

FAQ FOR CSR

1. How do I apply for a CSR support?

The application can be submitted in the following ways:

- a) Download application from the company's website, fill it up and send by post or by hand to the office of the Head-CSR along with the required enclosures OR
- b) Send a scanned copy of the application form in the prescribed format along with the enclosures by email.

2. I am an NGO. Am I qualified to apply for CSR support?

Any NGO can apply for undertaking a CSR project with the condition that the agency should have minimum three years of experience in the field.

As per the revised CSR rules, any agency proposing to execute CSR projects should have 12 A and 80G registration. The agencies desirous of undertaking CSR projects should register itself in the CSR portal of the Government of India and obtain the CSR Registration number.

3. When can I apply for CSR support?

Applications can be submitted throughout the year for CSR support.

4. How do I find out what all projects qualify for CSR support from the Company?

The CSR support is extended to projects which qualify as per the norms laid down by the Ministry of Corporate Affairs, Government of India. The list of such activities is provided in the Company's website.

5. How long will it take after I submit my application to receive a response?

The applications, after initial scrutiny go through two committees, one the Executive Committee, another Board Level committee. The minor projects are initiated immediately after the approval of the recommendation of the Executive Committee. The agencies are informed of the selection after the approval is obtained. This procedure normally takes between 1-2 months.

Major projects are to be approved by the Board. Upon approval the qualified agencies are informed of the approval for taking up the project. This process takes normally 3-4 months.

6. What are Major and Minor projects?

The C&MD of the company is empowered to sanction some percentage of projects which are urgent in nature and are relatively low value (Rs.10 lakhs or less). Such projects are categorised as Minor projects. All other projects irrespective of their value are Major projects.

7. Do I get a communication in case I am not qualified for CSR?

Applicants can verify the status of application after submission either through phone call or by email. The officers in CSR Section will be happy to explain the status of projects at any point in time.

The agency's projects that are approved by the company are intimated by post / email.

A list of projects undertaken by the company during the year is published in its website at the end of the year.

8. Do you have an email address where I can send my application?

The company has an email address csr@cochinshipyard.in. The applications can be sent by email or by post.

9. Can I apply for multiple projects at a time?

Yes. But normally an agency will be supported for a project only at a time. Repeated applications are not entertained from the same agency which was considered by the company once atleast for three years.

10. Can a NGO undertake projects jointly with another agency?

Projects can be taken up jointly by two or more NGO's or an NGO along with a Government agency.
