

Xerox India Limited Corporate Social Responsibility Policy

(Version 2.0 Updated – April 2022)

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1. INTRODUCTION

The concept of Corporate Social Responsibility (CSR) has gained prominence from all avenues. Organizations have realized that government alone will not be able to get success in its endeavor to uplift the downtrodden of the society. The concept of CSR has been looked upon as closely linked with the principle of sustainable economic development, which requires the organizations to make decisions not only based on financial factors but also on immediate and long term social & environmental consequences of their activities.

Ministry of Corporate Affairs had notified Section 135 of the Companies Act, 2013 and Schedule VII thereto along with the Companies (Corporate Social Responsibility Policy) Rules, 2014 (hereinafter “CSR Rules”), effective April 01, 2014, and carried out many amendments thereto from time to time.

This extant Corporate Social Responsibility Policy (hereinafter “CSR Policy 1.0”) of Xerox India Limited (“the Company” or “XIND”) had originally been prepared pursuant to Section 135 of the Companies Act, 2013 and the CSR Rules and any amendments thereto from time to time and approved by the Board on 15.09.2015 and that CSR policy has served as the referral document for all CSR-related activities at XIND since then.

In view of the subsequent changes in laws pertaining to Corporate Social Responsibility (hereinafter “CSR”), it is felt to amend the extant CSR Policy 1.0 by way of this document for bringing it up in sync with various changes/amendments as introduced by the Ministry of Corporate Affairs, latest being the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021 (hereinafter “CSR Amendment Rules 2021”).

This amended policy also lays down guidelines for the Company to implement and monitor CSR activities as well as for the formulation of the annual action plan.

This Policy covers current as well as proposed CSR activities to be undertaken by the Company and examining their alignment with the Act as amended from time to time.

The Company proposes to implement its CSR activities in various sectors as provided under the Act read with as approved by the Board of Directors of the Company from time to time.

2. DEFINITIONS:

- a) “Act” means the Companies Act, 2013.
- b) “Administrative overheads” means the expenses incurred by the company for ‘general management and administration’ of Corporate Social Responsibility functions in the company but shall not include the expenses directly incurred for the designing, implementation, monitoring, and evaluation of a particular Corporate Social Responsibility project or programme.
- c) “Corporate Social Responsibility (CSR)” means the activities undertaken by a company in pursuance of its statutory obligation laid down in section 135 of the Act in accordance with the provisions contained in CSR Amendment Rules 2021, but shall not include the following :-

- i) activities undertaken in pursuance of normal course of business of the company;
 - ii) any activity undertaken by the company outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
 - iii) contribution of any amount directly or indirectly to any political party under section 182 of the Act;
 - iv) activities benefitting employees of the company as defined in clause (k) of section 2 of the Code of Wages, 2019 (29 Of 2019);
 - v) activities supported by the company on sponsorship basis for deriving marketing benefits for its products or services'
 - vi) activities carried out for fulfilment of any other statutory obligations under any law in force in India.
- c) "CSR Policy" means a statement containing the approach and direction by the Board of a company, taking into account the recommendations of its CSR Committee, and includes guiding principles for selection, implementation and monitoring of activities as well as formulation of the annual action plan.
- d) "Net profit" means the net profit of the Company as per its annual financial statements prepared in accordance with the applicable provisions of the Act, but shall not include the following, namely:-
- i) any profit arising from any overseas branch or branches, if any, of the company, whether operated as a separate company or otherwise; and
 - ii) any dividend received from other companies in India, which are covered under and complying with the provisions of Section 135 of the Act:
- e) "International Organisation" means an organization notified by the Central Government as an international organization under section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 Of 1947) to which the provisions of the Schedule to the said Act apply.
- (f) "Ongoing Project" means a multi-year project undertaken by a Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the Board based on a reasonable justification.
- (g) "Public Authority" means 'Public Authority' as defined in clause (h) of section 2 of the Right to Information Act, 2005 (22 of 2005).

3. CSR VISION STATEMENT & OBJECTIVE

3.1 Vision Statement

In alignment with its vision, XIND, as its CSR initiatives, will continue to enhance value creation in the society at large and in the community in which it operates, through its social services, conduct and

initiatives, so as to promote sustained growth for the society and community in fulfilment of its role as a *Socially Responsible Corporate* with environmental concern.

3.2 Objective

The main objectives of CSR Policy are:

- i) To directly or indirectly take up programs that benefit the communities in and around XIND's workplace and results, over a period of time, in enhancing the quality of life and economic well-being of the local populace.
- ii) To generate through its CSR initiatives, a community goodwill for the Company and help reinforce a positive & socially responsible image of the Company as a corporate entity and as a good Corporate Citizen.
- iii) Ensure commitment at all levels in the organization, to operate its business in an economically, socially and environmentally sustainable manner, while recognizing the interest of all its stakeholders
- iv) To contribute to the nation building and to the Government initiatives for the protection and betterment of the society at large.

4. IMPLEMENTATION AND MONITORING

4.1 Implementation

- a) XIND has constituted a Committee of Executives (COE)-CSR to support the CSR Committee of Directors. The role and structure of the COE can be determined and changed by the CSR Committee and/or the Board of Directors, from time to time. COE shall be headed by the Managing Director or CFO (if MD is not there). The COE-CSR shall consist of the officials from the positions (as may be determined by the CSR Committee from time to time):

- 1.
- 2.
- 3.

The COE-CSR shall submit report/s regarding the progress in the implementation of CSR and Sustainability activities to the CSR Committee from time to time. The CSR Committee will, in turn, submit the reports to the Board of Directors for their information, consideration and necessary directions.

- (b) The CSR Committee (including CoE-CSR, duly constituted with delegated powers) shall formulate and recommend to the Board, an Annual Action Plan at the beginning of each year in pursuance of its CSR policy, which shall include the following, namely:-

- (i) the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
- (ii) the manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;
- (iii) the modalities of utilisation of funds and implementation schedules for the projects or programmes;
- (iv) monitoring and reporting mechanism for the projects or programmes; and
- (v) details of need and impact assessment, if any, for the projects undertaken by the company;

Provided that the Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification to that effect.

- 4.2 Projects/Programs will be identified and budgets allocated for them through a process incorporating identification of suitable implementation agencies, need assessment (wherever required) and clear outlining of desired outcomes.

The Company may engage International Organisations for designing, monitoring and evaluation of CSR Projects, as well as capacity building of their personnel.

4.3 Monitoring

- a) The CSR Committee (including CoE-CSR, duly constituted with delegated powers) and/or the Board of directors of the Company will monitor the progress of the CSR Programs conducted by the Company as and when required to be monitored, in accordance with the convenience of the Board and/or the CSR Committee (including CoE-CSR, duly constituted with delegated powers) as the case may be. Monitoring shall be done with the help of identified key performance indicators, the periodicity being determined largely by the nature of performance indicators. Monitoring mechanisms should have periodic feedbacks with recourse to mid-course correction in implementation, whenever required.
- b) Actual disbursements may be linked to the progress on the ground as per the discretion of the CoE-CSR.

5. EXPENDITURE/CSR BUDGET

In every financial year, the Company shall, with the recommendation of its CSR Committee (including committee of executives, duly constituted with delegated powers) and approval of its Board of Directors, make a budgetary allocation for CSR and Sustainability activities / projects for that year. The budgetary allocation will be at least two (2%) percent of the average net profits of the Company made during the three immediately preceding financial years. The Company shall choose the local area(s) around it where it operates, for spending the amount earmarked for CSR activities.

CSR expenditure shall include all expenditure including contribution to corpus, for projects or programs relating to CSR activities approved by the Board on the recommendation of its CSR Committee (including committee of executives, duly constituted with delegated powers), but does not include any expenditure on an item not in conformity or not in line with activities covered under the purview of Schedule VII to the Act and the Rules made thereunder. The surplus arising out of the CSR projects or programs or activities shall not form part of the business profits of the Company. Any income arising from the contribution towards CSR activities will be used for CSR only. The Corpus would thus include (a) 2% of average net profits, as aforesaid; and (b) surplus arising out of CSR activities.

Tax treatment of CSR spend shall be in accordance with the Income Tax Act, 1961 read with the Finance Act as may be notified by the Central Board of Direct Taxes, from time to time.

In case the Company fails to spend the targeted amount in that particular financial year, the Board of Directors shall specify the reasons for not spending the amount which in turn shall be reported by the Board of Directors in their Directors' Report for that particular Financial Year.

In case the Company has not spent the CSR allocated budget in full, the Board shall have to transfer such unspent amount to an account specified in Schedule VII (ex: PM CARES, PM National Relief Fund) of the Act, within a period of six months of the closure of the financial year of the Company.

6. CSR ACTIVITY AREAS/ SCOPE

- 6.1 The CSR activities shall be undertaken by the Company, as per its stated CSR Policy for the time being in force, as projects or programs or activities (either new or ongoing), excluding the activities undertaken in pursuance of normal course of its business.
- 6.2 XIND may join hands and the resources for undertaking CSR activities with any other company or with any Civil Society Organizations or Government bodies or registered trusts or registered society or Non-Government/Non-Profit Organisation (NGO) or Section 8 companies, etc. or pursuant to Section 4(1), (2), & (3) of the CSR Amendment Rules, 2021.
- 6.3 In case of natural disasters, the company may spend the entire/part of its CSR budget for that financial year on post-disaster relief and rehabilitation which may also include donations to the PM's Relief Fund and any such Funds including any State-level Fund.
- 6.4 Non-Project based activities: It should, however, comply with the Government directives from time to time and activities listed in Schedule VII of the Act.

6.5 Scope

Schedule VII to the Act contains the activities that are considered as eligible for CSR activities, programs or projects ("CSR Activities") and include the following areas and/or such other areas that may be added by Ministry of Corporate Affairs from time to time:

- a. Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation including contribution to the Swachh Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water;
- b. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;
- c. Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups;
- d. Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water; including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga;
- e. Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional arts and handicrafts;
- f. Measures for the benefit of armed forces veterans, war widows and their dependents;
- g. Training to promote rural sports, nationally recognized sports, Paralympic sports and Olympic sports;

- h. Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;
- i. Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government;
- j. Contributions to public funded Universities, Indian Institute of Technology (IITs), National Laboratories and autonomous bodies established under Department of Atomic Energy (DAE), Department of Biotechnology (DBT), Department of Science and Technology (DST), Department of Pharmaceuticals, Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), Ministry of Electronics and Information Technology and other bodies, namely Defense Research and Development Organisation (DRDO), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR) and Council of Scientific and Industrial Research (CSIR), engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs);
- k. Rural Development Projects;
- l. Slum area development;
- m. Disaster management, including relief, rehabilitation and reconstruction activities;
- n. Contribution towards aforesaid activities related to COVID-19 except contribution to Chief Minister's Relief Fund or State Relief Fund for COVID-19; and
- o. Such other activities as may be permitted from time to time.

The above list is illustrative and not exhaustive.

6.6 Distribution of CSR budget among the focus areas shall depend on the priorities prevailing during the specific financial year.

6.7 Geographical Coverage

The Act provides that the Company shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for CSR activities. The Company will thus give preference to conducting CSR activities wherever its manufacturing units/establishments are located.

6.8 The expenditure incurred in excess of mandatory CSR expenditure (as per Section 135(5), i.e. at least 2% of the Average Net Profits of immediately preceding 3 financial years, would be set off/carried forward as "credit" against the budget requirement of immediately succeeding 3 financial years, for which Board or CSR Committee ((including CoE-CSR, duly constituted with delegated powers) would pass a resolution.

6.9 CSR funds remaining Unspent pursuant to ongoing projects would be transferred to "Unspent Corporate Social Responsibility Account" a special Bank account to be opened for that Financial Year in that behalf within 30 days of the ending-financial year (within April of next FY), and such amount shall be spent by the Company in pursuance of its obligation towards CSR within a period of 3 Financial Years from the date of such transfer, failing which, the company shall transfer the same to a Schedule VII Fund within 30 days of completion of the 3rd Financial Year, i.e. (in April month of 4th Financial year).

- 6.10 Any surplus arising out of CSR projects would not form part of the business profits of the company. This surplus would be : (i) ploughed back into the same project or (ii) be transferred to the "Unspent CSR Account"" and spent in pursuance of CSR Policy and Annual Action Plan of the Company or (iii) transferred to a Fund specified in Schedule-VII, within 6 months of the expiry of a financial year, i.e. upto September.

7. PLANNING (PROCEDURE FOR IDENTIFYING OF PROJECTS)

- 7.1 Identification of CSR projects/activities at Corporate level will be done by any one or combination of the following:
- a. In-house planned projects.
 - b. Proposals/Requests from a registered & specialized body for providing financial assistance for carrying out specific CSR initiative subject to the condition that it fulfils the criteria as prescribed in the statute in this regard. A CSR activity through this mode would only be permissible when it is planned to be carried out in project mode. These Proposals should be considered only after checking the credibility of the associated agency and the quality of its job as per the following procedure:
 - i. Evaluation of necessary documents.
 - ii. Site visits shall necessarily be made for projects having financial implication and only when the visit report is found to be favourable, such projects should be processed ahead.
 - iii. The visit report must be accompanied with relevant facts, figures, comments of the beneficiaries (mentioning name & other details) & donor's representative (mentioning name & designation) regarding the quality of the work done, photographs, etc. establishing the quality/credibility of the job carried out by the agency
 - iv. The administrative cost as percentage of the total project cost should be within reasonable limits depending upon the nature of the project and shall be well justified in the proposal if it is more than 15%.
- 7.2 On the basis of identified CSR activities/projects, the Annual Action Plan will be prepared by the CSR Committee (including committee of executives, duly constituted with delegated powers) well in advance.
- 7.3 Such formulated Annual Action Plan shall be put up to the CSR Committee constituted under Section 135 (1) of the Companies Act 2013 and Section 5 of the Companies (CSR) Rules, 2014 for its consideration and necessary modification if any, advised by the said Committee.
- 7.4 The Annual Action Plan thus finalized shall then be recommended in such form as deemed fit by the CSR Committee to XIND Board for its approval. Once approved by the Board, the Annual Action Plan would be deemed to be incorporated in the CSR Policy of the respective year.
- 7.5 All efforts should be made to finalize the Annual Action Plan at the commencement of a financial year however, not later than the first quarter of that financial year.
- 7.6 The Annual Action Plan as approved by the Board shall then be communicated for implementation.

- 7.7 The Annual Action Plan may, however, be amended/modified by the Board at any time during the financial year as per the recommendation of the CSR Committee (including committee of executives, duly constituted with delegated powers) based on reasonable justifications to that effect.

8. EXECUTION & IMPLEMENTATION METHODOLOGY

- 8.1 The CSR activities/projects listed in the approved Annual Action Plan shall be implemented using internal resources or through an identified suitable agency or through providing financial assistance to NGOs/specialized agencies/trusts/institutions/foundations/societies/bodies/ international institutions, etc., in accordance with the provisions of the Act and CSR Rules, 2014 and CSR Amendment Rules, 2021.
- 8.2 CSR activities may also be undertaken through agencies as defined at Section 4 (1), (2) & (3) of The Companies (CSR Policy) Amendment Rules, 2021, who are registered (electronically) with Registrar, Ministry of Corporate Affairs by filling Form CSR-1.
- 8.3 Except in cases where the CSR project is to be carried out by providing financial assistance to a specific agency, the external implementation partner should be identified following the due procedure in this regard.
- 8.4 Preferably, executing agencies/entities having strong credentials like established track record of 3 years in undertaking similar activities, shall be engaged for undertaking CSR project/schemes.
- 8.5 In all such cases where the CSR projects/schemes are to be implemented through external agency(s), the Company will be required to specify appropriate Terms & Conditions or to enter into an agreement/memorandum of understanding (MoU) with the executing/implementing agency as the case may be.

9. ROLE OF CSR COMMITTEE AND THE BOARD

9.1 Role of the CSR Committee

Pursuant to Section 135 of the Act, XIND shall have a Corporate Social Responsibility (CSR) Committee of the Board consisting of three or more directors, out of which at least one director shall be an independent director.

The Corporate Social Responsibility Committee of Board shall:

- a) Formulate and amend/update and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company as specified in Schedule VII to Companies Act, 2013 and the Rules made thereunder, including any amendment/s thereto from time to time;
- b) recommend the amount of expenditure to be incurred on the activities referred to in clause (a) above; and
- c) monitor the implementation of the Corporate Social Responsibility Policy of the Company from time to time through an internal Committee of Executives-CSR.

9.2 Quorum

The quorum necessary for the transaction of business at the meeting/s of the CSR Committee shall be 1/3rd of its total strength or two directors, whichever is higher. A duly convened meeting of the CSR Committee, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

9.3 Role and Responsibilities of the Board

(A) The Board shall:

- a) after taking into account the recommendations made by the CSR Committee, approve the Corporate Social Responsibility Policy for XIND (including amendments/updation thereof) and disclose contents of such Policy in its Report and also place it on the Company's website, if any, in such manner as may be prescribed;
- b) ensure that the activities as are included in Corporate Social Responsibility Policy of XIND are undertaken by the Company;
- c) ensure that the Company spends, in every financial year, at least two percent (2%) of its average net profits made during the three immediately preceding financial years, in pursuance of its Corporate Social Responsibility Policy, provided that the Company shall give preference to the local area/s around it where it operates, for spending the amount earmarked for Corporate Social Responsibility activities.

(B) In terms of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021 (hereinafter "CSR Rules 2021") and Section 135 of the Act, the constitution of CSR Committee is optional for companies whose annual CSR obligation is less than INR 50 Lacs. Accordingly, in case of the absence of the CSR Committee, the Board of Directors assumes direct responsibility of ensuring implementation of CSR activities.

(a) Following are the responsibilities of the Board of Directors:

- (i) Monitor and review this CSR policy from time to time.
- (ii) Choose CSR activities as stated under Schedule VII of the Act for implementation through CoE-CSR
- (ii) Formulate an Annual Action plan for implementing the CSR activity chosen.
- (iii) To ensure that the implementing agencies (through which the CSR activities may be undertaken) are registered with the Central Government (MCA) by filing Form CSR 1 electronically. And that, the implementing agencies should have registered themselves under Section 12A and Section 80G of the Income Tax Act, 1961.
- (iv) Submit an annual budget and get the annual budget approved by the Board of Directors. Any expenditure over and above the approved budget would need subsequent Board approval.
- (v) Shall ensure that the minimum CSR spend shall be as per the Act which is not less than 2% of the average net profit of the immediately preceding 3 financial years. In case the Company spends an amount in excess of the minimum stipulated as above during the given financial year, the excess amount spent can be set off with the spending requirement in the three subsequent financial years.
- (vi) Review the progress and implementation of CSR initiatives/ projects and give directions and recommendations thereof and record and maintain the minutes of meetings.

(vii) CoE-CSR to submit the Reports to the Board in respect of the CSR activities undertaken by the Company;

(viii) The Board shall satisfy itself that the funds disbursed have been utilized for the purposes and in the manner as approved by it and the Chief Financial Officer of the Company or the person responsible for financial management of the Company shall certify to that effect.

(b) Frequency of the Meetings to monitor and review Corporate Social Responsibility activities

In the absence of the CSR Committee of Board, the Board of Directors shall meet at least once in a year to monitor and review the CSR activities of the Company for that financial year based on the status report from the CoE-CSR of the Company.

10. REPORTING AND DISCLOSURE

10.1 Contents of the Xerox CSR Policy and composition of the CSR Committee would be disclosed in the Board's Annual Report and the same shall be displayed on the Company's website, in the prescribed format.

The Board of Directors shall mandatorily disclose the CSR Policy and Projects approved by the Board on company's website, if any, for public access.

10.2 The Annual Report on CSR Activities shall consist of the information as prescribed in the Annexure hereto and such Annual Report shall be included in the Board's Report for a given financial year. Such Report shall be signed by the Chief Executive Officer or Managing Director or Director and Chairman of the CSR Committee of Board.

10.3 The Impact Assessment Reports, if any, shall be placed before the CSR Committee and the Board and annexed to the Board's Annual Report on CSR.

10.4 The CFO / Head (Finance) of XIND shall certify to the effect that the CSR expenditures have been incurred as per the approved Annual Action Plan of the Company for a given financial year in accordance with the Rule 4 (5) of Companies (CSR Policy) Amendment Rules, 2021.

The Board of a company shall satisfy itself that the funds so disbursed have been utilized for the purposes and in the manner as approved by it and the Chief Financial Officer or the person responsible for financial management shall certify to that effect.

11. POLICY REVIEW & FUTURE AMENDMENT

The Board of Directors on the recommendation of the CSR committee can amend its policy as and when required deemed fit. Any or all provisions of CSR Policy would be subjected to revision/amendment in accordance with the regulations on the subject as may be issued from relevant statutory authorities, from time to time.

FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES TO BE INCLUDED IN THE BOARD'S REPORT FOR THE FINANCIAL YEAR COMMENCING ON OR AFTER 1ST DAY OF APRIL 2020

1. Brief Outline on CSR Policy of the Company

2. Composition of CSR Committee

Sl. No.	Name of Director	Designation / Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year

3. Provide the web-link where Composition of CSR committee, CSR Policy and CSR projects approved by the board are disclosed on the website of the company

4. Provide the details of Impact assessment of CSR projects carried out in pursuance of sub-rule (3) of rule 8 of the Companies (Corporate Social Responsibility Policy) Rules, 2014, if applicable (attach the report)

5. Details of the amount available for set off in pursuance of sub-rule (3) of rule 7 of the Companies (Corporate Social Responsibility Policy) Rules, 2014 and amount required for set off for the financial year, if any

Sl. No.	Financial Year	Amount available for set-off from preceding financial years (in Rs.)	Amount required to be set-off for the financial year, if any (in Rs.)
1			
2			
3			
	TOTAL		

6. Average Net Profit of the Company as per Section 135(5)

7. (a) 2% of average net profit of the company as per section 135(5)

(b) Surplus arising out of the CSR projects or programmes or activities of the previous financial years

(c) Amount required to be set off for the financial year, if any

(d) Total CSR obligation for the financial year (7a+7b-7c)

8. (a) CSR amount spent or unspent for the financial year:

Total Amount Spent for the Financial Year (in Rs.)	Amount Unspent (in Rs.)				
	Total Amount transferred to Unspent CSR Account as per Section 135(6)		Amount transferred to any fund specified under Schedule VII as per second proviso to Section 135(5)		
	Amount	Date of Transfer	Name of the Fund	Amount	Date of Transfer

(b) Details of CSR amount spent against ongoing projects for the financial year

(1) Sl. No.	(2) Name of the Project	(3) Item from the list of activities in Schedule VII to the Act	(4) Local area (Yes/ No)	(5) Location of the project		(6) Project duration	(7) Amount allocated for the project (in Rs.)	(8) Amount spent in the current financial year (in Rs.)	(9) Amount transferred to Unspent CSR Account for the project as per Section 135(6) (in Rs.)	(10) Mode of Implementation Direct (Yes/No)	(11) Mode of Implementation – Through Implementing Agency	
				State	District						Name	CSR Registration number
1												
2												
3												
	TOTAL											

(c) Details of CSR amount spent against other than ongoing projects for the financial year:

(1) Sl. No.	(2) Name of the Project	(3) Item from the list of activities in Schedule VII to the Act	(4) Local Area (Yes / No)	(5) Location of the Project		(6) Amount spent for the project (in Rs.)	(7) Mode of implementation – Direct (Yes / No)	(8) Mode of implementation – Through implementing agency	
				State	District			Name	CSR Registration Number
1.									
2.									
3.									
	TOTAL								

(d) Amount spent in Administrative Overheads:

(e) Amount spent on Impact Assessment, if applicable

(f) Total amount spent for the Financial Year (8b+8c+8d+8e)

(g) Excess amount for set off, if any:

Sl. No.	Particular	Amount (in Rs.)
(i)	Two percent of average net profit of the Company as per Section 135(5)	
(ii)	Total amount spent for the Financial Year	
(iii)	Excess amount spent for the Financial Year [(ii) – (i)]	
(iv)	Surplus arising out of the CSR projects or programmes or activities of the previous financial years, if any	
(v)	Amount available for set off in succeeding financial years [(iii) – (iv)]	

9. (a) Details of Unspent CSR amount for the preceding three financial years

Sl. No.	Preceding Financial Year	Amount transferred to Unspent CSR Account under section 135(6) (in Rs.)	Amount spent in the reporting Financial Year (in Rs.)	Amount transferred to any fund specified under Schedule VII as per section 135(6), if any	Amount remaining to be spent in succeeding financial years (in Rs.)

(b) Details of CSR amount spent in the financial year for ongoing projects of the preceding financial year(s)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Sl. No.	Project ID	Name of the Project	Financial Year in which the project was commenced	Project duration	Total amount allocated for the project (in Rs.)	Amount spent on the project in the reporting Financial Year (in Rs.)	Cumulative amount spent at the end of reporting Financial Year (in Rs.)	Status of the project – Completed/ Ongoing
1.								
2.								
3.								
	TOTAL							

10. In case of creation or acquisition of capital asset, furnish the details relating to the asset so created or acquired through CSR spent in the financial year

(asset-wise details)

- (a) Date of creation or acquisition of the capital asset(s)
- (b) Amount of CSR spent for creation or acquisition of capital asset
- (c) Details of the entity or public authority or the beneficiary under whose name such capital asset is registered, their address, etc.
- (d) Provide details of the capital asset(s) created or acquired (including complete address and location of the capital asset)

11. Specify the reason(s), if the company has failed to spend two per cent of the average net profit as per section 135(5)

(Chief Executive Officer or Managing Director or Director)	(Chairman, CSR Committee)
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This Policy has been revised in compliance to the provisions of Section 135 (3) (a) of the Companies Act, 2013 and Section (6) of the Companies (CSR) Rules, 2014, Companies (CSR Policy) Amendment Rules, 2021 and approved by Board of Directors on

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