

**PLEASE READ THE FOLLOWING INFORMATION BEFORE FILLING UP THE FORM**

在填写表格前，请阅读以下内容

1. Please ensure that the participating business satisfies the Qualifying Criteria to participate in the Awards before submission.  
提交前，请确保参与的公司符合参选资格标准。
2. All submissions must reach the organisers by **Friday 15 February 2019, SGT 6pm.**  
所有表格必须在**2019年2月15日（星期五）本地时间傍晚6点**之前，交到主办方手上。
3. Please ensure the following documents are provided:  
请确保您提供了以下文件：
  - a. A copy of the completed Application Form.  
一份填好的申请表格。
  - b. A certified-true copy of the latest 2 years of financial statements.  
最近两年财务报表的经核实副本。
  - c. A certified-true copy of min. 1-year of financial statements since implementation of business innovation, if not already provided under Point 2.  
从推行业务创意以来，至少一年的财务报表经核实副本。（若尚未针对第2点提供）
  - d. ACRA Business Profile.  
提呈给新加坡会计与企业管制局（ACRA）的业务简介。
  - e. Any other supporting documents  
任何其他证明文件。
4. Please fill in the blanks by typing in the information. Handwritten applications will be deemed invalid.  
请在空格处输入资料。手写的申请表格将被视为无效。
5. All documents must be zipped and submitted via email to **sme.leap@uobgroup.com**. If your file size exceeds 10MB, please send in separate emails.  
所有文件必须经压缩，并通过电子邮件呈交至 **sme.leap@uobgroup.com**。如果您的文件大小超过10MB，请分开用多过一则电邮发送。

For any enquiries, please email to **sme.leap@uobgroup.com**.  
若有疑问，请发电邮至**sme.leap@uobgroup.com**。

## SECTION 1 AWARD CATEGORY 第1栏 奖项类别

Please tick one 请勾选一个:

Business Level Award  
公司层级奖项

Business and Individual Level Awards  
公司和个人层级奖项

## SECTION 2 BUSINESS INFORMATION 第2栏 公司资料

Business Name ("Participant") 公司名字 ("参与者")		ACRA/UEN number ACRA/UEN号码	
Business Mailing Address 公司邮寄地址			
Postal Code 邮区		Telephone 电话	
Website 网站		Email 电邮地址	
Number of Years of Incorporation 公司注册年限	Number of Employees 员工人数	Annual Sales Turnover (Based on latest financial record) 年营业额 (以最新财务记录为准)	

Business Industry  
公司所属行业

Select Your Business Industry



Please describe your business, products or services (in no more than 1,000 characters)

请描述您的业务、产品或服务 (内容不超过1000字):

**SECTION 3 CONTACT PERSON INFORMATION 第3栏 联系人资料**

<b>Main Contact Person 主要联系人</b>	
Salutation (Please tick one) <input type="checkbox"/> DR 博士 <input type="checkbox"/> MR 先生 <input type="checkbox"/> MRS 小姐 <input type="checkbox"/> MDM 太太 <input type="checkbox"/> OTHERS 其他 称呼 (请勾选一个)	
Surname 姓氏	First Name 名字
Designation 职衔	Email 电邮
DID 电话直线	Mobile 手机

<b>Secondary Contact Person 第二名联系人</b>	
Salutation (Please tick one) <input type="checkbox"/> DR 博士 <input type="checkbox"/> MR 先生 <input type="checkbox"/> MRS 小姐 <input type="checkbox"/> MDM 太太 <input type="checkbox"/> OTHERS 其他 称呼 (请勾选一个)	
Surname 姓氏	First Name 名字
Designation 职衔	Email 电邮
DID 电话直线	Mobile 手机

## SECTION 4A DIGITAL ENABLEMENT 第4A栏 推行数码方案 (30%)

**To be completed by the Managing Director, Owner or equivalent**  
由董事经理、老板或类似级别人员填写

Describe in **no more than 4,000 characters**, why and how the business has improved daily operations through digitalisation and innovation:

**以不超过4000字**, 描述公司为什么以及如何通过数码化和创新方案, 改善日常运作:

1. What led to this initiative (e.g. dealing with the unpredictable business environment, overseas business expansion)? What challenges did you face and how did you solve them?  
是什么原因促使公司决定推行这一计划(例如: 面对不可预测的商业环境、海外业务扩张等)? 您面对了哪些挑战? 如何应付这些挑战?
2. What innovation edge did it add to your business?  
创新为您的业务带来了哪些优势?
3. How did it help your business differentiate itself from competition?  
它如何帮助您的公司从竞争者中脱颖而出?
4. How did it improve your backend operations?  
它如何助您改善后端作业?

## SECTION 4B EMPLOYEE DEVELOPMENT 第4B栏 员工发展 (20%)

**To be completed by the Managing Director, Owner or equivalent**  
由董事经理、老板或类似级别人员填写

Describe in **no more than 4,000 characters**, how the business has communicated, updated, and equipped all employees with the information and know-how they need concerning these digital and innovation initiatives: **以不超过4000字**, 描述公司如何就这些数码和创新方案, 与所有员工进行沟通, 定期更新资讯并协助员工掌握和使用这些新方案:

1. Describe the communication and training efforts for employees and management for these initiatives.  
描述如何就这些新计划进行沟通, 并培训员工和管理层。
2. How does the business solicit ideas/feedback effectively from employees?  
公司如何有效地向员工征求意见/反馈?
3. How does the business encourage employees to constantly try new ways of doing things?  
公司如何鼓励员工不断尝试新的做事方式?
4. How does the business encourage employee upskilling?  
公司如何鼓励员工提升技能?

**SECTION 4C LEADERSHIP DIRECTION 第4C栏 领导方向 (30%)**

**To be completed by the Managing Director, Owner or equivalent**  
由董事经理、老板或类似级别人员填写

Describe in **no more than 4,000 characters**, how digitalisation and innovation is sustainably, actively promoted and encouraged in your business:

**以不超过4000字**, 描述如何让这些数码和创新方案可持续、在公司里积极地促进及鼓励人们采纳:

1. Share how important digitalisation and innovation is to the management. What has been done to show management support, while involving all employees?

分享数码化和创新对管理层的重要性。公司如何显示管理层对新方案的支持, 同时, 让所有员工和利益相关者都参与在内?

2. How does the management create a culture of innovation in the business?

管理层如何在公司里营造创新文化?

## SECTION 4D SUPPORTING FIGURES 第4D栏 支持数据 (20%)

**To be completed by the Managing Director, Owner or equivalent**

**由董事经理、老板或类似级别人员填写**

In **no more than 4,000 characters**, provide the relevant facts and figures to showcase the significance of their digitalisation and innovation efforts. While there are no stipulated ratios, notable mentions include:

**以不超过4000字**, 提供相关实际个案和数据, 来显示公司数码化和创新的重要性。尽管没有规定比例, 但一些值得提及的内容就包括:

1. Possible increase in revenue generated per customer.  
每名客户带来的收入潜在增长。
2. Possible increase in customer reach.  
潜在增加的新客户人数。
3. Possible increase in sales productivity. (e.g. engagement and retention of customers)  
潜在可提高的营销生产力。(例如, 在与客户接触和留住客户方面)

## SECTION 5 INDIVIDUAL LEVEL APPLICATION 第5栏 个人层级申请

(Please fill in this section if you are also submitting for individual level award.)

(如果您也角逐个人层级奖项, 请填写此部分。)

Name of Individual 个人名字	
Surname 姓氏	First Name 名字
NRIC/Passport Number 身份证/护照号码	Nationality 国籍
Designation 职衔	Years of Employment 加入公司服务年资

### To be filled in by Individual 由个人填写

Please share how you have actively championed digital adoption in your own capacity.

请分享您如何在公司里积极支持和提倡采纳数码方案。

Describe in **no more than 4,000 characters**, what sparked you to embark on this initiative? (25%)

**以不超过4000字**, 描述推动您提出倡议的契机是什么? (25%)



**To be filled in by Individual 由个人填写**

Describe in **no more than 4,000 characters**, the initiative you have driven. (25%)

(Broad picture about this initiative, how you aim to drive it and its future plans.)

**以不超过4000字**, 描述您的倡议。(25%)

(关于这一计划的广泛图景, 您如何推动它及其未来计划。)

Describe in **no more than 4,000 characters**, what tangible and intangible effects did you bring about through your initiatives. (25%)

(Tangible examples include improvements in productivity. Intangible examples include how your actions have streamlined processes and how you have motivated and encouraged your fellow colleagues.)

**以不超过4000字**, 描述您通过计划, 带来了什么有形和无形的影响。(25%)

(有形影响的例子包括提高生产力。无形影响的例子包括您的行为如何协助简化流程, 以及您如何激励和鼓励其他同事。)

**To be filled in by Individual 由个人填写**

Describe in **no more than 4,000 characters**, the obstacles faced along the way and how you overcame them.

Also, how did you convince colleagues and external partners along the way? (25%)

**以不超过4000字**, 描述您在过程中碰到的障碍, 以及您如何克服它们。另外, 描述您在过程中, 如何说服同事和外部合作伙伴参与? (25%)

**To be filled in by the supervisor of the Individual 由参与员工的主管/管理层填写**

Based on a scale of 1 to 5, of which 1 being least accurate to 5 being the most accurate, please rate the following statements describing the Individual.

从1到5的级别中（其中1为最不准确，5为最准确），请评价以下对个人参与者的描述哪个最贴切。

The Individual has:

此人有

1. Taken the initiative to propose new ideas. 主动提出新想法。

Least Accurate 最不准确

Most Accurate 最准确

1

2

3

4

5

2. Boosted productivity by streamlining processes within his/her area of work.

通过简化他/她工作领域的流程，来提高生产力。

Least Accurate 最不准确

Most Accurate 最准确

1

2

3

4

5

3. Motivated and encouraged his/her peers. 激励和鼓励他/她的同事。

Least Accurate 最不准确

Most Accurate 最准确

1

2

3

4

5

In no more than 4,000 characters, please tell us why this individual deserves this award.

以不超过4000字，请说明此人为何应该得奖。

## SECTION 6 DECLARATION 第6栏 声明

**To be completed only by the Chief Executive Officer/Managing Director/Owner, Director or equivalent for the Participant and the Individual named in this form as the Participant's submission for the Individual-level award.**

(由总裁、董事经理、老板、董事或类似级别人员填写) 为个人层级奖项参与者申请表格中的参与者, 以及在表格上列明的个人作出声明。

We, the Participant named in this form, through our authorised person named below, hereby:-  
作为在表格上列明的参与者, 我们通过以下指定的授权人, 特此:-

- confirm that we are submitting our entry to United Overseas Bank Limited (“UOB”) and NTUC U SME (“U SME”) to participate in the SME Digital Leap Awards (“Competition”);  
确认我们正向大华银行有限公司 (“**大华银行**”) 和职总 U SME 平台 (“**U SME 平台**”) 提交申请表格, 参加中小企业数码飞跃奖 (“**竞赛**”);
- undertake and warrant that all the information which was provided and submitted in this form and in the supporting documents, including, without limitation, any personal data of any individual concerned (collectively “Information”) is complete, true and accurate in all respects and we undertake that in the event any of the Information is or becomes inaccurate or misleading or changed in any way, we shall promptly notify UOB and U SME of any such changes;  
我们承诺并保证本表格及证明文件上提供和呈交的所有资料, 包括但不限于任何有关个人的任何个人资料 (统称 “**资料**”), 均属完整、真实及准确, 并且我们承诺, 如果在任何情况下, 资料变得不准确或具有误导性或改变了, 我们将立即通知大华银行和 U SME 平台有关的改变;
- confirm and declare that we have not been the subject of any investigation by a governmental body or the target of any civil or criminal complaint;  
确认并申明我们并未成为政府机构、任何民事或刑事投诉案的调查对象;
- authorise UOB and U SME to obtain and verify the Information as UOB and U SME deems fit from any person or source and retain all such information and documents collected;  
授权大华银行和 U 中小企业, 在大华银行和 U 中小企业认为适当的情况下, 向任何人或消息来源, 获取并核实资料, 同时大华银行和 U SME 平台可保留所收集到的此类资料 and 文件;
- authorise and consent to UOB and U SME collecting, using and disclosing any of the Information to such persons as UOB and U SME may so decide for the purposes of our participation in the Competition, and for contacting and providing our authorised person and the contact persons named above to provide us with information regarding the Competition;  
授权并同意大华银行和 U SME 平台, 向相关人士收集、使用或披露任何和我们参赛相关的信息, 以及联系和提供我们的授权人和上述列明的联系人, 向我们提供有关比赛的资料;
- represent and warrant that we have obtained the consent from such authorised person and contact persons, and that such authorised person and contact persons have authorized and consented to the Bank collecting, using and disclosing any of the Information for the above purposes; and  
代表并保证我们已获得该获授权人士及联络人的同意, 而获授权人士及联络人, 已授权及同意大华银行为上述目的收集、使用及披露任何信息; 以及
- authorize the use and public release, in connection with the Competition, of our name, non-financial information, photographs, video and audio recordings from any source, and agree that no compensation shall be due to us for such usage; and  
授权使用和公开发布与竞赛相关, 来自任何来源的我方资料, 包括我们的名字、非财务资料、照片、视频和录音, 并同意我们不得对此类用途索取赔偿; 以及
- confirm that we have read and agree to be bound by the **Terms and Conditions Governing “SME Digital Leap Awards” (found in Annex 1)**  
确认我们已阅读并同意受到 “**中小企业数码飞跃奖**” 的**条款和条件 (见附件1)** 的约束

如果英文版和中文翻译版之间有任何不一致之处, 或含义有任何不同, 应以英文版为准。

### Acknowledged By Business 公司确认

Name 名字	Designation 职衔
Signature 签名栏目	Company Stamp and Date 公司印章和日期

I, the individual named in this form as the Participant's submission for the Individual-level award, hereby:-  
作为这份表格上列明者, 我提交参与个人层级奖项, 特此:-

1. consent to the Participant submitting our name for the individual-level award;  
同意参与者为个人层级奖项, 提交我们的个人姓名;
2. undertake and warrant that all the information which was provided by me in section 5 of this form is complete, true and accurate in all respects;  
我承诺并保证, 我在本表格第5栏所提供的所有资料, 在各方面均属完整、真实及准确;
3. authorize and consent to UOB and U SME collecting, using and disclosing my personal data to such persons as UOB and U SME may so decide for the purposes of the Competition;  
授权并同意大华银行和 U SME 平台, 向相关人士收集、使用或披露任何与我们参赛相关的信息;
4. authorize the use and public release, in connection with the Competition, of my name, photographs, video and audio recordings from any source and that no compensation shall be due to me for such usage; and  
授权使用和公开发布与竞赛相关, 来自任何来源的资料, 包括我的名字、照片、视频和录音, 并同意我不得对此类用途索取赔偿; 以及
5. confirm that I have read and agree to be bound by the be bound by the **Terms and Conditions Governing "SME Digital Leap Awards" (found in Annex 1)**.  
确认我已阅读并同意受到 **“中小企业数码飞跃奖”的条款和条件 (见附件1)** 的约束。

如果英文版和中文翻译版之间有任何不一致之处, 或含义有任何不同, 应以英文版为准。

### Acknowledged By Individual 个人确认

Name 名字	Designation 职衔
Signature and Date 签名栏目和日期	

## 1. Eligibility

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- 1.1 The SME Digital Leap Awards brought to you by UOB and NTUC U SME (“Competition”) is open to small-medium enterprise businesses registered and operating in Singapore which:
- have at least 30% local shareholding in the country of incorporation;
  - are not listed on any stock exchange;
  - have group annual sales turnover of up to SGD 100 million, and group employment size of not more than 200 workers; and
  - complete and successfully submit the entry form (“Entry”) on [uobgroup.com/smeleap](http://uobgroup.com/smeleap) by 15 February 2019 (“Participants”).
- 1.2 Each Participant can nominate only one (1) employee for the individual level award. Such employee shall be an employee of the Participant as at the date of submission of the Entry and during the receipt of the Prize.
- 1.3 If there is more than one Entry submission by a Participant, only the earliest in time will be considered for the purpose of the Competition.
- 1.4 Incomplete Entry submissions will be disregarded.
- 1.5 Notwithstanding anything herein to the contrary, UOB and U SME have the absolute discretion at any time and from time to time to determine the eligibility of any Participant and/or its nominated employee to take part in the Competition and shall not be obliged to give any reason. Without limiting the generality of this provision, businesses which are:
- subsidiaries of parent companies which are listed on any stock exchange;
  - subsidiaries of an unlisted parent company which is a Participant; shall not be eligible to participate in the Competition and shall not be entitled to any payment or compensation whatsoever, even if the business has been selected to be a Winner.

## 2. The Prize

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- 2.1 A total of thirteen (13) winners (inclusive of business level award and individual level award winners) will be selected from the Participants’ Entries (“Winners”). There will be nine (9) business level award winners and an additional overall winner chosen amongst them. For the individual level award, there will be three (3) winners. The Winners will be selected by UOB, U SME and its appointed judges (“Judges”) in their sole and absolute discretion. UOB and/or U SME may conduct on-site visits or interviews of the Participants’ and/or their representatives (including the individuals nominated for the individual level award) in its selection process.
- 2.2 For the business level award winners, they will each receive incentives (“Prize”) which includes:
- Media coverage by Channel NewsAsia featuring the business on its media platforms;
  - 3-years subscription of UOB BizSmart Mobile One package; and
  - Free entry into business accelerator The Finlab’s digital business transformation programme, including entry to industry insights and valuable connections across the ASEAN region
- 2.3 For the individual level award winners, they will each receive incentives (“Prize”) which includes:
- Media coverage by Channel NewsAsia on its media platforms
  - S\$5,000 worth of vouchers at established shopping venues; and
  - Exclusive access to by-invite-only seminars organised by UOB.

- 2.4 The decision of the Judges is final and conclusive, and no correspondence in respect of the Judges' decision will be entertained. UOB and U SME may, at any time without notice and without furnishing any reason and in its absolute discretion, withdraw or substitute the Prizes with other items of similar value. UOB and U SME's determination of the substituted Prizes shall be final and conclusive.
- 2.5 The Winners will be notified by phone, email and post via any of the contact person's details provided in the Entry on or before 29 March 2019.
- 2.6 The Winners will also be announced on the UOB Facebook page and on uobgroup.com/smeleap.
- 2.7 UOB and U SME reserves the right not to award the Prize or to reclaim the value of any Prize awarded if any Winner is subsequently discovered to be ineligible for the Prize or to participate in the Competition for any reason whatsoever, or is in breach of any of the terms and conditions of the Competition. No payment or compensation whatsoever shall be made for any forfeited / reclaimed Prize.

### **3. Copyright/Intellectual Property**

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- 3.1 By submitting an Entry, Participants and their nominated employee agree that should they be selected as a Winner, they may be filmed and photographed, and featured on Channel NewsAsia television and online platforms, any UOB or U SME website, social media platform, promotional material or other material / platforms as determined by UOB and/or U SME in their sole discretion. Participants and their nominated employee agree to cooperate with UOB and U SME for such purposes without any compensation whatsoever, including signing a media release form, failing which UOB and U SME reserve the right to withdraw or change its selection of the Winner without any compensation.
- 3.2 By submitting an Entry, Participants agree that should they be selected as a Winner, they shall grant U SME and UOB and its subsidiaries / related companies in the UOB group unlimited worldwide, royalty-free, exclusive license to use their "Company Marks" on any UOB and U SME marketing collaterals. Company Marks include Company Logos, photographs or videos of their business premises.
- 3.3 Each participant undertakes to indemnify and hold harmless U SME and UOB and its officers and agents from and against any and all liability, loss, damage, costs and expenses in relation to any claim or action brought against U SME and UOB or its officers and agents arising out of U SME and UOB's use of a Participant's Company Marks

### **4. General**

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- 4.1 By submitting an Entry, Participants and their nominated employee agree to be bound by these terms and conditions. UOB and U SME reserves the right at its sole and absolute discretion to amend, vary, add to or delete any of these terms and conditions without giving prior notice, including, but not limited to, the eligibility criteria, number of Winners and the categories of awards, and Participants and their nominated employee shall be bound by the same. Failure to comply with these terms and conditions and amendments hereto may result in disqualification from the Competition. The Participants and the Winners shall indemnify UOB and U SME for any claims, expenses, actions, losses or damages or costs (including legal costs on a full indemnity basis) made against or incurred or sustained by UOB and U SME in connection with any breach of these terms and conditions or in the event that any of the representations and authorization given in connection with the Competition are untrue or invalid.
- 4.2 UOB and U SME assume no responsibility or liability and will not be responsible or liable for any injury, loss or damage whatsoever or for any charges, costs or expenses of any kind whatsoever suffered or incurred arising out of or in connection with the Competition (including, without limitation, any loss of the Entries which may result in a Participant or its nominated employee not being considered in the Competition) and/or the redemption or use of the Prize.
- 4.3 UOB and U SME reserve the right at their reasonable discretion to unilaterally terminate the Competition.

- 4.4 The Competition and these terms and conditions shall be governed by Singapore law. By submitting an Entry, Participants and their nominated employee agree to submit to the exclusive jurisdiction of the Singapore courts.
- 4.5 None of these terms and conditions shall be enforceable under the Contracts (Rights of Third Parties) Act (Cap 53B) by a person who is not a party to it.
- 4.6 In the event of any inconsistency between these terms and conditions and any advertising, promotional, publicity and other materials relating to or in connection with the Competition, these terms and conditions shall prevail.

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