



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

CAPITAL MARKETS 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 13th 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.

Award Categories and Judging Criteria

1. The Best Quoted Company of the Year (*In the Main Segment*)

Who qualifies to enter:

All companies listed on the Nairobi Securities Exchange.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Independence: What is the ratio of executive directors to non-executive directors in your board?	5%
What is the percentage of shareholding by directors to the total shareholding?	5%
Is your company secretary also a member of the board of directors?	4%
Age diversity: What is the average age of board of directors?	4%
Academic qualifications: How many trustees are graduates or have professional qualifications.	4%
Professional experience: What is the average working experience of the board of directors?	3%
Professional diversity: How many different professionals are on the board?	3%
Gender: What is the ratio of Female: Male directors	2%
Appointments: Do you have transparent and documented procedures for appointment of new directors (eg. nomination committee)?	5%
Do you have an induction framework for new directors?	5%
Do you have continuous skills development programs?	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	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
Sub total (Pro-rated to 50% of the total)	100%

B. Financial and Performance Parameters	Max. Score
Earnings Per share	15%
Price to Earnings Ratio	15%
Return on Equity	15%
Return on Assets	10%
Profitability as a percentage of revenues	10%
Dividend Yield	10%
Growth in volumes of shares trade	10%
Major Achievements in 2014/2015	15%
Sub total (Pro-rated to 50% of the total)	100%
A+B Total	100%

2. Best Performing Company in the AIM Segment

Who qualifies to enter:

Companies listed on the Alternative Investments Market Segment (AIMS).

A. Corporate Governance Parameters	Max. Score
Independence: What is the ratio of executive directors to non-executive directors in your board?	5%
What is the percentage of shareholding by directors to the total shareholding?	5%
Is your company secretary also a member of the board of directors?	4%
Age diversity: What is the average age of board of directors?	4%
Academic qualifications: How many trustees are graduates or have professional qualifications.	4%
Professional experience: What is the average working experience of the board of directors?	3%
Professional diversity: How many different professionals are on the board?	3%
Gender: What is the ratio of Female: Male directors	2%
Appointments: Do you have transparent and documented procedures for appointment of new directors (e.g nomination committee)?	5%
Do you have an induction framework for new directors?	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	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
Sub total (Pro-rated to 50% of the total)	100%

B. Financial and Performance Parameters	Max. Score
Earnings Per share	15%
Price to Earnings Ratio	15%
Return on Equity	15%
Return on Assets	10%
Profitability as a percentage of revenues	10%
Dividend Yield	10%
Growth in volumes of shares trade	10%
Major Achievements in 2014/2015	15%
Sub total (Pro-rated to 50% of the total)	100%
A+B Total	100%

3. Investment Bank of the Year

Who qualifies to enter;

This category is open to banks and investment banks only.

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
Merger and Acquisition Deals, Private or public placement in Kenya and other capital market transactions including syndicated loans.	25%
The nature, complexity, size and number of deals undertaken	25%
Product innovativeness i.e. technological	25%
Research products, their quality and level of dissemination	25%
Sub Total (Pro-rated to 70% of the total)	100%
A+B TOTAL	100%

5. Stock Broker of the Year

Who qualifies to enter;

This category is open to all Stock Brokers in Kenya

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
Volumes traded	15%
Ability to trade across regional markets and in multiple currencies	15%
Research products, their quality and level of dissemination	15%
Product innovativeness i.e. technological	15%
Volumes and values of shares traded	10%
Lead in IPOs	10%
Efficiency of execution and Back Office best practice	10%
ONLINE accessibility , Orders execution speed , Client feedback mechanisms in place,	10%
Sub–Total (Pro-rated to 70% of the total)	100%
A+B TOTAL	100%

6. Research Team of the Year

Who qualifies to enter;

Specialist equities research houses, stockbrokers, investment banks, fund managers, and research divisions within Banks.

Judges will be looking at:

Parameters	Max.Score
Number of listed companies covered	25%
Number of sectors covered	25%
The size of the research team	5%
Research products, their quality, timeliness and level of dissemination	25%
Research ethos	20%
Total	100%

7. The IPO of the Year

Who can enter:

This category is open to companies listed on any Nairobi Securities Exchange within the last 18months.

Parameters	Max.Score
Total size of stock floated	20%
Subscription Success	10%
Demonstration of proper planning and execution with all partners and advisors involved	20%
Purpose of the funds drive vis- à-vis needs	10%
Price gain since IPO	20%
Percentage of stock floated	20%
Total	100%

8. Bond Deal of the Year

Who qualifies to enter:

Bond issuers.

Judges will be looking at:

Parameters	Max.Score
Total size of issue	20%
Subscription Success	10%
Demonstration of proper planning and execution with all partners and advisors involved	20%
Purpose of the funds drive vis-à-vis needs	10%
Percentage of stock floated	20%
Total	100%

9. Chairman of the Year

Who qualifies to enter:

This category is open to Chairmen of all listed companies.

Judges will be looking at:

Peer assessment from a shortlist of chairmen of the top ten companies in Quoted Company of the Year category.

10. Chief Executive of the Year

Who qualifies to enter:

This category is open to Chief Executive Officers of all listed companies.

Winners will be arrived at:

Based on judges assessment from a shortlist of CEOs of the top ten companies in Quoted Company of the Year category.

11. Best Lead Transaction Advisor

Who qualifies to enter:

All transaction advisors in the Kenyan Market who have been engaged as lead transaction advisors for IPOs, Rights Issues, Bond Issues and Delisting.

Judges will be looking at:

Parameters	Max.Score
Value of transaction undertaken.	40%
Level of subscription to the transaction.	30%
Post transaction evaluation of performance and success	30%
Total	100%

12. Best Legal Transaction Advisor

Who qualifies to enter:

All legal advisors to various transactions in the Kenyan Market. These transactions include IPOs, rights issues and bond Issues in the last 18 months.

Judges will be looking at:

Parameters	Max.Score
Value of transaction undertaken.	40%
Level of subscription to the transaction.	30%
Post transaction evaluation of performance and success	30%
Total	100%

13. Best Transaction Advisor– PR &Marketing

Who qualifies to enter:

All PR and marketing advisors to various transactions in the Kenyan market. These transactions include IPOs, rights issues and bond Issues in the last 18 months.

Judges will be looking at:

Parameters	Max.Score
Value of transaction undertaken.	40%
Level of subscription to the transaction.	30%
Post transaction evaluation of performance and success	30%
Total	100%

14. Custodian of the Year

Who qualifies to enter:

All Commercial Banks licensed by The Capital Markets Authority to operate as Custodians.

Parameters	Max.Score
Value and yearly growth of the funds under custodianship.	20%
Number of Custody Accounts.	20%
Client Service	30%
Settlement Policies in place and turn around time	30%
Total	100%

15. Equities Dealer of the Year

Who qualifies to enter:

This category is open to certified ATS Dealers with over 2years' cumulative experience inequities dealing.

Judges will be looking at:

Parameters	Max.Score
Trading Volumes over the last 12 months	20%
Demonstration of good team work in dealing and their role in the team	20%
Demonstration of good working and healthy relationships with institutional Investors	30%
Demonstration of satisfaction from institutional Investors	20%
Trading ethics according to NSE trading guidelines apply.	10%
Total	100%

16. Bonds Dealer of the Year

Who qualifies to enter:

This category is open to certified ATS Dealers with over 2 years' cumulative experience in fixed income securities dealing.

Judges will be looking at:

Parameters	Max.Score
Trading Volumes over the last 12 months	20%
Demonstration of good team work in dealing and their role in the team	20%
Demonstration of good working and healthy relationships with institutional Investors	30%
Demonstration of satisfaction from institutional Investors	20%
Trading ethics according to NSE trading guidelines apply.	10%
Total	100%

17. Trustee of the Year

Who qualifies to enter:

This category is open to Trustees operating within the Capital Markets. They include Pension Funds Trustees, Unit Fund Trustees etc

Judges will be looking at:

Parameters	Max. Score
Number of Trust Accounts Held	20%
Value of Trust Accounts Held	20%
Innovation in Client Service	20%
Turnaround in service Requirements	30%
Adoption of Technology	10%
Total	100%

18. Sustainable Corporate Social Responsibility

Who qualifies to enter:

All listed companies Stockbrokers, and Investments Banks

Parameters	Max. Score
Demonstrated existence and execution of an external corporate social responsibility program.	25%
The relevance of social responsibility program to the community.	35%
Evidence that the program has had positive results and contributed to the growth and betterment of the community.	20%
Sustainability of the program	20%
Total	100%

19. Customer Service Award

Who qualifies to enter:

All Listed companies Stockbrokers, and Investments Banks

Parameters	Max. Score
A technical financial assessment of the performance of the business using various key financial ratios.	15%
The innovative nature of the products on offer	15%
Evidence of a clear customer orientated approach underpinned by research into new risks or problems,	25%
Response to customer needs and enhanced quality of service.	30%
Overall strategy for future growth and development	15%
Total	100%

20. Most innovative Company 2015/2016

Who qualifies to enter:

All Listed companies Stockbrokers, and Investments Banks

Entry is open to all products and services for all stock brokers and investment banks. The judges will be looking for breakthrough products and services developed through cutting edge design, research and development that have redefined the market by improving usability, access and value to the customer.

Parameters	Max. Score
New ideas, technology, services and products to customers	40%
Usability/access	30%
Value to customers	30%
Total	100%

21. 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 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*](mailto:judges@thinkbusiness.co.ke) or visit our website [*www.thinkbusinessafrica.com*](http://www.thinkbusinessafrica.com)