CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

October 2026
Version 12.0

Prepared by : Secretarial Department
Approved by: <Sijo Varghese> <Company Secretary

Document history

Document Version	Description of Changes	Date	Prepared / Changed by	Sign-Off
Version 1.0	First Version	19.01.2015	Secretarial Department	Secretarial Department
Version 2.0	Second Version	01.03.2017	Secretarial Department	Secretarial Department
Version 3.0	Third Version	21.03.2018	Secretarial Department	Secretarial Department
Version 4.0	Fourth Version	28.03.2019	Secretarial Department	Secretarial Department
Version 5.0	Fifth Version	16.03.2020	Secretarial Department	Secretarial Department
Version 6.0	Sixth Version	15.03.2021	Secretarial Department	Secretarial Department
Version 7.0	Seventh Version	24.03.2022	Secretarial Department	Secretarial Department
Version 8.0	Eighth Version	20.07.2023	Secretarial Department	Secretarial Department
Version 9.0	Ninth Version	29.01.2024	Secretarial Department	Secretarial Department
Version 10.0	Tenth Version	28.01.2025	Secretarial Department	Secretarial Department
Version 11.0	Eleventh Version	25.03.2026	Secretarial Department	Secretarial Department
Version 12.0	Twelfth Version	19.10.2026	Secretarial Department	Secretarial Department

Document Contact Details

	Name	Designation
Author of the policy	Secretarial Department	
Verifier of the policy	Secretarial Department	
Approver of the policy	Sijo Varghese	Company Secretary
Policy vetted by	Audit/ Compliance/ Risk policy vetting committee	
Details of approval of Board/Committee	CSR Committee Resolution number CSR-8 Dated October 19, 2026	
Document contact details		

Distribution List

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1. PREAMBLE

Section 135 of the Companies Act, 2013 makes it mandatory to frame a Corporate Social Responsibility (**"CSR")** Policy for the Bank, and to constitute a Committee of the Board to undertake and monitor the CSR activities of the Bank in tune with the CSR policy adopted by the Bank, framed in accordance with the Companies Act, 2013, as amended and the Schedule VII of the said Act, as amended read with the Companies (Corporate Social Responsibility Policy) Rules, 2014, as amended.

2. Date of implementation

The Corporate Social Responsibility policy has been effective from the 1st day of April, 2014.

3. Definitions

In this Policy, unless the context otherwise requires:-

a). **"Act"** means the Companies Act, 2013 and the rules made thereunder, each as amended.

b). **"Administrative overheads"** means the expenses incurred by the Bank for 'general management and administration' of Corporate Social Responsibility functions in the Bank, but shall not include the expenses directly incurred for the designing, implementation, monitoring, and evaluation of a particular Corporate Social Responsibility project or programme;

c). **"Board"** means the Board of Directors of the Bank.

d). **"CSR Committee"** means Corporate Social Responsibility Committee of the Board referred to in section 135 of the Act;

e). **"Corporate Social Responsibility (CSR)"** means the activities undertaken by the Bank in pursuance of its statutory obligation laid down in section 135 of the Act in accordance with the provisions contained in the Rules.

f). **"CSR Policy"** or **"Policy"** means a statement containing the approach and direction given by the Board of the Bank , taking into account the recommendations of its CSR Committee, and includes guiding principles for selection, implementation and monitoring of activities as well as formulation of the annual action plan;

g). **"Financial Year''** referred to in Section 135(1) of the Act implies the immediately preceding financial year for the purpose of applicability of CSR obligations.

h). **"International Organisation"** means an organisation notified by the Central Government as an international organisation under section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947), to which the provisions of the Schedule to the said Act apply;

i). **"Net profit"** means the net profit of the Bank as per its financial statement prepared in accordance with the applicable provisions of the Act, i.e Section 198, which is primarily profit before tax (PBT) , but shall not include the following, namely :-

(i) Any profit arising from any overseas branch or branches of the company, whether operated as a separate company or otherwise; and

(ii) Any dividend received from other companies in India, which are covered under and complying with the provisions of section 135 of the Act:

Explanation —"Net profit" shall not include such sums as may be prescribed in Section 135 of the Act, and shall be calculated in accordance with the provisions of Section 198 of the Act.

j). **"Ongoing Project"** means a multi-year project undertaken by a Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project

but whose duration has been extended beyond one year by the Board based on reasonable justification;

k). **"Public Authority"** means 'Public Authority' as defined in clause (h) of section 2 of the Right to Information Act, 2005 (22 of 2005);

l). **"Rules"** means the Companies (Corporate Social Responsibility Policy) Rules, 2014 or any amendment or modifications thereof from time to time by the Ministry of Corporate Affairs (MCA)

m). **"Schedule"** means Schedule VII of the Companies Act, 2013 provided as **Annexure I** to this Policy or any amendment or modifications thereof from time to time by the Ministry of Corporate Affairs.

n). Any other term not defined herein will be governed by the terms used in the Act and rules.

4. Objective of the policy

The Policy aims to identify and support all projects / programs undertaken as part of the Bank's Corporate Social Responsibilities within the framework of the Companies Act, 2013 as amended, the Schedule VII of the said Act, as amended and the Companies (Corporate Social Responsibility Policy) Rules, 2014, as amended.

The Policy will serve as a guiding document to help identify, execute and monitor CSR projects in accordance with the spirit of the statute.

5. Constitution of the Corporate Social Responsibility Committee

The Bank shall constitute a Corporate Social Responsibility Committee of the Board ("CSR Committee") consisting of three or more directors including at least one independent director. The composition of the Committee shall be disclosed in the Board's report.

Overall governance of CSR and approving of the Policy shall be the responsibility of the CSR Committee. The Secretarial department of the Bank shall be responsible for administering and executing the Policy, unless any other department is specifically identified by the CSR Committee and approved by the Board on a case-to-case basis for this purpose. As the Bank's CSR activities evolve further, the Policy may be revised with the approval of the CSR Committee and the Board.

6. Terms of reference and powers of the CSR Committee

The following shall be the terms of reference/powers of the CSR Committee:-

a). formulate and recommend to the Board, a Corporate Social Responsibility Policy in accordance with Schedule VII of the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014.

b). recommend the amount of expenditure to be incurred on CSR;

c). monitor the corporate social responsibility policy of the Bank from time to time.

d). formulate and recommend to the Board, an annual action plan in pursuance of its CSR policy, which shall include the following, namely:-

   i. the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
   ii. the manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4;
   iii. the modalities of utilisation of funds and implementation schedules for the projects or programmes;
   iv. monitoring and reporting mechanism for the projects or programmes; and
   v. details of need and impact assessment, if any, for the projects undertaken by the Bank:

Provided that the Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification to that effect.

e). Make decisions on responsible business conduct and sustainability related issues.

7. CSR Budget

Subject to availability of profits, a specific budget may be allocated for CSR activities and spending on CSR activities in every financial year, which shall be at least 2% of the average net profits of the Bank made during the three immediately preceding financial years, in pursuance of this Policy. The Bank shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for the CSR activities. All projects/programmes related to CSR undertaken by the Bank shall be approved / ratified by the CSR Committee and the Board.

8. CSR Projects or Programs

a). The Bank shall undertake projects/programs in line with Schedule VII of the Act, as detailed in **Annexure-1** attached hereto.

b). The modalities of execution of such project or program and implementation schedules for the same may be decided by the CSR Committee in accordance with the Policy, Act and the Rules.

c). The CSR amount may be spent by the Bank for creation or acquisition of a capital asset, which shall be held by –

i. a company established under section 8 of the Act, or a Registered Public Trust or Registered Society having charitable objects and CSR Registration Number under sub-rule (2) of rule 4; or

ii. beneficiaries of the said CSR project, in the form of self-help groups, collectives, entities; or

iii. a public authority

9. CSR expenditure

a). The overall administrative overheads shall not exceed five percent of total CSR expenditure of the Bank for the financial year.

b). Expenditure incurred on impact assessment, if any, shall form part of CSR expenditure during the financial year in which assessment is carried and cost is incurred, which shall not exceed two percent of the total CSR expenditure for that financial year or fifty lakh rupees, whichever is higher.

c). Tax treatment of CSR spent will be in accordance with the Income Tax Act, 1961 and the rules made thereunder, each as amended and as may be notified by the Central Board of Direct Taxes.

d). The disbursal of funds will be either in tranched drawdown form or one-time payment depending on the nature and requirement of the project and in the manner as prescribed in the Act and Rules. The terms, conditions and timing of disbursement will be discussed and agreed to with the Secretarial Department and project teams, and will typically form part of the Memorandum of Understanding with the entity implementing the project.

10. Surplus from CSR Activities

a). Any surplus arising out of the CSR activities shall not form part of the business profit of a company;

b). Surplus arising out of the CSR activities shall be ploughed back into the same project or shall be transferred to the Unspent CSR Account.

c). The amount transferred to the Unspent CSR Account shall be spent in pursuance of CSR policy and annual action plan of the Bank or transfer such surplus amount to a Fund specified in Schedule VII, within a period of 6 months of the expiry of the financial year.

11. Carry forward and set off the excess CSR expenditure

Where any amount is spent in excess of requirement provided under sub-section (5) of section 135 such excess amount may be set off against the requirement to spend under sub-section (5) of section 135 up to immediate succeeding three financial years subject to the conditions that –

a). the excess amount available for set off shall not include the surplus arising out of the CSR activities, if any,

b). the Board of the Bank shall pass a resolution to that effect.

12. Unspent CSR Expenditure

a). In case of an ongoing project

i. Any amount remaining unspent, pursuant to any ongoing project, fulfilling such conditions as may be prescribed, undertaken by the Bank in pursuance of the Policy, shall be transferred by the Bank within a period of thirty days from the end of the financial year to a special account to be opened by the Bank in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account;

ii. Amount in Unspent CSR amount shall be spent by the Bank in pursuance of its obligation towards the CSR Policy within a period of three financial years from the date of such transfer;

iii. On failing to spend as per 12(a) (ii), the Bank shall transfer the amount to a Fund specified in Schedule VII, within a period of 30 days from the date of completion of 3rd financial year.

iv. Any CSR program carried on a project mode and duration of which exceeds one year may be considered as an Ongoing Project. In case of an Ongoing Project, the Board must approve:

(1) Timelines to complete,
(2) Budget allocation during the entire tenure of the project,
(3) Manner in which project will be implemented etc.

b). In all other cases of unspent CSR amount

i. The unspent CSR amount, if any, shall be transferred to any fund included in schedule VII of the Act as given below, until a fund is specified in Schedule VII for the purposes of subsection (5) and(6) of section 135 of the Act and notified by the ministry:
   (1) Swach Bharat Kosh
   (2) Clean Ganga Fund;
   (3) Prime Minister's National Relief Fund (PMNRF)
   (4) Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund)
   (5) Other fund set up by the Central Government and notified by the Ministry of Corporate Affairs, for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women.

c). In case the Bank fails to spend the targeted amount as specified in Clause 7 of the policy in any particular financial year, the Committee shall submit a report in writing to the Board of Directors specifying the reasons for not spending the amount which in turn shall be reported by the Board of Directors in their Directors' Report for that particular Financial Year.

13. Disqualifying Activities for CSR

a). Activities undertaken in pursuance of normal course of business of the company:

Provided that any company engaged in research and development activity of new vaccine, drugs and medical devices in their normal course of business may undertake research and development activity of new vaccine, drugs and medical devices related to COVID-19 for financial years 2020-21, 2021-22, 2022-23 subject to the conditions that

i. such research and development activities shall be carried out in collaboration with any of the institutes or organisations mentioned in item (ix) of Schedule VII to the Act;
ii. details of such activity shall be disclosed separately in the Annual report on CSR included in the Board's Report;

b). Any activity undertaken by the Bank outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;

c). Contribution of any amount directly or indirectly to any political party under section 182 of the Act;

d). Activities benefitting employees of the Bank as defined in clause (k) of section 2 of the Code on Wages, 2019 (29 of 2019);

e). Activities supported by the Bank on sponsorship basis for deriving marketing benefits for its products or services;

f). Activities carried out for fulfilment of any other statutory obligations under any law in force in India;

14. Implementation

a). CSR activities may be undertaken by the Bank itself or through Implementation Agencies/ Entities:

i. Bank

The Bank can undertake the CSR activities either directly or through the following entities:

(1) Section 8 Company established by the Bank, either singly or along with any other company; or
(2) Registered Public Trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of Section 10 or registered under section 12A and approved under 80G of the Income Tax Act 1961, established by the Bank either singly or along with any other company;
(3) Section 8 Company or a registered trust or a registered society, established by the Central Government or State Government; or
(4) Any entity established under an Act of Parliament or a State legislature; or

ii. Implementation Agencies/ Entities

A company established under section 8 of the Act, or a registered public trust or a registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of Section 10 or registered under section 12A and approved under 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.

b). Every entity, covered under clause (14)(a), who intends to undertake any CSR activity, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar with effect from the 01st day of April 2021:
Provided that the provisions in Clause 14(b) shall not affect the CSR projects or programmes approved prior to the 01st day of April 2021.

c). Bank may engage international organisations for designing, monitoring and evaluation of the CSR projects or programmes as per its CSR policy as well as for capacity building of their own personnel for CSR.

d). Bank may also collaborate with other companies for undertaking projects or programmes or CSR activities in such a manner that the CSR committees of respective companies are in a position to report separately on such projects or programmes in accordance with these rules.

e). In such cases, the modalities of utilization of funds on such projects and programs and the monitoring and reporting mechanism shall be in the manner as permitted in the Act and the Rules.

15. Monitoring

The Committee will ensure a transparent monitoring mechanism for ensuring effective implementation of the projects / programs/ activities proposed to be undertaken by the Bank, is put in place. The Committee will determine the modalities of execution of each projects/ programs/ activities and the implementation schedule and further monitor progress of such projects / programs/ activities. CSR activities will also be reviewed by the Committee. A system will be put in place to maintain a transparent monitoring and reporting mechanism across all the stakeholders involved in the CSR activities of the Bank.

The Board of the Bank shall satisfy itself that the funds so disbursed have been utilised for the purposes and in the manner as approved by it and the Chief Financial Officer or the person responsible for financial management shall certify and submit a Utilization Certificate to such effect to the Board.

In case of ongoing project, the Board shall monitor the implementation of the project with reference to the approved timelines and year-wise allocation and shall be competent to make modifications, if any, for smooth implementation of the project within the overall permissible time period.

16. Impact Assessment

a). In the cases of having average CSR obligation of ten crore rupees or more in pursuance of subsection (5) of section 135 of the Act, in the three immediately preceding financial years, the Bank shall undertake impact assessment, through an independent agency, of their CSR projects having outlays of one crore rupees or more, and which have been completed not less than one year before undertaking the impact study.

b). The impact assessment reports shall be placed before the Board and shall be annexed to the annual report on CSR.

c). The expenditure for undertaking impact assessment may be booked towards Corporate Social Responsibility for that financial year, which shall not exceed two percent of the total CSR expenditure for that financial year or fifty lakh rupees, whichever is higher.

d). The expenditure incurred on impact assessment is over and above the specified administrative overheads of 5%. Expenditure up to a maximum of 5% of the total CSR expenditure for that financial year or 50 lakh rupees (whichever is lower) can be incurred separately for impact assessment.

17. CSR Reporting

The Board's report of the Bank covered under the Rules pertaining to any financial year shall include an annual report on CSR activities containing particulars specified in the **Annexure-II** to the Policy.

18. Disclosure about CSR Policy

The Bank shall mandatorily disclose the composition of the CSR Committee, and CSR Policy and Projects approved by the Board on their website, if any, for public access.

19. Penal Provisions

If the Bank is in default in complying with the provisions of transfer of funds to the Fund specified in Schedule VII or the Unspent CSR Account:

a). the Bank shall be liable to a penalty of twice the amount required to be transferred by the Bank to the Fund specified in Schedule VII or the Unspent Corporate Social Responsibility Account, as the case may be, or one crore rupees, whichever is less, and

b). every officer of the Bank who is in default shall be liable to a penalty of one-tenth of the amount required to be transferred by the Bank to such Fund specified in Schedule VII, or the Unspent Corporate Social Responsibility Account, as the case may be, or two lakh rupees, whichever is less.

20. Policy review & future amendment

The CSR Committee shall annually review the CSR Policy and make suitable changes as may be required subject to the Act and the Rules, and submit the same for the approval of the Board.

The Companies Act, 2013 **Annexure I**

SCHEDULE VII

Activities which may be undertaken by the company in the following areas or subjects:

Activities relating to:-

(i) Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care, and sanitation including contribution to the Swach Bharat Kosh set up by the Central Government for the promotion of sanitation, and making available safe drinking water;

(ii) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;

(iii) 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;

(iv) 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 including contribution to the Clean Ganga Fund set up by the Central Government for rejuvenation of river Ganga.;

(v) 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 arts and handicrafts;

(vi) Measures for the benefit of armed forces veterans, war widows and their dependents, Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF), veterans, and their dependents including widows;

(vii) Training to promote rural sports, nationally recognized sports, paralympic sports and Olympic sports;

(viii) 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 Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;

(ix)

a) Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by Central Government or State Government or any agency or Public Sector Undertaking of Central Government or State Government, and

b) 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 Defense 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).;

(x) Rural development projects;

(xi) Slum area development;

Explanation- For the purpose of this item, the term 'slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force; and

(xii) disaster management, including relief, rehabilitation and reconstruction activities.

Annexure II

FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES TO BE INCLUDED IN THE BOARD'S REPORT FOR FINANCIAL YEAR COMMENCING ON OR AFTER THE 1ST DAY OF APRIL, 2020

1.	Brief outline on CSR Policy of the Company.	
2.	Composition of CSR Committee:	

Sl. No.	Name of Director	Designation / Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year

3.	Provide the web-link(s) where Composition of CSR committee, CSR Policy and CSR projects approved by the board are disclosed on the website of the company.	
4.	Provide the executive summary along with web-link(s) of Impact Assessment of CSR Projects carried out in pursuance of sub-rule (3) of rule 8, if applicable.	
5.	(a) Average net profit of the company as per sub-section (5) of section 135.	
	(b) Two percent of average net profit of the company as per sub-section (5) of section 135.	
	(c) Surplus arising out of the CSR Projects or programmes or activities of the previous financial years.	
	(d) Amount required to be set-off for the financial year, if any.	
	(e) Total CSR obligation for the financial year [(b)+(c)-(d)]	
6.	(a) Amount spent on CSR Projects (both Ongoing Project and other than Ongoing Project).	
	(b) Amount spent in Administrative Overheads.	
	(c) Amount spent on Impact Assessment, if applicable.	
	(d) Total amount spent for the Financial Year [(a)+(b)+(c)].	

6. (e) CSR amount spent or unspent for the financial year:

Total Amount Spent for the Financial Year. (in Rs.)	Amount Unspent (in Rs.)				
	Total Amount transferred to Unspent CSR Account as per section 135(6).		Amount transferred to any fund specified under Schedule VII as per second proviso to section 135(5).		
	Amount.	Date of transfer.	Name of the Fund	Amount.	Date of transfer

6. (f) Excess amount for set-off, if any

Sl. No.	Particular	Amount (in Rs.)
(1)	(2)	(3)
(i)	Two percent of average net profit of the company as per section 135(5)	
(ii)	Total amount spent for the Financial Year	
(iii)	Excess amount spent for the financial year [(ii)-(i)]	
(iv)	Surplus arising out of the CSR projects or programmes or activities of the previous financial years, if any	
(v)	Amount available for set off in succeeding financial years [(iii)-(iv)]	

7. Details of Unspent Corporate Social Responsibility amount for the preceding three financial years:

Sl. No.	Preceding Financial Year(s)	Amount transferred to Unspent CSR Account under section 135 (6) (in Rs.)	Balance Amount in Unspent CSR Account under Section 135(6) (in Rs.).	Amount spent in the Financial Year (in Rs.)	Amount transferred to a fund as specified under Schedule VII as per second proviso to section 135(5), if any.		Amount remaining to be spent in succeeding financial years. (in Rs.)	Deficiency, if any
					Amount (in Rs).	Date of transfer.		
1	FY-1							
2	FY-2							
3	FY-3							

8. Whether any capital assets have been created or acquired through Corporate Social Responsibility amount spent in the Financial Year:

Yes	**No**
If Yes, enter the number of Capital assets created/ acquired	

Furnish the details relating to such asset(s) so created or acquired through Corporate Social Responsibility amount spent in the Finanial Year:

1.	2.	3.	4.	5.	6.		
Sl. No.	**Short Particulars of the property or asset(s) [including complete address and location of the property]**	**Pincode of the property or asset(s)**	**Date of creation**	**Amount of CSR amount spent**	**Details of entity/Authority/beneficiary of the registered owner**		
(1)	(2)	(3)	(4)	(5)	(6)		
					CSR Registration Number, if applicable	Name	Registered Address

(All the fields should be captured as appearing in the revenue record, flat no, house no, Municipal Office/Municipal Corporation/ Gram Panchayat are to be specified and also the area of the immovable property as well as boundaries)

9.	Specify the reason(s), if the company has failed to spend two per cent of the average net profit as per section 135(5).	

Sd/- (Chief Executive Officer or Managing Director or Director).	Sd/- (Chairman CSR Committee).	Sd/- [Person specified under clause (d) of sub-section (1) of section 380] (Wherever applicable).