# Oracle® Banking Credit Facilities Process Management

# Collateral Perfection User Guide

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Oracle Banking Credit Facilities Process Management Collateral Perfection User Guide, Release 14.7.5.0.0

G23348-01

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# 1 Preface

## 1.1 Purpose

This guide is designed to help the user to quickly get acquainted with the Customer Standard Instructions maintenance process.

## 1.2 Audience

This guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.

## 1.3 Documentation Accessibility

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

**Access to Oracle Support**

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

## 1.4 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

## 1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.6 Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|---|---|
| **boldface** | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| *italic* | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| `monospace` | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

# 1.7 Related Resources

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

- *Oracle Banking Security Management System User Guide*
- *Routing Hub Configuration User Guide*
- *Oracle Banking Getting Started User Guide*

# 1.8 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

# 1.9 Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

**Table 1-1 Acronyms and Abbreviations**

| Abbreviation | Description |
|---|---|
| System | Core Maintenance Module |
| NLP | Natural Language Processing |
| REST | Representational State Transfer |

# 1.10 Basic Actions

**Table 1-2 Basic Actions**

| Action | Description |
|---|---|
| **Approve** | Used to approve the initiated report.<br>This button is displayed, once the user click **Authorize**. |
| **Audit** | Used to view the maker details, checker details, and report status. |
| **Authorize** | Used to authorize the report created.<br>A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker. |
| **Close** | Used to close a record.<br>This action is available only when a record is created. |
| **Confirm** | Used to confirm the performed action. |

**Table 1-2 (Cont.) Basic Actions**

| Action | Description |
|---|---|
| **Cancel** | Used to cancel the performed action. |
| **Compare** | Used to view the comparison through the field values of old record and the current record.<br>This button is displayed in the widget, once the user click **Authorize**. |
| **Collapse All** | Used to hide the details in the sections.<br>This button is displayed, once the user click **Compare**. |
| **Expand All** | Used to expand and view all the details in the sections.<br>This button is displayed, once the user click **Compare**. |
| **New** | Used to add a new record.<br>When the user click **New**, the system displays a new record enabling to specify the required data. |
| **OK** | Used to confirm the details in the screen. |
| **Save** | Used to save the details entered or selected in the screen. |
| **View** | Used to view the report details in a particular modification stage.<br>This button is displayed in the widget, once the user click **Authorize**. |
| **View Difference only** | Used to view a comparison through the field element values of old record and the current record, which has undergone changes.<br>This button is displayed, once the user click **Compare**. |
| **Unlock** | Used to update the details of an existing record.<br>System displays an existing record in editable mode. |

# 1.11 Symbols and Icons

The following symbols and icons are used in the screens.

**Table 1-3 Symbols and Icons - Common**

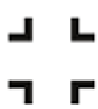
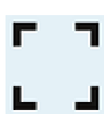
| Symbol/Icon | Function |
|---|---|
|  | Minimize |
|  | Maximize |
|  | Close |

**Table 1-3 (Cont.) Symbols and Icons - Common**

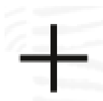
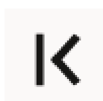
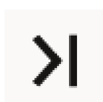
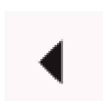
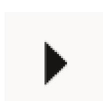
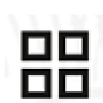
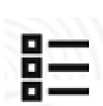
| Symbol/Icon | Function |
| --- | --- |
|  | Perform Search |
|  | Open a list |
|  | Add a new record |
|  | Navigate to the first record |
|  | Navigate to the last record |
|  | Navigate to the previous record |
|  | Navigate to the next record |
|  | Grid view |
|  | List view |

**Table 1-3 (Cont.) Symbols and Icons - Common**

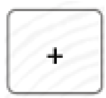
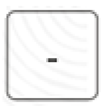
| Symbol/Icon | Function |
| --- | --- |
|  | Refresh |
|  | Click this icon to add a new row. |
|  | Click this icon to delete an existing row. |
|  | Click to view the created record. |
|  | Click to modify the fields. |
|  | Click to unlock, delete, authorize or view the created record. |

**Table 1-4 Symbols and Icons - Audit Details**

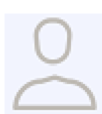
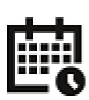
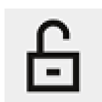
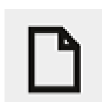
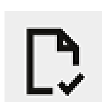
| Symbol/Icon | Function |
| --- | --- |
|  | A user |
|  | Date and time |

**Table 1-4 (Cont.) Symbols and Icons - Audit Details**

| Symbol/Icon | Function |
| --- | --- |
|  | Unauthorized or Closed status |
|  | Authorized or Open status |

**Table 1-5 Symbols and Icons - Widget**

| Symbol/Icon | Function |
| --- | --- |
|  | Open status |
|  | Unauthorized status |
|  | Closed status |
|  | Authorized status |

# 2 Introduction

## 2.1 Collateral Perfection Overview

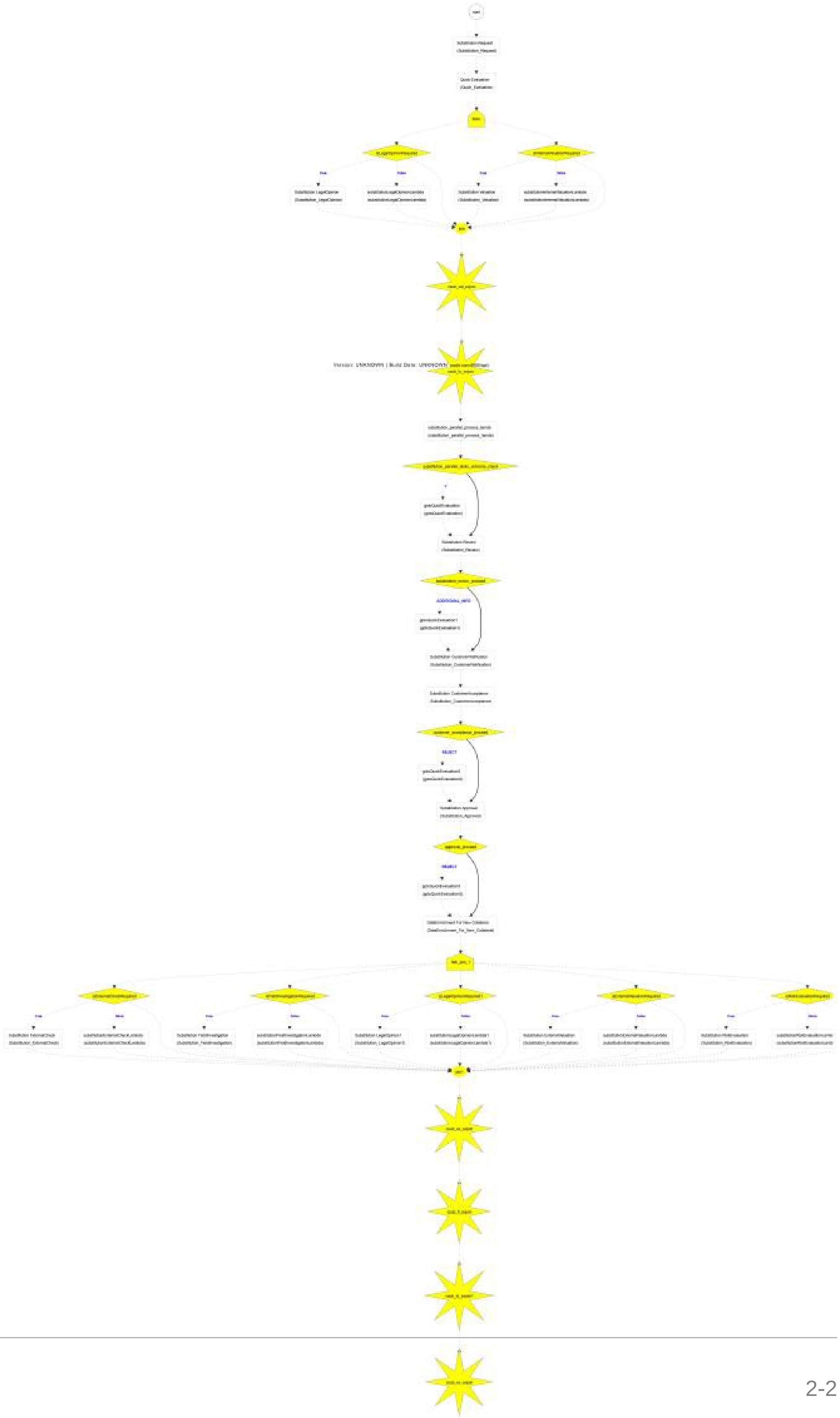
A brief introduction to the Collateral Perfection process in OBCFPM.

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

## 3.1 Quick Initiation

Procedure to initiate the Collateral Perfection process in OBCFPM.

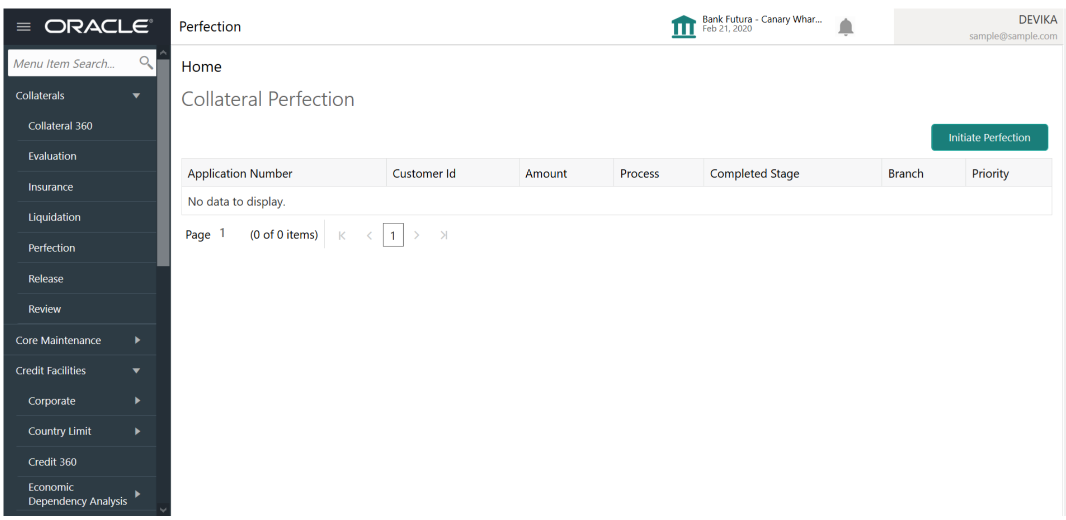
The Relationship Manager or the operations user can perform quick initiation of collateral perfection on receiving the application from the customer.

Login to OBCFPM application with appropriate credentials.

1. Navigate to **Collaterals > Perfection** from the left menu.

   The **Perfection Initiation** screen is displayed.

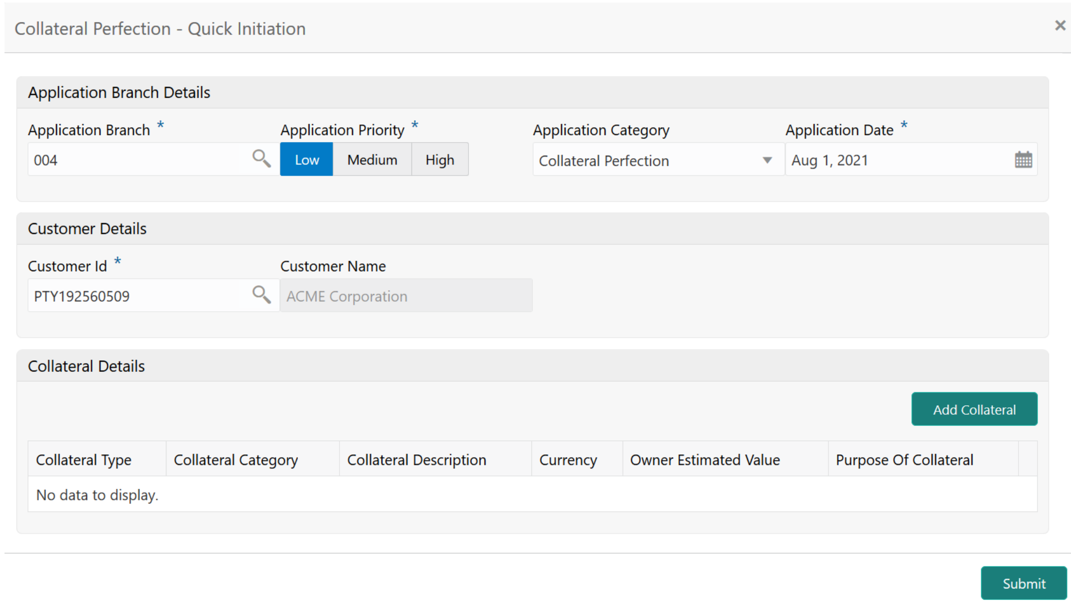
   **Figure 3-1 Collateral Perfection**

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**

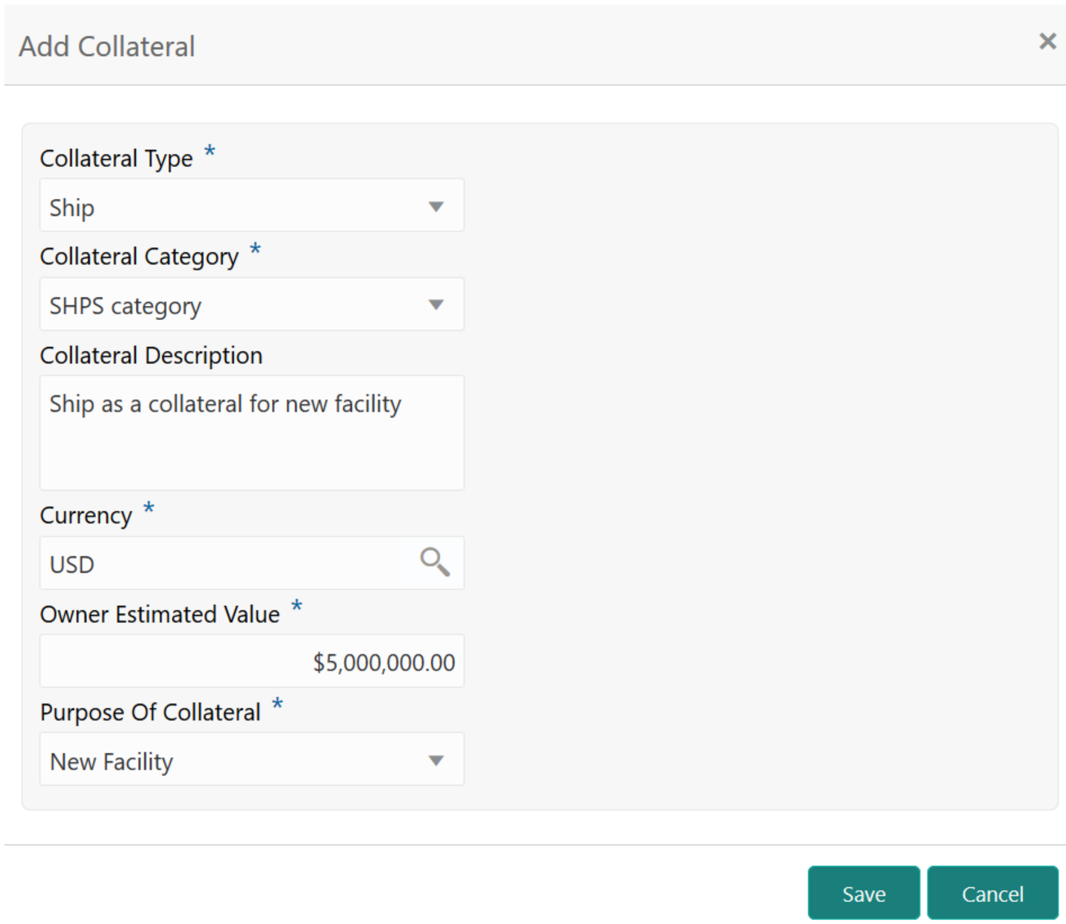
| Field | Description |
| --- | --- |
| **Application Branch** | Select the bank branch for creating Collateral Perfection application. |
| **Application Priority** | Select the **Application Priority**. The options available are:<br>• Low<br>• Medium<br>• High |
| **Application Category** | Select the **Application Category** as Collateral Perfection. |
| **Application Date** | Click the calendar icon and select the Collateral Perfection **Application Date**. |

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

| Field | Description |
| --- | --- |
| **Customer Id** | Select the **Customer Id** from the List of Values. |
| **Customer Name** | **Customer Name** 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**




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

**Table 3-3 Add Collateral- Field Description**

| Field | Description |
|---|---|
| **Collateral Type** | Select the **Collateral Type** from the drop down list. The following options are available:<br>• Account Receivables<br>• Account Contracts<br>• Aircraft<br>• Bill Of Exchange<br>• Bond<br>• Cash Collaterals<br>• Commercial Paper<br>• Commodity<br>• Corporate Deposits<br>• Crop<br>• Fund<br>• Guarantee<br>• Insurance<br>• Inventory<br>• Machine<br>• Miscellaneous<br>• Other Bank Deposits<br>• PDC<br>• Perishable<br>• Precious Metals<br>• Promissory Note<br>• Property<br>• Ship<br>• Stock<br>• Vehicle |
| **Collateral Category** | Select the **Collateral Category** from the drop down list. |
| **Collateral Description** | Specify a brief description about the Collateral. |
| **Currency** | Specify the collateral currency. |
| **Owner Estimated Value** | Specify the **Owner Estimated Value** of the collateral. |
| **Purpose of Collateral** | Select the purpose of the Collateral from the drop down list. The following options are available:<br>• New Facility<br>• Enhancement Of Limit<br>• Replacement Of Collateral<br>• Augmentation Of Collateral |

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

## 4.1 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.

## 4.2 Collateral Details

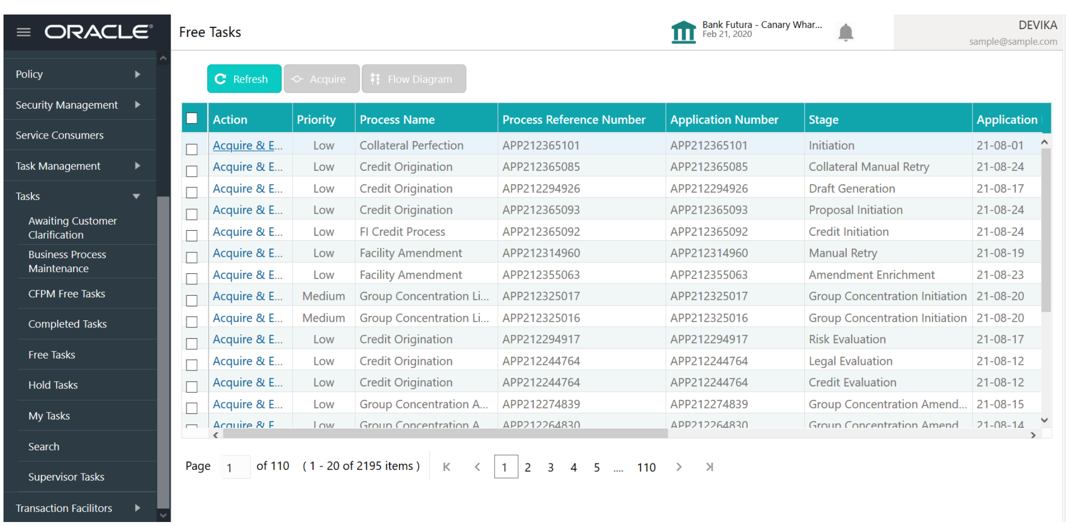
Information on the Collateral Details data segment in the Perfection Initiation stage.

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.

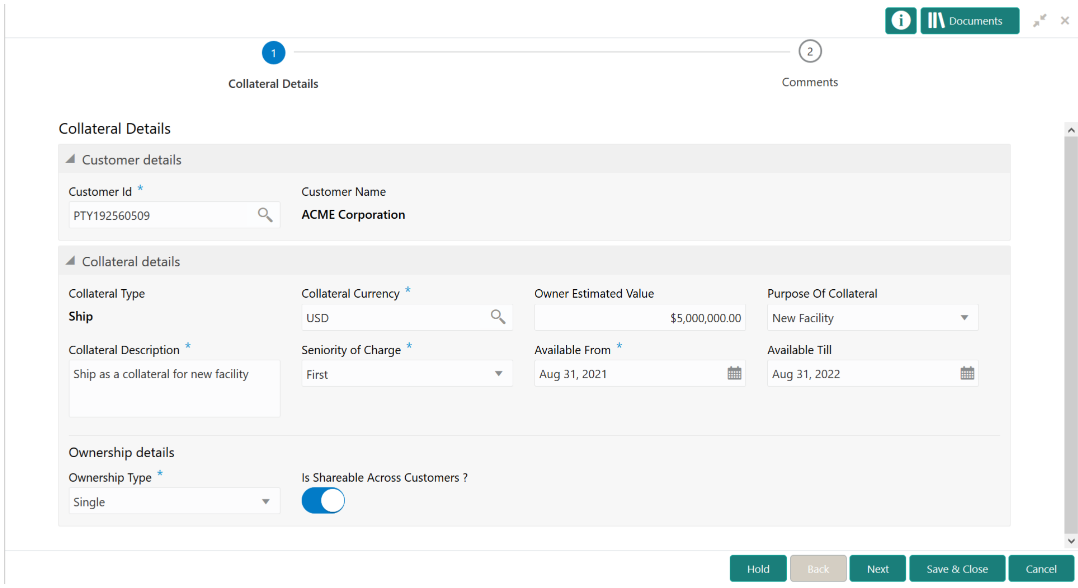
**Figure 4-1 Free Tasks**



2. Click **Acquire & Edit** in the required Initiation task.

   The **Initiation - Collateral Details** screen is displayed.

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




3. 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 |
|---|---|
| **Customer Id** | **Customer Id** selected in the **Quick Initiation** screen is displayed. You can change the **Customer Id**, if required. |
| **Customer Name** | **Customer Name** is displayed based on the selected **Customer Id**. |

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

| Field | Description |
|---|---|
| **Collateral Type** | **Collateral Type** selected in the **Add Collateral** window is defaulted. You cannot modify this. |
| **Collateral Currency** | **Collateral Currency** selected in the **Quick Initiation** screen is defaulted. You can modify the **Collateral Currency**, if required. |
| **Owner Estimated Value** | **Owner Estimated Value** of the collateral specified in the **Quick Initiation** screen is defaulted. You can change this value, if required. |
| **Purpose of Collateral** | Purpose of the Collateral selected in the **Quick Initiation** screen is defaulted. You can select different option from the following list:<br>• New Facility<br>• Enhancement Of Limit<br>• Replacement Of Collateral<br>• Augmentation Of Collateral |

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

| Field | Description |
|---|---|
| **Collateral Description** | **Collateral Description** provided in the **Quick Initiation** screen is defaulted. You can modify the description, if required. |
| **Seniority of Charge** | Select the bank's **Seniority of Charge** on the collateral. The following options are available in the drop down list.<br>• First<br>• Second<br>• Third<br>• Primary |
| **Available From** | Specify the date from which the collateral is available. |
| **Available Till** | Specify the date till which the collateral is available. |

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

| Field | Description |
|---|---|
| **Ownership Type** | Select the **Ownership Type** from the drop down list. The following options are available in the drop down list<br>• Single<br>• Joint |
| **Is Shareable Across Customers?** | Enable this flag if the collateral is shareable across customers. |

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

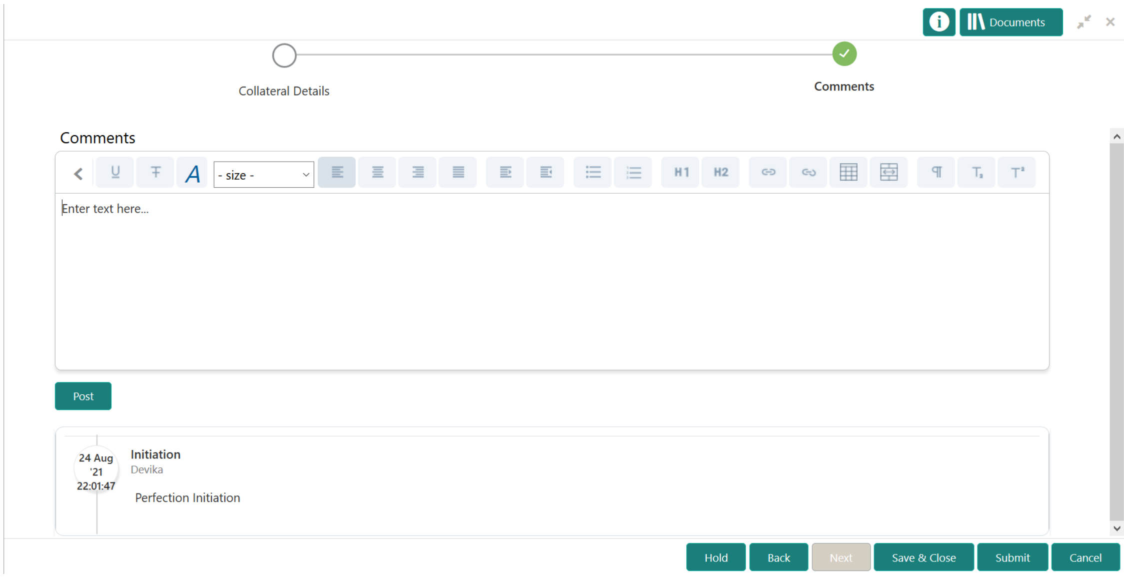
# 4.3 Comments

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**

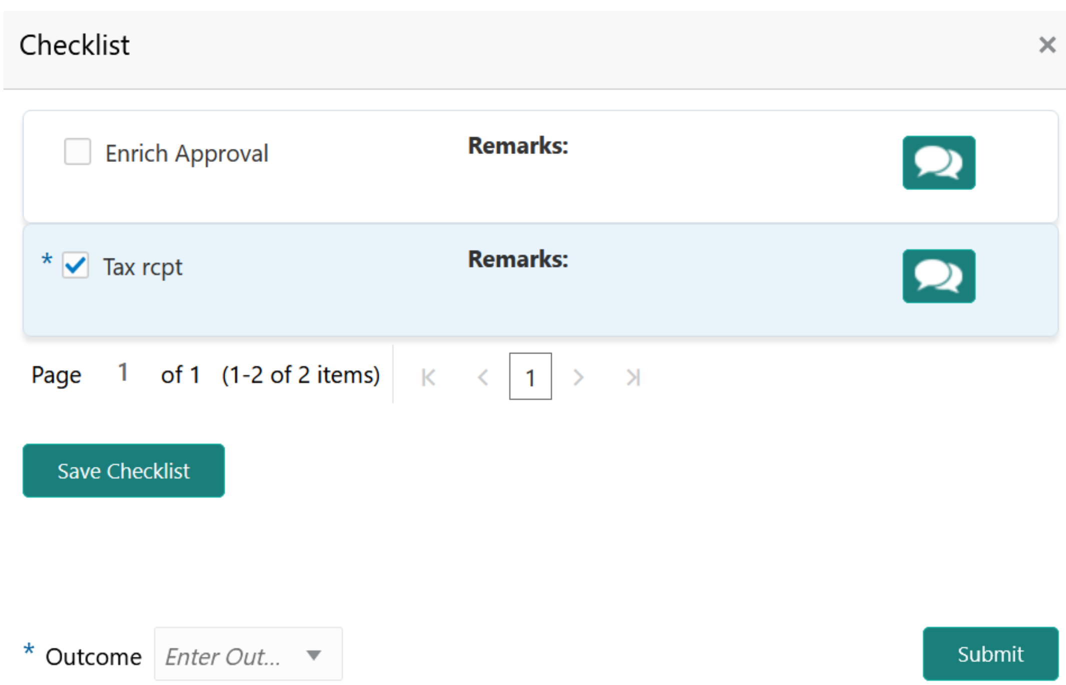



1. Type your comments for the Perfection Initiation stage in the **Comments** text box.
2. Click **Post**.

   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

## 5.1 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

## 5.2 Basic Info

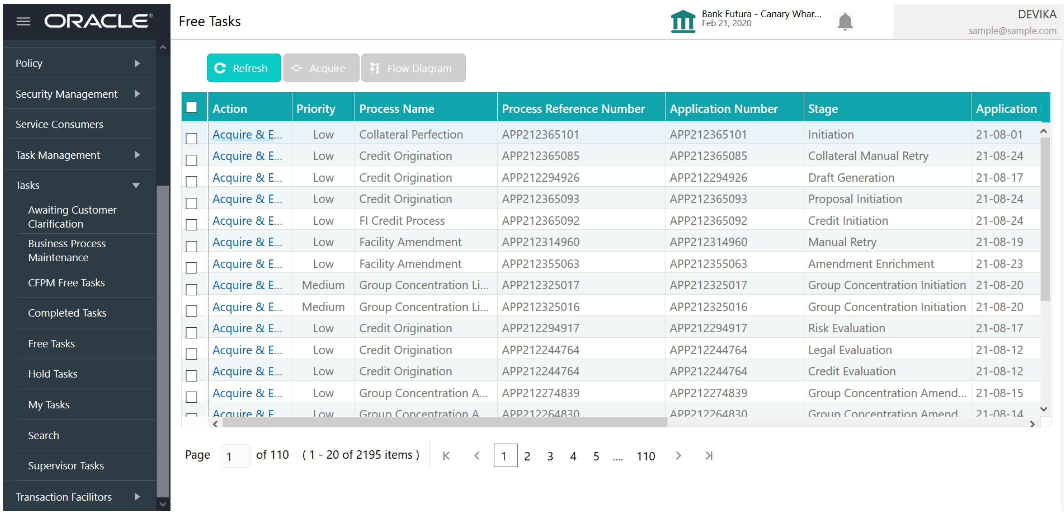
Procedure to enrich basic information captured in the **Initiation** stage.

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.

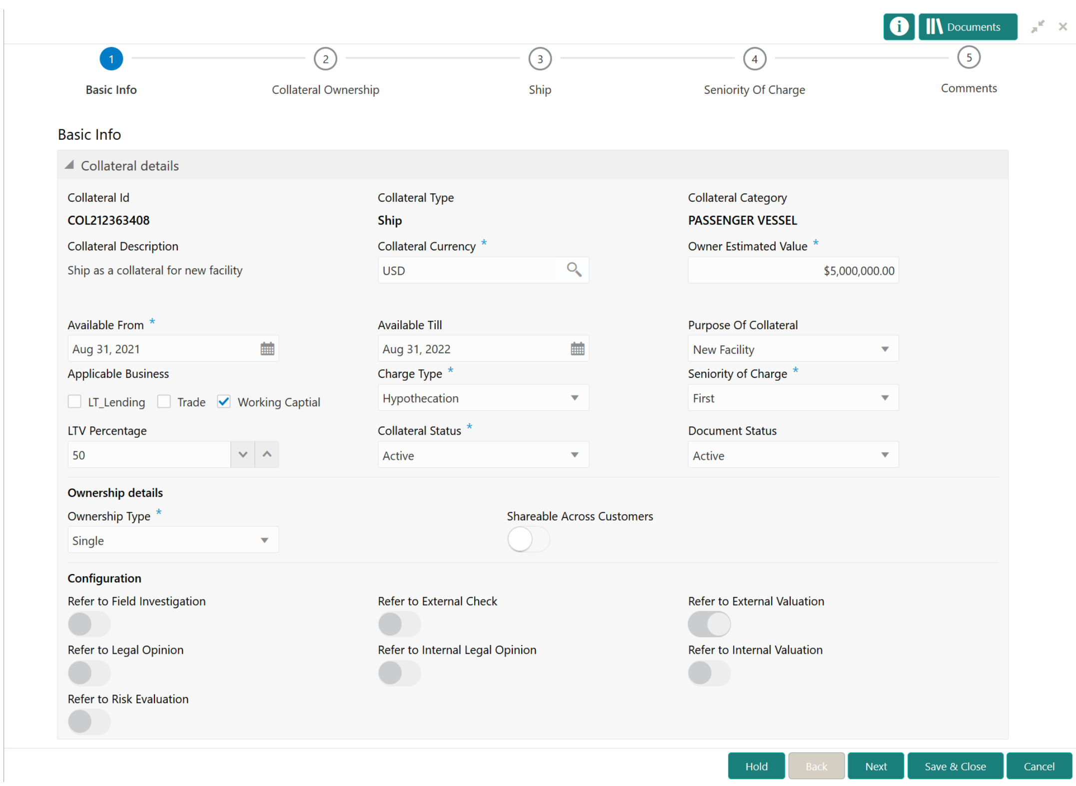
**Figure 5-1 Free Task**



2. **Acquire & Edit** the required Data Enrichment task.

   The **Data Enrichment - Basic Info** screen is dispalyed.

**Figure 5-2 Data Enrichment - Basic Info**



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 |
|---|---|
| **Collateral Id** | **Collateral Id** is a unique identifier generated for the collateral. This is system generated and you cannot modify. |
| **Collateral Type** | **Collateral Type** selected in the **Quick Initiation** screen is displayed here. You cannot modify this. |
| **Collateral Category** | Select the **Collateral Category**. Collateral Categories applicable for the selected **Collateral Type** are displayed in the drop down list. |
| **Collateral Description** | **Collateral Description** provided in the Initiation stage is displayed here. You can modify this if required. |
| **Collateral Currency** | **Collateral Currency** specified in the Initiation stage is displayed here. You can modify this if required. |
| **Owner Estimated Value** | **Owner Estimated Value** of the collateral specified in the Initiation stage is displayed here. You can modify this if required. |
| **Available From** | **Available From** date selected in the Initiation stage is displayed here. You can modify this if required. |
| **Available Till** | **Available Till** date selected in the Initiation stage is displayed here. You can modify this if required. |
| **Purpose of Collateral** | **Purpose of Collateral** selected in the Initiation stage is displayed here. You can modify this if required. |
| **Applicable Business** | Select the business for which the collateral is applicable. Options include but not limited to **LT Lending**, **Trade**, and **Working Capital**. |
| **Charge Type** | Select the **Charge Type** from the drop down list. The following options are available:<br>• **Hypothecation**<br>• **Pledge**<br>• **Lien** |
| **Seniority of Charge** | Select the **Seniority of Charge** from the drop down list. The following options are available:<br>• **First**<br>• **Second**<br>• **Third**<br>• **PRIMARY** |
| **LTV Percentage** | Specify the collateral's loan to value percentage. |
| **Collateral Status** | Select the status of the collateral. The following options are available in the drop down list:<br>• **Active**<br>• **Release** |
| **Document Status** | Select the status of the collateral document. The following options are available in the drop down list:<br>• **Active**<br>• **Release** |

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

| Field | Description |
|---|---|
| **Ownership Type** | Select the **Ownership Type** from the drop down list. The following options are available:<br>• Single<br>• Joint |
| **Shareable Across Customers** | Enable this flag if the collateral is shareable with multiple customers. |

**Table 5-3 Basic Info - Configuration - Field Description**

| Field | Description |
|---|---|
| **Refer to Field Investigation** | 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. |
| **Refer to External Check** | 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. |
| **Refer to External Valuation** | 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. |
| **Refer to Legal Opinion** | 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. |
| **Refer to Internal Legal Opinion** | 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. |
| **Refer to Internal Valuation** | 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. |
| **Refer to Risk Evaluation** | 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**.

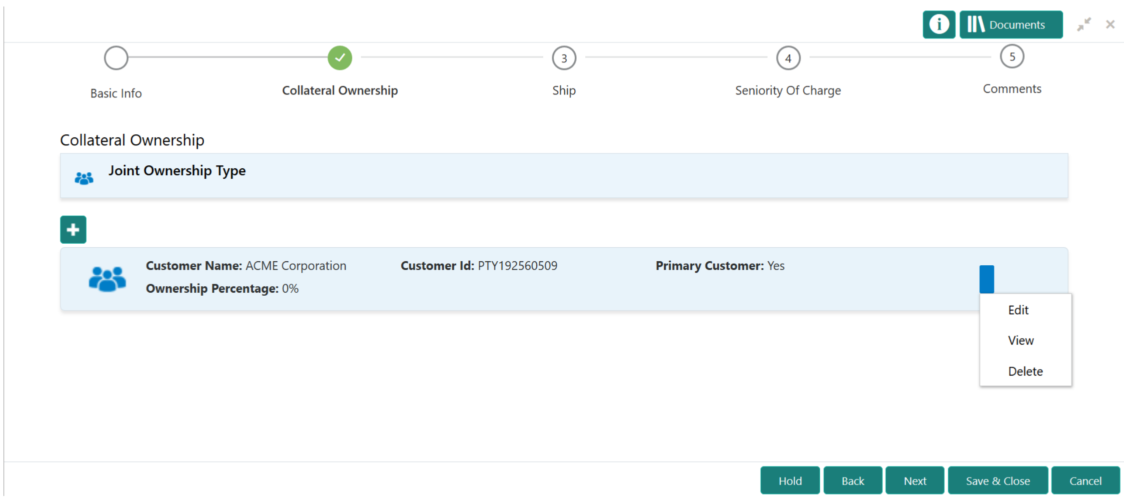
# 5.3 Collateral Ownership

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**.

# 5.4 Ship

Procedure to add collateral specific details for perfection.

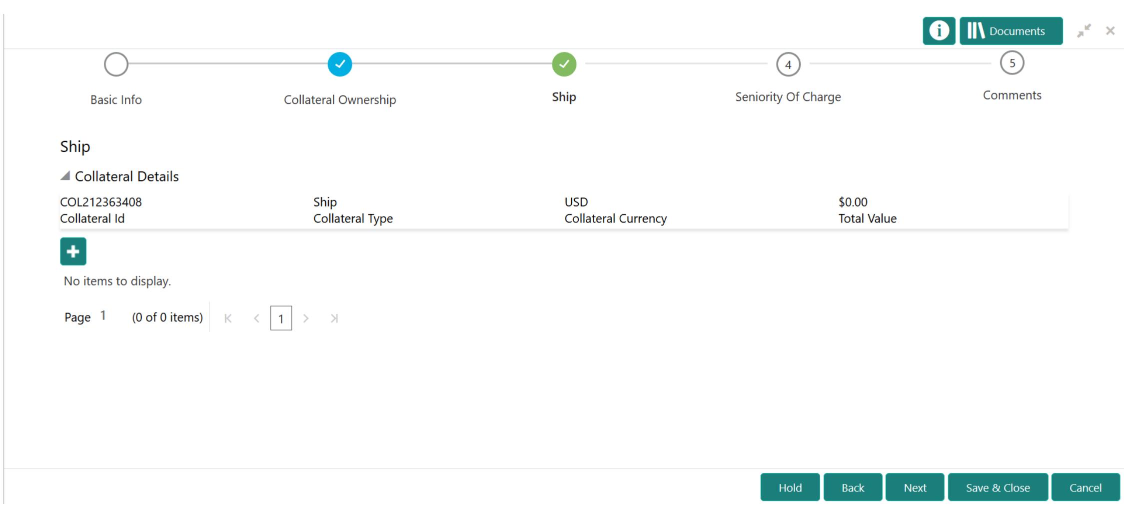
The system displays the Collateral Type data segment based on the **Collateral Type** selected in previous data segment or stage. Following are the various collateral types supported in OBCFPM:

- 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**



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**.

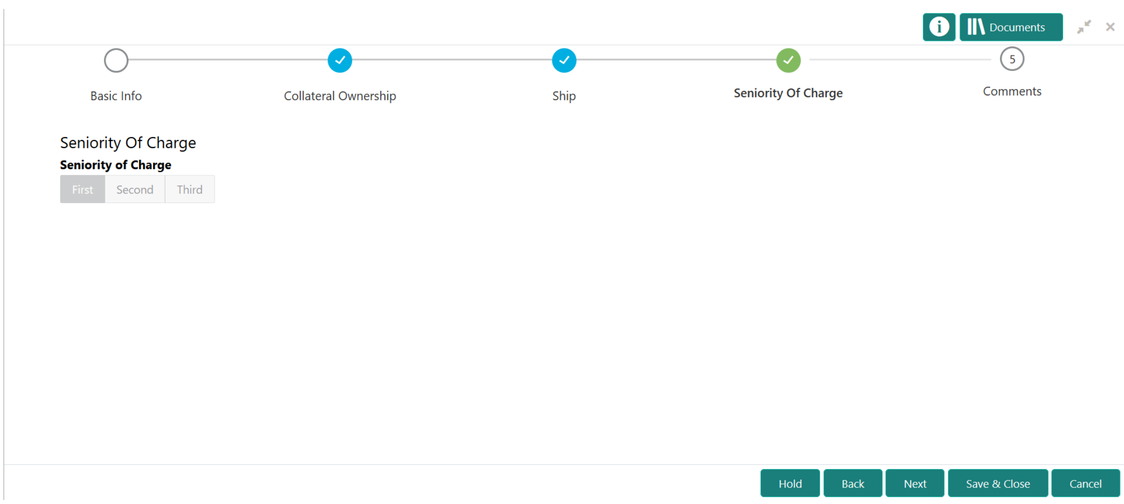
# 5.5 Seniority of Charge

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**.

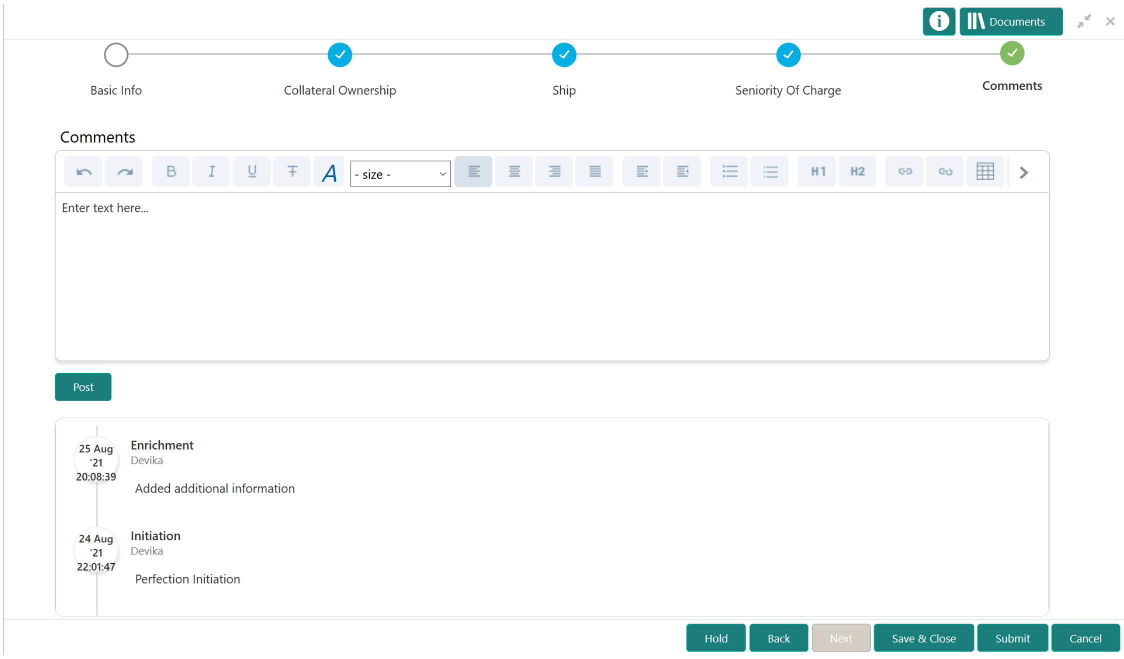
# 5.6 Comments

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**

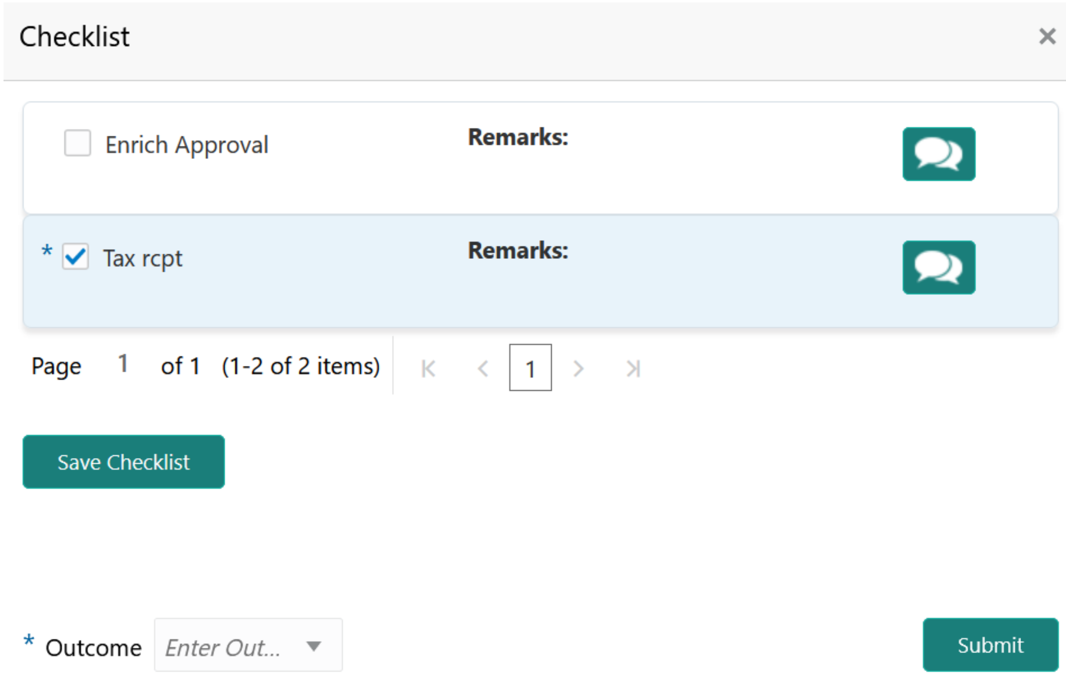



1. Type the comments for Data Enrichment stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 5-7 Checklist**




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

## 6.1 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

## 6.2 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.

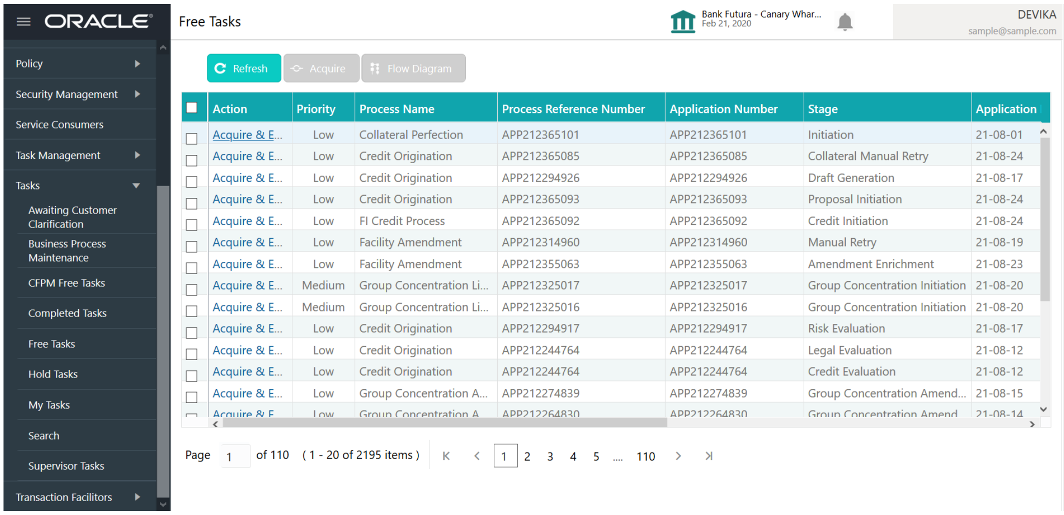
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

> **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.

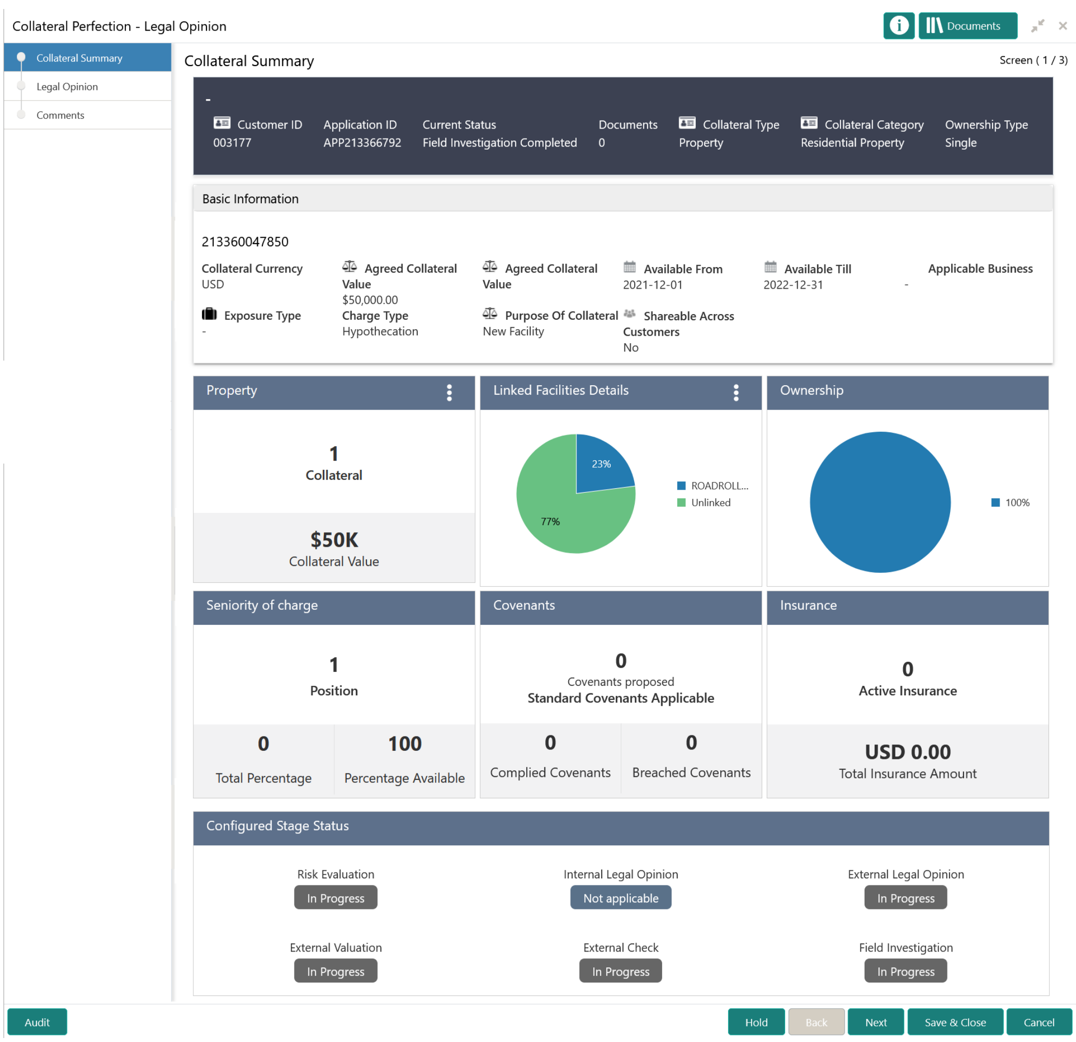
**Figure 6-1 Free Tasks**




2. Click **Acquire & Edit** in the required Legal Opinion task.

   The **Legal Opinion - Collateral Summary** screen is displayed.

**Figure 6-2 Legal Opinion - Collateral Summary**



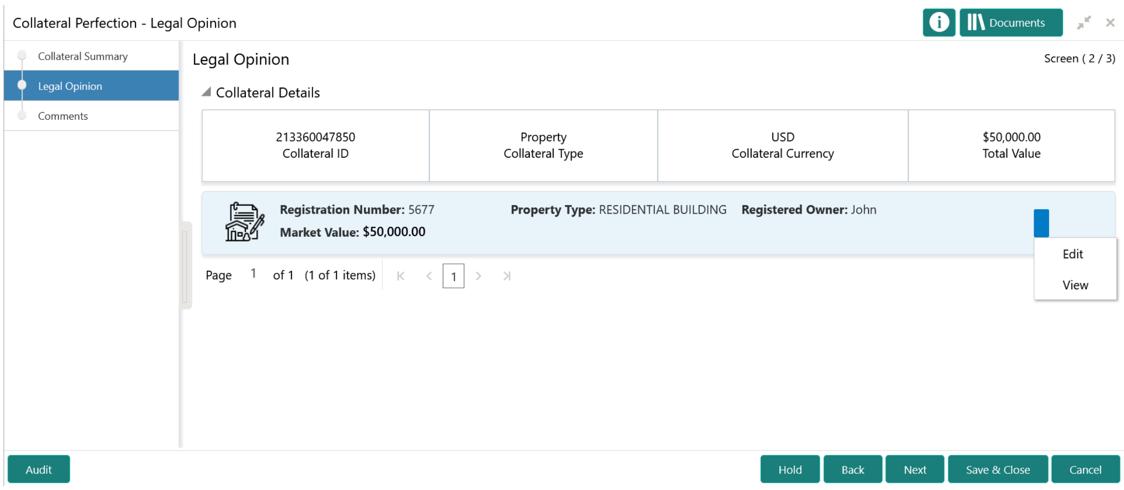
3. View the Collateral Summary and click **Next**.

# 6.3 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**

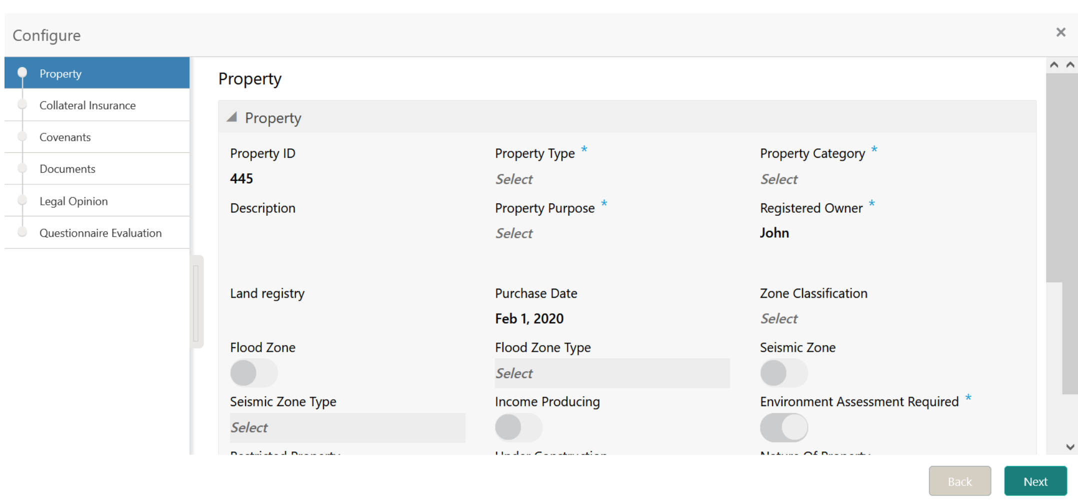



To capture the Legal Opinion for the collateral:

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

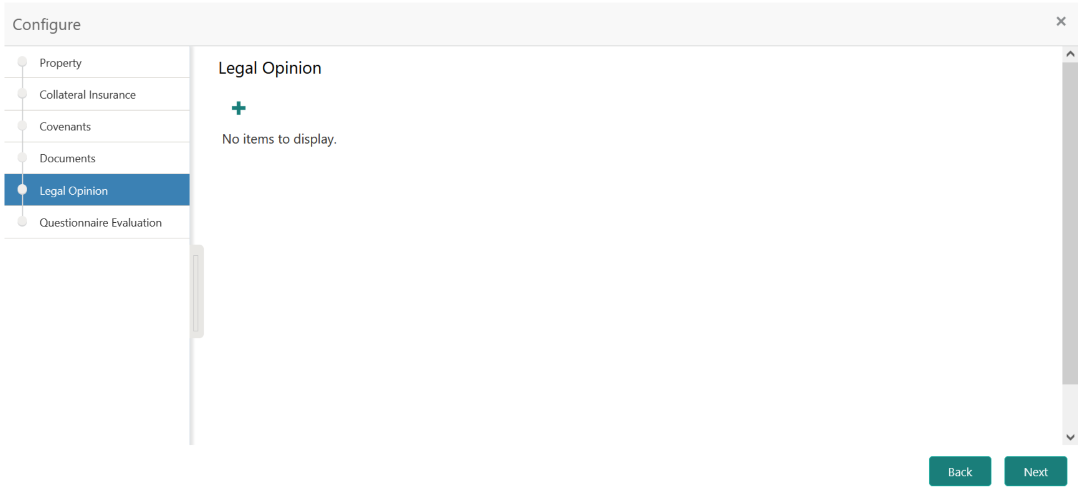
   The **Legal Opinion - Configure - Collateral Type** screen is displayed.

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


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

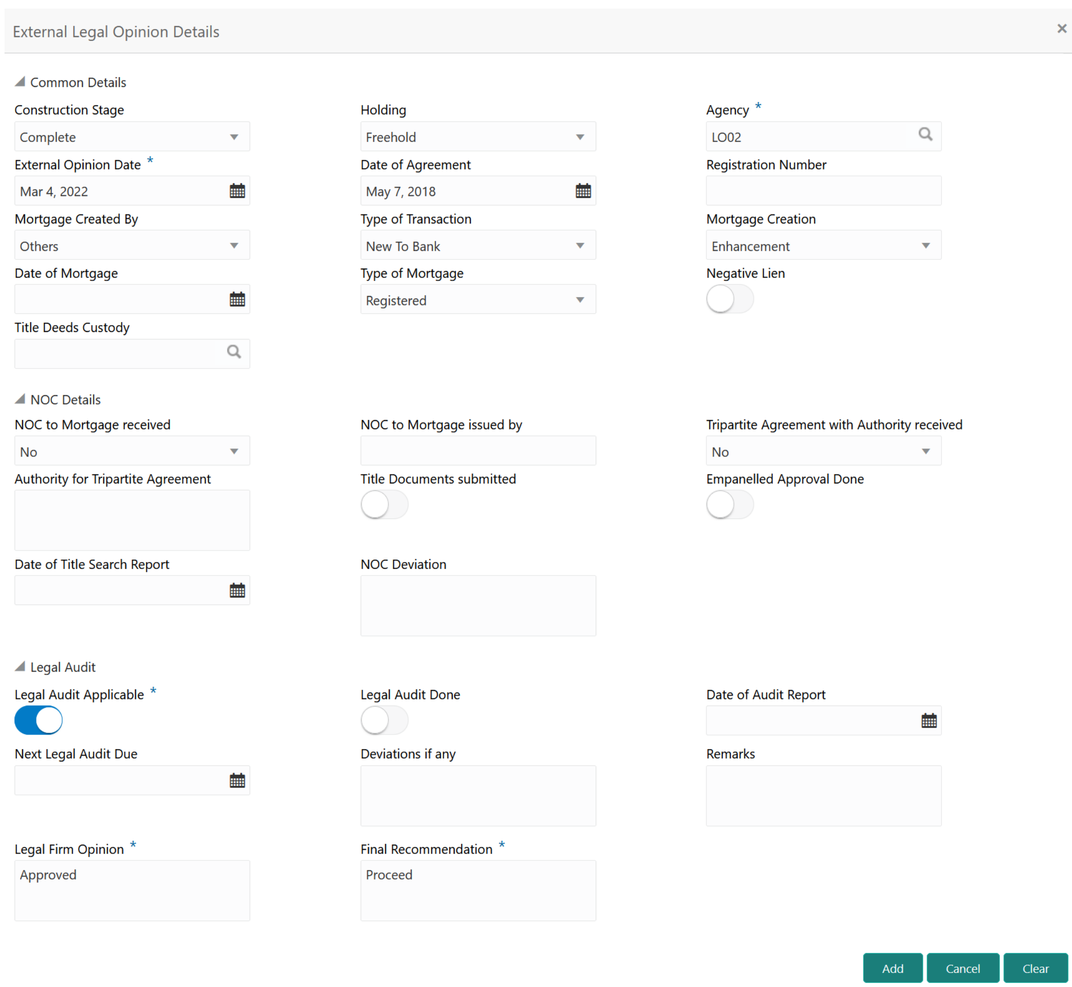
**Figure 6-5 Legal Opinion - Configure - Legal Opinion**




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 |
|---|---|
| **Construction Stage** | Select the stage of construction from the drop down list. The options available are:<br>• Complete<br>• Under Construction |
| **Holding** | Specify if the property is Freehold or Leasehold. |
| **Agency** | Select the Agency from which the legal opinion is obtained. |
| **External Opinion Date** | Specify the date on which the external legal opinion is captured. |
| **Date of Agreement** | Specify the date of lease agreement. |
| **Registration Number** | Specify the property **Registration Number**. |
| **Mortgage Created By** | Select the bank or security trustee who created the mortgage. The options available in the drop down list are:<br>• Own Bank<br>• Others |
| **Type of Transaction** | Specify whether the customer is **New To Bank** or **Existing** customer. |
| **Mortgage Creation** | Select the **Mortgage Creation** as **Fresh** or **Enhancement** of existing mortgage value. |
| **Date of Mortgage** | Specify the mortgage creation date. |
| **Type of Mortgage** | Specify the type of mortgage as **Equitable** or **Registered**. |
| **Negative Lien** | Specify whether negative lien is executed covering the collateral by selecting **Yes** or **No** from the drop down list. |
| **Title Deeds Custody** | Specify the name of bank which is holding the title deeds. |

**Table 6-2 NOC Details - Field Description**

| Field | Description |
|---|---|
| **NOC to Mortgage received** | Specify if NOC for creating mortgage is received. The following options are available in the drop down list.<br>• Yes<br>• No<br>• Not Applicable |
| **NOC to Mortgage issued by** | Specify the details of other participating lenders that issued the NOC to mortgage. |
| **Tripartite Agreement with Authority received** | Specify if the tripertite Agreement is received from the authority. The following options are available in the drop down list.<br>• Yes<br>• No<br>• Not Applicable |

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

| Field | Description |
|---|---|
| **Authority for Tripartite Agreement** | Specify the authority which executed the tripartite agreement. |
| **Title Documents Submitted** | Enable this flag, if the customer has submitted all the property related title documents to the Bank or security trustee. |
| **Empanelled Approval Done** | Specify if empanelled approval is in place for deviation, if any section of the title documents is not submitted by the customer. |
| **Date of Title Search Report** | Specify the date on which the bank obtained search report from the company secretory of the client. |
| **NOC Deviation** | Provide details of deviation in obtaining NOC from other participating banks, if any. |

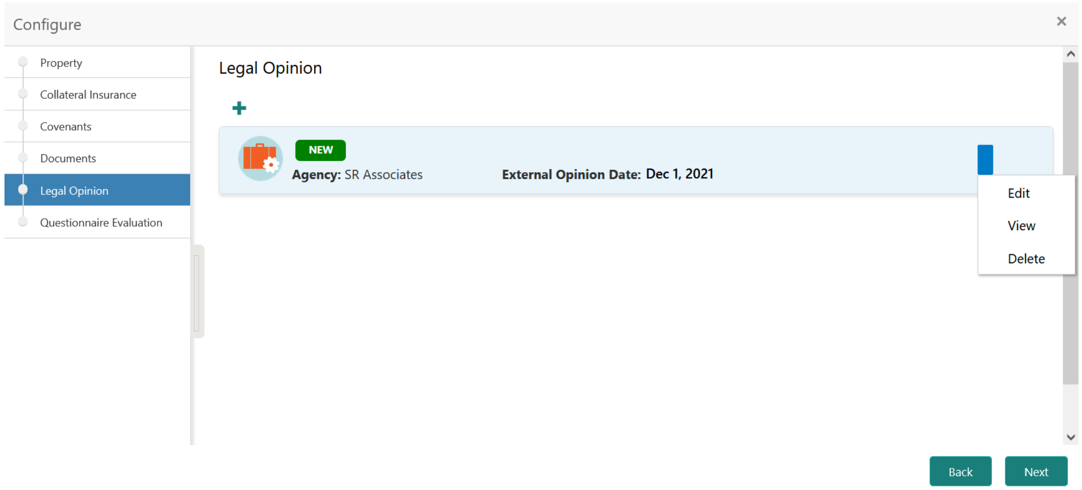
**Table 6-3 Legal Audit - Field Description**

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

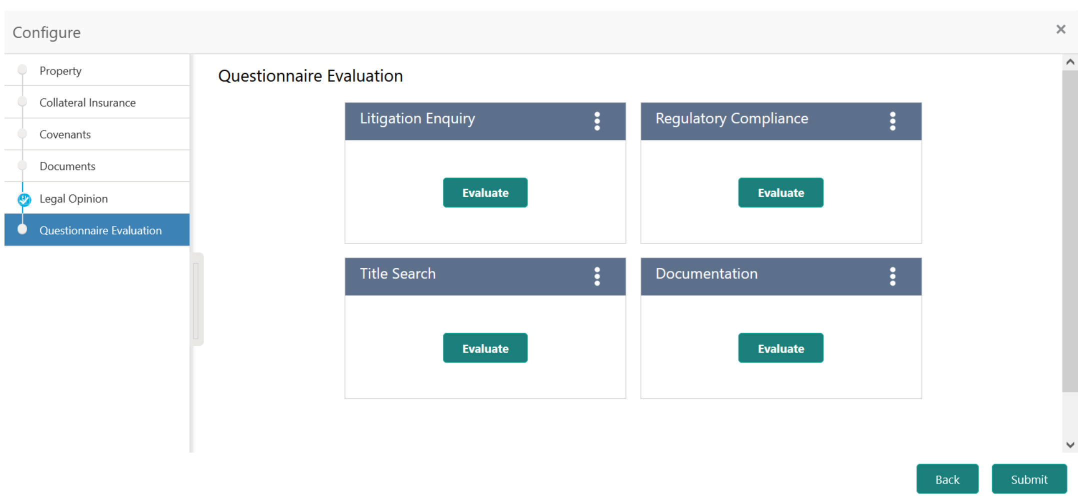



You can **Edit**, **View**, or **Delete** the added legal opinion detail by clicking the action icon and selecting the required option.

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**

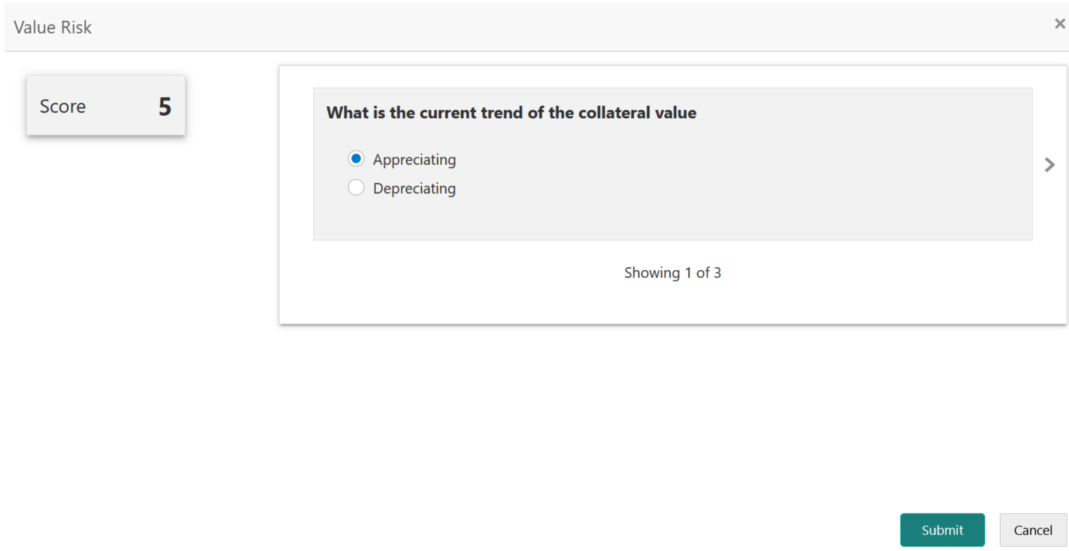



> **Note:**
>
> In the above screen, the questionnaires linked to the Legal Opinion stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

**Figure 6-9 Questionnaire**




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**.

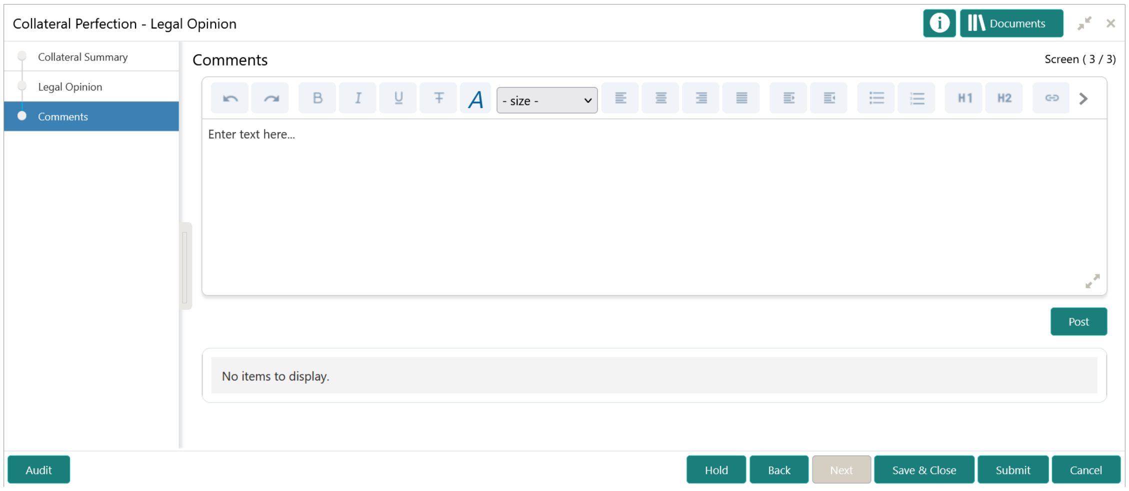
# 6.4 Comments

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**

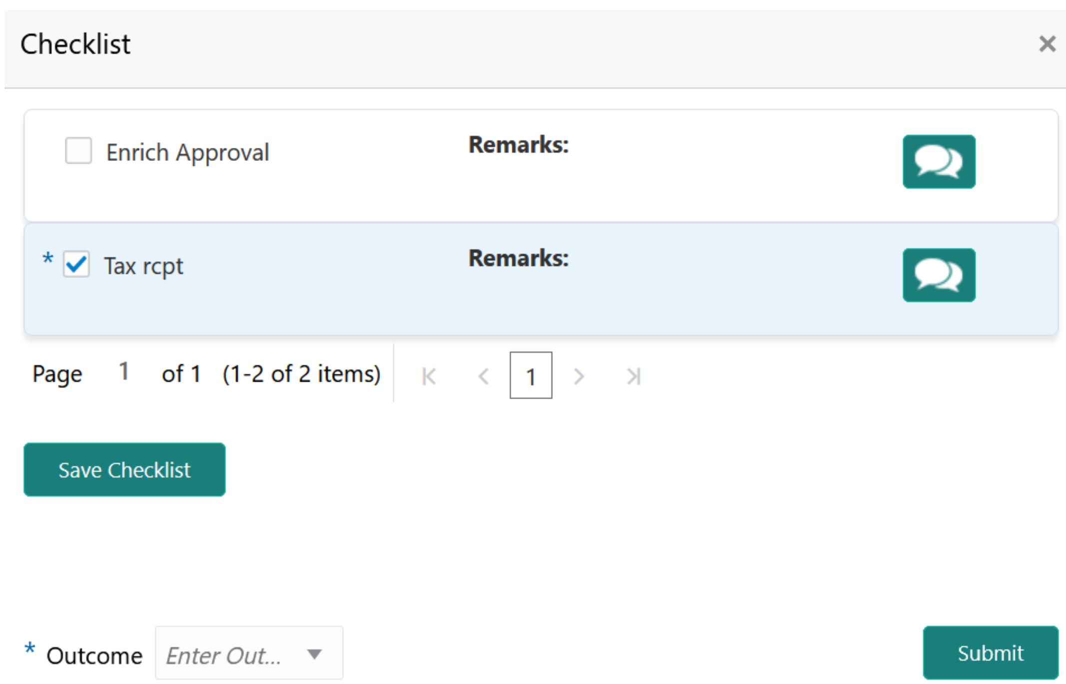



1. Type your comments for the Legal Opinion stage in the **Comments** text box.
2. Click **Post**.

   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

## 7.1 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

## 7.2 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.

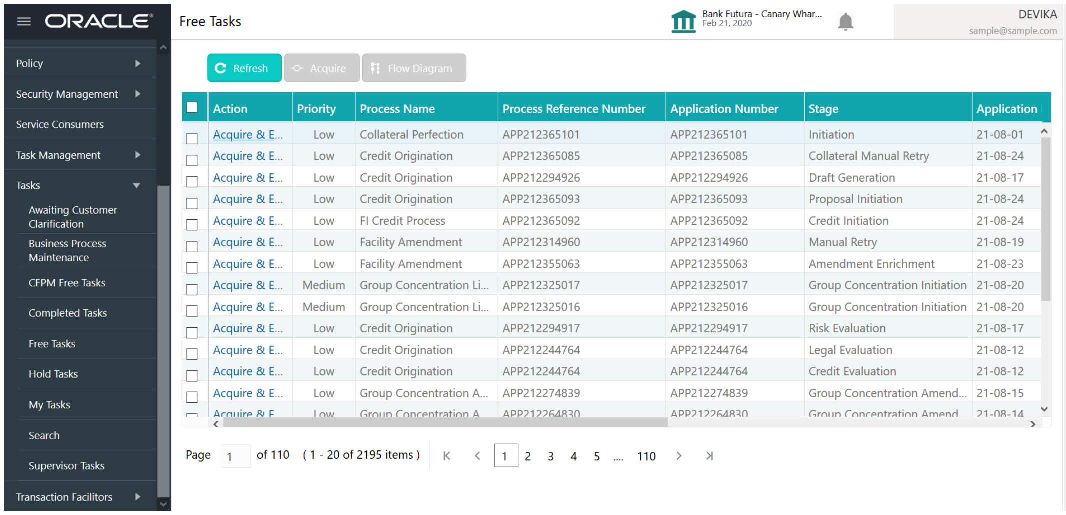
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

> **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.

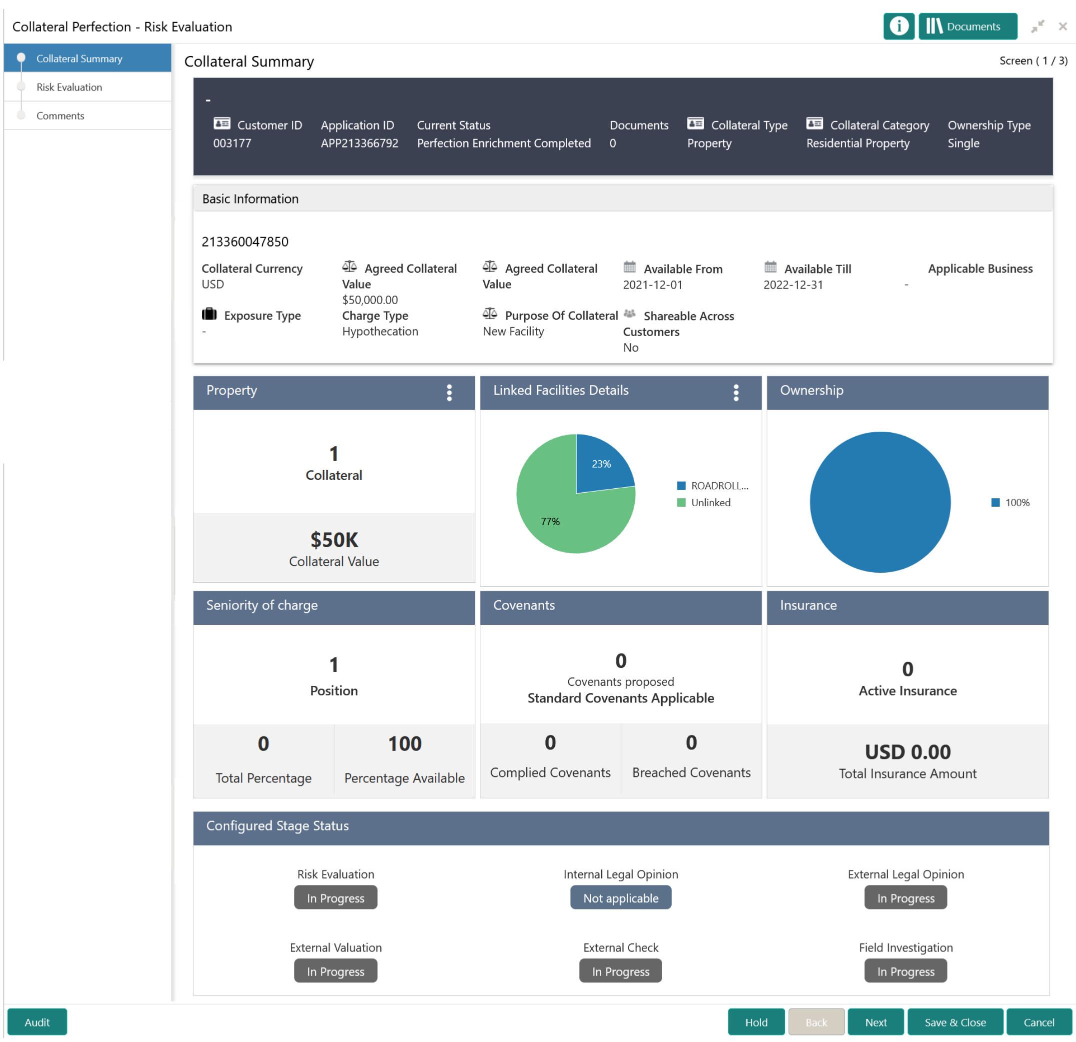
**Figure 7-1 Free Tasks**



2. Click **Acquire & Edit** in the required Risk Evaluation task.

   The **Risk Evaluation - Collateral Summary** screen is displayed.

**Figure 7-2 Risk Evaluation - Collateral Summary**



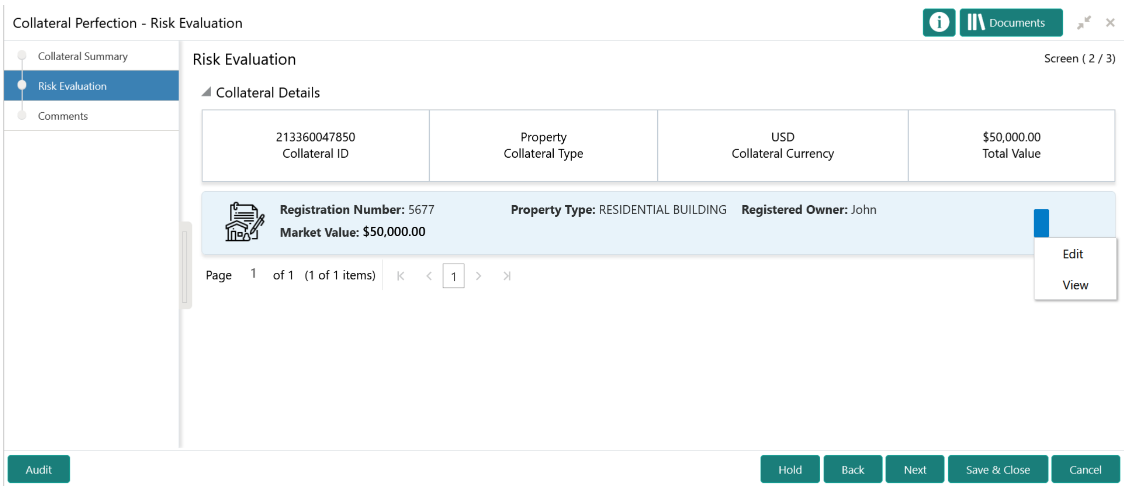
3. View the Collateral Summary and click **Next**.

# 7.3 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**

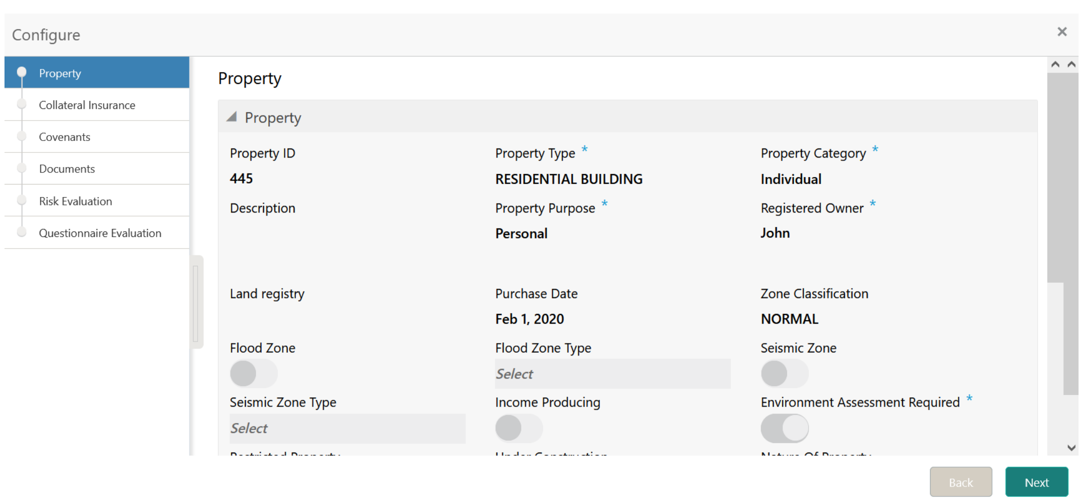



To evaluate the collateral in terms of risk:

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

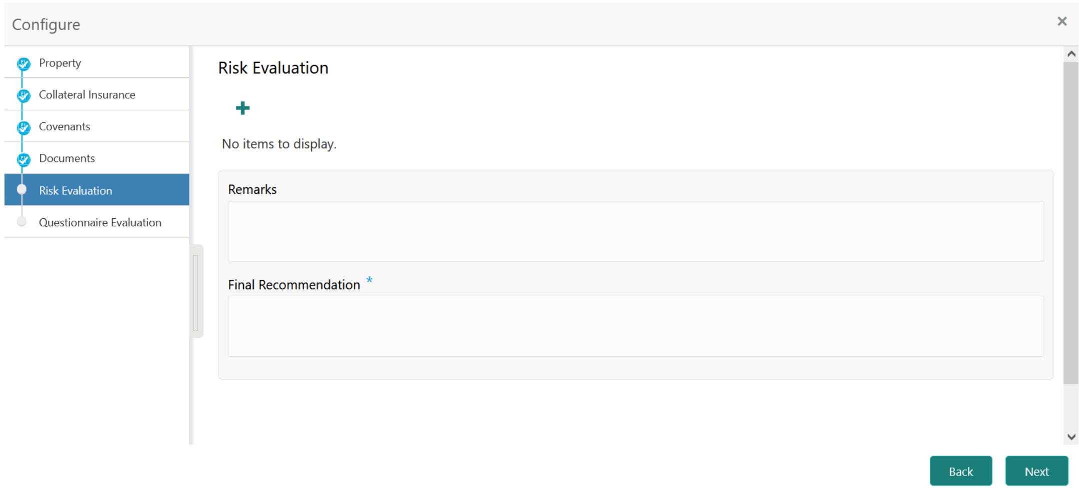
   The **Risk Evaluation - Configure - Collateral Type** screen is displayed.

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


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

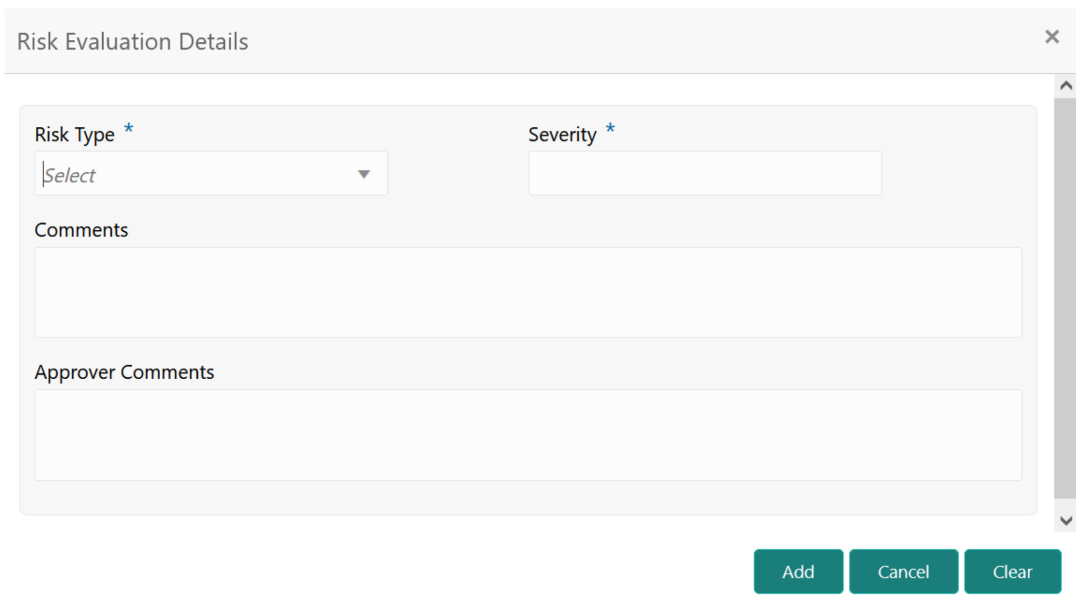
**Figure 7-5 Risk Evaluation - Configure - Risk Evaluation**




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.

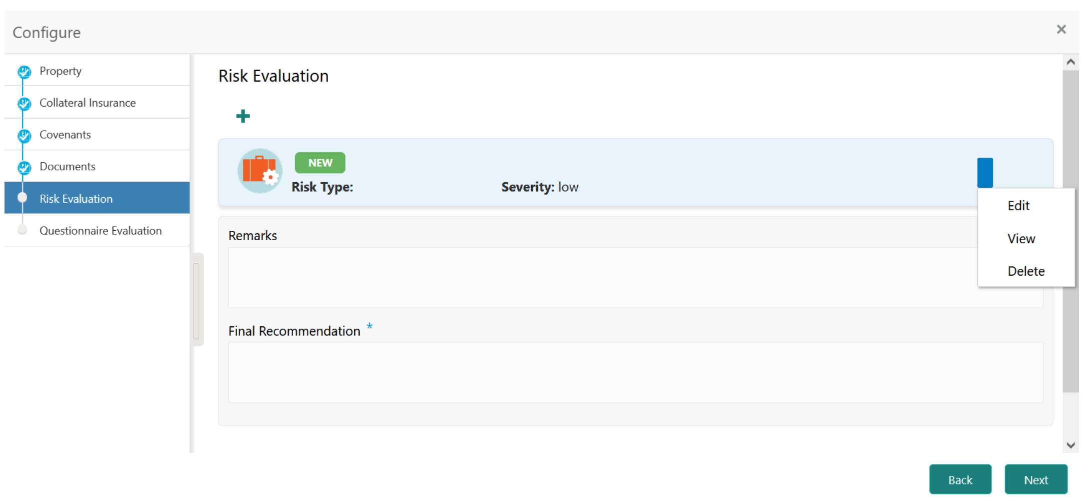
**Table 7-1 Risk Evaluation Details - Field Description**

| Field | Description |
|---|---|
| Risk Type | Select the **Risk Type** from the drop down list.<br>The options available include but are not limited to:<br>• Currency Risk<br>• Natural Hazardous Risk<br>• Liquidity Risk<br>• Operational Risk<br>• Geo Political Risk<br>• Issue Credit Risk |
| Severity | Specify the **Severity** of risk. |
| Comments | Specify your risk evaluation **Comments** for the collateral. |
| Approver Comments | Capture the risk **Approver Comments** 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**

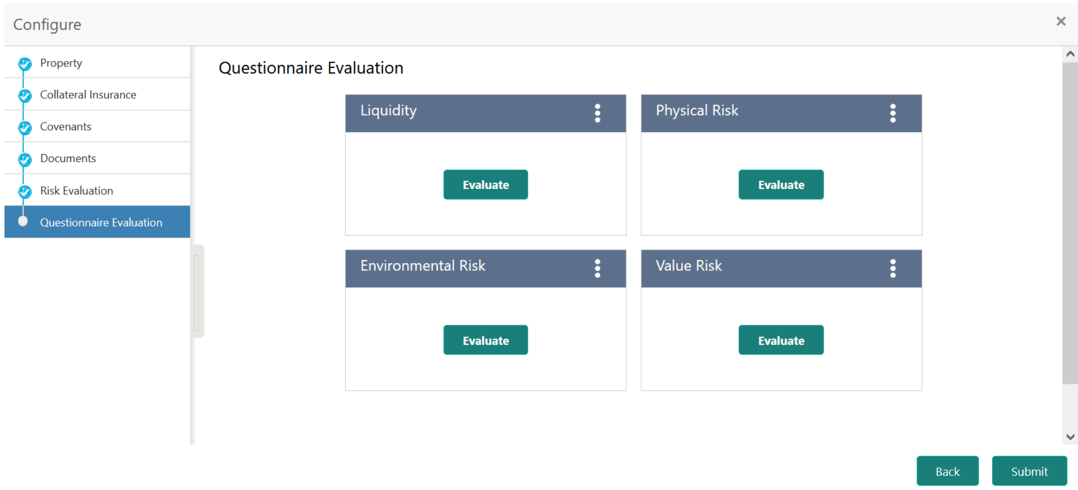



   You can **Edit**, **View**, or **Delete** the added risk evaluation detail by clicking the action icon and selecting the required option.

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**

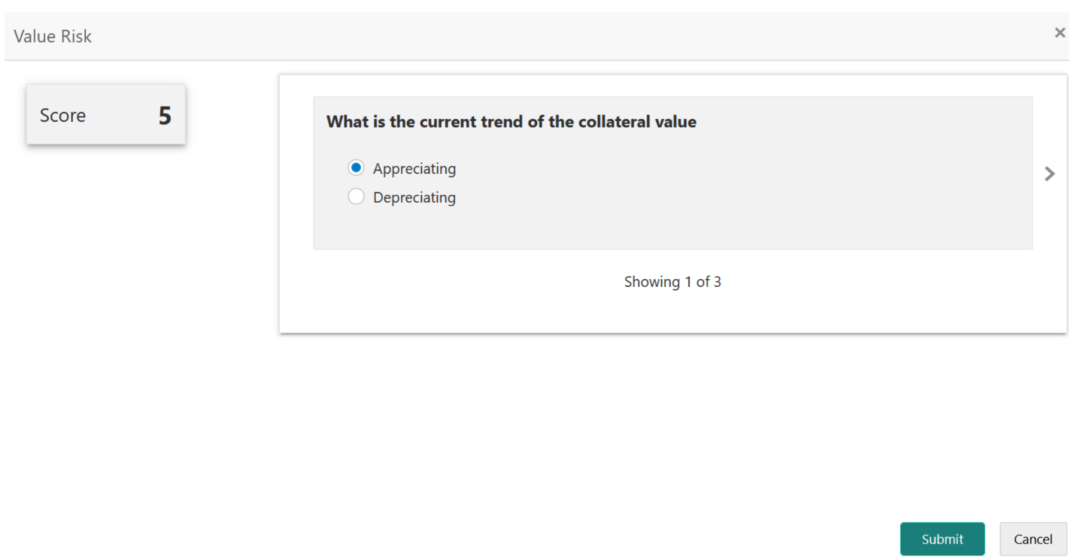



> **Note:**
>
> In the above screen, the questionnaires linked to the Risk Evaluation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

**Figure 7-9 Questionnaire**

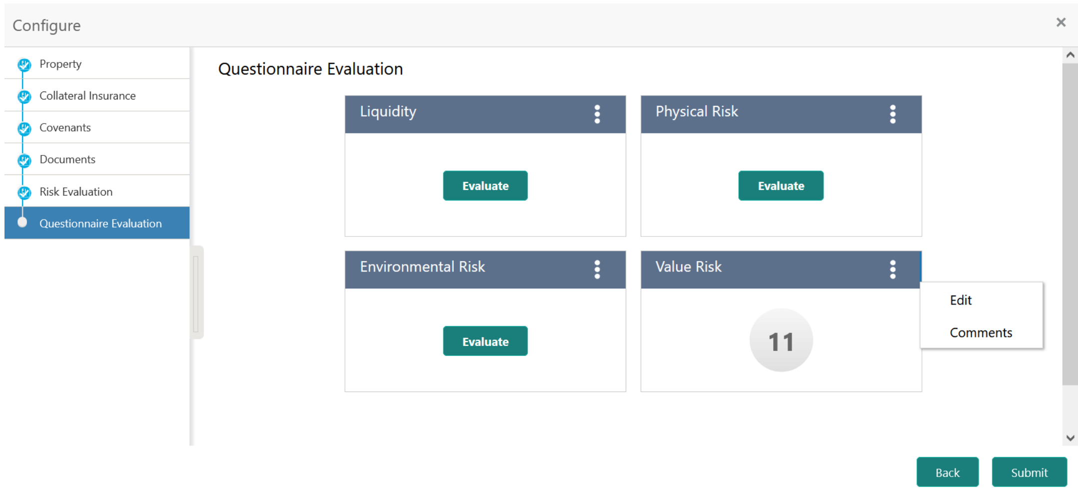



8. Select answer for all the questions and click **Submit**.

   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**.

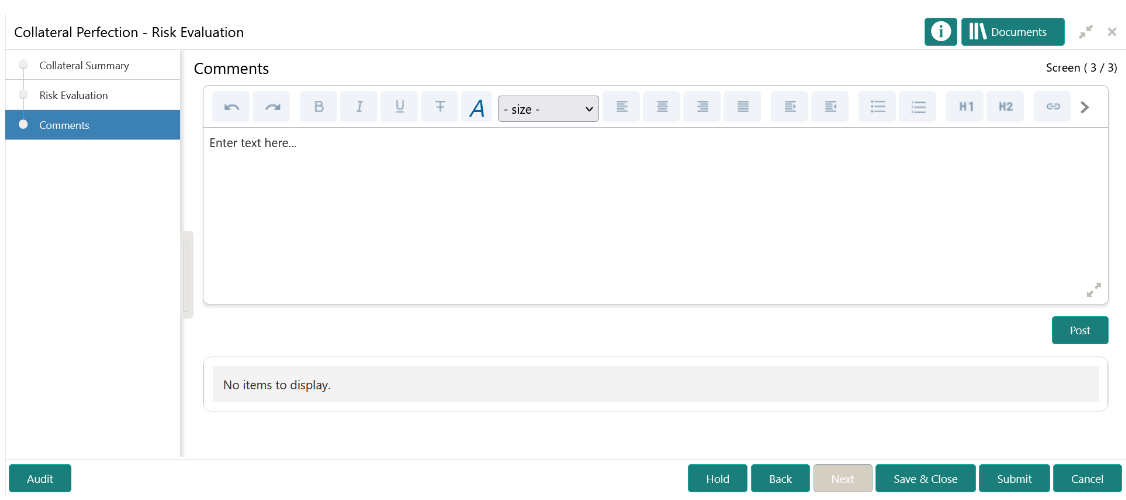
## 7.4 Comments

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**

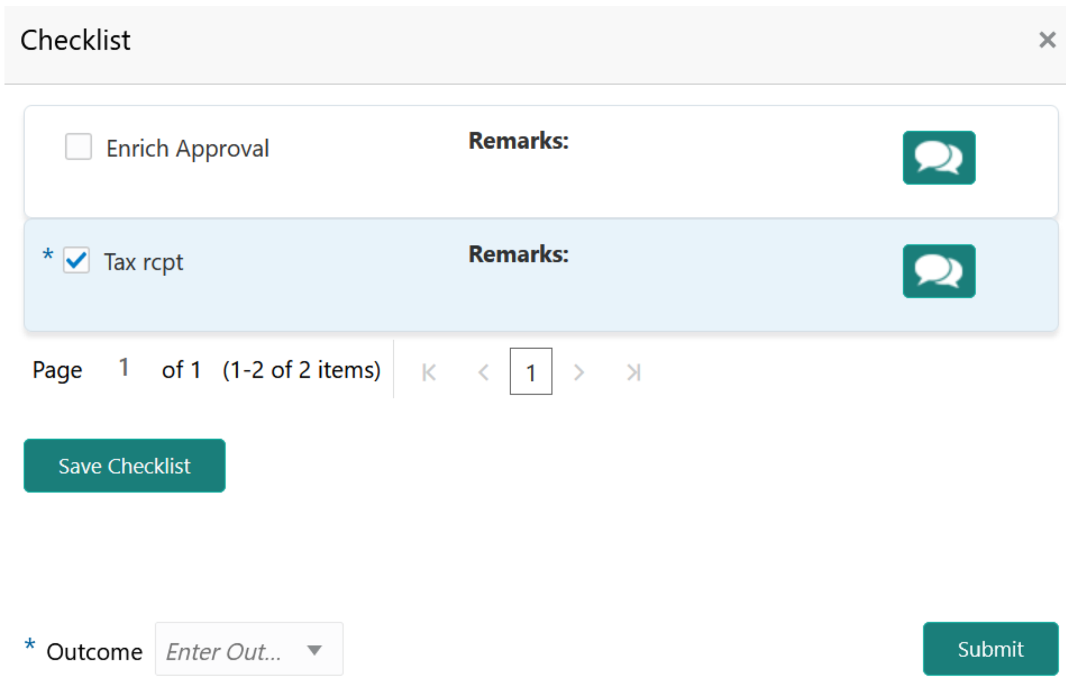


1. Type your comments for the Risk Evaluation stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 7-12 Checklist**




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

## 8.1 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

## 8.2 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.

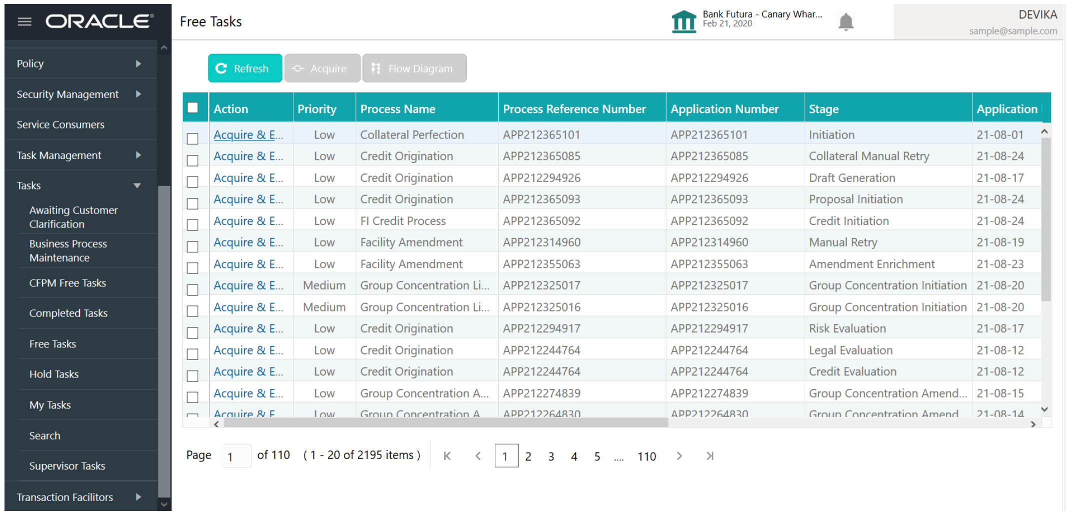
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

> **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.

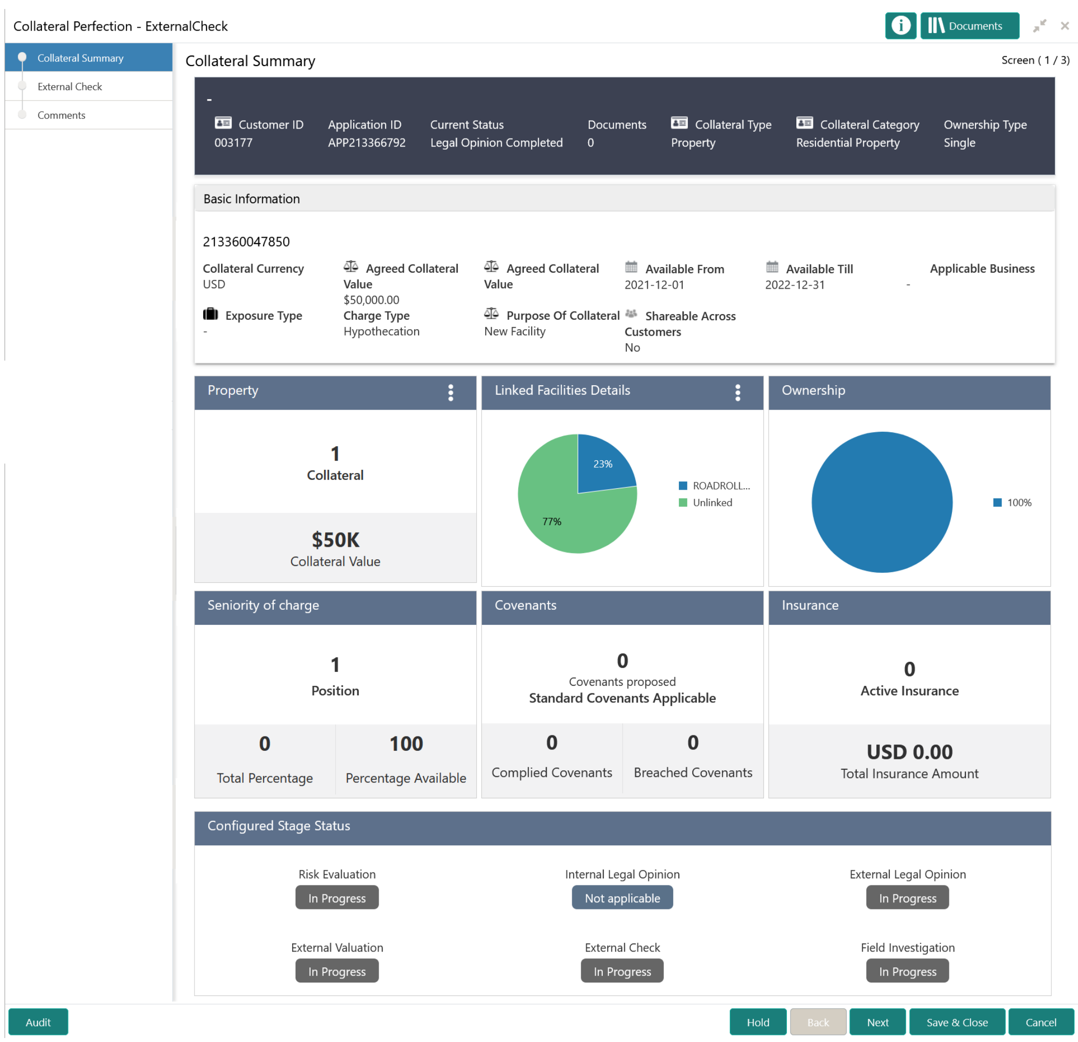
### Figure 8-1 Free Tasks



2. Click **Acquire & Edit** in the required External Check task.

   The **External Check - Collateral Summary** screen is displayed.

### Figure 8-2 External Check - Collateral Summary



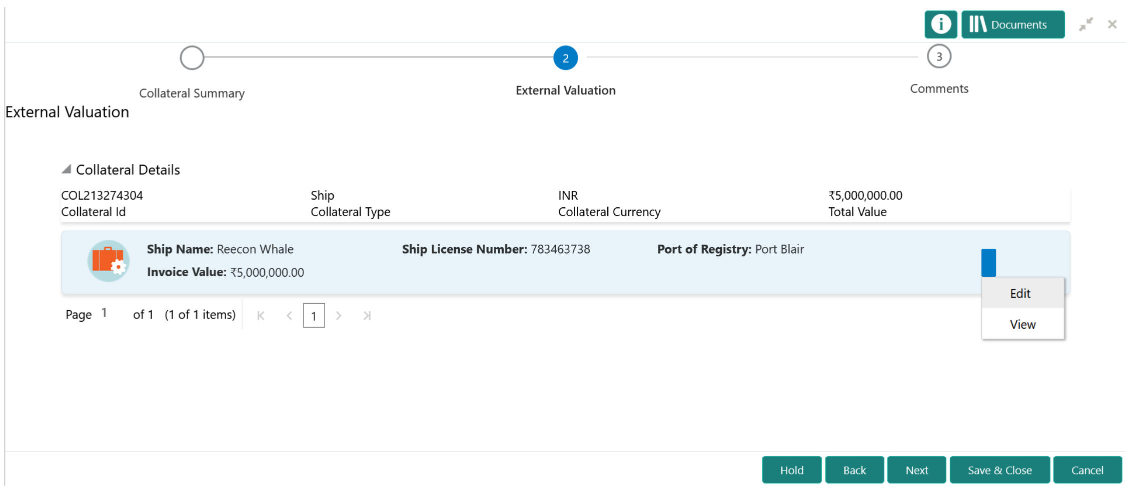
3. View the Collateral Summary and click **Next**.

# 8.3 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**

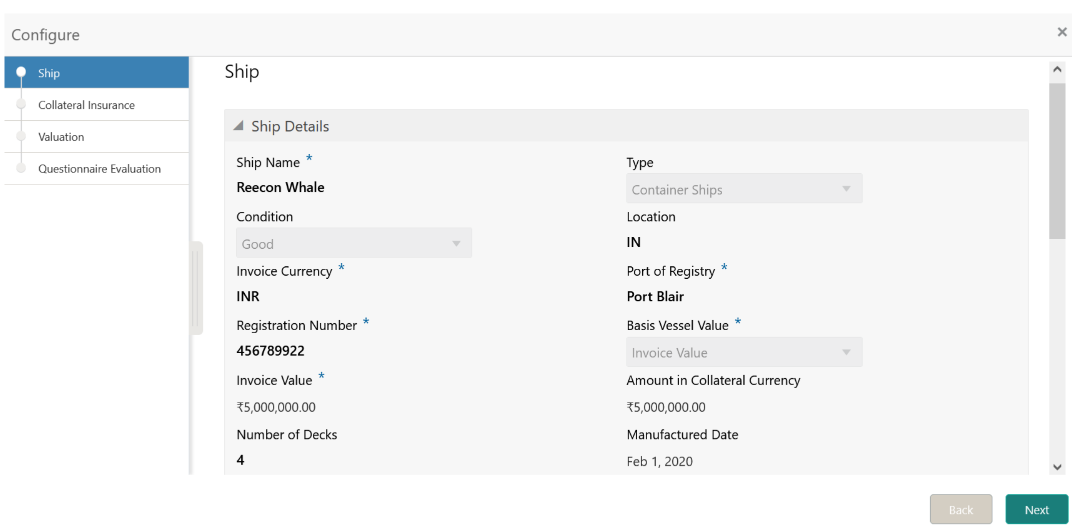



To capture the external valuation details for the collateral:

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

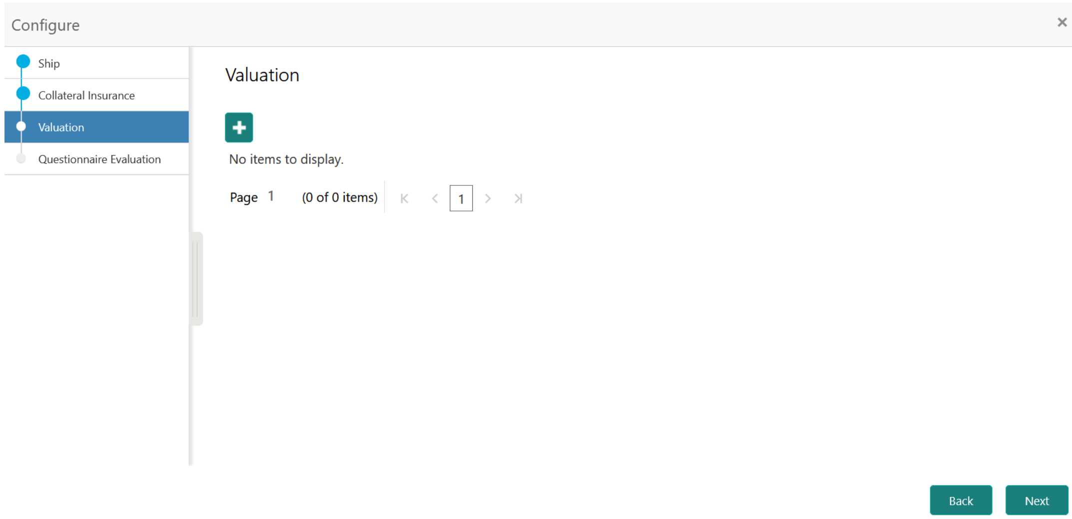
   The **External Valuation - Configure - Collateral Type** screen is displayed.

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




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

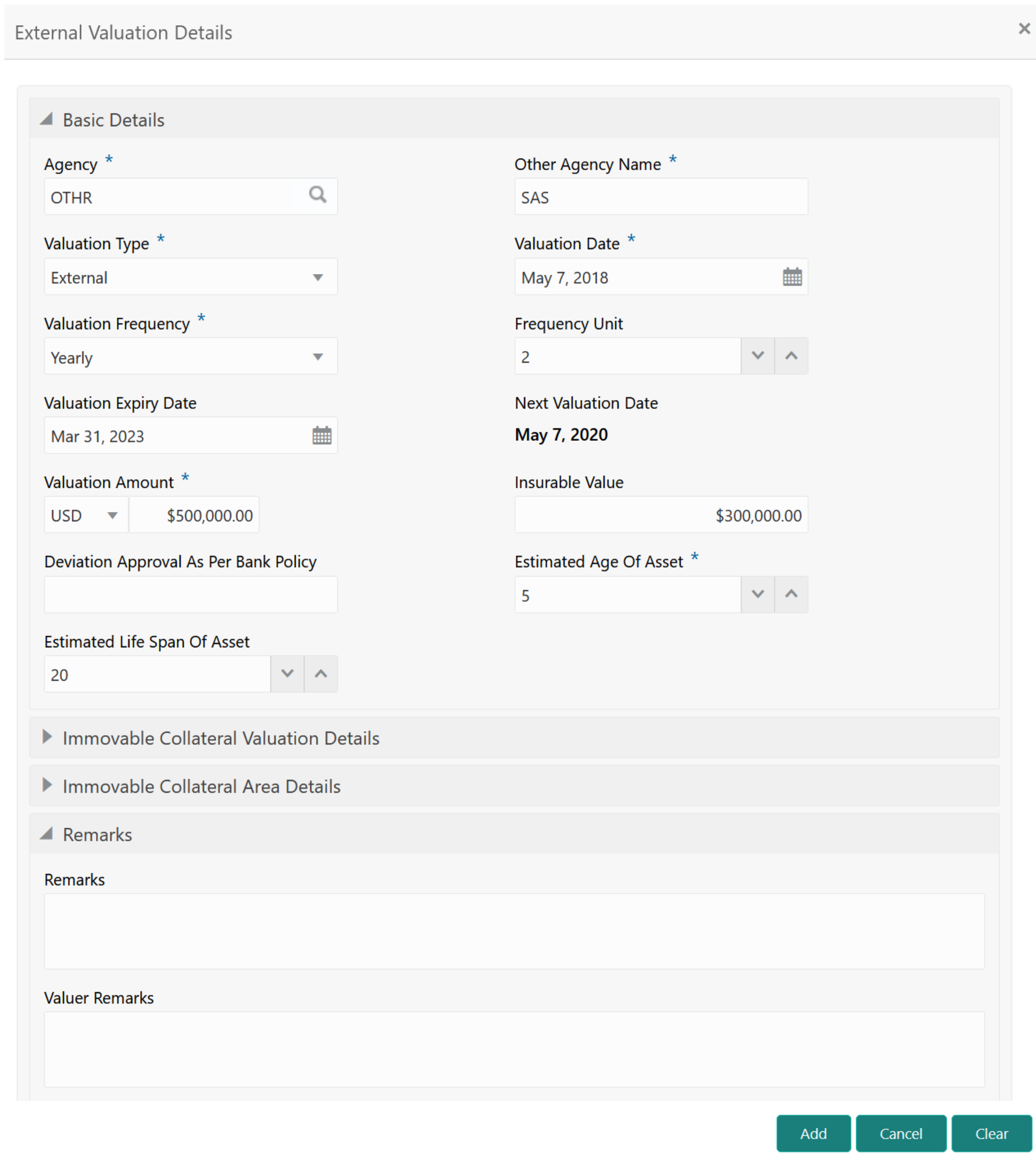
**Figure 8-5 External Valuation - Configure - Valuation**




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**




4. 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 |
|---|---|
| **Agency** | Select the **Agency** which performed external valuation. |
| **Valuation Type** | Select the **Valuation Type** as External. |
| **Valuation Date** | Specify the date on which the external valuation is carried out. |
| **Valuation Frequency** | Select the **Valuation Frequency** from the drop down list. |

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

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

**Figure 8-7**

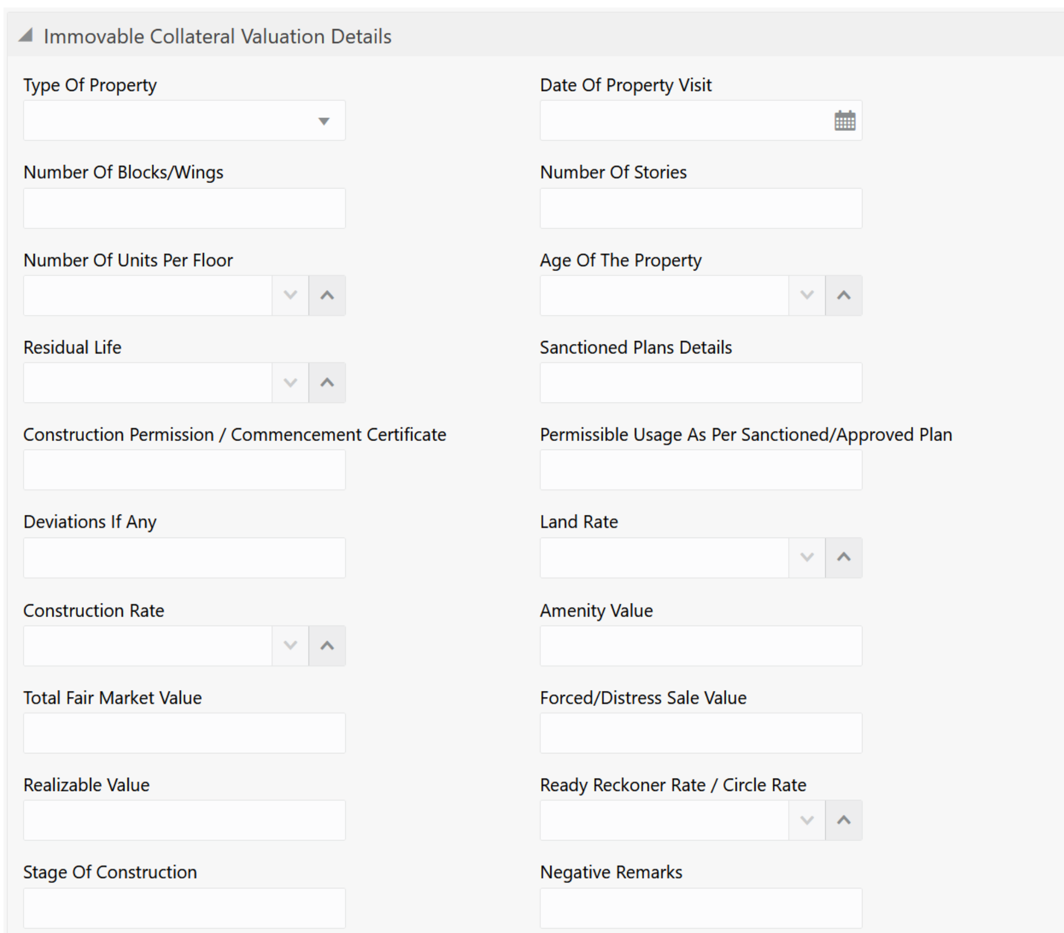


**Table 8-2 Immovable Collateral Valuation Details - Field Description**

| Field | Description |
|---|---|
| **Type of Property** | Select the **Type of Property** from the drop down list. The options available are:<br>• Urban<br>• Rural<br>• Semi-Urban |
| **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 **Number of Stories** 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 **Land Rate** 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 **Stage of Construction**. |
| **Negative Remarks** | Capture **Negative Remarks** from the External Valuator, if any |

**Figure 8-8**

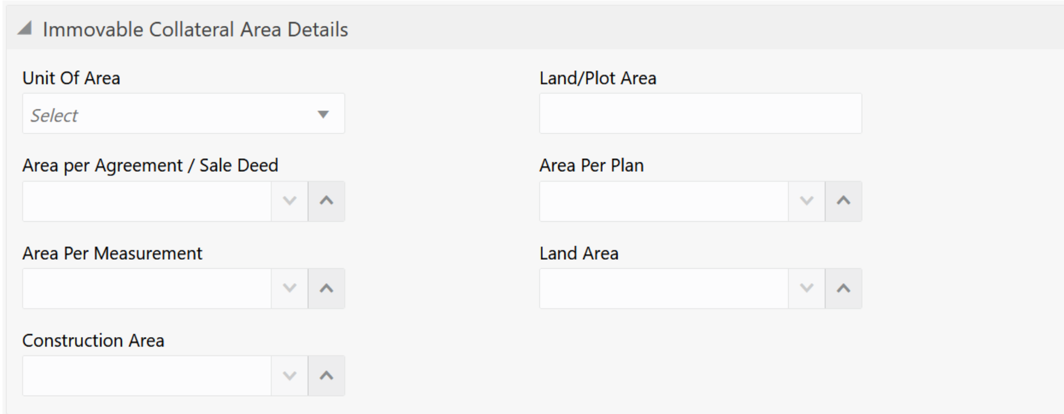


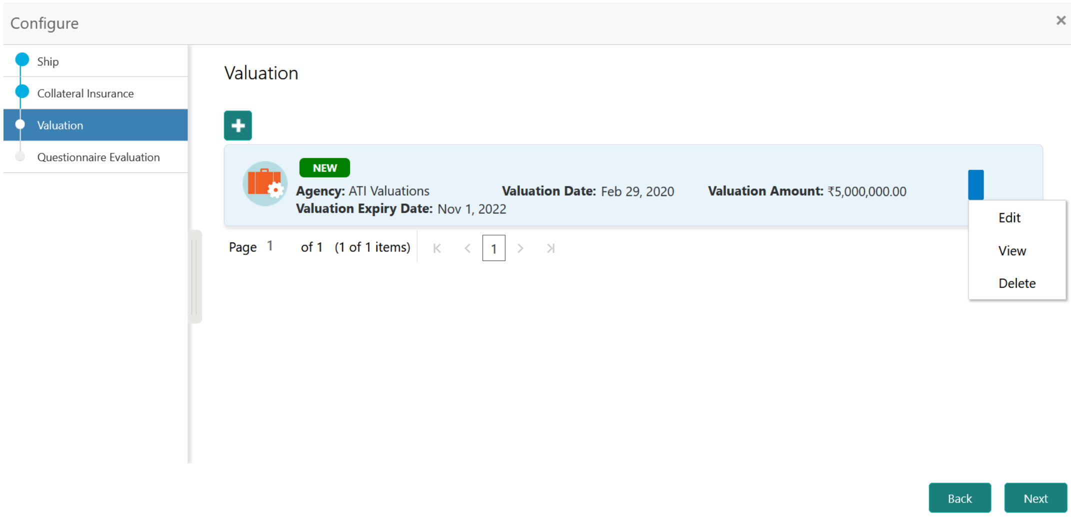

**Table 8-3 Immovable Collateral Area Details - Field Description**

| Field | Description |
|---|---|
| **Unit of Area** | Select the **Unit of Area** from the drop down list. The options available are:<br>• Acre<br>• Hectare<br>• Square Meter<br>• Square Yard |
| **Land/Plot Area** | Specify the **Land/Plot Area** in the selected unit. |
| **Area per Agreement / Sale Deed** | Specify the area as mentioned in the sale deed or agreement. |
| **Area Per Plan** | Specify the area covered per flat as per the building plan. |
| **Area Per Measurement** | Specify the proprty area as per measurement. |
| **Land Area** | Specify the **Land Area** in the selected unit. |
| **Construction Area** | Specify the total **Construction Area** 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**

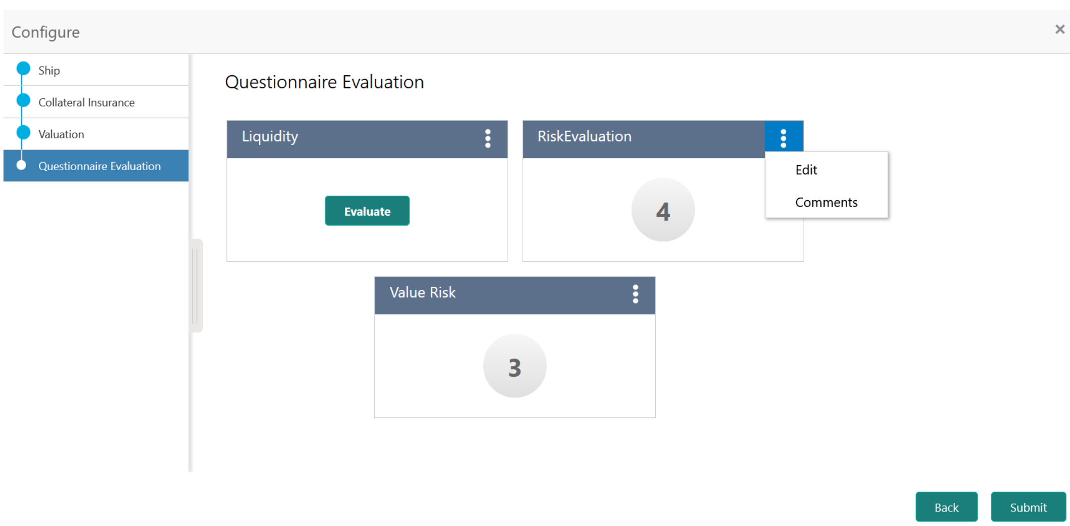



You can **Edit**, **View**, or **Delete** the added external valuation detail by clicking the action icon and selecting the required option.

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**

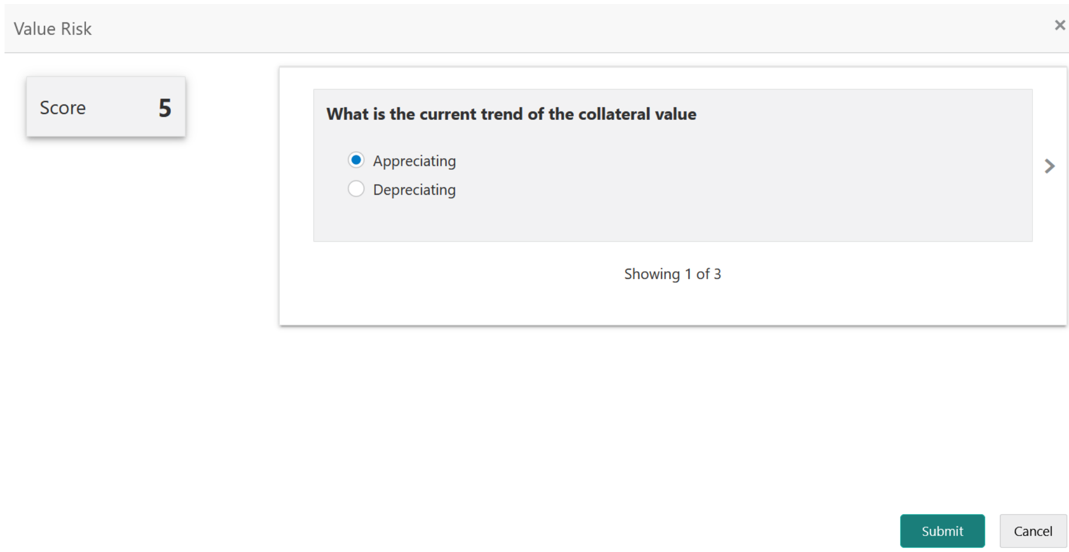



> **Note:**
>
> In the above screen, the questionnaires linked to the External Valuation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

   **Figure 8-11 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 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.

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

   > **Note:**
   >
   > If the minumum 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.

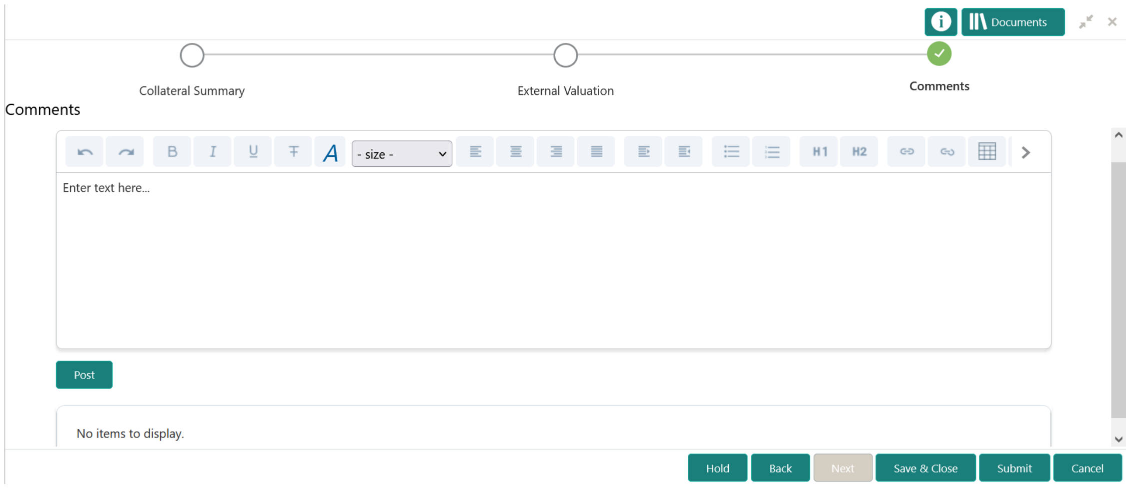
## 8.4 Comments

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**

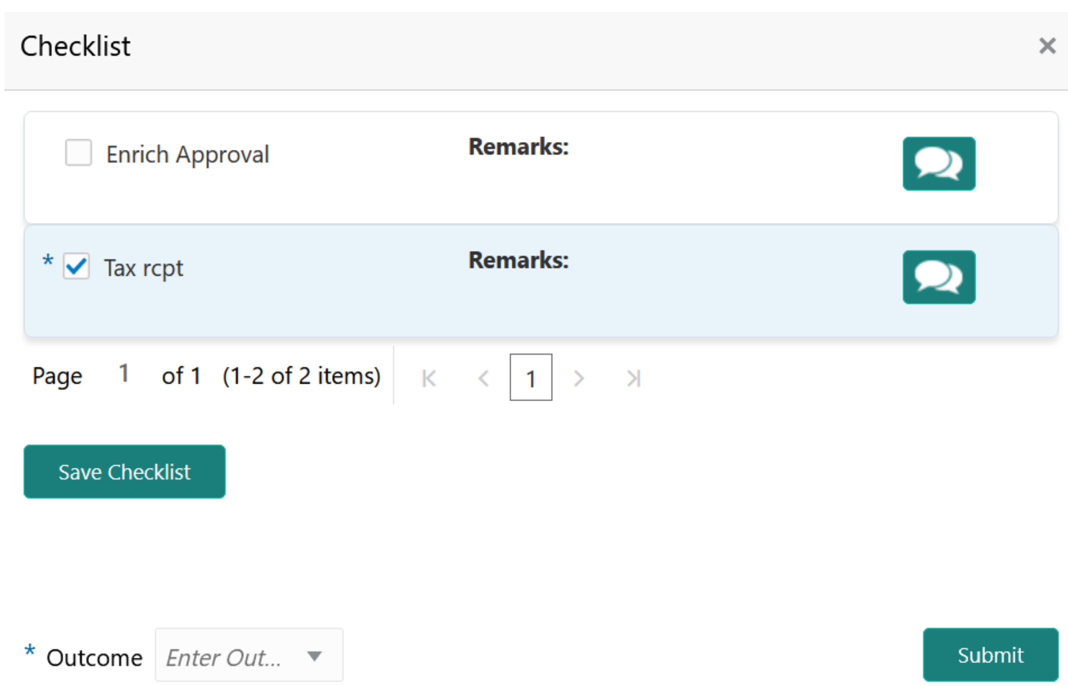



1. Type your comments for the External Valuation stage in the **Comments** text box.
2. Click **Post**.

   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

## 9.1 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

## 9.2 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.

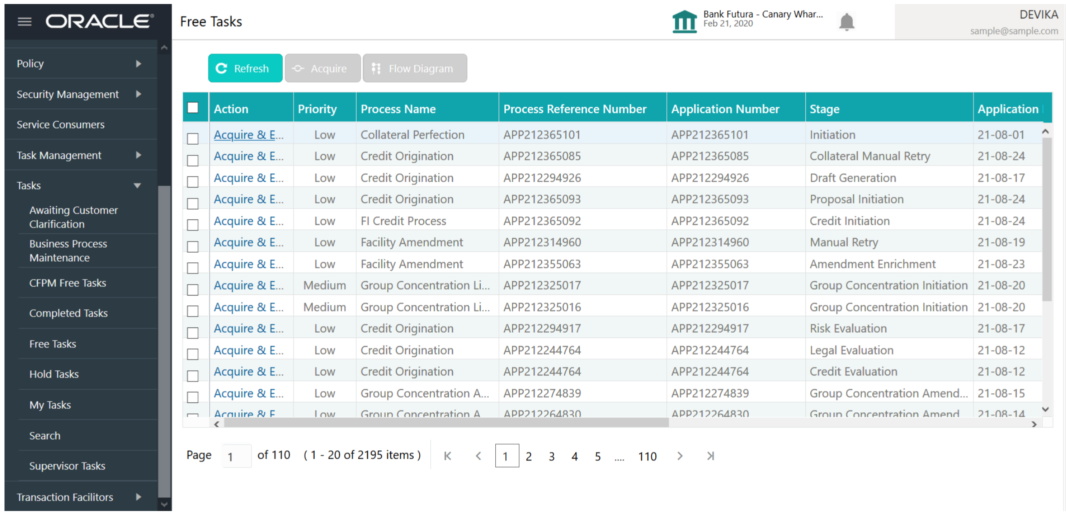
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

> **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.

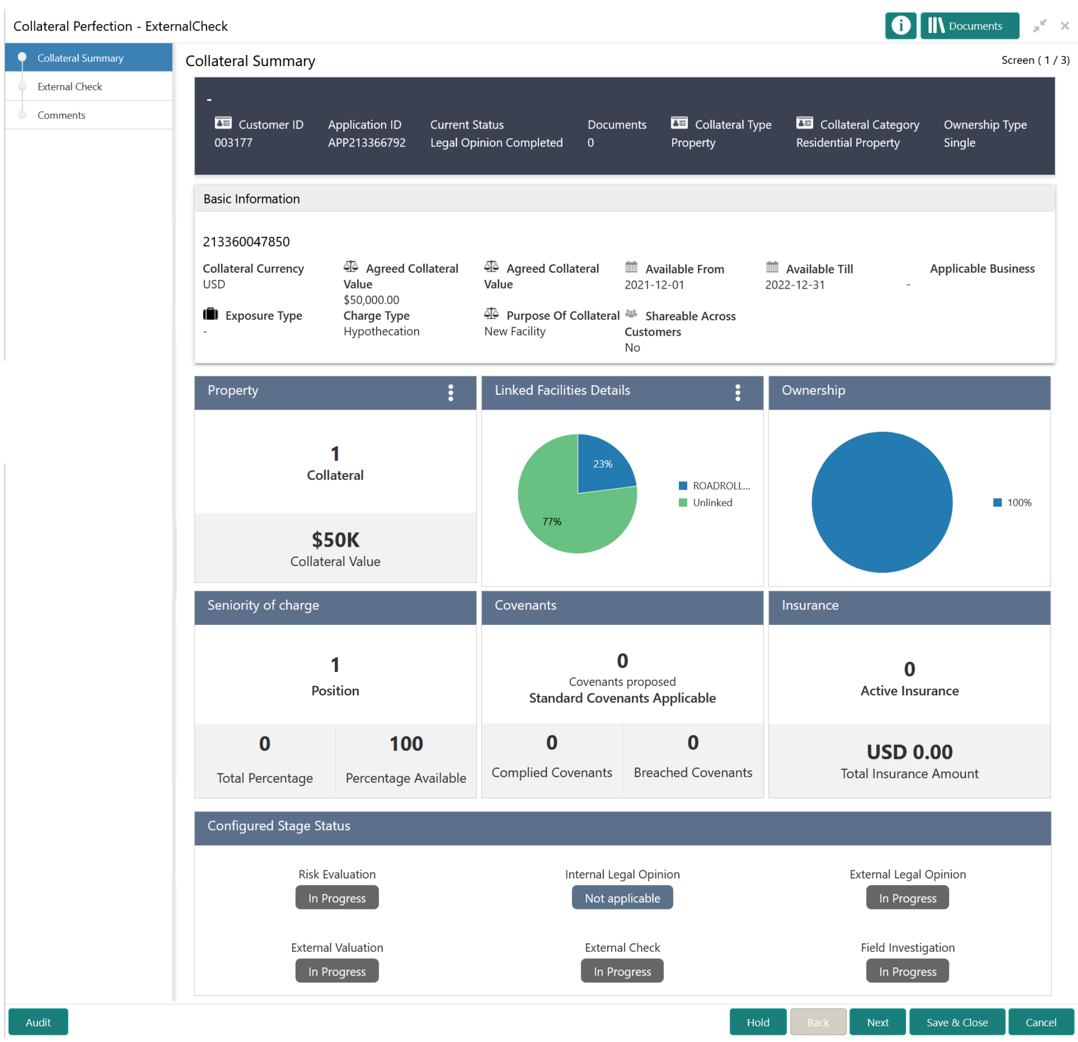
**Figure 9-1 Free Tasks**



2. Click **Acquire & Edit** in the required External Check task.

   The **External Check - Collateral Summary** screen is displayed.

**Figure 9-2 External Check - Collateral Summary**



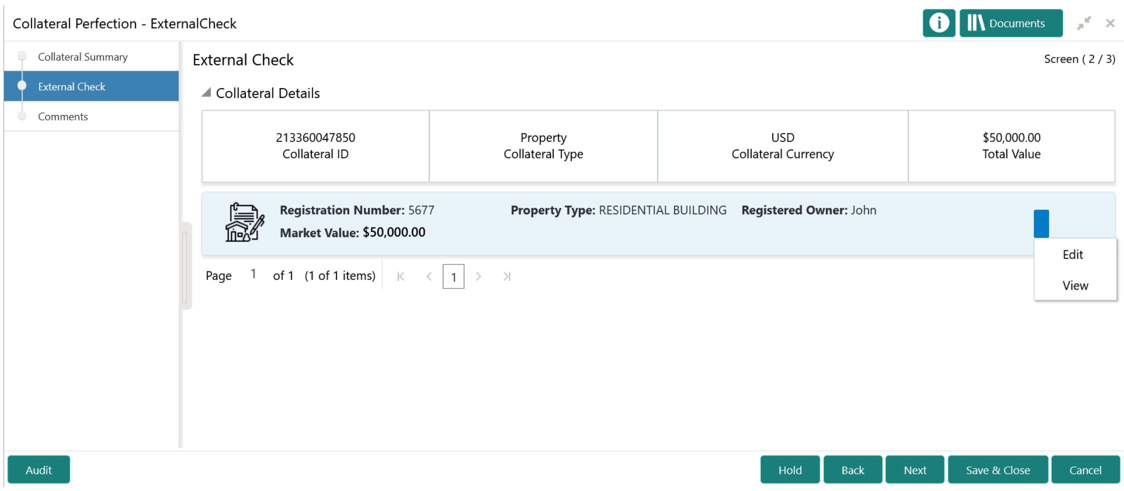
3. View the Collateral Summary and click **Next**.

# 9.3 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**

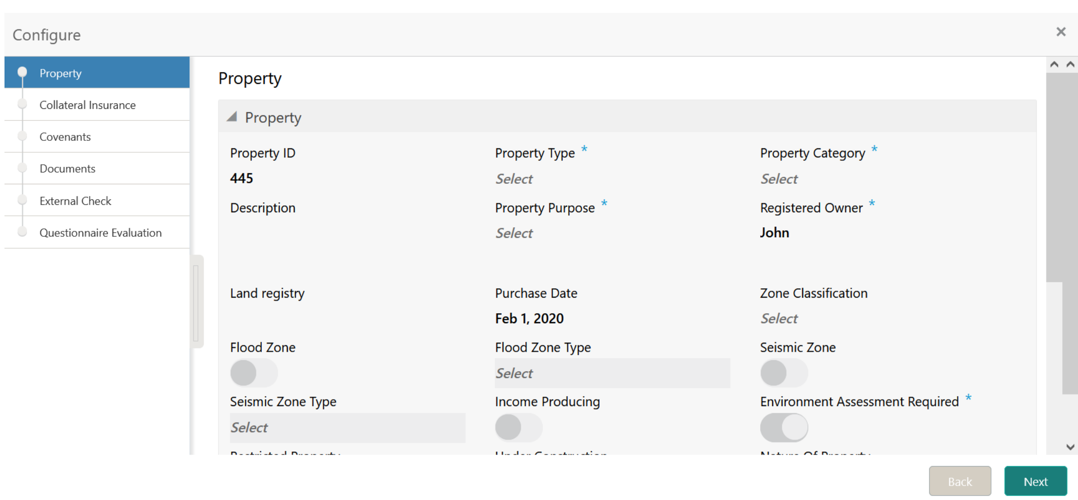



To capture the external check details for the collateral:

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

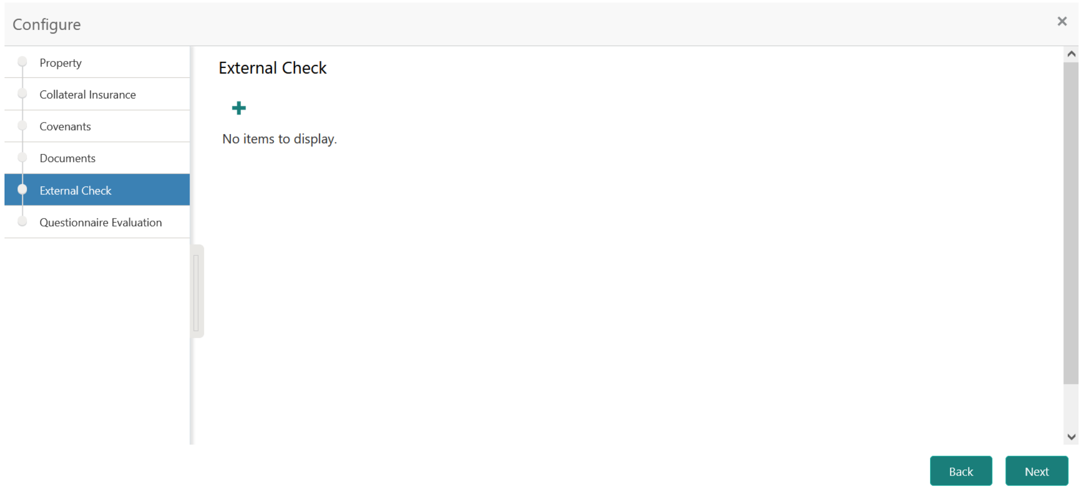
   The **External Check - Configure - Collateral Type** screen is displayed.

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


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

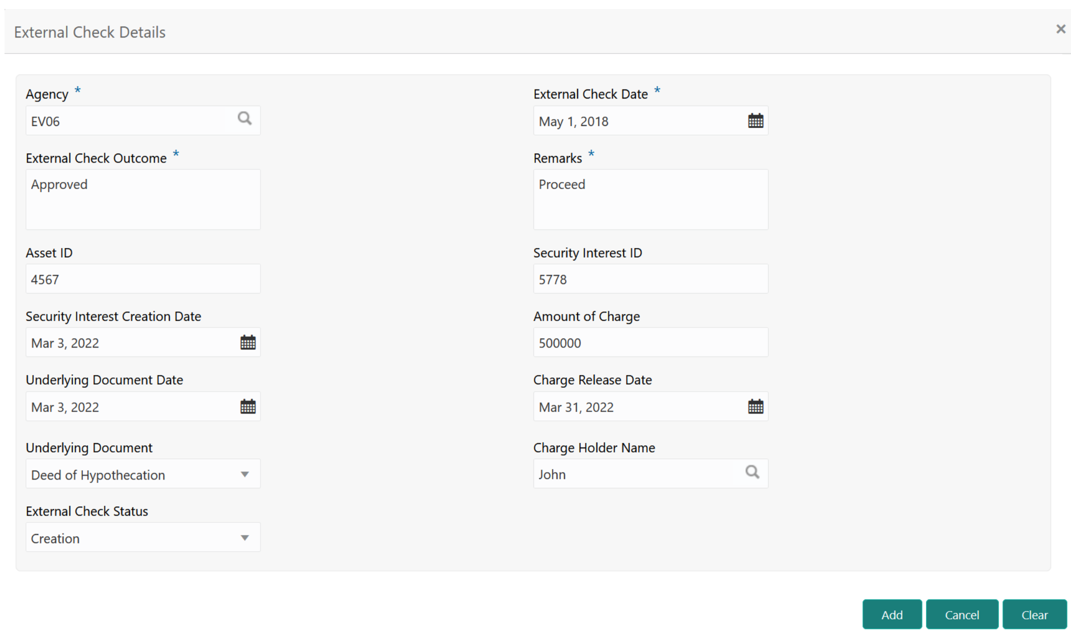
**Figure 9-5    External Check - Configure - External Check**




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 |
|---|---|
| **Agency** | Select the **Agency** from which the collateral registration details are obtained. |

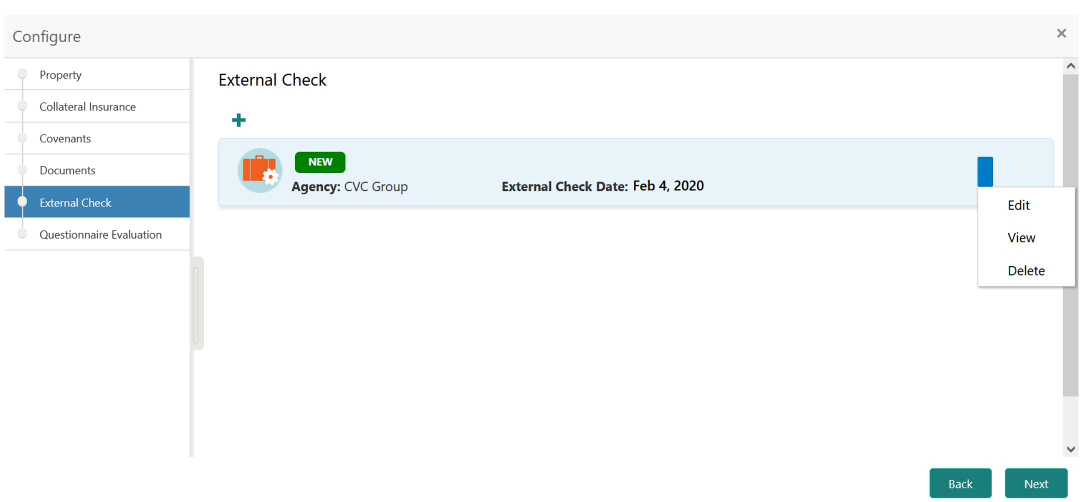
**Table 9-1 (Cont.) External Check Details - Field Description**

| Field | Description |
|---|---|
| **External Check Date** | Specify the date on which the External Check is carried out. |
| **External Check Outcome** | Specify the **External Check Outcome**. |
| **Remarks** | Capture the **Remarks** for the collateral. |
| **Asset ID** | Specify the **Asset ID**. 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 **Amount of Charge** 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.<br>• Deed of Hypothecation<br>• Mortgage Deed |
| **Charge Holder Name** | Specify the name of bank which has created charge on the collateral. |
| **External Check Status** | Select the **External Check Status** of the collateral. The following options are available in the drop down list.<br>• Satisfied<br>• Creation<br>• Modification |

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**

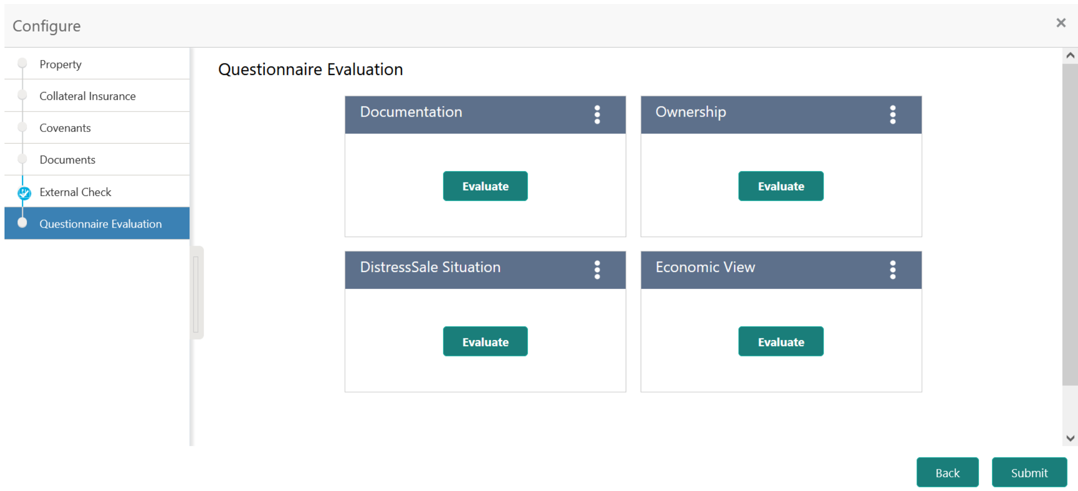


You can **Edit**, **View**, or **Delete** the added external check detail by clicking the action icon and selecting the required option.

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**

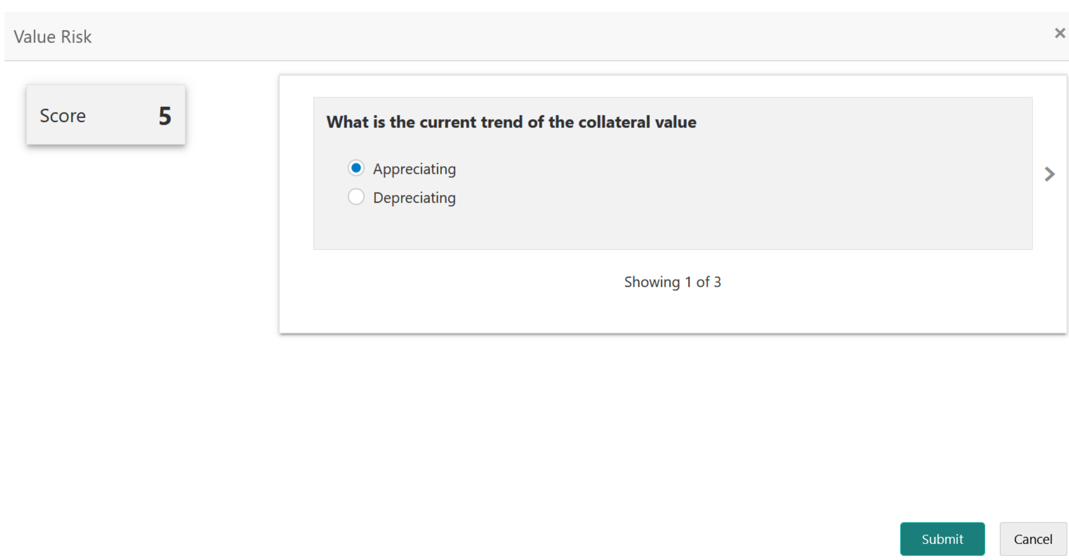



> **Note:**
>
> In the above screen, the questionnaire linked to the External Check stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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**.

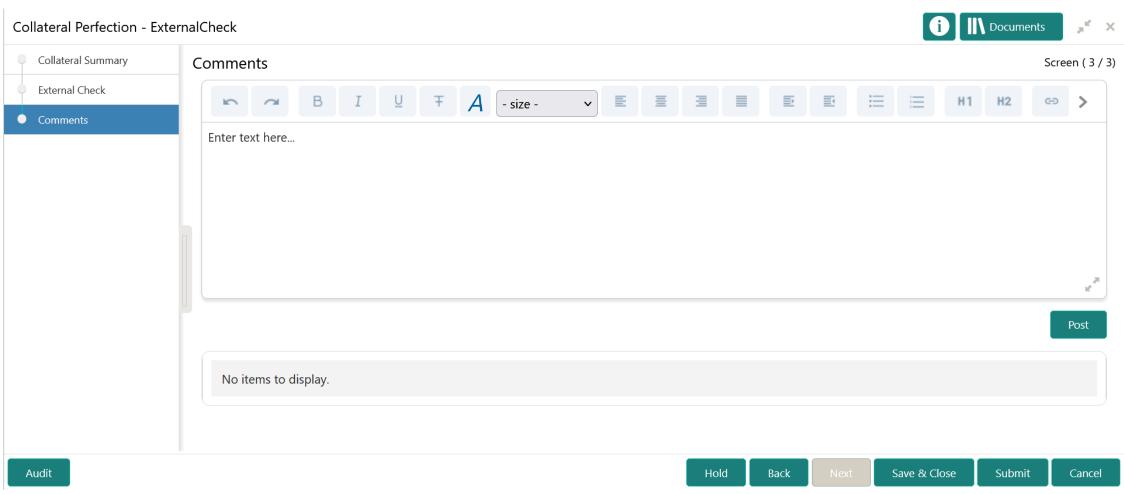
# 9.4 Comments

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**

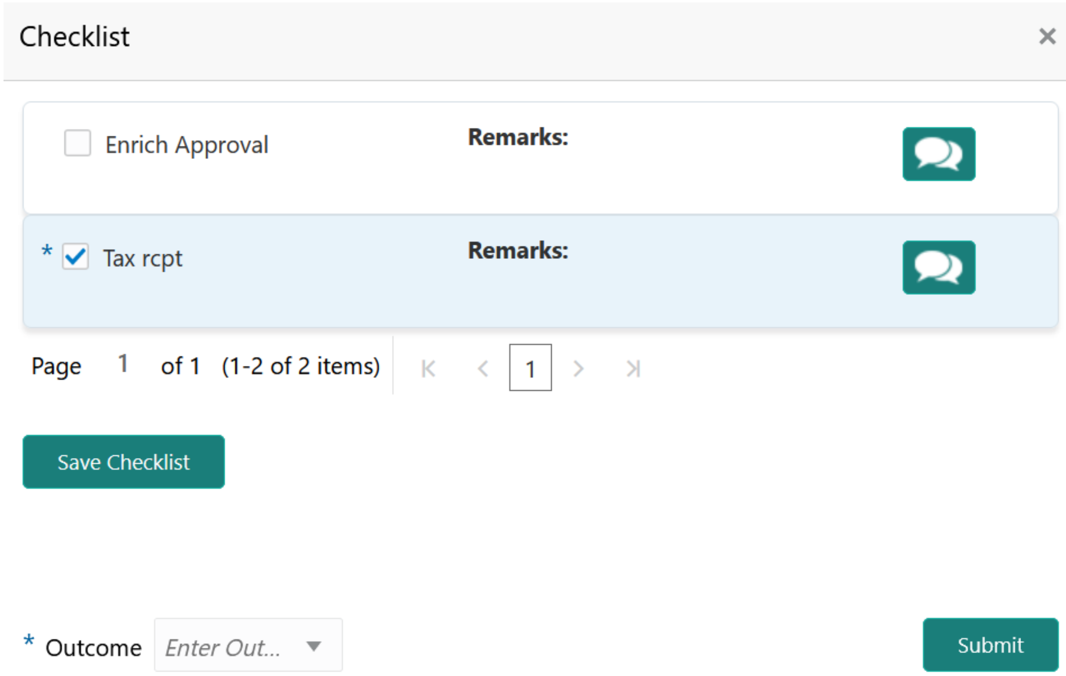



1. Type your comments for the External Check stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 9-11 Checklist**




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

## 10.1 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

## 10.2 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.

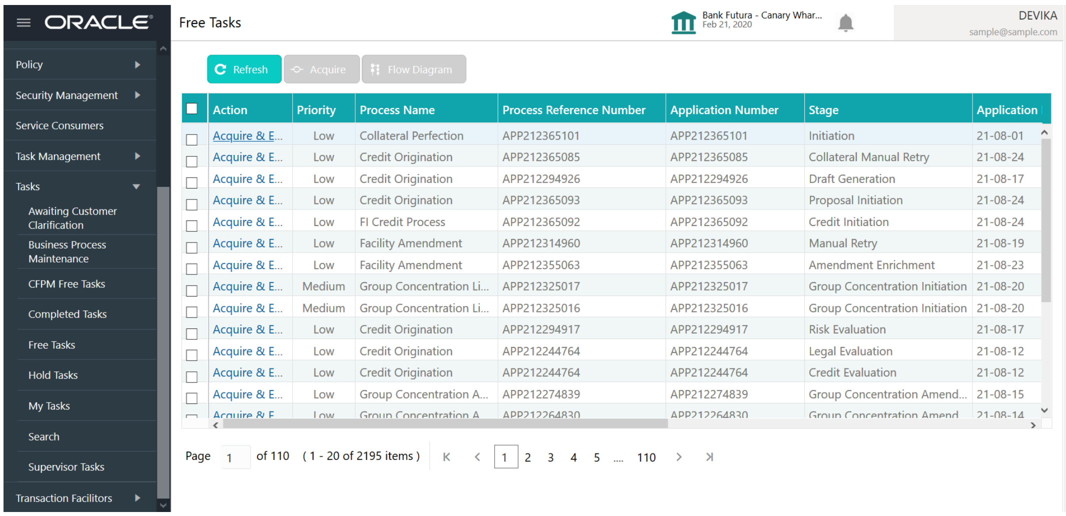
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

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

   The **Free Tasks** screen is displayed.

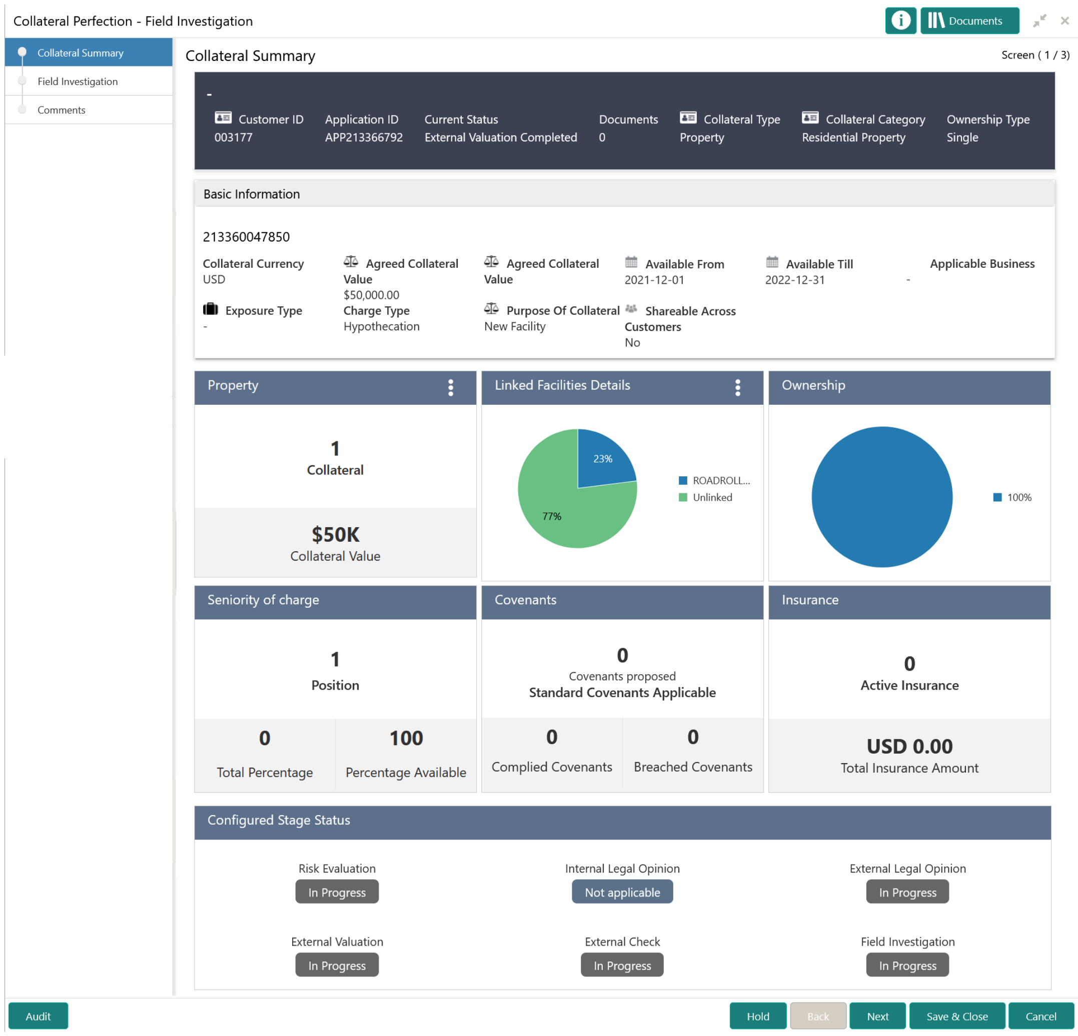
**Figure 10-1 Free Tasks**



2. Click **Acquire & Edit** in the required Field Investigation task.

   The **Field Investigation - Collateral Summary** screen is displayed.

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



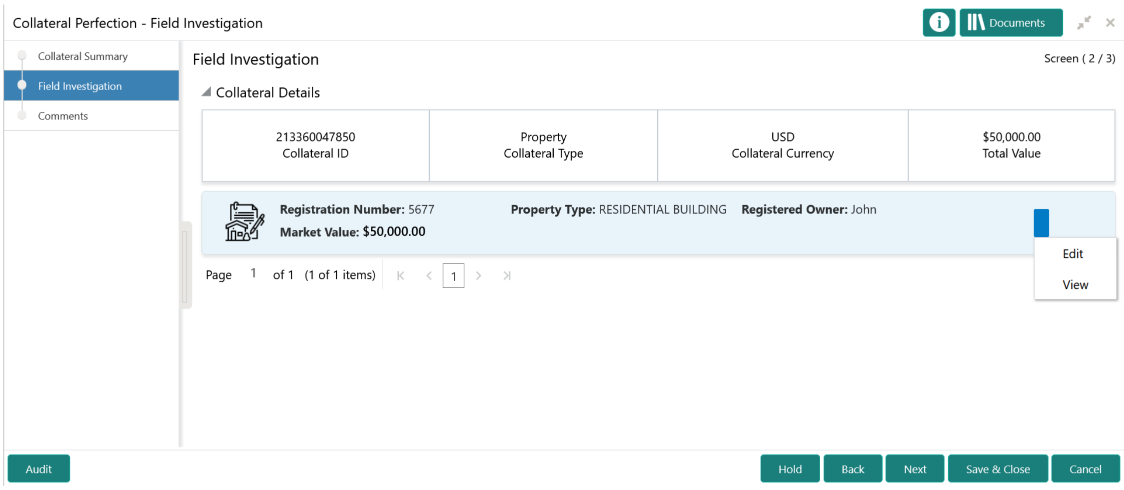

3. View the Collateral Summary and click **Next**.

# 10.3 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**

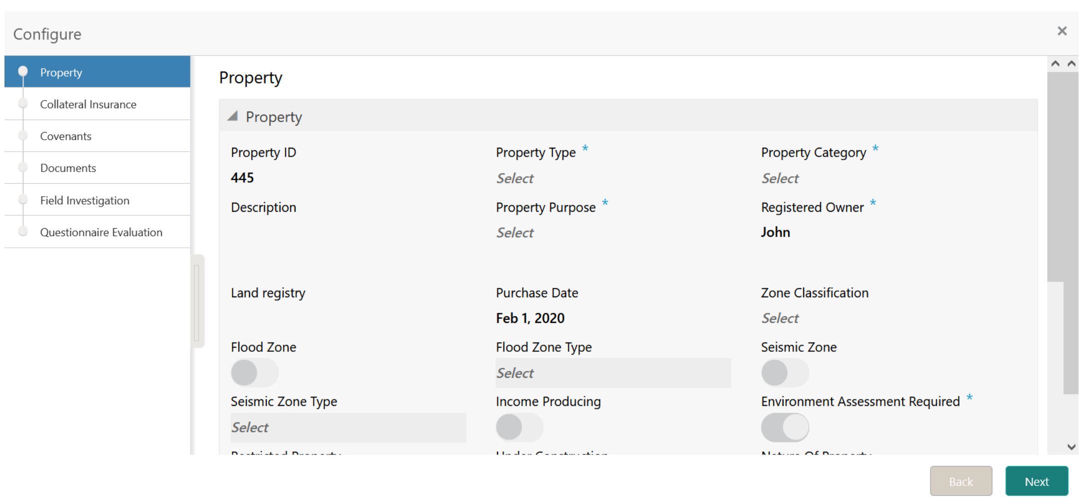



To capture the field investigation details for the collateral:

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

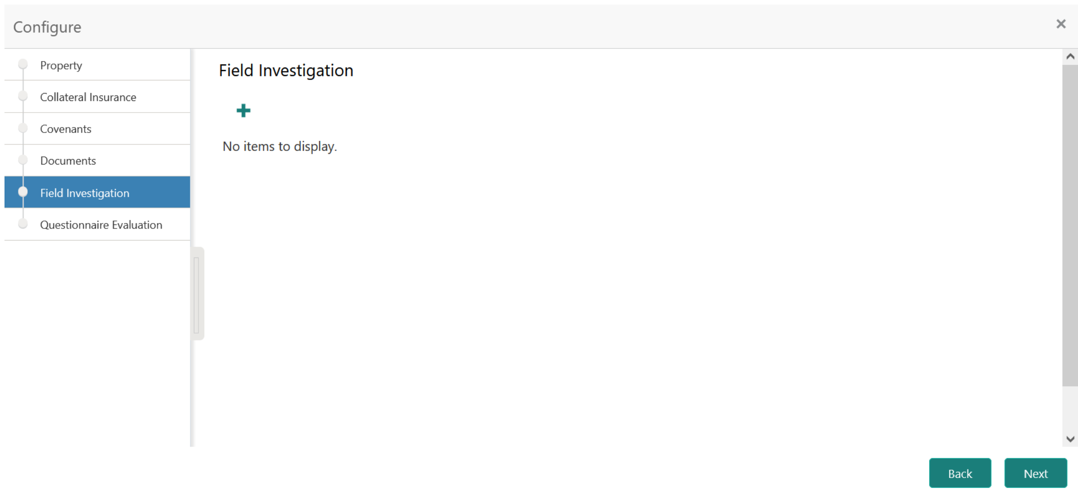
   The **Field Investigation - Configure - Collateral Type** screen is displayed.

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


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

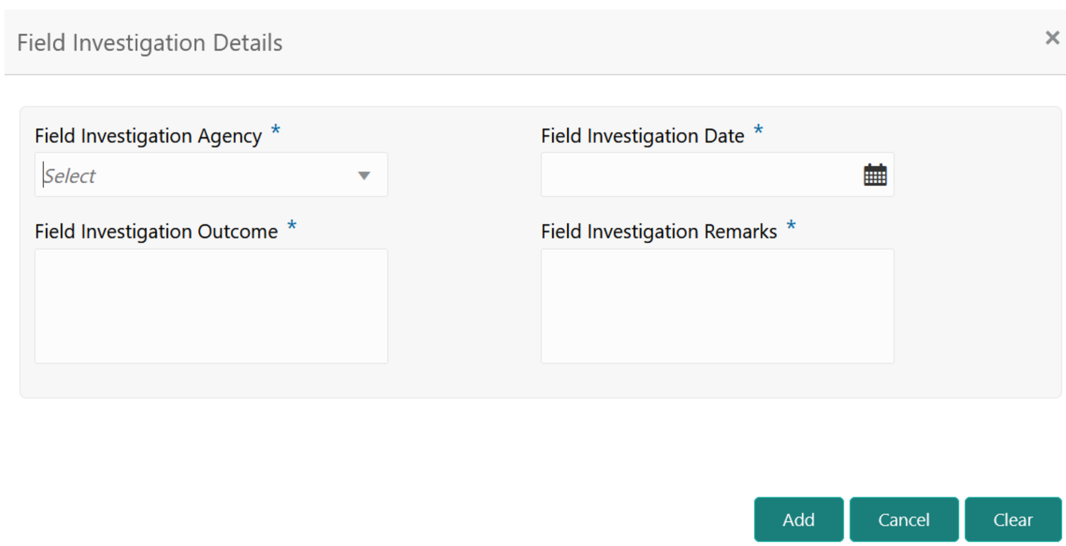
**Figure 10-5 Field Investigation - Configure - Field Investigation**




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 |
| --- | --- |
| **Field Investigation Agency** | Select the agency which carried out the field investigation for the collateral. |
| **Field Investigation Date** | Specify the date on which the field investigation is carried out. |
| **Field Investigation Outcome** | Specify the **Field Investigation Outcome**. |

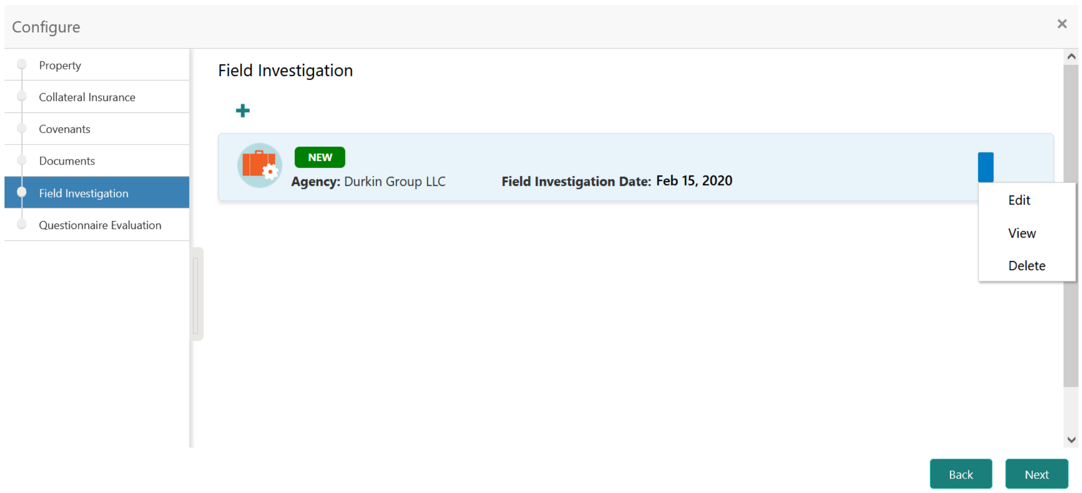
**Table 10-1 (Cont.) Field investigation Details - Field Description**

| Field | Description |
|---|---|
| **Field Investigation Remarks** | Capture the **Field Investigation Remarks** for the collateral. |

5. 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**

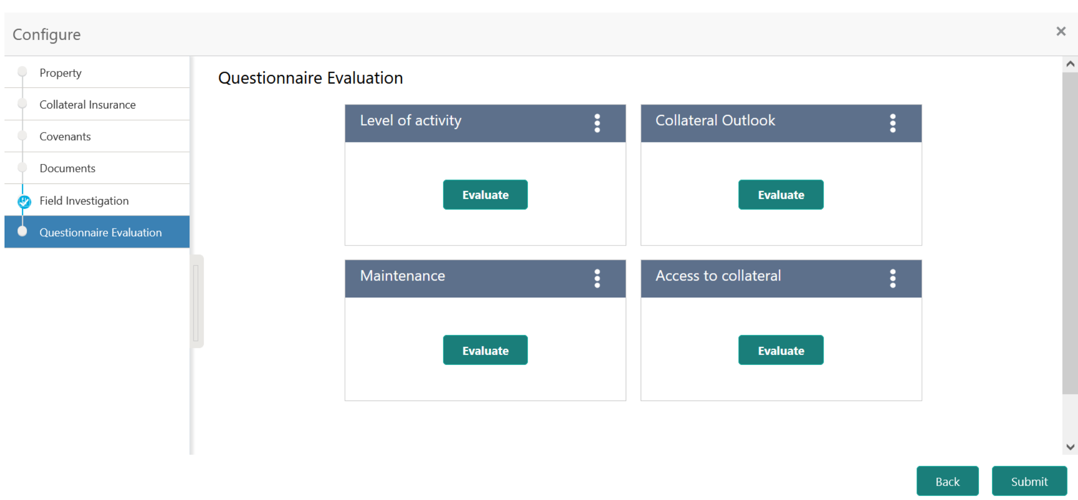



You can **Edit**, **View**, or **Delete** the added field investigation detail by clicking the action icon and selecting the required option.

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

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

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



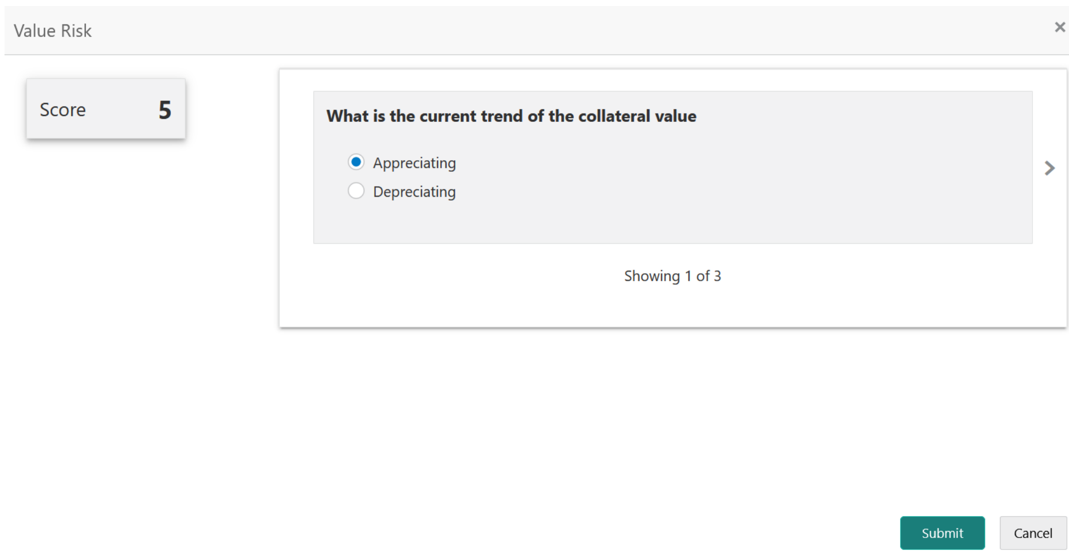
**Note:**

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.

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

   The **Questionnaire** window is displayed.

**Figure 10-9 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 **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.

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

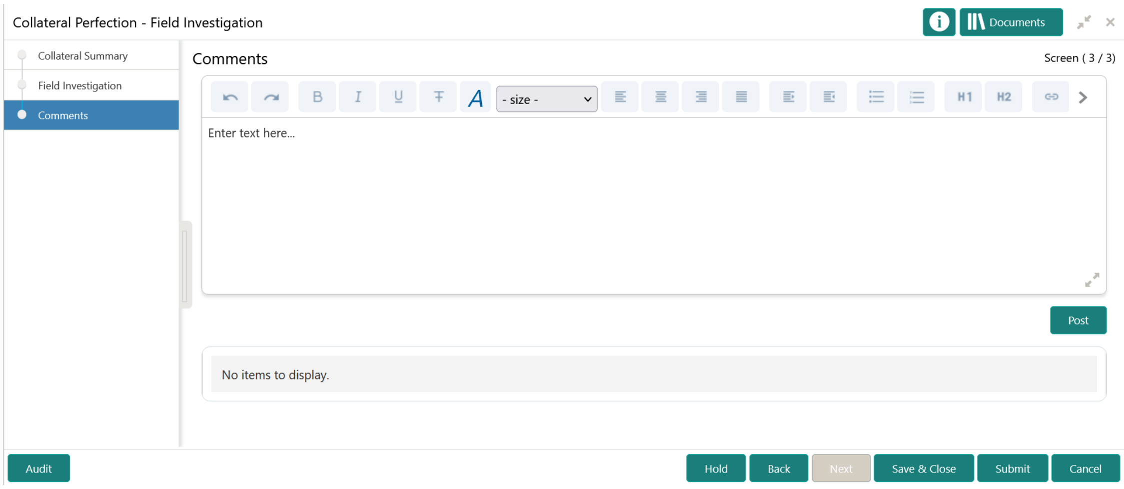
# 10.4 Comments

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**

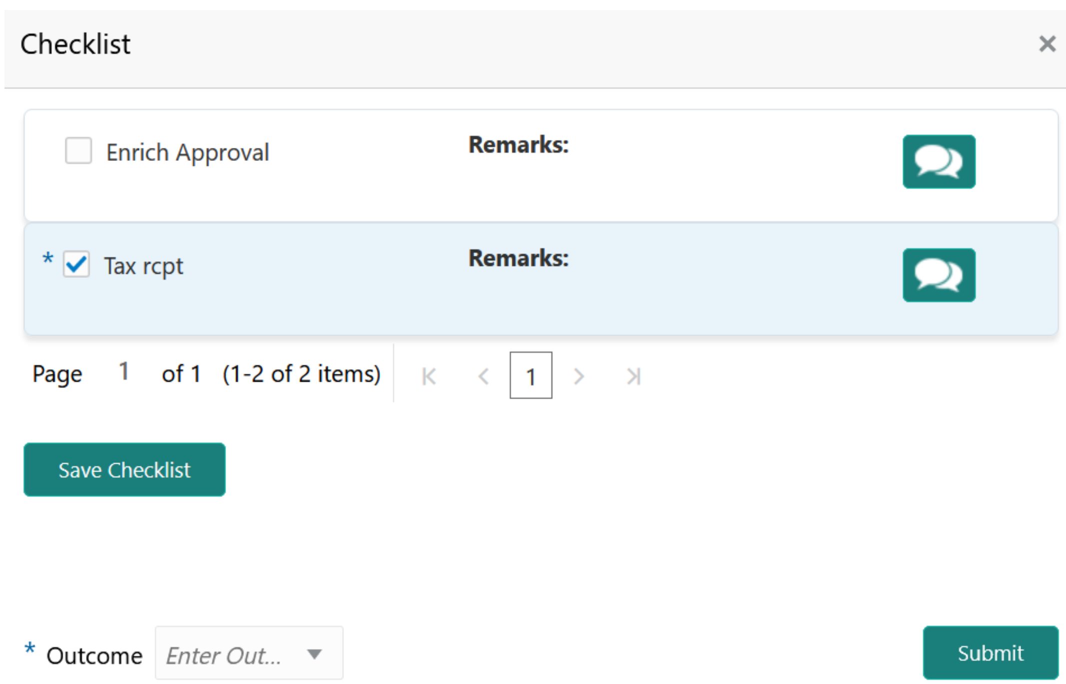



1. Type your comments for the Field Investigation stage in the **Comments** text box.
2. Click **Post**.

   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

## 11.1 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

## 11.2 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.

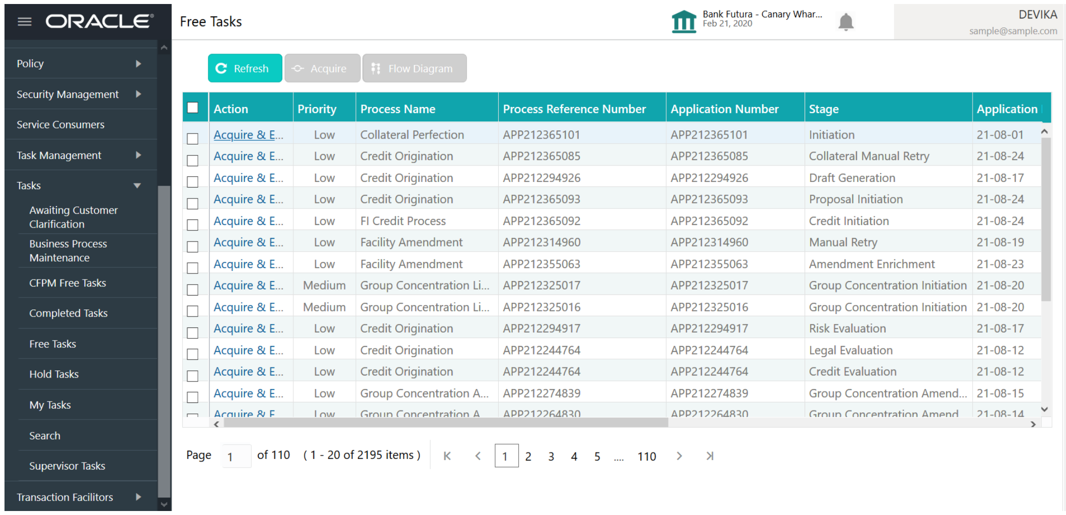
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

> **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.

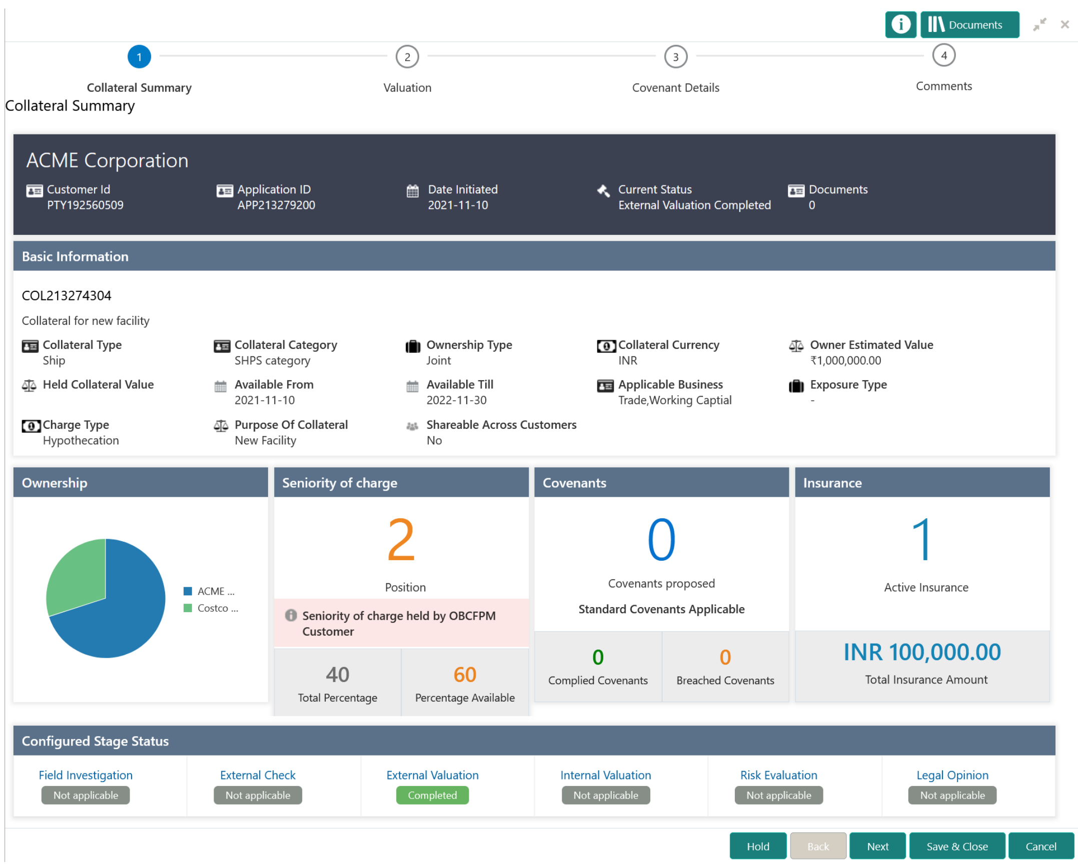
**Figure 11-1 Free Tasks**



2. Click **Acquire & Edit** in the required Valuation task.

   The **Valuation - Collateral Summary** screen is displayed.

**Figure 11-2 Valuation - Collateral Summary**



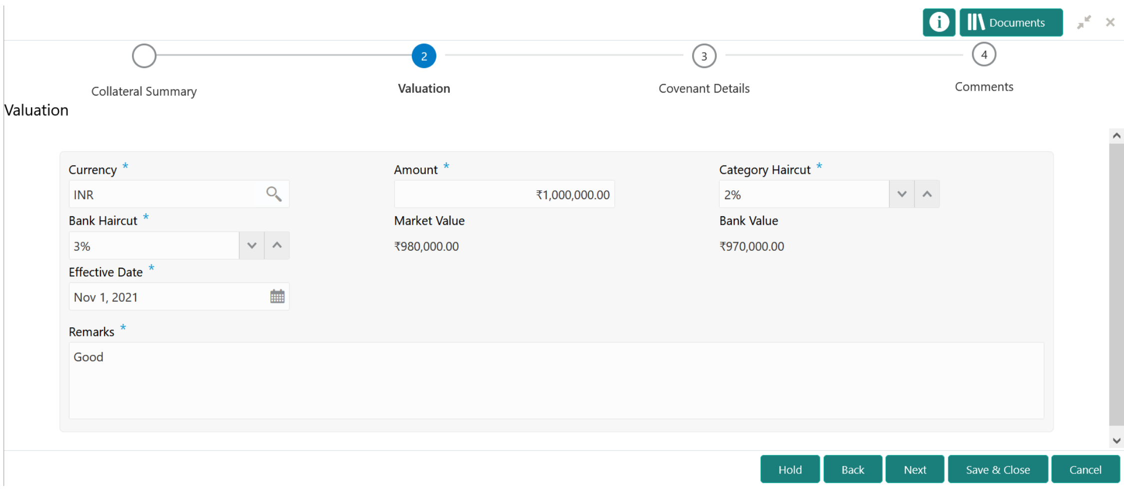
3. View the Collateral Summary and click **Next**.

# 11.3 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 |
| --- | --- |
| **Currency** | Specify the **Currency** in which the collateral is valuated. |
| **Amount** | Specify the collateral valuation **Amount**. |
| **Category Haircut** | Specify the market haircut for the collateral category. |
| **Bank Haircut** | Specify the **Bank Haircut** for the collateral category. |
| **Market Value** | **Market Value** is the collateral value amount reduced to the extent of market haircut. This value is calculated and displayed by the system. |
| **Bank Value** | **Bank Value** is the collateral value amount reduced to the extent of provided bank haircut. This value is calculated and displayed by the system. |
| **Effective Date** | Specify the date on which the valuation is performed. |

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

| Field | Description |
|---|---|
| **Remarks** | Capture **Remarks** for the valuation.<br>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. |

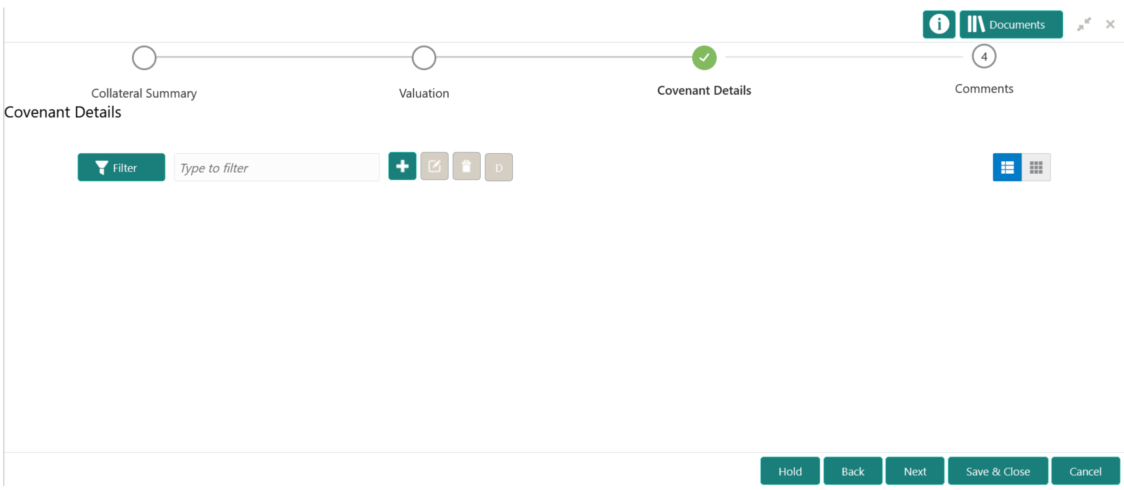
2. Click **Next**.

# 11.4 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.

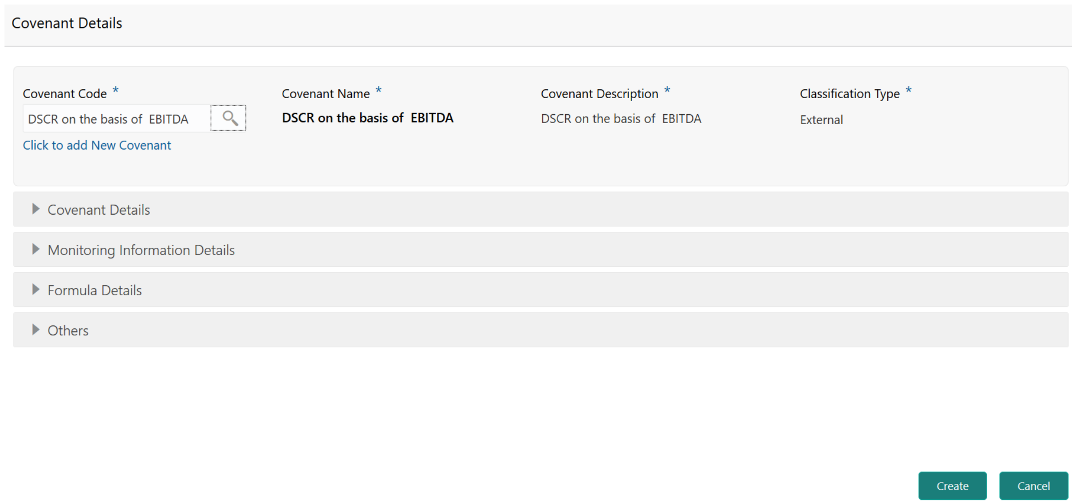
**Figure 11-4 Valuation - Covenant Details**




1. To add a covenant, click the add icon.

   The **Covenant Details** window is displayed.

**Figure 11-5 Covenant Details**




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 |
| --- | --- |
| **Covenant code** | Specify a unique code for the covenant to be created. |
| **Covenant name** | Specify a name for the covenant to be created. |
| **Covenant description** | Provide a brief description about the covenant. |
| **Classification type** | Specify the covenant **Classification Type** as Internal and External. |

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

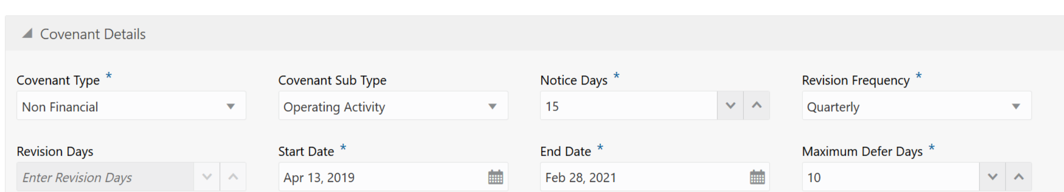


**Table 11-3 Covenant Details - Covenant Details - Field Description**

| Field | Description |
|---|---|
| **Covenant type** | Select the **Covenant Type**. The following options are available in the drop down list:<br>• Financial<br>• Non-Financial<br>In case of linking existing covenant, you cannot modify the **Covenant Type**. |
| **Covenant Sub Type** | Select the **Covenant Sub Type** from the drop down list.<br>In case of linking existing covenant, you cannot modify the **Covenant Sub Type**. |
| **Notice Days** | Specify the number of days before which the covenant tracking task has to be created. |
| **Revision Frequency** | Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual. |
| **Revision Days** | Specify the number of days in which the covenant must be reviewed. |
| **Start Date** | Specify the date on which the covenant becomes effective. |
| **End Date** | Specify the date on which the covenant expires. |
| **Maximum Defer Days** | Specify the number of days for which the covenant can be deferred. |

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

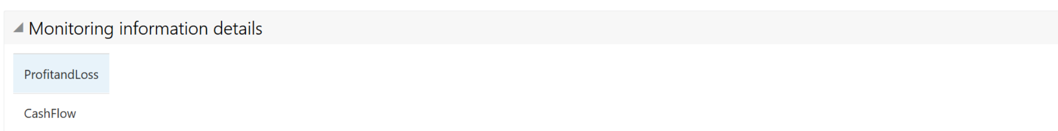
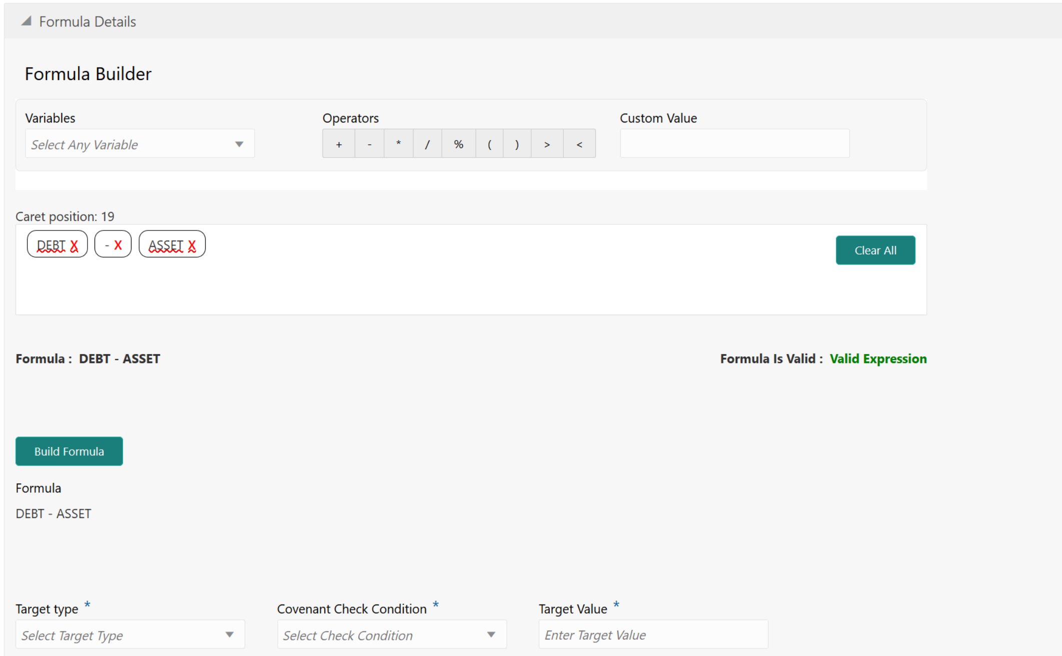



**Table 11-4 Covenant Details - Monitoring Information Details - Field Description**

| 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 |
|---|---|
| **Variable** | Select a **Variable** from the drop down list. The options available are<br>• Debt<br>• Asset<br>• Debt Ratio<br>• Asset Ratio |
| **Operators** | Select the required operator from the available **Operators**. |
| **Custom Value** | Provide a **Custom Value** for building formula, if required. You can also select another Variable. |
| **Build Formula** | Click **Build Formula**. The formula is built and displayed below the formula box.<br>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. |
| **Target Type** | Select the **Target Type** from the drop down list. The options available are:<br>• Value<br>• Percentage<br>• Ratio |
| **Covenant Check Condition** | 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. |
| **Target Value** | Specify the Target Value. |

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

| Field | Description |
|---|---|
| **Target Value 1, Target Value 2** | If **Between** is selected as the **Covenant Check Condition**, **Target Value 1** and **Target Value 2** 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**

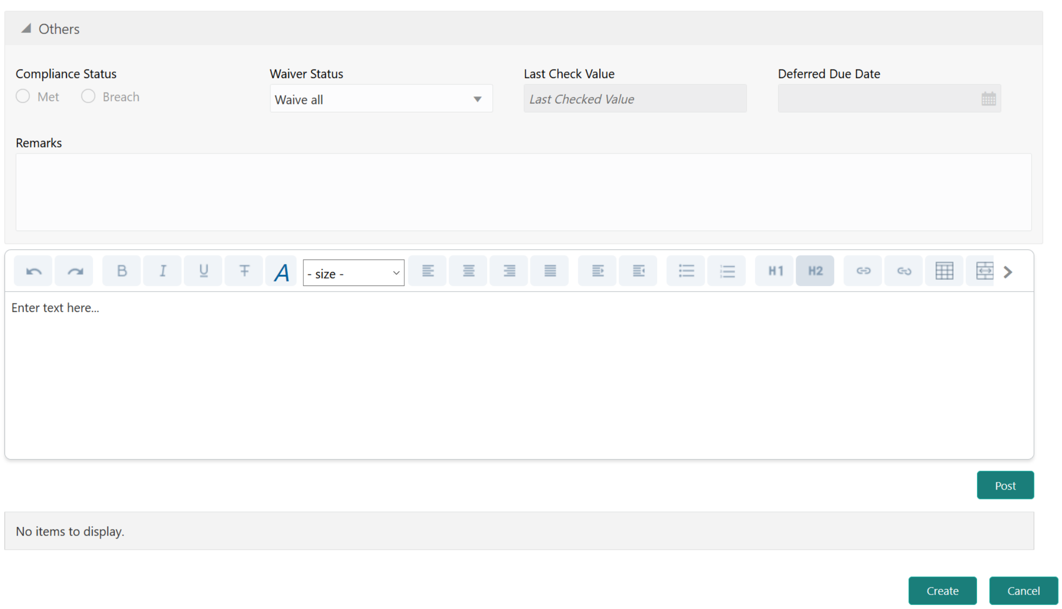



**Table 11-6 Covenant Details - Others - Field Description**

| Field | Description |
|---|---|
| **Compliance Status** | Select the current covenant **Compliance Status** of the party / collateral. The options available are:<br>• Met<br>• Breach |
| **Waiver Status** | Select the **Waiver Status** from the drop down list. The options available are:<br>• Waive<br>• Waive all |

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

| Field | Description |
|---|---|
| **Last Check Value** | Specify the target value observed during the last covenant check. |
| **Deferred Due Date** | Specify the **Deferred Due Date**. The covenant review can be postponed till the mentioned date. |
| **Remarks** | Capture overall **Remarks** 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.

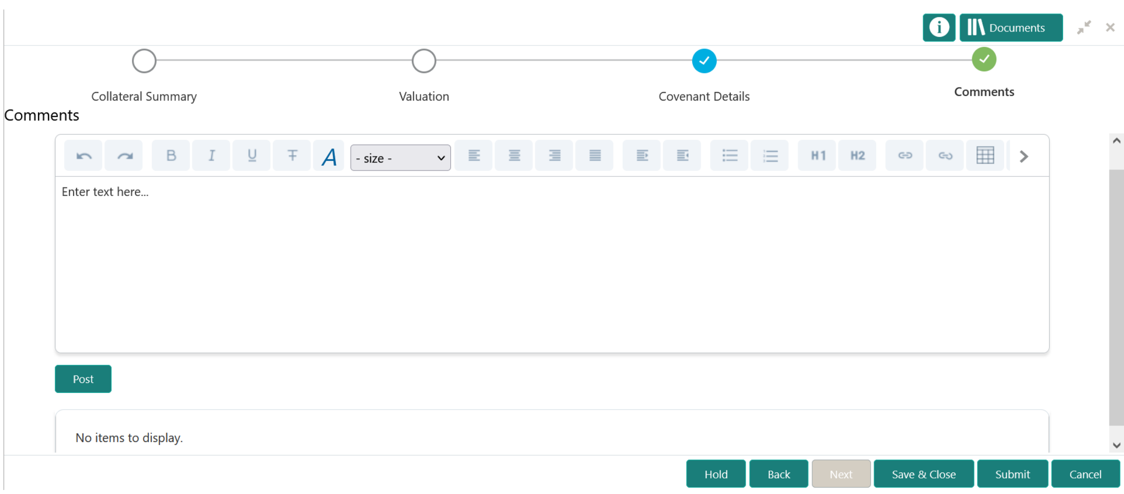
# 11.5 Comments

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**



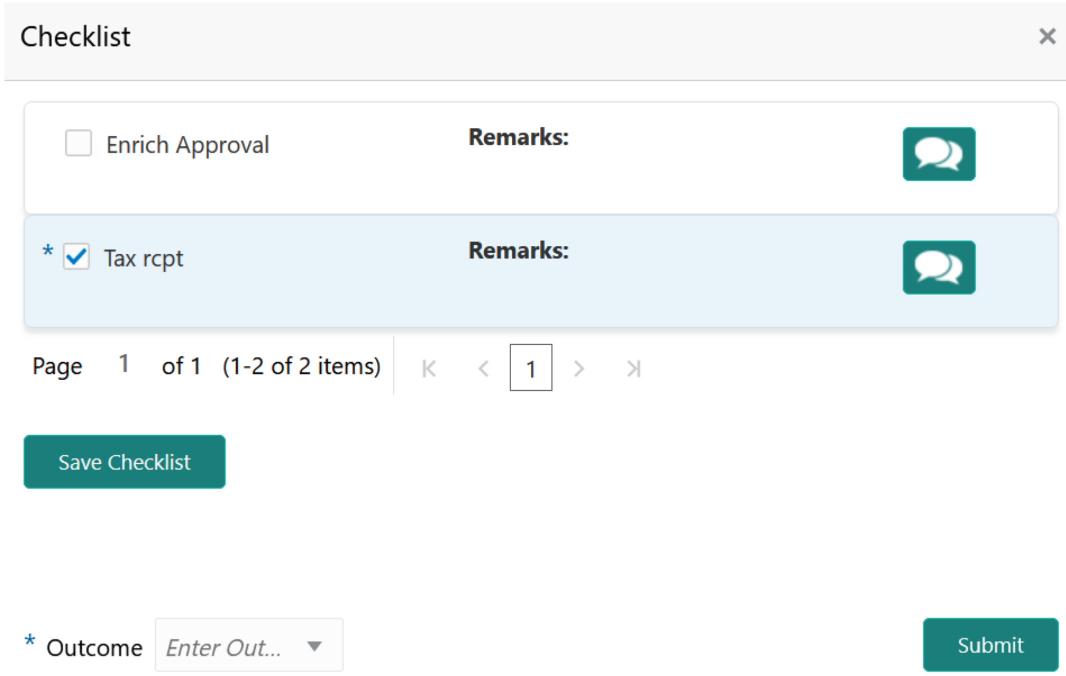

1. Type your comments for the Valuation stage in the **Comments** text box.
2. Click **Post**.

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

3. Click **Submit**.

   The Checklist window is displayed.

**Figure 11-11 Checklist**




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

## 12.1 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

## 12.2 Collateral Summary

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

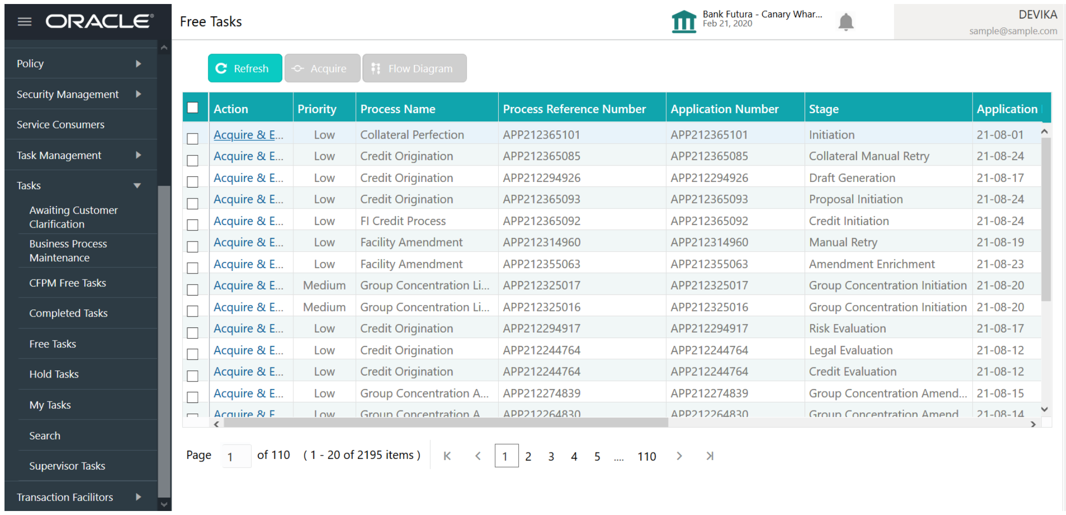
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

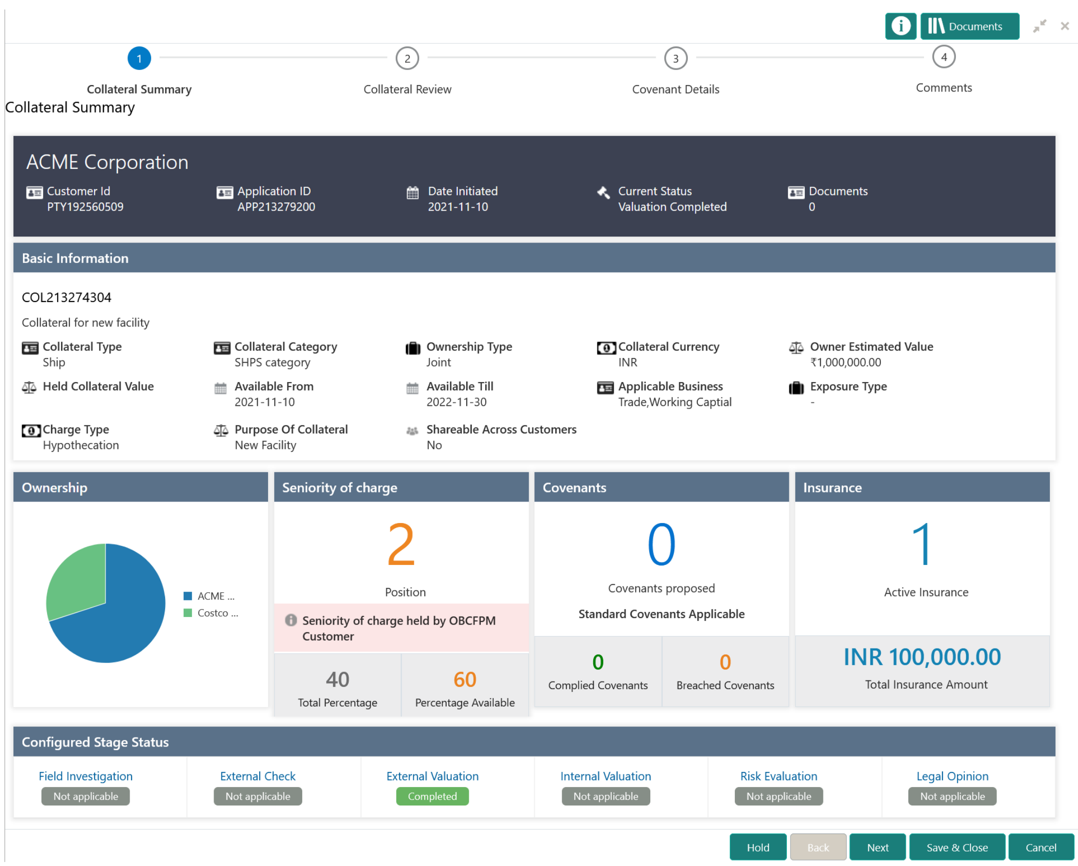
**Figure 12-1 Free Tasks**



2. Click **Acquire & Edit** in the required Collateral Review task.

   The **Collateral Review - Collateral Summary** screen is displayed.

**Figure 12-2 Collateral Review - Collateral Summary**



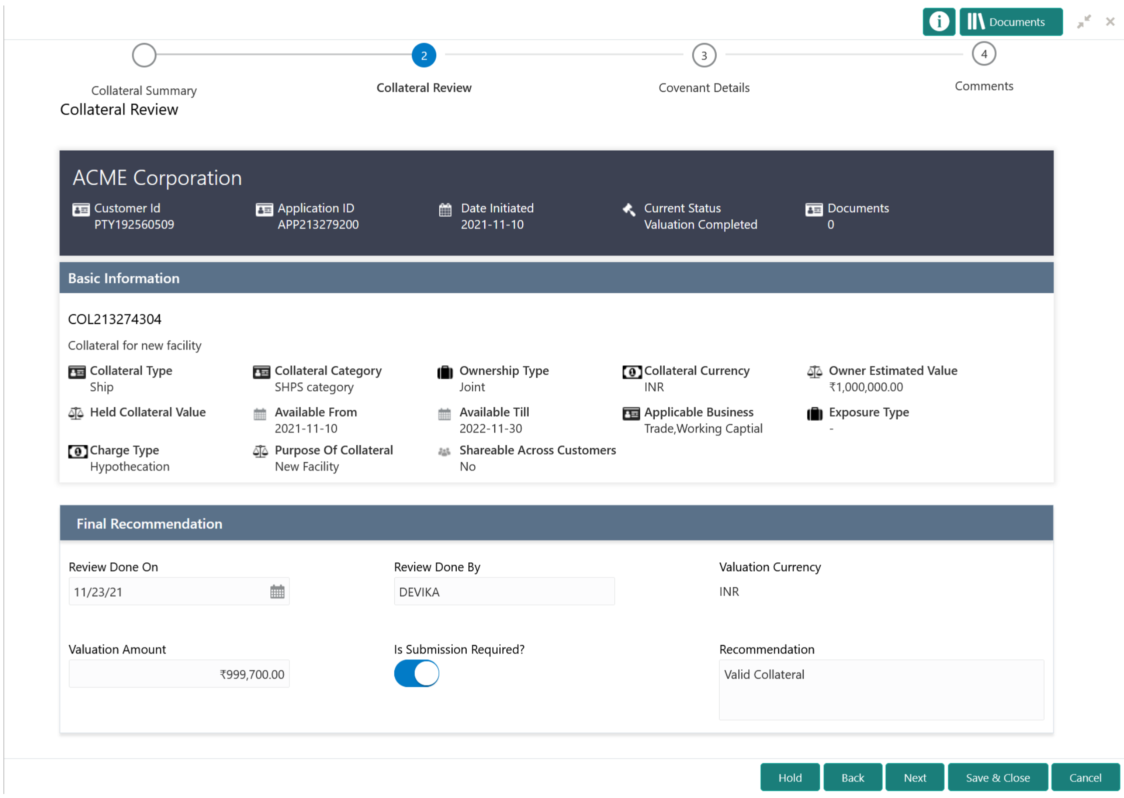
3. View the Collateral Summary and click **Next**.

# 12.3 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 |
| --- | --- |
| **Review Done On** | Specify the date on which the Collateral Review is performed. |
| **Review Done By** | The system defaults the logged in user ID in this field. |
| **Valuation Currency** | The currency in which the collateral is valuated is defaulted. |
| **Valuation Amount** | Specify the collateral **Valuation Amount** arrived in this stage. |

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

| Field | Description |
|---|---|
| **Is Submission Required** | Enable this flag, if collateral submission to the bank is required. |
| **Recommendation** | Provide a final **Recommendation** for the collateral. |

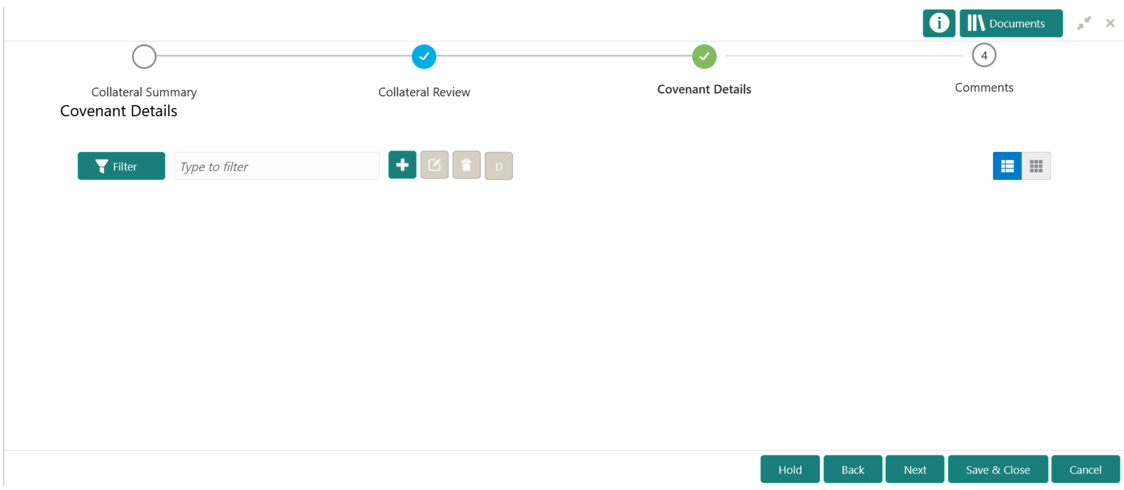
3. After Review and Recommendation, click **Next**.

# 12.4 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.

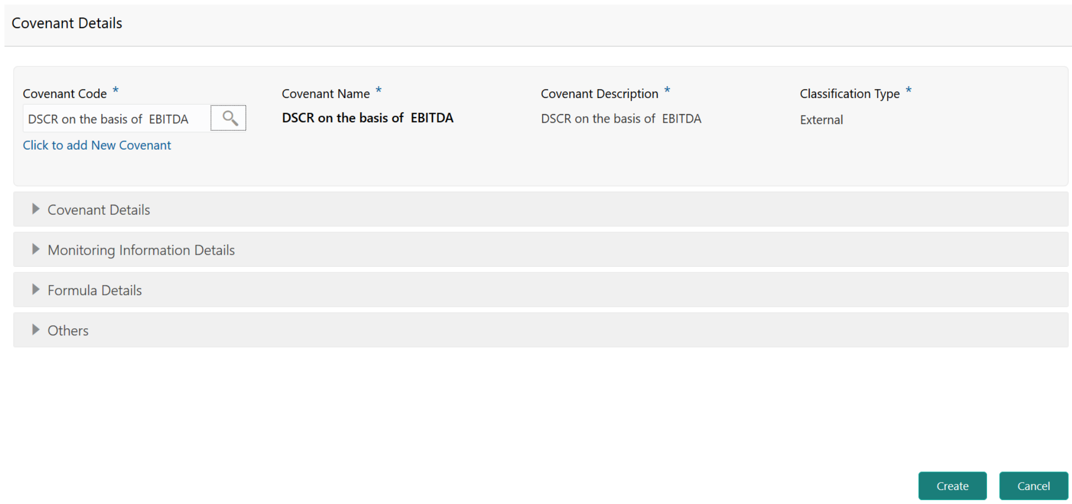
**Figure 12-4 Collateral Review - Covenant Details**




1. To add a covenant, click the add icon.

   The **Covenant Details** window is displayed.

**Figure 12-5 Covenant Details**




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 12-2 Covenant Details - Field Description**

| Field | Description |
|---|---|
| **Covenant code** | Specify a unique code for the covenant to be created. |
| **Covenant name** | Specify a name for the covenant to be created. |
| **Covenant description** | Provide a brief description about the covenant. |
| **Classification type** | Specify the covenant **Classification Type** as Internal and External. |

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

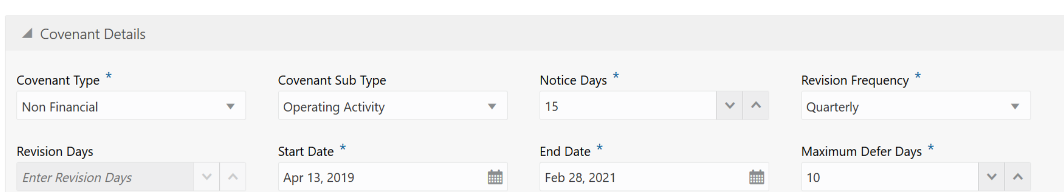


**Table 12-3 Covenant Details - Covenant Details - Field Description**

| Field | Description |
|---|---|
| **Covenant type** | Select the **Covenant Type**. The following options are available in the drop down list:<br>• Financial<br>• Non-Financial<br>In case of linking existing covenant, you cannot modify the **Covenant Type**. |
| **Covenant Sub Type** | Select the **Covenant Sub Type** from the drop down list.<br>In case of linking existing covenant, you cannot modify the **Covenant Sub Type**. |
| **Notice Days** | Specify the number of days before which the covenant tracking task has to be created. |
| **Revision Frequency** | Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual. |
| **Revision Days** | Specify the number of days in which the covenant must be reviewed. |
| **Start Date** | Specify the date on which the covenant becomes effective. |
| **End Date** | Specify the date on which the covenant expires. |
| **Maximum Defer Days** | Specify the number of days for which the covenant can be deferred. |

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

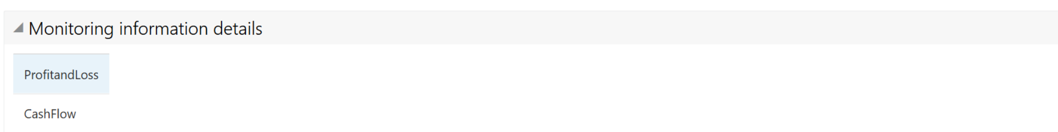



**Table 12-4 Covenant Details - Monitoring Information Details - Field Description**

| 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**

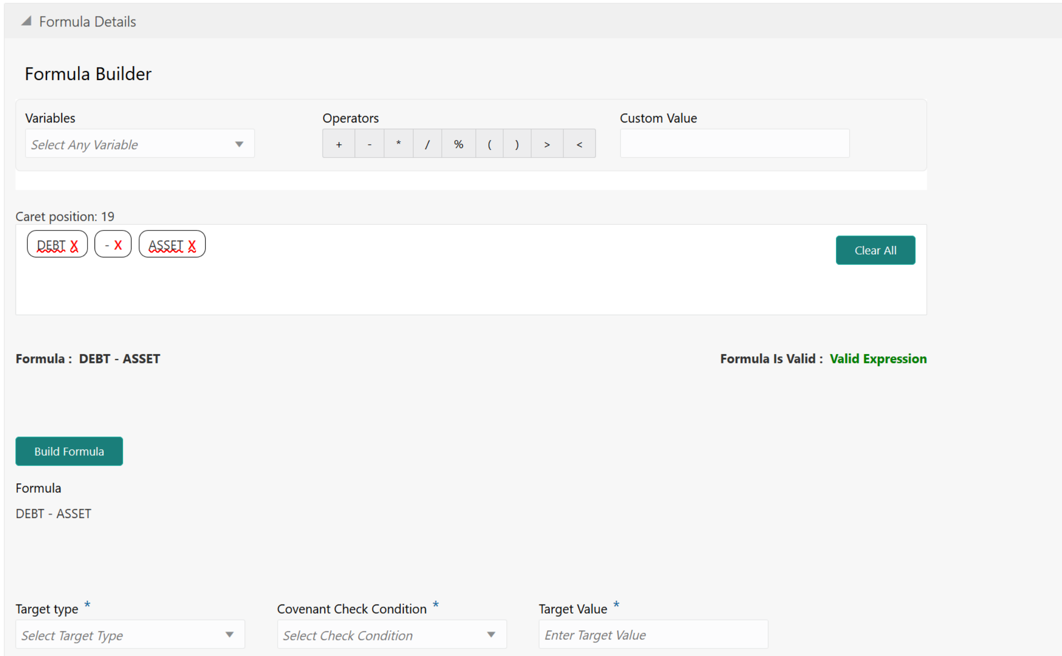



**Table 12-5    Covenant Details - Formula Details - Field Description**

| Field | Description |
| --- | --- |
| **Variable** | Select a **Variable** from the drop down list. The options available are<br>• Debt<br>• Asset<br>• Debt Ratio<br>• Asset Ratio |
| **Operators** | Select the required operator from the available **Operators**. |
| **Custom Value** | Provide a **Custom Value** for building formula, if required. You can also select another Variable. |
| **Build Formula** | Click **Build Formula**. The formula is built and displayed below the formula box.<br>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. |
| **Target Type** | Select the **Target Type** from the drop down list. The options available are:<br>• Value<br>• Percentage<br>• Ratio |
| **Covenant Check Condition** | 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. |
| **Target Value** | Specify the Target Value. |

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

| Field | Description |
| --- | --- |
| **Target Value 1, Target Value 2** | If **Between** is selected as the **Covenant Check Condition**, **Target Value 1** and **Target Value 2** 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**

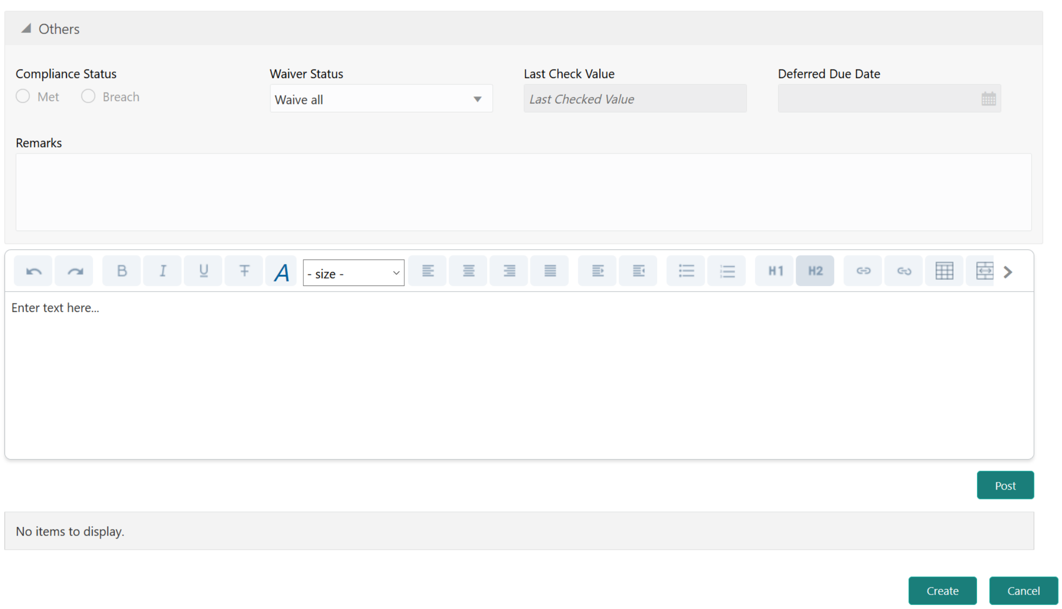



**Table 12-6 Covenant Details - Others - Field Description**

| Field | Description |
| --- | --- |
| **Compliance Status** | Select the current covenant **Compliance Status** of the party / collateral. The options available are:<br>• Met<br>• Breach |
| **Waiver Status** | Select the **Waiver Status** from the drop down list. The options available are:<br>• Waive<br>• Waive all |

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

| Field | Description |
| --- | --- |
| **Last Check Value** | Specify the target value observed during the last covenant check. |
| **Deferred Due Date** | Specify the **Deferred Due Date**. The covenant review can be postponed till the mentioned date. |
| **Remarks** | Capture overall **Remarks** 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.

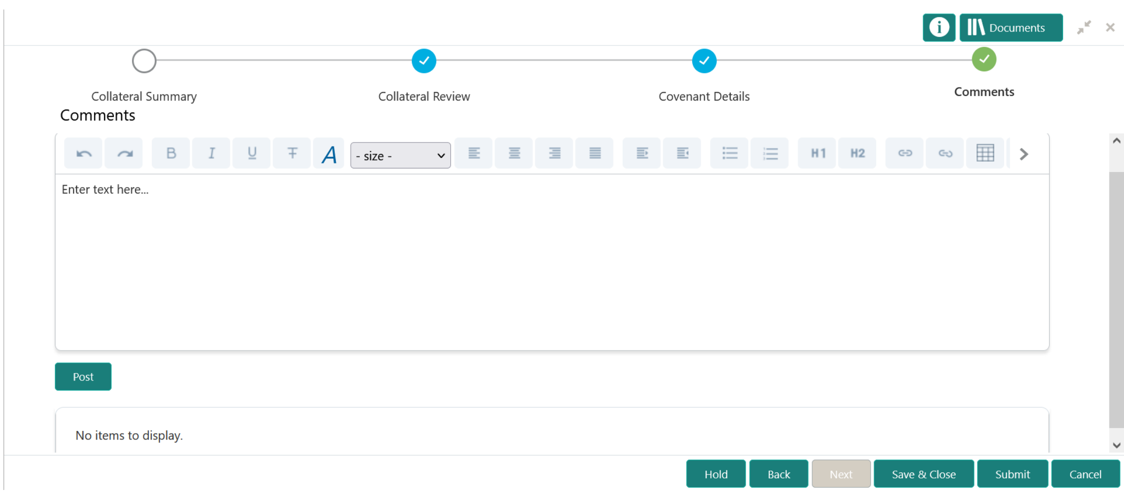
# 12.5 Comments

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**

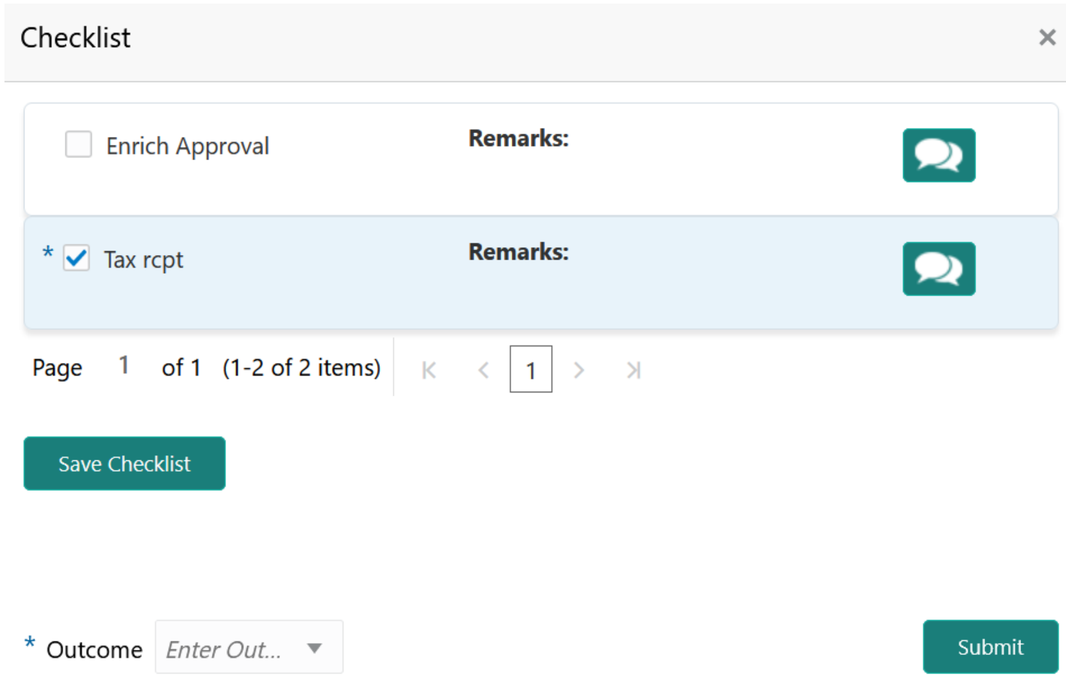



1. Type your comments for the Collateral Review stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 12-11 Checklist**




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

## 13.1 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

## 13.2 Collateral Summary

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

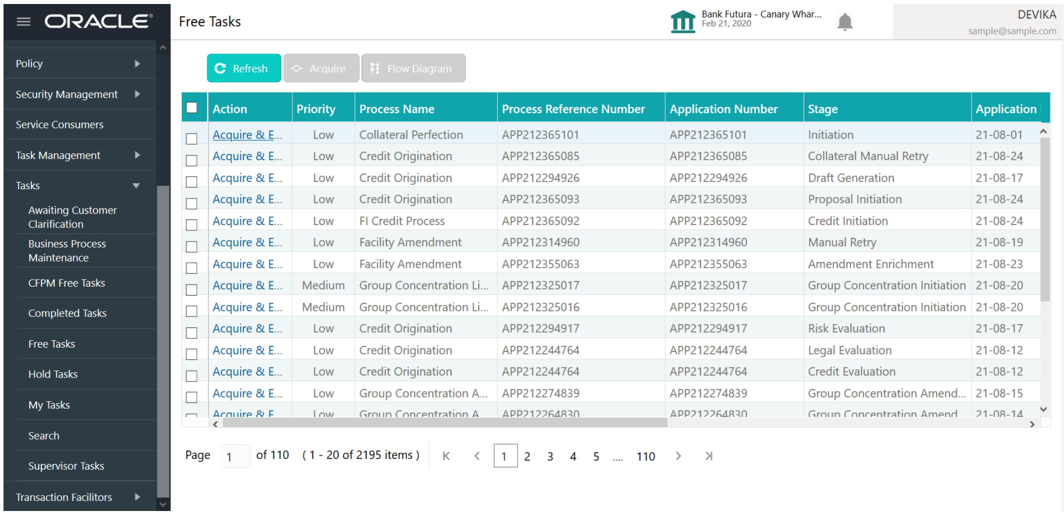
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

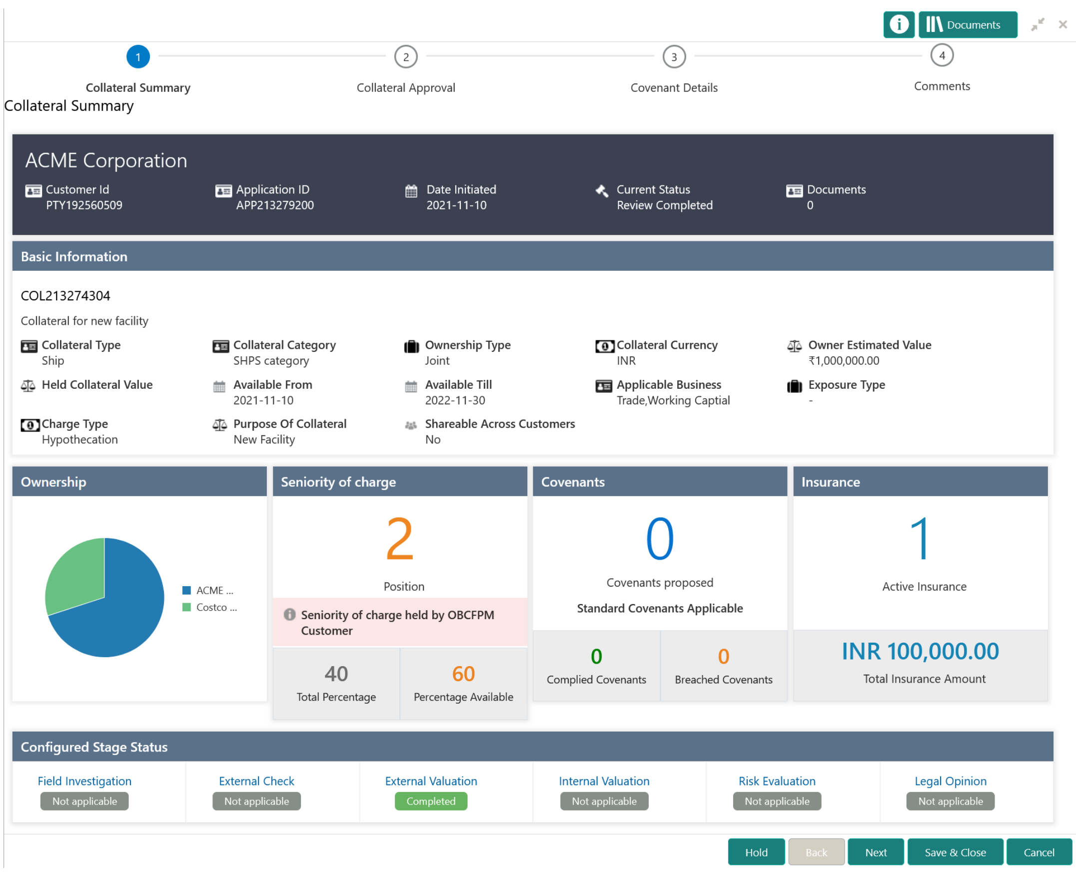
**Figure 13-1 Free Tasks**



2. Click **Acquire & Edit** in the required Collateral Approval task.

   The **Collateral Approval - Collateral Summary** screen is displayed.

**Figure 13-2 Collateral Approval - Collateral Summary**



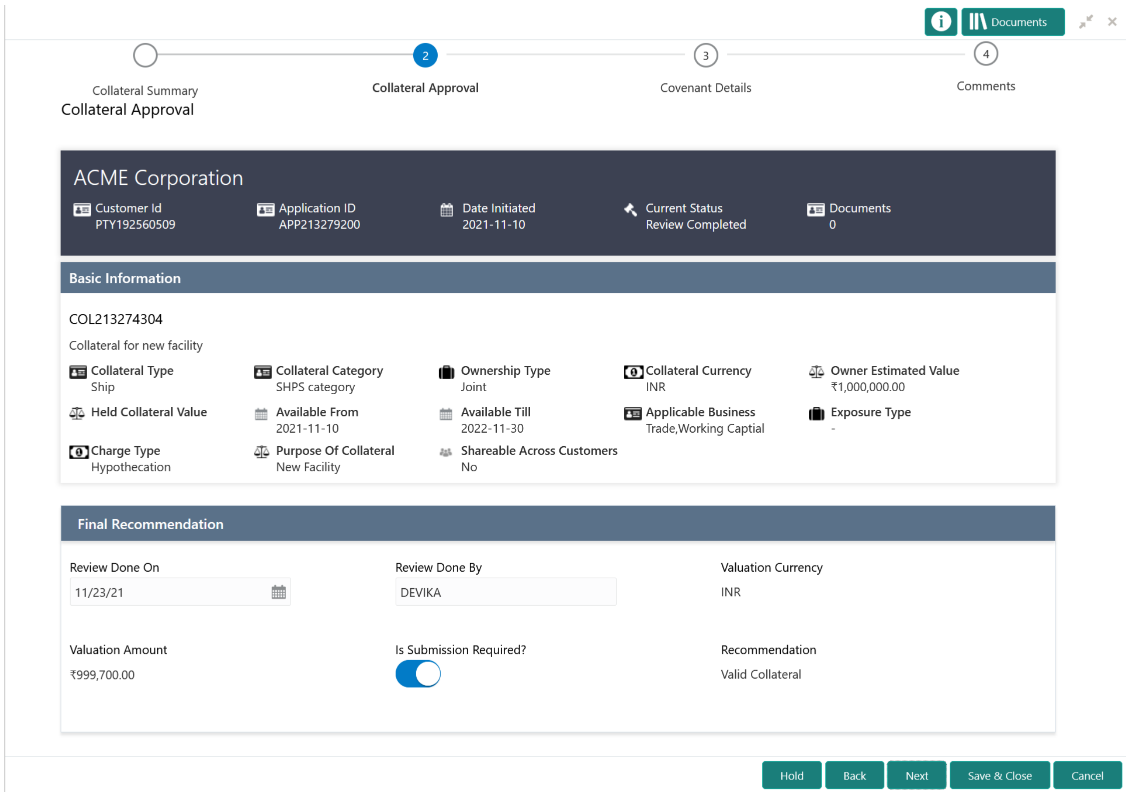
3. View the Collateral Summary and click **Next**.

# 13.3 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**



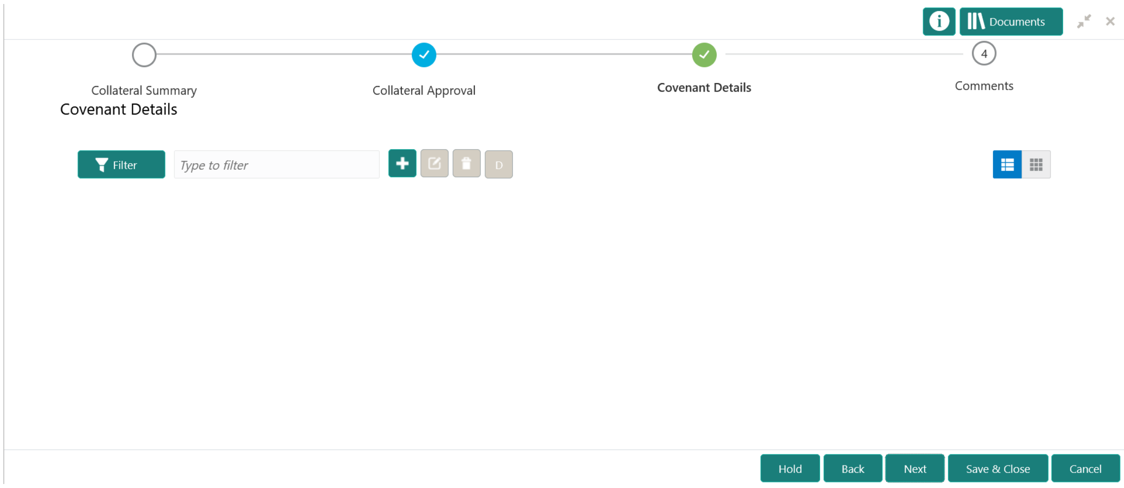

After viewing the collateral details and Recommendation, click **Next**.

# 13.4 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.

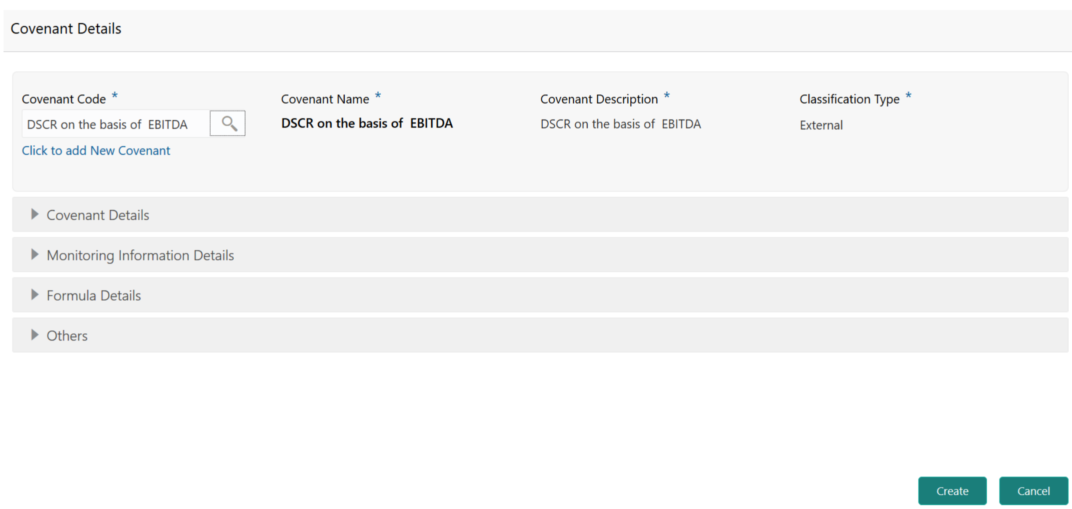
**Figure 13-4 Collateral Approval - Covenant Details**




1. To add a covenant, click the add icon.

   The **Covenant Details** window is displayed.

   **Figure 13-5 Covenant Details**


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 |
| --- | --- |
| **Covenant code** | Specify a unique code for the covenant to be created. |
| **Covenant name** | Specify a name for the covenant to be created. |
| **Covenant description** | Provide a brief description about the covenant. |
| **Classification type** | Specify the covenant **Classification Type** as Internal and External. |

**Figure 13-6 Covenant Details - Covenant Details**

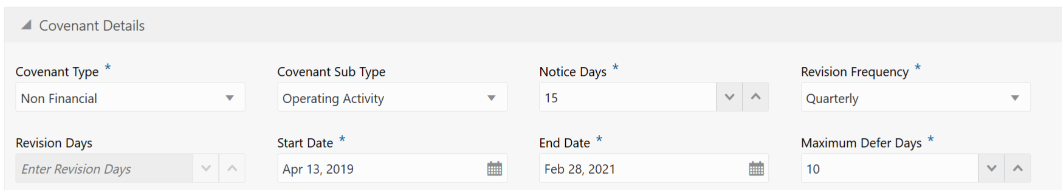



**Table 13-2 Covenant Details - Covenant Details - Field Description**

| Field | Description |
| --- | --- |
| **Covenant type** | Select the **Covenant Type**. The following options are available in the drop down list:<br>• Financial<br>• Non-Financial<br>In case of linking existing covenant, you cannot modify the **Covenant Type**. |
| **Covenant Sub Type** | Select the **Covenant Sub Type** from the drop down list.<br>In case of linking existing covenant, you cannot modify the **Covenant Sub Type**. |
| **Notice Days** | Specify the number of days before which the covenant tracking task has to be created. |
| **Revision Frequency** | Select the frequency for reviewing the covenant, such as Quarterly, Monthly, Semi Annual, and Annual. |
| **Revision Days** | Specify the number of days in which the covenant must be reviewed. |
| **Start Date** | Specify the date on which the covenant becomes effective. |
| **End Date** | Specify the date on which the covenant expires. |
| **Maximum Defer Days** | Specify the number of days for which the covenant can be deferred. |

**Figure 13-7 Covenant Details - Monitoring Information Details**

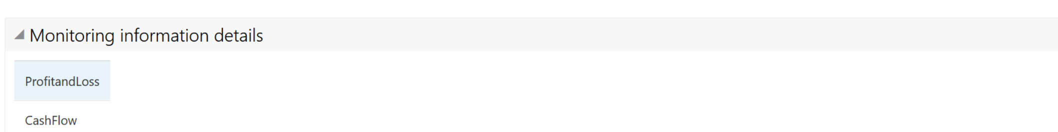


**Table 13-3 Covenant Details - Monitoring Information Details - Field Description**

| 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**

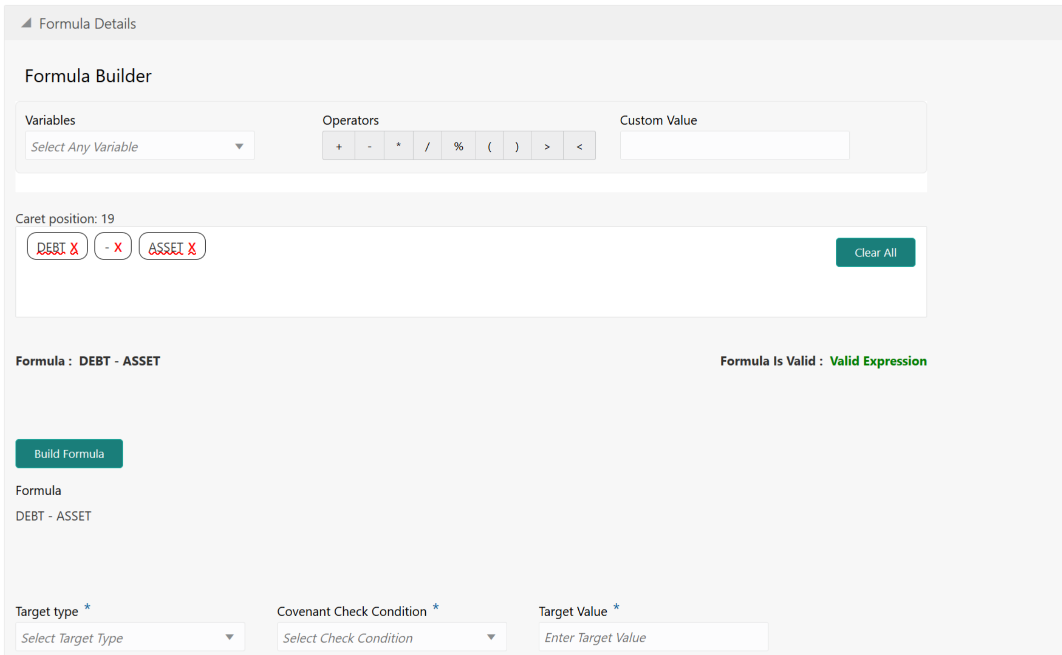



**Table 13-4 Covenant Details - Formula Details - Field Description**

| Field | Description |
| --- | --- |
| **Variable** | Select a **Variable** from the drop down list. The options available are<br>• Debt<br>• Asset<br>• Debt Ratio<br>• Asset Ratio |
| **Operators** | Select the required operator from the available **Operators**. |
| **Custom Value** | Provide a **Custom Value** for building formula, if required. You can also select another Variable. |
| **Build Formula** | Click **Build Formula**. The formula is built and displayed below the formula box.<br>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 |
|---|---|
| **Target Type** | Select the **Target Type** from the drop down list. The options available are:<br>• Value<br>• Percentage<br>• Ratio |
| **Covenant Check Condition** | 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. |
| **Target Value** | Specify the Target Value. |
| **Target Value 1, Target Value 2** | If **Between** is selected as the **Covenant Check Condition**, **Target Value 1** and **Target Value 2** 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**

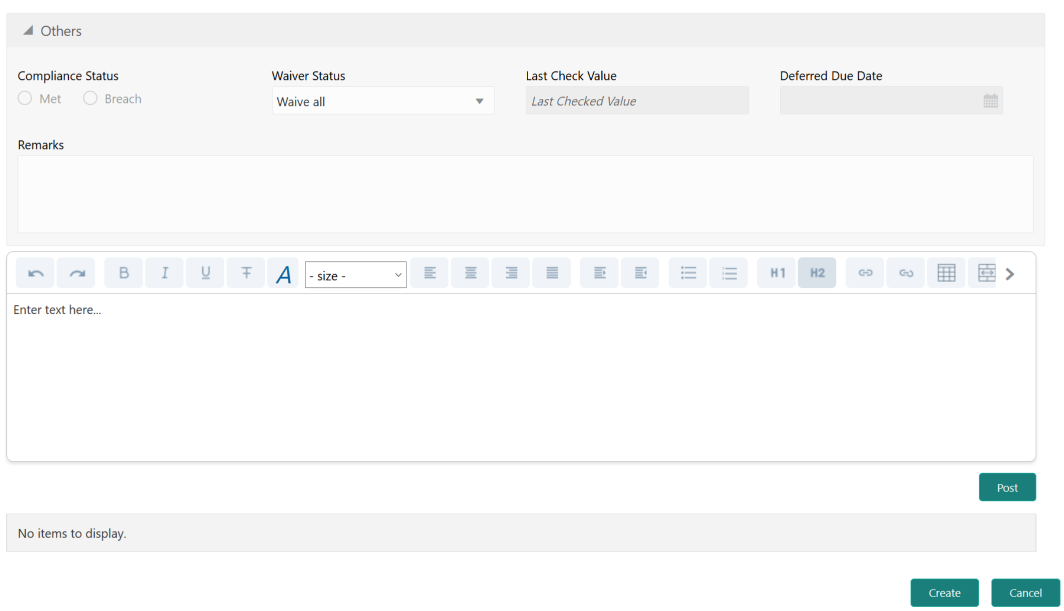


**Table 13-5 Covenant Details - Others - Field Description**

| Field | Description |
|---|---|
| **Compliance Status** | Select the current covenant **Compliance Status** of the party / collateral. The options available are:<br>• Met<br>• Breach |
| **Waiver Status** | Select the **Waiver Status** from the drop down list. The options available are:<br>• Waive<br>• Waive all |
| **Last Check Value** | Specify the target value observed during the last covenant check. |
| **Deferred Due Date** | Specify the **Deferred Due Date**. The covenant review can be postponed till the mentioned date. |
| **Remarks** | Capture overall **Remarks** 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.

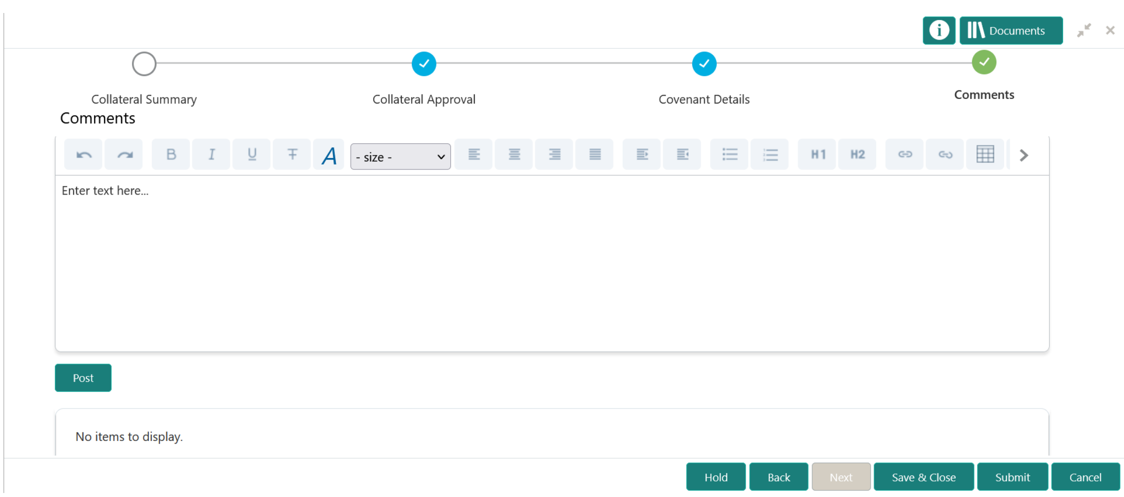
# 13.5 Comments

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**

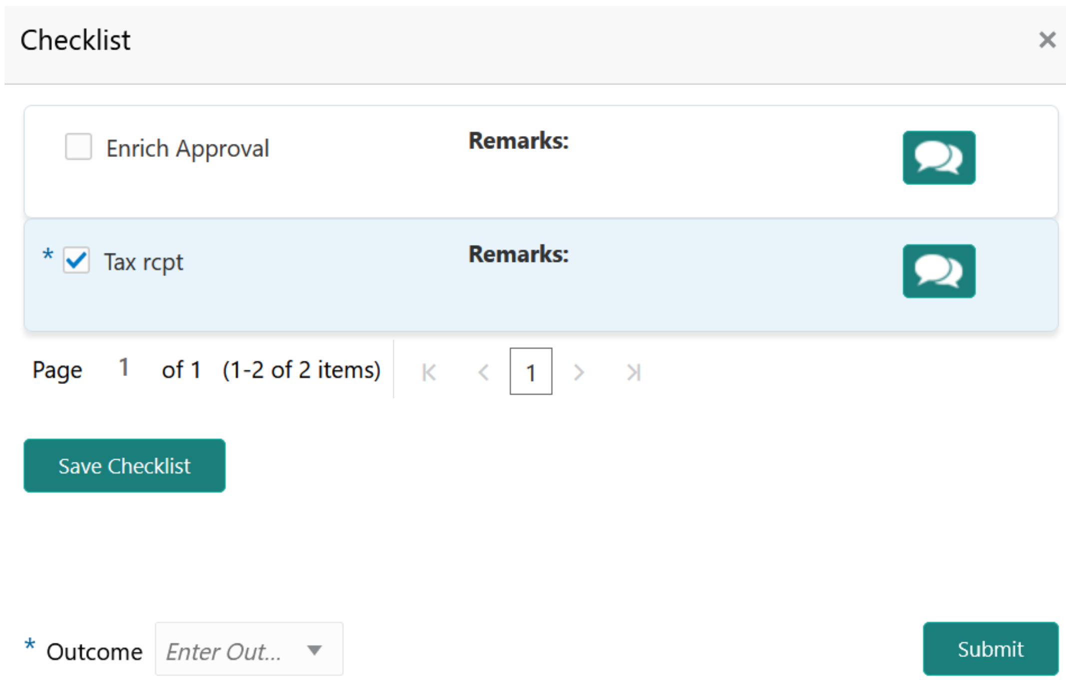


1. Type your comments for the Collateral Approval stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 13-11 Checklist**




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

## 14.1 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

## 14.2 Collateral Summary

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

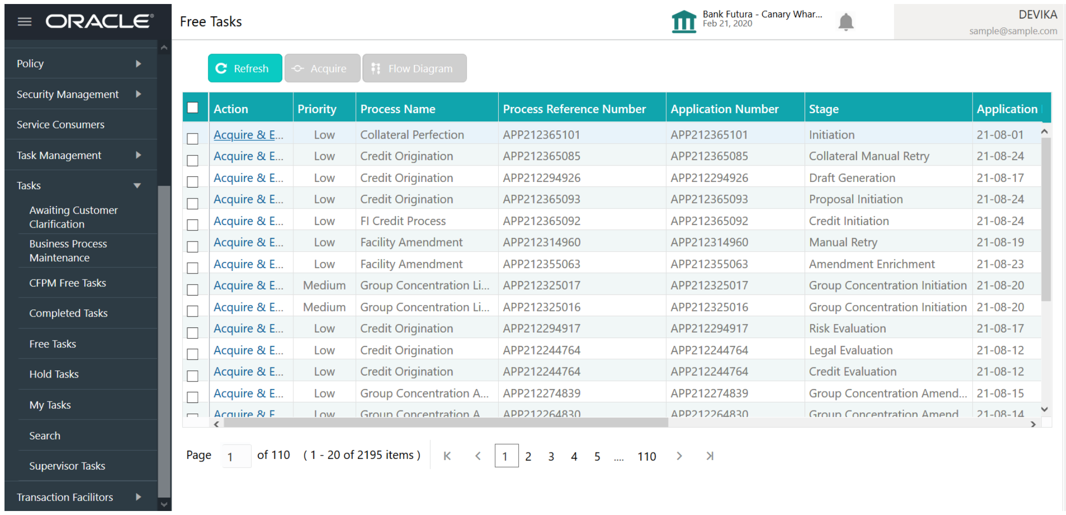
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

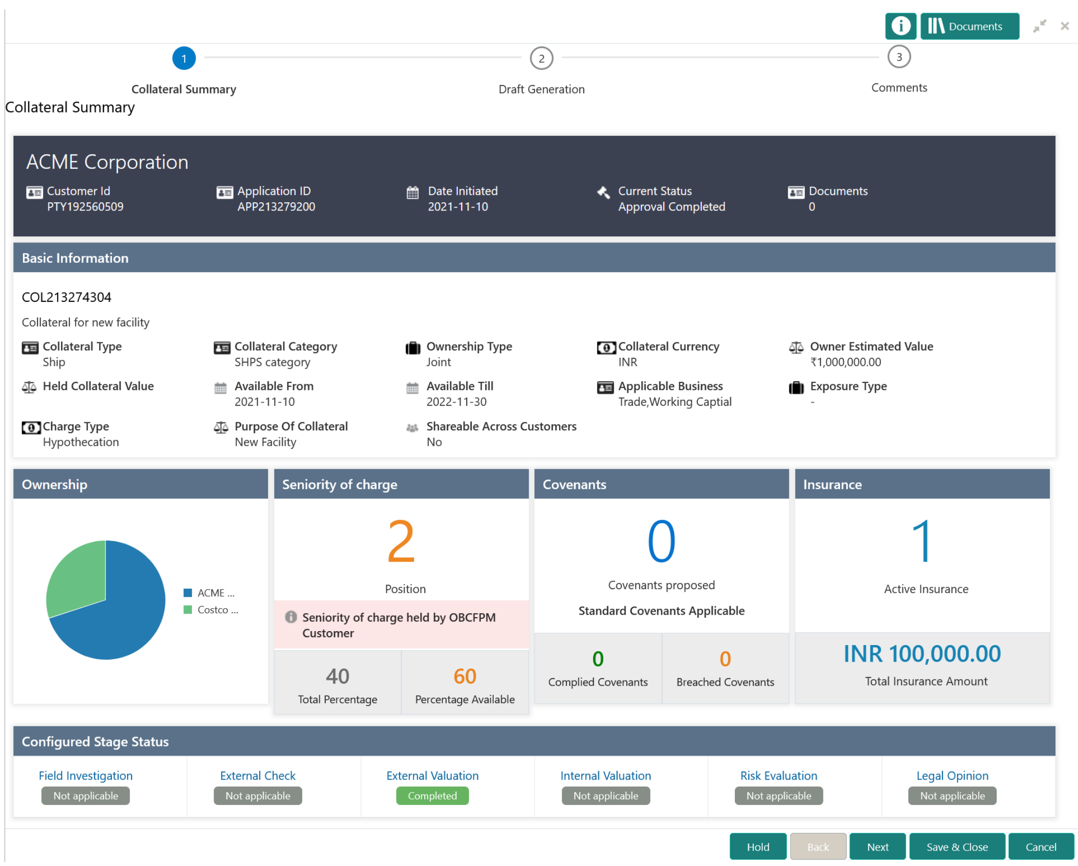
**Figure 14-1 Free Tasks**



2. Click **Acquire & Edit** in the required Draft Generation task.

   The **Draft Generation - Collateral Summary** screen is displayed.

**Figure 14-2 Draft Generation - Collateral Summary**



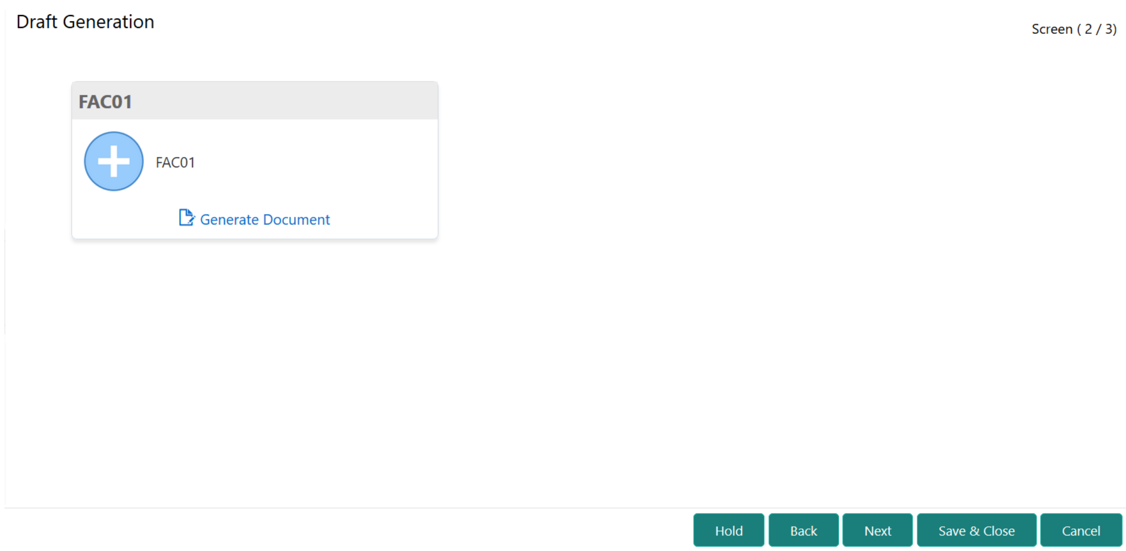
3. View the Collateral Summary and click **Next**.

# 14.3 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.

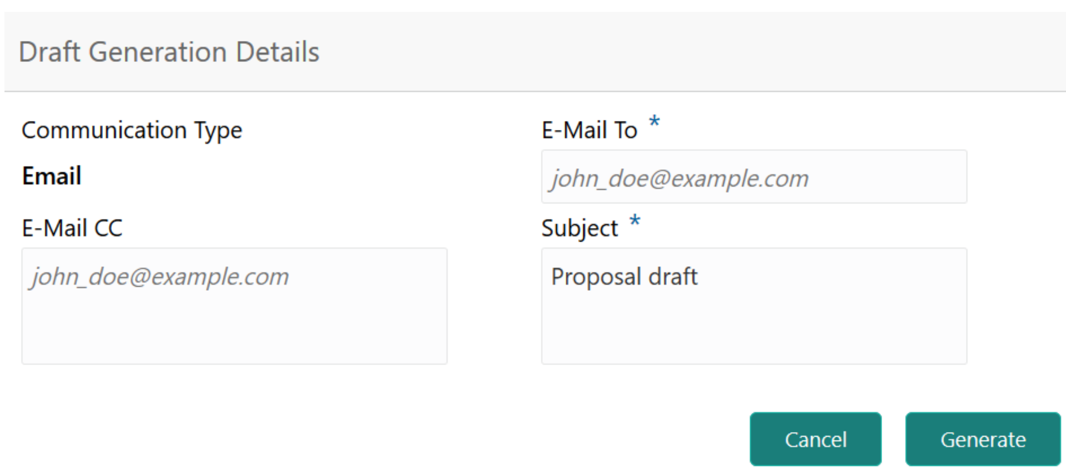
**Figure 14-3 Draft Generation**




1. Click **Generate Document**.

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

   **Figure 14-4 Draft Generation Details**


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

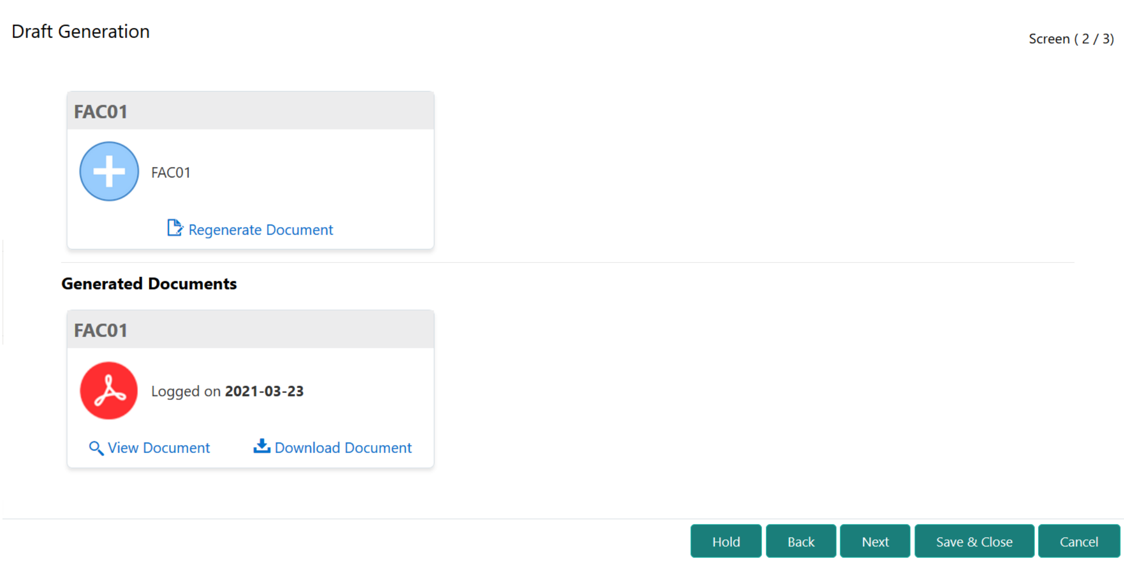
   For field level information, refer the below table.

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

| Field | Description |
|---|---|
| **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 in the **Draft Generation** screen as shown below.

**Figure 14-5 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 **Draft Generation** screen, click **Next**.

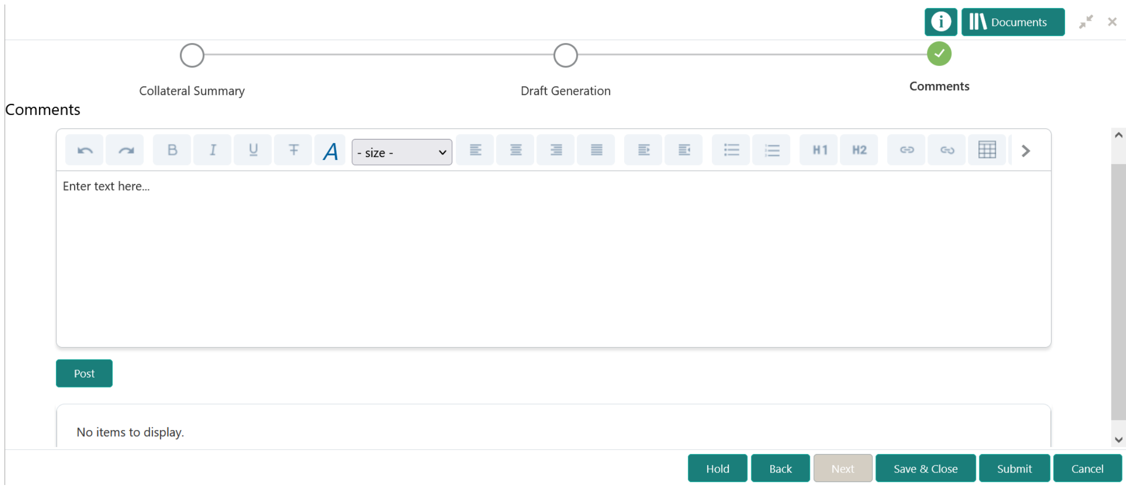
# 14.4 Comments

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**

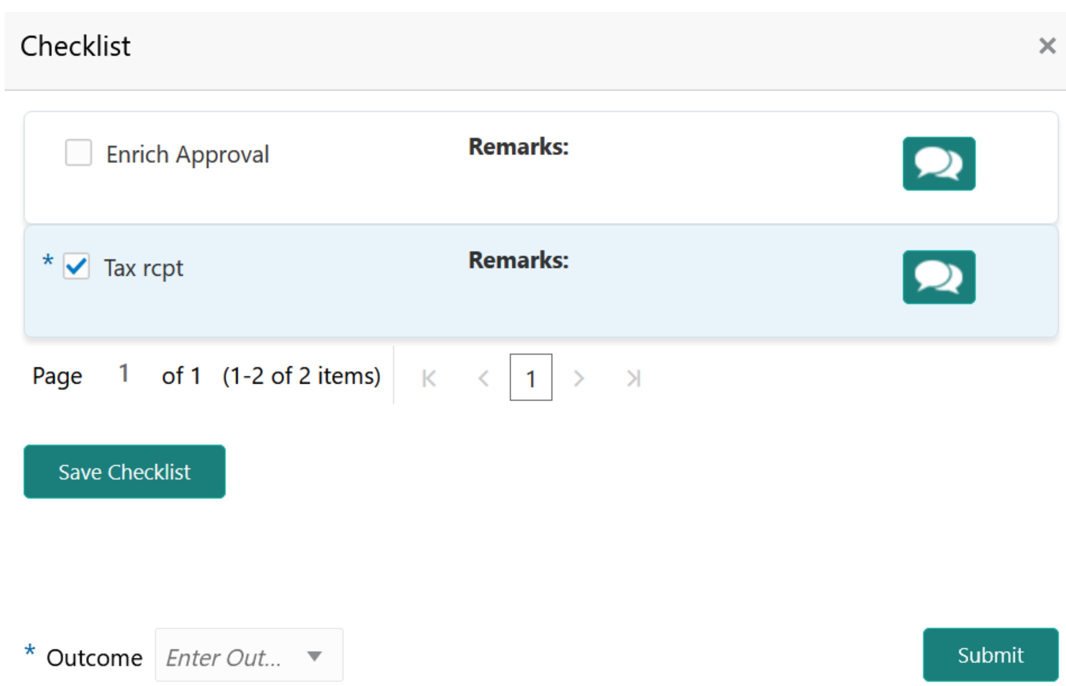



1. Type your comments for the Draft Generation stage in the **Comments** text box.
2. Click **Post**.

   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

## 15.1 Customer Acceptance

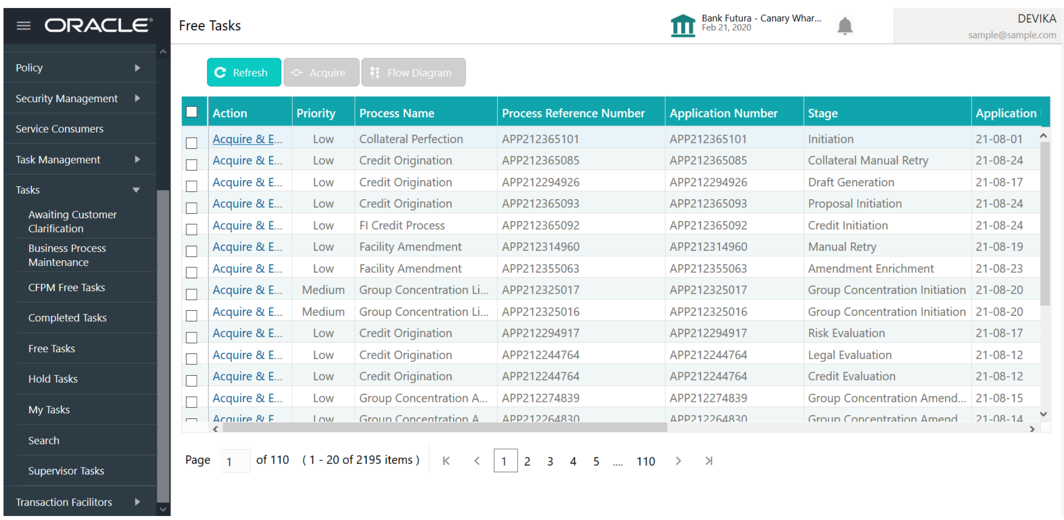
Detailed information about the Customer Acceptance stage in the Collateral Perfection process.

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.

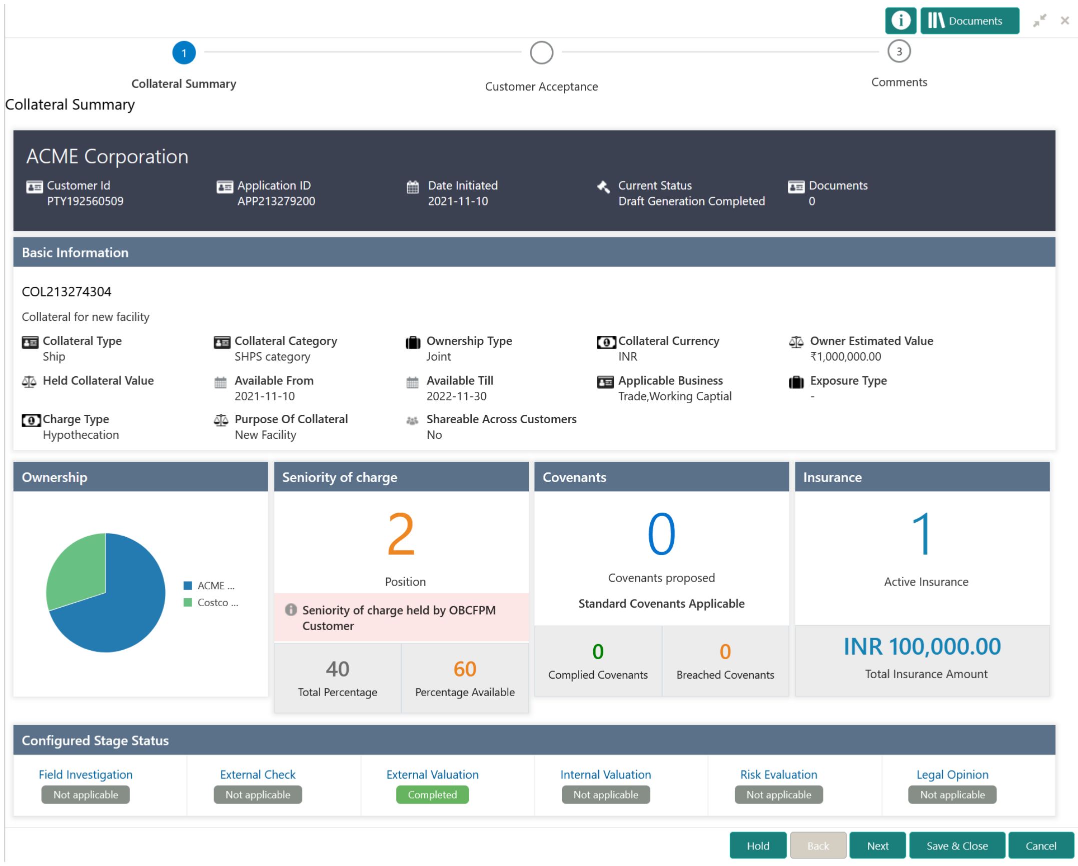
**Figure 15-1 Free Tasks**




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**



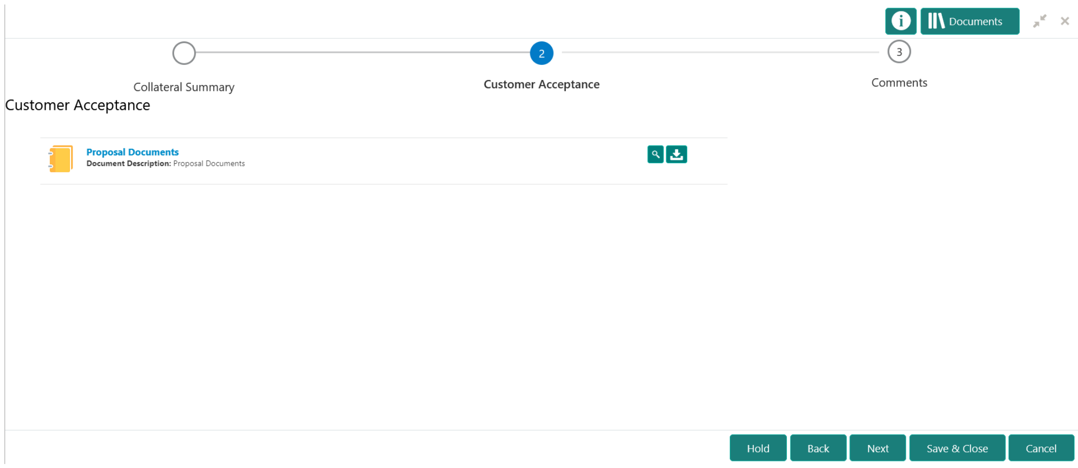

In the **Customer Acceptance - Collateral Summary** screen, following collateral details captured in the previous stages are displayed.

- 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**

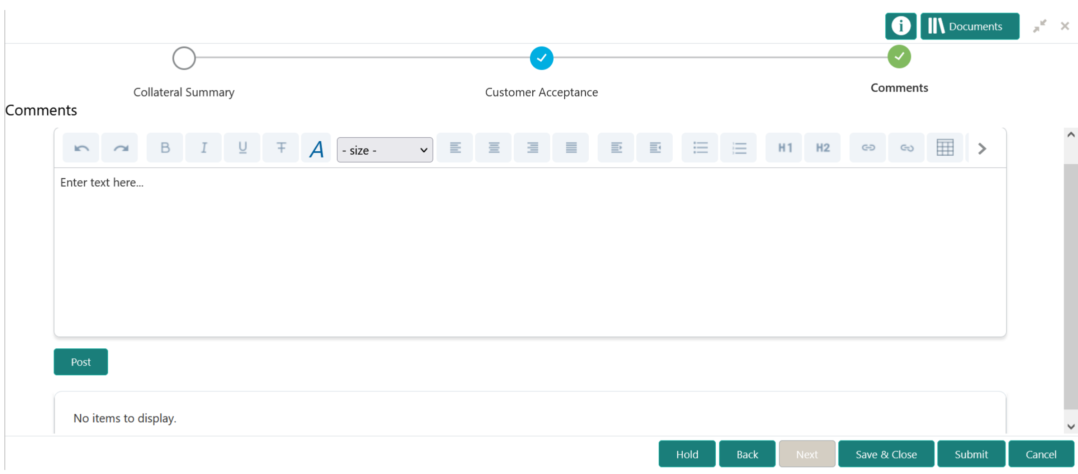



In the above screen, you can download the draft document sent to customer by clicking the download icon.

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

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

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

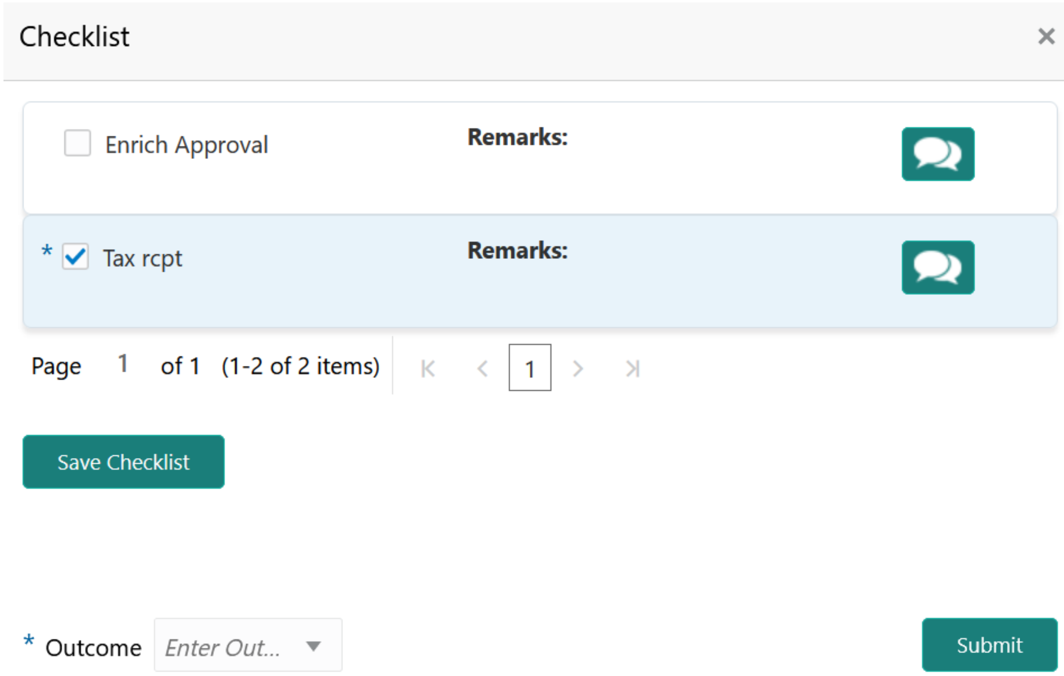



5. Type comments for the Customer Acceptance stage in the **Comments** text box.
6. Click **Post**.

   Comments are posted below the **Comments** text box.
7. Click **Submit**.

   The **Checklist** window is displayed.

**Figure 15-5 Checklist**




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
   - Revaluate

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

# 16
# Charge Registration

## 16.1 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

## 16.2 Collateral Summary

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

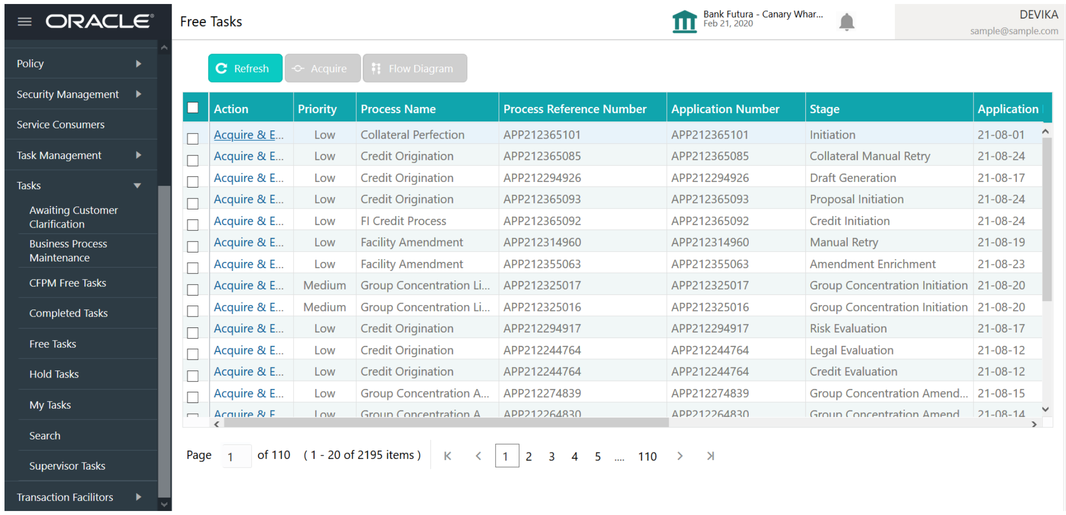
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

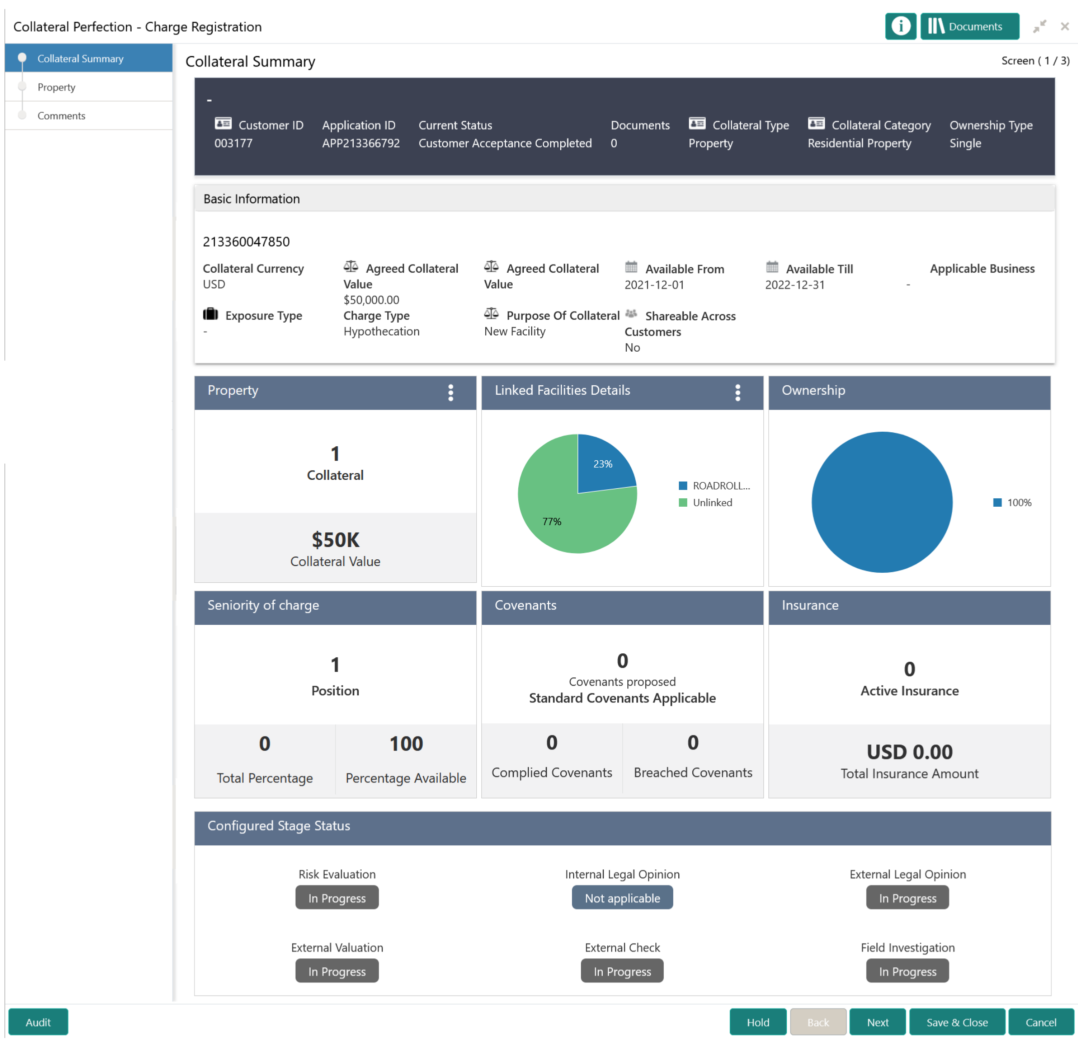
**Figure 16-1 Free Tasks**




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

   The **Charge Registration - Collateral Summary** screen is displayed.

**Figure 16-2 Charge Registration - Collateral Summary**



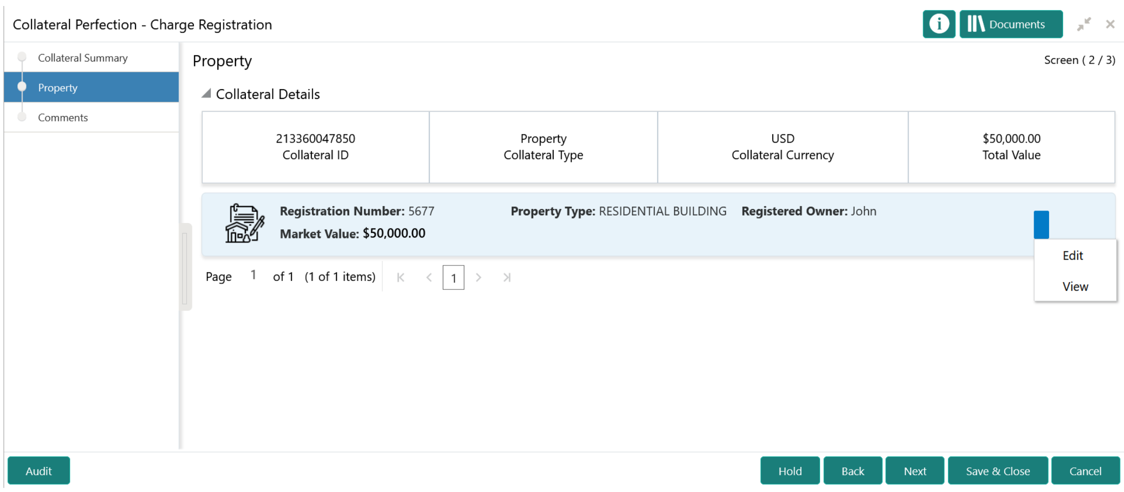
3. View the Collateral Summary and click **Next**.

# 16.3 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 srceen. In this topic, Property screen is provided as a sample.

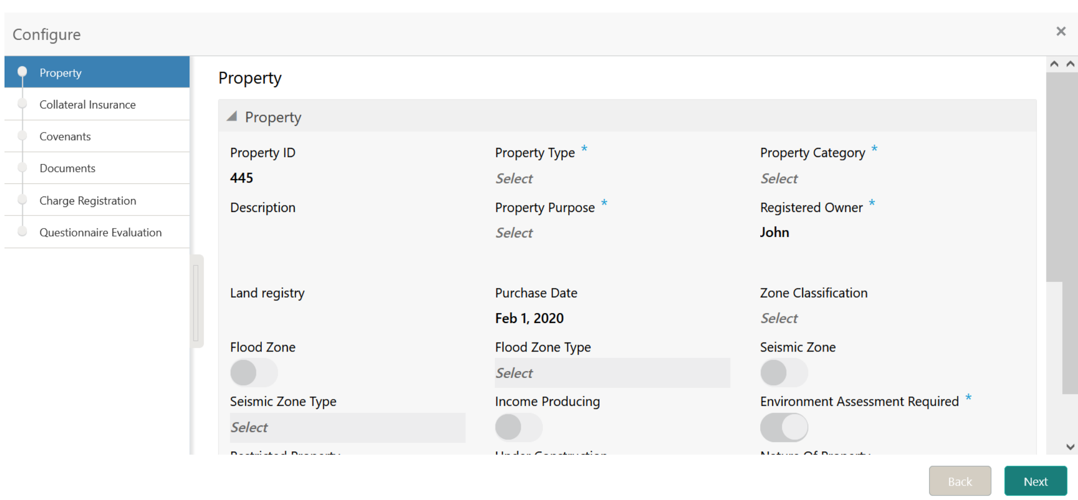
**Figure 16-3 Charge Registration - Property**




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

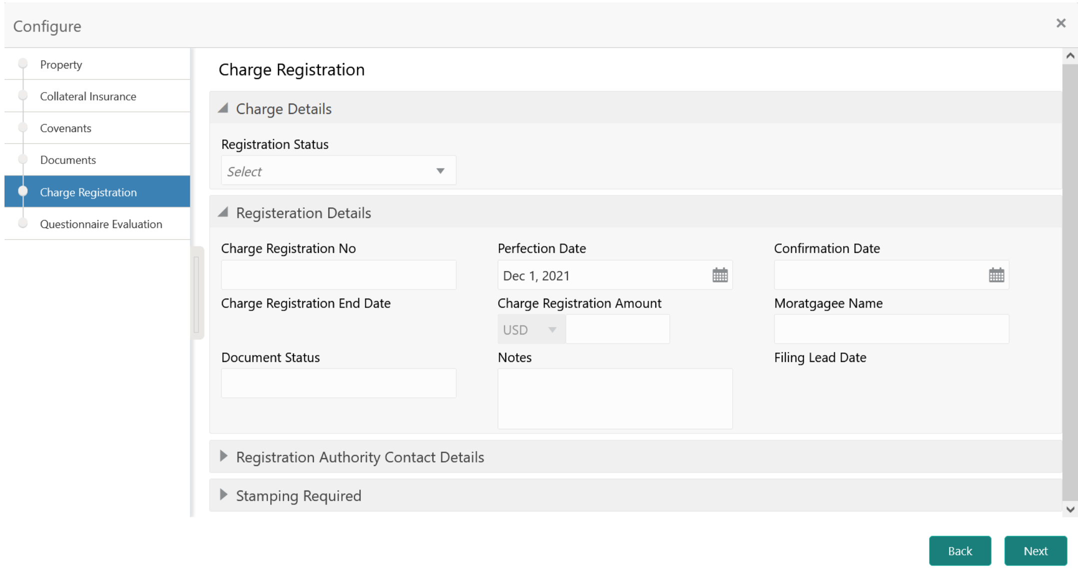
   The **Charge Registration - Configure - Property** screen is displayed.

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


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

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




3. 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 |
| --- | --- |
| **Registration Status** | Select the charge **Registration Status** from the drop down list. The options available are:<br>• Proposed<br>• Registered |

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

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

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

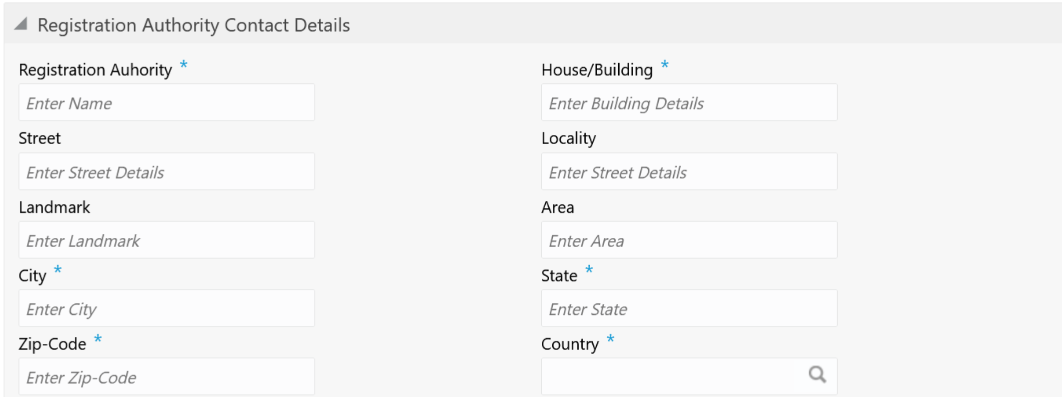



**Table 16-3 Charge Registration - Registration Authority Contact Details - Field Description**

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

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

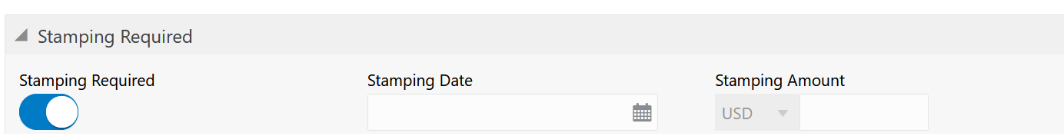


**Table 16-4 Charge Registration - Stamping Required - Field Description**

| Field | Description |
|---|---|
| **Stamping Required** | Enable this flag, if stamping is required for charge registration. |
| **Stamping Date** | Specify the date on which stamping is to be done. |
| **Stamping Amount** | Specify the **Stamping Amount**. |

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

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

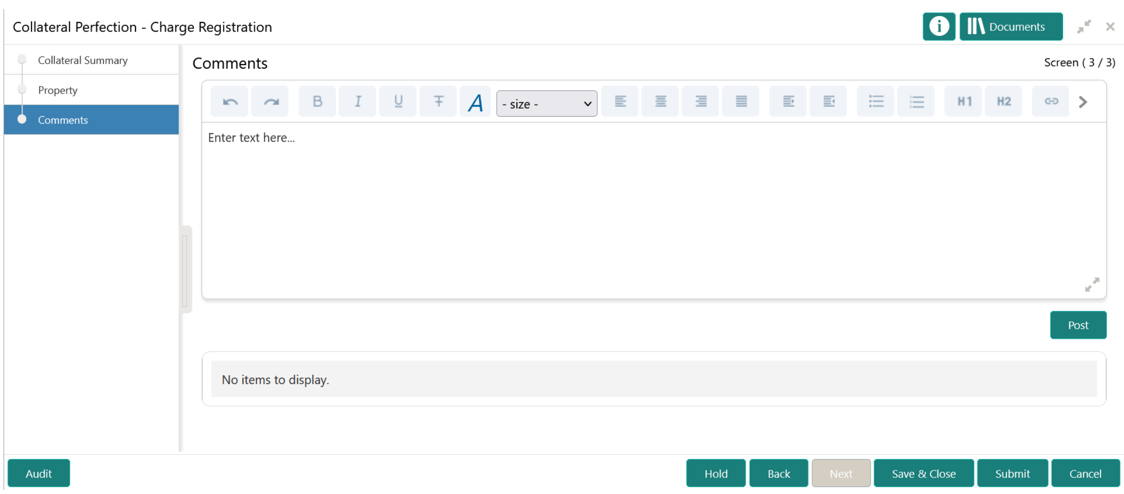
# 16.4 Comments

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**

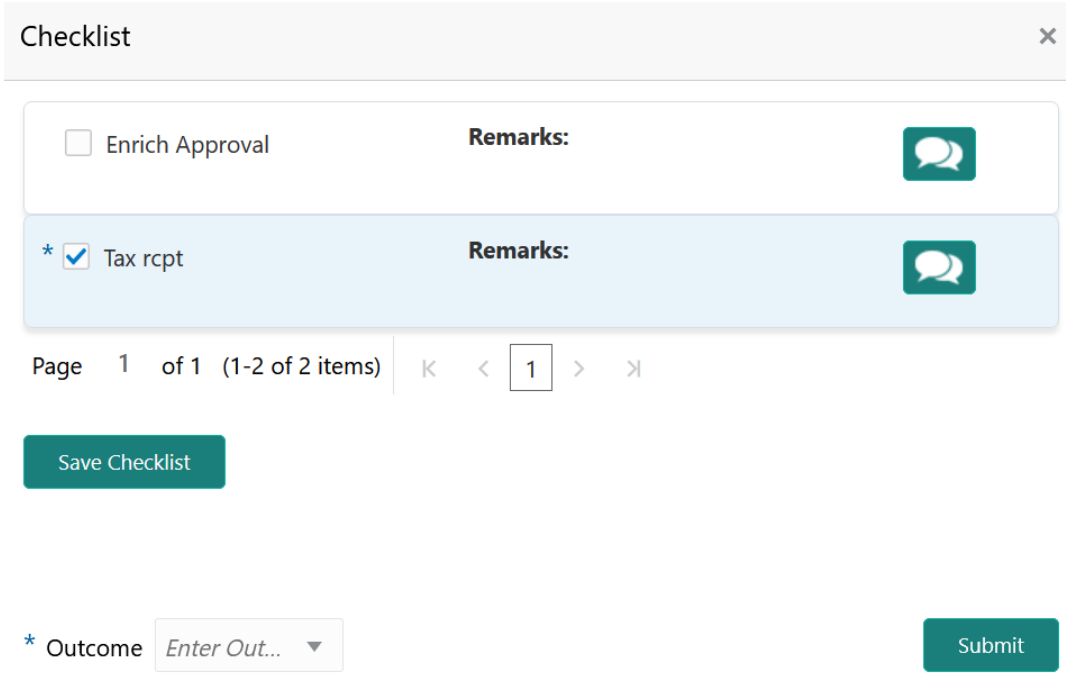



1. Type your comments for the Charge Registration stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 16-9 Checklist**




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

## 17.1 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

## 17.2 Awaiting Registration Completion

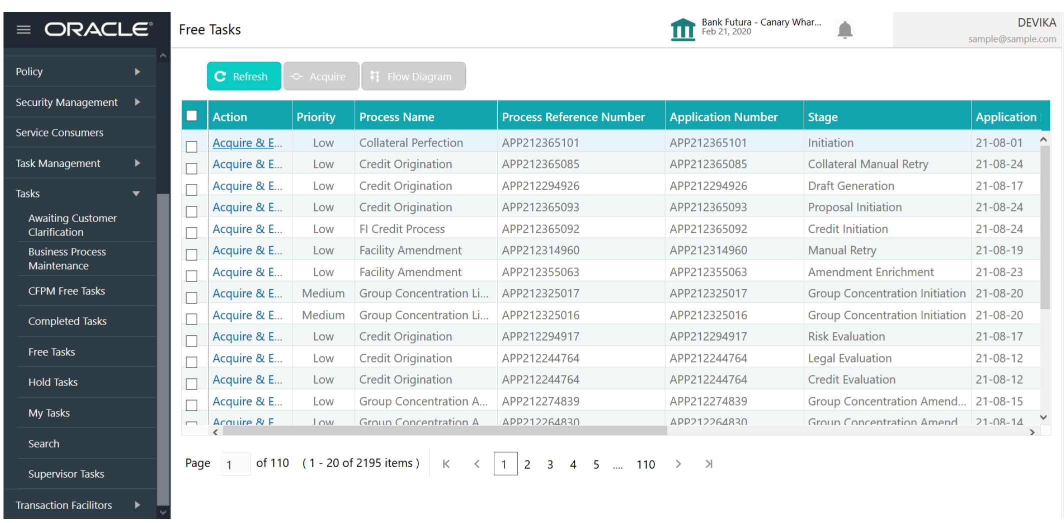
Procedure to capture charge registration details.

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.

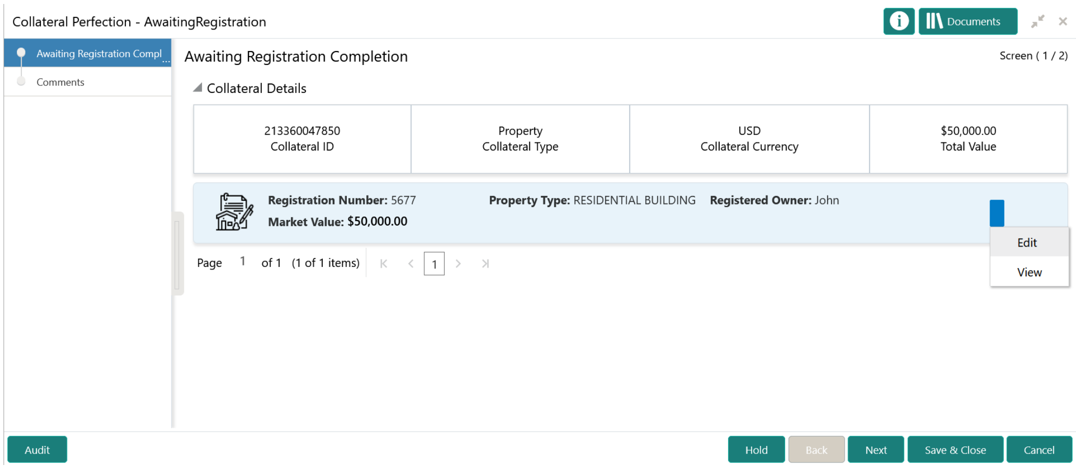
**Figure 17-1 Free Tasks**




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

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

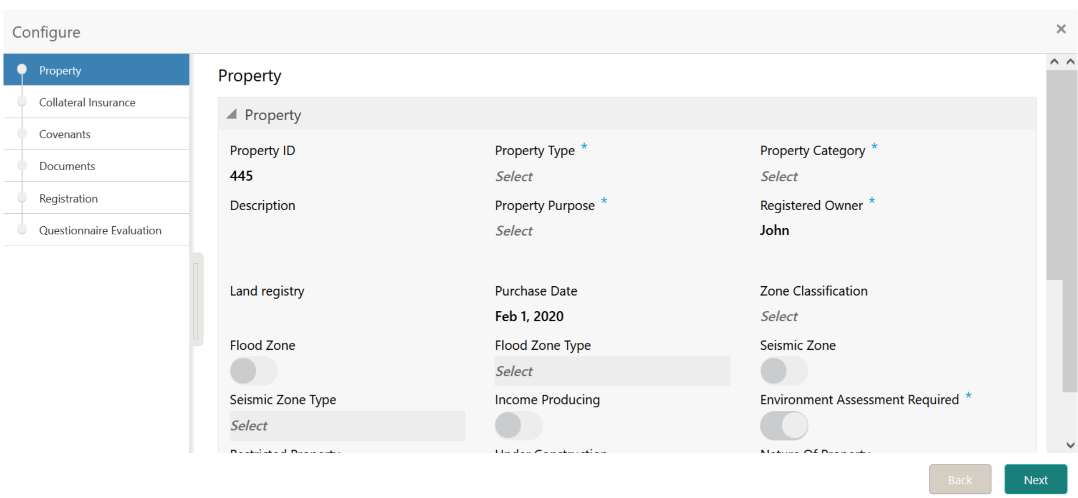
**Figure 17-2    Awaiting Registration - Awaiting Registration Completion**




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

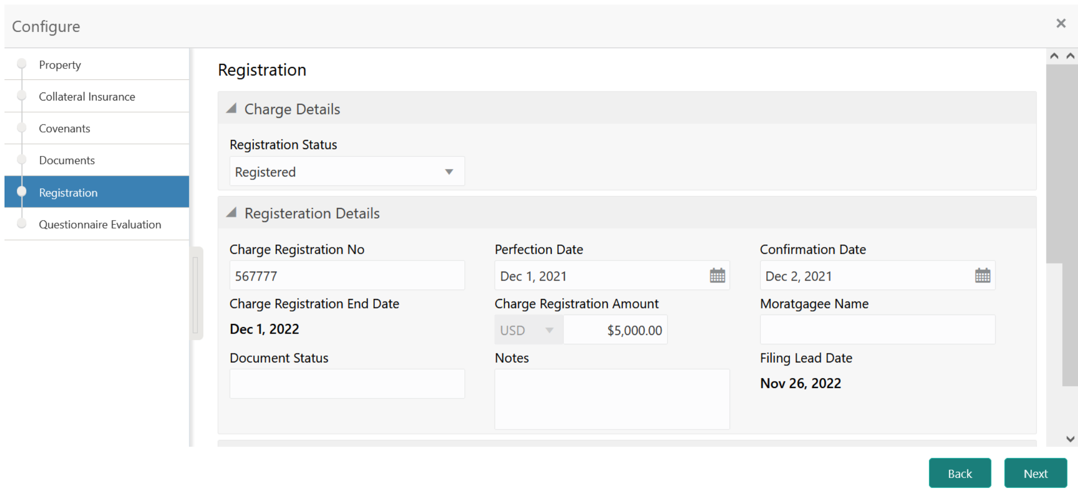
   The **Awaiting Registration - Configure - Property** screen is displayed.

**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 addding the charge registration details, click **Next** and then click **Submit**.

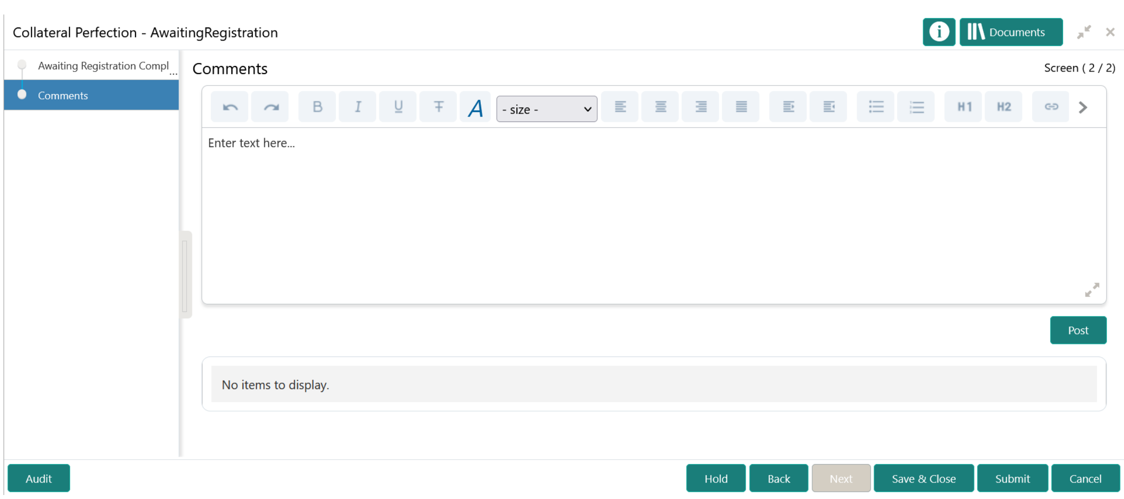
# 17.3 Comments

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**

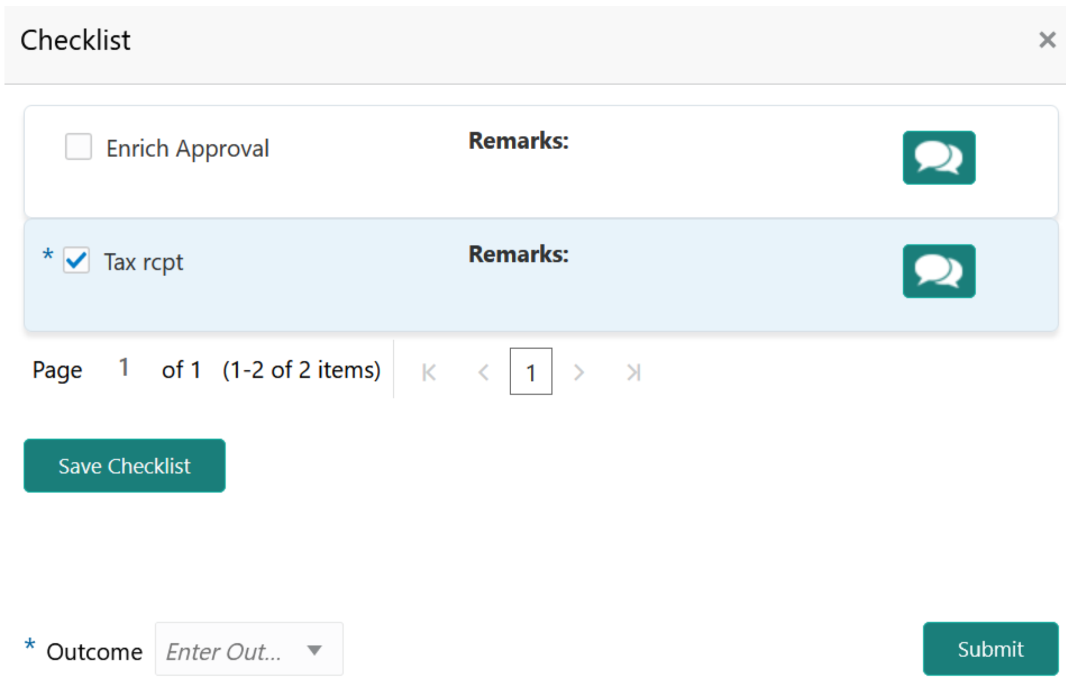


1. Type your comments for the Awaiting Registration stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted and displayed below the **Comments** text box.
3. Click **Submit**.

   The Checklist window is displayed.

**Figure 17-6 Checklist**




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

## 18.1 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

## 18.2 Collateral Summary

Information on the Collateral Summary data segment in Safekeeping stage.

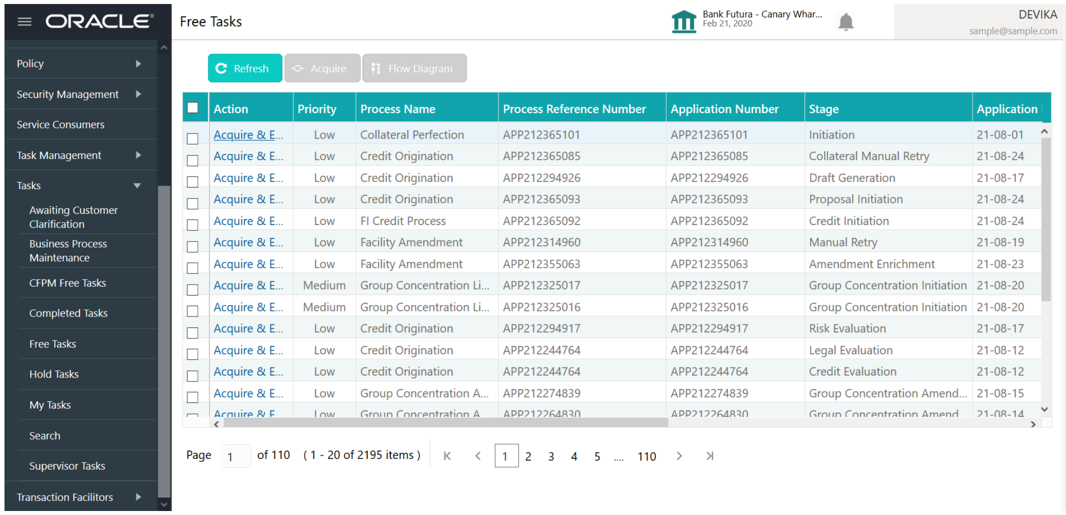
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

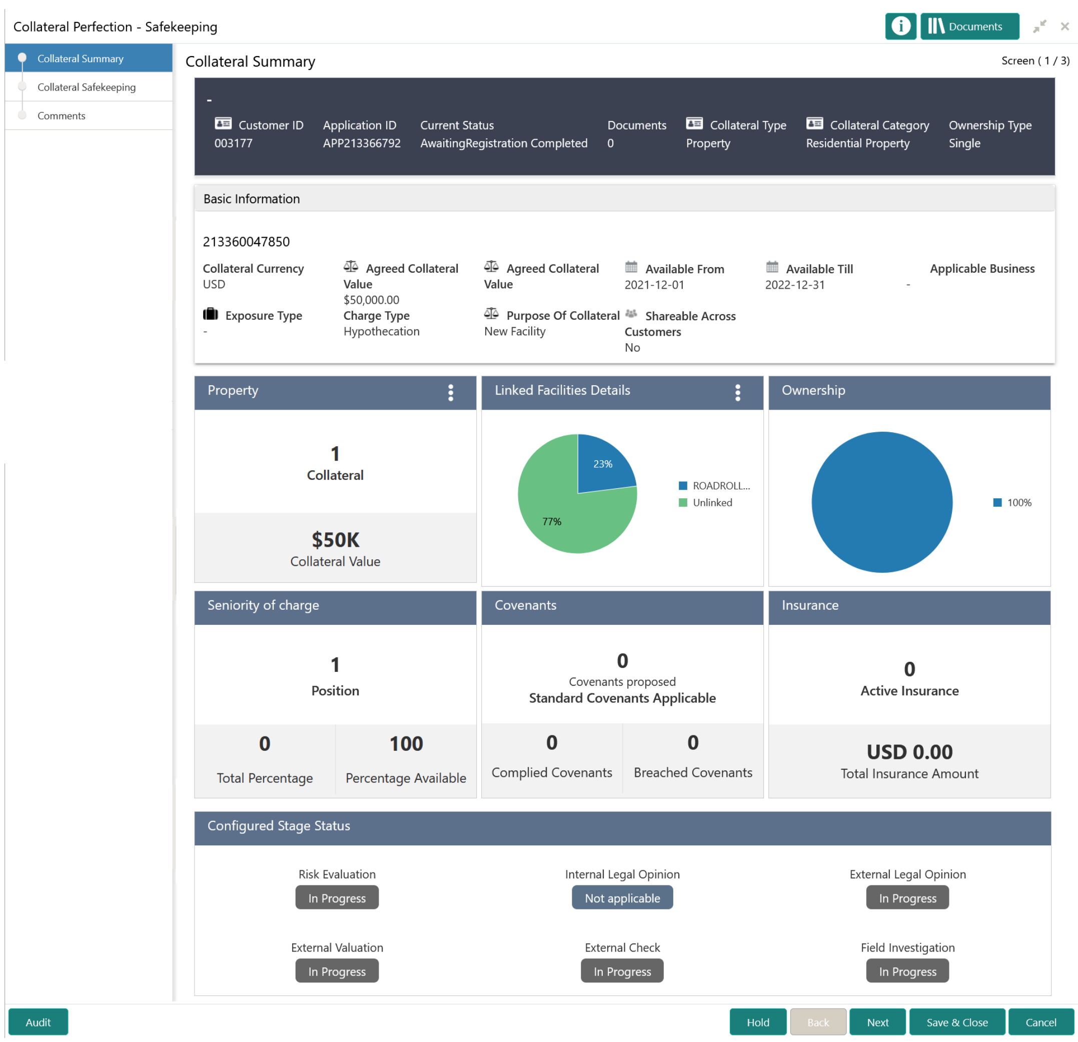
**Figure 18-1 Free Tasks**



2. Click **Acquire & Edit** in the required Safekeeping task.

   The **Safekeeping - Collateral Summary** screen is displayed.

**Figure 18-2 Safekeeping - Collateral Summary**



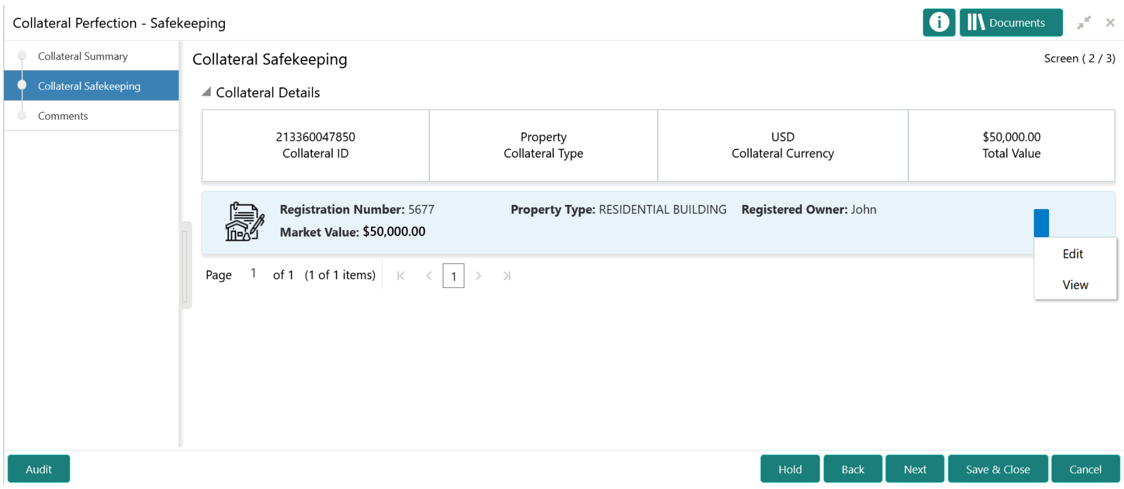
3. View the Collateral Summary and click **Next**.

# 18.3 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**

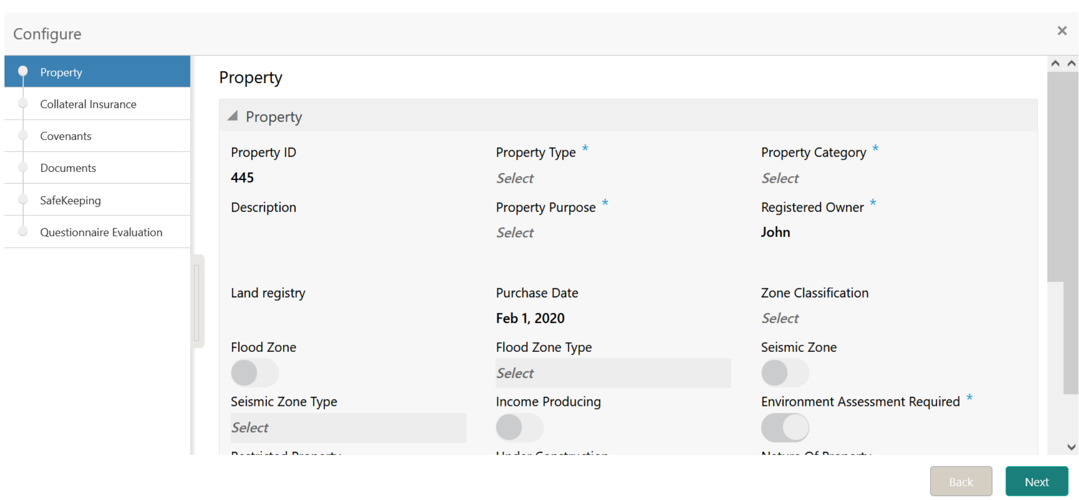



To capture safekeeping details for the collateral:

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

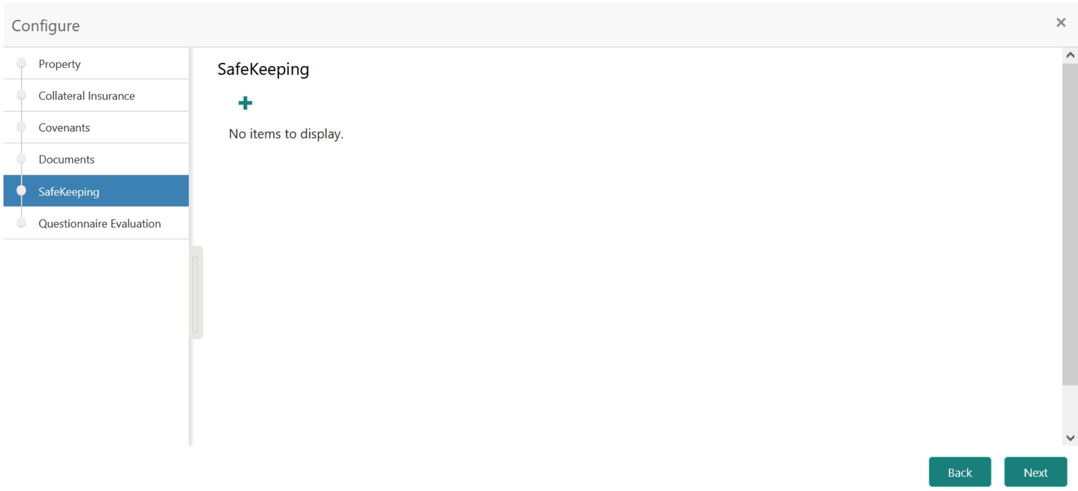
   The **Safekeeping - Configure - Collateral Type** screen is displayed.

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




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

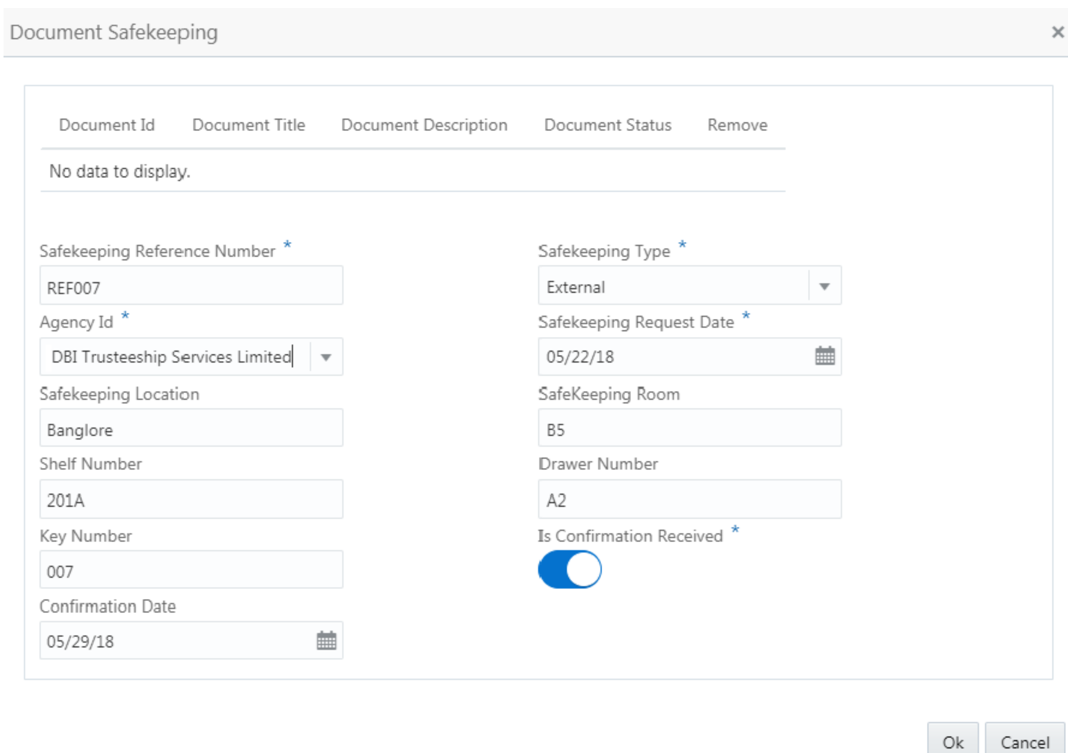
**Figure 18-5 Safekeeping - Configure - Safekeeping**




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 |
|---|---|
| **Safekeeping Reference Number** | Specify the **Safekeeping Reference Number**. |
| **Safekeeping Type** | Select the **Safekeeping Type** from the drop down list. The options available are:<br>• Internal<br>• External |
| **Agency Id** | Specify the **Agency Id**, if **External** is selected as the **Safekeeping Type**. |
| **Safekeeping Request Date** | Specify the **Safekeeping Request Date**. |
| **Safekeeping Location** | Specify the **Safekeeping Location**. |
| **Safekeeping Room** | Specify the **Safekeeping Room** detail. |
| **Shelf Number** | Specify the **Shelf Number** for collateral safekeeping. |
| **Drawer Number** | Specify the **Drawer Number** for collateral safekeeping. |
| **Key Number** | Specify the **Key Number** for collateral safekeeping. |
| **Is Confirmation Received** | Enable this flag, if confirmation is received for collateral safekeeping. |
| **Confirmation Date** | Specify the safekeeping **Confirmation Date**. |

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**.

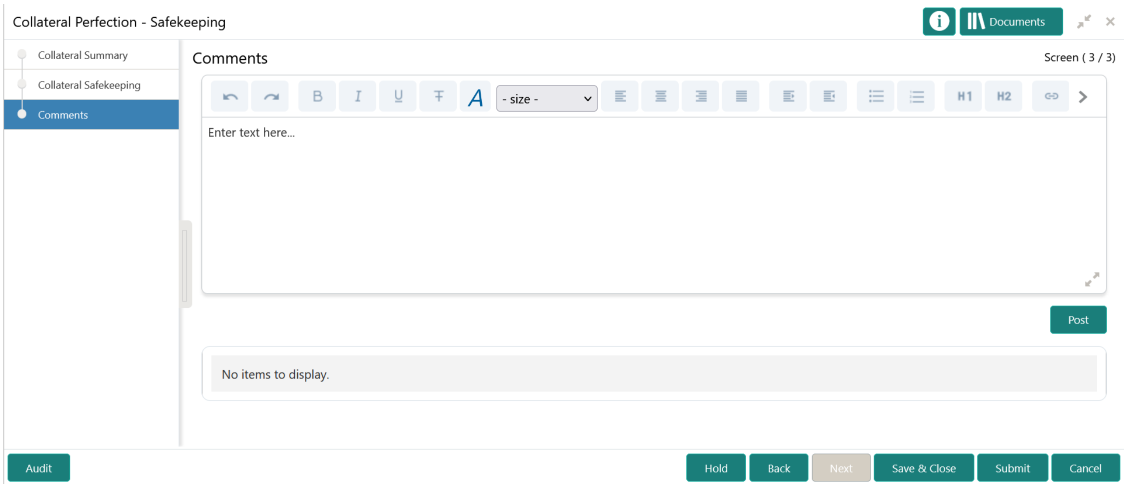
# 18.4 Comments

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**

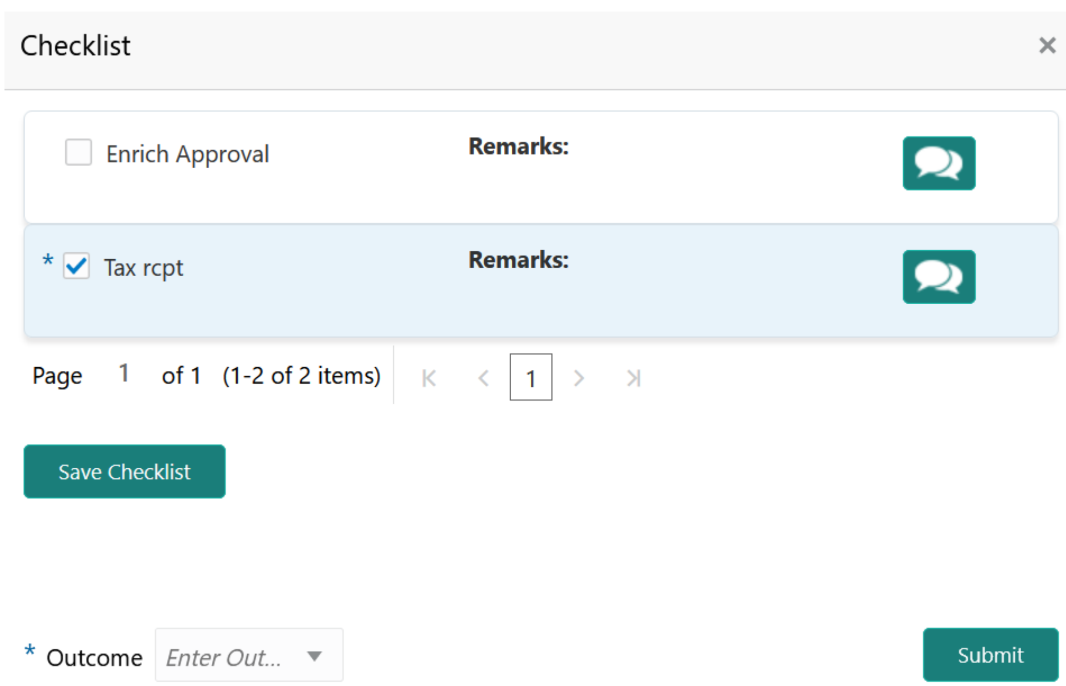



1. Type your comments for the Safekeeping stage in the **Comments** text box.
2. Click **Post**.

   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

## 19.1 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 Manul Retry task in the Free Tasks queue. The user must edit the task and fix all the handoff errors before submitting the task.

## 19.2 Collateral Summary

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

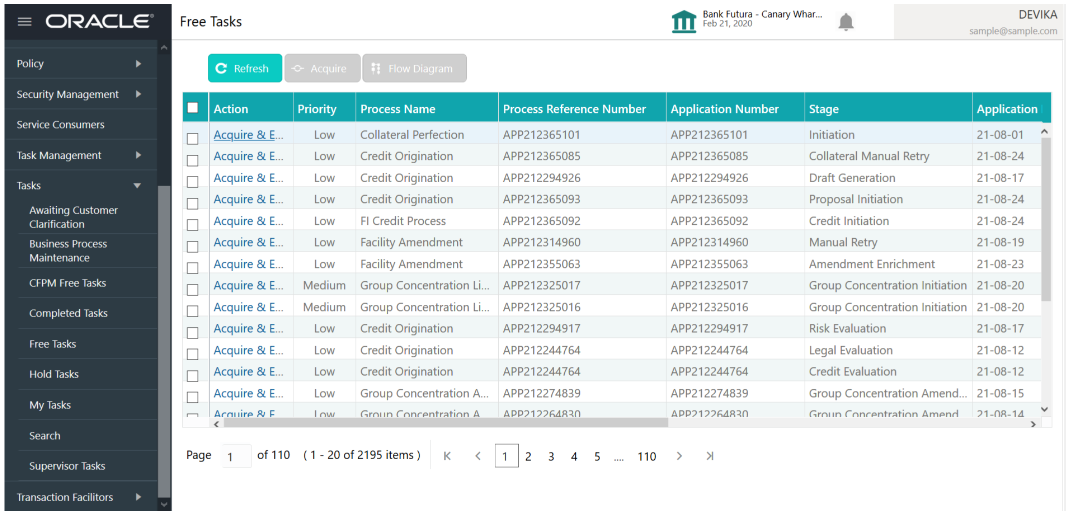
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

- 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.

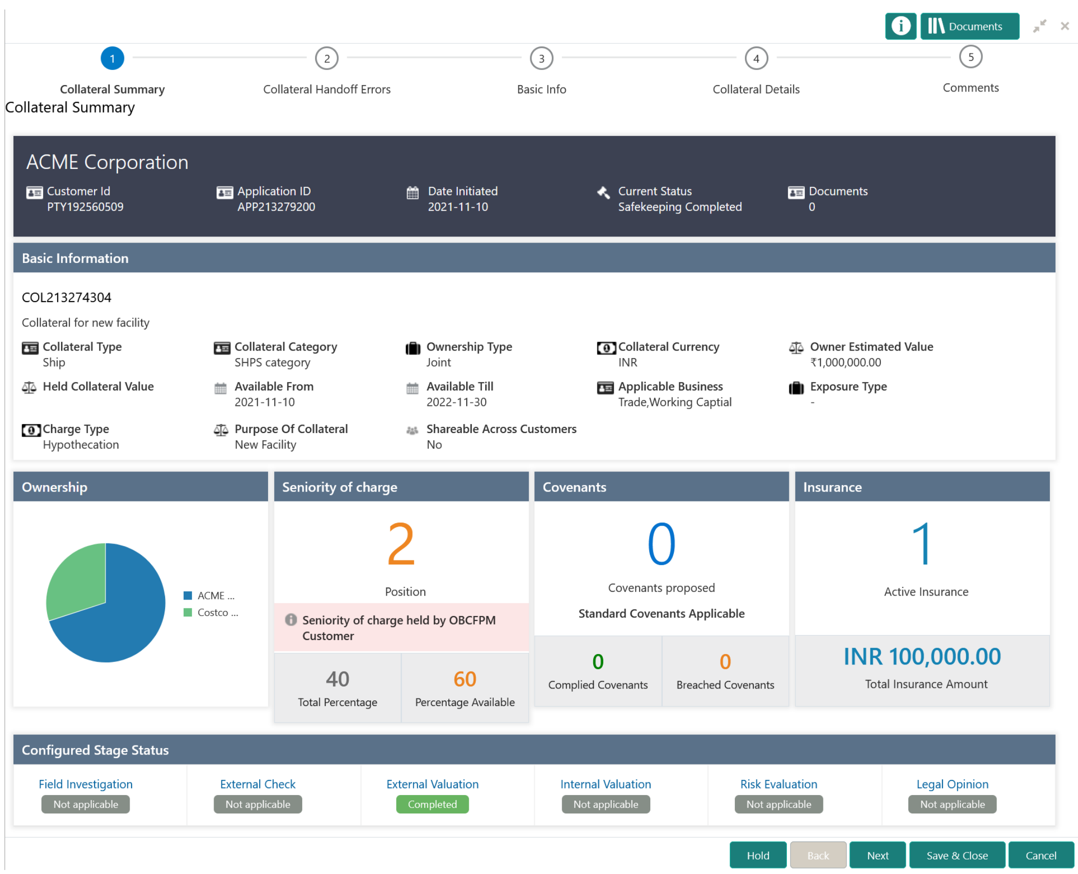
### Figure 19-1 Free Tasks




2. Click **Acquire & Edit** in the required Manual Retry task.

   The **Manual Retry - Collateral Summary** screen is displayed.

### Figure 19-2 Manual Retry - Collateral Summary



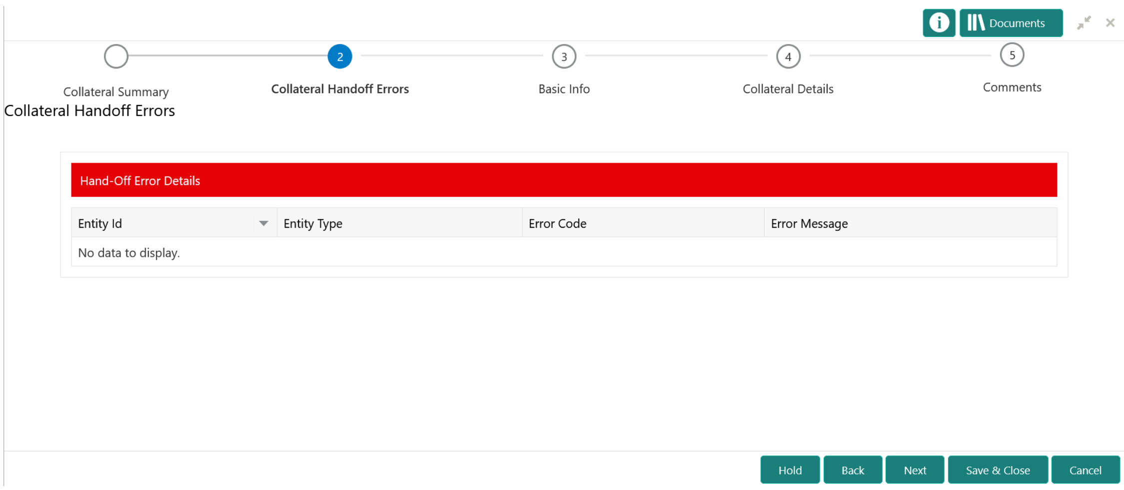

3. View the Collateral Summary and click **Next**.

# 19.3 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**



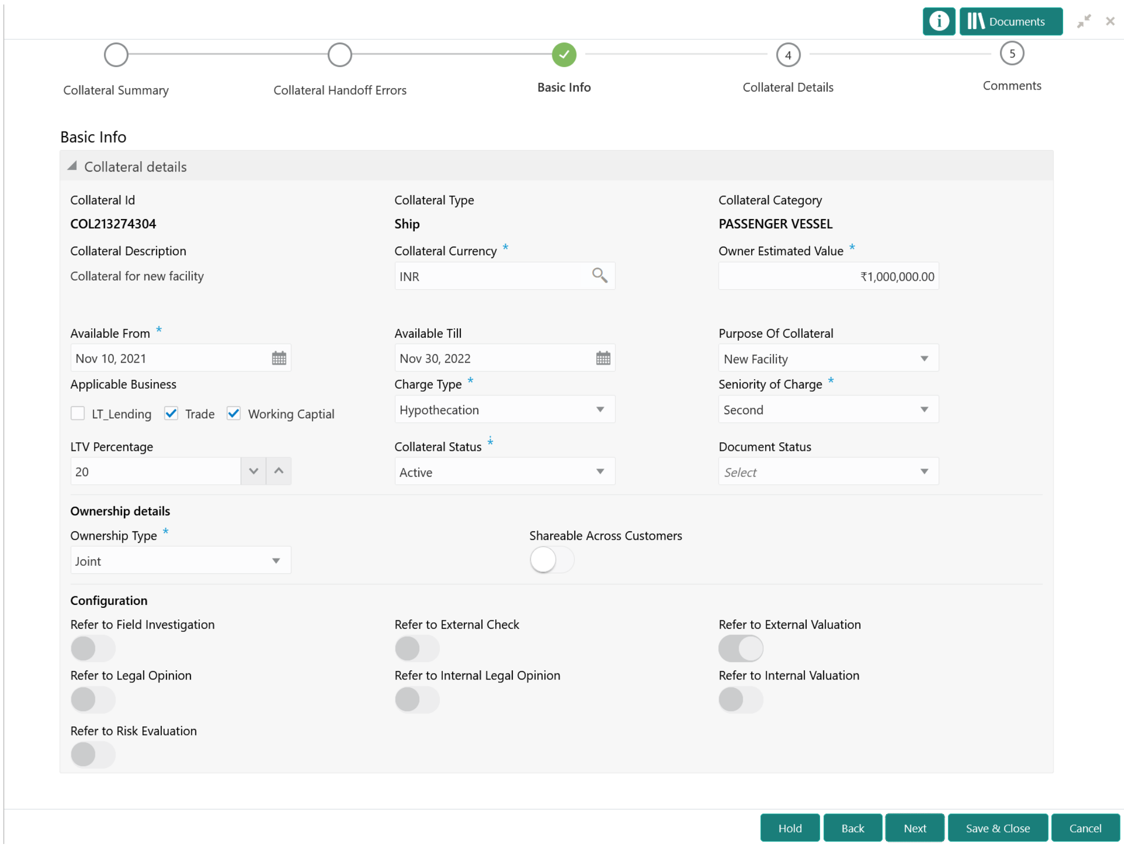

1. View the **Hand-off Error Details**.
2. Click **Next**.

# 19.4 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.

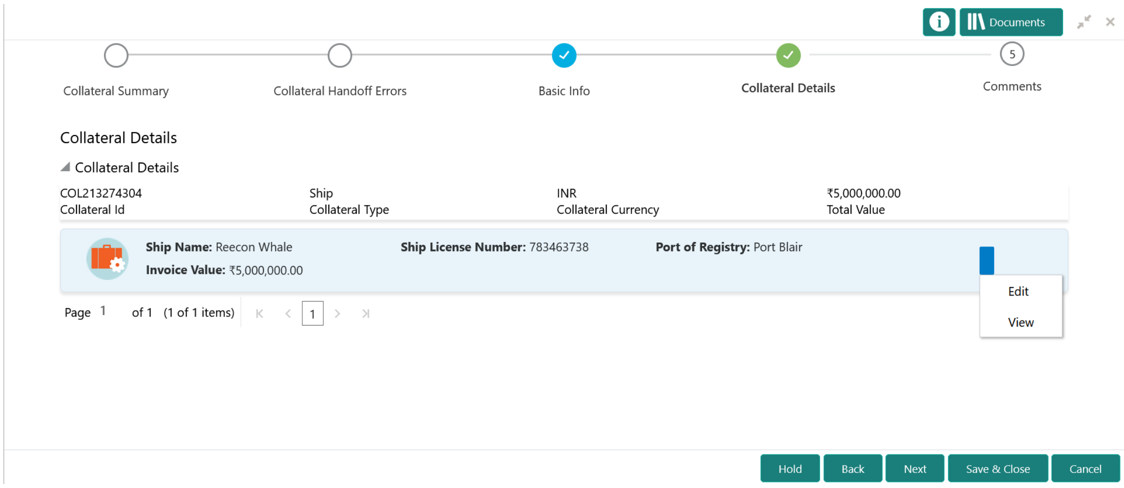
2. After performing necessary actions in the **Manual Retry - Basic Info** screen, click **Next**.

# 19.5 Collateral Details

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

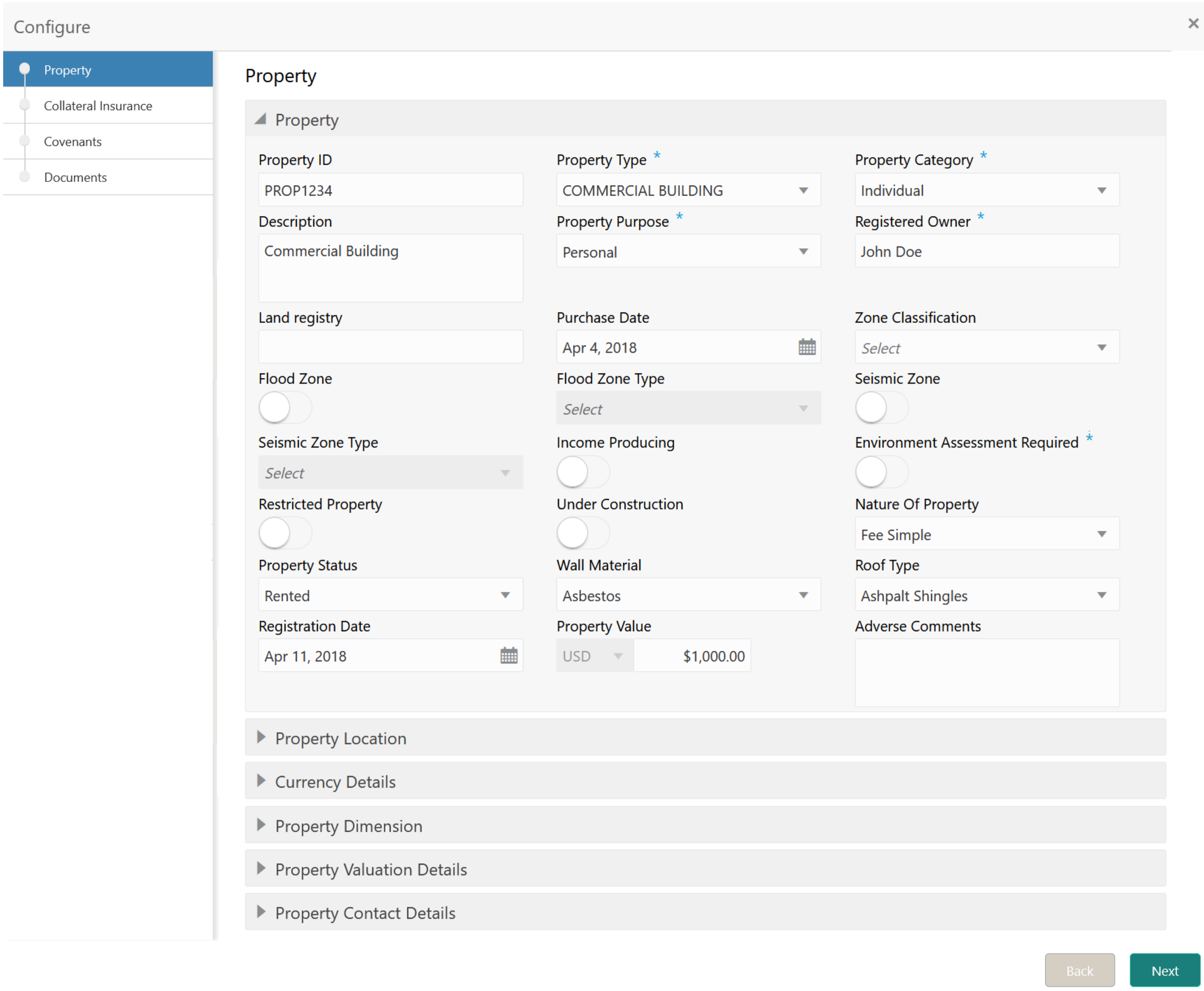
This data segment allows to modify collateral details added in the previous stages/process. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment.
Upon clicking **Next** in the **Manual Retry - Basic Info** screen, the Collateral Details data segment 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.

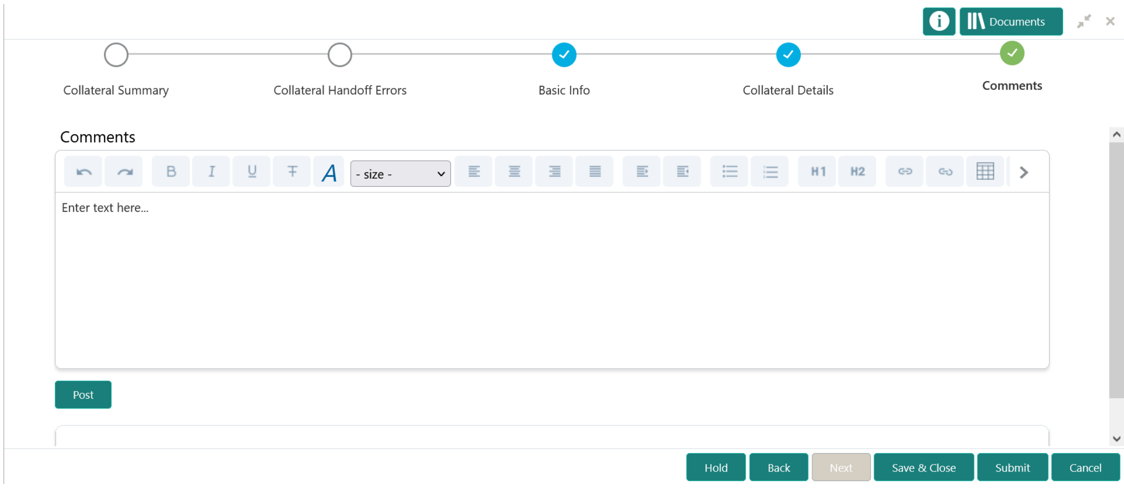
After modifying the collateral details, click **Next**.

# 19.6 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**

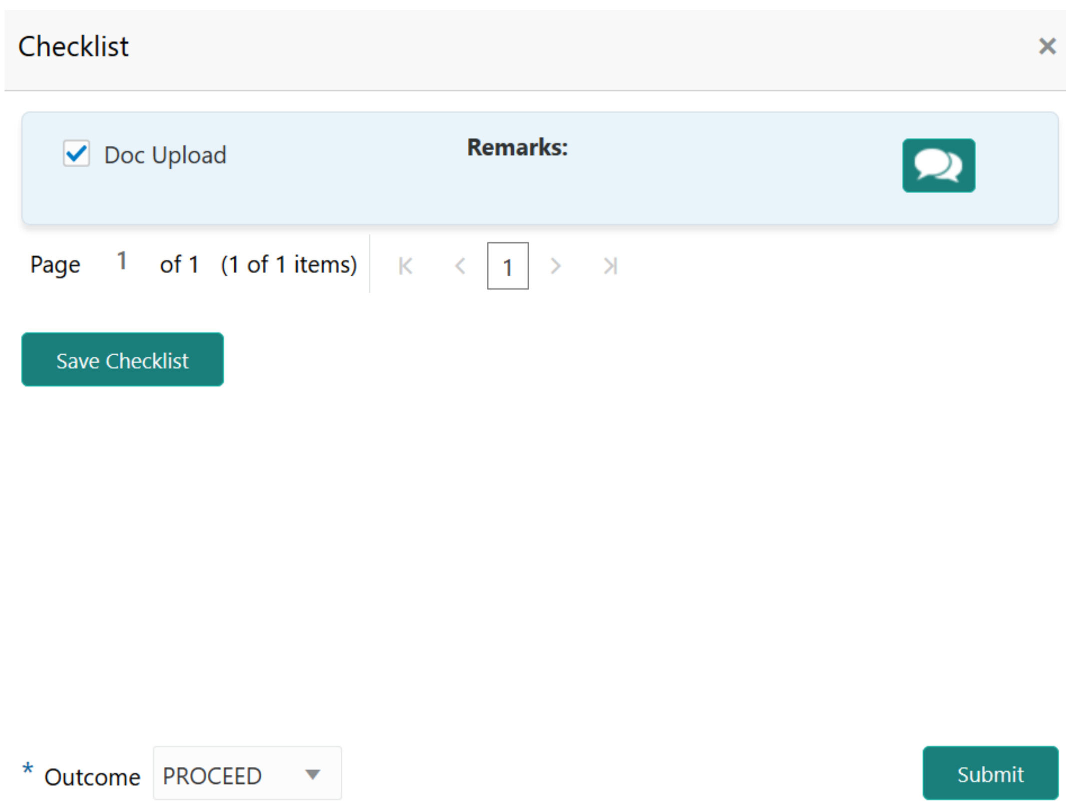



1. Type your comments for the Manual Retry stage in the **Comments** text box.
2. Click **Post**.

   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.