

THE BRITISH CHAMBER OF COMMERCE IN JAPAN
British Business Awards 2010
Nomination Form

Nominee Details

Name of Company: _____

Contact Name: _____

Designation: _____

Contact Number: _____

Address: _____

Email: _____

This year, we are encouraging self-nominations. We will also accept nominations on behalf of third parties but discourage multiple nominations in relation to the same nominee.

Nominator Details

Please provide details of person nominating the Company if different from Nominee details:

Name or person nominating: _____

Company name: _____

Contact Number: _____

Email: _____

Criteria for Nomination

With the exception of the Special Award category, which is open to all businesses, nominees for awards must be one or more of the following:

- BCCJ Member
- Japan-based British-owned firm
- Japan-based firm with significant UK links

Nomination Categories (please select one)

Corporate Innovation Award

Nominees must be able to demonstrate the development of an innovative product, process or service, or a new way of working. The entry must include a clear written description of the development and its background, including any details of protection obtained.

The judges are looking for evidence of:

- Commercial relevance of the development and actual or projected commercial success.
- Benefit of the development to the business or customer.
- How the idea was implemented within your business?
- The impact the idea has made upon your business?

Best Entrepreneur Award

Nominees will need to show excellent and outstanding achievement in all aspects of their organisation.

The judges are looking for evidence of:

- A sound business plan and Sales and Marketing strategy
- Strong leadership with the ability to drive the business forward
- Environmental awareness and a commitment to the community
- Innovation and ambition all leading to a strong financial performance

□ **Social Enterprise/NPO Award**

This award is open to any charitable organisation or a community/social enterprise trading in Japan with a social purpose and/or a not-for-profit basis.

The judges are looking for evidence of:

- An innovative approach to the way in which the enterprise operates and / or meet its own primary objectives.
- Make a positive impact on their society and/ or environment.
- Make a positive impact on the lives of individuals, particularly working in a manner which helps vulnerable and/ or disadvantaged individuals to help themselves.
- Projects that have the potential for future development growth and sustainability.

□ **Corporate Excellence Award**

Nominees will need to show excellent and outstanding achievement in all aspects of their organisation.

The judges are looking for evidence of:

- A sound business plan and Sales and Marketing strategy.
- A demonstrable commitment to customers.
- Strong leadership with the ability to drive the business forward.
- An excellent record of staff training and development.
- Environmental awareness and a commitment to the community.
- Innovation and ambition.
- To demonstrate advancing equality & diversity as key features in all its activities.
- To be a standard bearer for success in Japan.

□ **Special Award**

Eligibility: Open to all businesses

- This award recognises a company that does not meet the criteria of any of the main awards categories but has shown outstanding potential.

Nominee Company Profile

In order to complete the nomination process a submissions must be passed to the British Chamber of Commerce in Japan, prior to the deadline – 22nd October 2010

Nomination Process

The nomination process is simple:

- Ensure your nomination complies with the nomination criteria
- Select the Award Category in which you wish to nominate yourself or someone else
- Complete the Nomination Form
- Prepare and deliver a separate Submission Document highlighting the reasons why the nomination is worthy of the Award

Submission Guidelines

Submissions should:

- Be typed, in soft copy, and submitted to *info@bccjapan.com*
- Be submitted to the BCCJ office prior to the deadline of 22nd October 2010
- Be presented in a format that best reflects the company/individual concerned (images may be included)
- Cover all judging points

- List supporting documents/evidence
- Include references
- Nominees are encouraged to submit a short (1-2 minutes) video explaining their organisation. The videos will be shown at the Awards Ceremony.

The BCCJ regrets that entries are non returnable, so please do not include any original documentation. All entries and information submitted to the BCCJ - British Business Awards are treated in confidence. All finalists must agree to take part in publicity and to attend the awards presentation on **Friday 19th November 2010**. The judges' decision is final.

Winners will be announced at the awards ceremony. Award winners may state in advertising/promotional activity and on their stationery that they are winners but this must include the category and the year in which the award was won.