National Industries Park Request PDC Extension or Recall User's Manual

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Request PDC Extension or Recall

Table Designs

DOCUMENT DETAILS

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

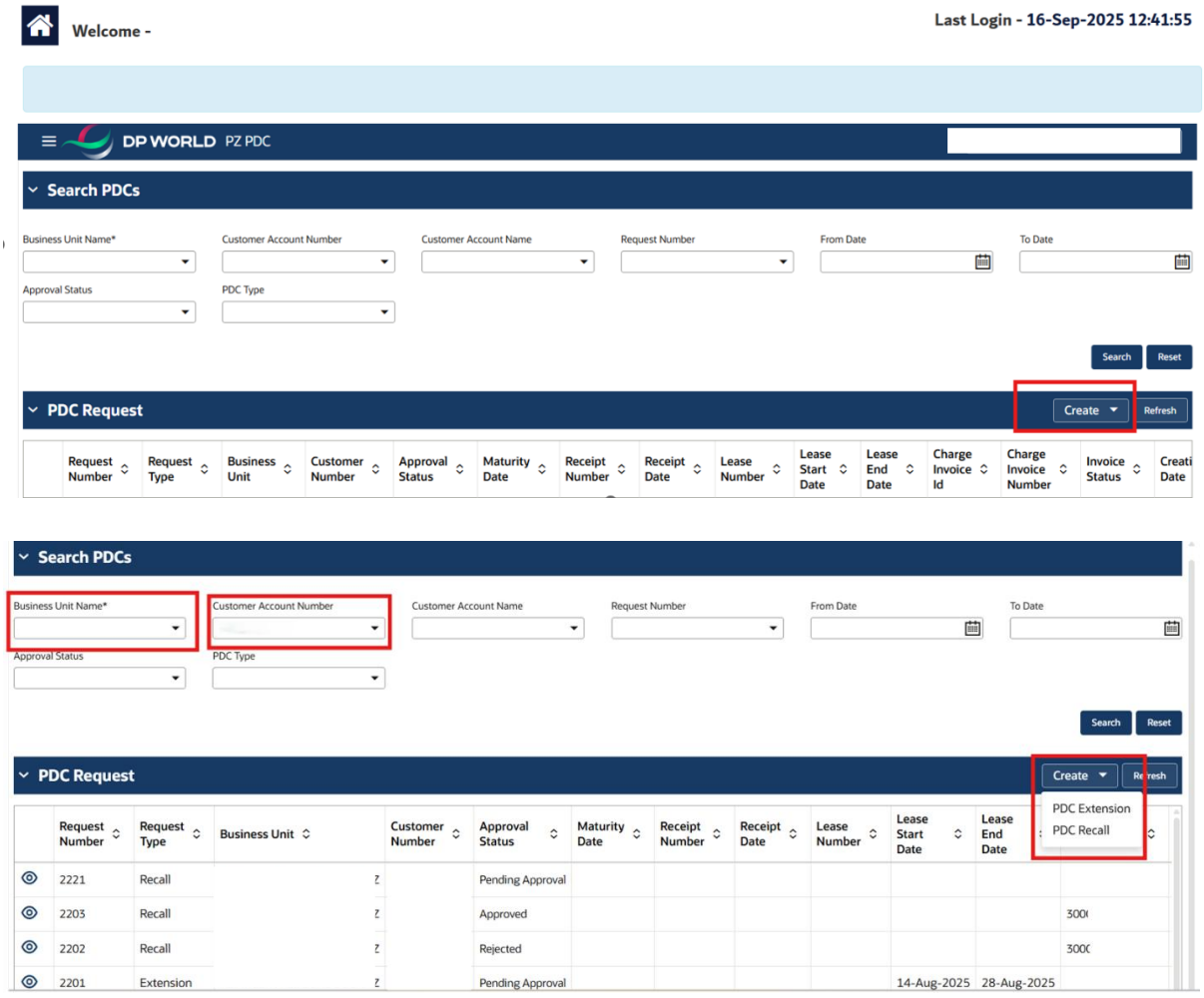
*This service allows customers to request (Post Dated Cheques**) PDC Extension** or **PDC Recall**, which are already submitted to the Authority.*

Process*:*

1. The below screen will be displayed. Click on "**Create**" to begin and choose:

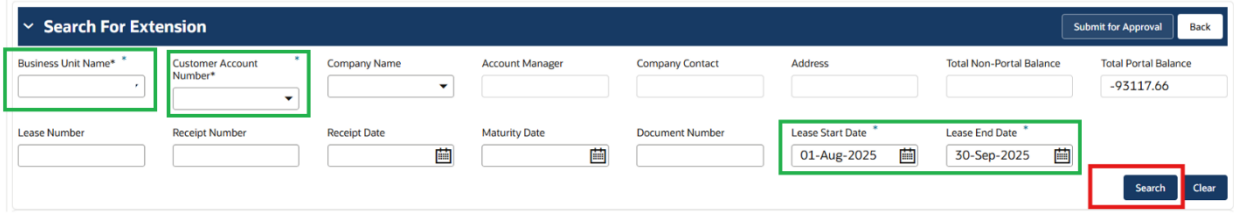
    a. **PDC Extension** for extension.

    b. **PDC Recall** for recall.

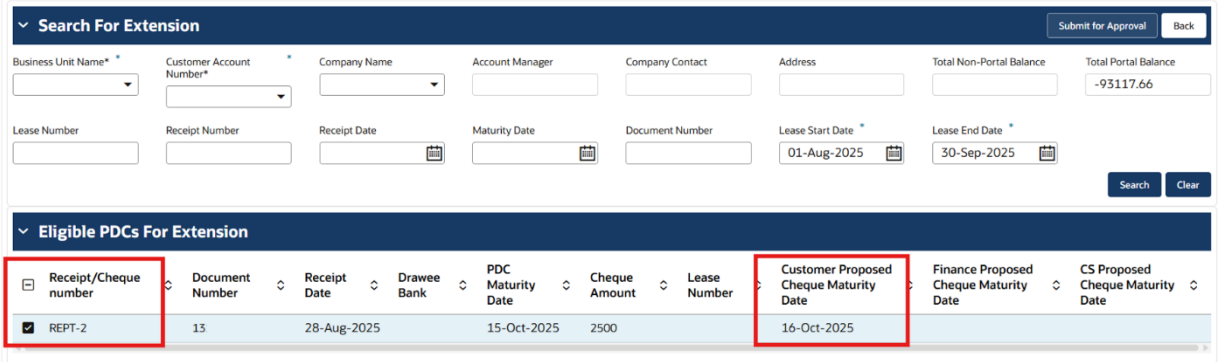


PDC Extension process:

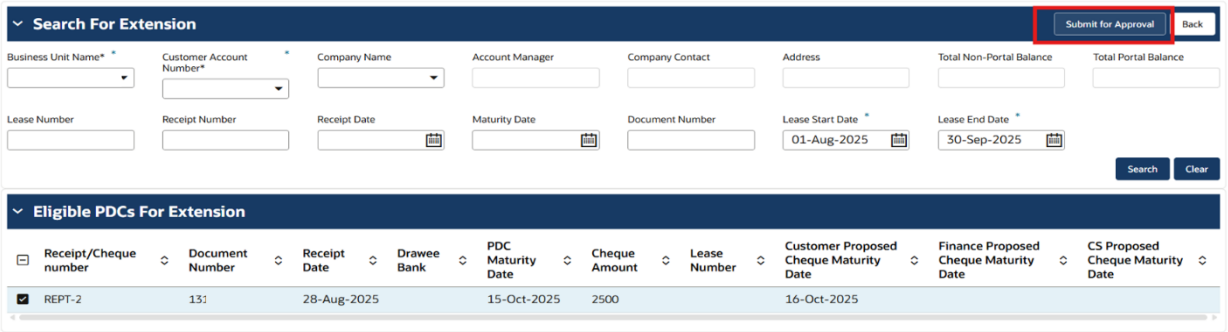
1. Company information will be displayed. Enter the Lease Start Date and End Date. Click on "**Search**" to retrieve records.



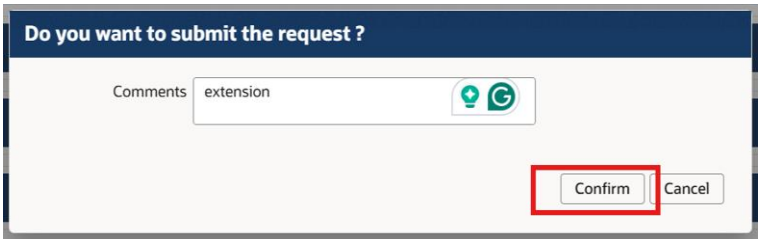
2. List of available PDCs will be displayed. Choose the **receipt/cheque number** and specify the **proposed cheque maturity date.**



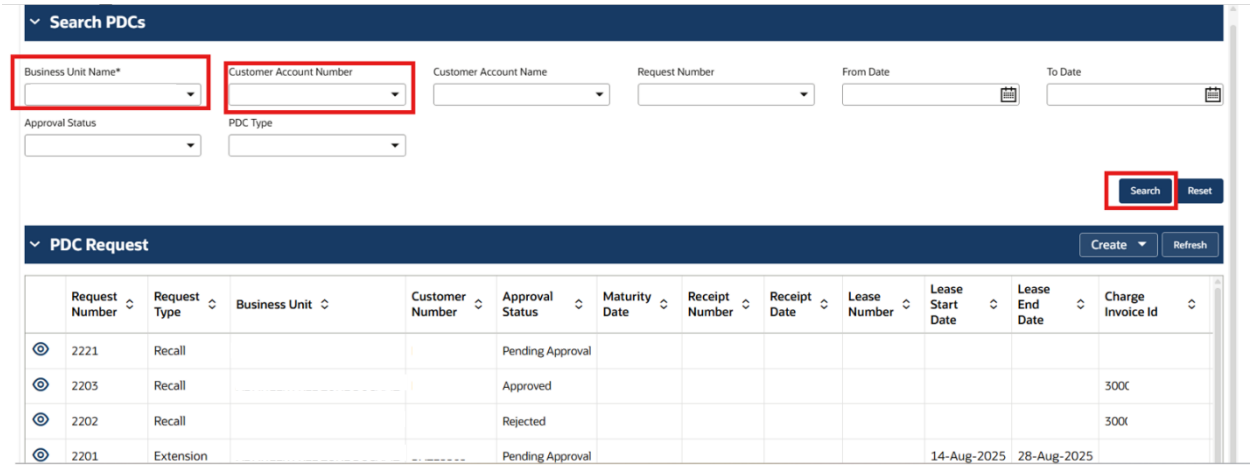
3. Click on "**Submit for Approval**"



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

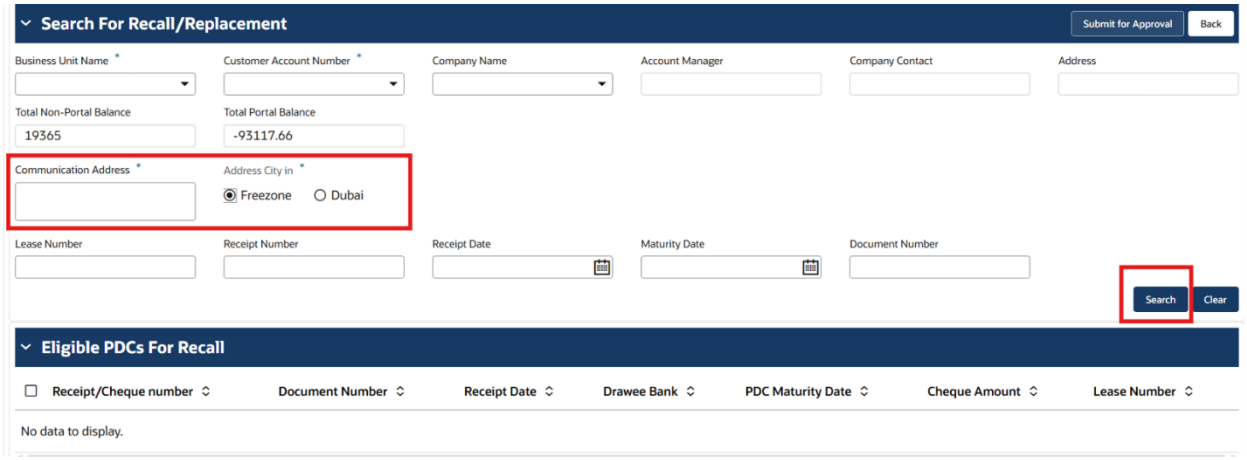


5. Click on "**Search**" to see your transaction history such as PDC Extension and/or Recall.

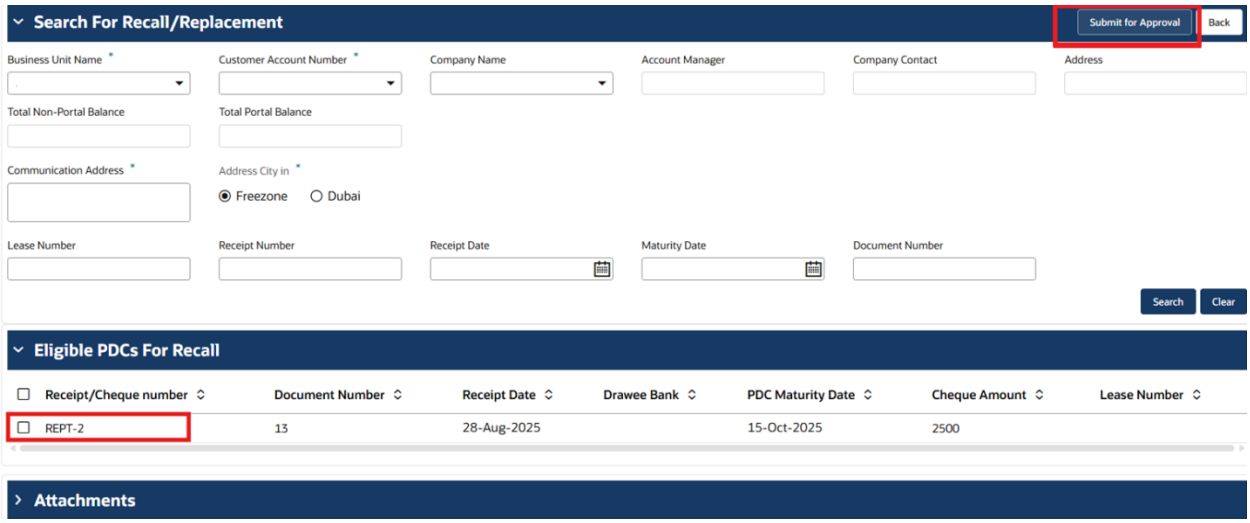


PDC Recall process:

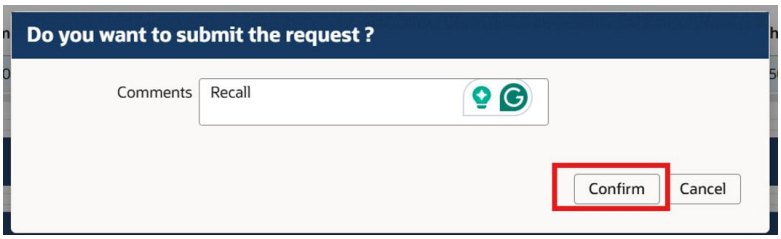
1. Company information will be displayed. Enter the **Company Address** and **courier location**. Click on "**Search**" to retrieve records.



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



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



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