

RESERVE BANK OF FIJI



2017 MICROFINANCE AWARDS INDIVIDUAL MICRO ENTREPRENEUR NOMINATION FORM

Guidelines

- I. We encourage the Financial Service Providers to nominate outstanding enterprising individuals for this Award. Please provide the information required below and the supporting documents for the entrepreneur and business that you seek to nominate for the Award.
- II. Please address your queries to duri@rbf.gov.fj and akata@rbf.gov.fj

PART A: ABOUT THE NOMINATING MICROFINANCE SERVICE PROVIDER

Name and Address of the Institution branch where nominee is associated with:

Address of head office: _____

Name of credit officer of the nominee: _____

Telephone No.: _____ Fax No.: _____

Mobile No.: _____ Email Address: _____

PART B: ABOUT THE NOMINEE

Name of the Nominee: _____

Age: _____ Gender: Female Male

Home Address: _____

Business Address: _____

Telephone No.: _____ Mobile No.: _____

PART C: LOAN STATUS OF THE NOMINEE

Number of years nominee is a client of the institution: _____

Number of loans obtained by the nominee: _____

Amount of principal loans obtained by the nominee

(Please only include principal amount for the first loan and the last 3 loans only)

Loan Cycle	Month/Year of Release	Principal Loan Amount

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How will you describe the repayment record of the nominee on previous and current loans?
(Please provide a document that will show the nominee's repayment records).

PART D: ABOUT THE BUSINESS

Describe the nature of the business(es) the nominee is engaged in:

Date of establishment: _____

Current market value of the asset of the business(es):

(Please provide list of assets on the attached pro-forma table)

How many people does the business employ (please include paid family members)? _____

State the average annual sales of the business(es):

< \$15,000 \$15,000 - \$30,000

State the annual average profit of the business(es):

< \$15,000 \$15,000 - \$30,000

State portion of annual profit reinvested in the business(es):

< 10% 10% - 20% > 20%

State amount of savings of the business(es):

< \$5,000 \$5,000 - \$10,000 > \$10,000

Explain actions taken by the nominee to sustain the business(es)/Business Plan:

Does the client keep records of cash flows? (Please provide evidence)

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Explain if the nominee has a clear and definite plan to expand the business(es):

Does the business use raw materials that are also sourced from nearby communities? OR Does the business have a product that is used as a material for another business in the community?

State evidence of local talent (creativity) associated within the business:

Print Name and Signature:

Name of Manager or CEO: _____

Name of Nominee: _____

Signature: _____ Date: _____

Note:

- 1. Please submit together with this nomination form a short write-up and a picture of the nominee and his/her business(es).*

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NOMINEE'S BUSINESS ASSETS

<u>BUSINESS 1:</u>	
<u>Assets</u>	<u>Market Value</u>

<u>BUSINESS 2:</u>	
<u>Assets</u>	<u>Market Value</u>

<u>BUSINESS 3:</u>	
<u>Assets</u>	<u>Market Value</u>