

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

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

i. Composition of Board Of Director

Title (Mr./Ms)	Name of the Director	DIN	PAN	Category (Chairperson /Executive/Non-Executive/Independent/Nominee)	Sub Category	Initial Date of Appointment	Date of Appointment	Date of Cessation	Tenure	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 Directorship in listed entities including this listed entity	No of memberships in Audit/ Stakeholder Committee(s) including this listed entity	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	Membership in Committees of the Company	Remarks
Mr.	Ramachandra Naidu Chereddi	02096757	ABJPC6488N	C & ED		22-Feb-2018	30-Aug-2018		36	01-Feb-1950	N/A		1	0	0	0		He is a member in CSR Com.He is a member in CSR Com
Mr.	Kodali Srikanth	02464623	AKNPK5785B	ED	MD	31-Jan-2009	29-Jan-2018		36	10-Mar-1973	N/A	29-Jan-2018	1	0	2	0	AC,SC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED
Mrs.	Kanti Kiran Doddapaneni	07420023	CHKPD1948M	NED		11-Jan-2018	30-May-2018			16-Aug-1979	N/A		1	0	1	1	SC,NRC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES

																		MANAGEMENT LIMITED
Mr.	Naveen Nandigam	0272 6620	ABU PN9 732 B	ID		22-Feb-2018	22-Feb-2018		60	14-Jan-1962	N A		3	3	4	4	AC,NRC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED
Mrs.	Vanitha Nagulavari	0727 1674	AK WP N33 04L	ID		30-Aug-2018	30-Aug-2018		60	15-Apr-1988	N A		2	1	2	0	AC,SC,NRC	She was appointed as Additional Director at the Board meeting and her appointment was approved by the Shareholders at the AGM held on 28-09-2018
Mr.	Nageswara Rao Koripalli	0873 4786	ABZ PK0 656J	ID		29-Apr-2020	29-Apr-2020		60	06-Feb-1958	N A		1	1	0	0		He was appointed as Additional Director on 29 April,2020 under Independent CategoryThe shareholders appointed him as Director under independent category at the AGM held on September 30,2020

Company Remarks	Special Resolution passed for appointment of MD, in select whether special resolution is passed ?? there is no option available except NA Mr. Nageswara Rao Koripalli was appointed by Shareholder at the AGM held on September 30,2020. Independent Directors Mrs. Vanitha and Mr Nageswara Rao was appointed as additional Director first and in the AGM they were appointed as Director under Independent Category it is just change of designation - from additional director to director
Whether Permanent 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

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
---------	----------------------	----------	------------------------	------------------	----------------

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-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
15-Apr-2020	14-Aug-2020	Yes	6	3
29-Apr-2020				
15-Jun-2020				

Company Remarks	
Maximum gap between any two consecutive (in number of days)	59

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
Nomination & Remuneration Committee	15-Apr-2020	14-Aug-2020	Yes	3	2
Audit Committee	15-Jun-2020	14-Aug-2020	Yes	3	2

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	59

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
--	--

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:

%affirmComments%

Name : %affirmName%
Designation : %affirmDesignation%

ANNEXURE III

Affirmations

Broad Heading	Regulation Number	Compliance Status	Company Remark
Copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report, business responsibility report displayed on website	46(2)	Yes	
Presence of Chairperson of Audit Committee at the Annual General Meeting	18(1)(d)	Yes	
Presence of Chairperson of the nomination and remuneration committee at the annual general meeting	19(3)	Yes	
Presence of Chairperson of the Stakeholder Relationship committee at the annual general meeting	20(3)	Yes	
Whether "Corporate Governance Report" disclosed in Annual Report	34(3) read with para C of Schedule V	Yes	

Note:

--

Name : Amreen Gulnaaz
Designation : Compliance Officer