



## ENTRY PACKET

# TMA AUSTRALIA ANNUAL AWARDS

Entry Due: Tuesday, 1 August 2017

## The Awards

### TURNAROUND OF THE YEAR

Recognises the individuals who establish effective operations, implement solid management, improve cash flow, and increase production, in addition to the other operational factors leading to recovery of a struggling business.

Turnaround entries must be submitted in one of the categories listed below. The Awards Committee may re-categorize an entry should another category be more appropriate or advantageous.

#### Small Company

Company revenue at onset of turnaround was less than \$50 million

#### Mid-Size Company

Company revenue at onset of turnaround was \$50 million to \$299 million

#### Large Company

Company revenue at onset of turnaround was over \$300 million

## RESTRUCTURING DEAL OF THE YEAR

Recognises the individuals who orchestrate a financial restructure, including merger, acquisition, refinancing and debt and/or equity transactions leading to recapitalisation of a struggling business.

#### Restructuring Deal of the Year

## Eligibility

### ALL AWARDS AND CATEGORIES

- Every nominee must be a TMA Australia (TMA) member in good standing prior to submitting the entry. TMA membership is on an individual basis. Please note: consideration will be given to individuals whose firm has a 'Corporate' (also known as a 'Group' membership) with TMA Australia. To enquire about a nominee's membership status, please contact the TMA Australia National office.
- The company must be stable and generating positive cash flow from operations.
- The turnaround must have been completed between 1 July 2014 and 30 June 2017.

## Mandatory Components

Entries absent of any mandatory component will not be judged. Carefully check your submission.

Completed entry form consists of:

- List of nominees. Please briefly note individual contributions made by each team member in the space provided and briefly explain why that person's contribution is award-worthy.
- Internal Contacts Sheet.
- Completed narrative descriptions in compliance with indicated guidelines for word count.
- Timeline of major events and the period during which each occurred, covering the five stages of a turnaround: [1] evaluation; [2] stabilisation; [3] turnaround; and [4] return to normal/return to growth. Data should be included to demonstrate all stages, especially stage five, return to normal/return to growth.
- Information Release Form signed by nominee[s] and nominator[s].

## Optional Attachments

A maximum of three attachments may be submitted consistent with these guidelines:

- Each attachment may not exceed 20 pages.
- Allowable attachments in written format include brochures, booklets, newspaper clippings, newsletters, annual reports, management accounts, press releases, awards and distinctions, and correspondences. Digital format attachments are not allowed [e.g., video recording, audio recording, web links].

## Submitting Your Entry

- Email one PDF file inclusive of all entry components and free of security restrictions. No other vehicle of submission will be accepted. See below for further details.
- The PDF file should be named as "Category-Name of Turnaround," for instance, "SmallTurnaround-XYZ Manufacturing."
- **There will be no extensions or exceptions to the**

**Tuesday 1 August 2017 deadline.** Late, incomplete, or noncompliant entries, including optional attachments, will not be accepted.

- Email your completed entry to the TMA National Office at [info@turnaround.org.au](mailto:info@turnaround.org.au) subject line: TMA Awards Program Entry- [Name of Turnaround]

## Judging

The Awards Committee is carefully composed to represent the diversity of the TMA membership. Entries are judged on individual merit; we reserve the right to not to award a winner in a certain category in a given year. As judges review all components of the entry, they look for well-defined, measurable outcomes. The Awards Committee may re-categorise an entry should another category be more appropriate or advantageous.

**Note:** Awards for turnaround of the year in each state may be awarded later in the year by the relevant state committees. Eg 'Western Australia Turnaround of the Year'. The criteria and process for any state award is at the discretion of each state committee.

It is discretionary as to whether an award is given in each state and there is just a single award category ie '[State] Turnaround of the Year'.

Nominations for the state awards will be drawn from the nominations for the national awards ie a separate nominations process is not conducted.

State committees will consider which nominations for the national awards are eligible for a state award and then liaise with the nominator to confirm their desire to be considered for the state award.

## Notification

Confirmation of receipt of each entry will be emailed. All nominees will be notified of the judging outcome by Tuesday, 1 August 2017. Award recipients will be recognised at The TMA Australia National Conference & Gala Dinner, 6-7 September 2017.

## Publicity

Recipients will be notified of the judging outcome before results are made public. TMA requests that award recipients refrain from distributing press releases in advance of TMA's national release. TMA will potentially place advertisements in national newspapers of award receipts. Recipients will be consulted prior to any media releases.

## Questions

Contact Allison Robinson at [allisonrobinson@turnaround.org.au](mailto:allisonrobinson@turnaround.org.au) or 1300 042 811.

# TMA Australia Awards **ENTRY FORM**

## AWARD CATEGORY

Please select the category in which the award is being submitted. Each company may only be submitted to one category, and either transaction or turnaround, but not both.

- Small Company..... Company revenue at onset of turnaround was less than \$50 million
- Mid-Size Company..... Company revenue at onset of turnaround was \$50 million to \$299 million
- Large Company ..... Company revenue at onset of turnaround was over \$300 million
- Restructuring Deal

## NOMINATOR

Name

Company

Nominator's Role

Address

City

State

Postcode

Country

Telephone number

Email address

## TURNAROUND ENTRY INFORMATION

Company Name of Turnaround

Address

City

State

Postcode

Country

Company: Listed or unlisted

## NOMINEES

Individuals instrumental in the turnaround. If you require additional space to add nominees, please copy this page.

Name

Company

Role

Address

City

State

Postcode

Country

Telephone number

Email address

In the space above, provide a statement about the nominee's role on the turnaround.

**NOMINEES (CONT.)**

Name	Company	Role	
Address			
City	State	Postcode	Country
Telephone number	Email address		

In the space above, provide a statement about the nominee's role on the turnaround.

---

Name	Company	Role	
Address			
City	State	Postcode	Country
Telephone number	Email address		

In the space above, provide a statement about the nominee's role on the turnaround.

---

Name	Company	Role	
Address			
City	State	Postcode	Country
Telephone number	Email address		

In the space above, provide a statement about the nominee's role on the turnaround.

---

## INTERNAL CONTACTS

- Complete the Internal Contact Sheet with contact information for the key internal contacts, such as the categories listed below. The awards committee may contact and interview these key players.
- **An individual identified as a Key Player is not automatically considered a "Nominee" and therefore will not receive an award should the entry win.**
- Nominees must be TMA Australia Members.

Key internal contacts include:

- CEO
- CFO
- COO
- Primary Banker
- CRO
- Primary Lawyer
- Chairman of the Board
- Primary Accountant

---

### CEO

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

### COO

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

### CRO

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

**CONTACT SHEET (CONT.)****Chairman of the Board**

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

**CFO**

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

**Primary banker**

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

**Primary lawyer**

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

## CONTACT SHEET (CONT.)

### Primary Accountant

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

### Additional Key Player

Name		Company	
Address			
City	State	Postcode	Country
Telephone number		Email address	

---

## **A. NARRATIVE DESCRIPTIONS**

**Please answer the questions on the following pages in the space provided. Responses should not exceed 500 words per question (or more than the allotted space).**

1. Provide a summary of the turnaround/restructuring in 500 words or less. This summary will be used in the awards book if the entry is selected as an award winner.



2. Describe the company prior to the turnaround/restructuring. Do not include details about the turnaround. That information will be discussed separately. Please include both a financial overview (e.g. performance, assets, creditors, capital structure) and an operational overview (e.g. customers, markets, # of employees)
-

3. What were the company's problems leading up to the involvement of a turnaround team?



4. What actions did the turnaround/restructuring team take?



5. What was the outcome of the turnaround/restructuring? Demonstrate or explain how the business has been transformed into a sustainable, viable operation (e.g. return to profitability and positive cash flows, sustainable capital structure, increased enterprise value).

---

6. What was the outcome for all key stakeholders (e.g. secured & unsecured creditors, employees, shareholders)?



## B. TIMELINE

Please provide a timeline of major events and the period during which each occurred, covering the five stages of a turnaround. Data should be included to demonstrate all stages, especially stage 5, return to normal/return to growth/or turnaround complete. Timelines may be submitted in narrative form, not to exceed 500 words.

- [1] Evaluation
  - [2] Stabilisation
  - [3] Turnaround
  - [4] Return to normal/return to growth
-

## **C. HISTORICAL FINANCIAL STATEMENT**

In order to demonstrate the turnaround/restructure, please provide in an excel spreadsheet financial information (e.g. P & L, balance sheet, cash flow) over an appropriate period (e.g. 3 to 5 years).

---

## INFORMATION RELEASE FORM

**All nominees and nominators (it is understood this may be the same person in the case of self nomination) must complete and submit this form; duplicate the form as needed.**

To the best of my knowledge, the information provided on the entry form is true and complete. I understand that all financial information shall remain confidential unless I agree to its release. By submitting this entry, I acknowledge that I accept the Awards Committee's decision as final. If I am selected as an award recipient, I hereby authorise the use of the following [in connection with the TMA Awards Program]: my name; my company/organisation name; non-financial information; photographs; video and audio recordings of myself or others related to the award from the awards ceremony or an alternate source. I agree that no compensation shall be due to me or my company for such usage.

By selecting the box to the left and providing my name and the date below, I indicate my understanding and compliance with the terms of this information release.

By selecting the box to the left I give permission to TMA to use this entry as a sample to serve as a guide to future applicants.

---

Name

Date

---

Award Category (e.g., small turnaround)

---

Award Entry (e.g., John Smith for XYZ Company)

Please direct queries about this form to Allison Robinson at  
allisonrobinson@turnaround.org.au or 1300 042 811