

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

### **1. PREAMBLE**

**1.1** This policy has been prepared in pursuance of and in accordance with the requirements of Section 135 of the Companies Act, 2013 (hereinafter called as “the Act”) and the Companies (Corporate Social Responsibility Policy) Rules, 2014, notified by the Ministry of Corporate Affairs vide Notification dated 27<sup>th</sup> February, 2014 (hereinafter called “CSR Rules”), as amended from time to time.

**1.2** The main objective of the Policy is to lay down the general framework of action for TDFC to fulfil its Corporate Social Responsibility (hereinafter called “CSR”) and in particular, to specify the activities and programs to be undertaken and also specify the modalities of execution and implementation and monitoring process of such programs.

**1.3** This policy shall apply to all CSR initiatives and activities taken up by the Corporation, for the benefit of different segments of the society.

### **2. PROGRAMMES & PROJECTS**

**2.1** TDFC shall, as part of CSR initiatives, undertake projects in any one or more of the area(s) or subject specified under Schedule VII of the Companies Act, 2013.

**2.2** Within the focus areas mentioned in sub-clause 2.1 above, specific new projects may be approved by the Corporate Social Responsibility Committee (hereinafter called ‘CSR Committee’), as deemed appropriate.

**2.3** While undertaking CSR projects, preference shall be given to the area of operation of the Corporation in Tamil Nadu.

**2.4** The CSR project shall not be any activity which is undertaken in pursuance of the company’s normal course of business. The CSR projects or programs or activities that benefit only the employees of TDFC and their families shall not be considered as CSR activities in accordance with Section 135 of the Act. Any surplus arising out of the CSR projects or programs or activities shall not form part of the business profit of TDFC Ltd.

**2.5** The CSR project shall comply with any other stipulation or restriction as provided under the CSR Rules or any clarification or circular issued by the Ministry of Corporate Affairs, from time to time.

### **3. MODALITY OF EXECUTION & IMPLEMENTATION**

**3.1** Each project may be executed in any of the following modes:

- a. Either directly by TDFC Ltd. or
- b. Through the Institute of Road Transport, Chennai.

**3.2** While approving each specific project, the CSR Committee will prescribe the time period for implementation mechanism, for ensuring the end use of the funds and also appropriate reporting.

**3.3** All proposals for a CSR project should be submitted to the Company Secretary who in turn will place it before the CSR Committee for necessary consideration and approval.

### **4. CSR BUDGET**

**4.1** The Annual CSR Budget shall be reviewed and recommended by the CSR Committee for each of the focus areas.

**4.2** CSR projects or programs or activities undertaken in Tamil Nadu only shall amount to CSR Expenditure. The surplus, if any, arising out of any CSR project or program or activity shall not form part of the business profits of the Corporation.

### **5. MONITORING AND REPORTING**

**5.1** A report on progress of the CSR projects undertaken by the Corporation will be submitted to the CSR Committee with full details of cost incurred, date of completion and results achieved on a regular basis.

**5.2** In order to ensure proper end use of the funds, officials may be deputed to personally inspect/verify the execution of the project/expenditure incurred.

**5.3** A summarised report on implementation of the approved projects should be placed atleast once in six months before the Committee.

**5.4** CSR initiatives of the Corporation will be reported in the Annual Report of the Corporation in compliance with Section 135 of the Act, and rules made thereunder.

## **6. AUTHORITY & AMENDMENTS**

This Policy has been approved by the Board of Directors of the Company based on the recommendations of the CSR Committee. This policy may be amended from time to time by the Board, as and when it deems appropriate.

## **7. EFFECTIVE DATE**

This Policy will come into force with effect from 31.03.2023.

(V. Venkatarajan)  
**Joint Managing Director**