

Corporate Social Responsibility Policy 2021

1.1. Mission Statement

PT COMMUNICATION SYSTEMS PRIVATE LIMITED is committed to active and responsible corporate citizenship within the communities where it operates with a diverse, ambitious, and creative workforce around the world, the company will deliver its resources and intellectual capital through employee volunteerism, mentorship, and financial support.

1.2 CSR Objectives and vision

CSR program of **PT COMMUNICATION SYSTEMS PRIVATE LIMITED** encompasses dual objectives—pursuing benefits for the business and for the communities in which we operate. These objectives include:

- A) Increasing the company profile and establishing its reputation as a socially responsible company.
- B) This policy shall apply to all CSR initiatives and activities taken up for the benefit of different segments of the society
- C) Supporting and investing in programs that have a positive impact on the communities where the company operates

This CSR Policy has been framed in accordance with the applicable provisions of the Companies Act, 2013 (the “Act”) and the Rules issued there under.

1.3. Meetings

The CSR Committee shall meet as per the provisions of the Companies Act 2013.

1.4. CSR Committee

Composition:

The Corporate Social Responsibility Committee shall consist of 2 Directors.

As the company is not required to appoint an independent director under sub-section (4) of section 149, CSRC of the company shall consist of two or more directors. The below is the Composition of CSRC

Mr. PAVAN KUMAR AGARWAL	Chairman
Mrs. PRATIBHA AGARWAI	Director

Quorum:

The quorum for a meeting of the Committee on CSR shall be one-third of its total strength (any fraction contained in that one-third being rounded off as one), or two members, whichever is higher.

1.5. Roles and responsibilities of the Board of Directors

Roles and responsibilities of the Board of Directors of the company include:

- a) Approve the CSR Policy after taking into consideration the recommendations made by the CSR committee.
- b) Ensure that the company spends, in every financial year, at least two percent of the average net profits of the Company made during the three immediately preceding financial years, in pursuance of the CSR Policy.
- c) Ensure that CSR activities included in the CSR Policy are undertaken by the Company and that such activities are related to the activities specified in Schedule VII(Annexure 1) of the Act.
- d) Ensure disclosure of the contents of the CSR Policy on the company website

<http://www.ptcomsys.com>

1.6. Duties and Responsibilities of the CSR Committee

- a) Formulate and recommend the CSR Policy to the Board, which shall indicate the activities to be undertaken by the Company as specified in Schedule VII of the Companies Act 2013;
- b) Recommend the amount of expenditure to be incurred on the activities referred to in clause (a);
- c) Monitor the CSR Policy of the company from time to time
- d) Formalize a transparent monitoring mechanism for implementation of the CSR projects or programs or activities undertaken by the Company
- e) The CSR Committee shall provide a responsibility statement on the implementation and monitoring of the CSR Policy and that it is in compliance with CSR objectives of the company, which statement shall form part of the Board of Directors' Report

f) Any other matter/thing as may be considered expedient by the members in furtherance of and to comply with the CSR Policy of the Company.

1.7. CSR Activities

a) Company's CSR activities shall focus on the activities as mentioned in Schedule VII of the Act (Annexure 1), which are broadly classified under the following categories:

- i. Healthcare Projects
- ii. Sanitation
- iii. Education
- iv. Any other activities covered under Schedule VII

b) Below activities do not qualify as CSR Activities under the Companies Act, 2013:

- i. Projects or activities not falling within Schedule VII of the Companies Act 2013;
- ii. Activities undertaken in pursuance of normal course of business;
- iii. Projects or programs or activities that benefit only the employees of the Company and their families.
- iv. Direct or indirect contribution to any political party
- v. Project, Program or activities undertaken outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
- vi Expenses incurred for the fulfilment of any other Act/statute.

c) The CSR activities shall be undertaken in locations within India. Company shall give preference to the local areas from where it operates while considering the activities to be undertaken and spending the amount earmarked for CSR activities

1.8. Implementation of CSR Activities

The Board shall ensure that the CSR activities are undertaken by the Company itself or through –

a) A company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the

Income Tax Act, 1961, established by the company, either singly or along with any other company, or

- (b) A company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
- (c) any entity established under an Act of Parliament or a State legislature; or
- (d) company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

It shall be noted that the eligible intermediaries through which the company shall undertake the CSR Project or Program will require to register itself with the Central Government by filing the Form CSR-1 electronically with effect from April 01, 2022.

On filing the Form CSR-1 with the Central Government, a unique CSR Registration Number will be generated by the system automatically.

1.9. CSR Corpus/Expenditure

- a) CSR Corpus available for expenditure shall be calculated per the provisions of the Act and CSR Rules as amended from time to time.
- b) CSR Expenditure shall mean all expenditure incurred in respect of specific projects/programs relating to the abovementioned approved CSR activities.
- c) CSR Expenditure shall not include expenditure on an item not in conformity or not in line with activities which fall within the purview of the CSR activities listed in Schedule VII.
- b) CSR Expenditure shall not include projects or programs or activities undertaken outside India.
- c) The surplus arising out of the CSR activities or projects shall not form part of the business profit of company.

- d) Administrative Overheads shall not exceed 5% of the total CSR expenditure of the company for the financial year.
- e) A maximum of either 5 percent of CSR Expenditure or INR 50,00,000 (Indian Rupees fifty lakh) whichever is less may be booked as impact assessment expenditure.
- f) Any excess amount spent in a financial year can be set off against the requirement to spend in subsequent financial years up to immediate succeeding three financial years provided that the excess amount available for set off shall not include the surplus arising out of the CSR activities.
- g) Expenditure should be made in projects/program mode. Expenditure on one off events like such as marathons/ awards/ charitable contribution/ advertisement will not qualify for eligible expenditure for CSR purpose. Expenditure to discharge statutory obligation will not form part of CSR expenditure under the Act

1.10 DIRECT CHARITABLE DONATIONS

We shall make direct charitable donations to organizations which support our CSR principles and need financial support for specific projects that they have planned. Such requests would be evaluated in line with our CSR aims and objectives and are considered by the CSR Committee for approval.

1.11. Review and Monitoring:

- a) It shall be the responsibility of the CSR Committee to review expenditure and monitor activities periodically
- b) Records relating to the CSR activities/expenditure shall be maintained.

The records shall be submitted for reporting and audit

1.12. Disclosures by the Board

Directors' Report of the Board of the Company to include:

- a) Contents of the CSR Policy and Composition of the CSR committee;
- b) An annual CSR report in the prescribed format as per Companies Act 2013

1.13. IMPACT ASSESSMENT:

Impact Assessment-The assessment of the degree of impact the CSR projects undertaken by a company had over a society is known as impact assessment. This will help companies assess if the CSR projects undertaken by them helped make a difference.

1. In case the Company has average CSR obligation of Rs. 10,00,00,000 (Indian Rupees ten crore) or more in the 3 (three) immediately preceding financial years shall undertake impact assessment through an independent agency for projects of Rs. 1,00,00,000 (Indian Rupees one crore) or more which have been completed not less than 1 (one) year before undertaking the impact study.

2. The impact assessment reports shall be placed before the Board and shall be annexed to the annual report on CSR.

3. A Company can book a maximum of either 5 percent of CSR Expenditure or INR 50,00,000 (Indian Rupees fifty lakh) whichever is less as Impact assessment expenditure

1.1. List of Activities for Corporate Social Responsibility as per Schedule VII of the Companies Act, 2013:

Activities which may be included by companies in their Corporate Social Responsibility Policies Activities relating to:—

- a) Eradicating extreme hunger and poverty;
- b) Promotion of education;
- c) Promoting gender equality and empowering women;
- d) Reducing child mortality and improving maternal health;
- e) Combating human immunodeficiency virus, acquired immune deficiency syndrome, malaria and other diseases;
- f) Ensuring environmental sustainability;
- g) Employment enhancing vocational skills;
- h) Social business projects;
- i) Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government or the State Governments for socio-economic development and relief and funds for the welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;



(x) Such other matters as may be prescribed

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