



# Ondernemers voor Ondernemers

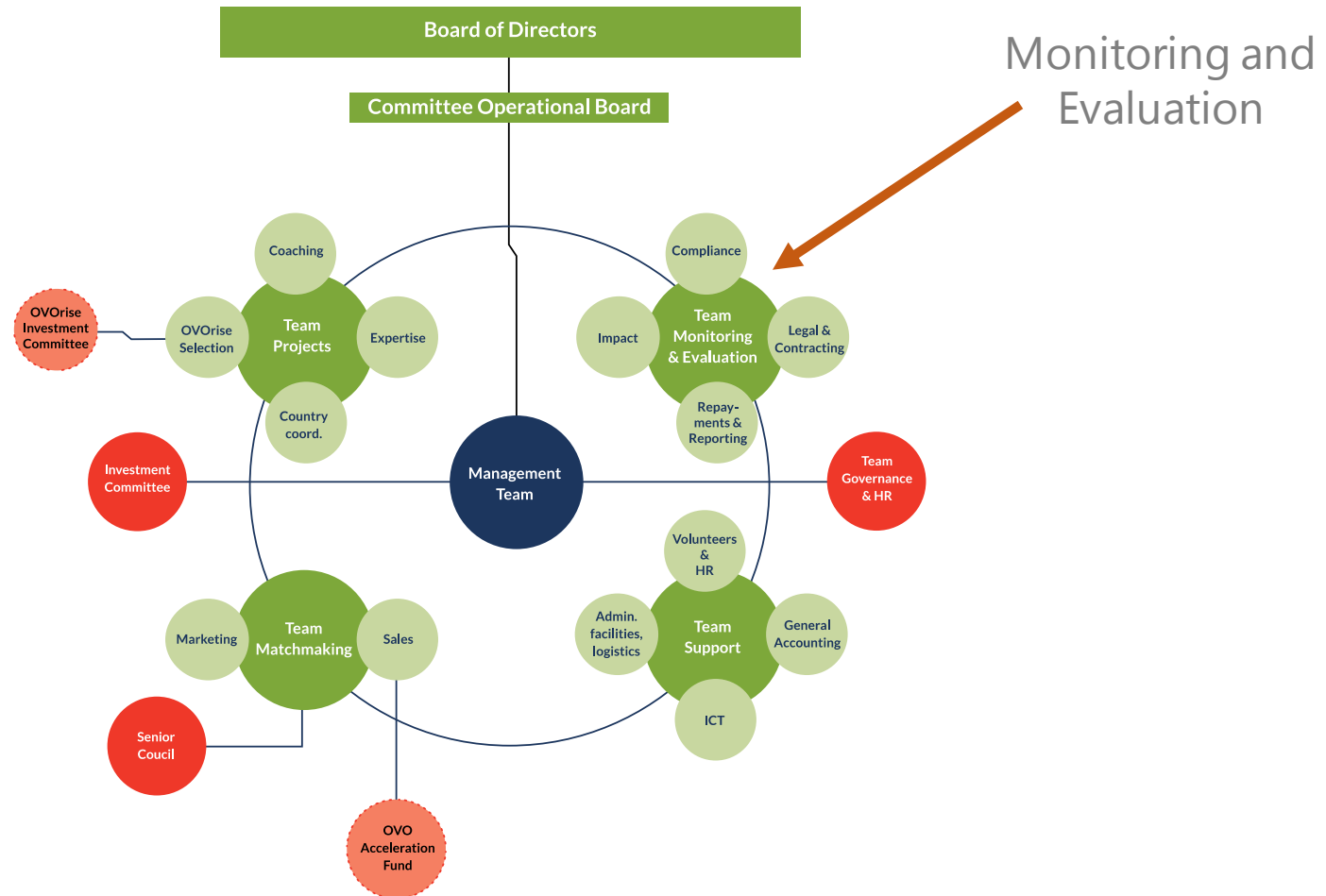
Team Monitoring and Evaluation – Compliance



# Organisation Chart



Matyas Boyen  
Team Monitoring & Evaluation





# Compliance Cell



*The Cell Compliance is in charge of enabling informed and fact-based decision making by means of thorough investigation to confirm facts and details surrounding a prospective investment opportunity or related to an emerging issue or risk in an ongoing investment. Cell Compliance hosts a pool of (volunteering) **Compliance Officers** who safeguard legal, financial, ethical and risk aspects of projects.*



# Compliance Officer

## ***Key Role Objectives***

Key objective of the Compliance Officer role is to guarantee respect of legal and formal obligations for investment by a ST4A project.

The Compliance Officer is an independent role, not permanently assigned to a specific entrepreneurial investment or an individual Business Coach. Independence is key from an audit perspective.

## ***Why?***

Our experience of the current OVO-projects who have been given a loan is that the repayment rate is insufficient. To improve the quality of the inflow of new project, we have to look at the first stages of the OVO-pipeline. The better the quality of the inflow, the better the OVO-project will perform.



# Compliance Officer

## ***Competence Profile***

The role is executed by an incumbent in a volunteer status.

Compliance Officer has expertise in one or more of the following fields:

- Accounting, financial & investment planning know-how
- Business & contract law
- Business ethics
- Sustainability assessment and SDG
- Risk analysis & Mitigation



# Compliance Officer

## ***Responsibilities***

The Compliance Officer only intervenes at specific discretionary moments in the life cycle of an entrepreneurial investment project or on call in case of an emergency:

## ***Outcomes & KPI's***

- Timely delivery of assessment reports
- Number of resolved issues & recommendations

## ***Tools***

- Compliance Document List
- Financial plan
- SDG assessment tool
- Business plan
- Entrepreneurship Assessment



# Compliance Document List

Company Name	Compliance Document List					
Date						
STAGE	CALL FOR APPLICATION	PRE-BOOST CAMP	PRE INVESTMENT COMMITTEE (ST4A)	PRE INVESTMENT COMMITTEE (ST4A+)	PRE-OVO RISEFUND INVESTMENT	REMARKS
Detail of OvO intervention's Needs and Coverings		yes	yes	yes	yes	
Twelve months of bank account history					yes	
Detailed Financial Plan			yes	yes	yes	OVO Format mandatory
Business Plan			yes	yes	yes	OVO Format mandatory
Proof of repayment of previous OVO loans				yes	yes	
<b>Legal documentation</b>						
Deed of incorporation and registration number in the commercial register	yes	yes	yes	yes	yes	Should include the register of shareholders - URSB for Uganda
Any Amendment to Articles, Statute or Directors				yes	yes	
3. Bylaws & Company Regulations	yes	yes	yes	yes	yes	And/or Company Statute
Name of Ultimate Beneficial Owner - UBO		yes	yes	yes	yes	
Trading license			yes	yes	yes	As required by law depending on the industry
Process, technology or industry related permissions, clearance or licenses			yes	yes	yes	As required by law depending on the industry and/or by the customer class (private
Criminal record of the entrepreneur		yes	yes	yes	yes	
List of Office leases			yes	yes	yes	If pertinent and applicable
List of Other leases for facilities			yes	yes	yes	If pertinent and applicable
List of Equipment leases			yes	yes	yes	If pertinent and applicable
Any current litigation and disputes the company is involved in			yes	yes	yes	
4. Agreements with equity stockholders, bondholders, debentureholders, etc.				yes	yes	



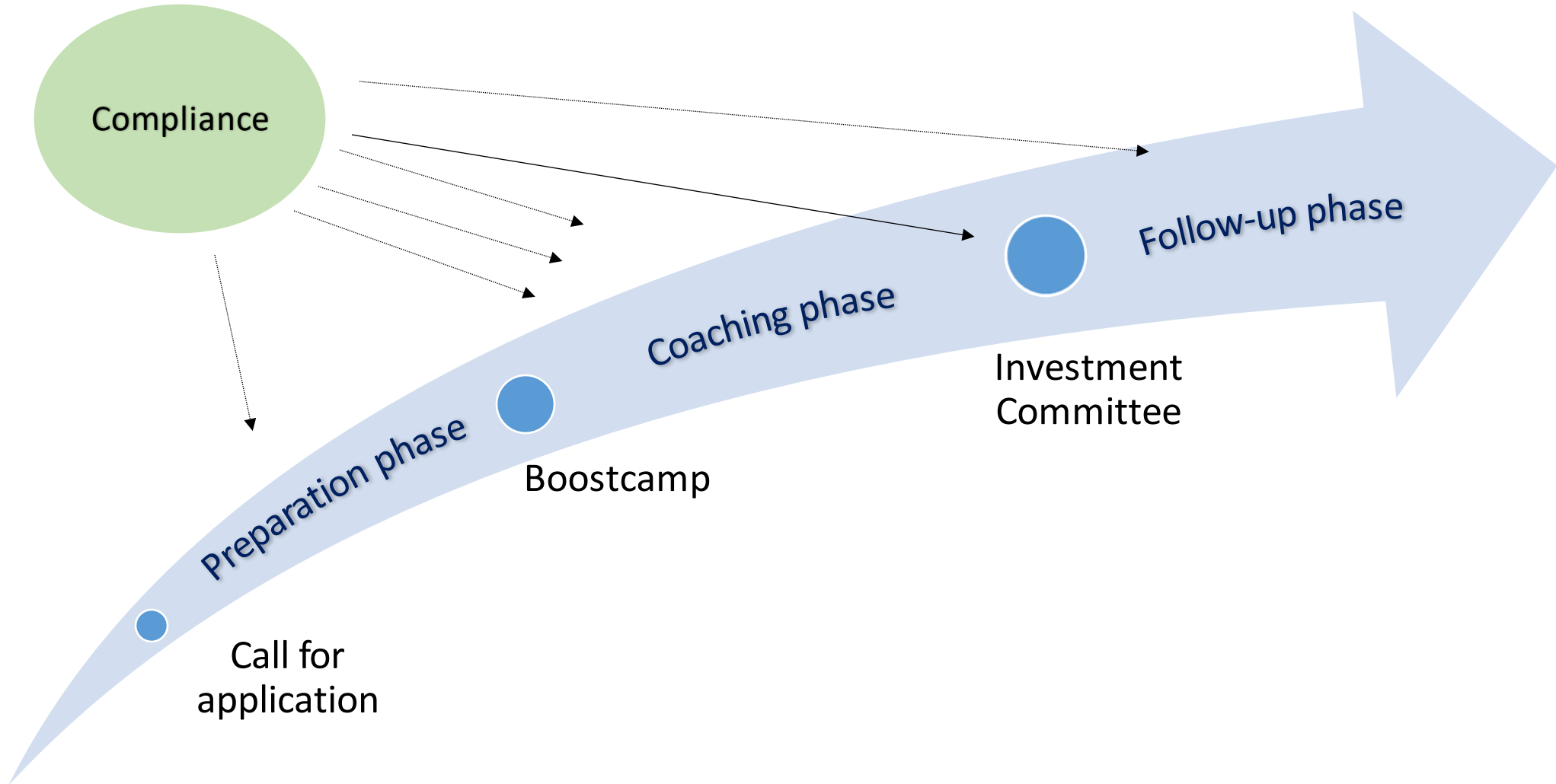
# Compliance Document List

- Overview of all needed documentation
- Not a checklist but a guideline
  - Project Description
  - Financial Documentation
  - Legal Documentation
  - Intellectual Property (if applicable)
  - Social & Environmental
  - HR & Other
  - Insurance policies





# OVO - Process





# Zoom in on IC

- All documentation must be submitted through the Jotform platform (<https://form.jotform.com/230373738966064>)
- The Manager of Team Monitoring and Evaluation appoints a team of Compliance Officers for each project.
- Compliance Officers have 8 days to assess the submitted documentation:
  - Approval: Proceed to the next step.
  - Denial:
    - Small adaptations: Project has to make minor adjustments.
    - Major adaptations: Project must resubmit for the next Investment Committee.
- Final documentation approved by the Compliance Cell will be submitted by the Compliance Cell for the Investment Committee 10 days before the scheduled meeting.
- Investment Committee Meeting:
  - OVO Certified Label awarded : Move to the Investment & Implementation phase.
  - Denial:
    - No 'OVO Certified' label awarded, and thus the project will not be presented to OVO's network as an investment opportunity.
    - Additional conditions must be fulfilled before the next Investment Committee meeting.



# What actions has OVO taken previously?

## ***Developed templates to aid during coaching and selection process***

- *Financial plan*
- *Business Coach Report*
- *SDG Assessment*
- *Entrepreneurship Assessment*

## ***Compliance Document List***

- *List of all necessary documents per OVO-phase*
- *Brought together all existing documents*
- *Helps structuring Compliance process throughout whole organisation*



# What is OVO's objective?

## ***Structural analysis of projects before IC***

- The better the quality of projects at the start, the better their performance and repayments
- Whenever a project gets submitted before the IC or even a Boostcamp, our experts can be put up for the task and every expert can do a Compliance check in his expertise field.

## ***Improve existing templates***

- Make documents complementary
- Control and update existing documents
  - Financial plan, business coach report, business plan, SDG-Assessment,...
- Develop new templates
  - Risk Mitigation Analysis, Ethical Charter,...



# Questions?

