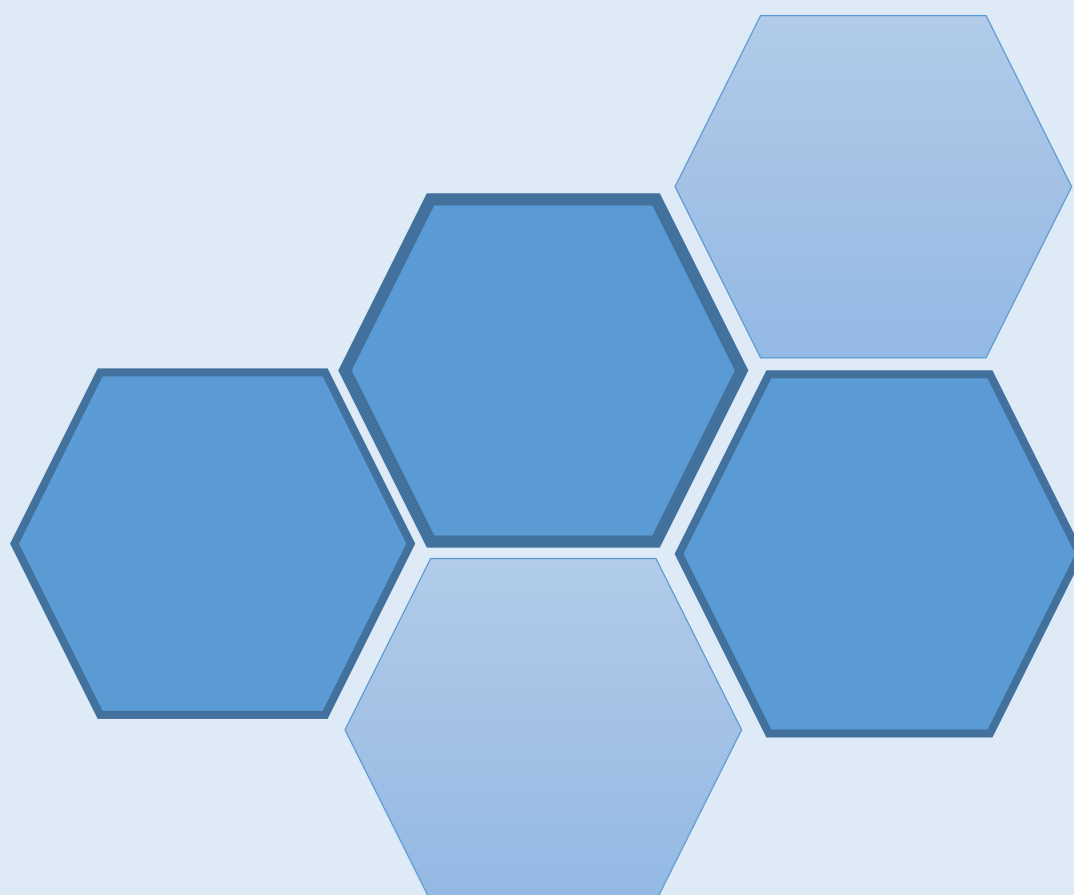
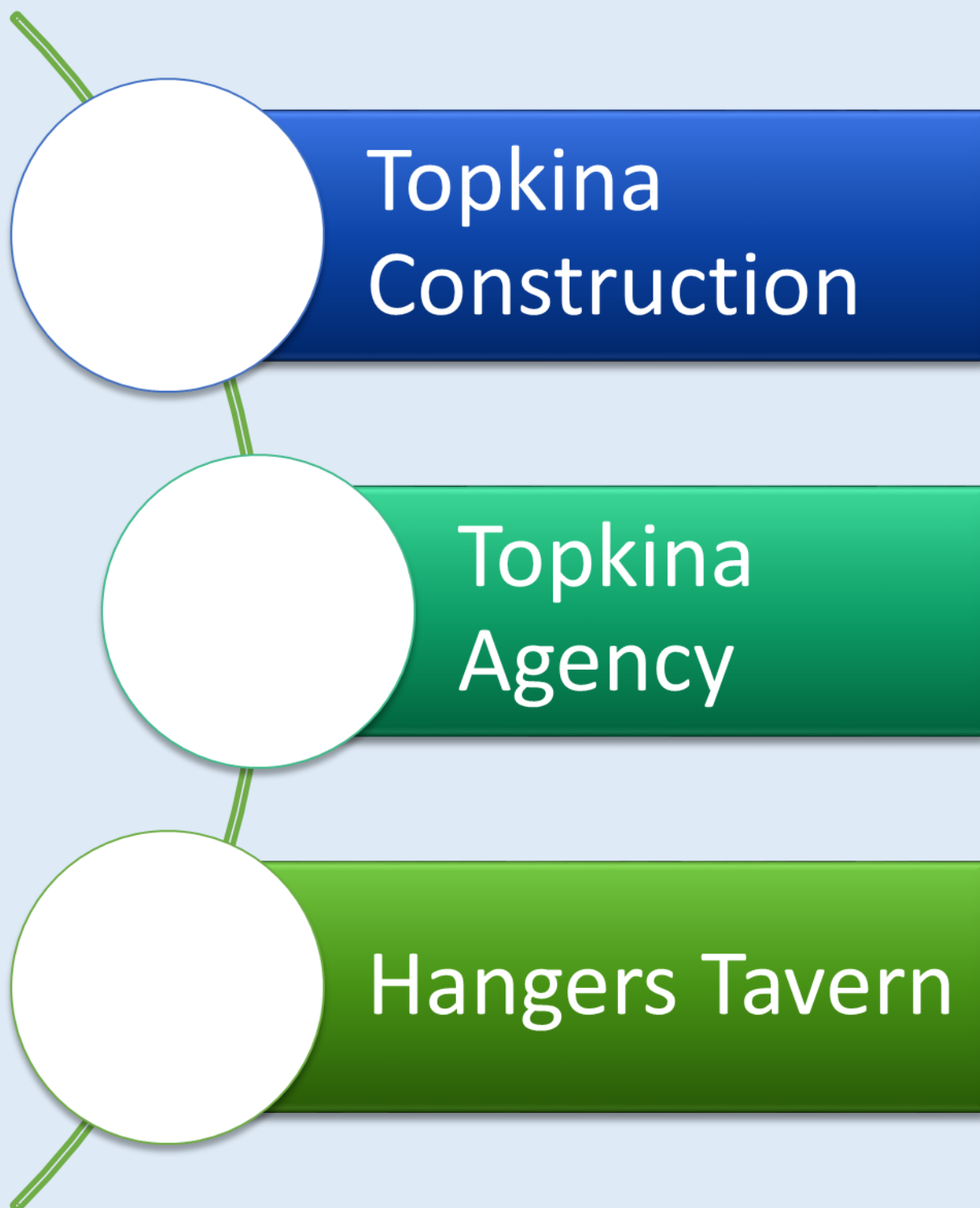




## Company Profile





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## INTRODUCTION

**Topkina Holdings Limited** is a 100% nationally owned Company registered with PNG Investment Promotion Authority with the aim to participate in providing employment for local Papua New Guineans in rebuilding Bougainville through its three (3) subsidiary companies

1. **Topkina Construction**
2. **Topkina Agency**
3. **Hangers Tavern**

These three (3) entities operate separately from each other under different managers to meet our customer's needs under the motto **"Serve Customers Better with Quality Products and Services."**

### General Company Information

Company Name:	TOPKINA HOLDINGS LTD
IPA Registration Number:	1-104155
Tax Identification Number:	500138326
IPA COC Number:	140031329
Insurance (CAR) Number:	Pending renewal
Insurance (WC) Number:	Pending renewal

## SHAREHOLDERS

### Managing Director /Share Holder



#### **Clarence Pokona**

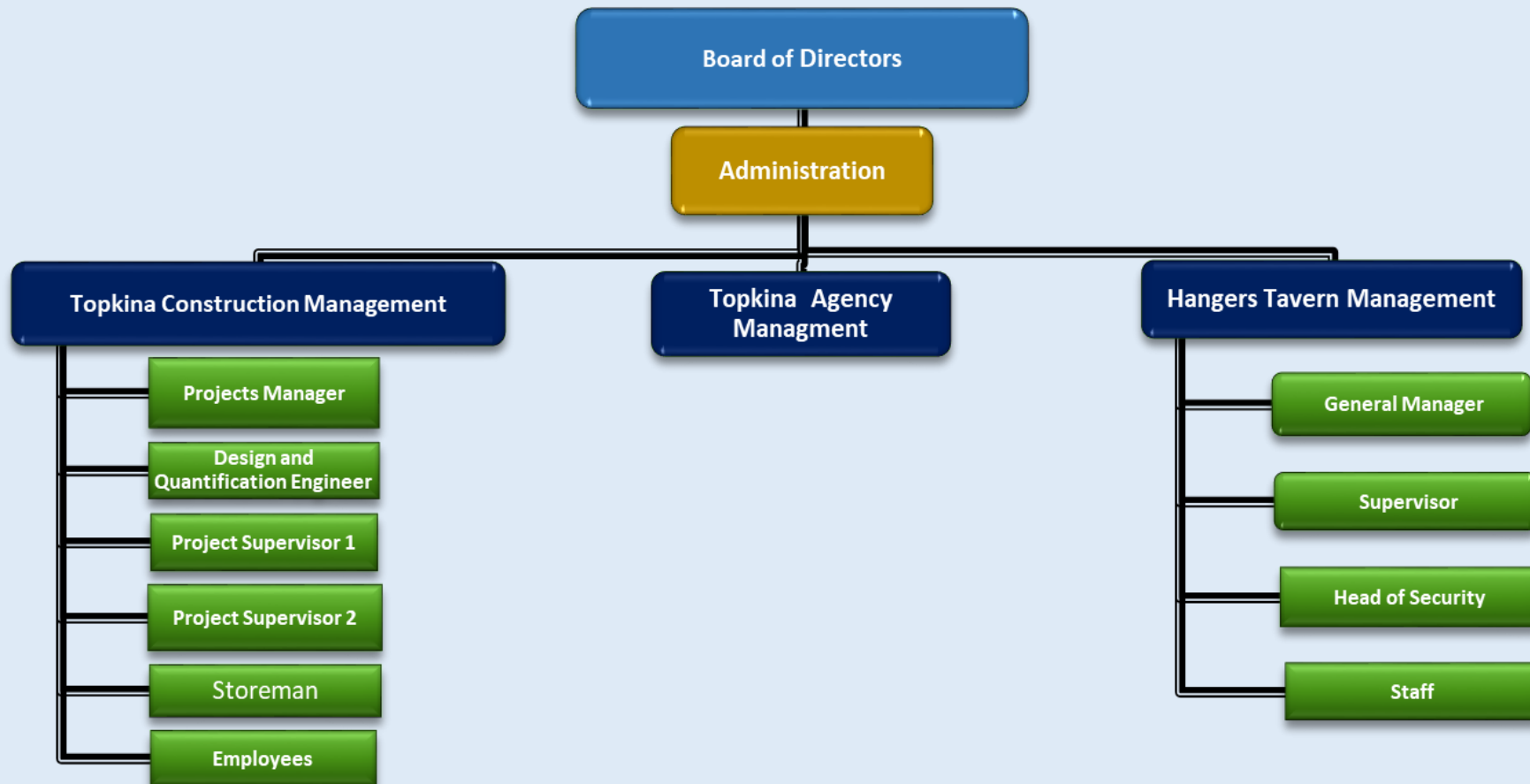
Certified Sales and Marketing Expert with over 30 years of experience working for famous establishments like Colgate Palmolive, Australian Export Consortia, Trukai Industries and BNG Trading. He is currently the Managing Director of Topkina Holdings Ltd and the major shareholder.

### Admin Manager /Share Holder

#### **Elizabeth Ann Matsia Pokona**

An Accountant by profession Elizabeth Pokona has years of experience since 1991 in Tax Accounting working for IRC, Deloitte and various business mainly in the private business sector. She is currently the Admin Manager of Topkina Holding Ltd.

## MANAGEMENT STRUCTURE OF TOPKINA HOLDINGS LTD



## OVERVIEW OF EACH SUBSIDIARY

### 1.TOPKINA CONSTRUCTION

#### AIM AND VISION

Our aim is to provide the best products and services the world has to offer in the construction industry and provide employment for youths in Bougainville to gain experience making them marketable and a meaningful participant in rebuilding Bougainville as a whole.

**Topkina Construction** was founded on the 22<sup>nd</sup> of March 2011, registered as a business name under the Business Names Act for Income Tax purposes on the 14<sup>th</sup> of May, 2012.

Focusing on the building of modern infrastructure and roads with experienced leading hands and engineers, we operate under the motto **“You dream it, we build it”** with a massive drive to bring forth change **“NO JOB IS TOO BIG OR SMALL FOR US TO HANDLE”**.

The company also engages in rotating local youths and technical to tertiary institution school leavers as much as possible and help them gain experience through employment.

## **HUMAN RESOURCE – Key Personnel**

### **Building Architect and Project Manager**



#### **Chris Bironisi**

Mr Chris Bironisi is an experienced Architect and Building Engineer with over 20 years of experience of working all throughout PNG (Southern Highlands Province, Hela Province and Morobe Province) and Bougainville. Chris was also the former ABG Government Regional Building Supervisor for Central Bougainville.

#### **Current duties with Topkina Holdings Ltd;**

- **Manager of Topkina Constructions Projects.**
- **Building Designs and Concepts.**
- **Liaison with the Technical Services and Building Boards.**



## Design and Quantity Survey Officer



### **Arthur Maxwell**

An experienced Building Projects Manager and Certified Tradesman in the technical trade of painting and sign writing. He has over 25 years' experience working in various Go-PNG projects, Non- Government and Private sector organizations infrastructure projects in Papua New Guinea and Autonomous Region of Bougainville.

Operating as a private contractor since 1997 up till now, He has completed several projects for GoPNG and ABG, UNDP, AusAID and other private sector companies and individuals in and around Bougainville.

### **Current duties with Topkina Holdings;**

- **Design, quantification and documentation for Tender Bids.**
- **Estimating and take off duties.**
- **Procurement duties.**
- **Monitoring and Reporting of daily project technical operations.**
- **Supervision of painting, tiling and finishes.**
- **Quality Assessment officer**

## Project Supervisor (Leading Hand)



### 1. Mr Linus Miatara

Linus Miatara is a qualified tradesman with years of experience in Building Construction and Project Management with UNDP, NZ Aid, Arawa Carpentry and PNG Forest Products.

**Current duties with Topkina Holding ltd include;**

- Ensuring teams work together.
- Monitoring Construction.
- Assisting in recruitment and Training of new staff.
- Time keeping of each employee on site.



### 2. Mr Conrad Mirino

Conrad Mirino is a Certified Builder with years of experience in Building Construction, Project supervision working with Zillmer Construction, Arco Builders and Arawa Carpentry.

**Current duties with Topkina Holdings Ltd include;**

- **Teaching and working with new staff**
- **Monitoring Construction**
- **Ensuring that teams work together**
- **Safety Officer**

## **Logistics Officer**



### **Lowell Norman Kikis**

Lowell is a “jack of all trades” who currently works closely with the company’s directing manager. He has basic skills of an Auto Mechanic, Welding and has broad experience in construction and maintenance. He is also a major influencer and an advocate.

**Current roles in the company are;**

- **Organization of stock and stock control.**
- **Inventory management.**
- **Overlooking mobilization of stock.**
- **Safety and Security of stock.**

## **Specialised Trades**

During construction projects we sub-contract other major trade fields to other contractors in electrical works, plumbing and other specialist fields in the building industry.

We provide employment on casual hire basis to carpenters, welders, plumbers, painters, electricians, bricklayers during construction projects as well

## COMPLETED PROJECTS

Table below shows projects undertaken and completed successfully;

Year	Contract	Client
2010	Construction of Hangers Tavern ,Arawa Town	Clarence Pokona
2012	Construction of pre-fabricated buildings for 10 Schools in Bougainville	PNG Forest Products
2015	Arawa Office (Installation of 60KVA Back-up Generator)	UN
2015	ABG Parliament House, Buka (Maintenance of Genset House and installation of 130 KVA Back-up Generator)	UN
2015	Toniva District Office (Construction of 5 Staff Houses a Joint venture with Shoreline Ltd)	DSIP – Central Bougainville
2016	Dokotonau Primary School (Construction of a 2 in 1 Classroom)	DSIP – Central Bougainville
2021 (90%)	Arawa School of Nursing (Construction of an All In One Building)	Arawa School of Nursing
2022 (50%)	Dokotonau Primary School (Construction of 3 bedroom Staff House)	DSIP – Central Bougainville



## PHOTOS GALLERY

### Dokotonau Primary School 2 in 1 Classroom (2016)





## Construction of Arawa School of Nursing Classrooms and Office Complex building





## Dokotonau Primary School Staff housing project



## TOOLS AND EQUIPMENT

The company is well equipped with Vehicles and all the necessary construction power and manual hand tools as listed below.

No	Description	Make/Model	Condition	Qty	Current Value
1	Crane Truck	Isuzu Juston 3.5T	Very Good	1	K80,000.00
2	6 <sup>th</sup> Element Hilux	Toyota	Very Good	1	K70,000.00
3	Container Office site	20ft A/C	Very Good	1	K10,000.00
4	Storage Container	20ft	Very Good	3	K15,000.00
3	Generator 5KVA	Power Mate	Very Good	1	K4000.00
4	Generator 6.5KVA	Stanley	Very Good	1	K4000.00
5	Generator 10KVA	Knoxgen	Very Good	1	K5000.00
6	Compactors	N/A	Very Good	1	K1500.00
7	Various Power Equipment	Various Brands and Models	Very Good	20+	K27,800.00
8	Various Hand Tools and Protective Gear	N/A	Very Good	20+	K5,600.00
9	Office furniture, Electronic Gadgets	N/A	Very Good	20+	K7,800.00
10	Cooking, Camping and Cleaning utensils	N/A	Very Good	20+	K3,500.00
11	Tube and coupler Scaffolding Set	15mtr high- 6 x 2m working Platform	Very Good	1	K5,000.00
12	Cement mixers	Kipor 178FS	Very Good	1	K8,259.00

### Toyota Hilux (Admin Vehicle)





## Isuzu Juston Crane Truck 3.5T



## Power Generators



## ROAD CONSTRUCTION WORKS

The company was subcontracted to Kompaini Investments Ltd on road maintenance for the following locations

Year	Contract	Contractor
2013	Kapanau to Sianari road in South Nasioi, Kieta District, Central Bougainville (Sub Contract)	Kompaini Investments
2013	Teoruki to Aaron Rigamu Primary School, Tinputz District, North Bougainville (Sub Contract)	Kompaini Investments
2014	Paruparu Road (Sub Contract)	Kompaini Investments
2014	Wakunai Road (Sub Contract)	Kompaini Investments

## CARTAGE AND DELIVERY

We have been doing Cartage and Delivery services for more than 10 years. The Table below shows data of contracts and hires successfully completed all throughout Bougainville.

Year	Contract	Contractor
2012	Hahela Primary School – Buka, North Bougainville (delivery of building materials)	PNG Forest Products
2012	Lemanmanu Primary School – Buka, North Bougainville (delivery of building materials)	PNG Forest Products
2012	Tekoknii Primary School – Tinputz, North Bougainville (delivery of building materials)	PNG Forest Products
2012	Iaong Primary School – Wakunai, Central Bougainville (delivery of building materials)	PNG Forest Products

<b>2012</b>	Asitavi Primary School – Wakunai, Central Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Wakunai Primary School – Wakunai, Central Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Tupukas Primary School – Kieta, Central Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Kongora Primary School – Bana, South Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Tonu Primary School – Siwai, South Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Laguai Primary School – Buin South Bougainville (delivery of building materials)	PNG Forest Products
<b>2012</b>	Arawa Health Centre in Central Bougainville (Hospital Equipment Delivery from Kieta Warf)	LD Logistics
<b>2012</b>	Buin Health Centre in South Bougainville (Hospital Equipment Delivery from Kieta Warf)	LD Logistics
<b>2012</b>	Loloho Warf (unloading of a chartered Barge)	Stevedoring
<b>2013</b>	Aaron Rigamu Primary School – Tinputz North Bougainville (2013)	Pacific Development Limited
<b>2013</b>	Peter Lahis Primary School – Arawa, Central Bougainville (2013)	Pacific Development Limited
<b>2013</b>	Sipatako Primary School – Kieta, Central Bougainville (2013)	Pacific Development Limited
<b>2013</b>	Koromira Primary School – Kieta, Central Bougainville (2013)	Pacific Development Limited
<b>2013</b>	Hiru Primary School – Siwai, South Bougainville	Pacific Development Limited

<b>2013</b>	Tabago Primary School – Buin, South Bougainville (2013)	Pacific Development Limited
<b>2013</b>	UgubaKogu Primary School – Buin, South Bougainville (2013)	Pacific Development Limited
<b>2015</b>	Management and Supervision of Logistics for the US marine	Loubherger Engineering
<b>2021</b>	Buka (Delivery of Gravel from Buka wharf to Kubu)	AGL

Cartage and delivery is for us is a round the clock activity. The company does cartage delivery for many small clients every now and then no matter the task. One such client is GNT constructions in Buin, South Bougainville.

## ICT SOLUTIONS

We supply latest tech to schools and offices in the Central Bougainville and have had high demand for supply of consumables such as tonners and ink cartridges. Some of our major clients include Panguna Metals, Arawa Police, OxFam Arawa, Arawa Secondary School, Tupukas Primary School and Arawa Town Council.

We also have our IT team who are always ready to tackle any IT Solution task at hand.

Our IT team consists of;

## **IT Technician / Web Designer/Database Admin**

### **Shane Pokona**

New Horizon's Advanced Diploma in Cisco and Database Management (Oracle Database), Majors include Web Designing, Programming (coding), Networking, Database Management and Administration (Oracle DBA).

## **IT Technician**

### **Roland Aisa**

Diploma in ICT, Majors include Networking and Cisco and has a high level of computing skills and experience of networking setups. He was also the part of the team that helped set up Devare High school's IT lab.

## 2.TOPKINA AGENCY

**Topkina Agency** was formed in 2008, This Entity mostly specializes in helping Bougainville through supplying goods and services provided by Major Companies like Swire Shipping, PNG Forest Products, and Trophy Haus.

The aim of this entity is to participate in rebuilding Bougainville through the supply of quality goods and services from major distributors throughout Bougainville.

### Sporting Equipment

We are one of the leading suppliers of Quality Sporting Equipment in the Autonomous Region of Bougainville. Sporting bodies and organizations from Bougainville come to us for sporting equipment's Medals and Trophies. We have supplied sporting equipment's together with Medals and Trophies for major sporting events in Bougainville.

Year	Event	Client	Budget
2010	3 <sup>rd</sup> Kieta District Games	DCOD	K15,000
2010	ABG Games Buin	Autonomous Bougainville Sports Foundation (ABSF)	K33,000
2011	South Bougainville Pikinini Soccer	BUIN Community Policing	K8,000



2012	Konnou Peace Games Tabago	Hon Wilfred Komba	K41,000
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## PNG Air Agents

We are also Agents for PNG Air in Central Bougainville. Passenger ticketing and handling of cargoes is coordinated by our team of 5 working staff from our office located inside hanger Tavern grounds and at Aropa airport.



### 3.HANGERS TAVERN



**Hangers Tavern** is a subsidiary of Topkina Holdings Ltd. First established in the year 2009 the Tavern is fully licenced to sell Liquor. Located in the Heart of Arawa town, the Tavern was built to provide a place for people to socialize and provide a place to raise funds for worthy causes. Rules and regulation are enforced within the tavern's premises.

The TAVERN provides a proper place for drinking, socialising and for business personnel to meet with their clients. It also provides a venue for sporting activities such as snooker, boxing and darts.

#### **AIM AND VISION**

Our aim and vision is rehabilitation of Bougainvilleans through socialization and sports.

The Tavern isn't set for the purpose of providing a convenient drinking and eating place only but also to help social rehabilitation of Bougainville people as a whole because majority of the youths today grew up during the Bougainville crisis and lack social skills.

#### **OVERVIEW OF THE COMPANY**



## Sporting Venue

The company provides venue for Sporting tournaments.

- Bougainville Amateur Boxing Association runs boxing tournaments towards the end of every year at the Tavern. Boxers All over Bougainville come to participate. Boxing selection trials for Team Bougainville are also held at this venue.
- Annual Darts Competitions are held at the Tavern. Dart selection trials for Team Bougainville are also held at this Venue.
- Snooker Competitions are also held at the tavern. Snooker friendly games are held every day.



## Meetings

The Tavern also provides a convenient venue for meetings and conferences. Over the past years dozens of meetings has been held successfully without any hassles.

## Catering

Catering for corporate and social functions can also be provided. We are so far the leading catering service providers in Central Bougainville. Venue is also available for any corporate or social functions.

Here are some Highlights.

Year	Occasion	Venue	Client
2014	Prime Minister's State Dinner during the Prime Minister's Visit.	Hangers Tavern	ABG
2014	Farewell Dinner for the Minister of Planning and Monitoring Mr Charles Able (Sea Food Buffet)	Hangers Tavern	ABC
2014	Aropa Airport Re-opening catering for VIPs and Prime Minister (Finger food)	Aropa Airport	ABG
2014	Prime Minister's Farewell Dinner (Buffet)	Hangers Tavern	ABG

Due to high demand in the catering area, we have now opened a fast food restaurant located in the clubs premises.

## Fundraising Activities

The Tavern provides venue for fundraising activities for individuals, sporting groups, church groups and schools. We have so far helped a lot of individuals, sporting groups and schools to host fundraising activities at the Tavern.



## REFEREES

Name	Position	Company	Contact
<b>Joseph Daveona</b>	Logistics Manager (Niu Homes)	PNG Forest Products	74246828
<b>Peter Arwin</b>	Project Coordinator	ABG Department of Health	71783687
<b>Rosemary Seeto</b>	Bank Branch Manager (Arawa)	Bank South Pacific	71002125
<b>Ben Victor</b>	Senior S Building Inspector	ABG Technical Services	79914269
<b>Stephanie Rini</b>	Administration Manager	PNG Air	71000728

## CONTACTS

### **Head Office & Postal Address**

**Section 15, Allotment 73, Arawa  
P O Box 218  
Arawa,  
Autonomous Region of Bougainville  
Email: [cpokona@gmail.com](mailto:cpokona@gmail.com)**

### **Clarence Pokona – Director/General Manager**

**P O Box 218, Arawa  
Autonomous Region of Bougainville  
Digicel:7237 5548  
Email: [cpokona@gmail.com](mailto:cpokona@gmail.com)**

### **Elizabeth Anne Matsia Pokona – Admin Manager**

**P.O.Box 218, Arawa  
Autonomous Region of Bougainville  
Digicel:73675708  
Email: N/A**

### **Bankers**

**Bank of South Pacific (BSP)  
Branch: Buka / Arawa**

**Topkina Holdings Ltd has existing Bank Account with BSP Bank.**

