

# Oracle® Banking Credit Facilities Process Management Collateral Perfection User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Oracle Banking Credit Facilities Process Management User Guide

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/](http://www.oracle.com/financialservices/)

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# 1

## Preface

### About this Guide

A brief introduction to the Collateral Perfection User Guide.

This guide helps you get familiar with the Collateral Perfection process in OBCFPM to perfect security interest in customer collateral.

### Audience

Audience of Collateral Perfection User Guide.

This guide is intended for the Credit Officers responsible for performing Collateral Perfection process in OBCFPM.

### Common Icons in OBCFPM

List of icons commonly used in OBCFPM for quick reference.

The following table describes the icons that are commonly used in OBCFPM:

**Table 1-1 Common Icons**













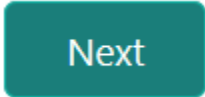

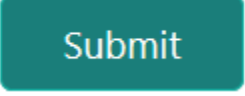

Icons	Purpose
	To add new record.
	To modify existing record.
	To delete a record.
	To pick start or end date.
	To configure or change default settings.
	To view the data in graphical format.

Table 1-1 (Cont.) Common Icons

Icons	Purpose
	To change the screen layout to list view.
	To change the screen layout to table view.
	To change the screen layout to tree view.
	To view, edit, and delete a record.
	To hold the process.
	To go back to the previous screen.
	To go to the next data segment.
	To save the captured information and exit the process window.
	To submit the task to next stage.
	To exit the window without saving the captured information.

# 2

## Introduction

### Collateral Perfection Overview

A brief introduction to the Collateral Perfection process in OBCFPM.

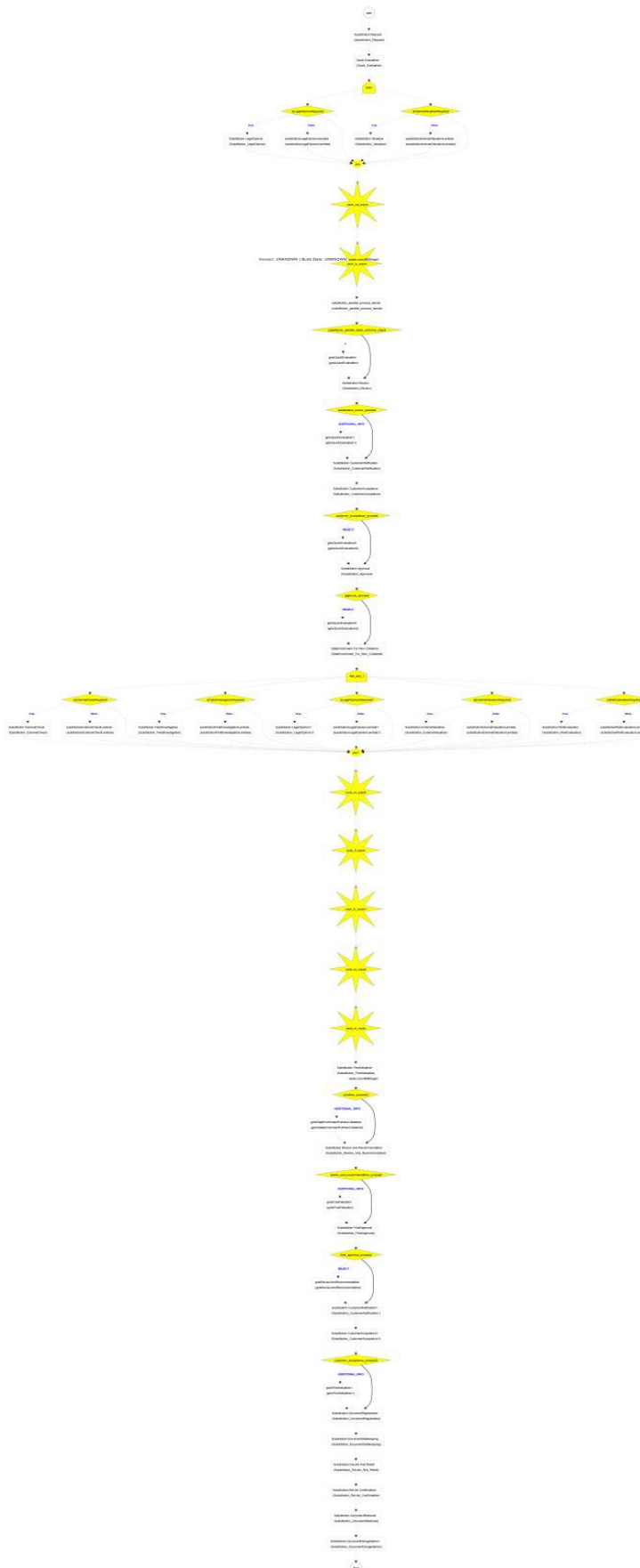
Collateral Perfection is a process in which the customer approaches the bank and requests the bank to evaluate the collateral. The Bank does an detailed collateral perfection and informs the customer about the collateral value. The various activities performed for Collateral Perfection are:

- Input Application Details
- Upload of related Mandatory and Non Mandatory documents
- Verify Documents and Capture Details
- Internal/External Legal Opinion
- Risk Evaluation
- Internal/External Valuation of the Collateral
- Field Investigation
- Generate Collateral Agreement
- Receive the customer acceptance of the Collateral Agreement
- Collateral Submission
- Collateral Safekeeping

The flowchart illustrating the stages in Collateral Perfection process is provided below for reference:



Figure 2-1 Collateral Perfection Process Flow Chart



# 3

## Quick Initiation

### Quick Initiation

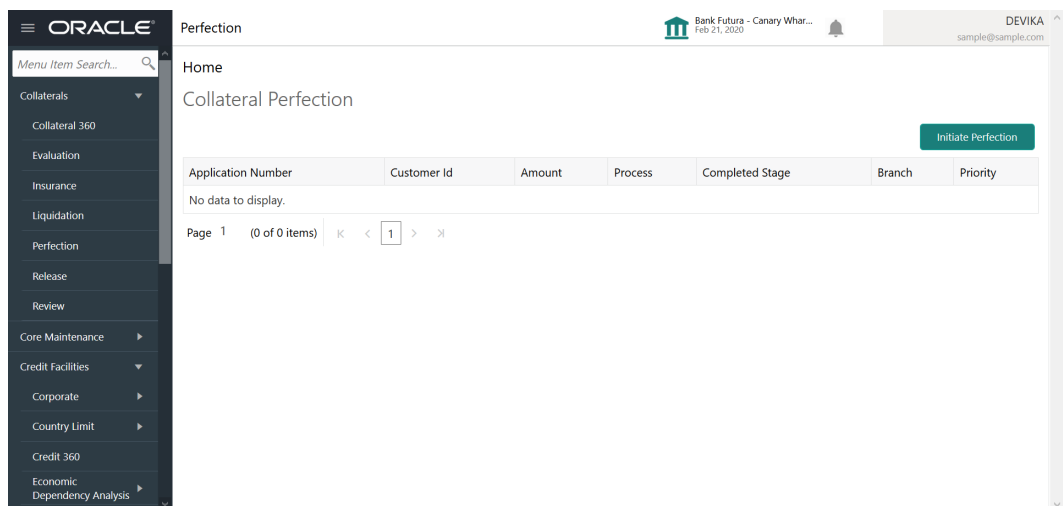
Procedure to initiate the Collateral Perfection process in OBCFPM.

The Relationship Manager or the operations user can perform quick initiation of collateral perfection on receiving the application from the customer.

Login to OBCFPM application with appropriate credentials.

1. Navigate to **Collaterals > Perfection** from the left menu.  
The **Perfection Initiation** screen is displayed.

**Figure 3-1 Collateral Perfection**



2. Click **Initiate Perfection**.  
The **Quick Initiation** screen is displayed.

**Figure 3-2 Quick Initiation**

3. Provide / capture all the details in the **Quick Initiation** window.

For information on the fields in the **Quick Initiation** window, refer the below tables.

**Table 3-1 Quick Initiation - Application Branch Details - Field Description**

Field	Description
<b>Application Branch</b>	Select the bank branch for creating Collateral Perfection application.
<b>Application Priority</b>	Select the <b>Application Priority</b> . The options available are: <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul>
<b>Application Category</b>	Select the <b>Application Category</b> as Collateral Perfection.
<b>Application Date</b>	Click the calendar icon and select the Collateral Perfection <b>Application Date</b> .

**Table 3-2 Quick Initiation - Customer Details - Field Description**

Field	Description
<b>Customer Id</b>	Select the <b>Customer Id</b> from the List of Values.
<b>Customer Name</b>	<b>Customer Name</b> is displayed based on the selected Customer Id.

Upon clicking **Add Collateral** in the **Collateral Details** section, The **Add Collateral** window is displayed.

**Figure 3-3 Add Collateral**

Add Collateral ✕

---

Collateral Type \*  
Ship ▼

Collateral Category \*  
SHPS category ▼

Collateral Description  
Ship as a collateral for new facility

Currency \*  
USD 🔍

Owner Estimated Value \*  
\$5,000,000.00

Purpose Of Collateral \*  
New Facility ▼

Save Cancel

For information on the fields in the **Add Collateral** window, refer the below table.

Table 3-3 Add Collateral- Field Description

Field	Description
<b>Collateral Type</b>	Select the <b>Collateral Type</b> from the drop down list. The following options are available: <ul style="list-style-type: none"> <li>• Account Receivables</li> <li>• Account Contracts</li> <li>• Aircraft</li> <li>• Bill Of Exchange</li> <li>• Bond</li> <li>• Cash Collaterals</li> <li>• Commercial Paper</li> <li>• Commodity</li> <li>• Corporate Deposits</li> <li>• Crop</li> <li>• Fund</li> <li>• Guarantee</li> <li>• Insurance</li> <li>• Inventory</li> <li>• Machine</li> <li>• Miscellaneous</li> <li>• Other Bank Deposits</li> <li>• PDC</li> <li>• Perishable</li> <li>• Precious Metals</li> <li>• Promissory Note</li> <li>• Property</li> <li>• Ship</li> <li>• Stock</li> <li>• Vehicle</li> </ul>
<b>Collateral Category</b>	Select the <b>Collateral Category</b> from the drop down list.
<b>Collateral Description</b>	Specify a brief description about the Collateral.
<b>Currency</b>	Specify the collateral currency.
<b>Owner Estimated Value</b>	Specify the <b>Owner Estimated Value</b> of the collateral.
<b>Purpose of Collateral</b>	Select the purpose of the Collateral from the drop down list. The following options are available: <ul style="list-style-type: none"> <li>• New Facility</li> <li>• Enhancement Of Limit</li> <li>• Replacement Of Collateral</li> <li>• Augmentation Of Collateral</li> </ul>

4. After adding collateral, click **Submit** in the **Quick Initiation** screen.  
The application is created and listed in the **Free Tasks** screen.

# 4

## Perfection Initiation

### Perfection Initiation

Brief introduction about the Collateral Perfection Initiation stage in Collateral Perfection process.

Collateral Perfection can be initiated when a customer approaches the bank and provides the application for collateral perfection or when the Relationship Manager visits the customer location to initiate the Collateral perfection on behalf of the customer.

On receiving the application for collateral perfection, the basic details of the application along with collateral details can be captured. Upon submitting the request, the request will be available for a Credit Operations user to enrich the collateral perfection.

On login, the system displays the dashboard screen with dashboards and widgets mapped for the user profile.

### Collateral Details

Information on the Collateral Details data segment in the Perfection Initiation stage.

The system defaults the Collateral and Application details captured as part of Quick Initiation in this data segment and allows you to modify the same. Upon selecting the application category, the documents to be uploaded and the Checklists applicable for the stage are defaulted in **Document Upload** and **Checklists** screens based on the application category selected.

1. Navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

**Figure 4-1 Free Tasks**

The screenshot shows the Oracle Free Tasks dashboard. The left sidebar contains a navigation menu with categories like Policy, Security Management, Service Consumers, Task Management, Tasks, and others. The main area displays a table of tasks. The table has the following columns: Action, Priority, Process Name, Process Reference Number, Application Number, Stage, and Application. The tasks listed include various stages such as Initiation, Collateral Manual Retry, Draft Generation, Proposal Initiation, Credit Initiation, Manual Retry, Amendment Enrichment, Group Concentration Initiation, Risk Evaluation, Legal Evaluation, Credit Evaluation, and Group Concentration Amend...

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Initiation task.  
The **Initiation - Collateral Details** screen is displayed.

**Figure 4-2 Initiation - Collateral Details**

- Provide / capture all the details in the **Initiation - Collateral Details** screen.  
For information on fields in the **Initiation - Collateral Details** screen, refer the below tables.

**Table 4-1 Collateral Details - Customer Details - Field Description**

Field	Description
<b>Customer Id</b>	<b>Customer Id</b> selected in the <b>Quick Initiation</b> screen is displayed. You can change the <b>Customer Id</b> , if required.
<b>Customer Name</b>	<b>Customer Name</b> is displayed based on the selected <b>Customer Id</b> .

**Table 4-2 Collateral Details - Collateral Details - Field Description**

Field	Description
<b>Collateral Type</b>	<b>Collateral Type</b> selected in the <b>Add Collateral</b> window is defaulted. You cannot modify this.
<b>Collateral Currency</b>	<b>Collateral Currency</b> selected in the <b>Quick Initiation</b> screen is defaulted. You can modify the <b>Collateral Currency</b> , if required.
<b>Owner Estimated Value</b>	<b>Owner Estimated Value</b> of the collateral specified in the <b>Quick Initiation</b> screen is defaulted. You can change this value, if required.

Table 4-2 (Cont.) Collateral Details - Collateral Details - Field Description

Field	Description
<b>Purpose of Collateral</b>	Purpose of the Collateral selected in the <b>Quick Initiation</b> screen is defaulted. You can select different option from the following list: <ul style="list-style-type: none"> <li>• New Facility</li> <li>• Enhancement Of Limit</li> <li>• Replacement Of Collateral</li> <li>• Augmentation Of Collateral</li> </ul>
<b>Collateral Description</b>	<b>Collateral Description</b> provided in the <b>Quick Initiation</b> screen is defaulted. You can modify the description, if required.
<b>Seniority of Charge</b>	Select the bank's <b>Seniority of Charge</b> on the collateral. The following options are available in the drop down list. <ul style="list-style-type: none"> <li>• First</li> <li>• Second</li> <li>• Third</li> <li>• Primary</li> </ul>
<b>Available From</b>	Specify the date from which the collateral is available.
<b>Available Till</b>	Specify the date till which the collateral is available.

Table 4-3 Collateral Details - Ownership Details - Field Description

Field	Description
<b>Ownership Type</b>	Select the <b>Ownership Type</b> from the drop down list. The following options are available in the drop down list <ul style="list-style-type: none"> <li>• Single</li> <li>• Joint</li> </ul>
<b>Is Shareable Across Customers?</b>	Enable this flag if the collateral is shareable across customers.

4. After adding / modifying the collateral details, click **Next**.

## Comments

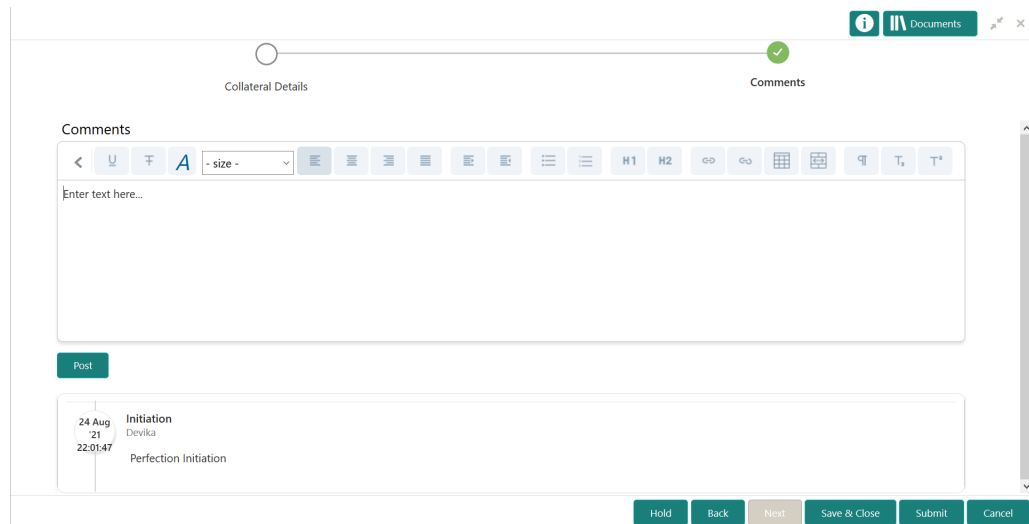
Information on the Comments data segment in the Perfection Initiation stage.

The Comments data segment allows you to post overall comments for the Perfection Initiation stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Initiation - Collateral Details** screen, the Comments data segment is displayed.

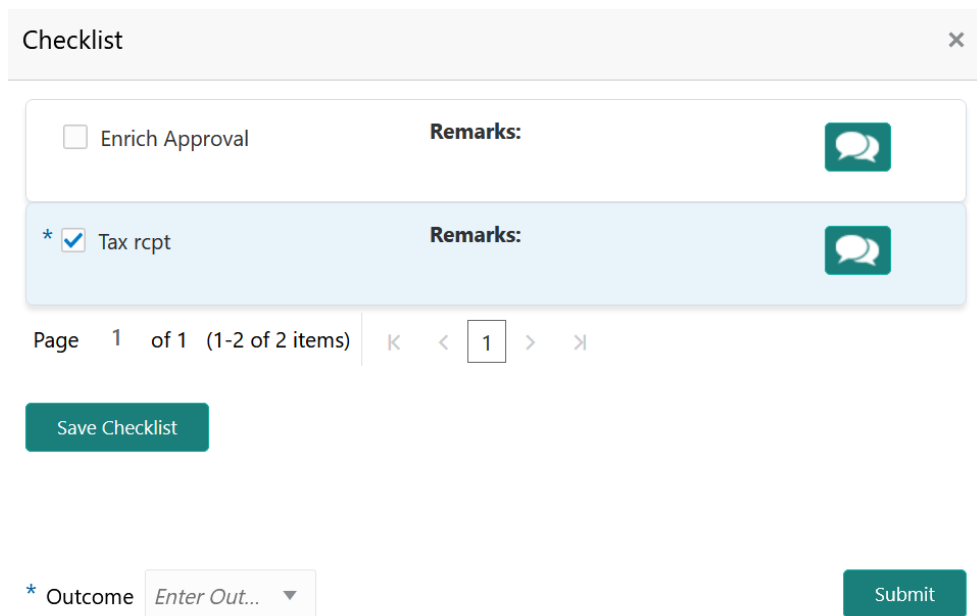


**Figure 4-3 Initiation - Comments**



1. Type your comments for the Perfection Initiation stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 4-4 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the **Outcome** as **Proceed**.

6. Click **Submit**.

The Collateral Perfection application is moved to the data enrichment stage.

# 5

## Data Enrichment

### Data Enrichment

Brief information about the Data Enrichment stage in the Collateral Perfection process.

The Data Enrichment stage allows you to capture additional details of the Customer and the collateral to enrich Collateral Perfection application. The details that can be enriched in this stage are:

- Basic Info with additional Collateral Details
- Collateral Ownership details
- Collateral Type details
  - Property
  - Vehicle
  - Ship
  - Aircraft
  - Insurance
  - Deposits
  - Precious Metals
  - Guarantee
  - Machine
  - Stocks
  - Bonds
  - Funds
- Seniority of Charge details of the collateral
- Comments

### Basic Info

Procedure to enrich basic information captured in the **Initiation** stage.

The system defaults the collateral and application details captured as part of initiation in this data segment. You can modify these details, if required. Based on the Application category selected, the system defaults the documents to be uploaded and the checklists applicable for the stage in the **Document Upload** and **Checklists** screens, respectively.

1. Navigate to **Tasks > Free Tasks** from the left menu.  
The **Free Task** screen is displayed.

Figure 5-1 Free Task

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
<input type="checkbox"/> Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
<input type="checkbox"/> Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
<input type="checkbox"/> Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
<input type="checkbox"/> Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
<input type="checkbox"/> Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
<input type="checkbox"/> Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
<input type="checkbox"/> Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
<input type="checkbox"/> Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
<input type="checkbox"/> Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

2. **Acquire & Edit** the required Data Enrichment task.  
The **Data Enrichment - Basic Info** screen is displayed.

Figure 5-2 Data Enrichment - Basic Info

Basic Info

Collateral details

Collateral Id: COL212363408

Collateral Description: Ship as a collateral for new facility

Collateral Type: Ship

Collateral Currency: USD

Collateral Category: PASSENGER VESSEL

Owner Estimated Value: \$5,000,000.00

Available From: Aug 31, 2021

Available Till: Aug 31, 2022

Purpose Of Collateral: New Facility

Applicable Business:  LT\_Lending  Trade  Working Capital

Charge Type: Hypothecation

Seniority of Charge: First

LTV Percentage: 50

Collateral Status: Active

Document Status: Active

Ownership details

Ownership Type: Single

Shareable Across Customers:

Configuration

Refer to Field Investigation:

Refer to External Check:

Refer to External Valuation:

Refer to Legal Opinion:

Refer to Internal Legal Opinion:

Refer to Internal Valuation:

Refer to Risk Evaluation:

Buttons: Hold, Back, Next, Save & Close, Cancel

3. Provide all the details in the **Data Enrichment - Basic Info** screen. For field level information, refer the following tables.

Table 5-1 Basic Info - Collateral Details - Field Description

Field	Description
<b>Collateral Id</b>	<b>Collateral Id</b> is a unique identifier generated for the collateral. This is system generated and you cannot modify.
<b>Collateral Type</b>	<b>Collateral Type</b> selected in the <b>Quick Initiation</b> screen is displayed here. You cannot modify this.
<b>Collateral Category</b>	Select the <b>Collateral Category</b> . Collateral Categories applicable for the selected <b>Collateral Type</b> are displayed in the drop down list.
<b>Collateral Description</b>	<b>Collateral Description</b> provided in the Initiation stage is displayed here. You can modify this if required.
<b>Collateral Currency</b>	<b>Collateral Currency</b> specified in the Initiation stage is displayed here. You can modify this if required.
<b>Owner Estimated Value</b>	<b>Owner Estimated Value</b> of the collateral specified in the Initiation stage is displayed here. You can modify this if required.
<b>Available From</b>	<b>Available From</b> date selected in the Initiation stage is displayed here. You can modify this if required.
<b>Available Till</b>	<b>Available Till</b> date selected in the Initiation stage is displayed here. You can modify this if required.
<b>Purpose of Collateral</b>	<b>Purpose of Collateral</b> selected in the Initiation stage is displayed here. You can modify this if required.
<b>Applicable Business</b>	Select the business for which the collateral is applicable. Options include but not limited to <b>LT Lending, Trade, and Working Capital</b> .
<b>Charge Type</b>	Select the <b>Charge Type</b> from the drop down list. The following options are available: <ul style="list-style-type: none"> <li>• <b>Hypothecation</b></li> <li>• <b>Pledge</b></li> <li>• <b>Lien</b></li> </ul>
<b>Seniority of Charge</b>	Select the <b>Seniority of Charge</b> from the drop down list. The following options are available: <ul style="list-style-type: none"> <li>• <b>First</b></li> <li>• <b>Second</b></li> <li>• <b>Third</b></li> <li>• <b>PRIMARY</b></li> </ul>
<b>LTV Percentage</b>	Specify the collateral's loan to value percentage.
<b>Collateral Status</b>	Select the status of the collateral. The following options are available in the drop down list: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Release</b></li> </ul>

Table 5-1 (Cont.) Basic Info - Collateral Details - Field Description

Field	Description
<b>Document Status</b>	Select the status of the collateral document. The following options are available in the drop down list: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Release</b></li> </ul>

Table 5-2 Basic Info - Ownership Details - Field Description

Field	Description
<b>Ownership Type</b>	Select the <b>Ownership Type</b> from the drop down list. The following options are available: <ul style="list-style-type: none"> <li>• Single</li> <li>• Joint</li> </ul>
<b>Shareable Across Customers</b>	Enable this flag if the collateral is shareable with multiple customers.

Table 5-3 Basic Info - Configuration - Field Description

Field	Description
<b>Refer to Field Investigation</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. Field Investigation stage is applicable in the Collateral Perfection process, only if this flag is enabled.
<b>Refer to External Check</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. External Check stage is applicable in the Collateral Perfection process, only if this flag is enabled.
<b>Refer to External Valuation</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. External Valuation stage is applicable in the Collateral Perfection process, only if this flag is enabled.
<b>Refer to Legal Opinion</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. Legal Opinion stage is applicable in the Collateral Perfection process, only if this flag is enabled.
<b>Refer to Internal Legal Opinion</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. Internal Legal Opinion stage is applicable in the Collateral Perfection process, only if this flag is enabled.

**Table 5-3 (Cont.) Basic Info - Configuration - Field Description**

Field	Description
<b>Refer to Internal Valuation</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. Internal Valuation stage is applicable in the Collateral Perfection process, only if this flag is enabled.
<b>Refer to Risk Evaluation</b>	This flag is enabled if this configuration is enabled in the Business Process Maintenance for the selected Collateral Type. Risk Evaluation stage is applicable in the Collateral Perfection process, only if this flag is enabled.

4. Click **Next**.

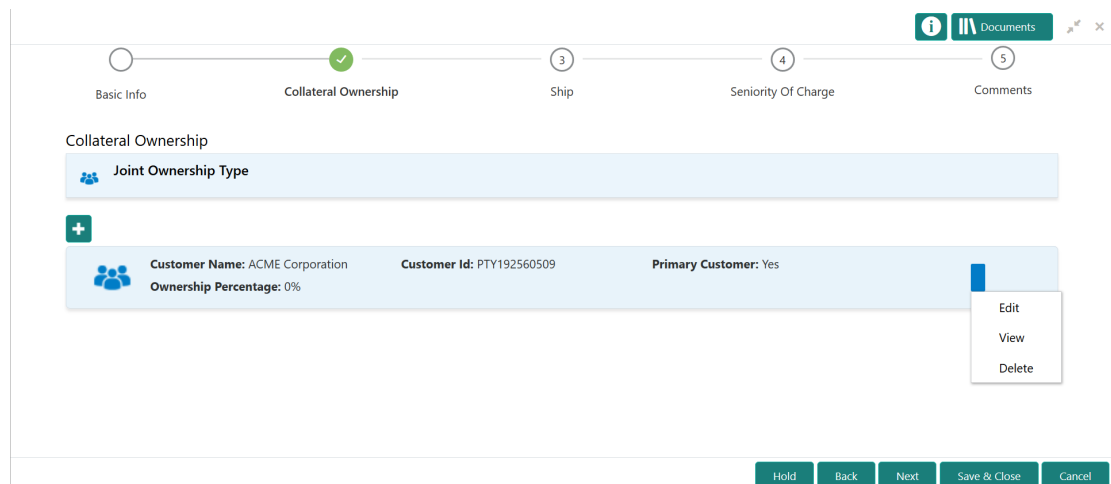
## Collateral Ownership

Procedure to add collateral ownership details in Data Enrichment stage.

In the Collateral Ownership data segment, the system defaults primary customer's collateral ownership details captured as part of application creation. In case the **Ownership Type** is selected as **Joint**, the system defaults the ownership percentage of primary customer as zero and displays the add icon. You must change the primary customer's ownership percentage and add all the ownership details by clicking the add icon.

Upon clicking **Next** in the **Basic Info** data segment, the **Collateral Ownership** screen is displayed.

**Figure 5-3 Data Enrichment - Collateral Ownership**



1. To view the primary customer's collateral ownership details, click the action icon and select **View**.
2. To add other customer's ownership detail, click the add icon.

For detailed information on adding ownership details, refer **Collateral Ownership** topic in the Collateral Evaluation User Guide.

3. After adding the ownership details, click **Next**.

## Ship

Procedure to add collateral specific details for perfection.

The system displays the Collateral Type data segment based on the **Collateral Type** selected in previous data segment or stage. Following are the various collateral types supported in OBCFPM:

- Account Receivables
- Accounts Contracts
- Aircraft
- Bill Of Exchange
- Bond
- Cash Collaterals
- Commercial Paper
- Commodity
- Corporate Deposits
- Crop
- Fund
- Guarantee
- Insurance
- Inventory
- Machine
- Miscellaneous
- Other Bank Deposits
- PDC
- Perishable
- Precious Metals
- Promissory Note
- Property
- Ship
- Stock
- Vehicle

Upon clicking **Next** in the **Collateral Ownership** data segment, the **Collateral Type (Ship)** screen is displayed. In this user guide, Ship is shown as sample Collateral Type.



Figure 5-4 Data Enrichment - Ship

Basic Info Collateral Ownership Ship Seniority Of Charge Comments

Ship

Collateral Details

COL212363408	Ship	USD	\$0.00
Collateral Id	Collateral Type	Collateral Currency	Total Value

+ Add

No items to display.

Page 1 (0 of 0 items) < 1 >

Hold Back Next Save & Close Cancel

1. To view the basic collateral details, click and expand the **Collateral Details** section.
2. To add the collateral specific details, click the add icon.  
For detailed information on adding collateral specific details, refer the corresponding Collateral Type section in the Collateral Evaluation User Guide.
3. After adding collateral details, click **Next**.

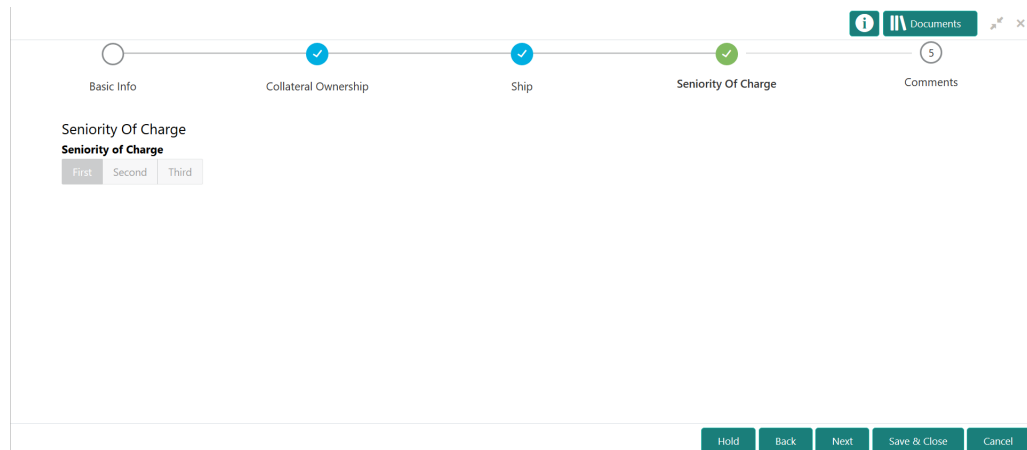
## Seniority of Charge

Procedure to add details about bank's seniority of charge on the collateral.

In the Seniority of Charge data segment, you must add the bank's seniority of charge on the collateral. If the seniority of charge is Second or Third, then the existing Charge details of the collateral must be captured. You can capture the existing charge details by clicking the add icon.

Upon clicking **Next** in the **Collateral Type (Ship)** data segment, the **Seniority of Charge** screen is displayed.

Figure 5-5 Data Enrichment - Seniority of Charge



1. To add existing charge details, click the add icon.  
For detailed information on adding seniority of charge details, refer **Seniority of Charge** topic in the Collateral Evaluation User Manual.
2. After adding the charge details, click **Next**.

## Comments

Procedure to add comments for the Data Enrichment Stage.

The Comments data segment in Data Enrichment stage allows you to add your overall comments for the enrichment stage. Adding comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Seniority of Charge** data segment, the **Comments** screen is displayed.

Figure 5-6 Data Enrichment - Comments

Basic Info Collateral Ownership Ship Seniority Of Charge Comments

Comments

Enter text here...

Post

25 Aug '21 20:08:39 Enrichment Devika Added additional information

24 Aug '21 22:01:47 Initiation Devika Perfection Initiation

Hold Back Next Save & Close Submit Cancel

1. Type the comments for Data Enrichment stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 5-7 Checklist**

Checklist ✕

<input type="checkbox"/> Enrich Approval	Remarks:	
* <input checked="" type="checkbox"/> Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

**Save Checklist**

\* Outcome  ▼ **Submit**

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the **Outcome** as **PROCEED**.
6. Click **Submit**.

The Collateral Perfection application is moved to the next stage.

# 6

## Legal Opinion

### Legal Opinion

Detailed information about the Legal Opinion stage in Collateral Perfection process.

The Legal Opinion task is generated, if the Legal opinion stage is configured for the selected collateral type in the Business Process configuration. The user authorized to edit this task must capture the external legal opinion for the collateral from external agencies.

The following data segments are available in the Legal Opinion stage:

- Collateral Summary
- Legal Opinion
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Legal Opinion stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status



#### Note:

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

1. To launch the **Legal Opinion - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

Figure 6-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Legal Opinion task. The **Legal Opinion - Collateral Summary** screen is displayed.

Figure 6-2 Legal Opinion - Collateral Summary

**Collateral Summary**

Customer ID: 003177 | Application ID: APP213366792 | Current Status: Field Investigation Completed | Documents: 0 | Collateral Type: Property | Collateral Category: Residential Property | Ownership Type: Single

**Basic Information**

213360047850

Collateral Currency: USD | Agreed Collateral Value: \$50,000.00 | Exposure Type: Hypothecation

Agreed Collateral Value: \$50,000.00 | Available From: 2021-12-01 | Available Till: 2022-12-31 | Applicable Business: -

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Property**: 1 Collateral, \$50K Collateral Value

**Linked Facilities Details**: 2.3% ROADROLL, 77% Unlinked

**Ownership**: 100%

**Seniority of charge**: 1 Position

**Covenants**: 0 Covenants proposed, Standard Covenants Applicable

**Insurance**: 0 Active Insurance

Total Percentage: 0 | Percentage Available: 100 | Compiled Covenants: 0 | Breached Covenants: 0 | Total Insurance Amount: USD 0.00

**Configured Stage Status**

Risk Evaluation: In Progress | Internal Legal Opinion: Not applicable | External Legal Opinion: In Progress

External Valuation: In Progress | External Check: In Progress | Field Investigation: In Progress

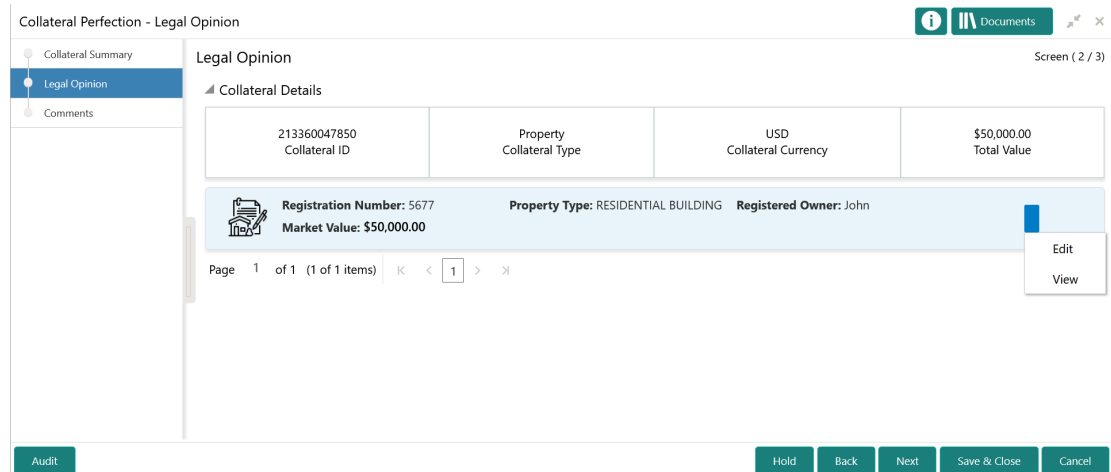
- View the Collateral Summary and click **Next**.

# Legal Opinion

Procedure to add external legal opinion.

Upon clicking **Next** in the **Legal Opinion - Collateral Summary** screen, the Legal Opinion data segment is displayed.

**Figure 6-3 Legal Opinion**

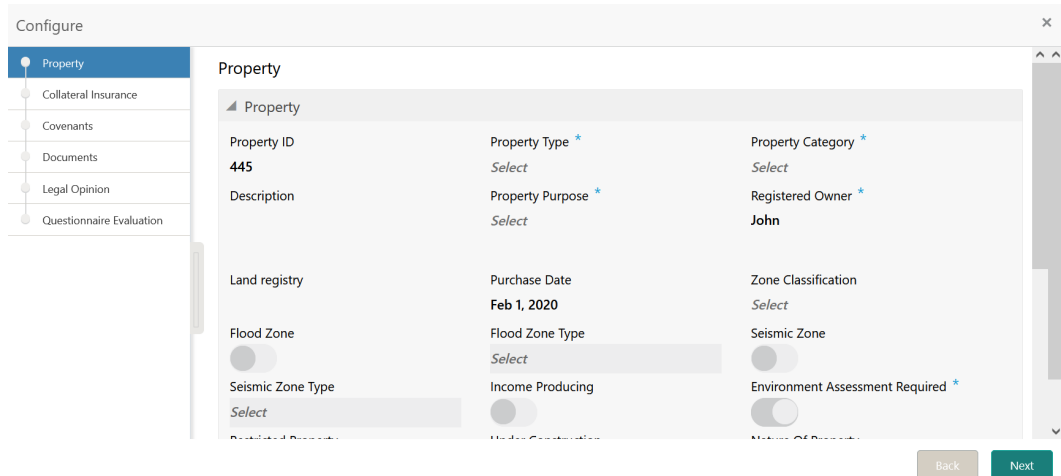


To capture the Legal Opinion for the collateral:

1. Click the action icon in the collateral record and select **Edit**.

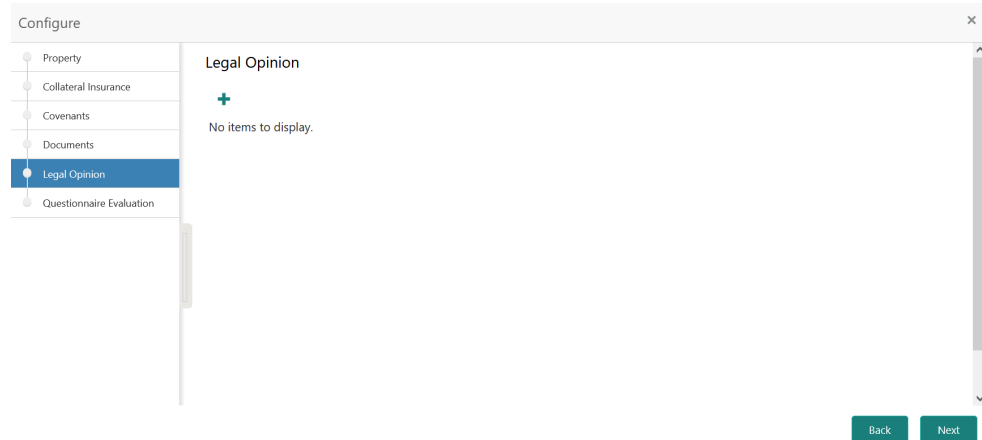
The **Legal Opinion - Configure - Collateral Type** screen is displayed.

**Figure 6-4 Legal Opinion - Configure - Collateral Type**



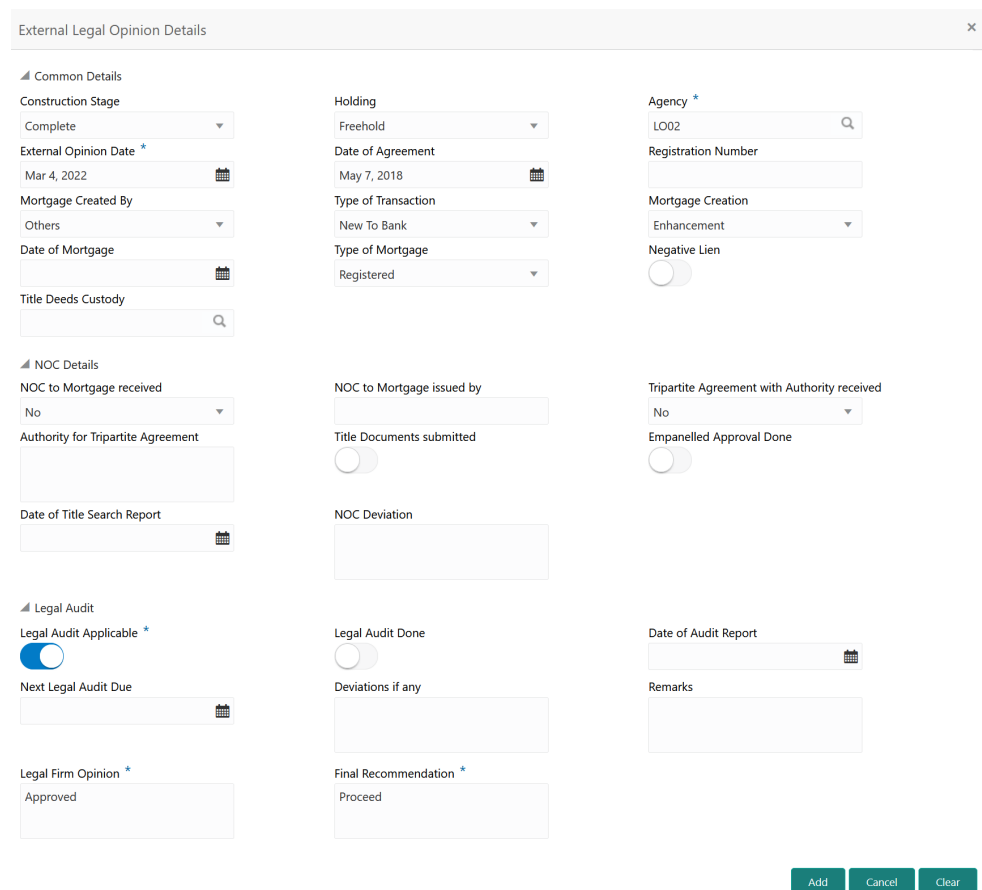
2. Click **Next** and navigate to the **Legal Opinion** menu.

**Figure 6-5 Legal Opinion - Configure - Legal Opinion**



3. Click the add icon in the **Legal Opinion - Configure - Legal Opinion** screen. The **External Legal Opinion Details** window is displayed.

**Figure 6-6 External Legal Opinion Details**



4. Provide the external legal opinion details in the above screen. For field level explanation, refer the below table.



Table 6-1 Common Details - Field Description

Field	Description
<b>Construction Stage</b>	Select the stage of construction from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Complete</li> <li>• Under Construction</li> </ul>
<b>Holding</b>	Specify if the property is Freehold or Leasehold.
<b>Agency</b>	Select the Agency from which the legal opinion is obtained.
<b>External Opinion Date</b>	Specify the date on which the external legal opinion is captured.
<b>Date of Agreement</b>	Specify the date of lease agreement.
<b>Registration Number</b>	Specify the property <b>Registration Number</b> .
<b>Mortgage Created By</b>	Select the bank or security trustee who created the mortgage. The options available in the drop down list are: <ul style="list-style-type: none"> <li>• Own Bank</li> <li>• Others</li> </ul>
<b>Type of Transaction</b>	Specify whether the customer is <b>New To Bank</b> or <b>Existing</b> customer.
<b>Mortgage Creation</b>	Select the <b>Mortgage Creation</b> as <b>Fresh</b> or <b>Enhancement</b> of existing mortgage value.
<b>Date of Mortgage</b>	Specify the mortgage creation date.
<b>Type of Mortgage</b>	Specify the type of mortgage as <b>Equitable</b> or <b>Registered</b> .
<b>Negative Lien</b>	Specify whether negative lien is executed covering the collateral by selecting <b>Yes</b> or <b>No</b> from the drop down list.
<b>Title Deeds Custody</b>	Specify the name of bank which is holding the title deeds.

Table 6-2 NOC Details - Field Description

Field	Description
<b>NOC to Mortgage received</b>	Specify if NOC for creating mortgage is received. The following options are available in the drop down list. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
<b>NOC to Mortgage issued by</b>	Specify the details of other participating lenders that issued the NOC to mortgage.
<b>Tripartite Agreement with Authority received</b>	Specify if the tripartite Agreement is received from the authority. The following options are available in the drop down list. <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Not Applicable</li> </ul>
<b>Authority for Tripartite Agreement</b>	Specify the authority which executed the tripartite agreement.

**Table 6-2 (Cont.) NOC Details - Field Description**

Field	Description
<b>Title Documents Submitted</b>	Enable this flag, if the customer has submitted all the property related title documents to the Bank or security trustee.
<b>Empanelled Approval Done</b>	Specify if empanelled approval is in place for deviation, if any section of the title documents is not submitted by the customer.
<b>Date of Title Search Report</b>	Specify the date on which the bank obtained search report from the company secretary of the client.
<b>NOC Deviation</b>	Provide details of deviation in obtaining NOC from other participating banks, if any.

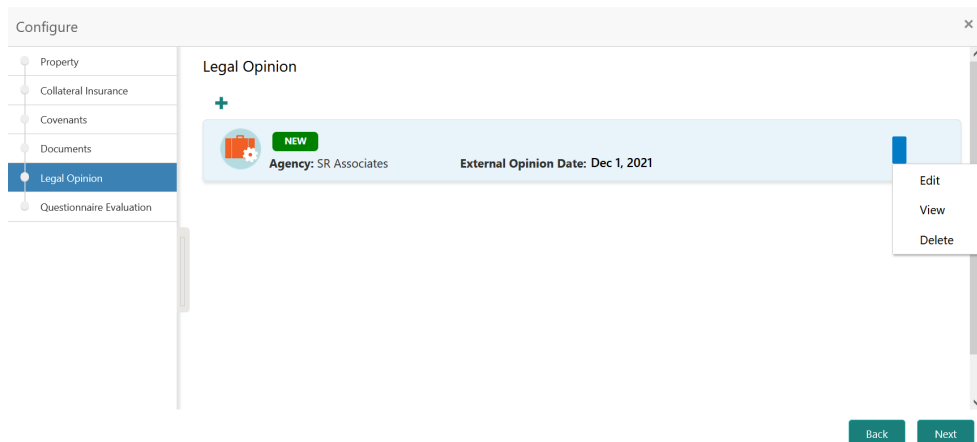
**Table 6-3 Legal Audit - Field Description**

Field	Description
<b>Legal Audit Applicable</b>	Enable this flag if legal audit is required for the collateral asset.
<b>Legal Audit Done</b>	Enable this flag if legal audit is done.
<b>Date of Audit Report</b>	Specify the date on which legal audit report is obtained.
<b>Next Legal Audit Due</b>	Specify the next due date for legal audit.
<b>Deviations if any</b>	Provide details of deviation in the legal audit as per Bank policy, if any.
<b>Remarks</b>	Capture legal <b>Remarks</b> , if any.
<b>Legal Firm Opinion</b>	Specify the <b>Legal Firm Opinion</b> .
<b>Final Recommendation</b>	Capture the <b>Final Recommendation</b> for the collateral from the external legal firm.

5. Click **Add** in the **External Legal Opinion Details** window.

The legal opinion details are added and displayed as shown below.

**Figure 6-7 Legal Opinion - Configure - Legal Opinion Added**

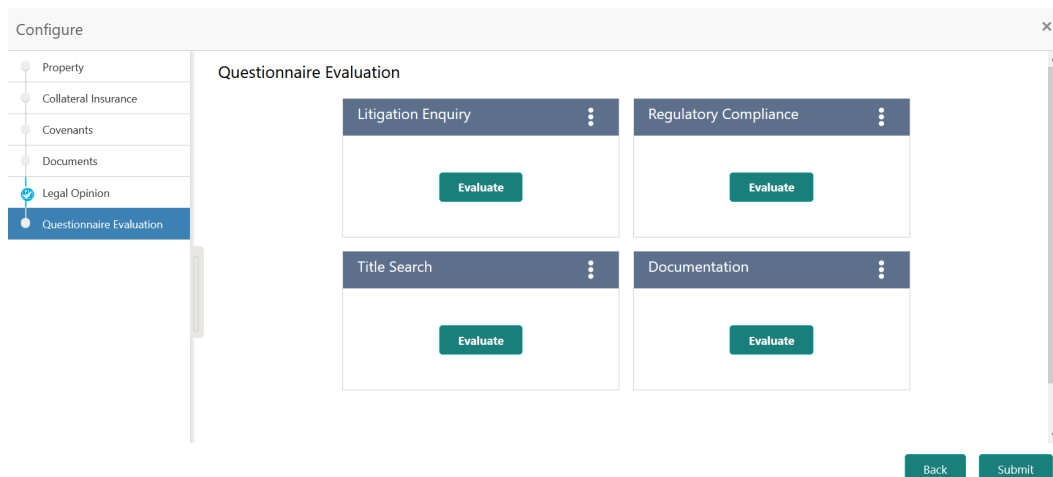


You can **Edit**, **View**, or **Delete** the added legal opinion detail by clicking the action icon and selecting the required option.

6. After capturing legal opinion details, click **Next**.

The **Legal Opinion - Configure - Questionnaire Evaluation** screen is displayed.

**Figure 6-8** Legal Opinion - Configure - Questionnaire Evaluation



 **Note:**

In the above screen, the questionnaires linked to the Legal Opinion stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

7. Click **Evaluate** in any of the tile.

The **Questionnaire** window is displayed.

**Figure 6-9 Questionnaire**

Value Risk

Score 5

What is the current trend of the collateral value

Appreciating

Depreciating

Showing 1 of 3

Submit Cancel

8. Select answer for all the questions and click **Submit**.

In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **Questionnaire** screen based on the score generated for each answer provided in the **Questionnaire** screen.

You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.

9. After performing all the evaluation, click **Submit**.

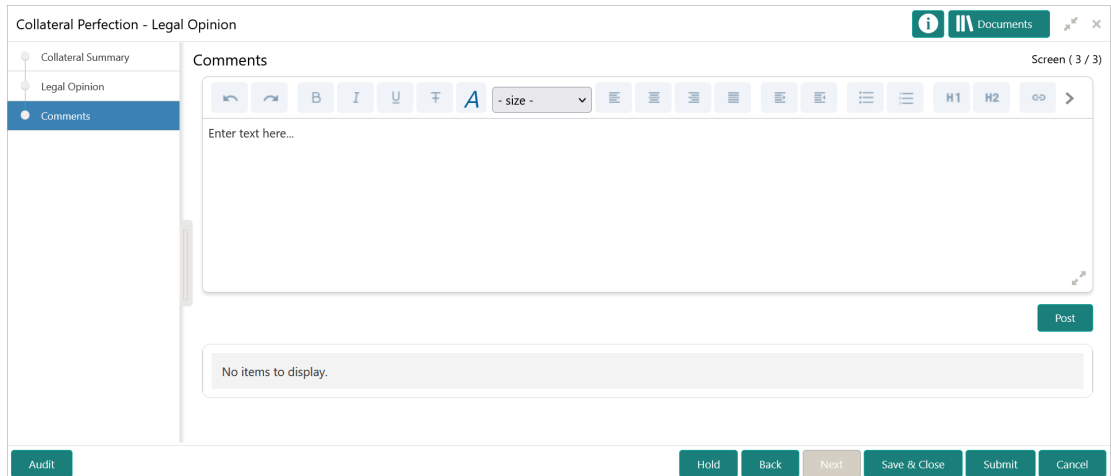
## Comments

Information on the Comments data segment in the Legal Opinion stage.

The Comments data segment allows you to post overall comments for the Legal Opinion stage. Posting comments helps the user of next stage to better understand the application.

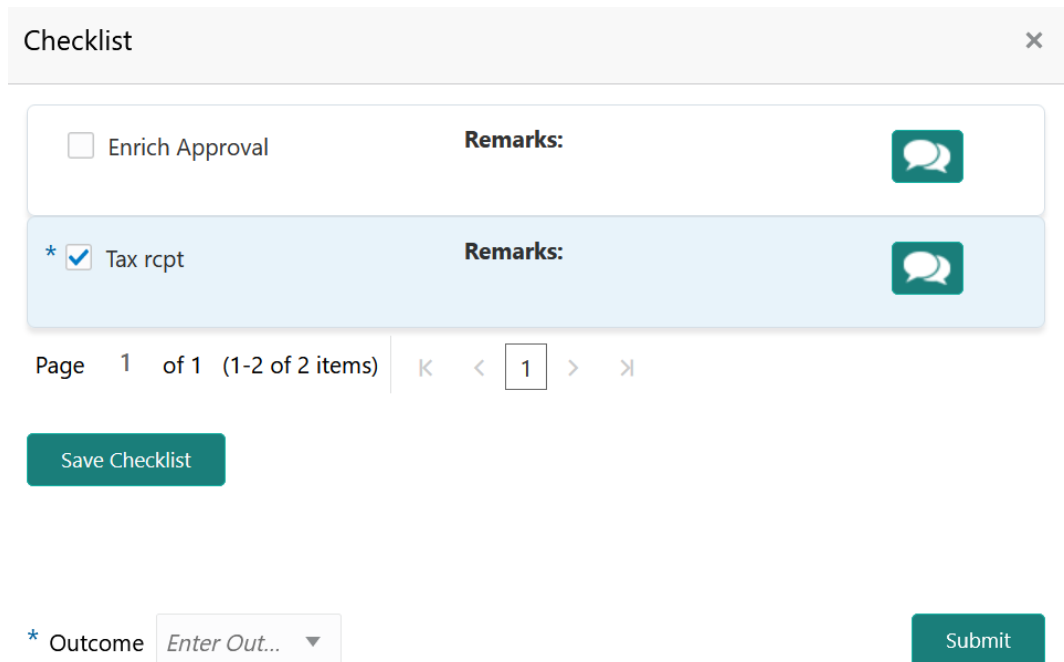
Upon clicking **Next** in the **Legal Opinion** screen, the Comments data segment is displayed.

**Figure 6-10 Legal Opinion - Comments**



1. Type your comments for the Legal Opinion stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 6-11 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL\_INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 7

## Risk Evaluation

### Risk Evaluation

Detailed information about the Risk Evaluation stage in Collateral Perfection process.

The Risk Evaluation task is generated, if the Risk Evaluation stage is configured for the selected collateral type in the Business Process configuration. The Risk Officer or the user authorized to edit this task must review the collateral and its documents to verify if the collateral can secure bank's exposure.

The following data segments are available in the Risk Evaluation stage:

- Collateral Summary
- Risk Evaluation
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Risk Evaluation stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status



#### Note:

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

1. To launch the **Risk Evaluation - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

Figure 7-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Risk Evaluation task. The **Risk Evaluation - Collateral Summary** screen is displayed.

Figure 7-2 Risk Evaluation - Collateral Summary

**Collateral Summary**

Customer ID: 003177 | Application ID: APP213366792 | Current Status: Perfection Enrichment Completed | Documents: 0 | Collateral Type: Property | Collateral Category: Residential Property | Ownership Type: Single

**Basic Information**

213360047850

Collateral Currency: USD | Agreed Collateral Value: \$50,000.00 | Exposure Type: Hypothecation

Agreed Collateral Value: \$50,000.00 | Available From: 2021-12-01 | Available Till: 2022-12-31 | Applicable Business: -

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Property**: 1 Collateral, \$50K Collateral Value

**Linked Facilities Details**: 77% Unlinked, 23% ROADROLL

**Ownership**: 100%

**Seniority of charge**: 1 Position

**Covenants**: 0 Covenants proposed, Standard Covenants Applicable

**Insurance**: 0 Active Insurance

Total Percentage: 0 | Percentage Available: 100 | Compiled Covenants: 0 | Breached Covenants: 0 | Total Insurance Amount: USD 0.00

**Configured Stage Status**

Risk Evaluation: In Progress | Internal Legal Opinion: Not applicable | External Legal Opinion: In Progress

External Valuation: In Progress | External Check: In Progress | Field Investigation: In Progress

- View the Collateral Summary and click **Next**.

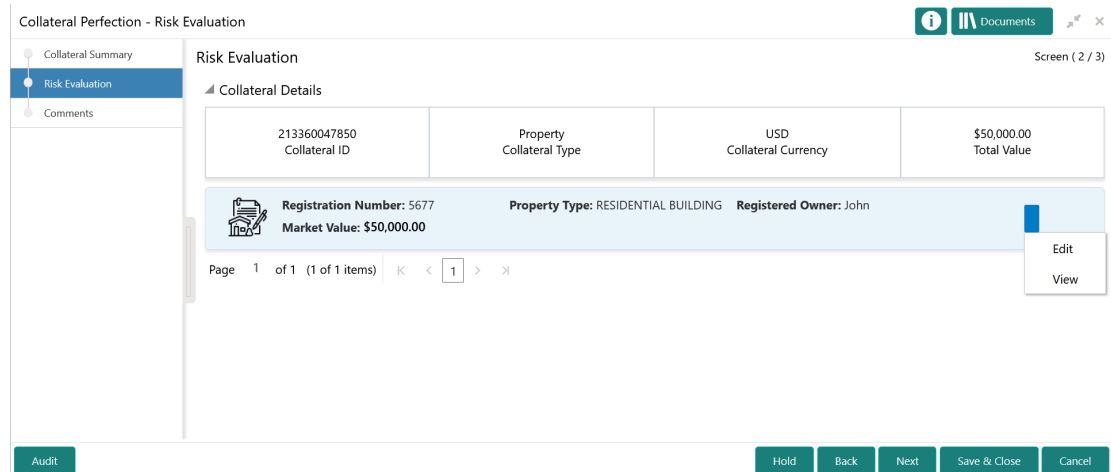


# Risk Evaluation

Procedure to perform Risk Evaluation.

Upon clicking **Next** in the **Risk Evaluation - Collateral Summary** screen, the Risk Evaluation data segment is displayed.

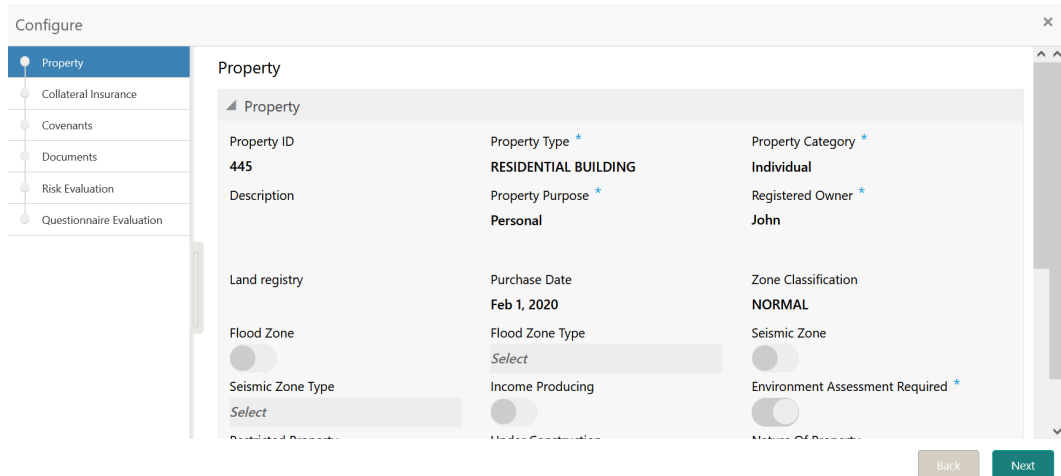
**Figure 7-3 Risk Evaluation**



To evaluate the collateral in terms of risk:

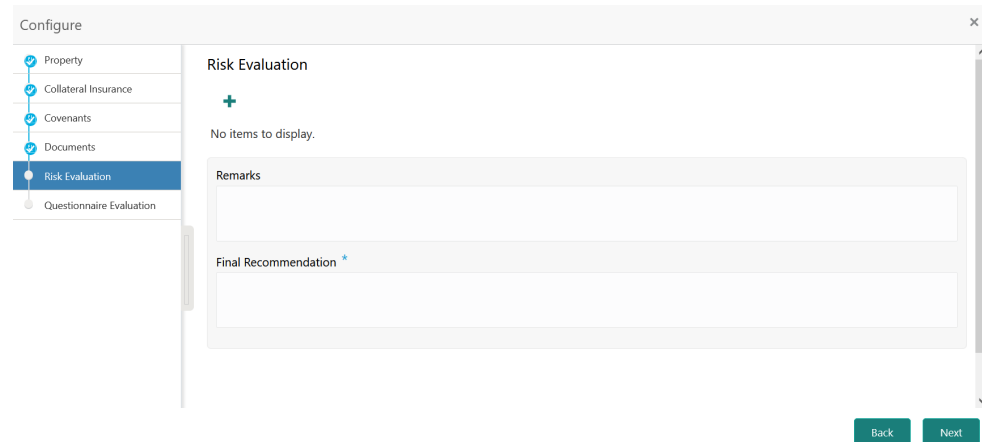
1. Click the action icon in the collateral record and select **Edit**.  
The **Risk Evaluation - Configure - Collateral Type** screen is displayed.

**Figure 7-4 Risk Evaluation - Configure - Collateral Type**



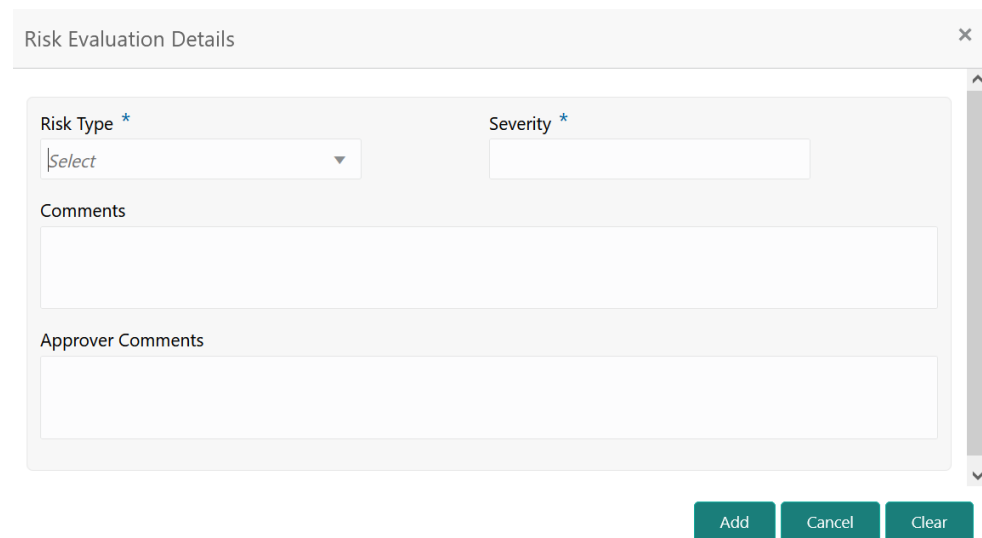
2. Click **Next** and navigate to the **Risk Evaluation** menu.

**Figure 7-5 Risk Evaluation - Configure - Risk Evaluation**



3. Click the add icon in the **Risk Evaluation - Configure - Risk Evaluation** screen. The **Risk Evaluation Details** window is displayed.

**Figure 7-6 Risk Evaluation Details**



4. Provide the risk evaluation details in the above screen. For field level explanation, refer the below table.

**Table 7-1 Risk Evaluation Details - Field Description**

Field	Description
Risk Type	Select the <b>Risk Type</b> from the drop down list. The options available include but are not limited to: <ul style="list-style-type: none"> <li>• Currency Risk</li> <li>• Natural Hazardous Risk</li> <li>• Liquidity Risk</li> <li>• Operational Risk</li> <li>• Geo Political Risk</li> <li>• Issue Credit Risk</li> </ul>
Severity	Specify the <b>Severity</b> of risk.
Comments	Specify your risk evaluation <b>Comments</b> for the collateral.
Approver Comments	Capture the risk <b>Approver Comments</b> for the collateral.

5. Click **Add** in the **Risk Evaluation Details** window.

The risk evaluation details are added and displayed as shown below.

**Figure 7-7 Risk Evaluation - Configure - Risk Evaluation Added**

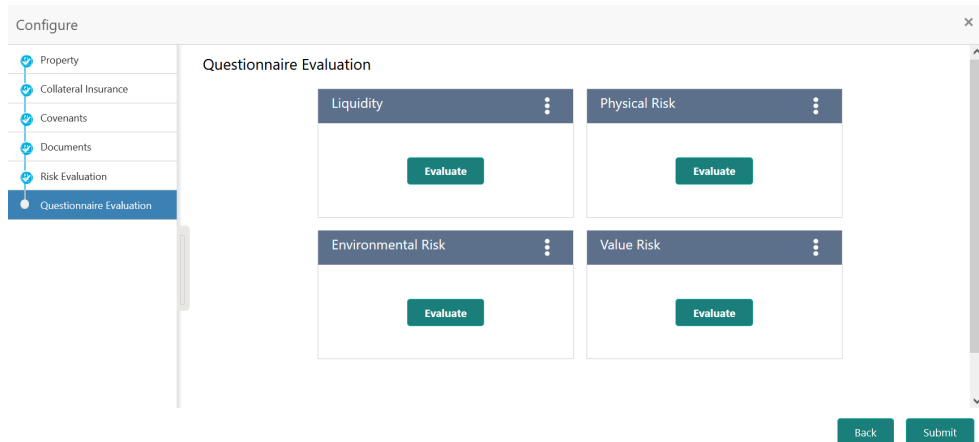
The screenshot shows a 'Configure' window with a sidebar on the left containing a navigation menu with items: Property, Collateral Insurance, Covenants, Documents, Risk Evaluation (selected), and Questionnaire Evaluation. The main area is titled 'Risk Evaluation' and contains a '+ NEW' button with a plus icon. Below this, a card displays 'Risk Type:' and 'Severity: low'. Underneath are two text input fields labeled 'Remarks' and 'Final Recommendation \*'. A context menu is open over the card, showing 'Edit', 'View', and 'Delete' options. At the bottom right, there are 'Back' and 'Next' buttons.

You can **Edit**, **View**, or **Delete** the added risk evaluation detail by clicking the action icon and selecting the required option.

6. After capturing risk evaluation details, click **Next**.

The **Risk Evaluation - Configure - Questionnaire Evaluation** screen is displayed.

**Figure 7-8 Risk Evaluation - Configure - Questionnaire Evaluation**

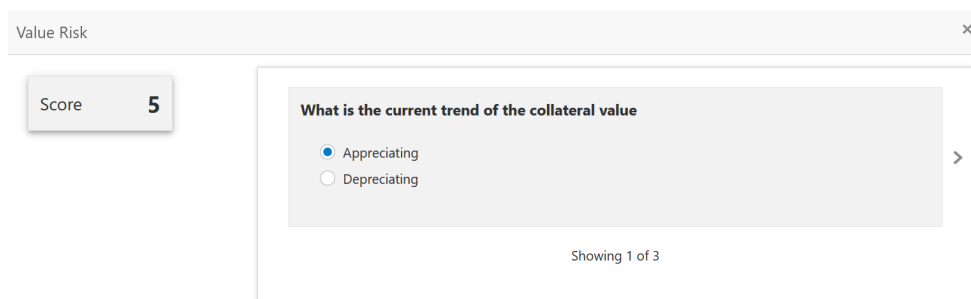


 **Note:**

In the above screen, the questionnaires linked to the Risk Evaluation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

7. Click **Evaluate** in any of the tile.  
The **Questionnaire** window is displayed.

**Figure 7-9 Questionnaire**

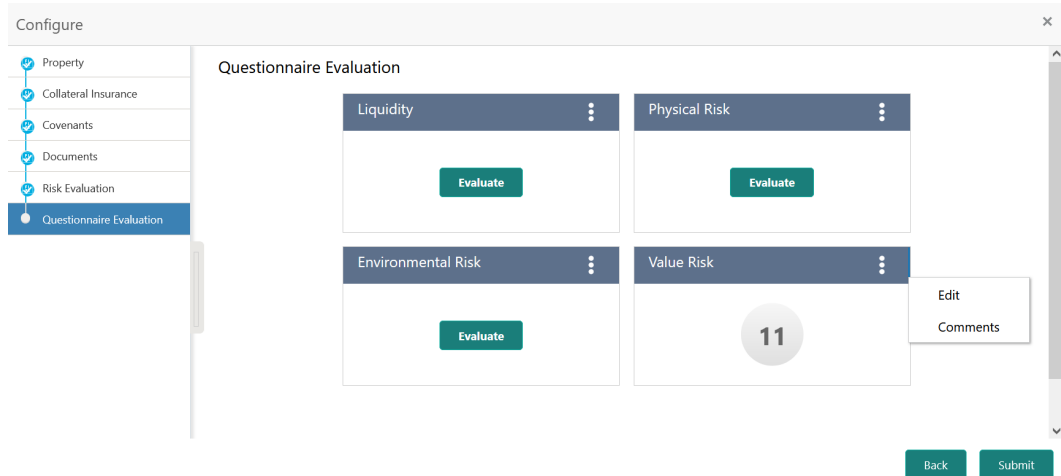


8. Select answer for all the questions and click **Submit**.

In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **Risk Evaluation - Configure - Questionnaire** screen based on the score generated for each answer provided in the **Questionnaire** screen.

**Figure 7-10 Questionnaire Evaluation - Edit and Comment**



You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.

9. After performing all the questionnaire based evaluation, click **Submit**.

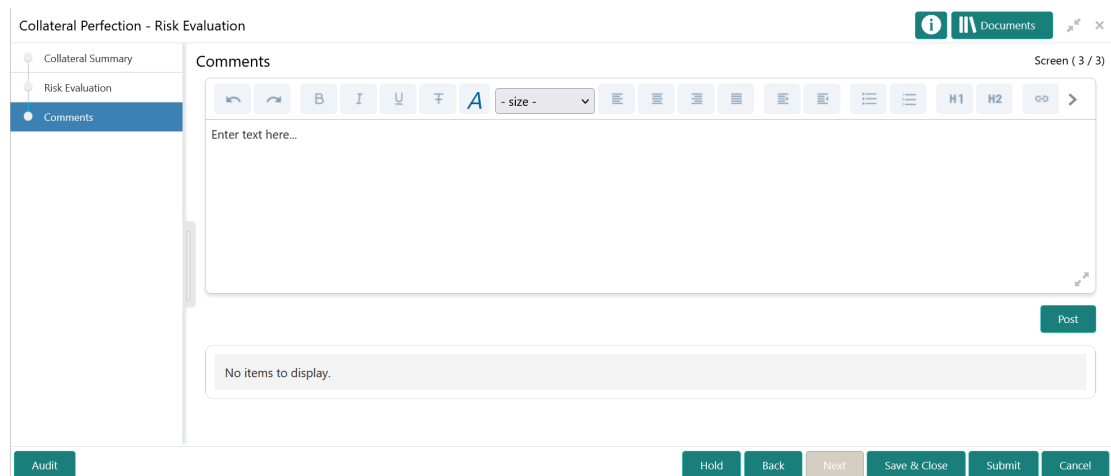
## Comments

Information on the Comments data segment in the Risk Evaluation stage.

The Comments data segment allows you to post overall comments for the Risk Evaluation stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Risk Evaluation** screen, the Comments data segment is displayed.

**Figure 7-11 Risk Evaluation - Comments**





1. Type your comments for the Risk Evaluation stage in the **Comments** text box.

2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 7-12 Checklist**

Checklist
✕

<input type="checkbox"/> Enrich Approval	<b>Remarks:</b>	
* <input checked="" type="checkbox"/> Tax rcpt	<b>Remarks:</b>	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

Save Checklist

\* Outcome 
Submit

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL\_INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 8

## External Valuation

### External Valuation

Detailed information about the External Valuation stage in Collateral Perfection process.

External valuation of collateral is applicable for certain collateral types like Property for which external advice is required. During external valuation, the external agencies specialized in valuation perform various analysis and arrive at the collateral's market value. In this stage of Collateral Perfection process, the Credit Officer must capture and store the external valuation details collected from the external agencies.

The following data segments are available in the External Valuation stage:

- Collateral Summary
- External Valuation
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in External Check stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status



#### Note:

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

1. To launch the **External Check - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.

The Free Tasks screen is displayed.

Figure 8-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & F...	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required External Check task.  
The **External Check - Collateral Summary** screen is displayed.

Figure 8-2 External Check - Collateral Summary

**Collateral Summary**

Customer ID: 003177 | Application ID: APP213366792 | Current Status: Legal Opinion Completed | Documents: 0 | Collateral Type: Property | Collateral Category: Residential Property | Ownership Type: Single

**Basic Information**

213360047850

Collateral Currency: USD | Agreed Collateral Value: \$50,000.00 | Exposure Type: Charge Type Hypothecation | Agreed Collateral Value: New Facility | Purpose Of Collateral: Shareable Across Customers | Available From: 2021-12-01 | Available Till: 2022-12-31 | Applicable Business: No

**Property**: 1 Collateral | **Collateral Value**: \$50K

**Linked Facilities Details**: 23% ROADROLL, 77% Unlinked

**Ownership**: 100%

**Seniority of charge**: 1 Position | **Total Percentage**: 0 | **Percentage Available**: 100

**Covenants**: 0 Covenants proposed, Standard Covenants Applicable | **Complied Covenants**: 0 | **Breached Covenants**: 0

**Insurance**: 0 Active Insurance | **Total Insurance Amount**: USD 0.00

**Configured Stage Status**

- Risk Evaluation: In Progress
- Internal Legal Opinion: Not applicable
- External Legal Opinion: In Progress
- External Valuation: In Progress
- External Check: In Progress
- Field Investigation: In Progress

Audit | Hold | Back | Next | Save & Close | Cancel



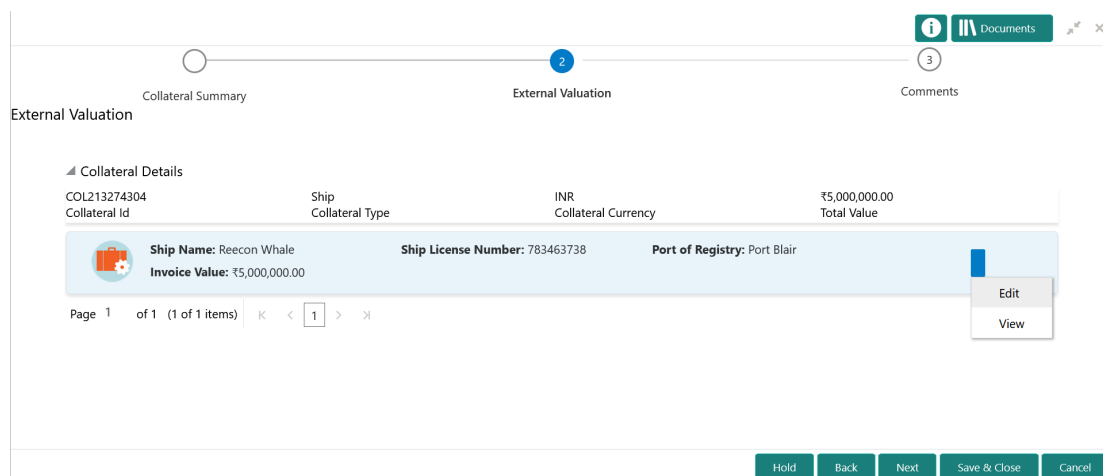
3. View the Collateral Summary and click **Next**.

## External Valuation

Procedure to add external valuation details.

Upon clicking **Next** in the **External Valuation - Collateral Summary** screen, the External Valuation data segment is displayed.

**Figure 8-3 External Valuation**

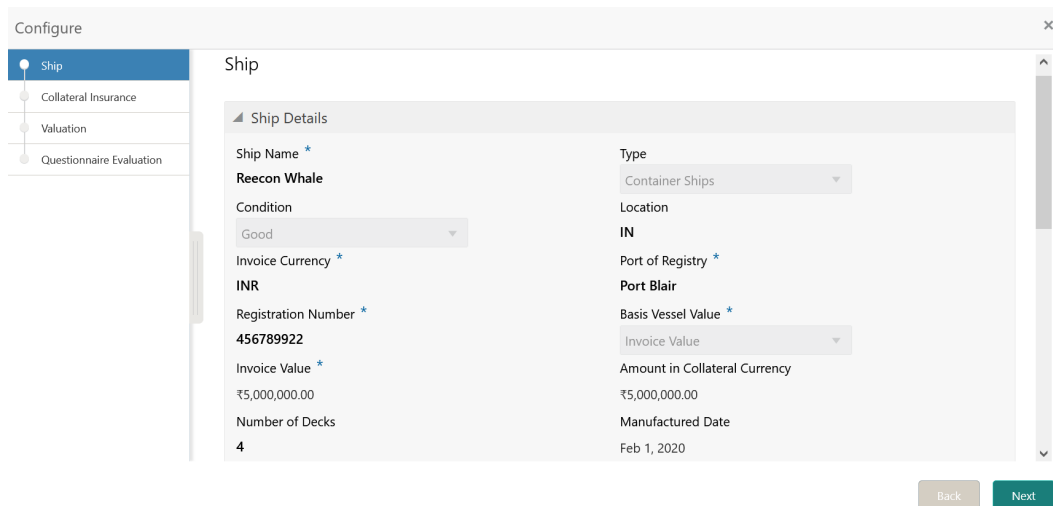


To capture the external valuation details for the collateral:

1. Click the action icon in the collateral record and select **Edit**.

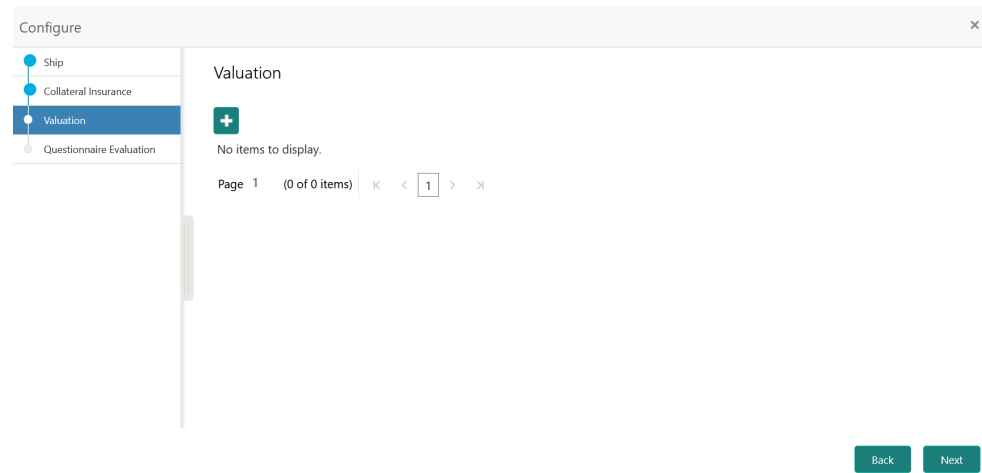
The **External Valuation - Configure - Collateral Type** screen is displayed.

**Figure 8-4 External Valuation - Configure - Collateral Type**



2. Click **Next** and navigate to the **Valuation** menu.

**Figure 8-5 External Valuation - Configure - Valuation**



3. Click the add icon in the **External Valuation - Configure - Valuation** screen.  
The **External Valuation Details** window is displayed.

**Figure 8-6 External Valuation Details**

- Capture the external valuation details in the above screen.  
For field level explanation, refer the below table.

**Table 8-1 Basic Details - Field Description**

Field	Description
<b>Agency</b>	Select the <b>Agency</b> which performed external valuation.
<b>Valuation Type</b>	Select the <b>Valuation Type</b> as External.
<b>Valuation Date</b>	Specify the date on which the external valuation is carried out.
<b>Valuation Frequency</b>	Select the <b>Valuation Frequency</b> from the drop down list.

**Table 8-1 (Cont.) Basic Details - Field Description**

Field	Description
<b>Frequency Unit</b>	Specify the number of times the valuation must be done in the selected <b>Valuation Frequency</b> .
<b>Valuation Expiry Date</b>	Specify the date till which the valuation is valid.
<b>Next Valuation Date</b>	<b>Next Valuation Date</b> is displayed based on the specified <b>Valuation Date</b> , <b>Valuation Frequency</b> and <b>Frequency Unit</b> .
<b>Valuation Amount</b>	Select a currency and specify the collateral <b>Valuation Amount</b> .
<b>Insurable Value</b>	Specify the <b>Insurable Value</b> of the asset.
<b>Deviation Approval As Per Bank Policy</b>	Provide the approval details in case there is any deviation in the construction from the approved plan and the bank has approved the deviation.
<b>Estimated Age of Asset</b>	Specify the <b>Estimated Age of Asset</b> .
<b>Estimated Life Span of Asset</b>	Specify the <b>Estimated Life Span of Asset</b> .
<b>Remarks</b>	Specify the bank user <b>Remarks</b> .
<b>Valuer Remarks</b>	Capture the <b>Valuer Remarks</b> for the collateral.

**Figure 8-7**

▲ Immovable Collateral Valuation Details

Type Of Property <input style="width: 95%;" type="text"/>	Date Of Property Visit <input style="width: 95%;" type="text"/>
Number Of Blocks/Wings <input style="width: 95%;" type="text"/>	Number Of Stories <input style="width: 95%;" type="text"/>
Number Of Units Per Floor <input style="width: 95%;" type="text"/>	Age Of The Property <input style="width: 95%;" type="text"/>
Residual Life <input style="width: 95%;" type="text"/>	Sanctioned Plans Details <input style="width: 95%;" type="text"/>
Construction Permission / Commencement Certificate <input style="width: 95%;" type="text"/>	Permissible Usage As Per Sanctioned/Approved Plan <input style="width: 95%;" type="text"/>
Deviations If Any <input style="width: 95%;" type="text"/>	Land Rate <input style="width: 95%;" type="text"/>
Construction Rate <input style="width: 95%;" type="text"/>	Amenity Value <input style="width: 95%;" type="text"/>
Total Fair Market Value <input style="width: 95%;" type="text"/>	Forced/Distress Sale Value <input style="width: 95%;" type="text"/>
Realizable Value <input style="width: 95%;" type="text"/>	Ready Reckoner Rate / Circle Rate <input style="width: 95%;" type="text"/>
Stage Of Construction <input style="width: 95%;" type="text"/>	Negative Remarks <input style="width: 95%;" type="text"/>

Table 8-2 Immovable Collateral Valuation Details - Field Description

Field	Description
Type of Property	Select the <b>Type of Property</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Urban</li> <li>• Rural</li> <li>• Semi-Urban</li> </ul>
Date of Property Visit	Specify the date on which the valuation agency has visited the property.
Number of Blocks/Wings	Specify the number of blocks or wings in the property.
Number of Stories	Specify the <b>Number of Stories</b> available in the building.
Number of Units Per Floor	Specify the number of flats available per floor.
Age of the Property	Specify the present date of the property in years.
Residual Life	Specify the remaining life of the building in years.
Sanctioned Plan Details	Provide details about the plan sanctioned for building construction.
Construction Permission / Commencement Certificate	Provide details of construction permission from the local authority.
Permissible Usage As Per Sanctioned/ Approved Plan	Specify the purpose of building as per the permission obtained from the local authority.
Deviations If Any	If there is any deviation in the construction from the approved plan, specify the deviation details.
Land Rate	Specify the <b>Land Rate</b> in the locality.
Construction Rate	Specify the cost of construction per unit.
Amenity Value	Specify the value of other amenities provided to the customers.
Total Fair Market Value	Specify the fair market value of the building or apartment or unit.
Forced/Distress Sale Value	Specify the possible sale value in case of default by customer.
Realizable Value	Specify the value of realization in case of sale.
Ready Reckoner Rate/Circle Rate	Specify the indexed rate or prevailing rate in the locality.
Stage of Construction	Specify the current <b>Stage of Construction</b> .
Negative Remarks	Capture <b>Negative Remarks</b> from the External Valuator, if any

**Figure 8-8**

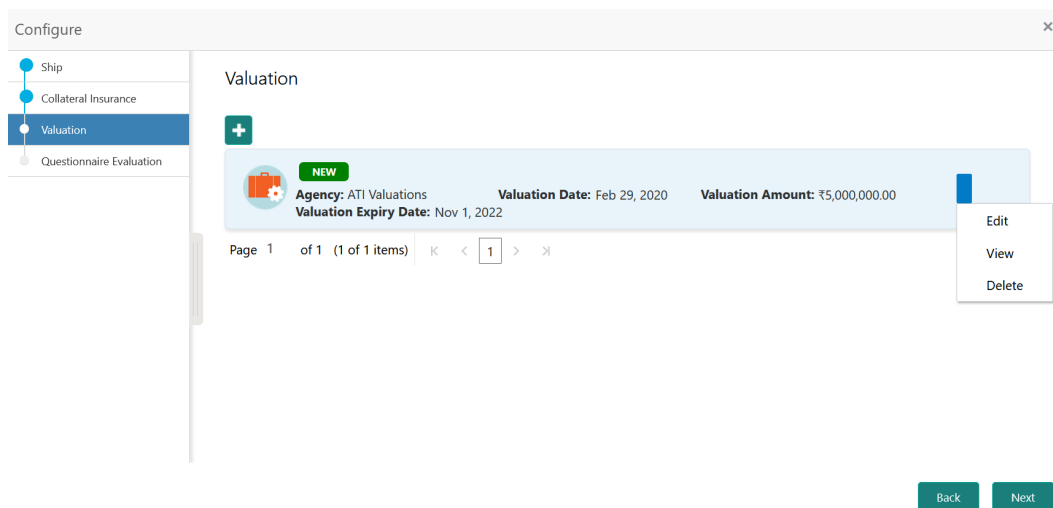
**Table 8-3 Immovable Collateral Area Details - Field Description**

Field	Description
<b>Unit of Area</b>	Select the <b>Unit of Area</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Acre</li> <li>• Hectare</li> <li>• Square Meter</li> <li>• Square Yard</li> </ul>
<b>Land/Plot Area</b>	Specify the <b>Land/Plot Area</b> in the selected unit.
<b>Area per Agreement / Sale Deed</b>	Specify the area as mentioned in the sale deed or agreement.
<b>Area Per Plan</b>	Specify the area covered per flat as per the building plan.
<b>Area Per Measurement</b>	Specify the property area as per measurement.
<b>Land Area</b>	Specify the <b>Land Area</b> in the selected unit.
<b>Construction Area</b>	Specify the total <b>Construction Area</b> on the land.

5. Click **Add** in the **External Valuation Details** window.

The external valuation details are added and displayed as shown below.

**Figure 8-9 External Valuation - Configure - Valuation Details**

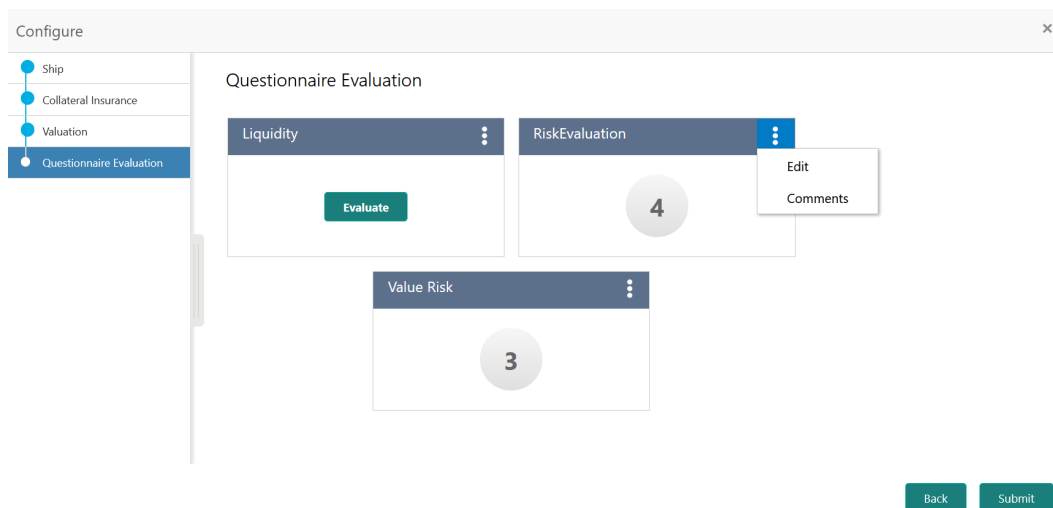


You can **Edit**, **View**, or **Delete** the added external valuation detail by clicking the action icon and selecting the required option.

6. After capturing external valuation details, click **Next**.

The **External Valuation - Configure - Questionnaire Evaluation** screen is displayed.

**Figure 8-10 External Valuation - Configure - Questionnaire Evaluation**



 **Note:**

In the above screen, the questionnaires linked to the External Valuation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

- Click **Evaluate** in any of the tile.  
The **Questionnaire** window is displayed.

**Figure 8-11 Questionnaire**

- Select answer for all the questions and click **Submit**.

In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **External Valuation - Configure - Questionnaire Evaluation** screen based on the score generated for each answer provided in the **Questionnaire** screen.

You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.

- After performing all the evaluation, click **Submit**.

 **Note:**

If the minimum number of valuation record is not added, the system prompts an error message based on the configured rule. You can capture the appropriate remarks and proceed to the next stage by obtaining exception approval or add the valuation records at a later date.

## Comments

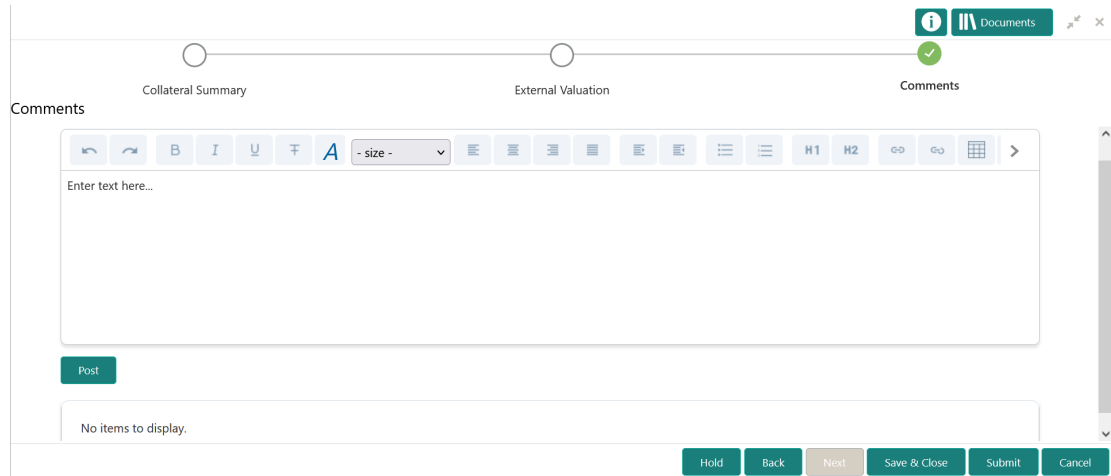
Information on the Comments data segment in the External Valuation stage.

The Comments data segment allows you to post overall comments for the External Valuation stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **External Valuation** screen, the Comments data segment is displayed.

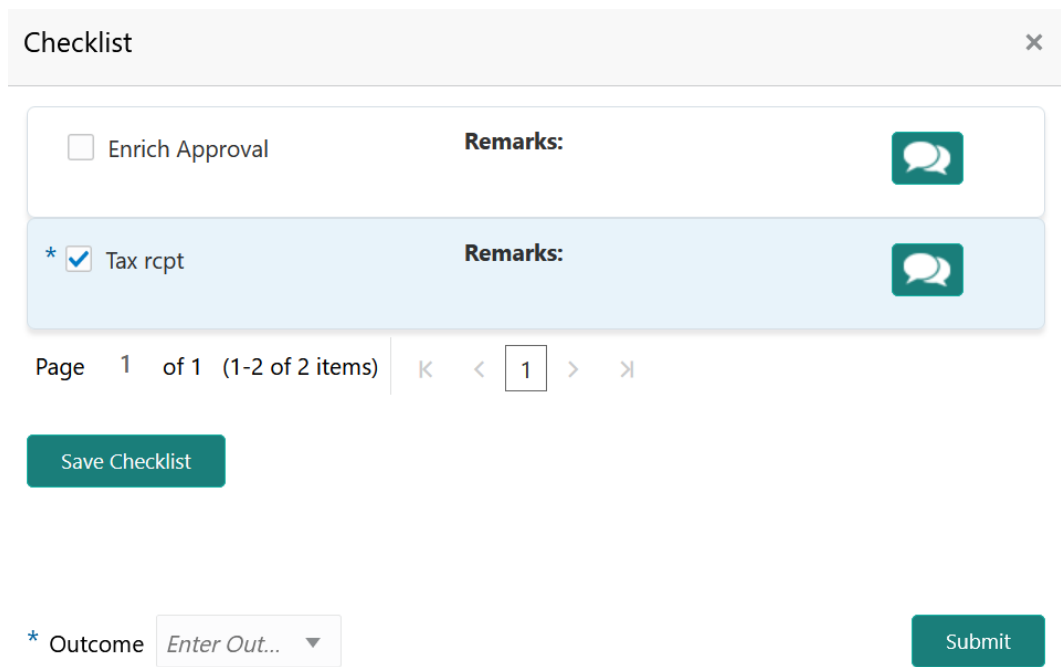


**Figure 8-12 External Valuation - Comments**



1. Type your comments for the External Valuation stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 8-13 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.  
The options available in the drop down list are:

- PROCEED
- ADDITIONAL\_INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 9

## External Check

### External Check

Detailed information about the External Check stage in Collateral Perfection process.

In this stage, the Credit Officer verifies if the collateral submitted by the customer has an existing charge in the external system and captures the external check details.

External systems are maintained by the external agencies like CERSAI of India and Land Registry of UK to store the data of mortgage registrations. The lenders inquire these external systems online to check if there is an existing charge on a property.

The following data segments are available in the External Check stage:

- Collateral Summary
- External Check
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in External Check stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

 **Note:**

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

1. To launch the **External Check - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.

The Free Tasks screen is displayed.

Figure 9-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & F...	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required External Check task.  
The **External Check - Collateral Summary** screen is displayed.

Figure 9-2 External Check - Collateral Summary

**Collateral Summary**

Customer ID: 003177 | Application ID: APP213366792 | Current Status: Legal Opinion Completed | Documents: 0 | Collateral Type: Property | Collateral Category: Residential Property | Ownership Type: Single

**Basic Information**

213360047850

Collateral Currency: USD | Agreed Collateral Value: \$50,000.00 | Exposure Type: Charge Type Hypothecation | Agreed Collateral Value: New Facility | Purpose Of Collateral: Shareable Across Customers | Available From: 2021-12-01 | Available Till: 2022-12-31 | Applicable Business: No

**Property**: 1 Collateral | \$50K Collateral Value

**Linked Facilities Details**: 23% ROADROLL, 77% Unlinked

**Ownership**: 100%

**Seniority of charge**: 1 Position

**Covenants**: 0 Covenants proposed, Standard Covenants Applicable

**Insurance**: 0 Active Insurance

Total Percentage: 0 | Percentage Available: 100 | Complied Covenants: 0 | Breached Covenants: 0 | Total Insurance Amount: USD 0.00

**Configured Stage Status**

Risk Evaluation: In Progress | Internal Legal Opinion: Not applicable | External Legal Opinion: In Progress | External Valuation: In Progress | External Check: In Progress | Field Investigation: In Progress

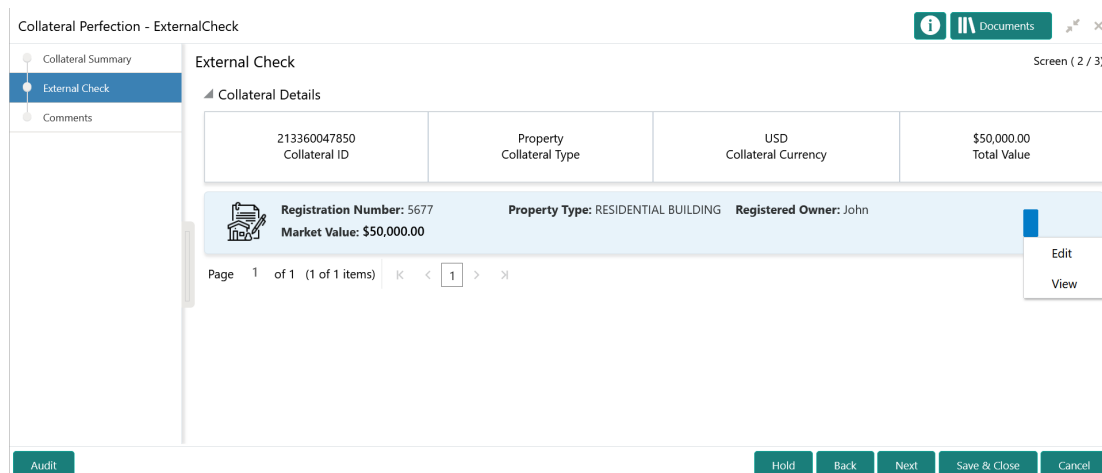
3. View the Collateral Summary and click **Next**.

## External Check

Procedure to add external check details.

Upon clicking **Next** in the **External Check - Collateral Summary** screen, the External Check data segment is displayed.

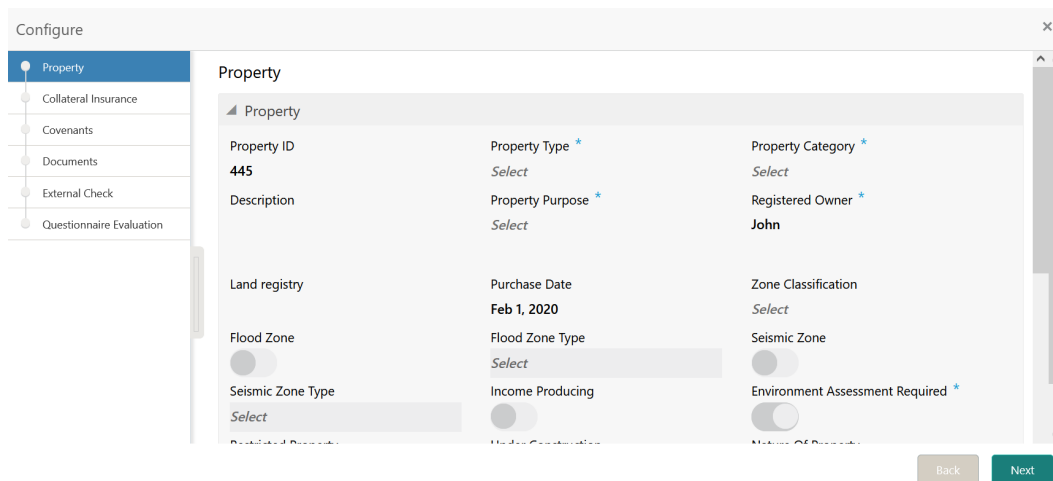
**Figure 9-3 External Check**



To capture the external check details for the collateral:

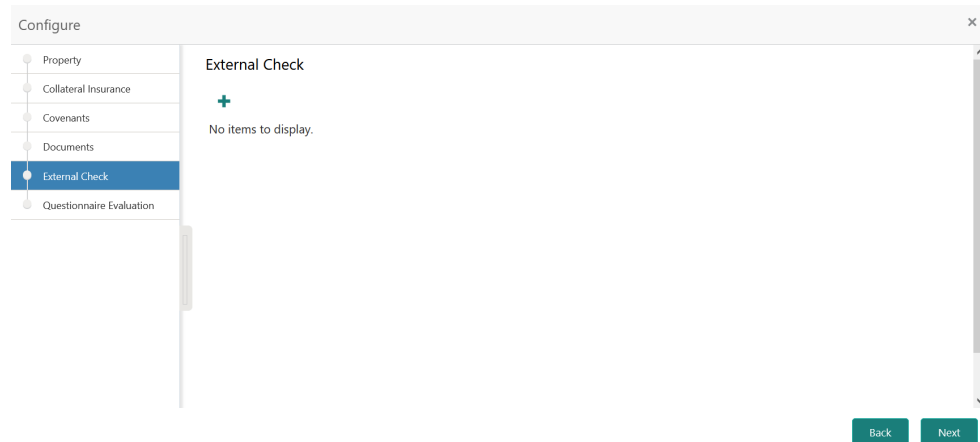
1. Click the action icon in the collateral record and select **Edit**.  
The **External Check - Configure - Collateral Type** screen is displayed.

**Figure 9-4 External Check - Configure - Collateral Type**



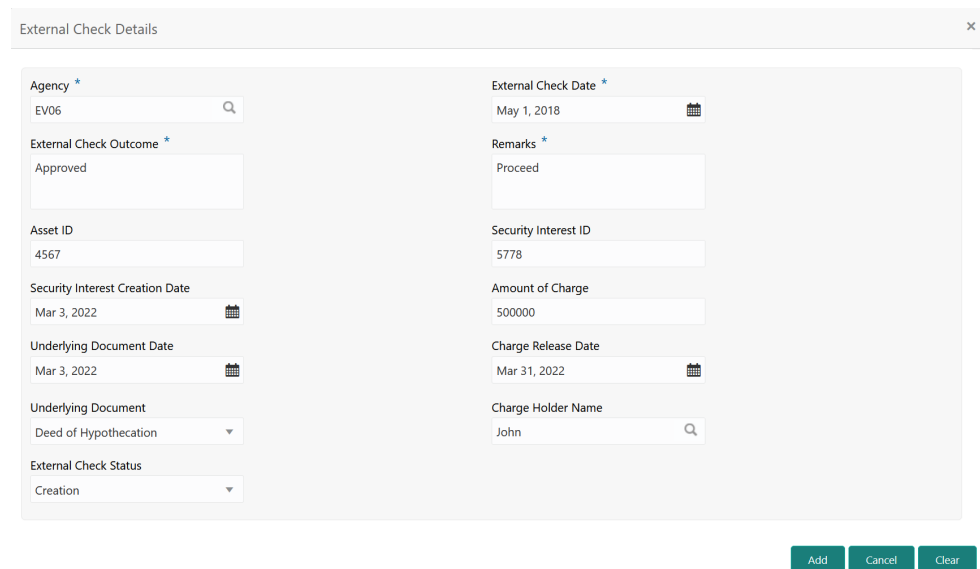
2. Click **Next** and navigate to the **External Check** menu.

**Figure 9-5 External Check - Configure - External Check**



3. Click the add icon in the **External Check - Configure - External Check** screen. The **External Check Details** window is displayed.

**Figure 9-6 External Check Details**



4. Capture the external check details in the above screen. For field level explanation, refer the below table.

**Table 9-1 External Check Details - Field Description**

Field	Description
<b>Agency</b>	Select the <b>Agency</b> from which the collateral registration details are obtained.
<b>External Check Date</b>	Specify the date on which the External Check is carried out.
<b>External Check Outcome</b>	Specify the <b>External Check Outcome</b> .

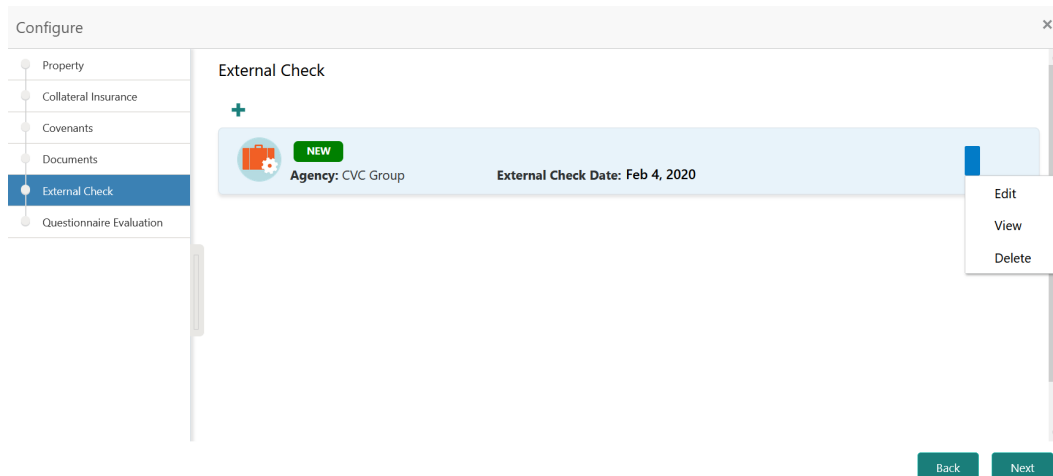
Table 9-1 (Cont.) External Check Details - Field Description

Field	Description
Remarks	Capture the <b>Remarks</b> for the collateral.
Asset ID	Specify the <b>Asset ID</b> . For example, Registration ID.
Security Interest ID	Specify the reference number of security interest registration at CERSAI.
Security Interest Creation Date	Specify the date on which security interest is created.
Amount of Charge	Specify the <b>Amount of Charge</b> created on the collateral.
Underlying Document Date	Specify the execution date of underlying document.
Charge Release Date	If the bank has released the charge on collateral by executing release deed or release letter, specify the date of execution of such document.
Underlying Document	Select the name of document executed to create charge on the collateral. The following options are available in the drop down list. <ul style="list-style-type: none"> <li>• Deed of Hypothecation</li> <li>• Mortgage Deed</li> </ul>
Charge Holder Name	Specify the name of bank which has created charge on the collateral.
External Check Status	Select the <b>External Check Status</b> of the collateral. The following options are available in the drop down list. <ul style="list-style-type: none"> <li>• Satisfied</li> <li>• Creation</li> <li>• Modification</li> </ul>

5. Click **Add** in the **External Check Details** window.

The external check details are added and displayed as shown below.

Figure 9-7 External Check - Configure - External Check Details

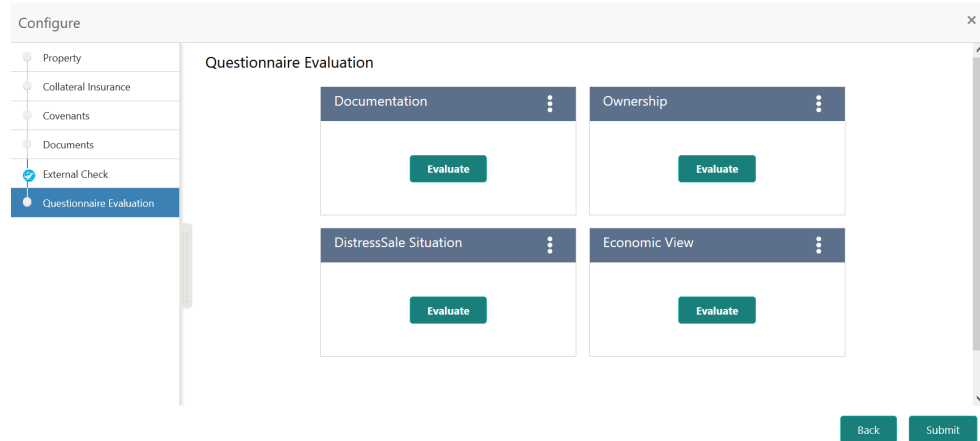


You can **Edit**, **View**, or **Delete** the added external check detail by clicking the action icon and selecting the required option.

6. After capturing external check details, click **Next**.

The **External Check - Configure - Questionnaire Evaluation** screen is displayed.

**Figure 9-8 External Check - Configure - Questionnaire Evaluation**

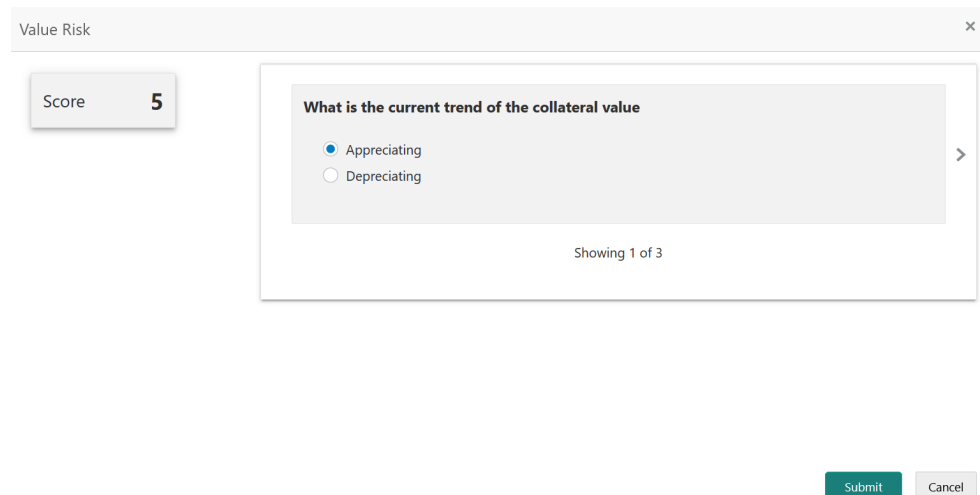


 **Note:**

In the above screen, the questionnaire linked to the External Check stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

7. Click **Evaluate** in any of the tile.  
The **Questionnaire** window is displayed.

**Figure 9-9 Questionnaire**





8. Select answer for all the questions and click **Submit**.

In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **External Check - Configure - Questionnaire Evaluation** screen based on the score generated for each answer provided in the **Questionnaire** screen.

You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.

9. After performing all the evaluation, click **Submit**.

## Comments

Information on the Comments data segment in the External Check stage.

The Comments data segment allows you to post overall comments for the External Check stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **External Check** screen, the Comments data segment is displayed.

**Figure 9-10 External Check - Comments**

Collateral Perfection - ExternalCheck

Collateral Summary

External Check

Comments

Comments

Screen ( 3 / 3 )

Enter text here...

Post

No items to display.

Audit Hold Back Next Save & Close Submit Cancel

1. Type your comments for the External Check stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

Figure 9-11 Checklist

Checklist ×

<input type="checkbox"/> Enrich Approval	Remarks:	
* <input checked="" type="checkbox"/> Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

\* Outcome  ▼

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL\_INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 10

## Field Investigation

### Field Investigation

Detailed information about the Field Investigation stage in Collateral Perfection process.

The Field Investigation task is generated, if the Field Investigation stage is configured for the selected collateral type in the Business Process configuration. Some of the collateral types for which field investigation is applicable are Vehicle, Machinery, and Property.

In general, field investigation is carried out by the specialized external field investigation agencies to prevent chances of fraud & misrepresentation of facts by customer. In this stage, the user authorized for this stage must capture the field investigation details provided by the external agencies.

The following data segments are available in the Field Investigation stage:

- Collateral Summary
- Field Investigation
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Field Investigation stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

 **Note:**

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

- To launch the **Field Investigation - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

**Figure 10-1 Free Tasks**

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & F...	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Field Investigation task.  
The **Field Investigation - Collateral Summary** screen is displayed.

**Figure 10-2 Field Investigation - Collateral Summary**

Collateral Perfection - Field Investigation

Collateral Summary

Screen ( 1 / 3 )

Customer ID: 003177 | Application ID: APP213366792 | Current Status: External Valuation Completed | Documents: 0 | Collateral Type: Property | Collateral Category: Residential Property | Ownership Type: Single

**Basic Information**

213360047850

Collateral Currency: USD | Agreed Collateral Value: \$50,000.00 | Exposure Type: - | Charge Type: Hypothecation

Agreed Collateral Value: - | Available From: 2021-12-01 | Available Till: 2022-12-31 | Applicable Business: -

Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Property**: 1 Collateral, \$50K Collateral Value

**Linked Facilities Details**: 77% Unlinked, 23% ROADROLL...

**Ownership**: 100% Unlinked

**Seniority of charge**: 1 Position, 0 Total Percentage, 100 Percentage Available

**Covenants**: 0 Covenants proposed, Standard Covenants Applicable, 0 Complied Covenants, 0 Breached Covenants

**Insurance**: 0 Active Insurance, USD 0.00 Total Insurance Amount

**Configured Stage Status**

Risk Evaluation: In Progress | Internal Legal Opinion: Not applicable | External Legal Opinion: In Progress

External Valuation: In Progress | External Check: In Progress | Field Investigation: In Progress

Audit | Hold | Back | Next | Save & Close | Cancel

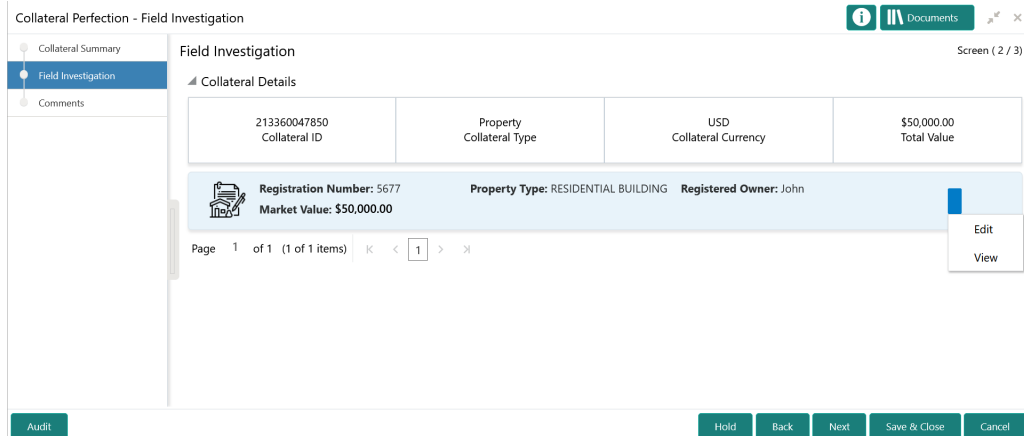
3. View the Collateral Summary and click **Next**.

## Field Investigation

Procedure to add field investigation details.

Upon clicking **Next** in the **Field Investigation - Collateral Summary** screen, the Field Investigation data segment is displayed.

**Figure 10-3 Field Investigation**

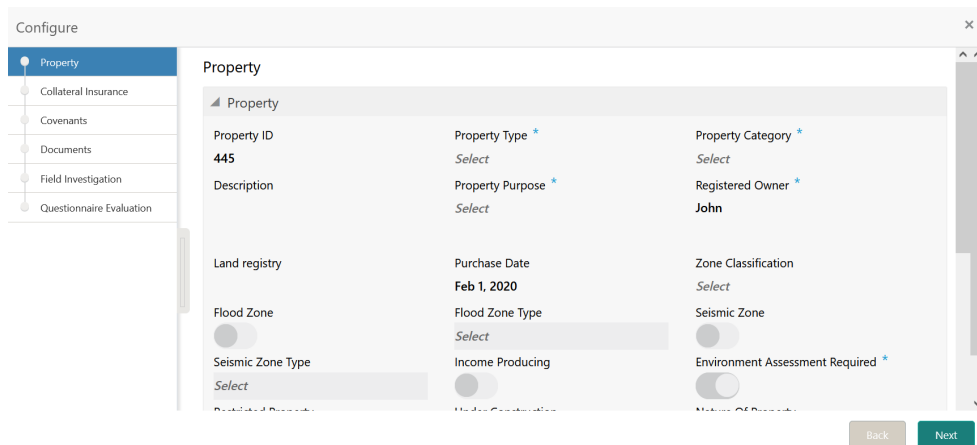


To capture the field investigation details for the collateral:

1. Click the action icon in the collateral record and select **Edit**.

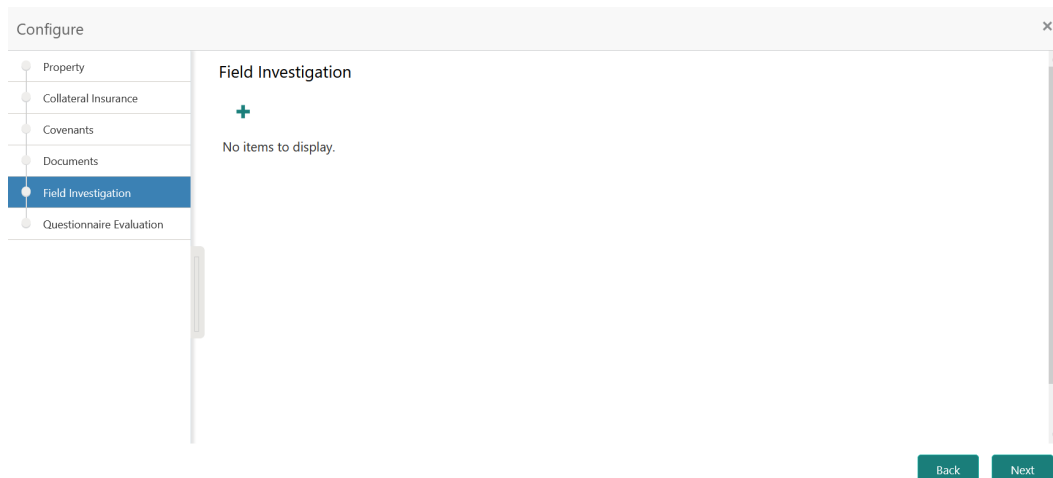
The **Field Investigation - Configure - Collateral Type** screen is displayed.

**Figure 10-4 Field Investigation - Configure - Collateral Type**



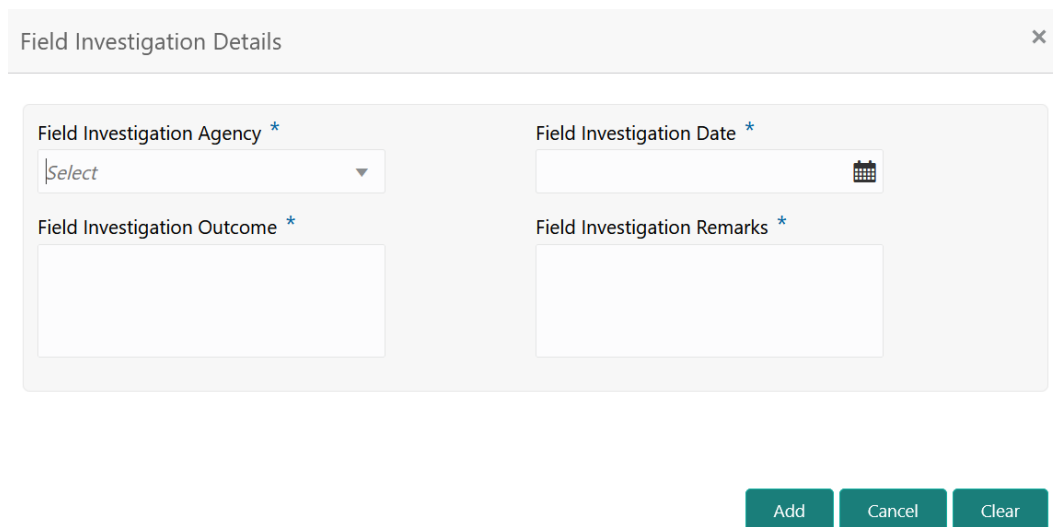
2. Click **Next** and navigate to the **Field Investigation** menu.

**Figure 10-5 Field Investigation - Configure - Field Investigation**



3. Click the add icon in the **Field Investigation - Configure - Field Investigation** screen. The **Field Investigation Details** window is displayed.

**Figure 10-6 Field Investigation Details**



4. Capture the field investigation details in the above screen. For field level explanation, refer the below table.

**Table 10-1 Field investigation Details - Field Description**

Field	Description
<b>Field Investigation Agency</b>	Select the agency which carried out the field investigation for the collateral.
<b>Field Investigation Date</b>	Specify the date on which the field investigation is carried out.
<b>Field Investigation Outcome</b>	Specify the <b>Field Investigation Outcome</b> .

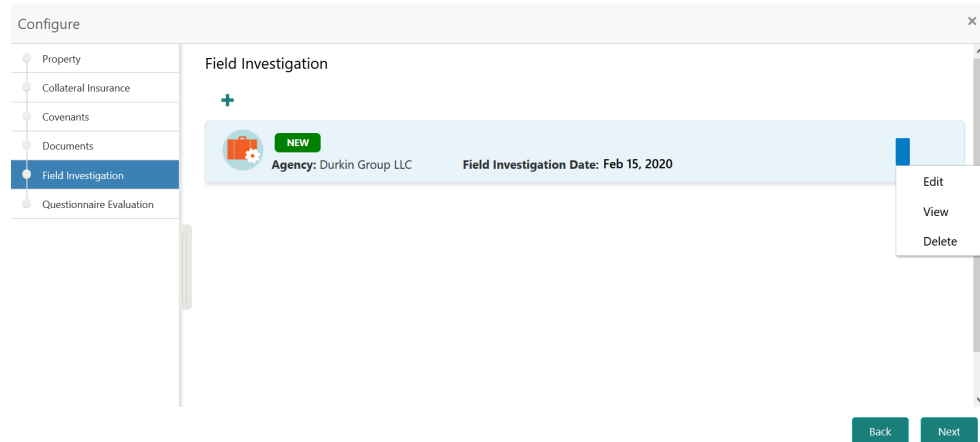
**Table 10-1 (Cont.) Field investigation Details - Field Description**

Field	Description
Field Investigation Remarks	Capture the <b>Field Investigation Remarks</b> for the collateral.

- Click **Add** in the **Field Investigation Details** window.

The field investigation details are added and displayed as shown below.

**Figure 10-7 Field Investigation - Configure - Investigation Details Added**

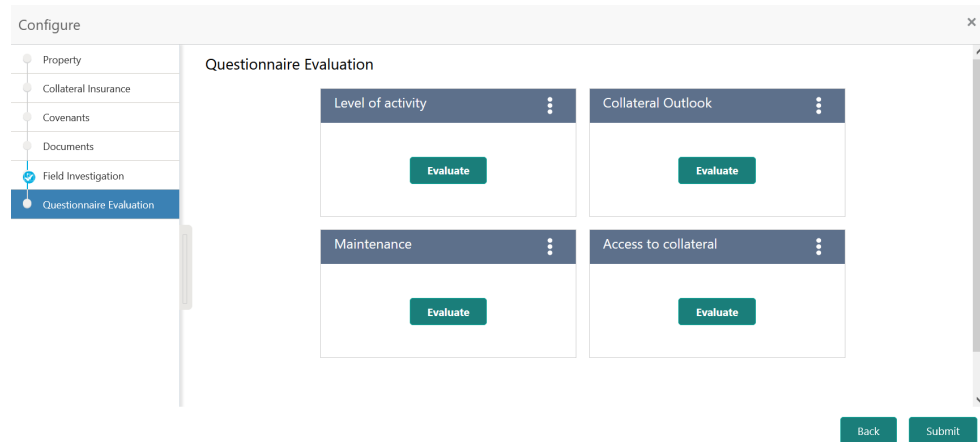


You can **Edit**, **View**, or **Delete** the added field investigation detail by clicking the action icon and selecting the required option.

- After capturing field investigation details, click **Next**.

The **Field Investigation - Configure - Questionnaire Evaluation** screen is displayed.

**Figure 10-8 Field Investigation - Configure - Questionnaire Evaluation**





**Note:**

In the above screen, the questionnaires linked to the Field Investigation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

- Click **Evaluate** in any of the tile.  
The **Questionnaire** window is displayed.

**Figure 10-9 Questionnaire**

- Select answer for all the questions and click **Submit**.

In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **Field Investigation - Configure - Questionnaire Evaluation** screen based on the score generated for each answer provided in the **Questionnaire** screen.

You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.

- After performing all the evaluation, click **Submit**.

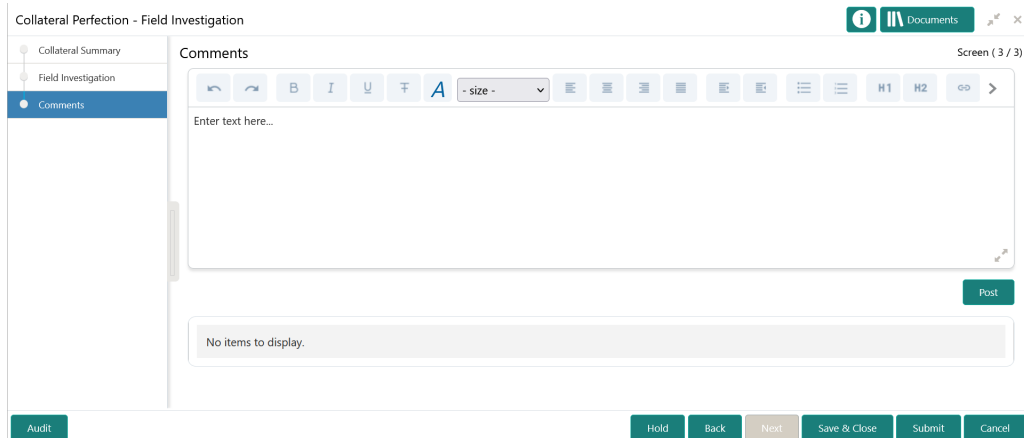
## Comments

Information on the Comments data segment in the Field Investigation stage.

The Comments data segment allows you to post overall comments for the Field Investigation stage. Posting comments helps the user of next stage to better understand the application.

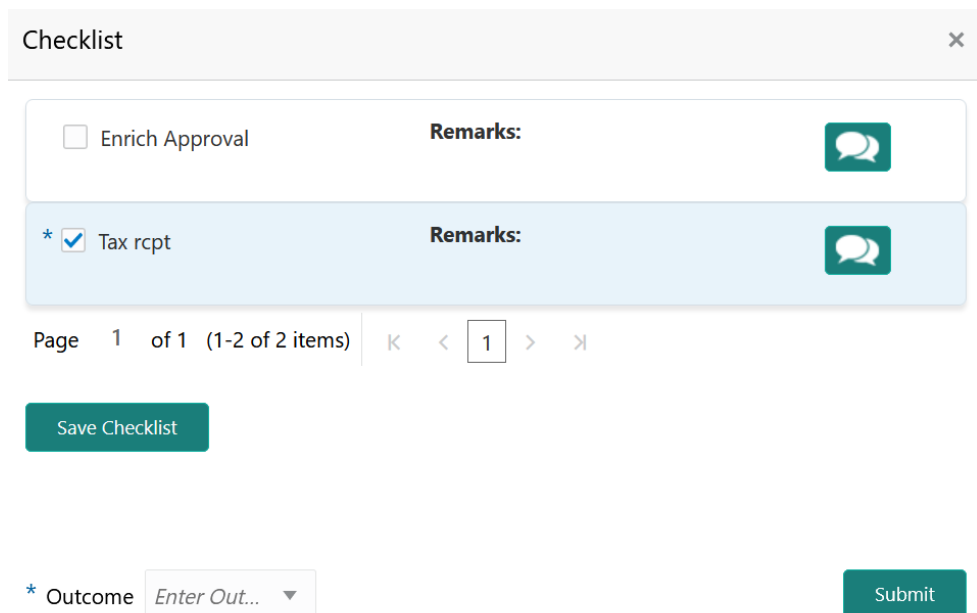
Upon clicking **Next** in the **Field Investigation** screen, the Comments data segment is displayed.

**Figure 10-10 Field Investigation - Comments**



1. Type your comments for the Field Investigation stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 10-11 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.  
The options available in the drop down list are:
  - PROCEED

- `ADDITIONAL_INFO`

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 11

## Valuation

### Valuation

Detailed information about the Valuation stage in Collateral Perfection process.

In this stage, the Credit Officer or the user authorized to perform the Valuation task must review the collateral, collateral documents, and the internal/external valuation details and arrive at the final valuation of the collateral.

The following data segments are available in the Valuation stage:

- Collateral Summary
- Valuation
- Covenant Details
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Valuation stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status



#### Note:

The Configured Stage Status is updated based on the status of parallel tasks generated in the system.

1. To launch the **Valuation - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

Figure 11-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Valuation task.  
The **Valuation - Collateral Summary** screen is displayed.

Figure 11-2 Valuation - Collateral Summary

**ACME Corporation**  
 Customer Id: PTY192560509 | Application ID: APP213279200 | Date Initiated: 2021-11-10 | Current Status: External Valuation Completed | Documents: 0

**Basic Information**  
 COL213274304  
 Collateral for new facility  
 Collateral Type: Ship | Collateral Category: SHPS category | Ownership Type: Joint | Collateral Currency: INR | Owner Estimated Value: ₹1,000,000.00  
 Held Collateral Value: | Available From: 2021-11-10 | Available Till: 2022-11-30 | Applicable Business: Trade, Working Capital | Exposure Type: -  
 Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Ownership**  
 Pie chart showing ACME (blue) and Costco (green) ownership.

**Seniority of charge**  
 2 Position  
 Seniority of charge held by OBCFPM Customer  
 40 Total Percentage | 60 Percentage Available

**Covenants**  
 0 Covenants proposed  
 Standard Covenants Applicable  
 0 Complied Covenants | 0 Breached Covenants

**Insurance**  
 1 Active Insurance  
 INR 100,000.00 Total Insurance Amount

**Configured Stage Status**  
 Field Investigation: Not applicable | External Check: Not applicable | External Valuation: Completed | Internal Valuation: Not applicable | Risk Evaluation: Not applicable | Legal Opinion: Not applicable

Buttons: Hold, Back, Next, Save & Close, Cancel

- View the Collateral Summary and click **Next**.

# Valuation

Procedure to add final valuation details.

Upon clicking **Next** in the **Valuation - Collateral Summary** screen, the Valuation data segment is displayed.

**Figure 11-3 Valuation**

1. Provide the valuation details in the above screen.  
For field level explanation, refer the below table.

**Table 11-1 Valuation - Field Description**

Field	Description
<b>Currency</b>	Specify the <b>Currency</b> in which the collateral is valued.
<b>Amount</b>	Specify the collateral valuation <b>Amount</b> .
<b>Category Haircut</b>	Specify the market haircut for the collateral category.
<b>Bank Haircut</b>	Specify the <b>Bank Haircut</b> for the collateral category.
<b>Market Value</b>	<b>Market Value</b> is the collateral value amount reduced to the extent of market haircut. This value is calculated and displayed by the system.
<b>Bank Value</b>	<b>Bank Value</b> is the collateral value amount reduced to the extent of provided bank haircut. This value is calculated and displayed by the system.
<b>Effective Date</b>	Specify the date on which the valuation is performed.

**Table 11-1 (Cont.) Valuation - Field Description**

Field	Description
Remarks	Capture <b>Remarks</b> for the valuation. In case you want to send back the application to previous stage for additional information, you can specify what information is required in this field.

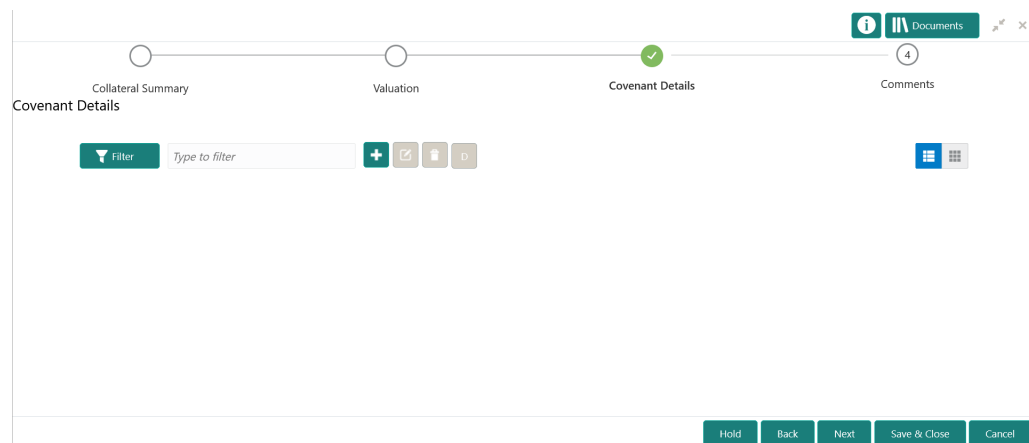
2. Click **Next**.

## Covenant Details

Procedure to add and manage covenants for the collateral.

Upon clicking **Next** in the **Valuation** screen, the Covenant Details data segment is displayed.

**Figure 11-4 Valuation - Covenant Details**



1. To add a covenant, click the add icon.  
The **Covenant Details** window is displayed.

**Figure 11-5 Covenant Details**

The screenshot shows a web form titled "Covenant Details". At the top, there are four input fields: "Covenant Code \*" with a search icon and a link "Click to add New Covenant"; "Covenant Name \*" with the value "DSCR on the basis of EBITDA"; "Covenant Description \*" with the value "DSCR on the basis of EBITDA"; and "Classification Type \*" with the value "External". Below these fields are four expandable sections: "Covenant Details", "Monitoring Information Details", "Formula Details", and "Others". At the bottom right, there are two buttons: "Create" and "Cancel".

2. To link existing covenant, click the search icon and select the **Covenant Code**.  
The covenant codes maintained in the **Covenant Maintenance** screen are displayed in LOV.

Upon selecting the **Covenant Code**, **Covenant name**, **Covenant description** and **Classification type** are defaulted.

3. To create new covenant, click the **Click to add new covenant** link and specify all the details.

For field level information, refer the following tables.

**Table 11-2 Covenant Details - Field Description**

Field	Description
<b>Covenant code</b>	Specify a unique code for the covenant to be created.
<b>Covenant name</b>	Specify a name for the covenant to be created.
<b>Covenant description</b>	Provide a brief description about the covenant.
<b>Classification type</b>	Specify the covenant <b>Classification Type</b> as Internal and External.

**Figure 11-6 Covenant Details - Covenant Details**

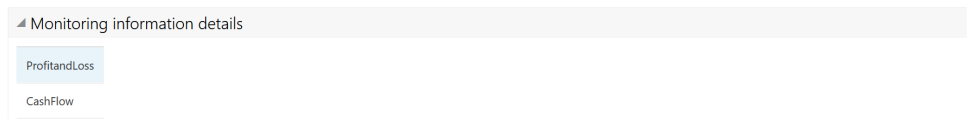
The screenshot shows the "Covenant Details" form with the following values: "Covenant Type" is "Non Financial"; "Covenant Sub Type" is "Operating Activity"; "Notice Days" is "15"; "Revision Frequency" is "Quarterly"; "Revision Days" is "Enter Revision Days"; "Start Date" is "Apr 13, 2019"; "End Date" is "Feb 28, 2021"; and "Maximum Defer Days" is "10".



**Table 11-3 Covenant Details - Covenant Details - Field Description**

Field	Description
<b>Covenant type</b>	Select the <b>Covenant Type</b> . The following options are available in the drop down list: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non-Financial</li> </ul> In case of linking existing covenant, you cannot modify the <b>Covenant Type</b> .
<b>Covenant Sub Type</b>	Select the <b>Covenant Sub Type</b> from the drop down list. In case of linking existing covenant, you cannot modify the <b>Covenant Sub Type</b> .
<b>Notice Days</b>	Specify the number of days before which the covenant tracking task has to be created.
<b>Revision Frequency</b>	Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual.
<b>Revision Days</b>	Specify the number of days in which the covenant must be reviewed.
<b>Start Date</b>	Specify the date on which the covenant becomes effective.
<b>End Date</b>	Specify the date on which the covenant expires.
<b>Maximum Defer Days</b>	Specify the number of days for which the covenant can be deferred.

**Figure 11-7 Covenant Details - Monitoring Information Details**



**Table 11-4 Covenant Details - Monitoring Information Details - Field Description**

Field Description
Select the monitoring information. Monitoring information maintained in the Monitoring Information Maintenance module are displayed in the LOV.

**Figure 11-8** Covenant Details - Formula Details

**Table 11-5** Covenant Details - Formula Details - Field Description

Field	Description
<b>Variable</b>	Select a <b>Variable</b> from the drop down list. The options available are <ul style="list-style-type: none"> <li>• Debt</li> <li>• Asset</li> <li>• Debt Ratio</li> <li>• Asset Ratio</li> </ul>
<b>Operators</b>	Select the required operator from the available <b>Operators</b> .
<b>Custom Value</b>	Provide a <b>Custom Value</b> for building formula, if required. You can also select another Variable.
<b>Build Formula</b>	Click <b>Build Formula</b> . The formula is built and displayed below the formula box. The system also displays whether the formula is valid expression or invalid expression below the formula box. You must change the formula in case it is invalid expression.
<b>Target Type</b>	Select the <b>Target Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Value</li> <li>• Percentage</li> <li>• Ratio</li> </ul>
<b>Covenant Check Condition</b>	Select the Covenant Check Condition from the drop down list. The options available are: Greater than, Greater than or equal to, Between, Less than or equal to, Equal to, and Less than.

**Table 11-5 (Cont.) Covenant Details - Formula Details - Field Description**

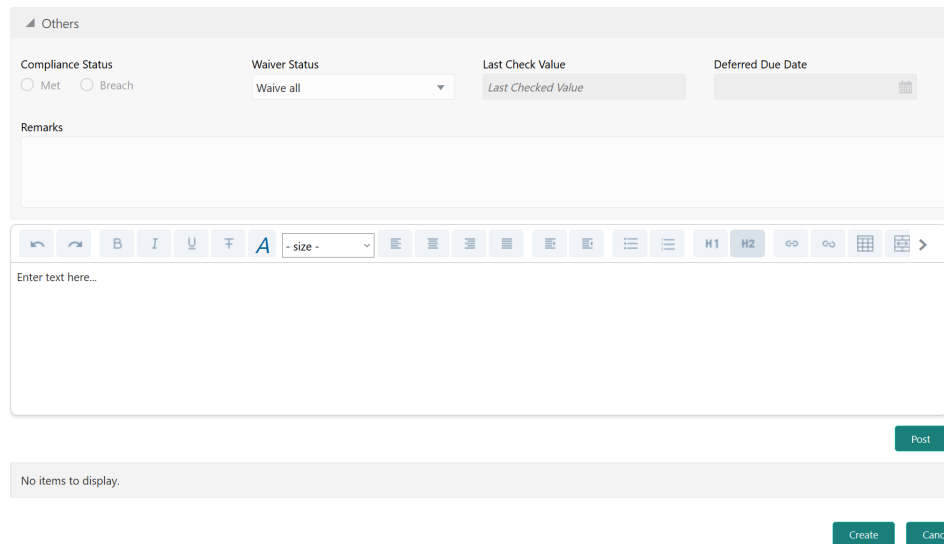
Field	Description
Target Value	Specify the Target Value.
Target Value 1, Target Value 2	If <b>Between</b> is selected as the <b>Covenant Check Condition</b> , <b>Target Value 1</b> and <b>Target Value 2</b> fields appear. You need to specify the range of target values.

 **Note:**

You can use any number of variables and operators to build the formula based on your requirement.

The system periodically derives the built formula with the values obtained from customer / customer prospect's financial documents and validate it against the set target values based on covenant check condition.

**Figure 11-9 Covenant Details - Others**



**Table 11-6 Covenant Details - Others - Field Description**

Field	Description
Compliance Status	Select the current covenant <b>Compliance Status</b> of the party / collateral. The options available are: <ul style="list-style-type: none"> <li>Met</li> <li>Breach</li> </ul>

**Table 11-6 (Cont.) Covenant Details - Others - Field Description**

Field	Description
<b>Waiver Status</b>	Select the <b>Waiver Status</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Waive</li> <li>• Waive all</li> </ul>
<b>Last Check Value</b>	Specify the target value observed during the last covenant check.
<b>Deferred Due Date</b>	Specify the <b>Deferred Due Date</b> . The covenant review can be postponed till the mentioned date.
<b>Remarks</b>	Capture overall <b>Remarks</b> for the covenant.

4. Click **Create**.

Covenant details are added and displayed in the **Covenants / Covenant Details** screen / data segment.

5. To edit the added covenant, select the covenant record and click the **Edit** icon.6. To delete the added covenant, select the covenant record and click the **Delete** icon.

## Comments

Information on the Comments data segment in the Valuation stage.

The Comments data segment allows you to post overall comments for the Valuation stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Valuation - Covenant Details** screen, the Comments data segment is displayed.

**Figure 11-10 Valuation - Comments**

1. Type your comments for the Valuation stage in the **Comments** text box.2. Click **Post**.

Comments are posted and displayed below the **Comments** text box.

3. Click **Submit**.

The Checklist window is displayed.

**Figure 11-11 Checklist**

Checklist ×

<input type="checkbox"/> Enrich Approval	<b>Remarks:</b>	
* <input checked="" type="checkbox"/> Tax rcpt	<b>Remarks:</b>	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

Save Checklist

\* Outcome Enter Out... ▼ Submit

## 4. Manually verify all the checklist and enable the corresponding check box.

5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL\_INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage after successful completion of all the parallel stages.

If **ADDITIONAL\_INFO** is selected as the **Outcome**, the application is moved back to the previous stage.

# 12

## Collateral Review

### Collateral Review

Detailed information about the Collateral Review stage in Collateral Perfection process.

In this stage, the Credit Reviewer in bank reviews the following details and provides their recommendation to the Approver.

- Collateral and its documents
- Market value of the collateral
- Legal opinion from legal department
- Risk evaluation

The following data segments are available in the Collateral Review stage:

- Collateral Summary
- Collateral Review
- Covenant Details
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Collateral Review stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Collateral Review - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

Figure 12-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Collateral Review task. The **Collateral Review - Collateral Summary** screen is displayed.

Figure 12-2 Collateral Review - Collateral Summary

**Collateral Summary**

ACME Corporation

Customer Id: PTY192560509 | Application ID: APP213279200 | Date Initiated: 2021-11-10 | Current Status: Valuation Completed | Documents: 0

**Basic Information**

COL213274304  
Collateral for new facility

Collateral Type: Ship | Collateral Category: SHPS category | Ownership Type: Joint | Collateral Currency: INR | Owner Estimated Value: ₹1,000,000.00

Held Collateral Value: | Available From: 2021-11-10 | Available Till: 2022-11-30 | Applicable Business: Trade, Working Capital | Exposure Type: -

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Ownership**

Seniority of charge: 2 (Position) | Covenants: 0 (Covenants proposed) | Insurance: 1 (Active Insurance)

Seniority of charge held by OBCFPM Customer: 40 (Total Percentage) | 60 (Percentage Available) | Covenants: 0 (Complied) | 0 (Breached) | Total Insurance Amount: INR 100,000.00

**Configured Stage Status**

Field Investigation: Not applicable | External Check: Not applicable | External Valuation: Completed | Internal Valuation: Not applicable | Risk Evaluation: Not applicable | Legal Opinion: Not applicable

Buttons: Hold, Back, Next, Save & Close, Cancel

- View the Collateral Summary and click **Next**.

# Collateral Review

Procedure to review collateral details and add recommendation.

Upon clicking **Next** in the **Collateral Review - Collateral Summary** screen, the Collateral Review data segment is displayed.

**Figure 12-3 Collateral Review**

1. View the application details, collateral Basic Information, and collateral documents.
2. Specify all the details in the **Final Recommendation** section.

For field level information, refer the below table.

**Table 12-1 Collateral Review - Final Recommendation - Field Description**

Field	Description
<b>Review Done On</b>	Specify the date on which the Collateral Review is performed.
<b>Review Done By</b>	The system defaults the logged in user ID in this field.
<b>Valuation Currency</b>	The currency in which the collateral is valued is defaulted.



**Table 12-1 (Cont.) Collateral Review - Final Recommendation - Field Description**

Field	Description
<b>Valuation Amount</b>	Specify the collateral <b>Valuation Amount</b> arrived in this stage.
<b>Is Submission Required</b>	Enable this flag, if collateral submission to the bank is required.
<b>Recommendation</b>	Provide a final <b>Recommendation</b> for the collateral.

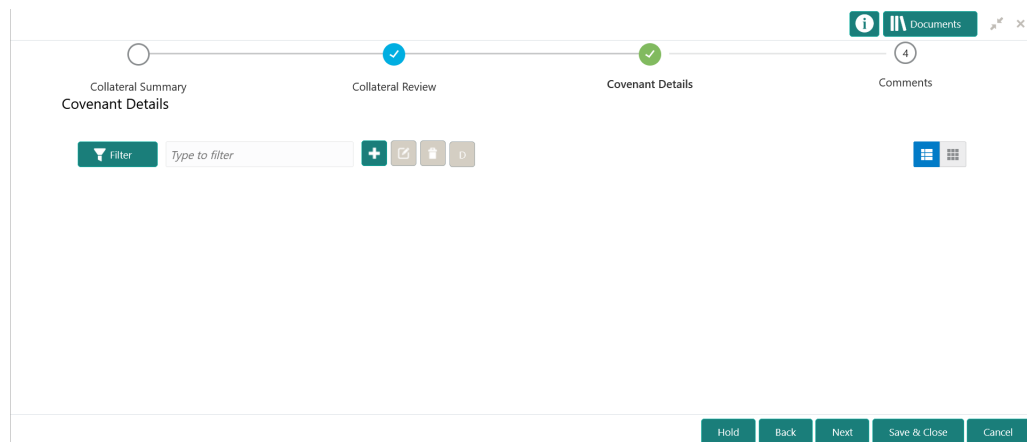
3. After Review and Recommendation, click **Next**.

## Covenant Details

Procedure to add and manage covenants for the collateral.

Upon clicking **Next** in the **Collateral Review** screen, the Covenant Details data segment is displayed.

**Figure 12-4 Collateral Review - Covenant Details**



1. To add a covenant, click the add icon.  
The **Covenant Details** window is displayed.

**Figure 12-5 Covenant Details**

The screenshot shows a web interface for 'Covenant Details'. At the top, there are four search fields: 'Covenant Code \*' (with a search icon and a link 'Click to add New Covenant'), 'Covenant Name \*', 'Covenant Description \*', and 'Classification Type \*'. Below these are four expandable menu items: 'Covenant Details', 'Monitoring Information Details', 'Formula Details', and 'Others'. At the bottom right, there are two buttons: 'Create' and 'Cancel'.

- To link existing covenant, click the search icon and select the **Covenant Code**.  
The covenant codes maintained in the **Covenant Maintenance** screen are displayed in LOV.

Upon selecting the **Covenant Code**, **Covenant name**, **Covenant description** and **Classification type** are defaulted.

- To create new covenant, click the **Click to add new covenant** link and specify all the details.

For field level information, refer the following tables.

**Table 12-2 Covenant Details - Field Description**

Field	Description
<b>Covenant code</b>	Specify a unique code for the covenant to be created.
<b>Covenant name</b>	Specify a name for the covenant to be created.
<b>Covenant description</b>	Provide a brief description about the covenant.
<b>Classification type</b>	Specify the covenant <b>Classification Type</b> as Internal and External.

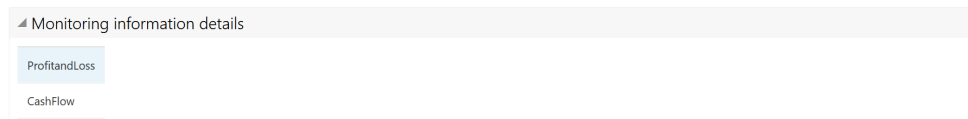
**Figure 12-6 Covenant Details - Covenant Details**

The screenshot shows the 'Covenant Details' form with the following values: 'Covenant Type' is 'Non Financial', 'Covenant Sub Type' is 'Operating Activity', 'Notice Days' is '15', 'Revision Frequency' is 'Quarterly', 'Revision Days' is 'Enter Revision Days', 'Start Date' is 'Apr 13, 2019', 'End Date' is 'Feb 28, 2021', and 'Maximum Defer Days' is '10'.

**Table 12-3 Covenant Details - Covenant Details - Field Description**

Field	Description
<b>Covenant type</b>	Select the <b>Covenant Type</b> . The following options are available in the drop down list: <ul style="list-style-type: none"> <li>Financial</li> <li>Non-Financial</li> </ul> In case of linking existing covenant, you cannot modify the <b>Covenant Type</b> .
<b>Covenant Sub Type</b>	Select the <b>Covenant Sub Type</b> from the drop down list. In case of linking existing covenant, you cannot modify the <b>Covenant Sub Type</b> .
<b>Notice Days</b>	Specify the number of days before which the covenant tracking task has to be created.
<b>Revision Frequency</b>	Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual.
<b>Revision Days</b>	Specify the number of days in which the covenant must be reviewed.
<b>Start Date</b>	Specify the date on which the covenant becomes effective.
<b>End Date</b>	Specify the date on which the covenant expires.
<b>Maximum Defer Days</b>	Specify the number of days for which the covenant can be deferred.

**Figure 12-7 Covenant Details - Monitoring Information Details**



**Table 12-4 Covenant Details - Monitoring Information Details - Field Description**

Field Description
Select the monitoring information. Monitoring information maintained in the Monitoring Information Maintenance module are displayed in the LOV.

Figure 12-8 Covenant Details - Formula Details

Formula Builder

Variables:

Operators: + - \* / % ( ) > <

Custom Value:

Caret position: 19

DEBT X - X ASSET X

Formula : DEBT - ASSET Formula Is Valid : Valid Expression

Formula  
DEBT - ASSET

Target type \*  Covenant Check Condition \*  Target Value \*

Table 12-5 Covenant Details - Formula Details - Field Description

Field	Description
<b>Variable</b>	Select a <b>Variable</b> from the drop down list. The options available are <ul style="list-style-type: none"> <li>• Debt</li> <li>• Asset</li> <li>• Debt Ratio</li> <li>• Asset Ratio</li> </ul>
<b>Operators</b>	Select the required operator from the available <b>Operators</b> .
<b>Custom Value</b>	Provide a <b>Custom Value</b> for building formula, if required. You can also select another Variable.
<b>Build Formula</b>	Click <b>Build Formula</b> . The formula is built and displayed below the formula box. The system also displays whether the formula is valid expression or invalid expression below the formula box. You must change the formula in case it is invalid expression.
<b>Target Type</b>	Select the <b>Target Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Value</li> <li>• Percentage</li> <li>• Ratio</li> </ul>
<b>Covenant Check Condition</b>	Select the Covenant Check Condition from the drop down list. The options available are: Greater than, Greater than or equal to, Between, Less than or equal to, Equal to, and Less than.

**Table 12-5 (Cont.) Covenant Details - Formula Details - Field Description**

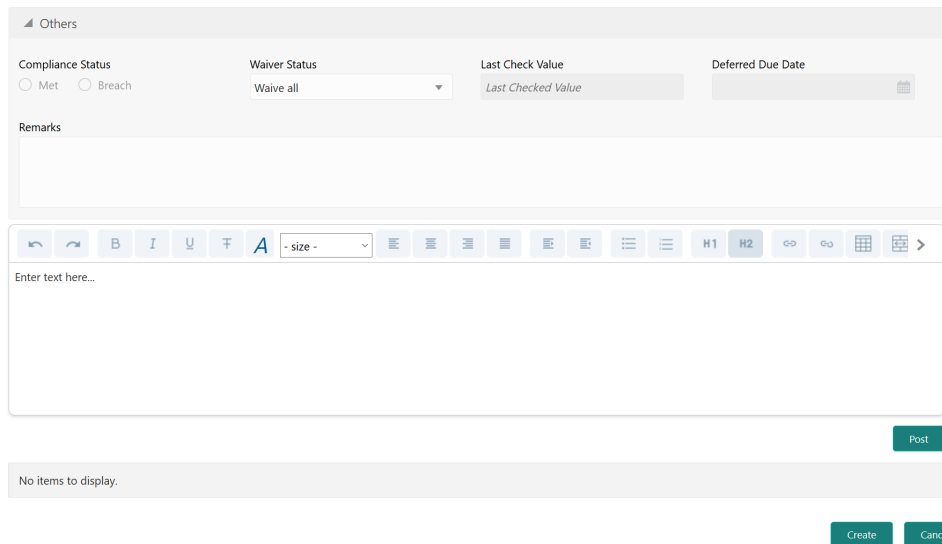
Field	Description
Target Value	Specify the Target Value.
Target Value 1, Target Value 2	If <b>Between</b> is selected as the <b>Covenant Check Condition</b> , <b>Target Value 1</b> and <b>Target Value 2</b> fields appear. You need to specify the range of target values.

 **Note:**

You can use any number of variables and operators to build the formula based on your requirement.

The system periodically derives the built formula with the values obtained from customer / customer prospect's financial documents and validate it against the set target values based on covenant check condition.

**Figure 12-9 Covenant Details - Others**



**Table 12-6 Covenant Details - Others - Field Description**

Field	Description
Compliance Status	Select the current covenant <b>Compliance Status</b> of the party / collateral. The options available are: <ul style="list-style-type: none"> <li>Met</li> <li>Breach</li> </ul>

**Table 12-6 (Cont.) Covenant Details - Others - Field Description**

Field	Description
<b>Waiver Status</b>	Select the <b>Waiver Status</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Waive</li> <li>• Waive all</li> </ul>
<b>Last Check Value</b>	Specify the target value observed during the last covenant check.
<b>Deferred Due Date</b>	Specify the <b>Deferred Due Date</b> . The covenant review can be postponed till the mentioned date.
<b>Remarks</b>	Capture overall <b>Remarks</b> for the covenant.

4. Click **Create**.

Covenant details are added and displayed in the **Covenants / Covenant Details** screen / data segment.

5. To edit the added covenant, select the covenant record and click the **Edit** icon.6. To delete the added covenant, select the covenant record and click the **Delete** icon.

## Comments

Information on the Comments data segment in the Collateral Review stage.

The Comments data segment allows you to post overall comments for the Collateral Review stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Collateral Review - Covenant Details** screen, the Comments data segment is displayed.

**Figure 12-10 Collateral Review - Comments**

1. Type your comments for the Collateral Review stage in the **Comments** text box.2. Click **Post**.

Comments are posted and displayed below the **Comments** text box.

3. Click **Submit**.

The Checklist window is displayed.

**Figure 12-11 Checklist**

Checklist ✕

<input type="checkbox"/> Enrich Approval	Remarks:	
* <input checked="" type="checkbox"/> Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

**Save Checklist**

\* Outcome  ▼ **Submit**

4. Manually verify all the checklist and enable the corresponding check box.

5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage on clicking **Submit**.

If **ADDITIONAL INFO** is selected as the **Outcome**, the application is moved back to the previous stage on clicking **Submit**.

# 13

## Collateral Approval

### Collateral Approval

Detailed information about the Collateral Approval stage in Collateral Perfection process.

In this stage, the Credit Approver in bank reviews the collateral details along with the Legal Opinion, Risk Evaluation and Valuation details from the corresponding department and recommendation from the Collateral Review stage, and then approves/rejects the Collateral.

The following data segments are available in the Collateral Approval stage:

- Collateral Summary
- Collateral Approval
- Covenant Details
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Collateral Approval stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Collateral Approval - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.



Figure 13-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Collateral Approval task. The **Collateral Approval - Collateral Summary** screen is displayed.

Figure 13-2 Collateral Approval - Collateral Summary

**ACME Corporation**

Customer Id: PTY192560509 | Application ID: APP213279200 | Date Initiated: 2021-11-10 | Current Status: Review Completed | Documents: 0

**Basic Information**

COL213274304  
Collateral for new facility

Collateral Type: Ship | Collateral Category: SHPS category | Ownership Type: Joint | Collateral Currency: INR | Owner Estimated Value: ₹1,000,000.00

Held Collateral Value: | Available From: 2021-11-10 | Available Till: 2022-11-30 | Applicable Business: Trade, Working Capital | Exposure Type: -

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Ownership**

ACME ... (40%) | Costco ... (60%)

**Seniority of charge**

Position: 2  
Seniority of charge held by OBCFPM Customer

Total Percentage: 40 | Percentage Available: 60

**Covenants**

Covenants proposed: 0  
Standard Covenants Applicable

Complied Covenants: 0 | Breached Covenants: 0

**Insurance**

Active Insurance: 1  
Total Insurance Amount: INR 100,000.00

**Configured Stage Status**

Field Investigation: Not applicable | External Check: Not applicable | External Valuation: Completed | Internal Valuation: Not applicable | Risk Evaluation: Not applicable | Legal Opinion: Not applicable

Buttons: Hold, Back, Next, Save & Close, Cancel

- View the Collateral Summary and click **Next**.

## Collateral Approval

Information about the Collateral Approval data segment in the Collateral Approval stage.

In this data segment, the collateral details and the review details captured in the Collateral Review stage are displayed. The Credit Approver must go through the collateral details and recommendation to make final decision of approving or rejecting the collateral.

**Figure 13-3 Collateral Approval**

The screenshot displays the 'Collateral Approval' stage of a process. At the top, a progress bar indicates the current step (2) and the next steps (3 and 4). The main content area is divided into sections:

- ACME Corporation:** Customer Id (PTY192560509), Application ID (APP213279200), Date Initiated (2021-11-10), Current Status (Review Completed), and Documents (0).
- Basic Information:** Collateral ID (COL213274304), Collateral for new facility, Collateral Type (Ship), Collateral Category (SHPS category), Ownership Type (Joint), Collateral Currency (INR), Owner Estimated Value (₹1,000,000.00), Held Collateral Value, Available From (2021-11-10), Available Till (2022-11-30), Applicable Business (Trade, Working Capital), Exposure Type (-), Charge Type (Hypothecation), Purpose Of Collateral (New Facility), and Shareable Across Customers (No).
- Final Recommendation:** Review Done On (11/23/21), Review Done By (DEVIKA), Valuation Currency (INR), Valuation Amount (₹999,700.00), Is Submission Required? (checked), and Recommendation (Valid Collateral).

At the bottom right, there are navigation buttons: Hold, Back, Next, Save & Close, and Cancel.

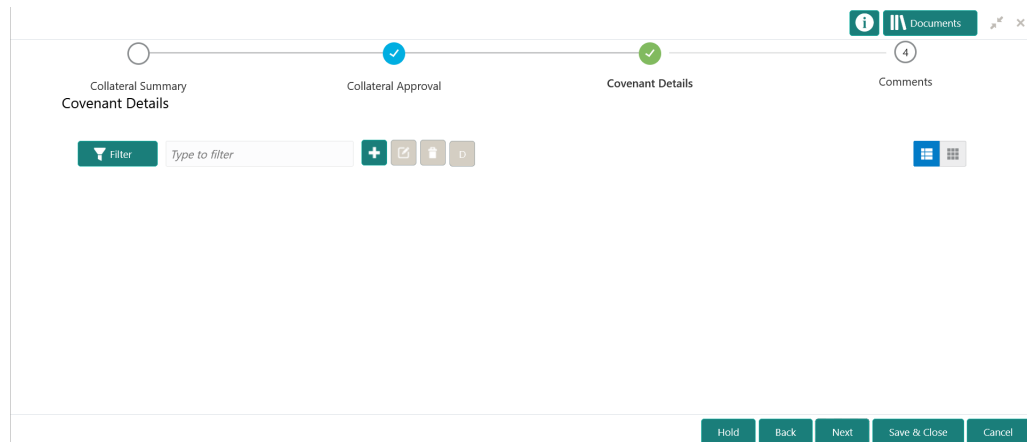
After viewing the collateral details and Recommendation, click **Next**.

## Covenant Details

Procedure to add and manage covenants for the collateral.

Upon clicking **Next** in the **Collateral Approval** screen, the Covenant Details data segment is displayed.

**Figure 13-4 Collateral Approval - Covenant Details**



1. To add a covenant, click the add icon.  
The **Covenant Details** window is displayed.

**Figure 13-5 Covenant Details**

Covenant Details

Covenant Code *	Covenant Name *	Covenant Description *	Classification Type *
DSCR on the basis of EBITDA <input type="text"/>	DSCR on the basis of EBITDA	DSCR on the basis of EBITDA	External
<a href="#">Click to add New Covenant</a>			
▶ Covenant Details			
▶ Monitoring Information Details			
▶ Formula Details			
▶ Others			

2. To link existing covenant, click the search icon and select the **Covenant Code**.  
The covenant codes maintained in the **Covenant Maintenance** screen are displayed in LOV.  
Upon selecting the **Covenant Code**, **Covenant name**, **Covenant description** and **Classification type** are defaulted.
3. To create new covenant, click the **Click to add new covenant** link and specify all the details.  
For field level information, refer the following tables.

Table 13-1 Covenant Details - Field Description

Field	Description
<b>Covenant code</b>	Specify a unique code for the covenant to be created.
<b>Covenant name</b>	Specify a name for the covenant to be created.
<b>Covenant description</b>	Provide a brief description about the covenant.
<b>Classification type</b>	Specify the covenant <b>Classification Type</b> as Internal and External.

Figure 13-6 Covenant Details - Covenant Details

▲ Covenant Details

Covenant Type *	Covenant Sub Type	Notice Days *	Revision Frequency *
Non Financial	Operating Activity	15	Quarterly
Revision Days	Start Date *	End Date *	Maximum Defer Days *
Enter Revision Days	Apr 13, 2019	Feb 28, 2021	10

Table 13-2 Covenant Details - Covenant Details - Field Description

Field	Description
<b>Covenant type</b>	Select the <b>Covenant Type</b> . The following options are available in the drop down list: <ul style="list-style-type: none"> <li>Financial</li> <li>Non-Financial</li> </ul> In case of linking existing covenant, you cannot modify the <b>Covenant Type</b> .
<b>Covenant Sub Type</b>	Select the <b>Covenant Sub Type</b> from the drop down list. In case of linking existing covenant, you cannot modify the <b>Covenant Sub Type</b> .
<b>Notice Days</b>	Specify the number of days before which the covenant tracking task has to be created.
<b>Revision Frequency</b>	Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual.
<b>Revision Days</b>	Specify the number of days in which the covenant must be reviewed.
<b>Start Date</b>	Specify the date on which the covenant becomes effective.
<b>End Date</b>	Specify the date on which the covenant expires.
<b>Maximum Defer Days</b>	Specify the number of days for which the covenant can be deferred.

Figure 13-7 Covenant Details - Monitoring Information Details

▲ Monitoring information details

- ProfitandLoss
- CashFlow

**Table 13-3 Covenant Details - Monitoring Information Details - Field Description**

Field Description
Select the monitoring information. Monitoring information maintained in the Monitoring Information Maintenance module are displayed in the LOV.

**Figure 13-8 Covenant Details - Formula Details**

**Table 13-4 Covenant Details - Formula Details - Field Description**

Field	Description
<b>Variable</b>	Select a <b>Variable</b> from the drop down list. The options available are <ul style="list-style-type: none"> <li>• Debt</li> <li>• Asset</li> <li>• Debt Ratio</li> <li>• Asset Ratio</li> </ul>
<b>Operators</b>	Select the required operator from the available <b>Operators</b> .
<b>Custom Value</b>	Provide a <b>Custom Value</b> for building formula, if required. You can also select another Variable.
<b>Build Formula</b>	Click <b>Build Formula</b> . The formula is built and displayed below the formula box. The system also displays whether the formula is valid expression or invalid expression below the formula box. You must change the formula in case it is invalid expression.

**Table 13-4 (Cont.) Covenant Details - Formula Details - Field Description**

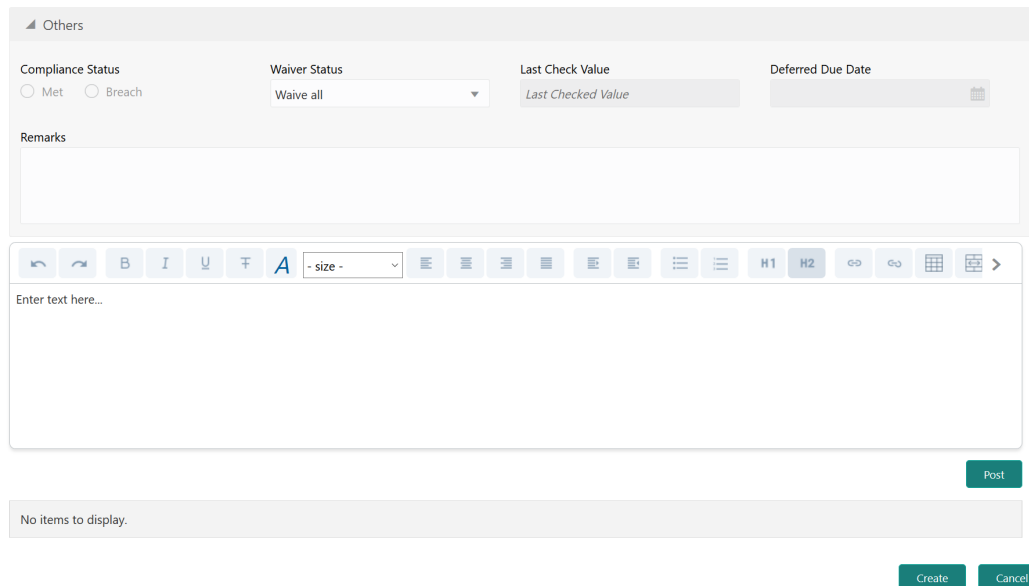
Field	Description
<b>Target Type</b>	Select the <b>Target Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Value</li> <li>• Percentage</li> <li>• Ratio</li> </ul>
<b>Covenant Check Condition</b>	Select the Covenant Check Condition from the drop down list. The options available are: Greater than, Greater than or equal to, Between, Less than or equal to, Equal to, and Less than.
<b>Target Value</b>	Specify the Target Value.
<b>Target Value 1, Target Value 2</b>	If <b>Between</b> is selected as the <b>Covenant Check Condition</b> , <b>Target Value 1</b> and <b>Target Value 2</b> fields appear. You need to specify the range of target values.

 **Note:**

You can use any number of variables and operators to build the formula based on your requirement.

The system periodically derives the built formula with the values obtained from customer / customer prospect's financial documents and validate it against the set target values based on covenant check condition.

**Figure 13-9 Covenant Details - Others**



The screenshot shows a web form titled "Others". At the top left, there is a "Compliance Status" section with radio buttons for "Met" and "Breach". To its right is a "Waiver Status" dropdown menu currently set to "Waive all". Further right are two input fields: "Last Check Value" containing the text "Last Checked Value" and "Deferred Due Date". Below these is a large "Remarks" text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, text color, font size, bulleted list, numbered list, indent, outdent, link, unlink, table, and a right arrow. Below the text area is a "Post" button. At the bottom of the form, a message says "No items to display." At the bottom right of the page, there are "Create" and "Cancel" buttons.

**Table 13-5 Covenant Details - Others - Field Description**

Field	Description
<b>Compliance Status</b>	Select the current covenant <b>Compliance Status</b> of the party / collateral. The options available are: <ul style="list-style-type: none"> <li>• Met</li> <li>• Breach</li> </ul>
<b>Waiver Status</b>	Select the <b>Waiver Status</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Waive</li> <li>• Waive all</li> </ul>
<b>Last Check Value</b>	Specify the target value observed during the last covenant check.
<b>Deferred Due Date</b>	Specify the <b>Deferred Due Date</b> . The covenant review can be postponed till the mentioned date.
<b>Remarks</b>	Capture overall <b>Remarks</b> for the covenant.

4. Click **Create**.

Covenant details are added and displayed in the **Covenants / Covenant Details** screen / data segment.

5. To edit the added covenant, select the covenant record and click the **Edit** icon.6. To delete the added covenant, select the covenant record and click the **Delete** icon.

## Comments

Information on the Comments data segment in the Collateral Approval stage.

The Comments data segment allows you to post overall comments for the Collateral Approval stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Collateral Approval - Covenant Details** screen, the Comments data segment is displayed.

**Figure 13-10 Collateral Approval - Comments**

1. Type your comments for the Collateral Approval stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 13-11 Checklist**

Checklist ×

<input type="checkbox"/> Enrich Approval	<b>Remarks:</b>	
* <input checked="" type="checkbox"/> Tax rcpt	<b>Remarks:</b>	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

**Save Checklist**

\* Outcome  ▼ **Submit**

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- Approve
- Reject

If **Approve** is selected as the **Outcome**, the application is moved to the next stage on clicking **Submit**.

If **Reject** is selected as the **Outcome**, the application is rejected on clicking **Submit**.



# 14

## Draft Generation

### Draft Generation

Detailed information about the Draft Generation stage in Collateral Perfection process.

In this stage, the Credit Officer or the user authorized to edit the Draft Generation task must add the customer's communication details and generate draft document (collateral agreement) for customer acceptance.

The following data segments are available in the Draft Generation stage:

- Collateral Summary
- Draft Generation
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Draft Generation stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Draft Generation - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

Figure 14-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Draft Generation task. The **Draft Generation - Collateral Summary** screen is displayed.

Figure 14-2 Draft Generation - Collateral Summary

**ACME Corporation**

Customer Id: PTY192560509 | Application ID: APP213279200 | Date Initiated: 2021-11-10 | Current Status: Approval Completed | Documents: 0

**Basic Information**

COL213274304  
Collateral for new facility

Collateral Type: Ship | Collateral Category: SHPS category | Ownership Type: Joint | Collateral Currency: INR | Owner Estimated Value: ₹1,000,000.00

Held Collateral Value: | Available From: 2021-11-10 | Available Till: 2022-11-30 | Applicable Business: Trade, Working Capital | Exposure Type: |

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Ownership**

Seniority of charge: 2 (Position) | Covenants: 0 (Covenants proposed) | Insurance: 1 (Active Insurance)

Seniority of charge held by OBCFPM Customer: 40 (Total Percentage) | 60 (Percentage Available) | Covenants: 0 (Complied) | 0 (Breached) | Total Insurance Amount: INR 100,000.00

**Configured Stage Status**

Field Investigation: Not applicable | External Check: Not applicable | External Valuation: Completed | Internal Valuation: Not applicable | Risk Evaluation: Not applicable | Legal Opinion: Not applicable

Buttons: Hold, Back, Next, Save & Close, Cancel

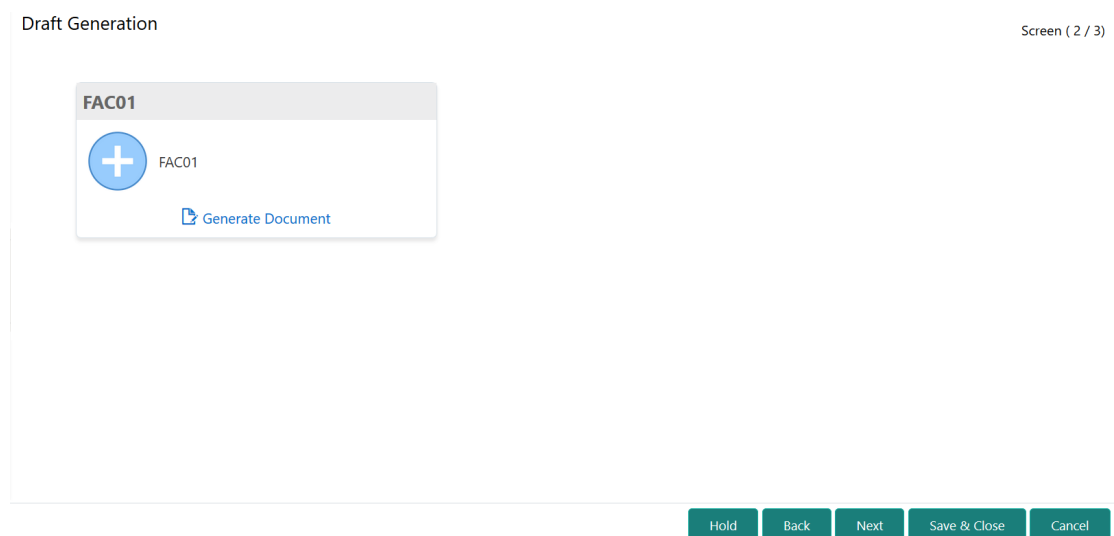
- View the Collateral Summary and click **Next**.

## Draft Generation

Procedure to generate draft document and send it to customer for acceptance.

Upon clicking **Next** in the **Draft Generation - Collateral Summary** screen, the Draft Generation data segment is displayed.

**Figure 14-3 Draft Generation**



1. Click **Generate Document**.

The **Draft Generation Details** window is displayed.

**Figure 14-4 Draft Generation Details**

The screenshot shows a window titled "Draft Generation Details". It contains four input fields: "Communication Type" (set to "Email"), "E-Mail To" (set to "john\_doe@example.com"), "E-Mail CC" (set to "john\_doe@example.com"), and "Subject" (set to "Proposal draft"). At the bottom right, there are two buttons: "Cancel" and "Generate".

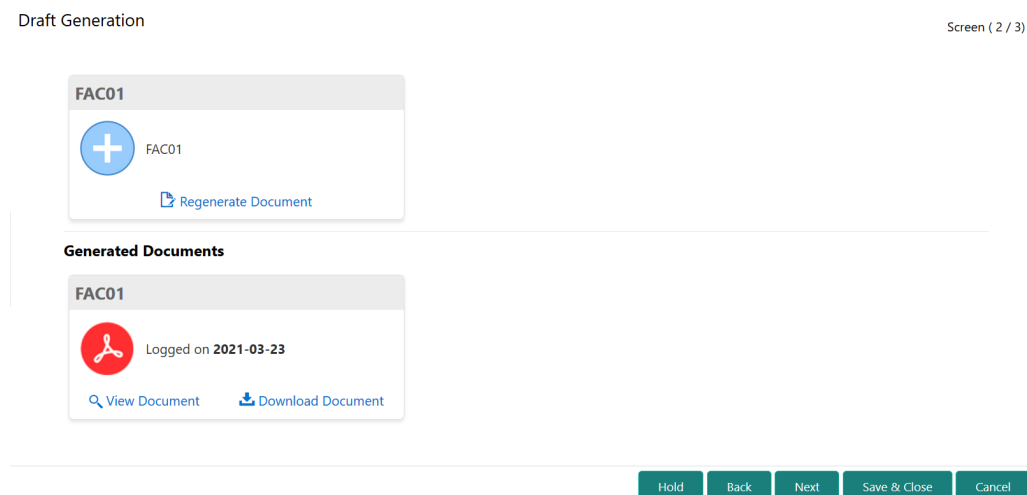
2. Specify all the details in the **Draft Generation Details** window.

For field level information, refer the below table.

**Table 14-1 Draft Generation Details - Field Description**

Field	Description
<b>Communication Type</b>	By default, the <b>Communication Type</b> is displayed as Email. You cannot change the <b>Communication Type</b> in this screen.
<b>E-Mail To</b>	Specify the E-mail address to which the draft document has to be sent.
<b>E-Mail CC</b>	Specify the E-mail address which has to be in CC of draft communication mail.
<b>Subject</b>	Specify the mail <b>Subject</b> .
<b>Generate</b>	Click this to send the draft document to the mail ID mentioned in <b>E-Mail To</b> field.
<b>Cancel</b>	Click this to exit the <b>Draft Generation Details</b> window without saving the provided information.

Once the draft document is successfully sent to the mentioned mail ID, the **Generated Documents** is displayed in the **Draft Generation** screen as shown below.

**Figure 14-5 Draft Generation - Completed**

- To view the generated draft document, click **View Document**.
- To download the generated draft document, click **Download Document**.
- After performing necessary actions in the **Draft Generation** screen, click **Next**.

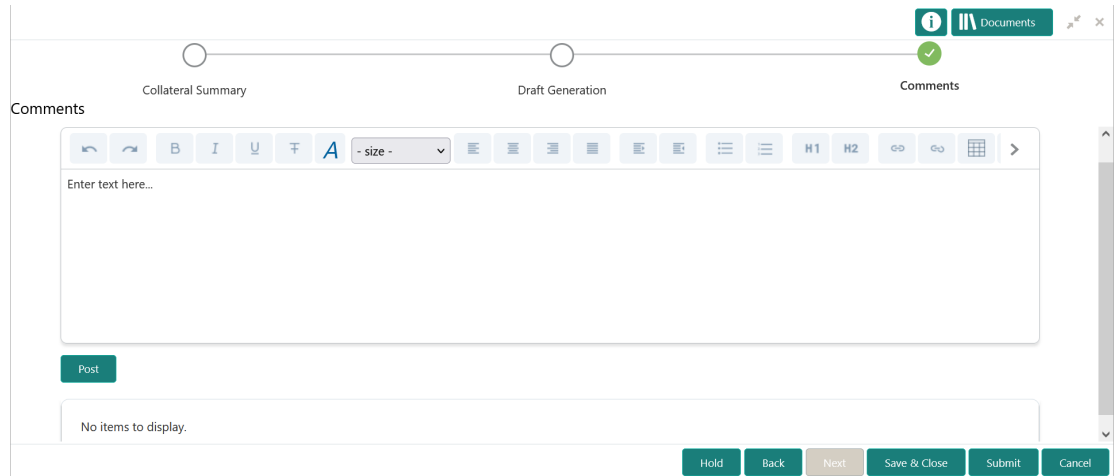
## Comments

Information on the Comments data segment in the Draft Generation stage.

The Comments data segment allows you to post overall comments for the Draft Generation stage. Posting comments helps the user of next stage to better understand the application.

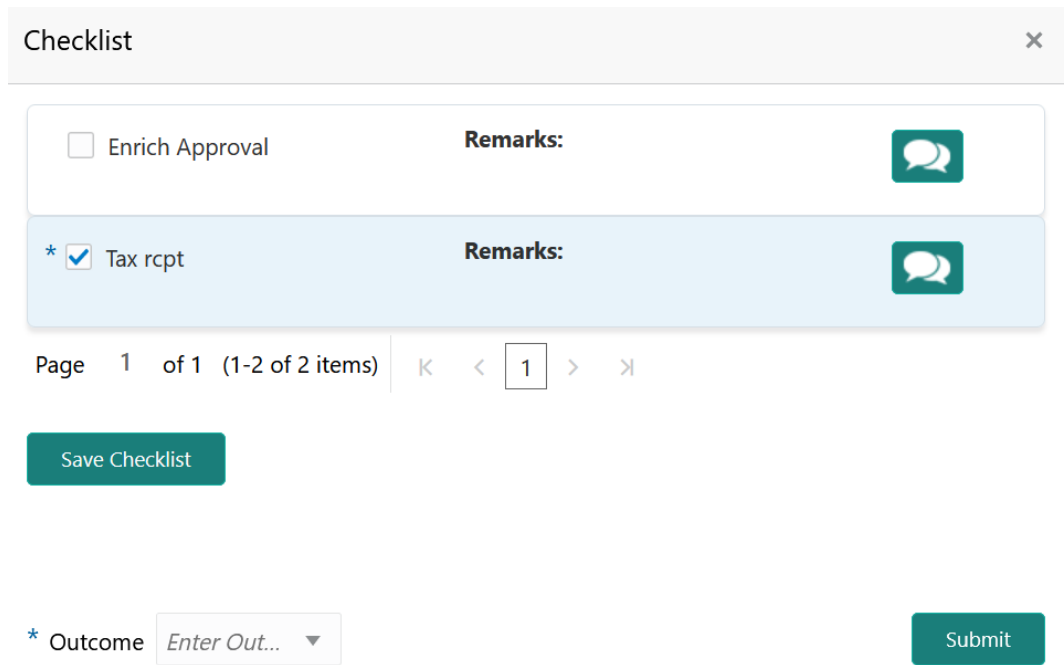
Upon clicking **Next** in the **Draft Generation** screen, the Comments data segment is displayed.

**Figure 14-6 Draft Generation - Comments**



1. Type your comments for the Draft Generation stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 14-7 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.  
The options available in the drop down list are:

- PROCEED
- ADDITIONAL INFO

If **PROCEED** is selected as the **Outcome**, the application is moved to the next stage on clicking **Submit**.

If **ADDITIONAL INFO** is selected as the **Outcome**, the application is moved back to the previous stage on clicking **Submit**.

# 15

## Customer Acceptance

### Customer Acceptance

Detailed information about the Customer Acceptance stage in the Collateral Perfection process.

In this stage, the user authorized to edit the Customer Acceptance task must capture the customer acceptance status after receiving it from the customer.

1. To acquire the Customer Acceptance task, navigate to Tasks > Free Tasks from the left menu.

The **Free Task** screen is displayed.

**Figure 15-1 Free Tasks**

The screenshot shows the Oracle Free Tasks interface. On the left is a navigation menu with categories like Policy, Security Management, Service Consumers, Task Management, Tasks, Awaiting Customer Clarification, Business Process Maintenance, CFPM Free Tasks, Completed Tasks, Free Tasks, Hold Tasks, My Tasks, Search, Supervisor Tasks, and Transaction Facilitors. The main area displays a table of tasks. The table has columns: Action, Priority, Process Name, Process Reference Number, Application Number, Stage, and Application. The first row shows a task with Action 'Acquire & Edit', Priority 'Low', Process Name 'Collateral Perfection', Process Reference Number 'APP212365101', Application Number 'APP212365101', Stage 'Initiation', and Application '21-08-01'. There are 110 tasks in total, with the first 20 items displayed on this page.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & Edit	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & Edit	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & Edit	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & Edit	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & Edit	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & Edit	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & Edit	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & Edit	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & Edit	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & Edit	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & Edit	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & Edit	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & Edit	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & Edit	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

2. Click **Acquire & Edit** in the required Customer Acceptance task.

The **Customer Acceptance - Collateral Summary** screen is displayed.

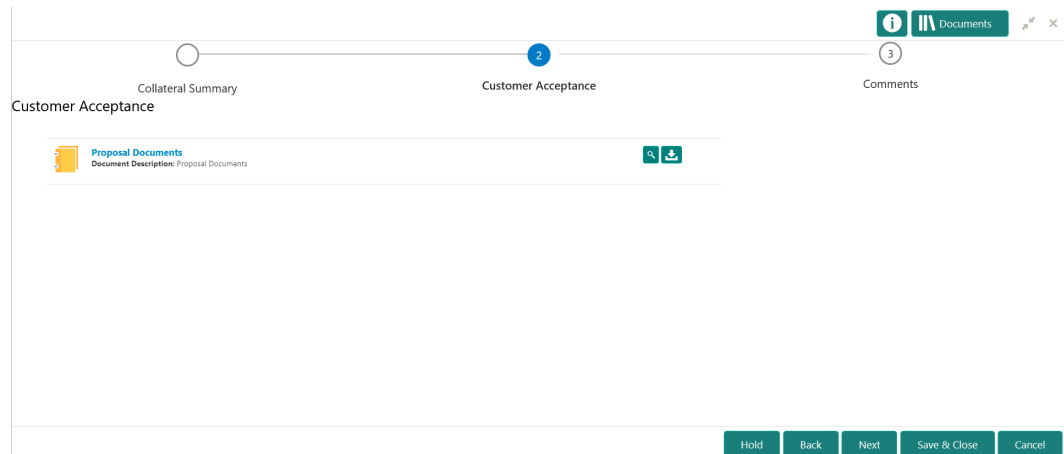
**Figure 15-2 Customer Acceptance - Collateral Summary**

In the **Customer Acceptance - Collateral Summary** screen, following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
3. View the Collateral Summary and click **Next**.  
The **Customer Acceptance** screen is displayed.



**Figure 15-3 Customer Acceptance**

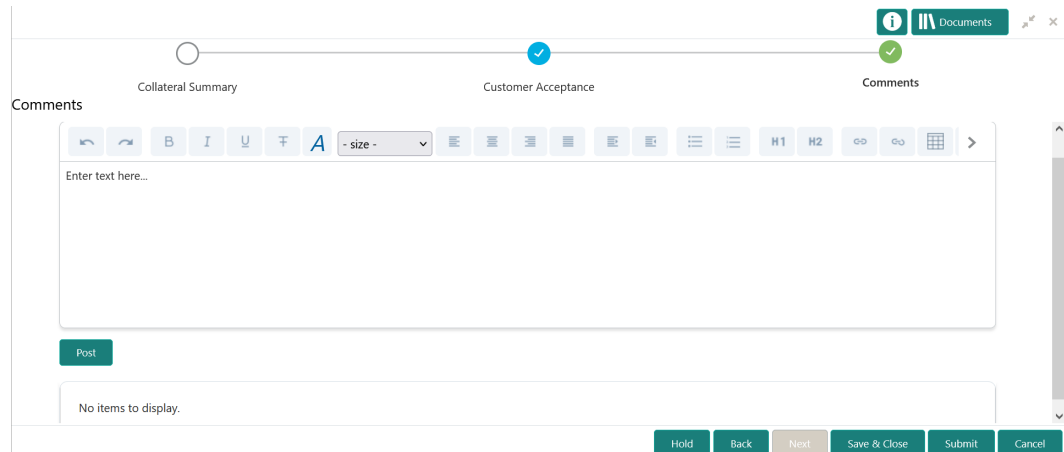


In the above screen, you can download the draft document sent to customer by clicking the download icon.

4. To go to the next data segment, click **Next**.

The **Customer Acceptance - Comments** screen is displayed.

**Figure 15-4 Customer Acceptance - Comments**



5. Type comments for the Customer Acceptance stage in the **Comments** text box.

6. Click **Post**.

Comments are posted below the **Comments** text box.

7. Click **Submit**.

The **Checklist** window is displayed.

**Figure 15-5 Checklist**

Checklist

Enrich Approval      **Remarks:**

\*  Tax rcpt      **Remarks:**

Page 1 of 1 (1-2 of 2 items)    < 1 >

**Save Checklist**

\* Outcome  **Submit**

8. Manually verify all the checklist and enable the corresponding check box.
9. Select the **Outcome** based on customer acceptance status and click **Submit**.

The options available in the drop down list are:

- Accept
- Reject
- Reevaluate

If **Accept** is selected as the **Outcome**, the application is moved to the next stage on clicking **Submit**.

If **Reject** is selected as the **Outcome**, the application is rejected on clicking **Submit**.

If **Reevaluate** is selected as the **Outcome**, the application is moved to the Collateral Review stage on clicking **Submit**.

# 16

## Charge Registration

### Charge Registration

Detailed information about the Charge Registration stage in Collateral Perfection process.

In this stage, the Credit Officer or the user authorized to edit the Charge Registration task must capture the registration details about the banks charge on collateral.

The creation of charges over the assets of customer helps banks know the customer's other lenders and the assets pledge to the lenders. Thus, double financing can be avoided.

To secure the funds lent to the customer, banks use a number of legal documents like loan agreements, hypothecation agreements, mortgage deeds, etc., to lay out the terms of the loan and ensure repayment with interest as per schedule.

Once a charge is created, the customer must register those charges with the Registrar of Companies, along with the mentioned documents, that create a charge over the company.

The following data segments are available in the Charge Registration stage:

- Collateral Summary
- Collateral Type (For Example: Property)
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Charge Registration stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Charge Registration - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

Figure 16-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Charge Registration task. The **Charge Registration - Collateral Summary** screen is displayed.

Figure 16-2 Charge Registration - Collateral Summary

**Collateral Perfection - Charge Registration**

**Collateral Summary** Screen (1 / 3)

Customer ID	Application ID	Current Status	Documents	Collateral Type	Collateral Category	Ownership Type
003177	APP213366792	Customer Acceptance Completed	0	Property	Residential Property	Single

**Basic Information**

213360047850

Collateral Currency	Agreed Collateral Value	Agreed Collateral Value	Available From	Available Till	Applicable Business
USD	\$50,000.00	\$50,000.00	2021-12-01	2022-12-31	-

Exposure Type	Charge Type	Purpose Of Collateral	Shareable Across Customers
-	Hypothecation	New Facility	No

Property	Linked Facilities Details	Ownership
1 Collateral \$50K Collateral Value	77% Unlinked, 23% ROADROLL	100%

Seniority of charge	Covenants	Insurance
1 Position	0 Covenants proposed Standard Covenants Applicable	0 Active Insurance
0 Total Percentage, 100 Percentage Available	0 Compiled Covenants, 0 Breached Covenants	USD 0.00 Total Insurance Amount

**Configured Stage Status**

Risk Evaluation	Internal Legal Opinion	External Legal Opinion
In Progress	Not applicable	In Progress
External Valuation	External Check	Field Investigation
In Progress	In Progress	In Progress

Audit | Hold | Back | Next | Save & Close | Cancel

- View the Collateral Summary and click **Next**.

# Property

Procedure to capture charge registration detail.

Upon clicking **Next** in the **Charge Registration - Collateral Summary** screen, the Collateral Type data segment is displayed based on the collateral type selected in Initiation screen. In this topic, Property screen is provided as a sample.

**Figure 16-3 Charge Registration - Property**

Collateral Perfection - Charge Registration

Collateral Summary | **Property** | Comments

Property (2 / 3)

Collateral Details

213360047850 Collateral ID	Property Collateral Type	USD Collateral Currency	\$50,000.00 Total Value
-------------------------------	-----------------------------	----------------------------	----------------------------

Registration Number: 5677  
Market Value: \$50,000.00

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Audit | Hold | Back | Next | Save & Close | Cancel

1. To capture the charge registration details, click the action icon in the collateral record and select the **Edit** option.

The **Charge Registration - Configure - Property** screen is displayed.

**Figure 16-4 Charge Registration - Configure - Property**

Configure

Property

Property ID: 445

Description: [Empty]

Property Type: Select

Property Purpose: Select

Registered Owner: John

Property Category: Select

Land registry: [Empty]

Purchase Date: Feb 1, 2020

Zone Classification: Select

Flood Zone: [Empty]

Flood Zone Type: Select

Seismic Zone: [Empty]

Seismic Zone Type: Select

Income Producing: [Empty]

Environment Assessment Required: [Empty]

Back | Next

2. Click **Next** and navigate to the **Charge Registration** menu.

**Figure 16-5 Charge Registration - Configure - Charge Registration**

- Specify all the details in the **Charge Registration - Configure - Charge Registration** screen.

For field level information, refer the following tables.

**Table 16-1 Charge Registration - Charge Details - Field Description**

Field	Description
<b>Registration Status</b>	Select the charge <b>Registration Status</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>Proposed</li> <li>Registered</li> </ul>

**Table 16-2 Charge Registration - Registration Details - Field Description**

Field	Description
<b>Charge Registration No</b>	Specify the charge registration number, in case the <b>Registration Status</b> is <b>Registered</b> .
<b>Perfection Date</b>	Specify the collateral <b>Perfection Date</b> . In most cases, current date is the <b>Perfection Date</b> .
<b>Confirmation Date</b>	Specify the registration <b>Confirmation Date</b> .
<b>Charge Registration End Date</b>	Specify the <b>Charge Registration End Date</b> .
<b>Charge Registration Amount</b>	Specify the <b>Charge Registration Amount</b> .
<b>Mortgagee Name</b>	Specify the <b>Mortgagee Name</b> that has to be in the charge registration document.
<b>Document Status</b>	Specify the status of documents required for charge registration.
<b>Notes</b>	Capture remarks for charge registration, if any.
<b>Filing Lead Date</b>	Specify the <b>Filing Lead Date</b> .

**Figure 16-6 Charge Registration - Registration Authority Contact Details**

**Table 16-3 Charge Registration - Registration Authority Contact Details - Field Description**

Field	Description
<b>Registration Authority</b>	Specify the name of charge <b>Registration Authority</b> .
<b>House/Building</b>	Specify the name of <b>House/building</b> in which the Registration Authority is located.
<b>Street</b>	Specify the <b>Street</b> in which the Registration Authority is located.
<b>Locality</b>	Specify the <b>Locality</b> of the Registration Authority.
<b>Landmark</b>	Specify a <b>Landmark</b> for locating the Registration Authority.
<b>Area</b>	Specify the <b>Area</b> in which the Registration Authority is located.
<b>City</b>	Specify the <b>City</b> in which the Registration Authority is located.
<b>State</b>	Specify the <b>State</b> in which the Registration Authority is located.
<b>Zip-Code</b>	Specify the Zip-Code of <b>Area</b> in which the Registration Authority is located.
<b>Country</b>	Specify the <b>Country</b> in which the Registration Authority is located.

**Figure 16-7 Charge Registration - Stamping Required**

**Table 16-4 Charge Registration - Stamping Required - Field Description**

Field	Description
<b>Stamping Required</b>	Enable this flag, if stamping is required for charge registration.
<b>Stamping Date</b>	Specify the date on which stamping is to be done.
<b>Stamping Amount</b>	Specify the <b>Stamping Amount</b> .

4. Click **Next** and then click **Submit**.

For information on other side menus, refer the **Initiation** chapter.

## Comments

Information on the Comments data segment in the Charge Registration stage.

The Comments data segment allows you to post overall comments for the Charge Registration stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Charge Registration - Collateral Type (Property)** screen, the Comments data segment is displayed.



**Figure 16-8 Charge Registration - Comments**

1. Type your comments for the Charge Registration stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.



**Figure 16-9 Checklist**

Checklist ✕

<input type="checkbox"/> Enrich Approval	Remarks:	
* <input checked="" type="checkbox"/> Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

\* Outcome  ▼

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the **Outcome** as **Proceed**.
6. Click **Submit**.

The application is moved to the next stage - Awaiting Registration.

# 17

## Awaiting Registration

### Awaiting Registration

Detailed information about the Awaiting Registration stage in Collateral Perfection process.

In this stage, the Credit Officer or the user authorized to edit the Awaiting Registration task must capture the charge registration details if Registration Status is selected as Proposed in the Charge Registration stage. In case the charge registration status is already captured in the Charge Registration stage, the user can directly submit the task to next stage.

The following data segments are available in the Awaiting Registration stage:

- Awaiting Registration Completion
- Comments

### Awaiting Registration Completion

Procedure to capture charge registration details.

This data segment allows to add the charge registration details.

1. To launch the **Awaiting Registration - Awaiting Registration Completion** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

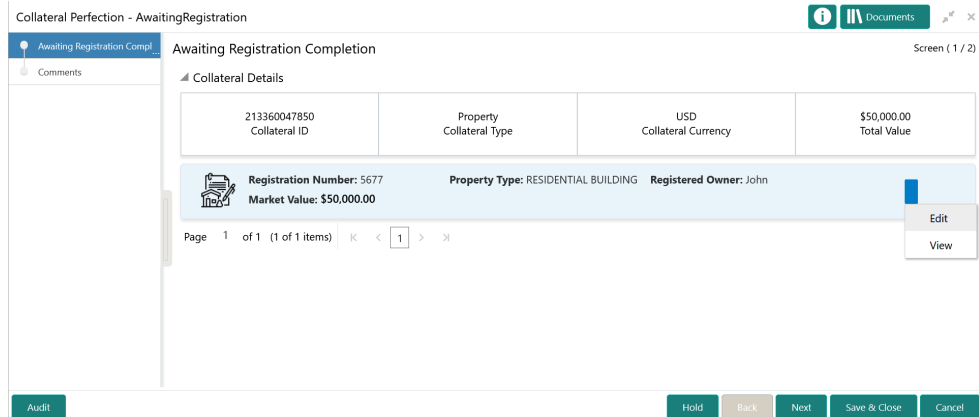
Figure 17-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212264830	APP212264830	Group Concentration Amend...	21-08-14

2. Click **Acquire & Edit** in the required Awaiting Registration task.

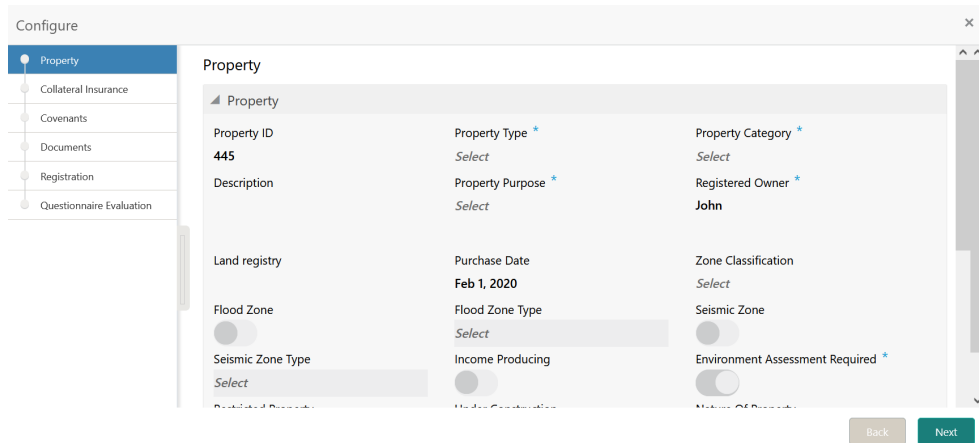
The **Awaiting Registration - Awaiting Registration Completion** screen is displayed.

**Figure 17-2 Awaiting Registration - Awaiting Registration Completion**



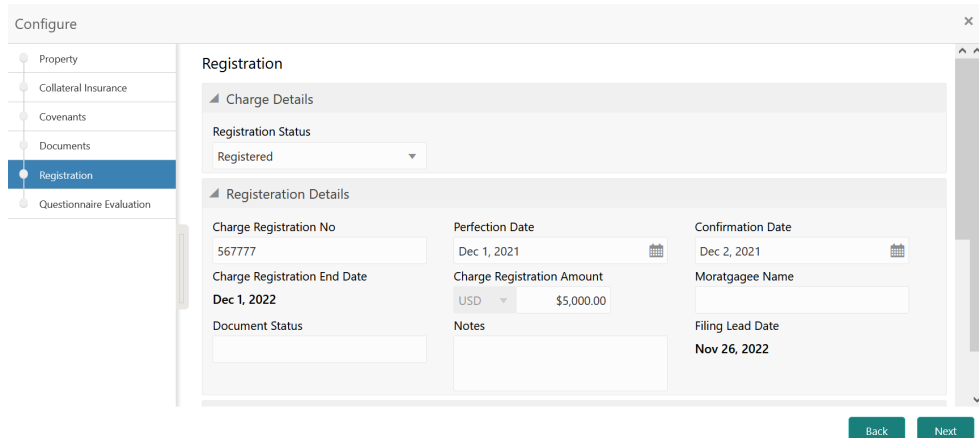
3. Click the action icon in the collateral record and select **Edit**.  
The **Awaiting Registration - Configure - Property** screen is displayed.

**Figure 17-3 Awaiting Registration - Configure - Property**



4. Click **Next** and navigate to **Registration** menu.

**Figure 17-4 Awaiting Registration - Configure - Registration**



For information on fields in the above screen, refer the **Property** topic in the **Charge Registration** chapter.

5. After adding the charge registration details, click **Next** and then click **Submit**.

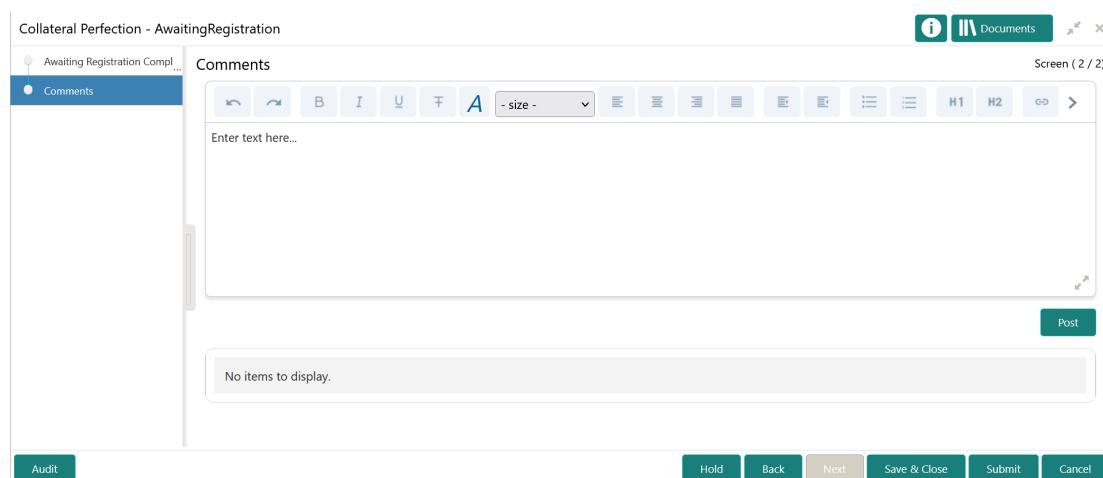
## Comments

Information on the Comments data segment in the Awaiting Registration stage.

The Comments data segment allows you to post overall comments for the Awaiting Registration stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Awaiting Registration - Awaiting Registration Completion** screen, the Comments data segment is displayed.

**Figure 17-5 Awaiting Registration - Comments**



1. Type your comments for the Awaiting Registration stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 17-6 Checklist**

Checklist ×

<input type="checkbox"/> Enrich Approval	Remarks:	
* <input checked="" type="checkbox"/> Tax rcpt	Remarks:	

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**Save Checklist**

\* Outcome  ▼ **Submit**

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- Proceed
- Additional Info

If **Proceed** is selected as the **Outcome**, the application is moved to the next stage on clicking **Submit**.

If **Additional Info** is selected as the **Outcome**, the application is moved back to the Charge Registration stage on clicking **Submit**.

# 18

## Safekeeping

### Safekeeping

Detailed information about the Safekeeping stage in Collateral Perfection process.

In this stage, the Document Handling Officer must select the list of document to be sent for External Safekeeping and Internal Safekeeping, and capture the collateral safekeeping details.

The following data segments are available in the Safekeeping stage:

- Collateral Summary
- Collateral Safekeeping
- Comments

### Collateral Summary

Information on the Collateral Summary data segment in Safekeeping stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Safekeeping - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

Figure 18-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Safekeeping task. The **Safekeeping - Collateral Summary** screen is displayed.

Figure 18-2 Safekeeping - Collateral Summary

**Collateral Perfection - Safekeeping**

**Collateral Summary** Screen (1 / 3)

Customer ID	Application ID	Current Status	Documents	Collateral Type	Collateral Category	Ownership Type
003177	APP213366792	AwaitingRegistration Completed	0	Property	Residential Property	Single

**Basic Information**

213360047850

Collateral Currency	Agreed Collateral Value	Agreed Collateral Value	Available From	Available Till	Applicable Business
USD	\$50,000.00	\$50,000.00	2021-12-01	2022-12-31	-

Exposure Type	Charge Type	Purpose Of Collateral	Shareable Across Customers
-	Hypothecation	New Facility	No

Property	Linked Facilities Details	Ownership
1 Collateral \$50K Collateral Value	77% Unlinked 23% ROADROLL	100%

Seniority of charge	Covenants	Insurance
1 Position	0 Covenants proposed Standard Covenants Applicable	0 Active Insurance
0 Total Percentage 100 Percentage Available	0 Compiled Covenants 0 Breached Covenants	USD 0.00 Total Insurance Amount

**Configured Stage Status**

Risk Evaluation	Internal Legal Opinion	External Legal Opinion
In Progress	Not applicable	In Progress
External Valuation	External Check	Field Investigation
In Progress	In Progress	In Progress

Audit | Hold | Back | Next | Save & Close | Cancel

- View the Collateral Summary and click **Next**.

# Collateral Safekeeping

Procedure to add collateral safekeeping details.

Upon clicking **Next** in the **Safekeeping - Collateral Summary** screen, the Collateral Safekeeping data segment is displayed.

**Figure 18-3 Safekeeping - Collateral Safekeeping**

Collateral Perfection - Safekeeping

Collateral Summary  
Collateral Safekeeping  
Comments

Collateral Safekeeping Screen ( 2 / 3)

Collateral Details

213360047850 Collateral ID	Property Collateral Type	USD Collateral Currency	\$50,000.00 Total Value
-------------------------------	-----------------------------	----------------------------	----------------------------

Registration Number: 5677  
Market Value: \$50,000.00

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Edit  
View

Audit Hold Back Next Save & Close Cancel

To capture safekeeping details for the collateral:

1. Click the action icon in the collateral record and select **Edit**.  
The **Safekeeping - Configure - Collateral Type** screen is displayed.

**Figure 18-4 Safekeeping - Configure - Collateral Type**

Configure

Property  
Collateral Insurance  
Covenants  
Documents  
Safekeeping  
Questionnaire Evaluation

Property

Property ID  
445

Description

Land registry

Flood Zone

Seismic Zone Type

Property Type \*  
Select

Property Purpose \*  
Select

Purchase Date  
Feb 1, 2020

Flood Zone Type  
Select

Income Producing

Property Category \*  
Select

Registered Owner \*  
John

Zone Classification  
Select

Seismic Zone

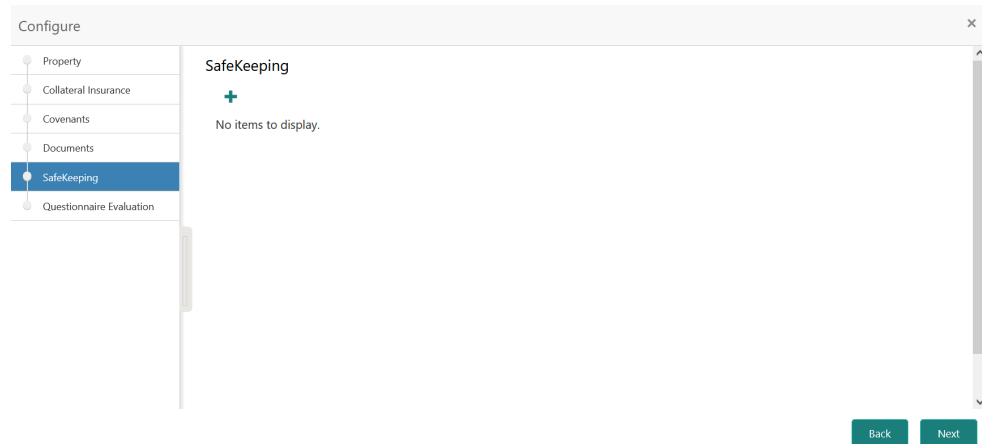
Environment Assessment Required \*

Back Next

2. Click **Next** and navigate to the **Safekeeping** menu.

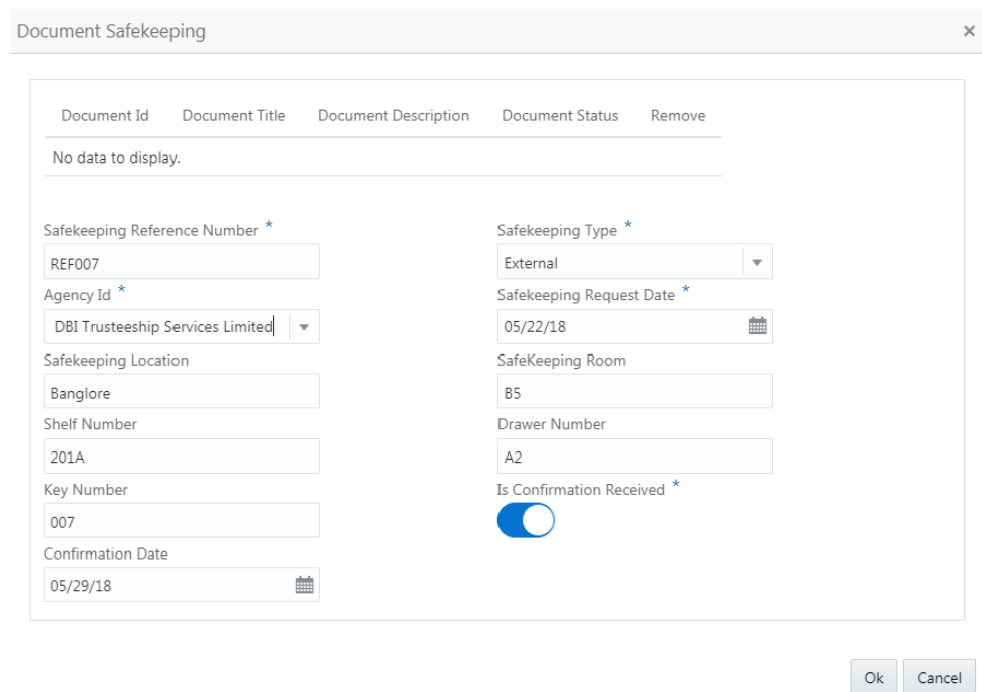


**Figure 18-5 Safekeeping - Configure - Safekeeping**



3. Click the add icon in the **Safekeeping - Configure - Safekeeping** screen. The **Document Safekeeping** window is displayed.

**Figure 18-6 Document Safekeeping**



4. Select the documents for safekeeping in the above screen.
5. Capture the document safekeeping details.  
For field level explanation, refer the below table.

**Table 18-1 Document Safekeeping - Field Description**

Field	Description
<b>Safekeeping Reference Number</b>	Specify the <b>Safekeeping Reference Number</b> .
<b>Safekeeping Type</b>	Select the <b>Safekeeping Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul>
<b>Agency Id</b>	Specify the <b>Agency Id</b> , if <b>External</b> is selected as the <b>Safekeeping Type</b> .
<b>Safekeeping Request Date</b>	Specify the <b>Safekeeping Request Date</b> .
<b>Safekeeping Location</b>	Specify the <b>Safekeeping Location</b> .
<b>Safekeeping Room</b>	Specify the <b>Safekeeping Room</b> detail.
<b>Shelf Number</b>	Specify the <b>Shelf Number</b> for collateral safekeeping.
<b>Drawer Number</b>	Specify the <b>Drawer Number</b> for collateral safekeeping.
<b>Key Number</b>	Specify the <b>Key Number</b> for collateral safekeeping.
<b>Is Confirmation Received</b>	Enable this flag, if confirmation is received for collateral safekeeping.
<b>Confirmation Date</b>	Specify the safekeeping <b>Confirmation Date</b> .

6. Click **OK** in the **Document Safekeeping** window.

The document safekeeping details are added and displayed in the **Safekeeping - Configure Safekeeping** screen.

You can **Edit**, **View**, or **Delete** the added safekeeping detail by clicking the action icon and selecting the required option.

7. After capturing safekeeping details, click **Next** and then click **Submit**.

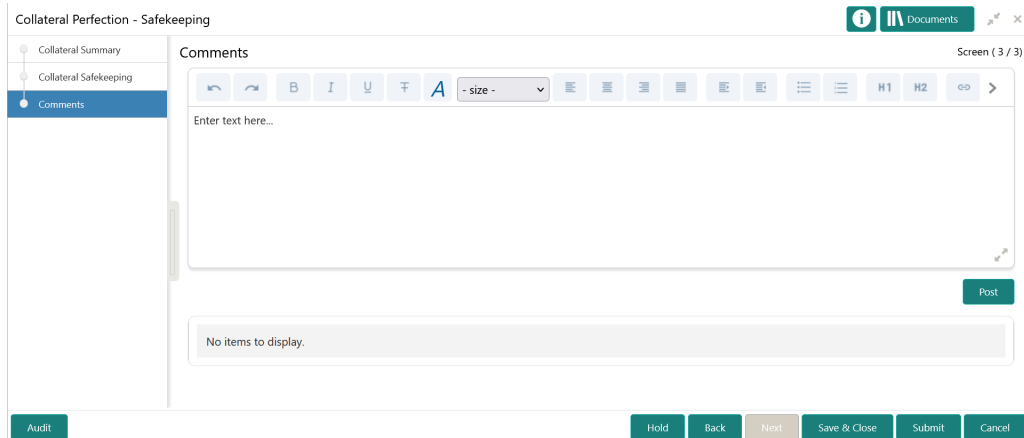
## Comments

Information on the Comments data segment in the Safekeeping stage.

The Comments data segment allows you to post overall comments for the Safekeeping stage.

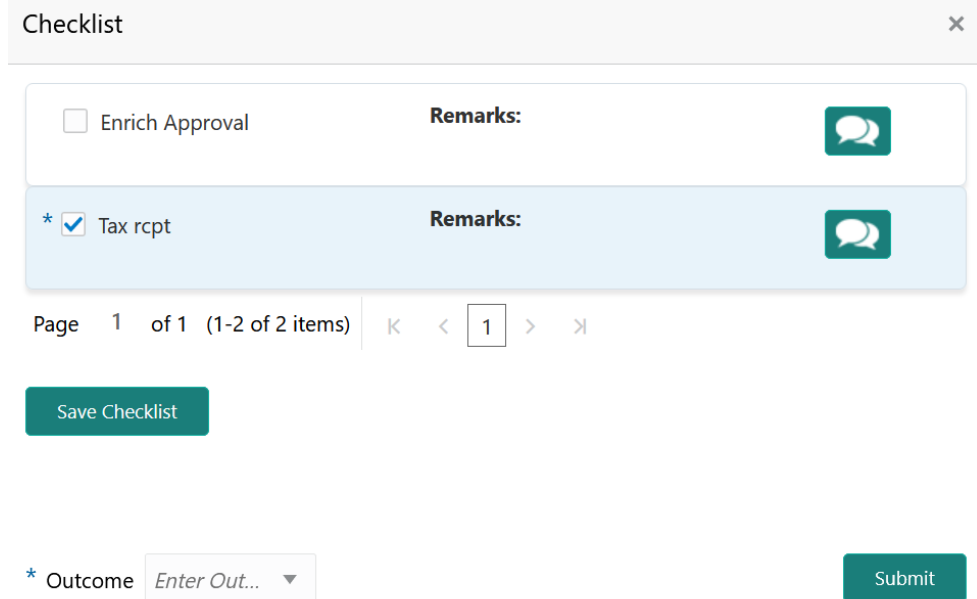
Upon clicking **Next** in the **Safekeeping - Collateral Safekeeping** screen, the Comments data segment is displayed.

**Figure 18-7 Safekeeping - Comments**



1. Type your comments for the Safekeeping stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.  
The Checklist window is displayed.

**Figure 18-8 Checklist**



4. Manually verify all the checklist and enable the corresponding check box.
5. Select the **Outcome** as **Proceed**.
6. Click **Submit**.  
The Collateral Perfection details are handed off to the Back office System (OBELCM) and the process is completed. In case of any failure in handoff, the

system generates Handoff - Manual Retry task and lists in the Free Task queue. You must fix the handoff errors and retry the handoff.

# 19

## Handoff - Manual Retry

### Handoff - Manual Retry

Detailed information about the Manual Retry stage in Collateral Perfection process.

Collateral details are automatically handed off to the back office system on submitting the last stage task. In case of any failure, the system generates and lists the Manual Retry task in the Free Tasks queue. The user must edit the task and fix all the handoff errors before submitting the task.

### Collateral Summary

Information on the Collateral Summary data segment in Manual Retry stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- Basic Information
  - Collateral Type (Property) Details
  - Linked Facilities Details
  - Ownership
  - Seniority of Details
  - Covenants
  - Insurance
  - Configured Stage Status
1. To launch the **Manual Retry - Collateral summary** screen, navigate to Tasks > Free Tasks from the left menu.  
The **Free Tasks** screen is displayed.

Figure 19-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Low	Collateral Perfection	APP212365101	APP212365101	Initiation	21-08-01
Acquire & E...	Low	Credit Origination	APP212365085	APP212365085	Collateral Manual Retry	21-08-24
Acquire & E...	Low	Credit Origination	APP212294926	APP212294926	Draft Generation	21-08-17
Acquire & E...	Low	Credit Origination	APP212365093	APP212365093	Proposal Initiation	21-08-24
Acquire & E...	Low	FI Credit Process	APP212365092	APP212365092	Credit Initiation	21-08-24
Acquire & E...	Low	Facility Amendment	APP212314960	APP212314960	Manual Retry	21-08-19
Acquire & E...	Low	Facility Amendment	APP212355063	APP212355063	Amendment Enrichment	21-08-23
Acquire & E...	Medium	Group Concentration Li...	APP212325017	APP212325017	Group Concentration Initiation	21-08-20
Acquire & E...	Medium	Group Concentration Li...	APP212325016	APP212325016	Group Concentration Initiation	21-08-20
Acquire & E...	Low	Credit Origination	APP212294917	APP212294917	Risk Evaluation	21-08-17
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Legal Evaluation	21-08-12
Acquire & E...	Low	Credit Origination	APP212244764	APP212244764	Credit Evaluation	21-08-12
Acquire & E...	Low	Group Concentration A...	APP212274839	APP212274839	Group Concentration Amend...	21-08-15
Acquire & E...	Low	Group Concentration A...	APP212274830	APP212274830	Group Concentration Amend...	21-08-14

- Click **Acquire & Edit** in the required Manual Retry task. The **Manual Retry - Collateral Summary** screen is displayed.

Figure 19-2 Manual Retry - Collateral Summary

**Collateral Summary**

ACME Corporation

Customer Id: PTY192560509 | Application ID: APP213279200 | Date Initiated: 2021-11-10 | Current Status: Safekeeping Completed | Documents: 0

**Basic Information**

COL213274304

Collateral for new facility

Collateral Type: Ship | Collateral Category: SHPS category | Ownership Type: Joint | Collateral Currency: INR | Owner Estimated Value: ₹1,00,00,000

Held Collateral Value: | Available From: 2021-11-10 | Available Till: 2022-11-30 | Applicable Business: Trade, Working Capital | Exposure Type: -

Charge Type: Hypothecation | Purpose Of Collateral: New Facility | Shareable Across Customers: No

**Ownership**

Seniority of charge: 2 (Position) | Covenants: 0 (Covenants proposed) | Insurance: 1 (Active Insurance)

Seniority of charge held by OBCFPM Customer: 40 (Total Percentage) | 60 (Percentage Available) | Covenants: 0 (Complied Covenants) | 0 (Breached Covenants) | Insurance: INR 100,000.00 (Total Insurance Amount)

**Configured Stage Status**

Field Investigation: Not applicable | External Check: Not applicable | External Valuation: Completed | Internal Valuation: Not applicable | Risk Evaluation: Not applicable | Legal Opinion: Not applicable

Buttons: Hold, Back, Next, Save & Close, Cancel

- View the Collateral Summary and click **Next**.

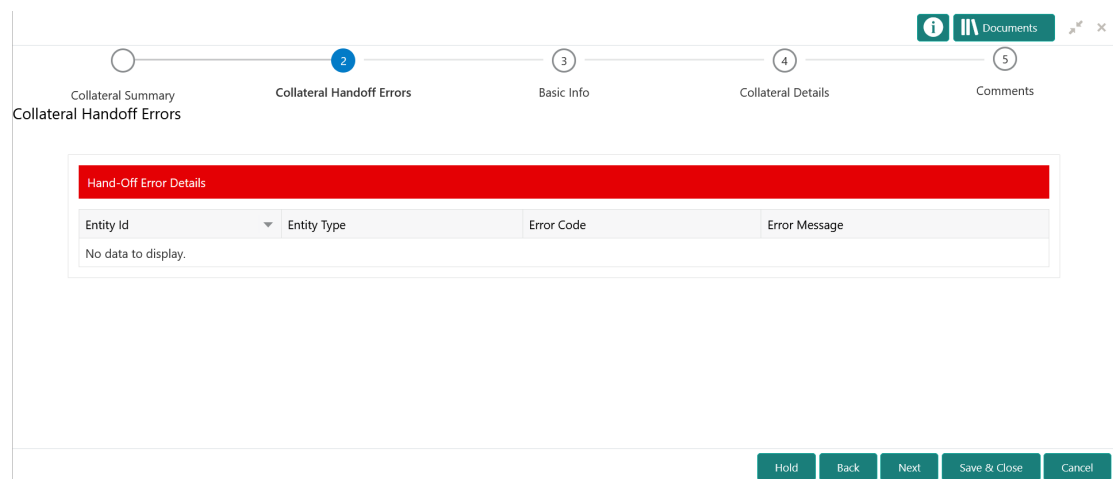
## Collateral Handoff Errors

Information on the Collateral Handoff Errors data segment in the Manual Retry stage.

This data segment displays the handoff error details such as Entity ID, Entity Type, Error Code, and Error Message for taking necessary action.

Upon clicking **Next** in the **Manual Retry - Collateral Summary** screen, the Collateral Handoff Errors data segment is displayed.

**Figure 19-3 Manual Retry - Collateral Handoff Errors**



1. View the **Hand-off Error Details**.
2. Click **Next**.

## Basic Info

Information on the Basic Info data segment in Manual Retry stage.

This data segment displays basic collateral details captured as part of perfection initiation. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment.

Upon clicking **Next** in the **Manual Retry - Collateral Handoff Errors** screen, the Basic Info data segment is displayed.

**Figure 19-4 Manual Retry - Basic Info**

1. Modify the necessary details.

**Note:**

For information on fields in the Basic Info data segment, refer **Basic Info** topic in the **Enrichment** chapter.

2. After performing necessary actions in the **Manual Retry - Basic Info** screen, click **Next**.

## Collateral Details

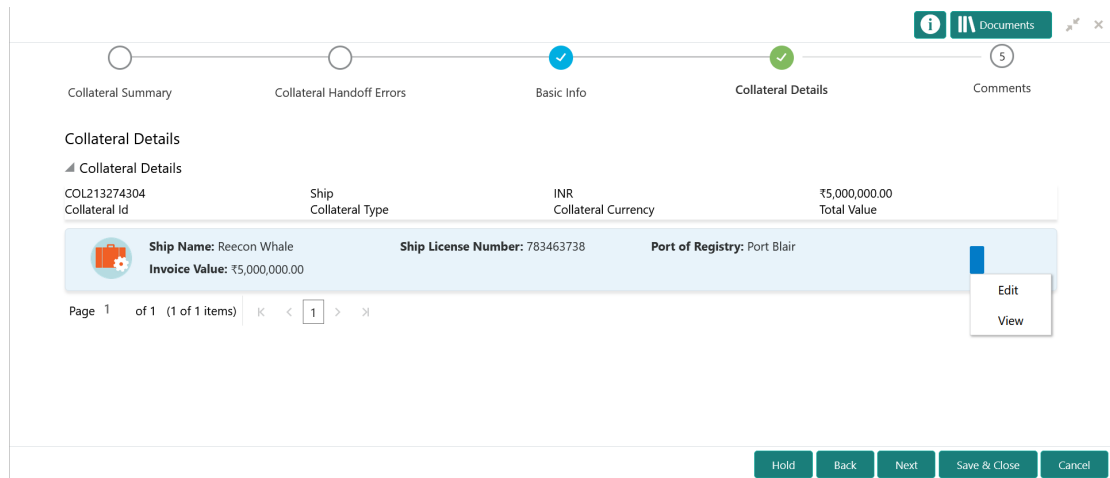
Information on the Collateral Details data segment in Manual Retry stage.

This data segment allows to modify collateral details added in the previous stages/process. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment.

Upon clicking **Next** in the **Manual Retry - Basic Info** screen, the Collateral Details data segment is displayed based on the collateral selected for review.




Figure 19-5 Manual Retry - Collateral Details



To modify the collateral details, click the action icon in the collateral record and select **Edit**. The **Enrichment - Configure - Collateral Type** screen is displayed.

**Figure 19-6 Enrichment - Configure - Collateral Type**

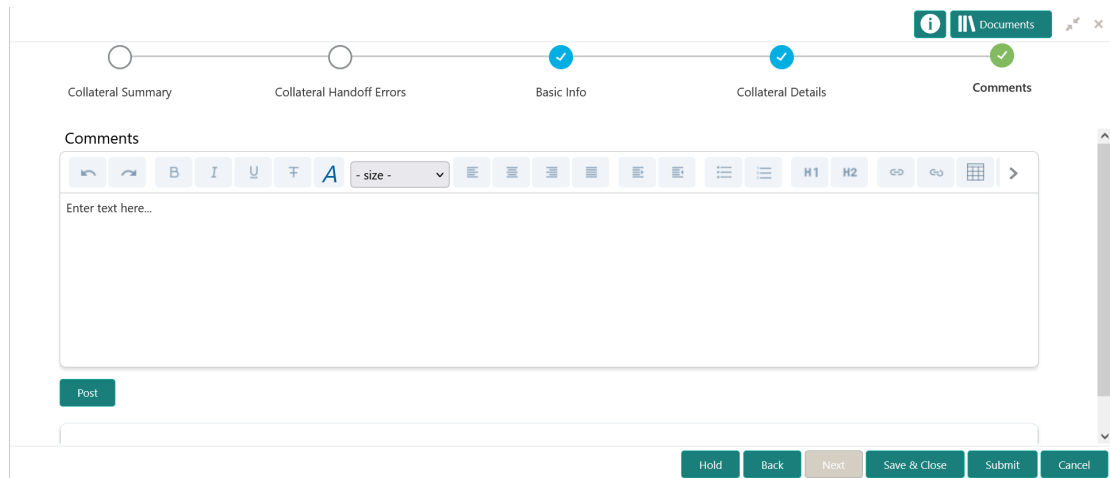
 **Note:**  
For detailed information on the left menus, refer **Collateral Type** section in Collateral Evaluation User Guide.

After modifying the collateral details, click **Next**.

## Comments

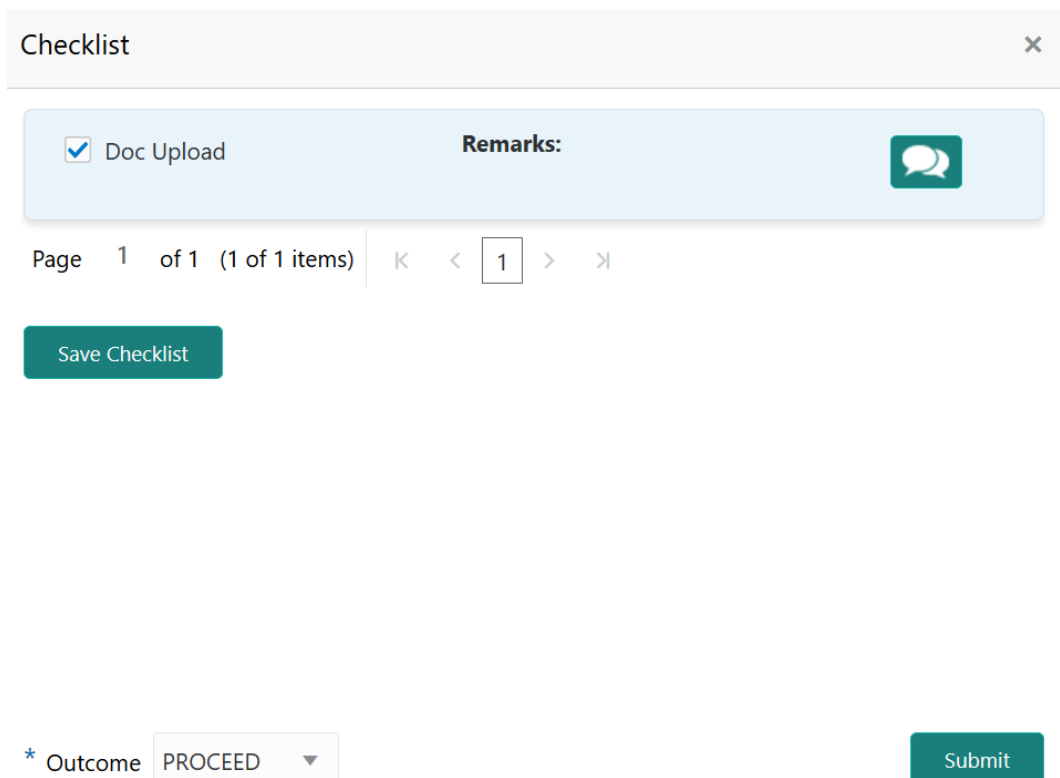
Information on the Comments data segment in the Manual Retry stage.  
The Comments data segment allows you to post your overall comments for the Manual Retry stage.  
Upon clicking **Next** in the **Manual Retry - Collateral Details** screen, the Comments data segment is displayed.

**Figure 19-7 Manual Retry - Comments**



1. Type your comments for the Manual Retry stage in the **Comments** text box.
2. Click **Post**.  
Comments are posted below the **Comments** text box.
3. To manually handoff the collateral details, click **Submit**.  
The **Checklist** window is displayed.

**Figure 19-8 Enrichment - Checklist**



 **Note:**

Checklist can be configured for each stage of a process in Business Process Maintenance screen. Refer **Credit Facilities Process Maintenance User Guide** for more information.

4. Manually verify all the checklist and enable the corresponding check box.
5. Select the **Outcome** as **PROCEED** and click **Submit**.  
Collateral details are handed off to the back office system.

 **Note:**

Manual Retry task is generated until successful hand off of collateral details. You must carefully view the error details and fix the handoff errors for successful hand off.