



Closing Date: 30 June 2010

- All blanks are to be filled. Please denote "N.A." where relevant
- Please include attachments if the space provided is insufficient

## SECTION ONE: GENERAL INFORMATION

### A. Company Information

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

(Chinese characters if applicable) \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

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 (proceed to Question 4)

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

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

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

\_\_\_\_\_

4) Has your company participated in the Enterprise 50 Awards previously?  Yes  No

## B. Key Personnel

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### Chief Executive Officer or Equivalent

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

(Chinese characters if applicable): \_\_\_\_\_

### Financial Controller or Equivalent

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

(Chinese characters if applicable): \_\_\_\_\_

## C. Capital Structure

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

### 2) Individual Shareholders:

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

Name of Shareholder	Nationality*	Designation in Company	% Share
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

### 3) Company Shareholders:

Names of ALL main company shareholders (if relevant). Please provide the names, nationalities and percentage share of company's main individual shareholders on a separate sheet if the space provided is insufficient:

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.

## SECTION TWO: BUSINESS INFORMATION

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

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- |   |   |
|---|---|
| <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 and commission trade |
| <input type="checkbox"/> Real Estate / Construction | <input type="checkbox"/> Wholesale trade and commission trade |
| <input type="checkbox"/> Distribution               | <input type="checkbox"/> Retail trade                         |
- Manufacturing** (please tick accordingly below)
- Food products and beverages
  - Textiles, apparel, footwear and accessories
  - Paper and paper products
  - Chemical and chemical products
  - Rubber and plastic products
  - Machinery, equipment, electronic products and components
  - Furniture

**Others** (please specify): \_\_\_\_\_

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

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### B. Franchise Information (If applicable)

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

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2) Does your franchise operation contribute more than 50% to your company's gross turnover for each of the preceding three years from 2007 to 2009?  Yes  No

## C. Financial Information

Three years of audited financial records as at 31 December 2009 must be submitted. Figures for each year of submission must comprise a full set of 12-month operations, ending within the calendar years of 2007 to 2009. The last month of the financial year must fall within the 2009 calendar year i.e. no later than 31 December 2009.

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 associated companies must be excluded. All figures making up the consolidated figures must be audited.

Performance Indicators*	For financial year-end		
	FY 2007	FY 2008	FY 2009
Operating Profit Before Tax (OPBT) <sup>1</sup>			
Gross Turnover <sup>2</sup>			
Return on Equity <sup>3</sup>			
Total Fixed Assets <sup>4</sup>			
Net Tangible Assets <sup>5</sup>			
Operating Cashflow as a Percentage of OPBT <sup>6</sup>			
Quick Ratio <sup>7</sup>			
Debt to Equity Ratio <sup>8</sup>			
Number of Employees <sup>9</sup>			
Percentage of Gross Turnover from Overseas Operations <sup>10</sup>			
Percentage of Payroll Spent on Training <sup>11</sup>			
Percentage of Revenue Spent on R&D <sup>12</sup>			

\* Unlisted parent companies must give names of subsidiary companies whose financial figures are used, on a separate sheet. The organisers may need to verify the financial information listed with the individual companies. Where there are discrepancies, the organisers reserve the right to apply the figures based on their judgment.

DEFINITIONS	
<sup>1</sup> Operating Profit Before Tax (OPBT)	<ul style="list-style-type: none"> <li>As stated in the audited financial statements</li> <li>Exclude the following:                             <ul style="list-style-type: none"> <li>Exceptional or non-recurrent income and extraordinary items</li> <li>Share of profits / losses from all associated companies</li> </ul> </li> </ul>
<sup>2</sup> Gross Turnover	<ul style="list-style-type: none"> <li>As stated in the audited financial statements</li> <li>Net of sales returns at financial year-end</li> </ul>
<sup>3</sup> Return on Equity	<ul style="list-style-type: none"> <li>Net profit divided by shareholders' equity</li> <li>Net profit to exclude exceptional or non-recurrent income and extraordinary items</li> </ul>
<sup>4</sup> Total Fixed Assets	<ul style="list-style-type: none"> <li>As stated in the audited financial statements</li> <li>Sum of all fixed assets at net book value (i.e. Cost minus Accumulated Depreciation) as at financial year-end</li> </ul>
<sup>5</sup> Net Tangible Assets	<ul style="list-style-type: none"> <li>Total assets less total liabilities less intangible assets</li> </ul>
<sup>6</sup> Operating Cashflow as a Percentage of OPBT	<ul style="list-style-type: none"> <li>Cash generated from operating activities, expressed as a percentage of OPBT</li> </ul>
<sup>7</sup> Quick Ratio	<ul style="list-style-type: none"> <li>Cash and cash equivalents adding liquid investments and accounts receivables, divided by current liabilities</li> </ul>
<sup>8</sup> Debt to Equity Ratio	<ul style="list-style-type: none"> <li>Total liabilities divided by shareholders' equity</li> </ul>
<sup>9</sup> Number of Employees	<ul style="list-style-type: none"> <li>Total number of employees at year-end</li> <li>For parent company applications, the number of employees is the total from both parent and subsidiary companies</li> </ul>
<sup>10</sup> Percentage of Gross Turnover from Overseas Operations	<ul style="list-style-type: none"> <li>Gross turnover from overseas operations need not be derived from offices physically located overseas, and can include export functions from Singapore</li> </ul>
<sup>11</sup> Percentage of Payroll Spent on Training	<ul style="list-style-type: none"> <li>Total training cost over total payroll cost for the financial year</li> </ul>
<sup>12</sup> Percentage of Revenue Spent on R&D	<ul style="list-style-type: none"> <li>Total R&amp;D expenditure over total revenue for the financial year</li> </ul>

## D. Management and Marketing Strategies

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On a separate sheet, list reasons why your company should be awarded Enterprise 50. Your reply should include at least the following, and be structured according to the following headings. Please provide examples.

### 1) Business Model, Productivity and Innovation

- 1.1 Viability and sustainability of the business model
- 1.2 Flexibility and adaptability of the business model to changes in the environment, tastes, perceptions and demands
- 1.3 Forecasts, budgets, marketing surveys that support the business model
- 1.4 Level of innovation and how the business model differs from competitors
- 1.5 Patents, know-how, products, concepts and innovation relevant to the business model
- 1.6 Research & development activities to continuously support new products or concepts
- 1.7 Results from innovation or business concepts
- 1.8 Future plans to expand, improve and adapt the current business model
- 1.9 Ability to use customer, market, product and other data / information to identify opportunities for innovation
- 1.10 Ability of the business model to withstand the economic downturn
- 1.11 Measures taken to improve / sustain demand and reduce costs
- 1.12 Measures taken to measure, monitor and improve productivity

### 2) Management Ideals and Governance

- 2.1 The management's vision, mission statements and objectives
- 2.2 Presence of a visionary leader and strong management team
- 2.3 Initiatives to achieve and sustain management's objectives
- 2.4 Efforts to communicate these goals and objectives to staff
- 2.5 Initiatives to retain core management team
- 2.6 Strong governance, transparency, key work processes and internal controls in the company
- 2.7 Initiatives designed to promote and foster legal and ethical behaviour in the company
- 2.8 Evidence of succession and contingency planning

### 3) Knowledge Initiatives

- 3.1 Training programmes equipping staff with suitable skills
- 3.2 Initiatives to encourage knowledge development, sharing and retention

### 4) Market Branding and Presence

- 4.1 Potential for brand to be a future market icon
- 4.2 Company's market share in terms of dollar value and percentage
- 4.3 Company's branding and image in the local and overseas market
- 4.4 Consistency of company's branding and presence with management objectives and business model
- 4.5 Initiatives to increase market presence and branding
- 4.6 Processes to effectively manage and resolve customer complaints in a timely manner

### 5) Liquidity and Risk Management

- 5.1 Monitoring for adherence to covenants relating to banking facilities
- 5.2 Adequacy of financial support from financial institutions and / or shareholders for loans due for refinancing
- 5.3 Cashflow projections for the next three years
- 5.4 Amount of existing debt obligations (principal & interest) and the adequacy of cashflow to meet these obligations
- 5.5 List all current and past litigation against the company and / or the company's directors / shareholders within the last five years
- 5.6 List the top five customers and top five suppliers of the company and their respective percentages

## SECTION THREE: ATTACHMENTS

Please indicate all attachments submitted (please tick where appropriate)

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- Management and Marketing Strategies. Include at least Business Model, Productivity and Innovation, Management Ideals and Governance, Knowledge Initiatives, Market Branding and Presence, and Liquidity and Risk Management
- Detailed Shareholders' information
- List of parent company's subsidiaries included in this submission
- Audited financial statements for financial years ended 2007, 2008 and 2009
- Include the above in hard copies and soft copies in PDF and stored in a CD

## SECTION FOUR: FEEDBACK

The organisers would like to hear from you

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How did you come to hear about the Enterprise 50 Awards? (please tick where appropriate)

- My company is a past winner
- News media (please specify): \_\_\_\_\_
- From organisers
- Publications (please specify): \_\_\_\_\_
- From a past winner
- Website (please specify): \_\_\_\_\_
- Others (please specify): \_\_\_\_\_

Please provide any feedback about the Enterprise 50 Awards you may have in the space below. Please attach additional sheets if necessary.

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## SECTION FIVE: DECLARATION

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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 detailed on page 8 of this nomination form.

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 2010 (upon request);
- to notify the organisers in the event that my company has successfully applied for public listing and expects such a listing on or before 30 June 2010;
- to abide by the publicity schedules and guidelines stipulated by the organisers in the run-up to and after the publication of the 2010 Enterprise 50 List;
- to provide relevant information about my company for purposes of inclusion in Enterprise 50-related collateral, 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.

Name:

\_\_\_\_\_  
Designation (CEO or equivalent):

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Signature & Date:

Company Stamp:

Contact person for verification purposes:

\_\_\_\_\_  
Designation:

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Contact Number:

## RULES AND REGULATIONS FOR SUBMISSION

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These rules and regulations establish the terms and conditions of your participation in the 2010 Enterprise 50 Awards. Submission of your nomination implies that you accept these terms and conditions. Please read them before submitting your nomination.

- 1) By submitting a nomination for the Enterprise 50 Awards this year, you hereby warrant that you have full ownership rights over, or possess a validly granted license 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 your participation in the Enterprise 50 Awards nominations. You hereby permit and authorise the organisers to use all submitted information, data and materials for purposes including but not limited to, research and analyses purposes which might involve third-party researchers and the publication of a report by third parties. You 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.
- 4) All submissions must be submitted by the **closing date of 30 June 2010, at 5pm** to:

**The Enterprise 50 Secretariat**

c/o KPMG LLP  
16 Raffles Quay #22-00  
Hong Leong Building  
Singapore 048581

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Hotline: 6507 1555

Email: [enterprise50@kpmg.com.sg](mailto:enterprise50@kpmg.com.sg)