



## Client Procedure (CP) for Additional Quota

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## 1. Purpose and Objective

This procedure aims to ensure consistency, helps reduce variation within a given process, gain employee and client cooperation, and provides information for additional quota requests.

## 2. Scope

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

## 3. Definitions & Abbreviations

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

3.2 LD - Licensing Department

## 4. Quota and Additional Quota Rules and Regulations

### 4.1 Basic Quota Rules

#### 4.1.1 License for Shop

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

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

#### 4.1.2 License for Kiosk

A Kiosk license is subjected for 3 Quota



## 4.2 Additional Quota Rules

### 4.2.1 Warehouse

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

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

The application for an additional Quota will be rejected if the warehouse size does not meet the minimum required size.

### 4.2.2 Company Vehicle

One additional Quota will be given for each vehicle registered under the company name.

### 4.2.3 Kiosk permit

A kiosk permit is subject to 3 Quota

### 4.2.4 Activity Size requires more Quota

If the company has expanded business and provides the evidence (contracts, permits, etc.), an additional Quota will be subject to the Quota committee's decision.



## 5. Procedure

5.1 Each new company is subjected to 4 Quotas. In case of the need to apply for an additional quota, the applicant should send an email to [Trakhees.Government@pcfc.ae](mailto:Trakhees.Government@pcfc.ae) and attach the following required documents:

- Filled up Request Form for Additional Quota SGS-F14b, NOC Letter from the company.
- Vehicle registration under the company (if applicable)
- Warehouse contract copy (if applicable)
- 24 hours permit (if applicable)
- List of staff profession or job designation requesting additional quota.
- Number of staff in each profession requesting for additional quota.
- Proof of staff accommodation or housing allowance provided by the company requesting for additional quota.
- List of current staff with profession or job designation and proof of staff accommodation or housing allowance provided by the company.

5.2 Once the requirements are complied, LD will send a confirmation email along with the amount per quota. Client should reply with the approval of deducting the amount from the client's prepaid account. 5.2 LD will check if the request complies with the requirements and regulations. An inspection might be done of the company to decide the need for an additional quota.

5.3 Once accepted, LD will send the request to immigration, and the approval will depend on the immigration committee's decision. Once the request is approved from the immigration, LD will deduct



the amount from the client's prepaid account. The applicant will be notified through email once the request is completed or rejected.

## 6. Service Completion Time

S No.	Service	Completion Time
6.1	Accepting / rejecting additional quota requests (from the date of submission through email)	2 working day
6.2	Applying additional quota in immigration/ request for inspection for additional quota (from the date of client's approval/confirmation through email)	1 working day
6.3	Availability of additional quota in the system (from the date of immigration approval)	1 working day

## 7. Service Fees:

S No.	Service	Fees (AED)
8.1.	Additional Quota	5,020 for each Quota

## 8. Related Documents/ Forms

### 7.1 Request Form for Additional Quota SGS-F14b



## 9. Applicable References and Regulations

N/A

## 10. Process Workflow

