



LIC CARDS SERVICES LIMITED

**(6th Floor, Jeevan Prakash Building, 25, KG Marg,
New Delhi – 110001)**

CSR POLICY

SCOPE AND OBJECTIVE OF THIS POLICY

This Corporate Social Responsibility Policy (“the CSR Policy”) has been framed by LIC Cards Services Limited (LIC CSL) (the Company) in accordance with the Section 135, Schedule VII of the Companies Act, 2013 and Corporate Social Responsibility (CSR) Rules, 2014 framed under the Act. 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.

CSR FRAMEWORK

Definitions

- a) “Board” means the Board of Directors of the Company
- b) “Corporate Social Responsibility (therein after referred to as CSR) Activities” means and includes the projects or programs specified under the focus area of CSR policy.
- c) “Financial Year” means the period ending on 31st March every year.
- d) “Policy” refers to the CSR policy as approved by the Board of Directors of the Company

CSR Committee – As the amount to be spent by a Company does not exceed fifty lakh rupees, the requirement for constitution of the Corporate Social Responsibility Committee shall not be applicable to the Company and the functions of such Committee be discharged by the Board of Directors of the Company in line with the provisions of Sec 135 of the Act. The Board of Directors of the Company will be responsible for the following:

- Approve the Corporate Social Responsibility Policy for the Company and disclose contents of such Policy in Board report and also place it on the Company's website.
- Approve projects, programs, activities in accordance with Schedule VII of the Companies Act, 2013 and ensure that the activities as are included in Corporate Social Responsibility Policy of the Company are undertaken by the Company.
- Make sure the Company spends, in every financial year, at least 2% of its average net profits of the Company made during the three immediately preceding financial years, in pursuance of its Corporate Social Responsibility Policy.
- Define manner of execution/ implementation, modalities of utilisation of funds and monitoring and reporting mechanism.

CSR Activities - The following activities shall be included as part of the CSR activities

1. 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.

2. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
3. 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. 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.
5. 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;
6. Measures for the benefit of armed forces veterans, war widows and their dependents, [Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows];
7. Training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports
8. Contribution to the prime minister's national relief fund or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES 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;
9. 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; and
10. 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 Defence 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).
11. Rural Development Projects
12. Slum Area Development
13. Disaster Management, including relief, rehabilitation and reconstruction activities

FUNDING AND IMPLEMENTATION

The Company shall allocate the budget for CSR activities. Pursuant to the provisions of the Section 135 of the Companies Act, 2013, the minimum budgeted amount for a financial year shall be 2% of the average net profit of three immediate preceding financial years. The average net profit shall be calculated in accordance with the provisions of Section 198 of the Companies Act, 2013 read along with the Companies (Corporate Social Responsibility)

Rules, 2014. From the annual CSR Budget, provision will be made towards the CSR activities on a year-on-year basis. The Board shall approve the total fund to be utilized for CSR activity for respective financial year.

In case the Company spends an amount in excess of requirement of the CSR Budget specified for the said financial year, such excess amount may be set off against the requirement to spend for CSR in immediate succeeding three financial years. Any Surplus arising out of CSR Projects/Programs/Activities shall not form part of the business profit of the Company

IDENTIFICATION OF ACTIVITIES/PROJECTS

Out of approved CSR activities, the Board shall decide which activity/project should be given priority for the respective financial year. While arriving at the decision of the activity to be undertaken for the respective year, the Board shall analyse the basic need of the community/area in which the Organisation operates or at the place where its registered office is situated. The Board shall record its findings and prioritised the CSR activities.

IMPLEMENTATION PROCESS:

After prioritizing the activity the Board shall finalise the detail implementation project/programme, including planning for expenses against the total budget allocated for CSR activities.

ORGANISATIONAL RESPONSIBILITY

At organisational level for implementation of agreed CSR activity, the Chief Executive of the company may constitute an implementation team of the Company to organize for the implementation of the CSR activity. The team shall monitor the implementation process from time to time, on behalf of the Company and place a report to the Board regarding the progress of the activity implementation, on a half yearly basis. The respective implementation team would be responsible for reporting of any irregularity to the Board.

MONITORING AND REPORTING

The Board of Directors shall constantly monitor the implementation of the CSR activities. The assessment reports will be placed before the Board on half yearly basis. The Board shall review the same and suggest recommendation, if any, with regard to implementation process.

Annual report on CSR activities will be included in the Board's report for each financial year. CSR policy and overview of CSR projects of the Company will be available on the official website of the Company.

POLICY REVIEW

The CSR Policy shall be subject to review by the Board as per requirement, including change in law. The provisions of the CSR Policy will be subject to revision/amendment in accordance with the guidelines on the subject as may be issued by Government, from time to time. The Company reserves the right to amend, modify, cancel, add, or alter any provisions of this Policy, subject to approval by the Board of Directors.

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

Serial No	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
	TOTAL						

(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)

Format for submission of Proposals to be considered under CSR

PROJECT PROPOSAL FOR GRANT UNDER CSR

Project Title: _____

Name of Organisation applying for grant:

Address:

Contact Person: _____ **E-mail Address:** _____

Phone Number: _____ **Fax Number:** _____

1. DETAILS OF ORGANISATION APPLYING FOR GRANT

1	Registered official address	
2	Registration No. (Attested copy of Registration No.)	
3	Whether amount given to the Organization is exempted from Income Tax Act 80(G).	
4	Amount Requested	
5	Details of Principal Bank of Organisation (Name, Address, Account No. and IFSC) A copy of Cancelled Cheque to be enclosed	
6	PAN No. alongwith attested copy of PAN Card	
7	GST No. alongwith attested copy of GST Registration Certificate	
8	Principal Act and Bye-Laws by which the organization is governed.	
9	Certificate of Audited Accounts of Income and expenditure of last 3 financial years duly audited by a Chartered Accountancy Firm.	
10	Certificate from a Chartered Accountancy Firm that the Institution is running on "No Profit/No loss" basis.	
11	Confirmation that the assets created from the donation/financial assistance shall eventually rest with the Organization and shall not be passed on to any Private Party.	

Note: Supporting documents of all the above points to be enclosed.

1. NATURE OF ACTIVITIES
2. LIST OF MAJOR ACTIVITIES UNDERTAKEN DURING THE PAST THREE YEARS
3. ANY PARTNERSHIP WITH AGENCY LIKE CENTRAL OR STATE GOVT. OR OTHERS (DETAILED DOCUMENTS TO BE ENCLOSED).
4. DETAILS OF ANY CSR GRANT RECEIVED FROM GOVT AGENCIES/PSUs/QUASI GOVT AGENCIES/FROM VARIOUS AGENCY. (DETAILED DOCUMENT TO BE ENCLOSED).

- 2) **How will the Funds received be used specifically?**
- 3) **How will these Funds received impact the Community?**
- 4) **Approximately how many people take advantage of service offered**
- 5) **Declaration:**

I/We do also hereby declare that the above information is true to the best of my/our knowledge. For any mis-statement of facts, I/we shall be liable for civil/criminal action. Further the undersigned undertakes to submit "Grant Utilization Certificate" in the within 30 days of the receipt of any amount, if sanctioned.

Official Seal

Date:
Place:

Signature of the applicant in full

(i) Full Name.....
(ii) Father's Name.....