

# RESERVE BANK OF FIJI



## 2017 MICROFINANCE AWARDS YOUNG MICRO ENTREPRENEUR NOMINATION FORM

### Guidelines

- I. We encourage the Service Providers to nominate individual Micro Entrepreneurs. Please complete the required information below and provide supporting documents to make a strong case for the business that you seek to nominate for the Award.
- II. Entrepreneurs are to be between the ages of 15-35.
- III. 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 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 has been 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

How will you describe the repayment record of the nominee on previous and current loans?  
*(Please provide a document that will show the nominees 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)*? \_\_\_\_\_

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:

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

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**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

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

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

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