

## RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
<b>Related Edition No.</b>	Vol 15	<b>Related Edition Date</b>	March 2016
<b>Issued By</b>	QA Department	<b>To</b>	All staff subsidiaries

NOTIFICATION DETAILS		
1	<b>Document Name</b>	CBH TENANT SURVEY FORM
	<b>File Name</b>	CBH_F_02_CBH Tenant Survey_1.0
	<b>Latest Version</b>	1.0
	<b>Description</b>	<p>This form is used to capture the feedback of clients on our services and the facilities during their occupancy in our Business centers.</p> <p>This form will be managed by the Business Centre Manager</p>
	<b>Location</b>	Storage Centre\CBH Templates Prod\Forms Folder
2	<b>Document Name</b>	ENQUIRY FORM
	<b>File Name</b>	CBS_F_ADM_01_Enquiry_Form_2.0
	<b>Latest Version</b>	2.0
	<b>Description</b>	<p>This form is used to capture required details of client enquiry on our services in order to attend to their needs by appointing a dedicated team member.</p> <p>The form is available as hard copy at the Reception. Clients can fill up the form and hand it back at the reception desk or email to us at ask@cbs-uae.ae. The form is also available in A4 size in Storage Centre.</p> <p>NOTE: In case you are an employee referring a lead, then please fill up the form on behalf of the lead and submit it to Business Development Manager.</p> <p>This form will be managed by the Front Desk Team Leader</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\ADMIN Folder\ Forms Folder
3	<b>Document Name</b>	ARTICLES TEMPLATE FOR GET CONNECTED NEWSLETTER
	<b>File Name</b>	CBS-T-BDD-01_Articles_Template_Get_Connected_Newsletter_3.0
	<b>Latest Version</b>	3.0
	<b>Description</b>	<p>This is an updated version of the existing form with more Title and subtitle options.</p> <p>This template can be used by all employees to share and contribute towards writing articles or providing quality information and literature that could be informative and useful for other employees for their day-to-day life, either personal or professional.</p>
	<b>Location</b>	Storage Centre\CBS Templates Prod\BDD Folder\Templates 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)