



# **QUOTA POOL SLOT CHANGE USER GUIDE**

# Quota Pool Slot Change: Real-Time, Fully Automated Service for Efficient Quota Management

The XPAT system now offers Quota Pool Slot Change function, it is designed to enhance the flexibility and efficiency of managing quota slots. This service allows users to modify the associated quota pool, occupation, or both, for quota slots in the "Open" state, ensuring that paid quota slots can be reallocated to areas where the employer requires.

Unlike the Work Permit Slot Change function, which applies to "Occupied" slots, the Quota Pool Slot Change feature is specifically designed for "Open" slots and supports bulk modifications. Users can adjust multiple slots in a single request, streamlining the process for greater ease of use.

This automated service processes requests instantly, and if any requirements are not met, clear error messages are provided, ensuring transparency and accuracy. The feature allows users to maximize the value of their paid quota slots, giving them full control over their allocation and utilization.





## How to use the quota pool slot change function

Step 1: Login to <a href="https://xpat.egov.mv">https://xpat.egov.mv</a> and go to "Quota" and then select "View Quota Pools"

xpat	my Org	my Org					
ome Dashboards 1	Quota Work Permit Regularization Payments	s Wallet Help					
tention: You have outstanding dues t	des work permit fees, q	uota fees, and/or fines. For more details, <b>please click here.</b>	User Guide				
system Announcement: 2	Wiew Quota Pools date		^				
Ve are excited to announce the lates 1. New Centralized User Interface 2. Comprehensive Payment Over	View Slots     ned to streamline your       Image: Slots     ned to streamline your       Image: Slots     in one location for easy noting amounts, along with the slots	experience in managing outstanding payments and fees. The key u / tracking. vith a detailed breakdown by payment category. Easily access itemi	pdates include: zed lists for work permit				
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ve re dedicated to improving your ex	ance, piease reach ou	t to our support team at xootgatsoonelaanv.					
			User Guide				
ystem Announcement: Enhand	ed Efficiency with Automated Deposit Claims						

Step 2: Locate the required quota pool and click on "Details" to go into the specific quota pool

Home Dashboards Site Quota Work Permit Regularization Payr	nents Wallet Help
Quotas 🗱 - all the quotas will be displayed below	+ New Quota Pool
Attention: You have outstanding dues totaling MVR 231,484.00. This amount includes work permit for	ees, quota fees, and/or fines. For more details, <b>please click here.</b> User Guide
Search by: Quota Pool Number, Quota Slot Number, Site Name, Site Number	
« 、 Use to search for the quota pool	Showing 3 Expand to view more search options
QP00000121 - SAMPLE 1 Project Defects (Site Link To Quota Pool Test 02 (multi site - test)) APPROVED	QP00000127 - Construction of New resort with 400 bed capacity (Site Link To Quota Pool Test 02 (multi site - test)) APPROVED
180 Eligible • 0 Utilized • 180 Unutilized 0 Reserved	100 Eligible • 62 Utilized • 38 Unutilized 20 Reserved
Issued 27-APR-2024	Issued 24-JUL-2024
DETAILS	





#### Step 3: Click on "Pool Slot Change" tab to view the request table and new request button

🗙 xpat				my Org			my Org
Home Dashboards	Site Quota	Work Permit	Regularization Pay	rments Wallet Help			
N/A Site Link To Quota Pool Test C	2 (multi site - test) 📲	• Quotas					
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Summary Slots Projec	t Increase Decre 000127 - Constr ork Based - Project	ease Pool Slot Change	Manage Occupation	Sites Migration 📔 🕤 Dacity (Site Link To Quota	ı Pool Test 02 (m	ulti site - test))	APPROVED
Status Approved		Submitted On 24-Jul-2024		Issued On 24-Jul-2024		Expired On 24-Jul-2088	
Eligible Eligible amount	100	<b>Utilized</b> Utilized amount	62	<b>Unutilized</b> Unutilized amount	38	Reserved Reserved amount	20
Quota Pool Details Disp	blay below is your eliq	gible details					

#### Step 4: Click on "New Pool Slot Change" to start a new request

Summary Slots Project	t Increase Decrec	ise Pool Slot Change Manage Occup	ation	Sites Migration 📘 📆			
QP00	000127 - Constru ork Based - Project	ction of New resort with 400 bec	l capo	acity (Site Link To Quota Pool T	est 02 (r	nulti site - test))	APPROVED
Status Approved		Submitted On 24-Jul-2024		Issued On 24-Jul-2024		Expired On 24-Jul-2088	
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						Search:	
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QPSC/2024/231 Cancelled		QP00000007	Acco	puntant	-		0
QPSC/2024/230 Approved		QP00000127	Expe	rt, human resources	26-Aug-	2024	0





#### **Step 5:** Select the current occupation of the quota slots you want to select to bring the required changes

Slot Selection	<b>2</b> Pool and Occupation	3 Review					
ool Slot Change Request   Re	f: QPSC/2024/245						
To the change the o	quota slots pool and/or a	occupation, the quota s	slots will require to be in the	e 'Open' state.			
If you want to chan	ge the quota pool, slot a	nd/or occupation of an	n occupied slot, please use	the "work permit slot change" fun	ction within the	respective work pe	ermit.
Selected Slots							
Please select ar	n occupation and then s	elect the required slot/	s from the "Select Slot" Tab	le below.			
Action	Slot Number	Current Pool	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
			No quota si	ous selected			
Select Slots							
Select Occupation o	of Slots *						
Select Occupation	n						
Search by slot nu	mber						Searc





**Step 6:** In the "Select Slots" table, click the "+" button next to the required slots to add them to the "Selected Slots" table. To remove any unwanted slots, simply click the "Remove" button. Click "Next" to proceed.

the change	the quota slots pool and	d/or occupation, the qu	ota slots will require to be in the "	Open' state.			
you want to (	change the quota pool, s	slot and/or occupation o	of an occupied slot, please use th	ne "work permit slot change" (	function withi	n the respective work	permit.
elected Slo	ts						
Please sele	ect an occupation and th	nen select the required s	slot/s from the "Select Slot" Table	below.			
Action	Slot Number	Current Pool	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
Remove	Q\$00001778	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
Remove	Q\$00001773	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
Remove	Q\$00001746	QP00000127	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot
Remove	QS00001745	QP00000127	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot
		Selected slot	s will be added to this ta	able and removed from	m the belo	ow table	
		Selected slot	s will be added to this ta	ble and removed from	m the belo	ow table	
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elect Slots lect Occupat Cleaner, offic Search by slo Displayed Select Slot + + + + +	ion of Slots * e at number d below are the "open" st Slot Number QS00001774 QS00001775 QS00001744 QS00001687 QS00001687	Selected slot         cate quota slots assigned         Current Pool       Q         QP00000127       Q         QP00000127       Q         QP00000127       Q         QP00000127       Q         QP00000127       Q	s will be added to this ta	Quota Slot Expiry 08-Sep-2025 08-Sep-2025 24-Aug-2025	The below State Open Open Open	Slot Type Standard Standard Regularization Standard Standard	Slot Category Payable Slot Payable Slot Payable Slot Payable Slot





**Step 7:** Once you go to step 2 of the application wizard, you will see a view similar to below. Please follow the instructions after the image to continue.

	Change your pool	and occupation					
Count of selected o	quota slots from Que	ota pool (4)					
						Se	arch:
			Currently S	elected Quota Slots			
Slot Number	1↓ Current Oc	cupation	ţ↓	Quota Slot Expiry	State 14	Slot Type	Slot Category
QS00001778	Cleaner, of	lice		08-Sep-2025	Open	Standard	Payable Slot
Q\$00001773	Cleaner, of	lice		08-Sep-2025	Open	Standard	Payable Slot
QS00001746	Cleaner, of	lice		24-Aug-2025	Open	Regularization	Payable Slot
Q\$00001745	Cleaner, of	lice		24-Aug-2025	Open	Regularization	Payable Slot
Total Standard Slots Total Regularization S	Slots						2
rotaritegularization	01010						4
Total Quota Slots							
Total Quota Slots							
Total Quota Slots A quota pool is req	uired to be selected	to proceed					
Total Quota Slots A quota pool is req Select Destination Quot	uired to be selected	to proceed					
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Total Quota Slots A quota pool is req Select Destination Quot Select An occupation is re Select the required new Select	uired to be selected ta Pool * equired to be selector v occupation for the	to proceed ed to proceed selected quota slots	•				~



**Step 7a:** Please select the quota pool to which you want to change the selected slots. If you only want to change the occupation and keep the current quota pool unchanged, you can select the existing quota pool.

Select		
1		
0000000		
OPOODOO	27 - Construction of New resort with 400 bed capacity(Current)	
OPOODOO	2004 - TEST GUOTA POOL DIVISION OF	
OP000000	105 - TEST is Seperated Pool 01	
OP000000	2006 - TEST IS Seperated Pool 01	
QP000000	007 - Def a project test	
OP000000	208 - TEST is Seperated Pool 01	

**Step 7b:** Please select the occupation to which you want to change the selected slots. If you only want to change the quota pool and keep the current occupation unchanged, you can select the current occupation of the selected slots.

Select Destination Quota Pool *			
QP00000121 - SAMPLE 1 Project Defects			×
Quota Pool Name		SAMPLE 1 Project Defects	
Quota Pool Number	QP00000121		
Remaining Standard Quota Slot Amount	Remaining Standard Quota Slot Amount		
Remaining Regularization Quota Slot Amount	90		
An occupation is required to be selected to proc	eed		
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An occupation is required to be selected to proc Select the required new occupation for the selected of Select Occupation	eed		
An occupation is required to be selected to proc Select the required new occupation for the selected of Select Occupation	eed		

Note: The new quota pool and occupation cannot both be the same as the current ones, as no changes would occur. To proceed, either the quota pool, the occupation, or both must be different from the current selection.





**Step 7c:** After selecting both the destination pool and the new occupation, the selections will appear similar to as shown below. You can then click "Next" to proceed.

Comprequention Contrary your pool and a docupation	Slot Selection	2 P	ool and upation	3 Review							
Secure of a conception o	xt Change Request   Ref:	QPSC/2024	4/245								
Contract of selected guides table have, Conception	ool & Occupatio	n Chang	ge your pool and occ	upation							
Courter dividend queue tota tota tota tota tota <ul> <li></li></ul>											
	Count of selected	d quota s	lots from Quota pool	(4)							
Currently Evented Quote Sites         Standard         Standard         Standard         Standard         Standard         Standard         Paydale Stat         Stat         Standard         Paydale Stat											
Currently Selected Quota Blats         Bisk Humbler       1       Gunes 1 Occupation       10       Bood Sisk Explay       1       Bondard       Paydels Bisk       Payde									5	earch:	
Base Humber       1       Connext Occupation       1       South Stat Staphy       11       Stat Pype       11       Stat Cotagony       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1				Currently	Selected Quota Slots						
200000772       Cleaner, office       08-4ep-2025       Open       Rendord       Peydels Bid         20000774       Cleaner, office       24-4ug-2025       Open       Regularization       Peydels Bid         20000775       Cleaner, office       24-4ug-2025       Open       Regularization       Peydels Bid         20000775       Cleaner, office       24-4ug-2025       Open       Regularization       Peydels Bid         20000775       Cleaner, office       2       2       2       2         20000775       Cleaner, office       2       2       2       2         200000775       Cleaner, office       2       2       2       2         200000775       Cleaner, office       2       2       2       2         200000775       C	Slot Number	11	Current Occupatio	n †1	Quota Slot Expiry	11	State	11	Slot Type	Slot Category	1
200000773       Cleaner, office       08-4ap-2025       Open       Regularization       Prystels 8.4         20000746       Cleaner, office       24-Aug-2025       Open       Regularization       Prystels 8.4         20000745       Cleaner, office       24-Aug-2025       Open       Regularization       Prystels 8.4         Implementation of the selected 10 proceed         State St	2500001778		Cleaner, office		08-Sep-2025		Open		Standard	Payable Slot	
20000749       Cleaner, office       24-Aug-3025       Open / Regularization       Pryoble Bot         20000749       Cleaner, office       24-Aug-3026       Open / Regularization       Pryoble Bot         Cleaner, office       24-Aug-3026       Open / Regularization       Pryoble Bot         Cleaner, office       24-Aug-3026       Open / Regularization       Pryoble Bot         Cleaner, office       2         Cleaner, forfice,	QS00001773		Cleaner, office		08-Sep-2025		Open		Standard	Payable Slot	
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Quete Pool Number         QP00000121           Remaining Standard Queta Stot Amount         90           Remaining Regularization Queta Stot Amount         90           An accupation is required to be selected to proceed         90           Identified new accupation for the selected queta stots.*         90           Officer, information         90           reame         Officer, information           Karx Limit         100           Reserved         0           Remaining         100           An accupation Restrictions Limit         0           Retive Available Stots under Quota Pool         0	Quota Pool Name							SAMP	LE 1 Project Defects		
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leat the required new occupation for the selected quota slots.* Officer, information	An occupation is	required	I to be selected to pro	bceed							
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3	Effective Available	Slots und	der Quota Pool					1	00		
3											





**Step 8:** Review all the details for the requesting changes to ensure it is as required. If everything is as required, click "Next" to submit the application. The application will then be processed automatically in real-time. The quota slots will be updated to the requested changes as shown in the "After approved" column.

						Search:
			Se	lected Quota Slots		
Quota Slot Number $\uparrow \downarrow$	State 🛝	Slot Type	Expiry 1	Category î	Requesting î↓	After Approved
QS00001745	Open	Regularization	24-Aug-2025	Payable Slot	Pool : QP00000127 Occupation : Cleaner, office	Pool : QP00000121 Occupation : Officer, information
QS00001746	Open	Regularization	24-Aug-2025	Payable Slot	Pool : QP00000127 Occupation : Cleaner, office	Pool : QP00000121 Occupation : Officer, information
QS00001773	Open	Standard	08-Sep-2025	Payable Slot	Pool : QP00000127 Occupation : Cleaner, office	Pool : QP00000121 Occupation : Officer, information
QS00001778	Open	Standard	08-Sep-2025	Payable Slot	Pool : QP00000127 Occupation : Cleaner, office	Pool : QP00000121 Occupation : Officer, information
Total Standard Slots						2
Total Regularization Slots						2
Total Quota Slots						4
This application will be outs	matically appr		of the application			





### How to view details of approved quota pool slot change requests

Go to the "pool slot change" tab within the quota pool and click on the "i" icon to view additional information of the application. This will show the application details as shown in the 2<sup>nd</sup> image.







# Additional information on rules in quota pool slot change function

- 1. Domestic quota pools cannot be moved to obsolete (legacy) quota pools.
- 2. Domestic quota pools cannot be moved to quota pools in different categories.
- 3. If a system slot is selected, the destination occupation must allow system slots.
- 4. The number of standard quota slots in the destination pool must be greater than or equal to the requested number of standard quota slots to move.
- 5. The number of regularization quota slots in the destination pool must be greater than or equal to the requested number of regularization quota slots to move.
- 6. The total number of quota slots in the destination pool must be greater than or equal to the total quota slots to move
- 7. The number of available slots for the selected occupation in the destination pool must be greater than or equal to the number of selected quota slots.
- 8. The number of selected quota slots must not reach the maximum allowed quota slots for the destination occupation.
- The destination quota pool must not have any processing or incomplete requests for managing occupations, decreasing, or increasing quota pool requests
- 10. All selected quota slots must be in an open state to be eligible for the change.
- 11. The destination quota pool must be in an approved state.
- 12. The destination quota pool must have at least one active site linked to it.
- 13. The system allows the movement of quota slots within the same pool, even if the quota pool has reached its system slot limit for that occupation, as long as it is moving between occupation-limited slots or system slots.