

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 19	Related Edition Date	May 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	TOR - ENDOWMENT COMMITTEE
	File Name	-
	Latest Version	-
	Description	<p>This document outlines the terms of reference for Endowment Committee. This document is placed in the "Terms of Reference Folder" in Storage centre.</p> <p>This is the temporary location till it will be updated in the next version of employee handbook.</p>
	Location	Storage Centre\CBS Templates Prod\TOR Folder
2	Document Name	CBH-MBRGCEC APPLICATION FORM
	File Name	CBH-F-03_CBHMBRGCEC_APPLICATION_FORM_A.EN/AR
	Latest Version	1.0
	Description	<p>This form is a part of 5 forms associated to Endowment, namely</p> <ul style="list-style-type: none"> CBH-F-03_MBRGCEC_Application_Form_A_EN Endowment_Business_Plan_for_a_Startup_Business_A.1 CBH-F-XX_Endowment_Mentoring_Guidelines and Form_A.2 CBH_A_01_MBRGCEC_Facility_Leasing_Agreement_A.3 Endowment Record Of Meeting (under development) <p>This application form has to be filled by all candidates aspiring to join the Endowment Program. This application form is available in Arabic also.</p>
	Location	Storage Centre\CBH Templates Prod\Forms Folder
3	Document Name	ENDOWMENT BUSINESS PLAN FOR A STARTUP
	File Name	CBH-F-04_Endowment_Business_Plan_for_a_Startup_Business_A.1
	Latest Version	1.0
	Description	This document has to be submitted by the candidate which explains the fundamentals of his/her proposed business.
	Location	Storage Centre\CBH Templates Prod\Forms Folder

4	Document Name	ENDOWMENT MENTORING GUIDELINES AND FORM
	File Name	CBH-F-05_Endowment_Mentoring_Guidelines and Form_A.2
	Latest Version	1.0
	Description	This document gives the Guidelines and Steps of Mentoring. It also gives what the mentee can expect and specific tip for mentees.
	Location	Storage Centre\CBH Templates Prod\Forms Folder
5	Document Name	MBRGCEC FACILITY LEASING AGREEMENT
	File Name	CBH_A_02_MBRGCEC Facility_Leasing_Agreement_A.3
	Latest Version	1.0
	Description	This document is an agreement between TCG and the endowment approved candidate for leasing of our facility. The description of the leasing unit and terms & conditions are also given.
	Location	Storage Centre\CBH Templates Prod\Forms 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