

## **SFO EXPENSES – STANDARD OPERATING PROCEDURE (SOP)**

**Company:** QUANT LAB SFO FZCO

**Applies to:** All purchases made using the SFO (company) card

### **1. Purpose**

To ensure all company expenses are UAE audit-compliant, properly documented for accounting, and clearly separated from personal expenses.

### **2. What Can Be Purchased**

#### **2.1 Employee Assets**

- Laptops
- Mobile phones
- Tablets
- Company SIM cards / DU recharge plans (SIM must be registered under Quantlab)

#### **2.2 Products, Services & Subscriptions**

The following must be purchased only under a company account (examples, not limited to):

- Products required for company or employee use
- Recruitment portals (e.g. pracuj.pl, Indeed)
- Software tools
- Business subscriptions
- DU business / enterprise mobile plans

Conditions (mandatory):

- Purchase under company account (QUANT LAB SFO FZCO)
- Payment via SFO card
- Valid invoice issued to company

### **3. Payment Rule**

- Only the SFO card may be used
- Personal cards are not allowed
- No mixing personal and company items

### **4. Shipping & Billing Details**

#### **Shipping Address:**

Villa 47A, Frond N, Palm Jumeirah, Dubai, United Arab Emirates

#### **Billing Address (Bills To):**

QUANT LAB SFO FZCO  
DMCC Business Centre, UT-11-CO-190  
Uptown Tower, JLT, Dubai, UAE

*This billing address must be used until DMCC registration is officially updated.*

### **5. Purchase as Company & Tax Details**

Buyer Name: QUANT LAB SFO FZCO  
TRN: 105069744800001

### **6. Online Accounts**

Personal accounts must be avoided. If no company account exists, one must be created under QUANT LAB SFO FZCO.

### **7. Invoices**

A valid tax invoice is mandatory and must include seller details, buyer name, billing address, TRN, invoice date, and amount.

**8. Invoice Storage**

All invoices must be uploaded to the SFO Purchases – Invoices Google Drive folder.

**9. PA Responsibility Summary**

Ensure correct payment, correct buyer details, correct billing address, TRN inclusion, and invoice upload.