

Nominations must be received by April 30, 2016

NB: the person being nominated is NOT to be advised of his/her nomination.

Part 1 – Criteria for 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 and CAIRP wishes to recognize and to 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 pursuing 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.

Nominees for the award should exhibit the following characteristics:

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

Please note: Fellows of CAIRP are not eligible to receive the Keith G. Collins Memorial Award.

INSTRUCTIONS

*The completeness with which this nomination form is prepared may determine whether or not a nominee is bestowed with the 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 demonstrates the necessary criteria. Nominators are encouraged to submit this application form with a **covering letter**.*

Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for assessment.

Send your completed form and covering letter to:

Honours & Awards Nominating Committee
CAIRP
277 Wellington Street West
Toronto, ON M5V 3H2
Fax: 416-204-3410
baalqis.hassan@cairp.ca

Part 2 – Process for Consideration of Nominations

1. The proposer must demonstrate that the nominee embodies the qualities that Keith G. Collins was known and respected for, in his profession and his community.
2. Every effort must be made by the proposer to provide **full background information** on the nominee together with reasons why he/she should be considered for the award and accompanied by a covering letter.
3. To ensure that all the information germane to the process has been gathered, the proposer should feel free to contact the nominee's business associates, Association staff or other sources.
4. The President and Chief Operating Officer shall review each nomination form prior to its submission to the Honours and Awards Nominating Committee, delete information known to be in error, and add information he/she knows to have been omitted. The President and Chief Operating Officer shall inform the proposer and the committee, what amendments have been made to the nomination form.
5. The Honours and Awards Nominating Committee will meet to discuss all nominations and may contact the proposer for clarification/additional information as needed.
6. 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 – Nominee Profile

NOMINEE

Surname: _____

Given Names: _____

Designation: _____

Title: _____

Employer/Firm: _____

Address: _____

Home Phone No.: _____

Firm Phone No.: _____

(Not the nominee's direct line)

Year Admitted to the Association: _____

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

5. **Any other comments** (optional, eg. Community service):

Part 5 – Signature of Nominator

NOMINATED BY:

*The proposer must be **member** in good standing of the Association. The name of the nominator may be shared with members of the Honours and Awards Nominating Committee but not with the Board of Directors who has the ultimate decision whether or not to ratify the granting of any award.*

Nominee's Name: _____ (Please print or type)

Nominated by: _____ (Please print or type)

Telephone number: _____

Signature: _____

Date: _____

The Canadian Association of Insolvency and Restructuring Professionals will retain this page for confidentiality purposes.