

# Oracle® Banking Microservices Architecture

## Retail Onboarding User Guide



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## Purpose

This guide provides step-by-step instructions to onboard a retail customer using Oracle Banking Enterprise Party Management.

## Audience

This guide is intended for the bankers who are responsible for onboarding retail customers into the bank.

## 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>.

## 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.

## Conventions

The following text conventions are used in this document:

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

## Related Resources

For more information, see these Oracle resources:

- *Getting Started User Guide*
- *Retail 360 User Guide*

## Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table Common Icons and its Definitions**

Icon	Operation
<b>Submit</b>	Click <b>Submit</b> to default the checklists applicable for the stage based on the application category. On verifying all the checklists and on the selection of the outcome, the task will be submitted.
<b>Post</b>	Click <b>Post</b> to post the comments below the <b>Comments</b> text box.
<b>Cancel</b>	Once you click <b>Cancel</b> , the system will ask for confirmation, and on confirming, the task will be closed without saving the data.
<b>Hold</b>	Click <b>Hold</b> to save the captured details and suspend the task status. The suspended task will be available in the Hold queue. This option is used if there is any pending information to be captured. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured.
<b>Next</b>	Click <b>Next</b> to save the captured details and then the system will move to the next screen. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured. If mandatory fields have not been captured, the system will display an error until the mandatory fields have been captured.
<b>Back</b>	Click <b>Back</b> to save the captured details and move to the previous screen.

**Table (Cont.) Common Icons and its Definitions**

Icon	Operation
<b>Save and Close</b>	Click <b>Save and Close</b> to save the captured details. If mandatory fields have not been captured, the system will display an error until the mandatory fields are captured.

## Acronyms and Abbreviations

The following acronyms and abbreviations are used in this guide:

**Table Acronyms and Abbreviations**

Acronym/ Abbreviation	Description
<b>CIF</b>	Customer Information File
<b>KYC</b>	Know Your Customer
<b>SME</b>	Small and Medium Enterprise

## 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.

## Symbols and Icons

The following are the symbols you are likely to find in this guide:

**Table Symbols**











Symbol	Function
	Add icon
	Edit icon
	Delete icon
	Calendar icon
	Close icon

Table (Cont.) Symbols

Symbol	Function
	Increase/Decrease value
	Maximize
	Minimize
	Open a list
	Perform search

# 1

## Party Management

Party Management features allows user to onboard, amend, and view party using a workflow-based process. Workflow based process enables a streamlined and controlled party management processes.

This topic contains the following subtopics:

- [Retail Onboarding](#)  
Retail party onboarding in a bank involves the process of enrolling new individual customers into the bank's system to establish their accounts and services. This process is designed specifically for retail or individual customers, distinct from corporate or institutional clients.
- [Retail Amendment](#)  
In the **Amendment** stage, the relationship manager can amend the information or can add additional information about a retail customer using Oracle Banking Enterprise Party Management.
- [Retail View](#)  
In this *retail view* stage, the relationship manager can view the information about a retail customer using Oracle Banking Enterprise Party Management.

### 1.1 Retail Onboarding

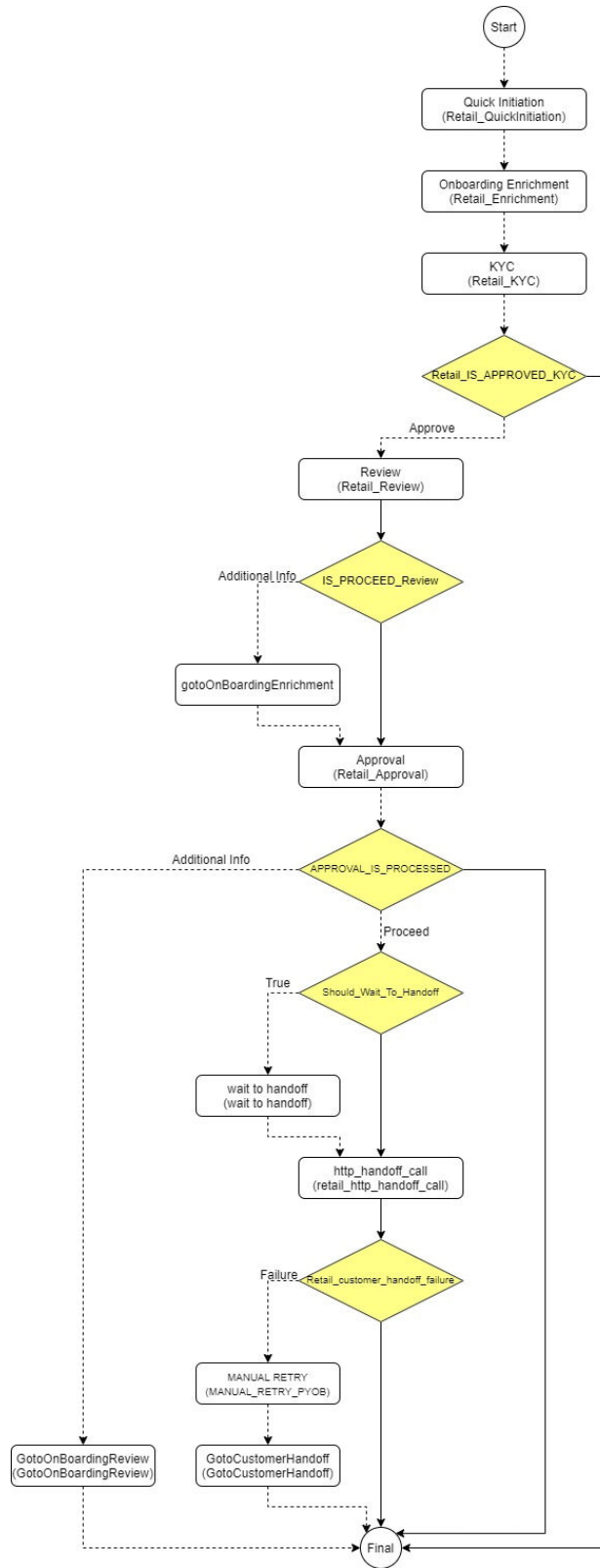
Retail party onboarding in a bank involves the process of enrolling new individual customers into the bank's system to establish their accounts and services. This process is designed specifically for retail or individual customers, distinct from corporate or institutional clients.

Retail party onboarding encompasses collecting, evaluating, and authorizing customer information to facilitate secure retail banking operations.

#### Process Flow Diagram

The flow diagram illustrating the different stages in the Retail Onboarding process is shown below for reference:

Figure 1-1 Quick Initiation



- **Onboarding Initiation**  
In the *Initiation* stage, the Relationship Manager can capture brief information about the retail customer to be onboarded using Oracle Banking Enterprise Party Management.
- **Onboarding Enrichment**  
In the *Enrichment* stage, the relationship manager can capture detailed information about the retail customer to be added in the Oracle Banking Enterprise Party Management.
- **KYC Check**  
KYC check for the retail customer is populated based on the product selected by that customer. The banks can directly perform the KYC check by themselves or reach external agencies for the KYC Information.
- **Recommendation**  
In this stage, the final Recommendation user reviews the customer details and moves the task to Approval stage if the details are appropriate.
- **Approval**  
In this stage, an approver can view the customer information and decide to approve or reject the party onboarding application based on comments provided in Recommendation stage.

### 1.1.1 Onboarding Initiation

In the *Initiation* stage, the Relationship Manager can capture brief information about the retail customer to be onboarded using Oracle Banking Enterprise Party Management.



#### Note:

User should have required Personal Identifiable Information (PII) access to onboard a party, if PII fields are configured. Refer to the **Oracle Banking Party Configurations User Guide** for more details.

1. On the **Homepage**, under **Party Services**, click **Party Management**.
2. Under **Party Management**, click **Onboarding**.

The **Onboarding** screen displays.


**Figure 1-2 Onboarding Initiation**

The screenshot shows a web interface titled "Onboarding". It features a "Customer Type" dropdown menu with "Retail" selected. To the right of the dropdown are two buttons: "Onboard Now" and "Cancel". The background of the interface has a decorative pattern of overlapping circles.

3. On the **Onboarding** screen, specify the fields. For more information on fields, refer to the field description table.



**Table 1-1 Onboarding Initiation - Field Description**

Field	Description
<b>Customer Type</b>	Select <b>Retail</b> from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• Retail</li> <li>• Corporate</li> <li>• Small and medium Business</li> <li>• Small Medium Enterprise</li> </ul>
<b>Business Process Code</b>	If required, select the desired business process code. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>This field is displayed and required only if more than one process code is configured for a given customer type. The drop-down values will be based on the process code configuration.</p> </div>

4. Click **Onboard Now**.

The **Retail Onboarding - Quick Initiation** screen is displayed.

**Figure 1-3 Retail Onboarding - Quick Initiation**

5. On the **Quick Initiation** screen, specify the details. For more information on fields, refer to the field description table.

**Table 1-2 Quick Initiation – Field Description**

Field	Description
<b>First Name</b>	Specify the first name of the party.
<b>Middle Name</b>	Specify the middle name of the party.
<b>Last Name</b>	Specify the last name of the party.
<b>Maiden Name</b>	Specify the maiden name of the party.

**Table 1-2 (Cont.) Quick Initiation – Field Description**







Field	Description
<b>Date of Birth</b>	<p>Specify the birth date of the party. Based on the date of birth and minor age configuration, the party will be identified as a major customer or minor customer.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Refer to the <b>Oracle Banking Party Configurations User Guide</b> for minor age configuration.</p> </div>
<b>Gender</b>	<p>Specify the gender of the party.</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Other</li> <li>• Do Not Wish to Disclose</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Birth Country</b>	<p>Country of birth of as per basic information of the party.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of countries are available as per configuration in Common Core Maintenance for Country Code.</p> </div>
<b>Citizenship By</b>	<p>Method through which citizenship is acquired by the party.</p> <ul style="list-style-type: none"> <li>• Birth</li> <li>• Acquire</li> <li>• Others</li> <li>• Residence</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>

Table 1-2 (Cont.) Quick Initiation – Field Description

Field	Description
<b>Country of Residence</b>	Country of residence as per basic information of the party.   <b>Note:</b> The list of countries are available as per configuration in Common Core Maintenance for Country Code.
<b>Customer Category</b>	Category of party as per basic information of the party.
<b>Application Priority</b>	Select the priority of the party onboarding application from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul>
<b>Customer Access Group</b>	Click <b>Search</b> and select the user access group for a party.   <b>Note:</b> Customer Access Groups are available as per configuration in Common Core Maintenance for Customer Access Group.

6. Click **Submit**.

The system will check for duplicate customers (Dedupe Check). For more information, refer to the [Duplication Check \(De-dupe Check\)](#).

If there is no duplicate customer existed in the system, then the system creates a unique party ID for the customer and displays the **Initiation - Basic Details** screen. For more information, refer to the [Onboarding Enrichment - Basic Information](#). The retail onboarding quick initiation screen is displayed with following sections to capture additional party details.

- Basic Details
- Relationships
- Educational Qualification
- Employment
- Financial Information
- MIS Details
- Comments
- Review and Submit
- [Onboarding Initiation - Basic Details](#)  
The basic detail section offers fundamental information about the party, encompassing demographic details, address information, contact details, and other pertinent data.

- [Onboarding Initiation - Relationship](#)  
The relationship section furnishes information concerning the connections between the party and related parties, including household members, guardians, custodians, and other relevant affiliations.
- [Onboarding Initiation - Educational Qualification](#)  
The educational qualification section offers detailed information regarding the academic background of the party.
- [Onboarding Initiation - Employment](#)  
The employment section furnishes comprehensive details regarding the party's employment status, encompassing both salaried positions and self-employment endeavors.
- [Onboarding Initiation - Financial Information](#)  
The financial information section pertains to details regarding the party's financial status, including income, assets, liabilities, and other relevant financial data.
- [Onboarding Initiation - Comments](#)  
The relationship managers can capture overall comments for the initiation stage in the **Comments** screen.
- [Onboarding Initiation - Review and Submit](#)  
The **Review and Submit** screen provides a consolidated view of the information captured in all the sections.

### 1.1.1.1 Onboarding Initiation - Basic Details

The basic detail section offers fundamental information about the party, encompassing demographic details, address information, contact details, and other pertinent data.



#### Note:



The fields marked as **Required** are mandatory.

Basic details screen captures the following data segments for personal details to onboard the customer.

**Table 1-3 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Basic Info and Citizenship</b>	Mandatory	Data Segment to capture basic personal information of the party.
2	<b>Contact Details</b>	Optional	Data Segment to capture contact details of the party such as Mobile, Email, Phone etc.

**Table 1-3 (Cont.) Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
3	<b>Current Address</b>	Conditional	<p>Data Segment to capture current address of the party such as current communication address, current residential address, etc.</p> <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>Address type in current address can be configured as mandatory through <b>Address Management Maintenance</b>. For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
4	<b>Previous Address</b>	Optional	<p>Data Segment to capture previous addresses of the party such as previous communication address, previous residential address, etc. Multiple previous address for each of the address type can be captured in previous address.</p> <p>Minimum address history will be required, if configured, as per <b>Address Management Maintenance</b>.</p> <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
5	<b>ID Details</b>	Mandatory	Data Segment to capture Identity details of the party such as Passport, Driving License, etc.
6	<b>Tax Declaration</b>	Mandatory	Data Segment to capture Tax Details of the party such as Form W8-BEN, W9 etc.

1. On **Initiation - Basic Details** screen, click and expand the **Basic Info and Citizenship** section.

The **Basic Info and Citizenship** screen displays.

**Figure 1-4 Basic Info and Citizenship**

**Note:**

Basic details provided in the **Quick Initiation** screen are automatically populated on this screen.

2. On the **Basic Info and Citizenship** segment, specify the details of the customer. For more information on fields, refer to the field description table.



**Note:**

The drop-down values are configurable through Entity Code Maintenance. Refer **Entity Maintenance** in **Party Configuration Guide**.




**Table 1-4 Basic Info and Citizenship – Field Description**

Field Name	Description
<b>Salutation</b>	Select the title from the list of values. The available options are: <ul style="list-style-type: none"> <li>• Mr.</li> <li>• Mrs.</li> <li>• Ms.</li> <li>• Miss.</li> <li>• Dr.</li> </ul>

Table 1-4 (Cont.) Basic Info and Citizenship – Field Description





Field Name	Description
<b>Title</b>	<p>Select the title from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Mr.</li> <li>• Mrs.</li> <li>• Ms.</li> <li>• Miss.</li> <li>• Dr.</li> </ul> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p>
<b>First Name</b>	Displays the first name of the customer.
<b>Middle Name</b>	Displays the middle name of the customer.
<b>Last Name</b>	Displays the last name of the customer.
<b>Suffix</b>	<p>Select suffix for the party name from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Sr.</li> <li>• Jr.</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> </ul> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p>
<b>Title</b>	<p>Select the title from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>CFP</b></li> <li>• <b>MD</b></li> <li>• <b>PHD</b></li> <li>• <b>CA</b></li> <li>• <b>EDD</b></li> </ul>
<b>Short Name</b>	Specify the short name of the customer.
<b>Maiden Name</b>	Displays the maiden name of the customer.
<b>Name in Local Language</b>	Specify the name in local language (as applicable at the country of implementation).
<b>Date of Birth</b>	Displays the date of birth of the customer.
<b>National ID</b>	Provide national ID of the party.

**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**





Field Name	Description
<b>Gender</b>	<p>Displays the gender from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Other</li> <li>• Do Not Wish to Disclose</li> <li>• Female</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p> </div>
<b>Marital Status</b>	<p>Select the marital status from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Married</li> <li>• Unmarried</li> <li>• Widow</li> <li>• Legally Separated</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p> </div>
<b>Profession</b>	<p>Select the profession of the party from the drop-down list.</p>
<b>Occupation</b>	<p>Select the occupation type from the drop-down values.</p> <ul style="list-style-type: none"> <li>• Own Business</li> <li>• Employed</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p> </div>
<b>Staff</b>	<p>Click the toggle status, of the party is a staff.</p>







**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**

Field Name	Description
<b>Resident Status</b>	<p>Select the residential status from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Resident Alien</li> <li>• Non Resident Alien</li> <li>• Citizen</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Entity Maintenance</b>.</p>
<b>Country of Residence</b>	Displays the country of residence.
<b>Birth Place</b>	Specify the birth place of the party.
<b>Birth Country</b>	<p>Click <b>Search</b> icon, and select the birth country from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Common Core Maintenance</b> for the country code.</p>
<b>Nationality</b>	<p>Click <b>Search</b> icon, and select the nationality from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Common Core Maintenance</b> for the country code.</p>
<b>Citizenship by</b>	<p>Select the citizenship from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Birth</li> <li>• Acquire</li> <li>• Others</li> <li>• Residence</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Entity Maintenance</b>.</p>
<b>Upload Photo</b>	Upload the photo of the customer.

**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**

Field Name	Description
<b>KYC Verified</b>	<p>Specify the KYC Compliance or Non-Compliance, if KYC is executed before party onboarding.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>KYC Status as per standalone KYC record supersedes and overwrite Is KYC verified.</li> <li>If KYC Status as per Standalone KYC record is available KYC Verified cannot be setup manually.</li> </ul> </div>
<b>Customer Category</b>	<p>Displays the category of the customer.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Common Core Maintenance</b> for the customer category.</p> </div>
<b>Customer Segment</b>	<p>Select the customer segment from the drop-down values.</p>
<b>Customer Access Group</b>	<p>Click <b>Search</b> icon and select the customer access group for the party.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>User should have required access to onboarding a party within a customer access group.</li> <li>For more details, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</li> <li>The list of values can be configured through <b>Common Core Maintenance</b> for the customer access group.</li> </ul> </div>
<b>Risk Level</b>	<p>Select the risk level of the party from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>Level1</li> <li>Level2</li> <li>Level3</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through <b>Entity Maintenance</b>.</p> </div>

**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**

Field Name	Description
<b>Preferred Language</b>	<p>Select the preferred language from the drop-down values.</p> <p> <b>Note:</b> The list of values can be configured through <b>Common Core Maintenance</b> for the language code.</p>
<b>Preferred Currency</b>	<p>Click <b>Search</b> icon and select the preferred currency from the list of values.</p> <p> <b>Note:</b> The list of values can be configured through <b>Common Core Maintenance</b> for the currency code.</p>
<b>Purpose</b>	<p>Select the purpose from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Loan Repayment</li> <li>• Salary Transfer</li> <li>• Savings</li> <li>• Transactional</li> <li>• Investment</li> </ul> <p> <b>Note:</b> The list of values can be configured through <b>Entity Maintenance</b>.</p>
<b>Relationship Manager ID</b>	<p>Click <b>Search</b> icon, and select the relationship manager ID from the list of values.</p> <p> <b>Note:</b> The list of values will be as per user configuration in security management.</p>
<b>Origin Code</b>	<p>Select the origin code from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Single Occupational</li> <li>• Single Associational</li> <li>• Multiple Common Bond</li> <li>• Community</li> </ul>

**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**

Field Name	Description
<b>Sub-Origin Code</b>	Select the sub-origin code from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• Spouses</li> <li>• Employees of Credit Union</li> <li>• Pensioners</li> <li>• Volunteers</li> <li>• Immediate family</li> </ul> Sub-Origin Code will only be displayed, if Origin Code is selected. Origin Code and Sub-Origin Code are co-dependent fields.
<b>Duplicate Merge</b>	Click the toggle status, if party is eligible to be merged with another party due to being identified as a duplicate.
<b>Referral Source</b>	Select the referral source from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• <b>Website</b></li> <li>• <b>Social Media</b></li> <li>• <b>News/Magazine</b></li> <li>• <b>Coworker Friend</b></li> <li>• <b>Family Member</b></li> <li>• <b>Employer</b></li> <li>• <b>Other</b></li> </ul>
<b>Membership Start Date</b>	Specify the Input membership start date of the party with financial institution.
<b>Customer Status</b>	Select Customer Status from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Prospect Customer</b></li> <li>• <b>Prospect</b></li> </ul>
<b>Sponsorship</b>	Select Sponsorship from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• <b>Grandparents</b></li> <li>• <b>Siblings</b></li> <li>• <b>Spouse</b></li> </ul>
<b>Contact Date</b>	Specify the customer last contact date. Field is only available during view process.
<b>Contact Time</b>	Customer last contact time. Field is only available during view process
<b>Activity</b>	Last activity executed by customer Field is only available during view process
<b>Source System</b>	Source system through which last contact details are updated. Field is only available during view process
<b>Last System Update</b>	Last system initiated amendment date. Field is only available during view process
<b>Last Customer Update Date</b>	Last customer initiated amendment date. Field is only available during view process
<b>Ref No.</b>	Reference number of last customer contact. Field is only available during amendment process
<b>Remarks</b>	Remarks for last customer contact. Field is only available during amendment process
<b>Frozen</b>	Flag to identify if party status is frozen. Field is only available during amendment process

**Table 1-4 (Cont.) Basic Info and Citizenship – Field Description**

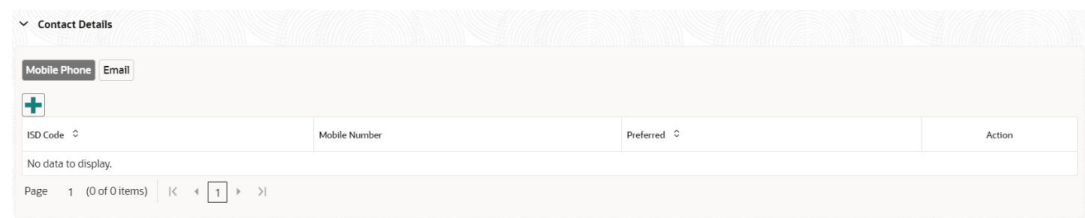
Field Name	Description
<b>Bankrupt</b>	Flag to identify if party status is bankrupt. Field is only available during amendment process
<b>Whereabouts Unknown</b>	Flag to identify if party status is whereabouts unknown. Field is only available during amendment process
<b>Deceased</b>	Flag to identify if party status is deceased. Field is only available during amendment process
<b>Date of Deceased</b>	Date of Deceased, if Deceased flag is enabled. Field is only available during amendment process
<b>Date of Delete Flag</b>	Input the date, party is marked for deletion. Field is only available during amendment process
<b>Facebook</b>	Select the address of the Facebook profile.
<b>Twitter</b>	Select the address of the Twitter profile.
<b>Instagram</b>	Select the address of the Instagram profile.
<b>LinkedIn</b>	Select the address of the LinkedIn profile.
<b>Blog</b>	Select the address of the Blog profile.
<b>Tumblr</b>	Select the address of the Tumblr profile.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

3. Click and expand the **Contact Details** data Segment.  
The **Contact Details** screen displays.

**Figure 1-5 Initiation - Contact Details**




4. On the **Contact Details** screen, under the **Mobile Phone** and **Email** tabs, specify the details. For more information on fields, refer to the field description below.


**Table 1-5 Media (Mobile Phone) – Field Description**

Field	Description
<b>ISD Code</b>	Specify the ISD code for the mobile number of the customer.

**Table 1-5 (Cont.) Media (Mobile Phone) – Field Description**

Field	Description
<b>Contact Sub-type</b>	Select contact sub-type from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• <b>Residence</b></li> <li>• <b>Business</b></li> <li>• <b>Mobile</b></li> <li>• <b>Others</b></li> </ul>
<b>Mobile Number</b>	Specify the mobile number of the customer.
<b>Preferred</b>	Specify the preferred mobile number, in case more than one mobile number is captured. <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> Only one mobile number should be marked as preferred.</p> </div>

**Table 1-6 Media (Email) – Field Description**

Field	Description
<b>Email Id</b>	Specify the email id of the customer. Email ID should be as per email id format.
<b>Contact Sub-type</b>	Select contact sub-type from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>• <b>Personal</b></li> <li>• <b>Work</b></li> </ul>
<b>Preferred</b>	Specify the preferred email id, in case more than one email id is captured. <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b> Only one email should be marked as preferred.</p> </div>

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

5. Click and expand the **Current Address** section.
6. Click on the + button to add the address details.  
The **Add Address** screen displays.





**Figure 1-6 Add Address**

7. On the **Add Address** segment, specify the fields. For more information on fields, refer to the field description table.

**Table 1-7 Add Address – Field Description**

Field	Description
<b>Address Type</b>	<p>Select the address type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Residential Address</li> <li>• Communication Address</li> </ul> <p> <b>Note:</b></p> <p>Address type can be configured as mandatory using Address Management. Refer to the <b>Oracle Banking Party Configurations User Guide</b> for more details.</p>
<b>Location</b>	<p>Click <b>Search</b> and select the preferred location from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values can be configured through Common Core Maintenance for Location Code.</p>

Table 1-7 (Cont.) Add Address – Field Description

Field	Description
<b>Preferred</b>	<p>Click the toggle to specify the preferred to be used for communication.</p> <p> <b>Note:</b></p> <p>If more than one address is captured for the same address type, at-least one address should be marked as preferred.</p>
<b>Address Since</b>	Specify address start date.
<b>Country</b>	<p>Click</p> <p></p> <p>icon and select the country from the list of values.</p> <p> <b>Note:</b></p> <p>The list of values can be configured through Common Core Maintenance for Country Code.</p>
<b>State / Country Subdivision</b>	<p>Specify State or Country Sub-division. The field will be populated only when country is selected.</p> <p> <b>Note:</b></p> <p>The list of states will be available based on state configuration for the selected country. Refer to the <b>Common Core User Guide</b> for state maintenance.</p>
<b>Address Line 1 / Building Name</b>	Specify Address Line 1 or Building Name.
<b>Address Line 2 / Street Name</b>	Specify Address Line 2 or Street Name.
<b>Address Line 3 / City / Town Name</b>	Specify Address Line 3 or City Name or Town Name.
<b>Zip Code / Post Code</b>	Specify Zip Code or Post Code.
<b>Address Source</b>	<p>Select the address type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>Customer</b></li> <li>• <b>Research</b></li> <li>• <b>Other</b></li> </ul>

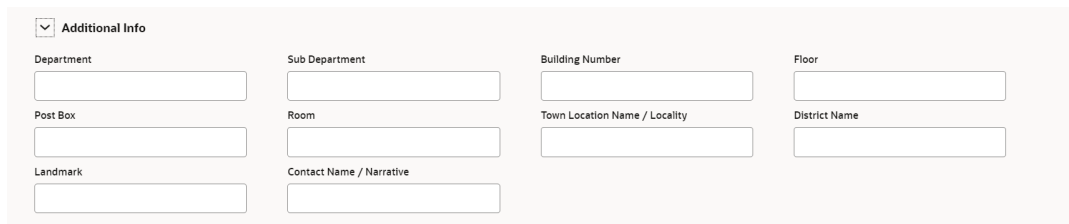


 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Expand the **Additional Info** section on the **Add Address** segment.  
The **Additional Info** data segment is displayed.

**Figure 1-7 Additional Info**



The screenshot shows a form titled 'Additional Info' with a dropdown arrow. Below the title are ten input fields arranged in a grid:

- Department
- Sub Department
- Building Number
- Floor
- Post Box
- Room
- Town Location Name / Locality
- District Name
- Landmark
- Contact Name / Narrative

- Specify the details in the **Additional Info** segment. For more information on fields, refer to the field description table.

**Table 1-8 Additional Info – Field Description**

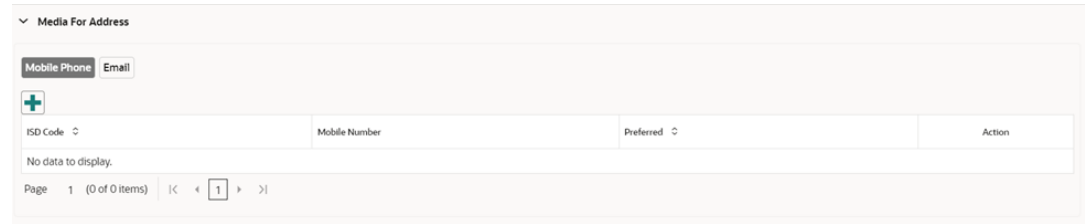
Field	Description
<b>Department</b>	Specify the name of the department for the customer.
<b>Sub Department</b>	Specify the sub-department for the customer.
<b>Building Number</b>	Specify the building number.
<b>Floor</b>	Specify the floor for the given address.
<b>Post Box</b>	Specify the post box.
<b>Room</b>	Specify the room for the given address.
<b>Town Location Name / Locality</b>	Specify Town Location or Locality Name.
<b>District Name</b>	Specify the district name.
<b>Landmark</b>	Specify the near Landmark to address.
<b>Contact Name / Narrative</b>	Specify Contact Name or Narrative for the address

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- On the **Add Address** screen, in the **Media For Address** segment, specify the details under the **Mobile Phone** tab.

**Figure 1-8 Mobile Phone**



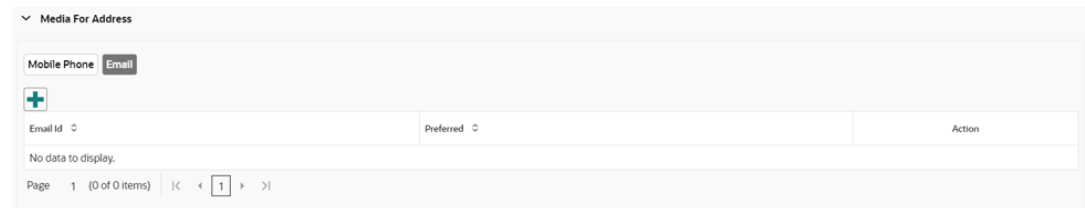
11. On the **Mobile** tab, click + icon.  
The **Add Mobile Number** pop-up screen is displayed.
12. Specify the details in the **Add Mobile Number** pop-up screen. For more information on the fields, refer to the field description table.

**Table 1-9 Media (Mobile Phone) – Field Description**

Field	Description
<b>ISD Code</b>	Specify the ISD code for the mobile number of the customer.
<b>Mobile Number</b>	Specify the mobile number of the customer.
<b>Preferred</b>	Specify the preferred mobile number, in case more than one mobile number is captured.

13. On the **Add Address** screen, in the **Media** segment, specify the details under the **Email** tab.

**Figure 1-9 Email**



14. On the **Email** tab, click + icon.  
The **Add Email** pop-up screen is displayed.
15. Specify the details in the **Add Email** pop-up screen. For more information on the fields, refer to the field description table.

**Table 1-10 Media**

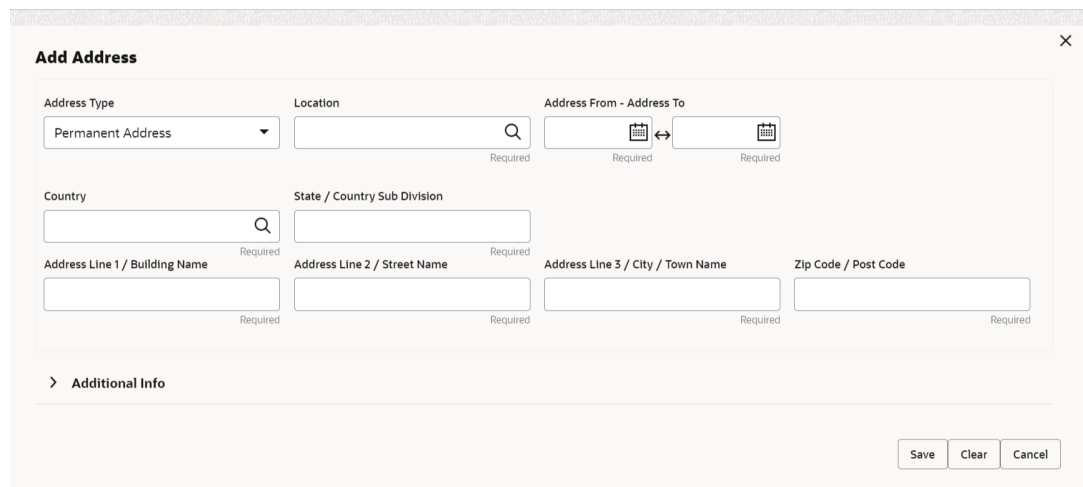
Field	Description
<b>Email Id</b>	Specify the email id of the customer.
<b>Preferred</b>	Specify the preferred email id, in case more than one email id is captured.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.


16. On the **Basic Details** screen, click and expand **Previous Address** segment.  
The **Previous Address** screen is displayed.
17. On the **Previous Address** screen, click + icon.  
The **Add Address** pop-up screen is displayed.

**Figure 1-10 Add Address**





18. On the **Add Address** pop-up screen, specify the fields. For more information on the fields, refer to the field description table.

**Table 1-11 Add Address – Field Description**

Field	Description
<b>Address Type</b>	<p>Select the address type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Residential Address</li> <li>• Communication Address</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Address type can be configured as mandatory using Address Management. Refer to the <b>Oracle Banking Party Configurations User Guide</b> for more details.</p> </div>

**Table 1-11 (Cont.) Add Address – Field Description**

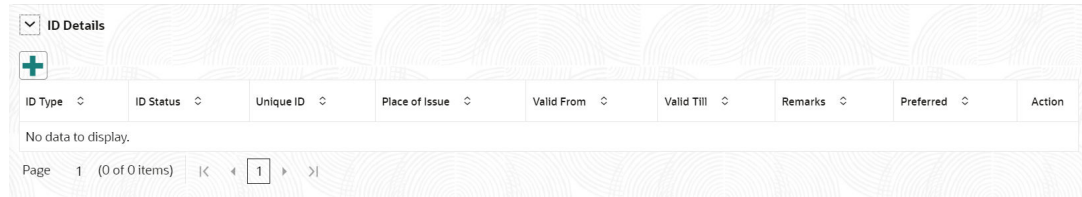
Field	Description
<b>Location</b>	Click <b>Search</b> and select the preferred location from the list of values.   <b>Note:</b> The list of values can be configured through Common Core Maintenance for Location Code.
<b>Address From</b>	Specify address start date.
<b>Address To</b>	Specify address end date.
<b>Country</b>	Click <b>Search</b> icon and select the country from the list of values.   <b>Note:</b> The list of values can be configured through Common Core Maintenance for Country Code.
<b>State / Country Sub-Division</b>	Specify State or Country Sub-division.
<b>Address Line 1 / Building Name</b>	Specify Address Line 1 or Building Name.
<b>Address Line 2 / Street Name</b>	Specify Address Line 2 or Street Name.
<b>Address Line 3 / City / Town Name</b>	Specify Address Line 3 or City Name or Town Name.
<b>Zip Code / Post Code</b>	Specify Zip Code or Post Code.
<b>Address Source</b>	Select the address source from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Customer</b></li> <li>• <b>Research</b></li> <li>• <b>Other</b></li> </ul>


 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.



19. On the **Add Address** pop-up screen, click and expand **Additional Info** segment. For more information, refer to the **Additional Info** segment in this **Basic Info** screen.
20. On the **Basic Details** screen, click and expand **ID Details** segment.  
The **ID Details** screen is displayed.

**Figure 1-11 ID Details**





21. On the **ID Details** segment, click  icon.  
The **Add ID Details** pop-up screen is displayed.
22. On the **Add ID Details** pop-up screen, specify the fields. For more information on fields, refer to the field description table.

**Table 1-12 ID Details - Field Description**

Field	Description
<b>ID Type</b>	<p>Select type of identification from the drop-down list.</p> <ul style="list-style-type: none"> <li>• State Issued Driver</li> <li>• Passport</li> <li>• State Issued Non-Driver ID</li> <li>• Birth Certificate</li> <li>• Social Security Card</li> <li>• Military ID</li> <li>• Matricula Card</li> <li>• Employment Authorization Card</li> <li>• Permanent Resident Card (Green Card)</li> </ul> <p> <b>Note:</b> The list of values can be configured through Entity Maintenance.</p>
<b>ID Status</b>	<p>Select Status of Identification from drop down list.</p> <ul style="list-style-type: none"> <li>• Available</li> <li>• Applied For</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Unique ID</b>	Specify unique ID number as per the ID type.
<b>Place of issue</b>	Specify place of issue of ID.
<b>Valid From</b>	Specify valid from date of ID.
<b>Valid Till</b>	Specify validity end date of ID.
<b>Remarks</b>	Specify remarks for ID.

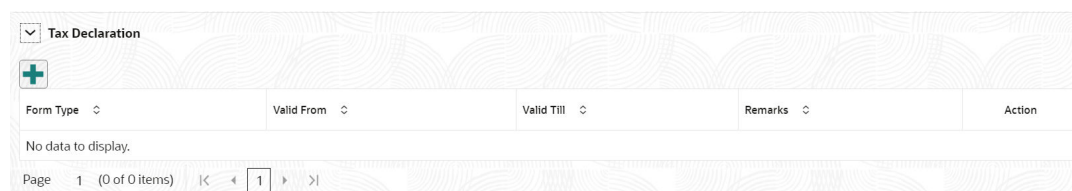
**Table 1-12 (Cont.) ID Details - Field Description**


Field	Description
<b>Preferred</b>	Select, if ID type is preferred.   <b>Note:</b> Only one ID record should be marked as preferred.

 **Note:**  
Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Click and expand **Tax Declaration** section.  
The **Tax Declaration** screen is displayed.

**Figure 1-12 Tax Declaration**



- Click on the  button to specify the details.  
The **Add Tax** pop-up screen is displayed.
- On **Add Tax** pop-up screen, specify the fields. For more information on fields, refer to the fields description table.

**Table 1-13 Add Tax – Field Description**

Field	Description
<b>TIN Type</b>	Select the type of tin from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>sssSocial Security Number</b></li> <li>• <b>Employer Identification Number</b></li> <li>• <b>Adoption Tax Identification</b></li> <li>• <b>Individual Tax Identification Number</b></li> </ul>

**Table 1-13 (Cont.) Add Tax – Field Description**



Field	Description
<b>TIN Status</b>	<p>Select tin status from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li><b>a. Non-Resident Alien</b> <ul style="list-style-type: none"> <li>• <b>Certified</b></li> <li>• <b>Certified – Due for recertification</b></li> <li>• <b>Uncertified – No W8-BEN Received</b></li> <li>• <b>Uncertified – Recertification past due</b></li> </ul> </li> <li><b>b. Resident Alien/Citizen</b> <ul style="list-style-type: none"> <li>• <b>Certified</b></li> <li>• <b>TIN Applied for</b></li> <li>• <b>Missing Tin</b></li> <li>• <b>Incorrect TIN</b></li> <li>• <b>TIN Captured but Not Certified</b></li> </ul> </li> </ul>
<b>Tax Identification Number</b>	Specify unique Tax Identification Number as issued by the tax authority.
<b>Foreign Tax Identification Number</b>	Specify the Tax Identification Number assigned to the user by a foreign tax authority.
<b>Form Type</b>	<p>The form type is defaulted based on the resident status field as below.</p> <p>Resident Alien = W9            Citizen = W9            Non Resident Alien = W8</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If the resident status entity codes are configured other than above mentioned values, form type will be available for the user selection.</p> </div>
<b>Form Start Date</b>	Displays the current branch date and it can be modified.
<b>Form End Date</b>	<ul style="list-style-type: none"> <li>• The date will be auto-calculated for Form W8 as current year plus 3 years.</li> <li>• The till date is not applicable for Form W9.</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>If resident status entity codes are configured other than above mentioned values, the valid from date will be available for user to select.</p> </div>
<b>Certification Date</b>	Specify the date on which the W-8 form was signed and certified.
<b>Backup Withholding Exemption</b>	<p>Indicate whether the party is exempt from backup withholding. This field is used to determine if the party is exempt from backup withholding, which is a federal tax withheld from certain payments if the IRS has not received a proper tax identification number or if certain conditions are met. Claiming this exemption ensures that no backup withholding tax is applied to applicable payments.</p>

Table 1-13 (Cont.) Add Tax – Field Description

Field	Description
<b>Backup Withholding Code</b>	Select backup withholding code from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Missing TIN (A Type)</b>: TIN not provided or not certified.</li> <li>• <b>Invalid TIN (B Type)</b>: Incorrect TIN numbers, mismatch with IRS records, missing digits.</li> <li>• <b>IRS Induced (C Type)</b>: IRS notification of customer underreporting.</li> <li>• <b>Customer Induced (D Type)</b>: Customer failed to certify non-subject status or C Notice receipt.</li> <li>• <b>W-8 Expired</b>: Expired Form W-8BEN.</li> </ul>
<b>Tax Country Code</b>	Specify the country of tax.
<b>Tax Province Code</b>	Specify the tax state/province code based on tax country code
<b>Certification Code</b>	Select certification code from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Form W2</b></li> <li>• <b>Form W1099</b></li> </ul>
<b>Backup Withholding Stop Page</b>	Select backup withholding stop code from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>CP544</b></li> <li>• <b>147</b></li> </ul>
<b>Type of Notice</b>	Select type of notice from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Notice B (First)</b></li> <li>• <b>Notice B (Second)</b></li> <li>• <b>Notice C (First)</b></li> </ul>
<b>Notice Received Date</b>	Specify Date of Notice received.
<b>Notice Sent Date</b>	Specify Date of Notice sent to party
<b>Compliance Date</b>	Specify last date of compliance by party on the notice.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

26. Click **Next** to move to the **Relationships** screen.

### 1.1.1.2 Onboarding Initiation - Relationship

The relationship section furnishes information concerning the connections between the party and related parties, including household members, guardians, custodians, and other relevant affiliations.

Adding relationship details is beneficial to both the customer and the bank during critical events.

 **Note:**

The fields marked as **Required** are mandatory.



The following Data Segments can be captured in Relationship Segment.

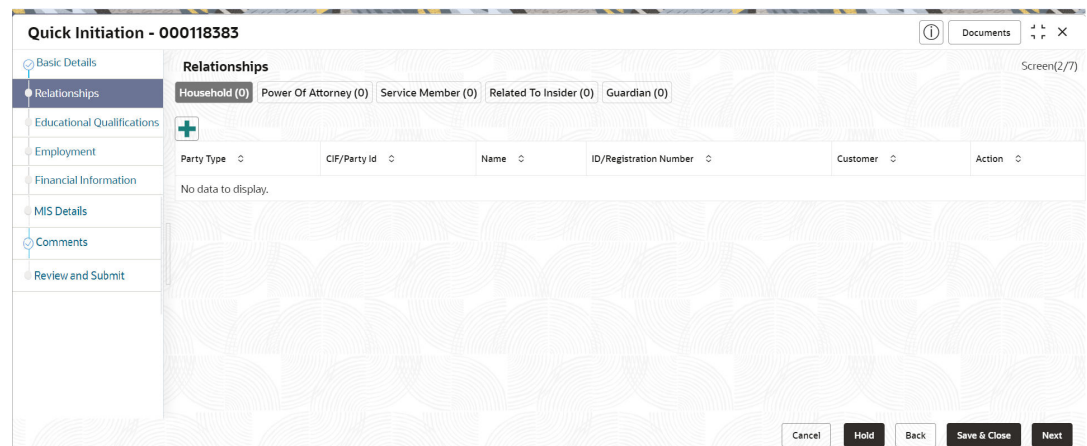
**Table 1-14 Data Segment - Relationships**


SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Household</b>	Optional	Data Segment to capture household relationships of the party such as Father, Mother, Son Daughter etc.
2	<b>Power of Attorney</b>	Optional	Data Segment to capture related power of attorney holders of the party.
3	<b>Service Member</b>	Optional	Data Segment to capture related service members of the party.
4	<b>Related to Insider</b>	Optional	Data Segment to capture related insiders of the party.
5	<b>Guardian</b>	Conditional	Data Segment to capture guardian of the party.
6	<b>Custodian</b>	Conditional	Data Segment to capture custodian of a minor party. This will be available only, if party is a minor customer.
7	<b>Solicitor</b>	Optional	Data Segment to capture solicitor of the party.

1. Click **Next** in the Basic info screen to add the relationships details.

The **Initiation – Relationships** screen displays.

**Figure 1-13 Initiate - Relationship**



2. Click  to select desired relationship.

The **Add New Household** screen displays.

**Figure 1-14 Add - New household**

**Add New Household** ×

Enter existing CIF/Party Id or Select from the recently added stakeholders or Click Next to onboard a new stakeholder

Enter CIF/Party Id:

or

Select Recently Added Stakeholder:

Relationships with a customer can be either of the following:

- An existing party that is a customer of the bank
- An existing party that is non-customer
- A new party, which is neither a customer nor an existing party

**Existing Customer or Non-Customer**

3. Specify the existing CIF (if the relationship is an existing customer) or the existing Party Id (if the relationship is non-customer).
4. Click the **Search** icon select the **CIF/Party Id** from the list

The **Search Party – Individual** screen is displayed.

**Figure 1-15 Search Party – Individual**

**Search Party** ×

Individual  Non-Individual

First Name  Middle Name  Last Name  Date of Birth

Unique Id  Mobile Number  Email

Stakeholder Type	CIF	First Name	Middle Name	Last Name	Party Id	Customer
No data to display.						


Page  of 0 (1 - 0 of 0 items)

 **Note:**

The user should have the required access to add a party within a customer access group as relationship. For more details, refer **Oracle Banking Party Configuration User Guide**.

5. Click **Next** after **CIF/Party Id** is specified.  
The **Add relationship** screen displays.
6. Specify the **Relationship** specific attribute.  
For more information on fields, refer to the field description table.


**Table 1-15 New Service Member - Field Description**

Field	Description
<b>Primary Party</b>	<p>Relationship type of the primary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Child</li> <li>• Financial Dependent</li> <li>• Parent</li> <li>• Legal Ward</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
<b>Secondary Party</b>	<p>Relationship type of the secondary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Child</li> <li>• Financial Dependent</li> <li>• Parent</li> <li>• Legal Ward</li> </ul>
<b>MLA Covered</b>	Is service member covered under Military Lending act.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

**Table 1-16 Household - Field Description**

Field	Description
<b>Primary Party</b>	<p>Relationship type of the primary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
<b>Secondary Party</b>	<p>Relationship type of the secondary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul>
<b>Is Dependent</b>	Is household party dependent on primary party.


**Table 1-17 Power of Attorney - Field Description**

Field	Description
<b>Associated Since</b>	Association start date of power of attorney with primary party.
<b>Preferred</b>	Is record the preferred POA.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.


**Table 1-18 Related to Insider - Field Description**

Field	Description
<b>Primary Party</b>	<p>Relationship type of the primary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
<b>Secondary Party</b>	<p>Relationship type of the secondary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul>

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.


**Table 1-19 Guardian - Field Description**

Field	Description
<b>Primary Party</b>	<p>Relationship type of the primary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
<b>Secondary Party</b>	<p>Relationship type of the secondary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul>

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

Table 1-20 Custodian - Field Description

Field	Description
<b>Primary Party</b>	<p>Relationship type of the primary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. Refer to the <b>Oracle Banking Party Configurations User Guide</b> for entity maintenance.</p>
<b>Secondary Party</b>	<p>Relationship type of the secondary party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul>
<b>Preferred</b>	Flag to identify, if custodian is a preferred custodian for a minor party.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

Table 1-21 Solicitor - Field Description

Field	Description
<b>Registration Number</b>	Specify the registration number of the solicitor.
<b>Preferred</b>	Flag to identify, if solicitor is a preferred solicitor for a party.
<b>Remarks</b>	Remarks for the solicitor relationship.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

**New Party**

A new party will be onboarded as a non-customer to be added as a relationship during the party onboarding process.

- If the related party is new to the Bank, click **Next** without entering **CIF/Party Id**.  
The **Add New Owner** screen is displayed to capture details for the new relationship.

 **Note:**

To create a new party the screen appears based on the selected relationship type. The **Household** relationship type is elaborated below.

**Figure 1-16 Add New Owner**

- Specify the details of **Add New Owner** for new stakeholder.  
For more information on fields, refer to the field description table.

**Table 1-22 Add New Owners – Field Description**









Field	Description
<b>Title</b>	<p>Select the title from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Mr.</li> <li>• Mrs.</li> <li>• Ms.</li> <li>• Miss.</li> <li>• Dr.</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p>
<b>First Name</b>	Specify the first name of the party.
<b>Middle Name</b>	Specify the middle name of the party.
<b>Last Name</b>	Specify the last name of the party.







Table 1-22 (Cont.) Add New Owners – Field Description

Field	Description
<b>Suffix</b>	<p>Select suffix for the party name from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Sr.</li> <li>• Jr.</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> </ul> <p> <b>Note:</b> The list of values can be configured through entity maintenance.</p>
<b>Short Name</b>	Displays the short name of the party.
<b>Maiden Name</b>	Specify the maiden name of the party.
<b>Name In Local Language</b>	Specify party name in local language.
<b>Date of Birth</b>	Select the date of birth of the party.
<b>Minor</b>	<p>Displays, if the customer is a minor customer. Minor customer is determined based on the date of birth of customer and a minor age configured in the properties.</p> <p> <b>Note:</b> For more information on minor age configuration, refer to the <b>Oracle Banking Party Configuration User Guide</b>.</p>
<b>National ID</b>	Specify the national ID of the party such as social security number.
<b>Occupation</b>	<p>Select occupation of the party from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Own Business</li> <li>• Employed</li> </ul> <p> <b>Note:</b> The list of values can be configured through entity maintenance.</p>
<b>Staff</b>	Enable toggle if the party is a staff member.





**Table 1-22 (Cont.) Add New Owners – Field Description**

Field	Description
<b>Gender</b>	<p>Select the gender from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Male</li> <li>• Other</li> <li>• Do Not Wish to Disclose</li> <li>• Female</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p> </div>
<b>Marital Status</b>	<p>Select the marital status from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Married</li> <li>• Unmarried</li> <li>• Widow</li> <li>• Legally Separated</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p> </div>
<b>Customer Category</b>	<p>Click the search icon and select the customer category from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through common core maintenance for customer category.</p> </div>
<b>Customer Segment</b>	<p>Select the customer segment from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through common core maintenance for customer segment.</p> </div>




**Table 1-22 (Cont.) Add New Owners – Field Description**

Field	Description
<b>Customer Access Group</b>	<p>Click the search icon and select the customer access group for the party.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>The list of values can be configured through common core maintenance for customer segment.</li> <li>User should have required access to onboarding a party within a customer access group. For more details, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</li> </ul> </div>
<b>Profession</b>	<p>Select the profession from the drop-down list.</p>
<b>Relationship Manager ID</b>	<p>Select the relationship manager ID from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values will be as per user configuration in security management.</p> </div>
<b>Upload Photo</b>	<p>Upload image for the important date of the party.</p>
<b>Birth Country</b>	<p>Click <b>Search</b> icon and select the birth country from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through common core maintenance for country code.</p> </div>
<b>Nationality</b>	<p>Click <b>Search</b> icon and select the nationality of the stakeholder from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through common core maintenance for country code.</p> </div>

**Table 1-22 (Cont.) Add New Owners – Field Description**

Field	Description
<b>Citizenship By</b>	<p>Select the citizenship is acquired by the party from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Birth</li> <li>• Acquire</li> <li>• Others</li> <li>• Residence</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p> </div>
<b>Resident Status</b>	<p>Select the residential status from list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Resident</li> <li>• Non Resident</li> <li>• Citizen</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p> </div>
<b>Birth Place</b>	<p>Provide the place of birth of the party.</p>
<b>Country of Residence</b>	<p>Click <b>Search</b> icon and select the country of residence as per basic information of the party from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through common core maintenance for country code.</p> </div>
<b>Preferred Language</b>	<p>Click <b>Search</b> icon, and select the language code from the list of values.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through common core maintenance for the language code.</p> </div>

**Table 1-22 (Cont.) Add New Owners – Field Description**

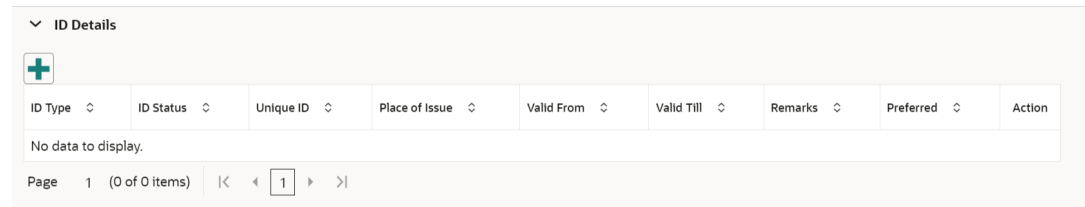
Field	Description
<b>Preferred Currency</b>	<p>Click <b>Search</b> icon and select a preferred currency from the list of values.</p> <p> <b>Note:</b> List of values can be configured through common core maintenance for the currency code.</p>
<b>Risk Level</b>	<p>Select the risk level from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Level1</li> <li>• Level2</li> <li>• Level3</li> </ul> <p> <b>Note:</b> The list of values can be configured through entity maintenance.</p>
<b>Purpose</b>	<p>Select the purpose of the party onboarding from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Loan Repayment</li> <li>• Salary Transfer</li> <li>• Savings</li> <li>• Transactional</li> <li>• Investment</li> </ul> <p> <b>Note:</b> The list of values can be configured through entity maintenance.</p>

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.



9. Click and expand the **ID Details** section.  
The **ID Details** screen is displayed.

**Figure 1-17 ID Details**




10. Click on the + button to specify the details.  
The **Add ID Details** pop-up screen is displayed.
11. On the **Add ID Details** pop-up screen, specify the fields. For more information on fields, refer to the field description table.

**Table 1-23 ID Details - Field Description**

Field	Description
<b>ID Type</b>	<p>Select type of identification from the drop-down list.</p> <ul style="list-style-type: none"> <li>• State Issued Driver License</li> <li>• Passport</li> <li>• State Issued Non-Driver ID</li> <li>• Birth Certificate</li> <li>• Social Security Card</li> <li>• Military ID</li> <li>• Matricula Card</li> <li>• Employment Authorization Card</li> <li>• Permanent Resident Card (Green Card)</li> </ul> <p> <b>Note:</b> The list of values can be configured through Entity Maintenance.</p>
<b>ID Status</b>	<p>Select Status of Identification from drop down list.</p> <ul style="list-style-type: none"> <li>• Available</li> <li>• Applied For</li> </ul> <p> <b>Note:</b> The list of values can be configured through Entity Maintenance.</p>
<b>Unique ID</b>	Specify unique ID number as per the ID type.
<b>Place of issue</b>	Specify place of issue of ID.
<b>Valid From</b>	Specify valid from date of ID.
<b>Valid Till</b>	Specify validity end date of ID.
<b>Remarks</b>	Specify remarks for ID.

**Table 1-23 (Cont.) ID Details - Field Description**

Field	Description
<b>Preferred</b>	Select, if ID type is preferred.   <b>Note:</b> Only one ID record should be marked as preferred.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

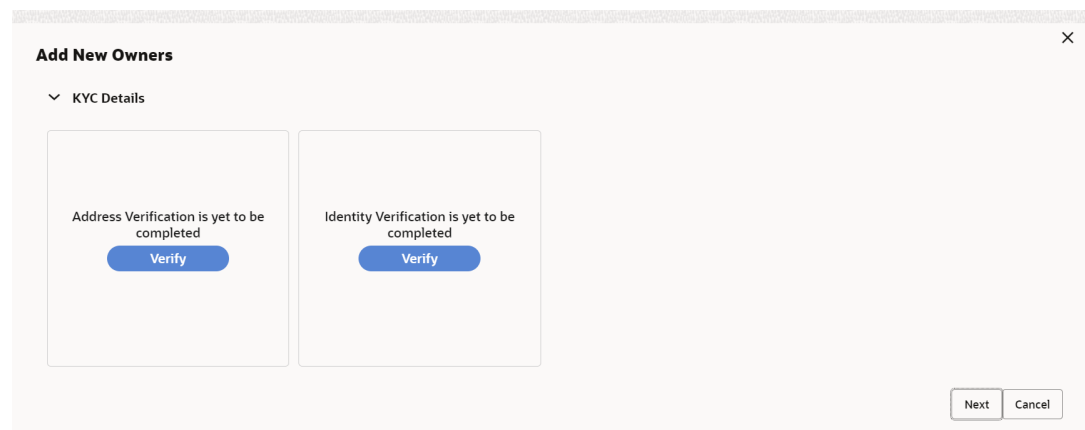
12. Click and expand the **Address** section.
13. Click **Next** to capture the KYC details for the new relationship.

The **Add New Household - KYC Details** screen displays.

 **Note:**

This step is optional.

**Figure 1-18 Add New Household - KYC details**



14. Click **Verify** to update the KYC details for the new related party.
15. Specify the required **KYC** details.
16. Click **Next**.

The **Add New Household** screen is displayed to add relationship-specific attributes.

**Figure 1-19 Add New Household**

17. On the **Add New Household** screen, specify the KYC details.  
For more information on the fields, refer to the [Table 1-15](#).
18. Click **Submit**.  
The **Relationships** screen displays the added relationship details.

**Figure 1-20 Relationships**

Party Type	CIF/Party Id	Name	ID/Registration Number	Customer	Action
Individual	000125857	testO 78		No	[Edit] [Delete]

19. Click **Next** to move to the **Educational Qualifications** segment.

### 1.1.1.3 Onboarding Initiation - Educational Qualification

The educational qualification section offers detailed information regarding the academic background of the party.

**Note:**

The fields marked as **Required** are mandatory.

1. Click **Next** in the **Onboarding Initiation** screen.  
The **Educational Qualification** screen displays.



**Figure 1-21 Educational Qualifications**

2. Click **Add** button to add the educational details  
The **Add Educational Qualification** screen displays.


**Figure 1-22 Add Educational Detail**

3. On the **Add Educational Qualification** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-24 Educational Qualification – Field Description**

Field	Description
<b>Education Type</b>	<p>Select the education type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Diploma</li> <li>• Certification</li> <li>• Degree</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>

Table 1-24 (Cont.) Educational Qualification – Field Description

Field	Description
<b>Course</b>	<p>Select the course from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Phd</li> <li>• Under Graduate</li> <li>• Post Graduate</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance. For more information on <b>Entity Maintenance</b>, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p>
<b>Specialization</b>	Specify the course specialization.
<b>University/Institute</b>	Specify the name of university/institute.
<b>Date of Completion</b>	Click <b>calendar</b> icon and select the date of completion.
<b>Is Highest Degree</b>	Select the option from the drop-down list.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

4. Click **Submit**.

The education details are added and listed in the **Educational Qualifications** screen.

 **Note:**

You can also select the required item from the list, and click **Edit/Delete** to modify/delete the added asset details.

5. Click **Next** to go to the **Employment**.

### 1.1.1.4 Onboarding Initiation - Employment

The employment section furnishes comprehensive details regarding the party's employment status, encompassing both salaried positions and self-employment endeavors.

The Employment data segment captures employment details of a retail party. A retail party can be employed as salaried or self-employed profession.

 **Note:**

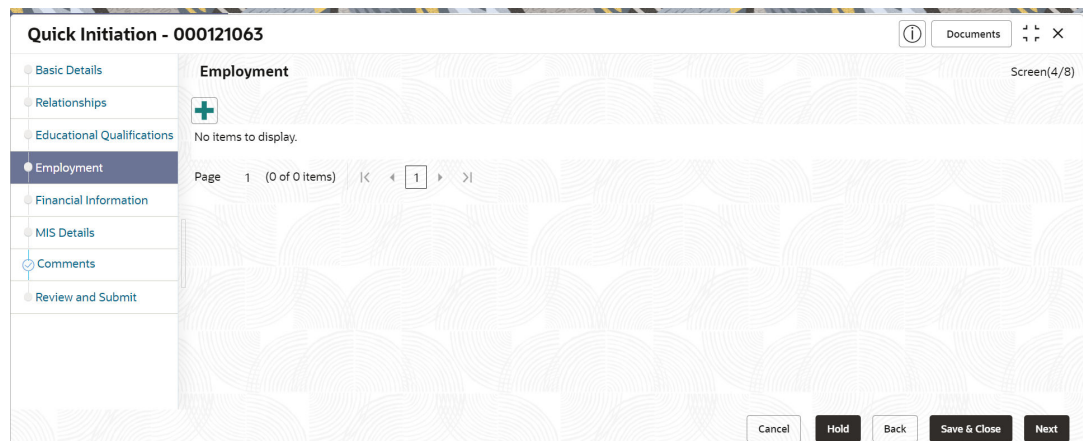
The fields marked as **Required** are mandatory.

**Table 1-25 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Salaried</b>	Optional	A salaried employee is a person who works for an organization and receives a fixed and regular compensation for the services provided to the organization.
2	<b>Self-Employed/ Professional</b>	Optional	A self-employed person does not work for a specific organization and works for oneself as a freelance or the owner of a business rather than for an employer.

1. Click **Next** in the Basic info screen to add the employment details.  
The **Employment** screen displays.

**Figure 1-23 Initiation - Employment**



2. Click **+** button to add the employment details.  
The **Employment** screen is displayed.

**Figure 1-24 Employment – Salaried**




**Figure 1-25 Employment – Self-Employed/Professional**

- On the **Employment** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-26 Employment - Salaried - Field Description**

Field	Description
<b>Employer Code</b>	<p>Select the name of the organization as per employment details of the party from the list of values.</p> <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>List of values can be configured through organization maintenance in party maintenance. For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>
<b>Employer Name</b>	Specify the name of the organization as per employment details of the party.
<b>Employer Description</b>	Specify the description of the organization.
<b>Organization Category</b>	<p>Select the category of the organization from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Government</li> <li>• NGO</li> <li>• Private Limited</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>List of values can be configured through organization maintenance in party maintenance. For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b>.</p> </div>

Table 1-26 (Cont.) Employment - Salaried - Field Description

Field	Description
<b>Demographics</b>	<p>Select the demographics type of the organization from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Global</li> <li>• Domestic</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p>
<b>Employee Type</b>	<p>Select the employee type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Full Time</li> <li>• Contract</li> <li>• Permanent</li> <li>• Part Time</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p>
<b>Employee ID</b>	Specify the employee ID of the customer.
<b>Employment Start Date</b>	Click <b>calendar</b> icon and select the employment start date.
<b>Employment End Date</b>	Click <b>calendar</b> icon and select the employment end date.
<b>Grade</b>	Specify the grade of customer in the mentioned organization.
<b>Designation</b>	Specify the customer's designation in the mentioned organization.
<b>I currently work in this role</b>	If the mentioned designation is customer's current role, select this check-box.
<b>Industry type</b>	<p>Select the industry type to which the employer belongs to from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• IT</li> <li>• Bank</li> <li>• Services</li> <li>• Manufacturing</li> <li>• Legal</li> <li>• Medical</li> <li>• Engineering</li> <li>• School/College</li> <li>• Others</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p>


**Table 1-26 (Cont.) Employment - Salaried - Field Description**

Field	Description
<b>Employer Address</b>	Specify the customer's employer address.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

**Table 1-27 Employment - Self-Employed/Professional - Field Description**

Field	Description
<b>Profession Name</b>	Select Name of the profession from drop down list. The available options are: <ul style="list-style-type: none"> <li>• Share and Stock Broker/Consultant</li> <li>• Politician/Minister</li> <li>• Journalist/Anchor/Reporter</li> <li>• Engineer/Architect/Technical</li> </ul>
	<p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p>
<b>Profession Description</b>	Specify description of the profession.
<b>Company/Firm Name</b>	Specify name of the company or firm.
<b>Registration Number</b>	Specify Registration Number of self-employments.
<b>Professional Email ID</b>	Specify Professional mail ID.
<b>From Date – To Date</b>	Specify start date and end date of self-employment.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

4. Click **Submit**.

The employment details are added and listed in the **Employment** screen.

 **Note:**

You can also select the required item from the list and click **Edit/Delete** to modify/delete the added asset details.

5. Click **Next** to move to the **Financial Information**.

### 1.1.1.5 Onboarding Initiation - Financial Information

The financial information section pertains to details regarding the party's financial status, including income, assets, liabilities, and other relevant financial data.



**Note:**

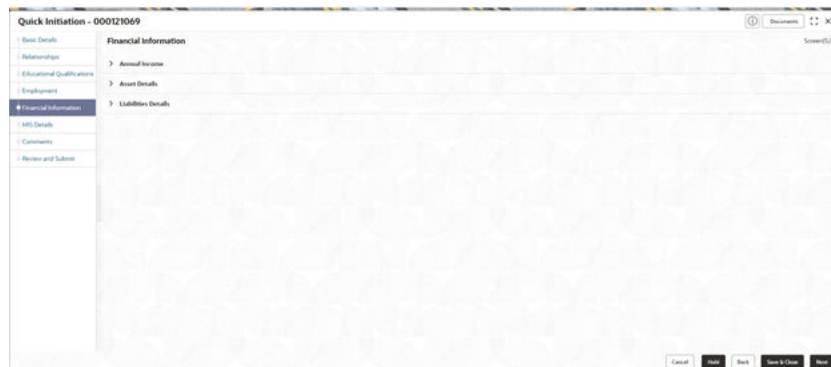
The fields marked as **Required** are mandatory.

**Table 1-28 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Asset &amp; Liability</b>	Optional	Data Segment to capture asset details of a party.

1. Click **Next** in the **Onboarding Initiation** screen.  
The **Financial Information** screen displays.

**Figure 1-26 Initiation – Financial Information**



2. Click and expand the **Annual Income** section.
3. Select the income range of the customer in the **Annual Income** section.
4. Click and expand the **Asset Details** section.  
The **Financial Information – Asset Details** screen displays.

**Figure 1-27 Financial Information – Asset Details**

5. Click **Add** to add the asset details.  
The **Assets** screen displays.


**Figure 1-28 Assets**

6. On the **Assets** screen, specify the fields.  
For more information on fields, refer to the field description table.




**Table 1-29 Assets – Field Description**

Field	Description
<b>Type</b>	<p>Select the asset type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• House</li> <li>• Deposit</li> <li>• Vehicle</li> <li>• Other</li> <li>• Total Net Worth</li> </ul>
<b>Total Value</b>	Specify the total value.

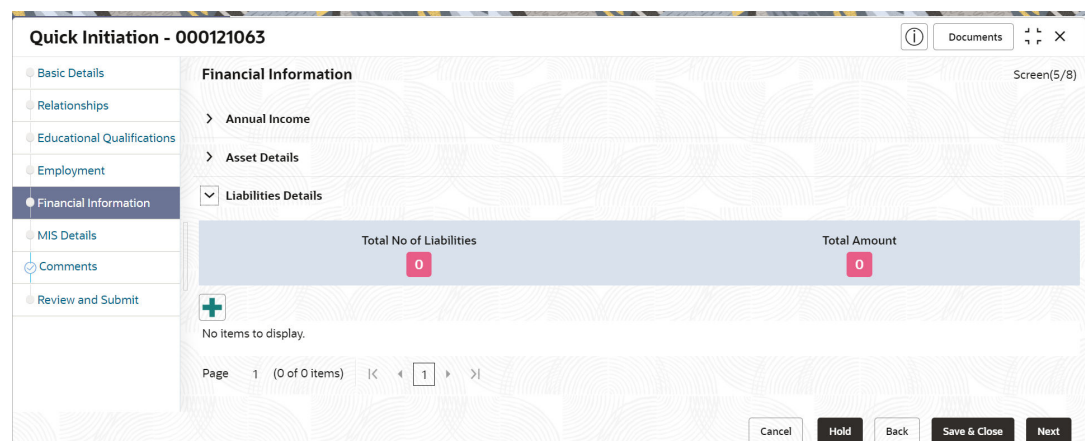
 **Note:**  
The list of values can be configured through Entity Maintenance.

- Click **Submit** to add the asset details.

 **Note:**  
You can also select the required item from the list, and click **Edit/Delete** to modify/delete the added asset details.

7. Click and expand the **Liabilities Details** section.  
The **Liabilities Details** screen displays.

**Figure 1-29 Financial Information – Liabilities Details**




8. Click **Add** to add the liabilities details.  
The **Liabilities** screen displays.

**Figure 1-30 Liabilities**

- On the **Liabilities** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-30 Liabilities – Field Description**

Field	Description
<b>Type</b>	<p>Select the type of liability from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>Property Loan</li> <li>Vehicle Loan</li> <li>Credit Card Outstanding</li> <li>Overdrafts</li> <li>Personal Loan</li> <li>Other Liability</li> <li>Education Loan</li> <li>Home Loan</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Total Value</b>	Specify the total value.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Click **Submit** to add the Liabilities details.

**Note:**

You can also select the required item from the list, and click **Edit/Delete** to modify/delete the added asset details.

10. Click **Next** to move to the **Comments** segment.

### 1.1.1.6 Onboarding Initiation - Comments

The relationship managers can capture overall comments for the initiation stage in the **Comments** screen.

Capturing comments helps the banker working with this task in the next stage to better understand the task.

1. Click **Next** in the **Onboarding Initiation** screen.

The **Comments** screen displays.

**Figure 1-31 Comments**

2. Specify the overall comments for the **Onboarding Initiation** stage.
3. Click **Post**.
4. Click **Next** to move to the **Onboarding Initiation - Review and Submit**.

### 1.1.1.7 Onboarding Initiation - Review and Submit

The **Review and Submit** screen provides a consolidated view of the information captured in all the sections.

The relationship managers can view the displayed information and take necessary actions such as modifying the information or moving the task to the next stage.

**Note:**

The fields marked as **Required** are mandatory.

1. Click **Next** in the **Onboarding Initiation** screen.

The Review and Submit screen displays.

Figure 1-32 Initiation – Review and Submit

**Quick Initiation - 000121063** Documents

**Review and Submit** Screen(8/8)

**Sample 1**  
 Date of birth: 2010-01-12 | Minor: Yes | Gender: Male | Marital Status: | Birth Country: AQ

**General Information**  
 General Information | Current Address | Social Profile | ID Details

**Signature**  
 Signature ID | Signature | Remarks  
 No data to display.

**Citizenship history**  
 Birth Country: AQ

**Relationships**  
 Household | Power Of Attorney | Service Member | Related To Insider

**Professional Information**  
 Education | Membership

**Employment**  
 Salaried | Professional  
 Employment is not yet done

**Supporting Documents**  
 Supporting Documents is not yet done

**Dates**  
 Dates is not yet done

**KYC**  
 KYC is not yet done

**Assets**  
 Assets is not yet done

**Liabilities**  
 Liabilities is not yet done

**Income**  
 Income is not yet done

**Expense**  
 Expense is not yet done

**MIS Details**  
 Customer MIS | Composite MIS  
 Class Name | Class Description | MIS Code  
 No data to display.

**Beneficially Owned Company**  
 Beneficially Owned Company is not yet done

**Other relationship**  
 Other relationship is not yet done

Cancel | Hold | Back | Save & Close | Submit

- On the **Review and Submit** screen, verify the details that are displayed in tiles.  
For more information on fields, refer to the field description table.

**Table 1-31 Review and Submit – Description**

Tile Name	Description
<b>General Information</b>	In this tile, the following details are displayed: <ul style="list-style-type: none"> <li>Citizenship</li> <li>Address</li> <li>Social Profile</li> </ul>
<b>Professional Information</b>	In this tile, the following details are displayed: <ul style="list-style-type: none"> <li>Education</li> <li>Membership</li> </ul>
<b>Relationship</b>	In this tile, the following details are displayed: <ul style="list-style-type: none"> <li>Household</li> <li>Power of Attorney</li> </ul>
<b>Employment</b>	Displays the employment details of the customer.
<b>Dates</b>	Displays the details of the dates.
<b>KYC</b>	Displays the KYC details.
<b>Assets</b>	Displays the assets details.
<b>Liabilities</b>	Displays the liabilities details.
<b>Income</b>	Displays the income details.
<b>Expense</b>	Displays the expense details.
<b>View details</b>	In the corresponding tile, click this icon to view the detailed information.

- Click **Submit**.  
The system will check for duplicate customers. For more information, refer to the [Duplication Check \(De-dupe Check\)](#).
- Click **Continue** to save the **Onboarding Initiation**. A message is displayed and task is submitted to Free Task.

## 1.1.2 Onboarding Enrichment

In the *Enrichment* stage, the relationship manager can capture detailed information about the retail customer to be added in the Oracle Banking Enterprise Party Management.

This topic contains the following subtopics:

- [Onboarding Enrichment - Basic Information](#)  
This topic describes about the personal information captured in the **Initiation** stage, the relationship managers can add important dates, supporting documents, and photos of the customer in the **Basic Info** screen.
- [Onboarding Enrichment - Signatures](#)  
This topic provides information about the customer signatures.
- [Onboarding Enrichment - Relationships](#)  
You can add the details about the relationships of the customer to be onboarded in the **Relationships** screen.
- [Onboarding Enrichment - Employment](#)  
Details about the customer's source of income are added to the **Employment** screen.

- [Onboarding Enrichment - Consent and Preferences](#)  
Consent and preference data segments captures, specific customer consent and preferences for communication and data sharing.
- [Onboarding Enrichment - Additional Information](#)  
This topic captures the additional information of the customers.
- [Onboarding Enrichment - Membership / Association](#)  
This topic provides information about the customer is a member in or associated with any institution, the relationship manager can add details about the same in this data segment.
- [Onboarding Enrichment - Financial Profile](#)  
The relationship managers can further enrich the customer's financial information in the **Financial Profile** screen, by adding total income and net worth, income, and expense details, and details about the relationship with other banks.
- [Onboarding Enrichment - Comments](#)  
The relationship managers can capture overall comments for the enrichment stage in the **Comments** screen.
- [Onboarding Enrichment - Review and Submit](#)  
The **Review and Submit** screen provides a consolidated view of the information captured in all the sections.

### 1.1.2.1 Onboarding Enrichment - Basic Information

This topic describes about the personal information captured in the **Initiation** stage, the relationship managers can add important dates, supporting documents, and photos of the customer in the **Basic Info** screen.



#### Note:

The fields marked as **Required** are mandatory.

Following additional data segments other than the ones captured in *Initiation* stage, are available in Enrichment - Basic Details screen.

**Table 1-32 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Visa Details</b>	Optional	Data Segment to capture visa details of a the party.
2	<b>Dates</b>	Optional	Data Segment to capture important dates of the party such as anniversary etc.
5	<b>Supporting Documents</b>	Optional	Data Segment to capture supporting documents such as copy of address proof documents etc.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Onboarding Enrichment** stage has to be acted upon.

The **Onboarding Enrichment - Basic Info** screen displays.

Figure 1-33 Enrichment- Basic - Info

The following details that are captured in the *Initiation* stage will be populated in this screen:

- **Basic info and Citizenship**
- **ID Details**
- **Contact Details**
- **Current Address**
- **Previous Address**
- **Tax Declaration**
- **Social Profile**
- **Educational Qualification**

 **Note:**

For information on **Basic info and Citizenship, Contact Details, Current Address, Previous Address, ID Details, Tax Declaration, Educational Qualification** and **Social profile** section, refer to the [Onboarding Initiation](#) sub-section.



As part of basic information, the system checks the duplicate customers. For more information, refer to the [Duplication Check \(De-dupe Check\)](#).

2. On the **Basic Info** screen, click **Visa Details** segment to add the details of the visa.

Figure 1-34 Enrichment - Basic Info - Visa Details

3. On the **Visa Details** segment, specify the details. For more information on fields, refer to the field description table.

**Table 1-33 Visa Details - Field Description**

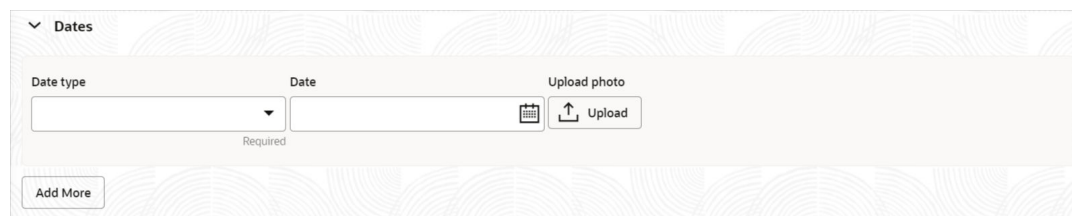
Field	Description
<b>Country Of Visa</b>	Specify the country of visa as per visa information of the party.   <b>Note:</b> List of countries are available as per configuration in Common Core Maintenance for Country Code.
<b>Class/Type Of Visa</b>	Specify visa type of the party. Select from the following list of values. <ul style="list-style-type: none"> <li>• Tourist</li> <li>• Business</li> <li>• Student</li> <li>• Work</li> </ul>  <b>Note:</b> List of values can be configured through Entity Maintenance.
<b>Visa Number</b>	Specify visa number of the party.
<b>Port Of Issue</b>	Port of Visa issuance as per visa details of the party.
<b>Visa Issue Date</b>	Visa issue date of the party.
<b>Visa Expiry Date</b>	Visa expiry date of the party.
<b>Remarks</b>	Specify remarks if any.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

4. On the **Basic Info** screen, click **Dates** segment to add important dates of the customer. The **Dates** screen displays.

**Figure 1-35 Enrichment – Basic Info – Dates**






- Specify the details on the **Dates** screen.

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

**Table 1-34 Dates - Field Description**

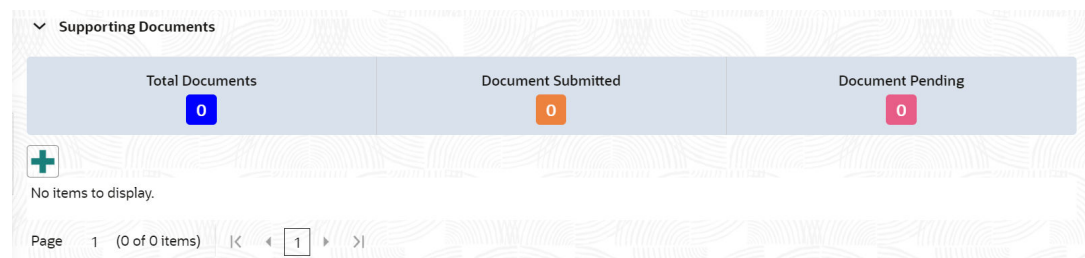
Field	Description
<b>Date Type</b>	<p>Select the date type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Self birthday</li> <li>• Marriage anniversary</li> <li>• Son birthday</li> <li>• Son anniversary</li> <li>• Daughter birthday</li> <li>• Daughter anniversary</li> <li>• Spouse birthday</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Upload Photo</b>	Click <b>Upload</b> and select the photo to be uploaded.
<b>Date</b>	Click the calendar icon, and select the date.
<b>Add More</b>	Click <b>Add More</b> to display the fields related to important dates.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Click and expand the **Supporting documents** section to add the supporting documents. The **Supporting Documents** screen displays.

**Figure 1-36 Enrichment – Basic Info – Documents**



- Click **Add** in the **Supporting documents** section.

The **Add Document** screen display

**Figure 1-37 Enrichment – Add Documents**

- On the **Add Document** screen, specify the details.  
For more information on fields, refer to the field description table.

**Table 1-35 Add Document - Field Description**

Field	Description
<b>Document Name</b>	Select the document name from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• Aadhar</li> <li>• Voter Id</li> <li>• Pan Card</li> <li>• Driving License</li> <li>• Passport</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through Entity Maintenance.</p> </div>
<b>Document Number</b>	Specify the document number.
<b>Document Issue Date</b>	Click the <b>calendar</b> icon, and select the issue date of the document.
<b>Document Expiry Date</b>	Click the <b>calendar</b> icon, and select the expiry date of the document.
<b>Upload Documents</b>	Click  icon and select the document to be uploaded or drag and drop the documents.
<b>Uploaded Documents</b>	Displays the uploaded documents.

**Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Click **Save** to save the details.  
The document details are added and listed in the **Supporting Documents** segment.

 **Note:**

You can also select the required item from the list and click **Edit/Delete** to modify/delete the added document details.

10. The system will check for duplicate customers. For more information, refer to the [Duplication Check \(De-dupe Check\)](#).
11. Click **Next** to move to the **Onboarding Enrichment - Signatures** screen.

## 1.1.2.2 Onboarding Enrichment - Signatures

This topic provides information about the customer signatures.

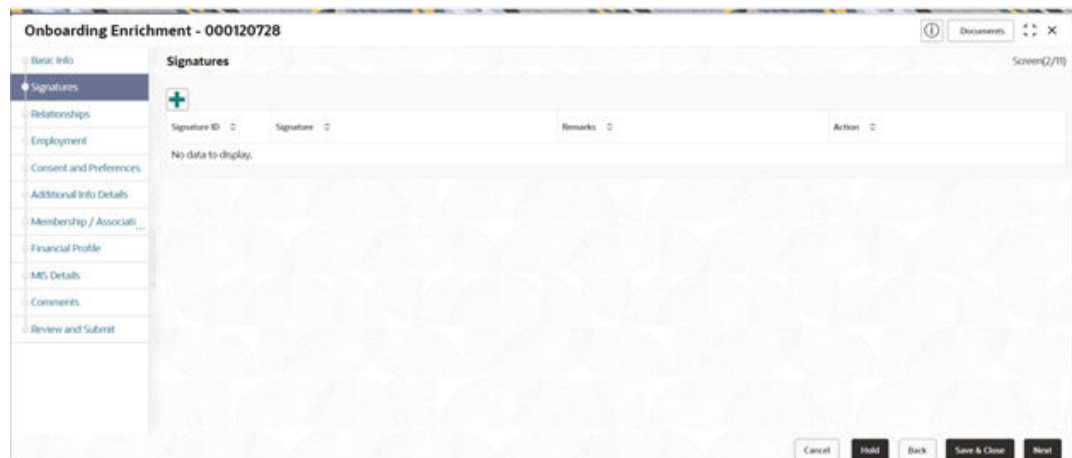
**To add the signature:**


 **Note:**

The fields marked as **Required** are mandatory.

1. Click **Next** in the **Basic Info** screen.  
The **Signatures** screen displays.

**Figure 1-38** Enrichment – Signatures



2. On the **Signatures** screen, click the  icon.  
The **Add Signature** pop-up screen is displayed.

**Figure 1-39 Add Signature**

3. On the **Add Signature** screen, upload the customer's signature.  
For more information on fields, refer to the field description table.

**Table 1-36 Add Signature - Field Description**

Field	Description
<b>Upload Signature</b>	Drag and drop the signature file or click on <b>Select or drop files here</b> to browse and upload the signature from the local system.
<b>Uploaded Signature</b>	Displays the uploaded signature.
<b>Remarks</b>	Specify the remarks related to the signature.

4. Click **Add** to add the signature.  
The added signature is displayed on the **Signature** screen.

**Figure 1-40 Add Signatures**

**Note:**

- Users can upload up to 5 signatures of a customer
- PNG & JPEG file formats are supported
- On approval signature will be handed off to CIF (FCUBS)

5. Click **Next** to move to the **Onboarding Enrichment – Relationships** segment

### 1.1.2.3 Onboarding Enrichment - Relationships

You can add the details about the relationships of the customer to be onboarded in the **Relationships** screen.

1. Click **Next** in the **Signatures** screen.  
The **Relationships** screen displays.

**Figure 1-41** Enrichment – Relationships

The screenshot shows the 'Onboarding Enrichment - Relationships' screen. The left sidebar is active on 'Relationships'. The main area shows a summary of relationship types: Household (0), Power Of Attorney (0), Service Member (0), Related To Insider (0), and Guardian (0). Below this is a table with columns: Party Type, CIF/Party Id, Name, ID/Registration Number, Customer, and Action. The table currently displays 'No data to display.' At the bottom right, there are buttons for Cancel, Hold, Back, Save & Close, and Next.

The **Relationships** details added in the **Onboarding Initiation** stage are populated automatically on this screen.

2. Click **Next** to move to the **Onboarding Enrichment - Employment** segments.

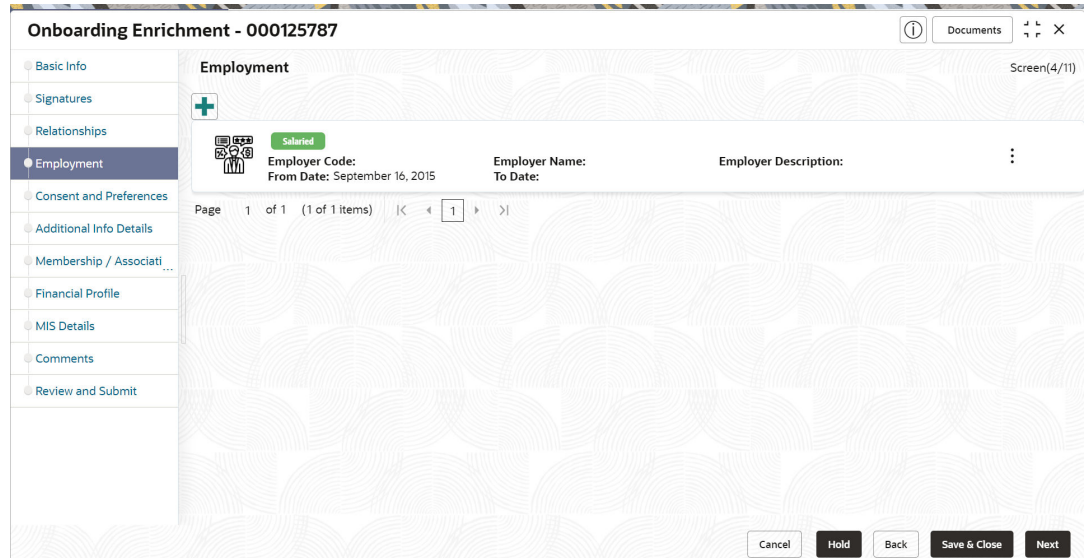
### 1.1.2.4 Onboarding Enrichment - Employment

Details about the customer's source of income are added to the **Employment** screen.

Employment details are necessary for the bank to determine the stability of the customer.

1. Click **Next** in the **Onboarding Enrichment** screen.  
The **Employment** screen displays.

**Figure 1-42 Enrichment – Employment**



The employment details added in the **Onboarding Initiation - Employment** stage are populated automatically on this screen.

2. Click **Next** to move to the **Consent and Preferences** segments.

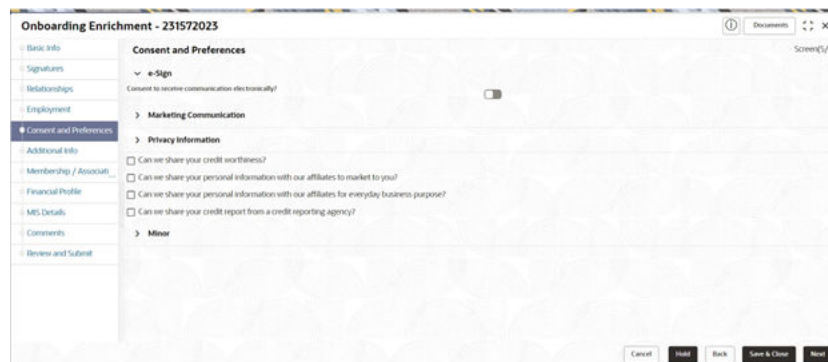
### 1.1.2.5 Onboarding Enrichment -Consent and Preferences

Consent and preference data segments captures, specific customer consent and preferences for communication and data sharing.

Customer consent and preferences are used to comply with various regulatory and bank compliance policies and processes.

1. On the **Consent and Preferences** screen, click and expand **e-Sign** segment.  
The **e-Sign** screen displays.

**Figure 1-43 e-Sign**



2. On **e-Sign** screen, specify the fields. For more information on fields, refer to the field description table.

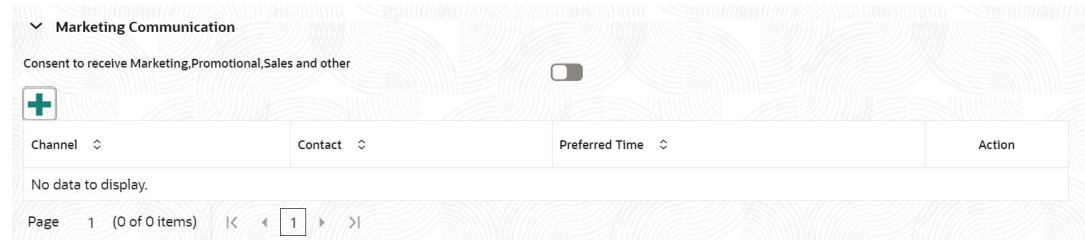
**Table 1-37 E-Sign Consent - Field Description**

Field	Description
<b>E-Sign Consent</b>	E-sign consent as per marketing and consent details of the party.

3. On the **Consent and Preferences** screen, click and expand **Marketing Communication** segment.

The **Marketing Communication** screen displays.

**Figure 1-44 Enrichment - Marketing Communication**




4. On **Marketing Communication** segment, specify the fields. For more information on fields, refer to the field description table.

**Table 1-38 Marketing Communication - Field Description**

Field	Description
<b>Consent to receive Marketing, Promotional, Sales and other</b>	Marketing consent of the party.
<b>Channel</b>	<p>Select the channel of communication as per marketing and communication details of the party. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• SMS</li> <li>• Whatsapp</li> <li>• Postal Mail</li> </ul> <p><b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Contact</b>	<p>Specify contact details as per marketing and communication details of the party.</p> <p><b>Note:</b> List of contact is populated as per contact details captured in contact section.</p>

**Table 1-38 (Cont.) Marketing Communication - Field Description**

Field	Description
<b>Preferred Time</b>	<p>Preferred time as per marketing and communication preference details of the party. Select from the following list of values.</p> <ul style="list-style-type: none"> <li>• Weekday: 9:00 to 18:00</li> <li>• Weekday: 9:00 to 18:00</li> <li>• Weekend: 10:00 to 16:00</li> <li>• Any day: 9:00 to 18:00</li> <li>• Weekday: Before 8:00 or after 17:00</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p> </div>
<b>Time Zone</b>	<p>Select time zone of preferred time. Select from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>• Eastern Time Zone (ET)</li> <li>• Central Time Zone (CT)</li> <li>• Mountain Time Zone (MT)</li> <li>• Pacific Time Zone (PT)</li> </ul>

5. On **Consent and Preferences** screen, click and expand **Privacy Information** segment. The **Privacy Information** screen displays.

**Figure 1-45 Privacy Information**



6. On the **Privacy Information** screen, specify fields. For more information on fields, refer to the field description table.

**Table 1-39 Privacy Information - Field Description**

Field	Description
<b>Privacy Information</b>	Select the check box of the privacy information consent of the party.


 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

7. On **Consent and Preferences** screen, click and expand **Minor Consent** segment. The **Minor Consent** screen is displayed.
8. On **Minor Consent** screen, specify fields. For more information on fields, refer to the field description table.



**Table 1-40 Minor Consent - Field Description**

Field	Description
<b>Minor Consent</b>	<p>Date of consent of minor party. Minor consent will be available only for minor party.</p> <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Minor consent is mandatory for minor party onboarding.</p> </div>

 **Note:**


Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

9. Click **Next** to move to the **Additional Information** segments.

### 1.1.2.6 Onboarding Enrichment - Additional Information

This topic captures the additional information of the customers.

Customer consent and preferences are used to comply with various regulatory and bank compliance policies and processes.

 **Note:**

The fields marked as **Required** are mandatory.

1. Click **Next** in the **Consent and Preferences** screen.  
The **Additional Information** screen displays.

Figure 1-46 Additional Information


2. Select the toggle button to determine if customer is an **Insider**.  
For more information on fields, refer to the field description table.

Table 1-41 Additional Information - Field Description

Field	Description
<b>Insider</b>	Flag to identify if party is an insider.
<b>Role</b>	<p>Select role of assumed by the insider in the organization from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Executive Officer</li> <li>• Principle Stakeholder of Affiliates of Bank</li> <li>• Principle Stakeholder of Bank</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Remarks</b>	Remarks related to insider.

3. Select the toggle button to determine if customer has **Special needs/ disability**. Capture the details once the fields are enabled.  
For more information on fields, refer to the field description table.

**Table 1-42 Special needs/disability – Field Description**

Field	Description
<b>Special Need/Disable</b>	Flag to identify, if party is party is a specially abled.
<b>Details of Special Need</b>	<p>Select the option that describes the special needs and disability of customer from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Blindness</li> <li>• Cerebral Palsy</li> <li>• Low vision</li> <li>• Leprosy-cured</li> <li>• Mental illness</li> <li>• Locomotor disability</li> <li>• Hearing Impairment</li> <li>• Mental retardation</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Remarks</b>	Specify the remarks.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

4. Select the toggle to determine if the customer is a **Politically Exposed Person (PEP)**. Capture the details once the fields are enabled.

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

**Table 1-43 Politically Exposed Person (PEP) - Field Description**

Field	Description
<b>Remarks</b>	Specify the remarks.


 **Note:**

If PEP customer is determined as PEP customer, PEP KYC check will be mandatory during KYC Stage.

5. Input Service Member Information.

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

**Table 1-44 Armed Forces - Field Description**

Field	Description
<b>Service Branch</b>	<p>Select the service branch of customer in armed forces from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Air Force</li> <li>• Army</li> <li>• Marine Corps</li> <li>• Navy</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b> The list of values can be configured through Entity Maintenance.</p> </div>
<b>Remarks</b>	Specify the remarks
<b>Employee ID</b>	Specify the employee ID.
<b>MLA Covered</b>	Select, if customer is covered under MLA act in armed forces.
<b>Rank</b>	Select rank of the customer.
<b>Pay Rate</b>	Select pay rate of the customer.
<b>Employment Status</b>	Select employment status of customer.
<b>Service Obligation End Date</b>	Select service obligation end date.
<b>Unit Name</b>	Specify the unit name of the customer in armed forces.
<b>Ordered Number</b>	Specify the ordered number of the customer in armed forces.
<b>Start Date</b>	Specify the start date from which the customer joined armed forces.
<b>End Date</b>	Specify the last date of the customer in armed forces.
<b>Notification Date</b>	Specify the notification date of the customer.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

6. Select the toggle to determine if the customer is from **Financial Institution Data Match (FIDM)**. Capture the details once the fields are enabled.

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

**Table 1-45 Financial Institution Data Match (FIDM) - Field Description**

Field	Description
<b>FIDM</b>	Flag to identify if party is a FIDM.
<b>Remarks</b>	Specify the remarks for FIDM match.
<b>FIDM Default Amount</b>	Default amount of FIDM.
<b>FIDM Agency</b>	Specify FIDM Agency.
<b>Date of Report</b>	Specify date of report of FIDM.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

7. Click **Next** to move to the **Membership/Association** segments.

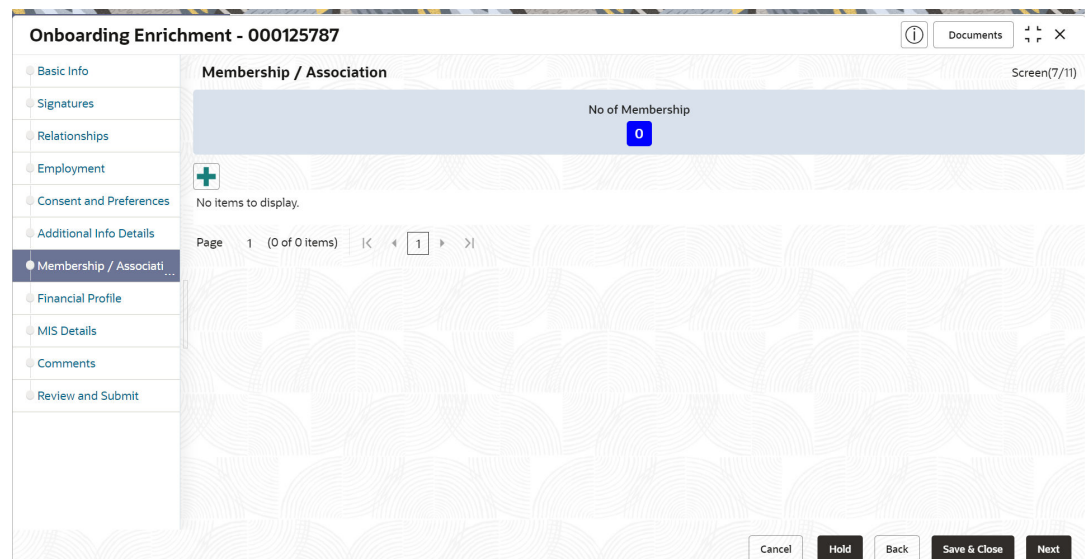
### 1.1.2.7 Onboarding Enrichment - Membership / Association

This topic provides information about the customer is a member in or associated with any institution, the relationship manager can add details about the same in this data segment.

1. Click **Next** in the **Additional Information** screen.

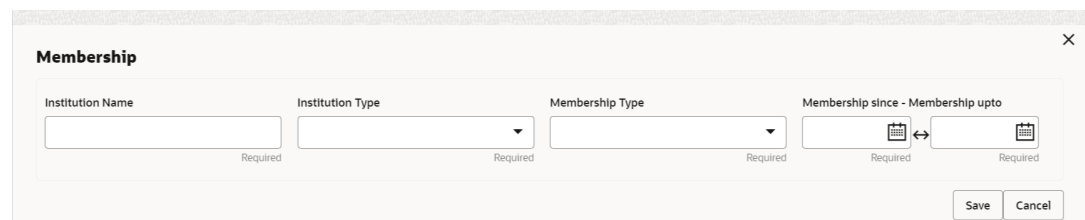
The **Membership / Association** screen displays.

**Figure 1-47 Enrichment – Membership**



2. Click **Add** to add the Membership details.  
The **Membership** screen displays.
3. Specify the details on the **Membership** screen.

**Figure 1-48 Membership**





 **Note:**

The fields marked as **Required** are mandatory.

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

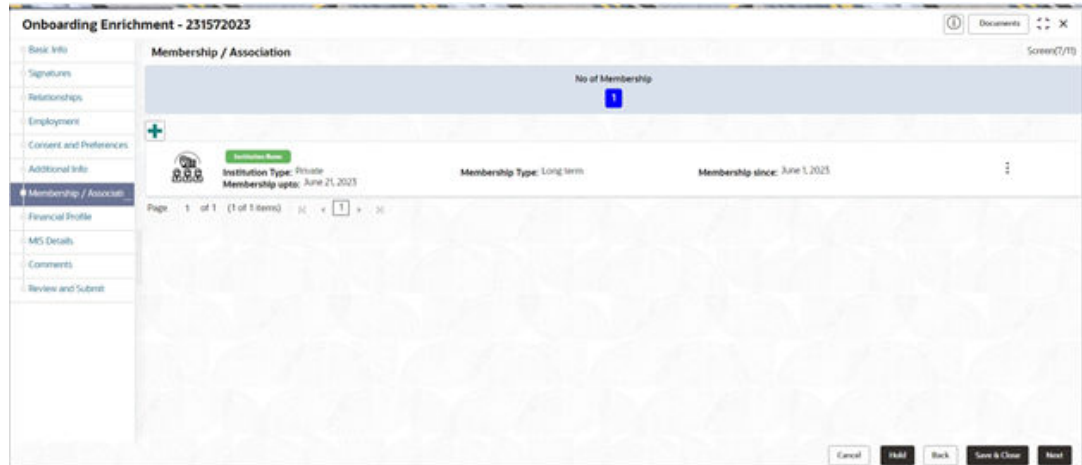
**Table 1-46 Membership - Field Description**

Field	Description
<b>Institution Name</b>	Specify the name of institution where the customer is a member.
<b>Institution Type</b>	<p>Select the type of institution from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Private</li> <li>• Public</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;">  <b>Note:</b> The list of values can be configured through Entity Maintenance.         </div>
<b>Membership Type</b>	<p>Select the type of membership from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Long term</li> <li>• Short term</li> </ul> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 10px;">  <b>Note:</b> The list of values can be configured through Entity Maintenance.         </div>
<b>Membership Since</b>	Click <b>Calendar</b> icon and select the membership start date.
<b>Membership Upto</b>	Membership valid till date as per membership details of the party.

4. Click **Save** to save the details captured.

The system adds the membership details and lists in the **Enrichment - Membership** screen

**Figure 1-49 Enrichment – Membership List**



5. Click **Next** to move to the **Onboarding Enrichment – Financial Profile** segments.

### 1.1.2.8 Onboarding Enrichment - Financial Profile

The relationship managers can further enrich the customer’s financial information in the **Financial Profile** screen, by adding total income and net worth, income, and expense details, and details about the relationship with other banks.

This screen is to add or update asset and liability details.



**Note:**

The fields marked as **Required** are mandatory.

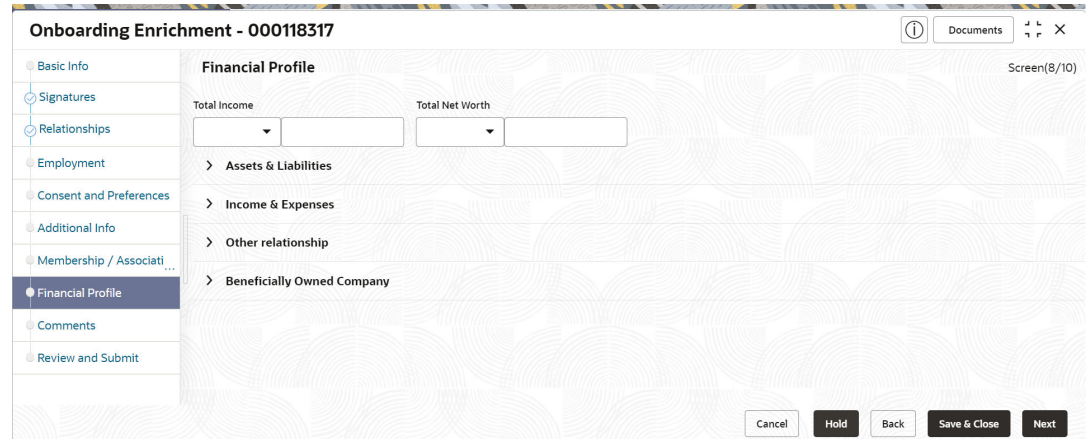
The following additional Data Segments can be captured in Financial Profile in Onboarding Enrichment – Financial Profile section.

**Table 1-47 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Total Income and Net worth</b>	Optional	Data Segment to capture Total Income and Net worth of the party.
2	<b>Income &amp; Expense</b>	Optional	Data Segment to capture Income and Expense details of the party.
3	<b>Other Relationship</b>	Optional	Data Segment to capture Other Relationships of the party.
4	<b>Beneficially Owned Company</b>	Optional	Data Segment to capture Beneficially Owned Company relations of the party.

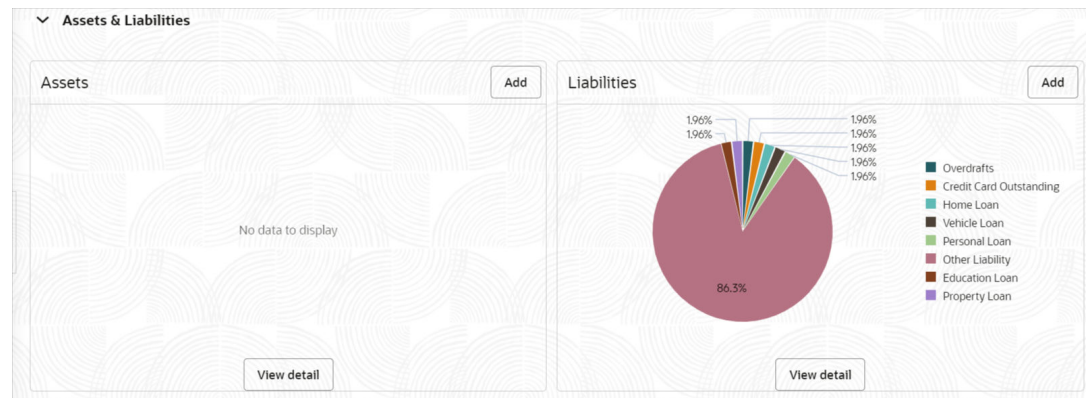
1. Click **Next** in the **Membership/Association** screen.  
The **Financial Profile** screen displays.

**Figure 1-50 Enrichment – Financial Profile**



2. On the **Financial Profile** screen, click and expand **Assets & Liabilities** segment. The **Assets & Liabilities** screen displays.

**Figure 1-51 Assets and Liabilities Details**



3. On the **Assets & Liabilities** screen, you can perform the following actions. For more information, refer to the below table.

**Table 1-48 Common Actions for Assets and Liabilities**

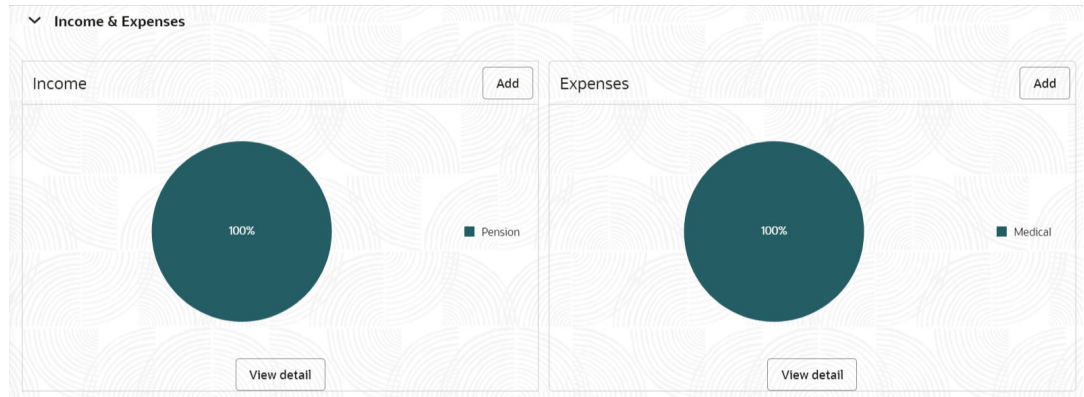
Action	Description
<b>Add</b>	Click <b>Add</b> button to add the assets and liabilities in the corresponding tiles. For more information, refer to the <a href="#">Figure 1-28</a> and <a href="#">Figure 1-30</a> .
<b>View detail</b>	Click <b>View detail</b> button in the corresponding tiles to change the chart view of asset and liabilities detail to the list view.
<b>Back</b>	Click <b>Back</b> button in the corresponding tiles to change the list view of assets and liabilities detail to the chart view.

4. Click the configure icon in the corresponding tile. The following options are displayed in assets and liabilities details:
  - **Add**
  - **Modify**



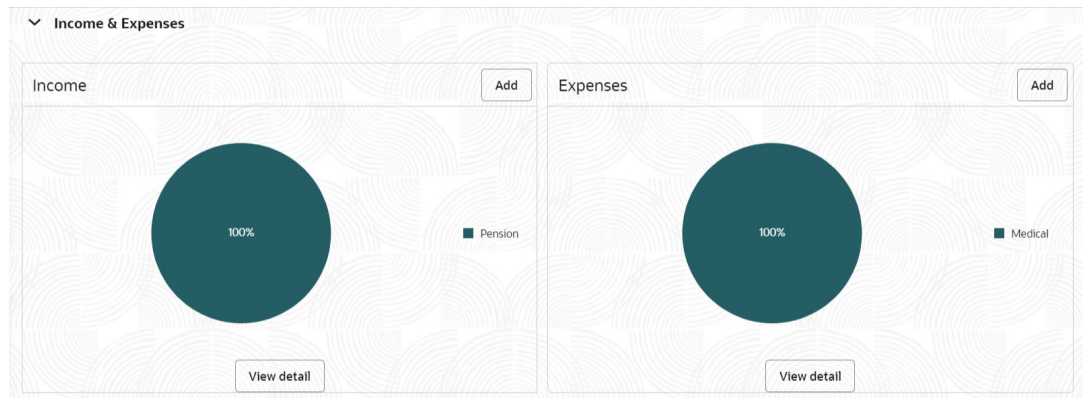
- **Delete**
5. Click and expand the **Income & Expenses** section.

**Figure 1-52 Financial Profile – Income and Expense**



6. Click **Add** to add the income details of the customer.  
The **Income** screen displays.

**Figure 1-53 Income**






7. Click **Add**.  
The **Add Income** screen displays.

**Figure 1-54 Add Income**

8. On the **Add Income** screen, specify the fields.

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


**Table 1-49 Add Income – Field Description**

Field	Description
<b>Income Type</b>	<p>Select income type from the drop-down values. The available options are:</p> <ul style="list-style-type: none"> <li>• Pension</li> <li>• Agriculture</li> <li>• Salary</li> <li>• Interest Amount</li> <li>• Rentals</li> <li>• Bonus</li> <li>• Cash Gifts</li> <li>• Business</li> <li>• Total Income</li> <li>• Investment Income</li> <li>• Other Income</li> </ul> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Frequency</b>	<p>Select frequency of income from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Weekly</li> <li>• Bi-Weekly</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> <li>• Daily</li> <li>• Half Yearly</li> </ul> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Currency</b>	<p>Click the search icon and select the currency from the list.</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Common Core Maintenance for Currency Code.</p> </div>
<b>Amount</b>	<p>Specify the value of income as per income details of the party.</p>

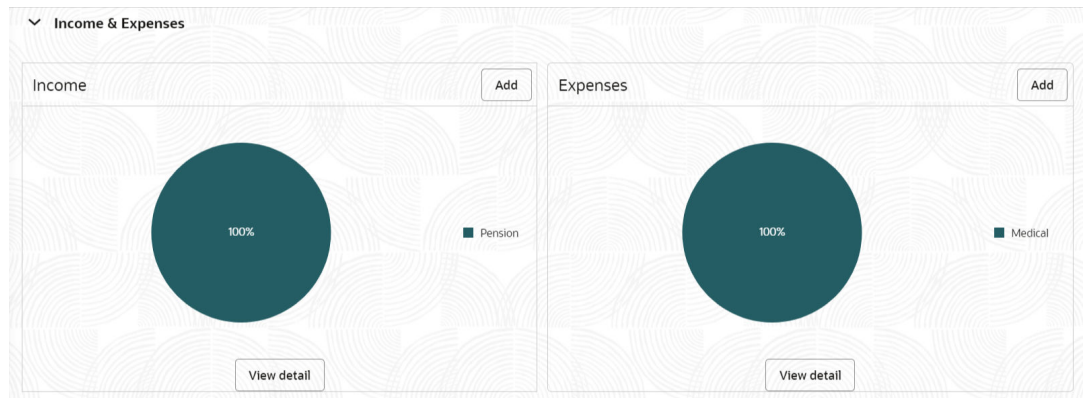
- Click **Add** to save the details.

 **Note:**

You can also select the required item from the list, and click the **Edit/Delete** icon to modify/delete the added membership details.

- Click  icon to exit the **Income** window.
- In the **Expenses** tile, click the configure icon to add the expense details of the customer. The **Expenses** window is displayed.

**Figure 1-55 Expense**






- Click **Add**.  
The **Add Expenses** screen is displayed.

**Figure 1-56 Add Expense**

- On the **Add Expense** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-50 Add Expenses - Field Description**

Field	Description
<b>Expense Type</b>	<p>Select expense type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Education</li> <li>• Rentals</li> <li>• Household</li> <li>• Vehicle</li> <li>• Fuel</li> <li>• Other Expenses</li> <li>• Loan Payments</li> <li>• Utility Payments</li> <li>• Insurance Payments</li> <li>• Credit Card Payments</li> </ul> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Frequency</b>	<p>Select the frequency from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Weekly</li> <li>• Bi-Weekly</li> <li>• Monthly</li> <li>• Quarterly</li> <li>• Yearly</li> <li>• Daily</li> <li>• Half Yearly</li> </ul> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p> </div>
<b>Currency</b>	<p>Click the search icon and select the currency from the list.</p> <div style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The list of values can be configured through Common Core Maintenance for Currency Code.</p> </div>
<b>Expense Value</b>	Specify the expense value.


 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

- Click **Add** to save the details.

 **Note:**

You can also select the required item from the list, and click the **Edit/Delete** to modify/delete the added membership details.

- Click  icon to exit the **Income** window.
- Click and expand the **Other Relationship** section.  
The **Other Relationship** screen displays.

**Figure 1-57 Other Relationship**



- Click **Add** to add details about the customer's relationship with other banks.  
The **Relationship with other financial institutions** screen displays.



**Figure 1-58 Relationship with other financial institutions**

- On the **Relationship with other financial institutions** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1-51 Relationship with other financial institutions - Field Description**

Field	Description
<b>Institution Name</b>	Specify the name of the institution where the customer is a member.

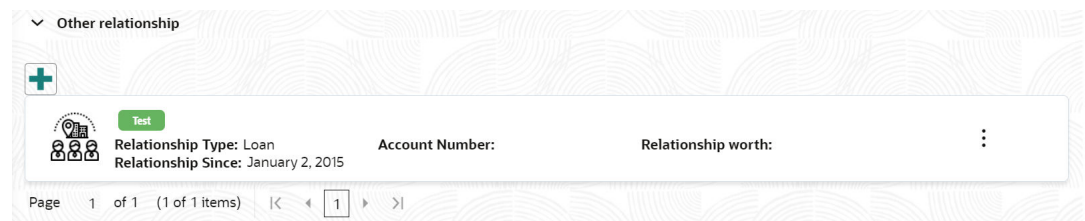
**Table 1-51 (Cont.) Relationship with other financial institutions - Field Description**

Field	Description
<b>Relationship Type</b>	<p>Select the relationship type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Loan</li> <li>• Deposit</li> <li>• CASA</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through Entity Maintenance.</p>
<b>Relationship Worth</b>	Select a currency from the drop-down values, and specify the relationship worth amount.
<b>Relationship worth Currency</b>	<p>Relationship worth currency with other financial relationship of party. Select from the available list of values.</p> <p> <b>Note:</b></p> <p>List of values can be configured through Common Core Maintenance for Currency Code.</p>
<b>Relationship Since</b>	Click <b>Calendar</b> icon and select the start date of the customer's relationship.

19. Click **Add** to save the details.

The system adds and lists the relationship details in the **Other relationship** section

**Figure 1-59 Other Relationship List**



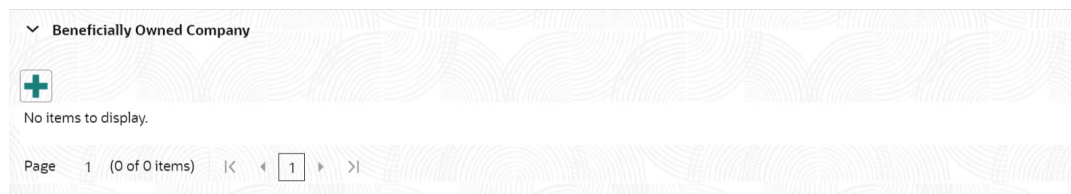
 **Note:**

You can also select the required item from list, and click the edit/delete icon to modify/delete the other relationship details.

20. Click and expand **Beneficially Owned Company** segment.

The **Beneficially Owned Company** screen displays.

**Figure 1-60 Beneficially Owned Company**



21. Click + to add details about beneficially owned company.  
The **Beneficially Owned Company** pop-up screen is displayed.

**Figure 1-61 Beneficially Owned Company**

The screenshot shows a pop-up window titled 'Beneficially Owned Company' with a close button (X) in the top right corner. The form contains the following fields:
 

- Company Name**: A text input field.
- Location**: A text input field.
- Percentage Holdings**: A dropdown menu with up and down arrows.
- Annual Income**: A dropdown menu and a text input field.
- Line Of Business**: A text input field, with a 'Required' label below it.

 At the bottom right of the form are 'Add' and 'Cancel' buttons.

22. On the **Beneficially Owned Company** pop-up screen, specify the details. For more information, refer to the field description table.

**Table 1-52 Beneficially Owned Company - Field Description**

Field	Description
<b>Company Name</b>	Specify company name as per beneficially owned company details of the party.
<b>Location</b>	Specify location of the beneficially owned company of the party.
<b>Percentage Holding</b>	Percentage holding as per beneficially owned company details of the party.
<b>Annual Income Currency</b>	Select the currency of incomer as per income details of the party from the list of values.
<b>Annual Income Amount</b>	Specify annual income of the beneficially owned company of the party.
<b>Line of Business</b>	Specify line of business of the beneficially owned company of the party.

 **Note:**

Refer to the **Oracle Banking Party Configurations User Guide** for entity maintenance.

The system adds and lists the beneficially owned company details in the section.

**Note:**

You can also select the required item from list and click edit/delete icon to modify/delete the beneficially owned company details.

23. Click **Next** to move to the **Comments** segment.

### 1.1.2.9 Onboarding Enrichment - Comments

The relationship managers can capture overall comments for the enrichment stage in the **Comments** screen.

Capturing comments help the banker working with this task in the next stage to better understand the task.

1. Click **Next** in the **Onboarding Enrichment - Financial Profile** screen.

The **Comments** screen displays.

**Figure 1-62 Comments**

2. Specify the overall comments for the **Onboarding Enrichment** stage.
3. Click **Post**.
4. Click **Next** to move to the **Onboarding Enrichment - Review and Submit** segments.

### 1.1.2.10 Onboarding Enrichment - Review and Submit

The **Review and Submit** screen provides a consolidated view of the information captured in all the sections.

For information on reviewing and submitting the task to the next stage, refer to [Onboarding Initiation - Review and Submit](#) section.



## 1.1.3 KYC Check

KYC check for the retail customer is populated based on the product selected by that customer. The banks can directly perform the KYC check by themselves or reach external agencies for the KYC Information.

For successful retail onboarding, the customer must be compliant with all the necessary KYC checks.

### Note:

The fields marked as **Required** are mandatory.

- To acquire and edit the KYC task, click **Tasks**. Under **Tasks**, click **Free Task**. The system displays the **Free Tasks** screen.

**Figure 1-63 Free Task**

Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
SMB Onboarding	23723526	006APP000060950	KYC	18-01-30	006	
SMB Loan Origination	006SMBL00025796	006APP000060956	Application Entry	18-01-30	006	
SMB Loan Origination	006SMTL00025795	006APP000060944	Application Entry	18-01-30	006	
Small and Medium Bu...	006SMBCA002655	006APP000060941	Application Entry	18-01-30	006	
Retail Loan Originate...	006RBLN00025790	006APP000060934	Application Entry	18-01-30	006	
CoOriginationProcess	006MASTER00569	006APP000060927	Application Entry	18-01-30	006	
Current Account Orig...	006CURPCA002652	006APP000060923	Application Entry	18-01-30	006	
Savings Account Orig...	006SA/REG001259	006APP000060920	Application Entry	18-01-30	006	
Small and Medium Bu...	006SMBCA002649	006APP000060868	Application Entry	18-01-30	006	
Small and Medium Bu...	006SMBCA002645	006APP000060803	Application Enrichment	18-01-30	006	

- Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **KYC Check** stage has to be acted upon.

The **Customer Summary** screen displays.

Figure 1-64 KYC - Customer Summary

**KYC - 000118863** Customer Summary

**Customer Summary**

**Jason Mamoa**  
 Date of birth: 1970-05-23 | Minor: No | Gender: Male | Marital Status: Married | Birth Country: US | Communication Address: abc old town road old town DZ

**General Information**

General Information | Current Address | Social Profile | ID Details

**1**  
Citizenship history

Birth Country: US

**Signature**

Signature ID	Signature	Remarks
1		fakesignature

**Relationships**

Household | Power Of Attorney | Service Member | Related To Insider

**Professional Information**

Education | Membership

**Employment**

Salaried | Professional

Total work experience: **22 Years** | No of companies worked: **1**

Currently working with - OFSS [ DEV ]

**Consent and Preferences**

e-Sign | Marketing Communication | Privacy Information | Minor

**Additional Info**

Insider | Special Need/Disable | Politically Exposed Person(PEP) | Aml

Insider: Is not yet done

**Supporting Documents**

Supporting Documents: Is not yet done

**Dates**

Dates: Is not yet done

**KYC**

KYC: Is not yet done

**Assets**

Assets: Is not yet done

**Liabilities**

Liabilities: Is not yet done

**Income**

100% | Pension

**Expense**

100% | MCL

**Beneficially Owned Company**

Beneficially Owned Company: Is not yet done

**Other relationship**

Other relationship: Is not yet done

Buttons: Cancel | Hold | Save & Close | Next

- On the **Customer Summary** screen, verify the details that are displayed in tiles. For more information on fields, refer to the field description table.

**Table 1-53 Customer Summary - Tile Description**

Tile	Description
<b>General Information</b>	In this tile, the following details are displayed: <ul style="list-style-type: none"> <li>• Citizenship</li> <li>• Address</li> <li>• Social Profile</li> </ul>
<b>Professional Information</b>	In this tile, the following details are displayed: <ul style="list-style-type: none"> <li>• Education</li> <li>• Membership</li> </ul>
<b>Employment</b>	Displays the employment details of the customer.
<b>Dependent</b>	Displays the dependent details of the customer.
<b>Dates</b>	Displays the details of the dates.
<b>KYC</b>	Displays the KYC details.
<b>Assets</b>	Displays the assets details.
<b>Liabilities</b>	Displays the liabilities details.
<b>Income</b>	Displays the income details.
<b>Expense</b>	Displays the expense details.
<b>View details</b>	In the corresponding tile, click this icon to view the detailed information.

4. Click **Next**.

The **KYC Check** screen displays.

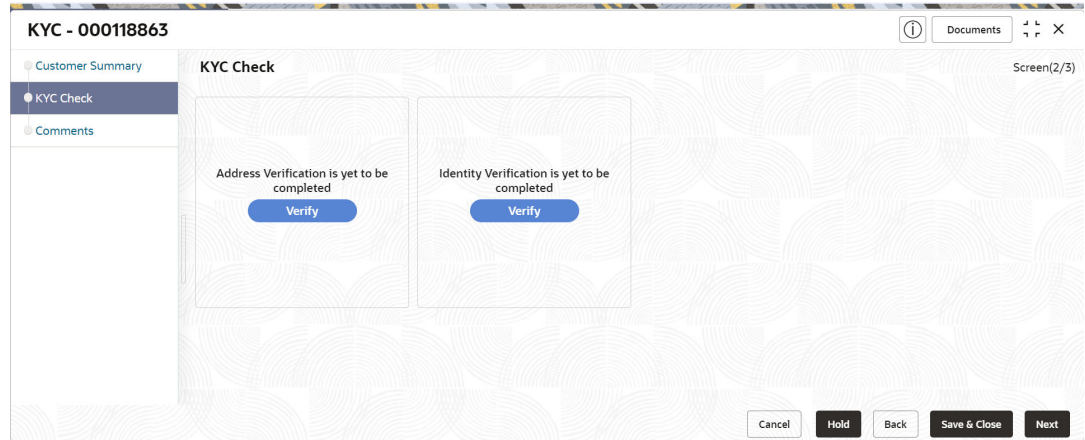
OBPY support 13 different KYC check as follows

- Address Check
- Identity Check
- Police DB Check
- Credit Score Check
- Education Qualification
- Field Verification
- Reference Check
- Suit Filed
- PEP Identification
- AML Check
- FATCH Check
- SDN Check
- Sanction Check

KYC Checks are listed during KYC stage, based on the Mandatory and Optional KYC check configuration except PEP Identification. PEP Identification check is displayed, if customer is determined as Politically Exposed Person (PEP) during Enrichment Stage → Additional Info.

For more information about Mandatory and Optional KYC check configuration, refer to the **Party Onboarding Configuration User Guide**.

**Figure 1-65 KYC Check**





5. Verify all the KYC Checks listed.

**Table 1-54 Address Check - Field Description**

Field	Description
<b>Name as in the document</b>	Name as per documents provided for KYC check of the party.
<b>ID Number</b>	ID number of a document uploaded for a party.
<b>DOB as on Document</b>	Date of birth as per KYC check of the party.
<b>Address as in Document</b>	Address as per the document provided during KYC Check process.
<b>Reference number</b>	Any related reference number for the KYC check of the party.
<b>Verification Type</b>	<p>Select the verification type of the KYC check for the party from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p><b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select the verification medium of the KYC check for the party from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p><b>Note:</b> List of values can be configured through Entity Maintenance.</p>

Table 1-54 (Cont.) Address Check - Field Description

Field	Description
<b>Verification Status</b>	<p>Select the verification status of the KYC check for the party from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Issued On</b>	Issuance date of identification as per KYC check of the party.
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.
<b>KYC ID Type</b>	<p>Select ID type of identification of the party from the following drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>Proof Of Identity</li> <li>Proof Of Residence</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>




 **Note:**

For Entity Maintenance details, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-55 Identity Check

Field	Description
<b>KYC ID Type</b>	ID Type of identification of the party.
<b>Name as in the document</b>	Name as per documents provided for KYC check of the party.
<b>ID Number</b>	ID number of a document uploaded for a party.
<b>DOB as on Document</b>	Date of birth as per KYC check of the party.
<b>Address as in Document</b>	Address as per the document provided during KYC Check process.
<b>Reference number</b>	Any related reference number for the KYC check of the party.



**Table 1-55 (Cont.) Identity Check**

Field	Description
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Issued On</b>	Issuance date of identification as per KYC check of the party.
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

 **Note:**

For Entity Maintenance, refer **Oracle Banking Party Configurations User Guide**.

Table 1-56 Police DB Check

Field	Description
<b>House/Building</b>	Building name as per KYC check of the party.
<b>Street</b>	Street as per KYC check of the party.
<b>Area</b>	Area as per KYC check of the party.
<b>City</b>	City as per KYC check of the party.
<b>State</b>	State as per KYC check of the party.
<b>Country</b>	Select country as per KYC check of the party from the drop-down list.   <b>Note:</b> List of values can be configured through Common Core Maintenance for Country Code.
<b>Zipcode</b>	Zipcode as per KYC check of the party.
<b>Phone</b>	Phone number as per KYC check of the party.
<b>Under Policy Jurisdiction</b>	Legal jurisdiction as per police KYC check of the party.
<b>Address Visited (Yes/No)</b>	Address visited by party as per KYC check of the party.
<b>Police DB Checked</b>	Flag to identify, if police database is been checked as part of police KYC check.
<b>Record Found (Yes/No)</b>	Party found in records as per suits KYC check of the party.
<b>Reference ID</b>	Any related reference number for the KYC check of the party.
<b>Verification Status</b>	Select verification status of the KYC check for the party from the drop-down list. <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul>  <b>Note:</b> List of values can be configured through Entity Maintenance.
<b>Verification On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-57 Credit Score Check - Field Description


Field	Description
<b>Agency Name</b>	Agency Name of the Credit Score.
<b>Last Reported Monthly Income</b>	Last reported monthly income as per credit KYC check of the party.
<b>Transunion/CIBIL/Credit Score</b>	Credit score as per credit KYC check of the party.
<b>No of ongoing Loans</b>	Number of loans of the party as per credit KYC check of the party.
<b>No of Closed Loans</b>	Number of closed loans of the party as per credit KYC check of the party.
<b>No of Credit Enquiry (Past 6 Month)</b>	Number of credit enquiries of the party as per credit KYC check of the party.
<b>No of Loans Re-structured</b>	Number of restructured loans of the party as per credit KYC check of the party.
<b>No of Loans with overdue</b>	Number of overdue loans of the party as per credit KYC check of the party.
<b>Reference number</b>	Any related reference number for the KYC check of the party.
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from drop-down list.</p> <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p> </div>
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

Table 1-58 Education Qualification

Field	Description
<b>Name as in the certificate</b>	Name as in the certificate.
<b>Registration Number</b>	Registration Number as per in the certificate.
<b>Education Category</b>	Category of education as per education details of the party.
<b>Education Type</b>	Education type as per the certificate of education of the party.
<b>Course</b>	Course of study as per education details of the party.
<b>Specialization</b>	Specialization in certificate as per education KYC check of the party.
<b>University Name</b>	University in the certificate as per education details of the party.
<b>Issued On</b>	Issuance date of identification as per KYC check of the party.
<b>Reference number</b>	Any related reference number for the kyc check of the party.



**Table 1-58 (Cont.) Education Qualification**




Field	Description
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

Table 1-59 Field Verification - Field Description




Field	Description
<b>Address Type</b>	<p>Select the address type as per field verification KYC check of the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Permanent Address</li> <li>• Residential Address</li> <li>• Communication Address</li> <li>• Office Address</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>House / Building</b>	Specify building name as per KYC check of the party.
<b>Street</b>	Specify street as per KYC check of the party.
<b>Locality</b>	Specify locality as per KYC check of the party.
<b>Landmark</b>	Specify address landmark as per field KYC check of the party.
<b>Area</b>	Specify area as per KYC check of the party.
<b>City</b>	Specify city as per KYC check of the party.
<b>State</b>	Specify state as per KYC check of the party.
<b>Country</b>	<p>Select country as per KYC check of the party from the list of values.</p> <p> <b>Note:</b></p> <p>List of values can be configured through <b>Common Core Maintenance</b> for country code.</p>
<b>Zipcode</b>	Zipcode as per KYC check of the party.
<b>Field Investigation Done (Yes/No)</b>	Flag to identify, if field investigation is completed as part of field KYC check of the party.
<b>Agency Name</b>	Agency Name conducted field verification.
<b>Reference number</b>	Any related reference number for the KYC check of the party.
<b>Customer Found</b>	Address found for a party as per field KYC check of the party.
<b>Customer Operating Since</b>	Residing since at a address as per field KYC check of the party.
<b>Verification Medium</b>	<p>Verification medium of the KYC check for the party Select from the following list of values. List of values can be configured through Entity Maintenance.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul>


Table 1-59 (Cont.) Field Verification - Field Description

Field	Description
<b>Verification Result</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.



 **Note:**

For **Entity Maintenance**, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-60 Reference Check - Field Description

Field	Description
<b>Reference Check</b>	Reference Check provided.
<b>House / Building</b>	Building name as per KYC check of the party.
<b>Street</b>	Street as per KYC check of the party.
<b>Area</b>	Area as per KYC check of the party.
<b>City</b>	City as per KYC check of the party.
<b>State</b>	State as per KYC check of the party.
<b>Country</b>	<p>Select country as per KYC check of the party from drop-down list.</p> <p> <b>Note:</b></p> <p>List of values can be configured through Common Core Maintenance for Country Code.</p>
<b>Zipcode</b>	Zipcode as per KYC check of the party.
<b>Phone</b>	Phone number as per KYC check of the party.
<b>Address Visited (Yes/No)</b>	Address visited by party as per KYC check of the party.
<b>Available at Contact Number</b>	Flag to identify, if phone number is verified as per reference KYC check of the party.

**Table 1-60 (Cont.) Reference Check - Field Description**

Field	Description
<b>Relationship</b>	<p>Select relationship type of the related party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Year of Association</b>	Years of association as per reference KYC check of the party.
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.



 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

**Table 1-61 Suit Filed**

Field	Description
<b>House / Building</b>	Building name as per KYC check of the party.
<b>Street</b>	Street as per KYC check of the party.
<b>Area</b>	Area as per KYC check of the party.
<b>City</b>	City as per KYC check of the party.
<b>State</b>	State as per KYC check of the party.

Table 1-61 (Cont.) Suit Filed

Field	Description
<b>Country</b>	Select the country as per KYC check of the party from the list of values.   <b>Note:</b> List of values can be configured through Common Core Maintenance for Country Code.
<b>Zipcode</b>	Zipcode as per KYC check of the party.
<b>Phone</b>	Phone number as per KYC check of the party.
<b>Under Policy Jurisdiction</b>	Legal jurisdiction as per police KYC check of the party.
<b>Court Jurisdiction Check Required (Yes/No)</b>	Flag to identify, if court records are checked for a party.
<b>Address Visited (Yes/No)</b>	Address visited by party as per KYC check of the party.
<b>Record Found (Yes/No)</b>	Party found in records as per suits KYC check of the party.
<b>Reference Number</b>	Any related reference number for the KYC check of the party.
<b>Verification Status</b>	Select verification status of the KYC check for the party from the following drop-down list. <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul>  <b>Note:</b> List of values can be configured through Entity Maintenance.
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-62 PEP Identification

Field	Description
<b>Politically Exposed (Yes/No)</b>	Flag to identify, if party is politically exposed.
<b>Exposed Country (Yes/No)</b>	Country of exposure as per PEP KYC check of the party.

**Table 1-62 (Cont.) PEP Identification**






Field	Description
<b>Relationship</b>	<p>Select relationship type of the related party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Guardian</li> <li>• Father</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> List of values can be configured through Entity Maintenance.         </div>
<b>Exposed with</b>	Exposure details as per the PEP KYC check of the party.
<b>Name as in the PEP List</b>	Name as per PEP KYC check of the party.
<b>Citizenship as in the PEP List</b>	Citizenship as per PEP KYC check of the party.
<b>Exposed Score</b>	Exposure score details as per the PEP KYC check of the party.
<b>Reference number</b>	Any related reference number for the KYC check of the party.
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> List of values can be configured through Entity Maintenance.         </div>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;">  <b>Note:</b> List of values can be configured through Entity Maintenance.         </div>

Table 1-62 (Cont.) PEP Identification

Field	Description
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Risk Clarification</b>	<p>Select risk classification as per KYC check of the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>Risky</li> <li>Medium</li> <li>Low</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Risk Score</b>	Risk score as per KYC check of the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-63 AML Check

Field	Description
<b>Customer Listed in AML (Yes/No)</b>	Flag to identify, if party is available in the list as per AML KYC check of the party.
<b>Source of Funds</b>	<p>Select sources of funds as per AML KYC check of the party.</p> <ul style="list-style-type: none"> <li>Account Owned By Company</li> <li>Account Owned By Parents</li> </ul>
<b>Source of Wealth</b>	<p>Select sources of wealth as per AML KYC check of the party.</p> <ul style="list-style-type: none"> <li>Business</li> <li>Employment</li> </ul>
<b>Name as in the document</b>	Name in the list as per AML KYC check of the party.

Table 1-63 (Cont.) AML Check







Field	Description
<b>Citizenship In AML List</b>	<p>Select citizenship as per PEP KYC check of the party from the drop-down list.</p> <p> <b>Note:</b></p> <p>List of values can be configured through Common Core Maintenance for Country Code.</p>
<b>Country where listed</b>	<p>Select listed country as per AML KYC check of the party from the drop-down list.</p> <p> <b>Note:</b></p> <p>List of values can be configured through Common Core Maintenance for Country Code.</p>
<b>Risk Score</b>	Risk score as per KYC check of the party.
<b>Reference Number</b>	Any related reference number for the KYC check of the party.
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>



Table 1-63 (Cont.) AML Check

Field	Description
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p> </div>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Risk Clarification</b>	<p>Select risk classification as per KYC check of the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Risky</li> <li>• Medium</li> <li>• Low</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p> </div>
<b>Risk Score</b>	Risk score as per KYC check of the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-64 FATCA Check

Field	Description
<b>US Citizen (Yes/No)</b>	Flag to identify, if party is a US citizen.

Table 1-64 (Cont.) FATCA Check






Field	Description
<b>Country of Residence</b>	<p>Select country of residence as per basic information of the party from the list of values.</p> <p> <b>Note:</b> List of values can be configured through Common Core Maintenance for Country Code.</p>
<b>Tax Identification Number</b>	Tax Identification Number as per FATCA check.
<b>Country of Issuance</b>	<p>Select country of issuance as per FATCA KYC details of the party from the list of values.</p> <p> <b>Note:</b> List of values can be configured through Common Core Maintenance for Country Code.</p>
<b>Reference Number</b>	Any related reference number for the KYC check of the party.
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>

Table 1-64 (Cont.) FATCA Check

Field	Description
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>Compliant</li> <li>Non-Compliant</li> <li>Yet to Verify</li> </ul> <p> <b>Note:</b> List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.




 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

Table 1-65 SDN Check

Field	Description
<b>Found in SDN Search? (Yes/No)</b>	Flag to identify, if party is available in the list as per SDN (OFAC) KYC check of the party.
<b>ID of the SDN match</b>	ID of the SDN (OFAC) match as per SDN (OFAC) KYC check of the party.
<b>Score of the SDN match</b>	Score as per SDN KYC check of the party.
<b>Program name</b>	Program name as per SDN (OFAC) KYC check of the party.
<b>House / Building</b>	Building name as per KYC check of the party.
<b>Street</b>	Street as per KYC check of the party.
<b>Locality</b>	Locality as per KYC check of the party.
<b>Landmark</b>	Address landmark as per field KYC check of the party.
<b>Area</b>	Area as per KYC check of the party.
<b>City</b>	City as per KYC check of the party.
<b>State</b>	State as per KYC check of the party.
<b>Country</b>	Country as per KYC check of the party.
<b>Zipcode</b>	Zipcode as per KYC check of the party.
<b>Phone</b>	Phone number as per KYC check of the party.
<b>Reference Number</b>	Any related reference number for the KYC check of the party.

Table 1-65 (Cont.) SDN Check

Field	Description
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>Select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Verification date of the KYC check for the party.
<b>Valid Till</b>	Verification valid till date of the KYC check for the party.




 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.


Table 1-66 Sanction Check


Field	Description
<b>Found in List</b>	Check to identify, if customer is found in sanctions check list.
<b>Sanction List Name</b>	Sanctions list name as per regulatory sanctions lists.

**Table 1-66 (Cont.) Sanction Check**

Field	Description
<b>Name as in List</b>	Name of the party as found in sanctions list.
<b>Address in List</b>	Address of the party as found in sanctions list.
<b>Reference number</b>	Reference number of sanctions KYC check.
<b>Verification Type</b>	<p>Select verification type of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• External</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Medium</b>	<p>select verification medium of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Manual</li> <li>• Online</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verification Status</b>	<p>Select verification status of the KYC check for the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Compliant</li> <li>• Non-Compliant</li> <li>• Yet to Verify</li> </ul> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p>
<b>Verified On</b>	Date of verification of sanctions check.
<b>Valid Till</b>	Valid till date of sanctions check.
<b>Verification Remarks</b>	Verification remarks provided for the KYC check.

**Table 1-66 (Cont.) Sanction Check**

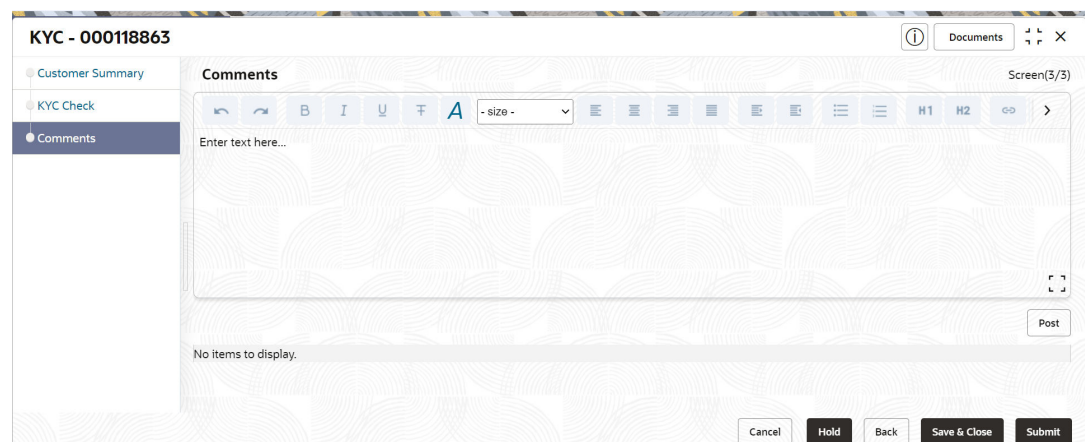
Field	Description
<b>Risk Clarification</b>	<p>Select risk classification as per KYC check of the party from the drop-down list.</p> <ul style="list-style-type: none"> <li>• Risky</li> <li>• Medium</li> <li>• Low</li> </ul> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>List of values can be configured through Entity Maintenance.</p> </div>
<b>Risk Score</b>	Risk score as per KYC check of the party.

 **Note:**

For Entity Maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

6. Click **Submit**.  
On the **KYC Check** screen, the verification details are updated in the corresponding tile.
7. Verify all the KYC checks listed for the selected product.
8. Click **Next**.  
The **Comments** screen displays.

**Figure 1-66 KYC – Comments**



9. Specify the overall comments for the **KYC** stage.
10. On the **Comments** screen, perform the following actions:

Table 1-67 Actions - Description

Actions	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <i>Approve</i> or <i>Reject</i> and click <b>Submit</b> . Based on the value selected for the outcome, the following conditions apply: <ul style="list-style-type: none"><li>• If <b>Approve</b> is selected, the task is moved to the <b>Recommendation</b> stage.</li><li>• If <b>Reject</b> is selected, the task is terminated.</li></ul>

## 1.1.4 Recommendation

In this stage, the final Recommendation user reviews the customer details and moves the task to Approval stage if the details are appropriate.

If the details are inappropriate, the reviewer can send the task back to the previous stage.



### Note:

The fields marked as **Required** are mandatory.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Recommendation** stage has to be acted upon.

The **Customer Summary** screen displays.

Figure 1-67 Recommendation – Customer Summary

**Approval - 000117969**

**Customer Summary**

**Retail Automation**

Date of birth: 1988-08-08 | Minor: No | Gender: Male | Marital Status: Married | Birth Country: US  
 Communication Address: Oakwood Apartments 9268 Oakwood Drive Florence US

**General Information**

General Information | Current Address | Social Profile | ID Details

**1**  
Citizenship history

Birth Country: US

**Signature**

Signature ID | Signature | Remarks

No data to display.

**Relationships**

Household | Power Of Attorney | Service Member | Related To Insider

**Professional Information**

Education | Membership

**Employment**

Salaried | Professional

Employment is not yet done

**Consent and Preferences**

e-Sign | Marketing Communication | Privacy Information | Minor

**Additional Info**

Insider | Special Need/Disable | Politically Exposed Person(PEP) | Ar

Insider is not yet done

**Supporting Documents**

Supporting Documents is not yet done

**Dates**

Dates is not yet done

**KYC**

Status: **Compliant**  
 KYC Last Updated Date: 2020-03-26

**Assets**

Assets is not yet done

**Liabilities**

Liabilities is not yet done

**Income**

Income is not yet done

**Expense**

Expense is not yet done

**Beneficially Owned Company**

Beneficially Owned Company is not yet done

**Other relationship**

Other relationship is not yet done

Cancel | Hold | Save & Close | Next

- On the **Customer Summary** screen, verify the details that are displayed in tiles. For more information on the tiles, refer to the [Table 1-53](#)



3. Click **Next**.  
The **Review** screen display.


**Figure 1-68 Recommendation – Recommendation Comments**

4. Select **Recommendation** decision in **Decision** field.
5. Specify the **Comments** for **Recommendation** decision.
6. Click **Action** to Input **Recommendation** details for each of the KYC type.  
For example, if the user clicks **Action** in **Address Verification**, the system displays the **Address Verification** window as shown.
7. Click **Action** to Input Recommendation details for each of the Party Information Data Segment.  
The **Onboarding Approval** screen displays.
8. Specify the fields for **Onboarding Approval**.  
For more information on fields, refer to the field description table.

**Table 1-68 Onboarding Approval - Field Description**

Field	Description
<b>Compliant with Bank Policy</b>	Enable the toggle button if customer is compliant with the Bank Policy.
<b>Recommended</b>	Enable the toggle button if customer is Recommended by reviewing user.
<b>Decision</b>	Specify decision with respect to KYC type.
<b>Details (Non-Compliance to Bank Policy)</b>	Specify the details of Non-Compliance to Bank Policy.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p><b>Note:</b></p> <p>This field is available only Compliant with Bank Policy toggle is disabled.</p> </div>

**Table 1-68 (Cont.) Onboarding Approval - Field Description**

Field	Description
<b>Details of Risk Mitigation</b>	Specify the comments of Details of Risk Mitigation.  <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;">  <b>Note:</b> This field is available only Compliant with Bank Policy toggle is disabled. </div>

9. Click **View KYC Details** to review all the KYC details.
10. Click **Update** to update the decision.
11. On the **Comments** screen, perform the following actions:

**Table 1-69 Actions - Description**

Actions	Description
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <i>Approve</i> or <i>Reject</i> and click <b>Submit</b> . Based on the value selected for the outcome, the following conditions apply: <ul style="list-style-type: none"> <li>• If <b>Approve</b> is selected, the task is moved to the <b>Approval</b> stage.</li> <li>• If <b>Reject</b> is selected, the task is terminated.</li> </ul>

12. Click **Next**.  
The **Comments** screen displays.
13. Specify the overall comments for the **Recommendation** stage.

## 1.1.5 Approval

In this stage, an approver can view the customer information and decide to approve or reject the party onboarding application based on comments provided in Recommendation stage.

If the outcome of this stage is *Proceed*, the task is automatically moved to the host system.

1. Click **Acquire and Edit** in the **Free Tasks** screen for the application for which **Approval** stage has to be acted upon.

The **Approval - Customer Summary** screen displays.

Figure 1-69 Approval – Customer Summary

**Approval - 00017969**

**Customer Summary**

**Retail Automation**

Date of birth: 1988-08-08 | Minor: No | Gender: Male | Marital Status: Married | Birth Country: US  
 Communication Address: Oakwood Apartments 9268 Oakwood Drive Florence US

**General Information**

General Information | Current Address | Social Profile | ID Details

**1**  
Citizenship history

Birth Country: US

**Relationships**

Household | Power Of Attorney | Service Member | Related To Insider

**Professional Information**

Education | Membership

**Employment**

Salaried | Professional

Employment is not yet done

**Consent and Preferences**

e-Sign | Marketing Communication | Privacy Information | Minor

**Additional info**

Insider | Special Need/Disable | Politically Exposed Person(PEP) | Ar

Insider is not yet done

**Supporting Documents**

Supporting Documents is not yet done

**Dates**

Dates is not yet done

**KYC**

Status: **Compliant**  
 KYC Last Updated Date: 2020-03-26

**Assets**

Assets is not yet done

**Liabilities**

Liabilities is not yet done

**Income**

Income is not yet done

**Expense**

Expense is not yet done

**Beneficially Owned Company**

Beneficially Owned Company is not yet done

**Other relationship**

Other relationship is not yet done

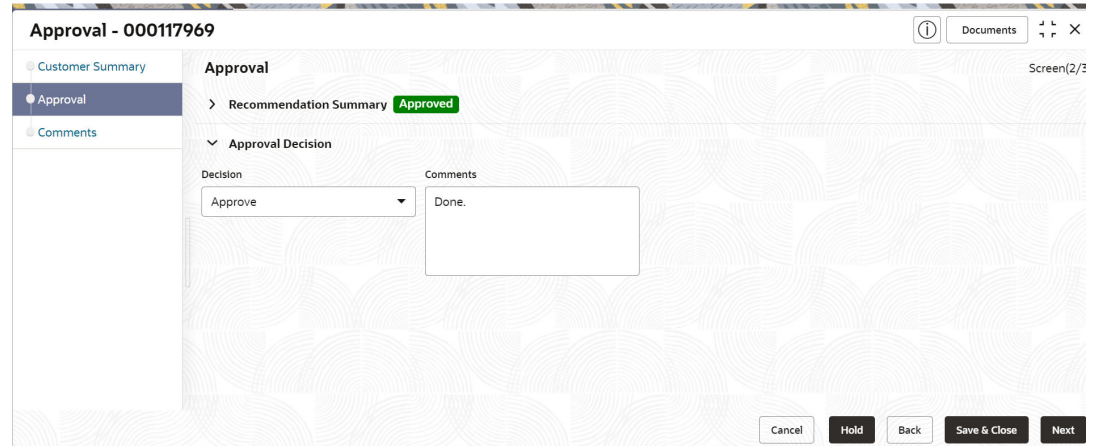
Cancel | Hold | Save & Close | Next

- On the **Customer Summary** screen, verify the details that are displayed in tiles. For more information on the tiles, refer to [Table 1-53](#)

3. Click **Next**.

The **Approval** screen is displayed.

**Figure 1-70 Approval – Approval Comments**



4. View **Recommendation Summary** as **Approved** or **Rejected** based on the **Recommendation Decision** provided in **Recommendation** stage.

 **Note:**

Refer to the **Oracle Banking Party Configuration Guide** for Multi-level approval configuration. If more than one Recommendation user is configured, recommendation summary will be determined as follows:

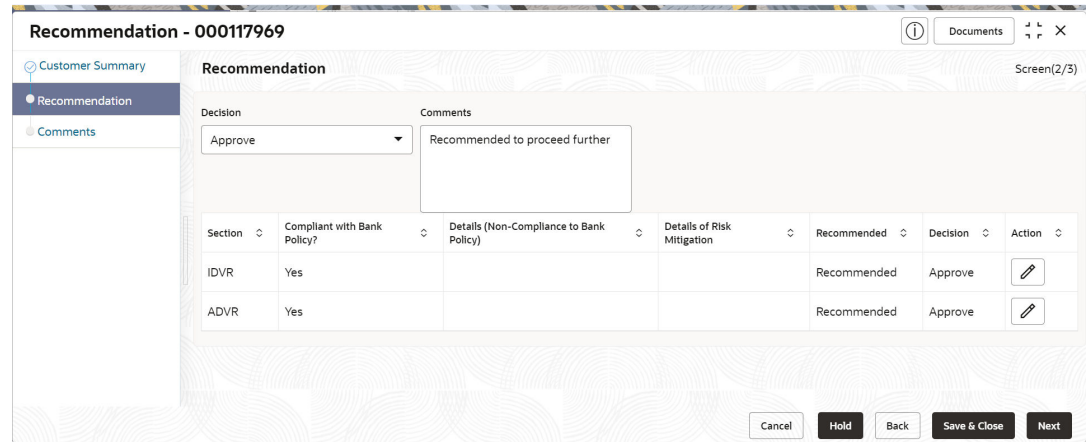
**Table 1-70 Recommendation Summary**

Number of Users	Individual Decision	Recommendation Summary
<b>2 User (User 1 &amp; User 2)</b>	User 1 – Approved User 2 – Approved	Approved
<b>2 User (User 1 &amp; User 2)</b>	User 1 – Approved User 2 – Rejected	Rejected
<b>3 Users (User 1 &amp; User 2 &amp; User 3)</b>	User 1 – Approved User 2 – Rejected User 3 – Approved	Rejected

5. Click and Expand **Recommendation Summary** view **Recommendation Decision** and **Comments** from respective users from Recommendation stage.

The **Recommendation Summary** screen displays.

**Figure 1-71 Recommendation Summary**



6. Click **Action** to see **Recommendation** details and **KYC** details for respective KYC types. The **OnboardingApproval** screen displays.
7. Click and Expand **Approval Decision** to provide **Approval Decision** and Comments for Party Onboarding.
8. Click **Next** to **Comments** data segments. The **Approval – Comments** screen displays.
9. On the **Comments** screen, perform the following actions:

**Table 1-71 Actions - Description**

Action	Description
<b>Comments</b>	Specify the overall comments for the <i>Approval</i> stage.
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> , <b>Reject</b> , or <b>Additional Info</b> and click <b>Submit</b> . Based on the value selected for the outcome, the following conditions apply: <ul style="list-style-type: none"> <li>• If <b>Proceed</b> is selected, the task is automatically moved to the host system.</li> <li>• If <b>Reject</b> is selected, the task is terminated.</li> <li>• If <b>Additional Info</b> is selected, the task is moved back to the <b>Onboarding Enrichment</b> stage.</li> </ul>

## 1.2 Retail Amendment

In the **Amendment** stage, the relationship manager can amend the information or can add additional information about a retail customer using Oracle Banking Enterprise Party Management.

### Note:

- User should have required Customer Group Access to amend a party within a customer access group.
- User should have required Personal Identifiable Information (PII) access to amend a party, if PII fields are configured.

1. On **Home** page, click **Party Services**. Under **Party Services**, click **Amendment**.


The **Amendment** screen displays.

2. Specify the **CIF** or search for a **CIF**. For advance search, click **Advance Search** button. The following values are available for the advance CIF search:

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

3. Click **Amend Now**.

The **Amendment – Retail Amendment** screen displays.

4. Click  icon in the desired section to be updated. You can update the following sections during amendment:

- General Information – For more information, refer to [Add Basic Details](#).
  - a. Business Details
  - b. Basic Information
  - c. Address
  - d. Social Profile
- Signature - For more information, refer to the [Onboarding Enrichment - Signatures](#)
- Relationships - For more information, refer to the [Onboarding Initiation - Relationship](#)
- Professional Information

- a. Education Details - For more information, refer to [Onboarding Initiation - Educational Qualification](#).
- b. Membership Details - For more information, refer to [Onboarding Enrichment - Membership / Association](#).
- Employed - For more information, refer to [Onboarding Enrichment - Employment](#).
- Consent and Preferences - For more information, refer to [Onboarding Enrichment - Consent and Preferences](#).
- Additional Info - For more information, refer to [Onboarding Enrichment - Additional Information](#).
- Supporting Documents - For more information, refer to the
- Dates - For more information, refer to the [Figure 1-35](#)
- KYC - For more information, refer to [KYC Check](#).
- Assets - For more information, refer to [Onboarding Initiation - Financial Information](#).
- Liabilities - For more information, refer to [Onboarding Initiation - Financial Information](#).
- Income - For more information, refer to [Onboarding Enrichment - Financial Profile](#).
- Expense - For more information, refer to [Onboarding Enrichment - Financial Profile](#).
- Beneficially Owned Company - For more information, refer to the [Figure 1-60](#)
- Other Relationship - For more information, refer to the [Figure 1-59](#)

 **Note:**

In an amendment request, information in one or more sections can be amended one after the other, if required.

During amendment, the party status can be amended as party of **Basic Info & Citizenship** segment. The following status are available for amendment.

- Frozen
- Bankrupt
- Whereabout Unknown
- Deceased – Status and Decease Date

5. Click **Next**.  
The **Comments** screen displays.
6. On the **Comments** screen, perform the following actions:

**Table 1-72 Actions - Description**

Action	Description
<b>Comments</b>	Specify the overall comments for the <i>Amendment</i> stage.
<b>Post</b>	Click <b>Post</b> . The comments are posted below the text box.

7. Click **Next**.



The Review and Submit screen displays.

Figure 1-72 Review and Submit

Party Amendment - 000097887

Customer Amend  
Comments  
Review and Submit

Review and Submit

Belinda M Johnson  
Date of birth: 1977-04-22 Gender: Female Marital Status: Married Citizenship: US Communication Address: 2575 Green Hill Road Fort Smith US

Updated Log  
Signature

General Information

General Information Address Social profile ID Detr

1  
Citizenship history  
Citizenship  
US

Signature

Signature ID	Signature	Remarks
1		

Relationship

Household Power Of Attorney Service Member Rela

Professional Information

Education Membership

Consent and Preferences

e-Sign Marketing Communication Privacy Information

Additional Info

Minister Special Need/Disable Politically Exposed Person

Employment

Salaried Professional

Employment is not yet done

Dates

Dates is not yet done

Supporting Documents

Supporting Documents is not yet done

KYC

Status  
Compliant  
KYC Last Updated Date  
2020-03-26

Assets

Assets is not yet done

Liabilities

Liabilities is not yet done

Income

Income is not yet done

Expense

Expense is not yet done

MIS Details

MIS Details is not yet done

Cancel Hold Back Save & Close Submit



8. On the **Review and Submit** screen, review the customer information and perform the following actions:

**Table 1-73 Actions - Description**

Action	Description
<b>Submit</b>	Click <b>Submit</b> . The <b>Checklist</b> window is displayed.
<b>Outcome</b>	On the <b>Checklist</b> window, select the <b>Outcome</b> as <b>Proceed</b> and click <b>Submit</b> .

In the **Review** stage, the final reviewer reviews the customer details and moves the task to the **Approval** stage if the details are appropriate. If the details are inappropriate, the reviewer can send the task to the previous stage. After submitting the Review, the system moves the task to the **Approval** stage.

In the **Approval** stage, the head of the division can view the customer information and decide to approve or reject the task based on comments from the Reviewer. If the outcome of this stage is **Proceed**, the task is automatically moved to the host system. For more detail on the *Review* and **Approval** stages, refer to [Recommendation](#) and [Approval](#).

## 1.3 Retail View

In this *retail view* stage, the relationship manager can view the information about a retail customer using Oracle Banking Enterprise Party Management.

To initiate the Amendment process:

- User must have required customer group access to view a party within a customer access group.
- User must have required Personal Identifiable Information (PII) access to view a party, if PII fields are configured.

1. On the **Homepage**, under **Party Services**, click **View**.


The **View** screen is displayed.

2. Specify the **CIF** or search for a **CIF**. For advance search, click **Advance Search** button. The following values are available for the advance CIF search:

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

3. Click **View Customer**.

The **Party View** screen is displayed.

4. Click  icon of the respective section for which the information needs to be updated. You can view the following sections during party view:

- General Information – For more information, refer to [Onboarding Initiation - Basic Details](#).
- Signature - For more information, refer to the [Onboarding Enrichment - Signatures](#).
- Relationships - For more information, refer to the [Onboarding Initiation - Relationship](#).
- Professional Information
  - a. Education Details - For more information, refer to [Onboarding Initiation - Educational Qualification](#).
  - b. Membership Details - For more information, refer to [Onboarding Enrichment - Membership / Association](#).
- Employment - For more information, refer to [Onboarding Enrichment - Employment](#).
- Consent and Preferences - For more information, refer to [Onboarding Enrichment - Consent and Preferences](#).
- Additional Info - For more information, refer to [Onboarding Enrichment - Additional Information](#).
- Supporting Documents - For more information, refer to the [Figure 1-36](#).
- Dates - For more information, refer to the [Figure 1-35](#).
- KYC - For more information, refer to [KYC Check](#).
- Assets - For more information, refer to [Onboarding Initiation - Financial Information](#).
- Liabilities - For more information, refer to [Onboarding Initiation - Financial Information](#).
- Income - For more information, refer to [Onboarding Enrichment - Financial Profile](#).
- Expense - For more information, refer to [Onboarding Enrichment - Financial Profile](#).
- Beneficially Owned Company - For more information, refer to the [Figure 1-60](#).
- Other Relationship - For more information, refer to the [Figure 1-59](#).

# 2

## Insta Party Management

Insta party management feature allows user to onboard and amend party using a single screen, enhancing the user experience by providing a straight forward and efficient way to onboard and make amendments to party-related information. The following information can be captured and amended during the insta party onboarding and amendment.

This topic contains the following subtopics:

- [Insta Retail Onboarding](#)  
Insta Retail Onboarding feature allows user to onboard party using a single screen.
- [Insta Party Amendment](#)  
Insta Party Amendment feature allows user to amend party using a single screen.

### 2.1 Insta Retail Onboarding

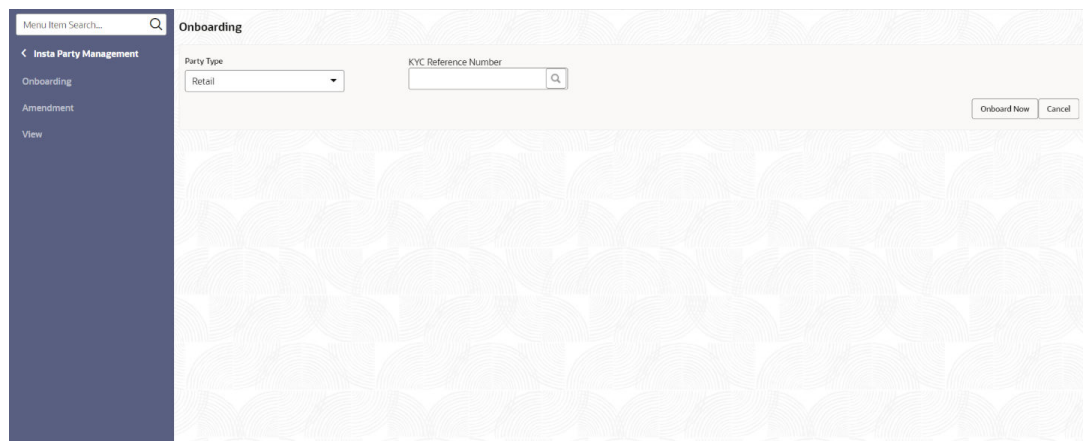
Insta Retail Onboarding feature allows user to onboard party using a single screen.

To initiate the insta onboarding process:

1. On the **Homepage**, under **Party Services**, click **Insta Party Management**.
2. Under **Insta Party Management**, click **Onboarding**.


The **Onboarding** screen is displayed.

**Figure 2-1 Onboarding - Insta Party Management**



3. On the **Onboarding** screen, specify the fields. For more information on fields, refer to the field description table.

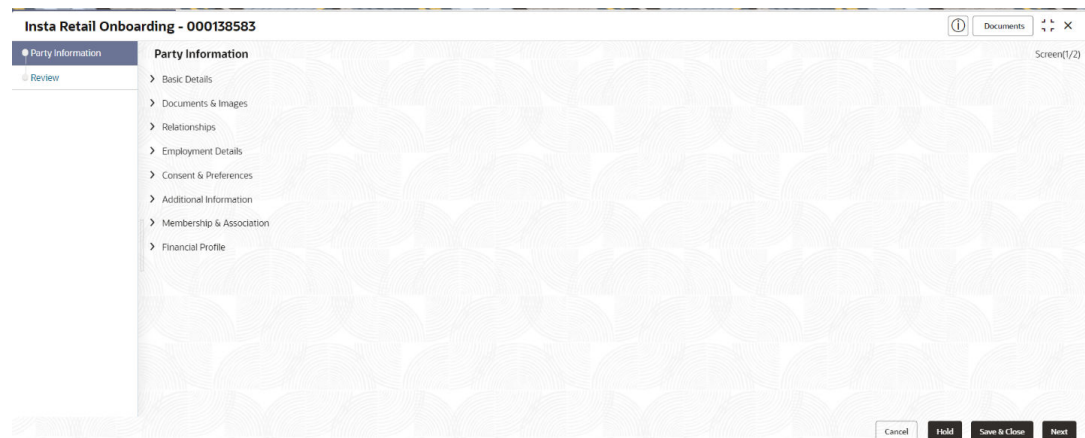
**Table 2-1 Onboarding - Field Description**

Field	Description
<b>Party Type</b>	Select <b>Retail</b> from the drop-down values. The available options are: <ul style="list-style-type: none"> <li>Retail</li> </ul>
<b>KYC Reference Number</b>	Specify the KYC reference number or click <b>Search</b> icon for a KYC reference number. The following values are available for KYC reference search. <ul style="list-style-type: none"> <li>Party ID</li> <li>First Name</li> <li>Middle Name</li> <li>Last Name</li> <li>Data of Birth</li> <li>Unique ID/National ID</li> <li>Mobile Number</li> <li>Email</li> </ul> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>Unique ID is the ID captured in ID details data segment. National ID is captured as part of Basic Info &amp; Citizenship.</li> <li>Refer to the <b>KYC Management</b> section for the KYC Reference Number.</li> </ul> </div>

4. Click **Onboard Now**.

The **Insta Retail Onboarding** screen is displayed.

**Figure 2-2 Insta Retail Onboarding**



Click and expand each data segment to provide required inputs for the party onboarding.

- [Insta Retail Onboarding - Basic Details](#)  
You can add personal details such as name, date of birth, and address of the customer to be onboarded in the **Basic Details** screen.

- [Insta Retail Onboarding - Documents & Images](#)  
 Section to upload party documents including the supporting document and signatures.
- [Insta Retail Onboarding - Relationships](#)  
 The details about the relationships of the customer to be onboarded are added in the Relationship segment. Adding relationship details is beneficial to both the customer and the bank during critical events.
- [Insta Retail Onboarding - Employment Details](#)  
 Employment data segment captures employment details of a retail party. A retail party can be employed as a salaried or a self-employed profession. Employment details are necessary for a bank to determine the professional stability of the party.
- [Insta Retail Onboarding - Consent & Preferences](#)  
 Section to add consent and preferences of the party including e-sign, marketing, minor, and tax.
- [Insta Retail Onboarding - Additional Info](#)  
 Section to add additional information related such as Insider, special needs, PEP, and armed forces details.
- [Insta Retail Onboarding - Membership & Association](#)  
 Section to add Membership and Association information related to the party.
- [Insta Retail Onboarding - Financial Information](#)  
 Section to add financial information related to party including asset, liability, income, and expense.

## 2.1.1 Insta Retail Onboarding - Basic Details

You can add personal details such as name, date of birth, and address of the customer to be onboarded in the **Basic Details** screen.



**Note:**



The fields marked as **Required** are mandatory.

Basic details screen captures the following data segments to capture Party basic details.

**Table 2-2 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Basic Info and Citizenship</b>	Mandatory	Data Segment to capture basic personal information of the party.

Table 2-2 (Cont.) Data Segment - Description

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
2	<b>Current Address</b>	Conditional	<p>Data Segment to capture current address of the party such as current communication address, current residential address, etc.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Address type in current address can be configured as mandatory through <b>Address Management Maintenance</b>. For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b> for address management configurations.</p> </div>
3	<b>Previous Address</b>	Optional	<p>Data Segment to capture previous addresses of the party such as previous communication address, previous residential address, etc. Multiple previous address for each of the address type can be captured in previous address.</p> <p>Minimum address history will be required, if configured, as per <b>Address Management Maintenance</b>.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b> for address management configurations.</p> </div>
4	<b>ID Details</b>	Mandatory	Data Segment to capture identity details of the party such as Passport, Driving License, etc.
5	<b>Contact Details</b>	Optional	Data Segment to capture contact details of the party such as Mobile, Email, Phone, etc.
6	<b>Tax Declaration</b>	Mandatory	Data Segment to capture Tax Details of the party such as Form W8-BEN, W9 etc.
7	<b>Educational Qualification</b>	Optional	Data Segment to capture educational qualification of the party.
8	<b>Visa Details</b>	Optional	Data Segment to capture visa details of the party.
9	<b>Dates</b>	Optional	Data Segment to capture key and important dates related to party.
10	<b>Social Profile</b>	Optional	Data Segment to capture Social Profile of the party such as LinkedIn, Facebook, etc.

1. On **Insta Retail Onboarding** screen, click and expand the **Basic Details** segment.
2. On the **Basic Details** segment, click on the **Edit** button on **Basic Info and Citizenship** widget.

The **Basic Info and Citizenship** screen displays.

**Figure 2-3 Basic Info and Citizenship**

3. On the **Basic Info and Citizenship** screen, specify the details of the basic info and citizenship. For more information on fields, refer to the [Table 1-4](#) table.
  4. On the **Basic Details** segment, click on the **Edit** button on **Current Address** widget.
- The **Current Address** screen is displayed.

**Figure 2-4 Current Address**


5. Click on the  icon to add a current address details.
- The **Add Address** screen is displayed.

Figure 2-5 Add Address

**Add Address**

Address Type: Permanent Address

Location: [Search] Required

Preferred:

Address Since: [Calendar] Required

Country: [Search] Required

State / Country Sub Division: [Search] Required

Address Line 1 / Building Name: [Text] Required

Address Line 2 / Street Name: [Text] Required

Address Line 3 / City / Town Name: [Text] Required

Zip Code / Post Code: DOCUSERI

> Additional Info

> Media For Address

Save Clear Cancel

6. On the **Add Address** screen, specify the details. For more information on fields, refer to the steps from *Step 7* to *Step 15* in the *Onboarding Initiation - Basic Info* screen.
7. Click **Submit** to save a record.
8. On the **Basic Info** segment, click on the **Edit** button on **Previous Address** widget. The **Previous Address** screen is displayed.

Figure 2-6 Previous Address


**Previous Address**

+ Add

No items to display.

Page 1 (0 of 0 items) |< < 1 > >|

Save Cancel

9. Click on the  icon to add a previous address details. The **Add Address** screen is displayed.




**Figure 2-7 Add Address**

10. On the **Add Address** screen, specify the details. For more information on fields, refer to the steps from *Step 7* to *Step 15* in the *Onboarding Initiation - Basic Info* screen.
11. Click **Submit** to save a record.
12. On the **Basic Info** segment, click on the **Edit** button on **ID Details** widget.  
The **ID Details** screen is displayed.

**Figure 2-8 ID Details**

ID Type	ID Status	Unique ID	Place of Issue	Valid From	Valid Till	Remarks	Preferred	Action
No data to display.								



13. Click on the  icon to add ID details.  
The **Add ID Details** screen is displayed.

**Figure 2-9 ID Details**


14. On the **Add ID Details** screen, specify the details. For more information on fields, refer to the [Table 1-12](#) table.
15. Click on the **Submit** to save a record.

- On the **Basic Info** segment, click on the **Edit** button on **Contact Details** widget.  
The **Contact Details** screen is displayed.

**Figure 2-10 Contact Details**

- Click on the  icon on the **Mobile Phone** tab to specify the details.  
The **Add Mobile Number** pop-up screen is displayed.
- Specify the details in the **Add Mobile Number** pop-up screen. For more information on the fields, refer to the [Table 1-5](#) table.
- Click on the  icon on the **Email** tab to specify the details.  
The **Add Email** pop-up screen is displayed.
- Specify the details in the **Add Email** pop-up screen. For more information on the fields, refer to the [Table 1-6](#) table.
- Click **Submit** to save a record.
- On the **Basic Info** segment, click on the **Edit** button on **Tax Declaration** widget.  
The **Tax Declaration** screen is displayed.

**Figure 2-11 Tax Declaration**

- Click on the  icon to specify the details.  
The **Add Tax** pop-up screen is displayed.
- On **Add Tax** pop-up screen, specify the fields. For more information on fields, refer to the [Table 1-13](#) table.


 **Note:**

On the tax declaration screen, the information will be auto-populated based on **Citizenship Status** of the customer.

- Click on the **Submit** button to save a record.
- On the **Basic Info** segment, click on the **Edit** button on **Educational Qualifications** widget.

The **Educational Qualifications** screen is displayed.

**Figure 2-12 Educational Qualifications**

27. Click on the  icon to add educational details.  
The **Add Educational Detail** screen is displayed.

**Figure 2-13 Add Educational Detail**

28. On the **Add Educational Detail** screen, specify the details. For more information on fields, refer to the [Table 1-24](#) table.
29. Click on the **Submit** button to save a record.
30. On the **Basic Info** segment, click **Edit** button on **Visa Details** widget.  
The **Visa Details** screen is displayed.

**Figure 2-14 Basic Info - Visa Details**

31. On the **Visa Details** screen, specify the details. For more information on the fields, refer to the [Table 1-33](#) table.
32. Click **Save** to save a record.
33. On the **Basic Info** segment, click **Edit** button on **Dates** widget.  
The **Dates** screen is displayed.

**Figure 2-15 Basic Info – Dates**

34. On the **Dates** screen, specify the details. For more information on the fields, refer to the [Table 1-34](#) table.

 **Note:**

Click on the **Add More** button to add additional dates.

35. On the **Basic Info** segment, click **Edit** button on **Social Profile** widget.  
The **Social Profile** screen displays.

**Figure 2-16 Social Profile**

36. On the **Social Profile** screen, specify the details. For more information on fields, refer to the [Figure 1-4](#) table.
37. Click **Save** to save a record.

## 2.1.2 Insta Retail Onboarding - Documents & Images

Section to upload party documents including the supporting document and signatures.

 **Note:**

The fields marked as **Required** are mandatory.

The following data segments are available in the **Documents & Images** screen to capture the details of documents and images.

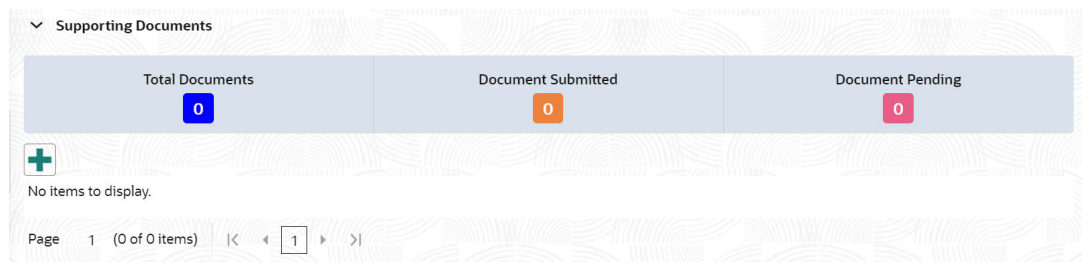
**Table 2-3 Data Segment - Description**


SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Supporting Documents</b>	Optional	Data Segment to capture supporting documents of the customer.
2	<b>Signatures</b>	Optional	Data Segment to capture signatures of the customer.

1. On the **Insta Retail Onboarding** screen, click and expand **Documents & Images** segment.
2. On the **Documents & Images** segment, click **Edit** button on the **Supporting Documents** widget.

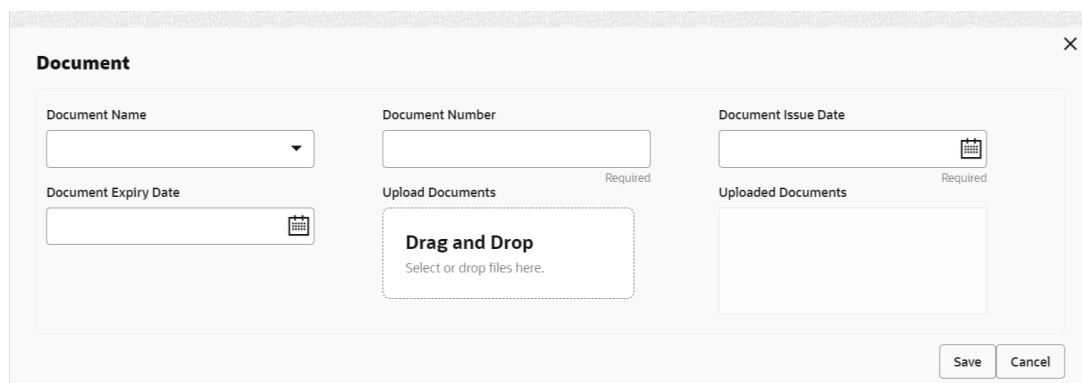
The **Supporting Document** screen is displayed.


**Figure 2-17 Supporting Documents**



3. Click  icon to add a supporting document.  
The **Document** screen is displayed.

**Figure 2-18 Add Document**



4. On the **Document** screen, specify the details. For more information on the fields, refer to the [Figure 1-37](#) table.
5. On the **Documents & Images** segment, click **Edit** button on the **Signatures** widget.
6. Click  icon to add a signature.  
The **Add Signature** pop-up screen is displayed.

**Figure 2-19 Add Signature**

The screenshot shows a pop-up window titled "Add Signature". It contains three main sections: "Upload Signature" with a "Drag and Drop" area and instructions, "Uploaded Signature" with an empty box, and "Remarks" with a text input field. At the bottom right, there are "Add" and "Cancel" buttons.

7. On the **Add Signature** pop-up screen, specify the details. For more information on the fields, refer to the [Table 1-36](#) table.
8. Click **Save** to save a record.

## 2.1.3 Insta Retail Onboarding - Relationships

The details about the relationships of the customer to be onboarded are added in the Relationship segment. Adding relationship details is beneficial to both the customer and the bank during critical events.



### Note:

The fields marked as **Required** are mandatory.

The following data segments are available in the **Relationships** screen to capture the basic details of a party.

**Table 2-4 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Household</b>	Optional	Data Segment to capture household relationships of the party.
2	<b>Power of Attorney</b>	Optional	Data Segment to capture power of attorney relationships of the party.
3	<b>Service Member</b>	Optional	Data Segment to capture service member relationships of the party.
4	<b>Related to Insider</b>	Optional	Data Segment to capture related to insider relationships of the party.
5	<b>Guardian</b>	Conditional	Data Segment to capture guardian relationships of the party. Either of a guardian or custodian is mandatory for a minor party.
6	<b>Custodian</b>	Conditional	Data Segment to capture custodian relationships of the party. Either of a guardian or custodian is mandatory for a minor party.
7	<b>Solicitor</b>	Optional	Data Segment to capture solicitor relationships of the party.

This topic contains the following subtopics:

- [Relationships - Household](#)  
**Household Relationship** segment allows user to capture household relationship of a party such as Father, Son, Mother, Daughter etc.
- [Relationships - Power of Attorney](#)  
**Power of Attorney** segment allows user to capture power of attorney related to a party.
- [Relationships - Service Member](#)  
**Service Member Relationship** segment allows user to capture details of service member related to a party.
- [Relationships - Related to Insider](#)  
**Insider Relationship** segment allows user to capture details of insider related to a party.
- [Relationships - Guardian](#)  
**Guardian Relationship** segment allows user to capture details of guardian related to a party.
- [Relationships - Custodian](#)  
**Custodian Relationship** segment allows user to capture details of custodian related to a minor party.
- [Relationships - Solicitor](#)  
**Solicitor Relationship** segment allows user to capture details of solicitor related to a party.


### 2.1.3.1 Relationships - Household

**Household Relationship** segment allows user to capture household relationship of a party such as Father, Son, Mother, Daughter etc.

**To add a relationship with existing customer/non-customer:**

 **Note:**

The fields marked as **Required** are mandatory.

1. On the **Insta Retail Onboarding** screen, click and expand **Relationships** segment.
2. On the **Relationships** segment, click **Edit** button on the **Household** widget.  
The **Household** screen is displayed.
3. Click on the  icon to add a household relationship.  
The **Add New Household** screen is displayed.

**Figure 2-20 Add New Household**

4. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.

 **Note:**

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

#### Existing Customer/Non-Customer

5. On click of **Next** button in the **Add New Household** screen, the system displays the screen to add relationship specific attribute.
6. On the **Add New Household** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-16](#) table.

 **Note:**

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

#### New Non-Customer



7. On click of **Next** button in the **Add New Household** screen, the system displays the screen to create a new non-customer.  
The **Add New Household** screen is displayed.
8. On the **Add New Household** screen, click and expand **Basic Info & Citizenship** segment.
9. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
10. On the **Add New Household** screen, click and expand **ID Details** segment.
11. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
12. On the **Add New Household** screen, click and expand **Address** segment.
13. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
14. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
15. Add relationship specific attributes. For more information on fields, refer to the [Table 1-16](#) table.

### 2.1.3.2 Relationships - Power of Attorney


**Power of Attorney** segment allows user to capture power of attorney related to a party.

**To add a relationship with existing customer/non-customer:**



**Note:**

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Power of Attorney** widget.  
The **Power of Attorney** screen is displayed.
2. Click on the  icon to add a household relationship.  
The **Power of Attorney** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.

 **Note:**

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

**Existing Customer/Non-Customer**

4. On click of **Next** button in the **Power of Attorney** screen, the system displays the screen to add relationship specific attribute.
5. On the **Power of Attorney** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-17](#) table.

**New Non-Customer**

6. On click of **Next** button in the **Power of Attorney** screen, the system displays the screen to create a new non-customer.  
The **Add New Power of Attorney** screen is displayed.
7. On the **Add New Power of Attorney** screen, click and expand **Basic Info & Citizenship** segment.
8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **Add New Power of Attorney** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **Add New Power of Attorney** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-17](#) table.


### 2.1.3.3 Relationships - Service Member

**Service Member Relationship** segment allows user to capture details of service member related to a party.

To add a relationship with existing customer/non-customer:

 **Note:**

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Service Member** widget. The **Service Member** screen is displayed.
2. Click on the  icon to add a service member relationship. The **Add New Service Member** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.

 **Note:**

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

#### Existing Customer/Non-Customer

4. On click of **Next** button in the **Add New Service Member** screen, the system displays the screen to add relationship specific attribute.
5. On the **Add New Service Member** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-15](#) table.

 **Note:**

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

#### New Non-Customer

6. On click of **Next** button in the **Add New Service Member** screen, the system displays the screen to create a new non-customer. The **Add New Service Member** screen is displayed.
7. On the **Add New Service Member** screen, click and expand **Basic Info & Citizenship** segment.

8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **Add New Service Member** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **Add New Service Member** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-15](#) table.

### 2.1.3.4 Relationships - Related to Insider


**Insider Relationship** segment allows user to capture details of insider related to a party.

To add a relationship with existing customer/non-customer:



**Note:**

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Related to Insider** widget.  
The **Related to Insider** screen is displayed.
2. Click on the  icon to add a service member relationship.  
The **Add New Related to Insider** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.

 **Note:**

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

**Existing Customer/Non-Customer**

4. On click of **Next** button in the **Add New Related to Insider** screen, the system displays the screen to add relationship specific attribute.
5. On the **Add New Related to Insider** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-18](#) table.

 **Note:**

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

**New Non-Customer**

6. On click of **Next** button in the **Add New Related to Insider** screen, the system displays the screen to create a new non-customer.  
The **Add New Related to Insider** screen is displayed.
7. On the **Add New Related to Insider** screen, click and expand **Basic Info & Citizenship** segment.
8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **Add New Related to Insider** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **Add New Related to Insider** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-18](#) table.

## 2.1.3.5 Relationships - Guardian


**Guardian Relationship** segment allows user to capture details of guardian related to a party.

To add a relationship with existing customer/non-customer:



### Note:

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Guardian** widget.  
The **Guardian** screen is displayed.
2. Click on the  icon to add a guardian relationship.  
The **Add New Guardian** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.



### Note:

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

### Existing Customer/Non-Customer

4. On click of **Next** button in the **Add New Guardian** screen, the system displays the screen to add relationship specific attribute.
5. On the **Add New Guardian** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-19](#) table.



### Note:

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

### New Non-Customer

6. On click of **Next** button in the **Add New Guardian** screen, the system displays the screen to create a new non-customer.  
The **Add New Guardian** screen is displayed.
7. On the **Add New Guardian** screen, click and expand **Basic Info & Citizenship** segment.
8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **Add New Guardian** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **Add New Guardian** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-19](#) table.

### 2.1.3.6 Relationships - Custodian


**Custodian Relationship** segment allows user to capture details of custodian related to a minor party.

To add a relationship with existing customer/non-customer:



**Note:**

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Custodian** widget.  
The **Custodian** screen is displayed.
2. Click on the  icon to add a custodian relationship.  
The **Custodian** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.

 **Note:**

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

**Existing Customer/Non-Customer**

4. On click of **Next** button in the **Add New Custodian** screen, the system displays the screen to add relationship specific attribute.
5. On the **Add New Custodian** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-20](#) table.

 **Note:**

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

**New Non-Customer**

6. On click of **Next** button in the **Add New Custodian** screen, the system displays the screen to create a new non-customer.  
The **Add New Custodian** screen is displayed.
7. On the **Add New Custodian** screen, click and expand **Basic Info & Citizenship** segment.
8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **Add New Custodian** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **Add New Custodian** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-20](#) table.



## 2.1.3.7 Relationships - Solicitor


**Solicitor Relationship** segment allows user to capture details of solicitor related to a party.

To add a relationship with existing customer/non-customer:



### Note:

The fields marked as **Required** are mandatory.

1. On the **Relationships** segment, click **Edit** button on the **Solicitor** widget.  
The **Solicitor** screen is displayed.
2. Click on the  icon to add a solicitor relationship.  
The **The New Solicitor** screen is displayed.
3. Enter CIF ID/Party ID to add a relationship with existing customer/non-customer or click **Next** to create a non-customer and add as a relationship.



### Note:

If CIF/Party ID is not known for an **existing customer/non-customer**, click **Search** icon to launch **Search Party** screen. Select CIF/Party ID from the list of values based on the search criteria.

- Party ID
- First Name
- Middle Name
- Last Name
- Data of Birth
- Unique ID
- Mobile Number
- Email

### Existing Customer/Non-Customer

4. On click of **Next** button in the **The New Solicitor** screen, the system displays the screen to add relationship specific attribute.
5. On the **The New Solicitor** screen, add the relation specific attribute. For more information on the fields, refer to the [Table 1-21](#) table.



### Note:

For entity maintenance, refer to the **Oracle Banking Party Configurations User Guide**.

### New Non-Customer

6. On click of **Next** button in the **The New Solicitor** screen, the system displays the screen to create a new non-customer.  
The **The New Solicitor** screen is displayed.
7. On the **The New Solicitor** screen, click and expand **Basic Info & Citizenship** segment.
8. Specify the details on the **Basic Info & Citizenship** segment. For more information on fields, refer to the [Table 1-4](#) table.
9. On the **The New Solicitor** screen, click and expand **ID Details** segment.
10. Specify the details on the **ID Details** segment. For more information on fields, refer to the [Table 1-12](#) table.
11. On the **The New Solicitor** screen, click and expand **Address** segment.
12. Specify the details on the **Address** segment. For more information on fields, refer to the [Table 1-7](#) table.
13. Click **Next** to capture the KYC details of a non-customer. For more information, refer to the [KYC Check](#) section.
14. Add relationship specific attributes. For more information on fields, refer to the [Table 1-21](#) table.

## 2.1.4 Insta Retail Onboarding - Employment Details

Employment data segment captures employment details of a retail party. A retail party can be employed as a salaried or a self-employed profession. Employment details are necessary for a bank to determine the professional stability of the party.




### Note:

The fields marked as **Required** are mandatory.

The following data segments are available in the employment details section.

**Table 2-5 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Salaried</b>	Optional	A salaried employee is a person who works for an organization and receives a fixed and regular compensation for the services provided to the organization.
2	<b>Self-Employed/ Professional</b>	Optional	A self-employed person does not work for a specific organization and works for oneself as a freelance or the owner of a business rather than for an employer.

1. On the **Insta Retail Onboarding** screen, click and expand **Employment Details** segment.
2. On the **Employment Details** segment, click **Edit** on the **Salaried** widget.
3. Click on the  icon to add a salaried employment.  
The **Salaried** screen is displayed.


4. On the **Salaried** screen, specify the details. For more information on the fields, refer to the [Table 1-26](#) table.
5. On the **Employment Details** segment, click **Edit** on the **Self Employed** widget.
6. Click icon to add a employed employment.  
The **Employment** screen is displayed.
7. On the **Employment** screen, specify the details. For more information on the fields, refer to the [Table 1-27](#) table.

## 2.1.5 Insta Retail Onboarding - Consent & Preferences

Section to add consent and preferences of the party including e-sign, marketing, minor, and tax.

### **Note:**

The fields marked as **Required** are mandatory.

1. On the **Insta Retail Onboarding** screen, click and expand **Consent & Preferences** segment.
2. On the **Consent & Preferences** segment, click **Edit** on the **Consent & Preferences** widget.  
The **Consent & Preferences** screen is displayed.
3. On the **Consent & Preferences** screen, click and expand **e-Sign**.
4. On **e-Sign** consent segment, enable toggle to capture e-sign consent of the party. For more information on fields, refer to the [Table 1-37](#) table.
5. On the **Consent & Preferences** screen, click and expand **Marketing Communication**.
6. On the **Marketing Communication** segment, enable toggle to capture marketing communication consent of the party.
7. Click on the  icon on the **Marketing Communication** segment.  
The **Add Marketing Communication** screen is displayed.
8. Specify the details on the **Marketing Communication** segment. For more information on fields, refer to the [Table 1-38](#) table.
9. On the **Consent & Preferences** screen, click and expand **Privacy Information**.
10. On the **Privacy Information** segment, select the check box for the privacy information consents of the party. For more information on fields, refer to the [Table 1-39](#) table.
11. On the **Consent & Preferences** screen, click and expand **Minor** segment.
12. On **Minor** consent segment, enable toggle to capture minor consent of the party. For more information on fields, refer to the [Table 1-40](#) table.
13. On the **Consent & Preferences** screen, click and expand **Tax Consent** segment.
14. On **Tax Consent** segment, enable toggle to capture tax consent of the party.

## 2.1.6 Insta Retail Onboarding - Additional Info

Section to add additional information related such as Insider, special needs, PEP, and armed forces details.

 **Note:**

The fields marked as **Required** are mandatory.

1. On the **Insta Retail Onboarding** screen, click and expand **Additional Info** segment.  
The **Additional Info** segment is displayed.
2. On the **Additional Info** segment, click **Edit** button on the **Additional Info** widget.  
The **Additional Info** screen is displayed.
3. On the **Additional Info** screen, enable **Insider** toggle to determine if the customer is an insider.
4. Capture insider information. For more information on fields, refer to the [Table 1-41](#) table.
5. On the **Additional Info** segment, enable **Special Needs/Disability** toggle to determine if the customer has special needs/disability.
6. Capture **Special Need/Disability** information. For more information on fields, refer to the [Table 1-42](#) table.
7. On the **Additional Info** segment, enable **Politically Exposed Person (PEP)** toggle to determine if the customer is a politically exposed person and capture remarks for PEP.
8. Capture **Politically Exposed Person (PEP)** information. For more information on fields, refer to the [Table 1-43](#) table.
9. On the **Additional Info** segment, enable **Armed Forces** toggle to determine if the party is from armed forces.
10. Capture **Armed Forces** information. For more information on fields, refer to the [Table 1-44](#) table.
11. On **Additional Info** segment, enable **Financial Institution Data Match (FIDM)** toggle to determine if the party is FIDM match.
12. Capture **Financial Institution Data Match (FIDM)** information. For more information on fields, refer to the [Table 1-45](#) table.
13. Click the **Edit** button in the **Additional Info** segment of the **Service Member Information** widget.  
The **Service Member Information** screen is displayed.
14. Capture **Service Member Information** information. For more information on fields, refer to the [Table 1-44](#) table.


## 2.1.7 Insta Retail Onboarding - Membership & Association

Section to add Membership and Association information related to the party.



### Note:

The fields marked as **Required** are mandatory.

1. On the **Insta Retail Onboarding** screen, click and expand **Membership & Association** segment.  
The **Membership & Association** segment is displayed.
2. On the **Membership & Association** segment, click **Edit** button on the **Membership & Association** widget.  
The **Membership & Association** screen is displayed.
3. Click  icon on the **Membership & Association** screen.  
The **Membership** pop-up screen is displayed.
4. On the **Membership** screen, specify the details. For more information on the fields, refer to the [Table 1-46](#) table.

## 2.1.8 Insta Retail Onboarding - Financial Information

Section to add financial information related to party including asset, liability, income, and expense.

Financial Information section allows user to capture financial information of the party. The following data segments can be captured in Financial Information section:

**Table 2-6 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Asset</b>	Optional	Data segment to capture assets details of the party.
2	<b>Liability</b>	Optional	Data segment to capture liability details of the party.
3	<b>Income</b>	Optional	Data segment to capture income details of the party.
4	<b>Expense</b>	Optional	Data segment to capture expense details of the party.
5	<b>Other Relationship</b>	Optional	Data segment to capture other relationships of the party.
6	<b>Beneficially Owned Company</b>	Optional	Data segment to capture beneficially owned company relations of the party.

1. On the **Insta Retail Onboarding** screen, click and expand **Financial Information** segment.

The **Financial Information** screen is displayed.

2. On the **Financial Information** screen, click **Edit** button on the **Assets** widget.
3. On the **Assets** screen, click **Add** button.

The **Add Assets Details** pop-up screen is displayed.

4. On **Add Assets Details** pop-up screen, specify the details of the basic info and citizenship. For more information on fields, refer to the [Table 1-29](#) table.
5. On the **Financial Information** screen, click **Edit** button on the **Liabilities** widget.
6. On the **Liabilities** screen, click **Add** button.

The **Add Liabilities Details** pop-up screen is displayed.

7. On **Add Liabilities Details** pop-up screen, specify the details of the basic info and citizenship. For more information on fields, refer to the [Table 1-30](#) table.
8. On the **Financial Information** screen, click **Edit** button on the **Income** widget.
9. On the **Income** screen, click **Add** button.

The **Income** pop-up screen is displayed.

10. On **Income** pop-up screen, specify the details of the basic info and citizenship. For more information on fields, refer to the [Table 1-49](#) table.
11. On the **Financial Information** screen, click **Edit** button on the **Expense** widget.
12. On the **Expense** screen, click **Add** button.

The **Expense** pop-up screen is displayed.

13. On **Expense** pop-up screen, specify the details. For more information on fields, refer to the [Table 1-50](#) table.
14. On the **Financial Information** screen, click **Edit** button on the **Other Relationships** widget.

15. On the **Other Relationships** screen, click  icon.

The **Relationship with other financial institutions** pop-up screen is displayed.

16. On **Relationship with other financial institutions** pop-up screen, specify the details. For more information on fields, refer to the [Table 1-51](#) table.
17. On the **Financial Information** screen, click **Edit** button on the **Beneficially Owned Company** widget.

18. On the **Beneficially Owned Company** screen, click  icon.

The **Beneficially Owned Company** pop-up screen is displayed.

19. On **Beneficially Owned Company** pop-up screen, specify the details of the basic info and citizenship. For more information on fields, refer to the [Table 1-52](#) table.

## 2.2 Insta Party Amendment

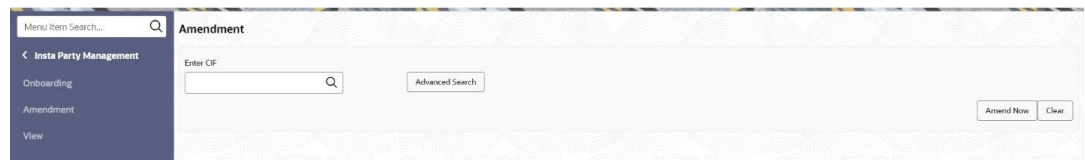
Insta Party Amendment feature allows user to amend party using a single screen.

**To initiate the insta amendment process:**

1. On the **Homepage**, under **Party Services**, click **Insta Party Management**.
2. Under **Insta Party Management**, click **Amendment**.

The **Amendment** screen is displayed.

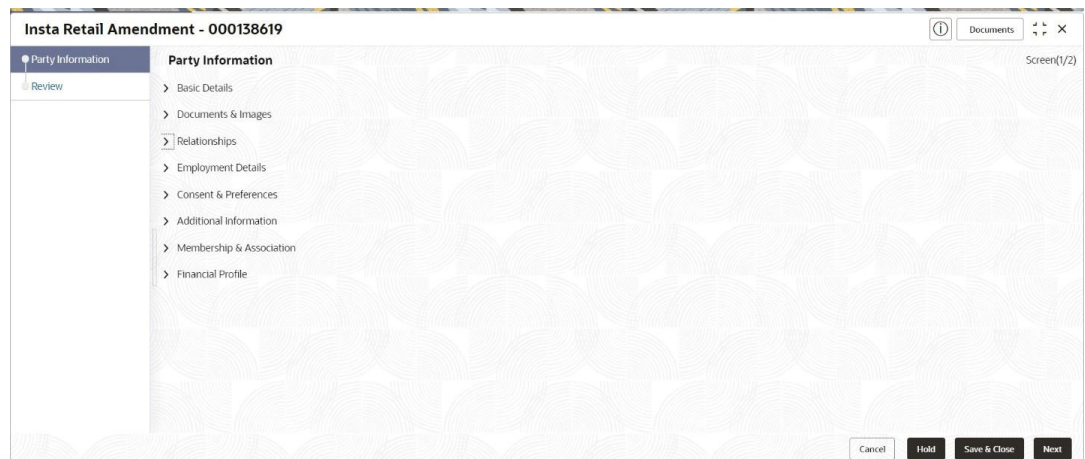
**Figure 2-21 Insta Party Amendment**



3. Enter CIF number or click **Advance Search** button to search for a CIF number. The following values are available for the advance CIF search:
  - Party ID
  - First Name
  - Middle Name
  - Last Name
  - Data of Birth
  - Unique ID
  - Mobile Number
  - Email
4. Click **Amend Now**.

The **Insta Retail Amendment** screen is displayed.

**Figure 2-22 Insta Retail Amendment**



Click and expand each data segment to provide required inputs for the party amendment.

- [Insta Party Amendment - Basic Details](#)  
You can amend personal details such as name, date of birth, and address of the customer to be onboarded in the **Basic Details** screen.
- [Insta Party Amendment - Documents & Images](#)  
Section to upload party documents including the supporting document and signatures.

- [Insta Party Amendment - Relationships](#)  
The details about the relationships of the customer to be onboarded are added in the Relationship segment. Adding relationship details is beneficial to both the customer and the bank during critical events.
- [Insta Party Amendment - Employment Details](#)  
Employment data segment captures employment details of a retail party. A retail party can be employed as a salaried or a self-employed profession. Employment details are necessary for a bank to determine the professional stability of the party.
- [Insta Party Amendment - Consent & Preferences](#)  
Section to add consent and preferences of the party including e-sign, marketing, minor, and tax.
- [Insta Party Amendment - Additional Info](#)  
Section to add additional information related such as Insider, special needs, PEP, and armed forces details.
- [Insta Party Amendment - Membership & Association](#)  
Section to add Membership and Association information related to the party.
- [Insta Party Amendment - Financial Information](#)  
Section to add financial information related to party including asset, liability, income, and expense.

## 2.2.1 Insta Party Amendment - Basic Details

You can amend personal details such as name, date of birth, and address of the customer to be onboarded in the **Basic Details** screen.



### Note:

The fields marked as **Required** are mandatory.



Basic details screen captures the following data segments for amendment.

**Table 2-7 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Basic Info and Citizenship</b>	Mandatory	Data segment to amend the basic personal information of the party.



Table 2-7 (Cont.) Data Segment - Description

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
2	<b>Current Address</b>	Conditional	<p>Data segment to amend current address of the party such as current communication address, current residential address, etc.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>Address type in current address can be configured as mandatory through <b>Address Management Maintenance</b>. For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b> for address management configurations.</p> </div>
3	<b>Previous Address</b>	Optional	<p>Data segment to amend previous addresses of the party such as previous communication address, previous residential address, etc. Multiple previous address for each of the address type can be captured in previous address.</p> <p>Minimum address history will be required, if configured, as per <b>Address Management Maintenance</b>.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>For more information, refer to the <b>Oracle Banking Party Configurations User Guide</b> for address management configurations.</p> </div>
4	<b>ID Details</b>	Optional	Data segment to amend identity details of the party such as Passport, Driving License, etc.
5	<b>Contact Details</b>	Optional	Data segment to amend contact details of the party such as Mobile, Email, Phone, etc.
6	<b>Tax Declaration</b>	Optional	Data segment to amend tax details of the party such as Form W8-BEN, W9 etc.
7	<b>Educational Qualification</b>	Optional	Data segment to amend educational qualification of the party.
8	<b>Visa Details</b>	Optional	Data segment to amend visa details of the party.
9	<b>Dates</b>	Optional	Data segment to amend key and important dates related to party.
10	<b>Social Profile</b>	Optional	Data segment to amend social profile of the party such as LinkedIn, Facebook, etc.

1. On **Insta Retail Amendment** screen, click and expand the **Basic Details** segment.  
The **Basic Details** segment is displayed.
2. On the **Basic Details** segment, click **Edit** button on each widget to amend the details. For more information on **Basic Info & Citizenship, Current Address, Previous Address, ID Details, Contact Details, Tax Declaration, Educational Qualifications, Visa Details, Dates, and Social Profile**, refer to the [Insta Retail Onboarding - Basic Details](#) section.

## 2.2.2 Insta Party Amendment - Documents & Images

Section to upload party documents including the supporting document and signatures.



**Note:**

The fields marked as **Required** are mandatory.

The following data segments are available in the **Documents & Images** screen to amend the details of documents and images.

**Table 2-8 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Supporting Documents</b>	Optional	Data segment to capture supporting documents of the customer.
2	<b>Signatures</b>	Optional	Data segment to capture signatures of the customer.

1. On **Insta Retail Amendment** screen, click and expand the **Documents & Images** segment.  
The **Documents & Images** segment is displayed.
2. On the **Documents & Images** segment, click **Edit** button on each widget to amend the details. For more information on the **Supporting Documents** and **Signatures**, refer to the [Insta Retail Onboarding - Documents & Images](#) section.

## 2.2.3 Insta Party Amendment - Relationships

The details about the relationships of the customer to be onboarded are added in the Relationship segment. Adding relationship details is beneficial to both the customer and the bank during critical events.



**Note:**

The fields marked as **Required** are mandatory.

The following data segments are available in the **Relationships** screen to capture the basic details of a party.

**Table 2-9 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Household</b>	Optional	Data Segment to capture household relationships of the party.
2	<b>Power of Attorney</b>	Optional	Data Segment to capture power of attorney relationships of the party.
3	<b>Service Member</b>	Optional	Data Segment to capture service member relationships of the party.
4	<b>Related to Insider</b>	Optional	Data Segment to capture related to insider relationships of the party.
5	<b>Guardian</b>	Conditional	Data Segment to capture guardian relationships of the party. Either of a guardian or custodian is mandatory for a minor party.
6	<b>Custodian</b>	Conditional	Data Segment to capture custodian relationships of the party. Either of a guardian or custodian is mandatory for a minor party.
7	<b>Solicitor</b>	Optional	Data Segment to capture solicitor relationships of the party.

1. On **Insta Retail Amendment** screen, click and expand the **Relationships** segment. The **Relationships** segment is displayed.
2. On the **Relationships** segment, click **Edit** button on each widget to amend the details. For more information on the **Household**, **Power of Attorney**, **Service Member**, **Related to Insider**, **Guardian**, **Custodian**, and **Solicitor** refer to the [Insta Retail Onboarding - Relationships](#) section.

## 2.2.4 Insta Party Amendment - Employment Details

Employment data segment captures employment details of a retail party. A retail party can be employed as a salaried or a self-employed profession. Employment details are necessary for a bank to determine the professional stability of the party.



**Note:**

The fields marked as **Required** are mandatory.

The following data segments are available in the employment details section.

**Table 2-10 Data Segment - Description**

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Salaried</b>	Optional	A salaried employee is a person who works for an organization and receives a fixed and regular compensation for the services provided to the organization.

Table 2-10 (Cont.) Data Segment - Description

SI.No	Data Segment Name	Mandatory / Optional / Conditional	Description
2	Self-Employed/ Professional	Optional	A self-employed person does not work for a specific organization and works for oneself as a freelance or the owner of a business rather than for an employer.

1. On **Insta Retail Amendment** screen, click and expand the **Employment Details** segment. The **Employment Details** segment is displayed.
2. On the **Employment Details** segment, click **Edit** button on each widget to amend the details. For more information on the **Salaried** and **Self-Employed** refer to the [Insta Retail Onboarding - Employment Details](#) section.

## 2.2.5 Insta Party Amendment - Consent & Preferences

Section to add consent and preferences of the party including e-sign, marketing, minor, and tax.



### Note:

The fields marked as **Required** are mandatory.

1. On **Insta Retail Amendment** screen, click and expand the **Consent & Preferences** segment. The **Consent & Preferences** segment is displayed.
2. On the **Consent & Preferences** segment, click **Edit** button on the **Consent & Preferences** widget. For more information on the **Consent & Preferences** widget refer to the [Insta Retail Onboarding - Consent & Preferences](#) section.

## 2.2.6 Insta Party Amendment - Additional Info

Section to add additional information related such as Insider, special needs, PEP, and armed forces details.



### Note:

The fields marked as **Required** are mandatory.

1. On **Insta Retail Amendment** screen, click and expand the **Additional Info** segment. The **Additional Info** segment is displayed.
2. On the **Additional Info** segment, click **Edit** button on the **Additional Info** widget. For more information on the **Additional Info** widget, refer to the [Insta Retail Onboarding - Additional Info](#) section.

## 2.2.7 Insta Party Amendment - Membership & Association

Section to add Membership and Association information related to the party.

 **Note:**

The fields marked as **Required** are mandatory.

1. On **Insta Retail Amendment** screen, click and expand the **Membership & Association** segment.

The **Membership & Association** segment is displayed.

2. On the **Membership & Association** segment, click **Edit** button on the **Membership & Association** widget. For more information on the **Membership & Association** widget, refer to the [Insta Retail Onboarding - Membership & Association](#) section.

## 2.2.8 Insta Party Amendment - Financial Information

Section to add financial information related to party including asset, liability, income, and expense.

 **Note:**

The fields marked as **Required** are mandatory.

The following data segments can be captured in Financial Information section to capture party basic details.

**Table 2-11 Data Segment - Description**

Sl.No	Data Segment Name	Mandatory / Optional / Conditional	Description
1	<b>Asset</b>	Optional	Data segment to capture assets details of the party.
2	<b>Liability</b>	Optional	Data segment to capture liability details of the party.
3	<b>Income</b>	Optional	Data segment to capture income details of the party.
4	<b>Expense</b>	Optional	Data segment to capture expense details of the party.
5	<b>Other Relationship</b>	Optional	Data segment to capture other relationships of the party.
6	<b>Beneficially Owned Company</b>	Optional	Data segment to capture beneficially owned company relations of the party.

1. On **Insta Retail Amendment** screen, click and expand the **Financial Information** segment.

The **Financial Information** segment is displayed.

2. On the **Financial Information** segment, click **Edit** button on each widget to amend the details. For more information on the **Asset, Liability, Income, Expense, Other Relationship**, and **Beneficially Owned Company** refer to the [Insta Retail Onboarding - Financial Information](#) section.

# 3

## KYC Management

Party KYC information refers to the data and details collected by financial institutions to fulfill their Know Your Customer (KYC) obligations. KYC is a regulatory requirement that requires businesses, especially those in the financial industry, to verify and understand the identity of their customers. This process is designed to prevent fraud, money laundering, and other illicit activities by ensuring that financial institutions have accurate and up-to-date information about the individuals or entities they are dealing with.

Financial institutions are required to periodically update and verify this information to ensure its accuracy. KYC processes not only help in meeting regulatory compliance but also contribute to the overall security of the financial system by mitigating the risks associated with financial crimes.

- [Create KYC](#)  
Create KYC process allows user to create a KYC record for the party.
- [Update KYC](#)  
Update KYC process allows user to update or amend a KYC record for the party.

### 3.1 Create KYC

Create KYC process allows user to create a KYC record for the party.

**To initiate the Create KYC:**



#### Note:

The fields marked as **Required** are mandatory.

1. On the **Homepage**, under **Party Services**, click **KYC Management**.
2. Under **KYC Management**, click **Create**.

The **Create** screen is displayed.

**Figure 3-1** KYC Management - Create

3. Specify the **CIF** or search for a **CIF**. For advance search, click **Advance Search** button. The following values are available for the advance CIF search:
  - Party ID
  - First Name

- Middle Name
  - Last Name
  - Data of Birth
  - Unique ID
  - Mobile Number
  - Email
4. Click **Submit**.
- The **Standalone KYC Onboarding** screen is displayed.

**Figure 3-2 Standalone KYC Onboarding**



### Basic Details

5. Under the **Party Information**, click and expand **Basic Details** segment.
6. Under the **Basic Details** segment, click **Edit** button on each widget to update the details. For more information on the **Basic Info and Citizenship**, **Current Address**, **ID Details**, and **Contact Details** widgets, refer to the [Onboarding Initiation - Basic Details](#) section.

### Note:

Creation of a KYC record for a minor customer is not allowed.

### Additional Information

7. Under the **Party Information**, click and expand **Additional Information** segment.
8. Under the **Additional Information** segment, click **Edit** on the **Politically Exposed Person** widget.  
The **Additional Information** pop-up screen is displayed.
9. On the **Additional Information** pop-up screen, specify the details. For more information on fields, refer to the [Insta Retail Onboarding - Additional Info](#) section.
10. Click **Next** button on the **Standalone KYC Onboarding** screen.

Oracle Banking Enterprise Party Management supports 13 different KYC checks as below:

- Address Check



- Identity Check
- Police DB Check
- Credit Score Check
- Education Qualification
- Field Verification
- Reference Check
- Suit Filed
- PEP Identification
- AML Check
- FATCA Check
- SDN Check
- Sanction Check

 **Note:**

The KYC checks are listed during KYC stage, based on KYC maintenance. Refer to the **Party Onboarding Configuration User Guide** for the KYC maintenance details. **PEP Identification** check is displayed, if a customer is determined as Politically Exposed Person (PEP) in the **Additional Info** segment.

The **KYC Information** screen is displayed.

11. Click **Verify** button on each KYC check to verify the details. For more information on the fields, refer to the [KYC Check](#) section.

 **Note:**

If any of the **KYC Check** is configured as automated in KYC maintenance, respective, KYC details will be auto populated based on the information provided.

12. Click **Submit** after completing all the KYC checks.

The KYC reference number will be generated.

## 3.2 Update KYC

Update KYC process allows user to update or amend a KYC record for the party.

**To initiate the update KYC:**

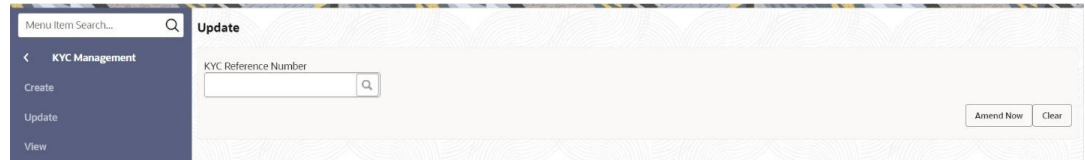
 **Note:**

The fields marked as **Required** are mandatory.

1. On the **Homepage**, under **Party Services**, click **KYC Management**.

- Under **KYC Management**, click **Update**.  
The **Update** screen is displayed.

**Figure 3-3 Update**



- Enter **KYC Reference Number** or click **Search** icon to fetch the **KYC Reference Number**.

 **Note:**

For more information on the **KYC Reference Number**, refer to the [KYC Check](#) section.

- Click **Amend Now**.  
The **Standalone KYC Amend** screen is displayed.

**Party Information**

The party information will be available only in the view mode and cannot be amended.

- On the **Standalone KYC Amend** screen, click and expand **Basic Details** segment.
- Under the **Basic Details** segment, click **View** on each widget to view the details. For more information on the **Basic Info & Citizenship**, **Current Address**, **ID Details**, and **Contact Details**, refer to the [Onboarding Initiation - Basic Details](#) section.
- On the **Standalone KYC Amend** screen, click and expand **Additional Information** segment.
- Under the **Basic Details** segment, click **View** on each widget to view the details. For more information on the **Politically Exposed Person** widget, refer to the [Insta Retail Onboarding - Additional Info](#) section.

**KYC Information**

- On the **Standalone KYC Amend** screen, click **Next**.  
The **KYC Information** screen is displayed.
- Click **Edit** icon on the each widget to update the KYC details. For more information on the fields, refer to the [KYC Check](#) section.

# 4

## Party Memo

Party memo feature is to support capturing of notes and memos related to a party.

To initiate the party memo process:

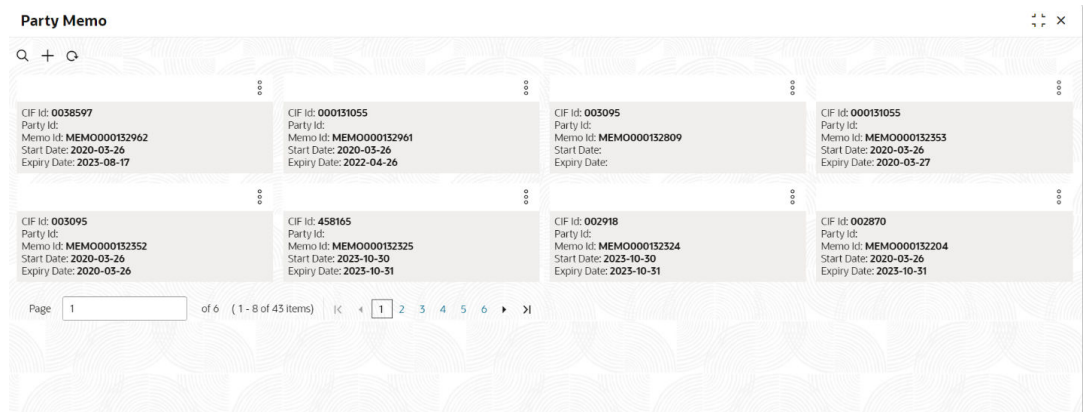


### Note:

The fields marked as **Required** are mandatory.

1. On the **Homepage**, under **Party Services**, click **Party Memo**.  
The **Party Memo** screen is displayed.

Figure 4-1 Party Memo






2. On the **Party Memo** screen, click  icon.  
The **Add Memo** pop-up screen is displayed.

Figure 4-2 Add Memo

The screenshot shows the 'Add Memo' pop-up screen. It contains the following fields and controls: 'CIF Id' (text input, Required), 'Memo Type' (dropdown menu, Required), 'Memo Category' (dropdown menu, Required), 'Start Date' (calendar icon, Required), and 'Expiry Date' (calendar icon, Required). There is also an 'Advanced Search' button. At the bottom, there is a large text area for the 'Memo' (Required) and three buttons: 'Add', 'Reset', and 'Cancel'.

- On the **Add Memo** pop-up screen, specify the details about a memo. For more information fields, refer to the field description table.

**Table 4-1 Add Memo - Field Description**

Field	Description
<b>CIF Id</b>	Enter CIF ID of the party.
<b>Memo Type</b>	<p>Select the memo type the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>Information</li> <li>Action</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p>
<b>Memo Category</b>	<p>Select the category of a memo from the list of values. The available options are:</p> <ul style="list-style-type: none"> <li>Warning</li> <li>Override</li> </ul> <p> <b>Note:</b></p> <p>The list of values can be configured through entity maintenance.</p>
<b>Start Date</b>	Select start date of a memo.
<b>Expiry Date</b>	Select expiry date of a memo.
<b>Memo</b>	Specify the content of a memo.

- Click **Add** to save memo for the party.

 **Note:**

Click **Reset** to clear all the fields.

# 5

## Last Contact Date

The **Last Contact Date** feature allows user to view when a customer has contacted financial institution last time.

The **Last Contact Date** is updated automatically as when a party is inquired or amended in party management or any other product such as account origination, account servicing, etc.,

The **Last Contact Date** is available in the [Retail View](#) section.

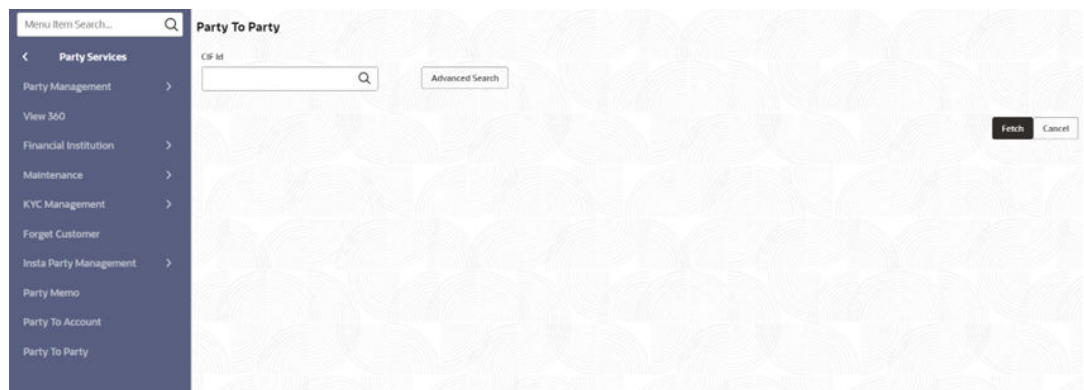
# 6

## Party to Party Relationship

This topic provides the instruction to create retail party to party relationship details.

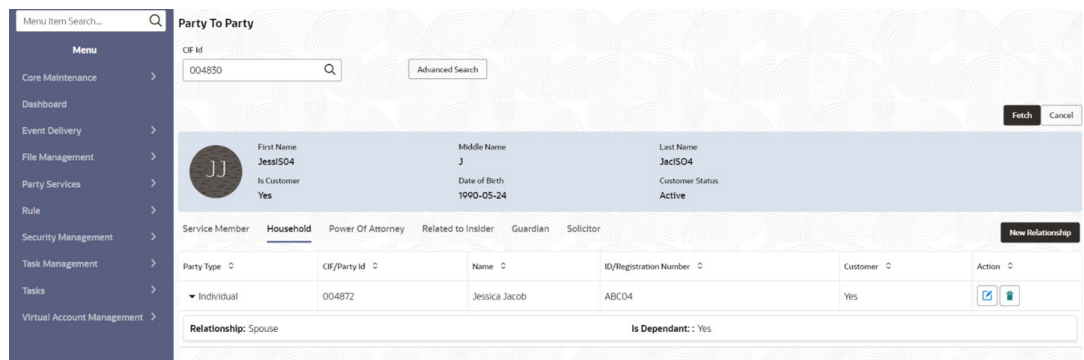
1. On **Homepage**, under **Party Services**, click **Party To Party**.  
The **Party To Party** screen is displayed.

**Figure 6-1 Party To Party**



2. Input CIF ID or search for CIF ID of the primary party using **Party Search**. For more information, refer to the [Party Search](#).
3. Click **Fetch**.  
The primary party details will be displayed.

**Figure 6-2 Primary Details**



Related To provides the view, of all the related parties of the primary party searched using the CIF ID.

- 4.
5. Select related to and required relationship type to view related parties.

 **Note:**

Party type determines the relationship type, be it retail or SMB.

- Related parties will be displayed in the grid with following details.

**Table 6-1 Related Details - Field Description**

Field	Description
<b>Party Type</b>	Party type of related party.
<b>CIF ID</b>	CIF ID of the related party.
<b>Name</b>	Name of the related party.
<b>Customer</b>	Flag to identify, if party is a customer or non-customer.
<b>Relationship Added Date</b>	Date when party to party relationship is added.

- Click in the action column to delete, and edit Party to Party Relationship.

### Create a New Relationship

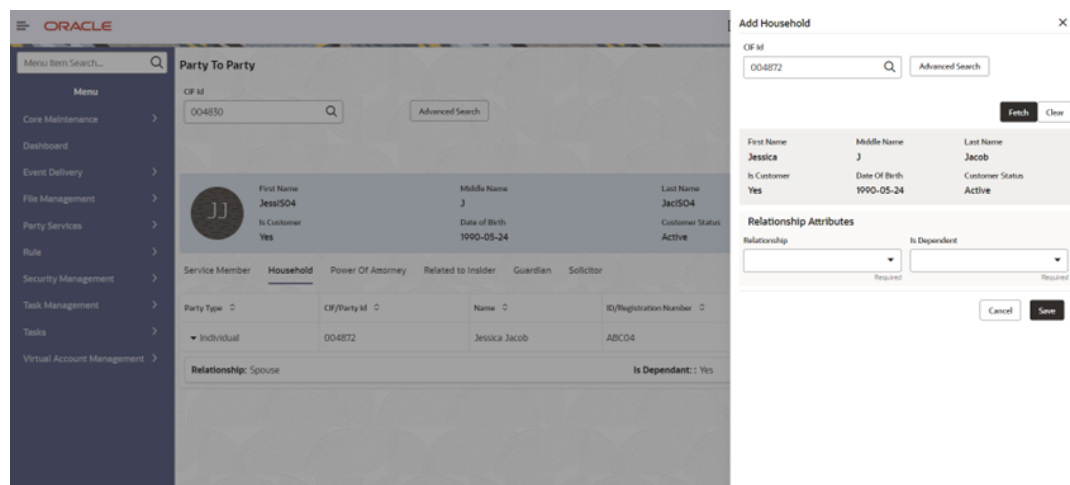
- Click **New Relationship** to create a new party to party relationship for the selected CIF and relationship type.

Drawer will open to capture new relationship details.

- Input CIF ID or search for CIF ID of the related party using **Party Search**. For more information, refer to the [Party Search](#).
- Click **Fetch**.

The related party details will be displayed.

**Figure 6-3 Related Party**



The screenshot shows the Oracle Party To Party interface. On the left is a navigation menu with options like Core Maintenance, Dashboard, and Party Services. The main area displays a search for CIF ID 004830. Below the search, a profile card for Jessica Jacob (CIF ID: JacISO4, Date of Birth: 1990-05-24) is shown. A modal titled 'Add Household' is open, showing the same profile card and relationship attributes. The relationship is set to 'Spouse' and 'Is Dependent' is 'Yes'. The modal includes 'Fetch', 'Clear', 'Cancel', and 'Save' buttons.

- Input relationship attributes specific to party to party relationship. Refer table from [Table 1-16](#) to [Table 1-21](#) for relationship specific attributes for retail party relationships.

Refer to the **Small and Medium Business Onboarding Guide** for relationship specific attributes for SMB Party Relationship.

- Click **Save**.

Related With provides the view, where a party is related as a relationship.

13. Select **Related With** with required relationship and party type as retail or **SMB** to view related with parties.

 **Note:**

Party type determines the relationship type, be it retail or SMB.

14. Related parties will be displayed in the grid with following details.

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

Field	Description
<b>Party Type</b>	Party type of related party.
<b>CIF ID</b>	CIF ID of the related party.
<b>Name</b>	Name of the related party.
<b>Customer</b>	Flag to identify, if party is a customer or non-customer.
<b>Relationship Added Date</b>	Date when party to party relationship is added.



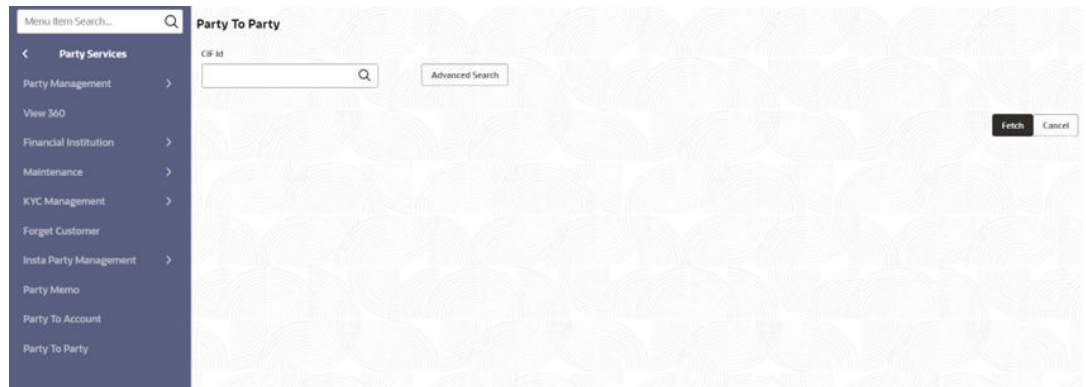
# 7

## Party to Party Relationship

This topic provides the instruction to create retail party to party relationship details.

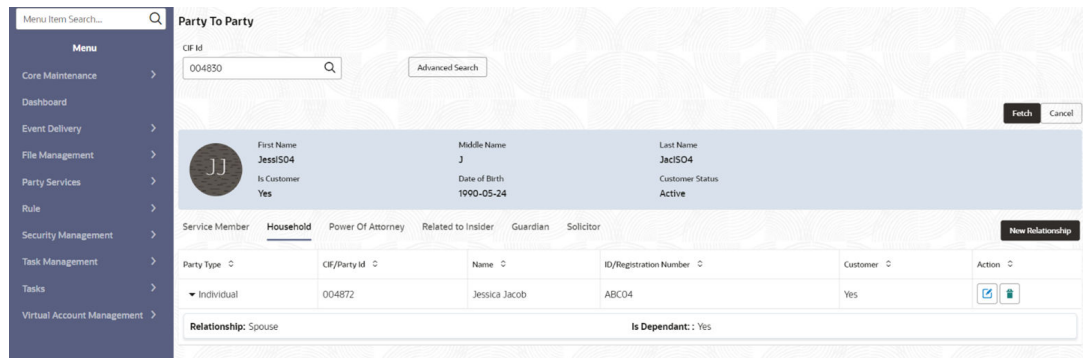
1. On **Homepage**, under **Party Services**, click **Party To Party**.  
The **Party To Party** screen is displayed.

**Figure 7-1 Party To Party**



2. Input CIF ID or search for CIF ID of the primary party using **Party Search**. For more information, refer to the [Party Search](#).
3. Click **Fetch**.  
The primary party details will be displayed.

**Figure 7-2 Primary Details**



Related To provides the view, of all the related parties of the primary party searched using the CIF ID.

- 4.
5. Select related to and required relationship type to view related parties.

**Note:**

Party type determines the relationship type, be it retail or SMB.

- Related parties will be displayed in the grid with following details.

**Table 7-1 Related Details - Field Description**

Field	Description
<b>Party Type</b>	Party type of related party.
<b>CIF ID</b>	CIF ID of the related party.
<b>Name</b>	Name of the related party.
<b>Customer</b>	Flag to identify, if party is a customer or non-customer.
<b>Relationship Added Date</b>	Date when party to party relationship is added.

- Click in the action column to delete, and edit Party to Party Relationship.

### Create a New Relationship

- Click **New Relationship** to create a new party to party relationship for the selected CIF and relationship type.

Drawer will open to capture new relationship details.

- Input CIF ID or search for CIF ID of the related party using **Party Search**. For more information, refer to the [Party Search](#).
- Click **Fetch**.

The related party details will be displayed.

**Figure 7-3 Related Party**

The screenshot shows the Oracle Party To Party interface. On the left is a navigation menu with options like Core Maintenance, Dashboard, and Party Services. The main area displays a search for CIF ID 004830. Below the search, a profile card for Jessica Jacob (CIF ID: JacISO4, Date of Birth: 1990-05-24) is shown. The 'Household' tab is selected, showing a table of related parties. A modal titled 'Add Household' is open on the right, showing search results for CIF ID 004872 (Jessica Jacob, Active) and relationship attributes like 'Spouse' and 'Is Dependent: Yes'.

- Input relationship attributes specific to party to party relationship. Refer table from [Table 1-16](#) to [Table 1-21](#) for relationship specific attributes for retail party relationships.

Refer to the **Small and Medium Business Onboarding Guide** for relationship specific attributes for SMB Party Relationship.

- Click **Save**.

Related With provides the view, where a party is related as a relationship.

13. Select **Related With** with required relationship and party type as retail or **SMB** to view related with parties.

 **Note:**

Party type determines the relationship type, be it retail or SMB.

14. Related parties will be displayed in the grid with following details.

**Table 7-2 Related Details - Field Description**

Field	Description
<b>Party Type</b>	Party type of related party.
<b>CIF ID</b>	CIF ID of the related party.
<b>Name</b>	Name of the related party.
<b>Customer</b>	Flag to identify, if party is a customer or non-customer.
<b>Relationship Added Date</b>	Date when party to party relationship is added.

# 8

## Straight Through Processing for Onboarding Requests Received from Channels

Configurations are available for the onboarding requests received from channels to allow straight-through processing of retail onboarding and handoff to the core system without waiting for any manual intervention.

### Configurations

The details of the configuration parameters are as follows:

**Table 8-1 Configuration Details**

Configuration Parameter	Description	Default Value
STP_FLAG	This parameter indicates whether the straight-through processing is allowed for retail onboarding requests received from the channels that are subject to other mandatory information being available in the request. Accepted values are: TRUE - Straight-through processing for Retail Onboarding shall be allowed subject to fulfillment of other mandatory details and business validation. FALSE - Straight-through processing for Retail Onboarding shall not be allowed in any case, even if all mandatory and KYC details are sent from the channel.	TRUE
CHANNEL_CONFIRMATION_REQUIRED	This parameter indicates whether confirmation from the channel is required before handoff to the core system. Accepted values are: TRUE – The system will wait for a confirmation from the channels before triggering the handoff to the core system FALSE – The system will go ahead with the handoff to the core system without waiting for any confirmation from the channels	FALSE

### Process

On receiving the retail onboarding request from channels, the system will validate the configuration parameters as stated in the above table. If straight-through processing is allowed (STP\_FLAG is set to TRUE), the system validates if all the mandatory information including the KYC details are available in the request. The following cases are applicable:

**Table 8-2 Applicable Cases**

Use Case	Description
Quick Onboarding	This case will be a quick onboarding with minimal attributes, equivalent to Quick Initiation. Further enrichment and KYC check for such requests can be done by a bank user.
Detailed Onboarding without KYC Check	This case will cover onboarding from the channel with full customer details without KYC checks. Such requests shall fall under the KYC stage. Bank users can pick such requests and complete the remaining stages - <i>KYC, Review, and Approval</i> .
Detailed Onboarding with KYC Check (Straight-through processing)	In this case, the channel will capture and pass on all the mandatory information and KYC details. This shall be treated as straight-through processing if <code>STP_FLAG</code> is set to <code>TRUE</code> and the Party details shall be handed over to the core system without the need of any manual intervention.

# 9

## Onboarding a Customer with No KYC Details

This topic provides the information about the onboarding a customer with No KYC Details.

For requests originating from self-service channels where KYC details are not provided, the customer onboarding process needs to be completed without the KYC details to allow opening instantaneous accounts. In these cases, the system allows onboarding a new customer without the KYC details.

The customer onboarding request received from the channel will contain a flag to indicate that this request is for onboarding a customer with no KYC details.

A grace period will be allowed to the customer during which the customer can submit the KYC-related documents to the bank. The duration of the grace period will be configurable and can be set as per the need of the Bank. If the customer submits all the KYC documents within the grace period, the KYC status updates as compliant, subject to verification of the details provided.

However, if the customer fails to submit the required documents within the stipulated timeframe, then the system will generate a notification a few days before the expiration of the grace period. The duration for generation of notification and frequency for generation of notification will be configurable. This notification can be used to prompt the customer for furnishing the KYC details before the end of the grace period. If the customer still fails to submit the documents, the KYC status for such customers is updated as *Non-Compliant*, and the same will be sent to the back-office product processor.

 **Note:**

Oracle Banking Enterprise Party Management will only be generating the notification. Capturing this notification to send correspondence to the customer shall be taken up as an implementation activity.

# 10

## Duplication Check (De-dupe Check)

Duplication check (De-dupe Check) screen is to check for the duplication in the party.

System will check for duplicate customers (Dedupe Check).

- If there is no duplicate customer existed in the system, then system creates unique party ID.
- If there is a duplicate customer/s existed in the system, then system will display the list of customers with same name. User will have facility to
  - **Discard** the Customer Onboarding or
  - Go ahead and **save** it or
  - **Cancel** and go back to previous screen

For example, if there is a customer by name “Vinay” and user will try to create a customer with the same name again. Then the system will display duplicate record as below.

**Figure 10-1 Duplication Check**

The screenshot shows a window titled "Duplication Check" with a close button (X). Below the title bar, it says "Following matching records are found. Please verify". There is a search filter for "Business Type" set to "Individual". Below this is a table with the following columns: Business Type, CIF, Party ID, Name, ID / Registration Number, Date of Birth / Registration Date, and Status. The table contains one row: Individual, 000009953, VINAY, and IN\_PROGRESS. Below the table, it says "Page 1 of 1 (1 of 1 items)" with navigation arrows. There is a "Comments" field and three buttons: "Abort", "Continue", and "Cancel".

Business Type	CIF	Party ID	Name	ID / Registration Number	Date of Birth / Registration Date	Status
Individual		000009953	VINAY		1992-02-06	IN_PROGRESS

- Dedupe check will fetch the matches found against the
  - Information of existing customers present in the system
  - Information of the customers for whom the onboarding application was denied/rejected
- By default, the system validates based on customer first name. If other attributes required for dedupe check that can be configured.
- Dedupe check will be performed as a service.

# A

## Regional Configuration

The regional configuration for the several fields are explained below.

### Basic Info and Citizenship

The regional configuration for **Basic Info and Citizenship** data segment is appended as below.

**Table A-1 Basic Info and Citizenship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Salutation	Optional	Optional	Optional	VARCHAR2 (255)
First Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Middle Name	Optional	Optional	Optional	VARCHAR2 (255)
Last Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Suffix	Optional	Optional	Optional	VARCHAR2 (255)
Title	Mandatory	Mandatory	Mandatory	VARCHAR2 (36)
Short Name	Optional	Optional	Optional	VARCHAR2 (36)
Maiden Name	Optional	Optional	Optional	VARCHAR2 (255)
Name In Local Language	Optional	Optional	Optional	VARCHAR2 (255)
Date of Birth	Mandatory	Mandatory	Mandatory	DATE (7)
National ID	Optional	Optional	Optional	VARCHAR2 (255)
Gender	Optional	Optional	Mandatory	VARCHAR2 (255)
Marital Status	Optional	Optional	Optional	VARCHAR2 (255)
Profession	Optional	Optional	Optional	VARCHAR2 (50)
Occupation	Optional	Optional	Optional	VARCHAR2 (255)
Staff	Optional	Optional	Optional	VARCHAR2 (1)
Resident Status	Optional	Mandatory	Mandatory (Citizenship Status)	VARCHAR2 (36)
Citizenship by	Optional	Optional (Hidden)	Optional	VARCHAR2 (255)
Country of Residence	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Birthplace	Optional	Optional	Mandatory	VARCHAR2 (255)
Birth Country	Optional	Optional	Mandatory	VARCHAR2 (255)
Nationality	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Photo	Optional	Optional	Optional	BLOB (4000)
KYC Verified	Optional	Optional	Optional	VARCHAR2 (255)
Customer Category	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Customer Segment	Optional	Optional	Optional	VARCHAR2 (255)



Table A-1 (Cont.) Basic Info and Citizenship

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Customer Access Group	Optional	Optional	Optional	VARCHAR2 (10)
Risk Level	Optional	Optional	Mandatory	VARCHAR2 (255)
Preferred Language	Optional	Optional (Hidden)	Mandatory	VARCHAR2 (255)
Preferred Currency	Optional	Optional	Optional	VARCHAR2 (255)
Purpose	Optional	Optional	Optional	VARCHAR2 (255)
Relationship Manager ID	Optional	Optional	Optional	VARCHAR2 (255)
Origin Code	Conditional	Conditional	Conditional	VARCHAR2 (255)
Sub Origin Code	Conditional	Conditional	Conditional	VARCHAR2 (255)
Duplicate Merge	Optional	Optional	Optional	VARCHAR2 (1)
Referral Source	Optional	Optional	Optional	VARCHAR2 (255)
Membership Start Date	Optional	Optional	Optional	VARCHAR2 (255)
Customer Status	Optional	Optional	Optional	VARCHAR2 (255)
Sponsorship	Optional	Optional	Optional	VARCHAR2 (255)
Frozen	Optional	Optional	Optional	VARCHAR2 (1)
Bankrupt	Optional	Optional	Optional	VARCHAR2 (1)
Whereabouts Unknown	Optional	Optional	Optional	VARCHAR2 (1)
Deceased	Optional	Optional	Optional	VARCHAR2 (1)
Date of Deceased	Conditional	Conditional	Conditional	DATE (7)
Date of Delete Flag	Optional	Optional	Optional	DATE (7)
Facebook	Optional	Optional	Optional	VARCHAR2 (255)
Twitter	Optional	Optional	Optional	VARCHAR2 (255)
Instagram	Optional	Optional	Optional	VARCHAR2 (255)
Linkedin	Optional	Optional	Optional	VARCHAR2 (255)
Blog	Optional	Optional	Optional	VARCHAR2 (255)
Tumblr	Optional	Optional	Optional	VARCHAR2 (255)

### ID Details

The regional configuration for **ID Details** data segment is appended as below.

Table A-2 ID Details

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
ID Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
ID Status	Optional	Mandatory	Mandatory	VARCHAR2 (250)
Unique ID	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)

Table A-2 (Cont.) ID Details

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Place of Issue	Optional	Optional	Optional	VARCHAR2 (250)
Valid From	Optional	Optional	Optional	DATE (7)
Valid Till	Optional	Optional	Optional	DATE (7)
Remarks	Optional	Optional	Optional	VARCHAR2 (250)
Preferred	Optional	Optional	Optional	VARCHAR2 (1)

### Contact Details

The regional configuration for **Contact Details** data segment is appended as below.

Table A-3 Contact Details

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
ISD Code	Mandatory	Mandatory	Mandatory	VARCHAR2 (12)
Mobile Number	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Preferred	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)
Email Id	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Preferred	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)

### Current Address

The regional configuration for **Current Address** data segment is appended as below.

Table A-4 Current Address

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Address Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Location	Optional	Optional	Mandatory	VARCHAR2 (255)
Preferred	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)
Address Since	Mandatory	Mandatory	Mandatory	DATE (7)
Address Line 1 / Building Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Address Line 2 / Street Name	Optional	Optional	Mandatory	VARCHAR2 (255)
Address Line 3 / City / Town Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
State / Country Sub Division	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Country	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Zip Code / Post Code	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Department	Optional	Optional	Optional	VARCHAR2 (70)

Table A-4 (Cont.) Current Address

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Sub Department	Optional	Optional	Optional	VARCHAR2 (70)
Building Number	Optional	Optional	Optional	VARCHAR2 (16)
Floor	Optional	Optional	Optional	VARCHAR2 (70)
Post Box	Optional	Optional	Optional	VARCHAR2 (70)
Room	Optional	Optional	Optional	VARCHAR2 (70)
Town Location Name / Locality	Optional	Optional	Optional	VARCHAR2 (255)
District Name	Optional	Optional	Optional	VARCHAR2 (35)
Landmark	Optional	Optional	Optional	VARCHAR2 (105)
Contact Name / Narrative	Optional	Optional	Optional	VARCHAR2 (255)

## Previous Address

The regional configuration for **Previous Address** data segment is appended as below.

Table A-5 Previous Address

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Address Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Location	Optional	Optional	Mandatory	VARCHAR2 (255)
Preferred	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)
Address From	Mandatory	Mandatory	Mandatory	DATE (7)
Address To	Mandatory	Mandatory	Mandatory	DATE (7)
Address Line 1 / Building Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Address Line 2 / Street Name	Optional	Optional	Mandatory	VARCHAR2 (255)
Address Line 3 / City / Town Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
State / Country Sub Division	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Country	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Zip Code / Post Code	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Department	Optional	Optional	Optional	VARCHAR2 (70)
Sub Department	Optional	Optional	Optional	VARCHAR2 (70)
Building Number	Optional	Optional	Optional	VARCHAR2 (16)
Floor	Optional	Optional	Optional	VARCHAR2 (70)
Post Box	Optional	Optional	Optional	VARCHAR2 (70)
Room	Optional	Optional	Optional	VARCHAR2 (70)
Town Location Name / Locality	Optional	Optional	Optional	VARCHAR2 (255)
District Name	Optional	Optional	Optional	VARCHAR2 (35)

Table A-5 (Cont.) Previous Address

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Landmark	Optional	Optional	Optional	VARCHAR2 (105)
Contact Name / Narrative	Optional	Optional	Optional	VARCHAR2 (255)

Table A-6 Tax Declaration

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
TIN Type	Optional	Optional	Optional	VARCHAR2 (255)
TIN Status	Optional	Optional	Optional	VARCHAR2 (255)
Tax Identification Number	Optional	Optional	Optional	VARCHAR2 (255)
Foreign Tax Identification Number	Optional	Optional	Optional	VARCHAR2 (255)
Form Type	Optional	Optional	Optional	VARCHAR2 (255)
Form Start Date	Optional	Optional	Optional	DATE (7)
Form End Date	Optional	Optional	Optional	DATE (7)
Certification Date	Optional	Optional	Optional	DATE (7)
Backup Withholding Exemption	Optional	Optional	Optional	VARCHAR2 (1)
Backup Withholding Code	Optional	Optional	Optional	VARCHAR2 (255)
Tax Country Code	Optional	Optional	Optional	VARCHAR2 (255)
Tax Province Code	Optional	Optional	Optional	VARCHAR2 (255)
Certification Code	Optional	Optional	Optional	VARCHAR2 (255)
Backup Withholding Stoppage	Optional	Optional	Optional	VARCHAR2 (255)
Type of Notice	Optional	Optional	Optional	VARCHAR2 (255)
Notice Received Date	Optional	Optional	Optional	DATE (7)
Notice Sent Date	Optional	Optional	Optional	DATE (7)
Compliance Date	Optional	Optional	Optional	DATE (7)
Form Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
Valid From	Optional	Mandatory	Optional	DATE (7)
Valid Till	Optional	Conditional	Optional	DATE (7)
Remarks	Optional	Optional	Optional	VARCHAR2 (250)

### Visa Details

The regional configuration for **Visa Details** data segment is appended as below.

Table A-7 Visa Details

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Country Of Visa</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
<b>Class/Type Of Visa</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
<b>Visa Number</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
<b>Port Of Issue</b>	Optional	Optional	Optional	VARCHAR2 (250)
<b>Visa Issue Date</b>	Optional	Optional	Optional	DATE (7)
<b>Visa Expiry Date</b>	Optional	Optional	Optional	DATE (7)
<b>Remarks</b>	Optional	Optional	Optional	VARCHAR2 (250)

### Dates

The regional configuration for **Dates** data segment is appended as below.

Table A-8 Dates

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Date Type</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Date</b>	Optional	Optional	Optional	DATE (7)

### Social Profile

The regional configuration for **Social Profile** data segment is appended as below.

Table A-9 Social Profile

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Facebook</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Twitter</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Instagram</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Linkedin</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Blog</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Tumblr</b>	Optional	Optional	Optional	VARCHAR2 (255)

### Educational Qualification

The regional configuration for **Educational Qualification** data segment is appended as below.

**Table A-10 Educational Qualification**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Education Type</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Course</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (55)
<b>Specialization</b>	Optional	Optional	Optional	VARCHAR2 (55)
<b>University/ Institute</b>	Optional	Optional	Optional	VARCHAR2 (105)
<b>Date of Completion</b>	Mandatory	Mandatory	Mandatory	DATE (7)
<b>Is Highest Degree</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)

**Household Relationship**

The regional configuration for **Household Relationship** data segment is appended as below.

**Table A-11 Household Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Relationship</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)
<b>Is Dependent</b>	Mandatory	Mandatory	Mandatory	VARCHAR (2)

**Power or Attorney Relationship**

The regional configuration for **Power or Attorney Relationship** data segment is appended as below.

**Table A-12 Power or Attorney Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Associated Since</b>	Mandatory	Mandatory	Mandatory	DATE (7)
<b>Preferred</b>	Mandatory	Mandatory	Mandatory	VARCHAR (2)

**Service Member Relationship**

The regional configuration for **Service Member Relationship** data segment is appended as below.

**Table A-13 Service Member Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Relationship</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)
<b>MLA Covered</b>	Mandatory	Mandatory	Mandatory	VARCHAR (2)

### Related to Insider Relationship

The regional configuration for **Related to Insider Relationship** data segment is appended as below.

**Table A-14 Related to Insider Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Relationship</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)

### Guardian Relationship

The regional configuration for **Guardian Relationship** data segment is appended as below.

**Table A-15 Guardian Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Relationship</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)
<b>Preferred</b>	Mandatory	Mandatory	Mandatory	VARCHAR (1)

### Custodian Relationship

The regional configuration for **Custodian Relationship** data segment is appended as below.

**Table A-16 Custodian Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Relationship</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)
<b>Preferred</b>	Mandatory	Mandatory	Mandatory	VARCHAR (1)

### Solicitor Relationship

The regional configuration for **Solicitor Relationship** data segment is appended as below.

**Table A-17 Solicitor Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Registration Number</b>	Mandatory	Mandatory	Mandatory	VARCHAR (3)
<b>Preferred</b>	Mandatory	Mandatory	Mandatory	VARCHAR (1)
<b>Remarks</b>	Optional	Optional	Optional	VARCHAR (255)

### Salaried

The regional configuration for **Salaried** data segment is appended as below.

Table A-18 Salaried

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Employer Code	Mandatory	Mandatory	Mandatory	VARCHAR2 (105)
Employer Name	Optional	Optional	Optional	VARCHAR2 (105)
Employer Description	Optional	Optional	Optional	VARCHAR2 (256)
Organization Category	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
Demographics	Mandatory	Mandatory	Mandatory	VARCHAR2 (105)
Employee type	Optional	Optional	Optional	VARCHAR2 (3)
Employee ID	Optional	Optional	Optional	VARCHAR2 (21)
Employment Start Date	Mandatory	Mandatory	Mandatory	DATE (7)
Employment End Date	Optional	Optional	Optional	DATE (7)
Grade	Optional	Optional	Optional	VARCHAR2 (105)
Designation	Optional	Optional	Optional	VARCHAR2 (105)
I currently work in this role	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)
Industry type	Optional	Optional	Optional	VARCHAR2 (4)

### Consent & Preferences

The regional configuration for **Consent & Preferences** data segment is appended as below.

Table A-19 Consent &amp; Preferences

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
E-Sign Consent	Optional	Optional	Optional	VARCHAR2 (1)
Consent to receive Marketing, Promotional, Sales and other	Mandatory	Mandatory	Mandatory	VARCHAR2 (1)
Channel	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Contact	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Preferred Time	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Privacy Information	Optional	Optional	Optional	VARCHAR2 (255)
Minor Consent	Optional	Optional	Optional	DATE (7)

### Additional Info

The regional configuration for **Additional Info** data segment is appended as below.



Table A-20 Additional Info

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Insider	Optional	Optional	Optional	VARCHAR2 (1)
Role	Optional	Optional	Optional	VARCHAR2 (250)
Remarks	Optional	Optional	Optional	VARCHAR2 (250)
Special Need/ Disable	Optional	Optional	Optional	VARCHAR2 (1)
Details of Special Need	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
Remarks (Special Need)	Optional	Optional	Optional	VARCHAR2 (250)
Politically Exposed Person (PEP)	Optional	Optional	Optional	VARCHAR2 (1)
Remarks	Optional	Optional	Optional	VARCHAR2 (250)

### Service Member Info

The regional configuration for **Service Member Info** data segment is appended as below.

Table A-21 Service Member Info

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Service Branch	Optional	Optional	Optional	VARCHAR2 (250)
Remarks	Optional	Optional	Optional	VARCHAR2 (250)
Employee Id	Mandatory	Mandatory	Mandatory	VARCHAR2 (21)
MLA Covered	Optional	Optional	Optional	VARCHAR2 (1)
Rank	Optional	Optional	Optional	VARCHAR2 (250)
Payrate	Optional	Optional	Optional	VARCHAR2 (250)
Service Status	Optional	Optional	Optional	VARCHAR2 (250)
Obligate Service End Date	Optional	Optional	Optional	VARCHAR2 (250)
Unit Name	Optional	Optional	Optional	VARCHAR2 (250)
Order Number	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
Start Date	Mandatory	Mandatory	Mandatory	DATE (7)
End Date	Mandatory	Mandatory	Mandatory	DATE (7)
Notification Date	Mandatory	Mandatory	Mandatory	DATE (7)

### Self Employed

The regional configuration for **Self Employed** data segment is appended as below.

Table A-22 Self Employed

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Profession Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Profession Description	Optional	Optional	Optional	VARCHAR2 (255)
Company / Firm Name	Optional	Optional	Optional	VARCHAR2 (255)
Registration Number	Optional	Optional	Optional	VARCHAR2 (255)
Professional Email ID	Optional	Optional	Optional	VARCHAR2 (255)
From Date	Mandatory	Mandatory	Mandatory	DATE (7)
To Date	Optional	Optional	Optional	DATE (7)

### Membership and Associations

The regional configuration for **Membership and Associations** data segment is appended as below.

Table A-23 Membership and Associations

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Institution Name	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Institution Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (30)
Membership Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (30)
Membership Since	Mandatory	Mandatory	Mandatory	DATE (7)
Membership Upto	Mandatory	Mandatory	Mandatory	DATE (7)

### Assets & Liabilities

The regional configuration for **Assets & Liabilities** data segment is appended as below.

Table A-24 Assets &amp; Liabilities

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
Asset Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Currency	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Amount	Mandatory	Mandatory	Mandatory	NUMBER (22)
Liability Type	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Currency	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
Amount	Mandatory	Mandatory	Mandatory	NUMBER (22)

## Income & Expense

The regional configuration for **Income & Expense** data segment is appended as below.

**Table A-25 Income & Expense**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Income Type</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Frequency</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Currency</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Amount</b>	Mandatory	Mandatory	Mandatory	NUMBER (22)
<b>Expense Type</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Frequency</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Currency</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Amount</b>	Mandatory	Mandatory	Mandatory	NUMBER (22)

## Other Relationship

The regional configuration for **Other Relationship** data segment is appended as below.

**Table A-26 Other Relationship**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Institution Name</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (255)
<b>Relationship Type</b>	Optional	Optional	Optional	VARCHAR2 (3)
<b>Relationship worth</b>	Optional	Optional	Optional	NUMBER (22)
<b>Relationship worth Currency</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Relationship Since</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (3)
<b>Relationship worth Currency</b>	Optional	Optional	Optional	VARCHAR2 (3)

## Beneficially Owned Company

The regional configuration for **Beneficially Owned Company** data segment is appended as below.

**Table A-27 Beneficially Owned Company**

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Company Name</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)
<b>Location</b>	Optional	Optional	Optional	VARCHAR2 (250)
<b>Percentage Holding</b>	Mandatory	Mandatory	Mandatory	VARCHAR2 (250)

Table A-27 (Cont.) Beneficially Owned Company

Field	Product Configuration	Regional Configuration		Data Type & Length
		US	Rest of the World	
<b>Annual Income Currency</b>	Optional	Optional	Optional	VARCHAR2 (255)
<b>Annual Income Amount</b>	Optional	Optional	Optional	VARCHAR2 (250)
<b>Line of Business</b>	Optional	Optional	Optional	VARCHAR2 (250)

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