



June 05, 2024

To,  
The Corporate Relations Department,  
The National Stock Exchange of India Limited,  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No. C/1, G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400051.

To,  
The Corporate Relations Department,  
Department of Corporate Services,  
BSE Limited,  
25<sup>th</sup> Floor, Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai - 400001.

**Re: Script Symbol “EMBASSY”, Scrip Code 542602 and Scrip Code 973434, 973545, 973546, 973910, 974885, 975051, 975056 and 975311(NCDs) and Scrip Code 726239 and 726240 (CPs).**

Dear Sir/ Madam,

**Subject: Annual Report for the year ended March 31, 2024.**

Further to our letter dated June 3, 2024, pursuant to Chapter 16, paragraph 16.3(a) of SEBI master circular no. SEBI/HO/DDHS-PoD-2/P/CIR/2024/43 dated May 15, 2024, we enclose the quarterly compliance reports on corporate governance of Embassy REIT for the year ended March 31, 2024, previously submitted to the stock exchanges. These reports are to be considered part of the annual report of Embassy REIT for the year ended March 31, 2024, issued by Embassy REIT on June 3, 2024.

Thanking you,

For and on behalf of **Embassy Office Parks REIT** acting through its Manager, **Embassy Office Parks Management Services Private Limited**

**Vinitha Menon**  
**Company Secretary and Compliance Officer**  
**A25036**

**Encl:** As above

**Format of report on Governance to be submitted by the Manager on quarterly basis**

1. **Name of REIT:** Embassy Office Parks Real Estate Investment Trust
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** June 30, 2023

| Title | Name of the Director      | PAN <sup>\$</sup> & DIN          | Category (Chairperson/<br>Executive/Non- Executive/<br>Independent/ Nominee) <sup>&amp;</sup> | Initial Date of<br>Appointment | Date of<br>Reappointment | Date of<br>Cessation | Tenure*   | Number of<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager | Number of<br>Independent<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager | Number of<br>memberships in Audit<br>/ Stakeholder<br>Committee(s) in all<br>Managers / Investment<br>Managers of REIT /<br>InvIT and listed<br>entities, including this<br>Manager<br><br>(Refer Regulation 26A<br>of REIT Regulations) | Number of posts<br>of Chairperson in<br>Audit /<br>Stakeholder<br>Committee(s) in<br>all Managers /<br>Investment<br>Managers of REIT<br>/ InvIT and listed<br>entities,<br>including this<br>Manager<br><br>(Refer Regulation<br>26A of REIT<br>Regulations) |
|-------|---------------------------|----------------------------------|---|--------------------------------|--------------------------|----------------------|-----------|---|--|--|---|
| Mr.   | Jitendra Mohandas Virwani | PAN: AAVPV0738P<br>DIN: 00027674 | Chairperson- Non-Executive -<br>Non-Independent Director                                      | 30/03/2017                     | -                        | -                    | -         | 2   | 0  | 3  | 0   |
| Mr.   | Tuhin Arvind Parikh       | PAN: AAEP3946Q<br>DIN: 00544890  | Non-Executive - Non-<br>Independent Director  | 16/06/2015                     | -                        | -                    | -         | 2   | 0  | 0  | 0   |
| Mr.   | Robert Christopher Heady  | PAN: N.A.<br>DIN: 06401388       | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 1   | 0  | 2  | 0   |
| Mr.   | Aditya Virwani            | PAN: AEDPV9640L<br>DIN: 06480521 | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 2   | 0  | 1  | 0   |
| Mr.   | Vivek Mehra               | PAN: AAIPM8597Q<br>DIN: 00101328 | Non- Executive - Independent<br>Director  | 09/06/2017                     | 01/10/2021               | -                    | 72 months | 8   | 8  | 9  | 4   |
| Mr.   | Anuj Puri                 | PAN: ADTPP6248B<br>DIN: 00048386 | Non-Executive - Independent<br>Director   | 06/08/2018                     | -                        | -                    | 58 months | 4   | 4  | 3  | 0   |
| Dr.   | Punita Kumar-Sinha        | PAN: DAXPS7631M<br>DIN: 05229262 | Non-Executive - Independent<br>Director   | 06/08/2018                     | -                        | -                    | 58 months | 4   | 4  | 10   | 4   |

|     |                   |                                  |  |            |            |   |           |   |   |   |   |
|-----|-------------------|----------------------------------|--|------------|------------|---|-----------|---|---|---|---|
| Dr. | Ranjan Ramdas Pai | PAN: AGBPP2795G<br>DIN: 00863123 | Non-Executive - Independent Director               | 09/06/2017 | 01/10/2021 | - | 72 months | 1 | 1 | 1 | 0 |
| Mr. | Asheesh Mohta     | PAN: AEZPM9416K<br>DIN: 00358583 | Alternate Director to Mr. Robert Christopher Heady | 28/06/2019 | -          | - | -         | 2 | 0 | 3 | 0 |

Whether Regular chairperson appointed – **Yes, Mr. Jitendra Virwani has been appointed as the Chairperson for the Board of Directors of the Manager for the Financial Year 2023-24**

Whether Chairperson is related to managing director or CEO - **No**

\$PAN of any director would not be displayed on the website of Stock Exchange.

&Category of directors means non-independent/independent/Nominee. If a director fits into more than one category write all categories separating them with hyphen.

\*to be filled only for Independent Director. Tenure would mean total period from which Independent director is serving on Board of directors of the Manager in continuity without any cooling off period

## II. Composition of Committees

| Name of Committee                        | Whether Regular Chairperson appointed | Name of Committee members     | Category (Chairperson / Executive / Non-Executive / Independent / Nominee) & | Date of Appointment | Date of Cessation |
|--|---------------------------------------|-------------------------------|--|---------------------|-------------------|
| 1. Audit Committee                       | Yes                                   | Mr. Vivek Mehra               | Chairperson - Non-Executive-Independent Director                             | 15-03-2018          | -                 |
|  |                                       | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director   | 15-03-2018          | -                 |
|  |                                       | Mr. Anuj Puri                 | Non-Executive - Independent Director   | 06-08-2018          | -                 |
|  |                                       | Dr. Punita Kumar Sinha        | Non-Executive - Independent Director   | 06-08-2018          | -                 |
|  |                                       | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director                                     | 06-08-2018          | -                 |
|  |                                       | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director                                     | 15-03-2018          | -                 |
| 2. Nomination and Remuneration Committee | Yes                                   | Dr. Ranjan Ramdas Pai         | Chairperson - Non-Executive - Independent Director                           | 15-03-2018          | -                 |
|  |                                       | Mr. Vivek Mehra               | Non - Executive - Independent Director                                       | 15-03-2018          | -                 |
|  |                                       | Mr. Jitendra Virwani          | Non-Executive Non-Independent Director                                       | 15-03-2018          | 27-04-2023        |
|  |                                       | Mr. Anuj Puri                 | Non - Executive - Independent Director                                       | 27-04-2023          | -                 |

|   |     |                               |  |            |   |
|---|-----|-------------------------------|--|------------|---|
| 3. Risk Management Committee  | Yes | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director   | 12-08-2019 | - |
|   |     | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director                 | 12-08-2019 | - |
|   |     | Mr. Anuj Puri                 | Non-Executive - Independent Director                 | 12-08-2019 | - |
|   |     | Dr. Punita Kumar Sinha        | Non-Executive - Independent Director                 | 12-08-2019 | - |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 12-08-2019 | - |
|   |     | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director             | 12-08-2019 | - |
| 4. Stakeholders' Relationship Committee   | Yes | Dr. Punita Kumar Sinha        | Chairperson - Non - Executive - Independent Director | 06-08-2018 | - |
|   |     | Mr. Vivek Mehra               | Non-Executive - Independent Director                 | 15-03-2018 | - |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 06-08-2018 | - |
|   |     | Mr. Aditya Virwani            | Non-Executive - Non-Independent Director             | 06-08-2018 | - |
| <p>&amp;Category of directors means executive/non-executive/independent/nominee. If a director fits into more than one category write all categories separating them with hyphen.</p> |     |                               |  |            |   |

### III. Meeting of Board of Directors

| Date(s) of Meeting (if any) in the previous quarter (January – March 2023) | Date(s) of Meeting (if any) in the relevant quarter (April– June 2023) | Whether requirement of Quorum met * | Number of Directors present * | Number of independent directors' present * | Maximum gap between any two consecutive meetings (in number of days)   |
|--|--|-------------------------------------|-------------------------------|--|--|
| January 25, 2023 and March 28, 2023  | April 27, 2023   | Yes                                 | 8                             | 4  | Number of days between January 25, 2023 and March 28, 2023 – 62 days<br>Number of days between March 28, 2023 and April 27, 2023 – 30 days |

\*to be filled in only for the current quarter meetings.

### IV. Meeting of Committees

| Date(s) of meeting of the committee in the relevant quarter (April– June 2023) | Whether requirement of Quorum met (details) * | Number of Directors present *            | Number of independent directors present * | Date(s) of meeting of the committee in the previous quarter (January – March 2023) | Maximum gap between any two consecutive meetings in number of days**   |
|--|---|--|---|--|--|
| <b>Audit Committee</b>   |   |  |   |  |  |
| April 26, 2023 and April 27, 2023  | Yes   | April 26, 2023 - 6<br>April 27, 2023 - 6 | April 26, 2023 - 4<br>April 27, 2023 - 4  | January 24, 2023 and March 28, 2023  | Number of days between January 24, 2023 and March 28, 2023 – 63 days<br>Number of days between March 28, 2023 and April 26, 2023 – 29 days<br>Number of days between April 26, 2023 and April 27, 2023 – 1 day |

| Risk Management Committee  |     |   |   |                  |  |
|--|-----|---|---|------------------|--|
| April 26, 2023   | Yes | 3 | 3 | January 24, 2023 | Number of days between January 24, 2023 and April 26, 2023 - 92 days |
| *to be filled in only for the current quarter meetings.  |     |   |   |                  |  |
| **This information has to be mandatorily given for audit committee and risk management committee. For rest of the committees, giving this information is optional. |     |   |   |                  |  |

**V. Affirmations**

The composition of Board of Directors is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014 - **Yes**

The composition of the following committees is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014:

- Audit Committee - **Yes**
- Nomination and Remuneration Committee – **Yes**
- Stakeholders' Relationship Committee - **Yes**
- Risk Management Committee - **Yes**

The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - **Yes**

The meetings of the board of directors and the above committees of the Manager have been conducted in the manner as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - **Yes**

This report and/or the report submitted in the previous quarter has been placed before Board of Directors of the Manager. Any comments/observations/advice of the Board of Directors may be mentioned here - **Yes, the previous report, filed for the quarter ended March 31, 2023, was placed before the Board of Directors of the Manager, at their meeting held on April 27, 2023. No comments/observations were received on the same. The current report filed for the quarter ended June 30, 2023, will be placed before the Board of Directors of the Manager in the upcoming Board Meeting.**

**Name and Designation**

VINITHA Digitally signed by VINITHA  
 ARAVIND ARAVIND MENON  
 MENON Date: 2023.07.19 16:51:16 +05'30'

**Vinitha Menon**  
**Company Secretary and Compliance Officer**  
**A25036**

Note: Information at Table I and II above need to be necessarily given in 1<sup>st</sup> quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by the Manager and instead a statement "same as previous quarter" may be given.

**Format of report on Governance to be submitted by the Manager on quarterly basis**

1. **Name of REIT:** Embassy Office Parks Real Estate Investment Trust
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** September 30, 2023

| Title | Name of the Director      | PAN <sup>\$</sup> & DIN          | Category (Chairperson/<br>Executive/Non- Executive/<br>Independent/ Nominee) <sup>&amp;</sup> | Initial Date of<br>Appointment | Date of<br>Reappointment | Date of<br>Cessation | Tenure*   | Number of<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager** | Number of<br>Independent<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager | Number of<br>memberships in Audit<br>/ Stakeholder<br>Committee(s) in all<br>Managers / Investment<br>Managers of REIT /<br>InvIT and listed<br>entities, including this<br>Manager<br><br>(Refer Regulation 26A<br>of REIT Regulations) | Number of posts<br>of Chairperson in<br>Audit /<br>Stakeholder<br>Committee(s) in<br>all Managers /<br>Investment<br>Managers of REIT<br>/ InvIT and listed<br>entities,<br>including this<br>Manager<br><br>(Refer Regulation<br>26A of REIT<br>Regulations) |
|-------|---------------------------|----------------------------------|---|--------------------------------|--------------------------|----------------------|-----------|---|--|--|---|
| Mr.   | Jitendra Mohandas Virwani | PAN: AAVPV0738P<br>DIN: 00027674 | Chairperson- Non-Executive -<br>Non-Independent Director                                      | 30/03/2017                     | -                        | -                    | -         | 2   | 0  | 3  | 0   |
| Mr.   | Tuhin Arvind Parikh       | PAN: AAEP3946Q<br>DIN: 00544890  | Non-Executive - Non-<br>Independent Director  | 16/06/2015                     | -                        | -                    | -         | 2   | 0  | 0  | 0   |
| Mr.   | Robert Christopher Heady  | PAN: N.A.<br>DIN: 06401388       | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 1   | 0  | 2  | 0   |
| Mr.   | Aditya Virwani            | PAN: AEDPV9640L<br>DIN: 06480521 | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 2   | 0  | 1  | 0   |
| Dr.   | Anoop Kumar Mittal        | PAN: AITPM3952E<br>DIN: 05177010 | Non-Executive - Independent<br>Director   | 06/08/2023                     | -                        | -                    | 1 month   | 3   | 3  | 5  | 0   |
| Mr.   | Vivek Mehra               | PAN: AAIPM8597Q<br>DIN: 00101328 | Non- Executive - Independent<br>Director  | 09/06/2017                     | 01/10/2021               | -                    | 75 months | 8   | 8  | 9  | 4   |
| Dr.   | Punita Kumar-Sinha        | PAN: DAXPS7631M<br>DIN: 05229262 | Non-Executive - Independent<br>Director   | 06/08/2018                     | 06/08/2023               | -                    | 61 months | 3   | 3  | 10   | 3   |

|     |                   |                                  |  |            |            |            |           |   |   |   |   |
|-----|-------------------|----------------------------------|--|------------|------------|------------|-----------|---|---|---|---|
| Dr. | Ranjan Ramdas Pai | PAN: AGBPP2795G<br>DIN: 00863123 | Non-Executive - Independent Director               | 09/06/2017 | 01/10/2021 | -          | 75 months | 1 | 1 | 1 | 0 |
| Mr. | Asheesh Mohta     | PAN: AEZPM9416K<br>DIN: 00358583 | Alternate Director to Mr. Robert Christopher Heady | 28/06/2019 | -          | -          | -         | 2 | 0 | 3 | 0 |
| Mr. | Anuj Puri         | PAN: ADTPP6248B<br>DIN: 00048386 | Non-Executive - Independent Director               | 06/08/2018 | -          | 05/08/2023 | 59 months | - | - | - | - |

Whether Regular chairperson appointed – **Yes, Mr. Jitendra Virwani has been appointed as the Chairperson for the Board of Directors of the Manager for the Financial Year 2023-24**

Whether Chairperson is related to managing director or CEO - **No**

\*\*Computed as per Regulation 17A of the SEBI LODR Regulations

§PAN of any director would not be displayed on the website of Stock Exchange.

&Category of directors means non-independent/independent/Nominee. If a director fits into more than one category write all categories separating them with hyphen.

\*to be filled only for Independent Director. Tenure would mean total period from which independent director is serving on Board of directors of the Manager in continuity without any cooling off period

## II. Composition of Committees

| Name of Committee  | Whether Regular Chairperson appointed | Name of Committee members     | Category (Chairperson / Executive / Non-Executive / Independent / Nominee) & | Date of Appointment | Date of Cessation |
|--------------------|---------------------------------------|-------------------------------|--|---------------------|-------------------|
| 1. Audit Committee | Yes                                   | Mr. Vivek Mehra               | Chairperson - Non-Executive-Independent Director                             | 15-03-2018          | -                 |
|                    |                                       | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director   | 06-08-2023          | -                 |
|                    |                                       | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director   | 15-03-2018          | -                 |
|                    |                                       | Mr. Anuj Puri                 | Non-Executive - Independent Director   | 06-08-2018          | 05-08-2023        |
|                    |                                       | Dr. Punita Kumar Sinha        | Non-Executive - Independent Director   | 06-08-2018          | -                 |
|                    |                                       | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director                                     | 06-08-2018          | -                 |
|                    |                                       | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director                                     | 15-03-2018          | -                 |

|   |     |                               |  |            |            |
|---|-----|-------------------------------|--|------------|------------|
| 2. Nomination and Remuneration Committee  | Yes | Dr. Ranjan Ramdas Pai         | Chairperson - Non-Executive - Independent Director   | 15-03-2018 | -          |
|   |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | -          |
|   |     | Mr. Anuj Puri                 | Non - Executive - Independent Director               | 27-04-2023 | 05-08-2023 |
|   |     | Mr. Vivek Mehra               | Non - Executive - Independent Director               | 15-03-2018 | -          |
| 3. Risk Management Committee  | Yes | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director   | 12-08-2019 | -          |
|   |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | -          |
|   |     | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director                 | 12-08-2019 | -          |
|   |     | Mr. Anuj Puri                 | Non-Executive - Independent Director                 | 12-08-2019 | 05-08-2023 |
|   |     | Dr. Punita Kumar Sinha        | Non-Executive - Independent Director                 | 12-08-2019 | -          |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 12-08-2019 | -          |
|   |     | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director             | 12-08-2019 | -          |
| 4. Stakeholders' Relationship Committee   | Yes | Dr. Punita Kumar Sinha        | Chairperson - Non - Executive - Independent Director | 06-08-2018 | -          |
|   |     | Mr. Vivek Mehra               | Non-Executive - Independent Director                 | 15-03-2018 | -          |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 06-08-2018 | -          |
|   |     | Mr. Aditya Virwani            | Non-Executive - Non-Independent Director             | 06-08-2018 | -          |
| <p>&amp;Category of directors means executive/non-executive/independent/nominee. If a director fits into more than one category write all categories separating them with hyphen.</p> |     |                               |  |            |            |

### III. Meeting of Board of Directors

| Date(s) of Meeting (if any) in the previous quarter (April – June 2023) | Date(s) of Meeting (if any) in the relevant quarter (July – September 2023) | Whether requirement of Quorum met * | Number of Directors present *               | Number of independent directors' present *  | Maximum gap between any two consecutive meetings (in number of days)   |
|---|---|-------------------------------------|---|---|--|
| April 27, 2023  | July 26, 2023<br>September 29, 2023   | Yes                                 | July 26, 2023 – 8<br>September 29, 2023 – 8 | July 26, 2023 – 4<br>September 29, 2023 – 4 | Number of days between April 27, 2023, and July 26, 2023 – 90 days<br>Number of days between July 26, 2023, and September 29, 2023 – 65 days |

\*to be filled in only for the current quarter meetings.



| IV. Meeting of Committees  |   |   |   |   |   |
|--|---|---|---|---|---|
| Date(s) of meeting of the committee in the relevant quarter (July – September 2023)  | Whether requirement of Quorum met (details) * | Number of Directors present *               | Number of independent directors present *   | Date(s) of meeting of the committee in the previous quarter (April – June 2023) | Maximum gap between any two consecutive meetings in number of days**  |
| <b>Audit Committee</b>   |   |   |   |   |   |
| July 25, 2023<br>September 29, 2023  | Yes   | July 25, 2023 – 5<br>September 29, 2023 – 6 | July 25, 2023 – 3<br>September 29, 2023 – 4 | April 26, 2023<br>April 27, 2023  | Number of days between April 26, 2023 to April 27, 2023 – 1 day<br>Number of days between April 27, 2023 and July 25, 2023 – 89 days<br>Number of days between July 25, 2023 and September 29, 2023 – 66 days |
| <b>Risk Management Committee</b>   |   |   |   |   |   |
| July 26, 2023  | Yes   | 6   | 4   | April 26, 2023  | 91 days   |
| *to be filled in only for the current quarter meetings.  |   |   |   |   |   |
| **This information has to be mandatorily given for audit committee and risk management committee. For rest of the committees, giving this information is optional. |   |   |   |   |   |

| V. Affirmations  |
|--|
| <p>The composition of Board of Directors is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014 - <b>Yes</b></p> <p>The composition of the following committees is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014:</p> <p>a. Audit Committee - <b>Yes</b></p> <p>b. Nomination and Remuneration Committee – <b>Yes</b></p> <p>c. Stakeholders' Relationship Committee - <b>Yes</b></p> <p>d. Risk Management Committee - <b>Yes</b></p> <p>The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>The meetings of the board of directors and the above committees of the Manager have been conducted in the manner as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>This report and/or the report submitted in the previous quarter has been placed before Board of Directors of the Manager. Any comments/observations/advice of the Board of Directors may be mentioned here - <b>Yes, the previous report, filed for the quarter ended June 30, 2023, was placed before the Board of Directors of the Manager, at their meeting held on July 26, 2023. No comments/observations were received on the same. The current report filed for the quarter ended September 30, 2023, will be placed before the Board of Directors of the Manager in the upcoming Board Meeting.</b></p> |
| <p><b>Name and Designation</b></p> <p>VINITHA <small>Digitally signed by VINITHA</small><br/> ARAVIND <small>ARAVIND MENON</small><br/> MENON <small>Date: 2023.10.17 14:16:06 +05'30'</small></p> <p><b>Vinitha Menon</b><br/> <b>Company Secretary and Compliance Officer</b><br/> <b>A25036</b></p>   |

Note: Information at Table I and II above need to be necessarily given in 1<sup>st</sup> quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by the Manager and instead a statement “same as previous quarter” may be given.

**Format of report on Governance to be submitted by the Manager on quarterly basis**

1. **Name of REIT:** Embassy Office Parks Real Estate Investment Trust
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** December 31, 2023

| Title | Name of the Director                  | PAN <sup>\$</sup> & DIN          | Category (Chairperson/<br>Executive/Non- Executive/<br>Independent/ Nominee) <sup>&amp;</sup> | Initial Date of<br>Appointment | Date of<br>Reappointment | Date of<br>Cessation | Tenure*   | Number of<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager** | Number of<br>Independent<br>directorships<br>in all<br>Managers /<br>Investment<br>Managers of<br>REIT / InvIT<br>and listed<br>entities,<br>including this<br>Manager | Number of<br>memberships in Audit<br>/ Stakeholder<br>Committee(s) in all<br>Managers / Investment<br>Managers of REIT /<br>InvIT and listed<br>entities, including this<br>Manager<br><br>(Refer Regulation 26A<br>of REIT Regulations) | Number of posts<br>of Chairperson in<br>Audit /<br>Stakeholder<br>Committee(s) in<br>all Managers /<br>Investment<br>Managers of REIT<br>/ InvIT and listed<br>entities,<br>including this<br>Manager<br><br>(Refer Regulation<br>26A of REIT<br>Regulations) |
|-------|---------------------------------------|----------------------------------|---|--------------------------------|--------------------------|----------------------|-----------|---|--|--|---|
| Mr.   | Jitendra Mohandas Virwani             | PAN: AAVPV0738P<br>DIN: 00027674 | Chairperson- Non-Executive -<br>Non-Independent Director                                      | 30/03/2017                     | -                        | -                    | -         | 2   | 0  | 3  | 0   |
| Mr.   | Tuhin Arvind Parikh <sup>^</sup>      | PAN: AAEP3946Q<br>DIN: 00544890  | Non-Executive - Non-<br>Independent Director  | 16/06/2015                     | -                        | -                    | -         | 2   | 0  | 0  | 0   |
| Mr.   | Robert Christopher Heady <sup>^</sup> | PAN: N.A.<br>DIN: 06401388       | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 1   | 0  | 2  | 0   |
| Mr.   | Aditya Virwani                        | PAN: AEDPV9640L<br>DIN: 06480521 | Non-Executive - Non-<br>Independent Director  | 06/08/2018                     | -                        | -                    | -         | 2   | 0  | 1  | 0   |
| Dr.   | Anoop Kumar Mittal                    | PAN: AITPM3952E<br>DIN: 05177010 | Non-Executive - Independent<br>Director   | 06/08/2023                     | -                        | -                    | 4 months  | 3   | 3  | 5  | 0   |
| Mr.   | Vivek Mehra                           | PAN: AAIPM8597Q<br>DIN: 00101328 | Non- Executive - Independent<br>Director  | 09/06/2017                     | 01/10/2021               | -                    | 78 months | 7   | 7  | 8  | 3   |
| Dr.   | Punita Kumar-Sinha                    | PAN: DAXPS7631M<br>DIN: 05229262 | Non-Executive - Independent<br>Director   | 06/08/2018                     | 06/08/2023               | -                    | 64 months | 3   | 3  | 10   | 3   |

|     |                   |                                  |  |            |            |   |           |   |   |   |   |
|-----|-------------------|----------------------------------|--|------------|------------|---|-----------|---|---|---|---|
| Dr. | Ranjan Ramdas Pai | PAN: AGBPP2795G<br>DIN: 00863123 | Non-Executive - Independent Director               | 09/06/2017 | 01/10/2021 | - | 78 months | 1 | 1 | 1 | 0 |
| Mr. | Asheesh Mohta^    | PAN: AEZPM9416K<br>DIN: 00358583 | Alternate Director to Mr. Robert Christopher Heady | 28/06/2019 | -          | - | -         | 2 | 0 | 3 | 0 |

Whether Regular chairperson appointed – **Yes, Mr. Jitendra Virwani has been appointed as the Chairperson for the Board of Directors of the Manager for the Financial Year 2023-24**

Whether Chairperson is related to managing director or CEO - **No**

\*\*Computed as per Regulation 17A of the SEBI LODR Regulations

§PAN of any director would not be displayed on the website of Stock Exchange.

&Category of directors means non-independent/independent/Nominee. If a director fits into more than one category write all categories separating them with hyphen.

\*to be filled only for Independent Director. Tenure would mean total period from which independent director is serving on Board of directors of the Manager in continuity without any cooling off period.

^Mr. Tuhin Arvind Parikh and Mr. Robert Christopher Heady resigned as Non-Executive Non-Independent Directors of the Company with effect from January 11, 2024, and Mr. Asheesh Mohta resigned as Alternate Director to Mr. Robert Christopher Heady with effect from January 10, 2024.

## II. Composition of Committees

| Name of Committee                        | Whether Regular Chairperson appointed | Name of Committee members     | Category (Chairperson / Executive / Non-Executive / Independent / Nominee) & | Date of Appointment | Date of Cessation |
|--|---------------------------------------|-------------------------------|--|---------------------|-------------------|
| 1. Audit Committee                       | Yes                                   | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director                           | 15-03-2018          | -                 |
|  |                                       | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director   | 06-08-2023          | -                 |
|  |                                       | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director   | 15-03-2018          | -                 |
|  |                                       | Dr. Punita Kumar-Sinha        | Non-Executive - Independent Director   | 06-08-2018          | -                 |
|  |                                       | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director                                     | 06-08-2018          | -                 |
|  |                                       | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director                                     | 15-03-2018          | -                 |
| 2. Nomination and Remuneration Committee | Yes                                   | Dr. Ranjan Ramdas Pai         | Chairperson - Non-Executive - Independent Director                           | 15-03-2018          | -                 |

|   |     |                               |  |            |   |
|---|-----|-------------------------------|--|------------|---|
|   |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | - |
|   |     | Mr. Vivek Mehra               | Non - Executive - Independent Director               | 15-03-2018 | - |
|   |     |                               |  |            |   |
| 3. Risk Management Committee  | Yes | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director   | 12-08-2019 | - |
|   |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | - |
|   |     | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director                 | 12-08-2019 | - |
|   |     | Dr. Punita Kumar-Sinha        | Non-Executive - Independent Director                 | 12-08-2019 | - |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 12-08-2019 | - |
|   |     | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director             | 12-08-2019 | - |
|   |     |                               |  |            |   |
| 4. Stakeholders' Relationship Committee   | Yes | Dr. Punita Kumar-Sinha        | Chairperson - Non - Executive - Independent Director | 06-08-2018 | - |
|   |     | Mr. Vivek Mehra               | Non-Executive - Independent Director                 | 15-03-2018 | - |
|   |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 06-08-2018 | - |
|   |     | Mr. Aditya Virwani            | Non-Executive - Non-Independent Director             | 06-08-2018 | - |
| <p>&amp;Category of directors means executive/non-executive/independent/nominee. If a director fits into more than one category write all categories separating them with hyphen.</p> |     |                               |  |            |   |

### III. Meeting of Board of Directors

| Date(s) of Meeting (if any) in the previous quarter (July– September 2023) | Date(s) of Meeting (if any) in the relevant quarter (October – December 2023) | Whether requirement of Quorum met * | Number of Directors present * | Number of independent directors' present * | Maximum gap between any two consecutive meetings (in number of days)  |
|--|---|-------------------------------------|-------------------------------|--|---|
| July 26, 2023<br>September 29, 2023  | October 26, 2023  | Yes                                 | 8                             | 4  | Number of days between July 26, 2023, and September 29, 2023 – 65 days<br>Number of days between September 29, 2023, and October 26, 2023 – 27 days |

\*to be filled in only for the current quarter meetings.

| IV. Meeting of Committees  |   |                               |   |   |   |
|--|---|-------------------------------|---|---|---|
| Date(s) of meeting of the committee in the relevant quarter (October – December 2023)  | Whether requirement of Quorum met (details) * | Number of Directors present * | Number of independent directors present * | Date(s) of meeting of the committee in the previous quarter (July – September 2023) | Maximum gap between any two consecutive meetings in number of days**  |
| <b>Audit Committee</b>   |   |                               |   |   |   |
| October 25, 2023   | Yes   | 6                             | 4   | July 25, 2023<br>September 29, 2023   | Number of days between July 25, 2023 and September 29, 2023 – 66 days<br>Number of days between September 29, 2023 and October 25, 2023 – 26 days |
| <b>Risk Management Committee</b>   |   |                               |   |   |   |
| October 25, 2023   | Yes   | 6                             | 4   | July 26, 2023   | 91 days   |
| *to be filled in only for the current quarter meetings.  |   |                               |   |   |   |
| **This information has to be mandatorily given for audit committee and risk management committee. For rest of the committees, giving this information is optional. |   |                               |   |   |   |

| V. Affirmations  |
|--|
| <p>The composition of Board of Directors is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014 - <b>Yes</b></p> <p>The composition of the following committees is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014:</p> <p>a. Audit Committee - <b>Yes</b></p> <p>b. Nomination and Remuneration Committee – <b>Yes</b></p> <p>c. Stakeholders' Relationship Committee - <b>Yes</b></p> <p>d. Risk Management Committee - <b>Yes</b></p> <p>The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>The meetings of the board of directors and the above committees of the Manager have been conducted in the manner as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>This report and/or the report submitted in the previous quarter has been placed before Board of Directors of the Manager. Any comments/observations/advice of the Board of Directors may be mentioned here - <b>Yes, the previous report, filed for the quarter ended September 30, 2023, was placed before the Board of Directors of the Manager, at their meeting held on October 26, 2023. No comments/observations were received on the same. The current report filed for the quarter ended December 31, 2023, will be placed before the Board of Directors of the Manager in the upcoming Board Meeting.</b></p> <p><b>Name and Designation</b></p> <p>VINITHA <small>Digitally signed by VINITHA</small><br/> ARAVIND <small>ARAVIND MENON</small><br/> MENON <small>Date: 2024.01.17 14:59:04 +05'30'</small></p> <p><b>Vinitha Menon</b><br/> <b>Company Secretary and Compliance Officer</b><br/> <b>A25036</b></p> |

Note: Information at Table I and II above need to be necessarily given in 1<sup>st</sup> quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by the Manager and instead a statement "same as previous quarter" may be given.

**Format of report on Governance to be submitted by the Manager on quarterly basis**

1. **Name of REIT:** Embassy Office Parks Real Estate Investment Trust
2. **Name of the Manager:** Embassy Office Parks Management Services Private Limited
3. **Quarter ending:** March 31, 2024

| Title | Name of the Director      | PAN <sup>\$</sup> & DIN          | Category (Chairperson/ Executive/Non-Executive/ Independent/ Nominee) <sup>&amp;</sup> | Initial Date of Appointment | Date of Reappointment | Date of Cessation | Tenure*   | Number of directorships in all Managers / Investment Managers of REIT / IREIT and listed entities, including this Manager** | Number of Independent directorships in all Managers / Investment Managers of REIT / IREIT and listed entities, including this Manager | Number of memberships in Audit / Stakeholder Committee(s) in all Managers / Investment Managers of REIT / IREIT and listed entities, including this Manager<br><br>(Refer Regulation 26A of REIT Regulations) | Number of posts of Chairperson in Audit / Stakeholder Committee(s) in all Managers / Investment Managers of REIT / IREIT and listed entities, including this Manager<br><br>(Refer Regulation 26A of REIT Regulations) |
|-------|---------------------------|----------------------------------|--|-----------------------------|-----------------------|-------------------|-----------|---|---|---|--|
| Mr.   | Jitendra Mohandas Virwani | PAN: AAVPV0738P<br>DIN: 00027674 | Chairperson- Non-Executive - Non-Independent Director                                  | 30/03/2017                  | -                     | -                 | -         | 2   | 0   | 3   | 0  |
| Mr.   | Aditya Virwani            | PAN: AEDPV9640L<br>DIN: 06480521 | Non-Executive - Non-Independent Director   | 06/08/2018                  | -                     | -                 | -         | 2   | 0   | 1   | 0  |
| Dr.   | Anoop Kumar Mittal        | PAN: AITPM3952E<br>DIN: 05177010 | Non-Executive - Independent Director   | 06/08/2023                  | -                     | -                 | 7 months  | 3   | 3   | 5   | 0  |
| Mr.   | Vivek Mehra               | PAN: AAIPM8597Q<br>DIN: 00101328 | Non-Executive - Independent Director   | 09/06/2017                  | 01/10/2021            | -                 | 81 months | 6   | 6   | 7   | 3  |
| Dr.   | Punita Kumar-Sinha        | PAN: DAXPS7631M<br>DIN: 05229262 | Non-Executive - Independent Director   | 06/08/2018                  | 06/08/2023            | -                 | 67 months | 2   | 2   | 8   | 2  |
| Dr.   | Ranjan Ramdas Pai         | PAN: AGBPP2795G<br>DIN: 00863123 | Non-Executive - Independent Director   | 09/06/2017                  | 01/10/2021            | -                 | 81 months | 1   | 1   | 1   | 0  |
| Mr.   | Tuhin Arvind Parikh       | PAN: AAEP3946Q                   | Non-Executive - Non-Independent Director   | 16/06/2015                  | -                     | 11/01/2024        | -         | -   | -   | -   | -  |

|     |                          |                                  |  |            |   |            |   |   |   |   |   |
|-----|--------------------------|----------------------------------|--|------------|---|------------|---|---|---|---|---|
|     |                          | DIN: 00544890                    |  |            |   |            |   |   |   |   |   |
| Mr. | Robert Christopher Heady | PAN: N.A.<br>DIN: 06401388       | Non-Executive - Non-Independent Director           | 06/08/2018 | - | 11/01/2024 | - | - | - | - | - |
| Mr. | Asheesh Mohta            | PAN: AEZPM9416K<br>DIN: 00358583 | Alternate Director to Mr. Robert Christopher Heady | 28/06/2019 | - | 10/01/2024 | - | - | - | - | - |

Whether Regular chairperson appointed – **Yes, Mr. Jitendra Virwani has been appointed as the Chairperson for the Board of Directors of the Manager for the Financial Year 2023-24**

Whether Chairperson is related to managing director or CEO - **No**

\*\*Computed as per Regulation 17A of the SEBI LODR Regulations

§PAN of any director would not be displayed on the website of Stock Exchange.

&Category of directors means non-independent/independent/Nominee. If a director fits into more than one category write all categories separating them with hyphen.

\*to be filled only for Independent Director. Tenure would mean total period from which independent director is serving on Board of directors of the Manager in continuity without any cooling off period.

## II. Composition of Committees

| Name of Committee  | Whether Regular Chairperson appointed | Name of Committee members     | Category (Chairperson / Executive / Non-Executive / Independent / Nominee) <sup>&amp;</sup> | Date of Appointment | Date of Cessation |
|--------------------|---------------------------------------|-------------------------------|---|---------------------|-------------------|
| 1. Audit Committee | Yes                                   | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director  | 15-03-2018          | -                 |
|                    |                                       | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director  | 06-08-2023          | -                 |
|                    |                                       | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director  | 15-03-2018          | -                 |
|                    |                                       | Dr. Punita Kumar-Sinha        | Non-Executive - Independent Director  | 06-08-2018          | -                 |
|                    |                                       | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director  | 06-08-2018          | 11-01-2024        |
|                    |                                       | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director  | 15-03-2018          | -                 |

|  |     |                               |  |            |            |
|--|-----|-------------------------------|--|------------|------------|
| 2. Nomination and Remuneration Committee   | Yes | Dr. Ranjan Ramdas Pai         | Chairperson - Non-Executive - Independent Director   | 15-03-2018 | -          |
|  |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | -          |
|  |     | Mr. Vivek Mehra               | Non - Executive - Independent Director               | 15-03-2018 | -          |
|  |     |                               |  |            |            |
| 3. Risk Management Committee   | Yes | Mr. Vivek Mehra               | Chairperson - Non-Executive - Independent Director   | 12-08-2019 | -          |
|  |     | Dr. Anoop Kumar Mittal        | Non-Executive - Independent Director                 | 06-08-2023 | -          |
|  |     | Dr. Ranjan Ramdas Pai         | Non-Executive - Independent Director                 | 12-08-2019 | -          |
|  |     | Dr. Punita Kumar-Sinha        | Non-Executive - Independent Director                 | 12-08-2019 | -          |
|  |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 12-08-2019 | 11-01-2024 |
|  |     | Mr. Jitendra Mohandas Virwani | Non-Executive - Non-Independent Director             | 12-08-2019 | -          |
|  |     |                               |  |            |            |
| 4. Stakeholders' Relationship Committee  | Yes | Dr. Punita Kumar-Sinha        | Chairperson - Non - Executive - Independent Director | 06-08-2018 | -          |
|  |     | Mr. Vivek Mehra               | Non-Executive - Independent Director                 | 15-03-2018 | -          |
|  |     | Mr. Robert Christopher Heady  | Non-Executive - Non-Independent Director             | 06-08-2018 | 11-01-2024 |
|  |     | Mr. Aditya Virwani            | Non-Executive - Non-Independent Director             | 06-08-2018 | -          |
|  |     |                               |  |            |            |
| &Category of directors means executive/non-executive/independent/nominee. If a director fits into more than one category write all categories separating them with hyphen. |     |                               |  |            |            |

### III. Meeting of Board of Directors

| Date(s) of Meeting (if any) in the previous quarter (October– December 2023) | Date(s) of Meeting (if any) in the relevant quarter (January – March 2024) | Whether requirement of Quorum met * | Number of Directors present * | Number of independent directors' present * | Maximum gap between any two consecutive meetings (in number of days)     |
|--|--|-------------------------------------|-------------------------------|--|--|
| October 26, 2023   | February 02, 2024  | Yes                                 | 6                             | 4  | Number of days between October 26, 2023, and February 02, 2024 – 99 days |

\*to be filled in only for the current quarter meetings.



| IV. Meeting of Committees  |   |                               |   |   |  |
|--|---|-------------------------------|---|---|--|
| Date(s) of meeting of the committee in the relevant quarter (January – March 2024)   | Whether requirement of Quorum met (details) * | Number of Directors present * | Number of independent directors present * | Date(s) of meeting of the committee in the previous quarter (October – December 2023) | Maximum gap between any two consecutive meetings in number of days**     |
| <b>Audit Committee</b>   |   |                               |   |   |  |
| February 01, 2024  | Yes   | 4                             | 4   | October 25, 2023  | Number of days between October 25, 2023, and February 01, 2024 – 99 days |
| <b>Risk Management Committee</b>   |   |                               |   |   |  |
| February 01, 2024  | Yes   | 4                             | 4   | October 25, 2023  | Number of days between October 25, 2023, and February 01, 2024 - 99 days |
| *to be filled in only for the current quarter meetings.  |   |                               |   |   |  |
| **This information has to be mandatorily given for audit committee and risk management committee. For rest of the committees, giving this information is optional. |   |                               |   |   |  |

| V. Affirmations  |
|--|
| <p>The composition of Board of Directors is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014 - <b>Yes</b></p> <p>The composition of the following committees is in terms of SEBI (Real Estate Investment Trusts) Regulations, 2014:</p> <p>a. Audit Committee - <b>Yes</b></p> <p>b. Nomination and Remuneration Committee – <b>Yes</b></p> <p>c. Stakeholders' Relationship Committee - <b>Yes</b></p> <p>d. Risk Management Committee - <b>Yes</b></p> <p>The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>The meetings of the board of directors and the above committees of the Manager have been conducted in the manner as specified in SEBI (Real Estate Investment Trusts) Regulations, 2014. - <b>Yes</b></p> <p>This report and/or the report submitted in the previous quarter has been placed before Board of Directors of the Manager. Any comments/observations/advice of the Board of Directors may be mentioned here - <b>Yes, the previous report, filed for the quarter ended December 31, 2023, was placed before the Board of Directors of the Manager, at their meeting held on February 02, 2024. No comments/observations were received on the same. The current report filed for the quarter ended March 31, 2024, will be placed before the Board of Directors of the Manager in the upcoming Board Meeting.</b></p> |
| <p><b>Name and Designation</b></p> <p>VINITHA<br/> <small>Digitally signed by VINITHA<br/> ARAVIND MENON<br/> Date: 2024.04.16 16:54:08<br/> +0530'</small><br/> ARAVIND<br/> MENON</p> <p><b>Vinitha Menon</b><br/> <b>Company Secretary and Compliance Officer</b><br/> <b>A25036</b></p>  |

Note: Information at Table I and II above need to be necessarily given in 1<sup>st</sup> quarter of each financial year. However, if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by the Manager and instead a statement “same as previous quarter” may be given.

**Format to be submitted by the Manager for the financial year**

| <b>I. Disclosure on website of REIT</b>  |   |   |
|--|---|---|
| <b>Item</b>  | <b>Compliance status<br/>(Yes/No/NA)<sup>refer note below</sup></b> | <b>If Yes provide link to website.<br/>If No / NA provide reasons</b>   |
| a. Details of business   | Yes   | <a href="https://www.embassyofficeparks.com/about-us/">https://www.embassyofficeparks.com/about-us/</a>   |
| b. Financial information including complete copy of the Annual Report including Balance Sheet, Profit and Loss Account, etc          | Yes   | <a href="https://www.embassyofficeparks.com/investors/publications/">https://www.embassyofficeparks.com/investors/publications/</a>             |
| c. Contact information of the designated officials of the company who are responsible for assisting and handling investor grievances | Yes   | <a href="https://www.embassyofficeparks.com/contactus/relations/">https://www.embassyofficeparks.com/contactus/relations/</a>                   |
| d. Email ID for grievance redressal and other relevant details   | Yes   | <a href="https://www.embassyofficeparks.com/contactus/relations/">https://www.embassyofficeparks.com/contactus/relations/</a>                   |
| e. Information, report, notices, call letters, circular, proceedings, etc. concerning units  | Yes   | <a href="https://www.embassyofficeparks.com/investors/regulatory-filings/">https://www.embassyofficeparks.com/investors/regulatory-filings/</a> |
| f. All information and reports including compliance reports filed by REIT with respect to units                                      | Yes   | <a href="https://www.embassyofficeparks.com/esg/governance-documents/">https://www.embassyofficeparks.com/esg/governance-documents/</a>         |
| g. All intimations and announcements made by REIT to the stock exchanges   | Yes   | <a href="https://www.embassyofficeparks.com/investors/regulatory-filings/">https://www.embassyofficeparks.com/investors/regulatory-filings/</a> |
| h. All complaints including SCORES complaints received by the REIT   | Yes   | <a href="https://www.embassyofficeparks.com/investors/regulatory-filings/">https://www.embassyofficeparks.com/investors/regulatory-filings/</a> |
| i. Any other information which may be relevant for the investors   | Yes   | <a href="https://www.embassyofficeparks.com/investors/resources/">https://www.embassyofficeparks.com/investors/resources/</a>                   |
| It is certified that these contents on the website of the REIT are correct   |   |   |

| <b>II. Annual Affirmations</b>  |                          |   |
|---|--------------------------|---|
| <b>Particulars</b>  | <b>Regulation Number</b> | <b>Compliance Status<br/>(Yes/No/NA) refer note below</b> |
| Independent director(s) have been appointed in terms of specified criteria of 'independence' and / or 'eligibility' | 2(1)(qai)                | Yes   |
| Board composition   | 4(2)(e)(iv), 26A, 26B(1) | Yes   |
| Meeting of board of directors   | 26A                      | Yes   |
| Quorum of board meeting   | 26B(2)                   | Yes   |
| Review of compliance reports  | 26B(3)                   | Yes   |
| Plans for orderly succession for appointments   | 26A                      | Yes   |
| Code of conduct   | 26A                      | Yes   |
| Minimum information   | 26B(4)                   | Yes   |
| Compliance certificate  | 26B(5)                   | Yes   |
| Risk assessment & management  | 26A                      | Yes   |
| Performance evaluation of independent directors   | 26A                      | Yes   |
| Recommendation of Board   | 26B(6)                   | NA  |
| Composition of Audit Committee  | 26A                      | Yes   |
| Meeting of Audit Committee  | 26A                      | Yes   |
| Composition of Nomination and Remuneration Committee  | 26A                      | Yes   |
| Quorum of Nomination and Remuneration Committee meeting   | 26A                      | Yes   |
| Meeting of Nomination and Remuneration Committee  | 26A                      | Yes   |
| Composition of Stakeholders' Relationship Committee   | 26A                      | Yes   |
| Meeting of Stakeholders' Relationship Committee   | 26A                      | Yes   |
| Composition and role of Risk Management Committee   | 26A                      | Yes   |
| Meeting of Risk Management Committee  | 26A                      | Yes   |
| Vigil Mechanism   | 26C                      | Yes   |
| Approval for related party transactions   | 19(5), 19(7), 22(5)(a)   | Yes   |
| Disclosure of related party transactions  | 19(1)                    | Yes   |
| Annual secretarial Compliance Report  | 26D                      | Yes   |
| Alternate Director to Independent Director  | 26A                      | NA  |
| Maximum tenure of Independent Director  | 26A                      | Yes   |
| Meeting of Independent Directors  | 26A                      | Yes   |

|   |     |     |
|---|-----|-----|
| Familiarization of Independent Directors  | 26A | Yes |
| Declaration from Independent Director   | 26A | Yes |
| Directors and Officers insurance  | 26A | Yes |
| Memberships in Committees   | 26A | Yes |
| Affirmation with compliance to code of conduct from members of Board of Directors and Senior management Personnel | 26A | Yes |
| Policy with respect to Obligations of directors and senior management   | 26A | Yes |

**Note**

1. In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A. For example, if the Board has been composed in accordance with the requirements of REIT Regulations, "Yes" may be indicated. Similarly, in case the REIT has no related party transactions, the words "N.A." may be indicated.
2. If status is "No" details of non-compliance may be given here.
3. If the Manager would like to provide any other information the same may be indicated here

**Name and Designation**

VINITHA  
ARAVIND  
MENON

Digitally signed by  
VINITHA ARAVIND  
MENON  
Date: 2024.04.16  
16:54:29 +05'30'

**Vinitha Menon**  
**Company Secretary and Compliance Officer**  
**A25036**