

Oracle® Banking Credit Facilities Process Management Collateral Perfection User Guide



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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.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	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. 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. 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. 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. This button is displayed in the widget, once the user click Authorize .
Collapse All	Used to hide the details in the sections. This button is displayed, once the user click Compare .
Expand All	Used to expand and view all the details in the sections. This button is displayed, once the user click Compare .
New	Used to add a new record. 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. 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. This button is displayed, once the user click Compare .
Unlock	Used to update the details of an existing record. 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

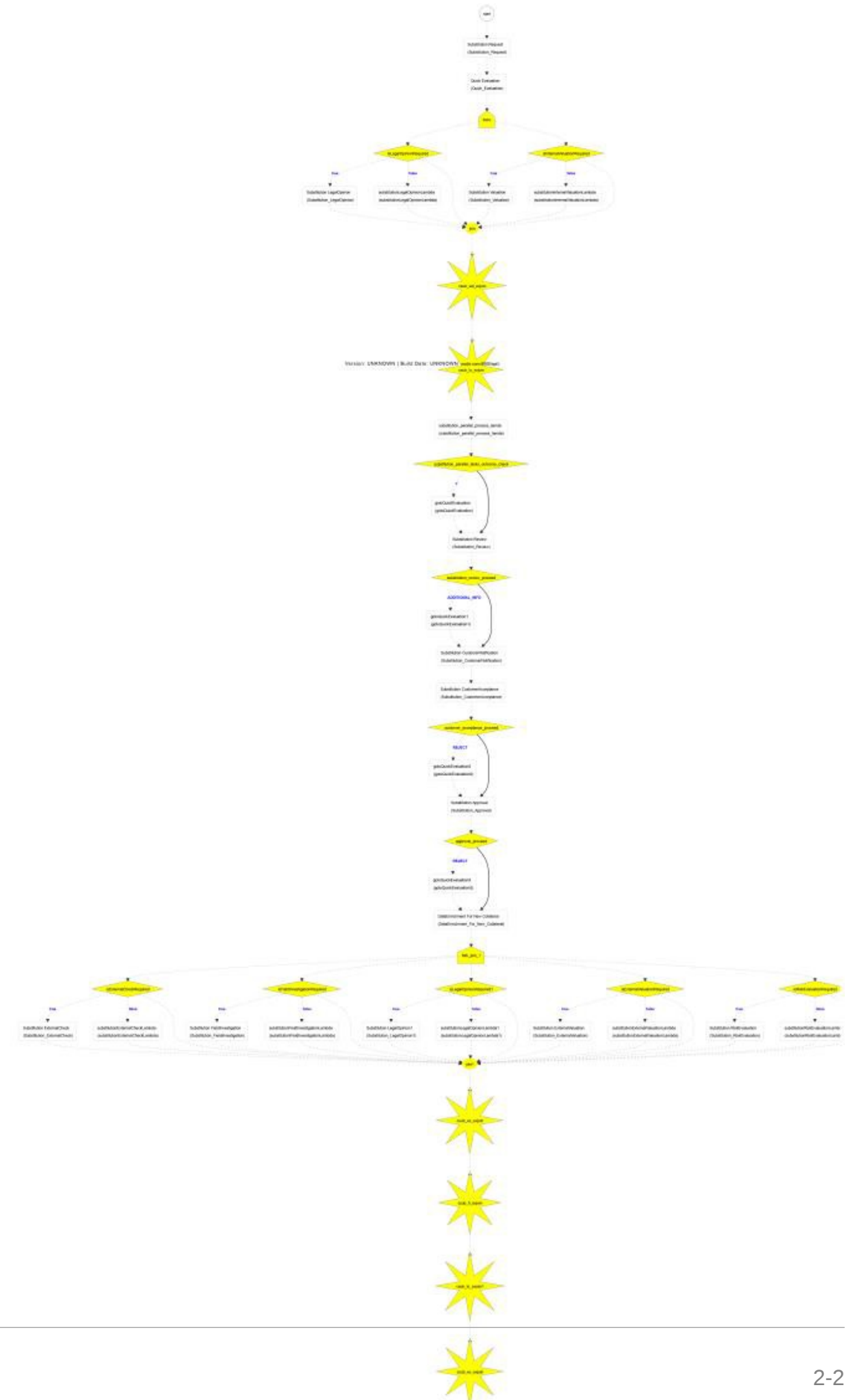
A brief introduction to the Collateral Perfection process in OBCFPM.

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.

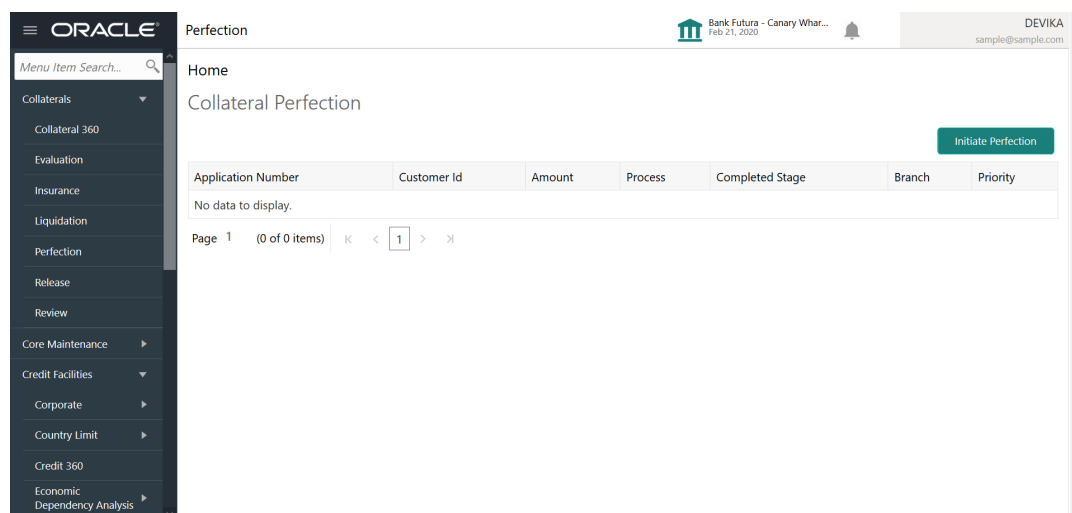
The Relationship Manager or the operations user can perform quick initiation of collateral perfection on receiving the application from the customer.

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

Collateral Perfection - Quick Initiation ×

Application Branch Details

Application Branch *

004

Application Priority *

Low Medium High

Application Category

Collateral Perfection

Application Date *

Aug 1, 2021

Customer Details

Customer Id *

PTY192560509

Customer Name

ACME Corporation

Collateral Details

Add Collateral

Collateral Type	Collateral Category	Collateral Description	Currency	Owner Estimated Value	Purpose Of Collateral
No data to display.					

Submit

- 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: - Low - Medium - 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

Add Collateral

Collateral Type *

Ship

Collateral Category *

SHPS category

Collateral Description

Ship as a collateral for new facility

Currency *

USD

Owner Estimated Value *

\$5,000,000.00

Purpose Of Collateral *

New Facility

Save

Cancel

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

Table 3-3 Add Collateral- Field Description

Field	Description
Collateral Type	Select the Collateral Type from the drop down list. The following options are available: • Account Receivables • Account 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
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: • New Facility • Enhancement Of Limit • Replacement Of Collateral • 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

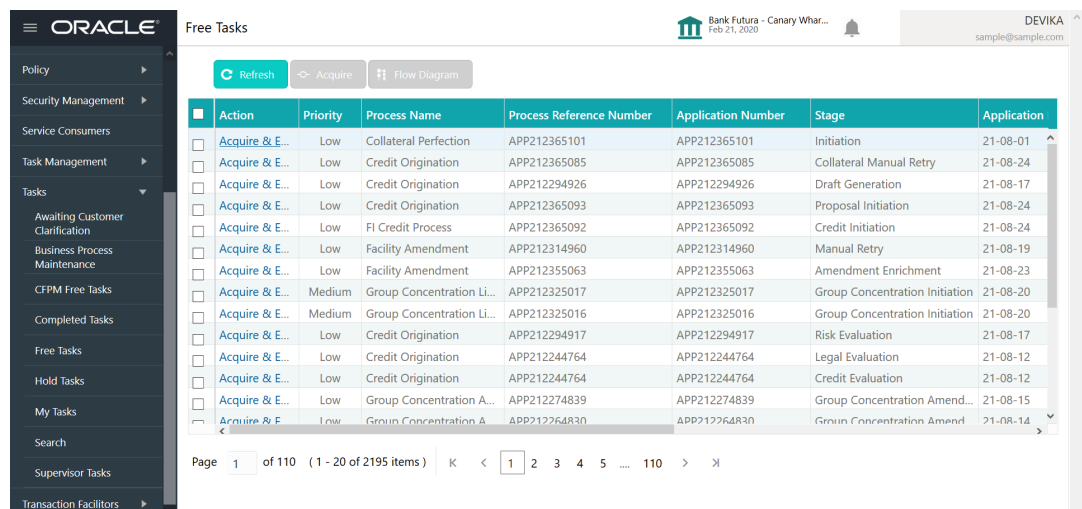
Information on the Collateral Details data segment in the Perfection Initiation stage.

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



The screenshot displays the Oracle Free Tasks interface. On the left is a navigation menu with options like Policy, Security Management, Service Consumers, Task Management, Tasks, and others. The main area shows a table of tasks. The table has columns: Action, Priority, Process Name, Process Reference Number, Application Number, Stage, and Application. The tasks listed include Collateral Perfection, Credit Origination, Credit Origination, Credit Origination, FI Credit Process, Facility Amendment, Group Concentration Li..., Group Concentration Li..., Group Concentration Li..., Risk Evaluation, Legal Evaluation, Credit Evaluation, Group Concentration Amend..., and Group Concentration Amend... The table is paginated, showing Page 1 of 110 (1 - 20 of 2195 items).

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

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

Figure 4-2 Initiation - Collateral Details

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

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

Field	Description
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: - New Facility - Enhancement Of Limit - Replacement Of Collateral - 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. • First • Second • Third • 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 • Single • 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

Collateral Details

Comments

Comments

Enter text here...

Post

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

Hold Back Next Save & Close Submit Cancel

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

Checklist

☐ Enrich Approval Remarks:

* ☒ Tax rcpt Remarks:

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

Save Checklist

* Outcome Enter Out...

Submit

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

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

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

Figure 5-2 Data Enrichment - Basic Info

Basic Info

Collateral details

Collateral Id: COL212363408

Collateral Description: Ship as a collateral for new facility

Collateral Type: Ship

Collateral Currency: USD

Collateral Category: PASSENGER VESSEL

Owner Estimated Value: \$5,000,000.00

Available From: Aug 31, 2021

Available Till: Aug 31, 2022

Applicable Business: ☐ LT Lending ☐ Trade ☒ Working Capital

LTV Percentage: 50

Charge Type: Hypothecation

Collateral Status: Active

Purpose Of Collateral: New Facility

Seniority of Charge: First

Document Status: Active

Ownership details

Ownership Type: Single

Shareable Across Customers: ☐

Configuration

Refer to Field Investigation: ☐

Refer to Legal Opinion: ☐

Refer to Risk Evaluation: ☐

Refer to External Check: ☐

Refer to Internal Legal Opinion: ☐

Refer to External Valuation: ☐

Refer to Internal Valuation: ☐

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

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

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

Field	Description
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: • Hypothecation • Pledge • Lien
Seniority of Charge	Select the Seniority of Charge from the drop down list. The following options are available: • First • Second • Third • 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: • Active • Release
Document Status	Select the status of the collateral document. The following options are available in the drop down list: • Active • 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: • Single • 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

The screenshot shows the 'Collateral Ownership' screen in the Data Enrichment stage. At the top, a progress bar indicates the current step is 'Collateral Ownership' (marked with a green checkmark). Below the progress bar, the 'Collateral Ownership' section is displayed. It shows 'Joint Ownership Type' and a table with one row of data: 'Customer Name: ACME Corporation', 'Customer Id: PTY192560509', 'Primary Customer: Yes', and 'Ownership Percentage: 0%'. An add icon (+) is visible next to the table. A context menu is open, showing 'Edit', 'View', and 'Delete' options. At the bottom of the screen, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

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

Ship

Collateral Details

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

No items to display.

Page 1 (0 of 0 items)

Hold Back Next Save & Close Cancel

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

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

Basic Info Collateral Ownership Ship Seniority Of Charge Comments

Comments

Enter text here...

Post

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

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

Hold Back Next Save & Close Submit Cancel

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

Figure 5-7 Checklist

Checklist

☐ Enrich Approval

Remarks:



* ☒ Tax rcpt

Remarks:



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

Save Checklist

* Outcome

Submit

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

The Collateral Perfection application is moved to the next stage.

6

Legal Opinion

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

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

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

Figure 6-2 Legal Opinion - Collateral Summary

Collateral Summary

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

Basic Information

213360047850

Collateral Currency: USD, Agreed Collateral Value: \$50,000.00, Charge Type: Hypothecation, Purpose Of Collateral: New Facility, Shareable Across Customers: No

Property: 1 Collateral, \$50K Collateral Value

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

Ownership: 100%

Seniority of charge: 1 Position

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

Insurance: 0 Active Insurance

Configured Stage Status

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

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

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

Configure

Property

Collateral Insurance

Covenants

Documents

Legal Opinion

Questionnaire Evaluation

Legal Opinion

+

No items to display.

Back

Next

- 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

External Legal Opinion Details

Common Details

Construction Stage

Complete

External Opinion Date *

Mar 4, 2022

Mortgage Created By

Others

Date of Mortgage

Title Deeds Custody

NOC Details

NOC to Mortgage received

No

Authority for Tripartite Agreement

Date of Title Search Report

Legal Audit

Legal Audit Applicable *

Next Legal Audit Due

Legal Firm Opinion *

Approved

Holding

Freehold

Date of Agreement

May 7, 2018

Type of Transaction

New To Bank

Type of Mortgage

Registered

NOC to Mortgage issued by

Title Documents submitted

NOC Deviation

Legal Audit Done

Deviations if any

Final Recommendation *

Proceed

Agency *

LO02

Registration Number

Mortgage Creation

Enhancement

Negative Lien

Tripartite Agreement with Authority received

No

Empanelled Approval Done

Date of Audit Report

Remarks

Add

Cancel

Clear

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: - Complete - 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: - Own Bank - 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. - Yes - No - 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 tripartite Agreement is received from the authority. The following options are available in the drop down list. - Yes - No - 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 secretary 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

Configure

Property
Collateral Insurance
Covenants
Documents
Legal Opinion
Questionnaire Evaluation

Legal Opinion

+
NEW
Agency: SR Associates
External Opinion Date: Dec 1, 2021

Edit
View
Delete

Back Next

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

Configure

Property
Collateral Insurance
Covenants
Documents
Legal Opinion
Questionnaire Evaluation

Questionnaire Evaluation

Litigation Enquiry
Evaluate

Regulatory Compliance
Evaluate

Title Search
Evaluate

Documentation
Evaluate

Back Submit

Note:

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

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

Figure 6-9 Questionnaire

Value Risk

Score 5

What is the current trend of the collateral value

☒ Appreciating

☐ Depreciating

Showing 1 of 3

Submit Cancel

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

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

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

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

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

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

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

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

Figure 7-2 Risk Evaluation - Collateral Summary

Collateral Summary

Screen (1 / 3)

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

Basic Information

213360047850

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

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

Property

1 Collateral

\$50K Collateral Value

Linked Facilities Details

23% ROADROLL... | 77% Unlinked

Ownership

100%

Seniority of charge

1 Position

0 Total Percentage | 100 Percentage Available

Covenants

0 Covenants proposed | Standard Covenants Applicable

0 Complied Covenants | 0 Breached Covenants

Insurance

0 Active Insurance

USD 0.00 Total Insurance Amount

Configured Stage Status

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

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

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

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

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

The screenshot shows the 'Collateral Perfection - Risk Evaluation' window. On the left is a sidebar with 'Collateral Summary', 'Risk Evaluation' (selected), and 'Comments'. The main area is titled 'Risk Evaluation' and contains a 'Collateral Details' section. This section displays a table with four columns: 'Collateral ID' (213360047850), 'Property Collateral Type', 'USD Collateral Currency', and '\$50,000.00 Total Value'. Below the table is a light blue banner with a document icon, 'Registration Number: 5677', 'Market Value: \$50,000.00', 'Property Type: RESIDENTIAL BUILDING', and 'Registered Owner: John'. A pagination bar shows 'Page 1 of 1 (1 of 1 items)' with navigation arrows. A context menu with 'Edit' and 'View' options is open over the banner. At the bottom are buttons for 'Audit', 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'. The top right corner shows 'Screen (2 / 3)'.

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

The screenshot shows the 'Configure' window for 'Property'. The left sidebar lists 'Property' (selected), 'Collateral Insurance', 'Covenants', 'Documents', 'Risk Evaluation', and 'Questionnaire Evaluation'. The main area is titled 'Property' and contains a form with three columns. The first column has 'Property ID' (445) and 'Description'. The second column has 'Property Type' (RESIDENTIAL BUILDING), 'Property Purpose' (Personal), 'Land registry', 'Purchase Date' (Feb 1, 2020), 'Flood Zone' (a toggle switch), 'Flood Zone Type' (a dropdown menu), 'Seismic Zone Type' (a dropdown menu), and 'Income Producing' (a toggle switch). The third column has 'Property Category' (Individual), 'Registered Owner' (John), 'Zone Classification' (NORMAL), 'Seismic Zone' (a toggle switch), and 'Environment Assessment Required' (a toggle switch). At the bottom right are 'Back' and 'Next' buttons.

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

Figure 7-5 Risk Evaluation - Configure - Risk Evaluation

Configure

Property
Collateral Insurance
Covenants
Documents
Risk Evaluation
Questionnaire Evaluation

Risk Evaluation

+

No items to display.

Remarks

Final Recommendation *

Back Next

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

Risk Evaluation Details

Risk Type *
Select

Severity *

Comments

Approver Comments

Add Cancel Clear

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. The options available include but are not limited to: • Currency Risk • Natural Hazardous Risk • Liquidity Risk • Operational Risk • Geo Political Risk • 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.

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

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

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

The screenshot shows a 'Configure' window with a sidebar on the left containing a list of configuration items: Property, Collateral Insurance, Covenants, Documents, Risk Evaluation (selected), and Questionnaire Evaluation. The main area is titled 'Risk Evaluation' and contains a list of entries. A new entry is shown with a red plus icon, a 'NEW' badge, and the text 'Risk Type: Severity: low'. Below this entry are two text input fields labeled 'Remarks' and 'Final Recommendation *'. A context menu is open next to the entry, showing options: Edit, View, and Delete. At the bottom right of the window are 'Back' and 'Next' buttons.

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

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

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

Figure 7-8 Risk Evaluation - Configure - Questionnaire Evaluation

Configure

Property
Collateral Insurance
Covenants
Documents
Risk Evaluation
Questionnaire Evaluation

Questionnaire Evaluation

Liquidity
Evaluate

Physical Risk
Evaluate

Environmental Risk
Evaluate

Value Risk
Evaluate

Back Submit

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

Value Risk

Score 5

What is the current trend of the collateral value

☒ Appreciating
☐ Depreciating

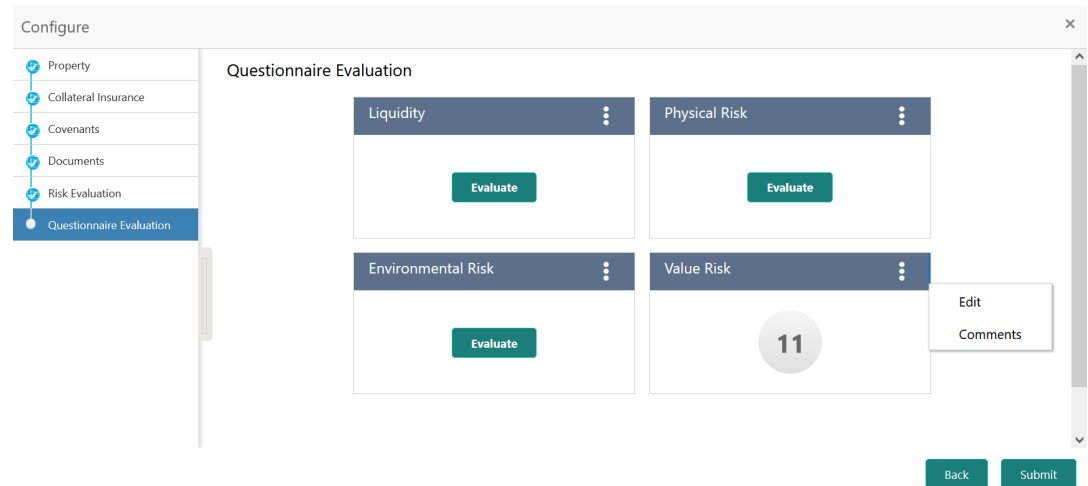
Showing 1 of 3

Submit Cancel

8. Select answer for all the questions and click **Submit**.
In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.

Once the evaluation is completed, the system displays the overall score for evaluation in **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**.

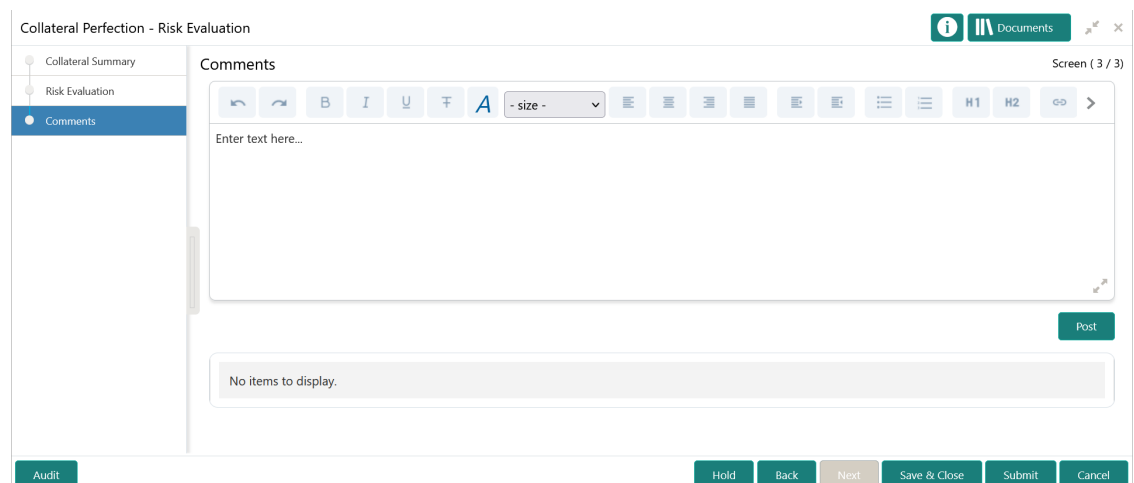
7.4 Comments

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

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) | < 1 >

Save Checklist

* Outcome Submit

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

The options available in the drop down list are:

- PROCEED
- ADDITIONAL_INFO

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

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

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

Figure 8-2 External Check - Collateral Summary

Collateral Summary

Screen (1 / 3)

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

Basic Information

213360047850

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

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

Property: 1 Collateral, \$50K Collateral Value

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

Ownership: 100% Active Insurance

Seniority of charge: 1 Position

Covenants: 0 Covenants proposed, Standard Covenants Applicable

Insurance: 0 Active Insurance

Configured Stage Status

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

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

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

External Valuation

Collateral Summary External Valuation Comments

Collateral Details

COL213274304	Ship	INR	₹5,000,000.00
Collateral Id	Collateral Type	Collateral Currency	Total Value

Ship Name: Reecon Whale
Invoice Value: ₹5,000,000.00

Ship License Number: 783463738

Port of Registry: Port Blair

Page 1 of 1 (1 of 1 items)

Edit View

Hold Back Next Save & Close Cancel

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

Configure

Ship

Collateral Insurance

Valuation

Questionnaire Evaluation

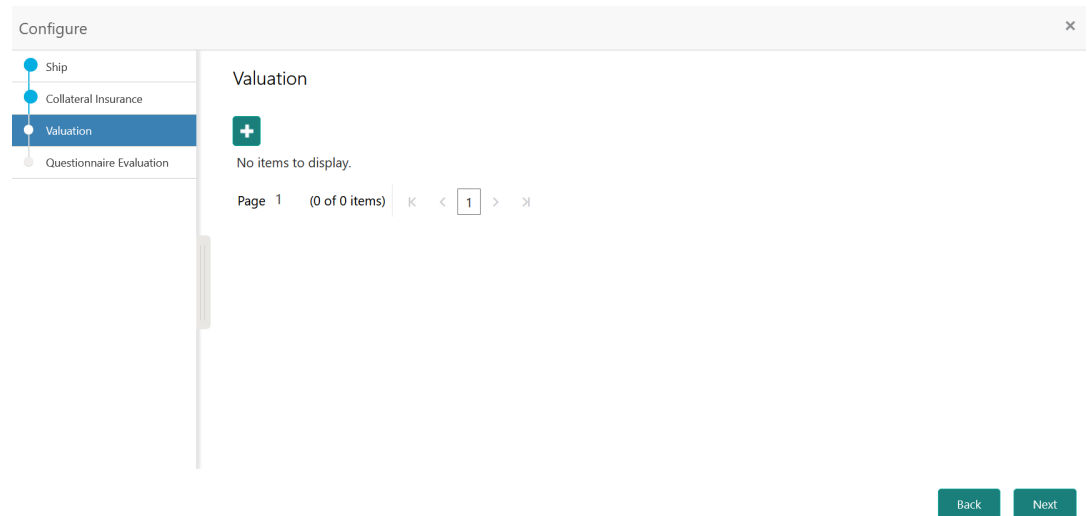
Ship Details

Ship Name *	Type
Reecon Whale	Container Ships
Condition	Location
Good	IN
Invoice Currency *	Port of Registry *
INR	Port Blair
Registration Number *	Basis Vessel Value *
456789922	Invoice Value
Invoice Value *	Amount in Collateral Currency
₹5,000,000.00	₹5,000,000.00
Number of Decks	Manufactured Date
4	Feb 1, 2020

Back Next

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

External Valuation Details ✕

Basic Details

Agency *
OTHR 🔍

Valuation Type *
External ▼

Valuation Frequency *
Yearly ▼

Valuation Expiry Date
Mar 31, 2023 📅

Valuation Amount *
USD ▼ \$500,000.00

Deviation Approval As Per Bank Policy

Estimated Life Span Of Asset
20 ▼ ▲

Other Agency Name *
SAS

Valuation Date *
May 7, 2018 📅

Frequency Unit
2 ▼ ▲

Next Valuation Date
May 7, 2020

Insurable Value
\$300,000.00

Estimated Age Of Asset *
5 ▼ ▲

▶ Immovable Collateral Valuation Details

▶ Immovable Collateral Area Details

Remarks

Valuer Remarks

Add

Cancel

Clear

- 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.

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8-5

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

▲ Immovable Collateral Valuation Details

Type Of Property 	Date Of Property Visit
Number Of Blocks/Wings 	Number Of Stories
Number Of Units Per Floor 	Age Of The Property
Residual Life 	Sanctioned Plans Details
Construction Permission / Commencement Certificate 	Permissible Usage As Per Sanctioned/Approved Plan
Deviations If Any 	Land Rate
Construction Rate 	Amenity Value
Total Fair Market Value 	Forced/Distress Sale Value
Realizable Value 	Ready Reckoner Rate / Circle Rate
Stage Of Construction 	Negative Remarks

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: • Urban • Rural • 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: • Acre • Hectare • Square Meter • 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 property area as per measurement.
Land Area	Specify the Land Area in the selected unit.
Construction Area	Specify the total Construction Area on the land.

- 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

Configure

Valuation

NEW

Agency: ATI Valuations

Valuation Date: Feb 29, 2020

Valuation Amount: ₹5,000,000.00

Valuation Expiry Date: Nov 1, 2022

Page 1 of 1 (1 of 1 items)

Edit

View

Delete

Back

Next

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

Configure

Questionnaire Evaluation

Liquidity

Evaluate

RiskEvaluation

4

Edit

Comments

Value Risk

3

Back

Submit

Note:

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

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

Figure 8-11 Questionnaire

Value Risk

Score 5

What is the current trend of the collateral value

☒ Appreciating
☐ Depreciating

Showing 1 of 3

Submit Cancel

- Select answer for all the questions and click **Submit**.
In case of multiple questions, the right arrow appears in the **Questionnaire** screen. Click the right arrow to view next question.
Once the evaluation is completed, the system displays the overall score for evaluation in **External Valuation - Configure - Questionnaire Evaluation** screen based on the score generated for each answer provided in the **Questionnaire** screen.
You can click the Action icon in the tile and select **Edit** or **Comment** to modify the answers or capture comment for the evaluation, respectively.
- After performing all the evaluation, click **Submit**.

 Note:

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

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

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

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

Figure 9-2 External Check - Collateral Summary

Collateral Perfection - ExternalCheck

Collateral Summary

Screen (1 / 3)

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

Basic Information

213360047850

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

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

Property: 1 Collateral, \$50K Collateral Value

Linked Facilities Details: 23% ROADROLL, 77% Unlinked

Ownership: 100%

Seniority of charge: 1 Position

Covenants: 0 Covenants proposed, Standard Covenants Applicable

Insurance: 0 Active Insurance

Total Percentage: 0, Percentage Available: 100

Complied Covenants: 0, Breach Covenants: 0

Total Insurance Amount: USD 0.00

Configured Stage Status

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

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

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

Collateral Perfection - ExternalCheck

Screen (2 / 3)

Collateral Summary
External Check
Comments

External Check

Collateral Details

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

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

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Edit
View

Audit Hold Back Next Save & Close Cancel

To capture 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

Configure

Property
Collateral Insurance
Covenants
Documents
External Check
Questionnaire Evaluation

Property

Property

Property ID
445

Property Type *
Select

Property Category *
Select

Description

Property Purpose *
Select

Registered Owner *
John

Land registry

Purchase Date
Feb 1, 2020

Zone Classification
Select

Flood Zone

Flood Zone Type
Select

Seismic Zone

Seismic Zone Type
Select

Income Producing

Environment Assessment Required *

Registered Property

Back Next

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

Figure 9-5 External Check - Configure - External Check

Configure

Property
Collateral Insurance
Covenants
Documents
External Check
Questionnaire Evaluation

External Check

+
No items to display.

Back Next

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

External Check Details

Agency *
EV06

External Check Outcome *
Approved

Asset ID
4567

Security Interest Creation Date
Mar 3, 2022

Underlying Document Date
Mar 3, 2022

Underlying Document
Deed of Hypothecation

External Check Status
Creation

External Check Date *
May 1, 2018

Remarks *
Proceed

Security Interest ID
5778

Amount of Charge
500000

Charge Release Date
Mar 31, 2022

Charge Holder Name
John

Add Cancel Clear

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.

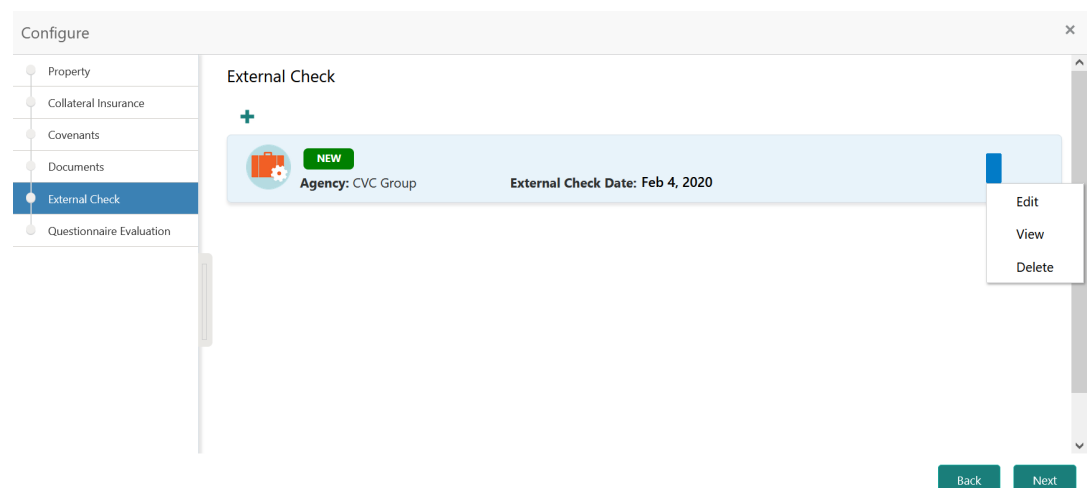
Table 9-1 (Cont.) External Check Details - Field Description

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. • Deed of Hypothecation • 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. • Satisfied • Creation • 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

Configure

Property

Collateral Insurance

Covenants

Documents

External Check

Questionnaire Evaluation

Questionnaire Evaluation

Documentation

Evaluate

Ownership

Evaluate

DistressSale Situation

Evaluate

Economic View

Evaluate

Back

Submit

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

Value Risk

Score 5

What is the current trend of the collateral value

☒ Appreciating

☐ Depreciating

Showing 1 of 3

Submit

Cancel

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

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

Once the evaluation is completed, the system displays the overall score for evaluation in **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

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

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

Save Checklist

* Outcome

Submit

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

The options available in the drop down list are:

- PROCEED
- ADDITIONAL_INFO

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

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

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

Page 1 of 110 (1 - 20 of 2195 items) | 1 2 3 4 5 ... 110

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

Collateral Perfection - Field Investigation

Collateral Summary

Screen (1 / 3)

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

Basic Information

213360047850

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

Property

1 Collateral

\$50K Collateral Value

Linked Facilities Details

77% Unlinked 23% ROADROLL

Ownership

100%

Seniority of charge

1 Position

0 Total Percentage 100 Percentage Available

Covenants

0 Covenants proposed Standard Covenants Applicable

0 Complied Covenants 0 Breached Covenants

Insurance

0 Active Insurance

USD 0.00 Total Insurance Amount

Configured Stage Status

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

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

Audit Hold Back Next Save & Close Cancel

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

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

Collateral Perfection - Field Investigation

Screen (2 / 3)

Collateral Summary

Field Investigation

Comments

Field Investigation

Collateral Details

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

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

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Edit
View

Audit

Hold Back Next Save & Close Cancel

To capture 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

Configure

Property

Collateral Insurance

Covenants

Documents

Field Investigation

Questionnaire Evaluation

Property

Property ID
445

Property Type *
Select

Property Category *
Select

Description

Property Purpose *
Select

Registered Owner *
John

Land registry

Purchase Date
Feb 1, 2020

Zone Classification
Select

Flood Zone

Flood Zone Type
Select

Seismic Zone
Select

Seismic Zone Type
Select

Income Producing
Select

Environment Assessment Required *
Select

Back Next

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

Figure 10-5 Field Investigation - Configure - Field Investigation

Configure

Property

Collateral Insurance

Covenants

Documents

Field Investigation

Questionnaire Evaluation

Field Investigation

+

No items to display.

Back Next

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

Field Investigation Details

Field Investigation Agency *

Select

Field Investigation Date *

Field Investigation Outcome *

Field Investigation Remarks *

Add Cancel Clear

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

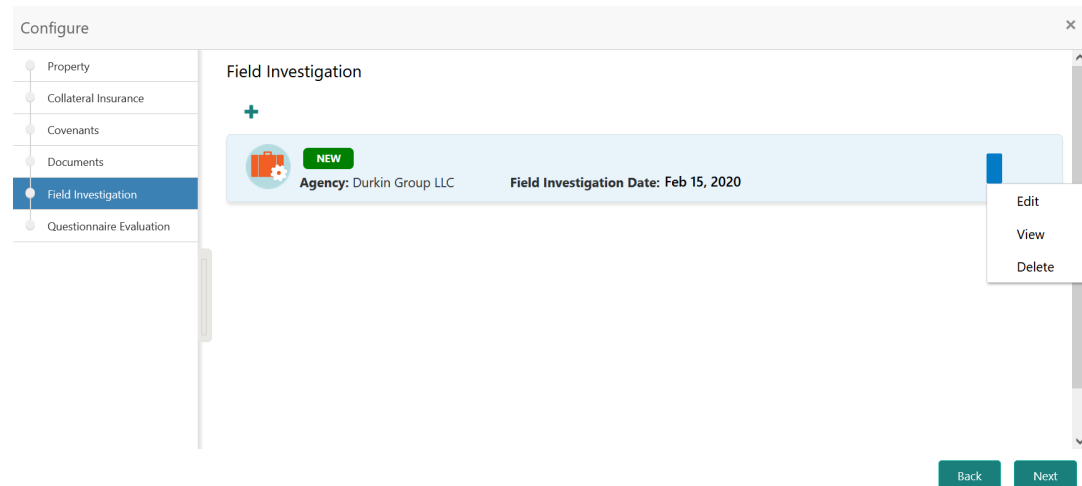
Field	Description
Field Investigation Agency	Select the agency which carried out the field investigation for the collateral.
Field Investigation Date	Specify the date on which the field investigation is carried out.
Field Investigation Outcome	Specify the Field Investigation Outcome .

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.

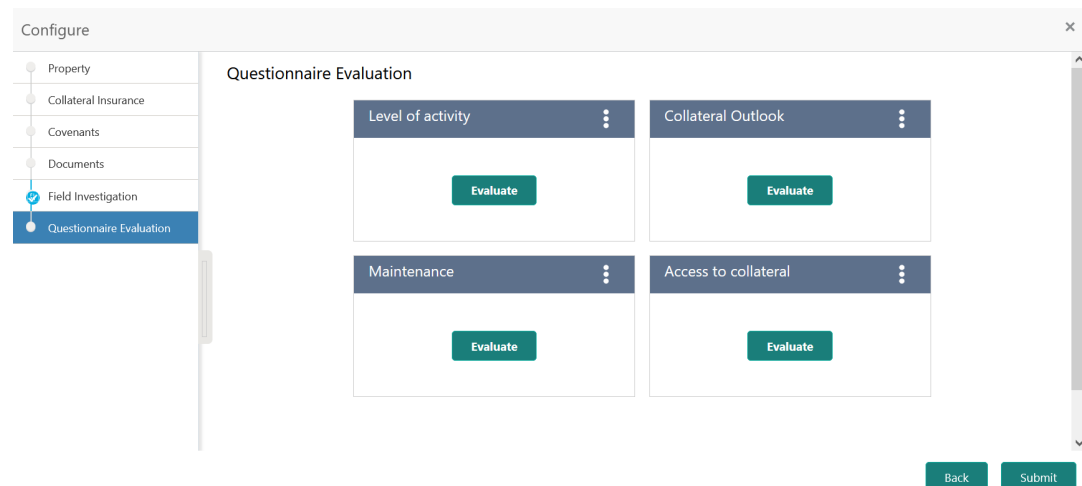
The field investigation details are added and displayed as shown below.

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

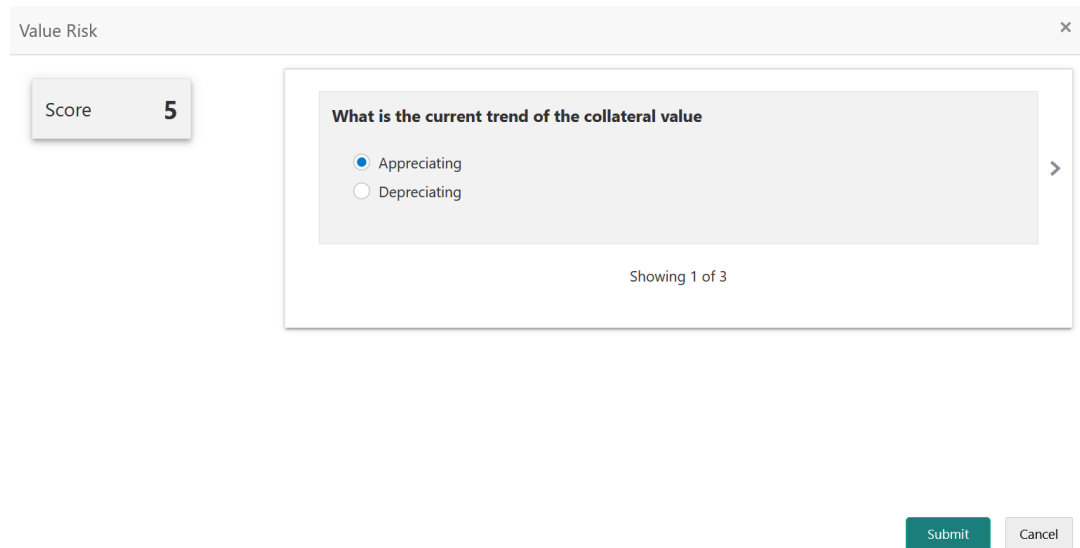
 Note:

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.

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

The **Questionnaire** window is displayed.

Figure 10-9 Questionnaire



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

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

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

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

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

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

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

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

Figure 11-2 Valuation - Collateral Summary

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

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

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

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

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

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

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

Hold Back Next Save & Close Cancel

- 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 valued.
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. 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

The screenshot displays the 'Valuation - Covenant Details' interface. At the top, a progress bar indicates the current stage is 'Covenant Details', which is marked with a green checkmark. The other stages are 'Collateral Summary', 'Valuation', and 'Comments'. Below the progress bar, the 'Covenant Details' section is visible, featuring a filter icon and a text input field labeled 'Type to filter'. To the right of the input field are icons for adding, editing, deleting, and saving. At the bottom right, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

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

Figure 11-5 Covenant Details

Covenant Details

Covenant Code *
DSCR on the basis of EBITDA [Click to add New Covenant](#)

Covenant Name *
DSCR on the basis of EBITDA

Covenant Description *
DSCR on the basis of EBITDA

Classification Type *
External

► Covenant Details

► Monitoring Information Details

► Formula Details

► Others

Create Cancel

2. To link existing covenant, click the search icon and select the **Covenant Code**.

The covenant codes maintained in the **Covenant Maintenance** screen are displayed in LOV.

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

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

For field level information, refer the following tables.

Table 11-2 Covenant Details - Field Description

Field	Description
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

◀ Covenant Details

Covenant Type *
Non Financial

Covenant Sub Type
Operating Activity

Notice Days *
15

Revision Frequency *
Quarterly

Revision Days
[Enter Revision Days](#)

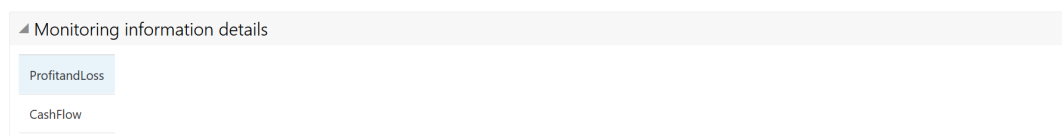
Start Date *
Apr 13, 2019

End Date *
Feb 28, 2021

Maximum Defer Days *
10

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: - Financial - Non-Financial 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. 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

Formula Details

Formula Builder

Variables: Select Any Variable

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

Custom Value:

Caret position: 19

DEBT X - X ASSET X

Clear All

Formula : DEBT - ASSET

Formula Is Valid : Valid Expression

Build Formula

Formula: DEBT - ASSET

Target type *: Select Target Type

Covenant Check Condition *: Select Check Condition

Target Value *: Enter Target Value

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

Field	Description
Variable	Select a Variable from the drop down list. The options available are - Debt - Asset - Debt Ratio - 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. 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: - Value - Percentage - 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

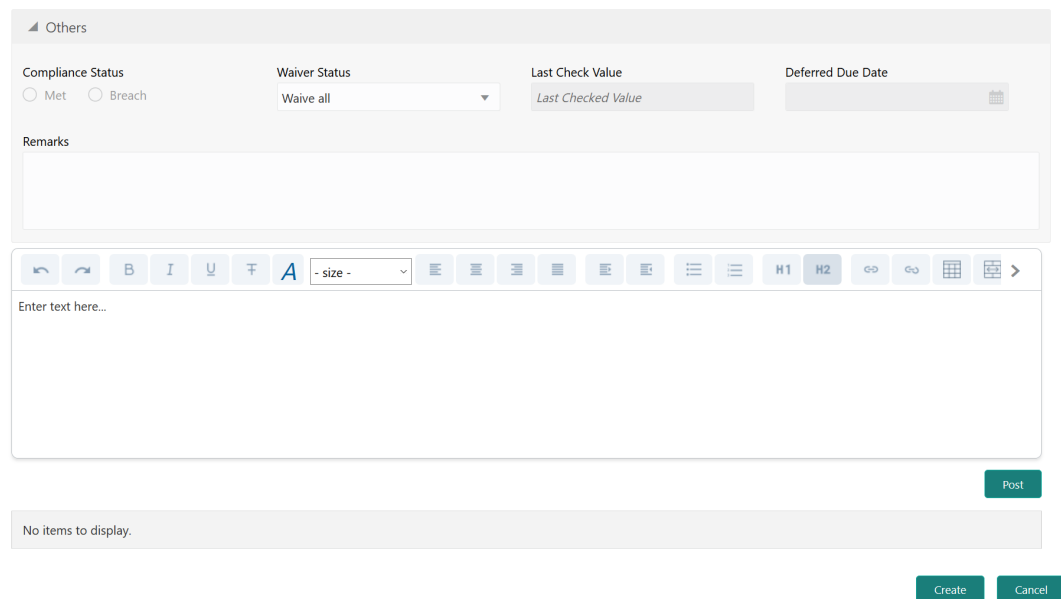
Field	Description
Target Value 1, Target Value 2	If Between is selected as the Covenant Check Condition , Target Value 1 and Target Value 2 fields appear. You need to specify the range of target values.

 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



Others

Compliance Status
☐ Met ☐ Breach

Waiver Status
 Waive all

Last Check Value
 Last Checked Value

Deferred Due Date

Remarks

Enter text here...

Post

No items to display.

Create Cancel

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: - Met - Breach
Waiver Status	Select the Waiver Status from the drop down list. The options available are: - Waive - 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.

- Click **Create**.

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

- To edit the added covenant, select the covenant record and click the **Edit** icon.
- 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

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

Figure 11-11 Checklist

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) | < 1 >

Save Checklist

* Outcome Submit

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

The options available in the drop down list are:

- PROCEED
- ADDITIONAL_INFO

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

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

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

Figure 12-2 Collateral Review - Collateral Summary

Collateral Summary

Collateral Review

Covenant Details

Comments

ACME Corporation

Customer ID: PTY192560509

Application ID: APP213279200

Date Initiated: 2021-11-10

Current Status: Valuation Completed

Documents: 0

Basic Information

COL213274304

Collateral for new facility

Collateral Type: Ship

Collateral Category: SHPS category

Ownership Type: Joint

Collateral Currency: INR

Owner Estimated Value: ₹1,000,000.00

Held Collateral Value

Available From: 2021-11-10

Available Till: 2022-11-30

Applicable Business: Trade, Working Capital

Exposure Type: -

Charge Type: Hypothecation

Purpose Of Collateral: New Facility

Shareable Across Customers: No

Ownership

Seniority of charge

Covenants

Insurance

Configured Stage Status

Field Investigation: Not applicable

External Check: Not applicable

External Valuation: Completed

Internal Valuation: Not applicable

Risk Evaluation: Not applicable

Legal Opinion: Not applicable

Hold Back Next Save & Close Cancel

- 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

The screenshot displays the 'Collateral Review' screen, which is part of a four-step process: Collateral Summary, Collateral Review (current step), Covenant Details, and Comments. The screen shows details for 'ACME Corporation' with a Customer ID of PTY192560509 and Application ID of APP213279200. The current status is 'Valuation Completed' and there are 0 documents. The 'Basic Information' section includes details like Collateral Type (Ship), Collateral Category (SHPS category), Ownership Type (Joint), Collateral Currency (INR), and Owner Estimated Value (₹1,000,000.00). The 'Final Recommendation' section contains fields for Review Done On (11/23/21), Review Done By (DEVIKA), Valuation Currency (INR), Valuation Amount (₹999,700.00), Is Submission Required? (checked), and Recommendation (Valid Collateral). At the bottom, there are buttons for Hold, Back, Next, Save & Close, and Cancel.

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 valued 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

The screenshot displays the 'Collateral Review - Covenant Details' interface. At the top, a progress bar shows four steps: 'Collateral Summary', 'Collateral Review', 'Covenant Details', and 'Comments'. The 'Covenant Details' step is the current active step, marked with a green checkmark. Below the progress bar, there is a filter section with a 'Filter' button and a text input field labeled 'Type to filter'. To the right of the filter, there are icons for adding, editing, deleting, and disabling items. At the bottom right, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

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: - Financial - Non-Financial 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. 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

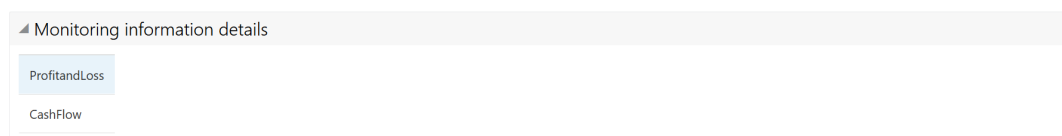


Table 12-4 Covenant Details - Monitoring Information Details - Field Description

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

Formula Details

Formula Builder

Variables: Select Any Variable

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

Custom Value:

Caret position: 19

DEBT X - X ASSET X

Clear All

Formula : DEBT - ASSET

Formula Is Valid : Valid Expression

Build Formula

Formula: DEBT - ASSET

Target type *: Select Target Type

Covenant Check Condition *: Select Check Condition

Target Value *: Enter Target Value

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

Field	Description
Variable	Select a Variable from the drop down list. The options available are - Debt - Asset - Debt Ratio - 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. 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: - Value - Percentage - 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

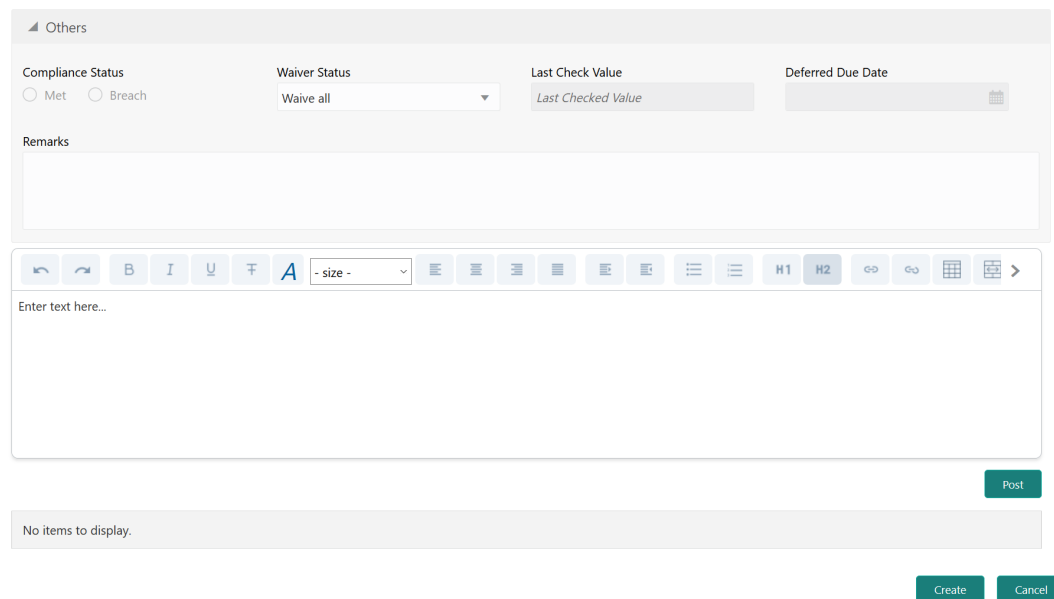
Field	Description
Target Value 1, Target Value 2	If Between is selected as the Covenant Check Condition , Target Value 1 and Target Value 2 fields appear. You need to specify the range of target values.

 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



Others

Compliance Status
☐ Met ☐ Breach

Waiver Status
 Waive all

Last Check Value
 Last Checked Value

Deferred Due Date

Remarks

Enter text here...

Post

No items to display.

Create Cancel

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: - Met - Breach
Waiver Status	Select the Waiver Status from the drop down list. The options available are: - Waive - 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

The screenshot shows the 'Collateral Review - Comments' screen. At the top, there is a progress bar with four stages: 'Collateral Summary', 'Collateral Review' (which is the active stage, indicated by a blue checkmark), 'Covenant Details', and 'Comments'. Below the progress bar, the 'Comments' section is active, showing a text box for entering comments. The text box has a placeholder 'Enter text here...' and a rich text editor toolbar above it. Below the text box is a 'Post' button. Underneath the 'Post' button, there is a message 'No items to display.' At the bottom of the screen, there is a navigation bar with buttons: 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

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

2. Click **Post**.

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

3. Click **Submit**.

The Checklist window is displayed.

Figure 12-11 Checklist

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

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

Save Checklist

* Outcome

Submit

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

The options available in the drop down list are:

- PROCEED
- ADDITIONAL INFO

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

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

13

Collateral Approval

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

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

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

Figure 13-2 Collateral Approval - Collateral Summary

ACME Corporation

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

Basic Information

COL213274304
Collateral for new facility

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

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

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

Ownership

Seniority of charge

Position: 2

Seniority of charge held by OBCFPM Customer

Total Percentage: 40 | Percentage Available: 60

Covenants

Covenants proposed: 0

Standard Covenants Applicable

Complied Covenants: 0 | Breached Covenants: 0

Insurance

Active Insurance: 1

Total Insurance Amount: INR 100,000.00

Configured Stage Status

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

Hold | Back | Next | Save & Close | Cancel

- 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

The screenshot displays the 'Collateral Approval' stage of a workflow. At the top, a progress bar shows four steps: 'Collateral Summary', 'Collateral Approval' (current), 'Covenant Details', and 'Comments'. A 'Documents' icon is visible in the top right corner.

ACME Corporation

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

Basic Information

COL213274304
Collateral for new facility

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

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

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

Final Recommendation

Review Done On	Review Done By	Valuation Currency
11/23/21	DEVIKA	INR

Valuation Amount	Is Submission Required?	Recommendation
₹999,700.00	☒	Valid Collateral

Buttons at the bottom: Hold, Back, Next, Save & Close, Cancel.

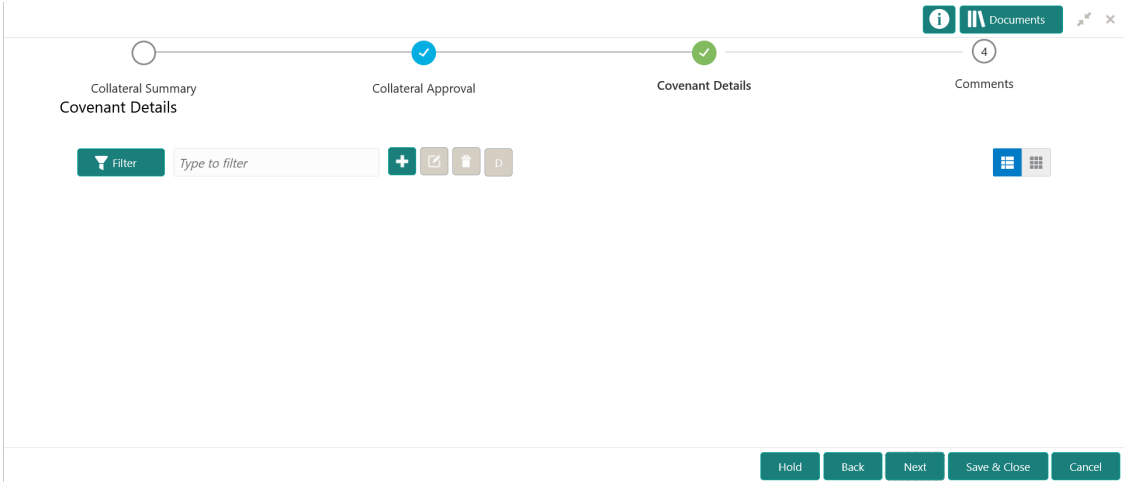
After viewing the collateral details and Recommendation, click **Next**.

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

Covenant Details

Covenant Code *

DSCR on the basis of EBITDA

Covenant Name *

DSCR on the basis of EBITDA

Covenant Description *

DSCR on the basis of EBITDA

Classification Type *

External

Click to add New Covenant

▶ Covenant Details

▶ Monitoring Information Details

▶ Formula Details

▶ Others

Create

Cancel

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

Table 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: - Financial - Non-Financial 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. 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 • Debt • Asset • Debt Ratio • 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. 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.

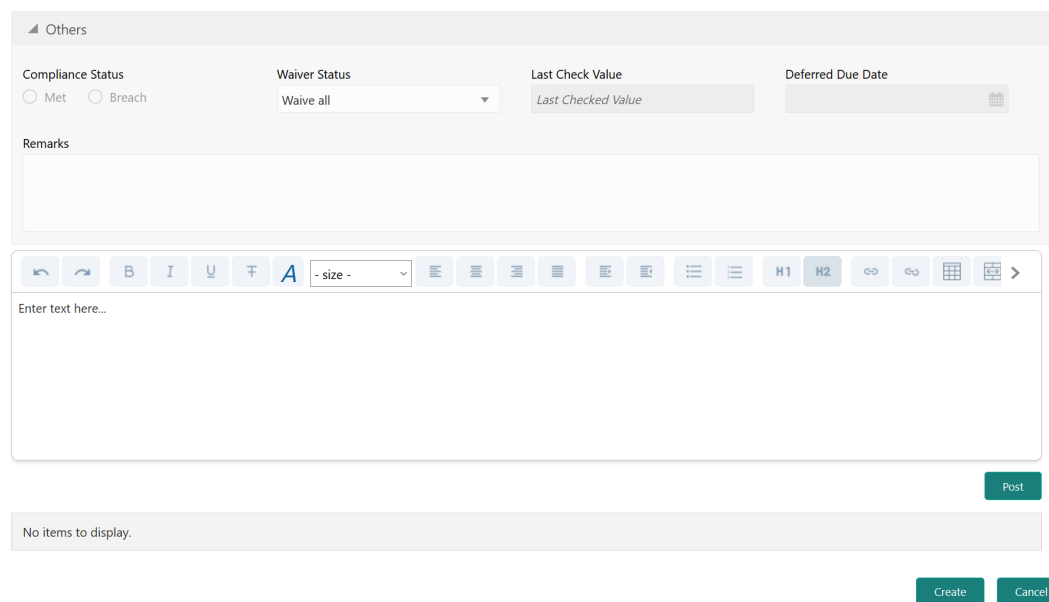
Table 13-4 (Cont.) Covenant Details - Formula Details - Field Description

Field	Description
Target Type	Select the Target Type from the drop down list. The options available are: - Value - Percentage - 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


Others

Compliance Status
☐ Met ☐ Breach

Waiver Status
 Waive all

Last Check Value
 Last Checked Value

Deferred Due Date

Remarks

Enter text here...

Post

No items to display.

Create Cancel

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: • Met • Breach
Waiver Status	Select the Waiver Status from the drop down list. The options available are: • Waive • 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

The screenshot displays the 'Collateral Approval - Comments' interface. At the top, a progress bar shows four stages: 'Collateral Summary', 'Collateral Approval', 'Covenant Details', and 'Comments'. The 'Comments' stage is the active one, marked with a green checkmark. Below the progress bar, the 'Comments' section is visible, featuring a rich text editor with various formatting tools (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, table, etc.). Below the text editor is a 'Post' button. Underneath the 'Post' button, there is a message 'No items to display.' At the bottom of the screen, there is a row of navigation buttons: 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

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

Figure 13-11 Checklist

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) | < 1 >

Save Checklist

* Outcome Submit

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

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

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

Figure 14-2 Draft Generation - Collateral Summary

Collateral Summary

ACME Corporation

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

Basic Information

COL213274304

Collateral for new facility

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

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

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

Ownership: Pie chart showing ACME ... and Costco ...

Seniority of charge: 2 (Position), Seniority of charge held by OBCFPM Customer, Total Percentage: 40, Percentage Available: 60

Covenants: 0 (Covenants proposed), Standard Covenants Applicable, Complied Covenants: 0, Breached Covenants: 0

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

Configured Stage Status

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

Hold, Back, Next, Save & Close, Cancel

- 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

Draft Generation Screen (2 / 3)

FAC01

+

FAC01

Generate Document

Hold

Back

Next

Save & Close

Cancel

1. Click **Generate Document**.

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

Figure 14-4 Draft Generation Details

Draft Generation Details

Communication Type	E-Mail To *
Email	john_doe@example.com
E-Mail CC	Subject *
john_doe@example.com	Proposal draft

Cancel

Generate

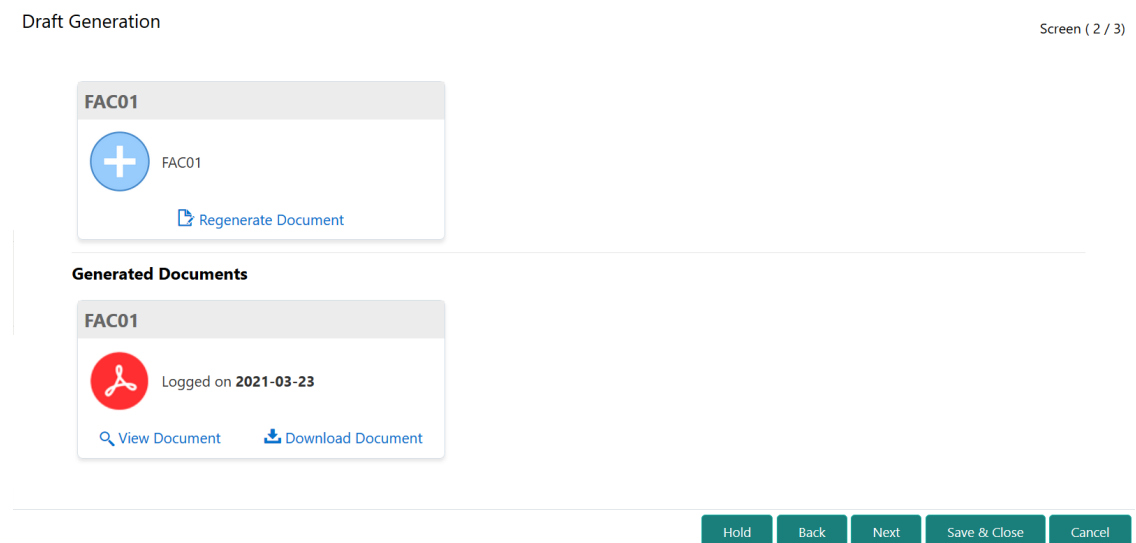
2. Specify all the details in the **Draft Generation Details** window.

For field level information, refer the below table.

Table 14-1 Draft Generation Details - Field Description

Field	Description
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

Comments

Enter text here...

Post

No items to display.

Hold Back Next Save & Close Submit Cancel

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

Checklist

☐ Enrich Approval **Remarks:**

☒ Tax rcpt **Remarks:**

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

Save Checklist

* Outcome Enter Out... Submit

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

- PROCEED
- ADDITIONAL INFO

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

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

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

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

Figure 15-2 Customer Acceptance - Collateral Summary

Collateral Summary Customer Acceptance Comments

ACME Corporation

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

Basic Information

COL213274304

Collateral for new facility

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

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

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

Ownership	Seniority of charge	Covenants	Insurance
	2 Position Seniority of charge held by OBCFPM Customer	0 Covenants proposed Standard Covenants Applicable	1 Active Insurance
	40 Total Percentage 60 Percentage Available	0 Complied Covenants 0 Breached Covenants	INR 100,000.00 Total Insurance Amount

Configured Stage Status

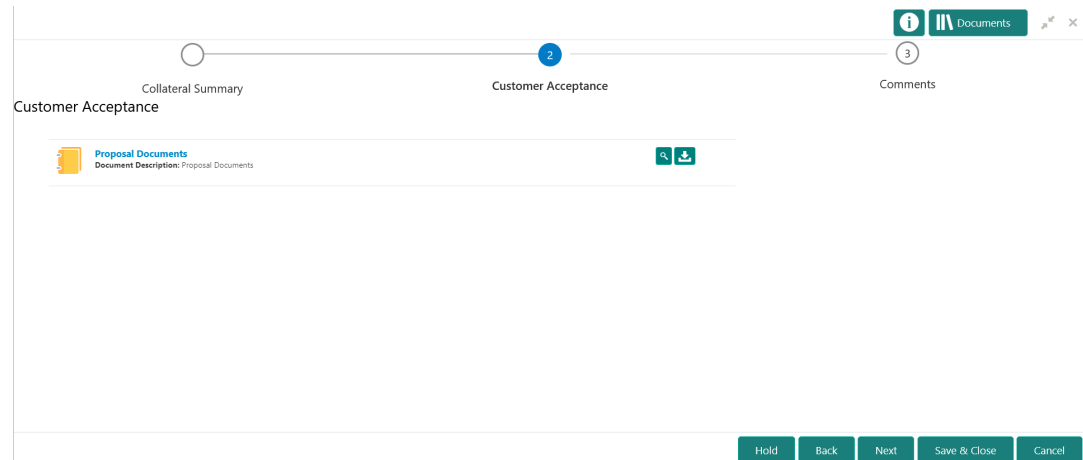
Field Investigation Not applicable	External Check Not applicable	External Valuation Completed	Internal Valuation Not applicable	Risk Evaluation Not applicable	Legal Opinion Not applicable
---------------------------------------	----------------------------------	---------------------------------	--------------------------------------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

Hold Back Next Save & Close Cancel

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

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

Figure 15-3 Customer Acceptance

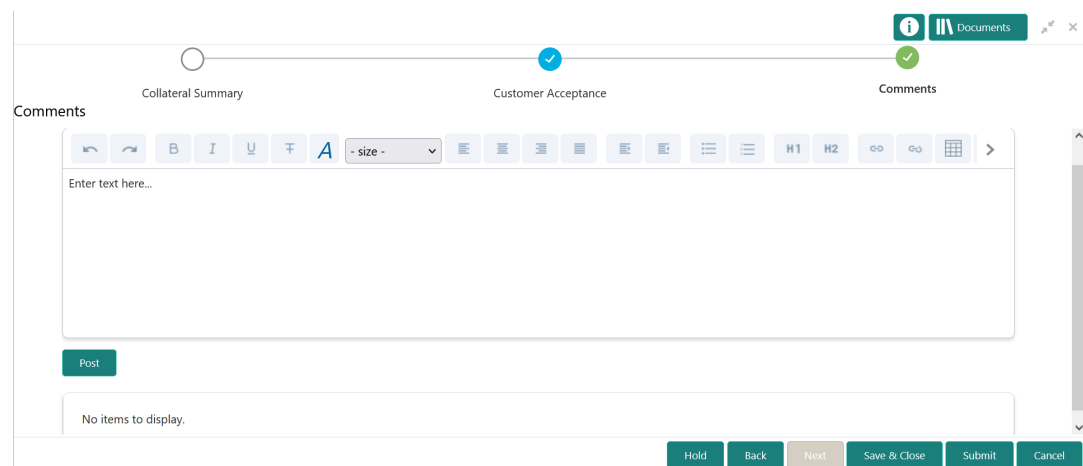


In the above screen, you can download the draft document sent to customer by clicking the download icon.

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

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

Figure 15-4 Customer Acceptance - Comments



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

6. Click **Post**.

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

7. Click **Submit**.

The **Checklist** window is displayed.

Figure 15-5 Checklist

Checklist

☐ Enrich Approval
 Remarks:
 

☒ Tax rcpt
 Remarks:
 

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

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1

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Save Checklist

* Outcome

Submit

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

The options available in the drop down list are:

- Accept
- Reject
- 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

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

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

Figure 16-2 Charge Registration - Collateral Summary

Collateral Perfection - Charge Registration

Collateral Summary

Screen (1 / 3)

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

Basic Information

213360047850

Collateral Currency: USD, Agreed Collateral Value: \$50,000.00, Charge Type: Hypothecation, Purpose Of Collateral: New Facility, Shareable Across Customers: No

Property

1 Collateral

\$50K Collateral Value

Linked Facilities Details

23% ROADROLL, 77% Unlinked

Ownership

100%

Seniority of charge

1 Position

Covenants

0 Covenants proposed, Standard Covenants Applicable

0 Complied Covenants, 0 Breached Covenants

Insurance

0 Active Insurance

USD 0.00 Total Insurance Amount

Configured Stage Status

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

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

Figure 16-3 Charge Registration - Property

Collateral Perfection - Charge Registration

Screen (2 / 3)

Collateral Summary
Property
Comments

Property

Collateral Details

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

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

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Edit
View

Audit Hold Back Next Save & Close Cancel

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

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

Figure 16-4 Charge Registration - Configure - Property

Configure

Property
Collateral Insurance
Covenants
Documents
Charge Registration
Questionnaire Evaluation

Property

Property ID
445

Property Type *
Select

Property Category *
Select

Description

Property Purpose *
Select

Registered Owner *
John

Land registry

Purchase Date
Feb 1, 2020

Zone Classification
Select

Flood Zone

Flood Zone Type
Select

Seismic Zone

Seismic Zone Type
Select

Income Producing

Environment Assessment Required *

Back Next

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.

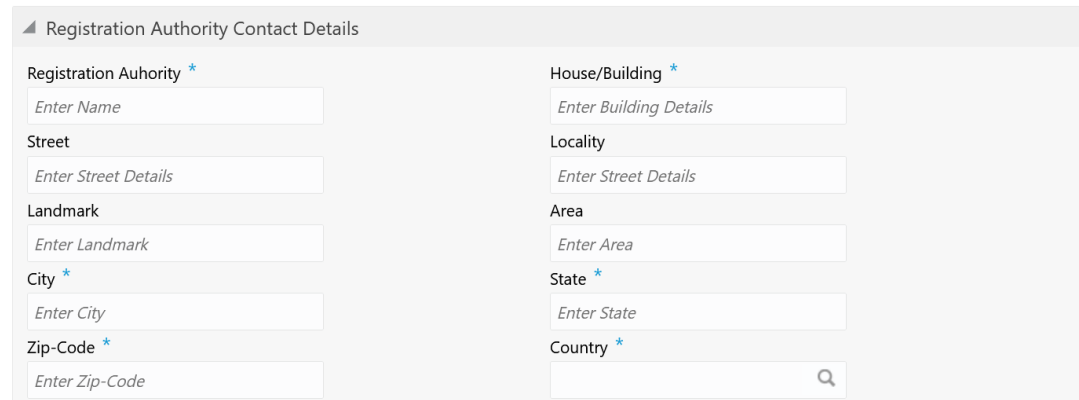
For field level information, refer the following tables.

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: - Proposed - 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 .

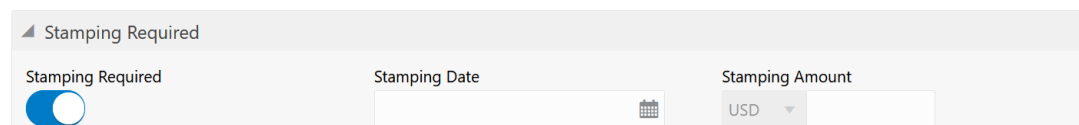
Figure 16-6 Charge Registration - Registration Authority Contact Details


Registration Authority Contact Details

Registration Authority *	House/Building *
Enter Name	Enter Building Details
Street	Locality
Enter Street Details	Enter Street Details
Landmark	Area
Enter Landmark	Enter Area
City *	State *
Enter City	Enter State
Zip-Code *	Country *
Enter Zip-Code	

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


Stamping Required

Stamping Required	Stamping Date	Stamping Amount
☒		USD

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

Checklist

☐ Enrich Approval

Remarks:



* ☒ Tax rcpt

Remarks:



Page 1 of 1 (1-2 of 2 items) | < 1 > >>

Save Checklist

* Outcome Submit

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

The 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

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

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

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

Figure 17-2 Awaiting Registration - Awaiting Registration Completion

Collateral Perfection - AwaitingRegistration

Awaiting Registration Completion

Screen (1 / 2)

Collateral Details

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

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

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Audit Hold Back Next Save & Close Cancel

- 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

Configure

Property

Property ID: 445

Description

Property Type: Select

Property Purpose: Select

Property Category: Select

Registered Owner: John

Land registry

Purchase Date: Feb 1, 2020

Zone Classification: Select

Flood Zone

Flood Zone Type: Select

Seismic Zone Type: Select

Income Producing

Environment Assessment Required

Back Next

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

Figure 17-4 Awaiting Registration - Configure - Registration

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

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

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

Checklist

☐ Enrich Approval	Remarks:	
* ☒ Tax rcpt	Remarks:	

Page 1 of 1 (1-2 of 2 items) | < 1 >

Save Checklist

* Outcome Submit

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

The options available in the drop down list are:

- Proceed
- Additional Info

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

If **Additional Info** is selected as the **Outcome**, the application is moved back to the 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

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

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

Figure 18-2 Safekeeping - Collateral Summary

Collateral Summary Screen (1 / 3)

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

Basic Information

213360047850

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

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

Property 1 Collateral \$50K Collateral Value

Linked Facilities Details 23% ROADROLL... 77% Unlinked

Ownership 100% Active Insurance

Seniority of charge 1 Position

Covenants 0 Covenants proposed Standard Covenants Applicable

Insurance 0 Active Insurance

Configured Stage Status

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

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

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

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

Collateral Perfection - Safekeeping

Collateral Summary
Collateral Safekeeping
Comments

Collateral Safekeeping

Collateral Details

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

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

Property Type: RESIDENTIAL BUILDING Registered Owner: John

Page 1 of 1 (1 of 1 items)

Audit

Hold Back Next Save & Close Cancel

To capture safekeeping details for the collateral:

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

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

Figure 18-4 Safekeeping - Configure - Collateral Type

Configure

Property
Collateral Insurance
Covenants
Documents
Safekeeping
Questionnaire Evaluation

Property

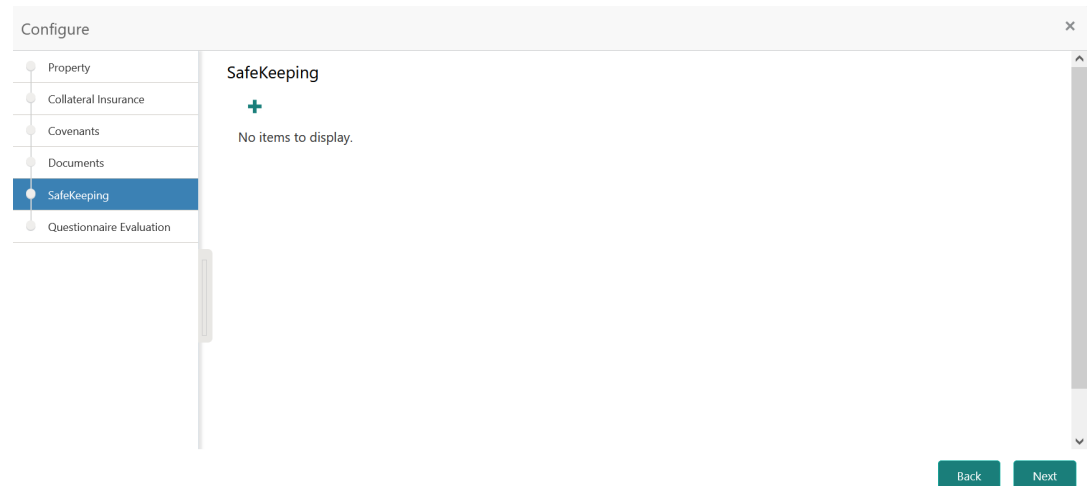
Property ID: 445
Property Type: Select
Property Category: Select
Description: Select
Property Purpose: Select
Registered Owner: John

Land registry: Feb 1, 2020
Purchase Date: Feb 1, 2020
Zone Classification: Select
Flood Zone: Select
Flood Zone Type: Select
Seismic Zone: Select
Seismic Zone Type: Select
Income Producing: Select
Environment Assessment Required: Select

Back Next

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

Figure 18-5 Safekeeping - Configure - Safekeeping



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

Figure 18-6 Document Safekeeping

The screenshot shows a 'Document Safekeeping' window. At the top, there is a table with the following headers: Document Id, Document Title, Document Description, Document Status, and Remove. Below the headers, it says 'No data to display.' Below the table, there is a form with the following fields:

- Safekeeping Reference Number *: REF007
- Agency Id *: DBI Trusteeship Services Limited
- Safekeeping Location: Bangalore
- Shelf Number: 201A
- Key Number: 007
- Confirmation Date: 05/29/18
- Safekeeping Type *: External
- Safekeeping Request Date *: 05/22/18
- Safekeeping Room: B5
- Drawer Number: A2
- Is Confirmation Received *: ☒

At the bottom right of the window are two buttons: 'Ok' and 'Cancel'.

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: • Internal • 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 Manual 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

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

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

Figure 19-2 Manual Retry - Collateral Summary

Collateral Summary

ACME Corporation

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

Basic Information

COL213274304

Collateral for new facility

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

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

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

Ownership

ACME ... | Costco ...

Seniority of charge

Position: 2

Seniority of charge held by OBCFPM Customer

Total Percentage: 40 | Percentage Available: 60

Covenants

Covenants proposed: 0

Standard Covenants Applicable

Complied Covenants: 0 | Breached Covenants: 0

Insurance

Active Insurance: 1

Total Insurance Amount: INR 100,000.00

Configured Stage Status

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

Hold | Back | Next | Save & Close | Cancel

- 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

Collateral Summary Collateral Handoff Errors Basic Info Collateral Details Comments

Hand-Off Error Details

Entity Id	Entity Type	Error Code	Error Message
No data to display.			

Hold Back Next Save & Close Cancel

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

Collateral Summary Collateral Handoff Errors **Basic Info** Collateral Details Comments

Basic Info

Collateral details

Collateral Id
COL213274304

Collateral Type
Ship

Collateral Category
PASSENGER VESSEL

Collateral Description
Collateral for new facility

Collateral Currency
INR

Owner Estimated Value
₹1,000,000.00

Available From
Nov 10, 2021

Available Till
Nov 30, 2022

Purpose Of Collateral
New Facility

Applicable Business
☐ LT_Lending ☒ Trade ☒ Working Capital

Charge Type
Hypothecation

Seniority of Charge
Second

LTV Percentage
20

Collateral Status
Active

Document Status
Select

Ownership details

Ownership Type
Joint

Shareable Across Customers
☐

Configuration

Refer to Field Investigation
☐

Refer to Legal Opinion
☐

Refer to Risk Evaluation
☐

Refer to External Check
☐

Refer to Internal Legal Opinion
☐

Refer to External Valuation
☐

Refer to Internal Valuation
☐

Hold Back Next Save & Close Cancel

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

Collateral Summary

Collateral Handoff Errors

Basic Info

Collateral Details

Comments

Collateral Details

COL213274304
Collateral Id

Ship
Collateral Type

INR
Collateral Currency

₹5,000,000.00
Total Value

Ship Name: Reecon Whale

Ship License Number: 783463738

Port of Registry: Port Blair

Invoice Value: ₹5,000,000.00

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1

Edit

View

Hold

Back

Next

Save & Close

Cancel

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

Figure 19-6 Enrichment - Configure - Collateral Type

Configure

Property

Collateral Insurance

Covenants

Documents

Property

Property

Property ID

PROP1234

Description

Commercial Building

Land registry

Flood Zone

☐

Seismic Zone Type

Select

Restricted Property

☐

Property Status

Rented

Registration Date

Apr 11, 2018

Property Type

COMMERCIAL BUILDING

Property Purpose

Personal

Purchase Date

Apr 4, 2018

Flood Zone Type

Select

Income Producing

☐

Under Construction

☐

Wall Material

Asbestos

Property Value

USD

\$1,000.00

Property Category

Individual

Registered Owner

John Doe

Zone Classification

Select

Seismic Zone

☐

Environment Assessment Required

☐

Nature Of Property

Fee Simple

Roof Type

Ashpalt Shingles

Adverse Comments

Property Location

Property Location

Currency Details

Currency Details

Property Dimension

Property Dimension

Property Valuation Details

Property Valuation Details

Property Contact Details

Property Contact Details

Back

Next

**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

Collateral Summary Collateral Handoff Errors Basic Info Collateral Details Comments

Comments

Enter text here...

Post

Hold Back Next Save & Close Submit Cancel

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

Figure 19-8 Enrichment - Checklist

Checklist

☒ Doc Upload Remarks:

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Save Checklist

* Outcome PROCEED

Submit

 Note:

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

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

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.