



## RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 26	Related Edition Date	August 2017
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	<b>AGREEMENTS TRACKING LOGSHEET</b>
	File Name	CBS-F-CRD-09-Agreements Tracking_Logsheet_1.0
	Latest Version	1.0
	Description	The purpose of this log sheet is intended for the CRO as a means of keeping track of TCG's agreements/contracts sent to client for signature.  This log sheet will be filled up and maintained by the respective CRO for the client.
	Location	Storage Centre\CBS Templates Prod\ Client Relations Department Folder\Forms Folder
2	Document Name	<b>TCG EMPLOYEE TIMESHEET</b>
	File Name	CBS_F_CD_06_TCG_Employee_Timesheet_1.0
	Latest Version	1.0
	Description	An appointed employee allocated a particular project/assignment uses timesheet report as a method for recording and tracking the amount of time spent working on that particular activity(s) in order for concerned subsidiary/department to approve.  To be maintained by appointed employee.
	Location	Storage Centre\CBS Templates Prod\Corporate Department Folder\Forms Folder
3	Document Name	<b>VENDOR TIMESHEET</b>
	File Name	CBS_F_CD_07_Vendor_Timesheet_1.0
	Latest Version	1.0
	Description	An appointed Vendor based on proposal/agreement uses timesheet report as a method for recording and tracking the amount of time spent working onsite for a particular project/activity(s) in order to be compliance with the terms and conditions set in the signed proposal/agreement.  To be maintained by department for each vendor/project.
	Location	Storage Centre\CBS Templates Prod\Finance Folder\Forms Folder

NOTIFICATION GUIDELINE	
<ol style="list-style-type: none"> <li>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>All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod</li> <li>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>	