



“Entrepreneur Awards 2019 – Western Province” Application Form



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		Contact No.	

II. Educational & Professional Qualifications:

School/ Institute/ University	Qualification	Period

III.

Are you a Youth Entrepreneur? (Age Below 40 Years)

Are you a Women Entrepreneur?

Are you a Differently Able Entrepreneur?

Yes		No	
Yes		No	
Yes		No	

IV. Membership of Chambers/Associations and Professional Bodies

Institute	Position if possessed	Period

V. Positions held in social and other organizations

Organization	Position	Period

Details of the Enterprise

VI.

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

VII. Brief description of the Enterprise:

Please attach a brief profile

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VIII. Legal Status (Please mark ✓)

Sole Proprietorship	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Public Company	<input type="checkbox"/>	Listed Company	<input type="checkbox"/>
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IX. Enterprise Sector: (Please mark ✓)

Industry / Manufacturing	<input type="checkbox"/>	Agriculture, Livestock & Fisheries	<input type="checkbox"/>	Services (Hospitality/Tourism/Others)	<input type="checkbox"/>
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X. Scale of the Enterprise: (Please mark ✓)

Micro	<input type="checkbox"/>	Small	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Large	<input type="checkbox"/>
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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

1. Financial Performance and Business Focus (20 Marks)

1.1 Please provide the financial information of last two years

	Financial Year	2017	2018
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

Name of the Audit Firm	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 Niladhari from your area.

2. Innovativeness / Technology

(15 Marks)

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

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2.2 Describe the new technologies and processes which your enterprise has used in its manufacturing/ selling/ distribution.

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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. Analysis of total sales in Local Market and Export Market should be given for the past 02 years

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

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3.1.2 Please indicate Export market information such as Export Products, countries and destinations.

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3.2 Describe what activities you have carried in expanding markets and retaining the customers:

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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 and the market share of your enterprise both locally and globally

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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 you have already taken/planned to achieve enterprise goals?

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5. Employment Generation (10 Marks)

5.1 Number of employees

	Male	Female	Total
Full time Employees			
Part time Employees			
Total			

• Does your enterprise employ differently abled persons?

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

• Does your enterprise employ youth between the age of 18 – 30?

Yes		No	
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If Yes, please indicate numbers Gender wise: 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 (Specify)		

6. Productivity & Quality	(15 Marks)
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6.1 Describe what steps have been taken by you to improve the Productivity of your Enterprise.

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6.2 Describe what steps have been taken by you to improve the Quality of Products/Services offered by your enterprise.

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6.3 Productivity and quality Certifications received

ISO SLS HACCP

Other: (Specify)

Note: Please provide certified Copies

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

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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

8. Energy Efficiency & Environment Friendly (10 Marks)

Energy Efficiency

8.1 List down the types of energy used by your enterprise

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8.1.1 For how long has your enterprise applied energy conservation methods (No of Years)

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8.1.2 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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Environment

8.3 Does the business operations of your enterprise release waste matter into the environment? if yes, What control measures have been taken to minimize the environmental pollution?

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8.4 Details of environmental related licenses/permits/ approvals you have obtained (Provide the certified copies)

Licenses/permits/approvals	Authority	Year

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

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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

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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

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Date

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