Oracle® Banking Credit Facilities Process Management

Collateral Perfection User Manual

Release 14.8.1.0.0
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Oracle Banking Credit Facilities Process Management Collateral Perfection User Manual, Release 14.8.1.0.0

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Contents

1 Preface

1.1 Purpose

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

1.2 Audience

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

1.3 Documentation Accessibility

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

Access to Oracle Support

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

1.4 Critical Patches

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

1.5 Diversity and Inclusion

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

1.6 Conventions

The following text conventions are used in this document:

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

1.7 Related Resources

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

- End user license agreement.
- Oracle Banking Enterprise Limits and Collateral Management User Manuals.

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.
Cancel	Used to cancel the performed action.

Table 1-2 (Cont.) Basic Actions

Action	Description
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 Icons

The following icons are used in the screens.

Table 1-3 Icons - Common

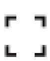
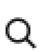
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 1-3 (Cont.) Icons - Common

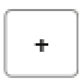
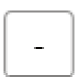
Symbol/Icon	Function
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete an existing row.
	Click to view the created record.
	Click to modify the fields.
	Click to unlock, delete, authorize or view the created record.

Table 1-4 Symbols and Icons - Audit Details

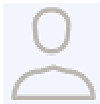
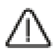
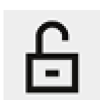
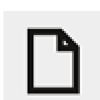
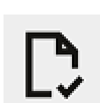
Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status

Table 1-5 Symbols and Icons - Widget

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

1.12 Prerequisite

Specify the **User ID** and **Password**, and login to **Home** screen.

2

Collateral Perfection Overview

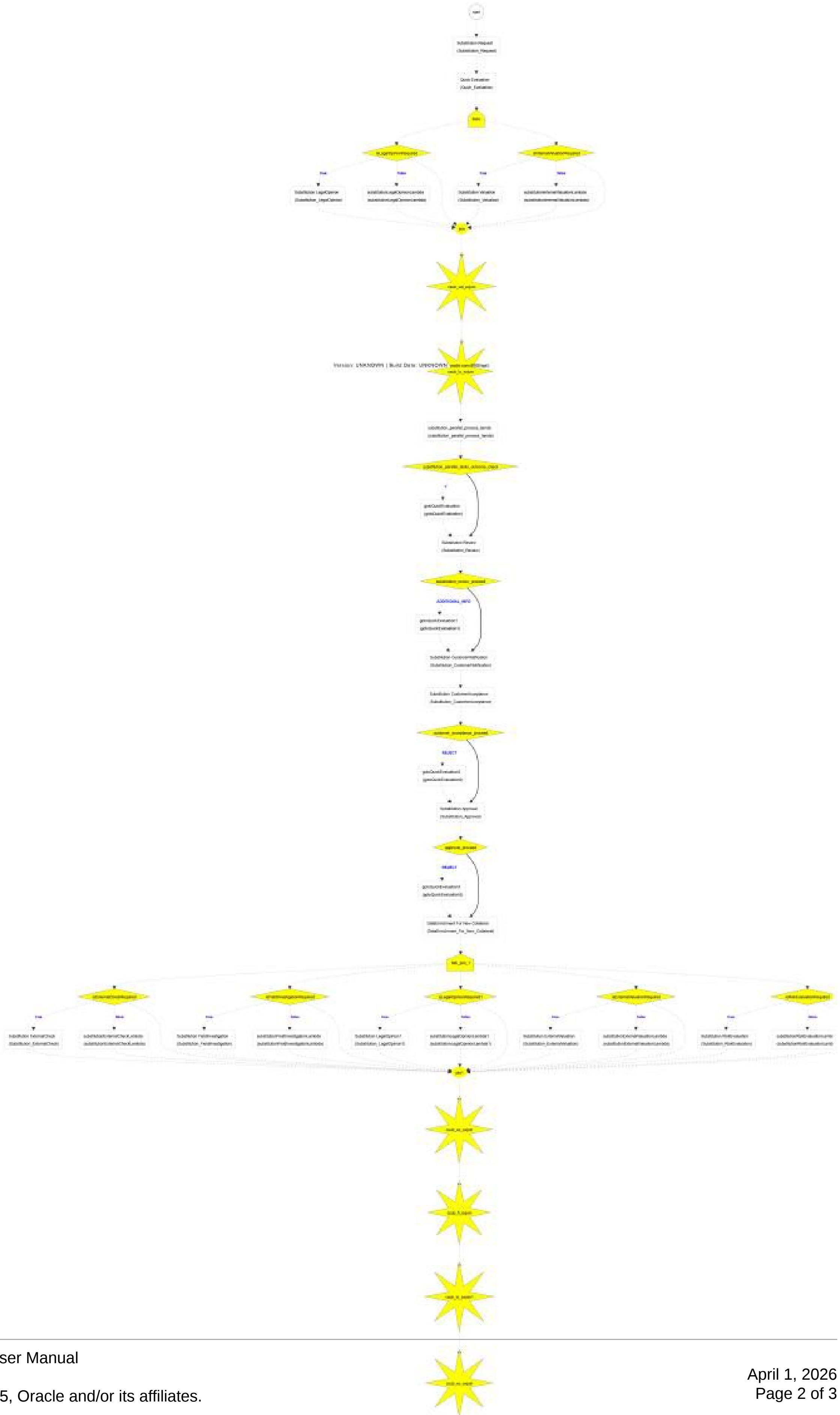
This topic provides information about the Collateral Perfection process in OBCFPM.

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

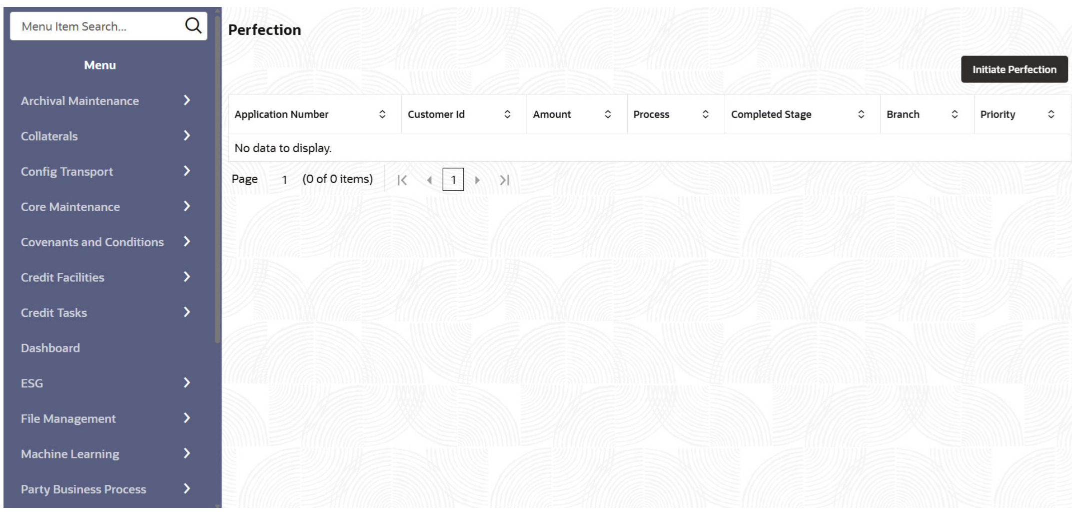
This topic provides systematic instructions about the procedure to initiate the Collateral Perfection process in OBCFPM.

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

1. From **Home** screen, click **Collaterals**. Under **Collaterals**, select **Perfection**.

   The **Perfection Initiation** screen is displayed.

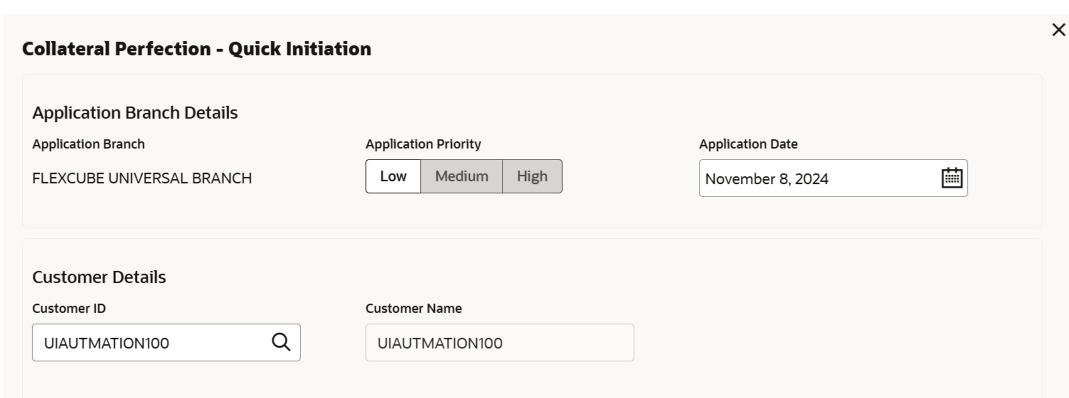
Figure 3-1 Collateral Perfection



2. Click **Initiate Perfection**.

   The **Quick Initiation** screen is displayed.

Figure 3-2 Quick Initiation



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

   For information on the fields, refer to the field description table below.

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

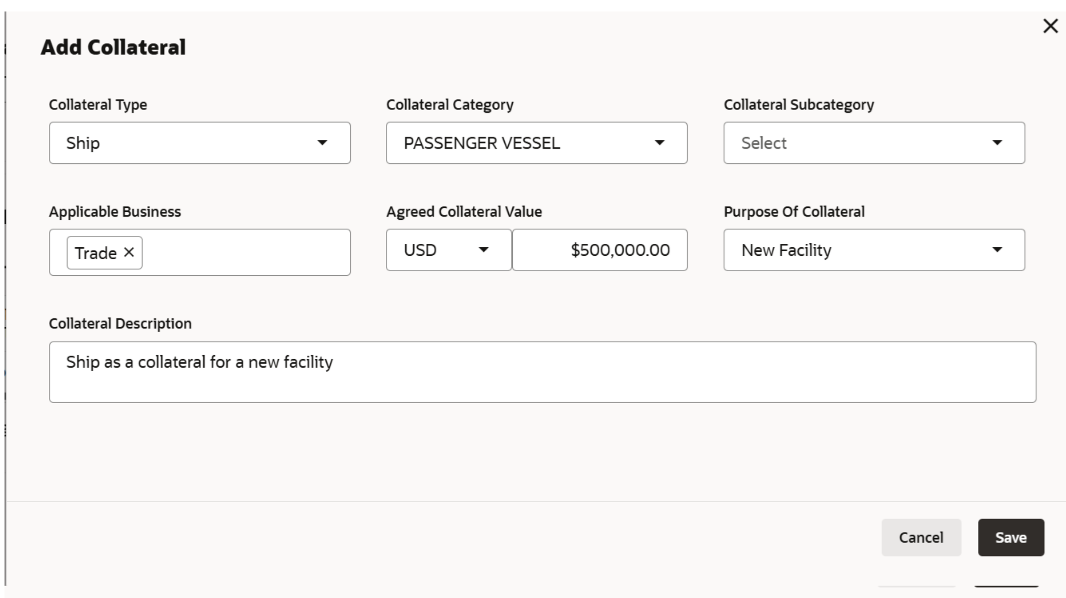
Field	Description
Application Branch	Select the bank branch for creating Collateral Perfection application.
Application Priority	Select the **Application Priority**. The options available are: • **Low** • **Medium** • **High**
Application Category	Select the **Application Category** as Collateral Perfection.
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.

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

Figure 3-3 Add Collateral



For information on the fields, refer to the field description table below.

Table 3-3 Add Collateral- Field Description

Field	Description
Collateral Type	Select the **Collateral Type** from the drop-down list. The available options are: • **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 the Collateral description.
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 available options: • **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

This topic describes 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

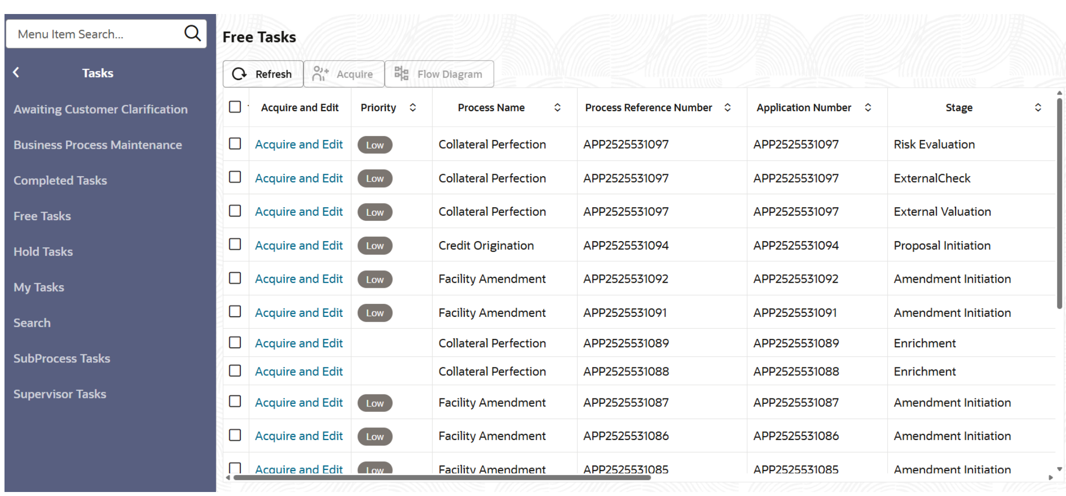
This topic provides systematic instructions about the Collateral Details data segment in the Perfection Initiation stage.

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. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

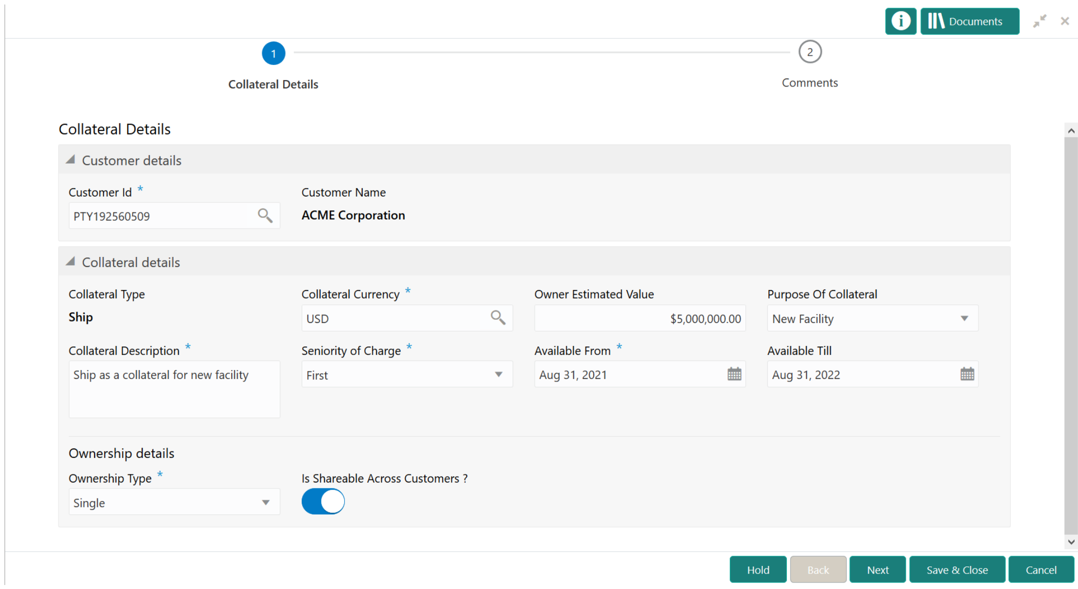
Figure 4-1 Free Tasks



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

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

Figure 4-2 Initiation - Collateral Details



3. Provide the details in the **Initiation - Collateral Details** screen.

   For more information on field description, refer the below tables.

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

Field	Description
Customer Id	Displays the customer ID.
Customer Name	Displays the customer name.

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. User can change this value, if required.
Purpose of Collateral	Purpose of the Collateral selected in the **Quick Initiation** screen is defaulted. User can select different option from the following list: • **New Facility** • **Enhancement Of Limit** • **Replacement Of Collateral** • **Augmentation Of Collateral**
Collateral Description	**Collateral Description** provided in the **Quick Initiation** screen is defaulted. User can modify the description, if required.

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

Field	Description
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 the toggle, if the collateral is shareable across customers.

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

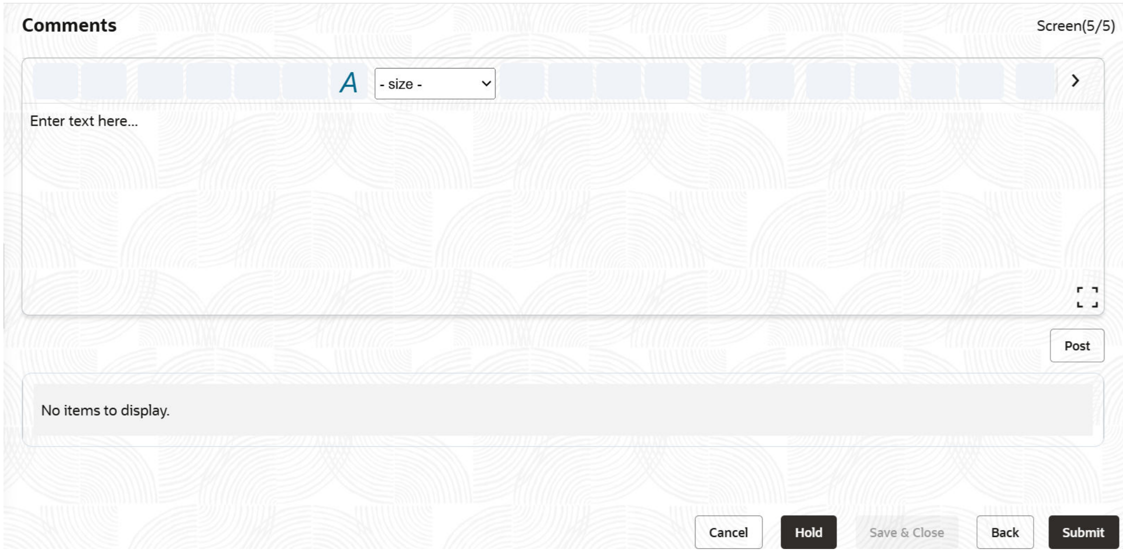
4.3 Comments

This topic provides systematic instructions about 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.

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

Figure 4-3 Initiation - Comments

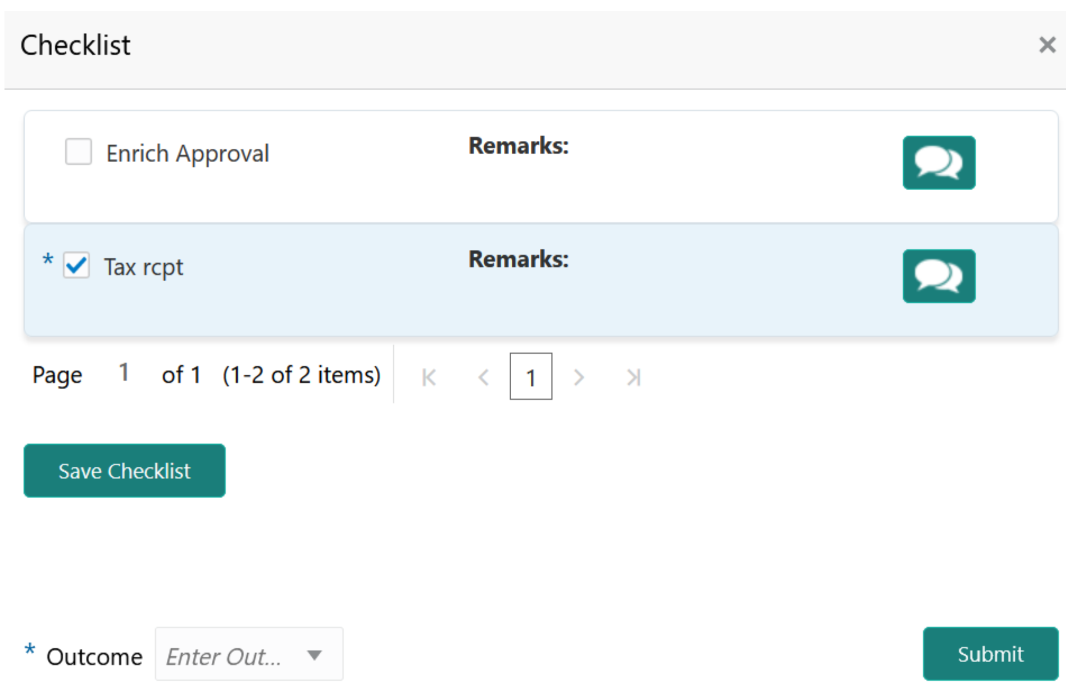


1. Type comments for the Perfection Initiation stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 4-4 Checklist



4. 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

This topic describes 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

5.1 Basic Info

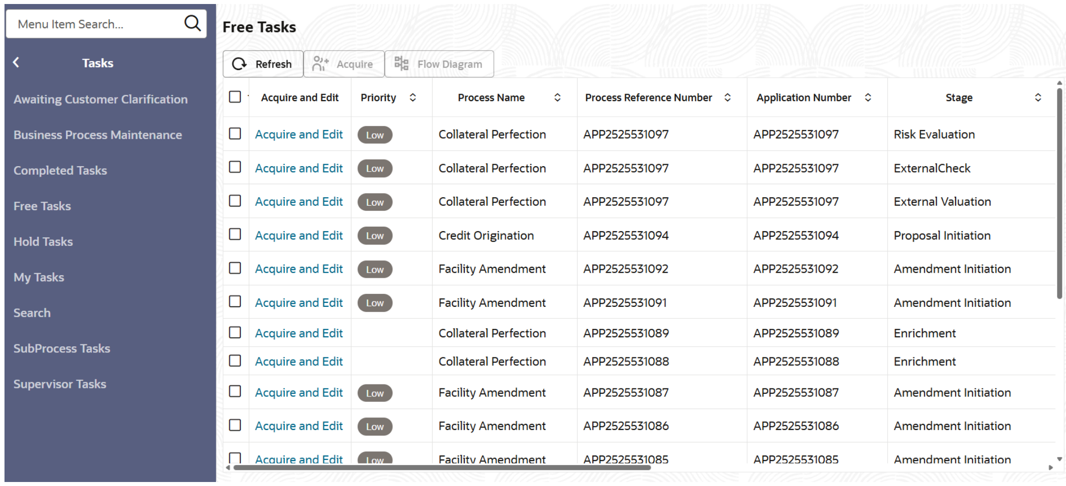
This topic provides systematic instructions about the procedure to enrich basic information captured in the **Initiation** stage.

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. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Task** screen is displayed.

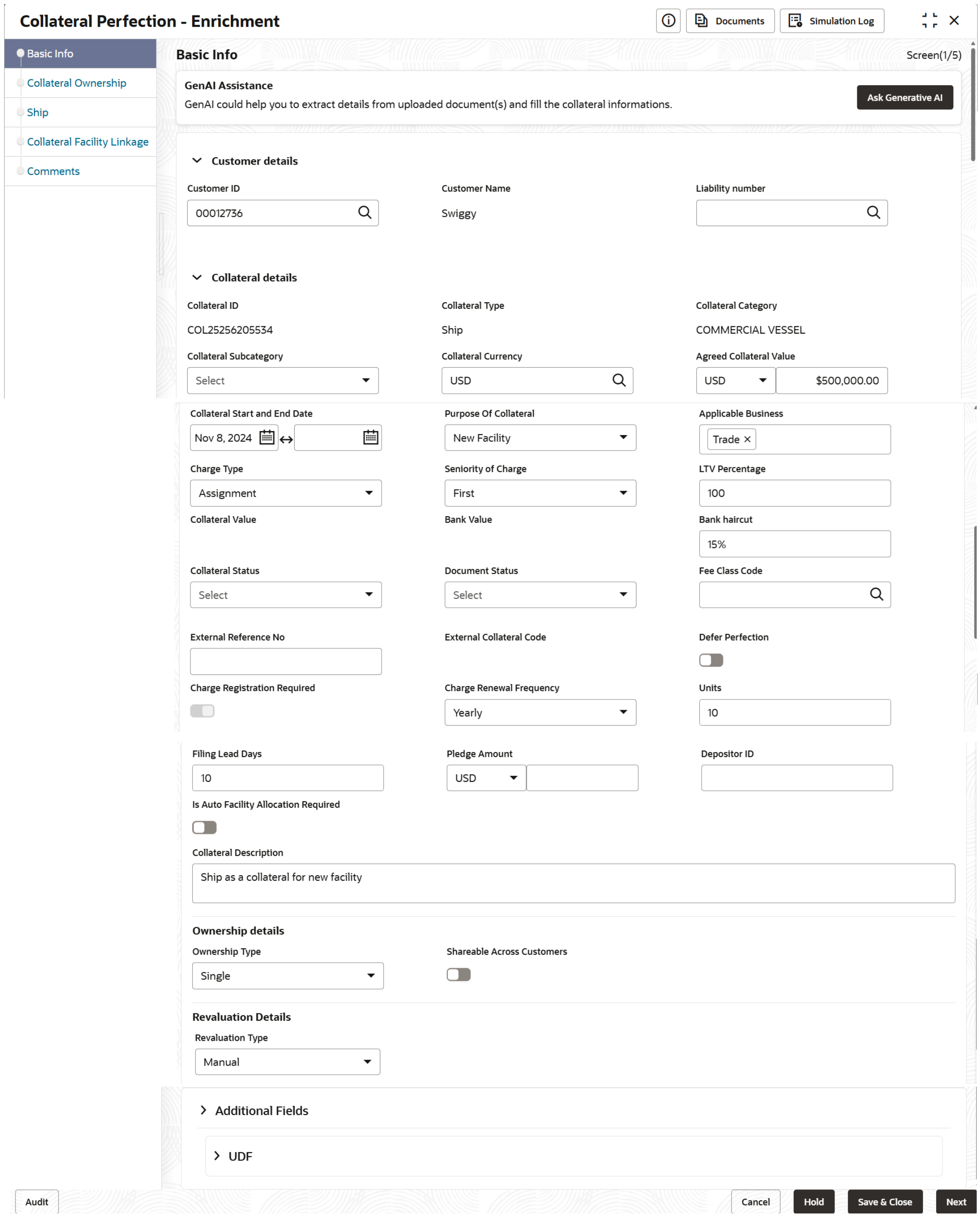
Figure 5-1 Free Task



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

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

Figure 5-2 Enrichment_Basic Info



3. Provide all the details in the **Data Enrichment - Basic Info** screen.

   For more information on the fields, refer to the field description table below:

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

Field	Description
Liability Number	Search and select Liability Number.
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 available options are: • **Hypothecation** • **Pledge** • **Lien**
Seniority of Charge	Select the **Seniority of Charge** from the drop down list. The available options are: • **First** • **Second** • **Third** • **PRIMARY**
LTV Percentage	Specify the collateral's loan to value percentage.
Collateral Status	Select the status of the collateral. The available options are: • **Active** • **Release**
Document Status	Select the status of the collateral document. The available options are: • **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 available options are: • **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**.

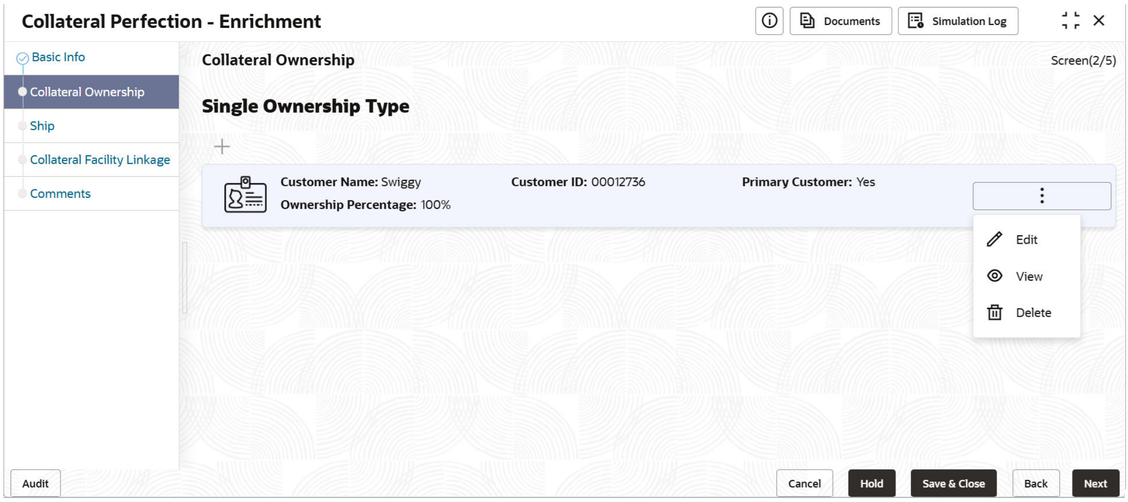
5.2 Collateral Ownership

This topic provides systematic instructions about the 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.

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

Figure 5-3 Data Enrichment - Collateral Ownership



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

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

5.3 Ship

This topic provides the systematic instructions about the procedure to add collateral specific details for perfection.

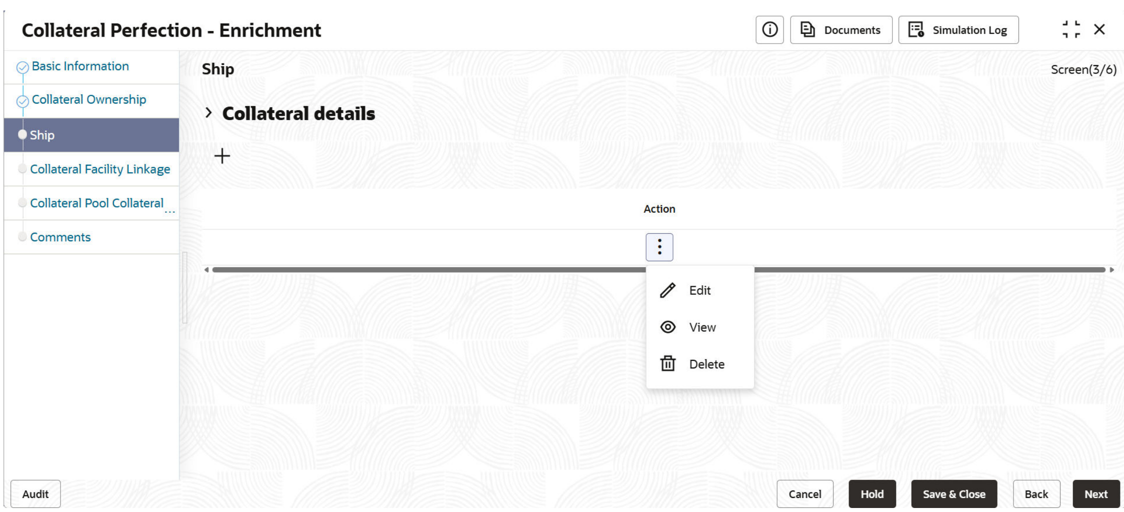
The system displays the Collateral Type data segment based on the **Collateral Type** selected in previous data segment or stage. Following are the various collateral types supported in OBCFPM:

- 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

Click **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 Enrichment_Ship



1. To view the basic collateral details, click and expand the **Collateral Details** section.
2. To add the collateral specific details, click the add icon.

   For detailed information on adding collateral specific details, refer the corresponding Collateral Type section in the Collateral Evaluation User Guide.
3. After adding collateral details, click **Next**.

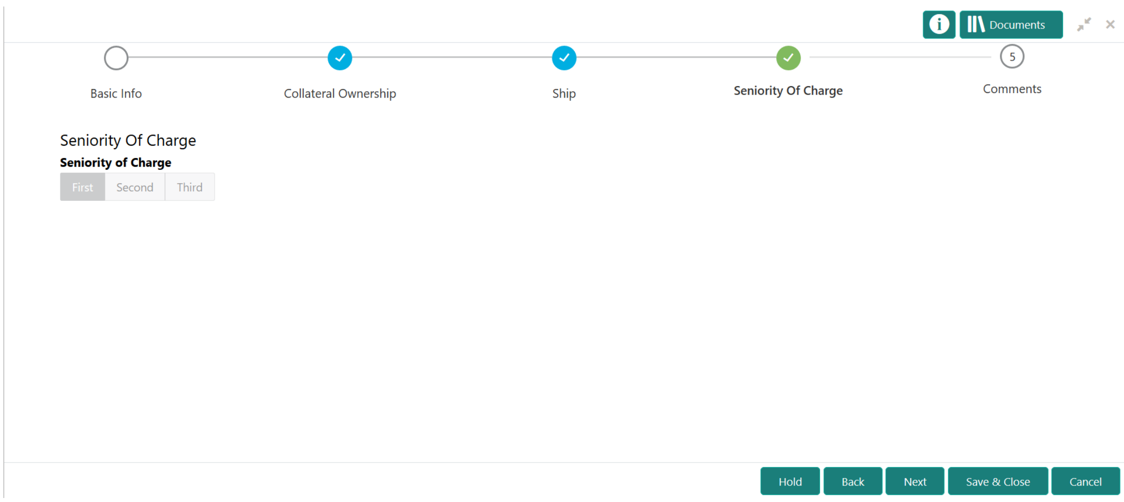
5.4 Seniority of Charge

This topic provides systematic instructions about the 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.

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

Figure 5-5 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**.

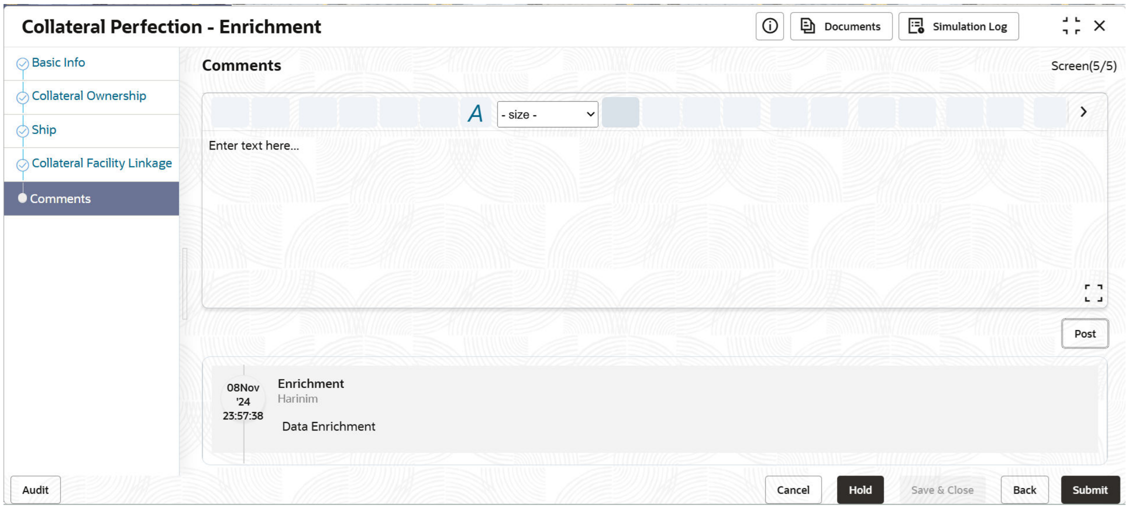
5.5 Comments

This topic provides systematic instructions about the 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.

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

Figure 5-6 Data Enrichment - Comments

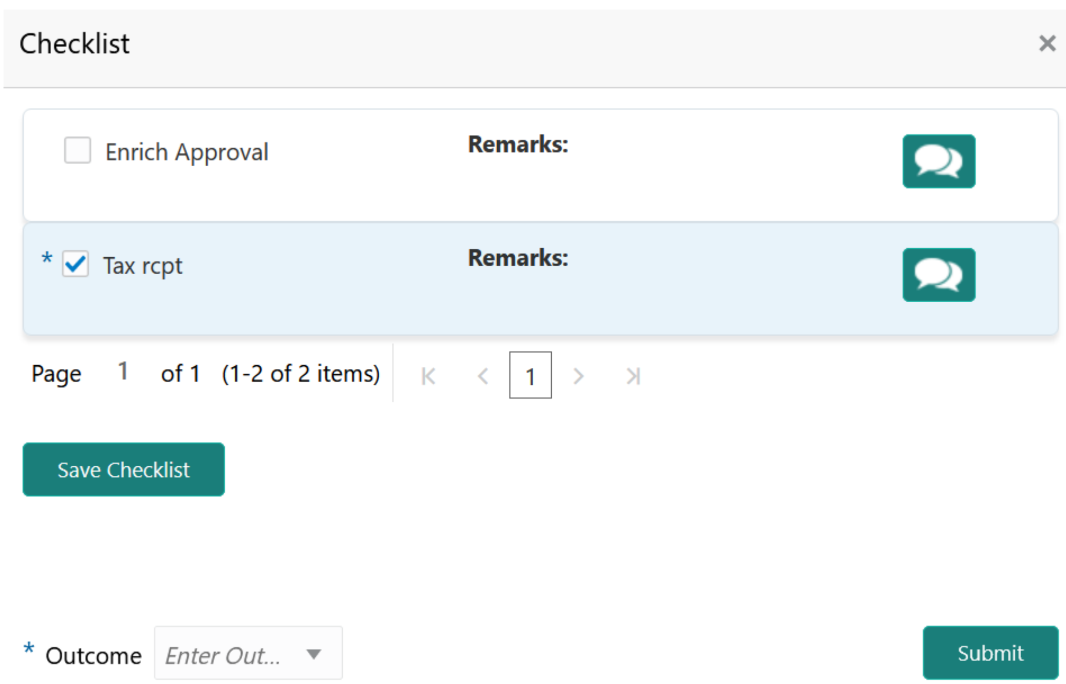


1. Type the comments for Data Enrichment stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 5-7 Checklist



4. 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

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

6.1 Collateral Summary

This topic provides about 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.

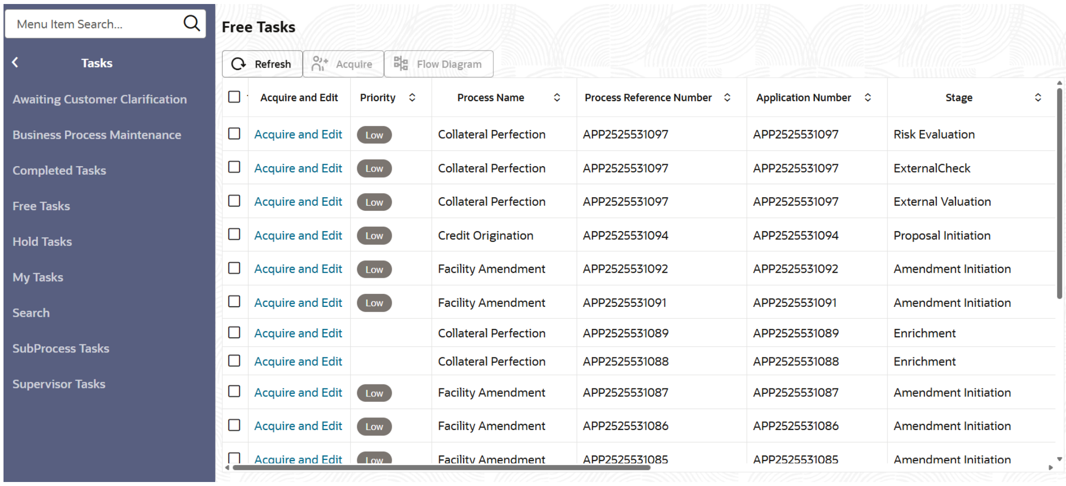
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

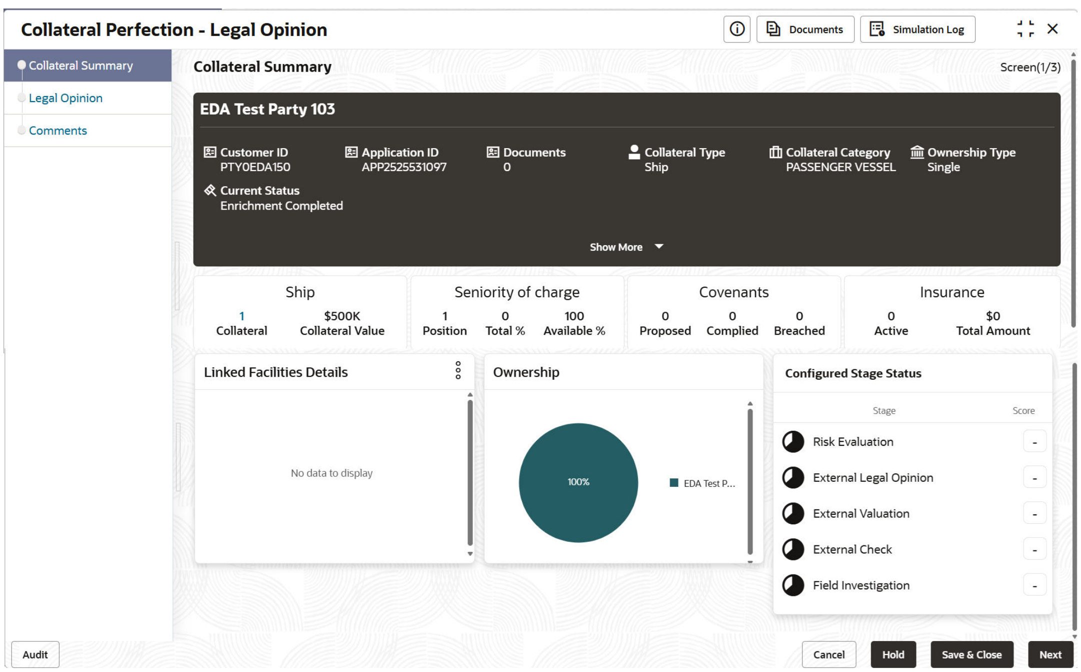
Figure 6-1 Free Tasks



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

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

Figure 6-2 Legal Opinion - Collateral Summary



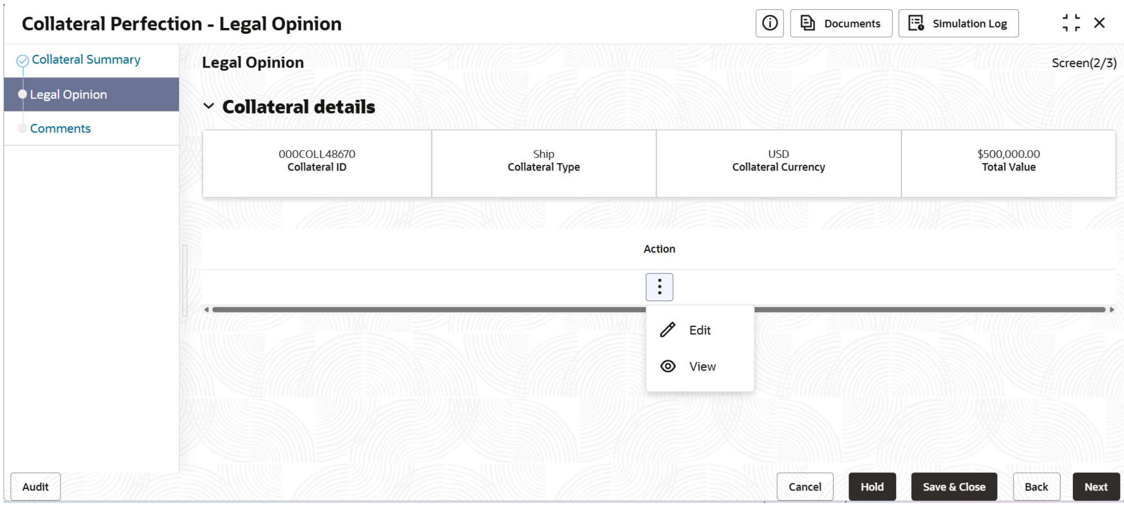
3. View the Collateral Summary and click **Next**.

6.2 Legal Opinion

This topic provides systematic instructions about procedure to add external legal opinion.

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

Figure 6-3 Legal Opinion

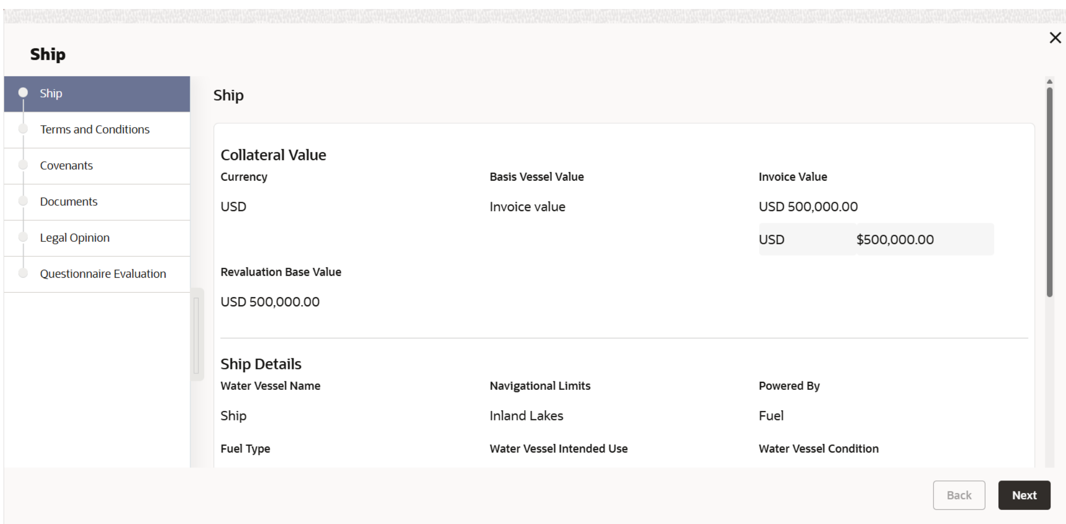


To capture the Legal Opinion for the collateral:

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

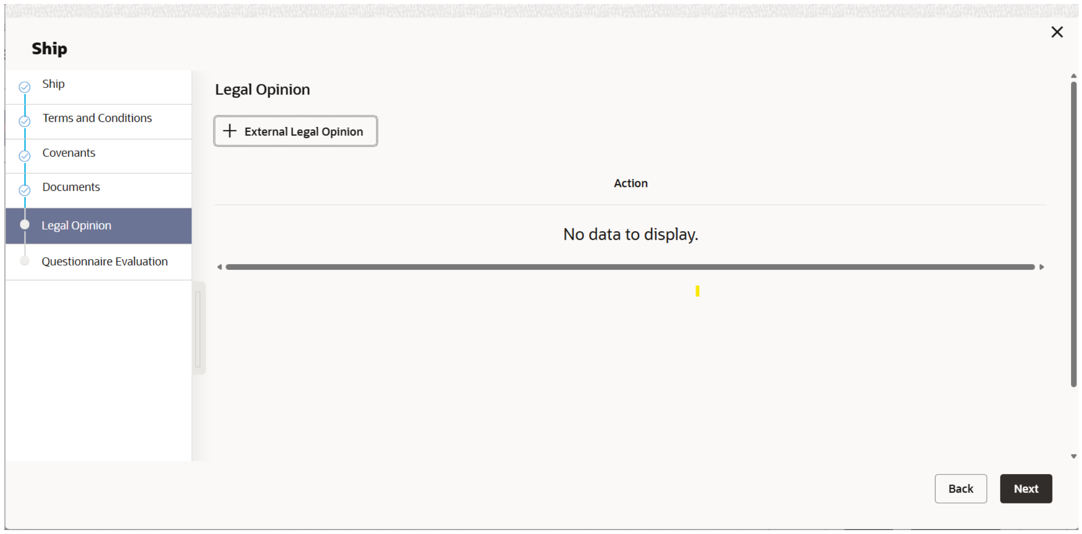
   The **Legal Opinion - Configure - Collateral Type** screen is displayed.

Figure 6-4 Legal Opinion_Ship



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

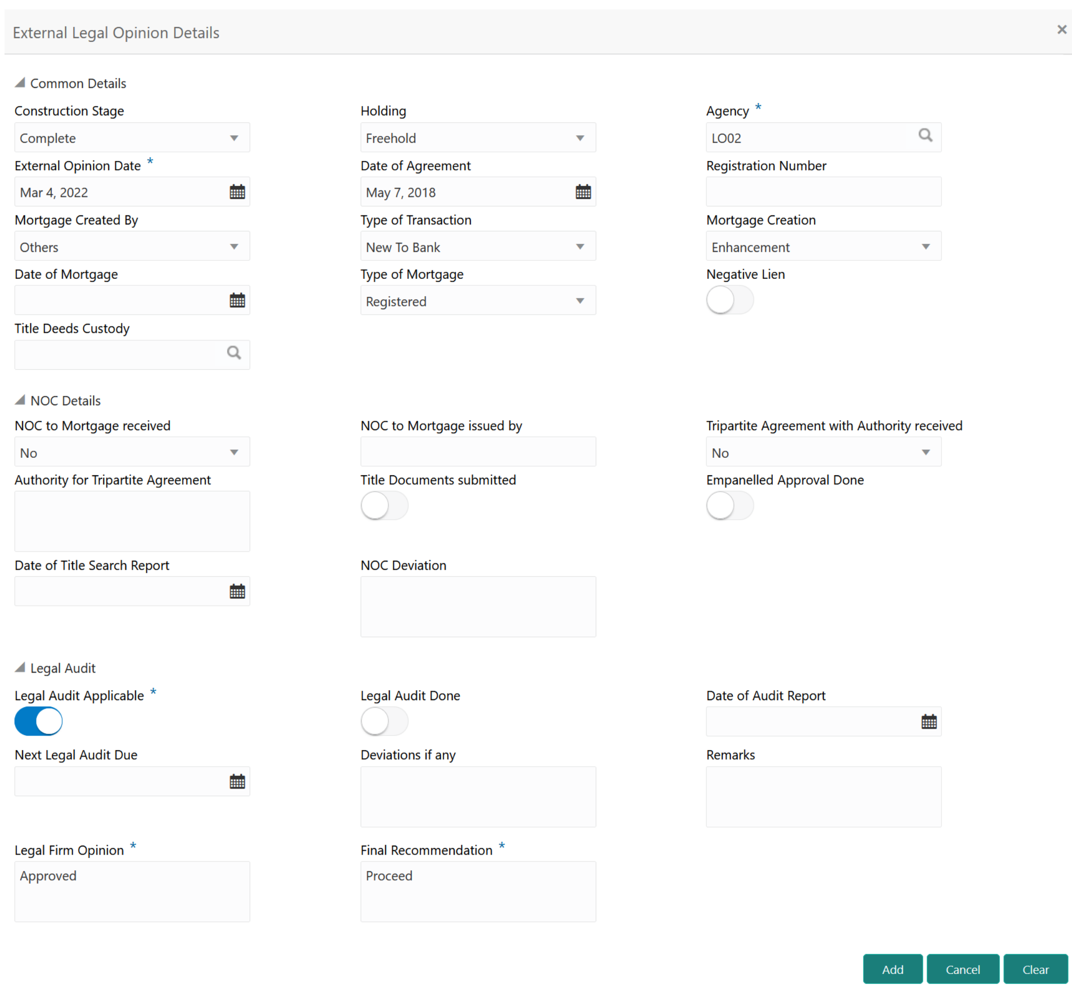
Figure 6-5 Legal Opinion _Configure



3. Click the add icon in the **Legal Opinion - Configure - Legal Opinion** screen.

   The **External Legal Opinion Details** window is displayed.

Figure 6-6 External Legal Opinion Details



4. Provide the external legal opinion details in the above screen.

   For more information on the fields, refer to the field description table below:

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 available options 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 available options are: • **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 tripertite Agreement is received from the authority. The available options are: • **Yes** • **No** • **Not Applicable**
Authority for Tripartite Agreement	Specify the authority which executed the tripartite agreement.
Title Documents Submitted	Enable this flag, if the customer has submitted all the property related title documents to the Bank or security trustee.
Empanelled Approval Done	Specify if empanelled approval is in place for deviation, if any section of the title documents is not submitted by the customer.
Date of Title Search Report	Specify the date on which the bank obtained search report from the company secretory of the client.

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

Field	Description
NOC Deviation	Provide details of deviation in obtaining NOC from other participating banks, if any.

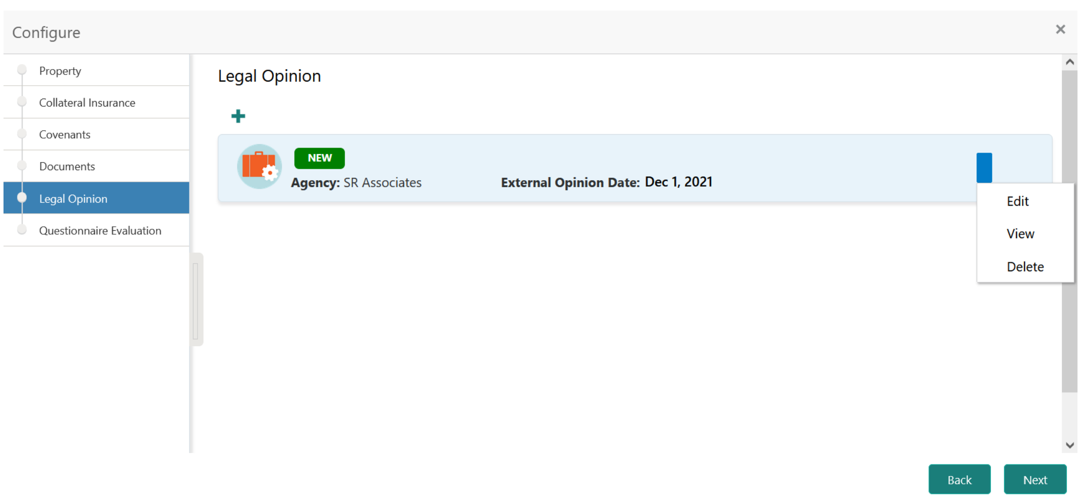
Table 6-3 Legal Audit - Field Description

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.

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

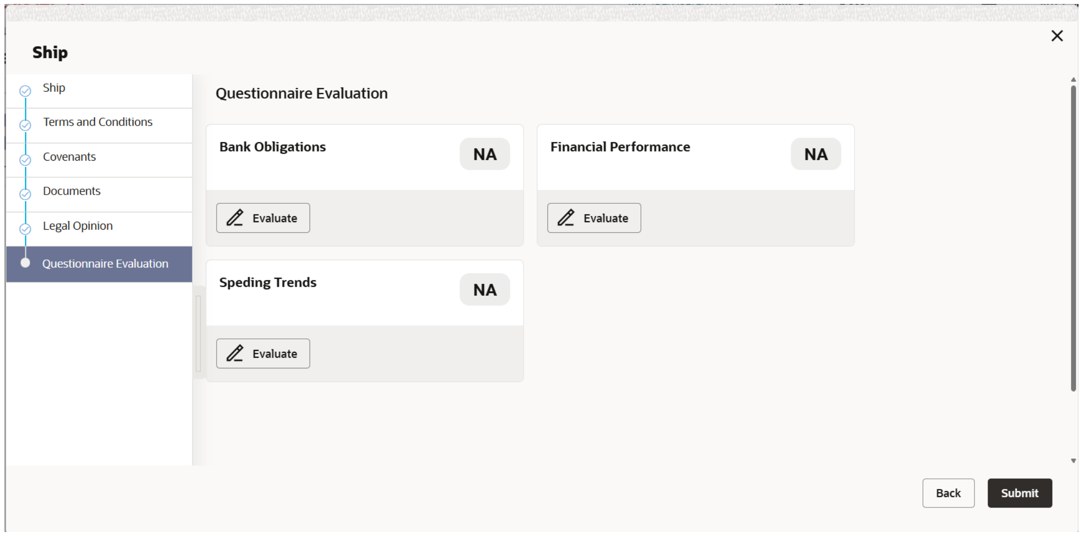


User can **Edit**, **View**, or **Delete** the added legal opinion detail by clicking the action icon and selecting the required option.

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

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

Figure 6-8 Legal Opinion_Questionnaire Evaluation

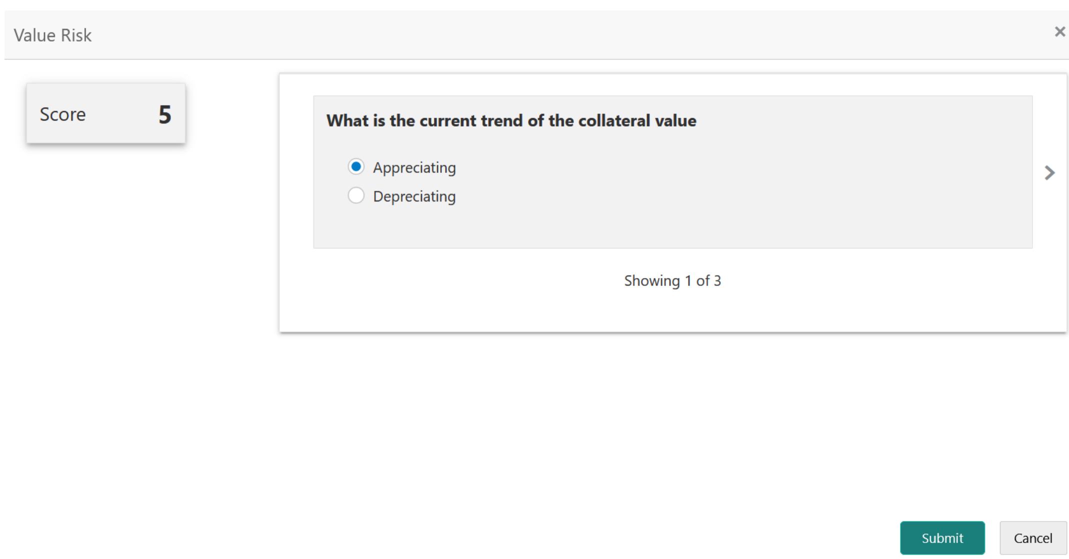


> **Note**
>
> In the above screen, the questionnaires linked to the Legal Opinion stage in Business Process configuration are displayed. User can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

Figure 6-9 Questionnaire



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

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

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

User 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**.

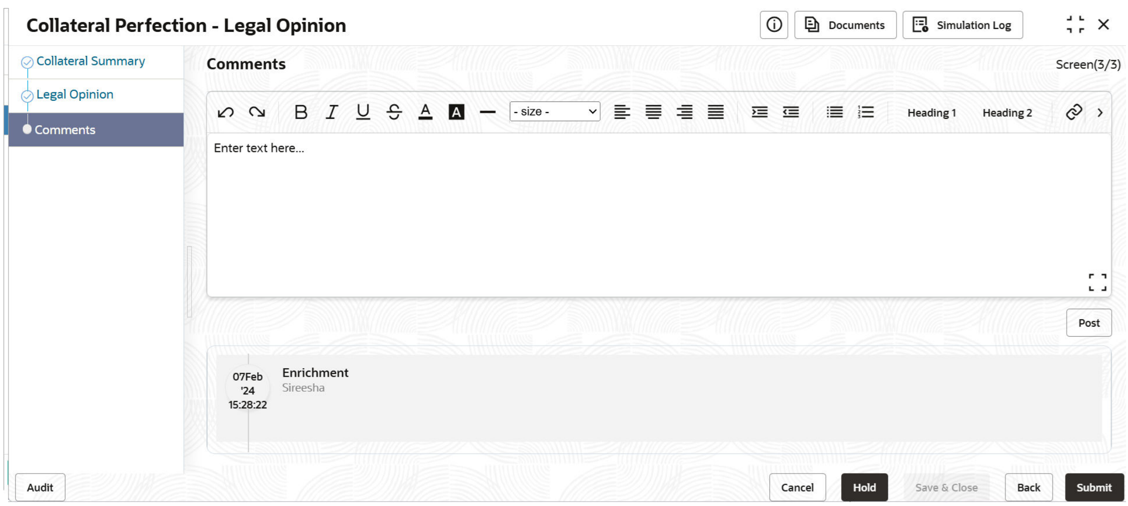
6.3 Comments

This topic provides systematic instructions about the Comments data segment in the Legal Opinion stage.

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

ClickNext in the **Legal Opinion** screen, the Comments data segment is displayed.

Figure 6-10 Legal Opinion - Comments

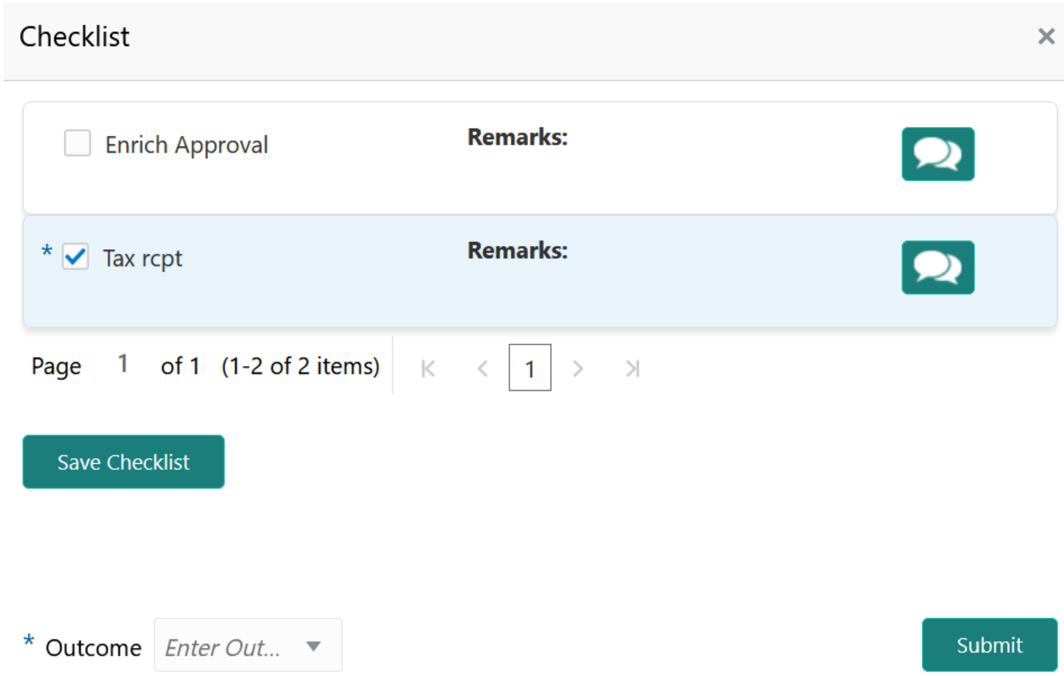


1. Type your comments for the Legal Opinion stage in the **Comments** text box.
2. Click **Post**.

   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 available options 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

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

7.1 Collateral Summary

This topic provides systematic isntaructions about 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.

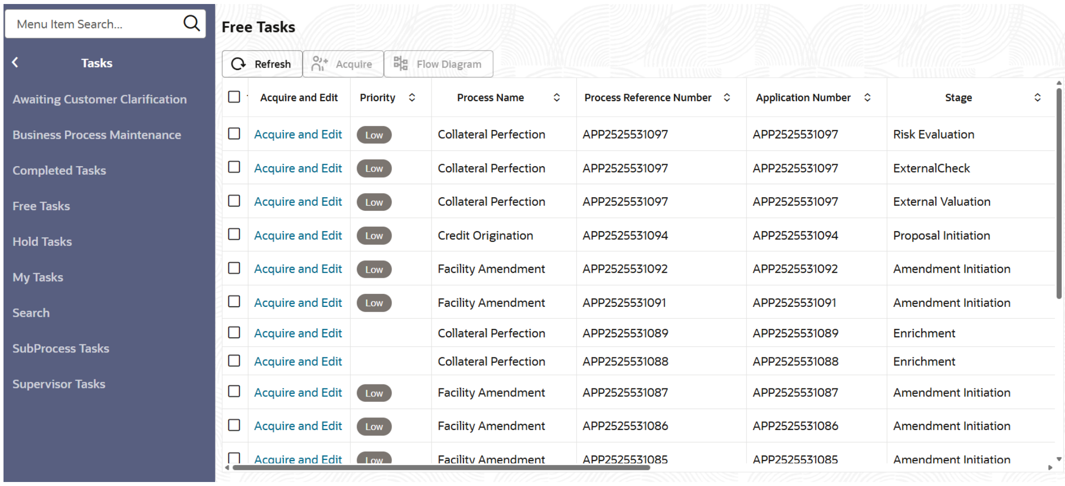
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

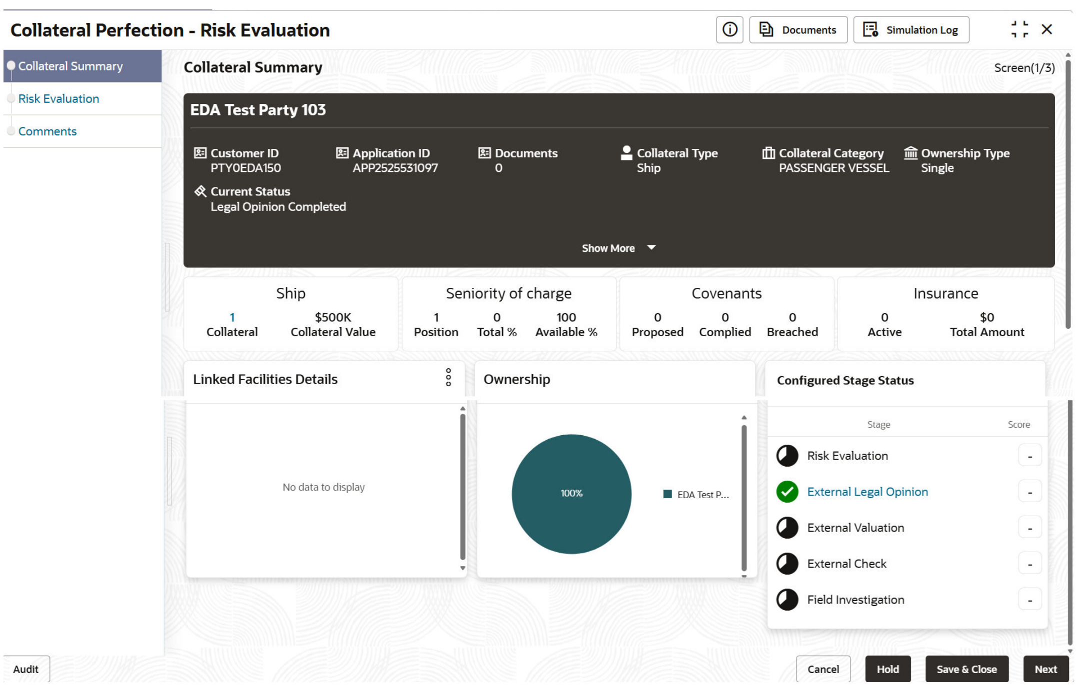
Figure 7-1 Free Tasks



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

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

Figure 7-2 Risk Evaluation - Collateral Summary



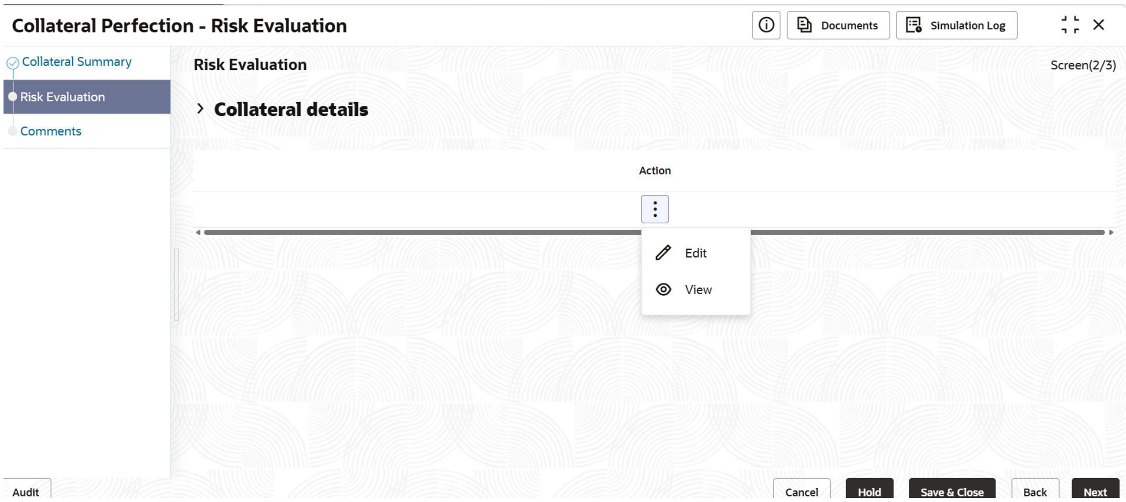
3. View the Collateral Summary and click **Next**.

7.2 Risk Evaluation

This topic provides systematic instructions about the procedure to perform Risk Evaluation.

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

Figure 7-3 Risk Evaluation

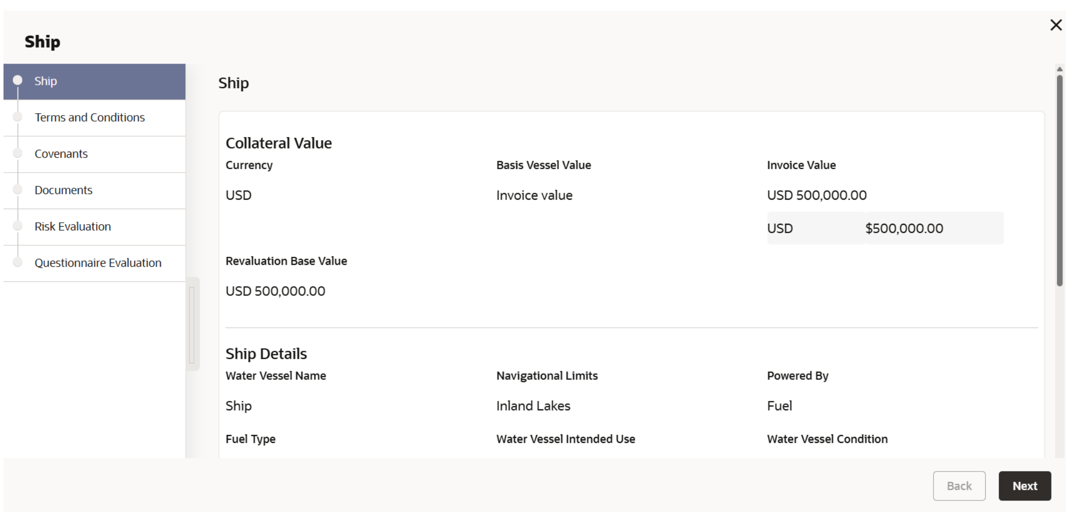


To evaluate the collateral in terms of risk:

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

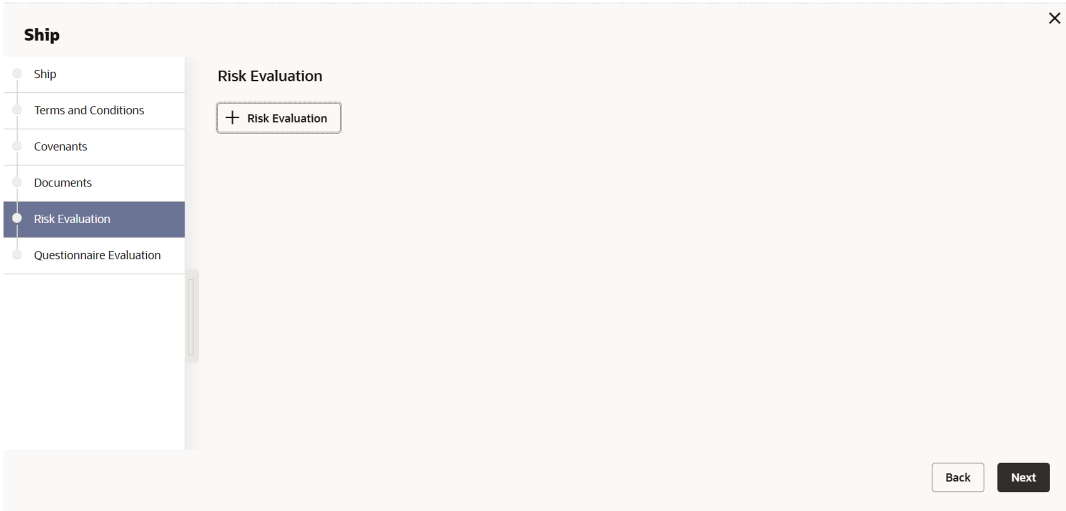
   The **Risk Evaluation - Configure - Collateral Type** screen is displayed.

   Figure 7-4 Risk Evaluation_Ship

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

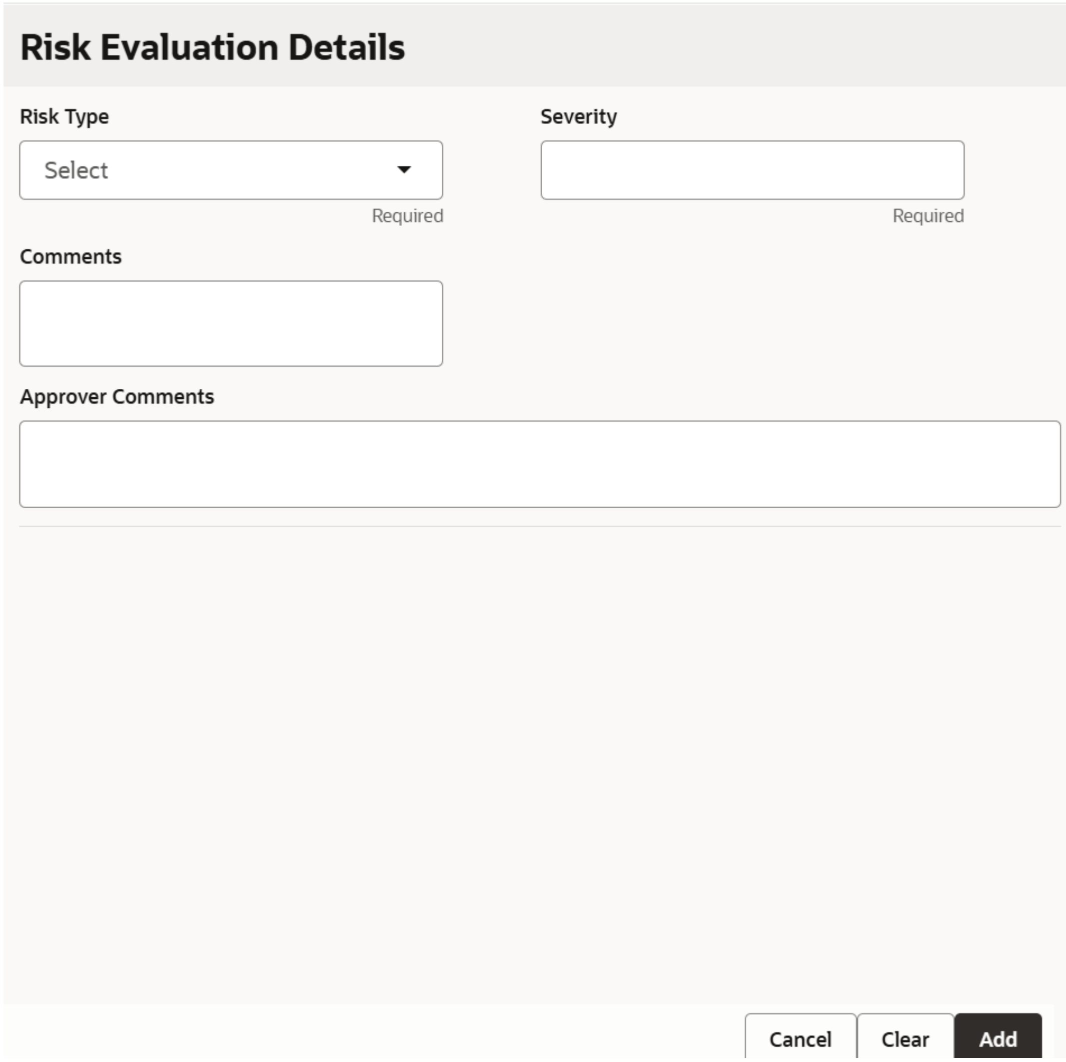
Figure 7-5 Risk Evaluation



3. Click the add icon in the **Risk Evaluation - Configure - Risk Evaluation** screen.

   The **Risk Evaluation Details** window is displayed.

Figure 7-6 Risk Evaluation Details



4. Provide the risk evaluation details in the above screen.

   For more information on the fields, refer to the field description table below:

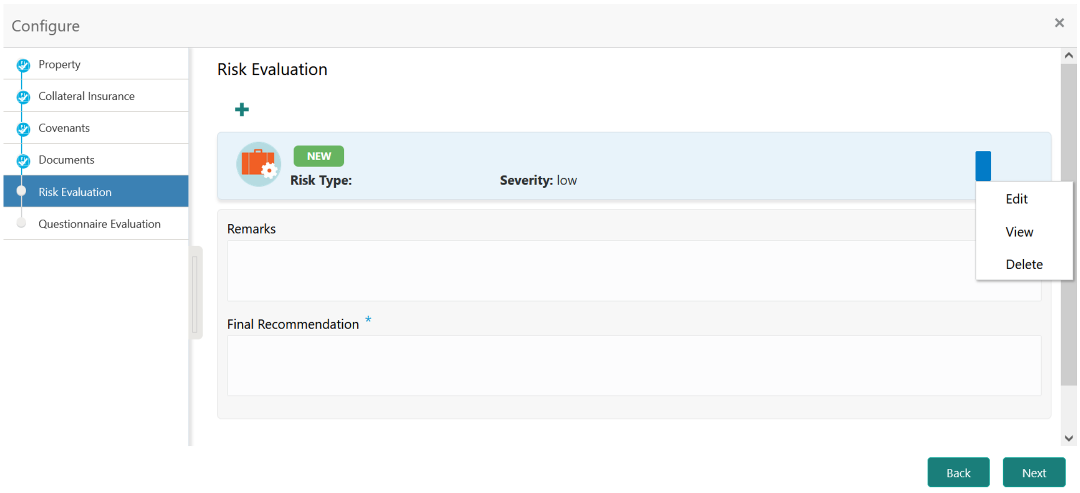
Table 7-1 Risk Evaluation Details - Field Description

Field	Description
Risk Type	Select the **Risk Type** from the drop down list. The available options are: • **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.

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

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

   Figure 7-7 Risk Evaluation Added

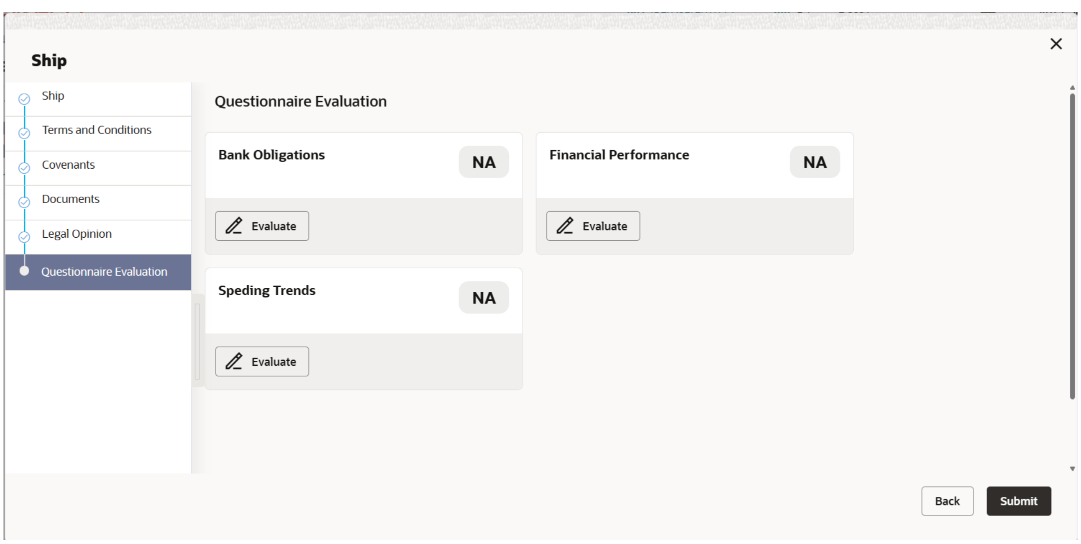
   

   User can **Edit**, **View**, or **Delete** the added risk evaluation detail by clicking the action icon and selecting the required option.

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

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

   Figure 7-8 Risk Evaluation_Questionnaire Evaluation

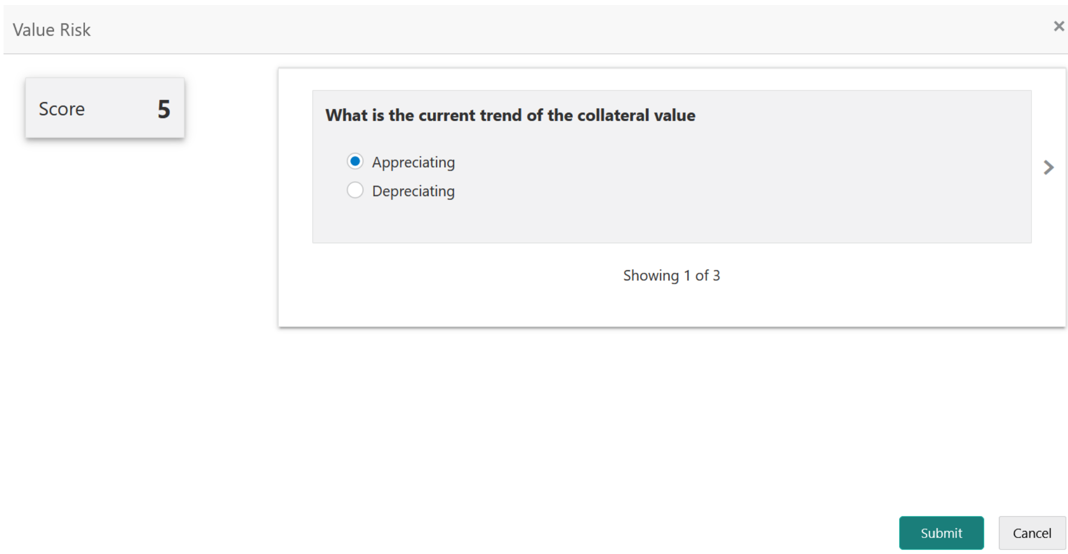
   

> **Note**
>
> In the above screen, the questionnaires linked to the Risk Evaluation stage in Business Process configuration are displayed. User can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

Figure 7-9 Questionnaire

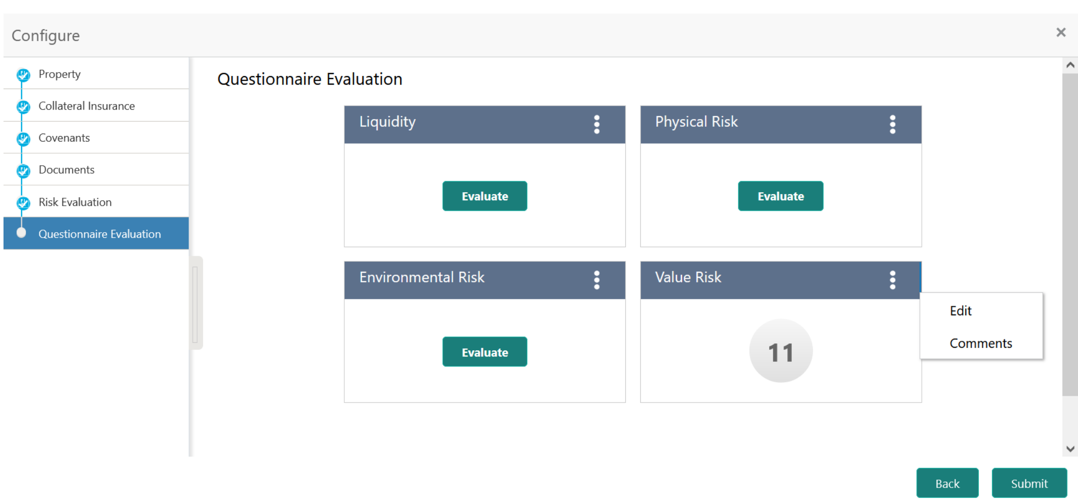


8. Select answer for all the questions and click **Submit**.

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

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

Figure 7-10 Questionnaire Evaluation_Edit and Comment



User 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**.

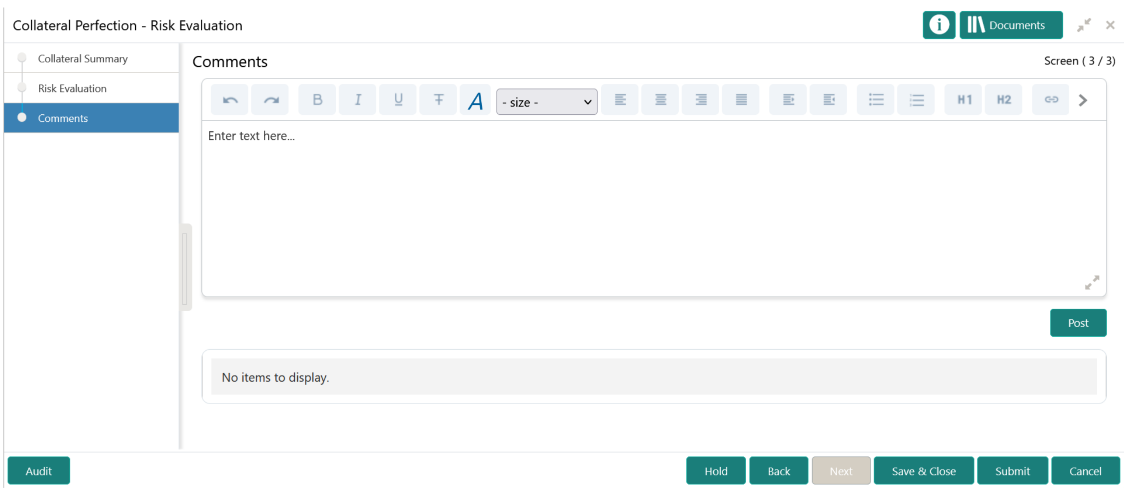
7.3 Comments

This topic provides systematic instructions about the Comments data segment in the Risk Evaluation stage.

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

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

Figure 7-11 Risk Evaluation - Comments

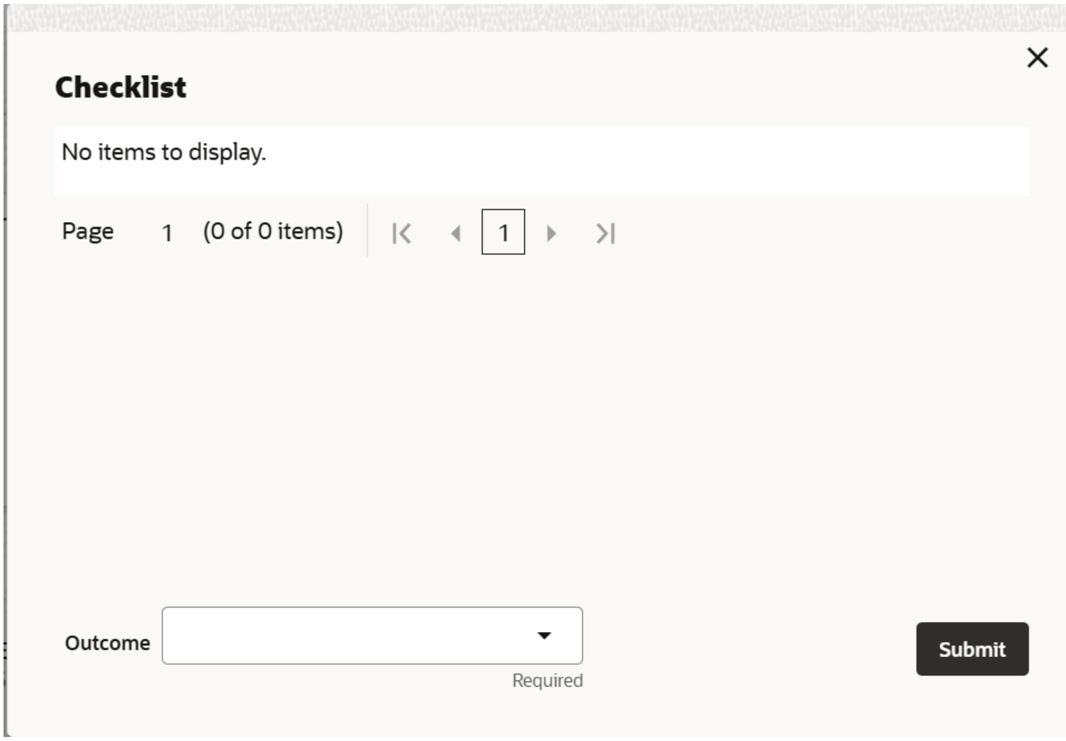


1. Type comments for the Risk Evaluation stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 7-12 Checklist



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

   The available options 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

This topic describes 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**

8.1 Collateral Summary

This topic provides systematic instrucions about 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.

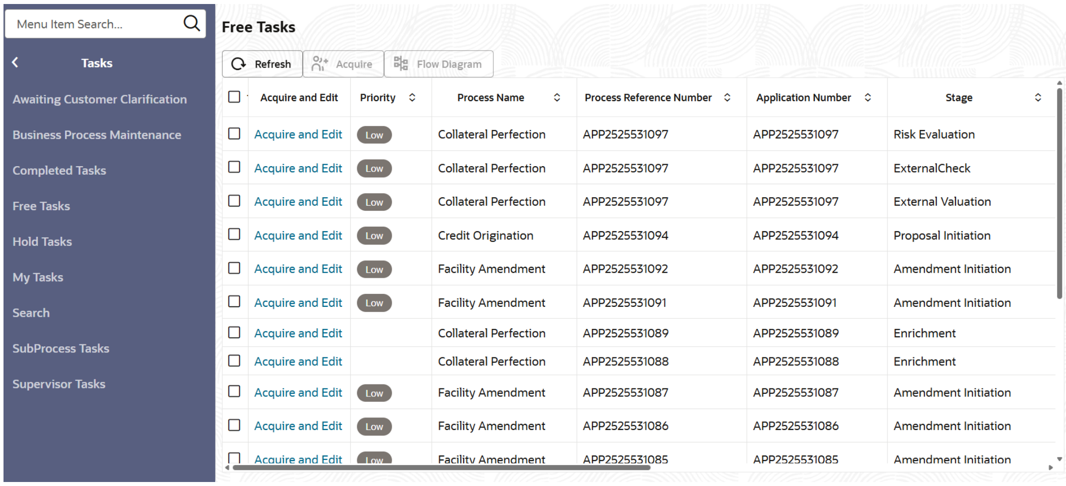
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

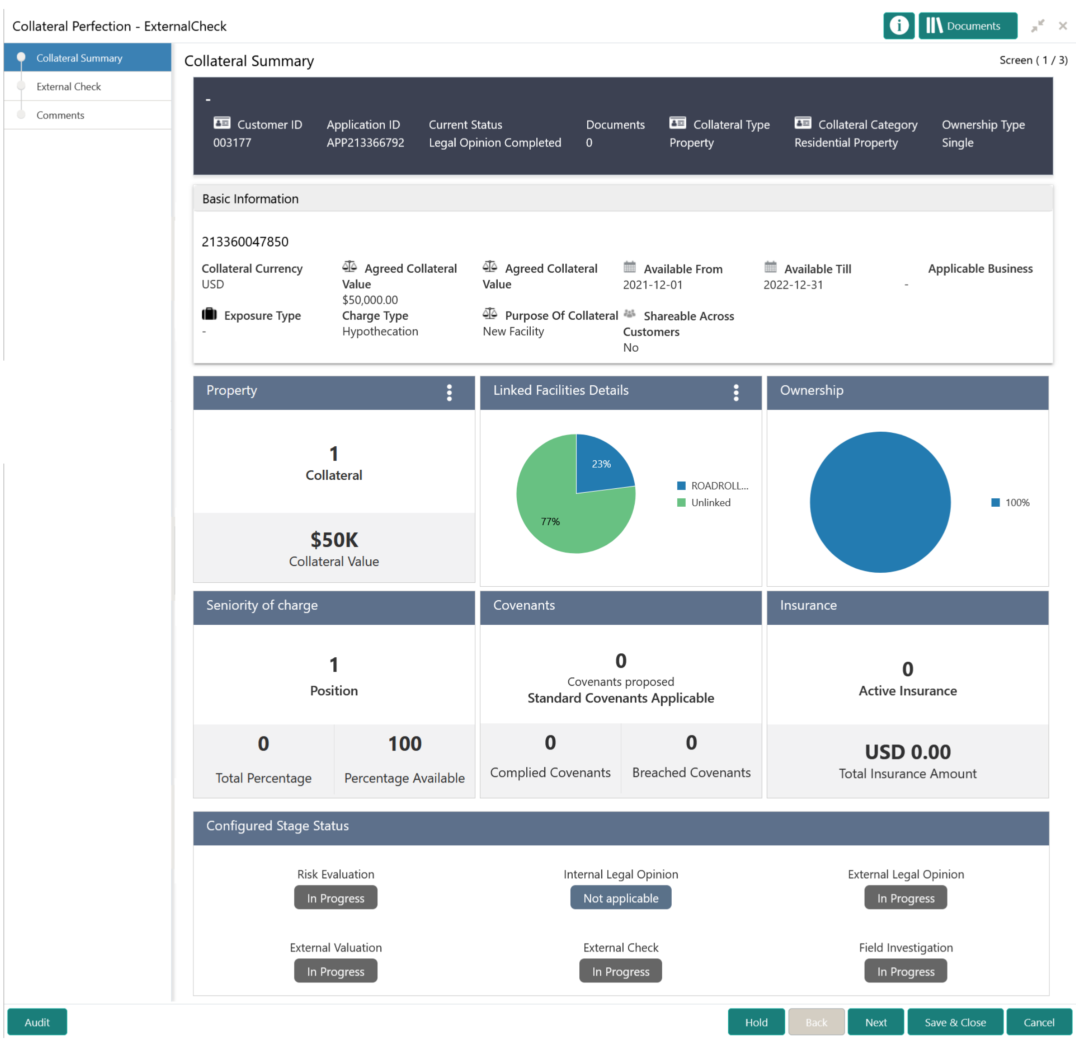
Figure 8-1 Free Tasks



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

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

Figure 8-2 External Check - Collateral Summary



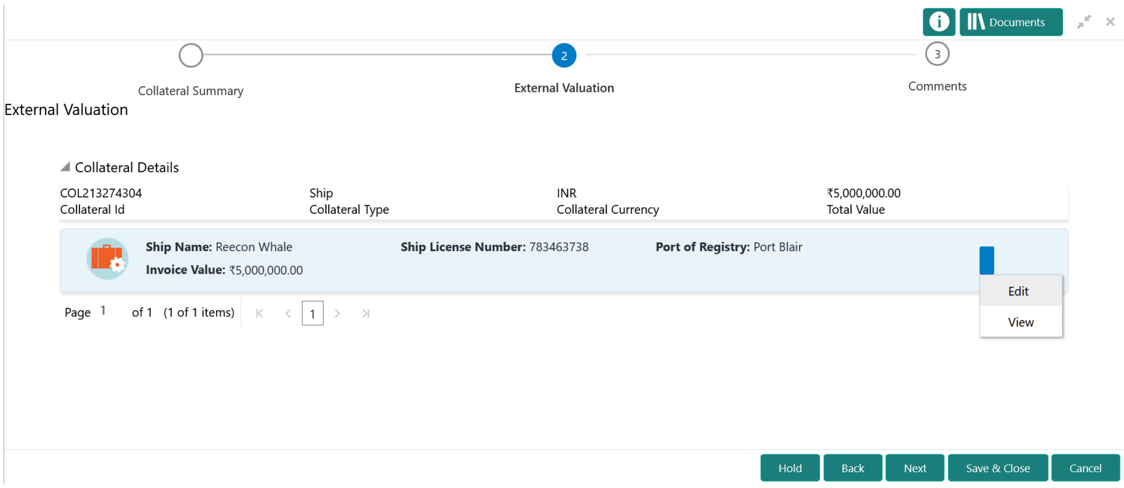
3. View the Collateral Summary and click **Next**.

8.2 External Valuation

This topic provides systematic instructions about the procedure to add external valuation details.

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

Figure 8-3 External Valuation

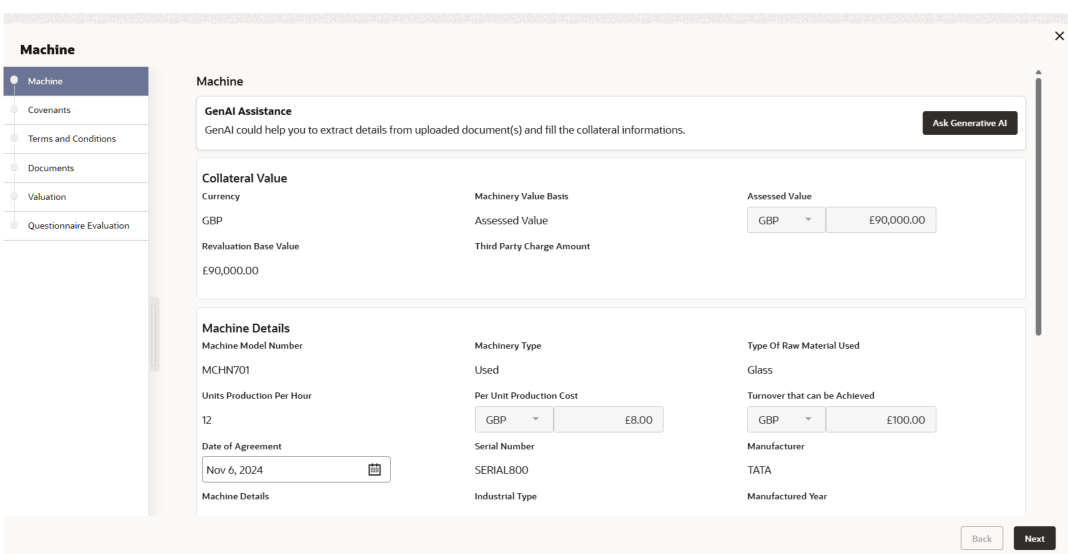


To capture the external valuation details for the collateral:

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

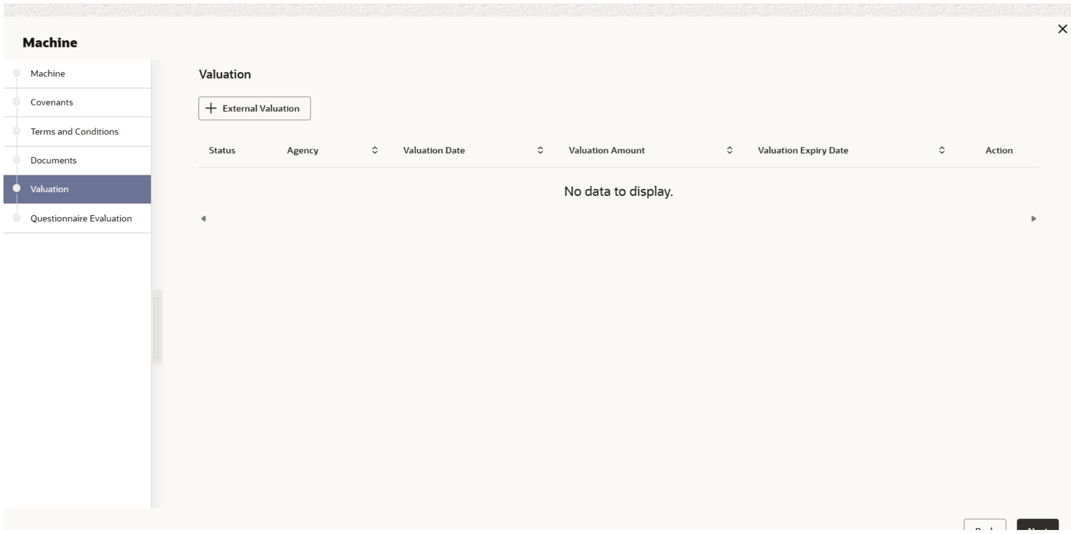
   The **External Valuation - Configure - Collateral Type** screen is displayed.

   Figure 8-4 External Valuation - Configure - Collateral Type



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

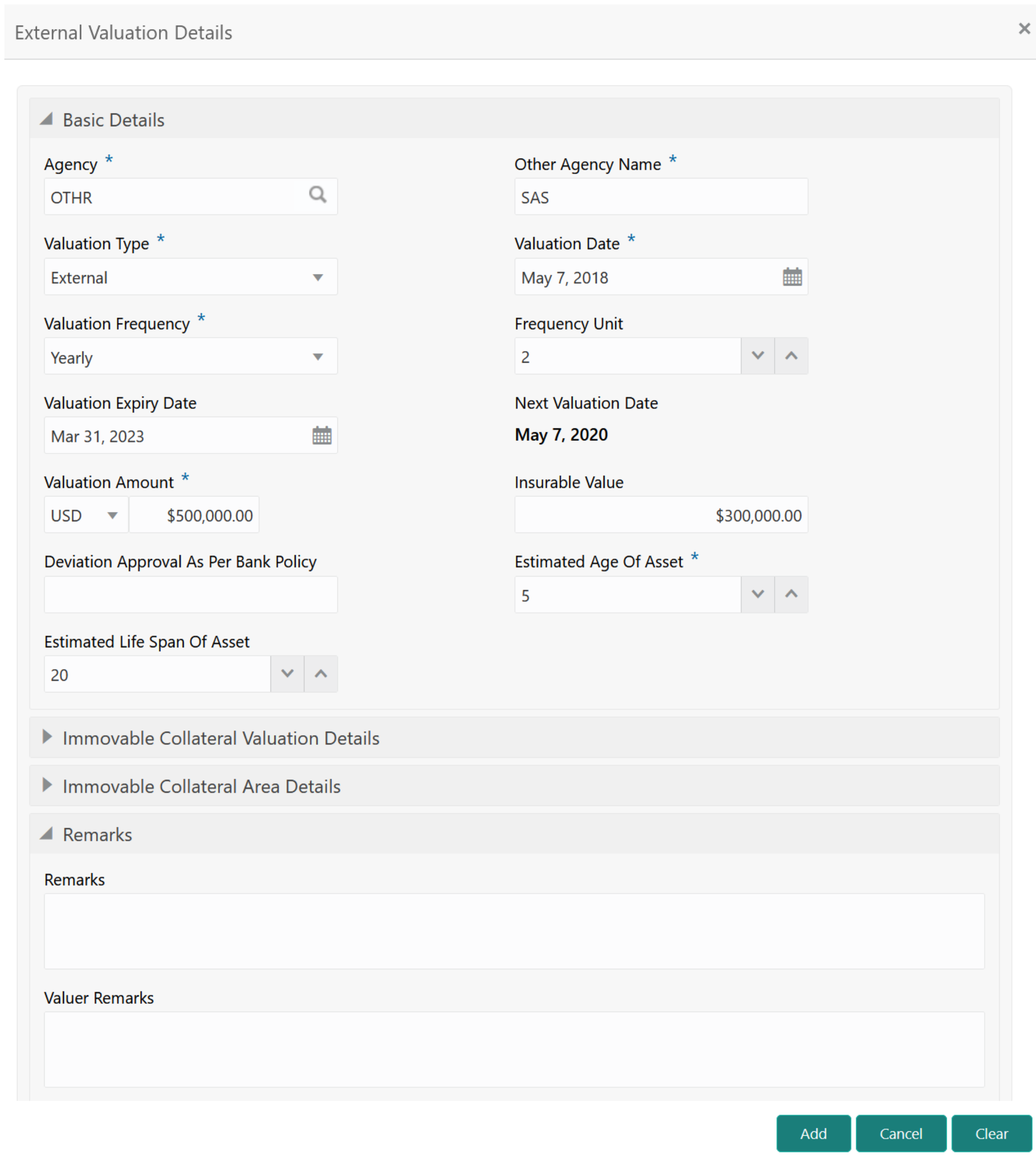
Figure 8-5 External Valuation - Configure - Valuation



3. Click the add icon in the **External Valuation - Configure - Valuation** screen.

   The **External Valuation Details** window is displayed.

Figure 8-6 External Valuation Details



4. Capture the external valuation details in the above screen.

   For more information on the fields, refer to the field description table below:

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.
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.

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

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

Figure 8-7

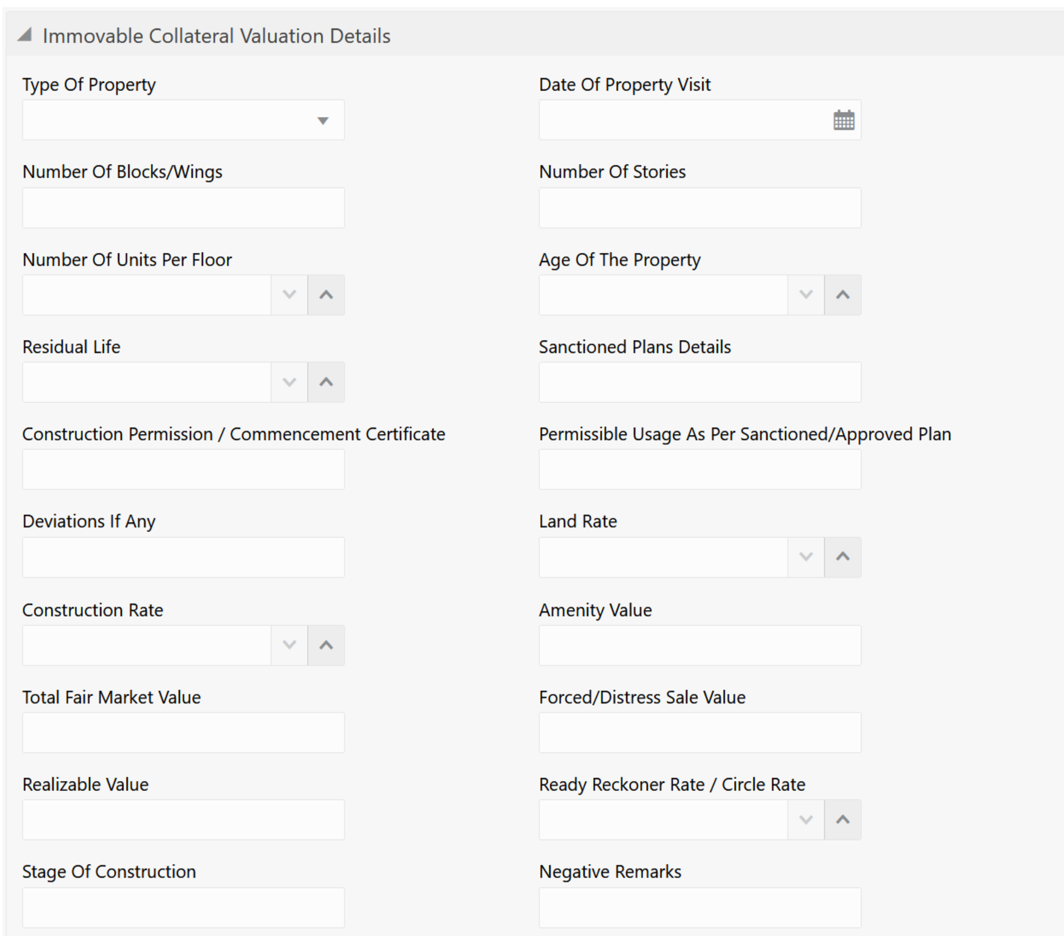


Table 8-2 Immovable Collateral Valuation Details - Field Description

Field	Description
Type of Property	Select the **Type of Property** from the drop down list. The options available are: • **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

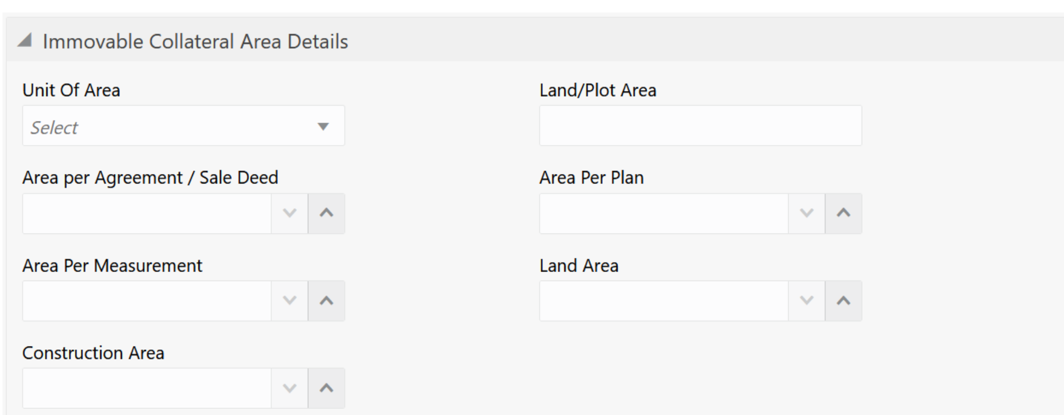


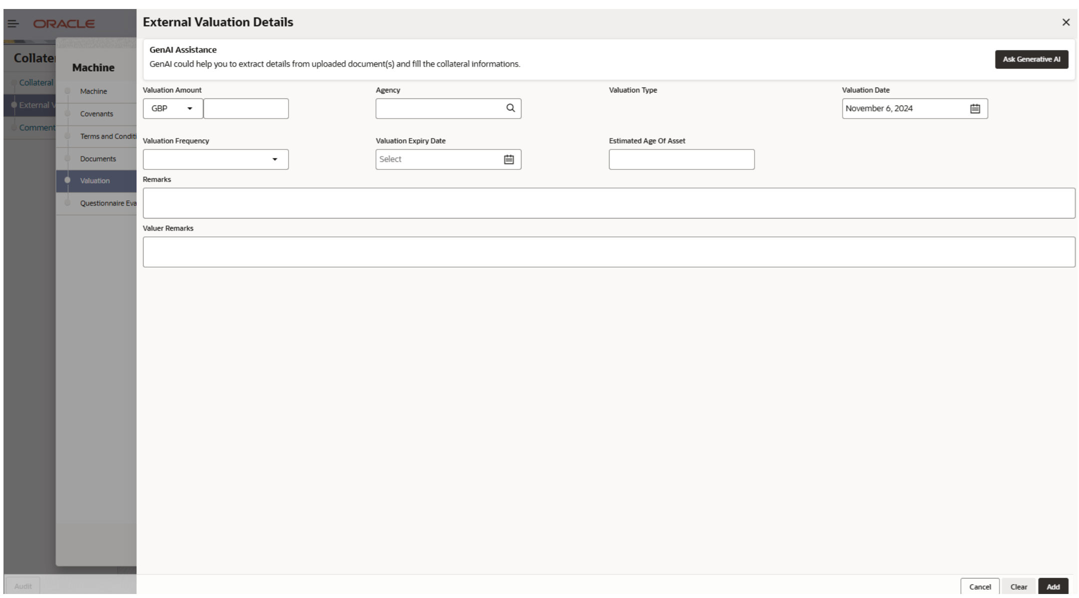
Table 8-3 Immovable Collateral Area Details - Field Description

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 proprty area as per measurement.
Land Area	Specify the **Land Area** in the selected unit.
Construction Area	Specify the total **Construction Area** on the land.

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

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

Figure 8-9 External Valuation - Configure - Valuation Details

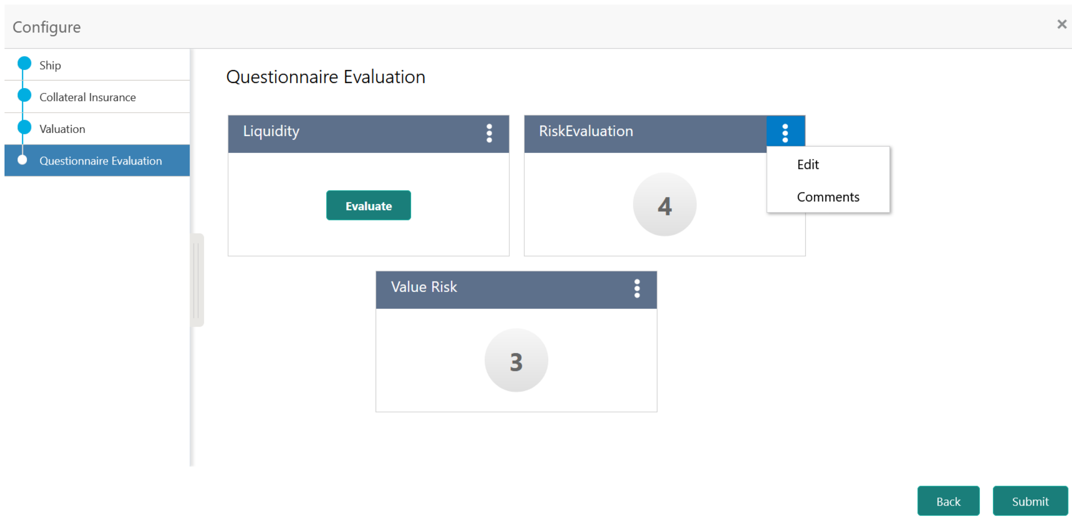


You can **Edit**, **View**, or **Delete** the added external valuation detail by clicking the action icon and selecting the required option.

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

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

Figure 8-10 External Valuation - Configure - Questionnaire Evaluation

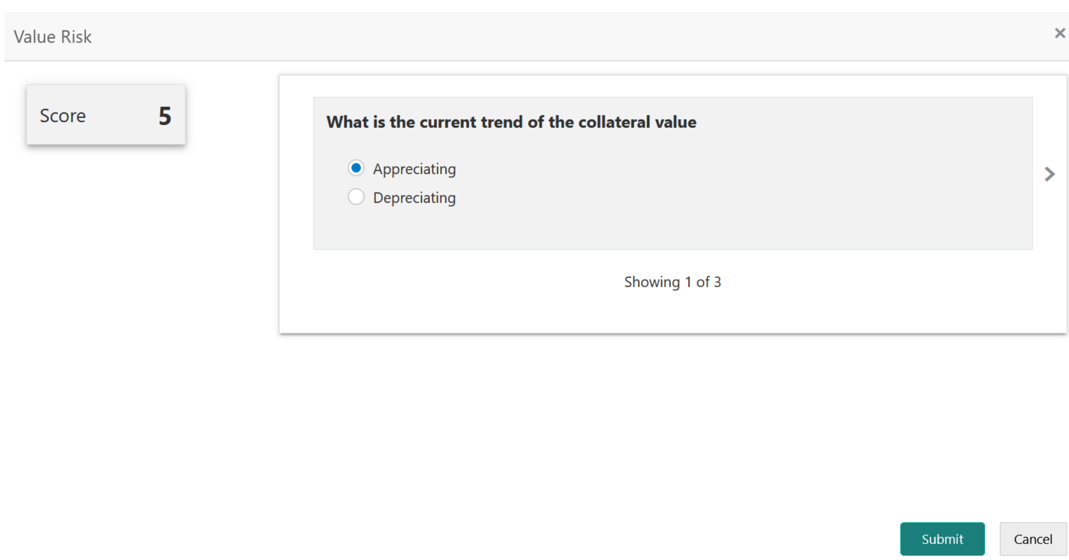


> **Note**
>
> In the above screen, the questionnaires linked to the External Valuation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

Figure 8-11 Questionnaire



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

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

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

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

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

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

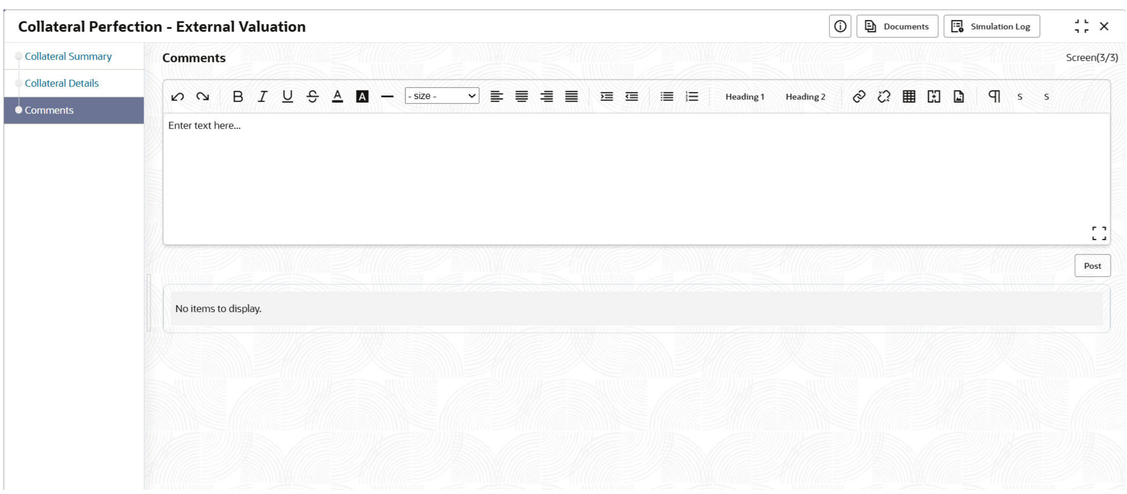
8.3 Comments

This topic provides systematic instructions about 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.

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

Figure 8-12 External Valuation - Comments

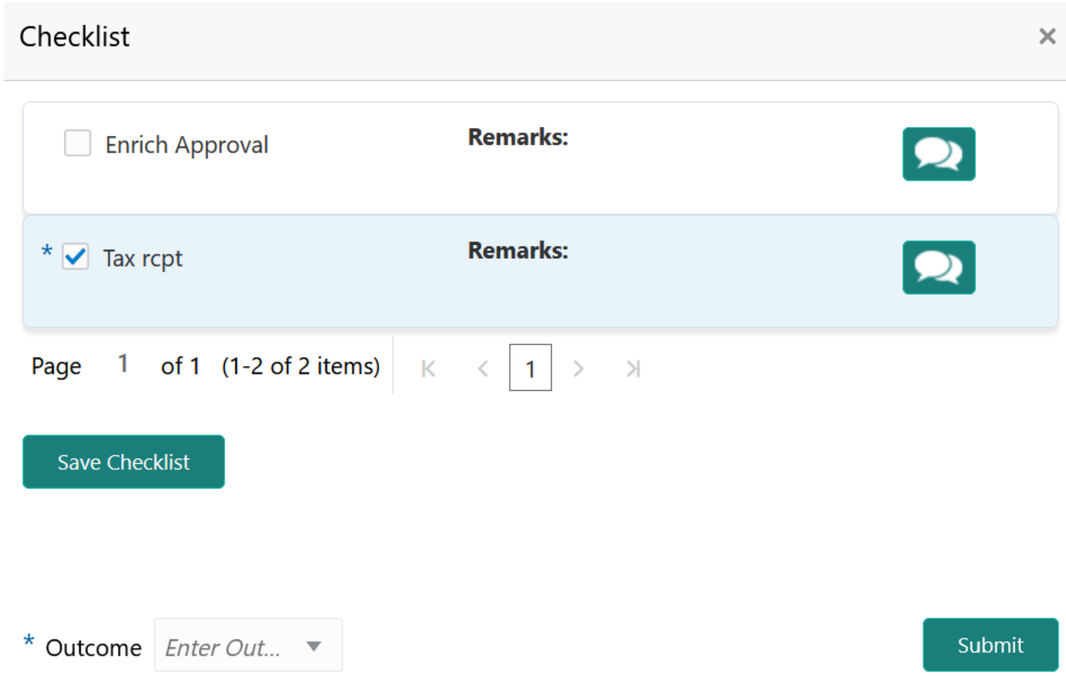


1. Type comments for the External Valuation stage in the **Comments** text box.
2. Click **Post**.

   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

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

9.1 Collateral Summary

This topic provides systematic instrucions about 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.

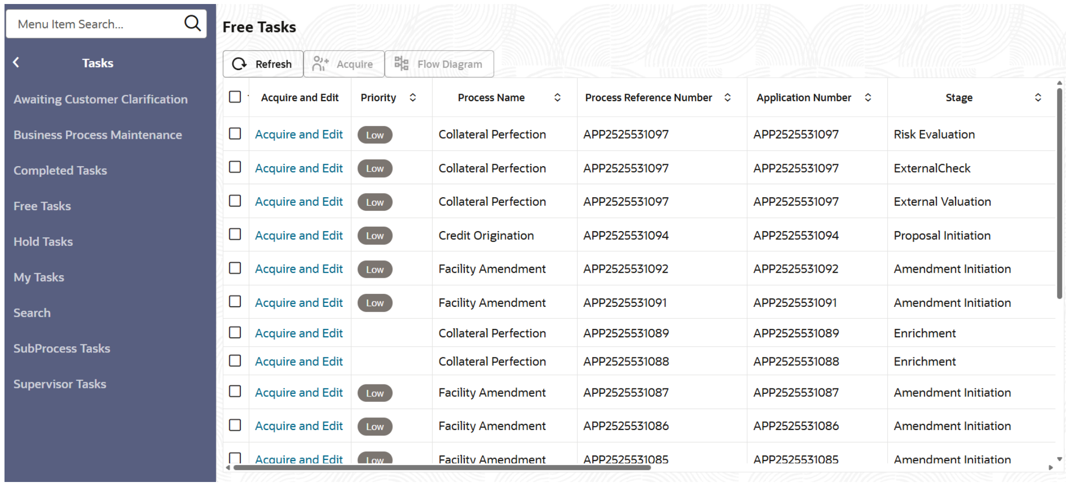
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

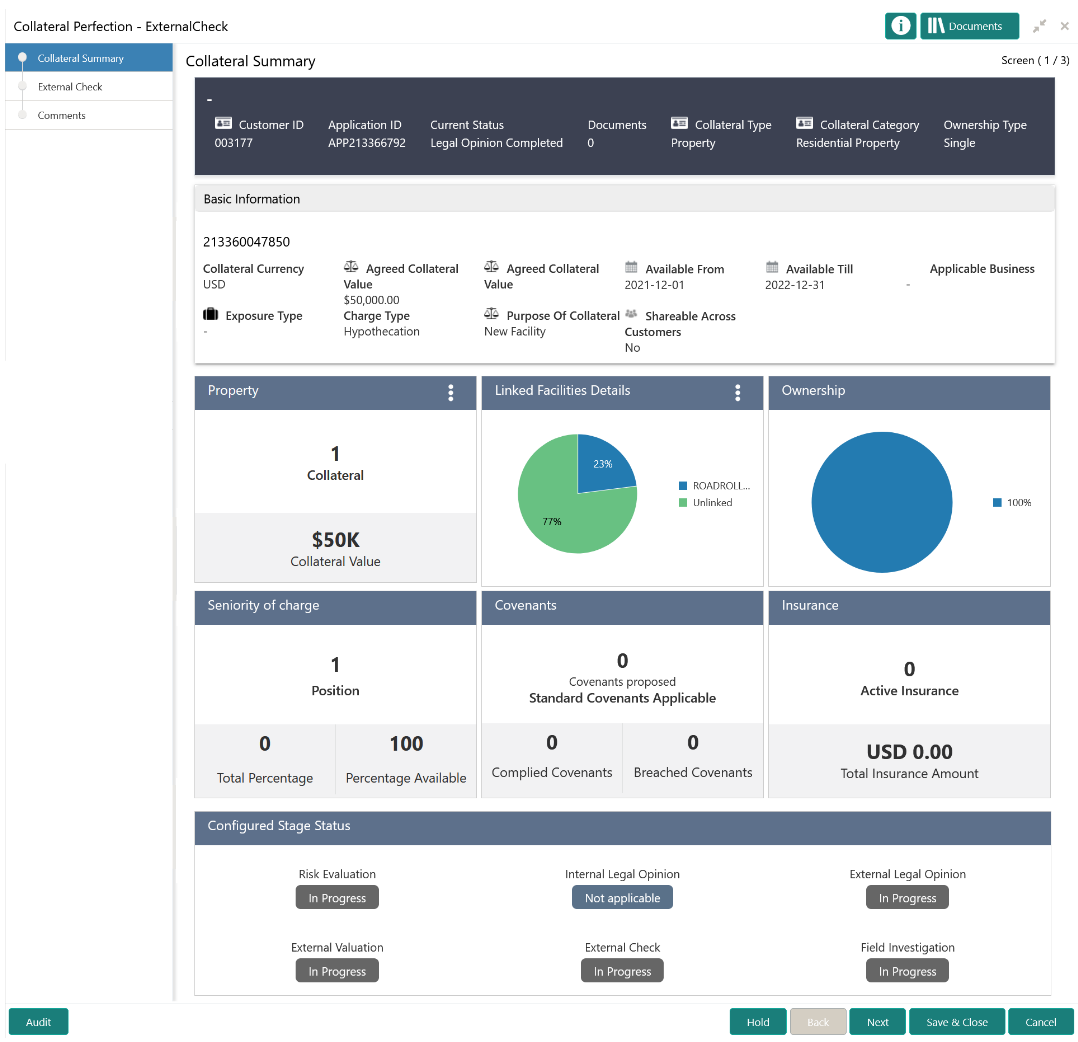
Figure 9-1 Free Tasks



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

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

Figure 9-2 External Check - Collateral Summary



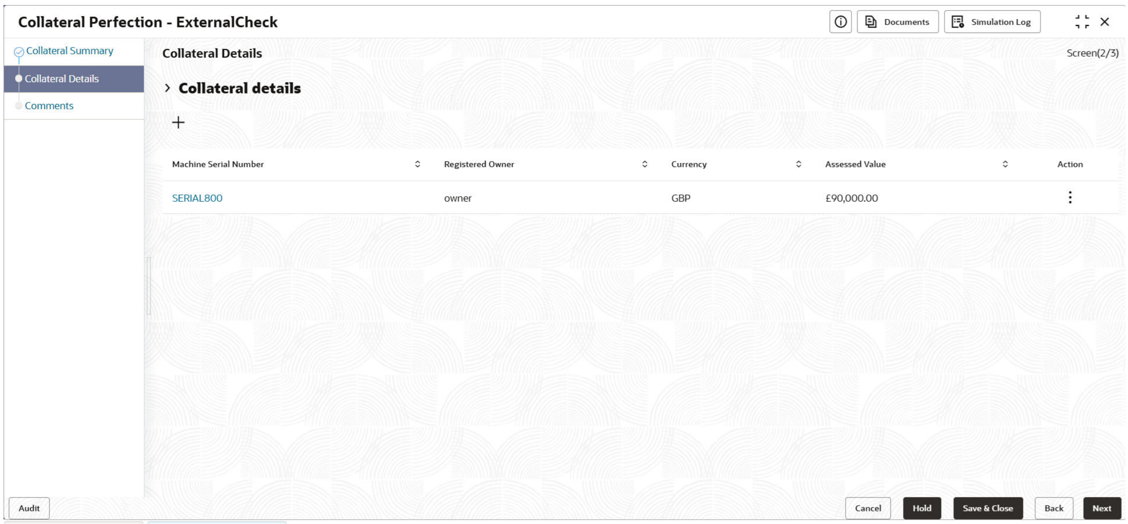
3. View the Collateral Summary and click **Next**.

9.2 External Check

This topic provides systematic instructions about procedure to add external check details.

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

Figure 9-3 External Check

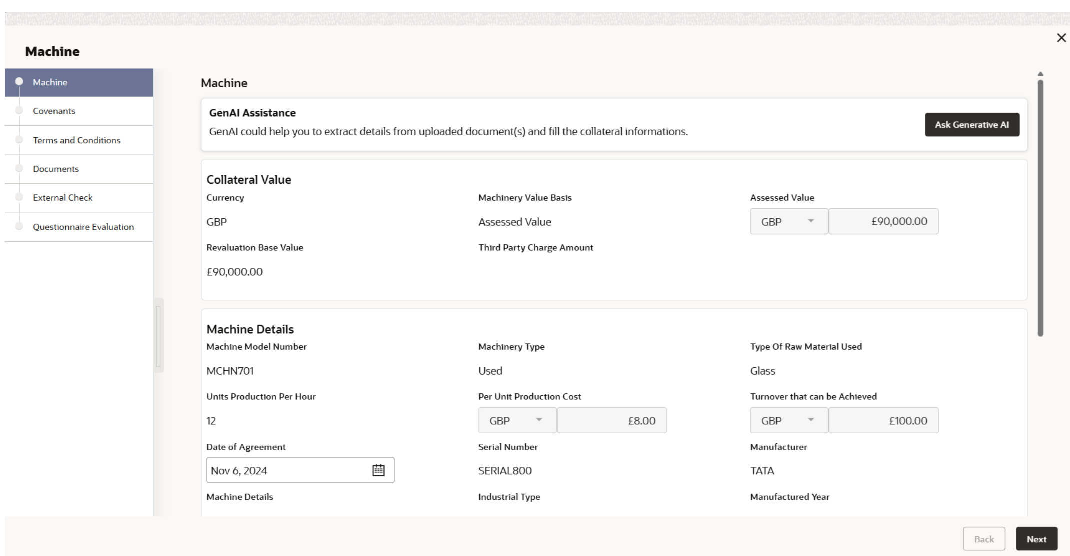


To capture the external check details for the collateral:

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

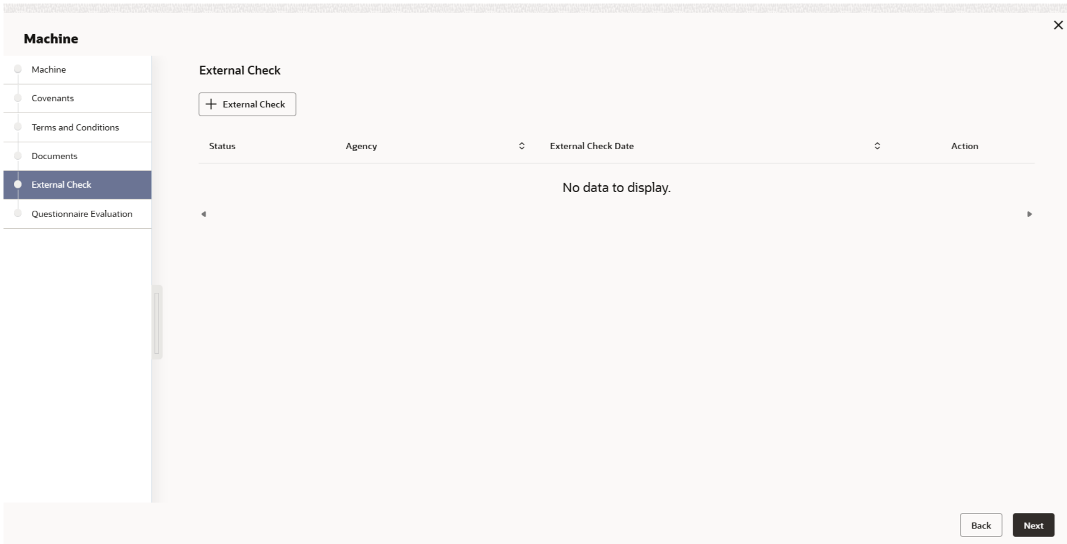
   The **External Check - Configure - Collateral Type** screen is displayed.

   Figure 9-4 External Check - Configure - Collateral Type



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

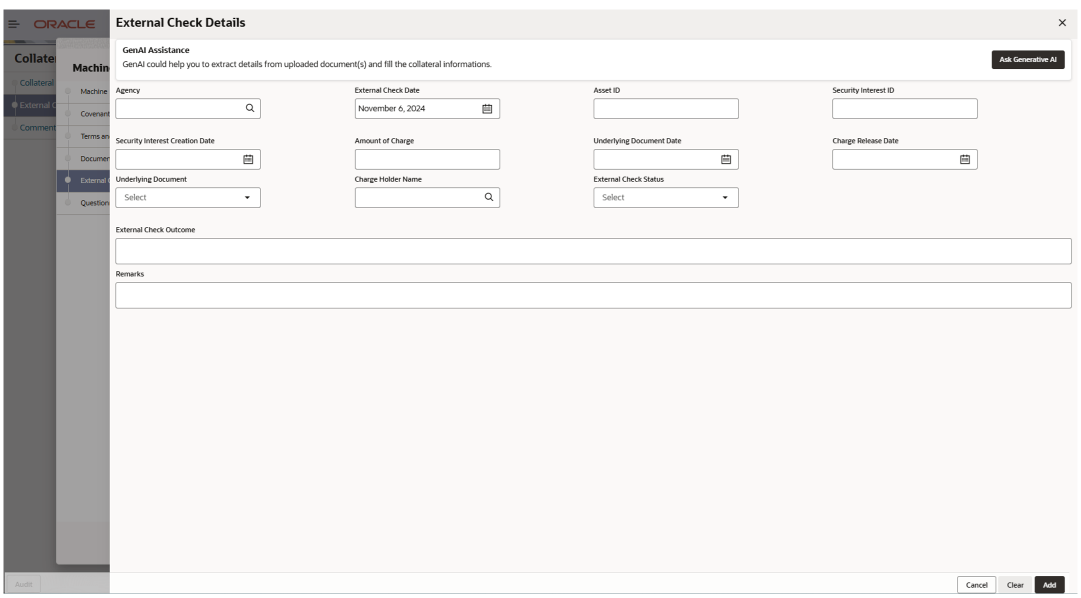
Figure 9-5 External Check - Configure - External Check



3. Click the add icon in the **External Check - Configure - External Check** screen.

   The **External Check Details** window is displayed.

Figure 9-6 External Check Details



4. Capture the external check details in the above screen.

   For more information on the fields, refer to the field description table below:

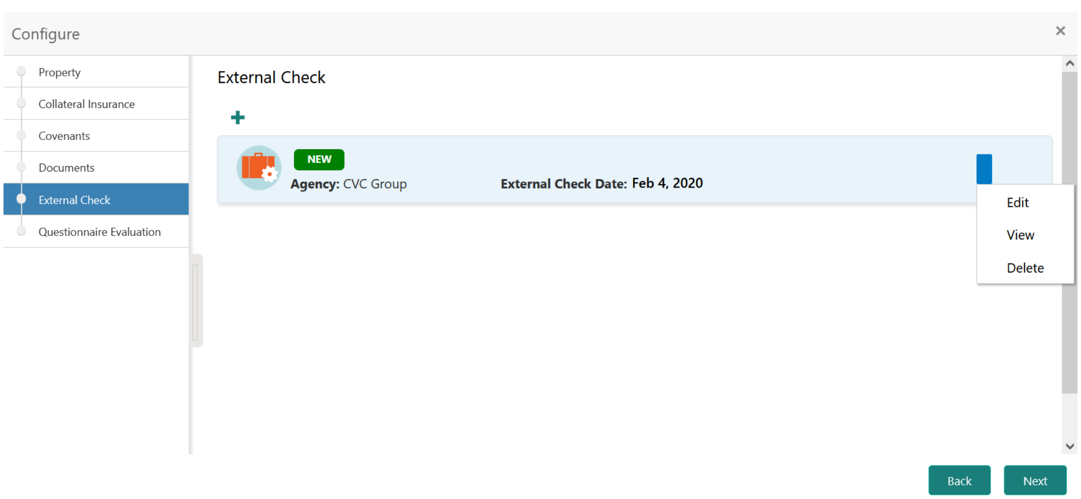
Table 9-1 External Check Details - Field Description

Field	Description
Agency	Select the **Agency** from which the collateral registration details are obtained.
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

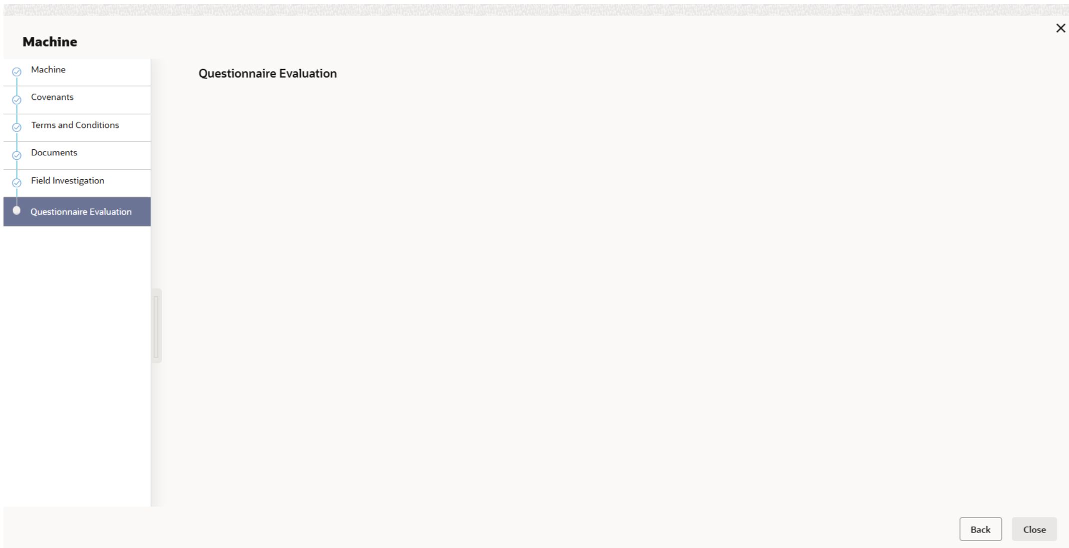


User can **Edit**, **View**, or **Delete** the added external check detail by clicking the action icon and selecting the required option.

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

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

Figure 9-8 External Check - Configure - Questionnaire Evaluation

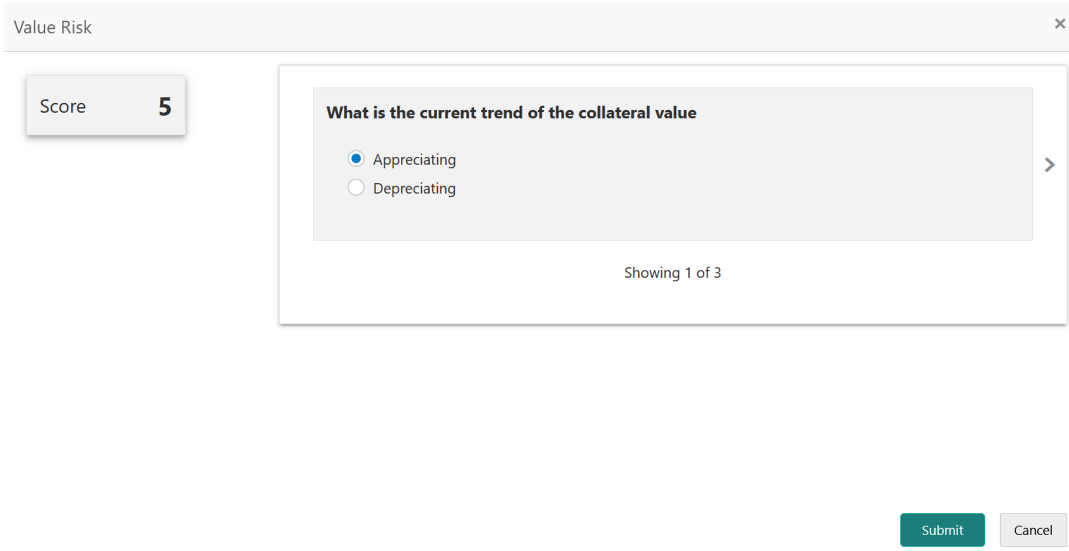


> **Note**
>
> In the above screen, the questionnaire linked to the External Check stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

Figure 9-9 Questionnaire



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

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

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

   User 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**.

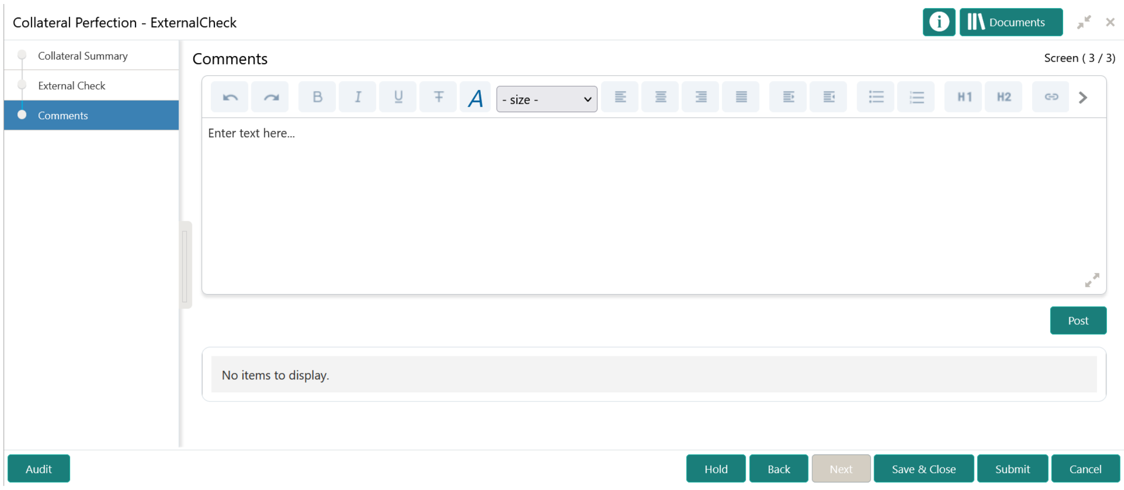
9.3 Comments

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

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

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

Figure 9-10 External Check - Comments

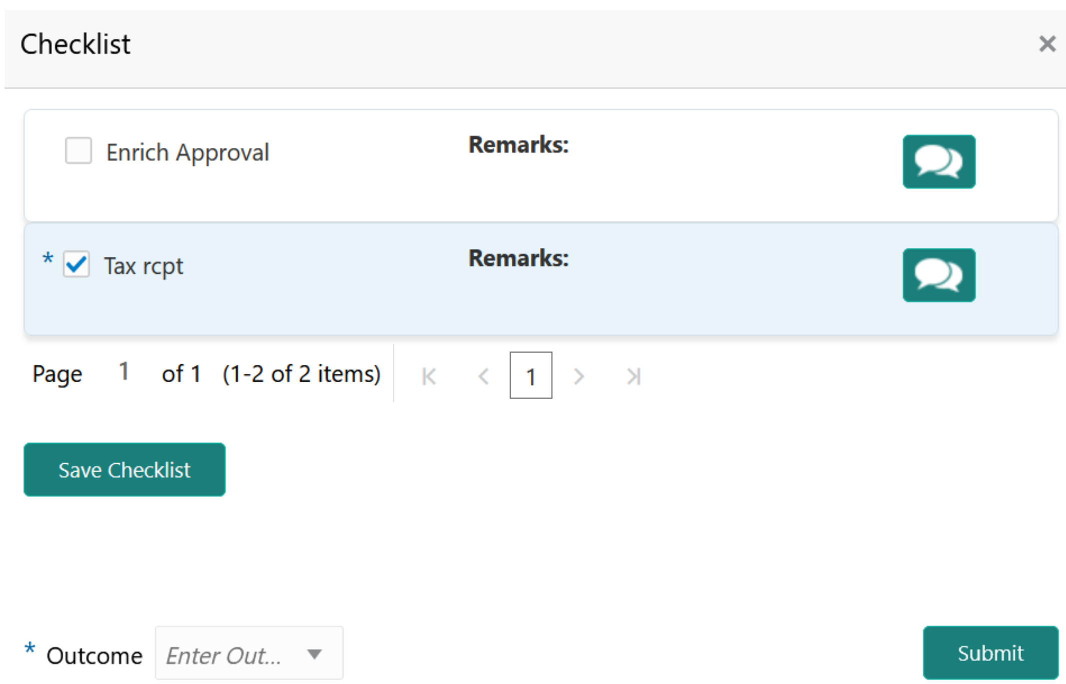


1. Type your comments for the External Check stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

   Figure 9-11 Checklist

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

   The options available in the drop down list are:

- PROCEED
- ADDITIONAL_INFO

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

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

10

Field Investigation

This topic provides 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**

10.1 Collateral Summary

This topic provides systematic instructions about 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.

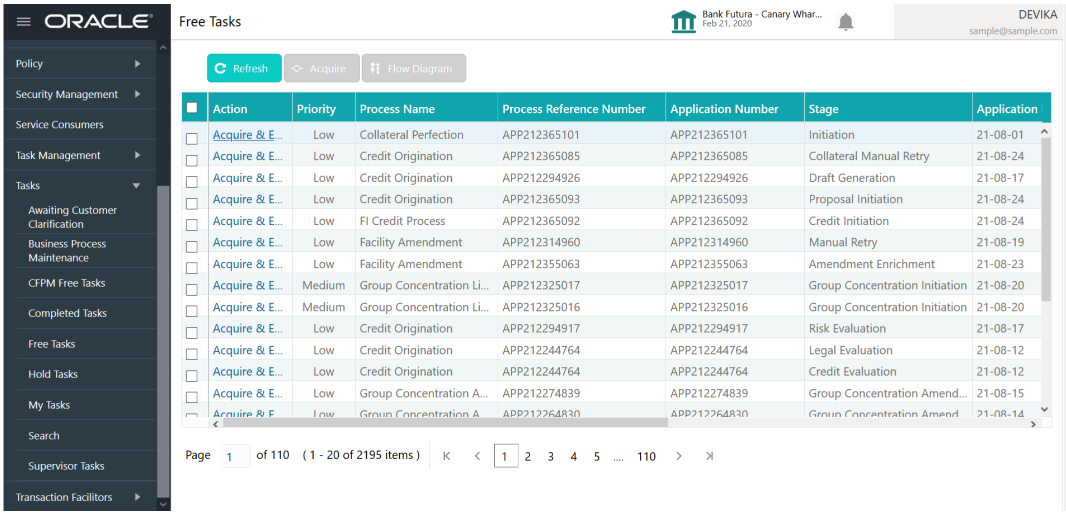
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

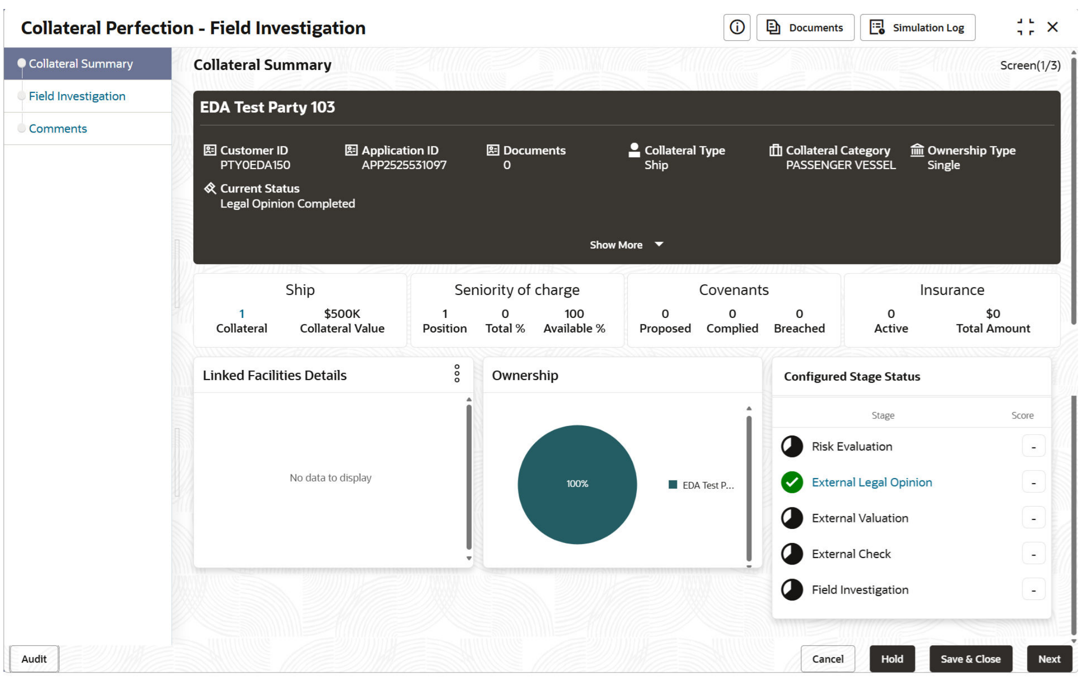
Figure 10-1 Free Tasks



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

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

Figure 10-2 Field Investigation - Collateral Summary



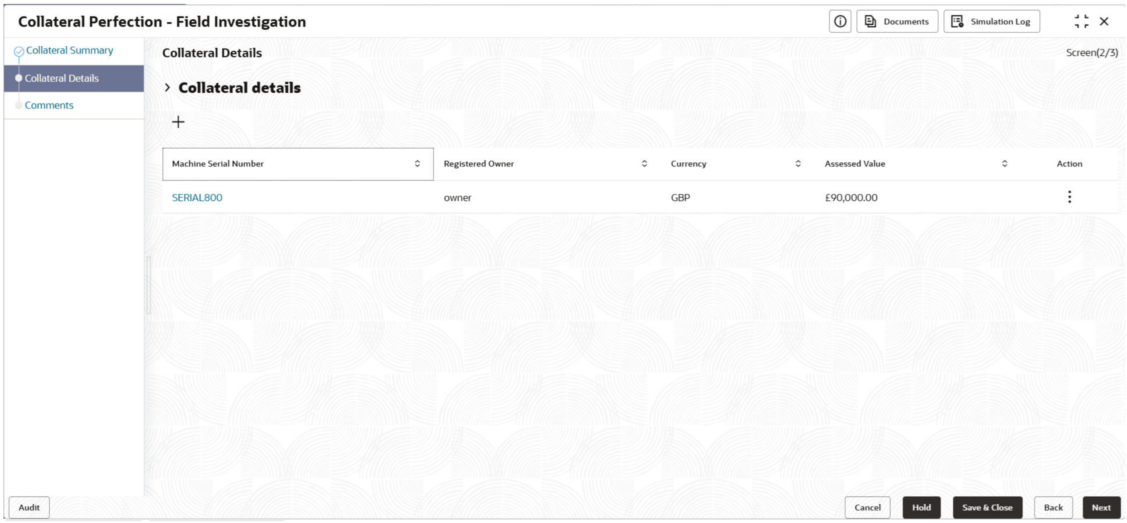
3. View the Collateral Summary and click **Next**.

10.2 Field Investigation

This topic provides systematic instructions about the procedure to add field investigation details.

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

Figure 10-3 Field Investigation

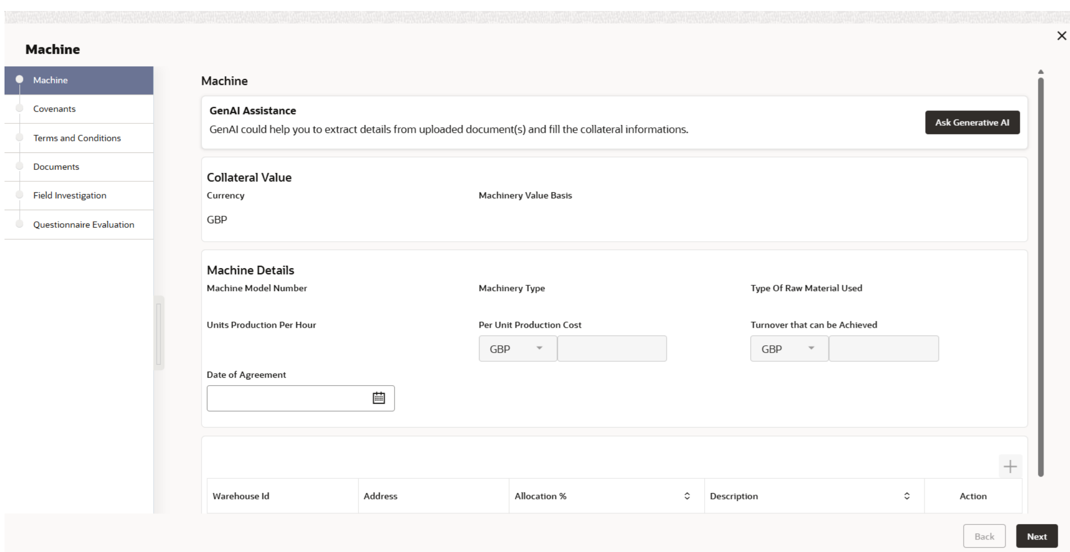


To capture the field investigation details for the collateral:

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

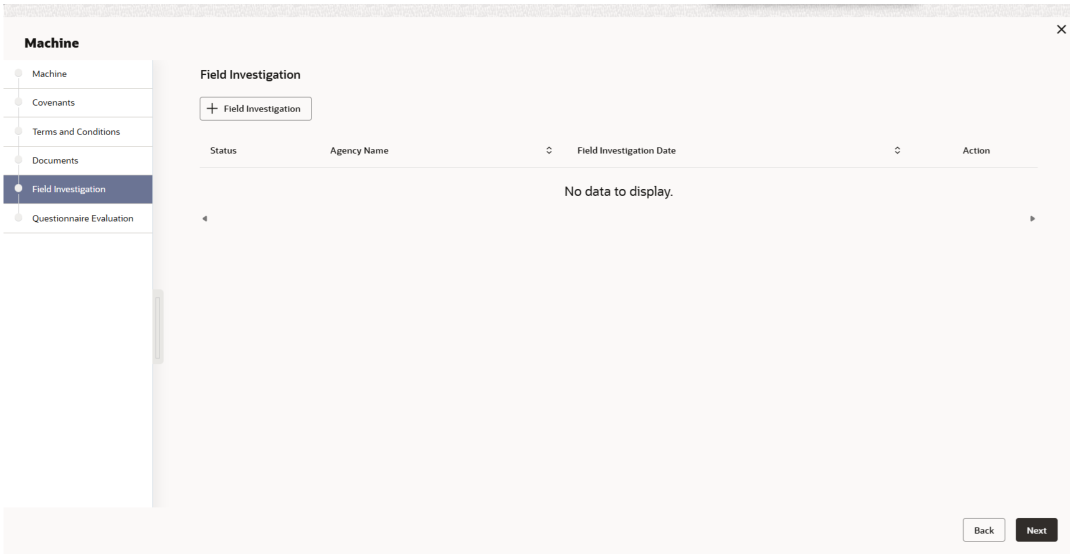
   The **Field Investigation - Configure - Collateral Type** screen is displayed.

Figure 10-4 Field Investigation - Configure - Collateral Type



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

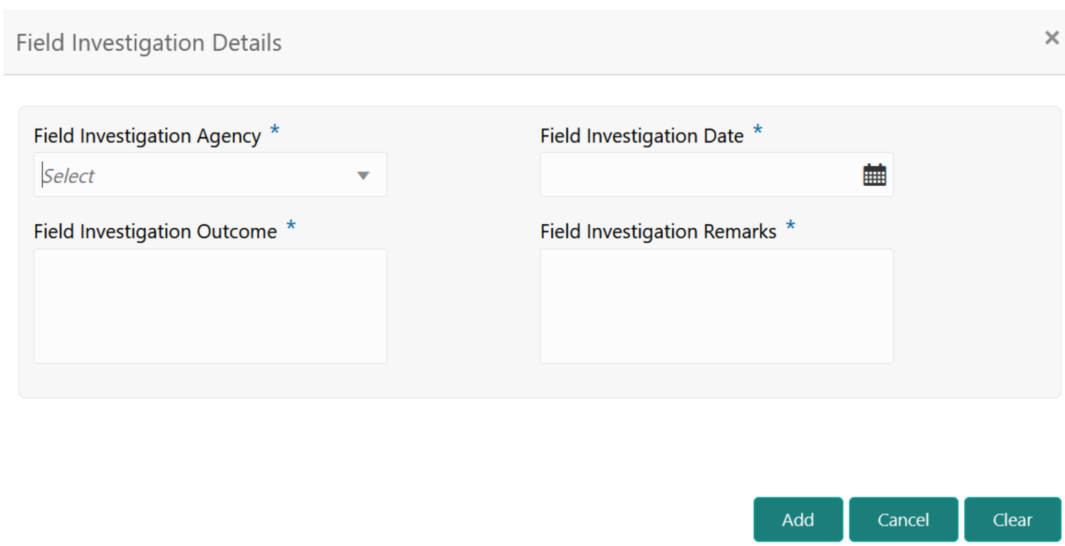
Figure 10-5 Field Investigation - Configure - Field Investigation



3. Click the add icon in the **Field Investigation - Configure - Field Investigation** screen.

   The **Field Investigation Details** window is displayed.

Figure 10-6 Field Investigation Details



4. Capture the field investigation details in the above screen.

   For more information on the fields, refer to the field description table below:

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.

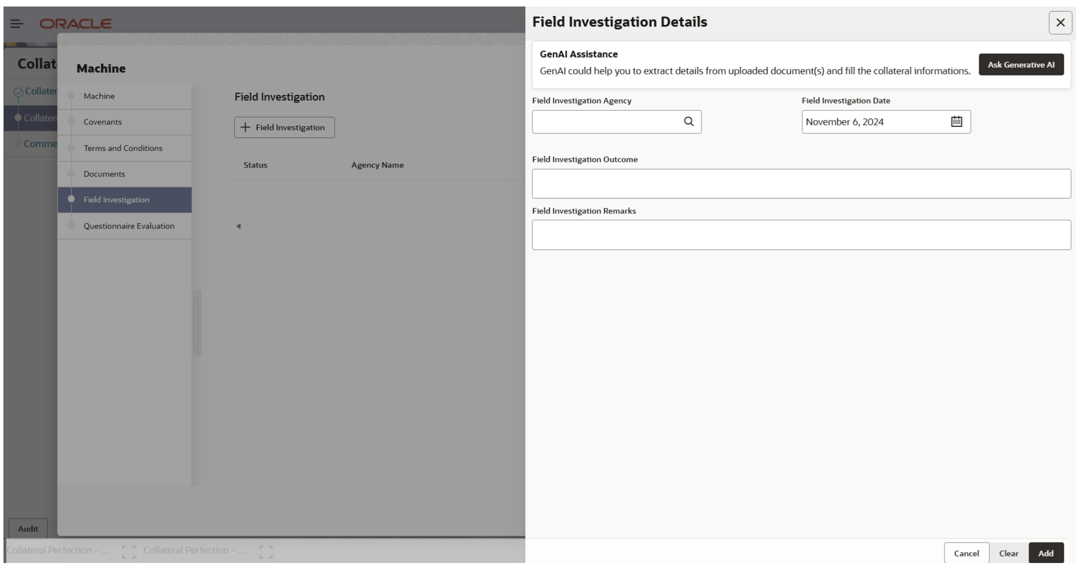
Table 10-1 (Cont.) Field investigation Details - Field Description

Field	Description
Field Investigation Outcome	Specify the **Field Investigation Outcome**.
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

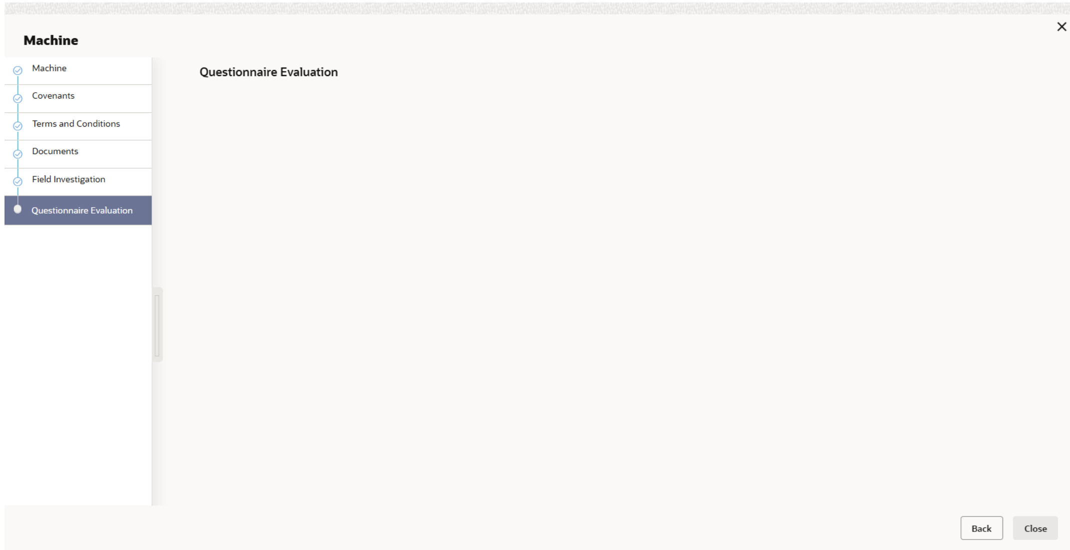
   

   User can **Edit**, **View**, or **Delete** the added field investigation detail by clicking the action icon and selecting the required option.

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

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

Figure 10-8 Field Investigation - Configure - Questionnaire Evaluation

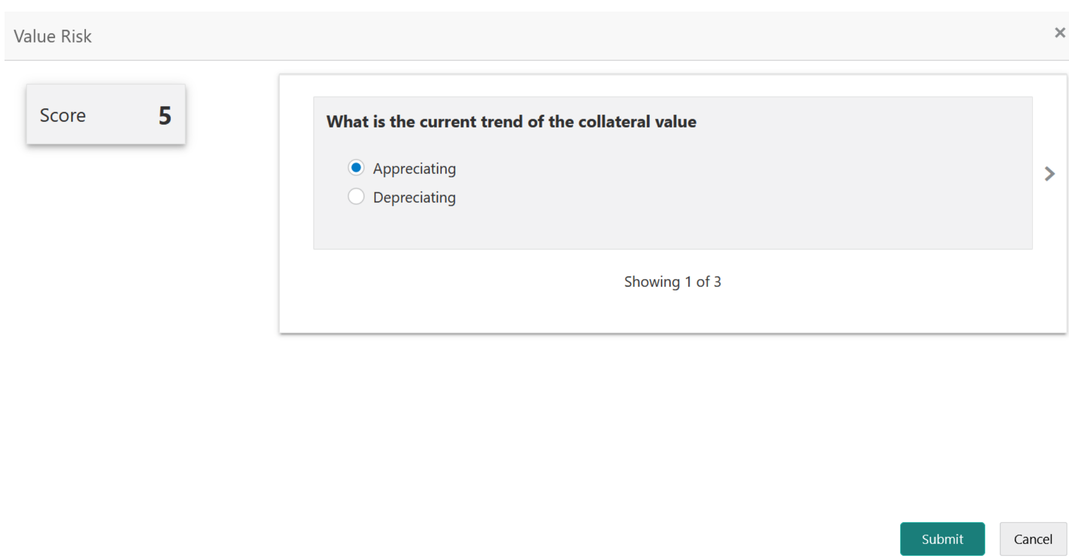


> **Note**
>
> In the above screen, the questionnaires linked to the Field Investigation stage in Business Process configuration are displayed. You can manage the questionnaire process linkage in Maintenance module.

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

   The **Questionnaire** window is displayed.

Figure 10-9 Questionnaire



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

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

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

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

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

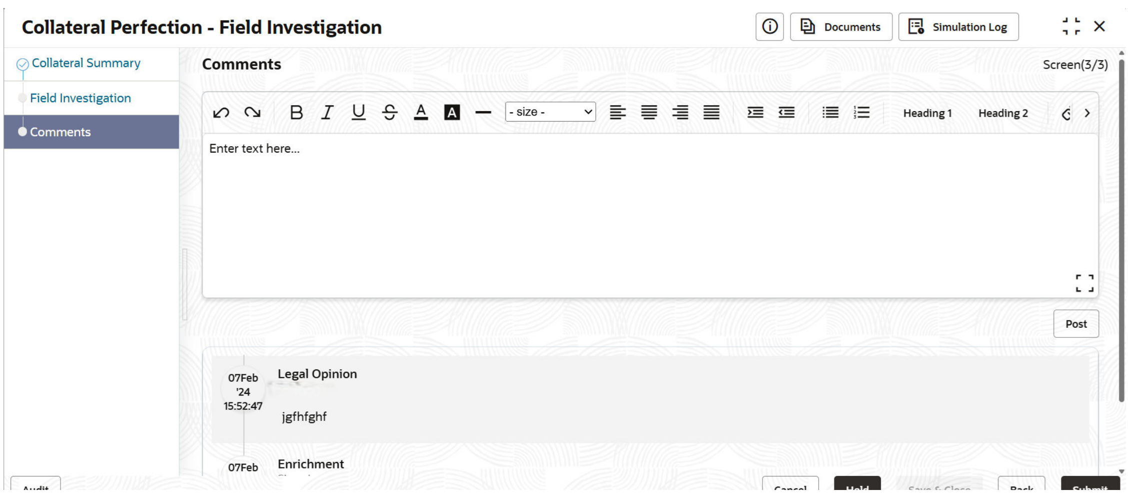
10.3 Comments

This topic provides systemati instructions about 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.

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

Figure 10-10 Field Investigation - Comments

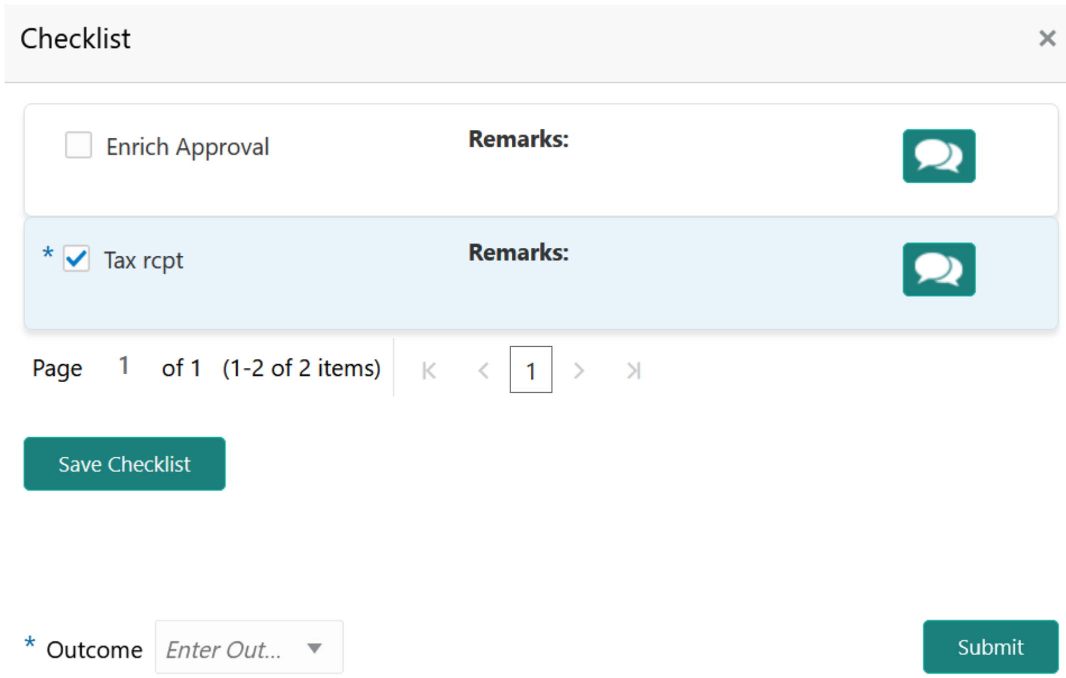


1. Type comments for the Field Investigation stage in the **Comments** text box.
2. Click **Post**.

   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

This topic provides 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**

11.1 Collateral Summary

This topic provides systematic instructions about 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.

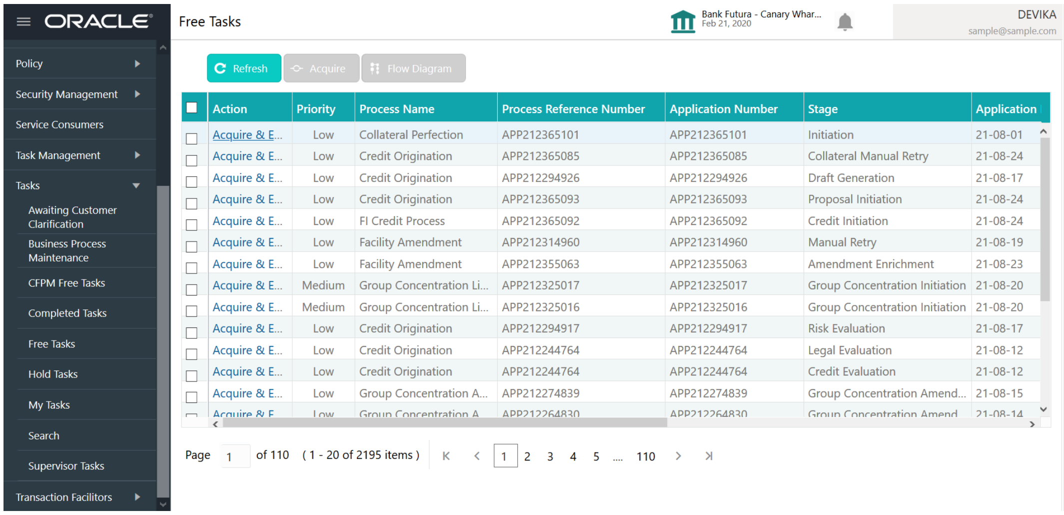
- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- Configured Stage Status

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

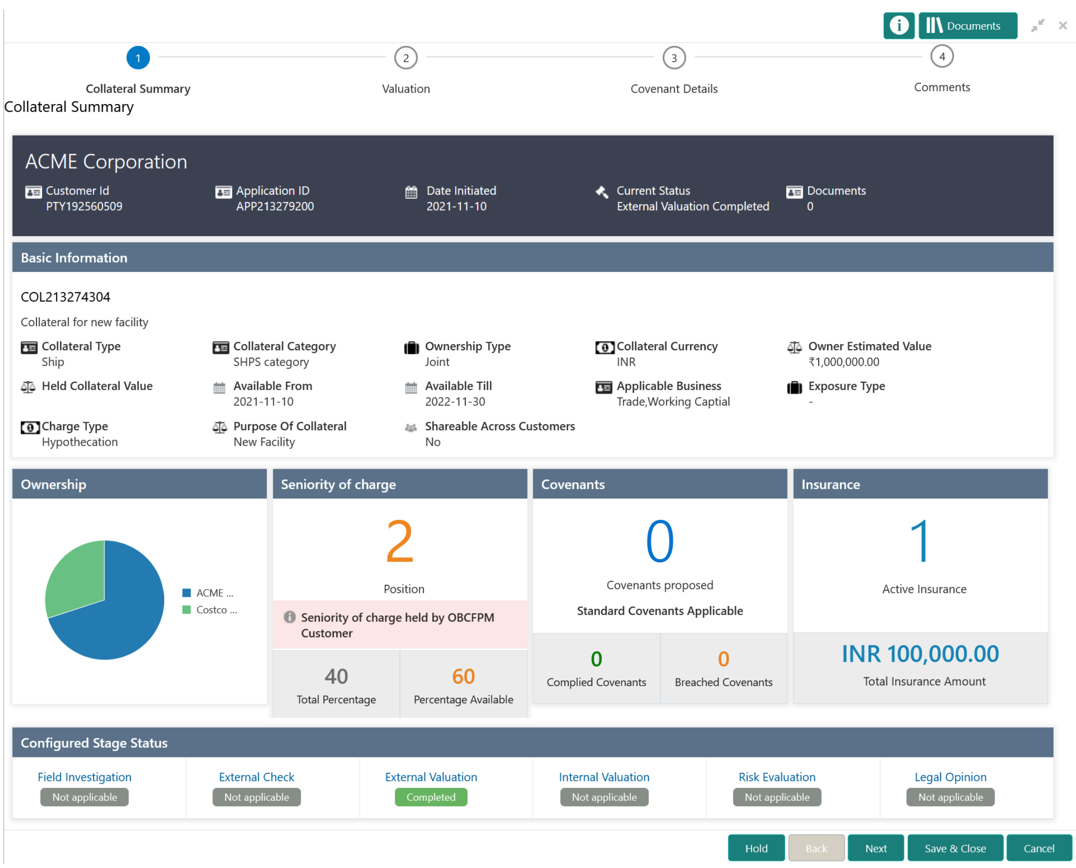
Figure 11-1 Free Tasks



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

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

Figure 11-2 Valuation - Collateral Summary



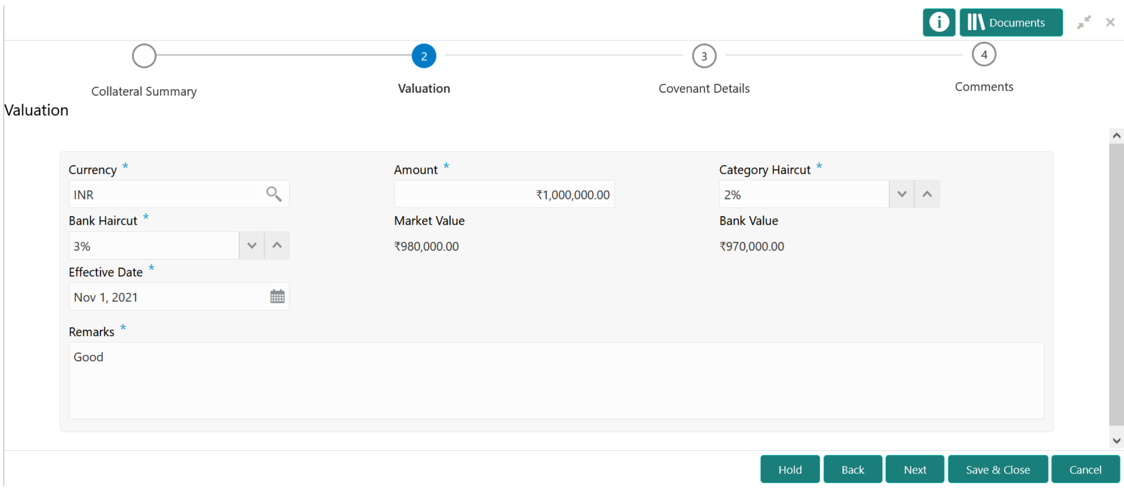
3. View the Collateral Summary and click **Next**.

11.2 Valuation

This topic provides systematic instructions 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 more information on the fields, refer to the field description table below:

   Table 11-1 Valuation - Field Description

Field	Description
Currency	Specify the **Currency** in which the collateral is valuated.
Amount	Specify the collateral valuation **Amount**.
Category Haircut	Specify the market haircut for the collateral category.
Bank Haircut	Specify the **Bank Haircut** for the collateral category.
Market Value	**Market Value** is the collateral value amount reduced to the extent of market haircut. This value is calculated and displayed by the system.
Bank Value	**Bank Value** is the collateral value amount reduced to the extent of provided bank haircut. This value is calculated and displayed by the system.
Effective Date	Specify the date on which the valuation is performed.
Remarks	Capture **Remarks** for the valuation. In case user want to send back the application to previous stage for additional information, you can specify what information is required in this field.

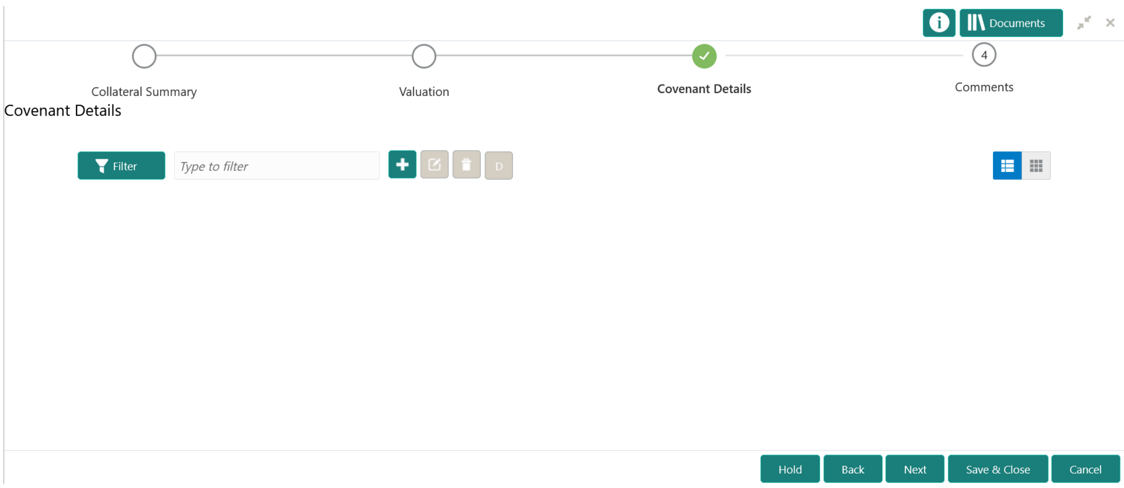
2. Click **Next**.

11.3 Covenant Details

This topic povides systematic instructions about procedure to add and manage covenants for the collateral.

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

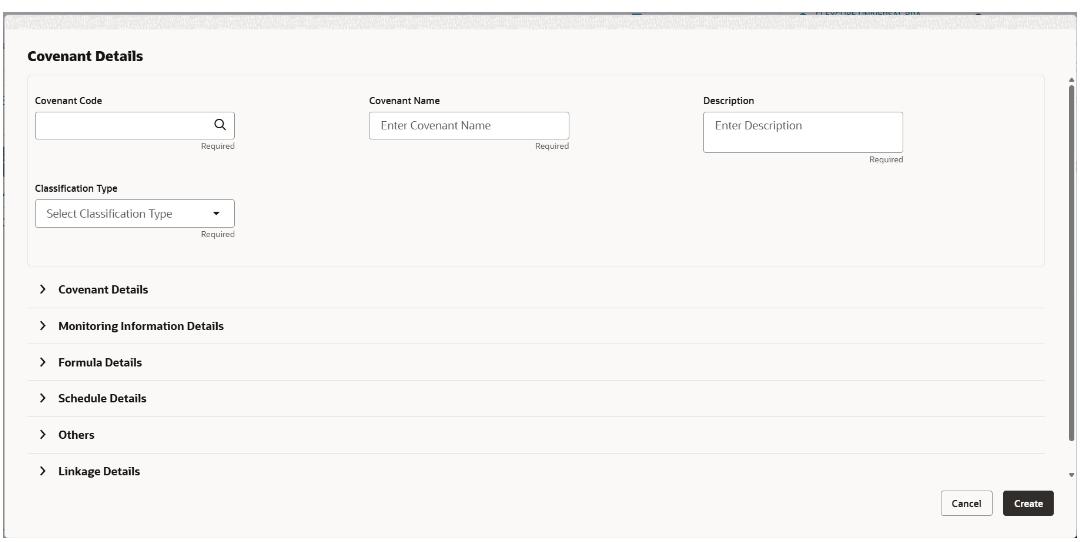
Figure 11-4 Valuation - Covenant Details



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

   The **Covenant Details** window is displayed.

Figure 11-5 Covenant Details



For process Covenant Details, user can set up extra placeholder fields in the Maintenance screen. For more information on managing these placeholders, refer to the Maintenance User Manual.

The system supports configuration of up to 20 fields each for the following data types:

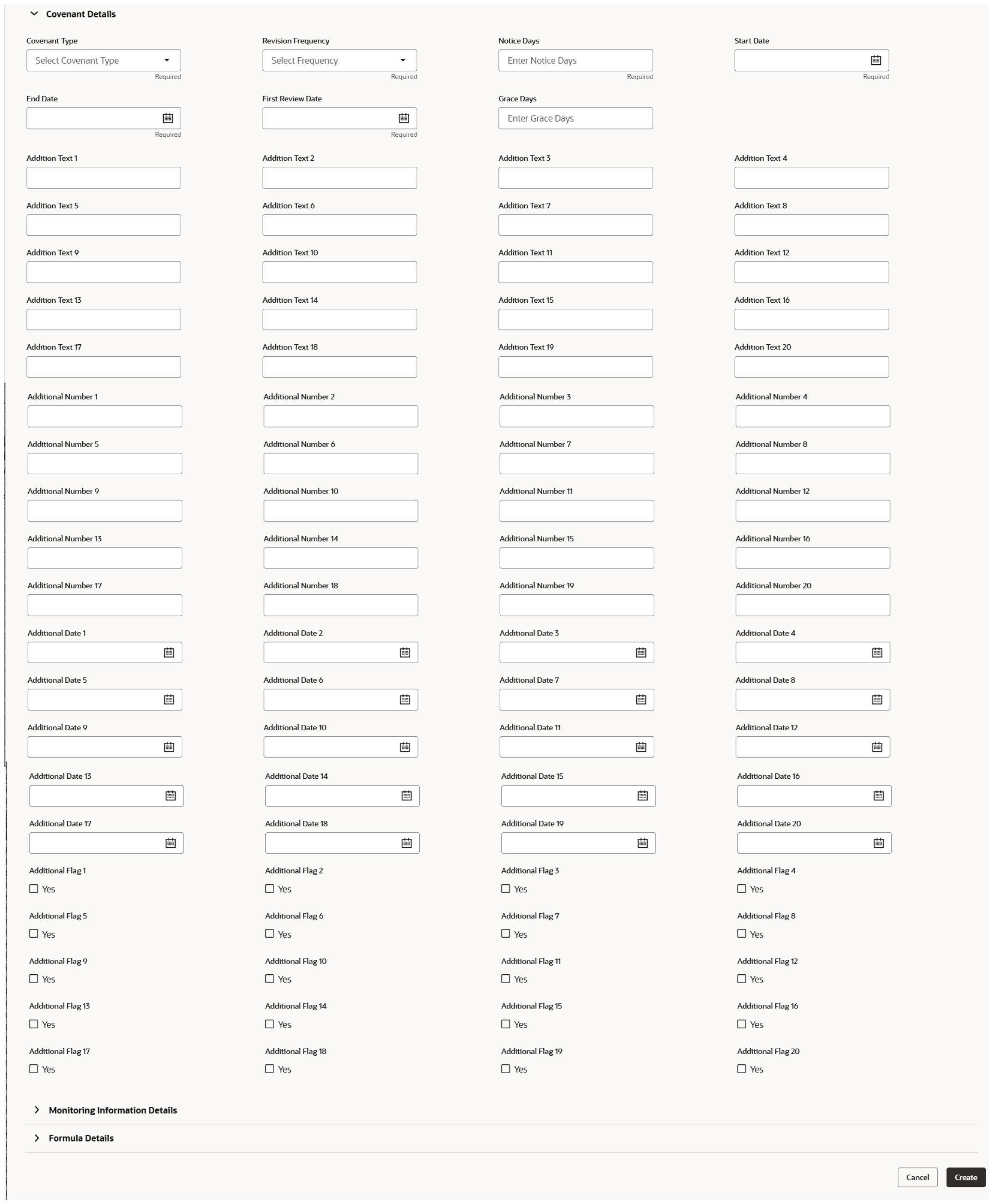
- Text
- Numeric
- Boolean
- Date

Each field type allows a minimum of 0 and a maximum of 20 fields per Covenant details, based on the requirements. These fields displays in the Covenant Details screen only if they are configured. If no additional fields are defined, the screen will display only the standard covenant details fields.

For example, we maintained 20 additional fields each for text, numeric, boolean, and date.

The **Covenant Details** screen displays.

Figure 11-6 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 more information on the fields, refer to the field description table below:

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.

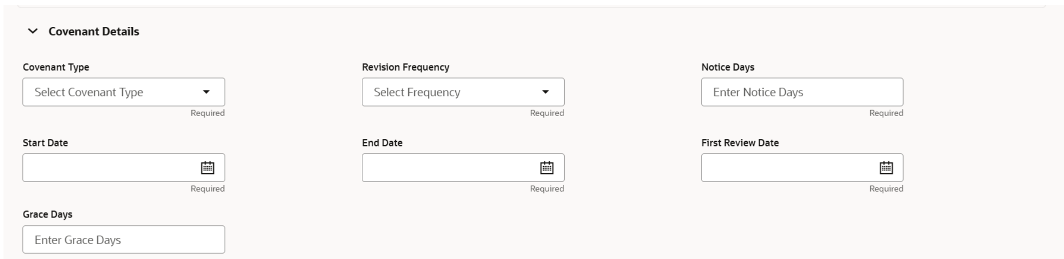


Figure 11-7 Covenant Details

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

Field	Description
Covenant type	Select the **Covenant Type**. The following options are available in the drop down list: • **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.

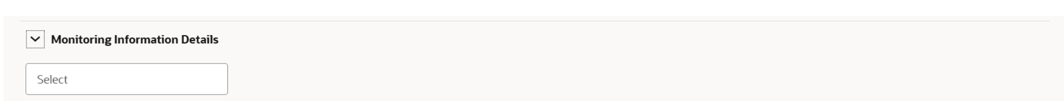


Figure 11-8 Monitoring Information

Table 11-4 Covenant Details - Monitoring Information

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

Figure 11-9 Formula Details

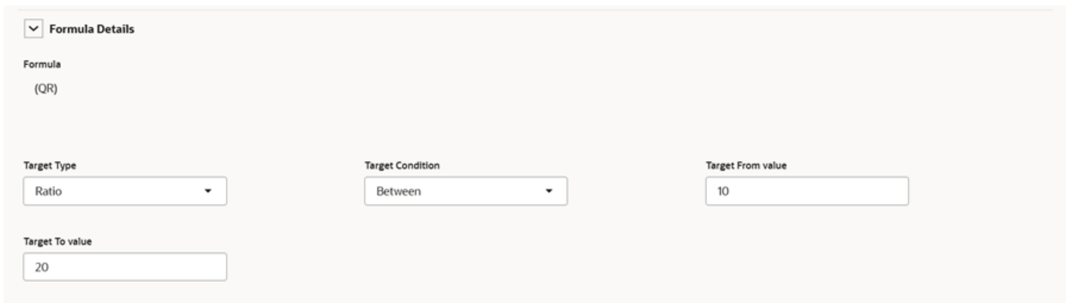


Table 11-5 Covenant Details - Formula Details - Field Description

Field	Description
Variable	Select a **Variable** from the drop down list. The options available are • **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.
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 11-10 Others

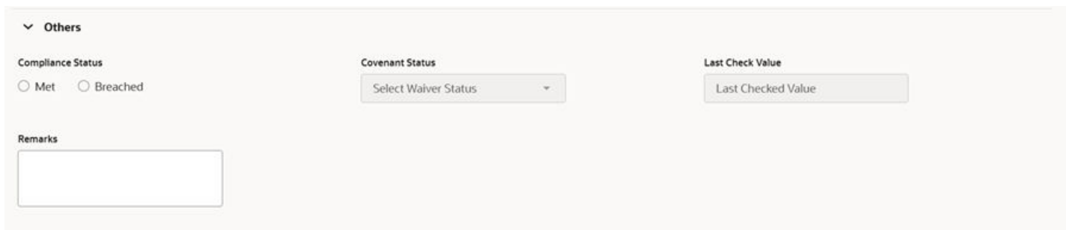


Table 11-6 Covenant Details - Others - Field Description

Field	Description
Compliance Status	Select the current covenant **Compliance Status** of the party / collateral. The options available are: • **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.

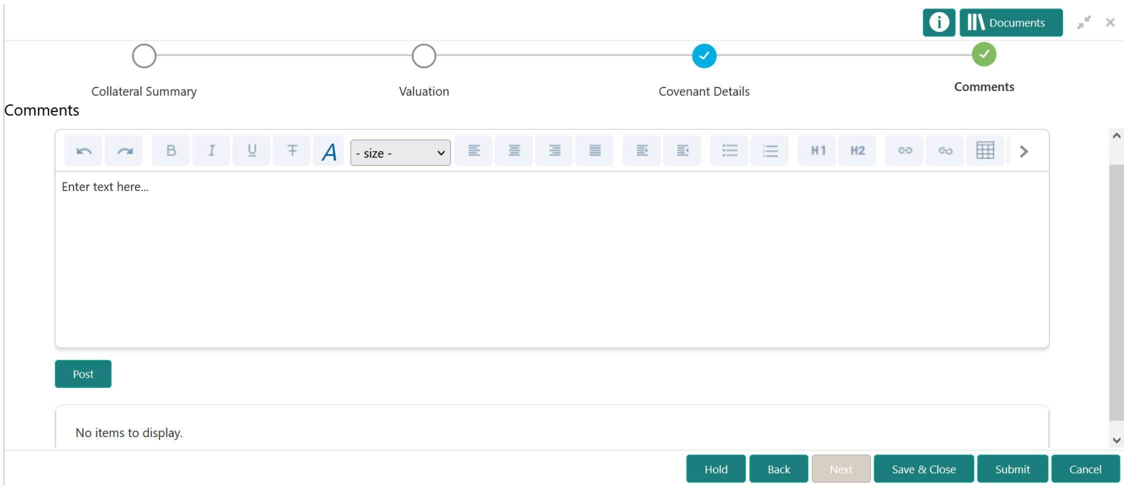
11.4 Comments

This topic provides systematic instructions 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.

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

Figure 11-11 Valuation - Comments

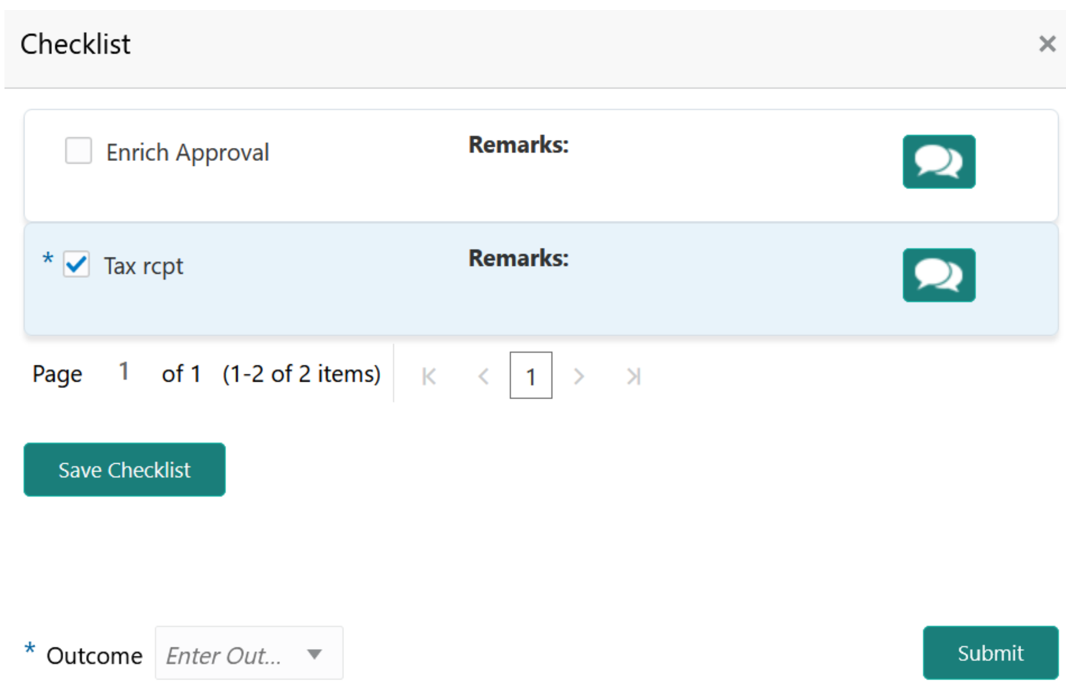


1. Type comments for the Valuation stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

   Figure 11-12 Checklist

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

   The options available in the drop down list are:

- **PROCEED**
- **ADDITIONAL_INFO**

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

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

12

Collateral Review

This topic describes 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

12.1 Collateral Summary

This topic provides systematic instructions about the Collateral Summary data segment in Collateral Review stage.

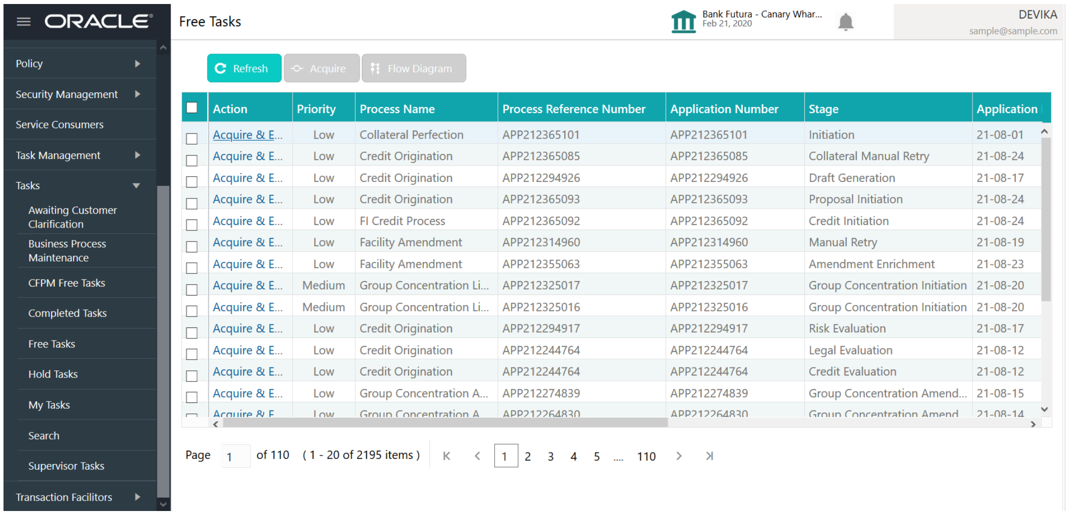
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

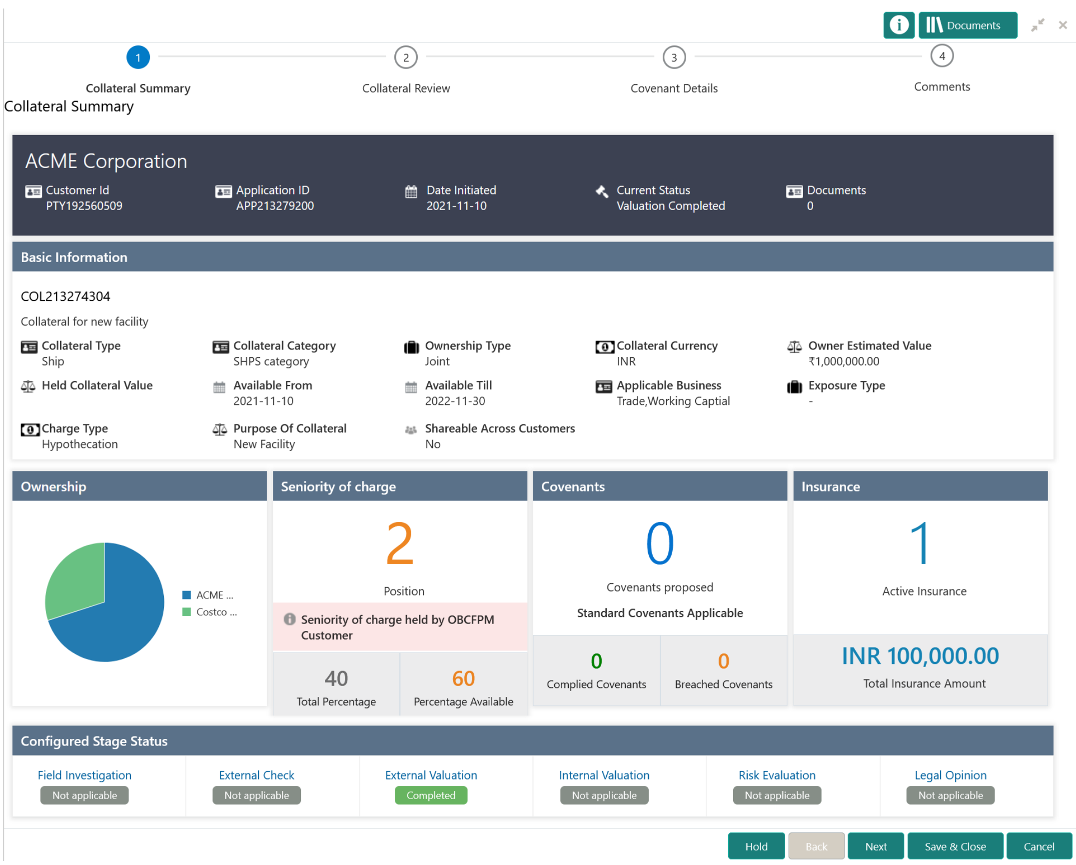
Figure 12-1 Free Tasks



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

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

Figure 12-2 Collateral Review - Collateral Summary



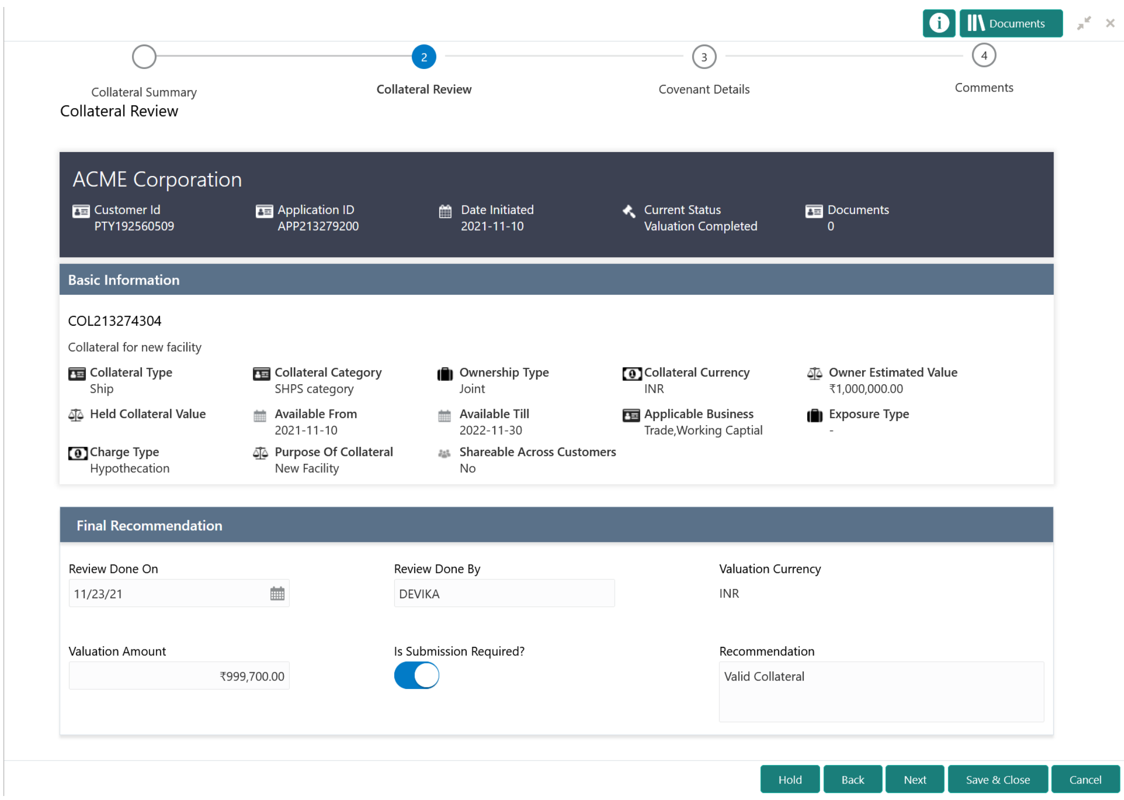
3. View the Collateral Summary and click **Next**.

12.2 Collateral Review

This topic provides systematic instructions about procedure to review collateral details and add recommendation.

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

Figure 12-3 Collateral Review



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

   For more information on the fields, refer to the field description table below:

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

Field	Description
Review Done On	Specify the date on which the Collateral Review is performed.
Review Done By	The system defaults the logged in user ID in this field.
Valuation Currency	The currency in which the collateral is valuated is defaulted.
Valuation Amount	Specify the collateral **Valuation Amount** arrived in this stage.
Is Submission Required	Enable this flag, if collateral submission to the bank is required.

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

Field	Description
Recommendation	Provide a final **Recommendation** for the collateral.

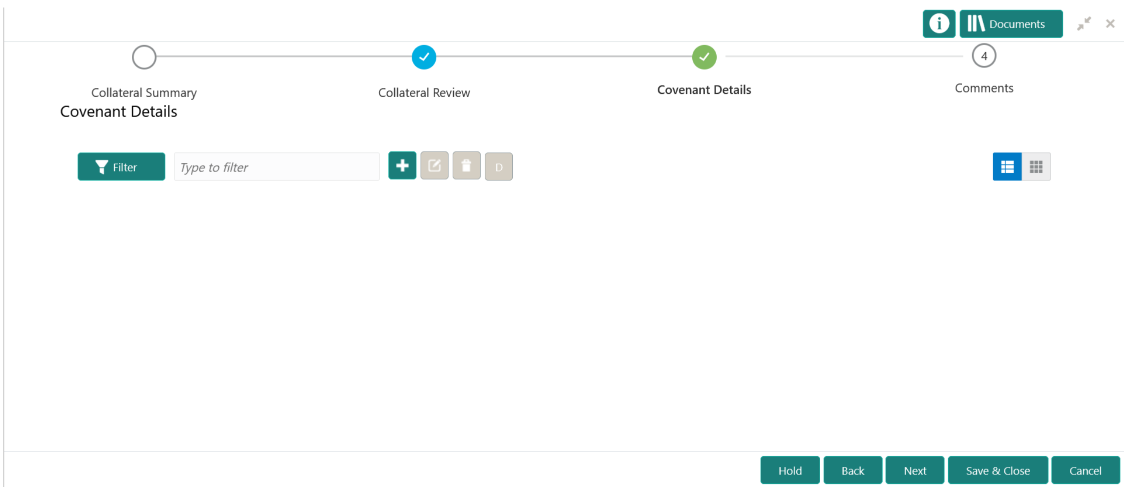
3. After Review and Recommendation, click **Next**.

12.3 Covenant Details

This topic provides systematic instructions about procedure to add and manage covenants for the collateral.

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

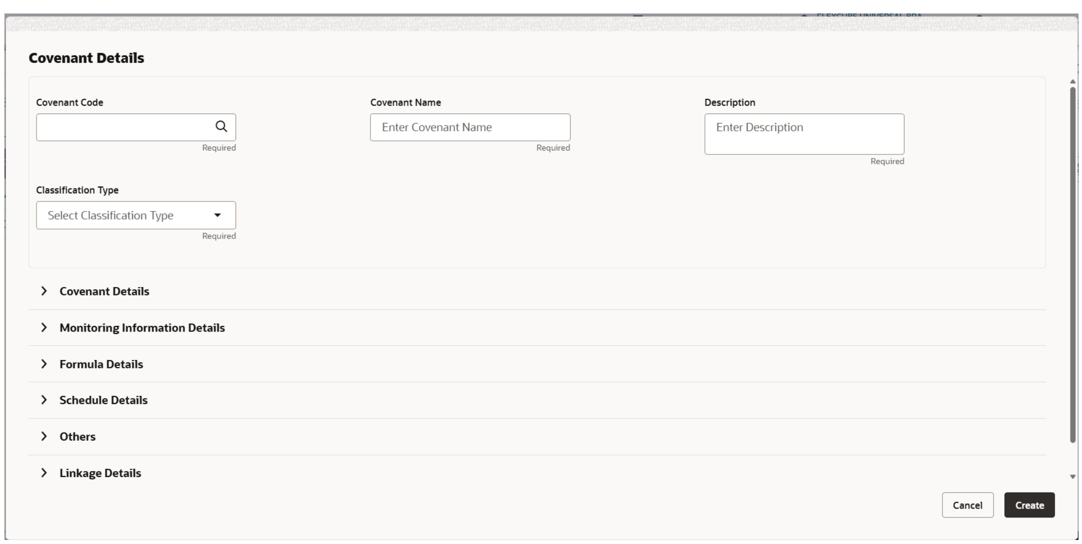
Figure 12-4 Collateral Review - Covenant Details



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

   The **Covenant Details** window is displayed.

Figure 12-5 Covenant Details



For process Covenant Details, user can set up extra placeholder fields in the Maintenance screen. For more information on managing these placeholders, refer to the Maintenance User Manual.

The system supports configuration of up to 20 fields each for the following data types:

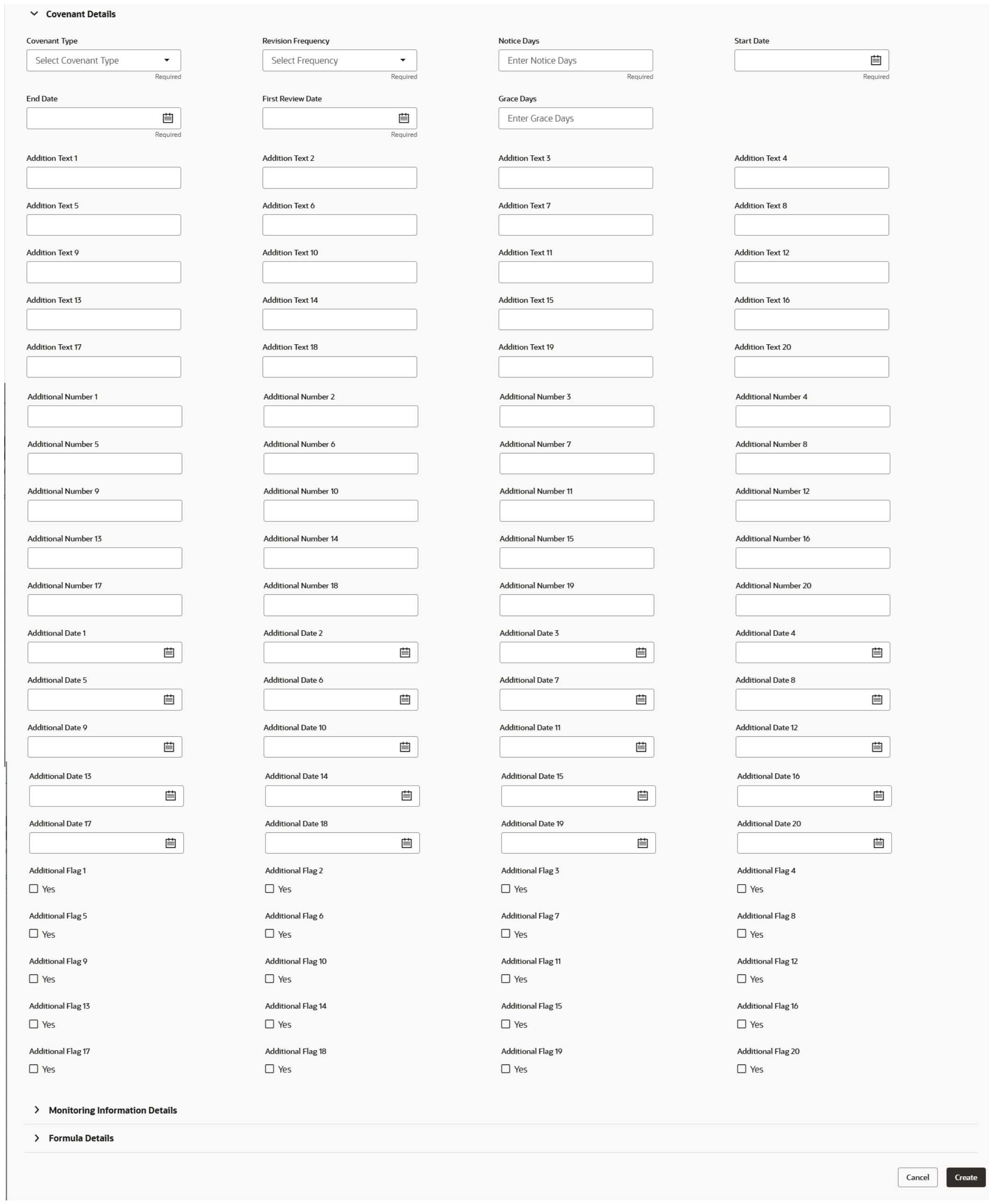
- Text
- Numeric
- Boolean
- Date

Each field type allows a minimum of 0 and a maximum of 20 fields per Covenant details, based on the requirements. These fields displays in the Covenant Details screen only if they are configured. If no additional fields are defined, the screen will display only the standard covenant details fields.

For example, we maintained 20 additional fields each for text, numeric, boolean, and date.

The **Covenant Details** screen displays.

Figure 12-6 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 more information on the fields, refer to the field description table below:

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 12-7 Covenant Details

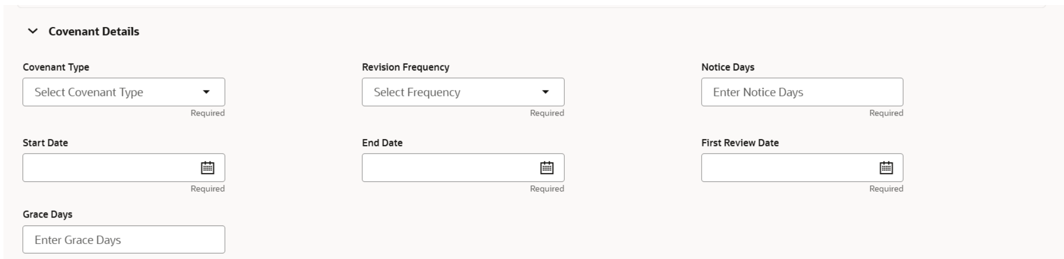


Table 12-3 Covenant Details - Covenant Details - Field Description

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 12-8 Monitoring Information

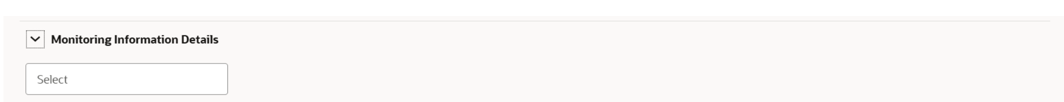


Table 12-4 Covenant Details - Monitoring Information

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

Figure 12-9 Formula Details

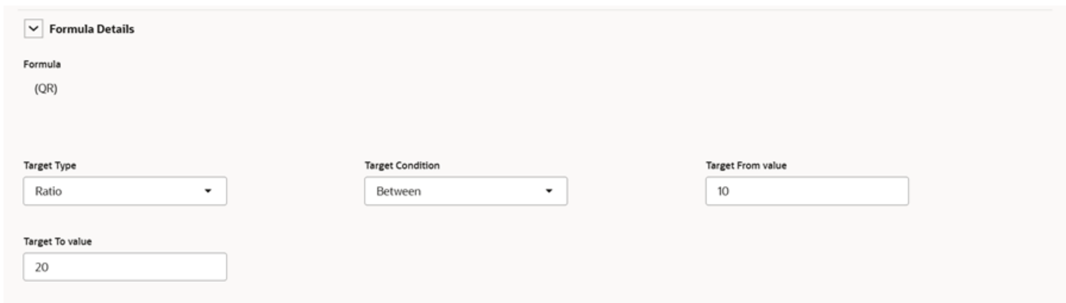


Table 12-5 Covenant Details - Formula Details - Field Description

Field	Description
Variable	Select a **Variable** from the drop down list. The options available are • **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.
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 12-10 Others

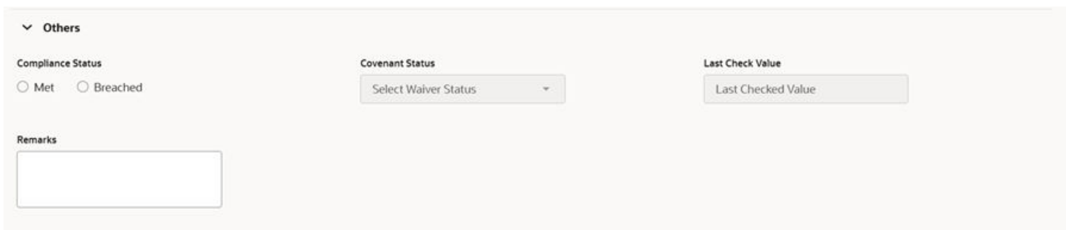


Table 12-6 Covenant Details - Others - Field Description

Field	Description
Compliance Status	Select the current covenant **Compliance Status** of the party / collateral. The options available are: • **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.

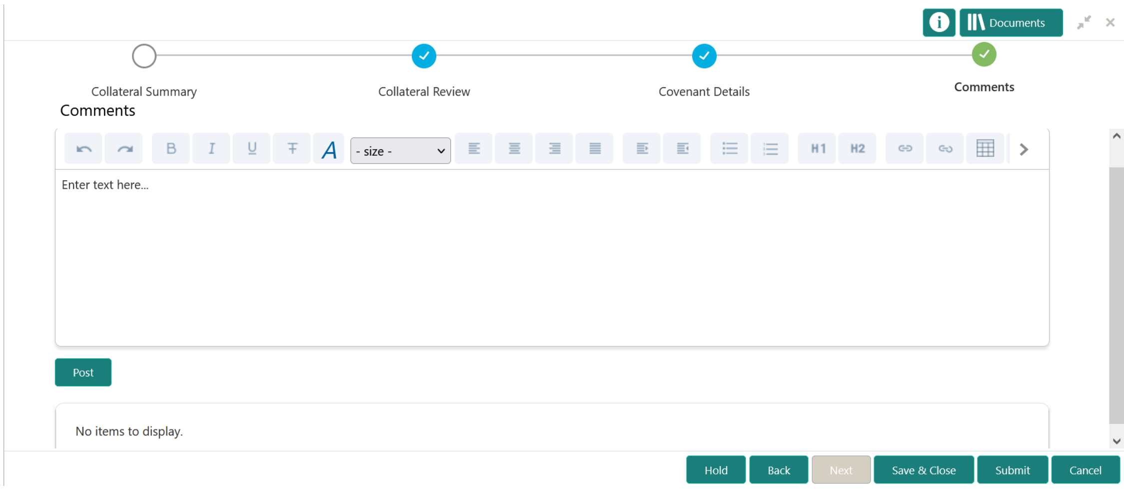
12.4 Comments

This topic describes about the 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.

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

Figure 12-11   Collateral Review - Comments

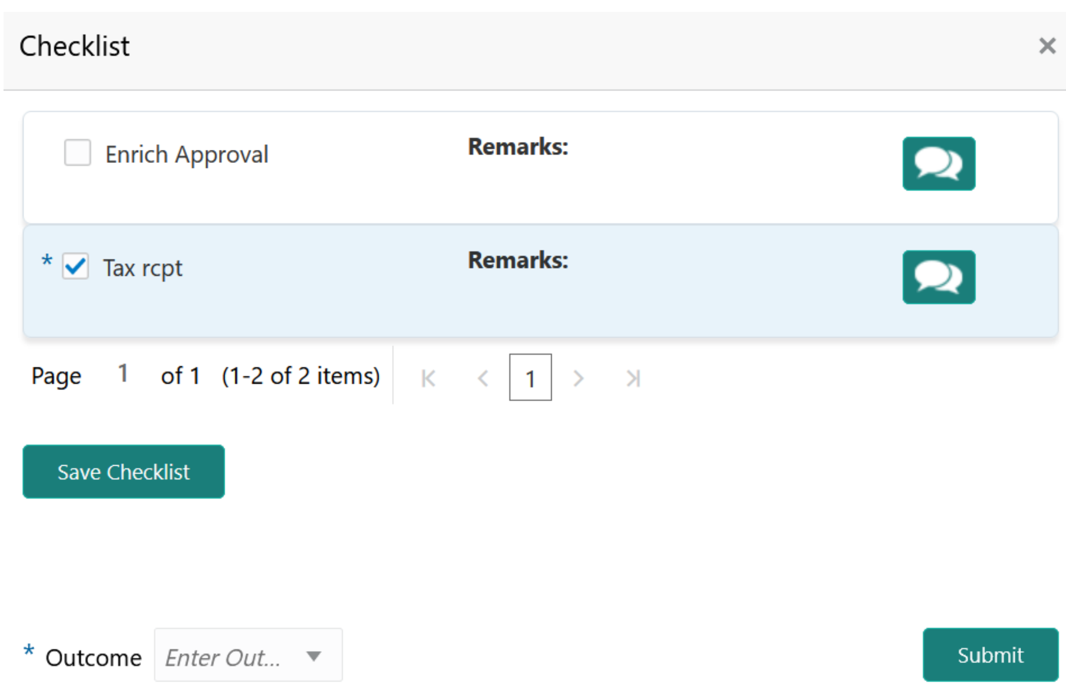


1. Type comments for the Collateral Review stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

   Figure 12-12   Checklist

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

   The options available in the drop down list are:

   - **PROCEED**
   - **ADDITIONAL INFO**

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

This topic describes 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**

13.1 Collateral Summary

This topic provides systematic instructions about the Collateral Summary data segment in Collateral Approval stage.

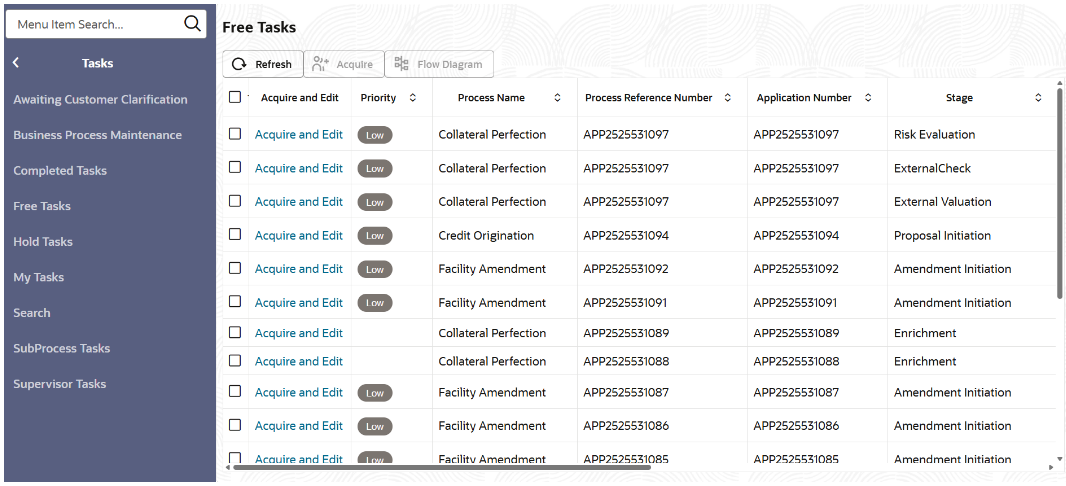
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

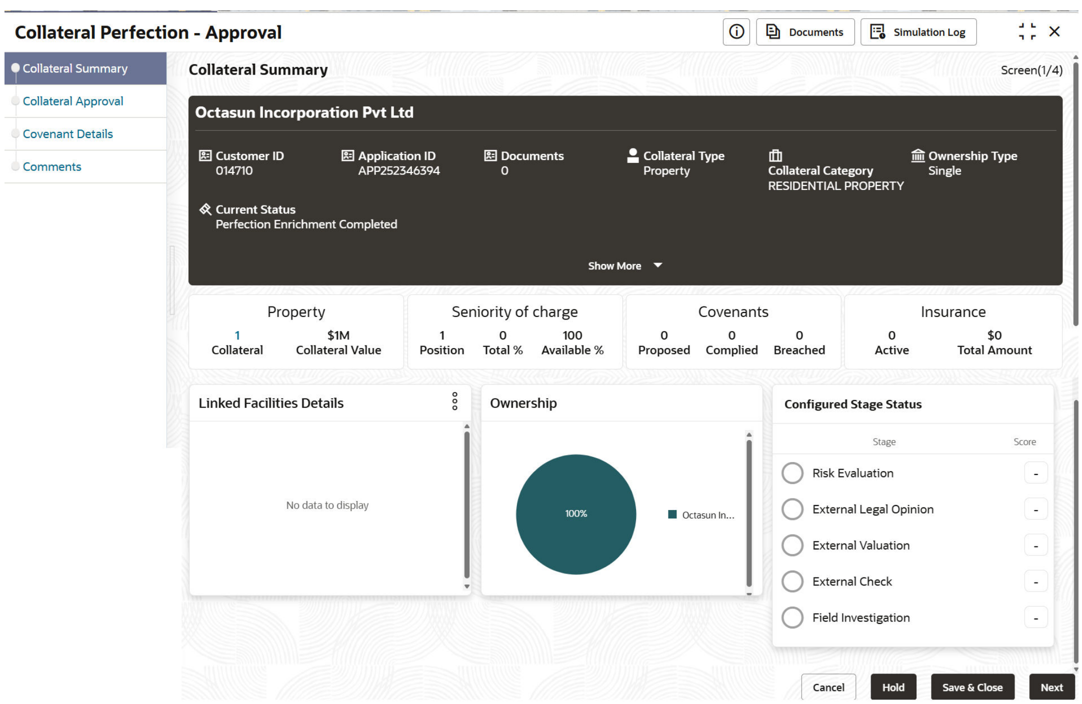
Figure 13-1 Free Tasks



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

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

Figure 13-2 Collateral Approval_Collateral Summary



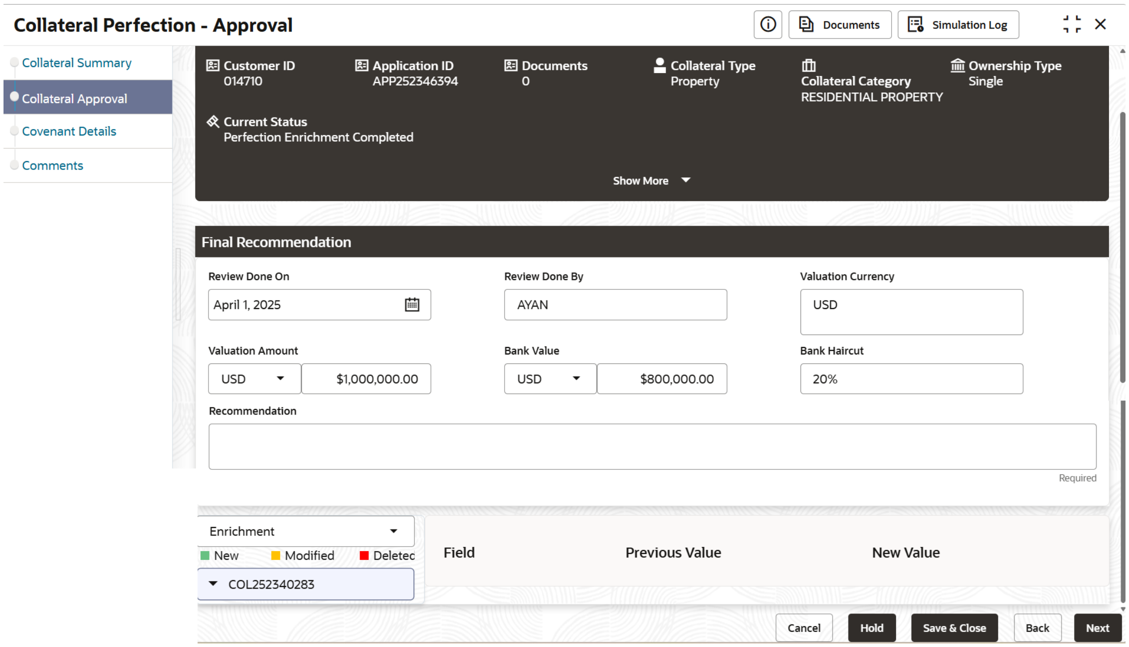
3. View the Collateral Summary and click **Next**.

13.2 Collateral Approval

This topi provides systematic instructions about the Collateral Approval data segment in the Collateral Approval stage.

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

Figure 13-3 Collateral Approval



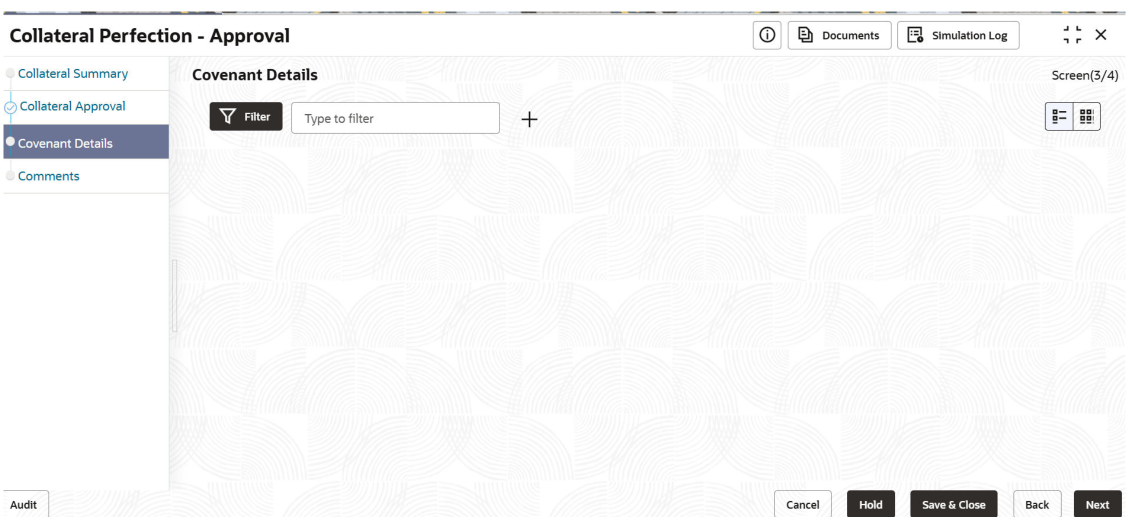
After viewing the collateral details and Recommendation, click **Next**.

13.3 Covenant Details

This topic provides systematic instructions about the procedure to add and manage covenants for the collateral.

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

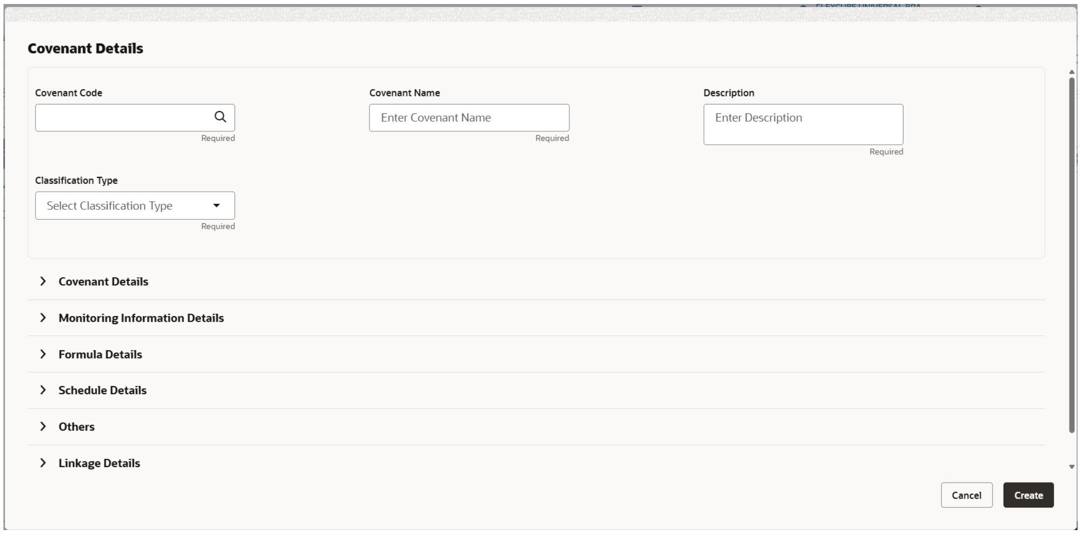
Figure 13-4 Collateral Approval_Covenant Details



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

The **Covenant Details** window is displayed.

Figure 13-5 Covenant Details



For process Covenant Details, user can set up extra placeholder fields in the Maintenance screen. For more information on managing these placeholders, refer to the Maintenance User Manual.

The system supports configuration of up to 20 fields each for the following data types:

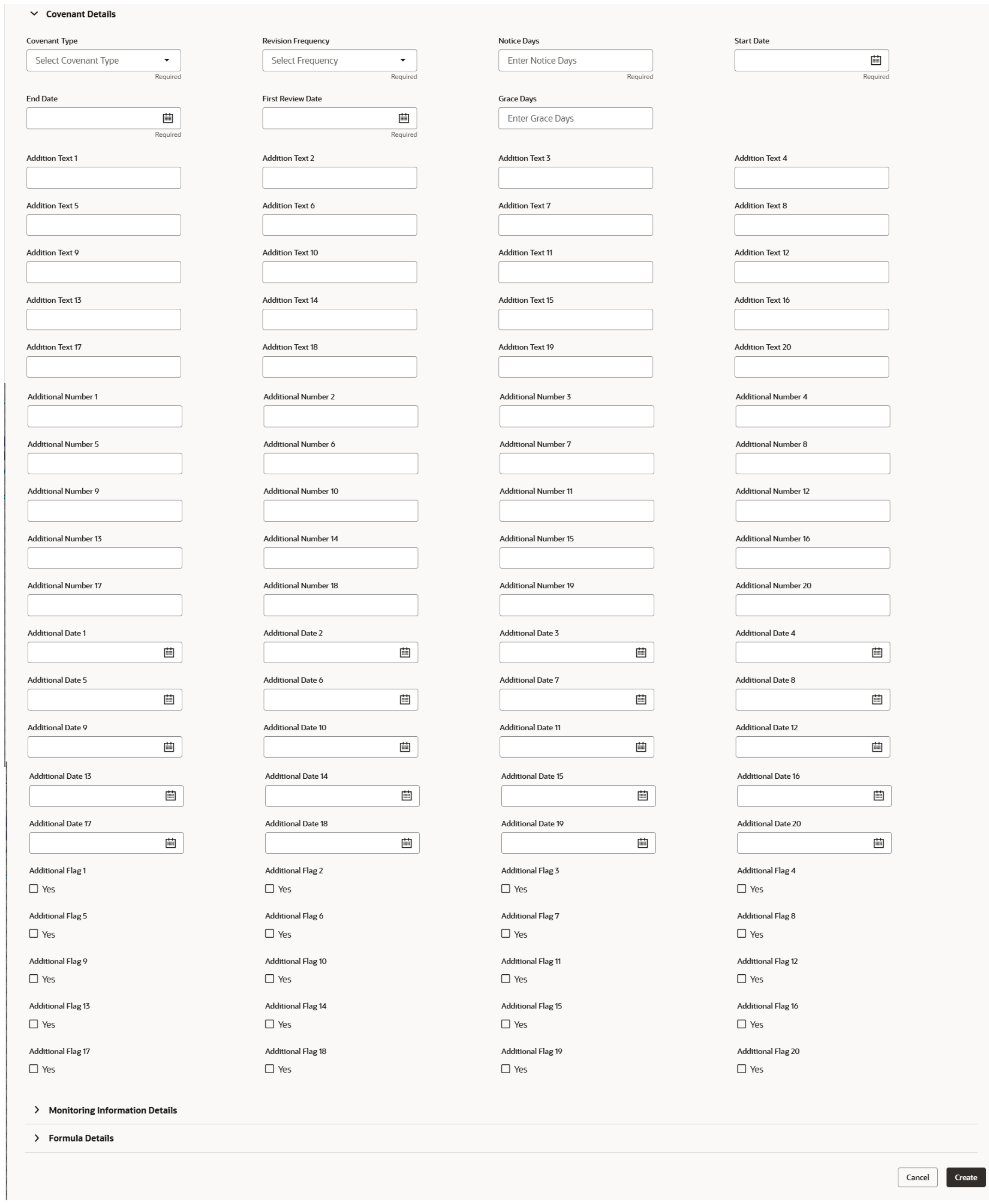
- Text
- Numeric
- Boolean
- Date

Each field type allows a minimum of 0 and a maximum of 20 fields per Covenant details, based on the requirements. These fields displays in the Covenant Details screen only if they are configured. If no additional fields are defined, the screen will display only the standard covenant details fields.

For example, we maintained 20 additional fields each for text, numeric, boolean, and date.

The **Covenant Details** screen displays.

Figure 13-6 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 more information on the fields, refer to the field description table below:

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 13-7 Covenant Details

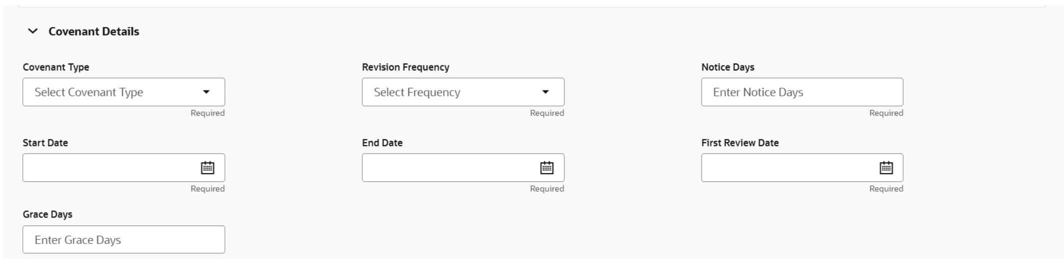


Table 13-2 Covenant Details - Covenant Details - Field Description

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 13-8 Monitoring Information

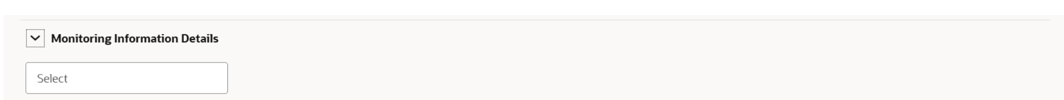


Table 13-3 Covenant Details - Monitoring Information

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

Figure 13-9 Formula Details

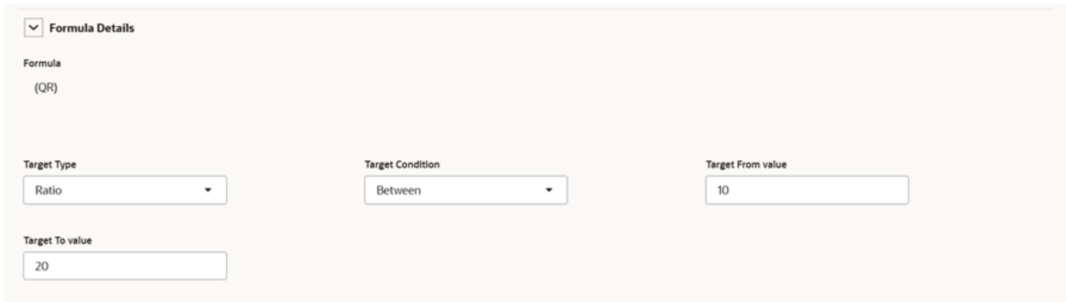


Table 13-4 Covenant Details - Formula Details - Field Description

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.
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 13-10 Others

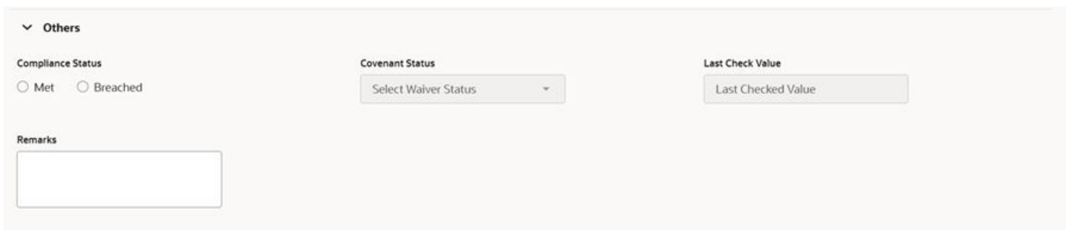


Table 13-5 Covenant Details - Others - Field Description

Field	Description
Compliance Status	Select the current covenant **Compliance Status** of the party / collateral. The options available are: • **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.

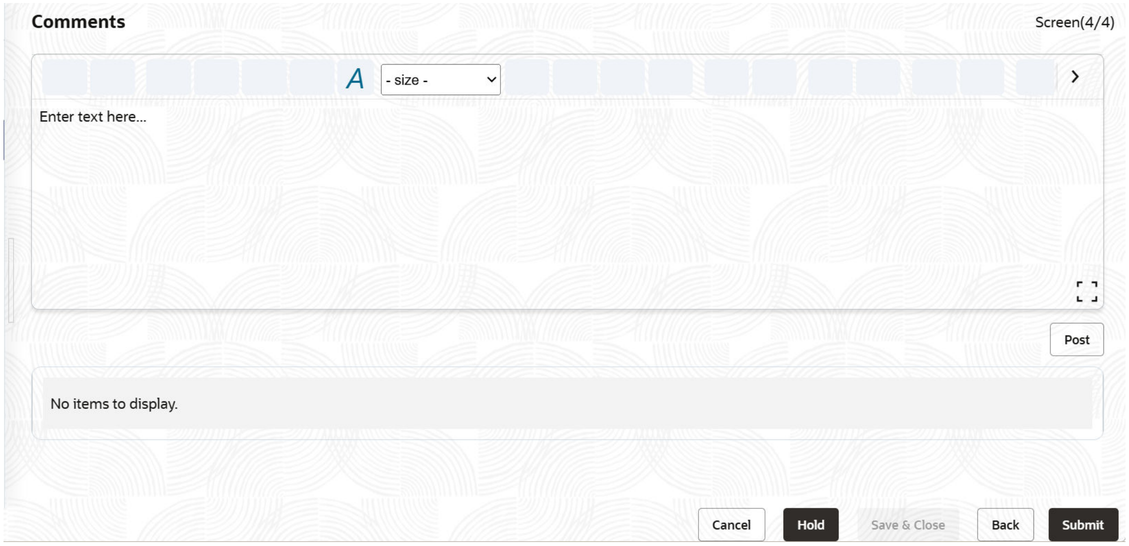
13.4 Comments

This topic provides systematic instructions about 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.

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

Figure 13-11 Collateral Approval - Comments

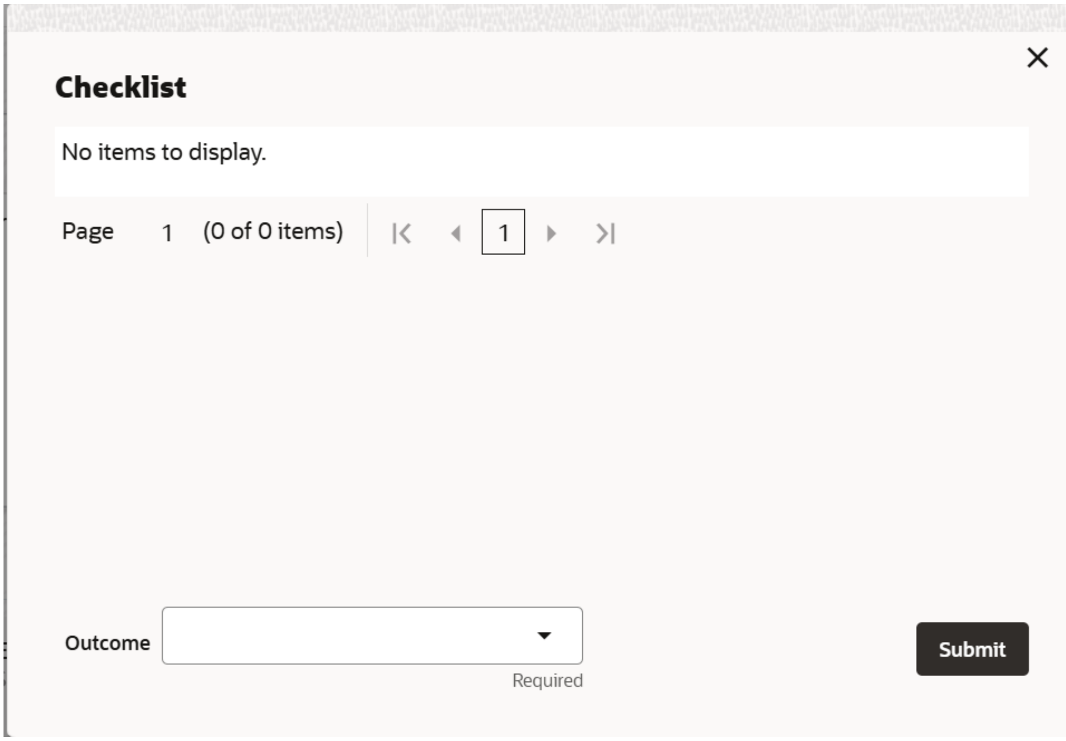


1. Type comments for the Collateral Approval stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 13-12 Checklist



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

   The available options 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

This topic describes the 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**

14.1 Collateral Summary

This topic provides systematic instructions about the Collateral Summary data segment in Draft Generation stage.

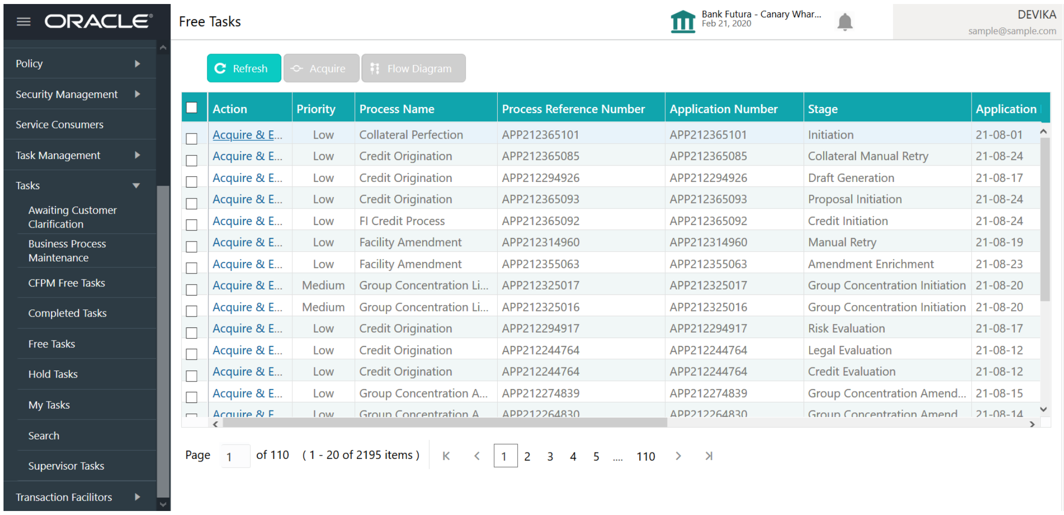
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

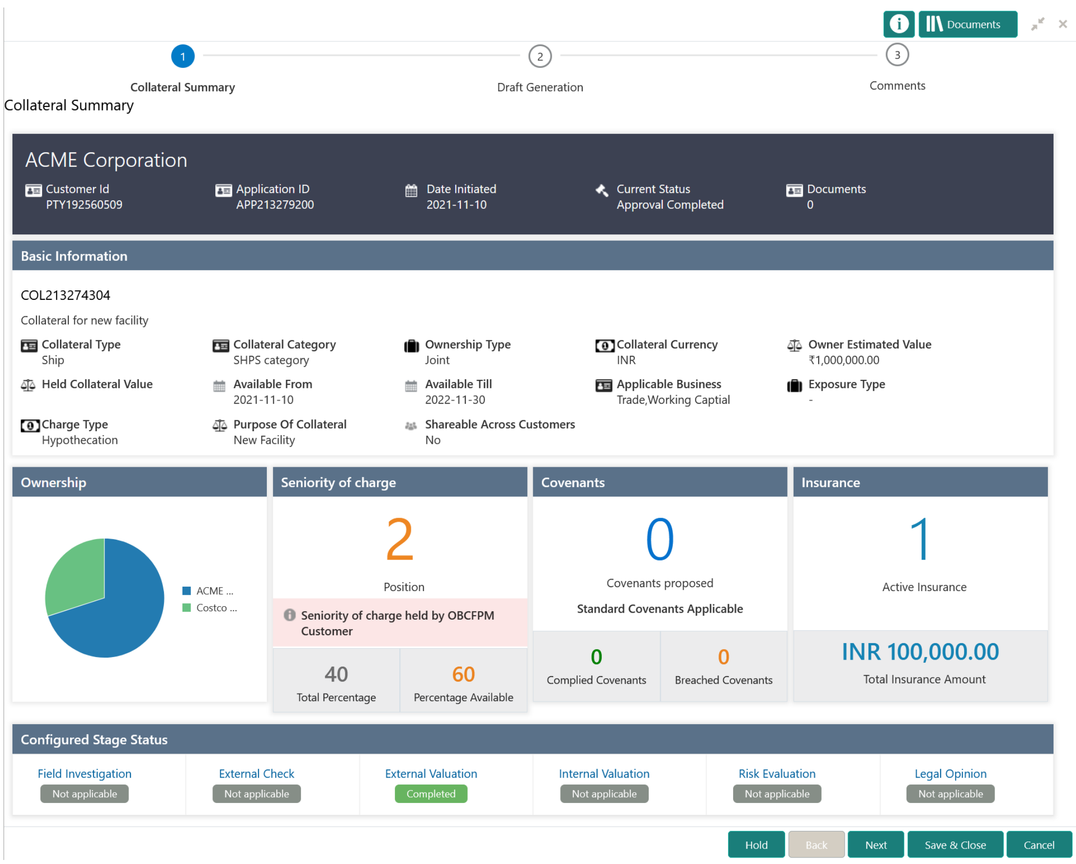
Figure 14-1 Free Tasks



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

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

Figure 14-2 Draft Generation - Collateral Summary



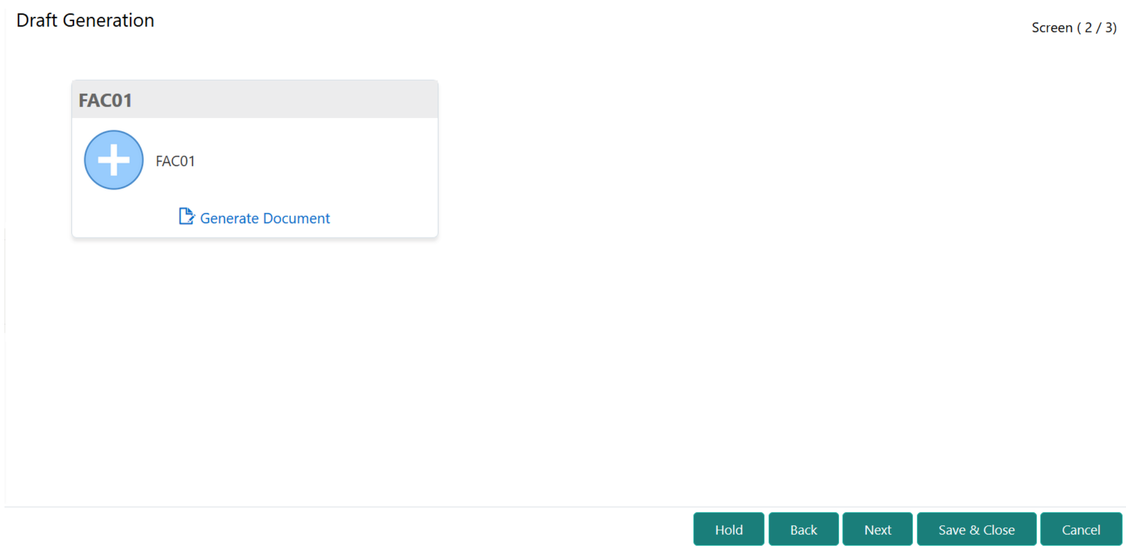
3. View the Collateral Summary and click **Next**.

14.2 Draft Generation

This topic provides systematic information about the procedure to generate draft document and send it to customer for acceptance.

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

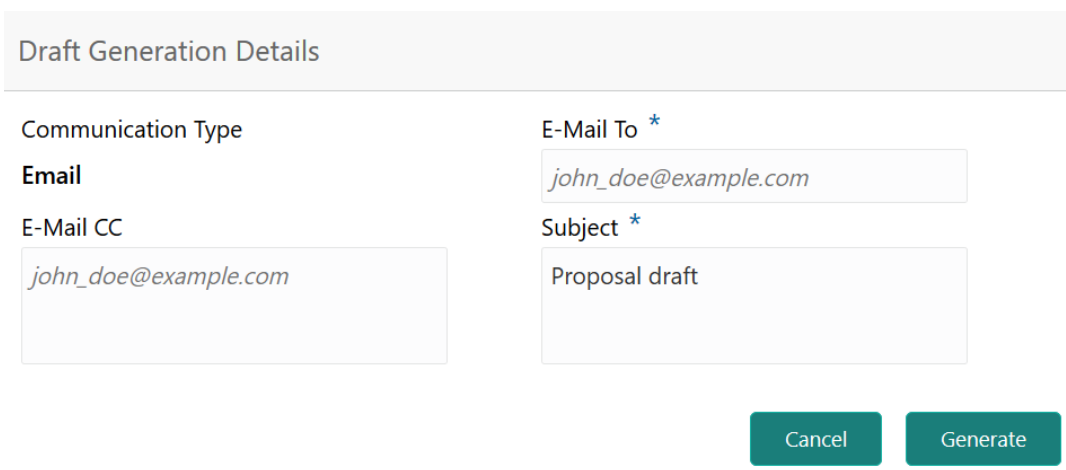
Figure 14-3 Draft Generation



1. Click **Generate Document**.

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

   Figure 14-4 Draft Generation Details

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

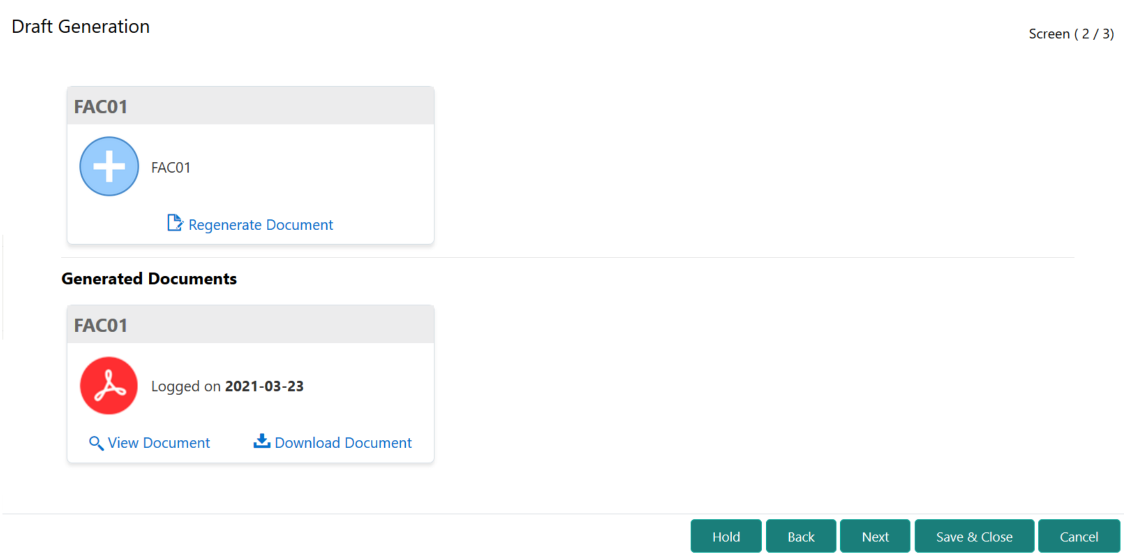
   For field level information, refer the below table.

Table 14-1 Draft Generation Details - Field Description

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

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

Figure 14-5 Draft Generation_Completed



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

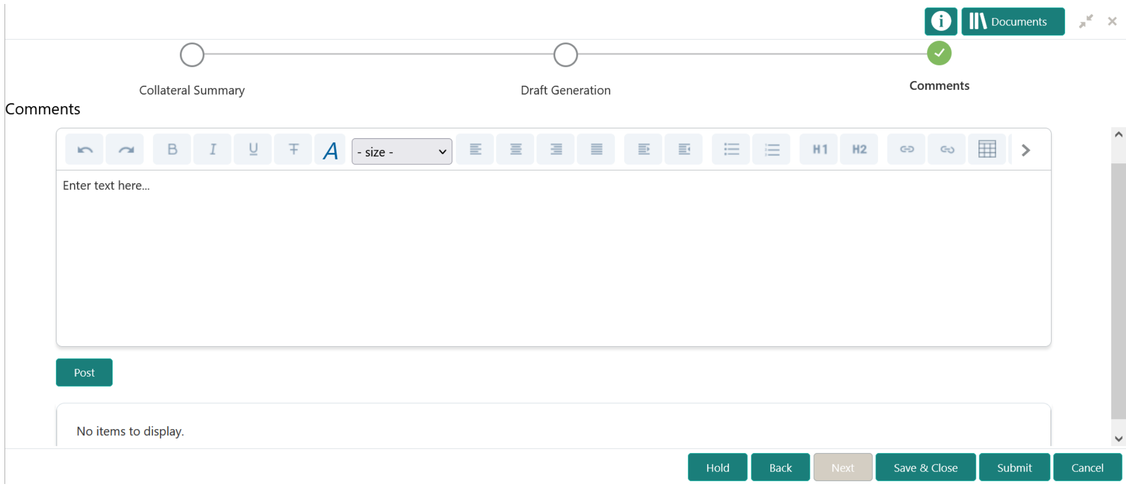
14.3 Comments

This topic provides systematic instructions about 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.

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

Figure 14-6 Draft Generation - Comments

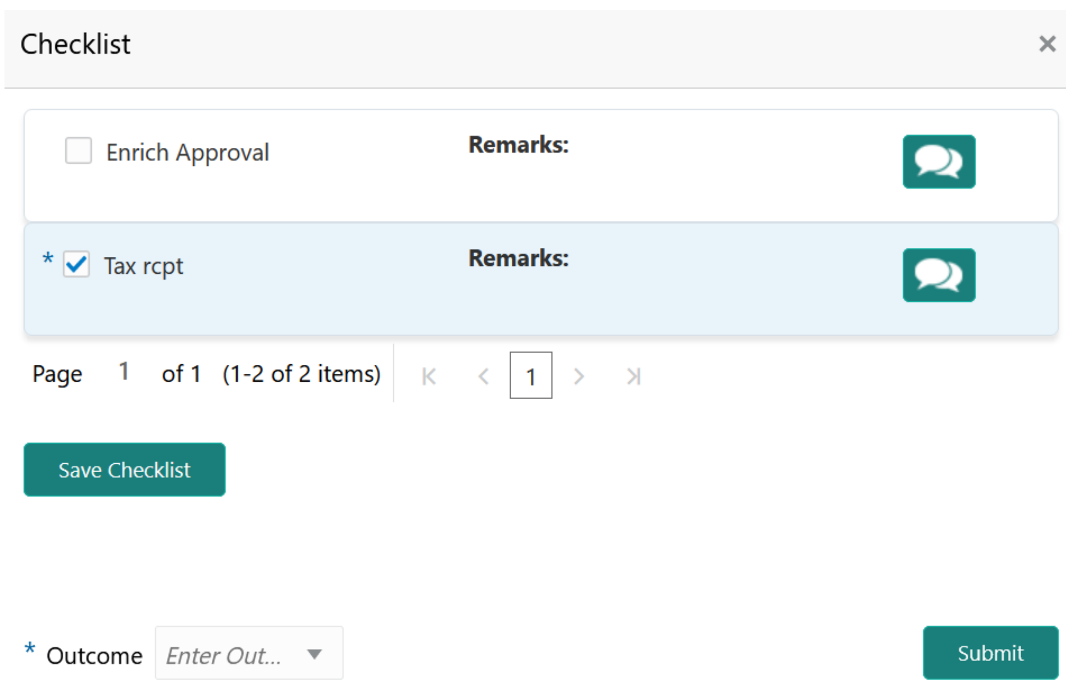


1. Type comments for the Draft Generation stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 14-7 Checklist



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

   The options available in the drop down list are:

- **PROCEED**
- **ADDITIONAL INFO**

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

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

15 Customer Acceptance

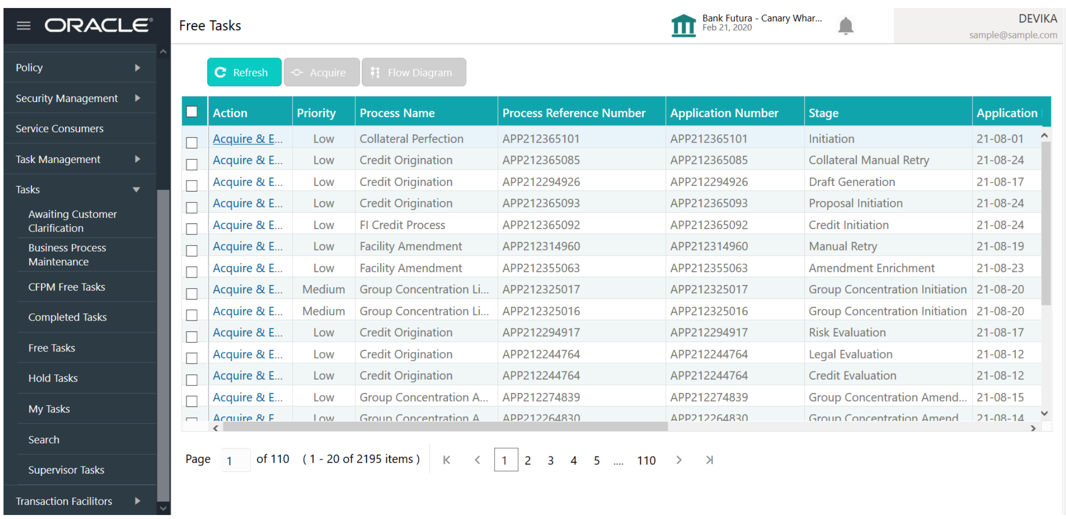
This topic provides systematic instructions about the Customer Acceptance stage in the Collateral Perfection process.

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. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Task** screen is displayed.

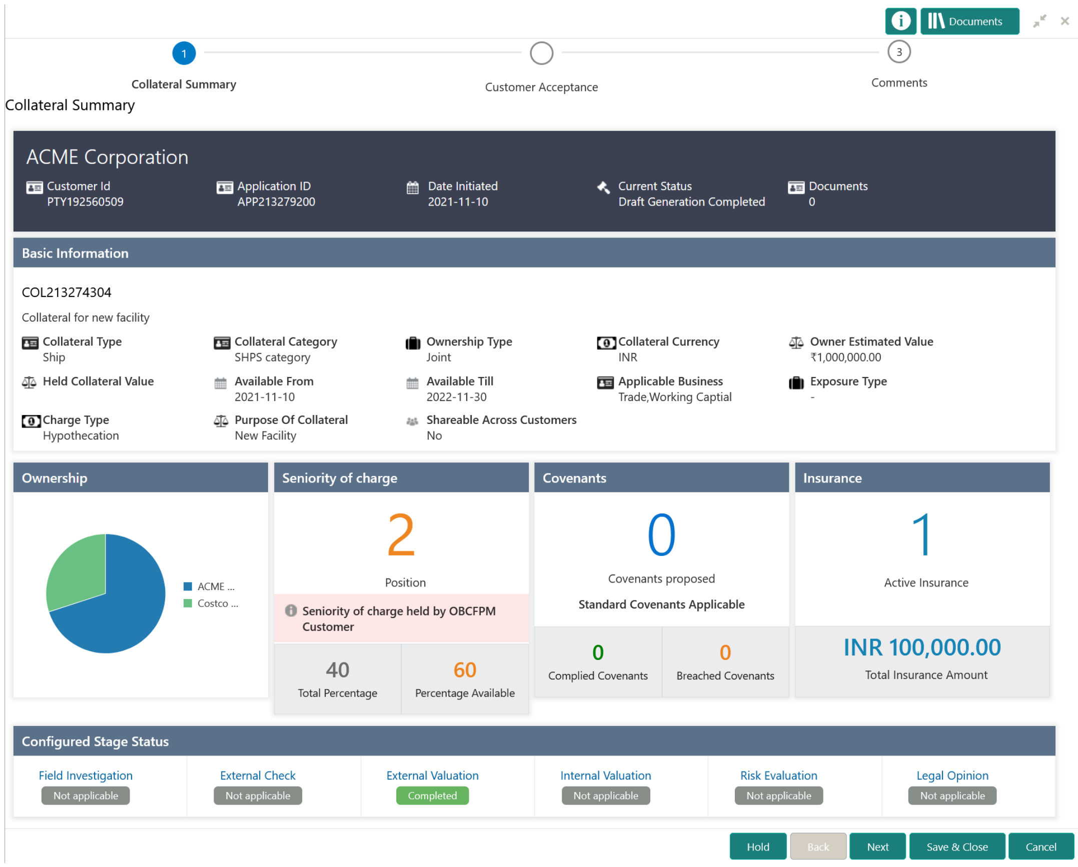
Figure 15-1 Free Tasks



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

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

Figure 15-2 Customer Acceptance - Collateral Summary



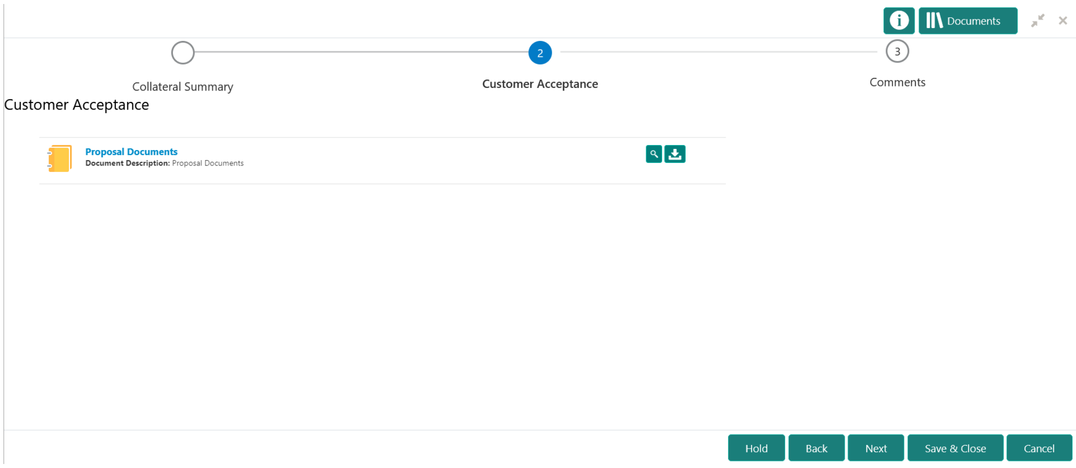
In the **Customer Acceptance - Collateral Summary** screen, following collateral details captured in the previous stages are displayed.

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

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

   The **Customer Acceptance** screen is displayed.

Figure 15-3 Customer Acceptance

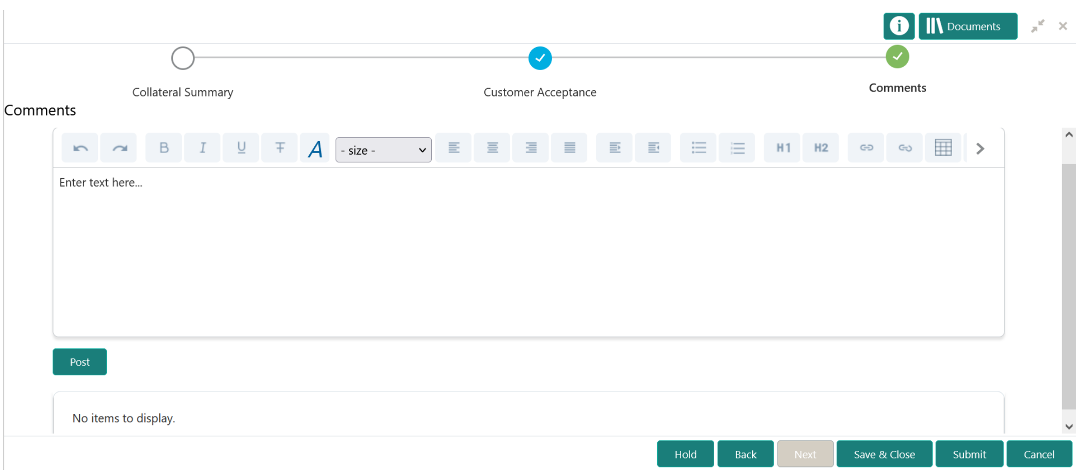


In the above screen, you can download the draft document sent to customer by clicking the download icon.

4. In next data segment, click **Next**.

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

Figure 15-4 Customer Acceptance - Comments

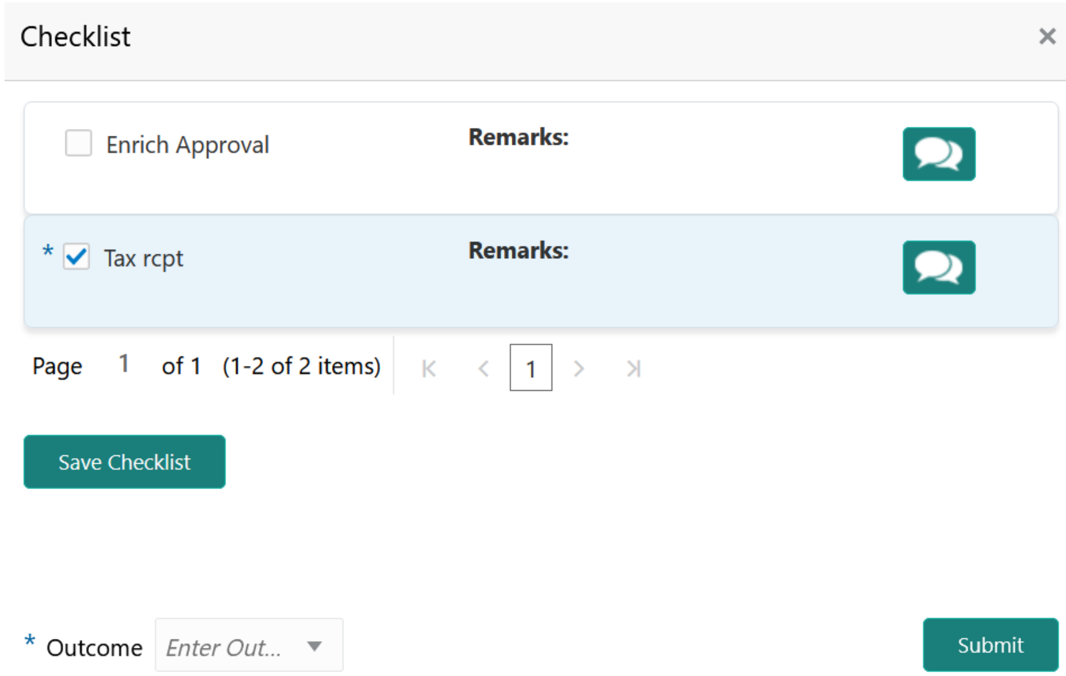


5. Type comments for the Customer Acceptance stage in the **Comments** text box.
6. Click **Post**.

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

   The **Checklist** window is displayed.

Figure 15-5 Checklist



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

   The options available in the drop down list are:

   - **Accept**
   - **Reject**
   - **Revaluate**

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

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

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

16

Charge Registration

16.1 Charge Registration

This topic describes 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

This topic provides systematic instructions about the Collateral Summary data segment in Charge Registration stage.

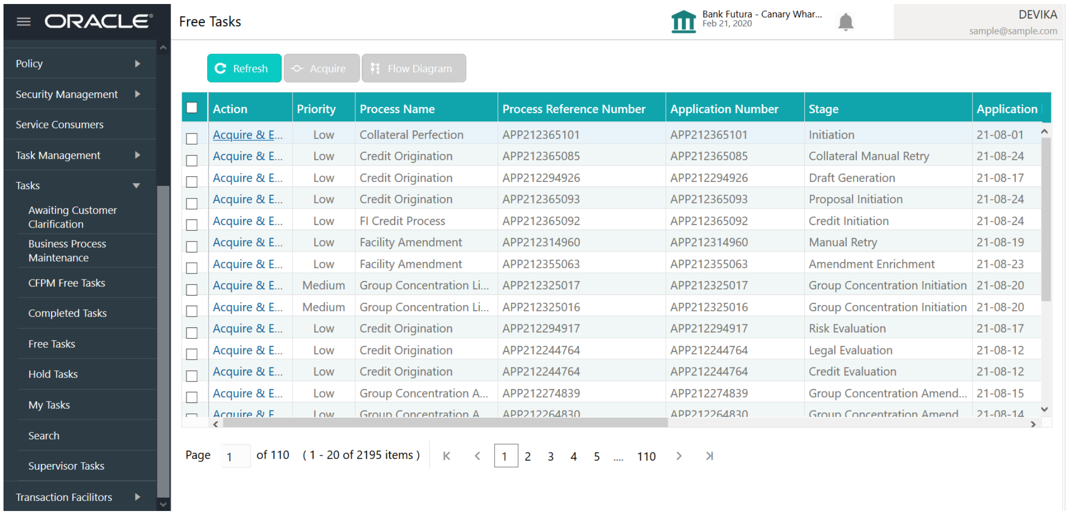
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

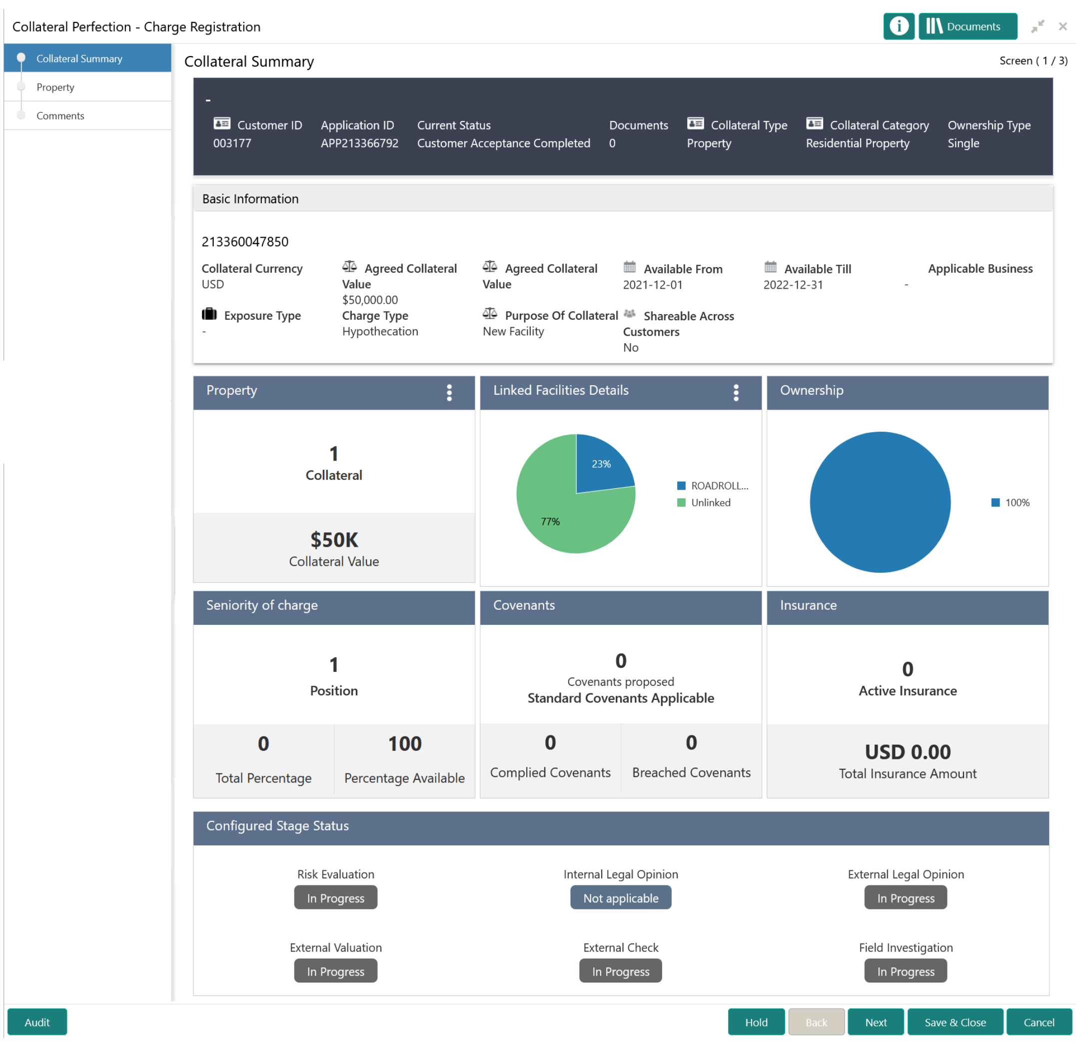
Figure 16-1 Free Tasks



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

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

Figure 16-2 Charge Registration - Collateral Summary



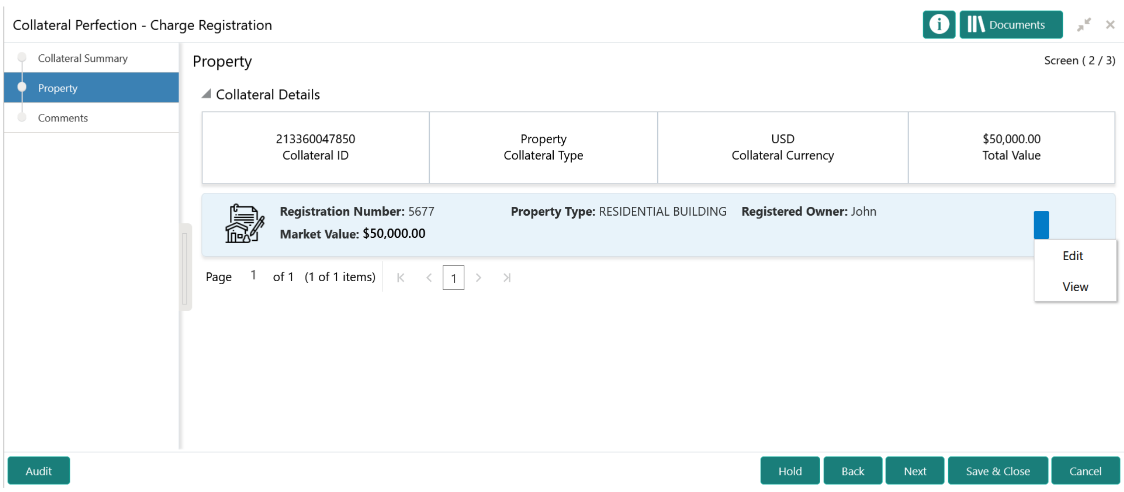
3. View the Collateral Summary and click **Next**.

16.3 Property

This topic provides systematic instructions about the procedure to capture charge registration detail.

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

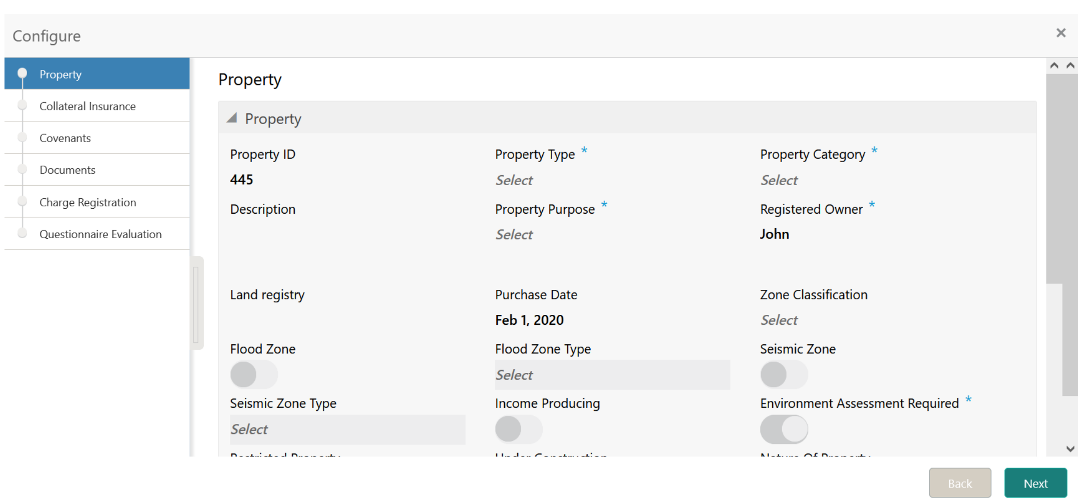
Figure 16-3 Charge Registration - Property



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

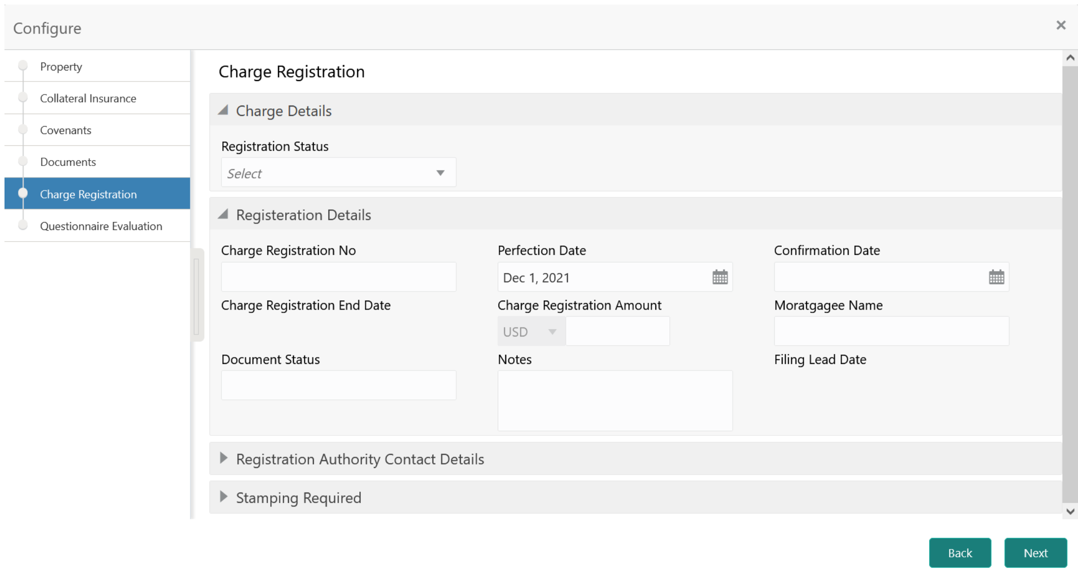
   The **Charge Registration - Configure - Property** screen is displayed.

Figure 16-4 Charge Registration - Configure - Property



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

Figure 16-5 Charge Registration - Configure - Charge Registration



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

   For more information on the fields, refer to the field description table below:

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

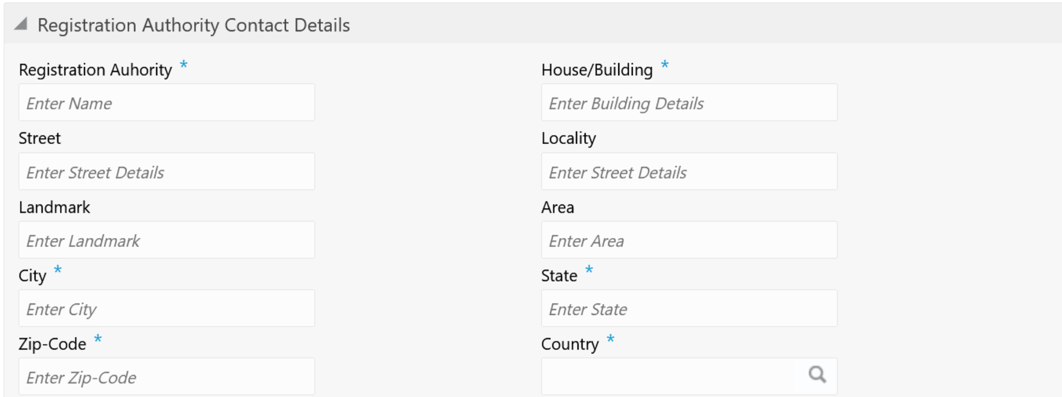


Table 16-3 Charge Registration - Registration Authority Contact Details - Field Description

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

Figure 16-7 Charge Registration - Stamping Required

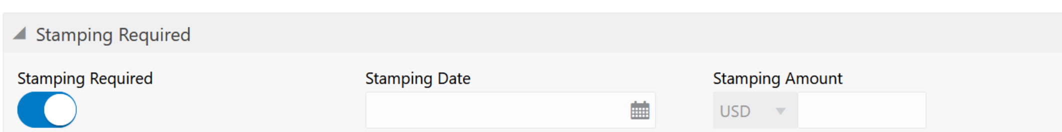


Table 16-4 Charge Registration - Stamping Required - Field Description

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

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

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

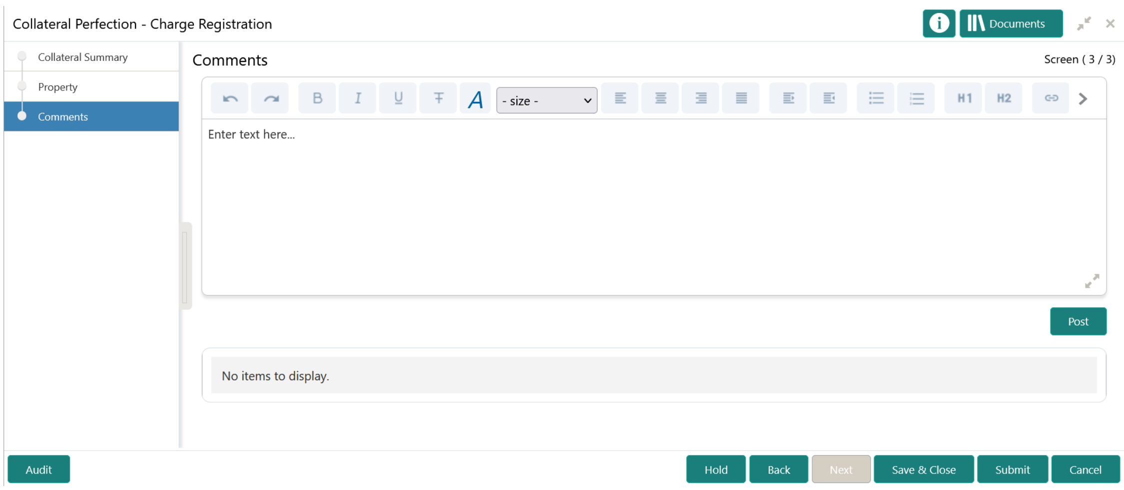
16.4 Comments

This topic provides systematic instructions about 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.

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

Figure 16-8 Charge Registration - Comments

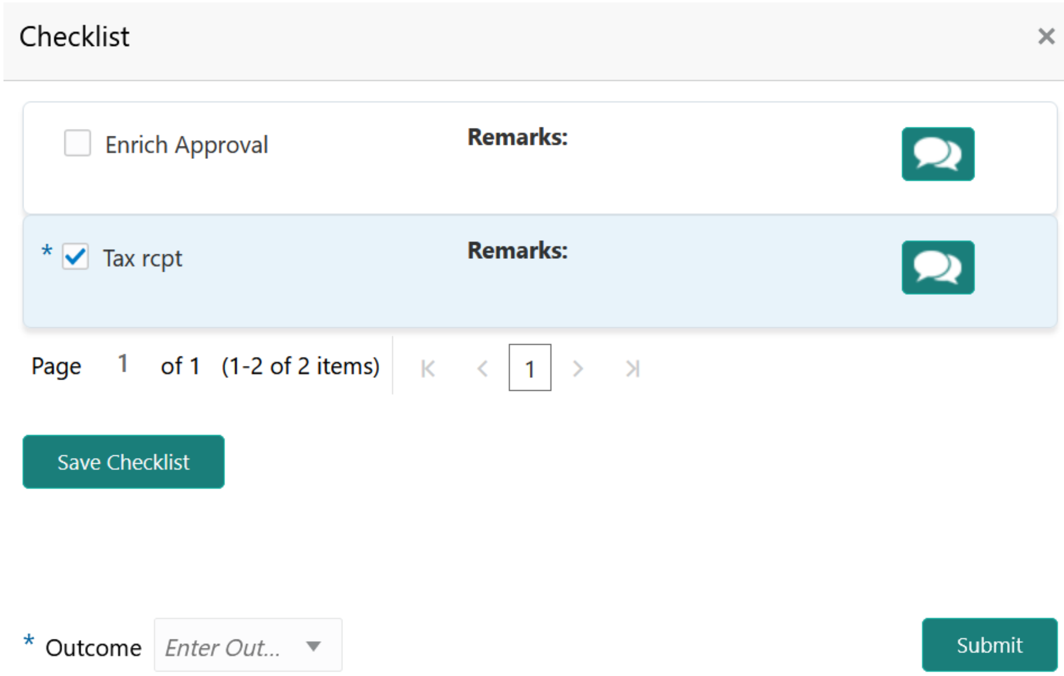


1. Type comments for the Charge Registration stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 16-9 Checklist



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

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

17
Awaiting Registration

This topic provides 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**

17.1 Awaiting Registration Completion

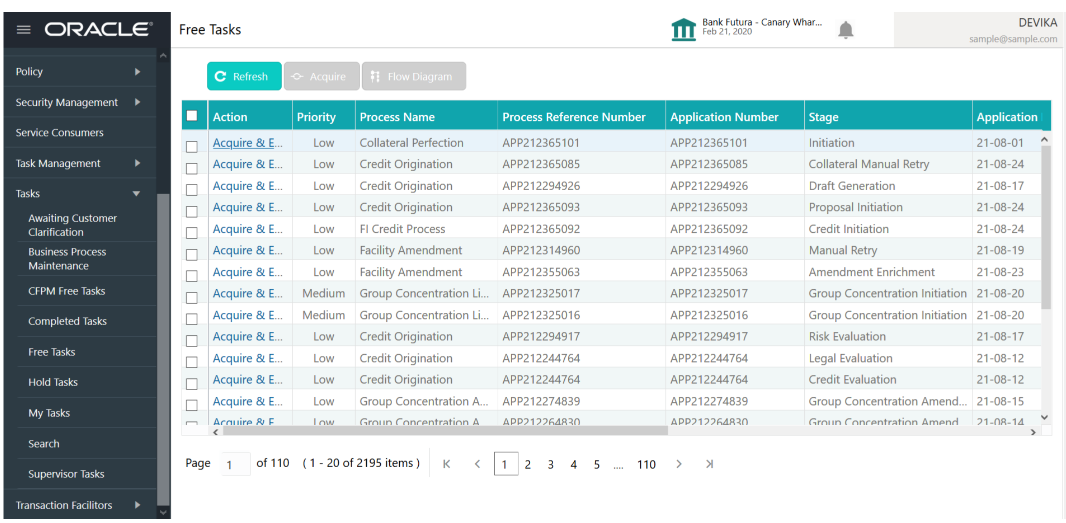
This topic provides systematic instructions about the procedure to capture charge registration details.

This data segment allows to add the charge registration details.

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

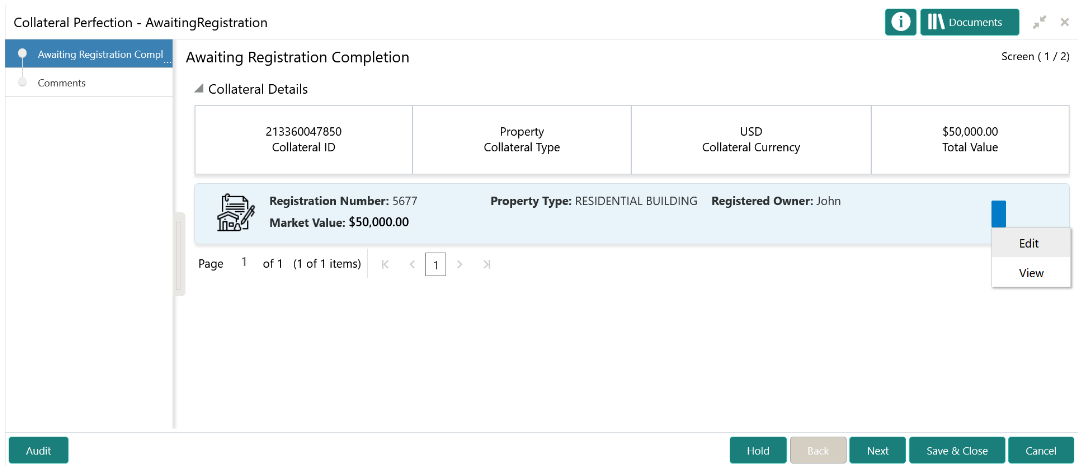
Figure 17-1 Free Tasks



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

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

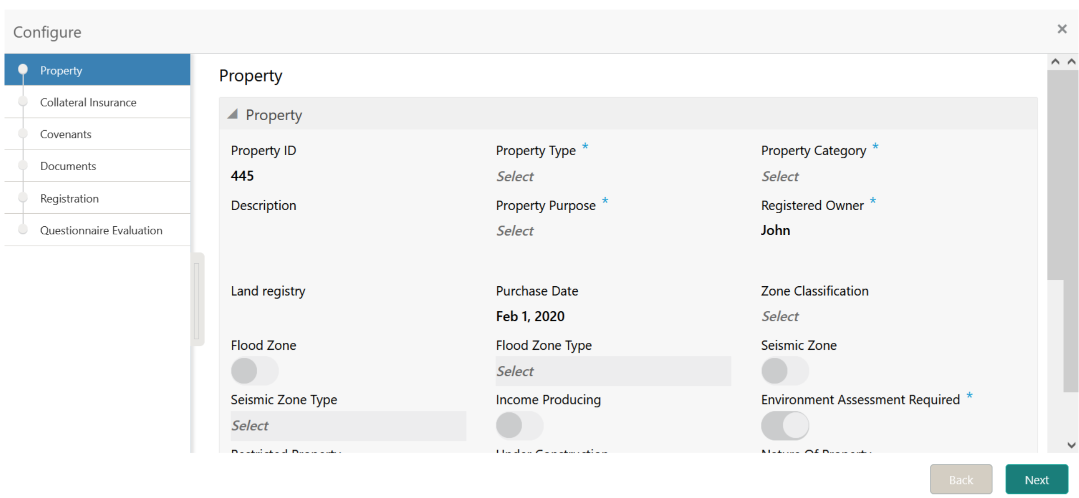
Figure 17-2 Awaiting Registration - Awaiting Registration Completion



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

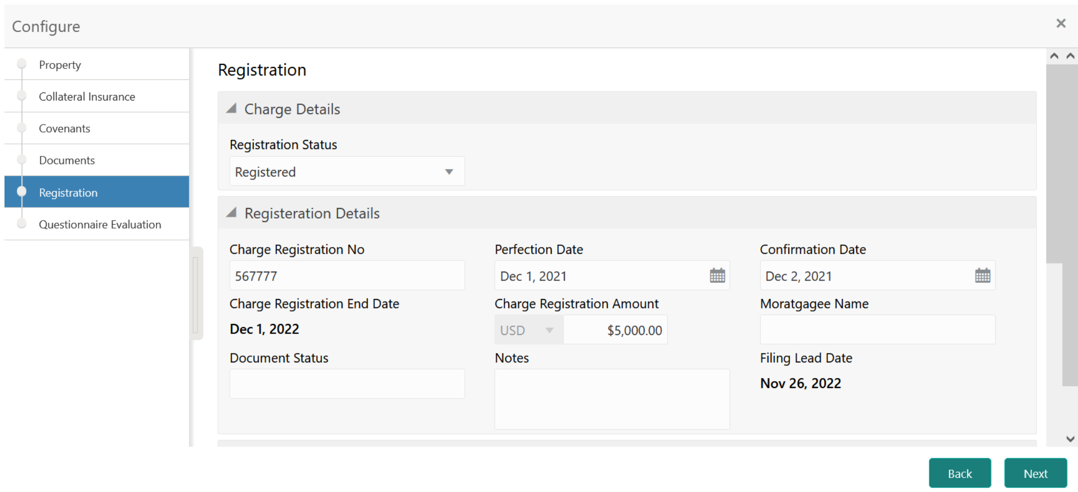
   The **Awaiting Registration - Configure - Property** screen is displayed.

Figure 17-3 Awaiting Registration - Configure - Property



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

Figure 17-4 Awaiting Registration - Configure - Registration



For more information on the fields, refer to the **Property** topic in the **Charge Registration** chapter.

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

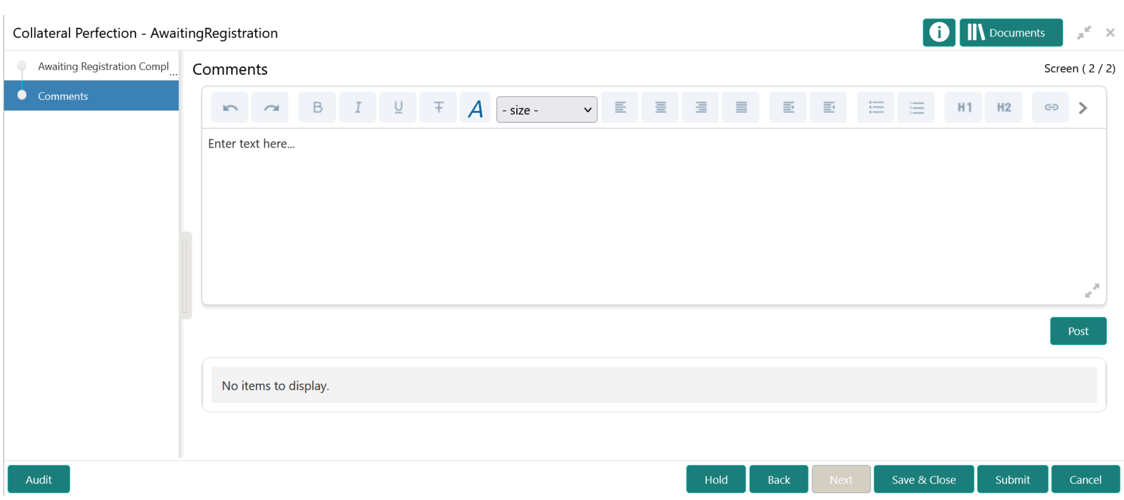
17.2 Comments

This topic provides systematic instructions about 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.

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

Figure 17-5 Awaiting Registration - Comments

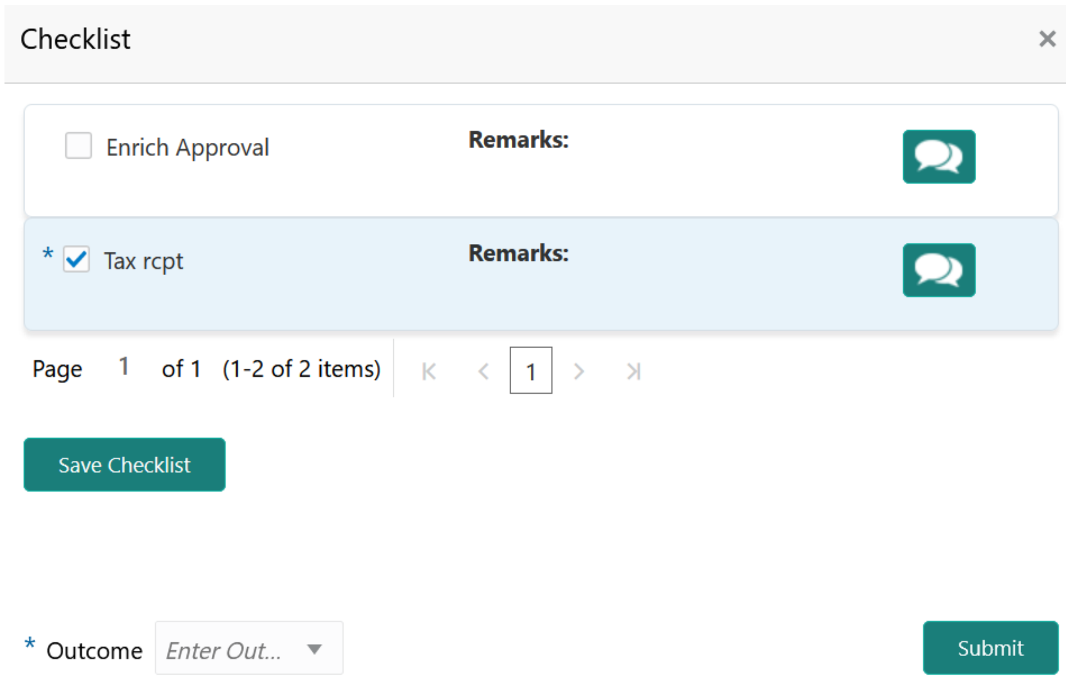


1. Type comments for the Awaiting Registration stage in the **Comments** text box.
2. Click **Post**.

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

   The Checklist window is displayed.

Figure 17-6 Checklist



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

   The options available options 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

This topic provides 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**

18.1 Collateral Summary

This topic provides systematic instructions about the Collateral Summary data segment in Safekeeping stage.

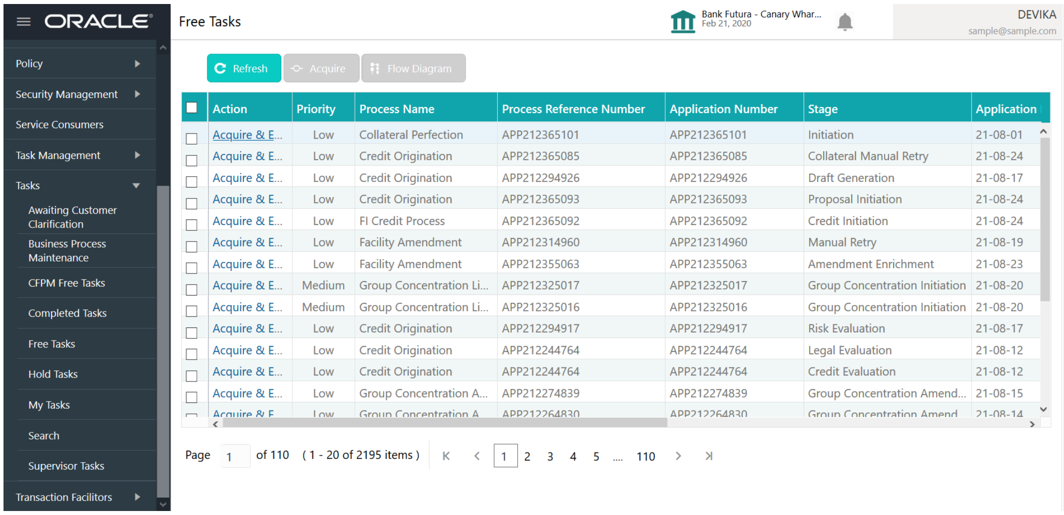
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

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

   The **Free Tasks** screen is displayed.

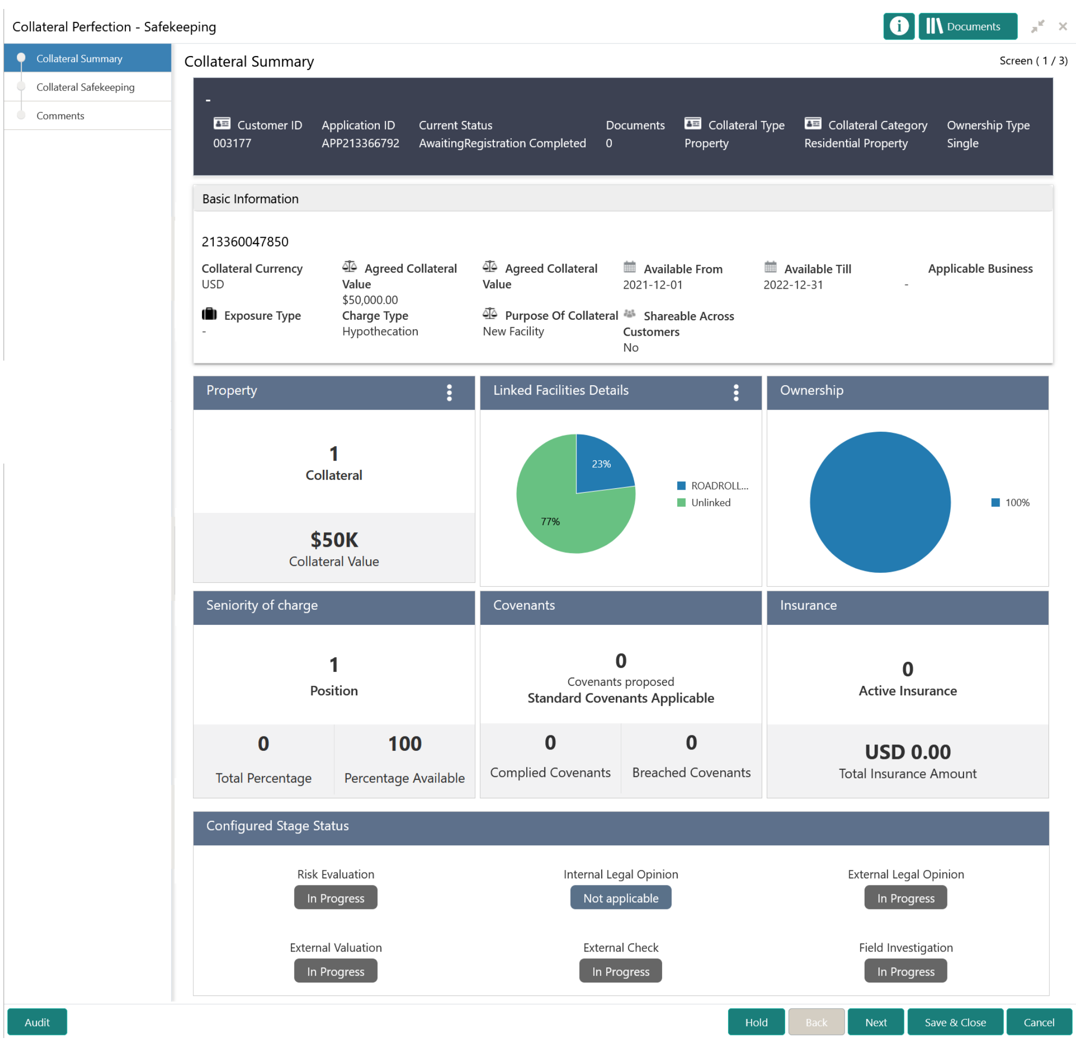
Figure 18-1 Free Tasks



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

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

Figure 18-2 Safekeeping - Collateral Summary



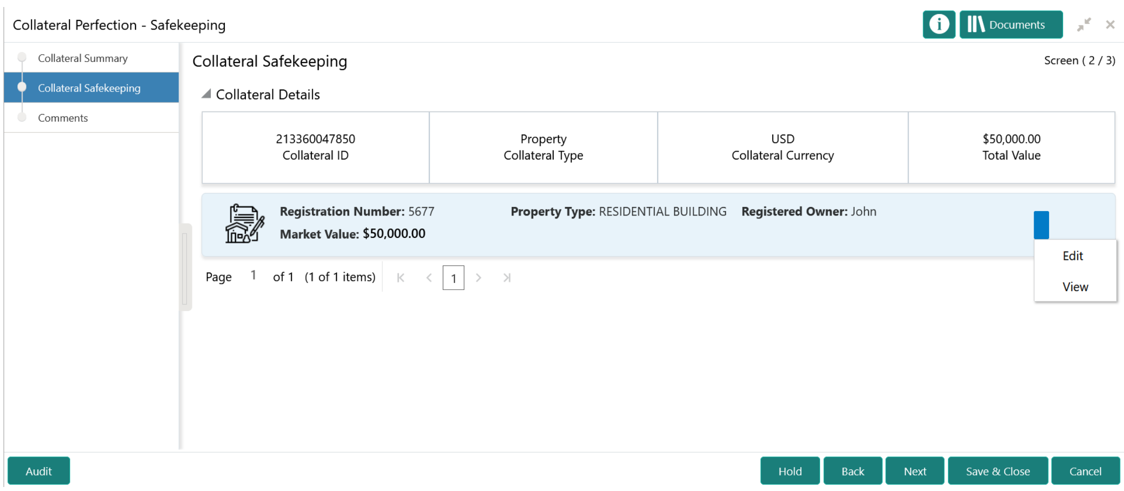
3. View the Collateral Summary and click **Next**.

18.2 Collateral Safekeeping

This topic provides systematic instructions about the procedure to add collateral safekeeping details.

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

Figure 18-3 Safekeeping - Collateral Safekeeping

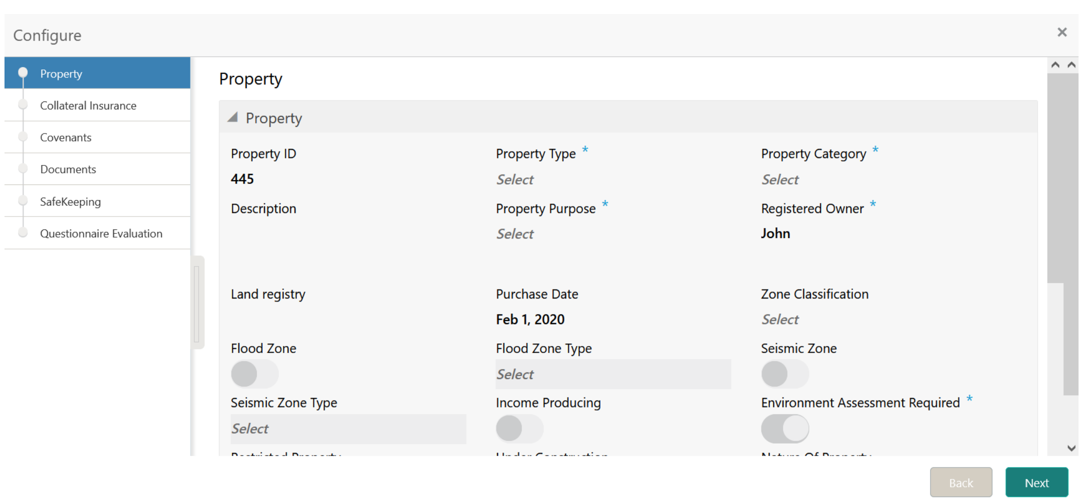


To capture safekeeping details for the collateral:

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

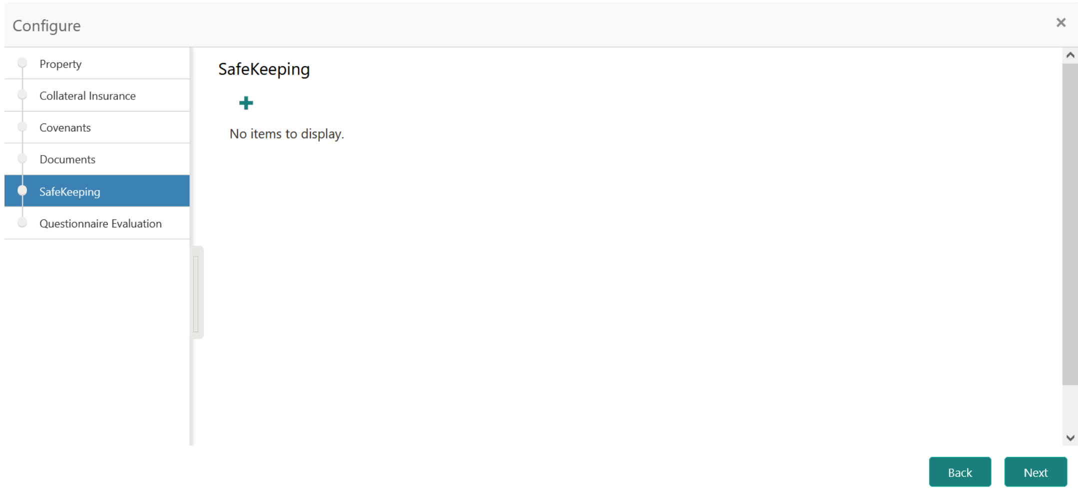
   The **Safekeeping - Configure - Collateral Type** screen is displayed.

   Figure 18-4 Safekeeping - Configure - Collateral Type



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

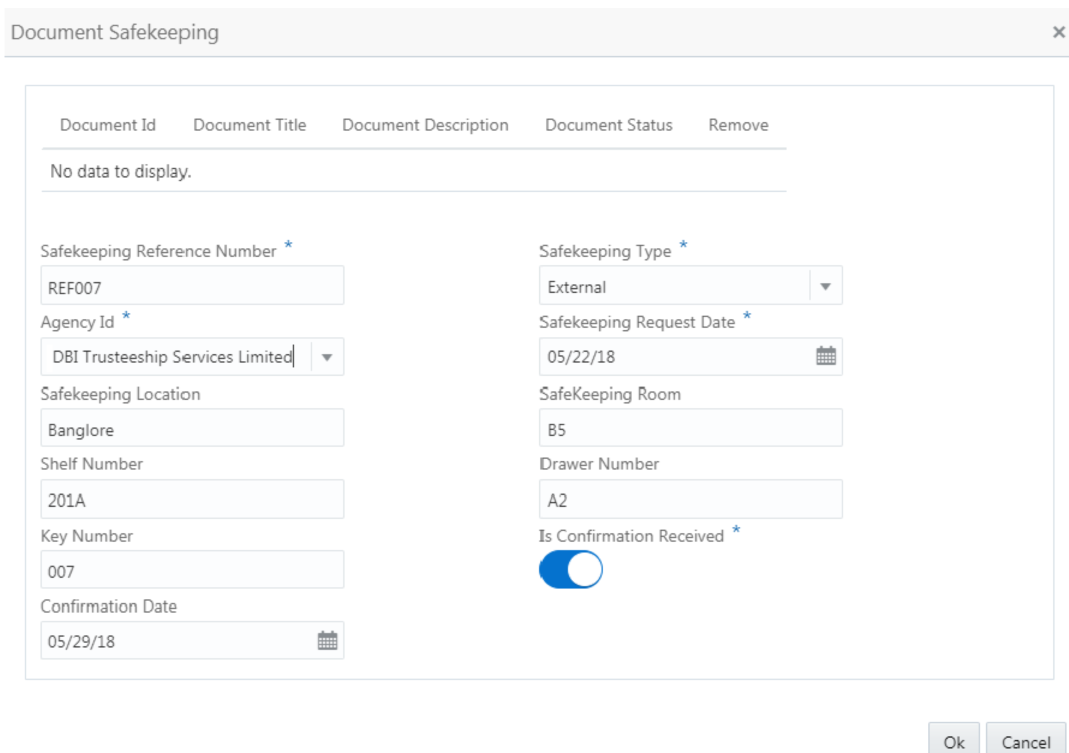
Figure 18-5 Safekeeping - Configure - Safekeeping



3. Click the add icon in the **Safekeeping - Configure - Safekeeping** screen.

   The **Document Safekeeping** window is displayed.

Figure 18-6 Document Safekeeping



4. Select the documents for safekeeping in the above screen.
5. Capture the document safekeeping details.

   For field level explanation, refer the below table.

Table 18-1 Document Safekeeping - Field Description

Field	Description
Safekeeping Reference Number	Specify the **Safekeeping Reference Number**.
Safekeeping Type	Select the **Safekeeping Type** from the drop down list. The options available are: • **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.
   User 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**.

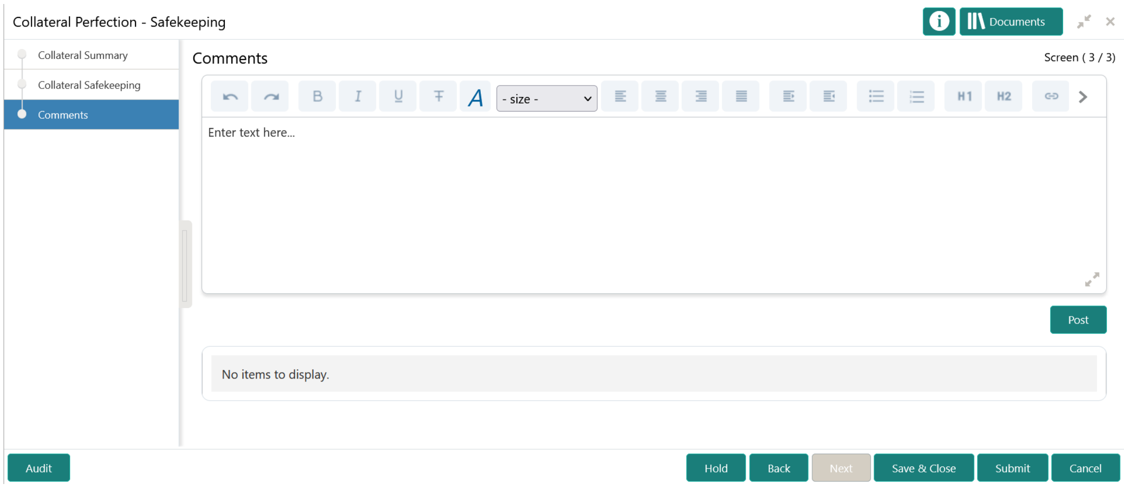
18.3 Comments

This topic provides systematic instructions about the Comments data segment in the Safekeeping stage.

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

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

Figure 18-7 Safekeeping - Comments

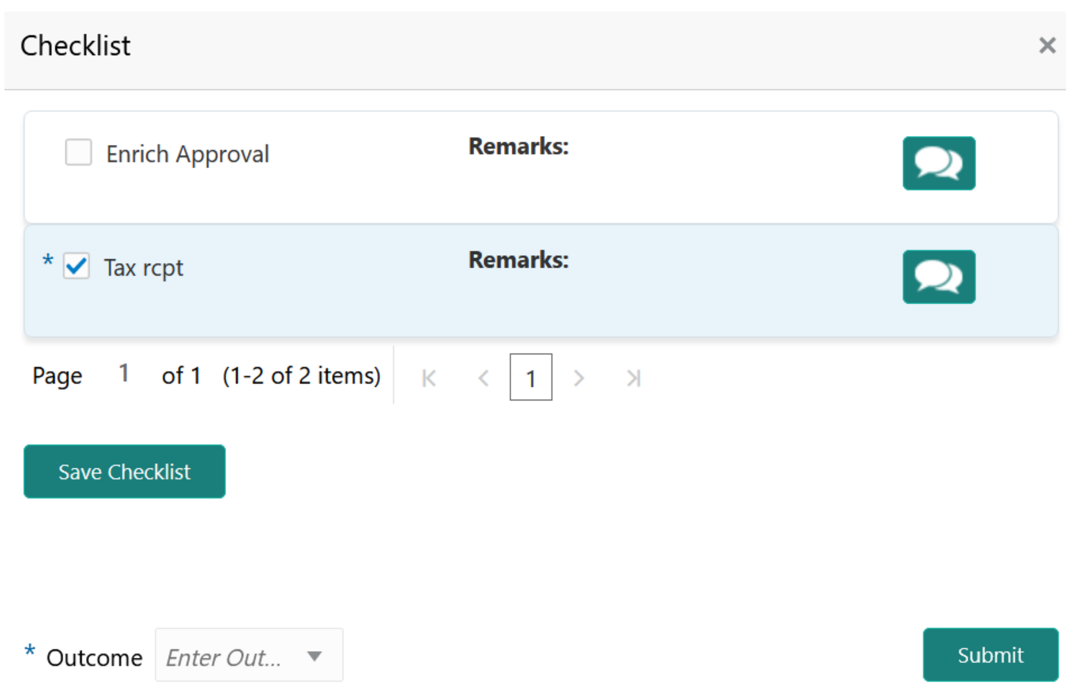


1. Type comments for the Safekeeping stage in the **Comments** text box.
2. Click **Post**.

   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

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

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

19.1 Collateral Summary

This topic describes about the Collateral Summary data segment in Manual Retry stage.

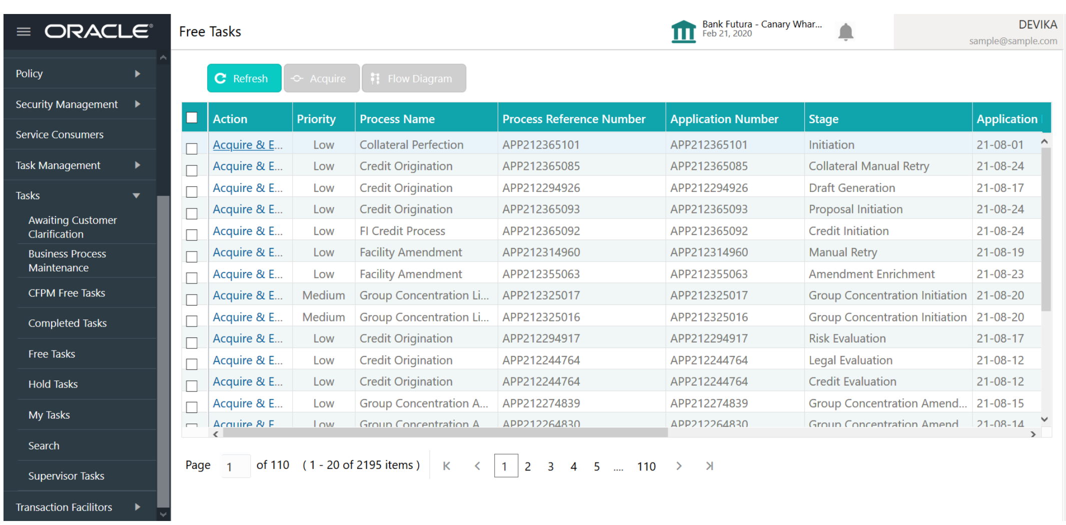
In the Collateral Summary data segment, the following collateral details captured in the previous stages are displayed.

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

1. From **Home** screen, click **Tasks**. Under **Tasks**, click **Free Tasks**.

   The **Free Tasks** screen is displayed.

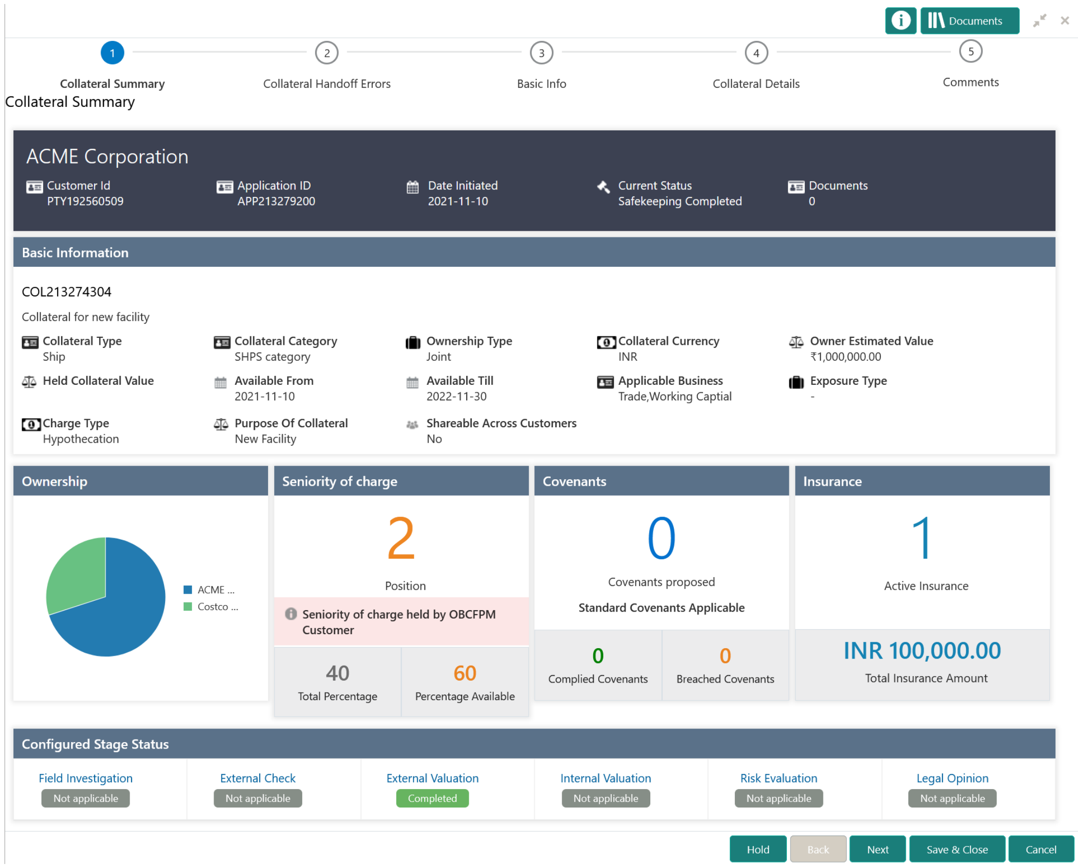
Figure 19-1 Free Tasks



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

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

Figure 19-2 Manual Retry - Collateral Summary



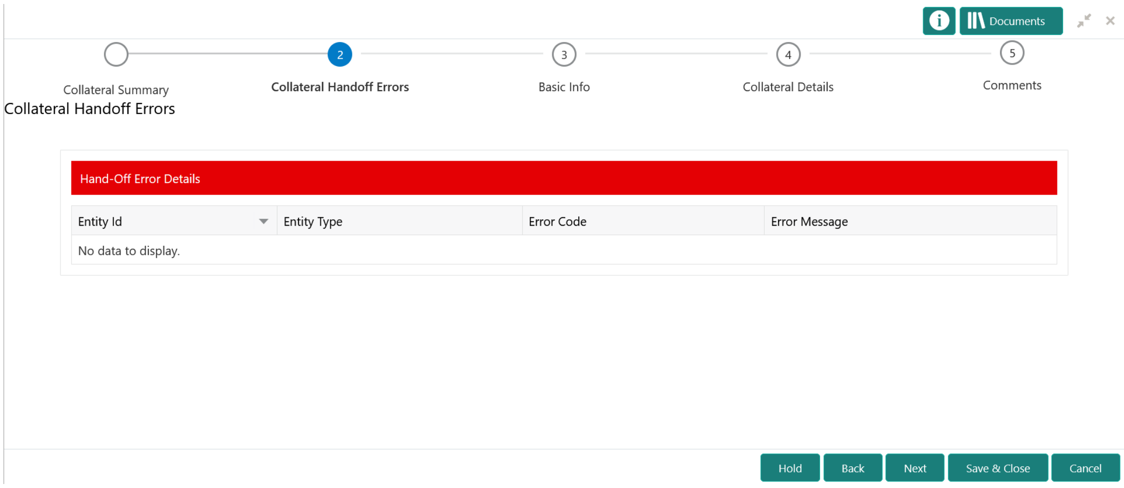
3. View the Collateral Summary and click **Next**.

19.2 Collateral Handoff Errors

This topic provides systematic instructions about 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.
Click **Next** in the **Manual Retry - Collateral Summary** screen, the Collateral Handoff Errors data segment is displayed.

Figure 19-3 Manual Retry - Collateral Handoff Errors



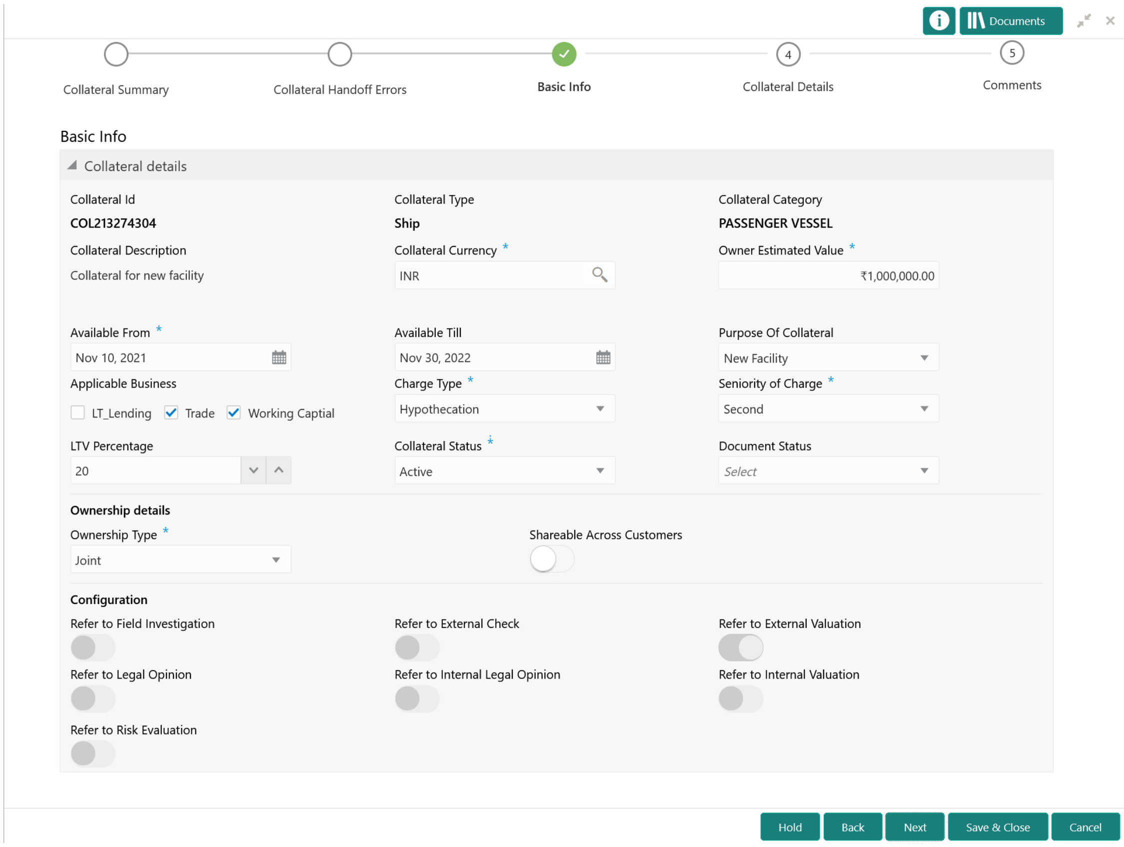
1. View the **Hand-off Error Details**.
2. Click **Next**.

19.3 Basic Info

This topic provides systematic instructions about 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.
Click**Next** in the **Manual Retry - Collateral Handoff Errors** screen, the Basic Info data segment is displayed.

Figure 19-4 Manual Retry - Basic Info



1. Modify the necessary details.

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

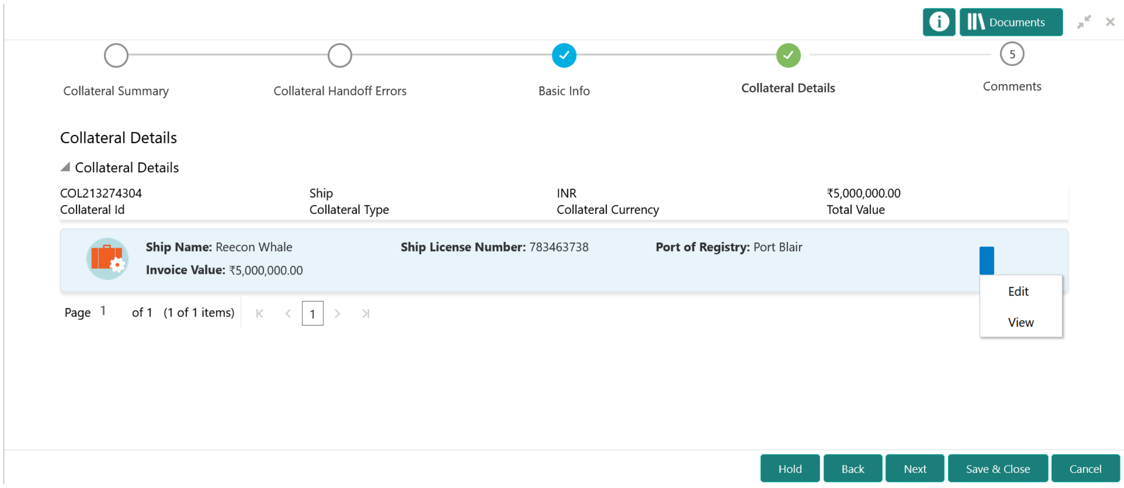
2. After performing necessary actions in the **Manual Retry - Basic Info** screen, click **Next**.

19.4 Collateral Details

This topic provides systematic instructions about the Collateral Details data segment in Manual Retry stage.

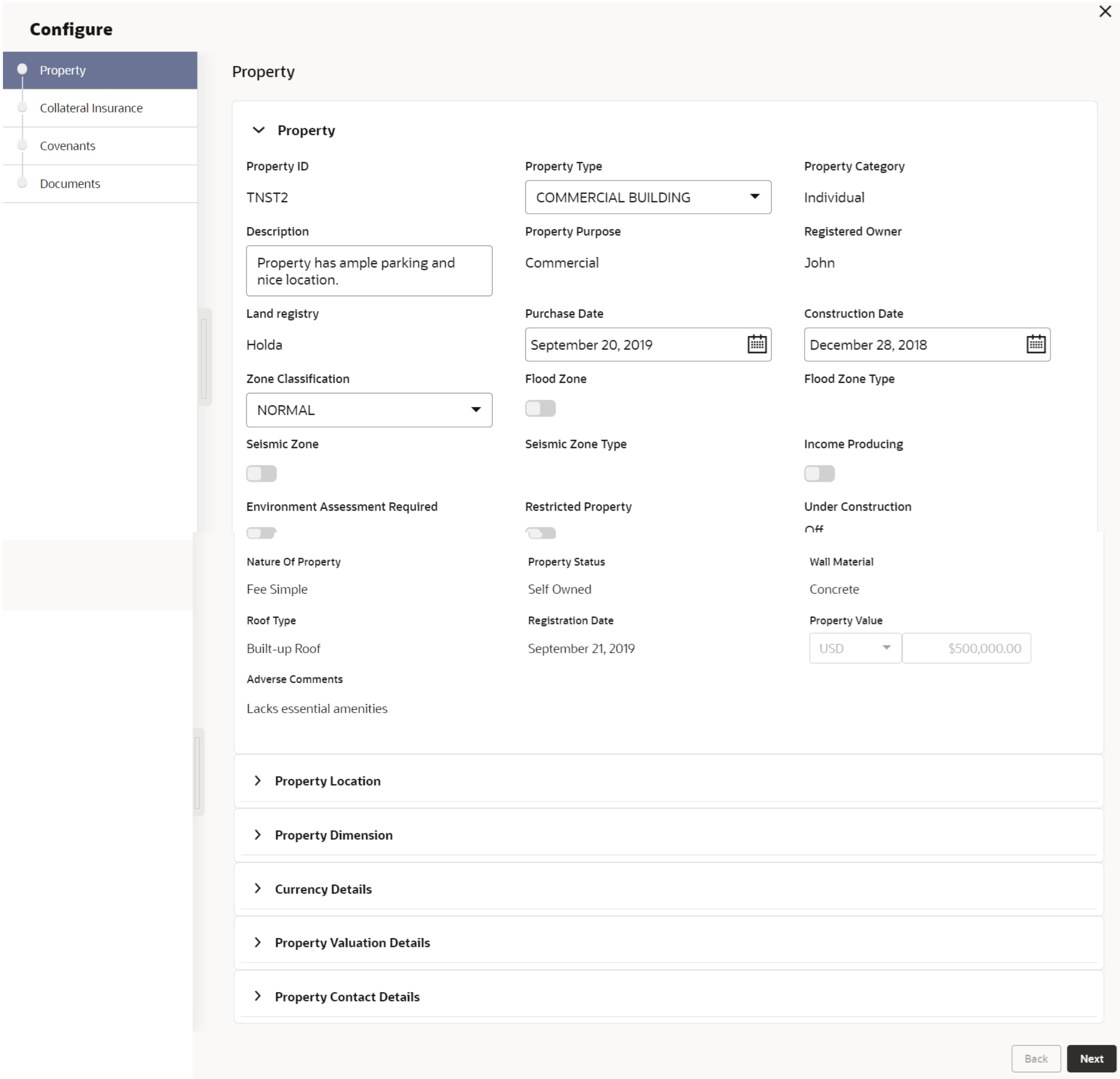
This data segment allows to modify collateral details added in the previous stages/process. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment.
Click **Next** in the **Manual Retry - Basic Info** screen, the Collateral Details data segment is displayed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

Figure 19-5 Manual Retry - Collateral Details



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

Figure 19-6 Enrichment - Configure - Collateral Type



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

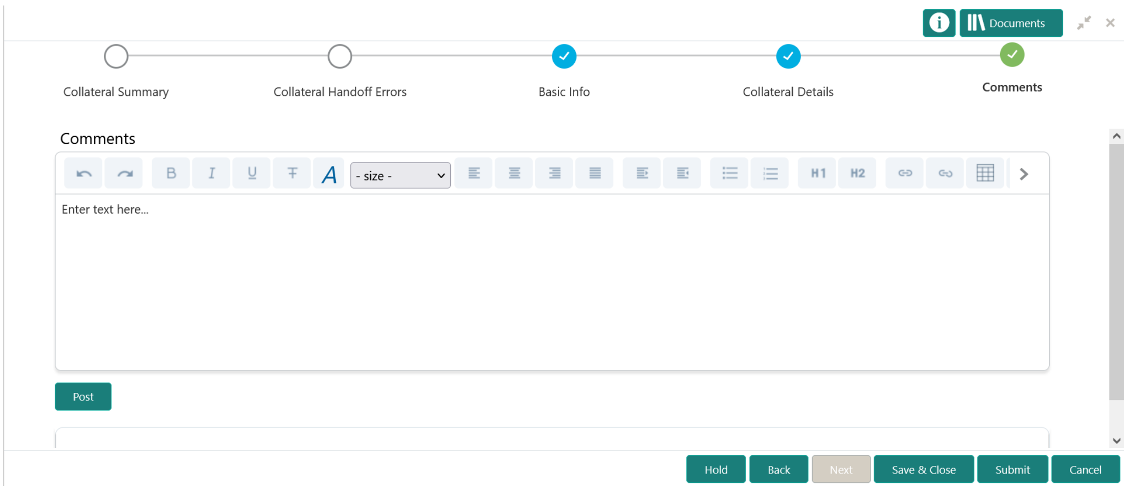
After modifying the collateral details, click **Next**.

19.5 Comments

This topic provides systematic insructions about 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.
Click **Next** in the **Manual Retry - Collateral Details** screen, the Comments data segment is displayed.

Figure 19-7 Manual Retry - Comments

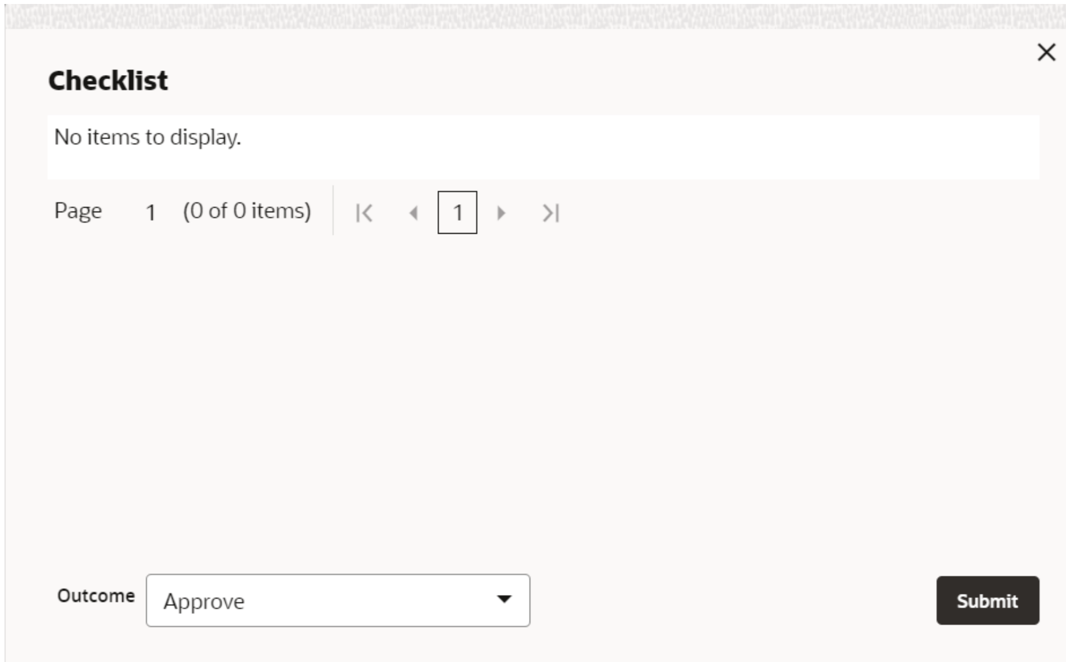


1. Type comments for the Manual Retry stage in the **Comments** text box.
2. Click **Post**.

   Comments are posted below the **Comments** text box.
3. To manually handoff the collateral details, click **Submit**.

   The **Checklist** window is displayed.

Figure 19-8 Enrichment - Checklist



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

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

   Collateral details are handed off to the back office system.

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