



# ENTREPRENEUR AWARDS 2024

WESTERN PROVINCE

*Recognizing the best Entrepreneurs  
of the Western Province*





# “Entrepreneur Awards 2024 – Western Province” Application Form



## Micro Sector

<b>Definition for the Micros</b>	<b>Economic Sector</b>	<b>No of Employees</b>	<b>Annual Turnover</b>
	<b>Industry Sector</b>	<b>Less than 10</b>	<b>Less than 20 million</b>
	<b>Services Sector</b>	<b>Less than 05</b>	

### PART – A

#### Entrepreneur Details

#### I.

Name of the Entrepreneur		Designation	
Permanent Address			
Age	Male/Female	Nationality	
National Identity Card No		Telephone	
Mobile		Fax	
Email			
Web:			
Name of Contact Person if different from the Entrepreneur		Mobile	

#### II. Educational & Professional Qualifications:

School/ Institute/ University	Qualification	Period

#### III.

- a) Are you a Youth Entrepreneur? (Age Below 35 Years)  
(\*If yes, please provide a copy of your NIC or Passport)
- b) Are you a Women Entrepreneur?
- c) Are you a Differently Able Entrepreneur?

Yes		No	
Yes		No	
Yes		No	

## Details of the Enterprise

**IV.**

Name of the Enterprise					
Registered Address					
Commencement of Operation (Year)		Date of Registration		Business Registration No*	
District			Divisional Secretariat		
Telephone / Mobile			Fax		
Email			Website		

**(\*Please attach a copy of your Business Registration Certificate)**

**V. Brief description of the Enterprise: (Please attach a brief profile of your enterprise)**

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**VI. Products & Services offered by your Enterprise**

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**VII. Legal Status (Please mark √)**

Sole Proprietorship		Partnership		Private Company		Public Company		Listed Company	
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**VIII. Names of Directors/Partners**

Name	Designation

**IX. Enterprise Sector: (Please mark √)**

Industry / Manufacturing		Agriculture, Livestock & Fisheries		Services (Hospitality/Tourism/Others)	
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**X. Please mention in brief, 03 key reasons that your enterprise should win an award at the Western province Entrepreneurship Awards?**

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**PART - B**

**1. Leadership and Strategy (10 Marks)**

1.1 Do you have a Vision and Mission defined for the enterprise?  Yes  No

If yes, please describe your Vision, Mission and Values or the Purpose of organization

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1.2 Strategy: Describe how changes in the business environment are assessed, how future scenarios are conceived, and how strategies are formulated to respond to the future requirements

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**2. Innovativeness / Technology (10Marks)**

2.1 Describe New Products and Services which have been introduced by your enterprise using latest technology during last 02 years; have they been introduced to the Consumer Market?

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2.2 Describe the new technologies and processes which your enterprise uses currently in the manufacturing/ selling/ distribution/ communication processes.

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**3. Global and Local Market Reach (10 Marks)**

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

Local Market       Export Market

3.2 Please provide information about your products / services in the local market

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3.3 If applicable, please indicate Export market information such as Export Products, countries/destinations.

<b>Export Product</b>	<b>Countries/ destinations export to</b>

3.4 Do you analyze customer satisfaction in your organization?  Yes  No

If yes, how often do you conduct these analyses and what is the frequency of assessment?

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**4. Market Share / Sales Effectiveness (10 Marks)**

4.1 What is the market share of your enterprise both locally and globally.

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4.2 Describe the challenges you faced with in terms of increasing your market share both locally and globally:

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4.3 What remedial actions you have taken to overcome the challenges mentioned above?

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

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**5. Human Capital (10 Marks)**

**5.1 Number of employees**

	Male	Female	Total
Full time Employees			
Part time Employees			
<b>Total</b>			

a. Does your enterprise employ differently abled persons? 

Yes		No	
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If Yes, please indicate numbers Gender wise: Male: ..... Female: .....

b. Does your enterprise employ youth between the age of 18 – 35? 

Yes		No	
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If Yes, please indicate numbers Gender wise: Male: ..... Female: .....

(\*Please attach a copy of the EPF/ETF paid documents as evidence)

**5.2 What are the staff development and welfare facilities**

<b>Facilities</b>	<b>Yes/No</b>	<b>Description</b>
<b>a.</b> Training/skill development		
<b>b.</b> Recreation facilities		
<b>c.</b> Counselling Grievance handling procedures		
<b>d.</b> Annual bonus		
<b>e.</b> Performance incentives		
<b>f.</b> Medical facilities		
<b>g.</b> Insurance covers		
<b>h.</b> Free /subsidized meal allowance		
<b>i.</b> Uniforms		
<b>j.</b> Staff transport		
<b>k.</b> Other (Specify)		

5.3 What activities have you taken in building teamwork within the enterprise?

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**6. Productivity & Quality (10 Marks)**

6.1 What are the measures/practices you have completed to ensure productivity and quality in your processes?

5S	
Kaizen	
ISO	

6.2 Productivity and quality Certifications received\*

ISO  SLS  HACCP  GMP

Other: (Specify) .....

(\*Please provide evidence of certificate copies)



6.3 Describe what steps have been taken by you to improve the Quality of Products/Services offered by your enterprise during the past 02 years.

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**7. Corporate Social Responsibility (CSR) (10 Marks)**

7.1 Describe any Social activities that your enterprise has 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

(\*Please provide evidence of certificate copies)

**8. Energy Efficiency & Environment Sustainability (10 Marks)**

**8.1 Energy Efficiency**

8.1.1. Do you implement energy efficiency measures in your business operations?

Yes                       No            (If Yes, please describe these measures):

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8.1.2. Has your organization set specific goals for reducing energy consumption?

Yes                       No            (If Yes, please describe your goals and progress made):

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8.1.3 Indicate energy savings practices and measures taken by you during the Manufacturing/  
Business process (**Please provide evidence by way of photographs.**)

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**8.2 Environment**

8.2.1. What steps has your organization taken to reduce its environmental impact?

- Waste reduction and recycling                       Water conservation
- Sustainable sourcing and procurement                       Green building and infrastructure
- Other (please specify):

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8.2.2. Describe what activities your organisation takes to educate customers, employees and society on preserving the environment

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**9. Financial Performance and Business Focus (15 Marks)**

9.1 Please provide the financial information of last two years, , if applicable

	<b>Financial Year</b>	<b>2022/23</b>	<b>2023/24</b>
<b>9.1.1</b>	Capital employed (Equity Capital + Debt Capital)		
<b>9.1.2</b>	Net turnover (turnover less VAT and other taxes)		
<b>9.1.3</b>	Gross profit		
<b>9.1.4</b>	Net profit		
<b>9.1.5</b>	Taxes paid		

**9.2 Details of Compliances (Mention the latest year which the payments have been made), if applicable**

#		Yes	No	If Yes
		Please put a√ mark		Year
9.2.1	Financial Reports			
9.2.2	If applicable, Accounts Audited			
9.2.3	EPF & ETF paid			
9.2.4	VAT			
9.2.5	Any other taxes			

9.2.7 Details of Bankers

<b>Name of Bank</b>	<b>Branch</b>

**9.3 Details of the Auditor, if applicable**

Name of the Audit Firm	Contact details

(\*Please attach a copy of the last audited accounts (2023/24))

**Note:** If the Audited accounts is not applicable for you, you may submit a draft account with income and expenses (Printed or Handwritten) along with a certificate letter from the Development Officer/Grama Niladhari from your area.

**10. Certification**

**10.1 Applicant’s Certificate**

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

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Signature & place the rubber stamp

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Date

**10.2 Auditor’s Certification: if applicable**

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

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Signature & place the Rubber stamp

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Date

**10.3 Main banker’s Confirmation:**

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

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Signature & place the rubber stamp

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Date

## **Instructions / Guidelines:**

Ensure all requested information and please provide a well-organized application with clear answers and relevant annexures (some are listed below)

- a) Copy of the Business Registration Certificate
- b) Brief Profile of your Company
- c) Copy of Latest audited accounts
- d) Details of Latest EPF ETF Reports
- e) Certified Productivity & Quality Certificates
- f) Awards and recognitions received for CSR activities
- g) Evidence of energy savings practices and measures taken by you
- h) If the entrepreneur falls under the category of a Youth Entrepreneur, please provide a copy of your NIC or Passport
- i) If the entrepreneur is differently abled, please provide evidence
- j) You may add any other information on your business, if you have any, such as Special activities done by your organization (Photos etc.)

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