



The Institute of  
Chartered Accountants  
of Pakistan

**CA**  
PAKISTAN



Institute of Cost &  
Management Accountants  
of Pakistan

**ICMA**  
Pakistan

# BEST CORPORATE REPORT AWARDS

2021 Evaluation Criteria

**Raising the bar of  
Corporate Reporting  
in Pakistan**



# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

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### INTRODUCTION

The Evaluation Criteria aims to promote a cohesive approach to corporate reporting that will improve the quality of information available to the stakeholders. It will help in elevating the level of accountability and stewardship of reporting organizations and enable effective decision making. It will also match the quality of 'Governance Reporting' in Pakistan in line with global best practices.

The Evaluation Criteria further aims to promote integrated thinking within the organization considering both financial and non-financial information. Inspiration has been derived from the 'Content Elements' (disclosures) of the International Integrated Reporting Framework (IR).

The participants are encouraged to adopt (IR) fully applying the 'Fundamental Concepts' and 'Guiding Principles' into their corporate reporting in addition to the 'Content Elements' (disclosures) of (IR), as covered in this Criteria.

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

1 ORGANIZATIONAL OVERVIEW AND EXTERNAL ENVIRONMENT		15 MARKS
<i>What does the organization do and circumstances under which it operates</i>		
<b>S.No.</b>		
1.01	Principal business activities and markets local and international including key brands, products and services.	1
1.02	Geographical location and address of all business units including sales units and plants.	1
1.03	Mission, vision, code of conduct, culture, ethics and values.	1
1.04	Ownership, operating structure and relationship with group companies (i.e. subsidiary, associated undertaking etc.) and number of countries in which the organization operates.  Also name and country of origin of the holding company/subsidiary company, if such companies are a foreign company.	2
1.05	Organization chart indicating functional and administrative reporting, presented with legends.	1
1.06	Identification of the key elements of the business model of the company through simple diagram supported by a clear explanation of the relevance of those elements to the organization.  (The key elements of business model are Inputs, Business activities, Outputs and Outcomes).	2
1.07	Key quantitative information (Number of persons employed as on the date of financial statements and average number of employees during the year, separately disclosing factory employees).	1
1.08	Position of the reporting organization within the value chain showing connection with other businesses in the upstream and downstream value chain. (This disclosure shall be provided by the companies in service and non-service sector organizations through graphical presentation).	1
1.09	Significant factors effecting the external environment and the associated organization's response (external environment includes commercial, political, economic, social, technological, environmental and legal environment). Also describe the effect of seasonality on business in terms of production and sales.	1
1.10	Significant changes from prior years (regarding the information disclosed in this section).	1
1.11	Composition of local versus imported material and sensitivity analysis in narrative form due to foreign currency fluctuations.	1
1.12	Competitive landscape and market positioning (considering factors such as the threat of new competition and substitute products or services, the bargaining power of customers and suppliers, relative strengths and weaknesses of competitors and customer demand and the intensity of competitive rivalry).	2






# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

2 STRATEGY AND RESOURCE ALLOCATION		15 MARKS
<i>Where does the organization want to go and how does it intend to get there</i>		
S.No.		
2.01	Short, medium and long term strategic objectives.	1
2.02	Strategies in place or intended to be implemented to achieve those strategic objectives.	2
2.03	Resource allocation plans to implement the strategy and financial capital structure.  <i>(Resource mean CAPITALS including financial capital (e.g. liquidity, cash flows, financing arrangements); human capital, manufactured capital (e.g. building, equipment, infrastructure); intellectual capital (e.g. patents, copyrights, software, licenses, knowledge, system, procedures); social and relationship capital and natural capital).</i>	2
2.04	The effect of technological change, societal issues such as (population and demographic changes, human rights, health, poverty, collective values and educational systems), environmental challenges, such as climate change, the loss of ecosystems, and resource shortages, on the company strategy and resource allocation.	2
2.05	Specific processes used to make strategic decisions and to establish and monitor the culture of the organization, including its attitude to risk and mechanisms for addressing integrity and ethical issues.	1
2.06	Key performance indicators (KPIs) to measure the achievement against strategic objectives including statement as to whether the indicators used will continue to be relevant in the future.	2
2.07	Strategy to overcome liquidity problem and the company's plan to manage its repayment of debts and meet operational losses.	2
2.08	Significant plans and decisions such as corporate restructuring, business expansion and discontinuance of operations etc.	2
2.09	Significant changes in objectives and strategies from prior years.	1


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<b>3 RISKS AND OPPORTUNITIES</b>		
<i>Specific risks and opportunities that affect the organization's ability to create value over the short, medium and long term, and how it is dealing with them</i>		
<b>S.No.</b>		<b>15 MARKS</b>
3.01	Key risks and opportunities effecting availability, quality and affordability of CAPITALS in the short, medium and long term.	2
3.02	Description of the Risk Management Framework including risk management methodology.	3
3.03	Sources of risks and opportunities (internal and external).	1
3.04	The initiatives taken by the company in promoting and enabling innovation.	1
3.05	Assessment of the 'likelihood' that the risk or opportunity will come to fruition and the 'magnitude' of its effect if it does.	1
3.06	Specific steps being taken to mitigate or manage key risks or to create value from key opportunities by identifying the associated strategic objectives, strategies, plans, policies, targets and KPIs.	3
3.07	Board's efforts for determining the company's level of risk tolerance by establishing risk management policies.	1
3.08	A statement from the board of directors that they have carried out a robust assessment of the principal risks facing the company, including those that would threaten the business model, future performance and solvency or liquidity.	2
3.09	Inadequacy in the capital structure and plans to address such inadequacy.	1


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4 GOVERNANCE		
<i>How does the organization's governance structure support its ability to create value in the short, medium and long term</i>		
S.No.		55 MARKS
4.01	Board composition:	
	a) Leadership structure of those charged with governance.	1
	b) Name of independent directors indicating justification for their independence.	1
	c) Profile of each director including education, experience and involvement /engagement of in other entities as CEO, Director, CFO or Trustee etc.	1
4.02	Review Report by the Chairman of the company on the overall performance of the board and effectiveness of the role played by the board in achieving the company's objectives.	1
4.03	A statement of how the board operates, including a high-level statement of which types of decisions are to be taken by the board and which are to be delegated to management.	2
4.04	Shariah Advisor Report and Profile of the Shariah Advisor / Members' of the Shariah Board.	1
4.05	Annual evaluation of performance, along with description of criteria used for the members of the board and its committees, CEO and the Chairman.	1
4.06	Disclosure if the board's performance evaluation is carried out by an external consultant once in three years.	1
4.07	Details of formal orientation courses for directors.	1
4.08	Directors' Training Program (DTP) attended by directors, female executive and head of department from the institutes approved by the SECP and names of those who availed exemptions during the year.	1
4.09	Description of external oversight of various functions like systems audit / internal audit by an external specialist and other measures taken to enhance credibility of internal controls and systems.	2
4.10	a) Policy for remuneration to non-executive directors including independent directors. b) Policy of retention of board fee by the executive director earned by him against his services as non-executive director in other companies.	2
4.11	Policy for security clearance of foreign directors.	1
4.12	How the organization's implemented governance practices exceeding legal requirements.	1
4.13	Board's policy on diversity (including gender), any measurable objectives that it has set for implementing the policy, and progress on achieving the objectives.	1

# BEST CORPORATE REPORT AWARDS


## 2021 Evaluation Criteria

4 GOVERNANCE		
<i>How does the organization's governance structure support its ability to create value in the short, medium and long term</i>		
S.No.		MARKS
4.14	No. of companies in which the executive director of the reporting organization is serving as non-executive director.	2
4.15	a) Names of related parties in Pakistan and outside Pakistan, with whom the company had entered into transactions or had agreements and / or arrangements in place during the financial year, along with the basis of relationship describing common directorship and percentage of shareholding.	1
	b) Contract or arrangement with the related party other than in the ordinary course of business on an arm's length basis, if any along with the justification for entering into such contract or arrangement.	1
	c) Approved policy for related party transactions including policy for disclosure of interest by directors in this regard.	1
4.16	Details of board meetings held outside Pakistan during the year.	1
4.17	Disclosure of policy for actual and perceived conflicts of interest relating to members of the board of directors and a disclosure that how such a conflict is managed and monitored.	1
4.18	Investors' grievance policy.	1
4.19	Policy for safety records of the company.	1
4.20	Disclosure of IT Governance Policy.	1
4.21	Disclosure of Whistle blowing policy established to receive, handle complains in a fair and transparent manner and providing protection to the complainant against victimization, and disclosure of the number of such incidences reported to the Audit Committee during the year.	1
4.22	Human resource management policies including preparation of a succession plan.	1
4.23	Social and environmental responsibility policy.	1
4.24	Review by the board of the organization's business continuity plan or disaster recovery plan.	1
4.25	Disclosure of beneficial (including indirect) ownership and flow chart of group shareholding and relationship as holding company, subsidiary company or associated undertaking.	2
4.26	Compliance with the Best Practices of Code of Corporate Governance (No marks in case of any non-compliance).	1
4.27	A brief description about role of the Chairman and the CEO.	1



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4 GOVERNANCE		
<i>How does the organization's governance structure support its ability to create value in the short, medium and long term</i>		
S.No.		MARKS
4.28	Shares held by Sponsors / Directors / Executives.	1
4.29	Salient features of TOR and attendance in meetings of the board committees (Audit, Human Resource, Nomination and Risk management).	1
4.30	<p><b>Timely Communication</b></p> <p>Date of authorization of financial statements by the board of directors:</p> <p>within 40 days ---6 marks within 60 days ---3 marks</p> <p>(Entities requiring approval from a Regulator before finalization of their Financial Statements would be provided a 20 days relaxation, on providing evidence to the Committee).</p>	6
4.31	<p>Audit Committee Report should describe the work of the committee in discharging its responsibilities. The report should include:</p> <ol style="list-style-type: none"> <li>Composition of the committee with at least one member qualified as "financially literate and all members are non-executive / Independent directors including the Chairman of the Audit Committee.</li> <li>Role of the committee in discharging its responsibilities for the significant issues in relation to the financial statements, and how these issues were addressed with details where particular attention was paid in this regard.</li> <li>Committee's overall approach to risk management and internal control, and its processes, outcomes and disclosure.</li> <li>Role of Internal Audit to risk management and internal control, and approach to Internal Audit to have direct access to Audit Committee and evaluation of Internal Auditor's performance.</li> <li>Review of arrangement for staff and management to report to Audit Committee in confidence, concerns, if any, about actual or potential improprieties in financial and other matters and recommended instituting remedial and mitigating measures.</li> <li>An explanation as to how it has assessed the effectiveness of the external audit process and the approach taken to the appointment or reappointment of the external auditor, and information on the length of tenure of the current statutory auditor; and if the external auditor provides non-audit services, an explanation as to how auditor's objectivity and independence is safeguarded.</li> </ol>	5

# BEST CORPORATE REPORT AWARDS

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### 4 GOVERNANCE

*How does the organization's governance structure support its ability to create value in the short, medium and long term*



S.No.		MARKS
	<p>g) If Audit Committee recommends external auditors other than the retiring external auditors, before the lapse of three consecutive years, reasons shall be reported.</p> <p>h) The Audit Committee's views whether the Annual Report was fair, balanced and understandable and also whether it provided the necessary information for shareholders to assess the company's position and performance, business model and strategy.</p> <p>i) Results of the self-evaluation of the Audit Committee carried out of its own performance.</p>	
4.32	Presence of the chairman of the Audit Committee at the AGM to answer questions on the Audit Committee's activities and matters within the scope of the Audit Committee's responsibilities.	1
4.33	Where an external search consultancy has been used in the appointment of the Chairman or a non-executive director, it should be disclosed if it has any other connection with the company.	1
4.34	Chairman's significant commitments and any changes thereto.	1
4.35	Disclosure about the Government of Pakistan policies related to company's business/sector in Directors' Report and their impact on the company business and performance.	1
4.36	Pandemic Recovery Plan by the management and policy statement.	2

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5 PERFORMANCE AND POSITION		70 MARKS
<i>To what extent has the organization achieved its strategic objectives for the period and what are its outcomes in terms of effects on the capitals</i>		
S.No.		
5.01	<p>Analysis of the financial and non-financial performance using both qualitative and quantitative indicators showing linkage between:</p> <p>(a) Past and current performance; and</p> <p>(b) Performance against targets /budget</p> <p>(c) Objectives to assess stewardship of management.</p> <p>The analysis should cover significant deviations from previous year in operating results and the reasons for loss, if incurred and future prospects of profits.</p> <p><b>Note:</b> Analysis of non-financial performance shall be presented for material non-financial KPIs relevant for the business and stakeholders around other forms of capitals as mentioned under International Integrated Reporting Framework &lt;IR&gt;, i.e. human capital, manufactured capital, intellectual capital, social and relationship capital and natural capital. Inspiration can also be taken from the Specific Standard Disclosures of G4 Guidelines of the Global Reporting Initiative (GRI) for measurement and reporting on non-financial KPIs.</p>	5
5.02	<p>Analysis of financial statements:</p> <p>a) Financial Ratios (Refer <b>Annexure 'I'</b>)</p> <p>b) DuPont Analysis</p> <p>c) Free Cash Flow</p> <p>d) Economic Value Added (EVA)</p>	30 1 1 1
5.03	Combined analysis both vertical and horizontal of the Balance Sheet and Profit and Loss Account for last 6 years.	3
5.04	Summary of Cash Flow Statement for last 6 years.	1
5.05	Graphical presentation of the Balance Sheet, Profit & Loss Account and analysis in 5.02, 5.03 and 5.04 above.	4
5.06	Explanation of negative change in the performance against prior year including analysis of variation in results reported in interim reports with the final accounts, including comments on the results disclosed as per 5.02, 5.03 and 5.04 above.	3
5.07	Information about defaults in payment of any debts and reasons thereof period.	1
5.08	Methods and assumptions used in compiling the indicators.	2
5.09	Cash Flow Statement based on Direct Method (separate Cash Flow for specific funds e.g. Zakat).	2
5.10	Segmental review of business performance.	2

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### 5 PERFORMANCE AND POSITION

*To what extent has the organization achieved its strategic objectives for the period and what are its outcomes in terms of effects on the capitals*




S.No.		MARKS
5.11	Share price sensitivity analysis using key variables (i.e. selling price, raw material cost, interest rate and currency) with the consequent impact on the company's earning.	2
5.12	History of major events during the year.	1
5.13	Business rationale of major capital expenditure /projects during the year and for those planned for next year.	2
5.14	Brief description and reasons; a) For not declaring dividend despite earning profits and future prospects of dividend. b) Where any payment on account of taxes, duties, levies etc. is overdue or outstanding.	2
5.15	CEO presentation video on the organization's website explaining the business overview, performance, strategy and outlook. (Please provide reference / web link on company's annual report).	7



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<b>6 OUTLOOK</b>		
<i>Challenges and uncertainties that the organization is likely to encounter in pursuing its strategy, and what are the potential implications for its business model and future performance</i>		
<b>S.No.</b>		<b>15 MARKS</b>
6.01	Forward looking statement in narrative and quantitative form including projections or forecasts about known trends and uncertainties that could affect the entity's resources, revenues and operations in the short, medium and long term.  Also explaining the external environment including political, economic, social, technological, environmental and legal environment that is likely to be faced in the short, medium and long term and how it will affect the organization in terms of its business performance, strategic objectives and availability, quality and affordability of capitals.	6
6.02	Explanation as to how the performance of the entity meets the forward looking disclosures made in the previous year.	3
6.03	Status of the projects in progress and were disclosed in the forward looking statement in the previous year.	2
6.04	Sources of information and assumptions used for projections / forecasts in the forward looking statement and assistance taken by any external consultant.	2
6.05	How the organization is currently equipped in responding to the critical challenges and uncertainties that are likely to arise.	2

# BEST CORPORATE REPORT AWARDS




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7 STAKEHOLDERS RELATIONSHIP AND ENGAGEMENT		
<i>State of key stakeholder relationships and how the organization has responded to key stakeholders' legitimate needs and interests</i>		
S.No.		15 MARKS
7.01	How the company has identified its stakeholders.	1
7.02	Stakeholders' engagement process and the frequency of such engagements during the year. Explanation on how these relationships are likely to affect the performance and value of the entity, and how those relationships are managed. These engagements may be with: <ul style="list-style-type: none"> <li>a) Institutional investors;</li> <li>b) Customers &amp; suppliers;</li> <li>c) Banks and other lenders;</li> <li>d) Media;</li> <li>e) Regulators;</li> <li>f) Local committees and</li> <li>g) Analysts.</li> </ul>	3
7.03	Steps taken by the management to encourage the minority shareholders to attend the general meetings.	3
7.04	Investors' Relations section on the corporate website.	1
7.05	Issues raised in the last AGM, decisions taken and their implementation status.	1
7.06	Statement of value added and its distribution with graphical presentation: <ul style="list-style-type: none"> <li>a) Employees as remuneration</li> <li>b) Government as taxes (separately direct and indirect)</li> <li>c) Shareholders as dividends</li> <li>d) Providers of financial capital as financial charges</li> <li>e) Society as donation; and</li> <li>f) Retained within the business</li> </ul>	2
7.07	Stakeholders engagement policy and steps board has taken to solicit and understand the views of stakeholders through corporate briefing sessions and disclosure of brief summary of Analyst briefing conducted during the year.	3
7.08	Highlights about redressal of investors' complaints.	1




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8 SPECIFIC DISCLOSURES OF THE FINANCIAL STATEMENTS 	
S.No.	20 MARKS
8.01	For Specific Disclosures of the Financial Statements please refer <b>Annexure ‘II’</b> . 20
8.02	<b>Industry specific additional disclosures (if applicable):</b>
a)	Insurance Company - <b>Annexure ‘III’</b> 20
b)	Banking Company - <b>Annexure ‘IV’</b> 20
c)	Shariah compliant companies/ companies listed on the Islamic Indices - <b>Annexure ‘V’</b> 10
9 SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY 	
S.No.	20 MARKS
9.01	Highlights of the entity's performance, policies, initiatives and plans in place relating to the various aspects of sustainability and corporate social responsibility (including environment related obligation applicable on the company and initiatives taken to fulfil during the year and company's responsibility towards the staff, their health & safety). 15
9.02	Certifications acquired and international standards adopted for best sustainability and CSR practices. 5
10 BUSINESS MODEL 	
<i>Business model is a system of transforming inputs, through business activities, into outputs and outcomes that aims to fulfil the organization's strategic purposes and create value over the short, medium and long term</i>	
S.No.	5 MARKS
10.01	Describe the business model including inputs, business activities, outputs and outcomes in accordance with the guidance as set out under section 4C of the International Integrated Reporting Framework <IR>. 5

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11 STRIVING FOR EXCELLENCE IN CORPORATE REPORTING		
S.No.		20 MARKS
11.01	Statement by management of unreserved compliance of International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board (IASB).	2
11.02	Adoption of International Integrated Reporting Framework <IR> by fully applying the 'Fundamental Concepts' and 'Guiding Principles' of <IR> into their corporate reporting in addition to the 'Content Elements' (disclosures) of <IR>, as covered in this criteria.	10
11.03	Disclosures beyond BCR criteria ( <i>Note: The participating organization to send the list of additional disclosures to BCR Committee.</i> )	8

12 ASSESSMENT BASED ON QUALITATIVE FACTORS		
S.No.		10 MARKS
12.01	Please refer <b>Annexure 'VI'</b>	10

13 OTHERS		
S.No.		10 MARKS
13.01	BCR criteria cross referred with page numbers of the annual report.	4
13.02	Brief about contents, scope and boundaries of the annual report.	3
13.03	SWOT analysis.	3

TOTAL MARKS		285
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# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### ANNEXURE 'I' FINANCIAL RATIOS

26 MARKS

#### Financial Sector

##### Profitability Ratios

- Profit before tax ratio
- Gross Yield on Earning Assets
- Gross Spread ratio
- Cost/Income ratio
- Return on Equity
- Return on Capital employed
- Shareholders' Funds
- Return on Shareholders' Funds

##### Liquidity Ratios

- Advances to deposits ratio
- Current ratio
- Quick / Acid test ratio
- Cash to Current Liabilities
- Net interest income as a percentage of working funds / Operating cost - Efficiency ratio
- Cash Reserve Ratio / Liquid Asset ratio
- Gross Non-Performing assets to gross advances
- Non-Performing loans to Total Loans

##### Investment /Market Ratios

- Earnings per share (EPS) and diluted EPS
- Price Earnings ratio
- Price to Book ratio
- Dividend Yield ratio
- Dividend Payout ratio / Dividend Cover Ratio
- Cash Dividend per share / Stock Dividend per share
- Market value per share at the end of the year and high/low during the year
- Breakup value per share
  - Without Surplus on Revaluation of property, plant and equipment
  - With Surplus on Revaluation of property plant and equipment including the effect of all Investments
  - Including Investment in Related Party at fair /market value and also with Surplus on Revaluation of property plant and equipment.

##### Capital Structure

- Capital Adequacy ratio
- Earning assets to total assets ratio
- Weighted Average cost of deposit
- Net assets per share
- Debt to Equity ratio (as per book and as per market value)
- Concentration of assets, liabilities and off-Balance Sheet items
- Disclosure of non-performing loans

##### Non-Financial Ratios

- Staff turnover ratio
- Customer Satisfaction Index
- Employee Productivity Rate

#### Non-Financial Sector

##### Profitability Ratios

- Gross Profit ratio
- Net Profit to Sales
- EBITDA Margin to Sales
- Operating leverage ratio
- Return on Equity
- Return on Capital employed
- Shareholders' Funds
- Return on Shareholders' Funds

##### Liquidity Ratios

- Current ratio
- Quick / Acid test ratio
- Cash to Current Liabilities
- Cash flow from operations to Sales

##### Investment /Market Ratios

- Earnings per Share (EPS) and diluted EPS
- Price Earnings ratio
- Price to Book ratio
- Dividend Yield ratio
- Dividend Payout ratio / Dividend Cover Ratio
- Cash Dividend per share / Stock Dividend per share
- Market value per share at the year end and high/low during the year
- Brakup value per share
  - Without Surplus on Revaluation of property, plant and equipment
  - With Surplus on Revaluation of Property plant and equipment including the effect of all Investments
  - Including Investment in Related Party at fair /market value and also with Surplus on Revaluation of property plant and equipment.

##### Capital Structure

- Financial leverage ratio
- Weighted average cost of debt
- Debt to Equity ratio (as per book and as per market value)
- Interest Cover /Time Interest earned ratio

##### Activity / Turnover Ratios

- Total Assets turnover ratio
- Fixed Assets turnover ratio
- No. of Days in Inventory
- No. of Days in Receivables
- No. of Days in Payables
- Operating cycle

##### Employee Productivity ratios

- Production per Employee
- Revenue per Employee
- Staff turnover ratio

##### Non-Financial Ratios

- % of Plant Availability
- Customer Satisfaction Index

##### Others

- Spares Inventory as % of Assets Cost
- Maintenance Cost as % of Operating Expenses

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### Shariah compliant companies and the companies listed on the Islamic Indices

4 MARKS

Following additional ratios are required for Shariah compliant companies and the companies listed on the Islamic Indices.

#### In case of Listed companies:

- a) Loan on interest to market capitalization of the company; (*loan on interest whether long-term or short-term debt should not exceed thirty percent of the market capitalization of the company*).
- b) Total interest-taking deposits to market capitalization of Total Equity; (*total interest-taking deposits whether short-, medium- or long-term, should not exceed thirty percent of the market capitalization of total equity*).
- c) Income generated from prohibited component to Total Income (*income generated from prohibited component should not exceed five percent of the total income of the company*).
- d) Net liquid assets per share to market value per share; (*should be at least twenty-five percent*) (*Net Liquid Assets is calculated as = Liquid Assets - Current Liabilities*).

#### In case of Unlisted companies:

- a) Interest bearing debt including preference shares to total assets; (*should be less than thirty percent*).
- b) Non-Shariah Compliant Investments to total assets; (*should be less than thirty percent*).
- c) Shariah non-compliant income (non-core income contribution) to Total Revenue; (*should be less than five percent*).
- d) Illiquid Assets to Total Assets (*should be at least twenty-five percent*).

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### ANNEXURE 'II' - SPECIFIC DISCLOSURES OF THE FINANCIAL STATEMENTS

S.No.		20 MARKS
1	Fair value of Property, Plant and Equipment.	1
2	Segment analysis of segment revenue, segment results and profit before tax.	1
3	Reconciliation of weighted average number of shares for calculating EPS and diluted EPS.	1
4	Particulars of significant/ material assets and immovable property including location and area of land.	1
5	Disclosure of product wise data mentioning, product revenue, profit etc.	1
6	Disclosure of discounts on revenue.	1
7	Sector wise analysis of deposits and advances.	1
8	Complete set of financial statements (Balance sheet, Income statement & Cash flow) for Islamic banking operations.	1
9	Status for adoption of Islamic Financial Accounting Standards (IFAS) issued by the ICAP.	0.5
10	Summary of significant transactions and events that have affected the company's financial position and performance during the year.	1
11	Forced sale value in case of revaluation of Property, Plant and Equipment or investment property.	0.5
12	Distribution of shareholders (Number of shares as well as category wise, e.g. Promoter, Directors/Executives or close family member of Directors/Executives etc.).	1
13	Particulars of major foreign shareholders, other than natural person, holding more than 5% of paid up capital in the company in Pattern of Shareholding.	1
14	Particulars where company has given loans or advances or has made investments in foreign companies or undertakings.	0.5
15	Accounts Receivable in respect of Export Sales - Name of company or undertaking in case of related party and in case of default brief description of any legal action taken against the defaulting parties.	0.5
16	Treasury shares in respect of issued share capital of a company.	0.5
17	In describing legal proceedings, under any court, agency or government authority, whether local or foreign, include name of the court, agency or authority in which the proceedings are pending, the date instituted, the principal parties thereto, a description of the factual basis of the proceeding and the relief sought.	0.5

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### ANNEXURE 'II' - SPECIFIC DISCLOSURES OF THE FINANCIAL STATEMENTS

S.No.		MARKS
18	Management assessment of sufficiency of tax provision made in the company's financial statements shall be stated along with comparisons of tax provision as per accounts vis a vis tax assessment for last three years.	0.5
19	Income tax reconciliation as required by IFRS and applicable tax regime for the year.	0.5
20	In respect of loans and advances, other than those to the suppliers of goods or services, the name of the borrower and terms of repayment if the loan or advance exceeds rupees one million, together with the collateral security, if any.	0.5
21	Disclosure about Human Resource Accounting (includes the disclosure of process of identifying and measuring the cost incurred by the company to recruit, select, hire, train, develop, allocate, conserve, reward and utilize human assets).	1
22	In financial statements issued after initial or secondary public offering(s) of securities or issuance of debt instrument(s) implementation of plans as disclosed in the prospectus/offering document with regards to utilization of proceeds raised till full implementation of such plans.	0.5
23	Where any property or asset acquired with the funds of the company and is not held in the name of the company or is not in the possession and control of the company, this fact along with reasons for the property or asset not being in the name of or possession or control of the company shall be stated; and the description and value of the property or asset, the person in whose name and possession or control it is held shall be disclosed.	1
24	Standards, amendments and interpretations adopted during the current year along with their impact on the company's financial statements.	1
25	Standards, amendments and interpretations, not yet effective and not adopted along with their impact on the company's financial statements.	1



# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### ANNEXURE 'III' - SPECIFIC DISCLOSURES FOR INSURANCE COMPANY

S.No.	20 MARKS	
a.	Claims management and details of outstanding claims (IBNR & IBNER) with ageing thereof.	5
b.	Disclosures pertaining to Solvency Margin.	5
c.	Certificate of Actuary giving details of the liabilities on account of live policies and estimates/assumptions made for the same.	3
d.	Following accounting ratios pertaining to insurance sector: <ul style="list-style-type: none"><li>• Claim Ratio</li><li>• Solvency Ratio</li></ul>	4
e.	Review of assets quality.	3

### ANNEXURE 'IV' - SPECIFIC DISCLOSURES FOR BANKING COMPANY

S.No.	20 MARKS	
a.	Disclosure of Ratings given by various rating agencies for the Bank and for its Instruments issued by /of Bank. For e.g. Tier I and Tier II.	2
b.	Details of Advances portfolio Classification wise as per the direction issued by SBP.	1
c.	Disclosure for Non-Performing Assets (NPA): <ul style="list-style-type: none"><li>i. Movements in NPA</li><li>ii. Sector-wise breakup of NPA</li><li>iii. Movement of Provisions made against NPA</li><li>iv. Details of accounts restructured as per regulatory guidelines</li></ul>	4
d.	Maturity Pattern of Key Assets and Liabilities.	2
e.	Classification and valuation of investments as per SBP guidelines/ IAS/ IFRSs.	2
f.	Details of credit concentration / sector-wise exposure.	2
g.	Disclosures under regulatory requirements (for e.g. prudential regulations).	2
h.	Details of Non statutory investment portfolio.	2
i.	Disclosures for derivative investments.	2
j.	Bank's Network : List of Bank's Branches.	1

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### ANNEXURE 'V' - SPECIFIC DISCLOSURES REQUIRED FOR SHARIAH COMPLIANT COMPANIES AND THE COMPANIES LISTED ON THE ISLAMIC INDICES

S.No.	10 MARKS
	<p>Following disclosures are required under clause 10 of the Fourth Schedule of the Companies Act, 2017 for Sharia compliant companies and the companies listed on Islamic index:</p> <ul style="list-style-type: none"><li>a) Loans/advances obtained as per Islamic mode;</li><li>b) Shariah compliant bank deposits/bank balances;</li><li>c) Profit earned from shariah compliant bank deposits/bank balances;</li><li>d) Revenue earned from a shariah compliant business segment;</li><li>e) Gain/loss or dividend earned from shariah compliant investments;</li><li>f) Exchange gain earned from actual currency;</li><li>g) Mark up paid on Islamic mode of financing;</li><li>h) Relationship with shariah compliant banks; and</li><li>i) Profits earned or interest paid on any conventional loan or advance.</li></ul>

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### ANNEXURE 'VI' ASSESSMENT BASED ON QUALITATIVE FACTORS

S.No.		10 MARKS
<b>Examples of Qualitative factors</b>		
1	<b>Clarity and conciseness:</b> Express information clearly, concisely and in as few words as possible without repeating the same concept and information using different words or under different sections of the corporate report.	1.25
2	<b>Concrete and specific:</b> The information disclosed should be specific to the organization and should not be generic.	1.25
3	<b>Good, bad and ugly:</b> Present both negative and positive information in a balanced way and with equal prominence.	1.25
4	<b>Effective use of presentation tools:</b> Maximum, effective and creative use of diagrams, charts, smart arts, icons, tables and infographics in the sections where normally narrative disclosures are given.	1.25
5	<b>Sequence, structure, logic and flow:</b> Follow a logical structure to enhance connectivity of information through sections and chapters and include internal cross-references and linkages as appropriate to limit repetition.	1.25
6	<b>Easy to understand:</b> Use of simple plain language and avoid using jargons or technical terms.	1.25
7	<b>Consistency &amp; comparability:</b> Where disclosures differ or have been rearranged, have been properly presented with cross reference.	1.25
8	<b>Relevance:</b> Effectiveness of photos and graphs including the theme on the cover page.	1.25

# BEST CORPORATE REPORT AWARDS

## 2021 Evaluation Criteria

### EVALUATION COMMITTEE

#### Chairman

Abdul Rahim Suriya, FCA, FCMA

#### Members

- |     |                                |     |                           |
|-----|--------------------------------|-----|---------------------------|
| 1.  | Ahsan Ghaffar Mehanti, FCA     | 2.  | Aftab Q. Munshi, FCMA     |
| 3.  | Hena Sadiq, FCA                | 4.  | Jawed Mansha, FCMA        |
| 5.  | Muhammad Farid Alam, FCA       | 6.  | Ghulam Mustafa Qazi, FCMA |
| 7.  | Wasif Sajjad, FCA              | 8.  | Ata ur Rehman, FCMA       |
| 9.  | Moneeza Usman Butt, FCA        | 10. | Muhammad Lukman, FCMA     |
| 11. | Syed Fahim ul Hasan, FCA, ACMA | 12. | Shahid Ilyas, FCMA        |

### SECRETARIAT

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### NOTES

1. Entities participating in the competition are required to fill self-assessment form available at the websites of both the Institutes.
2. Annual reports with other than a clean audit report are subject to deduction (up to max. 5 marks).
3. Minimum qualifying marks are 50%.
4. Other than listed companies (e.g. Non-listed Public Interest Companies including Mutual Fund, Public Sector Companies and Non listed Large Size Companies including NPOs /Companies licensed under Section 42 or 45 of the Companies Act 2017) are encouraged to take part in the competition.
5. Criteria and formula for Ratios are available at:  
<http://www.icap.net.pk/bcsra/bcr-criteria> and <https://www.icmap.com.pk/bcsra.aspx>
6. There are separate evaluation criteria for the NPOs and sustainability reporting and are available on the website of both the Institutes. The criteria can be downloaded using the following links:

<http://www.icap.net.pk/bcsra/bcr-criteria>  
<https://www.icmap.com.pk/bcsra.aspx>