

noqodi Ejari DDS Manual

Table of Contents

1. Brief	2
2. Terminology used	2
3. DDS Flow	3
4. Step 1: Wallet Registration & Activation	4
4.1. New to noqodi	4
4.2. Wallet holder login.....	6
4.3. Complete Your KYC (Document verification).....	7
5. Step 2: Enroll and setup for DDS	8
5.1. Step 2.1 noqodi: DDS Linking	8
5.2. Step 2.2 Ejari: Manage Beneficiary	9
5.3. Step 2.3 Ejari: Payment Schedule	11
5.4. Step 2.4 Ejari: Submit to Noqodi DDS	14
5.5. Step 2.5 noqodi: DDS Registration.....	16
5.5.1. Registration from Merchant	16
5.5.2. Re-registration from noqodi	22
6. Step 3: DDS Payment	25
6.1. View the upcoming Payment	25
6.2. Stop the upcoming Payment.....	26
6.3. View Payment status.....	30
7. Step 4: Cancel Registration	31
8. Help/Issue	37
9. FAQ	38

noqodi Ejari DDS Manual

1. Brief

Direct Debit system (UAEDDS) by the Central Bank of the UAE (CBUAE) is to provide the residents of UAE with an automated payment method that will facilitate recurrent payments from their bank accounts.

Ejari is now fully integrated with noqodi Direct Debit system (UAEDDS) to configure the rent payment schedule during the contract creation or renewal process that will facilitate recurrent payments from their bank accounts. This document is a manual to define the steps that are needed to be followed to setup a DDS in Ejari and noqodi.

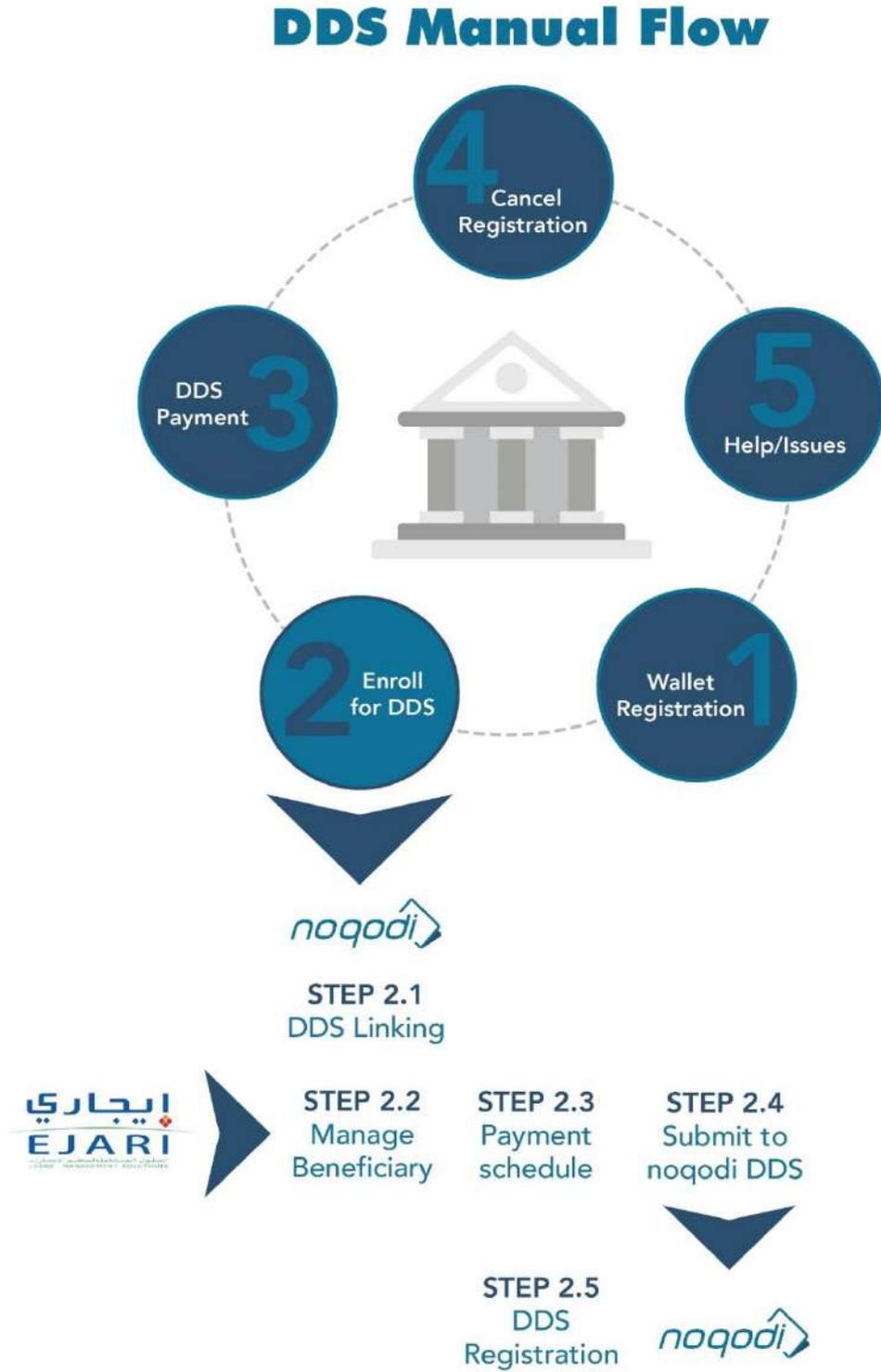
2. Terminology used

1. **Payee customer** - The person from whose bank account, the money will get debited for the utilizing the service provided by the merchant
2. **Corporate user** – The corporate that doing the Merchant registration for customer
3. **Merchant** – The one who provides the service
4. **DDS** – Direct Debit System

noqodi Ejari DDS Manual

3. DDS Flow

Following flows of noqodi and Ejari to setup a DDS for rent collection.



noqodi Ejari DDS Manual

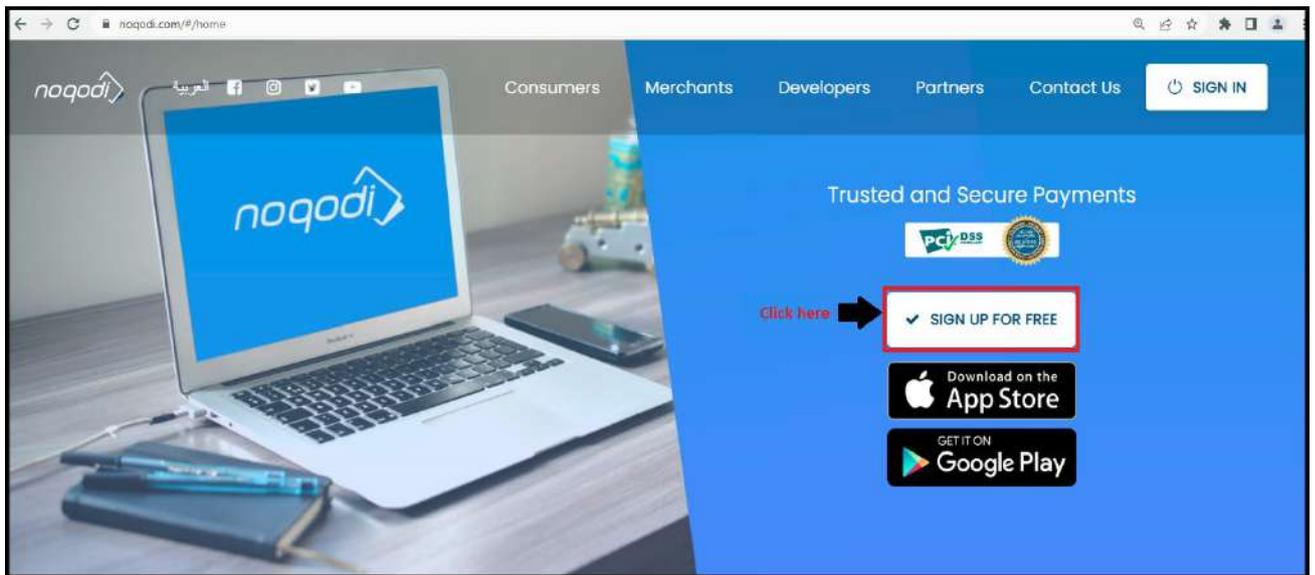
4. Step 1: Wallet Registration & Activation

4.1. New to noqodi

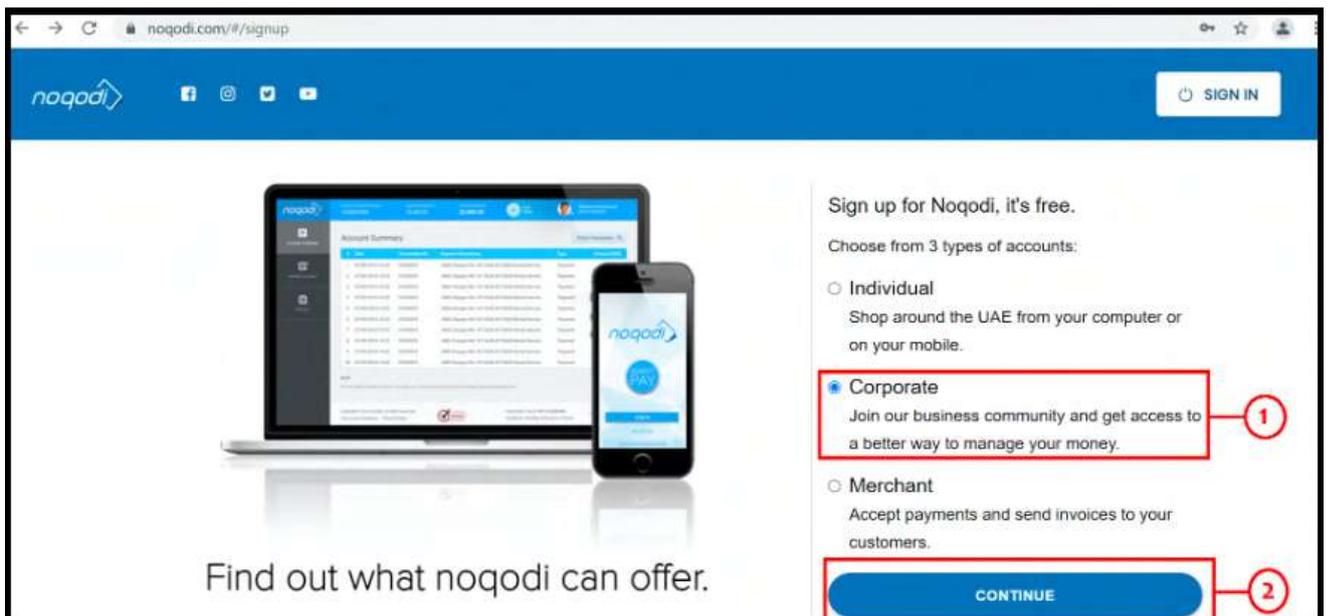
If you (corporate user) are new to noqodi, please create a corporate account using below link:

<https://www.noqodi.com/#/home>

1. Click on **SIGN UP FOR FREE** button as shown in below screen



2. Select as **Corporate** and click on **CONTINUE** button as shown in below screenshot



noqodi Ejari DDS Manual

3. Enter registration details and submit your request. An OTP will be sent to your email and mobile number and verify it.

noqodi.com/#/signup/corporate?customerRegistration=success

noqodi SIGN IN

USER REGISTRATION

1 Profile setup 2 Verify OTP 3 Done

Business Details

Provide your business name

Business Name: ABC Trade Parent Corporate Code: Optional Select Business Type: Charity Association Land Line: +971 042333777

Address: DMC City: Dubai Country: United Arab Emirates PO Box: 4343

Admin Details

Provide your Admin/Signatory name

Admin Name: Mohammad Email: Mohammed.Abul@gmail.com Mobile: +971 523444111

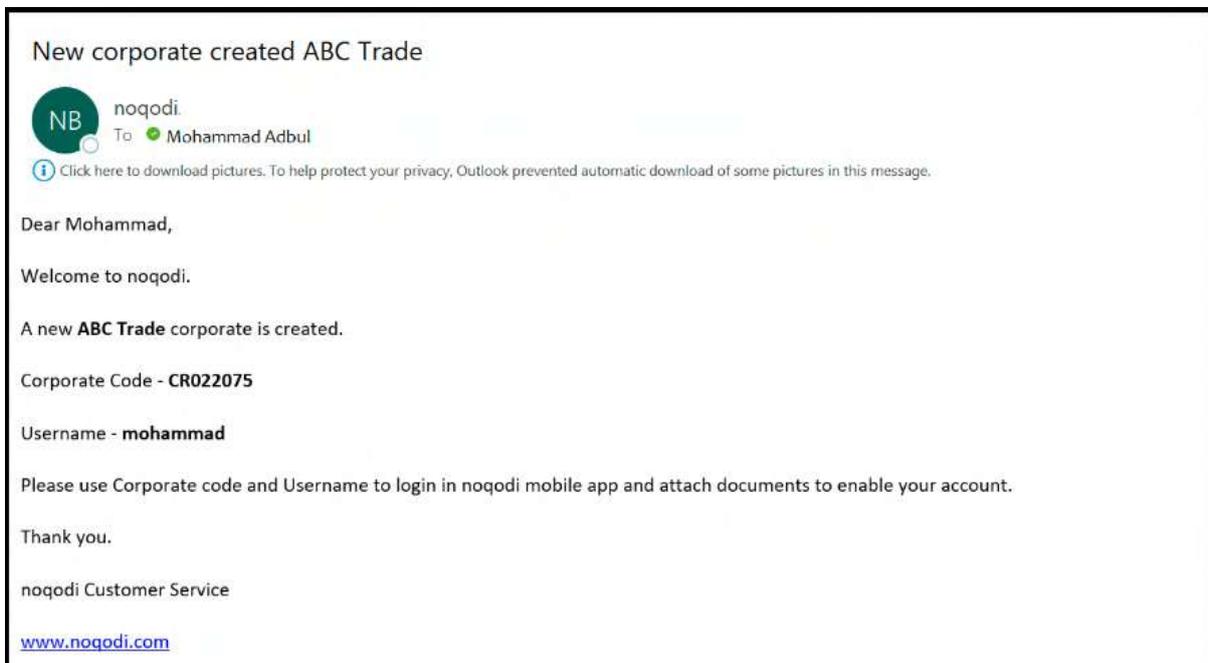
Username: Mohammad Password: Password Confirm Password: Password

I have read and understood the [Terms and Conditions](#)

I'm not a robot

SIGN UP CANCEL

4. You (corporate user) will receive the login details to your registered email as below:



noqodi Ejari DDS Manual

4.3. Complete Your KYC (Document verification)

Under **Business Details** -> **Document** -> Upload the scan copy of Trade license, Emirates Id of signatory person. After successfully uploading the documents, the request will be sent to Noqodi team for activation

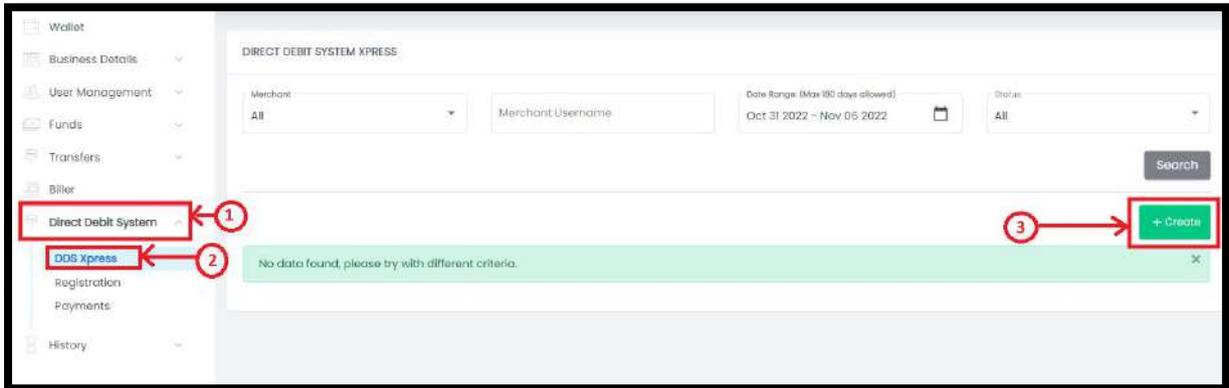
The screenshot displays the 'Manage Documents' interface. On the left sidebar, 'Business Details' is highlighted with a red box and a circled '1', and 'Document' is highlighted with a red box and a circled '2'. The main content area is titled 'Manage Documents' and includes a toggle for 'Domestic' and 'International' documents. A red instruction reads: 'Select Domestic or International. Fill the document details and upload proper scan copy of the documents'. There are three document upload sections: 'EMIRATES ID', 'TRADE LICENSE', and 'IMMIGRATION ESTABLISHMENT'. Each section has a yellow banner with the text 'Upload your pending document, to increase KYC.' Below each banner is an 'UPLOAD DOCUMENT' form with fields for 'Document Number', 'Document Expiry', and 'Attachment'. The 'EMIRATES ID' section also includes 'Front Side' and 'Back Side' fields. Each form has a 'Choose Files' button and an 'Upload' button.

noqodi Ejari DDS Manual

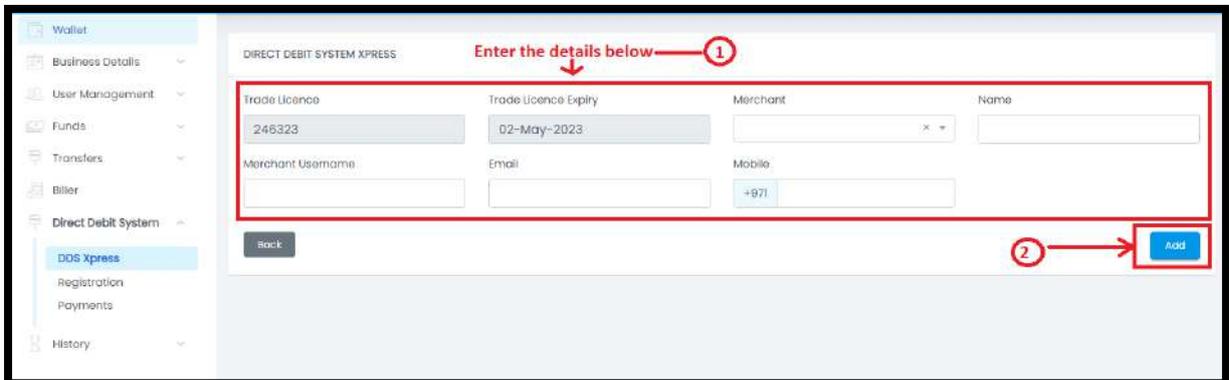
5. Step 2: Enroll and setup for DDS 5.1. Step 2.1 noqodi: DDS Linking

You (corporate user) will be able to link the Noqodi wallet with the merchant user for a seamless DDS payment.

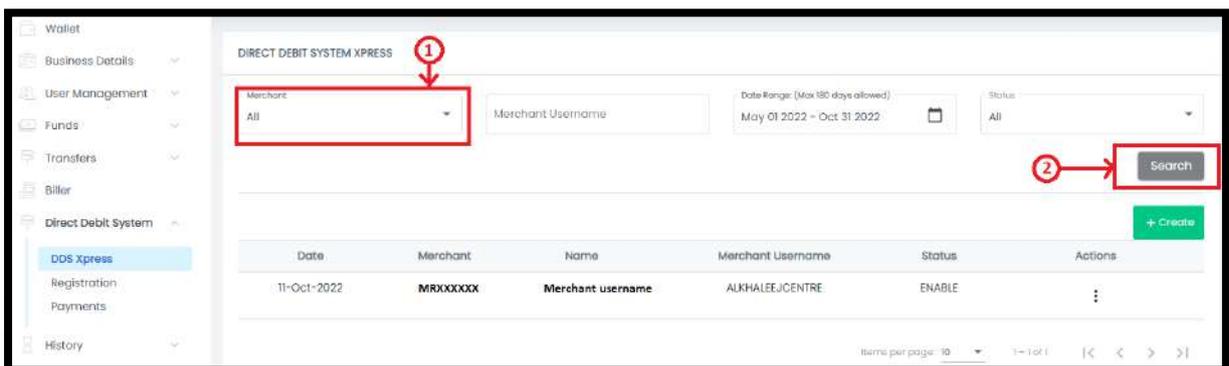
1. Click on **Direct Debit System** -> **DDS Xpress** -> Click on **Create** button as shown in below screen



2. Enter the details and make sure you are entering the merchant username same as registered with merchant and click on **Add** button as shown in below screen



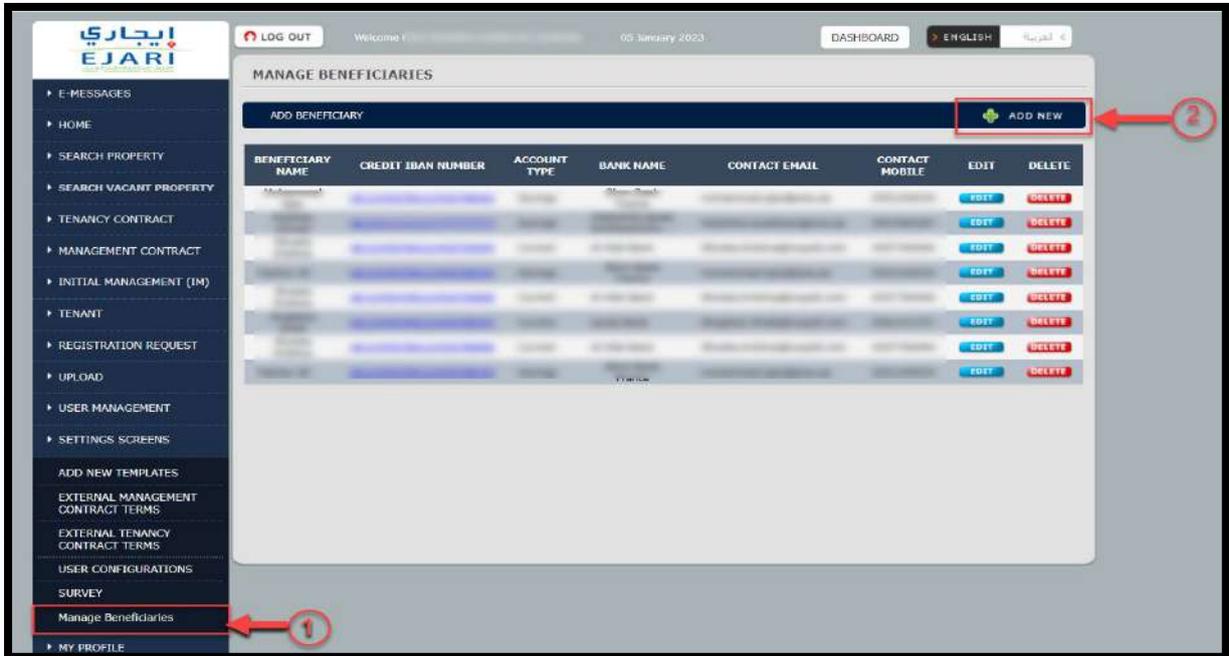
3. You can search the added username as shown in below screenshot



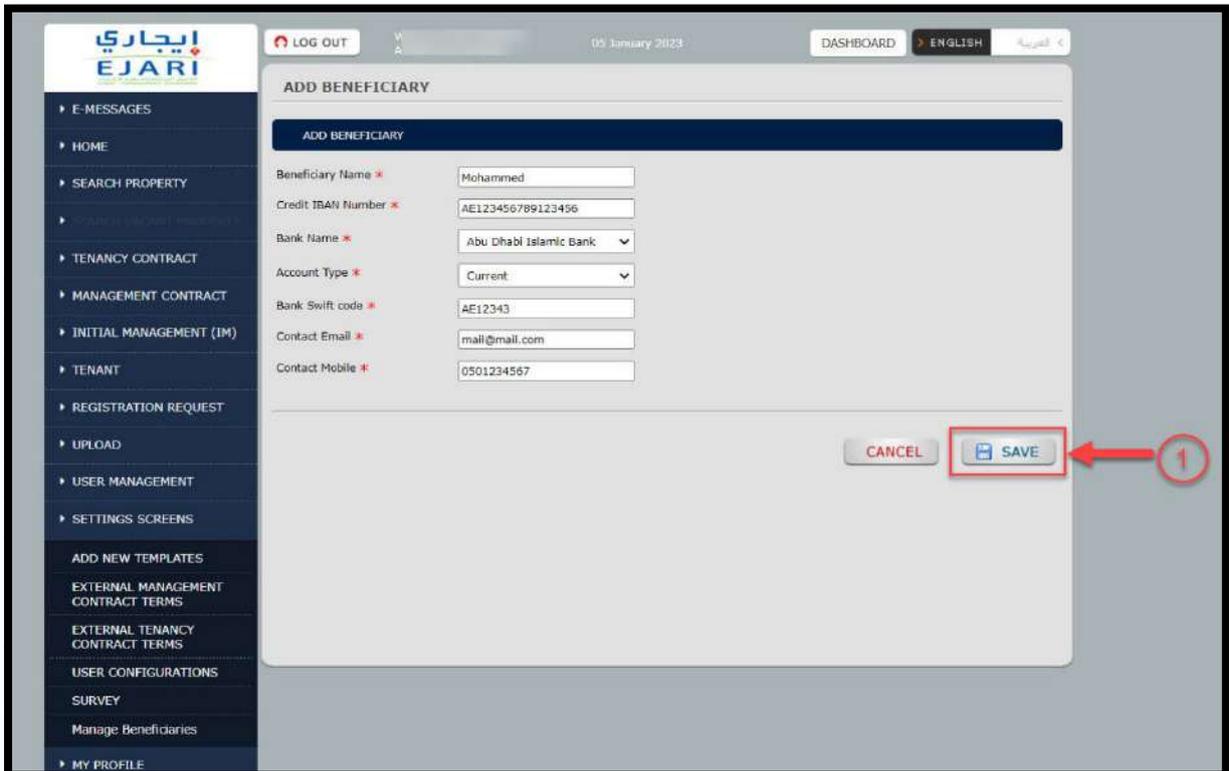
noqodi Ejari DDS Manual

5.2. Step 2.2 Ejari: Manage Beneficiary

1. You can add a new beneficiary account where the rent amount will be credit to owner/management company account under **Settings Screens -> Manage Beneficiaries** -> **Click on Add New button** shown on the below screen



2. You will be redirected to enter the details of the beneficiary in the page shown below.



noqodi Ejari DDS Manual

3. Once you have entered the details click on **save** button to finish adding the beneficiary. You can also modify the existing beneficiary by clicking on **edit** button or **delete** and beneficiary by clicking on **delete** button.

The screenshot displays the 'MANAGE BENEFICIARIES' section of the Ejari DDS Manual interface. The interface includes a sidebar with navigation options, a top header with user information, and a table of beneficiaries. One beneficiary, 'Mohammed', is highlighted with a red border.

MANAGE BENEFICIARIES

ADD BENEFICIARY ADD NEW

BENEFICIARY NAME	CREDIT IBAN NUMBER	ACCOUNT TYPE	BANK NAME	CONTACT EMAIL	CONTACT MOBILE	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
Mohammed	AE123456789123456	Current	Abu Dhabi Islamic Bank	mail@mail.com	0501234567	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	EDIT	DELETE

noqodi Ejari DDS Manual

5.3. Step 2.3 Ejari: Payment Schedule

1. The payment schedule can be defined on a new or an existing tenancy contract. In this document we will be showing how to add payment schedule during a renewal process and it remains the same for a new contract as well. Select an active contract and **click on renew** button and navigate to the contract details page.

The screenshot shows the Ejari portal interface. The left sidebar contains navigation options such as 'E-MESSAGES', 'HOME', 'SEARCH PROPERTY', 'SEARCH VACANT PROPERTY', 'TENANCY CONTRACT', 'CREATE CONTRACT', 'SEARCH CONTRACT', 'Tenancy Termination Inquiry', 'CREATE TENANCY CERTIFICATE', 'MANAGEMENT CONTRACT', 'INITIAL MANAGEMENT (IM)', 'TENANT', 'REGISTRATION REQUEST', 'UPLOAD', 'USER MANAGEMENT', 'SETTINGS SCREENS', 'MY PROFILE', and 'REPORTS'. The main content area is titled 'SEARCH TENANCY CONTRACT' and includes a 'CONTRACT AND TENANT BASE SEARCH' section with various input fields for search criteria. A red circle with the number '1' and a red arrow points to the 'RENEW' button in the action bar. Below the search form is a table of contracts.

TYPE	CONTRACT NO	TENANT NAME	START DATE	EXPIRY DATE	STATUS
<input checked="" type="radio"/>	villa 01202210 (v. 6)		22/10/2021	21/10/2022	<input checked="" type="checkbox"/>
<input type="radio"/>	villa 01202211 (v. 1)		16/11/2022	15/11/2023	<input checked="" type="checkbox"/>

2. The direct debit payment option will be available once you have set up on your noqodi portal for DDS. Select the payment method as direct debit and click on **add** button to define the payment schedule.

noqodi Ejari DDS Manual

Contract Value: 3000

CONTRACT DETAILS
From Date: 22/10/2022 End Date: 21/10/2023

CONTRACT GRACE PERIOD DETAILS
Grace Start Date: Grace End Date:

Contract Value Per: Entire Period Year

FROM DATE	TO DATE	VALUE	DISCOUNT TYPE	DISCOUNT VALUE	ACTUAL VALUE
22/10/2022	21/10/2023	3,000.00	None	0.00	3,000.00

Annual Rent: 3,000.00 Actual Annual Rent: 3,000.00
Contract Value: 3,000.00 Actual Contract Value: 3,000.00
Annual Housing Fee: 150.00

PAYMENT DETAILS
No of payments: 1 Security deposit: 1000
Payment Type: **Cheque** Amount:
Cheque No: Due Date: 05/01/2023
Bank Name: **ABU DHABI COMMERCIAL BANK**

1

- From the credit beneficiary list select the required account and enter the scheduled date and the amount to be deducted. Click on **add** button to add one or more payments in the similar way. Close the pop up once you have completed adding all the recurring payments.

RENEW TENANCY CONTRACT

Properties Details Tenant Details **Contract Details** User Terms RERA Terms Finish

PAYMENT SCHEDULE DETAILS
Credit Beneficiary: Mohammed (AE123456789123456)
Schedule Date: Amount: (AED):

+ ADD

PAYMENT CYCLE	CREDIT BENEFICIARY	SCHEDULE DATE	AMOUNT	DELETE
1	Mohammed (AE123456789123456)	31/1/2023	10000	DELETE
2	Mohammed (AE123456789123456)	29/3/2023	10000	DELETE
3	Mohammed (AE123456789123456)	26/4/2023	10000	DELETE
4	Mohammed (AE123456789123456)	30/6/2023	15000	DELETE

noqodi Ejari DDS Manual

- Review the contract information and click on **next** button to proceed through the remaining steps.

The screenshot displays the contract information screen. On the left is a navigation menu with options: TENANT, REGISTRATION REQUEST, UPLOAD, USER MANAGEMENT, SETTINGS SCREENS, MY PROFILE, and REPORTS. Below the menu are links to download user manual, F.A.Q, quick start, and Arabic font, along with the Emirates logo.

The main content area includes:

- From Date: 22/10/2022, End Date: 21/10/2023
- CONTRACT GRACE PERIOD DETAILS: Grace Start Date, Grace End Date, Contract Value Per (Entire Period selected), and a table of values.
- Table of values:

FROM DATE	TO DATE	VALUE	DISCOUNT TYPE	DISCOUNT VALUE	ACTUAL VALUE
22/10/2022	21/10/2023	45,000.00	None	0.00	45,000.00

- Annual Rent: 45,000.00, Actual Annual Rent: 45,000.00
- Contract Value: 45,000.00, Actual Contract Value: 45,000.00
- Annual Housing Fee: 2,250.00
- PAYMENT DETAILS: No of payments (1), Security deposit (1000), Payment Type (Direct Debit), Amount, Cheque No., Due Date, Bank Name (unknown).
- Table of installments:

INSTALLMENT NO	PAYMENT TYPE	AMOUNT	CHEQUE NO.	BANK NAME	DUE DATE	DELETE	VIEW
1	Direct Debit	45000				DELETE	EDIT

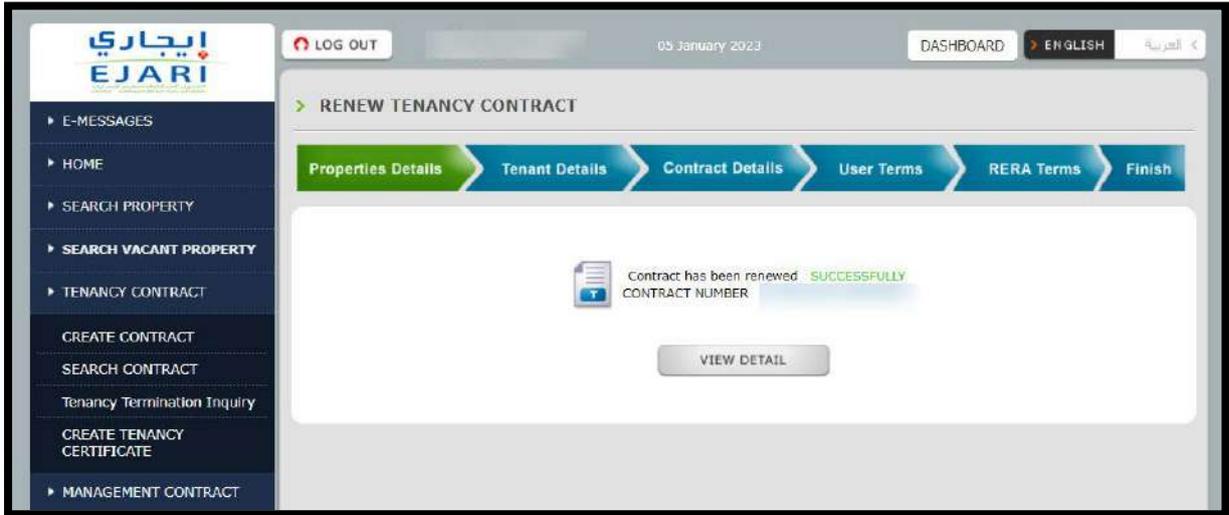
- Buttons: CALCULATE TOTAL, + ADD, BACK, NEXT (highlighted).

- Click on **finish** button to complete the renewal.

The screenshot displays the finish screen. On the left is a navigation menu with options: SETTINGS SCREENS, MY PROFILE, and REPORTS. Below the menu are links to download user manual, F.A.Q, quick start, and Arabic font, along with the Emirates logo.

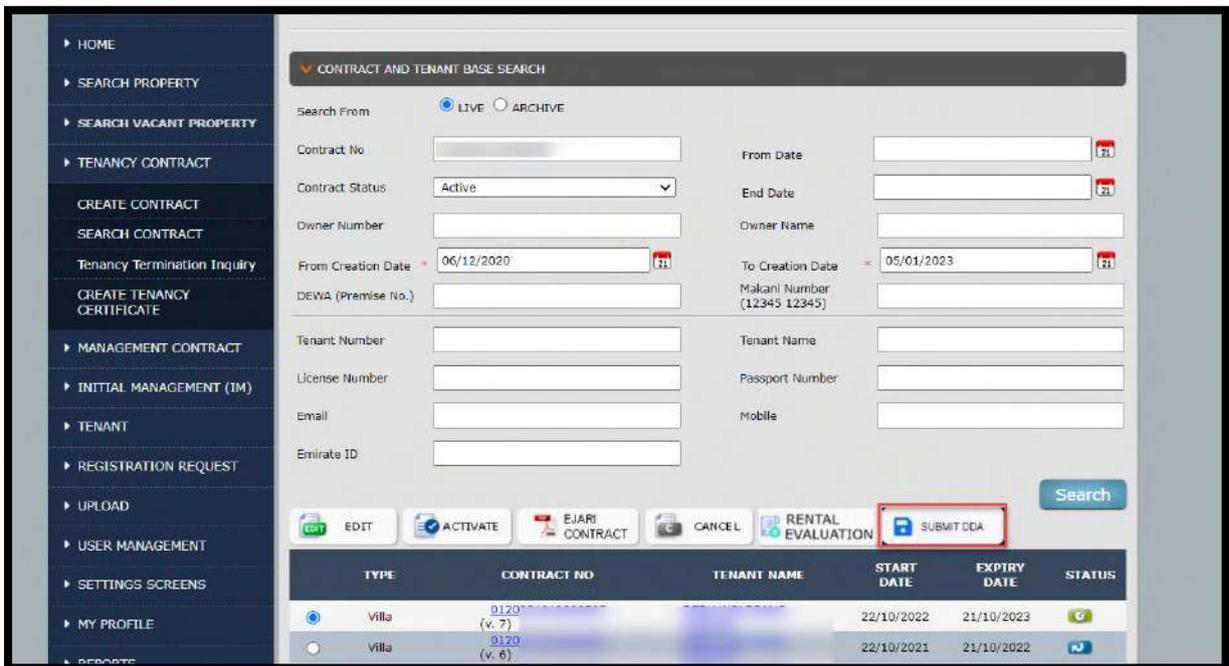
The main content area shows a list of items with checkboxes, which is blurred. At the bottom right, there are buttons for BACK and FINISH (highlighted).

noqodi Ejari DDS Manual



5.4. Step 2.4 Ejari: Submit to Noqodi DDS

1. You can modify the payment schedule after you have defined in the tenancy contract draft. Upon finalizing the payment details click on submit DDA to **submit** the tenant details and payment schedule information.



2. Click on **Submit** to complete the process.

noqodi Ejari DDS Manual

LOG OUT 05 January 2023 DASHBOARD ENGLISH العربية

إيجاري EJARI

E-MESSAGES
HOME
SEARCH PROPERTY
SEARCH VACANT PROPERTY
TENANCY CONTRACT
CREATE CONTRACT
SEARCH CONTRACT
Tenancy Termination Inquiry
CREATE TENANCY CERTIFICATE
MANAGEMENT CONTRACT

SUBMIT DIRECT DEBIT AUTHORITY PAYMENT

From Date: 31/01/2023 End Date: 21/10/2023
DDA Status: INITIATED

PAYMENT CYCLE	CREDIT BENEFICIARY	SCHEDULE DATE	AMOUNT
1	Mohammed (AE123456789123456)	31/1/2023	10000
2	Mohammed (AE123456789123456)	29/3/2023	10000
3	Mohammed (AE123456789123456)	26/4/2023	10000
4	Mohammed (AE123456789123456)	30/6/2023	15000

CANCEL SUBMIT

- Once you have submitted the information you cannot modify the payment schedule in Ejari system. The below screen shows the successfully submitted information to noqodi. Now you can continue the process of signing the DDS form from the tenant from noqodi portal.

LOG OUT 05 January 2023 DASHBOARD ENGLISH العربية

إيجاري EJARI

E-MESSAGES
HOME
SEARCH PROPERTY
SEARCH VACANT PROPERTY
TENANCY CONTRACT
CREATE CONTRACT
SEARCH CONTRACT
Tenancy Termination Inquiry
CREATE TENANCY CERTIFICATE
MANAGEMENT CONTRACT
INITIAL MANAGEMENT (IM)

SUBMIT DIRECT DEBIT AUTHORITY PAYMENT

DDA Submitted Successfully.

From Date: 31/01/2023 End Date: 21/10/2023
DDA Status: INITIATED

PAYMENT CYCLE	CREDIT BENEFICIARY	SCHEDULE DATE	AMOUNT
1	Mohammed (AE123456789123456)	31/1/2023	10000
2	Mohammed (AE123456789123456)	29/3/2023	10000
3	Mohammed (AE123456789123456)	26/4/2023	10000
4	Mohammed (AE123456789123456)	30/6/2023	15000

CANCEL

noqodi Ejari DDS Manual

5.5. Step 2.5 noqodi: DDS Registration

5.5.1. Registration from Merchant

1. After the successful registration from merchant, corporate user can see the **status** as **Initiated** under **Direct Debit System ->Registration**

Date	Merchant	Merchant Username	Customer Name	Consumer Number	DDS Reference ID	DDS Authorization Date	Status	Actions
03-Nov-2022	EjariDDA	ALKHALEEJ.CENTRE	Shajahan Shaik noqodi team	WSD601298760003532323257			INITIATED	

2. Payee customer and the corporate user will be receiving below email to add the debit bank account details as below

Dear Shajahan,

DDS Registration Initiated for Husam Rinno with consumer number 0120221006000557 for EjariDDA Rent Payment.

[Click Here](#) to submit the DDS registration for the customer.

Steps:

1. Open the link and verify the details
2. Enter the debit bank details from where the amount will be deducted on the defined frequency and submit the application
3. Download the DDS form and sign
4. Upload the signed PDF copy(PDF/JPG/PNG/BMP/TIFF)
5. The application will be submitted to your bank
6. Once successfully authorized by the bank, the amount will be deducted based on agreed frequency

If you have not raised this request, please contact noqodi using [Contact Us](#)

Thank you.

noqodi Customer Service

www.noqodi.com

noqodi Ejari DDS Manual

3. Click on the link provided in the email and fill the Debit bank account details of the payee:

Merchant Name: EjariDDA | Reference No: 827e3f8e-a3b8-4854-aeff-127b87e65943

1 DDS Setup | 2 DDS Sign | 3 Done

Enter the debit bank account details

Payee Bank Details

Bank Name *	Title of Account *	Account Type *	IBAN number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Customer Information

Name	Customer Type	ID Type	ID Number
Shajahan Shaik	Individual	DRVLN	DR3432390002

Consumer Number	Email	Mobile
WSDS012987600035323233257	<input type="text"/>	0563432343

Payment Schedule

Issued For	Amount Type	Min Amount	Max Amount
Rent Payment	VARIABLE	<input type="text"/>	<input type="text"/>

Frequency	Start Date	End Date
MONTHLY	03-Nov-2022	11-Sep-2023

Beneficiaries

Sr No.	Payment Cycle	Schedule Date	Bank	Title of Account	IBAN number	Amount (AED)
1	Cycle 1	03-Dec-2022	Blom Bank France	Muhammad	AE XXXXXXXXXXXXXXXXX	50.00
2	Cycle 2	03-Jan-2023	Blom Bank France	Muhammad	AE XXXXXXXXXXXXXXXXX	200.00

4. Verify the OTP which is sent to payee customer's email and mobile number

Merchant Name: EjariDDA | Reference No: 827e3f8e-a3b8-4854-aeff-127b87e65943

1 DDS Setup | 2 DDS Sign | 3 Done

Please enter the OTP sent to payee customer's email and mobile.

1 Enter the OTP here →

2 →

If you didn't receive OTP | [Resend Otp](#)

noqodi Ejari DDS Manual

5. Please follow the below steps:

1. Download the form
2. Sign the form with payee customer's signature and date
3. Upload the from as per the formats mentioned

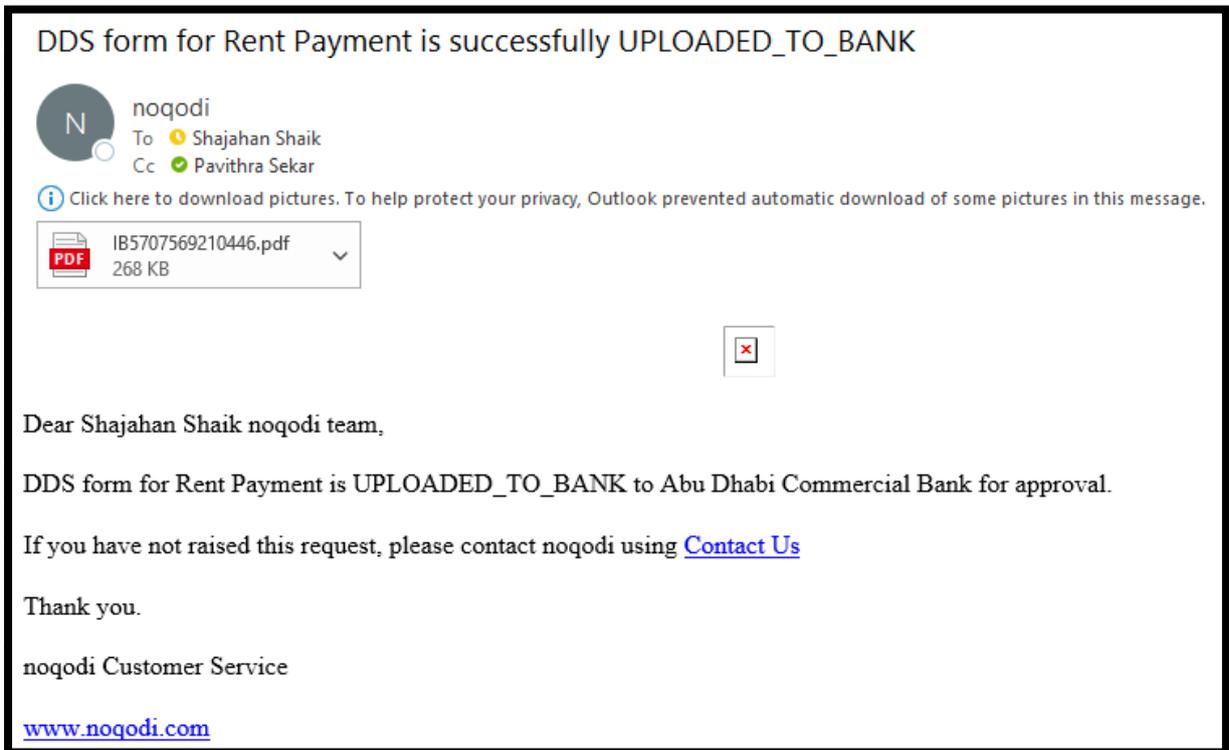
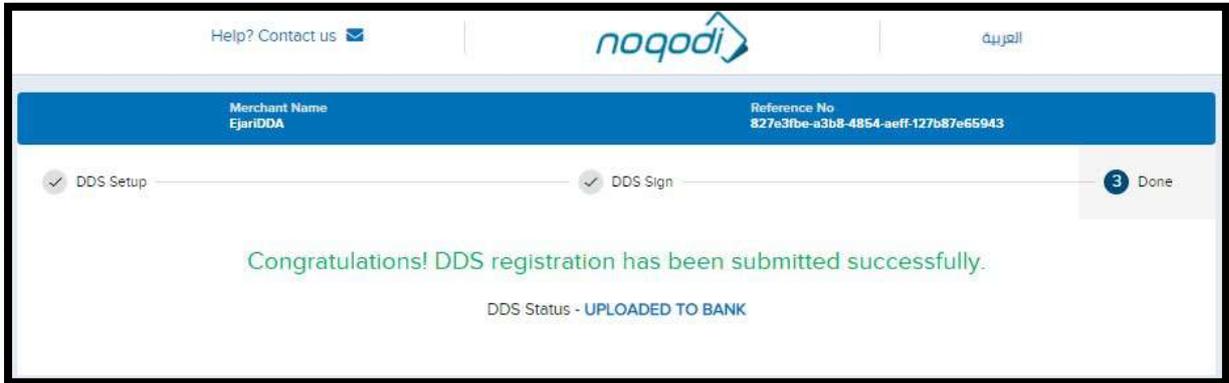
The screenshot shows a web interface for the 'DDS Sign' step. At the top, it displays 'Merchant Name: EjariDDA' and 'Reference No: 827e3f8e-a3b8-4854-aeff-127b87e65943'. Below this is a progress bar with three steps: 'DDS Setup' (checked), 'DDS Sign' (active), and 'Done'. A green instruction reads: 'Please download the DDS contract, sign and upload it to submit the DDS registration request.' The interface contains four numbered steps indicated by red circles and arrows: 1. 'Preview DDS Contract' button; 2. 'Download DDS Contract' button; 3. A dashed box for file upload with the text 'Choose a file or drag it here' and a note 'File size limit to 10MB Allowed file types: jpeg, png, bmp, tiff, pdf'; 4. 'Upload' button.

noqodi Ejari
DDS Manual

Direct Debit Authority Others توكيل الخصم المباشر اخرى		الأصم المباشر DIRECT DEBIT UAEDDS/DDAO/Rev20140131			
OIC	7	5	0	0	0
Originator Name	noqodi				
Primary Sponsoring Bank	ADCB				
DDA Purpose Code	5 0 0				
Consumer/Premises/etc*	WSDS01298760003532323252				
Customer Type*	Individual <input checked="" type="checkbox"/> فردي		Non-Individual <input type="checkbox"/> غير فردي		
Customer ID Type* + Number*	DRVLN	D	R	3	4
1*	Bank Name	Abu Dhabi Islamic Bank			
2*	Title of Account	sdsd			
3*	Account Type	Current/Savings Account <input checked="" type="checkbox"/> حساب توفير / حساب جاري		Credit Card <input type="checkbox"/> بطاقة ائتمان	
4*	IBAN / Card Number	Verify your IBAN number			
5	Mobile Number	0	5	6	3 4 3 2 3 4 3
6	Email Address	xxx@gmail.com			
7*	Issued for	Rent Payment			
8*	Commences On	0	3	/	1 1 / 2 0 2 2
9*	Expires On	1	1	/	0 9 / 2 0 2 3
10*	Fixed/Variable Amount	Fixed: <input type="checkbox"/> ثابت		Variable: <input checked="" type="checkbox"/> متغير	
11*	Payment Frequency	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
12*	Fixed Amount 1/ Minimum Amount	If FIXED, then a proper amount. Can be left blank if VARIABLE			
13*	Fixed Amount 2/ Maximum Amount	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 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.		تفويض وتفويض بالتوقيع داخل المربع أدناه، فإنني/إننا نطلب منكم وتفوضكم الدفع عن طريق الخصم المباشر من حسابي/حسابنا إلى الدائن في حساب له لدى "بنك الدائن" بناء على المعلومات الموفرة في هذا التفويض، وبموجب شروطه وأحكامه المنصوص عليها في هذا النموذج، وأنظمة وقواعد نظام الإمارات للخصم المباشر وأي شروط وأحكام أخرى تحكم حساباتي البنكية أو علاقتي معكم. وفي الحالة التي يتم التوقيع فيها على هذا التفويض بواسطة شركة، فإن الموقع أدناه هو الشخص المخول بالتوقيع نيابة عن الشركة أو كإحدى هذه الشركات وقد قرأت وتفهمت الشروط والأحكام المنطبقة على هذا التفويض حسبما هو منصوص عليها في هذا النموذج.			
Payer Name, Signature & Date اسم الدافع، التوقيع والتاريخ Add your signature & date I/We have read and understood the term and conditions printed overleaf. لقد قرأت/قرأنا وتفهمت/تفهمنا الشروط والأحكام الواردة في الصفحة التالية <input checked="" type="checkbox"/> I have / <input type="checkbox"/> I have not left the Minimum amount as blank <input checked="" type="checkbox"/> I have / <input type="checkbox"/> I have not left the Maximum amount as blank		Signature Verified التوقيع		Name / الاسم emaratech التوقيع 	

noqodi Ejari DDS Manual

6. After the successful registration, your documents will be submitted to your respective bank for verification, and you will get the email notification along with the signed copy as below:



noqodi Ejari DDS Manual

- The status of registration will be changed to 'Uploaded to Bank' as shown in below screen

The screenshot displays the 'DIRECT DEBIT SYSTEM REGISTRATION' interface. On the left sidebar, 'Direct Debit System' (1) and 'Registration' (2) are highlighted. The main area features search filters: 'Date Range (Max 90 days allowed)' (3) set to 'Oct 28 2022 - Nov 03 2022', 'Status' set to 'All', 'Merchant' set to 'All', and a 'Consumer Number' field. A 'Search' button (4) is located to the right. Below the filters is a table with the following data:

Date	Merchant	Merchant Username	Customer Name	Consumer Number	DDS Reference ID	DDS Authorization Date	Status	Actions
03-Nov-2022	EjariDDA	AUKHALEEJCENTRE	Shajahan Shaik noqodi team	WSD501288760003532333257			UPLOADED TO BANK	

- The payee customer's bank will verify the document and the process can take up to 2 working days. Once the verification is done, you will get the email notification as below

Dear Shajahan Shaik noqodi team,

DDS form submitted for Rent Payment consumer number WSDSSTG5323233262 is APPROVED by Abu Dhabi Commercial Bank, DDS registration number is TEST65162022000000185.

The agreed amount will be debited from your bank account based on the defined frequency.

If you have not raised this request, please contact noqodi using [Contact Us](#)

Thank you.

noqodi Customer Service

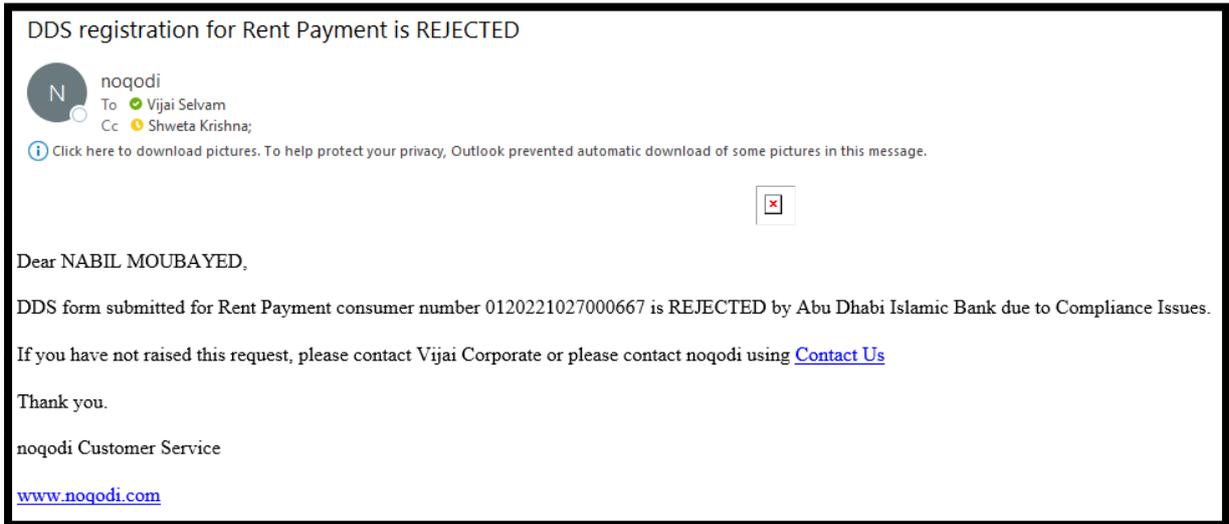
www.noqodi.com

noqodi Ejari DDS Manual

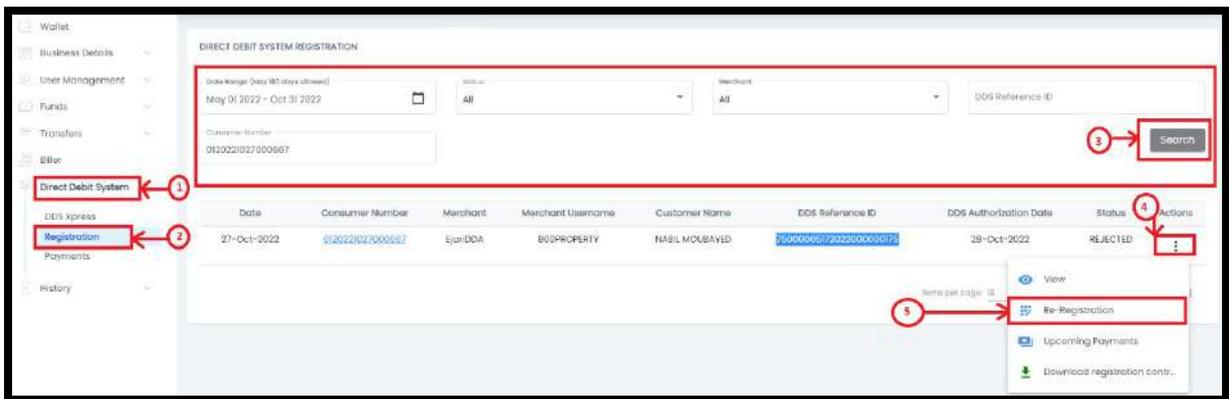
5.5.2. Re-registration from noqodi

If the registration gets rejected, corporate user can re-register by following below steps:

1. For the rejected registration, the payee customer and the corporate user will get the email notification as below



2. You can re-register by navigating to **Direct Debit System -> Registration ->** Select the rejected registration which you want to re-register -> **Re-Registration**



noqodi Ejari DDS Manual

3. Verify the details and click on **Re-Registration** button as shown in below screen

The screenshot displays a user interface for a Direct Debit System (DDS). The top navigation bar includes 'Wallet', 'Business Details', 'User Management', 'Funds', 'Transfers', 'Bill', 'Direct Debit System', 'DDS Xpress', 'Registration', 'Payments', and 'History'. The 'Registration' menu item is highlighted. The main content area shows a 'Rejected' status for a Direct Debit System (DDS) with the following details:

- Date:** 27-Oct-2022
- Merchant:** EjarEjara
- Merchant Username:** 500PROPERTY
- Customer Name:** NABIL MOUBAYED
- Merchant ID:** fb6e5477-0915-4590-87eb-8a2d38e14697c
- Consumer Number:** 0120221027000667
- DDS Submerchant ID:** 75000086172022000000175
- DDS Authorization Date:** 28-Oct-2022
- Status:** REJECTED

Below the status, there are sections for 'Payee Bank Details', 'Customer Information', and 'Payment Schedule'. The 'Payee Bank Details' section shows:

- Bank Name:** Abu Dhabi Islamic Bank
- Title of Account:** Vijai Selvam
- Account Type:** Savings
- IBAN Number:** AE560030000085977132001

The 'Customer Information' section shows:

- Name:** NABIL MOUBAYED
- Customer Type:** Individual
- ID Type:** PASSP
- ID Number:** ISFV23632
- Consumer Number:** 0120221027000667
- Email:** xxx@gmail.com
- Mobile:** 0501111111

The 'Payment Schedule' section shows:

- Issued For:** Rent Payment
- Amount Type:** VARIABLE
- Min Amount:**
- Max Amount:**
- Frequency:** MONTHLY
- Start Date:** 02-Oct-2026
- End Date:** 01-Oct-2027

Below the schedule, there is a 'Beneficiaries' table:

St. No	Payment Cycle	Schedule Date	Bank	Title of Account	IBAN Number	Amount (AED)
1	Cycle 1	02-Oct-2026	Al Hilal Bank	Shweta Krishna	AE123456789123456788888	500.00
2	Cycle 2	02-Nov-2026	Al Hilal Bank	Shweta Krishna	AE123456789123456788888	500.00

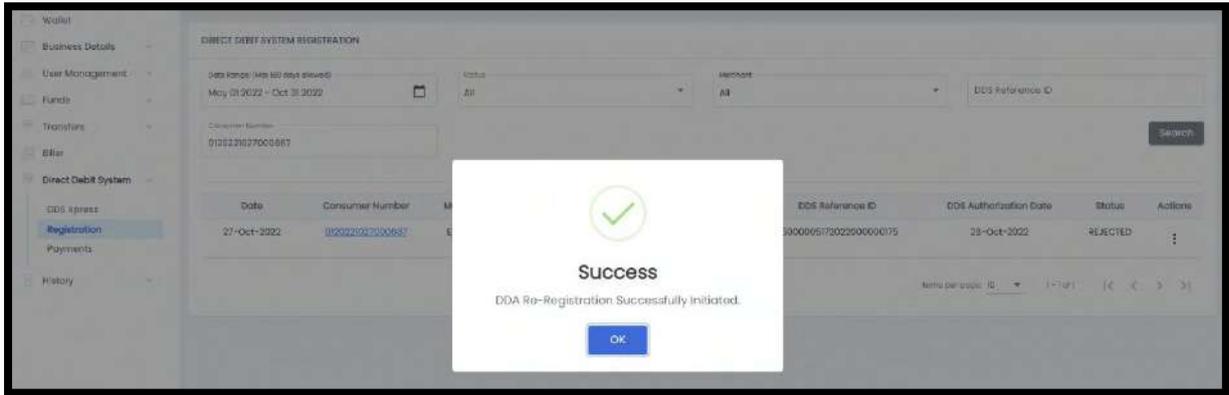
At the bottom right, there is a red 'Re-Registration' button and a 'Back' button. A red circle with an exclamation mark and an arrow points to the 'Re-Registration' button.

4. Enter the 4-digit PIN for verification

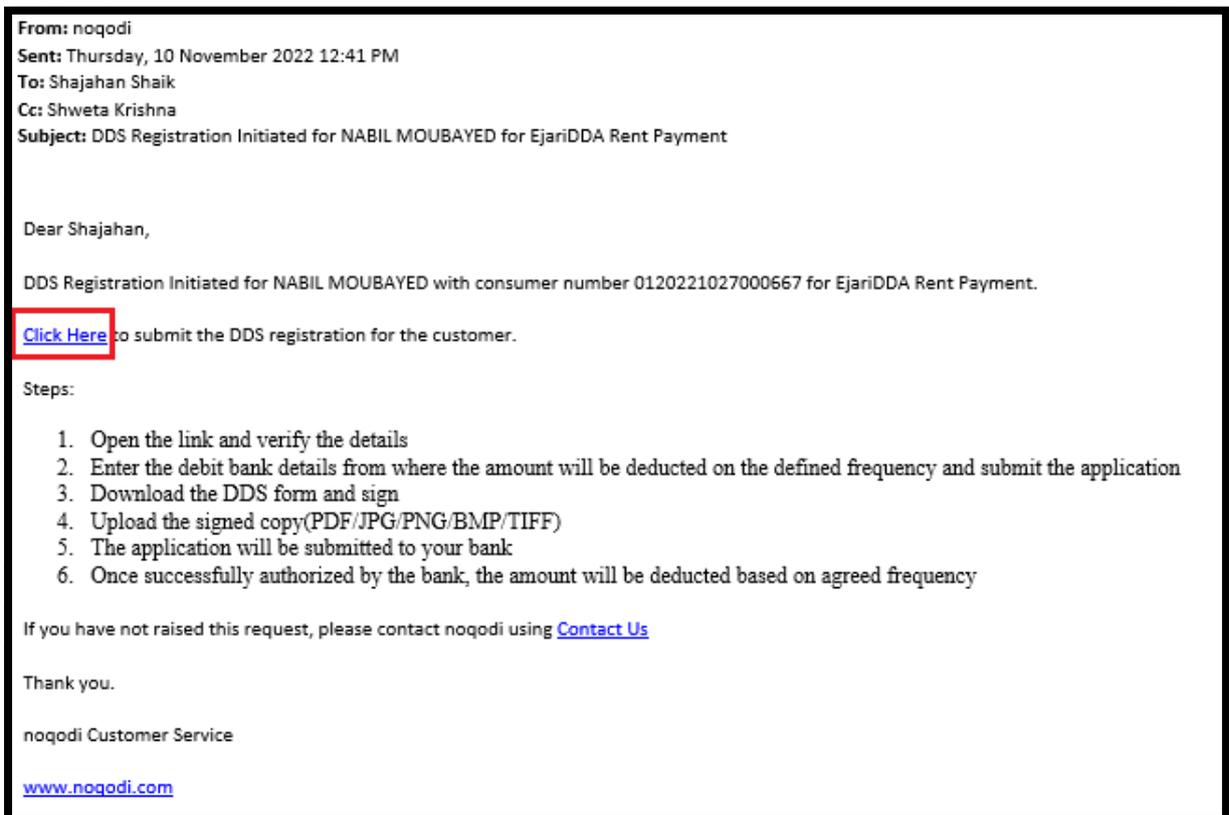
The screenshot shows a 'PIN Verification' dialog box. The title is 'PIN Verification' and there is a close button (X) in the top right corner. Below the title, there are four empty input boxes for entering the PIN. Below the input boxes, there is a message: '- A maximum of 3 retries are allowed -'. The dialog box has a light blue background and a white border.

noqodi Ejari DDS Manual

5. Once you verify, you will see the screen as below



6. The payee customer will get the email notification as below



7. Click on the link provided in the email and follow **Registration from Merchant** steps from 1.3

noqodi Ejari DDS Manual

6. Step 3: DDS Payment

6.1. View the upcoming Payment

1. Corporate user can view your upcoming payment by navigating to **Direct Debit System -> Registration ->** Select the registration which you want to view -> **Upcoming Payments**

The screenshot shows the 'DIRECT DEBIT SYSTEM REGISTRATION' page. On the left sidebar, 'Direct Debit System' is selected (1), and 'Registration' is highlighted (2). The main content area displays a table with the following data:

Date	Merchant	Merchant Username	Customer Name	Consumer Number	DDS Reference ID	DDS Authorization Date	Status	Actions
11-Oct-2022	EjarIDDA	ALKHALEEJCENTRE	Shojahan Shaik	WSD5012987500035323232345	7500008511202200000148	11-Oct-2022	APPROVED	⋮

The 'Actions' dropdown menu is open, showing options: View, Cancel, Upcoming Payments (4), and Download registration contr...

The screenshot shows the 'DIRECT DEBIT SYSTEM UPCOMING PAYMENTS' page. The summary card displays the following information:

- Date: 07-Nov-2022
- Merchant: EjarIDDA
- Merchant Username: ALKHALEEJCENTRE
- Customer Name: Shojahan Shaik noqodi team
- noqodi DDS ID: bf4e0e8f-b11b-4007-8aa7-781adb150a05
- Consumer Number: WSDSSTG532323262
- DDS Reference ID: TEST165162022000000185
- DDS Authorization Date: 07-Nov-2022
- Status: APPROVED

The table below shows the upcoming payments:

Cycle	Date	Email	IBAN	Payment Amount (AED)	Status	Action	Remarks
1	05-Dec-2022	SHA.ejaz@eres.oe	AE123456789123456788444	50.00	PENDING	Stop	
2	03-Jan-2023	SHA.ejaz@eres.oe	AE123456789123456788444	200.00	PENDING	Stop	
3	05-Feb-2023	SHA.ejaz@eres.oe	AE123456789123456788444	20.00	PENDING	Stop	
4	03-Mar-2023	SHA.ejaz@eres.oe	AE123456789123456788444	100.00	PENDING	Stop	

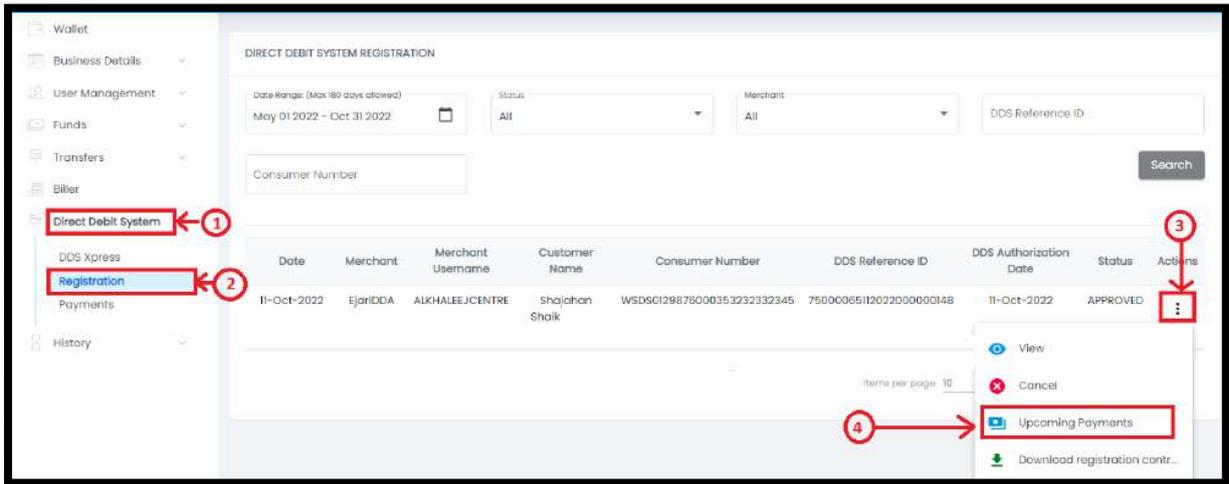
A 'Back' button is located at the bottom right of the page.

noqodi Ejari DDS Manual

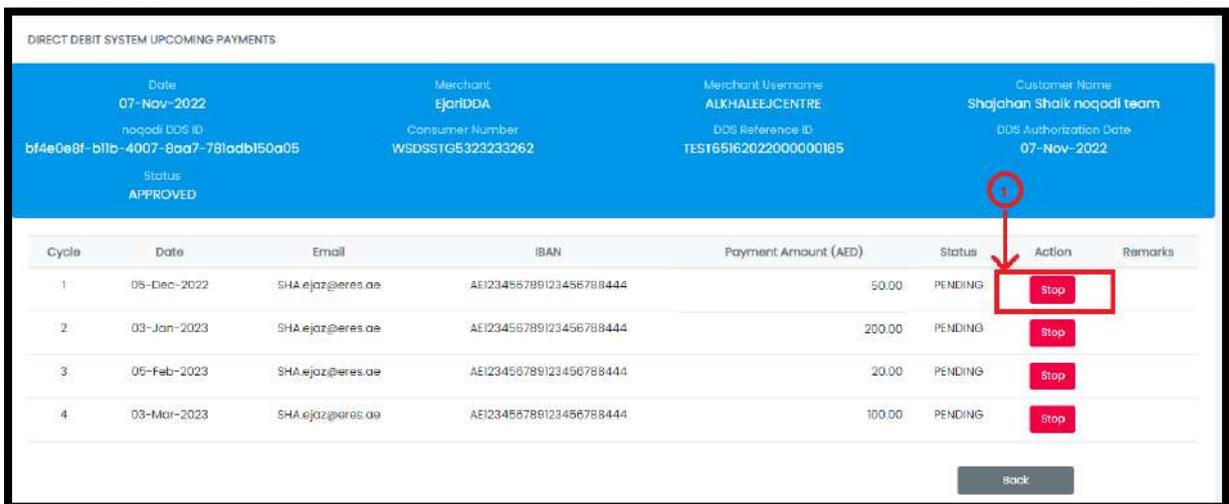
6.2. Stop the upcoming Payment

2. Corporate user can stop the payment for a particular cycle by navigating to **Direct Debit System -> Registration -> Select the registration ->Click on Upcoming Payments** as shown in below screen

Note: Once a payment is stopped, the payment cannot be re-initiated.

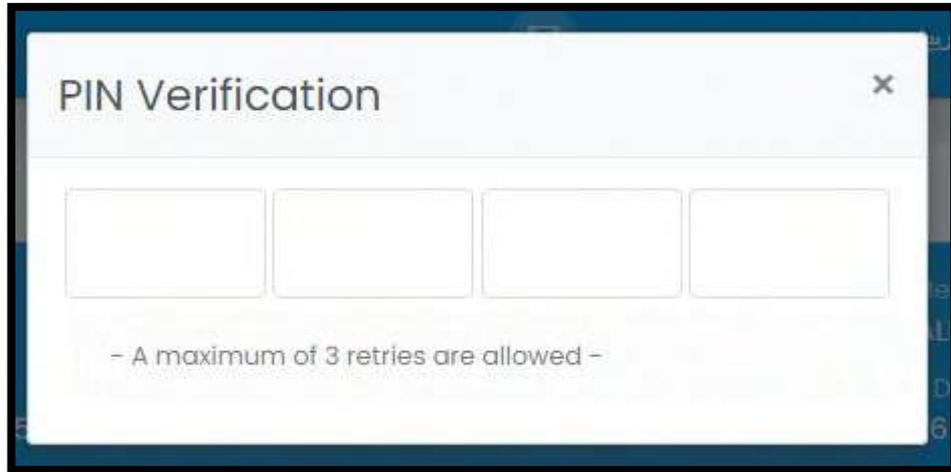


3. Click on the **Stop** button for the payment cycle which you want to stop as shown in below screen

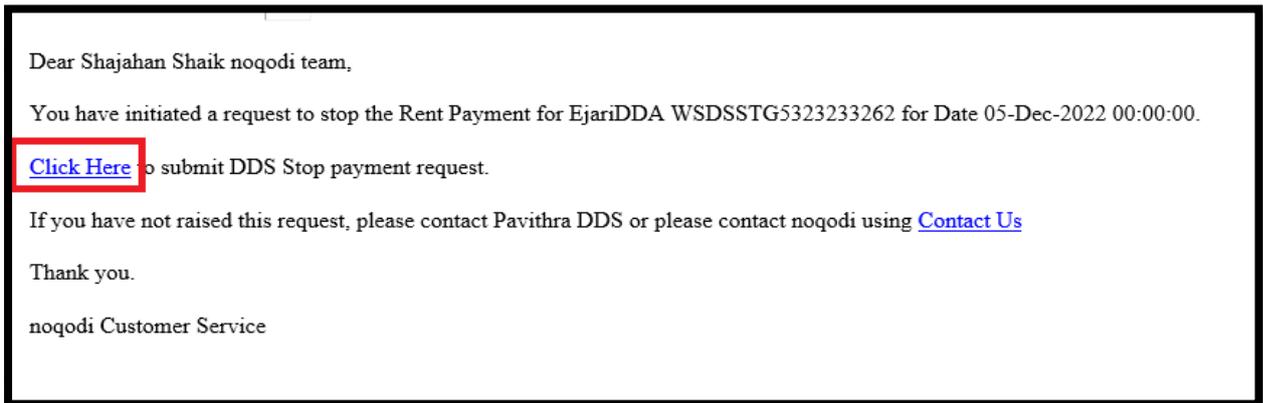


noqodi Ejari DDS Manual

4. Enter your 4-digit PIN for confirmation and the stop payment will get initiated successfully as show in below screenshot



5. Payee customer and the corporate user will receive email Notification as below



noqodi Ejari DDS Manual

6. Click on the link provided in the email and select the reason for stopping the payment and click on **Agree & Submit** button as shown in below screen

Help? Contact us | noqodi | العربية

Merchant Name: EjariDDA | Reference No: bf4e0a8f-b11b-4007-8aa7-781acb150a05

1 DDS Stop | 2 Done

Customer Information

Name	Email	Mobile	Customer Type
Shajahan Shaik noqodi team	xxx@gmail.com	05XXXXXXXX	Individual

Payment Information

Consumer Number	DDS Reference Number	DDS Issued For	IBAN
WSDSSTG532323262	TEST65462022000000185	Rent Payment	AE123456789123456788444

Stop Reason

Remarks*
Please enter your reason for stopping the payment

[Terms and Conditions](#)

2 Agree & Submit

7. Enter the OTP sent to the Payee's email and mobile number

Help? Contact us | noqodi | العربية

Merchant Name: EjariDDA | Reference No: bf4a0a8f-b11b-4007-8aa7-781acb150a05

1 DDS Stop | 2 Done

Please enter the OTP sent to payee customer's email and mobile

1 OTP

2 Verify OTP

If you didn't receive OTP | Resend Otp

noqodi Ejari DDS Manual

8. Payee customer will see the confirmation screen as below



9. The corporate user can view the same status by navigating to **Direct Debit System -> Registration -> Select the registration ->Click on Upcoming Payments**. The status will be skip as shown in below screen

DIRECT DEBIT SYSTEM UPCOMING PAYMENTS

Date	Merchant	Merchant Username	Customer Name
07-Nov-2022	EjariDDA	ALKHALEEJCENTRE	Shajahan Shaik noqodi team
noqodi DDS ID bf4e0e8f-b11b-4007-8aa7-781adb150a05	Consumer Number WSDSSTG5323233282	DDS Reference ID TF8185162022000000185	DDS Authorization Date 07-Nov-2022
Status APPROVED			

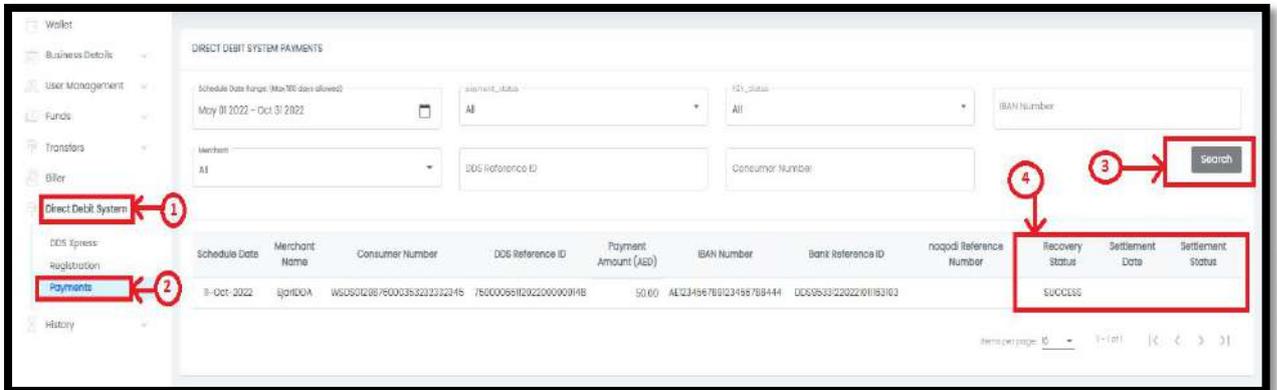
Cycle	Date	Email	IBAN	Payment Amount (AED)	Status	Action	Remarks
1	05-Dec-2022	SHA.ejaz@eres.ae	AE123456789123456788444	50.00	SKIP		Settled
2	03-Jan-2023	SHA.ejaz@eres.ae	AE123456789123456788444	200.00	PENDING	Stop	
3	05-Feb-2023	SHA.ejaz@eres.ae	AE123456789123456788444	20.00	PENDING	Stop	
4	03-Mar-2023	SHA.ejaz@eres.ae	AE123456789123456788444	100.00	PENDING	Stop	

Back

noqodi Ejari DDS Manual

6.3. View Payment status

1. Corporate user can view the payment status, by navigating to **Direct Debit System -> Payments** as shown in below screen

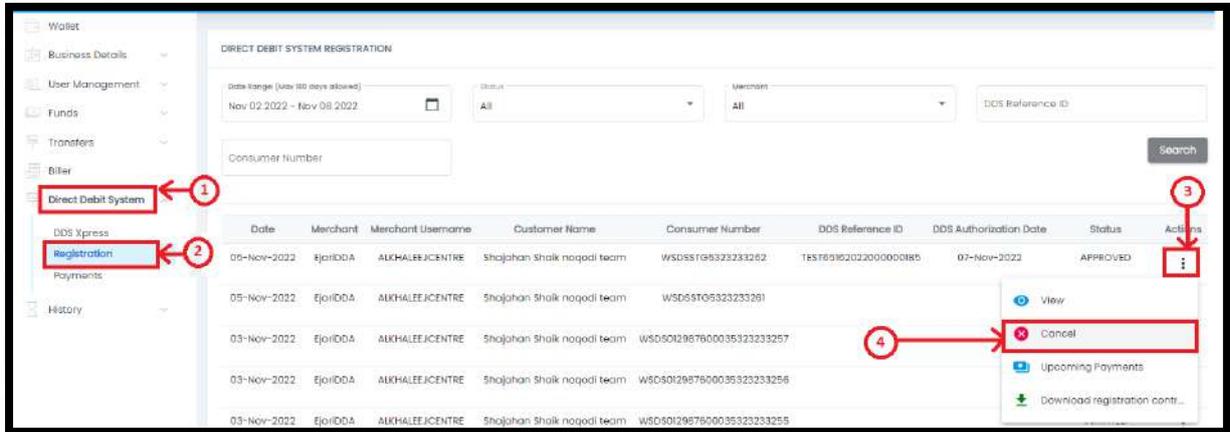


1. Recovery status – Status of money transfer from payee customer account to Noqodi
2. Settlement status – Status of money transfer from Noqodi to the credit IBAN account mentioned in the DDS registration
3. Retries – We have additional 4 days set up from the scheduled date to have a seamless payment.
4. Rejection – if the payment is not successfully debited from payee customer’s account within 4 days from scheduled date, the payment status will be Rejected.

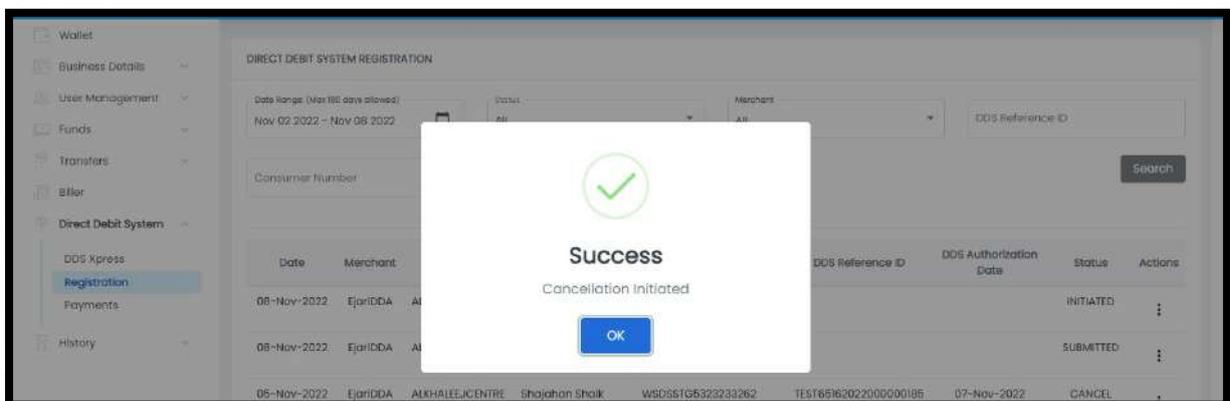
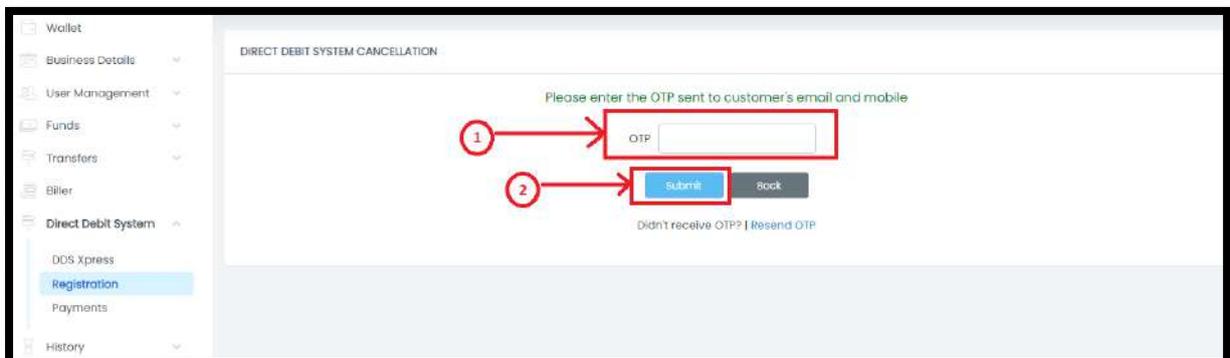
noqodi Ejari DDS Manual

7. Step 4: Cancel Registration

1. You can cancel the customer registration under **Direct Debit System -> Registration ->** Select the registration which you want to cancel -> **Click on Cancel** as shown in below screen



2. Enter the OTP which is sent to the Payee customer's email and mobile number and click on **Submit** button as shown in below screen



noqodi Ejari DDS Manual

- The Payee customer and the corporate user will get the email notification as below

Dear PavithraEjari,

DDS Cancel Registration Initiated for Shajahan Shaik noqodi team with consumer number WSDSSTG5323233262 for Rent Payment.

[Click Here](#) to submit the DDS cancel registration for the customer.

Steps:

1. Open the link and verify the details
2. Select a reason for cancellation
3. Download the DDS Cancellation form and sign
4. Upload the signed PDF copy(PDF/JPG/PNG/BMP/TIFF)
5. The application will be submitted to your bank
6. Once successfully authorized by the bank, DDS will be cancelled.

If you have not raised this request, please contact noqodi using [Contact Us](#)

Thank you.

noqodi Customer Service

www.noqodi.com

- Click on the link provided in the email
- Select the reason for cancellation and click on Agree & Submit button, as shown in below screen

Help? Contact us

noqodi العربية

Merchant Name
EjariDDA

Reference No.
e2279184-64f5-4f6e-9e00-04d007130b28

1 DDS Cancel 2 DDS Cancel Sign 3 Done

Customer Information

Name: Shajahan.Shaik noqodi team
Email: xxx@gmail.com
Mobile: 05XXXXXXXX
Customer Type: Individual

Consumer Number: WSDS012987600035323233234
DDS Reference Number: 75000065112022000000148
DDS Issued For: Rent Payment

Instruct that the same be cancelled with immediate effect

Cancellation Reason

Reason for Cancellation*
Select the reason for cancellation ← 1

[Terms and Conditions](#)

2 → Agree & Submit

noqodi Ejari DDS Manual

6. Enter the OTP which is sent to the Payee customer's mobile number and email ID and click on **Verify OTP** button as shown in below screen

Merchant Name: EjariDDA | Reference No: bf4e0e8f-b11b-4007-8aa7-781adb150a05

1 DDS Cancel | 2 DDS Cancel Sign | 3 Done

Please enter the OTP sent to payee customer's email and mobile

1 → [OTP Input Field]

2 → [Verify OTP Button]

If you didn't receive OTP | [Resend Otp](#)

7. Please follow below steps:

1. Download the cancellation form
2. Sign the form with payee customer's signature and date
3. Upload the from as per the formats mentioned

Merchant Name: EjariDDA | Reference No: bf4e0e8f-b11b-4007-8aa7-781adb150a05

1 DDS Cancel | 2 DDS Cancel Sign | 3 Done

Please download the DDS contract, sign and upload it to submit the DDS Cancellation request.

1 → [Preview DDS Cancellation Button]

[Download DDS Cancellation Button] ← 2

3 → [Upload DDS Cancellation Box]

4 → [Upload Button]

File size limit to 10MB Allowed file types: jpeg, png, bmp, tiff, pdf

noqodi Ejari
DDS Manual

Direct Debit Authority Cancellation Request تفويض بالخصم مباشر طلب الغاء		الأصم المباشر DIRECT DEBIT <small>UAEDDS/DDACR/Rev20140131</small>	
TO / الى (Bank / Originator Address) / (عنوان البنك / المتشعب)		FROM / من (Payer) / الدافع	
Direct Debit Cancellation Request Date	08-Nov-2022	تاريخ طلب الغاء الخصم المباشر	
Dear Sir/Madam, I/We have registered the following Direct Debit Authority (DDA)		السيد/السيدة لقد قمت/قمنا بتسجيل تفويض الخصم المباشر التالي	
Instruct that the same be cancelled with immediate effect.	<input checked="" type="checkbox"/>	يرجى الإيجاز لمن يلزم بإلغاء التفويض المذكور على أساس فوري	
Direct Debit Authority Reference No. الرقم المرجعي لتفويض الخصم المباشر	T E S T 6 5 1 6 2 0 2 2 0 0 0 0 0 1 8 5		
DDA Issued for أصدر تفويض الخصم المباشر لـ	Rent Payment		
Consumer/Card/Loan/Finance Number with Originator رقم المستهلك/البطاقة/القرض/التمويل لدى المتشعب	WSDSSTG5323233262		
Reason for Cancellation أسباب الإلغاء	Loan Topped Up		
Yours truly, شكراً	Date Received/تاريخ الاستلام		
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Add your Name, Signature & date </div>			
Name, Signature & Date الاسم/التوقيع/التاريخ			
For Official Use Only			
Originator Identification Code	7 5 0 0 0 0 6 5 1		
Originators Reference Number			
<p style="text-align: center;">The Bank shall provide a copy of this form to their customer as the acknowledgement after filling in the below. سيقوم البنك بتزويد عميله بنسخة من هذا النموذج كإقرار، بعد تعبئة</p>			
Date & Seal التاريخ والختم 			

noqodi Ejari DDS Manual

1. The status will be updated as below in noqodi:

3

4

1

2

Date	Merchant	Merchant Username	Customer Name	Consumer Number	DDS Reference ID	DDS Authorization Date	Status	Actions
05-Nov-2022	EjariDDA	ALKHALEEJCENTRE	Shajahan Shaik noqodi team	WSDSSTG532323262	TEST85182022000000185	07-Nov-2022	CANCEL DOC UPLOADED TO BANK	⋮
05-Nov-2022	EjariDDA	ALKHALEEJCENTRE	Shajahan Shaik noqodi team	WSDSSTG532323261			INITIATED	⋮

2. The payee customer and corporate user will get the email notification along with the signed copy as below

DDS Cancellation request is raised for consumer number : WSDSSTG532323262

 noqodi
To  Shajahan Shaik
Cc  SHA.ejaz  Pavithra Sekar

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 BU1043760176192.pdf
64 KB



Dear Shajahan Shaik noqodi team,

You have raised a request to cancel DDS setup for Rent Payment with consumer number WSDSSTG532323262

The request is sent to bank for approval.

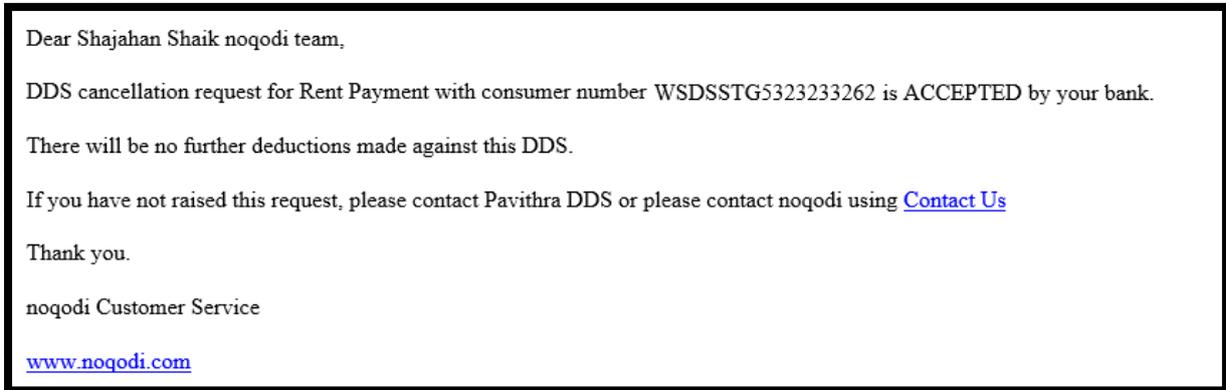
If you have not raised this request, please contact Pavithra DDS or please contact noqodi using [Contact Us](#)

Thank you.

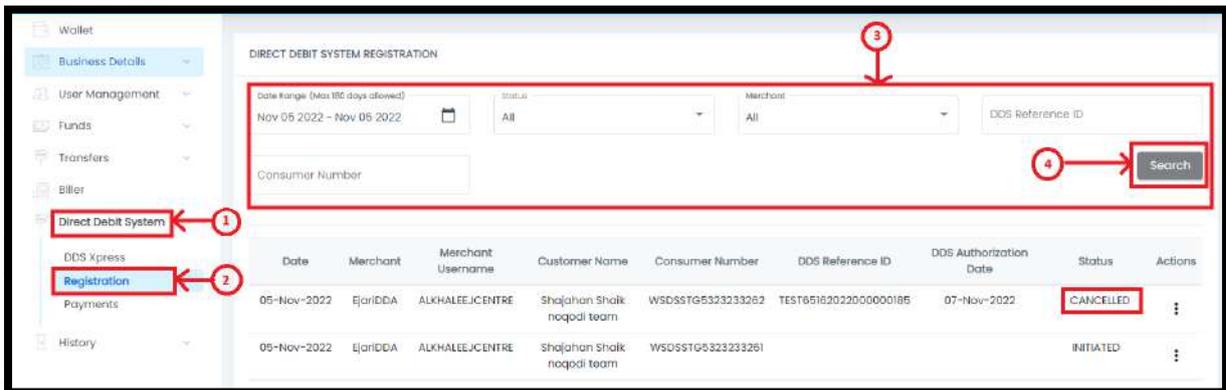
noqodi Customer Service

noqodi Ejari DDS Manual

3. Bank will be verifying, and this process can take up to 2 days. After the verification you will get email notification as below



4. The status will be updated as below in noqodi:



**noqodi Ejari
DDS Manual**

8. Help/Issue

If you face any issue in the above process, please raise a ticket through the below contact us link and upload error screenshot and supporting documents to assist you further.

<https://www.noqodi.com/#/contact-us>

Contact Us

Enquiry

Name

Email

Mobile

Wallet

Choose a Main Category

Choose a Sub Category

Subject

Description

Attach File *Optional*

Upload supporting documents like error screenshot, receipt, etc

Choose a file or drag it here

File size limit to 10MB
Allowed file types: jpeg, png, bmp, gif, tiff, pdf

I'm not a robot

reCAPTCHA
Privacy Terms

SUBMIT

noqodi Ejari DDS Manual

9. FAQ

- What is DDS?
 - o DDS Direct Debit Service is a product by the central bank that allows customers to sign an authorization form for installment payments. It is mainly a product to replace cheques and automate the debit from bank account.
- What are the objectives of DDS?
 - o DDS by noqodi is a product that automates the process starting with registering the Direct Debit Authorization to settlement(s) into the beneficiary's account(s). Noqodi offers a digitized and seamless user experience to merchants and payers.
- Who benefits for DDS?
 - o Tenant
 - o Landlord
 - o Properties management companies
- Dose DDS for all sectors? if not, what are the sectors that are not covered?
 - o For now, DDS is for rental payment
 - o In the future it will be available in many governments' services
- For which sectors will be DDS applicable?
 - o Government and private sectors
- How to register DDS?
 - o Manual and video will help PMC to register for DDS
- In case of payment failure, how many times the payment will be retried for collections.
 - o In the event of payment failure, 3 retry attempt will be made by noqodi.
- If payment failed and retry attempts exceeded 3 times, what should I do?
 - o PMC should apply for a new DDS
- How long DDS will be approved by Central Bank?
 - o SLA within 48 hours and can be extended for 5 days
- Subscription period?
 - o One month
- How much is subscription fees?
 - o monthly subscription of 1000 AED
- Who will give support to PMC?
 - o support@noqodi.com
- If payment didn't happen?
 - o PMC will contact tenant, and if didn't pay regal action will be taken
- If stop payment, is there any charges or affect (credit score)?
 - o No charges for stop payments
- Can date of payment be changed?
 - o Currently no amendment however in phase 2 amendment will be available
- If I want to change payment date, when should I notify?
 - o 5 days before payment date
- Can an Entity have multiple user?
 - o Yes, PMC could create user based on their need and can provide the required access.

**noqodi Ejari
DDS Manual**