

Oracle FLEXCUBE Core Banking

Membership User Manual

Release 11.9.0.0.0

Part No. F30993-01

May 2020

ORACLE®

Membership User Manual

5/21/2020

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/

Copyright © 2020, Oracle and/or its affiliates. All rights reserved.

Confidential – Oracle Internal

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Table of Contents

1. Membership	4
1.1 MBM01 - Share Capital Master	5
1.2 MBM02 - Dividend Payment Instruction Maintenance	8
1.3 MBM03 - Membership Application Maintenance	12
1.4 MBM04 - Sanction Reject Membership Application	27
1.5 MBM05 - Share Allotment Ordinary Member	31
1.6 MBM06 - Local Branch Level Application Approved Reject	35
1.7 MBM08 - Member AGM / EGM Attendance Register	38

1. Membership

1.1 MBM01 - Share Capital Master

This screen allows the user to maintain bank level share capital. User can maintain share capital for type of share i.e. Equity/ Preference. For a particular type of share there will be only 1 record in this screen.

This screen allows definition of specific General Ledger accounts used during the course of various financial transactions. Such General Ledger accounts will be designated in INR currency and will be available in the Designated branch maintained in this screen.

System will automatically maintain 'Paid Up Share Capital', 'Total No of Nominal Members', 'Total No of Ordinary Members' & 'Nominal Members to Ordinary Members %' fields during the course of operation of the Membership Module.

Definition Prerequisites

N.A

Modes Available

Modify, Cancel, Amend, Authorize & Inquiry. For more information on the procedures of every mode, refer to Standard Maintenance Procedures.

To modify share capital for a type of share

1. Type the fast path MBM01 and click go or navigate through the menu Global Definition > Membership > Share Capital Master
2. The system displays the Share Capital Master screen.

Share Capital Master

The screenshot shows the 'Share Capital Master' form with the following fields and values:

- Type of Shares: Equity Share
- Authorized Share Capital: 11,00,000.00
- Total Number of Shares: 110000
- GL Details:
 - Share Application Amount GL: 209270570
 - Shares Refund Amount GL: 10000011
 - Shares Dividend Payment GL: 310012000
 - Unpaid Dividend Amount GL: 209271050
 - Branch Share Application GL: 209271150
- Total No. Of Nominal Members: 8
- Nominal Members To Ordinary Members %: 19.05
- Designated Branch: 60
- Minimum Amount of Share Value for Ordinary Member: 1500
- Allot Share certificate Denomination Wise:
- Face Value Per Share: 10
- Paid Up Share Capital: 3,07,150.00
- Shares Fees Amount GL: 410020550
- Shares Forfeiture Amount GL: 209271050
- Shares Dividend Distribution Tax GL: 209271082
- Transferred Due To Death GL: 209271125
- HO Share Application Suspense GL: 200001002
- Total No. Of Ordinary Members: 42
- Branch Name: BLR CSB BR
- Maximum Amount of Share Value for Ordinary Member: 25000

Field Description

Field Name	Description
Types of Shares	<p>[Input, Mandatory, Dropdown]</p> <p>Select the Type of Share for which the authorized share capital maintenance is to be done. Valid list of drop down values will be:</p> <ul style="list-style-type: none"> • Equity Share • Preference Share
Authorized Share Capital	<p>[Display, Mandatory, Numeric, 13,2]</p> <p>Maintain authorized share capital for the Type of Share selected.</p> <p>The value of this field can be modified using MODIFY mode.</p>
Face Value Per Share	<p>[Display, Mandatory, Numeric]</p> <p>Maintain face value for the Type of Share selected.</p>
Total Number of shares	<p>[Display]</p> <p>Based on the value of authorized share capital and face value per share, the system will derive the total number of shares as Authorized Share Capital/ Face Value Per Share.</p>
Paid Up Share Capital	<p>[Display]</p> <p>When the shares are sanctioned the value of the sanctioned shares will be updated for that Type of Share sanctioned by the system.</p>
Share Application Amount GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for share application amount sanctioned. When a share application is sanctioned & authorized, entries will be passed automatically in this GL. This will be a Liability type of GL.</p>
Shares Fees Amount GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for share application fees amount. Fees collected from the customer as part of the share application process will be automatically credited to this GL when the share application is sanctioned and authorized. This will be an Income type of GL.</p>
Shares Refund Amount GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for refund of share application amount. Share application amount, excluding the fees amount, will be refunded to the customer from this GL. This will be an Asset type of GL.</p>
Shares Forfeiture Amount GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for refund of share forfeited amount. Whenever shares are forfeited from a customer, the forfeited share capital amount, excluding fees amount, will be credited to this GL. This will be a Liability type of GL.</p>
Shares Dividend Payment GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for payment of gross dividend amount. Whenever dividend is paid out, this GL will be debited by the gross dividend amount. This will be an expense type of GL.</p>

Shares Dividend Distribution Tax GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for dividend distribution tax amount. Whenever dividend is paid out, the dividend distribution tax is deducted from the gross dividend amount and credited to this GL. The tax amount to be remitted to Government would need to be done from this GL. This will be a Liability type of GL.</p>
Unpaid Dividend Amount GL	<p>[Display, Mandatory, Numeric, 9]</p> <p>Maintain a valid GL code for unpaid dividend amount. Whenever customer account could not be credited with the Net dividend amount, this GL will be credited so that bank can undertake manual action for remittance of dividend to the customer. This will be a liability type of GL.</p> <p>The value of this field can be modified using MODIFY mode.</p>
Nominal Members To Ordinary Members %	<p>[Display, Numeric]</p> <p>Members % Based on the total number of Ordinary Members & Nominal Members at bank level, the % of Nominal Member to Ordinary Members will be displayed. This will be automatically maintained by the system.</p>
Total No. of Nominal Members	<p>[Display, Numeric]</p> <p>Total number of Active/ Sanctioned Nominal Members at bank level will be displayed in this field. This will be automatically maintained by the system.</p>
Total No. of Ordinary Members	<p>[Display, Numeric]</p> <p>Total number of Active/ Sanctioned Ordinary Members at bank level will be displayed in this field. This will be automatically maintained by the system.</p>
Designated Branch	<p>[Display, Mandatory]</p> <p>Branch code which is to be considered as designated branch while passing necessary GL entries is to be maintained in this field. All the GLs maintained in this maintenance will be present/ mapped to this branch code with currency as INR.</p>
Branch Name	<p>[Display, Mandatory]</p> <p>Based on the designated branch code maintained the corresponding branch name will be displayed in this field.</p>

3. Click Modify.
4. The system displays all the details in the respective fields.
5. Modify the relevant details in the respective fields and click OK button.
6. The system displays the message "Record Modified...Authorization Pending..Click Ok to continue". Click the Ok button.
7. The share capital master for a type of share is modified successfully once the record is authorized.

1.2 MBM02 - Dividend Payment Instruction Maintenance

This screen allows the user to maintain either interim dividend payment or final dividend payment instruction for the financial year for only Ordinary members. For dividend payment instruction maintenance, the user needs to maintain dividend %, dividend distribution tax % and record date for a specific type of dividend.

Once dividend % & dividend distribution tax % is maintained, system will automatically calculate the gross dividend amount, dividend distribution tax amount, net dividend amount and display the same on screen. For e.g. Dividend % is 10% and Dividend Distribution Tax is 1% & Share capital of Ordinary members is INR 100,000.00, then system will calculate the gross dividend amount as INR 10,000.00, dividend distribution amount as INR 1,000.00 and Net Dividend Amount as INR 9,000.00

Bank can define multiple dividend payouts in a financial year. The dividend amount will be paid to all the eligible Ordinary shareholders on the record date during the End of day batch.

Definition Prerequisites

N.A.

Modes Available

Add, Delete, Cancel, Authorize & Inquiry. For more information on the procedures of every mode, refer to Standard Maintenance Procedures.

To add Dividend Payment Instruction for a Type of Dividend

1. Type the fast path MBM02 and click go or navigate through the menu Transaction Definition > Membership > Dividend Payment Instruction Maintenance.
2. The system displays the Dividend Payment Instruction Maintenance screen.

Dividend Payment Instruction Maintenance

The screenshot displays the 'Dividend Payment Instruction Maintenance' form. At the top, there are navigation buttons: Add, Modify, Delete, Cancel, Amend, Authorize, Enquiry, Copy, OK, Close, and Clear. The form contains the following fields:

- Type of Shares: Equity Share (dropdown)
- Dividend for Financial Year: (dropdown)
- Interim Dividend Counter: (text input)
- Face Value Per Share: 10.00 (text input)
- Dividend Declared %: (text input)
- Dividend Amount(Gross): (text input)
- Net Dividend Amount Payable: (text input)
- Dividend Payment Status: (dropdown)
- Dividend Type: (dropdown)
- Membership Type: Ordinary (text input)
- Record Date: 31/10/2019 (calendar icon)
- Dividend Distribution Tax %: 0.00 (text input)
- Dividend Distribution Tax Amount: 0.00 (text input)
- Date of Meeting: 31/10/2019 (calendar icon)
- Narration: (text input)

Field Description

Field Name	Description
Type of Shares	<p>[Display, Mandatory]</p> <p>The Type of Share for which the dividend payment instruction maintenance is to be done. Value that will be displayed will be:</p> <ul style="list-style-type: none"> • Equity Share
Dividend for Financial Year	<p>[Input, Mandatory, Dropdown]</p> <p>This field will have 2 dropdown values as financial year.</p> <ul style="list-style-type: none"> • Current FY [YYYY – YYYY] • Previous FY [YYYY – YYYY] <p>The user needs to select the financial year for which the dividend payment instruction is to be maintained.</p>
Dividend Type	<p>[Input, Mandatory, Dropdown]</p> <p>The user needs to select the dividend type for a financial year. Valid list of drop-down value will be:</p> <ul style="list-style-type: none"> • Final
Interim Dividend Counter	<p>[Display]</p> <p>If dividend type is maintained as Interim, then system will auto generate the interim dividend counter as per the last counter maintained for a financial year. Counter will start with serial number as 1 for a particular financial year. For dividend type = Final, the value of this field will be displayed as 0.</p>
Membership ID	<p>[Display]</p> <p>This field will always display the value as Ordinary. Dividend will be paid only to ordinary members since shares are allotted only to ordinary members.</p>
Face Value Per Share	<p>[Display]</p> <p>This field will display the face value of the shares for which the dividend payment instruction maintenance is done. The value of this field will be auto populated as maintained in Share Capital Master maintenance screen for the respective type of share.</p>
Record Date	<p>[Input, Mandatory, Date]</p> <p>For maintenance done against type of share and dividend type the user has to maintain the record date i.e. date on which the dividend is to be paid to the ordinary members. This date has to be >= current FLEXCUBE process date. On the record date, system will automatically calculate the gross dividend amount, dividend distribution tax and net dividend amount per member. System will credit the customer account with the Net Dividend amount and credit the Share Dividend Distribution Tax GL with the tax amount.</p>
Dividend Declared %	<p>[Input, Mandatory, Numeric, 5,2]</p> <p>For the type of share and dividend type, the user must maintain the dividend % that needs to be paid to the eligible shareholders. The value</p>

of this field must be > 0 and <= 100. The value maintained in this field will be applicable on the face value of the share type. For e.g. Face Value = 100 and dividend declared % is 50. So, the dividend per share will be Rs. 50.00.

Dividend Distribution Tax %

[Input, Mandatory, Numeric, 5,2]

For the type of share and dividend type, the user must maintain the dividend distribution tax %. The value of this field must be > 0 and <= 100. The value maintained in this field will be applicable on the value of field Dividend Declared. For e.g. Face Value = 100 and dividend declared % is 50 & Dividend Distribution Tax % is 10. So, the dividend distribution tax per share will be Rs. 5.00.

Dividend Amount (Gross)

[Display]

This field will display the gross dividend amount for a type of share at bank level as per the dividend declared % value. For e.g. total number of shares sanctioned & allotted are 10,000. Face value per share is Rs. 100.00 & dividend declared % is 50. So, the total gross dividend amount displayed will be 50% of 100 i.e. Rs. 50.00 * total number of shares i.e. 10,000 = 5,00,000.00

Dividend Distribution Tax Amount

[Display]

This field will display the total dividend distribution tax for the gross dividend amount. For e.g. Dividend Distribution tax % is 10. So, dividend distribution tax amount will be Gross Dividend Amount * Dividend Distribution Tax % i.e. 5,00,000 * 10% = 50,000.00

Net Dividend Amount Payable

[Display]

This field will display the net dividend amount payable at bank level. The value of this field will be derived as Dividend Amount (Gross) – Dividend Distribution Tax Amount.

Date of Meeting

[Input, Non-Mandatory, Date]

The user can maintain the date of meeting during which dividend declaration was done. This is a non-mandatory field and will accept any valid date value. The date must be <= the current FLEXCUBE process date.

Dividend Payment Status

[Display]

This field will display the dividend declared payment status. From the date on which dividend was declared the status will be displayed as Unpaid. On record date when the dividend is paid to the eligible shareholders, the system will update the status as Paid. Once a particular dividend is updated as Paid, no modification can be done for any of the parameters for that dividend type.

3. Select/Enter the details in the respective fields.
4. Click the Ok button.
5. The system displays the message "Record Added...Authorization Pending..Click Ok to continue". Click the Ok button.

6. The dividend payment instruction maintenance for a type of share & dividend type is added successfully once the record is authorized.

1.3 MBM03 - Membership Application Maintenance

This screen allows the user to capture membership and application related details for existing customers of the bank who wants to become a member.

The customer can either apply for becoming a nominal member or an ordinary member.

In this screen, new member can be created & shares can be applied for the new member, or existing member can apply for additional shares as well.

Definition Prerequisites

- [8053 - Customer Addition](#)

Modes Available

Add, Modify, Delete, Cancel, Amend, Authorize & Inquiry. For more information on the procedures of every mode, refer to Standard Maintenance Procedures.

To create a new member or applying for additional shares by existing member

1. Type the fast path MBM03 and click go or navigate through the menu Transaction Definition > Membership > Membership Application Maintenance
2. The system displays the Membership Application Maintenance screen.

Membership Application Maintenance

The screenshot displays the 'Membership Application Maintenance' interface. At the top, there are search criteria and action options. The search criteria include 'Customer Short Name', 'Customer ID' (990100617), 'Membership ID', 'Action' (Create New Membership), and 'Constituency' (9-CHULNE). There are also search string and short name fields (AUTO PERSON), membership type (Nominal), type of share (Equity Share), and ward fields. Below these are tabs for Membership Details, Mailing Address, Permanent Address, Other Details, Bank Details, Share Applied Details, Introducer Details, and Nominee Details. The Membership Details tab is active, showing fields for Application Number, Member Constitution, Loan Account for Nominal Membership, Application Date, Membership Purpose, and Relationship of Nominal Member to Loan Account.

Field Description

Field Name	Description
Search Criteria	<p>[Optional, Dropdown]</p> <p>Select the search criteria, to search for the customer, from the drop down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Customer short name • Customer IC Identification criteria arrived at by the bank during customer addition. • Customer ID- Unique identification given by the bank.
Search String	<p>[Optional, Alphanumeric, 20]</p> <p>Type the search string to search a customer based on the criteria selected from the Search Criteria drop- down list.</p> <ul style="list-style-type: none"> • If you select the Customer Short Name option from the Search Criteria drop-down list, then enter the short name of the customer. For example, the customer's name is George Abraham. You can search the customer by entering 'Geo' in the search string field. • If you select the Customer IC option from the Search Criteria drop-down list, then enter the first four digit of the customer IC. For example, the customer IC is 2568922. You can search the customer by entering "2568" in the search string field.
Customer ID	<p>[Optional, Numeric, 10]</p> <p>Type the ID of the customer.</p> <p>A customer ID is an identification number, generated by the system after customer addition is completed successfully. This running number, unique to a customer across the system, is generated after the system has identified the Customer IC and Customer Category combination to be non-existent in the system. This ID is used for searching and tracking the customer in the system.</p>
Short Name	<p>[Display]</p> <p>This field displays the short name of the customer.</p> <p>The short name of the customer is defaulted from the Customer Addition (Fast Path: 8053).</p>
Membership ID	<p>[Display]</p> <p>This will be display only field. For action as Create New Membership, system will automatic generate the membership ID and display it in this field. For action as Link Additional Shares, on selection of customer ID, the active membership ID mapped to the customer ID will be displayed.</p>
Ward	<p>[Input, Mandatory, Picklist]</p> <p>The user must maintain the ward within the constituency of the member.</p>

3. Click Add.
4. The system displays the message "This action will clear all data on the screen. Do You Want to continue?". Click the Yes button.
5. Enter the Customer ID and press the <Tab>/Enter key.
6. Select the Action & Type of Share from the drop-down list.
7. Enter the required information in the various tabs.

Membership Details

The screenshot shows the 'Membership Application Maintenance' form. At the top, there are buttons for 'Add', 'Modify', 'Delete', 'Cancel', 'Amend', 'Authorize', 'Enquiry', 'Copy', 'Ok', 'Close', and 'Clear'. Below these are search and filter options. The main form area is divided into tabs: 'Membership Details', 'Mailing Address', 'Permanent Address', 'Other Details', 'Bank Details', 'Share Applied Details', 'Introducer Details', and 'Nominee Details'. The 'Membership Details' tab is selected and contains the following fields:

- Search Criteria: Customer Short Name (dropdown)
- Customer ID: 990100617 (text input)
- Membership Id: (text input)
- Action: Create New Membership (dropdown)
- Constituency: 9-CHULNE (dropdown)
- Search String: Auto Person (text input)
- Short Name: AUTO PERSON (text input)
- Membership Type: Nominal (dropdown)
- Type of Share: Equity Share (dropdown)
- Ward: (text input)
- Application Number: (text input)
- Member Constitution: (dropdown)
- Membership Purpose: (dropdown)
- Loan Account for Nominal Membership: (text input)
- Relationship of Nominal Member to Loan Account: (dropdown)
- Application Date: (calendar icon)

Field Description

Field Name	Description
Application Number	[Display] This will be display only field and system will generate the application number.
Membership Purpose	[Mandatory, Dropdown] The user must select the purpose of membership for which the application is being made. Valid list of dropdown values will be: <ul style="list-style-type: none"> • Loan
Member Constitution	[Mandatory, Dropdown] The user must select the constitution i.e. type of person who is applying to become a member. Valid list of dropdown values will be: <ul style="list-style-type: none"> • Individual • Partnership Firm • Public Ltd • Sole Proprietorship pvt. Ltd
Loan Account for Nominal Membership	[Conditional, Numeric] If the membership type is selected as Nominal, then this field will become mandatory and the user must input the existing valid loan account number for which the customer is applying to become a nominal member. If the membership type is selected as Ordinary, then this field will be BLANK and disable for maintenance.
Relationship of Nominal Member To Loan Account	[Conditional, Numeric] If the membership type is selected as Nominal, then this field will become mandatory and the user must input the existing valid loan account number for which the customer is applying to become a nominal member. If the membership type is selected as Ordinary, then this field will be BLANK and disable for maintenance.
Loan Account for Nominal Membership	[Conditional, Dropdown] To Loan Account If the membership type is selected as Nominal, then this field will become mandatory and the user must select the relationship of the nominal member with the loan account holder. The drop down values of relationship will be as maintained in screen CIM07 – Relationship Master Maintenance If the membership type is selected as Ordinary, then this field will be BLANK and disable for maintenance.
Application Date	[Display] The current FLEXCUBE process date will be displayed as application date and will be not allowed for modification.

[Mailing Address](#)

MEM03 x

Membership Application Maintenance Add Modify Delete Cancel Amend Authorize Enquiry Copy Ok Close Clear

Search Criteria : Customer Short Name

Customer ID : 990100617

* Membership Id :

* Action : Create New Membership

* Constituency : S-CHULNE

Search String : Auto Person

Short Name : AUTO PERSON

* Membership Type : Nominal

Type of Share : Equity Share

* Ward :

Membership Details | **Mailing Address** | Permanent Address | Other Details | Bank Details | Share Applied Details | Introducer Details | Nominee Details

* Address 1 : ADD1

* Address 2 :

* Address 3 :

* City : PUNE

* State : MAHARASHTRA

* Country : IN

* Phone (Office) :

* Mobile :

* Postal Code : 123456

* Phone (Res) :

Field Description

Field Name	Description
Address Line 1/2/3	[Display] This field will display the mailing address maintained for the customer id in Customer Information Master Maintenance screen CIM09.
City	[Display] This field will display the city field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
State	[Display] This field will display the state field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Country	[Display] This field will display the country field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Phone (Office)	[Display] This field will display the Phone(Office) field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Postal Code	[Display] This field will display the Postal Code field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Phone (Res)	[Display] This field will display the Phone(Res) field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Mobile	[Display] This field will display the Mobile field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.

[Permanent Address](#)

MEM03 x

Membership Application Maintenance Add Modify Delete Cancel Amend Authorize Enquiry Copy **Ok** **Close** **Clear**

Search Criteria : Customer Short Name

Customer ID : 990100617

* Membership Id :

* Action : Create New Membership

* Constituency : 9-CHULNE

Search String : Auto Person

Short Name : AUTO PERSON

* Membership Type : Nominal

Type of Share : Equity Share

* Ward :

Membership Details Mailing Address **Permanent Address** Other Details Bank Details Share Applied Details Introducer Details Nominee Details

* Address 1 : ADD1

* Address 2 :

* Address 3 :

* City : PUNE

* State : MAHARASHTRA

* Country : IN

* Postal Code : 123456

* Mobile :

Membership Status :

* E-mail/Internet ID :

Application Status :

Application Branch :

Field Description

Field Name	Description
Address Line 1/2/3	[Display] This field will display the permanent address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
City	[Display] This field will display the city field value of permanent address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
State	[Display] This field will display the state field value of permanent address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Country	[Display] This field will display the country field value of permanent address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Phone (Office)	[Display] This field will display the Phone(Office) field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Postal Code	[Display] This field will display the Postal Code field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Phone (Res)	[Display] This field will display the Phone(Res) field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Mobile	[Display] This field will display the Mobile field value of mailing address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.
Email/Internet ID	[Display] This field will display the E-mail/Internet ID field value of permanent address maintained for the customer id in CIM09 - Customer Information Master Maintenance screen.

[Other Details](#)

MEM03 x

Membership Application Maintenance

[Add](#) [Modify](#) [Delete](#) [Cancel](#) [Amend](#) [Authorize](#) [Enquiry](#) [Copy](#) [OK](#) [Close](#) [Clear](#)

Search Criteria:
 Search String:

Customer ID:
 Short Name:

* Membership ID:
 * Membership Type:

* Action:
 Type of Share:

* Constituency:
 * Ward:

[Membership Details](#) [Mailing Address](#) [Permanent Address](#) [Other Details](#) [Bank Details](#) [Share Applied Details](#) [Introducer Details](#) [Nominee Details](#)

Occupation Code:
 Occupation Desc:

Date Of Birth:
 Aadhaar No:

Gender:
 PAN No:

Directors/Partners

Name	Designation
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>

Field Description

Field Name	Description
Occupation Code	[Display] This field will display the Occupation Code field value for the customer id as maintained in CIM59 - AML Master Maintenance screen.
Occupation Desc	[Display] This field will display the Occupation Desc field value for the customer id as maintained in CIM59 - AML Master Maintenance screen.
Date of Birth	[Display] This field will display the Date of Birth field value for the customer id as maintained in CIM09 - Customer Information Master Maintenance screen.
Aadhar No	[Display] This field will display the Aadhaar No field value for the customer id as maintained in CIM09 - Customer Information Master Maintenance screen.
Gender	[Display] This field will display the Gender field value for the customer id as maintained in CIM09 - Customer Information Master Maintenance screen.
PAN no	[Display] This field will display the PAN No field value for the customer id as maintained in CIM09 - Customer Information Master Maintenance screen.
Directors/Partner Name	[Conditional, Alphanumeric, 40] This field will be mandatory for the customer ID is of type Corporate. Type the names of the authorized signatories of the corporate customer.
Designation	[Conditional, Alphanumeric, 40] This field will be mandatory for the customer ID is of type Corporate. Type the designations of the authorized signatories of the corporate customer.

[Bank Details](#)

Field Description

Field Name	Description
CASA Account No	<p>[Mandatory, Picklist]</p> <p>The user must maintain the CASA account number. The user must click on the picklist and the picklist will display the active CASA accounts as per details mentioned below:</p> <p>For customer ID having type as Individual, all the active CASA accounts linked to the customer ID in any relationship will be displayed & accepted.</p> <p>For customer ID having type as Corporate, all the active CASA account where the primary customer ID of the CASA account is equal to the customer ID as maintained in this screen will be displayed and accepted.</p>
Account Title	<p>[Display]</p> <p>For the maintained CASA account number, CASA account title will be displayed in this field.</p>
Account Type	<p>[Display]</p> <p>For the maintained CASA account, type of that CASA account will be displayed in this field. Possible values that will be displayed are either "Savings" or "Current".</p>
Customer ID	<p>[Display]</p> <p>This field will display the primary customer ID of the maintained CASA account number.</p>
Branch Name	<p>[Display]</p> <p>This field will display the branch name of the maintained CASA account number.</p>
Branch Code	<p>[Display]</p> <p>This will be a display only field and will display the maintained CASA account number branch code.</p>

Share Applied Details

MEM03 x

Membership Application Maintenance

Search Criteria: Customer Short Name
 Customer ID: 990100617
 * Membership Id:
 * Action: Create New Membership
 * Constituency: 9-CHULNE

Search String: Auto Person
 Short Name: AUTO PERSON
 * Membership Type: Nominal
 Type of Share: Equity Share
 * Ward:

Membership Details | Mailing Address | Permanent Address | Other Details | Bank Details | **Share Applied Details** | Introducer Details | Nominee Details

No. of Shares Applied:
 Total Share Amount:
 Total Amount Payable:

Face Value Per Share:
 Application Fees:

Field Description

Field Name	Description
No of Shares Applied	<p>[Conditional, Numeric]</p> <p>For Ordinary membership type, this field will be mandatory. For Nominal membership type, this field will be displayed as BLANK and disable for maintenance.</p>
Face Value Per Share	<p>[Display]</p> <p>This field will display the face value per share as maintained in screen MBM01 – Share Capital Master. The value in this field will be displayed for membership type as Ordinary. For Nominal membership type, this field will be displayed as BLANK and disable for maintenance.</p>
Total Share Amount	<p>[Display]</p> <p>For Ordinary membership type, this will be derived as No. of Shares Applied * Face Value Per Share. The application will be allowed to be saved only when Paid Up Share Capital + Total share amount < Authorized Share Capital.</p> <p>For Nominal membership type, this field will be displayed as BLANK.</p>
Application Fee	<p>[Mandatory, Numeric, 13,2]</p> <p>This will be a mandatory field for both Ordinary & Nominal membership type. This field will be accepting the value as > 0. Negative value will not be allowed.</p>
Total Amount Payable	<p>[Display]</p> <p>This will be display only field and the value of this field will be derived as Total Share Amount + Application Fees.</p>

Introducer Details

Up to 2 introducer details can be maintained for an application

Membership Application Maintenance

Search Criteria: Customer Short Name
 Customer ID: 990100617
 * Membership ID:
 * Action: Create New Membership
 * Constituency: 9-CHULNE

Search String: Auto Person
 Short Name: AUTO PERSON
 * Membership Type: Nominal
 Type of Share: Equity Share
 * Ward:

Membership ID: Name: Address 1:
 Membership ID: Name: Address 2:

Field Description

Field Name	Description
Membership ID	[Conditional] The user must enter a valid Membership ID as introducer details. This introducer details will be stored at application level.
Name	[Display] Based on the inputted membership ID, the member's name i.e. customer id's full name will be displayed in this field.
Address	[Display] Based on the inputted membership ID, the member's address i.e. customer id's communication address will be displayed in this field.

Nominee Details

Membership Application Maintenance

Name: Relationship:
 Date Of Birth: Guardian Name (if Minor):
 Address Line 1:
 Address Line 2:
 Address Line 3:
 Town/City:
 State:
 Country:
 Zip Code:
 Phone Number:
 Mobile Number:
 Email ID:
 Share Percentage: 100

Nominee registration number:

Field Description

Field Name	Description
Name	[Mandatory, Alphanumeric, 40] The user can maintain name of Nominee for the customer who is applying to become a member. The nominee details maintained will be stored for the application submitted.
Relationship	[Mandatory, Dropdown] If the name of the nominee is maintained, then this field will be mandatory for user maintenance. The user must select the relationship of the nominee to the member. The drop down values of relationship will be as maintained in screen CIM07 – Relationship Master Maintenance.
Date of Birth	[Mandatory, Date] If the name of the nominee is maintained, then this field will be mandatory for user maintenance. The user must select the date of birth of the nominee from the calendar picklist.
Guardian name (If Minor)	[Conditional, Alphanumeric, 252] The user must type the name of the guardian if the nominee is minor.
Address Line 1/2/3	[Mandatory, Alphanumeric, 35] Type the address of the nominee. Line 1/2 are conditional.
Town/City	[Mandatory, Character, 35] Type the town/ city name.
State	[Optional, Dropdown] Type the state name.
Country	[Optional, Drop-down] Select the country name from the drop-down list.
Zip Code	[Optional, Numeric, ten] Type th zip code of the nominee.
Phone Number	[Optional, Numeric, 23] Enter the phone number of the nominee.
Mobile Number	[Optional, Numeric, 12] Enter the mobile number of the nominee.
Email ID	[Optional, Alphanumeric, 40] Type the email id of the nominee.
Share Percentage	[Display] This field display the value as 100.
Nominee Registration Number	[Display]

This field display the nominee registration number

8. Click the Ok button.

9. The system displays the message "Record Added...Authorization Pending..Click Ok to continue". Click the Ok button.

10. The application details is added successfully once the record is authorized.

1.4 MBM04 - Sanction Reject Membership Application

This screen allows the user to sanction or reject the share application after the new application (New membership or additional shares for existing members) details has authorized via MBM06 – Local Branch Level Application Approved Reject screen.

If the application amount + existing paid up share capital is greater than the Authorized share capital, then system will not allow the sanctioning of the share application and will display the error “Total Share Amount for the member exceeds Authorized share Capital (Rs)”. Once the application is sanctioned, then system will debit the customer CASA account with Application Amount + Fees Amount and will credit the respective amounts to the share application GL and share fees GL in account branch respectively and will update application status as ‘SANCTIONED’. Once the application has been sanctioned, user has to use MBM05-Share Allotment Ordinary Members to allot shares for Ordinary members.

If user reject the application, reject reason will be mandatory. In this case system will debit the customer CASA account with the share fees amount and will credit the share fees GL in Account branch and will update the application status as “REJECTED”.

Example

Type of Share : Equity

Face Value of Share : Rs 10

Customer C1 with CASA A1 has applied for the 1000 equity shares

Share Application Fees : Rs 50

In above case when the application is sanctioned and authorized, system will debit the CASA A1 account with Rs 10050.00 (1000 Shares * Rs 10 Face Value + Rs 50 Application fees). Share application GL will be credited with Rs 10000.00 and share fees GL with Rs 50.00. Status of the application will be updated as “SANCTIONED”.

Definition Prerequisites

- MBM03 - Membership Application Maintenance

Modes Available

Add, Cancel, Authorize, Enquiry

To sanction or reject membership application

1. Type the fast path MBM06 and click go or navigate through the menu Transaction Definition > Membership > Sanction Reject Membership Application.
2. The system displays the Sanction Reject Membership Application screen.

Sanction Reject Membership Application

MEM04 x

Sanction Reject Membership Application

Add Modify Delete Cancel Amend Authorize Enquiry Copy OK Close Clear

Membership Details :

- * Application Number :
- Customer ID :
- * Type of Share :
- * Membership Status :
- * Remarks :

Shares Details :

- No. of Shares Applied :
- Amount Payable :

- * Membership Number :
- * Applicant Name :
- * Membership Type :
- * Reject Reason :
- Advice Date :
- Application Fees :

Field Description

Field Name	Description
Application Number	<p>[Mandatory, Alphanumeric, 14]</p> <p>Type the valid application number or select the same from the pick-list. If the application number enter is already sanctioned or rejected, then system will display the error message as “Application is sanctioned” or “Application is Rejected” based on the application status present in the system.</p>
Membership Number	<p>[Display]</p> <p>This field displays the system generated membership number linked to the application.</p>
Customer ID	<p>[Display]</p> <p>This field display the customer id of share applicant.</p>
Applicant Name	<p>[Display]</p> <p>This field displays the share applicant name.</p>
Type of share	<p>[Display]</p> <p>[Display]</p> <p>This field display the type of share as requested in the application.</p>
Membership Type	<p>[Display]</p> <p>This field display the membership type as requested in the application.</p>
Membership Status	<p>[Mandatory, Dropdown]</p> <p>Select the action to be taken on the Application using any of the following options.</p> <ul style="list-style-type: none"> • Sanction – System will update the status of the application as SANCTIONED and will associate the membership number with the customer id. • Reject – Reject the application. System will update the status of Application as REJECTED.
Reject Reason	<p>[Conditional, Dropdown]</p> <p>Select the reject reason from the dropdown. This field will be mandatory when the Application is rejected.</p> <ul style="list-style-type: none"> • Rejection of Loan • Others
Remarks	<p>[Mandatory, Alphanumeric, 50]</p> <p>Type the remarks for the Membership Status selected.</p>
Advice Date	<p>[Optional, Date]</p> <p>This is a mandatory field when Membership Status = SANCTION.</p> <p>For Membership Status = SANCTION, the user must input a date value in DD/MM/YYYY or select the date value by click on calendar. The value of this field must be <= current FC process date and >= application maintenance date.</p>

For Membership Status = REJECT, this field will be disabled for maintenance.

Share Details

No of Shares Applied	[Display] This field displays the number of shares applied under the application number.
Application Fees	[Display] This field displays the application fees which shall be collected by the bank under the share application.
Amount Payable	[Display] This field displays the amount payable for the application, The Amount payable is calculated as follows. $\text{Amount Payable} = (\text{No of share Applied} * \text{Face Value of Share}) + \text{Applicable Fees}$

3. Click Add.
4. Select or enter the application number.
5. Select the membership status and click on OK button.
6. The system displays the message Record Added... Authorization Pending...Click OK.
7. The Application is Sanction or rejected once the record is authorized.

1.5 MBM05 - Share Allotment Ordinary Member

This screen allows the allotment of shares to ordinary member whose application has been sanctioned (application status = 'Sanctioned') using MBM04-Sanction Reject Membership Application... While doing the allotment user will need to select the share certificate denomination and input the count for the same. System will validate the total value of share certificates (Denomination * count) against the no of the shares sanction and generate the share certificate as per the denomination selected and count enter by the user. System will allocate the distinctive From and To share serial number and associate it with the membership id.

Example.

Type of Share : Equity

Face Value of Share : Rs 10

Application Number : APP1 – Requested for 1000 Equity Shares

Membership Id : MEM1

Customer Id : C1 with CASA A1

Status : SANCTIONED.

In above case system will allocate 1000 equity shares to the customer C1 and associate it with membership id MEM1 as below.

No of Shares Allotted : 1000

From Serial No : 100001

To Serial No : 101000

Denomination

Sr No	Denomination	Count	Total No of Shares
1	1		0
2	10		0
3	100	5	500
4	500	1	500
5	1000	0	0
6	2000	0	0
7	5000		0
8	10000		0

Status : Allotted

Note : In above example system will generate six share certificate (i.e 5 certificate of denomination 100 and 1 certificate of denomination 500) for 1000 shares each.

Definition Prerequisites

- MBM04 - Sanction Reject Membership Application

Modes Available

Add, Cancel, Authorize, Enquiry

To perform share allotment to ordinary member

1. Type the fast path MBM05 and click go or navigate through the menu Transaction Definition > Membership > Share Allotment Ordinary Members.
2. The system displays the share allotment ordinary members screen.

Share Allotment Ordinary Members

MBM05 x

Share Allotment Ordinary Member

Shares Allotment Details

Search Criteria: Customer Short Name

Customer ID: 990100005

Membership No.: RL000000000000000007

* Application No.: APP202002194

* Type of Share: Equity

Total No. of Shares Sanctioned: 150.00

Entry Fees: 21.00

Search String: Auto Person

Customer Name: AUTO PERSON 007

Registration Folio No.: RL000000000000000007

* Membership Type: Ordinary

Total Value of Sanctioned Shares: 1500

Total Value: 1521

Allotted Share Details

Denomination	Count	Total no of shares
No items to display.		

Page 1 (0 of 0 items) | < 1 >

Field Description

Field Name	Description
Search Criteria	<p>[Optional, Dropdown]</p> <p>Select the criteria to search for the customer, form the drop down list.</p> <ul style="list-style-type: none"> • The Option are • Customer Short Name • Customer IC identification criteria arrived by the bank during the customer addition. • Customer ID – Unique Identification given by the bank.
Search String	<p>[Optional, Alphanumeric, 20]</p> <p>Type the search string to search the customer based on the criteria selected from the search criteria drop down list.</p> <ul style="list-style-type: none"> • If you select the Customer Short Name option from the Search Criteria drop-down list, then enter the short name of the customer. For example, the customer's name is George Abraham. You can search the customer by entering 'Geo' in the search string field. • If you select the Customer IC option from the Search Criteria drop-down list, then enter the first four digit of the customer IC. For example, the customer IC is 2568922. You can search the customer by entering "2568" in the search string field.
Customer ID	<p>[Display]</p> <p>This field displays the customer id of share application.</p>
Customer Name	<p>[Display]</p> <p>This field displays the short name of the customer.</p>
Membership No	<p>[Mandatory, Alphanumeric, 14]</p> <p>Type the membership number or select the membership number from the pick list.</p>
Registration Folio No	<p>[Display]</p> <p>This field will display the registration folio number generated by the system.</p>
Application No	<p>[Display]</p> <p>This field will display the share application number which is considered for allotment.</p>
Membership Type	<p>[Display]</p> <p>This field displays the membership type linked to the application.</p>
Type of Share	<p>[Display]</p> <p>This field displays the type of share applied under that application.</p>
Total number of Share Sanctioned	<p>[Display]</p> <p>This field displays the number of sanctioned shares in the application.</p>
Total value of Sanctioned Shares	<p>[Display]</p> <p>This field displays the total value of sanctioned shares. The total value is calculated as total number of shares sanctioned * Face value of share.</p>

Entry Fees	[Display] This field displays the entry fees(Applicable Fee) applicable for the application.
Total Value	[Display] This field display the total value. The total value is calculated as total value of sanctioned shares + entry fees.
Allotted Shares Details	
Denomination	[Display] This field display the certificate denomination. Certificate denomination are predefined in system, example 10000, 5000 etc.
Count	[Mandatory, Numeric, 10] Type the number of share certificate to be issued for each denomination.
Total No of Shares	[Display] This field display the Total no of shares to be allotted calculated as Denomination * count.

3. Click Add.
4. Select or the customer using search criteria.
5. Select or enter the membership id
6. Input the denomination counts and click on Ok button
7. The system displays the message Record Added... Authorization Pending...Click OK.
8. The shares are allotted once the record is authorized.

1.6 MBM06 - Local Branch Level Application Approved Reject

This screen allows the user to approve or reject the share application at branch level after the new application (New membership or additional shares for existing members) details has authorized via MBM03 - New Membership Detail Maintenance screen.

Once the application is approved, the funds will move from branch GL's to HO GL's.

If the application is rejected, then the application amount excluding the fees will be credited back to the customer's CASA account.

Once the application has been approved, the same application will then be available in screen MBM04 – Sanction Reject Membership Application

If the application is Approved in this screen, then application status will be updated as APPROVED.

If the application is Approved in this screen, then application status will be updated as REJECTED.

Definition Prerequisites

- MBM03 - Membership Application Maintenance

Modes Available

Add, Cancel, Authorize, Enquiry

To approve or reject membership application at branch level

1. Type the fast path MBM06 and click go or navigate through the menu Transaction Definition > Membership > Local Branch Level Application Approved Reject.
2. The system displays the Local Branch Level Application Approved Reject screen.

Local Branch Level Application Approved Reject

MEM06 x

Local Branch Level Application Approved Reject

Add Modify Delete Cancel Amend Authorize Enquiry Copy OK Close Clear

Search Criteria: Customer Short Name

Customer ID: 990100624

Customer Name: AUTO PERSON 239

* Membership No

* Action By Branch

* Membership Type

Membership Purpose

No. of Shares Applied

Total Share Amount

Total Amount Payable

Search String: Auto Person

Customer IC: AUTO239

Application No

* Remarks

Membership Constitution

Face Value Per Share

Application Fees

Field Name	Description
Search Criteria	<p>[Optional, Dropdown]</p> <p>Select the criteria to search for the customer, form the drop down list.</p> <ul style="list-style-type: none"> • The Option are • Customer Short Name • Customer IC identification criteria arrived by the bank during the customer addition. • Customer ID – Unique Identification given by the bank.
Search String	<p>[Optional, Alphanumeric, 20]</p> <p>Type the search string to search the customer based on the criteria selected from the search criteria drop down list.</p> <ul style="list-style-type: none"> • If you select the Customer Short Name option from the Search Criteria drop-down list, then enter the short name of the customer. For example, the customer's name is George Abraham. You can search the customer by entering 'Geo' in the search string field. • If you select the Customer IC option from the Search Criteria drop-down list, then enter the first four digit of the customer IC. For example, the customer IC is 2568922. You can search the customer by entering "2568" in the search string field.
Customer ID	<p>[Optional, Numeric, 10]</p> <p>Type the ID of the customer.</p> <p>A customer ID is an identification number, generated by the system after customer addition is completed successfully. This running number, unique to a customer across the system, is generated after the system has identified the Customer IC and Customer Category combination to be non-existent in the system. This ID is used for searching and tracking the customer in the system.</p>
Customer IC	<p>[Display]</p> <p>This field displays the identification code of the customer.</p>
Customer Name	<p>[Display]</p> <p>This field displays the short name of the customer.</p>
Membership No	<p>[Mandatory, Alphanumeric, 21]</p> <p>The user can enter the membership number directly or select the membership number from the picklist after inputting the customer details as part of search criteria.</p>
Application Number	<p>[Display]</p> <p>On selecting the record based on the membership ID, the application number which is authorized in screen MBM03 – Member Application Maintenance will be displayed here.</p>
Action By Branch	<p>[Mandatory, Dropdown]</p> <p>The user must select a valid value from the list of dropdown values available. Valid list of drop-down values will be:</p>

- Approved
- Reject

Remarks	[Mandatory, Alphanumeric, 50] The user must input the remarks in case the application is approved or rejected
Membership Type	[Display] This field displays the type of membership for the membership ID.
Membership Purpose	[Display] This field display the membership purpose as maintained in MBM03 screen.
Membership Constitution	[Display] This field display the membership constitution as maintained in MBM03 screen.
No of Shares Applied	[Display] This field display the no. of shares applied for the application ID.
Face Value per Share	[Display] The face value per share will be displayed in this field.
Total Share Amount	[Display] The total share amount value will be displayed in this field.
Application Fees	[Display] The application fees amount will be displayed in this field.
Total Amount Payable	[Display] The total amount payable for the application will be displayed in this field

3. Click Add.
4. Select or enter the membership id.
5. Select the Application no. and updated the Action By Branch and Remarks and click on Ok button
6. The system displays the message Record Added... Authorization Pending...Click OK.
7. The Application is approved or rejected by local branch once the record is authorized.

1.7 MBM08 - Member AGM / EGM Attendance Register

This screen allows the user to maintain the member attendances of members at various Annual general meetings / Extraordinary general meetings. The user must enter the membership number, select the type of meeting, date of meeting and mark the attendance as Yes or No. If the member proxy has attended the meeting, then the user must select the proxy attended as yes and enter the proxy name.

This maintenance is provided for the bank to have a record of all members who have attended their AGM / EGM meetings.

Definition Prerequisites

- [MBM05 - Share Allotment Ordinary Member](#)

Modes Available

Add, Cancel, Authorize & Inquiry. For more information on the procedures of every mode, refer to Standard Maintenance Procedures.

To mark the attendance for AGM/EGM

1. Type the fast path MBM08 and click go or navigate through the menu Transaction Definition > Membership > Member AGM/EGM Attendance Register.
2. The system displays the Member AGM/EGM Attendance Register screen.

Member AGM / EGM Attendance Register

The screenshot shows the 'Membership AGM-EGM Meeting Registration' screen. The form contains the following fields and controls:

- Membership No.:** A text input field with a search icon.
- Type of Meeting:** A dropdown menu.
- Date of Meeting:** A date picker.
- Proxy Name:** A text input field.
- Member Name:** A text input field.
- Meeting Attended:** A dropdown menu.
- Proxy Attend Y/N:** A checkbox.

The toolbar at the top right includes buttons for **Add**, **Modify**, **Delete**, **Cancel**, **Amend**, **Authorize**, **Enquiry**, **Copy**, **OK**, **Close**, and **Clear**.

Field Description

Field Name	Description
Membership No	[Mandatory, Alphanumeric, 14] Type the membership number.
Member Name	[Display] This field display the member name depending upon the Membership no entered.
Type of Meeting	[Mandatory, Dropdown] Select the meeting type from the dropdown: <ul style="list-style-type: none"> • EGM – Extraordinary general meeting • AGM - Annual general meeting.
Meeting Attended	[Mandatory, Dropdown] Select the meeting attendance as Yes or No.
Date of Meeting	[Mandatory, Date] Select or enter the date of meeting. The meeting date has to less than or equal to current process date.
Proxy Attend Y/N	[Optional, Check-Box] Tick the Check box if Proxy has Attend the meeting instead of the member.
Proxy Name	[Optional, Alphanumeric,40] Type the proxy name who has attended the meeting. This field is enabled when 'Proxy Attend y/n' is marked as Yes.

3. Click Add.
4. Enter the membership id.
5. Select the type of meeting and input the date of meeting and click on Ok button.
6. The system displays the message Record Authorized.

