

# RESERVE BANK OF FIJI



## 2017 NATIONAL MICROFINANCE AWARDS PARTNERSHIP/CO-OPS NOMINATION FORM

### Guidelines

- I. We encourage the Financial Service Providers to nominate Partner Enterprises/Co-operatives. Please complete the required information below and provide copies of supporting documents to make a strong case for the Partner Enterprises that you seek to nominate for the Award.
  
- II. Please address your queries to [duri@rbf.gov.fj](mailto:duri@rbf.gov.fj) and [akata@rbf.gov.fj](mailto:akata@rbf.gov.fj)

### PART A: ABOUT THE MICROFINANCE SERVICE PROVIDER

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

\_\_\_\_\_

Address of the above institution's 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/Enterprise:

\_\_\_\_\_

Age: \_\_\_\_\_ Gender:  Female  Male

Home Address: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

### PART C: LOAN STATUS OF THE NOMINEE

Number of years nominee has been a client of the institution: \_\_\_\_\_

Number of loans obtained by the nominee: \_\_\_\_\_

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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

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).*

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## PART D: ABOUT THE BUSINESS

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

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Date of establishment: \_\_\_\_\_

State the 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)*?

< 5     5 - 10     > 10

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

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

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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):

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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?

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State any evidence of social impact on the community:

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Briefly state product design and methodology (*please state other innovative evidence, brand value/unique selling point*):

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**Print Name and Signature:**

Name of Manager or CEO: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

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

**Note:**

*Please submit together with this nomination form a short write-up and a picture of the nominees and their business(es).*

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## NOMINEE'S BUSINESS ASSETS

### BUSINESS 1:

<u>Assets</u>	<u>Market Value</u>

### BUSINESS 2:

<u>Assets</u>	<u>Market Value</u>

### BUSINESS 3:

<u>Assets</u>	<u>Market Value</u>

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