

**INSTRUCTIONS TO PARTICIPANTS**

1. Please stick to the format when responding to the questions in the entry form and ensure that you strictly adhere to the provided space allocation. (Within the box)
2. Please ensure to use a font size above 10 when completing your entries.
3. Please attach visuals and supporting documentation separately.
4. Please ensure to include all internal company information to showcase achievements and all research information should be verified by auditors and the research agency on the last page of your entry. In addition, verification seals should be placed on the document on which data is provided.
5. The complete application should **not exceed 25 pages**. (Excluding attachments)
6. All data contained in the application must reflect a single period, either the calendar year (**Jan to Dec 2024**) or the financial year (**1st April 2024 to 31st March 2025),** shorter periods will not be accepted.
7. **External data such as market share, equity scores must include competitor data for comparison.**
8. All data submitted in the application must relate to the brand under which the application is made.

Example:

* If the brand the submission is made on behalf is “**Prius**” (SUB BRAND) all data and activities included in the application must relate to “**Prius**” (SUB BRAND) specifically and not any activities, results or data related to **Toyota** (CORPORATE OR MAIN BRAND).
* If the application is made for “**Toyota**” (CORPORATE OR MAIN BRAND), all data and activities included in the application must relate to “Toyota” (CORPORATE OR MAIN BRAND) specifically and not any activities, results or data related to their sub-brands such as Prius or Corolla.

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| •**A.1: Name and Address of Company:**  **•A.2: Year of Establishment of Company:**  **•A.3: Size of Company:**  **(Please mark your selection with a “X” within brackets)**  **( )XS - Annual turnover Less than Rs.100 mill**  **( )S - Annual Rs.101 mill - Rs.500 mill**  **( ) M - Annual Rs.500 mill – Rs.2 bill**  **( ) L - Annual turnover Rs.2 bill – Rs.5 bill**  **( ) XL - Annual turnover more than Rs.5 bill** |  | •**B.1: Name of Brand:**    •**B.2:** **Year of launch of the brand into the Sri Lankan market**  •**B.3**: **Entry Category**  **(specify from Main Awards or Special Awards Category)\* :**  •**B.4: Origin of Brand : 1 – Sri Lanka 2 – International**    •**B.4: Size of Brand :**  **( Please mark your selection with a “X” within brackets)**  **( ) XXS - Annual turnover Less than Rs.50 mill**  **( ) XS - Annual turnover Rs.51 mill – Rs.100 mill**  **( ) S - Annual turnover Rs.101 mill – Rs.250 mill**  **( ) M - Annual turnover Rs.251 mill – Rs.500 mill**  **( ) L - Annual turnover Rs.5001 – Rs.1 bill**  **( ) XL - Annual turnover Rs.1 bill – Rs.5 bill**  **( ) XXL - Annual turnover more than Rs.5 bill** |

**BRAND PROCESS (40%)**

**This section will address specific branding strategies that will be adopted by the applicants, in order to make the target consumers, value and internalize the brand, and its key elements**

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| **1. What is the strategic link of CSR to the brand intent?** (Please use only space given in the box)  Font size not below 10. |

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| **2. What are the key brand-specific strategic CSR activities you have carried out? (Full A4)**  Font size not below 10. |

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| **3. Method of communicating CSR initiatives with core brand Target Group and evidence of same?**  (Half A4 – evidence to be attached as an annexure) Font size not below 10. |

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| **4. Method of internal marketing of CSR to obtain employee engagement and evidence of same.**  (Half A4 – evidence to be attached as an annexure) Font size not below 10. |

**BUSINESS PERFORMANCE OF THE BRAND(40%)**

**In this section the actual performance of the brand in the market place will be assessed through the information provided by you in the application, which will be endorsed by independent auditors and research companies.**

**A) Brand Health (20%)**

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| **A.1. Provide information with regard to brand equity measures; brand awareness, brand associations, loyalty, customer satisfaction etc. endorsed by research companies.** (Font size not below 10)  Note: Wherever research data is presented to show a particular brand’s performance it should be substantiated by clearly stating the source duly verified by the researcher and performance should be compared against industry. For research data, please follow the research guidelines mentioned in the website/ handout provided. |

**B) Business Performance of the Brand (20%)**

**The financial results section has been divided in to different areas in order to recognize the differentiation between different service entities. Please provide relevant information in your respective areas pertaining to the last 3 years (Please use only space given in the box) Data has to be supported by audit confirmation and seal placement on each submission. Please fill ALL spaces in the tables below.**

**Its MANDATORY that either tables 1/2&3 or 4(for Banks) or 5 (for Insurance companies) or 6(for Finance Companies) are included in the slides presented during the 2nd round.**

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| **1. Volumes** | | **2022/2023 or 2022** | **2023/2024 or 2023** | **2024/2025or 2024** |
| **1.1** | **Volume in MT/KG/LT/Units or** |  |  |  |
| **Volume as an Index 2021/2022 or 2021 = 100** | **100** |  |  |
| **1.2** | **Market (Volume) Share % or** |  |  |  |
| **Market (Volume) share as an Index 2021/2022 or 2021 = 100** | **100** |  |  |
| **Indicate Market Share Source, ie: Independent Research/Industry publication/Import-Export Statistics or Internal estimate (Delete accordingly)** | | | | |
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| **2. Value (LKR for Products marketed in Sri Lanka or USD for Exports)** | | **2022/2023 or 2022** | **2023/2024 or 2023** | **2024/2025or 2024** |  |
| **2.1** | **Value in LKR / USD (mandatory for export brands) or** |  |  |  |  |
| **Value as an Index 2021/2022 or 2021 = 100** | **100** |  |  |  |
| **2.2** | **Market (Value) Share % or** |  |  |  |  |
| **Market (Value) Share as an Index 2021/2022 or 2021 = 100** | **100** |  |  |  |
| **Indicate Market Share Source, ie:Independent Research/Industry publication/Import-Export Statistics or Internal estimate (Delete accordingly)** | | | | |  |
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| **3. Brand Profitability** | | **2022/2023 or 2022** | **2023/2024 or 2023** | **2024/2025or 2024** |  |
| **3.1** | **Gross profit/margin in LKR/USD (Absolute terms) or** |  |  |  |  |
| **GP as an Index 2021/2022 or 2021 = 100** |  |  |  |  |
| **3.2** | **Gross profit/margin % or** |  |  |  |  |
| **GP as an Index ie : 2021/2022 or 2021 = 100** |  |  |  |  |
| **Export Brands need to indicate value in USD** | | | | |  |
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| **Applicant’s Declaration**  **I, the undersigned ……………………………………………………………………………………………………… (Full name of applicant) do hereby declare and affirm that all information herein provided by me is true and correct.** |
| Name of Applicant:  Designation of Applicant:  Contact Number: E-mail:  Signature of applicant: Date:  Company name & address  V.A.T Reg. No: |
| Name of CEO of Company:  Signature of CEO: Date:  Contact Details: Rubber Stamp:  Telephone: Fax: E-mail: |
| **Auditor’s Verification** |
| We hereby certify that all information herein furnished in items **…………………………………….. (**Indicate information sectionnumbers**)** in the entry form in respect of **……………………………..** Is true and correct to the best our knowledge and belief, as per the records maintained by the enterprise and made available for scrutiny. |
| Name of Auditor: Rubber stamp:  Signature:  Contact details:  Address:  Telephone: Fax: |
| **Independent Research Verification** |
| We hereby certify that all information herein furnished in items **……………………………** (Indicate information section numbers) **……………………….** in the entry formin the respect of **…………………………..** is true and correct as per the research findings of studies conducted by this agency and fulfill the criteria for research findings that can be submitted for this entry. |
| Name of Agency: Rubber stamp:  Signature: |
| Contact Details:  Address:  Telephone: Fax: E-mail: |

***Note: If more than one auditor’s and/or research agency information is used please use copies of this page for each one of those institutions.***

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