

Client Procedure (CP) for Additional Quota

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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

4.2 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 must visit Trakhees providing the following requirements;

5.1.1 NOC Letter from the company.

5.1.2 Valid Establishment Card

5.1.3 Valid License Copy

5.1.4 Valid Lease contract copy

5.2 LD staff will check the documents if the applicant comply with the requirements and regulations then LD staff will forward the documents for Management approval. An inspection might be done on the company to decide the need for additional quota.

5.3 After management decision, applicant will be notification with request approval/rejection accordingly.

6. Service Completion Time

| | Service | Completion Time |
|-----|--|------------------|
| 6.1 | Approving/ rejecting additional quota requests | 1-2 working days |

7. Related Forms

N/A

8. References

N/A



9. Workflow

