



THE 15TH
SINGAPORE
HR AWARDS

ADVANCING AND RECOGNISING HUMAN CAPITAL

e-Application Form

INSTRUCTIONS TO SUBMIT THE E-APPLICATION FORM



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 and events@shri.org.sg

APPLICATION FEE

Application closes on **21 May 2021**
All Applicants/ Organisation must be a SHRI member

TYPE	APPLICATION FEE ¹
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

¹ 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 and events@shri.org.sg

APPLICATION AND SUBMISSION TIMELINE

TIMELINE



21 May 2021
Close of nomination applications



4 June 2021
Close of report submission



2 July to 16 July 2021
First round of Judging



26 July 2021
Release of Shortlisted Organisations for Face to Face/ Virtual Judging



16 August to 27 August 2021
Face to Face/ Virtual Judging for Shortlisted Organisations



22 October 2021
The 15th Singapore HR Awards Gala Presentation (Afternoon Event)

PARTICULARS OF ORGANISATION

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 : _____

Year Incorporated : _____

BU Code : _____

(If applicable)

Billing Address : _____

(If different from above)

PARTICULARS OF CONTACT PERSON

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

(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

- 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

(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: _____) |

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TYPES OF AWARDS & CATEGORIES

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

1. All participating organisations are required to be SHRI Corporate Member.
2. There will be no refund for withdrawal from The 15th 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 15th 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

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