

Nomination Form

1. Nominee Details

Company Name(s)* _____

Address(es) _____

Telephone Number(s) _____

Website(s) _____

Contact Person(s) _____

**Two companies must be named for Award Category (C) UK-Japan Partnership*

2. Nominator Details

Please provide **your** details here:

Your Name _____

Title _____

Company Name _____

Contact Number _____

Email _____

(Continued)

3. Award Category (please choose one per nomination form)

- Company of the Year
- Entrepreneur of the Year
- UK-Japan Partnership
- Social Responsibility
- Person of the Year

4. Eligibility

Please indicate that your nominee(s) is **one or more** of the following:

- British Chamber of Commerce in Japan (BCCJ) Member
- Japan-based and UK-owned firm
- Japan-based firm or individual with significant UK links

Criteria for nominations

The award categories are open to any eligible companies or individuals with relevant achievements.

Award Categories (A-E)

A. Company of the Year

Nominees are required to show excellence and outstanding achievement in all aspects of their organisation **in Japan**.

Criteria for nominations:

1. Give a clear explanation of overall business – introduction, company history, Japan operations
2. Explain how the company has demonstrated its commitment to customers.
3. Tell us about the company's record of staff training and development, and workplace policies.
4. How does the company advance diversity and inclusion practices?
5. How is the company upholding high ethical standards?

6. Explain the company's strategic application of business processes and operations.
7. Highlight the company's demonstrable growth or measurable results.
8. How might the company be considered a standard bearer for success in Japan?
9. Has the company won any awards / accolades to support this nomination?
10. Please describe any other achievements or merits of the nominee not covered by the criteria for nominations listed above.

B. Entrepreneur of the Year

Nominees should be entities that exemplify entrepreneurialism and will have created commercial success through entrepreneurial spirit. Nominees will typically be organisations with 25 employees or fewer, **in Japan**.

Criteria for nominations:

1. Demonstrate specifically how entrepreneurial skills have driven the success of the business (in particular through passion, vision and the drive to succeed).
2. Give a clear explanation of overall business – introduction, company history, Japan operations.
3. Highlight the real and projected commercial success of the business.
4. How has the business gone above and beyond in meeting and exceeding customer needs and expectations?
5. Please describe any other achievements or merits of the nominee not covered by the criteria for nominations listed above.

C. UK-Japan Partnership

Nominees should be joint-ventures or other partnerships that have made demonstrable contributions to the enhancement of the UK-Japan economic or commercial relationship.

Criteria for nominations:

1. Give a clear explanation of overall business of both companies – introduction, company histories, Japan and UK operations.
2. Give a description of the UK-Japan dedicated partnership which has been fostered / implemented by the companies.
3. Describe the challenges faced in forging the partnership.

4. Describe the measures taken to overcome these and contribute to a successful partnership.
5. Show the effectiveness of the partnership as demonstrated through measurable results.
6. Describe the specific benefits to the UK and Japan.
7. Is there any wider significance in this partnership or any ways in which it provides a model or inspiration for other companies?
8. Please describe any other achievements or merits of the nominees not covered by the criteria for nominations listed above.

D. Social Responsibility

Open to any eligible company **in Japan** that has implemented exceptionally effective socially responsible programmes or initiatives.

Criteria for nominations:

1. Give a clear explanation of overall business – introduction, company history, Japan operations
2. Provide a clear explanation of the company's SR initiative(s).
3. How has the company's SR programme had a positive impact on society, community or individuals?
4. How has the company identified projects that have the potential for future development, growth and sustainability?
5. How has the company implemented policies or programmes that have generated outcomes with long-term benefits?
6. Highlight the SR programme's demonstration of measurable results.
7. Please describe any other achievements or merits of the nominee not covered by the criteria for nominations listed above.

E. Person of the Year

This special award recognises the achievements of an individual who has demonstrated effectiveness in his or her field, supporting UK-Japan commercial and / or cultural relations.

Criteria for nominations:

1. Give a clear explanation of the individual's background and current activities.
2. Give a clear explanation of the area of in which the individual has shown outstanding performance or achievement

3. What are the measurable results returned by the individual's activities?
4. How has the individual demonstrated leadership and / or gone above and beyond the call of duty?
5. Show how the individual is an active member of the UK-Japan community.
6. Detail the individual's future plans for performance or achievement.
7. Please describe any other achievements or merits of the nominee not covered by the criteria for nominations listed above:

5. Main Submission (i-iii)

(i) Overview

In a maximum of 150 words, please explain the main reason behind your nomination.

(ii) Criteria for nominations

Please explain in detail how the nominee has met the criteria for nominations listed in the award category you have selected. It is this submission that will be presented to the judging panel. It is therefore essential to cover **all the criteria for nominations** in your chosen category (e.g. Company of the Year has 9 criteria for nominations). Please use a separate paragraph for each of the criteria mentioned in your chosen category. The submission should be no more than 3,000 words in total.

(iii) Supporting Evidence

Please list any supporting evidence for your nomination. This can be in the form of industry awards, website or media coverage, personal references, or other relevant evidence.

Signature of Nominator

Date



Additional information

- *Nomination documents are non-returnable; please do not include any original documentation.*
- *All nominations and information submitted to the BCCJ British Business Awards are treated in the strictest of confidence.*
- *Nominees can apply for one or more categories, providing separate submissions for each nomination.*
- *All finalists must agree to take part in publicity and attend the BBA ceremony on Friday 2 November 2012.*
- *BBA winners will be announced at the awards ceremony.*
- *Winners will feature on the BCCJ's social media marketing channels, including Facebook, Twitter, Flickr and You Tube.*
- *BBA winners may state in advertising, through promotional activities and on corporate communications, that they are BBA winners, though must include the category and the year in which the award was won.*
- *The decision of the BBA judges is final.*

Email this completed nomination form, submission documents and any supporting evidence, in PDF format, to the British Chamber of Commerce in Japan (info@bccjapan.com) by **17:00 on 12 October 2012**. Nominations should focus specifically on achievements of the last 12 months, include no more than four pages of attachments for supporting documentation and be no more than 4000 words in total or 5MB in total size, inclusive of a high resolution company logo. The judging period will run from October 12 – November 1 2012.

Good luck!