

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity - **Kapston Facilities Management Limited**
2. Quarter ending **March 31,2021**

i. Composition Of Board Of Directors

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	Memberships in Committees of the Company	Remarks
Mr.	Ramachandra Naidu Chereddi	02096757	ABJPCK5488N	C & ED		22-Feb-2018	30-Aug-2018		36	01-Feb-1950	NA		1	0	0	0	NA	He is a member in CSR Committee.
Mr.	Kodali Srikanth	02464623	AKPNK52785B	ED	MD	31-Jan-2009	05-Nov-2020		36	10-Mar-1973	NA		1	0	2	0	AC,SC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.
Mrs.	Kanti Kiran Doddapaneni	07420023	CHKPD02934	NED		11-Jan-2018	30-May-2018			16-Aug-1979	NA		1	0	1	1	SC,NRC	Audit and Stakeholder Relationship Committee details including KAPSTON FACILITIES MANAGEMENT LIMITED.

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Mr.	Naveen Nandigam	0 2 7 2 6 6 2 0	A B U P N 9 7 3 2 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
Mrs.	Vanitha Nagulavari	0 7 2 7 1 6 7 4	A K W P N 3 3 0 4 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	A B Z P K 0 6 5 6 J	ID		29-Apr-2020	29-Apr-2020	60	06-Feb-1958	NA		1	1	0	0	NA	

Company Remarks	Mr.Srikanth Kodali was re-appointed as Managing Director on 05th November,2020 with effect from 29th January,2021 the said appointment was approved by the shareholders through postal ballot including e-voting as on March 17,2021
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
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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-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
05-Nov-2020	12-Feb-2021	Yes	6	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	98

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
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Nomination & Remuneration Committee	05-Nov-2020	12-Feb-2021	Yes	3	2
Audit Committee	05-Nov-2020	12-Feb-2021	Yes	3	2
Stakeholders Relationship Committee		12-Feb-2021	Yes	3	1

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]	98

v. **Related Party Transactions**

<i>Subject</i>	<i>Compliance status (Yes/No/NA)</i>	<i>Remark</i>
Whether prior approval of audit committee obtained	Yes	
Whether shareholder approval obtained for material RPT	Yes	
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, sitting fee paid to independent directors . And for any professional services availed from Independent directors.
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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:

Name : **Amreen Gulnaaz**
Designation : **Company Secretary**

ANNEXURE II

Format to be submitted by listed entity at the end of the financial year (for the whole of financial year)

I. Disclosure on website in terms of Listing Regulations			
Item	Compliance status (Yes/No/NA)	Company Remark	Website
As per regulation 46(2) of the LODR:			
Details of business	Yes		www.kapstonfm.com
Terms and conditions of appointment of independent directors	Yes		www.kapstonfm.com
Composition of various committees of board of directors	Yes		www.kapstonfm.com
Code of conduct of board of directors and senior management personnel	Yes		www.kapstonfm.com
Details of establishment of vigil mechanism/ Whistle Blower policy	Yes		www.kapstonfm.com
Criteria of making payments to non-executive directors	Not Applicable		www.kapstonfm.com
Policy on dealing with related party transactions	Yes		www.kapstonfm.com
Policy for determining 'material' subsidiaries	Not Applicable		www.kapstonfm.com
Details of familiarization programs imparted to independent directors	Yes		www.kapstonfm.com
Email address for grievance redressal and other relevant details entity who are responsible for assisting and handling investor grievances	Yes		www.kapstonfm.com
Contact information of the designated officials of the listed entity who are	Yes		www.kapstonfm.com
Financial results	Yes		www.kapstonfm.com
Shareholding pattern	Yes		www.kapstonfm.com
Details of agreements entered into with the media companies and/or their associates	Not Applicable		
Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors	Not Applicable		
New name and the old name of the listed entity	Not Applicable		www.kapstonfm.com
Advertisements as per regulation 47 (1)	Yes		www.kapstonfm.com
Credit rating or revision in credit rating obtained by the entity for all	Yes		www.kapstonfm.com
Separate audited financial statements of each subsidiary of the listed	Not Applicable		www.kapstonfm.com
As per other regulations of the LODR:			
Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		www.kapstonfm.com
Materiality Policy as per Regulation 30	Yes		www.kapstonfm.com
Dividend Distribution policy as per Regulation 43A (as applicable)	Not Applicable		
It is certified that these contents on the website of the listed entity are	Yes		www.kapstonfm.com
II Annual Affirmations			

Particulars	Regulation Number	Compliance status (Yes/No/NA)	Company Remark
<i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i>	16(1)(b) & 25(6)	Yes	
<i>Board composition</i>	17(1), 17(1A) & 17(1B)	Yes	
<i>Meeting of Board of directors</i>	17(2)	Yes	
<i>Quorum of Board meeting</i>	17(2A)	Yes	
<i>Review of Compliance Reports</i>	17(3)	Yes	
<i>Plans for orderly succession for appointments</i>	17(4)	Yes	
<i>Code of Conduct</i>	17(5)	Yes	
<i>Fees/compensation</i>	17(6)	Not Applicable	
<i>Minimum Information</i>	17(7)	Yes	
<i>Compliance Certificate</i>	17(8)	Yes	
<i>Risk Assessment & Management</i>	17(9)	Yes	
<i>Performance Evaluation of Independent Directors</i>	17(10)	Yes	
<i>Recommendation of Board</i>	17(11)	Yes	
<i>Maximum number of directorship</i>	17A	Yes	
<i>Composition of Audit Committee</i>	18(1)	Yes	
<i>Meeting of Audit Committee</i>	18(2)	Yes	
<i>Composition of nomination & remuneration committee</i>	19(1) & (2)	Yes	
<i>Quorum of Nomination and Remuneration Committee meeting</i>	19(2A)	Yes	
<i>Meeting of nomination & remuneration committee</i>	19(3A)	Yes	
<i>Composition of Stakeholder Relationship Committee</i>	20(1), 20(2) and 20(2A)	Yes	
<i>Meeting of stakeholder relationship committee</i>	20(3A)	Yes	
<i>Composition and role of risk management committee</i>	21(1),(2),(3),(4)	Not Applicable	
<i>Meeting of Risk Management Committee</i>	22	Not Applicable	
<i>Vigil Mechanism</i>	22	Yes	

<i>Policy for related party Transaction</i>	23(1),(1A),(5),(6),(7) & (8)	Yes	
<i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>	23(2), (3)	Not Applicable	
<i>Approval for material related party transactions</i>	23(4)	Not Applicable	
<i>Disclosure of related party transactions on consolidated basis</i>	23(9)	Yes	
<i>Composition of Board of Directors of unlisted material Subsidiary</i>	24(1)	Not Applicable	
<i>Other Corporate Governance requirements with respect to subsidiary of listed entity</i>	24(2),(3),(4),(5) & (6)	Not Applicable	
<i>Annual Secretarial Compliance Report</i>	24(A)	Not Applicable	
<i>Alternate Director to Independent Director</i>	25(1)	Not Applicable	
<i>Maximum Tenure</i>	25(2)	Yes	
<i>Meeting of independent directors</i>	25(3) & (4)	Yes	
<i>Familiarization of independent directors</i>	25(7)	Yes	
<i>Declaration from Independent Director</i>	25(8) & (9)	Yes	
<i>D & O Insurance for Independent Directors</i>	25(10)	Not Applicable	
<i>Memberships in Committees</i>	26(1)	Yes	
<i>Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel</i>	26(3)	Yes	
<i>Disclosure of Shareholding by Non- Executive Directors</i>	26(4)	Yes	
<i>Policy with respect to Obligations of directors and senior management</i>	26(2) & 26(5)	Yes	

Other Information	
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III Affirmations:

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied. - **Not Applicable**

Other Information	
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Name : Amreen Gulnaaz
Designation : Company Secretary