

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 23	Related Edition Date	July 2017
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	MINUTES OF MEETING-INTERNAL
	File Name	CBS_F_CD_03_Minutes_Of_Meeting_Internal 6.0
	Latest Version	6.0
	Description	The existing MOM has been modified to incorporate new weekly and committee meetings which has been approved and gone live. All are advised to start using the new template hence forth.
	Location	Storage Centre\CBS Templates Prod\Corporate Department Folder\Forms Folder
2	Document Name	APPROVALS FOR PAYMENT RELEASE
	File Name	CBS_F_FIN_03_Approvals_for_Payment_Release_2.0
	Latest Version	2.0
	Description	This document is a cover page to obtain approvals on payments releases (if the amount is greater than AED 2,000) such as vendors and third parties including Zakat payments. This form will be maintained by Finance Department.
	Location	Storage Centre\CBS Templates Prod\Finance Folder\Forms Folder
3	Document Name	BUSINESS TRIP DAILY ALLOWANCE VOUCHER
	File Name	CBS_F_HR_36_Business_Trip_Daily_Allowance_Voucher_1.0
	Latest Version	1.0
	Description	This form is used for providing travel allowance which is only applicable for senior management as per the HR policy and subject to their approval for granting to others. This form will be maintained by HR Department.
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Team HR Folder
4	Document Name	CBS PRO SERVICES: DETAILS & PRICING SCHEME
	File Name	CBS_F_CRD_08-CBS PRO Services_1.0
	Latest Version	1.0
	Description	When a company conducts business operations and activities within U.A.E., it requires regular PRO activities. This document provides details and prices of CBS PRO services to the client This form will be maintained by Client Relations Department.
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Team HR Folder

5	Document Name	ZAKAT APPLICATION FORM
	File Name	CBS_F_HR_09_Zakat_Application_Form-1.0
	Latest Version	1.0
	Description	<p>Zakat program aims to support underserved individuals or the unfortunate ones in the United Arab Emirates (UAE) and other places in the world in accordance with the principles of Sharia (Islamic Law). It is applicable for Muslims and in certain cases for non-Muslims.</p> <p>This form is used for applying for Zakat fund under Zakat account within TCG and Subsidiaries.</p> <p>This form will be maintained by HR Department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Staff Use Folder
4	Document Name	EMPLOYEE SATISFACTION SURVEY
	File Name	CBS_F_HR_37_Employee_Satisfaction_Survey_1.0
	Latest Version	1.0
	Description	<p>This is a half yearly survey which asks questions about your experience on various aspects while working for the company.</p> <p>This form will be maintained by HR Department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Team HR Folder
4	Document Name	EMPLOYEE OF THE QUARTER NOMINATION FORM
	File Name	CBS_F_HR_38_Employee_of_the_Quarter_Award_Nomination_Form_1.0
	Latest Version	1.0
	Description	<p>The form is used for the purpose of nominating and awarding "Employee of the Quarter" award to the employees. This form can be submitted by the employee or any of his /her colleagues.</p> <p>This form will be maintained by HR Department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\For Team HR 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