

i-Process Services (India) Private Limited

Corporate Social Responsibility Policy

A. Preamble

Pursuant to the requirements of provisions of Section 135(1) of the Companies Act, 2013 and the Rules framed thereunder, the Corporate Social Responsibility provisions became applicable to the Company from the financial year ended 31st March, 2020. In conformity with the aforesaid provisions, the Corporate Social Responsibility Committee of the Company drafted the Corporate Social Responsibility Policy (“CSR Policy”), which was approved by the Board of Directors at their meeting held on 4th January, 2020. In view of the notification of the Companies (CSR Policy) Amendment Rules 2021 (‘Rules’) by the Ministry of Corporate Affairs, effective from January 22, 2021, this CSR Policy has been amended at the Board Meeting dated 30th March, 2021.

B. Introduction

As a responsible corporate citizen, the Company shall undertake CSR activities itself or work with the other eligible entity(ies) for sustainable development and inclusive growth of the Society.

The Corporate Social Responsibility Policy (CSR Policy) of the Company sets out a broad framework guiding the Company’s CSR activities. The Policy also sets out the rules that need to be adhered to while taking up and implementing CSR activities.

C. Scope of Corporate Social Responsibility policy

The policy would pertain to all activities undertaken by the Company towards fulfilling its corporate social responsibility objectives. The policy would also ensure compliance with Section 135 of the Companies Act, 2013 (CA2013/Act) and would include the activities as covered under Schedule VII to the Act and the Rules framed thereunder and as amended from time to time.

D. Governance structure

In view of the notification of Companies (CSR Policy) Amendment Rules 2021, the Board of Directors is the governing body that will articulate the scope of CSR activities for the Company and ensure compliance with the CSR Policy. The Board of Directors shall approve the budget for spending on CSR activities, undertake strategic planning of CSR Activities and monitor its progress thereof.

E. Operating framework

1. The Company has duly formulated CSR policy which has been approved by the Board as prescribed under CA2013. The CSR plan would operate as prescribed by the Board of Directors and under its supervision.
2. Activities undertaken by the Company may include projects being implemented directly by the Company as well as contributions to eligible entities with track record and standing in line with regulation and as may be decided by the Board of Directors from time to time. Provided the permitted entities shall be registered with Ministry of Corporate Affairs and

shall have CSR Identification Number. The CSR Activities of the Company may also be carried out by permitted entities as covered under the aforesaid Rules and as may be decided by the Board of Directors subject to such permitted entities obtaining the CSR Identification Number:-

3. The responsibility for implementation of identified activities/ projects shall be of the President and Chief Operating Officer as approved by the Board of Directors of the Company. The Board may entrust such responsibility to such other officers of the Company as they may think fit.
4. Funds would be disbursed in accordance with the directions of the Board of Directors.

F. Monitoring

The Board of Directors shall ensure a transparent monitoring mechanism for CSR activities.

1. The Board of Directors shall review the progress of CSR activities on quarterly basis.

G. Disclosure

The Company shall include in its annual report, commencing with the annual report for the year ending March 31, 2020, the disclosures as prescribed under Companies Act, 2013 and the rules as amended from time to time.

H. Corporate Social Responsibility Activities

The Board of Directors of the Company would consider and approve the projects or programs that the Company should undertake as CSR in India as may be specified under Schedule VII to the Companies Act, 2013.

The Company's primary focus areas for CSR activities are:

1. Education

(Schedule VII (ii) promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.

2. Health care

Schedule VII (i) Eradicating hunger, poverty and malnutrition, promoting preventive healthcare and sanitation and making available safe drinking water; (iii) 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; (x) Rural development projects.

3. Skill development and sustainable livelihoods

Schedule VII (ii) promoting education, including special education and employment enhancing

vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects; (iii) 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.

4. Financial inclusion

Schedule VII (iii) 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 (x) Rural development projects.

5. Support employee engagement in CSR activities

The Company supports the involvement of its employees in CSR activities. The Company will encourage employees to participate in CSR activities of the Company and suitable eligible entities.

6. Other areas

The Company will continue to provide support to specific needs such as during natural disasters, through financial as well as logistical support. The Board of Directors of the Company may select areas in addition to those specified above in the course of fulfilment of the CSR objectives of the Company as may be decided by the Board from time to time.

The above list is illustrative and not exhaustive and the Board is authorized to consider CSR activities not falling in this list but mentioned in the Schedule VII to the Companies Act, 2013.
