

Website Content Checklist Document

Website Review Checklist				
Country (choose one)	<u>AFGHANISTAN</u>	Pakistan		
Link for Change (provide complete URL)	<u>www.hbl.com</u>			
Group/Department (Please choose one)	<u>Marketing & Brand Management</u>	Other _____		
Initiating Person:	<u>UMAMAIT MEHMOOD</u>			
Reason for Request:	<input type="checkbox"/> If Yes (please attach) <input checked="" type="checkbox"/> If Yes (please attach circular) <input checked="" type="checkbox"/> If Yes (please attach circular)			
SBP Circular				
New Product				
Content Update				
Information provided has completed following steps:				
1. The Content has been reviewed & approved by Product	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
2. All Relevant Banners are attached in high resolutions. Specify locations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
a. Banners for pages: 2000 x 401 px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
b. Responsive banner for pages: 768 x 290 px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
c. Page side banners: 278 x 118 px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
d. Top menu (drop-down) banners: 282 x 133 px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
e. 2 sizes for pictures (BOD/Management/ Alliance Thumbnails):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
Alliance = 143x143px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
Management/BOD = 150 x 173 px	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
3. Links to external sites are working properly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
4. All Relevant Content Word files are attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
5. All Relevant PDF files for upload are attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
6. The PPT file is attached with screenshots and directions for upload	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
Content has been reviewed by Compliance (Attach Approval)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
a. Forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
b. Content	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
c. Calculators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
d. Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
I hereby declare that I have checked all the content submitted and the spelling & grammar has been checked and all relevant screen shots are attached				
Date:	<u>08-12-2017</u>	Reviewed & Signed off By:	<u>H. Jaffer</u>	
Comments:	<u>UPDATE HBL AFGHANISTAN AUDITED FINANCIAL STATEMENTS ON HBL WEBSITE .</u>			
Approved By:	<u>Raheel Yousaf</u> Deputy General Manager Head-Corporate Brand Marketing & Brand Management			
FOR OFFICIAL USE ONLY (Please do not fill)				
Change in:	Structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Other _____
	Content	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other _____
	Banner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other _____
Define Priority	Change Required	<input type="checkbox"/> High (With 2 days) <input type="checkbox"/> Moderate (Within 1 Week) <input type="checkbox"/> Low (Within 2 Weeks)		