



CORPORATE SOCIAL RESPONSIBILITY (CSR) Annual Action Plan for FY 2022-23

(Approved by the Board of Directors at its meeting held on 19th April, 2022)

In pursuance of applicable CSR provisions, the Annual Action Plan of the Company will be as follows -

a) The list of CSR projects or programs that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;

Sr. No	Focus Area from Schedule VII	Project	Location of the project	Brief about the Program /initiative	Implementation Schedule	Funds Allocation (INR in Lakhs)
1.	Disaster Management including relief, rehabilitation and reconstruction activities	Donation for Disaster Management including relief, rehabilitation and reconstruction activities	Mumbai, Maharashtra	Promotion of Education and eradication of hunger and poverty	On or before 31 st March, 2023	Rs. 13,00,000
Total						13,00,000

1. The Board of Directors has decided to allocate whole CSR Budget for FY 2022-23 to be spent in projects that can be undertaken by any eligible trust/society or directly by the company.
2. If Company receives any suitable proposal which fulfils the Criteria mentioned in CSR Policy & applicable provisions, then such proposal may be considered by the Board on recommendation of CSR Committee, by reducing the overall budget allocated to activities to be undertaken by any eligible trust/society or directly by the company of overall CSR budget in line with the board approval as mentioned in para(1).

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b) The manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;

Project	Mode of Implementation	Form CSR-1 Registration No.	Type of Registration	Execution and Implementation Methodology
Donation for Disaster Management including relief, rehabilitation and reconstruction activities	Indirect Through Implementing agency- Sheth Shree Motisha Sadharmik Bhakti Kendra	CSR Registration Number- CSR00005802	Registration of Entities for Undertaking CSR Activities	Promotion of Education and eradication of hunger and poverty

The modalities of utilization of funds and implementation schedules for the projects or programmes;

c) Modalities of utilization of funds

- i. The CSR budget will be fixed in accordance with the provisions of the Act, Rules and the Guidelines.
- ii. The budget will not be less than 2% of the average net profits of the company during the three immediately preceding financial years.
- iii. The CSR budget will be spent on CSR activities which will be approved by the Board on the recommendation of the CSR Committee.
- iv. For certain projects reimbursement model may be followed. The funds will be disbursed after a financial assessment of the expenses incurred. For the remaining projects, the funds will be directly disbursed to beneficiaries/partners.

d) Monitoring and reporting mechanism for the projects or programmes;

The Monitoring Mechanism of each project will differ on the basis of the nature of the project. All the projects will be monitored & evaluated as per the objectives & deliverables set for respective projects

- i. The CSR team along with partner organization shall carry out the monitoring of CSR activities at different intervals through field visits, monthly calls, reporting, cross reference communication with stakeholders etc.

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- ii. For the purpose of proper monitoring of the CSR projects, each project shall include well-defined timeline & parameters.
- iii. Utilization Certificate with a statement of expenditure duly certified by a Practicing Chartered Accountant/Authorized Auditor will be submitted by the Organization/ Institution to whom CSR fund is allocated.

iv. Reporting & Documentation:

a. Project documentation:



Reports like monthly report/quarterly report/half-yearly report/annual report/closure report, or case studies or progress report etc. will be collected by the CSR team.

b. Financial Tracking:

In order to track the proper utilization of funds, where applicable, at different intervals of the project, CSR team will collect & cross-check financial documents like invoices, bills & receipts, bank statements, Fund Utilization Certificate, etc.

- c. The CSR Committee, shall submit the report to Board giving status of the CSR Activities undertaken, expenditure incurred and such other details as may be required by the Board.

e) **Details of need and impact assessment, if any, for the projects undertaken by the company; Not Applicable**

 Dr. Nayan C. Shah (CEO/Managing Director)	 Sandhya Shah (Chairman CSR Committee)
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