

# SME Ghana Awards 2024 Application Form

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## SECTION A – COMPANY / APPLICANT'S INFORMATION

Company Name: .....	
Year of Registration: .....	Business Registration No: .....
Company Address: .....	
..... Business Location: .....	
Tel: .....	Email: .....
Website: .....	
Company Legal Status: <i>Limited, Sole Proprietor /Trader, Partnership, Other:</i> .....	
Year of Incorporation: .....	Year of Commencement: .....
VAT Registration No: .....	Stated Capital: GHS .....
<b>Nature of Business and product:</b> (e.g. <u>Primary Business:</u> Manufacturing   <u>Product:</u> plastic, foods, etc.)	
Primary Business: .....	Product: .....
Other Business Operation: .....	
<i>Information under this section are compulsory requirements to complete application. Businesses exempted must provide copies of EXEMPTION documents. • Do not submit original registration documents.</i>	

## SECTION B - FINANCIAL REPORT & WORKFORCE

**ANNUAL FINANCIAL REPORT** - Provide Financial Statement for 3 preceding years to the Award

Year	Annual Turnover	Annual Growth Rate (%)	Balance Sheet Total	Audited Report Yes / No
1				
2				
3				

**WORKFORCE (Employees)** - Provide employment statistics for 3 preceding years to the Award

Year	Permanent Staff (Full-time workers)	Non-permanent Staff (Part-time workers)	Staff Turnover Rate (%) High/Low	Total No. of Employees
1				
2				
3				

## SECTION C – DIGITALIZATION & ICT APPLICATION

What modern technologies or software does your company use?	
How do these technologies enhance your business operations?	
How has the use of digital and social platforms influenced your business?	
Provide relevant digital links (if applicable):	

## SECTION D – MANAGEMENT STYLE & INNOVATION

Briefly describe your management style and how it drives innovation within your company.	
What strategies do you have for staff training and performance evaluation?	
What quality control measures are in place? (Explain briefly)	

## SECTION E – ENVIRONMENTAL, SUSTAINABILITY, GOVERNANCE (ESG) & CORPORATE SOCIAL INITIATIVES (CSI)

What measures does your company take to protect the environment?	
What sustainability practices or certifications do you have? (e.g., ISO 14001, Organic Certification etc.)	
How does your management ensure transparency and ethical governance?	
Describe any CSR initiatives implemented in the community over the past 3 years. (Provide examples and evidence)	

## SECTION F - AWARD CATEGORIES

- (Applicants may apply for more than one category on the same application form)

No.	Awards Categories	Specify area of business operation filed	Tick
	<b><u>RECOGNITION AWARDS</u></b>		
	SME Long Service Award		
	SME Media Reportage Award		
	SME Researchers Award		
	SME High Impact Award		
	SME Industry Shapers Award		
	<b><u>COMPETITIVE AWARDS</u></b>		
	SME Rising Star Award		
	SME Service Sector Award		
	SME Business Potential Discovery Award		
	SME Digitalization & Technology Adoption Award		
	SME Achievers Award		
	SME Woman Entrepreneur Award		
	SME Leadership Excellence Award		
	SME Product Excellence Award		
	SME Brand Discovery Award		
	SME Export Excellence Award		
	SME Industrial Sector Awards		
	SME Agri-business Sector Awards		
	SME Trade Sector Award		
	<b>OVERALL BEST SME OF THE YEAR AWARD</b>	<b>Based on General Performance in the SMEGA awards</b>	

## SECTION G – DECLARATION

I/We declare that the information provided is true and accurate. I/We understand that any false or misleading information may result in disqualification or withdrawal of the award.

**Note:** Applicants may provide ADDITIONAL DOCUMENTS that may be relevant to this application.

Completed by: .....	
Position: .....	Mobile: .....
Date: .....	Signed: .....

Completed application forms and supporting materials **must be submitted by the end of August**

Completed application and supporting materials must be  
submitted by **SEPTEMBER 12, 2025**

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**awards@smeghanaawards.com**

**SME Ghana Awards - SMEGA'24**

**Theme: “Sustaining Ghana’s SMEs in a globally competitive market”**



## AWARD CATEGORIES

- (Applicants may apply for more than one category on the same application form)

Awards Categories	Areas - <u>Underline your area of operation. (Selection)</u>	Tick
SME Long Service Award	<b>Long/Quality Service to the public</b> (Selection Committee)	
SME Media Reportage Award	<b>Best Media reporting on SMEs</b> – Recognitions (By Invitation)	
SME Researchers Award	<b>Researchers</b> in the area of challenges and development in the SME sector – Recognitions (By Invitation)	
SME Industry Shapers Award	Conferred on individuals whose contribution has tremendously impacted the industry and determined the course of events over several years within and beyond their industry. (By Invitation)	
SME Achievers Award	<b>Growth from private to public</b> – Recognitions (By Invitation)	
SME Woman Entrepreneur Award	<b>Woman entrepreneur</b> – Recognitions (By Invitation, Nomination or Application)	
SME Leadership Excellence Award	<b>CEOs and Managers</b> – Recognitions (By Invitation, Nomination or Application)	
SME Industrial Sector Award	<b>Manufacturing, Construction, Processing, Agriculture, Mining:</b> e.g. Plastics & Aluminum products, Food & Water products, Electronics & Electricals, Printing Bureaus & Book Publishing, Machinery & Equipment, Pharmaceuticals & Cosmetics, Textiles, Clothing, Product Design (Arts & Crafts, and more), Construction (Furniture, Housing, Road & Bridges etc.) (By Application)	
SME Agribusiness Sector Award	<b>Agribusiness:</b> Agri-service providers & input dealers, Animal Production & Crop Production, etc. (By Application)	
SME Trade Sector Award	<b>Wholesale and Retail:</b> e.g. Arts & Crafts, Agro Products, Health equipment, Safety ware, Housing & Real Estate, Electronics & Electricals, Home/office appliances, Food & Water products, Pharmaceuticals & Cosmetics, Machinery & Equipment, Textiles, Clothing, etc. (By Application)	
SME Service Sector Award	<b>Business Services:</b> Arts & Crafts, Theatre production & Entertainment, Transport & Logistics; Hospitality & Tourism, Health & Safety, Education, Ad-Media & Print-Media, Internet Service providers, Housing & Real Estate, Rural Agri-finance, etc. (By Application)	
SME Digitalization & Technology Adoption Award	<b>ICT Adoption and Application</b> to Business Operations (By Application)	
SME Product Excellence Award	<b>Product and packaging</b> (Made in Ghana products)	
SME Brand Discovery Award	<b>Companies operating in Ghana</b> with a strong corporate brand and image – (By Nomination or Application) – Provide particulars of the <b>nominator</b> of your company	
SME Export Excellence Award	<b>Exporters</b> - Non-traditional products (By Application)	
SME Rising Star Award	<b>Young Businesses (6months to 2years)</b> (By Application)	
SME High Impact Award	<b>SME Sectorial High Impact Personality or Organization</b> – may have performed excellently in the SME arena, Corporate Ghana, in their endeavours and local and/or International engagements – Recognitions (By Invitation or Nomination)	

**The SME Overall Best is selected based on General Performance, not overall performance in the awards**