

INTRODUCTION ON OPENING ONLINE TERM DEPOSIT (TD ONLINE) ON VIB INTERNET BANKING

https://ib.vib.com.vn/corp

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1. Introduction online Term Deposit

1.1. Features

- Opening new Term Deposit Contract (TD);
- Exporting TD contract;
- Terminate TD contract;
- Enquiry content of each new TD and terminate TD contract.

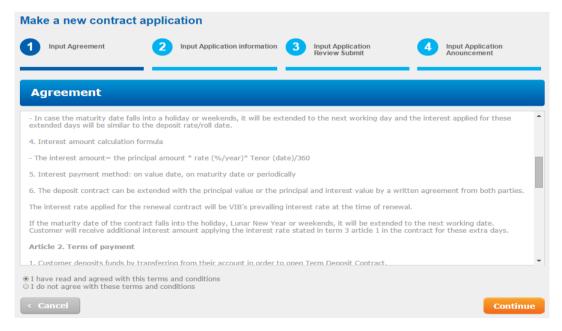
1.2. Function

Function	Inputter	Verifier	Authorizer
Create	х		
Edit	х		
Delete	Х		
Verify		х	
Authorize			х
Reject		х	х
Assign		х	х
Export TD	х	Х	Х

2. Opening new Term Deposit

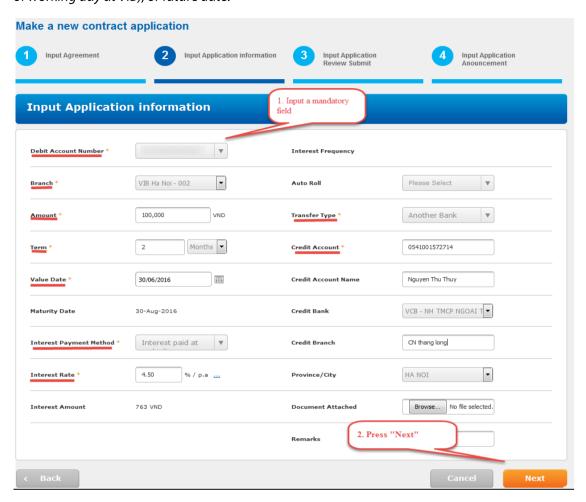
2.1. Create request

<u>Step 1:</u> The inputter enters Menu "Financial Service/ Term Deposit/ Opening Term Deposit. The system will pop up the screen:" Term and agreement", press "Continue"

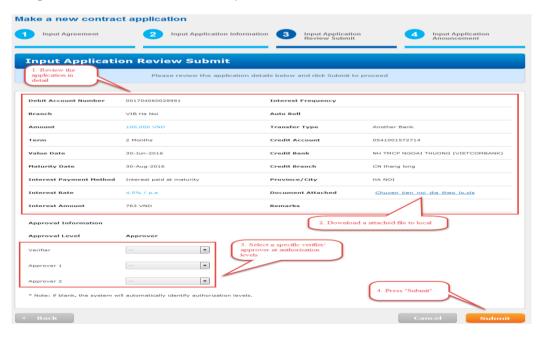


Step 2: Input information about Term Deposit Contract

Note: The value date of Term Deposit Contract is transaction date (if opening new TD contract before 3 p.m of working day at VIB), or future date.



Step 3: Check the content of TD contract and choose authoriser (if not, system will automatically recognize the verifier/ authoriser)--> press "**Submit**"



System pops up "The application has been submitted to the next approval level"

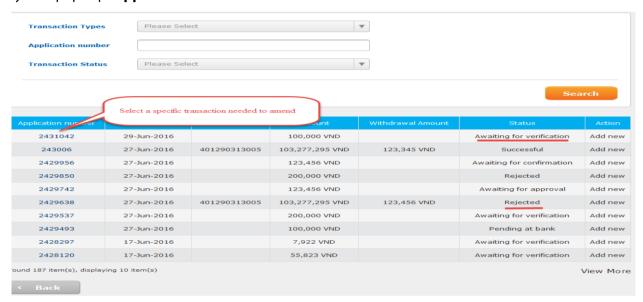
Request completed.

2.2. Edit Opening TD transaction

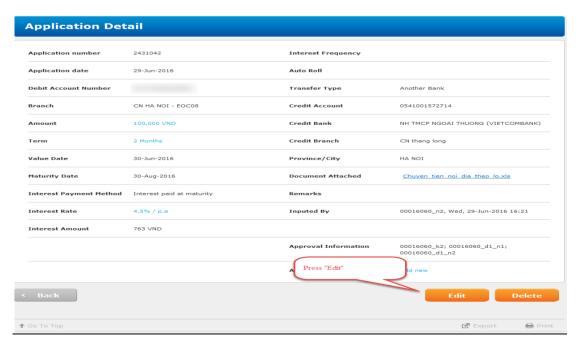
Status can be edited: "Awaiting for verification", "awaiting for approval (level 1)"- when customer does not have "verifier" level, "successful" and value date> transaction date or value date = transaction working day and before 3pm; "Dismissed", "rejected".

<u>Case 1</u>: Edit transactions which status is "awaiting for verification", "awaiting for approval", "Dismissed", "rejected"

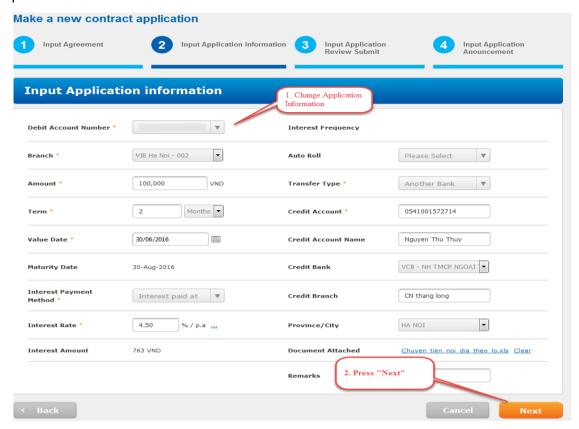
Step 1: Start at screen: **"View Term Deposit Applications**", choose transaction need to be edited --> system pops up **"Application detail"**



Step 2: Press "**Edit"** --> system appears the screen "**Open new Time Deposit Application"** with original data



Step 3: Edit the opening TD contract (similar to the steps for opening new term deposit contract) --> press "Next"



Note: After edit, the original transaction status will be "**Cancelled**" and new transaction status will be "awaiting for verification" or "awaiting for approval". With "Dismissed" transaction, the original status is still unchanged.

Case 2: Edit transactions which status is "successful"

Step 1 and step 2: the same case 1. After edit, new transaction status is "awaiting for verification" or "awaiting for approval". The original still be "successful".

Step 3: Authorize transaction

Step 4: The Bank accepts new transaction arose because of [require updating Term Deposit Contract] success. Now, new transaction status is "successful" and the original is "**Cancelled**".

2.3. Delete "Open Term Deposit Application"

The transaction status can be deleted such as: "awaiting for verification"; "awaiting for approval (level 1)" – when customer does not have "verifier" level; "successful" and value date > transaction date or value date = transaction working day and before 3 pm; "Dismissed", "rejected"

After successful deleting, the status of transactions as below:

- For original transaction with status "awaiting for verification", "awaiting for approval", "Dismissed", "rejected". Its original status is: "Cancelled"
- Deleting "successful" transaction --> system will create new transaction with "awaiting for verification" or "awaiting for approval" status and the status of original is still "successful". The status of original transaction is only update "Cancelled" when new transaction is approved

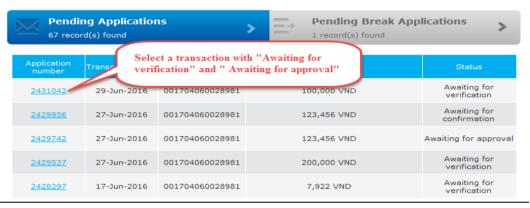
successfully by the Bank.

2.4. Verify/ Approve opening TD transaction

Allow corporate clients to verify /approve **single/ bulk** Opening TD transaction. The system only allows verifying, authorizing Opening TD transaction in the future or before 3pm working day of VIB for transaction effected in the same day.

<u>Case 1:</u> Verify/ approve single Opening TD transaction

Step 1: From homepage, choose tab "**Pending Application**" or go to Menu **Instruction/Term Deposits/ View Term Deposit Applications** --> choose the transaction need to be verified/ authorised

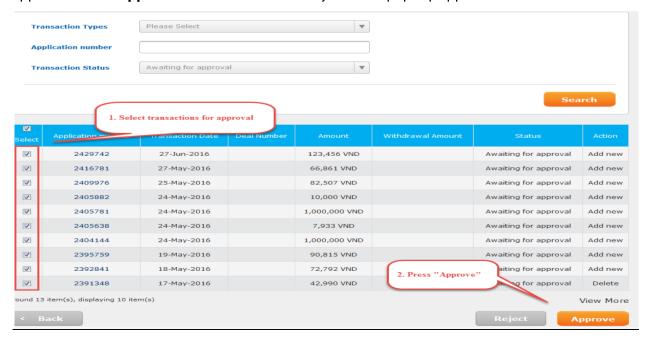


Step 2: Click transaction number, the screen will pop up transaction detail in order to verifier/ authoriser to check/ approve.

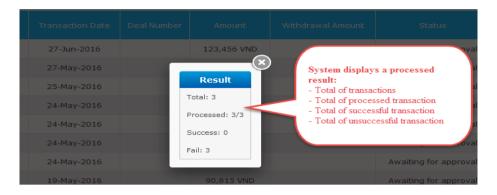
Step 3: Approve transaction-->system pop up notice "The application has been submitted to the bank"

Case 2: Verify/ approve bulk Opening TD transaction

Step 1: From the screen "**View Term Deposit Applications**" --> choose the transaction need to be approved. Press "**Approve"** --> Enter OTP --> The system will pops up approval confirmation



Step 2: Press "**Save**" on Popup Confirmation--> the system pops up result: total of transactions, processed transactions, total of successful transactions, total of failed transactions. *Note: failed transactions mainly related to value date of transaction.*



2.5. Reject Opening TD transaction

<u>Case 1:</u> Reject single Opening TD transaction

Step 1: From homepage, choose tab "**Pending Application**" or from screen "**Instruction/Term Deposit/View Term Deposit Applications**"--> choose the transaction need to be rejected.

Step 2: Press "**Reject"** and enter OTP --> the system pops up need to be "rejected reason";

Step 3: Enter rejected reasons--> press "**Save**" --> system pops up notice "The application has been successfully rejected" and transaction status is "rejected"

<u>Case 2</u>: Reject **bulk** Opening TD transaction

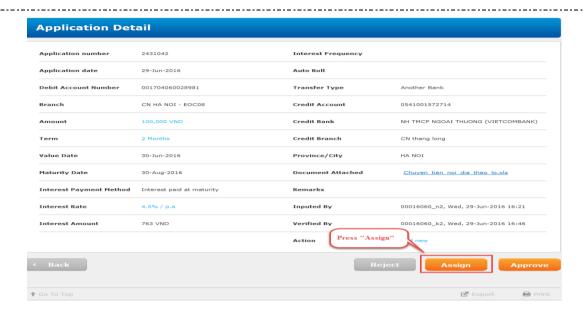
Step 1: From screen "View Term Deposit Applications" --> choose the transaction need to be rejected, press "reject" and enter OTP--> system pops up "rejected reason"

Step 2: Enter rejected reasons --> press "**Save**" --> the system pops up "result", transaction status is "rejected"

2.6. Assigning Opening TD transaction

Allow corporate clients to assign Opening TD transaction between the same verifier/ authoriser level users. This function is only applied when inputter chose authorization level at inputting TD step.

Step 1: Choose one transaction from screen "Instruction/Term Deposit/View Term Deposit **Applications"** --> the system pops up screen "application detail", press "assign"--> the system pops up information about authoriser

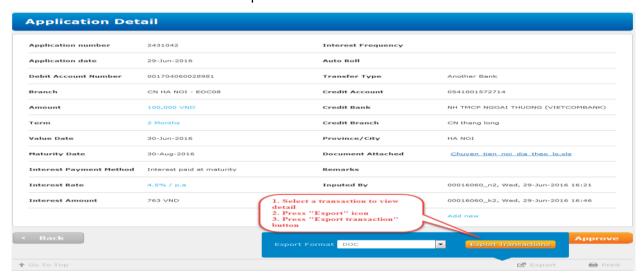


Step 2: Choose the user in the list --> Press "assigned reason" --> Press "Save"

Note: The transaction will be deleted out of list at screen "View Term Deposit Applications" of the person who assign and appear in screen "View Term Deposit Applications" of person who is assigned.

2.7. Export Term Deposit contract

Choose TD transaction --> the system show screen "Application Detail" --> Press symbol "**export**" --> Choose "DOC." file format --> Press "Export transaction".



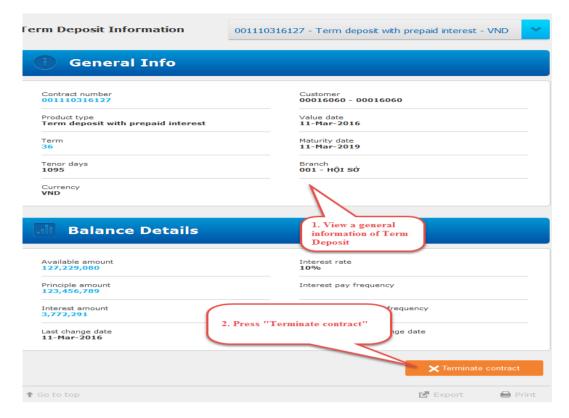
The system allows users to download TD contract with the content of term and condition between the Bank and the Customer.

3. Terminate deposit contract

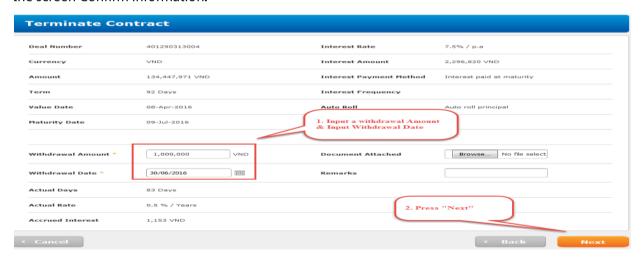
3.1. Create transaction

Step 1: From Tab "**Home Page**" -> Choose item "**Term Deposit**" -> Choose a deposit contract which need to terminate -->System opens the screen "**Term deposit Information**" Or from Tab "**Instruction/Term Deposit**" -> choose a deposit contract from the list "**Term Deposit information**".

Note: System does not allow terminating contract with prepaid interest method.



Step 2: Input "Withdrawal amount" -> Choose "Withdrawal date" -> Press "Next" -> System will pop up the screen Confirm information.



Note: If withdrawal date is current working day, system will only allow creating transaction before the time of 3 p.m.

- Step 3: Choose "Approval level" (if any) -> Press "Submit"
- **Step 4:** System will show the warning "Non-term deposit interest will be applied to withdrawal amount. Do you want to continue?" Press "OK"
- Step 5: System will show the warning "The application has been submitted to the next approval level"

Note: Termination transaction does not need to be verified and will be sent to the next approval level.

3.2. Edit TD contract termination transaction

Allow editing the contract termination transaction to terminate TD contract before maturity date with transaction status as following: "awaiting for verification" (when transaction is not influenced by any approval level); "Successful" and effective date > current date or effective date = current working date and before 3p.m; "Rejected", "Dismissed".

Case 1: Edit transaction with status "awaiting for approval", "Dismissed", "Rejected"

Step 1: From the screen "**View Term Deposit Applications**", choose the transaction need to be edited --> System will pop up the screen "Transaction detail"

Step 2: Press "**Edit**"-> System will pop up the screen [**Open new term deposit**] with data fields showing that the content of original transaction.

Step 3: Change term deposit information -> Press "Next"

Step 4: After **editing** original transaction -> System will update the status of **original transaction** into "Cancelled" and create a **new transaction** with status "awaiting for approval"

Note: With transaction of the "Dismissed" status, the status of the original transaction is unchanged.

Case 2: Edit the transaction with status "Successful"

Step 1, 2 and 3: Similar to case 1

Step 4: After editing original transaction with "Successful" status, new transaction status is "awaiting for approval" and original transaction keeps "Successful" status unchanged.

Step 5: At side of client and the bank, implement to approve new transaction arising due to "request to update contract termination" successful. The new transaction status is "**Successful**"; original transaction status is "**Cancelled**".

3.3. Delete transaction of contract termination

Allow deleting transaction of TD contract termination with such transaction status as "awating **for approval**", "**Successful**" with withdrawal date > current date or withdrawal date = current date and before 3p.m, "**Dismissed**", "**Rejected**".

Steps to make are similar to deleting opening new TD transaction.

3.4. Approve/Reject transaction of TD termination

Allow corporate clients to approve/reject transaction of TD contract termination before maturity date according to **single or bulk** form. System only allows to approve transaction of contract termination with withdrawal date > current date or withdrawal date = current date and before 3 p.m.

Case 1: Approve/Reject single transaction of contract termination

Step 1: From "Home page" screen, choose Tab "Pending Break Application" or from the screen "Instruction/Term Deposit/View Term Deposit Applications" -> choose transaction "Awaiting for approval" -> System will pop up the screen [Application Detail]



Step 2: To approve the transaction, press "**Approve**" -> System will pop up the confirmation -> Press "OK" on popup confirm -> Transaction will be sent to the next approval level. When the final authorizer approves transaction, the transaction will be moved to the Bank. Status of transaction is "**Pending at bank**"

To reject the transaction, press "Reject" -> System will pop up to input "Reason to reject" -> Input the reason to reject -> Press "Save" -> the transaction is rejected successfully. The transaction status is "Rejected"

<u>Case 2</u>: Approve/Reject the transaction of **bulk** contract termination

Step 1: From the screen "View Term Deposit Applications" -> Choose transactions need to be processed-> Press "Approve"/" Reject" -> pop up shows approval confirmation/ Reason to reject.

Step 2: In case of transaction **approval:** Press "**Save**" on Confirmation pop up -> System will show the popup of the result of process: Total of transactions, Processed, Total of successful transactions, Total of failed transactions. Successful transactions will be stayed in the status "**Pending at bank**" at the screen "View Term Deposit Applications"

Note: Failed transactions mainly related to incorrect withdrawal date.

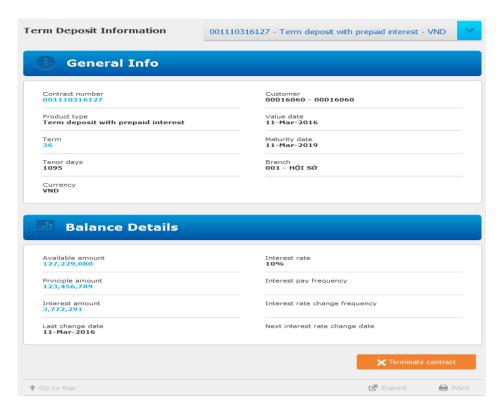
In case of **reject**: Input the reason to reject -> Press "**Save**"-> System will pop up "Processed result", the transaction status "**Rejected**"

3.5. Assign transaction of TD contract termination

This function allows corporate clients to assign transaction of TD contract termination between the same approval levels. Steps are made similarly to assignment function of opening TD transaction.

4. Enquire information of term deposit

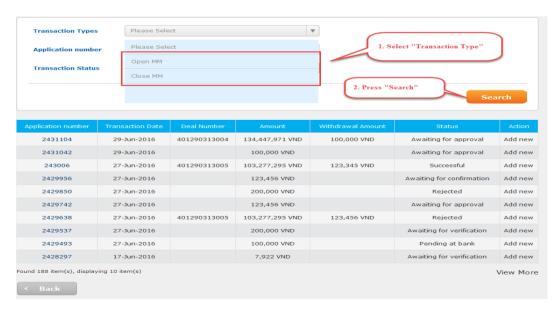
Choose tab "Instruction" -> Press item "Term deposit" -> System will pop up the screen "Term deposit information"



5. Manage term deposit

Allow corporate clients enquire term deposit information and term deposit termination according to criteria to look up, at the same time, allows verifiers/authorizers to verify/approve **bulk** transaction. Enquire opening TD transactions and contract TD termination transactions according to criteria as follows:

- a) Transaction type: Open MM (open TD contract), Close MM (terminate TD contract)
- b) Application number
- c) Transaction status



Transaction status includes:

- Awaiting for verification: Transaction is waiting for verifier level.
- Awaiting for approval: Transaction is waiting for approval level.
- Rejected: The transaction is rejected by verifier/approval level
- Pending at bank: Transaction is sent to the Bank successfully.
- Successful: Transaction is approved by the Bank or client approves transaction edited by the Bank.
- Dismissed: Transaction is rejected by the Bank.
- Awaiting for confirmation: Transaction is edited by the Bank and waiting for client to approve or reject.
- Cancelled: Original transaction is deleted or edited by Inputter.