



**28<sup>th</sup> May, 2026**

**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,

**Subject: Submission of Secretarial Compliance Report under Regulation 24A of SEBI (LODR) Regulations, 2015.**

Please find enclosed herewith the Secretarial Compliance Report for the Financial Year ended 31st March, 2026 as per Regulation 24A of SEBI (LODR) Regulations, 2015.

This is for your information and necessary records.

**Yours faithfully,  
For Kapston Services Limited**

**K. Ramesha  
Company Secretary & Compliance Officer**

**KAPSTON SERVICES 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**

## **ANNUAL SECRETARIAL COMPLIANCE REPORT**

We, **VCAN & Associates**, have examined:

- (a) All the documents and records made available to us and explanation provided by **Kapston Services Limited** ("the listed entity"),
- (b) The filings/ submissions made by the listed entity to the stock exchanges,
- (c) Website of the listed entity,
- (d) Any other document/ filing, as may be relevant, which has been relied upon to make this report,

for the financial year ended **31<sup>st</sup> March, 2026** ("Review Period") in respect of compliance with the provisions of:

- (a) The Securities and Exchange Board of India Act, 1992 ("SEBI Act") and the Regulations, circulars, guidelines issued thereunder; and
- (b) The Securities Contracts (Regulation) Act, 1956 ("SCRA"), rules made thereunder and the Regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India ("SEBI");

The specific Regulations, whose provisions and the circulars/ guidelines issued thereunder, have been examined, include: -

- (a) SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018;
- (c) SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- (d) SEBI (Share Based Employee Benefits and Sweat Equity) Regulations, 2021; - Not Applicable to the listed entity for the audit period.
- (e) SEBI (Buyback of Securities) Regulations, 2018; - Not Applicable to the listed entity for the audit period.
- (f) SEBI (Issue and Listing of Non-Convertible Securities) Regulations, 2021; - Not Applicable to the listed entity for the audit period.
- (g) SEBI (Prohibition of Insider Trading) Regulations, 2015;
- (h) The Depositories Act, 1996
- (i) SEBI (Depositories and Participants) Regulations, 2018.

and based on the above examination, we hereby report that, during the Review Period:

- (a) The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued thereunder, except in respect of matters specified below:

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Kumar

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| Sr. No. | Compliance Requirement (Regulations /circulars/ guidelines including specific clause) | Regulation/ Circular No. | Deviations | Action Taken by | Type of Action | Details of Violation | Fine Amount | Observations/ Remarks of the Practicing Company Secretary | Management Response | Remarks |
|---------|---------------------------------------------------------------------------------------|--------------------------|------------|-----------------|----------------|----------------------|-------------|-----------------------------------------------------------|---------------------|---------|
| NIL     |                                                                                       |                          |            |                 |                |                      |             |                                                           |                     |         |

(b) The listed entity has taken the following actions to comply with the observations made in previous reports:

| Sr. No. | Observations/ Remarks of the Practicing Company Secretary (PCS) in the previous reports | Observations made in the Secretarial Compliance report for the year ended | Compliance Requirement (Regulations/circulars/ guidelines including specific clause) | Details of violation / Deviations and actions taken /penalty imposed, if any, on the listed entity | Remedial actions, if any, taken by the listed entity | Comments of the PCS on the Actions taken by the listed entity |
|---------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------|
| NIL     |                                                                                         |                                                                           |                                                                                      |                                                                                                    |                                                      |                                                               |

**I.** We hereby report that, during the review period the compliance status of the listed entity is appended as below:

| Sr. No. | Particulars                                                                                                                                                                                                                                                                       | Compliance status (Yes/No/ NA) | Observations/ Remarks by PCS |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|
| 1.      | <b>Secretarial Standards:</b><br><br>The compliances of the listed entity are in accordance with the applicable Secretarial Standards (SS) issued by the Institute of Company Secretaries of India (ICSI).                                                                        | YES                            | NIL                          |
| 2.      | <b>Adoption and timely updation of the Policies:</b> <ul style="list-style-type: none"> <li>All applicable policies under SEBI Regulations are adopted with the approval of board of directors of the listed entities</li> <li>All the policies are in conformity with</li> </ul> | YES<br><br>YES                 | NIL<br><br>NIL               |

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|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|    | SEBI Regulations and have been reviewed & updated on time, as per the regulations/ circulars/ guidelines issued by SEBI.                                                                                                                                                                                                                                                                                                                                |                           |                           |
| 3. | <b>Maintenance and disclosures on Website:</b> <ul style="list-style-type: none"> <li>The Listed entity is maintaining a functional website.</li> <li>Timely dissemination of the documents/ information under a separate section on the website.</li> <li>Web-links provided in annual corporate governance reports under Regulation 27(2) are accurate and specific which re- directs to the relevant document(s)/ section of the website.</li> </ul> | YES<br><br>YES<br><br>YES | NIL<br><br>NIL<br><br>NIL |
| 4. | <b>Disqualification of Director:</b><br>None of the Director(s) of the Company is/ are disqualified under Section 164 of Companies Act, 2013 as confirmed by the listed entity.                                                                                                                                                                                                                                                                         | YES                       | NIL                       |
| 5. | <b>Details related to Subsidiaries of listed entities have been examined w.r.t.:</b> <p>(a) Identification of material subsidiary companies.</p> <p>(b) Disclosure requirement of material as well as other subsidiaries.</p>                                                                                                                                                                                                                           | NA<br><br>YES             | NIL<br><br>NIL            |
| 6. | <b>Preservation of Documents:</b><br>The listed entity is preserving and maintaining records as prescribed under SEBI Regulations and disposal of records as per Policy of Preservation of Documents and Archival policy prescribed under SEBI LODR Regulations, 2015.                                                                                                                                                                                  | YES                       | NIL                       |
| 7. | <b>Performance Evaluation:</b><br>The listed entity has conducted performance evaluation of the Board, Independent Directors and the Committees at the start of every financial year/during the financial year as prescribed in SEBI Regulations.                                                                                                                                                                                                       | YES                       | NIL                       |

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|     |                                                                                                                                           |    |     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
|     | LODR Regulations by listed entities.                                                                                                      |    |     |
| 13. | <b>Additional non-compliances, if any:</b><br>No additional non-compliance observed for any SEBI regulation/ circular/ guidance note etc. | NA | NIL |

We further, report that the listed entity is in compliance/ not in compliance with the disclosure requirements of Employee Benefit Scheme Documents in terms of regulation 46(2)(za) of the LODR Regulations. *Not Applicable to the listed entity for the audit period.*

#### **Assumptions & Limitation of scope and Review:**

1. Compliance of the applicable laws and ensuring the authenticity of documents and information furnished, are the responsibilities of the management of the listed entity.
2. Our responsibility is to report based upon our examination of relevant documents and information. This is neither an audit nor an expression of opinion.
3. We have not verified the correctness and appropriateness of financial Records and Books of Accounts of the listed entity.
4. This Report is solely for the intended purpose of compliance in terms of Regulation 24A (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and is neither an assurance as to the future viability of the listed entity nor of the efficacy or effectiveness with which the management has conducted the affairs of the listed entity.

**For VCAN & ASSOCIATES**  
**Practicing Company Secretaries**

Gunemoni  
 Santhosh  
 Kumar

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 Kumar  
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**SANTHOSH KUMAR GUNEMONI**  
**M. No: A60103; CP NO. 27836**  
**UDIN: A060103H000512170**  
**PEER REVIEW CER. NO.: 6565/2025**

**Date : 28.05.2026**  
**Place : Hyderabad**