**APQO GPEA ELIGIBILITY & APPLICATION FORM**

This document contains the GPEA Application Eligibility & Application Form & checklist for GPEA submission.

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| 1. **Full Official Name of Organization (GPEA Applicant) which will be used for all official purposes**
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| Official Name (used for all official purposes):      | Full Address:      |
| 1. **CEO / Highest-Ranking Senior Leader**
 |
| Mr [ ]  Mrs [ ]  Ms [ ]  Dr [ ]  Name:      Job Title:      Email:      Telephone with Country Code:       | Address:Same as above [ ]  As given below [ ]       |
| 1. **Management Representative / Contact point / Alternate**
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| *Designate a person/management representative who can answer inquiries about your organization. Questions from your organization and requests from the GPEA Secretariat will be limited to this person and the alternate identified if any below.* |
| Mr [ ]  Mrs [ ]  Ms [ ]  Dr [ ]  Name:      Job Title:      Email:      Telephone with Country Code:       | Address:Same as above [ ]  As given below [ ]       |
| Alternate contact:Mr [ ]  Mrs [ ]  Ms [ ]  Dr [ ]  Name:      Email:       |
| 1. **Application History**
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| 1. Has your organization received the Global Performance Excellence Award since 2016?

[ ]  Yes. What award category was it? i.e. World Class, Best in Class, Quest for Excellence.[ ]  If Yes.in which Years?      [ ]  No, we have not received GPEA **since 2016** to 2018. |
| 1. Is there a National Quality Award programme in your country?

[ ]  Yes.[ ]  If Yes. - Name of the Award Body?      [ ]  No - please refer to d. |
| 1. Has your organization participated and won the National Quality Award in last 3 years in your Country since 2016?

[ ]  Yes. Year and Category of Award Won:       |
|  | Please provide necessary information of the National Quality Award in your country in terms of its structure and various award categories. Kindly include this information together with your GPEA application submission  |
| [ ]  No |
| 1. If No, that is you confirm that your organization has NOT participated in your country's National Quality Award program. As such there would be NO evidence of an independent Site Visit carried out and an Assessment Feedback report endorsed by your Country’s National Award Body available for submission of the GPEA 2019.
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| 1. **Recommended by National Award Body and Supported by APQO Core Council Member from your country**
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| 1. Is your organization's GPEA 2019 application recommended by the National Award Body in your Country and a recommendation letter will be provided by them addressed to Chairman GPEA?

[ ]  Yes.[ ]  No. *Briefly Explain*.       |
| 1. Is your organization's GPEA application supported by the APQO Core Council Member from your Country and a letter supporting your application will be provided by them addressed to Chairman GPEA?

[ ]  Yes.[ ]  No. *Briefly Explain*.       |
| 1. **Eligibility as an Entity Determination**
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| 1. Is your organization or business unit officially registered in your Country?

[ ]  Yes.[ ]  No. *Briefly Explain*.       |
| 1. Has your organization as applicant legally operated for at least one year?

[ ]  Yes [ ]  No |
| 1. If your organization willing to share its best practices at the APQO International Conference as a presentation or plenary session?

[ ]  Yes [ ]  No |
| 1. **Has your organization been site visited for the National Quality Award in your country in last 3 years i.e. 2016, 2017 and 2018?**

[ ]  Yes.[ ]  **No. *Your organization probably is not eligible to apply for the GPEA*.*****Note: If organization is still keen to Apply for GPEA 2018 - you may do so, and will be considered ONLY for the GPEA “Quest for Excellence” Category level of Award*** |
| 1. **Organizational Structure**
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| [ ]  Attach a line-and-box organization chart that includes divisions or unit levels. Include name of the unit or division and the name of its CEO/MD/Leader. |
| 1. **Submission of GPEA Application**
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| 1. **If sending hard copies, through courier:**

[ ]  Submit 3 copies of GPEA 2019 Application Report (in English)[ ]  Submit 3 copies of Assessment Feedback Report (in English)[ ]  Letter of Recommendation by National Quality Award Body[ ]  Letter of Support by APQO Core Council Member from your Country1. **If sending soft copies:**

[ ]  GPEA Application is to be submitted via a soft copy (PDF version only of not more than 10MB) and to provide a soft copy of actual Award Assessment Feedback Report provided by your National Quality Award body. Send to Secretariat GPEA at gpea@apqo.global. **Notes**:GPEA Application is limited to 3 copies (for hard copy submission) of the application report submitted for the National Quality Award with no additional documents. This limitation excludes the National Quality Award Assessment feedback report and letter of recommendations / supporting letters from National Quality Award Body and APQO Core Council member from Country and Summary of Performance.Both hardcopy version and soft copy version should be with readable font size. All application reports and supporting documents submitted will be destroyed after the assessment process. |
| 1. **GPEA Application Fees**
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| Applications for GPEA 2019 will receive an assessment finding in an Executive Summary of 1 to max 2 pages and a Score Summary. (With effect from GPEA 2019 there will be NO provision for an assessment feedback report). The application fees with effect from 2019 is USD 3250.[ ]  GPEA application Fee – USD 3250 |
| 1. **Self-Certification and Signature**
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| **Specific Undertaking by GPEA Applicants:** 1. A key requirement for GPEA Applicants in participating in the GPEA process is to undertake the commitment to attend the GPEA Award Ceremony to receive the award in person. In the event winning organization is not attending the award ceremony, APQO Core Council has the right to withdraw the award. Sending Award via nominated third parties is not acceptable.
2. All GPEA Applicants and APQO Core Council members recommending the applications are to note that the GPEA Governing Council decision is FINAL. Any request for review of final decision by the Council is disallowed and any attempt of interference to influence the final decision will disqualify the applicant at any stage of the process including after decision is made by the GPEA Governing Council.

**I state and attest the following:**[ ]  I have reviewed the information provided in this application eligibility and agree that as a GPEA applicant, I will personally attend to receive the award at the APQO Conference in Bali, Indonesia from 15th to 16th October 2019. [ ]  To the best of my knowledge,* the information provided has no untrue statement of a material fact, and no material fact has been omitted.
* Based on the information herein and the current eligibility requirements for the Global Performance Excellence Award, my organization is eligible to apply.
* I understand that if the information is found not to support eligibility at any time during the 2019 GPEA Award process, my organization will no longer receive consideration for the GPEA and will receive only a feedback in form of an executive summary.
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|  |       |       |
| Signature of highest-ranking official of applicant organization | Printed name | Date |
| 1. **Submission**
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| To be considered for the 2019 GPEA, your completed application and eligibility form must be received no later than **March 30, 2019**, by: **APQO-GPEA Secretariat** **#25-3/1, Suncity Towers,**  **34/14, Watson Peiris Mawatha,**  **Moratuwa 10400, Colombo, Sri Lanka** E-mail contact: gpea@apqo.global Please include proof of the mailing date**. Send the package via courier.** |
| 1. **Submit GPEA 2019**
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| **Application Fee Payment by Wire Transfer to:****ASIA PACIFIC QUALITY ORGANIZATION, INC***Level 3, 81, Grafton Road, Grafton, Auckland 1010, New Zealand* **WESTPAC NEW ZEALAND LIMITED, BANK** *22 Viaduct Harbour Avenue, Westhaven, Auckland 1010, New Zealand*BANK ACCOUNT NO: **122981-USD-3740-01**Swift Code: **WPACNZ2W** |
| **NOTES:**Wire transfer – **kindly consider and pay all correspondence international bank charges to ensure that full amount is received by APQO Inc and send the payment details to GPEA Secretariat. If there is any discrepancy in the amount received invoice will be raised for the difference and the balance is required to be transferred before processing the application.** *Before sending any payment or wire transfer, please notify the* ***GPEA Secretariat*** *at email* *gpea@apqo.global*  *and obtain an invoice.*  |

**Acceptance by Applicant**

**Checklist for submission of GPEA eligibility form and Application**

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|  | **Yes/Agree** | **No** |
| APQO GPEA Eligibility & Application Form is checked for correctness and complete  |  |  |
| Submission of GPEA Application (hard copy, soft copy (PDF not more than 10MB and actual copy of national award assessment feedback report will include: |  |  |
| 1. Letter of recommendation by National Quality/BE Award Body from Country of application
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| 1. Letter of support by APQO Core Council member from country of the GPEA application
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| 1. If GPEA application report is translated / rewritten - one copy of original application & original feedback report endorsed by National Award Body or representative will be included with the application
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| 1. Summary of Performance
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| I have read and understood the “Specific Undertaking by GPEA Applicants” at item **10. On Self-Certification and Signature** |  |  |
| Applicant accept that the decision of the GPEA Governing Council on award categories for applicants will be final |  |  |
| CEO / Senior Most leader of Applicant will attend the GPEA / APQO Awards Gala Dinner at APQO International Conference to be held at Bali, Indonesia on 15th and 16th October 2019. |  |  |