

# 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 <https://xpat.egov.mv> and go to “Quota” and then select “View Quota Pools”

The screenshot shows the xpat dashboard with the 'Quota' menu item highlighted in a red box (1). A dropdown menu is open, and 'View Quota Pools' is highlighted in a red box (2). Other menu items include View Quota, View Slots, Quota Pool related requests, Quota Requests, and View Slot Requests. A system announcement banner is visible at the bottom.

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

The screenshot shows the 'Quota Pools' page with a search bar highlighted in a green box (1) containing the text 'Use to search for the quota pool'. A dropdown arrow is highlighted in a green box (2) with the text 'Expand to view more search options'. Below, two quota pool cards are shown. The first card is for 'QP00000121 - SAMPLE 1 Project Defects (Site Link To Quota Pool Test 02 (multi site - test))' with 180 Eligible, 0 Utilized, 180 Unutilized, and 0 Reserved slots. The second card is for 'QP00000127 - Construction of New resort with 400 bed capacity (Site Link To Quota Pool Test 02 (multi site - test))' with 100 Eligible, 62 Utilized, 38 Unutilized, and 20 Reserved slots. A 'DETAILS' button is highlighted in a red box (1) on the second card.

**Step 3:** Click on “Pool Slot Change” tab to view the request table and new request button

N/A Site Link To Quota Pool Test 02 (multi site - test) - Quotas

Attention: You have outstanding dues totaling **MVR 231,484.00**. This amount includes work permit fees, quota fees, and/or fines. For more details, [please click here](#). [User Guide](#)

Summary Slots Project Increase Decrease **Pool Slot Change** Manage Occupation Sites Migration

**1**

QP00000127 - Construction of New resort with 400 bed capacity (Site Link To Quota Pool Test 02 (multi site - test)) APPROVED

Work Based - Project Commercial

Status **Approved** Submitted On **24-Jul-2024** Issued On **24-Jul-2024** Expired On **24-Jul-2088**

Eligible Eligible amount	<b>100</b>	Utilized Utilized amount	<b>62</b>	Unutilized Unutilized amount	<b>38</b>	Reserved Reserved amount	<b>20</b>
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Quota Pool Details Display below is your eligible details

**Step 4:** Click on “New Pool Slot Change” to start a new request

Summary Slots Project Increase Decrease **Pool Slot Change** Manage Occupation Sites Migration

QP00000127 - Construction of New resort with 400 bed capacity (Site Link To Quota Pool Test 02 (multi site - test)) APPROVED

Work Based - Project Commercial

Status **Approved** Submitted On **24-Jul-2024** Issued On **24-Jul-2024** Expired On **24-Jul-2088**

Eligible Eligible amount	<b>100</b>	Utilized Utilized amount	<b>62</b>	Unutilized Unutilized amount	<b>38</b>	Reserved Reserved amount	<b>20</b>
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Quota Pool & Slot Occupation Change displayed are quota pool & slot occupation change requests that are linked to this quota pool

**1** [+ New Pool Slot Change](#)

Search:

Ref Number	Pool	Occupation	Submitted On	
QPSC/2024/231 Cancelled	QP00000007	Accountant	-	<a href="#">i</a>
QPSC/2024/230 Approved	QP00000127	Expert, human resources	26-Aug-2024	<a href="#">i</a>

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

**1** Slot Selection      **2** Pool and Occupation      **3** Review

Pool Slot Change Request | Ref: QPSC/2024/245

To the change the quota slots pool and/or occupation, the quota slots will require to be in the 'Open' state.

If you want to change the quota pool, slot and/or occupation of an occupied slot, please use the "work permit slot change" function within the respective work permit.

**Selected Slots**

Please select an occupation and then select the required slot/s from the "Select Slot" Table below.

Action	Slot Number	Current Pool	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
No quota slots selected							

**Select Slots**

**1** Select Occupation of Slots \*

Select Occupation

Search by slot number      Search

CANCEL ✕      NEXT ➔

**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.

- 1 Slot Selection
- 2 Pool and Occupation
- 3 Review

Pool Slot Change Request | Ref: QPSC/2024/245

To change the quota slots pool and/or occupation, the quota slots will require to be in the 'Open' state.

If you want to change the quota pool, slot and/or occupation of an occupied slot, please use the "work permit slot change" function within the respective work permit.

#### Selected Slots

Please select an occupation and then select the required slot/s from the "Select Slot" Table below.

Action	Slot Number	Current Pool	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
<span style="background-color: #e91e63; color: white; padding: 2px 5px;">Remove</span>	QS00001778	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
<span style="background-color: #e91e63; color: white; padding: 2px 5px;">Remove</span>	QS00001773	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
<span style="background-color: #e91e63; color: white; padding: 2px 5px;">Remove</span>	QS00001746	QP00000127	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot
<span style="background-color: #e91e63; color: white; padding: 2px 5px;">Remove</span>	QS00001745	QP00000127	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot

Selected slots will be added to this table and removed from the below table

#### Select Slots

Select Occupation of Slots \*

Cleaner, office

Search by slot number

Search

Displayed below are the "open" state quota slots assigned with the selected occupation

1

Select Slot	Slot Number	Current Pool	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
<span style="background-color: #3f51b5; color: white; padding: 5px 10px;">+</span>	QS00001774	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
<span style="background-color: #3f51b5; color: white; padding: 5px 10px;">+</span>	QS00001775	QP00000127	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
<span style="background-color: #3f51b5; color: white; padding: 5px 10px;">+</span>	QS00001744	QP00000127	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot
<span style="background-color: #3f51b5; color: white; padding: 5px 10px;">+</span>	QS00001687	QP00000127	Cleaner, office	-	Open	Standard	Payable Slot

<< < 1 > >>

Showing 1 to 9 of 9 items (1 / 1 pages)

2

CANCEL ✕

NEXT ➔

**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.

**1** Slot Selection    **2** Pool and Occupation    **3** Review

Pool Slot Change Request | Ref: QPSC/2024/245

### Pool & Occupation

Change your pool and occupation

Count of selected quota slots from Quota pool (4)

Search:

Slot Number	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category
QS00001778	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
QS00001773	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot
QS00001746	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot
QS00001745	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot

< 1 >

<b>Total Standard Slots</b>	2
<b>Total Regularization Slots</b>	2
<b>Total Quota Slots</b>	4

A quota pool is required to be selected to proceed

Select Destination Quota Pool \*

Select

An occupation is required to be selected to proceed

Select the required new occupation for the selected quota slots. \*

Select

**CANCEL** **NEXT**

**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.

A quota pool is required to be selected to proceed

1 Select Destination Quota Pool \*

Select

- QP00000127 - Construction of New resort with 400 bed capacity(Current)
- QP00000003 - TEST QUOTA POOL DIVISION 01
- QP00000004 - TEST Is Seperated Pool 01
- QP00000005 - TEST Is Seperated Pool 01
- QP00000006 - TEST Is Seperated Pool 01
- QP00000007 - Def a project test
- QP00000008 - TEST Is Seperated Pool 01

CANCEL X NEXT →

**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.

A quota pool is required to be selected to proceed

Select Destination Quota Pool \*

QP00000121 - SAMPLE 1 Project Defects

<b>Quota Pool Name</b>	SAMPLE 1 Project Defects
<b>Quota Pool Number</b>	QP00000121
<b>Remaining Standard Quota Slot Amount</b>	90
<b>Remaining Regularization Quota Slot Amount</b>	90

An occupation is required to be selected to proceed

2 Select the required new occupation for the selected quota slots. \*

Select Occupation

- Accountant, management
- Architect, interior
- Officer, information
- Officer, tax

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.

1 Slot Selection    **2 Pool and Occupation**    3 Review

Pool Slot Change Request | Ref: QPSC/2024/245

**Pool & Occupation** Change your pool and occupation

Count of selected quota slots from Quota pool (4)

Search:

Currently Selected Quota Slots							
Slot Number	Current Occupation	Quota Slot Expiry	State	Slot Type	Slot Category		
QS00001778	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot		
QS00001773	Cleaner, office	08-Sep-2025	Open	Standard	Payable Slot		
QS00001746	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot		
QS00001745	Cleaner, office	24-Aug-2025	Open	Regularization	Payable Slot		

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<b>Total Standard Slots</b>	2
<b>Total Regularization Slots</b>	2
<b>Total Quota Slots</b>	4

A quota pool is required to be selected to proceed

Select Destination Quota Pool \*

QP00000121 - SAMPLE 1 Project Defects

<b>Quota Pool Name</b>	SAMPLE 1 Project Defects
<b>Quota Pool Number</b>	QP00000121
<b>Remaining Standard Quota Slot Amount</b>	90
<b>Remaining Regularization Quota Slot Amount</b>	90

An occupation is required to be selected to proceed

Select the required new occupation for the selected quota slots. \*

Officer, information

<b>Name</b>	Officer, information
<b>Max Limit</b>	100
<b>Occupied</b>	0
<b>Reserved</b>	0
<b>Remaining</b>	100
<b>Utilized</b>	0
<b>Occupation Restrictions Limit</b>	-
<b>Effective Available Slots under Quota Pool</b>	100

3

CANCEL X    NEXT +



**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.

1 Slot Selection
2 Pool and Occupation
3 Review

Pool Slot Change Request | Ref: QPSC/2024/245

Below are the requesting quota slot pool and occupations change details. Please ensure all details are as required.

Search:

Selected Quota Slots							
Quota Slot Number	State	Slot Type	Expiry	Category	Requesting	After Approved	
QS00001745	Open	Regularization	24-Aug-2025	Payable Slot	<b>Pool :</b> QP00000127 <b>Occupation :</b> Cleaner, office	<b>Pool :</b> QP00000121 <b>Occupation :</b> Officer, information	
QS00001746	Open	Regularization	24-Aug-2025	Payable Slot	<b>Pool :</b> QP00000127 <b>Occupation :</b> Cleaner, office	<b>Pool :</b> QP00000121 <b>Occupation :</b> Officer, information	
QS00001773	Open	Standard	08-Sep-2025	Payable Slot	<b>Pool :</b> QP00000127 <b>Occupation :</b> Cleaner, office	<b>Pool :</b> QP00000121 <b>Occupation :</b> Officer, information	
QS00001778	Open	Standard	08-Sep-2025	Payable Slot	<b>Pool :</b> QP00000127 <b>Occupation :</b> Cleaner, office	<b>Pool :</b> QP00000121 <b>Occupation :</b> Officer, information	

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<b>Total Standard Slots</b>	2
<b>Total Regularization Slots</b>	2
<b>Total Quota Slots</b>	4

This application will be automatically approved upon submission of the application

1

CANCEL ✕

NEXT ➔

# 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.

Summary Slots Project Increase Decrease **Pool Slot Change** Manage Occupation Sites Migration

**QP00000127 - Construction of New resort with 400 bed capacity (Site Link To Quota Pool Test 02 (multi site - test))** APPROVED

Work Based - Project Commercial

Status: **Approved** Submitted On: **24-Jul-2024** Issued On: **24-Jul-2024** Expired On: **24-Jul-2088**

Eligible Eligible amount	<b>100</b>	Utilized Utilized amount	<b>58</b>	Unutilized Unutilized amount	<b>42</b>	Reserved Reserved amount	<b>20</b>
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Quota Pool & Slot Occupation Change displayed are quota pool & slot occupation change requests that are linked to this quota pool + New Pool Slot Change

Search:

Ref Number	Pool	Occupation	Submitted On	
QPSC/2024/245 Approved	QP00000121	Officer, information	15-Sep-2024	<b>i</b>
QPSC/2024/231 Cancelled	QP00000007	Accountant	-	<b>i</b>
QPSC/2024/230 Approved	QP00000127	Expert, human resources	26-Aug-2024	<b>i</b>

Application Summary QPSC/2024/245 ×

Selected Quota Slots					
Quota Slot Number	State	Slot Type	Expiry	Requesting	After Approved
QS00001778	Open	Standard	08-Sep-2025	<b>Pool</b> : QP00000127 <b>Occupation</b> : Cleaner, office	<b>Pool</b> : QP00000121 <b>Occupation</b> : Officer, information
QS00001773	Open	Standard	08-Sep-2025	<b>Pool</b> : QP00000127 <b>Occupation</b> : Cleaner, office	<b>Pool</b> : QP00000121 <b>Occupation</b> : Officer, information
QS00001746	Open	Regularization	24-Aug-2025	<b>Pool</b> : QP00000127 <b>Occupation</b> : Cleaner, office	<b>Pool</b> : QP00000121 <b>Occupation</b> : Officer, information
QS00001745	Open	Regularization	24-Aug-2025	<b>Pool</b> : QP00000127 <b>Occupation</b> : Cleaner, office	<b>Pool</b> : QP00000121 <b>Occupation</b> : Officer, information
<b>Total Standard Slots</b>				2	
<b>Total Regularization Slots</b>				2	
<b>Total Quota Slots</b>				4	
<b>Application Date</b>			15-Sep-2024		
<b>Last Submitted Date</b>			15-Sep-2024		

Close

## 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.
9. 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.