

# **USER GUIDE**

**for**  
**Company of Good Recognition System**

**Company of Good Recognition System**

## User Guide for 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.\***

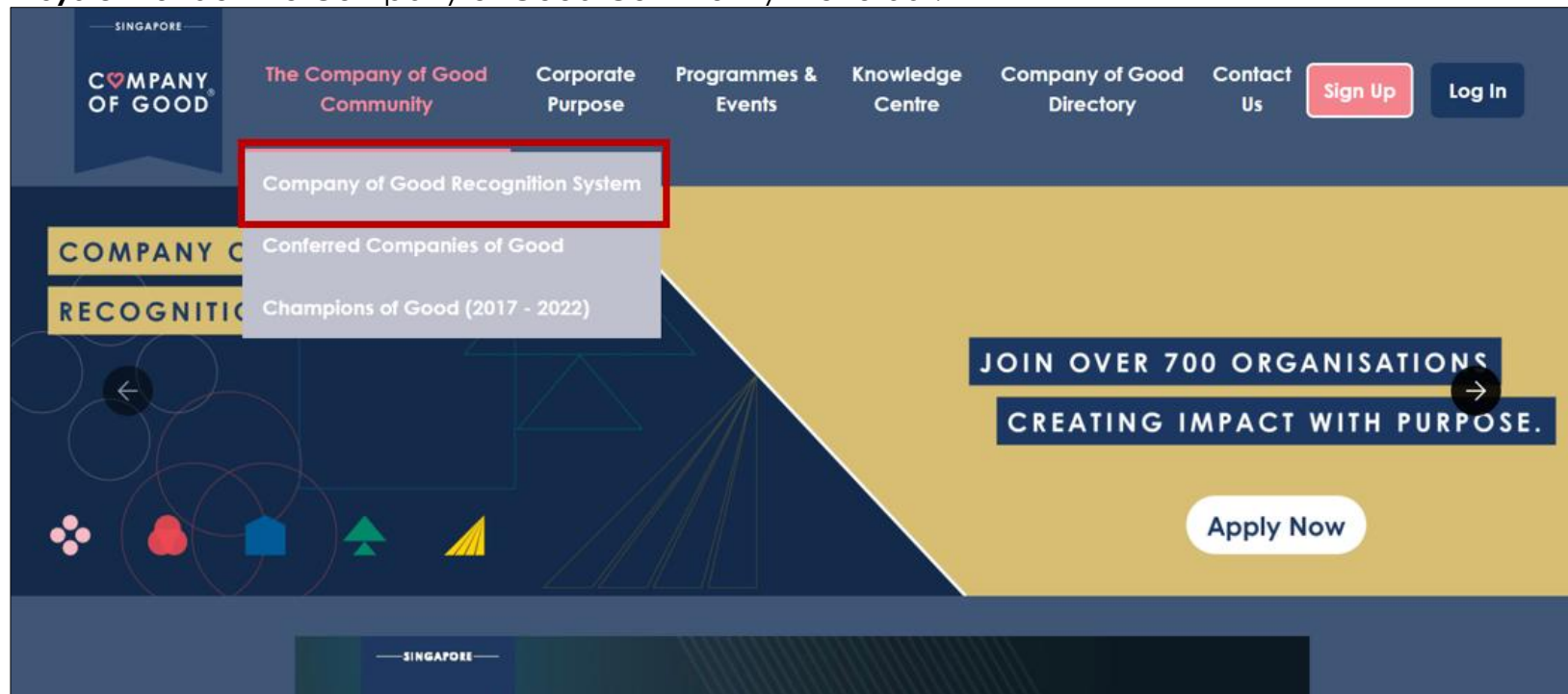
*\*Subject to Judging Panel*

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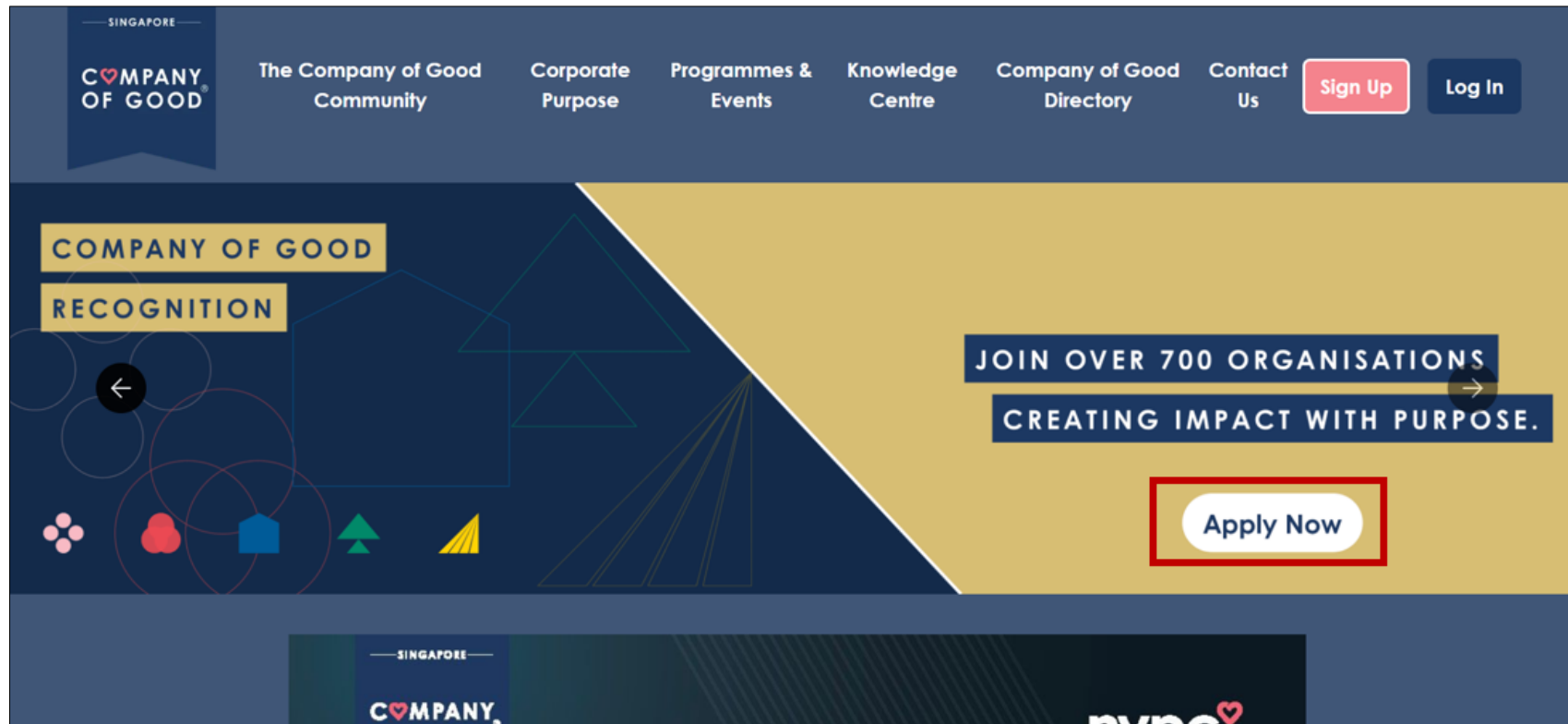
## Starting the Application Process

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.



## User Guide for Company of Good Recognition System

2. Click on **Apply Now**.



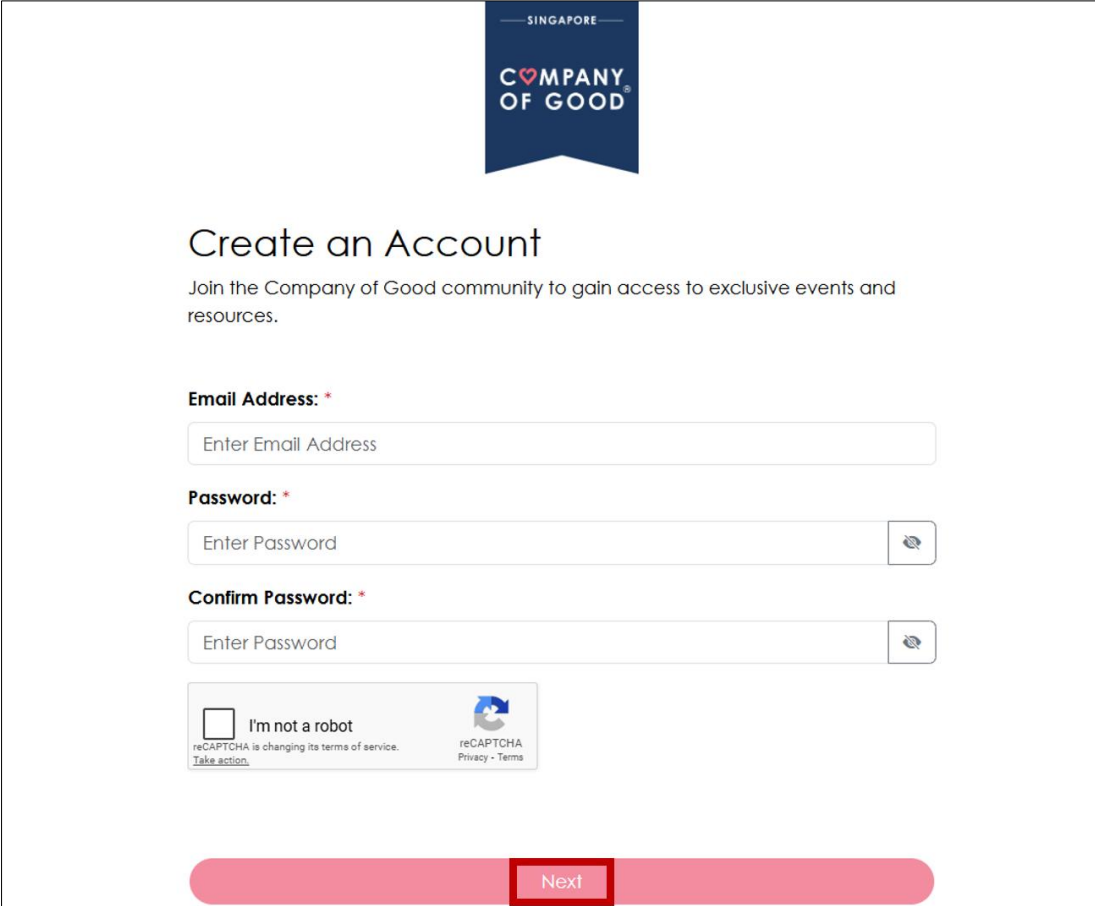
## Signing up and Logging in

### Creating a New Account

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

## User Guide for Company of Good Recognition System

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



**SINGAPORE**

**COMPANY OF GOOD**

### Create an Account

Join the Company of Good community to gain access to exclusive events and resources.

**Email Address: \***

**Password: \***

**Confirm Password: \***

☐ I'm not a robot  
reCAPTCHA is changing its terms of service.  
[Take action.](#)

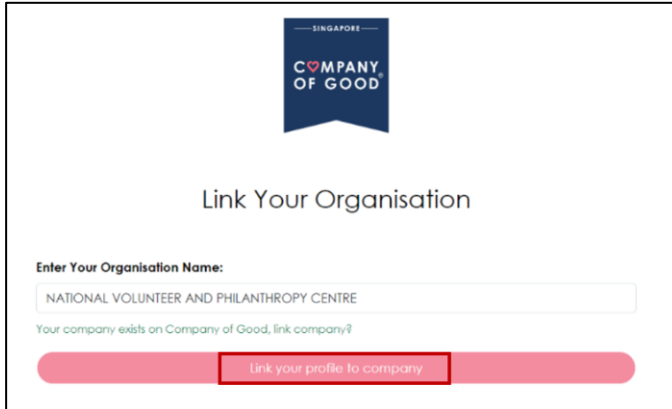
reCAPTCHA  
Privacy - Terms

Next

## User Guide for Company of Good Recognition System

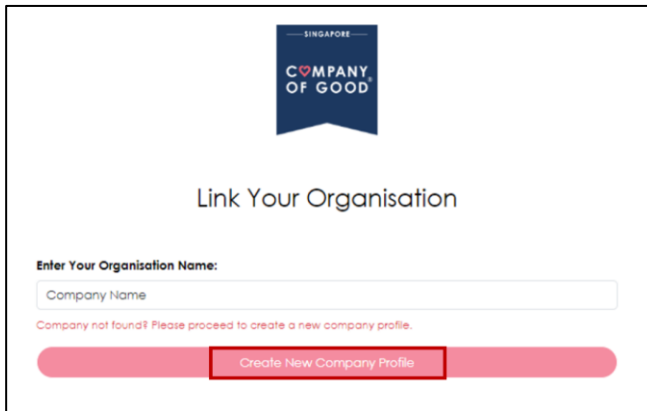
### 3. Linking your account to your organisation:

- 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



The screenshot shows the 'Link Your Organisation' page. At the top is the 'SINGAPORE COMPANY OF GOOD' logo. Below the title 'Link Your Organisation', there is a text input field labeled 'Enter Your Organisation Name:' containing the text 'NATIONAL VOLUNTEER AND PHILANTHROPY CENTRE'. Below the input field, a message reads 'Your company exists on Company of Good, link company?'. At the bottom, a pink button labeled 'Link your profile to company' is highlighted with a red border.

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



The screenshot shows the 'Link Your Organisation' page. At the top is the 'SINGAPORE COMPANY OF GOOD' logo. Below the title 'Link Your Organisation', there is a text input field labeled 'Enter Your Organisation Name:' containing the text 'Company Name'. Below the input field, a message reads 'Company not found? Please proceed to create a new company profile.' At the bottom, a pink button labeled 'Create New Company Profile' is highlighted with a red border.



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

☐ Humanitarian

☐ Social Services

☐ Sports

☐ Women and Girls

**Corporate Volunteer Scheme (CVS) Awareness \***

The Business & IPC Partnership Scheme (BIPS) was renamed as CVS on 1st of April 2023.

CVS is a scheme designed to encourage corporate volunteerism by allowing business to claim 250% tax deduction on qualifying expenditure incurred from 1 July 2016 to 31 December 2026 when their employees volunteer and provide services for Institutions of a Public Character (IPCs).

☐ Aware of CVS

☐ Utilised CVS in the past 12 months

☐ Not aware of CVS

Remarks

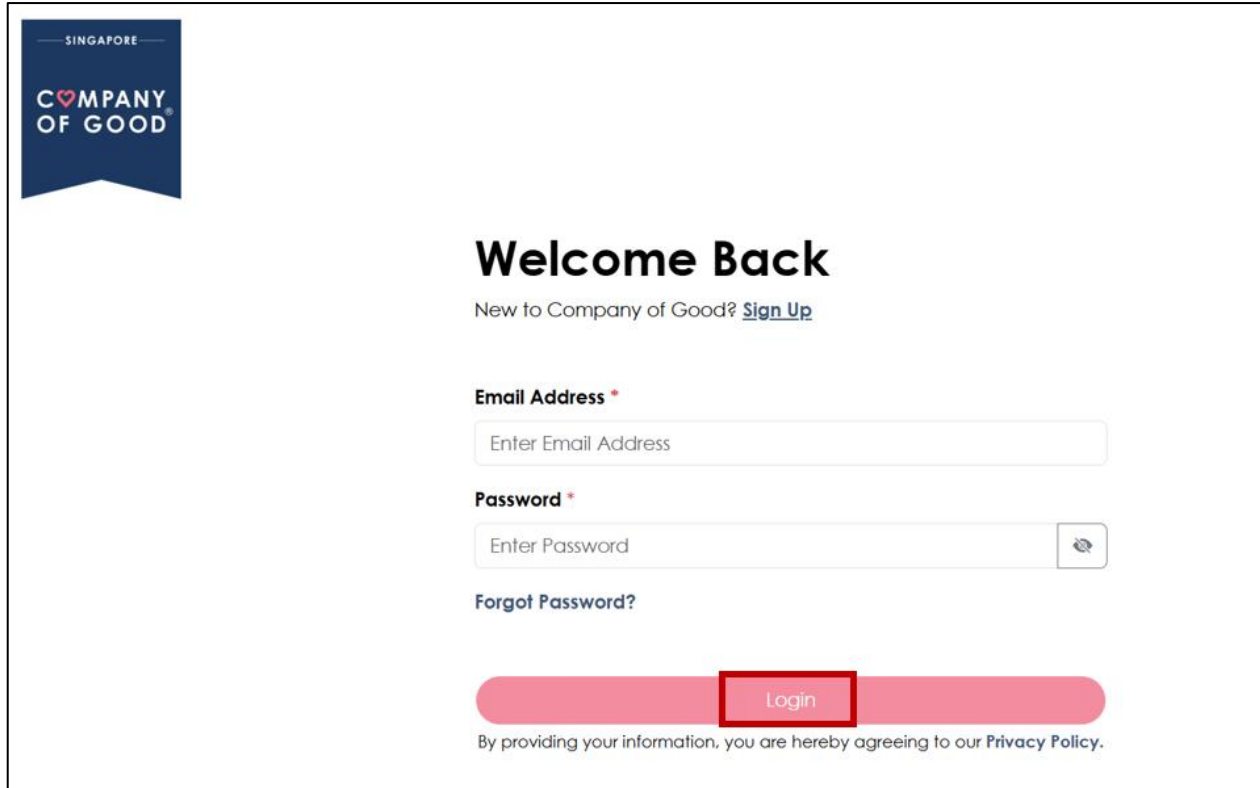
**By submitting this form, you hereby agree to the following: \***

☒ NVPC may collect, obtain, store and process your personal data that you provide in this form for the purpose of receiving updates, news and marketing mails or materials from NVPC.

Create Company Profile

## Logging in

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



The image shows the login page for the Company of Good Singapore. In the top left corner, there is a blue banner with the text "SINGAPORE" and the "COMPANY OF GOOD" logo. The main heading is "Welcome Back". Below it, a link "New to Company of Good? [Sign Up](#)" is provided. The login form consists of two input fields: "Email Address \*" and "Password \*". The "Email Address" field has a placeholder "Enter Email Address". The "Password" field has a placeholder "Enter Password" and a toggle icon for password visibility. Below the password field is a link "Forgot Password?". At the bottom of the form is a large pink button labeled "Login", which is highlighted with a red rectangular box. Below the button, a line of text states: "By providing your information, you are hereby agreeing to our [Privacy Policy](#)."

SINGAPORE

COMPANY OF GOOD

## Welcome Back

New to Company of Good? [Sign Up](#)

**Email Address \***

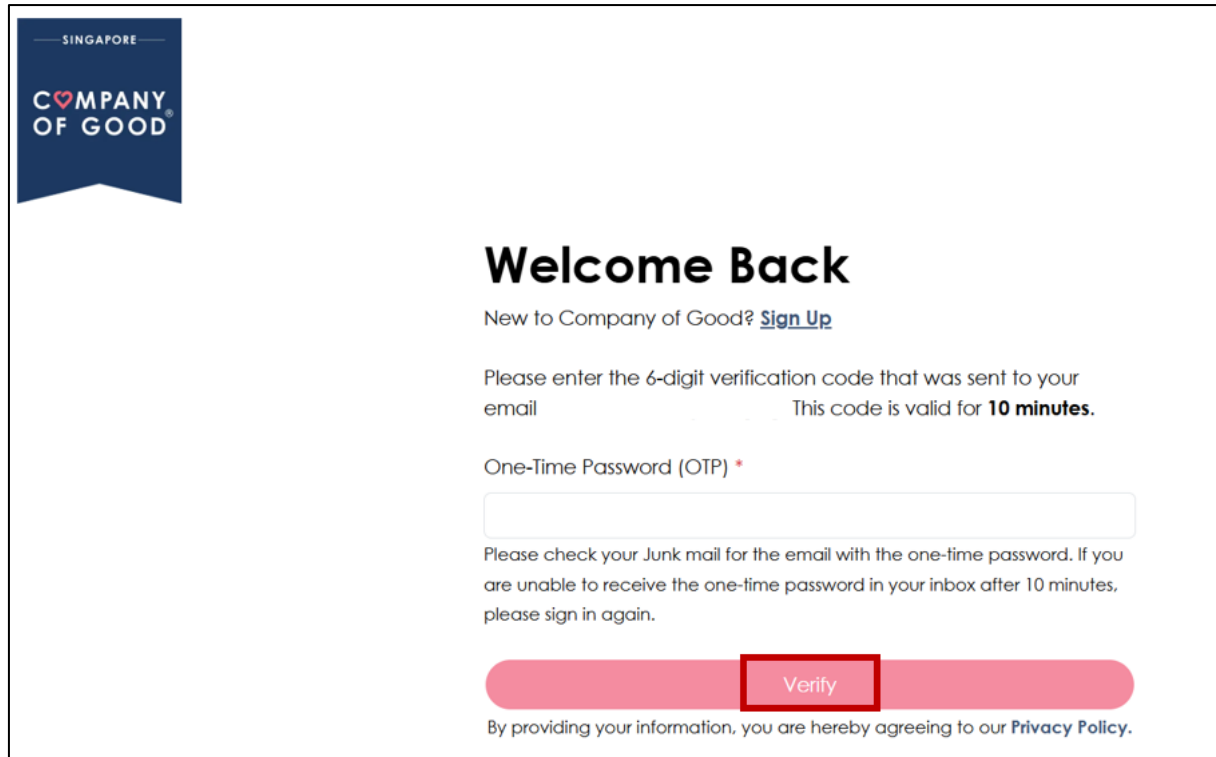
**Password \***

[Forgot Password?](#)

Login

By providing your information, you are hereby agreeing to our [Privacy Policy](#).

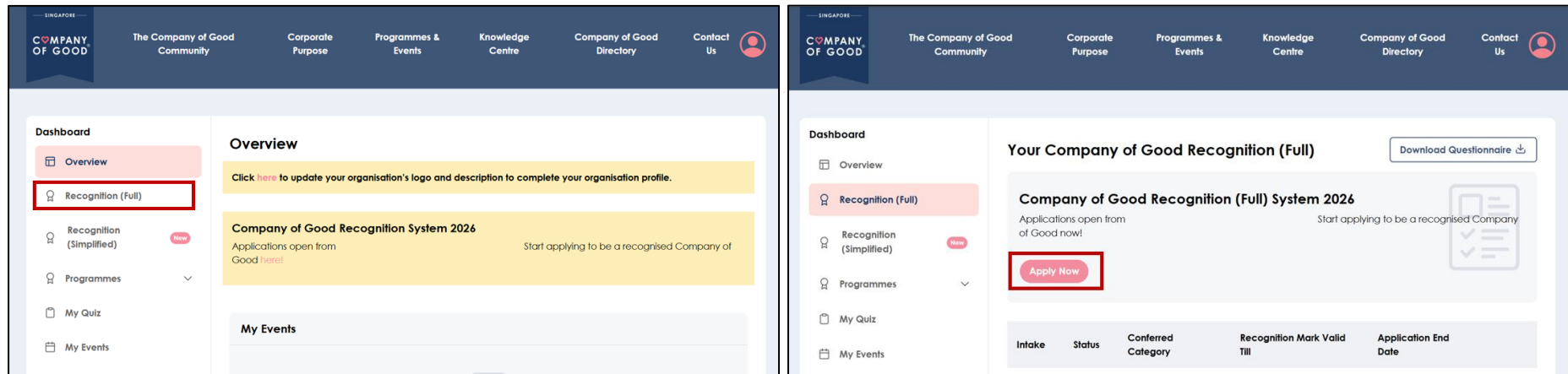
2. Enter the 6-digit verification code sent to your email address, then click **Verify**. If you don't receive the email within a few minutes, please check your junk or spam folder. Please note that the code is valid for 10 minutes.



The screenshot shows a login verification page for the Company of Good Singapore. In the top left corner, there is a blue banner with the text "SINGAPORE" and the "COMPANY OF GOOD" logo. The main heading is "Welcome Back". Below this, it asks "New to Company of Good?" with a link to "Sign Up". The instructions state: "Please enter the 6-digit verification code that was sent to your email" and "This code is valid for 10 minutes." There is a label "One-Time Password (OTP) \*" above a text input field. Below the input field, a note says: "Please check your Junk mail for the email with the one-time password. If you are unable to receive the one-time password in your inbox after 10 minutes, please sign in again." At the bottom, there is a large pink button labeled "Verify", which is highlighted with a red rectangular box. Below the button, it says: "By providing your information, you are hereby agreeing to our Privacy Policy."

## 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.



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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](mailto: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

Updated as of 20 November 2025

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

6. Please indicate the category of employee size for your organisation (including permanent and contract staff, but excluding interns) in Singapore for the past two financial years. \*

Employees in Latest Completed FY Select option ▼

Employees in Second Latest FY Select option ▼

7. Which of the following best describes the industry sector your organisation operates in? \*

Select option ▼

8. Is your organisation part of and/or actively participate in the following industry and trade associations, chambers, membership bodies, national or international advocacy organisations in Singapore? You may wish to select more than one.

- ☐ Association of Catering Professionals Singapore (ACAPS)
- ☐ Association of Small & Medium Enterprises (ASME)
- ☐ Environmental Management Association of Singapore (EMAS)
- ☐ European Chamber Of Commerce (Singapore)
- ☐ Restaurant Association of Singapore (RAS)
- ☐ Singapore Business Federation (SBF)
- ☐ Singapore Contractors Association Ltd (SCAL)
- ☐ Singapore Chinese Chamber of Commerce & Industry (SCCCI)
- ☐ Singapore Fashion Council (SFC)
- ☐ Singapore Food Manufacturers' Association (SFMA)
- ☐ Singapore Furniture Industries Council (SFIC)
- ☐ Singapore Hotel Association (SHA)
- ☐ Singapore Institute of Directors (SID)
- ☐ Singapore Manufacturing Federation (SMF)
- ☐ Singapore National Employers Federation (SNEF)
- ☐ Singapore Precision Engineering & Technology Association (SPETA)
- ☐ Singapore International Facility Management Association (SIFMA)
- ☐ SGTech
- ☐ The American Chamber Of Commerce in Singapore (AmChamSG)
- ☐ Others

Start Application

## 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.*

← Back To Dashboard

### Questionnaire Overview

[Organisation Profile](#) [Download Questionnaire](#) [Manage Respondent\(s\)](#)

Application for:

You are currently viewing the **Simplified Questionnaire**.

**Welcome to the Company of Good Recognition (Full) System for 2026 (UAT)!**

This will look into your organisation's efforts in the People, Society, Governance, Environment and Economic Impact areas in alignment with Corporate Purpose.

**Here is a guide to help you get started:**

1. The questionnaire consists of multiple-choice and short-answer questions. You may download an offline Excel version for easy reference.
2. Complete and submit one of the following questionnaires as your application:
  - a. The **Simplified Questionnaire** consists of a section on Organisation Information and a shorter section on Corporate Purpose and the 5 Impact Areas. Organisations that submit this questionnaire will be considered for 1 Heart recognition.
  - b. The **Full Questionnaire** consists of a section on Organisation Information and detailed sections on Corporate Purpose and the 5 Impact Areas. Organisations that submit this questionnaire will be considered for differentiated recognition, and those demonstrating exemplary efforts will be considered for Champion of Good.

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.

**Assign Questionnaire Respondent(s)** [X]

Please assign the questionnaire respondents for this year's application.

Please take note of the following:

- All respondents require valid Company of Good accounts
- You may add new respondents during the duration of the application window
- There is no limit to the number of respondents that you can assign to
- Only the company admin and senior management will receive the results for the submission

Select members

Name	Email	Designation	Actions
------	-------	-------------	---------

Confirm



## 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**.

c. To strengthen your application, include relevant details in the Remarks column and upload supporting documents where applicable.

d. If your company operates globally, please provide figures or examples specific to Singapore wherever applicable.



5. The questionnaire may involve different business functions. Multiple users can enter responses simultaneously, with no limit on the number of users.

a. To access the questionnaires, other respondents must create Company of Good accounts and be granted access rights by the Company Rep.

6. You may complete and submit the questionnaire at any time during the application window.

7. Applications will be processed based on the registered UEN number and entity name provided above.

Please be assured that NVPC is committed to safeguarding all data submitted through the questionnaire.

Section	Progress	Remarks
Organisation Overview	-	
National Programmes and Recognised Certifications	-	

3. What actions have been taken to embed corporate purpose in your organisation? \*

☐ Have a representative or team to implement corporate purpose in the organisation

☐ Leadership is aligned on the importance for corporate purpose (Based on general sentiments within your organisation)

☐ Leadership is actively advocating the adoption of corporate purpose within the organisation (e.g. Fronting and communicating your organisation's corporate purpose)

☐ Leadership makes decisions that are consistent with the organisation's corporate purpose (e.g. Your organisation incorporates steps/processes to ensure business strategies/decisions are made in alignment with its corporate purpose)

☐ None of the above

**All Additional Remarks:**  
Kindly provide any supplementary details that may further strengthen and substantiate your submission.

Page 1 of 2

Next Save as Draft

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

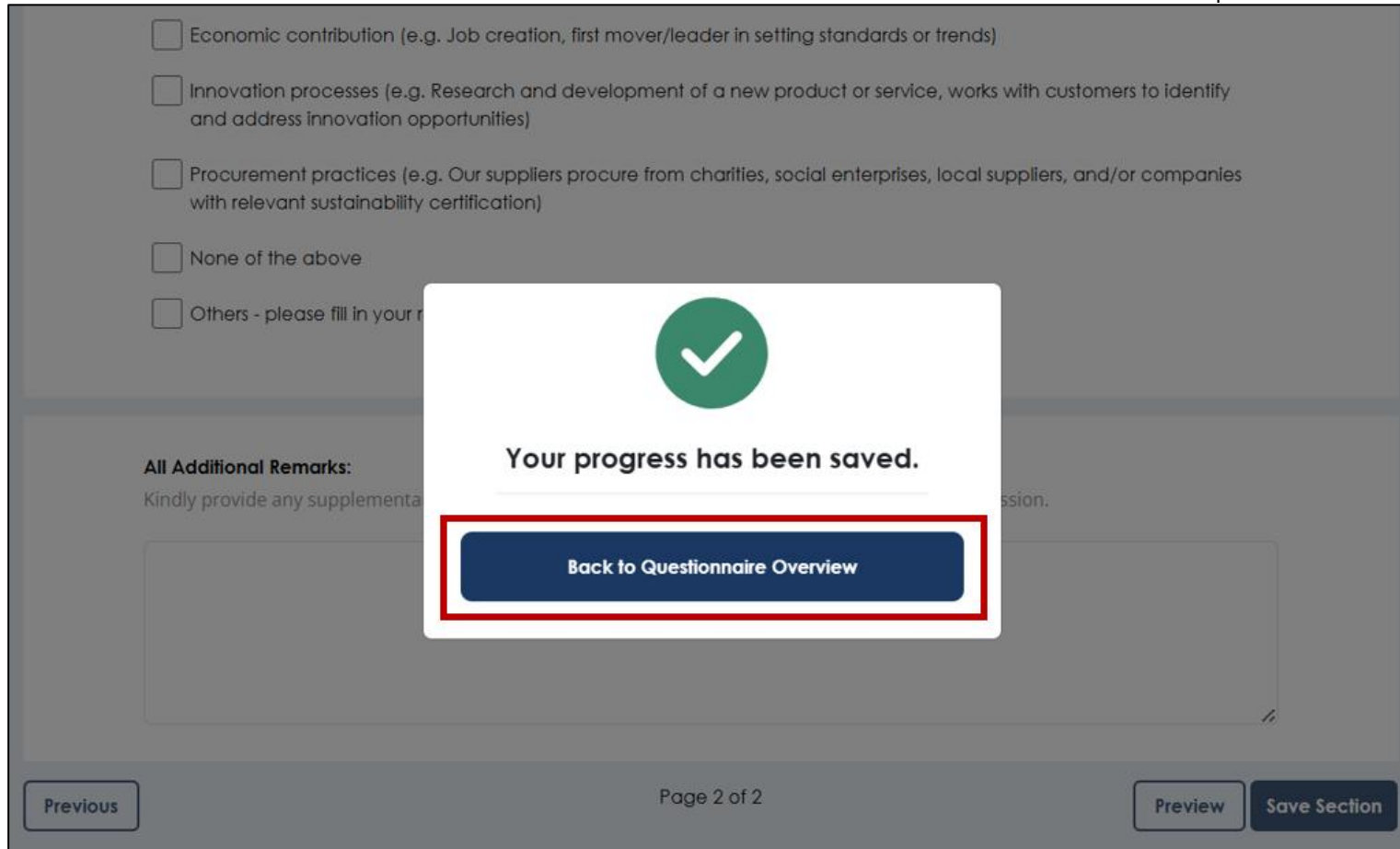
10. **[Economic] Which of the following policies or practices does your organisation have? \***

- ☐ Intentional business model design to address a specific issue or cause (e.g. Products and services are targeted at underserved individuals, production practices are designed to conserve the environment)
- ☐ Economic contribution (e.g. Job creation, first mover/leader in setting standards or trends)
- ☐ Innovation processes (e.g. Research and development of a new product or service, works with customers to identify and address innovation opportunities)
- ☐ Procurement practices (e.g. Our suppliers procure from charities, social enterprises, local suppliers, and/or companies with relevant sustainability certification)
- ☐ None of the above
- ☐ Others - please fill in your response in the text box provided

**All Additional Remarks:**  
Kindly provide any supplementary details that may further strengthen and substantiate your submission.

Previous Page 2 of 2 Preview **Save Section**

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



The screenshot shows a questionnaire form with several sections. At the top, there are five checkboxes with corresponding text: "Economic contribution (e.g. Job creation, first mover/leader in setting standards or trends)", "Innovation processes (e.g. Research and development of a new product or service, works with customers to identify and address innovation opportunities)", "Procurement practices (e.g. Our suppliers procure from charities, social enterprises, local suppliers, and/or companies with relevant sustainability certification)", "None of the above", and "Others - please fill in your response". Below these is a section titled "All Additional Remarks:" with a text area and a placeholder text "Kindly provide any supplementary information here". At the bottom of the form are three buttons: "Previous", "Page 2 of 2", and "Preview". A "Save Section" button is also visible. A white modal box with a green checkmark icon and the text "Your progress has been saved." is centered over the form. A red rectangular box highlights the "Back to Questionnaire Overview" button within this modal.

☐ Economic contribution (e.g. Job creation, first mover/leader in setting standards or trends)

☐ Innovation processes (e.g. Research and development of a new product or service, works with customers to identify and address innovation opportunities)

☐ Procurement practices (e.g. Our suppliers procure from charities, social enterprises, local suppliers, and/or companies with relevant sustainability certification)

☐ None of the above

☐ Others - please fill in your response

**All Additional Remarks:**  
Kindly provide any supplementary information here












**Your progress has been saved.**

**Back to Questionnaire Overview**



Previous Page 2 of 2 Preview Save Section

## User Guide for Company of Good Recognition System

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**.

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Recognised Certifications	100%	
Corporate Purpose	100%	
People	2%	
Society	92%	
Governance	100%	
Environment	17%	
Economic	34%	
(Optional) Additional Information For Corporate Purpose	-	
(Optional) Supporting Documents	-	
(Optional) Additional Information For 5 Impact Areas	-	

[← Back to Simplified](#)  
[Preview and Submit Application](#)












Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Recognised Certifications	100%	

[Continue to Full Questionnaire →](#)  
[Preview and Submit Application](#)

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

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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%.

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Recognised Certifications	100%	
Corporate Purpose	100%	
People	2%	
Society	92%	
Governance	100%	
Environment	17%	
Economic	34%	
(Optional) Additional Information For Corporate Purpose	-	
(Optional) Supporting Documents	-	
(Optional) Additional Information For 5 Impact Areas	-	

[← Back to Simplified](#)

Preview and Submit Application

## 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.












The image displays two side-by-side screenshots of a web form titled "National Programmes and Recognised Certifications". Both screenshots have a "Back to Overview" link in the top left corner.

**Left Screenshot:** The form contains three sections. The first section, "1. Please select the national programmes and awards that your organisation has been recognised for.", shows "No entries yet. Click the button below to add a new entry." with a red "Add new" button highlighted by a red box. The second section, "2. Has your organisation obtained the B-Corp certification?", has two radio button options: "Our organisation is B-Corp certified." and "No". The third section, "3. Is your organisation a social enterprise registered with raISE?", also has two radio button options: "Our organisation is a social enterprise registered with raISE" and "No".

**Right Screenshot:** This screenshot shows the form after an entry has been added. It includes a "Programme/Award" dropdown menu with "Select..." text. Below it is an "Organiser" field with a light pink background. A text area for "Please indicate the details of your involvement (e.g. which award won/amount of volunteering hours/ amount of donation)." is present. At the bottom, there is a "Year of participation / award" dropdown menu with "Select..." text. A red "Remove" button is highlighted with a red box in the bottom right corner.



## 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.

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Recognised Certifications	100%	
Corporate Purpose	100%	
People	2%	
Society	92%	
Governance	100%	
Environment	17%	
Economic	34%	
(Optional) Additional Information For Corporate Purpose	-	
(Optional) Supporting Documents	-	
(Optional) Additional Information For 5 Impact Areas	-	

← Back to Simplified

Preview and Submit Application

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Recognised Certifications	100%	

Continue to Full Questionnaire →

Preview and Submit Application

- 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.

6. You may complete and submit the questionnaire at any time during the application window.

7. Applications will be processed based on the registered UEN number and entity name provided above.

Please be assured that NVPC is committed to safeguarding all data submitted through the questionnaire.

**Section**

- Organisation Overview
- National Programmes and Recognised Cert
- Corporate Purpose
- People
- Society
- Governance
- Environment
- Economic
- (Optional) Additional Information For Corporate Purpose

**Preview Application**

You are previewing the

Select Questionnaire Type

Simplified

Full

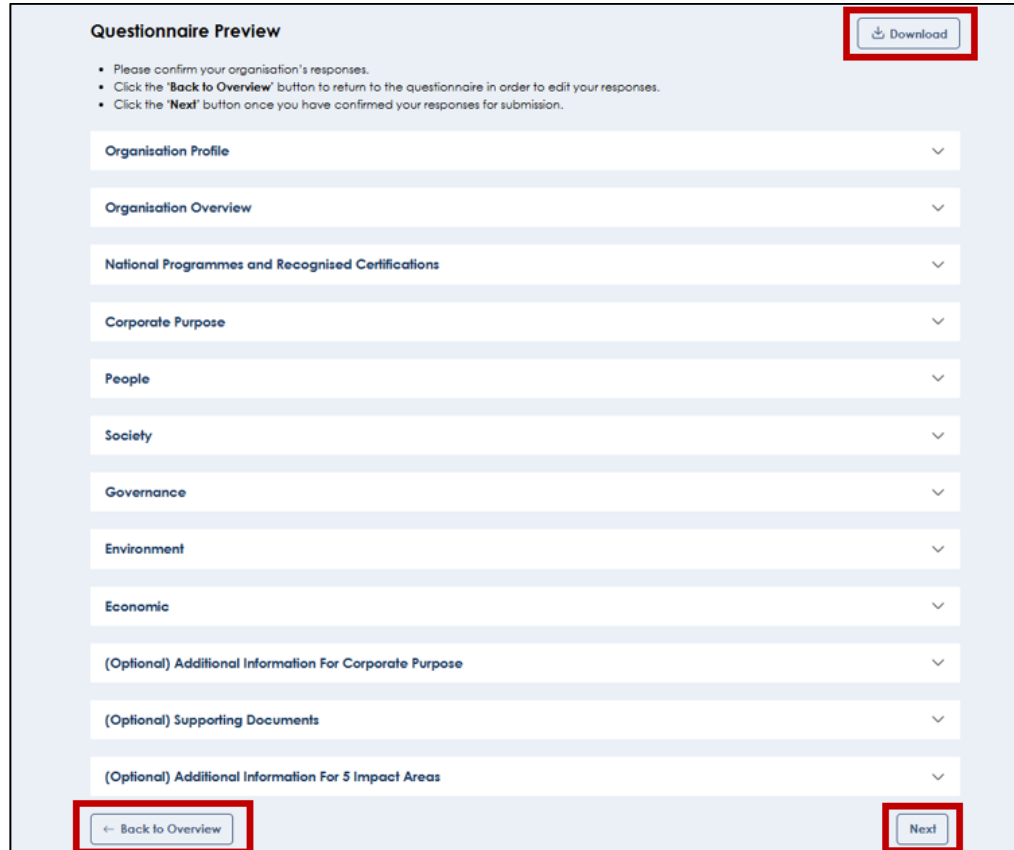
Preview and Submit Application

Cancel

Progress	Remarks
%	
%	
%	
%	
%	
%	
17%	
34%	



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.



The screenshot displays the 'Questionnaire Preview' interface. At the top right, a 'Download' button is highlighted with a red box. Below the title, there are three bullet points: 'Please confirm your organisation's responses.', 'Click the 'Back to Overview' button to return to the questionnaire in order to edit your responses.', and 'Click the 'Next' button once you have confirmed your responses for submission.' The main content area consists of eleven expandable sections, each with a downward arrow: 'Organisation Profile', 'Organisation Overview', 'National Programmes and Recognised Certifications', 'Corporate Purpose', 'People', 'Society', 'Governance', 'Environment', 'Economic', '(Optional) Additional Information For Corporate Purpose', '(Optional) Supporting Documents', and '(Optional) Additional Information For 5 Impact Areas'. At the bottom, two buttons are highlighted with red boxes: '← Back to Overview' on the left and 'Next' on the right.

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- 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.

[← Back to Overview](#)

### Additional Details

**Please upload your company logo \*** (Recommended size 1080px x 1080px)

Choose File No file chosen

**In 250 words or less, please describe your organisation and explain why it is a Company of Good.**

Remarks: This description will be used to showcase your company in all Company of Good related publicity, should your organisation be recognised as a Company of Good, subject to due diligence process findings. \*

250 words remaining

☐ By submitting the details, I confirm that I have read, understood, and consented to the **Terms and Conditions \***

Next

## User Guide for Company of Good Recognition System

- 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.

[← Back to Overview](#)

### Submission Acknowledgement

Thank you for completing the Company of Good Recognition questionnaire. Upon submission, an automated email will be sent to you and your senior management to confirm the submission of your application. Our team may reach out to you for further clarifications if deemed necessary.

If your organisation is shortlisted to be considered for the Champions of Good recognition, you will be invited to an interview with the Judging Panel.

Your results will be notified in due course.

You are submitting the **Full Questionnaire**.

**Name of Senior Management / C-level Executive \***

**Designation \***

**Email Address \***

**Location \***

**+ Add Recipient**

☐ I hereby declare that all the information provided in this application is correct and accurate. \*

☐ I understand and agree that this submission shall be disqualified in the event if any information is found to be false or incorrect at any stage. \*

☐ I declare that my organisation has not been convicted in a court of law. \*

☐ I declare that this application is submitted on behalf of the most senior management or C-level executive overseeing operations in Singapore. \*

**Next**

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- 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**.

### Submission Acknowledgement

Thank you for completing the Company of Good Recognition questionnaire. Upon submission, an automated email will be sent to you and your senior management to confirm the submission of your application. Our team may reach out to you for further clarifications if deemed necessary.

If your organisation is shortlisted to be considered for the Champions of Good recognition, you will be invited to an interview with the Judging Panel.

Your results will be notified in due course.

You are submitting the **Full Questionnaire**.

Name of Senior Management / C-level Executive \*

Enter Senior Management / C-level Executive

Designation \*

Enter Designation


Email Address \*

Enter Email Address

Location \*

Select Location

⊕ Add Recipient

Name	Email	Designation	Location	
Andy Yang	ceo@gmail.com	CEO	Singapore	

## User Guide for Company of Good Recognition System

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.

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### Submission Acknowledgement

Thank you for completing the Company of Good Recognition questionnaire. Upon submission, an automated email will be sent to you and your senior management to confirm the submission of your application. Our team may reach out to you for further clarifications if deemed necessary.

If your organisation is shortlisted to be considered for the Champions of Good recognition, you will be invited to an interview with the Judging Panel.

Your results will be notified in due course.

You are submitting the **Full Questionnaire**.

**Name of Senior Management / C-level Executive \***

**Designation \***

**Email Address \***

**Location \***

☐ I hereby declare that all the information provided in this application is correct and accurate. \*

☐ I understand and agree that this submission shall be disqualified in the event if any information is found to be false or incorrect at any stage. \*

☐ I declare that my organisation has not been convicted in a court of law. \*

☐ I declare that this application is submitted on behalf of the most senior management or C-level executive overseeing operations in Singapore. \*

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

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**We would love to hear your feedback!**

1. What was your estimated duration to complete the questionnaire? \*

Enter duration

2. Rate your experience \*

Poor 1 2 3 4 5 Great!

3. How did you hear about the Company of Good Recognition System? \*

Select option

4. Do you have any other feedback? \*

Enter your feedback here

**Submit Application**

## User Guide for Company of Good Recognition System

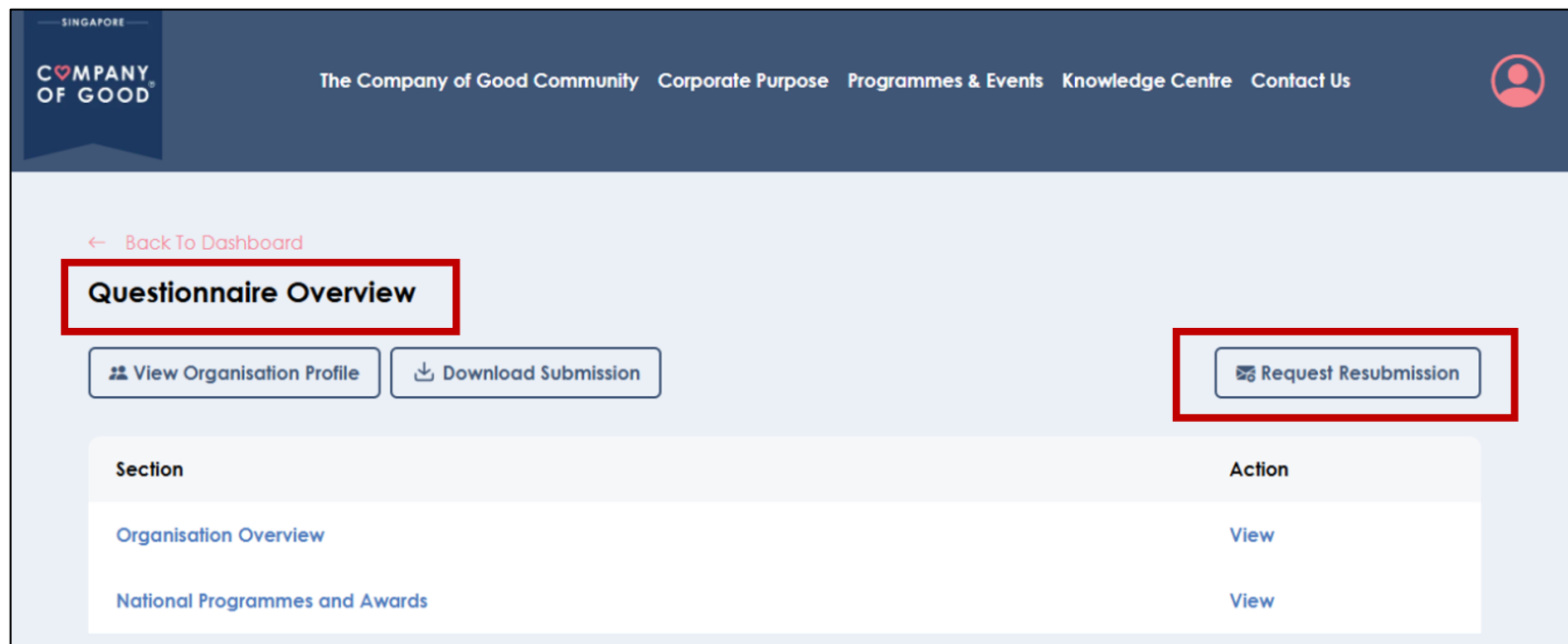
9. Once submitted, the application status on the dashboard will display as **Submitted**. To view the submitted questionnaire, click on **View Submission**.

The screenshot displays the 'Your Company of Good Recognition' dashboard. On the left, a sidebar menu includes 'Overview', 'Recognition' (highlighted), 'Programmes', and 'My Quiz'. The main content area features a table with the following columns: Intake, Status, Conferred Category, Recognition Mark Valid Till, Application End Date, and Manage Rep(s). A single row is visible with the values: 2025, Submitted, -, -, 30/10/2024, and a 'View Submission' button. A 'Download Questionnaire' button is located in the top right corner of the main content area.

Intake	Status	Conferred Category	Recognition Mark Valid Till	Application End Date	Manage Rep(s)
2025	Submitted	-	-	30/10/2024	<a href="#">View Submission</a>

## 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**.

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### Request to Edit Submission

Please take note of the following:

1. Request to resubmit application is subjected to NVPC's approval.
2. Your organisation's application verification process will be put on hold until you have resubmitted your application.
3. You are required to fill up the following sections again when resubmitting your application:
  - Declaration
  - Feedback Form


**Please state your reason(s) for editing your submission: \***

Enter your reason here

Submit

- 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.

# Your Company of Good Recognition

[Download Questionnaire](#) 

Intake	Status	Conferred Category	Recognition Mark Valid Till	Application End Date		
2025	Requested Resubmission	-	-	30/11/2024	<a href="#">View Submission</a>	<a href="#">Manage Rep(s)</a>

## User Guide for Company of Good Recognition System

- 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.

The screenshot displays the 'Your Company of Good Recognition' dashboard. On the left is a sidebar with navigation links: Overview, Recognition (highlighted), Programmes, My Quiz, My Events, and User List. The main content area features a yellow notification banner stating: 'Your Company of Good Recognition Application is to be resubmitted. Please resubmit the application by' followed by a red 'Continue Application' button. Below this is a table with the following columns: Intake, Status, Conferred Category, Recognition Mark Valid Till, Application End Date, and an unlabeled action column. A single row is shown with the values: 2025, Pending Re-submission (highlighted with a red box), -, -, 30/10/2024, and a red 'Continue' button (also highlighted with a red box). A 'Download Questionnaire' button is located in the top right of the main content area.

Intake	Status	Conferred Category	Recognition Mark Valid Till	Application End Date	
2025	Pending Re-submission	-	-	30/10/2024	<a href="#">Continue</a> Manage Rep(s)

**Do reach out to us at [cogrecognition@nvpc.org.sg](mailto:cogrecognition@nvpc.org.sg) should you have further questions.**

**Thank you!**