

HOW TO PARTICIPATE



Step 1

Obtain your submission pack from:

The Star Marketing Services Department

Menara Star, No. 15, Jalan 16/11

46350 Petaling Jaya

Selangor, Malaysia.

Tel: 03-7967 1243 / 1239 (Mon-Fri, 10am – 5pm)

or

Download the submission pack from the SOBA micro-site at www.soba.com.my

Step 2

There are **10 award categories (SOBA 1 - SOBA 10)** for which you may apply. The questions for each award category are in the submission pack. Please answer only the questions for the categories for which you want to be considered.

INSTRUCTIONS

- Answers must be **typed and printed** on **white A4 paper**, using **Times New Roman, 12pt. size**.
- All questions are to be answered completely and accurately.
- Please limit your response to **no more than two A4-size pages per question** (single side per sheet).
- Please indicate "N/A" where "Not Applicable."
- Incomplete applications will not be considered for review; please refer to the submission checklist to ensure that your application is complete.

Step 3

Submit your completed **Application Form** and **Declaration Form** together with:

- i) the relevant supporting documentation and information based on the judging criteria;
and
- ii) a **non-refundable processing fee of RM300.00 (for each award category application)** by **cheque / postal order** made payable to **STAR PUBLICATIONS (M) BERHAD** and crossed Account Payee only.



Step 4

Applications for each award category should be submitted in **separate envelopes**, and clearly **labelled with the name of the award category on the top left-hand corner of the envelope** (e.g. if applying for both Environment and Best Employer Awards, submit applications in two separate envelopes, labelled SOBA 5: Environment and SOBA 6: Best Employer).

The **name of the contact person and telephone number** should also be clearly indicated on the back of the envelope. The SOBA Secretariat will contact the named person at the telephone number given to confirm receipt of the said application within 3 working days. If receipt has not been confirmed, the applicant should contact the SOBA Secretariat to confirm the receipt.

E.g.

SOBA 5: Environment	STAMP
The Star Outstanding Business Awards 2011 c/o Marketing Services Department Menara Star, No. 15, Jalan 16/11 46350 Petaling Jaya, Selangor	

Front of envelope

Ramli Abdullah 03-12345678 / 010-012345678

Back of envelope

Step 5

Send your applications to:
The Star Outstanding Business Awards 2011
c/o Marketing Services Department
Menara Star, No. 15, Jalan 16/11
46350 Petaling Jaya,
Selangor, Malaysia

Applications must be received by the Organiser **on or before Monday, 15th August 2011.**