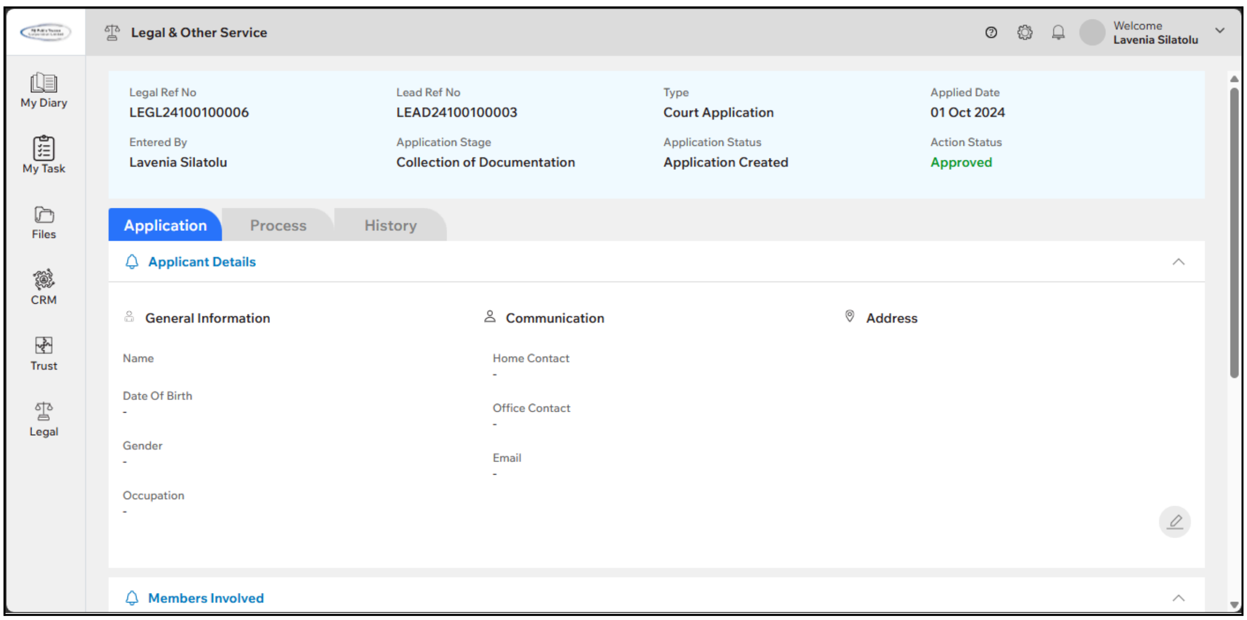
Legal & Other Service Detail

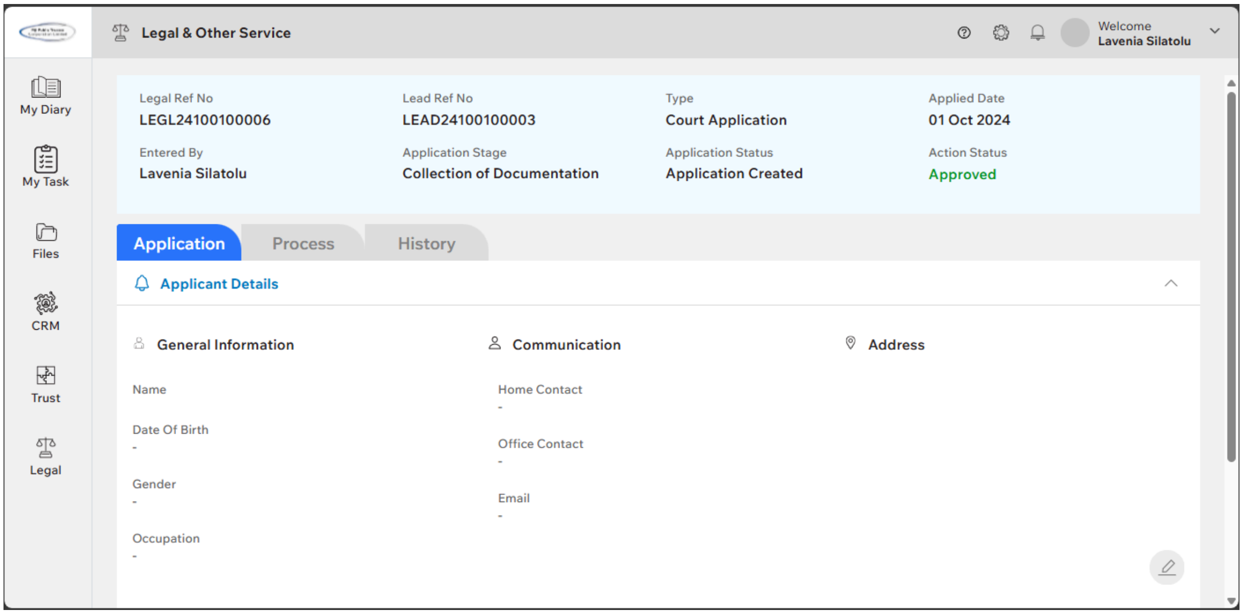
User Roles: Legal Officer , Accounts Officer

Overview:
This screen allows users to view, create, and process Legal & Other Service Applications. The system will display the Legal & Other Service Application's parent details in the header.



Application Tab:

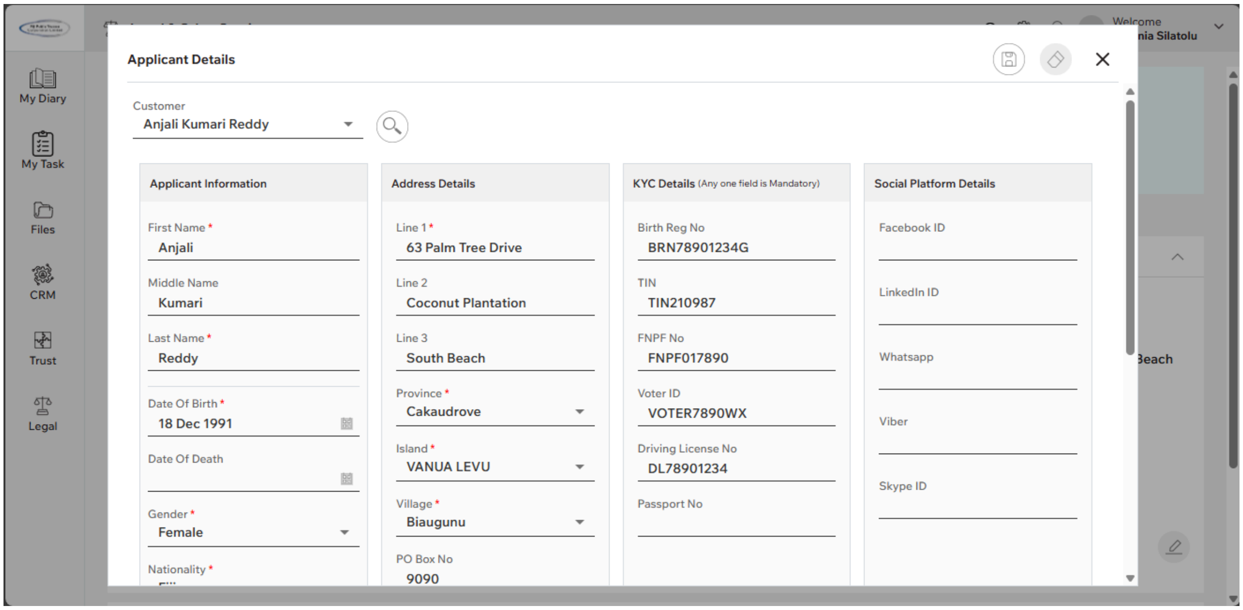
This section contains essential information, such as Applicant details and Members Involved sections.



Applicant Details Section :

Adding a Applicant Details:

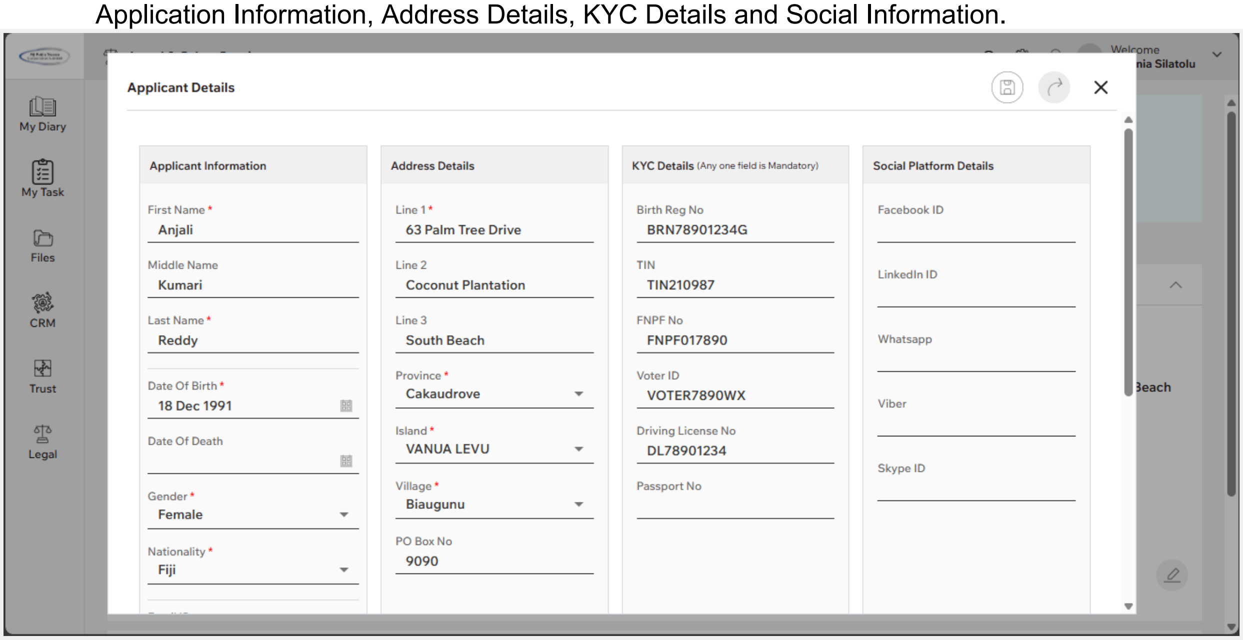
1. Click the **Edit** button to enter “**Applicant Details**”.
2. An **Applicant Details** popup will appear.
3. Choose the customer from the **Customer Drop-down List**, search for an existing customer by clicking the **Search** option, or manually enter new Applicant details such as Application Information, Address Details, KYC Details and Social Information.



4. Click the **Save** button to save the **Applicant details**.
5. Click the **Clear** button to erase the entered or selected details.
6. Click the **Close** button to exit the popup window.

Editing Applicant Details:

7. Click On **Edit** button to open **Edit Applicant Details** Popup.
8. Enter/Select to Change the Customer details manually enter new Applicant details such as Application Information, Address Details, KYC Details and Social Information.

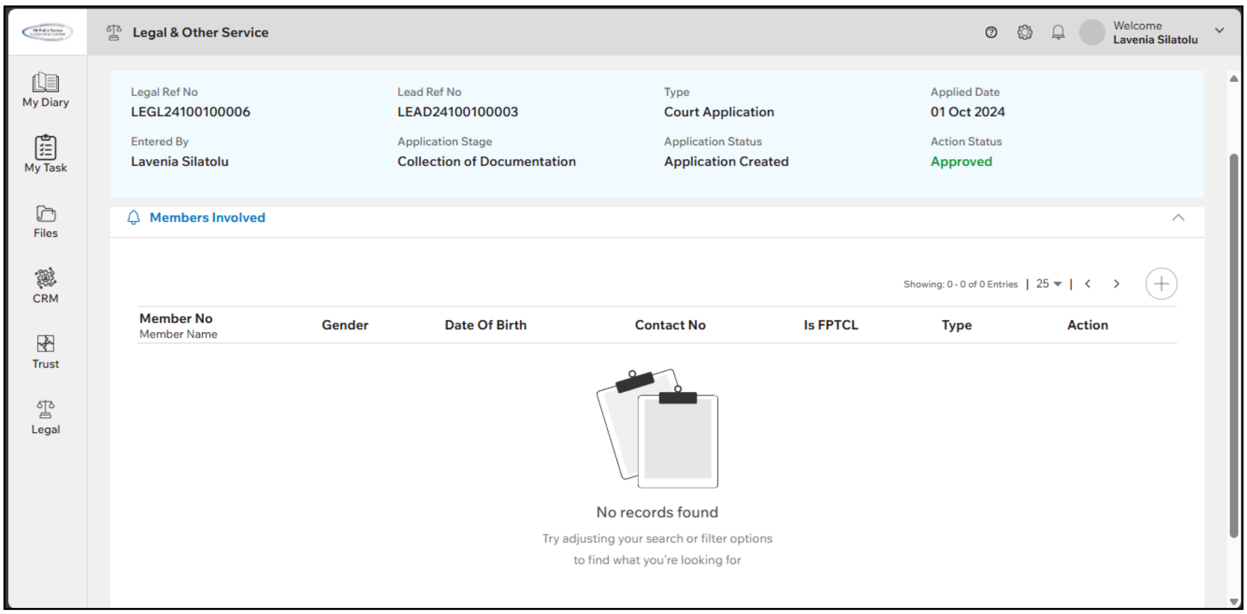


9. Click the **Update** button to save the changes.

10. Click the **Refresh** button to refresh all the entered previous values.
11. Click the **Close** button to exit the popup window.

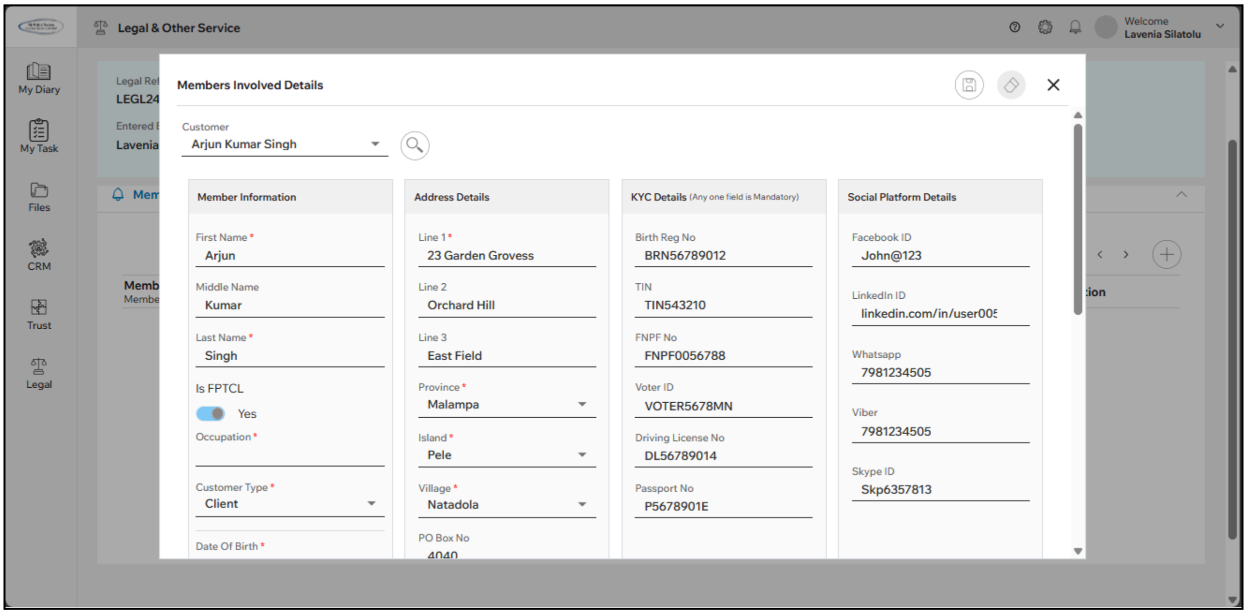
Member Involved Section :

Select the **Member Involved** to proceed to the **Member Involved** Section.

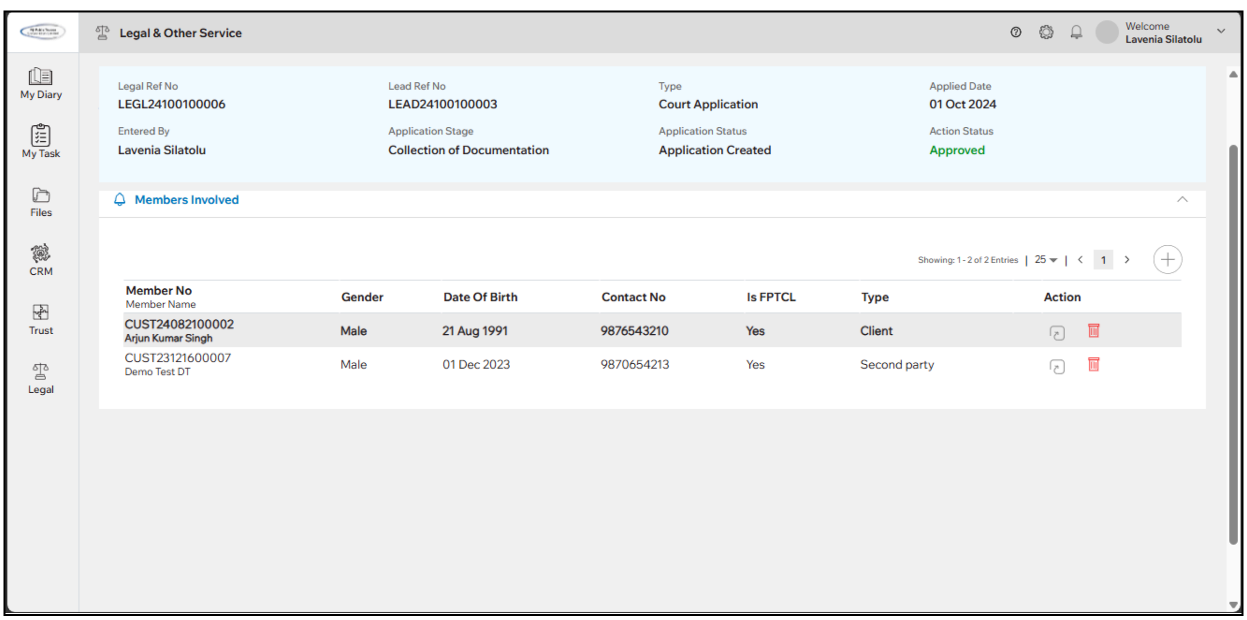


Adding Members Involved :

1. Click the **Add** button to enter Members Involved Details.
2. A **Members Involved Details** popup will appear.
3. Choose the customer from the **Customer Drop-down List**, search for an existing customer by clicking the **Search** option, or manually enter new Applicant details such as Member Information, Address Details, KYC Details and Social Information.
4. The Customer Type will be vary based on the selected legal service type.



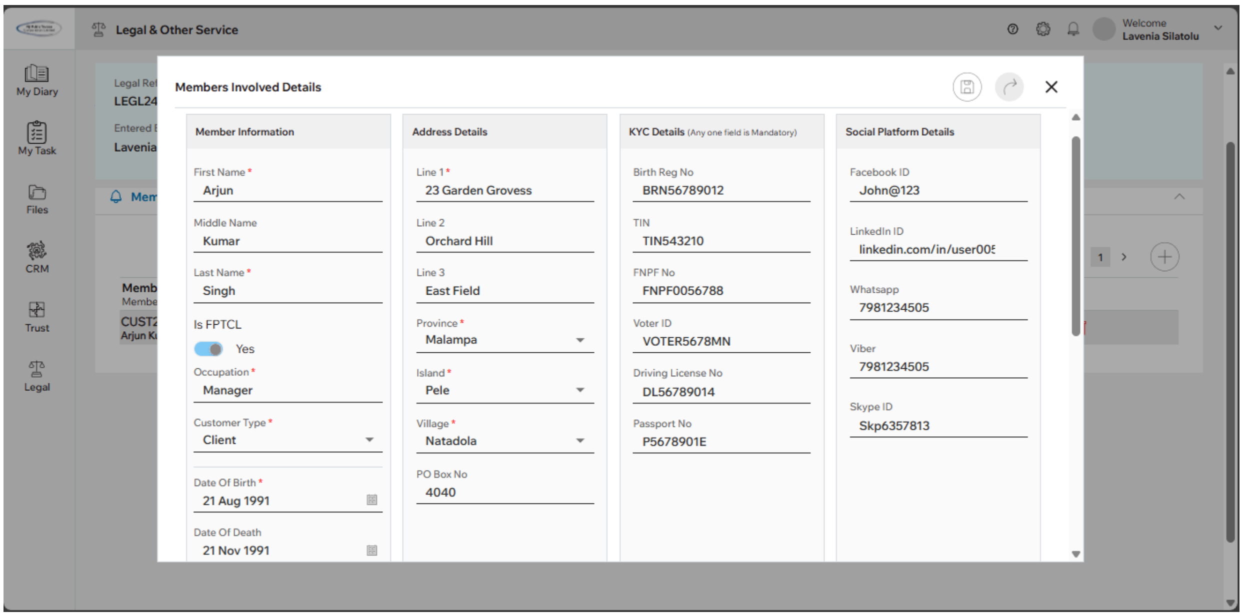
5. Click the "**Save**" button to save the Members Involved and display the saved details in the Members Involved grid.
6. Click the **Clear** button to remove the entered or selected details.
7. Click the **Close** button to close the popup window.



8. Click the **Delete** button to remove the saved member involvement details from the grid.

Editing Members Involved:

1. Click On **Open** button to open **Edit Members Involved Details** Popup and click on **Edit** button.
2. Enter / Select Member Information , Address Details, KYC Details, Social Platform Details.



3. Click the **Update** button to save the changes.
4. Click the **Refresh** button to refresh all the entered previous values.
5. Click the **Close** button to exit the popup window.

Process Tab:

This section contains the steps required to complete the application process.

Collection Of Documents:

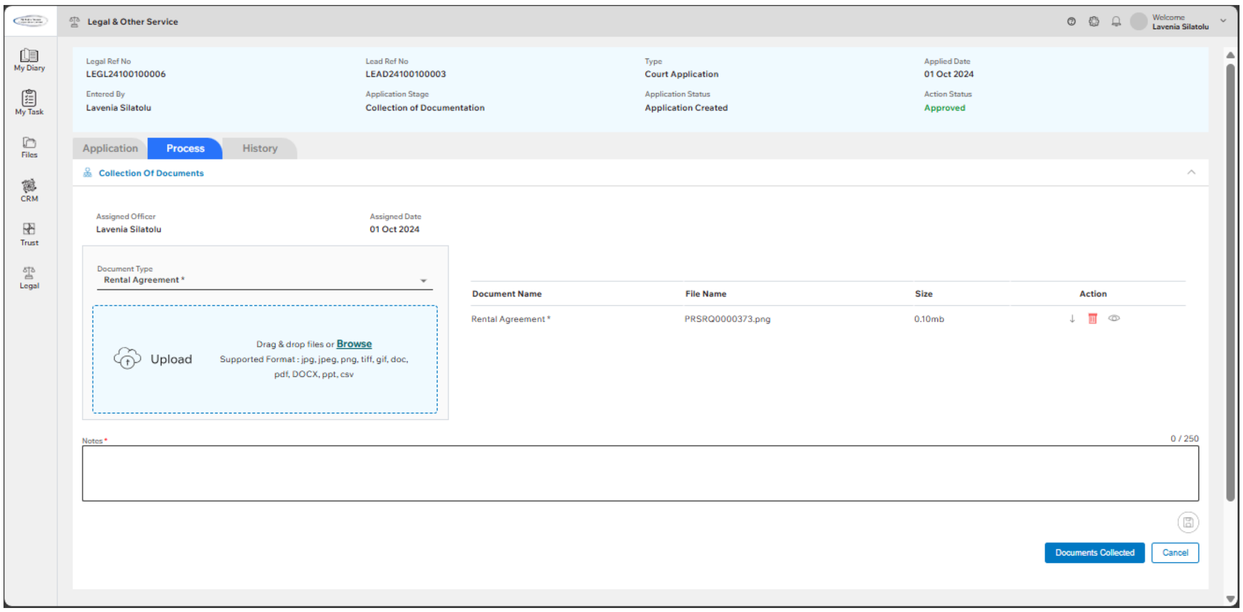
User: Legal Officer

Action Status : Approved

Submit and manage the required documents to complete this step.

1. Click on **Collection of Documents** to display the following fields: "**Assigned Officer name** , "**Assigned Date**," and "**Turnaround Time (TAT)**."
2. Select the **Document Type** from the Document Type drop-down list.
3. Click **Browse** or use the drag-and-drop option to upload the document for the selected Document Type.
4. Click the "**Upload**" button next to the delete button.
5. Click the **Delete** button to remove the selected document.
6. Once uploaded, the document will be displayed in a grid with the following columns: **Document Name**, **File Name**, **Size**, and **Action**.

7. Click the **Download** button icon under the **Action** field to download the uploaded document.
8. Click the **Eye** button icon under the **Action** field to view the uploaded document.
9. Click the **Delete** button icon under the **Action** field to remove the uploaded document.



Adding Notes:

10. Navigate to the **Notes** tab.
11. Enter the relevant information in the **Notes** field.
12. Click the **Save** button below the Notes field to store the entered information.

Completing the Stage:

13. After uploading all mandatory documents, click the **Documents Collected** button to complete this stage and move to the next step in the process.

Canceling the Stage:

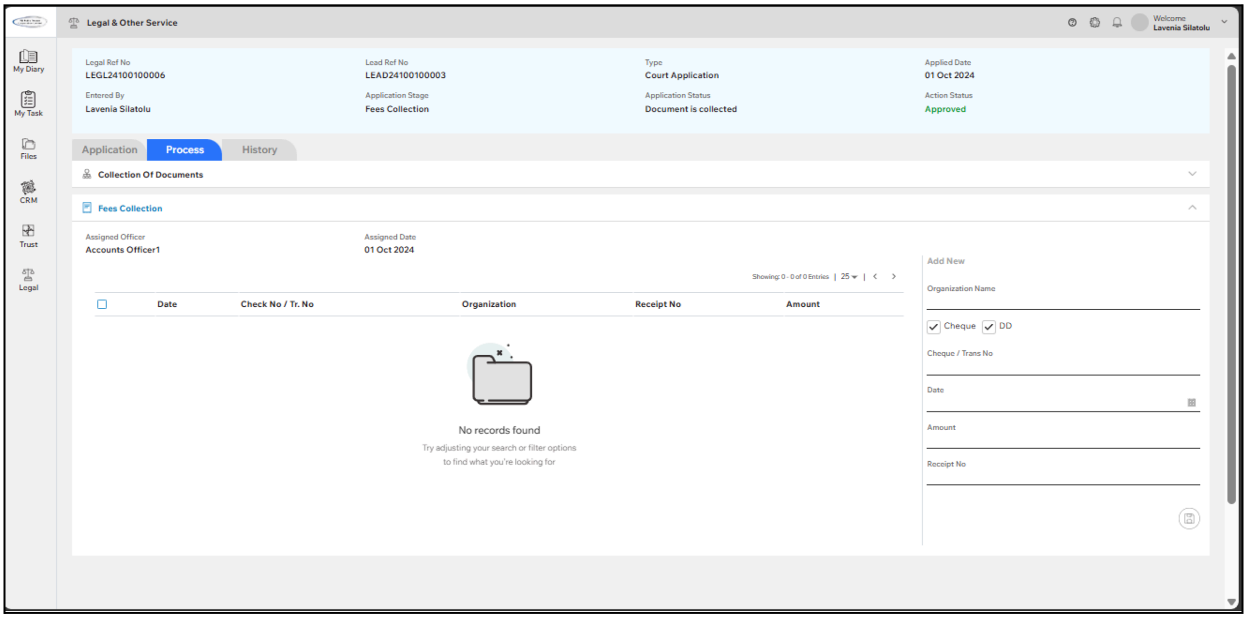
14. If necessary, click the **Cancel** button to terminate the current stage.

Fees Collection:

User: Account Officer

Action Status : Approved

1. Click on the **Receipt Will Fee + Lodgement Fee** section to display the following fields: "Assigned Officer" name, "Assigned Date," and "Turnaround Time (TAT)". Enter or select the following details: **Organization Name**, **Check**, **DD**, **Check/Trans No**, **Date**, **Amount**, and **Receipt No**.



2. Click on the "**Fee Collected**" button to display the entered details in the Fees Collection grid.

Completing the Stage:

3. After entering all mandatory fields, click on the "**Fee Collected"** button to complete this stage and move to the next step in the process.

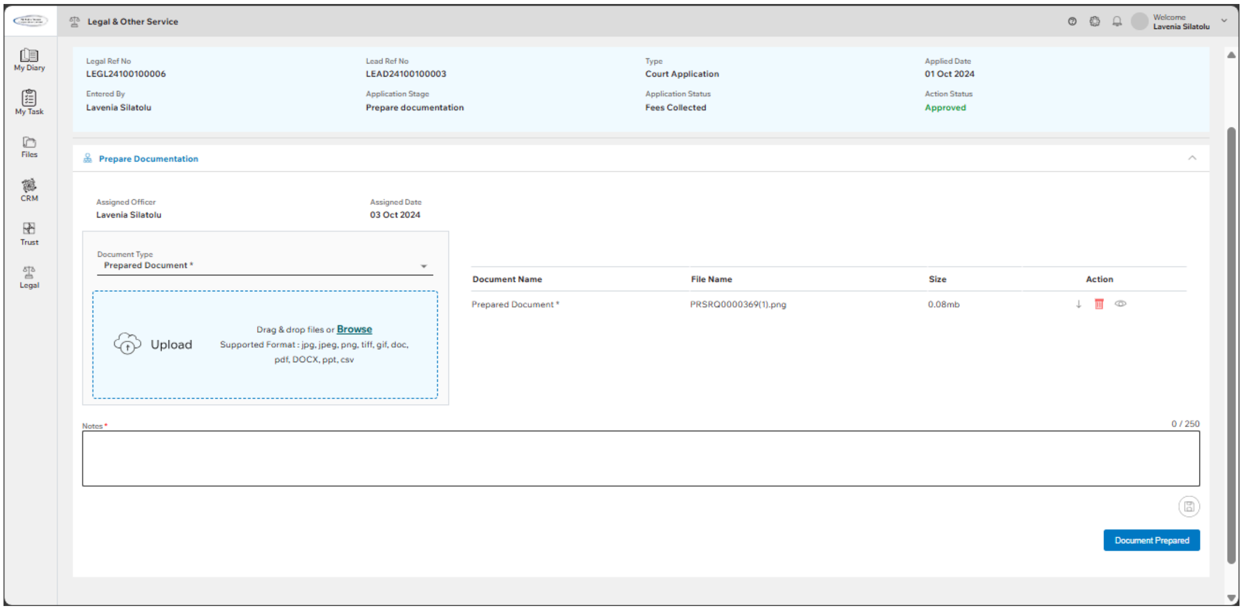
Canceling the Stage:

4. If necessary, you can click the **Cancel** button to terminate the current stage.

Prepare Documentation:

User: Legal Officer

Action Status : Approved



1. Click the **"Prepare Documentation"** section and **"Assigned Officer"** name and "**Assigned Date"** , **"Turnaround Time (TAT)"** will display.
2. Select the **Document Type** from the Document Type drop-down list.
3. Click **Browse** or use the drag-and-drop option to upload the document for the selected Document Type.
4. Click the **Upload** button next to the delete button.
5. Click the **Delete** button to remove the selected document.
6. Once uploaded, the document will be displayed in a grid with the following columns: **Document Name**, **File Name**, **Size**, and **Action**.
7. Click the **Download** button icon under the **Action** field to download the document.
8. Click the **Eye** button icon to view the document.
9. Click the **Delete** button icon to remove the document.

Adding Notes:

10. Navigate to the **Notes** tab.
11. Enter the relevant information in the **Notes** field.
12. Click the **Save** button below the notes field to store the entered notes.

Completing the Stage:

13. After uploading all mandatory documents, click on the **"Document Prepared"** button to complete this stage and move to the next step in the process.

Canceling the Stage:

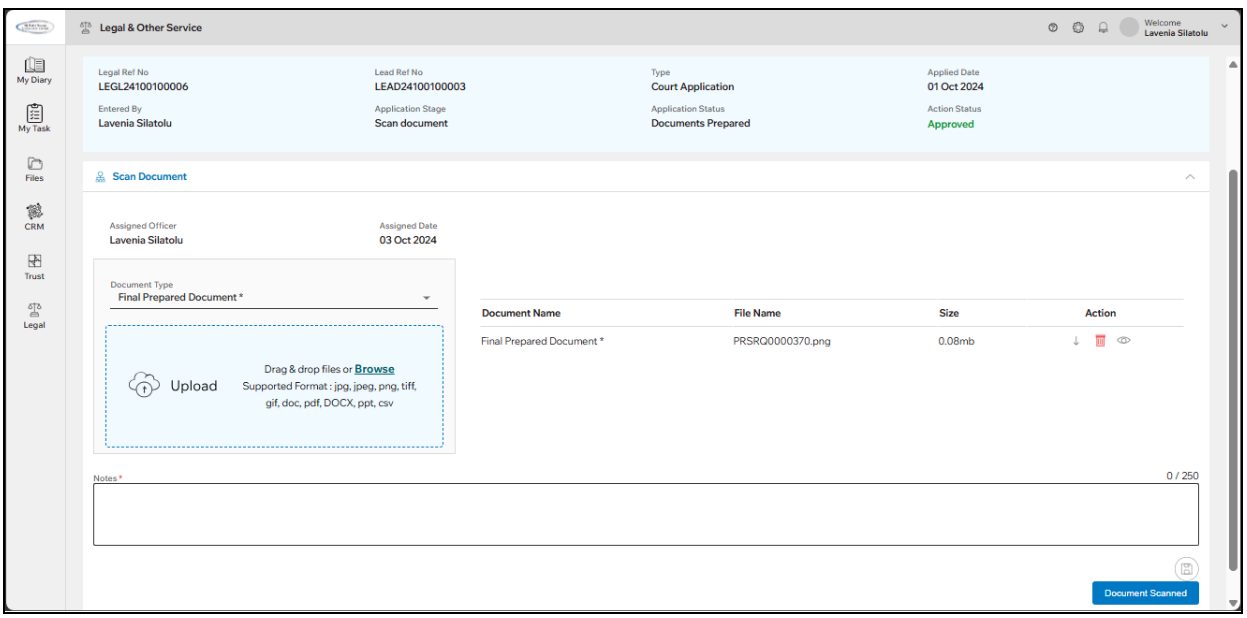
14. If necessary, you can click the "**Cancel"** button to terminate the current stage.

Scan Document:

User: Legal Officer

Action Status : Approved

1. Click the **Scan Document** section following fields: **Assigned Officer** name, **Assigned Date**, and **Turnaround Time (TAT)** will display.
2. Select the **Document Type** from the Document Type from drop-down list.
3. Click **Browse** or use the drag-and-drop option to upload the document for the selected Document Type.
4. Click the **Upload** button next to the delete button.
5. Click the **Delete** button to remove the selected document.
6. Once uploaded, the document will be displayed in a grid with the following columns: **Document Name**, **File Name**, **Size**, and **Action**.
7. Click the **Download** button icon under the **Action** field to download the document.
8. Click the **Eye** button icon to view the document.
9. Click the **Delete** button icon to remove the document.



Adding Notes:

10. Navigate to the **Notes** tab.
11. Enter the relevant information in the **Notes** field.
12. Click the **Save** button below the notes field to store the entered notes.

Completing the Stage:

13. After uploading all mandatory documents, click on the "**Document Scanned"** button to complete this stage and move to the next step in the process.

Canceling the Stage:

14. If necessary, you can click the **Cancel** button to terminate the current stage.

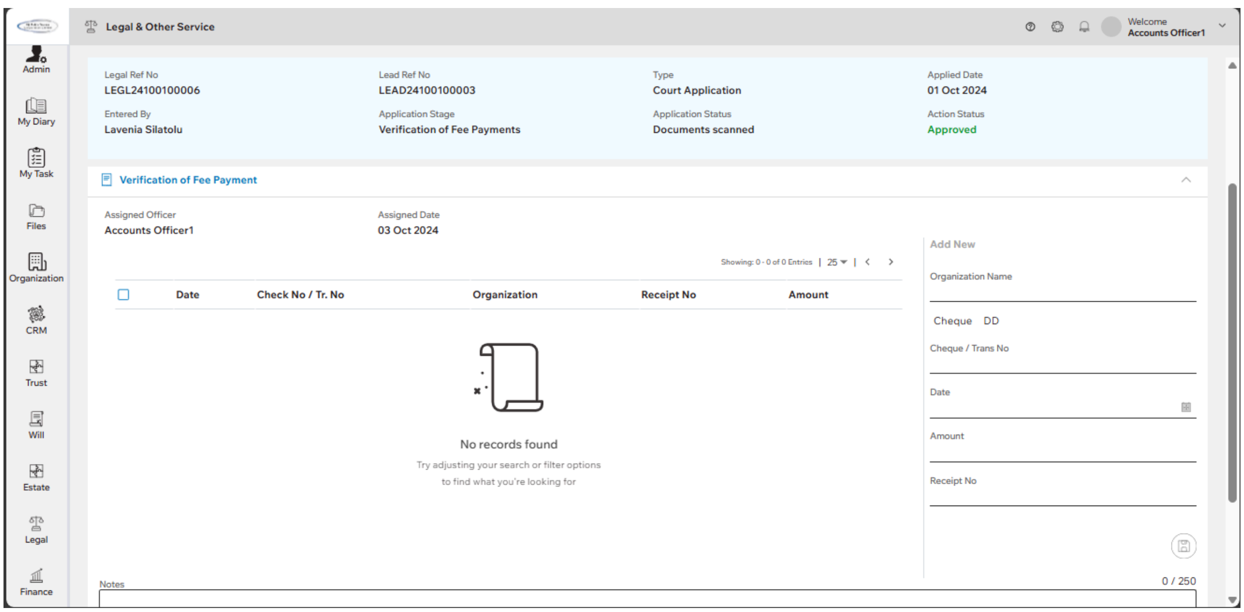
Verification of Fee Payment:

User: Account Officer

Action Status : Approved

1. Click the **Receipt Will Fee + Lodgement Fee** section to display the following fields: **Assigned Officer** name, **Assigned Date**, and **Turnaround Time (TAT)**. Enter or select the following details: **Organization Name**, **Check**, **DD**, **Check/Trans No**, **Date**, **Amount**, and **Receipt No**.

2. Click the **Payment Verified** button to display the entered details in the **Verification of Fee Payment** grid.



Adding Notes:

3. Navigate to the **Notes** tab.
4. Enter the relevant information in the **Notes** field.
5. Click the **Save** button below the notes field to store the entered notes.

Completing the Stage:

6. After Entering all mandatory fields, click on the “**Payment Verified**” button to complete this stage and move to the next step in the process.

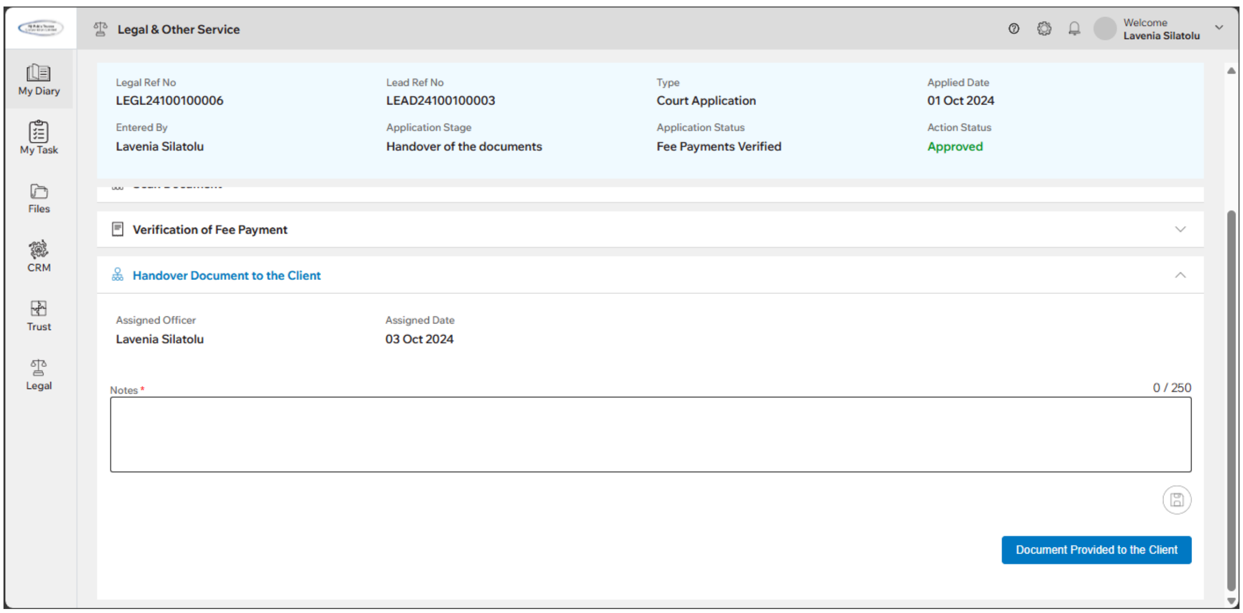
Canceling the Stage:

7. If necessary, you can click the **Cancel** button to terminate the current stage.

Handover Document to the Client:

User: Legal Officer

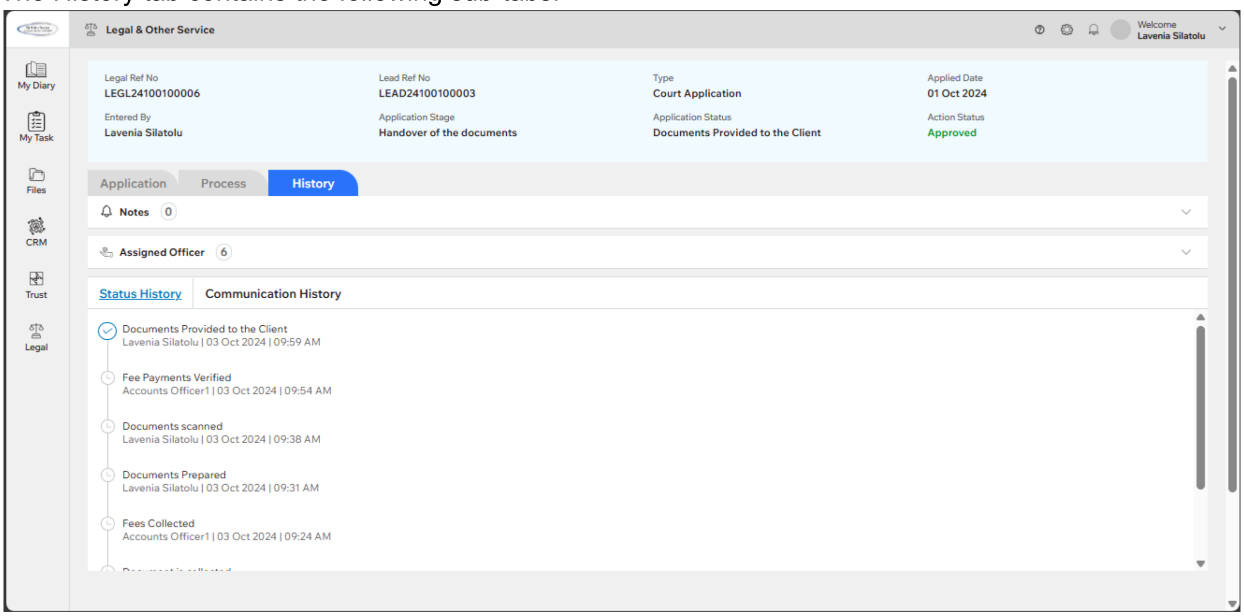
Action Status : Approved



1. Click the **Handover Document to the Client** section to display the following fields: **Assigned Officer** name, **Assigned Date**, and **Turnaround Time (TAT)**.
2. Enter the relevant notes in the **Notes** field.
3. Click the **Save** button below the notes field to store the entered notes.
4. Complete the stage by clicking the **Document Provided to the Client** button.

History:

The History tab contains the following sub-tabs:



Notes:

- All notes entered at each stage of the process will be listed here.

Assigned Officer:

- Displays the following details: Assigned Officer, Assigned Date, Assigned By, Status values.

Status History:

- Shows the status flow and details, including: Officer Name, Date, Time.

Communication History:

- Provides details of communication, including: To (recipient), Date | Time, Status, Action.
- Includes all email history related to the respective officers.

*****END OF THE DOCUMENT*****