



Apparel Export Promotion Council

Apparel House, Institutional Area,
Sector-44, Gurgaon - 122 003, Haryana, India

AEPC

Annual awards

for

“Outstanding Export Performance for the Financial Year 2016-17”

Invitation for Award Nominations

Date: 12th Oct., 2017

Dear Sir/Madam,

AEPC invites **separate application** for export awards for the financial year 2016-17 from Council's member/registered exportes to recognize their meritorious performance in 18 different categories.

Key dates :

Last date of receipt of Applications: 27th October, 2017 (Friday).

Award Function: 18th December, 2017

The details of the Scheme of Export Awards is given at **Annexure-I**.

The eligibility criteria and terms and conditions are given at **Annexure-II**.

The formats of the Application Form and necessary enclosures are given at **Annexure-III**.

The format of Chartered Accountant Certificate is given at **Annexure-IV**.

The format of following 2 new awards is given at **Annexure-IV-A & IV-B** respectively.

(a) Award for Environmental Sustainability

(b) Award for Good Practices

The format for a brief profile of the Chairman or CEO or Managing Director who shall be receiving the award is given at **Annexure-V**.

You are requested to kindly go through the circular completely before submitting the application. Applications complete in all respect, should reach us on or before **27th October, 2017 (Friday)** addressed to **Mr. K. Bisht, Joint Director (Fairs & Exhibitions), AEPC**, Apparel House, Sector - 44, Gurgaon. Incomplete applications may not be considered. The decision of an independent Jury shall be final and no correspondence in this respect shall be entertained.

The Council reserves the right to reject or not to entertain any applications.

(R.K. Sharma)
Sr. Director

(A) Details of the scheme of AEPC Export Awards 2016-17

Categories for Export Awards

CATEGORY -1 HIGHEST GLOBAL EXPORTS 2016-17 (ABOVE RS. 500 CR.)

Type of Award	Gold Trophy	-	1 st Highest Exports
	Silver Trophy	-	2 nd Highest Exports
	Bronze Trophy	-	3 rd Highest Exports

CATEGORY -2 HIGHEST GLOBAL EXPORTS 2016-17 (ABOVE RS. 100 CR. AND UPTO RS. 500 CR.)

Type of Award	Gold Trophy	-	1 st Highest Exports
	Silver Trophy	-	2 nd Highest Exports
	Bronze Trophy	-	3 rd Highest Exports

CATEGORY -3 HIGHEST GLOBAL EXPORTS 2016-17 (ABOVE RS. 50 CR. AND UP TO RS. 100 CR.)

Type of Award	Gold Trophy	-	1 st Highest Exports
	Silver Trophy	-	2 nd Highest Exports
	Bronze Trophy	-	3 rd Highest Exports

CATEGORY -4 HIGHEST GLOBAL EXPORTS 2016-17 (ABOVE RS. 25 CR. AND UPTO RS. 50 CR.)

Type of Award	Gold Trophy	-	1 st Highest Exports
	Silver Trophy	-	2 nd Highest Exports
	Bronze Trophy	-	3 rd Highest Exports

CATEGORY -5 HIGHEST GLOBAL EXPORTS 2016-17 (FROM RS. 1CR.TO RS. 25 CR.)

Type of Award	Gold Trophy	-	1 st Highest Exports
	Silver Trophy	-	2 nd Highest Exports
	Bronze Trophy	-	3 rd Highest Exports

CATEGORY -6 HIGHEST EXPORTS IN KNITTED GARMENTS 2016-17 (ABOVE RS. 100 CR)

Type of Award	Highest Exports
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CATEGORY -7 HIGHEST EXPORTS IN KNITTED GARMENTS 2016-17(ABOVE RS. 50 CR AND UPTO RS 100 CR)

Type of Award	Highest Exports
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CATEGORY -8 HIGHEST EXPORTS IN KNITTED GARMENTS 2016-17(FROM RS. 1CRORE TO RS.50 CR.

Type of Award	Highest Exports
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CATEGORY 9 HIGHEST EXPORTS IN WOOLLEN GARMENTS 2016-17

Type of Award	Highest Exports
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CATEGORY 10 HIGHEST EXPORTS IN SILK GARMENTS 2016-17

Type of Award	Highest Exports
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(B). The eligibility criteria and terms/ conditions for grant of awards for the year 2016-17 are given below:-

1. The base period for considering the awards would be the export performance during F.Y. 2016-17. The scheme of awards is open to those who are member of the Council under the Export Import Policy of the Government of India. The applicant must have paid AEPC subscription for the years 2016-17 and 2017-18 .
2. Applications for grant of Export Awards will be considered subject to the condition that nothing adverse about the business dealing of the applicant has come to the notice of the Council and/ or other authorities.
3. Items of exports for grant of Export Awards include all type of readymade garments (RMGs) falling in HS Code 61 & 62.
4. Export performance should include only those exports which have been reflected in the name of the applicant / company.
5. Export performance should include the value of only those manufactured products which are exported from Indian soil. The Chartered Accountant's Certificate should clearly specify this.
6. For grant of award in each category there should be minimum 3 applications.
7. No application for Export Awards would be considered if the application forms are not properly filled-in and incomplete applications are liable to be rejected. Applications received after the due date is also liable to be rejected.
8. Each application will be considered for the award in the Categories under the scheme and hence complete details should be given and each column of the application should be filled up. **Applicants of category at sl. Nos. 1 to 5 of Highest Global Exports shall not be eligible for grant of awards at serial Nos. 6, 7 & 8 of Highest Exports in Knitted Garments.**
9. The export figures are to be given by the exporters in terms of FOB value of exports on the actual exports affected during the financial year 2016-17. **Only direct exports will be taken into account for the purpose of selection of export awards.**
10. FOB value of exports should be value of exports excluding commission paid / payable to overseas agents / importers only should be shown. **The exporters will have to produce a Chartered Accountant's Certificate certifying that the figures provided by the applicant were verified and found to be corrected by them.**
11. AEPC will be checking all applicants details from RCMC & Vigilance Department & shall confirm that:
 - a) The payment has been duly received.
 - b) There is no vigilance case against the applicant.
 - c) The export performance mentioned includes 'Direct Exports' only.

12. Highest Exports in the category of Young Entrepreneurs 2016-17.

- i) The candidate should be between the age of 18 years and 35 years as on 31.03.2016 and should be proprietor / Director/Partner of the company at least w.e.f 1.4.2016.
- ii) The export turnover of the company should not be less than Rs.50 crores during the financial year 2016-17.
- iii) The criteria for award would be highest value of exports achieved in 2016-17 by applicants who qualify S No (i) & (ii) above respectively.

13. For Highest Exports in the category of New Entrepreneur , the company should be established after 31.03.2014 and must be member of AEPC during 2016-17 (between 01.04.16 and 31.03.17)

14. For Highest Exports in the category of women Entrepreneur , the company should be established after 31.03.2014 and it should be a proprietor concern must be member with AEPC during 2016-17 (between 01.04.16 and 31.03.17)

15. **For Environmental Sustainability Award** the criteria and score are as under :

Objective: To encourage sustainable practices and incentivize proper monitoring and documentation of the same.

Max score: 120

1. Resource consumption and tracking systems (Max : 60 marks)

Resource	Does your factory have a consumption tracking system implemented (yes/no)? Score: 5 points if yes	What is your factory's consumption / discharge for 2016-2017? * Score: 5 points if filled
Electricity (kWh)	Yes/ No	
Fuel (kg)	Yes/ No	
Water (Kl)	Yes/ No	
Chemical (kg)	Yes/ No	
Treated water discharge (kl)	Yes/ No	
Hazardous waste discharge disposal	Yes/ No	

*(Pl provides audited tracking reports to support the data provided)

2. Resource efficiency and conservation measures taken (Max : 60 marks)

<p>a. Energy Efficiency/Conservation: Energy percentage saved in 2016-17. (up to 20 points)</p> <p>For calculation:</p> <ul style="list-style-type: none"> • Percentage = Savings / Total Consumption • Savings is based on the list of Energy Efficiency measures undertaken in the year (As prescribed in Para 3 of GSR No. 239(E) of Ministry of Corporate Affairs, dt 31st March 2014 { pl refer Annex IV-C, point 8 (3)}) • Total consumption based on electricity bills 	<p>___%</p>
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<p>b. Have any targets been set for improving energy efficiency in the factory for the future? (Up to 10 points)</p> <p>If yes – please describe details in 300 words.</p> <p>Please provide supporting documents, preferable those published in any company reports / website etc.</p>	
<p>c. Water savings/ conservation: percentage saved in 2016-17 (up to 20 points)</p> <p>For calculation:</p> <ul style="list-style-type: none"> • Percentage = Savings / Total Consumption • Total consumption based on bills 	<p>___%</p>
<p>d. Have any targets been set for improving water conservation in the factory for the future?</p> <p>If yes – please describe details in 300 words.</p> <p>Please provide supporting documents, preferable those published in any company reports / website etc. (Upto 10 points)</p>	

Note : Pl provide audited documents or documents in company reports/ website etc, supporting the above answers.

Please furnish details of any other awards received in this area

Details requested are for a unit.

A company can apply for one unit only . **Please provide details for your most suitable unit.**

The above details should be filled up in a separate sheet on company’s letterhead (format at annex. IV-A) and must be signed by Chairman/CEO/Managing Director / authorized signatory of the company with stamp.

16. For **Good Practices award** the criteria and score shall be as under:

Objective: To encourage good work places systems and incentivize proper monitoring and documentation of the same.

Max score : 120

1. People systems (Max : 45 marks)

Is a system in place to conduct trainings regularly on	(5 points, if yes)	If yes, number of trainings held in 2016-17 (upto 5 points)	Impact assessment measures used (upto 5 points)
Environmental and safety matters	Yes/ No		
Workers’ Rights and responsibilities	Yes/ No		
Gender equality trainings	Yes/ No		

2. Does your organization have an Internal Complaints Committee? If yes, are its details visibly displayed in the Unit? (Max : 10 marks)

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3. Does your organization engage in any community service? If yes, please describe details on the community service briefly. (Max: 5 marks).

Scoring:

	No programme 0	One time programme 1	One time programme, with impact assessment 2	An regular (atleast 3 years in running) programme but no impact assessment and documentation 3	An regular (atleast 3 years in running) programme but no impact assessment and documentation 4	An ambitious programme with impact assessment and documentation 5
Unit 1						
Unit 2						
Unit 3						

4. Percentage of workers directly employed (on payroll) and provided for social security ___%. (Max : 10 points)

5. Sustainability goals defined for 2017-18? If yes, details :

- Energy goals –.....100 words (Max: 10 points)
- Water goals -100 words (Max: 10 points)
- Solid and liquid waste disposal goals -100 words (Max: 10 points)
- People related goals -100 words (Max: 10 points)
- Have you displayed the goals in your company website or any document in public domain? If yes, details please (5 marks for goals displayed in company website or any public domain. 5 marks for documents supporting it.)

Goal scoring for a to d :

	No Goal 0	Very modest target 2	Modest 4	Ambitious 6	Very Ambitious 8	Visionary 10
Unit 1						
Unit 2						
Unit 3						

The participants shall be requested to submit details of their most suitable unit.

A company can apply for one unit only.

Note : The applicant shall provide audited documents or documents in company reports/ website etc, supporting the above answers.

Please furnish details of any other awards received in this area.
Please send details for one unit only (from the group companies)

The above details shall be required to be filled up on the company's letterhead (format at annex. IV-B) and must be signed by Chairman/CEO/Managing Director / authorized signatory of the company with stamp.

All applications for Export Awards should be forwarded only **to the Head Office of the Council** so as to reach latest by **27th October, 2017 (Friday)**. Applications received thereafter **may not be considered for award**.

If you have any query, please mail at kbisht@aepcindia.com

Applications shall be addressed to:

Mr. K Bisht
Joint Director (Fairs & Exhibition)
Apparel Export Promotion Council
Apparel House, Institutional Area,
Sector 44, Gurgaon - 122003, Haryana
Phone: 0124-2708000-03 (Direct: 2708156) / Mb.: 9810527747
Fax: 0124-2708004

Annexure – III

**PROFORMA OF APPLICATION FOR GRANT OF EXPORT AWARD
FOR THE YEAR 2016 – 2017
(ON COMPANY LETTERHEAD)
(TO BE SUBMITTED IN DUPLICATE)**

- 1 Registration Number, Date of Registration :
- GST Number :
- 2 Name & Address of the firm (in block letters) :
- 3 Contact Person with Mobile Number :
- 4 Telephone No. :
- Fax No. :
- Email Id :
- 5 Year of Establishment :
- 6 Proprietary/Partnership / Pvt. Ltd company :
- 7 Manufacturer or Merchant Exporter :
- 8 Address of the manufacturing unit :
- 9 Name & Address of the Bankers :
- 10 Main items of Export :
- 11 Major Countries of Export :
- 12 Major Brands & Fashion Labels :
- 13 Total number of Employees :
- 14 Present Manufacturing capacity per month :

15 FOB value of exports of readymade :
garments (Value in Rupees) for the FY
2016-17

16 Please indicate the group(s) / category :
(ies) for which the application is
submitted.
Write category No. & Type of Award

Rubber Stamp of the firm and signature Name of Authorized Signatory
of the Authorized Representative.

Date: Designation

**FORMAT OF CHARTERED ACCOUNTANT'S CERTIFICATE
ON THE CHARTERED ACCOUNTANT'S LETTER HEAD
(PLEASE SUBMIT SEPARATE CERTIFICATE FOR EACH CATEGORY)**

This is to certify that the total FOB value of exports of readymade garments of

M/s

during the year **2016-17** were of the value shown below. The export figure pertains to the following award category/ categories for which the application is made.

- The **value of exports should be consolidated for those manufactured products only, which are exported from Indian soil.**
- FOB value of exports should be **excluding commission paid / payable to overseas agents / importers.**

**DETATILS OF EXPORT PERFORMANCE
(Select the category you wish to apply. Delete wherever not applying)**

Category No.	Type of award	FOB Value of Exports (in INR)
1.	Highest Global Exports 2016-17 (Above Rs. 500 Cr)	
2.	Highest Global Exports 2016-17 (Above Rs. 100 Cr. and up to Rs. 500 Cr.)	
3.	Highest Global Exports 2016-17 (Above Rs. 50 Crores and up to Rs. 100 Cr)	
4.	Highest Global Exports 2016-17 (Above Rs. 25Cr.and up to Rs. 50 Cr)	
5.	Highest Global Exports 2016-17 (Between Rs. 1 Cr. and up to Rs. 25 Cr)	
6.	Highest Exports in Knitted Garments 2016-17 (Above Rs. 100 Cr)	
7.	Highest Exports in Knitted Garments 2016-17 (Above Rs. 50 Cr. and up to Rs. 100 Cr)	
8.	Highest Exports in Knitted Garments 2016-17 (From Rs. 1 Cr to Rs. 50 Cr)	
9.	Highest Exports in Woolen Garments 2016-17	
10.	Highest Exports in Silk Garments 2016-17	
11.	Highest Exports in Handloom Garments 2016-17	
12.	Highest Exports by New Entrepreneur 2016-17	
13.	Highest Exports by Young Entrepreneur 2016-17	
14.	Highest Exports by Women Entrepreneur 2016-17	
15.	Highest Exports to ASEAN Countries 2016-17	
16.	Highest Exports to Japan 2016-17	
17.	Award for Environmental Sustainability*	
18.	Award for Good Practices*	

Note: The export performance should be separately shown for each category of awards as given above.

***For award at sl nos. 17 & 18 , details should be filled up on the company's letterhead and duly signed by Chairman/CEO/Managing Director/ authorized signatory of the company with stamp (format enclosed at IV-A & IV-B respectively)**

Declaration:

The export figures quoted by the exporter/ applicant are for the year **2016-17** (i.e. 01.04.16 to 31.03.17) and are based on actual exports covered by the bills of landing / airway bills/ post parcel receipts (as the case may be) of dates between 01.04.16 and 31.03.17.

The exchange rate calculated for arriving at the FOB value is as per the Bank Certificate of exports and commission paid / payable to overseas agents have been deducted while arriving at the above FOB value exports.

Name of Authorized Representative of applicant

Designation and Signature

Rubber Stamp of the firm

Name and address of the
Chartered Accountant's firm

Signature of
The Chartered Accountant's

Seal / Stamp

Date :
Place :

Membership Number of the
Firm of Chartered Accountant

Annexure-IV-A

Award 1. AEPC Sustainability Awards 2017 – Award for Environmental Sustainability

Objective: To encourage sustainable practices and incentivize proper monitoring and documentation of the same.

Max score: 120

A). Resource consumption and tracking systems (Max : 60 marks)

Resource	Does your factory have a consumption tracking system implemented (yes/no)?Score: 5 points if yes	What is your factory's consumption / discharge for 2016-2017? *Score: 5 points if filled
Electricity (kWh)	Yes/ No	
Fuel (kg)	Yes/ No	
Water (Kl)	Yes/ No	
Chemical (kg)	Yes/ No	
Treated water discharge (kl)	Yes/ No	
Hazardous waste discharge disposal	Yes/ No	

*Pl provide audited tracking reports to support the data provided

B). Resource efficiency and conservation measures taken (Max : 60 marks)

a. Energy Efficiency/Conservation: Energy percentage saved in 2016-17 (up to 20 points) For calculation: <ul style="list-style-type: none">Percentage = Savings / Total ConsumptionSavings is based on the list of Energy Efficiency measures undertaken in the year (As prescribed in Para 3 of GSR No. 239(E) of Ministry of Corporate Affairs, dt 31st March 2014 { pl refer Annex IV-C, point 8 (3)}) Total consumption based on electricity bills	___%
b. Have any targets been set for improving energy efficiency in the factory for the future? (Up to 10 points) If yes – please describe details in 300 words. Please provide supporting documents, preferable those published in any company reports / website etc.	
c. Water savings/ conservation: percentage saved in 2016-17 (up to 20 points) For calculation: <ul style="list-style-type: none">Percentage = Savings / Total ConsumptionTotal consumption based on bills	___%
d. Have any targets been set for improving water conservation in the factory for the future? If yes – please describe details in 300 words. Please provide supporting documents, preferable those published in any company reports / website etc. (Upto 10 points)	

Timeline :

The last date for receipt of nominations: 27th October, 2017

Please note that participant have been requested to submit details of their most suitable unit. A company can apply for one unit only.

Note : Pl provide audited documents or documents in company reports/ website etc, supporting the above answers.

Name of Authorized Representative of applicant _____

Designation and Signature_____

Rubber Stamp of the firm

Note : Pl provide audited documents or documents in company reports/ website etc, supporting the above answers.

Please furnish details of any other awards received in this area

Details requested are for one unit.

A company can apply for one unit only. Please provide details for your most suitable unit.

The above details should be filled up on the company's letterhead and duly signed by Chairman/CEO/Managing Director/ authorized signatory of the company with stamp.

Annexure-IV-B

Award 2. AEPC Sustainability Awards 2017 – **Award for Good Practices** - the criteria and score shall be as under:-

Objective: To encourage good work places systems and incentivize proper monitoring and documentation of the same.

Max score: 120

1. People systems (Max : 45 marks)

Is a system in place to conduct trainings regularly on	(5 points, if yes)	If yes, number of trainings held in 2016-17 (upto 5 points)	Impact assessment measures used (upto 5 points)
Environmental and safety matters	Yes/ No		
Workers’ Rights and responsibilities	Yes/ No		
Gender equality trainings	Yes/ No		

2. Does your organization have an Internal Complaints Committee? If yes, are its details visibly displayed in the Unit ? (Max : 10 marks)

.....

3. Does your organization engage in any community service? If yes, please describe details on the community service briefly . (Max : 5 marks)

Scoring :

	No programme 0	One time programme 1	One time programme, with impact assessment 2	An regular (atleast 3 years in running) programme but no impact assessment and documentation 3	An regular (atleast 3 years in running) programme but no impact assessment and documentation 4	An ambitious programme with impact assessment and documentation 5
Unit 1						
Unit 2						
Unit 3						

4. Percentage of workers directly employed (on payroll) and provided for social security ___% (Max : 10 points)

5. Sustainability goals defined for 2017-18? If yes, details :

- a. Energy goals -100 words (Max: 10 points)
- b. Water goals -100 words (Max: 10 points)
- c. Solid and liquid waste disposal goals -100 words (Max: 10 points)
- d. People related goals -100 words (Max: 10 points)

e. Have you displayed the goals in your company website or any document in public domain? If yes, details please (5 marks for goals displayed in company website or any public domain. 5 marks for documents supporting it.)

Goal scoring for a to d :

	<i>No Goal 0</i>	<i>Very modest target 2</i>	<i>Modest 4</i>	<i>Ambitious 6</i>	<i>Very Ambitious 8</i>	<i>Visionary 10</i>
<i>Unit 1</i>						
<i>Unit 2</i>						
<i>Unit 3</i>						

Timeline :

The last date for receipt of nominations: 27th October, 2017 (Friday)

Please note that participant have been requested to submit details of their most suitable unit.
A company can apply for one unit only.

Name of Authorized Representative of applicant _____
Designation and Signature _____
Rubber Stamp of the firm

Note : Pl provide audited documents or documents in company reports/ website etc, supporting the above answers.

Please furnish details of any other awards received in this area

Details requested are for one unit.

A company can apply for one unit only. Please provide details for your most suitable unit.

The above details should be filled up on the company's letterhead and duly signed by Chairman/CEO/Managing Director/ authorized signatory of the company with stamp.

