

THE CEYLON NATIONAL CHAMBER OF INDUSTRIES - CNCI

**“CNCI ACHIEVER AWARDS 2024”**

**FOR INDUSTRIAL EXCELLENCE**

**APPLICATION FORM- MICRO CATEGORY**

#### GENERAL INFORMATION

1. **ENTERPRISE DETAILS**

1.1 Legal Status: Sole Proprietorship 🞏 Partnership 🞏 Private Company 🞏

1.2 Name of Enterprise:

* + - 1. Mailing Address:
1. Contact Person:
2. Contact Details: Telephone No: Fax No: E-Mail:

1.6 Factory / Branch (es)

 Address T.P.No. Province

   (If space is insufficient, Please annex a paper with relevant question No.)

1.7 Date of Incorporation:

1.8 Business Registration No: (Please attach a copy of B/R)

1.9 Member The Ceylon National Chamber of Industries: Yes 🞏 No 🞏

1.10 Member of any other Chamber/Trade Association Yes 🞏 No 🞏

If yes, state which Chamber/Trade Association::

1. **INDUSTRY DETAILS**
2. Nature of Industry:
3. Date of Commencement of operations:
4. Initial Capital :
5. Production Details:

1. Market – i.e. local or exports:

#### FINANCIAL INFORMATION

Financial statements with audit reports (according to your financial year ending whether December or March) for 2020/2021, 2021/2022, 2022/2023 to be forwarded with the application.

If you don’t have financial statements you should provide bank statements for 2021, 2022, 2023 (January to March for each year) with the application.

1. **FINANCIAL INFORMATION & DEVELOPMENT**

Please state your financial information for past 3 years (as at financial year ending 31 March or 31 December)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020/2021-Rs:** | **2021/2022-Rs:** | **2022/2023-Rs:** |
| Capital |  |  |  |
| Turnover \* |  |  |  |
| Cost of Materials |  |  |  |
| Gross Profit  |  |  |  |
| Net Profit |  |  |  |

 \* After deducting VAT

1. **CREDIT FACILITIES**

If you have obtained any bank loans relevant reports to be forwarded with the application.

* 1. Details of Current Credit Facilities in Financial Institutions

|  |  |
| --- | --- |
| **Type of the Facility** | **Amount Rs:** |
|  |  |
|  |  |
|  |  |

* 1. Have you settled loan instalments up to date. Yes 🞏 No 🞏
1. If not please give reasons:

1. **STATUTORY RESPONSIBILITY**
	1. Do you fulfil the following statutory obligations? Yes 🞏 No 🞏
	2. If Yes please fill the following table

|  |  |  |  |
| --- | --- | --- | --- |
| **STATUTORY RESPONSIBILITY** | **2020/2021-Rs:** | **2021/2022-Rs:** | **2022/2023-Rs:**  |
| EPF |  |  |  |
| ETF |  |  |  |
| VAT  |  |  |  |
| NBT |  |  |  |
| Income Tax |  |  |  |

* 1. Following documents are to be attached:

 EPF and ETF return and receipts for 2021/2022/2023 (Jan-March)

 VAT returns and Income tax receipt for 2022/23

#### NON-FINANCIAL INFORMATION

1. **QUALITY ASSURANCE AND CERTIFICATION**
2. Do you have an independent quality assurance method? Yes 🞏 No 🞏

If you have, please provide copy/s of quality assurance certificate/s (ISO 9000/ ISO 14000/ ISO 22000/ HACCP/ SLS/ Any other)

If you are practising the 5S system please explain with proof and evidence. (Photographs, copies of 5s committee meeting minutes to be attached)

6.2 Have you obtained any patents to your products? Yes 🞏 No 🞏

 (Please explain with proof and evidence) Page no of annexure……………….

* 1. Do you give quality assurance/ guarantee on your products? Yes 🞏 No 🞏

(If yes, please specify)

6.4 Have you taken steps to digitization of your business activities? Yes 🞏 No 🞏

 (Please explain with proof and evidence) Page no of annexure

* 1. Is the product or products under your brand name? Yes 🞏 No 🞏

6.6 If you have won any awards for quality/ innovation of product, give details

1. **ENVIRONMENTAL RESPONSIBILITIES**
	1. Do you take precautionary measures to avoid any harmful effects to the environment resulting from your production/Service process?

 Yes 🞏 No 🞏 Not applicable 🞏

Please specify

If you have, attach copy of approval obtained for the current year/Copy of environmental protection licence

1. **EMPLOYEE INFORMATION**
	1. State No. of employees (end of financial year 31 March or 31 December)

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE INFORMATION**  | **2020/2021** | **2021/2022** | **2022/2023** |
| No. of Employees |  |  |  |

1. Briefly mention the welfare facilities available to your employees

1. **SOCIAL RESPONSIBILITY**
	1. State any social welfare work carried out by your organisation within the last 3yers.

Please provide proof and evidence

1. **PARTICIPATION AT COMPETITIONS**
	1. Have you participated in any competitions of this nature previously? Yes 🞏 No 🞏
	2. If yes, have you won any Awards? Yes 🞏 No 🞏
2. At what level?

Justify with special merits, which qualify your Organisation to be rewarded in about 100 wards as annexure.

10.4 Please introduce your Organization and provide photographs where necessary.

 (Please use an annexure)

##### ADDITIONAL INFORMATION

### Please give more details about the business such as provision of employment, usage of waste materials, saving foreign exchange, innovativeness, etc (Please use an annexure).

**CERTIFICATION**

**CERTIFICATION BY THE APPLICANT**

I declare that all information furnished by me in my application is true and correct. I am aware that the panel of judges have the right to disqualify my application if they are of the view that any information furnished by me is false.

Name

Signature Date

Designation

Company Rubber Seal

**CERTIFICATION BY THE AUDITOR / CHARTED ACCOUNTANS**

In our opinion, information furnished in sections (3), (4) & (5) in respect of is true and fair to the best of our knowledge as per the records maintained by the enterprise and made available for our scrutiny.

Name of Auditor:

Signature on Rubber Stamp: Date

#### Declaration Format Ref: JC2 / Decl / 2024

#### Date:

The Chairman,

Ceylon National Chamber of Industries,

No. 20, First Floor,

Galle Face Court-2,

Colombo-03

Dear Sir,

**Re: CNCI Achiever of Industrial Excellence Awards 2024**

**Declaration**

I, being the Managing Director / Executive Director /CEO/ General Manager of , do hereby solemnly declare and certify that in the last two (2) years, the said company has ensured good Corporate Social Responsibility, and interlaid:

a)    There were no violations of any laws or regulations; there were no fines levied or penalties imposed on the said company in any tribunal or court of law.

b)    Policies were in place to ensure that there was no discrimination in employment including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, nationality or social or ethnic origin.

c)    Positive approach to employment of differently able persons.

d) The decision of the judging committee and panel of judges is accepted as final.

 ……………………….… ………………………………

 Signature (On Rubber Stamp) Designation

(Please note: If there are any violations or discrepancies in respect of (a) above, or any contribution in respect of (b) and (c), please explain clearly. Your company would be awarded marks appropriately.

Please also feel free to contact the chamber Secretariat on 2452181/2339200/2331444 for further clarifications regarding above.



Ref: JC1 / Decl / 2024

Date: 31/03/2024

**To: The Applicants of CNCI Achiever of Industrial Excellence Awards - 2024**

Dear Sirs**,**

The **“**CNCI Achiever Award for Industrial and Service Excellence**”** has grown progressively over the last 22 years in terms of its boundaries, popularity and prestige. As you may already be aware, the competition is open not only to the enterprises in the country (in all categories) but also to the **“**Sri Lankan enterprises in Other countries**”** and **‘**SAARC county specific Enterprises.

We have also strived to enhance the image and value of this Award. We do believe that anyone should first deserve the award by fulfilling the required standards. The criteria and marking scheme must become the benchmark. We have requested from you certain declarations regarding the additional criteria in the attached format(Ref JC2/ Decl/2024). Please give **Explanatory notes in order that the Judging Committee could assign marks on your pursuit of excellence in these areas.**

For your further information, we repeat below the most important two Clauses with other criteria incorporated into the vendor codes of conduct and buying policy statement of leading buyers and brands of the world.

**Legal Requirements: “**We expect our vendor to be law-abiding citizens and to comply with any and all legal requirement, relevant to the conduct of their businesses. We will seek vendors who respect the legal and moral rights of the employees.”

**Non-discrimination: “**We will not do business with any vendor who discriminates rules of employment**,** including hiring**,** salary**,** benefits**,** advancement**,** discipline**,** termination or retirement**,** on the basis of gender**,** race**,** religion**,** age**,** disability**,** sexual orientation**,** nationality, or social or ethnic origin.”

\* **Harassment and Abuse \* Health and Safety \* Child Labor**  \* **Forced Labor**

**\* Wages and Benefits \* Hours of work \*** **Freedom of Association**

**\* Environmental Requirements \* Commitment to Communities**

Please send us the declaration and explanatory notes, which may also well augment claims of Sri Lankan Industries’ Compliance standards.

We greatly appreciate your entrepreneurial skills, your own assurance in all your operational success and also confidence in your achieved excellence.

Best Regards**,**

**Chairman**

**THE CEYLON NATIONAL CHAMBER OF INDUSTRIES**