KEITH G. COLLINS MEMORIAL AWARD NOMINATION FORM

"CONFIDENTIAL"

Nominations must be received by <u>January 31, 2027</u>

Important: Please ensure Nominee is NOT advised of their nomination.

Keith G. Collins FCIRP, served as the President of CAIRP (then known as the Canadian Insolvency Association), from 1980 - 1981. He died in 2006 at the age of 71. Keith was a gentleman and a professional. He was respected within the profession and the community for his integrity, courtesy and commitment. Both the Canadian Association of Insolvency and Restructuring Professionals and the Institute of Chartered Accountants recognized his contributions by awarding him fellowships, their highest honour.

Keith was a role model. CAIRP wishes to recognize and remember Keith as an example whom others in the profession, or aspiring to join the profession, should emulate. To that end, CAIRP has created the Keith G. Collins Memorial Award. This award will be presented periodically to members of the Association who have held their CIRP for a minimum of 5 years and are advancing their careers in insolvency and restructuring. Worthy recipients exemplify the high level of integrity, courtesy and commitment that Keith G. Collins exhibited throughout his career.

PART 1 - AWARD CRITERIA

Nominees for the award must be a member in good standing who has exhibited the following characteristics:

- Integrity
- Courtesy
- Professionalism
- Respected by their peers
- Respectful of others
- Unpretentious
- Committed to the profession
- Willingness to share knowledge
- Community service

PART 2 - NOMINEE CONSIDERATION

The nominator must demonstrate that the nominee has satisfied the criteria outlined in Part 1 of this form. Every effort must be made by the nominator to provide **full background information** on the nominee together with reasons why he/she should be considered for the award.

To ensure all information germane to the process has been gathered, the nominator and/or seconder should consider contacting, on a **confidential basis**, the nominee's business associates, assistant or other sources.

The CAIRP President and Chief Executive Officer shall review for completeness each nomination form prior to its submission to the Honours and Awards Nominating Committee.

The Honours and Awards Nominating Committee will meet to discuss all nominations and may contact the nominator for clarification/additional information as needed.

Nominations that meet with the approval of the Honours and Awards Nominating Committee will be forwarded with recommendation for ratification to CAIRP's Board of Directors.

PART 3 - HOW TO NOMINATE:

Each nomination must be submitted on a separate Nomination Form. Incomplete forms may be considered ineligible for assessment. **Please include a photograph of the nominee if possible.**

The completeness with which the nomination form is prepared will help determine whether or not the nominee is awarded the Keith G. Collins Memorial Award. The criteria by which nominees will be considered are set out above. Additional supporting material will only be considered if it provides independent evidence that the nominee accomplished the achievements cited.

Email or mail your completed form to:

Honours & Awards Nominating Committee
c/o CAIRP
P.O. Box 1057, Toronto Station DOM Toronto, ON M5K 1P2
anh.Nguyen@cairp.ca

PART 4 - NOMINEE PROFILE

Nominee:

First name:	Surname:
Designation(s):	
Firm:	
Position Title:	
Address:	
Business phone number:	
Email address:	

PART 5 - DEMONSTRATED AWARD CRITERIA

For each section below, provide an explanation and examples of how the nominee has exhibited the characteristics associated with the late Keith G. Collins, according to the criteria listed in Part 1. The following sections are not listed in any particular order. The information provided will assist the Honours and Awards Nominating Committee and Board to evaluate the nominee's eligibility for the Keith G. Collins Memorial Award.

Attach additional sheets if necessary. ***Please include a photograph of the nominee if possible.***

1. The candidate demonstrates integrity, courtesy and professionalism:

2. The candidate is respected by his/her peers and respectful of others:

3. The candidate is unpretentious and demonstrates a passion for sharing knowledge and mentoring others in the profession:

4. The candidate is committed to the advancement of the insolvency profession:

5. Any other comments (optional eg. community service):

PART 6 - NOMINATOR INFORMATION

Nominated by:

Name:	
Firm:	
Address:	
Telephone:	
Email:	
Signature:	
Date:	