

**DEFINITION & SELECTION CRITERIA OF AWARD**

**1. Platinum Entrepreneur 2015 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).*

**DEFINITION & SELECTION CRITERIA OF AWARD**

**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).*



**DEFINITION & SELECTION CRITERIA OF AWARD**

**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 2015 and owns at least majority controlling interest of the equity participation of the said Company.

*(Nomination is required)*

**15. SMESocial 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)*

**REQUIREMENTS FOR NOMINATIONS**

**TO QUALIFY, NOMINEE:**

**Closing Date: 30 September 2015**

1. Nominations can access to [www.smeam.org](http://www.smeam.org) or by

1. Nominees must be a company incorporated in Malaysia;

completing and returning the nomination form to  
the **SME RECOGNITION AWARD 2015**

secretariat at: **Attn : Lim 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 : info@smeam.org

Website : www.smeam.org

2. At least more than 51% 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 2015;
5. Not more than 51% owned by a public listed company;
6. Involved in any legitimate business with annual gross turnover below RM200 million for the financial year ended 2014;

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 **SMI 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.
8. The Organizer cannot undertake to return documents or supplementary material submitted with an entry.
9. Names of applicants, commentary and scoring

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 2015**

**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 : cynthia@smeam.org**



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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:

- Grid of award categories with checkboxes: SME Best Overall Award, SME Innovation Excellence Award, SME Export Excellence Award, SME ICT Adoption Award, SME Women Entrepreneur Award, SME GreenExcellence Award, SME Social ResponsibilityExcellenceAward, SME Phoenix Award, SME Product Excellence Award, SME Service Excellence Award, SME Brand Excellence Award, SME Rising Star Award, SME Young Entrepreneur Award.

Rationale:

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

Four horizontal lines for providing the rationale.

B. COMPANY BACKGROUND

Form fields for company details: Company Name, Business Address, City/State, Telephone No., Email address, Company Registration No., Post Code, Facsimile No., Official website, Date of Incorporation.

C. BUSINESS OWNERSHIP

- Ownership questions: 1. Is your company incorporated in Malaysia with at least 50% owned by Malaysians? 2. Is your business inherited from family or self-made business? 3. Is your company a subsidiary? 4. Is your company approved for listing on any stock exchange as at 15 Sept 2015? 5. Please attach your management organization chart.

**C. BUSINESS OWNERSHIP**

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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).
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(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: _____      |  |
-



**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:

\_\_\_\_\_





**F. MANAGEMENT PHILOSOPHIES**

5. In 3 years time,

a. Where do you want your business to be?

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b. How do you plan to achieve that?

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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?

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9. How does your company develop human capital?

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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?
12. Has the company faced any labour disputes (strikes, lockouts, etc) in the last 3 years?
13. Is your organization certified for OSHAS 18001?

G. PRODUCTS, SERVICES AND MARKETS

1. What is your unique selling proposition?

Horizontal lines for writing the 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?

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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**

_____	_____
_____	_____
_____	_____



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? \_\_\_\_\_



# NOMINATION FORM 提名表格

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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.

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10. In which areas have you adopted ICT?

### MARKETING

- Customer Relationship Management (CRM)
- E-Commerce
- Corporate Website
- Business Intelligence
- Call Center
- Sales Force Automation
- Others, please specify: \_\_\_\_\_

### PRODUCTIVITY

- Enterprise Resource Management (ERP)
- Material Resource Planning (MRP)
- Warehouse Management
- Knowledge Management
- Asset Management
- Engineering design (CAD, CAM, CAE)

### OFFICE AUTOMATION

- Financial System
- HR/Payroll System
- Local Area Network
- Email and Internet Access
- Security and Backup System
- Decision Support System

11. The ICT systems are  Stand alone  Integrated

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

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## 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?	



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

- Employees
- Shareholders/Stakeholders
- Suppliers
- Customers

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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 disabled 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?

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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.

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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)

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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

		2012 (RM)	2013 (RM)	2014 (RM)
Annual Turnover	Local	_____	_____	_____
	Overseas	_____	_____	_____
Gross Profit		_____	_____	_____
Operating Profit Before Tax		_____	_____	_____
Operating Profit After Tax		_____	_____	_____
Shareholders fund as at year end		_____	_____	_____
Current Assets		_____	_____	_____
Current Liabilities		_____	_____	_____
Fixed Assets		_____	_____	_____
Total Assets		_____	_____	_____
Inventory		_____	_____	_____
Cost of Sales		_____	_____	_____
Bad Debts		_____	_____	_____
Provision for bad debts		_____	_____	_____
No. of employees		_____	_____	_____

2. Estimated investment in 2015

	% of turnover		% of turnover
Brand Development/Advertising & Promotion	_____	ICT	_____
Logistics and Supply management	_____	Plant & Equipment	_____
Training 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?	_____	_____	_____

15. Please provide your 3 years projection.

	2015	2016	2017
Annual Turnover	_____	_____	_____
Local	_____	_____	_____
Overseas	_____	_____	_____
Operating Profit Before Tax	_____	_____	_____
Operating Profit After Tax	_____	_____	_____





**K. GREEN TECHNOLOGY**

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**

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

(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 2015
Abide by the requirements of the nomination;
Abide by the decisions of the judges which will be deemed final and conclusive.

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

CONTACT PERSON FOR VERIFICATION PURPOSES

Name:
Designation:
Contact No.:
Email:

NOMINATOR

Approved Body:
Name:
Designation:
Date:
Nominator Stamp:

HOW DID YOUR COMPANY COME TO HEAR ABOUT THE SME RECOGNITION AWARD 2015?

Form with checkboxes for sources of information: You are a past winner, From the Web Site, From the organizer, From media channel, Trade & Professional Body, Others.

FOR OFFICE USE ONLY

Submission Date:
Enclosures:
Serial Number:
Acknowledged by :