

## RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
<b>Related Edition No.</b>	Vol 21	<b>Related Edition Date</b>	June 2016
<b>Issued By</b>	QA Department	<b>To</b>	All staff subsidiaries

NOTIFICATION DETAILS		
1	<b>Document Name</b>	CBH MONTHLY PROPERTY INSPECTION CHECKLIST
	<b>File Name</b>	CBH_C_02_Monthly_Property_Inspection_Checklist_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	The purpose of this document is inspect the properties of CBH and to know if all areas are working well and that there are no damages. The full business center will be checked in all areas by office assistant and reviewed by his/her line manager. The inspection will be conducted once a month
	<b>Location</b>	Storage Centre\CBH Templates Prod\Checklist Folder
2	<b>Document Name</b>	COURIER SHIPMENT FORM
	<b>File Name</b>	CBH-F-07_Courier_Shipment_Form_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	This form is used by the client if he wishes to courier any items through CBH.
	<b>Location</b>	Storage Centre\CBH Templates Prod\Forms Folder
5	<b>Document Name</b>	CBH VENUE BOOKING FORM
	<b>File Name</b>	CBH-F-06_Venue_Booking_Form_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	This form is used for booking meeting rooms formalities by the client.
	<b>Location</b>	Storage Centre\CBH Templates Prod\Forms Folder

NOTIFICATION GUIDELINE	
<ol style="list-style-type: none"> <li>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.</li> <li>2. All Templates and Forms will be available for use from the following path: <b>\\Server\Storage Centre\CBS Templates Prod</b></li> <li>3. If you have any clarifications or comments, please email at: <a href="mailto:swapna.gopinathan@cbs-uae.ae">swapna.gopinathan@cbs-uae.ae</a></li> </ol>	