



**CHECK LIST FOR THE EDB SPECIAL AWARD APPLICATION FORM 2020/21**

No	Check List	Yes	No
1	Duly completed Application for EDB Special Award 2020/2021		
2	Copy of Business Registration		
3	Audited Accounts for the financial year ending 31 <sup>st</sup> March 2021		
	If (3) is not available Draft Management Accounts certified by the management for the financial year ending 31 <sup>st</sup> March 2021		
4	Copy of the Form C1 in respect of month of December 2020 issued by the EPF/ETF		
6	Confirmation from Bank/s receipt of export proceeds for the financial year ending 31 <sup>st</sup> March 2021 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.			

Closing Date: 30<sup>th</sup> June 2020**APPLICATION FORM FOR COMPANIES UNDER “NEW EXPORTERS DEVELOPMENT PROGRAMME” FOR EDB SPECIAL AWARD****Office use only**

<b>Ref. No</b>		<b>Date of Receipt</b>	
<b>Product Sector</b>			

**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”			
<b>Name of the Chairman/ CEO/ MD (Mr./Ms.)</b>			
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:



<b>PART 3 - BUSINESS INFORMATION</b>	
Business Registration No : <b>(Please attach a copy of Business Registration/Certificate of Incorporation)</b>	
Ownership as at 31.03.2021 (State Percentage of Equity):	<input type="text"/> <input type="text"/> <div style="display: flex; justify-content: space-around;"> <span>Local</span> <span>Foreign</span> </div>
Type of Business (Please tick the relevant cage)	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Agent <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Manufacturer/Exporter <input type="checkbox"/> Trader	
Export Product/ Service .....	
<b>Please submit duly filled form given in Annex 1 in connection with service exports.</b>	
Available Quality/ Standards Certifications in national level and international level.	
(Please attach documentary Evidence)	

<b>PART 4 - EMPLOYEE INFORMATION</b>			
Number of Employees As at 31 <sup>st</sup> December 2020 <b>(Please attach a copy of the Form C1 in respect of month of December 2020 issued by the EPF/ETF)</b>	<b>Permanent</b>	<b>Contract Basis</b>	<b>Casual</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Details of subcontract opportunities provided by the applicant company			
<b>Subcontracting function/ part</b>	<b>Subcontract Company</b>	<b>Subcontract Value in 2020/2021 (Rs.)</b>	<b>No of employees in the Subcontract Company</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Please use a separate sheet if more than 03 Subcontract opportunities provided</b>			



**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.

6.3. Briefly explain sustainable initiatives taken by the company during the PEA year



**PART 7 – OVERALL EXPORT PERFORMANCE**

HS Code of the Product	Name of the Product	Export Value (FOB) (USD Thousands)	
		April 2019 – March 2020	April 2020 – March 2021
<b>Total</b>			

Please use a separate sheet if more than 3 products

**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)				
<b>Deductions</b>				
Gain on disposal of Fixed Assets (G)				
Finance Income (H)				
<b>Total Value Addition [B+C+D+E+F - (G+H)]</b>				
<b>Value Addition as a Percentage of Turnover {[B+C+D+E+F - (G+H)]/ A}</b>				
<b>Description of the Value Addition Process (Please use a separate sheet to describe the process)</b>				

**\*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.**

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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 2020/21 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 2020 to March 2021.

Description of Services	Export Value (FOB)			
	April 2019 to March 2020		April 2020 to March 2021	
	USD	LKR	USD	LKR

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

.....  
**Name of Bank**

.....  
**Name of the Officer**

.....  
**Seal**

.....  
**Designation of the Officer**

.....  
**Date**