

## EAWATER Global Sustainability & Innovation Awards 2026

### FINAL SUBMISSION CHECKLIST (MANDATORY – TO BE TICKED & ENCLOSED)

This checklist must be completed, signed, stamped, and enclosed in each hard-copy set.

Entries failing this checklist at screening will be rejected without jury evaluation.

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#### A. CATEGORY & ENTRY CONFIRMATION

- ☐ Award Category Code is correctly mentioned (exact match with official category list)
- ☐ One checklist is attached **per category applied**
- ☐ Entry strictly aligns with the selected category (no misrepresentation)

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#### B. ENTRY FORM & CONTENT COMPLETENESS

- ☐ Official Awards Entry Form is fully filled (no blanks)
- ☐ Authorised contact person details are complete and accurate
- ☐ Entry Abstract ( $\leq 150$  words) is enclosed as a **separate document**
- ☐ Detailed Report (1500–2000 words) is enclosed as a **separate document**
- ☐ Report clearly addresses **all judging criteria** of the selected category
- ☐ All claims are supported with data, documents, or evidence

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#### C. PERFORMANCE DATA & EVIDENCE

- ☐ Before–after performance data is clearly presented
- ☐ KPIs, metrics, or outcomes are quantified (not descriptive only)
  - ☐ Supporting documents are legible, relevant, and verifiable
- ☐ Photographs / deployment proof are enclosed (where applicable)
- ☐ Technical documentation is enclosed (mandatory for technology / product categories)

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#### D. REFERENCES & VALIDATION

- ☐ Four (4) letters of reference enclosed: -
  - ☐ Two (2) Internal References
  - ☐ Two (2) External / Independent References
  - ☐ Reference details are complete and verifiable
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#### E. SIGNED & STAMPED COMPLIANCE DOCUMENTS (CRITICAL)

- ☐ Terms & Conditions – **Signed & Stamped**
- ☐ DOs & DON'Ts – **Signed & Stamped**
- ☐ Declaration & Authorisation Page – **Signed & Stamped**
- ☐ Any additional document issued by EAWATER – **Signed & Stamped**

⚠ **Missing signature or stamp on any document = automatic disqualification**

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#### F. HARD-COPY SUBMISSION (MANDATORY)

- ☐ **Three (3) complete hard-copy sets** prepared for this category
  - ☐ Each set includes: - Entry Form - Entry Abstract - Detailed Report - Supporting documents - Signed & stamped compliance documents
  - ☐ Each set is clearly labelled with: - Applicant Name- Category Code
  - ☐ Each set is properly indexed and neatly bound / foldered
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#### G. SOFT-COPY SUBMISSION (MANDATORY)

- ☐ One (1) complete soft copy prepared (PDF format only)
  - ☐ Soft copy exactly matches the hard-copy submission
- ☐ File name format followed:

**CategoryCode\_ApplicantName\_Awards2026.pdf**

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#### H. FINAL SELF-DECLARATION

- ☐ I confirm that all information submitted is true, accurate, complete, and verifiable
  - ☐ I understand that submission does **not** guarantee shortlisting or winning
  - ☐ I accept that jury decisions are final and binding
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#### AUTHORISED SIGNATORY

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Seal / Stamp:**

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#### IMPORTANT

Courier your submission only after every box above is ticked. Incomplete, unsigned, unstamped, or improperly packaged entries will not be reviewed.