

## COMMITTEE MEMBERS

<b>Name of Member</b>	<b>Category</b>
Mr. Deepak Parekh	Director
Ms. Renu Sud Karnad	Director
Mr. Rajesh Gupta	Director

## **TERMS OF REFERENCE OF CSR COMMITTEE**

### **CONSTITUTION:**

The CSR Committee shall comprise of Mr. Deepak Parekh, Ms Renu Sud Karnad and Mr. Rajesh Gupta, Directors of the Company. Mr. Deepak Parekh shall be the Chairman of the Committee.

### **MEETINGS:**

The CSR Committee shall meet at least twice a year or at such frequencies as the Chairman of the CSR Committee may deem appropriate.

The quorum for meetings of the CSR Committee shall be at least two members.

The Committee shall meet in person, except in extraneous circumstances the CSR Committee may meet through video conferencing or other audio-visual means, in accordance with the procedure prescribed in the Companies (Meetings of Board and its Powers) Rules, 2014.

The minutes of the meetings of the CSR Committee shall be recorded and maintained in accordance with the relevant provisions of the Companies Act, 2013, or any enactment or amendment or modification thereto and other applicable law/ guidelines.

### **ROLE:**

The terms of reference of the CSR Committee will be to –

- Formulate and adopt a Corporate Social Responsibility Policy (CSR policy) which shall *inter alia* indicate the activities/ projects/ programs that will be undertaken by the Company.
- Periodically update the Board on the amount of expenditure incurred on each of the CSR activities/ projects/ programs during each financial year.
- Approve and decide the areas where such CSR activities can be adopted.
- Approve the CSR report containing the disclosures as mandated under the CSR norms, before it is presented to the Board for its approval and inclusion in the Directors' Report.
- To do all such acts, deeds, matters and things to ensure compliance with CSR norms and the CSR Policy, as amended, from time to time.

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### **HDFC CAPITAL ADVISORS LIMITED**

**REPORT:**

The minutes of the meetings of the CSR Committee shall be tabled at the subsequent meeting of the Board of Directors of the Company.

**REVIEW AND AUTHORITY:**

The terms of reference of the CSR Committee shall be reviewed periodically to reassess its adequacy.”