

# SAVE SOLUTIONS PRIVATE LIMITED

## CSR POLICY



## **SCOPE AND OBJECTIVE OF THIS POLICY**

The purpose of this policy document is to make the stakeholders aware about:

- CSR and how such activities are conducted in the Company
- Associated practices of CSR.
- Focus areas of CSR.

On August 29, 2013, the President of India provided assent to the Companies Act, 2013 (the “Act”). Pursuant to Section 135 of the Act, CSR provisions are prescribed to stipulate greater responsibility by companies towards the society. As of date, the Company meets the eligibility criteria stipulated in Section 135 (and the Rules framed under the Act) and hence the provisions of the Act, in so far as CSR is concerned, are applicable to the Company

As per the Companies (Corporate Social Responsibility Policy) Rules, 2014, the Board of Directors of any eligible company (i.e companies meeting the requirements of Section 135 of the Act) shall, after taking into account the recommendations of the CSR Committee, approve the CSR Policy for the company and disclose the contents of such policy in its Report and the disclose the same on the website of the Company

## **CSR FRAMEWORK**

The Company shall constitute a committee by the name “**CSR Committee**” comprising of three directors, one of whom shall be an Independent Director, as defined in the Act. As the Company is not required to appoint Independent Director on the Board, hence, the CSR Committee comprises three Directors of the Company.

The terms of reference of the CSR Committee shall include the following:

- a) To frame and recommend to the Board of Directors, a CSR Policy, which shall indicate the activities to be undertaken by the Company towards corporate social responsibilities.

For avoidance of doubt, the CSR Committee may adopt this Policy document *mutatis mutandis*, or with such modifications, alterations or revisions as it may deem fit, as the CSR Policy for its purpose.

- b) The following activities shall be included as part of the CSR activities:
  - eradicating hunger, poverty and malnutrition, [“promoting health care including 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;
  - promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.;
  - 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.;

- 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];
- 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 art and handicrafts;
- measures for the benefit of armed forces veterans, war widows and their dependents;
- training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports
- contribution to the prime minister's national relief fund or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women
- contributions or funds provided to technology incubators located within academic institutions which are approved by the central govt.
- rural development projects
- slum area development

Explanation.- For the purposes of this item, the term 'slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force

- such other matters as may be prescribed.
- c) To recommend the amount of expenditure to be incurred on the activities specified.
- d) To establish a monitoring mechanism so as to monitor the progress of the CSR activities. This will include recording the various details of the CSR activities and preparation of a report on the same. The details to be incorporated in the Report on CSR activities, which shall subsequently be disclosed in the Board Report, shall be as per the format prescribed in **Annexure 1** hereto.
- e) To ensure a constant flow of CSR initiatives, which shall, in-turn, avoid carry-forward of funds allocated for each CSR initiative.
- f) To formalise an operational and organisational structure of each CSR activity.

### **FUNDING AND IMPLEMENTATION**

- a) Pursuant to the provisions of the Act, 2% of the average net profit of an eligible company for the last 3 financial years needs to be allocated towards CSR activities. From the annual CSR Budget, provision will be made towards the CSR activities on a year-on-year basis.
- b) Save Solutions Private Limited will ensure monitoring, coordination and supervision of the agency, if any, entrusted with the responsibility for implementation of the project. For efficient and effective execution of the

project, the CSR Committee shall be required to get the schedules prepared – Schedule-I (List of activities linked with timelines) & Schedule-II (Payments linked with milestones) which shall form an integral part of the agreement to be signed with the implementing agency.

- c) All approved CSR projects are to be implemented in accordance with the timeline prescribed by the respective CSR Committees.
- d) For implementation of in-house projects, the company's pertinent policies related to works and purchases are to be followed in general.

### **OPERATIONAL FRAMEWORK**

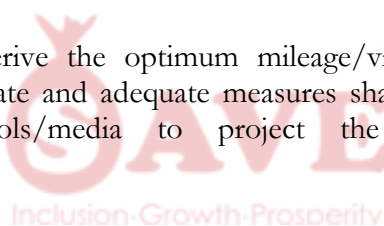
The Act envisages a “CSR Foundation” for CSR initiatives. The Board of a company is empowered to decide to undertake CSR activities approved by the CSR Committee, through a registered trust or a registered society or a company established by the company or its holding or subsidiary or associate company



## **MONITORING AND REPORTING**

The following instructions are to be followed for monitoring and implementation of CSR activities:

- Monitoring of CSR projects are absolutely essential.
- For all CSR projects / activities, close Supervision & Monitoring have to be done by the CSR Committee. The management should therefore provide MIS in the prescribed format and place before the Committee for review every quarter.
- After completion of the Project, a detailed Project Completion report must be prepared by the implementing agency in consultation with the Company Management, and a copy of the same must be made available to the Board of Directors along with Photographs and Audio/Visual presentations (Progress-based) duly endorsed by the CSR Committee for acceptance.
- The physical status should include photographs (preferably before and after completion of the project) with appropriate branding of the company's CSR initiative including company logo, name, etc. displayed in the background.
- With a view to derive the optimum mileage/visibility of the various CSR endeavors, appropriate and adequate measures shall be taken using all existent communication tools/media to project the company's contributions.



## Annexure 1

### Format for the Annual Report on CSR Initiatives to be included in the Board Report by qualifying companies

- (1) Provide a brief outline of the Company's CSR policy including the statement of intent reflecting the ethos of the company, broad areas of CSR interest and an overview of activities proposed to be undertaken.
- (2) Indicate the web-link to the CSR Policy. The Policy should include the full list of projects/activities/programmes proposed to be undertaken by the Company.
- (3) The composition of the CSR Committee.
- (4) Average Net Profit of the Company for last 3 financial years.
- (5) Threshold Limit - (2% of this amount as in 4 above)
- (6) Details of CSR activities/projects undertaken during the year:
  - (a) total amount to be spent for the year:
  - (b) amount carried forward from earlier years:
  - (c) amount spent during the year as per format given below:
  - (d) amount carried forward for the year

#	CSR project / activity identified	Sector In Which The Project Is covered	Projects/ Programmes 1. Local area/ others 2. Specify the state/ district (Name of the District/s State/s where the project / programme was undertaken)	Amount outlay (budget) project/ programme wise	Amount spent on the project/ programme Subheads : 1. Direct expenditure on project 2. Overheads	Cumulative spend upto the reporting period	Amount spent: Direct/ through implementing agency*
1							
2							
	<b>Total</b>						

\* Give details of implementing agency

- (7) In case the company has failed to spend 2% of its Average Net Profit (INR) of the last 3 financial years, the Company is required to provide reasons for not spending the amount.
- (8) A Responsibility statement, of the CSR Committee, that the CSR policy implementation and monitoring thereof is, in letter and spirit, in compliance with CSR objectives.

\_\_\_\_\_ (Director)

Date: \_\_\_\_\_

Place: \_\_\_\_\_