



دبي التجارية  
DUBAI TRADE

# *PDC Extension and PDC 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.



# Table Designs

## DOCUMENT DETAILS

Document Name	PDC Extension & Recall
Project Name	
Business Unit	Dubai Textile City
Author(s)	DT Training Dept.
Last Updated Date	1 <sup>st</sup> 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

Approval Status

Customer Account Name

PDC Type

Request Number

From Date

To Date

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									300i	
2202	Recall	Z		Rejected									300C	
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
<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	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**

<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

Confirm Cancel

