



## **THE CEYLON NATIONAL CHAMBER OF INDUSTRIES - CNCI**

### **“CNCI - ACHIEVER AWARDS – 2024” - FOR INDUSTRIAL EXCELLENCE**

#### **GUIDELINES FOR APPLICANTS**

### **1. ELIGIBILITY**

Sole proprietorship, Partnership, Limited liability Company or Listed Company engaged in a manufacturing or service industry for at least three consecutive financial years (four years for large & extra-large companies) as at 31<sup>st</sup> March 2023 or 31<sup>st</sup> December 2022 and located in Sri Lanka, any country in the SAARC region or any other Country is eligible to apply.

**Provincial Awards:** Applicants for Provincial Awards in Sri Lanka must have the manufacturing/service industry operations in any province other than the Western Province in Sri Lanka.

**National Awards:** Applicants who have any manufacturing or service industry operations located in Sri Lanka shall be entitled to apply for Sri Lankan National Awards.

**Sri Lankan Industry Operating in Other Countries:** Any manufacturing or service industry operations (Extra Large, Large and Medium category industries) located, other than in Sri Lanka, with a Sri Lankan majority (over 50%) ownership shall be eligible to apply for the award under this category. (Separate application form provided)

#### **SAARC Country Awards**

Any manufacturing or service industry operations (Extra Large and Large category industries) located in any other SAARC Regional Country shall be eligible for the award. (Separate application form provided)

### **2. CATEGORISATION OF INDUSTRIES & ENTRY FEE**

**Manufacturing Sector :** Participating Manufacturing industries will be categorized according to their ‘Total investment/ net Turnover’ (whichever is higher) as at date of balance sheet relevant to the financial year ending in 2022/2023. Refer Q 1.1. and Q 1.2.

**Service Sector :** The participating Service Industries will be categorized according to their ‘Net Annual Turnover’ on the final date of the applicant’s financial year.

The categorization of industries & Entry fees are as follows:

Category	Manufacturing Net turnover/ Investment (LKR)	Service Turnover (LKR)	Charges (LKR)	
			CNCI Members	Non Members
Micro	Up to 15 Mn	Up to 20 Mn	3,000.00	3,500.00
Small	>15 Mn to 250 Mn	>20 Mn to 250 Mn	7,000.00	8,000.00
Medium	>250 Mn to 750 Mn	>250 Mn to 750 Mn	11,500.00	13,500.00
Large	>750 Mn to 1500 Mn	>750 Mn to 1500 Mn	20,000.00	24,000.00
Ex – Large	>1500 Mn	>1500 Mn	25,500.00	27,500.00

Sri Lankan Industry Operating in Other Countries -For any category \$150 per application

SAARC Applications – For any category \$350 per application

### 3. SECTOR REPRESENTATION

Your company may be representing one of the following industries or may be in the “other” category. Please select and mention/specify your industry classification properly.

Sector	Industry
<b>Manufacturing</b>	Printing and Packaging
	Coir&Coir based products
	Food and Beverage
	Agriculture and Farming
	Gem and Jewelry industry
	Chemicals and Paints
	Rubber& Plastic
	Wood & Wood Based
	Boat Building
	Automotive Component Manufacturing & Assembling
	Ceramic, Tile, Porcelain & Granite
	Electrical & Electronic
	Mineral & Mineral Based product
	Footwear & Leather Products
	Cosmetics and Pharmaceutical
	Metal, Die & Mold and Machinery
	Textile and Apparel Industry
<b>Other (Please specify)</b>	

Sector	Industry
<b>Service</b>	Construction
	Engineering
	Education
	Health Care and Wellness
	Tourism & Hotels
	Banks and Finance
	Audits and Consultancy
	Information Technology
	Repairs, Maintenance and Janitorial
	Trading
	Transport
	Defense and Security
	Electrical, Electronic and Plumbing
	<b>Other (Please specify)</b>

### 4. TYPES OF AWARDS

#### Provincial Awards

A Gold, Silver, Bronze and Merit Awards are to be awarded to the winners of manufacturing and service sectors located outside the Western Province. Those who won National Merit awards are not offered provincial merit considering the superiority of national level award.

### **Sri Lankan National Awards**

A Gold, Silver, Bronze and Merit Awards for each category, Micro, Small, Medium, Large and Extra Large in **Manufacturing / Service** Sectors at National Level in Sri Lanka.

### **Sri Lankan Industry Operating in Other Countries**

An Award is given for any Medium, Large and Extra Large Sri Lankan owned and managed manufacturing or service Industry located in any other Country.

### **SAARC Country Awards**

A Gold Award is presented for any manufacturing or service industry operation (Large or Extra Large) located in each Country other than Sri Lanka in the SAARC Region nominated by the relevant Chamber in the country concerned and evaluated by the judging committee

### **Crystal Award**

Any industry (either manufacturing or service) at or above the Medium category under the National Level which wins the Gold Award under the same category for three consecutive years, will receive the Crystal award in the third year.

Crystal Award winners cannot participate in the contest for three years from the year in which they won the Crystal Award.

## **5. INSTRUCTIONS TO FILL THE APPLICATION**

- ❖ Your application should contain annexures and appendices giving references to the **page numbers and question numbers in sequential order.**
- ❖ A registered auditor or a practicing firm of chartered accountants should certify financial Statements of Small and Medium categories. For **Micro category submitting audited statements is not mandatory but will be an advantage.** All other Categories should submit their Audited financial statements with Auditors report.
- ❖ Submit **copies** of the following documents along with the application.
  - **For Large and Extra Large category applicants** Audited Accounts for the last four financial years (i.e. from 2019/2020, 2020/2021, 2021/2022 and 2022/2023 with the auditor's report) and **Small and Medium category applicants** Audited reports for last three years (i.e. from 2020/2021, 2021/2022, 2022/2023 with the auditor's report).

➤ Accounts, audit and audit reports may be time scaled as follows;

Accounts Period	Required Audited Accounts
1 <sup>st</sup> January – 31 <sup>st</sup> December	December 2019/2020/2021/2022
1 <sup>st</sup> April – 31 <sup>st</sup> March	March 2020/2021/2022/2023

➤ **Only for Micro category applicants**

- a. Bank statements for years 2021, 2022 and 2023
  - b. Credit facility statements for relevant financial period as confirmed by the bank.
- EPF/ETF returns for Jan, Feb, March of years 2021/2022 and 2022/2023 with payment slips.
  - Acknowledgement of the Income Tax return for the year 2022/2023.
  - Certificates for quality, 5S etc. for the relevant period.
  - Report for the year 2023 issued from the factories division of Department of Labour based on their annual factory visit.
  - Environmental Protection License for the current year.
  - Certificates won at similar award competitions (Considered only the certificates received during 2019 to 2023)
  - Any other relevant and supportive document
  - Declaration Form (A Sample format is annexed with the application)

## **6. Definitions to fill the Application**

### **1. INDUSTRY DETAILS**

#### **1.1 Total Investment**

Total Share Capital + all Reserves and retained Net Profits + Long term borrowings - Lands and Buildings at Book value not directly used in the Industry **Or**

Total Assets – Current Assets - Lands and Buildings at Book value not directly used in the Industry

#### **1.2 Net Turnover**

Gross Sales - Sales Returns, VAT and other Sales Taxes.

### **3. VALUE ADDITION**

#### **3.a -Total cost of employees**

This includes salaries & wages, overtime, bonus, EPF, ETF, Gratuity, incentives, welfare facilities .....

#### **3.b - Dividends to shareholders**

Dividends paid to shareholders of ordinary, Preference, Voting and Nonvoting share capital.

#### **3.c - Retained in the business**

i. Depreciation -Total depreciation charged in the financial year

ii. Net profit - Net profit after tax for the financial year

In reserves - Transfers from profits to Revenue reserves during the financial year

#### **3.d - Interest paid on borrowings**

Interest paid on long term and short term Borrowings

#### **3.e - Tax payments to government**

Income Tax + VAT + NBT + ESC + WHT+ Rate and Taxes to local government

### **7. STATUTORY AND OTHER RESPONSIBILITIES ( 7.1, a, b, c, d, e)**

Attach annual summaries for the periods under review for each category and provide returns and receipts for the last quarter of the year

### **8. CORPORATE PLAN**

#### **8.2.a Vision Mission Statements**

Provide vision mission Statement and Proof (in website, advertisements and annual reports)

#### **8.2.b - Corporate plan**

If 'yes' attach copies of the corporate plan otherwise give reasons.

### **10. QUALITY ASSURANCE AND CERTIFICATION**

Provide proofs, evidence and compliance for each category

#### **10.1- Good housekeeping**

Name the systems/methods you are practicing and attach photographs and Steering Committee Minutes for the last three months of year 2023 related to above mentioned programs.

### **13. INDUSTRIAL AND OCCUPATIONAL HEALTH AND SAFETY**

#### **13.3 - Industrial codes and practices**

The Following equipment and installations should be in accordance with the Industrial codes and practices / Environmental Protection Act.

✓ Operating Boiler and Air compressor

✓ Electrical Installations

✓ Noise, Waste handling, Energy, Plumbing, Emergency Exist, Fire Alarms, Emergency Assembly Points etc.

## 7. APPLICATION PROCEDURE

- ❖ **Application forms will be available at the following locations.**
  - ✓ The Ceylon National Chamber of Industries, No. 20, 1st Floor, Galle Face Court 2, Colombo 03
  - ✓ Relevant Provincial/Regional/District Chambers.
  - ✓ CNCI website- [www.cnci.lk](http://www.cnci.lk) or Tel. No 011 2452181 / 011 2339200 /011 2331444
- ❖ Closing date for application will be **29th March 2024**
- ❖ Duly prepared & signed application to be submitted **separately** along with the other supporting documents in a separate profile/book format.
- ❖ Ensure that applications are forwarded on or before the entry closing date along with the registration fee. Cheques should be drawn favouring “**The Ceylon National Chamber of Industries**” and crossed Account Payee.
- ❖ **Applications for Awards**  
Applications for Awards should reach The Ceylon National Chamber of Industries (CNCI), 20, 1st Floor, Galle Face Court 2, Colombo 03 on or before the deadline.
- ❖ **Applications for Sri Lankan Industry operating in other country and SAARC Country Awards**  
Sri Lankan Industry operating in SAARC Country Awards – Submit directly to CNCI. Submit SAARC Country Award application to your relevant country chamber for nominations

## 8. EVALUATION AND SELECTION OF WINNERS

### Awards for National, Provincial Categories

- a) All applications received to the Chamber shall be evaluated and winners will be selected according to the criteria and guidelines predetermined by the Judging Committee and ratified by the external Panel of Judges.
- b) Micro and small manufacturing and service sector applicants will be requested to be present for an interview.
- c) Where necessary, the Industrial premises of the Applicants (National and Provincial) Short-listed on evaluation will be visited for inspection by auditors nominated by the CNCI Judging Committee.
- d) If the Judging committee, in consultation with the external Panel of Judges is of the opinion that applications received for a particular category of awards are not of satisfactory standard, they may decide not to present Awards for that particular category.
- e) Outstanding Applicants from Provincial Awards category shall also be considered for Sri Lankan National Awards at the discretion of the Judging Committee.
- f) The decision of the Judging Committee in consultation with the Panel of Judges shall be final. No correspondence regarding their decisions or the basis of their decisions shall be entertained by the CNCI.
- g) Any organization in which either a member of the Panel of Judges or a member of the Judging Committee of the CNCI is employed will not be entitled to participate in the contest.
- h) CNCI assures that strict impartiality and confidentiality has been maintained and will always be maintained. The documents received are perused only by the Judging Committee. The documents of the short-listed companies are reviewed by the external Panel of Judges. Once the results are finalized the documents are sealed and kept in safe custody for a period of time and thereafter destroyed.
- i) It is well recognized that a healthy tradition of sturdy independence has been established by the Judging Committee and the Panel of Judges.
- j) Companies which Manufacture Products where the government insists on health warning being displayed will not be considered for awards.

**SAARC Country Category**

a) For SAARC Country Awards evaluation procedure will be based on the criteria and guidelines predetermined by the Judging Committee and ratified by the Panel of Judges to select the winner.

**9. ANNOUNCING THE AWARD WINNERS**

Announcement of award winners will be made at least one week prior to the awards ceremony.

**Chairman Organizing Committee****List of Regional Chambers**

1. Ampara District Chamber of Commerce & Industry
2. Anuradhapura District Chamber of Commerce, Industry & Agriculture
3. Batticaloa District Chamber of Commerce & Industry
4. Chamber of Commerce and Industries Trincomalee District
5. Chamber of Commerce & Industry of Uva Province
6. Hambantota District Chamber of Commerce
7. Matale District Chamber of Commerce, Industry and Agriculture
8. Matara District Chamber of Commerce & Industry
9. Nuwara Eliya District Chamber of Commerce, Industry & Agriculture
10. Rathnapura Chamber of Commerce & Industry