

## RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
<b>Related Edition No.</b>	Vol 12	<b>Related Edition Date</b>	January 2017
<b>Issued By</b>	QA Department	<b>To</b>	All staff subsidiaries

NOTIFICATION DETAILS		
1	<b>Document Name</b>	EMPLOYEE UNDERTAKING (SPECIAL ASSIGNMENT) Private & Confidential
	<b>File Name</b>	CBS-F-HR-19_Employee_Undertaking
	<b>Latest Version</b>	1.0
	<b>Description</b>	An employee, due to the nature of his/her assignment (temporary or permanent), may come in contact with confidential information during their time at TCG subsidiaries. A letter of undertaking is a written promise of intention undertaken to keep in strict confidence, all confidential information.  This document shall be managed by the HR Department.
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder
2	<b>Document Name</b>	AGENT TIMESHEET FORM
	<b>File Name</b>	CBS-R-BDD-04_Agent_Timesheet_Form_1.0.dotx
	<b>Latest Version</b>	1.0
	<b>Description</b>	This form is used by an appointed agent based on Agency Agreement as a method for recording and tracking the amount of time spent working on particular activity(s) in order for BDD to approve and Finance Department to release applicable fees.
	<b>Location</b>	Storage Centre\CBS Templates Prod\BDD Folder
3	<b>Document Name</b>	REFERRAL FEE AGREEMENT (for Referrer)
	<b>File Name</b>	AGREEMENT-CBS-RFA00-YY_0.0-Template
	<b>Latest Version</b>	1.0
	<b>Description</b>	Corporate Business Services L.L.C. offers interested companies/persons the opportunity to refer potential clients in exchange for a referral fee payment. To participate in this program the person must accept this Referral Program Agreement.
	<b>Location</b>	Storage Centre\CBS Templates Prod\BDD Folder\Agreement Folder
4	<b>Document Name</b>	NETWORK 2 CONNECT SURVEY
	<b>File Name</b>	CBS_F_BDD_02_Network_2_Connect_Survey_2.0
	<b>Latest Version</b>	2.0
	<b>Description</b>	The objective of this post-event survey is to collect feedback to learn about the needs and expectations of our target audience and determine whether the efforts put into the event planning met expectations.
	<b>Location</b>	Storage Centre\CBS Templates Prod\BDD Folder\ Forms folder

5	<b>Document Name</b>	ADMINISTRATION SUPPORT SERVICES AGREEMENT
	<b>File Name</b>	AGREEMENT-CBS-ASS00-YY_0.0- Template
	<b>Latest Version</b>	2.0
	<b>Description</b>	This is an agreement which states providing administrative/business support services to the second party like, book keeping, administrations and secretarial services, to make accounting material ready for an auditor to examine accounting practice put in place and issue audit report successfully and to conduct routine administrative tasks associated to business operations of the Second Party.
	<b>Location</b>	Storage Centre\CBS Templates Prod\AGREEMENT Folder\ASS Folder
6	<b>Document Name</b>	EMPLOYEE JOINING AND EXITING MASTER CHECKLIST
	<b>File Name</b>	CBS-F-HR-14_CBS_Employee_Joining_and_Exiting_Master_checklist_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	<p>Upon employee officially joining the organization and depending to his/her job title, requires to handover certain documents for HR purposes. The employee is also entitled to receive certain assets/benefits related to the job nature. Hence, collecting required documents and capturing details of these assets/benefits is important in order to track and manage them. This form forms a cover page /index for the following mentioned documents (blocks 7 to 11).</p> <ol style="list-style-type: none"> <li>1. Employee Joining Checklist (CBS-F-HR-11)</li> <li>2. IT onboarding Checklist (CBS_C_IT_01)</li> <li>3. Company Property &amp; Belonging Transactions Form (CBS-F-HR-13)</li> <li>4. Employee Handover Form (CBS-F-HR-21)</li> <li>5. Employee Exit Checklist (CBS-F-HR-12)</li> </ol> <p>This form will be managed by HR Department.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder
7	<b>Document Name</b>	EMPLOYEE JOINING CHECKLIST
	<b>File Name</b>	Employee Joining Checklist (CBS-F-HR-11)
	<b>Latest Version</b>	2.0
	<b>Description</b>	<p>Upon the employee officially joining the organization, this check list has to be completed by all departments involved for proper entry of the employee and for being able to perform his/her responsibilities from joining date.</p> <p>This form will be managed by HR Department.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder

8	<b>Document Name</b>	IT ONBOARDING CHECKLIST
	<b>File Name</b>	IT onboarding Checklist (CBS_C_IT_01)
	<b>Latest Version</b>	2.0
	<b>Description</b>	This form is already in Production currently in use by IT department this form is used by IT as a checklist as well as induction for new employees.  This form is maintained by IT Department.
	<b>Location</b>	Storage Centre\CBS Templates Prod\IT Folder
9	<b>Document Name</b>	COMPANY PROPERTY & BELONGING TRANSACTION FORM (Handover/Recollection)
	<b>File Name</b>	CBS-F-HR-13_Company_Property_Belonging_ Transaction_2.0
	<b>Latest Version</b>	2.0
	<b>Description</b>	Upon employee officially joining the organization and depending to his/her job title, the employee is entitled to receive certain company property and belongings related to his/her job nature and he/she will have a number of handover/recollection for given items. The details of these items are captured in order to track and manage them.  This form will be managed by HR Department.
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder
10	<b>Document Name</b>	EMPLOYEE HANDOVER FORM (For Vacation/Exiting Company)
	<b>File Name</b>	CBS-F-HR-21-Employee_Handover_form_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	Handover form is used by staff members to provide the staff member's successor with key knowledge and information regarding the position, who are about to leave their positions, either temporarily or permanently, which will assist their successor to carry out their duties.  This form will be managed by HR Department.
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder
11	<b>Document Name</b>	EMPLOYEE EXIT CHECKLIST
	<b>File Name</b>	CBS-F-HR-12_Employee_Exit_Check_List
	<b>Latest Version</b>	2.0
	<b>Description</b>	This form will be used upon completion of Employee Exit Interview by HR and it has to be completed by all departments involved for proper handover and exit of employee from the organization.  This form will be managed by HR Department
	<b>Location</b>	Storage Centre\CBS Templates Prod\HR Folder



## 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](mailto:swapna.gopinathan@cbs-uae.ae)