

# Client Procedure for Issuance of Vehicle Pass and Recyclable Materials Collection Permit

Document Reference Number : ID-CEN-P06  
Revision Number : 00  
Revision Date : June 2018



## Table of Contents

1. Purpose.....	2
2. Scope .....	2
3. Definitions .....	2
4. Procedure.....	2
5. Service Completion Time.....	3
6. Service Fees .....	3
7. Related Forms .....	3
8. References.....	3
9. Workflow .....	3



## 1. Purpose

The purpose of this procedure is to facilitate information to Trakhees clients regarding the process of permit issuance for vehicle pass and recyclable material collection.

These permits are to ensure that the movement of recyclable materials and / or wastewater complies with all relevant requirements.

## 2. Scope

All companies which will be collecting and transporting recyclable materials or trade wastewater from Companies located within Jebel Ali Free Zone; however, this shall not be applicable to waste management companies having their facilities within Jebel Ali Free Zone

## 3. Definitions

- 3.1 DM - Dubai Municipality
- 3.2 MSDA - Material Safety Data Sheet

## 4. Procedure

### 4.1 Vehicle Pass

- 4.1.1 A pre-qualified service provider should submit by CD for Inspection department or through mail (Milagros.Iligan@trk.pfc.ae) the fully filled-up Vehicle Pass Application form “(CEN-F06a) for recyclable materials vehicle” or “(CEN-F06b) for wastewater tanker” and all other attachments mentioned in the application forms:
- 4.1.2 Inspection Department will review the submitted documents and will send copy of payment advice to clients with the status of the submission as below:
  - 4.2.1 Approved: once all required documents are available and information complying the requirements of Trakhees. Client should settle the payment and notify the inspection department.
  - 4.2.2 More Details: in case of missing of any of submission requirements or more details needed to be given by the client. Client should update the required information and settle the payment and send to inspection department.

### 4.2 Collection Permit- Recyclable Materials

- 4.2.1 Client should ensure availability of enough money in their pre-paid account and then approach Trakhees Satellite Office while the material are already loaded in the vehicle and submit the below required documents:
  - 4.2.1.1 Fully filled-up Recyclable Materials Collection Permit form (CEN-F06c)
  - 4.2.1.2 NOC from recyclable materials generator issued to the collector
  - 4.2.1.3 Weighbridge slip
  - 4.2.1.4 Dubai Customs Gate Pass
  - 4.2.1.5 Other relevant document/s where required
- 4.2.2 Inspection Department will review the submitted documents and will inspect the vehicle to ensure from the vehicle conditions and accordingly:



4.2.2.1 Approve the request, the required fees will be deducted from the client pre-paid account and then inspection department will stamp the submitted Recyclable Materials Collection Permit.

4.2.2.2 Recommend to unload the vehicle and explain the client the required action for approval.

## 5. Service Completion Time

	Service	Completion Time
5.1	Time taken to revise the submission and send payment advice and submission status for vehicle pass. (from the date of submission)	5 Working Days
5.2	Time taken Issue the Vehicle pass (from the date of payment settlement notification)	5 Working Days

## 6. Service Fees

No.	Service	Fees (AED)
6.1	Revision of Vehicle Pass requests	220 / per month
6.2	Approval of Collection Permit- Recyclable Materials- 3 tons owned vehicle	220
6.3	Approval of Collection Permit- Recyclable Materials- 3 tons rented vehicle	320
6.4	Approval of Collection Permit- Recyclable Materials- container or trailers	370

\*The above fees might be subjective to 5% VAT.

## 7. Related Forms

7.1 CEN-F06a, Recyclable Materials Vehicle Pass Application Form.

7.2 CEN-F06b Recyclable Materials Collection Permit

7.3 CEN-F06c, Waste Water Tanker Vehicle Pass Application Form

## 8. References

8.1 Trakhees Rules and Regulations

## 9. Workflow