

**SPACE MATRIX DESIGN CONSULTANTS PRIVATE LIMITED**

**CSR POLICY**



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## **1. Company Philosophy**

Space Matrix Design Consultants Private Limited (“Space Matrix” herein after) believes that it is imperative for an organization to give back a humble part of what it takes from the society. We continuously strive to be an entity that is socially committed by bringing together all our existing processes under the ambit of Corporate Social Responsibility (CSR) through proactive initiatives. We value employee volunteering and participation as key elements of our CSR vision. We would contribute to the solution of social issues and pursue the realization of a prosperous society. We would work towards minimizing environmental effects and utilizing resources towards the development of a sustainable society that is in harmony with the environment.

## **2. Objective of Policy**

- Define what CSR means to us and the approach adopted to achieve our goals
- Define the kind of projects that will come under the ambit of CSR
- Identify broad areas of intervention in which the company will undertake projects
- Serve as a guiding document to help execute and monitor CSR projects

## **3. Scope of CSR activities**

As a practice, we classify only those projects that are over and above our normal course of business as CSR. This policy applies to all our CSR projects and it will be reviewed and updated on a regular basis. Our CSR policy contributes to Company’s goals by adopting projects in the following areas of intervention defined in Schedule VII of the Companies Act, 2013, as may be amended from time to time

- eradicating hunger, poverty and malnutrition;
- promotion of education;
- promoting gender equality and empowering women;
- contribution to the PM CARES Fund
- rural development projects;
- slum area development;
- disaster management, including relief, rehabilitation and reconstruction activities; and
- such other matters as may be prescribed under the provisions of the Companies Act, 2013. rural development projects;
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- such other matters as may be prescribed under the provisions of the Companies Act, 2013.

#### **4. Governance Structure**

The Board of Directors of the Company had constituted a Corporate Social Responsibility Committee (“CSR Committee”) to assist the Board to effectively discharge its corporate social responsibility Members of the Committee

- 1) Mr. Akash Deep Agarwal (Chairman)
- 2) Mr. Akshay Lakhpal
- 3) Mrs. Sarika Devadiga

#### **5. Responsibilities of the Committee**

- Formulate and update our CSR Policy to be approved by the Board
- Suggest areas of intervention to the Board
- Approve projects that are in line with the CSR policy
- Put monitoring mechanisms in place to track the progress of each project
- Recommend the CSR expenditure to the Board for approval
- Meet atleast twice in a year to review the progress made
- To oversee the implementation of our CSR Policy, in compliance with the requirements of Section 135 of the Companies Act, 2013.

#### **6. CSR Budget**

In line with the Companies Act read with the CSR Rules, Space matrix will utilise 2% of the average net profit in the previous 3 (three) years on CSR activities within the ambit of Schedule VII of the Companies Act.

The surplus arising out of the CSR projects or programs or activities shall not form part of the business profit of the Company.

#### **7. Miscellaneous Information**

- The Board shall finalise the detailed implementation project/programme, including planning for expenses against the total budget allocated for CSR activities.
- 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 (43 of 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.

- The Board shall identify eligible entities or Organizations for CSR implementation and allocate funds to them for specific CSR projects. The Board may engage specialized agencies, if necessary, for identification of such entities Organizations.
- The board shall ensure that the administrative overheads shall not exceed five percent of total CSR expenditure of the company for the financial year.

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