

## Email Notification Receiving Scheme for TCG Subsidiaries

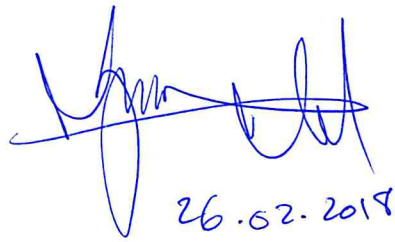
### Instructions:

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 and downtime notifications. The objective here is to re-assign them to purpose-built emails, following which the emails will be automatically forwarded internally to the employees concerned. Thereby allowing for an efficient handover and management of services from third-parties.

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	tahseen.abbasi@cbs-uae.ae	erp@cbs-uae.ae	ayman.alawadhi@cbs-uae.ae hashik.haneefa@cbs-uae.ae tahseen.abbasi@cbs-uae.ae
Banking Services	finance@cbs-uae.ae	finance@cbs-uae.ae	ayman.alawadhi@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
PRO Services (Internal)	pro.services@cbs-uae.ae	pro.services@cbs-uae.ae	fakhry.fawzy@cbs-uae.ae hussain.hashim@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
Renewal of vehicle GPS	ahmad.albastaki@cbs-uae.ae	ask@cbs-uae.ae	ahmad.albastaki@cbs-uae.ae karen.fontanilla@cbs-uae.ae
Du/Etisalat-CBH	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-CBH	ask@cbs-uae.ae	telecom@cbh-uae.ae	hashik.haneefa@cbs-uae.ae remin.yoosafali@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 – CBS	ask@cbs-uae.ae	ask@cbs-uae.ae	ahmad.albastaki@cbs-uae.ae karen.fontanilla@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.orientat@ctc-uae.ae
External Inquiry - CTH	ask@cth-uae.ae	ask@cth-uae.ae	dania.alzaybak@cbs-uae.ae mohamed.orientat@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	

  
26.02.2018