

# Client Procedure (CP) for Client Reports Issuing Services

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## 1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for obtaining reports for some data related to the license/ license staff.

## 2. Scope

This procedure will apply to all clients within Trakhees' jurisdiction.

## 3. Definitions

3.1 LD - Trakhees-Licensing Department

## 4. Procedure

4.1. Client should log in to Trakhees online services using valid username and password.

4.2. Client should choose CLD Services > Choose Reports > Choose type of report required from below:

4.2.1. Employee Listing

4.2.2. Employee Cancellation

4.2.3. Transaction Listing

4.2.4. License Details

4.2.5. Employee Personal Details

4.2.6. License History

4.3. Client should fill the mandatory field (not required for License details, and license history).

4.4. Client should choose report format (if PDF or in Excel sheet) then copy of the generated report will be available for client to download and/or print.

## 5. Completion Time

	Service	Completion Time
5.1	Generating the requested reports	Upon request

## 6. Service Fees\*

	Service	Service Fees (AED)
6.1	Generate report	Free of Charge

## 7. Related Forms

N/A.

## 8. References

8.1 Trakhees Rules and Regulation.



## 9. Workflow

