

NOTIFICATION

Notification Name	RELEASE OF NEW TEMPLATES
From	QA Department
To	CBH/CBS Employee
Notification Description	<p>This is to inform all CBS staff of the release of the following new templates pertaining to various departments</p> <ol style="list-style-type: none"> Document Name: Acknowledgement of Typed Documents for Further Processing <ul style="list-style-type: none"> File Name: CBS_F_ADM_02_Acknowledgement_of_Typed_Documents_for_Further_Processing_2.0 Latest Version: 2.0 Description: This document(s) is produced by CBS Contracts Department and requires signature from concerned party(s). It's an undertaking document for the concerned party that the typed information(s) are all correct. It should be attached with all the Government/Other document(s) on which we require concerned party's signature. Location: Storage Centre\CBS Templates Prod\ADMIN\Forms Document Name: Acknowledgement of Receipt <ul style="list-style-type: none"> File Name: CBS_F_ADM_03_Acknowledgement_of_Receipt_2.0 Latest Version: 2.0 Description: This form is used when a document (financial or non-financial) or material/sample being received by a party when dealing with The Corporate Group (TCG), Corporate Business Services (CBS) and Corporate Business Hub (CBH) and Corporate Business Enterprises (CBE) and vice versa. Location: Storage Centre\CBS Templates Prod\ADMIN\Forms Document Name: Articles Template Get Connected Newsletter <ul style="list-style-type: none"> File Name: CBS-T-BDD-01_Articles_Template_Get_Connected_Newsletter_2.0 Latest Version: 2.0 Description: This form is used when for employees to share and contribute towards writing articles or providing quality information and literature that other employees could find them informative and useful for their day-to-day life either for their personal or professional work experience. Location: Storage Centre\CBS Templates Prod\BDD Folder\Templates
Classification	Internal
	September 2016
	Page 1 of 2 www.thecorporategroup.ae

	<p>4. Document Name: Minutes of Meeting - Board</p> <ul style="list-style-type: none"> File Name: CBS_F_CG_01_Minutes_of_Meeting_Board_1.0 Latest Version: 1.0 Description: This form is used to save a recorded copy of all board meeting discussions and decisions taken by attendees of the meeting, Location: Storage Centre\CBS Templates Prod\CORPORATE GOVERNANCE\Templates <p>5. Document Name: Minutes of Meeting – Internal</p> <ul style="list-style-type: none"> File Name: CBS_F_CG_02_Minutes_of_Meeting_Internal_5.0 Latest Version: 5.0 Description: This template is used for internal purpose, for recording minutes of meeting conducted internally and to save a recorded copy of all meeting topics. To be used by all departments. Location: Storage Centre\CBS Templates Prod\CORPORATE GOVERNANCE\Templates <p>6. Document Name: Gifts and Benefits Disclosure 1.0</p> <ul style="list-style-type: none"> File Name: CBS_F_HR_02_Gifts_and_Benefits_Disclosure_1.0 Latest Version: 1.0 Description: The purpose of this form is to provide registration mechanism for all gifts received from clients and third parties by an employee irrespective of their value and size. Location: Storage Centre\CBS Templates Prod\HR Folder\Forms\For Use by Staff <p>7. Document Name: Voluntary Retaining of Employee Passport</p> <ul style="list-style-type: none"> File Name: CBS_F_HR_05_Voluntary_Retaining_of_Employee_Passport_1.0 Latest Version: 1.0 Description: This form is used to confirm that the employee has handed over his/her Passport to HR Department of Corporate Business Services (CBS) for safe keeping. Location: Storage Centre\CBS Templates Prod\ HR Folder\ Forms\For Use by Staff
<p>Notification Guidelines</p>	<ol style="list-style-type: none"> 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. All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod If you have any clarifications or comments, please email at: swapna.gopinathan@cbs-uae.ae