

## OCEAN GATE CONTAINER TERMINALS PRIVATE LIMITED

### CORPORATE SOCIAL RESPONSIBILITY POLICY

In accordance with the provisions of Section 135 of Companies Act, 2013, the Corporate Social Responsibility (CSR) Committee of Ocean Gate Container Terminals Private Limited (“OCTPL” or “the Company”) was constituted by the Board of Directors of the Company at their meeting held on 14<sup>th</sup> January, 2016.

The composition of the said Committee comprises of three directors viz., Mr. Unnikrishnan Nair (Chairman), Mr. Iqbal Qazi and Mr. K. Sriramamurthy.

#### 1. OBJECTIVE

This Policy has been formulated in compliance with Section 135 of the Companies Act, 2013 read along with the applicable rules thereto.

#### 2. CSR VISION

OCTPL’s vision is to actively contribute to the social and economic development of the communities in which we operate.

The Company’s CSR activities build an important bridge between business operations and social commitment evolving into an integral part of business functions, goals and strategy.

#### 3. SCOPE

This Policy shall apply to all CSR projects / programs / activities undertaken by the Company in India as per Schedule VII of the Act.

#### 4. DEFINITIONS:

1. “Act” shall mean the Companies Act, 2013, including any modifications, amendments or re-enactment thereof.
2. “Approved Budget” shall mean the total budget as approved by the Board of the Company upon the recommendation of the CSR Committee, which is to be utilized for CSR Projects.
3. “Board” shall mean the Board of Directors of the Company.
4. “Corporate Social Responsibility” (CSR) means and includes but is not limited to:

Projects or programs relating to activities specified in Schedule VII to the Companies Act, 2013 (‘Act’).

5. “CSR Committee” means the Corporate Social Responsibility Committee constituted by the Board referred to in Section 135 of the Act.
6. “CSR Policy” relates to the activities to be undertaken by the Company as specified in Schedule VII to the Act and the expenditure thereon.

7. "CSR Projects" or "Projects" means Corporate Social Responsibility projects/activities/programs/initiatives, instituted in India, either new or ongoing, and includes, but is not limited to those undertaken by the Board in pursuance to recommendations of the CSR Committee as per the declared CSR.
8. "Financial Year" shall mean the period beginning from 1<sup>st</sup> April of every year to 31<sup>st</sup> March of the succeeding year.
9. "Net Profit" means the net profit of the Company as per its financial statement prepared in accordance with applicable provisions of the Act (Section 198), but shall not include the following viz;
  - (i) Any profit arising from any overseas branch or branches of the Company, whether operated as a separate company or otherwise and
  - (ii) Any dividend received from other companies in India, which are covered under and complying with the provisions of Section 135 of the Act Provided that net profit in respect of a financial year for which the relevant financial statements were prepared in accordance with the provisions of the Companies Act, 1956 shall not be required to be re-calculated in accordance with the provisions of the Act.
10. "Rules" shall mean the Companies (Corporate Social Responsibility) Rules, 2014, including any re-enactment, modifications or amendments thereof.

## **5. POLICY OBJECTIVES:**

The objectives of the CSR Policy ("Policy") is to lay down the guiding principles in undertaking various Programs and projects by or on behalf of the company relating to Corporate Social Responsibility ("CSR") within the meaning of section 135 of the Companies Act, 2013 read with Schedule VII of the Act and the CSR Policy Rules 2014 ("Rules").

## **6. ROLE OF THE CSR COMMITTEE**

- a. Formulate and recommend to the Board, a Corporate Social Responsibility Policy in compliance with Section 135 of the Companies Act, 2013.
- b. Identify the activities to be undertaken as per Schedule VII of the Companies Act, 2013.
- c. Institute a transparent monitoring mechanism for implementation of the CSR projects or programs or activities undertaken by the Company.
- d. Recommend the amount of CSR expenditure to be incurred on the earmarked CSR activities.
- e. Monitor the implementation of the CSR Policy from time to time.
- f. Review and recommend any new CSR initiatives to be taken up by the Company.
- g. Review and recommend the CSR report to be included in the Board's Report.
- h. Review and recommend any amendments to be made in the CSR policy of the Company.
- i. To carry such other functions as may be delegated to it by the Board relating to CSR activities of the Company.

## **7. ROLE OF THE BOARD**

- a. After taking into account the recommendations made by the CSR Committee, approve the CSR Policy for the Company
- b. Ensure that the CSR activities included in this Corporate Social Responsibility Policy are undertaken by the Company.
- c. The Board of the Company may decide to undertake its CSR activities approved by the CSR Committee, through a registered trust or a registered society or a Company established under section 8 of the Act by the company, either singly or along with its holding or subsidiary or associate company, or along with any other company or holding or subsidiary or associate company of such other company, or otherwise provided that – If such trust, society or company is not established by the company, either singly or along with its holding or subsidiary or associate company, or along with any other company or holding or subsidiary or associate company of such other company, it shall have an established track record of three years in undertaking similar programs or projects/activities;
- d. Ensure that in each financial year the Company spends at least 2% of the average net profits of the company made during the three immediate preceding financial years, calculated in accordance with Section 198 of the Act, in pursuance of its CSR policy. Further, while spending the amount earmarked for CSR activities, preference should be given to local areas and areas around the Company where it operates,
- e. As per Section 135 of the Act, specify the reasons for under spending the CSR amount in the Board's Report.

## **8. CSR ACTIVITIES FOR IMPLEMENTATION:**

The CSR Activities would be chosen for implementation by the Company in compliance with the provisions of Section 135 read together with Schedule VII of the Companies Act, 2013.

## **9. CSR MONITORING AND REPORTING FRAMEWORK**

In compliance with the Act and to ensure funds spent on CSR Activities are creating the desired impact on the ground a comprehensive Monitoring and Reporting framework has been put in place.

The CSR Committee shall monitor the implementation of the CSR Policy through periodic reviews of the CSR activities.

The respective CSR personnel will present their annual budgets alongwith the list of approved CSR activities conducted by the Company to the CSR Committee together with the progress made from time to time as a part of the evaluation process under the monitoring mechanism.

## **10. CSR EXPENDITURE**

The CSR activities undertaken in India only shall amount to CSR Expenditure.

CSR Expenditure shall include all expenditure including contribution to corpus for CSR activities approved by the Board on the recommendation of the CSR Committee but does not include any expenditure on an item not in conformity or not in line with activities which fall within the purview of Schedule VII of the Act.

#### **11. DISCLOSURE OF THE POLICY**

The CSR policy recommended by the CSR Committee and approved by the Board shall be displayed on the Company's website and shall be disclosed in the Board's report as well.

#### **12. CSR REPORTING**

The Board Report of a Company shall include an Annual Report on CSR containing particulars specified in Annexure to the CSR Rules as per the prescribed format.

#### **13. FREQUENCY OF MEETINGS**

The meetings of the Committee could be held at such periodic intervals as may be required.

#### **14. QUORUM**

Minimum two (2) members shall constitute a quorum for the Committee meeting.

#### **15. CHAIRMAN**

In the absence of the Chairman, the members of the Committee present at its meeting shall choose one amongst them to act as Chairman.

#### **16. MINUTES OF THE COMMITTEE MEETING**

Proceedings of all meetings must be minuted and signed by the Chairman of the Committee and tabled at the subsequent Board and Committee meeting.

#### **17. MISCELLEANOUS**

This policy shall be updated from time to time, by the Company in accordance with the amendments, if any, to the Companies Act, 2013, rules made thereunder or any other applicable enactment for the time being in force.