

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*

Table of Contents

<u>Starting the Application Process.....</u>	<u>4</u>
<u>Signing up and Logging in</u>	<u>6</u>
<u>Accessing the Questionnaire</u>	<u>13</u>
<u>Managing Questionnaire Respondent(s)</u>	<u>16</u>
<u>Completing the Questionnaire</u>	<u>18</u>
<u>Submitting the Questionnaire</u>	<u>24</u>
<u>Requesting Resubmission</u>	<u>33</u>

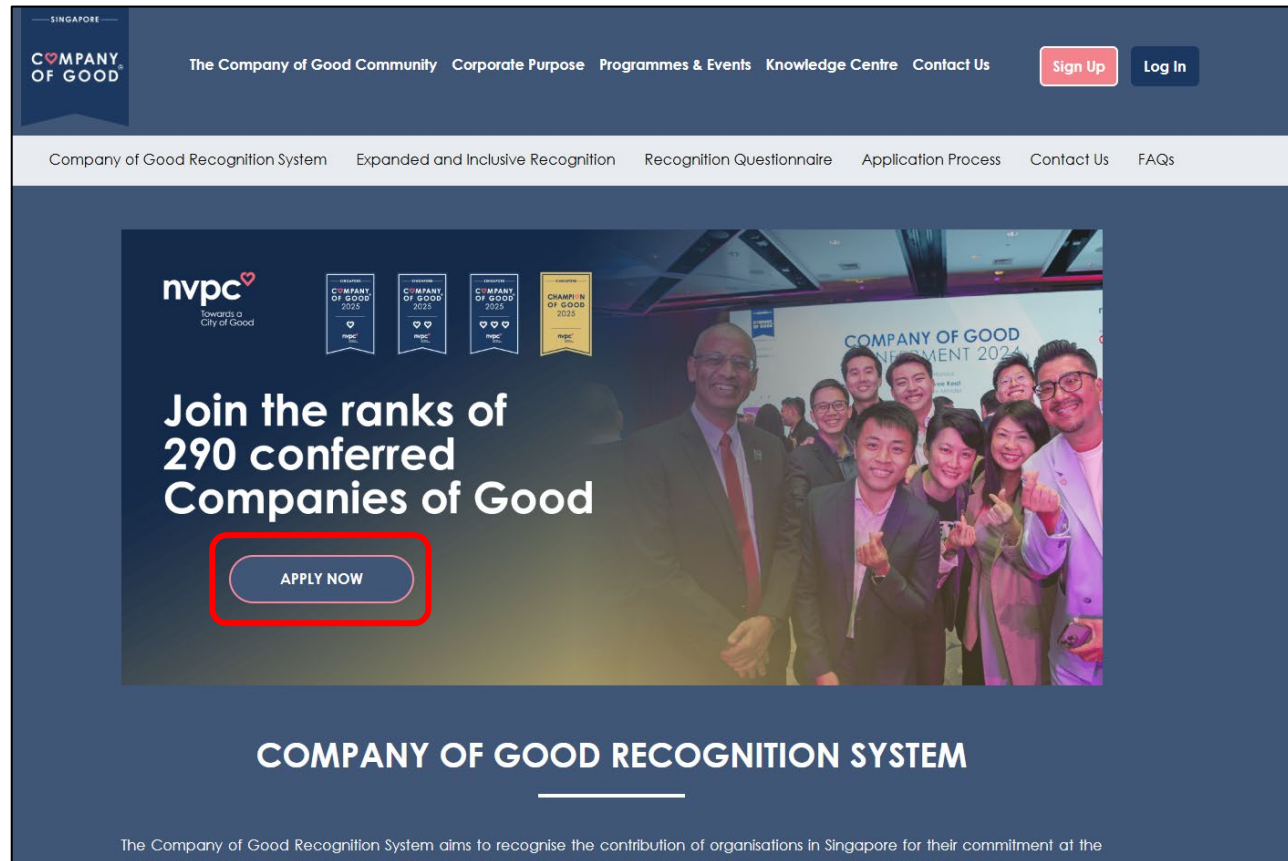
Starting the Application Process

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 section.



User Guide for Company of Good Recognition System

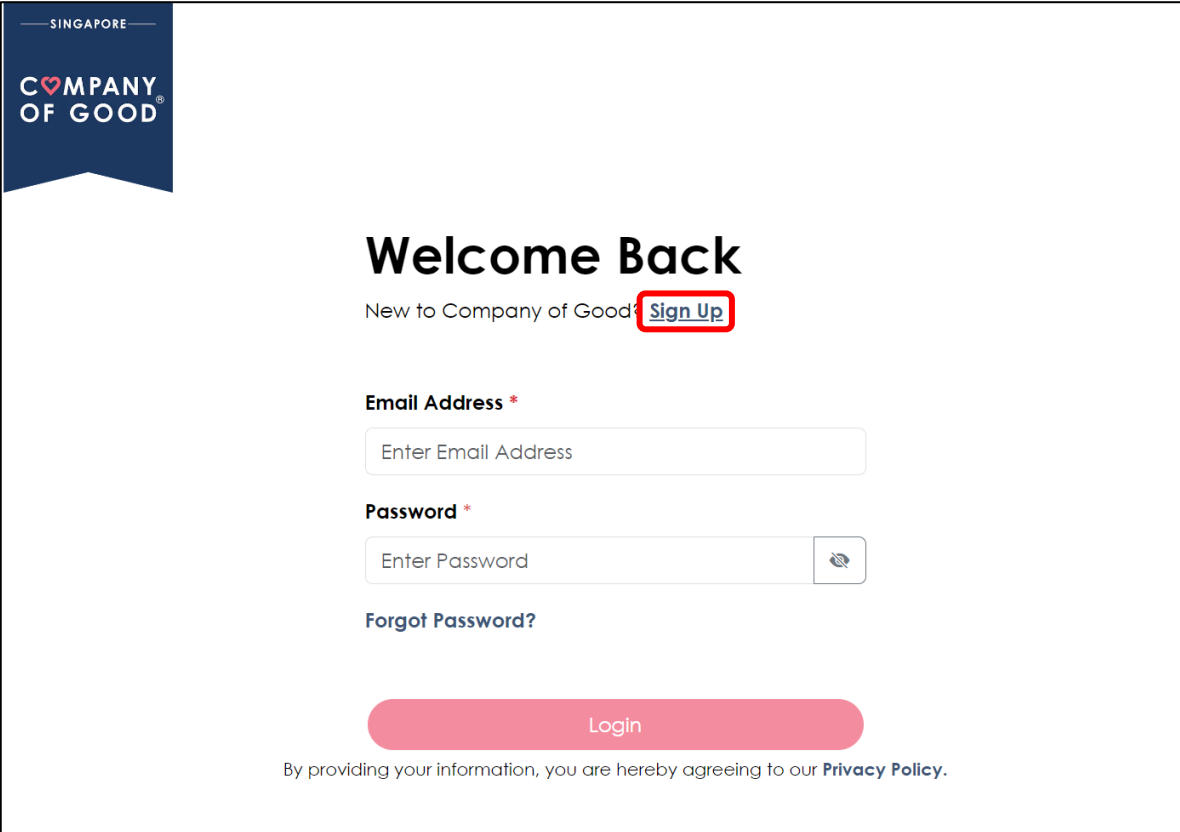
2. Click on **Apply Now**.



Signing up and Logging in

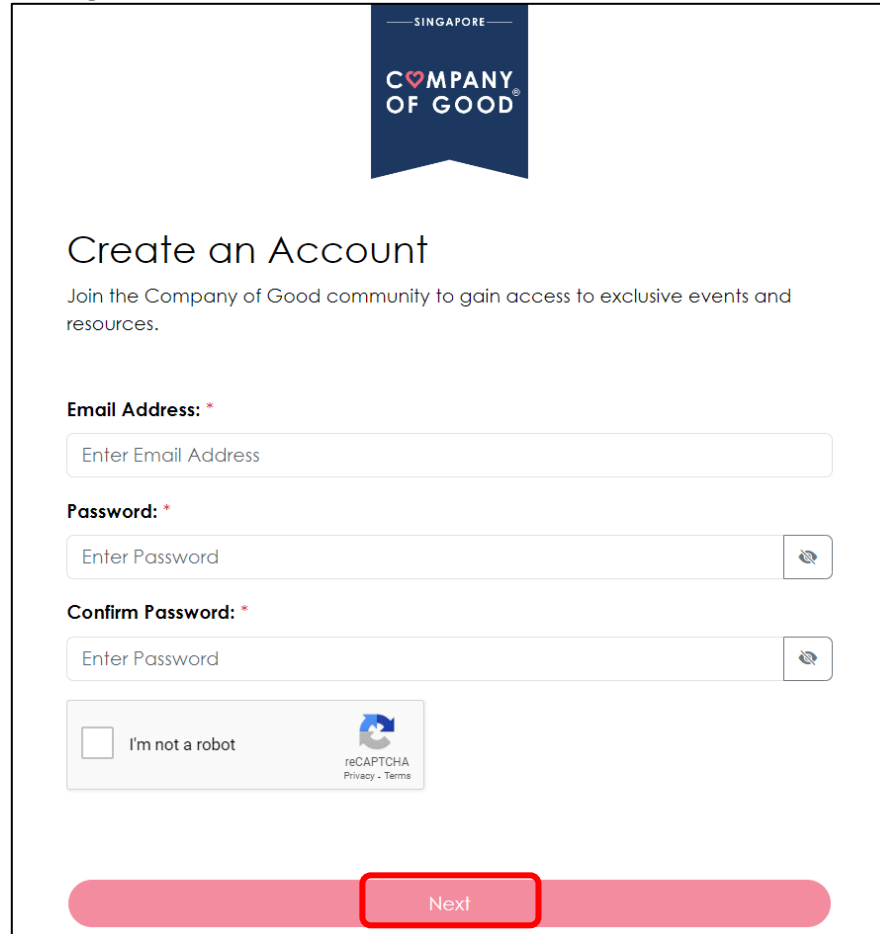
Creating a New Account

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



The screenshot shows the 'Welcome Back' login page for the Company of Good. In the top left corner, there is a dark blue banner with the text 'SINGAPORE' and the 'COMPANY OF GOOD' logo. The main heading is 'Welcome Back'. Below it, the text 'New to Company of Good?' is followed by a 'Sign Up' link, which is highlighted with a red rectangular box. There are 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 (an eye) to its right. Below the password field is a link 'Forgot Password?'. At the bottom, there is a large pink rounded button labeled 'Login'. At the very bottom, a small line of text states: 'By providing your information, you are hereby agreeing to our [Privacy Policy](#).'

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: *

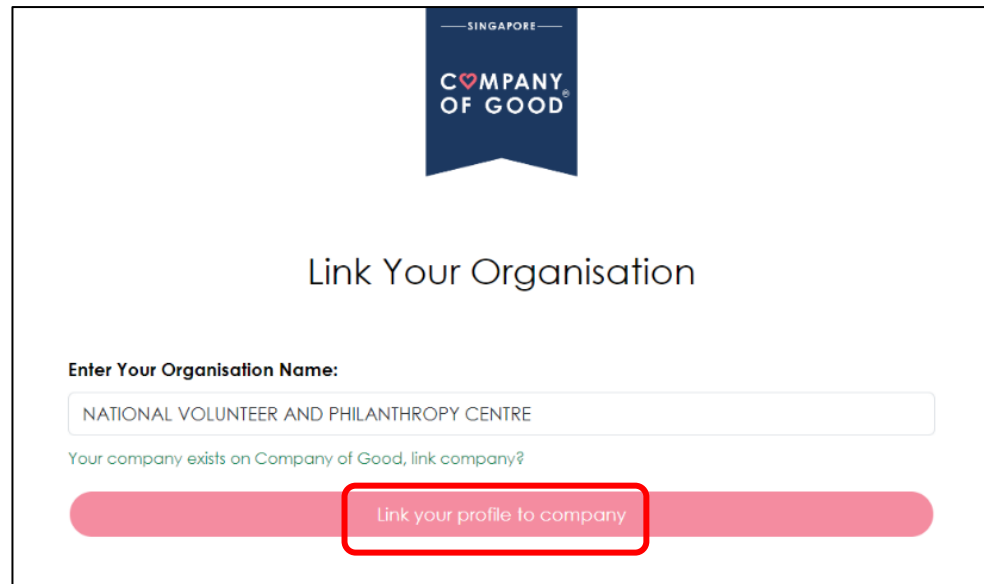
Password: *

Confirm Password: *

☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

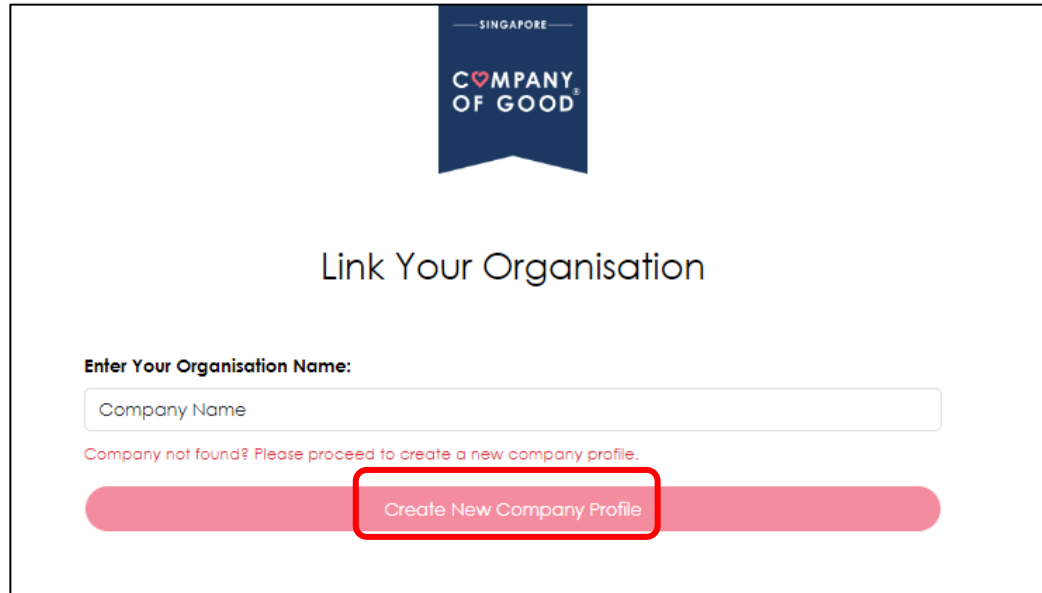
Next

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 a web interface for linking an account to an organization. At the top, there is a blue banner with the text 'SINGAPORE' and the 'COMPANY OF GOOD' logo. Below the banner, the heading 'Link Your Organisation' is centered. Underneath, there is a label 'Enter Your Organisation Name:' followed by a text input field containing 'NATIONAL VOLUNTEER AND PHILANTHROPY CENTRE'. Below the input field, a green message states 'Your company exists on Company of Good, link company?'. At the bottom, there is a large pink button with the text 'Link your profile to company', which is highlighted with a red rectangular border.

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



SINGAPORE

COMPANY
OF GOOD

Link Your Organisation

Enter Your Organisation Name:

Company not found? Please proceed to create a new company profile.

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.

☐ 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

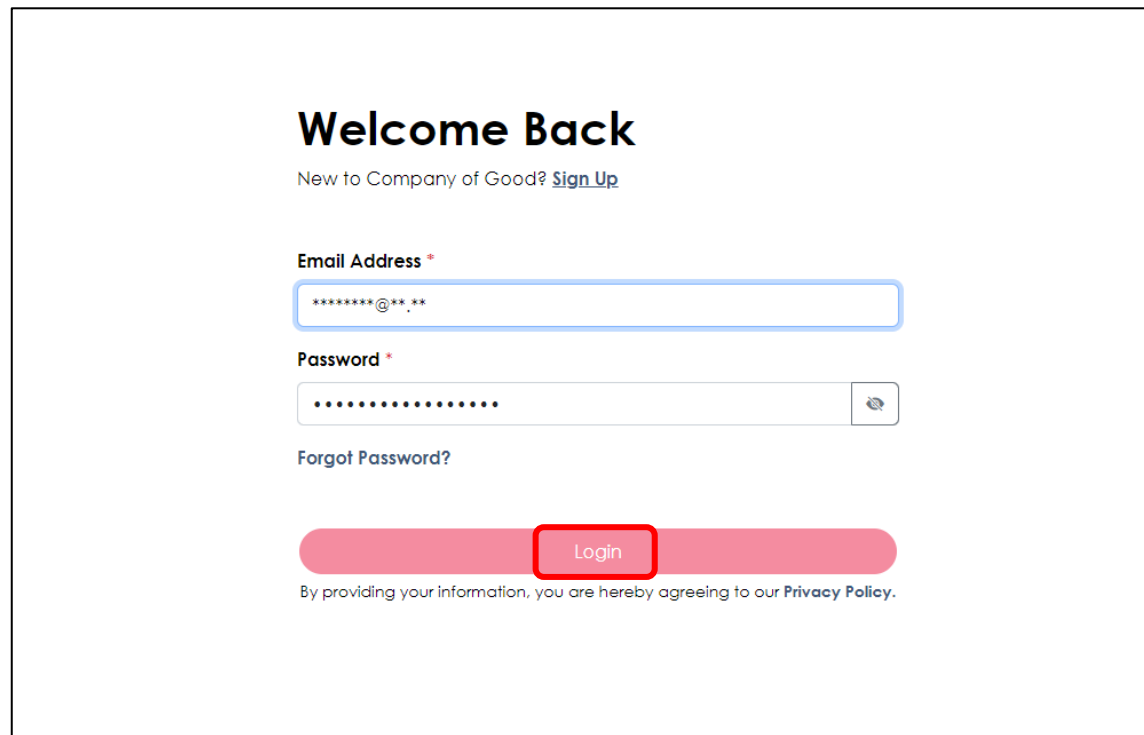
By submitting this form, you hereby agree to the following: *

☒ 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.

A screenshot of a login form titled "Welcome Back". Below the title is a link "New to Company of Good? Sign Up". The form contains two input fields: "Email Address *" with a blue border and a light blue background, containing the text "*****@**.*"; and "Password *" with a light gray background and a toggle icon on the right. Below the password field is a link "Forgot Password?". A large pink button with the text "Login" is centered below the fields. At the bottom, a line of text reads "By providing your information, you are hereby agreeing to our Privacy Policy." The "Login" button is highlighted with a red rectangular border in the original image.

Welcome Back

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

Email Address *

*****@**.*

Password *

.....

[Forgot Password?](#)

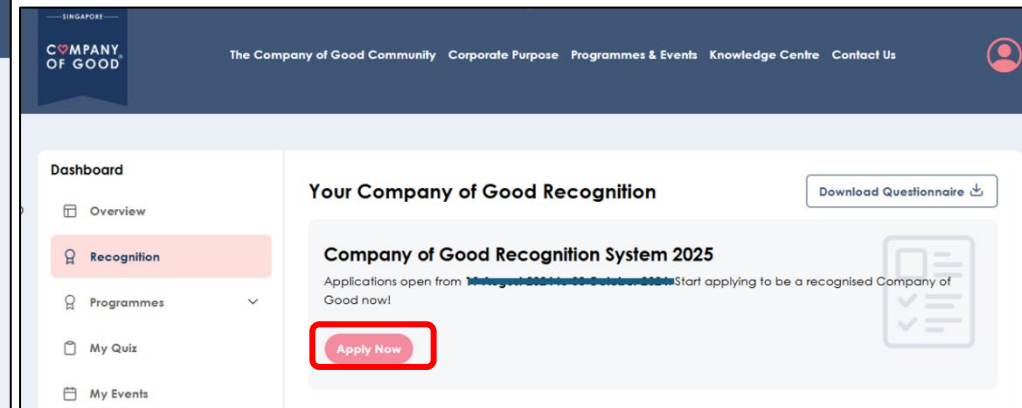
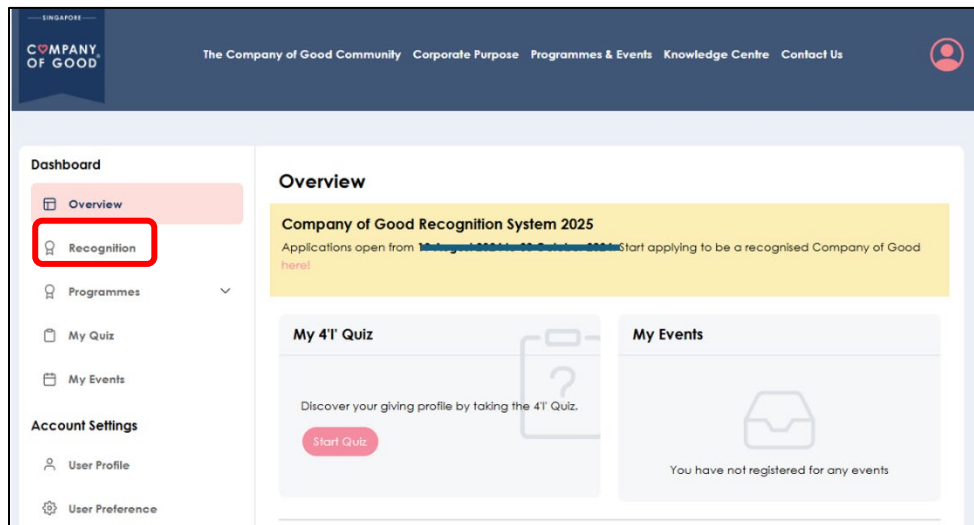
Login

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.

Accessing the Questionnaire

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



User Guide for Company of Good Recognition System

2. Please read the guide and click on **Start Application**.

Welcome to the Company of Good Recognition System for 2025 (UAT)!

Thank you for taking the time to apply for [redacted] to be recognised.

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. For easier reference, you may download an Excel version of the questionnaire, which can be found on the next page.
2. Complete and submit one of the following questionnaires as your application for recognition:
 - 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.
 - 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. Additionally, organisations that demonstrate exemplary efforts in the 5 Impact Areas will be considered for Champion of Good.
3. Please provide the most accurate and updated information about your organisation.
 - You are encouraged to attempt as many questions as you can.
 - You will not be penalised for submitting "none of the above" answers.
4. You may complete and submit the questionnaire at any time during the application window.
5. The scope of the questionnaire may involve different business functions. Questionnaire responses can be entered by multiple users at the same time, with no limit on the number of users.
 - To access the questionnaires, other respondents must create Company of Good accounts and be granted access rights by the Company Rep.
6. You may find the following documents useful to have on hand when attempting the questionnaire:
 - Financial report
 - Sustainability report

Please be assured that NVPC is committed to safeguarding the data entrusted to us through the questionnaire.

We look forward to receiving your submission! Please feel free to reach out to recognition@nvpc.org.sg or call 6550 9595 if you require clarifications.

Start Application

3. To start the application, enter your **organisation's information** and **agree to the Terms and Conditions**. After completing this section, 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. Additional Remarks (if any)

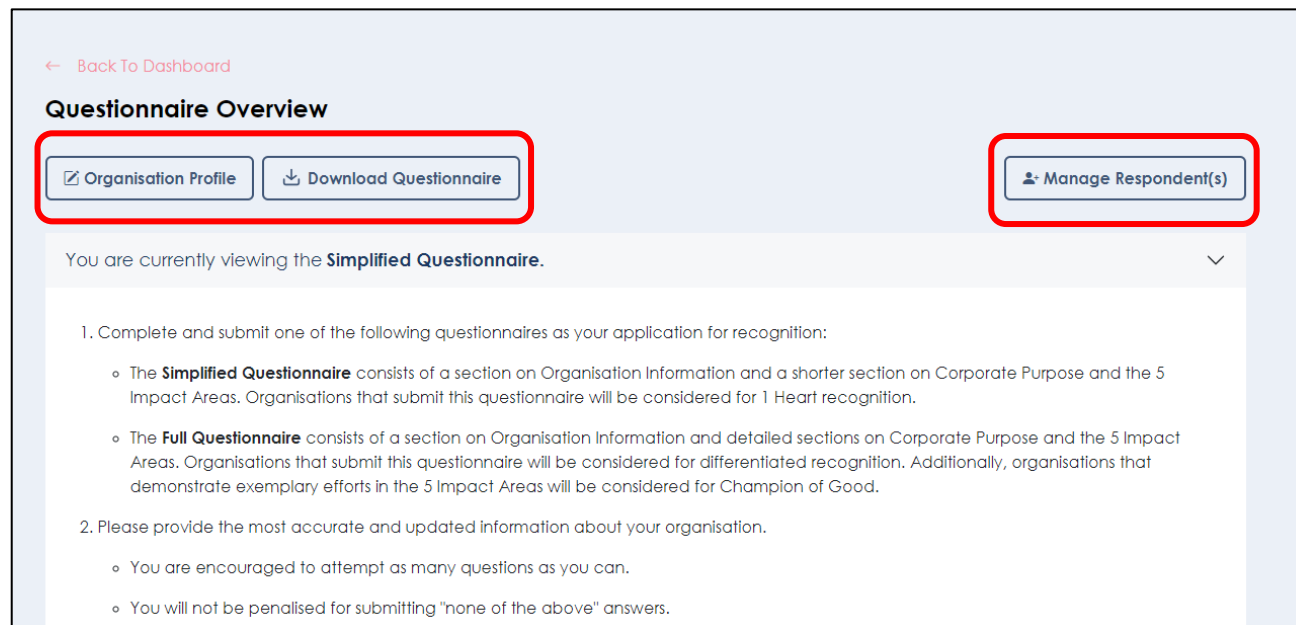
☐ By applying, I confirm that I have read, understood and consented to the **Terms and Conditions**.

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.



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)

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**.

The screenshot displays the 'Simplified Questionnaire' interface. At the top, a header states 'You are currently viewing the Simplified Questionnaire.' Below this, a list of instructions explains the questionnaire's structure and submission process. A table at the bottom lists available sections: 'Organisation Overview' and 'National Programmes and Awards'. The 'Organisation Overview' section is highlighted with a red box. To the right, a preview of the 'Organisation Overview' section shows a question about embedding corporate purpose, with five checkbox options. At the bottom right of the preview, 'Next' and 'Save as Draft' buttons are visible, with 'Save as Draft' highlighted by a red box.

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

1. The questionnaire is divided into two parts:

- The **Simplified Questionnaire** consists of a section on Organisation Information, Organisation Overview and National Programmes and Awards.
- The **Full Questionnaire** consists of sections on Corporate Purpose and the 5 Impact Areas.

2. All submitted information will be taken into account for the recognition.

3. Please enter the most accurate and updated information about your organisation.

- You are encouraged to attempt as many questions as you can.
- You will not be penalised for "none of the above" answers

4. You may fill in the questionnaire at any time during the application window.

5. Your responses will be saved upon clicking the 'Next' button.

6. You may submit the questionnaire at any time and all efforts by your organisation will be considered to qualify you for recognition. Whether you submit the simplified questionnaire or full questionnaire, your effort will go through the same review process.

Section	Progress	Remarks
Organisation Overview	-	
National Programmes and Awards	-	

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 incorporate steps/processes to ensure business strategy/decisions are made in alignment with its corporate purpose)
- ☐ None of the above

Page 1 of 2

Next **Save as Draft**

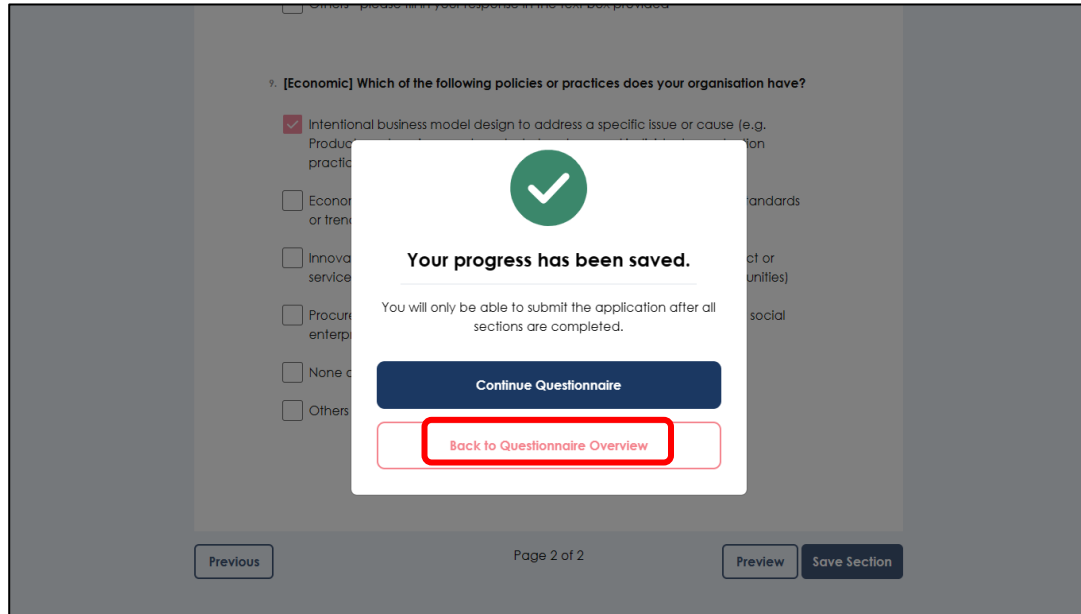
- After completing the section, click **Save Section**. You can also review the section by clicking the **Preview** button.

9. [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 organisation procures from charities or social enterprises, our organisation procures from local suppliers)
- ☐ None of the above
- ☐ Others - please fill in your response in the text box provided

Previous Page 2 of 2 Preview Save Section

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



The screenshot displays a questionnaire interface with a modal dialog box in the center. The dialog box has a green checkmark icon at the top and the text "Your progress has been saved." Below this, it states "You will only be able to submit the application after all sections are completed." There are two buttons in the dialog: a dark blue "Continue Questionnaire" button and a white "Back to Questionnaire Overview" button with a red border. The background shows a questionnaire form with a question: "9. [Economic] Which of the following policies or practices does your organisation have?" with several checkboxes, some of which are selected. At the bottom of the page, there are buttons for "Previous", "Page 2 of 2", "Preview", and "Save Section".

National Programmes and Awards

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

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

The image displays two screenshots of the 'National Programmes and Awards' form in the Company of Good Recognition System.

Left Screenshot (Initial State):

- Header: **National Programmes and Awards**
- Instruction: 1. Please select the national programmes and awards that your organisation has been recognised for.
- Status: There are no entries yet. Click the button below to add a new entry.
- Action: **Add new** (button highlighted with a red box)
- Footer: Page 1 of 2, Next, Save as Draft

Right Screenshot (Filled Form):

- Field: Giving week (dropdown menu)
- Field: Organiser (text input: National Volunteer & Philanthropy Centre (NVPC))
- Field: Please indicate the details of your involvement (e.g. which award won/amount of volunteering hours/ amount of donation) (text area)
- Field: Year of participation / award (dropdown menu: 2023)
- Action: **Remove** (button highlighted with a red box)
- Footer: Add new, Page 1 of 2, Next, Save as Draft

Recognised Certifications [For Full Questionnaire]

i. For B-Corp Certified Organisations:

If your organisation is certified as a B-Corp, please provide the year of certification, corresponding scores, and upload your Business Impact Assessment. You will be exempt from completing the People, Governance, and Environment sections, but you are still required to complete the Society and Economic sections.

ii. For LowCarbonSG Participants:

If your organisation has obtained the LowCarbonSG Participant Logo, please upload the relevant documentation. This will exempt you from the Environment section, but you are still required to complete the People, Society, Governance, and Economic sections.

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Awards	100%	
Corporate Purpose	100%	
Recognised Certifications	23%	
People	-	Exempted
Society	-	
Governance	-	Exempted
Environment	-	Exempted
Economic	-	
(Optional) Additional Information For Corporate Purpose	-	
(Optional) Additional Information For 5 Impact Areas	-	
(Optional) Supporting Documents	-	

← Back to Simplified

Proceed to Preview Questionnaire













Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Awards	100%	
Corporate Purpose	100%	
Recognised Certifications	67%	
People	-	
Society	-	
Governance	-	
Environment	-	Exempted
Economic	-	
(Optional) Additional Information For Corporate Purpose	-	
(Optional) Additional Information For 5 Impact Areas	-	
(Optional) Supporting Documents	-	

← Back to Simplified

Proceed to Preview Questionnaire

Impact Areas and Optional Sections [For Full Questionnaire]

Complete your responses in all sections. If all questions in a section are answered, that section will show 100% progress. Otherwise, the progress percentage will indicate the amount completed. **You can submit your application even if some sections are not fully completed (100%).**

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Awards	100%	
Corporate Purpose	100%	
Recognised Certifications	100%	
People	100%	
Society	100%	
Governance	100%	
Environment	18%	
Economic	14%	
(Optional) Additional Information For Corporate Purpose	15%	
(Optional) Additional Information For 5 Impact Areas	13%	
(Optional) Supporting Documents	50%	

[← Back to Simplified](#)

[Proceed to Preview Questionnaire](#)

Submitting the Questionnaire

1. If you wish to submit your responses for the **Simplified Questionnaire** which consists of Organisation Overview and National Programmes, click on **Proceed to Preview Questionnaire**.
2. If you wish to proceed to the Full Questionnaire, click **Continue to Full Questionnaire**, complete the remaining sections and click on **Proceed to Preview Questionnaire** to submit. To return to the Simplified Questionnaire, click **Back to Simplified**.

1. The questionnaire is divided into two parts:

- The **Simplified Questionnaire** consists of a section on Organisation Information, Organisation Overview and National Programmes and Awards.
- The **Full Questionnaire** consists of sections on Corporate Purpose and the 5 Impact Areas.

2. All submitted information will be taken into account for the recognition.



3. Please enter the most accurate and updated information about your organisation.

- You are encouraged to attempt as many questions as you can.
- You will not be penalised for "none of the above" answers

4. You may fill in the questionnaire at any time during the application window.













5. Your responses will be saved upon clicking the 'Next' button.

6. You may submit the questionnaire at any time and all efforts by your organisation will be considered to qualify you for recognition. Whether you submit the simplified questionnaire or full questionnaire, your effort will go through the same review process.

Section	Progress	Remarks
Organisation Overview	100%	
National Programmes and Awards	100%	

Continue to Full Questionnaire →

Proceed to Preview Questionnaire

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

← Back to Simplified

Proceed to Preview Questionnaire

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

The screenshot shows a 'Preview Questionnaire' dialog box overlaid on a background of a progress bar. The progress bar lists various categories with their completion percentages: National Programmes and Awards (100%), Corporate Purpose (100%), Recognised Certifications (100%), People (100%), Society (100%), Governance (100%), Environment (100%), Economic (100%), (Optional) Additional Information For Corp (100%), (Optional) Additional Information For 5 Im (100%), and (Optional) Supporting Documents (100%). Each category has a corresponding '100%' and a pencil icon.

The 'Preview Questionnaire' dialog box contains the following elements:

- Preview Questionnaire** (Title)
- You are previewing the** (Text)
- Select Questionnaire Type** (Dropdown menu, highlighted with a red box)
- Select Questionnaire Type** (Text)
- Simplified** (Option)
- Full** (Option)
- Are you sure?** (Text)
- Preview Application** (Button, highlighted with a red box)
- Cancel** (Button)

At the bottom of the dialog box, there are two buttons: **← Back to Simplified** and **Proceed to Preview Questionnaire**.

At the bottom of the background page, there is a footer: **Please reach out to cogrecognition@nvpc.org.sg if you require clarifications.**

4. 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.

Full Questionnaire Preview

• Please confirm your organisation's responses.
• Click the 'Back to Overview' button to return to the questionnaire in order to edit your responses.
• Click the 'Next' button once you have confirmed your responses for submission.

Organisation Profile

Organisation Overview

National Programmes and Awards

Corporate Purpose

Recognised Certifications

People

Society

Governance

Environment

Economic

(Optional) Additional Information For Corporate Purpose

(Optional) Supporting Documents

(Optional) Additional Information For 5 Impact Areas

← Back to Overview

Next

- Please submit your **organisation's logo and description**, which will be used for the Company of Good Recognition System marketing purposes. 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

- Before submitting the application, you must complete a declaration. On the declaration page, make sure you have selected the correct type of questionnaire (**Simplified or Full**) for submission.
- You will also need to provide the details of your Senior Management or C-level Executive. Once you have entered the details, select the **Add** button.

[← Back to Overview](#)

Declaration

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 *

User Guide for Company of Good Recognition System

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

Declaration

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 *

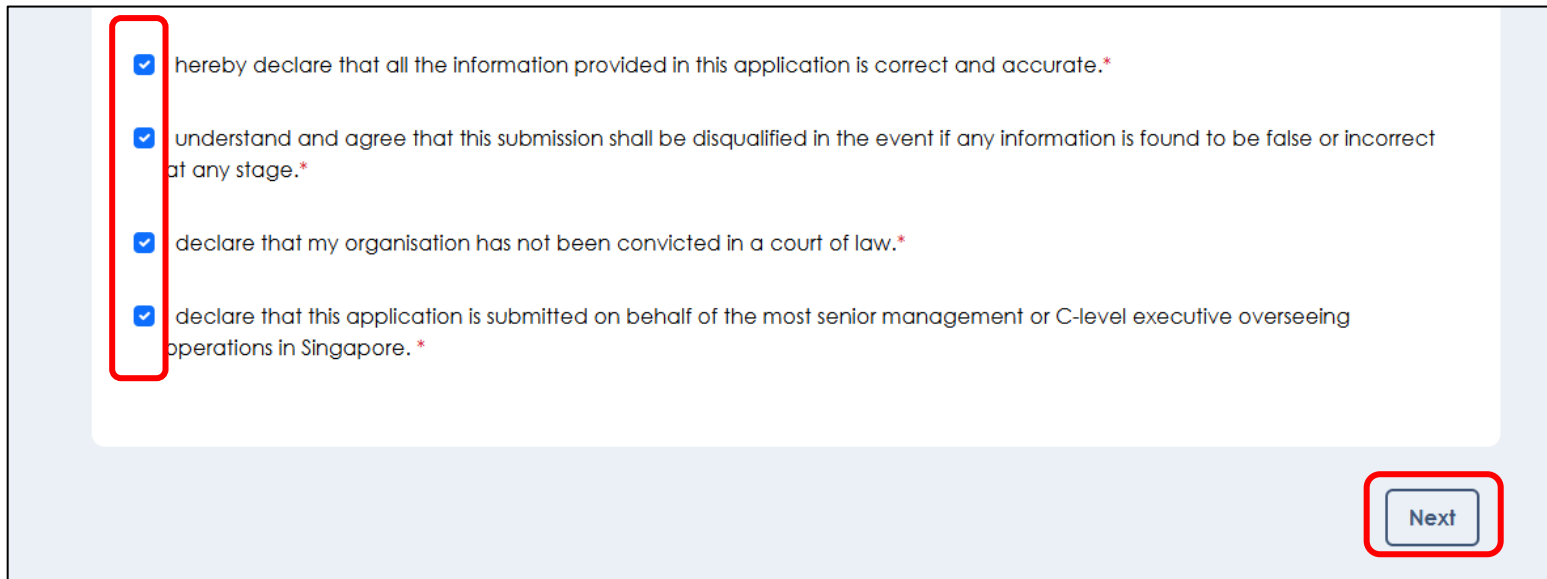
Designation *

Email Address *

Location *

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

9. Complete the application by checking the **declaration checkboxes** and then click **Next**. Please note that both Senior Management and all Questionnaire Respondents will be notified of application submission via email.



The screenshot displays a light blue rectangular box containing four declaration checkboxes, each with a blue checkmark icon. A red rectangular box highlights the checkmark icons of all four checkboxes. The text for each checkbox is as follows:

- ☒ 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.*

In the bottom right corner of the light blue box, there is a button with a blue border and the text "Next". This button is also highlighted with a red rectangular box.

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

The image shows a feedback form within a light blue container. At the top left of the container is a link labeled '← Back to Overview'. Below this is a bold heading 'We would love to hear your feedback!'. The form contains four questions, each marked with a red asterisk. Question 1 asks for the estimated duration to complete the questionnaire, with a text input field containing the placeholder 'Enter duration'. Question 2 asks to rate the experience, with a scale from 'Poor' to 'Great!' and five circular buttons labeled 1 through 5. Question 3 asks how the user heard about the system, with a dropdown menu showing 'Select option' and a downward arrow. Question 4 asks for any other feedback, with a large text area containing the placeholder 'Enter your feedback here'. At the bottom right of the container is a button labeled 'Submit Application', which is highlighted with a red rectangular border.

← Back to Overview

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

11. 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 is a sidebar with a 'Dashboard' section containing links for Overview, Recognition (highlighted), Programmes, My Quiz, and My Events. 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 shown with the values: 2025, Submitted, -, -, and 30/10/2024. The 'Submitted' status and the 'View Submission' link are highlighted with red boxes. 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	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.

← Back To Dashboard

Questionnaire Overview

[View Organisation Profile](#) [Download Submission](#) [Request Resubmission](#)

Section	Action
Organisation Overview	View
National Programmes and Awards	View

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

[← Back to Overview](#)

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	View Submission	Manage Rep(s)

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 a 'Dashboard' section containing links to 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 30/10/2024.' with a 'Continue Application' button. Below this is a table with the following data:

Intake	Status	Conferred Category	Recognition Mark Valid Till	Application End Date	
2025	Pending Re-submission	-	-	30/10/2024	Continue Manage Rep(s)

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

Thank you!