



دبي التجارية
DUBAI TRADE

PDC Extension and PDC Recall User's Manual

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Table Designs

DOCUMENT DETAILS

Document Name	PDC Extension & Recall
Project Name	
Business Unit	Dubai Auto Zone (DAZ)
Author(s)	DT Training Dept.
Last Updated Date	1 st October 2025
Current Version	1.0

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

Navigation:

1. Login to your Dubai Trade account
2. Navigate to the menu and go to **Lease**
3. Then go to **Fusion Apply for PDC Extension**

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
Rashid.Alqa

Search PDCs
Search Reset

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	Charge Invoice Number	Invoice Status	Create Date
2221	Recall	Z		Pending Approval										
2203	Recall	Z		Approved									3000	
2202	Recall	Z		Rejected									3000	
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 -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
☒ 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
☒ 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

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** as "Freezone" or "Dubai". 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

☐ 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 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

☐ Receipt/Cheque number	☐ Document Number	☐ Receipt Date	☐ Drawee Bank	☐ PDC Maturity Date	☐ Cheque Amount	☐ Lease Number
☒ 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

