




CAPEX APPROVAL FORM															
					31-Oct-24										
BUSINESS UNIT-USB															
Modification of Sales office															
1. Proposal Title:	CONTEXT: The current sales office and cash collection room are insufficient, which is affecting our team's ability to work efficiently.														
	OBJECTIVE: Proposed modifications include expanding the overall office area, creating three private sales manager rooms, a designated accounting office for 3 cashiers, supervisor sitting area with enhanced lighting and ceiling, and a complete electrical system upgrade. Additional improvements include constructing new interior walls for better space utilization and renovating the washroom and New canteen to standards. These upgrades aim to optimize workspace functionality and create a more comfortable environment for all staff and salesman.														
2. Total Investment:	PROPOSAL: Modification cost proposed by project team through external supplier is QAR 121,611/-. However, we will use our internal maintenance team with an overall cost of QAR 60,000/-.														
<table><thead><tr><th>Particulars</th><th>Unit</th><th>Amount (Qr.)</th><th>Ex Rate</th><th>Amount (QAR)</th></tr></thead><tbody><tr><td>Cost for Renovation</td><td>LS</td><td>60,000</td><td>1</td><td>60,000</td></tr></tbody></table>						Particulars	Unit	Amount (Qr.)	Ex Rate	Amount (QAR)	Cost for Renovation	LS	60,000	1	60,000
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Cost for Renovation	LS	60,000	1	60,000											
KEY PERFORMANCE INDICATORS (As per feasibility study)															
The proposed capex is to increase the capacity of cashier room and sales supervisor office.															
Approvals															
Roles	Initiated by	Initiated by	Recommended by	Recommended by	Reviewed by										
Designation	Manager - HR & Admin	Sr. Manager - Operations	Sr. Manager - Finance	General Manager	AVP - Finance										
Name	Qazi Anwar	Shafiq Ahmed	Mohammed Sameer	Adnan Meerji	Khaja Bahauddin										
Signature															
Roles	Reviewed by	Approved by													
Designation	Chief Technical Officer	Chief Executive Officer													
Name	Sunil Kassim	Tarique Mohammad													
Signature															