

Corporate Social Responsibility (CSR) Policy

Version 3.0

DOCUMENT OWNER, VERSION CONTROL & REVIEW PROCESS

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CORPORATE SOCIAL RESPONSIBILITY POLICY

I. BACKGROUND

Corporate Social Responsibility reflects the company's sense of responsibility towards the community & environment in which it operates. Company believes in conducting its business responsibly, fairly and transparently ensuring a positive impact on the society & environment. Over the years the Company has made consistent efforts towards economic & social upliftment of marginalized sections of the society contributing to sustainable development and over-all well beings

II. OBJECTIVE & CSR ACTIVITIES

The objective of the policy is to establish guidelines to integrate the CSR as a business process promoting the sustainable development of the society and environment in which it operates. It aims to enhance welfare measures by addressing short term and long term social and environmental impact of Company's activities in India.

This Policy specifies the projects and programmes that may be undertaken with a broad scope to enable the Company to respond to different situations and challenges. All initiatives will be aligned with the activities enumerated in Schedule VII of the Companies Act, 2013 as mentioned below, which the Company intends to undertake during the implementation period. Activities undertaken should relate to

- promotion of education, awareness campaigns, child welfare & rehabilitation of differently abled, promoting gender equality, empowering women and employment enhancing vocational skills,
- community development, health care, sanitation, reducing child mortality and improving maternal health, combating human immunodeficiency virus, acquired immune deficiency syndrome, malaria and other diseases; and eradicating extreme hunger and poverty,
- ensuring environmental sustainability& setting up social business projects,
- contribution to Prime Minister's National Relief Fund or other fund set up by the Government for socio-economic development, relief & welfare; and
- other matters with main objective of betterment of society as prescribed.

However, the Members of the CSR Committee of the Company shall be authorised to consider other CSR activities that are not falling under the above areas, subject to applicability as per CSR provisions mentioned under Companies Act, 2013 and rules made thereunder.

III. ROLE OF CSR COMMITTEE

The Board of Directors of the Company has constituted a *Corporate Social Responsibility (CSR) & Social Performance Management (SPM) Committee* of Directors. A separate department called as “*Social Performance Management Department*” headed by a SPM officer has been established to manage the social activities in backward areas. The Committee shall report to the Board, at least annually on the status of the CSR projects/activities undertaken by the Company including the impact created by such projects/ activities. The Committee shall perform the following roles to fulfil the Company’s CSR objectives:

- Formulation & review of CSR Policy indicating the activities to be undertaken towards CSR initiatives and ensuring transparent monitoring mechanism.
- Recommendation for requirement of funds for expenditure to be incurred on CSR activities.
- Formulation of projects/programmes/activities proposed by the Company & end use of the amount spent towards CSR activities.
- Annually/quarterly reporting to the Board on the status of CSR activities undertaken & contributions made by the Company & other requirements mandated as per the statute/law;
- Ensure steady progress & proper utilization of CSR amount and monitoring periodic Field visits undertaken by the persons deputed by the Company.
- Half-yearly operational/progress reporting to board along with a consolidated statement of expenses for the period.
- To upload/update CSR Policy on its website www.ampl.net.in including a detailed status report & a responsibility statement on CSR activities. This information will be disclosed annually as part of Director’s Report affirming that, the implementation and monitoring of the CSR policy is carried out in true letter & spirit and in compliance with the CSR objectives.

The CSR Committee may engage external agencies to evaluate the CSR projects and monitor its progress. The Committee would constantly monitor the implementation of the CSR projects and the utilization of the CSR amount.

PROCESS FOR UNDERTAKING CSR ACTIVITIES / PROJECTS

Following procedure shall be adhered to when undertaking CSR activities/projects:

- Formulate & recommend a letter of contribution for undertaking CSR activities through CSR Committee along with accompanying project plan.
- Contributions shall be allocated to specific project(s) identified by the Company.
- Disbursement of funds to partnering NGOs shall be made only after obtaining requisite approval.

- Any contribution shall clearly specify the activities for which it will be utilised and any income generated shall be utilised towards CSR activities only.

IV. CSR AMOUNT & SPENDING THEREON.

The Company shall ensure that in every financial year it spends at least 2% of its average net profits made during the 3 immediately preceding financial years, in compliance with Section 135 of the Companies Act, 2013 and Rules made there under.

A separate fund shall be maintained exclusively for CSR and SPM activities. The allocation to this fund shall be made from the profits of the Company.

The CSR Committee shall Forecast/Schedule the CSR activities well in advance and prepare a proposed budget to allocate necessary funds. The Committee will also make decision regarding utilisation of CSR funds including following aspects.

- The percentage of total amount to be allocated contributed for social developmental activities.
- Salaries paid to regular CSR staff & volunteers in proportion to company's time/hours spent specifically on CSR activities shall be included as CSR project cost.
- The schedule and tranches of fund disbursement for social activities.
- Any surplus arising from CSR projects shall not be part of business profits.
- Any income generated from the contribution received as well as any surplus arising out of the CSR activities shall be utilised exclusively for CSR purposes.
- The Committee may recommend contributions for building the CSR capacities of personnel within the Company as well as to the external institutions (with established track records), through which it may undertake its CSR activities. Such expenditure shall not exceed 25% of total CSR expenditure of the company in one financial year and require prior approval from the CSR Committee.

SECTION: OTHER REGULATORY CONSIDERATIONS:

1. Treatment of Unspent Amount:

The company would have an obligation to transfer the unspent amount of “other than relating to an ongoing project” to a specified fund, within defined days from the end of financial year. Required provision for liability for the amount to be transferred shall be made in the financial statement for the respective year.

<i>Nature of Unspent Amount</i>	<i>Action Needed</i>	<i>Timeline</i>
Unspent amount pertains to ongoing project	Transfer such unspent amount to a separate bank account of the company to	Within 30 days from the end of the FY

	be called as “Unspent CSR account”	
Unspent amount pertains to other than ongoing project	Transfer unspent amount to any fund included in Schedule VII of the act	Within 6 months from the end of the FY

2. Treatment of Excess CSR Expenditure:

Where the Company incurs CSR expenditure in excess of the statutory requirement of two percent (2%) of the average net profits as prescribed under the Companies Act, 2013, such excess amount may, at the discretion of the Company, be carried forward and adjusted against the CSR obligation of subsequent financial years, in accordance with applicable laws and rules.

If the Company decides to carry forward such excess expenditure, an asset shall be recognised in the books of accounts to the extent of the excess amount proposed to be adjusted against future CSR obligations.

In case the Company decides not to carry forward the excess expenditure, either wholly or partially, the amount not carried forward shall be recognised as an expense in the relevant financial year.

3. Treatment of Surplus from CSR Activities:

In accordance with Rule 6(2) of the Companies (Corporate Social Responsibility Policy) Rules, 2014, any surplus arising out of CSR projects, programmes, or activities undertaken by the Company shall not be treated as business profit of the Company.

Such surplus shall be reinvested in CSR initiatives and utilised solely for undertaking CSR activities in line with the Company’s CSR Policy and the provisions of the Companies Act, 2013 and the rules made thereunder. The surplus shall not be appropriated for any purpose other than CSR and shall be deployed in a manner consistent with the objectives and priorities outlined in the Company’s CSR framework.