



**INVESTMENT
AWARDS
2017**

PENSION 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 17th 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.

More information is available on our website, www.thinkbusinessafrica.com

DEAD LINE FOR ALL ENTRIES – Thursday 5th OCTOBER, 2017

Note: No late entries will be accepted

Media Partner

BUSINESS DAILY
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Strathmore Business School

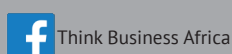
Research Partner

infotrak
Research & Consulting

Judging Process Partner

PKF

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Think Business Africa



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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. Individual Pension Scheme of the Year

Who qualifies to enter?

This category is open to all Individual Pension Schemes and Retirement Benefits Schemes regulated by the Retirement Benefits Authority. If the scheme is managed by an administrator then part A on corporate governance refers to the scheme administrator.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	3%
Professional experience - What is the average working experience of the board?	3%
Professional diversity - How many different professionals are on the board?	2%
Gender - What is the ratio of Female: Male in the board	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 for trustees?	5%
Performance do you conduct annual performance evaluation of the board	5%
Do you have clear policies and procedures for remunerating the board of Trustees?	5%
Is your contract as an administrator periodically reviewed?	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 2016)?	5%
Do you have a clear guideline on the removal or exit of an existing board members?	5%
Is there a term limit for the board?	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 committees specific or relevant to your business do you have?	4%
Sub total (Pro-rated to 30% of the total)	86%
B. Other Parameters	Max. Score
Performance of the scheme over the last 18 months	10%
Overall growth of the scheme over the last 18 months	10%
Innovation in technology, client service, frequency of communication to clients and complaints handling mechanisms	10%
Value of Funds under management and current membership of the Scheme	10%
Ease of withdrawing from scheme and time taken to payout benefits	10%
Average Return on Investment Y-O-Y on the fund since inception and among various asset classes	5%
Allocation Criteria and Spread of Assets	5%
Level of production and persistence in all production categories determined on the net flows (production less redemptions) over the last 18 months	5%
Demonstration of Compliance and Risk Management policies in place	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

2. Occupational Scheme of the Year

Who qualifies to enter:

This category is open to all Corporate Pension Funds and Retirement Benefits Schemes regulated by the Retirement Benefits Authority. If the scheme is managed by an administrator then part A on corporate governance refers to the scheme administrator.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	3%
Professional experience - What is the average working experience of the board?	3%
Professional diversity - How many different professionals are on the board?	2%
Gender - What is the ratio of Female: Male in the board	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 for trustees?	5%
Performance do you conduct annual performance evaluation of the board	5%
Do you have clear policies and procedures for remunerating the board of Trustees?	5%
Is your contract as an administrator periodically reviewed?	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 2016)?	5%
Do you have a clear guideline on the removal or exit of an existing board members?	5%
Is there a term limit for the board?	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 committees specific or relevant to your business do you have?	4%
Sub total (Pro-rated to 30% of the total)	86%
B. Other Parameters	Max. Score
Performance of the scheme over the last 18 months	10%
Overall growth of the scheme over the last 18 months	10%
Innovation in technology, client service, frequency of communication to clients and complaints handling mechanisms	10%
Value of Funds under management and current membership of the Scheme	10%
Ease of withdrawing from scheme and time taken to payout benefits	10%
Average Return on Investment Y-O-Y on the fund since inception and among various asset classes	5%
Allocation Criteria and Spread of Assets	5%
Level of production and persistence in all production categories determined on the net flows (production less redemptions) over the last 18 months	5%
Demonstration of compliance and risk management policies in place	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

3. Public Entity Scheme of the Year

Who qualifies to enter:

This category is open to all Public Entity Schemes including Parastatals and Quasi government institutions. If the scheme is managed by an administrator then part A on corporate governance refers to the scheme administrator.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	3%
Professional experience - What is the average working experience of the board?	3%
Professional diversity - How many different professionals are on the board?	2%
Gender - What is the ratio of Female: Male in the board	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 for trustees?	5%
Performance do you conduct annual performance evaluation of the board	5%
Do you have clear policies and procedures for remunerating the board of Trustees?	5%
Is your contract as an administrator periodically reviewed?	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 2016)?	5%
Do you have a clear guideline on the removal or exit of an existing board members?	5%
Is there a term limit for the board?	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 committees specific or relevant to your business do you have?	4%
Sub total (Pro-rated to 30% of the total)	86%
B. Other Parameters	Max. Score
Performance of the scheme over the last 18 months	10%
Overall growth of the scheme over the last 18 months	10%
Innovation in technology, client service, frequency of communication to clients and complaints handling mechanisms	10%
Value of Funds under management and current membership of the Scheme	10%
Ease of withdrawing from scheme and time taken to payout benefits	10%
Average Return on Investment Y-O-Y on the fund since inception and among various asset classes	5%
Allocation Criteria and Spread of Assets	5%
Level of production and persistence in all production categories determined on the net flows (production less redemptions) over the last 18 months	5%
Demonstration of Compliance and Risk Management policies in place	5%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

4. Pension Administrator of the Year

Who qualifies to enter;

This category is open to Pension/ Retirement Benefits Scheme administrators regulated by the Retirements Benefits Authority.

Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	3%
Professional experience - What is the average working experience of the board?	3%
Professional diversity - How many different professionals are on the board?	2%
Gender - What is the ratio of Female: Male in the board	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 for trustees?	5%
Performance do you conduct annual performance evaluation of the board	5%
Do you have clear policies and procedures for remunerating the board of Trustees?	5%
Is your contract as an administrator periodically reviewed?	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 2016)?	5%
Do you have a clear guideline on the removal or exit of an existing board members?	5%
Is there a term limit for the board?	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 committees specific or relevant to your business do you have?	4%
Sub total (Pro-rated to 30% of the total)	86%
B. Other Parameters	
	Max. Score
Number of schemes administered	20%
Number of Individual Members	20%
Evaluation criteria in place	10%
Evidence of a quality customer orientated approach	10%
Client turnover over the last 18 months	10%
Sub total (Pro-rated to 70% of the total)	70%
TOTAL (A+B)	100%

5. Overall outstanding industry contribution

Who qualifies to enter;

This category is open to all players in the pension and retirement benefits arena in Kenya.

Winner will be based on the judges assessment of individuals who has made the greatest contribution to the growth of in the pension and retirement benefits arena 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