

15. S: [OIC] Receive soft copies of Documents via Website which will automatically send it via E-mail to OIC rather than uploading on MIS.

- Software to pick out the required data from soft copies of documents and render it to a form in the format specified in Annex 11 to submit to SREDA.
- Forward data to SREDA online using softcopies, electronically attested by OIC.
- Fill up premade templates to send in the event if the SREDA asks for more documents. Send the filled up mail to Proponent.
- Provide warnings on the Application form website to enter details carefully and add help tooltips so as to ensure less errors on the part of the Proponent. Ensuring less applications getting rejected due to multiple editings.

19. S: Automatically fill up templates from informing from the application forms and from the OIC and render an email and send to Proponent informing and explaining about rejection.

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20.1. S: Use software to check Due Intelligence Type Checksheet Annex 6. OIC Confirms the check. Discuss with Manager if required.

- Discuss via Chat interface.

20.2. S: Keep regular main line of contact with the Proponent via mail.

- Take records, and pictures while conducting on-site due intelligence.

21. S: Automate the process of preparing Credit report and Loan decision sheet, Credit Report Grade (CRG), CIB Report, Loan Term Sheet, using software which will generate the reports with the data entered by OIC regarding the Due Intelligence.

- Discuss with Manager using chat interface if required.

- Inform PIU upon status via E-mail (and ask for confirmation if received mail within 3 days). If no reply, call.

22. S: Use software to draft documents on Loan.

23. S: Automatically render the mail to request for documents and payments using software. Send mail to proponent, and proponent's bank.

- Negotiate with sub-project proponent using chat interface.

- Automatically send periodic mail reminders upon payment details, number of days and amount remaining, and late payment.

- Automatically report to Manager on repayment status and late payment via mail after receiving information. Receive feedback from Manager using mail or chat interface.

24.1: S: Send mail to proponent confirming completion.

25.1: S: Request PD for application via mail. Allow them to fill up application online.

- Software checks the appliance with list and forwards applicable application to SREDA.

- Communicate [PIU and OIC] via Chat interface.

- Create Documents via software.

26.1: S: [OIC-C2, Manager, PIU] Consult via mail, and chat interface.

26.2: S: [OIC-C3] Request for forms and documents via mail.

- Automate the repayment schedule using software.

- [Manager] Use chat interface, mail, to consult.

29.1: [OIC] Automate via adding validator to check and inform about excessive adjustment.