



ENTREPRENEUR AWARDS 2025

WESTERN PROVINCE

*Recognizing the best Entrepreneurs
of the Western Province*

APPLICATION FORM
SMALL, MEDIUM & LARGE SECTORS





“Entrepreneur Awards 2025 – Western Province”

Application Form

Small, Medium and Large Sectors



PART 01

Entrepreneur Details

I.

Name of the Entrepreneur		Designation	
Permanent Address			
Age		Male/Female	
National Identity Card No		Nationality	
Mobile		Telephone	
Email		Fax	
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 Abled Entrepreneur?

If Yes, please provide details of your disability

Yes		No	
Yes		No	
Yes		No	

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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 / Mobile			Fax		
Email			Website		

(*Please attach a copy of your Business Registration Certificate)

VII. Brief description of the Enterprise: (Please attach a brief profile of your enterprise)

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VIII. Products & Services offered by your organization

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IX. Legal Status (Please mark ✓)

Sole Proprietorship		Partnership		Private Company		Public Company		Listed Company	
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X. Names of Directors/Partners

Name	Designation

XI. Enterprise Sector: (Please mark ✓)

Industry / Manufacturing		Agriculture, Livestock & Fisheries		Services (Hospitality/Tourism/Others)	
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XII. Scale of the Enterprise: (Please mark ✓)

Micro		Small		Medium		Large	
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Note : Refer table

Category	Economic Sector	No of Employees	Annual Turnover (LKR)
Micro	Industry Sector	Less than 10	Less than 20 million
	Services Sector	Less than 05	
Small	Industry Sector	10 to 50	21 to 350 million
	Services Sector	05 to 50	
Medium	Industry Sector	51 to 200	351 to 1000 million
	Services Sector		
Large	Industry Sector	More than 201	Over 1000 million
	Services Sector		

XIII. Describe your organization structure with a diagram (attach the Organizational Chart)

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XIV. Please mention in brief, 03 key reasons that your enterprise should win an award at the Western province Entrepreneurship Awards?

- a.
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- b.
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- c.
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PART 02

1. Leadership and Strategy

(10 Marks)

1.1 Vision, Mission and Values or the Purpose of the organization and how it is communicated

1.1.1 Describe your Vision, Mission and Values or the Purpose of organization

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1.1.2 Describe how your Vision, Mission and Values or the Purpose of organization are communicated to the employees.

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1.1.3 Describe how your Vision, Mission and Values or the Purpose of organization are communicated to your customers.

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1.2 Strategy

1.2.1 Describe the method used to prepare the Strategic Plan of your organization, mention how leadership is given to the processes?

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1.2.2 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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1.2.3. Describe how the Strategy implementation is evaluated? What are the intervals that you would evaluate the progress and how corrective actions are taken?

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2. Innovativeness / Technology

(10 Marks)

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

	Total Sales		Local Market		Export Market	
	2022-23	2023-24	2022-23	2023-24	2022-23	2023-24
Value in LKR						
As a %						

3.2 Please indicate Export market information such as Export Products, countries/destinations.

Export Product	Countries/ destinations export to

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

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3.4 Do you analyze customer satisfaction in your organization? If so, 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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4.5 What actions you have already taken/planned to achieve enterprise goals?

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5. Human Capital

(10 Marks)

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 Document 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 Describe how people in the enterprise are developed, upskilled, and motivated in order to get their participation in the overall activities of the enterprise

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5.4 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. What types of renewable energy sources does your business use?

☐ Solar ☐ Wind ☐ Hydropower ☐ Biomass

☐ Other (please specify): [Space for details]

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8.1.4 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. Does your business have an environmental sustainability policy?

☐ Yes ☐ No (If Yes, please provide a brief overview of the policy):

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8.2.2. What steps has your organization taken to reduce its environmental impact?

- ☐ Waste reduction and recycling
- ☐ Green building and infrastructure
- ☐ Water conservation
- ☐ Other (please specify): [Space for details]
- ☐ Sustainable sourcing and procurement

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8.2.3. Describe what activities your organisation takes to educate customers, employees and society on preserving the environment

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8.2.4. Details of environmental related licenses/permits/ approvals you have obtained

Licenses/permits/approvals	Authority	Year

(*Please provide evidence of certificate copies)

9. Financial Performance and Business Focus	(15 Marks)
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9.1 Please provide the financial information of last two years (08 marks)

	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 & month) (05 marks)

#		Yes	No	If Yes	
				Month	Year
9.2.1	Accounts audited				
9.2.2	Corporate tax / Income Taxpaid				
9.2.3	Annual report published				
9.2.4	EPF & ETF paid				
9.2.5	VAT				
9.2.6	Any other taxes				

9.2.7 Details of Bankers

Name of Bank	Branch

9.3 Details of the Auditor (02 marks)

Name of the Audit Firm	Contact details

(*Please attach a copy of the last audited accounts (2023-24))

Note: If your financial year ends on 31st December, you may submit the details as at 31st December 2023 or If your financial year ends on 31st March, you may submit the details as at 31st March 2024.

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

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Date

10.2 Auditor's Certification:

The 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

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Date

10.3 Main banker's Confirmation:

We confirm that the above business has maintained satisfactory accounts with us.

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Signature & place the rubber stamp

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Date

Instructions / Guidelines for Submission of Application

Applicants are kindly requested to ensure that all required information is submitted in an organized manner. Please attach all the supporting documents as **annexures** to your application: (some are listed below)

1. **Business Registration**
 - Copy of the Business Registration Certificate
2. **Company Profile**
 - A brief profile of your company (background, nature of business, products/services, achievements, etc.)
3. **Organization Chart/diagram**
4. **Financial Information**
 - Copy of the latest audited accounts
5. **Employee Records**
 - Latest EPF/ETF reports.
6. **Productivity & Quality Certifications**
 - Certified copies of Productivity / Quality certificates (if available).
7. **CSR Activities**
 - Copies of awards and recognitions received for CSR activities.
8. **Energy Efficiency**
 - Evidence of energy-saving practices and measures adopted by your organization.
9. **Environment Sustainability**
 - Copies of Environmental related licenses/permits/ approvals you have obtained.
10. **Youth Entrepreneur (if applicable)**
 - Copy of NIC or Passport as proof of age.
11. **Differently Abled Entrepreneur (if applicable)**
 - Details of the disability along with supporting evidence.
12. **Additional Information**
 - Any other relevant information on your business, such as:
 - Special activities or projects carried out by your organization.
 - Photographs, brochures, or other supporting materials.

