

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 13	Related Edition Date	February 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	POST EVENT REVIEW FORM (External Events)
	File Name	CBS_F_BDD_03_Post_Event_Review_Form(External Events)_2.0
	Latest Version	2.0
	Description	The aim of this form is to get significant insights for the event that has been recently completed and identify the positive and negative experiences and define areas of enhancement.
	Location	Storage Centre\CBS Templates Prod\BDD Folder
2	Document Name	EJARI TERMINATION CERTIFICATE
	File Name	CBH_T_02_Ejari Termination_2.0
	Latest Version	2.0
	Description	This template is used when CBH wishes to inform the clients of their Ejari Termination.
	Location	Storage Centre\CBH Templates Prod\Templates Folder\ Ejari Termination folder
3	Document Name	MUTUAL NON-DISCLOSURE AGREEMENT (Company to Company)
	File Name	CBS_MNDA_Company_to_Company_2.0
	Latest Version	2.0
	Description	This is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by other third parties. It is a contract through which the parties agree not to disclose information covered by the agreement.
	Location	Storage Centre\CBS Templates Prod\AGREEMENTS Folder
4	Document Name	TOR-Internal Quality Audit
	File Name	-
	Latest Version	-
	Description	This document outlines the terms of reference for Internal Quality audit committee. This document is placed in the "Terms of Reference Folder" in Storage centre. This is the temporary location till it will be updated in the next version of employee handbook.
	Location	Storage Centre\CBS Templates Prod\ TERMS OF REFERENCE Folder



5	Document Name	TOR-CSR
	File Name	-
	Latest Version	-
	Description	This document outlines the terms of reference for Corporate Social Responsibility committee. This document is placed in the "Terms of Reference Folder" in Storage centre. This is the temporary location till it will be updated in the next version of employee handbook.
	Location	Storage Centre\CBS Templates Prod\ TERMS OF REFERENCE Folder
6	Document Name	TOR - SALESFORCE
	File Name	-
	Latest Version	-
	Description	This document outlines the terms of reference for Salesforce committee. This document is placed in the "Terms of Reference Folder" in Storage centre. This is the temporary location till it will be updated in the next version of employee handbook.
	Location	Storage Centre\CBS Templates Prod\ TERMS OF REFERENCE Folder
7	Document Name	TOR - FINANCIAL INTERNAL AUDIT
	File Name	-
	Latest Version	-
	Description	This document outlines the terms of reference for Financial Internal Quality audit committee. This document is placed in the "Terms of Reference Folder" in Storage centre. This is the temporary location till it will be updated in the next version of employee handbook.
	Location	Storage Centre\CBS Templates Prod\ TERMS OF REFERENCE Folder
8	Document Name	CBH-BUSINESS CENTRE MANUAL FOR TENANTS
	File Name	CBH-M-CD-01_BUSINESS_CENTER_MANUAL_1.0
	Latest Version	1.0
	Description	This handbook is a very helpful guideline for all tenants moving to our offices and will address their queries. It is handed over to Tenants once they have moved into our premises.
	Location	Storage Centre\CBS Templates Prod\ TERMS OF REFERENCE 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