**ICSI NATIONAL AWARDS FOR EXCELLENCE IN CORPORATE GOVERNANCE, 2019**

***You may send in your comments/ suggestions on or before 15th May, 2019 at*** [***cgawards@icsi.edu***](mailto:cgawards@icsi.edu)

**Draft Questionnaire**

**ICSI NATIONAL AWARDS FOR EXCELLENCE IN CORPORATE GOVERNANCE, 2019**

*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.*

*It is assured that the data provided by the company shall be used only for ascertaining and evaluating Corporate Governance Practices of the company for ICSI National Awards for Excellence in Corporate Governance, 2019. The data furnished and the identity of the respondent will be kept confidential. The decision of ICSI, based on the recommendations of the Jury, will be final and binding on all participating companies.*

*Eligibility: All the ACTIVE (eform INC 22A) compliant companies are eligible to participate.*

*Instructions:*

1. *Please fill in the questionnaires on the basis of the facts of the company.*
2. *All Questions from Part II onwards carry weightage. Please answer all questions. In case any question is not applicable to the company, please tick ‘not applicable’ or write the same. In case of wrong or misleading response negative weightage will be given.*
3. *Please furnish the following documents along with the Questionnaires –*
   1. *printed copies of Annual Report for the years 2018-19, 2017-18 and 2016-17*
   2. *the copies of policies, codes or other relevant documents, wherever indicated in the questionnaire for fair evaluation of the company. Not enclosing the documents will lead to deduction of marks.*
4. *The information provided in the Questionnaires should relate to financial year 2018-19 or period of one year ending in that year.*
5. *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. The Company shall abide by the decision of the Jury in all respect.*
6. *In case of any query in filling the Questionnaires, please email your query to the ICSI at* [*cgawards@icsi.edu*](mailto:cgawards@icsi.edu)*.*
7. *The printed application along with all relevant documents are required to be sent to the below given address and a soft copy of the same may be submitted at* [*cgawards@icsi.edu*](mailto:cgawards@icsi.edu)*.*

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

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

*Phones: 011 – 4534 1081, 4534 1066*

*Website:[www.icsi.edu](http://www.icsi.edu)*

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

**PART I GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | **Name of Company:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Website:** |  |
|  | **Correspondence Address:** |  |
|  | 1. **Corporate Office Address**: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 1. **Registered Office Address:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Contact details:** |  |
|  | 1. **Chairperson** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 1. **Managing Director** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 1. **Chief Executive Officer** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | 1. **Company Secretary** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUDITORS** | **NAME** | **APPOINT MENT DATE** | **E-MAIL ID** | **TELEPHONE NO.** | **MEMBERSHIP NO.** |
| Secretarial Auditor |  |  |  |  |  |
| Statutory Auditor |  |  |  |  |  |
| Cost Auditor |  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF INDEPENDENT DIRECTOR** | **DATE OF APPOINTMENT** | **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** | | |  | | | | |
| **Holding Company** | | |  | | | | |
| **Paid-up share capital as on March 31, 2019** | | |  | | | | |
| **Change in Capital structure, if any, during the year (Mention the Change)** | | |  | | | | |
| **No. of Employees** | | |  | | | | |
| **No. of locations or plants** | | |  | | | | |
| **No. of shareholders** | | |  | | | | |
| 1. **Financial Information on Standalone basis (INR in Lakhs)** | | | | | | | |
|  | **2018-19** | | | **2017-18** | | **2016-17** | |
| **Turnover** |  | | |  | |  | |
| **Other Income** |  | | |  | |  | |
| **Total revenue/income** |  | | |  | |  | |
| **EBIDT** |  | | |  | |  | |
| **Net Profit** |  | | |  | |  | |
| **Net Worth** |  | | |  | |  | |
| **Capital Adequacy Ratio (For Banks & Financial Services)** |  | | |  | |  | |
| **P/E Ratio** |  | | |  | |  | |
| **EPS** |  | | |  | |  | |
| **Rate of Dividend** |  | | |  | |  | |
| **Dividend Payout Ratio** |  | | |  | |  | |
| **Market Capitalisation as on the last date of the relevant financial year** |  | | |  | |  | |
| **Debt/Equity Ratio**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Working Capital Ratio**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Inventory Turnover Ratio**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Return on Capital Employed**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Return on Assets**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Return on Equity**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **Employee Turnover Ratio**  **(Please provide the formula of calculation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |  | | |  | |  | |
| **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** |  | | |  | |  | |

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

 Yes  No

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

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

 Yes  No

* 1. **Was there any alternate director appointed for an independent director?**

 Yes  No  NA

* 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% 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% 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% and above

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

 Yes  No

* 1. **(a) How many women directors did the company have on its Board as on March 31, 2019?**

 None  One  More than one

**1.9 Is any woman director independent?**

 Yes  No

* 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

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

 Yes  No

* 1. **Whether the company has extended Directors and Officers insurance for all the**

1. **Directors** Yes No
2. **KMP/ Senior Management** Yes No
   1. **Is there any woman director as independent director of the company?**

Yes No

* 1. **Whether the women director was there on the Board for the complete financial year?**

Yes No

* 1. **Whether the managing or whole-time director or a manager of the company is more than the age of seventy years?**

Yes No

**If Yes, whether the same was approved in General meeting by Special resolution?**

Yes No

( provide the copy of Special resolution)

* 1. **Whether any of the Non- executive director of the company is more than the age of seventy five years?**

Yes No

If Yes, whether the same was approved in General meeting by special resolution?

Yes No

1. **BOARD PROCESSES**

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

 Within 7 days

within 15 days

 more than 15 days

* 1. **Is there a practice of placing Action Taken Report/ Implementation Report at Board and Committee meeting?**

 Yes  No

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

**In every meeting**  Yes  No

**In every quarterly meeting**  Yes  No

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

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

**Is there any process/procedure/tools for ensuring such compliance (if any elaborate)**

* 1. **Does the company have any policy(ies)/documented process for succession at Board level including CEO?**

 Yes  No

(Please provide a copy of the policy/documented process or the web-link.)

* 1. **Are the employees governed by a written Code of Conduct formulated by HR Deptt.?**

 Yes  No

(Please provide a copy of the Code or the web-link.)

* 1. **How many Independent Directors’ have resigned during the year?**

 None  One More than One

**2.7 Were the reasons for resignation of such independent director(s) disclosed:**

* 1. **To the exchange immediately**

 Yes  No

* 1. **In the Annual Report**

 Yes  No

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

* 1. **Whether any related party transaction (RPT) approved by the Audit Committee/Board has been rejected by the shareholders?**

 Yes  No NA

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

1. **Statutory auditor (without the presence the management)?**

 Yes  No

(b) **Internal auditor (without the presence the management)?**

 Yes  No

* 1. **Whether all remuneration, in whatever form, payable to senior management were recommended by the Nomination and Remuneration Committee?**

 Yes  No

* 1. **(a) Did the annual remuneration payable to any single non-executive director exceeded fifty per cent of the total annual remuneration payable to all non-executive directors?**

 Yes  No

**(b) If yes, whether the approval of the shareholders has been taken during previous year?**

 Yes  No

* 1. **Whether the appointment and removal of senior management is recommended to the Board by Nomination and Remuneration Committee?**

 Yes  No

* 1. **Whether the evaluation criteria for senior management is specified by Nomination and Remuneration Committee ?**

 Yes  No

* 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **How many times Board meetings were held on a shorter notice?**

 None  Two  more than 3

* 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 (including AY 18-19)during his/her tenure (including meetings attended by Video Conferencing/ Audio)**

 Yes  No

* 1. **Does the company disclose in the Annual Report/Website details with regard conduct of the updation programmes attended by Independent directors during the year?**

 Yes  No

(Provide the weblink of the disclosure)

* 1. **What percentage of Chairperson of committees attended the AGM?**

100%

75% to 99%

<75%

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

 Below 66.66%

 66.67% to 99%

 100%

* 1. **Mention the number of meetings of audit committee where less than two Independent Director(s) were present?**

 None  One

* 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. **Has any Audit Committee member attended less than 75% of total Audit Committee meetings?**

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. **Mention number of cases the whistle blower approached the Chairperson of the Audit Committee?**

 One  None  more than two

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

 Below 50%

 50% to 80%

 80% and above

* 1. **How many times did the Nomination and Remuneration Committee meet during financial year 2018-19?**

 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 80%

 80% and above

* 1. **Mention the number of meetings of a Nomination and Remuneration Committee where less than one Independent Director(s) was present?**

 None  One

* 1. **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 2018-19?**

 No meeting

 One Meeting

 More than one Meeting

* 1. **Are the terms and conditions of Stakeholder Relationship Committee disclosed in Annual Report / website of the company?**

 Yes  No

**( Provide the link )**

* 1. **Mention the number of meetings of a Stakeholder Relationship Committee where less than one Independent Director(s) was present?**

 Yes  No

* 1. **Has the company constituted Risk Management Committee?**

 Yes  No  NA

* 1. **How many times did the Risk Management Committee meet during financial year 2018-19?**

 No meeting

 One Meeting

 More than one Meeting

 NA

1. **TRANSPARENCY AND DISCLOSURE COMPLIANCES**
   1. **Whether all material events of the subsidiary company(ies) brought to the attention of the Board of the holding company**

 Yes  No  NA

* 1. **In case company is required to adopt IND AS whether the company has disclosed in its annual report differential effect of IND AS on its financial disclosures?**

 Yes  No  NA

* 1. **Has the Company adopted integrated reporting framework in accordance with IIRC?**

 Yes  No

* 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. **Whether all the disclsures made to Stock Exchange is placed on the website of the company?**

 Yes  No

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

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

 Yes  No

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

****Yes  No

* 1. **Has the company disclosed details as to the expertise/ skills of directors in a chart/   
      matrix in the Annual Report or website?**

 Yes  No

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

 Yes  No

* 1. **Has the company disclosed the criteria of formal annual   
      evaluation of its own performance and that of its committees and the individual directors in its annual report or website ?**

 Yes  No

* 1. **Whether the company discloses the following in its annual report w.r.t. Board   
      Evaluation?**
     1. **observations of board evaluation carried out for the year**

 Yes  No

* + 1. **previous year’s observations**

 Yes  No

* + 1. **actions taken and proposed actions based on current year observations?**

 Yes  No

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

 Yes  No

* 1. **Has the company disclosed the Policy on determining material subsidiaries on its website?**

 Yes  No

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

 Yes  No

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

 Yes  No

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

 Yes  No

|  |  |
| --- | --- |
| Year | INR (in lakhs) |
| 2017-18 |  |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |

***\*Note****: Net worth shall mean Share Capital (Add) + Reserves & Surplus (Minus) – Miscellaneous Expenditure and other fictitious assets 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. **Has there been consistent growth in revenue from operations of the company during the last five years? (standalone)**

 Yes  No

|  |  |
| --- | --- |
| Year | INR (in lakhs) |
| 2017-18 |  |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |

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

|  |  |
| --- | --- |
| Year | EPS (in INR) |
| 2017-18 |  |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |

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

* 1. **Has the company paid dividend in each of the previous five financial years?**

 Yes  No

|  |  |
| --- | --- |
| Year | Rs./ per share of Rs………………. (F.V.) |
| 2017-18 |  |
| 2016-17 |  |
| 2015-16 |  |
| 2014-15 |  |
| 2013-14 |  |

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

* 1. Is the schedule of analyst or institutional investor meet and presentations on financial results made by the listed entity to analysts or institutional investors disclosed on the website of the company?

 Yes  No

(please provide the link of the same\_\_)

* 1. **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. **Does the company give yearly reminders to individual investors who have not encashed their benefits (dividend/interest, etc. other than as required under IEPF Rules)?**

 Yes  No  Not applicable

(Please send a Copy of reminder sent to investors.)

* 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- No attachment no marks)

* 1. **Does the company have written code of conduct applicable to the contractors or vendors of the company?**

 Yes  No

(If yes, provide a copy of the same)

* 1. **(a) Does the company have in place articulated document which explains its supplier/contractor engagement processes?**

 Yes  No

1. **If yes, whether such document is published or displayed on its website?**

 Yes  No

(Provide the weblink for the same)

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

 Yes  No

(If yes, please enclose questionnaire and summary results)

* 1. **Has the company disclosed in its Annual report/website conduct of any awareness programme on the whistle-blower mechanism available in the past one year for the stakeholders?**

 Yes  No

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

* 1. **Does the feedback form for employees covers feedback on whistle blower mechanism made available to the employees?**

 Yes  No

(Provide sample of such feed back form)

* 1. **Does the company facilitate whistle blower mechanism of the company online?**

 Yes  No

* 1. **Were fines/penalties under any Act/Rules imposed on the company during the last three years?**

 Yes  No

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

* 1. **Whether the fines/penalties levied on the company is disclosed in the Annual report?**

 Yes  No

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

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

 Yes  No

(If yes, provide a copy/link of the same)

* 1. **Has the company disclosed about the risk management policy and its implementation in the Annual Report?**

**** Yes  No

(Provide the relevant page number of Annual   
Report……………..)

* 1. **Does the ‘terms of reference’ of Risk Management Committee include cyber security riskand attached risks?**

**** Yes  No

(Please mention the name of other committee w.r.t. the question\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

* 1. **Has the company made any compromise or arrangement with the lenders involving rescheduling or waiver of loans in the year 2018-2019?**

 Yes  No

(If yes, please provide the details of same)

* 1. **Has the company made any default in repayment of loans and/or deposits and/or the interest thereon in the year 2018-2019?**

 Yes  No

* 1. **Whether the company has done compounding of offence?**

 Yes  No

* 1. Are the updated service standards/handbook/FAQs formulated for investors available on the website of the company ?

 Yes  No

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

 Yes  No

* 1. **Has the company disclosed in its Annual report conduct of any awareness programme on the prevention of sexual harassment at work place in the past one year for the stakeholders?**

 Yes  No

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

**5. CORPORATE SOCIAL RESPONSIBILITY (CSR) AND SUSTAINABILITY**

*Part A- CSR*

* 1. **Does the company disclose its policy on CSR on its website?**

** Yes  No**

(Please mention the relevant weblink\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

* 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**

*Part B- Sustainability*

* 1. **What is the percentage of differently-enabled persons (as a percentage of total   
      employees) that the company employs?(Please also mention in absolute numbers the number of differently-enabled persons)**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Whether the company earned any Carbon credits?**

** Yes (-10)  No (10)**

* 1. **Does the company have a policy for prevention of Child Labour?**

** Yes  No**

* 1. **Does the company have a policy for prevention of violation of Human Rights?**

** Yes  No**

* 1. **Are the employees across the company involved in the CSR initiatives of the Company?**

** Yes  No**

* 1. **Does the company publish Sustainability Report every year?**

** Yes  No**

**(If yes, please give a copy of the same or provide web link)**