

Sharjah Economic Excellence Award for the Year 2009

Please read the instructions carefully

* These fields are compulsory

*The Category-----

ENTRANT DETAILS			
*First name		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other _____	
*Last name			
*Job title			
*Contact address			
*P.O.Box			
*City			
*Mobile		*Work phone	
*E-mail		*Work fax	

FIRM DETAILS – PLEASE WRITE YOUR FIRM DETAILS AS YOU WISH TO SEE THEM ON ALL PUBLICITY AND LITERATURE			
*Full firm name & address			
		*P O Box	
*Type of firm	<input type="checkbox"/> LLC	<input type="checkbox"/> PLC	<input type="checkbox"/> Ltd <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader
*Nature of business			
*Annual turnover	AED	* Date of year end	/ /
*No. of employees			

Entry & Judging Procedure

The completed entry form with any supporting evidence should be sent to the organisers as set out on the back page. Each entry will be read and evaluated by an Assessment Panel, collective scores will be combined and the entries will go through to the following round where assessors will make a site visit to assess the application further. When the site visits are completed the Assessment Panel will re-score the entries to calculate the winner. All participants will be invited to the Award Ceremony where the winners will be announced.

IF YOU REQUIRE ANY GUIDANCE COMPLETING THIS FORM PLEASE CONTACT 06-5938703 or 06-5938704 OR SEND AN EMAIL TO SEEA@SHARJAH.GOV.AE

Please provide the following information about your firm.

Data	Previous Year (2007)	Last Year (2008)	Current Year (2009)	Forecast Next Year (2010- Forecast)
*Turnover (Sales)				
*Net Profit (IBT)				
*Sales Growth %				

Note: Turnover, profit and sales growth for the last and previous year should be based on audited accounts. Current and forecast numbers should be supplied using the same auditing formulas, rules and precedents and be based on budgets submitted. Market share growth should be supported by evidence preferably, independent. A copy of the firm's last annual report or audited accounts should be included with the Entry Form. Public Sector entrants need only complete top line "turnover".

*In no more than 50 words please state what your firm does and the industry sector which it operates, including the firm organizational chart.

*In no more than 250 words please state why your firm should win this Award in The Sharjah Economic Excellence Award.

<p>Please state (In no more than 100 words) how your firm ensures the following issues are effectively managed. If you do not address any of the issues please write in “Not Applicable” Please attach appropriate supporting documentation as and where it is available in sequence.</p>
<p>Leadership (20%)</p> <p>* 1. Clear Vision and Mission of the firm</p>
<p>* 2. The role of leadership in upholding the work values and to work on its protection</p>
<p>*3. The role of leadership in productivity, quality and conservation</p>
<p>Strategic Planning (16%)</p> <p>* 4. How to set goals and time plan that support the firm’s vision</p>
<p>* 5. The extent of linked tools between the firm’s values and goals and their application</p>
<p>* 6. How to create cooperation between the firm’s departments and sections</p>
<p>*7. How to keep flexibility in strategic planning</p>
<p>Decision Making (8%)</p> <p>*8. The extent of consultation encouragement at all levels</p>
<p>* 9. How strategic decisions are taken</p>
<p>* 10. The extent of individual decisions on operational level</p>
<p>* 11. The ability to take decisions especially in challenging times (example to be mentioned)</p>
<p>* 12. The extent of taking advantage from strengths and working on their improvement</p>
<p>Human Resources Management (14%)</p> <p>* 13. Availability of recruitment transparency, development procedures and rules based on qualifications and skills</p>
<p>* 14. Paying competitive salaries and set of incentives and bonuses based on performance</p>
<p>* 15. Identify and satisfy the training and development requirements</p>
<p>Systems and Structures (18%)</p> <p>* 16. The extent of internal systems efficiency</p>
<p>* 17. The extent of security and safety laws and regulations conformity</p>

* 18. The extent of administrative system and/or applications conforming the quality systems
* 19. Building and supporting effective work teams in the firm
* 20. The extent of effective financial system in the firm
Customer Satisfaction (14%)
* 21. How to concentrate on customers and satisfy their needs
* 22. How to make surveys to measure customers' satisfaction
* 23. Offer high quality services and goods
* 24. How to maintain continual improvement
Employee Satisfaction (6%)
* 25. The extent of making surveys to estimate the employees' satisfaction
* 26. How services are detected and improved
* 27. The means of encouraging and activating recommendations and participations
* 28. The extent of providing balanced work and social opportunities
Corporate Social Responsibility (4%)
* 29. The extent of the firm's support to its sector
* 30. The extent of social and voluntarily contributions in the country
* 31. The extent of implementing green practices in the firm
* 32. Training and recruiting nationals and/or people with special needs

RULES OF ENTRY

1. Submit **4 hard copies** and **1 soft copy** of the entry form and the documents.
2. Print the entry form on normal A4 size white paper within the standard frame of the page.
3. The answer to criteria shall not exceed 25 pages and the evidences and documents not more than 25 pages.
4. The writing shall be on one side of the entry form in either Arabic or English language.
5. Numbering all pages and the font used shall not be less than 12 font size with the font type of Times New Roman.
6. A number of scanned achievements, documents and certificates can be set in one page in case the evidences exceed the number of required pages provided that it is readable and clear and should not exceed 4 scanned documents in one page.
7. The entry must be received at the Sharjah Chamber Of Commerce and Industry – Award Office by the closing date of **28 /February/ 2010**

For further details of this event please contact 06-5938703-704 or 06-5938704 or send an email to seca@sharjah.gov.ae

DECLARATION

I hereby certify that the information given in this entry form is correct.

* Name:	* Position:
* Signed:	* Date:

***Approved..... *Date.....**