

General information about company	
Scrip code	542602
NSE Symbol	EMBASSY
MSEI Symbol	NOTLISTED
ISIN	INE041025011
Name of the entity	Embassy Office Parks REIT
Date of start of financial year	01-04-2022
Date of end of financial year	31-03-2023
Reporting Quarter	Quarterly
Date of Report	31-12-2022
Risk management committee	Applicable
Market Capitalisation as per immediate previous Financial Year	Any other

Annexure I																									
Annexure I to be submitted by listed entity on quarterly basis																									
I. Composition of Board of Directors																									
Disclosure of notes on composition of board of directors explanatory																	Textual Information(1)								
Whether the listed entity has a Regular Chairperson								Yes																	
Whether Chairperson is related to MD or CEO								No		Disqualification of Directors under section 164 of the Companies Act, 2013															
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
1	Mr	Jitendra Mohandas Virwani	AAPV0738P	00027674	Non-Executive - Non Independent Director	Chairperson		2/18/1966	No				Active	NA		30-03-2017				1	0	1	0		
2	Mr	Tahin Arvind Parikh	AAEPP3946Q	00544890	Non-Executive - Non Independent Director	Not Applicable		22-03-1973	No				Active	NA		16-06-2015				0	0	0	0		
3	Mr	Robert Christopher Heady	ZZZZ9999Z	06401388	Non-Executive - Non Independent Director	Not Applicable		13-10-1975	No				Active	NA		06-08-2018				0	0	0	0	Textual Information(2)	
4	Mr	Aditya Virwani	AEDPV9640L	06480521	Non-Executive - Non Independent Director	Not Applicable		12-05-1994	No				Active	NA		06-08-2018				1	0	0	0		

I. Composition of Board of Directors																									
Disclosure of notes on composition of board of directors explanatory																									
Whether the listed entity has a Regular Chairperson																									
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
5	Mr	Vivek Mehra	AAIPM8597Q	00101328	Non-Executive - Independent Director	Not Applicable		21-04-1955	No				Active	NA		09-06-2017	01-10-2021		66	7	7	7	3		
6	Mr	Amj Puri	ADTPP6248B	00048386	Non-Executive - Independent Director	Not Applicable		19-06-1966	No				Active	NA		06-08-2018	06-08-2018		52	3	3	1	0		
7	Ms	Punita Kumar Sinha	DAXPS7631M	05229262	Non-Executive - Independent Director	Not Applicable		13-05-1962	No				Active	NA		06-08-2018	06-08-2018		52	3	3	8	3		
8	Mr	Ranjan Ramdas Pai	AGBPP2795G	00863123	Non-Executive - Independent Director	Not Applicable		11-11-1972	No				Active	NA		09-06-2017	01-10-2021		66	0	0	0	0		

I. Composition of Board of Directors																									
Disclosure of notes on composition of board of directors explanatory																									
Whether the listed entity has a Regular Chairperson																									
Sr	Title (Mr / Ms)	Name of the Director	PAN	DIN	Category 1 of directors	Category 2 of directors	Category 3 of directors	Date of Birth	Whether the director is disqualified?	Start Date of disqualification	End Date of disqualification	Details of disqualification	Current status	Whether special resolution passed? [Refer Reg. 17(1A) of Listing Regulations]	Date of passing special resolution	Initial Date of appointment	Date of Re-appointment	Date of cessation	Tenure of director (in months)	No of Directorship in listed entities including this listed entity (Refer Regulation 17A of Listing Regulations)	No of Independent Directorship in listed entities including this listed entity (Refer Regulation 17A(1) of Listing Regulations)	Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations)	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations)	Notes for not providing PAN	Notes for not providing DIN
9	Mr	Ashaesh Mehta	AEZPM9416K	00358583	Alternate Director	Not Applicable		25-12-1977	No				Active	NA		28-06-2019				0	0	0	0		

Text Block	
Textual Information(1)	Mr. Asheesh Mohta is an Alternate Director to Mr. Robert Christopher Heady.
Textual Information(2)	Mr. Robert Christopher Heady is not an Indian National and does not hold PAN.

Audit Committee Details							
Whether the Audit Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00101328	Vivek Mehra	Non-Executive - Independent Director	Chairperson	15-03-2018		
2	00048386	Anuj Puri	Non-Executive - Independent Director	Member	06-08-2018		
3	05229262	Punita Kumar Sinha	Non-Executive - Independent Director	Member	06-08-2018		
4	00863123	Ranjan Ramdas Pai	Non-Executive - Independent Director	Member	15-03-2018		
5	00027674	Jitendra Mohandas Virwani	Non-Executive - Non Independent Director	Member	15-03-2018		
6	06401388	Robert Christopher Heady	Non-Executive - Non Independent Director	Member	06-08-2018		

Nomination and remuneration committee							
Whether the Nomination and remuneration committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00863123	Ranjan Ramdas Pai	Non-Executive - Independent Director	Chairperson	15-03-2018		
2	00027674	Jitendra Mohandas Virwani	Non-Executive - Non Independent Director	Member	15-03-2018		
3	00101328	Vivek Mehra	Non-Executive - Independent Director	Member	15-03-2018		

Stakeholders Relationship Committee							
Whether the Stakeholders Relationship Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	05229262	Punita Kumar Sinha	Non-Executive - Independent Director	Chairperson	06-08-2018		
2	06480521	Aditya Virwani	Non-Executive - Non Independent Director	Member	06-08-2018		
3	06401388	Robert Christopher Heady	Non-Executive - Non Independent Director	Member	06-08-2018		
4	00101328	Vivek Mehra	Non-Executive - Independent Director	Member	15-03-2018		

Risk Management Committee							
Whether the Risk Management Committee has a Regular Chairperson				Yes			
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00101328	Vivek Mehra	Non-Executive - Independent Director	Chairperson	12-08-2019		
2	00863123	Ranjan Ramdas Pai	Non-Executive - Independent Director	Member	12-08-2019		
3	05229262	Punita Kumar Sinha	Non-Executive - Independent Director	Member	12-08-2019		
4	00048386	Anuj Puri	Non-Executive - Independent Director	Member	12-08-2019		
5	06401388	Robert Christopher Heady	Non-Executive - Non Independent Director	Member	12-08-2019		
6	00027674	Jitendra Mohandas Virwani	Non-Executive - Non Independent Director	Member	12-08-2019		

Corporate Social Responsibility Committee							
Whether the Corporate Social Responsibility Committee has a Regular Chairperson					Yes		
Sr	DIN Number	Name of Committee members	Category 1 of directors	Category 2 of directors	Date of Appointment	Date of Cessation	Remarks
1	00863123	Ranjan Ramdas Pai	Non-Executive - Independent Director	Chairperson	10-12-2018		
2	00544890	Tuhin Arvind Parikh	Non-Executive - Non Independent Director	Member	10-12-2018		
3	06480521	Aditya Virwani	Non-Executive - Non Independent Director	Member	10-12-2018		

Other Committee						
Sr	DIN Number	Name of Committee members	Name of other committee	Category 1 of directors	Category 2 of directors	Remarks
1	00048386	Anuj Puri	Investment Committee	Non-Executive - Independent Director	Chairperson	
2	00863123	Ranjan Ramdas Pai	Investment Committee	Non-Executive - Independent Director	Member	
3	00027674	Jitendra Mohandas Virwani	Investment Committee	Non-Executive - Non Independent Director	Member	
4	00544890	Tuhin Arvind Parikh	Investment Committee	Non-Executive - Non Independent Director	Member	
5	00544890	Tuhin Arvind Parikh	Securities Committee	Non-Executive - Non Independent Director	Member	
6	06480521	Aditya Virwani	Securities Committee	Non-Executive - Non Independent Director	Member	
7	00048386	Anuj Puri	Securities Committee	Non-Executive - Independent Director	Member	
8	00027674	Jitendra Mohandas Virwani	Securities Committee	Non-Executive - Non Independent Director	Member	

Annexure I								
Annexure I								
III. Meeting of Board of Directors								
Disclosure of notes on meeting of board of directors explanatory						Textual Information(1)		
Sr	Date(s) of meeting (if any) in the previous quarter	Date(s) of meeting (if any) in the current quarter	Maximum gap between any two consecutive (in number of days)	Notes for not providing Date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors as on date of the meeting	Number of Directors present* (All directors including Independent Director)	No. of Independent Directors attending the meeting*
1	21-07-2022				Yes	9	7	4
2	22-09-2022		62		Yes	9	6	4
3		20-10-2022	27		Yes	9	8	4

Text Block	
Textual Information(1)	Mr. Asheesh Molta is an Alternate Director to Mr. Robert Christopher Heady.

Annexure I										
IV. Meeting of Committees										
Sr	Name of Committee	Disclosure of notes on meeting of committees explanatory					Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
		Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)				
1	Audit Committee	20-07-2022				Yes	6	5	4	0
2	Audit Committee	21-07-2022	0			Yes	6	6	4	0
3	Audit Committee	22-09-2022	62			Yes	6	5	4	0
4	Audit Committee	20-10-2022	27			Yes	6	6	4	0
5	Corporate Social Responsibility Committee	20-10-2022				Yes	3	2	1	0
6	Risk Management Committee	20-10-2022				Yes	6	6	4	0

Annexure I										
IV. Meeting of Committees										
Sr	Name of Committee	Date(s) of meeting (Enter dates of Previous quarter and Current quarter in chronological order)	Maximum gap between any two consecutive (in number of days)	Name of other committee	Reason for not providing date	Whether requirement of Quorum met (Yes/No)	Total Number of Directors in the Committee as on date of the meeting	Number of Directors Present (All Directors including Independent Director)	No. of Independent Directors attending the meeting*	No. of members attending the meeting (other than Board of Directors)
7	Other Committee	20-07-2022		Investment Committee		Yes	4	3	2	0
8	Other Committee	20-10-2022	91	Investment Committee		Yes	4	4	2	0

Annexure I			
V. Related Party Transactions			
Sr	Subject	Compliance status (Yes/No/NA)	If status is "No" details of non-compliance may be given here.
1	Whether prior approval of audit committee obtained	Yes	
2	Whether shareholder approval obtained for material RPT	NA	
3	Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	NA	
Disclosure of notes on related party transactions			Textual Information(1)
Disclosure of notes of material transaction with related party			Textual Information(2)

Text Block	
Textual Information(1)	<p>Prior approval of the Audit Committee of the Manager has been obtained for related party transactions of the Embassy Office Parks REIT with its related parties (as defined under the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014, as amended (REIT Regulations)) in accordance with the policy on related party transactions adopted voluntarily by the Manager in its capacity as the Manager of the Embassy Office Parks REIT (RPT Policy).</p> <p>The REIT Regulations do not prescribe a framework for omnibus approval for transactions with related parties.</p>
Textual Information(2)	<p>Unit holder approval requirements applicable to Embassy Office Parks REIT with respect to transactions with related parties (as defined under the REIT Regulations) are set out under the REIT Regulations and the RPT Policy.</p>

Annexure I		
VI. Affirmations		
Sr	Subject	Compliance status (Yes/No)
1	The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015	Yes
2	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015 a. Audit Committee	Yes
3	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. b. Nomination & remuneration committee	Yes
4	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. c. Stakeholders relationship committee	Yes
5	The composition of the following committees is in terms of SEBI(Listing obligations and disclosure requirements) Regulations, 2015. d. Risk management committee (applicable to the top 1000 listed entities)	Yes
6	The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
7	The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.	Yes
8	This report and/or the report submitted in the previous quarter has been placed before Board of Directors.	Yes
9	Any comments/observations/advice of Board of Directors may be mentioned here:	Textual Information(1)

Annexure I		
Sr	Subject	Compliance status
1	Name of signatory	Namitha Kutnikar
2	Designation	Compliance Officer

Text Block

	The previous report, filed for the quarter ended September 30, 2022, was placed before the Board of Directors, at their meeting held on October 20, 2022. No comments/observations were received on the same. The current report filed for the quarter ended December 31, 2022, will be placed before the Board of Directors in the upcoming Board Meeting.
--	---

Note- The affirmations filled in above are in respect of Embassy Office Parks Management Services Private Limited, Manager to Embassy Office Parks REIT.

Explanations as required under Explanation (3) to Regulation 15(1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), 2015, are set out below: -

Sl. No	Particulars	Regulation Number	Compliance Status
1.	Material Subsidiary	16(1)(c)	Clarifications on the applicability have been sought from SEBI.*
2.	Code of Conduct	17(5)	Clarifications on the applicability have been sought from SEBI.*
3.	Fees/compensation to be paid to the Non-Executive Directors including the Independent Directors	17(6)	Clarifications on the applicability have been sought from SEBI.*
4.	Prior or Omnibus approval of Audit Committee for all related party transactions	23(2), (3)	Clarifications on the applicability have been sought from SEBI.*
5.	Approval for material related party Transactions	23(4)	Clarifications on the applicability have been sought from SEBI.*
6.	Composition of Board of Directors of unlisted material Subsidiary	24(1)	Clarifications on the applicability have been sought from SEBI.*
7.	Other Corporate Governance requirements with respect to subsidiary of listed entity	24(2),(3),(4), (5) & (6)	Clarifications on the applicability have been sought from SEBI.*
8.	Listed entity has a subsidiary which is itself a holding company	24(7)	Clarifications on the applicability have been sought from SEBI.*

Textual Information(1)

*Considering that Real Estate Investment Trusts are governed under the Securities and Exchange Board of India (Real Estate Investment Trusts) Regulations, 2014 which have a distinct set of rules, regulations and compliance requirements, we have made representations to SEBI (through an industry body) in relation to the applicability of certain provisions under Chapter IV of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 to Real Estate Investment Trusts and are awaiting feedback.

Signatory Details	
Name of signatory	Namitha Kutnikar
Designation of person	Compliance Officer
Place	Bengaluru
Date	18-01-2023