



July 08, 2021

To,

The Corporate Relations Department
The National Stock Exchange of India Ltd.
Exchange Plaza, 5th Floor
Plot No. C/1, G-Block
Bandra-Kurla Complex, Bandra (E)
Mumbai – 400 051

The Corporate Relations Department
Department of Corporate Services
BSE Limited
25th Floor, Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai – 400 001

Re: Scrip Code 542602; Scrip Code 960421, 959990, 958770, 960165 and 959074 (NCD's) and Scrip Symbol "EMBASSY"

Dear Sir/Madam,

Subject: Summary of Proceedings of the Third Annual Meeting of the Unitholders of Embassy Office Parks REIT

We wish to inform you that the Third Annual Meeting of the Unitholders of the Embassy Office Parks REIT was held on Thursday, July 08, 2021 and commenced at 11:00 A.M IST., through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"). A summary of the proceedings of the Third Annual Meeting of the Unitholders of the Embassy Office Parks REIT is enclosed.

Kindly take the same on record.

Thanking you,

Yours sincerely,

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

Deepika Srivastava
Company Secretary & Compliance Officer
A23654

Embassy Office Parks Management Services Private Limited.
Embassy GolfLinks Business Park, Pebble Beach, Off Intermediate Ring Road, Bangalore – 560 071, India.
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SUMMARY OF PROCEEDINGS OF THE THIRD ANNUAL MEETING OF EMBASSY OFFICE PARKS REIT:

The Third Annual Meeting (“AM”/ “Meeting”) of the Unitholders of Embassy Office Parks REIT (“Embassy REIT”) was held on Thursday, July 08, 2021 and commenced at 11:00 A.M. IST through Video Conferencing (“VC”) / Other Audio-Visual Means (“OAVM”). The meeting was held in compliance with the circular number SEBI/HO/DDHS/DDHS/CIR/P/2020/102 dated June 22, 2020 read with SEBI/HO/DDHS/DDHS/CIR/P/2021/21 dated February 26, 2021 issued by the Securities and Exchange Board of India (“SEBI”).

Directors of Embassy Office Parks Management Services Private Limited (“the Manager”) – the Manager to Embassy REIT in attendance:

1. Mr. Jitendra Virwani, joined over VC from Bengaluru, Karnataka
Chairman, Non- Executive Director
2. Mr. Robert Christopher Heady, joined over VC from Hongkong
Non-Executive Director
3. Mr. Tuhin Parikh, joined over VC from New York, United States of America
Non-Executive Director
4. Mr. Aditya Virwani, joined over VC from Bengaluru, Karnataka
Non-Executive Director
5. Dr. Punita Kumar Sinha, joined over VC from New Jersey, United States of America
Independent Director and Chairman – Stakeholders Relationship Committee
6. Mr. Anuj Puri, joined over VC from Gurgaon, Haryana
Independent Director and Chairman – Investment Committee
7. Mr. Vivek Mehra, joined over VC from Mukteshwar, Uttarakhand
Independent Director and Chairman -Audit Committee
8. Dr. Ranjan Pai, joined over VC from Bengaluru, Karnataka
Independent Director and Chairman - Nomination and Remuneration Committee



Key Managerial Personnel of the Manager to Embassy REIT in attendance

1. Mr. Michael D. Holland, joined over VC from Bengaluru, Karnataka
Chief Executive Officer
2. Mr. Aravind Maiya, joined over VC from Bengaluru, Karnataka
Chief Financial Officer
3. Ms. Deepika Srivastava, joined over VC from Bengaluru, Karnataka
Company Secretary & Compliance Officer

Senior Management of the Manager to Embassy REIT in attendance:

1. Mr. Vikaash Khdloya, joined over VC from Bengaluru, Karnataka
Deputy Chief Executive Officer & Chief Operating Officer
2. Mr. Ritwik Bhattacharjee, joined over VC from Bengaluru, Karnataka
Head, Capital Markets and Investor Relations

Auditor(s) and Trustee(s) to Embassy REIT:

1. Mr. Adarsh Ranka, joined over OAVM from Bengaluru, Karnataka
Partner, S.R. Batliboi & Associates LLP, Statutory Auditors
2. Mr. Nikunj Shah, joined over OAVM from Bengaluru, Karnataka
Director, S.R. Batliboi & Associates LLP, Statutory Auditors
3. Ms. Mangalagowri Bhat, joined over OAVM from Mumbai, Maharashtra
Representative of Axis Trustee Services Limited – Embassy REIT Trustee
4. Ms. Shreya Singhal, joined over OAVM from Mumbai, Maharashtra
Representative of Axis Trustee Services Limited – Embassy REIT Trustee
5. Ms. Rupal Jhaveri, joined over OAVM from Mumbai, Maharashtra
Proprietor, Practicing Company Secretary - Scrutinizer



Members Present:

A total of **36** Unitholders representing **47,31,94,390** REIT Units attended the meeting virtually in person or through authorised representatives. In respect of corporate entities, **169** resolution(s)/ corporate authorization for representation by **169** corporate entities in respect of **70,93,85,065 (Seventy Crores Ninety Three Lakhs Eighty Five Thousand and Sixty Five)** REIT Units representing **74.84 %** of Embassy REIT's total voting power were received by the Manager.

The meeting commenced at 11:00 A.M. (IST) and concluded at 12:23 P.M. (IST) (including time allowed for e-voting at the AM).

Mr. Ritwik Bhattacharjee welcomed the participants to the AM. As the AM was being conducted through VC, he briefed the Unitholders on the modalities relating to conducting the AM through VC including in respect of casting an e-vote. Mr. Ritwik Bhattacharjee then introduced the Directors, Key Managerial Personnel, Senior Management of the Manager and other representatives personnel present at the AM through VC/ OAVM to the Unitholders. He also informed the Unitholders that as the AM was being conducted through VC/ OAVM, Unitholders could express their views and raise queries through the 'Chat Box' feature.

Mr. Jitendra Virwani chaired the AM. The Chairman informed the Unitholders that the AM is being held through VC/ OAVM in accordance with the relevant circulars issued by SEBI. He further informed the Unitholders that all reasonable efforts have been made by the Manager of Embassy REIT to enable the Unitholders to participate and vote on the items being considered in the AM. He then requested the Board of Directors to introduce themselves. After the Directors introduced themselves, the requisite quorum being present, the Chairman called the Meeting to order. The Chairman welcomed all Unitholders, Auditors and other Invitees joining over VC/OAVM and delivered his speech which included a summary of REIT's performance in the previous year, the outlook of the commercial real estate industry in India and also for Embassy REIT. The Chairman's speech was followed by a presentation by Mr. Michael D. Holland. He presented an overview of the business and financial performance of Embassy REIT and its business outlook to the Unitholders. He also spoke about the consensus that has emerged over the past year regarding the office of the future – that it will continue to be a place for consensus has emerged, that the office of the future will continue to be a place for collaboration, community, and learning, career building, for training and teamwork and the building and maintenance of corporate culture.

Thereafter, queries raised by Unitholders prior to the AM pursuant to the instructions provided in the Notice to AM were directed by Mr. Ritwik Bhattacharjee to relevant personnel of the Manager to provide appropriate responses. Thereafter, some of the queries raised by Unitholders through the 'Chat Box' were directed by Mr. Ritwik Bhattacharjee to relevant personnel of the Manager to provide appropriate responses. Mr. Michael D. Holland, Mr. Vikaash Khdloya, Mr. Aravind Maiya and Mr. Ritwik Bhattacharjee responded to the queries raised by the Unitholders. After the queries were responded to, Mr. Ritwik Bhattacharjee informed the Unitholders present at the Meeting that in case any further

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clarifications were required, the Unitholders may reach out to the Investors Relations cell of Embassy REIT. He then handed over the proceedings to Ms. Deepika Srivastava.

Ms. Deepika Srivastava informed the Unitholders that the relevant documents referred to in the Notice to AM dated June 11, 2021 were made available to Unitholders upon their request in an email to compliance@embassyofficeparks.com along with their name, demat account number, e-mail id and mobile number. Ms. Deepika Srivastava also informed the Unitholders that Embassy REIT had provided Unitholders the facility to cast their votes on all resolutions proposed in the Notice through the electronic voting system (remote e-voting). Ms. Deepika Srivastava stated that the remote e-voting period remained open from Monday, July 05, 2021 (9.00 A.M. IST) till Wednesday, July 07, 2021 (5.00 P.M. IST). Ms. Deepika Srivastava then informed the Unitholders that those who were present at the AM and had not cast their votes electronically (by remote e-voting) were provided an opportunity to cast their votes at the end of the meeting by way of e-voting, which facility was available for 15 minutes after the e-voting announcement was made at the AM. It was further informed that there would be no voting by show of hands.

Further, the Unitholders were apprised that Ms. Rupal Jhaveri, Practicing Company Secretary, has been appointed as the Scrutinizer to scrutinize the remote e-voting process and e-voting during the AM to ensure that the remote e-voting process and the e-voting during the AM is carried out in a fair and transparent manner. The following items of business as set out in the Notice convening the AM were put to vote by Remote e-voting and e-voting during the AM:

| S. No | Resolutions | Type |
|--------------------------|--|------------------|
| Ordinary Business | | |
| 1. | Consideration, Approval and Adoption of the Audited Standalone Financial Statements and Audited Consolidated Financial Statements of Embassy REIT as at, and for the financial year ended March 31, 2021 together with the report of the Auditors thereon for the financial year ended March 31, 2021 and the report on performance of Embassy REIT. | Simple Majority |
| 2. | Consideration, Approval and Adoption of the Valuation report issued by iVAS Partners, represented by Mr. Manish Gupta, Partner, Independent Valuer, for the Valuation of the portfolio as at March 31, 2021. | Simple Majority |
| Special Business | | |
| 3. | Consideration and Approval for amendments to the Distribution Policy | Special Majority |



The Chairman stated that the consolidated results of the remote e-voting and e-voting during the AM would be announced within two trading days of the conclusion of the AM and the results, along-with the Scrutinizer's Report, would be intimated to the Stock Exchanges and would also be placed on the website of Embassy REIT and National Securities Depository Limited (NSDL).

The Chairman then authorized Ms. Deepika Srivastava, Company Secretary, to carry out the e-voting process, conclude the AM and to accept, acknowledge and counter sign the Scrutinizer's Report in connection with the AM and declare the results of the voting in accordance with the requirements prescribed under the applicable laws.

The Chairman then thanked the Unitholders for their continued support and for attending and participating in the AM. He also thanked the Directors for their participating in the AM. The e-voting facility was kept open for the next 15 minutes to enable the Unitholders to cast their votes. Upon completion of the e-voting process, the Company Secretary declared the meeting closed.

The details of the voting results (remote e-voting and e-voting at the AM) on all the resolutions as set out in the Notice of AM along with the Scrutinizer's Report will be disseminated to the exchanges and will be placed on the Company's website.

The Meeting concluded at 12:23 P.M. (IST).

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

Deepika Srivastava
Company Secretary & Compliance Officer
A23654