



“Values are like finger prints,
Nobody’s same
but you leave them all over
everything you do.”

CSR POLICY

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CSR POLICY OF SONATA

1 - Introduction

Sonata Finance Pvt. Ltd (hereafter referred as “The Company) is a micro finance institution (MFIs) registered as Non-Banking Financial institution (NBFC) under the Reserve Bank of India Act under Section 45IA, replicating the original Grameen approach working with a vision to help and build a society that offers an opportunity to develop the minimal socio-economic conditions needed to live a life of dignity. The Company has set itself a mission to " identify and motivate poor women in a cost-effective way and deliver them micro finance services in an honest, timely and efficient manner" and commits to be professionally managed, operationally sustainable and financially profitable, Providing financial resources to enable poor women of rural, semi urban and urban communities to come out of poverty and get connected with formal financial institutions. The ambition of the Company is to ensure that at least 50% of people who enter the program cross the poverty line within 5 years of participation in the program. Section 135 of Companies Act, 2013 read with Companies (Corporate Social Responsibility Policy) Rules 2014, mandates every company having a Net Worth of 500 crores or more or having a turnover of Rs. 1000 crores or more or a Net Profit of Rs. 5 crores or more during the immediately preceding financial year to spend in every financial year at least 2% of its average net profits of immediately three preceding financial years. The company shall give preference to the local area and areas around it where it operates, for spending the amount earmarked for Corporate Social Responsibility activities.

2 - Preamble

The CSR activity through which the company defines its relationship with the common stakeholders and the community for the social and the environmental good aims to work towards the elimination of all barriers for the social inclusion of disadvantaged groups – such as the poor, socially backward and financially excluded group of persons. CSR activities are carried out in an environment friendly manner. The company will give special preference to the local areas and areas where it operates for spending the amount that is earmarked by the CSR Committee. The CSR policy will serve as a guiding document and help the Company to identify, monitor and execute the CSR projects and keep it within the spirit of this policy. This policy will act as a self regulating policy and will comply with all the provisions of Section 135 of the Companies Act, 2013 and the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, as may be amended from time to time.

3- Definitions

- (a) "Act" means the Companies Act, 2013 (18 of 2013);
- (b) “Administrative overheads” means the expenses incurred by the company for ‘general management and administration’ of Corporate Social Responsibility functions in the company 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) “Corporate Social Responsibility (CSR)” means the activities undertaken by a Company in pursuance of its statutory obligation laid down in section 135 of the Act in accordance with the provisions contained in these rules, but shall not include the following, namely:-
 - i) 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:-

- 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;
 - details of such activity shall be disclosed separately in the Annual report on CSR included in the Board's Report;
- ii) any activity undertaken by the company outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
- iii) contribution of any amount directly or indirectly to any political party under section 182 of the Act;
- iv) activities benefitting employees of the company as defined in clause (k) of section 2 of the Code on Wages, 2019 (29 of 2019);
- v) activities supported by the companies on sponsorship basis for deriving marketing benefits for its products or services;
- vi) activities carried out for fulfilment of any other statutory obligations under any law in force in India;
- (d) "CSR Committee" means the Corporate Social Responsibility Committee of the Board referred to in section 135 of the Act;
- (e) "CSR Policy" means a statement containing the approach and direction given by the board of a company, 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;
- (f) "Net profit" means the net profit of a company as per its financial statement prepared in accordance with the applicable provisions of the Act, 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: Provided that in case of a foreign company covered under these rules, net profit means the net profit of such company as per profit and loss account prepared in terms of clause (a) of sub-section (1) of section 381, read with section 198 of the Act;
- (g) "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;

4 - Governance

The CSR Committee of the board will provide necessary guidance to the company in meeting the objectives of the CSR policy. The Committee shall recommend the changes in the policy, if any, to the Board of Directors for its approval. The decision of the CSR committee shall be executed through the CSR department.

4.1- CSR committee and its functions

The CSR committee has been constituted in compliance with the provisions of the Section 135 of Companies Act, 2013 read with Rule 5 of Companies (Corporate Social Responsibility Policy) Rules 2014. The Committee shall at all times consist of at least 3 directors of whom one shall be an Independent director.

The Committee shall meet atleast once in a year and as frequently as circumstances require during a financial year. The functions of the committee shall be as follows:

1. To formulate and recommend to the Board the CSR policy;
2. To recommend to the Board, an annual action plan in pursuance of its CSR policy, which shall include the following, namely:-
 - (a) the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
 - (b) the manner of execution of such projects or programmes viz either through itself or through an implementing agency;
 - (c) the modalities of utilisation of funds and implementation schedules for the projects or programmes;
 - (d) monitoring and reporting mechanism for the projects or programmes; and;
 - (e) details of need and impact assessment, if any, for the projects undertaken by the company;
3. To recommend whether the project to be undertaken shall be an ongoing project or otherwise;
4. To recommend the amount of expenditure to be incurred by the Company on any of the activities as covered in **Appendix-A**;
5. To review the implementation of the CSR policy and performance;
6. To review the CSR projects which are undertaken from time to time;
7. To review compliance with the legal and regulatory provisions as prescribed for CSR;
8. To review the reporting and communication of the CSR activities to stakeholders.

4.2 -CSR Department

The department will undertake the following functions:

1. To formulate the Annual Action Plan for the CSR expenditure in compliance with the regulations and place the same for recommendation of the CSR committee;
2. Implement the CSR policy and annual action plan as recommended by Board;
3. Identify the key result areas and the performance indicators. Explore and recommend the proposals and the activities as described in Appendix-A and establish a mechanism and strategy to engage employees and the operation team;
4. To study the areas earmarked for CSR activities, explore CSR requirements and submit the report to the committee for formulation of annual action plan;
5. To design a work flow of the CSR initiative undertaken specifying the targets and the budget of the activity and ensure that the same is done within the respective time period;
6. Release the sanctioned fund;
7. Monitoring of CSR projects to establish effectiveness of CSR efforts;
8. Compilation of Information & Preparation of reports on CSR activities and maintain the record of the same and present the same to the CSR Committee or any other authorities. This team

will also ensure the compliance of the disclosure of activities in the Board's Report and website of the company;

9. Organize Training programs for CSR staff;
10. Hiring or outsourcing expert team, if required for executing any CSR activity;
11. Any other activity necessary to ensure achievement of the CSR objective ;
12. Achieve the target and execute the CSR projects by identifying the projects, assessment of the persons required, place and function
13. Take initiative and implement the CSR projects as identified;
14. Own the CSR Programs implemented and monitor effectiveness of CSR initiative delivery;
15. Any other work which may be assigned from time to time.

5. Guidelines for selection of the beneficiary and implementation of CSR activities

Need based assessment to be done for the villages near around the operational areas of the Company through its field personnel who are aware of the local needs in consultation with village panchayat / Local Administration.

After the required assessment the field personnel shall send the details to the Zonal Managers who will scrutinize and consolidate the same and shall forward the consolidated report to the CSR Department.

The department shall study each project and expenditure involved in the execution of the same. Once this is done the final report should be ready indicating the following:-

1. Location, where projects are to be undertaken
2. Detailed project wise CSR activity to be done
3. Expenditure involved in the execution of the same.

While finalizing the report the CSR department shall consider the following:

1. Activities which create durable assets should be preferred;
2. CSR activity should be undertaken in fewer number and concentrated efforts are to be made for their execution which shall have a lasting impact.

Keeping in mind the above points an Annual Action Plan shall be prepared by the CSR department for placing the same before the CSR committee which shall recommend the same to the Board for approval.

6 - CSR Budget and Expenditure

On the basis of the Annual Action Plan the CSR committee shall recommend the Budget for the CSR activities to the Board. The committee shall ensure that at least 2% of the average net profit of the company made during the three immediately preceding financial years, as prescribed in Section 135 of the Companies Act, 2013, is utilized for its CSR activities in pursuance of its Corporate Social Responsibility Policy.

1. The CSR expenditure must be strictly in conformity with action plan approved by the Board and should not relate to any other line of activities.
2. The administrative overheads shall not exceed 5% of total CSR expenditure of the company for the financial year.
3. Any excess amount may be set off against the requirement to spend up to immediate succeeding 3 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 directors of the company approves the setoff of the excess amount by passing a resolution.

7-Transfer of unspent CSR amount

1. If the company fails to spend the amount earmarked for CSR, the Board shall specify the reasons for not spending the amount in the Board report and, unless the unspent amount relates to any ongoing project referred to in point no. 2 herein below, transfer such unspent amount to a Fund specified in Schedule VII of the Companies Act, 2013, within a period of six months of the expiry of the financial year.
2. Any unspent amount pertaining to any ongoing project, fulfilling conditions prescribed under sub-rule (1)(i) of Rule 2 of CSR Policy Rules 2014, undertaken by the company in pursuance of its CSR Policy, shall be transferred by the company within a period of thirty days from the end of the financial year to a special account to be opened by the company in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account and such amount shall be spent by the company in pursuance of its obligation towards the CSR Policy within a period of three financial years from the date of such transfer, failing which, the company shall transfer the same to a Fund specified in Schedule VII of the Companies Act, 2013, within a period of thirty days from the date of completion of the third financial year.

8- CSR Projects and Programs

The projects and the annual action plan shall be designed keeping in view the activities specified in Appendix-A to the policy. The activities undertaken shall be strictly in accordance with the Schedule VII of the Companies Act 2013 and rules thereof. The company shall not carry out any activity which is in the negative list of activities as per the definition of Corporate Social Responsibility as per Rule 2 (1)(d) (i) of the Companies (Corporate Social Responsibility Policy) Amendment Rules 2021.

9 - CSR Monitoring and Reporting

- a) The company shall ensure the strict monitoring of the CSR expenditure as per the Annual Action Plan approved by the Board. The CSR department shall send regular updates to the CSR committee highlighting therein the expenditure made during the period and confirming that the same is in accordance with the approved plan. Further a certificate from the internal auditors of the company and the CFO, who shall verify the CSR expenditure on half yearly basis, shall be placed before the CSR committee.
- b) The company shall follow the 3 tier reporting system for the implementation of the CSR obligation :
 - i. **Reporting to the CSR committee:** The CSR department shall regularly report the updates of the CSR expenditure made to the CSR committee as per the para (a) above.
 - ii. **Reporting on the website:** The website of the company shall contain the details of the composition of the CSR committee, the CSR policy of the company ; The projects approved for expenditure under the head of CSR activity
 - iii. **Reporting in the Board Report :**The Board Report of the respective Financial year shall contain the “Annual Report on CSR Activities (as per the format enclosed in *Appendix-B*), as per the requirements prescribed under the Companies (Corporate Social Responsibility

Policy) Rules, 2014 and the Companies (Corporate Social Responsibility Policy) Amendment Rules 2021, as may be amended from time to time.

10- Authority of Board of Directors

- a) The Board of Directors shall satisfy itself that the funds disbursed under the CSR activities have been utilized for the purposes and in the manner as approved by it based on the certification from the CFO of the company ;
- b) Monitor the implementation of the project with reference to the approved timelines and year-wise allocation;
- c) To make modifications, if any, for smooth implementation of the project within the overall permissible time period

The above policy has been approved in accordance with the applicable laws and rules of the Companies Act, 2013. Any regulatory amendment, in relation to CSR activities, contained in the Companies Act 2013 or any rules thereof shall have the effect of suo-moto amendment of the policy.

Appendix-A- List of projects and programmes as per Schedule VII of the Act

1. Eradicating hunger, poverty and malnutrition (promoting health care including the 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 the safe drinking water;

Activities covered under this head may be: -

- a) Construction of toilets, health centres and dispensaries.
- b) Distribution of hygienic food on designated days.
- c) Sponsoring Food at schools.
- d) Establishing Hand pumps, water purifiers etc.
- e) Cleaning of the water storage and rivers, tube wells in the local areas to ensure that clean water is available for people.
- f) Health camps and free medicine distribution.
- g) Organizing Blood donation camps and setting blood storage units.
- h) Facilitating for free ambulances.
- i) Distribution of free medicines, food packets, first aid kits to the patients impacted by outbreak of epidemic.
- j) Donation for creation of health infrastructure, medical equipments viz. oxygen concentrators, ventilators or such other equipment for treatment of patients impacted by epidemic.
- k) Any other activity which satisfies the criteria of point 1 mentioned as above.

2. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and differently abled and livelihood enhancement projects;

Activities covered under this head may be:-

- a) Child and women education programs.
- b) Adult education centres.
- c) Vocational and technical training programs for setting up small business and earn lively hood.
- d) Constructing and furnishing schools.
- e) Training programs for the farmer for the crop development and other scientific methods for irrigation and cultivation and creating market linkages for them.
- f) Setting up skill development centres.
- g) Setting weather reporting equipments in villages to facilitate the farmers for crop planning.
- h) Any other activity which satisfies the criteria of point 2 mentioned as above.

3. Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centers and such other facilities for senior citizen and measures for reducing inequalities faced by socially and economically backward groups;

Activities which may be covered under this head are as follows:-

- i) Setting up old age homes.
- ii) Setting up orphanages.
- iii) Setting up working women hostel, day centers where they can leave their child and go.
- iv) Educating the women folk about their rights.
- v) Any other activity which satisfies the criteria of point 3 mentioned as above.

4. Ensuring the environmental sustainability, ecological balance, protection of flora and fauna animal welfare, agro forestry, 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).

5. Protection of national heritage, art and culture including restoration of the buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art & handicraft
6. Measures for the benefit of armed forces, veterans, war widows and their dependants, (Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows);
7. Training to promote the rural sports, nationally recognized sports, Paralympics and Olympic sports;
8. Contribution to the prime minister 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 scheduled caste ,the schedule tribes and the backward classes, minorities and women;
9. (a) Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the 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).]
10. Rural Development projects.
11. Slum area development.

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
12. Disaster management, including relief, rehabilitation and reconstruction activities.

ANNEXURE- 1

FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES

(to be included in Board Report for Financial Year Commenced prior to 1st day of April, 2020)

1. Brief outline on CSR Policy of the Company including overview of projects or programs proposed to be undertaken and a reference to the web-link to the CSR policy and projects or programs.
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. Average net profit of the company for last three financial years.
4. Prescribed CSR Expenditure (two per cent of the amount as in item 3 above)
5. Details of CSR spent during the financial year.
 - (a) Total amount to be spent for the financial year;
 - (b) Amount unspent, if any;
 - (c) Manner in which the amount spent during the financial year is detailed below.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
S.No	CSR project or activity identified	Sector in which the Project is covered	Projects or programs (1) Local area or other (2) Specify the State and district where projects or programs was undertaken	Amount outlay (budget) project or programs wise	Amount spent on the projects or programs Sub-heads: (1) Direct expenditure on projects or programs. (2) Overheads:	Cumulative expenditure upto to the reporting period.	Amount spent: Direct or through implementing agency*
1							
2							
3							
	TOTAL						

**Give details of implementing agency:*

6. In case the company has failed to spend the two per cent of the average net profit of the last three financial years or any part thereof, the company shall provide the reasons for not spending the amount in its Board report.
7. A responsibility statement of the CSR Committee that the implementation and monitoring of CSR Policy, is in compliance with CSR objectives and Policy of the company.

Sd/-	Sd/-
(Chief Executive Officer or	(Chairman CSR Committee).
Managing Director or Director).	

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 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 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 details of Impact assessment of CSR projects carried out in pursuance of sub-rule (3) of rule 8 of the Companies (Corporate Social responsibility Policy) Rules, 2014, if applicable (attach the report).
5. Details of the amount available for set off in pursuance of sub-rule (3) of rule 7 of the Companies (Corporate Social responsibility Policy) Rules, 2014 and amount required for set off for the financial year, if any

Sl. No.	Financial Year	Amount available for set-off from preceding financial years (in Rs)	Amount required to be set-off for the financial year, if any (in Rs)
1			
2			
3			
	TOTAL		

6. Average net profit of the company as per section 135(5).
7. (a) Two percent of average net profit of the company as per section 135(5)
 - (b) Surplus arising out of the CSR projects or programmes or activities of the previous financial years.
 - (c) Amount required to be set off for the financial year, if any
 - (d) Total CSR obligation for the financial year (7a+7b- 7c).
8. (a) 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.

(b) Details of CSR amount spent against ongoing projects for the financial year:

(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	(9)	(10)	(11)	
Sl. No.	Name of the Project.	Item from the list of activities in Schedule VII to the Act	Local area (Yes /No).	Location of the project.		Project duration.	Amount allocated for the project (in Rs.).	Amount spent in the current financial Year (in Rs.).	Amount transferred to Unspent CSR Account for the project as per Section 135(6) (in Rs.).	Mode of Implementation-Direct (Yes /No).	Mode of Implementation – Through Implementing Agency	
				State	District.						Name	CSR Registration number
	TOTAL											

(c) Details of CSR amount spent against other than ongoing projects for the financial year:

(1)	(2)	(3)	(4)	(5)		(6)	(7)	(8)	
Sl. No.	Name of the Project	Item from the list of activities in schedule VII to the Act.	Local area (Yes/No).	Location of the project.		Amount spent for the project (in Rs.).	Mode of implementation – Direct (Yes/No).	Mode of implementation – Through implementing agency.	
				State.	District.			Name.	CSR registration number.
	TOTAL								

(d) Amount spent in Administrative Overheads

(e) Amount spent on Impact Assessment, if applicable

(f) Total amount spent for the Financial Year (8b+8c+8d+8e)

(g) Excess amount for set off, if any

Sl. No.	Particular	Amount (in Rs.)
(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)]	
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9. (a) Details of Unspent CSR amount for the preceding three financial years:

Sl. No.	Preceding Financial Year.	Amount transferred to Unspent CSR Account under section 135 (6) (in Rs.)	Amount spent in the reporting Financial Year (in Rs.).	Amount transferred to any fund specified under Schedule VII as per section 135(6), if any.			Amount remaining to be spent in succeeding financial years. (in Rs.)
				Name of the Fund	Amount (in Rs)	Date of transfer	
	TOTAL						

(b) Details of CSR amount spent in the financial year for ongoing projects of the preceding financial year(s):

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Sl. No.	Project ID.	Name of the Project.	Financial Year in which the project was commenced.	Project duration.	Total amount allocated for the project (in Rs.).	Amount spent on the project in the reporting Financial Year (in Rs).	Cumulative amount spent at the end of reporting Financial Year. (in Rs.)	Status of the project - Completed /Ongoing.
	TOTAL							

10. In case of creation or acquisition of capital asset, furnish the details relating to the asset so created or acquired through CSR spent in the financial year

Asset-wise details

- Date of creation or acquisition of the capital asset(s).
- Amount of CSR spent for creation or acquisition of capital asset.
- Details of the entity or public authority or beneficiary under whose name such capital asset is registered, their address etc.
- Provide details of the capital asset(s) created or acquired (including complete address and location of the capital asset).

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