



2007 Citi Microentrepreneur of the Year

MAUNLAD AWARD

(For microenterprises having assets with a market value above P300,000 up to a maximum amount of P1 million)

NOMINATION FORM

(To be accomplished in **electronic or typewritten form** by Loan/Credit Officer of a MFI)

Name of nominee: _____ Gender: _____ Age: _____

Address of nominee: _____

Name and address of microfinance institution where nominee is a borrower:

Phone/Fax/E-mail: _____

Name of Loan/Credit officer of nominee: _____

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

Number of loans obtained by nominee during the last 3 years: _____

Amount of principal for each loan: _____

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

When was the business established? _____

Please answer the following briefly:

- What is the repayment record of the nominee for previous and current loans?

- What is the current market value of the assets of the enterprise?



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- How many people (other than family members) does the enterprise employ? (If available, please provide the list of employees in separate sheet/s.)

- What is the peso value of the enterprise's annual sales?
(If available, please provide photocopy of records. Please provide estimates if records are unverifiable)

- What is the amount of the annual profit of the enterprise?
(If available, please provide photocopy of records. Please provide estimates if records are unverifiable)

- What portion of the annual profits are reinvested in the enterprise?
(If available, please provide photocopy of records. Please provide estimates if records are unverifiable)

- What is the amount of savings of the enterprise?
(If available, please provide photocopy of records. Please provide estimates if records are unverifiable)

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

Explain if the nominee has a clear and definite plan to expand the business. (For example: employ more people, expand markets to other municipalities, buy additional equipment, invest more of the business profits).

Does the enterprise use a raw material that is also sourced from within or nearby communities? Or, does the enterprise have a product that is used as a material for another enterprise in the community? (Example: semi-processed coconut product used as 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 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 behavior. In what ways does the nominee meet this requirement? Use additional sheets if necessary.

You may submit together with this nomination form a short write-up and pictures of the nominee and his/her enterprise.

Name of Loan/Credit officer: _____
Signature over printed name

Nominee: _____
Signature over printed name

Note to Loan/Credit officer: Accomplished nomination forms are to be submitted to the head office of your MFI **before June 29, 2007.**

Note to manager of MFI: Create a Screening Committee to select three most outstanding nominees from your MFI. Rank the nominees from numbers 1 to 3 using the MFI Nomination Tracking Sheet. Submit the nomination forms and the MFI Nomination Tracking Sheet to your network or federation before **July 6, 2007**. Nominations accompanied by pictures of nominee and the enterprise and/or video tapes with interviews will be most appreciated by your network and the Country Team. There seems to be an appreciation for nominations that are accompanied by well-presented and well-written write-ups with pictures of the nominee and his/her enterprise.

