

Direct Debit System Guide

Important Notes

- Direct Debit System (DDS) option is only available for member companies who have opted for following:
 - Business Packages – New Company Setup
 - Have Leasing units in DMCC Business Centre, Commercial Towers and Detached Retail
- In case of Leasing Units, you can opt in for DDS for services such as New Lease, Lease Renewal, Rental Payment for DMCC Business Centre, Rental payment of DMCC Leases & Service Charge.
- Processing time for DDS mandate is 5 working days, subject to Central Bank approval.
- You can opt for currently ongoing leases, provided you have contacted your leasing agent 15 days prior to next due date of payment.
- You can cancel DDS for ongoing leases, provided you have contacted your leasing agent 15 days prior to next due date of payment.
- DDS will automatically expire after lease term expiry and stop debiting.
- You have the option to choose debit frequency between annually, semi annually, quarterly or monthly mode.
- Scanned file to be uploaded should be compulsorily in PDF format.

How to opt for DDS?

Follow below steps to opt in for DDS in case of 'Pricing Package Subscription' 'Lease Rent Payment' and 'Lease Service Charge' mandate types

1. Login to [member portal](#)
2. There are 3 options in which you can opt in for DDS
 - Option a)** Go to 'My Actions' → 'DDS Payment Option' category and click on 'Enrol'

The screenshot shows the DMCC member portal interface. The top navigation bar includes 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', 'IDEAS', 'MANAGE DDS', and 'MY ESIGN'. A sidebar on the left lists various services like Employee Services, Company Services, Member Services, Property Services, Value Added Services, Compliance Services, and Online Booking. The main content area features a 'My Actions' table with columns for SR Number, Category, Action Details, Due Date, and Required Action. The first row in the table has a yellow box highlighting the 'Enrol' button. Below the table are navigation buttons for 'My Company', 'My Employees', 'My Reports', 'My Requests', and 'My Cases'.

SR Number	Category	Action Details	Due Date	Required Action
	DDS Payment Option	DDS Register for Package Subscription - SRP-111295...	Due Now	Enrol Skip X
4464249	Pending Step	Doc pending from 91 Days -Confirmation Letter from L...	Due Now	Review Step →
4501788	Pending Step	DDS Mandate - Re-upload DDS Document	Due Now	Review Step →

- Option b)** Go to 'MANAGE DDS' from home tab and click on 'New Mandate'

Direct Debit System Guide

MY EMPLOYEES

MY REPORTS

MY REQUESTS

MY CASES

IDEAS

MANAGE DDS

MY ESIGN

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

New Mandate

Option c)
'continue'

Click on 'Top-up Balance' → select 'Register for DDS Mandate' payment method → click on

DMCC Help Centre

HOME MY COMPANY MY EMPLOYEES MY REPORTS MY REQUESTS MY CASES IDEAS MANAGE DDS MY ESIGN

Employee Services
Company Services
Member Services
Property Services
Value Added Services
Compliance Services
Online Booking

Portal Balance

Portal Balance	9,905.31	AED
Visa Deposit Utilised	0.00	AED
Account Name	AGROCORP DMCC	
Visas Used/ Visas Allowed	0 / 4	

Top-up Balance
View Online Receipts

AGROCORP DMCC

Announcements: No announcement available yet!

My Actions View All

SR Number	Category	Action Details	Due Date	Required Action
	DDS Payment Option	DDS Register for Package Subscription - SRP-111295...	Due Now	Enrol → Skip X
4464249	Pending Step	Doc pending from 91 Days -Confirmation Letter from t...	Due Now	Review Step →
4501788	Pending Step	DDS Mandate - Re-upload DDS Document	Due Now	Review Step →

<< Back 1 Next >>

My Company My Employees My Reports My Requests (14) My Cases

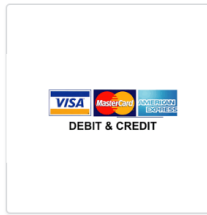
Direct Debit System Guide

DMCC - Customer Portal Topup
Payments

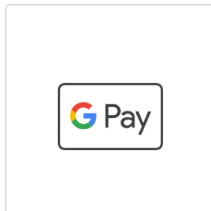
Select Payment Method



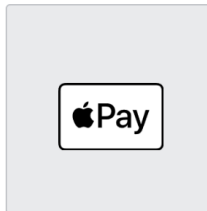
Bank Transfer



Payment by Cards



Google Pay



Apple Pay



Register for DDS
Mandate

Continue

3. Select required DDS Mandate type

4501895

94

91

89

768

CITI Bank

- **Package Subscription:** In case you are opting for Pricing Package Instalment. Please note that this will be one-time payment.
- **Lease Rent Payment:** In case you are opting for Lease Rent payment
- **Lease Service Charge:** In case you are opting for Lease Service Charge Payment

4. All your relevant details will auto populate, please check for accuracy and click on 'Next'

Direct Debit System Guide

DDS Mandate

OIC: 12345678

Originator Name: DMCC

Primary Sponsoring Bank: Emirates NBD Bank PJSC

Consumer Premises: [Empty]

Customer Type: [Empty]

Customer ID Type: TRDLN - Trade License Number

Customer ID Number: DMCC-808256

Previous **Next** Save

5. Fill in the mandatory fields and click on 'Save'

DDS Mandate

*Bank Name: Name of Bank

*Title of Account: Name of Company

Account Type: Current/Savings

*IBAN Number: [Empty]

*Mobile Number: [Empty]

*Email Address: [Empty]

Commences on: [Empty]

Expires on: [Empty]

Amount Type: [Empty]

Payment Frequency: [Empty]

Fixed Amount 1: [Empty]

Fixed Amount 2: [Empty]

*Currency ISO Code: UAE Dirham

Previous Next **Save**

6. Saved DDS Mandate will be shown in draft status, click on 'Print' to view the document and get a print-out to sign it

Direct Debit System Guide

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

[New Mandate](#)

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-00074	Mandate Registration						Draft	Print Edit Upload

7. Add the payee name, bank account holder's signature and date in highlighted section (shown in yellow)

Direct Debit Authority Others توكيل الخصم المباشر آخرون		الأصم المباشر DIRECT DEBIT UAEDDS / DDAO / Rev20140131		DMCC																							
OIC	1	8	0	0	0																						
Originator Name	DMCC																										
Primary Sponsoring Bank	026	EMIRATES NBD BANK P.JSC																									
DDA Purpose Code		5	0	0	إزمن توكيل الخصم المباشر																						
Consumer/Premises/etc*	136890WILDD5000105				المتك / المبني / الخ																						
Customer Type*	Individual <input type="checkbox"/> فردي		Non-Individual <input checked="" type="checkbox"/> غير فردي			نوع العميل																					
Customer ID Type* + Number*	TRDLN	D	M	C	C	- 0 9 7 2 9 1	نوع بطاقة تعريف العميل + الرقم																				
1* Bank Name	Abu Dhabi Commercial Bank				1 اسم البنك																						
2* Title of Account	Wilben DMCC				2 اسم الحساب																						
3* Account Type	Current/Savings Account <input checked="" type="checkbox"/> حساب جاري / حساب توفير		Credit Card <input type="checkbox"/> بطاقة ائتمان			3 نوع الحساب																					
4* IBAN / Card Number	A	E	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	1	2	3	رقم الحساب الدولي / رقم البطاقة			
5 Mobile Number	0	5	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	رقم الهاتف المحمول	
6 Email Address	e@e.e				6 عنوان البريد الإلكتروني																						
7* Issued for	Rent Payment				7 صدر لـ																						
8* Commences On		1	5	/	0	7	/	2	0	2	2															8 تبدأ في	
9* Expires On		3	0	/	0	1	/	2	0	2	3															9 تنتهي في	
10* Fixed/Variable Amount	Fixed <input checked="" type="checkbox"/> ثابت				Variable <input type="checkbox"/> متغير			10 المبلغ الثابت / المتغير																			
11* Payment Frequency	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Half Yearly <input checked="" type="checkbox"/>	Annually <input type="checkbox"/>	One Time <input type="checkbox"/>	Others <input type="checkbox"/>	11 طريقة الخصم																		
12* Fixed Amount 1 / Minimum Amount																											12 المبلغ الثابت / الأدنى
13* Fixed Amount 2 / Maximum Amount																											13 المبلغ الثابت / الأقصى
14* Currency Code	AED				14 رمز العملة																						
Agreement and Authorization By signing in the box below, I/we instruct and authorise you to pay Direct Debits from my/our account to the Creditor at its account with the Creditor Bank on the basis of the information provided in this Mandate, and in accordance with the terms and conditions of this Mandate set out in the form, the Rules of the UAEDDS and any additional terms and conditions governing my bank accounts or relationship with you. Where this Mandate is being signed by a corporate entity, the undersigned is an authorized signatory for the entity. I/we confirm I/we have read and understood the terms and conditions applying to this Mandate as set out in this form.													اتفاقية وتوكيل بالتوقيع داخل المربع أدناه، فإننا نطلب منكم دفعات الخصم المباشر من حسابي/حسابنا إلى الدائن في صيغة "أصم مباشر" بناءً على المعلومات الواردة في هذا التفويض، وبموجب شروط وأحكام الصيغ الموضحة أعلاه في هذا التفويض، وبموجب قواعد نظام الإذات المصرف المباشر وأي شروط وأحكام حسابي البنكية أو علاقةي معكم وفي الحالة التي يتم التوقيع فيها على هذا التفويض بواسطة شركة، فإن الموقع أدناه هو الشخص المسؤول بالتوقيع نيابة عن الشركة. إننا نؤكد/نحن نؤكد أننا قد قرأنا وتفهمنا الشروط والأحكام المتعلقة حتى هذا التفويض جيداً أو منسوخين عليها في هذا التفويض.														
Payer Name, Signature & Date* اسم الدافع، التوقيع والتاريخ*													Signature Verified التوقيع			Name / الاسم											
I/We have read and understood the term and conditions printed overleaf. لقد قرأت/قرأنا وتفهمنا الشروط والأحكام الواردة في الصفحة التالية.													Signature / التوقيع														
<input type="checkbox"/> I have / <input checked="" type="checkbox"/> I have not left the Minimum amount as blank													<input type="checkbox"/> I have / <input checked="" type="checkbox"/> I have not left the Maximum amount as blank														

8. Scan the signed printout with minimum resolution of 95 DPI (Dots per Inch) and click on 'Upload' to upload the same.

Direct Debit System Guide

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

[New Mandate](#)

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000074	Mandate Registration						Draft	Print Edit Upload

9. Click on 'Upload Files', attach the scanned copy and click on 'Upload Attachment'.

Upload and Submit DDS

Upload and Submit the signed DDS attachment:

[Upload Files](#) Or drop files

DDSMandatePreview.pdf

[Upload Attachment](#)

10. Mandate is now automatically submitted for Finance queue awaiting verification. Status of the mandate will be shown as 'Submitted'.

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000074	Mandate Registration						Submitted	View

Direct Debit System Guide

How to opt for Business Centre lease Renewal DDS?

1. Click on 'Property Services'

The screenshot shows the DMCC portal interface. The top navigation bar includes 'HOME', 'MY COMPANY', 'MY EMPLOYEES', 'MY REPORTS', 'MY REQUESTS', 'MY CASES', 'IDEAS', 'BUSINESS APPS', 'MANAGE DDS', and 'MY ESIGN'. The left sidebar lists various services, with 'Property Services' highlighted in a red box. The main content area shows an 'Announcements' section with the message 'No announcement available yet!'. Below this is a 'My Actions' section with a table of pending tasks.

SR Number	Category	Action Details	Due Date	Required Action
.....	Pending Step	Upload Documents - Application - New company	Due Now	Review Step
.....	Pending Step	Pending submission of original documents - Linked co...	Due Now	Visit DMCC Counter
	Establishment Card Renewal	Establishment Card Expired on 11/09/2020	11/09/2020	Renew Now
	Expired Health Insurance Details	Judy Calinao - Health Insurance Expired on 22/09/2020	22/09/2020	Update Now Apply for New

2. Click on 'DMCC Business Centre Lease Renewal' and select 'Apply for DMCC Business Centre Lease Renewals'

The screenshot shows the DMCC portal interface. The top navigation bar is the same as in the previous screenshot. The left sidebar lists various services, with 'Property Services' selected. Under 'Property Services', 'DMCC Business Centre Lease Renewal' is highlighted in a red box. Below it, the option 'Apply for DMCC Business Centre Lease Renewals' is also highlighted in a red box. The main content area shows the 'Property Services' header and a sub-header 'DMCC Business Centre Lease Renewal' with the text 'Manage your DMCC Business Centre lease renewal. More property-related services are coming soon.'

Direct Debit System Guide

3. Select the required Payment Term and click on 'Save'

The screenshot shows the DMCC portal interface. The 'Payment Term' dropdown menu is highlighted with a red box and set to 'Monthly'. Below it, there is a red warning message: "If you choose 'Monthly' or 'Quarterly' payment option, click on 'Save' and fill in the Direct Debit System Mandate Registration Form (DDS Form)". The 'Save' button at the bottom of the form is also highlighted with a red box.

4. After saving, click on 'Direct Debit Registration'

The screenshot shows the DMCC portal interface after saving. The 'Direct Debit Registration' button is highlighted with a red box. The page displays the 'Service Request Detail' section with various fields and a 'Company Details' section.

Service Request Detail

Field	Value	Field	Value
SR No		Record Type Name	Lease_Renewal_Portal
Created By		SR Menu Text	Apply for DMCC Business Centre Lease Renewals-DMCC Business Centre Lease Renewal-Property Services
DMCC Comments		SR Type	Apply for DMCC Business Centre Lease Renewals
Status	Draft	Owner	DMCC
Number of Annual Leave (Calendar Days)	-17	Last Modified By	
SR Template	302-Lease Renewal Portal	Submitted Date	
Close Date		Parent SR	
Closed DateTime		Linked SR	

Company Details

Field	Value	Field	Value
Customer		Account Number	

Lease Details

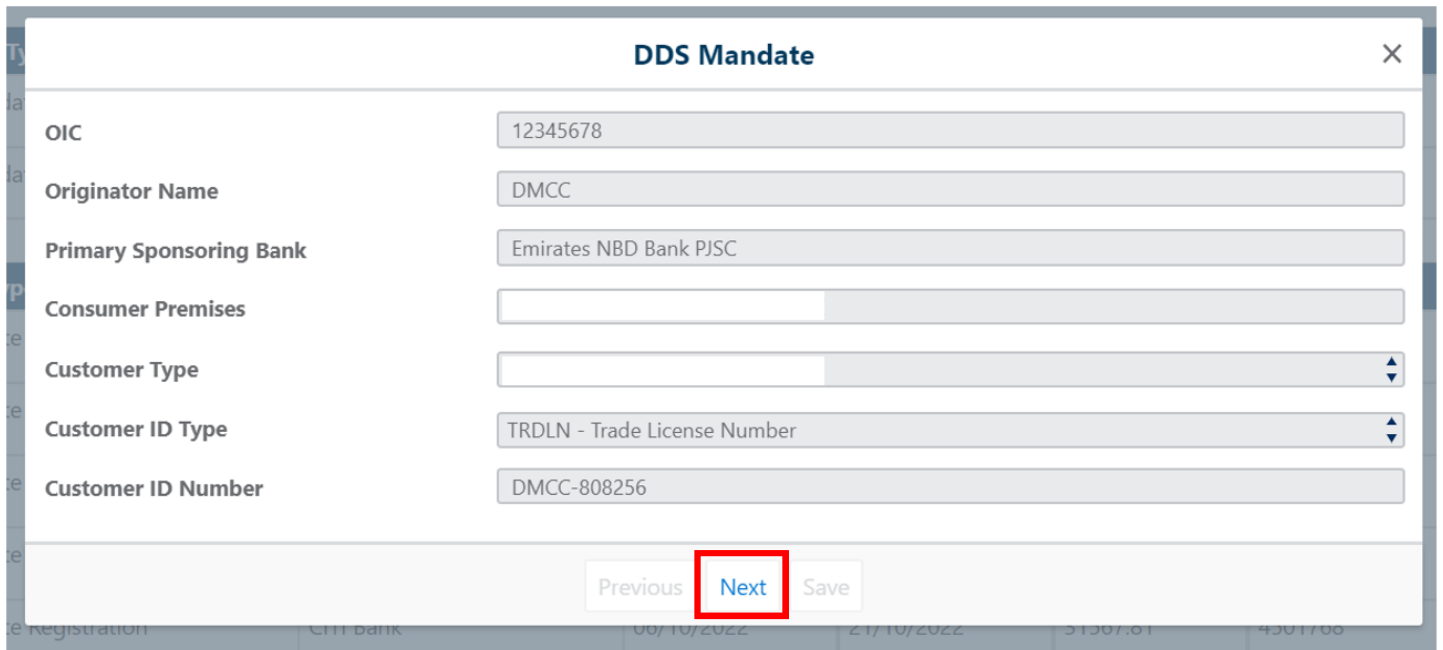
Field	Value	Field	Value
Lease		Contact Person	
Payment Term	Monthly		
Function Type			

Courier Address Details (Required Only After Saving)

Field	Value	Field	Value
U.A.E. Address	Almas	UAE Address City	
U.A.E. Address 2	1st Floor	External Status	Draft

Direct Debit System Guide

5. All your relevant details will auto populate, please check for accuracy and click on 'Next'

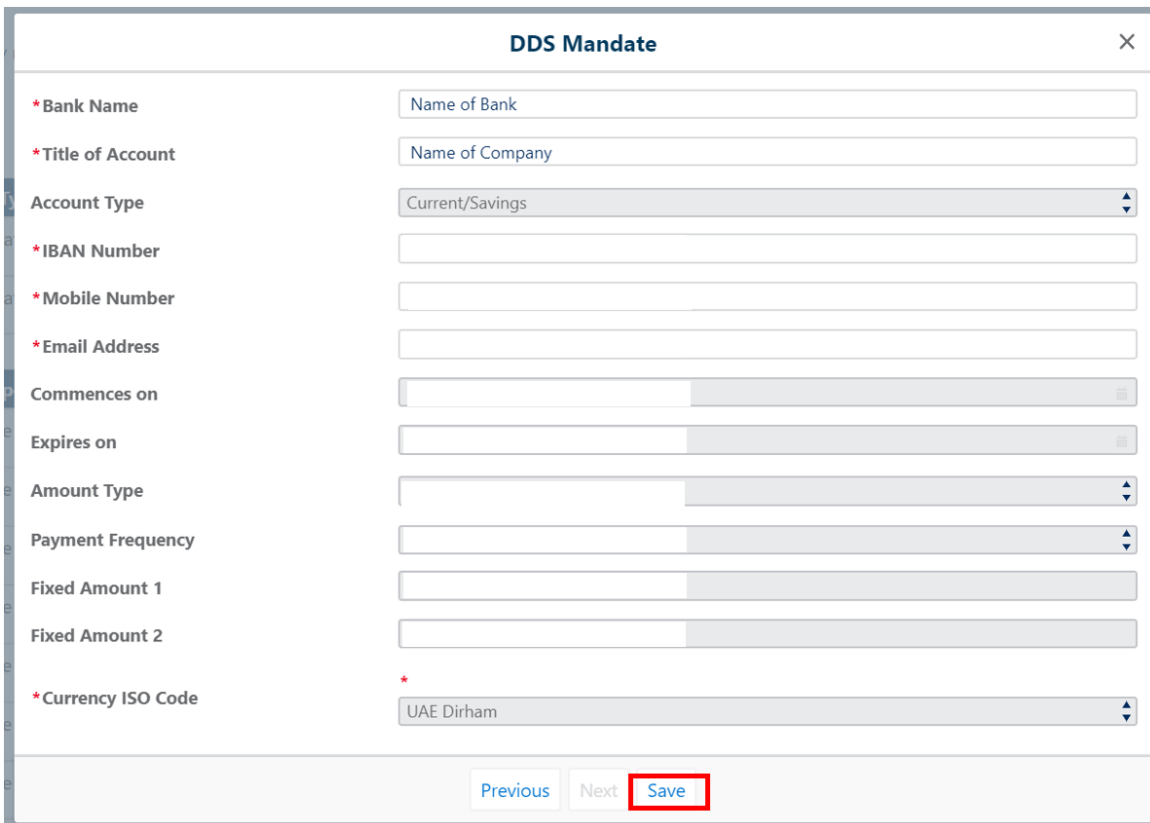


The screenshot shows a 'DDS Mandate' form with the following fields and values:

Field	Value
OIC	12345678
Originator Name	DMCC
Primary Sponsoring Bank	Emirates NBD Bank PJSC
Consumer Premises	
Customer Type	
Customer ID Type	TRDLN - Trade License Number
Customer ID Number	DMCC-808256

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Save'.

6. Fill in the mandatory fields and click on 'Save'



The screenshot shows the 'DDS Mandate' form with the following fields and values:

Field	Value
* Bank Name	Name of Bank
* Title of Account	Name of Company
Account Type	Current/Savings
* IBAN Number	
* Mobile Number	
* Email Address	
Commences on	
Expires on	
Amount Type	
Payment Frequency	
Fixed Amount 1	
Fixed Amount 2	
* Currency ISO Code	UAE Dirham

At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Save' (highlighted with a red box).

7. Saved DDS Mandate will be shown in draft status, click on 'Print' to view the document and get a print-out to sign it

Direct Debit System Guide

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

[New Mandate](#)

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000074	Mandate Registration						Draft	Print Edit Upload

8. Add the payee name, bank account holder's signature and date in highlighted section (shown in yellow)

Direct Debit Authority Others توكيل الخصم المباشر آخرون		الأخصم المباشر DIRECT DEBIT UAEDDS/DDAO/Rev20140131		DMCC	
OIC	1	8	0	0	0
Originator Name	DMCC				
Primary Sponsoring Bank	026 EMIRATES NBD BANK PJSC				
DDA Purpose Code	5 0 0				
Consumer/Premises/etc*	136890WILD/DS000105				
Customer Type*	Individual <input type="checkbox"/> فردي Non-Individual <input checked="" type="checkbox"/> غير فردي				
Customer ID Type* + Number*	TRDLN D M C C - 0 9 7 2 9 1				
1* Bank Name	Abu Dhabi Commercial Bank				
2* Title of Account	Wilben DMCC				
3* Account Type	Current/Savings Account <input checked="" type="checkbox"/> حساب جاري / حساب توفير Credit Card <input type="checkbox"/> بطاقة ائتمان				
4* IBAN / Card Number	A E 1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 8 9 1 2 3				
5 Mobile Number	0 5 6 0 0 0 0 0 0 0 0 0 0				
6 Email Address	e@e.e				
7* Issued for	Rent Payment				
8* Commences On	1 5 / 0 7 / 2 0 2 2				
9* Expires On	3 0 / 0 1 / 2 0 2 3				
10* Fixed/Variable Amount	Fixed <input checked="" type="checkbox"/> ثابت Variable <input type="checkbox"/> متغير				
11* Payment Frequency	يومي <input type="checkbox"/> Daily اسبوعي <input type="checkbox"/> Weekly شهري <input type="checkbox"/> Monthly ربع سنوي <input type="checkbox"/> Quarterly نصف سنوي <input checked="" type="checkbox"/> Half Yearly سنوي <input type="checkbox"/> Annually مرة واحدة <input type="checkbox"/> One Time آخرون <input type="checkbox"/> Others				
12* Fixed Amount 1/ Minimum Amount	7 3 5 7 7 7 If FIXED, then a proper amount. Can be left blank if VARIABLE				
13* Fixed Amount 2/ Maximum Amount	7 3 5 7 7 7 If FIXED, then a proper amount. Can be left blank if VARIABLE				
14* Currency Code	AED				
Agreement and Authorization By signing in the box below, I/we instruct and authorise you to pay Direct Debits from my/our account to the Creditor at its account with the Creditor Bank on the basis of the information provided in this Mandate, and in accordance with the terms and conditions of this Mandate set out in the form, the Rules of the UAEDOS and any additional terms and conditions governing my bank accounts or relationship with you. Where this Mandate is being signed by a corporate entity, the undersigned is an authorized signatory for the entity. I/we confirm I/we have read and understood the terms and conditions applying to this Mandate as set out in this Form.			اتفاقية والتوقيع بالتوقيع بالعلو المرفوع أدناه، فإنني/إننا نطلب منكم وفوضكم الدفع عن طريق الخصم المباشر من حسابي/حسابنا إلى الدائن في حينه لدى "بنك الدائن" بناء على المعلومات الواردة في هذا التفويض، وبموجب شروطه وأحكامه المنصوص عليها في هذا السداد، والبنك وقواعد نظام الإشارات الخصم المباشر وأي شروط وأحكام أخرى تحكم حساباتي البنكية أو علاقتي بكم، وفي الحالة التي يتم التوقيع عليها على هذا التفويض بواسطة شركة، فإن الموقع أدناه هو الشخص المسؤول بالتوقيع نيابة عن الشركة. أؤكد/أؤكدنا بأنني قد قرأت وافهميت الشروط والأحكام المنطبقة على هذا التفويض جميعاً أو منصوص عليها في هذا السداد.		
Payer Name, Signature & Date* اسم الدفع، التوقيع والتاريخ [Redacted]			Signature Verified التوقيع		
Name / الاسم Signature / التوقيع					
I/we have read and understood the term and conditions printed overleaf. لقد قرأت/قرأنا وتفهمنا/تفهمنا الشروط والأحكام الواردة في الصفحة التالية.					
[] I have/[] I have not left the Minimum amount as blank [] I have/[] I have not left the Maximum amount as blank					

9. Scan the signed printout with minimum resolution of 95 DPI (Dots per Inch) and click on 'Upload' to upload the same.

Direct Debit System Guide

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

[New Mandate](#)

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-00074	Mandate Registration						Draft	Print Edit Upload

10. Click on 'Upload Files', attach the scanned copy and click on 'Upload Attachment'.

Upload and Submit DDS

Upload and Submit the signed DDS attachment:

[Upload Files](#) Or drop files

DDSMandatePreview.pdf

[Upload Attachment](#)

11. Mandate is now automatically submitted for Finance queue awaiting verification. Status of the mandate will be shown as 'Submitted'.

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-00074	Mandate Registration						Submitted	View

12. Go back to home page, click on 'My Requests', open the 'Lease Renewal Portal' SR that you saved earlier.

DMCC

HOME MY COMPANY MY EMPLOYEES MY REPORTS **MY REQUESTS** MY CASES IDEAS BUSINESS APPS MANAGE DDS MY ESIGN

Help Centre DMCC Live Support +971 4 424 9600 600 54 3622 Shaheen

My Requests

Review the status of your service requests that are under process. Take action on pending steps that have been assigned to you.

Search Details: Pending Search

SR Number	Created By	Created Date	Service Request Type	Status	Action
1409392	Shaheen Nawaz	16/04/2016	Application - New company	Approved By Authority	Review My Action
2150909	Saashah Khokhar	06/08/2017	Linked company establishment card amendment with renewal	Submitted	Review
2376457	Shaheen Nawaz	04/12/2017	Submission of company's audited financial statements as per the summary sheet (DMCC format)	Submitted	Review
2820719	Shaheen Nawaz	25/03/2018	Submission of company's audited financial statements as per the summary sheet (DMCC format)	Submitted	Review
3669472	Shaheen Nawaz	18/06/2019	Submission of company's audited financial statements as per the summary sheet (DMCC format)	Submitted	Review

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Direct Debit System Guide

13. Click on 'Submit'

The screenshot shows the DMCC portal interface. The main heading is "Apply for DMCC Business Centre Lease Renewals 4502018". Below the heading, there is a disclaimer: "Disclaimer: Please submit the linked service request within 2 weeks from its creation date to avoid cancellation of the Mandate Registration request and the linked service request." The page contains several sections: "Service Request Detail", "Company Details", "Lease Details", and "Courier Address Details (Required Only After Saving)". The "Submit" button is highlighted with a red box.

Service Request Detail

SR No	Record Type Name	Lease_Renewal_Portal
Created By	SR Menu Text	Apply for DMCC Business Centre Lease Renewals-DMCC Business Centre Lease Renewal-Property Services
DMCC Comments	SR Type	Apply for DMCC Business Centre Lease Renewals
Status	Owner	DMCC
Number of Annual Leave (Calendar Days)	Last Modified By	Sun Diamond Limited, 7/6/2021 4:39 PM
SR Template	Submitted Date	
Close Date	Parent SR	
Closed DateTime	Linked SR	

Company Details

Customer	Account Number	
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Lease Details

Lease	Contact Person	
Payment Term	Monthly	
Function Type	Flexi	

Courier Address Details (Required Only After Saving)

U.A.E. Address	Almas	UAE Address City	
U.A.E. Address 2	1st Floor	External Status	Draft

14. Click on 'Confirm Payment'

The screenshot shows the DMCC portal interface for the "4502018 for Apply for DMCC Business Centre Lease Renewals" page. The "Confirm" button is highlighted with a red box. The page displays "Service Request Details" and "Available Account Balance : AED will be charged". Below this, there are two tables: "Payment Due Now" and "Payment Due Later".

Service Request Details

SR No	Customer	
External Status	Draft	Created Date

Available Account Balance : AED will be charged

Payment Due Now

SR Price Items Name	Total Price	Product	Pricing Line	KD	Item Status
		Business Centre Lease Rent	Business Centre Lease Rent		Added
		Business Centre Admin Charges	Business Centre Admin Charges		Added

Payment Due Later

SR Price Items Name	Total Price	Product	Pricing Line	Price Description	KD	Item Status
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Direct Debit System Guide

How to cancel DDS?

- In case of DDS cancellation, you must contact your leasing agent 15 days prior to next due date of payment to initiate the process. After which, please follow the below steps:

1. Login to [member portal](#)
2. Go to 'My Actions' → 'DDS Cancellation for Lease' and click on 'Review Step'

My Actions

Manage your company by staying on top of your actions; from pending steps and renewals to upcoming requirements.

Search By Category: --None-- Search Clear

SR Number	Category	Action Details	Due Date	Required Action
	Pending Step	Upload Documents - Application - New company	Due Now	Review Step
	Pending Step	Pending submission of original documents - Application - Amend Employee Passport Details	Due Now	Visit DMCC Counter
	Pending Step	Re-upload Document - Request - Attestation of a resolution	Due Now	Review Step
	Pending Step	DDS Cancellation for Lease - LE-457804	Due Now	Review Step

3. Select reason and date of cancellation and click on 'save'

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate
Disclaimer: Please submit the linked service request within 2 weeks from its creation date to avoid cancellation of the Mandate Registration request and the linked service request.
Digital signatures are not acceptable by the Bank, hence, kindly print the form and affix physical signatures.

New Mandate

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-00093	Mandate Cancellation	Emirates NBD	07/10/2021	07/10/2021	34973.496	457804	Draft	Print Upload
DDS-00093	Mandate Registration	Emirates NBD					Draft	Print Edit Upload
DDS-00095	Mandate Registration	Emirates NBD					Active	View
DDS-00081	Mandate Registration	Emirates NBD					Submitted	View

DDS Mandate Cancellation

Disclaimer: Cancellation forms should be submitted at a minimum of 15 days prior to the due date to be considered in the current cycle.

Please select a reason for cancellation: [P01 - Loan Settled](#)

Select the date of Cancellation of Mandate: [07/10/2021](#)

[Save](#)

4. Saved DDS Mandate will be shown in draft status, click on 'Print' to view the document and get a print-out to sign it

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate
Disclaimer: Please submit the linked service request within 2 weeks from its creation date to avoid cancellation of the Mandate Registration request and the linked service request.
Digital signatures are not acceptable by the Bank, hence, kindly print the form and affix physical signatures.

New Mandate

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000103	Mandate Cancellation	Emirates NBD					Draft	Print Upload
DDS-00093	Mandate Cancellation	Emirates NBD					Draft	Print Upload
DDS-00083	Mandate Registration	Emirates NBD					Draft	Print Edit Upload

Direct Debit System Guide

5. Add the payee name, bank account holder's signature and date in highlighted section (shown in yellow)

Direct Debit Authority Others توكيل الخصم المباشر آخرون	الأصم المباشر DIRECT DEBIT UAEDDS/DDAO/Rev20140131	
TO / إلى	FROM / من	
EMIRATES NBD BANK PJSC	WILBEN DMCC	
Direct Debit Cancellation Request Date	25/7/2021	تاريخ طلب الغاء الخصم المباشر
Dear Sir/Madam,	السيد/السيدة	
I/We have registered the following Direct Debit Authority (DDA)	لقد قمت/قمنا بتسجيل تفويض الخصم المباشر التالي:	
Instruct that the same be cancelled with immediate effect.	<input type="checkbox"/>	يرجى الإيعاز لمن يلزم بإلغاء التفويض المذكور على أساس قوري
Direct Debit Authority Reference Number الرقم المرجعي لتفويض الخصم المباشر	A E R T 1 7 3 1 1	
DDA Issued for أصدر تفويض الخصم المباشر لـ	Rent Payment	
Consumer/Card/Loan/Finance Number with Originator رقم المستهلك/البطاقة/القرض/التمويل لدى المنشئ	136890WILDDS000105	
Reason for Cancellation أسباب الإلغاء	P99 - Other unspecified reasons	
Yours truly, شكرا	Date Received/تاريخ الاستلام	
Name, Signature & Date الاسم/التوقيع/التاريخ		
For Official Use Only		
Originator Identification Code	1 8 0 0 0 0 1 2 4	
Originators Reference Number	DD05-000105	

The Bank shall provide a copy of this form to their customer as the acknowledgement after filling in the below.

سيقدم البنك بتزويد عميله بنسخة من هذا النموذج كإقرار، بعد تعبئة أدناه

Date & Seal التاريخ والختم

Direct Debit System Guide

6. Scan the signed printout with minimum resolution of 95 DPI (Dots per Inch) and click on 'Upload' to upload the same.

Manage DDS

Manage your DDS Registrations by registering for a new mandate or Cancel or Amend an existing Mandate

[New Mandate](#)

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000074	Mandate Registration						Draft	Print Edit Upload

7. Click on 'Upload Files', attach the scanned copy and click on 'Upload Attachment'.

Upload and Submit DDS

Upload and Submit the signed DDS attachment:

[Upload Files](#) Or drop files

DDSMandatePreview.pdf

[Upload Attachment](#)

8. Mandate is now automatically submitted for Finance queue awaiting verification. Status of the mandate will be shown as 'Submitted'.

DDS Name	DDS Type	Bank Name	Start Date	End Date	Amount	SR Number	Status	Action
DDS-000074	Mandate Registration						Submitted	View