



MALAYSIA CANADA BUSINESS COUNCIL
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MCBC 6th Business Excellence Awards 2010 AWARD NOMINATION GUIDELINES

Company of the Year

The MCBC 6th Business Excellence Awards 2010 are designed to recognize achievements and contributions of successful businesses in Malaysia. The awards will be presented at an awards dinner gala on November 10, 2010. Winners will receive an award trophy and must agree to be featured in MCBC's magazine, "The Bridge".

The Company of the Year Award will be awarded to a company that has shown excellence in its industry and in the local or global market.

Criteria

The criteria for this category are as follows:

- ✦ Sales growth in the previous years
- ✦ Introduction of new products, processes, services, or a new way of product distribution
- ✦ Contribution to Malaysia's economic development
- ✦ A commitment to excellence, based on the following:
 - HR development
 - An open policy to good corporate governance
 - Respect of shareholder concerns, and
 - Flexibility in overall management and operations of the company.
- ✦ Contribution to social wellbeing/corporate responsibility

Nomination package requirements

Your nomination package should include the following:

- ✦ Completed questionnaire
- ✦ Application fee
- ✦ Current company literature or brochures
- ✦ Photos, videos, or other graphic items in print and soft copy. Preferred file formats are: MS Word for documents; EPS, AI, or high-resolution JPEG for graphics; AVI or MPEG for video
- ✦ Soft copy of the company's logo in EPS format with fonts outlined for use in PowerPoint presentations, banners, and publications
- ✦ Anecdotal evidence/examples of business excellence during the past two years of operation

Award Rules

Nominations are open to members of the Malaysia Canada Business Council and/or any successful Canadian or Malaysian business operating in Malaysia.

The nominations will be judged by an independent selection committee established by the MCBC. The committee will be endorsed by the MCBC Board of Governors and will comprise the President of the MCBC, the BEA Chairman, a senior representative from the Canadian High Commission, the MCBC Executive Director, MCBC members-at-large, and high profile Malaysian industry players.

The selection committee reserves the right to not present an award in any of the advertised categories. The decisions of the selection committee will be final and no appeals will be considered.

MCBC 6th BUSINESS EXCELLENCE AWARDS 2010

Company of the Year – Award Nomination Form

Please complete this form and return it to the MCBC along with any supplementary material that is deemed appropriate for this submission. Any information you provide is considered confidential, will not be shared outside of MCBC, and will only be used for the purpose of considering a Business Excellence Award. If you require more space for your answers, you may attach separate sheets to this form.

1. Basic information

A: Nominee information

Company name:		
Business address:		
City:		
State / Province:		
Postal code:		
Country:		
Telephone no.:		
Fax no.:		
Email:		
Website:		
Head office location:		
Same address?	Yes No	
Head office address:		
City:		
State / Province:		
Postal code:		
Country:		
No. employees:	In Canada:	In Malaysia:
Attach a copy of your latest audited financial statements and corporate profile or annual report		

2. Background

Please provide a brief history of your company and its business activities. (Max 200 words)

3. Growth

Please provide information on your company's growth in the past two years (e.g. sales growth, increase in number of employees, and any introduction of new goods, processes or services).

4. Achievements

List any significant events, issues or accomplishments that your company has achieved that warrant the submission of your application.

5. Economic contribution

Please outline ways that your company contributed to the Malaysian economy in 2009 specifically, and since 2008 generally.

6. Industry leadership

How has your company demonstrated excellence and leadership in its industry?

7. Social contribution

Indicate ways in which your company has contributed to the community in the past year.

8. Management leadership

Describe how the senior management of your firm guides the company for continuous improvement at all levels of operation, including corporate and social objectives.

9. Strategic planning

Describe how your company establishes its marketplace and internal strategic objectives, and how it implements these objectives in order to ensure continuous improvement.

10. Marketplace & stakeholder focus

Describe how your company determines its objectives, and manages these objectives to achieve a balance between satisfaction of customers, the marketplace, and stakeholder interests.

11. Human resources

Describe how your company encourages, enables, and solicits its employees to continuously contribute to its success, and the achievement of its corporate and social objectives.

12. Performance measures

Describe how your company measures performance, and identifies and manages its key processes and knowledge to add value to products/services offered to customers.

13. Any other information

Please include any information you would like to add that has not been covered elsewhere to substantiate this nomination for the Company of the Year Award.

This nomination form must be signed by a senior executive (with signing authority), of the nominated company.

I hereby certify that the above information contained in this submission is accurate and correct.

Name:

Position:

Company:

Signature:

Date:

Deadline for submissions: September 20, 2010

Awards Dinner Gala

Executives from the winning companies will be recognized by their peers and colleagues at the MCBC 6th Business Excellence Awards 2010 Dinner Gala at the Sunway Hotel & Spa Grand Ballroom, Petaling Jaya, on **November 10, 2010**.

Submission deadline

Nominations for the MCBC 6th Business Excellence Awards 2010 will be accepted through to **September 20, 2010**.

Additional recognition in The Bridge magazine

Winners will be recognized at the Awards Dinner Gala and will be featured in the **December 2010** issue of MCBC's magazine, "The Bridge".

Completed nomination forms should be mailed or hand delivered, along with the application and application fee, to:

Malaysia Canada Business Council (MCBC)

56-2, Jalan 27/70A, Desa Sri Hartamas, 50480 Kuala Lumpur

For questions regarding the MCBC 6th Business Excellence Awards 2010, please contact MCBC's Executive Assistant Ms. Min Rahim.

Email: mcbc@malaysia-canada.com / Phone: +603 2300 1241

Website: www.malaysia-canada.com