



جائزة دبي للجودة  
DUBAI QUALITY AWARD

**Intention to Participate in Dubai Quality Award  
(Registration Form)**

For Office Use

NO. 

Please fax the completed form along with your Trade License copy to the Award office  
on Fax No: 04-2020253, Tel: 04-2020205

We would like to participate in the Dubai Quality Award for the year

Please find below the following information fully completed.

Organisation Name :

Business activity (Nature of the Business) :

Address :

Trade License Number :

P.O. Box :

Telephone :

Fax :

Select the category you wish to apply for:

Year of previous application, (if any) :

Category Applied for previously

How did you hear about the Dubai Quality Award?

Please complete the following information.

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

Please indicate the sector which your organisation belongs to:

Finance

Professional

Construction

Manufacturing

Trade

Tourism

Service

Others

(Please explain)

Please tick to indicate which of the following initiatives are carried out in your organisation:		
Initiative		Implemented Since (Year)
Vision, Mission, Values		
ISO 9000		
ISO 14000		
HACCP(Hazard Analysis and Critical Control Point)		
Customer Satisfaction Surveys		
Employee Satisfaction Surveys		
Management by objectives		
Suggestion Scheme		
Complaint System		
Six Sigma		
Kaizen		
Activity Based Costing		
Budgeting System		
Balanced Scorecard		
CMM (Capability Maturity Model)	Current Level :	
Others (Please explain) :		

Do you have a full time HR Manager?	Yes	No
Do you have a full time Quality Manager?	Yes	No
Do you have a full time Training Manager?	Yes	No
Do you have results showing non-financial measures?	Yes	No
Does your company have a Staff Appraisal System and are rewards linked to the performance measures?	Yes	No
Do you have any special system for preventing or reducing harmful waste/recycling/ noise, others, etc?	Yes	No
Do you have an ERP(Enterprise Resource Planning) System?	Yes	No
Do you have a CRM (Customer Relationship Management) System in place?	Yes	No
Are you part of a subsidiary?	Yes	No
Are you part of an International Brand?	Yes	No
Does your company have a control over other companies outside the UAE? (Please list below)	Yes	No
Have you won any other major Awards in the past 3 years? If so, please state below the name of the awards?	Yes	No
Name of your Marketing Manager		
Name of your PR Manager		

Kindly register this organisation for this year's cycle of the Dubai Quality Award. I have read and understood the notes listed below:

Name of the Contact Person :

(Contact Person is the person to whom all correspondence will be sent)

Position :

Telephone :

Fax :

Mobile :

Email :

Name of the Project Leader/Sponsor (the person who is leading this project inside your organisation) :

Position :

This form should be approved and signed 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 :

Signature :

Date :

### Important Notes

1. *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.*
2. *A Final entry document should be submitted before the date specified by the Award Office (usually September 30th). This document must reflect your organisation as it currently stands against the DQA model criteria and not how it will be in the future. Submission fee for this document will be AED 3000 for a Gold Applicant, AED 2000 for a DQA Applicant and AED 1000 for a DQAP Applicant.*
3. *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.*
4. *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.*
5. *Upon receipt of this registration form by the DQA office, you will be entitled for further updates about the Award together with any other booklets, seminars, events and courses organised by the Dubai Quality Award Secretariat.*

**Please return this application form or fax to :**

Dubai Quality Award Secretariat, P.O. Box 13223, Dubai, UAE.

Tel: 04-2020205, Fax: 04-2020253, Email: [dqa@dubaided.gov.ae](mailto:dqa@dubaided.gov.ae), Website: [www.dubaided.gov.ae](http://www.dubaided.gov.ae)

This form may be reproduced or copied. It should be completed and returned to the DQA 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.