

2012 Australasian Reporting Awards

Entry Form and Tax Invoice



Locked Bag 17
Australia Square NSW 1215
ABN 11 145 956 172

Conditions of Entry

Eligibility

The Awards are open to all organisations that produce an annual report: private sector companies, government bodies (federal, state & local), and not-for-profit organisations (charities, clubs, and community bodies).

An annual report may be comprised of one or more printed documents and electronic documents published online, that contain **full audited annual financial statements*** and information about the reporting entity. (* For some reporting entities, an *audit review* may satisfy auditing obligations).

Organisations that enter the General Award are eligible to enter one or more of the Special Award categories of Communication, and Sustainability, Occupational Health & Safety, Governance and Online Reporting. In 2012, entrants in the Sustainability Award will automatically enter the inaugural joint Australasia-Hong Kong Award for Sustainability Reporting.

There is also an Award for the Best First Time Entry. Tick the box below if your organisation is a 'first-time' entrant.

Either printed documents or the URLs of online documents comprising the annual report may be submitted for the General Award and for all Special Award categories except the Communication Award (printed report only) and Online Reporting Award (online report only). The documents must include full audited financial statements. Please provide a list of the documents submitted.

Dates for submission of entries

Entries will be accepted from October 2011 through to COB Tuesday, 31 January 2012. Please note that early receipt of entries assists the ARA adjudication process.

Reports for the Year Ending on 31 December 2011 may be allowed a time extension for submission (conditions apply). **Please contact the ARA to advise when the report will be available.** Entry is required before COB 31 January 2012.

To Enter

Enter online at www.arawards.com.au

OR

Complete both pages of this form and send it to ARA with the total entry fee payable. See contact details below.

Announcement of results

Entrants will receive their results 'in confidence' early in May 2012. Results will be announced at the 2012 Awards Dinner on Thursday, 7 June 2012 at Sydney Town Hall.

The Judges' decisions are final!

No correspondence about results will be entered into.

Feedback Sessions

Award entrants may arrange to have a Feedback Session with an ARA adjudicator after the results have been announced. A fee of \$345.00 will be charged for each Feedback Session.

Entry Form

Please keep a copy of this form for your records. Receipts will be issued only on request.

Provide full contact details for the person who is to receive correspondence and complete Page 2 of this Form.

Dr/Mr/Ms/Mrs: _____ First: _____ Last: _____

Position: _____

Organisation: _____

Postal Address: _____ State: _____ Postcode: _____

Email: _____ Phone: _____ Facsimile: _____

If you are entering an online annual report please provide the URL for the organisation and the URL for the Report:

Organisation: _____ Report: _____

You believe this is the first time this organisation has entered the ARA Awards Yes

The report entered is for the year ending 31 December 2011 Yes

ADDRESSES Courier: Australasian Reporting Awards, Suite 601, 20 Loftus Street, Sydney NSW 2000 Mail: Australasian Reporting Awards, Locked Bag 17, Australia Square NSW 1215 T: 02 9241 1240 F: 02 9247 2495 E: ara@arawards.com.au

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Date: ____/____/____



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Please enter _____

(Formal name of organisation for publication and for the Award Certificate or Trophy – if awarded)

GENERAL AWARD (Please tick the appropriate boxes)

Please nominate a General Award division for adjudication purposes - see 'Guidelines for Selecting Divisions' and 'ARA Criteria' at www.arawards.com.au

Division 1: Banks, Finance, Insurance	Division 6: Legal, Regulatory & Administrative Units
Division 2: Community & Welfare, incl. Charities	Division 7: Manufacturing & Retail
Division 3: Local Government	Division 8A: Minerals & Petroleum incl. Exploration
Division 4: Health & Medical Research	Division 8B: Water & Energy
Division 5: Travel/Tourism; Media/Arts; Entertainment/ Sport; Accommodation	Division 9: Services, incl. Education & Agriculture
	Division 10: Transport, Construction & Property

General Award

Entry Fee Amount

printed report online report \$385.00 \$_____

The entry fee includes GST; for registered charities* the entry fee for the General Award and each Special Award is \$185.00 incl. GST. (conditions apply)

* Only for registered charities with DGR status and a total annual income of less than \$5 million.

SPECIAL AWARDS (Please tick the appropriate boxes)

Only entrants in the General Award are eligible to enter the Special Awards.

- Governance Reporting** Private Sector Public Sector \$270.00 \$_____
 - printed online
- Sustainability Reporting** Private Sector Other \$270.00 \$_____
 - printed online
- Occupational Health & Safety Reporting** \$270.00 \$_____
 - printed online
- Communication** - printed reports only Private Public Not-for-Profit \$270.00 \$_____
- Online Reporting** - online reports only Private Public Not-for-Profit \$270.00 \$_____

Number of printed Annual Reports submitted: _____ Total Amount Payable (incl. GST) \$_____

General Award	Special Awards
To enter a printed report, send five (5) copies of the report. For online reports provide the report URL. Full financial statements must be provided (printed or URL).	To enter a printed report, send two (2) copies of the full printed report for each Special Award. For online reports provide the report URL.

PAYMENT

- Cheque - Mail Entry form with a cheque payable to ARA Australia. Send reports to ARA - see page 1.
- Electronic Funds Transfer to ARA Australia, St George Bank BSB: 112-879; Account: 043329789. Mail/ fax Entry Form to ARA quoting EFT Reference No..... Send reports to ARA – see page 1.
- Credit Card – Mail/ fax Entry Form to ARA with credit card details. Send reports to ARA – see page 1.

I AUTHORISE THE AMOUNT OF \$_____ TO BE CHARGED TO MY CREDIT CARD:

Mastercard: Visa: Amex: Diners: Expiry Date:

Card No:

Name on Card: _____ Signature: _____