

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity - **Kapston Facilities Management Limited**
2. Quarter ending - **31-Dec-2020**

i. Composition Of Board Of Director

T i t l e (M r / M s)	Name of the Director	D I N	PAN	Cat eg ory (C h a i r p e r s o n / E x e c u t i v e / N o n - E x e c u t i v e / I n d e p e n d e n t / N o m i n e e)	S u b C a t e g o r y	Initial Date of Appointment	Date of Appointment	D a t e o f c e s s a t i o n	Tenu re	Date of Birth	Whether special resolution passed?	Date of passing special resolution	No. of Directorship in listed entities including this listed entity	No of Independent Directors hip in listed entities including this listed entity	No of memberships in Audit/ Stakeholder Committee(s) including this listed entity	No of post of Chair person in Audit/ Stakeholder Committee held in listed entities including this listed entity	Membersh ip in Committe es of the Company	Remarks
Mr .	Ramachandra Naidu Chereddi	020967577	ABJPC6488N	C & ED		22-Feb-2018	30-Aug-2018		36	01-Feb-1950	NA		1	0	0	0		He is a member in CSR Committee
Mr .	Kodali Srikanth	024646223	AKNP K5785B	ED	M D	31-Jan-2009	05-Nov-2020		36	10-Mar-1973	NA	29-Jan-2018	1	0	2	0	AC,SC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.
Mr s.	Kanti Kiran Doddapa	074	CHKP D1948M	NED		11-Jan-2018	30-May-2018			16-Aug-1979	NA		1	0	1	1	SC,NRC	Audit and Stakeholder Relationship

	neni	2 0 0 2 3															Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.
Mr .	Naveen Nandigam	0 2 7 2 6 6 2 0	ABUP N9732 B	ID	22-Feb-2018	22-Feb-2018	60	14-Jan-1962	NA		3	3	4	4	AC,NRC		Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.
Mr s.	Vanitha Nagulavari	0 7 2 7 1 6 7 4	AKWP N3304 L	ID	30-Aug-2018	30-Aug-2018	60	15-Apr-1988	NA		2	1	2	0	AC,SC,NRC		Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.
Mr .	Nageswara Rao Koripalli	0 8 7 3 4 7 8 6	ABZP K0656 J	ID	29-Apr-2020	29-Apr-2020	60	06-Feb-1958	NA		1	1	0	0			

Company Remarks	Mr.Srikanth Kodali was re-appointed as Managing Director on 05th November,2020 with effect from 29th January,2021 the said appointment is subject to the approval of shareholders at the ensuing general meeting. Please note only directorship and membership in Committee of Listed entities are considered
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	Chairperson	22-Feb-2018	
3	Vanitha Nagulavari	ID	Member	30-Aug-2018	

Company Remarks	
Whether Permanent chairperson appointed	Yes

b. Stakeholders Relationship Committee

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

Company Remarks	
Whether Permanent chairperson appointed	Yes

c. Risk Management Committee

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

d. Nomination and Remuneration Committee

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

Company Remarks	
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
14-Aug-2020	05-Nov-2020	Yes	6	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	82

iv. Meeting of Committees

Name of the Committee	Date(s) of meeting during of the committee in the	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met	Number of Directors present	Number of independent directors present
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	previous quarter		(Yes/No)		
Nomination & Remuneration Committee	14-Aug-2020	05-Nov-2020	Yes	3	2
Audit Committee	14-Aug-2020	05-Nov-2020	Yes	3	2

Company Remarks	CSR Committee meeting details are not included as it is not mandatory
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	82

v. **Related Party Transactions**

<i>Subject</i>	<i>Compliance status (Yes/No/NA)</i>	<i>Remark</i>
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	There are no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel. There are no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel
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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 : **Amreen Gulnaaz**
Designation : **Company Secretary & Compliance Officer**