

Financial & Administrative Affairs Department - Rental Disputes Settlements Committees Office

Deposition disbursement

Service procedure RDC -3		
Processed by	Process	Location
Receptionist	Receives and verifies application and supporting documents	Rental Disputes Settlements Committees Office
Relevant Staff	Verify disbursement order, beneficiary's name, amount of money and deposition period before issuing check	Rental Disputes Settlements Committees Office
Authorized Signatories	Ensures accuracy of data as per enclosed documents and validates check by two signatures	Rental Disputes Settlements Committees Office
Relevant Staff	Checks principle ID card, representative's ID card and authorization letter Recipient fills-in stub information (name, ID number, date, signature)	Rental Disputes Settlements Committees Office
Archivist	Filling Check stub at deposit file	Rental Disputes Settlements Committees Office
	Process duration	1-3 days