



**INVESTMENT  
AWARDS  
2017**

## COLLECTIVE INVESTMENT SCHEMES AWARD CATEGORIES AND JUDGING CRITERIA

### Theme: Finding Opportunities in Uncertainty

Institutional investors in Kenya and Africa in general continue to experience persistent volatility due to uncertainty in the financial markets, low business confidence and gloomy economic growth forecast. This has been heightened by factors such as the decline in commodity prices, labor driven social unrest, poor policy regimes as well as weakening currency that impact investment returns.

The **Annual Think Business Investment Awards 2017** event is designed to recognize the kings of the financial jungle. Those who continue to innovate to stay ahead even during uncertainties.

The awards dinner gala will be held on **Friday 17<sup>th</sup> November 2017** at the **Radisson Blu Hotel in Upper Hill, Nairobi.**

The awards strategic objective is to recognize and reward outstanding performance of companies as reflected in their audited financial statements. Equally, the awards seeks to shine a spotlight on companies that have greatly contributed to the growth of the sector through technological innovations, good corporate governance, social impact and sustainability, education and great customer service.

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 may need to help them in the judging process.

PKF Kenya, 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](mailto:judges@thinkbusiness.co.ke).

More information is available on our website, [www.thinkbusinessafrica.com](http://www.thinkbusinessafrica.com)

**DEADLINE FOR ALL ENTRIES – Thursday 5<sup>th</sup> OCTOBER, 2017**

**Note: No late entries will be accepted**

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**PKF**

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Think Business Africa



thinkbizafrica



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Think Business Africa

## **Eligibility**

- Each award category has its eligibility criteria. Kindly refer to it to ensure you are entered in the most appropriate categories
- Entries must be for projects that have been implemented within the previous 12 to 18 months.
- The judges reserve the right to amend the judging criteria, change the maximum allocated score for any criteria, accept or reject entries.
- Where entry is submitted jointly by one or more parties, the judges have the authority to assess and determine if the entry was really a joint effort.

## **Submission Guidelines**

- Download the online entry form and fill as indicated, use separate forms for each awards category.
- 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.
- For each category explain, in not more than 1000 words why the entry warrants an award making sure to provide relevant information for each parameter.
- Each category has its own judging criteria and parameters. Ensure that you provide information for each parameter as indicated in each award category.
- Pay attention to the maximum score awarded for each parameter.
- Attach relevant reference/supporting details including photos, videos as well as customer testimonials where applicable and available.
- If measurable targets were achieved, it is important to provide that evidence, i.e what the target was, if and how it was achieved.

**All information contained in the entries shall not be disclosed to any third-parties.**

## 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
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> - 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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:

<b>A. Corporate Governance Parameters</b>	<b>Max. Score</b>
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> -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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>

<b>B. Other Parameters</b>	<b>Max. Score</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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:

<b>A. Corporate Governance Parameters</b>	<b>Max. Score</b>
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> - 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>

<b>B. Other Parameters</b>	<b>Max. Score</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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:

<b>A. Corporate Governance Parameters</b>	<b>Max. Score</b>
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> - 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>

<b>B. Other Parameters</b>	<b>Max. Score</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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:

<b>A. Corporate Governance Parameters</b>	<b>Max. Score</b>
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> - 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>

<b>B. Other Parameters</b>	<b>Max. Score</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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.



<b>A. Corporate Governance Parameters</b>	<b>Max. Score</b>
<b>Age diversity</b> What is the average age of board members?	5%
<b>Academic qualifications</b> - How many board members are graduates or have professional qualifications.	5%
<b>Professional experience</b> - What is the average working experience of the board members?	5%
<b>Professional diversity</b> - How many different professionals are on the board?	5%
<b>Gender</b> - What is the ratio of Female: Male board members	5%
<b>Appointments</b> - 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%
<b>Performance</b> 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%
<b>Board Charter</b> - is it periodically reviewed and made public?	5%
<b>Code of Ethics</b> - 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 2016)?	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%
<b>Do you have an</b> Internal Audit committee	5%
<b>Do you have a</b> Risk Management committee	5%
<b>Do you have a</b> Finance and Investment committee	5%
<b>Do you have a</b> Governance committee	5%
How many other board committees relevant or specific to your organization do you have?	5%
<b>Sub total (Pro-rated to 30% of the total)</b>	<b>100%</b>

<b>B. Other Parameters</b>	<b>Max. Score</b>
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%
<b>Sub total (Pro-rated to 70% of the total)</b>	<b>70%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 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%
<b>Total</b>	<b>100%</b>

### 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%
<b>Total</b>	<b>100%</b>

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