



PRIME MINISTER'S CSR AWARDS 2011

OFFICIAL ENTRY FORM

(For all categories except Best Workplace Practices & Best Media Coverage)

Please complete this entry form and attach as cover page for each entry.

DEADLINE: SEPTEMBER 5, 2011

Company Name & Address:

Contact Person:

Position:

Department:

Office Tel:

Mobile:

Fax:

Email:

Category:

Project Title: BRIEF PROJECT DESCRIPTION (MAXIMUM 500 WORDS)

Please attach your detailed submission (maximum 8 pages), which should answer the following questions:

1. Expected Outcomes (What did you hope to achieve?)

2. Project Details

- i. Impact on Community
- ii. Sustainability of the Programme
- iii. Management & Staff Involvement
- iv. National Significance

3. Implementation

- i. How was this project implemented?
- ii. What was its coverage in terms of community participation?
- iii. What was the time period of the project?

4. Percentage of Profits before Tax spent on CSR projects.

5. Other Information (Provide any other relevant information about the project that you feel is important to include.)



Signature of CEO

Name

Date



PRIME MINISTER'S CSR AWARDS 2011

OFFICIAL ENTRY FORM BEST WORKPLACE PRACTICES

Please complete this entry form and attach as cover page for your entry.

DEADLINE: SEPTEMBER 5, 2011

Company Name & Address:

Contact Person:

Position:

Department:

Office Tel:

Mobile:

Fax:

Email:

Category:

Please attach your detailed submission (maximum 5 pages), which should answer the following questions:

1. Expected Outcomes (What did you hope to achieve?)

2. Workplace Practice Details

- i. Implementation (What were the initiatives launched to improve the workplace?)
- ii. Impact on Work/Life balance:
- iii. Impact on Employees:

3. Percentage of Profits before Tax spent on CSR projects:

4. Other Information (Provide any other relevant information about the project that you feel is important to include.)



Signature of CEO

Name

Date



PRIME MINISTER'S CSR AWARDS 2011

OFFICIAL ENTRY FORM BEST MEDIA COVERAGE

Please complete this entry form and attach as cover page for your entry.

DEADLINE: SEPTEMBER 5, 2011

Company Name & Address:

Contact Person:

Position:

Department:

Office Tel:

Mobile:

Fax:

Email:

Category:

Title of Story/Stories:

Please attach your detailed submission (maximum 5 pages), which should answer the following questions:

1. Expected Outcomes (What did you hope to achieve?)
2. Extent of Coverage
3. Feedback (if any) as to impact of story/stories



Signature of Editor-in-Chief

Name

Date



PRIME MINISTER'S CSR AWARDS 2011

OFFICIAL ENTRY FORM

Family Friendly Workplaces

Please complete this entry form and attach as cover page for your entry.

DEADLINE: SEPTEMBER 5, 2011

Company Name & Address:

Contact Person:

Position:

Department:

Office Tel:

Mobile:

Fax:

Email:

Category:

Please attach your detailed submission (maximum 5 pages), which should answer the following questions:

1. What are your flexible working policies?

Example: part time work, career breaks, flexi-working hours, working outside the office, etc.

2. What is your company policy regarding leave?

Example: maternity leave, sabbatical, educational leave, personal leave, etc.

3. What forms of employee assistance do you offer employees with families?

Example: parenting support groups, etc.

4. What are your on-site facilities for family support?

Example: child and eldercare services, etc.

5. Other Information

(Provide any other relevant information about the project that you feel is important to include)



Signature of CEO

Name

Date



PRIME MINISTER'S CSR AWARDS 2011

OFFICIAL ENTRY FORM

Outstanding Opportunities for People with Disabilities

Please complete this entry form and attach as cover page for your entry.

DEADLINE: SEPTEMBER 5, 2011

Company Name & Address:

Contact Person:

Position:

Department:

Office Tel:

Mobile:

Fax:

Email:

Category:

Please attach your detailed submission (maximum 5 pages), which should answer the following questions:

1. What structural changes have you made to your office to accommodate employees with disabilities?

Example: wheelchair ramps, automatic doorways, disabled friendly washrooms, etc.

2. To what extent have you customized training/working materials to accommodate employees with disabilities?

Example: working material for vision impaired employees, etc.

3. What is the percentage of employees with disabilities over the total number of employees?

4. Other Information

(Provide any other relevant information about the project that you feel is important to include)



Kementerian Pembangunan
Usaha, Kewangan dan Masyarakat

Signature of CEO

Name

Date