

**Indian Newslink Indian Business Awards 2021**

**Entry Form Part 1**

**Direct Entries**

All companies entering categories 1 to 13 must complete a single Entry Form Part 1, plus an additional Part 2 Form for each category entered. Downloadable forms and further information are available on the Indian website **www.indiannewslink.co.nz**. Should you be unable to download this form, please contact The Editor, Indian Newslink on (09) 5336377 or email **venkat@indiannewslink.co.nz**

**Please download this Entry Form (Part 1) onto your PC, laptop or other devices.**

Completed Forms (1 and 2 for entries in Categories 1 to 13) and Form 2 for entries in Categories 14 to 18 must be sent to [**iba2021chipdawson@xtra.co.nz**](mailto:iba2021chipdawson@xtra.co.nz)

**Please do not fax, post, courier or send the completed forms through any other source.**

**Indian Business Awards 2021**

**Entry Form Part 1**

**(Counts for 50% of your marks, all companies to complete only once)**

**Contact Details:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Physical Address** |  |
| **Postal Address** |  |
| **Email** |  |
| **Telephone** |  |
| **Fax** |  |
| **Declaration**  I confirm that I am not aware of any issues\* which would harm the integrity of the Indian Business Awards 2021.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \*In signing their entry, applicants confirm that there are no issues that may harm the integrity of the Awards. These issues may include past, pending or anticipated actions involving directors and or shareholders or the company which have resulted, or would result, in the company’s insolvency, or conviction for a serious offence. | |

1. **About your business (150 words)**

**This question is worth 5% of your final mark**

Describe the structure of your business, what your organisation does, and the business model adopted

**Judges Tip:** *The judges are looking for a snapshot so that they can understand what your business does. They would like to know about the ownership, what market sector you are in, how you earn your revenue, how long you have been in business, where your business is based and how many people work there. Give examples.*

**Please type details here (150 words):**

1. **Business Performance (500 words)**

**This question is worth 25% of your final mark**.

1. Outline the vision, goals and strategies for your organisation. Describe how successfully these have been implemented. (5%)
2. How does your organisation develop, produce, and deliver products and services to your customers? (5%)
3. Describe your target market and outline how you determine whether your products and services meet your customers’ needs. (5%)
4. Outline the role of the leader and management team in your organisation, your approach to enable staff to perform at their best, and the means of governance and risk management. (5%)
5. How does your organisation measure and monitor financial, customer, human resource and business results? (5%)

**Judges Tip:** *What are you aiming for, how do you plan to get there, and what progress has been made in the last three years? Include successes with products and services, sales and marketing achievements, development of the management team and staff, and strategies to improve financial results, and systems for monitoring and managing performance. The judges will be interested in strategies you have adopted to achieve growth. Give examples.*

**Please type details here (500 words):**

1. **Business Results**

**This question is worth 20% of your final mark**

**Please use numerical statistics, not narrative.**

**Please add any explanations below.**

**Please see below for explanations of terms used.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019** | **2020** | **2021**  **(estimate if**  **accounts not**  **finalised)** |
| **Financial (5%)** |  |  |  |
| Gross Revenue or Sales |  |  |  |
| Net earnings after all Expenses and Before Interest And Tax (EBIT) |  |  |  |
| Net Equity (total assets less total liabilities)\* |  |  |  |
| **People & Staffing (5%)** |  |  |  |
| Full time equivalent (FTE) staff numbers |  |  |  |
| Staff satisfaction feedback results\* |  |  |  |
| Health and Safety record\* |  |  |  |
| **Sales & Marketing (5%)** |  |  |  |
| Sales growth\* |  |  |  |
| Customer satisfaction survey results\* |  |  |  |
| Overall Market share\* |  |  |  |
| **Product & Services (5%)** |  |  |  |
| Gross Margin % (Gross Profit as a % of sales) |  |  |  |
| Productivity\* |  |  |  |
| New products and services\* |  |  |  |

\*Please substitute a more appropriate measurement if you wish.

* Please provide an estimate if financial accounts are not finalised.
* In order to make entering the IBA simpler, we have prepared this template with suggested result areas for you to fill. What we are looking for is evidence of systematic tracking of key result areas, and evidence of improved results year on year. Apart from Sales, EBIT, staff numbers and Gross Margin percentage, you may omit or change these measures if you have other key result areas that you track.
* A selection of suggested business results metrics is available.
* The **Financial** measures are turnover or sales measured in $000, Gross Margin percentages (Gross Margin is calculated as the Gross Profit after cost of goods and services sold divided by sales, multiplied by 100), earnings before interest and income tax (EBIT). Net Assets are calculated after deducting Total liabilities from Total assets. All figures should be exclusive of GST.
* **People and Staffing** indicators can include the number of full time equivalent staff (FTEs) each year, staff satisfaction survey results, staff turnover measured as the number of new hires each year compared to year-end staff numbers, health and safety record such as accident statistics and/or training courses provided.
* **Sales and Marketing** measures can include market share statistics, sales statistics such as growth in total sales, customer survey results, for example the percentage of positive responses, or customer complaints tracking.
* **Product and Services** efficiency measures can include Gross Margin percentage, productivity statistics (proportion of time charged by staff), reductions in rework or waste materials, percentage of jobs completed on time, or goods delivered on time. New products and services trends can be tracked by use of the **Innovation Index,** which measures the proportion of each year’s sales revenue, which results from new products or services introduced in the last three years including the current year.