

NOTIFICATION.

Notification Name	Release of New Templates
From	QA Department
To	CBH/CBS Employees
Notification Description	<ul style="list-style-type: none"> • Document Name: APPROVALS FOR PAYMENT RELEASE FORM • File Name: CBS_F_FIN_03_Approvals_for_Payment_Release_1.0 • Latest Version: 1.0 • Description: When a department's employee of TCG and subsidiaries needs to request for releasing payment(s) related to purchases from vendors, this form should be completed as cover page prior to delivery to finance department for payment release matters. • Location: Storage Centre\CBS Templates Prod\FINANCE Folder\Forms <hr/> <ul style="list-style-type: none"> • Document Name: REIMBURSEMENT RELEASE COVER PAGE • File Name: CBS_F_FIN_04_Reimbursement_Release_Cover_page_1.0 • Latest Version: 1.0 • Description: this form is used for reimbursing or paying back to TCG and subsidiaries staff or Executive Management members when they spend their own money on business or work -related expenses subject to approval by finance. The employees have to fill up the form and submit either as hardcopy or softcopy for approval. • Location: Storage Centre\CBS Templates Prod\FINANCE Folder\Forms <hr/> <ul style="list-style-type: none"> • Document Name: BUSINESS RISK MANAGEMENT PROCEDURE • File Name: CBS_P_CG_02_Business_Risk_Management_1.0 • Latest Version: 1.0 • Description: Businesses face all kinds of risks, some of which can cause serious loss effects. This procedure gives details on different types of risk, how to assess it and the mitigation measures. • Location: Storage Centre\CBS Templates Prod\CORPORATE GOVERNANCE Folder\Procedures
Notification Guidelines	<ol style="list-style-type: none"> 1. The above indicated templates are the latest version and all staff are 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 accordingly. 2. All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod and \\Server\Storage Centre\CBH Templates Prod 3. If you have any clarifications or comments, please email at: swapna.gopinathan@cbs-uae.ae