

Matale District Chamber of Commerce, Industry & Agriculture (MDCCIA)

Central Province Entrepreneur Awards – 2025

Application Instructions

1. Eligible Applicants & Category Classification

Eligible Applicants:

- Businesses registered and operating in the Central Province (Matale, Kandy, Nuwara Eliya).
- All industry categories: Micro, Small, Medium, Large.
- All sectors: Manufacturing, Agriculture/Fisheries/Livestock , Tourism/Hospitality/Service.
- Applicants must meet the legal and registration requirements for their business type.
- Businesses owned by the directors of Matale District Chamber of Commerce, Industry and Agriculture are not eligible to apply.

Category Classification (by Revenue & Employees):

If the category determined by Annual Revenue differs from the category determined by Number of Employees, the FINAL CATEGORY is the larger one.

Economic Sector	Category	Annual Turnover (Rs.Mn)	No. of Workers
Industry/Manufacturing	Large	751 and above	Above 200
	Medium	351 – 750	51 – 200
	Small	20 – 350	11 – 50
	Micro	Less than 20	Less than 10
Services	Large	751 and above	Above 200
	Medium	351 – 750	51 – 200
	Small	20 – 350	6 – 50
	Micro	Less than 20	Less than 5

2. Important Dates

- Application Closing Date : 2025.10.15
- Shortlist Announcement: 2025.11.15

3. How to Complete the Form

- Use BLOCK LETTERS or type in the digital form.
- Provide complete and accurate information in every section. If not applicable, write “N/A”.
- Keep answers concise. Respect the word limits:
 - ❖ Business Description: max 100 words
 - ❖ CSR Activities: max 100 words
 - ❖ Future Development Plans: max 100 words

4. Documents to Attach (Mandatory where applicable)

- Business/Company Registration Certificate.
- Business profile – if available
- National Identity Card (NIC) copy of applicant.
- Financial documents (last financial year): audited accounts or certified management accounts.
- Export certificates (if export sales declared).
- Environmental Protection License (EPL) – if available.
- Standard certifications (e.g., GAP, GMP, ISO, HACCP) – if claimed.
- Evidence of new products/services (photos, brochures, spec sheets).
- Employee welfare documentation (policies, photos, benefit records).
- CSR evidence (photos, beneficiary letters, receipts).
- Renewable energy or energy-efficiency proof (invoices, bills, installation photos).
- Awards/recognitions (last 3 years).
- Details of Latest EPF ETF Reports
- Any other supporting documents referenced in the application.

5. Photographic Evidence (Recommended)

- photos: product, production facility, shop/outlet, CSR activity.
- Label each photo with applicant name and short caption.

6. Financial & Numeric Fields

- Amounts in Sri Lankan Rupees (Rs), rounded to nearest rupee.
- Total Investment – valuation as at [e.g., 31/03/2025].
- Annual Turnover – last completed financial year (attach supporting statements).

7. Employee Information

- Include owner(s) in employee count if applicable.
- Provide exact numbers for permanent, non-permanent, and disabled employees.
- Use average full-time equivalents (FTE) for part-time/seasonal staff.

8. Environment / Energy / Waste

- If you have an EPL, attach it; if not applicable, write “Not Applicable”.
- Describe energy-efficiency measures and renewable energy usage with supporting evidence.
- For each waste type, describe how you reduce, reuse, or dispose of it responsibly.

9. Award Structure

- **Enterprise Excellence Award (1)** Top Overall Enterprise in Central Province.
- **Best Enterprise Awards (12)**
3 Sectors × 4 Sizes = 12 awards

Economic Sector	Category	Economic Sector	Category	Economic Sector	Category
Industry/ Manufacturing	Large	Agriculture/ Fisheries/ Livestock.	Large	Tourism/ Hospitality/ Service	Large
	Medium		Medium		Medium
	Small		Small		Small
	Micro		Micro		Micro

- **Special Thematic Awards (6)**
- Best Environment-Friendly Enterprise
- Best Exporter
- Best Productive Enterprise
- Best Innovative Enterprise
- Best Value-Added Enterprise ○ Best Energy-Efficient Enterprise
- **Best District Enterprise Awards (36)**
- 3 Sectors × 4 Categories x 3 Districts = 36 awards
- Districts: Kandy , Matale, Nuwara

Economic Sector	Category	Economic Sector	Category	Economic Sector	Category
Industry/ Manufacturing	Large	Agriculture/ Fisheries/ Livestock.	Large	Tourism/ Hospitality/ Service	Large
	Medium		Medium		Medium
	Small		Small		Small
	Micro		Micro		Micro

10. Declaration & Signature

- Applicant must sign and date the declaration on the form.
- Unsigned forms will not be accepted.

11. Submission Method & File Format

- Physical Submission / Registered Post: Submit original application and attachments to:
- MATALE DISTRICT CHAMBER OF COMMERCE, INDUSTRY AND AGRICULTURE,
75/2/2 King Street, Matale
- Office Hours: 9:00 AM – 4:30 PM (Mon–Fri)
- Application Fee:

Category	Application Fee (LKR)
Micro	1,500/-
Small	5,000/-
Medium	7,500/-
Large	10,000/-

- Please deposit the Application Fee to the following account

Bank: Bank of Ceylon, Matale Branch

Account Name: Matale District Chamber of Commerce, Industry and Agriculture

Account No.: **827 33 895**

12. Application Checklist

- Application form fully completed.
- Applicant signature and date.
- Business registration copy attached.
- NIC copy attached.
- Financial statements attached.
- EPL / certifications attached (if claimed).
- Photos & supporting documents attached.
- All documents labeled correctly.
- Payment receipt attached. (Bank Deposit Slip or online Banking Slip)

13. Selection Process & Evaluation

- Applications screened for eligibility & completeness.
- Shortlisted applicants may be invited to present or submit further documentation.

• Evaluation Weighting:

Criteria	Weightage (%)
Financial Performance	10
Business Focus	10
Innovation / Technology Adoption	15
Global & Local Market Reach	10
Market Share / Sales Effectiveness	10
Employment Generation	10
Productivity	15
Corporate Social Responsibility (CSR)	10
Energy Efficiency & Environmental Management	10
TOTAL	100

14. Confidentiality

Information will be used only for the awards and related publicity (with permission). Sensitive financial details will remain confidential.

15. Contact for Queries

Name: Mr. Gihan Welagedara/Mr. Faizaldeen
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