



ENTREPRENEUR AWARDS 2024

WESTERN PROVINCE

*Recognizing the best Entrepreneurs
of the Western Province*





“Entrepreneur Awards 2024 – Western Province” Application Form



Micro Sector

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

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.

Export Product	Countries/ destinations export to

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)
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5.1 Number of employees

	Male	Female	Total
Full time Employees			
Part time Employees			
Total			

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

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

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

Name of Bank	Branch

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
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
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
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.)

