



Approval for roll out
28/Nov/17

Email Notification Receiving Scheme for TCG Subsidiaries

Instructions:

TCG subsidiaries are engaged with many service providers and third parties when doing business. These service providers tend to send notifications via emails for various reasons, such as renewal of service. The objective here is to re-assign them to proper and built-for-purpose emails in which the emails act as forwarding to ultimate receiving staff at the group. Hence, avoid changing emails every time an employee exits TCG.

Service Provider Name	Recipient Email (Old)	Proposed Forwarding Email	Ultimate Recipients Email (New)
Salesforce-CRM	ayman.alawadhi@cbs-uae.ae	crm@cbs-uae.ae	ayman.alawadhi@cbs-uae.ae hashik.haneefa@cbs-uae.ae tahseen.abbasi@cbs-uae.ae
Realsoft-ERP	tasheen.abbasi@cbs-uae.ae	erp@cbs-uae.ae	ayman.alawadhi@cbs-uae.ae hashik.haneefa@cbs-uae.ae tahseen.abbasi@cbs-uae.ae
Govt. Typing Services	typing.services@cbs-uae.ae	typing.services@cbs-uae.ae	hesham.hashim@cbs-uae.ae muhammad.yasin@cbs-uae.ae
British Business Group	azadeh.khezri@cbs-uae.ae ask@cbs-uae.ae	memberships@cbs-uae.ae	adel.alawadhi@cbs-uae.ae anand.kumar@cbs-uae.ae azadeh.khezri@cbs-uae.ae
French Business Council	azadeh.khezri@cbs-uae.ae		
Mudara - Institute of Directors	ayman.alawadhi@cbs-uae.ae		
Menafa	azadeh.khezri@cbs-uae.ae		
Engage Dubai	azadeh.khezri@cbs-uae.ae		
Gulf News-Newspaper delivery	info@cbs-uae.ae	media@cbh-uae.ae	dania.alzaybak@cbh-uae.ae nikkilyn.garcia@cbh-uae.ae
Howden/Noor Takaful Office Insurance & Public liability	karen.fontanilla@cbs-uae.ae	bc@cbh-uae.ae	dania.alzaybak@cbh-uae.ae nikkilyn.garcia@cbh-uae.ae
Renewal of Smart Monitoring System - 24x7 DCD	ahmad.albastaki@cbs-uae.ae	government@cbh-uae.ae	dania.alzaybak@cbh-uae.ae nikkilyn.garcia@cbh-uae.ae
Du/Etisalat-Internet Service Provider	info@cbs-uae.ae	telecom@cbs-uae.ae	hashik.haneefa@cbs-uae.ae tahseen.abbasi@cbs-uae.ae
Gulf News-Newspaper delivery	info@cbs-uae.ae	media@cbs-uae.ae	ahmad.albastaki@cbs-uae.ae karen.fontanilla@cbs-uae.ae
Du/Etisalat-ISP	ask@cbs-uae.ae	telecom@cbs-uae.ae	hashik.haneefa@cbs-uae.ae tahseen.abbasi@cbs-uae.ae
Job application - TCG Website	ask@cbs-uae.ae	recruitment@cbs-uae.ae	ahmad.albastaki@cbs-uae.ae archana.mukunthan@cbs-uae.ae
External Inquiry - CBH	ask@cbh-uae.ae	ask@cbh-uae.ae	dania.alzaybak@cbs-uae.ae nikkilyn.garcia@cbs-uae.ae
External Inquiry - CTC	ask@ctc-uae.ae	ask@ctc-uae.ae	hamdi.chahen@ctc-uae.ae mohamed.oriakat@ctc-uae.ae
External Inquiry - CTH	ask@cth-uae.ae	ask@cth-uae.ae	dania.alzaybak@cbs-uae.ae mohamed.oriakat@ctc-uae.ae



External Inquiry - CBE	ask@cbe-uae.ae	ask@cbe-uae.ae	ahmad.albastaki@cbs-uae.ae ayman.alawadhi@cbs-uae.ae
Metlife - Insurance	archana.mukunthan@cbs-uae.ae	hr.thirdparty@cbs-uae.ae	archana.mukunthan@cbs-uae.ae
AEserver - web hosting	aeserver.notifications@cbs-uae.ae	it.thirdparty@cbs-uae.ae	hashik.hannefa@cbs-uae.ae remin.yoosafali@cbs-uae.ae
Etisalat-ISP	ayman.alawadhi@cbs-uae.ae		
Gulf Commercial -Printer	hashik.hannefa@cbs-uae.ae		
Burhani	hashik.hannefa@cbs-uae.ae		
Epillers - IP Phone	hashik.hannefa@cbs-uae.ae		
Dyndns - CCTV	hashik.hannefa@cbs-uae.ae		
CBS	hashik.hannefa@cbs-uae.ae	it.incident@cbs-uae.ae	