



دبي التجارية
DUBAI TRADE

JAFZA

Request PDC Extension or Recall User's Manual

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 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	Charge Invoice Number	Invoice Status	Create Date
2221	Recall	Z		Pending Approval										
2203	Recall	Z		Approved									3001	
2202	Recall	Z		Rejected									3000	
2201	Extension	Z		Pending Approval					14-Aug-2025	28-Aug-2025				

Search PDCs

Business Unit Name* Customer Account Number Customer Account Name Request Number From Date To Date

Approval Status PDC Type

PDC Request

PDC Extension
PDC Recall

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 -93117.66

Lease Number Receipt Number Receipt Date Maturity Date Document Number Lease Start Date 01-Aug-2025 Lease End Date 30-Sep-2025

Search 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 -93117.66

Lease Number Receipt Number Receipt Date Maturity Date Document Number Lease Start Date 01-Aug-2025 Lease End Date 30-Sep-2025

Search 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

Lease Number Receipt Number Receipt Date Maturity Date Document Number Lease Start Date 01-Aug-2025 Lease End Date 30-Sep-2025

Search 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		

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

Do you want to submit the request ?

Comments extension

Confirm Cancel

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

Search

Reset

▼ PDC Request

Create

Refresh

	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							300K
🔍	2202	Recall			Rejected							300K
🔍	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 Submit for Approval Back

Business Unit Name * Customer Account Number * Company Name Account Manager Company Contact Address

Total Non-Portal Balance Total Portal Balance

19365 -93117.66

Communication Address * Address City in * ☒ Freezone ☐ Dubai

Lease Number Receipt Number Receipt Date Maturity Date Document Number

Search Clear

Eligible PDCs For Recall

<input type="checkbox"/> Receipt/Cheque number	<input type="checkbox"/> Document Number	<input type="checkbox"/> Receipt Date	<input type="checkbox"/> Drawee Bank	<input type="checkbox"/> PDC Maturity Date	<input type="checkbox"/> Cheque Amount	<input type="checkbox"/> 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 Submit for Approval Back

Business Unit Name * Customer Account Number * Company Name Account Manager Company Contact Address

Total Non-Portal Balance Total Portal Balance

Communication Address * Address City in * ☒ Freezone ☐ Dubai

Lease Number Receipt Number Receipt Date Maturity Date Document Number

Search Clear



Eligible PDCs For Recall

<input type="checkbox"/> Receipt/Cheque number	<input type="checkbox"/> Document Number	<input type="checkbox"/> Receipt Date	<input type="checkbox"/> Drawee Bank	<input type="checkbox"/> PDC Maturity Date	<input type="checkbox"/> Cheque Amount	<input type="checkbox"/> Lease Number
<input checked="" 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

Do you want to submit the request ?

Comments Recall  

Confirm Cancel

