

Sin Chew Business Excellence Awards 2018 Nomination Form

Code No.

(For Office Use)

A. Entry Eligibility:

- 1 • All enterprises incorporated in Malaysia in accordance with the Companies Act 1965 or 2016 are welcome to be nominated.
- 2 • Must not be part of multi-national companies, unless by invitation by the Awards Organisers.
- 3 • For franchise business, the franchisor is eligible, but the franchisee is not eligible. The franchisor must be Malaysian.
- 4 • Enterprises who participate in 'Business Sustainability Excellence Awards' category, must be still doing well by its second generation and beyond, or have established itself for 50 years and above.
- 5 • All enterprises must have full and audited financial statements for the past 3 consecutive financial years ended 2015, 2016, 2017. Except for enterprises who participate in "Young / Emerging Business Excellence Awards" category which must have full and audited financial statements for the past 2 consecutive financial years.
- 6 • Processing Fee : RM 3,800 (0% GST effective from 1st June 2018)
- 7 • Nomination Deadline: 14th June 2018

B. Instructions

- 1 • Please write or type clearly on this Nomination Form.
- 2 • All blanks are to be filled completely and accurately. Please denote N/A where not applicable.
- 3 • You may provide information on a separate sheet of paper if space provided is insufficient.
- 4 • Incomplete application will be disqualified; please refer to the Application Checklist on page 8 to ensure that your application is complete, before your submission.
- 5 • Submit your completed Application and Declaration Form as follows:
- 6 • The relevant supporting documentation and information based on the judging criteria; and a non-refundable processing fee of RM 3,800 (for each award category) by cheque / postal order made payable to MCIL Multimedia Sdn Bhd and crossed Account Payee only. Failing which, the application will not be processed.
- 7 • Submit the application for each award category in separate envelope, and clearly label it with the name of the award category on the top left hand corner of the envelope.
- 8 • Clearly state the name of the contact person and telephone number on the envelope.
- 9 • Submit your applications to:
Sin Chew Business Excellence Awards 2018
19, Jalan Semangat
46200 Petaling Jaya, Selangor, Malaysia.
Tel: 03-7965 8888 Fax: 03-7965 8458
E-mail: sinchewawards@sinchew.com.my
Microsite: www.sinchew.com.my/sinchewbusinessawards2018
Nomination Deadline: 14th June 2018

Award Category	
SCBEA	

C. Preferred Award Category

By Nomination / By Invitation

- SCBEA 01. Lifetime Excellence Achievement
- SCBEA 02. Business Excellence Person of the year
- SCBEA 03. Business Sustainability Excellence Awards
 - 50 years and above of establishment still operating well
 - From generation to generation business (From 2nd generation onwards)
- SCBEA 04. CIMB - Sin Chew Regional Excellence Awards
- SCBEA 05. Retail Excellence Awards
- SCBEA 06. Product Excellence Awards
- SCBEA 07. Business Service Excellence Awards
- SCBEA 08. Manufacturing Excellence Awards
- SCBEA 09. Digital and Technology Business Excellence Awards
- SCBEA 10. CSR Excellence Awards
- SCBEA 11. Property Excellence Awards
- SCBEA 12. Young / Emerging Business Excellence Award (must be in operations for not more than 3 years)

D. Company Background

Company name: _____
(The company name must be the same as registered with Suruhanjaya Syarikat Malaysia (SSM). Please write in BLOCK Letters.)

Address: _____

Postal code: _____

Telephone no.: _____ Fax no.: _____

Company website address: _____

Company Registration no.: _____ Date of Registration: _____

Owner Name: _____ Position: _____

e-mail: _____ mobile no: _____

MD/ CEO/ ED Name: _____ Position: _____

e-mail: _____ mobile no: _____

No. of Staff (Executives): _____ (Non Executives): _____

Type of ISO Certification: _____

Previous Awards received: _____

E. Company Ownership and Capital Structure

1. Latest paid up capital

2. Is your company a subsidiary? Yes No

If "Yes", please provide the following information:

2a. Name of Holding Company

2b. Is your holding company listed? Yes No

2c. If "Yes", please indicate percentage of share held by the holding company

2d. Names of Business Awards attained (if any):

3. Please attach your Organization Chart.

4. Is your Company also managed by the:

- Second Generation Yes No
- Third Generation Yes No

5. Number of years of your company establishment _____ years (from _____ to 2018)

6. Your Membership in trade/ industry bodies (if any):

G. Other Core Business Information & Key Success Factors

Vision: _____

Mission: _____

Past Initiatives taken to achieve the vision/ mission:

(Please tick ✓ where appropriate)	Description
<input type="checkbox"/> Digital and Technological Adoption	
<input type="checkbox"/> Product, service and market development	
<input type="checkbox"/> Brand positioning and core values	
<input type="checkbox"/> Corporate Social Responsibility (CSR) or any other advertising and promotional activities	
<input type="checkbox"/> Overall, your company's core strengths and competitive advantages	

Note: Applicants are required to provide company or product brochures or videos, advertising or promotional materials and any other supporting documents or material for judges to appreciate the success elements of the company.

H. Financial Information

Please submit the past 3 years audited financial statements (2015, 2016 and 2017).

Except for "Young / Emerging Business Excellence Award" Category which must have audited financial statement for past 2 years (2016 & 2017).

Audited Financial Information

		2015	2016	2017
Annual turnover	Local			
	Overseas			
	Total			
	% of overseas turnover over total turnover	%	%	%
Total assets	Current			
	Non-current			
Total liabilities	Current			
	Non-current			
Borrowings	Current			
	Non-current			
Profit before tax				
Profit after tax				
Shareholders fund as at year end				

All audited financial statements submitted must be certified true copy by Company Auditor or Company Secretary.

I. Declaration Form

(To be completed by the highest ranking officer or the Managing Director or Executive Director or Chief Executive Officer of the participating local company and attested before a Commissioner for Oaths.)

I, _____ (name), _____ (NRIC No.) do solemnly and sincerely declare as follows:

- that I am the _____ (designation) in

_____ (name of company and address) and

am duly authorized to affirm this declaration for and on behalf of the company that my company agrees to:

- abide by the terms and conditions of Sin Chew Business Excellence Awards as set forth
- give its consent to the Sin Chew Business Excellence Awards organizer:
- to use any non-confidential information and the company's logo and pictures in publications and advertising and any other print or video promotional materials related to Sin Chew Business Excellence Awards.
- to give consent to Sin Chew Business Excellence Awards partners and/ or sponsors to contact them for marketing, advertising and promotional activities.
- participate in Sin Chew Business Excellence Awards related publicity/ promotional events such as interview etc if required.
- accept the judges' decision as final and agree that no appeal will be allowed and that both the company and I shall not resort to legal proceedings to review the judges' decision.

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly)

declared by the abovenamed)

at _____)

in the state of _____)

On this ___ day of _____ 20__)

Signature

Pesuruhjaya Sumpah Malaysia

Person In Charge to be contacted for Further Information

Name: (Mr/Mrs/Ms) _____

Designation: _____

Contact No.: _____ Mobile No: _____

E-mail: _____

Company Stamp:

Nominator

Approved Unit/ body:

Name: _____

Designation: _____

Date: _____

Nominator Stamp:

J. Application Checklist

Please ensure the following items are provided before submitting your application. Please tick each item by placing (√) in the corresponding column.

(√) Item enclosed:

- Completed and signed Nomination Form
- Completed and signed Declaration Form (Section I, page 7)
- Relevant supporting documentation e.g. certifications etc.
- Cheque or postal order for the processing fee (RM3,800 for each Award Category).
Payable to: **MCIL Multimedia Sdn Bhd**
- Copy of latest annual return, certified true by the Company Secretary
- Certified true copy of audited financial statements for the last three (3) consecutive years (2015, 2016, 2017) by Company Auditor or Company Secretary
- Young / Emerging Business Excellence Award Category must have audited financial statement for past 2 consecutive financial years (2016, 2017).
- Updated Organization Chart
- Copy of Company Profile from SSM, certified true by the Company Secretary
- Copy of trademark certificate (s) for the brand, if any
- Company brochures or any other relevant pictures, CD, digital or video and printed materials etc as required.
- Please provide a CD or pendrive (non-returnable) consists of the following :
 - Company logo (Ai Format or PDF Format or JPEG Format, high resolution)
 - Scan copy of MD or ED or CEO' s name cards, pinture of MD or ED or CEO (JPEG Format, high resolution)
 - A brief write-up of your Company based on the following guidelines in English in not more than 200 words and in Chinese in not more than 200 words
 - Company's vision/mission/philosophy
 - Company's core business and revenue model
 - Company's core strengths and competitive advantages

Any other items enclosed by your company:
