



AWARD FOR EXCELLENCE IN CORPORATE REPORTING – YEAR 2024
(FOR FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023 OR 31ST MARCH 2024)

NAME OF THE ORGANIZATION :

ADDRESS :

TELEPHONE :

FAX :

EMAIL :

DATE OF INCORPORATION :

NAME OF THE CHAIRMAN :

TELEPHONE :

FAX :

EMAIL :

NAME OF THE MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER :

TELEPHONE :

FAX :

EMAIL :

NAME OF THE CHIEF FINANCIAL OFFICER/FINANCIAL CONTROLLER/FINANCE MANAGER ETC.

NAME OF THE CONTACT PERSON :

DESIGNATION :

MOBILE :

FAX :

EMAIL :

PRINCIPAL ACTIVITIES :

DATE OF THE AGM :

NAME OF THE AUDITOR :

FINANCIAL YEAR : YEAR ENDED 31ST DECEMBER 2023 YEAR ENDED 31ST MARCH 2024 OTHER

DATE OF SUBMITTING FINANCIAL STATEMENTS TO THE AUDITOR GENERAL – IF APPLICABLE ONLY

REGISTRATION FEE SHOULD BE SENT WITH THE APPLICATION FORM ON OR BEFORE 31ST AUGUST 2024
CHEQUES SHOULD BE DRAWN IN FAVOUR OF “THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA”

SIGNATURE

NAME

DATE

DESIGNATION

ENTRY FEE FOR TAGS AWARDS 2024

INDICATE THE MOST SUITABLE CATEGORY APPLICABLE TO YOU BY MARKING (✓) IN THE APPROPRIATE CAGE

1) BANKING INSTITUTIONS	LKR 150,000	<input type="checkbox"/>
2) STATE BANKS	LKR 150,000	<input type="checkbox"/>
3) INVESTMENT BANKING	LKR 150,000	<input type="checkbox"/>
4) DIVERSIFIED HOLDINGS (GROUP TURNOVER ABOVE LKR 100 BN)	LKR 150,000	<input type="checkbox"/>
5) DIVERSIFIED HOLDINGS (GROUP TURNOVER UPTO LKR 100 BN)	LKR 125,000	<input type="checkbox"/>
6) FINANCE COMPANIES, LEASING COMPANIES & OTHER FINANCIAL INSTITUTIONS (TOTAL GROUP ASSET ABOVE LKR 75 BN)	LKR 165,000	<input type="checkbox"/>
7) FINANCE COMPANIES, LEASING COMPANIES & OTHER FINANCIAL INSTITUTIONS (TOTAL GROUP ASSET LKR 25 – 75 BN)	LKR 150,000	<input type="checkbox"/>
8) FINANCE COMPANIES, LEASING COMPANIES & OTHER FINANCIAL INSTITUTIONS (TOTAL GROUP ASSET UPTO LKR 25 BN)	LKR 125,000	<input type="checkbox"/>
9) FOOD & BEVERAGES (GROUP TURNOVER ABOVE LKR 15 BN)	LKR 150,000	<input type="checkbox"/>
10) FOOD & BEVERAGES (GROUP TURNOVER UP TO LKR 15 BN)	LKR 125,000	<input type="checkbox"/>
11) HEALTHCARE INSTITUTIONS	LKR 125,000	<input type="checkbox"/>
12) TRADING COMPANIES	LKR 125,000	<input type="checkbox"/>
13) HOTEL COMPANIES (GROUP ASSETS ABOVE LKR 10 BN)	LKR 150,000	<input type="checkbox"/>
14) HOTEL COMPANIES (GROUP ASSETS UPTO LKR 10 BN)	LKR 125,000	<input type="checkbox"/>
15) INSURANCE COMPANIES (GROSS PREMIUM ABOVE 10 BN)	LKR 150,000	<input type="checkbox"/>
16) INSURANCE COMPANIES (GROSS PREMIUM UPTO 10 BN)	LKR 125,000	<input type="checkbox"/>
17) LAND & PROPERTY COMPANIES	LKR 125,000	<input type="checkbox"/>
18) MANUFACTURING COMPANIES (GROUP TURNOVER ABOVE LKR 20 BN)	LKR 150,000	<input type="checkbox"/>
19) MANUFACTURING COMPANIES (GROUP TURNOVER UPTO LKR 20 BN)	LKR 125,000	<input type="checkbox"/>
20) MOTOR COMPANIES	LKR 125,000	<input type="checkbox"/>
21) TELECOMMUNICATION & TECHNOLOGY COMPANIES	LKR 150,000	<input type="checkbox"/>
22) UNIT TRUSTS	LKR 125,000	<input type="checkbox"/>
23) MEDIA & ENTERTAINMENT	LKR 125,000	<input type="checkbox"/>
24) STATE CORPORATIONS & STATUTORY BOARDS	LKR 125,000	<input type="checkbox"/>
25) PLANTATION COMPANIES (GROUP TURNOVER ABOVE LKR 5 BN)	LKR 150,000	<input type="checkbox"/>
26) PLANTATION COMPANIES (GROUP TURNOVER UPTO LKR 5 BN)	LKR 125,000	<input type="checkbox"/>
27) CONSTRUCTION COMPANIES	LKR 125,000	<input type="checkbox"/>
28) POWER & ENERGY COMPANIES	LKR 125,000	<input type="checkbox"/>
29) NOT-FOR-PROFIT ORGANISATIONS (NPO) INCLUDING NON-GOVERNMENTAL ORGANISATIONS (NGO)	LKR 125,000	<input type="checkbox"/>
30) SMALL AND MEDIUM SIZED ENTITIES (ENTITIES WHICH FOLLOW SLFRS FOR SMEs)	LKR 100,000	<input type="checkbox"/>
NEW SEGMENT		
31) NON-LISTED COMPANIES WITH EXPORT REVENUE EXCEEDING USD 50 MILLION	LKR 150,000	<input type="checkbox"/>

NOTE 1:

- PLEASE FORWARD 5 COPIES OF ANNUAL REPORTS AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023 OR 31ST MARCH 2024, ON OR BEFORE THE 31ST AUGUST 2024
- PDF VERSION OF THE ANNUAL REPORT IN A CD (MAX SIZE 5MB)
(PLEASE REFER THE ANNEXURE FOR PDF FORMAT GUIDELINES)

TAGS AWARDS 2024 - SPECIAL CATEGORY AWARDS

AWARDS FOR CORPORATE GOVERNANCE DISCLOSURE | SUSTAINABILITY REPORTING |
INTEGRATED REPORTING | DIGITALLY TRANSFORMATIVE REPORTING – YEAR 2024



INDICATE THE CATEGORY APPLIED FOR BY MARKING (✓) IN THE APPROPRIATE CAGE

AWARD APPLIED FOR	FEES APPLICABLE (IN LKR)	
CORPORATE GOVERNANCE DISCLOSURE (NOTE 02)	100,000	
– FINANCIAL SERVICES		<input type="checkbox"/>
– NON-FINANCIAL SERVICES		<input type="checkbox"/>
SUSTAINABILITY REPORTING	100,000	<input type="checkbox"/>
INTEGRATED REPORTING	100,000	<input type="checkbox"/>
DIGITALLY TRANSFORMATIVE REPORTING	75,000	<input type="checkbox"/>

NOTE 02:

PLEASE FILL THE INFORMATION BELOW IF APPLYING FOR THE CORPORATE GOVERNANCE DISCLOSURE AWARD

NUMBER OF DIRECTORS

NUMBER OF EXECUTIVE DIRECTORS

NUMBER OF NON-EXECUTIVE DIRECTORS

IS THE CHAIRMAN A NON-EXECUTIVE DIRECTOR? YES NO

NOTES 03:

CRITERIA APPLICABLE FOR NON-LISTED COMPANIES WITH EXPORT REVENUE EXCEEDING USD 50 MILLION FOR SPECIAL AWARDS

- NON-LISTED COMPANIES WITH EXPORT REVENUE EXCEEDING USD 50 MILLION ARE ELIGIBLE ONLY FOR CORPORATE GOVERNANCE DISCLOSURE, AND SUSTAINABILITY REPORTING AWARD.
- APPLICANTS SHOULD SUBMIT REPORTS WITH RELEVANT INFORMATION FOR THE RESPECTIVE AWARD. SUCH REPORTS SHOULD BE AVAILABLE FOR THE REVIEW OF PUBLIC ON THE COMPANY'S WEBSITE, SOCIAL MEDIA ETC.
- A CERTIFICATION FROM THE STATUTORY AUDITOR ON THE FINANCIAL REPORTING OR AUDITOR'S OPINION SHOULD BE PROVIDED.

INDIVIDUAL FEEDBACK:

THE COMPANIES WHICH REQUIRE INDIVIDUAL FEEDBACK WILL BE CHARGED LKR 25,000/-.

DO YOU NEED AN INDIVIDUAL FEEDBACK? YES NO

OVERALL TERMS AND CONDITIONS

- ENTRIES FOR THE AWARDS WILL BE ACCEPTED OR REJECTED AT THE DISCRETION OF THE INSTITUTE.
- THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA RESERVES THE RIGHT TO RE-CATEGORISE ANY CATEGORY APPLIED FOR IF NECESSARY.
- THE DECISION OF THE PANEL OF JUDGES WILL BE FINAL AND BINDING ON ALL APPLICANTS.
- WINNERS, INCLUDING CERTIFICATE RECIPIENTS, OF THE TAGS AWARDS ARE PERMITTED TO USE ONLY THE "TAGS" LOGO FOR THEIR COMMUNICATIONS, INCLUDING NEWSPAPER AND DIGITAL ADVERTISING, AND CANNOT USE THE "CA SRI LANKA" LOGO FOR ANY COMMUNICATION PURPOSES IN RELATION TO THE TAGS AWARDS.

SIGNATURE

NAME

DATE

DESIGNATION

REQUIREMENTS:

1. **NO PASSWORD PROTECTION:** ENSURE THAT PDF FILES ARE NOT PASSWORD-PROTECTED OR ENCRYPTED. THE EXTRACTION PROCESS NEEDS TO ACCESS THE CONTENT FREELY, WHICH IS NOT POSSIBLE IF THE PDF IS SECURED WITH A PASSWORD.
2. **SINGLE-VIEW PAGES:** PAGES SHOULD BE IN SINGLE VIEW FORMAT. DOUBLE-PAGE SPREADS CAN CONFUSE THE EXTRACTION PROCESS, LEADING TO INACCURATE TEXT EXTRACTION AND SUMMARIES.

BEST PRACTICES:

1. **CONSISTENT FORMATTING:** MAINTAIN CONSISTENT FORMATTING ACROSS ALL PAGES. INCONSISTENT FORMATTING CAN LEAD TO ERRORS IN TEXT EXTRACTION AND SUMMARIZATION.
2. **HIGH-QUALITY SCANS:** IF DEALING WITH SCANNED DOCUMENTS, ENSURE THEY ARE OF HIGH QUALITY. LOW-RESOLUTION SCANS CAN RESULT IN POOR ACCURACY.
3. **CONSISTENT PAGE SIZES:** ENSURE THAT ALL PAGES IN THE PDF HAVE CONSISTENT SIZES. VARYING PAGE SIZES CAN COMPLICATE THE EXTRACTION PROCESS.
4. **REMOVE WATERMARKS AND ANNOTATIONS:** WATERMARKS, ANNOTATIONS, AND OTHER NON-TEXT ELEMENTS CAN INTERFERE WITH TEXT EXTRACTION. REMOVE THESE ELEMENTS IF POSSIBLE.
5. **METADATA AND BOOKMARKS:** ENSURE THAT THE PDF INCLUDES PROPER METADATA AND BOOKMARKS IF AVAILABLE. WHILE NOT DIRECTLY AFFECTING TEXT EXTRACTION, METADATA CAN HELP IN ORGANIZING AND REFERENCING THE DOCUMENTS.
6. **USE STANDARD FONTS:** USE STANDARD FONTS THAT ARE EASILY RECOGNIZABLE BY TEXT EXTRACTION TOOLS. CUSTOM FONTS CAN SOMETIMES LEAD TO INCORRECT CHARACTER RECOGNITION.