

CORPORATE SOCIAL RESPONSIBILITY POLICY OF ASSAM PETRO-CHEMICALS LIMITED

Introduction:

The Company is being a Public Sector Undertaking incorporated in 1971 to set up petro-chemical complex Namrup to uplift the socio-economic life of the people of the locality. The company has been successful in discharging its social responsibilities by taking number of socio –economic projects since its incorporation to up lift the life of the people of the locality.

Although the company has been performing its social responsibilities and obligations since its incorporation, on enactment of the Companies Act, 2013, it has become mandatory for certain companies to perform social responsibilities in formal and structured way and also to report to its stakeholders.

CSR Objectives:

The main objectives of the CSR activities of the Company are as follows:

- Providing drinking water and sanitation to the residents of locality of the plant;
- Providing and promoting primary education to children of the vicinity of the Company's plant area;
- Taking-up projects to ensure environmental sustainability, ecological balance, protection of flora and fauna, animal welfare and conservation of natural resources and maintaining quality of soil, air and water;

The above objectives are not exhaustive but the Company may take any other social activities, projects as may be decided by the Board of Directors on recommendations of the CSR Committee as mentioned in the Schedule VII of the Companies Act, 2013.

CSR Committee:

Pursuant to the provisions of Section 135 of the Act, the Board of Directors shall constitute the Corporate Social Responsibility (CSR) Committee. The members of CSR Committee shall be appointed by the Board of Directors of the Company which must consist of atleast three Directors and one of them shall be an independent director.

The CSR Committee shall *inter-alia*

- ❖ Formulate or amend this CSR Policy from time to time and place the same before the Board of Directors for approval;
- ❖ Recommend the amount of expenditure to be incurred for achievement of CSR objectives of the company from time to time;
- ❖ Monitor the implementation of CSR activities from time to time;
- ❖ The Committee shall institute a transparent monitoring mechanism for implementation of the CSR activities or programs undertaken by the company

The Committee shall meet as and when it deems fit or called by the Management.

CSR Budget:

Annual budget allocation for CSR activities for a given year shall not be lesser than 2% of the average profit-before-tax of three preceding financial years, as specified by Section 135 of the Companies Act 2013 and the Rules made thereunder.

CSR Expenditure:

The Company shall spend the CSR budgeted amount for the activities indicated herein the policy or any other items mentioned in Schedule VII of the Companies Act, 2013. CSR expenditure shall include all expenditure including contribution to corpus, for projects or programs relating to CSR activities approved by the Board of Directors on recommendations of the CSR Committee, but doesn't 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 Companies Act, 2013.

If the company fails to spend the CSR budgeted amount within the financial year then it shall be reported to the Board in the format given hereunder and also incorporate in the Directors' Report.

Review:

In order to comply with the changed statutory and regulatory requirements, if any, the CSR Policy shall be reviewed by the CSR Committee from time to time and recommend to the Board for amend or alter it.

Report:

The company shall report to the Board in the following format

Sl. No	CSR Project or activity Identified	Sector n which the project is covered	Projects or Programs 1. Local Area or Other 2. Specify the State and District Where the project or program are under taken	Amount Outlay (budget) project or program wise	Amount Spent on the projects or programs. Sub Heads: 1. Direct Expenditure on projects or program 2. Overheads	Cumulative expenditure up to the reporting Period	Amount Spent Direct or Through implementing Agency: