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# Corporate Social Responsibility Policy

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Perfect Writing Instruments Private Limited  
CIN : U21098AS2009PTC009361  
Regd. office : 108 M.G. Road, Guwahati 781001

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Proposed & Approved on 29/03/2019

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## 1. Introduction

Perfect Writing Instruments Private Limited is committed to working towards enhancing the quality of life of the society and towards conservation of the environment. Our company understands the need of having a holistic approach to business and maintaining accountability to all stakeholders.

Corporate Social Responsibility (CSR) at our Company is focused on improving lives and promoting a better, safer, and healthier environment for people everywhere.

This Policy is focused on achieving the aforementioned goals whilst keeping with the requirements of the Companies Act 2013 (“the Act”) and Companies (Corporate Social Responsibility Policy) Rules 2014 (“CSR Rules”).

## 2. Policy Statement

This CSR Policy establishes the CSR scope, visions, and activities of our Company. This CSR Policy shall operate as the Corporate Social Responsibility policy of our Company for the purposes of Section 135 of the Companies Act, 2013 and CSR Rules, 2014 and any amendments thereof.

The Board through its CSR Committee will plan and monitor the expenditure of CSR activities.

## 3. Applicability, Extent and Commencement

This CSR Policy shall apply to all Corporate Social Responsibility projects/programs undertaken /to be undertaken by our Company (“Perfect Writing Instruments Private Limited”) in pursuance of the activities specified in Schedule VII of the Companies Act, 2013.

This Policy shall come into force with immediate effect.

## 4. CSR Programmes & Projects and their Implementation

Our Company’s commitment to CSR projects and programmes will be by investing resources into any of the following areas as prescribed under schedule VII of the Act.

Initially, the focus areas of our Company for utilizing the earmarked CSR Fund are as under:

- Eradicating hunger, poverty and malnutrition;
- Promotion of healthcare including preventive healthcare;
- Promotion of education and employment-enhancing vocational skills;
- Ensuring environmental sustainability and animal welfare;
- Reducing inequalities faced by socially & economically backward groups;
- Disaster management, including relief, rehabilitation and reconstruction activities;
- Other areas approved by the CSR Committee within the ambit of CSR Rules or the Act as amended from time-to-time.

Our Company's CSR projects and programmes will be implemented through public charitable trusts, not-for-profit companies set up under Section 25 of the Companies Act, 1956 (corresponding to Section 8 of the Act), through recognized and reputed NGOs and similar entities. The CSR projects and programmes may also be undertaken by our Company directly or with joint and collaborative efforts of other companies.

All CSR programmes will be identified and implemented according to the approved CSR Policy.

## **5. CSR Committee**

The CSR Committee will comprise of minimum two Directors. Mr Manik Chand Jalan and Mr Akshay Jalan have already been appointed to the CSR Committee for the time being.

The Board may appoint or remove any member of the CSR Committee as it may deem fit whilst keeping in accordance with the Act and the CSR Rules.

The Committee shall:

- Decide the CSR activities to be taken up by our Company in accordance with this Policy;
- Decide the amount to be allocated for each project or activity;
- Oversee and monitor the progress of the initiatives rolled out under this Policy; and
- Submit a report to the Board of Directors on all CSR activities undertaken during the financial year

The Committee shall meet for a minimum of one time during a financial year.

## **6. Reporting**

The CSR Committee shall present an annual report on CSR Projects to the Board and the report shall form part of Directors' Report in accordance with the prescribed format under the Act.

## **7. Review of the Policy**

The CSR Committee shall review this CSR Policy annually and make revisions to the same as and when required with the approval of the Board.