

Golden Peacock GLOBAL Award for Excellence in Corporate Governance (GPGAECG)



Guidelines-cum-Application Form

“The set of questionnaire towards Self-Appraisal Report has been prepared to ensure & improve the effectiveness of total operational system; and further to accelerate the pace of organizational improvement.”

ISSUE – 2024

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WINNING WORKS WONDERS

Winning the Golden Peacock GLOBAL Award for Excellence in Corporate Governance (GPGAECG) leads to wide ranging benefits, for all types of business or trade, from multinationals to small family-run concerns.

- *The Award logo is recognition of the symbol of excellence in Corporate Governance and a sign of a successful competitive organization.*
- *National and local publicity strengthens customer / client base.*
- *It enhances staff morale and motivation and commitment to Corporate Governance is reinforced at corporate level.*
- *The Award would give the 'Brand' a competitive edge, in today's rapidly changing market-place.*

GOLDEN PEACOCK GLOBAL AWARD FOR EXCELLENCE IN CORPORATE GOVERNANCE

AWARD SCHEME

Golden Peacock Awards, instituted by **Institute of Directors** in 1991, are now regarded as benchmark of Corporate Excellence worldwide.

Today, Golden Peacock Awards Secretariat receives over 1,000 entries per year for various awards, from several countries worldwide. Golden Peacock Awards has been instituted to celebrate and honour the best as recognition of their unique achievements to build a brand.

Golden Peacock Awards Secretariat has great pleasure in inviting applications for the **Golden Peacock GLOBAL Award for Excellence in Corporate Governance**. The Award Scheme for Corporate Governance is instituted to encourage initiatives in Corporate Governance globally, among developed and developing economies.

The Award

Golden Peacock Award, named after India's national bird "*Peacock*", is awarded annually. Each winner receives a Trophy together with a Certificate. The award winners may use the Golden Peacock Award Logo with year on their printed and promotional materials. Selected organizations may be awarded a Commendation Certificate by the Jury.

Why This Award?

'Golden Peacock GLOBAL Award for Corporate Governance' has been instituted to stimulate and help organizations to rapidly accelerate the pace of stake-holder oriented improvement process. It is a powerful self-assessment process and a way to build an organizations' brand equity on 'Corporate Governance'. The preparation for the award helps to inspire and align the entire work force and management functions to this end. The knowledge gained by the organization in describing and self-assessing its operations, would lead to improved organizational performance in this field.

Eligible Organizations

Manufacturing or Service organizations or divisions of organizations (self accounting profit/cost centres), in the private and public sectors, and government organizations operating globally may participate in '**Golden Peacock GLOBAL Award for Excellence in Corporate Governance**'. The operations of the organization must be carried out independently, meaning that responsibilities, authorities, budget and results etc, are clearly defined, and suitably covered in the organization's Annual Report.

Industrial Sectors

'**Golden Peacock GLOBAL Award for Excellence in Corporate Governance**' will be considered in separate industrial sectors, at the discretion of the Jury. You may mention your specific industrial sector, in the appropriate application column in Annexure-1 – Application Form.

Rules & Regulations

- **Decision of the Award Jury is final and no correspondence or appeal will be accepted on the Jury's decision.**
- Award Secretariat reserves the right to declare more than one organization as the winner, and could also withhold award(s), if the required standard is not met.
- Award for each sub-sector may be given, even if there is only one application in any of the categories, provided it meets the qualification criteria (as decided by the Jury).

- Finalist Award applicants may be invited to make a brief presentation to the Jury and/or one of the assessors may be nominated to confirm or verify the facts at site. Such travel and stay expenses, if any, will be borne by the applicant.
- Award Secretariat accepts no liability for any loss resulting from the disclosure of information concerning an applicant to Assessors or Jury members, though all reasonable precautions will be taken to maintain secrecy.
- Award Secretariat cannot undertake to return documents or supplementary material submitted with an application.
- Award Secretariat reserves the right to alter the Award Scheme, at any time, without notice.

Non-Disclosure & Confidentiality

Names of applicants, commentary and scoring information developed for review of applications are regarded as proprietary, and are kept confidential. Such information is available only to individuals directly involved in the assessment and administrative processes.

Golden Peacock Awards Secretariat will take all reasonable precautions to ensure that applications and the information provided therein are treated in strict confidence. However, in no way Golden Peacock Awards Secretariat can be held responsible for any loss of confidentiality to a third party, nor held liable for any damage (to goods or persons) or financial loss incurred through the breach of confidentiality or otherwise by the applicants or any third party.

Golden Peacock Awards Secretariat reserves the right, subsequent to the Award Presentation, to publish salient details of the Innovative methods/processes/Improvement initiatives/Schemes of the Award Winners, for the purpose of sharing of knowledge to raise the general industry standards.

Application Fees

The Application Fee is USD 1200 plus 18% GST as applicable.

The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.

The Application Fee can be paid through the following payment modes:

i) Demand Draft/Cheque in favour of 'Institute of Directors', payable at New Delhi.

OR

ii) through Bank Transfer as per the following details:

Bank Name:	Union Bank of India	MICR Code:	110026324
	M-3, Greater Kailash Part-II,	IFSC CODE:	UBIN0902861
	New Delhi-110048, India	PAN No.:	AAABI0002J
	Tel. No. 011-29210959	SWIFT CODE:	UBININBBNGK
Account Name:	Institute of Directors	GSTIN:	07AAABI0002J1Z9
Account No.:	510101006113450		
A/C Type:	Current A/C		

OR

iii) through Credit Card by logging on to <https://goldenpeacockaward.com/>

Note: 1. Original Tax Invoice will be generated Only after the receipt of the Application Fee. However, in order to initiate the payment process, a Proforma Invoice may be generated upon Request from an applicant organization.

2. TDS on the Application Fee may be deducted as per Income Tax Act 1961.

Procedure for Sending Application

1. **The completed Application (Annexures 1, 2 & 3) along with all the Supporting Materials, MUST be shared in SOFT COPY format through EMAIL to INFO@GOLDENPEACOCKAWARD.COM Only, covering the following:**
 - a. **Table of Contents**
 - b. **Annexure 1** – Application Form
 - c. **Annexure 2** – Business Overview – To provide a summary of the applicant’s business.
 - d. **Annexure 3** – Self-Appraisal Report
 - e. **Supporting Materials (Share the List of the Supporting Materials attached with the application)**
2. If the file size of the application is heavy and cannot be sent through Email, then the applicant organisation may send the Soft Copy of the application along with all the Supporting Materials through www.wetransfer.com / Google Drive / One Drive or any other platform, as convenient to the applicant organization, to INFO@GOLDENPEACOCKAWARD.COM Only.
3. **Please DO NOT mark any other email id of IOD and GPA Secretariat due to Security and Confidentiality reasons.**
4. **Kindly ensure that the GPA Secretariat must be able to Download the application from the shared platform.**
5. This application will be based on **GPGAECG** Guidelines and criteria. The criteria consist of a set of questions which when answered, sequentially, duly supported by the objective evidence, would help in assessing the extent of excellence achieved by the applicant.
6. Answers to every question must be provided at the designated place. Any reference to the Supporting Material must be pointed out with specific reference to the respective Supporting Material with specific Page Number, etc.
7. Answer to a question cannot be just a Reference to any Supporting Material. Just mentioning that “Refer to Supporting Material for the answer” is not sufficient and relevant.
8. **Support material:** - Support material may be derived from self-assessment of the organization’s activities. This information must be closely aligned with the Award assessment criteria. The criteria are carefully and deliberately phrased in non-prescriptive terms, to allow you the freedom to present self-assessment information, which is relevant to your specific situation.
9. Support Material is a document that adds value to the response, for help in assessment. Cross-referencing of the support material is necessary. Please ensure that the support material is properly numbered as Enclosure I, II/Supporting Document I, II/Attachment I, II/Appendix I, II, etc., and specify that reference number in your response.
10. The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.
11. Please DO NOT attach the foregoing Award Scheme details with your completed application (Annexure 1, 2 & 3).
12. There is no WORD/PAGE LIMIT for compiling the Application, but providing precise information will be more effective.

APPLICATION FORM – GPGAECG

Instructions:

1. Annexure-1 **MUST** be TYPED in minimum font size of 10 pt.
2. Annexure-1 **MUST** be duly SIGNED and officially STAMPED on each page of Annexure 1 only.
3. In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.
4. Please mention the Payment Details under Point No. 9 of Annexure-1.
5. In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.
6. In such cases, the applicant organization is required to mention under Payment Details that the "Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment."

1. Full name of Applicant Organization _____

Address _____

Website _____

2. Name of Contact Person (Mr./Ms.) _____ Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (if different from above) _____

3. Name of the Highest Ranking Official of the Organization (Mr./Ms.) _____

Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (if different from above) _____

4. Location of Principal Sites _____

5. Name of the Parent Organization, if any _____

Address _____

Telephone (Office) _____ E-mail _____

6. Industrial Sector your organization falls under _____

7. Logo of the organization (Attach a soft copy - High Resolution in JPEG Format) _____

8. Is the organization listed in any stock exchange?

Yes

No

If yes, please give the Name(s) of Stock Exchange(s) _____

Signature of Highest Ranking Official with
Organizational Seal

9. PLEASE MENTION THE PAYMENT DETAILS (paid by either of the following):

(In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.

In such cases, the applicant organization is required to mention under Payment Details that the "Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment."

(A) Cheque at Par or Demand Draft payable to Institute of Directors, New Delhi

Bank _____ Cheque/Draft No. _____ Dated _____

(B) Through Bank Transfer (UTR Number) _____

(C) Credit Card: Please log on to <https://goldenpeacockaward.com/> for online payment.

(D) GSTIN Number of your company (Also specify, if unregistered) _____

10. Declaration

I do hereby declare that

- (a) We shall fully abide by the rules and regulations of the **Golden Peacock GLOBAL Award for Excellence in Corporate Governance** Scheme, and understand and accept that the decision of the Award Jury is final in all respects, and that no correspondence or appeal will be accepted on Jury's decision.
- (b) The organization has faced no Penal action during the last 2 years, nor any case is pending against it for any corporate or other statutory compliance failure.
- (c) The organization is eligible to take part in this competition, and all information and accompanying documents, are correct.

_____ **Date**

_____ **Signature of Highest Ranking Official of the
Organization with Organizational Seal**

Name: (Mr./Ms.)

Designation:

Email:

(In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.)

BUSINESS OVERVIEW

(All Business Overview questions in Annexure-2 are to be answered sequentially and point-wise.)

Instructions:

- 1. Supporting Materials are REQUIRED to be submitted Separately.**
 - 2. If Supporting Materials are available in form of Web Links or Image Links, they have to be submitted in the form of a Downloaded Copy.**
 - 3. Please Do Not provide Web Links as Supporting Material.**
 - 4. Please Do Not provide any Image Links as Supporting Material.**
 - 5. Indian applicants are required to give all the financial figures only in terms of Rs. (in Crore).**
 - 6. Overseas applicants may give financial figures in \$ Million.**
-

Organizational Description

- Full Name of Applicant Organization
- Location
- Brief Description of the Applicant Organization (in about 50 words)
- Ownership
- Year of Establishment (of the applicant unit and not of parent company)
- Organization's main products/services
- Annual Turnover – covering last 2 financial years
- Total Number of employees **(of the applicant unit and not of parent company)**
- Industrial Sector of the applicant organization
- Name of Parent Organization (if applicable)*
- Is the organization listed in any stock exchange? If yes, please give the Name(s) of Stock Exchange(s).
- Stock Exchange:
 - Minimum & Maximum values, during last two financial years (year-wise).
 - Dividends during the last two financial years (year-wise).
- VISION, MISSION and VALUES of the organization.
- Have you adopted any International Integrated Reporting System (IIRS) in the organization? Attach a copy of your latest report. In case you are not following the IIRS then specify the reporting system you are following (Attach a copy).
- Indicate if the applicant is certified to ISO 9001 / ISO 14001 / ISO 45001 / OHSAS 18001 / SA 8000 / others. Attach a copy of the certificate(s).

** If the applicant is an independent self-accounting subsidiary or a unit of a larger company, a brief description should be given of the organizational relationship to the 'parent' organization. Briefly describe how the applicant's products and services relate to those of the parent and/or other units of the parent organization.*

GOLDEN PEACOCK GLOBAL AWARD FOR EXCELLENCE IN CORPORATE GOVERNANCE

SELF-APPRAISAL REPORT

(All Self-Appraisal Report questions in Annexure-3 are to be answered sequentially and point-wise, even if some repetition is involved.)

Information to facilitate the compiling of the application:

- i. The **performance data** should cover the **previous two (2) completed financial years**. Applicants are also required to enclose the relevant information / data / supporting documents, for assessment, wherever necessary.
- ii. The term **'stakeholder'** should be understood to include not only customers / clients and shareholders, but also suppliers, employees, community and the government, wherever appropriate.
- iii. This is a **common criteria** for applicants from all categories: business (all the sectors), government and non-government organizations. If any particular question is not applicable / relevant to your industry / organization, please answer it as **"Not Applicable" (NA)**, and provide justification.

NOTE:

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- 3. Please Do Not provide Web Links as Supporting Material.**
- 4. Please Do Not provide any Image Links as Supporting Material.**

SECTION A - OVERVIEW OF GOVERNANCE STRUCTURE AND LEADERSHIP

A. 1 POLICY AND ORGANIZATION

- (a) Provide details of organizational structure and responsibilities of the Board.
- (b) Describe Corporate Governance Policy and its Principles.
- (c) Describe process for developing strategy to identify and manage risks.

A. 2 STAKEHOLDER RELATIONSHIPS

- (a) Describe how you identify Major Stakeholders (e.g., employees, investors, suppliers, customers, local authorities, public interest groups, non- governmental organizations etc.).
- (b) Describe approaches to stakeholder consultation (e.g., surveys, focus groups, community panels, corporate advisory panels and written communications, with frequency of each).

A. 3 BOARD

- (a) Does the company have separate Chairperson and CEO?
- (b) Provide total number of Directors and Number and percentage of Independent Directors and Women Directors on the Board.
- (c) How many Board Meetings were held each year during the last two years, (separately for each year)?
- (d) Describe Code of Ethics for Directors and its implementation.

A. 4 ACCESS TO INFORMATION

- (a) How is access to Board's and organization's performance and records ensured for all Directors?

A. 5 PUBLIC DISCLOSURE POLICY

- (a) Explain company's Public Disclosure Policy.
- (b) Describe Whistle Blower Policy and its implementation in the organization.

SECTION B - COMMITTEES AND NON-EXECUTIVE DIRECTORS

- B. 1 (a) Provide the Composition, Role, and Powers of the Board Committees.
- (b) What was the frequency of Internal Audit and reporting to the Board and action taken by the Board?
- (c) Does the Audit Committee routinely review 'High exposure risk areas'? What has been its impact on performance?
- B. 2 Does the company have a Sustainability Committee or ESG Committee? If yes, what is its compositions and responsibilities?
- B. 3 Does the Company have 'Risk Management' and 'Nomination & Remuneration' Committees? What are their compositions, roles and responsibilities?
- B. 4 What roles does Audit Committee play as a watchdog on Related Party Transaction?

SECTION C - EFFECTIVENESS IN THE BOARDROOM

- C. 1 Which overarching principles of Corporate Governance help in improving the effectiveness of the boardroom?
- C. 2 What is the role played by the Board in relation to driving leadership for Excellence & Innovation?
- C. 3 How is ethical behavior practiced and frauds controlled by the Board?
- C. 4 How spirit of diversity is integrated into formation of the Board and what has been the impact? If not, why?
- C. 5 Does the Board lay emphasis on future strategy or is it more concerned with compliance?
- C. 6 In a digital world, how do governance, risk, security and compliance included in top Boardroom Agenda in the organization? How does the organization align with internal control and risk management plans?
- C. 7 How does the Board monitor ESG and CSR efforts?
- C. 8 How Sustainability Reporting Standards are being encouraged or implemented in the organization? Attach 'Sustainability Report', if published.
- C. 9 What is the Role of Independent Directors in Boardroom Effectiveness?

SECTION D - ROLE OF STAKEHOLDERS

D. 1 STAKE HOLDER COMMUNICATION

Detail the Policy to communicate timely and effectively with its shareholders, other stakeholders and the public generally. If no such Policy exists, give reason.

D. 2 GRIEVANCE COMMITTEE

Is any Shareholders/Investors Grievance Committee in place? What have been its contribution?

D. 3 INSIDER TRADING

What effective mechanism is applied to prohibit insider trading?

D. 4 LISTING IN STOCK EXCHANGES

Give the names of the stock exchanges where your company is listed, in India and abroad, and since when.

SECTION E - FINANCIAL REPORTING, TRANSPARENCY & AUDIT

E. 1 REPORTING

- (a) Describe Corporate Governance framework to ensure timely and accurate disclosure of financial performance and its frequency.
- (b) Are disclosures limited only to financial results of the organization, or do they also cover foreseeable risk factors? Describe the factors considered for reporting.

E. 2 INTERNAL CONTROL

- (a) Describe the system of internal risk assessment and controls on financial reporting and regulatory compliance.
- (b) Describe the Internal Audit Committee's independence in reporting of internal controls and Accounting Standards to the Board.
- (c) Give details of compliance of conditions of Corporate Governance, as stipulated and annexed, in the Directors' Annual Report.

SECTION F - SOCIAL PERFORMANCE/CORPORATE SOCIAL RESPONSIBILITY

- F. 1 What is the role of the board in CSR programs of the company?
- F. 2 Describe company's CSR policy, strategy and budget, both in absolute terms and as a percentage of net profit.
- F. 3 Describe major CSR projects on community development, including education and healthcare, in progress presently. Give details of their impact on society and brand image of the organization.

SECTION G – OTHER INITIATIVES

- G. 1 Is the organization making use of artificial intelligence to promote excellence in its corporate governance strategy and/or applications? If yes, provide details.

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4. **Please Do Not provide any Image Links as Supporting Material.**

******END******