

Client Procedure (CP) for Client Reports Issuing Services

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1. Purpose and Objective

The purpose of this procedure is to facilitate information to Trakhees clients regarding the procedural requirements for obtaining reports for some data related to the license/ license staff.

2. Scope

This procedure will apply to all clients within Trakhees' jurisdiction.

3. Definitions and Abbreviations

3.1 LD - Trakhees-Licensing Department

4. Procedure

- 4.1. Client should log in to Trakhees online services using valid username and password.
- 4.2. Client should choose CLD Services > Choose Reports > Choose type of report required from below:
 - 4.2.1. Employee Listing (TRK-LD-GS-SF15a).
 - 4.2.2. Employee Cancellation (TRK-LD-GS-SF15b).
 - 4.2.3. Transaction Listing (TRK-LD-GS-SF15c).
 - 4.2.4. License Details (TRK-LD-GS-SF15d).
 - 4.2.5. Employee Personal Details (TRK-LD-GS-SF15e).
 - 4.2.6. License History (TRK-LD-GS-SF15f).
- 4.3. Client should fill the mandatory field (not required for License details, and license history).
- 4.4. Client should choose report format (if PDF or in Excel sheet) then copy of the generated report will be available for client to download and/or print.

5. Service Completion Time

	Service	Completion Time
5.1	Generating the requested reports	Upon request

6. Service Fees*

	Service	Service Fees (AED)
6.1	Generate report	Free of Charge

7. Related Documents/Forms

- 7.1. TKS-LD-GS-15a, Employee Listing
- 7.2. TKS-LD-GS-15b, Employee Cancellation
- 7.3. TKS-LD-GS-15c, Transaction Listing
- 7.4. TKS-LD-GS-15d, License Details
- 7.5. TKS-LD-GS-15e, Employee Personal Details
- 7.6. TKS-LD-GS-15f, License History

8. Applicable References and Regulations

- 8.1 Trakhees Rules and Regulation.

9. Process Workflow

