

NOTIFICATION.

Notification Name	Release of New Documents
Issue	November Issue 1
From	QA Department
To	CBH/CBS Employee
Notification Description	<p>This is to inform all staff of the release of the following document :</p> <ol style="list-style-type: none"> Document Name: BOARD GOVERNANCE PROCEDURE <ul style="list-style-type: none"> File Name: CBS_P_CG_01_Board_Governance_Procedure_1.0 Latest Version: 1.0 Description: This procedure is intended for use of the Board Members and provides a guideline for The Board of Directors while preparing for a Board meeting to function efficiently and productively. It provides helpful information concerning proper preparation, organization, and follow through for the subject matters covered. Location: Storage Centre\CBH Templates Prod\CORPORATE GOVERNANCE Folder\Procedures <hr/> <p>This is to inform all staff of the change of name of the following document</p> <ol style="list-style-type: none"> Document Name: BUSINESS DEVELOPMENT REFERRAL PROGRAM BY TCG & SUBSIDIARIES STAFF MEMBERS (Previous name: CBS_P_HR_01_Sales_Support_Function_by_CBS_Staff_Members_1.0) <ul style="list-style-type: none"> File Name: CBS_P_HR_01_Business_Development_Referral_Program by TCG_&_Subsidiaries_Staff_Members_2.0 Latest Version: 2.0 Description: this procedure serves as a guideline for an initiative by Executive Management to retain the Company's employees and motivate them to earn an additional income via commission in addition to their monthly fixed salaries. Location: Storage Centre\CBS Templates Prod\HR Folder\ Procedures
Notification Guidelines	<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