



September 25, 2023

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

Subject: Proceedings of 15th Annual General Meeting (AGM) held on Friday, September 25, 2023.

In terms of the provisions of the Companies Act, 2013 ('Act') and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), the 15th AGM of the Company was held on Monday, September 25, 2023 at 04.00 PM at the Corporate Office of the Company situated at Plot No 75, Kavuri Hills, Madhapur, Hyderabad, Telangana -500034 to transact the business as stated in the Notice dated July 31, 2023 and the said AGM was concluded at 05:15 P.M.

In this regard, please find the enclosed summary of the proceedings of the AGM of the Company as required under Regulation 30, Para A of Schedule – III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. Voting Results of the meeting along with the Scrutinizers Report will be informed separately within the stipulated time.

A copy this disclosure is made available on the Company's website at <https://www.kapstonservices.com/>

This is for your information and records.

Thanking You
Yours faithfully,
For Kapston Services Limited

Kalluru Manaswini
Company Secretary and Compliance Officer

KAPSTON SERVICES LIMITED

(Formerly known as Kapston Facilities Management Limited)

REGISTERED OFFICE: # 287, MIG – 2, IX Phase, KPHB, Hyderabad, Telangana - 500 072, **Ph:** 98487 78241
CORPORATE OFFICE: Plot # 75, Kavuri Hills, Madhapur, Hyderabad, Telangana - 500034, **Ph:** 98487 78243
Control Room: +91 96 4050 4050 (24X7) **Email:** info@kapstonservices.com **Website:** www.kapstonservices.com

CIN. No. L15400TG2009PLC062658



Summary of the Proceedings of the 15th Annual General Meeting

The 15th Annual General Meeting ('AGM') of the Members of Kapston Services Limited (Formerly known as Kapston Facilities Management Limited) ('the Company') was held on Monday, September 25, 2023 at 04.00 PM at the Corporate office of the Company situated at Plot No 75, Kavuri Hills, Madhapur Hyderabad, Telangana- 500034.

Directors Present :

1. Mr. Ramachandra Naidu Chereddi - Chairman
2. Mr. Kodali Srikanth - Managing Director
3. Mr. Naveen Nandigam - Independent Director
4. Ms. Vanitha Nagulavari - Independent Director
5. Mr. Nageswara Rao Koripalli - Independent Director
6. Mrs. Doddapaneni Kanti Kiran - Non Executive Director

Also Present :

1. Mr. Kapil Sood –Chief Financial Officer
2. Ms. K Manaswini – Company Secretary
3. Mr. R. Srinivasu- Statutory Auditor
4. Mr. Rohit (Rep of VCAN & Associates) - Secretarial Auditors

Ms. Kalluru Manaswini, Company Secretary & Compliance Officer, welcomed the Members to the 15th Annual General Meeting and requested all the Directors and Auditors to come upon the Dias and take seats. She then introduced the Directors and Auditors present on the Dias. Mr. Ramachandra Naidu Chereddi, Chairman & Executive Director of the Company chaired the Meeting.

The Company Secretary then informed the Chairman that as per the attendance register, the requisite quorum is present in person.

The Chairman after considering that the requisite quorum is present, called this meeting in order and declare it open for proceedings. He then requested Ms. Kalluru Manaswini, Company Secretary to proceed with the meeting.

The Company Secretary with the permission of Chairman and members present, took the Notice convening the meeting, Board's Report & Financial Statements and reports given by the Statutory Auditors and Secretarial Auditors as read. As the Auditors Report did not have any qualifications or observations, the same was not read out at the Meeting.

She then informed that Mr. D S Rao, Practicing Company Secretaries was appointed as the Scrutinizer for e-voting process and also to conduct voting at the AGM in a fair and transparent manner.

The Company Secretary then informed the Members that the combined results of the remote e-voting prior to AGM as well as voting by poll during the AGM would be announced within the stipulated time frame and the results along with the Scrutinizer's Report would be intimated to the Stock Exchange in terms of the Listing Regulations and would be placed on the website of the Company.

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The Company Secretary then invited the Chairman to talk about the performance of the Company.

The Chairman has highlighted financial performance of the Company. He also acknowledged the contribution of all the employees and other stakeholders in achieving the targets. He also shared some thoughts on way forward of the Company.

Thereafter the Chairman asked the Company Secretary to continue with the proceedings of the meeting.

The Company Secretary then informed that the Company had provided its Members (who has not voted through e-voting facility provided) the facility to cast their votes by poll. She further informed that Registers as required under the Companies Act, 2013 were available for inspection.

The Company secretary then read out the agenda Items of the meeting one by one.

Item No.	Agenda Item	Resolution required (Ordinary/Special)	Mode of Voting
1.	To receive, consider and adopt the Audited Financial Statements of the Company for the year ended March 31, 2023 together with the Reports of the Board of Directors ('the Board') and Auditors thereon	Ordinary Resolution	Remote e-voting and Voting during the AGM by Poll
2.	To appoint a Director in place of Dr. Ramachandra Naidu Cherredi (DIN: 02096757), who retires by rotation and being eligible, offers himself for re-appointment as a Director	Ordinary Resolution	Remote e-voting and Voting during the AGM by Poll
3.	Re-appointment of Ms. Vanitha Nagulavari (DIN: 07271674) as an Independent Director of the Company.	Special Resolution	Remote e-voting and Voting during the AGM by Poll
4.	Re-appointment of Mr. Srikanth Kodali (02464623) as Managing Director of the Company	Special Resolution	Remote e-voting and Voting during the AGM by Poll

After reading out the agenda items the Company Secretary requested Scrutiniser to complete the poll process, including collection of Polling Papers.

The Company Secretary with the permission of the Chairman invited the Members to express their views, ask questions and seek clarifications on the operational and financial performance of the Company and on the resolutions set out in the Notice. The Members were given an opportunity to speak and appropriately response was given to the queries/suggestions raised by them.

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The Chairman then thanked the Members, Board of Directors and the Auditors for their continued support and for attending the Meeting. The meeting was concluded at 05.15 P.M. with vote of thanks.

For Kapston Services Limited

Kalluru Manaswini
Company Secretary and Compliance Officer

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