



**MINISTRY OF TRADE AND INDUSTRY**

**SABAH INDUSTRY EXCELLENCE AWARD 2018/2019**

**BACKGROUND INFORMATION ABOUT THE COMPANY**

**1. APPLICANT**

1.1 Company's Name : .....  
.....

1.2 Company's Registration No.:.....

1.3 Address: .....  
.....  
.....

1.4 Telephone No.: .....

1.5 Fax No: .....

1.6 E-mail Address: .....

1.7 Web Site: <http://www>. .....

**2. CHIEF EXECUTIVE OFFICER**

2.1 Name: .....

2.2 Designation: .....

3. **INDUSTRIAL GROUP** (Please tick  where applicable)

- Electrical & Electronics - including Telecommunications
- Machinery & Engineering
- Transportation - Automotive, Marine & Aerospace
- Petro-chemical & Chemical
- Food & Beverages
- Plastic Products
- Palm Oil
- Wood & Wood Base
- Rubber & Rubber Base
- Textiles, Apparels & Leather
- Mineral Products
- Iron, Steel & Metal
- Paper & Printing
- Others (please specify).....  
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4. **PRODUCT NAME**

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5. **SIZE OF COMPANY**

5.1 Total number of employees

5.1.1 Top Management: .....

5.1.2 Middle Management: .....

5.1.3 Supporting Operational Staff: .....

- 5.2 Equity
- 5.2.1 Foreign-Owned: .....
- 5.2.2 Wholly Local Owned: .....
- 5.3 Please submit the latest copies of your Certificate of Registration of Businesses or the Registrar of Companies.

**6. AWARD CATEGORY APPLIED  
(Refer to introduction for explanation of categories)**

- 6.1 Local SME company with annual sales less than RM1 million [ ]
- 6.2 Local company with annual sales less than RM5 million [ ]
- 6.3 Local company with annual sales less than RM10 million [ ]
- 6.4 Local company with annual sales between RM 10 million  
To RM25 million [ ]
- 6.5 Local company with annual sales above RM25 million [ ]  
To RM100 million
- 6.6 Local company with annual sales above RM100 million [ ]  
OR foreign owned company

**7. WE SUBMIT HERewith OUR APPLICATION FOR THE SABAH  
INDUSTRY EXCELLENCE AWARD 2018/2019**

SIGNATURE: .....

NAME: .....

DESIGNATION: .....

DATE: .....

Company Stamp

**Part I**

**1. COMPANY'S VISSION**

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**2. COMPANY'S MISSION**

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**3. HOW DO YOU ACHIEVE YOUR VISION & MISSION?**

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4. **WHY SHOULD MY COMPANY WIN IN THE SABAH INDUSTRY EXCELLENCE AWARD?**

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**PART II**

**1. QUALITY POLICY**

1.1 Does your organization have a quality policy?

Yes [ ] No [ ]

If yes, please attach a copy.

**2. QUALITY IMPROVEMENT TEAMS**

2.1 Does your company have Quality Teams?

Yes [ ] No [ ]

**3. TRAINING**

3.1 Does your organization have a training budget?

Yes [ ] No [ ]

3.2 If yes, what is your training budget as the percentage of the payroll?

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**4. QUALITY AUDIT**

4.1 Does your organization conduct management quality audit?

Yes [ ] No [ ]

If yes, please specify the areas and frequency of the audit being conducted.

| <b>Areas</b>           | <b>Frequency</b> |
|------------------------|------------------|
| Internal Quality Audit |                  |
| External Quality Audit |                  |
| Others                 |                  |
|                        |                  |
|                        |                  |

5. **MANAGEMENT AND INFORMATION DATABASE**

5.1 Does your company has a management and information database?

Yes [ ] No [ ]

5.2 How does it support the company's policy including strategic direction and operational activities.

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**PART III**

**1. EXPORT**

1.1 Export Performance

| <b>Year</b>                               | <b>2015<br/>Total</b> | <b>2016<br/>Total</b> | <b>2017<br/>Total</b> |
|---|-----------------------|-----------------------|-----------------------|
| Total Export Sales                        |                       |                       |                       |
| Percentage of<br>Export to<br>Total Sales |                       |                       |                       |
| Total Sales                               |                       |                       |                       |
| Percentage of<br>Local Content            |                       |                       |                       |

1.2 Describe briefly each new product successfully introduced into the export market within the past three years

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1.3 Briefly describe each new export market for the last three years

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**PART IV**

**1. TECHNOLOGY**

1.1 Please state whether the production technology currently used is obtained from:

[ ] Local e.g. In-house development, local development, local consultants.

[ ] Foreign e.g. Overseas parent company, consultants etc.

[ ] Combination of local and foreign

If locally acquired, please describe briefly.

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1.2 Please describe the extent of automation currently being employed in your production process.

(a) Percentage of automation?

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1.3 Please state whether your product is designed locally or adopted from overseas.

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2. **R & D**

(a) Investment on R & D?

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(b) Any new products introduced/produced as a result of R & D?

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3. **PRODUCT BRANDING**

3.1 What is your major product.

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3.2 Do you have your own brand.

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3.3 If yes, is it registered.

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**PART V**

**1. CUSTOMER SATISFACTION**

1.1 How do you rate customer satisfaction?

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1.2 Do you take care of customer satisfaction? Yes/No. If yes, how:

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**2. STANDARD/RECOGNITION CERTIFICATE RECEIVED**

*(Please attach certificate)*

| No. | Name of Standard/Recognition | Year | Name of Awarding Body/Sponsor |
|-----|------------------------------|------|-------------------------------|
| 1   |                              |      |                               |
| 2   |                              |      |                               |
| 3   |                              |      |                               |
| 4   |                              |      |                               |
| 5   |                              |      |                               |

**3. TRADE MISSIONS/EXHIBITIONS PARTICIPATED**

| No. | Name of Place of Missions/Exhibitions | Year | Sponsor |
|-----|---------------------------------------|------|---------|
| 1   |                                       |      |         |
| 2   |                                       |      |         |
| 3   |                                       |      |         |
| 4   |                                       |      |         |
| 5   |                                       |      |         |

4. **CORPORATE RESPONSIBILITY**

4.1 Does your company contribute to community-based programs and activities? If yes, in what form?

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