

10<sup>th</sup> October 2018

To,  
The Listing Department,  
National Stock Exchange of India Limited,  
Exchange Plaza, C-1, Block G,  
Bandra Kurla Complex,  
Bandra (E), Mumbai- 400 051

Dear Sir/Madam,

Sub: Reconciliation of Share Capital Audit Report for quarter ended 30<sup>th</sup> September, 2018.  
Ref: Regulation 55A of the SEBI (Depositories and Participants) Regulations, 1996.

Symbol: KAPSTON

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Pursuant to Regulation 55A of the SEBI (Depositories and Participants) Regulations, 1996, please find enclosed the reconciliation of share capital audit report for the quarter ended 30<sup>th</sup> September, 2018.

This is for your information and records.

Thanking you,

For Kapston Facilities Management Limited .

*Amreen Gulnaaz*  
Amreen Gulnaaz  
Company Secretary and Compliance Officer





**RECONCILIATION OF SHARE CAPITAL AUDIT**

1. For Quarter Ended	<b>30<sup>th</sup> September, 2018</b>	
2. ISIN	INE542Z01010	
3. Face Value	Equity -Rs. 10/- each share	
4. Name of the Company	<b>KAPSTON FACILITIES MANAGEMENT LIMITED</b>	
5. Registered Office Address	Plot No. 287, MIG-2, IX Phase KPHB, Kukatpally, Hyderabad-500072.	
6. Correspondence Address	#1-98/9/3/23, Plot No.12 E, Jaihind Colony, Madhapur, Hyderabad-500081	
7. Telephone No.	9100118844	
8. Email address	cs@kapstonfm.com	
9. Names of the Stock Exchanges where the company's securities are listed.	National Stock Exchange of India Limited-EMERGE (NSE-EMERGE)	
	<b>Number of Shares</b>	<b>% of Total Issued Capital</b>
10. Issued Capital	86,94,909	100.00
11. Listed Capital	86,94,909	100.00
12. Held in Dematerialization Form in CDSL	71,98,314	82.79
13. Held in Dematerialization Form in NSDL	14,69,100	16.89
14. Physical	27,495	0.32
15. Total No. of Shares (12+13+14)	<b>86,94,909</b>	<b>100.00</b>
16. Reasons for Differences, if any	<b>NA</b>	

17. Certifying the Details of Changes in Share Capital during the quarter under consideration as per the table below:

Particulars	No. of Shares	Applied/ Not Applied for listing	Listed on Stock Exchanges (Specify Names)	Whether intimated to CDSL	Whether intimated to NSDL	In Prin. Appr. Pending for SE (Specify Names)
NA	NA	NA	NA	NA	NA	NA

18. Register of Members is Updated (Yes / No)  Yes  
If not, updated up to which date

19. Reference of previous quarter with regard to excess dematerialized shares, if any

*D. Rao*

20. Has the Company resolved the matter mentioned in point no.19 above in the current quarter? If not, reason why

21. Mentioned the total number of requests, if any, confirmed after 21 days and the total number of requests pending beyond 21 days with the reasons for delay.

	No of Requests	No. of Shares	Reasons for Delay
Confirmed after 21 Days	NIL	NA	NIL
Pending for more than 21 days	NIL	NA	NIL

22. Details of the Compliance Officer of the Company:

Name	Telephone No.
Amreen Gulnaaz Company Secretary	9100118844

23. Details of the Auditor:

Name & Registration No	Address	Telephone No.	Tele Fax No.
D.S Rao C P No. 14487	P S Rao & Associates, Company Secretaries 6-3-347-22/2, Flat-10, 4 <sup>th</sup> Floor, Dwarakapuri Colony, Panjagutta, Hyderabad-82.	(040)23352185	(040)23352186

24. Appointment of Common Agency for the Share Registry Work:

Name	Address	Telephone No.	Fax No.
Big Shares Services Private Limited	06, Right Wing, Amrutha Ville, Opp.Yasodha Hospital, Somajiguda, Raj Bhavan Road, Hyderabad - 500 082.	040- 2337 4967 040- 2337 0295	040-2337 0295

25. Any other detail that the auditor may like to provide (e.g. BIFR Company, De-listing from SE, Company changed its name its): NA

For P S Rao & Associates,  
Company Secretaries

Place: Hyderabad  
Date: 10/10/2018

