

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.