

# Corporate Social Responsibility Policy

## Policy

ITC Infotech India Limited (ITC Infotech) being a wholly owned subsidiary of ITC Limited (ITC) will discharge its corporate social responsibility by aligning itself with the Corporate Social Responsibility (CSR) Policy of ITC.

## Implementation

Accordingly, ITC Infotech will:

- i. undertake CSR activities in areas or subjects specified in Schedule VII of the Companies Act, 2013 (Act);
- ii. undertake CSR activities through a registered trust or a registered society or a company established under section 8 of the Act by ITC;
- iii. contribute to the Corpus of a registered trust or a registered society or a company established under section 8 of the Act by ITC where (i) such trust / society / company is created exclusively for undertaking CSR activities or (ii) where the corpus is created exclusively for a purpose directly relatable to a subject covered in Schedule VII of the Act, and
- iv. collaborate with ITC for undertaking CSR activities.

## Governance

- i. Every year, the CSR Committee will place for the Board's approval, a CSR Plan delineating the CSR Programmes to be carried out during the financial year and the specified budgets thereof. The Board will consider and approve the CSR Plan with any modification that may be deemed necessary.
- ii. The CSR Committee will assign the task of implementation of the CSR Plan within specified budgets and timeframes to such persons or bodies as it may deem fit.

- iii. The persons/bodies to which the implementation is assigned will carry out such CSR Programmes as determined by the CSR Committee within the specified budgets and timeframes and report back to the CSR Committee on the progress thereon at such frequency as the CSR Committee may direct.
- iv. The CSR Committee shall review the implementation of the CSR Programmes once every six months and issue necessary directions from time to time to ensure orderly and efficient execution of the CSR Programmes in accordance with this Policy.
- v. Surplus, if any, arising out of the CSR projects or programs shall not form part of the business profit of the Company. Such surplus shall be used for CSR and will be netted off from the CSR expenditure and such net amount will be reported as CSR expenditure.
- vi. Once every six months the CSR Committee will provide a status update to the Board on the progress of implementation of the approved CSR Programmes carried out during the six month period.
- vii. At the end of every financial year, the CSR Committee will submit its report to the Board.