



JAFZA

Request PDC Extension or Recall User's Manual

دبي التجارية
DUBAI TRADE

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved. This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Request PDC Extension or Recall

Table Designs

DOCUMENT DETAILS

Document Name	Request PDC Extension or Recall
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 rd December 2025
Current Version	1.0

*This service allows customers to request (Post Dated Cheques) **PDC Extension** or **PDC Recall**, which are already submitted to JAFZA.*

Process:

1. The below screen will be displayed. Click on "**Create**" to begin and choose:
 - a. **PDC Extension** for extension.
 - b. **PDC Recall** for recall.

Welcome -
Last Login - 16-Sep-2025 12:41:55

DP WORLD PZ PDC
Search
Reset

Search PDCs

Business Unit Name*	Customer Account Number	Customer Account Name	Request Number	From Date	To Date
<input style="width: 100%; height: 25px;" type="text"/>					
Approval Status	PDC Type				
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>				

Search
Reset

PDC Request

Request Number	Request Type	Business Unit	Customer Number	Approval Status	Maturity Date	Receipt Number	Receipt Date	Lease Number	Lease Start Date	Lease End Date	Charge Invoice Id	Charge Invoice Number	Invoice Status	Create Date
Create Refresh														

Search PDCs

Business Unit Name*	Customer Account Number	Customer Account Name	Request Number	From Date	To Date
<input style="width: 100%; height: 25px;" type="text"/>					
Approval Status	PDC Type				
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>				

Search
Reset

PDC Request

Request Number	Request Type	Business Unit	Customer Number	Approval Status	Maturity Date	Receipt Number	Receipt Date	Lease Number	Lease Start Date	Lease End Date	PDC Extension	PDC Recall
2221	Recall	Z		Pending Approval								
2203	Recall	Z		Approved								3001
2202	Recall	Z		Rejected								300K
2201	Extension	Z		Pending Approval					14-Aug-2025	28-Aug-2025		

PDC Extension process:

1. Company information will be displayed. Enter the Lease Start Date and End Date. Click on "Search" to retrieve records.

Search For Extension

Business Unit Name*	Customer Account Number*	Company Name	Account Manager	Company Contact	Address	Total Non-Portal Balance	Total Portal Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lease Number	Receipt Number	Receipt Date	Maturity Date	Document Number	Lease Start Date *	Lease End Date *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01-Aug-2025 <input type="button" value="Calendar"/>	30-Sep-2025 <input type="button" value="Calendar"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

2. List of available PDCs will be displayed. Choose the **receipt/cheque number** and specify the **proposed cheque maturity date**.

Search For Extension

Business Unit Name*	Customer Account Number*	Company Name	Account Manager	Company Contact	Address	Total Non-Portal Balance	Total Portal Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lease Number	Receipt Number	Receipt Date	Maturity Date	Document Number	Lease Start Date *	Lease End Date *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01-Aug-2025 <input type="button" value="Calendar"/>	30-Sep-2025 <input type="button" value="Calendar"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

Eligible PDCs For Extension

Receipt/Cheque number	Document Number	Receipt Date	Drawee Bank	PDC Maturity Date	Cheque Amount	Lease Number	Customer Proposed Cheque Maturity Date	Finance Proposed Cheque Maturity Date	CS Proposed Cheque Maturity Date
<input checked="" type="checkbox"/> REPT-2	13	28-Aug-2025		15-Oct-2025	2500		16-Oct-2025		

3. Click on "Submit for Approval"

Search For Extension

Business Unit Name*	Customer Account Number*	Company Name	Account Manager	Company Contact	Address	Total Non-Portal Balance	Total Portal Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lease Number	Receipt Number	Receipt Date	Maturity Date	Document Number	Lease Start Date *	Lease End Date *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01-Aug-2025 <input type="button" value="Calendar"/>	30-Sep-2025 <input type="button" value="Calendar"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>							

Eligible PDCs For Extension

Receipt/Cheque number	Document Number	Receipt Date	Drawee Bank	PDC Maturity Date	Cheque Amount	Lease Number	Customer Proposed Cheque Maturity Date	Finance Proposed Cheque Maturity Date	CS Proposed Cheque Maturity Date
<input checked="" type="checkbox"/> REPT-2	131	28-Aug-2025		15-Oct-2025	2500		16-Oct-2025		

4. Enter your comments then click on "confirm" to proceed with submission.

Do you want to submit the request ?

Comments: extension

5. Click on "Search" to see your transaction history such as PDC Extension and/or Recall.

Search PDCs

Business Unit Name*	Customer Account Number	Customer Account Name	Request Number	From Date	To Date
Approval Status	PDC Type				

PDC Request

Request Number	Request Type	Business Unit	Customer Number	Approval Status	Maturity Date	Receipt Number	Receipt Date	Lease Number	Lease Start Date	Lease End Date	Charge Invoice Id
2221	Recall			Pending Approval							
2203	Recall			Approved							300C
2202	Recall			Rejected							300C
2201	Extension			Pending Approval					14-Aug-2025	28-Aug-2025	

PDC Recall process:

1. Company information will be displayed. Enter the **Company Address** and **courier location**. Click on "**Search**" to retrieve records.

Search For Recall/Replacement

Business Unit Name *	Customer Account Number *	Company Name	Account Manager	Company Contact	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Non-Portal Balance 19365	Total Portal Balance -93117.66				
Communication Address * <input type="text"/> Address City in * <input checked="" type="radio"/> Freezone <input type="radio"/> Dubai		Lease Number	Receipt Number	Receipt Date	Maturity Date
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

Eligible PDCs For Recall

<input type="checkbox"/> Receipt/Cheque number	Document Number	Receipt Date	Drawee Bank	PDC Maturity Date	Cheque Amount	Lease Number
No data to display.						

2. List of available PDCs will be displayed. Choose the **receipt/cheque number** then click on "**Submit for Approval**"

Search For Recall/Replacement

Business Unit Name *	Customer Account Number *	Company Name	Account Manager	Company Contact	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Non-Portal Balance	Total Portal Balance				
Communication Address * <input type="text"/> Address City in * <input checked="" type="radio"/> Freezone <input type="radio"/> Dubai		Lease Number	Receipt Number	Receipt Date	Maturity Date
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>					

Eligible PDCs For Recall

<input type="checkbox"/> Receipt/Cheque number	Document Number	Receipt Date	Drawee Bank	PDC Maturity Date	Cheque Amount	Lease Number
<input type="checkbox"/> REPT-2	13	28-Aug-2025		15-Oct-2025	2500	

Attachments

3. Enter your comments then click on "**confirm**" to proceed with submission



