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DANDY COMPANY LIMITED	
Approval for Credit card for Fleet Department	
Date :- 1st April 2024	
Proposal	A new credit card is requested for Fleet department with limit of QAR 5000.
Objective	<p>The Dandy Fleet department previously utilized the E-cash Card for all payments related to technical inspection of vehicles (FAHAS) for istimara renewal. However, authorities have now ceased accepting the Easy Pay Card, requiring payments solely through credit cards.</p> <p>Dandy currently possesses two credit cards issued in the names of Tarique Nasim (Senior Manager HR) with a credit limit of QAR 100k, and Atif Hussain (Senior Manager Procurement) with a credit limit of QAR 300k. Utilizing these cards for fleet purposes presents practical difficulties due to the requirement of a PIN code for transaction processing. Sharing PIN codes compromises security, and the managers holding the cards cannot frequently travel to the istimara renewal center located nearby Alkhor. Additionally, the renewal process is unpredictable, often necessitating multiple visits for a single vehicle's istimara renewal.</p> <p>We hereby request management approval to obtain a credit card in the name of Fleet Department Head, Mansoor Khan, with a limit of QAR 5000. Mr. Mansoor Khan will be responsible for all transactions and providing supporting documents. The mentioned employee's End of Service Benefits (EOSB) will cover the specified limit.</p>
Bank for Card Issuance	We propose obtaining the suggested credit card from Masraf Al Rayan. Since our existing cards are also issued by the same bank, this arrangement will facilitate the smooth processing of replenishment or resolution of any operational queries related to the card.
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Fleet Head </div> <div style="text-align: center;">  Finance Manager </div> <div style="text-align: center;">  General Manager </div> <div style="text-align: center;"> Authorized Signatory </div> </div>	