bank including the fees, and other costs.
Tenure	Loan repayment tenure.
Loan Date	Loan application date.

4.4 Status History

This section displays the status history of the loan application, that is, the various stages through which the loan application has gone along with the current status.

Status History			
State	Submitted	Acted By	OFSSUser
Remarks	Submitted	Updated On	19 Jul 2017
State	Auto Due Diligence Approved	Acted By	OFSSUser
Remarks	Auto Due Diligence Approved	Updated On	19 Jul 2017
State	Auto Decision Referred	Acted By	OFSSUser
Remarks	Auto Decision Referred	Updated On	19 Jul 2017

Field Description

Field Name	Description
Status History	
State	The status of the application.
Remarks	Displays the remarks, if any.
Acted By	The User ID of the person that updated the status of the application.
Updated On	The date on which the specific status was updated.

4.5 Offer / Term Sheet

As part of this section, there will be term sheet available for the applicant to view and download

Home Loan

Application Id	APP100X000C56		
Applicant Name	tt tt	<div><div></div></div>	
Submitted On	28 Jul 2017		
Loan Amount	A\$45,800.00	Status	
Tenure	4 year(s) 0 month(s)		

View

- Application Summary >
- Offer >
- Term Sheet
- Status History >

Field Description

Field Name	Description
Term Sheet	Displays the generated term sheet for In Principle Approval application.

- Click to download the term sheet document.

FAQs

1. I am an existing customer of the bank but do not have channel access, how can I proceed?

You can register yourself as a channel user through the 'Register' option available on the portal page and provide the required details.

2. Can I proceed with the application if I am not an existing channel user?

Yes. You can continue filling in the application details as a guest user and need not necessarily login.

3. Why am I required to specify whether I am a first time home buyer or not, in the application?

This information may be required by the bank to decide on the subsidy, if any, granted by the government for first time home buyers.

4. Does the Co-Applicant also need to login for the system to populate the information if he/she is an existing channel user?

No. The co-applicant's customer ID needs to be entered by the primary applicant if he/she is an existing user. A verification code will be sent to the co-applicants email ID and/or mobile number. Once the verification process is successful, the co-applicant's details will be populated.

5. Why am I asked to capture previous residential address details?

The bank has a resident stability policy in place wherein if the applicant is staying at the current address for less than a defined term then he/she needs to define the previous residential address.

6. My co-applicant and I live in the same house, do I need to enter address details again while defining co-applicant information?

No. There is an option in the co-applicant contact information section to default the primary applicant's address in that of the co-applicant's residential address fields.

7. The application requires me to define certain financial details that are not applicable to me. How do I proceed?

In case a financial parameter such as an expense as mortgage is not applicable to you, you can mention the value '0' against that specific financial parameter and proceed with the application.

8. Why am I being asked to capture previous employment details?

The bank has an employment stability policy in place wherein if the applicant has not completed a defined term in the current organization then he/she needs to define previous employment details.

9. I have saved the application. Can my co-applicant resume the application from the application tracker?

Yes. The co-applicant needs to be a registered channel user to login to the application tracker and resume the application.

10. Can the co-applicant perform all the pending tasks in the application tracker?

Yes, the co-applicant has all the rights as that of the primary applicant.

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