

Client Procedure (CP) for Additional Quota

PCFC- Entity (Business Unit) Name	:	Department of Planning and Development – Trakhees.
Department Name	:	Licensing Department.
Section Name	:	Government Services Section.
Document Reference Number	:	PCFC-TRK-LD-GS-CP-14
Revision Number	:	02
Revision Date	:	October 2020



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1. Purpose

The purpose of this procedure is to ensure consistency, helps reduce variation within a given process, gains employee and client cooperation and provides information for additional quota requests.

2. Scope

This procedure will apply to all Clients holding free zone license within Trakhees' jurisdiction, and will also involve any external parties concerned with the Clients requirements.

3. Definitions

3.1 Quota - Is the limited number of people a company is obliged to recruit.

4. Quota and Additional Quota Rules and Regulations

4.1 Basic Quota Rules

4.1.1 License for Shop

One shop is subjected for 4 Quota, if the license has more than one shop, then the second shop is allowed for 2 Quota and any additional shop is allowed for 1 Quota

Example: license of 4 shops will allowed to get 8 Quotas (4+2+1+1)

4.1.2 License for Kiosk

Kiosk license is subjected for 3 Quota

If the company has a warehouse registered under company name, a number of 3 additional Quota will be given upon client request

If the company has more than one warehouse, the allowed Quota will be 3 Quota for the first warehouse, then 1 Quota for any additional warehouse



4.1.3 Kiklab Business Centre

Type Of Set-Up	No. Of Quota
Hot Desk	2
Work Station	4
Small Office	6

4.2 Additional Quota Rules

4.2.1 Warehouse

If the company has a warehouse registered under company name, a number of 4 additional Quota will be given upon client request

If the company has more than one warehouse, the allowed quota will be 4 Quota for the first warehouse, 2 Quota for the second and then 1 Quota for any additional warehouse

If the size of the warehouse doesn't meet the minimum required size, the application for additional Quota will be rejected

4.2.2 Company Vehicle

For each vehicle registered under company name, one additional Quota will be given

4.2.3 Kiosk permit

Kiosk permit is subject for 3 Quota

Activity size: if the company has expanded business and provide the evidences (contracts, permits,,etc.) , additional Quota will be subject to Quota committee decision

4.2.4 Activity Size require more Quota



If the company has expanded business and provide the evidences (contracts, permits, etc.), additional Quota will be subject to Quota committee decision.

5. Procedure

5.1 Each new company is subjected for 4 Quota. In case the need for applying for additional quota, applicant should send an email to Trakhees.Government@trk.pcfc.ae and attach the following required documents:

- NOC Letter from the company.
- Valid Lease contract copy
- Vehicle registration under the company (if applicable)
- Warehouse contract copy (if applicable)
- 24 hours permit (if applicable)

5.2 LD will check if the request complies with the requirements and regulations. An inspection might be done to the company to decide the need for additional quota.

5.3 Once the request is reviewed, applicant will be notified through email with request approval/rejection accordingly.

6. Service Completion Time

	Service	Completion Time
6.1	Approving and update the system/ rejecting additional quota requests (from the date of submission through email)	3 working days

7. Related Forms

N/A



8. References

N/A

9. Workflow

