

LEAPS application guide

(Step by step instructions to participate in Logistics Excellence and Performance Shield)

Steps	Details
Step 1	Select the category 1
Step 2	Select the sub-category for application process to being
Step 3	Select category 2 (in case of applying for more than one award)
Step 3.1	Select the sub-category (in case category 2 is selected)
Step 4	Fill in the details as mentioned in the application form (* marked are mandatory)
Step 5	Ensure to keep the following documents ready for upload: <ul style="list-style-type: none">• Certificate of Incorporation/ Partnership Deed• Audited financial statements for the applicant company• Certificate of incorporation or partnership deed• CIN document• Company PAN• Trade specific registration (GST etc.)• Director names and respective TIN• DPIIT registration (in case of applying as Startup)• MSME registration (in case of applying as MSME)• Any other documents (IPR etc.)• Trade specific registrations (GST)• Pitch deck (15 slides)• 60 second video explaining your product or service (this video cannot be a YouTube or any other video streaming platform link)
Step 6	Fill in the details as mentioned in Part C of the application form
Step 7	Upload any other supporting documents, pitch or videos to support your applications
Step 8	Re-check the details filled in the application form
Step 9	Ensure that all the uploads required comply with the size requirement as mentioned against the category
Step 10	Click 'Submit'