

**KUWAIT CHAPTER** 

الجمعية الأمريكية لمحترفى السلامة

# AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chapter Affiliation with Kuwait Society of Engineers





kuwait.assp.org

# to a serie of the series of th

# ASSP GCC HSE Excellent Awards

# YOU PERFORM... WE RECOGNISE...

CONTACT: gcchseawards@kuwait.assp.org Tel: 66939381/50941075 - WhatsApp: 66757693



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مؤسسة البتروك

#### Endorsing Body







Under the Patronage

KIPIC

ركاتما and subsidiaries

ورينية | Kuwait Petroleum Corporation



The American Society of Safety Professionals (ASSP)– Gulf Cooperation Council HSE Excellence Awards were introduced to recognize leadership, excellence and encourage exceptional performance in the field of Health, Safety and Environment within private sector in the Gulf Region. The Awards are instituted by the American Society of Safety Professionals Kuwait chapter, a non-profit voluntary organization. there evidencebased awards showcase successful business models of organizations that uphold HSE management as a business value and excel in performance.

## **AWARD SCHEME**

The award scheme is devised to recognize and reward GCC private sector organizations that have successfully managed workplace risks, enhanced their Health, Safety, and Environment (HSE) performance, and conducted ethical business practices over the course of the year.

- The awards are open to all **private sector** organizations of GCC Countries.
- **Application** shall be submitted to ASSP Kuwait Chapter.
- Submitted applications shall be evaluated by the independent panel of HSE professionals from ASSP, headed by the President ASSP-USA,Vice President – Global Region ASSP-USA and President ASSP-Kuwait Chapter
- If any additional information or clarification is required, the applicant will be invited to deliver a presentation.
- The winning organizations will be invited to the **ASSP GCC HSE Awards Banquet**, Gala Dinner and HSE Exhibition; through a Winner Package, which will be communicated along with the announcement of the award.
- Organizations willing to showcase their HSE milestones, products and services can participate in this exclusive HSE exhibition.
- The decisions of ASSP GCC HSE Excellence **Award Adjudication Panel** shall stand final.
- The winning organization will receive:
  - a. Award Certificate
  - b. Commemorative Plaque



## **HSE Excellence Award**

#### **Award Categories:**

- Engineering & Construction
- Manufacturing
- Oil & Gas, Petrochemical
- Facility & Maintenance
- Sectors (Projects, Contract Specific or Services)

#### **Other Awards**

- 1. CSR award
- 2. Environmental Excellence Award
- 3. Best Risk Management Award
- 4. Best HSE Initiative Award
- 5. Management of Driving Safety Award

**Note:** Based on various benchmark set in the evaluation criteria, the companies will be awarded Platinum, Gold, Silver and Bronze for HSE Excellence Categories and Gold, Silver, Bronze for other awards categories.

Special recognitions shall also be presented:

# GOLD MEDAL

Recognizing the organizations who have consecutively won the HSE Excellence Gold Award for five times (including current year).

# BEST DEBUT ENTRY

Recognizing the best entry from organizations participating for the first time.



## **BENEFITS OF PARTICIPATION**

- Provides a means of recognizing and celebrating HSE achievements.
- Motivates the sustained high performance of HSE practices.
- Gains exceptional regional and international recognition for exemplary HSE performance
- Offers a competitive edge for attracting customers and clients, enhancing business prospects.
- Positions the organization as responsible in the eyes of employees, the public, and regulatory bodies.
- Provides an opportunity to contribute to Corporate Social Responsibility, Sustainability, and Business Continuity.

# **ELIGIBILITY CRITERIA**

The awards are open to all private sector organizations in GCC countries. Award applications should pertain to specific organization's (site) or business unit(s) that have demonstrated consistent or sustained leading performance and continual improvement in HSE over the **Previous three calendar years.** However, companies or projects with less than three years of HSE performance statistics are also encouraged to participate.

For other awards, the evaluation criteria will be based on performance or initiatives for the **Calendar year 2023**.



Last day for submission October 30, 2024 Awards Declaration November 30, 2024 Award Ceremony December 19, 2024

## **ASSP GCC HSE Excellence Grand Awards Ceremony Features**

- Organized annually in the State of Kuwait.
- Patronized by Kuwait Petroleum Corporation (KPC) and its subsidiaries, along with international regulatory bodies.
- Participation of HSE dignitaries from the region.
- Participation from companies across Kuwait, Oman, SaudiArabia, UAE, Qatar, and Bahrain.
- Platform to showcase company profiles at the recognition ceremony
- Press releases highlighting the award winners.
- Interviews by TV channels, print, and social media.
- Live video streaming of the award show.

## **AWARD CATEGORIES**



Facility & Maintenance

Sectors (Projects, Contract Specific or Services)

# HSE EXCELLENCE AWARDS PART – I Organization Profile and KPQ's

## **1.0 Organizations Profile**

Please give a brief description of your Organization's structure and its main work activities – 250 words max or one page.

## **Key Performance Questions**

The following Key Performance Questions (KPQs) are designed to evaluate your Organization's overall approach in managing Health, Safety and Environment. Answers must be submitted for all questions. Answer for each question must not exceed 500 words or two pages maximum. Evidence(s) must be attached to meet the KPQs. Please refer "Expectations and Deliverables" (refer to <u>kuwait.assp.org</u>) prior to submission.

#### 1.1 HSE Leadership and Administration

How does your Management lead HSE in your Organization, including identifying priorities, setting key performance indicators and targets, monitoring progress and providing clear and effective leadership at all levels?

#### 1.2 Training and Competency

How does your organization ensure that all its employees and contractors are competent to fulfil their roles in HSE as well as in operational duties?

#### 1.3 Integrating HSE with workforce

How does your organization involve the workforce and their representatives in HSE and what are the benefits?

#### **1.4 Communication and Awareness**

How does your organization ensure that HSE information is communicated effectively within and beyond the organization?

#### 1.5 Incident Analysis and Prevention

How does your organization ensure that it investigates HSE incidents/Near Miss incidents and implements the les-sons learned?

#### 1.6 Risk Assessment and Management

How does your organization use risk assessment to identify appropriate control measures for significant risks to HSE and ensure that results are integrated effectively into business processes? Attach a copy of risk assessment completed during 2023 showing three (3) significant HSE risks, as a minimum.

#### 1.7 Contractor's Management

How does your organization handle the management of contractors or suppliers and sub-contractors including procedures for selection, control and monitoring?

#### 1.8 Emergency Preparedness and Management

How does your organization ensure Emergency Preparedness and Management and how it is evaluated for its effectiveness?

# 1.9 Monitoring, Measurement and Continual Improvement

How does your organization use active monitoring (inspections, audits, etc.) to measure its HSE performance? How does your organization review its HSE performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders?Provide us an example that the performance was reviewed in relation to HSE in 2023.

#### 1.10 Health, Hygiene Control & Welfare Facilities

How does your Organization periodically monitor health of workers? How Occupational health hazards are identified monitored & risks are controlled? How hygiene of work place and camps is maintained in addition to providing welfare facilities?

# 1.11 ASSET Integrity Management & Quality Assurance Program

How does your Organization ensure that your assets, including machinery, equipment, vehicles, tools etc. are maintained and tested in terms of safety or the integrity of the asset? your company have a safe working program for lifting tools and vehicles? Explain in brief. Explain your QA program

#### 1.12 Environmental Management System

How does your Organization ensure environmental Management? Describe briefly how does you monitor your air emissions, effluent, waste management, legal compliance. Explain briefly about other initiative, if any.

#### 1.13 Management of Change

How does your Organization manage the changes in the Organization, assets? Explain in brief with policy and procedures followed.

#### 1.14 HSE Achievements/Highlights

Share your organization s significant HSE achievements during the year 2023

# **PART – II Lagging Indicators:**

#### Accidents/ Incidents History

Provide lagging indicators statistics of your organization for each of the following. If not applicable, insert 0 or NIL – D0 NOT LEAVE BLANK. Data provided is subject to verification if needed.

#### Section 1

	2023	2022	2021
Fatal Case			
Lost Workday Cases (LWC)			
Restricted Work Day Cases (RWC)			
Medical Treatment Only Cases (MTOC)			
Property Damage Incidents			
Motor Vehicle Incidents (MVI)			
Total Man Hours worked			
Total Kilometers driven			
No. of Man Days Lost			
No. of Environmental Incidents (i.e. Spillages)			

#### Section 2

#### **Total Recordable Incident Rate (TRIR)**

	2023	2022	2021
Total Recordable Incident Rate (TRIR)			

#### Section 3

#### Lost Time Injury Frequency Rate (LTIFR)

	2023	2022	2021
Lost Time Injury Frequency Rate			

#### **Section 4**

#### **Incident Severity Rate (ISR)**

	2023	2022	2021
Incident Severity Rate			

#### **Section 5**

#### Motor Vehicle Incident Frequency Rate (MVIFR)

	2023	2022	2021
Motor Vehicle Incident Frequency Rate			

## **Conditions:**

- By submitting an application to this award, applicant agrees for publication of the results.
- Applicants may be asked at any time during the review process to substantiate the claims made in the submission.
- If submission requirements are not met or the information is found to be incomplete, untrue or misleading, the submittal will be removed from the review process.
- The Evaluation Panel has the sole right and discretion to reject entries that do not meet the submission requirements.
- The decision of the adjudication panel shall be final and binding



# **OTHER AWARDS**

# **Excellence in Corporate Social Responsibility Award**

#### 2.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities - 250 words max or one page.

#### 2.1 Corporate Social Responsibility (CSR) Policy & Strategy

Does your organization hold a policy and strategy of Corporate Social Responsibility (CSR)?

# 2.2 Corporate Social Responsibility and workplace Practices

How your organization develops and implements the Corporate Social Responsibility? What are the practices adopted by your organization to manage and sustain your CSR Activities

#### 2.3 Specific CSR Program

Has your organization participated in any specific CSR Programs? Describe about the program covering its rationale, description, objectives, beneficiaries, inception,

## **Environment Excellence Award**

#### **3.0 Organization Profile**

Please give a brief description of your Organization's structure and its main work activities -250 words max or one page.

#### **3.1 Commitment towards Environment**

Does your Organization have an Environment policy? Describe the environmental compliance management with respect to local and international regulations.

# **3.2 Implementation of Environmental friendly ideas/ programs**

How does your Organization involve in commemorating the World Environment Day, World Ozone Day, Earth Day etc., to spread the Environmental awareness among the employees? How does your Organization implement innovative ideas; such as cultivating the Environmental culture into business/ operations, integration of environmental issues in mainstream business / operations? Describe the Implementation of Zero Environmental discharge initiative, if any? Describe the Environmental programs related to the usage of renewable resources?

# **3.3 Source reduction techniques to reduce the environmental impacts implemented in 2023**

How does your Organization utilize the reduction of Environmental impact through process changes/ modifications and installation of efficient & environmental friendly equipment? timeline, key milestones, implementation partners, evaluation of the program, results and its impact.

#### 2.4 Contribution to the Community Development

How does your organization contribute to the local community like education quality improvement, infrastructure development and any other initiatives?

#### 2.4 Promoting Employee's and Common Public Health

Does your Organization have a system for promoting and sustaining the employee's good health? Explain organization's efforts in contribution / participation to the promotion of the common public health.

#### 2.6 Recognitions for CSR received

Have your Organization received any awards or other recognition for CSR? Submit copy of the awards or other recognitions received.

#### **3.4 Environmental Sustainability efforts Implemented** in 2023

How does your organization contribute towards the Environmental Sustainability? Describe the program established for the Waste Management and other initiatives towards the Environmental Sustainability like Reduce, Reuse, Recycle, etc.

# **3.5 Organization's promotion towards renewable energy sources in 2023**

How does your Organization promote the renewable technology such as solar energy, wind energy etc?

# 3.6 Management Systems established in the organization

Does your Organization certify for Environmental Management System ISO 14001, Energy Management System ISO 50001 or any other Management Systems with respect to Environment?

#### 3.7 Environmental Recognitions received

Have your Organization received any Environmental awards/recognitions?

#### 3.8 Organization's Regulatory Environmental Compliance Management System

How does your Organization maintain Regulatory Environmental Aspects / HSE Compliance Register or log, Environmental/ HSE Reporting to Regulatory agencies or authorities, Regulatory agencies approval/ clearance letters as applicable for e.g. EIA (Environmental Impact Assessment) / ESIA (Environmental & Social Impact Assessment) Studies, etc.?



# Management of Driving Safety (MODS) Excellence Award

#### 4.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities -250 words max or one page.

#### 4.1 Safe Driving Policy/Procedure

Does your Organization have a Safe Driving Policy statement and procedures which deals with Safe Driving and its implementation?

#### 4.2 Risk Assessment

How does your Organization identify the driving hazards, perform risk assessment and apply appropriate risk control measures?

#### 4.3 Management of Driving Safety performance

Is there any Driving Safety performance indicators established? How does the organization monitor the performance indicators?

#### 4.4 Defensive Driving Programme with details

Is there any established Defensive Driving program for new drivers and retraining program for the existing drivers?

#### 4.5 Driving behaviours management

Is Behaviour Based Safety (BBS) approach applied for driving safety management?

Details of rewards & incentive programs and its implementation for good driving performance.

#### **4.6 Demonstration of good practices & Results** Achieved (related to Safe/Defensive Driving) How does your organization implement good driving

practices; like Speed Monitoring Devices, Speed Governors, Vehicle Tracking System, etc. and implement them?

## **Best HSE Initiative Award**

#### **5.0 Organization Profile**

Please give a brief description of your Organization's structure and its main work activities – 250words max or one page.

#### 5.1 Brief title of the HSE initiative in year 2023

#### 5.2 Description of the initiative

#### 5.3 Objective/s of the initiative/s

5.4 Key Performance Indicators for the objectives / initiatives

#### 5.5 Benefits of the initiative/s

- Specify the range to which the initiative has been applied
- Describe the benefits of the initiative

# **Best Risk Management Award**

#### 6.0 Organization Profile

Please give a brief description of your Organization's structure and its main work activities -250 words max or one page.

#### 6.1 Risk Management Policy

Does your Organization have any Risk Management policy?

# 6.2 Implementation of Risk Management Procedures and Programs

How does your organization develop and implement the Risk Management Procedures and Programs; including Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment techniques?

#### 6.3 Organization's maintained or adopted Systems

Have your Organization established Risk Management System based on any applicable international standard or any other Management Systems with respect to Risk Management?

#### 6.4 Risk Management Recognitions received

Have your organization received any Risk Management awards/recognitions?

## SPONSORSHIP & EXPO OPPROTUNITY

We can customize sponsorship packages to align with your objectives and budget.

Below are the types of benefits an event sponsor could expect to receive:

#### On-site promotional opportunities:

- *Branding on the Award Application Submission Page:* Your branding will appear on the web-based award application submission page.
- *Website Presence:* Your company logo and a 100-word company profile will be featured on our website.
- *Press Coverage:* Your sponsorship will be highlighted in event-related press releases, which will reach a wide range of media platforms.
- *Newsletter Branding:* Your brand will be featured on event adverts in our monthly newsletter.
- *On-site Branding:* Your brand will be prominently displayed on stage, in the delegate registration area, and in the refreshment area.
- Exhibition Stand: A prime location exhibition stand will be provided, including one table, two chairs, one electric socket, refreshments, and lunch for two exhibitors.
- *Speaker Opportunity:* Your company's top management will be invited to speak at the Opening Ceremony.
- Complimentary Expo Booth: You will receive one complimentary expo booth.
- *Custom Banners and LED Display:* Your company's logo will be displayed on custom banners and on the LED backdrop.
- *Website Recognition:* Your company's logo will be displayed on the awards website.
- Video Display: Your company's video will be shown in the main hall.
- *Stage Recognition:* You will be recognized as a main sponsor on stage.
- *Social Media Exposure:* Your company's marketing video will be featured on ASSP GCC HSE Awards 2024 social media channels.

#### Additional Promotional Opportunities:

- *E-Newsletter Coverage:* Your company logo will be featured in our e-newsletter.
- Website Visibility: Your company logo will be displayed on the awards website.

# SPONSORSHIP & EXPO OPPROTUNITY



#### ASSP GCC HSE 2024 AWARDS DAY SPONSORSHIP

• Platinum Sponsor

Gold SponsorSilver Sponsor

KD 3,000/-KD 1,500/-KD 1,000/- 01

## ASSP GCC HSE 2024 AWARDS EXPO

Prime Booth Booth

KD 400/-KD 250/-

Sponsorship 01 Benefits

AMERICAN SOCIETY OF SAFETY PROFESSIONALS KUWATI CHAPTER Hanaya Hangara Hangara

# PLATINUM

- Company Top Management Invited to speak in the Opening Ceremony
- one Complementary Expo Booth
- 2 nos. Custom made Company Banners
- Logo Display on the LED Backdrop
- e newsletter Coverage
- Company Logo Displayed on awards Website
- Company Video display in the Main Hall
- Recognition as Main sponsor on stage
- Company's marketing video on ASSP GCC HSE Awards 2024 social media

# <u>GOLD</u>

- one Complementary Expo Booth
- 1 nos. Custom made Company Banners
- Logo Display on the LED Backdrop
- e newsletter Coverage
- Company Logo Displayed on awards Website
- Recognition as sponsor on stage
- Company's marketing video on ASSP GCC HSE Awards 2024 social media

# <u>SILVER</u>

- Logo Display on the LED Backdrop
- e newsletter Coverage
- Company Logo Displayed on awards Website

02

**EXPO** 

# **Prime Booth**

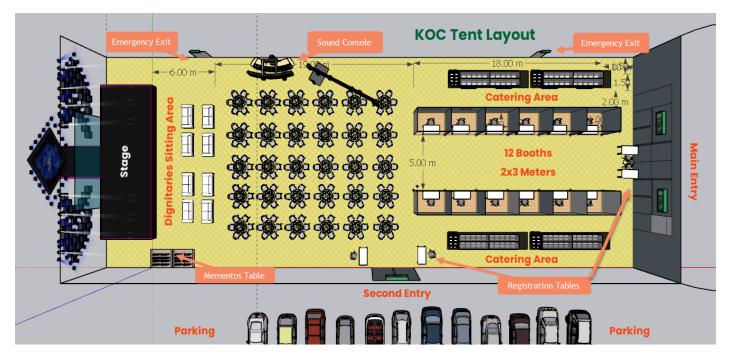
- Four Prime Booth available
- 2X3 m Display Space at the Entrance of the Ballroom
- Logo Display on the LED Backdrop
- e newsletter Coverage
- Company Logo Displayed on awards Website

# Booth

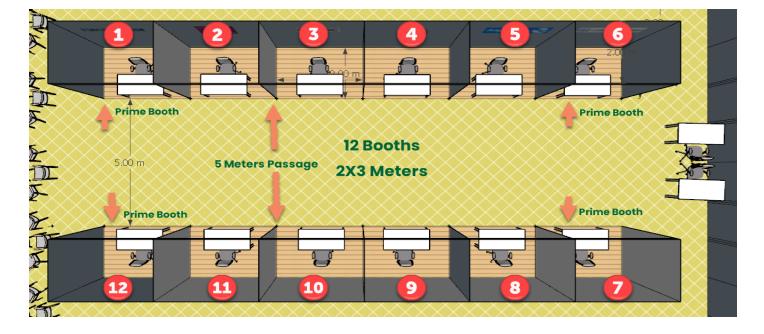
- 2X3 m Display Space at the venue
- Logo Display on the LED Backdrop
- e newsletter Coverage
- Company Logo Displayed on awards Website
  - **+965 50941075 / 66939381**
  - **965 667576**93 +965 66757693
    - kuwai<mark>t.assp.o</mark>rg

gcchseawards@kuwait.assp.org

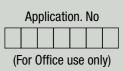
# Venue Layout



## **Booth Layout**



# PART - III



# Application Form (Declaration) For All Award Categories Please provide Organization/Company Information

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Organization/Company Name	
Award Titles Applied for ( Tick the relevant boxes)	<ul> <li>HSE Excellence</li> <li>Excellence in Corporate Social Responsibility (CSR)</li> <li>Environment Excellence</li> </ul>
	<ul> <li>Management of Driving Safety (MODS)Excellence</li> <li>Best HSE Initiative</li> </ul>
	Best Risk Management
	Engineering & Construction
Award Category Applied for ( Tick the relevant boxes)	Manufacturing
This is applicable only	🗆 Oil & Gas
for those organizations	Facility & Maintenance
applying for hse excellence award	Sector (Projects, Contract Specific or Services)
PROJECT NAME	
Postal Address	
Postal/Zip Code	
City	
State/Province	
Country	
Contact Person Name	
• Job Title	
• e-mail	
<ul> <li>Phone with country code</li> </ul>	
Mobile	

The following signatures attest to the completeness and accuracy of this entry, which is submitted to the ASSP - Kuwait Chapter for "ASSP GCC HSE Excellence Awards 2024" in good faith.

#### Health Safety & Environment Head

		Registration fees shall accompany the
Name:	Job Title:	award application. This registration fees
Signature:	Date:	are non-refundable. The Registration fees should be in the form of Cheque / Bank Transfer.
Managing Director (or equivalent)	I	A/C Name: American Foundation for Technical Consulting
Name:	Job Title:	Bank: Kuwait Finance House Branch: Mubarak Al-Khabeer
Signature:	Date:	Account # 281010013892 IBAN # KW71KFH0 <i>00000000281010013892</i>

SWIFT CODE: KFHOKWKW

**Registration Fee** 



**Applications along with** Attachments must be submitted to ASSP **Kuwait Chapter** 



Call:

Tel. +965 23917666 E-mail:gcchseawards@kuwait.assp.org contact@kuwait.assp.org Web :kuwait.assp.org



## ASSP GCC HSE EXCELLENCE AWARDS

#### **ADJUDICATION PANEL**

The panel of adjudicators consists of experts and leaders in the fields of business, education, safety, health, and the environment. It includes highly qualified HSE experts from the GCC Region.

#### **FEE STRUCTURE**

- Registration fee: USD 350 or Kuwait Dinars (KWD) 100 for each award (Same for Excellence Award / Special Award / Additional award)
- Winners package fee: USD 1000 or KD 300 for winning companies attending the award ceremony
- Option to pay total amount (registration fees + winners package) upfront. If the company doesn't qualify, the winners package fee will be refunded.
- Separate award applications are required for submissions in different categories, each with a corresponding registration fee as stated above.
- Each award application must be accompanied by the registration fee.
- Registration fees is not refundable.
- Fees can be paid in the form of

□ Cheque □ Bank Transfer □ Payment link

In case of cheque or bank transfer, draw in favor of A/C Name: American Foundation for Technical Consulting

Bank: Kuwait Finance House Branch: Mubarak Al-Khabeer Account # 281010013892 IBAN # KW71KFH0*000000000281010013892* SWIFT CODE: KFH0KWKW

#### SUBMISSIONS REQUIRED

- Part I Organization Profile (Section I) and evidence for all the relevant KPQ's (Key performance Questions)
- Part II Lagging Indicators for the preceding three calendar years (applicable only for those organizations who are applying for HSE Excellence Award),
- Part III Application form (Declaration),
- Registration Fees:

## LAST DAY FOR SUBMISSION OF THE APPLICATION 30<sup>th</sup> October 2024



## **HOW TO APPLY**

Option 1: Register your interest for applying by sending an e-mail to:gcchseawards@kuwait.assp.org/ contact@kuwait.assp.org OR Option 2: Submit your application On-line at

https://kuwait.assp.org/hse-awards/

# CONTACT

#### Call:

- 10 +965 5094 1075 / 6693 9381
- Tel. +965 23917666

E-mail: gcchseawards@kuwait.assp.org contact@kuwait.assp.org

Web : kuwait.assp.org

# **Points of Reference**



#### Fatal Case:

Fatal Case are those work-related injuries / illness that result in death. Number of days lost for each fatal case shall be 180 days.

#### Loss Time Injury (LTI):

If an employee is unable to work on his next scheduled shift because of a work-related injury / illness; presence at the site does not constitute work.

#### **Restricted Work Day Case (RWDC):**

RWDCs are injuries which are severe enough to prevent a person from performing normal duties, but not so severe that lighter duties cannot be performed.

Lost Time Injury Frequency Rate = ·	No. of Incidents (Fatal case + Lost work day)	- X 200000
(LTIFR)	Total manhours worked by all employees	- // 200000
Incident Severity Rate =	Total days away from work (Fatal +LWC)	- X 200000
(ISR)	Total manhours worked by all employees	- X 200000

#### Medical Treatment Only Case (MTOC):

All MTOC is a work-related case for which medical treatment is given, but that does not result in a RWDC or LWC.

#### Property Damage Incident:

Loss damage incident which result a loss amounting more than US 10,000\$

#### Motor Vehicle Incident (MVI):

An undesired occurrence of event involving a motor vehicle that results in loss damage of Vehicle, property amounting over

US 1000\$. MVI covers – a motor vehicle owned, leased or rental that is assigned to its company employee.

Total Recordable Incident Rate = —	Total recordable Incidents (Fatal + LWC + RWDC + MTOC)	– X 200000
(TRIR)	Total manhours worked by all employees	
Motor Vehicle Incident Frequency =	Total motor vehicle incidents	X 1000000
Rate (MVIFR)	Total number of kilometres driven	

Environmental Incidents: Any spillage of more than one barrel of chemical / hydrocarbons is considered as environmental incident.

# **Guidelines for Submission:**

Applications are accepted in electronic format only (Online through ASSP Website / Online transferring media like Wetransfer etc / USB)

- 1. PART I Organization Profile and evidence for relevant KPQ's
- 2. PART II Lagging Indicators for the preceding three years (required only for HSE Excellence Award Applicants)
- 3. PART III Application form (Declaration form)
- 4. Registration Fee

In Cheque / Bank Transfer

If you chose flash memory submission the completed application packet along with all the required evidences must be submitted to:

#### Call:

### **Beneficiary Details:**

A/C : American Foundation for Technical Consulting Bank : Kuwait Finance House Branch : Mubarak Al-Khabeer A/C: # 281010013892 IBAN: # KW71KFH0*000000000281010013892* SWIFT CODE: KFH0KWKW

# **Important Notes**

- The identity of each applicant is kept confidential. Only award recipients will be recognized and publicized.
- Submittals must be written in English.
- During the process of evaluation, if there is any change in the address or any other details of communication, please provide the updated information to contact@kuwait.assp.org
- This award program does not bear the responsibility for non-receipt/late receipt of any material sent.
- Keep a copy of your submittal for your reference. Submittals, once received will not be returned.
- Wherever it is required, necessary supporting documents are to be attached along with the submittals.
- References to supporting evidence shall be clearly made in the narrative text.
- Define all the abbreviations.



