



Sri Lanka Export Development Board
PRESIDENTIAL EXPORT AWARDS (P.E.A.) – 2019/2020

CHECK LIST FOR THE APPLICATION FORM FOR INDIVIDUAL COMPANIES – 2019/2020

No	Check List	Yes	No
1	Duly completed Application for Individual Companies 2019/2020		
2	Copy of Business Registration		
3	Audited Accounts for the financial year ending 31 st March 2020		
4	Copy of the Form C1 in respect of month of March 2020 issued by the EPF/ETF		
5	Duly submitted Income Tax Return for 2019/2020		
6	Confirmation from Bank/s receipt of export proceeds for the financial year ending 31 st March 2020 for Export Services Companies		
7	Signature of the Applicant (Chairman/ CEO /Partner or Proprietor)		
8	Validation of information by the Company Auditors with their rubber stamp		
9	Copy/ies of the: - a) Brand Registration b) Quality/ Management Certificates		
10	If applying for “Contributor to Sustainable Development in Exports” Award, a) Evidence for CSR Activities		
11	If applying for the “Innovative Export Product of the year” Award, a) Copies of IPR Certificates b) Strategic Business Plan for next 3 years		
12	If applying for the “Organic Agriculture Products” Award, a) Copies of Organic Certificates		
Please submit the duly completed checklist together with the application.			

Closing Date: 30th June 2021

APPLICATION FORM FOR INDIVIDUAL COMPANIES

Office use only

Ref. No		Date of Receipt	
Product Sector			

PART 1 - GENERAL INFORMATION

Name of the Applicant Company			
Address			
Telephone No's		Fax:	
E-mail Address			
Website			
Year of Establishment			
Year of Commencement of Exports			
Legal Status	Proprietorship		Partnership
	LLC/PLC		MNC
EDB Reg. No.			
Name of the Head of the Company (Mr./Ms.)			
Designation			
Address			
Telephone No's	Office:		Mobile No:
Fax No.			
E-mail Address			

PART 2 – CONTACT PERSON FOR FURTHER INFORMATION ON THIS APPLICATION

Name of Contact Person (Mr./Ms.)			
Designation			
Contact Details	Telephone:		Mobile:
	Fax:		Email:

**PART 3 - BUSINESS INFORMATION**

Business Registration No:

(Please attach a copy of Business Registration/Certificate of Incorporation)

Ownership as at 31.03.2020 (State Percentage of Equity):

Local

Foreign

Location of Parent Company :

No. of Branches in other countries other than Sri Lanka:

PART 4 - EMPLOYEE INFORMATION

Number of Employees as of 31 st March 2020 (Please attach a copy of the Form C1 in respect of month of March 2020 issued by the EPF/ETF)	Permanent	Contract Basis	Casual
Number of new employees recruited during 2019/2020			

PART 5 – DETAILS ON WOMAN ENTREPRENEURSHIP**If the Ownership/Majority shareholding/Managing Director (MD) of the Enterprise belongs to/is a woman entrepreneur, please furnish the following information.**

Name of the Woman Entrepreneur			
Percentage of Shareholding of the Woman Entrepreneur			
Role of the Woman Entrepreneur in the Business			
Contact Details	Telephone:	Mobile:	
	Fax:	Email:	

PART 6 - OVERALL EXPORT PERFORMANCE

Export Value (FOB) (In USD Thousands)		
April 2017-March 2018	April 2018-March 2019	April 2019-March 2020



PART 7 – NET FOREIGN EXCHANGE EARNINGS	
	April 2019-March 2020 (USD Thousands)
TOTAL FOB Value of Exports (A)	
Aggregate of following costs attributable to above turnover (A)	
(i) CIF Value of Direct Imported Inputs	
(ii) Cost of Locally Purchased Imported Inputs	
(iii) Energy Consumed for Manufacture & Export [25% of Cost of Electricity Consumed (Foreign Component) + 60% of cost of Fuel Consumed(Foreign Component)]	
(iv) Depreciation of Imported Capital Goods	
(v) Repatriation of Profits	
(vi) Salary Payments in foreign Currency for Consultant/s	
(vii) Royalty Payment	
(viii) Other Cost of Services made in foreign currency	
TOTAL DEDUCTIONS (B)	
TOTAL NET FOREIGN EXCHANGE EARNINGS (A) – (B)	

	April 2018 -March 2019 (USD Thousands)		April 2019 -March 2020 (USD Thousands)	
	Total	Export related	Total	Export related
Turnover (A)				
Net Profit before Tax (B)				
Cost of Employment including EPF, ETF and Bonus etc. (Please mention a breakdown of the cost of employment) (C)				
Depreciation/Amortization of Non-Current assets (D)				
Loss on disposal of Fixed Assets (E)				
Finance Expense (F)				
Deductions				
Gain on disposal of Fixed Assets (G)				
Finance Income (H)				
Total Value Addition [B+C+D+E+F - (G+H)]				
Value Addition as a Percentage of Turnover {[B+C+D+E+F - (G+H)]/ A}				
Description of the Value Addition Process (Please use a separate sheet to describe the process)				
*Please attach Value Added Statement of the Company				

PART 9 - EXPORT MARKETS

No.	Key Export Markets with Value of US\$ 100,000 or More	Export Value (FOB) (USD Thousands)	Export Value (FOB) (USD Thousands)
		April 2018-March 2019	April 2019-March 2020
01			
02			
03			
Total			

Please use a separate sheet if more than 03 Markets with value of US\$ 100,000 or more

No.	Emerging Markets with Value of US\$ 100,000 or More (Emerging markets are mentioned in Annex 3)	Export Value (FOB) (USD Thousands)	Export Value (FOB) (USD Thousands)
		April 2018-March 2019	April 2019-March 2020
01			
02			
03			

Please use a separate sheet if more than 03 Markets with value of US\$ 100,000 or more

No.	New Export Markets entered during 2019/2020	Export Value (FOB) (USD Thousands)
		April 2019-March 2020
01		
02		
03		
Total		

Please use a separate sheet if more than 03 New Markets

PART 10 - COMMERCIAL SUCCESS IN BRANDING

No.	Name of Company Owned/Sri Lankan Brands	Export Value (FOB) (USD Thousands)	Export Value (FOB) (USD Thousands)	No. of Export Markets
		April 2018-March 2019	April 2019-March 2020	
01				
02				
03				
Total				

Please use a separate sheet if more than 3 brands. Please attach a copy of documentary evidence for each company owned brand registered in Sri Lanka

PART 11 - CONTRIBUTION FROM THE REGIONS TO EXPORT SUPPLY CHAIN
The information provided by you in Part 11 will be considered to select the winner of “Contributor from the Regions to the Export Supply Chain” Overall Award

Contribution to Export Supply Chain in rural areas (Production Facilities, Subcontracting / Farmer Clusters outside urban areas)

11.1 Location of Production Facilities Outside Western Province (Colombo, Gampaha, Kalutara).

	Location	No. of Employees
1.		
2.		
3.		

11.2 Subcontracting

	Location	No. of People Engaged in Production
1.		
2.		
3.		

11.3 Farmer Clusters

	Location	No. of Out Growers
1.		
2.		
3.		

Please use separate sheets if more than 3 locations

PART 12 - SUSTAINABLE DEVELOPMENT IN EXPORTS
The information provided by you in Part 12 will be considered to select the winner of “Contributor to Sustainable Development in Exports” Overall Award.

1. Economic Indicators					
1.1	Profit before tax for the year 2019/2020 (Rs.) :				
1.2	The company productivity: <table border="1" style="width: 100%;"> <thead> <tr> <th>Cost per unit 2018/2019 (Cost of Production/ No. of Units produced)</th> <th>Cost per unit 2019/2020 (Cost of Production/ No. of Units produced)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Cost per unit 2018/2019 (Cost of Production/ No. of Units produced)	Cost per unit 2019/2020 (Cost of Production/ No. of Units produced)		
Cost per unit 2018/2019 (Cost of Production/ No. of Units produced)	Cost per unit 2019/2020 (Cost of Production/ No. of Units produced)				
1.3	The number of innovative products/ services launched to the market during 2019/2020:				
1.4	Employee Turnover Ratio 2019/2020: (No. of Employees left during 2019/2020/ Average No. of Employees 2019/2020*100)				
2. Social Indicators					
2.1	Expenditure on CSR (Corporate Social Responsibility) Activities during 2019/2020 (Rs.):				
2.2	Whether comply to the labour laws: Yes/No				
2.3	Number of fatal occupational injuries reported:				
2.4	Number of non - fatal occupational injuries reported:				
2.5	Female share of employment in executive grade and above positions (Lower, Middle and Upper Management):				



2.6	Female share of employment in non - executive grade:				
3.	Environmental Indicators				
3.1	Share of renewable energy usage in the total energy mix:				
3.2	Whether National Green Reporting System (NGRS), GRI standards or any globally acceptable reporting standards are used for sustainability reporting: Yes/No If Yes, please mention the standard used.				
3.3	Recycled Materials used in production as a percentage of total raw material consumption:				
3.4	Income generated from retailing recycled waste products:				
3.5	What are the implemented Environment Management Systems (EMS) (Formal or informal)?				
3.6	Water use efficiency:				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Water use Efficiency Ratio 2018/2019 (Annual Turnover/ Volume of Water)</th> <th style="width: 50%;">Water use Efficiency Ratio 2019/2020 (Annual Turnover/ Volume of Water)</th> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Water use Efficiency Ratio 2018/2019 (Annual Turnover/ Volume of Water)	Water use Efficiency Ratio 2019/2020 (Annual Turnover/ Volume of Water)		
Water use Efficiency Ratio 2018/2019 (Annual Turnover/ Volume of Water)	Water use Efficiency Ratio 2019/2020 (Annual Turnover/ Volume of Water)				
3.7	Initiatives taken to offset or minimize carbon footprint (CO ₂ Emission):				
3.8	Other Sustainable Initiatives carried out by the company during the PEA year:				

PART 13 – INNOVATIONS (APRIL 2019 TO MARCH 2020)

1	Innovative Product/Service Description:
1.1	Product/Service Innovation Details (Clearly state whether it is a new product or an improvement for an existing product/service):
1.2	Tick [X] on the degree of novelty of the product; The product/service is. <input type="checkbox"/> new to you <input type="checkbox"/> new to the country <input type="checkbox"/> new to the region <input type="checkbox"/> new to the world
1.3	Describe the superior feature/s of the product/service compared to what is already in the export market:
2	Research & Development Effort for the product/service:
2.1	Explain your research partnership/s if any (Collaborative, Joint or Commissioned research with universities, research institutes or any other party)

2.2	Is the technology or a part of the technology used in this product/service, transferred form a third party (Technology transfer & License in): Yes /No If yes, please state the technology transfer details.
2.3	Has any recognition received for related R & D with regard to the export product (Awards/ appreciations, etc.)?
2.4	Has any R&D effort taken to make the product eco-friendly?
2.5	Have any high-end technologies used to develop this product/service? If yes, please specify.
2.6	Any other relevant Information
3	Intellectual Property Rights (IPR):
3.1	Is the product protected by any IPR? Yes/No
3.2	If Yes, state the IPR details (include local/PCT/ External country application (E.g. USPTO) details) 3.2.1. Patent (Granted or Applied) 3.2.2. Industrial design (Granted or Applied) 3.2.3. Trademarks (Granted or Applied) 3.2.4. Any Other IPR
4	Product Market & Business Development Details:
4.1	Purpose of development of the new product (please attach market research details if any):
4.2	Impact to Social & environmental sustainability:
4.3	Product/service certificates and accreditation Details:
4.4	Product Export Details: 4.4.1. H.S. Code: 4.4.2. Countries Exported:
4.5	Export turnover for the product/service (2019/2020):
4.6	Strategic business plan including upcoming orders (for next 3 years):
4.7	Any other relevant Information



PART 14 – CONTRIBUTION TO THE GLOBAL VALUE CHAIN
 The information provided by you in Part 16 will be considered to select the winner of “Exporter to the Global Value Chain” Overall Award.

14.1. Please provide following details on parts & components/ accessories manufacture other than for final consumption by your company.

HS Code	Name of the part & component/ accessory	Overseas Company/ Brand which uses the part & component/ accessory	Export Value (FOB) (USD Thousands)	
			April 2018 – March 2019	April 2019 – March 2020
Total				

Please use a separate sheet if more than 3 products

14.2. No. of years supplying to the Global Value Chain?

14.3. Briefly explain the level of complexity of the product supplied to the Global Value Chain.

PART 15 - PRODUCT/SERVICE DETAILS FOR SECTORAL AWARDS

Product /Service Sector:

Please refer the **Annex 02** for the Product/Service Sector list.

Please make separate Application Form for each Product/Service Sector and submit duly filled form given in Annex 04 in connection with service exports.

PART 16 - EXPORT PERFORMANCE IN RESPECT OF THE PRODUCT/SERVICE SECTOR STATED UNDER SECTION 15

HS Code of the Product (H.S. 4 Level)	Name of the Product with Value of US\$ 100,000 or More	Export Value (FOB) (USD Thousands)		
		April 2017 – March 2018	April 2018 – March 2019	April 2019 – March 2020
Total				

Please use a separate sheet if more than 3 products



EXPORT OF NEW PRODUCTS

Please provide the below details of the new products exported during the PEA year

HS Code of the Product (H.S. 4 Level)	Name of the Product with Value of US\$ 100,000 or More	Export Value (FOB) (USD Thousands) April 2019 – March 2020
Total		

Please use a separate sheet if more than 3 new products

PART 17 – ORGANIC AGRICULTURE SECTOR

The information provided by you in Part 17 will be considered to select the winner of “Best Exporter - Organic Agriculture” Sectoral Award

17.1. What are the agricultural products produced organically?

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17.2. The value of the export revenue from the Organic agriculture products.

Export Value (FOB) (In USD Thousands)		
April 2017-March 2018	April 2018-March 2019	April 2019-March 2020

17.3. Please provide following details on Organic Certificates obtained by your company.

Name of the Organic Certification	Certified Institute	Scope of Certificate

Please attach copies of documentary evidence for the certificates and use a separate sheet if produce or manufacture more than 3 products organically



PART 18 - APPLICANT'S DECLARATION

I / We do hereby declare and affirm that all statements, data and figures submitted by us on this information form are true and correct and that we have not been found guilty of any violation of exchange control laws, customs laws, or import/export control laws/regulations or circumventing regulations pertaining to EDB assistance schemes or any other fraudulent activity and have paid all relevant government taxes, duties, levies, EPF/ETF and such other statutory payments due for the period under reference.

I / We hereby agree that the decision of the selection committee relating to the grant of Presidential Export Awards is final.

Signature of Applicant

Company Seal/Stamp

Name and Designation of Signatory

Date

PART 19 - COMPANY AUDITOR'S VALIDATION

We hereby report that all information furnished (**from sections 03 to 17**) herein in respect of ----- (Name of enterprise) is true and correct to the best of our knowledge and believe as per the records maintained and made available for our scrutiny.

Name of Auditor : _____

Address : _____

Registration No. : _____

Telephone : _____

Signature & Rubber Stamp

Date

Annex 01 – Awards for Individual Export Companies

List of Overall Awards (12 Awards)

1. Exporter of the Year
2. Globally Outreached Sri Lankan Brand of the Year
3. Market Diversified Exporter of the year
4. Best Exporter in Product Diversification
5. Best Value-added Exporter of the Year
6. Contributor to Sustainable Development in Exports
7. Innovative Export Product of the year
8. Contributor from the Regions to the Export Supply Chain
9. Best Performing Exporter in Emerging Markets
10. Exporter to the Global Value Chain
11. Woman Exporter of the Year
12. Emerging Exporter of the year

List of Products/ Services Sectors

“Best Exporter” awards (53) are considered for each product/services sectors stated in Annex 02.

Annex 02 – Product/Service Sectors

<u>Industrial Products (28 No's):-</u>	<u>Agricultural & Fisheries Products (17 No's)</u>
<ol style="list-style-type: none"> 1. Apparel – Large - Medium - Small 2. Hosiery 3. Knitted Fabric 4. Woven Fabric 5. Yarn 6. Dry Rubber Products 7. Latex Rubber Products 8. Ship Building 9. Boat & Pleasure Craft Building 10. Gems 11. Diamond 12. Jewellery 13. Ceramics & Porcelain Based Products 14. Glass Based Products 15. Plastic Products 16. Light Engineering Products 17. Leather Products 18. Furniture & Wooden Products 19. Chemical & Paint Products 20. Handloom, Toys, Crafts & Lifestyle Products 21. Footwear 22. Automobile Components 23. Value Added Minerals 24. Electronics & Electrical Products 25. Printing & Stationery 26. Packaging 	<ol style="list-style-type: none"> 1. Tea - Large - SME 2. Processed Food 3. Beverages 4. Organic Agriculture Products 5. Fresh Fruits, Nuts & Vegetables 6. Processed Fruits, Nuts & Vegetables 7. Floriculture 8. Coconut kernel products 9. Coconut Shell products 10. Coconut substrate products 11. Coconut Fiber based products 12. Seafood 13. Aquaculture Products 14. Ornamental fish 15. Spices & Concentrates 16. Herbal & Ayurveda <p style="text-align: center;">Export Services (8 No's)</p> <ol style="list-style-type: none"> 1. ICT 2. BPM/KPM 3. Logistic Services 4. Hub Operations 5. Entrepot Trade 6. Marine & Offshore Engineering Services 7. Wellness Services 8. Construction Services

Annex 03 – Emerging Markets

<ul style="list-style-type: none"> • Brazil • Russia • India • China • Indonesia 	<ul style="list-style-type: none"> • Malaysia • Philippine • Singapore • Thailand • Saudi Arabia 	<ul style="list-style-type: none"> • Nigeria • South Africa • Mexico
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Annex 04

Chairman
Panel of Judges
Presidential Export Awards 2019/2020

Bankers Certification for Export Services

We certify that we have received remittances in respect of exports given in the schedule below effected by
(Name of Enterprise) and negotiated by us.

We certify that these remittances are for the export effected during the period from April 2019 to March 2020.

Description of Services	Export Value (FOB)					
	April 2017 to March 2018		April 2018 to March 2019		April 2019 to March 2020	
	USD	LKR	USD	LKR	USD	LKR

.....
Signature of the Officer of the Bank

.....
Name of Bank

.....
Name of the Officer

.....
Seal

.....
Designation of the Officer

.....
Date