**CHECK LIST FOR THE APPLICATION FORM FOR INDIVIDUAL COMPANIES – 2020/2021**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Check List | Yes | No |
| 1 | Duly completed Application for Individual Companies 2020/2021 |  |  |
| 2 | Copy of Business Registration |  |  |
| 3 | Audited Accounts for the financial year ending 31st March 2021 |  |  |
|  | If (3) is not available   1. Draft Management Accounts certified by the management for the financial year ending 31st March 2021 |  |  |
| 4 | Copy of the Form C1 in respect of month of December 2020 issued by the EPF/ETF |  |  |
| 5 | Confirmation from Bank/s receipt of export proceeds for the financial year ending 31st March 2021 for Export Services Companies |  |  |
| 6 | Signature of the Applicant (Chairman/ CEO /Partner or Proprietor) |  |  |
| 7 | Validation of information by the Company Auditors with their rubber stamp. |  |  |
| 8 | Copy/ies of the: - a) Brand Registration  b) Quality/ Management Certificates |  |  |
| 9 | **If applying for “Contributor to Sustainable Development in Exports” Award,**   1. Evidence for CSR Activities |  |  |
| 10 | **If applying for the “Innovative Export Product of the year” Award,**   1. Copies of IPR Certificates 2. Strategic Business Plan for next 3 years |  |  |
| 11 | **If applying for the “Organic Agriculture Products” Award,**   1. Copies of Organic Certificates |  |  |
| Please submit the duly completed check list together with the application. | | | |

*Closing Date: 30th June 2021*

APPLICATION FORM FOR INDIVIDUAL COMPANIES

PRESIDENTIAL AWARDS

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | | | | | | | |

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| **PART 2 – CONTACT PERSON FOR FURTHER INFORMATION ON THIS APPLICATION** | | | | |
| Name of Contact Person (Mr./Ms.) |  | | | |
| Designation |  | | | |
| Contact Details | Telephone: |  | Mobile: |  |
| Fax: |  | Email: |  |

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| --- |
| **PART 3 - BUSINESS INFORMATION** |
| Business Registration No:  **(Please attach a copy of Business Registration/Certificate of Incorporation)** |
| Ownership as at 31.03.2021 **(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 31st December 2020  **(Please** **attach a copy of the Form C1 in respect of month of December 2020 issued by the EPF/ETF**) | Permanent | Contract Basis | Casual |
|  |  |  |
| Number of new employees recruited during 2020/2021 |  |  |  |

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| --- | --- |
| **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 2018-March 2019** | **April 2019-March 2020** | **April 2020-March 2021** |
|  |  |  |

|  |  |
| --- | --- |
| **PART 7 – NET FOREIGN EXCHANGE EARNINGS** | |
|  | **April 2020-March 2021**  **(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)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 8 – VALUE ADDITION** | | | | |
|  | **April 2019 -March 2020**  **(USD Thousands)** | | **April 2020 -March 2021**  **(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 (if Any)** | | | | |

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| **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 2019-March 2020** | | **April 2020-March 2021** |
| 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 2019-March 2020** | | **April 2020-March 2021** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Please use a separate sheet if more than 03 Markets with value of US$ 100,000 or more** | | | | |
| **No.** | **New Export Markets entered during 2020/2021** | | **Export Value (FOB)**  **(USD Thousands)** | |
| **April 2020-March 2021** | |
| 01 |  | |  | |
| 02 |  | |  | |
| 03 |  | |  | |
| **Total** | | |  | |
| **Please use a separate sheet if more than 03 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 2019-March 2020** | **April 2020-March 2021** |  |
| 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 Lanka0** | | | | |  |

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| --- |
|  |
| **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** |

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| **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 2020/2021 (Rs.) : |
| 1.2 | The company productivity:   |  |  | | --- | --- | | **Cost per unit 2019/2020**  **(Cost of Production/ No. of Units produced)** | **Cost per unit 2020/2021**  **(Cost of Production/ No. of Units produced)** | |  |  | |
| 1.3 | The number of innovative products/ services launched to the market during 2020/2021: |
| 1.4 | Employee Turnover Ratio 2020/2021:  (No of Employees left during 2020/2021/ Average No. of Employees 2020/2021\*100) |
| **2.** | **Social Indicators** |
| 2.1 | Expenditure on CSR (Corporate Social Responsibility) Activities during 2020/2021 (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:   |  |  | | --- | --- | | **Water use Efficiency Ratio 2019/2020**  **(Annual Turnover/ Volume of Water)** | **Water use Efficiency Ratio 2020/2021**  **(Annual Turnover/ Volume of Water)** | |  |  | |
| 3.7 | Initiatives taken to offset or minimize carbon footprint (CO2 Emission): |
| 3.8 | Other Sustainable Initiatives carried out by the company during the PEA year: |
|  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **PART 13 – INNOVATIONS (APRIL 2020 TO MARCH 2021)** | | | **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.  new to you  new to the country  new to the region  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)   * + 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 (2020/2021): | | 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 2019 – March 2020** | **April 2020 – March 2021** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **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 2018 – March 2019** | **April 2019 – March 2020** | **April 2020 – March 2021** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Total** | |  |  |  | | **Please use a separate sheet if more than 3 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 2020 – March 2021** | | | |  |  |  | | | |  |  |  | | | |  |  |  | | | | **Total** | |  | | | | **Please use a separate sheet if more than 3 products** | | | | | | 16.2. Briefly explain the extraordinary efforts taken by the company during the COVID - 19 pandemic  to sustain the business | | | | |  |  | | --- | | 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?  **……………………………………………………………………………………………………………**  **……………………………………………………………………………………………………………**  17.2. The value of the export revenue from the Organic agriculture products.   |  |  |  | | --- | --- | --- | | **Export Value (FOB)**  **(In USD Thousands)** | | | | **April 2018-March 2019** | **April 2019-March 2020** | **April 2020-March 2021** | |  |  |  |   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.   |  |  | | --- | --- | | **Industrial Products (28 No’s):-**   1. Apparel – Large   - Medium  - Small   1. Hosiery 2. Knitted Fabric 3. Woven Fabric 4. Yarn 5. Dry Rubber Products 6. Latex Rubber Products 7. Ship Building 8. Boat & Pleasure Craft Building 9. Gems 10. Diamond 11. Jewellery 12. Ceramics & Porcelain Based Products 13. Glass Based Products 14. Plastic Products 15. Light Engineering Products 16. Leather Products 17. Furniture & Wooden Products 18. Chemical & Paint Products 19. Handloom, Toys, Crafts & Lifestyle Products 20. Footwear 21. Automobile Components 22. Value Added Minerals 23. Electronics & Electrical Products 24. Printing & Stationery 25. Packaging | **Agricultural & Fisheries Products (17 No’s)**   1. Tea - Large   - SME   1. Processed Food 2. Beverages 3. Organic Agriculture Products 4. Fresh Fruits, Nuts & Vegetables 5. Processed Fruits, Nuts & Vegetables 6. Floriculture 7. Coconut kernel products 8. Coconut Shell products 9. Coconut substrate products 10. Coconut Fiber based products 11. Seafood 12. Aquaculture Products 13. Ornamental fish 14. Spices & Concentrates 15. Herbal & Ayurveda   **Export Services (8 No’s)**   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 02 – Product/Service Sectors** |

**Annex 03 – Emerging Markets**

|  |  |  |
| --- | --- | --- |
| * Brazil | * Malaysia | * Nigeria |
| * Russia | * Philippine | * South Africa |
| * India | * Singapore | * Mexico |
| * China | * Thailand |  |
| * Indonesia | * Saudi Arabia |  |

**Annex 04**

Chairman

Panel of Judges

Presidential Export Awards 2020/2021

**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 2020 to March 2021.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of Services** | **Export Value (FOB)** | | | | | |
|  | **April 2018 to March 2019** | | **April 2019 to March 2020** | | **April 2020 to March 2021** | |
|  | **USD** | **LKR** | **USD** | **LKR** | **USD** | **LKR** |
|  |  |  |  |  |  |  |
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**Signature of the Officer of the Bank Name of Bank**

……………………………………………….. ……………………………………………

**Name of the Officer Seal**

………………………………………………. ………………………………………….

**Designation of the Officer Date**