

RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 16	Related Edition Date	March 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	CBH BUSINESS CENTRE MANUAL (OUD MEHTA)
	File Name	CBH-M-CD-02_BUSINESS_CENTER_MANUAL(Oud Mehta)_1.0
	Latest Version	1.0
	Description	This handbook is a very helpful guideline for all tenants moving to our Oud Mehta Branch offices and will address their queries. It is handed over to Tenants once they have moved into our premises.
	Location	Storage Centre\CBH Templates Prod\ MANUALS Folder\ Oud Mehta folder
1	Document Name	CHECKLIST FOR IN/OUT OFFICE PROPERTY INSPECTION
	File Name	CBH-C-01_In_Out_Office_Inspection_Checklist_1.0
	Latest Version	1.0
	Description	This form is to be used before the tenant moves either in or out of CBH offices. A joint inspection will be conducted to assess the condition of the office room.
	Location	Storage Centre\CBH Templates Prod\ CHECKLISTS Folder.
2	Document Name	EMPLOYEES SATURDAY AGENDA
	File Name	CBS_F_HR_25_Employees_Saturday_Agenda_3.0
	Latest Version	3.0
	Description	<p>The company conducts internal or external activities within the organization on the working last Saturday of the month. During this Saturday, open or closed lectures are conducted by staff and this form is to be used by all employees as participants to this programme to submit the agenda to HR every month for the Saturday. This form forms a part for the following mentioned documents.</p> <ol style="list-style-type: none"> Saturday Agenda Topic & Time Allocation Sheet - Form A.1 Saturday Registration & Attendance Log Sheet – Form A.2 Saturday Training Feedback Form – Form A.3 <p>This form is to be filled and signed by HR Department at appropriate stage and approval levels.</p> <p>This form will available in the storage centre and managed by HR Department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder\ For Use by Staff Folder
3	Document Name	SATURDAY AGENDA TOPIC & TIME ALLOCATION SHEET - FORM A.1
	File Name	CBS_F_HR_26_Saturday_Agenda_Topic_&_Time_Allocation_Sheet_A.1_1.0

	Latest Version	1.0
	Description	This form is to be used by all employees as an attachment to Employees Saturday agenda Form. All employees have to fill in the details as required This form is kept as a copy file named "Saturday Agenda Topic & Time Allocation Sheet" over the server (link) and will be managed by HR department.
	Location	Storage Centre\CBS Templates Prod\HR Folder\ For Use by Staff Folder
3	Document Name	SATURDAY REGISTRATION & ATTENDANCE LOG SHEET – FORM A.2
	File Name	CBS_F_HR_27_Saturday_Registration_&_Attendance_Logsheet (Form A.2)_1.0
	Latest Version	1.0
	Description	This attendance sheet is used for collecting and recording attendance for open/closed lecture. This form will be managed by HR department
	Location	Storage Centre\CBS Templates Prod\HR Folder\ For Use by Staff Folder
3	Document Name	BUSINESS SETUP QUESTIONNAIRE (FREEZONE)
	File Name	CBS_F_BDD_05_Business_Setup_Questionnaire_Freezone_1.0
	Latest Version	1.0
	Description	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 for Free zones. It also captures necessary information related to "Know Your Customer (KYC)".
	Location	Storage Centre\CBS Templates Prod\BDD Folder\Forms Folder
3	Document Name	EID FORM- NATIONAL ID PERSONAL INFO SHEET
	File Name	CBS_F_CRD_02_EID_Form_National_ID_Personal_Info_Sheet_2.0
	Latest Version	2.0
	Description	This form is used to collect information from client with regards of stage #1 of the National ID process.
	Location	Storage Centre\CBS Templates Prod\CLIENT RELATIONS DEPARTMENT 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