

## Maldives Tourism Awards - 2024 Criteria

#	Award	Judging Criteria	Weightage	Documents Required
<b>C1: Resort Category</b>				
1	<b>Outstanding Contribution to Staff Wellbeing Award</b> <i>The award recognizes tourist resorts that are actively promoting staff well-being, demonstrating exceptional commitment to enhance logistics, healthcare &amp; wellness amenities</i>  <i>(Applications will be judged based on accommodation, Dining, healthcare, work environment safety, and recreational amenities available for staff)</i>	<b>Staff Accommodation Facilities</b>	<b>25%</b>	Room allocation list (as per the format provided) Room allocation policy List of fixtures/amenities in the rooms List of common facilities Supporting evidence with Photos / Videos (captioned)
		Quality and allocation of rooms by staff level		
		Bathroom / toilet (share basis, Hot/cold water, attached bathrooms, etc.)		
		Room furniture, fixtures & amenities		
		Common facilities (Laundry, tuckshops)	<b>20%</b>	<b>Dining Experience</b> Menus Frequency of rotation Frequency of menu change Policy regarding staff dining Any additional supporting document relevant to staff dining Supporting evidence with Photos / Video (captioned)
		Dietary requirements		
		Frequency of menu rotation		
		Variety of foods provided		
		Ambience and comfort of dining area		
		Presentation of food		
		Number of restaurants / canteens designated for staff		
		Live cooking		
		Availability of refreshments and snacks (non-meal times)	<b>20%</b>	<b>Staff Health and Wellbeing</b> Healthcare policies Insurance policy documents Mental health related policies and arrangements Leave policies Additional documents to support the healthcare services provided within the evaluation period Clinic registration certificate (If there is a clinic) Inhouse doctor's certificate (if doctor is available) Inhouse registered Nurse (If nurse available in the resort)
		Access to guest restaurant for staff (mid-management to junior staff)		
		<b>Staff Health and Wellbeing</b>		
		Insurance policies and coverage (Immediate family / parents / coverage area in terms of local/international healthcare facilities)		
		Medical leave policies		
Provision and quality of resort health care services				
Assisting and facilitation of Medical Services				
Implementation of occupational safety standards				
Provision of mental health care services				
Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff, etc)				

<b>Work environment safety</b>	<b>20%</b>	Copies of SOPs relevant to safety, anti- harassment, emergency procedures List of safety tools & equipment's Records of safety trainings and drills conducted Equipment handling procedures Supporting evidence with Photos/video (captioned) Records of incidents
Availability of tools and equipments		
Equipment handling (ease of handling, automation, etc.)		
Safety Trainings / drills		
First-aid / emergency procedures / Disaster Management Plan (DMP)		
Anti-harassment policies		
Availability and implementation of safety standards		
Fire safety protocols		
<b>Recreation</b>	<b>15%</b>	List of recreational facilities List of Inhouse events List of Inter-atoll/National events/Private events List of accomplishments/ awards Recreational policy of establishment List of incentives for staffs Reports/newsletters/ media coverage Supporting evidence with Photos/video (captioned)
Facilities and resources provided (Gym / TV halls / sports facilities, etc.)		
Participation in recreation and sport tournaments (Inhouse / Island / atoll / national etc.)		
Organizing recreation and sport tournaments (Inhouse/ Island / atoll / national etc.)		
National and international recreation and sports awards received		
Staff release for tournaments/events		
Incentives/ provision of packages for staff family for holidays etc.		
Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff)		

2	<b>Outstanding Contribution to HR Development Award</b> <i>The award recognizes tourist resorts that demonstrate outstanding human resources development practices, contributing to the government's goal of addressing HR challenges for locals in tourism sector</i>  <i>(Applications will be judged based on Staff parity (local, foreign and male, female), training &amp; career development opportunities)</i>	<b>Localising Workforce</b>	<b>40%</b>	Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out by the resort to encourage local employment
		Number of local staffs as a percentage of total staff - Managerial		
		Number of local staffs as a percentage of total staff - Mid-management		
		Number of local staffs as a percentage of total staff - General team members (Line Staff)		
		Policies encouraging local employment		
		<b>Women &amp; Youth Empowerment</b>	<b>30%</b>	Policies and practices carried out by the resort to encourage female employment
		Number of female staffs as a percentage of total staff - Managerial		
		Number of female staffs as a percentage of total staff - Mid-management		
		Number of female staffs as a percentage of total staff - General team members (Line Staff)		
		Apprenticeship Programs, mentorship programs conducted for youth		
		Policies and initiatives encouraging women employment		
		<b>Training, Skills and career development</b>	<b>30%</b>	Training calendar Training records Succession plans Related policies Recognitions/awards received in the area of training & development
		Training opportunities provided and conducted in Maldives		
		Training opportunities provided and conducted –international		
		Higher education opportunities		
		Paid leave and other incentives for studies/trainings		
		Accreditation of trainings provided (local/international)		
Management development training and opportunities for locals				

3	<b>Outstanding Contribution to Community Engagement Award</b> <i>The award recognizes tourist resorts that demonstrate outstanding community engagement initiatives, contributing to the government's goal of increasing local participation in tourism sector</i>  <i>(Applications will be judged based non-obligatory CSR initiatives and community engagement)</i>	<b>CSR Initiatives (non-obligatory)</b>	<b>70%</b>	CSR project documents Endorsed budget allocation and utilization for CSR Reports/newsletters/ media coverage Achievements received ( <i>if there is any</i> ) List of projects organized in collaboration with local community ( <i>if any</i> )	
		Budget allocations made for voluntary CSR activities			
		CSR projects (mandatory & voluntary) and their benefit to stakeholders including recipients, employees, customers and shareholders			
		Contribution made in the following areas			
		<i>Education: education enhancement, training and skill Development</i>			
		<i>Healthcare: development and enhancement initiatives</i>			
		<i>Environment: alternative sustainable initiatives, alternative Energy sources</i>			
		<i>Youth and community empowerment: Sports / awareness / initiatives</i>			
		<i>Heritage, Art and Culture development / awareness / sustainability</i>			
		<i>Technology: initiatives and development</i>			
	<b>Community Engagement (such as cleaning programs/ blood donation / exposure trip, etc)</b>	<b>30%</b>	Endorsed Budget utilization report (local products -Building and decoration materials (local /foreign percentage included) endorsed Endorsed Budget utilization report (Local Food products (local/ foreign percentage endorsed included) Endorsed Budget utilization report (other consumables (local / foreign percentage) endorsed Endorsed list of items in shop (local /and foreign items) Interactions with island communities (meeting records/photos/videos)		
Budget allocations made for community engagement					
Demonstrate a significant impact with a tangible benefit to the community.					
Involvement with community partnership program(s) (schools / councils / NGOs)					
Demonstrate long-term community engagement commitment that is measurable, relevant, sustainable, reflective and reciprocal.					
Stakeholder engagement and satisfaction					
4	<b>Outstanding Contribution to Environment Sustainability Award</b> <i>The award recognizes tourist resorts that champion environment sustainability reducing carbon footprint</i>	Environment friendly practices (conservation, re-use, re-cycle, waste management)	<b>100%</b>	Endorsed Budget utilization for environment related activities Environmental policies and guidelines Records of any activities carried out. Local / international wards or recognitions received Waste management procedures / guidelines currently in place	
		Energy conservation / alternative energy sources			
		Embracing and inclusiveness of natural habitat (encourage local breed of vegetation / in underwater habitat and natural state (seagrass))			
		Preventative and inovative measures for climate change (structural)			
5	<b>Ministry of Tourism Excellence Award - Tourist Resort</b>	Not open for application. Winner will be selected based on the overall total score for all awards in the category. Total weightage for each award is 25%			

#	Award	Judging Criteria	Weightage	Documents Required	
<b>C2: Hotel Category</b>					
1	<b>Outstanding Contribution to Staff Wellbeing Award</b> <i>The award recognizes tourist hotels that are actively promoting staff well-being, demonstrating exceptional commitment to enhance logistics, healthcare &amp; wellness amenities</i>  <i>(Applications will be judged based on logistics arrangements, healthcare facilities, work environment safety, and recreation services provided to staff)</i>	<b>Staff Logistics (Accommodation / Dining / Transport)</b>	<b>30%</b>	Accommodation policy Allowance Policy	
		Accommodation provided in the facility			
		Day use rooms for staff			
		Dedicted rest rooms for staff			
		Meals provided by the facility (during duty timings)			
		Transport provided or arranged			
		Allowances paid for staff in relations to logistical purposes (accommodation / food / transport)	<b>25%</b>	<b>Staff Health and Wellbeing</b>	Healthcare policies Insurance policy documents Mental health related policies and arrangements Leave policies Additional documents to support the healthcare services provided within the evaluation period Clinic registration certificate (If there is a clinic) Inhouse doctor's certificate (if doctor is available) Inhouse registered Nurse (If nurse available in the resort)
		Insurance policies and coverage (Immediate family / parents / coverage area in terms of international healthcare facilities)			
		Medical leaves			
		Provision and quality of resort health care services			
		Assisting and facilitation of Medical Services			
		Provision of mental health care services			
		Accesibility of facilities to part-time, third-party employees (eg: boat crew / souvenir shop staff, etc)			
		<b>Work environment safety</b>			
		Availability of tools and equipments			
		Equipment handling (ease of handling, automation, etc.)			
		Safety Trainings / drills			
		First-aid / emergency procedures			
		Anti-harassment policies			
		Availability and implementation of safety standards			
Fire safety protocols	<b>15%</b>	<b>Recreation</b>	List of recreational facilities List of Inhouse events List of Inter-atoll/National events/Private events List of accomplishments/ awards Recreational policy of establishment List of incentives for staffs Reports/newsletters/ media coverage Photos/video (captioned)		
Facilities and resources provided					
Participation in recreation and sport tournaments (Inhouse / Island / atoll / national etc.)					
Organizing recreation and sport tournaments (Inhouse/ Island / atoll / national etc.)					
National and international recreation and sports awards received					
Staff release for tournaments/events					
Easy access to recreational facilities					
Incentives/ provision of packages for staff family for holidays etc.					
Accesibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff)					

2	<b>Outstanding Contribution to HR Development Award</b> <i>The award recognizes tourist hotels that demonstrate outstanding human resources development practices, contributing to the government's goal of addressing HR challenges for locals in tourism sector</i>  <i>(Applications will be judged based on work environment safety, Staff party (local, foreign and male, female), training &amp; career development opportunities)</i>	<b>Localising Workforce</b>	<b>40%</b>	Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out by the resort to encourage local employment
		Number of local staffs as a percentage of total staff - Managerial		
		Number of local staffs as a percentage of total staff - Mid-management		
		Number of local staffs as a percentage of total staff - General team members (Line Staff)		
		Policies encouraging local employment		
		<b>Women &amp; Youth Empowerment</b>	<b>30%</b>	Policies and practices carried out by the resort to encourage female employment
		Number of female staffs as a percentage of total staff - Managerial		
		Number of female staffs as a percentage of total staff - Mid-management		
		Number of female staffs as a percentage of total staff - General team members (Line Staff)		
		Apprenticeship Programs, mentorship programs conducted for youth		
		Policies and initiatives encouraging youth & women employment		
		<b>Training, Skills and career development</b>	<b>30%</b>	Training calendar Training records Succession plans Related policies Recognitions/awards received in the area of training & development
		Training opportunities provided and conducted in Maldives		
		Training opportunities provided and conducted –international		
		Higher education opportunities		
Paid leave and other incentives for studies/trainings				
Accreditation of trainings provided (local/international)				
Management development training and opportunities for locals				



#	Award	Judging Criteria	Weightage	Documents Required				
<b>C3: Guesthouse Category</b>								
1	<b>Outstanding Contribution to Staff Wellbeing Award</b> <i>The award recognizes tourist guesthouses that are actively promoting staff well-being, demonstrating exceptional commitment to enhance logistics, healthcare &amp; wellness amenities</i>  <i>(Applications will be judged based on logistics arrangements, healthcare facilities, work environment safety, and recreation services provided to staff)</i>	<b>Staff Logistics (Accommodation / Dining / Transport)</b>	<b>30%</b>	Accommodation policy Allowance Policy				
		Accommodation provided in the facility						
		Day use rooms for staff						
		Dedicated rest rooms for staff						
		Meals provided by the facility						
		Transport provided or arranged by the guesthouse						
		Allowances paid for staff in relations to logistical purposes (accommodation / food / transport)						
		<b>Staff Health and Wellbeing</b>	<b>25%</b>					
		Insurance policies and coverage (Immediate family / parents / coverage area in terms of international healthcare facilities)						
		Medical leaves						
		Provision and quality of resort health care services						
		Assisting and facilitation of Medical Services						
		Provision of mental health care services						
		Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff, etc)						
		<b>Work environment safety</b>	<b>30%</b>					
		Availability of tools and equipments						
		Equipment handling (ease of handling, automation, etc.)						
		Safety Trainings / drills						
		First-aid / emergency procedures						
		Anti-harassment policies						
Availability and implementation of safety standards								
Fire safety protocols								
<b>Recreation</b>								<b>15%</b>
Facilities and resources provided								
Participation in recreation and sport tournaments (Inhouse / Island / atoll / national etc.)								
Organizing recreation and sport tournaments (Inhouse/ Island / atoll / national etc.)								
National and international recreation and sports awards received								
Staff release for tournaments/events								
Incentives/ provision of packages for staff family for holidays etc.								
Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff)								



2	<b>Outstanding Contribution to HR Development Award</b> <i>The award recognizes tourist guesthouses that demonstrate outstanding human resources development practices, contributing to the government's goal of addressing HR challenges for locals in tourism sector</i>  <i>(Applications will be judged based on work environment safety, Staff party (local, foreign and male, female), training &amp; career development opportunities)</i>	<b>Localising Workforce</b>	<b>40%</b>	Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out by the resort to encourage local employment
		Number of local staffs as a percentage of total staff - Managerial		
		Number of local staffs as a percentage of total staff - Mid-management		
		Number of local staffs as a percentage of total staff - General team members (Line Staff)		
		Policies encouraging local employment		
		<b>Women &amp; Youth Empowerment</b>	<b>30%</b>	Policies and practices carried out by the resort to encourage female employment
		Number of female staffs as a percentage of total staff - Managerial		
		Number of female staffs as a percentage of total staff - Mid-management		
		Number of female staffs as a percentage of total staff - General team members (Line Staff)		
		Apprenticeship Programs, mentorship programs conducted for youth		
		Policies and initiatives encouraging women employment		
		<b>Training, Skills and career development</b>	<b>30%</b>	Training calendar Training records Succession plans Related policies Recognitions/awards received in the area of training & development
		Training opportunities provided and conducted in Maldives		
		Training opportunities provided and conducted –international		
Higher education opportunities				
Paid leave and other incentives for studies/trainings				
Accreditation of trainings provided (local/international)				
Management development training and opportunities for locals				

3	<b>Outstanding Contribution to Community Engagement Award</b> <i>The award recognizes tourist guesthouses that demonstrate outstanding community engagement initiatives, contributing to the government's goal of increasing local participation in tourism sector</i>  <i>(Applications will be judged based non-obligator CSR initiatives and community engagement)</i>	<b>CSR Initiatives (non-obligatory)</b>	50%	Reports/newsletters/ media coverage Endorsed budget allocation and utilization for CSR CSR project documents Achievements received (if there is any) List of projects organized in collaboration with local community (if any)
		Budget allocations made for voluntary CSR activities		
		CSR projects (mandatory & voluntary) and their benefit to stakeholders including recipients, employees, customers and shareholders		
		Contribution made in the following areas		
		Education, Training and Skill Development		
		Healthcare		
		Environment, Sustainable Development and Solar Energy		
		Women empowerment		
		Heritage, Art and Culture		
		Technology		
		Promotion of Sports		
			<b>Community Engagement</b>	
	Budget allocations made for community engagement			
	Demonstrate a significant impact with a tangible benefit to the community.			
	Concept (facility design)			
	Involvement with community partnership program(s) (schools / councils / NGOs)			
	Demonstrate long-term community engagement commitment that is measurable, relevant, sustainable, reflective and reciprocal.			
	Stakeholder engagement and satisfaction			
4	<b>Outstanding Contribution to Environment Sustainability Award</b> <i>The award recognizes tourist guesthouses that champion environment sustainability reducing carbon footprint</i>	Environmental practices (conservation, re-use, re-cycle, etc)	100%	Endorsed Budget utilization for environment related activities Environmental policies and guidelines Records of any activities carried out. Local / international wards or recognitions received Waste management procedures / guidelines currently in place
		Energy conservation / alternative energy sources		
		Waste management practices		
		Preventative measures for climate change		
5	<b>Ministry of Tourism Excellence Award - Guesthouse</b>	Not open for application. Winner will be selected based on the overall total score for all awards in the category. Total weightage for each award is 25%		

#	Award	Judging Criteria	Weightage	Documents Required	
<b>C4: Safari Vessels Category</b>					
1	<b>Outstanding Contribution to Staff Wellbeing Award</b> <i>The award recognizes tourist vessels that are actively promoting staff well-being, demonstrating exceptional commitment to enhance logistics, healthcare &amp; wellness amenities</i>  <i>(Applications will be judged based on logistics arrangements, healthcare facilities, work environment safety, and recreation services provided to staff)</i>	<b>Staff Logistics (Accommodation / Dining / Transport)</b>	<b>30%</b>	Accommodation policy Allowance Policy	
		Accommodation provided in the facility (cabin & amenities)			
		Quality of meals			
		Transport provided or arranged			
		Allowances paid for staff in relations to logistical purposes (accommodation / food / transport)	<b>25%</b>	<b>Staff Health and Wellbeing</b>	Healthcare policies Insurance policy documents Mental health related policies and arrangements Leave policies Additional documents to support the healthcare services provided within the evaluation period Clinic registration certificate (If there is a clinic) Inhouse doctor's certificate (if doctor is available) Inhouse registered Nurse (If nurse available in the resort)
		Insurance policies and coverage (Immediate family / parents / coverage area in terms of international healthcare facilities)			
		Medical leaves			
		Provision and quality of resort health care services			
		Assisting and facilitation of Medical Services			
		Provision of mental health care services			
		Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff, etc)			
		<b>Work environment safety</b>			
		Availability of tools and equipments			
		Equipment handling protocols and awareness (ease of handling, automation, etc.)			
		Safety Trainings / drills			
		First-aid / emergency procedures			
		Anti-harassment policies			
		Availability and implementation of safety standards			
		Fire safety protocols	<b>15%</b>	List of recreational facilities List of Inhouse events List of Inter-atoll/National events/Private events List of accomplishments/ awards Recreational policy of establishment List of incentives for staffs Reports/newsletters/ media coverage Photos/video (captioned)	
<b>Recreation</b>					
Facilities and resources provided					
Participation in recreation and sport tournaments (Inhouse / Island / atoll / national etc.)					
Organizing recreation and sport tournaments (Inhouse/ Island / atoll / national etc.)					
National and international recreation and sports awards received					
Staff release for tournaments/events					
Incentives/ provision of packages for staff family for holidays etc.					
Accessibility of facilities to part-time, third-party employee (eg: boat crew / souvenir shop staff)					

2	<b>Outstanding Contribution to HR Development Award</b> <i>The award recognizes tourist vessels that demonstrate outstanding human resources development practices, contributing to the government's goal of addressing HR challenges for locals in tourism sector</i>  <i>(Applications will be judged based on work environment safety, Staff party (local, foreign and male, female), training &amp; career development opportunities)</i>	<b>Localising Workforce &amp; Women Empowerment</b>	<b>50%</b>	Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out by the resort to encourage local employment Policies and practices carried out by the resort to encourage female employment
		Number of local staffs as a percentage of total staff - Managerial		
		Number of local staffs as a percentage of total staff - Mid-management		
		Number of local staffs as a percentage of total staff - General team members (Line Staff)		
		Policies encouraging local employment		
		Policies and initiatives encouraging women employment		
		<b>Training, Skills and career development</b>	<b>50%</b>	Training calendar Training records Succession plans Related policies Recognitions/awards received in the area of training & development
		Training opportunities provided and conducted in Maldives		
		Training opportunities provided and conducted –international		
		Job related trainings (water-based crew trainings, first aid, swimming)		
		Related, intermediate and Higher education opportunities		
		Paid leave and other incentives for studies/trainings		
		Accreditation of trainings provided (local/international)		
		Management development training and opportunities for locals		

3	<b>Outstanding Contribution to Community Engagement Award</b> <i>The award recognizes tourist vessels that demonstrate outstanding community engagement initiatives, contributing to the government's goal of increasing local participation in tourism sector</i>  <i>(Applications will be judged based non-obligator CSR initiatives and community engagement)</i>	<b>CSR Initiatives (non-obligatory)</b>	<b>50%</b>	Reports/newsletters/ media coverage Endorsed budget allocation and utilization for CSR CSR project documents Achievements received (if there is any) List of projects organized in collaboration with local community (if any)
		Budget allocations made for voluntary CSR activities		
		CSR projects (mandatory & voluntary) and their benefit to stakeholders including recipients, employees, customers and shareholders		
		Contribution made in the following areas		
		Education, Training and Skill Development		
		Healthcare		
		Environment, Sustainable Development and Solar Energy		
		Women empowerment		
		Heritage, Art and Culture		
		Technology		
		<b>Community Engagement</b>	<b>50%</b>	Endorsed Budget utilization report (local products -Building and decoration materials (local /foreign percentage included) endorsed Endorsed Budget utilization report (Local Food products (local/ / foreign percentage endorsed included) Endorsed Budget utilization report (other consumables (local / foreign percentage) endorsed Endorsed list of items in shop (local /and foreign items) Interactions with island communities (meeting records/photos/videos)
Budget allocations made for community engagement				
Demonstrate a significant impact with a tangible benefit to the community.				
Involvement with community partnership program(s)				
Demonstrate long-term community engagement commitment that is measurable, relevant, sustainable, reflective and reciprocal.				
Stakeholder engagement and satisfaction				
4	<b>Outstanding Contribution to Environment Sustainability Award</b> <i>The award recognizes tourist vessels that champion environment sustainability reducing carbon footprint</i>	Environmental practices (conservation, re-use, re-cycle, etc)	<b>100%</b>	Endorsed Budget utilization for environment related activities Environmental policies and guidelines Records of any activities carried out. Local / international wards or recognitions received Waste management procedures / guidelines currently in place
		Energy conservation / alternative energy sources		
		Waste management practices		
		Preventative measures for climate change		
		In-house agricultural initiatives		
5	<b>Ministry of Tourism Excellence Award - Vessel</b>	Not open for application. Winner will be selected based on the overall total score for all awards in the category. Total weightage for each award is 25%		

#	Award	Judging Criteria	Weightage	Documents Required
<b>CS: Other Facilities Category</b>				
1	<b>Ministry of Tourism Excellence Award - Travel Agency</b>  <i>(Applications will be judged for their excellence in operations management)</i>	No of Years in Tour Operations Annual Turn Over No of Nights No of Arrivals No. of Local Employees Tax Clearance Service and Package Combination	<b>100%</b>	Corporate/business profile Annual Report submitted to Mira (Audit/Financial report not required) MIRA Tax Clearance Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out to encourage local employment Police Report Company or/Director Annual Report submitted to Ministry of Tourism (optional) Domestic and International Recognition Maldivian Staff Pension submission
2	<b>Ministry of Tourism Excellence Award - Dive Center, Local Island</b>  <i>(Applications will be judged for their excellence in operations management)</i>	Production (no. of Clients) Contribution to Tax Certification Local Employees Safety/ Security Measures Recognition Trainings Insurance	<b>100%</b>	Dive records corporate/business profile Annual Report submitted to Mira (Audit/Financial report not required) MIRA Tax Clearance Domestic and International Recognition Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out to encourage local employment Insurance Policies Training records
3	<b>Ministry of Tourism Excellence Award - Dive Center, Resorts</b>  <i>(Applications will be judged for their excellence in operations management)</i>	Production (no. of Clients) Contribution to Tax Certification Local Employees Safety/ Security Measures Recognition Trainings Insurance	<b>100%</b>	Dive records corporate/business profile Annual Report submitted to Mira (Audit/Financial report not required) MIRA Tax Clearance Domestic and International Recognition Staff List in Microsoft Excel format. (as per the format provided) Policies and practices carried out to encourage local employment Insurance Policies Training records