



# CORPORATE SOCIAL RESPONSIBILITY

Corporate social  
responsibility policy

Version 1.0

# Objective and scope

## 2.1. Objective

The main objective of the CSR Policy is to lay down guidelines for MSC INDIA CONSULTING PRIVATE LIMITED (hereinafter referred to as “the Company”) to make CSR one of the key focus areas to adhere to global interest in environment and society that focuses on making a positive contribution to society through effective impact and sustainable development programs.

This policy covers the proposed CSR activities to be undertaken by the Company and ensures that they are in line with Schedule VII of the Act as amended from time to time. It covers the CSR activities carried out in India only and includes the strategy that defines plans for future CSR activities.

## 2.2. Scope and coverage

The CSR activities of the Company shall include, but not be limited to any or all of the sectors/activities as may be prescribed by Schedule VII of the Companies Act, 2013 amended from time to time. Further, the Company will review the sectors/activities from time to time and make additions/deletions/clarifications to the above sectors/activities.

The Company initially targets to start with the following areas:

1. Health;
2. Environment;
3. Education;
4. Poverty alleviation;
5. Any other area directly or indirectly contributing to the above objectives.

## 3. Corporate social responsibility (CSR) committee

### 3.1. Constitution

The Company shall, pursuant to the provisions of Section 135 of the Act, constitute the Corporate Social Responsibility (CSR) Committee of the Board of Directors. The Members of CSR shall be appointed by the Board of Directors of the Company, which must consist of at least two or more Directors. Accordingly, the constitution of the CSR Committee formed by MSC India Consulting Private Limited is as follows:

S. S No.	Name of Member	Designation in committee	Designation in MSC India Consulting Private Limited
1	Mr. Manoj Kumar Sharma	Chairman	Director
2	Mrs. Priti Sharma	Member	Director
3	Mr. Vishrant Shukla	Member	CFO

### 3.2. Functions and powers of the committee

To effectively implement the objectives of the Company with respect to CSR, the Committee is vested with the following functions and powers:

- a. Formulate the CSR Plan and recommend the same to the Board of Directors of the Company for approval;
- b. Recommend CSR activities as stated under Schedule VII of the Act;
- c. Approve to undertake CSR activities, if necessary, in collaboration with other Companies/firms/NGOs, etc., and to separately report the same in line with the CSR Rules;
- d. Recommend the CSR Budget;
- e. Spend the allocated CSR amount on CSR activities once it is approved by the Board of Directors of the Company in accordance with the Act and CSR Rules;
- f. Create a transparent monitoring mechanism for the implementation of CSR initiatives in India;
- g. Submit the Reports to the Board in respect of the CSR activities undertaken by the Company;
- h. Review the CSR Policy from time to time;
- i. Monitor activities/charter of Internal Working and Monitoring Group (WG), who are authorized to ensure that the CSR activities of the Company are implemented effectively;
- j. Authorize executives of the Company to attend the CSR Committee Meetings, if necessary.

### 3.3. Meetings of the committee

For smooth functioning of the Committee, the Members shall meet as below to discuss such matters and to take such decisions as may be necessary;

- a. The CSR Committee shall hold a minimum of two meetings in a year.
- b. The Members of the Committee may mutually agree between them regarding the time and place for the said meetings.
- c. The quorum for the CSR Committee Meeting shall be one-third of its total strength (any fraction contained in that one-third be rounded off as one) or two members, whichever is higher.

The Members of the Committee may participate in the meeting either in person or through video conferencing or other audiovisual means as may be convenient.

## 4. CSR spend

The Companies Act, 2013 prescribes that the companies which meet the criteria specified U/s. Sec. 135 shall allocate a certain portion of its annual net profits (calculated as per Sec. 198) during the three immediately preceding financial years to be spent on CSR activities that fall under the categories specified under Schedule VII of the Act.

### 4.1. CSR expenditure

Net profit for the purpose of allocation towards CSR means, profit described under Rule 2(f) of the CSR Rules. The CSR expenditure shall include all expenditure including contribution to corpus or on projects or programs relating to CSR activities approved by the Board of Directors on the recommendation of its CSR Committee but does not include any expenditure on an item not in conformity or not in line with activities stated under Schedule VII of the Act.

### 4.2. Failure to spend the CSR money

If the Company fails to spend the required amount in a particular financial year, it is the duty of the Committee to submit a report in writing to the Board of Directors specifying the reasons for not spending the amount, which in turn shall be reported by the Board of Directors in their Annual Report pertaining to that particular financial year.

Surplus, if any, arising out of the CSR projects or programs or activities shall not form part of the business profit of the Company.

## 5. CSR initiatives

Pursuant to Schedule VII of the Act and the CSR Rules, the Company shall undertake CSR activities included in its Annual CSR Plan, as recommended by the CSR Committee at the beginning of each year. The Committee is authorized to approve any modification to the existing Annual CSR Plan or to propose any new program during the financial year under review.

### 5.1. Annual CSR plan

The Annual CSR Plan is a yearly plan of CSR activities that would be placed before the Board of Directors of the Company based on the recommendation of its CSR Committee which outlines inter alia the following aspects of CSR initiatives of the Company:

- Project proposals;
- Targeted beneficiaries and their key needs;
- Alignment with Schedule VII;
- Project goals and milestones;
- Activities and timelines including expected closure dates;
- CSR Budget with projections;
- Monitoring mechanism;
- Progress reporting and frequency of reports;
- Risks and mitigation strategies;

Any other information as may be required by the CSR Committee.

### 5.2. Collaboration

It is expressly allowed under the CSR Rules that the Company may collaborate with any other Company or association formed in this regard subject to approval by the CSR Committee to implement CSR activities, and the same shall form a part of the Annual CSR Plan.

## 6. Reporting and publication of CSR policy

As per the CSR Rules, the contents of the CSR Policy shall be included in the Directors' Report, and the same shall be displayed on the Company's website, if any.

## 7. Monitoring mechanism

An Internal Working and Monitoring Team comprising of below mentioned employees of the Company will be set up to ensure effective implementation and monitoring of the projects approved by the CSR Committee from time to time. The team will consist of:

1. Mr. Manish Mehrotra
2. Mr. Kaustubh Chawla
3. Mr. Gaurav Awasthi

### 7.2 Reporting by the internal working and monitoring team

The Internal Working and Monitoring Team will report/give feedback to the CSR Committee for all CSR projects undertaken.

The Internal Working and Monitoring Team shall submit reports to the CSR Committee of the Company at least once in six months on the progress of the various projects approved by the Committee and entrusted to the team for implementation and monitoring.

## 8. Policy review and future amendment

The administration of the CSR Plan of the Company and the execution of identified CSR projects, programs, and activities under it shall be carried out under the control and overall supervision of an internal monitoring group formed for this purpose.

The internal monitoring group shall submit its report at least once in six months to the CSR committee formed under the Act, which shall monitor the CSR plan and expenditures of the Company from time to time.

Further, the Board of Directors may revise/amend this CSR Policy based on the recommendations of the CSR Committee or to bring the same in line with the guidelines or amendments issued from time to time by Government on the subject.

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