

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 18	Related Edition Date	April 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	VEHICLE TRANSACTION LOG SHEET
	File Name	CBS-F-ADM_04_Vehicle_Transaction_Form_1.0
	Latest Version	1.0
	Description	This form is used to maintain the car in good condition as well as to keep a track of regular maintenance, repairs or replacements that is performed on the car. This form will be maintained as a log book for each vehicle to be kept designated vehicle. This logbook will be maintained by ADMIN department.
	Location	Storage Centre\CBS Templates Prod\ ADMIN Folder\Forms Folder
2	Document Name	PRO SERVICES AGREEMENT
	File Name	AGREEMENT-CBS-PRO00-YY_0.0 - Template
	Latest Version	QA reference: 2.0
	Description	This agreement outlines the CBS fees and services provided to client which is related to Government department, like all government document clearance, businessmen servicing, document storage services and services intermediary. This document will be maintained by the Client relations (Contracts) department.
	Location	Storage Centre\CBS Templates Prod\AGREEMENTS Folder
3	Document Name	EMPLOYEE PERSONAL DETAILS FORM
	File Name	CBS_F_HR_28_Personal_Details_form_2.0
	Latest Version	2.0
	Description	The purpose of this form is to capture all personal related details of new employees who is approved by Excom and in the process to be hired by the company. This form shall be archived in employee profile maintained by HR Department.
	Location	Storage Centre\CBS Templates Prod\HR Folder\ Forms Folder
4	Document Name	CONTROL OF ORIGINAL DOCUMENTS LOG SHEET (FOR AGREEMENTS)
	File Name	CBS_F_QA_03_Control_of_Original_Documents_Log_Sheet_for_Agreements_1.0
	Latest Version	1.0
	Description	This log sheet is used to track activities of original agreement documents being borrowed and returned back to its original place. There will be a pocket sheet attached to inner side of the box folder to keep printed log sheets.

		The completed log sheets will be archived every six (6) months by QA.
	Location	Storage Centre\CBS Templates Prod\QA Folder\Forms Folder
5	Document Name	CONTROL OF ORIGINAL DOCUMENTS LOG SHEET (FOR NON-AGREEMENTS)
	File Name	CBS_F_QA_03_Control_of_Original_Documents_Log_Sheet_for_Non-agreements_1.0
	Latest Version	1.0
	Description	<p>This log sheet is used to track activities of original documents being borrowed and returned back to its original place. The log sheet will be printed and inserted into the respective document file box. There will be a pocket sheet attached to inner side of the box folder to keep printed log sheets.</p> <p>The completed log sheets will be archived every six (6) months by QA.</p>
	Location	Storage Centre\CBS Templates Prod\QA Folder\Forms Folder
6	Document Name	EMPLOYEE ANNUAL BONUS FORM
	File Name	CBS_F_HR_29_Employee Annual Bonus Form_2.0
	Latest Version	2.0
	Description	<p>This form is used to capture all details related to the annual bonus of employees as per performance appraisal practice done for each employee. Employees who are entitled for profit sharing/commission as per their job offer are not entitled for Employee Annual Bonus.</p> <p>This document will be maintained by HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\Forms Folder
7	Document Name	SATURDAY TRAINING FEEDBACK FORM
	File Name	CBS_F_HR_30_Saturday_Training_Feedback_Form_1.0
	Latest Version	1.0
	Description	<p>This feedback form serves as an evaluation of the training/lecture conducted on Saturday and allows HR Department to continually adapt trainings to better suit the needs of the employees.</p> <p>This document will be maintained by HR department.</p>
	Location	Storage Centre\CBS Templates Prod\ HR Folder\Forms Folder
8	Document Name	REQUEST OF SERVICES TRACKING LOGSHEET
	File Name	CBS_F_CRM_04_Request_of_Services_Tracking_Log-sheet_1.0
	Latest Version	1.0
	Description	<p>The purpose of this log sheet is for Front Desk to log all the transaction Client Relations Department requests for services to outsourced service providers (vendors).</p> <p>This document will be maintained by Front Desk department.</p>
	Location	Storage Centre\CBS Templates Prod\Client Relations Department\Forms Folder

9	Document Name	MASTERLIST OF COMPANY DOCUMENTS
	File Name	CBS_F_CRD_03_MasterList_of_Company_Documents_1.0
	Latest Version	1.0
	Description	<p>This Master list contains the list of documents required by client company depending on the nature of agreement with them.</p> <p>This list will be maintained by Client Relations Department Team Leader and updated every six months.</p>
	Location	Storage Centre\CBS Templates Prod\Client Relations Department\Forms Folder
10	Document Name	MASTERLIST OF MOHRE JOB POSITIONS
	File Name	CBS_F_CRD_05_MasterList_of_MOHRE_Job_Positions_1.0
	Latest Version	1.0
	Description	<p>This Master list contains the list of job titles/positions in English and Arabic which is provided by the Ministry of Human Resources and Emiratisation (MOHRE) to choose from when submitting Employment visa to MOHRE.</p> <p>This list will be maintained by Client Relations Department Team Leader and updated whenever there is an update from MOHRE.</p>
	Location	Storage Centre\CBS Templates Prod\Client Relations Department\Forms Folder
11	Document Name	BD REFERRAL ENQUIRY FORM
	File Name	CBS_F_HR_33_BD_Referral_Enquiry_Form_1.0
	Latest Version	1.0
	Description	<p>This form is used by employees of TCG and subsidiaries to capture required lead details of particular sales enquiry raised through employee referral exercise. The employee has to fill up this form and submit to BD Manager. The BD Manager will then assign the relevant BD member to the lead.</p> <p>This document is available in the HR department folder.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\Forms Folder
12	Document Name	BD REFERRAL PROGRAMME APPROVAL FORM B
	File Name	CBS_F_HR_31_BD_Referral_Programme_Approval_Form_FORM_B_(for_employee_referrals)_1.0
	Latest Version	1.0
	Description	<p>This form to be prepared by an employee and shall be treated as claiming form by employee against each transaction (signed business proposal). It will be followed by "Form B.1" which is completed and applicable payment released by Finance Department on quarterly calendar bases.</p> <p>This form will be maintained by the HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\Forms Folder



13	Document Name	BD REFERRAL PROGRAMME APPROVAL FORM B.1
	File Name	CBS_F_HR_31_BD_Referral_Programme_Approval_Form_FORM_B.1_(for_employee_referrals)_1.0
	Latest Version	1.0
	Description	<p>If an employee referral form (Form B) is approved by HR, this form will be prepared by Finance Department. Once this form is completed, then applicable amount is released to the employee.</p> <p>All forms related to Business Development Referral Program shall be archived at HR Department. Finance Department shall release applicable amount after completion of each calendar quarter.</p> <p>This document will be maintained by HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\Templates Folder
14	Document Name	CBS-LOCAL PURCHASE ORDER
	File Name	CBS-Local Purchase Order
	Latest Version	-
	Description	<p>This is a legally binding document between a supplier and a buyer. It details the items the buyer agrees to purchase at a certain price point. It also outlines the delivery date and terms of payment for the buyer.</p> <p>This document is maintained by the Finance department</p>
	Location	Storage Centre\CBS Templates Prod\Finance Folder\Templates Folder

NOTIFICATION GUIDELINE

1. This is the latest version and all staff is instructed hence forth to use these templates. Please discard any previous versions of the template or form and if you see any colleague of yours using it, inform them.
2. All Templates and Forms will be available for use from the following path:
\\Server\Storage Centre\CBS Templates Prod
3. If you have any clarifications or comments, please email at:
swapna.gopinathan@cbs-uae.ae