**First Questionnaire**

**ICSI NATIONAL AWARDS FOR EXCELLENCE IN CORPORATE GOVERNANCE, 2017**

***General Instructions for filling the Questionnaire***

It is assured that the data provided by you shall be used only for ascertaining and evaluating Corporate Governance Practices of your company for ICSI National Awards for Excellence in Corporate Governance, 2017. The data furnished and the identity of the respondent will be kept confidential. The decision of Institute, based on the recommendations of the Jury, will be final and binding on all participating companies.

1. Please fill in the questionnaires on the basis of the facts of your company.

2. All Questions from Part II onwards carry weightage. Please answer all questions. In case any question is not applicable to your company, please tick ‘not applicable’ or write the same. In case of wrong or misleading response negative weightage will be given.

**Note 1:** The ICSI National Awards for Excellence in Corporate Governance is bestowed on the basis of the decision of the Jury relying on the information provided by the companies in response to the questionnaires, the information available about the company in public domain and as gathered from various accessible sources including feedback provided by regulatory bodies and analysis made by the ICSI of the information so gathered. The authenticity and veracity of the information provided by the companies and as contained in the Annual Report and other documents of the company are taken in good faith by the ICSI.

**Note 2:** Please furnish the policies, codes, as relevant in respective questions to enable fair evaluation of the company.

**Note 3:** Please furnish the following documents along with the Questionnaires –

* + - hard copies of each of Annual Report of your company for the years 2016-17 and 2015-16 and 2014-15
    - shareholding pattern for the first quarter of F.Y. 2017-18
    - relevant documents wherever required

**Note 4:** The information provided in the Questionnaires should relate to financial year 2016-17 or period ending in that year.

**Note 5:** The application may be submitted either through online portal or by filling this application form.

**Note 6:** The covering letter/e-mail to the duly filled in Questionnaires should contain a statement to the effect that the responses to the Questions in the Questionnaires and the information given in supporting documents are true to the best of knowledge, information and belief of the person authorized to sign the covering letter/e-mail.

**Note 7:** In case of any difficulty in filling the Questionnaires, please email your query to the Institute at [cgawards@icsi.edu](mailto:cgawards@icsi.edu); or may call at 011-4534 1039/1070/1030.

**Note 8:** The duly filled application form along with requisite documents are required to be submitted in hard copy addressed to: **The Joint Director, Directorate of Corporate Laws and Governance, ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi – 110 003,** scanned copy of the same may be submitted via e-mail at: [cgawards@icsi.edu](mailto:cgawards@icsi.edu).

**Note 9:** The information mentioned in this application may be verified through interviews/site visits. The top shortlisted companies may be invited to make a brief presentation to the Institute.

**PART I GENERAL INFORMATION**

1. **Name of Company:**
2. **Website:**
3. **Correspondence Address:**
4. **Corporate Office Address**:

Telephone No. E-mail

**(b)** **Registered Office Address:**

Telephone No. E-mail

1. **Key Managerial Personnel Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESIGNATION** | **NAME** | **E- MAIL ID** | **TELEPHONE NO.** |
| **Chairperson** |  |  |  |
| **Managing** **Director** |  |  |  |
| **Chief Executive Officer** |  |  |  |
| **Company Secretary** |  |  |  |
| **Chief Financial Officer** |  |  |  |

1. **Auditor’s Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUDITORS** | **NAME** | **APPOINTMENT DATE** | **E-MAIL ID** | **TELEPHONE NO.** | **MEMBERSHIP NO.** |
| Secretarial Auditor |  |  |  |  |  |
| Statutory Auditor |  |  |  |  |  |
| Cost Auditor (if any) |  |  |  |  |  |
| Internal audit (if any)  External □  Internal □ |  |  |  |  |  |

1. **Independent Directors [Please indicate the Lead Independent Director, if any]:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **DATE OF APPOINTMENT** | **ADDRESS** | **TELEPHONE NO.** | **E-MAIL** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Investor Relation Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **TELEPHONE NO.** | **E-MAIL** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **COMPANY INFORMATION** | | | | | | | |
| **CIN of the Company** | | |  | | | | |
| **Year of Incorporation and State of Incorporation** | | |  | | | | |
| **Equity listed on (including overseas listing, if any)** | | |  | | | | |
| **Other securities i.e. Non-convertible debentures/ bonds/ preference shares listed on** | | |  | | | | |
| **Industry Sector** | | |  | | | | |
| **Main Business** | | |  | | | | |
| **No. of Subsidiaries** | | |  | | | | |
| **No. of Joint Ventures** | | |  | | | | |
| **No. of Associates** | | |  | | | | |
| **Promoters / Holding Company** | | |  | | | | |
| **Paid-up share capital as on March 31, 2017** | | |  | | | | |
| **Change in Capital structure, if any, during the year (Mention the Change)** | | |  | | | | |
| **No. of Employees** | | |  | | | | |
| **No. of locations or plants** | | |  | | | | |
| **Total number of shareholders** | | |  | | | | |
| 1. **Financial Information on Standalone basis (INR in Lakhs)** | | | | | | | |
|  | **2016-17** | | | **2015-16** | | **2014-15** | |
| **Turnover** |  | | |  | |  | |
| **Other Income** |  | | |  | |  | |
| **Total** |  | | |  | |  | |
| **EBIDT** |  | | |  | |  | |
| **Net Profit** |  | | |  | |  | |
| **Net Worth** |  | | |  | |  | |
| **Capital Adequacy Ratio (For Banks & Financial Services)** |  | | |  | |  | |
| **Profit Margin (%)** |  | | |  | |  | |
| **Net interest margin (For Banks & Financial Services)** |  | | |  | |  | |
| **P/E Ratio** |  | | |  | |  | |
| **EPS** |  | | |  | |  | |
| **Rate of Dividend** |  | | |  | |  | |
| **Dividend Payout Ratio** |  | | |  | |  | |
| **Market Capitalisation** |  | | |  | |  | |
| **Debt/Equity Ratio** |  | | |  | |  | |
| **Working Capital Ratio** |  | | |  | |  | |
| **Inventory Turnover Ratio** |  | | |  | |  | |
| **Return on Capital Employed** |  | | |  | |  | |
| **Return on Assets** |  | | |  | |  | |
| **Return on Equity** |  | | |  | |  | |
| **Employee Turnover Ratio** |  | | |  | |  | |
| **CSR Spent (Rs.) & % of Net Profit** |  |  | |  |  |  |  |
| **Promoters’ shareholding (%)** |  | | |  | |  | |
| **Audit Qualifications (if any) (including qualifications received in cost audit & secretarial audit reports)**  **Attach Note, if necessary** |  | | |  | |  | |
| **Credit Rating, if any** |  | | |  | |  | |
| **Corporate Governance Rating, if any** |  | | |  | |  | |
| **Awards/Recognitions received in CG/CSR/HR** |  | | |  | |  | |

**PART II**

1. BOARD STRUCTURE
   1. **Does the company have a Code for Corporate Governance?**

 Yes  No

(If yes, please provide us with a copy of the Code)

* 1. **Indicate the proportion of independent directors to total number of directors on the board.**

(a) If Chairperson is an Executive Director:

 Upto 49%  50-59%

 60-69%  70-79%

 80-89%  90% and above

**OR**

(b) If the non-executive Chairperson is a promoter of the company or is related to any promoter or person occupying management positions at the Board level or at one level below the Board :

 Upto 49%  50-59%

 60-69%  70-79%

 80-89%  90% and above

**OR**

(c) If the Non-executive Chairperson is not a promoter of the company or is not related to any promoter or person occupying management positions at the Board level or at one level below the Board:

 Upto 33.32%  33.33-59%

 60-69%  70-79%

 80-89%  90% and above

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. **Is the Chairperson of the Board an independent director?**

 Yes  No

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. **Does the company have a designated lead independent director?**

 Yes  No

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. **Was any Director designated as wilful defaulter during the year?**

 Yes  No

* 1. **(a) How many women directors did the company have on its board as on March 31, 2017?**

 None  One  More than one

(Please mention the date of appointment and name of director \_\_\_\_\_\_\_)

**(b) Is every woman director independent or executive?**

 Yes  No

* 1. **(a) Is there any independent director who has been on the Board for 10 years or more (from the date of initial appointment)?**

 Yes  No

1. **What is the percentage of Independent Directors to the Board who have been on the Board for 10 years or more?**

 Upto 49%  50 and above

* 1. **(a) Was a separate meeting of independent directors held during the year?**

 Yes  No

**(b) If yes, is it disclosed in the Annual Report?**

 Yes  No

(If yes, please mention the relevant page number of Annual report\_\_\_\_)

**(c) If yes, did the independent directors meet more than once during the year?**

 Yes  No

* 1. **Does the company extend the Directors and Officers Liability Insurance (D&O insurance) to independent directors?**

 Yes  No

* 1. **Whether any alternate director(s) was/were appointed for independent director(s)?**

 Yes  No

1. **BOARD PROCESSES** 
   1. **Details of Attendance of directors in Board Meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Board Meeting** | **Total No. of Directors on the Board (including Independent Directors on the date of meeting)** | **Total No. of Independent Directors on the Board on the date of meeting** | **No. of Directors who attended the meeting (including Independent Directors)** | **No. of Independent  Directors who attended the   meeting** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. **Agenda and notes on agenda in respect of Board/Committee Meetings were normally circulated:**

 >= 7 days before the meeting

 < 7 days before the meeting

* 1. **How soon are the draft minutes of Board/Committee Meetings circulated to the Directors?**

 within 15 days

 more than 15 days

* 1. **Is there a process for placing Action Taken Report/ Implementation Report at the Board Meeting?**

 Yes  No

* 1. **Is the Board informed of the statutory compliances of the various laws applicable to the company at its meeting each quarter by way of statutory compliance certificate(s)?**

 Yes  No

**If yes, who signs the certificate(s)?**

(Give Name and Designation and enclose copy of the certificate.

Also specify the procedure/tools used for checking such compliances.)

**Did the Company place list of applicable laws before the Board?**

 Yes  No

(If yes, provide a list of laws)

* 1. **Please specify whether any director of the company was re-appointed even if he/she had average attendance of less than 75% in the Board meetings held in last 3 years during his/her tenure(including meetings attended either by Video Conferencing/ Audio)**

 Yes  No

**If yes, please mention the reason for his/her absence:**

 Abroad  Illness  Others

**Was an alternate director appointed in his/her place?**

 Yes  No

* 1. **Does the company have a formal policy for regular updation programmes for Independent directors?**

Yes  No

(If yes, provide a copy of the same)

* 1. **Does the company make disclosure in the Annual Report with regard to orientation programmes or the updation programmes attended by Independent directors during the year?**

 Yes  No

(If yes, please mention the relevant page number of Annual report\_\_\_\_)

* 1. **Does the company have any policy(ies)/documented process for succession at**

1. **Board level including CEO**

 Yes  No

1. **One Level below the Board**

 Yes  No

(Please provide a copy of the same)

* 1. **(a) Does the company have a *written Code of Conduct for Employees* (other than directors and senior management)?**

 Yes  No

**(b) Does the company obtain affirmative statement on the code of conduct from the employees?**

**(i) Annually**

 Yes  No

**(ii) At the time of joining**

 Yes  No

* 1. **Please indicate the aggregate period which the statutory auditor would complete in the company.**

 Upto 10 years

 10-13

 13 & More

* 1. **Was any action taken against a director or officer of the company in the previous year by any regulator?**

 Yes  No

* 1. **Whether any RPT approved by the Audit Committee/Board has been rejected by the shareholders?**

 Yes  No

1. BOARD COMMITTEES
   1. **Does the company give Committee Chairpersons enough time for briefing the Board at the Board Meeting, about the discussions in Committee meetings that immediately preceded the Board meetings?**

 Yes  No

* 1. **Does the company pro-actively give an option in writing to the IDs who want to be involved in meetings of Committees that they are not members of, to attend such Committee meeting(s)?**

 Yes  No

AUDIT COMMITTEE

* 1. **Please indicate the proportion of independent directors in the Audit Committee.**

 Below 66.66%

 66.67% to 99%

 100%

* 1. **Please provide details of attendance at meetings of Audit Committee**

|  |  |  |
| --- | --- | --- |
| Date of Meeting | Total No. of Committee Members on the date of Meeting | No. of members who attended the meeting |
|  |  |  |
|  |  |  |
|  |  |  |

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_)

* 1. **Does the internal auditor directly report to the Audit Committee?**

 Yes  No

* 1. **Does the Audit Committee have an independent session with:**

1. Internal auditor  Yes  No
2. Statutory auditor Yes  No
   1. **Does the Chairperson of the Audit Committee confirm to the Board annually that the Audit Committee has carried out the role assigned to it?**

 Yes  No

**Is it disclosed in the Annual Report?**

 Yes  No

* 1. **Does the whistle blower mechanism provide for appropriate provision for direct access to the Chairperson of the Audit Committee, in appropriate and exceptional cases?**

 Yes  No

* 1. **Did the Chairperson of the Audit Committee attend the previous Annual General Meeting?**

 Yes  No

* 1. **Is any promoter Director part of the Audit Committee?**

 Yes  No

* 1. **Does the company facilitate the Audit Committee by having a calendar of items to be dealt with by an Audit Committee as per the statute, so that at the end of the year, the Audit Committee can ascertain whether or not it has dealt with all the items?**

 Yes  No

STAKEHOLDERS’ RELATIONSHIP COMMITTEE

* 1. **Please indicate the following details regarding Shareholder complaints during the relevant financial year :**

|  |  |
| --- | --- |
| Number of Shareholders as at the end of the Financial Year |  |
| Complaints pending in beginning of the year |  |
| Complaints received during the year |  |
| Complaints resolved during the year |  |
| Complaints pending at the end of the year |  |

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. **How many times did the Stakeholders Relationship Committee meet during financial year 2016-17?**

 No meeting

 One Meeting

 More than one Meeting

* 1. **Did the Chairperson of the Stakeholders’ Relationship Committee attend the previous Annual General Meeting?**

 Yes  No

* 1. **Does the company have policies and processes in place to handle investor grievances?**

 Yes  No

* 1. **Does the company have a dedicated investor relations team/person whose contact details are publicly available?**

 Yes  No

* 1. **Had the company organised interaction(s) between the independent directors and investors at other than the AGM?**

 Yes  No

NOMINATION AND REMUNERATION COMMITTEE

* 1. **Indicate the proportion of independent directors in the Nomination and Remuneration Committee.**

 Below 50%

 50% to 99%

 100%

* 1. **Are the terms of reference, role and authority of the Nomination and Remuneration Committee disclosed in the Annual Report?**

 Yes  No

* 1. **How many times did the Nomination and Remuneration Committee meet during financial year 2016-17?**

 No meeting

 One Meeting

 More than one Meeting

* 1. **What was the average attendance of the members at the Nomination and Remuneration Committee meeting held last year?**

 Below 50%

 50% to 99%

 100%

* 1. **Did Chairperson of the** **Nomination and Remuneration Committee attend the last Annual General Meeting?**

 Yes  No

1. TRANSPARENCY AND DISCLOSURE COMPLIANCES
   1. Does the company have an External Communication Policy?

 Yes  No

(If yes, Please provide a copy of the same)

* 1. Which of the following elements of remuneration structure of Board members were disclosed in the Annual Report?

 All elements of Salary, Benefits, Bonus, Pension (i.e. including variable and not performance linked)

 Details of fixed component and performance linked incentive along with performance criteria

 Commission

 Service contracts, notice period, severance fees

 Stock option details e.g. whether issued at discount, period over which accrued and over which exercisable

 Not Applicable

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. Is the Independent Director(s) paid the same commission even if he was absent for majority of the Meetings conducted during the year?

 Yes  No

* 1. Has the company presented the results of its financial performance (quarterly, half yearly, annual basis) and the management’s analysis on its website?

 Yes  No

(If yes, please provide the website link………………………………………)

* 1. Whether Half Yearly Declaration of financial performance & summary of significant events in the last six month is sent to each household of shareholders?

 Yes  No

* 1. Were there any adverse remarks/qualifications made in the Statutory Auditors Report in respect of financial audit?

 Yes  No

(Please mention the relevant page number(s) of Annual Report\_\_\_)

* 1. Were there any adverse remarks/qualifications made in the Secretarial Audit Report?

**** Yes  No

(Please mention the relevant page number(s) of Annual Report\_\_\_\_\_)

* 1. Were there any adverse remarks/qualifications made in the Cost Audit Report?

 Yes  No  Not applicable

* 1. Has the company disclosed the criteria for appointment of independent director with regard to the following in its Annual Report?
     1. **Qualification ** Yes No
     2. **Expertise/Demonstrable competence**  Yes  No
     3. **Accomplishment**  Yes  No
     4. **Age**  Yes  No
     5. **No. of other directorships**  Yes  No
     6. **Any other please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(If yes, please mention the relevant page number of Annual report\_\_\_\_)

* 1. Has the company disclosed details as to the expertise/ skills of directors in the Annual Report?

 Yes  No

* 1. (a) Has the company disclosed about the adoption of policy on materiality of related party transactions?

 Yes  No

**(b) Has the company disclosed about the adoption of policy on dealing with related party transactions?**

 Yes  No

(If yes, please mention the relevant page number of Annual report\_\_\_\_)

* 1. Does the company put the chairperson’s speech at the Annual General Meeting on the website of the company?

 Yes  No

* 1. Has the company disclosed in its annual report the manner in which formal annual evaluation has been made by the Board of its own performance and that of its committees and the individual directors?

 Yes  No

(If yes, please mention the relevant page number of Annual report\_\_\_\_)

* 1. Has the company disclosed its policy for determination of materiality of an event on its website?

 Yes  No

(Please provide a copy of the policy)

* 1. Does the company have a policy on preservation of documents?

 Yes  No

(Please provide a copy of the policy)

* 1. Has the company disclosed its archival policy on its website?

 Yes  No

(Please provide a copy of the policy)

* 1. Are the minutes of the previous Annual General Meeting available on company’s website?

 Yes  No

(Please mention the weblink where minutes are uploaded \_\_\_\_\_\_\_)

* 1. Has the company restated financials for any period within past two years?

 Yes  No

If yes, the reasons for restatement\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. (a) Are all material events of the subsidiary company(ies) brought to the attention of the Board of the holding company?

 Yes  No

(b) If yes, are the material events of the unlisted subsidiary company(ies) disclosed to the stock exchanges?

 Yes  No

1. **STAKEHOLDERS VALUE ENHANCEMENT**
   1. Has there been consistent growth in the net worth\* of the company during the last five years? (standalone)

 Yes  No

*Please provide details*

|  |  |
| --- | --- |
| Year | INR (in lakhs) |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |
| 2012-13 |  |

**\*Note**: Net worth shall mean Share Capital (Add) + Reserves & Surplus (Minus) – Miscellaneous Expenditure to the extent not written off or adjusted.

The net worth may be mentioned after making suitable adjustments for mergers, demergers etc.

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. Please mention the EPS (exclusive of extraordinary/exceptional items) of the company for the last five years. (standalone)

|  |  |
| --- | --- |
| Year | EPS (in INR) |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |
| 2012-13 |  |

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. Please mention the Return on Capital Employed of the company for the last five years. (standalone)

|  |  |
| --- | --- |
| Year | ROCE |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |
| 2012-13 |  |

* 1. Has the company paid dividend in any of the previous five financial years? (standalone)

 Yes  No

|  |  |
| --- | --- |
| Year | Rs./ per share of Rs………………. (F.V.) |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |
| 2012-13 |  |

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. What is the percentage of shareholding with the public?

1. Less than 25%
2. Equal to or more than 25%
   1. Does the company give periodic reminders to investors who have not encashed their benefits (dividend/interest, etc.)?

 Yes  No

* 1. Has the company formulated service standards/handbook/FAQs for investors?

 Yes  No

(Please enclose a copy of the same)

* 1. Has the company conducted any shareholders satisfaction survey?

 Yes  No

(If yes, please enclose questionnaire and summary results)

* 1. Has the company conducted any vendor satisfaction survey?

 Yes  No

(If yes, please enclose questionnaire and summary results)

* 1. Is there a mechanism to audit the contractors or vendors of the company w.r.t. compliance with laws, ethics and governance practices?

 Yes  No

(If yes, provide details)

* 1. Does the company have in place policies and practices which explain its supplier/contractor selection and management processes?

 Yes  No

(If yes, provide copy of the same)

* 1. Has the company conducted any customer satisfaction survey?

 Yes  No

(If yes, please enclose questionnaire and summary results)

* 1. Has the company conducted any employee satisfaction survey?

 Yes  No

(If yes, please enclose questionnaire and summary results)

* 1. What is the percentage of women employees in your company?

 Below 10%  Between 10% to 29%

 Between 30% to 39%  More than 40%

* 1. Does the company have a policy for prevention of sexual harassment at work place?

 Yes  No

(If yes, please provide us with a copy of the Policy)

* 1. Has the Company constituted a Committee for prevention of Sexual Harassment which is chaired by a woman?

 Yes  No

* 1. Indicate the following details regarding the complaints received under the prevention of sexual harassment policy during the relevant financial year, which are disclosed in the Annual Report
* Number of complaints received during the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of complaints disposed of during the year\_\_\_\_\_\_\_\_\_\_\_
* Number of complaints remaining pending during the year\_\_\_\_\_\_\_

(Please mention the relevant page number of Annual Report\_\_\_\_\_\_\_)

* 1. Has any awareness programme been conducted among the employees about the mechanism available for prevention of sexual harassment?

 Yes  No

* 1. Does the company’s whistle blower mechanism cover the other stakeholders (other than employees)?

 Yes  No

* 1. Has any awareness programme been conducted about the whistle-blower mechanism available in the past one year?

 Yes  No

* 1. Were any new patents registered or product or process innovations made during the year?

 Yes  No

(If yes, please provide the details of same)

* 1. Has the company made any compromise or arrangement with the lenders involving rescheduling or waiver of loans in the last 3 years?

 Yes  No

(If yes, please provide the details of same)

* 1. Has the company made any default in repayment of loans and deposits and/or the interest thereon in the last 3 years?

 Yes  No

* 1. (a) Were any penalties imposed on the company during the last three years?

 Yes  No

(If yes, please mention the relevant page number of Annual Report……………..)

(b) Was a Director or a KMP charged with any offence of the Company which was compounded or in the process of being compounded, under the Companies Act or Stock Exchanges or for any security law related matters?

 Yes  No

* 1. Was any shareholder action taken against the company/ Board/ Committee?

 Yes  No

* 1. Has there been any revision in rating assigned by credit rating agency?

**** The rating was upgraded

**** The rating and the rating outlook remained unchanged

**** The rating was downgraded or the rating outlook was lowered

**** The rating remained the same but the rating outlook improved

(If yes, please mention the relevant page number of Annual Report……………..)

* 1. (a) Does the company have a risk management policy?

 Yes  No

**(b) If yes, has the company disclosed about the development and implementation of a risk management policy in its annual report?**

**** Yes  No

(Please provide us with a copy of policy and mention the relevant page number of Annual Report……………..)

* 1. (a) Does the company articulate a range of payout ratio in the dividend distribution policy for its shareholders?

 Yes  No

(If yes, please provide us with a copy of the Policy)

* 1. Was there any instance of combining multiple matters or issues in a single resolution in general meetings?

 Yes  No

* 1. **What percentage of Board Members attended the AGM?**

 100%

 75% to 99%

 < 75%

* 1. Did the Notice for appointment of External Auditors contain a brief profile of the Auditor/Audit firm?

 Yes  No

* 1. Do the charter documents of the company give additional rights to a subset of shareholders?

 Yes  No

* 1. Does the company fully disclose the process and criteria used for appointing new directors?

 Yes  No

1. CORPORATE SOCIAL RESPONSIBILITY (CSR) AND SUSTAINABILITY
   1. Does the company publish Sustainability Report or Business Responsibility Report or Integrated Report?

 Yes  No

(If yes, please give a copy of the same)

* 1. Highlight the sustainability initiatives of your company focused towards protection of environment and sustainability.

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* 1. Describe the sustainability initiatives of your company focused towards society.

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* 1. Has the company been prosecuted for any violation of any environmental norms?

**** Yes  No

* 1. ­­­­­­­­­­­­­­­­What is the percentage of specially-enabled persons (as a percentage of total employees) that the company employs?

 Less than 1%  1% to 2%  More than 2%

* 1. During the year under consideration, how much money as a % of profit was spent by the company on CSR activities?

 Less than 2%

 2% or more

* 1. Is there an independent assessment of the sustainability initiatives & reporting of the company?

**** Yes  No

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