

DEFINITION & SELECTION CRITERIA OF AWARD

1. Platinum Entrepreneur 2014 Award

Definition

This is bestowed on a successful individual who has achieved as an outstanding entrepreneur and leader of the industry.

Selection Criteria

The award recipient must exhibit entrepreneurial spirit and must be originated from small medium businesses. His/her achievements must be impressive enough to inspire the aspirations of thousands of SME entrepreneurs who are looking for a role model to emulate, especially as a CEO or Managing Director of a listed company.
(By Invitation Only).

2. SME Achievers Award

Definition

This award is bestowed on SME that were formerly family-owned or with micro operations but has successfully made the transition from privately owned companies into public-listed companies. There is no cap on turnover.

Selection Criteria

Invitees must have secured a 5 years public listing on any stock exchange either in Malaysia and/or Overseas and have continued to excel in their businesses. These companies reflect the achievements of its founders and serve as a shining example of entrepreneurship, perseverance and strategist.
(By Invitation Only).

3. Sahabat Negara SME Award

Definition

This award is bestowed on corporations/institutions such as government statutory bodies, NGOs, financial institutions or service providers/facilitators which have contributed significantly to the promotion and development of SMEs in the country. The contribution could be pecuniary or non-pecuniary in nature to the SMEs community to help develop or improve their operations.

Selection Criteria

Invitees must have played a prominent and proactive role in the promotion and development of SMEs, especially during their formative or growing stages, by providing solutions that enhance SME's competitive edge and operation efficiency in the pursue of globalization simultaneously.
(By Invitation Only).

4. SME Best Overall Award

Definition

This award is bestowed on the cream-de-la-cream of non-listed SMEs that excel in every aspect of their corporate performances.

Selection Criteria

Nominees must have performed extremely and equally well in all five core judging criteria, namely business and company, management philosophies, products and markets, operations and technologies as well as financial performance.
(Nomination Required).

5. SME Innovation Excellence Award

Definition

This award is bestowed on non-listed SMEs with emerging business that applies new technologies, or caters to customer needs through applications of innovative processes, market research, brand development, visionary leadership, etc., which are rising fast or making a big impact in the business world in recent years and are now in great demand in local and/or overseas markets.

Selection Criteria

Nominees must be either the intellectual property owner of its product innovations, the legitimate promoter of a business model that presents a new business concept or the bold but sensible creator of a new market.
(Nomination Required).

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6. SME Export Excellence Award

Definition

This award is bestowed on non-listed SMEs which excel in overseas market penetration and derive the bulk of their revenue from sales of their products/services overseas.

Selection Criteria

Nominees must have at least one or more of their products and/or services are exported and the export revenue forms at least 50% of the company's total revenue.

(Nomination Required).

7. SME ICT Adoption Award

Definition

This award is bestowed on non-listed SMEs heeding the government's call to automate and adopt ICT in their businesses to attain operation efficiency and compete efficiently in the market.

Selection Criteria

Nominees must have taken practical and aggressive initiatives towards adoption of ICT and reaping benefits both operationally and financially as a result.

(Nomination Required).

8. SME Women Entrepreneur Award

Definition

This award is bestowed on non-listed SMEs headed or founded by women entrepreneurs.

Selection Criteria

Nominees must be at least 50% owned by women entrepreneurs or with the women entrepreneurs as the primary decision maker.

(Nomination Required).

9. SME Phoenix Award

Definition

This award is bestowed on non-listed SMEs recovering strongly from a major corporate or financial crisis or setback.

Selection Criteria

Invitees or nominees would have experienced either major financial set-back but recovered and excel or managed to reinvent themselves during corporate crisis and continued to excel.

(By Invitation or By Nomination).

10. SME Product Excellence Award

Definition

This is bestowed on non-listed SMEs that commercialize and produce outstanding made-in-Malaysia products in the market.

Selection Criteria

Nominees must possess products with at least 50% local content and a major contributor to company revenue.

(Nomination Required).

11. SME Service Excellence Award

Definition

This is bestowed on non-listed SMEs that provide outstanding services in the service delivery industry.

Selection Criteria

Nominees must have contributed to enriching the economic and/or social life of the local and international communities they serve, beyond the strict requirement of excellent service delivery through positive, discretionary initiatives and imaginative use of resources.

(Nomination Required)

12. SME Brand Excellence Award

Definition

This is bestowed on non-listed SMEs which have successfully created a strong and positive image for their branding initiatives on the company, product and/or services. These brands are not only well-accepted but have strong top-of-mind recall among consumers.

Selection Criteria

Nominees must have achieved a high degree and instant brand recognition by the general public.

(Nomination Required).

13. SME Rising Star Award

Definition

This is bestowed on young SMEs which have displayed great potential to become successful players in local and international marketplace. They are companies that are on the verge of a breakthrough and will become successful, when given the necessary financial support, guidance and nurturing.

Selection Criteria

The company must be able to present a unique, competitive and potential business concept and/or strategy yet to be executed and/or successful.

(Nomination Required).

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14. SME Young Entrepreneur Award

Definition

This award is to highlight Malaysia's best and brightest young entrepreneurs and to recognize their innovative spirit and business acumen. They take risks with their personal financial security and have exceptional drive and commitment. Often they start with little more than an idea and grim determination to succeed.

Selection Criteria

The nominees must be a Malaysian age 40 and below. He or she must be a CEO or Managing Director and has been involved in the Company's daily management for a minimum of 3 years as of 31 August 2014 and owns at least majority controlling interest of the equity participation of the said Company.

(Nomination is required)

15. SME Social Responsibility Excellence Award

Definition

This award is to salute the year's most outstanding communication initiatives and programs in the highly competitive and dynamic Corporate Social Responsibility (CSR) arena on non-listed SMEs that give attention to social and environmental concerns in addition to economic goals (balancing between financial profits, economic value addition and social good).

Selection Criteria

To be eligible, the campaign or PR initiatives must have taken place (either in part or in full) during the last 2 years. Some of the work must have occurred during this time, but it's not necessary for it to be completed during the eligible period, and it can be ongoing.

(By invitation or by nomination).

16. SME Green Excellence Award

Definition

This award is bestowed on non-listed SMEs who have effectively integrated Green Technology in the production process or produced Green Technologies which are environmentally preferable and are now in great demand in local and / or overseas markets.

Selection Criteria

Nominees must demonstrate strong evidence of Green Technology strategies and to which the ideas implemented were fresh, creative and appropriate for the green target objectives. They must also actively implementing "Green" in their company policy as well as aggressively promoting awareness within the organization and to the public.

(By invitation or by nomination).

17. SME OSHA (Occupational Safety and Health Act) Award

Definition

This Award is to promote, stimulate and encourage high standards of safety and Elath at work. SMEs are recognised on their initiatives and programs to promote safety and Elath awareness, and establish effective safety organisation and performance through self-regulation schemes designed to suit the particular industry or organization. Long-term goal is to create a healthy and safe working culture hmong all employees and employers.

Selection Criteria

Nominees will be expected to show Sorong Management Leadership and active participation in safety and Elath.

(Nomination Required)

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REQUIREMENTS FOR NOMINATIONS

TO QUALIFY, NOMINEE:

Closing Date: 30 September 2014

1. Nominations can access to www.smeam.org or by completing and returning the nomination form to the **SME RECOGNITION AWARD 2014** secretariat at : **Attn : Cynthia 019 365 9681**

SME ASSOCIATION OF MALAYSIA

5 – 5, Jalan USJ 9/5 Q,
Subang Business Centre,
47620 Subang Business Centre, Subang Jaya,
Selangor D.E.
Tel : 03-8024 5787, 8024 5737, 8023 0685
Fax : 03-8024 1737
Email: 2014smera@gmail.com
Website : www.smeam.org

1. Nominees must be a company incorporated in Malaysia;
2. At least more than 50% owned by Malaysian;
3. Not a listed company on any stock exchange;
4. Not approved for listing on any stock exchange as of 30 September 2014;
5. Not more than 51% owned by a public listed company;
6. involved in any legitimate business with annual gross turnover below RM 100 million for the financial year ended 2013;

2. Nominees may select their preferred award category. However it is the prerogative of the judging panel to place nominee in the category that allows the nominee the best probability of receiving an award.
3. All sections should be completed thoroughly as information provided will form the basis for judging. Please denote N/A where appropriate.
4. Completed forms must be submitted together with:
 - Three (3) years audited accounts;
 - Complete form 24 and 49 for Malaysian ownership evidence;
 - A processing fee of **RM800** payable to **SME ASSOCIATION OF MALAYSIA**;
 - Other relevant supporting documents or information deemed appropriate
5. For each applicable section, elaborate in not more than 250 words. In addition to the question below, please attach separate sheets if you have more information or if the space provided is insufficient.
6. All information provided in the nomination form will be treated with full confidentiality.
7. All nominations must be endorsed by an approved body. An approved body is either a professional body or trade association.

7. For companies with same owners, group proforma consolidated accounts is allowed but the company or group should be in a single or similar business nature. The business should not be divergently different;
8. Company must be in the business for at least 3 years (*except for Rising Star Award*).

* Incomplete nomination submissions may be rejected automatically.

For further enquiries, please contact Secretariat at :

Attn : Lim Cynthia 019 365 9681

SME RECOGNITION AWARD 2014

SME ASSOCIATION OF MALAYSIA

5 - 5, Jalan USJ 9 / 5 Q,

Subang Business Centre

47620 Subang Jaya

Selangor Darul Ehsan

Tel : 03-8024 5787, 8024 5737, 8023 0685

Fax : 03-8024 1737

Email : 2014smera@gmail.com

Cynthia@smeam.org

Website : www.smeam.org



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8. The Organizer cannot undertake to return documents or supplementary material submitted with an entry.
9. Names of applicants, commentary and scoring information developed during the review of applicants are regarded as proprietary by the Award Committee and are kept strictly confidential. Such information is available only to those individuals directly involved in the assessment and administrative process.

A. PREFERRED AWARD CATEGORY:

- | | |
|---|---|
| <input type="checkbox"/> SME Best Overall Award | <input type="checkbox"/> SME Phoenix Award |
| <input type="checkbox"/> SME Innovation Excellence Award | <input type="checkbox"/> SME Product Excellence Award |
| <input type="checkbox"/> SME Export Excellence Award | <input type="checkbox"/> SME Service Excellence Award |
| <input type="checkbox"/> SME ICT Adoption Award | <input type="checkbox"/> SME Brand Excellence Award |
| <input type="checkbox"/> SME Women Entrepreneur Award | <input type="checkbox"/> SME Rising Star Award |
| <input type="checkbox"/> SME Green Excellence Award | <input type="checkbox"/> SME Young Entrepreneur Award |
| <input type="checkbox"/> SME Social Responsibility Excellence Award | |

Rationale:

Please provide your rationale for the selected category in not more than 70 words.

B. COMPANY BACKGROUND

Company Name: _____

Business Address: _____

City/State: _____ Post Code: _____

Telephone No.: _____ Facsimile No: _____

Email address: _____ Official website: _____

Company Registration No.: _____ Date of Incorporation: _____

C. BUSINESS OWNERSHIP

1. Is your company incorporated in Malaysia with at least 50% owned by Malaysians? YES NO
 Shareholding Structure : Malaysian Bumi _____ %
 Malaysian Non-Bumi _____ %
 Foreign _____ %
 State owned enterprise/agency
 (please state the year becoming the shareholder) : _____
2. Is your business inherited from family or self-made business? YES NO
3. Is your company a subsidiary?
 a. If yes, please state name of your parent company: _____
 b. Please state equity percentage held by parent company: _____
 c. Is your parent company a listed company? YES NO
4. Is your company approved for listing on any stock exchange as at 15 Sept 2014? YES NO
5. Please attach your management organization chart

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C. BUSINESS OWNERSHIP

6. What is the size of the board of directors? _____
7. Has public interest litigation been lodged against the company's practices during the past 3 years? YES NO
8. Are any winding up or liquidation proceedings pending? YES NO
9. Has the Company filed its annual return with the ROC and tax authorities regularly and complied with all the statutory provisions of the Companies Act? YES NO
10. Has a prosecution been undertaken against the company by any authority during the last 3 years? YES NO

D. BUSINESS AND COMPANY

1. Describe the history of your company (For example: when you started, who started the business, what was the source idea for starting the business, the degree of difficulty in starting & building up, financial risks).

(please attach separate sheets if space provided is insufficient)

2. Which industry do you operate in?

- | | |
|--|--|
| <input type="checkbox"/> Electrical and Electronic | <input type="checkbox"/> Petrochemicals |
| <input type="checkbox"/> Pharmaceutical | <input type="checkbox"/> Textile and Apparel |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Machinery and Equipment |
| <input type="checkbox"/> IT/Software | <input type="checkbox"/> Palm Oil Based Industry |
| <input type="checkbox"/> Wood Based Industry | <input type="checkbox"/> Rubber Based Industry |
| <input type="checkbox"/> Agro Based and Food Industry | <input type="checkbox"/> Hospitality/Travel |
| <input type="checkbox"/> Fast Moving Consumer Goods | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Others, please specify: _____ | <input type="checkbox"/> Logistics |

3. What is the nature of your business?

- | | |
|--|---|
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Design | <input type="checkbox"/> Education/Training |
| <input type="checkbox"/> Distribution | <input type="checkbox"/> Import/Export |
| <input type="checkbox"/> Retailing | <input type="checkbox"/> Consultancy |
| <input type="checkbox"/> Trading | <input type="checkbox"/> Outsource Provider |
| <input type="checkbox"/> Others, please specify: _____ | |

4. Which business segment does your business fit in the supply chain?

- | | |
|---|--|
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Original Equipment Designer (OED) |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Original Equipment Manufacturer (OEM) |
| <input type="checkbox"/> Brand name manufacturer | <input type="checkbox"/> Contract Manufacturer |
| <input type="checkbox"/> Original Design Manufacturer (ODM) | <input type="checkbox"/> Research and Design House |
| <input type="checkbox"/> Others, please specify: _____ | |

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E. BUSINESS AND COMPANY

1. Please list the major milestones of your company.

Year	Description

(please attach separate sheets if space provided is insufficient)

2. Please list the awards and accolades bestowed on your company.

Year	Award Description

(please attach separate sheets if space provided is insufficient)

F. MANAGEMENT PHILOSOPHIES

1. What is your company's vision?

2. What is your company's mission?

3. What are your core values?

a.

b.

c.

d.

e.

4. Please select any the following new initiatives embarked by the company, if any.

Branding

New ICT investment

New market development

New business process

Others, please specify:

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F. MANAGEMENT PHILOSOPHIES

5. In 3 years time,

a. Where do you want your business to be?

b. How do you plan to achieve that?

6. How is performance being measured? Please list the top 3 KPIs (Key Performance Indicators).

- a.
- b.
- c.

7. Please list the key management team.

Name

Designation

Brief Background

Name	Designation	Brief Background
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

8. How many times does your management team meet per month?

9. How does your company develop human capital?

10. What are the mechanisms installed to identify training needs of the employees?

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F. MANAGEMENT PHILOSOPHIES

11. Is there a self-development module for employees? YES NO
12. Has the company faced any labour disputes (strikes, lockouts, etc) in the last 3 years? YES NO
13. Is your organization certified for OSHAS 18001? YES NO

G. PRODUCTS, SERVICES AND MARKETS

1. What is your unique selling proposition?

2. What are your core product and/or services?

Product/Services

Brand

a.

b.

c.

d.

e.

Also give the unique selling features of the products/services, highlighting the following points:
(please attach separate sheets if space provided is insufficient)

2.1 The innovative initiatives taken by the company for enhanced quality with regard to the following, during the last 3 years:

Contribution

Innovative Initiatives

a. Minimizing environmental impacts arising out of the use of its products/services (life-cycle analysis)

b. Ensuring safety of the usage/storage of the product

c. Ensuring health issues

d. Others

2.2 Is there any cause-related marketing of products/services? Highlighting of the environmental-friendliness of the products/services, or the social causes related to the usage. YES NO

2.3 Has the company during the last 3 years conducted a feedback survey to gauge public perception/customer satisfaction of its products/services/business operations, with a view to assess the social and environmental impacts of its activities? YES NO

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G. PRODUCTS, SERVICES AND MARKETS

2.4 Has the company been called upon to defend any of its advertising campaigns past 3 years? YES NO

3. Which market segment do you target?

- | | |
|--|--|
| <input type="checkbox"/> Consumer - High end and specialty | <input type="checkbox"/> Large Corporation and MNCs |
| <input type="checkbox"/> Consumer - Mid end and niche | <input type="checkbox"/> Government |
| <input type="checkbox"/> Consumer - Low end and mass | <input type="checkbox"/> Small and Medium Businesses |
| <input type="checkbox"/> Others, please specify: _____ | |

4. Who is your target industry?

5. Do you export? YES NO

If you do, where do you export to?

- | | | |
|---|---|--|
| <input type="checkbox"/> ASEAN | <input type="checkbox"/> North America | <input type="checkbox"/> Australia/New Zealand |
| <input type="checkbox"/> China (including Taiwan) | <input type="checkbox"/> South America | <input type="checkbox"/> Africa |
| <input type="checkbox"/> India | <input type="checkbox"/> Western Europe | <input type="checkbox"/> Eastern Europe |
| <input type="checkbox"/> Middle East <input type="checkbox"/> Others, please specify: _____ | | |

6. Please provide an estimation of your market share within your industry.

	Local Market	Overseas Market
	%	%
Total market size	100%	100%
Your market share		

7. What are your distribution channels?

Local Market

Overseas Market

8. How do you promote your core products and/or services?

Local Market

Overseas Market

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9. Please list any patents, trademarks, design or copyright that have been registered by your company.

Year **Registration Description**

(Please attach separate sheets if space provided is insufficient)

10. What are your top 3 revenue generators?

a. _____

b. _____

c. _____

11. Does the company ensure fair practices/ethics in its supply chain? YES NO

If yes, please provide details on the following

a. Supplier selection criteria _____

b. Assessment/monitoring _____

c. Training _____

H. OPERATIONS AND TECHNOLOGY

1. Please list the accreditations bestowed upon your company (e.g. ISO, CE, GMP, HACCP).

Year **Accreditation Description**

2. Does your company follow a standard operating procedure (SOP)? YES NO

3. Do you invest in Research and Development? YES NO

4. If yes, how is the R&D carried out? In-house team Outsourced

5. How long has the R&D been set up? _____

6. What is the % of turnover spent on R&D? _____

7. What is the % of employees engaged for R&D? _____

8. Please describe any major innovations that have contributed significantly to the company's success.

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9. Please describe any processes, tools or systems that were adopted by the company to improve operation efficiency.

10. In which areas have you adopted ICT?

MARKETING

PRODUCTIVITY

OFFICE AUTOMATION

- | | | |
|---|---|---|
| <input type="checkbox"/> Customer Relationship Management (CRM) | <input type="checkbox"/> Enterprise Resource Management (ERP) | <input type="checkbox"/> Financial System |
| <input type="checkbox"/> E-Commerce | <input type="checkbox"/> Material Resource Planning (MRP) | <input type="checkbox"/> HR/Payroll System |
| <input type="checkbox"/> Corporate Website | <input type="checkbox"/> Warehouse Management | <input type="checkbox"/> Local Area Network |
| <input type="checkbox"/> Business Intelligence | <input type="checkbox"/> Knowledge Management | <input type="checkbox"/> Email and Internet Access |
| <input type="checkbox"/> Call Center | <input type="checkbox"/> Asset Management | <input type="checkbox"/> Security and Backup System |
| <input type="checkbox"/> Sales Force Automation | <input type="checkbox"/> Engineering design (CAD, CAM, CAE) | <input type="checkbox"/> Decision Support System |
| <input type="checkbox"/> Others, please specify: _____ | | |

11. The ICT systems are Stand alone Integrated

12. How has the ICT system improved the way your company does business?

I. CORPORATE SOCIAL RESPONSIBILITY POLICIES

1. Does the company have a CSR policy? YES NO

If yes, please state the policies involved

- a. _____
- b. _____
- c. _____

2. Does the company has a separate department for CSR initiatives?	
3. Does the company produce an annual sustainability/CSR report?	

4. What active steps are taken to raise awareness of the company's CSR policies among :



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- Employees
- Shareholders/Stakeholders
- Suppliers
- Customers

5. What measures been taken to ensure that you have
- a. Gender equality in your workforce at all levels
 - b. Recognition for diversity in work culture and behaviour
 - c. Recognize contribution by disables persons (if applicable)
 - d. Recognize labor rights and compliance with employment legislations

6. What are the indicators used in monitoring the implementation of policies?

a. _____

b. _____

c. _____

7. Are issues like transparency/disclosure/anti-corruption integral to the fulfillment of the company's corporate social responsibilities? YES NO CANNOT SAY

8. Please attach a profile of your major social activities/projects/programmes, during the last 3 years highlighting the partners in the project and impacts on the beneficiaries.

9. How are social projects monitored and reported?

10. Are effective steps taken to provide good quality of work life, environment, safety/security and general well-being of the employees? State some key initiatives of last 3 years, if any.

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11. What are the employee welfare programmes organized by the Company? Please provide a brief outline.

12. What are the key positive impacts provided by the company that benefits the community (e.g. Education health care, social infrastructure, environmental protection, etc)

13. Does the company offer scholarships to deserving children of employees? YES NO

14. Does the company encourage employees giving/volunteering and/or direct involvement in the community by way of any of the following : -imparting skills to local community, blood donation, Secondment, time-off for employees, etc. YES NO

J. FINANCIAL PERFORMANCE

1. 3 years Financial Information

		2011 (RM)	2012 (RM)	2013 (RM)
Annual Turnover	Local	<hr/>	<hr/>	<hr/>
	Overseas	<hr/>	<hr/>	<hr/>
Gross Profit		<hr/>	<hr/>	<hr/>
Operating Profit Before Tax		<hr/>	<hr/>	<hr/>
Operating Profit After Tax		<hr/>	<hr/>	<hr/>
Shareholders fund as at year end		<hr/>	<hr/>	<hr/>
Current Assets		<hr/>	<hr/>	<hr/>
Current Liabilities		<hr/>	<hr/>	<hr/>
Fixed Assests		<hr/>	<hr/>	<hr/>
Total Assests		<hr/>	<hr/>	<hr/>
Inventory		<hr/>	<hr/>	<hr/>
Cost of Sales		<hr/>	<hr/>	<hr/>
Bad Debts		<hr/>	<hr/>	<hr/>
Provision for bad debts		<hr/>	<hr/>	<hr/>
No. of employees		<hr/>	<hr/>	<hr/>

2. Estimated investment in 2014



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	% of turnover		% of turnover
Brand Development/Advertising & Promotion	_____	ICT	_____
Logistics and Supply management	_____	Plant & Equipment	_____
Triaining and Human Capital Development	_____	Customer Service	_____
Research and Development	_____	Market Development	_____
Others (Please specify)	_____	_____	_____
What percentage of annual profits is allocated as funds for community development works?	_____	_____	_____
	2014	2015	2016
15. Please provide your 3 years projection.	_____	_____	_____
Annual Turnover Local	_____	_____	_____
Overseas	_____	_____	_____
Operating Profit Before Tax	_____	_____	_____
Operating Profit After Tax	_____	_____	_____

K. GREEN TECHNOLOGY

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1. Does the company have a Green Technology policies and procedures? YES NO

If yes, please state the policies involved

- a. _____
- b. _____
- c. _____

2. What is the impact of the Green Technology on the company and its business?
- _____
- _____
- _____

3. Does the company works with Government, associates, etc to have measures taken to build on existing and/or expanding the Green Technology to sustain and expand the positive impact to the Company, business and communities?
- _____
- _____
- _____

4. What are the active steps taken to increase awareness on the company Green Technology among its employees and its business partner?
- _____
- _____
- _____

5. Describe how resources efficiency was increased and negative environmental impact/footprint was reduced?
- _____
- _____
- _____

6. Describe how costs were reduced and/or business competitiveness was enhanced through implementation of Green Technology?
- _____
- _____
- _____

7. Describe product and/or technologies innovations implemented and how they promote more eco-efficient productions?
- _____
- _____
- _____

8. Are such products and or/technologies innovations easily being replicated/adopted by others?
- _____
- _____
- _____

L. (OSHA) OCCUPATIONAL SAFETY AND HEALTH POLICIES

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1. Does the company have a sustainable OSH Policy?

YES NO

If yes, please state the policies involved

- a. _____
- b. _____
- c. _____

2. Does the company has a separate department for OSH initiatives?	
3. Does the company produce an annual sustainability/OSH report?	

4. What proactive steps have been taken to raise the awareness of the company's OSH Policies among :

- Employees
- Shareholders/Stakeholders
- Suppliers
- Customers

5. What are the indicators used in monitoring the implementation of policies?

- a. _____
- b. _____
- c. _____

6. Please attach a profile of your major safety and health activities/projects/programmes, during the last 3 years highlighting the partners in the project and impacts on the beneficiaries.

M. DECLARATION

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(To be completed by the Chief Executive Officer or Managing Director or equivalent)

I declare that the facts stated in this nomination together with the accompanying information are true and correct and have satisfied the qualifying criteria.

I agree to:


- The publication of the financial figures provided in the nomination upon request;
- Provide company's audited statements and other relevant information as accompanied to my nomination and allow the organizers to retain them;
- Notify the organizer that my Company has been approved for listing on any stock exchange on or before 15 September 2014
- Abide by the requirements of the nomination;
- Abide by the decisions of the judges which will be deemed final and conclusive.

Name: _____	Company Stamp:
Designation: _____	
Age : _____	
Signature: _____	
Date: _____	

CONTACT PERSON FOR VERIFICATION PURPOSES

Name: _____
Designation: _____
Contact No.: _____
Email: _____

NOMINATOR

Approved Body: SME ASSOCIATION OF MALAYSIA	Nominator Stamp: 
Name: <i>Lim Cynthia</i>	
Designation: Organiser	
Date: 26th June 2014	

HOW DID YOUR COMPANY COME TO HEAR ABOUT THE SME RECOGNITION AWARD 2014?

<input type="checkbox"/> You are a past winner	<input type="checkbox"/> From the Web Site
<input type="checkbox"/> From the organizer	<input type="checkbox"/> From media channel (Please specify) _____
<input type="checkbox"/> Trade & Professional Body	<input type="checkbox"/> Others (Please specify) _____

FOR OFFICE USE ONLY

Submission Date: _____		
Enclosures:	<input type="checkbox"/> Completed nomination form <input type="checkbox"/> Form 24 and 49 <input type="checkbox"/> Other supporting documents	<input type="checkbox"/> RM800 processing fee <input type="checkbox"/> 3 years audited accounts
Serial Number: _____		
Acknowledged by : _____		