



The Papua New Guinea Institute of Director Inc.

PO Box 660, Port Moresby, National Capital District
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Phone: 3200508/ 321, Email: admin1@pngid.org.pg
Website: www.pngid.org.pg

NOMINATION FORM

“BEST ANNUAL REPORT” CATEGORY

To nominate a company for the above award, please complete the following form with supporting documents and send to:

| | | |
|--------------|---|--|
| Name | : | Executive Assistant |
| Organisation | : | PNGID Secretariat Office |
| Address | : | PO Box 660, Port Moresby, NCD |
| Telephone | : | 320 0508 |
| Email | : | admin1@pngid.org.pg |

An incomplete form or late submission will be considered ineligible.

Closing Date of Nominations: 31st August 2019, 5pm.

NOMINEE DETAILS

| | |
|-----------------------|--------------------------|
| Company name: | Company website: |
| Company address: | |
| Company phone number: | Nominee's email address: |

BEST ANNUAL REPORT COMPANY AWARD OBJECTIVE

PNGID seeks to improve good corporate governance and elevate the importance of good directorship in meeting this goal. This award recognize leadership at the Board room that not only results in the compliance with the requirement to prepare financial reports in line with statutory requirements and financial reporting standards but applies skills and experience to help a company communicate honestly and with integrity on its performance.

ELIGIBILITY

The Annual Report must be for the 2018 financial year and for an entity that is a registered business or not-for-profit organization based in Papua New Guinea either in private sector or the public sector. These entities must have been operating for at least two years and have at least 15 permanent full time or part time employees at the beginning of 1 January 2017.

The nominees will be reviewed by a Selection Panel that includes prominent individuals from Papua New Guinea's director community and a representative from or nominated by Transparency International Papua New Guinea. PNGID Board Directors cannot participate in the nomination process.

Nominees will be assessed against the criteria specified below. Please provide a copy of the entity's annual report for 2018.

CRITERIA

When making your nomination, please outline your reasons for believing your nominated company should receive the award. Please provide details on the company's 2018 annual report following the award criteria listed below. Please provide evidence to support the statements.

Selection Criteria. The selection considerations for this Award will be based on the following criteria and supporting statements in your submission:-

1) Presentation

- Is the report a stand out, an eye catcher? If yes, provide a short summary.
- Does it demand readership? If yes, provide a short summary.
- Does it immediately profile / promote its company in a positive way? If yes, provide a short summary.

2) Reading

- Is it easy to read and understand?
- Is the information relevant and meaningful?
- Does it articulate the company's business and performance in a positive way?
- Honesty – Telling the good news with the bad.

3) Financials – Tick the appropriate box

- Are all financial information, including especially the Profit & Loss Statement, the Balance Sheet, Cash Flow Statement, Statement of Changes in Equity (or equivalent such as Statement in Changes in Members Funds), presented in an easy to read format with relevant explanations?
- Is all financial information fully disclosed?
- Is a historical comparison provided?

4) Did you like it?

- Was the report honest, informative, well-articulated, look good and answer your questions?

Nominated by a PNGID Professional Member

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Signature: _____

Date: _____