

Local Expertise, Global Presence  
大马专业，傲示全球。



Organizer:  
**SME**  
MALAYSIA

企业白金奖  
**PLATINUM**  
BUSINESS AWARD 2016



Silver Sponsor



**BUKIT PUCHONG**  
The Good Life Starts Here

Bronze Sponsor



Supporting Organisations



Independent Auditor

Official Courier



**BAKER TILLY**

**SKYNET**

Your Express Carrier of Choice

Media Partners





## A Transformation -- Platinum Business Awards

For the past 14 consecutive years, the SME Association of Malaysia has successfully organised the SME Recognition Award (SMERA) since 2002. The Award honours SMEs and individuals for their outstanding achievements and contributions in their respective fields. As one of the pioneering awards for SMEs in Malaysia, SMERA has gained pre-eminent status among the SMEs and the business community in Malaysia.

This year, we are embarking on a journey of transformation. We are rebranding SMERA into the Platinum Business Awards, as part of our initiatives to elevate the reputation and prestige of the Awards to a new horizon.

The Platinum Business Awards feature several new elements. We are taking bold steps to increase the global presence of the Awards by engaging SMEs of ASEAN countries and established foreign enterprises in Malaysia to take part in the Awards. Towards this end, the Awards introduce two new categories, i.e., the ASEAN Enterprise Award and the Outstanding Achievers Award (for non-SMEs & foreign business entities).

While we are taking these initiatives to go beyond the shores, SMEs will remain as our core. Hence we want to be more inclusive. The Platinum Business Awards proudly presents the new SME Retail Excellence Award and SME Employer Excellence Award. The SME Retail Excellence Award is bestowed on SMEs which achieve outstanding performance in distributive trade, retail or wholesale and services, while the SME Employer Excellence Award is bestowed on SMEs which demonstrate effective and progressive employment practices, including adoption of progressive HR policies.

The theme for Platinum Business Awards 2016 is "Local Expertise, Global Presence". Our Malaysia SMEs have developed cutting edge expertise that is highly competitive in the global markets. These local champions are putting in relentless efforts to make deeper inroads into global markets. This theme is to honor the extraordinary achievements of these companies and to motivate SMEs to continue reinventing and striving for excellence at global markets.

The Platinum Business Awards epitomize the spirit of entrepreneurship and transformation as the way forward.



The Iron Sail Concept:  
"The Sail That Never Breaks"

## Winner's Privileges

- Receive the prestigious Platinum Business Awards Trophy and Certificate
- A feature in the Platinum Business Awards Facebook and the website of SME Association of Malaysia
- Participate in the exclusive SME Club which offers great opportunities for networking with fellow Award winners through regular forums and get-together
- Opportunity to be featured in TV series and newspapers
- Opportunity to be promoted in the Awards coffee-table book
- Privileged use of the Platinum Business Awards logo in your corporate collaterals and advertisements
- Special rates for Award Winner's Celebration package, which includes Gala Dinner table, advertisement in souvenir programme, write-up and advertisement in Media Partners Platinum Business Awards Congratulations Supplement



## Members of Selection Board



### CHAIRMAN

• **Tan Sri Dato' Dr. Michael Yeoh**  
Co-Founder & CEO  
Asian Strategy & Leadership Institute, ASLI

• **Datuk Dr. A.T. Kumararajah**  
Honorary Secretary General  
Malaysian Associated Indian Chambers of Commerce & Industry, MAICCI

• **Haji Hanafee bin Yusoff**  
Vice-President  
Dewan Perniagaan Melayu Malaysia , DPMM

• **Dato' Dr. Chin Yew Sin, JP**  
Deputy Secretary General  
The Federation of Chinese Associations Malaysia, HUAZONG

• **Datuk Wira Jalilah Baba**  
President  
Malaysian International Chamber of Commerce and Industry, MICCI

• **Mr Peter Desmond Wee Tian Peng**  
Chairman & Co-Founder  
International Intellectual Property Commercialization Council Malaysia (IIPCC)

• **Mr Yeo Tek Ling**  
Council Member  
Malaysian Institute of Accountants, MIA

• **Mr Michael Kang Hua Keong**  
National President, SME Association of Malaysia  
Organizing Chairman, Platinum Business Award 2016

## Closing Date: 15 August 2016

Nominations can be made by completing and returning the nomination form to the Platinum Business Awards 2016 Secretariat Office at:

PLATINUM BUSINESS AWARDS 2016  
SME ASSOCIATION OF MALAYSIA  
No. 5-5, Jalan USJ9/5Q, Subang Business Centre  
47620 Subang Jaya, Selangor D.E  
Tel : +603-8024 5787, 8024 5737, 8023 0685  
Fax : +603 8024-1737  
Email : [info@smeam.org](mailto:info@smeam.org)  
Website : [www.smeam.org](http://www.smeam.org)

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 that best probability of receiving an award.

All sections should be completed as much as you can as information provided will form the basis for judging. Please denote N/A where appropriate.



4. Completed forms must be submitted together with:
  - a. Three (3) years audited accounts
  - b. Complete Form 24 and 49 for Malaysian ownership evidence.
  - c. A processing fee of RM1060 payable to "SMI Association of Malaysia".
  - d. Other relevant supporting documents or information deemed appropriate.
5. All information provided in the nomination form will be treated with full confidentiality.
6. All nominations must be supported by an approved body. An approved body is either a professional body or trade association.

## Judging Criteria

PLATINUM BUSINESS AWARDS 2016 nominees are judged based on the following

### 5 Core evaluation criteria:

#### A. BUSINESS AND COMPANY

- History
- Market positioning
- Awards and accolades won
- Unique strengths and selling proposition
- Industry
- Milestones and achievements
- Patents/trademarks
- Core business

#### B. COMPANY PHILOSOPHIES

- Strategies for growth and evolution
- Board of Directors/ Key Management Team
- Culture
- New initiatives embarked upon
- Vision and mission

#### C. PRODUCTS, SERVICES AND MARKETS

- Products and/or services range
- Market size and market share
- Distribution channels
- Brand and design development
- Customer relationship management plans
- Spread and quality of customers
- Overseas and local market ratio
- Market development
- Overseas representation
- Pricing strategy
- Process efficiency

#### D. OPERATIONS AND TECHNOLOGIES

- Accreditations e.g. ISO
- Research and development
- Adoption of information communication technology
- Quality of documentation e.g. operating procedures manual
- Innovation
- Human capital development

#### E. FINANCIAL PERFORMANCE

- Operating profit before and after tax over the past 3 years
- Profit and sales growth
- Exports and local sales ratio
- Return on capital employed
- Profit and sales per employee



## Qualifying Criteria

1. The company must be incorporated in Malaysia.
2. At least 51% of the share of the company is owned by Malaysian (except for Outstanding Achievers Award non-Malaysia category and ASEAN Enterprise Award).
3. The company must not be a public listed company (except for Outstanding Achievers Award) or approved for public listing as of 30 September 2016.
4. Less than 51% of the share of the company is owned by a public listed company
5. The company must involve in legitimate businesses with annual gross turnover below RM200 million for the financial year ended 2015.
6. For company with same owners, group proforma consolidated account is acceptable with the condition that the company or group should be in a single or similar business.
7. The company must be in business for at least three (3) years (except for Rising Star Award)



# The Selection Process



## Definition & Selection Criteria of Awards

### Platinum Entrepreneur Award

#### Definition

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

#### Selection Criteria

The award recipient must exhibit entrepreneurial spirit and must be originated from small and 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.

### Outstanding Achievers Award

#### Definition

This award is bestowed on  
(i) the SMEs that were formerly family-owned, but have grown beyond the size of SMEs to a public listed corporation- equivalent business entity or a public listed corporation.  
(ii) Established and successful non-Malaysian owned business entities which have prominent presence in their respective industries.

#### Selection Criteria

Nominees must have reported profit for the last 3 years.

### ASEAN Enterprise Award

#### Definition

This award is bestowed on ASEAN SMEs (except Malaysia) operating in any of the ASEAN member countries.

#### Selection Criteria

Nominees must be in business for 5 years or more, and have reported profit for the last 3 years.

### Top SME Supporter 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 pursuit of globalization simultaneously.

### 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 and financial performance.

### SME Innovation Excellence Award

#### Definition

This award is bestowed on non-listed SMEs with emerging business that apply new technologies, or cater to customer needs through application of innovative processes, market research, brand development, visionary leadership, etc., which are rising fast or making a big impact on 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 the product innovation, the legitimate promoter of a business model that presents a new business concept or the bold but sensible creator of a new market.

### 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 export.

#### Selection Criteria

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

### 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.

### SME Women Entrepreneur Award

#### Definition

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

#### Selection Criteria

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

### 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 should have experienced either major financial set-back but recovered and/or managed to reinvent themselves during corporate crisis and continued to excel.

### SME Product Excellence Award

#### Definition

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

#### Selection Criteria

Nominees must possess product, with at least 50% local content, which is a major contributor to company revenue.

### SME Service Excellence Award

#### Definition

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

#### Selection Criteria

Nominees must be in business for 5 years or more, and have reported profit for the last 3 years.

### SME Brand Excellence Award

#### Definition

This award 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 service. These brands are not only well-accepted but also enjoy strong top-of-mind recall among consumers.

#### Selection Criteria

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

### SME Rising Star Award

#### Definition

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

#### Selection Criteria

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

### 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 nominee 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 and owns majority controlling interest of the company.

### SME Social Responsibility Excellence Award

#### Definition

This award is bestowed on non-listed SMEs which have carried out significant initiatives in Corporate Social Responsibility (CSR) arena and have been able to balance between profits and social good.

#### Selection Criteria

The CSR 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.

### SME Green Excellence Award

#### Definition

This award is bestowed on non-listed SMEs which have effectively integrated Green Technology in the production process, or have produced Green Technologies that are environmentally friendly 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 are fresh, creative and appropriate for the green target objectives. They must also actively implement "Green" in their company policy as well as aggressively promote awareness within the organization and to the public.

### SME OSH AWARD

#### (Occupational Safety and Health)

#### Definition

This award is bestowed on non-listed SMEs which are recognised for their outstanding initiatives in promoting occupational safety and health awareness as well as long term commitment in nurturing a 'safe and healthy' work culture among the employers and employees.

#### Selection Criteria

Nominees must have introduced initiatives that promote occupational safety and health awareness, demonstrated strong management leadership and active participation in occupational safety and health.

### SME Retail Excellence Award

#### Definition

This award is bestowed on SMEs which achieve outstanding performance in distributive trade, retail or wholesale and services.

#### Selection Criteria

Nominees must be in business for 5 years or more, and have reported profit for the last 3 years.

### SME Employer Excellence Award

#### Definition

This award is bestowed on SMEs which demonstrate effective and progressive employment practices, including adoption of progressive HR policies, e.g. recruitment, retention, learning and development, reward, work-life balance, and commitment to promote betterment of employees.

#### Selection Criteria

Nominees must be in business for 5 years or more, and have reported profit for the last 3 years.





Branding 品牌化

•

Diligence 勤勉化

•

Flexibility 机动性

•

Innovation 革新性

•

Resilience 坚持性



[www.smeam.org](http://www.smeam.org)



## Platinum Business Awards 2016 Nomination Form (Closing Date: 15 August 2016)

### Entry Eligibility

- The company must be incorporated in Malaysia.
- At least 51% of the share of the company is owned by Malaysian (except for Outstanding Achievers Award non-Malaysia category and ASEAN Enterprise Award).
- The company must not be a public listed company (except for Outstanding Achievers Award) or approved for public listing as of 30 September 2016.
- Less than 51% of the share of the company is owned by a public listed company
- The company must involve in legitimate businesses with annual gross turnover below RM200 million for the financial year ended 2015.
- For company with same owners, group proforma consolidated account is acceptable with the condition that the company or group should be in a single or similar business.
- The company must be in business for at least three (3) years (except for Rising Star Award)

### Guidelines for Submission

- Nominees may select their preferred award category, however, the judging panels have the prerogative to place the nomination in category that is of the best interests of the nominees.
- All sections of the nomination form must be filled. Please indicate N/A where appropriate.
- All information provided in the nomination form will be treated with full confidentiality.
- All nominations must be endorsed by an approved body which is either a professional body or a trade association.
- Completed nomination form must be attached with:
  - Three (3) years audited account
  - Complete Form 24 and 49
  - Payment for processing fee of **RM1060 (inclusive of GST6%)** (cheque payable to SME Association of Malaysia)
  - Other relevant supporting documents or information deemed appropriate
- The organiser cannot undertake to return documents and/or supplementary material which are submitted along with the nomination form.
- 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.
- Completed nomination must be returned to the Secretariat by 15 August 2016:

Attn : Lim Cynthia  
 Platinum Business Awards 2016  
 SME Association of Malaysia  
 5 – 5, Jalan USJ 9/5 Q, Subang Business Centre,  
 47620 Subang Jaya, Selangor D.E.  
 Tel : 03-8024 5787, 8024 5737, 8023 0685  
 Fax : 03-8024 1737  
 Email : [info@smeam.org](mailto:info@smeam.org)  
 Website : [www.smeam.org](http://www.smeam.org)

- For inquiries, please contact the Secretariat:



Lim Cynthia (h/p: 019 365 9681 email: [cynthia@smeam.org](mailto:cynthia@smeam.org))

## A. PREFERRED AWARD CATEGORY

### By Invitation

- |  |  |
|--|--|
| <input type="checkbox"/> Platinum Entrepreneur Award | <input type="checkbox"/> Outstanding Achievers Award |
| <input type="checkbox"/> ASEAN Enterprise Award      | <input type="checkbox"/> Top SME Supporters Award    |

### By Nomination

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

## B. COMPANY BACKGROUND

Company Name:

Business Address:

City / State:

Post Code:

Tel No:

Fax No:

Email:

Website:

Company Registration No:

Date of Incorporation:

## C. BUSINESS OWNERSHIP

1. Is your company incorporated in Malaysia with at least 50% share 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 Aug 2015?  
☐ YES ☐ NO
5. Please attach your management organizational chart.
6. Please state the number of company 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. Does the Company file its annual return with the ROC and tax authorities regularly and company with all the statutory provisions of the Companies Act?  
☐ YES ☐ NO
10. Has a prosecution been undertaken against the company by any authority in the last 3 years?  
☐ YES ☐ NO

#### **D. BUSINESS AND COMPANY**

1. Please briefly describe your company's core business, products, and services. Please attach your company's profile, if applicable.

---

---

---

---

2. Which industry do you operate in?

- |   |  |
|---|--|
| <input type="checkbox"/> Electrical and Electronic    | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Pharmaceutical               | <input type="checkbox"/> Logistics             |
| <input type="checkbox"/> Automotive                   | <input type="checkbox"/> Service Provider      |
| <input type="checkbox"/> IT/Software                  | <input type="checkbox"/> Design                |
| <input type="checkbox"/> Wood Based Industry          | <input type="checkbox"/> Distribution          |
| <input type="checkbox"/> Agro Based and Food Industry | <input type="checkbox"/> Retailing             |
| <input type="checkbox"/> Fast Moving Consumer Goods   | <input type="checkbox"/> Trading               |



- |  |  |
|--|--|
| <input type="checkbox"/> Petrochemicals          | <input type="checkbox"/> Manufacturing                 |
| <input type="checkbox"/> Textile and Apparel     | <input type="checkbox"/> Education/Training            |
| <input type="checkbox"/> Machinery and Equipment | <input type="checkbox"/> Import/Export                 |
| <input type="checkbox"/> Palm Oil Based Industry | <input type="checkbox"/> Consultancy                   |
| <input type="checkbox"/> Rubber Based Industry   | <input type="checkbox"/> Outsource Provider            |
| <input type="checkbox"/> Hospitality/Travel      | <input type="checkbox"/> Others, please specify: _____ |

3. Please list the significant achievements of your company in the past 3 years:

---



---



---

4. Please list the major awards received by the company in the past 5 years:

Year	Award Description
------	-------------------

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

## E. COMPANY PHILOSOPHY

1. What is your company's vision?

---

2. What is your company's mission?

---

3. What are your company's core values?

- a. 

---
- b. 

---
- c. 

---

4. What are your business plans for the next 3 years, i.e. in terms of sales, profit, market share, overseas expansion etc.?

---



---



---



---

5. Please list the key management team.

Name	Designation	Brief Background
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. How does your company develop human capital?

- ☐ On-job-training    ☐ External training

## F. PRODUCTS, SERVICES AND MARKETS

1. How do you sell/distribute/promote your products/services?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What are your core products and/or services? Please provide the unique selling features of the products/services.

Product/Service	Brand	Unique selling features
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

3. Which market segment do you target?

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

4. Do you export?    ☐ YES    ☐ NO

If yes, where do you export to?

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



5. What is the percentage of export in regard to total revenue? \_\_\_\_\_ %
6. Please list any patents, trademarks, design or copyright that have been registered by your company.

Year	Registration Description
_____	_____
_____	_____
_____	_____

7. What are your top 3 revenue generators?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

## G. OPERATIONS & 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 R&D?

☐ 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 major innovations that have contributed significantly to the company's success.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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?

---



---



---



---

**H. CORPORATE SOCIAL RESPONSIBILITY (CSR)**

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

If yes, please state the policies involved.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

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

- Employees
- Shareholders/Stakeholders
- Suppliers
- Customers

---



---



---

3. What are the measures taken to ensure that you have

- a. Gender equality in your workforce at all levels
- b. Recognize diversity in work culture and behaviour
- c. Recognize contribution by disables persons ( if applicable )



d. Recognize labor rights and compliance with employment legislations

---

---

---

---

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

5. 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.

---

---

---

---

6. What are the employee welfare programmes offered by the Company? Please provide a brief outline.

---

---

---

---

7. Please describe the positive impacts on community as a result of the company's CSR programmes (e.g. education, healthcare, infrastructure, environmental protection).

---

---

---

---

8. Does the company offer scholarships to deserving children of employees?

☐ YES ☐ NO

9. Does the company encourage employees to volunteer and/or involve in the community by way of any of the following :-imparting skills to local community, blood donation, secondment etc.

☐ YES ☐ NO

## I. FINANCIAL PERFORMANCE

	2013 (RM)	2014 (RM)	2015 (RM)
1. Annual turnover			
Local	<hr/>	<hr/>	<hr/>
Overseas	<hr/>	<hr/>	<hr/>

2. Cost of sales	_____	_____	_____
3. Gross profit	_____	_____	_____
4. Profit before tax	_____	_____	_____
5. Profit after tax	_____	_____	_____
6. Non-current assets	_____	_____	_____
7. Total assets	_____	_____	_____
8. Non-current liabilities	_____	_____	_____
9. Current liabilities	_____	_____	_____
10. Total liabilities	_____	_____	_____
11. Paid-up capital	_____	_____	_____
12. Retained earning	_____	_____	_____
13. Total shareholders fund	_____	_____	_____

## J. GREEN TECHNOLOGY

1. Does the company have 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 work with the government, associations, communities, etc. to take measures for expanding the positive impact of the Green Technology beyond the company (to other businesses and communities)? If yes, please elaborate the measures in brief.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What are the steps taken to increase awareness on the Green Technology among the employees and business partners of the company?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





5. Describe how Green Technology of the company has increased resources efficiency and reduced negative environmental impact.

---

---

---

---

6. Describe how the implementation of Green Technology has reduced costs and/or enhanced business competitiveness.

---

---

---

---

7. Describe product and/or technology innovations that have been implemented and how they have improved eco-efficient production.

---

---

---

---

8. Are such product and or/technology innovations easily being replicated/adopted by others?

---

---

---

---

## K. OCCUPATIONAL SAFETY AND HEALTH (OSH)

1. Does the company have a OSH Policy?

☐ YES ☐ NO

If yes, please state the policies involved:

- a. 

---
- b. 

---
- c. 

---

2. Does the company have a department for OSH initiatives?

☐ YES ☐ NO

3. Does the company produce an annual OSH report?

☐ YES ☐ NO

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

- Employees

- Shareholders
- Suppliers
- Customers

---



---



---



---

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

**L. STAFF MANAGEMENT (FOR EMPLOYER EXCELLENCE AWARD NOMINATION ONLY)**

1. How is staff recruitment being carried out at your company?

---



---



---



---

2. How do you retain your staff?

---



---



---



---

3. How do you train your staff?

- ☐ In-house training  
☐ External courses:    ☐ HRDF programmes    ☐ Others

4. What are the compensation and benefits structures introduced to your staff?

- ☐ Medical  
☐ Personal Accidence  
☐ Bonus  
☐ Annual increment  
☐ Others (please specify: \_\_\_\_\_)

5. Please provide some examples of the health, safety, and environmental initiatives carried



out by your company in 2014/2015.

---



---



---



---

6. Please explain your company's initiatives that promote work-life balance.

---



---



---



---

#### **M. DECLARATION**

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

I declare that the facts stated in this nomination form and 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 form upon request;
- Provide the company's audited statements and other relevant information as requested and allow the organizer to retain them;
- Notify the organizer that my Company has been approved for listing on any stock exchange on or before 15 August 2016
- Abide by the requirements of the nomination;
- Abide by the decisions of the judges which will be deemed final and conclusive.

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Company Stamp

#### **Contact Person for Verification Purposes**

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Contact No: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Proposer

Approved body: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

Nominator Stamp:

### Additional Fee for Award Winners

Award winners will be charged additional fee of RM1,000 to cover increasing production costs for Award trophies and certificates, souvenir magazine, and Gala Dinner tables.  
 The additional fee will be refunded to Award winner who subscribes a Gala Dinner table.

### FOR OFFICE USE ONLY

Submission date: \_\_\_\_\_

Enclosures: ☐ Completed nomination form ☐ 3 years audited accounts  
☐ Form 24 and 29 ☐ M&A  
☐ Processing fee ☐ Other supporting documents

Serial no: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_