

NOTIFICATION.

Notification Name	Release of New Templates
From	QA Department
To	CBH/CBS Employee
Notification Description	<p>This is to inform all staff for release of the following new templates pertaining to various departments</p> <ol style="list-style-type: none">Document Name: Office Leasing Agreement<ul style="list-style-type: none">File Name: AGREEMENT-CBH-BK-OLA00-YY_0.0 -TemplateLatest Version: 0.0Description: we have updated the OLA template with new polices and prices for the use of CROs and deploy it for renewal and new agreementsLocation: Storage Centre\CBH Templates Prod\AGREEMENT FolderDocument Name: Checklist for Effective Board Meetings and Corporate Minutes<ul style="list-style-type: none">File Name: CBS_C.CG_01_Checklist_For_Effective_Board_Meetings_And_Corporate_Minutes_1.0Latest Version: 1.0Description: The Checklist is to be used whenever there is a board members meeting. The objective of the checklist is to enable the Board to plan the meeting in such a way as to maximize the use of the valuable time of Board Members.Location: Storage Centre\CBS Templates Prod\CORPORATE GOVERNANCE Folder\ChecklistDocument Name: Enquiry Form (A5 size)<ul style="list-style-type: none">File Name: CBS_F_ADM_01_Enquiry_Form_A5_1.0Latest Version: 1.0Description: This form is similar to the Enquiry form which was released earlier but in A5 size. This form captures required details of client enquiry on CBS services and this form is placed at Reception and the client has to fill and submit back to reception.Location: Storage Centre\CBS Templates Prod\ADMIN Folder\Forms
Notification Guidelines	<ol style="list-style-type: none">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.All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod and \\Server\Storage Centre\CBH Templates ProdIf you have any clarifications or comments, please email at: swapna.gopinathan@cbs-uae.ae