

Request for Additional Quota

Company Name :	
Contact Phone No:	
E-mail:	
License No & Kiosk permit No(if applicable):	
Activity:	
Current Quota:	
Additional Quota Requested:	
Required Documents	
1	Commercial Permit for extra working hours, if applicable. (Send copy)
2	Valid Lease Contract Copy
3	Area in Sq. ft. Submit evidences if there is any Business Expansion.
4	Operational status
5	If Non-operational: Expected date of commencement of operation.
6	How many shifts of operation
7	Working time - From ----- to -----
8	Details of the staff accommodation
9	Floor operation plan – (details like type of activity/service, number of personnel required to serve a certain number of guests/customers etc.)

Classification: Public

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10	Company registered Vehicles if any - How many? Submit the copy of Vehicle Registration.	
11	Any warehouse for storage. Submit the copy of the contract.	

To be filled up by the Trakhees Inspector.

Inspection Report:
Inspector Recommendation:

	Inspector	Section Head Approval
Name:		
Date:		
Signature:		