

# SINGAPORE INDIAN ENTREPRENEUR AWARDS (SIEA) 2018

## Nomination Form

All entries must be submitted by the closing date on 28 January 2018 at 6 pm via email or the online submission portal. Contact details are as follows:

Website: [www.sicci.com](http://www.sicci.com)  
Email: [adminsiea@sicci.com](mailto:adminsiea@sicci.com)  
Telephone: 9839 1141

# 1 GENERAL INFORMATION

## A. Company Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Website: \_\_\_\_\_ Telephone: \_\_\_\_\_

Unique Entity Number (UEN): \_\_\_\_\_ Date of Registration:

(1) Is your company privately-owned and incorporated under Singapore's Companies Act (1994 Revised Edition)? Yes  No

(2) Is your company a subsidiary? (if yes, state parent company) Yes  No

Name: \_\_\_\_\_ Address: \_\_\_\_\_

(3) Is your company listed on any stock exchange? (if yes, please specify) Yes  No

(4) Does your company have any subsidiaries which are listed on any stock exchange? (if yes, please specify) Yes  No

Name: \_\_\_\_\_ Stock Exchange: \_\_\_\_\_

(5) Has your company participated in the SICCI Singapore Indian Entrepreneur Awards previously? Yes  No

## B. Capital Structure

(1) Paid-Up Capital (Participating Company): \$S \_\_\_\_\_

(2) Ultimate Parent Company (if relevant):

Name of Company	Country of Registration	UEN	Business Activity	No. of Staff	% Share
_____	_____	_____	_____	_____	_____

The organizers may request for more detailed information if further clarification is required.

(3) Individual Shareholders: \_\_\_\_\_

Names of ALL main individual shareholders of the company or the ultimate parent company and their nationalities (please attach a separate sheet if the space provided is insufficient):

Name of Shareholder	Nationality"
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Company which the shareholder  
holds shares in

Designation  
in  
Compa  
ny

% Share

\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
\_\_\_\_\_

\*For Singapore Permanent Residents (PR), please identify as PR and state their nationality. For example, PR -Malaysia

# 2 BUSINESS INFORMATION

## A. Main Business Activities (please tick where appropriate)

<input type="checkbox"/> Business Services	<input type="checkbox"/> Information Technology & High Tech.
<input type="checkbox"/> Engineering Services	<input type="checkbox"/> Logistics
<input type="checkbox"/> Hospitality & Travel	<input type="checkbox"/> Wholesale Trade & Commission Trade
<input type="checkbox"/> Real Estate & Construction	<input type="checkbox"/> Retail Trade
<input type="checkbox"/> Distribution	<input type="checkbox"/> Others (please specify): _____
<input type="checkbox"/> Manufacturing (please specify products/lines of businesses) _____	

Please provide a brief description of your company's products/services and the market(s) in which you operate:

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Please note that the above description may be used in event collaterals and features.

## B. Financial Information

Three years of audited financial records as at 30 June 2017 must be submitted. Figures for each year of submission must comprise operations ended within the financial calendar years of 2014 to 2016. The last month of the financial calendar year must fall within the first half of the 2017 calendar year (i.e. no later than 30 June 2017).

Financial Performance Indicators to be assessed include:

- Gross Turnover
- Growth in Profit and Turnover
- Net Tangible Assets
- Debt to Equity Ratio
- Return on Equity Ratio
- Return on Total Fixed Assets Ratio
- Liquidity Indicators (including Operating Cashflow and Quick Ratio)
- Operating Profit Before Tax (OPBT; excluding exceptional or non-recurrent income, extraordinary items and share of profits / losses from all associated companies)

Please note that the above information will be obtained from the audited financial statements submitted. For unlisted parent company nominations, consolidated figures for unlisted subsidiaries must be submitted in accordance with the financial year-end of the parent company. Financial results of the subsidiaries prior to joining the parent company must be excluded from the parent company figures. Financial results of listed subsidiaries and all associates must be excluded. All figures making up the consolidated figures must be audited.

FOR FINANCIAL YEAR-END	FY 2014	FY 2015	FY 2016
Number of Employees			
(A) Singapore Operations	_____	_____	_____
(B) Overseas Operations	_____	_____	_____
Percentage of Gross Turnover from Overseas Operations (if any):	_____		

## C. Detailed Case For Evaluation

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On a separate sheet, make your case as to why you (and your business) should be considered for the SIEA 2018. Your responses should be structured according to the following categories and constituent questions.

There is no specific word limit, but please do not exceed 15,000 words in total. Please note that any responses beyond this specified limit, will not be considered for evaluation.

### (1) Leadership and Entrepreneurial Resilience

- (a) How well can the applicant articulate the vision / mission and define the purpose of the business and the long-term goals and objectives?
- (b) What strategy is in place to achieve company goals and the shared vision?
- (c) How much time does the applicant spend to mentor & develop the Management to take up roles at the next level?
- (d) What is the applicant's leadership style?
- (e) What are the plans for organizational renewal and growth in the next 5 years?
- (f) What are the challenges and adversities faced in the applicant's entrepreneurial journey thus far? Describe in detail. (g) What entrepreneurial skill(s) did the applicant deploy to overcome these challenges? How are these skills relevant in his current position?
- (h) How does the applicant prepare his / her teams for changes, risks and unpredictable events?

### (2) Corporate Social Responsibility

- (a) What environmental protection policies does the company have in place?
- (b) What action(s) has the company taken to "go green"?
- (c) Has the company implemented any programmes / initiatives to engage employees and the Management in community work? How often are such activities organized?
- (d) How much time and funds does the applicant allocate to such programmes?
- (e) Does the company partner with any NGO(s) or undertake any additional projects within the community? List examples.
- (f) What step(s) has the company taken to ensure that all staff comply with ethical practices and behaviour?

### (3) Capacity for Growth

- (a) Please provide detailed organizational and revenue projections over the next 5 years.
- (b) Please rate the current capacity of growth pertaining to your Business on a scale of 1-10, with 1 being the lowest ranking and 10 the highest. Take into account various factors such as manpower, market demand and liquidity.
- (c) Does your Business / Company currently operate in any overseas market(s)? Please elaborate.
- (d) What model(s) of overseas expansion (i.e franchise, joint venture, distributors, etc.) is your Company currently involved in or planning to involve in?
- (e) What is your company's internationalization plan for the next 3 years, and in the longer term (5-10 years)?
- (f) As you grow overseas, how will you manage the operations in Singapore?
- (g) How will you manage your manpower resources when you branch out to overseas markets? Would you hire more employees or retain some of your existing employees?

### (4) Market Presence and Brand Image

- (a) Does the company enjoy a price premium for its brand?
- (b) Please rate the brand image of your Business on a scale of 1-10, with 1 being the lowest ranking and 10 the highest.
- (c) Are there any initiatives in place to increase market presence and enhance brand image?
- (d) Is the company's brand image and presence consistent with Management objectives and business model?
- (e) How well is the brand differentiated against competition to establish a niche in the market?
- (f) What is the market share of the company in its respective markets, in terms of dollar value and percentage?
- (g) What if any, are the processes to effectively manage and resolve negative publicity of the company, feedback and customer complaints in a timely manner?
- (h) Please describe the Company's current brand image in local (and overseas) markets
- (i) Has the Company or Nominee won any awards for contribution to the environment / wider community etc.?

### (5) Financial Performance and Management

- (a) Has the company instituted any product extensions, diversification and globalization plans in the last 3 years?
- (b) Has a company implemented an ERP or performance management system?
- (c) Is there adequate financial support from financial institutions and /or shareholders for refinancing and other liquidity requirements?
- (d) What are the cash flow projections for the Business, for the next 3 years?
- (e) What are the existing debt obligations (principal and interest) and the adequacy of cash flow to meet these obligations?
- (f) Did the organization provide all of the required budgets with sufficient details to allow for a thorough evaluation?

(6) Driving Performance and Employee Empowerment

- (a) How independent are the employees in general, in the absence of their supervisor(s) and the Management Team?
- (b) To what extent does the applicant trust and empower managers to make and execute day-to-day decisions?
- (c) What are the HR policies for talent attraction and retention?
- (d) What systems are in place for talent development and training? What programs are in place for team building & team effectiveness?
- (e) What performance metrics, if any, are there in place to measure, monitor and evaluate employees' performance?
- (f) Please describe the performance appraisal process that is in place currently? (i.e. Frequency of performance evaluations, stakeholder(s) involved, etc.)
- (g) What are the measures taken by the applicant to measure, monitor and improve productivity among employees?
- (h) How does the applicant go beyond his line of duty to empower individual employees to perform their best?

(7) Innovation and Technology as Enablers

- (a) What processes and systems have the applicant introduced to increase efficiency and productivity?
- (b) How much does the applicant invest on R&D to develop unique and differentiated products, services and processes?
- (c) How does the applicant ensure a knowledge culture and info sharing?
- (d) What reward systems and platforms does the applicant have in place to promote and nurture creativity among staff?
- (e) Does the company have any trademarks and patents registered at present?
- (f) What is the current level of innovation and how has that helped the Company gain a competitive advantage over its competitors? Factors to consider include:
  - i. Ability to use customer, market, product, and other data/ information to identify opportunities for innovation
  - ii. Outcomes of Innovation (e.g. Patents, technical know-how, products, concepts and innovation relevant to the business model and additional revenue/ profits or reduction in costs arising from efforts to innovate)
  - iii. R&D and other business initiatives to continuously support new products, concepts and / or processes

(8) Management Ideals and Governance

- (a) How independent is the Management Team in the absence of the applicant?
- (b) What are the succession planning processes, if any?
- (c) How strong are the group performances, teamwork and communications at all levels of management and employees to achieve their shared vision?
- (d) What is the allocation of roles, responsibilities and accountabilities at various levels of the organization?
- (e) What is the formal and informal communication structure?
- (f) Are there any succession and/or contingency plans in place at present? Please provide concrete examples.
- (g) What are the initiatives in place to promote and foster legal ethical behavior in the company? (e.g. whistle blowing)
- (h) What are the control and feedback systems available to ensure continuous change(s) to overcome challenges?
- (i) Does the company have any SOP or ISO accreditation in place for scalability?

(9) Product / Service and Business Model

- (a) How viable and sustainable is the business model, in terms of the following:
  - i. Flexibility and adaptability of the business model to changes in the environment, tastes perceptions and customer demands?
  - ii. Future plans to expand, improve and adapt the current business model
  - iii. Forecasts, budgets, marketing surveys that support the business model
- (b) How strong is the unique selling proposition and value proposition of the product or service offered?

(10) Risk Management

- (a) Are there any overall control and risk assurance programs/ activities in place? What are they, if any?
- (b) What is the process of identification and assessment, as well as mitigation of the following key business risks:
  - Operational
  - Fraud
  - Business continuity
  - Supply chain and
  - Credit risks
- (c) List all current and past litigation against the company and / or the Company's directors/ shareholders within the last five years.

# 3 ATTACHMENTS

Please indicate all attachments submitted.

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- (A) Nomination form
- (B) Audited financial statements for FY2014, 2015 and 2016
- (C) Group Organizational Chart (if applicable)
- (D) Company logo (in JPG or PNG format)
- (E) Professional Picture of the Nominee (in JPG or PNG format)
- (F) A detailed write-up that covers all aspects of Nominee's business and leadership persona (as reflected in SECTION TWO, Sub-Section C)
- (G) Detailed individual shareholders' information (i.e. ACRA Biz File) of the Company and its ultimate parent company (if applicable)

Note: D and E may be used in marketing and event collaterals, if deemed necessary.

# 4 DECLARATION

To be completed only by the Chief Executive Officer / Managing Director / Financial Controller or equivalent

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I have read and agreed to abide by the Rules and Regulations as follows:

- (1) By submitting a nomination for the SIEA this year, I hereby warrant that I have full ownership rights over, or possess a validly granted licence or right to, or have obtained the required consent from the owner(s) to submit the required information and material to the organizers in connection with my participation in the SIEA nominations. I hereby permit and authorize the organizers to use all submitted information, data and materials for purposes including but not limited to, marketing and events collaterals relating to the Awards, and research and analyses purposes which might involve third-party researchers and the publication of a report by third parties. I hereby agree to undertake to indemnify and hold the organizers harmless against any claims, proceedings, damages, losses and costs (including legal fees on an indemnity basis) that may arise in connection with the breach of the above warranties or in the event the above representations and authorization are untrue or invalid.
- (2) Submission cannot be withdrawn without the prior approval and decision of the organizers.
- (3) The judges' decision on all aspects of this award, including ranking, evaluation and the publication of the list, will be final. Those not listed will be assured anonymity.

I declare that the facts stated in this nomination together with the accompanying information are true and correct and have satisfied the eligibility criteria.

Chief Executive Officer or Equivalent

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Signature & Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

Chief Financial Officer or Equivalent

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Main Contact Person for verification purposes: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Person for verification purposes: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

I agree:

- that all figures provided in this nomination form, except for the Operating Profit and specific other financial data, may be published and used for research purposes;
- to provide relevant company information should the organizers need to verify the data provided in the nomination form (upon request);
- To provide the company's projected financial figures for FY 2018 (upon request);
- to notify the organizers in the event of any changes to my company's eligibility for the Awards;
- to provide details of any litigation cases against the Company and/ or the Company's directors / shareholders in the run-up to the publication of the 2018 SIEA List;
- to abide by the publicity schedules and guidelines stipulated by the organizers and SICCI, in the run-up to and after the publication of the 2018 SIEA List;
- to provide relevant information about my Company for purposes of inclusion in SIEA-related collaterals (e.g. books, write-ups, media coverage);
- to abide by the rules / standards regarding the usage of the SIEA 2018 Logo;
- to abide by the decisions of the judges; and
- that an award may be revoked by the organizers in the event that any of the above conditions are breached.