



# **NATIONAL BUSINESS EXCELLENCE AWARDS 2024**

Business Excellence Benchmark Competition

## **APPLICATION SUBMISSION GUIDE**

# SUBMISSION WEB URL

<https://submission.nationalbusinessexcellence.lk/>

[HELP GUIDE FOR APPLICANTS - VIEW HERE](#)

[NBEA 2024 BROCHURE - DOWNLOAD](#)

[DOWNLOAD APPLICATION - PDF ▶](#)

[DOWNLOAD APPLICATION - WORD DOC ▶](#)



**Agriculture &  
Plantations**

[Start Application >>](#)



**Banking Sector**

[Start Application >>](#)



**Construction**

[Start Application >>](#)



**Gem &  
Jewellery**

[Start Application >>](#)



**Healthcare &  
Related  
Services**



**Hospitality &  
Tourism**



**ICT Services**

[Start Application >>](#)





**Insurance**

[Start Application >>](#)

**CLICK NEXT**

# SUBMISSION APPLICATION PAGE





**National  
Business  
Excellence  
Awards 2024**  
Application Document

Save

Next

CLICK NEXT

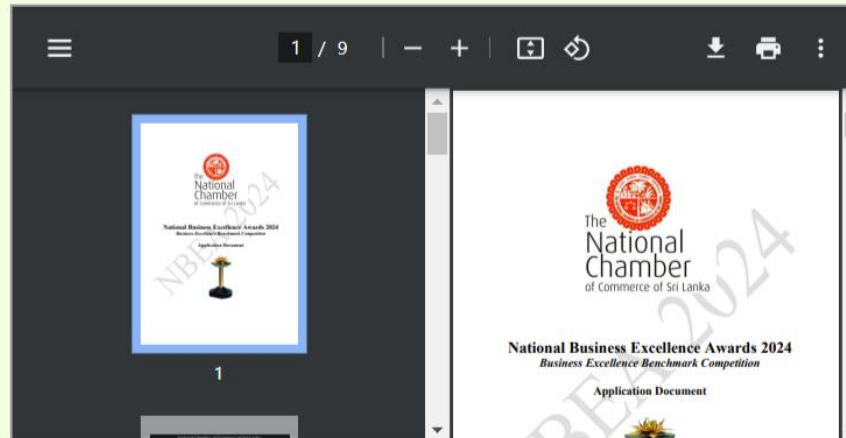
# APPLICATION FORM INTRODUCTION



## National Business Excellence Awards 2024

Application Document

Go through the following document before filling the application.



Back

Save

Next

CLICK NEXT



## National Business Excellence Awards 2024

Application Document - Part (A)

### 1. Organisation Name:

Name of Applicant (Company/ Organization) \*

**This field is required.**

Company Registration No.: \*

PV100100

**This field is required.**

Date of Incorporation \*

MM-DD-YYYY

Date

Company Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

### 2. Executive Details

Name and Designation of the Highest Ranking Executive : \*

Executive Name

### 3. Type of Organization (please tick) (Please attach form 20)

Tick Category  
(Require to attach  
form 20) \*

- ☐ Public Listed Company
- ☐ Public Limited Liability Company
- ☐ Private Limited Liability Company
- ☐ Partnership
- ☐ Proprietorship
- ☐ State Corporations/ Boards / Entities  
Established under Acts of Parliament
- ☐ Co-operative Society
- ☐ Associations and Societies

Attach form 20



Browse Files

Drag and drop files here

Back

Save

Next

# APPLICATION FILLING PROCESS

ALL THE FIELDS MUST BE FILL YOU CAN'T CONTINUE WITHOUT FILING DATA



## National Business Excellence Awards 2024

Application Document - Part (A)

### 1. Organisation Name:

Name of Applicant (Company/ Organization) \*

**This field is required.**

Company Registration No.: \*

PV100100

Date of Incorporation \*

MM-DD-YYYY



Date

# APPLICATION FILLING PROCESS

FOR FILE ATTACHMENT DRAG AND DROP OR SELECT FILES

ALLOW FILE TYPES :

**PDF, DOC, DOCX, XLS, XLSX, CSV, TXT, RTF, HTML,  
JPG, JPEG, PNG, GIF**

Attach form 20



**Browse Files**

Drag and drop files here

# APPLICATION FILLING PROCESS

MAXIMUM ALLOWED WORD LIMITATION FOR  
ANSWER SECTIONS

1.1 Vision, Mission and Values or the Purpose of the organisation and how it is communicated - (Marks 10)

1.1.1 - Describe your Vision, Mission and Values or the Purpose and how these are communicated to the employees- (Marks 02) \*


.

1/300

# APPLICATION FILLING PROCESS

**ANNEXES UPLOAD (SUPPORTING DOCUMENTS) SECTION  
AND FINAL SUBMISSION - LIMITED TO 1GB FILE SIZE**

Annexe Upload  
(Supporting  
Documents)

  
**Browse Files**  
Drag and drop files here

Back

Print

Save


SUBMIT APPLICATION




# APPLICATION FILLING PROCESS

SAVE AND CONTINUE LATER OPTION

Save your progress

 Sign up with Google

 Sign up with Facebook

OR

 Sign up with Email

Already have an account? [Log in](#)

[Skip Create an Account](#)



# APPLICATION FILLING PROCESS

SAVE AND CONTINUE LATER OPTION

← Back



**Your form has been saved as a draft.**

If you want to continue your form later, please enter the email address you would like to send the link to:

Enter your email

➤ Send

[Get Shareable Link](#)

## FAQ – NBEA 2024 APPLICATION SYSTEM

### 1. Where can we attach the annexures?

- At the end before submission, where it mentioned "supporting documents" you can attach any necessary documents.
- Attach/upload the supporting documents separately

### 2. Can we include pictures/graphs/tables etc. since those are always included in the explanations we have given?

- This also to be included with the supporting documents
- Referred attachments should be relevant to the report and clearly state the section in question.

### 3. Is there a word limit for the sections?

- Yes, it's mentioned in the appropriate field
- The report should not exceed the number of words given in the system
- For further reference to each section – can be uploaded along with the supporting documents. Attachments should be relevant to the report and clearly state the section in question.

## FAQ– NBEA 2024 APPLICATION SYSTEM

4. Is there a way to include points within paragraphs?

- No, but could use the special characters that are available on keyboards. Ex. \*

5. Can we save a WIP submission? Yes

6. Will the data and attachments in 'section A' get saved if the browser is closed?

- Yes, when you log out of the system, which you may stop anywhere, it asks for your email ID.
- Enter your email ID and you will then receive an email, which you must use to continue when you begin filling out the application the next time.

7. How to save and continue later : Save Button

8. Submission :

- Upon successful submission of the application form, the applicant will receive an email notification from the National Chamber confirming the status of the submission.

**APPLICATION SUBMISSION  
CLOSING DATE : 31ST JAN 2024**



**THANK YOU**