

CORPORATE SOCIAL RESPONSIBILITY POLICY



MICRO LABS LIMITED

1. APPLICABILITY

This policy has been formulated to meet the Corporate Social Responsibility activities (“CSR”) objective set by the Company as well as applicable statutory requirements under the provisions of the Companies Act, 2013 (“the Act”). This policy shall be applicable to all the CSR activities/ projects/ Programs undertaken by the Micro Labs Limited. The thrust areas are mapped with the activities as suggested in the Schedule VII of the Companies Act.

This Policy document serves the following purpose:

- Define what CSR means to us;
- Establish the operating guidelines for CSR programmes
- Define the approach & governance mechanism to execute & monitor our CSR programmes
- Identify broad areas of intervention in which we will undertake projects

2. SCOPE

This Policy applies to all activities that are undertaken by Micro Labs Limited as part of our CSR programmes in India for the diverse sector of the society.

3. CSR COMMITTEE

The Composition and functioning of the Committee shall be in line with the requirements of the Companies Act, 2013. The CSR Committee shall comprise of three or more directors out of which at-least one director shall be an independent director. The members of the Board Level CSR Committee are Mr. Dilip Surana, Chairman & Managing Director, Mr. Anand Surana, Wholetime Director and Mr. Balaji Seshamoorthy Grama, Independent Director.

Role of CSR Committee shall include inter-alia the following:

- *Formulate and recommend to the Board CSR Policy and a CSR Annual Action Plan.*
- *Recommend, formulate and implement CSR activities approved by the Board and in compliance with Schedule VII of the Act.*
- *Approve the budgets for the CSR Expenditure and recommend to the Board for approval*
- *Recommend and Monitor the amount of CSR Expenditure to be incurred for CSR activities and its decide on locations for CSR activities and to ensure it is in line with the CSR Policy.*
- *To regularly monitor CSR Policy of Company from time to time.*

- *To carry out impact assessment of the CSR Programmes as applicable under the Companies Act and Rules.*
- *To ensure compliance with the requirements of the Act.*
- *Any other activity as may be decided by the Board.*

4. CSR FOCUS AREAS AND PROGRAMS

The Company shall undertake CSR activities in any of the following areas :

- Promoting healthcare including preventive healthcare;
- Eradicating hunger, poverty and malnutrition;
- 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;
- Promoting education including special education and employment enhancing vocational skills and livelihood enhancement projects;
- 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;
- 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 ;
- 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.
- Measures for the benefit of armed forces veterans, war widows and their dependents;
- Training to promote rural sports, nationally recognised sports, paralympic sports and Olympic sports.
- 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;

- 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
- Rural development projects
- Slum area development.
- 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)
- Disaster management, including relief, rehabilitation and reconstruction activities
- any other areas covered under Schedule VII or provisions of the Companies Act, 2013 and rules framed thereunder

5. IMPLEMENTING AGENCY

The Board shall ensure that the CSR activities are undertaken by the Company itself or through –

- (a) a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961, established by the company, either singly or along with any other company, or
- (b) a company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
- (c) any entity established under an Act of Parliament or a State legislature; or
- (d) a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

Every entity who intends to undertake any CSR activity, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar.

6. CONTRIBUTION

The Company shall spend at least two percent (2%) of its average net profits of the preceding three financial years on the CSR activities. The amount of net profit shall be calculated in accordance with the Act. The Board shall approve the total fund to be utilized for CSR activity for respective financial year.

The surplus arising out of CSR activities shall not be a part of business profits of Micro Labs Limited.

7. UNSPENT CSR OBLIGATION

The Company shall deal with the unspent amount as per the provision of the Companies Act and Rules made thereunder, in the following manner:

- a. *In case of an On-going Project:* As per the provisions of Section 135(6), any amount remaining unspent shall be transferred by the Company within a period of thirty days from the end of the financial year to a special account to be opened by the company in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account, and such amount shall be spent by the company in pursuance of its obligation towards the Corporate Social Responsibility Policy within a period of three financial years from the date of such transfer, failing which, the company shall transfer the same to a Fund specified in Schedule VII, within a period of thirty days from the date of completion of the third financial year.
- b. *In case of projects having a tenure of one year or lesser:* As per the provisions of Section 135(5), the unspent amount as on end of financial year shall be transferred to a Fund specified in Schedule VII, as regulated by the Government, within a period of six months of the expiry of the financial year.
- c. The Board shall specify the reasons for not spending such amount, in the Board's report.
