



Mentoring Report Form

Instructions:

1. If you have **visited your Mentee's business site**, please fill in **Part A** below
2. If you have not visited your Mentee's business site but were in touch with your mentee over **telephonic call or email**, please fill in **Part B**.
3. If you are **not at all in touch with your mentee**, please fill in **Part C**
4. Report in Part B is not eligible for Mentoring Report Allowance but you will be eligible for Monthly Communication Allowance. Report in Part C will not be eligible for both.
5. Please kindly submit your first report by 30th June and second report 31st December.

Part A

1. Entrepreneur & Business details:

Name of the Business	
Location	
Direction	
Name of the Mantee	
Contact no	
Email	

2. Review of business activities and processes

2.1 Premises (You are requested to describe the business premises like rental expenses, land ownership, area, etc)

2.2 Processes (Please explain how your mentee is carrying out his/her business)

2.3 Machinery & equipment (list of existing machineries and equipment & future plans)

Action point



3. Employees

Type	Male	Male	Female
Regular			
Temporary			
Grand total			

Action point

4. Target Market

Action point

5. Books of Accounts

Action point

6. Other matters

Action point

7. (Please write the report summary in a descriptive form under each sub-heading below)

7.1 Observation/ Matters to Discuss



7.2 Overview and follow up points

7.3 Recommendation to Loden Foundation

8. Please attach Pictures

Image one	Image two	Image three
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Signature of the Visitor

Name
Contact no
Email

Date



Part B

1. Entrepreneur & Business details:

Name of the Business	<input type="text"/>
Location	<input type="text"/>
Direction	<input type="text"/>
Name of the entrepreneur	<input type="text"/>
Contact no	<input type="text"/>
Email	<input type="text"/>

2. Issues discussed over telephone call

Action point

3. Issues discussed over email

Action point

4. Reason why you were not able to visit your mentee business site

Part C

1. Entrepreneur & Business details:

Name of the Business	<input type="text"/>
Location	<input type="text"/>
Direction	<input type="text"/>
Name of the entrepreneur	<input type="text"/>
Contact no	<input type="text"/>
Email	<input type="text"/>

2. Please explain the reasons for not being able to keep get in touch with your mentee.