



# THE 13<sup>TH</sup> SINGAPORE HR AWARDS

## **CELEBRATING HUMAN CAPITAL SUCCESSES**

### e-APPLICATION FORM

Organised yearly by Singapore Human Resources Institute (SHRI) and into its 13<sup>th</sup> edition, The Singapore HR Awards 2018 celebrates leading organisations and HR practitioners in their drive for impactful human capital strategies. As one of SHRI's signature events, it serves as an excellent platform to promote and recognise excellence within the HR profession in Singapore by highlighting leading organisational HR practices and HR individuals (CEOs, HR Leaders, HR Business Partners and HR Professionals).

Through The Singapore HR Awards, leading HR trailblazers and people management practices are honoured. New benchmarks and standards for the HR profession are also developed. Each Leading Singapore HR Award is a distinct recognition by Singapore's HR professional body to mark the successes and accomplishments of our people managers, thus further emphasising the importance of Singapore placing human capital as a key business outcome.

## INSTRUCTIONS TO SUBMIT THE E-APPLICATION FORM

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### DOWNLOAD

Download and complete the e-application form.



### SAVE

Save completed e-application form as pdf and name the file as:  
The Singapore HR Awards 2018\_<your company name>.pdf  
Example: *HR Awards 2018\_SHRI.pdf*



### SUBMIT

Submit the file as attachment to:  
Nazzer at [muhammadnazzer@shri.org.sg](mailto:muhammadnazzer@shri.org.sg)

## APPLICATION FEE

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Application closes on **14 February 2018**

TYPE	APPLICATION FEE
Start-Up / Not-for-Profit	S\$50+ per Category Submission
SME	S\$100+ per Category Submission
Government Agency / GLC / Large Enterprise / MNC	S\$150+ per Category Submission
3 year Submission Category (Unlimited)	S\$1,500+

Note:

- 1) Payment to be made by cash or cheque payable to "SHRI".
- 2) All organisations that have been conferred a leading award / special mention will require to purchase 1 of the award packages.

# APPLICATION PROCESS

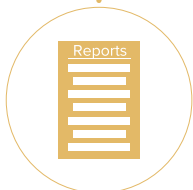
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- Organisations will be informed of presentation dates and panel of judges
- Organisations are encouraged to adhere to the allocated dates
- Organisations participating in less than 4 categories will be given 1 hour to present
- Organisations participating in more than 5 categories will be given 2 hours to present

## TIMELINE



**14 FEBRUARY 2018, 5PM**  
Close of e-Application submission



**9 MARCH 2018, 5PM**  
Close of report submission

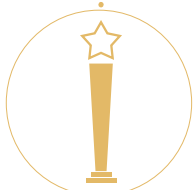


**MARCH TO MAY 2018**

- Presentations / Interviews for shortlisted nominees
- Organisational Visits (Organisations which are potential recipients of the HR Advocate and Corporate HR Champion Awards will be required to prepare an interview with the Judging Panel at their own premises)



**JUNE 2018**  
Notification of Award Recipients and Confirmation of Award Package



**JULY 2018**  
Announcement of Winners at The Singapore HR Awards 2018 Presentation Gala

## TYPES OF AWARDS & CATEGORIES

I am applying for:

### Business HR Awards

(You may select more than 1 category)

- Disruptive-Innovative (NEW)
- Fast-Growing^ (NEW)
- High-Performing (NEW)
- Purpose-Driven (NEW)

### Leading HR Practices

(You may select more than 1 category)

- Employee Engagement, Alignment and Workplace Harmony (REVISED)  
(Formerly Employee Relations & Workplace Harmony and Employer Engagement and Alignment)
- Employer Branding (NEW)
- HR Big Data & Analytics (REVISED)  
(Formerly Tech-HR Resource Management and Using Digital Media in HR)
- Human Resource Planning (REVISED)  
(Formerly Manpower Resourcing & Planning and Talent Management, Retention & Succession Planning)
- EASB Learning & Development   
See the number of Manpower
- Total Rewards (REVISED)  
(Formerly Compensation & Rewards Management and Performance Management)

### Special Categories

(You may select more than 1 category)

- Corporate Social Responsibility
- Fair & Inclusive Employment Practices
- Quality Work-Life Integration
- Workplace Safety & Health

### Individual Categories

(You may select more than 1 category)

- Leading CEO
- Leading HR Leader
- Leading HR Business Partner
- Leading HR Professional
- Manpower Journalism Award**

The first of its kind in the nation, this award emphasises on recognising Journalists who has covered Human Capital related articles in Singapore. In today's changing business environment, the media has an important role to play in bringing difficult issues to the front of people's mind and providing analysis. HR management issues continue to be high on the agenda for all businesses and informative, fresh-thinking journalism continues to provoke debate and add to our knowledge and understanding of these issues. Journalists are required to submit original articles from 2017 that impacted Singapore's HR Community.

#### WHO CAN APPLY?

(Freelance) Professional journalists based in Singapore. This category is self-nominated.

#### SUPPORTING DOCUMENTS

These are optional but are encouraged to provide additional credibility to your submission, and may include:

*Letters of commendation from colleagues, editors or supervisors*

*Previous Human Capital related publications (Minimum 4)*

*Positive feedback addressed to applicant to commend their work (must be dated and non-anonymous)*

#### Note:

##### ^Entry Requirements for Fast-Growing Applicants

- Companies must be in operation for at least 5 years
- Companies have to demonstrate a 10% (Start-Up / SME) / 5% (Government Agencies / GLC / Large Enterprise / MNC) revenue growth or better every year for the last 3 years
- Certification is based on companies' annual financials, which have to be verified by auditors to be true and fair for all 5 years
- Full-time equivalent (FTE) of 20 (Start-Up / SME) / 100 (Government Agencies / GLC / Large Enterprise / MNC)

##### Entry Requirements for Not-for-Profit

- A society under the Registry of Societies (ROS); or
- A company limited by guarantee (CLG) under the Accounting and Corporate Regulatory Authority (ACRA)
- A trust under the Office of Commissioner of Charities (COC)

##### Entry Requirements for Start-Up

- Be a Singapore-based with core activities carried out in Singapore
- Be incorporated under ACRA for less than 5 years
- Provide evidence of substantial innovative and intellectual content for its product and / or services and / or applications
- Have high growth potential

##### Entry Requirements for SME

- Qualification based on SPRING Singapore's definition of SMEs of turnover less than S\$100 million or 200 employees

Note: Please refer to page 2 for instructions to submit this e-application form.

## PARTICULARS OF ORGANISATION

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**Name of Organisation** : \_\_\_\_\_

(Kindly note that the name stated here would be used for the Winning Trophy)

**Name of Organisation** : \_\_\_\_\_

(Kindly note that the name stated here would be used for publicity related materials; omitting Pte Ltd etc)

**Address** : \_\_\_\_\_

\_\_\_\_\_

**Brief Description of Business** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Year Incorporated** : \_\_\_\_\_

**BU Code** : \_\_\_\_\_

(If applicable)

**Billing Address** : \_\_\_\_\_

\_\_\_\_\_

(If different from above)

## PARTICULARS OF CONTACT PERSON

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**Salutation** :  Dr  Mr  Mrs  Ms

**Full Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Mobile** : \_\_\_\_\_ **DID** : \_\_\_\_\_

## PARTICULARS OF CHIEF EXECUTIVE OFFICER

(Or equivalent. Please specify: \_\_\_\_\_ )

**Salutation** :  Dr  Mr  Mrs  Ms

**Full Name** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Mobile** : \_\_\_\_\_ **DID** : \_\_\_\_\_

*Note: Please refer to page 2 for instructions to submit this e-application form.*

**NOMINEES PARTICULARS FOR LEADING HR LEADER / BUSINESS PARTNER / PROFESSIONAL AWARDS APPLICATION** *(Delete Accordingly)*

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(i) Salutation :  Dr  Mr  Mrs  Ms  
Full Name : \_\_\_\_\_ Age : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_ DID : \_\_\_\_\_

(ii) Salutation :  Dr  Mr  Mrs  Ms  
Full Name : \_\_\_\_\_ Age : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_ DID : \_\_\_\_\_

(iii) Salutation :  Dr  Mr  Mrs  Ms  
Full Name : \_\_\_\_\_ Age : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_ DID : \_\_\_\_\_

(iv) Salutation :  Dr  Mr  Mrs  Ms  
Full Name : \_\_\_\_\_ Age : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Email : \_\_\_\_\_  
Mobile : \_\_\_\_\_ DID : \_\_\_\_\_

*Note: Please refer to page 2 for instructions to submit this e-application form.*

## TYPE OF ORGANISATION

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- Start-Up / Association / Society / Not-for-Profit / Voluntary Welfare
- Small and Medium Enterprise
- Government-Link Corporation / Government Agency / Statutory Board / Ministry
- Large Local Enterprise / Multi-National Corporation

### Legal Entity

- Family-Owned Business
- Joint Venture
- Listed Company
- Partnership
- Sole Proprietor
- Others (Please specify: \_\_\_\_\_ )

### Financial Status: Yearly Turnover in Millions (S\$)

*Previous Financial Year (in millions S\$)*

- Less than 1
- 1 - 2
- 2 - 3
- 3 - 4
- 4 - 5
- 5 - 6
- 6 - 10
- More than 10

*This Financial Year (in millions S\$)*

- Less than 1
- 1 - 2
- 2 - 3
- 3 - 4
- 4 - 5
- 5 - 6
- 6 - 10
- More than 10

### Is your Organisation's HQ based in Singapore?

- Yes
- No

## INDUSTRY TYPE

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- Banking & Finance
- Construction
- Education / Training
- Electronics
- Engineering
- Food & Beverage
- Health
- Hotels & Leisure
- Insurance
- IT / Telecommunications
- Management Consulting
- Manufacturing
- Media / Publishing
- Oil / Chemicals
- Pharmaceuticals
- Property
- Retail
- Shipping / Logistics
- Social Services
- Trading
- Others  
(Please specify: \_\_\_\_\_ )

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## ABOUT THE EMPLOYEES

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### No. of Employees (Local)

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Less than 50 | <input type="checkbox"/> 301 - 500     |
| <input type="checkbox"/> 51 – 100     | <input type="checkbox"/> 501 - 800     |
| <input type="checkbox"/> 101 – 200    | <input type="checkbox"/> More than 800 |
| <input type="checkbox"/> 201 – 300    |  |

### No. of Employees (Regional / Global)

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Less than 50 | <input type="checkbox"/> 301 - 500      |
| <input type="checkbox"/> 51 – 100     | <input type="checkbox"/> 501 - 800      |
| <input type="checkbox"/> 101 – 200    | <input type="checkbox"/> More than 800  |
| <input type="checkbox"/> 201 – 300    | <input type="checkbox"/> Not Applicable |

### Types and Numbers of HR Personnel in the Organisation

(Please attach organisation chart)

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> HR Assistant | <input type="checkbox"/> HR Director                     |
| <input type="checkbox"/> HR Executive | <input type="checkbox"/> Regional HR Director            |
| <input type="checkbox"/> HR Manager   | <input type="checkbox"/> Others (Please specify: _____ ) |

### Terms & Conditions

- All participating organisations are required to be SHRI Corporate Member.  
• *New applicants will enjoy waiver of entrance fee and 20% off 1st year subscription fee.*
- There will be no refund for withdrawal from the Singapore HR Awards.
- Incomplete entries would be disqualified without any refund of application fees.
- No applications will be entertained after the close of the application date and there will be no extension of report submission deadlines.
- The judges' decision is final and no correspondences will be entertained upon confirmation of results.
- All award recipients are required to select their preferred Awards Package\* upon the unofficial release of results.
- Prizes are neither transferable nor exchangeable for cash.
- All prizes not collected within a month from the date of the Singapore HR Awards Presentation Gala shall be forfeited.
- All award recipients, upon invitation are required to share at one of SHRI's events (within a period of 12 months).
- SHRI may make available presentation sessions to members of the public for learning and sharing within the HR community and consent will be sought from the presenting organisation prior to the scheduled interview / presentation date.

I declare that the particulars in the application form are true to the best of my knowledge. I agree that the judges may verify the information from relevant sources as and when required.

Name of HR Director / CEO : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

\* By completing this form, the above mentioned HR Director / CEO would deemed to have agreed to this application and terms & conditions of the Singapore HR Awards.

## ENQUIRIES

Please visit our website at [www.shri.org.sg](http://www.shri.org.sg), or contact us at 6438 0012, or email Nazzer at [muhammadnazzer@shri.org.sg](mailto:muhammadnazzer@shri.org.sg).

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