



Celebrating Singapore's  
Enterprising Spirit 2016

## Nomination Form

All entries must be submitted by the closing date on 30 June 2016, at 5pm, via the online submission portal on the Enterprise 50 website.

Website : [www.enterprise50.org](http://www.enterprise50.org)  
Email : [enterprise50@kpmg.com.sg](mailto:enterprise50@kpmg.com.sg)  
Hotline : 6507 1555

- All responses must be completed. Please denote "N.A." where necessary, if not relevant.
- Please include attachments if the space provided is insufficient.

### SECTION ONE: GENERAL INFORMATION

#### A. Company Information

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

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

Website: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**(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  
(proceed to Question 4)

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

**(3) Is your parent 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, state subsidiaries:  Yes  No

Name: \_\_\_\_\_ Stock exchange: \_\_\_\_\_

**(5) Has your company participated in the Enterprise 50 Awards previously?**  Yes  No

#### B. Capital Structure

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

**(2) Ultimate Parent Company (if relevant):**

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

The organisers 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*	Company which the shareholder holds shares in	Designation in Company	% Share

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

# SECTION TWO: BUSINESS INFORMATION

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

<input type="checkbox"/> <b>Business Services</b>	<input type="checkbox"/> <b>Information Technology / High Tech</b>
<input type="checkbox"/> <b>Engineering Services</b>	<input type="checkbox"/> <b>Logistics</b>
<input type="checkbox"/> <b>Hospitality / Travel</b>	<input type="checkbox"/> <b>Wholesale trade and commission trade</b>
<input type="checkbox"/> <b>Real Estate / Construction</b>	<input type="checkbox"/> <b>Retail trade</b>
<input type="checkbox"/> <b>Distribution</b>	<input type="checkbox"/> <b>Others</b> (please specify): _____
<input type="checkbox"/> <b>Manufacturing</b> (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 marketing and event collaterals, if necessary.

## B. Franchise Information (If applicable)

(1) If you are a franchise operation, please state your franchises: \_\_\_\_\_

(2) Does your franchise operation contribute more than 50 percent to your company's gross turnover for each of the preceding three years from 2013 to 2015?

Yes  No

## C. Financial Information

Three years of audited financial records as at 31 December 2015 must be submitted. Figures for each year of submission must comprise operations ended within the calendar years of 2013 to 2015. The last month of the financial year must fall within the 2015 calendar year (i.e. no later than 31 December 2015).

Performance indicators assessed include:

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

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 2013	FY 2014	FY 2015
<b>Number of Employees<sup>1</sup></b>			
(A) Singapore Operations	_____	_____	_____
(B) Overseas Operations	_____ (S) <sup>3</sup>	_____ (NS) <sup>4</sup>	_____ (S) <sup>3</sup> (NS) <sup>4</sup>
<b>Percentage of Gross Turnover from Overseas Operations<sup>2</sup></b>			

### Definition

<sup>1</sup> Number of Employees 

- Total number of employees in the company as at financial year-end
- For parent company applications, the number of employees is the total from both parent and subsidiaries

<sup>2</sup> Percentage of Gross Turnover from Overseas Operations 

- Gross turnover from overseas operations need not be derived from offices physically located overseas, and can include export functions from Singapore

<sup>3</sup> 'S' refers to Singaporean

<sup>4</sup> 'NS' refers to Non-Singaporean

## **D. Management and Marketing Strategies**

**On a separate sheet, provide us with a business case listing reasons why your company should be considered for the Enterprise 50 Awards. Your reply should be structured according to the following headings. The word limit provided for each heading serves as a guideline for the amount of content under each heading. We encourage participants not to exceed the word limit as indicated below.**

### **(1) Business Model, Productivity and Innovation (2000 words)**

- 1.1 Viability and sustainability of the business model which includes:
  - Flexibility and adaptability of the business model to changes in the environment, tastes, perceptions and customers' demands
  - Future plans to expand, improve and adapt the current business model
  - Forecasts, budgets, marketing surveys that support the business model
- 1.2 Measures taken to measure, monitor and improve productivity
- 1.3 Level of innovation and how that has helped the company gain a competitive advantage over its competitors. Factors to consider include:
  - Ability to use customer, market, product and other data / information to identify opportunities for innovation
  - Results from innovation or business concepts (e.g. Patents, know-how, products, concepts and innovation relevant to the business model and additional revenue / profits or reduction in costs arising from the innovative efforts)
  - Research and Development (R&D) activities and other business initiatives to continuously support new products, concepts or processes

### **(2) Overseas opportunities (1500 words)**

- 2.1 At which stage did your company decide to explore overseas opportunities and what motivated your decision to go overseas?
- 2.2 What model(s) of overseas expansion (i.e franchise, joint venture, distributors, etc.) and the list of countries that your company is currently involved in?
- 2.3 How did the overseas expansion impact your company's performance and do you foresee your overseas revenue overtaking local revenue in the next 3 years?
- 2.4 What's your company's internationalisation plan for the next 3 years and long term?
- 2.5 Due to your overseas expansion, how many Singaporeans do you expect to hire in Singapore and overseas over the next 3 years?
- 2.6 As you grow overseas, what are your plans for your operations in Singapore?
- 2.7 What are the current capabilities you have in place that aided your internationalisation plans and what areas of capabilities that you foresee your company requires to achieve your internationalisation plans?
- 2.8 How do you manage your manpower resources when branching out to overseas market? Did you hire more employees or retrain some of your existing employees?

### **(3) Management Ideals and Governance (1500 words)**

- 3.1 The management's vision and mission statements, and how they are linked to the strategic objectives
- 3.2 Efforts to communicate vision, mission and strategic objectives to staff and stakeholders
- 3.3 Initiatives and processes to achieve and sustain management's objectives
- 3.4 Establishment of clear Key Performance Indicators (KPIs), and formalisation of rewards and remuneration system taking into account management's vision, mission and strategic objectives
- 3.5 Governance practices, transparency, key work processes and internal controls in the company (such as regular internal control review, and existence of policies and procedures documents, including delegation of authority)
- 3.6 Initiatives to retain core management team
- 3.7 Evidence of succession and contingency planning
- 3.8 Initiatives designed to promote and foster legal and ethical behaviour in the company, including establishment of a formalised whistle blowing process and code of ethics.

### **(4) Knowledge Initiatives (300 words)**

- 4.1 Training programmes to equip staff with suitable skills
- 4.2 Initiatives to encourage knowledge development, sharing and retention among staff and external business partners
- 4.3 Grants claimed from Government or statutory boards for training or productivity programmes, if relevant

**(5) Market Branding and Presence (500 words)**

- 5.1 Company's market share in terms of dollar value and percentage
- 5.2 Company's branding and image in the local and overseas markets
- 5.3 Consistency of company's branding and presence with management objectives and business model
- 5.4 Initiatives to increase market presence and branding
- 5.5 Processes to effectively manage and resolve negative publicity of the company, feedback and customer complaints in a timely manner

**(6) Liquidity Management (300 words)**

- 6.1 Monitoring for adherence to covenants relating to banking facilities
- 6.2 Amount of existing debt obligations (principal and interest) and the adequacy of cashflow to meet these obligations
- 6.3 Adequacy of financial support from financial institutions and / or shareholders for refinancing and other liquidity requirements
- 6.4 Cashflow projections for the next three years
- 6.5 Policy for cash management and management of foreign exchange exposure

**(7) Risk Management (500 words)**

- 7.1 Overall control and risk assurance programme/activities
- 7.2 Process of identification and assessment of the following key business risks and the controls and measures implemented to address these risks:
  - operational
  - fraud
  - business continuity
  - supply chain and
  - credit risks
- 7.3 List the top five customers and top five suppliers of the company and their respective percentages
- 7.4 List all current and past litigation against the company and / or the company's directors / shareholders within the last five years

**(8) Others (250 words)**

- 8.1 Initiatives / activities by the company for contribution to the community / environment / welfare of the staff
- 8.2 Other awards won by the company

## **SECTION THREE: ATTACHMENTS**

**Please indicate all attachments submitted.**

- A.** A business case that includes all management and marketing strategies (as reflected in Section Two, Sub-section D)
- B.** Group organisation chart (if relevant)
- C.** Detailed individual shareholders' information (i.e. biz file) of the company and its ultimate parent company (if relevant)
- D.** Audited financial statements for financial years ended 2013, 2014 and 2015
- E.** Profile picture of CEO or equivalent, in JPEG format
- F.** Company logo, in JPEG format
- G.** Others (if any)

[Note: Points (E) and (F) may be used in marketing and events collaterals, if necessary.]

## SECTION FOUR: DECLARATION

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

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

- 1) By submitting a nomination for the Enterprise 50 Awards 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 requested information and material to the organisers in connection with my participation in the Enterprise 50 Awards nominations. I hereby permit and authorise the organisers 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 and undertake to indemnify and hold the organisers 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 authorisation are untrue or invalid.
- 2) Submission cannot be withdrawn without the prior approval and decision of the organisers.
- 3) The judges' decision on all aspects of this award, including ranking, evaluation and the publication of the list, will be final. There will be anonymity of those not listed.

I declare that the facts stated in this nomination together

with the accompanying information are true and correct and have satisfied the eligibility criteria.

I agree:

- that all figures provided in this nomination form, except for the gross operating profit figures, may be published and used for research purposes;
- to provide relevant company information should the organisers need to verify the data provided in the nomination form (upon request);
- to provide the company's projected financial figures for 2016 (upon request);
- to notify the organisers in the event that my company, parent company or subsidiaries have successfully applied for public listing and expects such a listing on or before 30 June 2016;
- to notify the organisers 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 2016 Enterprise 50 Awards List;
- to abide by the publicity schedules and guidelines stipulated by the organisers in the run-up to and after the publication of the 2016 Enterprise 50 Awards List;
- to provide relevant information about my company for purposes of inclusion in Enterprise 50-related collaterals, e.g. books, write-ups, etc.;
- to abide by the rules / standards regarding the usage of the Enterprise 50 logo;
- to abide by the decisions of the judges; and
- that an award may be revoked by the organisers in the event that any of the above conditions are breached.

#### Chief Executive Officer or Equivalent

(Please be informed that a litigation search will be conducted on this person, if your company is shortlisted.)

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: \_\_\_\_\_

THE ENTERPRISE 50 SECRETARIAT  
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