



CHECK LIST FOR THE EDB SPECIAL AWARD APPLICATION FORM 2019/20

No	Check List	Yes	No
1	Duly completed Application for EDB Special Award 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		
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/ Standards Certificates		
Please submit the duly completed check list together with the application.			

**APPLICATION FORM FOR COMPANIES UNDER “NEW EXPORTERS DEVELOPMENT PROGRAMME” FOR EDB SPECIAL AWARD****Office use only**

Ref. No		Date of Receipt	
Product Sector			

PART 1 - GENERAL INFORMATION

Name of the Applicant Company			
Address			
Telephone Nos.		Fax :	
E-mail Address			
Website			
Year of Establishment			
Year of Commencement of Exports			
Legal Status	Proprietorship		Partnership
	LLC		PLC
EDB Reg. No (if any)			
Reg. No. - “New Exporters Development Programme”			
Name of the Chairman/ CEO/ MD (Mr./Ms.)			
Address			
Telephone Nos.	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

Type of Business (Please tick the relevant cage)
 Manufacturer Agent Other (Please Specify)
 Manufacturer/Exporter Trader

Export Product/ Service

Please submit duly filled form given in Annex 1 in connection with service exports.

Available Quality/ Standards Certifications in national level and international level.

(Please attach documentary Evidence)

PART 4 - EMPLOYEE INFORMATION

Number of Employees As at 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

Details of subcontract opportunities provided by the applicant company

Subcontracting function/ part	Subcontract Company	Subcontract Value in 2019/2020 (Rs.)	No of employees in the Subcontract Company

Please use a separate sheet if more than 03 Subcontract opportunities provided



PART 5 - EXPORT MARKETS

No	Product	Export Markets
01		
02		
03		

Please use a separate sheet if more than 03 Markets

PART 6 – PRODUCT DEVELOPMENT

6.1. Name of the Trade Marks/ Patents registered during the year.

6.2. Product Development carried out during the year

Improvement of flavors/ features to the product. Please Explain.....

Improvement in packaging. Please Explain.....

Improvement in product quality. Please Explain.....

Improvement in product design. Please Explain.....

Improvement in production process/ technology. Please Explain.....

Other Improvement. Please Explain.....

Please **attach documentary evidence** if available. Use a separate sheet to explain the Product Development if the provided space is not enough.

PART 7 – OVERALL EXPORT PERFORMANCE

HS Code of the Product	Name of the Product	Export Value (FOB) (USD Thousands)	
		April 2018 – March 2019	April 2019 – March 2020
Total			

Please use a separate sheet if more than 3 products



PART 8 – VALUE ADDITION				
	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 (if Any)				



PART 9 - 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 EDB Special Award is final.

Signature of Applicant

Company Seal/Stamp

Name and Designation of Signatory

Date

PART 10 - COMPANY AUDITOR'S VALIDATION

We hereby certify that all information furnished (**from sections 03 to 08**) 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



Chairman
Panel of Judges
EDB Special Awards 2019/20 under New Exporters Development Programme

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 2018 to March 2019		April 2019 to March 2020	
	USD	LKR	USD	LKR

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

.....
Name of Bank

.....
Name of the Officer

.....
Seal

.....
Designation of the Officer

.....
Date