



## RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 24	Related Edition Date	July 2017
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	<b>NDA COMPANY TOCOMPANY</b>
	File Name	CBS_A-CD-01-NDA_Company_to_Company_2.0
	Latest Version	2.0
	Description	<p>The existing Company to Company NDA has been modified to incorporate new CBS branding.</p> <p>Company to Company Non-Disclosure agreement is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, and not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties to protect any type of confidential or trade secrets.</p>
	Location	Storage Centre\CBS Templates Prod\Corporate Department Folder\Agreements Folder
2	Document Name	<b>APPLICATION FOR CREDIT FACILITY</b>
	File Name	CBS_F_FIN_05_Application for Credit Facility_3.0
	Latest Version	3.0
	Description	<p>This application is required to be fully completed in order to be granted credit facility for the client, after going through approval process.</p> <p>This form will be maintained by Finance Department.</p>
	Location	Storage Centre\CBS Templates Prod\Finance Folder\Forms Folder
3	Document Name	<b>TCG STAFF MOBILE PLANS</b>
	File Name	CBS_F_FIN_07_TCG_Staff_Mobile_Plans_1.0
	Latest Version	1.0
	Description	<p>TCG provides for employees as per the company policy, a mobile device and plan to fulfill the requirements of their position at the company. The employee is provided with a monthly usage limit and any excess charges has to be borne by the employee. Finance department is in charge of populating this table on regular frequent basis.</p> <p>This form will be maintained by Finance Department.</p>
	Location	Storage Centre\CBS Templates Prod\Finance Folder\Forms Folder

4	<b>Document Name</b>	<b>TCG UTILITIES AND TELECOM PAYMENTS</b>
	<b>File Name</b>	CBS_F_FIN_08_TCG_Utillities_and_Telecom_Payments_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	<p>This document is a cover page to obtain approvals for TCG and subsidiaries telecom/utilities payments. Upon approval of this document, it will be executed by Finance Department.</p> <p>This form will be maintained by Finance Department.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\Finance Folder\Forms Folder
5	<b>Document Name</b>	<b>MANAGER RECOMMENDATION FORM</b> (for benefit of employees)
	<b>File Name</b>	CBS_F_HR_39_Manager_Recommendation_Form_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	<p>Proactively, a line manager can opt for promoting (salary increment/promotion/JD change/Job title change) for a given employee instead of waiting for employees' request to be raised to HR department. Hence the purpose of this form is to capture details for a request from a Manager for his/her employee.</p> <p>This form permits a salary increment for the requested employee if the conditions as mentioned in the form are met.</p> <p>This form will be maintained by HR Department.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder\For Staff Use Folder
6	<b>Document Name</b>	<b>REQUEST FOR NO-OBJECTION LETTER CERTIFICATE</b>
	<b>File Name</b>	CBS_F_HR_38_Request_for_No-Objection_Letter_Certificate_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	<p>The purpose of this form is for an employee to request for any of the following documents from the HR department:</p> <ul style="list-style-type: none"> <li>• No Objection certificate</li> <li>• Salary certificate</li> <li>• Salary transfer certificate</li> <li>• To whomever it may concern</li> </ul> <p>This form will be maintained by HR Department.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder\For Staff Use 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](mailto:swapna.gopinathan@cbs-uae.ae)