

Oracle® Banking Credit Facilities Process Management Cloud Service

Collateral Release User Guide



Release 14.7.5.0.0

G14683-01

September 2024

ORACLE®

Oracle Banking Credit Facilities Process Management Cloud Service 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/

Copyright © 2023, 2024, Oracle and/or its affiliates. All rights reserved.

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

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

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

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

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

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

Contents

1	Preface	
	About this Guide	1-1
	Audience	1-1
	Common Icons in OBCFPM	1-1
2	Introduction	
	About Collateral Release Process	2-1
3	Collateral Release Request	
	Collateral Release Request	3-1
	Release Request	3-1
	Property	3-4
	Linkage Details	3-5
	Comments	3-6
4	Await for Release Confirmation	
	Await for Release Confirmation	4-1
	Release Request	4-1
	Comments	4-2
5	Risk Evaluation	
	Risk Evaluation	5-1
	Summary	5-1
	Release Information	5-3
	Release Risk Evaluation	5-3
	Comments	5-4

6	Legal Opinion	
	Legal Opinion	6-1
	Summary	6-1
	Release Information	6-3
	Release Legal Opinion	6-3
	Comments	6-4
7	Approval	
	Approval	7-1
	Release Approval	7-1
	Property	7-2
	Document Safekeeping	7-4
	Linkage Details	7-4
	Comments	7-5
8	Document Retrieval	
	Document Retrieval	8-1
	Release Request	8-1
	Document Retrieval	8-2
	Comments	8-3
9	Customer Notification	
	Customer Notification	9-1
	Release Request	9-1
	Customer Notification	9-2
	Comments	9-4
10	Customer Acknowledgement	
	Customer Acknowledgement	10-1
	Release Request	10-1
	Customer Acceptance	10-2
	Comments	10-3
11	Automatic Handoff	
	Handoff to Back Office System	11-1

12 Handoff - Manual Retry

Handoff - Manual Retry	12-1
Collateral Summary	12-1
Collateral Handoff Errors	12-3
Basic Info	12-3
Property	12-4
Comments	12-6

List of Figures

2-1	Process Flow Diagram	2-2
3-1	Release Initiation	3-1
3-2	Free Tasks	3-2
3-3	Collateral Release Request - Release Request	3-2
3-4	Collateral Release Request - Property	3-4
3-5	Collateral Release Request - Configure - Property	3-5
3-6	Collateral Release Request - Linkage Details	3-6
3-7	Collateral Release Request - Comments	3-6
3-8	Enrichment - Checklist	3-7
4-1	Free Tasks	4-1
4-2	Await for Release Confirmation - Release Request	4-2
4-3	Await for Release Confirmation - Comments	4-3
4-4	Enrichment - Checklist	4-3
5-1	Free Tasks	5-2
5-2	Risk Evaluation - Summary	5-2
5-3	Risk Evaluation - Release Information	5-3
5-4	Risk Evaluation - Release Risk Evaluation	5-4
5-5	Risk Evaluation - Comments	5-5
5-6	Checklist	5-5
6-1	Free Tasks	6-2
6-2	Legal Opinion - Summary	6-2
6-3	Legal Opinion - Release Information	6-3
6-4	Legal Opinion - Release Legal Opinion	6-4
6-5	Legal Opinion - Comments	6-5
6-6	Checklist	6-5
7-1	Free Tasks	7-1
7-2	Approval - Release Approval	7-2
7-3	Approval - Property	7-3
7-4	Approval - Configure - Property	7-3
7-5	Approval - Document Safekeeping	7-4
7-6	Approval - Linkage Details	7-5
7-7	Approval - Comments	7-5
7-8	Checklist	7-6
8-1	Free Tasks	8-1
8-2	Document Retrieval - Release Request	8-2

8-3	Document Retrieval - Document Retrieval	8-2
8-4	Document Retrieval	8-3
8-5	Document Retrieval - Comments	8-4
8-6	Checklist	8-4
9-1	Free Tasks	9-1
9-2	Customer Notification - Release Request	9-2
9-3	Customer Notification - Customer Notification	9-2
9-4	Draft Generation Details	9-3
9-5	Draft Generation - Completed	9-4
9-6	Customer Notification - Comments	9-4
9-7	Customer Notification - Checklist	9-5
10-1	Free Tasks	10-2
10-2	Customer Acknowledgement - Release Request	10-2
10-3	Customer Acknowledgement - Customer Acceptance	10-3
10-4	Customer Acknowledgement - Comments	10-4
10-5	Customer Agreement - Checklist	10-4
12-1	Free Tasks	12-2
12-2	Manual Retry - Collateral Summary	12-2
12-3	Manual Retry - Collateral Handoff Errors	12-3
12-4	Manual Retry - Basic Info	12-4
12-5	Manual Retry - Property	12-5
12-6	Enrichment - Configure - Property	12-6
12-7	Manual Retry - Comments	12-7
12-8	Enrichment - Checklist	12-7

List of Tables

1-1	Common Icons	1-1
3-1	Release Request - Release Info - Field Description	3-3
3-2	Release Request - Receiver Details - Field Description	3-4
9-1	Draft Generation Details - Field Description	9-3

1

Preface

About this Guide

A brief introduction to the Collateral Release User Guide.

This guide helps you get familiar with the Collateral Release process in OBCFPM to release customer collaterals in bank's charge.

Audience

Audience of Collateral Release User Guide.

This guide is intended for the Credit Reviewer responsible for releasing customer collaterals based on the status of collateral and its associated entities.

Common Icons in OBCFPM

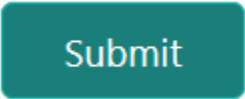
List of icons commonly used in OBCFPM for quick reference.

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

About Collateral Release Process

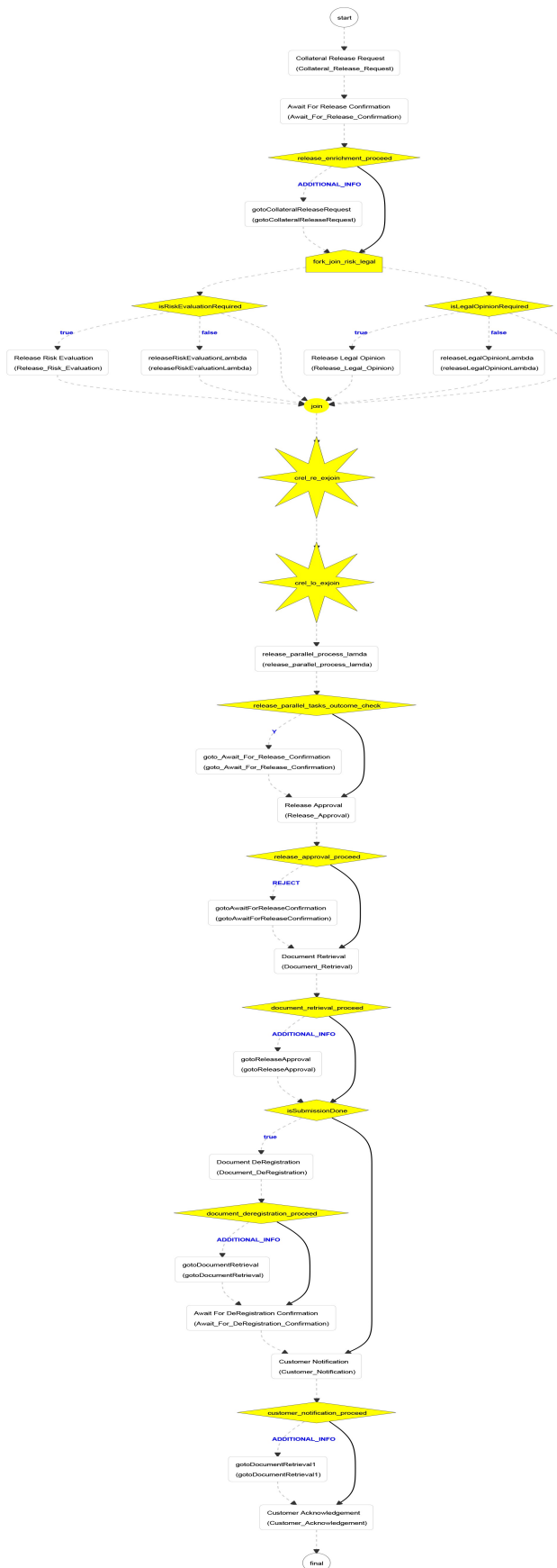
A brief introduction to the Collateral Release process.

Banks initiate Collateral Release process when the collateral amount or the contracts/loans associated with the collateral is fully liquidated. In OBCFPM, this process can be triggered automatically by the back office system as well as manually by the Credit Reviewer. Once the collateral release task is initiated, the task is available in the Free Tasks queue. The authorized user can acquire the task and perform release operation.

In case the underlying contracts are not fully liquidated during manual initiation of Collateral Release process, the Credit Reviewer must send the release application to the Await for Release Confirmation stage.

The flow chart illustrating various stages in the Collateral Release process is provided below for reference.

Figure 2-1 Process Flow Diagram



3

Collateral Release Request

Collateral Release Request

Detailed information about the Collateral Release Request stage in the Collateral Release process.

This stage/task is generated once the Collateral Release process is initiated. In this stage, the collateral details and the collateral linkage details are displayed for reference. As part of release request, the Credit Reviewer must capture the collateral release details as well as the details of customer who is the recipient of collateral.

Release Request

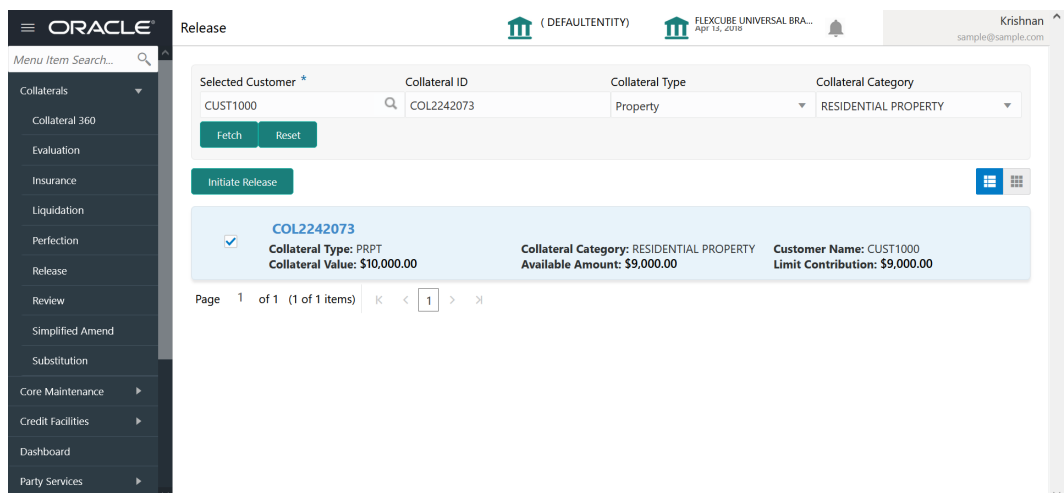
Information on the Release Request data segment in the Collateral Release Request stage.

This data segment allows to capture the release details and the receiver details for the collateral.

1. To launch **Collateral Release Request - Release Request** screen, navigate to Collaterals > Release from the left menu.

The **Release Initiation** screen is displayed.

Figure 3-1 Release Initiation



2. **Fetch** the required collateral.

You can specify collateral details in any or all of the below fields to fetch the collateral record.

- Selected Customer

- Collateral ID
 - Collateral Type
 - Collateral Category
3. Select the required collateral from search result and click **Initiate Release**.
The Collateral Release Request task is generated and listed in the Free Tasks queue.
 4. Navigate to Tasks > Free Tasks from the left menu.

Figure 3-2 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	Legal Opinion	18-04-13

5. **Acquire & Edit** the required Collateral Release Request task.

Figure 3-3 Collateral Release Request - Release Request

Collateral Release - Collateral Release Request

Release Request

Screen (1 / 4)

Release Info

Application Branch *
000

Collateral ID
COL2242073

Customer ID *
CUST1000

Release Request Date *
Apr 13, 2018

Document Collection Location
Bank

Recommendation *
Waived Additional Facility

Application Category *
Release

Collateral Currency *
USD

Customer Name
CUST1000

Document Hand-over Type *
POST

Expected Release date
Jan 14, 2022

Application Date *
Jan 13, 2022

Collateral Value
USD100,000.00

Reason For Release *
Settled

Document Hand-over To
John

Bank Recommendation

Receiver Details

Receiver Name *
John

Street
Enter Street Details

Landmark
Enter Landmark

City *
Chennai

Zip-Code *
600090

House/Building *
Ace Towers

Locality
Enter Street Details

Area
Enter Area

State *
Tamil Nadu

Country *
IN

Audit

Hold Back Next Save & Close Cancel

6. In the above screen, specify the **Release Info** and **Receiver Details** in respective sections.

For field level information, refer the following tables.

Table 3-1 Release Request - Release Info - Field Description

Field	Description
Application Branch	Logged in bank branch number is displayed.
Application Category	Application Category is displayed as Release for Collateral Release application.
Application Date	Collateral Release application creation date is displayed.
Collateral ID	ID of the collateral selected for release is displayed.
Collateral Currency	Currency of the collateral selected for release is displayed.
Collateral Value	Value of the collateral selected for release is displayed.
Customer ID	ID of the customer to whom the collateral belongs is displayed.
Customer Name	Name of the customer to whom the collateral belongs is displayed.
Reason for Release	Select the Reason for Release from the drop down list. The options available include but are not limited to: • Collateral Delink • Settled • Release Only
Release Request Date	Specify the collateral Release Request Date .
Document Hand-over Type	Select the Document Hand-over Type option from the drop down list. The options available are: • POST • IN_PERSON
Document Hand-over To	Specify the name of person to whom the collateral documents must be handed over.
Document Collection Location	Specify the Document Collection Location .
Expected Release Date	Specify the Expected Release Date for collateral.
Bank Recommendation	Capture Bank Recommendation for release, if any.
Recommendation	Select the release Recommendation from the drop down list. The options available are: • Reduced Facility • Additional Collateral • Additional Facility • Waived Additional Facility • Waived Additional Collateral

Table 3-2 Release Request - Receiver Details - Field Description

Field	Description
Receiver Name	Specify the collateral documents Receiver Name .
House/Building	Specify the receiver's House/Building name.
Street	Specify the Street in which the receiver's House/Building is located.
Locality	Specify the Locality of the receiver's House/Building .
Landmark	Specify the Landmark for the receiver's House/Building .
Area	Specify the Area in which the receiver's House/Building is located.
City	Specify the City in which the receiver's House/Building is located.
State	Specify the State in which the receiver's House/Building is located.
Zip-Code	Specify the Zip-Code of the receiver's location.
Country	Specify the Country in which the receiver's House/Building is located.

7. Click **Next**.

Property

Information on the Property data segment in Collateral Release Request stage.

This data segment allows to modify collateral details added in the perfection / review process, and manage insurance details, covenants, and documents for the collateral. Upon clicking **Next** in the **Collateral Release Request - Release Request** screen, the Collateral Type data segment is displayed based on the collateral selected for release.

Figure 3-4 Collateral Release Request - Property

Collateral Release - Collateral Release Request

Release Request
Property
Linkage Details
Comments

Property

Collateral Details

COL2242073 Collateral ID	Property Collateral Type	USD Collateral Currency	\$10,000.00 Total Value
-----------------------------	-----------------------------	----------------------------	----------------------------

+

Registration Number: REGN9000121
Market Value: \$10,000.00

Property Type: COMMERCIAL BUILDING Registered Owner: REGN9000111

Page 1 of 1 (1 of 1 items)

Edit
View
Delete

Audit Hold Back Next Save & Close Cancel

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

Figure 3-5 Collateral Release Request - Configure - Property

The screenshot shows a web application window titled "Configure". On the left is a sidebar with a list of categories: "Property" (selected with a blue header and a dot), "Collateral Insurance", "Covenants", and "Documents". The main content area is titled "Property" and contains a list of expandable sections, each with a right-pointing triangle icon: "Property", "Property Location", "Currency Details", "Property Dimension", "Property Valuation Details", "Property Contact Details", and "Residential Status". At the bottom right of the main area are two buttons: "Back" (disabled, grey) and "Next" (active, green).



Note:

For information on actions that can be performed in the above screen, refer **Data Enrichment - Property** topic in the Collateral Review User Guide.

Linkage Details

Information on the Linkage Details data segment in the Collateral Release Request stage.

This data segment displays the following details for the collateral selected for release.

- **Linked Facilities** - Existing and proposed facilities - collateral linkage
- **Linked Collateral Pool** - Existing and proposed collateral - collateral pool linkage
- **Utilization Details** - Existing utilization from the linked collateral amount

Upon clicking **Next** in the **Collateral Release Request - Property** screen, the Linkage Details data segment is displayed.

Figure 3-6 Collateral Release Request - Linkage Details

1. View the **Linked Facilities**, **Linked Collateral Pool**, and **Utilization details** by navigating to the corresponding tabs.
2. Click **Next**.

Comments

Information on the Comments data segment in the Collateral Release Request stage.

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

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

Figure 3-7 Collateral Release Request - Comments

1. Type your comments for the Collateral Release Request stage in the **Comments** text box.

2. Click **Post**.
Comments are posted below the **Comments** text box.
3. To submit the application to next stage, click **Submit**.
The **Checklist** window is displayed.

Figure 3-8 Enrichment - Checklist

Checklist

☒ Doc Upload

Remarks:



Page 1 of 1 (1 of 1 items)   1  

Save Checklist

* Outcome

PROCEED



Submit

 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**.
The application is moved to the next stage.

4

Await for Release Confirmation

Await for Release Confirmation

Detailed information about the Await for Release Confirmation stage in the Collateral Release process.

Once the collateral release request is captured and the application is sent to Await for Release Confirmation stage, the Credit Reviewer must check the status of underlying contracts/loans and utilization of the collateral. If the underlying contracts/loans are fully liquidated, the action to be taken post release of the collateral must be captured and the application must be submitted to the next stage.

Release Request

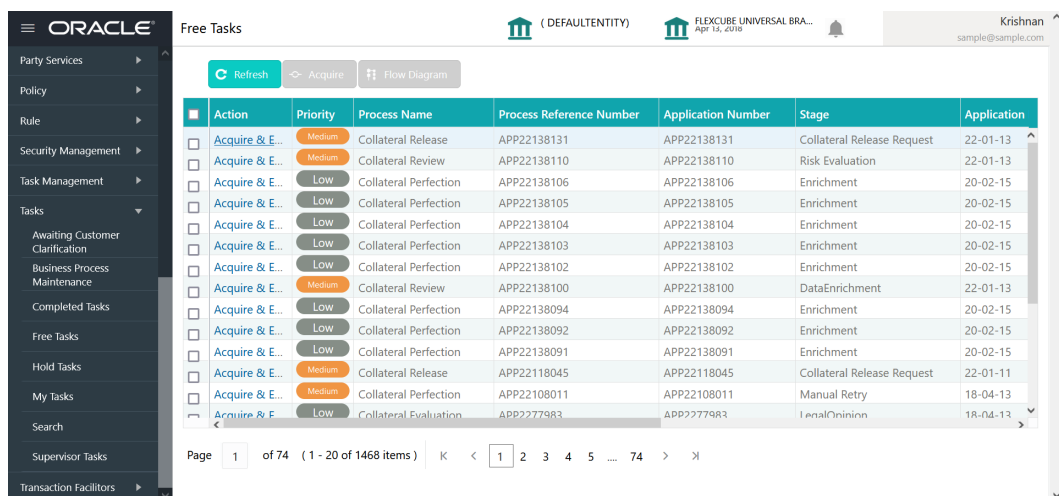
Information on the Release Request data segment in the Await for Release Confirmation stage.

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

1. To launch **Await for Release Confirmation - Release Request** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

Figure 4-1 Free Tasks



Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
☐ Acquire & E...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
☐ Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
☐ Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
☐ Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
☐ Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
☐ Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
☐ Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
☐ Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	LegalOpinion	18-04-13

2. **Acquire & Edit** the required Await for Release Confirmation task.

Figure 4-2 Await for Release Confirmation - Release Request

Collateral Release - Await For Release Confirmation

Release Request

Screen (1 / 2)

Release Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 13, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD10,000.00
Customer ID *	Customer Name	Reason For Release
CUST1000	CUST1000	Select
Release Request Date *	Document Hand-over Type *	Document Hand-over To
Jan 14, 2022	POST	John
Document Collection Location	Expected Release date	Bank Recommendation
Bank	Jan 14, 2022	
Recommendation *	Confirmation Reference Number	Refer To Legal Team
	45577844	☒
Refer To Risk Team		
☒		

Receiver Details

Receiver Name *	House/Building *
John	Ace Towers
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Chennai	Tamil Nadu
Zip-Code *	Country
600090	IN

Audit

Hold Back Next Save & Close Cancel

3. View the release request details and click **Next**.

Comments

Information on the Comments data segment in the Await for Release Confirmation stage.

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

Upon clicking **Next** in the **Await for Release Confirmation - Release Request** screen, the Comments data segment is displayed.

Figure 4-3 Await for Release Confirmation - Comments

1. Type your comments for the Await for Release Confirmation stage in the **Comments** text box.
2. Click **Post**.
Comments are posted below the **Comments** text box.
3. To submit the application to next stage, click **Submit**.
The **Checklist** window is displayed.

Figure 4-4 Enrichment - Checklist

* Outcome PROCEED ▼

Submit

 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 required **Outcome** and click **Submit**.

The following options are available in the **Outcome** drop down list.

- PROCEED
- ADDITIONAL_INFO

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

If the **Outcome** is selected as **ADDITIONAL_INFO**, the application is moved back to the previous stage.

5

Risk Evaluation

Risk Evaluation

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

In this stage, the Risk Officer must capture the risk evaluation comments after reviewing the collateral and its documents and analyzing the bank's exposure.

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

- Summary
- Release Information
- Release Risk Evaluation
- Comments

Summary

Information about the Summary data segment in the Risk Evaluation stage.

In the Summary data segment, the following collateral details captured as part of Collateral Perfection or Review process are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Charge
- 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 - Summary** screen, navigate to Tasks > Free Tasks from the left menu.

The **Free Tasks** screen is displayed.

Figure 5-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application
Acquire & E...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	Legal Opinion	18-04-13

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

Figure 5-2 Risk Evaluation - Summary

Collateral Release - Risk Evaluation

Summary Screen (1 / 4)

Customer ID: CUST1000 Application ID: APP22178155 Current Status: Await For Release Confirmation Completed Documents: 0 Collateral Type: Property Collateral Category: RESIDENTIAL PROPERTY

Ownership Type: Single

Basic Information

COL2242073

Description1

Collateral Currency: USD Agreed Collateral Value: \$100,000.00 Charge Type: Pledge Held Collateral Value: New Facility Purpose Of Collateral: Customers Shareable Across: No Available From: Jan 3, 2022 Available Till: Jan 3, 2022 Applicable Business: LT_Lending

Property	Linked Facilities Details	Ownership
1 Collateral	No data to display	No data to display
\$10K Collateral Value		

Seniority of charge	Covenants	Insurance
1 Position	0 Covenants proposed Standard Covenants Applicable	1 Active Insurance
0 Total Percentage	0 Complied Covenants	USD 3,500.00 Total Insurance Amount
100 Percentage Available	0 Breached Covenants	

Configured Stage Status

Internal Legal Opinion: In Progress Risk Evaluation: Completed

Audit Hold Back Next Save & Close Cancel

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

Release Information

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

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

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

Figure 5-3 Risk Evaluation - Release Information

Collateral Release - Risk Evaluation

Summary
Release Information
Release Risk Evaluation
Comments

Release Information

Basic Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD100,000.00
Customer Name	Customer ID	
CUST1000	CUST1000	

Release Information

Reason For Release *	Release Request Date *	Recommendation *
Settled	Jan 17, 2022	Additional Collateral
Document Collection Location	Document Hand-over Type	Document Hand-over To
	POST	John
Confirmation Reference No *	Bank Recommendation	
224207300		

Audit

Hold Back Next Save & Close Cancel

Screen (2 / 4)

View the release request details and click **Next**.

Release Risk Evaluation

Procedure to add risk evaluation comment for collateral release.

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

Figure 5-4 Risk Evaluation - Release Risk Evaluation

Collateral Release - Risk Evaluation

Release Risk Evaluation

Reason For Release
Settled

Release Request Date
Jan 17, 2022

Document Collection Location

Document Handover Type
POST

Risk Evaluation Date
Jan 17, 2022

Risk Comments
Approved

Recommendation
Additional Collateral

Document Handover To
John

Audit Hold Back Next Save & Close Cancel

Screen (3 / 4)

In the Release Risk Evaluation data segment, the following details are displayed.

- Reason for Release
 - Release Request Date
 - Recommendation
 - Document Collection Location
 - Document Hand-over Type
 - Document Hand-over To
1. Specify the **Risk Evaluation Date**.
 2. Capture the **Risk Comments** for collateral release.
 3. Click **Next**.

Comments

Information about 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 - Release Risk Evaluation** screen, the Comments data segment is displayed.

Figure 5-5 Risk Evaluation - Comments

Collateral Release - Risk Evaluation

Summary

Release Information

Release Risk Evaluation

Comments

Comments

Screen (4 / 4)

Enter text here...

Post

No items to display.

Audit

Hold

Back

Next

Save & Close

Submit

Cancel

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 5-6 Checklist

Checklist

☒ Doc Upload	Remarks:
--	----------

Page 1 of 1 (1 of 1 items)

Save Checklist

* Outcome

PROCEED

Submit

 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 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 after completion of all the parallel stages.

6

Legal Opinion

Legal Opinion

Detailed information about the Legal Opinion stage in the Collateral Review Process.

In this stage, the Legal Officer in the bank must capture their legal opinion for collateral release after reviewing the collateral summary and the release information.

The following data segments are available for the legal user in this stage to review the collateral and provide Legal Opinion.

- Summary
- Release Information
- Release Legal Opinion
- Comments

Summary

Information about the Summary data segment in the Legal Opinion stage.

In the Summary data segment, the following collateral details captured as part of Collateral Perfection or Review process are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Charge
- 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 - 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...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	Legal Opinion	18-04-13

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

Figure 6-2 Legal Opinion - Summary

Collateral Release - Legal Opinion

Summary

Customer ID: CUST1000, Application ID: APP22178155, Current Status: Await For Release Confirmation Completed, Documents: 0, Collateral Type: Property, Collateral Category: RESIDENTIAL PROPERTY

Ownership Type: Single

Basic Information

COL2242073

Description1

Collateral Currency: USD, Agreed Collateral Value: \$100,000.00, Held Collateral Value: \$100,000.00, Available From: Jan 3, 2022, Available Till: Jan 3, 2022, Applicable Business: LT_Lending

Exposure Type: Charge Type: Pledge, Purpose Of Collateral: New Facility, Shareable Across Customers: No

Property	Linked Facilities Details	Ownership
1 Collateral	No data to display	No data to display
\$10K Collateral Value		

Seniority of charge	Covenants	Insurance
1 Position	0 Covenants proposed Standard Covenants Applicable	1 Active Insurance
0 Total Percentage	0 Complied Covenants	USD 3,500.00 Total Insurance Amount
100 Percentage Available	0 Breached Covenants	

Configured Stage Status

Internal Legal Opinion: In Progress, Risk Evaluation: Completed

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

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

Release Information

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

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

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

Figure 6-3 Legal Opinion - Release Information

Collateral Release - Legal Opinion

Release Information

Screen (2 / 4)

Basic Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD100,000.00
Customer Name	Customer ID	
CUST1000	CUST1000	

Release Information

Reason For Release *	Release Request Date *	Recommendation *
Settled	Jan 17, 2022	Additional Collateral
Document Collection Location	Document Hand-over Type	Document Hand-over To
Bank	POST	John
Confirmation Reference No *	Bank Recommendation	
224207300	Release	

Audit

Hold Back Next Save & Close Cancel

View the release request details and click **Next**.

Release Legal Opinion

Procedure to capture legal opinion for the collateral release.

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

Figure 6-4 Legal Opinion - Release Legal Opinion

Collateral Release - Legal Opinion

Release Legal Opinion

Screen (3 / 4)

Reason For Release	Release Request Date	Recommendation
Settled	Jan 17, 2022	Additional Collateral
Document Collection Location	Document Hand-over Type	Document Hand-over To
	POST	John
Expected Release Date	Legal Opinion Date *	Legal Remarks *
Jan 18, 2022	Jan 17, 2022	Approved

Audit Hold Back Next Save & Close Cancel

In the Release Legal Opinion data segment, the following details are displayed.

- Reason for Release
 - Release Request Date
 - Recommendation
 - Document Collection Location
 - Document Hand-over Type
 - Document Hand-over To
 - Expected Release Date
1. Specify the **Legal Opinion Date**.
 2. Capture the **Legal Remarks** for the collateral.
 3. Click **Next**.

Comments

Information about 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 - Release Legal Opinion** screen, the Comments data segment is displayed.

Figure 6-5 Legal Opinion - Comments

The screenshot shows a web application window titled "Collateral Release - Legal Opinion". On the left is a sidebar with a navigation menu containing "Summary", "Release Information", "Release Legal Opinion", and "Comments" (which is selected and highlighted in blue). The main content area is titled "Comments" and includes a rich text editor with a toolbar (containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, and H1/H2 headers) and a large text input area with the placeholder "Enter text here...". Below the text area is a "Post" button. Underneath the post area is a box that says "No items to display." At the bottom of the window is a footer bar with buttons: "Audit", "Hold", "Back", "Next", "Save & Close", "Submit", and "Cancel".

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 6-6 Checklist

The screenshot shows a "Checklist" window with a close button (X) in the top right corner. The checklist contains one item: "Doc Upload" with a checked checkbox. To the right of the item is a "Remarks:" label and a speech bubble icon. Below the checklist item is a pagination bar showing "Page 1 of 1 (1 of 1 items)" and navigation arrows. At the bottom of the window is a "Save Checklist" button.

* Outcome PROCEED ▼

Submit

 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 required **Outcome** and click **Submit**.

The options available in the **Outcome** drop down list are:

- PROCEED
- ADDITIONAL INFO

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

If **ADDITIONAL INFO** is selected as the **Outcome**, the application is moved back to the previous stage after completion of the parallel stages.

7

Approval

Approval

Detailed information about the Approval stage in Collateral Release process.

In this stage, the Credit Approver in bank must review the collateral details along with the Legal Opinion from Legal department and the Risk Comments from Risk department and take necessary action to approve or reject the Collateral release application.

The following data segments are available in the Approval stage:

- Release Approval
- Property
- Document Safekeeping
- Linkage Details
- Comments

Release Approval

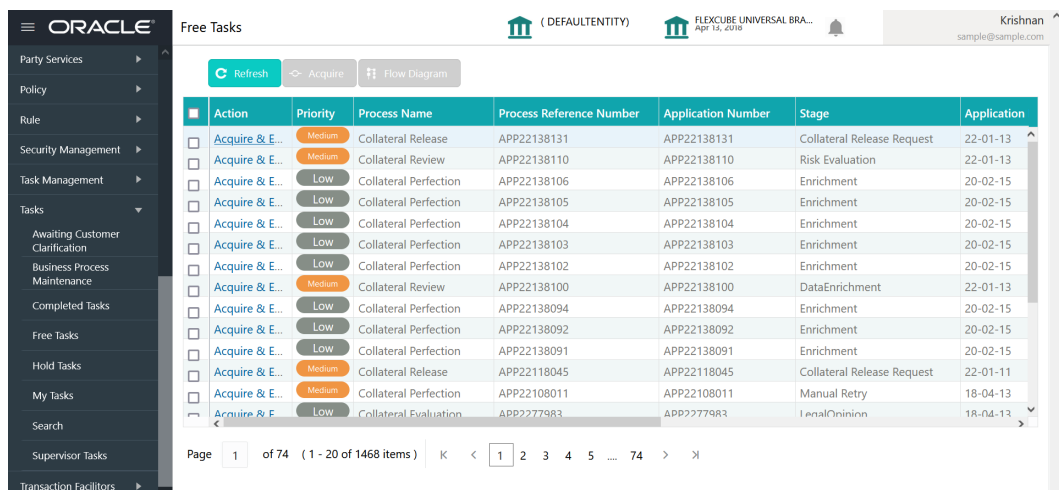
Information on the Release Approval data segment in the Approval stage.

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

1. To launch **Approval - Release Approval** 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...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
☐ Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
☐ Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
☐ Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
☐ Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
☐ Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
☐ Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
☐ Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
☐ Acquire & E...	Low	Collateral Evaluation	APP22777983	APP22777983	Legal Opinion	18-04-13

2. Acquire & Edit the required Approval task.

Figure 7-2 Approval - Release Approval

Collateral Release - Approval

Release Approval

Screen (1 / 5)

Release Approval

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD10,000.00
Customer ID *	Customer Name	Reason For Release
CUST1000	CUST1000	Settled
Release Request Date *	Document Hand-over Type	Document Hand-over To
Jan 17, 2022	John	John
Document Collection Location	Bank Recommendation	Recommendation
Enter Document Collection Location		Additional Collateral
Confirmation Reference Number	Refer To Legal Team	Refer To Risk Team
	☐	☐
Legal Opinion Date	Legal Remarks	Risk Evaluation Date
Jan 17, 2022	Approved	Jan 11, 2022
Risk Evaluation Remarks		
Good		

Receiver Details

Receiver Name *	House/Building *
John	Ace towers
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Chennai	Tamil Nadu
Zip-Code *	Country
600090	IN

Audit

Hold Back Next Save & Close Cancel

3. View the release request details and click **Next**.

Property

Information on the Property data segment in the Approval stage.

The Property data segment appears in the Approval stage in case the type of collateral selected for release is Property. If the selected collateral is of different type like Vehicle, Vehicle data segment appears instead of Property.

Upon clicking **Next** in the **Approval - Release Approval** screen, the Collateral Type data segment is displayed.

Figure 7-3 Approval - Property

Collateral Release - Approval

Property

Screen (2 / 5)

Collateral Details

COL2242073 Collateral ID	Property Collateral Type	USD Collateral Currency	\$10,000.00 Total Value
-----------------------------	-----------------------------	----------------------------	----------------------------

+

Registration Number: REGN9000121 Property Type: COMMERCIAL BUILDING Registered Owner: REGN9000111
Market Value: \$10,000.00

Page 1 of 1 (1 of 1 items)

Edit
View
Delete

Audit Hold Back Next Save & Close Cancel

You can **Edit**, **View**, and **Delete** the collateral details before approving or rejecting the collateral release application, if required.

1. Click the action icon in the collateral record and select the required option.

Upon clicking Edit or View, the **Approval - Configure - Collateral Type** screen is displayed in Edit or View only mode, respectively.

Figure 7-4 Approval - Configure - Property

Configure

Property

Property

- Property
- Property Location
- Currency Details
- Property Dimension
- Property Valuation Details
- Property Contact Details
- Residential Status

Back Next

Note:

For information on modifying collateral details, refer Collateral Evaluation User Guide.

2. After performing necessary actions in the **Approval - Property** screen, click **Next**.

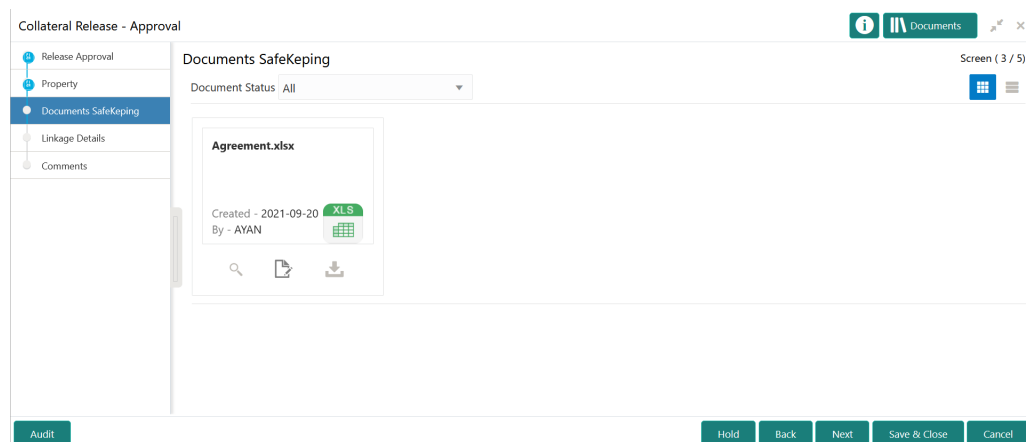
Document Safekeeping

Information on the Document Safekeeping data segment in the Approval stage.

This data segment displays all the collateral documents to be released as part of Collateral Release process based on safekeeping details captured in the Collateral Perfection process.

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

Figure 7-5 Approval - Document Safekeeping



1. To filter the collateral documents based on its status, select the required **Document Status** from the drop down list.
2. To View, Edit, or Download the collateral document, click the required icon in the document tile.
3. After performing necessary actions in the Document Safekeeping data segment, click **Next**.

Linkage Details

Information on the Linkage Details data segment in the Approval stage.

This data segment displays the following details for the collateral selected for release.

- **Linked Facilities** - Existing and proposed facilities - collateral linkage
- **Linked Collateral Pool** - Existing and proposed collateral - collateral pool linkage
- **Utilization Details** - Existing utilization from the linked collateral amount

Upon clicking **Next** in the **Approval - Document Safekeeping** screen, the Linkage Details data segment is displayed.

Figure 7-6 Approval - Linkage Details

Collateral Release - Approval

Release Approval
Property
Documents SafeKeeping
Linkage Details
Comments

Linkage Details

Linked Facilities Linked Collateral Pool Utilization details

Existing Linkages Details

Collateral Code	Collateral Currency	Line Code	Line Serial	Line Currency	Linked Percentage	Linked Amount
No data to display.						

Proposed Linkage Details

Collateral Code	Collateral Currency	Line Code	Line Serial	Line Currency	Linked Percentage	Linked Amount
No data to display.						

Audit Hold Back Next Save & Close Cancel

Screen (4 / 5)

1. View the **Linked Facilities**, **Linked Collateral Pool**, and **Utilization details** by navigating to the corresponding tabs.
2. Click **Next**.

Comments

Information on the Comments data segment in the Approval stage.

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

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

Figure 7-7 Approval - Comments

Collateral Release - Approval

Release Approval
Property
Documents SafeKeeping
Linkage Details
Comments

Comments

Enter text here...

Post

No items to display.

Audit Hold Back Next Save & Close Submit Cancel

Screen (5 / 5)

1. Type your comments for the 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 7-8 Checklist

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items)

Save Checklist

* Outcome

Submit

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 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**.

8

Document Retrieval

Document Retrieval

Detailed information about the Document Retrieval stage in Collateral Release process.

After getting approval for the collateral release, the Document Officer must retrieve the collateral documents from the safekeeping location and capture the retrieval status in the system.

The following data segments are available in the Document Retrieval stage:

- Release Request
- Document Retrieval
- Comments

Release Request

Information on the Release Request data segment in the Document Retrieval stage.

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

1. To launch **Document Retrieval - Release Request** 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...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
☐	Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
☐	Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
☐	Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
☐	Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
☐	Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
☐	Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
☐	Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	LegalOpinion	18-04-13

2. **Acquire & Edit** the required Document Retrieval task.

Figure 8-2 Document Retrieval - Release Request

Collateral Release - Document Retrieval

Release Request

Screen (1 / 3)

Release Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD10,000.00
Customer ID *	Customer Name	Reason For Release
CUST1000	CUST1000	Select
Release Request Date *	Document Hand-over Type *	Document Hand-over To
Jan 17, 2022	POST	John
Document Collection Location	Expected Release date	Bank Recommendation
	Jan 18, 2022	
Recommendation *	Confirmation Reference Number	Refer To Legal Team
Release	224207300	

Receiver Details

Receiver Name *	House/Building *
John	Ace towers
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Chennai	Tamil Nadu
Zip-Code *	Country
600090	IN

Audit

Hold Back Next Save & Close Cancel

3. View the release request details and click **Next**.

Document Retrieval

Information on the Document Retrieval data segment in the Document Retrieval stage.

This data segment allows to capture the document retrieval status of the collateral. Upon clicking **Next** in the **Document Retrieval - Release Request** screen, the Document Retrieval data segment is displayed.

Figure 8-3 Document Retrieval - Document Retrieval

Collateral Release - Document Retrieval

Document Retrieval

Screen (2 / 3)

Agency: SK01	Document ID: DOC21154242	Document Description: Collateral Agreement
--------------	--------------------------	--

Retrieval Reference Number:

Page 1 of 1 (1 of 1 items) K < 1 > X

Audit

Hold Back Next Save & Close Cancel

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

The **Document Retrieval** screen with the following collateral safekeeping details is displayed.

- Agency
- Document ID
- Document Description
- Safekeeping Date
- Safekeeping Location
- Shelf Number
- Drawer Number
- Key Number

Figure 8-4 Document Retrieval

The screenshot shows a 'Document Retrieval' window with a close button (X) in the top right corner. The window contains a form with the following fields and values:

Agency	Document ID	Document Description
SK01	DOC21154242	Collateral Agreement
Safekeeping Date	Safekeeping Location	Shelf Number
Sep 3, 2020	RC TX	SN87981023
Drawer Number	Key Number	Retrieval Reference Number
D4564234	KEY90123	901,231
Retrieval Date *	Retrieval Status *	
Jan 18, 2022	Awaiting Confirmation	

At the bottom right of the window, there are two buttons: 'Save' and 'Cancel'.

2. Specify a unique number for document retrieval in the **Retrieval Reference Number** field.
3. Specify the **Retrieval Date**.
4. Select the **Retrieval Status** from the drop down list.
5. Click **Save**.

The retrieval details are added in the **Document Retrieval - Document Retrieval** screen.

6. After capturing the document retrieval status, click **Next**.

Comments

Information on the Comments data segment in the Document Retrieval stage.

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

Upon clicking **Next** in the **Document Retrieval - Document Retrieval** screen, the Comments data segment is displayed.

Figure 8-5 Document Retrieval - Comments

The screenshot shows a web application window titled 'Collateral Release - Document Retrieval'. On the left is a sidebar with three items: 'Release Request', 'Document Retrieval', and 'Comments' (which is selected). The main area is titled 'Comments' and shows a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, and indent. Below the editor is a 'Post' button. Underneath the post area, it says 'No items to display.' At the bottom of the window, there is a row of buttons: 'Audit', 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

1. Type your comments for the Document Retrieval 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 8-6 Checklist

The screenshot shows a 'Checklist' window with a close button (X) in the top right. It contains two checklist items. The first item is 'Enrich Approval' with an unchecked checkbox and a 'Remarks:' label followed by a speech bubble icon. The second item is '* Tax rcpt' with a checked checkbox and a 'Remarks:' label followed by a speech bubble icon. Below the items is a pagination bar showing 'Page 1 of 1 (1-2 of 2 items)' and navigation arrows. At the bottom left is a 'Save Checklist' button. At the bottom right, there is a label '* Outcome' followed by a text input field containing 'Enter Out...' and a dropdown arrow, and a 'Submit' button.

 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 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**.

9

Customer Notification

Customer Notification

Detailed information about the Customer Notification stage in Collateral Release process.

In this stage, the Credit Officer must generate the release documents and send it for customer agreement.

The following stages are available in the Customer Notification stage.

- Release Request
- Customer Notification
- Comments

Release Request

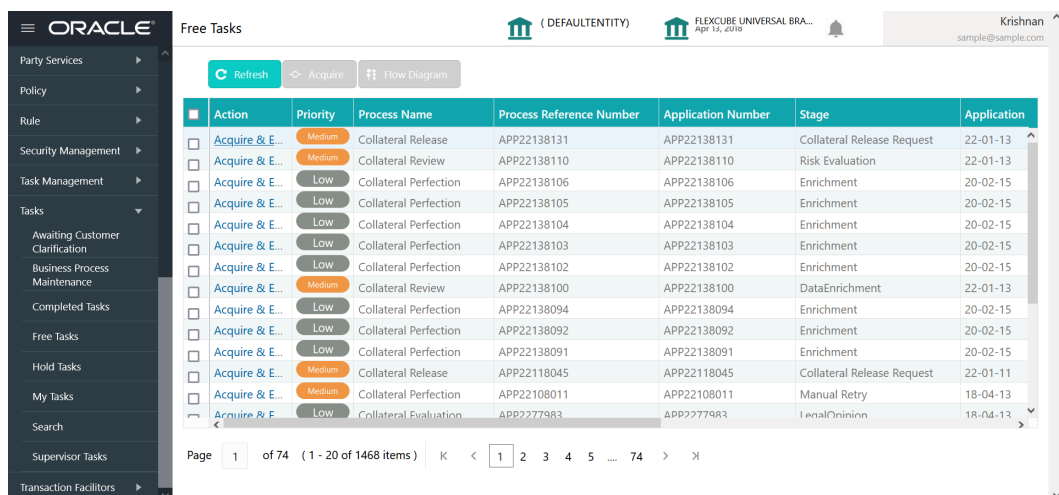
Information on the Release Request data segment in the Customer Notification stage.

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

1. To launch **Customer Notification - Release Request** 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...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
☐	Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
☐	Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
☐	Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
☐	Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
☐	Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
☐	Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
☐	Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
☐	Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	LegalOpinion	18-04-13

2. **Acquire & Edit** the required Customer Notification task.

Figure 9-2 Customer Notification - Release Request

Collateral Release - Customer Notification

Release Request

Screen (1 / 3)

Release Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD10,000.00
Customer ID *	Customer Name	Reason For Release
CUST1000	CUST1000	Select
Release Request Date *	Document Hand-over Type *	Document Hand-over To
Jan 17, 2022	POST	John
Document Collection Location	Expected Release date	Bank Recommendation
Bank	Jan 18, 2022	
Recommendation *	Confirmation Reference Number	Refer To Legal Team
Release	224207300	

Receiver Details

Receiver Name *	House/Building *
John	Ace towers
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Chennai	Tamil Nadu
Zip-Code *	Country
600090	IN

Audit

Hold Back Next Save & Close Cancel

3. View the release request details and click **Next**.

Customer Notification

Procedure to generate release draft for customer acceptance.

The Customer Notification data segment allows you to configure customer's mail address and generate release draft for customer acceptance. Upon Clicking **Next** in the **Customer Notification - Release Request** screen, the Customer Notification data segment is displayed.

Figure 9-3 Customer Notification - Customer Notification

Collateral Release - Customer Notification

Customer Notification

Screen (2 / 3)

FAC01

+ FAC01

Generate Document

Audit

Hold Back Next Save & Close Cancel

1. Click **Generate Document**.

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

Figure 9-4 Draft Generation Details

Draft Generation Details

Communication Type
Email

E-Mail To *
john_doe@example.com

E-Mail CC
john_doe@example.com

Subject *
Proposal draft

Cancel Generate

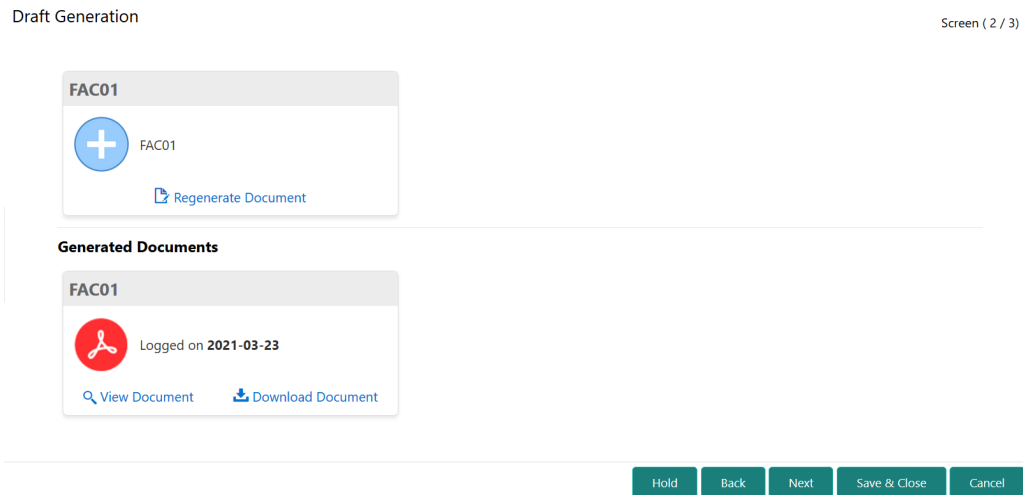
2. Specify all the details in the **Draft Generation Details** window.

For field level information, refer the below table.

Table 9-1 Draft Generation Details - Field Description

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

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

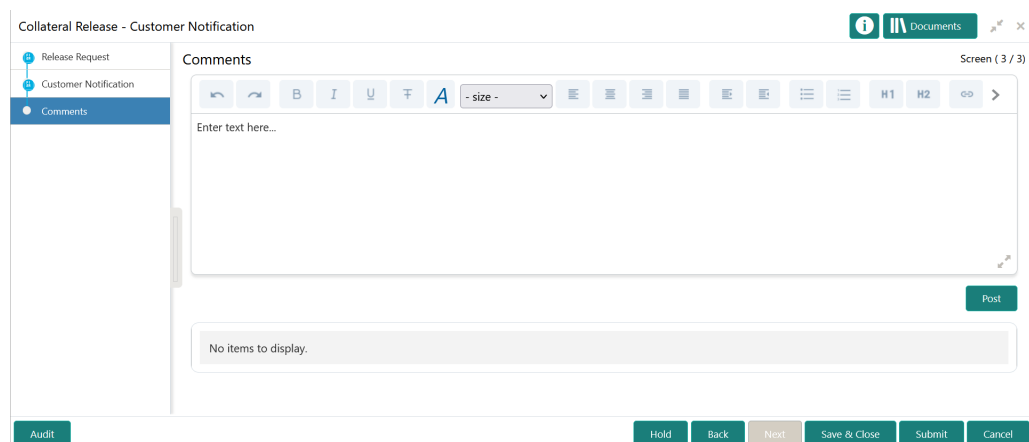
Figure 9-5 Draft Generation - Completed

3. To view the generated draft document, click **View Document**.
4. To download the generated draft document, click **Download Document**.
5. After performing necessary actions in the **Customer Notification** screen, click **Next**.

Comments

Information about the Comments data segment in Customer Notification stage.

This data segment allows to add overall comments for the Customer Notification stage. Adding comments helps the user of next stage to better understand the application.

Figure 9-6 Customer Notification - Comments

1. Type comments for the Customer Notification stage in the text box.
 2. Click **Post**.
- Comments are posted below the text box.

3. To go back to the previous screen and make changes, click **Back**.
 4. If changes are not required, click **Submit**.
- The **Checklists** window is displayed.

Figure 9-7 Customer Notification - Checklist

Checklist

☒ Doc Upload

Remarks:



Page 1 of 1 (1 of 1 items)   1  

Save Checklist

* Outcome

PROCEED ▼

Submit

 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.

5. Manually verify all the checklist and enable corresponding checkbox.
6. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- PROCEED
- ADDITIONAL_INFO

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

If the **Outcome** is selected as **ADDITIONAL_INFO**, the task is moved back to the previous stage on clicking **Submit**.

Customer Acknowledgement

Customer Acknowledgement

Detailed information about the Customer Acknowledgement stage in Collateral Release process.

In this stage, the Credit Officer must capture the customer acceptance status once the customer has reviewed the release documents and perform any of the following task based on customer acceptance.

- Send the application to Approval stage
- Accept or reject the collateral agreement on behalf of customer

The following data segments are available in the Customer Acknowledgement stage.

- Release Request
- Customer Acceptance
- Comments

Release Request

Information on the Release Request data segment in the Customer Acknowledgement stage.

This data segment displays the release request details captured in the Collateral Release Request stage for reference.

1. To launch **Customer Acknowledgement - Release Request** 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...	Medium	Collateral Release	APP22138131	APP22138131	Collateral Release Request	22-01-13
Acquire & E...	Medium	Collateral Review	APP22138110	APP22138110	Risk Evaluation	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138106	APP22138106	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138105	APP22138105	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138104	APP22138104	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138103	APP22138103	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138102	APP22138102	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Review	APP22138100	APP22138100	DataEnrichment	22-01-13
Acquire & E...	Low	Collateral Perfection	APP22138094	APP22138094	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138092	APP22138092	Enrichment	20-02-15
Acquire & E...	Low	Collateral Perfection	APP22138091	APP22138091	Enrichment	20-02-15
Acquire & E...	Medium	Collateral Release	APP22118045	APP22118045	Collateral Release Request	22-01-11
Acquire & E...	Medium	Collateral Perfection	APP22108011	APP22108011	Manual Retry	18-04-13
Acquire & E...	Low	Collateral Evaluation	APP2277983	APP2277983	Legal Opinion	18-04-13

2. **Acquire & Edit** the required Customer Acknowledgement task.

Figure 10-2 Customer Acknowledgement - Release Request

Collateral Release - Customer Acknowledgement

Release Request

Screen (1 / 3)

Release Info

Application Branch *	Application Category *	Application Date *
000	Release	Jan 17, 2022
Collateral ID	Collateral Currency *	Collateral Value
COL2242073	USD	USD10,000.00
Customer ID *	Customer Name	Reason For Release
CUST1000	CUST1000	Select
Release Request Date *	Document Hand-over Type *	Document Hand-over To
Jan 17, 2022	POST	John
Document Collection Location	Expected Release date	Bank Recommendation
Bank	Jan 18, 2022	
Recommendation *	Confirmation Reference Number	Refer To Legal Team
Release	224207300	

Receiver Details

Receiver Name *	House/Building *
John	Ace towers
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Chennai	Tamil Nadu
Zip-Code *	Country
600090	IN

Audit Hold Back Next Save & Close Cancel

3. View the release request details and click **Next**.

Customer Acceptance

Information about the Customer Acceptance data segment in Customer Acknowledgement stage.

In this data segment, you can capture the customer decision and recommendation as well as download and view the collateral release documents sent for customer acceptance in previous stage.

Upon clicking **Next** in the **Customer Acknowledgement - Release Request** screen, the Customer Acceptance data segment is displayed.

Figure 10-3 Customer Acknowledgement - Customer Acceptance

Collateral Release - Customer Acknowledgement

Release Request
Customer Acceptance
Comments

Customer Acceptance

Customer Decision : Agree *

Customer Recommendation *

Additional Collateral

Acceptance Documents

Audit Hold Back Next Save & Close Cancel

Screen (2 / 3)

1. Enable the **Customer Decision: Agree** flag, if the customer has accepted the release document.
2. Select the **Customer Recommendation** from the drop down list.
The options available include but are not limited to:
 - Reduced Facility
 - Additional Collateral
 - Additional Facility
 - Waived Additional Facility
 - Waived Additional Collateral
3. To View or Download the acceptance documents, expand the **Acceptance Documents** section and click on the required icon.
4. After performing necessary actions in the **Customer Acknowledgement - Customer Acceptance** screen, click **Next**.

Comments

Information about the Comments data segment in Customer Acknowledgement stage.

This data segment allows you to add overall comments for the Customer Acknowledgement stage.

Upon clicking **Next** in the **Customer Acknowledgement - Customer Acceptance** screen, the Comments data segment is displayed.

Figure 10-4 Customer Acknowledgement - Comments

Collateral Release - Customer Acknowledgement

Release Request
Customer Acceptance
Comments

Comments

Enter text here...

Post

No items to display.

Audit Hold Back Next Save & Close Submit Cancel

1. Type your comments for the Customer Acknowledgement stage in the text box.
2. Click **Post**.
Comments are posted below the text box.
3. To go back to the previous screen and make changes, click **Back**.
4. If changes are not required, click **Submit**.
The **Checklists** window is displayed.

Figure 10-5 Customer Agreement - Checklist

Checklist

☒ Doc Upload Remarks:

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

Save Checklist

* Outcome PROCEED ▼

Submit

 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.

5. Manually verify all the checklist and enable corresponding checkbox.
6. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- ACCEPT
- ADDITIONAL_INFO
- REJECT

If the **Outcome** is selected as **ACCEPT**, the collateral is released on clicking **Submit**.

If the **Outcome** is selected as **ADDITIONAL_INFO**, the application is moved back to the Approval stage on clicking **Submit**.

If the **Outcome** is selected as **REJECT**, the Collateral Release application is rejected.

11

Automatic Handoff

Handoff to Back Office System

Information on handoff of collateral release details.

After successful completion of Customer Acknowledgement task, the collateral release details are automatically handed off to the back office system (OBELCM). In case of any failure, the Manual Retry task is generated and listed in Free Tasks queue.

Handoff - Manual Retry

Handoff - Manual Retry

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

The Manual Retry task allows you to manually fix the handoff errors by viewing handoff error details and retry the handoff.

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 Perfection / Review process 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 12-1 Free Tasks

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & E...	Medium	Collateral Review	APP213206593	APP213206593	DataEnrichment	21-11-16
Acquire & E...	Medium	Collateral Insurance	APP213206587	APP213206587	Initiation	21-11-16
Acquire & E...	High	Collateral Perfection	APP213206581	APP213206581	Enrichment	18-04-01
Acquire & E...	Low	Collateral Perfection	APP12312323	APP12312323	Initiation	
Acquire & E...	Low	Collateral Perfection	APP213196570	APP213196570	Enrichment	20-02-15
Acquire & E...	Low	Collateral Evaluation	APP213166538	APP213166538	Enrichment	21-11-04
Acquire & E...	Low	Collateral Perfection	APP213166533	APP213166533	Enrichment	18-04-13
Acquire & E...	Low	Collateral Perfection	APP213156526	APP213156526	Manual Retry	21-11-04
Acquire & E...	Medium	Collateral Perfection	APP213156519	APP213156519	Enrichment	21-11-11
Acquire & E...	Low	Collateral Perfection	APP213156517	APP213156517	Manual Retry	21-11-05
Acquire & E...	Low	Collateral Perfection	APP213156516	APP213156516	Enrichment	21-11-11
Acquire & E...	Medium	Collateral Insurance	APP213146490	APP213146490	Initiation	21-11-10
Acquire & E...	Low	Collateral Evaluation	APP213146486	APP213146486	Initiation	21-11-02
Acquire & E...	Low	Collateral Perfection	APP213176446	APP213176446	Enrichment	21-11-04

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

Figure 12-2 Manual Retry - Collateral Summary

Collateral Review - Manual Retry

Collateral Summary

Screen (1 / 5)

Customer ID	Application ID	Current Status	Documents	Collateral Type	Collateral Category	Ownership Type
CUST1000	APP2247899	Approval Completed	0	Property	RESIDENTIAL PROPERTY	Single

Basic Information

COL212460683

desc

Collateral Currency: USD

Agreed Collateral Value: \$100,000.00

Exposure Type: -

Purpose Of Collateral: Hypothecation

Available From: 2021-09-01

Available Till: 2022-09-29

Shareable Across Customers: No

Applicable Business: -

Property: 1 Collateral

Collateral Value: \$1K

Linked Facilities Details: 77% Unlinked, 23% ROADROLL

Ownership: No data to display

Seniority of charge: 1 Position

Covenants: 0 Covenants proposed, Standard Covenants Applicable

Insurance: 2 Active Insurance

Total Percentage: 0, Percentage Available: 100

Complied Covenants: 0, Breached Covenants: 0

Total Insurance Amount: USD 12,500.00

Configured Stage Status

Risk Evaluation: Completed

Internal Legal Opinion: Not applicable

External Legal Opinion: Completed

External Valuation: Completed

External Check: Completed

Field Investigation: Completed

Audit

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 12-3 Manual Retry - Collateral Handoff Errors

Collateral Review - Manual Retry			
Collateral Handoff Errors			
Hand-Off Error Details			
Entity ID	Entity Type	Error Code	Error Message
COL2242073	Collateral	EL-COLL-65	when Haircut Decrease flag is disabled.
COL2242073	Collateral	EL-COLL-72	Haircut variance is not defined for the selected category.
COL2242073	Collateral	EL-COLL-69	Haircut Schedules cannot be maintained when Haircut Modify is Disabled.
COL2242073	Collateral	EL-COLL-63	Haircut value cannot be reduced
COL2242073	Collateral	EL-COLL-71	Haircut value defined for 03-Jan-22 cannot be modified when Haircut modify flag is disabled.
COL2242073	Collateral	EL-COLL-62	Haircut value cannot be modified when Haircut Modify flag is disabled.
COL2242073	Collateral	EL-COLL-65	Haircut value defined for 03-Jan-22 cannot be reduced when Haircut decrease flag is disabled.

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 details of the collateral selected for release. 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 12-4 Manual Retry - Basic Info

Collateral Review - Manual Retry

Screen (3 / 5)

Basic Info

Customer details

Customer ID: CUST1000 Customer Name: CUST1000

Collateral details

Collateral ID: COL2242073 Collateral Type: Collateral Category: RESIDENTIAL PROPERTY

Collateral Subcategory: Collateral Description: Description1 Collateral Currency: USD

Agreed Collateral Value: USD \$100,000.00 Collateral Start and End Date: Jan 3, 2022 Jan 3, 2022 Purpose Of Collateral: New Facility

Applicable Business: LT_Lending Charge Type: Pledge Seniority of Charge: First

LTV Percentage: 100 Bank Haircut: 10% Collateral Status: Active

Document Status: Not Submitted Fee Class Code: External Collateral ID:

Ownership details

Ownership Type: Single Shareable Across Customers: ☐

Revaluation Details

Revaluation Type: Manual

Audit Hold Back Next Save & Close Cancel

1. Modify the necessary details.

 Note:

For information on fields in the Basic Info data segment, refer **Review Initiation** topic in the **Collateral Review User Guide**.

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

Property

Information on the Property 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 Type data segment is displayed based on the collateral selected for review.

Figure 12-5 Manual Retry - Property

Collateral Review - Manual Retry

Collateral Summary

Collateral Handoff Errors

Basic Info

Property

Comments

Property

Screen (4 / 5)

Collateral Details

COL2242073 Collateral ID	Property Collateral Type	USD Collateral Currency	\$10,000.00 Total Value
-----------------------------	-----------------------------	----------------------------	----------------------------

Registration Number: REGN9000121
Market Value: \$10,000.00

Property Type: COMMERCIAL BUILDING
Registered Owner: REGN9000111

Page 1 of 1 (1 of 1 items)

Edit

View

Delete

Audit

Hold

Back

Next

Save & Close

Cancel

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

Figure 12-6 Enrichment - Configure - Property

Configure

Property

Collateral Insurance

Covenants

Documents

Property

Property

Property ID

PROP1234

Description

Commercial Building

Land registry

Flood Zone

Seismic Zone Type

Restricted Property

Property Status

Registration Date

Property Type

Property Purpose

Purchase Date

Flood Zone Type

Income Producing

Under Construction

Wall Material

Property Value

Property Category

Registered Owner

Zone Classification

Seismic Zone

Environment Assessment Required

Nature Of Property

Roof Type

Adverse Comments

Property Location

Currency Details

Property Dimension

Property Valuation Details

Property Contact Details

Back

Next

**Note:**

For detailed information on **Property**, **Collateral Insurance**, **Covenants**, and **Documents** menus, refer **Property** topic in **Collateral Review User Guide**.

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 - Property** screen, the Comments data segment is displayed.

Figure 12-7 Manual Retry - Comments

The screenshot shows a web application window titled "Collateral Review - Manual Retry". On the left is a sidebar with a navigation menu containing: "Collateral Summary", "Collateral Handoff Errors", "Basic Info", "Property", and "Comments" (which is selected and highlighted in blue). The main content area is titled "Comments" and includes a rich text editor with a toolbar (containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, indent, outdent, H1, H2, and source code) and a text input field with the placeholder "Enter text here...". Below the editor is a "Post" button. Underneath the post area, a message states "No items to display." At the bottom of the window is a footer bar with buttons: "Audit", "Hold", "Back", "Next", "Save & Close", "Submit", and "Cancel".

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 review details, click **Submit**.
The **Checklist** window is displayed.

Figure 12-8 Enrichment - Checklist

The screenshot shows a "Checklist" modal window. It contains a table with one row:

	Remarks:
☒ Doc Upload	

 To the right of the table is a speech bubble icon. Below the table is a pagination bar showing "Page 1 of 1 (1 of 1 items)" with navigation arrows and a box containing the number "1". At the bottom left is a "Save Checklist" button. At the bottom right, outside the modal, is a "Submit" button. In the bottom left corner of the page, there is a label "* Outcome" followed by a dropdown menu currently showing "PROCEED".

 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**.
Release details are handed off to the back office system.

 Note:

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