

Ittehad Chemicals Limited
Significant Policies of the Company

Title: Corporate Social Responsibility (CSR)

Purpose: To ensure that all the donations made were duly authorized by a competent authority and were properly recorded and disclosed.

Scope: The Company policy will be applicable to all the donations made to any institution or individual.

Policy Statement: a) No donation will be made with out prior approval of Chief Executive Officer of the Company.

b) All the donations will be authorized by CFO for payment.

c) All the donations made will be ratified by the board of directors.

d) Accounts department will maintain a profile of institutions approved by tax authorities for the purpose of claiming donation expense.

e) Acknowledgement of receipt will be obtained from donees.

All the donations will be disclosed in financial statements as per requirements of Companies Act 2017

Authority and Responsibility: **Chief executive of the Company**
CEO is solely authorized to determine and approve amounts for donation.

Chief Financial Officer
CFO is responsible to sign all the payments made against donations.

Accounts department
Accounts department is responsible to maintain related documents and records.

Related documents and records: Following accounts are maintained in general ledger for donations:

- Help account – This includes the payments not admissible for tax purposes
- Donation account –This includes the payments admissible for tax purposes