**You can enter your details directly into the enrolment form on your computer and then send us a printed and signed copy. We recommend that you keep a copy for your own records.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **✓** |  | **Please indicate, by ticking the box, which category/categories your company would like to run for in ABA 2015 (feel free to choose more than 1 category)** | | | | | |
|  |  | **A. Large and Mid-Tier Companies** | | | | | |
|  |  | **AEC Priority Integration Sector Excellence Awards (complete all sections)** | | | | | |
|  |  |  | | | | | |
|  |  |  |  | **Agro-based** |  |  | **Healthcare** |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Automotive** |  |  | **Logistics** |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Aviation** |  |  | **Rubber-based** |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **e-ASEAN/ICT** |  |  | **Textiles** |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Electronics** |  |  | **Tourism** |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **Fisheries** |  |  | **Wood-based** |

**Ex: Complete section 1, 2.1, 2.2A, 3, 4 or 1, 2.1, 2.2B, 3, 4)**

|  |  |  |
| --- | --- | --- |
|  |  | **Lao PDR Priority Sectors Excellence Awards (complete sections 1, 2.1, 2.2C, 3, 4)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Infrastructure** |  |  | **Energy** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **B. Small and Medium Size Enterprises (SMEs)** | | |
|  |  | **SME Excellence Awards (You may choose more than 1 category)** | | |
|  |  |  | | |
|  |  |  |  | **Employment *(complete sections 1,3.A and 4)*** |
|  |  |  |  |  |
|  |  |  |  | **Growth *(complete Sections 1, 3.B and 4)*** |
|  |  |  |  |  |
|  |  |  |  | **Innovation *(complete Sections 1, 3.C and 4)*** |
|  |  |  |  |  |
|  |  |  |  | **Corporate Social Responsibilities *(complete sections 1, 3.D and 4)*** |

**C. Other awards**

|  |  |  |
| --- | --- | --- |
|  |  | **Young Entrepreneur Award *(complete sections 1, 3 and 4)*** |

|  |  |  |
| --- | --- | --- |
|  |  | **Woman Entrepreneur Award *(complete sections 1, 3 and 4)*** |

|  |  |  |
| --- | --- | --- |
|  |  | **Outstanding Woman Leader in STEM (Science, Technology, Engineering, Mathematics) Business Award *(complete sections 1, 3 and 4)*** |

|  |  |  |
| --- | --- | --- |
|  |  | **Outstanding Women Entrepreneur in STEM (Science, Technology, Engineering, Mathematics) Business Award *(complete sections 1, 3 and 4)*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | **CLMV Special Awards *(*You may choose more than 1 category)** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Employment *(complete sections 1,3.A and 4)*** |
|  |  |  |  |
|  |  |  | **Growth *(complete Sections 1, 3.B and 4)*** |
|  |  |  |  |
|  |  |  | **Innovation *(complete Sections 1, 3.C and 4)*** |
|  |  |  |  |
|  |  |  | **Corporate Social Responsibilities *(complete sections 1, 3.D and 4)*** |

|  |  |  |
| --- | --- | --- |
|  |  | **Friend of ASEAN Award *(complete sections 1, 3 and 4)*** |

|  |  |
| --- | --- |
| **CATEGORIES** | **DESCRIPTION** |
| **AEC Priority Integration Sector Excellence Awards** | Outstanding performance and presence in the ASEAN Economic Community Priority Integration Sectors. Includes the recognition of integration and connectivity between ASEAN businesses owned and operated by the applicant. Submissions should demonstrate exemplary track records in Growth, Employment, Innovation and CSR. |
| **Lao Priority Integration Sector Excellence Awards** | Outstanding performance and presence in the Lao Priority Integration Sectors. Includes the recognition of integration and connectivity between ASEAN businesses owned and operated by the applicant. Submissions should demonstrate exemplary track records in Growth, Employment, Innovation and CSR. |
| **SME Excellence Awards:**  **Employment** | Demonstrate the provision of a stimulating and supportive workplace. Qualifiers of this award are required to demonstrate how its people development strategies have created a committed, motivated and effective workforce |
| **SME Excellence Awards: Growth** | Have achieved outstanding commercial success and sustainable growth will be honoured with this award. Submissions should demonstrate initiative and a willingness to undertake bold new ventures and include evidence of sustainable growth and commercial success to levels that are outstanding for the size of the applicant's operations. |
| **SME Excellence Awards:**  **Innovation** | Demonstrate a proven ability to create, nurture and develop new products or services. Qualifiers of this award are required to demonstrate how they have differentiated themselves from others in their industry. Achievements can include, but are not limited to the invention, design, production, performance, marketing and distribution of their product or service. |
| **SME Excellence Awards:**  **Corporate Social Responsibility** | Demonstrate a high standard of commitment in the way they organise and integrate their responsible business practices will receive this prestigious endorsement. Submissions should provide evidence of a Corporate Social Responsibility (CSR) strategy that integrates responsible business practice into their mainstream operations resulting in a positive impact in the workplace, the marketplace, the environment or the community. |
| **Young Entrepreneur of the Year Award** | Outstanding business owner below the age of 45 who have demonstrated significant success though leadership, market positioning and company performance. |
| **Woman Entrepreneur of the Year Award** | Female business owner who have demonstrated significant success though leadership, market positioning and company performance. |
| **Outstanding Woman Leader in STEM Business Award** | A new category of award to honour help leading women business leader in STEM related business in ASEAN. |
| **Outstanding Women Entrepreneur in STEM Business Award** | A new category of award to honour help women entrepreneur in STEM related business in ASEAN. |
| **CLMV Special Award:**  **Employment** | Demonstrate the provision of a stimulating and supportive workplace. Qualifiers of this award are required to demonstrate how its people development strategies have created a committed, motivated and effective workforce.  A new category of award to help promote enterprise in the CLMV (Cambodia, Laos, Myanmar and Vietnam) countries |
| **CLMV Special Award:  Growth** | Have achieved outstanding commercial success and sustainable growth will be honoured with this award. Submissions should demonstrate initiative and a willingness to undertake bold new ventures and include evidence of sustainable growth and commercial success to levels that are outstanding for the size of the applicant's operations.  A new category of award to help promote enterprise in the CLMV (Cambodia, Laos, Myanmar and Vietnam) countries |
| **CLMV Special Award:**  **Innovation** | Demonstrate a proven ability to create, nurture and develop new products or services. Qualifiers of this award are required to demonstrate how they have differentiated themselves from others in their industry. Achievements can include, but are not limited to the invention, design, production, performance, marketing and distribution of their product or service.  A new category of award to help promote enterprise in the CLMV (Cambodia, Laos, Myanmar and Vietnam) countries |
| **CLMV Special Award:**  **Corporate Social Responsibility** | Demonstrate a high standard of commitment in the way they organise and integrate their responsible business practices will receive this prestigious endorsement. Submissions should provide evidence of a Corporate Social Responsibility (CSR) strategy that integrates responsible business practice into their mainstream operations resulting in a positive impact in the workplace, the marketplace, the environment or the community.  A new category of award to help promote enterprise in the CLMV (Cambodia, Laos, Myanmar and Vietnam) countries |
| **Friend of ASEAN Awards** | A non-ASEAN owned enterprise that demonstrates a continuous and increased commitment in growing its presence within ASEAN. |

***You can confirm if your company is eligible at Appendix I***

***If you need help or more information, you will find more information from*** [***www.abis2016.com***](http://www.abis2016.com)

**SECTION 1: GENERAL INFORMATION**

***(All candidates please complete)***

1. **Organisation Information**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Organisation Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **Website** |  |

1. **Key Personnel (Registration Contact and Nominee details)**

**Chief Executive Officer or equivalent (Nominee): ❑ Mr. ❑Mrs. ❑Ms.**

Name:

**Chief Financial Officer or equivalent (Nominee): ❑ Mr. ❑Mrs.❑Ms.**

Name:

**Contact person** (should be available to answer questions about registration) **❑ Mr. ❑ Mrs.❑ Ms.**

Name: Mobile number:

Email: Office direct line:

1. **Business Description**

Please provide a brief description of the organisation and its business in no more than 150 words.

|  |
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|  |

1. **S**HAREHOLDERS **I**NFORMATION

**(i) Individual Shareholders (if applicable)**

Please provide the names of all main individual shareholders and their nationalities (please attach a separate sheet if the space provided is insufficient):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Shareholder** | **Nationality** | **Designation in Organisation** | **Percentage of Shareholding** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(ii) Company Shareholders (if applicable)**

Please provide the names of all main company shareholders, if relevant (please attach a separate sheet if the space provided is insufficient or your company’s Annual Report):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Company** | **Country of Registration** | **Business Activity** | **Percentage**  **of Share**  **Holding** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(iii) Young Entrepreneur (if applicable)**

Please attach official identification clearly stating the Date of Birth of the shareholder(s) nominated for the Young Entrepreneur of the Year Award, if relevant.

1. **Financial Information**
2. In which year was the organisation incorporated?

|  |
| --- |
|  |

1. In which country was the organisation incorporated?

|  |
| --- |
|  |

1. Please indicate if the organisation is listed on any stock exchange(s):

□ Yes □ No

If organisation is listed, please indicate year of listing and the stock exchange(s) it is listed on.

1. Please indicate the following organisation’s details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **FY 2012 – 2013 (US$)** | **FY 2013 – 2014**  **(US$)** | **FY 2014 - 2015 (US$)** |
| **a** | **Revenue** |  |  |  |
|  | - Local Revenues |  |  |  |
|  | - Overseas Revenues |  |  |  |
|  | - Intra-ASEAN Revenue (as a percentage of Overseas Revenue) |  |  |  |
|  |  |  |  |  |
| **b** | **Shareholders' Equity** |  |  |  |
|  | - ASEAN |  |  |  |
|  | - Non-ASEAN |  |  |  |
|  |  |  |  |  |
| **c** | **Profit before tax** |  |  |  |
|  |  |  |  |  |
| **d** | **Total fixed assets** |  |  |  |
|  |  |  |  |  |
| **e** | **Number of employees** |  |  |  |
|  |  |  |  |  |
| **f** | **Operating costs** |  |  |  |
|  | - Salaries and benefits |  |  |  |
|  | - Cost of sales |  |  |  |
|  | - Financial costs |  |  |  |

***Note: Data must be converted to United States Dollar Equivalent applying the exchange rate at the end of each particular fiscal year.***

1. Please indicate if the last 3 years financial statements are audited (if financial statements are audited, please enclose a set of the audited statements): □ Yes □ No
2. Should the latest audited statement is not yet available, please provide the statement of the management account from the last audit date to 31st March 2016
3. State the geographical presence of the organisation (manufacturing and project sites, sales offices, wholly-owned subsidiaries, etc.) of the organisation (country & city):

|  |
| --- |
|  |

**SECTION 2: CATEGORY INFORMATION FOR ASEAN ECONOMIC COMMUNITY**

***(for Large and Mid-Tier companies only)***

Please provide a brief description on the organisation’s sectoral integration and regional linkage plans in no more than **150 words**. You may refer to guide criteria below:

1. ***Specific regional strategies***

* Has specific strategy that illustrates the company’s regionalization plan

***And either one of the following criteria***

***2A. Good produced in ASEAN (ICT equipment, electronic goods, fisheries, healthcare product,***

***rubber-based goods, textiles and clothing, and wood-based products)***

* Having produced goods that are pure origin or being wholly produced in ASEAN Member States;
* Not having pure origin or not being wholly produced goods in ASEAN Member States, provided that the said goods satisfy requirements of ASEAN Value Content as described in the 2009 ASEAN Trade in Goods Agreement

***2B. Services available for ASEAN consumers (tourism and logistics)***

* Has dedicated services available for ASEAN consumers
* Services available in ASEAN languages
* Employs staff from various ASEAN Member States

***2C. For* LPI sector (energy and infrastructure sectors)**

* Has dedicated services available for ASEAN consumers
* Services available in ASEAN Country
* Employs staff from various ASEAN Member States

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**SECTION 3: CATEGORY INFORMATION**

**(*For SMEs, you only need to fill-out the category/ies you are being nominated for. For the YE and WE, please complete ALL categories.***

1. **E**MPLOYMENT

Please provide a brief description on the **employment** of the organisation no more than **150 words**. You may refer to guide criteria below:

1. ***Staff retention***

* Maintain high staff retention rate (10% - 15% turnover)

1. **Create a conductive work environment that goes beyond what is mandated by law**

* Protects employees’ health, safety and well being
* Ensures a safe, healthy and supportive workplace so that employees can work safely and more efficiently

1. ***Provide employee professional development and career development***

* Professional development available to employees
* Training expense per employee at various levels
* Program on career path and succession planning
* Provide opportunities for training and development to improve employees’ job competency and allow them to advance to their careers

1. ***Safeguard employee rights, interest, benefits and welfare***

* Uses performance-based rewards system favorable to all levels of staff
* Implements performance-based wage system and effective performance management systems that reward employees according to their contributions and performance
* Provides health insurance and other benefits for employees
* Provision of acceptable terms and conditions including leave entitlement, welfare, retrenchment benefits and housing
* Timely payment of wages

1. ***Engage employees and align them with business goals***

* Has open communication culture to share company’s goals and directions (# of regular staff meetings/workshops on strategy)
* Commitment from senior leadership and effectiveness in people management
* Provide channels and opportunities for meaningful communication between management and employees/unions in order to enhance staff-management relations.

1. **G**ROWTH

Please provide a brief description on the **growth** of the organisation no more than **150 words**. You may refer to the guide criteria below:

1. ***Strong company financial performance over a minimum of 2 (SMEs and Entrepreneurs) or 3 (Large Company) financial years***

- % Profit Growth

- Growth in Annual Revenue

- % Capital Growth

- % Earnings (Profit)/Capital

- % Total assets Growth

1. **Growth rate in term of the Size of the Company over others competitors**

* % increase in number of employees
* % Number of new branches/subsidiaries established locally and overseas last year (2015)

1. ***Provisions in place for longer term sustainability of business***

* Revenue and profit budget for the next five years
* Cash flow budget from operating activities
* Market share of the company over other competitors in the same industry and in the next three (3) to five (5) years

1. ***Plans for future/further expansion into ASEAN & international markets***

* Plan to have new branch/subsidiaries in other countries in ASEAN in the next five years
* Number of employees expected to be recruited in the next five years

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1. **I**NNOVATION

Please provide a brief description on the **innovation** of the organisation no more than **150 words**. You may refer to the guide criteria below:

1. ***Customer & Market Insights***

* Does the entity identify the customers’ needs? Quality of such assessment?
* How well does the entity recognize emerging market opportunities?
* How appropriate is the entity’s innovation scheme based on customer and market insights?
* How is the entity going to apply innovation to improve usefulness, functionality and ease of use of existing product/services?

1. ***Innovation as a value throughout the business***

* How clear and appropriate are types of innovation the entity is pursuing (e.g quality and quantity contents/copy)?
* How does the entity recognize opportunities to innovate its business processes and marketing activities with proven success (e.g reduced operational costs, reduce production/service turnaround time, implementing new technology, new marketing channel or media?
* How appropriate is the entity’s research and development budget?
* How many opportunities to innovate within the entity are identified

1. ***Innovation process***

* How the innovation pipeline performing relative to the target set?
* How does the entity identify which innovation projects should be continued or dropped?
* How well does the entity assess the progress of innovation project?
* How well does the entity build its innovation capacity most effectively and efficiently?

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1. **CORPORATE SOCIAL RESPONSIBLILITY**

Please provide a brief description on the **corporate social responsibility** of the organisation no more than **150 words**. You may refer to the guide criteria below:

1. ***Frame work for CSR***

* Do companies have a comprehensive corporate responsibility framework covering purpose and values, the workforce, the marketplace, the environment, community, human rights and guiding principles?
* Does CSR framework and policy function as a built-in, self-regulating mechanism whereby business would monitor and ensure its adherence to law, ethical standards, and international norms?
* To what extend is Good Corporate Governance practice by the company?

1. ***Follow International guidelines and standards on CSR***

* Guidelines for Social Responsibility (SR) (ISO 26000)
* Quality Management System (ISO 9000)
* Environmental Management System (ISO 14000)
* Social Accountability System (SA8000)
* Health and Safety Management System (OHSAS 18000)
* Sustainability and CSR Reporting - Global Reporting Initiative (GRI)

1. ***Communicating Your Commitment to Corporate Social Responsibility***

* When a business commits to Corporate Social Responsibility (CSR), it is important to report and communicate this commitment effectively inside and outside

1. ***Implementation and measurement of CSR Program***

* Has budget for CSR activities
* Economic performance: impacts on the economic circumstances of its stakeholders and on economic systems at the local, national and global levels (e.g. profitability, investment in intellectual capital, employee compensation, community development, customer satisfaction)
* Environment performance: impact on living and non-living natural systems, including ecosystems, land, air and water (e.g. energy input, air emissions, greenhouse gas emissions, land and ecosystem use, incidents and non-compliance

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**SECTION 4: DECLARATION**

**(*All candidates please complete)***

**To be completed only by the Chief Executive Officer / Managing Director / Chief Financial Officer or equivalent) of the organisation nominated for this Awards:**

I hereby declare that the facts stated in this application together with the accompanying information are true and correct, to the best of my knowledge, and satisfy the eligibility criteria. I declare that the information provided in this information form and the attached profile is true and correct.  
  
I understand that the information I provide in this application will be used by the independent panel of judges in selecting awards recipients and I consent to the use of such information for that purpose.

I further consent to the use of such information for research, educational or any purpose as long as such use does not divulge my identity or the identity of the company.

If I am selected as a finalist or award recipient, I hereby authorize the release and use, in connection with the ASEAN Business Awards 2016, of my name, my company's name, non-financial information, photographs, video or audio recordings of me in any form of media, from whatever source.

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

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

**Before you send in your nomination form, please ensure these items are followed and completed:**

Complete this nomination form and submit to the address below on or before 30 July 2016:

The softcopy must arrive by email or be uploaded (to the website [www.abis2016.com](http://www.abis2016.com) in pdf format) before 30 July.

|  |  |
| --- | --- |
| **Souphaphone Khamsennam (ASEAN Business Awards)**  **ASEAN Business Advisory Council (ASEAN BAC) Lao PDR**  C/O: **Lao National Chamber of Commerce and Industry (LNCCI)**  Address:  Kaison Phomvihan Avenue, KM 5, Ban Phonphanao, Saysettha District, Vientiane, Lao PDR  P. O. Box : 4596  Tel: (+856-21) 720 437  Fax: (+856-21) 720 438  Mobile : (+856-20) 55168335 (Joy) / 55513531 (Sino)  E-mail: [aba.registration@abis2016.com](mailto:aba.registration@abis2016.com) or [secretariat@abis2016.com](mailto:secretariat@abis2016.com) / [khamsennam@gmail.com](mailto:khamsennam@gmail.com) / Thanongsinh@gmail.com    Website: [www.abis2016.com](http://www.abis2016.com) |  |

* Nomination form must be signed by the Member of the Board of Director, or equivalent.
* Enclose copy of the Registration Certificate of the Company.
* If financial statements are audited, please enclose a set of the Audited Statements.
* Enclose copy of the Residence, Passport or Identification Card of the Nominee (CEO of the Company, or equivalent).
* Enclose copy of latest Annual Reports if available and sustainability/CSR reports as relevant.
* Letter of Certification that the Company has never been subjected to any investigation or litigation signed by the Chief Executive Officer/ Managing Director/ Chief Financial Officer or equivalent
* The nomination form can be completed by anyone, including the nominated organisation.
* Entry submission, with supporting documents and materials, should be in English
* SMEs participating in ABA will need to comply with the SME Criteria defined by respective ASEAN Member States. Please refer to **attached document** for more details.

Nominations are deemed eligible to participate in ABA if all criteria are below are fulfilled:

1. **Larger Size Company**
2. Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity and have operational presence in two or more ASEAN countries;
3. Be in operations for a minimum of five years and must have three years audited financial statements; and
4. Fulfil one of the following conditions:
   * Annual revenue of a minimum of USD 50 million
   * Fixed assets of more than USD 10 million
   * Minimum of 300 employees
5. **The Mid-Tier Companies (MTCs)**

1. Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity and have operational presence in two or more ASEAN countries;

2. Be in operations for a minimum of five years and must have three years audited financial statements; and

3. Fulfil one of the following conditions:

* An annual revenues between USD 20 million to USD 50 million
* Minimum of 200 employees

1. **Small and Medium Size Enterprise (SMEs)**
2. Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity and preferably (not compulsory) with operational presence in two or more ASEAN countries;
3. Be in operations for a minimum of three years;
4. Preferably have two years of financial statements (audited or non-audited). Audited financial statements should be provide for the growth criteria; and
5. SMEs participating in ABA will need to comply with the SME Criteria defined by respective ASEAN Member States. Please refer to **ATTACHMENT B** for more details;
6. **Friend of ASEAN**
   * + 1. Be a Non-ASEAN owned enterprise with operational presence in two or more ASEAN countries;
       2. Be in operations for a minimum of five years and must have three years audited financial statements; and
       3. Fulfil one of the following conditions:
          - Annual revenue of a minimum of USD 50 million
          - Fixed assets of more than USD 10 million
          - Minimum of 300 employees

Meanwhile, individual entrepreneurs can be selected as nominees of ABA 2016 with the following basic criteria:

1. **Young Entrepreneur of the Year Award**

The age of majority shareholder of the enterprise must be 45 years or below;

Nominee must own more than 20% in the business and must have active role in the board or executive management role;

Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity;

Be in operation for a minimum of two years with at least two years audited financial statements;

1. **Woman Entrepreneur of the Year Award**

Female management in the organization who have changed either the following: marketing strategy; management style; human resource management; or organization culture

Nominee must own more than 20% in the business and must have active role in the board or executive management role;

Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity;

Be in operation for a minimum of two years with at least two years audited financial statements;

1. **CLM Entrepreneur of the Year Award**

Enterprise is one of the CLM countries

Nominee must own more than 20% in the business and must have active role in the board or executive management role;

Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity;

Be in operation for a minimum of two years with at least two years audited financial statements;

Any information provided in this form will be confidentially treated and will only be used by the Strategic Partner and Judges during the review and selection process. The award entry submission will not be returned.

**ATTACHMENT B**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BRU** | **CAM** | **IND** | **LAO** | **MAL** | **MYA** | **PHI** | **SIN** | **THA** | **VIE** |
| **NUMBER OF EMPLOYEES** | 6-100 | 11-100 | N.A. |  | * Manufacturing,   not exceeding 200   * Services and other Sector :   not exceeding 75 | 10 – 100 | N.A. | < 200 | * Manufacturing: Up to 200 * Trade (Wholesale): Up to 50 * Trade (Retail): Up to 30 * Service: Up to 200 | * Agriculture, Forestry, and Fisheries:  < 200 – 300 * Industry and Construction:  <200 – 300 * Commerce and Services:  <50 – 100 |
| **SIZE OF ASSET** | N.A. | US$ 50,000 – US$ 500,000 | IDR 50,000,000 – IDR 10,000,000,000 (Not included land and building) | Up to LAK 250,000,000 – LAK 1,200,000,000 | N.A. | Up to MMK 5,000,000 | PHP 3,000,001 – PHP 100,000,000 | N.A. | * Manufacturing:   Up to THB 200,000,000   * Trade (Wholesale):   Up to THB 100,000,000   * Trade (Retail):   ≤ THB 60,000,000   * Service: ≤ THB 200,000,000 | * Agriculture, Forestry, and Fisheries: VND 20,000,000,000 – VND 100,000,000,000 * Industry and Construction: VND 20,000,000,000 – VND 100,000,000,000 * Commerce and Services: VND 10,000,000,000 – VND 50,000,000,000 |
| **REVENUE (ANNUAL)** | N.A. | N.A. | IDR 300,000,000 – IDR 50,000,000,000 | Less Than 3 Million USD | * Manufacturing Related industries:   Not Exceeding USD 14.3 million(RM50 million)  Services Sector and others:  not exceeding USD 6 million (RM20 million) | Up to  MMK 10,000,000 | N.A. | < SGD 100,000,000 | N.A. | N/A |
| **Exchange Rate** |  |  | USD 1: IDR 12.000 | USD 1: LAK 8,100 | USD 1: MYR 3.50  (As at 31/12/2014) | USD 1: MMK 837.13 | USD 1: PHP 42.09 | USD 1: SGD 1.25 | USD 1: THB 30.90 | USD 1: VND 20,693 |