



**December 29, 2023**

**To  
The Listing Department,  
National Stock Exchange of India Limited,  
Exchange Plaza, C-1, Block G,  
Bandra Kurla Complex,  
Bandra (E), Mumbai- 400051.**

**SYMBOL: KAPSTON**

Dear Sir/Madam,

**Sub.: Closure of Trading Window as per the SEBI (Prohibition of Insider Trading) Regulations, 2015.**

With reference to the above subject, we wish to inform you that in terms of Company's "Code of Conduct to Regulate, Monitor and Report Trading by Insiders", the Trading Window for dealing in the securities of the Company shall remain closed for all designated persons and their immediate relatives from Monday, 1<sup>st</sup> January, 2024 till the end of 48 hours after the declaration of Un-Audited Financial Results of the Company for the third quarter and nine months ended 31<sup>st</sup> December, 2023.

The Trading Window shall open after 48 hours of declaration of the said financial results of the Company. The date of the Board Meeting to consider and approve, inter alia, Un-Audited Financial Results of the Company for the third quarter and nine months ended December 31, 2023 shall be intimated separately in due course. This is for your information and record.

Thanking you,

**Yours faithfully,  
For Kapston Services Limited**

**Triveni Banda  
Company Secretary & Compliance Officer  
M.No:A68042**

**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

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