



Date: September 01, 2023

**To,
The Listing Department,
National Stock Exchange of India Limited,
Exchange Plaza, 5th Floor, Plot No. C/1,
G Block, Bandra — Kurla Complex,
Bandra East, Mumbai — 400051.**

SYMBOL: KAPSTON

Subject: Intimation of Book Closure, Cut-off Date for the 15th Annual General Meeting

Dear Sir/Madam,

Notice is hereby given that the Annual General Meeting of Members of the Company will be held on Monday, 25th September, 2023 at 04:00 P.M at the Corporate Office of the Company at Plot No 75, Kavuri Hills, Madhapur, Hyderabad – 500034), to transact the businesses as set out in the notice of Annual General Meeting.

Notice is further given that:-

1. Cut-off date for the purpose of determining the members entitled to vote electronically at the Annual General Meeting shall be Monday, September 18, 2023.
2. Register of members and Share Transfer Books for equity share of the Company shall be remain closed from Tuesday, September 19, 2023 to Monday, September 25, 2023 (both days inclusive) for the purpose of Annual General Meeting.

Kindly take the above information on record.

Thanking you,
For Kapston Services Limited
(Formerly known as Kapston Facilities Management Limited)

Kalluru Manaswini
Company Secretary and Compliance Officer

KAPSTON SERVICES LIMITED

(Formerly known as Kapston Facilities Management 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