



“Entrepreneur Awards 2018 Western Province”

Application Form

Entrepreneur Details

Name of the Enterprise:.....

Head of the Organization & Designation:.....

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NIC No.:

Contact Person & Designation:.....

Contact Details:

Address:	Telephone/Mobile: Fax: Email: Web site:
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Educational & Professional Qualifications:

School/ Institute/ University	Qualification	Period

Membership of Chambers/Associations and professional bodies

Institute	Position	Period

Positions held in social and other organizations

Organization	Position	Period

General Information

Name of the Enterprise :

District :

Divisional Secretariat :

Enterprise Sector: (Please mark ✓)

Industry / Manufacturing		Agriculture, Livestock & Fisheries		Services	
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Scale of the Enterprise: (Please mark ✓)

Micro		Small		Medium		Large	
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Note : Refer table

Category	Annual Turnover	No. of full time employees
Micro	Less than 0.5 mn	1 - 5 employees
Small	0.5 mn and over	6 – 20 Employees
Medium	10 mn and over	21 – 50 Employees
Large	50 mn and over	More than 50 employees

Legal Status (Please mark ✓)

Sole Proprietorship		Partnership		Private Company		Public Company		Listed Company	
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Brief description of the Enterprise:

Please attach a brief profile

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Commencement of Operation (Year):.....

Business Registration Number: **Date of Registration:**.....

1. Financial Performance and Business Focus

(20 Marks)

1.1 Financial information of last two years (2016 & 2017)

	Financial Year	2016	2017
1.1.1	Capital employed (Equity capital + Debt capital)		
1.1.2	Net turnover (turnover less VAT and other taxes)		
1.1.3	Gross profit		
1.1.4	Net profit		
1.1.5	Taxes paid		

1.2 Details of Compliances (Mention latest year & month)

1.2.1 Accounts audited (Yes/No): If Yes, Month: Year:

1.2.2 Corporate tax paid: (Yes/No): If Yes, Month: Year:

1.2.3 Annual report published (Yes/No): If Yes, Month: Year:

1.2.4 EPF & ETF paid (If applicable): Month: Year:

1.2.5 VAT & NBT paid (If applicable):Month:Year:

1.2.6 Any other taxes (If applicable):Month:Year:

1.2.7 Details of Bankers

Name of Bank	Branch

1.3 Details of the Auditor

1.3.1 Name of the Audit Company:

1.3.2 Contact details:

(Please attach a copy of the last audited accounts)

Note: The above Criteria is not applicable for Micros. Those who are applying under the Micro Category, may submit a draft account with income and expenses (Printed or hand written) along with a certificate letter from Grama sevaka from your area.

2. Innovativeness / Technology

(15 Marks)

2.1 New Products and Services you introduced:

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2.2 Describe the new technologies and processes of your enterprise

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3. Global and Local Market Reach

(10 Marks)

3.1 Please indicate whether you are selling your products/services to Local market or Export Market

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3.2.1 Please indicate Local market details briefly such as geographical location and/or market segments, if any,

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3.2.2 Please indicate export market information such as countries and destinations.

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3.3 Describe what activities you have carried in expanding markets:

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4. Market Share / Sales Effectiveness	(10 Marks)
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4.1 Product & Services introduced by you at the beginning or when entering the market.

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4.2 Current Products & Services sold by you.

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4.3 Describe briefly, challenges you faced and Remedial Action taken:

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4.4 What are your future goals and programs for the enterprise for the next five years?

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4.5 What actions have you already taken/planned to achieve enterprise goals?

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5. Employment Generation	(10 Marks)
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5.1 Number of employees and facilities

Full time (Male)..... (Female).....

Part time (Male)..... (Female).....

5.2 Facilities/staff welfare

Facilities	Yes/No	Description
Annual bonus		
Performance incentives		
Medical facilities		
Insurance covers		
Free /subsidized meal allowance		
Uniforms		
Staff transport		
Training/skill development		
Recreation facilities		
Other		

6. Productivity

(15 Marks)

6.1 Describe what steps taken by you to improve productivity of the enterprise

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6.2 Productivity and quality Certifications received

ISO		SLS		HACCP	
Any other					

6.3 What activities have you taken in building team work within the enterprise?

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7. Corporate Social Responsibility

(10 Marks)

7.1 Describe the social activities that you have carried out for the benefits of the society

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7.2 Please indicate your CSR activities that helped the development of your company

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7.3 Awards and recognitions received for CSR activities if any:

Awards /recognitions received	Organization	Year	Details

8. Energy Efficiency & Environment Friendly (10 Marks)

8.1 What control measures taken to minimize the environmental pollution?

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8.2 Details of environmental related licenses/permits/ approvals you have obtained

Licenses/permits/approvals	Authority	Year

8.3 Indicate energy savings practices and measures taken by you during the Manufacturing/Business process

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Certification

9.1 Applicant’s Certificate

I hereby certify that all information furnished by me in this application is true and correct.

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Signature & rubber stamp

.....
Date

9.2 Auditor’s Certification:

Above mentioned financial information are true and correct to the best of my knowledge as per the records mentioned.

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Signature & Rubber stamp

.....
Date

9.3 Main banker’s Confirmation:

We confirm that the above business has a good financial record as mentioned.

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Signature & rubber stamp

.....
Date

Note: You may add any other information on your business, if you have any, such as Special activities done by your organization,
