

Collateral Release User Guide

# **Oracle Banking Credit Facilities Process Management**

Release 14.5.0.0.0

**Part No. F42343-01**

May 2021

Oracle Banking Credit Facilities Process Management User Guide  
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# 1. Welcome to Oracle Banking Credit Facilities Process Management

Welcome to the Oracle Banking Credit Facilities Process Management (OBCFPM) User Manual. This manual provides an overview on the OBCFPM application and guides you through the various steps involved in creating and processing collaterals and credit facilities transactions.

If you need any information, look out for the help icon.

This document is intended for helping you to conveniently create and process collaterals and credit facilities transactions in OBCFPM

## Overview of OBCFPM

OBCFPM is a collateral and credit facilities middle office platform which enables your bank to streamline the Collateral and Credit facilities operations.

### Benefits

OBCFPM application provides service for the customers and financial institutions. This service helps the financial institutions to manage the Collaterals and Credit Facilities of the corporate clients.

OBCFPM allows you to:

- Handle Collateral Evaluation, Collateral Perfection, Collateral Review and Collateral Release process
- Handle Credit Proposal with Customer on-boarding
- Financial Document Upload of the corporate clients.
- Quantitative and Qualitative analysis of the corporate clients
- Handle Credit Exceptions

### Key Features

- Stand-alone system agnostic to back office application
- Requires very little change to bank's existing core systems
- Faster time to market
- Highly configurable based on corporate specific needs
- Flexibility in modifying processes
- Roll Based Dashboards

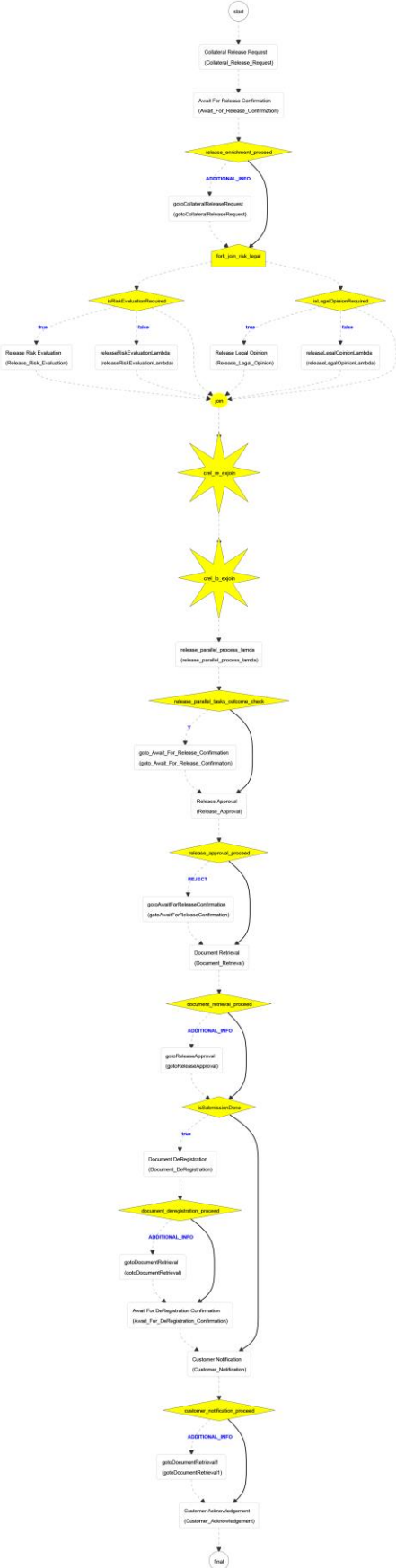
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## 2. Collateral Release

As part of Credit Portfolio management, banks initiate collateral release once the underlying loan/contract is fully liquidated or when the customer approaches the bank to release the collateral. The various activities performed for Collateral Release are

- Release Request
- Await for Collateral release
- Upload of related Mandatory and Non Mandatory documents
- Verify Documents and Capture Details
- Legal Opinion
- Risk Evaluation
- Document Retrieval
- Document De-Registration
- Customer Notification and Acceptance

# 2.1 Collateral Release - Process Flow Diagram



The Collateral Release process has the following stages handled by users authorized to perform the task under those stages.

1. Release Request
2. Await for Release Confirmation
3. Legal Opinion
4. Risk Evaluation
5. Approval
6. Document Retrieval
7. Document De-Registration
8. Await for De-Registration Confirmation
9. Customer Notification
10. Customer Acceptance
11. Collateral Safekeeping



## 2.2 Release Request

Collateral release process will be triggered by the back office system once the underlying loan/contracts get fully liquidated. Once the collateral release task is initiated the task will be available in the Free task queue and the user can acquire the task and work on the task. The Credit Reviewer would check the status of the underlying contracts/loans and utilization of the collateral. If the underlying contracts are not fully liquidated the credit reviewer would send the task to the Await for Release Confirmation stage.

**FuTura Bank** | My Tasks | Bank Futura - (004) 04/13/18 | Jayshree

Collateral Release - Collateral Release Request

Release Details

Release Info

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

Receiver Details

Registered Documents

Hold Back Next Save & Close Cancel

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Collateral Release - Collateral Release Request

Release Details

Receiver Details

Receiver Name *	House/Building *
John	San Vicente Blvd
Street *	Locality
5365 San Vicente Blvd	Enter Street Details
Landmark	Area *
Whitefield	Whitefield
City *	State *
Bangalore	Karnataka
Zip-Code *	Country *
Enter Zip-Code	INDIA

Registered Documents

Hold Back Next Save & Close Cancel

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Captures the Reason For Release	Input	Lov			
Release Request Date	Captures the Release Request Date	Input	Date			Release request date should be after collateral start date.
Document Hand-over Type	Selects the Document Hand-over Type	Input	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Captures Expected Release Date	Input	Date			The date should be beyond release request date
Document Collection Location	Captures Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Input	text			
House/Building	Capture the Address of the entity	Input	text			
Street	Capture the Address of the en-	Input	text			

	tity					
Locality	Capture the Address of the entity	Input	text			
Landmark	Capture the Address of the entity	Input	text			
Area	Capture the Address of the entity	Input	text			
City	Capture the City of the entity	Input	text			
State	Capture the State of the entity	Input	text			
Zip Code	Capture the Zip Code of the entity	Input	text			
Country	Capture the Country of the entity	Input	Lov			
Email Address	Capture the Email address of the entity	Input	text			
Phone Number	Capture the Phone Number of the entity	Input	text			

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
  
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.2 Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.3 Await for Release Confirmation

The Credit Reviewer would check the status of the underlying contracts/loans and utilization of the collateral. Once the underlying contracts/loans are fully liquidated, the credit reviewer would specify action to be taken post release of the collateral.

### 2.2.1 Release Details

The screenshot shows the 'Collateral Release - Collateral Release Request' form in the Futura Bank system. The form is titled 'Release Details' and is currently on the 'Release Details' tab. The 'Release Info' section is expanded, showing the following fields:

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

Below the 'Release Info' section, there are sections for 'Receiver Details' and 'Registered Documents', both of which are currently collapsed. At the bottom right of the form, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

The screenshot shows the 'Collateral Release - Collateral Release Request' form in the Futura Bank system. The form is titled 'Release Details' and is currently on the 'Release Details' tab. The 'Receiver Details' section is expanded, showing the following fields:

Receiver Name *	House/Building *
John	San Vicente Blvd
Street *	Locality
5365 San Vicente Blvd	Enter Street Details
Landmark	Area *
Whitefield	Whitefield
City *	State *
Bangalore	Karnataka
Zip-Code *	Country *
Enter Zip-Code	INDIA

Below the 'Receiver Details' section, there is a section for 'Registered Documents', which is currently collapsed. At the bottom right of the form, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.
Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the en-	Read Only	text			

	tity					
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

### **Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## **2.2.2 Release Confirmation**

The Credit Reviewer would check the status of the underlying contracts/loans and utilization of the collateral. Once the underlying contracts/loans are fully liquidated, the credit reviewer would specify action to be taken post release of the collateral.

**FuTura Bank** My Tasks Bank Futura - (004) 04/13/18 Jayshree

Collateral Release - Await for Release Confirmation Documents

Release Details Comments

**Release Info**

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release	Release Request Date *	Document Hand-over Type	Document Hand-over To
CDL	05/23/18	PSN	John
Document Collection Location	Bank Recommendation	Recommendation *	
Enter Document Collection Location	Enter Banks Recommendation	Reduced Facility	
Confirmation Ref No	Refer To Legal Team	Refer To Risk Team	
REF007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

▶ Receiver Details

▶ Registered Documents

Hold Back Next Save & Close Cancel

**FuTura Bank** My Tasks Bank Futura - (004) 04/13/18 Jayshree

Collateral Release - Await for Release Confirmation Documents

Release Details Comments

▶ Release Info

**Receiver Details**

Receiver Name *	House/Building *
John	San Vicente Blvd
Street *	Locality
5365 San Vicente Blvd	Enter Street Details
Landmark	Area *
Whitefield	Whitefield
City *	State *
Bangalore	Karnataka
Zip-Code *	Country
Enter Zip-Code	IN

▶ Registered Documents

Hold Back Next Save & Close Cancel

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			



Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Captures the Reason For Release	Read Only	text			
Release Request Date	Captures the Release Request Date	Read Only	text			
Document Hand-over Type	Selects the Document Hand-over Type	Read Only	text			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Captures Expected Release Date	Read Only	text			
Document Collection Location	Captures Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
Recommendation	Captures recommendation	Input	Drop down			
Confirmation Ref No	Captures the confirmation reference number	Input	text			
Refer To Legal Team	Selects if legal task is required or not	Input	Switch			
Refer to Risk	Selects if risk task is required or not	Input	Switch			
House/Building	Capture the Address of the entity	Read Only	text			
Street	Capture the Address of the entity	Read Only	text			
Locality	Capture the Address of the entity	Read Only	text			
Landmark	Capture the Address of the en-	Read Only	text			

	tity					
Area	Capture the Address of the entity	Read Only	text			
City	Capture the City of the entity	Read Only	text			
State	Capture the State of the entity	Read Only	text			
Zip Code	Capture the Zip Code of the entity	Read Only	text			
Country	Capture the Country of the entity	Read Only	text			
Email Address	Capture the Email address of the entity	Read Only	text			
Phone Number	Capture the Phone Number of the entity	Read Only	text			

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.2.3 Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.3 Risk Evaluation

As a Risk Officer the user will review the collateral and its documents to see if the release of the collateral will not affect bank's exposure.

Following details will available for the user to review the collateral and provide the Risk Evaluation.

- Release Details
- Risk Evaluation
- Checklist
- Comments

### 2.3.1 Release Details

The screenshot displays the 'Collateral Release - Collateral Release Request' form in the Futura Bank system. The form is titled 'Collateral Release - Collateral Release Request' and is currently on the 'Release Details' step. The form is divided into several sections: 'Release Info', 'Receiver Details', and 'Registered Documents'. The 'Release Info' section contains the following fields: Application Branch (004), Application Category, Application Date (mm/dd/yy), Collateral Id (COL181450462), Collateral Currency (GBP), Collateral Value (423423423), Customer Name (WAL), Customer ID (000039), Reason For Release, Release Request Date (05/24/18), Document Hand-over Type (PSN), Document Hand-over To (John), Collateral Delink, Expected Release date (05/25/18), Document Collection Location (Enter Document Collection Location), and Bank Recommendation (Enter Banks Recommendation). The 'Receiver Details' and 'Registered Documents' sections are currently collapsed. The form also includes a 'Documents' panel on the right side, showing the Application Number (APP201805293057), Priority (Low, Medium, High), Amount (423,423,423.00), Branch (004), and Customer (000039). The form is titled 'Futura Bank' and 'My Tasks' in the top left corner, and 'Bank Futura - (004) 04/13/18' and 'Jaysree' in the top right corner. The bottom of the form has a navigation bar with buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

Field	Value
Application Branch	004
Application Category	
Application Date	mm/dd/yy
Collateral Id	COL181450462
Collateral Currency	GBP
Collateral Value	423423423
Customer Name	WAL
Customer ID	000039
Reason For Release	
Release Request Date	05/24/18
Document Hand-over Type	PSN
Document Hand-over To	John
Collateral Delink	
Expected Release date	05/25/18
Document Collection Location	Enter Document Collection Location
Bank Recommendation	Enter Banks Recommendation

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

### **Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

### **2.3.2 Risk Evaluation**

The Risk officer can review the collateral details. The user can also upload the supporting documents. Reviews the collateral details and then analyze the collateral based on various risk categories like

- Geo political Risk
- Currency Risk
- Liquidity Risk
- Issuer Risk
- Operational Risk

**Futura Bank** My Tasks Bank Futura - (004) 04/13/18 Jayshree

Collateral Release - Risk Evaluation Documents

Collateral Summary Release Information Risk Evaluation Comments

Release Information

Basic Info

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039

Release Info

Reason For Release *	Release Request Date *	Recommendation *	Document Collection Location
CDL	05/23/18	RDFY	Enter Document Collection Location
Document Hand-over Type	Document Hand-over To	Confirmation Ref No *	Bank Recommendation
PSN	John	REF007	

Hold Back Next Save & Close Cancel

**Futura Bank** My Tasks Bank Futura - (004) 04/13/18 Jayshree

Collateral Release - Risk Evaluation Documents

Collateral Summary Release Information Risk Evaluation Comments

Risk Evaluation

Reason For Release	Release Request Date	Recommendation
CDL	05/23/18	RDFY
Document Collection Location	Document HandoverType	Document HandoverTo
	PSN	John
Risk Evaluation Date *	Risk Comments *	
05/22/18	good	

Hold Back Next Save & Close Cancel

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Risk Type	Select the Risk Type	Input	LOV	3	Mandatory	
Severity	Enter the severity	Input	Free Text		Mandatory	
Comments	Enter the comments	Input	Free Text	2000	Optional	
Risk Outcome	Capture the	Input	LOV	4	Mandatory	

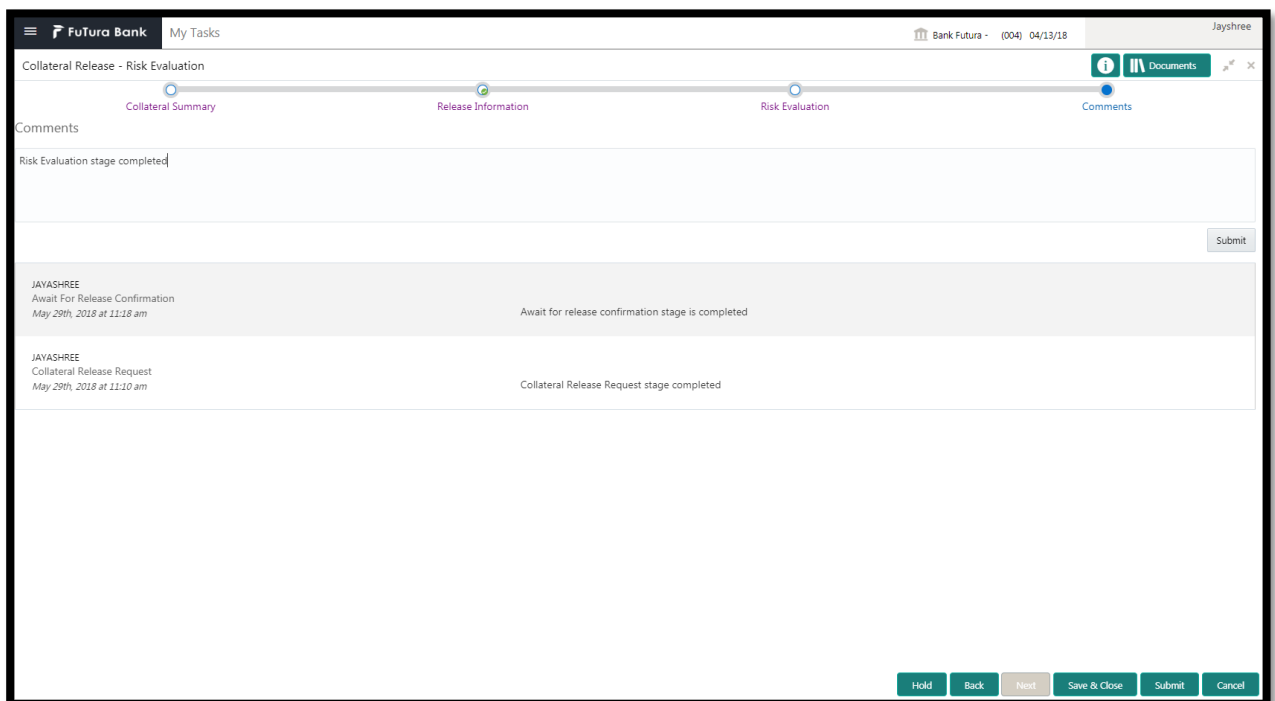


	valuation amount					
Remarks	Capture the remarks	Input	Free Text	2000	Optional	
Final Recommendation	Capture Final Recommendation	Input	Free Text	2000	Mandatory	

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

**2.3.3Comments**



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
------------	-------------	----------------	-------------	------	--------------------	------------------

Com-ments	Specify the com-ments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	
-----------	---	-------	-----------	-----	-----------	--

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.4 Legal Opinion

As a Legal Officer, the user will capture the legal opinion of the collateral.

Following details will be available for the user to review the collateral.

- Release Details
- Legal Opinion
- Checklist
- Comments

### 2.4.1 Release Details

**Collateral Release - Collateral Release Request**

Release Details | Comments

**Release Info**

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

▶ Receiver Details

▶ Registered Documents

Hold Back Next Save & Close Cancel

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

## Action Buttons on the footer

- c. **Save & Close** – On click of Save & Close the screen gets closed.
- d. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.4.2 Legal Opinion

As a Legal Officer, the user will capture the legal opinion of the collateral.

Collateral Release - Legal Opinion

Release Information

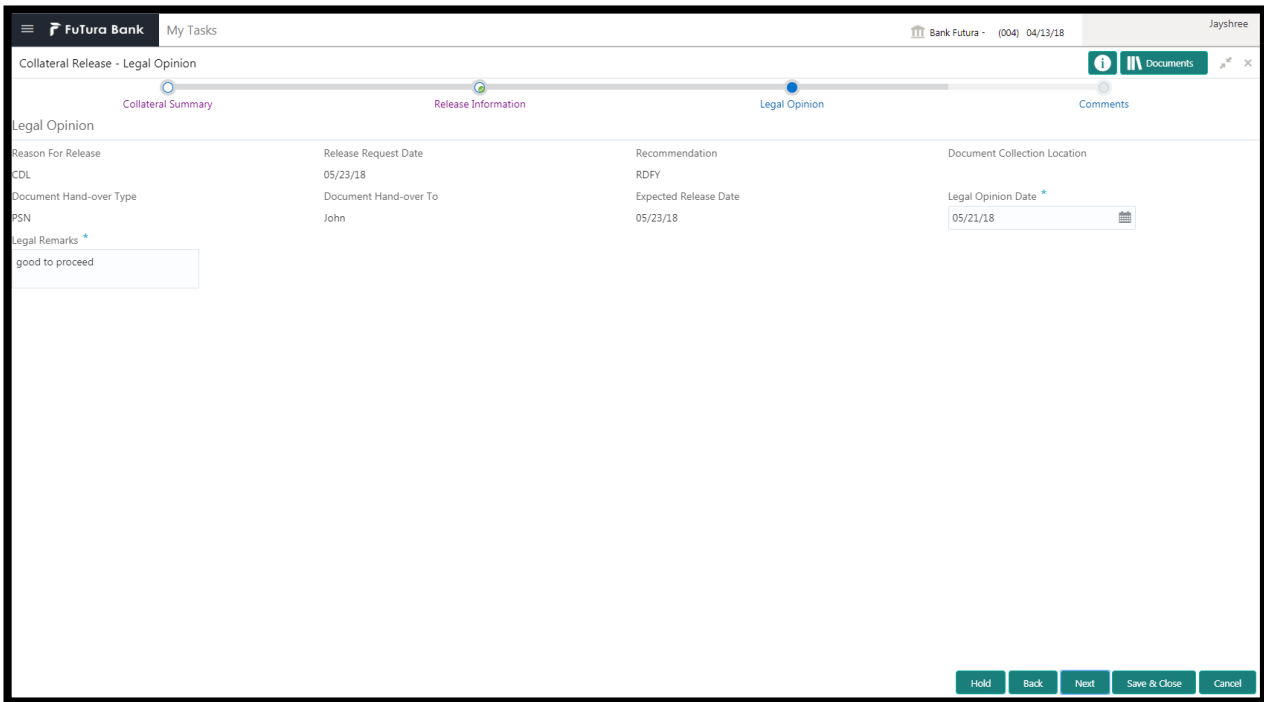
Basic Info

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039

Release Info

Reason For Release *	Release Request Date *	Recommendation *	Document Collection Location
CDL	05/23/18	RDFY	Enter Document Collection Location
Document Hand-over Type	Document Hand-over To	Confirmation Ref No *	Bank Recommendation
PSN	John	REF007	

Hold Back Next Save & Close Cancel



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Legal Opinion Date	Capture the legal opinion date	Input	Date		Mandatory	Legal opinion date should be after collateral start date.
Legal Opinion	Capture the legal opinion	Input	Text		Mandatory	

### **Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.4.3 Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### **Action Buttons**

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.



## 2.5 Approval

As a Credit Approver, the user would review the details of the collateral along with the Legal Opinion of the Legal department, Risk and approve the Collateral release.

Following details will available for the user to review the collateral and provide the recommendations.

- Release Details
- Approval
- Checklist
- Comments

### 2.5.1 Release Details

**Futura Bank** My Tasks Bank Futura - (004) 04/13/18 Jaysree

Collateral Release - Collateral Release Request

Release Details | Comments

**Release Details**

**Release Info**

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

Receiver Details

Registered Documents

Hold Back Next Save & Close Cancel

**Documents**

Application Number  
APP201805293057

Priority  
Low Medium High

Amount  
423,423,423.00

Branch  
004

Customer  
000039

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

## Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - c. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

## 2.5.2 Approval

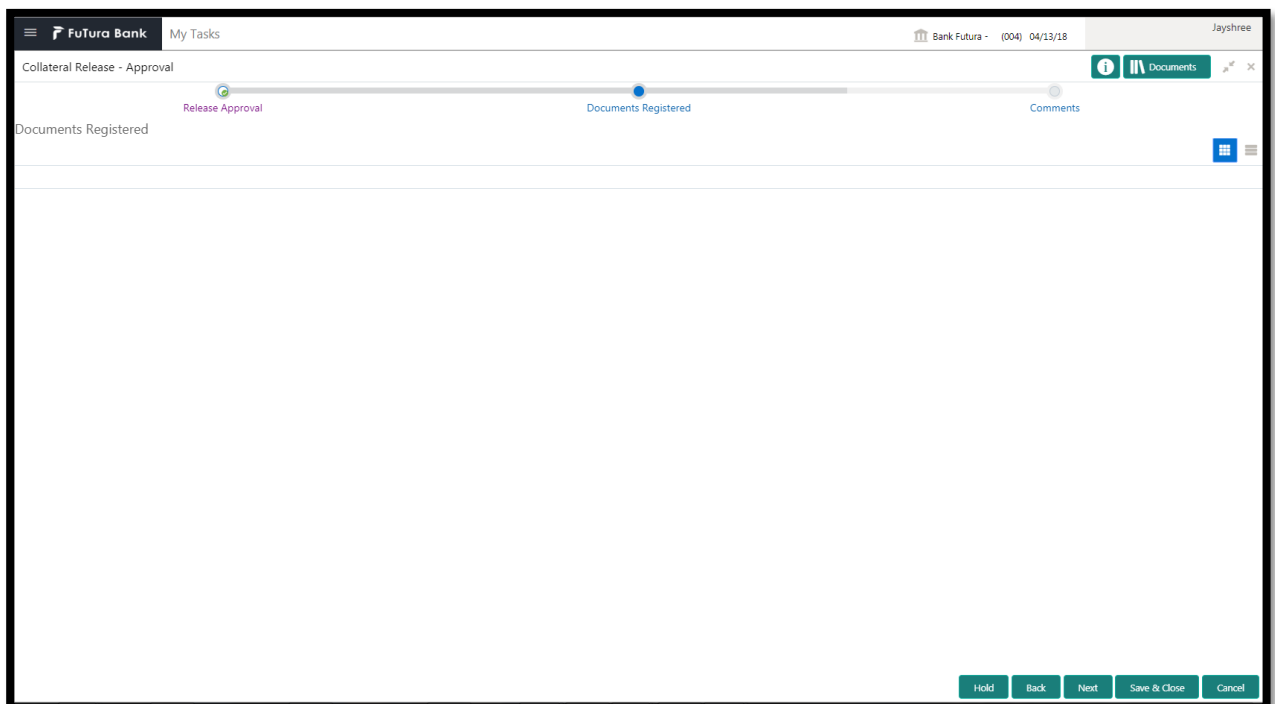
As a Credit Approver, the user would review the details of the collateral along with the Legal Opinion of the Legal department, Risk Evaluation and approve the Collateral.

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Input	LOV			Review date cannot be beyond current date

Application Category	Displays Application Category	Input	LOV		Mandatory	
Application Date	Displays Application Date	Input	Date		Optional	The date should not be beyond current date
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Customer name	Displays Collateral Value	Read Only	text			
Reason For Release	Displays Customer Id	Read Only	text			
Customer Id	Displays Customer name	Read Only	text			
Release Request Date	Displays Release request date	Read Only	text			
Recommendation	Displays recommendation	Read Only	text			
Document Collection Location	Displays document collection location	Read Only	text			
Document Hand-over Type	Displays hand-over type	Read Only	text			
Document Hand over to	Displays Document hand over to	Read Only	text			
Refer To Legal Team	Displays whether legal is selected or not	Read Only	text			
Refer to Risk	Displays whether risk is selected or not	Read Only	text			
Legal Opinion Date	Displays legal opinion date	Read Only	text			
Confirmation Ref No	Displays confirmation reference number	Read Only	text			
Legal Remarks	Displays legal remarks	Read Only	text			
Risk Evaluation Date	Displays risk evaluation date	Read Only	text			
Risk Comments	Displays risk comments	Read Only	text			
Collateral Value	Displays collateral value	Read Only	text			
House/Building	Capture the Address of the entity	Read Only	text			

Street	Capture the Address of the entity	Read Only	text			
Locality	Capture the Address of the entity	Read Only	text			
Landmark	Capture the Address of the entity	Read Only	text			
Area	Capture the Address of the entity	Read Only	text			
City	Capture the City of the entity	Read Only	text			
State	Capture the State of the entity	Read Only	text			
Zip Code	Capture the Zip Code of the entity	Read Only	text			
Country	Capture the Country of the entity	Read Only	text			
Email Address	Capture the Email address of the entity	Read Only	text			
Phone Number	Capture the Phone Number of the entity	Read Only	text			

## Documents In Safe

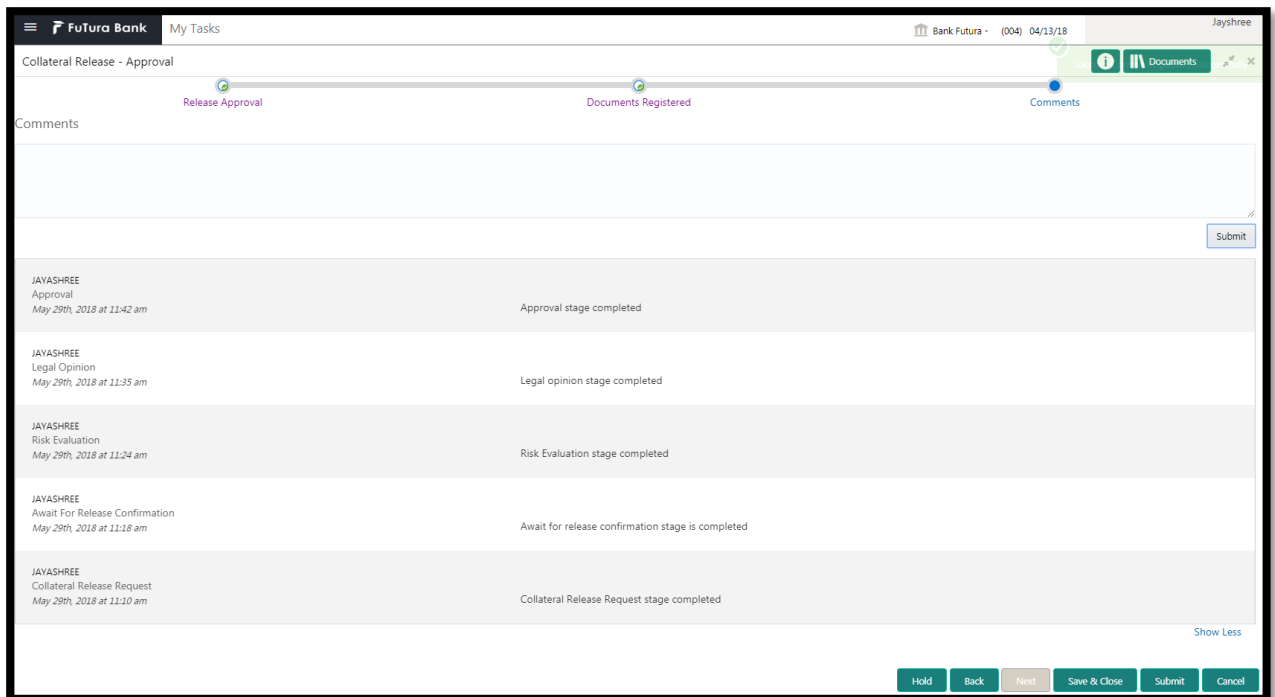


Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Document Code	Select the document code	Input	LOV		Mandatory	
Document Title	Enter the title for document	Input	text	22	Mandatory	The field should accept alpha numeric data upto 22 characters
Document Description	Enter the document description	Input	free text	1000	Optional	
Document Type	Select the type of document	Input	LOV		Mandatory	
Remarks	Enter the remarks	Input	Text	1000	Optional	
Document Expiry Date	Enter Document Expiry Date	Input	Date		Mandatory	The date should not be less than current date

### **Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.5.3 Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- Back** – On Click of Back, the previous screen will be opened.



## 2.6 Document Retrieval

As a Document Handling Officer, the user will retrieve the collateral documents from the safe. Following details will be available for the user.

- Release Details
- Document Retrieval
- Checklist
- Comments

### 2.6.1 Release Details

The screenshot shows the 'Collateral Release - Collateral Release Request' form in the Futura Bank system. The form is divided into sections: 'Release Details' (with sub-sections 'Release Info', 'Receiver Details', and 'Registered Documents') and 'Comments'. The 'Release Info' section contains the following fields:

Field	Value
Application Branch *	004
Collateral Currency *	GBP
Reason For Release *	Collateral Delink
Expected Release date	05/25/18
Application Category *	
Collateral Value	423423423
Release Request Date *	05/24/18
Document Collection Location	Enter Document Collection Location
Application Date *	mm/dd/yy
Customer Name	WAL
Document Hand-over Type *	PSN
Bank Recommendation	Enter Banks Recommendation
Collateral Id	COL181450462
Customer ID *	000039
Document Hand-over To	John

At the bottom right, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'. A 'Documents' panel on the right shows application details: Application Number APP201805293057, Priority Low, Amount 423,423.423.00, Branch 004, and Customer 000039.

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

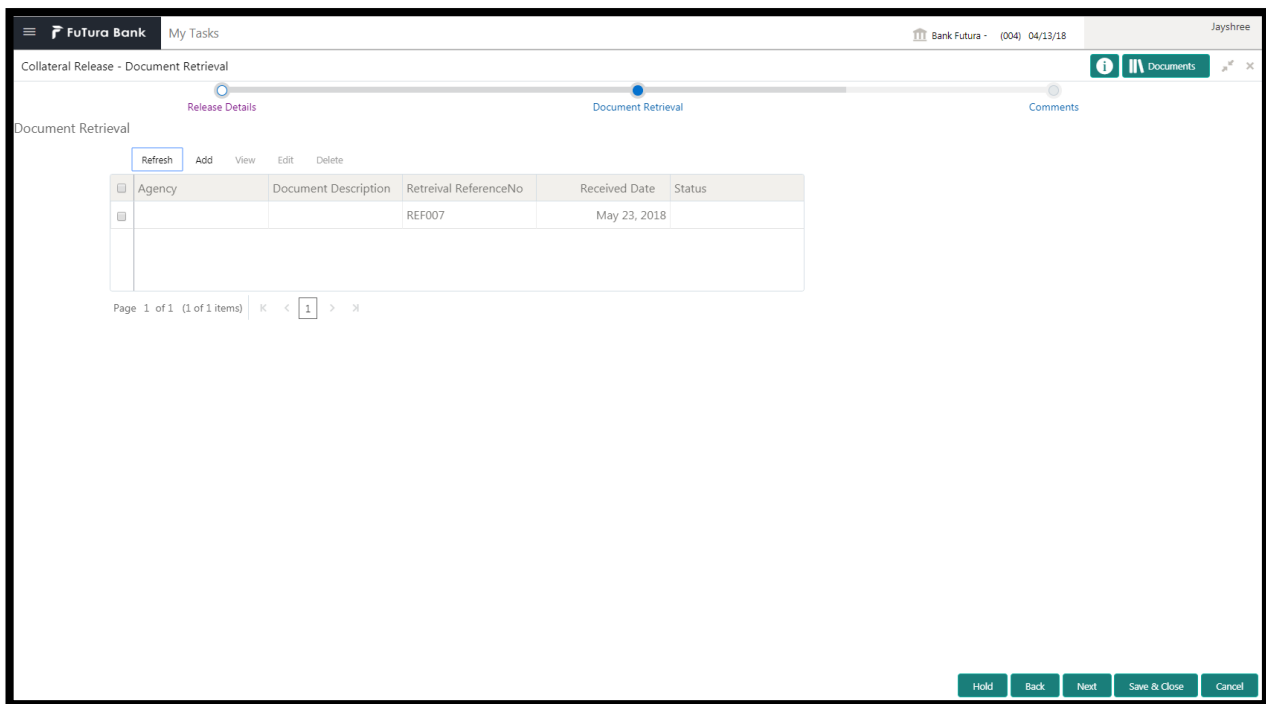
Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

## Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - d. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

## 2.6.2 Document Retrieval

As a Document Handling Officer, the user will retrieve the collateral documents from the safe.



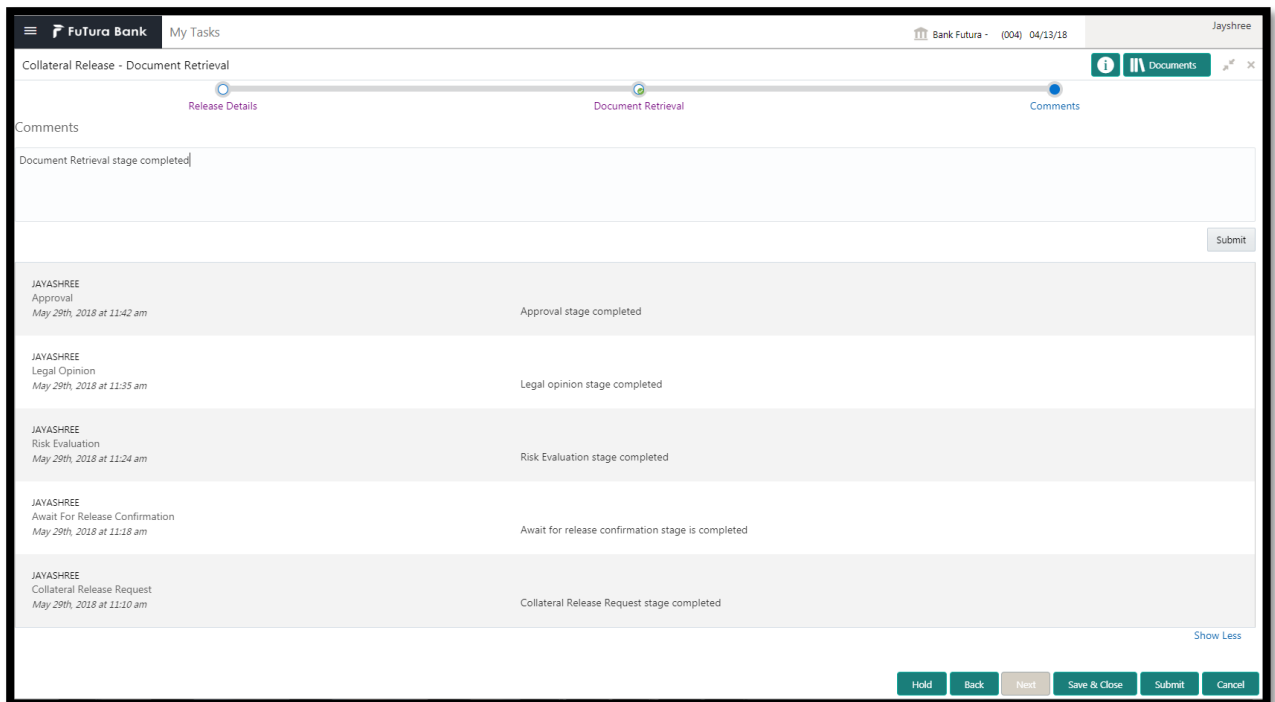
Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Agency	Display the Safekeeping Agency	Read Only	text			
Document Id	Displays the document Id	Read Only	text			
Document Description	Displays the brief description of the docu-	Read Only	text			

	ment					
Safekeeping Date	Displays the safekeeping date	Read Only	date			
Safekeeping Location	Displays the safekeeping location	Read Only	text			
Shelf Number	Displays the document's shelf number	Read Only	text	2000		
Drawer Number	Displays the Drawer Number of the document	Read Only	text			
Retrieval Reference Number	Enter the retrieval reference number	Input	text			
Retrieval Date	Enter the retrieval date	Input	date			
Retrieval Status	Enter the Retrieval status	Input	LOV			
Key Number	Displays the Key Number of the drawer	Read Only	text			

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.6.3 Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.7 Collateral De-Registration

As a Credit Officer, the user will be able to select the list documents that should sent for de-registration. Following details will available for the user to review the collateral.

- Release Details
- Collateral De-Registration
- Checklist
- Comments

### 2.7.1 Release Details

The screenshot shows the 'Collateral Release - Collateral Release Request' form in the Futura Bank system. The form is titled 'Release Details' and is divided into several sections. The 'Release Info' section contains the following fields:

Field	Value
Application Branch *	004
Application Category *	
Application Date *	mm/dd/yy
Collateral Currency *	GBP
Collateral Value	423423423
Customer Name	WAL
Collateral Id	COL181450462
Reason For Release *	Collateral Delink
Release Request Date *	05/24/18
Customer ID *	000039
Expected Release date	05/25/18
Document Collection Location	Enter Document Collection Location
Document Hand-over Type *	PSN
Document Hand-over To	John
Bank Recommendation	Enter Banks Recommendation

The 'Receiver Details' and 'Registered Documents' sections are currently collapsed. A 'Documents' panel is open on the right side of the form, displaying the following information:

- Application Number: APP201805293057
- Priority: Low, Medium, High (Medium is selected)
- Amount: 423,423,423.00
- Branch: 004
- Customer: 000039

At the bottom of the form, there are five buttons: Hold, Back, Next, Save & Close, and Cancel.

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.



Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - e. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

**2.7.2 Collateral De-Registration**

As a Credit Officer, the user will be able to select the list documents that should sent for de-registration

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Agency	System displays the agency Id	Display	Read Only			
Document Id	System displays the document Id	Display	Read Only			
Document Description	System displays the document description	Display	Read Only			
De-Registration Status	Selects the de-registration status	Input	Drop down		Mandatory	
De-Registration Request Date	Capture the de-registration request date	Input	Date		Mandatory	
Expected De-Registration Date	Capture the expected de-registration request date	Input	Date		Mandatory	Expected De-Registration Date should be after De-Registration Request Date.

**Action Buttons on the footer**

- a. **Save & Close** – On click of Save & Close the screen gets closed.

- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

### 2.7.3 Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

#### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.8 Await for De-Registration Confirmation

As a Credit Officer, the user will be able to capture the de-registration confirmation details

Following details will available for the user.

- Release Details
- Await for De-Registration Confirmation
- Checklist
- Comments

### 2.8.1 Release Details

**Futura Bank** My Tasks Bank Futura - (004) 04/13/18 Jayshree

Collateral Release - Collateral Release Request

Release Details

Release Info

Application Branch *	Application Category *	Application Date *	Collateral Id
004	423423423	mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

Receiver Details

Registered Documents

Documents

Application Number  
APP201805293057

Priority  
Low Medium High

Amount  
423,423,423.00

Branch  
004

Customer  
000039

Hold Back Next Save & Close Cancel

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

**Action Buttons on the footer**

- e. **Save & Close** – On click of Save & Close the screen gets closed.
- f. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - f. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

**2.8.2 Await for De-Registration Confirmation**

As a Credit Officer, the user will be able to capture the de-registration confirmation details.

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Agency	System displays the agency Id	Display	Read Only			
Document Id	System displays the document Id	Display	Read Only			
Document Description	System displays the document description	Display	Read Only			
De-Registration Reference Number	Capture the reference number	Input	Text	22	Optional	
De-Registration Request Date	Capture the de-registration request date	Input	Date		Optional	
Expected De-Registration Date	Capture the expected de-registration request date	Input	Date		Optional	Expected De-Registration Date should be after De-Registration Request Date.
De-Registration Date	Captures de-registration date	Input	Date		Optional	De-registration date should be after de-registration Request Date.

Confirmation Date	Captures confirmation date	Input	Date		Optional	Confirmation date will be enabled if confirmation received is selected. Also, confirmation date should be after deregistration Date.
Confirmation Received	Selects whether confirmation received or not	Input	Switch		Optional	
De-Registration Status	Selects De-registration status	Input	Low		Mandatory	

### Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.8.3 Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.



- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.9 Customer Notification

As a Credit Officer the user will review the collateral release and its documents and generate the customer notification and send the notification to the customer. Following details will be available for the user to review the collateral and generate the customer notification

- Release Details
- Customer Notification
- Checklist
- Comments

### 2.9.1 Release Details

**Futura Bank** My Tasks Bank Futura - (004) 04/13/18 Jaysfree

Collateral Release - Collateral Release Request

Release Details

Release Info

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

Receiver Details

Registered Documents

Hold Back Next Save & Close Cancel

Documents

Application Number  
APP201805293057

Priority  
Low Medium High

Amount  
423,423,423.00

Branch  
004

Customer  
000039

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

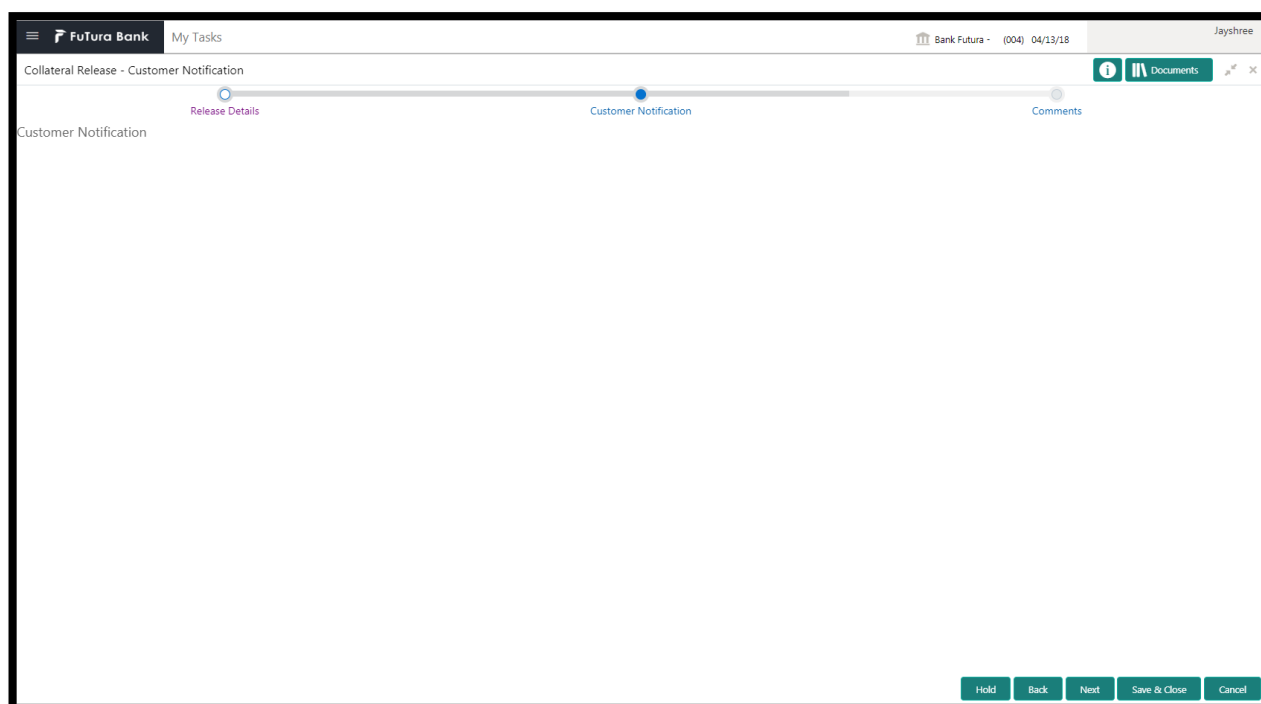
Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

### Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - g. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

## 2.9.2 Customer Notification

As a Credit Officer, the user will generate the customer notification and the send the notification to the customer with details of the document collection location.



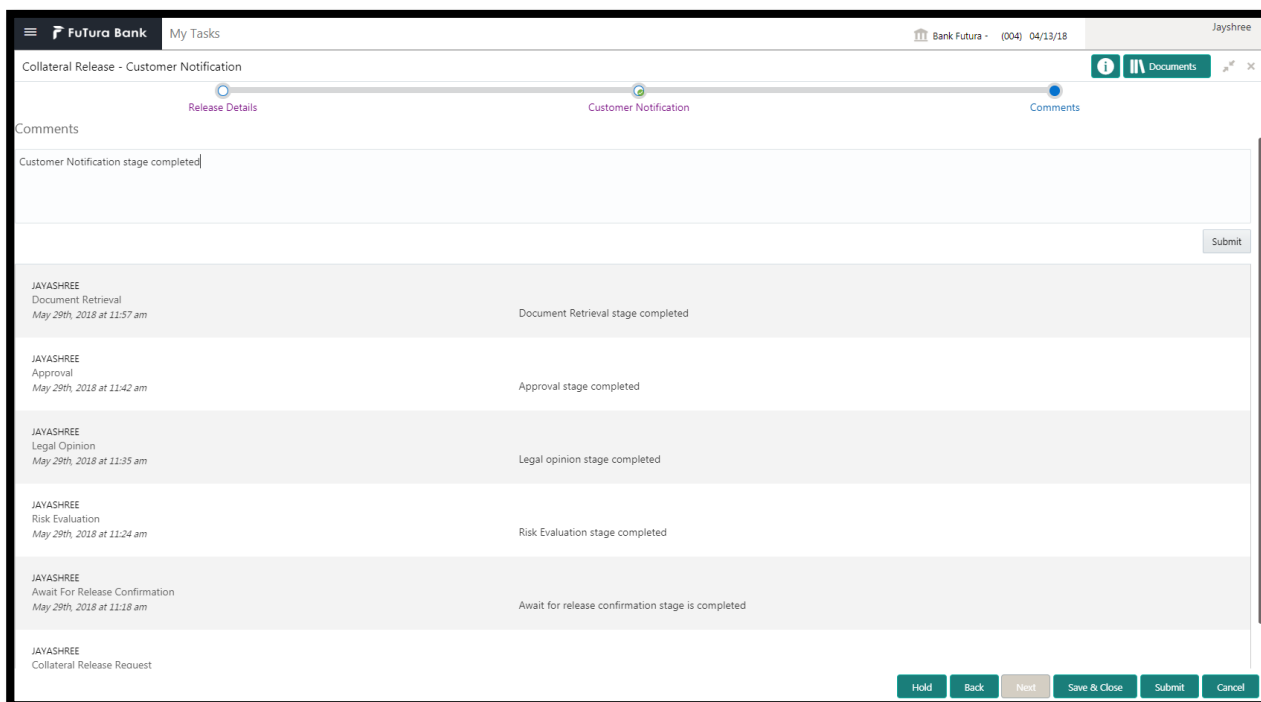
### Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

## 2.9.3 Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.

- a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

## 2.10 Customer Acceptance

The Customer would collect the collateral documents and would review the recommendations of bank. If the customer disagrees with the recommendations then the task would be sent back.

Following details will available for the user to review the collateral.

- Release Details
- Customer Acceptance
- Checklist
- Comments

### 2.10.1 Release Details

**Collateral Release - Collateral Release Request**

Release Details | Comments

**Release Info**

Application Branch *	Application Category *	Application Date *	Collateral Id
004		mm/dd/yy	COL181450462
Collateral Currency *	Collateral Value	Customer Name	Customer ID *
GBP	423423423	WAL	000039
Reason For Release *	Release Request Date *	Document Hand-over Type *	Document Hand-over To
Collateral Delink	05/24/18	PSN	John
Expected Release date	Document Collection Location	Bank Recommendation	
05/25/18	Enter Document Collection Location	Enter Banks Recommendation	

► Receiver Details

► Registered Documents

Hold Back Next Save & Close Cancel



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

### Action Buttons on the footer

- a. **Save & Close** – On click of Save & Close the screen gets closed.
- b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c. **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- d. **Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - h. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
  - a.

## 2.10.2 Customer Acceptance

The screenshot displays the 'Customer Acknowledgement' stage of a 'Collateral Release' process. The interface includes a progress indicator at the top, a decision toggle for 'Agree', a dropdown for 'Customer Recommendation' (set to 'Additional Collateral'), and an empty 'Acceptance Documents' list. Action buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel' are located at the bottom right.

The Collateral Agreement will be reviewed by the customer and if changes are required then task will be sent to the Review and Recommendations stage else the collateral agreement will be accepted.

After checking the recommendation the customer can agree or disagree. If the customer has disagreed then the user can select the customer recommendations. Following are the recommendation which the user can select

If the bank recommendations is Waive Additional Facility then the user can select the below recommendations

- Additional Facility

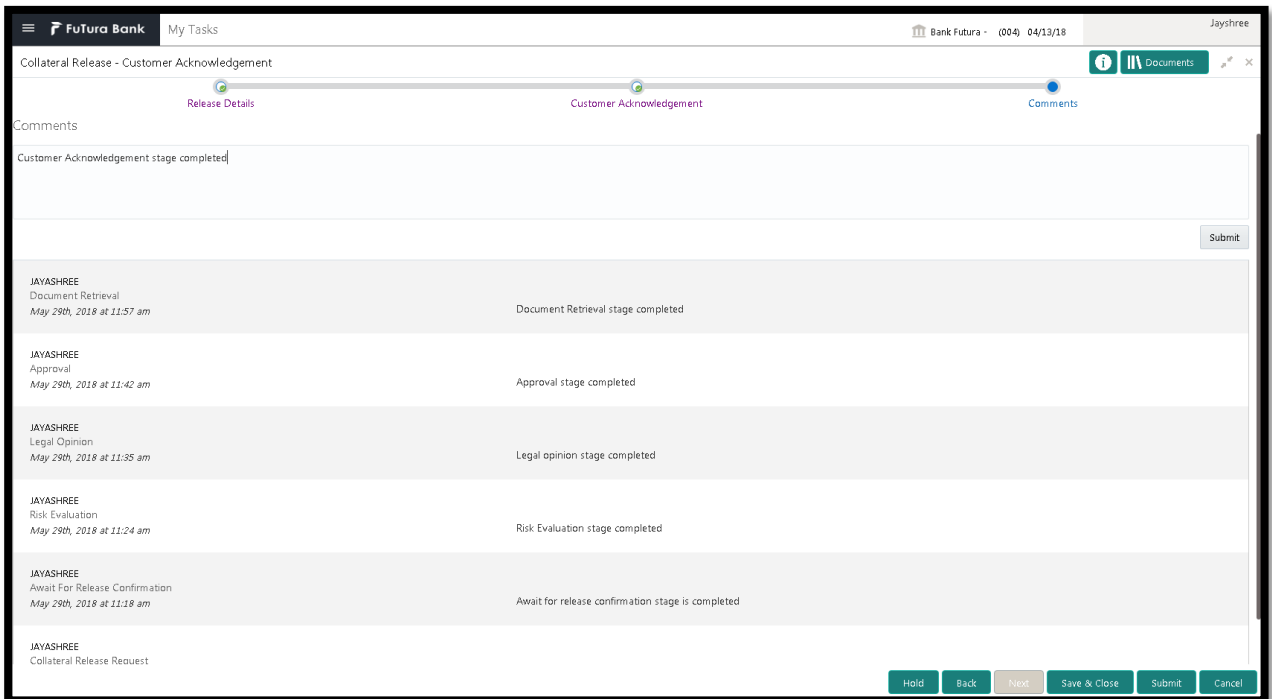
If the bank recommendations is Additional Facility then the user can select the below recommendations

- Waive Additional Facility

**Action Buttons on the footer**

- Save & Close** – On click of Save & Close the screen gets closed.
- Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- Next** – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.
  - If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

**2.10.3 Comments**



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the	Input	Free Text	600	Mandatory	

	stages					
--	--------	--	--	--	--	--

### **Action Buttons**

After providing required data, you will be able to perform one of the below actions –

- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
- e) **Back** – On Click of Back, the previous screen will be opened.

---

## **2.11 Hand off to Back office System**

Once collateral release has been successfully completed the collateral release will be handed off to the back office system. If the handoff fails then the task will be moved to the Manual Retry Stage.

## 2.12 Manual Retry

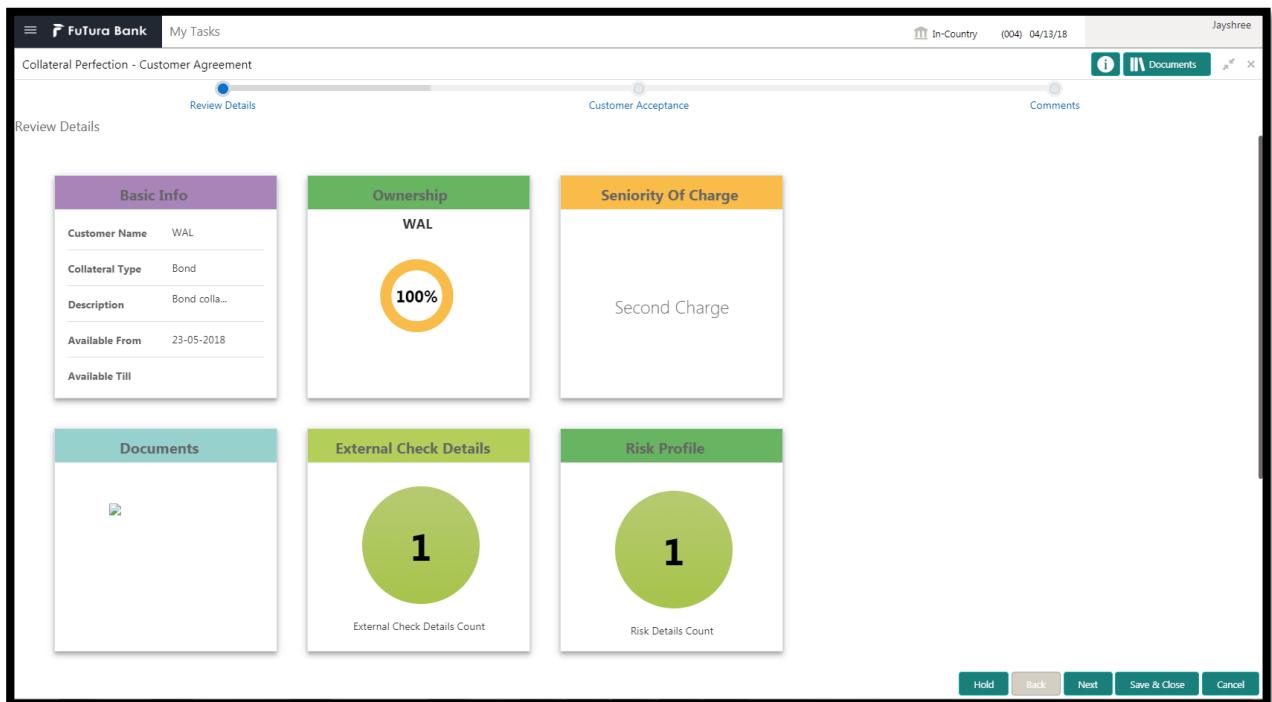
As a Credit Officer, the user can retry the hand off after solving the handoff failure issues.

The solving the handoff failure issue is a manual activity.

- Collateral Summary

### 2.12.1 Collateral Summary

The user can click on each of the tiles to view the detailed information of the Collateral.



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Basic Info	Displays the basic info details of collateral.	Display	Tile			
Ownership	Displays the ownership details.	Display	Tile			
Seniority Of Charge	Displays the seniority of charge details.	Display	Tile			
Documents	Displays the document details.	Display	Tile			
Collateral Type	Displays the collateral type details.	Display	Tile			
Legal Opinion	Displays the Legal Opinion	Display	Tile			

Risk Evaluation	Displays the Risk Evaluation	Display	Tile			
Valuation	Displays the Valuation of the Collateral	Display	Tile			

### **Action Buttons**

After providing required data, you will be able to perform one of the below actions –

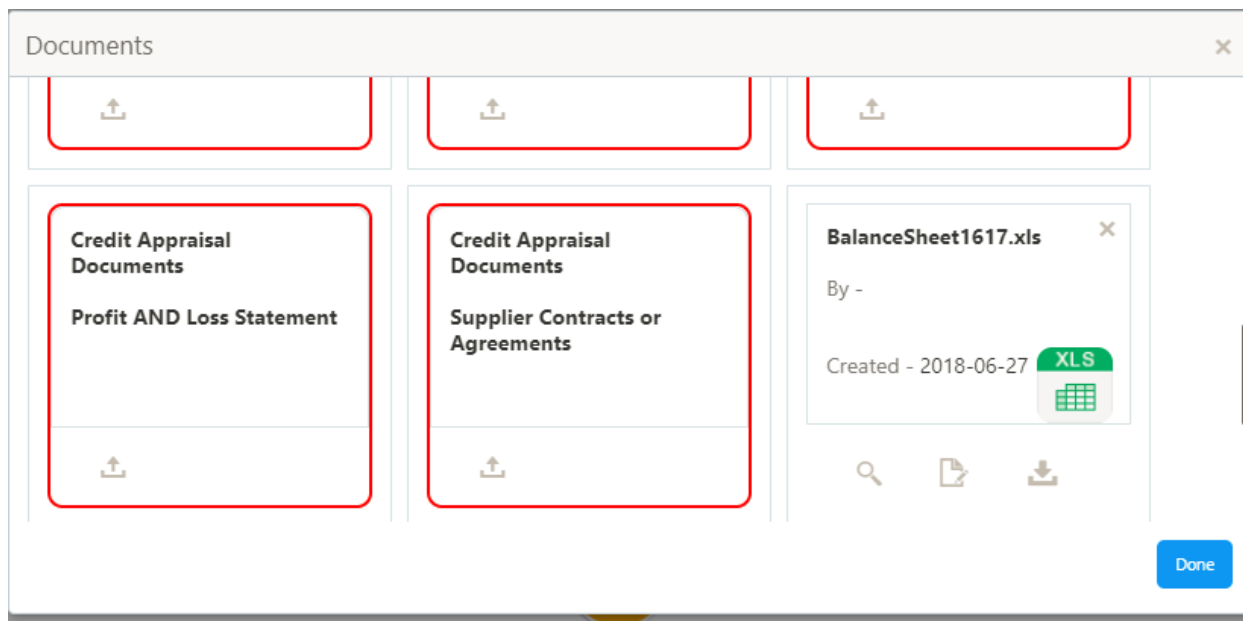
- a) **Submit** – On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted and the collateral release will be handed off to the backoffice.
- b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
  - a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
- d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.



## 3. Document Upload and Checklist

### 3.1 Document Upload

Documents to be uploaded and the checklist of verified for each stage of the process can be maintained. Click on the Documents button to view /upload the documents that has to be uploaded for the stage or to view/ upload the documents which are uploaded for the task.



#### Action Buttons

After providing required data, you will be able to perform one of the below actions –

- Upload** – On click of Upload, the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be uploaded. This button will be visible only for the documents which are not yet uploaded.
- View** – On click of View button the document will be either downloaded or opened based on the browser capability. This button will be visible only for the documents which are already uploaded.
- Edit** – On Click of Edit the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be re-uploaded. This button will be visible only for the documents which are already uploaded.
- Download** – On Click of Download the document will be downloaded. This button will be visible only for the documents which are already uploaded.
- Delete** – This button will be visible only for the documents which are already uploaded. Click on the X button to delete the uploaded document.

User can click on the upload button to upload the documents

Document
✕

Document Type \*

Document Title \*

Remarks

Document Code \*

Document Description

Document Expiry Date

Drop files here or click to select

Current selected files: []

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Document Type	System displays the document type	Display	Free Text		NA	
Document Code	System displays the document Code	Display	Free Text		NA	
Document Title	Specify the Document Title	Input	Free Text	30	Mandatory	
Document Description	Specify the short description of the document	Input	Free Text	150		
Remarks	Specify the remarks if any	Input	Free Text	150		
Document Expiry	Specify the Document Expiry Date	Input	Date			
Document Upload	Drag and Drop or click to select the file to be uploaded	Input	Document Upload			

### 3.2 Checklist

On click of the submit button the checklist for the stage of the process will be displayed. User can confirm each of the check list by clicking on the checkbox and can capture the remarks by clicking on the remarks button.

The screenshot shows a 'Checklist' window with the following elements:

- Title:** Checklist
- Section:** Proposal Enrichment
- Item 1:**  Company Registration document Uploaded [Remarks]
- Item 2:**  Incorporation document Uploaded [Remarks]
- Item 3:**  Collateral document Uploaded [Remarks]
- Footer:** \* Outcome: Proceed [Submit]

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Checklist Description	System displays the checklists maintained for the stage	Display	Free Text		Mandatory	Verify the entire checklist before clicking the submit button.
Remarks	Specify the remarks	Input	Button/Text		NA	

---

## 4. Reference and Feedback

### 4.1 References

For more information on any related features, you can refer to the following documents:

- Oracle Banking Getting Started User Guide
- Security Management System User Guide
- Common Core User Guide
- Process Maintenance Worklist User Guide
- Oracle Banking Credit Facilities Process Management Installation Guides

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