

SOP

STANDARD OPERATING PROCEDURE

**DOCUMENT NAME: CORPORATE SOCIAL
RESPONSIBILITY POLICY
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1. PREAMBLE

Pramerica Life Insurance Limited (“DPLI” or “the Company”) has always strived to contribute to the benefits of the society at large as a socially responsible Company.

The Corporate Social Responsibility (“CSR”) Policy (“Policy”) of the Company has been framed in line with the provisions of Section 135 of the Companies Act 2013 (“Act”) read with Schedule VII of the Act and the Companies (Corporate Social Responsibility Policy) Rules, 2014 (“Rules”) and Corporate Governance Guidelines and as amended from time to time. It provides guidance on minimum CSR spend, reporting mechanism and review structure of the Company.

Further, the Policy lays down the guiding principles that shall be applicable to the CSR projects/programmes/ activities of the Company which is primarily aimed at supporting the Company’s consistent efforts to promote education and employment enhancing vocation skills.

Besides, the Board of Directors has approved this CSR Policy which has been formulated as per recommendation of the CSR Committee.

2. OBJECTIVE

- a) To lay down the broad guidelines for the Company to undertake its CSR projects/programmes/activities;
- b) To set up the approach of the Company towards the CSR initiatives;
- c) To define the CSR activities that the Company undertakes to carry out; and
- d) To fix the timelines, monitoring and implementation mechanism with respect to CSR activities.

3. CSR COMMITTEE – CONSTITUTION AND ROLE

The Board of Directors has, in compliance with the requirement of the Act and the Rules, constituted a CSR Committee i.e. two Non - Executive Independent Directors, two Non – Executive Directors and one Executive Director, to oversee the governance and implementation of the Policy.

The Chairman of the Committee is a Non-Executive Director. The Board of Directors of the Company shall have the authority to reconstitute the CSR Committee and to revise/amend the terms of reference of the CSR Committee, as may be required.

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|----------------------------|--------------------------------------|
| 1. Mr. Kapil Wadhawan | - Non-Executive Director (Chairman) |
| 2. Mr. Nitin Gupta | - Non-Executive Independent Director |
| 3. Mr. Anoop Pabby | - Managing Director & CEO |
| 4. Mr. Sunjoy Joshi | - Non-Executive Independent Director |
| 5. Mr. James Wayne Weakley | - Non-Executive Director |

The CSR Committee shall meet at least once a year or such other intervals as it may deem fit, to review the implementation status of the Company’s CSR initiatives.

The Company Secretary shall act as Secretary to the CSR Committee.

The responsibilities of the CSR Committee include:

- a) Formulation of a Corporate Social Responsibility Policy (“CSR Policy”) which shall include the activities to be undertaken by the Company and recommend the same for the approval of the Board of Directors;
- b) Recommending the amount of expenditure to be incurred on the Annual Programs/Projects/Activities referred to in the CSR Policy;
- c) Overseeing the governance of a transparent monitoring mechanism for ensuring implementation of the projects / programs / activities proposed to be undertaken by the Company;
- d) Reporting to Board on annual basis to the effect that the implementation and monitoring of the CSR activities, is in compliance with the CSR objectives and CSR Policy of the Company; and
- e) Reviewing the CSR Policy of the Company from time to time.

4. IDENTIFICATION AND UNDERTAKING OF CSR INITIATIVES

The management shall identify and propose the CSR projects/program/activities for the consideration of the CSR Committee. The CSR activities shall be undertaken in India and shall not include the following expenditure:

- a) Incurred in the normal course of business;
- b) Incurred for the benefit of employees or their families; and
- c) Contribution of any amount directly/ indirectly to any Political party/person.

The identification and finalization of projects/program/activities shall be in conformity with Schedule VII of the Act.

The CSR Committee may recommend the Board of Directors of the Company for its approval suitable CSR projects/program/activities to be undertaken during for the financial year and amount to be incurred on such activities.

The Board shall give its approval based on the recommendation of the CSR Committee and in compliance of this Policy.

The Company may undertake CSR projects/programs/activities directly or through -

- i. A registered trust or society or any company, established by the Company, its holding or subsidiary or associate company under Section 8 of the Act or otherwise.
- ii. such other institutes having an established track record of 3 (three) years in undertaking the CSR Activities/ Projects.
- iii. Collaborating with other companies for undertaking the CSR Activities/ Projects/ programs subject to the conditions as prescribed in the Rules.

5. ALLOCATION OF CSR BUDGET AND TREATMENT OF SURPLUS

In terms of the requirements of the Act, the Company is required to allocate and spend in each financial year, at least 2% of its average net profits made during the immediately preceding 3 financial years for the CSR initiatives.

The Company will report in the Board Report the reasons for not spending the entire Budget outlay for CSR allocated in any Financial Year. The CSR Expenditure that remains unspent / unutilised for the particular year shall be carried forward to the next year.

Further, any surplus arising out of CSR activities of the Company shall not form part of the business profit of the Company.

6. CSR AT DPLI - THE APPROACH

The Company, as a part of CSR, has been providing infrastructure and other support to the schools for differently-abled children and Paraplegic Rehabilitation Centre a unit set up for rehabilitation of personnel of Armed Forces in India to enable them to be self-sufficient in life.

The Company would continue to support its above CSR initiatives and shall also explore, identify and undertake such other Projects/ Programs/ activities in accordance with Schedule VII of the Act.

7. MONITORING

All CSR projects/program/activities shall be closely monitored on a regular basis and the Report shall be submitted to CSR Committee at such interval as the CSR Committee may decide from time to time.

The CSR Committee shall apprise the Board of Directors annually on the status update on key CSR initiatives.

8. REPORTING

The Board's Report shall include an Annual Report on CSR activities in the format as prescribed under the Rules i.e. in the format as specified in Annexure I.

Further, the CSR Policy will be published on the Company's website.

Annual Report on CSR activities

1. A brief outline of the company's CSR policy, including overview of projects or programs proposed to be undertaken and a reference to the web-link to the CSR policy and projects or Programme:
2. Objective of the Policy
3. Proposed Projects and Programs
4. The Composition of the CSR Committee.
5. Average Net Profit of the Company for last three Financial Years:
6. Prescribed CSR Expenditure (2 (two) percent of the Amount as in item 3 above):
7. Details of CSR spend during the Financial Year.
 - (a) Total amount to be spent for the financial year:
 - (b) Amount unspent:
 - (c) Manner in which the amount spent during the financial year is detailed below:

1	2	3	4	5	6	7	8
S. No.	CSR project or activity identified	Sector in which the project is covered	Projects or programmes (1) Local area or Other (2) Specify the State and District where projects or programmes were undertaken	Amount outlay (Budget) project or programme wise (Rs.)	Amount spent on the projects or programmes Subheads: (1) Direct Expenditure on projects or programmes (2) Overheads (Rs.)	Cumulative expenditure upto the reporting period (Rs.)	Amount spent: Direct or through implementing agency

8. Reasons for not spending the full amount allocated for CSR activities:
9. A responsibility statement of the CSR Committee that the implementation and monitoring of CSR policy, is in compliance with CSR objectives and policy of the Company:

(Chairman)