

**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-2020**

**i. Composition Of Board Of Director**

Title (Mr./Ms)	Name of the Director	D I N	P A N	Category (Chairperson /Executive/Non-Executive/Independent/Nominee)	Sub Category	Initial 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	Memberships in Committees of the Company	Remarks
Mr.	Ramachandra Naidu Chereddi	02096757	ABJP C6488N	C & ED		22-Feb-2018		36	01-February-1950	NA		1	0	0	0		He is a member in CSR Com.He is a member in CSR Com
Mr.	Kodali Srikanth	0246423	AKNP K5785B	ED	MD	31-Jan-2009		36	10-March-1973	NA	29-Jan-2018	1	0	2	0	AC,SC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.A

																	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED
Mrs.	Kanti Kiran Doddapaneni	07420023	CH KP D1 94 8 M	NED		11-Jan-2018	30-May-2018		16-Aug-2018	NA		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	02726620	AB UP N9 73 2B	ID		22-Feb-2018	22-Feb-2018	60	14-Jan-2018	NA		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	07271674	AKWN3304L	ID		30-Aug-2018	28-Sep-2018	60	15-Apr-1988	NA		2	1	2	0	AC,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.	Nageswara Rao Koripalli	08734786	ABZPK0656J	ID		29-Apr-2020	29-Apr-2020	60	06-Feb-1958	NA		1	1	0	0		He is appointed as Additional Director under the Category of Independent Director, His appointment is till ensuing AGM, in

AGM we shall appoint him for a term of 5 Years w.e.f April 29,2020..He is appointed as Additional Director under the Category of Independent Director, His appointment is till ensuing AGM, in AGM we shall appoint him for a term of 5 Years w.e.f April 29,2020.

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	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
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Company Remarks	
Whether Permanent chairperson appointed	No

**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
25-Feb-2020	15-Apr-2020	Yes	5	2
	29-Apr-2020	Yes	6	3
	15-Jun-2020	Yes	6	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	49

**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	25-Feb-2020	15-Apr-2020	Yes	3	2
Audit Committee	25-Feb-2020	15-Jun-2020	Yes	3	2

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only	110

for Audit Committee]	
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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 is no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel. There is no Related party Transactions except remuneration paid to Executive Director and Key Managerial Personnel</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. - **No**  
b. Any comments/observations/advice of Board of Directors may be mentioned here:

<b>This is the first quarter for which we are submitting Corporate Governance report as the same is applicable after migration, we have included Details of committee in which the director is acting as Member including the membership of Committee in Kapston Facilities Management Limited. This report will be placed before the Board in the next meeting.</b>
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Name : Amreen Gulnaaz  
Designation : Company Secretary & Compliance Officer