Serial No

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| **Participation Form for Most Eco**–**Friendly Enterprise & CSR Excellence Awards 2015**1. The Enterprises will be awarded by CMS for excellence in Eco-friendly initiatives/actions, based on the findings of this survey and participation form.
2. The applying Enterprises should be operational.
3. Please provide standalone details. Do not combine subsidiary companies details.
4. This form has 7 printed pages divided into four sections –

(1) Company Profile (2) CSR & Sustainability (3) Environment friendliness (4) Contact Details1. Please ensure that all section*s* are duly filled-in. Leave only those sections which are not applicable for your company. Incomplete questions within the section will not qualify for the final evaluation.
2. If any question is not applicable for the company, clearly mention “Not applicable” or “NA” in the space provided.
3. Wherever required, please use additional sheets indicating question number.
4. CMS would share the findings.
5. No fee/money is to be paid by any company for participating in this award to anyone in any manner/mode.
6. Please send the filled-up Participation form along with supporting documents latest by June 25th, 2015 to the following address:
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| **Ms. P. N. Vasanti** Director General, CMS Research House, SaketCommunity CentreNew Delhi-110 017Phone: +91-11-26851660,26864020Fax: +91-11-26968282 Email: info@cmsindia.org, Website: [www.cmsindia.org](http://www.cmsindia.org) | **For any query related to application form and participation in award categories, please contact** **Ms. Bharti Kapoor**Manager, Knowledge Management, CMS Research House, Saket Community CentreNew Delhi-110 017Phone: +91-11-26851660,26864020M. No. -+91-9868213566Fax: +91-11-26968282 Email: bharti@cmsindia.org |

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| **SECTION A: COMPANY PROFILE** |
| **A1.** | Registered Company Name |  |
| **A2.** | Sister Companies, if any. Please specify: |  |
| **A2a.** | India’s Headquarter Address: |  |
|  |
| **A3.** | City |  | **A3a.** | State |  |
| **A3b.** | Pin code |  |  |  |  |  |  | **A3c.** | Phone |  |
| **A3d.** | Fax |  | **A3e.** | Email |  |
| **A3f.** | Website |  |
| **A4.** | Indicate name of the person who will accept the award on behalf of the company, in case considered a Winner. |
| Name |  |
| Designation |  |
| Email |  |
| Mobile |  | Landline |  |
| **A5.** | Nature of Business |
| 1 | Manufacturing | 2 | Service | 3 | Others (specify): |
| **A6.** | Type of core sector |
| 1 | Agriculture | 2 | Aviation | 3 | Chemicals & Pharmaceuticals |
| 4 | Electrical & Electronics | 5 | Engineering | 6 | Fertilizers |
| 7 | Financial Services | 8 | Mining & Minerals | 9 | Oil & Gas |
| 10 | Paper | 11 | Petrochemical | 12 | Power generation/Transmission |
| 13 | Shipping &Transportation | 14 | Steel | 15 | Telecommunication |
| 16 | Trading | 17 | Travel/Tourism/Hospitality | 18 | Alcoholic Beverages |
| 19 | Automobiles | 20 | IT- Software | 21 | FMCG |
| 22 | Construction & Realty | 23 | Healthcare  | 24 | Others (specify): |
| **A7.** | Establishment year of firm |  |  |  |  |
| **A8.** | As per Govt. of India’s MSME Act, your company falls under which category? |
| 1 | Micro | 2 | Small | 3 | Medium | 4 | Large |
| **A9.** | Please give the following information about the company for last 3 financial years **(INR in Lakhs)** |
| **S.N** | **Financial details**  | **FY(2013-14)**  | **FY(2012-13)** | **FY(2011-12)** |
| 1 | PBT (Profit Before Tax) |  |  |  |
| 2 | PAT (Profit After Tax)  |  |  |  |

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| **SECTION B: CSR & SUSTAINABILITY** |
| **B1.** | Do you have board level committee for CSR & Sustainability? | 1 | Yes | 2 | No |
| **B2.** | How does your company encourage employees for volunteering and/or direct involvement in the community welfare initiatives?  |
| **B3.** | Are there any incentives (e.g. accounting in the performance appraisals, Certificates etc.) provided to employees for volunteering for social projects? | 1 | Yes | 2 | No |
| **B4.** | Does the company allow sharing of its resources (e.g. physical infrastructure, equipment etc.) for the advantage of underprivileged/ poor communities? | 1 | Yes | 2 | No |
| **B5.** | How do you assess, review and report CSR in your company? ***[TICK ANY OR MANY]*** |
| 1 | Incorporating a section on social actions in Annual Report | 2 | Independent social accounting with detailed report in its Annual Report  | 3 | Social impact of business operation in the Annual Report | 4 | Do not prepare any report for stakeholders |
| **B6.** | Does your company prepare any Business Responsibility (BR) report?  | 1 | Yes | 2 | No |
| **B7.** | Which reporting guidelines does your company follow? |
| 1 | National Voluntary Guidelines (NVG) | 2 | United Nation Global Compact (UNGC) Guidelines | 3 | OECD Guidelines | 4 | Global Reporting Initiatives (GRI) Guidelines | 5 | Does not follow any reporting guidelines |
| **B8.** | Please give the information about CSR & Sustainability implementation and monitoring body |
| 1 | Name of the head of the board level committee |  |
| Designation |  |
| **B9.** | Please give the information on following aspects related to CSR & Sustainability |
| **S.N** | **Statement** | **Number** |
| 1 | Total number of CSR & Sustainability activities undertaken in FY 2013-14 |  |
| 2 | Total number of programs held to sensitize employees on CSR & Sustainability in FY 2013-14 |  |
| 3 | Total amount **allocated** for CSR & Sustainability in FY 2013-14 **(INR in Lakhs)** |  |
| 4 | Total amount **spent** for CSR & Sustainability in FY 2013-14 **(INR in Lakhs)** |  |

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| **B10.** | Please give the information on following aspects related to CSR. ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
| **S.N** | **Top CSR & Sustainability projects/ activities undertaken (in terms of amount allocated) in FY 2013-14** | **Amount allocated****(INR in lakhs)** | **City in which projects/activities is/ being undertaken** | **Name of the implementing agency** | **Was any base line survey done before commencement?****1 – Yes****2 – No** | **Number of Beneficiary** |
|
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| **B11.** | Please give details about how your company measures the impact of its CSR & Sustainability activities. ***[USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]***  |
|  |
| **B12.** | Please give information on any award or recognition received from any independent body in the field of CSR & Sustainability in last 3 years |
| **S.N** | **Award/ Recognition** | **Year of receipt** | **Awarded by** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **B13.** | Does your company have any Public Charitable Trust/ Foundations? | 1 | Yes | 2 | No |
| **B13a.** | If yes, Please give details ***[USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **S.N** | **Name of the Trust/Foundation** | **Geography of operations** | **Average annual expenditure per year in last 3 FY (in INR)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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| **SECTION C: ENVIRONMENT FRIENDLINESS** |
| **C1.** | Does your company **currently** have any ISO (International Organization for Standardization) or other national/international certification for environment? |
| 1 | Yes | 2 | No |
| **C1a.** | If yes, please give the detail below ***[PLEASE PROVIDE DOCUMENTS]*** |
| **S.N** | **Name of certification** | **Issued by** | **Issued Year** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **C2.** | Is your organization’s building/office/ manufacturing plant/ certified as “Green Building” by any agency such as - The Indian Green Building Council (IGBC), Leadership in Energy and Environmental Design (LEED), Bureau of Energy Efficiency (BEE), etc.?  |
| 1 | Yes | 2 | No |
| **C3.** | What kinds of initiatives have been undertaken by your company to reduce greenhouse gas emissions? |
| **C4.** | Does your company have water recycling plant/mechanism?  |
| 1 | Yes | 2 | No |
| **C4a.** | If yes, what percent of total water withdrawn from any source is recycled and reused? |  |
| **C5.** | Do the goods and services of your company bear/have any eco-label/energy efficiency certification? |
| 1 | Yes | 2 | No |
| **C5a.** | If yes, please give the detail below ***[PLEASE PROVIDE DOCUMENTS]***: |
| **S.N** | **Name of certification** | **Issued by** | **Issued Year** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **C6.** | Does your company have any norm for its suppliers to obtain any environment/ nature friendly certification? |
| 1 | Yes | 2 | No |
| **C6a.** | If yes, please give the detail below |
| **S.N** | **Name of certification** | **Issued by** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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| **C7.** | How many programs has your company organized to educate its employees and society about the environmental issues and its protection in the last 3 financial years? |
| 1 | For employees |  |
| 2 | For society |  |
| **C7a.** | Does your company have tie-up with any NGO (Non-Government Organization) for creating awareness among people about environmental issues and its protection? |
| 1 | Yes | 2 | No |
| **C7b.** | If yes, please give the detail about such programs undertaken in the last 3 financial years; also mention the name of NGO ***[USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **C8.** | How many carbon credits has your company earned till 01/01/2015? |  |
| **C9.** | Has your company undertaken any initiative in the last three financial years to minimize the pollution ***[WITHIN PERMISSIBLE LIMIT]***? |
| 1 | Yes | 2 | No |
| **C9a.** | If yes, what kind of initiatives has been undertaken by your company to minimize the pollution? ***[PLEASE USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
| **C9b.** | Does your company have a certified Environment Management System? |
| 1 | Yes | 2 | No |
| **C9c.** | If yes, please mention the date on which the last external audit took place ***[PROVIDE COPY OF CERTIFICATION]*** | **Month** |  | **Year** |  |
| **C10.** | Please mention the details about various types of wastes produced by your company annually |
| **S.N** | **Type of waste** | **Annual production (in Kg)** |
| 1 | Solid waste |  |
| 2 | Liquid waste |  |
| 3 | Organic waste |  |
| 4 | Hazardous waste |  |
| 5 | Recyclable waste |  |
| 6 | Others (specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |
| **Total waste** |  |
| **C11.** | Does your company practice waste management? |
| 1 | Yes | 2 | No |
| **C11a.** | If yes, what methods of disposal does your company undertake in waste management? Please elaborate. ***[USE ADDITIONAL SHEETS IF REQUIRED INDICATING QUESTION NUMBER]*** |
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| **C12.** | Please mention in detail about any other field of excellence achieved in last 3 years by the company |
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| SECTION D: CONTACT DETAILS |
| Please provide the contact details of different heads of the company |
| D1. | Name of the CEO |  |
| D2. | CSR & Sustainability head name  |  |
| Designation |  |
| Email |  | Contact No. |  |
| D3. | Business Responsibility head name |  |
| Designation |  |
| Email |  | Contact No. |  |
| **Please provide the contact details of the contact person (official filling up this survey form) who can be contacted for any query** |
| D4. | Name |  |
| D5. | Designation |  |
| D6. | Phone (with STD code) |  |
| D7. | Mobile (Optional) |  |
| D8. | Fax |  |
| D9. | Email |  |
| *[PLEASE ATTACH VISITING CARD]* |
| The following supporting documents be sent along with the filled-up form:1. CSR Report for FY 2013-14
2. List of CSR & Sustainability activities done by the company in FY 2013-14
3. Latest Business Responsibility (BR) Report, if any
4. Latest (renewed) national & international awards/certificate/similar documents as proof
5. A copy of recent internal newsletter of the company, if any
6. A copy if recent Environment Management System certificate, if any
7. “Green Building” certificate, if any
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| Declaration: Must be signed by the competent authority of the company*I hereby confirm that the information provided in this form is true and correct to the best of my knowledge at the time of submitting this form.* |
| Signature | Seal/ Stamp | Date |