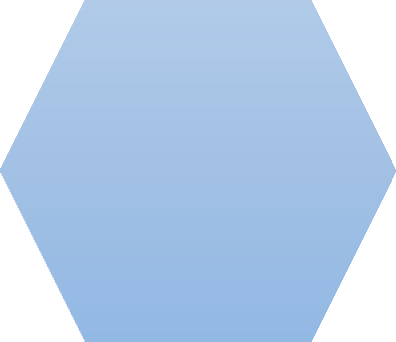
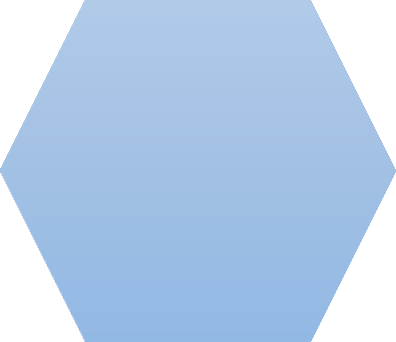
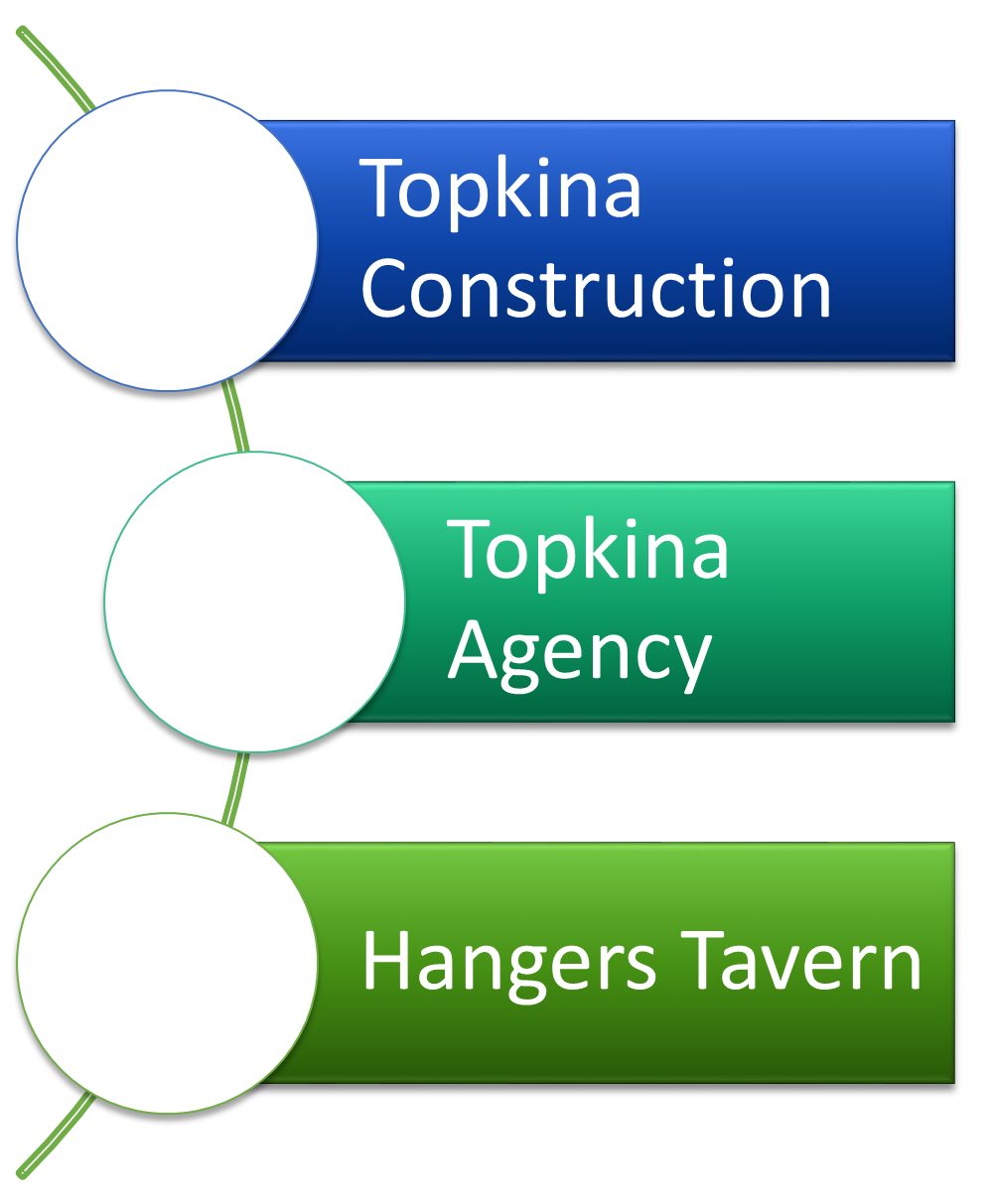
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Company Profile



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

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## 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.

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## MANAGEMENT STRUCTURE OF TOPKINA HOLDINGS LTD



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**OVERVIEW OF EACH SUBSIDARY**

# 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 22nd of March 2011, registered as a business name under the Business Names Act for Income Tax purposes on the 14th 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.

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### 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.**

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### 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**

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### 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.**



1. **Mr Conrad Mirino**

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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

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## COMPLETED PROJECTS

Table below shows projects undertaken and completed successfully;

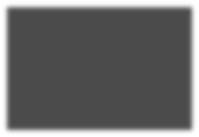
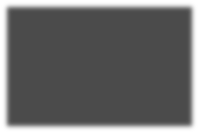
|  |  |  |
| --- | --- | --- |
| **Year** | **Contract** | **Client** |
| **2010** | Construction of Hangers Tavern ,Arawa  Town | Clarence Pokona |
| **2012** | Construction of pre-fabricated  buildings for 10 Schools in Bougainville | PNG Forest  Products |
| **2015** | Arawa Office (Installation of 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 |

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### PHOTOS GALLERY

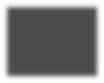
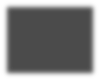
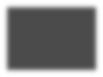
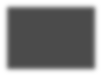
**Dokotonau Primary School 2 in 1 Classroom (2016)**



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



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### Dokotonau Primary School Staff housing project



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## 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 | 6th 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 |

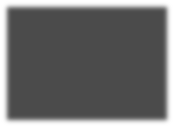
**Toyota Hilux (Admin Vehicle)**



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**Isuzu Juston Crane Truck 3.5T**



**Power Generators**



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## 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 |

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

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|  |  |  |
| --- | --- | --- |
| **2013** | Tabago Primary School – Buin, South Bougainville (2013) | Pacific Development  Limited |
| **2013** | UgubaKogu Primary School – Buin, South Bougainville (2013) | Pacific Development  Limited |
| **2015** | Management and Supervision of Logistics for the US marine | Loubherger Engineering |
| **2021** | 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;

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### 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.

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# TOPKINA AGENCY

**Topkina Agency** was formed in 2008, This Entity mostly specializes in helping Bougainville though 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 distributers 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** | 3rd 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 |

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|  |  |  |  |
| --- | --- | --- | --- |
| **2012** | Konnou Peace Games  Tabago | Hon Wilfred  Komba | K41,000 |

**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.



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# 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

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### 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.

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### 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.

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## REFEREES

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

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## 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.** |

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