##### Questionnaire

**ICSI CSR EXCELLENCE AWARDS, 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 Social Responsibility of your company for ICSI CSR Excellence Awards 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.*
3. *“The ICSI CSR Excellence Awards is bestowed on the basis of the decision of the Jury relying on the information provided by the companies in response to the questionnaire, 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.”*
4. *Please furnish the policies, codes, as relevant in respective questions to enable fair evaluation of the company.*
5. *Please furnish the following documents along with the Questionnaires –*
* *a copy of each of Annual Report of your company for the years 2016-17, 2015-16 and 2014-15 in hard copy*
* *relevant supporting documents wherever required*
1. *The information provided in the Questionnaires should relate to financial year 2016-17 or period ending in that year and not since inception.*
2. *For activities undertaken through Trusts, details of only those activities may be given which are undertaken by utilizing the funds of the company.*
3. *The covering letter 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.*
4. *The link for filling the form shall remain open till 12:00 P.M. of 12th September, 2017.*
5. *The application along with all relevant documents may be submitted either in hard copy or a scanned copy of the same may be submitted via e-mail at* *csrawards@icsi.edu**. In case of any difficulty in filling the Questionnaires, you may email your query to the Institute at* *csrawards@icsi.edu**. The hard copies are required to be sent to the following address:*

***The Institute of Company Secretaries of India***

*ICSI House, 22, Institutional Area, Lodi Road, New Delhi-110003*

*Phones: 4534 1055, 4534 1030 fax: +91-11-2462 6727*

*Website: www.icsi.edu***PART - I**

1. **GENERAL INFORMATION**
2. **Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Category: (Tick whichever is applicable)**

|  |
| --- |
| **Companies with Profit after tax reported for the year 2017 as per Schedule III of the Companies Act, 2013** |
| **> ₹750 Crores** |  |
| **≤ ₹750 Crores and** > ₹**250 crores** |  |
| ≤  **₹250 crores** |  |

1. **Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Correspondence Address:**
3. **Corporate Office Address**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Registered Office Address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_

E-mail - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Contact Details of a nodal person who should preferably be CS or CFO or CSR Head.**

|  |  |
| --- | --- |
| Name:  |  |
| Designation:  |  |
| Email ID:  |  |
| Contact Number: |  |

|  |
| --- |
| 1. **COMPANY INFORMATION**
 |
| **CIN of the Company** |  |
| **Year 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** |  |
| **Main Business** |  |
| **No. of Subsidiaries** |  |
| **No. of locations or plants or Pan-India presence** |  |
| **Financial Information (Standalone) (INR in Lakhs)** |
|  | **2016-17** | **2015-16** | **2014-15** |
| **Revenue from operations/Turnover** |  |  |  |
| **Other Income** |  |  |  |
| **Total Revenue** |  |  |  |
| **Profit Before Tax** |  |  |  |
| **Net Profit/ Loss for the period** |  |  |  |
| **Net Worth** |  |  |  |
| **Net Profit calculated under Section 198** |  |  |  |
| **Minimum amount of CSR expenditure to be done for the year i.e. (2% of average of net profits for immediately preceding 3 years)** |  |  |  |
| **Actual CSR Spend for the year** |  |  |  |
| **Administrative Expenses of CSR activities (as a %age of total CSR Expenditure)**  |  |  |  |
| **Awards/Recognitions received in CSR** |  |  |  |

**PART - II**

1. **CSR Policies**
	1. Has the company constituted a CSR Committee?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

* 1. How many independent directors are there on the CSR Committee?

|  |  |  |
| --- | --- | --- |
| One |  |  |
| More than One |  |  |
| Not Applicable |  |  |
| Not Applicable but appointed one or more independent director/s |  |  |

* 1. Does the company have a team responsible for execution of CSR activities?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

To whom does the CSR team report to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide details of CSR Team in the following format –

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | E-mail ID | Contact |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. (a) Has the company framed a formal CSR policy approved by the Board?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(b) If yes, is the same disclosed on the website of the company, if any?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |
| Not Applicable |  |  |
| Not Applicable but disclosed on website  |  |  |

(Provide a copy of the CSR policy)

* 1. (a) Has the company done ‘need assessment’ of CSR activities undertaken by the company?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Submit a copy of the ‘need assessment report’, if any.)

(b) Whether need assessment is conducted by third party?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

* 1. Has the company identified areas of focus for undertaking corporate social responsibility by the company?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

If yes, provide following details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Focus Area | Geographical Location | Broad Head as per Schedule VII | Expenditure on this focus area as % of total CSR expenditure |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

(Provide a copy of Board approval on CSR Plan document)

* 1. What was the percentage of net profit spent on CSR activities of the company during the year?

|  |  |  |
| --- | --- | --- |
| Less than 2% of average net profit of preceding 3 years and no carry forward of the unspent amount done |  |  |
| Less than 2% of average net profit of preceding 3 years but carry forward of the unspent amount |  |  |
| Equal to 2% of average net profit of preceding 3 years |  |  |
| More than 2% of average net profit of preceding 3 years |  |  |

* 1. What was the attendance of directors at the CSR Committee meetings during last financial year?

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Meeting(1) | Total No. of Committee Members on the date of Meeting (2) | No. of members who attended the meeting (3) | Calculate % of Attendance (4) |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
| Average of column 4 |  |

* 1. Has the company disclosed in its Annual Report about the number of meetings of the CSR Committee held during the year and attendance thereat?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Mention the relevant page number of Annual Report)

* 1. Does your company organise training sessions for employees to enhance the understanding of Corporate Social Responsibility/Sustainability within the company?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(If yes, provide details)

1. **STAKEHOLDER ENGAGEMENT**
	1. Has the company identified its major stakeholders in terms of its CSR activities?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Provide a list of identified stakeholders)

* 1. Are CSR projects/programmes of the company formulated in consultation with the identified stakeholders?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Elaborate for each focus area mentioned in 1.6 above, in 100-150 words)

* 1. Does the company have a process to receive the feedback from its stakeholders and mechanism to analyze and act upon it?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Provide summary details)

* 1. What is the engagement level of identified stakeholders in execution of CSR activities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. How much employee hours are spent on CSR activities?

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(Provide details of such engagement)

* 1. What innovative methods are adopted by the company in generating relevant stakeholders’ participation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. What process is followed by your company to assess whether appropriate social, labour, environmental and other governance aspects are followed by your suppliers/service providers? Give details of how you have assessed your suppliers/service providers and number of suppliers/service providers you have assessed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Strategy, Execution and Impact**

* 1. What are the developmental activities specifically undertaken by your company for the marginalized/underprivileged? Also state the number of direct beneficiaries from the activities during the year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.2** With reference to the activities mentioned hereinabove in 3.1, answer the following:

* 1. How are the activities in the areas of CSR integrated into enterprise processes?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Do you assess the indirect outcome/impact generating out of the CSR programmes, give details?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. What are the innovative projects/techniques adopted by the company in implementing the CSR initiatives?

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* 1. What are the steps undertaken by the company to strengthen the implementing agencies for successful completion of CSR initiatives?

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1. **CSR Monitoring and Reporting**
	1. What is the periodicity of reviewing CSR activities by the CSR Committee/Board?

|  |  |  |
| --- | --- | --- |
| More than once in a year |  |  |
| Once in a year  |  |  |
| No monitoring |  |  |

* 1. Have you assessed if there is any unintended impact (positive or negative) of the CSR project undertaken by your company? Provide examples.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Provide summary details of monitoring stakeholders’ satisfaction, participation, access to resources and their overall experience of change.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. How do you monitor that the projects undertaken are within the defined categories of expenditure?Does the company have a well chalked-out monitoring and evaluation plan for its CSR activities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Provide supporting documents, if any)

* 1. Describe the process followed by the company to assess the degree of improvement due to CSR interventions by your company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Has the company published a standalone CSR Report/ Sustainability report?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Provide a copy)

* 1. Has the company conducted CSR Audit during the year?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No  |  |  |

(Provide the contact details)

* 1. Has the company conducted Social Audit of CSR activities?

|  |  |  |
| --- | --- | --- |
| Yes |  | **(10)** |
| No  |  | **(0)** |