

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 22	Related Edition Date	June 2017
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	CLIENT EMAIL COMMUNICATION TEMPLATE
	File Name	CBS_F_CRD_00_Client_email_communication_Template_1.0
	Latest Version	1.0
	Description	The purpose of this document is that the contents of this template are used to give customers a consistent experience when email communications are sent out by CROs This template will be maintained by Client Relation Department and used by CROs only.
	Location	Storage Centre\CBS Templates Prod\Client Relation Department Folder\Forms Folder
2	Document Name	CBH ENQUIRY FORM - SERVICED OFFICES
	File Name	CBH-F-08_Enquiry_Form_Serviced_Offices_1.0
	Latest Version	1.0
	Description	The enquire form has been modified to include CBH services as well. So you can find the enquiry form as pdf which will include services of both CBH and CBH. This form will be maintained by CBS and CBH reception
	Location	Storage Centre\CBS Templates Prod\Admin Folder\Forms Folder
3	Document Name	ENQUIRY FORM FOR BD REFERRAL (for Employees)
	File Name	CBS_F_HR-34_Enquiry_Form_(for BD referral)_1.0_A5
	Latest Version	1.0
	Description	This form is used by employees of TCG and subsidiaries to capture required lead details of particular inquiry raised and need to forward to Business Development Department. The employee has to fill up this form and submit to BD Manager. BD Manager will then assign the relevant BD member to start working on the lead. Note: This form is different from the Enquiry form for walk-in-clients. This form will be maintained in the HR folder.
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Staff 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