



CAPITAL MARKETS • PENSION SCHEMES • FUND MANAGERS • COLLECTIVE INVESTMENT VEHICLES

COLLECTIVE INVESTMENT SCHEMES AWARD CATEGORIES AND JUDGING CRITERIA

THEME: THE FUTURE OF INVESTMENTS IN AN ERA OF INTEREST RATE CAPPING

The 8th Annual Investment Awards 2016, dinner gala will be held on Friday 11th November 2016 at the Radisson Blu Nairobi. The Annual Investments Awards held since 2008 fetes and confers merit on the companies who are leading the dynamic and fast-paced changes in the securities exchange and investments sectors in Kenya.

The awards judging process involves a research process that examines key areas of performance including: **Corporate governance, Financial Soundness, Product and systems innovation** and most importantly **customer services**.

Over the years we have put effort to improve the awards category and judging criteria to be more inclusive and relevant for the ever-changing business environment. Following discussions with key industry leaders and stakeholders centered on improving the judging criteria, the awards' main focus will not only be on the companies that remain financially sound while ensuring good returns to shareholders, but also those that contribute greatly to the growth of the sector by embracing best practice in corporate governance, innovation, education and engaging in sustainable growth.

A panel of expert judges will decide the winners in each category. The Judges' decisions will be based on entries as presented by companies coupled with financial information - statutorily published by the companies. **Entries may not be required in categories where only financial information is applicable for judging.** Judges may contact companies directly for any information they might need to help them in the judging process.

PKF East Africa, our Judging process partner, will oversee and audit the entire judging process including the selection of judges, financial data and market information presented as well as the determination of winners based on set criteria. All entries **MUST** be submitted in soft copy to judges@thinkbusiness.co.ke. More information is available on our website, www.thinkbusinessafrica.com

DEADLINE FOR ALL ENTRIES – FRIDAY 14th OCTOBER, 2016

Note: No late entries will be accepted



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ELIGIBILITY

Each award category has its eligibility criteria. Kindly refer to it to ensure you are entered in the most appropriate categories. Make sure it is clear what individual, department, company (or companies in the case of joint entries), you are entering. You can enter more than one project or program in a category. Where joint entries have been made, please make sure it is clearly stated as such. The judges reserve the right to amend judging criteria, accept or reject entries and assess if an entry really is a joint effort. The entries must be for projects that have been implemented within previous 12 to 18 months.

Covering Statement and backing evidence

You should have on your first page a covering statement of not more than 1000 words of the story behind the project you have entered. We highly recommend that you attach as much relevant reference and background material with evidence of your success as you deem necessary, Explain also why you feel your success warrants an award. If measurable targets were achieved, it is important to provide that evidence.

All information contained in the entries and marked confidential shall remain so.

Sponsors of unit trusts and collective investment schemes sending entries are to fill in the Corporate Governance part of the judging criteria.

Award Categories and Judging Criteria

1. Unit Trust of the Year

Who qualifies to enter:

This category is open to all Registered Unit Trusts. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (eg. nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%

Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Level of production and persistence in all production categories determined on the net flows (production less redemption)	5%
Innovation in technology, client service and communication to clients	10%
Value of assets under management.	10%
Allocation Criteria and Spread of Assets	5%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

2. Best Fund in Absolute Returns

Who qualifies to enter:

This category is open to all Registered Unit Trusts. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%

Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Value of assets under management.	10%
Average Return on Investment	50%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

3. Best Performing Equity Fund

Who qualifies to enter:

This category is open to all Registered Equity Funds. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments -Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%

Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Innovation in technology, client service and communication to clients	10%
Value of assets under management.	10%
Allocation Criteria and Spread of Assets	5%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Level of production and persistence in all production categories determined on the net flows (production less redemption)	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

4. Best Performing Money Market Fund

Who qualifies to enter;

This category is open to all Registered Money Market Funds. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%

Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Innovation in technology, client service and communication to clients	10%
Value of assets under management.	10%
Allocation Criteria and Spread of Assets	15%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Level of production and persistency in all production categories determined on the net flows (production less redemption)	15%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

5. Best Performing Balanced Fund

Who qualifies to enter;

This category is open to all Registered Balanced Funds. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Innovation in technology, client service and communication to clients	10%
Value of assets under management.	10%
Allocation Criteria and Spread of Assets	5%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Level of production and persistence in all production categories determined on the net flows (production less redemption)	5%

Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

6. Best Performing Bond Fund

Who qualifies to enter;

This category is open to all Registered Bond Funds. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Innovation in technology, client service and communication to clients	10%

Value of assets under management.	10%
Allocation Criteria and Spread of Assets	5%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Level of production and persistence in all production categories determined on the net flows (production less redemption)	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

7. Best Performing Other Fund

Who can enter:

This category is open to all registered unclassified Funds. E.g. Offshore Funds, Sharia Funds. Section A on corporate governance applies to the sponsor/promoter of the trust.

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	5%
Academic qualifications - How many board members are graduates or have professional qualifications.	5%
Professional experience - What is the average working experience of the board members?	5%
Professional diversity - How many different professionals are on the board?	5%
Gender - What is the ratio of Female: Male board members	5%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2015)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	5%
Do you have a Risk Management committee	5%
Do you have a Finance and Investment committee	5%
Do you have a Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
Sub total (Pro-rated to 30% of the total)	100%

B. Other Parameters	Max. Score
Performance of each Trust over the last 12 months.	10%
Overall growth of each Trust over the last 12 months (Clear demonstration of internal Vs external growth)	10%
Innovation in technology, client service and communication to clients	10%
Value of assets under management.	10%
Allocation Criteria and Spread of Assets	5%
Ease of investing / withdrawing from Trust.	10%
Average Return on Investment on each Trust held.	10%
Level of production and persistence in all production categories determined on the net flows (production less redemption)	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

8. Best Trust in Quality Client Service

Who qualifies to enter:

This category is open to all Registered Unit Trusts. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

Parameters	Max. Score
Growth of the Trust over the last 12 months.	10%
A demonstrated excellent level of customer satisfaction	10%
Proof of the success of the high level of customer satisfaction through a high retention level of customers	10%
Evidence of a clear customer orientated approach	10%
Response to customer needs and enhanced quality of service	20%
Resources invested in Customer Service (Online Statements, Call centers, SMS Platforms etc)	10%
Availability of Personal Financial Advisors and their roles	10%
Redemption Period	10%
Any other measures to enhance client service (Social Media Interaction, Newsletters etc)	10%
Total	100%

9. Most Innovative Trust

Who qualifies to enter:

This category is open to all unit trust products that entrants feel are most innovative. Section A on corporate governance applies to the sponsor/promoter of the trust.

Judges will be looking at:

The judges will be looking for breakthrough products developed through cutting edge design, research and development that have redefined the market by improving usability, access and value to the customer.

Judges will be looking at:

Parameters	Max. Score
Demonstration of Investment in Research	25%
Execution of the Product Idea	25%
Impact of the Innovation to overall growth of the Trust	50%
Total	100%

10. Overall outstanding industry contribution

Who qualifies to enter;

This category is open to all players in the investments markets and securities exchange in Kenya

Winner will be based on the judges assessment of individuals who has made the greatest contribution to the growth of the capital and investments landscape in Kenya

Note: For any feedback regarding the awards categories and judging criteria, contact judges@thinkbusiness.co.ke or visit our website www.thinkbusinessafrica.com

