

February 15,2021

To,
The Listing Department,
National Stock Exchange of India Limited,
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex,
Bandra (E), Mumbai- 400 051.
Symbol: KAPSTON

Dear Sir/Madam,

Sub: Postal Ballot Notice

This is to inform that the Company has issued the Postal Ballot Notice to the shareholders of the Company (cutoff date for dispatch is February 12,2021) on February 15, 2021.The proposed special resolutions are as follows:

S.No	Description
1	Reappointment of Mr. Srikanth Kodali (02464623) as Managing Director of the Company
2	Alteration of the Object Clause in the Memorandum of Association

The details of E-voting/voting using Postal ballot forms is as follow, the company has availed the services of CDSL for e-voting.

Date of commencing of E-voting /voting using Postal Ballot Form	Last date of E-voting /Postal Ballot Form should reach on or before
February 16,2021 From 9.00 a.m (IST)	March 17,2021 End at 5.00 p.m (IST)


The results of e-voting and postal ballot forms will be submitted by Mr. D.S.Rao, scrutinizer (appointed by the Board) to the Chairman of the Company on March 18,2021.

Please find enclosed the Notice of the postal ballot.

This is for your information and records.

Thanking you,

For Kapston Facilities Management Limited


Amreen Gulnaaz
Company Secretary



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@kapstonfm.com **Website:** www.kapstonfm.com

CIN. No. L15400TG2009PLC062658



Kapston Facilities Management Limited

Corporate Identity Number (CIN): L15400TG2009PLC062658

Registered Office: Plot No.287, MIG-2, IX Phase, KPHB, Kukatpally, Hyderabad, Telangana -500072.

Corporate Office: Plot No 75, Kavuri Hills, Madhapur, Hyderabad, Telangana – 500034.

Website : www.kapstonfm.com, email: cs@kapstonfm.com

Contact Details: +91 96 4050 4050

POSTAL BALLOT NOTICE

[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014]

Dear Shareholder(s),

Sub : Passing of Resolutions through Postal Ballot

Notice is hereby given, pursuant to Section 110 of the Companies Act, 2013 (“the Act”) read with Companies (Management and Administration) Rules, 2014 (“the Rules”) including any statutory modification(s) or re-enactment(s) thereof for the time being in force and other applicable statutory requirements and rules, to transact the Special Business as specified herein by the Members of “Kapston Facilities Management Limited” by passing the resolutions (as specified in notice) through Postal Ballot.

The Members’ consideration and approval is sought for the Resolutions specified hereto. The Statement to be annexed to notice under Section 102 (1) of the Act setting out the material facts and reasons for the resolutions is also appended herewith and is being sent to the members along with a Postal Ballot Form for consideration. Mr. D.S. Rao, Practicing Company Secretary has been appointed by the Board of Directors of your Company as the Scrutinizer for Postal Ballot and E-voting process. Members are requested to carefully read the instructions provided in this Postal Ballot notice and return the completed Form at the Corporate Office address of the Company, so as to reach the Scrutinizer on or before 5:00 p.m. (IST) on Wednesday, March 17, 2021, the last date for e-voting or receipt of the completed Postal Ballot forms. The postage on the enclosed self-addressed postage pre-paid envelope shall be borne and paid by the Company.

E-Voting Option

We are pleased to offer e-voting facility in terms of Section 108 of the Companies Act, 2013 and the relevant Rules as

well as in compliance with provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (“the Regulations”), as an alternate for our members, which would enable them to cast votes electronically, instead of physical postal ballot form. E-voting is optional.

The Company has engaged Central Depository Services (India) Limited for providing e-voting facility through its e-voting platform of CDSL www.evotingindia.com to the members. Members desiring to opt for e-voting are requested to read and follow the instructions on e-voting enumerated in the notes to this notice.

The voting through Postal Ballot/e-voting will commence on Tuesday, February 16, 2021 at 9.00 a.m. (IST) and end at 5:00 p.m. (IST) on Wednesday, March 17, 2021.

The Scrutinizer will submit the report to the Chairman of the Company, upon completion of scrutiny of postal ballots and e-voting in a fair and transparent manner and the result of the postal ballot and e-voting will be announced on Thursday, March 18, 2021, at the Corporate Office of the Company. The result of the postal ballot will be posted on the Company’s website: www.kapstonfm.com besides being communicated to the National Stock Exchange of India Limited.

**By Order of the Board
For Kapston Facilities Management Limited**

**Place : Hyderabad
Date : February 12, 2021**

**Sd/-
Amreen Gulnaaz
Company Secretary
M.No ACS 47889**

PROPOSED SPECIAL BUSINESS/ RESOLUTIONS

1. REAPPOINTMENT OF MR. SRIKANTH KODALI (02464623) AS MANAGING DIRECTOR OF THE COMPANY

To consider and if thought fit, to pass the following resolution as a Special Resolution

RESOLVED THAT pursuant to the provisions of sections 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013 (Act), read with Schedule V (as amended from time to time) to the said Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and pursuant to the recommendation of Nomination and Remuneration Committee of the Board, consent of the Members be and is hereby accorded for reappointment of Mr. Srikanth Kodali (DIN 02464623) as Managing Director for a period of three years with effect from 29th January, 2021 at such remuneration and on such terms and conditions as set out in the Explanatory Statement annexed hereto.

RESOLVED FURTHER THAT the Board of Directors of the Company may revise the remuneration payable to the Managing Director, in any Financial year during his tenure of office, in such manner as agreed between the Board of Directors and Managing Director subject to provision of the Companies Act, 2013.

RESOLVED FURTHER THAT for the purpose of giving effect to the above said resolution, the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include any committee constituted by the Board or any person(s) authorized by the Board in this regard) or the Key Managerial Personnel of the Company be and is hereby authorized to do all such acts, deeds, matters and things including but not limited to filling of necessary forms/ documents with the appropriate authorities and to execute all such deeds, documents, instruments and writings as it may in its sole and absolute discretion deem necessary or expedient and to settle any question, difficulty or doubt that may arise in regard thereto.

2. ALTERATION OF THE OBJECT CLAUSE IN THE MEMORANDUM OF ASSOCIATION

To consider and if thought fit, to pass the following resolution as a Special Resolution

RESOLVED THAT pursuant to the provisions of Section 13 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") including any modification and re-enactment thereof, the following be inserted as Clause 4 in Clause III A (Main Objects Clause) of the Memorandum of Association of the Company:

- To carry on the business of technical, legal, financial and management consultants, advisers, innovators, software, designer, marketers, manpower contractors, administrators, agents, recruitment and placement consultancy service providers, impart training in various fields, areas and subjects including but not limited to vocational training through any form viz. classroom, electronic media or training by correspondence and to carry on the business of all types of manpower suppliers, execution and operation of all activities pertaining or relating to contract employees or of employee leasing by offering services from time to time for outsourcing administration of employees and all administrative activities related thereto and to enter into collaborations, joint venture agreements and to do all other incidental things acts necessary for the attainment of the main object.*

RESOLVED FURTHER THAT the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include any committee constituted by the Board or any person(s) authorized by the Board in this regard) are hereby authorized to alter any word(/words) in the above said object as directed by the Registrar of Companies, Ministry of Corporate Affairs.

RESOLVED FURTHER THAT for the purpose of giving effect to the above said resolution, the Board or the Key Managerial Personnel of the Company be and is hereby authorized to do all such acts, deeds, matters and things including but not limited to filling of necessary forms/ documents with the appropriate authorities and to execute all such deeds, documents, instruments and writings as it may in its sole and absolute discretion deem necessary or expedient and to settle any question, difficulty or doubt that may arise in regard thereto.

EXPLANATORY STATEMENT AS PER SECTION 102(1) AND SECTION 110 OF THE COMPANIES ACT, 2013.

Item No.1: Reappointment of Mr. Srikanth Kodali (02464623) as Managing Director of the Company

Mr. Srikanth Kodali is a first-generation 'Entrepreneur and Founder' of "Kapston Facilities Management Limited". He has been managing the Company ever since its incorporation as an Executive Director and is primarily a Commerce Graduate. Apart from a rich experience over a decade in Facilities Management and Security Services, he also has diverse experience in field of Designing and expertise in Marketing and Client retention. He has been the key guiding force behind all the strategic decisions of our Company and has been 'Instrumental' in formulating the overall business strategy and developing a Business & Client relations module, for the company.

The Board of Directors (on recommendation of Nomination and Remuneration Committee) in their meeting held on 5th November, 2020 has reappointed Mr. Srikanth Kodali as Managing Director of the Company subject to the approval of Shareholders with effect from 29th January, 2021 for a period of three years.

The Board of Directors on recommendation of Nomination and Remuneration Committee and after considering Mr. Srikanth Kodali's experience, knowledge, business skills, managerial experience and expertise and for the smooth and efficient running of the administrative affairs of the Company, the Board is of the opinion that it is apt to re-appoint Mr. Srikanth Kodali as Managing Director for a period of 3 years w.e.f 29th January, 2021 till 28th January, 2024 on the overall remuneration and terms as set-out here-in-below.

I. Remuneration:

- i. Gross Remuneration not exceeding Rs.1,44,00,000/- (One Crore Forty- Four Lakhs) per annum (The Board shall fix the monthly/ yearly remuneration within the overall limit and shall give increment and other incentives based on Industrial standards and his performance)
- ii. **Reimbursement of Expenses:** Reimbursement of reasonable expenses actual and properly incurred in connection with the business of the Company.
- iii. He will be provided chauffeur driven car, driver mobile and telephone at residence to carry out his responsibilities. All personal long distance calls on the telephone shall be recovered by the company. The provisions of car, driver and telephone will not be considered as perquisites.

II. Other Conditions:

- a) As long as Mr. Srikanth Kodali, functions as the Managing Director of the Company, no sitting fees will be paid to him for attending the meetings of the Board of Directors or Committees (if any) thereof.
- b) Mr. Srikanth Kodali, will exercise the management control over the whole of the affairs of the Company to carry out day to day affairs of the Company to regulate all business activities.
- c) The Managing Director shall devote his time and attention to the business of the Company and carry out such duties as may be entrusted to him by the Board from time to time and exercise such powers as may be assigned to him, subject to superintendence, control and direction of the Board in connection with and in the best interest of the business of the Company.
- d) Mr. Srikanth Kodali, is not related to any other Director of the Company except Mrs. Kanti Kiran Doddapaneni, Director.
- e) The Board and Nomination and Remuneration Committee considers it desirable that the Company should avail his services as Managing Director.

A brief profile of Mr. Srikanth Kodali is enclosed as Annexure to this explanatory statement.

The statement containing information as required under Section II of Part II of Schedule V of the Companies Act, 2013, to the extent applicable, is given here under:

A. General Information:

1. **Nature of Industry-** Support Services to Organizations i.e Private Security Services, Housekeeping services, other soft services and also provide training to the unemployed youth in partnership with various state government, Local bodies and Non-Profit organisation.
2. **Date of Commencement of Commercial Production-** NA.
3. In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus- N.A.
4. Financial performance based on given indicators- the net profit of the Company for the year 2019-20 is Rs 101,976,057/- as against Rs. 85,573,507/- in the previous year.
5. Foreign Investments or Collaborators, if any- NIL

B. Information about the Appointee:

1. Background details:

Mr. Srikanth Kodali, promoter of Kapston Facilities Management Limited, provides and continues to provide endless services to the Company since 2009 and he is having good experience in the field of Security Services and Facilities Management; his innovative ideas and commitment level helps the Company to achieve more than the expected results. The Company commenced its Business activities in the State of Telangana and Andhra Pradesh under his management and now it has branches in other part of India like Vizag, Vijayawada, Bangalore, Odisha, Chennai.

2. Past Remuneration

2017-18-Rs.82,00,000

2018-19-Rs.96,00,000

2019-20-Rs.1,20,00,000

3. Recognition or Awards:

Central Board of Direct Taxes, Ministry of Finance, Government of India has honoured Mr.Srikanth Kodali with a Certificate of Appreciation categorising him as taxpayer in the "Silver" category.

4. Job Profile and his suitability:

Mr. Srikanth Kodali is entrusted with substantial powers of the management of the Company subject to superintendence, control and direction of the Board of Directors, the provisions of Memorandum and Articles of Association, and shall do all in his power to promote, develop and extend the business of the Company.

He has 23 years of experience and he is expert in Business, Administration, Security & FM, Industry Knowledge, Risk Management. His expertise will help the Company to perform better. He is well suited as he is not only experience, but he is also well versed of entire operations of the Company. The challenging business environment requires review of operations, monitoring and decision making on day to day basis besides strategic guidance and advice on ongoing basis for modernization, technology up-gradation and expansion/diversification activities in which Company would be immensely benefited by his matured and timely advice.

5. Remuneration Proposed:

- i. As specified in the resolution and subject to such conditions as stipulated by/in the Company Policy.
 - ii. He will be provided other facilities such as car, driver, mobile and laptop as per the policy of the Company which will not be considered as part of the remuneration.
 - iii. He is also eligible for Provident Fund, leave encashment, Gratuity as per the policy of the Company which will not be considered as part of the remuneration.
6. Comparative Remuneration profile with respect to industry, size of the Company, profile of the position and person (in case of expatriates the relevant details would be w.r.t the country of his origin)
- The proposed remuneration to the appointee is in line with the remuneration comparable to the size of the industry and of the position and person.
7. Pecuniary relationship directly or indirectly with the company, or relationship with the managerial personnel, if any- He is holding 7,203,693 Equity Shares of Rs.10 each i.e 71% of voting rights.

C. Other Information:

1. Reason of Inadequate Profit:

The Company is in growth stage; it is continuously investing in the expansion activities to increase revenue by creating its presence all over India.

2. Steps taken for improvement:

As mentioned above the Company is investing to improve its services and to reach new customers, as per the strategies the profit is expected to improve in future.

3. Expected increase in productivity and profit in measurable terms:

The management is very much confident that their client base will increase which will automatically lead to higher profit compare to that of previous years.

None of the Director, Key Managerial Person and their relatives are interested in the above resolution except Mr. Srikanth Kodali, Managing Director and his spouse Mrs. Kanti Kiran Doddapaneni, Director.

The Board of Directors recommends the proposed Special resolution for your approval.

Annexure-I

Brief Profile of Director as per Regulation 36(3) of SEBI(LODR) Regulations.

A	Name Nationality Directors Identification Number (DIN)	Srikanth Kodali Indian 02464623
B	Brief Resume a) age b) qualification	47 years Bachelor of Commerce
i)	Experience in specified functional area	Field of Expertise : Business, Administration, Security & FM, Industry Knowledge, Risk Management. 19 Years of experience in Security and Facility management 4 years of experience in other field
ii)	Date of appointment on present Board of the Company	Since Incorporation i.e since 31 st January, 2009
C	Name of the other Companies in which directorship held (as per section 165 of the Companies Act,2013)	Not Applicable
D	Membership/Chairmanship in Committees of other companies as on date	Not Applicable
E	No of Shares of Rs.10/- each held by the Directors	7,203,693 Equity Shares only
F	Relationships between directors inter se (as per section 2(77) of the Companies (specification of definitions details) Rules,2014)	Kanti Kiran Doddapaneni (spouse)

Item No.2: Alteration of the Object Clause in the Memorandum of Association

The company currently provides private security, housekeeping, engineering and maintenance services to its clients besides providing technical and vocational training to the unemployed youth and recruit those unemployed youths for rendering various services based on their skills and expertise.

Apart from the above services, most of the clients are looking for extending our services into providing technical and administrative manpower on contract basis. Considering the growing demand for these services the Board considered it necessary to include a specific clause in the object clause of the Memorandum of Association. It will enable customers to have clarity on the scope of business objects of the Company.

Under the provisions of the Companies Act, 2013 the approval of shareholders by way of special resolution is required for amending the objects clause of the Memorandum of Association. Accordingly, Your Directors commend the resolution for your approval.

None of the Directors, Key Managerial Personnel and their relatives are in any way concerned or interested, financially or otherwise in the above said resolution.

By order of the Board
For Kapston Facilities Management Limited

Sd/-
Amreen Gulnaaz
Company Secretary
M.No ACS 47889

Date: February 12,2021
Place: Hyderabad.

Registered Office

Kapston Facilities Management Limited
Plot No.287,MIG-2, IX Phase KPHB,
Kukatpally, Hyderabad- 500072.
CIN : L15400TG2009PLC062658
Email: cs@kapstonfm.com
Website:www.kapstonfm.com

Notes:

1. The Notice is being sent by Registered Post/Courier (or electronically, by email, to those shareholders who have registered their email addresses with the Company) to all Shareholders, whose names appear in the Company's Register of Members as at the close of business hours on February 12,2021.
2. Documents pertaining to the resolution are open for inspection at the Corporate Office of the Company between 10.00 a.m and 2.00 p.m on any working day till the last date of voting i.e March 17,2021.
3. Please see the instructions for voting by postal ballot (including e-voting) which have been printed herein.
4. In case of e-voting, voting will commence on and from 09.00 a.m (IST) on February 16,2021 and end at 5.00 p.m (IST) on March 17,2021.

INSTRUCTIONS FOR VOTING

Voting in Physical Form:

1. A shareholder desiring to exercise vote by Postal Ballot may complete the postal ballot form (no other form or photocopy thereof is permitted) and send it to the Scrutineer at the corporate office address of the Company. Postage will be borne and paid by the Company. However, the envelope containing the postal ballot form, if sent by courier or any other mode at the expense of the shareholder, will also be accepted.
2. Duly completed postal ballot forms should reach not later than 5.00 p.m (IST) on March 17 ,2021. All postal ballot forms received thereafter will be treated as if the reply from the shareholder has not been received.
3. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (✓) in the appropriate column.
4. This form is to be completed and signed by the shareholder (as per signature registered with the Company/RTA). In case of joint holding, this form should be completed and signed by the first-named shareholder and in his/her absence, by the next named shareholder. There will be only one postal ballot form for each folio irrespective of the number of joint holders(s).
5. In case the form is signed by the Power of Attorney holder for and on behalf of the shareholder, it must

be accompanied by the Power of Attorney. In case of shares held by companies, trusts, societies and bodies corporate, the duly completed postal ballot form should be accompanied by a certified true copy of the Board/Governing Body Resolution.

6. Unsigned postal ballot forms will be summarily rejected.
7. A shareholder need not use all his votes, nor he need to cast all his votes in the same manner.
8. Shareholders are requested not to send any other paper along with the enclosed self-addressed envelope since all such envelopes will be sent to the Scrutineer and any extraneous paper found in such envelope would be destroyed by the Scrutineer.
9. The attached self-addressed envelope is only for the limited purpose of this postal ballot process and the same should not be used by the shareholder for sending any other correspondence to the Company.
10. A shareholder may request for a duplicate postal ballot form, if so required. However, the duly filled in duplicate postal ballot form should reach the Scrutineer not later than the date specified at instruction No.2 above.

Voting in Electronic form

In compliance with the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (LODR) Regulations,2015, the Company is pleased to provide e-voting facility to the shareholders to cast their vote on all resolutions set forth in the postal ballot notice dated February 12,2021. The Company has engaged the services of Central Depository Service Limited (CDSL) to provide the e-voting facility.

The Members whose names appear in the Register of Members/List of Beneficial Owners as on February 12,2021 (cut-off date), are entitled to vote on the resolutions set forth in this Notice.

The e-voting period will commence on Tuesday, February 16,2021 at 9.00 a.m (IST) and will end on Friday, March 17,2021 at 5.00 p.m (IST). During this period, shareholders of the Company, as on the cut-off date may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Members will not be able to cast their votes electronically beyond the date and time mentioned above.

The Board of Directors at their meeting held on February 12, 2021, appointed Mr. D.S.Rao, Practising Company Secretary (Membership Number 12394), Hyderabad as the Scrutinizer for conducting the postal ballot process including e-voting process in fair and transparent manner.

Procedure For E-Voting:

Instructions for members for voting electronically are as under:

- A. In case of members receiving e-mail (for members whose e-mail addresses are registered with the Company/Registrars)
 - i) The shareholders should log on to the e-voting website www.evotingindia.com.
 - ii) Click on Shareholders.
 - iii) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - iv) Next enter the Image Verification as displayed and Click on Login.
 - v) Shareholders holding shares in dematerialized form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
 - vi) If you are a first-time user follow the steps given below:

PAN*	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department.</p> <p>* Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and 8 digits of the folio number in the PAN field. In case the folio number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name. Eg. If your name is Ramanathan with sequence number 1 then enter RA00000001 in the PAN field.</p>
Dividend Bank Details or Date of Birth	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your Demat account or in the Company records in order to login</p> <ul style="list-style-type: none"> • In case both the details are not recorded with the depository or Company, please enter the Member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).

- (vii) After entering these details appropriately, click on "SUBMIT" tab.
- (viii) Members will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (ix) Click on the EVSN for the relevant **"Kapston Facilities Management Limited"** on which you choose to vote.
- (x) On the voting page, you will see "Resolution Description" and against the same the option "Yes/No" for voting. Select the option Yes or No as desired. The option Yes implies that you assent to the resolution and option No implies that you dissent to the resolution.
- (xi) Click on the "Resolution file link" if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on "Submit". A confirmation box will be displayed. If you wish to confirm your vote, click on "Ok", else to change your vote, click on "Cancel" and accordingly modify your vote.
- (xiii) Once you "Confirm" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) Members can also cast their vote using CDSL's mobile app "CDSL m-Voting" available for Android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple

and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

(xvii) Note for Non – Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporate.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.

- The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the board resolution and power of attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

(xviii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.

B. In case of members receiving the physical copy of postal ballot notice by courier (for members whose e-mail ids are not registered with the Company/Depositories)

Please follow all the steps from S.No. (i) to S.No (xvi) to cast vote.

Kapston Facilities Management Limited

Corporate Identity Number (CIN): L15400TG2009PLC062658

Registered Office: Plot No.287, MIG-2, IX Phase, KPHB, Kukatpally, Hyderabad, Telangana -500072.

Corporate Office: Plot No 75, Kavuri Hills, Madhapur, Hyderabad, Telangana – 500034.

Website : www.kapstonfm.com,email: cs@kapstonfm.com

Contact Details: +91 96 4050 4050

POSTAL BALLOT FORM

Postal Ballot No.

- 1) Name(s) of Shareholder(s)
(including joint holders, if any) :
- 2) Registered Address of the
sole/first named Shareholder :



- 3) Registered Folio No.*/DP ID/Client ID No. :
(*Applicable to investors holding shares
in physical form) :
- 4) No. of Shares held :
- 5) I/we hereby exercise my/our vote in respect of the resolutions to be passed through postal ballot for the business stated in the notice by sending my/our assent or dissent to the said resolutions by placing the tick mark (✓) at the appropriate box below :

S.No	Description	No. of Shares	Assent	Dissent
1	Reappointment of Mr. Srikanth Kodali (02464623) as Managing Director of the Company			
2	Alteration of the Object Clause in the Memorandum of Association			

Place :

Date :

Signature of the Shareholder

Note : Please read the Postal Ballot Notice for Explanatory Statement and instructions on voting before filling the form.

EVSN (Electronic Voting Sequence Number)	USER ID	PASSWORD