

**ANNEXURE I**

**Format to be submitted by listed entity on quarterly basis**

1. Name of Listed Entity - **Kapston Facilities Management Limited**  
 2. Quarter ending - **30-Jun-2021**

**i. Composition Of Board Of Director**

T i t l e  ( M r . / M s )	Name of the Dir ect or	D I N	P A N	Cat eg ory (Ch air pers on / Exe cut iv e/ No n- Exe cut iv e/ Inde pend ent/ Nomi nee)	S u b C at eg o r y	Ini tia l D ate of A pp oi nt me nt	Dat e of App oi nt me nt	Dat e of ces sati on	T e n ur e	D at e of Bir th	Wh eth er spe cial res olut ion pas sed ?	D at e of p a ss in g s p e ci al res olut ion	N o. of Di rec tor s hi p in lis ted ent itie s in clu ding this lis ted ent ity	No of Inde pend ent Dire ctor ship in lis ted entitie s in clud ing this lis ted ent ity	No of me m bers hips in Au dit/ Sta keh old er Com mit tee(s) in clud ing this lis ted ent ity	No of po st of Ch air pers on in Au dit/ St ak eh old er Com mit tee hel d in lis ted ent itie s in clud ing this lis ted ent ity	Me m bers hip in Com mit tees of the Com pany	Rem arks
M r.	Ra ma cha ndr a Nai du	0 2 0 9 6 7 5	A B JP C 6 4 8	C & ED		22- Feb - 201 8	30- Aug- 2018		3 6	0 1- Feb - 1 9	NA		1	0	0	0	NA	He is a mem ber in CSR Com

	Ch ere ddi	7	8 N						5 0								mitte e..He is a mem ber in CSR Com mitte e.
M r.	Ko dali Sri kan th	0 2 4 6 4 6 2 3	A K N P K 5 7 8 5 B	ED	31- Jan - 200 9	05- Nov- 2020		3 6	0 1- Mar - 1 9 7 3	NA		1 0	2 0	0	AC,SC	Audi t and Stake holde r Relat ionsh ip Com mitte e detail s inclu ding KAP STO N FAC ILITI ES MA NAG EME NT LIMI TED. .Audi t and Stake holde r Relat ionsh ip Com mitte e detail s	

																		including KAP STON FACILITIES MANAGMENT LIMITED.
Mrs .	Kanti Kiran Doddapaneni	07420023	CHKDPD1948M	NED	11-Jan-2018	30-May-2018			16-Aug-1979	NA		1	0	1	1	SC,NR C	Audit and Stakeholder Relationship Committee details including KAP STON FACILITIES MANAGMENT LIMITED. .Audit and Stakeholder Relationship Com	

																	mitte e detail s inclu ding KAP STO N FAC ILITI ES MA NAG EME NT LIMI TED.
M r.	Na vee n Na ndi ga m	0 2 7 2 6 6 2 2 0	A B U P N 9 7 3 2 B	ID	22- Feb - 201 8	22- Feb- 2018		6 0	1 6- Au g- 1 9 7 9	NA		3	3	1	1	AC,N RC	Audi t and Stake holde r Relat ionsh ip Com mitte e detail s inclu ding Kaps ton Facil ities Man agem ent Limit ed.A udit and Stake holde r Relat ionsh ip Com

																	mitte e detail s inclu ding Kaps ton Facil ities Man agem ent Limit ed
M rs .	Va nith a Na gul ava ri	0 7 2 7 1 6 7 4	A K W P N 3 3 0 4 L	ID	30- Au g- 201 8	28- Sep- 2018		6 0	1 5- A pr - 1 9 8 8	NA		2	1	2	2	AC,SC ,NRC	Audi t and Stake holde r Relat ionsh ip Com mitte e detail s inclu ding KAP STO N FAC ILITI ES MA NAG EME NT LIMI TED. .Audi t and Stake holde r Relat ionsh ip

																	Com mitte e detail s inclu ding KAP STO N FAC ILITI ES MA NAG EME NT LIMI TED.	
M r.	Na ges war a Ra o Kor ipal li	0 8 7 3 4 7 8 6	A B Z P K 0 6 5 6J	ID		29- Apr - 202 0	29- Apr- 2020		6 0	0 6- Feb - 1 9 5 8	NA		1	1	0	0	NA	

Company Remarks	
Whether Regular chairperson appointed	Yes
Whether Chairperson is related to MD or CEO	No

## ii. Composition of Committees

### a. Audit Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Kodali Srikanth	ED	Member	01-Jul-2019	
2	Naveen Nandigam	ID	Member	22-Feb-2018	
3	Vanitha Nagulavari	ID	Member	30-Aug-2018	

Company Remarks	NA
Whether Permanent chairperson appointed	Yes

### b. Stakeholders Relationship Committee

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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1	Kodali Srikanth	ED	Member	22-Feb-2018	
2	Kanti Kiran Doddapaneni	NED	Member	26-Aug-2019	
3	Vanitha Nagulavari	ID	Member	26-Aug-2019	

Company Remarks	NA
Whether Permanent chairperson appointed	Yes

**c. Risk Management Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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Company Remarks	
Whether Permanent chairperson appointed	

**d. Nomination and Remuneration Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Kanti Kiran Doddapaneni	NED	Member	30-Aug-2018	
2	Naveen Nandigam	ID	Member	22-Aug-2018	
3	Vanitha Nagulavari	ID	Member	30-Aug-2018	

Company Remarks	NA
Whether Permanent chairperson appointed	Yes

**iii. Meeting of Board of Directors**

Date(s) of Meeting (if any) in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met	Number of Directors present	Number of Independent Directors present
12-Feb-2021	08-Apr-2021	Yes	6	3
	12-Jun-2021	Yes	6	3

Company Remarks	NA
Maximum gap between any two consecutive (in number of days)	64

**iv. Meeting of Committees**

Name of the Committee	Date(s) of meeting during of the committee in the previous quarter	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Number of Directors present	Number of independent directors present
Audit Committee	12-Feb-2021	08-Apr-2021	Yes	3	2
Audit Committee	12-Feb-2021	12-Jun-2021	Yes	3	3

Company Remarks	CSR Committee meeting details are not included as it is not mandatory
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Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	64
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v. **Related Party Transactions**

<b>Subject</b>	<b>Compliance status (Yes/No/NA)</b>	<b>Remark</b>
Whether prior approval of audit committee obtained	Not Applicable	
Whether shareholder approval obtained for material RPT	Not Applicable	
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Not Applicable	

Disclosure of notes on related party transactions and Disclosure of notes of material related party transactions	<b>There are no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel, sitting fee paid to independent directors . And for any professional services availed from Independent directors..There are no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel, sitting fee paid to independent directors . And for any professional services availed from Independent directors.</b>
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VI. **Affirmations**

1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
2. The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015
  - a. Audit Committee - **Yes**
  - b. Nomination & remuneration committee - **Yes**
  - c. Stakeholders relationship committee - **Yes**
  - d. Risk management committee (applicable to the top 100 listed entities) - **Not applicable**
3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
4. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.- **Yes**
5.
  - a. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. - **Yes**
  - b. Any comments/observations/advice of Board of Directors may be mentioned here:

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**Name** : **Kinkeri Vyshali**  
**Designation** : **Compliance Officer**