



THE 15TH  
SINGAPORE  
HR AWARDS

ADVANCING AND RECOGNISING HUMAN CAPITAL

e-Application Form

# 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 15th Singapore HR Awards\_<your company name>.pdf  
Example: *The 15th Singapore HR Awards\_SHRI.pdf*



## SUBMIT

Submit the file as attachment to:  
*EventsTeam - [thesingaporehrwards@shri.org.sg](mailto:thesingaporehrwards@shri.org.sg) and [events@shri.org.sg](mailto:events@shri.org.sg)*

## APPLICATION FEE

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Application closes on **19 February 2021**  
All Applicants/ Organisation must be a SHRI member

| TYPE                                 | APPLICATION FEE <sup>1</sup>   |
|--------------------------------------|--------------------------------|
| Start-Up / Not-for-Profit            | S\$50 per Category Submission  |
| SME                                  | S\$100 per Category Submission |
| Public Sector/ Large Enterprise/ MNC | S\$150 per Category Submission |

### Note

<sup>1</sup> Application fee not including GST

### Payment by:

• **Cheque made payable to "SHRI"**

• **Bank Transfer:**

Name of Bank: DBS Bank Ltd  
Account Number: 001-052623-5 (Current Account)  
Branch Code: 001  
Bank Code: 7171  
SWIFT Code: DBSSSGSG  
Branch Name: DBS MBFC Branch  
Name of Account: Singapore Human Resources Institute

• **PayNow:**

Step 1: Login to your eBanking account  
Step 2: Under 'Transfer', select 'Unique Entity Number (UEN)'  
Step 3: Enter the Proxy type: S65SS0045CPAY and Proxy details  
Step 4: Click Next  
Step 5: Enter the registration fee amount and click "Done"  
Step 6: Enter Bill Ref No. (i.e. your name and The 15th Singapore HR Awards)  
Step 7: Click "Done", followed by "Next"  
Step 8: Verify payee details (i.e. Singapore Human Resources Institute UEN)  
Step 9: Click "Confirm"  
Step 10: Take a screen shot of the receipt and email:  
[thesingaporehrwards@shri.org.sg](mailto:thesingaporehrwards@shri.org.sg) and [events@shri.org.sg](mailto:events@shri.org.sg)

# APPLICATION AND SUBMISSION TIMELINE

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## TIMELINE



**19 February 2021**  
Close of nomination applications



**5 March 2021**  
Close of report submission



**22 March to 4 April 2021**  
First round of Judging



**7 April 2021**  
Release of Shortlisted Organisations for Face to Face/ Virtual Judging



**19 April to 30 April 2021**  
Face to Face/ Virtual Judging for Shortlisted Organisations



**18 June 2021**  
The 15th Singapore HR Awards Gala Presentation (Afternoon Event)

## PARTICULARS OF ORGANISATION

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

(Kindly note that the name stated here will be used for the winning trophy and publicity related materials)

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

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

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

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

## TYPE OF ORGANISATION

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(Please tick accordingly)

- Start-Up / Not-for-Profit
- Small and Medium Enterprise
- Public Sector (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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(Please tick accordingly)

### 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

- |                                       |  |
|---------------------------------------|--|
| <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: _____ ) |

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

## TYPES OF AWARDS & CATEGORIES

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I am applying for:

(Please tick accordingly)

### HR Practice Awards

(You may select more than 1 category)

- Coaching and Mentoring
- Diversity and Inclusion
- Digital Transformation
- Employee Engagement
- Employee Well Being
- Learning and Development (L&D)
- Organisation Development & Design
- Strategic Workforce Planning
- Talent Management (encompassing total rewards)
- Talent Acquisition

### Special Award

- Business Continuity Plan

### Leading HR Champion (Individual Awards)

(You may select more than 1 category)

- CEO
- Leader
- Practitioner
- Rising Star (Young talent)

#### Note:

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

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

##### Entry Requirements – SME

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

##### Entry Requirements – Start-Up

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

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

# NOMINEES PARTICULARS FOR LEADING HR CHAMPION -

(Please tick accordingly)

CEO     LEADER     PRACTITIONER     Rising Star (Young Talent)

(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 : \_\_\_\_\_

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## TERMS & CONDITIONS

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1. All participating organisations are required to be SHRI Corporate Member.
2. There will be no refund for withdrawal from The 15<sup>th</sup> Singapore HR Awards.
3. Incomplete entries will be disqualified without any refund of application fees.
4. No applications will be accepted after the close of the application date and there will be no extension of report submission deadlines.
5. The judges' decision is final and no correspondences will be accepted upon confirmation of results.
6. Prizes are neither transferable nor exchangeable for cash.
7. All prizes not collected within a month from the date of The 15<sup>th</sup> Singapore HR Awards Presentation Gala shall be forfeited.
8. 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.
9. All participating organisations are required to make full payment of the application fee prior to processing.

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 is deemed to have agreed to this application and terms & conditions of The 15th Singapore HR Awards.

## ENQUIRIES

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Please visit our website at <https://shri.org.sg/the15thsingaporehrawards> or contact us at 6422-3788.