

Application for

National Agri- Business Awards 2014

Organized By



National Agribusiness Council
C/o. The Ceylon Chamber of Commerce
50, Nawam Mw, Colombo 02, Sri Lanka

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Eligibility

1. Any organization associated with Agribusiness
2. Categories are as per the attached list
3. Should be a legally registered entity in Sri Lanka
4. Size group

Small	Annual Turnover	Rs 5 Million up to Rs.75 Million
Medium	Annual Turnover	Rs. 75 Million up to Rs 300 Million
Large	Annual Turnover	Rs. 300 Million and Over

About the Application Form

The Application form consists of 10 parts and has been designed to assess the companies competitiveness through its focus in identified field and its contribution to the National Effort.

- | | | | |
|-----|------|----------|-------------------------------------|
| 1. | Part | A | Corporate Information |
| 2. | Part | B | Executive Summary/Business Overview |
| 3. | Part | C | Financial Management |
| 4. | Part | D | Human Resource Management |
| 5. | Part | E | Value Added Areas |
| 6. | Part | F | Social and Community Activity |
| 7. | Part | G | Quality Assurance / Sanitation |
| 8. | Part | H | Record Keeping |
| 9. | Part | I | Certification |
| 10. | Part | J | Declaration |

You may use additional paper if required. The completeness of the Application together with any other supporting documents and additional material enhancing its quality will reflect the companies' performance. All enclosed documents will be treated with utmost confidence and material will be destroyed at the completion of the competition.

Answer all questions applicable to the sector

Application Fee

A non refundable assessment fee will be charged from participants on the following basis.

- | | | |
|----|---------------|---------------|
| 1. | Small | Rs. 7,500.00 |
| 2. | Medium | Rs. 12,500.00 |
| 3. | Large | Rs. 20,000.00 |

Applications for each category should be submitted separately and it should reach NAC on or before **4.30 pm of 17th July 2014** in duly sealed envelop with category applied for written on the top left hand corner and could be handed over or sent by registered post along with cheque for the relevant assessment fee (Cheques or Bankers orders to be written payable to "The National Agribusiness Council")

The Chairman Panel of Judges National Agri-Business Awards

The National Agri Business Council
50, Nawam Mw, Colombo 02

Application Category * (Write in the specific area in the relevant box)					
Size / Category	Input Suppliers	Producer	Services	Processors	Marketing
Small					
Medium					
Large					

* Please refer the annexure 01 for the list of categories

Part A: Corporate Information

A 01	Name of Company			
A 02	Name of farm / plant / unit / product			
A 03	Address of the Company			
A 04	Telephone			
A 05	Fax			
A 06	E mail			
A 07	Website			
A 08	Ownership	Proprietorship		
		Partnership		
		Private Limited Company		
		Public Limited Company		
A 09	Land Ownership (user rights) of farm / plant / unit	Type	Ha	
		Freehold		
		Lease		
		Permit		
		Other		
A 10	Year of Registration / Design			
A 11	Status of Registration / Patent owner			
A 12	Year of commencement			
A 13	Business Registration / Patent No			
A 14	Name of Chief Executive / OIC			
A 15	Contact Person			
A 16	Designation			
A 17	Contact Telephone			
A 18	Fax			
A19	Email			

Part C: Financial Management

	Accounts	2011/2012	2012/2013	2013/2014
C 01	Local Turnover			
C 02	Export Turnover			
C 03	Total Turnover			
C 04	Administration Cost			
C 05	Raw material cost			
C 06	Local raw material cost			
C 07	Gross Profit			
C 08	Net profit before tax			
C 09	Net profit after tax			
C 10	Name of Auditor			
C 11	Contact Person			
C 12	Telephone			
C 13	Email			
C 14	Address			
C15	Bankers			
C16	Contact Person			
C17	Telephone No			

**Corporate entries please attached audited accounts for the period 2011/12 and 2012/13
(for 2013/14 Draft final account will be accepted)**

**For production units, divisions and products please attached a statement authorized by
company Auditors**

**Part D: Human Resource Management
Employment Details**

	<i>Number of Staff</i>	Male	Female
D 01	Management		
D 02	Executive		
D 03	Extension		
D 04	Technical		
D 05	Production		
D 06	Finance		
D 07	Marketing		
D 08	Skilled Labour		
D 09	Semi Skilled Labour		
D 10	Unskilled Labour		
D 11	Others (specify)		
D 12			
D 13			
D 14			
		2012/13	2013/14
D 15	Total Man Days including Contracted		

D 16 Statutory Payments

	Registration Number	Paid up to	Remarks
EPF			
ETF			

D.17 Last years Staff training program

D 18 Other Worker benefits

E Value Added Areas

E 01: Productivity Details

	2013/14	2012/13	2011/12
Cultivated Extent			
Number of Animals			
Capacity			
Production			
Cost of production			
Sales average			

* If many cultivations / production or age groups give details of each

E 02 : Describe the marketing set-up

E.03 Important events associated with the organization within the last Three years and the impact on the rural economy (Eg. Introduction of New technology, Services, Research)

E 04: Do you have an information gathering and annual planning system

Yes No

E 05: If yes explain

E 06: Extension / After Sale Service / Research

	Number of staff	Total Km Traveled	Number of Customers Visited
Extension			
After sale Service			

E .07 Research and Development

Research Staff	Supportive Staff	Total R/D budget	New Developments		
			Number	Estimated Value	Patient rights

E 08 Action taken to protect and enhance the environment

F: Social and Community Activity

F.01 Are you a Corporate Members of NAC

Yes

No

F. 02 Does your company have membership of NAC ?

	Type of the membership	Since which year	Membership paid up to

F. 03 Membership In Other Associations and Chambers

	Association / Chamber	Since which year	Membership paid up to

F.04 If you have a Corporate Social Responsible Program summarize the activities

F 05 Explain any other social activity undertaken by the company

G. Quality Assurance / Sanitation

G.01 Do you have a Quality Policy

Yes No

G.02 If yes State the policy

G 03 Officer managing quality activities

Name	
Functions and responsibility	

G.04 Do you have traceability program

Yes No

G.05 If yes what is the traceability time

G.06 Any recalls in the past year

Yes No

G 07 If yes explain

G 08 What is your guarantee system

G 09 What is the new product release program

G 10 Explain the method of assuring the quality of supplies

H. Record Keeping

H.01 What are the records kept

	Description	Officer recording	Frequency

H. 02 What information is generated from above records and how is it being used in Management and Policy matters

	Record	Information and how it is used

H 03 Do you have a program to introduce record keeping by your Customers / Suppliers

Yes No

H 04 If yes explain

H 05 If Application is for a product what performance data is available

H 06 What is the Customer Feedback you received

	2013/14	2012/13
Total Sales (No)		
Complains		
Commendations		
Replacements		
Major repairs with guarantee period		
Minor repairs with guarantee period		

H 07 Percentage of Mortality (For Animal husbandry units)

2012/13	
2013/14	

I Certification

I.01 Certifications obtained

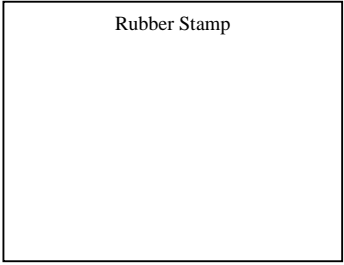
Certification	Obtaining Year	Issue Authority	Accredited by
GAP			
GMP			
ISO			
ISO			
ISO			
HACCP			
Organic (specify)			
Other (specify)			

I.02 Environmental Certification

Authority person from the Divisional Secretariat of the area

This is to certify thatfarmunit does not violate regulation and does not have any unresolved environmental issues and to best of my knowledge meets environmental approval.

Divisional Secretariat of
 Telephone No
 Signature
 Designation
 Name



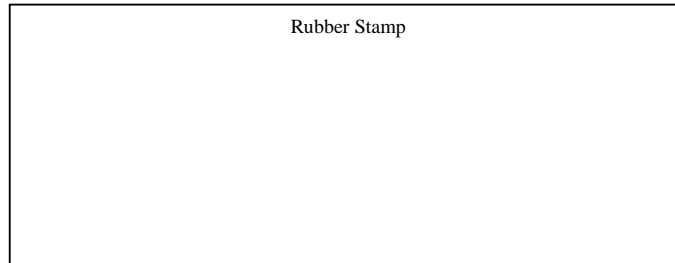
J Declaration

I /We understand that participation in the National Agri-Business Awards 2014 scheme does not give the automatic right to an award and the decision of the panel of Judges is Final. If more information is requested we will take all steps to provide same as soon as possible. The Judges will have access to records and books for verifying the above information and visiting production centers with prior approval. We understand that if sufficient applications are not received for the category applied the Judges have the right to consider your application with a similar category or return the application to you.

The above information is true to the best of **My / Our** knowledge and we are in a position to supply evidence supporting claims if required so by the panel of Judges. The information has been supplied on a voluntary basis.

Signed and Stamped

Company Seal



Name **Designation**

Telephone **Fax**

Witnessed by Auditor/Bank Manager

Name **Contact person**

Telephone **Fax**

ANNEXURE 1

List of Categories for Ag Biz Awards 2014

Input Suppliers		
01	Agricultural produce transport vehicles	
02	Agro Chemicals / Fertilizer	
03	Commercially marketed compost	
04	Four Wheel Tractor model	
05	Two wheel Tractor Model	
06	Import & Supply of Farm Machinery Equipment & tools	
07	Import and Supply of Seed	
08	Logistics Supplier	
09	Manufacture of Farm Machinery, Equipment & tools	
10	Non fertilizer organic input supplier	
11	Organic Fertilizer production and marketing	
12	Renewable energy based Agricultural products	
13	Veterinary Care Products	
Producers		
01	Agro/ Eco tourism units	
02	Certified Organic Farms	
03	Commercial Plant Nurseries	
04	Dairy Farms	
05	Estates (Tea / Rubber/ Coconut/ Cocoa/ Cashew)	
06	Foliage / Cut flower Farms	
07	Forest Plantations	
08	Fruit Farms /Orchards	
09	Integrated Farms	
10	Ornamental fish Producers	
11	Poultry Farms	
12	Prawn Farms	
13	Seed Farms / Producers	
14	Spice Estates / Gardens	
15	Swine Farms	
16	Vegetable Farms	
17.	Landscaping	

Processors		
01	Cocoa Processing	
02	Coconut Processing- Food	
03	Coconut Processing-Non Food	
04	Fish and Seafood Processing	
05	Food Processors	
06	Herbal Cosmetic and Medicinal producer	
07	Meat Processors	
08	Milk Processors	
09	Rubber Processors	
10	Spice Processors	
11	Tea Processors	
12	Animal Feed processors	
Marketing		
01	Retail / Wholesale Marketing of Agriculture produce	
02	Export of Fruit & Vegetables	
03	Spice and Allied product Exporters	
04	Fish and Seafood exporters	
05	Process food exports	
Services		
01.	Extension Services	
02	Agriculture Loan Schemes	
02.	Research and Development Projects	
03.	Universities	
04.	Finance & Insurance	