

**Entry Form**

***Last Date of Submission: December 15, 2016***

Please complete all three sections to be eligible to compete for the BML Munjal Awards for Business Excellence through Learning & Development.

**Section I: Organization details**

|  |  |  |
| --- | --- | --- |
| Name of the organization |  | |
| Award category (please select one) | [ ] Manufacturing  [ ] Emerging Star\* | [ ] Services |
| Organization category (please select one) | [ ] Public Sector Undertaking | [ ] Privately held |
| If privately held | [ ] Unlisted  Stock Exchange (if listed): | [ ] Listed |
| Organization type | [ ] MNC [ ] Non- MNC | |
| MNCs please specify:  Location of headquarters:  Participating entity:  In case the detailed mentioned belong to “regional entity” please specify the region | [ ] India [ ] Outside India  [ ] Global entity [ ] Regional entity [ ] Indian entity  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Industry |  | |
| Description of company (Max: 130 characters) |  | |
| Date of incorporation |  | |
| Financial year starting period (Apr/Jan), please specify |  | |
| Total headcount as on date-  MNCs please select the entity for which details have been provided | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Global entity [ ] Regional entity [ ] Indian entity | |
| Organization headcount as on date- **on rolls** |  | |
| Organization headcount as on date-  Please specify and provide no. of employees for all types (Contingent / contractual / temp workforce) | Contingent | |
| Contractual | |
| Temp | |
| Total direct employee cost for last financial year (includes salaries, incentives, and benefits, but not training, canteen, day care etc.)\*\*  MNCs please select the entity for which details have been provided | [ ] Global entity [ ] Regional entity [ ] Indian entity | |
| Total L&D budget for last financial year  % utilization against budget allocated for L&D  Please mention the various expense heads included (on a separate sheet)  MNCs please select the entity for which details have been provided | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    [ ] Global entity [ ] Regional entity [ ] Indian entity | |

* Privately held companies in emerging sectors like e-commerce/m-commerce & other emerging fields and have been in operation for at least 3 years and less than 7 years as on March 31, 2016.
* \* including cost for on-rolls as well as outsourced employees

**Terms & Conditions**

Only key personnel of the organization should fill this and attest the form in their signature. All information sent by the company is subject to verification basis information available in the public domain. The company agrees to furnish the facts as requested from time to time. The company will allow site visits as part of due diligence. Receipt of the filled form shall be taken as a token of acceptance of the terms and conditions. Judges’ decision shall be final and binding on all participants

**Section II: Business performance indicators**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. Category Measure | | | | | | | **2015-16 2014-15 2013-14 2012-13 2011-12** | | | | | | | | |
| 1 Financial (Rs.Cr) | | | Revenue a) | | | |  |  | | |  |  | |  | |
| EBITDA b) | | | |  |  | | |  |  | |  | |
| Return on Capital c)  Employed (RoCE) | | | |  |  | | |  |  | |  | |
| Market Capitalization d) | | | |  |  | | |  |  | |  | |
| 2 Customer | | | Market Share (%) a) | | | |  |  | | |  |  | |  | |
| Customer Satisfaction Index% (%) | | b) | |  |  | | |  |  | |  | |
| c) | | [ ] Internal [ ] External | [ ] Internal [ ] External | | | [ ] Internal [ ] External | [ ] Internal [ ] External | | [ ] Internal [ ] External | |
| 3 | People | Employee Engagement Index (%) | | a) | |  | | |  |  | | |  | |  | |
| b) | | [ ] Internal [ ] External | | | [ ] Internal  [ ] External | [ ] Internal  [ ] External | | | [ ] Internal  [ ] External | | [ ] Internal  [ ] External | |
| 4 | Society | CSR Spend (as a % of revenue) | |  | |  | | |  |  | | |  | |  | |

**For MNCs:**

* *Please specify if the details mentioned in the section II belong to: Global entity [ ] Regional entity ^ [ ]Specify region\_\_\_\_\_ Indian entity [ ]*

**For Emerging Star Category Applicants**

* *Companies applying under Emerging Star category may provide relevant information for last 3 years only.*

**`Section III: Additional information for applications under Emerging Star category**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. Measure | Particulars | **2016-2015** | **2014-15** | **2013-14** |
| **5** | Number of PE investors |  |  |  |
| **6** | Name of PE investors |  |  |  |
| **7** | Valuation (per share) of latest investment in the year |  |  |  |
| [ ] Internal [ ] External | [ ] Internal [ ] External | [ ] Internal [ ] External |

**Please provide any additional information which can support your case for Business excellence (Please attach in a separate sheet)**

Instructions for filling information:

* + Question 1a: In case of MNCs please select the relevant category for which revenues are stated (Global/ Indian/ Regional); also provide definition of region, if the same has been selected (Response to this question is mandatory for MNC applicants; in case no response is recorded, the application will be considered incomplete, and hence may not be processed further for BML Munjal awards)
  + Question 1d: If listed, provide the market capitalization of your organization as on 31st March of respective year
  + Question 2a: Provide an estimate of your organization’s market share as a percentage.
  + Question 2b: Provide the customer satisfaction index as %. If in number, provide the scale on which it is computed.
  + Question 2c: Was it conducted by an internal team or an external agency?
  + Question 3a: Provide the employee engagement index as %. If in number, provide the scale on which it is computed.
  + Question 3b: Was it conducted by an internal team or an external agency?
  + Question 7: Was the valuation conducted by an external agency or internal team?

## Section IV: Declaration

“The information provided herein is true and complete to the best of our knowledge. Some of the information provided in the document could be sensitive and shall remain confidential unless we agree to its release. We understand that misrepresentation/falsification of this information could lead to disqualification of our organization from the BML Munjal Awards program at any stage.

We understand that the information provided in this document will be used by the organizers and the jury in deciding the awards and we consent to the use of this information for such a purpose. We further agree that this information may be used for further research, educational or any other purpose as long as the company details are not divulged to any person other than the organizers.

If we are shortlisted for the next stage of the award program, we hereby authorize the use of, in connection with the BML Munjal Awards program, our company’s name, and non-financial information. We agree that no compensation shall be due to for such usage.”

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

Organization:

Designation:

Contact email:

Contact number:

**Submission and contact information**

Please send this completed form to Mr. Ajay Arora (AVP, Strategic Planning & Projects) or Mr. Abhay Saxena (AVP, Talent Development & TQM), at Hero Corporate Service Pvt. Ltd, Plot No 264, Okhla Phase 3, New Delhi-20 or email to [bmlmunjalawards@herocorp.com,](mailto:bmlmunjalawards@herocorp.com,) to reach latest by 15th Dec’ 2016. In case of any questions or clarifications, please reach out to Mr. Tajinder Singh at 011-47467000 and 9810897305. For additional details, please visit [www.bmlmunjalawards.com](http://www.bmlmunjalawards.com/).