

# 12<sup>th</sup> CITI MICROENTREPRENEURSHIP AWARDS

## MICROENTREPRENEUR OF THE YEAR NOMINATION FORM

(For microenterprises having assets with a market value above P300,000 up to a maximum of P3 million)

### ABOUT THE NOMINEE

Name of Nominee: .....

Age: ..... Gender: ..... Status: .....

Home Address : .....

.....

Business Address: .....

.....

Tel/Mobile No.: ..... Email Address (if any): .....

### ABOUT THE MFI

Name and address of MFI branch where nominee transacts business: .....

Address of MFI's head office: .....

Name of Loan/Credit Officer of nominee: .....

Telephone Nos.: ..... Fax No.: .....

Mobile Number: ..... Email Address: .....

### ABOUT THE LOAN

Number of years nominee is a client of the MFI: .....

Number of loans obtained by nominee since becoming a client of the MFI: .....

Amount of principal loans obtained by the nominee  
(please include amount of principal loan for the first loan and for the last 3 loans only)

Loan Cycle	Month/Year of Release	Principal Loan Amount

A partnership among:



Citi Foundation



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 record including missed amortization payment (if any).*

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**ABOUT THE BUSINESS** (Please answer the following concisely)

Describe the nature of the business/es that the nominee is engaged in:

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When was the business established? .....

What is the value of the assets of the business/es? .....

*(Please provide a list of the nominee's business assets using the attached pro-forma table)*

How many people does the business employ (including paid family members)? .....

*(If available, please provide the list of employees in separate sheet/s)*

What is the average annual sales of the business/es?

*(If available, please provide photocopy of records. Please provide estimates if records are unverifiable.)*

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What is the average annual profit of the business/es?

*(If available, please provide photocopy of records. Please provide estimates if records are unverifiable.)*

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What portion of the annual profits are reinvested in the business/es?

*(If available, please provide photocopy of records. Please provide estimates if records are unverifiable.)*

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What is the amount of savings of the business/es?

*(If available, please provide photocopy of records. Please provide estimates if records are unverifiable.)*

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Microenterprises everywhere generally experience high rate of failure, meaning such type of enterprises close shop after a short life span. Explain what actions are being taken by the nominee to sustain the business/es.

Explain if the nominee has a clear and definite plan to expand the business/es.

*(For example: employ more people, expand markets to other municipalities, buy additional equipment, invest more of business profits.)*

Does the business/es use a raw material that is also sourced from within or nearby communities? Or, does the business have a product that is used as a material for another business in the community? *(Example: semi-processed coconut product used as a raw material for kakanin, cakes or pastries. Please explain in detail.)*

Does the enterprise manufacture, process, or sell a product associated with the locality?

*(For example: peanut kisses from Bohol; dried mangoes from Cebu; peanut brittle from Pangasinan or Baguio)*

Is the product beginning to be associated with the community or barangay in which the enterprise is located? Please explain.

One of the eligibility criteria for the Award is that the nominee is a model citizen of the community with high moral standards and exhibiting socially responsible behaviour. In what ways does the nominee meet this requirement?

*(Use additional sheets, if necessary)*

Note: Please submit together with this nomination form a short write-up and pictures of the nominee and his/her business/es.

Name of Loan/Credit Officer: .....

Signature over printed name

**For the nominee:**

*Ito ay nagpapatunay na ang mga impormasyon na ibinigay ko dito ay totoo at tama sa abot ng aking kaalaman at paniniwala. Pinapayagan ko ang programang Citi Microentrepreneurship Awards (CMA) na gamitin ang mga larawan at personal na impormasyon na nasa pangangalaga nito. Ang mga ito, na nakalap sa panahon ng aking nominasyon at mga kaganapang saklaw ng CMA, ay maari nilang gamitin para sa pagpapalawig at sa anumang legal na layunin para sa ikabubuti ng programa. Kung sakaling manalo, ang CMA ay maaaring makipag-ugnayan sa akin sa hinaharap para sa anumang gawain sa programang ito.*

*(I hereby certify that the information I provided in this nomination form are true and correct to the best of my knowledge and belief. Further, I hereby allow the Citi Microentrepreneurship Awards (CMA) program to use my photos and personal information, taken during the search period and related activities thereafter and secured in CMA's custody, in materials for the promotion of the CMA program, and for any legal purpose these photos and information may serve the program best. Lastly, should I win, CMA has a right to contact me directly in the future for any program-related information and activities.)*

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

Signature over printed name

Note to Loan/Credit Officer:

Accomplished nomination forms are to be submitted to the head office of your MFI **on or before July 14, 2014.**

Note to the MFI:

Create a Screening Committee to select the four most outstanding nominees from your MFI. Rank the nominees from 1 to 5 using the *MFI Monitoring Form*. Submit the nomination forms, write-ups, pictures, and the *MFI Monitoring Form* to your network **on or before July 17, 2014.**



## Guidelines on completing the business assets table:

**Business assets** - Assets used in a trade or business or used to produce rental or royalty income<sup>1</sup>.

A. What to include:

- Equipment used in business
- Vehicle/s used in business
- Furniture/appliances used in business
- Cash on hand/revolving fund for the business
- Raw materials/ inventory

B. **Land should not be included**

C. Please use purchase price for equipment, vehicle/s, and furniture/appliances used in business.

D. Sample assets table

<b>Business 1: Mini-grocery</b>		
<b>Assets (equipment, furniture, vehicles, etc.)</b>	<b>Year Purchased</b>	<b>Purchase Price</b>
Freezer	2004	PhP15,000
Delivery van (L300)	2006	PhP480,000
Ceiling fan	2001	PhP1,699
Inventory		PhP300,000
Cash on hand		PhP30,000
<b>Total</b>		<b>PhP826,699</b>

<sup>1</sup> <http://financial-dictionary.thefreedictionary.com/Business+Assets>