

APPLICATION FORM

Manufacturing Enterprises / Services / Trade & Distribution / Charitable Association

We wish to apply for the "CFBP-Jamnral Bajaj Award for Fair Business Practices" instituted" by your Council for the Year _____

Name : _____

Address : _____ PIN _____

Tel. Nos.: _____ Fax : _____ Email : _____

Name of CEO & Other key officials : _____

***Category : Manufacturing Enterprises /Services /Trade / & Distribution / Charitable Association**

- (a) Large Enterprises (turnover above Rs. 1,000 crores)
- (b) Medium Enterprises (turnover between Rs.500 crores - Rs.1000 crores)
- (c) SMEs (turnover between Rs. 10 crores – Rs. 500 crores) in the above categories.

Profile of the Organisation:

(Attach a brief note on Nature of Business, Turnover, Vision, Mission, Structure, Staff & Products sold or services rendered)

Furnish a brief note on the following points wherever applicable :

- 1. Customer Satisfaction :**
(Mechanism for redressing grievances, customer feedback system etc.)
- 2. Customer Communication :**
(Including Information Provided to customers about products / services , product literature, warranties, call back services, ISO/Quality Certification etc.)
- 3. Employee Motivation :**
(Including Mechanism for training staff in following fair business practice, high ethical standards, courtesy towards consumers, also Employee Recognition / Reward System for Excellence in Customer Satisfaction)
- 4. Supply Chain System :**
(Including disposal of old and or rejected product, product withdrawal procedure, distributor / retailer training, Stockholding norms, permitted margins etc.)
- 5. Regulatory Companies :**
(Please specify problems, if any, during the last three years with any statutory authority such as Income Tax, Sales Tax, Central Excise, SEBI State or Central Govt. Agencies, Pending Court Cases must be mentioned)
- 6. Environment Protection :**
(Please furnish details of steps taken in this regard including compliance with all the Industry specific laws and regulations)
- 7. Corporate Social Responsibility :**
(Audit Committee and its composition, Shareholders, Grievances Redressal, Management Compensation System etc. Applicable to Public Limited Companies only. Details of steps taken for helping weaker sections of Society, Challenged community, Victims of natural calamities, Community Welfare & Development Projects, etc.)
- 8. Compliance with Laws :**
(Whether convicted of a criminal offence or breach of any law Consumer Protection if yes, give details)
- 9. Award / Recognition won in the past.**
(Give details)
- 10. Any other information which would help to show your commitment to the Code of Conduct of CFBP**
Please furnish a copy of Annual Report / Audited Accounts for the last two years. Also supply copies of House Journals, Corporate Brochures, etc. And any other published literature regarding your Organisation/Company. Please submit your application **in two sets** with relevant documents.

Declaration

I/We hereby certify that the information furnished in the attached Note to this Application is complete and correct to the best of my / our knowledge. Should any further information or clarification be required / we would be happy to furnish it.

Name _____ Designation _____

Place _____ Date _____ Signature _____

*Delete whatever is not applicable