



RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 9	Related Edition Date	December 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	SALES PROCEDURE - QUALIFYING LEADS to CUSTOMERS
	File Name	CBS_P_BDD_01_Sales_Qualifying_Leads_to_Customers_1.0
	Latest Version	1.0
	Description	<p>The sales process, Qualifying Leads to Customers, is created to provide guidance for the sales personnel and help them to learn the flow of sales process from start as lead (potential customer) till end of journey as customer.</p> <p>This procedure outlines a set of steps which, when completed successfully, gives the best possible prospect of making a sale.</p>
	Location	Storage Centre\CBS Templates Prod\BDD Folder\Procedure folder
2	Document Name	RECRUITMENT TRACKER FORM
	File Name	CBS_F_CRM_01_Recruitment Tracker_2.0
	Latest Version	2.0
	Description	<p>This form is used by the Client Relations Department to collect details from the client company for processing employment visa(s).</p> <p>This form is updated version of the Recruitment tracker form containing some enhancements.</p>
	Location	Storage Centre\CBS Templates Prod\Client Relations Department Folder\Forms folder
3	Document Name	EMPLOYEE APPRAISAL FORM
	File Name	CBS_F_HR_08_Employee_Appraisal_2.0
	Latest Version	2.0
	Description	<p>Employee appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals and improve organizational performance. Each staff member will be appraised by their line manager. Employee should fill up the form initially then forward to his/her line manager via email. Then the line manager should fill up his/her score for purpose of interviewing the employee. Finally, the form should be forwarded to HR specialist for final approval by HR Department.</p> <p>This form is updated version of the existing employee appraisal form containing some enhancements.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\ Forms folder



4	Document Name	PARTNER PORTAL SERVICE AGREEMENT
	File Name	CBS-A-IT-01_CRM_Partner_Portal_Service_Agreement_1.0
	Latest Version	1.0
	Description	This is an agreement which is signed when the Partner portal is handed over to Partner/ client by CBS
	Location	Storage Centre\CBS Templates Prod\IT Folder\Forms
5	Document Name	BUSINESS SETUP QUESTIONNAIRE FOR MAINLAND
	File Name	CBS_F_BDD_01_Business_Setup_Questionnaire_Mainland_3.0
	Latest Version	3.0
	Description	<p>The purpose of this questionnaire is to provide tailor-made solution against scope of work to be defined by an inquiry raised against a need for business setup. It also captures necessary information related to Know Your Customer (KYC).</p> <p>This form is updated version of the existing BSQ. The requirements for Mainland and Freezone will be provided in separate forms.</p>
	Location	Storage Centre\CBS Templates Prod\BDD Folder\Forms

NOTIFICATION GUIDELINE

1. 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.
2. All Templates and Forms will be available for use from the following path:
\\Server\Storage Centre\CBS Templates Prod
3. If you have any clarifications or comments, please email at:
swapna.gopinathan@cbs-uae.ae