

Platinum Business Awards 2018
NOMINATION FORM
(Closing Date: 15 July 2018)

Qualifying Criteria

- The company must be incorporated in Malaysia.
- More than 50.0% of the shares of the company are owned by Malaysians (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 2018.
- Less than 50.0% of the shares of the company are owned by a public listed company
- The company must be involved in legitimate businesses with annual gross turnover below RM200 million for the financial year ended 2017.
- 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 panel has the prerogative to place the nomination in category that is in the best interests of the nominee.
- 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.
- Completed nomination form must be attached with:
 - Latest three (3) years audited accounts in hard copy
 - Complete Forms 24 and 49 (or equivalent forms under the Companies Act 2016)
 - Payment for processing fee of **RM1,060 (inclusive of GST 6%)**
Cheque payable to "**SME MALAYSIA**"
RHB Bank Berhad, Account No. 2-12312-0005892-0
 - Other relevant supporting documents or information deemed appropriate
- The organiser does not 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 July 2018:

Attn : Ms Lim Cynthia
Platinum Business Awards 2018
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 : Cynthia@smeam.org
Website : www.smeam.org

- For enquiries, please contact the Secretariat:
Lim Cynthia (Mobile: 019 365 9681)

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"/> SME Supporters Award
By Nomination	
<input type="checkbox"/> SME Best Overall Award	<input type="checkbox"/> SME Rising Star Award
<input type="checkbox"/> SME Innovation Excellence Award	<input type="checkbox"/> SME Young Entrepreneur Award
<input type="checkbox"/> SME Export Excellence Award	<input type="checkbox"/> SME Social Responsibility Excellence Award
<input type="checkbox"/> SME ICT Adoption Award	<input type="checkbox"/> SME Green Technology Award
<input type="checkbox"/> SME Women Entrepreneur Award	<input type="checkbox"/> SME Occupational Safety & Health Award
<input type="checkbox"/> SME Phoenix Award	<input type="checkbox"/> SME Retail Excellence Award
<input type="checkbox"/> SME Product Excellence Award	<input type="checkbox"/> SME Employer Excellence Award
<input type="checkbox"/> SME Service Excellence Award	<input type="checkbox"/> SME Internet of Things Award
<input type="checkbox"/> SME Brand 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
<p>1. Is your company incorporated in Malaysia with more than 50.0% of shares owned by Malaysians? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Shareholding Structure :</p> <p>Malaysian Bumi _____ %</p> <p>Malaysian Non-Bumi _____ %</p> <p>Foreign _____ %</p> <p>State owned enterprise/agency (please state the year becoming the shareholder) : _____</p>

2. Your business is (please tick one)
 - inherited from family a self-made business
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 30 September 2018?
 - 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 SSM and tax authorities regularly and comply with all the statutory provisions of the Companies Act 2016?
 - 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
_____	_____
_____	_____
_____	_____

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 operational 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 disabled 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

	2015 (RM)	2016 (RM)	2017 (RM)
1. Annual turnover			
Local	<hr/>	<hr/>	<hr/>
Overseas	<hr/>	<hr/>	<hr/>
2. Cost of sales	<hr/>	<hr/>	<hr/>
3. Gross profit	<hr/>	<hr/>	<hr/>
4. Profit before tax	<hr/>	<hr/>	<hr/>
5. Profit after tax	<hr/>	<hr/>	<hr/>
6. Non-current assets	<hr/>	<hr/>	<hr/>
7. Total assets	<hr/>	<hr/>	<hr/>
8. Non-current liabilities	<hr/>	<hr/>	<hr/>

9. Current liabilities	_____	_____	_____
10. Total liabilities	_____	_____	_____
11. Paid-up capital	_____	_____	_____
12. Retained earnings	_____	_____	_____
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 Green Technology among 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 an 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 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. STAFF COMPENSATION AND BENEFITS

Do you provide the following to your staff?

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| Medical | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Personal Accident insurance coverage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Annual Performance Bonus | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Annual increment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Others (please specify: _____) | | |

5. Please provide some examples of the health, safety, and environmental initiatives carried out by your company in 2016/2017.

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

M. DECLARATION	
<i>(To be completed by the Chief Executive Officer or Managing Director or equivalent)</i>	
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:	
<ul style="list-style-type: none"> • 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 30 September 2018; • Abide by the requirements of the nomination; and • Abide by the decisions of the Selection Board which will be deemed final and conclusive. 	
Name: _____ Designation: _____ Signature: _____ Date: _____	Company Stamp
Contact Person for Verification / Site Visitation Purposes	
Name: _____ Designation: _____ Contact No: _____ Email: _____	
Proposer	
Name: _____ Designation: _____ Date: _____ Signature: _____	Proposer Stamp:
Additional Fee for Award Winner	
Award winner will be charged an additional fee of RM4,500 for payment of trophy and certificate, 1/2 page of the award winning company profile in the coffee table book, company name & logo on Nanyang Special Pullout for Gala Dinner, a winner seat for the Gala Dinner, two digital photos (individual award winning and group photos), company introduction on PBA2018 website & Facebook, and a copy of personalized hardcover coffee table book. The additional fee will be refunded to Award winner who subscribes the Gala Dinner packages.	
FOR OFFICE USE ONLY	
Submission date: _____	
Enclosures: <input type="checkbox"/> Completed nomination form <input type="checkbox"/> 3 years audited accounts <input type="checkbox"/> Form 24 and 49 <input type="checkbox"/> M&A <input type="checkbox"/> Processing fee <input type="checkbox"/> Other supporting documents	
Serial no: _____	
Acknowledged by: _____	