



## Namibian Manufacturers Association

Namibian Manufacturers Association (NMA) P O Box 3325, Windhoek, Namibia

Tel: +264 (0)61 308 053 Fax: +264 (0)88 621 079 E-mail: nma@nmanamibia.com Website: www.nmanamibia.com

**PHYSICAL ADDRESS: Old Power Station, Unit 46 (Second Floor)**

**CNR Nobel & Armstrong Streets**

**Southern Industrial**

**Windhoek**

### NMA MANUFACTURER OF THE YEAR 2017 ENTRY FORM

### RULES AND REGULATIONS

- Only paid-up members of the NMA may enter.
- Entry forms may be delivered to the offices of the NMA in Windhoek; or faxed or emailed. You will receive confirmation from the NMA that your entry has been received.
- All information will be treated as confidential.
- More than one category may be entered, but an entry form for each category must be attached to the **main entry form**.
- Please read the information **underneath** the heading of each category (if applicable to the category) carefully to make sure your entry comply for that **specific category**.
- As far as possible, avoid "generic" answers, provide detailed answers.
- Three finalists will be chosen in each category. Each finalist will receive a write-up in the Manufacturers and Processing Directory.

- Finalists or a representative must attend the gala evening in order to receive prizes.
- **Please contact the secretariat of the NMA if anything is unclear.**
- The judges' decision will be final and no correspondence will be entered into.
- The "Declaration: at the bottom of the "Main Entry Form" **must** be signed.

#### **SUPPORTING DOCUMENTATION:**

- Please note that you are not obliged to provide supporting documentation (for example photos of a product; copies of newspaper article; or any other documentation that you feel may strengthen your entry) but it will be welcomed where necessary and may give the judges a better understanding of your company's operations. **NOTE: If you DO SUPPLY supporting documentation, please supply only 1 (one) page per criteria. (Please call the NMA secretariat if there are any questions as to this rule!).**
- Please mark all accompanying documentation clearly with the name of the company and the category that it is entered for. Do not include originals.
- Please do not include photos larger than 1MB.
- If space in "Description" column is not enough, and extra pages are included, please mark these pages clearly to avoid confusion.

**MAIN ENTRY FORM: TO BE COMPLETED BY ALL ENTRANTS**

Name of company	
Physical address	
Contact details	Telephone (Landline) Telephone (Mobile) Fax Email
Main activity	
Number of years in business	
Number of employees	
Turnover per annum	
<p><b>Please circle the numbers of only the categories that you are entering for.</b></p> <p><b>*** PLEASE CONTACT THE NMA SECRETARIAT IF YOU DO NOT FULLY UNDERSTAND THIS RULE to avoid any <u>misunderstanding</u>..</b></p>	<p>1. THE NMA <b><i>SMALL</i></b> MANUFACTURER OF THE YEAR <i>(The Company's turnover must be less than N\$ 3 million <u>per year</u>, for their past <u>two (2)</u> financial years. The <u>average</u> of the two financial years must be less than N\$ 3 million <u>per year</u>.)***</i></p> <p>2. THE NMA <b><i>MEDUIM</i></b> MANUFACTURER OF THE YEAR <i>(Only companies whose turnover is between N\$ 3 million and less than N\$ 60 million per year, for their past <u>two (2)</u> financial years. The <u>average</u> of the two financial years must be less than N\$ 60 million <u>per year</u>.)***</i></p>

	<p>3. THE NMA <b>LARGE</b> MANUFACTURER OF THE YEAR  <i>(Only companies whose turnover is between N\$ 60 million and less than N\$ 150 million per year, for their past <u>two</u> (2) financial years. <u>The average of the two financial years must be less than N\$ 150 million per year.</u>)***</i></p> <p>4. The NMA <b>CORPORATE</b> MANUFACTURER OF THE YEAR  <i>(Only companies whose turnover is N\$ 150 million and more per year, for their past <u>two</u> (2) financial years. <u>The average of the two financial years must be more than N\$ 150 million per year.</u>)***</i></p> <p>5. THE NMA <b>BEST AMBASSADOR</b> FOR MANUFACTURING IN NAMIBIA</p> <p>6. THE NMA <b>MOST ENVIRONMENTALLY FRIENDLY</b> AWARD</p> <p>THE NMA OVERALL WINNER “<b>LARGE</b>” MANUFACTURER OF THE YEAR” – <i>(MUST NOT BE ENTERED – WILL BE JUDGES CHOICE)</i></p> <p>THE NMA OVERALL WINNER “<b>CORPORATE</b>” MANUFACTURER OF THE YEAR” – <i>(MUST NOT BE ENTERED – WILL BE JUDGES CHOICE)</i></p>
--	--

I ..... hereby declare and certify that all information supplied to enter this competition are true and correct!

Signature: .....

Date: .....

**CATEGORY 1. THE NMA SMALL MANUFACTURER OF THE YEAR AWARD**

***(The Company's turnover must be less than N\$ 3 million per year, for their past two (2) financial years. The average of the two financial years must be less than N\$ 3 million per year.)\*\*\****

<b>CRITERIA</b>	<b>PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION</b> (Only one page per criteria)
The company shows product excellence and the product meets the demand of the consumer.	
The company's turnover is less than N\$ 3 million for their past two (2) financial years.	(Just indicate Yes, or No)
The company shows effective leadership.	
The company shows efficient manufacturing processes.	
The company has differentiated itself from its competitors (explain: product, price, and service, anything else?)	
Describe future plans/strategies to expand or differentiate.	
ANYTHING ELSE YOU WOULD LIKE TO ADD THAT MAY MAKE THE COMPANY ELEGIBLE FOR THIS AWARD?	

**CATEGORY 2. THE NMA MEDIUM MANUFACTURER OF THE YEAR AWARD**

***(Only companies whose turnover is between N\$ 3 million and less than N\$ 60 million per year, for their past two (2) financial years. The average of the two financial years must be less than N\$ 60 million per year.)\*\*\****

CRITERIA	PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION (Only one page per criteria)
The company shows product excellence and the product meets the demand of the consumer.	
The company's turnover is between N\$ 3 million and less than N\$ 60 million for the past two (2) financial years.	Please <u>attach</u> signed declaration from auditor as proof.
The company shows effective leadership.	
The company shows efficient manufacturing processes.	
The company has differentiated itself from its competitors (explain: product, price, and service, anything else?)	
The company invests in its employees and addresses the current and future skills needs of their staff (Skills development)	
The corporate strategy is properly communicated throughout the organisation.	
Describe future plans/strategies to expand/differentiate.	
Supply chain: local content percentage.	

**CATEGORY 3. THE NMA LARGE MANUFACTURER OF THE YEAR AWARD**

***(Only companies whose turnover is between N\$ 60 million and less than N\$ 150 million per year, for their past two (2) financial years. The average of the two financial years must be less than N\$ 150 million per year.)\*\****

CRITERIA	PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION (Only one page per criteria)
The company shows product excellence, innovation and the product meets the need of the consumer.	
The company's turnover is between N\$ 60 million and less than N\$ 150 million for the past two (2) financial years.	Please <u>attach</u> signed declaration from auditor as proof.
The company shows excellent leadership.	
The company shows excellent manufacturing processes.	
The company has differentiated itself from its competitors (explain: product, price, and service, anything else?)	
The company has a Corporate Social Responsibility programme in place.	
The company invests in its employees and addresses the current and future skills needs of their staff (Skills development)	
The corporate strategy is properly communicated throughout the organisation.	
Supply chain: local content percentage.	

**CATEGORY 4. THE NMA CORPORATE MANUFACTURER OF THE YEAR AWARD**

***(Only companies whose turnover is N\$ 150 million and more per year, for their past two (2) financial years. The average of the two financial years must be more than N\$ 150 million per year.)\*\*\****

CRITERIA	PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION (Only one page per criteria)
The company shows product excellence, innovation and the product meets the need of the consumer.	
The company's turnover is more than N\$ 150 million for the past two (2) financial years.	Please <u>attach</u> signed declaration from auditor as proof.
The company shows excellent leadership.	
The company shows excellent manufacturing processes.	
The company has differentiated itself from its competitors (explain: product, price, and service, anything else?)	
The company has a Corporate Social Responsibility programme in place.	
The company invests in its employees and addresses the current and future skills needs of their staff (Skills development)	
The corporate strategy is properly communicated throughout the organisation.	
Supply chain: local content percentage.	



**CATEGORY 5. THE NMA BEST AMBASSADOR FOR MANUFACTURING IN NAMIBIA AWARD**

CRITERIA	PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION (Only one page per criteria)
Describe how you are proactive in helping to improve the public perception of manufacturing in Namibia?	
Have you received any local and/or international awards or any other recognition? Please describe and supply certified copies of awards or other recognition.	
Describe briefly how you are proactive in promoting the NMA (Namibia Manufacturers Association)	
ANYTHING ELSE YOU WOULD LIKE TO ADD THAT MAY MAKE YOU ELIGIBLE FOR THIS AWARD?	

**CATEGORY 6. THE NMA *MOST ENVIRONMENTALLY FRIENDLY* AWARD**

<b>CRITERIA</b>	<b>PLEASE DESCRIBE AND/OR ADD SUPPORTING DOCUMENTATION (Only one page per criteria)</b>
Describe the company's approach and efforts towards running an environmentally friendly company.	
How high are environmental issues on the management agenda at the company?	
What environmental improvements have taken place as a result of these initiatives and what were the cost implications to the company?	
Please supply any supporting documentation (ISO Certified, etc.)	
ANYTHING ELSE YOU WOULD LIKE TO ADD THAT MAY MAKE THE COMPANY ELIGIBLE FOR THIS AWARD?	