

NOTIFICATION	
Notification Name	Release of New Templates
From	QA Department
To	CBH/CBS Employees
NOTIFICATION Description	<ul style="list-style-type: none"> • Document Name: PROCEDURE for PRICING POLICY • File Name: CBS_P_CG_03_Pricing_Policy • Latest Version: 1.0 • Description: This procedure lists out different types of services provided by TCG and subsidiaries namely CBS, CBH, CBE and the method of Execution, Approval, Communication, Review/Evaluation of the Price list. • Location: Storage Centre\CBS Templates Prod\Corporate Department Folder\Procedure <hr/> <ul style="list-style-type: none"> • Document Name: EMPLOYEE SATURDAY AGENDA • File Name: CBS_F_ADM_04_Employees_Saturday_Agenda • Latest Version: 2.0 • Description: The purpose of this document is for the Department Managers to submit the agenda to reception every month for the last working Saturday of the month to get approvals and send information to staff. All steps to help you towards preparation and submission of the agenda is given in the form • Location: Storage Centre\CBS Templates Prod\ADMIN Folder\Forms <hr/> <ul style="list-style-type: none"> • Document Name: EMPLOYEE EXIT INTERVIEW FORM • File Name: CBS_F_HR_06_Employee_Exit_Interview • Latest Version: 2.0 • Description: The purpose of employee exit interview is to get information about an employee's work experience with the company in order to gain valuable information which can prove to be useful to TCG and Subsidiaries. • Location: Storage Centre\CBS Templates Prod\HR Folder\For Staff Use
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