



Request for Additional Quota

Company Name	:	
Application Date	:	
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.	
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.)	
10.	Company registered vehicles if any – how many? Submit copy of vehicle registration.	
11.	Any warehouse for storage. Submit the copy of the contract	

Applicant Information	
Name	:
Signature	:

Classification: Public and once filled is for internal use only

TRK-LD-GS-CF14a

Rev.00/ March 2023

Page 1 of 2



To be filled by Trakhees Inspector:

Inspection Report

Inspector Recommendation

	Inspector	Section Head Approval
Name :		
Date :		
Signature :		

Classification: Public and once filled is for internal use only

TRK-LD-GS-CF14a

Rev.00/ March 2023

Page 2 of 2