



ENTREPRENEUR AWARDS 2025

WESTERN PROVINCE

*Recognizing the best Entrepreneurs
of the Western Province*

APPLICATION FORM
MICRO SECTOR





“Entrepreneur Awards 2025 – Western Province” Application Form



Micro Sector

Definition for the Micro Sector	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	
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.

- **Are you a Youth Entrepreneur?** (Age Below 35 Years)
(*If yes, please provide a copy of your NIC or Passport)
- **Are you a Women Entrepreneur?**
- **Are you a Differently Abled Entrepreneur?**
If Yes, please provide details of your disability

Yes		No	
Yes		No	
Yes		No	

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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?

- a.
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- b.
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- c.
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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 for the last two years (if applicable only).

	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 only

#		Yes	No	If Yes
		Please put a ✓ mark		Year
9.2.1	Financial Reports			
9.2.2	Accounts Audited, If applicable			
9.2.3	EPF & ETF paid			
9.2.4	VAT			
9.2.5	Any other taxes			

9.2.6 Details of Bankers

Name of Bank	Branch

9.3 Details of the Auditor (If applicable only)

Name of the Audit Firm	Contact details

(Please attach a copy of the last audited accounts (2023-24), If applicable only)

Note/s:

- 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. (If applicable only)
- If the Audited accounts is not applicable for you, **you may submit the draft account with income and expenses (Printed or Handwritten) along with a certifying letter from the Entrepreneurship Development Officer (EDO) or Grama Niladhari of the respective 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

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Date

10.2 Auditor's Certification: (if applicable only)

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 a good financial record as mentioned.

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Signature & place the rubber stamp

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Date

10.4 Entrepreneurship Development Officer (EDO)'s Confirmation: (Mandatory for applicants who do not have audited accounts)

We confirm that the above business is functioning well and is recommended for consideration under this Awards program.

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Name

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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. **Financial Information**
 - Copy of the latest audited accounts (if applicable).
 - If audited accounts are not available:
 - Draft accounts (Income & Expenses) – printed or handwritten, **AND**
 - A certification letter from the Entrepreneurship Development Officer (EDO) or Grama Niladhari of your area.
4. **Employee Records**
 - Latest EPF/ETF reports.
5. **Productivity & Quality Certifications**
 - Certified copies of Productivity / Quality certificates (if available).
6. **CSR Activities**
 - Copies of awards and recognitions received for CSR activities.
7. **Energy Efficiency**
 - Evidence of energy-saving practices and measures adopted by your organization.
8. **Environment Sustainability**
 - Copies of Environmental related licenses/permits/ approvals you have obtained.
9. **Youth Entrepreneur (if applicable)**
 - Copy of NIC or Passport as proof of age.
10. **Differently Abled Entrepreneur (if applicable)**
 - Details of the disability along with supporting evidence.
11. **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.



