

### **Stakeholders' Relationship Committee**

The constitution of the Stakeholders' Relationship Committee was approved by the Board of Directors of Embassy Office Parks Management Services Private Limited, Manager to Embassy Office Parks REIT, at their Meeting held on March 15, 2018.

#### **The Terms of Reference of the Stakeholders' Relationship Committee is set out below:**

1. Considering and resolving grievances of security holders of the Embassy REIT, including complaints related to the transfer or transmission of units, non-receipt of annual report and non-receipt of declared distributions, general meetings etc.;
2. Reviewing of any litigation related to Unitholders' grievances;
3. Reporting specific material litigation related to Unitholders' grievances to the Board of Directors;
4. Approving report on investor grievances, if any, to be submitted to the Trustee by the Manager;
5. Review of measures taken for effective exercise of voting rights by Unitholders;
6. Review of adherence to the service standards adopted by the Embassy REIT in respect of various services being rendered by the Registrar & Share Transfer Agent;
7. Review of the various measures and initiatives taken by the Embassy REIT for reducing the quantum of unclaimed distributions and ensuring timely receipt of distribution warrants/annual reports/statutory notices by the Unitholders of the Company; and
8. Performing such other activities or functions as may be delegated by the Board of Directors of the Manager and/or prescribed under any applicable law.