**Creation of Corporate CIF (Customer Information File) Using Certificate of Registration (COR)**

* + Login to Finacle and select the Solution as “CRM”
* In the ‘Select Access Type’ window, select the option ‘Admin’ for login

**Select the CIF Corporate option from the functions pane**:

* Select the option Create Retail CIF [CECC]
* CIF Subtype - Customer
* Click on Go
* Enter the Corporate Name
  + Identification Document Code: <Select COR from the searcher>
* Enter the Unique ID
* Click on PERFORM DEDUP
* Click on PERFORM NEGATIVE LIST
* Click on PERFORM BLACKLIST
  + Click on Continue
* Enter Corporate name
* Select date of incorporation from the calendar widget
* Select the legal entity type from the searcher
* Select the corporate segment from the searcher
* Enter Registration No.
* Enter key person’s name, telephone number, email, address and postal address
* Select Relationship type as new

**Identification Document Summary** **List**

* + Click on the + button.
  + Document type: <Select the document type from the searcher – IDPRFC>
* Document Code: <Select the document code from the searcher – COR>
* Enter document no.
* Preferred: <Select Y from the dropdown>
* Place of Issue: <Enter the Place of Issue>
* Enter the Issue Date
* Click on attachment list
* On add record select on add
* Choose document from saved document and uplaod
* Click on Save and Preview

Select the preferred address type from the dropdown

**Address Summary List**

* Click on the ADD( + )button.
* Select the checkbox for Address Proof received
* Address Format: Structured
* Enter the House No/Building No
* Enter the Street No
* Enter the Street Name
* City: <Select a city from the searcher>
* (State and Country will be auto populated based on City)
* Postal code: <Enter the relevant postal code/ Pin code >
* Address valid from: <Enter the date from which this address is valid and applicable>
* Click on Save and add new
* Select the checkbox for Address Proof received
* Address Format: Free text enter address line
* Postal code: <Enter the relevant postal code/ Pin code >
* Address valid from: <Enter the date from which this address is valid and applicable>
  + Save and preview

**Phone and Email Summary List**

* Click on the + button.
* **Adding Phone details**
* Channel- Select the ‘Phone’ radio button
* Type: <Select the type of phone- Mobile Phone 1>
* Phone no.: <Enter the phone number>
* Click on Save and Add New

Select the preferred Phone and Email type

* **For adding Email details**
* Channel- Select the ‘Email’ radio button
* Select type of email from the dropdown
* Email ID:  <Enter an email ID>
* Click on Save and Add new
* **For adding phone no.**
* Channel- Select the ‘Phone’ radio button
* Select type of phone from the dropdown
* Select the country from the search
* Enter the phone number.
* Click on Save and preview
* Click on Continue

**Other Details**

* Select country of registration from the search
* Select industry type from the searcher
* Select the country of operation from the searcher
* Select business type from the dropdown
* Select classification from the searcher
* Select the primary relationship id from the searcher
* Select the ARO code from the searcher

**Click on the Corporate Representative Details**

* Select the Bank relationship type as customer from the dropdown
* Enter CIF id for previously created Retail CIF
* Enter address mode as Retail
* Enter Address mode as mailing

**Click on the Currency Details**

KES currency will be available as default currency**.** Click on the + button if you wish to add more currencies.

**Click on KRA PIN button**

Validation with KRA Details will be performed

Click on Save

* CIF ID will be created.
* You will see a message<The CIF ID is saved successfully CIF ID: xxxxxxxxxxx

Note down the CIF ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_