

# Sin Chew Business Excellence Awards 2015

## Nomination Form

Code No.

### A. Entry Eligibility:

- All enterprises incorporated in Malaysia in accordance with the Company Act 1965, are welcome to be nominated.
- A non-public listed holding company or its subsidiary is eligible
- Must not be part of multi-national companies, or be listed on any stock exchange or subsidiary of public listed companies, unless by invitation.
- For franchise business, the franchisor is eligible, but the franchisee is not eligible. The franchisor must be Malaysian.
- Enterprises who participate in 'Business Sustainability Excellence Awards' category, must be still doing well by its third generation and beyond, or have established itself for 50 years and above.
- All must have full and audited financial statements for the past 3 consecutive financial years ended 2012, 2013, 2014. Except for enterprises who participate in " Young / Emerging Business Excellence Awards' category which must have full and audited financial statements for the past 2 consecutive financial years.
- Processing Fee : RM 1,590 (inclusive of 6% GST. Submission of nomination form is open from 1st April 2015 to 15th June 2015)
- Nomination Deadline: 15th June 2015

### B. Instructions

- Please write or type clearly on A4 white paper.
- All blanks are to be filled completely and accurately. Please denote N/A where not applicable.
- You may provide information on a separate sheet of paper if space provided is insufficient.
- Incomplete application will be disqualified; please refer to the application checklist to ensure that your application is complete.
- Submit your completed Application and Declaration Form.
- The relevant supporting documentation and information based on the judging criteria; and a non-refundable processing fee of RM1,590 (for each award category) by cheque / postal order made payable to MCIL Multimedia Sdn Bhd and crossed Account Payee only. Failing which, the application will not be processed.
- Submit the application for each award category in separate envelope, and clearly label it with the name of the award category on the top left hand corner of the envelope.
- Clearly state the name of the contact person and telephone number on the envelope.
- Submit your applications to:  
Sin Chew Business Excellence Awards 2015  
19, Jalan Semangat  
46200 Petaling Jaya, Selangor, Malaysia.  
Tel: 03-7965 8888 Fax: 03-7965 8458  
E-mail: [sinchewawards@sinchew.com.my](mailto:sinchewawards@sinchew.com.my)  
Microsite: [www.sinchew.com.my/sinchewbusinessawards2015](http://www.sinchew.com.my/sinchewbusinessawards2015)  
Nomination Deadline: 15th June 2015

Award Category	
SCBEA	

### C. Preferred Award Category

**By Nomination / By Invitation**

- SCBEA 01. Lifetime Excellence Achievement
- SCBEA 02. Business Excellence Person of the year
- SCBEA 03. Business Sustainability Excellence Award
  - 50 years and above of establishment still operating well
  - From generation to generation business (at least 3rd generation onwards)
- SCBEA 04. Retail Excellence Award
- SCBEA 05. Product and Service Excellence Award
- SCBEA 06. CSR Excellence Award
- SCBEA 07. Property Excellence Award
- SCBEA 08. Young/ Emerging Business Excellence Award

### D. Company Background

Company name: \_\_\_\_\_

(The company name must be the same as registered with Suruhanjaya Syarikat Malaysia (SSM) )

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

MD or ED or CEO' S e-mail address: \_\_\_\_\_

Company website address: \_\_\_\_\_

Company Registration no.: \_\_\_\_\_ Date of Registration: \_\_\_\_\_

Managing Director or Executive Director or Chief Executive officer: \_\_\_\_\_

No. of Staff (Executives): \_\_\_\_\_ (Non Executives): \_\_\_\_\_

Type of ISO Certification: \_\_\_\_\_

Previous Awards received: \_\_\_\_\_

\_\_\_\_\_

Please provide a CD or pendrive (non-returnable) consists of the following :

- Company logo (JPEG Format, high resolution)
- Scan copy of MD or ED or CEO' s name cards, picture of MD or ED or CEO (JPEG Format, high resolution)

## E. Company Ownership and Capital Structure

1. Latest paid up capital

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2. Is your company a subsidiary?  Yes  No

If "Yes", please provide the following information:

2a. Name of Holding Company

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2b. Business Awards

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2c. Is your holding company listed?  Yes  No

2d. If "Yes", please indicate percentage of share held by the holding company

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3. Please attach your Organization Chart.

4. Your membership in trade/ industry bodies:

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## G. Other Core Business Information & Key Success Factors

**Vision:** \_\_\_\_\_  
 \_\_\_\_\_

**Mission:** \_\_\_\_\_  
 \_\_\_\_\_

**Core value:** \_\_\_\_\_  
 \_\_\_\_\_

### Initiatives to achieve the vision/ mission:

(Please tick ✓ where appropriate)	Description
<input type="checkbox"/> New business operation process & ICT Adoption	
<input type="checkbox"/> New product, service and market development	
<input type="checkbox"/> Unique brand positioning and competitive advantages	
<input type="checkbox"/> Corporate Social Responsibility (CSR) or any other Advertising and promotional activities	
<input type="checkbox"/> Other key success factors or initiatives	

**Note:** Applicants are required to provide company or product brochures or videos, advertising or promotional materials and any other supporting documents or material for judges to appreciate the success elements of the company.

## H. Financial Information

Please submit the latest past 3 years audited financial statements (2012, 2013 and 2014).  
 Except for "Young / Emerging Business Excellence Award" Category which must have audited financial statement for past 2 years.

### Audited Financial Information

		2012	2013	2014
<b>Annual turnover</b>	<b>Local</b>			
	<b>Oversea</b>			
	<b>Total</b>			
<b>Total assets</b>	<b>Current</b>			
	<b>Non-current</b>			
<b>Total liabilities</b>	<b>Current</b>			
	<b>Non-current</b>			
<b>Borrowings</b>	<b>Current</b>			
	<b>Non-current</b>			
<b>Profit before tax</b>				
<b>Profit after tax</b>				
<b>Shareholders fund as at year end</b>				

All audited financial statements submitted must be certified true copy by Company Auditor or Company Secretary.

## I. Declaration Form

(To be completed by the highest ranking officer or the Managing Director or Executive Director or Chief Executive Officer of the participating local company and attested before a Commissioner for Oaths.)

I, \_\_\_\_\_ (name), \_\_\_\_\_ (NRIC No.) do solemnly and sincerely declare as follows:

- that I am the \_\_\_\_\_ (designation) in

\_\_\_\_\_

\_\_\_\_\_ (name of company and address) and

am duly authorized to affirm this declaration for and on behalf of the company that my company agrees to:

- abide by the terms and conditions of Sin Chew Business Excellence Awards as set forth
- give its consent to the Sin Chew Business Excellence Awards organizer:
- to use any non-confidential information and the company's logo and pictures in publications and advertising and any other print or video promotional materials related to Sin Chew Business Excellence Awards.
- to give consent to Sin Chew Business Excellence Awards partners and/ or sponsors to contact them for marketing, advertising and promotional activities.
- participate in Sin Chew Business Excellence Awards related publicity/ promotional events such as interview etc if required.
- accept the judges' decision as final and agree that no appeal will be allowed and that both the company and I shall not resort to legal proceedings to review the judges' decision.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly \_\_\_\_\_ )

declared by the abovenamed \_\_\_\_\_ )

at \_\_\_\_\_ )

in the state of \_\_\_\_\_ )

On this \_\_\_ day of \_\_\_\_\_ 20\_\_ ) \_\_\_\_\_

Signature



### Person In Charge to be contacted for Further Information

Name: (Mr/Mrs/Ms) \_\_\_\_\_

Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Nominator

Approved Unit/ body:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Nominator Stamp:

## J. Application Checklist

Please ensure the following items are provided before submitting your application. Please tick each item by placing (√) in the corresponding column.

(√) Item enclosed:

- Completed and signed Nomination Form
- Completed and signed Declaration form
- Relevant supporting documentation e.g. certifications etc.
- Cheque or postal order for the processing fee (RM1,590 for each Award Category).  
Payable to: **MCIL Multimedia Sdn Bhd**
- Properly labeled A4 size envelop with the Award Category name, person in charge, contact name and number
- Copy of latest annual return, certified true by the Company Secretary
- Certified true copy of audited financial statements for the last three (3) consecutive years (2012, 2013, 2014) by Company Auditor or Company Secretary
- Copy of latest Form 49, certified true by the Company Secretary
- Updated Organization Chart
- Copy of trademark certificate (s) for the brand, if any
- Company brochures or any other relevant pictures, CD, digital or video and printed materials etc as required.

Any other items enclosed by your company:

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