



Date: August 24, 2021

To,
National Stock Exchange of India Limited,
Exchange Plaza, 5th Floor,
Plot No. C/1, G Block,
Bandra Kurla Complex, Bandra (E)
Mumbai-400 051
Symbol: **KAPSTON**

Dear Sir/Madam,

Sub: Intimation of 13th Annual General Meeting and Cut-off Date for e-voting.

We hereby inform you that:

1. The Thirteenth (13) Annual General Meeting ("AGM") of the members of the Company will be held on Saturday, September 18, 2021, at 11.00 A.M. (IST) at the Corporate office of the Company situated at Plot No 75, Kavuri Hills, Madhapur, Hyderabad – 500 034.
2. In compliance with the relevant circulars, the Annual Report for the financial year 2020-21, comprising the notice of the AGM and the financial statements along with Board's Report, Auditors' Report and other documents required to be attached thereto, will be sent to all the members of the Company whose email addresses are registered with the Company/RTA/Depository Participant(s).
3. The members of the Company are provided with electronic voting (e-voting) facility to exercise their right to vote electronically on all the resolutions set forth in the notice of 13th AGM. The voting rights shall be reckoned on the paid-up value of the shares registered in the name of the member(s)/beneficial owner(s) as at the close of business hours on the cut-off date i.e., Saturday, August 11, 2021.

The details of e-voting are as under:

Cut-off date for voting by the members	September 11, 2021
Date and time of commencement of remote e-voting	September 15, 2021 at 9:00 A.M. (IST)
Date and end time of remote e- voting	September 17, 2021 at 5:00 P.M. (IST)

4. The details such as manner of (i) registering/updating email addresses, (ii) casting vote through e-voting have been set out in the Notice of the AGM.

Kindly take the above information on record.

for Kapston Facilities Management Limited

Vyshali
Kinkeri Vyshali
Company Secretary and Compliance Officer
M.No. A66392



CC to:

- 1. National Securities Depository Limited**
Trade World, A wing, 4th Floor,
Kamala Mills Compound, Lower Pare,
Mumbai- 400013
- 2. Central Depository Services (India) Limited**
Marathon Futurex, A- Wing, 25th floor,
NM Joshi Marg, Lower Pare),
Mumbai- 400013.
- 3. BigShare Services Private Limited**
306, Right Wing, 3rd Floor,
Amrutha Ville, Opp. Yashoda Hospital,
Raj Bhavan Rd, Somajiguda,
Hyderabad, Telangana 500082.