



DED/DHDA/001

For Office Use

**Intention to Participate in the  
Dubai Human Development Award <2017>  
Registration Form**

NO.

Please email the completed form along with your Trade License copy to the Award office on: [bec@dubaided.gov.ae](mailto:bec@dubaided.gov.ae)

<b>Scope of the Submission</b>	
<b>Please find below the following information fully completed.</b>	
<b>Organisation Name: (In English)</b>	
<b>(In Arabic)</b>	
<b>Business Activity (Nature of Business):</b>	
<b>Address:</b>	
<b>Trade license Number:</b>	<b>P.O. Box:</b>
<b>Telephone:</b>	<b>Fax:</b>

<b>Select the category you wish to apply for:</b>	
<input type="checkbox"/> <b>Dubai Human Development Appreciation Award (DHDA)</b>	
<input type="checkbox"/> <b>Dubai Human Development Award (DHDA)</b>	
<input type="checkbox"/> <b>Dubai Human Development Gold Award (DHDGA)</b>	
<i>Year of previous application, (if any):</i>	<i>Category Applied for previously:</i>
<i>How did you hear about the Dubai Human Development Award?</i>	
<b>Please complete the following information:</b>	
Location of your Head Office:	
Total Number of Branches in Dubai:	
Total Number of Branches in the UAE excluding Dubai:	
Total Number of Branches outside the UAE if any:	
Total Number of Employees in Dubai:	
Total Number of Employees in the UAE, excluding Dubai:	
Total Number of UAE Nationals employed:	



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<b>Please indicate the sector which your organization belongs to:</b>			
Finance	<input type="checkbox"/>	Professional	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Trade	<input type="checkbox"/>	Tourism	<input type="checkbox"/>
Service	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>
Education	<input type="checkbox"/>	Government	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Freezone	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Logistics	<input type="checkbox"/>	Leisure and Entertainment	<input type="checkbox"/>
		Others (please explain)	<input type="checkbox"/>
<b>Please tick to indicate which of the following initiatives are carried out in your organisation:</b>			
<b>Initiative</b>		<b>Implemented Since (Year)</b>	
<input type="checkbox"/>	Vision, Mission, Values		
<input type="checkbox"/>	Customer Satisfaction Surveys		
<input type="checkbox"/>	Employee Satisfaction Surveys		
<input type="checkbox"/>	Management by objectives		
<input type="checkbox"/>	EBM Benchmarking Partners' Program		
<input type="checkbox"/>	Suggestion Scheme		
<input type="checkbox"/>	Complaint System		
<input type="checkbox"/>	Balanced Scorecard		
<input type="checkbox"/>	Emiratization Policy		
<input type="checkbox"/>	Other HR Initiatives (Please Explain)		
<i>Do you have a full time HR Manager?</i>		Yes	No
<i>Do you have a full time Training Manager?</i>		Yes	No
<i>Does your company have a Staff Appraisal System and are rewards linked to the performance measures?</i>		Yes	No
<i>Do you have any special system for preventing or reducing harmful waste/recycling/noise, others, etc?</i>		Yes	No
<i>Do you have an ERP (Enterprise Resource Planning) System?</i>		Yes	No
<i>Have you won any other major Awards in the past 3 years? If so, please state below the name of the awards?</i>		Yes	No
<b>Kindly register this organisation for this year's cycle of the Dubai Human Development Award. I have read and understood the notes listed below:</b>			
<b>Name of the Contact Person/ Project Leader:</b> <i>(the person who is leading this project inside your organisation and to whom all correspondence will be sent)</i>			
<b>Position:</b>			
<b>Tel:</b>			
<b>Mobile:</b>		<b>Email:</b>	



## DED/DHDA/001

**This form should be signed and approved by the highest-ranking officer at your organisation or any person acting in his/her capacity:**

**Name of the Highest Ranking Operational Executive in your organisation (e.g. CEO, MD, GM, etc):**

**Position:**

**Tel:**

**Mobile:**

**Email:**

**Signature:**

**Date:**

### TERMS AND CONDITIONS:

- Completing this application form does not bind the applicant to make a submission, however, a serious attempt at preparing the final entry document is expected.
- A final entry document should be submitted before the date specified by the Award Office (usually October 30th).
- This document must reflect your organisation as it currently stands against the DHDA model criteria and not how it will be in the future. Submission fee for this document will be AED 1010 for DHDA, AED 2010 for DHDA and AED 3010 for DHDA Gold category. AED 10 is an administration fee levied by the Government.
- It is recommended to demonstrate your commitment by announcing your decision to apply for the award to key members of staff and to nominate a senior person in your organisation to act as a project manager to facilitate the co-ordination and the information compilation process.
- Start as early as possible. Do not underestimate the time it takes to produce a good submission document.
- Keep the Award Office informed of your progress to date.
- Upon receipt of this registration form by the DHDA office, you will be entitled for further updates about the Award together with any other booklets, seminars, events and workshops organised by the Dubai Human Development Award Secretariat at the Business Excellence Department.
- It is mandatory to become a member of the BED EBM Benchmarking Partners' Program. Details of the same are available on [www.ebmbenchmarking.com](http://www.ebmbenchmarking.com). The registration must be completed within a week of submitting this registration form. A minimum of 11-20 KPMs must be subscribed to. Membership charge is AED 2,000/- pa, and KPM charge for 11-20 KPMs is AED 7,200/- pa.
- All companies who score above the winning threshold will win based on the recommendation by the Jury, however only the top 5 companies in each category will be allowed to go on stage. All winning organizations will be required to sponsor and participate in the Share Best Practice Conference and Exhibition organised by the Award office, sharing their best practices with the business community at large.
- All Assessors sign a confidentiality and non-disclosure agreement before they are allowed to receive a copy of your submission. They will then assess your organisation based on the DHDA Criteria, their results are also verified by the award office and the jury. **The Jury's decision will be final and cannot be contested.** Assessors may not accept presents, job offers, work of any nature (including consultancies) from their assessed companies, for a period of not less than 12 months from the date of the site visits. Gifts or bribes of any kind will not be accepted by either assessors/award office. The Award Office reserves the right to disqualify assessors or applicants engaged in fraudulent activities both before and after the Award cycle.

### ELIGIBILITY CRITERIA:

- Scope: Organisation (private or government sector) located in the UAE.
- Have a current trade license in the UAE.
- Have a minimum of 3 years continuous operating history in the UAE.
- Companies who apply for this award must have an HR Department.
- If an organisation is part of a group and the HR Department is the group HR Department, then the group should apply for the award.
- **Rules for applicants:** DHDA Applicants must focus on showing results that are caused by approaches and favourable trends that extend for at least 2+ years, DHDA Applicants must focus on showing results for at least 3+ years, with benchmarks against national competitors and/or industry standards as applicable and for DHDA Gold Applicants Results must be for 5+ years and cover all relevant areas extending beyond the 3 years expected for DHDA.

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**Please return this application form with a copy of your trade license by email to:**  
[bec@dubaided.gov.ae](mailto:bec@dubaided.gov.ae). Tel: 04-4455833, Website: [www.dubaided.gov.ae](http://www.dubaided.gov.ae)

Department of Economic Development, Business Excellence Department, P.O. Box 13223, Dubai, UAE.

*This form may be reproduced or copied. It should be completed and returned to the DHDA Secretariat as early as possible in order to keep you informed of our events, documents and news. Applicants should keep a copy of the completed form for their record.*