



## 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 30<sup>th</sup> June and second report 31<sup>st</sup> 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	Female	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
-----------	-----------	-------------

**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.