

Financial & Administrative Affairs Department - Rental Disputes Settlements Committees Office

Receiving deposit record

Service procedure RDC-2		
Processed by	Process	Location
Receptionist	Directs applicant to deposit money and to inform beneficiary. Receives and verifies application and supporting documents	Rental Disputes Settlements Committees Office
Data Entry	Saves data at committee's system and issues receipt	Rental Disputes Settlements Committees Office
Relevant Staff	Files deposition related documents	Rental Disputes Settlements Committees Office
Archivist	Files application	Rental Disputes Settlements Committees Office
	Process duration	1 day