



JEWELLERY WORLD AWARDS

ENTRY SUBMISSION GUIDELINE

Entries open: 29 Jan 2021 ● Entries close: 9 Jun 2021

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REGISTRATION

General Guideline for Registration

- ✓ **One-time** online registration is **required** for entering the JWA 2021
- ✓ All information must be completed in **English**, unless specified otherwise
- ✓ Mandatory information is listed with “*”
- ✓ Upon completion of registration form, please click "**Save and Proceed**" to access entry forms
- ✓ **Changes and edits** on the registration form can be made at any time **before entry submission deadline, 9 June 2021** by logging into the online entry account

Registration – Setting up an Account

Step 1

Create an online entry account at:

<https://register.informamarkets-info.com/Registration/default.aspx?fid=1018&lang=create>

Create your online entry account

To enter the 2021 Jewellery World Awards (JWA), please enter an email address and a password to create an online entry account. If you lost your password, this email would be used to recover the password.

Email Address: *

Confirm Email Address: *

Create your password: *

Confirm your password: *

Submit

■ If you have already registered, please click [here](#) to login.

Step 2

A confirmation email with the login information will be sent to the email address provided



Registration – Entering Information

Step 1

Select the applicable choice

Are you entering your own company/candidate or nominating a company/candidate? *

☒ Entering my company/myself
 ☐ Nominating another company/individual

*Mandatory Field

Step 2

Fill in the business information and mailing address of the person in charge of the entries

FOR APPLICANT/NOMINEE

Name: * -- Select Salutation -- First Name

Email: *

Job Title: *

Company Name: *

Company Name in Chinese *
(Input N/A if not applicable):

Mailing Address: *

Address

City State

--Select your Country--

ZIP Code:

Note:
Make sure the email address is correct as emails will be the primary communication channel

Note:
Make sure the names are correct as the company names in English (and Chinese, if applicable) will be used in various marketing materials (e.g. our official website, official publication etc.)

Registration – Entering Information

Step 3

Fill in the contact details of the person in charge of the entries

| | |
|-----------------------------------------------------|----------------------|
| Telephone * (Include country code): | <input type="text"/> |
| Mobile * (Include country code): | <input type="text"/> |
| WhatsApp * (Input N/A if not applicable): | <input type="text"/> |
| WeChat * (Input N/A if not applicable): | <input type="text"/> |
| Fax (Include country code): | <input type="text"/> |

Step 4

Fill in the company information

Note: Due diligence visits may be planned based on the information provided here

| | |
|-----------------------------------------------------|----------------------------------------------------------------------|
| Company Website: | <input type="text"/> |
| Year of Company Established: * | <input type="text"/> |
| Number of Employees in the Company: * | <input type="text"/> |
| Company Revenue in 2020 (us\$): * | <input type="text"/> |
| Location of Head Office (Full Address): * | <input type="text"/> |
| | <input type="text" value="City"/> <input type="text" value="State"/> |
| | <input type="text" value="--Select your Country--"/> |
| Location of Factory (Full Address): * | <input type="text"/> |
| | <input type="text" value="City"/> <input type="text" value="State"/> |
| | <input type="text" value="--Select your Country--"/> |
| Location of Branches/ Subsidiaries (Cities): | <input type="text"/> |

Registration – Entering Information

Step 5

Fill in the contact information of a senior management representative of the entrant company

FOR APPLICANT/NOMINEE

Name: *

Email: *

Job Title: *

Company Name: *

Company Name in Chinese *

Notes:

- Email confirmation will also be sent to the senior management representative once an entry is submitted and received
- This representative should also be answering the category-specific questions in the entry forms targeting the senior management
- General communications will only be shared with the applicant

Step 6

Provide more information of the entrant company

Choose from below the most appropriate categories that best describe your business:

Nature of Business: *

| | |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Buying Agent | <input type="checkbox"/> Gem Laboratory / Gemmologist |
| <input type="checkbox"/> Government Body | <input type="checkbox"/> Equipment, Tools and Supplies - Manufacturing |
| <input type="checkbox"/> Equipment, Tools and Supplies - Distribution | <input type="checkbox"/> Industry Body/Trade Organisation |
| <input type="checkbox"/> Jewellery Design | <input type="checkbox"/> Manufacturing / Processing / Cutting and Polishing |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Pearl Farming |
| <input type="checkbox"/> Retailing - Department Store | <input type="checkbox"/> Retailing - Jewellery Chain Store |
| <input type="checkbox"/> Retailing - Mail Order House | <input type="checkbox"/> Retailing - Standalone Store |
| <input type="checkbox"/> Retailing - TV Home Shopping | <input type="checkbox"/> Retailing - Online Shopping |
| <input type="checkbox"/> Retailing - Others, please specify <input type="text"/> | <input type="checkbox"/> Trading - Import and Export |
| <input type="checkbox"/> Training Institute | <input type="checkbox"/> Wholesaling / Distribution |
| <input type="checkbox"/> Others, please specify <input type="text"/> | |

Registration – Entering Information

Step 7

Click “Save” if the form is not completed;
Click “Save and Proceed” after the form is filled out

Personal data that you provide to Informa Markets may be used to provide you with further information or materials about our publication(s), event(s) and service(s) from time to time by post, email, other electronic messaging, telephone and other means. If you do not want to receive information of this nature you may unsubscribe by sending an email to marketing@JWAwards.com. Please also include your name, company name and country in your email. You agree that the personal data provided by you in connection with your participation or proposed participation in the JWA may be used by Informa Markets in accordance with its privacy policy, see https://www.informamarkets-info.com/files/privacy/hk/InformaInfo_en.html.

Save

Save and Proceed


logout

Step 8

Read through the Terms and Conditions

Please click **HERE** to view the Jewellery World Awards (JWA) Terms and Conditions (Rules of Entry and Judging).

CATEGORIES

Brand of the Year – Retail

Enter this Category

Industry Innovation of the Year (branding initiative, customer engagement, digital business, digital platform, gemological research, management process, manufacturing process, marketing and marketing services, product development, shared services, strategy and business model, technology)

Enter this Category

Manufacturer of the Year

Enter this Category

Outstanding Enterprise of the Year – APAC

Enter this Category

Outstanding Enterprise of the Year – EMEA & Americas

Enter this Category

Outstanding ESG Performance of the Year

Enter this Category

Outstanding Small Enterprise of the Year (50 full-time employees and below)

Enter this Category

Young Entrepreneur of the Year (age 40 and below)

Enter this Category



Registration – Logging in

Log in to your account at:

<https://register.informamarkets-info.com/Registration/default.aspx?fid=1018&lang=login>

Login

Please enter your registered email address to amend entry and registration details.

Email Address: *

Password: *

[Change Password](#)
[Forget Password?](#)

Do not have an account? [Create now](#)

Notes:

- Click “Change Password” to reset the login password
- Click “Forget Password” to receive login password through the registered email

ENTRY SUBMISSION

General Guideline for Entry Submission

- ✓ All entries must be completed in **English**
- ✓ Each entrant may enter a maximum of 3 categories
- ✓ Provide answers within the word limit as specified in each question
- ✓ Make sure you have utilised the word limit allowed in each question
- ✓ Make sure entry forms are submitted in order to enter the Awards
- ✓ Any entries not submitted by deadline will **NOT** be considered

Entry Submission – Filling in the Entry Forms

Step 1

Click “Enter this Category” for the targeted category

CATEGORIES

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Brand of the Year – Retail | Enter this Category |
| Industry Innovation of the Year (branding initiative, customer engagement, digital business, digital platform, gemological research, management process, manufacturing process, marketing and marketing services, product development, shared services, strategy and business model, technology) | Enter this Category |
| Manufacturer of the Year | Enter this Category |
| Outstanding Enterprise of the Year – APAC | Enter this Category |
| Outstanding Enterprise of the Year – EMEA & Americas | Enter this Category |
| Outstanding ESG Performance of the Year | Enter this Category |
| Outstanding Small Enterprise of the Year (50 full-time employees and below) | Enter this Category |
| Young Entrepreneur of the Year (age 40 and below) | Enter this Category |

Click the "Close" button at the bottom of the Entry Form to return to category page

[Save Draft](#)
[Submit](#)
[Close](#)


[logout](#)

There will be a pop-up message asking whether the entrants would like to save their entry before quitting

register.informamarkets-info.com says

Do you want to save

[OK](#)
[Cancel](#)

Note:

The draft will be deleted if the entrants do not save their entry



Entry Submission – Filling in the Entry Forms

Step 2

Expand the boxes to read the full entry guideline, terms and conditions and category criteria.

Jewellery World Awards Category Entry Form

MANUFACTURER OF THE YEAR

Entry Guideline +

Terms and Conditions +

Category Criteria +

MANUFACTURER OF THE YEAR

Entry Guideline -

It is free to enter the Jewellery World Awards (JWA). Each applicant may submit a maximum of **three (3) categories**.

Please review the Terms and Conditions [here](#) before filling out the form.

All entries must be submitted online by completing the online Entry Form below. Entry Forms can be saved and remain accessible any time before the deadline. Even after submission, applicants are free to make changes to their applications within the entry period.

Please note that Part I, Part II and Part III MUST be completed by each applicant.

Jewellery World Awards Category Entry Form

MANUFACTURER OF THE YEAR

Entry Guideline +

Terms and Conditions +

Category Criteria +

Entry Guideline +

Terms and Conditions -

Terms and Conditions

Rules of Entry

- It is free to enter the Jewellery World Awards (JWA).
- Each company is allowed to enter a maximum of 3 categories.
- Registration starts now and entry submission system will be open on **Friday, 29 January 2021**. Early registration allows additional time to review award categories and judging criteria before submitting entries, and increases the chance of being interviewed by the Judging Panel which can be an advantage in the judging process.



Entry Submission – Filling in the Entry Forms

Step 2

Expand the boxes to read the full entry guideline, terms and conditions and category criteria.

Jewellery World Awards Category Entry Form

MANUFACTURER OF THE YEAR

| | |
|----------------------|---|
| Entry Guideline | + |
| Terms and Conditions | + |
| Category Criteria | + |

| | |
|----------------------|---|
| Terms and Conditions | + |
| Category Criteria | - |

This Award will recognise the manufacturer in jewellery or diamond/gemstone cutting and polishing (precious-metal only jewellery; or jewellery set with diamonds, coloured gemstones, pearls, or other gem materials in precious metals) that has demonstrated consistent and sustainable financial performance, has full buy-in from their workforce, understands its customers and delivers the following:

- Unit growth (expressed by absolute numbers and percentages)
- Financial performance (provision of a three-year summary of 2018, 2019 and 2020 with hard numbers, ideally audited, that demonstrate improved performance)
- Innovation in the following areas – clearly showing how these elements benefit consumers, employees and/or business:
 - Products
 - Services
 - Processes

Step 3

Complete Part I – Company Information

Part I – Company Information

Describe your business in the following areas: (Maximum 280 words in total)

a) Company description with past three years (2018-2020) business turnover

b) Business model

Entry Submission – Filling in the Entry Forms

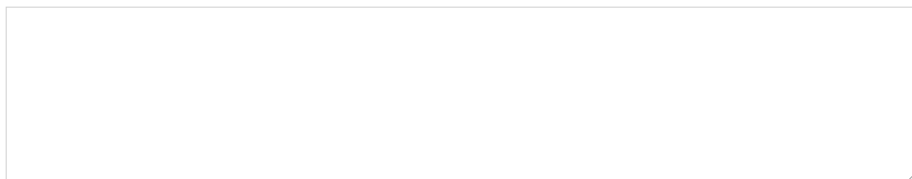
Step 4

Complete Part II – Business Ethics

Part II – Business Ethics

Jewellery World Awards (JWA) promotes ethical approach and best practices in conducting business. Based on your company's philosophy and approach, please share initiatives covered by the measuring time frame of 18 months from October 2019 to March 2021 that best demonstrate your company's commitment to be socially responsible and conducts business in an ethical manner.

- 1 Please provide **up to four (4)** examples of initiatives that demonstrate good business ethics (e.g. sourcing from responsible parties, anti-malpractice and data privacy) and commitment to corporate and social responsibility (e.g. employee well-being, quality work environment and community give back) (Maximum 300 words in total)



0 / 200 words

Step 5

Upload supporting documents for Part II

- 2 Please substantiate with up to **four (4)** relevant third-party verification or recognition where appropriate. Upload these materials using the "Upload a file" button at the bottom of Part II and follow the requirements for submitting supporting documents outlined in the beginning of the form. Sending materials NOT directly relevant to the entry will be counter-productive and might create a negative impact on your submission.

Upload a file

Notes:

Format: PDF

File size limit: 5MB

- File names should be in English
- Upload videos to web space and insert the link to a PDF document
- All documents and certificates must be translated into English, or accompanied by English captions



Entry Submission – Filling in the Entry Forms

Step 6

Complete Part III – Category-specific Criteria

Part III – Category-specific Criteria

This section is to be provided by the CEO, MD or person in charge of the business. Please provide your answers in the measuring time frame of 18 months from October 2019 to March 2021.

1 You can choose to answer (a) or (b) or both (Scoring weight: 25%)

a) Briefly describe a major business obstacle or challenge that you faced and outline actions that you and your management team took to overcome it. (Maximum 200 words)

0 / 200 words

b) Briefly describe one major business opportunity that you identified, and explain what you and your management team did to realise it—by introducing a new product, or service, or making changes, and list the results. (Maximum 200 words)

0 / 200 words

Step 7

Upload supporting documents for Part III

5 Supply a maximum of **five (5)** supporting documents pertaining to question 4 above (which should include materials to substantiate all the claims made in this entry) including analysis, data, statistics, images, award certificates and survey. **Submitting materials not directly related to the entry will be counter-productive and reduce the chance of your entry being shortlisted by the judges.** Please upload these materials using the "Upload a file" button at the bottom of Part III and follow the requirements for submitting supporting documents outlined in the beginning of the form. (Scoring weight: 10%)

Upload a file

Notes:

Format: PDF

File size limit: 5MB

- The supporting documents should substantiate all the claims made in the entry
- Language should be refined and in shorter sentences
- File names should be in English
- Upload videos to web space and insert the link to a PDF document
- All documents and certificates must be translated into English, or accompanied by English captions

*** Entrants entering “Young Entrepreneur of the Year (age 40 and below)” need to provide a copy of the entrant’s photo ID with full name and date of birth.**

Entry Submission – Filling in the Entry Forms

Step 8

Click “Save Draft” to log out at any point.

 logout

Save Draft

Submit

Close

Note:
Entrant may return and complete the form at any time using the login email and password

Draft saved will be shown under “Entries not Submitted”:

Entries not Submitted

Manufacturer of the Year

Delete

Edit this entry

Step 9

Check the boxes after reading through the disclaimers

☐ I hereby declare that I have read, understand and accept the above Terms and Conditions.
 ☐ By submitting an entry, the entrant, once selected as Honouree, agrees to pay the Honouree Package fee, which is non-refundable.
 ☐ By submitting an entry, it is confirmed that the senior management representative (Ms Testing Testing, Testing) of the entrant company has authorised and approved the submission*

*Both the entrant and the senior management representative will receive a confirmation email after the entry is submitted and received

Note:
Email confirmation will also be sent to the senior management representative once an entry is submitted and received




Entry Submission – Filling in the Entry Forms

Step 10

Click “Submit” at the bottom when the form is completed

| | | |
|-----------|-----------------------|---------------------------|
| Applicant | Title: Ms | |
| | First Name: Testing | Last Name: Testing |
| | Company Name: Testing | |
| | City: Testing | Country/Region: Hong Kong |

Save Draft
Submit
Close

 logout

Notes:

- The applicant and the senior management representative will receive a confirmation email after an entry is submitted and received
- Changes can be made to the submitted entries anytime before the deadline at **23:59 Hong Kong Time on 9 June (Wednesday)**
- Repeat the previous steps 1-10 to submit more entries

Submitted entries will be shown under “Entries Submitted”:

| Entries Submitted | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Industry Innovation of the Year (branding initiative, customer engagement, digital business, digital platform, gemological research, management process, manufacturing process, marketing and marketing services, product development, shared services, strategy and business model, technology) | Delete Edit this entry |





JEWELLERY WORLD AWARDS

If you have any enquiries regarding the entry submission, please feel free to contact us at Info@JWAwards.com or +852-2516-1643.