غرفة أبوظبي
ABU DHABI CHAMBER

For Office Use

Date received _____ No. _____

جائزة الشيخ خليفة للإمتياز
SHEIKH KHALIFA EXCELLENCE AWARD

Intention to Participate in
Sheikh Khalifa Excellence Award (SKEA)
Registration Form

We wish to participate in Sheikh Khalifa Excellence Award for the Year: _____

Name of your Organisation: _____

Business Activity (Nature of the Business): _____

Business Address: _____ P.O. Box: _____

Telephone: _____ Fax: _____

Trade License Number: _____ (Please attach a copy of your license)

SKEA Categories are

- ○ **Silver**
- ○ **Gold**
- ○ **Diamond**

Year of previous application, (if any): _____

Category Applied for previously: _____

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How did you hear about SKEA? for example:

Advert in a Newspaper ☐ Advert in Magazine ☐ Flyer ☐ Fax ☐

Email Campaign ☐ SMS Campaign ☐ Radio ☐ others ☐

Location of your Head Office:

Total Number of branches in Abu Dhabi:

Total Number of branches in the UAE Excluding Abu Dhabi:

Total Number of branches outside the UAE if any:

Total Number of Employees in Abu Dhabi:

Total Number of Employees in the UAE Excluding Abu Dhabi:

Please indicate the sector which your organisation belongs to:

Finance	○	Professional	○
Construction	○	Manufacturing	○
Trade	○	Tourism	○
Service	○	Others	○

(If others please explain)

Please tick to indicate which of the following initiatives has been implemented in your organisation:

Initiative	Implemented Since (Year)
☐ Vision, Mission, Values	
☐ ISO 9000	
☐ ISO 14000	
☐ HACCP	

- ☐ Customer Satisfaction Surveys
- ☐ Employee Satisfaction Surveys
- ☐ Management by objectives
- ☐ Suggestion Scheme
- ☐ Complaint System
- ☐ Six Sigma
- ☐ Activity Based Costing
- ☐ Budgeting System
- ☐ Balanced Scorecard

• Do you have a full time HR Manager?	No
• Do you have a full time Quality Manager?	No
• Do you have a full time Training Manager?	No
• Do you have results showing financial and non-financial measures for more than 3 years?	No
• Does your company have a Staff Appraisal System?	No
• Are rewards linked to the performance measures?	No
• Do you have any special system for preventing or reducing harmful waste/recycling/noise, others, etc?	No
• Do you have an ERP System?	No
• Do you have a CRM System in place?	No
• Are you part of a subsidiary?	No
• Are you part of an international brand?	No
• Does your company control other companies outside the UAE?	No
• Have you won any other major Awards in the past 3 years? If yes, please state below the name of the award and the date won	No

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Name of the Contact Person:

(Contact Person is the person to whom all correspondence will be sent)

Position:

Telephone: Fax:

Mobile: Email:

Registering for SKEA Award must be approved by the Highest Ranking Operational Authority in your organisation:

Name:

Position:

Signature: Date:

Print Submit

Please print and send by fax the signed copy

Important Notes

1. Completing this application form does not bind the applicant to make a submission, however, a serious attempt at preparing the final entry document is expected.
2. A Final entry document should be submitted before the date specified by the Award Office. This Document must reflect your organization as it currently stands against the SKEA model & criteria and not how it will be in the future.
3. The Submission Fee for this year will be AED 5000 for all categories. The award office has the right to change this fee structure without prior notice. However, all applicants will be informed in advance.
4. It is recommended to demonstrate your commitment by announcing your decision to apply for SKEA award to key members of staff and to nominate a senior person in your organisation to champion and lead a Project, attend our workshops and conferences , appoint a project lead coordinator to facilitate the co-ordination and the information compilation process.
5. Start as early as possible .Do not underestimate the time it takes to produce a good submission document. Keep the Award office informed of your progress to date.

6. Your main objective should be ot engage key members of your organisation in a cycle of continual improvement and business excellence activities and not only to write a document to win the Award.
7. Upon receipt of this registration form by the SKEA office, you will be entitled for further updates about the Award together with any other booklets, seminars, events and courses organised by the SKEA Award office.
8. This form may be copied or reproduced. Sending this form to the SKEA office as early as possible, will allow us to include you in our future workshops and events. Applicants should keep a copy of the completed form for their record.
9. There is no need for anyone to visit to the SKEA office to submit the fully completed form in person. You may submit it online, or send it by email, or by fax.
10. If you wish to send this registration form electronically please email to: **skea@ioe.ae**
11. You may send this registration form by fax to: 02 665 1008.

Important:

If this form is sent to the SKEA Award office electronically by email, or submitted online, it will be automatically assumed that it has been approved by the highest ranking operational authority in your organisation

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