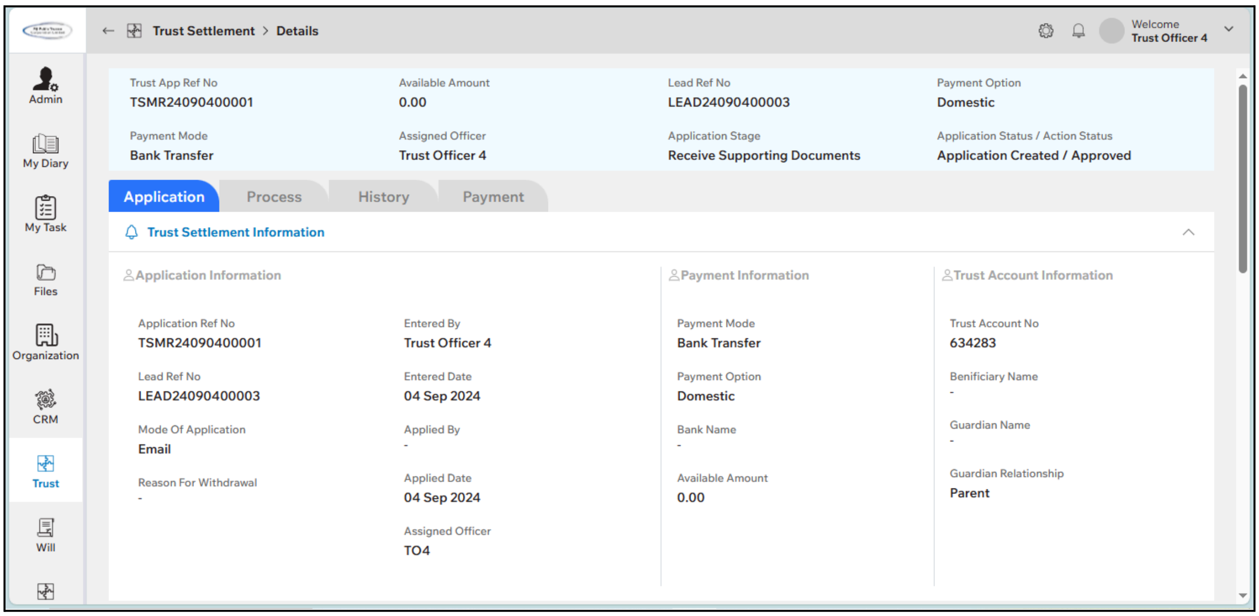
Trust Settlement Detail

User Roles: Trust Officer , Manager , Registrar Clerk, Accounts Officer

Overview:
This screen allows you to view, create, and process Trust Settlement. The system will display the Trust Settlement's parent details in the header.



Application Tab:

User : Trust Officer
This section contains details such as Trust Settlement Information, Applicant and Bank Settlement.

Trust Settlement Information Section :

Application Information

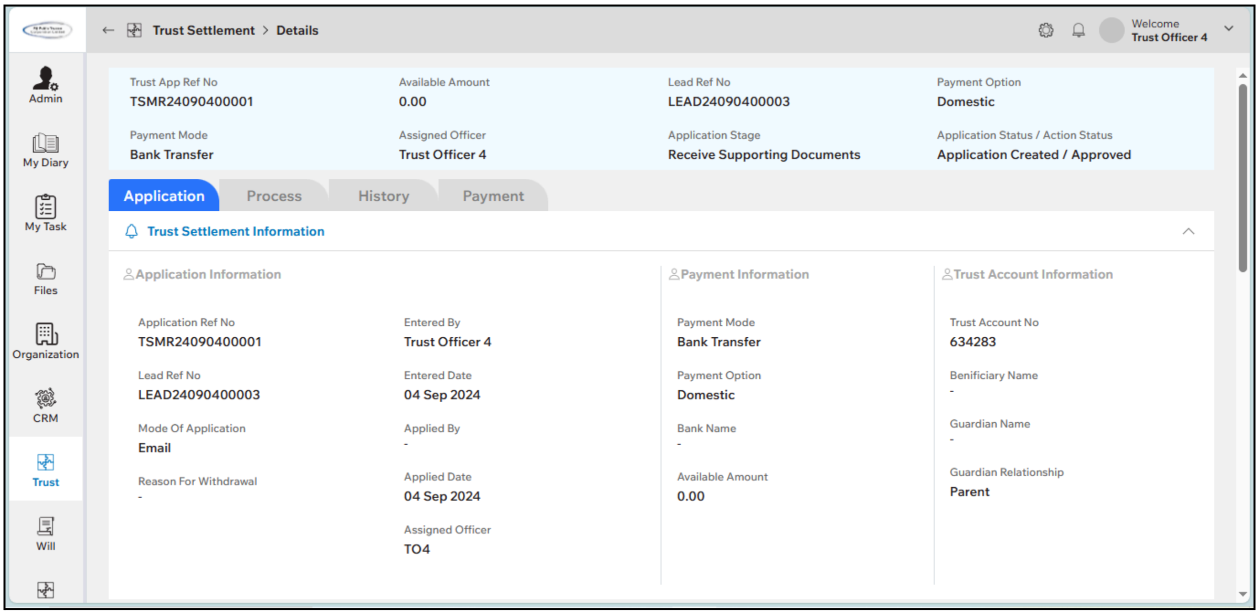
- ➢ System will display the following fields : Application Ref No , Lead Ref No , Mode of Application , Reason for Withdrawal , Entered By , Entered Date , Applied By , Applied Date , Assigned Officer.

Payment Information

- ➢ System will display the following fields : Payment Mode , Payment Option , Bank Name , Available Amount.

Trust Account Information

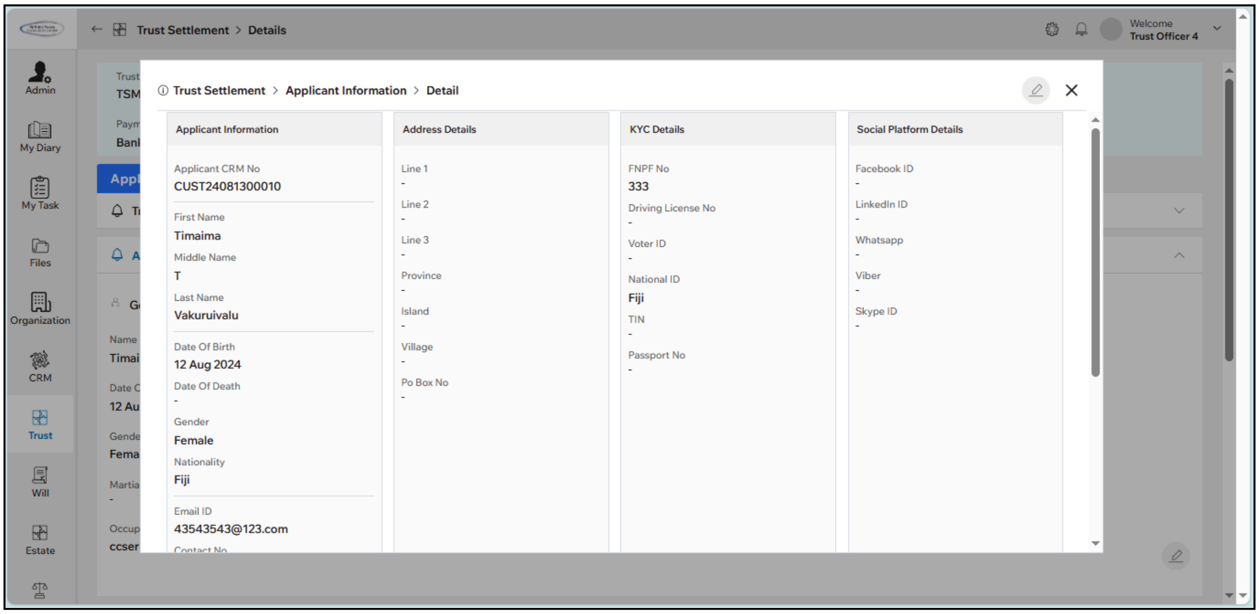
➢ System will display the following fields : Trust Account No , Beneficiary Name , Guardian Name , Guardian Relationship.



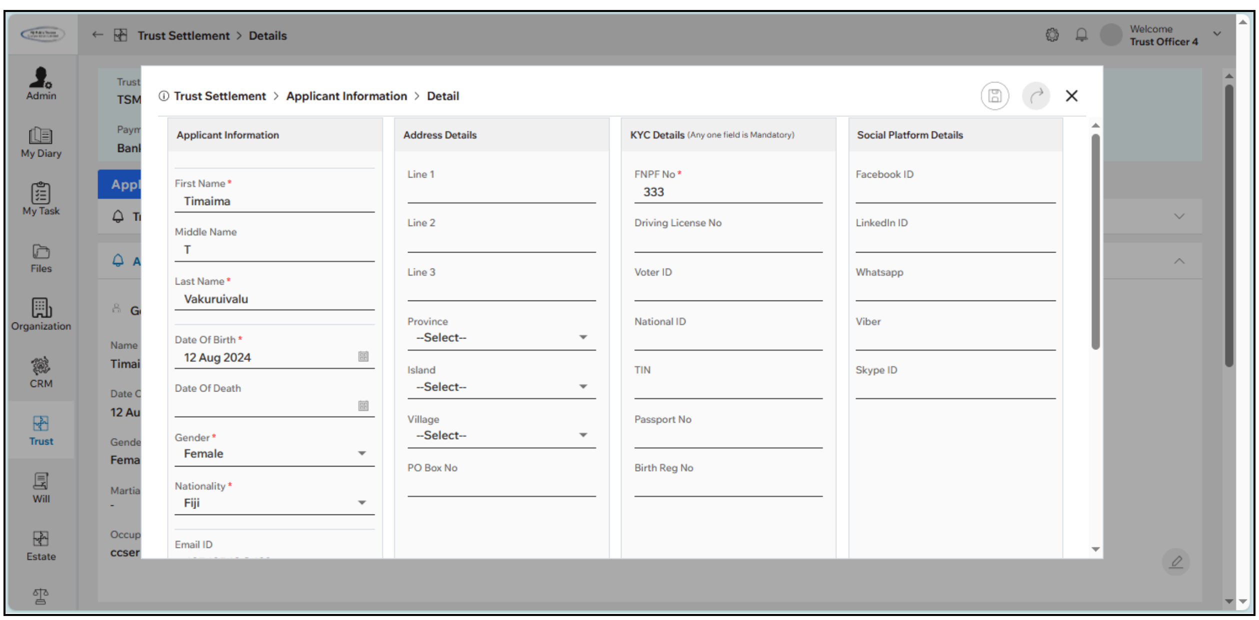
Applicant Section :

This section contains details such as General Information , Communication & Address.

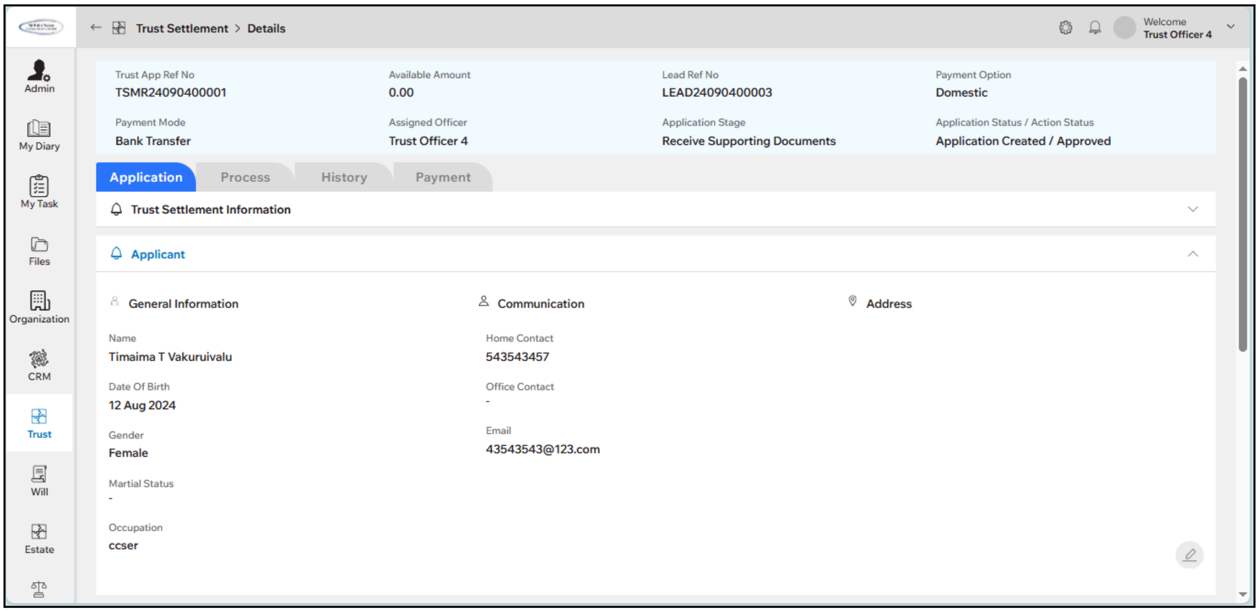
1. This tab will display the following information: Adding an General Information , Communication & Address:
2. Click on the "Edit" button and navigate to the Trust **Settlement Applicant Information Detail** pop-up screen .



3. Click the Edit button to enter Applicant Information , Address Details , KYC Details , Social Platform Details .



4. System allows to change the following fields : Applicant Information , Address Details , Kyc Details , Social Platform Details.
5. Click on the "**Update**" button to update the entered Fields .
6. System will display the Updated details in the Applicant grid screen.

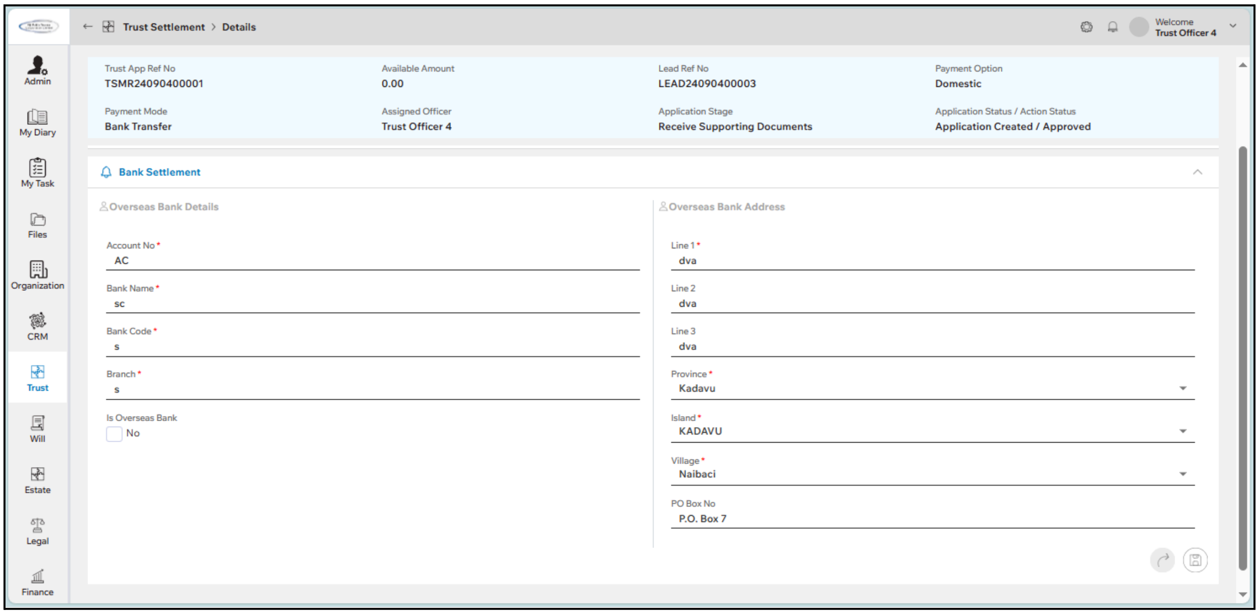


7. Click on the "**Clear**" button to remove the entered/selected details.
8. Click on the "**Close**" button to close the popup.

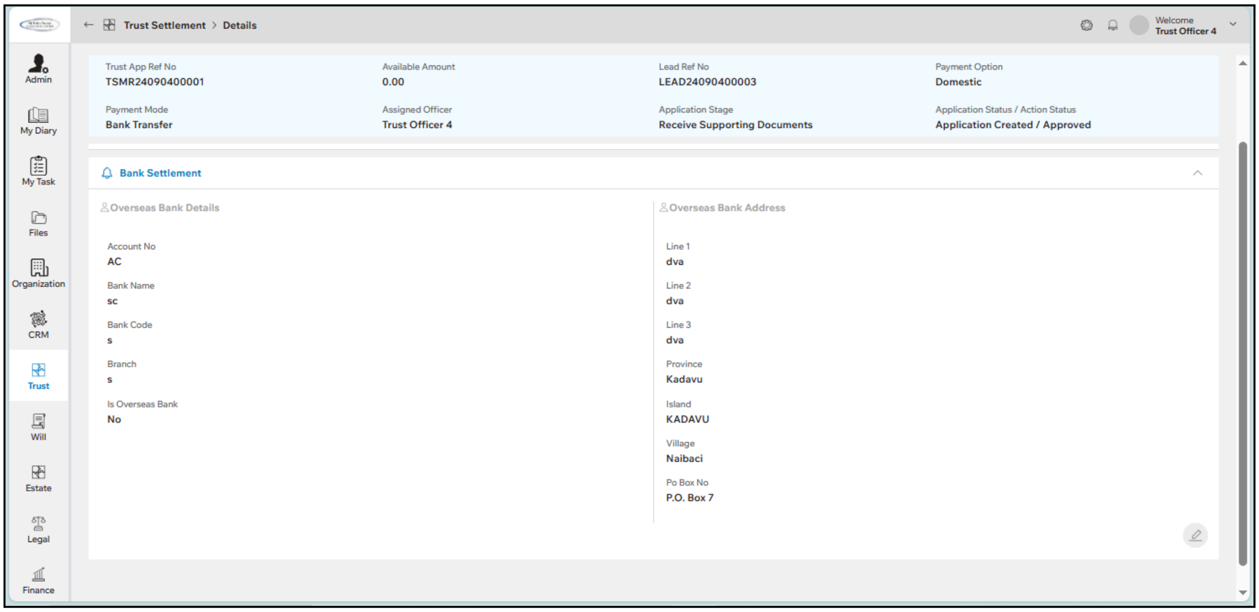
Bank Settlement Section :

This section contains details such as Overseas Bank Details & Overseas Bank Address .

1. This tab will display the following information: **Adding an Overseas Bank Details & Overseas Bank Address :**
2. Click on the "**Edit**" button.



3. Enter /Select **Overseas Bank Details -** Account No , Bank Name , Bank Code , Branch , Is Overseas Bank (Yes / No) Checkbox.
4. Enter /Select **Overseas Bank Address -** Line 1 , Line 2 , Line 3 , Province , Island , Village , PO Box No.
5. Click on the "**Save**" button to click the **Save** button .
6. Click on the "**Clear**" button to remove the entered/selected details.
7. System will display the saved following fields under : **Overseas Bank Details** & **Overseas Bank Address.**



Process Tab:

Receive Supporting Document

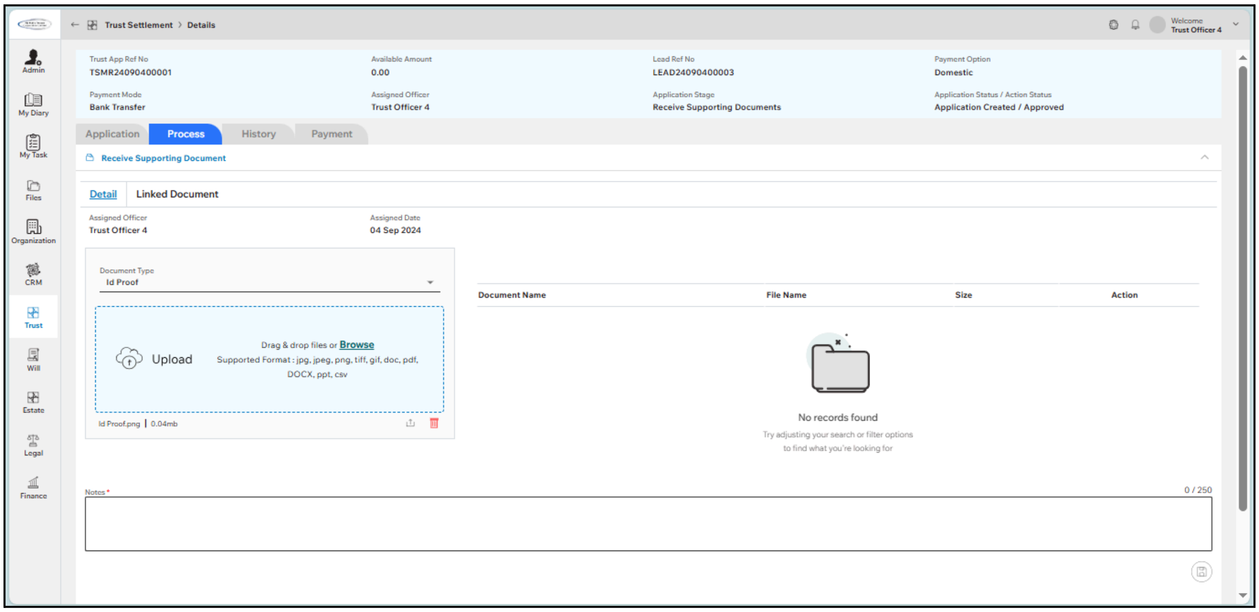
User : Trust Officer

Linked Document Section :

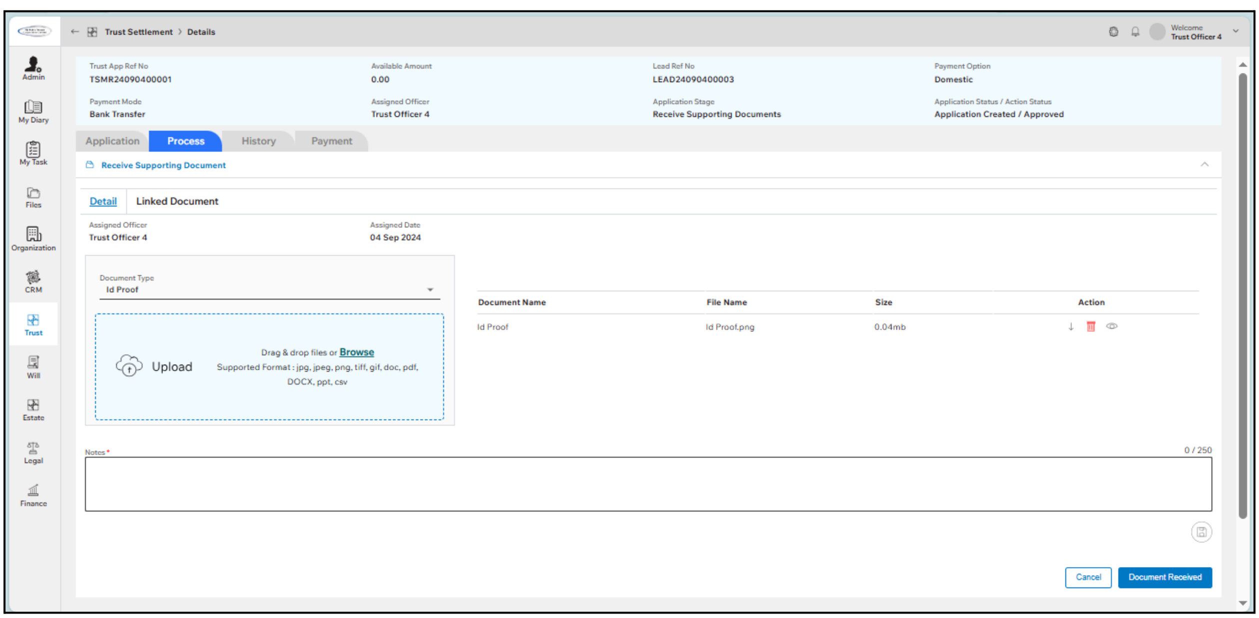
- ➢ Click on the Link Document Section and will display the linked documents.

Detail Section :

1. Click the Detail Tab and display the following fields under **“Assigned Officer”** name and ”**Assigned Date”**.
2. Click and Select the “**Document Type”** from the Document Type Drop-down List.
3. Click Browse or Drag & drop option to upload the document for selected Document Type.
4. Click the “**Upload**” button near the delete button.

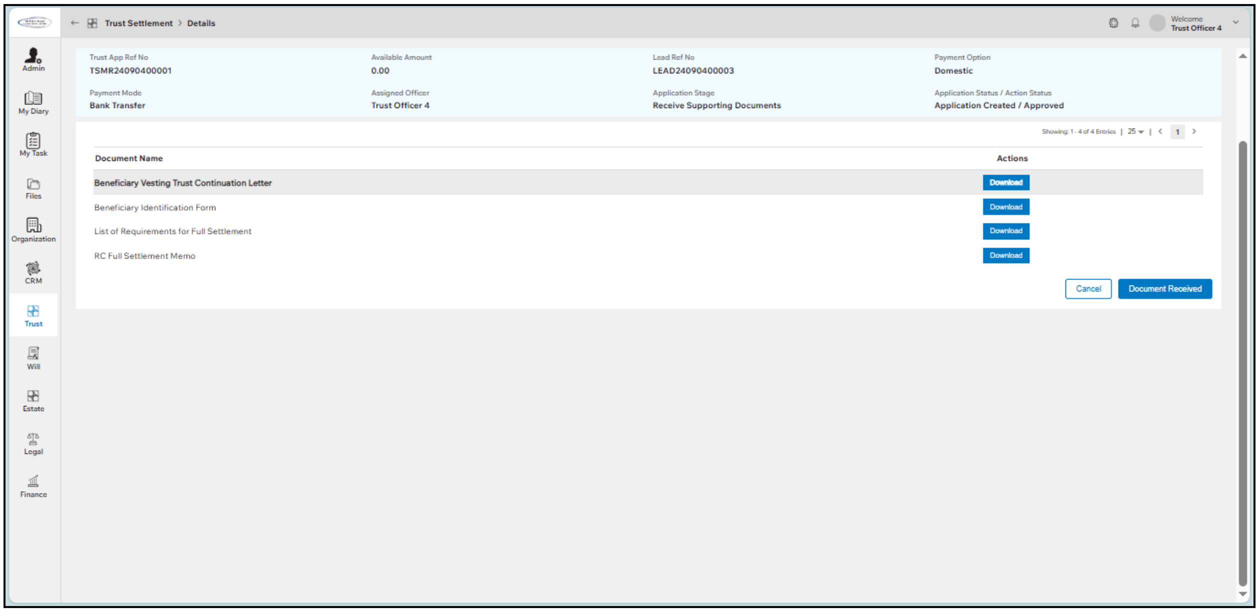


5. Click the “**Delete**” button to delete the selected document.
6. Once Uploaded Document will display in a grid with Document Name , File Name , Size.
7. Click the Download button symbol under the Action field to download the uploaded document.
8. Click the Delete button symbol under the Action field to delete the uploaded document.
9. Click the Eye button symbol under the Action field to view the uploaded document.



10. Enter **Notes** and click the **Save** button.

11. Click the “**Document Received”** button to move to the next process “**Require file to Prepare SoA**” .



Require file to Prepare SoA

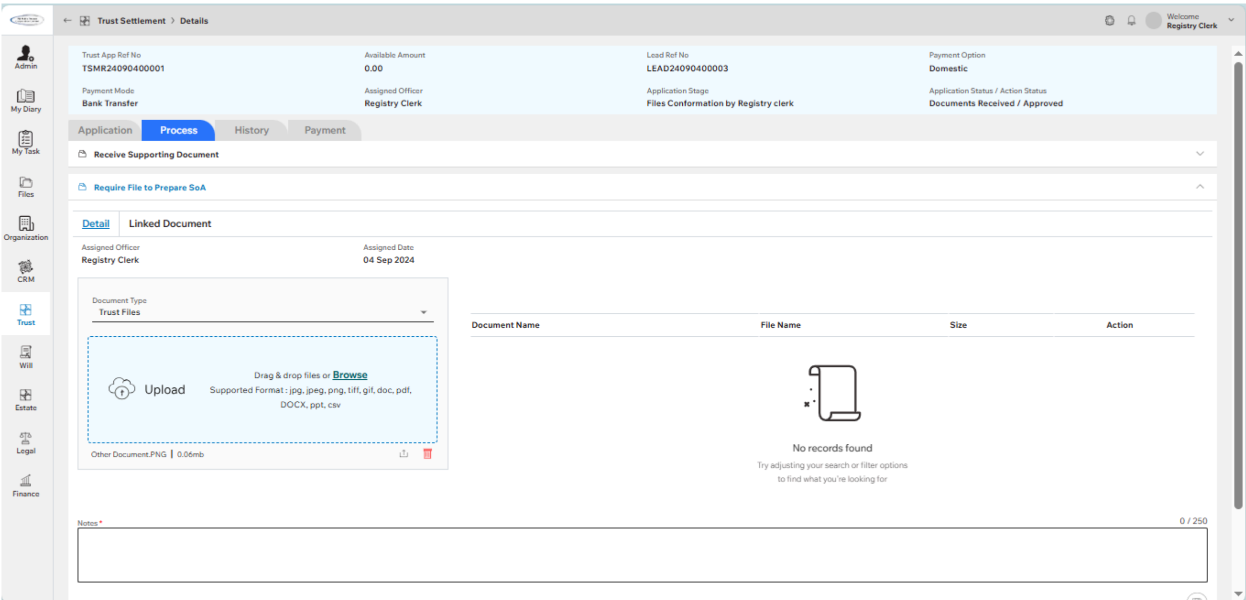
User : Registry Clerk

Linked Document Section :

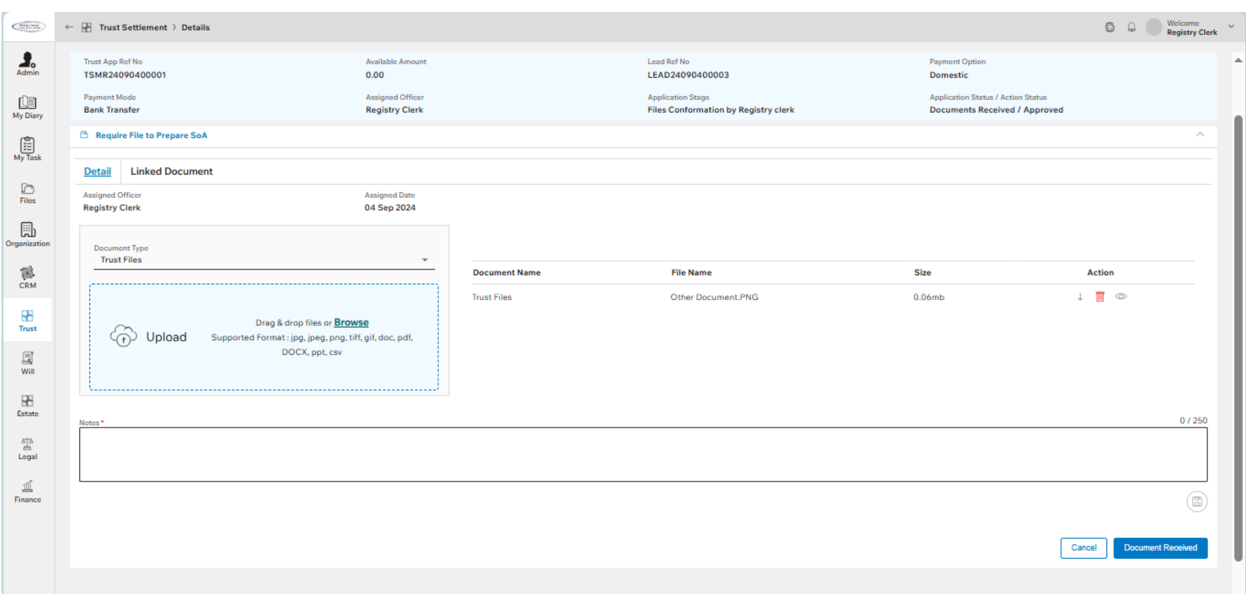
1. Click on the Link Document Section and will display the linked documents.

Detail Section :

2. Login with the “**Registry Clerk**” to process the “**Require file to Prepare SoA**” step.
3. Click the Detail Tab and display the following fields under **“Assigned Officer”** name and ”**Assigned Date”**.
4. Click and Select the “**Document Type”** from the Document Type Drop-down List.
5. Click Browse or Drag & drop option to upload the document for selected Document Type.
6. Click the “**Upload**” button near the delete button.



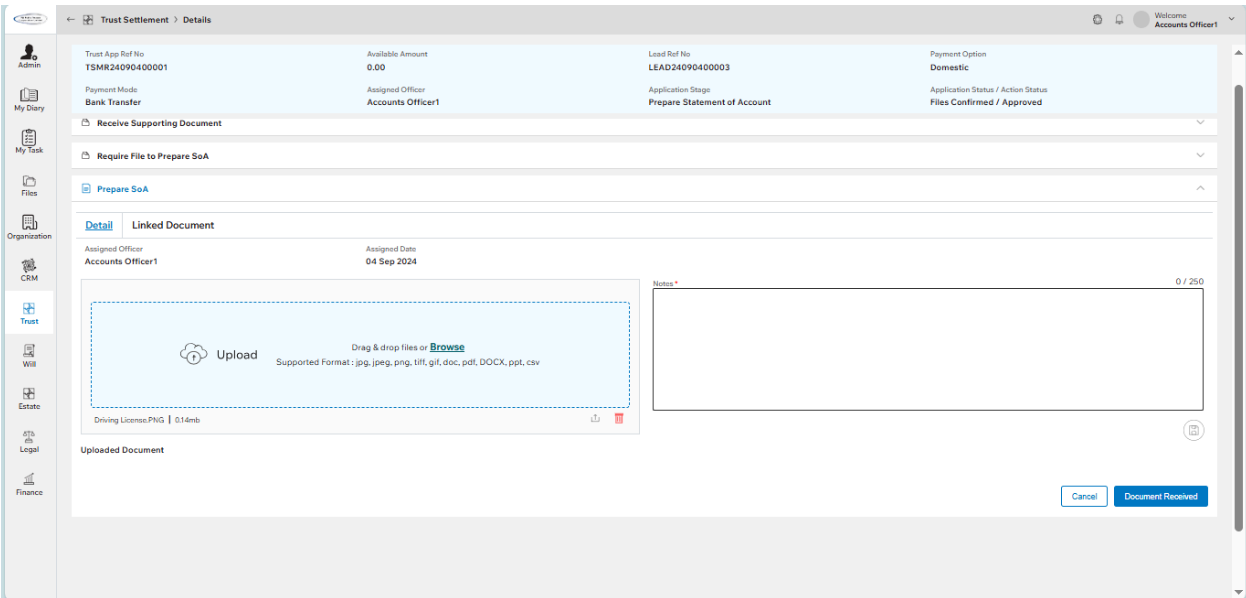
7. Click the "**Delete**" button to delete the selected document.
8. Once Uploaded Document will display in a grid with Document Name , File Name , Size.
9. Click the Download button symbol under the Action field to download the uploaded document.
10. Click the Delete button symbol under the Action field to delete the uploaded document.
11. Click the Eye button symbol under the Action field to view the uploaded document.
12. Enter **Notes** and click the **Save** button.
13. Click the "**Document Received"** button to move to the next process "**Prepare SoA**" .



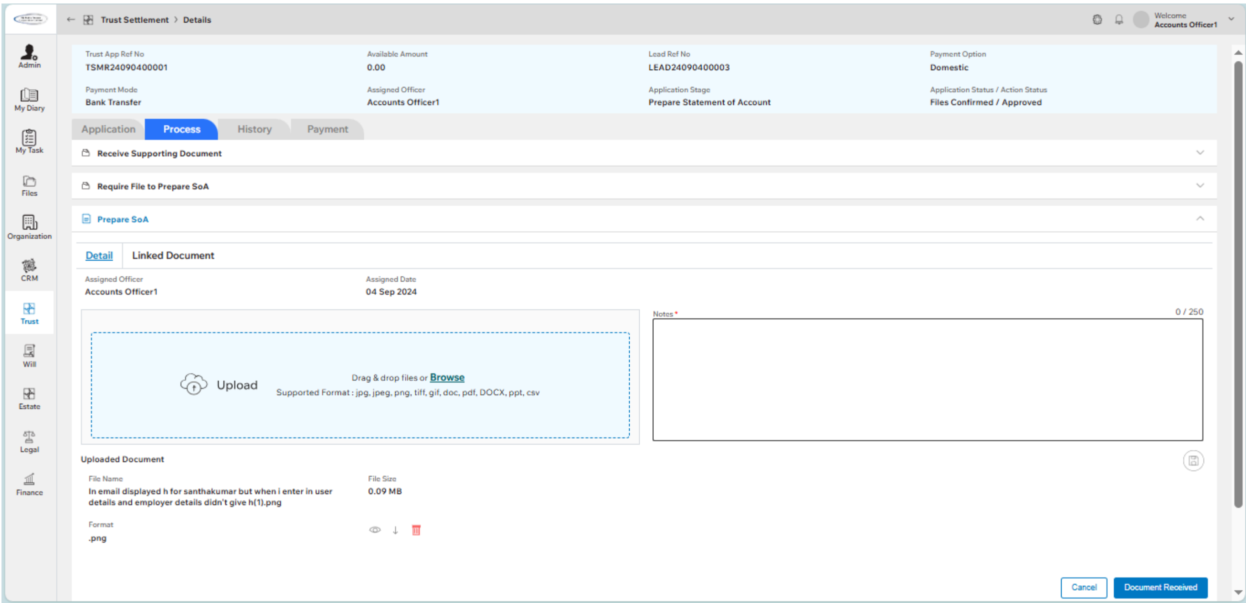
Prepare SoA

User : Accounts Officer

1. Login with the "**Accounts Officer**" to process the "**Prepare SoA**" step.
2. Click the Detail Tab and display the following fields under **"Assigned Officer"** name and "**Assigned Date"**.
3. Click Browse or Drag & drop option to upload the document for selected Document Type.
4. Click the "**Upload**" button near the delete button.



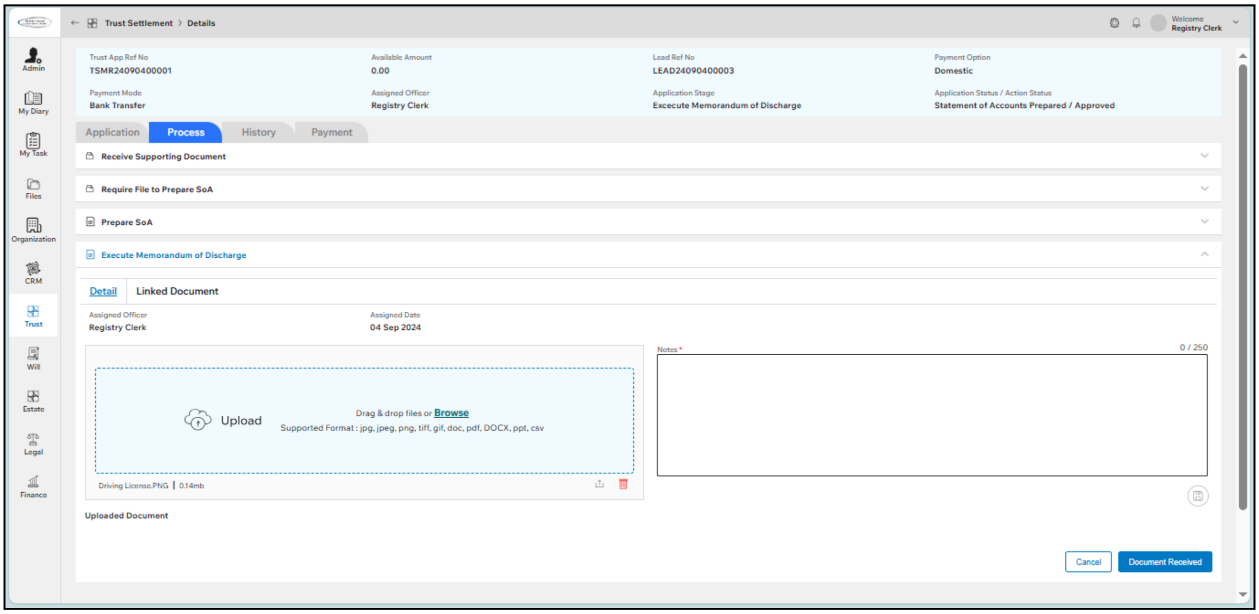
5. Click the "**Delete**" button to delete the selected document.
6. Once Uploaded Document will display in a grid with Document Name , File Name , Size.
7. Click the Download button symbol under the Action field to download the uploaded document.
8. Click the **Delete** button symbol under the Action field to delete the uploaded document.
9. Click the Eye button symbol under the Action field to view the uploaded document.
10. Enter **Notes** and click the **Save** button.
11. Click the "**Document Received"** button to move to the next process.



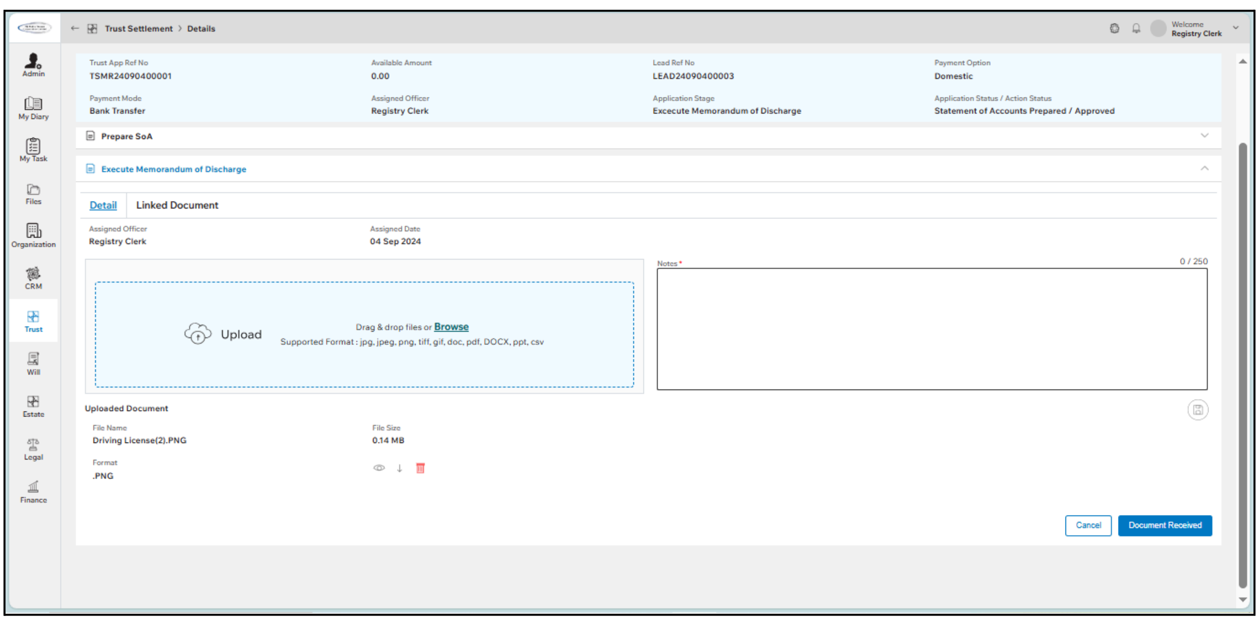
Execute Memorandum of Discharge :

User : Registry Clerk

1. Login with the “**Registry Clerk**” to process the “**Execute Memorandum of Discharge**” step.
2. Click the Detail Tab and display the following fields under **“Assigned Officer”** name and ”**Assigned Date”**.
3. Click Browse or Drag & drop option to upload the document for selected Document Type.
4. Click the “**Upload**” button near the delete button.



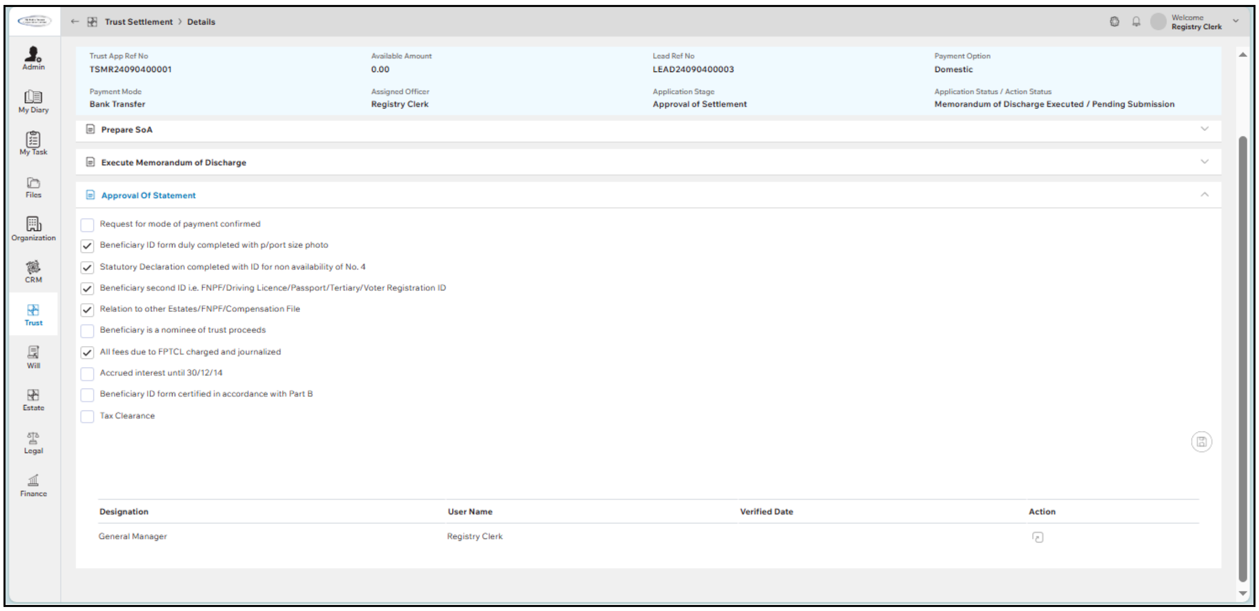
5. Click the "**Delete**" button to delete the selected document.
6. Once Uploaded Document will display in a grid with Document Name , File Name , Size.
7. Click the Download button symbol under the Action field to download the uploaded document.
8. Click the **Delete** button symbol under the Action field to delete the uploaded document.
9. Click the Eye button symbol under the Action field to view the uploaded document.
10. Enter **Notes** and click the **Save** button.
11. Click the "**Document Received"** button to move to the next process "**Prepare SoA**" .



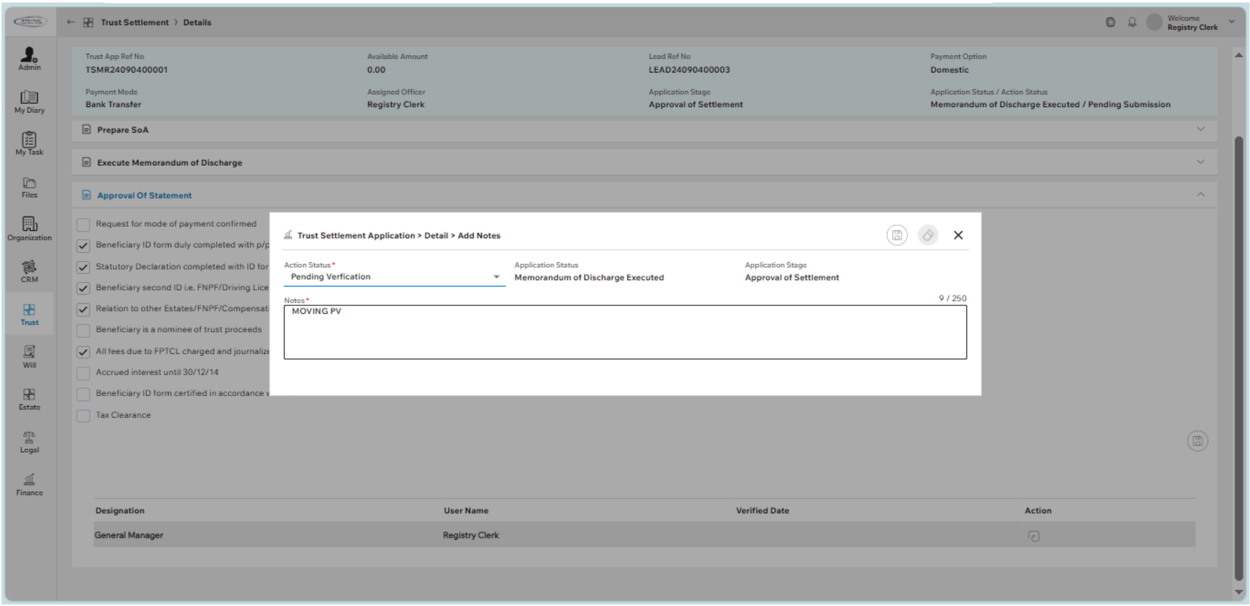
Approval Of Statement :

User : Registry Clerk

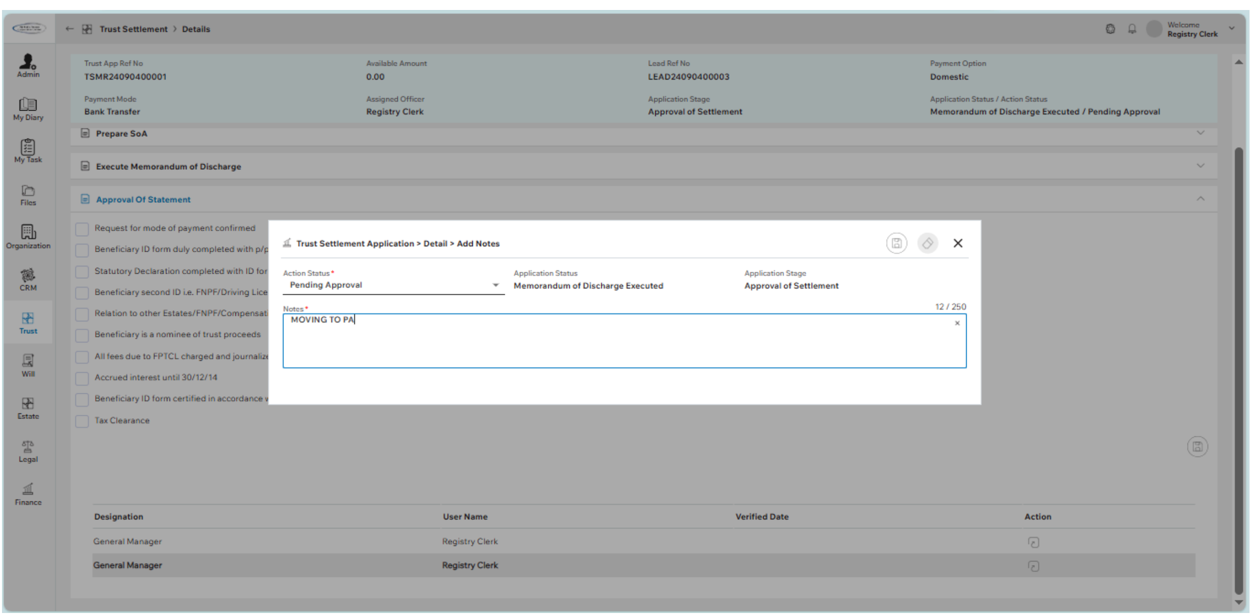
1. Select / check the checkbox under Approval of Statement.
2. Click the **save** button to save the checked checklist.



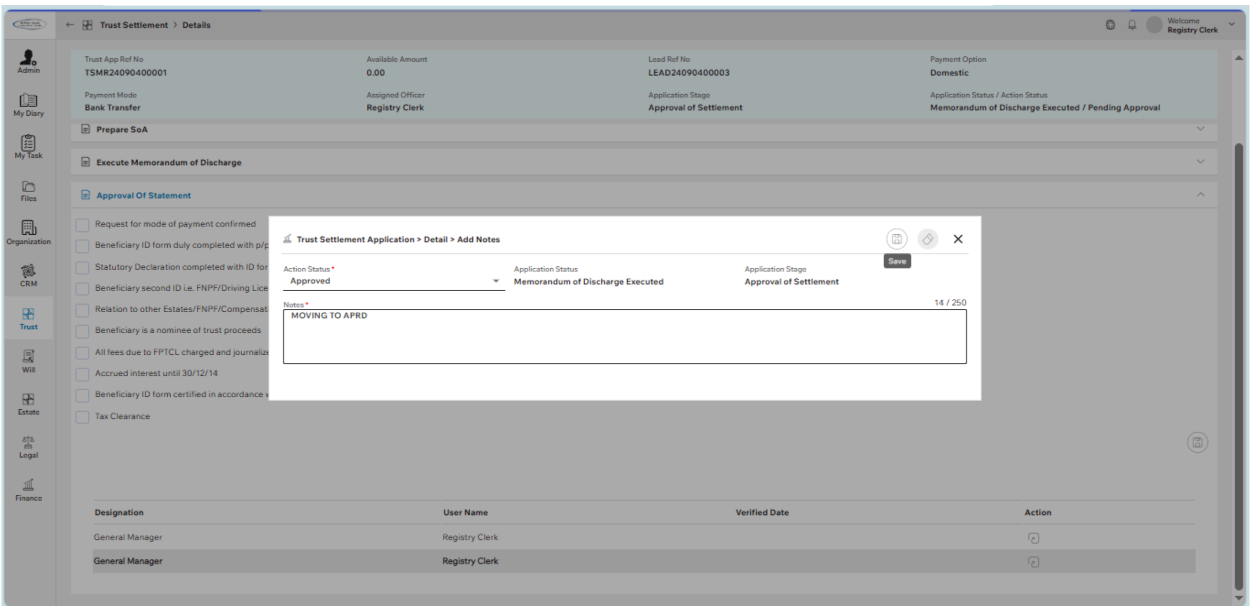
3. Click the “Open” button under **Action** and click the open button from the verify document to redirect to the **Trust Settlement Application Detail Add Notes** pop-up Screen to change the Action status “**Pending Submission**” to “**Pending Verification**”.
4. Enter **Notes** and click on **Save** button.



5. Click the "Open" button under **Action** and click the open button from the verify document to redirect to the **Trust Settlement Application Detail Add Notes** pop-up Screen to change the Action status "**Pending Verification**" to "Pending **Approval**".
6. Enter **Notes** and click on **Save** button.



7. Click the "Open" button under **Action** and click the open button from the verify document to redirect to the **Trust Settlement Application Detail Add Notes** pop-up Screen to change the Action status "**Pending Approval**" to "**Approved**".
8. Enter **Notes** and click on **Save** button.

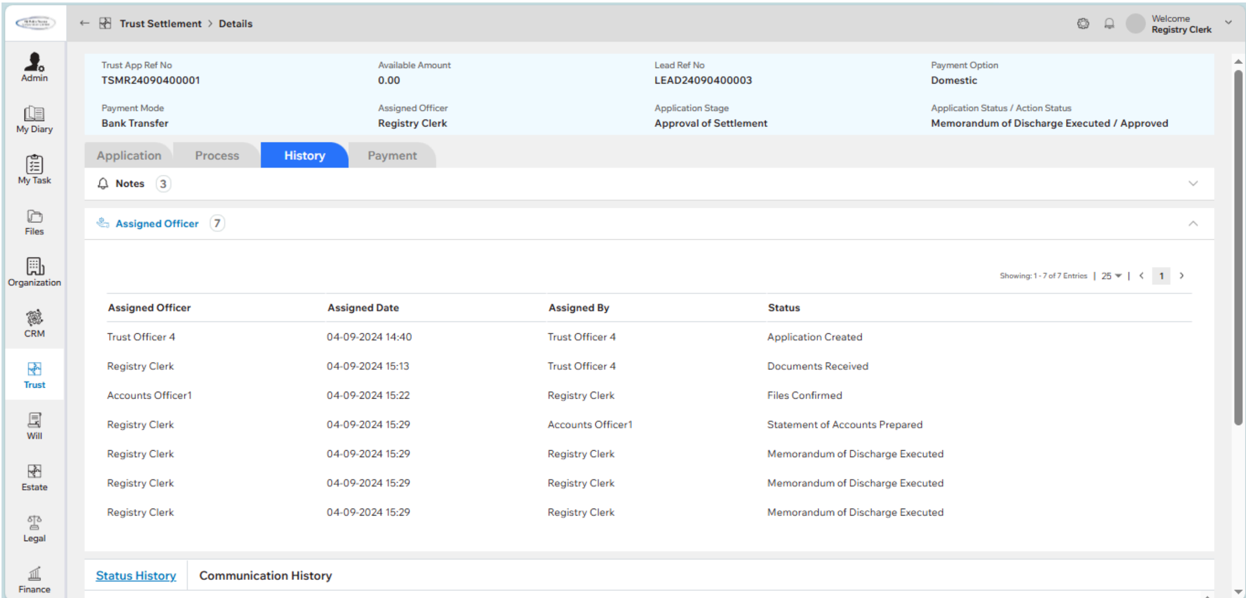


9. Click on the "**Clear**" button to remove the entered/selected details.
10. Click on the "**Close**" button to close the popup.

History Tab:

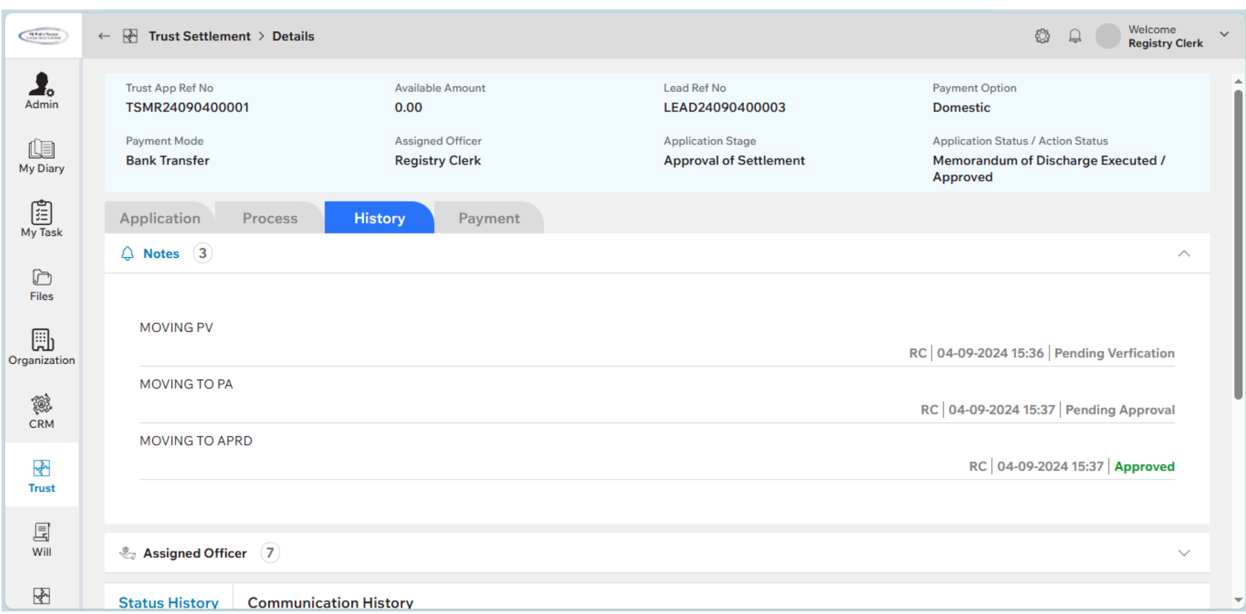
Assigned Officer

The assigned officer's details are displayed when changing the process status.



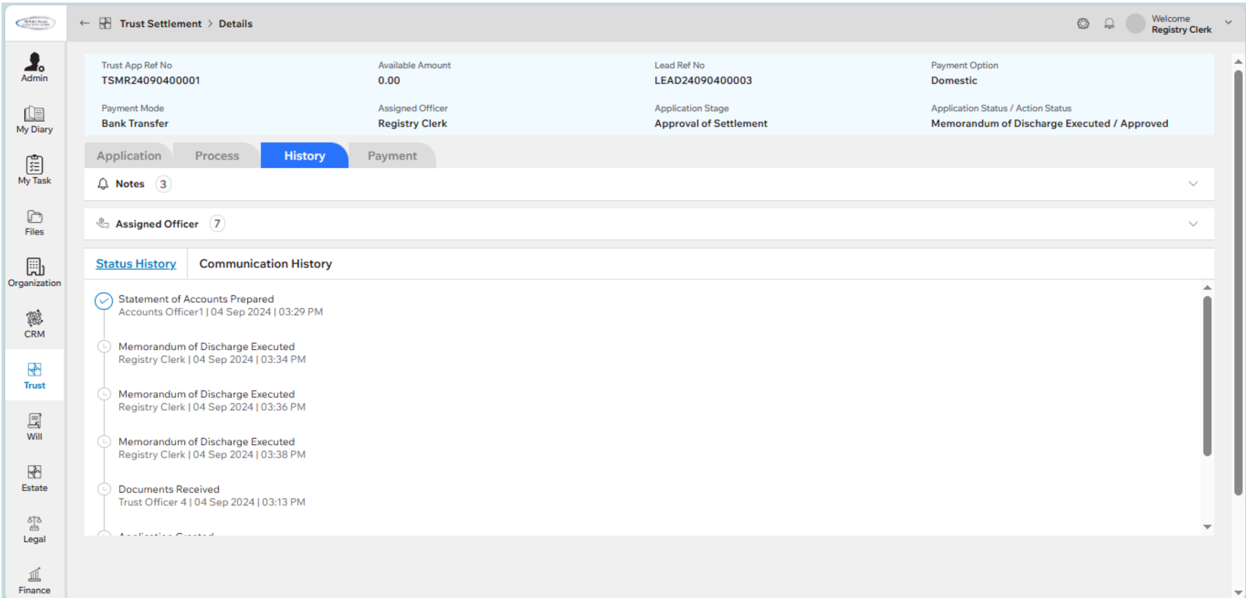
Notes

The Status will appear in notes when added in the Process tab.



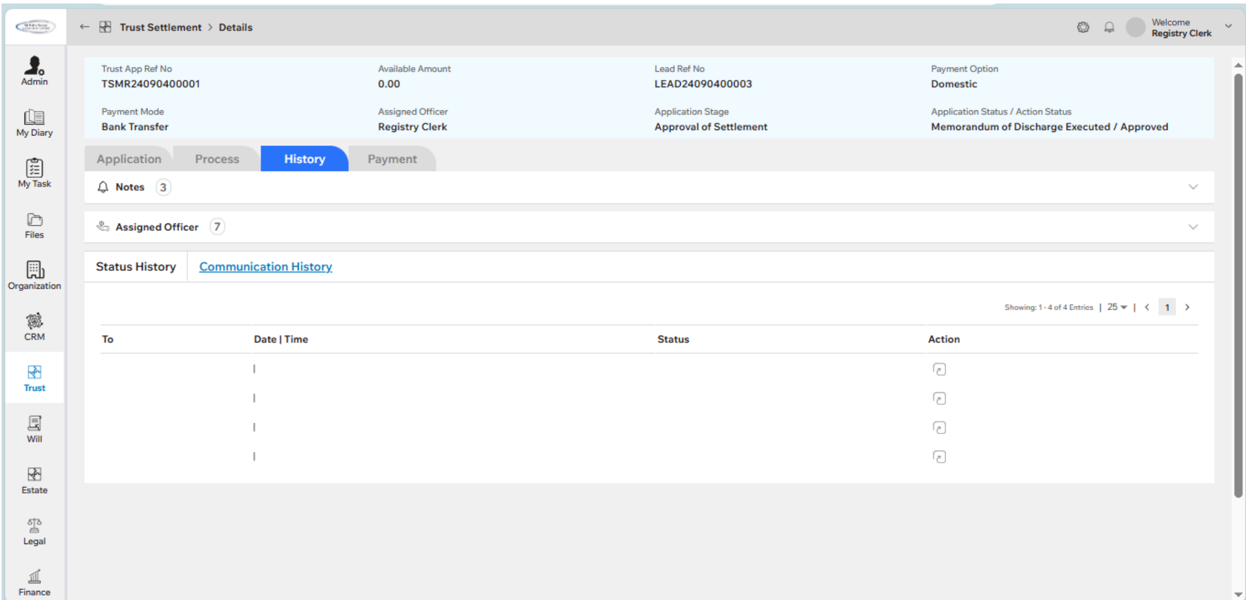
Status History

Status History will be created against each status change and maintained in this tab.



Communication History

In this tab, the email log will be displayed with the recipient, date & time, status, and action.



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