# USER GUIDE

## for
## Company of Good Recognition System

## Company of Good Recognition System

The Company of Good Recognition System aims to recognise the contributions of organisations in Singapore for their commitment at the national level to **Corporate Purpose** and impact in the **People, Society, Governance, Environment** and **Economic** dimensions.

Building on previous Champion of Good editions, the Company of Good Recognition System is designed to be more inclusive, recognising organisations at different stages of progress toward corporate purpose and the five impact areas.

Large Enterprises, Small and Medium-sized Enterprises (including Social Enterprises), and Public Service Agencies operating in Singapore can be recognised as Companies of Good.

**You can either submit the Simplified Questionnaire to qualify as a Company of Good – 1 Heart, or complete the Full Questionnaire to be eligible for Company of Good – 1 Heart, 2 Hearts, 3 Hearts, or Champion of Good.***

**Subject to Judging Panel*

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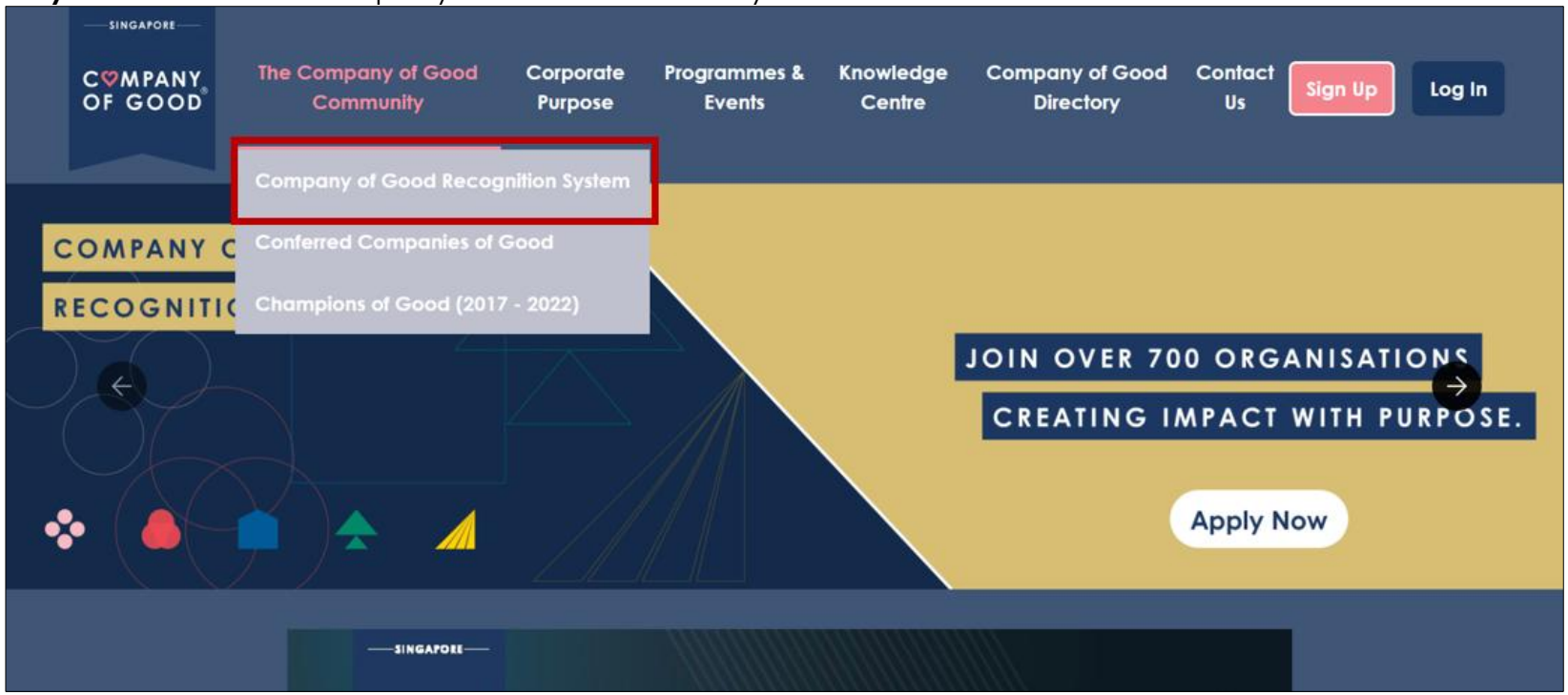
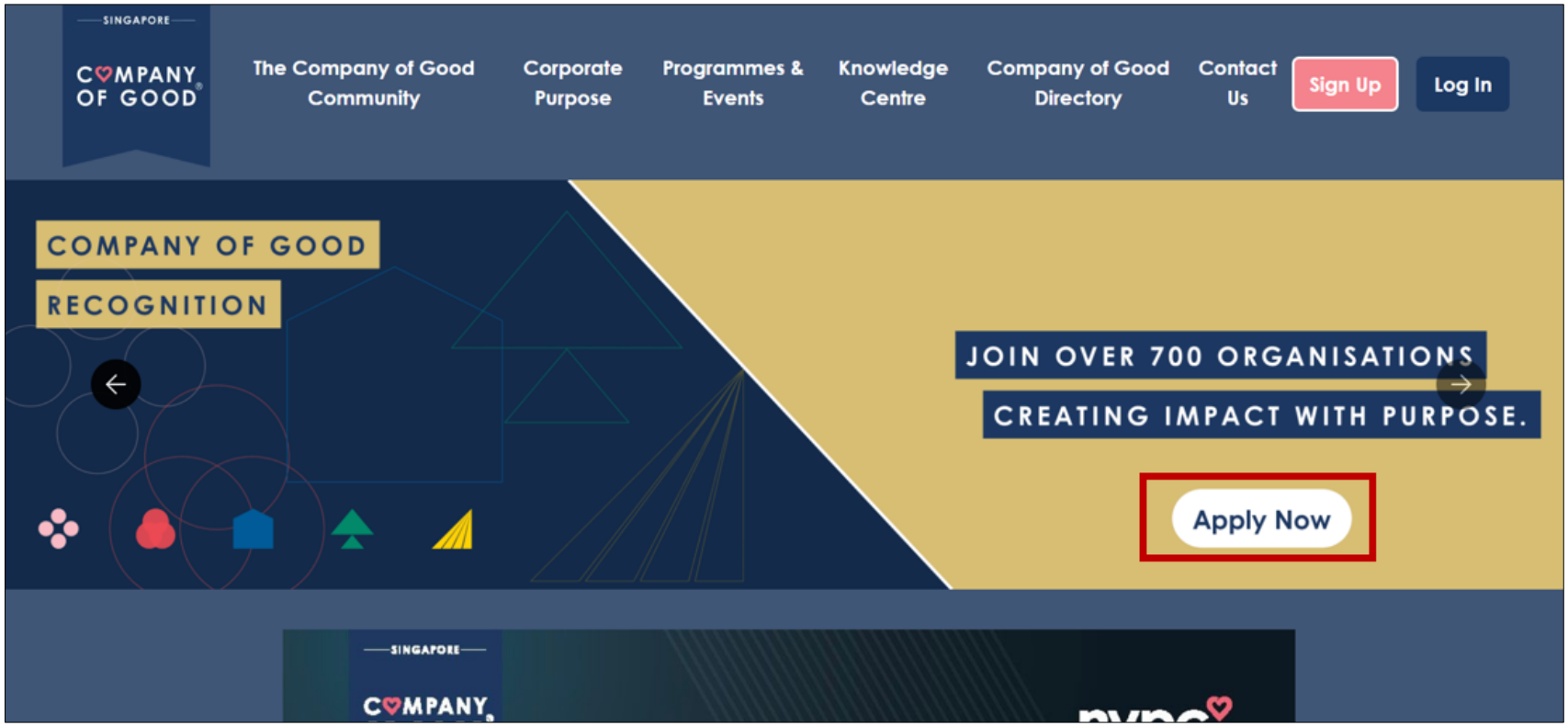
# Starting the Application Process

1. To start the application process, go to: **https://thecompanyofgood.sg/recognition** and log in. Alternatively, you can log in at **https://thecompanyofgood.sg** and select the **Company of Good Recognition System** under The Company of Good Community menu bar.



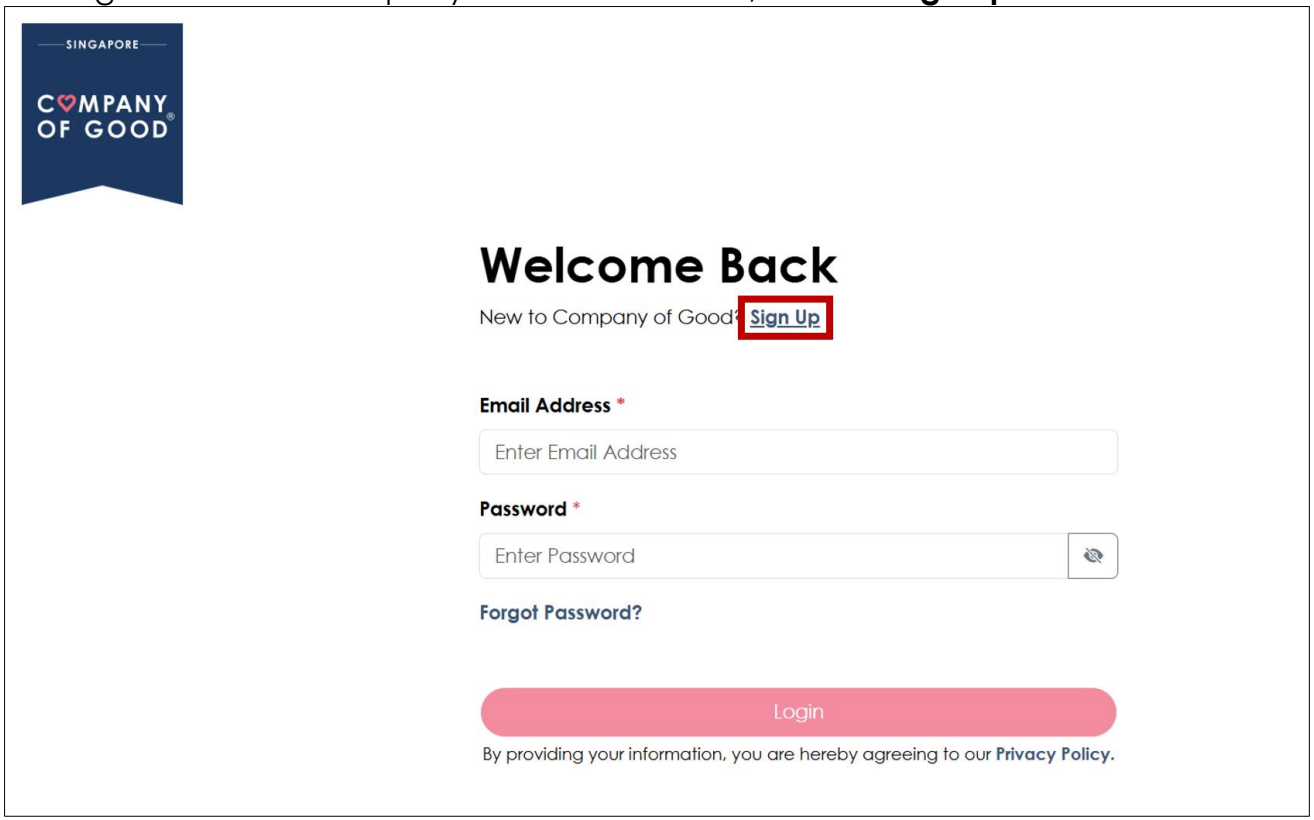
2. Click on **Apply Now.**



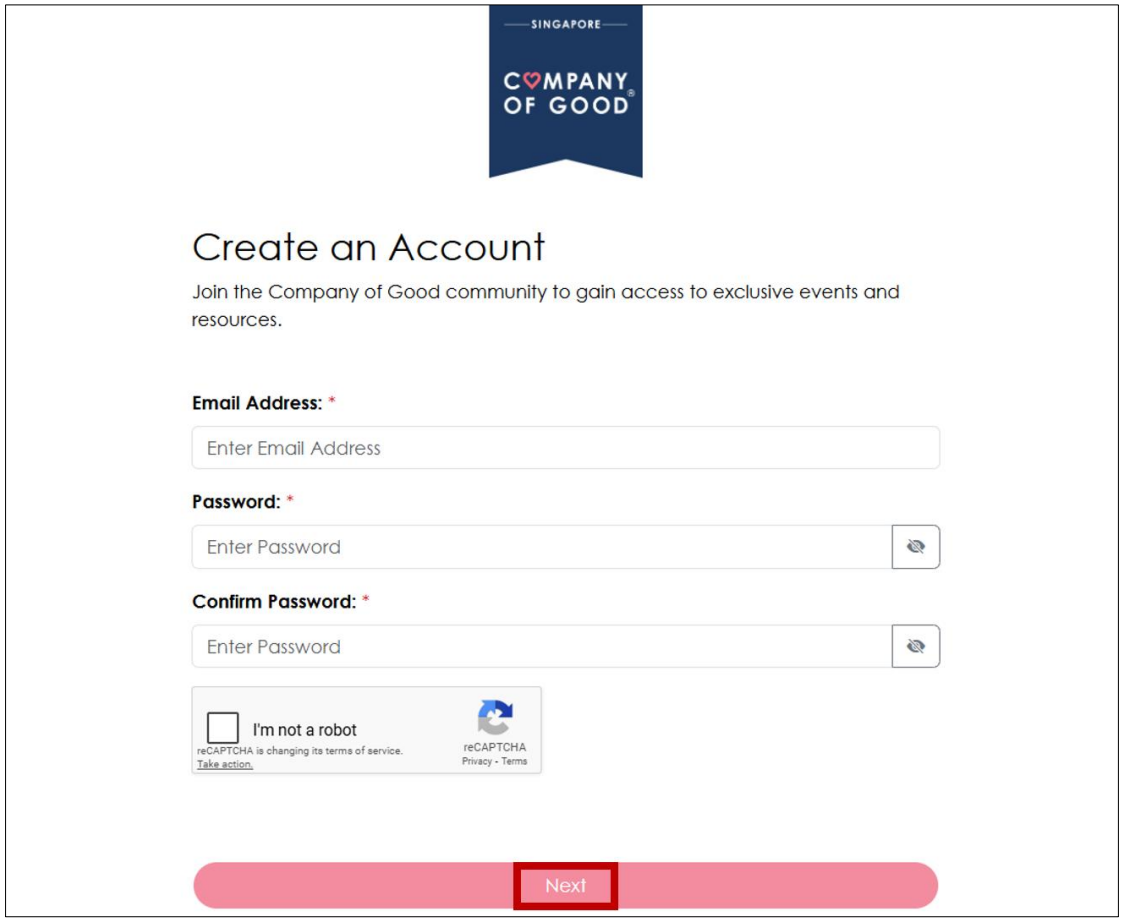
# Signing up and Logging in

## Creating a New Account

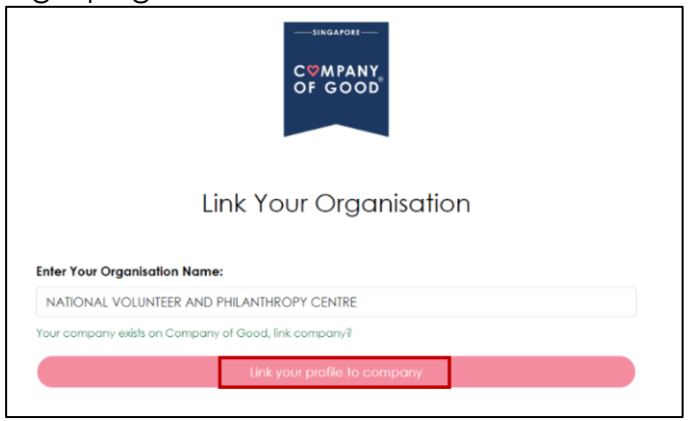
1. If you have not registered for a Company of Good account, click on **Sign Up.**



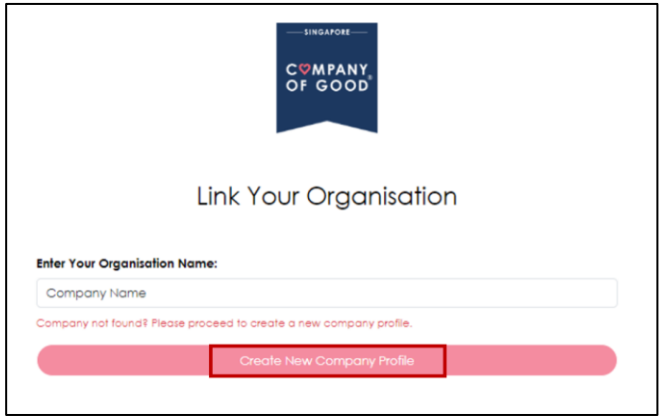
2. You will need to enter your email address, password, and personal information. **Please ensure you use your organisation's email address.**



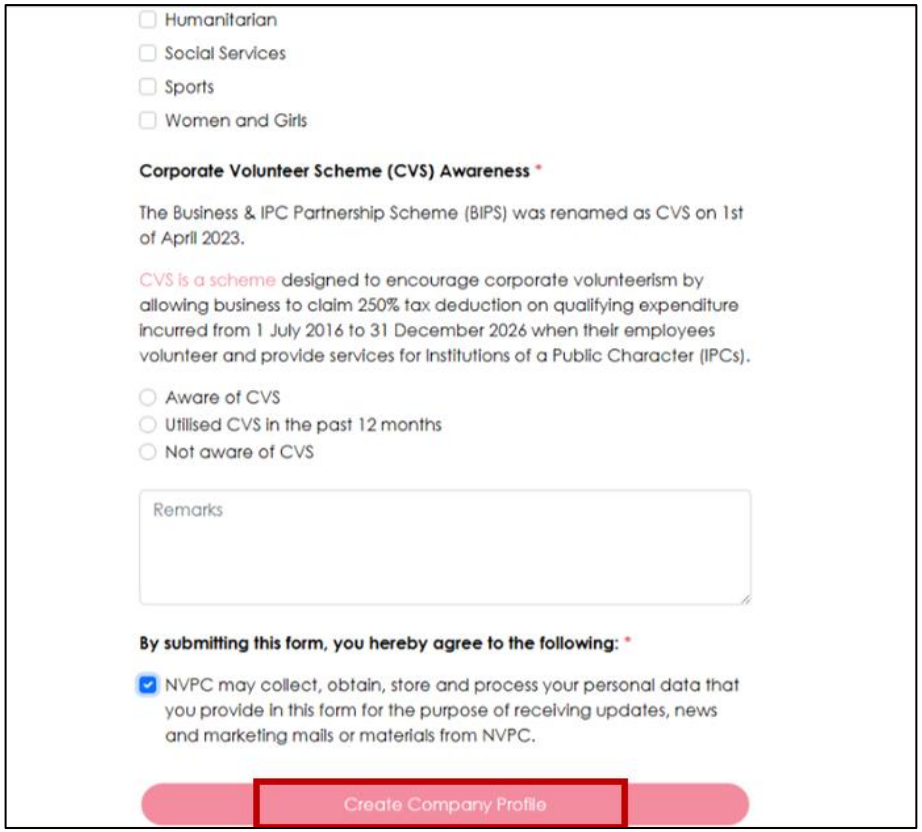
3. Linking your account to your organisation:
    a. Search for your organisation's name and click **Link Your Profile to Company**. You will be re-directed to the login page after the account has been created




    b. If your organisation is not found, click **Create New Company Profile**

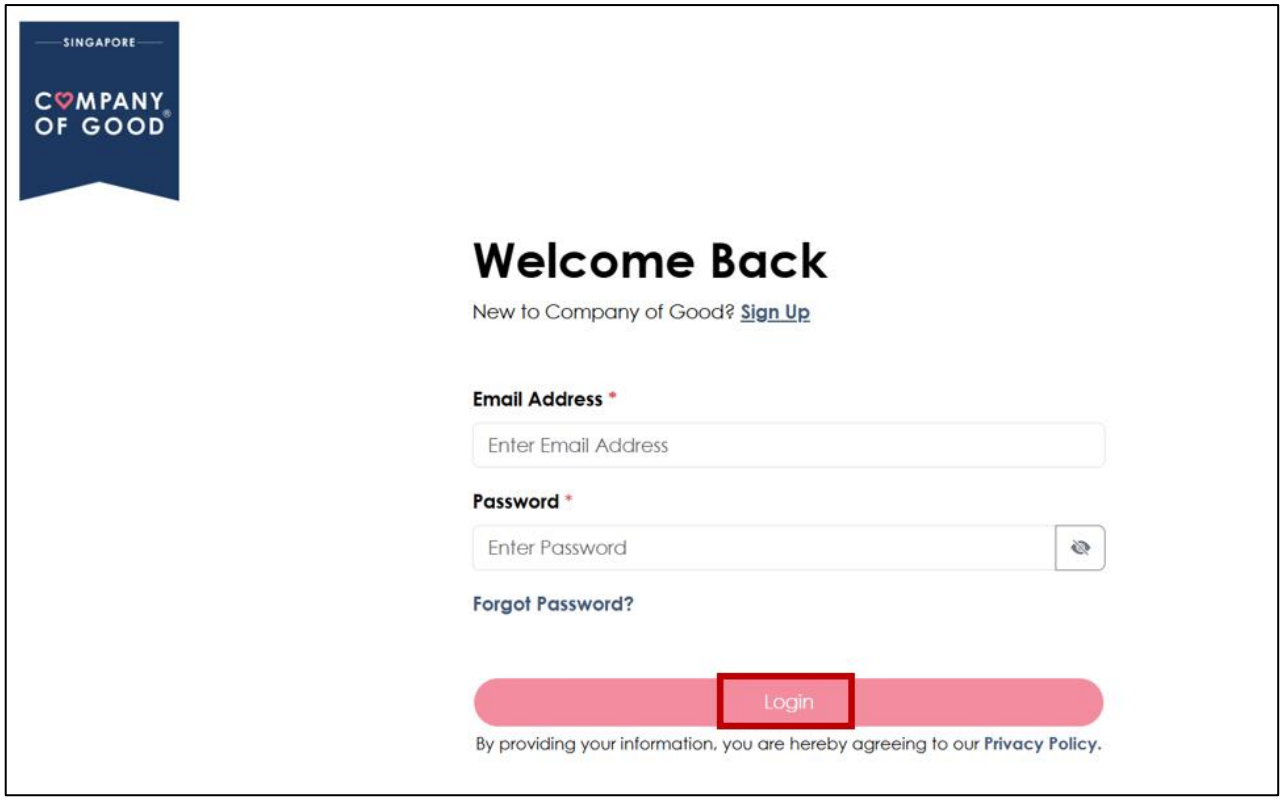


4. Fill in the required details**, check the box** and click **Create Company Profile.** You will be automatically redirected to the login page.

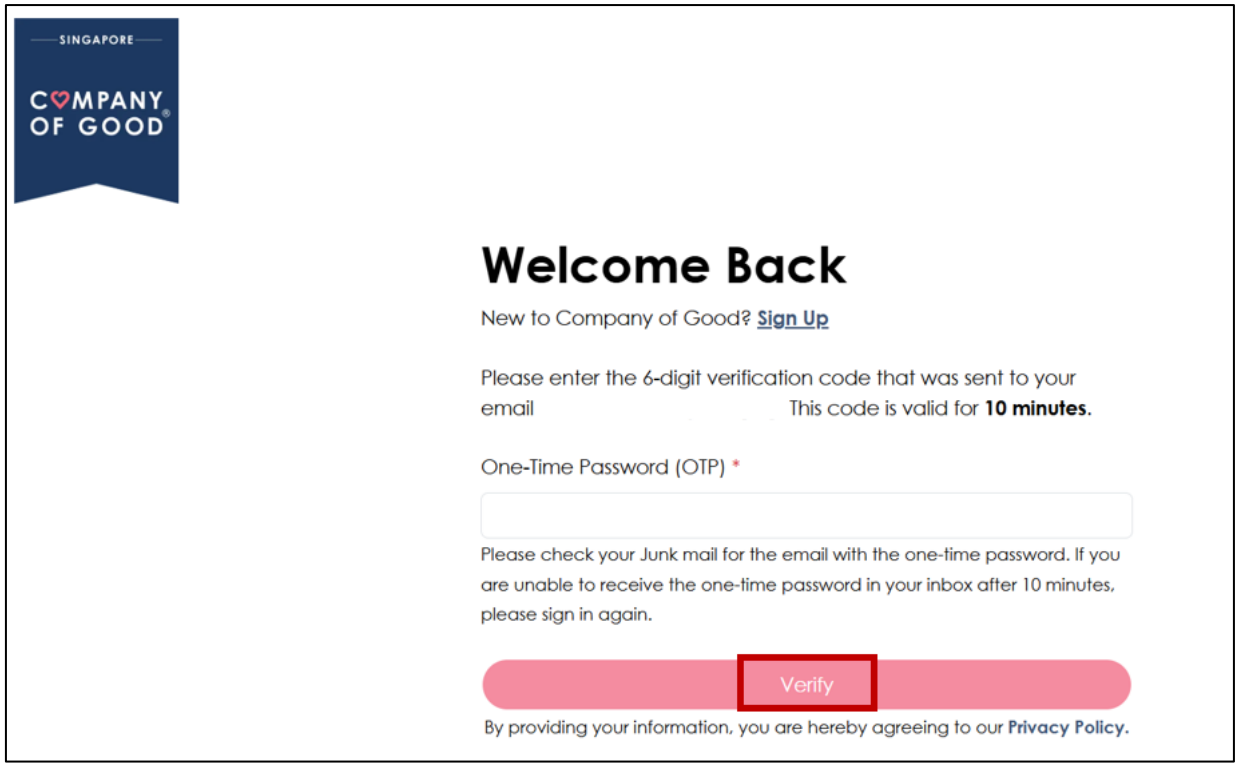


## Logging in

1. **Login** using your email address and password.

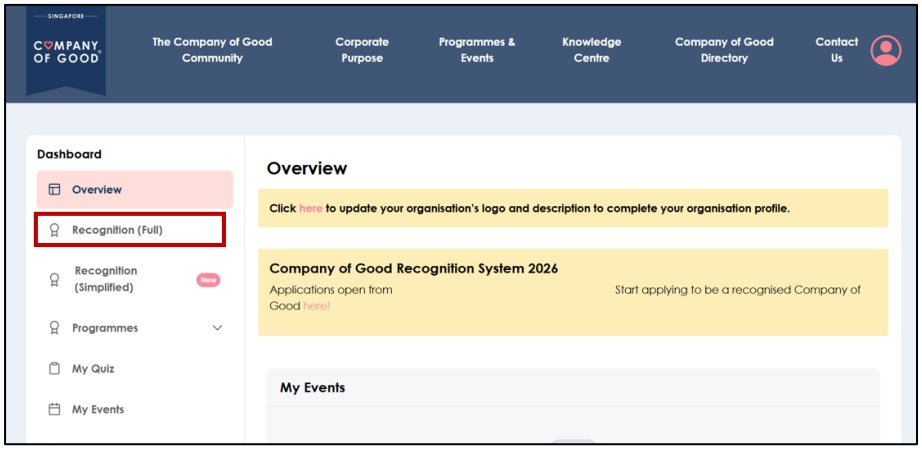


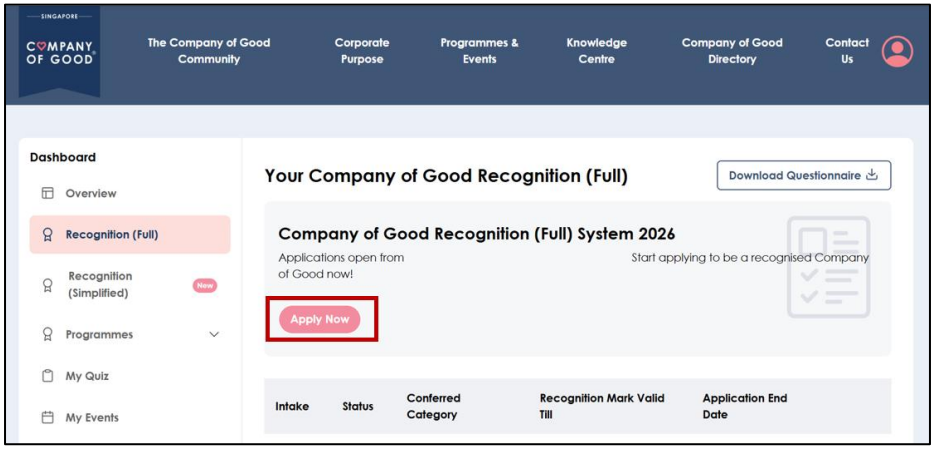
2. Enter the 6-digit verification code sent to your email address, then click **Verify**. If you don't receive the email within a few minutes, please check your junk or spam folder. Please note that the code is valid for 10 minutes.



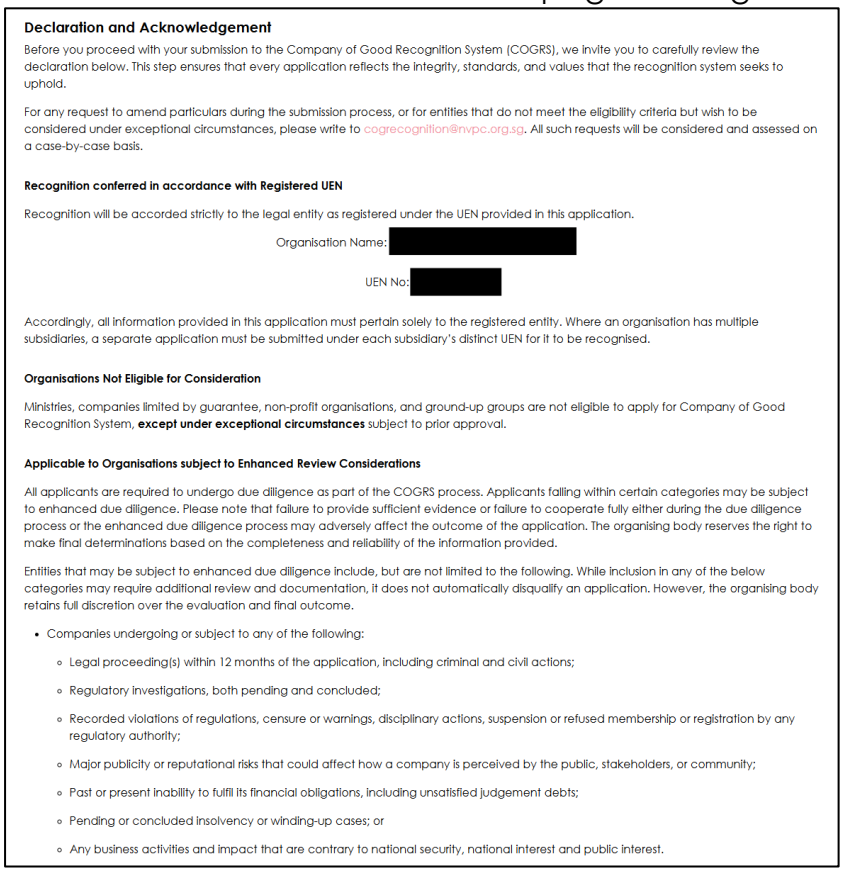
# Accessing the Questionnaire

1. After logging in, you will be directed to your Dashboard Overview. Click on **Recognition (Full)** on the left panel, then select **Apply Now** to start the Company of Good Recognition System application.



2. Please read the declaration page and agree to it, as well as the terms and conditions, and click **Next** to proceed.



**Declaration and Acknowledgement**

Before you proceed with your submission to the Company of Good Recognition System (COGRS), we invite you to carefully review the declaration below. This step ensures that every application reflects the integrity, standards, and values that the recognition system seeks to uphold.

For any request to amend particulars during the submission process, or for entities that do not meet the eligibility criteria but wish to be considered under exceptional circumstances, please write to cogrecognition@nvpc.org.sg. All such requests will be considered and assessed on a case-by-case basis.

**Recognition conferred in accordance with Registered UEN**

Recognition will be accorded strictly to the legal entity as registered under the UEN provided in this application.

Organisation Name: [redacted]

UEN No: [redacted]

Accordingly, all information provided in this application must pertain solely to the registered entity. Where an organisation has multiple subsidiaries, a separate application must be submitted under each subsidiary's distinct UEN for it to be recognised.

**Organisations Not Eligible for Consideration**

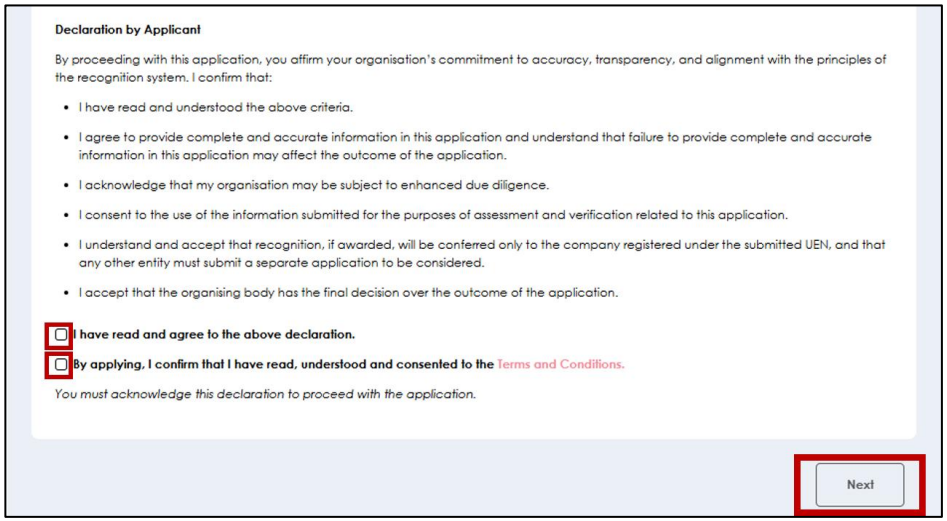
Ministries, companies limited by guarantee, non-profit organisations, and ground-up groups are not eligible to apply for Company of Good Recognition System, **except under exceptional circumstances** subject to prior approval.

**Applicable to Organisations subject to Enhanced Review Considerations**

All applicants are required to undergo due diligence as part of the COGRS process. Applicants falling within certain categories may be subject to enhanced due diligence. Please note that failure to provide sufficient evidence or failure to cooperate fully either during the due diligence process or the enhanced due diligence process may adversely affect the outcome of the application. The organising body reserves the right to make final determinations based on the completeness and reliability of the information provided.

Entities that may be subject to enhanced due diligence include, but are not limited to the following. While inclusion in any of the below categories may require additional review and documentation, it does not automatically disqualify an application. However, the organising body retains full discretion over the evaluation and final outcome.

- Companies undergoing or subject to any of the following:
  - Legal proceeding(s) within 12 months of the application, including criminal and civil actions;
  - Regulatory investigations, both pending and concluded;
  - Recorded violations of regulations, censure or warnings, disciplinary actions, suspension or refused membership or registration by any regulatory authority;
  - Major publicity or reputational risks that could affect how a company is perceived by the public, stakeholders, or community;
  - Past or present inability to fulfil its financial obligations, including unsatisfied judgement debts;
  - Pending or concluded insolvency or winding-up cases; or
  - Any business activities and impact that are contrary to national security, national interest and public interest.



**Declaration by Applicant**

By proceeding with this application, you affirm your organisation's commitment to accuracy, transparency, and alignment with the principles of the recognition system. I confirm that:

- I have read and understood the above criteria.
- I agree to provide complete and accurate information in this application and understand that failure to provide complete and accurate information in this application may affect the outcome of the application.
- I acknowledge that my organisation may be subject to enhanced due diligence.
- I consent to the use of the information submitted for the purposes of assessment and verification related to this application.
- I understand and accept that recognition, if awarded, will be conferred only to the company registered under the submitted UEN, and that any other entity must submit a separate application to be considered.
- I accept that the organising body has the final decision over the outcome of the application.

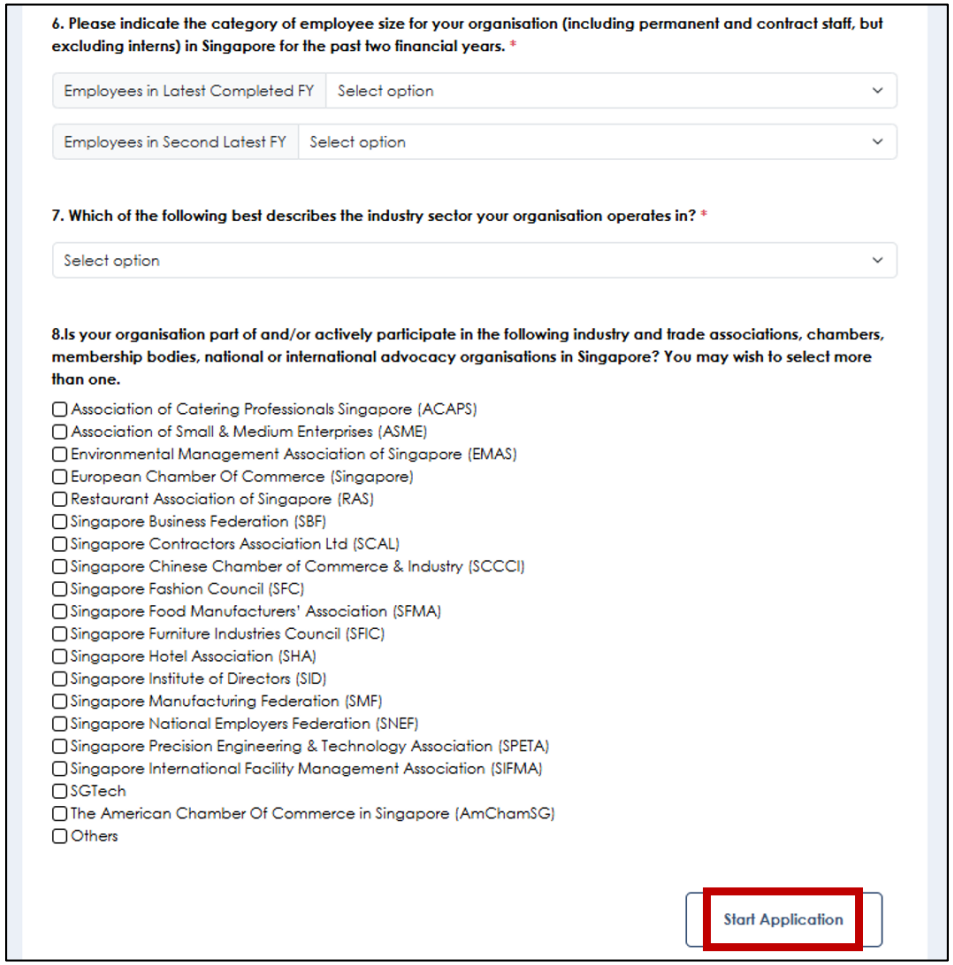
☐ **I have read and agree to the above declaration.**

☐ **By applying, I confirm that I have read, understood and consented to the Terms and Conditions.**

*You must acknowledge this declaration to proceed with the application.*

Next

3. Fill in your **organisation's information** and click **Start Application** to proceed.

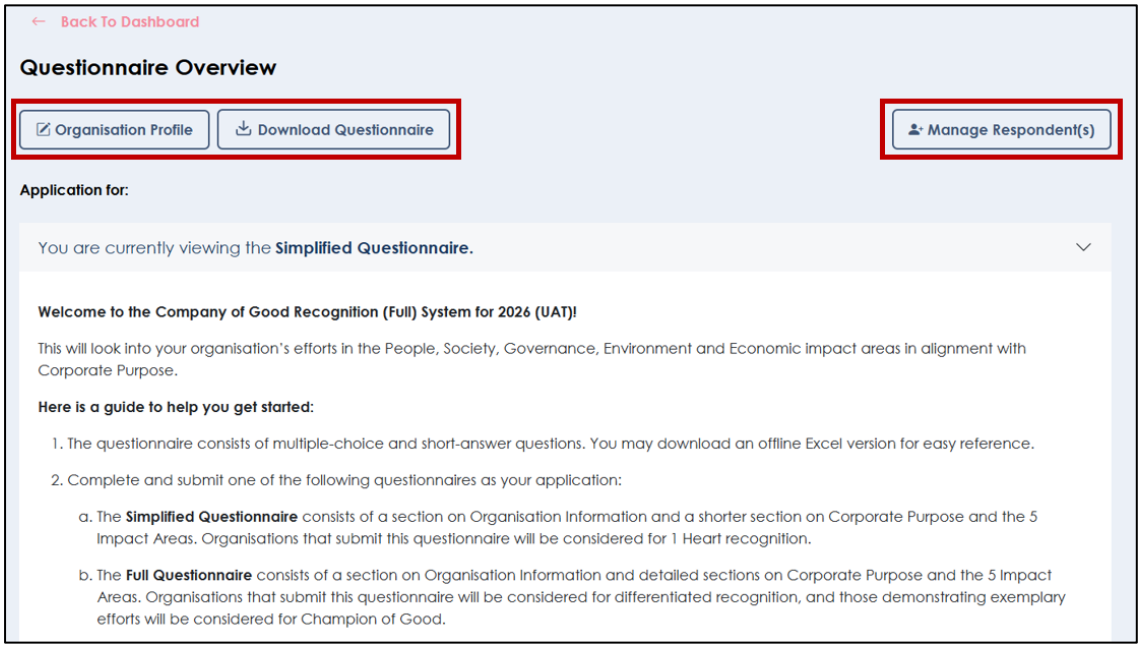


# Managing Questionnaire Respondent(s)

1. You will be redirected to the main application page, where you can:

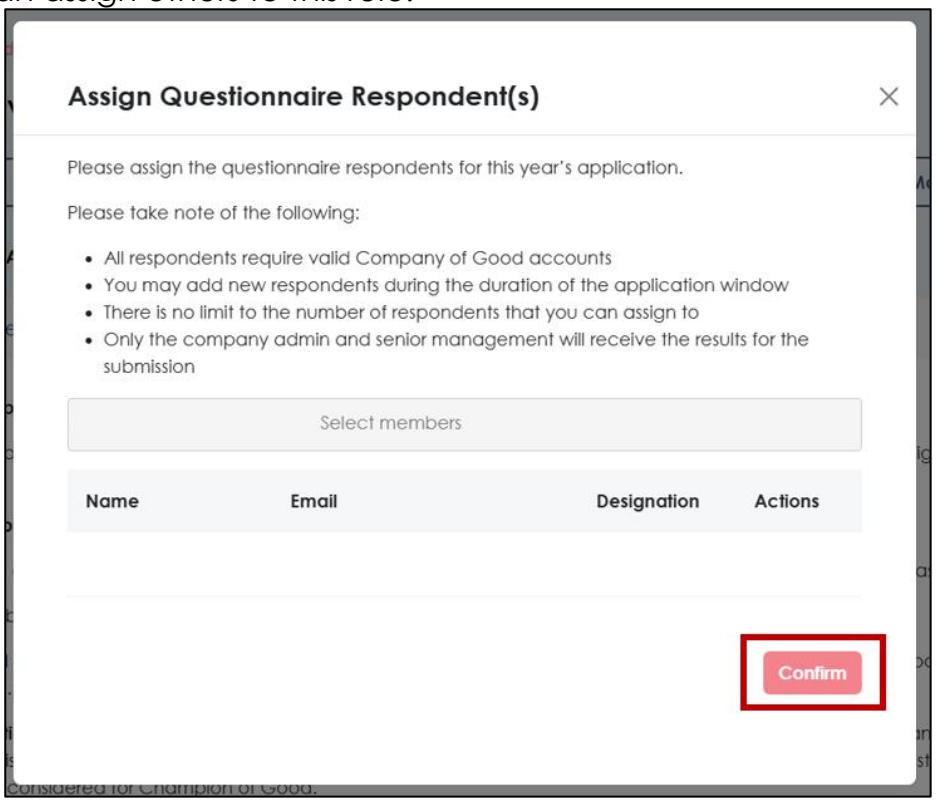
- Manage Questionnaire Respondents
- Edit Organisation Profile
- Download Questionnaire (Excel)

*Please note that the Excel version is for offline use only. To be considered for the application, you must complete and submit the application form on the Company of Good portal.*



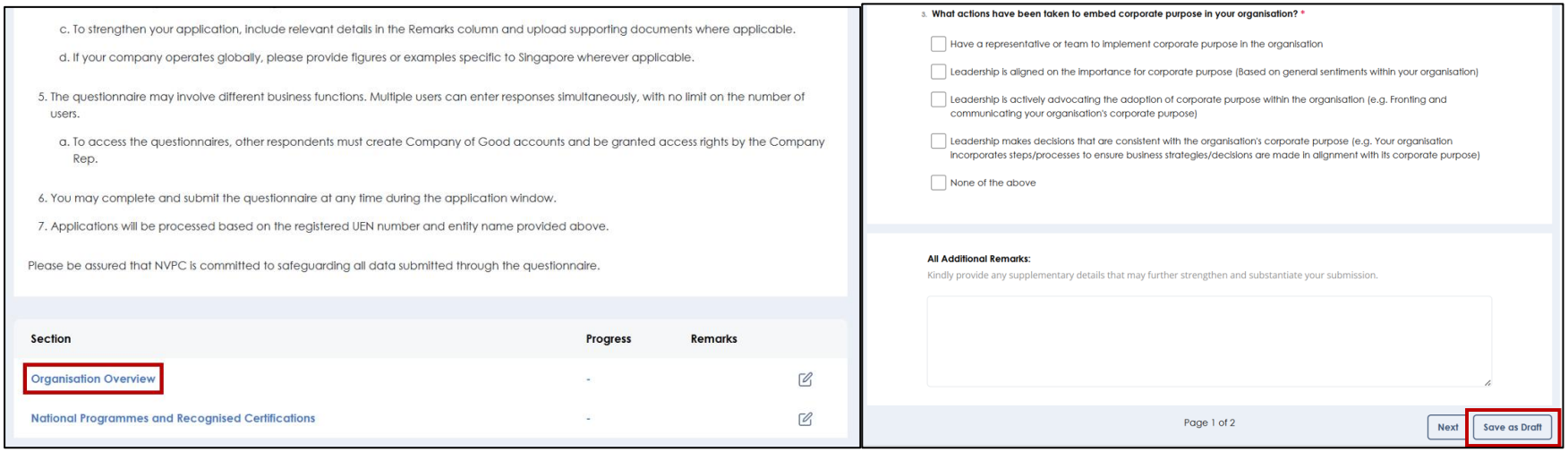
2. Multiple representatives from your organisation can complete the questionnaire simultaneously.

To assign new respondents, click **Manage Respondent(s)**, **Select Members** and **Confirm** after selecting a user from the dropdown (ensure each representative has created their own account). Please note that only individuals designated as Questionnaire Respondents can assign others to this role.

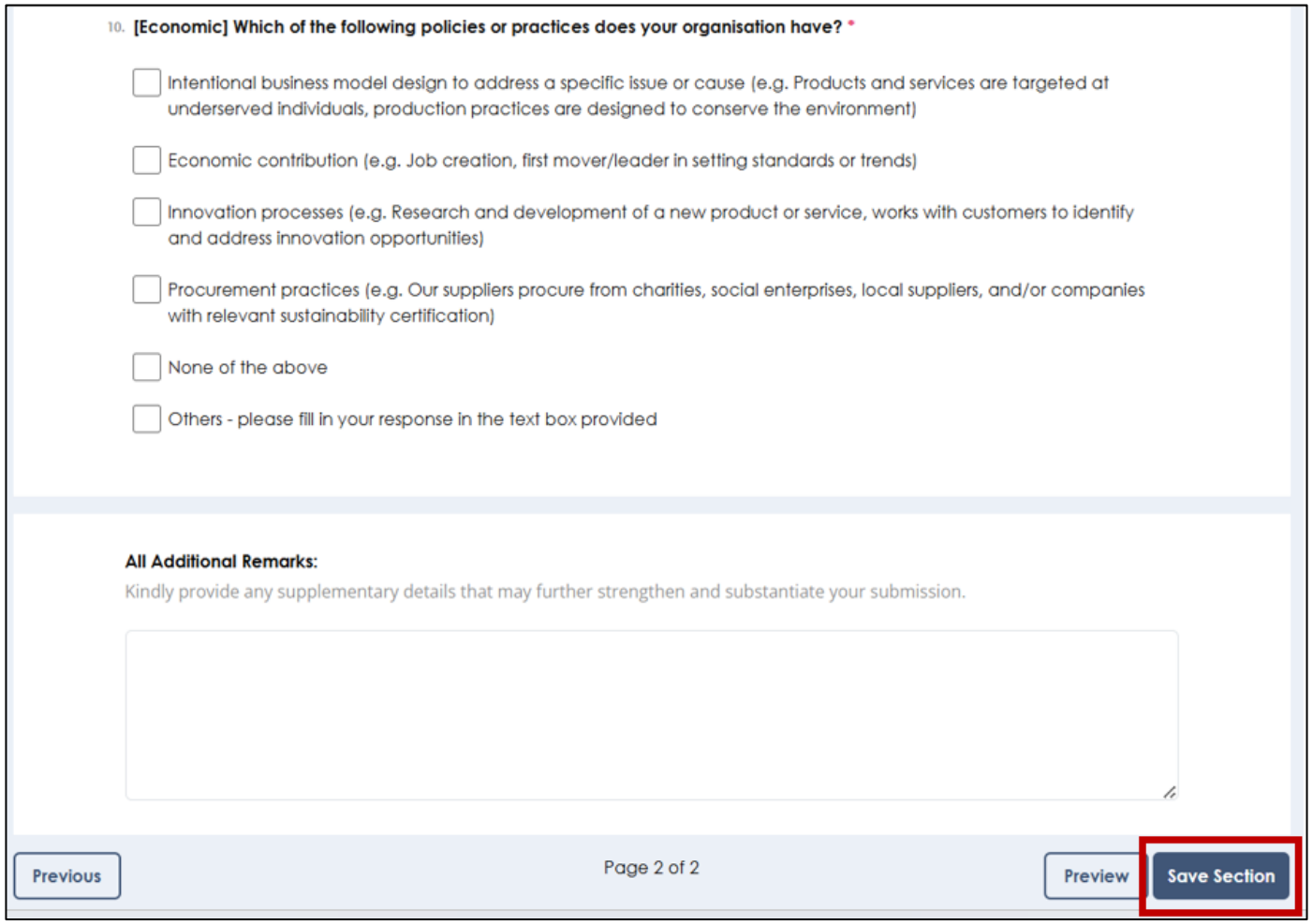


# Completing the Questionnaire

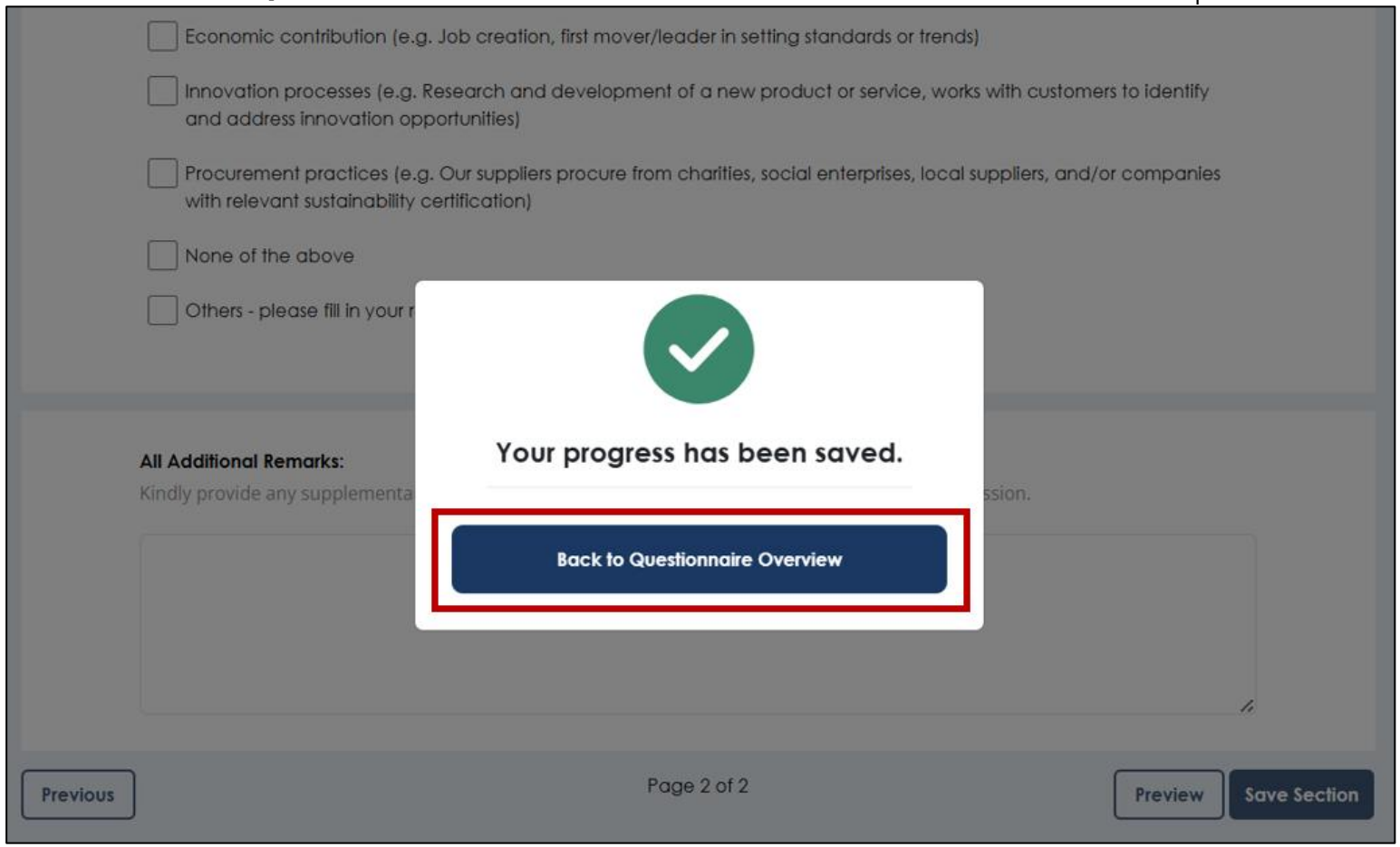
1. Select the section you would like to start with and start filling out the questionnaire. You can save your progress at any time by clicking **Save as Draft**.



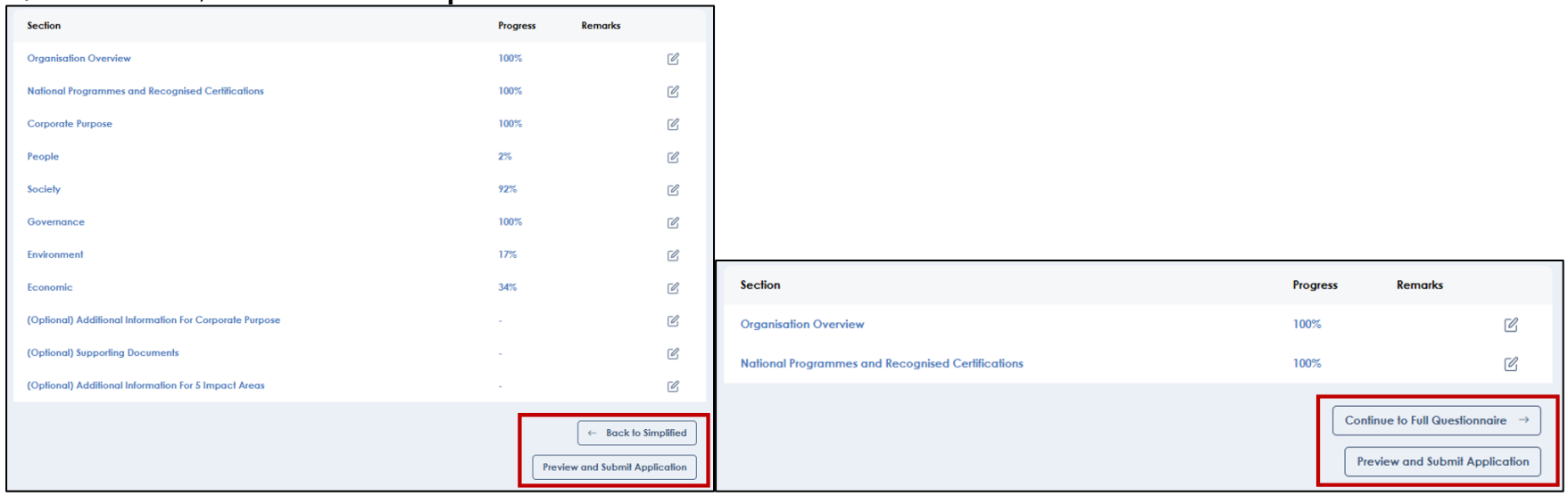
2. After completing the section, click **Save Section**. You can also review the section by clicking the **Preview** button.



3. Click on **Back to Questionnaire Overview** to view and edit the other sections of the questionnaire.

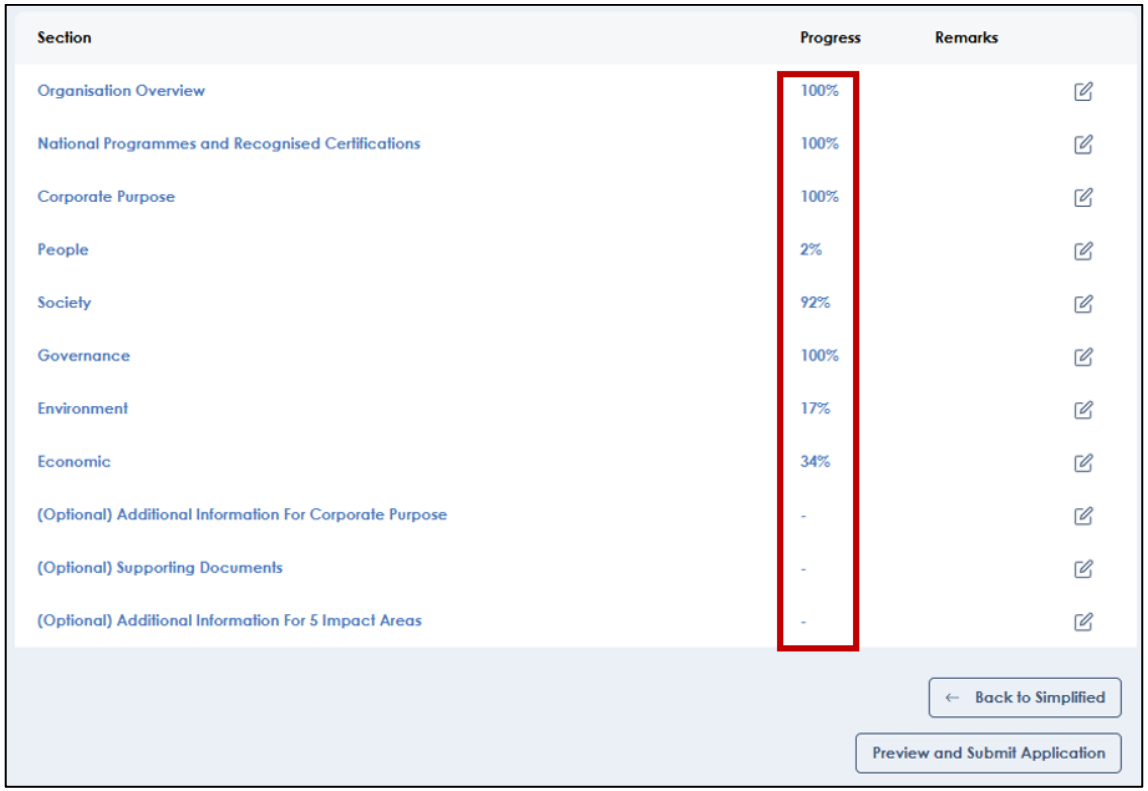


4. If you wish to proceed to the Full Questionnaire, click **Continue to Full Questionnaire.** To return to the Simplified Questionnaire, click **Back to Simplified**.




Please note that the **Organisation Overview** section is mandatory. For the remaining sections, please provide information according to what is available within your organisation.

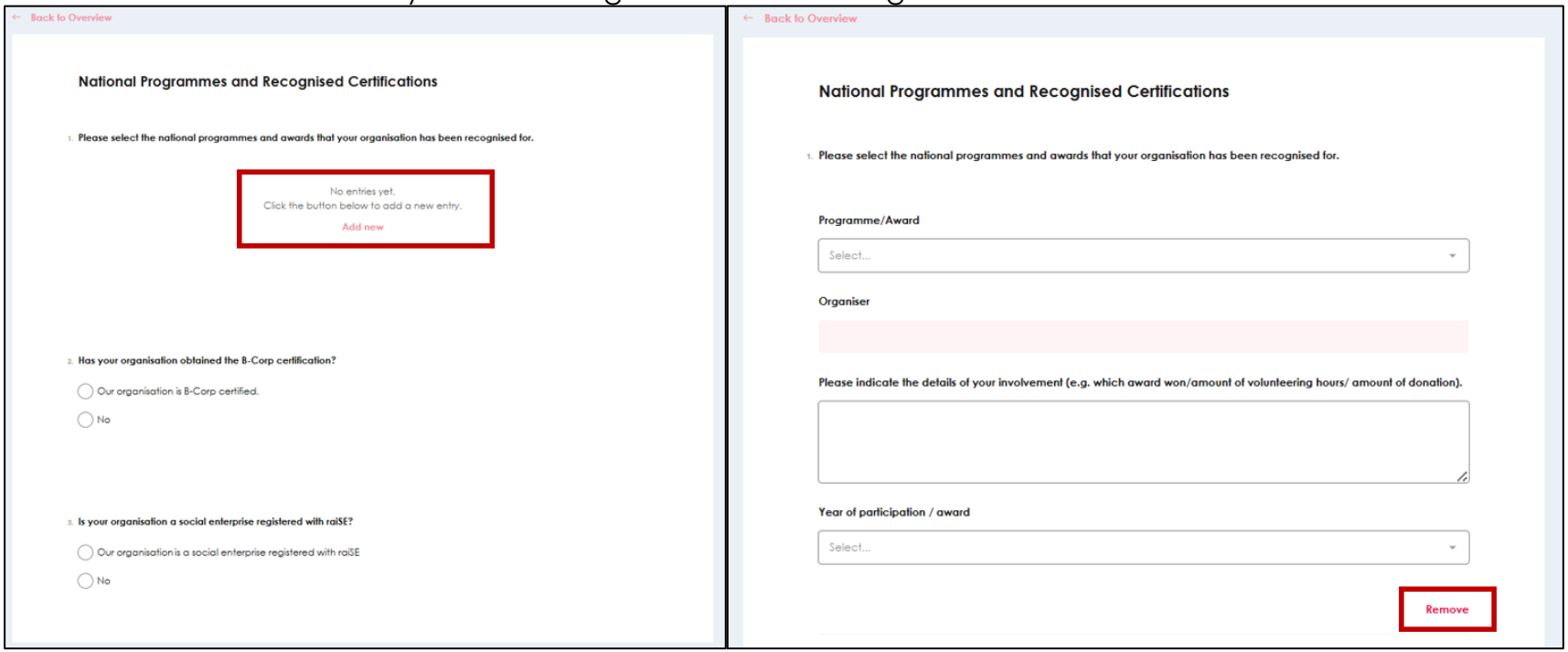
Each section will show **100% progress** when all questions are answered. Otherwise, the percentage shown will indicate the portion completed. You may proceed to submit your application even if the sections are not at 100%.



## National Programmes and Recognised Certification

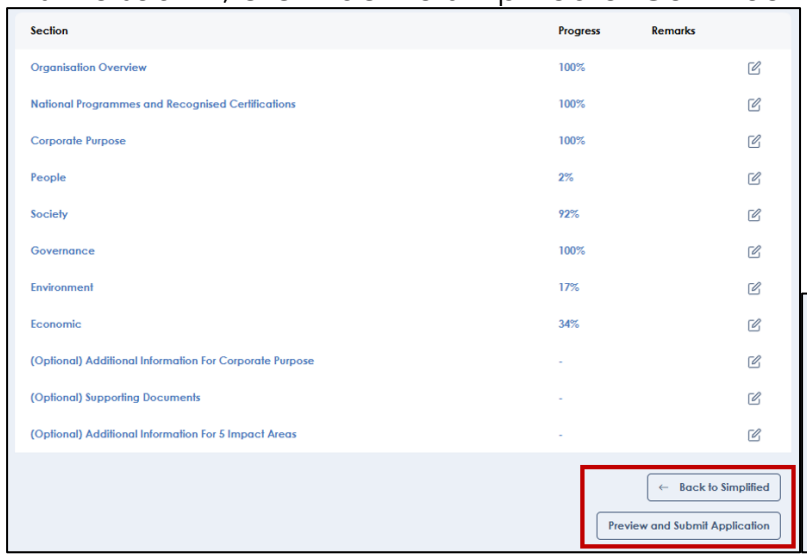
In the **National Programmes and Recognised Certification** section, please add details of any National Programmes and Recognised Certificates your organisation has received in the last two years.

Click **Add new** to include any National Programmes and Recognised Certificate and click **Remove** to delete an entry.

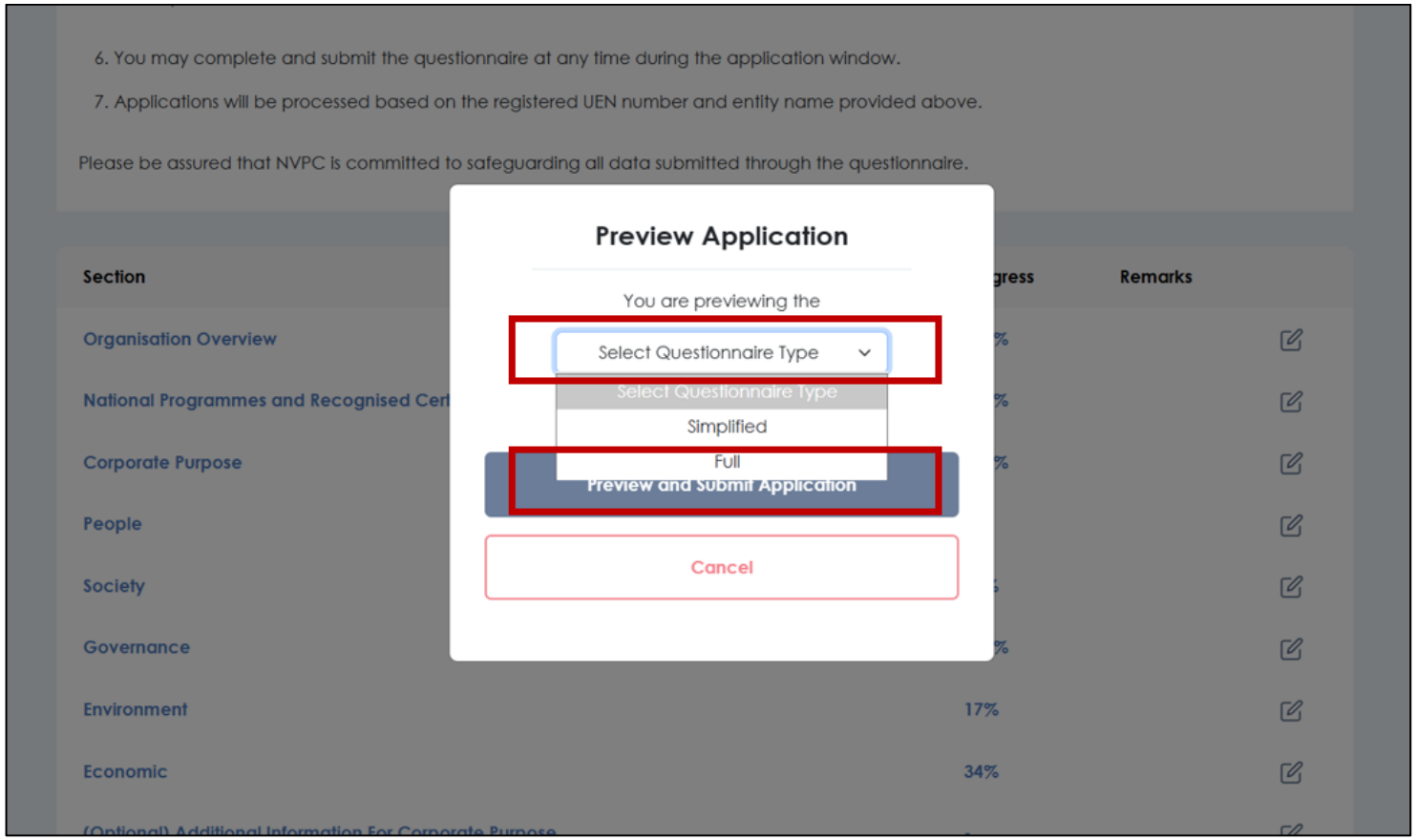


# Submitting the Questionnaire

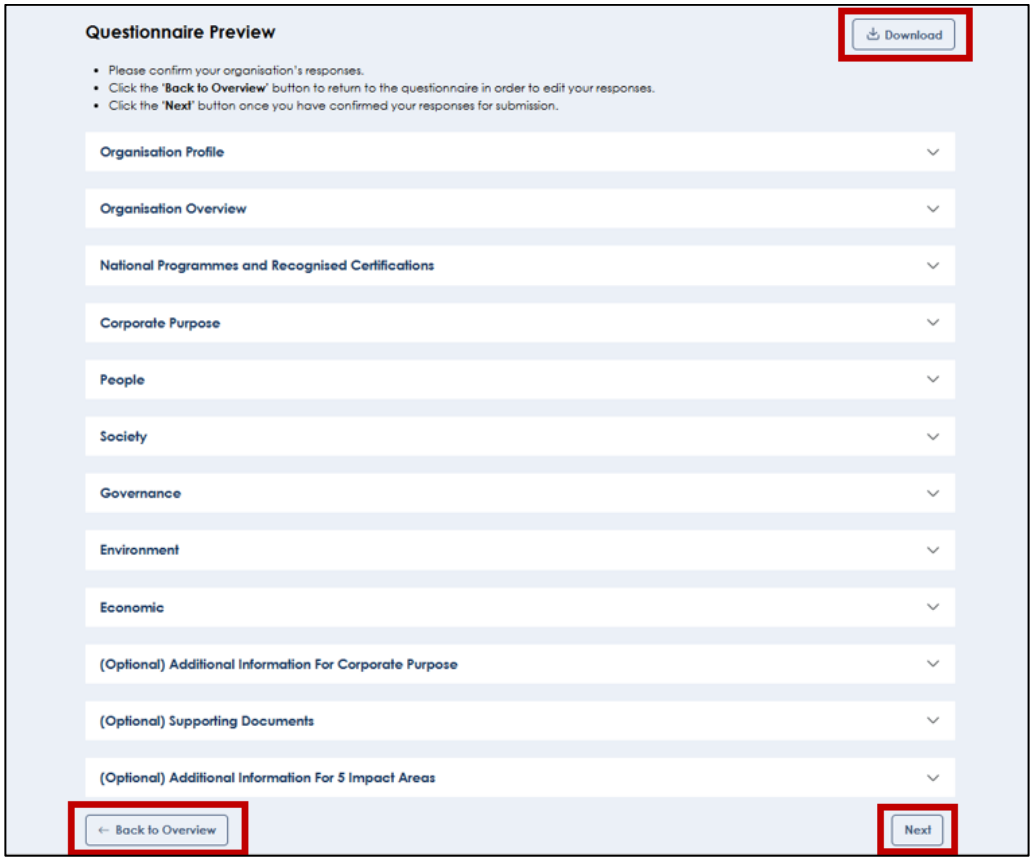
1. If you wish to submit your responses, click **Preview and Submit Application**. To change the questionnaire that you wish to submit, click Back to Simplified or Continue to Full Questionnaire accordingly.



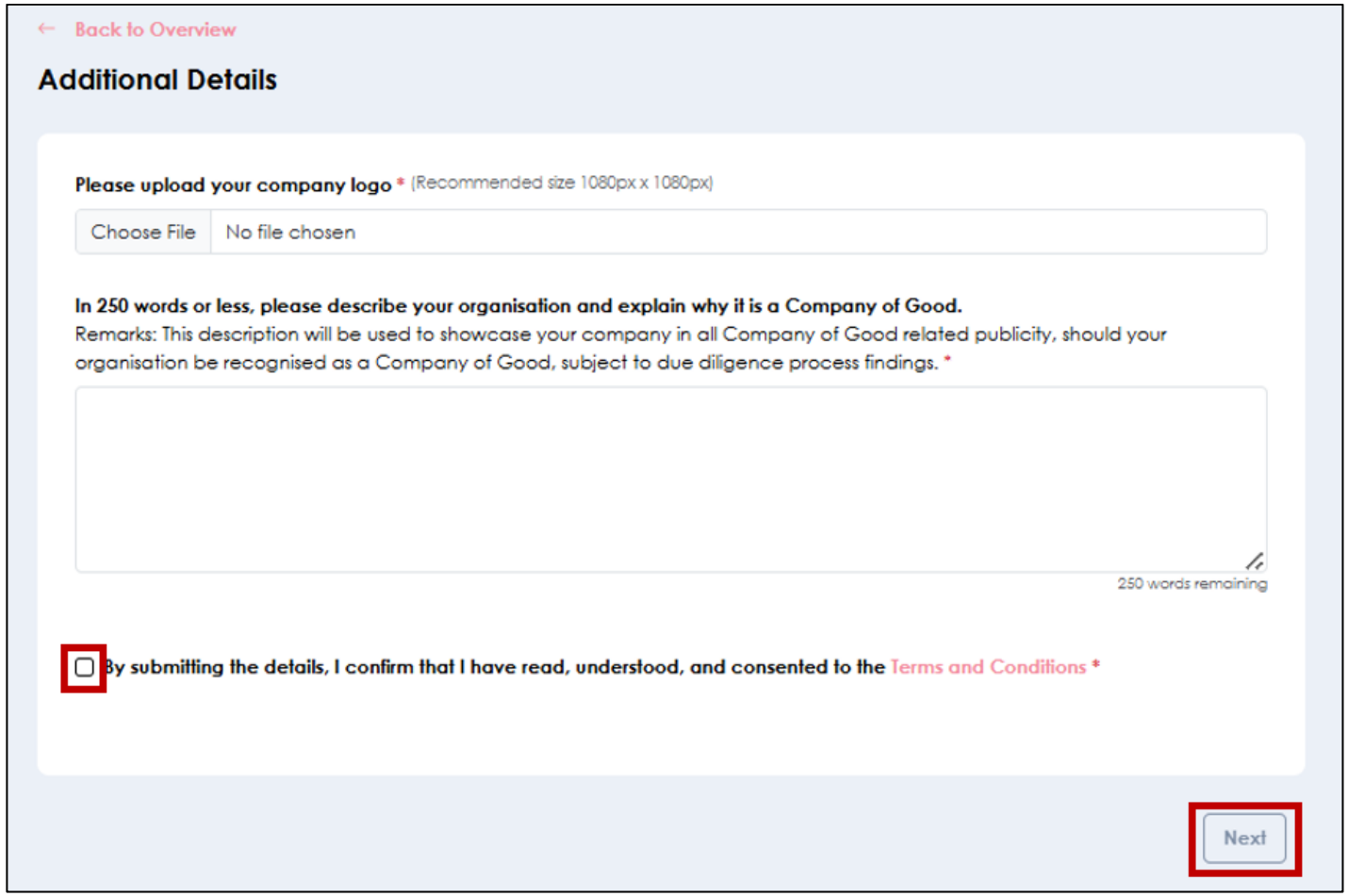
2. You will need to re-confirm the **Questionnaire Type** you wish to submit (Simplified or Full). Then click **Preview and Submit Application** to review your responses.



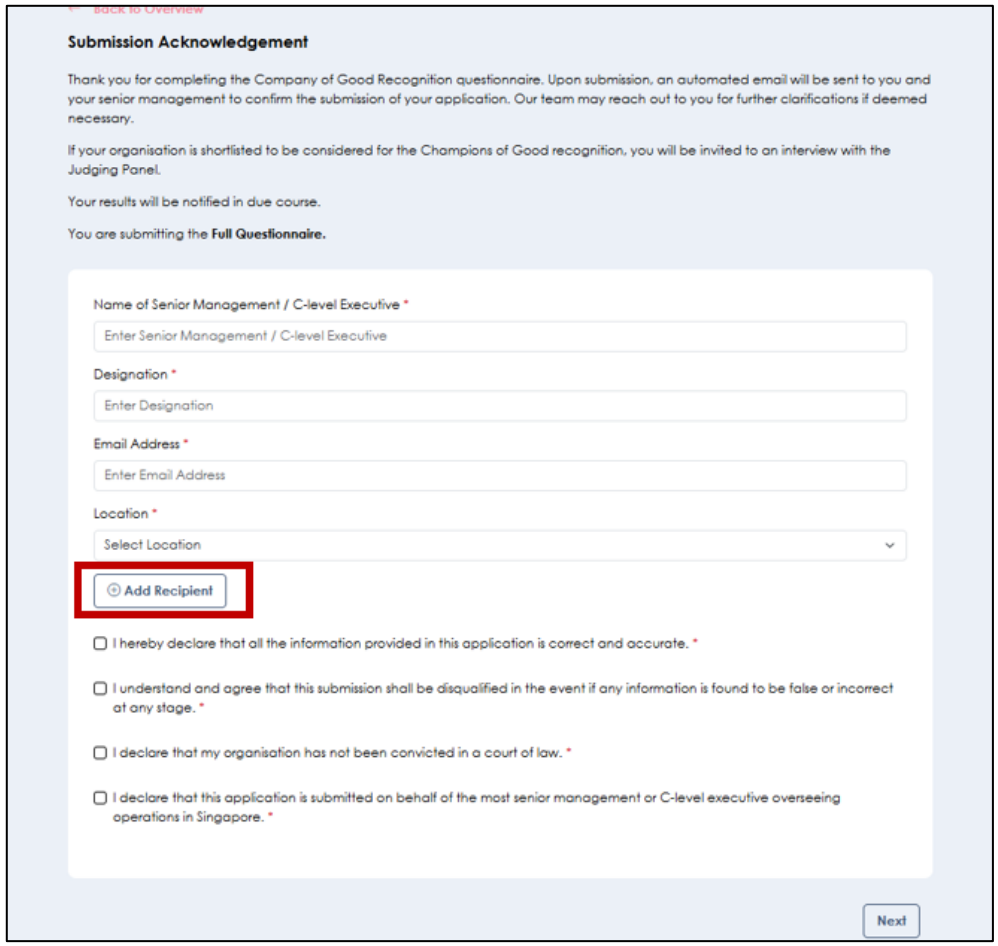
3. You can save a copy of your questionnaire for reference by clicking the **Download** button. To edit your responses, click **Back to Overview**. Click **Next** once you have confirmed your responses for submission.



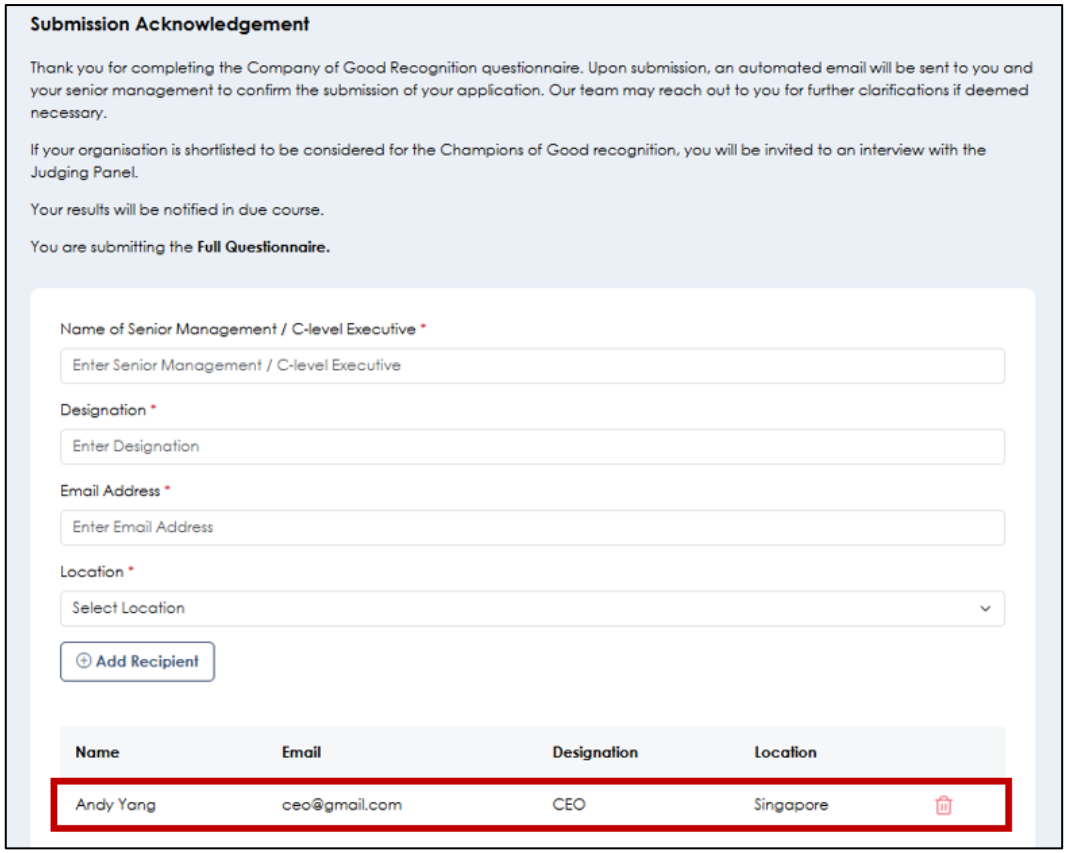
4. Please submit your **organisation's logo and description**, which will be used for the Companies of Good Directory. Agree to the **Terms and Conditions** and click **Next** to proceed.



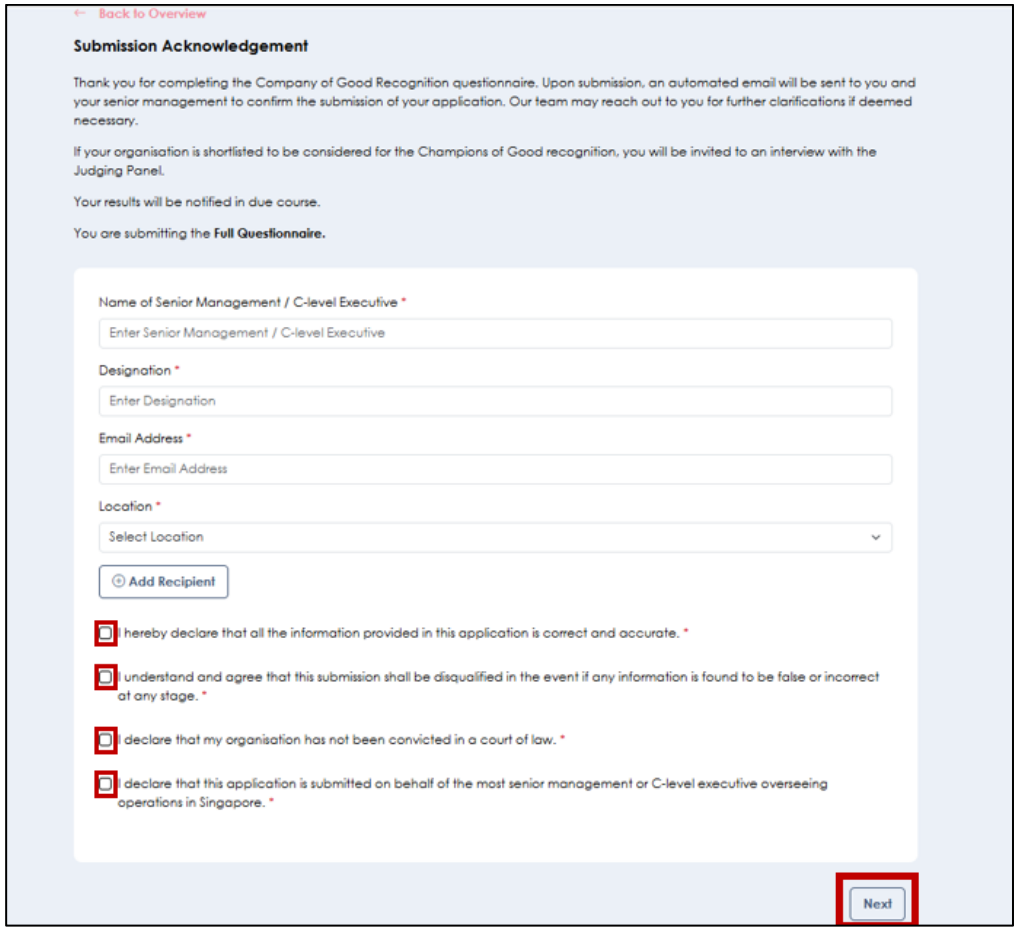
5. Before submitting the application, you will need to provide the details of your Senior Management or C-level Executive for submission acknowledgment. Once you have entered the details, select the **Add Recipient** button.



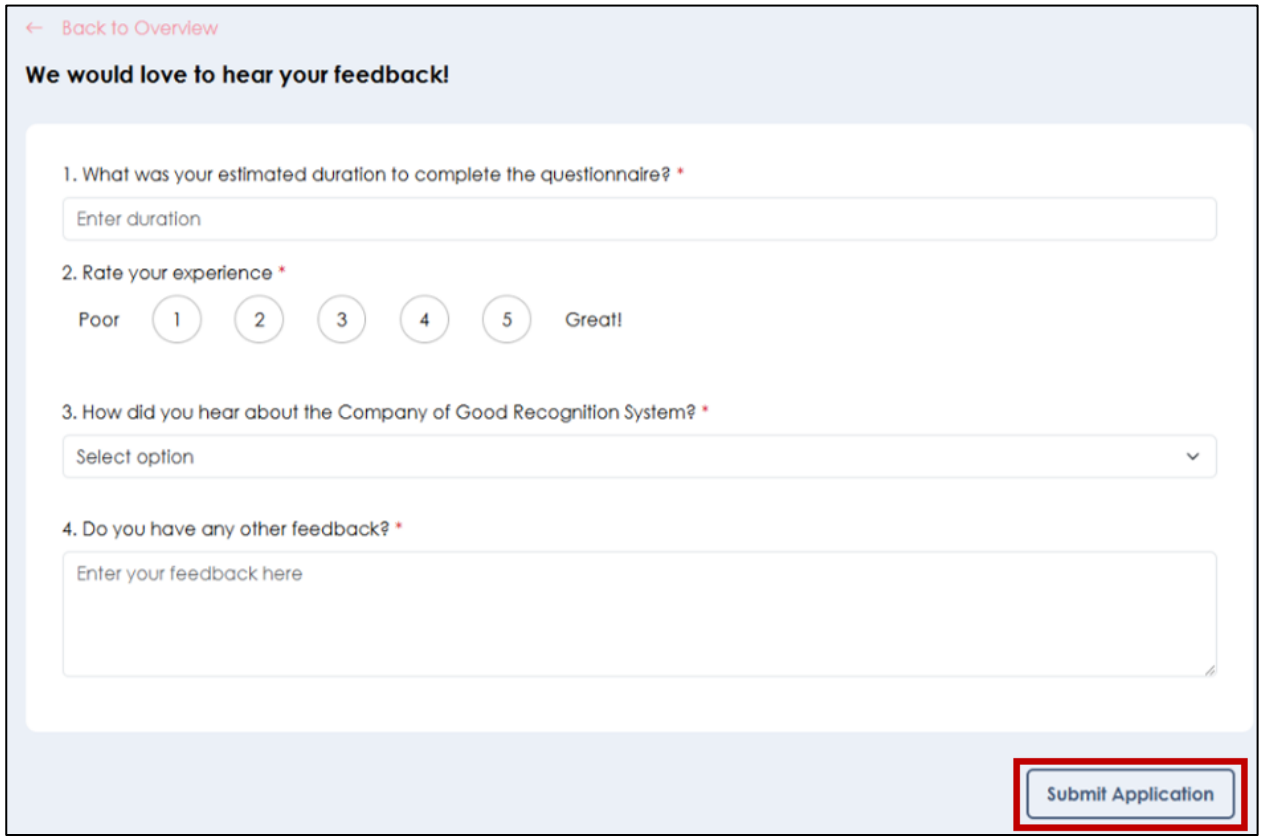
6. Once added, the details of this Senior Management or C-level Executive will appear in the list. If you wish to add more Senior Management(s) or C-level Executive(s), enter their details and click **Add Recipient** button. To delete any unwanted entries, click the **bin icon**.



7. Check the relevant boxes and click **Next**. Please note that both Senior Management and all Questionnaire Respondents will be notified of application submission via email.



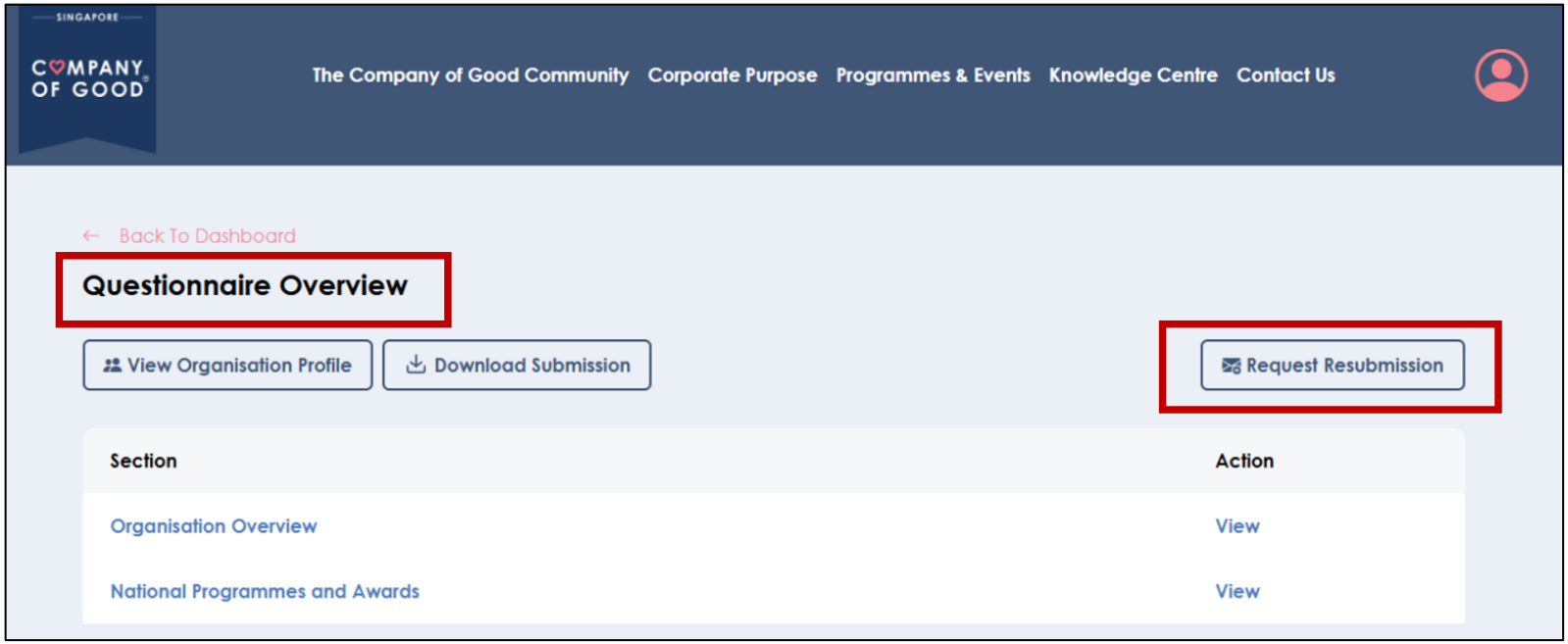
8. Provide your feedback on your application experience, then click **Submit Application**.



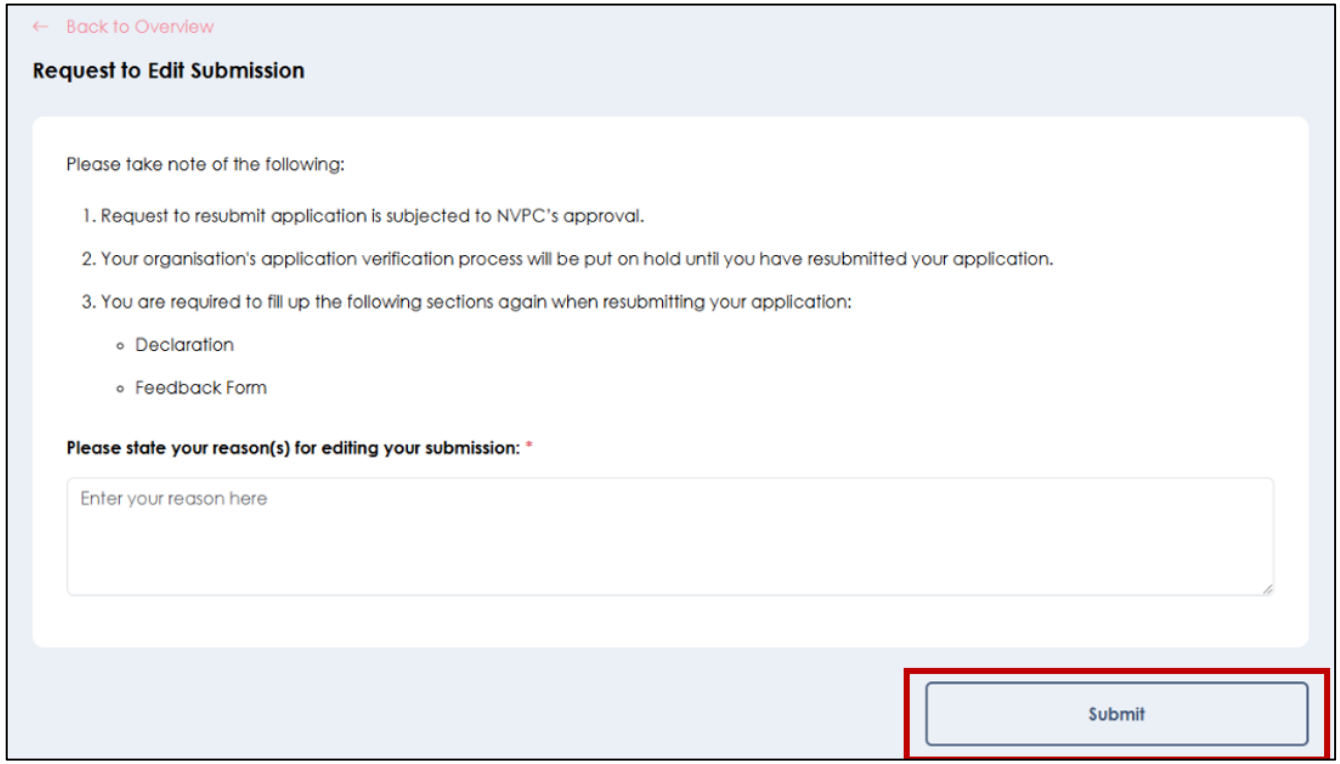
9. Once submitted, the application status on the dashboard will display as **Submitted**. To view the submitted questionnaire, click on **View Submission**.

# Requesting Resubmission

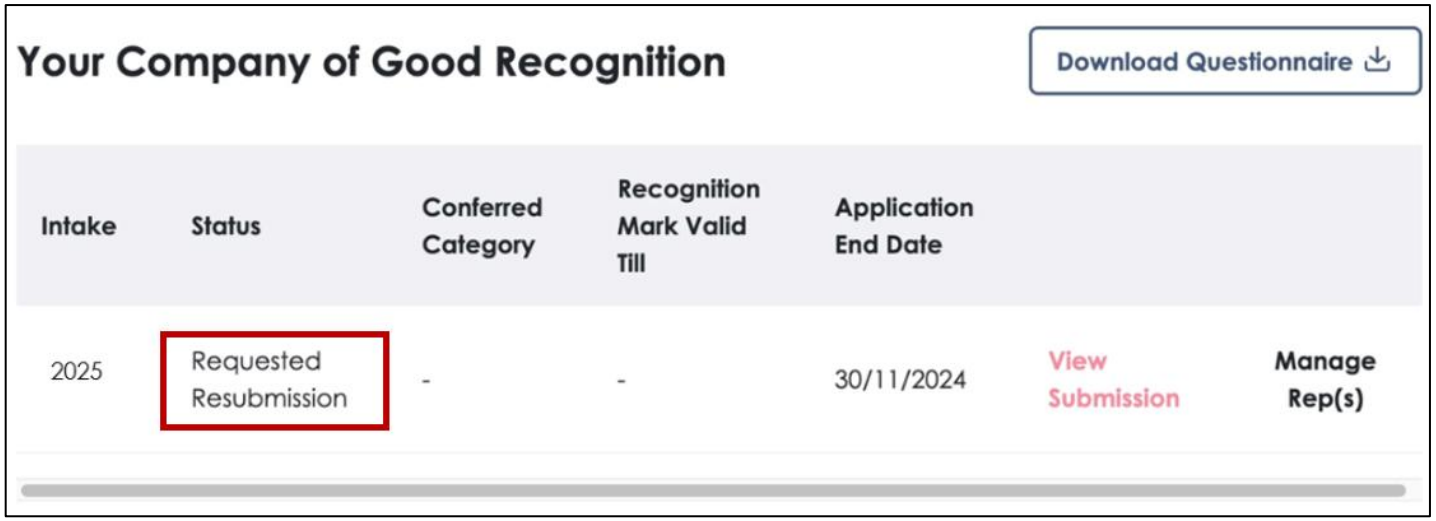
1. If you need to make changes to your responses after submitting your application, you can resubmit it. Go to the **Questionnaire Overview** page and click on **Request Resubmission**.
   *Please note that resubmissions are only permitted during the application period.*



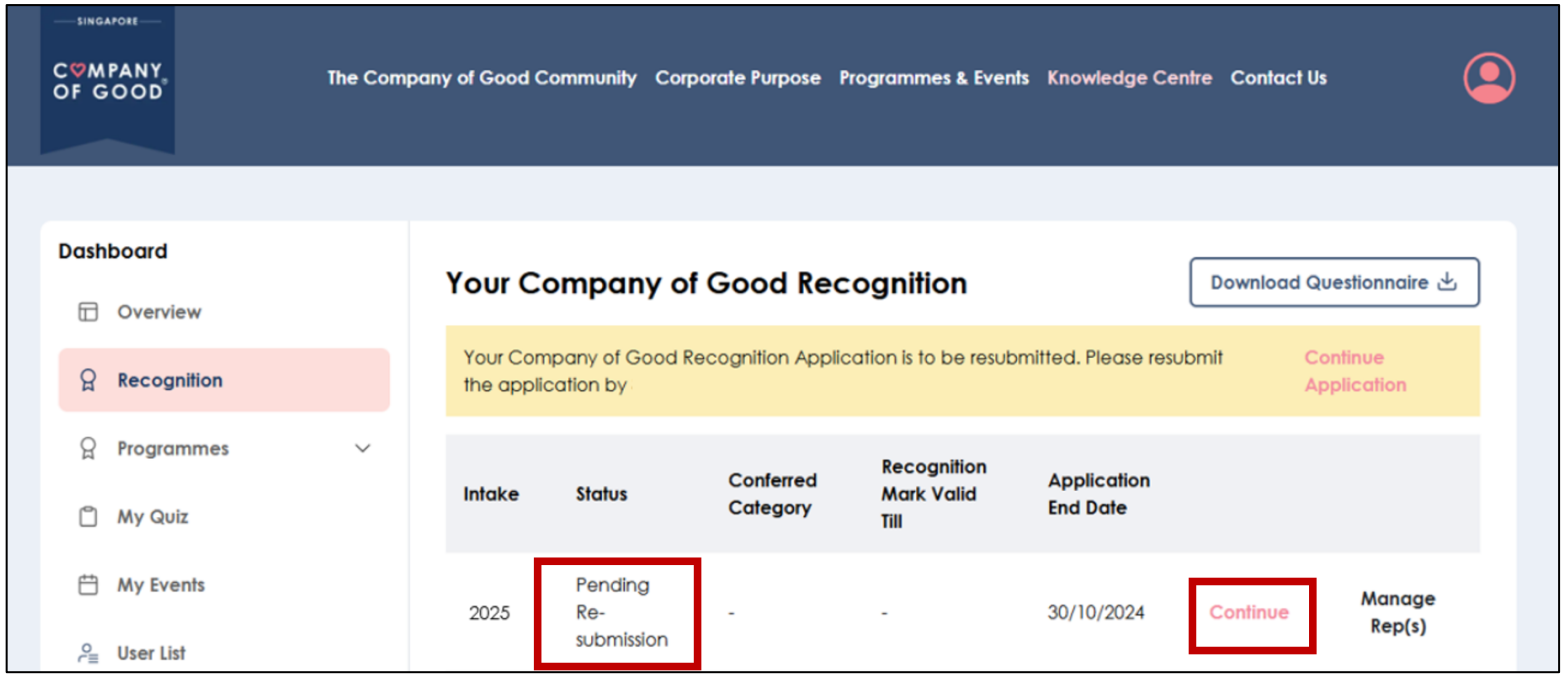
2. State your reason(s) for editing your submission and click **Submit**.



3. The application status on the dashboard will show as **Requested Resubmission**. An automated email will be sent to your email account confirming that NVPC has received your request. Once approved by NVPC, an additional automated email will notify you of the approval.



4. The application status will be displayed as **Pending Re-submission** once NVPC has approved your request. Click **Continue** to resubmit the application within the application period.



**Do reach out to us at cogrecognition@nvpc.org.sg should you have further questions.**

**Thank you!**